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 2018-19.

2. Action Plan for KMS 2018-19 circulated by Procurement Division, Hqrs. E-mail dated 11.09.2018 @ 5:19 P.M.

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 2018-19 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 2018-19 as referred above. Besides, the circulars/guidelines issued by Ministry/ Headquarters with respect to relaxations in uniform specifications, if any, should be strictly complied with. 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/ Rexin flab are to be rejected outrightly by Depot staff and not to be inspected/accepted by QC staff. 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. Lot having Non-standard bags (i.e. beyond ±250 gms against 50 kg. packing) due to excess or less weight will be summarily 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. In this regard, the instructions issued by QC Division, Hqrs. vide letter No. QC 2(1)/KMS/2014-15 dated 21.12.2016 shall be strictly complied with.

5. The tare weight of at least 2% gunnies should be checked and recorded in Wt. check memo by the depot staff. The quality and condition of the gunnies used in the packing of custom milled rice should be checked carefully by the depot staff. The Manager (QC)/ TA would also check the Quality of Gunnies to ensure that only those gunnies are used which are permitted by GOI for packing CMR and that bags are machine stitched (double line). A certificate about the quality of the gunnies used will be given by the depot officer for releasing payment of the cost of gunnies. It will be the responsibility of Depot Officer 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 for the purpose of Acceptance or Rejection, except in the case of last consignment 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 duly calibrated by using hot air oven method and having printing facility should only be used at the rice acceptance points/Procurement centers. In this regard, guidelines issued vide HQrs letters no. QC 19(2)/budget/2014-15/Vol.III dated 01.01.2016 and QC 19/FCI-Lab/DMM/2016 dated 09.02.2018 shall be strictly complied with. A separate moisture register will be maintained duly pasted with a copy of print out 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). In case of CWC or Hired godowns concerned in charge should also be associated. Similarly moisture contents will be jointly checked at the time of issues/disposal of stocks. In case the concerned godown in-charge fails to witness/associate in joint moisture recording, the observation of the FCI will be treated as final.

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. After completion of stack formation, Composite sample (Mill-wise/TA-wise) would be drawn and analysis results of the stack will be recorded by accepting TA / Manager (QC). The stack wise analysis results must be checked and signed by supervisory Manager (QC) of the centre/depot for future verification, if any, by inspecting officers/Squad.

11. To have a proper check of procured rice stock, the representative of GM (Region) (RO)/ Area Manager (DO) will draw samples from the 5% and 10% of stack accepted by each TA in triplicate associating concerned TA/ M (QC) on monthly and fortnightly basis respectively, for test analysis in Regional and District labs to verify the results of concerned TAs and for taking necessary action as may be deemed fit.

12. Out of the three jointly sealed samples one sample shall be kept in depot for future reference. The period of retention of sample in the depot should be three months. The stacks from which samples have been drawn 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 concerned centers/depots invariably within a week’s time from the date of receipt of sample in Lab. 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 true representative in nature.

13. 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.

14. 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.

15. 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.

16. 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 within 24 hours failing which storage charges shall be levied and further dumping will not be allowed. 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.

18. The rejected consignment/lot will not be accepted with same consignment/lot number during the entire KMS. The millers who have been found habitual for pushing BRL Rice should be dealt with in accordance to HQ instructions issued vide letter no. QC/7/2/RIR, Acceptance & Rejection of lots/2016-17 dated 27/07/2018.

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 basis as the case may be.

21. Dispatch/issue of freshly procured rice stocks should be done only after supercheck by atleast next higher level officer of district (AM/AGM.QC)/Region or after one month of storage, whichever is earlier, strictly abiding FIFO Principle.

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

<table>
<thead>
<tr>
<th>Sl. No</th>
<th>At the level of office</th>
<th>% of Test check</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Manager(QC) concerned</td>
<td>25% rice consignments accepted by each TA at each Depot on day to day basis.</td>
</tr>
<tr>
<td>No.</td>
<td>Official</td>
<td>Details</td>
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<tr>
<td>2.</td>
<td>Asstt. General Manager (QC) concerned.</td>
<td>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.</td>
</tr>
<tr>
<td>3.</td>
<td>Area Manager concerned</td>
<td>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.</td>
</tr>
<tr>
<td>4.</td>
<td>Dy. General Manager(QC) of Region</td>
<td>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) of Region according to the prescribed scale of inspection, minimum of 10% should be the same stocks as inspected by a subordinate authority during inspections.</td>
</tr>
<tr>
<td>5.</td>
<td>General Manager(Region)</td>
<td>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.</td>
</tr>
<tr>
<td>6.</td>
<td>General Manager (QC)/Dy. General Manager (QC) Zonal Office.</td>
<td>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.</td>
</tr>
</tbody>
</table>
23. Apart from above mandatory checks, teams/ squads of Quality Control officers at the level of Regional Office/ Zonal Office may be constituted for surprise checks and such reports should be critically examined.

24. 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.

25. 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.

26. Area Managers/ AGMs should submit their Rice Inspection Report as per the RIR Pro-forma as circulated by FCI Hqrs vide letter No. QC.32/Misc. Matter/Coord/2014/Vol IV dated 08.08.2017, without any deviation.

27. 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 enclosed herewith as Annexure A.

28. 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.

29. 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 delinquent officers/officials.
30. 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.

31. 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, 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.

This issues with the approval of Competent Authority.

Yours faithfully,

(A. S. Arunachalam)
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.
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.

General Manager (QC)
Annexure-A

Statement showing the centre-wise details of rice inspection conducted by the senior officers during the fortnight ending..........................In Respect of Region..............................................................

<table>
<thead>
<tr>
<th>Sl. No</th>
<th>Name of Centre/Depot</th>
<th>Quantity accepted during the fortnight</th>
<th>% of Inspection by</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Area Manager</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>Qty</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>Shortfall (%)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Quantity found BRL</th>
<th>Action taken against acceptance of BRL stocks</th>
<th>Present status of BRL stocks</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
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</table>