बिहार स्टेट फूड एण्ड सिविल सप्लाईज कॉरपोरेशन लि0

खाद्य भवन,दारोगा राय पथ, आर0ब्लॉक रोड नं0-2,पटना-800001

पत्रांकः-02:15:04(अधि0)/2021-22 7491 दिनांक- 21.10.21

प्रेषक,

विनय कुमार, भा0प्र0से0
प्रबंध निदेशक।

सेवा में,

सभी जिला प्रबंधक
राज्य खाद्य निगम
बिहार।

विषयः- **विकेन्द्रीकृत अधिप्राप्ति व्यवस्था अन्तर्गत अधिप्राप्ति धान के समतुल्य सी0एम0आर0 प्राप्ति के पूर्व चावल के गुणवता की जाँच हेतु भारत सरकार से प्राप्त मानक संचालन प्रकिया का अनुपालन करने के संबंध में।**

प्रसंगः- भारत सरकार का पत्रांक-F.No.40-4/2020QCC. दिनांक-16.07.2021

महाशय,

उपर्युक्त विषय एवं प्रासंगिक पत्र के संबंध में कहना है कि भारत सरकार द्वारा विकेन्द्रीकृत अधिप्राप्ति व्यवस्था अन्तर्गत अच्छी गुणवता का खाद्यान्न (चावल/गेहूँ) की अधिप्राप्ति हेतु पर्यवेक्षण एवं निरीक्षण की मानक संचालन प्रकिया (SOP) निर्धारित कर अनुपालन हेतु उपलब्ध कराया गया है, तदनुरूप अग्रेतर कार्रवाई सुनिश्चित करने का अनुरोध किया गया है।

अतः भारत सरकार से प्राप्त प्रासंगिक पत्र एवं मानक संचालन प्रकिया की प्रति इस पत्र के साथ संलग्न करते हुए अनुरोध है कि निर्धारित मानक संचालन प्रकिया में निहित प्रावधानों को पूरा करने हेतु आवश्यक कार्रवाई सुनिश्चित करने की कृपा की जाय। साथ ही आगामी खरीफ विपणन मौसम 2021-22 में उपरोक्त निर्धारित मानक संचालन प्रकिया के अनुरूप सी0एम0आर0 प्राप्ति हेतु संबंधितों को आवश्यक निर्देश देने की कृपा की जाय।

विश्वासभाजन,

21/10

प्रबंध निदेशक।

ज्ञापांकः-02:15:04(अधि0)2021-22 7491 दिनांक- 21.10.21

प्रतिलिपिः-आई0टी0 मैनेजर/परियोजना प्रबंधक 4G मुख्यालय पटना को सूचनार्थ एवं आवश्यक कार्यार्थ प्रेषित।

प्रतिलिपिः-निबंधक सहयोग समितियाँ, सहकारिता विभाग, बिहार, पटना को सूचनार्थ एवं आवश्यक कार्रवाई प्रेषित।

प्रतिलिपिः-सभी जिला पदाधिकारी, को सूचनार्थ प्रेषित।

21/10

प्रबंध निदेशक।

SK.(PRO)

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भारतीय खाद्य निगम
FOOD CORPORATION OF INDIA

आंचलिक कार्यालय
कलकत्ता
ZONAL OFFICE
CALCUTTA

१०ए, मिडिलटन रो, कलकत्ता-७०० ०७१
10A, MIDDLETON ROW, CALCUTTA-700 071

Ref. No. QC.2(5)/SPE/KMS/2020-21 Dated 29.07.2021

सेवा में
महाप्रबंधक (क्षेत्र),
भारतीय खाद्य निगम
क्षेत्रीय कार्यालय,
कोलकाता/पटना/भूबनेश्वर/रांची

विषय : Standard Operating Procedure for monitoring the quality of food grains under DCP scheme...reg

Ref: 1. FCI Hqrs. letter no. QC.7/26/Joint Inspection/DPC. 2020/ dated 27.07.2021
2. DoF&PD letter no. 4/2020-QCC dated 16.07.2021

Sir,

With reference to the cited above, enclosed please find herewith a Hqrs. Letter no. QC.7/26/Joint Inspection/DPC. 2020/ dated 27.07.2021 forwarding a copy of letter no. 40-4/2020-QCC dated 16.07.2021 of DoF&PD regarding Standard Operating Procedure for monitoring the quality of food grains under DCP scheme formulated by DoFPD in order to maintain the quality of foodgrains (Wheat/Rice) procured under central pool and to address various issues arising from procurement to distribution.

In this regard, the above mentioned circular may be brought to the notice of all the concerned state govt. officers/FCI field officers for necessary action and strict compliance.

भवदीय

Encl: As above.

संजय दुबे 29.07.21
सहायक महाप्रबंधक (गु.नि.)
For Dy.General Manager(QC)

F.No. 40-4/2020-QCC
Government of India
Ministry of Consumer Affairs, Food & Public Distribution
Department of Food & Public Distribution

Krishi Bhawan, New Delhi
Date: 16.07.2021

To,

The Secretary,
Food & Civil Supplies Department,
Government of .....
(All State Government/UT administration)

Subject: Standard Operating Procedure (S.O.P.) for monitoring quality of food grains stocks procured under Decentralized Procurement (DCP) scheme-reg

Madam/Sir,

I am directed to forward herewith Standard Operating Procedure (S.O.P.) for monitoring quality of food grains stocks procured under Decentralized Procurement (DCP) scheme formulated by the Department of Food & Public Distribution, in order to maintain the quality of food grains (Wheat/Rice) procured under Central Pool Stock & to address various issues arising throughout the entire channel from procurement to distribution. Further, the State Governments may ensure the strict compliance of the S.O.P. so as to provide good quality of food grains to the beneficiaries.

2. This issues with the approval of Secretary (F&PD)

Encl: as above

Yours Faithfully,
16/7/2021
(Vishwajeet Haldar)
Deputy Commissioner (S&R)
Tel: 23384784

Copy to

1. Senior PPS to Secretary (F&PD), Department of Food & PD, Krishi Bhawan
2. PPS to AS & FA, Department of Food & PD, Krishi Bhawan
3. PPS to JS (Policy & FCI) for inclusion during finalization of MoU with State Governments.
4. PPS to JS (Storage)/ JS (Impex &IC)
5. The Chairman & Managing Director, Food Corporation of India, New Delhi -for necessary action please.
6. Managing Director, CWC, New Delhi- for necessary action please.
7. Director (P)/ Director (FCI)/ Director (PD)/ Director (Finance)
8. Director (Technical), NIC with the request to put the information on the Ministry's website.

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Standard Operating Procedure (S.O.P.) for monitoring quality of food grains stocks procured under Decentralized Procurement (DCP) scheme

Policy framework

Under Decentralized mode of procurement of food grains, the respective state governments procure wheat and paddy at Minimum Support Price (MSP) from the farmers of the state. Paddy is converted into rice by undertaking custom milling agreement with the rice millers. Rice and wheat to the extent of state's one requirements are consumed within the state and surplus quantity is handed over to FCI in central pool for transportation to deficit states. For the stocks consumed under PDS or other schemes of Government of India, subsidy element is claimed by the state government concerned from the ministry directly. For true surplus stocks taken over by FCI, payment is made by FCI to state government after taking over of such stocks.

Quality Management – Present System

The state government concerned is responsible for quantity and quality of food grains procured under DCP model. Surplus rice is delivered to FCI directly by the millers after custom milling and its Quality is checked by FCI officers at the of acceptance followed by superchecks by supervisory officers at various levels. For wheat, quality is checked by FCI at the time of taking over for movement to deficit states. Wheat is procured directly from farmers government regulated markets/mandis. In case the offered stocks do not confirm to specification, necessary advice is given to farmers to upgrade the quality of stock before acceptance to avoid any issue at a later stage. In case of quality issues due to natural calamity relaxation in specifications is generally provided by GoI to mitigate the hardship of farmers. However, since rice is delivered by private rice millers after processing of paddy, there are chances of quality issues in the offered Custom milled rice. There is a basic system in place to check the quality of stocks procured under DCP scheme. For distribution of stocks, there is a system in place to cross check the quality of the stocks lifted from FCI depots. However no such systems exist for stocks issued from States or procurement.

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For better monitoring of the work being done by State agencies and FCI, following Standard Operating Procedure (S.O.P.) is formulated: -

A. <u>At the time of procurement/storage of food grains (Wheat, Custom Milled Rice-CMR, Fortified rice Kernel-FRK)</u>

i) Inspection of food grains at Storage level

State government shall put in place a system of inspection of depots wherein procurement of rice and/ or wheat is carried out by constituting a dedicated team or through senior officers of the department concerned. In case of rice stock, inspection shall be conducted on monthly basis. Whereas in case of wheat stocks, inspection shall be conducted in a season covering minimum of 50% of stock procured in the RMS. Mill wise stacking may be ensured in order to avoid penalization of rice millers delivering the stocks as per FAQ specifications/norms. Further, State Government may also ensure that the optimum degree of polish i.e. 5% should be maintained in order to retain the desired level of nutrients in resultant rice.

2. A Joint team shall be constituted which will be led by Ministry Officials & will include nominated officer / officials of state government & FCI to facilitate inspection of DCP stock. Two types of inspection shall be conducted by the Joint Team- ***Periodic inspection & Surprise inspection.***

a. **<u>Periodic inspection</u>** shall be on monthly basis. During this inspection, team shall inspect **minimum 15% of total rice &/or wheat stock procured per season (KMS & RMS respectively)**. The schedule of such inspection shall be intimated to the concerned authorities of the State Government one week before the commencement of inspection.

b. **<u>Surprise inspection</u>** can be conducted at any time by the Joint team without giving any prior notice to the concerned authorities of the State Government.

There must be clear co-relation between problem in the quality of food grains in the area/region vis-à-vis number of samples drawn / percent of test check.

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The Regional office of Quality Control Cell (DFPD) shall submit the outcome of the monthly inspection to Ministry **within 15** days of completion of inspection. The analysis report submitted by Regional office of Ministry may be monitored by QCC Headquarters at Ministry. In addition, Regional Office of Quality Control Cell (DFPD) shall also scrutinize the analysis report of 2% check of total stock procured conducted by FCI & shall send the report of the same to QCC Headquarters at Ministry on regular basis.

3. In case, technically qualified officials/officer is not available in DCP States the services of a technically qualified official shall be provided by FCI.
4. Regional offices of ministry shall monitor and ensure regular inspections of stocks and will submit monthly reports to HQ about the quality checks conducted as well as its outcome within 15 days of completion of inspection.
5. At the end of the every quarter, a consolidated report of the inspections of total depots of the state shall be prepared by the Regional office of FCI and submitted to the Ministry.

6. This report may be made a mandatory document for releasing the subsidy to the state government by ministry for the respective quarter.
7. **a) Provision for BRL rice stock** - In case of detection of BRL rice stock by the visiting team/Ministry team, a notice would be issued to the miller directing him to replace the BRL stock with FAQ stock. The stock shall be replaced by the defaulting rice miller at their risk and cost. The replaced BRL stock **shall be verified & certified by Joint team** consisting of group I officer of the Ministry, Officers/Officials of State Government & FCI. Unless the replaced stock is verified & certified by the Joint team, it would not be issued out in the PDS or transported to other place. The entire exercise of replacement of stock by rice miller followed by certification by the Joint team **is to be completed within Six (06) weeks.** The certificate of replacement shall be a mandatory document for release of subsidy to the State. The above mentioned procedure of verification & certification (of replaced stock) shall also be applicable for BRL stock declared by FCI during its 2% mandatory check in respect to DCP states.

b) Provision for BRL wheat stock – In case of detection of BRL wheat stock during storage, such stock shall not be distributed under Public Distribution System/any other

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welfare schemes. All stock of wheat containing damage grains within PFA standards shall form a part of upgradable stocks. Therefore, such stock shall be upgraded to bring its refractions within FAQ norms. The Upgraded stock of wheat **shall be verified & certified by Joint team** consisting of group I officer of the Ministry, Officers/Officials of State Government & FCI. **The process of Up gradation & certification of the BRL wheat stock should be completed within Six (06) weeks.** Subsidy shall only be given for FAQ stock. The certificate of up gradation shall be a mandatory document for release of subsidy to the State.

8. a) **Provisions for Beyond FSSAI limit Rice stock-** In case of detection of beyond FSSAI limit rice (unfit for human consumption) during storage, such stock shall not be returned to the rice miller. Instead, such re categorized stock shall be disposed off strictly in accordance with the guidelines of disposal issued by Government of India. Such disposal shall be done through tender/RRC under "non-issuable category". One committee shall be constituted under whose supervision the entire process of disposal shall take place. The concerned rice miller shall provide fresh FAQ stock of equal quantity of foodgrain (Quantity found unfit for human consumption). There is no provision for replacement of such stock. The losses would be made good from the defaulting miller and he shall be blacklisted for a minimum of 03 years besides action would be taken against him as per the provision of FSS Regulation and Essential Commodities Act.

b) Provisions for Beyond FSSAI limit Wheat stock- In case of detection of beyond FSSAI limit wheat stock (unfit for human consumption) during storage, such stock shall stands freezed and shall not be distributed under Public Distribution System/under welfare schemes. Such re categorized stock shall be disposed off strictly in accordance with the guidelines of disposal issued by Government of India. Such disposal shall be done through tender/RRC under "non-issuable category". One committee shall be constituted under whose supervision the entire process of disposal shall take place.

No subsidy shall be released/given to State Government for such quantity of wheat stock which is found beyond FSSAI limit. **(Guidelines of disposal of non issuable food grains as issued by Government of India – ANNEXURE A)**

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9. In case of BRL/ beyond FSSAI Regulation Rice & Wheat stock, action deemed fit would be taken against the staff found responsible in acceptance of the stock.

10. State Government shall clearly mention the penal provisions in its MoU with Rice millers for supply of Beyond FSSAI Limit of rice.

B. <u>At the time of distribution of food grains (Wheat, Custom Milled Rice-CMR, Fortified rice Kernel-FRK)</u>

1. Type sealed of stocks should be provided by FCI/State agencies at the time of receipt of the stock to the FPS dealer.

2. Joint team led by the Ministry consisting of state government officials shall conduct inspection of FPS on monthly basis. Inspection of FPS is to be done keeping in view the following points:

a. Type samples bag supplied through FPS are displayed at prominent places.
b. Information on the notice board is to be displayed at prominent places on daily basis regarding:- entitlement of food grains, scale of issue, retail issue price, timings of opening & closing of FPS, stock received during the month, opening & closing stock of foodgrains, list of beneficiaries.
c. Maintenance of complaint book & no. of complaints lodged
d. Hygienic condition of the shop viz. Dunnage, Stacking, insect infestation.
e. Verification of Stocks available at the time of inspection with the opening and closing stock shown in the stock register.
f. Whether cash memo issued against each sale.
g. Whether toll free number and name of authority for redressal of grievances/lodging of complaint displayed.
h. Whether following registers were mentioned properly:
   i) Category wise Ration Card Register
   ii) Non-drawal Register
   iii) Daily Stock Register
   iv) Cash Memo Register

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v) Indent Register/Log book

vi) Inspection Book

2. Type sealed sample of stocks be provided by FCI/State agencies godown at the time of receipt of the stock to the FPS dealer

3. In case of receipt of any complaint from beneficiaries regarding quality of food grains distributed, District Collector concerned may get such samples tested from Central Grain Analysis Laboratory/any NABL accredited Laboratory.

4. In order to ensure transparency in the implementation of Public Distribution System (PDS) and proper functioning of fair price shops a system of 'Social Audit' may be instituted. The Social Audit shall also include eliciting views/ grievances/ suggestions from the public on the functioning of Fair Price Shops. In this regard, the State government may constitute a social audit team consisting of representatives from local bodies such as Panchayats & Municipalities, Self-Help Groups (SHGs), NGOs, Agriculture Universities. The audit may be conducted once in six (06) months.

5. Action Taken Report (ATR) for all the discrepancies reported during the inspection should be submitted by concerned state/ FCI authorities to the Ministry.

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ANNEXURE A

GUIDELINES FOR ISSUE/DISPOSAL OF WHEAT AND RICE

All stocks of wheat and rice stored with FCI in the Central Pool shall be divided into two categories:-

(i) Issuable stocks: Fit for human consumption within PFA standards.

(ii) Non-Issuable stocks: Unfit for human consumption.

- **Issuable Stocks :** These shall be categorized under two heads:

(a) Ready stocks: These stocks of wheat and rice may be issued under PDS and other welfare schemes of Government of India.

(i) Wheat: Stocks of A and B categories conforming to PFA standards and free from insect infestation having foreign matter upto 1% including inorganic foreign matter up to 0.5%.

(ii) Rice: Stock of A, B & C categories conforming to PFA standards and free from insect infestation. These stocks may be issued under the PDS and other Welfare Schemes of the Govt. Of India, provided the refraction are upto 20% in excess of the Uniform Specifications of the relevant marketing season in respect of broken grains, chalky grains, red grains, dehusked grains and the incidence of foreign matter does not exceeded 1% including rice bran. Inorganic matter should not exceed 0.5%.

(b)Upgradable stocks: All stocks of wheat and rice other than Ready stocks but containing damaged grains within PFA standards shall form part of upgradable stocks:

(i) The quality of these stocks should be thoroughly examined by a Committee comprising of officers from Quality Control, finance & Accounts wings at appropriate levels to certify that these stocks are not conforming to Ready stock and not falling in the category of Non-Issuable stocks.

(ii) These stocks may wherever possible, be upgraded by manual methods i.e. cleaning, reconditioning etc. Under the supervision of Quality Control officers. Such upgraded wheat and rice after certification by Quality Control officers regarding its fitness may be issued under PDS and other welfare schemes of Government of India.

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(iii) In case further upgradation of such stocks is found not economically feasible which is to be certified by the Committee, such stocks may be disposed off by tenders, at the rates not below Central Issue Prices for APL families.

- **Non-Issuable/damaged Stocks:** The stocks containing damaged grains above 6% in case of wheat and 5% in case of rice shall be treated as Non-Issuable stocks, unfit for human consumption.

These stocks shall be further categorized as:

S.NO.	Particulars of Wheat/rice	Percentage of sound grains other than foreign and damaged foodgrains
1.	Feed-1	(i) Sound grains 85% to less than 95% in case of rice and 94% in case wheat. (ii) Weevilled grain alone exceeding 10% by count. (iii) Uric acid content alone found exceeding 100 mg. Per kg.
2.	Feed-II	Sound grains 70 to less than 85%
3.	Feed-III	Sound grains 55 to less than 70%
4.	Industrial use	(i) Sound grains 30 to less than 55% (ii) Contaminated with poisonous chemicals and fertilizers
5.	Manure use	Sounds grains 10 to less than 30%
6.	Dumping(*)	Sound grains less than 10%

(*) To be offered as manure once before dumping.

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