



ORISSA STATE CIVIL SUPPLIES CORPORATION LTD.

(A Govt. of Orissa Undertaking)

Suresh Kumar Vashishth, IAS

Managing Director

P-11-66/11 No. 201/MD Date: 02.05.2012

To

All CSO-cum-District Managers,
OSCSC Ltd.

Sub: Revised operational guidelines for Departmental Storage Operations with door delivery of food stock at Retail points as on 30/04/2012.

Ref: Letter No. 112/MD Dated 23/03/12.

Sir,

Enclosed find herewith Revised Operational Guidelines as on 30/04/2012 for your information and necessary action.

These revised guidelines shall be brought to the knowledge of all concerned. The same can be downloaded from OSCSC website i.e. www.oscsc.in under the caption Revised Operational Guidelines for Departmental Storage Operations as on 30.04.12.

Encl: Operational guidelines [70 pages]

Yours faithfully,

Managing Director

Memo No. 202/MD Dated the ^{2nd} May 2012.

Copy to

1. All collectors for information and necessary action with reference to memo no. 113/MD dated 23.03.2012.
2. ADM (Rourkela) / all Sub-Collectors / all BDOs / E.Os of ULBs for information and necessary action with reference to memo no.114/MD dated 23.03.2012.
3. Regional Managing, CWC / General Manager, OSWC with request to circulate these guidelines among all depot in-charges where OSCSC is storing rice with reference to memo No.115/MD dated 23.03.2012.
4. Commissioner-cum-Secretary, FS & CW Department, Odisha, Bhubaneswar for kind information.

Managing Director

OPERATIONAL GUIDELINES FOR DEPARTMENTAL STORAGE SYSTEM (DSS) & DOOR STEP DELIVERY OF PDS STOCK AT RETAIL POINT

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ABBREVIATIONS

AAY	-	Antodaya Anna Yojana
AC Note	-	Acceptance Notes
ACSO	-	Assistant Civil Supply Officer
ADM	-	Additional District Magistrate
AP	-	Annapurna
APL	-	Above Poverty Line
BC	-	Bulk Consumers (Institutional Consumers like ST/SC Hostels, Jail, Sports Hostels, SC/ST Hostel run by NGO etc.)
BDO	-	Block Development Officer
BPL	-	Below Poverty Line
CMR	-	Custom Milled Rice
Collector	-	Collector of the District
CSO	-	Civil Supply Officer
CWC	-	Central Ware-housing Corporation
DD	-	Demand Draft
DM	-	District Manager of OSCSC Ltd.
DSC/DSA	-	Departmental Storage Centre/Departmental Storage Agency
DSS/DSO	-	Departmental Storage System/ Departmental Storage Operation
DSWO	-	District Social Welfare Officer
DWO	-	District Welfare Officer
EO	-	Executive Officer of Urban Local Body
FCI	-	Food Corporation of India
FPS	-	Fair Price Shop
FS & CW Deptt.	-	Food Supplies & Consumer Welfare Department
FSD	-	Food Storage Depot of FCI
FY	-	Financial Year
H & TC	-	Handling & Transport Contractor
IS	-	Inspector of Supplies
KBK	-	8 districts of Undivided - Kalahandi, Bolangir & Koraput Districts
MD	-	Managing Director
MFPS	-	Model Fair Price Shop
MI	-	Marketing Inspector
MIS	-	Management Information System
NGO	-	Non-Govt. Organization
OSCSC Ltd.	-	Odisha State Civil Supplies Corporation Limited
OSWC	-	Odisha State Ware-housing Corporation
PDS	-	Public District System
PI	-	Procurement Inspector
RDP	-	Rice for Disable Person
RRC-cum-DSC	-	Rice Receiving Centre cum Departmental Storage Centre
SA-cum-DEO	-	Sales Assistant-cum-Data Entry Operator
SA-cum-GA	-	Sales Assistant-cum-Godown Assistant
ULB	-	Urban Local Body
WSHG	-	Women Self Help Group

1. Introduction - DSS with door delivery system.

1.1 The Background: Justice Wadhwa Committee appointed by Hon'ble Supreme Court visited Odisha in Nov'2009 and made nineteen recommendations to improve the Public Distribution System in the State. The State Government formed an Apex Committee under chairmanship of C.S. to implement the recommendations. The Apex Committee met several times and took decisions to implement them. One of the major recommendations of the Committee was regarding **replacement of Private storage agency (dealing with food items) with Departmental Storage System (DSS)**. The Government of Odisha accepted the recommendations and DSS has been implemented in four districts of Boudh, Deogarh, Nuapada and Sonapur from 1st November'2011 and in rest 26 districts from 1st April, 2012.

1.2 Ensuring Citizen Participation: Departmental Storage System has been combined with Door step delivery of food items to the FPS dealers to ensure reach of these items in remote locations. Citizen participation is to be ensured by providing transportation information through SMS alerts to those who give their mobile phone numbers in the Transparency portal of the website of the Department www.foododisha.in .

1.3 Fair Price Shop(FPS) Database: A database of all the 30710 FPS dealers has been created by online registration, validation & authorization . An unique 8-digit code has been assigned to each of the FPS dealer. This database is to be used for allocating PDS items by the BDOs/Sub Collectors/ADMs every month. Any change in the assignment of ration cards or tagging of FPS is to be notified by the concerned BDO/EO and updated in the database at the CSO level by 1st of every month. Instructions for modifying the FPS date base as per changes made in the field has been issued separately to all districts.

1.4 The Departmental Storage Centres (DSC): The Departmental Storage Centres will function out of most of the existing Rice Receiving Centres (RRC). In RRC-cum-DSC, approximately 80% of space will be utilised for rice, 15% for wheat and 5% for sugar. The districts have tagged the Blocks /ULBs to the existing or hired RRC depending upon the capacity of RRC and monthly allotment of food grains to concerned Block/ULB (up to 150% of RRC capacity).The big RRCs of the district would function as Base RRC. From these Base RRCs, rice will be transported to consuming districts and to other RRCs-cum-DSCs within the district. Movement of rice from Base RRC to RRC-cum-DSCs within the District shall be minimum by tagging Millers of OSCSC suitably to all RRCs so as to avoid double handling.

1.5 Handling & Transport Arrangements: Engagement of Handling & Transport Contractors is to be done by the District Administration for two levels. Level-I Handling & Transport Contractors would feed the RRC-cum-DSC by transferring PDS items from FSD/Base RRC/ Zonal Sugar Depots. On the other hand, Level-II Handling & Transport Contractors would ensure transportation of PDS items from RRC-cum-DSC to FPS point based on the route chart prepared for same ensuring maximum stock transfer at minimum cost.

1.6 Prepayment compulsory : Stocks will be issued to retailers on advance payment only either through payment by Demand Draft or through online transfer of funds through CBS branches of various Nationalised Banks. BDO/EO to reallocate the stocks to a nearby FPS dealer if a dealer fails to deposit in time .

1.7 Fund Constraints of GPs : As many Gram Panchayats (GPs) dealing with PDS do not have adequate funds to buy all their allocated items at one time, they may get the Public Distribution System items in two or three phases . FS & CW Department had earlier allocated fund @Rs,25000 per GP to deal with Public Distribution System through Collectors. Some funds are still lying with the districts which may be distributed to augment the PDS fund of the GPs. The Department is in process of allocating more funds to augment the resources of GPs dealing with PDS .It is desirable for the GPs to have a separate bank account for PDS for better monitoring and to check diversion. Collectors may issue instructions in this regard to all GPs managing PDS.

1.8 Engagement of Jogana Sahayak (Supply Assistant) in GPs : With doorstep delivery, as the GPs who are dealing with entire Rs2 Kg Rice stock will earn substantial amount from dealer commission @Rs20/quintal in addition to the sale of gunnies , they may engage a full time **Jogana Sahayak** (Supply Assistant) to deal with PDS exclusively similar to that of GRS for NREGA with about Rs 4000/- monthly honorarium .To be able to engage an exclusive Jogana Sahayak or Supply Assistant, a GP must have a minimum monthly quota of 150 Quintals of PDS items. Sub Collectors may consider this aspect while renewing licences for PDS retailers for the next FY upon recommendations of BDO and as per provisions of Public Distribution System Control Order, 2008. Separate instructions for engaging Jogana Sahayak (JS) by GPs has been issued to all districts by FS & CW Dept.

2.0 Allotment - datelines for lifting & distribution.

- 2.1 Schedule of various Activities under Departmental Storage System:** It proposed to have the following schedule of dates for various activities:
- 2.1.1 Allotment order shall be made by Government** in FS & CW Department for **next month by 1st of the Preceding month:** Allotment of Rice under BPL, Adll.-BPL, AAY, AP, Special district specific allotments for ST/SC Hostels, Welfare Institution etc. out of Central Pool & State Pool, Wheat & Sugar is to be communicated by the FS & CW Department to the Collectors, OSCSC & F.C.I as per allocation received from Govt. of India by 1st of every month for the succeeding month. (eg 1st April'12 for allocation for May'12). Most of the time it is being done for one quarter at a time.
- 2.1.2 Allotment order by Districts** for Blocks/ULBs **by 3rd of the preceding month:** On receipt of allotment from FS & CW Department , Collector of District will make Sub-allocation Block & ULB wise based on card strength under different schemes in that particular Block/ULB by 3rd of every month for the succeeding month. The District office will also make separate order for the Bulk consumers getting subsidized rice Block/ULB wise from the on-line system based on their approved roll strength of each Bulk Consumer institution.
- 2.1.3 Allotment order by Blocks/ULBs** for FPS dealers by **5th of the preceding month:** The BDO for the Block / ADM or Sub Collector for the ULB (as the case may be) will make FPS Dealer wise allotment/distribution order basing on the card strength of different schemes by 5th of every month. This will be generated **commodity wise** from the FPS database available in the website of the Department www.foododisha.in .While the allotment order will be generated by the concerned BDO/MI in the log in, the same will be available in public domain for viewing after it is generated.
- 2.1.4 Deposit of cost of PDS items** by FPS dealer by 15th of the preceding month: Normally, a FPS dealer is expected to make deposit for the PDS items as per distribution order by 15th of the Preceding month If a dealer fails to deposit by 20th, then ADM/Sub Collector/BDO would make alternate arrangement for distribution through a nearby FPS dealer so as to ensure smooth functioning of Public Distribution System in the area.
- 2.1.5 Lifting from DSC & delivery at the FPS** between 20th of preceding month & 1st of the Allotment month .The Level-II H&T contractors shall feed the FPS by delivering PDS stocks at their door steps between this period. (e.g.20th April to 1st May for allocation month of May'2012)

2.1.6 Distribution of PDS items at FPS points between **5th to 25th** of allotted month: The consumers/beneficiaries will get their entitled PDS items between this period. Normally, the PDS commodities would be distributed on pre fixed specific dates, but there could be local variations with public notifications.(e.g. between 5th to 25th May'12 for May'2012 allocations)

2.1.7 Submission of Declaration on 26th of Allotted month -The FPS dealer to file a monthly Return of transactions through a **mandatory Declaration** on 26th to ADM/Sub Collector/BDO/E.O (as the case may be) for making future allocation (e. g .the Declaration submitted by a FPS dealer for May'2012 on 26th May'12, would be used to determine his/her allocation for the month of July'12.to be made in the 1st week of June'2012). The information in the declaration is to be updated in the system immediately at Block/ULB level to calculate District, Block/ULB & FPS allocations starting from 1st of next month. A sample format of the Declaration by the FPS dealer is at **Annexure-1**.

The FPS Retailer, based on the declaration submitted by him/her, will send the **Closing Balance (CB)** information of the stock under various schemes by a fixed format SMS to **9437000359** from 26th to 28th of the allotment month. The closing balance of FPS will be validated in the online system by the concerned MI/IS of the Block/ULB from 29th to end of the allotment month. The detailed procedure for SMS by FPS is being communicated separately under m-Governance initiative.

2.1.8 The Inspector of Supplies / Marketing Inspector shall verify 20% or 15 numbers (whichever is more) of such declarations before 25th of next month. The verification shall be made in such a manner that the verification of all the dealers of the Block/ULB are covered in 5 months at most. The ACSO of the sub-division shall make 5% verification every month in each Block/ULB under his jurisdiction. The Collector / ADM/ Sub-Collector/ BDO / E.O may authorize other officers for verification of these declarations at random.

2.1.9 The allocation for the FPS for the month of July'12 will be made considering the closing balance of FPS as on 25.05.2012 by the ADM/Sub Collector/BDO as mentioned above. In fact, the allotment orders would be generated online in foododisha portal startup from allotment month of July'2012.

2.1.10 The entire process is a two month cycle for allocation & distribution of PDS items & but about five weeks cycle for rotation of funds deployed for the operation.

2.2 Deeming Provision: In case of non-communication of allotment by concerned authorities as mentioned in paragraphs **2.1.1, 2.1.2, & 2.1.3** by above datelines, **the last month's allotment will be taken as allotment for current month** and accordingly Collector, BDO/ Executive Officer and OSCSC will proceed in making sub-allotment & lifting plan respectively.

3. Lifting to feed the Departmental Storage Centres

3.1 Preparation of Lifting Plan

3.1.1 The Odisha State Civil Supplies Corporation Head Office will prepare monthly lifting plan of Rice both for Road & Rail movement for different schemes based on allotment of different districts communicated by FS & CW Department by 5th of each month for the next allotment month .

3.1.2 Based on lifting plan of Rice of the Head Office, the Districts shall prepare a **District lifting plan** of rice. Lifting plan of the Rice for the District will cover:

3.1.2.1. Lifting of CMR through inter-district transportation.

3.1.2.2. Transfer of own CMR from Base RRC.

3.1.2.3. Lifting from F.C.I.

3.1.2.4. Receipt of CMR from the millers of own and other districts.

3.1.2.5. Receipt of CMR from other State Agencies. (e.g. TDCC)

3.1.3 Districts are to complete the above District lifting plan by 8th of the preceding month of the allotment month. This plan will include the RRC cum DSC at which the rice under inter district transfer would be received. Secondly, the plan would also indicate the priority of feeding various RRC cum discuss of the district. A format for **District Lifting Plan** is enclosed at **Annexure-2A**.

3.1.4 Lifting plan of Wheat from F.C.I as per Govt. allotment shall be made by the district indicating FSD, FCI from which wheat will be lifted. A format of lifting plan of wheat is enclosed at **Annexure –2W**. Where RRC-cum-DSC is operating in depots of OSWC or CWC, a copy of plan will be endorsed to Depot in-charge of OSWC or CWC and DSC in-charge (Procurement Inspector/Marketing Inspector /Inspector of Supplies / ACSO).

3.1.5 A lifting plan of sugar shall be prepared by the CSO-cum-District Manager based on Government allotment and the distribution order of OSCSC Head Office for lifting of sugar from zonal depot through H & T Contractor level-I. A format of lifting plan of sugar is at **Annexure-2S**. Where RRC-cum-DSC is operating in depots of OSWC or CWC, a copy of plan will be endorsed to depot in-charge of OSWC or CWC and the DSC in-charge (Procurement Inspector/Marketing Inspector /Inspector of Supplies / ACSO).

3.2 Inter District transfers (State level)

- 3.2.1** Based on lifting plan of OSCSC Head Office, inter-district transportation of rice will be made by H & T Contractor engaged by Head Office of OSCSC. The receiving District Manager will prepare a transportation program for lifting of CMR from other districts indicating the receiving depot, quantity to be received and priority as per format at **Annexure-2B**.
- 3.2.2** District transportation program for level-I H & T Contractor will be prepared to implement the District Lifting plan for rice, sugar & wheat. A format of the District transportation program is at **Annexure-2C**. Where RRC-cum-DSC is operating in godowns of OSWC & CWC, a copy of plan will be endorsed to depot in-charge of OSWC & CWC and DSC in-charge (Procurement Inspector/Marketing Inspector /Inspector of Supplies / ACSO).
- 3.2.3** The CSO-cum-District Manager of the dispatching district for rice shall issue Release order to the RRC-cum-DSC for effecting transfer of stock to the receiving district as per lifting plan of rice of OSCSC Head Office and Rice Transportation program of receiving district as at Annexure-2B. A format of Release Order for rice is at **Annexure-2D**. Where RRC-cum-DSC is operating from the depots of OSWC or CWC, a copy of plan will be endorsed to Depot in-charge of OSWC or CWC and DSC in-charge (Procurement Inspector/Marketing Inspector /Inspector of Supplies / ACSO).
- 3.2.4** The CSO cum District Manager of the Nodal District of Sugar Zonal District up to shall issue Release Order for release of sugar from Zonal Depot to the receiving districts as per distribution order of OSCSC Head Office. Release Order format is at **Annexure-2T**.
Please note: While Annexure-2A, 2B & 2D relate to Rice, **Annexures-2S & 2T** relate to Sugar, **Annexure-2W** relate to Wheat, But **Annexure-2C** is the common transportation plan for Rice / Wheat & Sugar and is an instruction for level-I H & T Contractor.
- 3.2.5** Fifty percent (50%) such inter-district transportation of rice will be completed by **20th of the preceding month** of allotment month and balance 50% shall be transported by **end of the preceding month**.
- 3.2.6** Receiving District Manager shall liaison with source district, transport contractor and will ensure transportation of stock by the date-line as above by deputing his **Lifting officer** if required. The lifting officers should be rotated at every 4 to 6 month interval so as to ensure effectiveness of officers and break the monotony of work.
- 3.2.7** The District Managers of dispatching and receiving districts will work in close coordination for transportation of rice through both Road & Rail movements.

3.3 Intra District transfers (Level-1)

- 3.3.1.** The District Manager shall suitably tag custom millers of his district or nearby district to RRC-cum-DSC to avoid double handling and considering the distance from the Mills to RRC-cum-DSC.
 - 3.3.2.** Based on the intra-district lifting plan prepared by the district office, following arrangement will be made for feeding the RRC cum DSCs :
 - 3.3.1.1.** Transportation of rice from base RRC of the district or from nearby district.
 - 3.3.1.2.** Transportation of rice & wheat from FCI Depots of the district or nearby district.
 - 3.3.1.3.** Transportation of Sugar from Sugar Zonal Depot.
 - 3.3.3.** The above transportation shall be done by the level-I H & T Contractor who would be assigned the task in such a manner so as to ensure efficiency i.e. less distance is covered to minimize the transportation cost.
 - 3.3.4.** The District Manager shall complete the transportation of Rice from Base RRCs/FCI depots through level-I contractor by **20th of preceding month** so as to ensure that supply to FPS can start from 20th onwards.
 - 3.3.5.** Date-line for completion of lifting of Wheat & Sugar will be fixed by the District Administration as per availability of stock in FCI depots & Zonal Sugar Depots.
 - 3.3.6.** The district lifting plan shall be made in such a manner that entire quantity of rice from FCI under Annapurna, RDP(Rice for Differently Able Persons) and any other similar scheme is delivered at one RRC cum DSC nearer to the FCI Depot, rather than transporting small quantity of rice to each RRC cum DSC. In such case, the requirement of rice for other RRC cum DSC for these schemes will be met from other sources like CMR from Millers, CMR from other Districts and CMR from the base RRC.
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- 3.4. Arrangement when FCI depot & DSC are in the same premises (some CWC & OSWC depots have this situation)**
 - 3.4.1.** Rice & Wheat will be lifted from FCI depot by the level-II Handling & Transport Contractor for feeding the FPS on proper quality check, weighment & joint sampling will be made by RRC-cum-DSC In-charge & FCI officials.
 - 3.4.2.** The DSC in charge shall be designated as lifting officer for the FCI depot and s/he shall ensure lifting as per district lifting plan & transportation program.
 - 3.4.3.** The necessary documentation for issue of stock to the FPS shall be done in DSC premises without double handling.

4. Lifting to feed the Fair Price Shop (FPS)

4.1 Distribution Order & Payment by FPS Dealers.

4.1.1 The PDS stocks are to be dispatched to the FPS as per the **Distribution order** (of the BDO/ EO) by the RRC-cum-DSC in-charge through level-II H & T Contractor. The I/C of DSC shall **only issue stock** as per deposits made by FPS dealers/Bulk Consumers at the DSC either directly or through the IS or MI of the Block/ULB **in shape of DD** in favor of the District Manager along with the **Dealer Deposit Slip** detailing the commodities or as per the intimation by the **MI/IS** (Marketing Inspector / Inspector of Supplies) regarding **online deposit** through Axis Bank Module (as per downloaded print out). A copy of the Dealer Deposit Slip is at **Annexure-3A**

4.1.2 In case of on-line deposit by the FPS, the Marketing Inspector will download the list of FPS dealers who have deposited online along with quantity of PDS items from the system (connected computer) at the Block/ULB and countersign the same and send it to DSC in-charge for issue of stock through level-II H & T Contractor. A sample of the NEFT application form for online deposit along with product codes of various PDS items is at **Annexure-4**.

4.2 Delivery of PDS stock to MFPS (Maitree Shop) operated by OSCSC Ltd.

4.2.1 The MFPS will be tagged to RRC-cum-DSC by the District Manager.

4.2.2 The PDS items will be delivered at the MFPS through H & T Contractor level-II. However, where mobile vans are available with the District Manager, stock shall be delivered at MFPS through Mobile Van only.

4.2.3 The MFPS are to pre-deposit the cost of PDS items in shape of demand draft or through on-line transfer as per monthly distribution order of ADM/Sub-Collector / BDO / E.O as the case may be, along with dealer deposit slip at the RRC-cum-DSC. The revolving fund available with MFPS shall be utilized for deposit of cost.

4.2.4 The District Manager will utilize mobile vans for lifting of stock from base RRC & FSD, FCI / Sugar Zonal Depot situated within the district. The mobile vans may also be used for delivery of stock at FPS. District Manager shall ensure efficient utilization of Mobile Van available with him.

4.2.5 Handling cost, in case of delivery through mobile van shall be fixed on approval of Collector.

4.2.6 Mobile vans shall not be utilized to function as alternative FPS retailer to distribute food grains to the consumers on routine basis. However, these may be used for such purpose in emergencies.

4.3 Delivery of Stock to H & T Contractor (L-II) for Doorstep Delivery at FPS

- 4.3.1. Delivery of stock to level-II H & T Contractor shall be made as per route chart for timely delivery of stock to FPS and to check possible diversion of stock. Each vehicle will carry a copy of Gate Pass cum Transit Pass and separate Acceptance Notes (AC Note) in three parts for each of the FPS dealers for whom stock is being carried by the vehicle.
- 4.3.2. In case of tagging of any FPS due to irregularity or misappropriation or non-deposit, the concerned Marketing Inspector / Inspector of Supplies of the Block/ ULB shall intimate to RRC-cum-DSC about the FPS tagged and modify the Distribution Order accordingly under orders of ADM/ Sub-Collector / BDO/E.O as the case may be.
- 4.3.3. The RRC-cum-DSC in-charge shall deliver the stock to the H & T Contractor (level-II) for the FPS who have deposited the cost.
- 4.3.4. Level-I & level-II transport contractors, shall display a Uniform Banner / flex on the vehicles carrying PDS stocks, displaying following information in **Navy Blue** letters over **White** background.

ଖାଦ୍ୟ ଯୋଗାଣ ଓ ଖାଉଟି କଲ୍ୟାଣ ବିଭାଗ

ଓଡ଼ିଶା ରାଜ୍ୟ ଯୋଗାଣ ନିଗମ,.....ଜିଲ୍ଲା

ପରିବହନ କର୍ତ୍ତାଙ୍କ ନାମ :.....

ଓ ଯୋଗାଯୋଗ ନମ୍ବର :.....

ଅଭିଯୋଗ ଦରଜ ନମ୍ବର (Office No. of CSO):

Toll Free Number: **୧୫୫୩୩୫**

5. Lifting by Bulk Consumers

- 5.1** All the Bulk consumers have been instructed to get their institutions registered online and submit their registered bar coded printout to the concerned District Level Officer (DLOs) like the DWO, DSWO etc. for field verification. The concerned DLO shall submit the verified registration form to the CSO for authorization in the system and issue of unique codes for the Bulk Consumers. This exercise was to be completed by 31st March'2012. Once the authorizations of Bulk consumers is done online, it will be possible to generate allotment orders through the online system.
- 5.2** District Manager shall prepare and issue allotment order in favour of Bulk Consumers as per sanctioned strength of the inmates and intimate concerned RRC-cum-DSC and the Bulk consumer institutions. Some districts are wrongly treating Police Grain Store as Bulk Consumers. It may be noted that Bulk Consumers in context of PDS are those who are getting subsidized rice only.
- 5.3** The stocks shall be issued to Bulk Consumers as per allotment order made by the CSO cum DM and downloaded at Block/ULB level and as per payment made at the DSC.
- 5.4** The Bulk Consumers shall lift the stock at their own arrangement from RRC-cum-DSC after depositing the cost in shape of either demand draft drawn in favour of **District Manager, OSCSC Ltd** or through on-line deposit along with a Bulk Consumer Slip similar to that of Dealer deposit slip. The bulk consumers shall deposit the demand draft along with Bulk consumers deposit slip at the tagged RRC-cum-DSC or with the IS or MI of the Block or the ULB. A copy of Bulk Consumer deposit slip is at **Annexure-3B**
- 5.5** In case of on-line deposit by the Bulk Consumer, the Inspector of Supplies or the Marketing Inspector will download the list of Bulk Consumers who have deposited online along with quantity of rice to be issued from the system (connected computer) at the Block/ULB and countersign the same and send it to DSC in-charge for issue of stock.
- 5.6** The RRC in-charge shall issue stock to the authorized person which shall be documented in a Gate Pass cum Acceptance Note. A copy of the same is at **Annexure-7C**. The Bulk Consumer Institution shall make authorization as per the format at **Annexure-3C** for any representative to receive the stock on behalf of the institution.

6. Standard Procedures for Lifting, Receipt & Issue ...

6.1 Stock will be received at RRC-cum-DSC from following sources:

- 6.1.1 Rice from other districts through H & T Contractor engaged by OSCSC, Head office.
- 6.1.2 Rice from the Base RRC of the district and nearby districts through H & T Contractor level-I.
- 6.1.3 Rice from Custom Millers of own district and other districts.
- 6.1.4 Rice from other state agencies.
- 6.1.5 Rice & Wheat from FCI Depots of the district and nearby districts.
- 6.1.6 Sugar from Sugar Zonal Depot of OSCSC located at Bhubaneswar(Mancheswar), Balasore, Bargarh, Rayagada and Ganjam(Jagannathpur).

6.2 Lifting by H&T Contractors to feed the DSCs...

- 6.2.1 The District Manager shall arrange to lift the allotted stock from the other districts within the stipulated date as mentioned at point 3.2.2 basing on the state level lifting plan (of OSCSC, Head Office) by sending **Lifting Officer** to concerned district(s) and coordinating with the H & T Contractors engaged by the OSCSC, Head Office.
- 6.2.2 Rice & Wheat will be lifted from **FCI** by the level-I H & T Contractor within the time stipulated at point 3.3.4. The lifting officer designate at FCI Depot shall ensure lifting as per the District lifting Plan.
- 6.2.3 Rice will be lifted from **Base RRC** by level-I H & T Contractor as per lifting plan of the district.
- 6.2.4 Sugar will be lifted from **Sugar Zonal Depot** through level-I H & T Contractor as per district lifting plan based on distribution order of OSCSC, Head Office.

6.3 Quality Testing

- 6.3.1 Rice & Wheat from FCI shall be lifted through joint sampling by the lifting officer & FCI officials.
- 6.3.2 Rice from Base RRC shall be lifted through joint sampling by RRC in-charge and representative of H & T Contractor. The sample bags will be handed over by the H & T Contractor at receiving RRC-cum-DSC.
- 6.3.3 Sugar is to be lifted on joint sampling by lifting officer and zonal depot in-charge of sugar depot.

- 6.3.4** Quality testing will be ensured by RRC-cum-DSC in-charge on receipt of CMR from custom millers. This is a key activity at the RRCs as maximum shortage occurs due to poor quality check at the time of receiving the stock at the RRCs. It is to be noted that this is the first point of entry of Rice into the supply chain. If the quality check at this point is guarded, the quality will be maintained throughout.
- 6.3.5** Necessary entries regarding quality parameters will be made in the prescribed register or in the on-line entry screens where computerization of supply chain management is introduced.
- 6.3.6** For CMR received from the Custom Millers with moisture content between 14% to 15%, there shall be value cut. The equivalent quantity of CMR shall be passed on to RRC cum DSC as shortage by the District Office. For example, if a lot of 270 Quintal of rice received from the miller with moisture content 15%, for which value cut is made for 2.7 quintals, this quantity of 2.7 Quintals.(1% of 270 Qtls) shall be passed on to the RRC cum DSC. Detailed guidelines for such value cut shall be issued by OSCSC Head office

6.4. Weighment.

Following procedure are to be followed for weighing the PDS stocks while lifting and receiving locations.

- 6.4.1.** Lifting of Rice & Wheat from **FCI**: stock will be weighed on the weighbridge of the FCI Depot
- 6.4.2.** Lifting of Rice from **Base RRC** & Sugar from **Zonal Depot**:
- 6.4.2.1.** Where there is weigh bridge **in the RRC-cum-DSC**, weighment will be made at the weighbridge.
- 6.4.2.2.** In case no weighbridge at RRC-cum-DSC, the weighment will be made at the weighbridge available **within 5 KMs** of RRC-cum-DSC by H & T Contractor at his/her cost. The list of such weigh bridges shall be notified by the District Manager Depot wise in advance for benefit of all concerned
- 6.4.2.3.** In case weighbridge is located **beyond 5 KMs** of the RRC cum DSC, the weighment will be made, if so directed, at the nearest weighbridge by the H & T Contractor and transportation charges for the additional distance (to & fro) shall be borne by OSCSC.
- 6.4.3** For weighment of stock received at RRC-cum-DSC, the above procedure detailed at 6.4.2 shall be followed.

6.4.4. Weighment of Empty gunny bags carrying the stock. While receiving the stock from the custom millers the RRC-cum-DSC in-charge shall make weighment of some sample empty gunny bags to ascertain the weight of empty bags and calculate the net weight of the stocks in the bags.

6.4.5. Standard weight of Bags received at the RRC cum DSC from Millers.

6.4.5.1. Stock received shall be of standard weight of 50 kg net i.e. excluding weight of empty gunny bags.

6.4.5.2. Variance beyond \pm 250gms in a bag of 50 kg will be treated as non-standard bag. Ensuring receipt of standard bag i.e. 50 kg net is very critical for the subsequent supply chain.

6.4.5.3. This may be ensured by all RRCs while receiving CMR from the millers which are the source of the main component of our Public Distribution System.

6.4.6. Weighment during Issue of stock to level-II H & T Contractor for feeding the FPS:

6.4.6.1. Where there is weighbridge at RRC-cum-DSC weighment will be made at the weighbridge.

6.4.6.2. In case no weighbridge at RRC-cum-DSC, weighment will be made at the weighbridge located within 5 KMs of RRC-cum-DSC, by H & T Contractor at his cost.

6.4.6.3. In case weighbridge is located beyond 5 KMs, weighment will be made, if so directed, at the nearest weighbridge by the H & T Contractor and transportation charges for the additional distance (to & fro) shall be borne by OSCSC.

6.4.6.4. The FPS will be intimated to remain present at the RRC-cum-DSC.

6.4.7. Weighment of sample bags at the RRC cum DSC for feeding the FPS:

6.4.7.1. In case weighment at weighbridge is not possible, a sample weighment of 10% of the stock shall be made in electronics / manual weighing machine at RRC-cum-DSC.

6.4.7.2. Sample bags shall be drawn at random from periphery and inside stacking so that sample bags will be representative of the lot.

6.4.7.3. The average weight of sample bags shall be multiplied with total number of bags in the lot to determine the total weight of the stock.

6.4.8. Delivery of stock at FPS by H & T Contractor level-II.

6.4.8.1. Stock will be delivered to FPS on 10% sample weighment.

6.4.8.2. Bags will be selected by the FPS, Retailer.

- 6.4.8.3.** If the FPS retailer is not satisfied with the 10% weighment, she/he can opt for 100% weighment. In such a case, 100% weighment can be made by H & T Contractor (level-II) for which labour will be arranged by FPS retailer at his/her cost.
- 6.4.8.4.** On delivery of stock at FPS. The FPS owner shall put his signature as acknowledgement and obtain signature of two ration card holders as witnesses.
- 6.4.8.5.** The IS / MI of the Block / ULB shall obtain specimen signature of all the FPS retailers of the concerned Block/ ULB, in the format at **Annexure-7D**. A copy of such specimen signature duly countersigned by the IS / MI shall be given to H& T contractor level-II and RRC cum DSC I/C for their record and reference
- 6.4.8.6.** H & T contractor level-II shall ensure that the stock is received by the FPS dealer and the signature of the FPS dealers on the Acceptance Note match with the specimen signatures of the said FPS dealer. Similarly, the RRC cum DSC I/C shall also verify the signature of the FPS dealers in the FPS Acceptance Notes submitted by H & T contractor (level – II).
- 6.4.9.** H & T Contractor Level-I & II may appoint Authorized Representative(s) through a registered Power of Attorney (PoA). A format of the PoA is at **Annexure-8** for reference & use.

6.5. Transactions in Depots of OSWC / CWC functioning as RRC-cum-DSC

The transactions in these depots will be made in the manner detailed below-

- 6.5.1.** Receipt & Issue of stock both from Level-I & Level-II, is the responsibility of OSWC/CWC. The Depot In-charge of CWC/OSWC shall ensure quality, quantity & weighment of stock received & issued. Depot In-charge OSWC / CWC shall keep all the records & registers for receipt & issue of stock.
- 6.5.2.** District Manager will post one Procurement Inspector / Marketing Inspector / Inspector of Supplies as In-charge of RRC-cum-DSC. One SA-cum-DEO or SA-cum-GA shall also be posted to assist the RRC-cum-DSC in-charge as per availability of staff. RRC-cum-DSC In-charge at CWC /OSWC godown will attend to the following works-
- 6.5.2.1.** Receipt of drafts along with dealer deposit slip from the FPS. In case on-line deposit, computerized deposit statement will be received from Marketing Inspector / Inspector of Supplies of the Block / ULB.

- 6.5.2.2. Issue of loading slip to godown In-charge of CWC/OSWC for dispatch of stock through level-II Handling & Transport Contractor, basing on distribution order and deposits received.
- 6.5.2.3. Issue of Gate Pass-cum-Transit Pass for each vehicle loaded with stock. **(Annexure-7A)**
- 6.5.2.4. Preparation of FPS Acceptance Note for each FPS as per Gate Pass-cum-Transit Pass. **(Annexure-7B)**
- 6.5.2.5. Maintenance of registers & records relating to FPS on payment received and stock issued.
- 6.5.2.6. Reconciliation of stock issued to H & T Contractor level-II & stock delivered at FPS.

6.6. Delivery of stock in fraction

- 6.6.1. H & T Contractor level-II may carry PDS items of one or more FPS in one vehicle. The total quantity required to be dispatched may be in fraction of 50kg. This fraction quantity will be packed separately in once used gunny bags and delivered to H & T Contractor.
- 6.6.2. The cost of once used gunny bags and labour charges for packing of fraction stock will be borne by OSCSC.

7. Fund Flow Mechanism and Accounting

7.1. Deposit by the District Manager

- 7.1.1 The District Manager of the district will make requisition for funds (if required) to the OSCSC Head Office for deposit with F.C.I for lifting of Wheat & Rice, in case fund is not available. Such requisition shall be made by 10th of the preceding month of allotment month.
- 7.1.2 OSCSC Head Office shall make available funds to the district within 5 days of requisition.
- 7.1.3 Financial arrangement with FCI shall be completed by 15th of the preceding month of allotment month.
- 7.1.4 The funds required for payment of bills of H & T Contractor both level-I & level-II shall be met from the cash credit sub-limit allowed to the district by OSCSC Head Office.

- 7.1.5** District Manager is not required to make financial arrangement for lifting of rice from other district (transported through H & T Contractors engaged by OSCSC Head Office) and for lifting of Sugar from Zonal Depot of Sugar.
- 7.1.6** In case lifting of sugar is to be made from sugar mills within the state, the district manager shall deposit the cost of sugar with the sugar mill. Funds required shall be provided by the Corporation Head Office on requisition.
- 7.2 Collection of deposits from FPS through Demand Draft (DD)**
- 7.2.1** The retailers (FPS) shall deposit cost of Rice, Wheat & Sugar through demand draft drawn in favour of District Manager, OSCSC Ltd. of the district and shall be payable where the District Manager's Office located.(for example: **District Manager, OSCSC Ltd., Koraput** payable at **Jeypore** for Koraput district FPS dealers)
- 7.2.2** The Dealers shall deposit the DD along with a **Dealer Slip** detailing the PDS items (scheme wise) for which the cost is being deposited along with Quantity, rate and amount for each item. The Dealer slip will also have DD details and will be submitted in duplicate. The DSC In-charge will **acknowledge the receipt on the second copy & return it to the dealer** while retaining the first copy for record. The content of the Dealer slip will be verified with the Distribution order of the Block/ULB before issue of stock in favour of FPS.
- 7.2.3** One DD may be made by the dealer for all the PDS items as per his/her allocation. The details of PDS items scheme wise shall be mentioned in the Dealer slip. A sample copy of a Dealer Slip is at **Annexure-3A**.
- 7.2.4** The drafts from FPS dealers will be collected at the RRC-cum-DSC by the In-charge and they should be checked to ensure that the DDs are drawn in favor of District Manager, OSCSC Ltd., correctly dated & are in order. However, if the RRC cum DSC is not located in a Block or ULB but is feeding their FPS, the Inspector of Supplies/ Marketing Inspector of the concerned Block/ ULB shall receive the DDs along with Deposit Slip from the FPS dealers. The drafts and deposit slips collected by the MI/ IS shall be deposited on the same day or on the next day at the concerned RRC cum DSC on proper acknowledgement.
- 7.2.5** The RRC-cum-DSC In-charge shall remit the Bank Drafts collected from the retailers on weekly basis to the District Manager.
- 7.2.6** All the deposits by demand draft at District office shall be deposited in the bank on the same day or on the next day after receipt of same from the DSCs.

- 7.2.7** The sale proceeds so collected & credited to the bank account of District Manager shall be remitted to the Account of OSCSC Head Office immediately on-line. District Manager shall issue **standing instruction** to the bank for such on-line remittance to the Account of OSCSC Head Office to avoid delay and idling of funds in the bank.
- 7.2.8** The retailers can also deposit the cost of PDS goods through Bankers Cheque & Pay order drawn in favor of District Manager, OSCSC Ltd. & payable where the District Managers office is located.

7.3. Collection of Deposits on-line through Bank (Axis Bank Module)

- 7.3.1** The FPS dealer will open an account in a CBS branch of any commercial/ cooperative/Rural Bank of his/her Block/ULB. The list of all CBS branches in the District shall be circulated to the Blocks/ULBs by the District Managers for dissemination among FPS dealers.
- 7.3.2** NEFT format shall be used by the FPS dealer for transferring requisite funds from his/her account to that of the District Manager, OSCSC upon which the dealer gets an **Acknowledgement** from the bank. The FPS dealer will use his/her unique 8-digit code to fill up the NEFT format. The NEFT operation takes about one hour to transfer the funds to OSCSC account. The FPS dealer will give the appropriate **2-digit product code** in the NEFT format to indicate the Public Distribution System item for which he/she is transferring funds A sample copy of the NEFT format is at **Annexure-4**.
- 7.3.3** The codes assigned to various PDS items for FPS dealers & Bulk Consumers (BC) are as under :

Product Code	PDS Item	Scheme
10	Rice	All Rice for FPS dealer
11	Rice	AAY
12	Rice	BPL
13	Rice	APL KBK
14	Rice	BPL Additional/Ad hoc/Special
15	Rice	BPL/AAY for Poor Left out (PLO)
16	Rice	Additional for Kandhmal
17	Rice	Annapurna
18	Rice	Rice for disabled persons (RDP)
30	Wheat	APL
40	Sugar	BPL/AAY
21	Rice	SSD Hostels- Bulk Consumer
22	Rice	Welfare Institutions- BC
23	Rice	Jail/ Sports/ NGO SCST- BC

It is to be noted that product code 10 shall not be used now.

7.3.4 MIS reports will be generated on real time basis. Access shall be provided for various Stakeholders like Dealers, Block/ULB, DSCs, Sub Division, District and HO for seeing relevant MIS reports.

7.3.5 A FPS dealer can deposit / transfer funds for **RICE under all schemes** with one NEFT application by assigning **product code 10**. In such a case, the assignment of fund transferred by the dealer shall be determined in the following order :

- 1) **AA Y Rice**
- 2) **BPL Rice**
- 3) **APL KBK Rice** (for 9 districts)
- 4) BPL Additional/Ad hoc /Special Rice
- 5) BPL/AA Y Rice for Poor left out (19 districts) (PLO)
- 6) Addl. Rice for Kandhmal (temporary period)
- 7) Rice for Disabled Person (RDP)

However, for the time being, product code 10 shall not be used as it might create confusion.

7.3.6 As online registration of FPS dealers has brought out the details of various PDS items dealt by individual FPS, the same will be integrated into the application software to generate MIS reports. Therefore, **it is very important to update the FPS changes like assignment / deletion of cards or tagging / suspension / cancellation of licence into the system at the Block/ULB level thru Log in every month by last date of the month**. This will eliminate systemic mistakes. Detailed instruction in this regard have already been issued by FS & CW deptt.

7.3.7 As Internet facility is available in all Blocks/ULBs, the MI or IS will be responsible to download the list of FPS dealers who have deposited through NEFT (on line) along with the commodities as per priority indicated at 7.3.4. He/she will be responsible to authenticate the same with his/her signature and send it to the concerned RRC cum DSC I/C on every alternate days.

7.3.8 The DSC I/C shall issue Stock for delivery at FPS through level-II H & T Contractor on the basis of above downloaded & authenticated computer generated report.

7.3.9 In case there is net failure at the block/ULB for long time, the Axis Bank at the District HQ shall provide hard copy of the Block wise Dealer wise deposits to DM's office on requisition at 5 PM on 15th, 20th & 30th of the concerned month

7.3.10 It is proposed to try the online fund transfer for 14 FPS of Sonepur Municipality on pilot basis. A Training program has been planned on 15th March'12 for all the dealers, concerned Procurement Inspector, MI, ACSO & CSO by the Axis Bank functionaries in collaboration with OMEGA team.

7.4 Accounting of Transactions - Financial Transaction at District Office

7.4.1 Deposit of cost of Wheat & Rice at FCI: "**Advance to FCI Account**" shall be booked and this account shall be credited on passing of purchase entries for the quantity of stock lifted, through journal at the end of the month.

7.4.2 Deposit of cost of Sugar from Zonal depot: The District Managers need not make any deposit to the Nodal District Manager of Zonal depot. For deposit of cost of sugar in the sugar mill located inside the state advance to sugar mill shall be debited and this account shall be adjusted on actual lifting of stock.

7.4.3 Deposit of Cost of CMR:

7.4.3.1. For inter district transfer: District Manager is not required to deposit cost.

7.4.3.2. For intra district transfer: District Manager is not required to deposit cost.

7.4.4 The **drafts received from the RRC-cum-DSC** shall be deposited in bank on the same day or next day for quick realization of drafts and for reconciliation of the bank account, the drafts received should be segregated **drawer bank wise** and deposited in the bank, recording the same in "Draft Deposit Register".

7.4.5 The amount of draft deposited on each day shall be accounted for in the Cash Book crediting Sales A/C..... (Commodity & Scheme).

7.4.6 In the sales statement received from RRC-cum-DSC along with DD, date of deposit and name of the bank where deposited should be indicated for future reference & reconciliation.

7.4.7 The bank statement at the end of each month is to be reconciled with drafts Deposit Register to check if all the drafts deposited are credited to the account.

7.4.8 Online Deposit by the FPS: Dealers:

7.4.8.1. The amount deposited (sale proceeds) shall be credited to the Account of District Manager, OSCSC online through Axis Bank. Module The name of FPS, FPS Code number, amount deposited, allotment month & commodity will be available in the customized MIS reports which is to be downloaded at the end of each day at district office for record.

7.4.8.2. This is to be reconciled with sales statement received from RRC-cum-DSC.

7.4.9 At the end of each day, accounting entry shall be passed in the Bank Book crediting Sales Account..... (Commodity) on the basis of report downloaded from website.

7.4.10 Reconciliation of Sales Account & Quantity delivered to FPS shall be made at the end of each month at RRC-cum-DSC at the District Office.

7.5 Accounting of Transactions- Financial Transaction at RRC-cum-DSC

7.5.1 The drafts received from FPS are to deposited at District Manager along with Sales Statement weekly.

7.5.2 At the end of each calendar month, **Reconciliation** of payment received from FPS and stock delivered to FPS through H & T Contractor shall be made.

8. Documentation of Transactions and maintenance of records and registers

8.1 Dispatch of stock.

8.1.1. Rice from base RRC, Rice and Wheat from FSD, Sugar from zonal depot shall be dispatched on execution of **Gate Pass cum Dispatch Note**. A sample Gate Pass cum Dispatch Note is at **Annexure-5A**.

8.1.2. Dispatch of Rice from Base RRC: The RRC in-charge will generate a **Gate Pass cum Dispatch Note** in triplicate for each vehicle carrying rice stock to (a) other districts through H & T Contractor engaged by OSCSC Head Office. (b) Other RRC-cum-DSC of the district through level-I H & T Contractor as per transportation program.

8.1.3. Dispatch from FCI: The lifting officer at FSD, FCI shall deliver Rice & Wheat to the H & T Contractor level-I through **Gate Pass cum Dispatch Note**.

8.1.4. Dispatch from Sugar Zonal Depot. : The zonal depot in-charge shall raise **Gate Pass cum Dispatch Note** on issue of sugar from the zonal depot for transfer of stock to other districts and to RRC-cum-DSC of own district.

8.1.5. 1st copy of the Dispatch Note is for level-I H & T Contractor and he will carry the 2nd copy for the receiving RRC-cum-DSC.

8.2 Receipt of stock at RRC-cum-DSC.

8.1.1. Receipt from Custom Millers

8.2.1.1. The custom miller shall deliver the CMR at the designated depot of OSCS Ltd. The custom miller will prepare CMR transit challan and carry the same along with the vehicle. Copy of CMR transit challan is at **Annexure-6A**

8.2.1.2. Receipt of rice from Custom Millers shall be documented through **Acceptance Note cum Analysis Report**. The RRC cum DSC where supply chain Management has been computerized, the CMR transit Challan will be first entered in the computer. The analysis report will be entered next. If the rice is of proper quality, then it will be weighed and weighment details shall be entered. The rice Acceptance Note shall be generated only after the weight details are keyed in.

8.2.1.3. The Acceptance Note shall be issued on the same day or on the next day of delivery by the RRC I/C.

8.2.1.4. A copy of the Acceptance Note shall be issued to the custom miller and to the District Manager, OSCSC. A sample copy of the rice Acceptance Note is at **Annexure-6B**.

8.2.2 Receipt of stock from H & T Contractor- level-I and H & T Contractor of OSCSC Head Office.

8.2.2.1. RRC-cum-DSC in-charge shall receive one copy of Gate Pass cum Dispatch Note from the H & T Contractor and shall prepare 3 copies of **Receipt Note**. A sample copy is at **Annexure-5B**

8.2.2.2. The 1st copy will be retained at the receiving depot, 2nd copy will be handed over to the H & T Contractor and 3rd copy will be send to the District Manager of the receiving district.

8.3. Documentation of Issue of stock to FPS through level-II H & T Contractor.

8.3.1 Issue of stock to FPS shall be recorded on the **Gate Pass cum Transit Pass** of each vehicle level-II H & T Contractor. The name of FPS along with code, the scheme, commodity and quantity shall be mentioned in the FPS Gate Pass cum Transit Pass. A sample copy of same is enclosed at **Annexure-7A**.

8.3.2 Separate **FPS Acceptance Note** shall be generated for each FPS. A sample of same is at **Annexure-7B**

8.3.3 FPS Acceptance Note shall be prepared in three parts. 1st part shall be retained by the FPS dealer. The FPS shall record the receipt particulars in the bottom half of the 1st part, 2nd and 3rd parts. 2nd part is meant for DSC in-charge and 3rd part is for the District Manager through H & T Contractor to be submitted with the bill.

8.3.4 Two consumers tagged to the FPS shall put their signature as witness to delivery of stock on the Acceptance Note.

8.4. Documentation of deposits (DD, BC & Pay Orders) Received from the FPS.

8.4.1 The DSC I/C will acknowledge the receipt of the Demand drafts on the second copy of deposit slip & return it to the dealer while retaining the first copy of deposit slip for record.

8.4.2 The DSC I/C after receiving the drafts from FPS shall record them in a Draft receipt register and send them to the CSO cum DM every week on Saturday.

8.5. Maintenance of Records & Register at RRC-cum-DSC.

8.5.1 Separate **Receipt Registers** shall be maintained for each commodity as indicated below-

8.5.1.1. Register for CMR received from millers.

8.5.1.2. Register for rice received from FCI- This register will be maintained scheme wise for BPL, AAY, AP, APL etc.

8.5.1.3. Register for CMR received from the base RRC & Other Districts. No need to keep accounts scheme wise.

8.5.1.4. Register for wheat received from FCI.

8.5.1.5. Register for sugar received from zonal depot & sugar mills inside the state.

8.5.2 There shall be following types of **Registers for issue** of stock from the RRC-cum-DSC.

8.5.2.1. Register for Issue of stock to FPS shall be commodity wise and scheme wise.

8.5.2.2. Issue of stock to other districts through H & T Contractor engaged by OSCSC Ltd., Head Office and also through level-I H & T Contractor of other districts.

8.5.2.3. Issue of stock to other RRC-cum-DSC within the district through level-I H & T Contractor.

8.5.2.4. Issue of stock to bulk consumers.

8.5.3. At RRC-cum-DSC following **Stock Registers** shall be maintained.

8.5.3.1. Stock Register of Rice.

8.5.3.2 Stock Register of Wheat.

8.5.3.3 Stock Register of Sugar.

8.5.3.4 Stock Register of once used gunny bag for packing of fraction stock.

These registers shall be daily balanced and authenticated by RRC-cum-DSC in-charge.

8.5.4 Register for deposits received at RRC-cum-DSC.

8.5.4.1 Deposit received by demand drafts shall be recorded in 'Draft Receipt Register'.

8.5.4.2 Name of the FPS, Code No. name of the block / ULB Bank Draft No. & Date issuing branch & bank, date of receipt shall be recorded on the Draft Receipt Register.

8.5.5 Register for Issue of stock to FPS.

8.5.5.1 Separate Register/Separate follios for each FPS shall be maintained for recording stock issued to FPS through H & T Contractor level-II.

8.5.5.2 The Gate Pass-cum-Transit Pass No, Delivery cum Acceptance Note No. are to be mentioned against each issue for reference.

8.5.6 Register for H & T Contractor

8.5.6.1 A register for H & T Contractor level-I is to be maintained for recording stock received & issued.

8.5.6.2 For level-II H & T Contractor register is to be maintained for accounting of stock lifted & delivered at FPS.

9 Computerization of PDS related to DSS

9.1 Computerization of Supply Chain Management: A pilot project computerizing the supply chain has been started in Subarnapur District from 1st January, 2012 in 3 Blocks and one ULB. The pilot would cover the entire Subarnapur District by 31st May, 2012. Three more districts namely; Boudh, Deogarh and Nuapada would have their supply chain computerized by 30th June, 2012. For the remaining 26 districts, the same is expected to be operational by 30th September, 2012. Purchase of computer hardware for

installation in Departmental Storage Centres is in final stages and recruitment of Data Entry Operators for these depots is also under process by the Odisha State Civil Supplies Corporation.

- 9.2 SMS Alert on dispatch & delivery of food grains at FPSs:** Details of all the 30708 Fair Price Shops (FPSs) have been collected through on line registration and field verification. A unique 8 digit code has been assigned to each of the FPS. A transparency portal has been created to collect the Mobile phone number of the citizens intending to get the information on dispatch and delivery of food grains at the FPS. Consumers in Sonepur district have started getting SMS alerts on the following format from 1st March'2012.

“34.35Q Rice dispatched for Maa Singhabahini WSHG (2904G009) FPS from PANISIALI Depot at 11.09AM on 02/03/12 by Vehicle OR03D4610”

10. Report & Returns by RRC-cum-DSC In-charge

- 10.1. Fortnightly and Monthly** returns on lifting & off-take of rice, wheat & sugar. Lifting shall indicate source wise receipt and off-take shall be scheme wise. Such returns shall be submitted by 14th and 28th of the allotment month respectively. Stock lifted and issued in between 28th to end of the allotment month shall be included in the 1st fortnightly report of the succeeding month.
- 10.2.** Such return **is also to be submitted** to the ADM/ Sub-Collector/BDO /Executive Officer of ULB as the case may be.
- 10.3.** Deposit received from retailers & stock issued. This return is to be submitted monthly to District Manager showing retailer wise payment received and stock delivered commodity wise.
- 10.4.** Monthly report on H & T Contractor both level- I & II indicating Allotment month, Lifting Order Qty./ Release Order & Qty., Qty. lifted / delivered, shortage if any.

10.5. Report / Returns to be submitted by District Manager to Corporation Head Office

- 10.5.1.** Fortnightly & Monthly return on lifting & off-take by 16th of allotment month & 1st of succeeding month of allotment month.
- 10.5.2.** Quantity of rice, wheat & sugar made available at DSC against allotment of particular month will be considered as lifting for the said allotment month & stock supplied to FPS will be considered as off-take for the said month.
- 10.5.3.** Monthly stock return of all PDS commodity wise & scheme wise to be submitted by 7th of the succeeding month of allotment month.

11. Roles & Responsibility of Various Stakeholders

11.1 Role of Government

- 11.1.1.** Timely issue of allotment orders to the Collectors / OSCSC for enabling consequential arrangement at OSCSC Head Office level & district level.
- 11.1.2.** Issue of necessary instructions / guidelines for functioning of DSC with door delivery system.
- 11.1.3.** To involve district administration in proper functioning of PDS.

11.2 Responsibility of OSCSC Head Office

- 11.2.1** Preparation of inter district lifting plan on the basis of allotment order of State Govt.
- 11.2.2** Placement of required funds with the districts.
- 11.2.3** To make available levy sugar at Zonal Depot.
- 11.2.4** Monitoring of transportation of inter district CMR.

11.3 Role of Collector

- 11.3.1** Posting of suitable Procurement Inspector / Marketing Inspector / Inspector of Supplies as RRC-cum-DSC In-charge.
- 11.3.2** Issue of Block wise / ULB and DSC wise monthly allotment.
- 11.3.3** Over all supervision of PDS in the district.
- 11.3.4** Collector may take appropriate action in case of unsatisfactory performance of Handling & Transport Contractor Level-I & Level-II and take alternative arrangement.
- 11.3.5** Authorized the senior officers of the district to check mandatory declaration submitted by the retailers.

11.4 Role of Sub-Collector

11.4.1 Issue of ULB wise monthly allotment.

11.4.2 Over all supervision of PDS in the sub-division.

11.4.3 Tagging of retailer in case of non-lifting, allegation, misappropriation etc. against the existing retailer.

11.5 District Manager, OSCSC

11.5.1 Preparation of BLOCK/ULB and RRC-cum-DSC wise allocation of Rice, Wheat & Sugar and approval of same by Collector.

11.5.2 Preparation of Lifting Plan of rice RRC-cum-DSC wise on the basis of allotment approved by the Collector and inter district lifting plan communicated by OSCSC Head Office.

11.5.3 Preparations of transportation programme of Rice, Wheat and Levy Sugar for Level-I Handling & Transport Contractor.

11.5.4 Deployment of Lifting Officer for lifting of stock from FSD, FCI Zonal Depot Sugar & from other districts.

11.5.5 Deployment of suitable outsource staff at RRC-cum-DSC.

11.5.6 Monitoring lifting of stock for each RRC-cum-DSC against transportation programme.

11.5.7 Monitoring deposit by FPS and door step delivery of stock by Handling & Transport Contractor, Level-II.

11.5.8 Timely requisition of funds to OSCSC Head Office.

11.5.9 Timely deposit of drafts deposited by FPS & received from RRC-cum-DSC.

11.5.10 Reconciliation of online deposit by Retailers with RRC-cum-DSC & delivery of stock against such deposit.

11.5.11 Settlement of claims of Handling & Transport Contractor Level-I & Level-II contractor based on executed Despatch-cum-Receipt Note, Delivery-cum-Receipt Note & reports of RRC-cum-DSC.

11.5.12 Review the performance of Level-I & Level-II Handling and Transport Contractor.

11.5.13 To make available stock as per standard specification for distribution under PDS.

11.6 Role of ACSO

11.6.1 Supervision and monitoring of RRC-cum-DSC within his jurisdiction.

11.6.2 Supervision and monitoring of lifting & delivery of stock by Handling & Transport Contractor at RRC-cum-DSC.

11.6.3 Supervision and monitoring of deposit by FPS and delivery of stock at the doorstep of FPS by Handling & Transport Contractor Level-II.

11.6.4 Checking of 5% mandatory declaration of retailers coming under the concerned sub-division.

11.7 Role of ADM / BDO / E.O of ULB.

11.7.1 Issue of monthly distribution order FPS wise on the basis of allocation order of Collector.

11.7.2 Ensuring timely deposit by the FPS.

11.7.3 In case of non deposit / irregularity by FPS to make alternative arrangement.

11.7.4 Supervision & monitoring of doorstep delivery of PDS stock and distribution by FPS.

11.7.5 Checking of mandatory declaration of retailers coming under his jurisdiction as authorized by Collector.

11.8 Role of Inspector of Supplies / Marketing Inspector of Block & ULB.

11.8.1 Preparation of monthly distribution order for approval of BDO / Sub-Collector retailer wise & scheme wise basing on allocation order of Collector for the Block/ULB, with copy to District Manager, OSCSC & RRC-cum-DSC In-charge.

11.8.2 Ensuring timely deposit by FPS.

11.8.3 To bring to the notice of BDO/Sub-Collector in case of non deposit / irregularity by FPS.

11.8.4 To intimate RRC-cum-DSC In-charge online deposit statement with his counter signature for issue of stock.

11.8.5 To closely monitor delivery of stock by Level-II Handling & Transport Contractor at FPS point.

11.8.6 Checking of 25% mandatory declaration of retailers coming under the concerned Block/ULB. Such checking shall be made in a manner that all the retailers of the Block /ULB are covered in 4 months.

11.9 Duties and Responsibilities of Procurement Inspector / Marketing Inspector / Inspector of Supplies as RRC-cum-DSC In-charge.

11.9.1 Custodian of the stock at RRC-cum-DSC.

11.9.2 To receive stock of standard specification from Millers and H & T Contractors on proper weighment.

- 11.9.3 To issue stock to level-II H & T Contractor for door step delivery of stock on receipt of deposits from FPS and as per distribution order of BDO.
 - 11.9.4 To maintain quality of stock at RRC-cum-DSC with timely chemical treatment.
 - 11.9.5 To keep close liaison with BDO, Inspector of Supplies / Marketing Inspector of the block to ensure timely deposit by FPS & delivery of stock at retail point.
 - 11.9.6 To deposit the drafts received from the retailers at District Manager Office.
 - 11.9.7 To submit periodical reports and returns to BDO and District Manager.
 - 11.9.8 To maintain book of accounts.
 - 11.9.9 To report the performance of level-I and level-II H & T Contractor to the District Manager, OSCSC.
 - 11.9.10 To ensure adequate safety of the stock.
 - 11.9.11 Any other duty to be assigned by the District Manager from time to time.
- 11.10 Duties and Responsibilities of lifting officer at FCI and on inter-district transfer.**
- 11.10.1 To ensure that quality of Rice & Wheat conform to standard specification.
 - 11.10.2 Drawing of Joint samples of stock lifted.
 - 11.10.3 To supervise weighment of stock at weighbridge.
 - 11.10.4 Documentation of stock issued to level-I H & T Contractor in Dispatch-cum-Receipt Note on lifting of stock from FCI.
- 11.11. Duties of SA-cum-DEO / SA-cum-GA**
- 11.11.1 She / He will assist RRC-cum-DSC in charge in receipt & issue of stock.
 - 11.11.2 She / He will prepare forms & documents for receipt & issue of stock.
 - 11.11.3 She/ He will maintain the required registers / reports / returns for authentication by the RRC in charge.
 - 11.11.4 She / He will act as Representative of RRC-cum-DSC in charge in his/her absence.
 - 11.11.5 SA-cum-DEO will be responsible for correct & timely entry of data.
 - 11.11.6 She / He will work under the guidelines & supervision of RRC-cum-DSC in charge.
 - 11.11.7 Any other work assigned by District Manager / RRC-cum-DSC in charge.

12. Formats

12.1. Declaration by FPS	-Annexure-1
12.2. Inter District Lifting Plan	- Annexure-2A
12.3. District Rice Transport Programme	- Annexure-2B
12.4. Transportation Programme by level-I H & TC	-Annexure-2C
12.5. Release Order for Rice	-Annexure-2D
12.6. Lifting plan of Sugar	-Annexure-2S
12.7. Release Order for Sugar	Annexure-2T
12.8. Lifting plan of Wheat	-Annexure-2W
12.9. Dealer deposit slip	-Annexure-3A
12.10. Bulk Consumer deposit Slip	-Annexure-3B
12.11. Authorization Letter for Bulk Consumers	Annexure-3C
12.12. NEFT Application Form	-Annexure-4
12.13. Gate Pass-cum-Dispatch Note	-Annexure-5A
12.14. Receipt Note	-Annexure-5B
12.15. CMR Transit Challan	-Annexure-6A
12.16. Acceptance cum Analysis Report of CM Rice	-Annexure-6B
12.17. Gate Pass cum Transit Pass for level-II	-Annexure-7A
12.18. FPS Acceptance Note	-Annexure-7B
12.19. Gate Pass cum Acceptance Note for issue of Stock to Bulk Consumers	Annexure-7C
12.20. Specimen Signature of FPS dealers	Annexure-7D
12.21. Format for Power of Attorney (PoA)	Annexure- 8

ଆବଣ୍ଡନ ମାସ ପାଇଁ ସରକାରୀ ସୁଲଭ ମୂଲ୍ୟ ବିକ୍ରୟ କେନ୍ଦ୍ର ବିତରକଙ୍କ ଘୋଷଣା ପତ୍ର

ଘୋଷଣା ପତ୍ର ଦାଖଲ କରିବା ଧାର୍ଯ୍ୟ ତାରିଖ - ପ୍ରତ୍ୟେକ ଆବଣ୍ଡନ ମାସର ୨୬ ତାରିଖ
 ଏଠାରେ ଘୋଷଣା ମାସର ୨୫ ତାରିଖ ସୁଦ୍ଧା ଥିବା ତଥ୍ୟ ଉଲ୍ଲେଖ କରାଯିବ

ସୁଲଭ ମୂଲ୍ୟ ବିକ୍ରୟ କେନ୍ଦ୍ରର ନାମ :
 ବ୍ଲକ୍ / ସହରାଞ୍ଚଳର ନାମ :
 ଆବଣ୍ଡନ ମାସ ଓ ବର୍ଷ :

ସୁଲଭ ମୂଲ୍ୟ ବିକ୍ରୟ କେନ୍ଦ୍ରର କୋଡ୍ :

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ପରିମାଣ କ୍ଷିଣ୍ଣାଳରେ

କ୍ରମିକ ସଂଖ୍ୟା	ଖାଦ୍ୟ ସାମଗ୍ରୀର ନାମ / ଯୋଜନା	*ପୁର୍ବ ଆବଣ୍ଡନ ମାସର ରିପୋର୍ଟ ପ୍ରଦାନବେଳେ ଗଢିତ ପିଡିଏସ୍ ସାମଗ୍ରୀର ପରିମାଣ	ଆବଣ୍ଡନ ମାସ ପାଇଁ ଗ୍ରହଣ କରାଯାଇଥିବା ସାମଗ୍ରୀ ପରିମାଣ**	ମୋଟ (୩+୪)	ଆବଣ୍ଡନ ମାସରେ ପିଡିଏସ୍ ସାମଗ୍ରୀ ଗ୍ରହଣ କରିଥିବା କାର୍ଡ ଧାରିକ ସଂଖ୍ୟା		ଆବଣ୍ଡନ ମାସରେ କାର୍ଡଧାରୀଙ୍କୁ ଦିଆଯାଇଥିବା ପି.ଡି.ଏସ୍ ସାମଗ୍ରୀର ପରିମାଣ	ଆବଣ୍ଡନ ମାସର ବଳକା ସାମଗ୍ରୀର ପରିମାଣ
					ଏକ ମାସ ପାଇଁ	ଦୁଇ ମାସ ପାଇଁ		
୧	୨	୩	୪	୫	୬କ	୬ଖ	୭	୮
୧.	ଅନ୍ତୋଦୟ ଅନୁଯୋଜନା ଉତ୍ତଳ							
୨.	ବି.ପି.ଏଲ. ଉତ୍ତଳ							
୩.	କେ.ବି.କେ ଅଞ୍ଚଳର ଏପିଏଲ କାର୍ଡଧାରୀଙ୍କ ଉତ୍ତଳ							
୪.	ଅତିରିକ୍ତ, ସ୍ୱତନ୍ତ୍ର, ଅସ୍ଥାୟୀ ବି.ପି.ଏଲ ଉତ୍ତଳ							
୫.	ବି.ପି.ଏଲ / ଏ.ଏ.ଡ୍ୱାଇ ଉତ୍ତଳ ଗରିବ ଜିଲ୍ଲା							
୬.	କନ୍ୟାଳ ଜିଲ୍ଲା ପାଇଁ ଅତିରିକ୍ତ ଉତ୍ତଳ							
୭.	ଅନୁପୂର୍ଣ୍ଣା ଉତ୍ତଳ							
୮.	ଅକ୍ଷୟଙ୍କ ପାଇଁ ଉତ୍ତଳ							
ମୋଟ ଉତ୍ତଳର ପରିମାଣ								
୯.	ଗହମ							
୧୦.	ଚିନି							

ମୁଁ ଘୋଷଣା କରୁଛି ଯେ ଉପରୋକ୍ତ ତଥ୍ୟ ସତ୍ୟ ଅଟେ । ଯଦି ଏହା ଭୁଲ ପ୍ରମାଣିତ ହୁଏ, ତାହେଲେ ସେଥିପାଇଁ ମୁଁ ଦାୟୀ ରହିବି ।

* ପ୍ରଥମ ମାସର ଘୋଷଣା ପତ୍ର ପ୍ରଦାନ ପାଇଁ ଏହା ପୂରଣ ହେବ ନାହିଁ । ଦ୍ୱିତୀୟ ମାସଠାରୁ ସ୍ତମ୍ଭ '୮'ରେ ଦର୍ଶାଯାଇଥିବା ମୋଟ ବଳକା ପରିମାଣ ସ୍ତମ୍ଭ '୩'ରେ ଦର୍ଶାଯିବ ।

** ଚଳିତ ଆବଣ୍ଡନ ମାସ ପାଇଁ ଯାହା ପରିମାଣ ସୁଲଭ ମୂଲ୍ୟ ବିକ୍ରୟ କେନ୍ଦ୍ର ରେ ପ୍ରାପ୍ତ ହୋଇଛି, କେବଳ ସେ ତଥ୍ୟ ଦିଆଯିବ । ଏହା ଗତ ମାସର ୨୦ତାରିଖ ଠାରୁ ଚଳିତ ଆବଣ୍ଡନ ମାସର ୨୦ ତାରିଖ ମଧ୍ୟରେ ସାଧାରଣତଃ ଭାବେ ପ୍ରାପ୍ତ ହେବ । ଏଥିରେ ଆଗାମୀ ମାସ ପାଇଁ ଯାହା ପ୍ରାପ୍ତ ହେବ, ସେ ତଥ୍ୟ ଦିଆଯିବ ନାହିଁ ।

*୬କ - ଗୋଟିଏ ଆବଣ୍ଡନ ମାସ ପାଇଁ ପିଡିଏସ୍ ସାମଗ୍ରୀ ଗ୍ରହଣ କରିଥିବା କାର୍ଡଧାରିକ ସଂଖ୍ୟା ଏଠାରେ ଦର୍ଶାଯିବ ।

**୬ଖ - ଦୁଇଟି ଆବଣ୍ଡନ ମାସ ପାଇଁ ପିଡିଏସ୍ ସାମଗ୍ରୀ ଗ୍ରହଣ କରିଥିବା କାର୍ଡଧାରିକ ସଂଖ୍ୟା ଏଠାରେ ଦର୍ଶାଯିବ ।

ସୁଲଭ ମୂଲ୍ୟ ବିକ୍ରେତାଙ୍କ ଦସ୍ତଖତ

Monthly Declaration Form by FPS Dealer for Allotment Month

Fixed date of reporting 26th of every month
For figures up to 25th of allotment month

Name of the FPS:

FPS Code

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Name of the Block/ULB:

Allotment Month: / Year:

(Quantity in Quintal)

Sl. No.	Commodity/Scheme	* Balance stock as on last Allotment Month's reporting	Qty. Received for the allotment month**	Total (3+4)	No of card holders who received PDS items during the period		Qty. Issued to card holders for the allotment month	Closing balance for the allotment month
					For One Month	For Two Months		
1	2	3	4	5	6A	6B	7	8
1.	AAY Rice							
2.	BPL Rice							
3.	APL KBK Rice							
4.	BPL Addl./Spl./ Adhoc							
5.	BPL / AAY for Poorest districts							
6.	Addl. Rice for Kadhamal							
7.	Annapurna Rice							
8.	Rice for Disabled persons							
	Rice Total							
9.	Wheat							
10.	Sugar							

Declaration

ମୁଁ ଘୋଷଣା କରୁଛି ଯେ ଉପରୋକ୍ତ ତଥ୍ୟ ସତ୍ୟ ଅଟେ । ଯଦି ଏହା ଭୁଲ ପ୍ରମାଣିତ ହୁଏ, ତାହେଲେ ସେଥିପାଇଁ ମୁଁ ଦାୟୀ ରହିବି ।

* ପ୍ରଥମ reporting ମାସ ପାଇଁ ଏହା ପୂରଣ ହେବ ନାହିଁ । ଦ୍ୱିତୀୟ ମାସଠାରୁ ସ୍ତମ୍ଭ '୮'ରେ ଦର୍ଶାଯାଇଥିବା ମୋଟ ବଳକା ପରିମାଣ ସ୍ତମ୍ଭ '୩'ରେ ଦର୍ଶାଯିବ ।

** ଚଳିତ Allotment ମାସ ପାଇଁ ଯାହା ପରିମାଣ FPSରେ ପ୍ରାପ୍ତ ହୋଇଛି, କେବଳ ସେ ତଥ୍ୟ ଦିଆଯିବ । ଏହା ଗତ ମାସର ୨୦ତାରିଖ ଠାରୁ ଚଳିତ Allotment ମାସର ୨୦ ତାରିଖ ମଧ୍ୟରେ ସାଧାରଣତଃ ଭାବେ ପ୍ରାପ୍ତ ହେବ । ଏଥିରେ ଆରାମୀ ମାସ ପାଇଁ ଯାହା ପ୍ରାପ୍ତ ହେବ, ସେ ତଥ୍ୟ ଦିଆଯିବ ନାହିଁ ।

*୨କ - ଗୋଟିଏ ଆବଣ୍ଟନ ମାସ ପାଇଁ ପିଡିଏସ୍ ସାମଗ୍ରୀ ଗ୍ରହଣ କରିଥିବା କାର୍ତ୍ତୃଧାରକ ସଂଖ୍ୟା ଏଠାରେ ଦର୍ଶାଯିବ ।

**୨ଖ - ଦୁଇଟି ଆବଣ୍ଟନ ମାସ ପାଇଁ ପିଡିଏସ୍ ସାମଗ୍ରୀ ଗ୍ରହଣ କରିଥିବା କାର୍ତ୍ତୃଧାରକ ସଂଖ୍ୟା ଏଠାରେ ଦର୍ଶାଯିବ ।

Signature of the FPS Dealer

Monthly Declaration Form by FPS Dealer for Allotment Month

Fixed date of reporting 26th of every month
For figures up to 25th of allotment month

Name of the FPS: **Akhaya Kumar Sahoo**

FPS Code

2	9	0	8	P	0	0	3
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Name of the Block/ULB: **Subarnapur Municipality**

Allotment Month: **May** / Year: **2012**

(Quantity in Quintal)								
Sl. No.	Commodity/Scheme	* Balance stock as on last Allotment Month's reporting	Qty. Received for the allotment month**	Total (3+4)	No of card holders who received PDS items during the period		Qty. Issued to card holders for the allotment month	Closing balance for the allotment month
					For One Month	For Two Months		
1	2	3	4	5	6A	6B	7	8
1.	AAY Rice	5.75	150.25	156.00	325	100	148.75	7.25
2.	BPL Rice	10.25	190.75	201.00	545	100	161.25	39.75
3.	APL KBK Rice	2.50	55.50	58.00	100	80	45.00	13.00
4.	BPL Addl./Spl./ Adhoc	0.00	0.00	0.00			0.00	0.00
5.	BPL / AAY for Poorest districts	0.00	0.00	0.00			0.00	0.00
6.	Addl. Rice for Kadhamal	0.00	0.00	0.00			0.00	0.00
7.	Annapurna Rice	0.00	2.25	2.25	15	6	2.10	0.15
8.	Rice for Disabled persons		0.00	0.00			0.00	0.00
	Rice Total	18.50	398.75	417.25	985	286	357.10	60.15
9.	Wheat	2.10	5.50	7.60	28	20	4.80	2.80
10.	Sugar	1.30	14.20	15.50	500	210	14.20	1.30

Declaration

ମୁଁ ଘୋଷଣା କରୁଛି ଯେ ଉପରୋକ୍ତ ତଥ୍ୟ ସତ୍ୟ ଅଟେ । ଯଦି ଏହା ଭୁଲ ପ୍ରମାଣିତ ହୁଏ, ତାହେଲେ ସେଥିପାଇଁ ମୁଁ ଦାୟୀ ରହିବି ।

* ପ୍ରଥମ reporting ମାସ ପାଇଁ ଏହା ପୂରଣ ହେବ ନାହିଁ । ଦ୍ୱିତୀୟ ମାସଠାରୁ ଖ୍ରମ୍ '୮'ରେ ଦର୍ଶାଯାଇଥିବା ମୋଟ ବଳକା ପରିମାଣ ଖ୍ରମ୍ '୩'ରେ ଦର୍ଶାଯିବ ।

** ଚଳିତ Allotment ମାସ ପାଇଁ ଯାହା ପରିମାଣ FPSରେ ପ୍ରାପ୍ତ ହୋଇଛି, କେବଳ ସେ ତଥ୍ୟ ଦିଆଯିବ । ଏହା ଗତ ମାସର ୨୦ତାରିଖ ଠାରୁ ଚଳିତ Allotment ମାସର ୨୦ ତାରିଖ ମଧ୍ୟରେ ସାଧାରଣତଃ ଭାବେ ପ୍ରାପ୍ତ ହେବ । ଏଥିରେ ଆଗାମୀ ମାସ ପାଇଁ ଯାହା ପ୍ରାପ୍ତ ହେବ, ସେ ତଥ୍ୟ ଦିଆଯିବ ନାହିଁ ।

*୨କ - ଗୋଟିଏ ଆବଶ୍ୟକ ମାସ ପାଇଁ ପିଡିଏସ୍ ସାମଗ୍ରୀ ଗ୍ରହଣ କରିଥିବା କାର୍ଡଧାରକ ସଂଖ୍ୟା ଏଠାରେ ଦର୍ଶାଯିବ ।

**୨ଖ - ଦୁଇଟି ଆବଶ୍ୟକ ମାସ ପାଇଁ ପିଡିଏସ୍ ସାମଗ୍ରୀ ଗ୍ରହଣ କରିଥିବା କାର୍ଡଧାରକ ସଂଖ୍ୟା ଏଠାରେ ଦର୍ଶାଯିବ ।

Signature of the FPS Dealer

ODISHA STATE CIVIL SUPPLIES CORPORATION LTD
CSO CUM DISTRICT MANAGER, _____ District

District LIFTING PLAN for RICE

Allotment Month: _____ / Year: _____

(Quantity in Quintal)									
Name of DSC / Depot	Blocks/ ULBs tagged	Allotment requirement of DSC	Stock Available at RRC-cum-DSC	Net quantity required	Source to meet the net requirement				
					Other District	FCI	Base RRC	Millers	Others *
1	2	3	4	5 (=3-4)	6	7	8	9	10

Signature of D.M

Memo No.

Dt.

- Copy to : 1. All Blocks / ULB
 2. All RRC-cum-DSC
 3. All Sub-Collector / ACSO

* Millers of other District and other State Agency like TDCC

ODISHA STATE CIVIL SUPPLIES CORPORATION LTD
 _____ District

District Rice Transport Programme

(For Lifting of CMR from other Districts as per Lifting Plan of OSCSC, H. O.)

Allotment Month: _____ / Year: _____

OSCSC H.O. lifting plan No. _____ Date _____

(Quantity in Quintals)

RRC-cum-DSC		CMR to be lifted	Source district	Priority / Dateline	Name of the H & T Contractor
Location	Code				

**CSO-cum-District Manager
(Receiving District)**

Memo No _____ Date: _____

Copy to:

1. Depot In-charge of OSWC/CWC. _____
2. RRC-cum-DSC in-charge, _____
3. BDO/Sub Collector _____
4. H & T Contractor OSCSC H.O. _____
5. Lifting Officer _____
6. ACSO of the Sub-Division _____
7. CSO-cum-D.M. OSCSC Source District _____

ODISHA STATE CIVIL SUPPLIES CORPORATION LTD
Kandhamal District

District Rice Transport Programme

(For Lifting of CMR From Other Districts as per Lifting Plan of OSCSC, H. O.)

Allotment Month: April / Year: 2012

OSCSC H.O. lifting plan No.P-II/15 Date 03.03.2012

(Quantity in Quintals)

RRC-cum-DSC		CMR to be lifted	Source district	Priority / Dateline	Name of the H & T Contractor
Location	Code				
Bedasuga	DP161101	2000	Kalahandi	06.04.2012	XYZ
Phulbani	DW160901	1500		07.04.2012	XYZ
Daringbadi		1000		06.04.2012	XYZ
Khajuripada		500		06.04.2012	XYZ
Kothagarh		700		08.04.2012	XYZ
Raikia		1100		06.04.2012	XYZ
Tumudibandh		200		06.04.2012	XYZ
Nuagaon		1000		08.04.2012	XYZ

CSO-cum-District Manager
(Receiving District)

Memo No 502 Date: 04.04.2012

Copy to:

1. Depot In-charge of OSWC/CWC. _____
2. RRC-cum-DSC in-charge, Bedasuga / Phulbani / Daringbadi / Khajuripada / Kothagarh / Raikia / Tumudibandh/ Nuagaon.
3. BDO/Sub Collector _____
4. H & T Contractor OSCSC H.O. M/s ZYZ
5. Lifting Officer, Mr. ZZZZ
6. ACSO of the Sub-Division _____
7. CSO-cum-D.M. OSCSC, Kalahandi

ODISHA STATE CIVIL SUPPLIES CORPORATION LTD
 _____ District.

Transportation Programme for Level-I H & T Contractors
(For Rice, Wheat, Sugar)

Allotment Month: _____ / Year: _____

Source Depot		Commodity	Quantity in Quintals	Destination DSC		Distance in KM	Name of Level-I H&T C	Priority/ Dateline
Location/ District	Code			Location	Code			

A.M (Accts)/ SAS / Sr. Accountant

CSO-cum-District Manager,
 OSCSC Ltd., _____

Memo No. _____ Date.....

Copy to:

1. RRC-cum-DSC I/C,
2. ADM/Sub Collector/BDO concerned,
3. All Sub Divisional ACSOs,
4. **Level-I** Handling & Transport Contractor _____
5. Lifting Officer (FSD, FCI),
6. Lifting Officer (for inter district transportation),
7. Area Manager, FCI
8. CSO cum DM, Source District (Inter district rice transfer),
9. CSO cum DM, Source District (Sugar Depot)

ODISHA STATE CIVIL SUPPLIES CORPORATION LTD
 _____ District

RELEASE ORDER FOR RICE

For inter district transfer of CMR through State level & level-I H & T Contractor

Allotment Month/ Reserve stock: _____ / Year: _____

OSCSC Head Office lifting plan No.: _____ Dt.: _____

Receiving District Rice Transportation programme No.: _____ Dt.: _____

Despatching RRC		Receiving RRC-cum-DSC		Receiving District	Quantity in Quintals
Location	Code	Location	Code		

**CSO-cum-District Manager,
 OSCSC Ltd., _____
 (Despatching District)**

Memo No. _____ Date _____

Copy to:

1. Depot In-charge of OSWC /CWC, _____
2. Despatching RRC-cum-DSC in-charge _____
3. CSO-cum-District Manager, Receiving district.
4. Lifting Officer, receiving district _____
5. H & T Contractor of OSCSC, Head Office.

ODISHA STATE CIVIL SUPPLIES CORPORATION LTD
Kalahandi District

RELEASE ORDER FOR RICE

For inter district transfer of CMR through State level & level-I H & T Contractor

Allotment Month/ Reserve stock: April / Year: 2012

OSCSC Head Office lifting plan No.: D/315 Dt.:04.04.2012

Kandhamal District Rice Transportation programme No.: 502 Dt.:04.04.2012

Despatching RRC		Receiving RRC-cum-DSC		Receiving District	Quantity in Quintals
Location	Code	Location	Code		
Junagarh	DW150501	Bedasuga	DP161101	Kandhamal	2000
		Phulbani	DW160901		1500
		Daringbadi			1000
		Khajuripada			500
Kesinga	DW150801	Kothagarh		Kandhamal	700
		Raikia			1100
		Tumudibandh			200
Bhawanipatna-	DW150101	Nuagaon		Kandhamal	1000

CSO-cum-District Manager,
OSCSC Ltd., Kalahandi
(Despatching District)

Memo No. _____ Date _____

Copy to:

1. Depot In-charge of OSWC /CWC, Junagarh, Kesinga and Bhawanipatna-I.
2. RRC-cum-DSC in-charge, Junagarh/Kesinga / Bhawanipatna-I
3. CSO-cum-District Manager, Kandhamal.
4. Mr. ZZZ XXXX , M.I, Kandhamal, Lifting Officer.
5. M/s MMM. H & T Contractor of OSCSC, Head Office

ODISHA STATE CIVIL SUPPLIES CORPORATION LTD

_____ District

Lifting plan of Sugar
(For level-I H & TC)Allotment Month: _____ / Year: _____ Source : zonal sugar depot

OSCSC Head Office Release Order No. _____ Date _____

Sl. No.	RRC-cum-DSC		Block/ULB	Allotment	Carry over stock for DSC	Requirement for the month
	Location	Code				
			Sub Total			
			Sub Total			

CSO-cum-District Manager,
OSCSC Ltd., _____

Memo No. _____ Date _____

Copy to:

1. Depot In-charge of OSWC/CWC, _____
2. RRC-cum-DSC I/C, _____
3. ADM/Sub Collector/BDO concerned,
4. All Sub Divisional ACSOs,
5. **Level-I** Handling & Transport Contractor _____
6. Lifting Officer (for inter district transportation),
7. CSO cum DM, Source District (Sugar Depot)

ODISHA STATE CIVIL SUPPLIES CORPORATION LTD
Cuttack District

Lifting plan of Sugar
(For level-I H & TC)

Allotment Month: April / Year: 2012 Source : zonal sugar depot –
Mancheswar,Bhubaneswar

OSCSC Head Office Release Order No. P-II-20/12 Date 03.04.2012

Sl. No.	RRC-cum-DSC		Block/ULB	Allotment	Carry over stock for DSC	Requirement for the month
	Location	Code				
1.	Banki	DW070201	Banki Block	250	50	400
			Banki Dumpara Block	100	25	
			Banki NAC	150	25	
			Sub Total	500	100	
2.	Choudwar	DC071301	Narasinghpur (B)	150	50	700
			Mahanga (B)	350	25	
			Badamba (B)	125	50	
			Tigiria (B)	175	25	
			Choudwar (M)	100	50	
			Sub Total	900	200	

CSO-cum-District Manager,
OSCSC Ltd., Cuttack

Memo No.213 Date 04.04.2012

Copy to:

1. Depot In-charge of OSWC /CWC, _____
2. RRC-cum-DSC I/C,
3. ADM/Sub Collector/BDO concerned,
4. All Sub Divisional ACSOs,
5. Level-I Handling & Transport Contractor, M/s ZZZ
6. Lifting Officer (for inter district transportation), Mr. YYYY ZZZ
7. CSO cum DM, OSCSC, Khurda

ODISHA STATE CIVIL SUPPLIES CORPORATION LTD

_____ District

RELEASE ORDER FOR SUGAR

(For issue of Sugar to other districts from zonal depot through level-I H & TC)

OSCSC Head Office Release Order No.: _____ Dt.: _____

Sl. No.	Receiving district	Allotment month	H. O Release Order Qty (Qtls)	Qty (Qtls) to be issued	Receiving district lifting plan No. & Date

CSO-cum-District Manager,
(Nodal District of Sugar zonal Depot)

Memo No. _____ Date _____

Copy to:

1. Zonal Depot in-charge
2. CSO-cum-District Manager, OSCSC, Receiving District
3. Lifting Officer, Receiving District.

ODISHA STATE CIVIL SUPPLIES CORPORATION LTD
 _____ District

Lifting plan of Wheat
 (For Level-I H & T C)

Allotment Month: _____ / Year: _____
 FCI Release Order No. _____ Date _____

RRC-cum-DSC		Block/ULB	Allotment	Carry over stock	Requirement for the month (6=4-5)	Source FSD	
Location	Code					Location	District
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
		Sub Total					
		Sub Total					

CSO-cum-District
 Manager,
 OSCSC Ltd., _____

Memo No. _____ Date _____

Copy to:

1. Depot In-charge of OSWC/CWC, _____
2. RRC-cum-DSC I/C,
3. ADM/Sub Collector/BDO concerned,
4. All Sub Divisional ACSOs,
5. **Level-I** Handling & Transport Contractor _____
6. Lifting Officer of OSCSC for FSD, FCI _____
7. Area Manager, FCI

ODISHA STATE CIVIL SUPPLIES CORPORATION LTD
Mayurbhanj District

Lifting plan of Wheat
(For Level-I H & T C)

Allotment Month: **April** / Year: **2012**
FCI Release Order No. **W / 04 / 12** Date **02.04.2012**

(Figures in Quintals)

RRC-cum-DSC		Block/ULB	Allotment	Carry over stock	Requirement for the month (6=4-5)	Source FSD	
Location	Code					Location	District
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
Karanjia	DP222802	Karanjia Block	200	75	125	Rupsa	Balasore
		Karanjia NAC	250	50	200		
		Thakurmunda Block	300	25	275		
		Sub Total	750	150	600		
RCMS, Udala		Udala Block	100	Nil	100	Badampahad	Mayurbhanj
		Kaptipada Block	125	Nil	125		
		Udala NAC	175	Nil	175		
		Sub Total	400	Nil	400		

CSO-cum-District
Manager,
OSCSC Ltd., Mayurbhanj

Memo No. **212** Date **03.04.2012**

Copy to:

1. Depot In-charge of OSWC /CWC, _____
2. RRC-cum-DSC I/C,
3. ADM/Sub Collector/BDO concerned,
4. All Sub Divisional ACSOs,
5. **M/s. XXXX Level-I** Handling & Transport Contractor
6. **Mr. YYY** Lifting Officer of OSCSC for FSD, FCI, **Rupsa / Badampahad**
7. Area Manager, FCI, **Balasore**

ODISHA STATE CIVIL SUPPLIES CORPORATION LIMITED

Dealer Deposit Slip

Allotment Month Allotment Year Date (DD/MM/YY)

FPS Code

Name of The FPS Dealer

Commodity Details				
Sl No	Commodity	Quantity (in Qtl.)	Rate per Qtl.	Amount
1	AAV Rice			
2	BPL Rice			
3	APL KBK Rice			
4	BPL Addl./Adhoc/Spl Rice			
5	BPL/AAV Rice for Poor Unfront			
6	Addl. Rice for Kandhamal			
7	APL Wheat			
8	L. Sugar			
Total Amount				

Demand Draft Details

Draft Number Draft Date (DD/MM/YY)

Bank & Branch Name

Amount Deposited

In Words :

Full Signature of FPS Dealer

Received the above demand draft for

In Words _____

From FPS Dealer

Signature of DSC in Charge/IS or MI of Block/ULB

ODISHA STATE CIVIL SUPPLIES CORPORATION LIMITED

Dealer Deposit Slip

Allotment Month Allotment Year Date (DD/MM/YY)

FPS Code

Name of The FPS Dealer

Commodity Details				
Sl No	Commodity	Quantity (in Qtl.)	Rate per Qtl.	Amount
1	AAV Rice	17.85	180.00	3213.00
2	BPL Rice	23.80	180.00	4284.00
3	APL KBK Rice	1.25	180.00	225.00
4	BPL Addl./Adhoc/Spl Rice			
5	BPL/AAV Rice for Poor Unfront			
6	Addl. Rice for Kandhamal			
7	APL Wheat			
8	L. Sugar			
Total Amount				7722.00

Demand Draft Details

Draft Number Draft Date (DD/MM/YY)

Bank & Branch Name

Amount Deposited

In Words :

Full Signature of FPS Dealer

Received the above demand draft for

In Words

From FPS Dealer

Signature of DSC in Charge/IS or MI of Block/ULB

ODISHA STATE CIVIL SUPPLIES CORPORATION LIMITED

Bulk Consumer Deposit Slip

Allotment Month Allotment Year Date (DD/MM/YY)

Bulk Consumer Code

Name of The Bulk Consumer

Commodity Details				
Sl No	Commodity	Quantity (in Qtl.)	Rate per Qtl.	Amount
1	SSD Hostel Rice			
2	Welfare Institution Rice			
3	Sports Hostel Rice			
4	NGO SC/ST Rice			
5	Jail Rice			
Total Amount				

Demand Draft Details

Draft Number Draft Date (DD/MM/YY)

Bank & Branch Name

Amount Deposited

In Words :

Full Signature of Bulk Consumer

Received the above demand draft for

In Words _____

From Bulk Consumer

Signature of DSC in Charge/IS or MI of Block/ULB

ODISHA STATE CIVIL SUPPLIES CORPORATION LIMITED

Bulk Consumer Deposit Slip

Allotment
Month

0 3

Allotment
Year

1 2

Date (DD/MM/YY)

0 3 0 3 1 2

Bulk Consumer Code

B G 2 9 0 4 0 2

Name of The Bulk Consumer

MAKUNDPUR ASHRAM SCHOOL

Commodity Details

Sl No	Commodity	Quantity (in Qtl.)	Rate per Qtl.	Amount
1	SSD Hostel Rice	12.20	180.00	2196.00
2	Welfare Institution Rice			
3	Sports Hostel Rice			
4	NGO SC/ST Rice			
5	Jail Rice			
Total Amount				2196.00

Demand Draft Details

Draft Number

840962

Draft Date
(DD/MM/YY)

0 3 0 3 1 2

Bank & Branch Name

SBI Main Branch, Subarnapur

Amount Deposited

2 1 9 6

In Words :

Rupees Two Thousand One Hundred Ninety Six Only

Full Signature of Bulk Consumer

Received the above demand draft for

2 1 9 6

In Words Rupees Two Thousand One Hundred Ninety Six Only

From Bulk Consumer

B G 2 9 0 4 0 2

Signature of DSC in Charge/IS or MI of Block/ULB

Authorization letter of Bulk Consumers for receiving the stock

From

To

Depot in-charge

Ref: 1. Allotment month:

2. Allotment order No. of CSO-cum-D.M _____:

Mr. _____ (Name of the authorized person)
_____ (designation) is authorized to receive _____ Qtls of Rice / Wheat
from the depot. The Demand Draft/Pay Order / Bankers Cheque of Rs. _____ and
the deposit slip are enclosed. The Specimen Signature of the authorized person is as given
below.

Signature of Authorized person

Signature of the Head of the Institution
(BULK CONSUMER)
SEAL

Product Code	PDS Item	Scheme
10	Rice	All Rice for FPS dealer
11	Rice	AAY
12	Rice	BPL
13	Rice	APL KBK
14	Rice	BPL Additional/Ad hoc/Special
15	Rice	BPL/AAY for Poor Left out
16	Rice	Additional for Kandhmal
18	Rice	Rice for disabled persons
30	Wheat	APL
40	Sugar	BPL/AAY
21	Rice	SSD Hostels- Bulk Consumer
22	Rice	Welfare Institutions- BC
23	Rice	Jail/ Sports/ NGO SCST- BC

Conditions of Transfer

1. Remitting bank shall not be liable for any loss or damaged arising or resulting from the delay on transmission delivery or non delivery of electronics message or any mistake, omission or error of transmission or delivery thereof or in deciphering the message from any cause what so ever even its misinterpretation received of the action destination Bank or any act beyond our control.
2. All payment instructions should be checked carefully remitter.
3. Message received after cut-off time will be sent next working day.

ODISHA STATE CIVIL SUPPLIES CORPORATION LIMITED

Gate Pass-cum-Despatch Note

(For State Level & Level-I H & T Contractor)

1. Gate Pass cum Despatch Note No: **DP290401/78699/12** 2. Date: **07/03/2012**
3 Time of Despatch: **10:00AM**
1. Name of the Despatching Depot: **RRC CUM DSC, Sonepur-1** 5. District: **Sonepur**
6. Despatching Depot Code: [**DP290401**]
7. Name of the Receiving Depot: **RRC CUM DSC, Hatta Chhak** 8. District: **Angul**
9. Receiving Depot Code: [**DG010101**]
1. R.O. No: & Date: **R01/03/2012** 11. R.O. Quantity (in Qtl): **1200.00**
(For Inter District Transportation)
12. Transportation Programme No & Date:
(For Intra District Transportation)
13. Name of the Lifting Officer: **Arun Kumar Dehury,** 14. Designation **MI Angul, Block**
15. Name of the H & T Contractor: **BALADEV PRASAD KARMI** 16. Code: [**TC Code**]
17. Vehicle Registration No: **OR15K8188**
18. Name of the Driver: **B NAYAK**
19. Commodity: **Rice/Wheat/Sugar**

No of Bags	260
Gross Weight (in Qtl.)	181.19
Less Tare Weight of Vehicle (in Qtl.)	50.40
Less Tare Weight of Gunny (in Qtl.)	1.69
Net Weight (in Qtl.)	129.10

20. Mode of Weighment : Weighbridge /10% sample weighment

N.B. 1: The stock of Rice/Wheat confirms to PFA Specification

Signature of Driver / H & T
Contractor / Representative

Signature of Lifting Officer

Signature of Despatching
Depot In-Charge

N.B. 2. Lifting officer is to sign in case of lifting from FCI/ZSD/Other District

1st Copy for H & T Contractor/ 2nd Copy for Receiving Depot through H & T Contractor / 3rd Copy for counter foil at Despatching Depot

ODISHA STATE CIVIL SUPPLIES CORPORATION LIMITED

Receipt Note

(For State Level & Level-I H & T Contractor)

1. Receipt Note No: & Time of Receipt:
3. Gate Pass-cum-Despatch Note No: _____ 4. Date: _____
5. Name of the Despatching Depot: _____ District: _____
6. Despatching Depot Code: _____
7. Receiving Depot: _____ District: _____
8. Receiving Depot Code: _____
9. Name of H & T Contractor: _____ Code: _____
10. Vehicle No: _____
11. Commodity: **Rice/Wheat/Sugar**
12. Despatched Quantity (as per Despatch Note): _____ Bags, _____ qtl.

13. Actual Receipt Details	
No of Bags	
Gross Weight (In Qtl.)	
Less Tare Weight of Vehicle (in Qtl.)	
Less Gunny Weight (in Qtl.)	
Net Weight (in Qtl.)	
Shortage if any (in Qtl.)	

14. Mode of weighment: Weighbridge / 10% sample weighment.
15. The stock of Rice/Wheat confirms to PFA Specification

**Signature of Driver / H & T
Contractor / Representative**

**Signature of Receiving
Depot In-Charge**

1st Copy for H & T Contractor/2nd Copy for receiving D.M through H & T Contractor./3rd

Copy counter foil at receiving Depot

ODISHA STATE CIVIL SUPPLIES CORPORATION LIMITED

Receipt Note

1. Receipt Note No: Date & Time of Receipt:
3. Gate Pass-cum-Despatch Note No: **DP290401/78699/12** 4. Date: **07/03/2012**
5. Despatching Depot Name: **RRC CUM DSC, Sonapur-1** District:
- Sonepur**
6. Despatching Depot Code: **DP290401**
7. Receiving Depot: **RRC CUM DSC, Hatta Chhak,** District: **Angul**
8. Receiving Depot Code: **DG010101**
9. Name of H & T Contractor: **BALADEV PRASAD KARMI** Code: **[TC Code]**
10. Vehicle No: **OR15K8188**
11. Commodity: **Rice/Wheat/Sugar**
12. Despatched Quantity (as per Despatch Note): **260** Bags **129.10** Qtl.

13. Actual Receipt Details	
No of Bags	260
Gross Weight (In Qtl.)	181.19
Less Tare Weight of Vehicle (in Qtl.)	50.40
Less Gunny Weight (in Qtl.)	1.69
Net Weight (in Qtl.)	129.10
Shortage if any (in Qtl.)	Nil

14. Mode of weighment: **Weighbridge**/10% sample weighment.
15. The stock of Rice/Wheat confirms to PFA Specification

Signature of Driver / H & T Contractor / Representative

Signature of Receiving Depot In-Charge

1st Copy for H & T Contractor/2nd Copy for receiving D.M. through H & T Contractor /3^d Copy counter foil at receiving Depot

CMR Transit Challan *

- 1. Name of the Custom Miller:
- 2. District/Address:
- 3. Miller Code:
- 4. Challan No:
- 5. Date:
- 6. Name of the Receiving Depot:
- 7. District:
- 8. Receiving Depot Code:
- 9. Delivery Certificate No.:
- 10. KMS(2011-12 / 2010-11): _____
- 11. Variety (Parboiled/Raw): _____
- 12. Vehicle Registration No:
- 13. Name of the Driver:
- 14. Lot Details

Sl. No	Lot No	No of Bags
Total No of Bags		

**Signature of the Miller/ Authorized
Representative with Seal**

.....

Received _____ no of bags of CMR from _____

Vide challan No. __ on

The quality and quantity of the CMR received shall be checked and recorded in the Acceptance Note.

**Signature of Depot In charge/
Representative**

NB. 1. It is to be printed & used by millers for transportation CMR to RRCs

2*. One CMR Transit Challan shall be prepared for one vehicle.

3. If one vehicle is carrying stock of two lots, then it is to be mentioned under Lot No.

CMR Transit Challan *

1. Name of the Custom Miller: **MITTAL RICE MILL**
2. District/Address: **Sonepur**
3. Miller Code: **M290403**
4. Challan No: **1**
5. Date: **16/12/2011**
6. Name of the Depot: **RRC cum DSC, Sonpur-1**
7. District: **Sonepur**
8. Receiving Depot Code: **DP290401**
9. Lot No. (Full/Part): **Part**
10. Delivery Certificate No.: **10**
11. KMS(2011-12 / 2010-11): **2011-12**
12. Variety (Parboiled/Raw): **Parboiled**
13. Vehicle Registration No: **CG-04-ZA4522**
14. Name of the Driver: **Rajesh Sahoo**
15. Lot Details:

Sl. No	Lot No	No of Bags
1	25	100
2	26	100
Total No of Bags		200

**Signature of the Miller/ Authorized
Representative with Seal**

Received 200 no of bags of CMR from MITTAL RICE MILL
Vide Challan No. 1 on 16/12/2011

The quality and quantity of the CMR received shall be checked and recorded in the Acceptance Note.

**Signature of Depot In charge/
Representative**

- NB.
1. It is to be printed & used by millers for transportation CMR to RRCs
 - 2*. One CMR Transit Challan shall be prepared for one vehicle.
 3. If one vehicle is carrying stock of two lots, then it is to be mentioned under Lot No.

ODISHA STATE CIVIL SUPPLIES CORPORATION LIMITED
 _____ District
ACCEPTANCE NOTE-CUM-ANALYSIS REPORT OF CM RICE

Name of the Rice Receiving Center (RRC): _____ **KMS:** _____ Depot Code: _____
 Acceptance Note No: _____ **Date:** _____ Miller Code: _____
 1. Name of the Custom Miller: _____ Date :.....
 2. Lot Number: _____
 3. CMR Transit Challan No: _____
 4. Vehicle Details:

Sl. No.	Vehicle Registration No	No of Bags
1		
2		
3		

5. No of Bags: _____ 5.A. Gunnies Supplied by :OSCSC/Miller: _____
 6. Variety (Common / Grade-A - Raw/Parboiled): _____

7. Result of Analysis/ Re-Analysis		
Sl. No	Refractions	Result
1	Foreign Matter	
2	Small Broken	
3	Broken	
4	Total Broken	
5	Damaged/Slightly Damaged	
6	Discoloured Grain	
7	Chalky Grain	
8	Red Grain	
9	Admixture of Lower Class	
10	Dehusked Grain	
11	Moisture Content	

7. Accepted/Rejected: _____
 8. Value-cut: (a) CMR in Excess Moisture beyond 14% equivalent quantity @ rate at economic cost of rice Rs. _____ to be recovered from Custom Miller
 (b) Amount to be recovered towards value-cut Rs. _____

9.	Gross Weight (in Quintal):	
10.	Less Tare Weight of Vehicle (in Quintal):	
11.	Less Tare Weight of Packing Material (in Quintal)	
12.	Net Weight of CMR (in Quintal):	

Mode of weighment: Weighbridge / 10% sample weighment

**Signature of the Miller/ Authorized
 Representative with Seal**

Signature of the Depot In-Charge

ODISHA STATE CIVIL SUPPLIES CORPORATION LIMITED
SONEPUR District
ACCEPTANCE NOTE-CUM-ANALYSIS REPORT OF CM RICE

KMS: 2011-12

Name of the Rice Receiving Center (RRC): **RRC, Sonepur-1** Depot Code: **DP290401**

Acceptance Note No: **323151** Date: **16/12/2011**

1. Name of the Custom Miller: **MITTAL RICE MILL [M290403]**

2. Lot Number: **M290403/1**

3. CMR Transit Challan No: 1

Date: **16/12/2011**

4. Vehicle Details:

Sl. No	Vehicle Registration No	No of Bags
1	CG-04-ZA4522	200
2	OR-15Q-9303	200

5. No of Bags: **400** 5A. Gunnies Supplied by OSCSC or Miller: **Miller**

6. Variety (Common / Grade-A - Raw/Parboiled): **Parboiled**

7. Result of Analysis/ Re-Analysis		
Sl. No	Refractions	Result
1	Foreign Matter	0.40
2	Total Broken	13.30
3	Broken	13.00
4	Small Broken	0.30
5	Damaged/Slightly Damaged	3.20
6	Discoloured Grain	4.30
7	Chalky Grain	
8	Red Grain	2.10
9	Admixture of Lower Class	
10	Dehusked Grain	11.20
11	Moisture Content	13.70

7. Accepted/Rejected: **Accepted**

8. Value-cut: (a) CMR in Excess Moisture beyond 14% equivalent quantity @ rate at economic cost of rice Rs. _____ to be recovered from Custom Miller

(b) Amount to be recovered towards value-cut Rs. _____

9.	Gross Weight (in Quintal):	363.20
10.	Less Tare Weight of Vehicle (in Quintal):	161.10
11.	Less Tare Weight of Packing Material (in Quintal)	2.60
12.	Net Weight of CMR (in Quintal):	199.50

Mode of weighment: Weighbridge / 10% sample weighment

Signature of the Miller/ Authorized Representative with Seal

Signature of the Depot In-Charge

ODISHA STATE CIVIL SUPPLIES CORPORATION LIMITED

District: _____

Gate Pass-cum-Transit Pass
(For Level-II H & T Contractor)

1. Gate Pass cum Transit Pass No:
2. Date & Time of Departure:
3. Name of the Despatching Depot:
4. Despatching Depot Code:
5. Name of the H & T Contractor:
6. Code:
7. Vehicle Registration No:
8. Name of the Driver:

9. Despatch Details					
Sl. No	Name of the FPS /Bulk Consumer	Block/ULB	Commodity/ Scheme	Bag	Quantity (In Qtl.)
				No of Bags	
				Gross Weight (in Qtl.)	
				Less Tare Weight of Vehicle (in Qtl.)	
				Less Tare Weight of Gunny (in Qtl.)	
				Net Weight (in Qtl.)	

N.B.: The stock of Rice & Wheat confirm to PFA Specification

Receive the stock on _____ (100%/10%) weighment.

**Signature of Driver / H & T
Contractor / Representative**

**Signature of Depot
In-Charge / Representative**

1st Copy for Level –II H & T Contractor/ 2nd Copy for counter foil at Despatching Depot

Annexure-7A (Sample Copy)

ODISHA STATE CIVIL SUPPLIES CORPORATION LIMITED

District: Sonepur

Gate Pass-cum-Transit Pass

(For Level-II H & T Contractor)

1. Gate Pass cum Transit Pass No: **DP290401/78698/12**
2. Date & Time of Departure: **07/03/2012, 04:00PM**
3. Name of the Despatching Depot: **RRC CUM DSC, Sonepur-1**
4. Despatching Depot Code: **[DP290401]**
5. Name of the H & T Contractor: **BALADEV PRASAD KARMI**
6. Code: **[TC Code]**
7. Vehicle Registration No: **OR15K8188**
8. Name of the Driver: **B NAYAK**

9. Despatch Details					
Sl. No	Name of the FPS /Bulk Consumer	Block/ULB	Commodity/ Scheme	Bag	Quantity (In Qtl.)
1	BAPUJI MISSION SAKTI [2902W007]	BIRMAHARAJPUR	AAY Rice	48	23.80
2	MAA WSHG, BADAHAMAR [2902W020]	BIRMAHARAJPUR	BPL Rice	103	51.25
3	E.O. SUBALAYA GP [2902G006]	BIRMAHARAJPUR	BPL Rice	14	7.00
4	E.O. KENSHRIAPALI GP [2902G004]	BIRMAHARAJPUR	BPL Rice	71	35.45
5	E.O. PITAMAHUL GP [2902G008]	BIRMAHARAJPUR	BPL Rice	24	11.60
No of Bags				260	
Gross Weight of Vehicle (in Qtl.)				181.19	
Less Tare Weight of Vehicle (in Qtl.)				50.40	
Less Tare Weight of Gunny (in Qtl.)				1.69	
Net Weight (in Qtl.)				129.10	

N.B.: The stock of Rice & Wheat confirm to PFA Specification

Receive the stock on _____ (100%/10%) weightment.

**Signature of Driver / H & T
Contractor / Representative**

**Signature of Depot
In-Charge / Representative**

1st Copy for Level –II H & T Contractor/ 2nd Copy for counter foil at Despatching Depot

ODISHA STATE CIVIL SUPPLIES CORPORATION LIMITED
FPS Acceptance Note

FPS Dealer Copy

1. Gate Pass-cum-Transit Pass No:

2. Acceptance Note

No:

3. Despatching Depot:

4. Depot

Code:

5. Name of the FPS:

6. FPS Code:

7. Block/ULB:

8. Date & Time of Departure

--	--

H & T Contractor	
T.C. Code	
Vehicle No	
Name of the Driver	

Despatch Details			
Sl. No	Commodity/Scheme	Bag	Qty (In Qtl.)
1			
2			
3			

Signature of Driver/H&T Contractor or Rep

Signature of DSC In-Charge

Signature of Depot In-Charge

FPS Receipt Particular

Date & Time of Receipt:

--	--

To be Filled by FPS					
Sl. No	Commodity/Scheme	Actual Receipt Details		Shortage if Any	
		Bag	Qty (In Qtl.)	Bag	Qty (In Qtl.)
1					
2					
3					

Mode of weighment: **10% sample weighment****Signature of Witness**

- 1.
- 2.

Signature of FPS Owner with Seal

ODISHA STATE CIVIL SUPPLIES CORPORATION LIMITED

FPS Acceptance Note

DSC Copy (To be returned in 24 hrs)

1. Gate Pass-cum-Transit Pass No:

2. Acceptance Note No:

3. Despatching Depot:

4. Depot Code:

5. Date & Time of Departure

6. Block/ULB:

7. Name of the FPS:

8. FPS Code:

9. H & T Contractor:

10. T.C. Code:

11. Vehicle No:

12. Name of the

Driver:

Sl. No	Commodity/Scheme	Despatch Details (To be Filled by Depot)		To be Filled by FPS			
				Actual Receipt Details		Shortage if Any	
		Bag	Qty (In Qtl.)	Bag	Qty (In Qtl.)	Bag	Qty (In Qtl.)
1							
2							
3							

Date & Time Receipt

Mode of weighment: **10%**

sample weighment

Signature of Witness

- 1.
- 2.

Signature of FPS Owner with Seal

ODISHA STATE CIVIL SUPPLIES CORPORATION LIMITED

FPS Acceptance Note

To be submitted by H&T C-II along with bill.

1. Gate Pass-cum-Transit Pass No:

2. Acceptance Note No:

3. Despatching Depot:

4. Depot Code:

5. Date & Time of Departure

6. Block/ULB:

7. Name of the FPS:

8. FPS Code:

9. H & T Contractor:

10. T.C. Code:

11. Vehicle No:

12. Name of the Driver:

Sl. No	Commodity/Scheme	Despatch Details (To be Filled by Depot)		To be Filled by FPS			
				Actual Receipt Details		Shortage if Any	
		Bag	Qty (In Qtl.)	Bag	Qty (In Qtl.)	Bag	Qty (In Qtl.)
1							
2							
3							

Date & Time Receipt

Mode of weighment: **10% sample weighment**

Signature of Witness

- 1.
- 2.

Signature of FPS Owner with Seal

ODISHA STATE CIVIL SUPPLIES CORPORATION LIMITED
FPS Acceptance Note

FPS Dealer Copy

1. Gate Pass-cum-Transit Pass No: **DP290401/78698/12**
DP290401/558
3. Despatching Depot: **RRC CUM DSC, Sonepur-1**
5. Name of the FPS: **BAPUJI MISSION SAKTI**
7. Block/ULB: **BIRAMA HARJPUR**

2. Acceptance Note No:
4. Depot Code: **DP290401**
6. FPS Code: **2902W007**

8. Date & Time of

07/03/2012	10:30 AM
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H & T Contractor	BALADEV PRASAD KARM
T.C. Code	T2291201
Vehicle No	OR15K8188
Name of the Driver	B NAYAK

Despatch Details			
Sl. No	Commodity/Scheme	Bag	Qty (In Qtl.)
1	AAY Rice	48	23.80
2			
3			

Signature of Driver/H&T Contractor or Re Signature of DSC In-Charge Signature of Depot In-Charge
FPS Receipt Particular

Date & Time of Receipt:

07/03/2012	12:30 PM
------------	----------

To be Filled by FPS					
Sl. No	Commodity/Scheme	Actual Receipt Details		Shortage if Any	
		Bag	Qty (In Qtl.)	Bag	Qty (In Qtl.)
1	AAY Rice	48	23.80	0	0
2					
3					

Mode of weighment: **10% sample weighment**

Signature of Witness

- 1.
- 2.

Signature of FPS Owner with Seal

ODISHA STATE CIVIL SUPPLIES CORPORATION LIMITED**FPS Acceptance Note****DSC Copy (To be returned in 24 hrs)**

1. Gate Pass-cum-Transit Pass No: **DP290401/78698/12** 2. Acceptance Note No: **DP290401/558**
 3. Despatching Depot: **RRC CUM DSC, Sonepur-1** 4. Depot Code: **DP290401**
 5. Date & Time of Departure:

07/03/2012	10:30
------------	-------

 6. Block/ULB: **BIRAMA HARJPUR**
 7. Name of the FPS: **BAPUJI MISSION SAKTI** 8. FPS Code: **2902W007**
 9. H & T Contractor: **BALADEV PRASAD KARMI** 10. T.C. Code: **T2291201**
 11. Vehicle No: **OR15K8188** 12. Name of the Driver: **B NAYAK**

Sl. No	Commodity/Scheme	Despatch Details (To be Filled by Depot)		To be Filled by FPS			
				Actual Receipt Details		Shortage if Any	
		Bag	Qty (In Qtl.)	Bag	Qty (In Qtl.)	Bag	Qty (In Qtl.)
1	AAY Rice	48	23.80	48	23.80	0	0
2							
3							

Date & Time Receipt:

07/03/2012	12:30
------------	-------

Mode of weighment: **10% sample****weighment****Signature of Witness**

- 1.
- 2.

Signature of FPS Owner with Seal**ODISHA STATE CIVIL SUPPLIES CORPORATION LIMITED****FPS Acceptance Note****To be submitted by H&T C-II along with bill.**

1. Gate Pass-cum-Transit Pass No: **DP290401/78698/12** 2. Acceptance Note No: **DP290401/558**
 3. Despatching Depot: **RRC CUM DSC, Sonepur-1** 4. Depot Code: **DP290401**
 5. Date & Time of Departure:

07/03/2012	10:30
------------	-------

 6. Block/ULB: **BAMA HARJPUR**
 7. Name of the FPS: **BAPUJI MISSION SAKTI** 8. FPS Code: **2902W007**
 9. H & T Contractor: **BALADEV PRASAD KARMI** 10. T.C. Code: **T2291201**
 11. Vehicle No: **OR15K8188** 12. Name of the Driver: **B NAYAK**

Sl. No	Commodity/Scheme	Despatch Details (To be Filled by Depot)		To be Filled by FPS			
				Actual Receipt Details		Shortage if Any	
		Bag	Qty (In Qtl.)	Bag	Qty (In Qtl.)	Bag	Qty (In Qtl.)
1	AAY Rice	48	23.80	48	23.80	0	0
2							
3							

Date & Time Receipt:

07/03/2012	12:30
------------	-------

Mode of weighment: **10% sample weighment****Signature of Witness**

- 1.
- 2.

Signature of FPS Owner with Seal

ODISHA STATE CIVIL SUPPLIES CORPORATION LTD

_____ District

Gate Pass cum Acceptance Note

(For Issue of Stock to Bulk Consumer)

1. Gate Pass No. : _____
2. Date.: _____
5. Name of Despatching Depot: _____
4. Despatching Depot Code: _____
5. Name of the Bulk Consumer Institution: _____
6. Code No. _____
7. Allotment Order No. of CSO-cum-DM : _____
8. Allotment _____
9. Vehicle Regn No.: _____
10. Commodity. : Rice / Wheat

No of Bags	
Gross Weight (in Qtl.)	
Less Tare Weight of Vehicle (in Qtl.)	
Less Tare Weight of Gunny (in Qtl.)	
Net Weight (in Qtl.)	

N.B. : The stock of Rice/Wheat confirm to PFA specification

Received the stock on _____ (100% /10% weighment)

Signature of Authorised person

(Bulk Consumer)

Signature of Depot in-charge

1st Copy for Bulk Consumer / 2nd Copy to CSO-cum-District Manager / 3rd Copy for counterfoil at despatching depot.

SPECIMEN SIGNATURE OF FPS DEALER

BLOCK / ULB:
DISTRICT :

Sl. No.	Name of FPS Dealer	Code No.	Address	Name of Authorized person to receive PDS stock (in case of institutional FPS	Specimen Signature of Authorized person/Dealer
1	2	3	4	5	6

Counter Signed

Signature of Inspector of Supplies / Marketing Inspector

POWER OF ATTORNEY FOR HANDLING & TRANSPORT CONTRACTOR

BE IT KNOWN TO ALL BY THIS SPECIAL POWER OF ATTORNEY as follows: -

WHEREAS I Sri/Smt/Miss _____ aged about _____ years, Son/Daughter/Wife of _____, resident of _____ have been appointed as Handling & Transport Contractor, Level-I/Level-II by the District Manager, OSCSC Ltd. _____ (hereinafter called Corporation) and also executed an Agreement on _____ for Handling & Transportation of essential commodities such as rice, wheat, sugar etc.

- (a) From FCI Depot _____/ Base RRC _____/Sugar Zonal Depot _____ to RRC-cum-DSC, _____ (In case of H & T Contractor Level –I).
- (b) From RRC-cum-DSC _____ to FPS dealer points of _____ Block (s)/ ULB (In case of H & T Contractor Level –II).

AND WHEREAS due to as my presence is required to monitor works at different locations, I would be unable to attend personally the handling & transportation work at all the locations/godowns, I hereby appoint Sri _____ aged about _____ Son of _____ resident of _____ district _____ as my lawful attorney for me, in my name and on my behalf to do the following acts, deeds & things.

1. To arrange vehicle & lift the stock of rice, wheat & levy sugar
 - a. From FCI Depot _____/Base RRC _____/ Sugar Zonal Depot _____ (strike out whichever is not applicable) to RRC-cum-DSC, _____ and deliver the same at RRC-cum-DSC _____.
 - b. From RRC-cum-DSC _____ and deliver at FPS dealer points of _____ Block/ULB.
2. To arrange banner to be put on the vehicle used for transportation of PDS stock as per the instruction of RRC-cum-DSC in-charge.
3. To deliver the stock at the Fair Price Shop (FPS) Dealers as per Gate pass-cum-Transit pass.

4. To obtain FPS Acceptance Notes duly executed by FPS Dealers and submit copies of the same to RRC-cum-DSC in-charge.
5. To sign all the prescribed documents required in course of handling & transportation of stock.
6. To do all other works as prescribed in the terms of agreement for proper execution of the work.
7. For any irregularity, omission & commission on the part of my said attorney Sri/Smt/Miss _____, I will be held liable to the Corporation. The Corporation accordingly can proceed against me as per terms & conditions of the Handling & Transport agreement entered in to between myself & Corporation on _____.
7. That all acts, deeds, things lawfully done by my said attorney by virtue of these presents shall be construed as the acts, deeds, things and matters done by me as if I were personally present and have done the same.

IN WITNESS WHERE OF I the said _____ have here to sign this Deed at _____ this the _____ day of _____ 2012.

WITNESSES

1.

**SIGNATURE OF THE EXECUTANT
(Transport Contractor)**

2.

**SIGNATURE OF THE ATTORNEY
HOLDER IS ATTESTED
EXECUTANT**