

INSTRUCTIONS TO INSPECTORS ON PROCUREMENT RELATED ISSUES

In this section, we will try to give you an outline on procurement of foodgrains (paddy & rice mainly) in West Bengal. After studying this section, you will be able to:-

- a) Explain your role as Purchase Officer of one CMR agency and purchase paddy in the procurement centers as per Government guidelines,
- b) Explain the quality related issues to the farmers on paddy and rice,
- c) Certify the purchase of paddy by the Co-operative Societies on behalf of the agencies and the Govt. in F&S Department,
- d) State your role as godown Inspector,

Let us begin with details.

a. On Paddy Procurement:

1. Be well **acquainted with the terms and terminologies** like KMS, Levy, CMR, MSP, FAQ, Uniform specification, Distress sale, Moisture, Moisture Meter, Batta cut, Admixture of Organic and Inorganic Matter with paddy, Foreign matter, Out turn ratio, Grade “A” and common rice, CMR Control Order, Rice Mill and it’s functioning,

Milling capacity, CMR agencies like NAFED, BENFED, CONFED, NCCF, WBECSC Ltd., NACOF, WB AGRI MARKETING etc., DLMC, Procurement price, Gunny bag and it's specification, tare weight, Purchase officer, Delivery order, Release certificate, WQSC, Raw rice / perboiled rice, Discolor/chalky grains, etc.

2. Role in paddy procurement camps:

- i) You may have to work as a representative of CMR agencies which is nothing but a Government aided public sector undertaking or a Co-operative agency to act as a Purchase officer on a set of guidelines and Control order. Before starting / functioning as Purchase Officer of a CMR agency, you shall read/ go through the latest orders/ guidelines of CMR control order of that particular KMS and if possible of the orders/ guidelines of earlier KMS also. The main factors that will be answered most by you in a camp are (a) identification of a farmer, (b) quality of paddy that will be purchased by you in the camp.
- ii) You have to purchase paddy on behalf of the agencies after proper weighment and FAQ checking and have to pay the

money by means of issuing cheques to the farmers on Government fixed price which varies from KMS to KMS. This work shall be done with extreme caution as it involves expenditure of lot of Government money.

- iii) You shall keep all accounts of paddy purchased per day, with maintenance of stock of paddy in the storage godowns in proper way, handing over the same to the enlisted Rice Mills with proper receipts.
- iv) Maintenance of all purchase related accounts and uploading the same in computerized system and paper based system shall also be done by you correctly.
- v) You shall furnish details of paddy purchase accounts on daily basis on given formats to all Authorities attached with the purchase of paddy.

3. Role in certifying purchase of Societies: You shall do the following things:

- i) Checking of agreements of societies with Rice Mills and CMR agencies and checking of muster roll with authenticated copies of farmer's identification documents,

- ii) Checking of terms and conditions of each KMS that is binding upon the societies, Rice Mills and CMR agencies,
- iii) Certification of MSP of the offer letter after physical verification of the stock of paddy and rice of the Rice Mill from whom the rice is going to be delivered,
- iv) Reporting of details of paddy purchased by the societies/agencies, storage and delivery of the same to the rice mills, milling account of the same to the authorities concerned every time when asked for in given formats.

4. Role as Godown incharge/QC Inspectors:

- i) Maintenance of books of accounts like Receipt register, delivery register, challan book, WQSC register, daily register of trucks in and out, consolidated register, medicine register, gunny register, dead stock register, attendance register etc. and so other register as and when asked for,
- ii) Getting well acquainted with computerized system of stock receipt and delivery and maintenance of the same,
- iii) Submission of weekly / fortnightly / monthly reports as and when asked for as per guidelines,

iv) Maintenance of stock with proper alleyways/ gangways/ dunnage in best possible pest free conditions to keep the health of the stock of rice as readily usable conditions for at least one year after receipt.