

तार : 'फूडकोर्प'  
Gram : 'FOODCORP'  
फैक्स नं. : एमएफसीआई एनडी  
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भारतीय  
खाद्य  
निगम



FOOD  
CORPORATION  
OF INDIA

मुख्यालय  
नई दिल्ली  
Head Quarters  
New Delhi

१६-२०, बाराखम्बा लेन, नई दिल्ली-११०००१, दूरभाष २३४१३०७१ २३४१४६०२-२३४१४६६०  
16-20, BARAKHAMBA LANE, NEW DELHI-110001, PHONE : 23413871-23414872-23414880

No.QC2(1)/KMS/2016-17

Dated:30.09.2016

The Executive Director (Zone)  
Food Corporation of India,  
Zonal Office,  
Noida/Chennai/Guwahati/Mumbai/Kolkata.

The General Manager (Region),  
Food Corporation of India,  
Regional Office,  
Chandigarh (Pb.)/ Panchkula(Hr)/ Lucknow/ Jaipur/ Shimla/ Jammu/ Dehradun/ New  
Delhi/ Mumbai/ Ahmedabad/ Raipur/ Bhopal/ Kolkata/ Patna/ Bhubneshwar/ Ranchi/  
Bangalore/ Trivandrum/ Chennai/ Hyderabad/ Guwahati /Shillong/ Dimapur/Itanagar/  
Manipur.

Sub: - Inspection, sampling and analysis procedure to be followed in procurement of  
paddy and acceptance/purchase of rice stocks during Kharif Marketing Season  
2016-17.

Ref:-1. Deputy Commissioner (S&R), Ministry of CAF&PD, New Delhi letter No.8-  
4/2016-S&I, dated 11.08.2016 communicating uniform specifications for KMS  
2016-17, circulated vide this office letter of even no. dated 16/17.08.2016.  
2. Action Plan for KMS 2016-17 circulated by Procurement Division, Hqrs. vide  
e-mail dated 15.09.2016.

Sir,

Kindly refer to the said communications.

The detailed guidelines and instructions regarding sampling & analysis  
procedure and inspection to be followed in acceptance of rice stocks, during Kharif  
Marketing Season 2016-17 for strict compliance by all concerned officials/officers are  
as under :-

1. The rice stocks shall be accepted /purchased as per specifications, laid down by  
the GOI for Kharif Marketing Season 2016-17as referred above. Besides, the  
circulars/ guidelines issued by Ministry/ Headquarters with respect to  
relaxations in uniform specifications, if any, should be strictly complied with

and stocks identity and accounting of different categories i.e. FAQ & URS, if any, should be separately maintained at the time of receipt, storage and issue/dispatch.

2. The method of sampling is to be followed as per the BIS method for sampling of food grains, as instructed vide this office letter No. QC/2(1)/2002/Vol.I, dated 13.11.2002 and 09.12.2002.
3. Each and every bag of rice for inspection and acceptance must bear proper and legible stenciling /tag so that the crop year, name of supplier, lot/consignment/contract number, class/group of Rice, name of centre etc. are clearly visible on the bags. Rice bags/lots without proper, clear and legible stenciling are not to be **inspected/accepted** and such lots are to be rejected out-rightly. It should be ensured that in no case dumping/stacking of any lot of rice should be allowed inside godowns before final acceptance. Everyday's operation should be planned in advance in such a way that it may not result in large scale dumping in the godown premises. Proper register indicating all the above particulars should be maintained invariably by the depot staff.
4. 100% weighment of rice consignments should be conducted at weighbridges at the time of entry of trucks in the depots for recording weight of CMR consignment. Besides, standard nature of consignment is to be invariably checked through test weighment in the depot before final acceptance. Such test weighment should not be less than 10 % of the bags of a consignment. Non standard bags (i.e.  $\pm 250$  gms against 50 kg. packing) due to excess or less weight will be rejected. Manager (D) should also test check weighment of at least 10 % of the consignments & related record keeping be ensured **on day to day basis**.
5. The tare weight of at least 2% gunnies should be checked by the depot staff and recorded in Wt. check memo. The quality, condition of the gunnies used in the packing of rice should be checked **carefully** by the depot staff. The Manager (QC)/ TA at the time of checking of quality of lot would also check the Quality and crop year of Gunnies used in packing of Rice to reverify & ensure that new SBT Gunnies are used for packing CMR Rice and that bags are machine stitched (double line). A certificate about the quality of the gunnies used will be given by the depot officer. It will be the responsibility of Depot staff to maintain a register indicating all above particulars, therein.
6. The size of each lot/consignment must be 27 MT (540 bags 50 Kgs. packing) uniformly throughout the country except in case of last or only consignments of CMR of the suppliers. The violation of this standard and consequent financial implication will be viewed seriously and the violator will be held responsible.





7. The moisture content shall be recorded by the Manger (QC)/Technical Assistant in the presence of depot staff for the lots accepted at the time of acceptance of stocks in the depot which will be final for all purposes. Moisture meters calibrated for different commodities, raw and parboiled rice etc. should be used at the rice acceptance points. It shall be ensured that moisture meters with printing facilities shall be invariably put to use in the acceptance operations. In this regard, guidelines issued vide HQrs letters no. QC 19(2)/budget/2014-15/Vol.III dated 01.01.2016, shall be strictly complied with. A separate register will be maintained for recording moisture contents at the time of acceptance of rice at the depot which will be jointly signed by TA/Manager (QC)/Manager (D). Similarly moisture contents will be jointly checked at the time of issues/disposal of stocks.
8. As stipulated in the uniform specification for determination of broken grain, average length of principal class/group of rice is to be taken into account uniformly without any exception.
9. One sample will be drawn jointly with State Govt. representative / Miller by the Technical Assistant for the purpose of analysis to determine acceptability of the consignment as per the uniform specifications.
10. Finally accepted consignment shall be stacked in depot on day to day basis and triplicate samples (Mill-wise/TA-wise) would be drawn as per standing instructions. The composite analysis results of the stack will be recorded by accepting TA / Manager (QC) after completion of the stacks on the basis of analysis of one sample out of three samples drawn from the stack. The remaining two sealed samples shall be kept in duplicate jointly tied in the depot for future reference and collection by the District/Regional office squads for 10% and 5% of the stacks for test analysis. The period of retention of sample in the depot should be three months. The stack wise analysis results must be checked and signed by supervisory Manager (QC) of the centre/depot for verifying the result of stack by inspecting officers of Regional office/District office representatives.
11. To have a proper check of rice accepted by each TA at the depot, 10% & 5% samples of rice from the stack (duplicate), accepted by each TA at each depot of FCI District will be collected by the representatives of Area Manager and General Manager (Region) on fortnightly and monthly basis respectively, for test analysis in District and Regional labs to verify the results of concerned TAs and for taking necessary action as may be deemed fit. The stacks from which samples have been collected by District / Regional lab should not be moved till the receipt of analysis results from the respective labs. District/Regional office should convey the results to concern centers/depots



invariably within a week's time. Ensuring genuineness of the samples so collected shall be the responsibility of Squad/Representative of General Manager (Region) and Area Manager. Second sample after analysis in the labs should not be destroyed for a period of 3 months. In the event, if any, sample is found beyond specifications, immediate joint analysis be carried out with the concerned TAs and Manager (QC) and disciplinary action may be taken as deemed fit. Timely collection, analysis and communicating of analysis results and joint analysis of samples will be the responsibility of concerned District/Regional Heads.

It is further clarified that the unit of sampling for test check at Regional/District labs is a Stack and not a consignment / lot. Therefore, it must be ensured that the samples collected from the stack are truly representative in nature.

12. As the acceptance of rice stocks at depot level by TA / Manager (QC) is final and binding, the quality certificate / acceptance note will be signed by TA / Manager (QC) himself and will form the basis along with other relevant documents for release of payment by the District Office. Copy of 'Acceptance Note' should be kept by the QC official for record.
13. The Technical Assistants / Manager (QC) shall record full particulars of analysis in the depot acceptance register while conveying acceptance/rejection of the stocks. Besides this, each TA will also keep his separate analysis register with full particulars of analysis.
14. In no case, repeat, in no case, ad-hoc payment will be released till the sample is completely analysed and stocks accepted by issue of analysis report/ acceptance notes by TA/Manager (QC) to District Office.
15. In case of rejection of Rice consignment by Technical Asstt, requisite details shall be maintained by him in the inspection Register along with the analysis results. Such rejected lots shall necessarily be re-inspected by Manager (QC) concerned and observation recorded. In case, the Rice consignment has been rejected by officer of the rank of Manager (QC), then re-inspection of the consignment by another officer of the same rank of Manager (QC) is not required. If Manager (QC) on re-inspection of Rice consignment decides that the same meets quality parameters then he will decide that the consignment be accepted. In case of rejection of the consignment by Manager (QC) after re-inspection of stocks, he will inform the Depot Officer on rejection of stock for duly informing the concerned supplier in writing requiring him to lift the rejected Rice consignment immediately failing which storage charges shall be levied. The Depot Manager shall also inform the concerned supplier in writing



that he may prefer appeal against the decision of Manager (QC) by submitting an application in writing with the Depot Manager within 24 hours of receipt of the decision of rejection in writing.

16. From KMS 2015-16, GOI vide its letter no. 6(1)/2007-Py.III dated 20.02.2015 has already conveyed that the imposition of the levy will be deemed to have been withdrawn w.e.f. 01.10.2015, the same has already been conveyed vide Hqrs letter No. Proc.III/1(1)/2013-14/Policy/Vol.II/489 dated 27.02.2015.
17. At the time of procurement of CMR and in the event of the rejection of consignment and appeal against rejection thereof, action in accordance with the procedure prescribed by the Ministry vide letter dated F.No. 39-5/2013-S&I dated 10.10.2014, circulated by this office letter No. QC2 (1)/KMS/2014-15 Vol.II dated 16.10.2014 and subsequently amended by Ministry vide its letter F.No. 39-5/2013-S&I dated 23.03.2015 & F.No. 39-5/2013-S&I dated 28.10.2015 circulated by FCI Hqrs. vide letter No. QC 2(1)/KMS/MAP/2014-15 dated 03.11.2015 should be complied with.
18. In case of rejection of any consignment due to non-conforming to the class/group offered, supplier shall take back the consignment and may re-offer the above to the lower class/group after changing the gunnies with 'Common' stenciling. The consignment shall be examined/analysed for considering its acceptance in re-offered group.
19. In view of instructions at Para No.3, it is mandatory that acceptance of consignment in each stack is done by single TA, thereby TA-wise, Miller-wise, identity of stack will be maintained. Area Manager will accordingly be allocating sheds/stacks in the depot to a particular TA and Manager (QC) deputed for procurement/acceptance of rice. The Depot Officer concerned will maintain a separate register with necessary details besides the names of TA / Manager (QC) deputed for the purpose. Concerned depot officials / officers will be responsible to ensure that the rice consignments accepted by TA / Manager (QC) are not mixed up with the stocks accepted by another TA/Manager (QC). It may be noted that TA / Manager (QC) deputed for the procurement/acceptance of rice consignments shall be responsible for the quality of rice accepted in the depot.
20. The Assistant General Manager (QC) In-charge for Q.C. and Procurement operations of the District, will keep a close watch on the quality of stocks being procured under his jurisdiction through a systematic and regular monitoring. He will also carry out regular checks of the stocks being procured in a manner to ensure thorough checking of at least 10 % of rice





consignments accepted by each TA in each depot on fortnightly/monthly basis as the case may be.

21. In order to ensure acceptance of rice conforming to laid down specification only, the following super inspection shall be conducted :-

Sl.No	At the level of office	% of Test check
1.	Manager (QC) concerned	25% rice consignments accepted by each TA at each Depot on day to day basis.
2.	Asstt. General Manager (QC) concerned.	10% rice stocks (consignment wise / stack wise) accepted by each TA on fortnightly basis at each Depot. However, 10% rice stocks (consignment-wise/stack-wise) accepted by each TA on monthly basis at each depot wherein District has more than 15 procuring centers.
3	Area Manager concerned	2% rice consignments/stocks accepted by each TA on fortnightly basis at each Depot. However, 2% rice stocks (consignment wise/stack wise) accepted by each TA on monthly basis at each depot wherein District has more than 15 procuring centers.
4.	Dy. General Manager (QC) of Region	10 Depots during each month spread over at least 3 (three) FCI Districts by drawing/analyzing samples of rice of at least 2% of the stocks accepted in the Depot under the supervision of different Managers (QC). Inspection to be carried out in such a way that all the Procurement Districts of the Region are covered once in 3 (three) months.  However, out of the total quantity to be checked by Dy. General Manager (QC) Region according to the prescribed scale of inspection, minimum of 10% should be the same stocks as inspected by a subordinate authority during inspections.
5.	General Manager(Region)	At least 4 (four) Depots every month spread over at least two FCI Districts by drawing/analyzing samples from four different stacks at each Depot. Minimum of 10% should be the same stocks as inspected



		by subordinate authority during inspections.
6.	General Manager (QC) and Dy. General Manager (QC) Zonal Office.	A minimum of two Depots in different procuring Regions each month by drawing/analyzing samples of at least 2% stocks of rice already accepted in the Depot. Next month, different Regions should be covered. General Manager (QC) of Zonal Office should verify the stocks inspected by a subordinate authority to the extent of 10% minimum of the scale prescribed for him for periodical inspection.

22. The official found guilty and indulging consistently in procurement of rice beyond the specified limits of uniform specification are not to be spared and immediately removed from procurement work besides, initiating disciplinary action. While carrying out inspections, the plan/schedule of inspection by the inspecting officer should be drawn in such a way that inspection of notorious centers are accorded priority. In order to keep constant vigil on such depots, the frequency of inspection and number of samples to be drawn by the inspecting officers and squads should be intensified.
23. Proper records/documents relating to acceptance, analysis etc. shall be maintained correctly with complete details of the stock accepted and rejected in the Depot/Acceptance point by the TA indicating the name of supplier, serial number, contract/ACK/consignment/stack number along with analysis result in the prescribed proforma. These records are to be verified by Senior Officers visiting the Depots. Any lapse in maintaining the records shall be viewed seriously and action as deemed fit is to be initiated against defaulters. There should not be any overwriting / cutting in the Register.
24. The inspection report of Asstt. General Manager (QC), Area Manager, Dy. General Manager (QC) and General Manager (QC/Region) will be sent to Regional Office and Zonal Office only. Regional office and Zonal Office should critically examine these reports and ensure action on the discrepancies reported by the inspecting authority. FCI, Headquarters shall monitor timely and frequent inspection by the officers as per standing instructions. For enabling this, Zonal office is required to furnish fortnightly statements as per the format already sent vide this office letter no. QC.2 (1)/KMS/2010-11 dated 20.9.2010.



25. Creation of unique code system for detection of BRL Rice for monitoring of replacement of BRL rice on real time basis has been evolved and contained in this office circular no. QC.7/Fortnightly Inspection statement/ Zone/2012-13 dated 27.06/03.07.2013, which should be strictly followed.
26. Non-submission of report by Manager (QC), AGM (QC), Area Manager etc. and by all squads of the respective offices as indicated above shall be construed as willful disobedience and connivance with delinquents officers/officials.
27. The Area Manager and AGM (QC) shall have overall responsibility for procuring the rice stocks, as per laid-down standards and specification, at all the centers in his Districts.
28. The stocks identified as BRL on subsequent inspection should immediately be got replaced by the concerned Rice Miller. Accumulation of BRL rice stocks in Depot premises may not be allowed and in case parties do not lift the rejected lots/ consignment within 24 hours they may not be allowed to dump their fresh consignments further. In this context, this office circular no. QC. 2(1)/07-08-BRL dated 04.03.2008 may please be referred to action may also be taken against concerned miller in accordance with the instructions contained in this office letter no. QC/2(1)/06-07/Kharif Specifications dated 7.8.2007.

The receipt of this communication may please be acknowledged.

Yours faithfully,

Encl: As above.



(B.K.Philip)

General Manager (QC)

Copy to:

1. ED(Vig.)/ED(G)/ED(Fin.)/ED(QC)/ED(Proc.)/ED(Sales)/ED(IA)/ED(I&E)/ED(T)/ED(IT), FCI Hqrs., New Delhi.
2. General Manager (Vig.)/(A&R)/(Proc.)/(S&C)/(Pur.)/(IA&PV), FCI, Hqrs, New Delhi.
3. Deputy Commissioner (S&R), Ministry of CA, F&PD, Krishi Bhawan, New Delhi.
4. Director, IFS, Gurgaon.
5. PS to CMD, FCI, Hqrs., New Delhi.
6. Guard File.



General Manager (QC)