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भारतीय
खाद्य
निगम



FOOD
CORPORATION
OF INDIA

मुख्यालय
नई दिल्ली
Head Quarters
New Delhi

आइ०एम०ओ० 9001:2000 प्रमाणित

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क्रम. गु.नि. 2(1)/के.एम.एस./2018-19/

दिनांक- 03.10.2018

कार्यकारी निदेशक (अंचल)

भारतीय खाद्य निगम

आंचलिक कार्यालय (उत्तर/ दक्षिण/ पूर्व/ पश्चिम/ उत्तर पूर्व)

नोएडा/ चेन्नई/ कोलकाता/ मुंबई/ गुवाहाटी |

महाप्रबंधक (क्षेत्र)

भारतीय खाद्य निगम

क्षेत्रीय कार्यालय (पंजाब/ हरियाणा/ उत्तर प्रदेश/ राजस्थान/ हिमाचल प्रदेश/ उत्तराखंड/ जम्मू कश्मीर/
दिल्ली/ मुंबई/ गुजरात/ छत्तीसगढ़/ मध्य प्रदेश/ पश्चिम बंगाल/ बिहार/ ओड़ीशा/ झारखंड/ कर्नाटक/ केरल/
तमिलनाडु/ आंध्र प्रदेश/ असम/ एन.ई.एफ./ नागालैंड/ मणिपुर/ अरुणाचल प्रदेश |

विषय:- Inspection sampling and analysis procedure to be followed in FCI, District Lab for 10% sampling of accepted stocks.

Ref :- This office letter No.QC 2(1)/KMS/2018-19/2036/1054 Dated-12/13.09.2018

Sir,

CAG, in one of their audit report has observed that 10% of accepted rice stocks got analyzed in district laboratories and found that all the rice confirming to specification, whereas Area Manager/AGM(QC), Regional Office squad/ Zonal office squad/Headquarter team had detected BRL stocks during their inspection and raised question on the effectiveness of district labs.

In order to strengthen the functioning and effectiveness of District Labs, the following instructions be followed by RO's/ DO's for strict compliance:

1. As per Hqrs instructions regarding inspection, sampling and analysis procedure to be followed in the forthcoming KMS 2018-19 issued vide letter no. QC.2(1)/KMS/ 2018-19/2036/1054 dated 12/13.09.2018, minimum of 10% of the stocks/stacks accepted by each T.A./ M(QC) is to be checked by the district lab on fortnight basis.
2. The samples from the randomly selected stacks are to be drawn by M(QC)/T.A. deputed by Area Manager. In case M(QC) is not available/deputed for collection of samples, then the squad should be accompanied by one T.A. for drawl of samples.
3. In order to collect 10% samples from randomly selected stack, the squad will draw sample from every 10th/ 20th/30th stack accepted during last fortnight as per stack completion register/stack analysis register. In case 10th/20th/30th stack has been checked by any supervisory officer, sample may be drawn from next available stack. In such case of deviation, reason be recorded by the squad. For example, if squad has to collect 3 samples as per norms and if they select stack at

Sr.no; 51st in the stack analysis register for collection of one sample, then other 2 samples are to be drawn from 61st and 71st stack. If 61st stack has already been checked then 62nd stack may be selected for sampling. However, it should be ensured that all T.A's/M(QC)'s posted at depot are covered in sampling.

4. The samples should be collected in triplicate, out of which one is to be handed over to the custodian Manager(QC)/T.A. of the centre, whereas the remaining two samples are to be handed over to the coding officer of the district office.
5. As the Moisture content is to be checked at Depot itself, a copy of print out taken out from digital moisture meter duly signed by T.A./M(QC) & Shed In-charge/M(D) and District squad should be attached with sample slips.
6. The Area Manager will be responsible to nominate any one officer, not below the rank of Manager of the district as "Coding Officer" who will be responsible for timely coding and decoding of samples.
7. The Area Manager will be overall responsible for timely collection, coding/decoding of samples and to convey the analysis results to the Manager(QC)/Manager(D) of the concerned depot.
8. The coded samples will be analyzed in District Lab. by Manager(QC) of the Lab. under the supervision of AGM(QC) of the concerned district. The AGM(QC) concerned and the Manager(QC), D.O. lab will be responsible for the results of the coded samples and will put their signatures to authenticate the analysis results.
9. After finalization of results of the coded samples, the Manager(QC) of the D.O. lab will convey the results to the coding officer who in turn will decode and submit the results to the Area Manager to convey it to the concerned depot as well as for taking appropriate action.
10. The whole process will be completed in time bound manner as per Hqrs instructions in vogue.
11. The visiting squads/ supervisory officer who are inspecting the procurement operations/stocks will verify the functioning of Dist. Lab in the aforesaid manner. In case of any deviation, the observations may be recorded in the report for necessary action.

The receipt of this communication may please be acknowledged.

This issues with the approval of Competent Authority.

भवदीय

प्र. पक्ष. अरुणाचलम

(ए. एस. अरुणाचलम)

महाप्रबंधक (गु. नि.)

प्रति:-

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

प्र. पक्ष. अरुणाचलम

महाप्रबंधक (गु. नि.)