



Government of Haryana/हरियाणा सरकार

Directorate, Food, Civil Supplies and Consumer Affairs Department
निदेशालय, खाद्य, नागरिक आपूर्ति एवं उपभोक्ता मामले विभाग

To

All the Deputy Commissioners,
in the State of Haryana.

Memo No. RP-1-2020/16233
Dated Chandigarh the 26.09.2020

Subject: Protocol for procurement of Paddy and Bajra for Kharif Marketing Season 2020-21.

Reference on the subject cited above.

As you are aware that due to Covid-19 pandemic, state is going through an unprecedented situation and the KMS 2020-21 is to be commenced from 27th September, 2020. Under present circumstances its a herculean task for all of us to procure the paddy and Bajra produced by the farmers. In the previous KMS 2019-20, there were 195 purchase centers for purchase of Paddy and now this number is 198. As for purchase of Bajra there were 58 mandis and purchase centers which has now increased to 121. There are 21 mandis/purchase centers for procurement of Moong and for purchase of Maize 19 mandis/purchase centers in the State. This has been done to, ensure the principle of social distancing and avoid crowding within mandis to contain the spread of Covid-19 pandemic as well as to ensure payment of minimum support price to farmers for their produce.

The protocol/procedure to be followed for this procurement is as under:-

1. Role of the Deputy Commissioner

- a. The DC shall coordinate and supervise all works in the district in connection with conduct of procurement of Paddy, Bajra, Moong and Maize during Kharif Marketing season 2020-21.
- b. To set up new purchase centre to ensure equitable distribution of procurement in the district. The list of allotment of mandis for procurement of paddy at Annexure-A, Bajra at Annexure-B Moong at Annexure-C and Maize at Annexure-D.
- c. The instructions regarding procurement and transportation of paddy are at Annexure-E.
- d. Issuing orders for posting of Procurement Officer (PO) and staff, as per requirement and imparting training to them. To ensure the good quality and accurate quantity of grain procurement, an Officer not below the rank of class II officer (preferably from the department of Agriculture, Irrigation, PWD B&R and Education) shall be posted at each procurement centre. An Accounts clerk shall also be deputed to work under the officer 10% reserve of officers shall be maintained to take care of contingencies.
- e. The Procurement officers need to be trained extensively before the start of mandi operations in all procurement relating activities. Deployment of 2 Saksham Yuva preferably computer literate shall be done at each purchase centre. VLEs working with CSC may also be used in mandi operations.
- f. Provision of adequate procurement material in all purchase centers.
- g. Providing Computers and other digital equipment for smooth functioning of E-Kharid portal in each purchase centre.
- h. Building awareness among farmers and other stakeholders about the new procurement system necessitated due to Covid 19 pandemic. The village

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wise list of farmer along with their schedule shall be prominently displayed in all villages. Adequate publicity of the same shall be provided.

- i. Requisition of vehicles for Procurement officer, police forces and other officials.
- j. Mobilizing labour registered under MNREGS for Mandi operations.
- k. The entitlement of delivery by the respective farmers for procurement shall be limited to a maximum of 8 quintals per acre (of acreage under Bajra cultivation as recorded in the said "Meri Fasal Mera Byora" portal).
- l. Transportation of the procured grains should be planned properly so that the lifting arrangements are done timely.
- m. Combine Harvesters and their staff should be allowed with proper protocol.
- n. DC shall inspect mandis and purchase centers at regular interval. The DC shall assist the senior officers sent by state government to inspect the mandi procurements.

2. Role of the Superintendent of Police

- a. Ensure norms of social distancing at the procurement centre.
- b. Ensure setting up of Naka and check post to make certain that only scheduled farmer reaches the procurement centre. The nakas be set up at adequate distance from the purchase centre so that there is no chaos at the gate of purchase centre. Planning of traffic coming to purchase centers need to be meticulously done.
- c. Ensure that no non-essential person enters the purchase centre.

3. Role of the SDO(C)

- a. To assist the Deputy Commissioner in coordinating and supervising all works in the district in connection with conduct of procurement of Paddy, Bajra, Moong and Maize in Kharif Marketing season 2020-21.
- b. Ensure issuing of different colour coded passes to the various stakeholders i.e. mandi staff, Procurement agency staff, Arhatias and labourers.

4. Role of the DMEO and Secretary Market Committee

- a. Ensure that Market Committee Officers/officials, DEO and Saksham Yuva report to duty on 27th September, 2020 at their respective purchase centre.
- b. Ensure that all required process for issue of gate pass, recording of arrival, auction recording, exit pass etc is set up.
- c. Ensure that weighing machine, cleaning machine, sewing arrangements, tarpaulin flooring and moisture meters are available at purchase centers.
- d. Ensure that all basic facilities of light, toilets, drinking water, computer, printer, sanitizer, masks and thermal printers are available at purchase centers.
- e. To provide list of Arhatias who will take part in grain auction in each purchase centre. To ensure mapping of farmers, arhatias, purchase centre and dates to avoid any confusion in scheduling.
- f. Ensure display of the schedule of farmers coming every day at panchayat ghar and at Purchase centre.
- g. Ensure advance SMS and phone calls to the scheduled farmers. The invitation shall be planned in such a way that maximum cap for a purchase centre is not breached.

5. Role of the DFSC and District procurement heads of FCI, HAFED and HSWC

- a. Providing training to Procurement Officer and staff.



- b. Ensure that Procurement Officer and other staff report for duty at their respective purchase centre on 27th September for procurement.
- c. Ensure that procurement is done according to FAQ norms.
- d. Suitably located weighbridges shall be identified for weighment during transit from purchase centre to storage godown. Inspectors, Legal Metrology will check these weighbridges for accuracy and reliability. The arhatias will ensure that his representative will sit at these weighbridges to avoid any weight related complication later. These weigh bridges will maintain working CCTVs and will keep the feed with them for at least 6 months
- e. Ensure that the payment by procuring agency will be done after receipt of grains at Storage point.
- f. A district call centre shall be established in each DFSC office to assist the Procurement Officer and staff. The state helpline number is 1800-180-2060.
- g. Vehicle shall be provided to inspection staff for easy access to different procurement centers. Mobility shall be ensured to provide timely assistance to Procurement Officers. Vehicles may be hired immediately.
- 6. Role of the Purchase Officer (PO) for each purchase centre**
- a. To get themselves adequately trained in mandi operations in all procurement related activities.
- b. Bajra has to be purchased from the farmers who are registered on "Meri Fasal Mera Bayora" Portal of Haryana Government and invited through SMS by HSAMB for that particular day. Maximum limit of Bajra Purchased from a farmer is 40 qtl. per day.
Paddy has to be Purchased through the Arhatia from the farmers who are registered on "Meri Fasal Mera Bayora" Portal and invited through SMS by HSAMB for that particular day.
- c. Ensure that farmers should have proper gate pass for his crop.
- d. Quality of paddy/bajra/moong/maize to be procured should be Fair Average Quality, as per the specifications prescribed by GOI. To assess the quality it has to be ensured that stock be placed in proper heap shape. The heap should be placed at pakka floor or on polythene covers.
- e. It should be ensured that stock is properly cleaned and foreign material, chaffs etc. should not be more than the permissible limit.
- f. The moisture content of bajra should not be more than 14% and for paddy it should not be more than 17%. To ensure correct recording of moisture, sample should be taken randomly at many places from the heap.
- g. After ensuring quality and moisture content, the approval to Purchase shall be given by PO. In case quality of stocks is not as per FAQ parameters, farmer may be advised to upgrade the same by way of cleaning. In case moisture content is more than the prescribed limit farmer may be advised to give Sun exposure to stock for drying.
- h. After PO's approval with regard to quality and moisture, the process of acceptance of crop will start. Thereafter the Arhatia in case of Paddy will issue gunny bags and ensure filling, weighing and stitching as per the specifications. Standardisation in respect of weight is very important.
- i. Thereafter necessary entry in E-Kharid Portal has to be made and J-Form and I-Form shall be generated by Arhatia. The J-form will be given to farmer and I-form will be given to procuring agency.



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- J. Thereafter this bagged stock will be loaded into the trucks provided by the transport contractor nominated for that Mandi. A proper Release Order (RO) has to be issued by the Purchase Officer (PO) to allow the stocks to move from mandi to Godown. Thereafter truck shall be weighed on the Lorry weighbridge available in the Mandi premises or nearby. In case any shortage in weight is detected at this point, it shall be recovered from the Arhatia/representative of society respectively for Paddy, Bajra, Moong and Maize who has undertaken weighment of bags.
- k. Thereafter the stock has to be deposited in mills designated by procuring agency. In case stock found below FAQ the same will be returned by mill in charge of procuring agency and it will be responsibility of PO to ensure upgrading of stocks. Procuring agency shall not bear any expenditure incurred on account of upgradation or stock declared rejected.
1. The stocks will be again weighed at lorry weighbridge or nearby and Mill Acceptance Receipt (MAR) will be issued as per this weight. In case of any shortage, in the weight declared at first lorry weighbridge and MAR weight the same will be recovered from transport contractor. Purchase Officer will give approval to release payment to Aartiya/Cooperative Society as per MAR.
- l. It shall be responsibility of Purchaser to ensure proper reconciliation of Release Orders (RO) issued at Mandi level with Mill Acceptance Receipts (MAR). He shall be deemed responsible in case of non-reconciliation.
- m. The PO shall communicate the figures of daily purchase, lifting and closing balance and ensure that no pilferage or loss of purchased stock takes place.



Deputy Director (Procurement)
for Director Food, Civil Supplies and
Consumer Affairs Department, Haryana

Endst. No. RP-1-2020/16234

Dated Chandigarh the 26.09.2020

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

1. Managing Director, Hafed, Sector-5, Panchkula
2. The Managing Director, HSWC, Sector-2, Panchkula.
3. The General Manager, FCI, Haryana Region, Sector-4, Panchkula.
3. All the District Food and Supplies Controllers in the State.


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