

FOOD CORPORATION OF INDIA
HEADQUARTERS,
NEW DELHI.

ACTION PLAN FOR RABI MARKETING SEASON 2019-20

1. The Action Plan as outlined hereunder is to help/achieve objectives of procurement of wheat during RMS 2019-20 and gear up the procurement operations.
2. The objective of the FCI/Government of India is to help the farmers by procuring their FAQ quality produce adhering to prescribed specifications at the minimum support price and to safeguard the interests of the consumer by ensuring supply of quality foodgrains to the vulnerable sections of the society at reasonable price as well as to build buffer stock to meet out the requirement during the times of scarcity. The procurement in RMS 2019-20 is also to be undertaken under the above broad objective.

3. INSTRUCTIONS FOR PROCUREMENT OF WHEAT:

- 3.1. The Price Policy announced by the GOI vide their letter no. 7(8)/2018.Py-I dated 16/10/2018 for Rabi Crops of 2018-19 season, to be marketed in Rabi marketing season 2019-20 has already been circulated by Headquarters vide e-mail dated 16.10.2018 [Annexure-I(A) & (B)]
- 3.2. Instructions of the GOI vide letter no. 15(1)/2012-Py-III(Pt.2.E.342189) dated 25/10/2018 for colour coding of gunny bags to facilitate identification of crop year of stock for RMS 2019-20 have also been circulated vide this office email dated 02.11.2018. [Annexure-II(A) & (B)]

4. ADMINISTRATIVE ARRANGEMENTS:

- 4.1. Necessary steps must be taken to ensure that the impact of presence of FCI and its readiness in all respects for Rabi operation, is felt and appreciated by all.
- 4.2. Instructions may be issued to all concerned to ensure that the arrangements of allotment of mandis, posting of staff, availability of gunnies, sufficient moisture meters, weighing equipments, arrangements for opening of pay offices, deputing squads, setting up of Control Rooms, lifting/quick movement of wheat and its safe storage, monitoring of procurement of stocks as per GOI specifications and giving wide publicity etc. are put in place in advance, before commencement of procurement, as per procurement period declared in GOI instructions.

4.3. All the administrative arrangements required to be made for the effective and efficient functioning of the procurement operations were discussed in the State Food Secretaries' meeting held on 07.02.2019. Minutes of the above meeting conveyed by GOI letter no. 07(10)/2018-Py.I dated 19.02.2019 have also been circulated vide this office e-mail dated 20.02.2019 [Annexure-III(A) & (B)] for information and necessary action.

4.4 General Manager (Region) has to ensure that there is no inadequacy in arrangements for smooth procurement operations. In particular, the required staffs at each of the Procurement Centres have to be positioned well in time and clear instructions given to them regarding their role. Other administrative requirements, such as, depot readiness, availability of storage space, the appointment of the Mandi Labour Contractors, Handling and Transport Contractors, provision of labour, placement of gunnies, wooden crates, moisture meters, polythene covers and all other arrangements be kept ready along-with opening of Pay Offices. Wherever CAP storage has to be undertaken, it must be ensured that area selected meets all the requirements of scientific CAP storage so that quality of stock remain unaffected due to un-timely rain, water logging, rodent activities etc. Adequate arrangements must be made in time to save stocks from rain, rodents and pests as per the procedures mentioned in the QC manual and instructions issued by the QC Division of Hqrs. from time to time.

4.5 It should also be ensured that all weighbridges and weighing scales in the depots are certified by Weights & Measurement Department and kept in a proper working condition. Similarly, weights in use should be duly stamped by Weights and Measurement Department. The instructions regarding uniform specifications for Wheat for RMS 2019-20 have been circulated by GOI vide letter no 7-1/2019-S&I dated 18.03.2019 and forwarded vide Procurement Division, FCI, Headquarter e-mail dated 18.03.2019 [Annexure-IV] which must be strictly adhered to.

5. SUPPLIES OF GUNNIES BY FCI FOR WHEAT

5.1 FCI would make available gunnies to wheat purchase centre in-charge, who in turn would make it available to kucha Arthya/ handling contractor for packaging of procured wheat wherever applicable for Rabi Procurement under Price Support Scheme. The gunnies are procured by FCI through Jute Commissioner Office and the gunnies supplied contain the following peripheral marks for proper identification:

- (a) FCI Monogram
- (b) Name of supplier and year of supply, crop/marketing
- (c) BIS marking/License no
- (d) Identification strip color
- (e) Commodity

5.2 At the time of issue of gunnies to Kucha Arthias/Sub-Agents, the above details should be noted in a register to be maintained by the In-charge of the Mandis. The filled in gunnies should once again be checked by them before dispatch to the linked depots, to ensure that purchased wheat has been filled in the same gunnies which were issued to the Kucha Arthias. The Depot Incharge at the time of receipt in the depot will also ensure that stocks being received from the mandis are filled in the FCI supplied gunnies only. Inspecting Officers will also ensure checking of the gunnies during the course of their visit to the mandis/depots.

6. PROCUREMENT TARGETS AND PROCUREMENT PERIOD OF RABI MARKETING SEASON 2019-20:

6.1 The state wise procurement targets and period of procurement of wheat for RMS 2019-20 are as under:-

(Figures in lakh tonnes)

STATE	Procurement targets for RMS 2019-20 (in lakh tonnes)	PROCUREMENT PERIOD	
		FROM	TO
PUNJAB	125.00	01.04.2019	25.05.2019
HARYANA	85.00	01.04.2019	15.05.2019
MADHYA PRADESH	75.00	15.03.2019	15.06.2019
UTTAR PRADESH	50.00	01.04.2019	15.06.2019
RAJASTHAN	17.00	01.04.2019	15.06.2019
		(only for Kota district from 15 th March, 2019)	
BIHAR	2.00	01.04.2019	30.06.2019
UTTARAKHAND	2.00	01.04.2019	30.06.2019
GUJARAT	0.50	15.03.2019	31.05.2019
Other States	0.50	15.03.2019	31.05.2019
TOTAL:	357.00		

Remark: (i) Punjab includes Union Territory of Chandigarh.

(ii) Other States includes Jharkhand, Chhattisgarh, Jammu & Kashmir, Maharashtra, West Bengal, Himachal Pradesh, Delhi.

6.2 Other Regions where there is possibility of procurement should make necessary arrangement for procurement as per extant instructions so that no FAQ wheat is sold below MSP.

6.3 MOU between the GOI and DCP State for undertaking decentralized procurement of wheat be strictly implemented. All out and concerted efforts be made for achieving the targets and responsibility for achieving the above targets may be assigned upto the level of Area Managers and other field officers/officials. GM(Region) would also ensure that terms and condition of MoU signed between State Govt. and GOI are scrupulously adhered to by the State Govts. as well.

6.4 A monitoring mechanism may be kept in place to ensure that effective and close liaison is maintained with the State Government Authorities at all levels. General Managers (Region) must remain actively in touch with the State Food Secretaries to sort out day-to-day operational problems relating to procurement. GMs (Region) must also send Monthly/Weekly procurement highlights to the HQrs. by way of a D.O. letter, to be sent by 5th of next month/weekly highlights on every Friday, apart from keeping the HQrs. updated on important procurement related issues promptly.

7. STORAGE GAIN:

The instructions of Government of India with respect to recovery/adjustment of Storage gain on wheat received after 30th June from the procuring agencies and its proper account, should be strictly followed.

8. EQUIPMENT FOR QUALITY INSPECTORS/GODOWN STAFF FOR PURCHASE CENTRE/MANDI:

8.1 Manager(QC)/TA in every Purchase Centre/Mandi, responsible for purchase, must be fully equipped with mini-kit and moisture meter printout facility duly calibrated with Hot Owen Method (HOM) to be certified by AGM (QC) of District office. In addition, they must carry with them the Govt. of India's specifications for wheat applicable for Rabi 2019-20 season in local language, official language and English.

8.2 Personnel at Procurement Centres, must ensure that the specifications and support prices are prominently displayed in all the mandis in vernacular language for the information of the farmers who bring their produce for sale.

8.3 Technical Assistants must have adequate number of cloth bags and polythene bags for drawing samples. Required no. of samples should periodically be submitted to DO lab as per instructions in vogue and analysis results be shared with Purchase Center/RO of FCI as per the prevailing instructions.

9. PROCUREMENT PRICES OF RABI FOODGRAINS:-

9.1 For wheat, the Minimum Support Price of Rs. 1840 per quintal has been fixed by Govt. of India for Rabi Marketing Season 2019-20 which already stands conveyed to all concerned vide Headquarters e-mail dated 16.10.2018.

9.2 Instructions regarding declaration of bonus by some State Govts over and above MSP conveyed vide GOI letter no. 16-19/2013-Py.I dated 12/06/2014 (Annexure-V) shall be strictly adhered to and timely action should be initiated by GM (R) in accordance with GOI instructions, if so required.

10. OPERATIONS IN MANDIS:-

10.1 Stocks brought by the farmers would be heaped separately to maintain individual identity. Prior to the bidding, the Technical Assistants (TAs) should test check the stocks, heap-wise, by drawing samples from each heap to assess the quality and advise cultivators/farmers to do the necessary cleaning/drying/up-gradation, wherever necessary.

10.2 The Technical Assistants must recheck the wheat stocks by drawing samples from different points of the heap to assess the quality of the heap as per the Govt. of India's specifications at the time of final bidding in the presence of officials of the Mandi Board, farmers & the traders, and the stocks conforming to the Govt. of India's specifications shall only be purchased. In order to inspect the quality properly the size of the heap should be kept small so as not to exceed 200 bags.

They should also be able to convince the farmers about the reasons for the rejection, if any, by analyzing the stocks in his presence on the spot, wherever necessary. The record indicating the reasons for rejection of each lot must be maintained by the QC officials in the prescribed register. This is very important to cross check objections/complaints received, if any.

10.3 In case of any dispute arising out of quality, the Technical Assistant should bring the matter to the notice of the Senior Officers having jurisdiction over the respective Mandis viz. M(QC), AGM(QC)/Area Manager, who should promptly look into and settle the dispute and record the decision. In case, M(QC)/AGM(QC) or Area Manager are not available, it shall be resolved by a local committee comprising Quality Inspectors of State Govt. dealing with procurement matters and the Secretary of the Market Committee or by any such Committee, as appointed by the appropriate State Authority responsible for overseeing the procurement operations.

11. ACTION FOR MAINTAINING PROCUREMENT TEMPO:

11.1 All Procurement Agencies should make all-out efforts to achieve the estimated targets including opening of more number of procurement centres, whenever necessary.

11.2 All the regions should also identify areas with maximum wheat production/Market Surplus. State Agencies/FCI should necessarily open Purchase Centres in these areas to maximize procurement.

11.3 The purchase staff is required to be positioned, in all the Mandis, well before the commencement of the season. Pay Offices, District Labs. etc. be kept ready and functional in all respects.

11.4 Stocks must be procured on 'First come first served' basis and delivered at FCI's designated depots in the same manner, unless otherwise considered appropriate.

11.5 Efforts to provide support price should be coupled with the observance of the laid down procedures in the matter of bidding, inspection, quality analysis, weighing, movement, storage and dispatches from the regulated markets/purchase centres. Proper cleaning of the stocks must be ensured before stocks are put to bid/purchased.

11.6 The procurement staff/officers should endeavor to win the confidence and trust of the farmers by offering correct advice regarding upgrading of lots wherever necessary so that the cultivators are not put to any inconvenience.

11.7 Proper liaison with State Food Department/State Agencies and District/State Administration should be maintained at District/Regional Level.

11.8 Procurement Agencies should sort out bottlenecks, if any, by rendering necessary assistance, coordination etc. in operational matters.

11.9 The procurement centres of FCI and State Agencies and storage depots of FCI should be linked in such a manner that transport and handling costs are minimum. Optimum utilization of the vacant storage space should also be ensured.

11.10 Immediate clearance and liquidation of the procured stocks from the Mandis must be ensured. In case of heavy receipts, direct dispatch to consuming regions may also be undertaken, as a last resort.

11.11 Supervisory and other Senior Officers should be on the move for close supervision of procurement operations for which inspection programme should be drawn up and implemented. They should specifically check whether the directions contained in this Action Plan are being followed or not.

11.12 Programme for expeditious takeover of stocks from the State Procuring Agencies should be drawn and all out and concerted efforts should be made to economies this operations. FCI, at the field level, should extend all possible cooperation to State Agencies to ensure that State agencies do not find any ground/reasons for complaints regarding delay in takeover of stocks by FCI.

11.13 Movement of FCI/State Agencies stocks is to be organized on priority basis in the immediate post-harvest period.

11.14 Procurement of wheat should be strictly as per quality specifications laid down by the Govt. of India for RMS 2019-20.

12. PUBLICITY CAMPAIGN DRIVE:

In order to achieve the goal of procuring wheat to the maximum extent and to give benefit of MSP to the farmers, wide publicity should be given through Radio, print and electronic media, Pamphlets and Banners etc. regarding the MSP announced by the GOI, quality specifications, number and location of purchase centres, facility provided in effecting procurement like prompt payment to farmers, correct weight etc. It must be ensured that the support price and specifications are prominently displayed in all the Mandis for the information of cultivators/farmers. Hand bills should be displayed and distributed to the farmers giving the necessary guidelines and explaining the need for bringing clean and dry stocks to get the MSP fixed by GOI. Local language may also be used in all media platforms.

12.1 Grievance redressal mechanism should also be put in place and contact information of responsible officers be displayed/publicized prominently.

13. SPECIAL ATTENTION / EMPHASIS POINTS: On the basis of the deficiencies observed in the past, the following guidelines may be kept in view:

13.1 The heap of the wheat should not be on "Katcha" ground/floors so as to avoid mixing of mud, sand, pebbles, stones with the sound grains, particularly during the peak arrival period of wheat at the purchase centres and size of the heap should not exceed more than 200 bags.

13.2 There should not be shortage of covering materials and dunnage such as, tarpaulins crates etc. Non-availability of the same may cause the possibilities of damage to the wheat purchased in case of sudden rains at the purchase centres.

13.3 The Govt. of India vide their letter No DO No 8-11/2002 S&I dated 9.10.2002 has made it mandatory to have machine stitching of all bags of wheat.

3.4 There should not be any type of irregularity in bidding register and lifting of stocks from the purchase centres.

14. STENCILLING: The stencilled matter on gunnies should indicate:

- a) Name of the commodity.
- b) Name of the Region.
- c) Year of purchase
- d) Name of the Purchase Centre with Code.
- e) Net weight.
- f) Name of the Procuring Agency.
- g) Name of the Katcha Arthias/Society/SHG – (wherever applicable).

The stencilling should be done as per letter no. 15(1)/2012-Py-III(Pt.2.E.342189) dated 25/10/2018 prescribed by GOI for Rabi Marketing season 2019-20.

15. RECORD OF PURCHASE:

For each day's bidding, the Mandi committee would maintain bidding record containing the name of the cultivator, approximate quantity in heap and the name of the Katcha Arthia (wherever applicable) as also the final bids at which the stocks were sold. Similar details should be maintained by the Technical Assistants for the rejected lots recording reasons for rejections. In States where direct purchases are made from cultivators, similar record should be maintained by the procuring agency/mandi committee.

16. INFORMATION OF DAILY ARRIVALS AND PURCHASES:

The procurement staff must send, promptly, the details of daily arrivals in the Mandis and purchases made by them, by the State Agencies and by traders' alongwith prevailing market rates, to the respective Area Managers, who in turn will pass it on to ROs. Regional offices will send the consolidated position(offline) of the region to the ZO/Hqrs on daily basis through fax and email. A control room may be set up to ensure prompt gathering, reporting & entering of data at District, Regional & Zonal level. Daily entries shall be made in the e-procurement module developed by State Govt./FCI and be tallied with the manual/off-line figures. Reasons for the difference, if any be promptly reported to Hqrs.

17. SAMPLES:

As per the existing instructions, the Technical Staff posted at purchase centres/Mandis should send the prescribed number of sealed samples in cloth bags which should include a sample for moisture determination in polythene bags, from the lots purchased daily to District Laboratory where the same should be analyzed. The results should be communicated by the District Laboratory to all concerned.

18. WEIGHMENT:

18.1 At Purchase Centres:

At purchase centres, 100% weighment and standardization of wheat stocks, purchased by the FCI has to be ensured. Similarly, 100% weighment of the stocks procured by the other

20.1 The stocks purchased by the technical staff will then be dispatched by them to the linked storage depots. The staff shall maintain proper records of dispatches showing name of the consignee depot and send complete dispatch documents to the depot concerned. They should obtain clear acknowledgement from the consignee depots regarding the

20. TRANSPORTATION OF STOCKS PURCHASED:

The technical staff posted in each of the purchase centres/mandis will be authorized official of the FCI for the purchase of wheat directly from the farmers or through cooperative society, self-help group or Katcha arthias, as the case may be. In purchase operations, he may be assisted by certain godown/account cadre staff posted at the purchase centres who will attend to the supervision of filling, standardization, weighing and stitching of bags, maintenance of gunny & Stock account. The responsibility for the proper discharge of these operations will also rest with the technical cadre staff posted as in-charge of purchase centres.

19. RESPONSIBILITY FOR QUALITY/QUANTITY OF STOCKS PURCHASED AT PURCHASE CENTRES:

18.3 At Depots: At depots, all stocks should be accepted on 100% weight of standardized bags. The total quantity of the stocks received in the depot, both in terms of the number of bags and weight, should be thoroughly checked at the time of receipt. Strict vigil should be kept on the duration between actual time of dispatch of stocks from purchase centres, State Govt. godowns, and the time of receipt at the depot/tailhead. Besides, the number of trucks, bags and quantity dispatched should be tallied with receipts, on daily basis. It should be ensured that there is no difference between the weight purchased and paid for and the weight received and recorded in the depot. The quality of the stocks should also be checked thoroughly as per prescribed specifications. After such checks have been exercised, the depot in-charge shall give an acknowledgement for the quantity as well as the quality of the stocks received. This should be apart from the acknowledgement on the truck chits normally issued for the payment of transportation bills.

18.2 Records related to average weight of gunny bag used for procurement must be maintained at the purchase centre after conducting test weighing of the gunnies periodically. Gunnies fulfilling standard specifications and permitted by GOI should only be used for procurement of wheat.

10% test-weighting should be carried out to check the standard nature of bags in order to avoid any scope for malpractices. These instructions are to be complied with strictly both at the time of receipt of stocks at the depot and take-over of stocks from the State Govt.

Agencies and handed over to the FCI at the godowns or other point (first receipt point) is also to be undertaken. In order to expedite weighing operations, all available weigh bridges and if required private weigh bridges may be used. FCI depots should be linked with purchase centres of FCI, State Govt. and agencies on least cost basis.

quantity and quality of wheat dispatched by them from the purchase points. There should be no variation between the quantity and quality of the stocks dispatched by them and those acknowledged by the consignee depots.

20.2 All the wheat purchased in a mandi in a day should be moved out of the purchase centre on the same day or on the next day. There should not be any delay in movement. The movement out of the purchase points should be undertaken during day time to ensure that the stocks reach the depots on the same day. There should be periodical reconciliation of stocks purchased at purchase center, stocks dispatched from purchase center and stocks received at the depot and payment against stocks purchased. Immediate corrective action is to be undertaken if any difference is noticed by the purchase centre in-charge/Pay-point in-charge and Manager (Depot). Similarly the gunny account should also be reconciled periodically. The periodicity in reconciliation of stocks as well as gunnies should not be more than one week.

20.3 In exceptional circumstances, when the procured stocks have to be kept at the purchase centres overnight, proper protection/security arrangements for the same should be ensured to avoid damage and theft to the procured stocks.

21. PAYMENTS: In case of direct purchases from the cultivators, payment may be ensured through e-mode or account payee cheque within 48 hrs after satisfying that the purchases has been made as per extant instructions issued by the HQrs. The technical staff shall also scrutinize, on day to day basis, the bills submitted by the agents/katch arthia for the stocks purchased by him and arrange for making payments to them within 48 hours by electronic mode/account payee cheques.

22. TAKE OVER OF WHEAT STOCKS:

It is necessary that advance planning is done in consultation with the State Agencies for take-over of stocks procured by them for Central Pool. Mandis/purchase points/State Govt. storage points be linked with FCI storage points where wheat stocks procured by State Agencies can be taken over. All-out efforts have to be made for takeover of maximum stocks at the earliest from the State Govt. / Agencies to minimize the carry over charges. Stocks be accepted/taken over from the State Agencies only in the gunnies as specified by GO/FCI Hqrs.

23. RECEIPT AT THE DEPOTS: The stocks dispatched from the Purchase Points to the various depots should be received by the Depot In-charge on the same day. Any difference in quantity dispatched from mandi and quantity received at the depot, the same be informed to purchase in-charge on daily basis.

24. STACKING: The stocks received in the depot should be properly stacked as per the Stack Plan. As far as possible, identity of the stocks should be maintained Mandi/Procurement centre-wise & agency wise.

25. PRESERVATION: The stocks accepted for storage at the storage point must be preserved by the QC staff posted in the godown as per the procedure prescribed in the QC Manual and instructions issued by the QC Division of Headquarters, from time to time.

26. SQUADS AND QUALITY CHECKS:

Team/Squads of Quality Control & Vigilance Officers and other Senior Officers should be formed and assigned the task of continuous touring of mandis, railhead and storage godowns for thorough inspection of all aspects of the operation along with suggesting measures requested to achieve the objectives of procurement. The quality examination will not be confined to the periphery of the stacks only, instead, be made by random checking of the bags, in core of the stack, by removal of some of the bags in different layers.

27. PROCUREMENT AND SALE/OFFTAKE OF STOCKS:

The procurement centre will not be repeat will not be a distribution centre of foodgrains during the procurement period. The stocks for issue against TPDS/OWS will only be undertaken from base depots as mutually decided by FCI and State Govt. Instructions of Sales Division in this regard may be compiled. General Managers (Region) shall keep strict vigil to ensure that the recycling of PDS foodgrains in procurement process does not take place. Any incident of recycling of PDS foodgrains in procurement be immediately brought to the notice of State govt. for remedial action.

28. DISTRESS SALE COMPLAINTS:

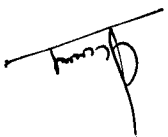
During the procurement season, Headquarters often receives various complaints about distress sale of stocks. At times, complaints of inefficient working of purchase centres, from various sources, including Ministry of CAF&PD, are also received. All such complaints are to be attended on "TOP PRIORITY" for remedial action and report furnished to the Headquarters within 3 days. GM(R)/Area Manager would ensure timely payment to the farmer and non-occurrence of distress sale. Sincere efforts must be made to avoid any scope for occurrence of such complaints altogether. However, if complaints are received, these must be meticulously gone into, sorted out/settled and Action Taken Report be furnished to the Headquarters.

29. IMPORTANT:

The "Action plan" outlined above contains only broad guidelines. Compliance to the instructions issued separately by various Divisions of headquarters for various specific subjects mentioned in this "action Plan", must be ensured.

30: EDS(Zone)/GMS (region) who are intimately aware of the ground realities and local problems may take suitable actions to plug any loopholes in the system to safeguard the interest of the FCI. In case they feel any systemic changes are required to be made where interventions of Hqrs. is essential, they shall find themselves free to make any such reference to Hqrs. with full facts and their recommendations.

This issues with the approval of the competent authority



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