

From

Director Food & Supplies, Haryana,
Chandigarh.

To

All the Distt. Food & Supplies Controllers,
in the State.

Memo No. SH-General-09/ 22-66
Dated Chandigarh the 19 January, 1969.

Subject: Shortages in foodgrains and stock articles
in the godowns.

In continuation of head quarters circular memo
No. SH-General-05/3722, dated 9-12-1968 on the subject cited
above.

2. It has now been decided that;

- a) In case where there is only one officer i.e.
Distt. Food & Supplies Controller Or Distt. Food
and Supplies Officer posted in the circle or
where one of the posts i.e. (DFSC Or DFEO) is
lying vacant and there is no damage/loss to the
grains by infestation etc. the share of
responsibilities will be as under:-

DF&SC Or DFEO	5 %
Inspector Food & Supplies 10+3+3	46 %
Sub-Inspector 25+2+2	29 %
AF&SO	20 %
Total	100 %

- b) In case where there is only one officer i.e.
DF&SC Or DFEO is posted in the circle or where
one of the posts i.e. DF&SC Or DFEO is lying
vacant and the fumigation staff is at fault,
the share of responsibilities will be as under:-

DF&SC Or DFEO	5 %
Inspector Food & Supplies 10 + 3	43 %
Sub-Inspector 25 + 2	27 %
AF&SO I/C P.H. centre	20 %
Fumigation staff	5 %
Total	100 %

- ✓ c) In case where the fumigation staff is not
at fault and no post is vacant, the share of
responsibilities will be as under:-

DF&SC	5 %
DF&EO	5 %
AF&SO	20 %
I.C.S I/c P.H. centre	40 + 3
SIFS	25 + 2
Total	27 %
Total	100 %

3 The above instructions would come into force
with immediate effect.

Joint Director (Shortage),
Director Food & Supplies, Haryana.

From

Director Food & Supplies, Haryana
Chandigarh

To

All the Distt. Food & Supplies Controllers,
in the State.

Memo No. SH-General-2008/17767
Dated Chandigarh the 15th July 2008
16

Subject: Shortages in foodgrains and stock articles in the godowns.

In continuation of head quarters circular memo No. SH-General-85/37290 dated 9-12-1985 and No. SH-General-89/2266 dated 19th January, 1989 on the subject cited above. It has now been decided that;

- (a) Where the post of AFSSO/IFS/SIFS is vacant, the District Food & Supplies Controller should give additional charge to another AFSSO/IFS/SIFS posted under his control. If the District Food & Supplies Controller failed to do so the share of responsibilities of the vacant post of AFSSO/IFS/SIFS shall be recovered from the concerned District Food & Supplies Controller with immediate effect.
- (b) In cases before issuance to this letter the share of responsibility of the vacant post of AFSSO/IFS/SIFS will be recovered equally from the staff posted at the concerned center including the District Food & Supplies Controller & District Food & Supplies Officer.

7C Additional Director-II
for Director Food & Supplies, Haryana.

Endst. No. SH-General-2008/ 17768 dated 15.07.2008

A copy of the above is forwarded to the following for information and necessary action:-

1. All the Officers at Headquarter.
2. All the Branch Incharges at Headquarter.

7C Additional Director-II
for Director Food & Supplies, Haryana.

Endst. No. SH-General-2008/ 17769 dated 15.07.2008

A copy of above is forwarded to:-

1. P.S./~~FCFS~~ Dy. CM
2. P.S./FCFS
3. P.A./DFS

for their kind information.

7C Additional Director-II
for Director Food & Supplies, Haryana.

B
16-7-08
16-7-08
16-7-08

From

The Principal Secretary to Govt. Haryana
Food & Supplies Department.

To

All the District Food & Supplies Controller
(In the state)

Memo No. SH-G-2013/ 32917

Dated, Chandigarh the, 6-1-2013

Subject: Fixation of Norms of Shortage in Bajra.

The matter regarding norms of shortage in Bajra has been reviewed by State Government and it has been decided to fix the norms as under:

1. The cases upto the year 2007-08 should be decided as per PR Manual part-II as per following percentage:-
 - (i) 2 % during first month of storage
 - (ii) 2.5 % during first 2 months of storage
 - (iii) 3 % during first 3-4 months of storage
 - (iv) 4 % during a period of storage exceeding 4 months provided the last filling of godown was done not later than the 31st January, other wise the shortage should not exceed 3.5.
2. The cases from the crop year 2008-09 should be decided in accordance with the norms of HWC which are as under:-
 - (i) 1% for the period of 2 months of storage
 - (ii) 1.5% for the period of 4 months of storage
 - (iii) 2% for the period of 6 months of storage
 - (iv) 2.5 % for the period of one year of storage

The above figures of percentage should be treated in Kilograms.

6/1/13
OFFICE OF PRINCIPAL SECRETARY
FOOD & SUPPLIES DEPARTMENT

Deputy Director (Shortage)
for Principal Secretary to Govt. of Haryana
Food & Supplies Department.

Endst. No. SH-G-2012/

Dated:

A copy of the above is forwarded to the following for information and necessary action:-

From

Principal Secretary to Govt. of Haryana,
Food and Supplies Department.

To

All the District Food & Supplies Controllers
(In the State).

Memo No. SH-G-2013/
Dated Chandigarh, the

28/12/12

Subject:- Fixation of percentage of storage gain in wheat due to absorption of moisture.

Reference on the subject cited above.

2. The office letters No. SH-G-II-99/11292 dated 29.04.1999 and SH-G-2010/13329 dated 16.07.2010, vide which the instruction for moisture gain were issued, are hereby withdrawn.

3. The matter relating to moisture gain norms has been reviewed by State Government and it has been decided to fix the same in conformity with the Government of India norms.

The revised norms are as under:-

- (i) Storage gain in wheat due to absorption of moisture is required to be passed on to the FCI by the State Govt. and its agencies @ 1% and @ 0.7% for the wheat stored in covered godowns and open godowns/CAP storage respectively. These norms will be applicable w.e.f. 01.04.1999 in conformity with Government of India letter No. 176(2)/95/PY.-1(Vol-II) dated 25.11.1999.
- (ii) The following norms referred in Government of India letter No. 176(2)/95/PY.-1(Vol-III) dated 28.10.2003 will be applicable w.e.f. 28.10.2003:-
 - (a) No storage gain in wheat due to absorption of moisture would be taken on the stocks which would be stored/dispached upto 30th June every year.
 - (b) One time storage gain would be realized irrespective of the period of storage.

27

Deputy Director (Shortage)
for Principal Secretary to Govt. of Haryana
Food & Supplies Department.

Endst. No. SH-G-2013/ 2820

Dated: 12/2/13

A copy of the above is forwarded to the following for information and necessary

action:-

1. Principal Accountant General (Audit), Haryana, Chandigarh / R.A.O. (Food).
2. M.D. Confed, M.D. Hafed, M.D. Agro Industries and M.D. Haryana Warehousing Corporation, Panchkula.
3. General Manager, FCI, Haryana Region, Panchkula.

27

Deputy Director (Shortage)
for Principal Secretary to Govt. of Haryana
Food & Supplies Department.

Endst. No. SH-G-2013/ 2821

Dated: 12/2/13

A copy of the above is forwarded to the following for information and necessary

action:-

1. All the Officer at Hq.
2. All the Branch Incharge at Hq.
3. Secy./FSM.
4. Sr. Secy./PSCM.
5. PS/PSFS.
6. PS/DGFS.

27

Deputy Director (Shortage)
for Principal Secretary to Govt. of Haryana
Food & Supplies Department.

12/2/13
12/2/13
12/2/13

No. STk/RL/Misc./NZ/11/Vol. III/581

Dated 12.12.12

CIRCULAR

Sub: Norms for Storage Loss/ Gain in wheat and rice for central pool stocks.

Ref:- (i) Ministry of CAF & PD letter F.No. 6-1/2008-S&I dated 24.11.2011
 (ii) FCI, Hqrs' letter no. QC.6(1)/2003/761 dated 25.11/04.12.2003.
 (iii) Ministry of CAF & PD letter no. 176(2)/95-PY-I (Vol.III) dated 28.10.2003.
 (iv) Ministry of CAF & PD letter no. 176(1)/2002-PY-I (Vol.III) dated 25.08.2003.
 (v) Ministry of CAF & PD letter no. 176(2)/95-PY-I (Vol.II) dated 25.11.1999.
 (vi) FCI, Hqrs' letter no. E.12(5)/82-Stg.VII/CWC/Col.III dated 12.09.1990.

Kind attention is invited to the above references.

2. The matter regarding fixation of norms for Storage Gain/Loss in Wheat and Rice for the Central Pool Stocks held by FCI, State Agencies, CWC, SWCs and in Godowns under PEG Scheme, has been attracting the attention of the Management from quite some time. The matter was placed before the Board of Directors in its 350th meeting held on 27.09.2012 proposing certain set of norms for Storage Gain/ Loss in wheat and rice. Based on the directions of the Board of Directors, the matter was referred to Govt. of India.
3. The Govt. of India has approved the Tentative/Adhoc norms for Storage Loss/Gain in wheat and rice as conveyed vide its letter F.No. 6-1/2008-S&I dated 20/21.11.2012 (copy enclosed). In supersession of all previous instructions, the norms as approved by Govt. of India may be followed by field functionaries.
4. It should be noted that norms are purely adhoc and interim. In the same context, FCI has already entrusted a study to ICAR for determining the Storage Loss/Gain in wheat and rice. Till such time the report of ICAR is received, the Storage Loss/Gain norms as mentioned by the Field functionaries. It should be noted that the storage loss norms are only upper limits. It should also be the constant Endeavour of all concerned that the losses are contained at the lowest possible level.
5. Further, normative practices for recording the correct moisture content of foodgrains at the time of receipt, during storage and at the time of issue, should be strictly followed by all the Technical and depot personnel engaged in storage and preservation of foodgrains. In order to minimize operational losses in godowns, warehouses, scientific code of storage practices of foodgrains should invariably be followed by all the Technical and depot staff posted at the depots.
6. It would be observed that full allowance for weight loss for drriage of moisture between 15% and 14% has been proved in the Storage Loss Norms for rice. For subsequent drriage i.e. from 14% moisture level to below, the

allowance @ 0.7% for every 1% drriage has been allowed. It may be noted that these norms are to be applied only after conducting a thorough investigation/analysis of the storage loss occurrence.

7. It has also been decided that while communicating the monthly trend of storage loss in rice, the procuring regions shall additionally indicate the net storage loss as well as its percentage after making adjustment of the quantity for which the full value cut has been realized in respect of the quantity of rice procured with moisture content above 14% upto 15%. In other words, the quantity equivalent to the amount of full value cut realized on account of moisture in a stack(taking the per Quintal rate of rice as per cost sheet of the respective crop year into consideration) may be deducted from the gross/total quantity of storage loss in that stock in order to arrive at net loss. The benefit of full value cut may also be extended while fixing the responsibility for abnormal storage shortages.

8. These norms shall be applicable to all agencies including the godowns managed under PEG Scheme.

9. These instructions shall become applicable from the date of issue of this circular and shall not have any retrospective effect.

Encl: as above

(Daljit Singh)
General Manager (Stocks)

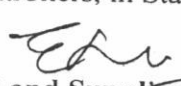
**Office of the Director Food and Supplies Department, Haryana,
Chandigarh**


No. SH-I-2015/ 13878

Dated: 8/4/2015

A copy of FCI, HQ, New Delhi's circular no. STK/RL/Misc./NZ/II/Vol.III/581 dated 12.12.2012 alongwith its enclosures (three pages) is forwarded for information and necessary action to:-

1. Area Manager, FCI District Office, Kurukshetra/Karnal/ Hisar/ Rohtak/ Faridabad.
2. The Managing Director, Hafed, Sec-5, Panchkula.
3. The Managing Director, Haryana Agro Industries Corp. Sec- 2 Panchkula.
4. The Managing Director, Confed, Sec-2,Panchkula.
5. The Managing Director, FCI, Sec-4, Panchkula.
6. The Managing Director, HWC, Sec-2, Panchkula.
7. All District Food and Supplies Controllers, in State of Haryana.


District Food and Supplies Controller(Shortage)
for Additional Chief Secretary to Govt of Haryana,
Food and Supplies Department. ५


13/4/15 हरियाणा

S.No. 4(E)

163

MOST IMMEDIATE

F. No. 6-1/2008-S&I
Government of India
Ministry of Consumer Affairs, Food & PD
(Department of Food & Public Distribution)

Krishi Bhawan, New Delhi
Dated: 20th November, 2012
21

To

The Chairman and Managing Director,
Food Corporation of India
16-20, Barakhamba Lane, Connaught Place,
New Delhi-110001.

Subject: Fixation of storage loss/gain norms in wheat and rice regarding.

Sir,

I am directed to refer to letter No.STKS/RL/Misc/NZ/11/Vol.-III dated 9th October, 2012 regarding fixation of norms for storage loss/gain in wheat and rice and to state that the recommendation of the sub-committee constituted by FCI for fixing the norms for storage loss/gain in wheat and rice accepted by the Board of Directors of FCI in its 350th meeting held on 27.9.2012 has been approved except to the extent that the cut of date for realisation of storage gain in wheat has been retained at 30th June in procuring regions instead of 31st July (as recommended by the sub-committee). As such, the recommendation of the sub-committee accepted by the Board of Directors of FCI, except the change of cut-off date and attendant changes has been approved by the Government. Gist of norms for storage gain/ loss in wheat and rice for central pool stocks as approved is enclosed.

2. The norms approved are purely ad hoc and interim and the scientific storage loss norms shall be fixed after receipt of the study report of ICAR to whom the work has been awarded by FCI.
3. The approved storage loss norms are only upper limits. All the cases of storage loss must be carefully and exhaustively examined by the concerned authority.
4. Normative practices for recording the correct moisture content of foodgrains at the time receipt, during storage and at the time of issue should be strictly followed by all the technical personnel engaged in storage and preservation of foodgrain. In order to minimize operational losses in godowns /warehouses, scientific code of storage practice of foodgrains should be followed by all the technical and quality control staff of the depots.
5. The approved norms shall be applicable to all agencies including the godowns managed under PEG scheme.

Enclosure: As above

Yours faithfully,

(B.C. Joshi)
Dy. Commissioner (S&R)
Tele:23070474

R/ISSUED

Copy to :

1. Managing Director, Central Warehousing Corporation, 4/1, Siri Institutional Area, Hauz Khas, New Delhi-16.
2. Director (Policy)/Director(FCI)/ Director(Finance), Department of Food & PD, Krishi Bhawan, New Delhi.
3. FC A/C Section in the Department of Food & PD, Krishi Bhawan, New Delhi.

Copy for information to:

PPS to AS&FA/ PS to JS(Storage)/ PS to JS(P& FCI)/ PS to JS(Impex & SRA)

Norms for storage gain/loss in wheat /rice for central pool stocks

Wheat

Procuring Region	Gain/loss norms	Consuming Region	Gain/loss norms
For stock of current procurement wheat issued upto 30 th June every year. For both State procuring agencies and FCI	Covered Storage-No loss CAP storage-No loss	Issued in the consuming region upto the month of June in case of stocks received upto May and in case of stocks received in June issued upto 15 th July. For stock issued after 30 th June in case of receipt upto May and for stocks issued after 15 th July in case of stocks received in June.	Covered Storage-No loss CAP storage-No loss In case of any storage loss, it should be examined separately on merit of the case.
For stock of current procurement wheat issued after 30 th June or stock of wheat procured in earlier seasons issued in any month. a) In case of stocks with State procuring agencies b) In case of stocks with FCI and wheat stored in godowns of CWC, SWC and godowns hired by FCI including PEG godowns.	Covered-1% gain CAP-0.7% gain Covered Storage and CAP Storage-0.7% gain for every 1% increase in moisture content. In case of any storage loss, it should be examined separately on merit of the case.	For wheat procured in current season and dispatched by procuring States after 30 th June or stock of wheat procured in earlier seasons issued in any month by procuring State. a) Issued in the consuming region within one month of receipt. b) Issued in the consuming region after one month of receipt of such stocks.	Covered Storage-No loss CAP storage-No loss Covered Storage-0.2% loss for storage period upto one year and 0.40% loss for storage period above one year. CAP storage-0.25% loss for storage period upto one year and 0.45% loss for storage period above one year.

The above storage gain /loss will be applicable for wheat stored in jute bags as well as PP/HDE bags

Handwritten signature
M.A. 13/12/2012

RICE

Since rice is accepted in the godowns by technical personnel based on detailed laboratory Analysis including moisture content and at every stage of transactions, moisture content is invariably taken, as such storage loss can also be linked with decrease with moisture content. In almost all the studies conducted by IGMRL, storage loss has been observed in case of rice but no exact co-relation of weight loss with decrease in moisture content of rice during storage could be established. The moisture content of rice stocks are taken by drawing samples from rice bags of stacks generally from peripheral layers. But the moisture content may vary from peripheral layers of bags to inner core bags in the stack and it may also vary from stack to stack depending upon location of the stack etc. In case of drage of moisture, higher drage is expected from peripheral layers than core bags. Thus moisture content in peripheral layers of rice bags may be less as compare to moisture content in core bags of the stacks. As per uniform specifications rice is accepted upto 14% moisture content without any value cut and rice with moisture content above 14% upto 15% with full value cut from the rice millers.

Based on the above explanation following norms are proposed:

Storage loss norms for all regions (procuring and non-procuring)

- (a) Full allowance for weight loss for drage of moisture between 15 % and 14 %
- (b) 0.7% weight loss for drage of 1% moisture and in proportion thereof below 14%
- (c) 0.2% for storage period of 365 days on proportionate basis

$$\text{Total storage loss} = (a) + (b) + (c)$$

हरियाणा सरकार
खाद्य, नागरिक आपूर्ति तथा उपभोक्ता मामले निदेशालय
आदेश

दिनांक 07.02.2017

संख्या 13/3एस0बी0(1)/2017/2178 प्रांतीय रिजर्व मैनुअल के प्रावधानों के अनुसरण में और अधिक्रमण के तहत जारी की गई हिदायतें यदि क्रमांक एस0बी0-5-85/26179 दिनांक 11.08.1985, एस0एच0-सामान्य-85/37290 दिनांक 09.12.1985, एस0एच0-सामान्य-89/2266 दिनांक 19.01.1989 और एस0एच0-सामान्य-2008/17767 दिनांक 15.07.2008 का प्रयोग करते हुए, हरियाणा के राज्यपाल द्वारा स्टॉक और स्टॉक आर्टिकलज में कमी की वजह से नुकसान की वसूली, स्टॉक खराब होने, कम भण्डारण लाभ और कस्टम मिलड चावल में कमी के निमनों का निर्धारण करने के लिए, इस आदेश के प्रकाशन की तिथि से निम्न प्रकार से लागू होंगे:-

1. स्टॉक और स्टॉक आर्टिकलज की कमी की स्थिति में:-

i.	जिला खाद्य, नागरिक आपूर्ति तथा उपभोक्ता मामले नियंत्रक या जिला खाद्य, नागरिक आपूर्ति तथा उपभोक्ता मामले अधिकारी जो जिला खाद्य, नागरिक आपूर्ति तथा उपभोक्ता मामले नियंत्रक की क्षमता में कार्य कर रहा है।	20%
ii.	जिला खाद्य, नागरिक आपूर्ति तथा उपभोक्ता मामले अधिकारी	10%
iii.	सहायक खाद्य, नागरिक आपूर्ति तथा उपभोक्ता मामले अधिकारी	20%
iv.	निरीक्षक खाद्य, नागरिक आपूर्ति तथा उपभोक्ता मामले (संरक्षक)	30%
v.	उपनिरीक्षक (संरक्षक)	20%

वशत कि,

i.	कमी के लिए कार्यवाही करने से पूर्व कर्मचारी/अधिकारी को कमी पूरा करने के लिए 10 दिनों का समय दिया जाएगा।
ii.	यदि वह कमी पूरी करने में असफल रहता है तो वसूली के लिए आवश्यक प्रक्रिया अपनाते हुए उसके विरुद्ध अनुशासनात्मक/अपराधिक कार्यवाही की जाएगी।
iii.	यदि कोई पद रिक्त है तो रिक्त पद का हिस्सा किसी अन्य कर्मचारी/अधिकारी पर अधिरोपित/हस्तांतरित नहीं किया जाएगा और निर्धारित प्रक्रिया के तहत बढ़ते खाते में डाली जाएगी।
iv.	यदि निदेशालय द्वारा किसी कर्मचारी/अधिकारी की नियुक्ति किसी विशेष केन्द्र पर की गई है किन्तु जिला खाद्य, नागरिक आपूर्ति तथा उपभोक्ता मामले नियंत्रक द्वारा अपने स्तर पर उस कर्मचारी/अधिकारी की नियुक्ति बदली जाती है और पद रिक्त रहता है, उस स्थिति में रिक्त पद के हिस्से की वसूली जिला खाद्य, नागरिक आपूर्ति तथा उपभोक्ता मामले नियंत्रक पर अधिरोपित की जाएगी।

2. कम भण्डारण लाभ की स्थिति में यदि लागू हो:-

i.	जिला खाद्य, नागरिक आपूर्ति तथा उपभोक्ता मामले नियंत्रक या जिला खाद्य, नागरिक आपूर्ति तथा उपभोक्ता मामले अधिकारी जो जिला खाद्य, नागरिक आपूर्ति तथा उपभोक्ता मामले नियंत्रक की क्षमता में कार्य कर रहा है।	20%
ii.	जिला खाद्य, नागरिक आपूर्ति तथा उपभोक्ता मामले अधिकारी	10%
iii.	सहायक खाद्य, नागरिक आपूर्ति तथा उपभोक्ता मामले अधिकारी	20%
iv.	निरीक्षक खाद्य, नागरिक आपूर्ति तथा उपभोक्ता मामले (संरक्षक)	30%
v.	उपनिरीक्षक (संरक्षक)	20%

बशर्त कि;

i.	यदि कोई पद रिक्त है तो रिक्त पद का हिस्सा किसी अन्य कर्मचारी/अधिकारी पर अधिरोपित /हस्तांतरित नहीं किया जाएगा और निर्धारित प्रक्रिया के तहत बट्टे खाते में डाली जाएगी।
ii.	यदि निदेशालय द्वारा किसी कर्मचारी/अधिकारी की नियुक्ति किसी विशेष केन्द्र पर की गई है किन्तु जिला खाद्य, नागरिक आपूर्ति तथा उपभोक्ता मामले नियंत्रक द्वारा अपने स्तर पर उस कर्मचारी/अधिकारी की नियुक्ति बदली जाती है और पद रिक्त रहता है, उस स्थिति में रिक्त पद के हिस्से की वसूली जिला खाद्य, नागरिक आपूर्ति तथा उपभोक्ता मामले नियंत्रक पर अधिरोपित की जाएगी।

3. स्टॉक खराब होने की स्थिति में:-

i.	जिला खाद्य, नागरिक आपूर्ति तथा उपभोक्ता मामले नियंत्रक या जिला खाद्य, नागरिक आपूर्ति तथा उपभोक्ता मामले अधिकारी जो जिला खाद्य, नागरिक आपूर्ति तथा उपभोक्ता मामले नियंत्रक की क्षमता में कार्य कर रहा है।	20%
ii.	जिला खाद्य, नागरिक आपूर्ति तथा उपभोक्ता मामले अधिकारी	10%
iii.	सहायक खाद्य, नागरिक आपूर्ति तथा उपभोक्ता मामले अधिकारी	20%
iv.	निरीक्षक खाद्य, नागरिक आपूर्ति तथा उपभोक्ता मामले (संरक्षक)	30%
v.	उपनिरीक्षक (संरक्षक)	20%

बशर्त कि;

i.	पूरी श्रृंखला के विरुद्ध वसूली के लिए अनुशासनिक कार्यवाही करने से पूर्व उन्हें 15 दिनों के अन्दर-2 अपना पक्ष रखने का अवसर प्रदान किया जाएगा।
ii.	बचाव प्राप्त होने उपरान्त प्रत्येक केस की जिम्मेवारी निर्धारित करने के लिए प्रारंभिक जांच संचालित की जाएगी।
iii.	इसके उपरान्त सक्षम अधिकारी द्वारा आवश्यक प्रक्रिया अपनाते हुए पूरी हानि की वसूली की कार्यवाही अनुपात व उनकी लापरवाही अनुसार की जाएगी।
iv.	यदि कोई पद रिक्त है तो रिक्त पद का हिस्सा किसी अन्य कर्मचारी/अधिकारी पर अधिरोपित /हस्तांतरित नहीं किया जाएगा और निर्धारित प्रक्रिया के तहत बट्टे खाते में डाली जाएगी।
v.	यदि निदेशालय द्वारा किसी कर्मचारी/अधिकारी की नियुक्ति किसी विशेष केन्द्र पर की गई है किन्तु जिला खाद्य, नागरिक आपूर्ति तथा उपभोक्ता मामले नियंत्रक द्वारा अपने स्तर पर उस कर्मचारी/अधिकारी की नियुक्ति बदली जाती है और पद रिक्त रहता है, उस स्थिति में रिक्त पद के हिस्से की वसूली जिला खाद्य, नागरिक आपूर्ति तथा उपभोक्ता मामले नियंत्रक पर अधिरोपित की जाएगी।

4. स्टॉक और स्टॉक आर्टिकल्ज की चोरी/गबन/हेराफेरी की स्थिति में:-

i.	जिला खाद्य, नागरिक आपूर्ति तथा उपभोक्ता मामले नियंत्रक या जिला खाद्य, नागरिक आपूर्ति तथा उपभोक्ता मामले अधिकारी जो जिला खाद्य, नागरिक आपूर्ति तथा उपभोक्ता मामले नियंत्रक की क्षमता में कार्य कर रहा है।	20%
ii.	जिला खाद्य, नागरिक आपूर्ति तथा उपभोक्ता मामले अधिकारी	10%
iii.	सहायक खाद्य, नागरिक आपूर्ति तथा उपभोक्ता मामले अधिकारी	20%
iv.	निरीक्षक खाद्य, नागरिक आपूर्ति तथा उपभोक्ता मामले (संरक्षक)	30%
v.	उपनिरीक्षक (संरक्षक)	20%

बशर्ते कि;

i.	पूरी श्रृंखला के विरुद्ध वसूली के लिए अनुशासनिक कार्यवाही करने से पूर्व उन्हें 15 दिनों के अन्दर-2 अपना पक्ष रखने का अवसर प्रदान किया जाएगा।
ii.	बचाव प्राप्त होने उपरान्त प्रत्येक केस की जिम्मेवारी निर्धारित करने के लिए प्रारंभिक जांच संचालित की जाएगी।
iii.	यदि प्रारंभिक जांच में स्टॉक और स्टॉक आर्टिकलज की चोरी/गबन/हेराफेरी का आरोप स्थापित होता है तो जिम्मेदार अधिकारी/कर्मचारी के विरुद्ध अपराधिक मामला दर्ज कर दिया जाएगा।
iv.	इसके उपरान्त सक्षम अधिकारी द्वारा आवश्यक प्रक्रिया अपनाते हुए पूरी हानि की वसूली की कार्यवाही अनुपात व उनकी लापरवाही अनुसार की जाएगी।
v.	यदि कोई पद रिक्त है तो रिक्त पद का हिस्सा किसी अन्य कर्मचारी/अधिकारी पर अधिरोपित/हस्तांतरित नहीं किया जाएगा और निर्धारित प्रक्रिया के तहत बट्टे खाते में डाली जाएगी।
vi.	यदि निदेशालय द्वारा किसी कर्मचारी/अधिकारी की नियुक्ति किसी विशेष केन्द्र पर की गई है किन्तु जिला खाद्य, नागरिक आपूर्ति तथा उपभोक्ता मामले नियंत्रक द्वारा अपने स्तर पर उस कर्मचारी/अधिकारी की नियुक्ति बदली जाती है और पद रिक्त रहता है, उस स्थिति में रिक्त पद के हिस्से की वसूली जिला खाद्य, नागरिक आपूर्ति तथा उपभोक्ता मामले नियंत्रक पर अधिरोपित की जाएगी।

5. कस्टम मिल चावल की कमी की स्थिति में:-

i.	जिला खाद्य, नागरिक आपूर्ति तथा उपभोक्ता मामले नियंत्रक या जिला खाद्य, नागरिक आपूर्ति तथा उपभोक्ता मामले अधिकारी जो जिला खाद्य, नागरिक आपूर्ति तथा उपभोक्ता मामले नियंत्रक की क्षमता में कार्य कर रहा है।	30%
ii.	जिला खाद्य, नागरिक आपूर्ति तथा उपभोक्ता मामले अधिकारी	15%
iii.	सहायक खाद्य, नागरिक आपूर्ति तथा उपभोक्ता मामले अधिकारी	15%
iv.	निरीक्षक खाद्य, नागरिक आपूर्ति तथा उपभोक्ता मामले (संरक्षक)	30%
v.	उपनिरीक्षक (संरक्षक)	10%

बशर्ते कि;

i.	मानदंड केवल सामान्य नुकसान की स्थिति में लागू होंगे, तथापि, पूरी श्रृंखला के विरुद्ध वसूली के लिए अनुशासनिक कार्यवाही करने से पूर्व उन्हें 15 दिनों के अन्दर-2 अपना पक्ष रखने का अवसर प्रदान किया जाएगा।
ii.	बचाव प्राप्त होने उपरान्त प्रत्येक केस की जिम्मेवारी निर्धारित करने हेतु प्रारंभिक जांच संचालित की जाएगी और यदि प्रारंभिक जांच में सी0एम0आर0 की चोरी/गबन/हेराफेरी का आरोप स्थापित होता है तो इसमें शामिल चावल मिलर के विरुद्ध अपराधिक मामला दर्ज करवाया जाएगा।
iii.	यह अधिसूचना मिलिंग नीति/समझौता की मध्यस्थता के खंड को प्रभावित नहीं करेगी और विभाग को दोनों पक्षों के बीच विवाद के मामले में आह्वान खंड का अधिकार होगा।
iv.	यदि कोई पद रिक्त है तो रिक्त पद का हिस्सा किसी अन्य कर्मचारी/अधिकारी पर अधिरोपित/हस्तांतरित नहीं किया जाएगा और निर्धारित प्रक्रिया के तहत बट्टे खाते में डाली जाएगी।
v.	यदि निदेशालय द्वारा किसी कर्मचारी/अधिकारी की नियुक्ति किसी विशेष केन्द्र पर की गई है किन्तु जिला खाद्य, नागरिक आपूर्ति तथा उपभोक्ता मामले नियंत्रक द्वारा अपने स्तर पर उस कर्मचारी/अधिकारी की नियुक्ति बदली जाती है और पद रिक्त रहता है, उस स्थिति में रिक्त पद के हिस्से की वसूली जिला खाद्य, नागरिक आपूर्ति तथा उपभोक्ता मामले नियंत्रक पर अधिरोपित की जाएगी।

6. यदि स्थानांतरण या अन्य मामले में चार्ज के आदान/प्रदान के दौरान कोई कमी पाई जाती है तो जिला खाद्य, नागरिक आपूर्ति तथा उपभोक्ता मामले नियंत्रक द्वारा तत्काल मौके पर कमी की पूर्ति के लिए आवश्यक कार्यवाही की जाएगी। यदि दोषी अधिकारी 10 दिनों के अन्दर-2 कमी पूरी नहीं करता है तो कर्मचारी के विरुद्ध संबंधित

पुलिस स्टेशन में प्राथमिक जांच रिपोर्ट (एफ0आई0आर0) दर्ज करवाई जाएगी और उसकी प्रति निदेशालय को आवश्यक कार्यवाही हेतु भेजी जाएगी। जो कर्मचारी स्थानांतरण अधीन हो तब तक कार्यभार मुक्त नहीं किया जाएगा जब तक वह अपने स्टॉक, स्टॉक आर्टिकलज तथा कार्यालय रिकार्ड का पूर्ण चार्ज किसी अन्य अधिकारी को नहीं सौंप देता।

7. यदि भौतिक जांच के दौरान या वरिष्ठ अधिकारी की विशेष जांच के दौरान कोई कमी पाई जाती है तो जैसा पैरा नं0 6 में उल्लेख किया गया है के अनुसार कार्यवाही की जाएगी।
8. यदि संरक्षक सेवानिवृत्त होने वाला है तो पी0आर0 केन्द्र का चार्ज संरक्षक की सेवानिवृत्ति से 6 महीने पूर्व किसी अन्य अधिकारी को सौंप दिया जाए।
यह आदेश जारी होने की तिथि से प्रभावित होगा।

दिनांक चण्डीगढ़

07.02.2017

-हस्ता:-

एस0एस0प्रसाद

अतिरिक्त मुख्य सचिव, हरियाणा सरकार
खाद्य नागरिक आपूर्ति तथा उपभोक्ता मामले विभाग, चण्डीगढ़

पृष्ठांकन क्रमांक 13/3एस0बी0(1)/2017/2179

दिनांक चण्डीगढ़ 07.02.2017

उपरोक्त की एक प्रति निम्नलिखित को सूचनार्थ एवं आवश्यक कार्यवाही हेतु भेजी जाती है:-

1. अतिरिक्त प्रधान सचिव/माननीय मुख्य मंत्री, हरियाणा सरकार।
2. मुख्य सचिव, हरियाणा सरकार, चण्डीगढ़।
3. वरिष्ठ प्रधान सचिव, माननीय राज्य खाद्य नागरिक आपूर्ति तथा उपभोक्ता मामले विभाग मंत्री (माननीय राज्य खाद्य नागरिक आपूर्ति तथा उपभोक्ता मामले विभाग की सूचना हेतु)।
4. अतिरिक्त मुख्य सचिव, हरियाणा सरकार, खाद्य नागरिक आपूर्ति तथा उपभोक्ता मामले विभाग, चण्डीगढ़।
5. सभी प्रशासकीय सचिव, हरियाणा सरकार।
6. निदेशक, खाद्य नागरिक आपूर्ति तथा उपभोक्ता मामले विभाग, हरियाणा, चण्डीगढ़।
7. महानिदेशक, भू-अभिलेख, हरियाणा, चण्डीगढ़।
8. निदेशक, लोक सम्पर्क विभाग, हरियाणा, व्यापक प्रचार करने हेतु।
9. सभी विभागाध्यक्ष (हरियाणा राज्य में)।
10. महाधिवक्ता, हरियाणा, चण्डीगढ़।
11. सभी मण्डलायुक्त, हरियाणा राज्य में।
12. सभी उपायुक्त, हरियाणा राज्य में।
13. सभी अतिरिक्त उपायुक्त, हरियाणा राज्य में।
14. सभी पुलिस अधीक्षक, हरियाणा राज्य में।
15. सभी उपमण्डल अधिकारी (सिविल), हरियाणा राज्य में।
16. सभी जिला खाद्य, नागरिक आपूर्ति तथा उपभोक्ता मामले नियंत्रक, हरियाणा राज्य में (5 अतिरिक्त प्रति के साथ)।
17. सभी अधिकारीगण, मुख्यालय।

-हस्ता:-

(जयपाल सिंह)

संयुक्त निदेशक (भण्डार)

कृते: अतिरिक्त मुख्य सचिव, हरियाणा सरकार
खाद्य नागरिक आपूर्ति तथा उपभोक्ता मामले विभाग, चण्डीगढ़।

Haryana Government
Directorate of Food, Civil Supplies and Consumer
Affairs Department
ORDER
Dated: 7th February, 2017

No.13/3SB (1)/2017/2178 In pursuance of the provisions of the Provincial Reserve Manual and in supersession of instructions issued vide Memo No. SB-5-85/26179 dated 11.08.1985, SH-General-85/37290 dated 09.12.1985, SH-Gen-89/2266 dated 19.01.1989 and SH-Gen-2008/17767 dated 15.07.2008, the Governor of Haryana is pleased to notify the fixation of norms for Recovery of loss due to shortage in stock & stock articles, damage of stocks, less storage gain and shortage in Custom Milled Rice, as given below from the date of publication of this Order:-

1. In case of shortage in stock & stock articles:-

i.	District Food, Civil Supplies and Consumer Affairs Controller or District Food, Civil Supplies and Consumer Affairs Officer working in the capacity of District Food, Civil Supplies and Consumer Affairs Controller	20%
ii.	District Food, Civil Supplies and Consumer Affairs Officer	10%
iii.	Assistant Food, Civil Supplies and Consumer Affairs Officer	20%
iv.	Inspector Food, Civil Supplies and Consumer Affairs (Custodian)	30%
v.	Sub-Inspector (Custodian)	20%

Provided that;

i.	Before initiating action for shortage the officer/official may be given 10 days time to complete the shortage.
ii.	In case he fails to complete the shortage, disciplinary/criminal action may be initiated for recovery by adopting due procedure.
iii.	In case of vacant post the share of vacant post will not be imposed/transferred to any post and will be written off after due procedure.
iv.	In case of the posting of official by Head Quarter at a particular centre is done but if DFCS&CAC changed the posting of any official at his own level and post remained vacant, the amount of share of such vacant post will be imposed upon the DFCS&CAC.

2. In case of less storage gain if applicable:-

i.	District Food, Civil Supplies and Consumer Affairs Controller or District Food, Civil Supplies and Consumer Affairs Officer working in the capacity of District Food, Civil Supplies and Consumer Affairs Controller	20%
ii.	District Food, Civil Supplies and Consumer Affairs Officer	10%
iii.	Assistant Food, Civil Supplies and Consumer Affairs Officer	20%
iv.	Inspector Food, Civil Supplies and Consumer Affairs (Custodian)	30%
v.	Sub-Inspector (Custodian)	20%

Provided that;

i.	In case of vacant post the share of vacant post will not be imposed/transferred to any post and will be written off after due procedure.
ii.	In case the posting of official by Head Quarter at particular centre is done but if DFCS&CAC changed the posting of any official at his own level and post remained vacant, the amount of share of such vacant post will be imposed upon the DFCS&CAC.

3. In case of Damage of Stock:-

i.	District Food, Civil Supplies and Consumer Affairs Controller or District Food, Civil Supplies and Consumer Affairs Officer working in the capacity of District Food, Civil Supplies and Consumer Affairs Controller	20%
ii.	District Food, Civil Supplies and Consumer Affairs Officer	10%
iii.	Assistant Food, Civil Supplies and Consumer Affairs Officer	20%
iv.	Inspector Food, Civil Supplies and Consumer Affairs (Custodian)	30%
v.	Sub-Inspector (Custodian)	20%

Provided that;

i.	Before initiating disciplinary action for recovery from whole chain they may be given an opportunity to submit their defence within 15 days.
ii.	After receipt of the defence preliminary inquiry be conducted for fixing the responsibility of each case.
iii.	Thereafter, with due procedure recovery of the ratio according to their negligence be fixed by the competent authority for recovering the whole loss.
iv.	In case of vacant post the share of vacant post will not be imposed/transferred to any post and will be written off after due procedure.
v.	In case the posting of official by Head Quarter at particular centre is done but if DFCS&CAC changed the posting of any official at his own level and post remained vacant, the amount of share of such vacant post will be imposed upon the DFCS&CAC.

4. Theft/embezzlement/Misappropriation of stock & stock articles:-

i.	District Food, Civil Supplies and Consumer Affairs Controller or District Food, Civil Supplies and Consumer Affairs Officer working in the capacity of District Food, Civil Supplies and Consumer Affairs Controller	20%
ii.	District Food, Civil Supplies and Consumer Affairs Officer	10%
iii.	Assistant Food, Civil Supplies and Consumer Affairs Officer	20%
iv.	Inspector Food, Civil Supplies and Consumer Affairs (Custodian)	30%
v.	Sub-Inspector (Custodian)	20%

Provided that;

i.	Before initiating disciplinary action for recovery from whole chain they may be given an opportunity to submit their defence within 15 days.
ii.	After receipt of the defence preliminary inquiry be conducted for fixing the responsibility of each case.
iii.	In case the preliminary inquiry theft/Embezzlement/Misappropriation of stock and stock articles are established criminal case will be registered against the responsible officer/official.
iv.	Thereafter, with due procedure recovery of the ratio according to their negligence be fixed by the competent authority for recovering the whole loss.
v.	In case of vacant post the share of vacant post will not be imposed/transferred to any post and will be written off after due procedure.
vi.	In case the posting of official by Head Quarter at particular centre is done but if DFCS&CAC changed the posting of any official at his own level and post remained vacant, the amount of share of such vacant post will be imposed upon the DFCS&CAC.

5. In case of shortage in CMR delivery:-

i.	District Food, Civil Supplies and Consumer Affairs Controller or District Food, Civil Supplies and Consumer Affairs Officer working in the capacity of District Food, Civil Supplies and Consumer Affairs Controller	30%
ii.	District Food, Civil Supplies and Consumer Affairs Officer	15%
iii.	Assistant Food, Civil Supplies and Consumer Affairs Officer	15%
iv.	Inspector Food, Civil Supplies and Consumer Affairs (Custodian)	30%
v.	Sub-Inspector (Custodian)	10%

Provided that;

i.	The norms will be applicable only in normal loss, however, before initiating disciplinary action for recovery from whole chain they may be given an opportunity to submit their defence within 15 days.
ii.	After receipt of the defence preliminary inquiry may be conducted for fixing the responsibility in each case and if in the preliminary inquiry theft/Embezzlement/Misappropriation of CMR are established criminal case will be registered against the responsible rice millers involved.
iii.	This notification will not affect the arbitration clause of the milling policy/agreement and department will have the right to invoke the arbitration clause in case of dispute between two parties.
iv.	In case of vacant post the share of vacant post will not be imposed/transferred to any post and will be written off after due procedure.

v.	In case the posting of official by Head Quarter at particular centre is done but if DFCS&CAC changed the posting of any official at his own level and post remained vacant, the amount of share of such vacant post will be imposed upon the DFCS&CAC.
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6. In case the time of handling over/taking over of charge in the event of transfer or otherwise if any shortage is detected, immediately suitable action should be taken by DFCS&CAC to complete the shortage on the spot. If the defaulting official does not complete the shortage within 10 days after detection, FIR should be lodged with concerned Police Station against the official and copy of the FIR should be sent to Hqrs. for further necessary action. The official under transfer should not be relieved unless he did hand over the complete charge of his stocks, stock articles and official record.
7. In case the shortage is detected at the time of Physical Verification or at the time of special checking by senior officers, similar action should be taken as explained above in the previous para.
8. In case the custodian is on superannuation, the charge of PR Centre should be handed over to other official before six month of superannuation.

This order will come in force with effect from the date of issue.

Dated Chandigarh
the, 07th February, 2017

Sd/-
S.S.PRASAD
Additional Chief Secretary to Govt., Haryana
Food Civil Supplies and Consumers Affairs Department,
Chandigarh

Endst. No. 13/3SB (1)/2017/2179

Dated Chandigarh, the 7th February, 2017

A copy of the above is forwarded to the following for information and necessary action:-

1. The Additional Principal Secretary to Hon'ble Chief Minister, Haryana.
2. The Chief Secretary to Government of Haryana, Chandigarh.
3. Sr. PS to Hon'ble MoS FCS&CA (for information of Hon'ble Minister of State, Haryana).
4. The Additional Chief Secretary to Government, Haryana, Food Civil Supplies and Consumer Affairs Department, Chandigarh.
5. All the Administrative Secretaries in the State.
6. The Director, Food, Civil Supplies and Consumer Affairs Department, Haryana, Chandigarh.
7. The Director General, Land Record, Haryana, Panchkula.
8. The Director, Public Relation, Haryana, Chandigarh for favoring of giving wide publicity.
9. All the Heads of Departments of State of Haryana.
10. The Advocate General, Haryana, Chandigarh.
11. All Divisional Commissioners in the State.
12. All the Deputy Commissioners in the State.
13. All Additional Deputy Commissioners in the State.
14. All the Superintendents of Police in the State.
15. All the Sub Divisional Magistrate in the State.
16. All the District Food, Civil Supplies and Consumer Affairs Controllers in the State (with five spare copy).
17. ✓ All officers at Headquarters.

Sd/-
(Jaipal Singh)
Joint Director (Storage)
for Additional Chief Secretary to Govt., Haryana
Food Civil Supplies and Consumer Affairs Department, Chandigarh