

FOOD CORPORATION OF INDIA**HEADQUARTERS,****NEW DELHI.****ACTION PLAN FOR RABI MARKETING SEASON 2023-24**

1. The Action Plan as outlined hereunder is to help/achieve objectives of procurement of Wheat during RMS 2023-24 and to 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 a reasonable price as well as to maintain a buffer stock for emergent situations or unforeseeable circumstances. In DCP States, the responsibility of procurement operations will invariably be that of State Govt. and only surplus wheat conforming to the specifications will be taken over by FCI strictly as per the MOU signed between GOI and respective State Governments.

3. INSTRUCTIONS FOR PROCUREMENT OF WHEAT:

3.1 The Price Policy announced by the GOI vide their letter no. 7(3)/2022-Py.I dated 14.11.2022 for the RMS 2023-24 has already been circulated by Headquarters vide e-mail dated 07.11.2022 [**Annexure-I(A) & (B)**]

3.2 Instructions of the GOI vide letter no. 15(1)/2012-PY-III-Part(1) dated 14.10.2022 for colour coding of gunny bags to facilitate identification of crop year of stock for RMS 2023-24 have also been circulated by Headquarters vide letter no. FCI HQ-Pur011(12)16/2022-PUR dated 19.10.2022 [**Annexure-II(A) & (B)**]

4. ADMINISTRATIVE ARRANGEMENTS:

4.1 Necessary steps must be taken to ensure that the impact and 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, weighment equipment, analysis kit, deputing squads, setting up of Control Rooms, lifting/quick movement of wheat and its safe storage, monitoring of day to day progress, timely payment to the farmers, availability of storage space, procurement of stocks as per GOI specifications and giving wide publicity etc. are put in place in advance, before the commencement of procurement, as per procurement period declared by GOI.

4.3 Due to COVID-19 pandemic, all the administrative arrangements and necessary steps are to be taken in compliance with COVID protocols such as maintaining social distancing and avoiding congregations in purchase centers etc.

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 be given to them regarding their role. Other administrative requirements, such as depot readiness, availability of adequate covered 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. Further, for storage of wheat, instructions of S&C Division, FCI, Hqrs. issued from time to time should be followed scrupulously. 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, FCI, 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. Moisture meters calibrated by following hot air oven method and duly certified by AGM (QC) of Division/Region be kept ready in sufficient number. The instructions regarding uniform specification for wheat procurement for RMS 2023-24 has been circulated by QC Division vide their letter no. FCI HQ-QC011(11)/1/2023-QC dated 13.02.2023 to all the concerned Zones/ Regions (**Annexure-III**).

5. SUPPLIES OF GUNNIES BY FCI FOR WHEAT

5.1 FCI would make available gunnies to in-charges at wheat purchase centres, for packaging of procured wheat wherever applicable for Rabi Procurement under Price Support Scheme. The jute bags are procured through Jute Commissioner Office/GOI instructions and HDPE/PP bags should be procured through GeM as per GOI guidelines. Further, for identification purpose, the peripheral marks on the body of the gunnies shall be as per the guidelines of Purchase Division, FCI, Hqrs issued from time to time.

5.2 At the time of issue of gunnies to Kucha Arthias/Sub-Agents, the above details should be noted in a register 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 In-charge 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 2023-24:

6.1 The minutes of the meeting of the State Food Secretaries and officers of the FCI, held on 01.03.2023 at Krishi Bhawan, have been circulated to all zones/regions by the Procurement Division through email on 13.03.2023(**Annexure-IV**). Estimates and procurement period proposed for procurement of Wheat during RMS 2023-24 by the State Governments are as under:

S. No.	STATE	Procurement estimate (in LMT)	Procurement Period for RMS 2023-24 (Date to date)
1	Punjab	132.00	15 th March, 2023 to 31 st May, 2023
2	M.P.	80.00	15 th March, 2023 to 15 th June, 2023
3	Haryana	75.00	15 th March, 2023 to 15 th May, 2023
4	U.P.	35.00	15 th March, 2023 to 15 th June, 2023
5	Rajasthan	5.00	15 th March, 2023 to 30 th June, 2023
6	Bihar	10.00	15 th March, 2023 to 30 th June, 2023
7	Uttrakhand	2.00	15 th March, 2023 to 30 th June, 2023
8	Gujarat	2.00	15 th March, 2023 to 15 th June, 2023
9	H.P.	0.30	15 th March, 2023 to 10 th June, 2023
10	Jammu & Kashmir	0.20	15 th March, 2023 to 31 st May, 2023
	TOTAL	341.50	

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

6.3 MOU between the GOI and States for undertaking procurement of wheat must be strictly implemented. Concerted efforts should be made for achieving the targets and responsibility for achieving the above targets may be assigned upto the level of Divisional 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 actively remain 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 accountal, 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 analysis kit, wooden crates, polythene covers and moisture meter with printout facility duly calibrated with Hot Oven Method (HOM) to be certified by AGM (QC) of Divisional office. In addition, they must carry with them the quality specifications for wheat prescribed by GOI applicable for Rabi 2023-24 s

eason 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. 2125/- per quintal has been fixed by Govt. of India for Rabi Marketing Season 2023-24 which already stands conveyed to all concerned vide Headquarters e-mail dated 07.11.2022.

9.2 Whenever any State Govt. announces "State Bonus" over and above MSP fixed by the Govt. of India, respective Regional Office of FCI shall immediately inform FCI, Hqrs. and should devise a suitable mechanism so that no interest/ financial liability on account of State bonus is borne by FCI/ GOI. Prior permission must be obtained from FCI, Headquarters for implementing the same.

9.3 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 Manager(QC)/Technical Assistants (TAs) should test check the stocks, heap-wise, by drawing multiple random 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 Manager(QC)/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 / Arhtiyas and only stocks conforming to the Govt. of India's specifications shall 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 presence of farmers 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)/ Divisional Manager, who should promptly look into and settle the dispute and record the decision. In case, M(QC)/AGM(QC) or Divisional 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. District Labs. etc. be kept ready and functional in all respects.

11.4 It shall be ensured that bidding of wheat stocks is done on daily basis. Further, lifting of procured wheat stock is also ensured on daily basis to avoid glutting of stock in purchase center/ mandi and to create space for fresh arrivals.

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

11.6 Efforts to provide support price should be coupled with the observance of the laid down procedures in the matter of bidding, inspection, quality analysis, weighment, 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.

11.7 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 farmers are not exploited by the Traders/Middlemen.

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

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

11.10 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 storage space should also be ensured.

11.11 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.

11.12 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.

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

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

11.15 Procurement of wheat should be strictly as per quality specifications laid down by the Govt. of India for RMS 2023-24.

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 create the possibility 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.

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

14. STENCILLING: The stenciled 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 stenciling should be done as per letter no. 15(1)/2012-PY-III-Part(1) dated 14.10.2022 prescribed by GOI for Rabi Marketing season 2023-24.

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. PROCUREMENT METHODOLOGY & MIS THROUGH e-PROCUREMENT MODULE:

16.1 EDs(Zone)/GMs(Region) must ensure that Minimum Threshold Parameters(MTPs) are to be adhered to by the States for procurement essentially through the respective State Procurement Portals which have seamless integration with the Central Foodgrain Procurement Portal(CFPP). The MTPs are as under:

- a) Online Registration of Farmers: Name, Father's name, address, Mobile No., Aadhar No., Bank A/c details, Land details(khata/Khasra), Self-cultivated or land on rent/share cropping/contract.
- b) Online integration of registered farmer data with State's land record portal.
- c) Integration of Digitized Mandi/Procurement centre operations: Digitally generation of buyer/seller forms, bill of sale proceeds etc.
- d) Online payment with integration to the Expenditure Advance Transfer(EAT) module of PFMS, for direct and speedy transfer of MSP to farmers.
- e) Wheat delivery management – Auto generation of billing upon uploading of Acceptance note/Weight Check Memo and take-over of the stock as being done in UP.
- f) Procurement related information is to flow, through API-based integration, to the GOI Portal(CFPP), for real time reporting of farmers benefitted, quantity procured, payment made etc.

16.2 EDs(Zone)/GMs(Region) should take up the matter with respective State Govts' and ensure its operability as per point no. 16.1 well before commencement of procurement operations. Procurement by FCI under Non-DCP mode shall be done through respective State Govt. Portal, wherever available.

16.3 Procurement operations should be carried out through e-procurement module of State Govt. with the mandatory features viz online registration of farmers and payment of MSP directly to farmers' account through online mode. The Manager (QC)/ Technical Assistants must send details of daily arrivals (variety-wise) in the mandis and purchases made by them, purchases made by the State Govt. and Agencies as well as the traders along-with prevailing market rates to the respective Divisional Managers. The Divisional Office would maintain close liaison with Mandi/State Govt. to obtain such information as market arrival, ruling market prices, quantity purchased by private parties, number of farmers benefitted by MSP operations, payment made through e-mode or not, etc. The Divisional Manager would, in turn, furnish the

position, for the whole district, to the General Manager (Region). The General Manager (Region) should ensure reporting of arrival and procurement on daily basis to P&R Division of FCI, Headquarters (mgrpandr.fci@nic.in). The General Manager(R) and Divisional Managers shall also ensure daily feeding of procurement data in Depot online system, OPMS. It must be ensured that procurement figure of wheat undertaken by State Govt. Agencies/FCI through Online Portal reflected in D-1 statement and Central Foodgrain Procurement Portal(CFPP) is reconciled and matched.

16.4 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 Divisional Managers, who in turn will pass it on to ROs. Regional offices will send the consolidated position of the region to the ZO/Hqrs on daily basis through 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, should be promptly reported to Headquarters. The final figure of procurement must be intimated to Hqrs/GOI within 07 days of cessation of procurement period prescribed by GOI.

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 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 weighment operations, all available weigh bridges and if required, private weigh bridges may also be used. FCI depots should be linked with purchase centres of FCI, State Govt. and agencies on least cost basis.

10% test-weighment 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.

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

18.3 At Depots:

At depots, all stocks should be accepted on 100% weighment 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 during the course of shifting of wheat from purchase centres to storage points or railheads. 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/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.

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

19.1 The Manager(QC)/Technical staff posted in each of the purchase centres/mandis will be authorized official of the FCI for the purchase of wheat as per laid down specifications 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, weighment 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.

19.2 The circular/guidelines issued by Ministry/Hqrs with respect to relaxations in uniform specifications, if any, should be strictly followed and stock identity and accounting of such different categories i.e. FAQ & URS, if any, should be separately maintained at the time of receipt, storage and issue/dispatch.

19.3 The responsibility for the proper discharge of these operations also will be that of the Manager(QC)/Technical Assistant posted as In-charge of the mandi. He/she shall be responsible for the entire quantity procured till it is acknowledged by recipient warehouse warehouse/ FSD In-charges as stressed in Hqrs. Circular Letter No. S&S/TL-II/38/5-19(2)/86 dated 08/10.09.1986.

19.4 Concerned State Governments/Agencies would be responsible for the quality and quantity of the stocks purchased and stored by State Government/State Agencies.

19.5 The quantity of wheat stock (in MT & Bags) procured by State Govt. and its Agencies under central pool shall be made final and figures are to be frozen within 07 days from the last date of procurement of wheat as notified by the GOI. For this purpose a certified census list containing quantity of wheat in bags/MT along with their storage points be obtained from the District Head of concerned State Agencies. Similarly, in case of any shifting of wheat from one storage point to another, similar declaration from the agency head must be obtained. The final figure of wheat must be reconciled with the census list to avoid any discrepancies and complication at later stages.

19.6 In case of DCP States, as per MOU, FCI will make joint teams with the State Govt to oversee the conduct of procurement operations, conduct 2% inspection of DCP stocks covering 10% of purchase centres and 25% of storage points and to attend to specific complaints, problems, etc.

19.7 FCI officials of the concerned Region will undertake periodical inspection in consultation with State Govts of the DCP States to assess the effectiveness of procurement operations, Quality Control measures, process of stock verification, etc so that the GOI could closely monitor the implementation of the DCP Scheme in the State.

20. TRANSPORTATION OF STOCKS PURCHASED:

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 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 daily 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 incharge and Manager (Depot). Similarly the gunny account should also be reconciled periodically. The periodicity 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:

21.1 The Manager (QC)/ Technical Assistant shall scrutinize the bills submitted by Societies/Aarthias

(wherever applicable) on day-to-day basis for stocks purchased through them and arrange payments preferably within 48 hours through electronic mode.

21.2 If the purchase is made directly from the farmers, the Manager(QC)/ Technical Assistant will ensure preparation of bills and that the payment is made within 48 hours to the farmer as per extant instructions issued by Headquarters.

21.3 All out efforts should be made to ensure implementation of EAT module of PFMS and direct online payment to farmers account during RMS 2023-24 as mandated by Ministry of Finance, GOI.

21.4 Whenever non-finance cadre officials are appointed in purchase centers or Pay officers for making payments, it should be ensured that these officials are responsible for discharge of all accounting requirements like stock reconciliation, bank reconciliations etc. and submit the required documents to District Offices within stipulated time frame. They should not be transferred before discharging their responsibilities. Divisional Manager/ GM (Region)/ Zonal EDs shall closely monitor that payment are released as per instructions.

22. TAKE OVER OF WHEAT STOCKS:

It is necessary that advance planning is done in consultation with the State Agencies for taking over of stocks procured by them for Central Pool. Mandis/purchase points/State Govt. storage points to 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. and its Agencies to minimize the carry over charges. Stocks conforming to GOI specifications should be accepted/taken over from the State Agencies only in the gunnies as specified by GOI/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 godowns 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, random checking of the bags, in core of the stack must be carried out 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 complied.

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 to be immediately brought to the notice of State govt. for remedial action.

In order to plug the loopholes quantity of wheat procured by State Govt. agencies under central pool must be frozen and declaration be obtained within 07 days as referred at point 19.5

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 be furnished to the Headquarters within 3 days. GM(R)/Divisional 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 looked into, sorted out/settled and Action Taken Report be furnished to the Headquarters.

29. IMPORTANT:

The "Action Plan" outlined above contains only broad guidelines and are not exhaustive. Compliance to the instructions issued separately by Headquarters/ Government of India for various specific subjects mentioned in this "Action Plan" or circulated separately, must also 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.

31. Revised Tripartite MOU of FCI, Non-DCP State/ DCP State and Govt. of India.

EDs(Zone)/GMs(Region) would also ensure the compliance of related clauses of revised MOU signed between FCI, State Govt. and GOI for procurement of wheat.

DFPD, GOI issued SOP for monitoring of Quality of DCP stocks vide letter No. 40-4/2020-QCC dated 16.07.2021(Clause 5&6)[**Annexure -VI**] and the quarterly consolidated report of the inspection would be a mandatory document for releasing the subsidy to the State Govt. by the Ministry for the respective quarter.

All the instructions as quoted above are enclosed herewith.

Asstt. Genl. Manager (Proc)
for Executive Director (Proc)