

**HARYANA STATE WAREHOUSING CORPORATION**  
**BAY NO.15-18, SECTOR-2, PANCHKULA**

No. HSWC/Tech/Asstt./WP-33/Rabi-2025-26/ 9072-9081

Dated: 04 APR 2025

To,

All the District Managers,  
Haryana State Warehousing Corporation in the field.

**Sub: Guidelines for procurement of wheat and coarse grains during Rabi Marketing Season 2025-26.**

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The State Govt. has decided that the procurement of wheat/ barley in Rabi, 2025 will be done by the procuring agencies to the extent of the share indicated below against each:

|         |        |
|---------|--------|
| HAFED - | 40.0 % |
| FOOD -  | 30.0 % |
| HSWC -  | 20.0 % |
| FCI -   | 10.0 % |

The State Govt. has allocated the mandis to be operated by the different State Procurement Agencies. The list of mandis distributed among the agencies for carrying out procurement operations has been circulated to all District Offices separately.

It is emphasized that any change in days of operations/mandies at District Level should not be agreed to without the approval of this office.

**1. LICENCE FOR PROCUREMENT:**

Under the provisions of the Punjab Agricultural Produce Market Act, 1961 licence for operating in the mandies may be obtained/ renewed from the competent authorities.

**2. PROCUREMENT PRICE:**

The support price of Wheat / Barley for fair average quality has been fixed by Govt. of India at Rs. 2425/- and Rs.1980/- per quintal respectively for Rabi Marketing Season 2025-26. It must be ensured that farmers should get the Minimum Support Price fixed for prescribed grade specifications. It has been decided that the period of procurement under MSP operation during Rabi Marketing Season 2025-26 shall be commenced from 1.04.2025 to 15.05.2025 for Food Corporation of India and the State Govt. and their agencies.

**3. DEPLOYMENT OF PROCUREMENT STAFF:**

The District Managers shall ensure deployment of adequate staff at all the allotted mandis in their circles before 1<sup>st</sup> of April, 2025 for conducting wheat procurement operations. The staff will effect purchase of wheat in the event of market price falling below the MSP. In case of any specific problem, they may seek guidance from Head Office.

**4. GRADE SPECIFICATIONS:**

Govt. of India vide Memo No. FP-1-2025/4101 dated 13/03/2025 & CAL-2025/2972 dated 21.02.2025 has communicated that the uniform specifications of wheat & barley for the Rabi Marketing Season 2025-26, shall remain same as conveyed for Rabi 2020-21 vide Ministry's Letter No. 7-8/219-S&I Dated 27/03/2020 and continue to be

applicable unless otherwise communicated by Govt. of India. These specifications have also been circulated to all DMs in the Field vide-mail earlier. The concerned staff should acquaint themselves with these specifications and it should be ensured that the purchase of wheat is made strictly according to these specifications.

The procurement of food grains/coarse grains on Minimum Support Price (MSP) during Rabi Marketing Season 2025-26 will be made to ensure that farmers get at least the price fixed by Govt. of India for their produce conforming to specifications. With a view to have speedy disposal of arrivals of food grains /coarse grains in the mandis and to make the procurement operations a success, all concerned are given following information and guidelines: -

I. *Prospects of production of Rabi Foodgrains/coarsegrains*

(a). **Wheat**

As per estimates of Agriculture Department wheat has been sown in an area of 24.63 lac hect. and its likely production would be about 116.24 lac MT, out of which about 75.00 LMT is expected to be procured on MSP by all the procurement agencies.

(b). **Barley**

Barley has been sown in an area of 0.13 lakh Hect. and its production is likely to be around 0.47 lakh MT. In the event of market prices of Barley tend to fall below MSP, the State Procurement Agencies will effect its purchase on MSP.

(c) **Gram**

Gram has been sown in an area of 0.24 lakh hect. and its production is likely to be around 0.30 lakh MT. However, as per past experience the market prices of Gram generally remains higher than MSP, therefore, the necessity of its purchase on MSP may not arise. In case market prices of Gram tend to fall below MSP, Hafed will effect its purchase on MSP on behalf of Nafed.

(d) **Mustard**

The State Government may consider 100% procurement of Fair Average Quality (FAQ) Mustard, Gram, Sunflower, Summer Moong and Lentil at Minimum Support Price (MSP) for Marketing Season 2025-26. The procurement of 25% of total production of oilseeds would be made under PSS and the rest of procurement may be under taken by State Government. HAFED will act as State Nodal Agency on a 50:50 basis for the procurement of Mustard and Sunflower under PSS during marketing season 2025-26.

II. **Main features of Rabi Procurement Policy**

(a) **Commencement of season**

The commencement of Procurement of wheat and Barley from 1<sup>st</sup> April, 2025 to 15<sup>th</sup> May, 2025 and Gram from 1<sup>st</sup> April, 2025 to 10<sup>th</sup> May 2025.

(b) **MSPs of Rabi Crops**

The MSPs of various Rabi Crops fixed by Govt. of India for the RMS 2025-26 have already been circulated by Director Food & Supplies, Haryana vide letter No. FP-1-2024/15489 dated 05/11/2024.

The commodity-wise MSPs fixed by GOI are as under:-

|                       |   |                     |
|-----------------------|---|---------------------|
| • Wheat               | = | Rs. 2425/-per qtl.  |
| • Barley              | = | Rs. 1980/- per qtl. |
| • Gram                | = | Rs. 5650/-per qtl.  |
| • Masur(Lentil)       | = | Rs. 6700/-per qtl.  |
| • Rapeseed/Mustard    | = | Rs. 5950/-per qtl.  |
| • Safflower/Sunflower | = | Rs. 5940/-per qtl.  |

**Specifications of Rabi Food grains**

Government of India has kept the Specifications of Wheat and Barley for Rabi 2025-26 as were during Rabi Marketing Season 2025-26 which are as under:-

**Wheat shall:**

- be the dried mature grains of Triticum vulgare, T. compactum, T. sphaerococcum, T. durum, T. aestivum and T. dicoccum
- have natural size, shape, colour and lustre.
- be sweet, clean, wholesome and free from obnoxious smell, discolouration, admixture of deleterious substances including toxic weed seeds and all other impurities except to the extent indicated in the schedule below.
- be in sound merchantable condition.
- not have any admixture of Argemone mexicana and Lathyrus sativus (khesari) in any form, colouring matter and any obnoxious, deleterious and toxic material.

**Schedule showing the maximum permissible limits of different Refractions in: Fair Average Quality of wheat.**

| Foreign Matters % | Other food grains % | Damaged grains % | Slightly damaged grains % | Shrivelled and broken grains % | Weevilled grains (%) |
|-------------------|---------------------|------------------|---------------------------|--------------------------------|----------------------|
| 0.75              | 2.00                | 2.00             | 4.00                      | 6.00                           | 1.00                 |

**NOTE:**

- Moisture in excess of 12% and upto 14% will be discounted at full value. Stocks containing moisture in excess of 14% are to be rejected.
- Within the overall limit specified for foreign matter, the poisonous weed seeds shall not exceed 0.4% of which Dhatura and Akra (Vicia species) shall not be more than 0.025% and 0.2% by weight respectively.
- Kernels with glumes will not be treated as unsound grains during physical analysis the glumes will be removed and treated as organic foreign matter.
- Within the overall limit specified for damaged grains, ergot effected grains shall not exceed 0.05%.

5. In case of stocks having a living infestation, a cut at the rate of Rupee Two per quintal may be charged as fumigation charges.
6. For weevilled grains determined by count, stocks containing weevilled grains in excess of 1% will be rejected. The rate of cut for weevilled grains will be @ Rs. 2 per quintal.

#### Method of Analysis

As given in Bureau of Indian Standard No. IS 4333 (part I and II) 2018 and as amended from time to time except for weevilled grains, which are to be determined by count method.

**Definitions of refractions:** As contained in BIS Specifications No. 2813-1995 and as amended from time to time

(State Government has decided that in lieu of excess moisture extra wheat be taken)

#### THE UNIFORM SPECIFICATION OF BARLEY for Rabi Marketing

##### Season 2025-26.

Barley shall:

- a) be the dried mature grains of *Hordeum vulgare*
- b) have uniform size, shape and colour
- c) be sweet, clean, wholesome and free from obnoxious smell, discolouration, admixture of deleterious substances and all other impurities except to the extent indicated in the schedule below.
- d) not have any admixture of *Argemone mexicana* and *Lathyrus sativus* (khesari) in any form, colouring matter, pesticide and any obnoxious and toxic material.
- e) be in sound merchantable condition & the procurement of food grains commodities under central pool shall be carried out as per the schedule of the specifications given below: -
- F) Conform to Food Safety and Standards Act/Rules (Formerly PFA).

**Schedule showing the maximum permissible limits of different Refractions in Fair Average Quality of Barley.**

| Foreign Matters % | Other Foodgrains % | Damaged Grains % | Slightly damaged & touched grains % | Immature and shrivelled grains % | Weevilled Grains | Moisture content |
|-------------------|--------------------|------------------|-------------------------------------|----------------------------------|------------------|------------------|
| 0.75              | 5.00               | 3.00             | 8.00                                | 8.00                             | 1.00             | 12.00            |

#### **Note**

1. Within the overall limit of foreign matter, the poisonous weed seeds shall not exceed 0.5% of which Dhatura and Akra (*Vicia species*) shall not be more than 0.025% and 0.2% by weight respectively.
2. Moisture in excess of 12% and upto 14% is to be discounted at full value. Stocks containing moisture in excess of 14% are to be rejected.

3. For weevilled grains determined by count, stocks containing weevilled grains in excess of 1% will be rejected. The rate of cut for weevilled grains will be @ Rs. 2 per quintal.
4. In case of stocks having living infestation, a cut @ Rs. 2/- per qtl. may be charged as fumigation charges.

### **Method of Analysis**

As given in Bureau of Indian Standard NO. IS 4333(Part 1 and II) 1967 and as amended from time to time except for weevilled grains that are to be determined by count method.

### **Definitions of Refractions:**

As contained in BIS Specifications NO. 2813-1995 as amended from time to time

## **III. ARRANGEMENTS MADE FOR PROCUREMENT**

### **(a). Procurement Agencies & procurement share**

Four procurement agencies will effect purchase of wheat in the mandis allocated to them i.e. Food Civil Supplies and Consumer Affairs Department (30.0%), HAFED (40.0%), Food Corporation of India (10.0%) and Haryana State Warehousing Corporation (20.0%). The procurement agencies will make all necessary arrangements for the procurement of Wheat in the mandis allocated to them. The staff of these agencies will remain present in the mandis on the day allocated to them and they will effect purchase of wheat in the event of market price falling below the MSP.

### **(b). Mandis and allocation thereof**

During Rabi Marketing Season 2025-26, the arrangements for purchase of wheat have been made in 417 mandis. Agency-wise List of allocation of mandis is being sent separately. The concerned heads of the state procuring agencies and FCI in the State as well as in the Districts will ensure that all the mandis are inspected and are geared up for procurement well before the commencement of season so as to facilitate uninterrupted procurement operations. It may also be ensured that mandis are equipped with Civic amenities such as drinking water toilets, light, electric jharnas, pucca platforms, Shamiana and parking place etc. Arrangements for cleaning the foodgrains have been made in all the mandis. For this, CA, HSAMB has already made mandatory for all the arthias to have facility of electric fan, jharna, polythene covers, wooden crates and labour etc. If any of the mandi is lacking the basic amenities etc. that should be brought to the notice of Secretaries of Market Committees/Haryana State Agricultural Marketing Board or the Director Food, Civil Supplies and Consumer Affairs, Haryana promptly, who in turn will ensure that the facility is provided in the mandis immediately.

### **(c). Packing material**

The State Procurement Agencies have made necessary arrangements of the packing material for procurement of **80.00 LMT** of wheat and FCI has made arrangements for **3.20 LMT** purchase. Similarly, sufficient quantities of other material such as polythene covers, meshnets, tarpaulins and fumigants have been arranged. Procurement Agencies will have to ensure stocking of the packing material particularly the bales at the strategic points and mandis, well before the commencement of season so that no difficulty is experienced when the actual procurement starts.

**(d). Cash Credit Limit and payment to the farmers.**

The State Government is committed to make the payments to the farmers within 48-72 hours of approval of I-form. For this, sufficient cash credit limit is being arranged. The allocation of funds would be communicated to the State Procurement Agencies in due course of time. Each Procurement Agency will place sufficient funds at the disposal of their district heads for the purchase of foodgrains / coarse grains to make the payment to the farmers. The payment will be done on receipt of grains at the storage site of the procurement agency.

**The full payment of MSP will be made to the farmers in their accounts through online transfer of funds. The mechanism of E-kharid shall be used for online transfer.**

**(e) Billing cum Payment Agents (BCPA)**

Govt has decided not to appoint BCPA during RMS 2025-26. In place of BCPA govt has decided to make online payment through selected banks and regarding other works done by the BCPA instructions have been issued by the Govt vide letter No. FP-1-2019/6994 dated 18.04.2019 that this work will be done by the inspectorate staff.

**(f). Labour Cartage & Transportation Contractors**

Labour and transportation contractors for the year 2025-26 are being appointed in the mandis. For this, detailed guidelines/schedule have been issued. The concerned agency and district administration will ensure that the appointed contractors function smoothly during the year and bottlenecks, if any, are removed promptly.

**(g) Preparation of Mandi-wise movement / storage plan and storage of stocks.**

For the mandis allocated to various procurement agencies, the heads/district heads of the procurement agencies will ensure the preparation of *mandi-wise* movement and storage plan well before the commencement of the season. Each Procurement Agency must know as to how much quantity they are likely to purchase in a *mandi* and how the procured quantity will be moved or stored at a particular place. The appropriate selection of storage place particularly open capacity is of paramount importance. The heads of the Procurement Agencies will ensure that the particular storage place selected for storage, is not located in a low-lying area and it must be ensured that storage of stocks on the selected places is safe. Each head of the procurement agency shall carry out test check of at least 10% sites so as to ensure that the stocks so stored are safe. It will be ensured by the heads of the procurement agencies that inspection of each storage point is carried out at least twice a year. Nevertheless, the heads of the Procurement Agencies in the district will always keep a watchful eye so as to ensure that the stocks in storage are safe. Besides, samples of the stocks stored will also be drawn periodically.

**(h). Setting up of Control Rooms**

The Heads of the Procurement Agencies will set up control rooms at the State Headquarters as well as District Headquarters well before the commencement of the season. The procurement agencies will ensure to communicate information about procurement to the control rooms of Food Civil Supplies and Consumer Affairs Department on day-to-day basis. The Food Civil Supplies and Consumer Affairs Department in turn will communicate the

procurement information to Govt. of India and other concerned quarters on day-to-day basis.

(i). **Deployment of staff**

Each procuring agency will deploy sufficient staff in the mandis allocated to them before the commencement of the procurement of Mustard, Wheat, Gram and Sunflower Seed so that they may resume procurement operations as and when warranted by the situation.

IV. **Mode of Procurement**

(a). **Entering the mandis**

All the Procurement Agencies will ensure that their staffs enter the mandis allocated to them on the commencement of Rabi Marketing Season. In case prices of Wheat/Barley/Mustard/Sunflower Seed fall below the MSP, the same would be purchased on MSP as per specifications laid down by Govt. of India.

(b). **Online Payment of MSP during Wheat Procurement**

- i. For the wheat procurement Online payments will be made to Bank account of registered farmers for MSP. The payment will be facilitated by E-kharid portal. The metadata of online payment to farmers will be shared through PFMS to the Central Government.
- ii. Software provider and the Commercial Bank concerned shall work in tandem to ensure smooth integrated online operations (from generating gate pass for making the payment on-line.)
- iii. FIFO- transportation to storage-The policy of FIFO shall be applicable for both transportation and storage of food grains.
- iv. The authorized Commercial Banks (to conduct Government Business) shall be offered the opportunity to participate/discharge this obligation on uniformly offered terms and conditions on non-exclusive basis.
- v. The modalities of this aspect shall be finalized by the Department of Food Civil Supplies and Consumer Affairs. The Director, Food Civil Supplies and Consumer Affairs shall be authorized to represent the Government of Haryana in signing any MoUs/other instruments in this regard, wherever and whenever required.
- vi. No interest charges for delayed payment will be given to those farmers and arhtiyas who provide wrong information pertaining to their Bank Accounts will self-responsible for delay payments.

(c). **Entering the arrivals in record**

Correct, proper and complete maintenance of PR-1 register (arrival register) in each *mandi* is of paramount importance. It is necessary that all stocks of Wheat, Barley and Mustard brought in the *mandi* by the farmers are entered in PR-1 register with complete details of the buyers and also no heap is left unrecorded. The Inspector, Sub-Inspector incharge of the *mandi* should be advised to maintain record of all the entries and keep the PR-1 register upto date. Intelligent and experienced official should be assigned the task of the maintenance of this register. It will be the responsibility of the District Officers to ensure that the register is correctly maintained and completed at the close of the day, signed by the Inspector/Assistant Food and Supplies Officer, incharge of the *mandi* and by the concerned incharge of the agency (who have made purchases from the *mandi*), analyst and the representative of the Market Committee. In token of the

correctness of the entries, especially the columns relating to the rate and the estimated quantity of each heap. The register should also be checked occasionally by the supervisory officers who happen to visit the *Mandi* during the procurement season. Such a register is also maintained by the staff of the Market Committees in which the entries of all arrivals are made. At the end of the day, the entries of both these registers should be got verified so as to keep an account of arrivals and procurement.

**(d). Purchase of Food grains/Coarse grains**

- (i) Procurement Agencies will ensure that the farmers do not in any way get price lower than the procurement/support price if their produce conforms to specification. In case foodgrains stocks brought in the mandis by the farmers do not conform to the required specifications, they should be advised by the staff of the procuring agencies as well as the staff of the Market Committees to clean and improve its quality by applying double *jharna* or drying etc., so that the stocks reach the level of required specifications to ensure that they get full price for their produce. It is very important that the farmers are paid proper price and also provided full opportunity to improve the quality where ever necessary.
- (ii) It will be the responsibility of the Procurement Agencies to ensure that representative samples of Food grains/Coarse grains are properly drawn every day in each *mandi* and analysed in order to determine that proper quality of wheat has been purchased. The right of pre-emption for making procurement of wheat should be exercised judiciously so that the interest of the farmers is fully protected and price of wheat does not fall below the support level.
- (iii) The Procurement Agencies must ensure that the procurement is made according to the specifications and by carrying out visual inspection of stocks, such inspection should be made by experienced staff in the mandis. The food grains laboratory staff should also be actively associated with purchases in the mandis. The Head Analyst/Junior Analyst should be posted in big mandis and other mandis in the adjoining areas should be put under his charge as far as quality is concerned, to ensure purchases of proper quality foodgrains conforming to specifications.
- (iv) For the convenience of the farmers, two boards in Hindi indicating specifications of wheat and other foodgrains as laid down by Govt. of India and the price payable should be displayed at prominent and conspicuous places in each *Mandi*. In case of big mandis the number of such boards may be increased according to need.
- (v) It is necessary for the Procurement Agencies to exercise strict vigil and keep a watchful eye on all stages of operations so as to ensure that there are no malpractices or manipulations in the transactions of procurement.

**(e) Method of sampling/analysis**

(i) Each Procurement Agency will ensure that the representative samples of food/coarse grains are invariably drawn daily at 12.00 noon in each *mandi* and the same are analysed by the evening. For this purpose a register should be maintained in each *mandi* in which such samples together with the results are entered. The register should contain the following columns:-

- a). Date
- b). Time of drawing the sample.
- c). Name of the Arhtias from whose shop the sample drawn.
- d). Name of the farmer from whose stocks samples were drawn.
- e). Estimated quantity brought by the farmers from which samples were drawn.
- f). Result of visual inspection and price paid.
- g). Result as per laboratory test and price payable.
- h). Total number of samples drawn.

(ii) The above register should be maintained in each *mandi* and should be made available for inspection to the visiting officers. It should be ensured that the representative samples are drawn every day by all the Procurement Agencies in each *mandi* in accordance with the above instructions. A report giving the details of the samples may also be sent to their respective headquarters. In the event of Procurement Agencies not having any expert staff, the technical staff of the Food, Civil Supplies & Consumer Affairs Department, HAFED and HSWC will give a helping hand to them.

**(f) Check against unnecessary rejection of food grains in mandis**

- (i) Complaints are generally received in some cases that the stocks are rejected by the Procurement Agencies on the plea that these do not conform to the prescribed specifications and such stocks are purchased by the trade at very low rates and then passed on to the Procurement Agencies the next day or after a few days at the procurement prices. The District Heads of Procurement Agencies have to be very vigilant and take all steps to ensure that the farmers are not exploited in any way and there is no collusion of any kind between the procurement staff and the traders.
- (ii) Whenever the stocks are rejected by the Procurement Agencies it should be personally verified & checked by the in-charge of the *mandi* whether the stocks were actually not in accordance with the prescribed specifications and were rightly rejected and that these could not be improved either by cleaning or otherwise. Further, in order to ensure that the stocks rejected are really beyond the prescribed specifications, samples of all such heaps of wheat which are rejected by the Procurement Agencies should invariably be drawn and analysed in the District Food Grains Laboratory. A report about the rejected stocks showing interalia the name of centre, number of heaps rejected and their quantity with the name of farmers and his proper address as also the results of analysis may be sent daily to the office of Director Food, Civil Supplies & Consumer Affairs Department, Haryana.

**(g) Mandi Level Committees to resolve disputes regarding quality**

- (i) Like previous years, a committee consisting of the following should be constituted in each *Mandi* to assist the procurement in-charge of HSWC Food and Supplies/ Assistant Food & Supplies Officer as the case may be in correctly determining the quality of wheat especially in case of doubtful nature and to settle disputes/complaints connected therewith:-
  - (a) Secretary Market Committee or his representative.
  - (b) A representative of the growers to be picked up daily from amongst the growers present in the *mandi*, in consultation with other members of the Committee. It would not be possible to have a specific person on the committee as he may not come to the *mandi* with the produce daily.
  - (c) Inspector, Food and Supplies or Assistant Food and Supplies Officer as the case may be.
  - (d) Local representative of the HAFED, HSWC and FCI.
  - (e) In case where the quality determined by the Inspector Food and Supplies or the Assistant Food and Supplies Officer, as the case may be, is not acceptable to the farmers or there is any dispute about the rejection of any heap, the above committee would inspect the heap and give its decision about

the acceptability of the heap. If the disagreement/ difference of opinion still persist, a joint sample of the heap should be drawn and got analysed. The farmers should, however, be given every opportunity to improve these stocks by cleaning etc. and satisfy himself about prices determined in such cases. It should be clearly understood that the committee would act only in an advisory capacity and responsibility of purchasing correct quality would be that of the concerned purchasing agency.

**ii. A standing Grievance Redressal Committee shall be constituted for each Mandi, At least one member of this committee shall be present in the Mandi throughout the duration of the day when the process of procurement is on:**

- a. An Officer of the rank of (DDPO/District Agriculture Officer/XEN Panchayati Raj, GM — DIC, etc) as Chairman;
- b. A representative of the DFSC/DFSO (in-charge) concerned.
- c. A representative of the Market Committee
- d. A representative of HSWC/HAFED (depending on which agency is operating the Mandi)
- e. This committee shall be notified by the concerned Deputy Commissioner.
- f. The Additional Deputy Commissioner of the District shall be the over all in- charge of the Grievance Redressal for all mandis in the District.

**The Deputy Commissioner shall be the over all in-charge of all procurement related activities in the District.**

**(h) Filling of Bags**

Wheat/Barley will be filled in new bags in the standard weight of 50 kg only as per instructions of Government of India.

**(i) Stencilling of Bags/ Colour coding**

- i) The stencilling of bags may be made in clean, legible, adequately bold and in fast colour. The following marking will be stencilled on each bag:
  - a). Food, Civil Supplies & Consumer Affairs, Haryana or the name of purchasing agency.
  - b). 2025-26.
  - c). Name of mandi.
  - d). Name of Kacha Arhtia.
  - e). F.A.Q. Wheat.

- ii). Govt. of India decision letter No. 15(1)/2012-PY-III-367559 Dated 08/10/2024 regarding colour coding for the bags to be used for RMS 2025-26 has already been circulated vide Director Food & Supplies, Haryana letter No. SB-5-2024/14753 dated 11/10/2024 However, the same is reproduced as under:-

It has been decided to adopt RED Colour coding for gunny bags for RMS 2025-26. The Colour coding will be in the manner indicated below:-

1. Stencil or Branding as per indenters' requirements shall be in "BLUE" Colour.
2. Marking or stitching on the mouth of the bag after filling the grain will be done by the FCI/State Agencies in "RED" Colour.
3. For identification marking of marketing season, there will be colour coded strip/s on every jute bag. Width of each strip will

be of 4 threads. Each strip will be running along the length of the bags and shall be in "RED" colour.

4. Single strip is to be printed for bags to be supplied through the jute commissioner of India. This single strip shall be printed at a distance of about 150 mm away from any selvage of the bags.

(j) **Stitching of Bags**

The stitching of wheat bags should be double machine stitched. Each Procurement Agency will ensure that double machine stitching of bags is done in the mandis allocated to them. Any cuts imposed by FCI on account of poor stitching should be recovered from the Arhtias.

5. **PLACE OF PROCUREMENT:**

The purchase of wheat shall be made only in regulated mandies or the places as notified for the purpose by the Haryana State Agri. Marketing Board. The Market Committee should be persuaded to discourage bidding of heaps in low lying areas, remote places and in private enclosures, etc.

6. **GROWER'S PRODUCE TO BE PURCHASED**

Only growers' produce is to be purchased. The person giving bid has to be careful and ensure that traders' stocks are not purchased. Such incidents should be brought to the notice of District Administration.

7. **BID REGISTER:**

A bid register will be maintained. The details of the heap, seller's name, quality/variety, approx. quantity of heap, rate, etc. will be filled in this register by the concerned official on the spot. Bidding register should invariably indicate the grade/variety of the stocks purchased and their price/ rate. There should be no overwriting/cutting in the bidding register. Any mistake corrected in the bid register must be initialed by the representative of Market Committee and Food Deptt. Day's purchases entered in the bid register should be got counter signed from the representative of Food & Supplies Department, Market Committee and concerned arhtias to avoid any complications at a later stage.

8. **ISSUE OF GUNNY BAGS**

Besides availability of carry over quantity of Jute/HDPE/PP bales, direct supply of 50 kg. packing jute gunny bales has been arranged, which have arrived at the respective destinations. However, internal adjustment may be made by District Managers at their own level by exercising utmost economy. In case of any shortfall/ excess of gunny bales that may be intimated to Head Office. Gunny bags account should be maintained properly and up to date in the prescribed register. The work of distribution of gunny bales should be entrusted to a responsible official who will be accountable for proper maintenance of gunny bales record. The availability of the gunny bales and their utilization should be intimated to Head Office daily.

At the close of procurement season, the unutilized 'A' class gunnies should be collected within 7 days immediately. The cost of full quantity of Tat and Patti should also be realized from Arhtias, before the settlement of account provisionally at a prescribed scheduled rate of per bale plus applicable tax.

**NOTE: All the DMs, HSWC in the field are directed to use HDPE/PP & Jute Bags of previous crop years i.e left over Gunny Bales completely in first phase during RMS 2025-26 and after exhausting stocks of HDPE/PP bales, Jute Gunny Bales could be utilized. As no further permission for use of leftover Jute /HDPE bags of previous years will be accorded by Gol in future, failing which concerned DM, HSWC is solely held responsible for any type of financial losses under this head.**

**V Thrust areas during procurement**

**(a). Review and co-ordination**

The Heads of Procurement Agencies will review and co-ordinate the procurement operations on day-to-day basis. Similarly, the Deputy Commissioners and the district heads of Procurement Agencies will also conduct review of operations on day-to-day basis. Review meetings will also be held at higher level in the State and invariably at the level of Director, Food, Civil Supplies & Consumer Affairs and Additional Chief Secretary to Government of Haryana, Food, Civil Supplies & Consumer Affairs Department. The Heads of the Procurement Agencies will ensure proper co-ordination and monitoring of procurement operations.

**(b). Inspection of mandis**

The Deputy Commissioners will ensure that the mandis in their jurisdiction are inspected by senior functionaries. Major events taking place in the mandis are reported to higher level and appropriate action as warranted by situation is taken promptly. Similarly, the mandis allocated to various Procurement Agencies will also invariably be inspected by the Heads of Procurement Agencies to sort out any problems/bottlenecks.

**(c). Deployment of police in mandis**

Deputy Commissioners will ensure that policemen in sufficient number are deployed in all the mandis for the safety of farmers as also to check any untoward incidents taking place in the mandis during the procurement season. The Superintendents of Police be instructed to ensure social distancing during the procurement season.

**(d). Clearance of mandis**

The District Administration and the District Heads of the Procurement Agencies will ensure that the stocks purchased by them are lifted and the mandis are cleared as early as possible. This should be done as per mandi-wise storage and movement plan. No glut should be allowed to take place at any cost. The arrangements to ensure proper weighment of procured food grains are made in all the mandis and random checking be made before lifting the procured stocks.

**(e). Direct Deliveries**

Efforts should be made to make maximum direct deliveries of the procured stocks to FCI from mandis itself. For this, the District Heads of the procurement Agencies have to tie up arrangements with FCI well in advance.

**(f). Proper and safe storage of food grains**

It would be ensured that the procured stocks are stored properly and kept under safe custody so that there is no chance of any pilferage or damage to stocks taking place.

**(g). Education of farmers**

The Food, Civil Supplies & Consumer Affairs Department with the co-operation of the Procuring Agencies will educate the farmers. This will be with a view to advice the farmers to bring their produce to the mandis in a neat and clean condition. The farmers must know the prescribed parameters of quality so that they bring their produce accordingly and the same is purchased by the Procurement Agencies immediately on its arrival. In the event of any heap not conforming to the prescribed specifications, farmers would be advised by the staff available in the mandis to dry and

clean the stocks so as to bring it upto the prescribed specifications for which infrastructure has been created with each arhtias in the mandi.

**VI Maintenance of Accounts on the purchase of food grains**

- (i) The accounts of the wheat/barley purchased on MSP by the DFSCs are to be maintained as per provisions of the P.R. Manual of the Department as well as instructions issued be sent to Headquarter regularly.
- (ii) Government takes a serious view about the incomplete and improper maintenance of various documents particularly PR-1 register. Complete and proper documents, record and accounts as required need to be maintained. Every heap of the food grains must be entered in PR-1 register and no heap is allowed to remain unaccounted for. The PR-1, PR-3, PR-4, PR-6, PR-7, PR-8, PR-9, PR-14 (gate pass), PR-38 and PR-86 be maintained as per provisions of P.R. Manual of the Food Civil Supplies and Consumer Affairs Department or documents of procuring agencies as the case may be. In case the forms prescribed in the manual particularly those indicated above are not maintained regularly on day to day basis, it will render the official concerned as also the supervisory officers including the District Food and Supplies Controller responsible for stern disciplinary action. It should be particularly noted that for all movement which takes place from mandi or from godowns or open stocks etc. within the centre for despatch/storage PR-14 (gate pass) is always prepared. Similarly all operations involving financial implications must necessarily be recorded in the daily roznamcha (ii) in form PR-86 on the day of their occurrence. The staff of other Procurement Agencies will also ensure proper maintenance of accounts as per their laid down procedure and guidelines and will also maintain every detail about the procurement operations.

**9. WEIGHMENT:**

It should be ensured that the bags are filled in the mandis by the arhtias to a standard weight of 50 kg. net and weighment in mandies is done by the licensed weigher. Weighing scales being used by the katcha arhtias should also be checked frequently for correctness and stamping. The weight of the bags shall be test checked in the mandi at the cost of arhtias concerned. Despite these precautions, if any shortage is detected at the time of direct delivery of stocks to FCI/ storage in Warehouse, the same should invariably be got verified and signed from the concerned arhtias or his authorized representative to avoid any complication or litigation at a later stage.

Further, the standard weight of the stocks shall be reflected on the body of the Warehouse receipts and other relevant warehouse record, in case their weight is measured over & above the standard weight. However, it be ensured that the record of weighbridge weight is maintained invariably and the same is accounted for, while assessing the storage gain delivered at the time of delivery of the stocks.

Benefit of adjustment of excess/ shortage observed in the weight of the stocks received on the same day in HSWC/FCI godowns, is allowed to the commission agents from the stocks of their individual accounts only that too upto the standard filling and recovery for net shortage, if any, will be effected at FCI sale rate from their next bills. Such shortage is not allowed to be accepted in the shape of grains. **Nothing over and above the standard weight after giving the benefit of adjustment of day's receipt would be accepted.**

It should also be ensured that correct weight of the procured stocks is received at the storage points from the mandis and to achieve this objective, the detailed guidelines, as circulated vide H.O. letter No. HWC/Tech/TA-2/WP/ 2010/17031-38 dated 12.3.2010 and other related guidelines / instructions from time to time shall be followed meticulously. The salient points are reiterated below:

- i) The wheat for Central Pool stocks received at the warehouse will be subject to 100% weighment, if the total cartage/transportation from mandi to storage point via nearest weighbridge does not exceed 8 kilometres.
- ii) In case the total distance from mandi via the nearest weighbridge to warehouse exceeds 8 Kilometres, at least 10% test weighment will be done at the storage point.
- iii) *The linkage of mandis with storage locations should be made in the most economical manner and transportation must be undertaken through the shortest and most economical route. A certificate to the effect shall be furnished by DM that storage / linkage plan has been discussed and have been finalized by DM, FCI concerned in the joint meeting.*
- iv) *Before storing the procured wheat in the Warehouse, refusal of FCI for not taking direct delivery should be obtained in writing to avoid deductions or to facilitate contesting the cases with FCI for deductions, if any.*
- v) *The stocks shall be stored only in covered Godowns.*
- vi) *DM shall ensure 100% utilization of its own godowns and the godowns hired on guarantee basis if any, failing which responsibility of concerned DM and concerned Manager /Incharge shall be fixed for causing financial loss to HSWC in the form of rent payable /paid.*
- vii) **Storage Gain**  
*Details instruction regarding storage gain have already been issued by the H.O. from time to time including latest instructions about moisture-based storage norms applicable w.e.f. 01.04.2022. These instructions should be followed in letter and spirit especially recording of actual moisture stack-wise duly verified by the FCI authorities/ representative. The custodian / warehouse staff along with supervisory officers i.e DMs/AMQCs are liable to give moisture-based gain as per norms fixed by the Govt. of India and these are answerable/ responsible for any less gain or any damaged occurred to stocks during the storage period as per ordered by Board of Directors (BOD), HSWC in its meeting which is applicable w.e.f. 01.09.2022.*

**A committee comprising DM, HSWC, Accountant and the consignee Manager concerned is competent to approve rates for weighment on weighbridges.** The payment of rates of the weighbridge will not be more than what is allowed by FCI or FSD in nearby areas.

In case of outstation dispatches, Warehouse staff should ensure correct weighment at the time of loading of trucks.

If any shortage is observed at the destination, the Transport contractor will be responsible for the shortage observed at the destination provided the weigh bridge are in order at both i.e. loading and unloading point.

Further, the instructions regarding issuing the weighment slips to the truck drivers circulated vide Head Office letter bearing No HSWC/Tech/Weighment/ TA-2/2014/7870-7988 dated 20.02.2014 shall also be followed in letter and spirit.

Surprise checks during procurement will be made by the Officers from Head Office, and in case any laxity or further shortage in weight is observed, the concerned official will make himself liable for strict disciplinary action.

**In case of numerical shortages, the value will be recovered at double the cost @ receivable from FCI. The cost of wheat recovered against shortages shall be termed as sale to other parties in books of accounts.**

#### 10. SAFETY OF STOCKS:

- a) Arrangements may also be made for proper watch and ward to avoid pilferage, etc. Sufficient gunny bales/wooden crates/tarpaulins and polythene covers have been provided at the procurement centres, and if there is any additional requirement of gunny bales/wooden crates/tarpaulins, the same should be met with by inter-transfer within the circle, if possible, otherwise immediate intimation be sent to Head Office for making necessary arrangements. **This work may be got done at approved rates of MLC/DC, and in that case, H.O. sanction would not be necessary. The instructions for use of wooden crates in open & polythene sheets in covered accommodation have already been circulated which may be adhered to strictly.**
- b) Untimely rains are experienced during the course of procurement for the last few years. Proper arrangements should, therefore, be made in advance to meet such an eventuality. Bags which have been slightly effected by showers and are superficially wet be stacked up to 5 layers only in such a way that these dry up quickly. In no case, the wet/water effected bags be stacked mixed with sound stocks as these may involve sizeable expenditure on segregation and blending at the time of delivery to FCI. If warranted by the circumstances, wet bags may be replaced. In case the grains are effected by rain water, these should be segregated, salvaged, if necessary, dried & filled upto standard weight with the consent of the District Manager concerned so as to avoid further chances of damage/deterioration. A committee comprising DM, AM (QC) and Manager concerned shall carry out inspection of such stocks, assessment of loss and fixation of responsibilities. An intimation to this effect may be sent to Head Office by the concerned Manager immediately.

#### 11. LABOUR AND TRANSPORTATION:

The success of procurement depends to a great extent on labour. In most of the cases, the mandi labour and cartage contractors have since been finalized by the District Level Committee headed by D.C. to which District Managers are also the member. In case the contracts have not been finalized in respect of some of the mandis/ storage points, the DM should approach the same committee for the purpose.

The Managers should be advised to be very tactful in dealing with the labour. Under no circumstances, the Managers and other staff should quarrel with labour, otherwise work will suffer. The District Managers will also ensure that the payments to the labour contractors are made promptly and regularly so that they do not feel any hardship which may adversely effect their working.

In case MLC fails to remove the procured wheat from mandi, within stipulated time, the work may be got done at his risk & cost from the concerned source, of course, after having approval from the District level committee (DLC).

**12. DESPATCHES BY RAIL/ROAD:**

The movement allotted during the month is communicated to District Managers/Managers. The stocks offered to FCI will be approved by them ex-godown or in open complex as the case may be. These are to be moved on 100% weighment and the weighment should be jointly supervised with FCI. District Managers should ensure that movement allotted to us is not lapsed at any cost.

**13. TRANSPORTATION TO OUT STATIONS:**

The transportation shall not be done at more than the D.C. approved rates which are got fixed by the District Food & Supplies Controllers.

In case some of our Warehouses/procurement centres are not covered, the concerned District Food & Supplies Controller and Deputy Commissioner may be contacted to fix transportation charges for the same.

**14. INTIMATION TO HEAD OFFICE:**

It will be the responsibility of the District Manager to collect daily information about the quantity of wheat purchased, progressive purchase, stock delivered to FCI, gunny bags in hand, etc. from all the procurement centres/ mandies operated in their circles, at their own level. Centre-wise information will be compiled by them in the formats available at Annexure-I and will be got updated through e-mail to H.O. latest by 8:00 AM. In case any guidance regarding procurement operations is needed that may be conveyed to Head Office through email ID [msthwc@hry.nic.in](mailto:msthwc@hry.nic.in). If for some reasons, this facility is not available on any day, the figures may be communicated on telephone.

In the absence of District Managers, concerned AM (QC) or Accountant or the dealing Assistant of District office will ensure availability of the relevant information besides compliance of the above instructions.

The District Managers should constantly brief the District Administration about day-to-day progress of purchase of wheat as well as other issues connected thereto to get the bottlenecks removed at the spot.

**15. REPORTING OF IMPORTANT EVENTS:**

District Managers are also advised to keep H.O apprised of all important events in the mandies under their charge. They should also inform about any important news items which appears in the press concerning procurement on phone besides sending it in writing on top priority basis. Control Room would also be kept informed of all important events and information.

**16. DUTY REGISTER:**

To ensure that every official involved in procurement operation knows his duty and to avoid overlapping & to fix up the responsibility for any lapse, a duty register shall be maintained at each procurement centre/mandi/ Warehouse.

In exclusive mandies, an inspection register shall also be maintained.

#### 17. VISIT TO MANDIES BY DISTRICT MANAGERS:

As far as possible, the District Managers should ensure their presence at the procurement centres on the day of procurement so that their guidance is available to the staff and problems, if any, are sorted out at the spot.

It will also be ensured by them that wheat purchased is as per specifications. Stocks are properly weighed, mandi clearance is fast, day to day record is upto date and there is no complaint or malpractice in this operation.

#### 18. PURCHASE REPORT

Apart from communicating daily intimation in regard to purchase of wheat, a fortnightly purchase report will also be submitted to Head Office in the prescribed proforma

#### 19. PAYMENT OF MARKET FEE/CESS:

Market fee, cess & dami will be paid timely as prescribed by the Govt.

#### 20. RECOVERY FROM FCI:

For the quantity delivered to FCI, recoveries have to be made from them. The cost of gunnies and other incidentals charges to be paid by FCI are fixed by the Govt. of India from year to year. The bills on FCI must be raised immediately after delivery in the form prescribed by FCI. It should be ensured that the bills are prepared correctly and complete in all respect so that these are not returned by FCI and got cleared within a day or two. Prompt realization of bills from FCI is very necessary as we have to carry out operations within the cash credit limit sanctioned to us. It should also be ensured that un-necessary deductions are not made by FCI from our bills. An up to date record of bills preferred with FCI will be maintained in the bill register.

#### 21. PAYMENT TO MANDI LABOUR CONTRACTOR/CARTAGE CONTRACTOR:

Mandi labour and cartage contractor will submit bills for payment in the prescribed proforma. These will be supported by wheat sale account, work slips, proof of despatch/ acknowledgement duly signed by the Manager and the contractor. District Manager will ensure that these bills are cleared promptly. The payment of second advance to MLC/transporters before settling previous advance/ bills be discouraged.

#### 22. STOCK ACCOUNT:

Proper account of wheat purchase and delivery to FCI will be maintained in the stocks register. For the stocks stored in the Warehouses in Corporation's Account and acknowledgement will be issued in favour of Manager or Procurement Incharge.

#### 23. VERIFICATION OF PROCURED WHEAT:

Immediately after the procurement season, District Manager shall thoroughly check the mandi-wise record of procurement to ensure that the procurement account viz. total quantity purchased, quantity delivered to FCI and stored at one or more Warehouse is reconciled, Warehouse receipts are issued and the wheat stocks are physically available there.

The physical transaction under wheat procurement operations at purchase centre be reconciled with books of accounts and other set of record maintained at District Office. A certificate as per Annexure-II may be furnished by the District Managers within 15 days of close of mandies.

DMs are further advised to get the copy of these instructions downloaded from E-mail and circulate it to all the Managers / concerned staff at the warehouses/Distt.Office under their charge immediately.

The above instructions should be gone through carefully. In case any thing is not clear or some important matters have been left un-covered, necessary clarifications/guidance may be sought from this office immediately

The staff of other Procurement Agencies will also ensure proper maintenance of accounts as per their laid down procedure and guidelines and will also maintain every detail about the procurement operations.

Encl: As above.

-Sd-  
MANAGER(S&T)  
For MANAGING DIRECTOR

Endst. No. HSWC/Tech/Asstt./WP-33/Rabi-2025-26/

Dated: 25.03.2025

A copy each is forwarded to the following for information and necessary action to:

1. PS to Chairman/PA to M.D. for information of Chairman/Managing Director.
2. All the Officers at Head Office.
3. The Financial Adviser, HSWC, Head Office. He is requested to monitor the availability of funds with the Corporation on daily basis for making the payment of wheat stocks purchased, to assess the procurement trend on the basis of daily procurement reports received by him and to get Cash Credit Limit enhanced accordingly from the State Govt., if need be.
4. DM, Head Office/Manager Gr.-I/TAs/JTAs/G.K/Assistants at Head Office.
5. AMAs/All the Accountants at Head Office.

-Sd-  
MANAGER(S&T)  
for: MANAGING DIRECTOR

ANNEX-I

| HARYANA STATE WAREHOUSING CORPORATION, HARYANA                                                                                           |               |                |                               |               |                |                      |               |                     |              |                  |                          |                                   |
|------------------------------------------------------------------------------------------------------------------------------------------|---------------|----------------|-------------------------------|---------------|----------------|----------------------|---------------|---------------------|--------------|------------------|--------------------------|-----------------------------------|
| STATEMENT SHOWING MANDI WISE PURCHASE/DISPATCH/BALANCE OF MUSTARD DURING RMS 2025-26 AS ON 23-03-2025 11:59 PM Reporting Date 24-03-2025 |               |                |                               |               |                |                      |               |                     |              |                  |                          |                                   |
| Sr No.                                                                                                                                   | District Name | Mandi Name     | Expected procurement RMS 2026 | Total Arrival | Day's Purchase | Progressive Purchase | Day's Lifting | Progressive Lifting | Lifting %age | Balance in Mandi | No. of Farmers as on day | Total no. of Gate pass of Farmers |
| 1                                                                                                                                        | Ambala        | Shahzadpur     | 1444                          | 0             | 0              | 0                    | 0             | 0                   | 0%           | 86.09            | 53                       | 57                                |
|                                                                                                                                          |               | District Total | 1444                          | 0             | 0              | 86.09                | 0             | 0                   | 0%           | 1.4              | 2                        | 2                                 |
| 2                                                                                                                                        | Yamuna Nagar  | Yamuna Nagar   | 736                           | 0             | 0              | 86.09                | 0             | 0                   | 96%          | 3                | 55                       | 57                                |
| 3                                                                                                                                        | Yamuna Nagar  | Radaur         | 0                             | 0             | 0              | 1.4                  | 46.5          | 69.35               | 0            | 0                | 0                        | 0                                 |
| 4                                                                                                                                        | Yamuna Nagar  | Jagadhri       | 736                           | 0             | 0              | 72.35                | 0             | 69.35               | 0.9585349    | 4.4              | 157                      | 59                                |
|                                                                                                                                          |               | District Total | 1472                          | 0             | 0              | 0                    | 46.5          | 0                   | 0%           | 3.63             | 4                        | 4                                 |
| 5                                                                                                                                        | Panchkula     | Barwala        | 267                           | 0             | 0              | 73.75                | 0             | 0                   | 0            | 3.63             | 4                        | 4                                 |
|                                                                                                                                          |               | District Total | 267                           | 0             | 0              | 3.63                 | 0             | 69.4                | 96%          | 94.1             | 114.0                    | 120.0                             |
|                                                                                                                                          |               | Circle Total   | 3183.0                        | 0.0           | 0.0            | 143.5                | 46.5          | 0.0                 | 0.0          | 0                | 0                        | 0                                 |
| 6                                                                                                                                        | Bhiwani       | Bhiwani        | 37391                         | 0             | 0              | 0                    | 0             | 0                   | 0            | 0                | 0                        | 0                                 |
| 7                                                                                                                                        | Bhiwani       | Siwani         | 37858                         | 0             | 0              | 0                    | 0             | 0                   | 0            | 0                | 0                        | 0                                 |
| 8                                                                                                                                        | Bhiwani       | Tosham         | 35924                         | 0             | 0              | 0                    | 0             | 0.0                 | 0.0          | 0.0              | 0.0                      | 0.0                               |
|                                                                                                                                          |               | District Total | 111173.0                      | 0.0           | 0.0            | 0.0                  | 0.0           | 0.0                 | 0.0          | 0.0              | 0.0                      | 0.0                               |
| 9                                                                                                                                        | CharkhiDadri  | JhokhuKalan    | 14762                         | 0             | 0              | 0                    | 0             | 0.0                 | 0.0          | 0.0              | 0.0                      | 0.0                               |
|                                                                                                                                          |               | District Total | 14762.0                       | 0.0           | 0.0            | 0.0                  | 0.0           | 0.0                 | 0.0          | 0.0              | 0.0                      | 0.0                               |
|                                                                                                                                          |               | Circle Total   | 125935.0                      | 0.0           | 0.0            | 0.0                  | 0.0           | 0.0                 | 0.0          | 0                | 0                        | 0                                 |
| 10                                                                                                                                       | Fatehabad     | BhattuKalan    | 16482                         | 0             | 0              | 0                    | 0             | 0                   | 0            | 0                | 0                        | 0                                 |
| 11                                                                                                                                       | Fatehabad     | Fatehabad      | 2907                          | 0             | 0              | 0                    | 0             | 0                   | 0            | 0                | 0                        | 0                                 |
|                                                                                                                                          |               | District Total | 19389                         | 0             | 0              | 0                    | 0             | 0                   | 0            | 0                | 0                        | 0                                 |
| 12                                                                                                                                       | Hissar        | Hansi          | 4790                          | 0             | 0              | 0                    | 0             | 0                   | 0            | 0                | 0                        | 0                                 |
| 13                                                                                                                                       | Hissar        | Hisar          | 32998                         | 0             | 0              | 0                    | 0             | 0                   | 0            | 0                | 0                        | 0                                 |
| 14                                                                                                                                       | Hissar        | Uklana         | 4571                          | 0             | 0              | 0                    | 0             | 0                   | 0            | 0                | 0                        | 0                                 |
| 15                                                                                                                                       | Hissar        | Adampur        | 13597                         | 0             | 0              | 0                    | 0             | 0                   | 0            | 0                | 0                        | 0                                 |
| 16                                                                                                                                       | Hissar        | Barwala        | 18364                         | 0             | 0              | 0                    | 0             | 0                   | 0            | 0                | 0                        | 0                                 |
| 17                                                                                                                                       | Hissar        | Kaimri         | 409                           | 0             | 0              | 0                    | 0             | 0                   | 0            | 0                | 0                        | 0                                 |
|                                                                                                                                          |               | District Total | 74729                         | 0             | 0              | 0                    | 0             | 0.0                 | 0.0          | 0.0              | 0.0                      | 0.0                               |
|                                                                                                                                          |               | Circle Total   | 94118.0                       | 0.0           | 0.0            | 0.0                  | 0.0           | 0.0                 | 0.0          | 0                | 0                        | 0                                 |
| 18                                                                                                                                       | Kaithal       | Rajaund        | 100                           | 0             | 0              | 0                    | 0             | 0                   | 0%           | 1.4              | 1                        | 1                                 |
| 19                                                                                                                                       | Kaithal       | Pundri         | 473                           | 0             | 0              | 1.4                  | 0             | 0                   | 0            | 1.4              | 1                        | 1                                 |
|                                                                                                                                          |               | District Total | 573                           | 0             | 0              | 1.4                  | 0             | 0                   | 0            | 1.4              | 1.0                      | 1.0                               |
|                                                                                                                                          |               | Circle Total   | 573.0                         | 0.0           | 0.0            | 1.4                  | 0.0           | 0.0                 | 0.0          | 1.4              | 1.0                      | 1.0                               |

payments made to Arhtias/ realized from FCI on this account. The cost of mandi shortages if any, weighing----- Otl's. has also been recovered from the



| HARYANA STATE WAREHOUSING CORPORATION, HARYANA                                                                                           |               |                       |                               |               |                |                     |               |                     |              |                  |                          |                                   |
|------------------------------------------------------------------------------------------------------------------------------------------|---------------|-----------------------|-------------------------------|---------------|----------------|---------------------|---------------|---------------------|--------------|------------------|--------------------------|-----------------------------------|
| STATEMENT SHOWING MANDI WISE PURCHASE/DISPATCH/BALANCE OF MUSTARD DURING RMS 2025-26 AS ON 23-03-2025 11:59 PM Reporting Date 24-03-2025 |               |                       |                               |               |                |                     |               |                     |              |                  |                          |                                   |
| Sr No.                                                                                                                                   | District Name | Mandi Name            | Expected procurement RMS 2026 | Total Arrival | Day's Purchase | Pogressive Purchase | Day's Lifting | Progressive Lifting | Lifting %age | Balance in Mandi | No. of Farmers as on day | Total no. of Gate pass of Farmers |
| 20                                                                                                                                       | Nuh           | Tauru                 | 5233                          |               |                |                     |               | 0                   | 0            | 0                | 0                        | 0                                 |
| 21                                                                                                                                       | Nuh           | Punhana               | 9615                          | 0             | 0              | 0                   | 0             | 0                   | 0            | 0                | 0                        | 0                                 |
| 22                                                                                                                                       | Nuh           | Nuh                   | 1990                          | 0             | 0              | 0                   | 0             | 0                   | 0            | 0                | 0                        | 0                                 |
|                                                                                                                                          |               | <b>District Total</b> | <b>16838</b>                  | <b>0</b>      | <b>0</b>       | <b>0</b>            | <b>0</b>      | <b>0</b>            | <b>0</b>     | <b>0</b>         | <b>0</b>                 | <b>0</b>                          |
| 23                                                                                                                                       | Palwal        | Palwal                | 1360                          | 0             | 0              | 0                   | 0             | 0                   | 0            | 0                | 0                        | 0                                 |
| 24                                                                                                                                       | Palwal        | Hathin                | 892                           | 0             | 0              | 0                   | 0             | 0                   | 0            | 0                | 0                        | 0                                 |
|                                                                                                                                          |               | <b>District Total</b> | <b>2252</b>                   | <b>0</b>      | <b>0</b>       | <b>0</b>            | <b>0</b>      | <b>0</b>            | <b>0</b>     | <b>0</b>         | <b>0</b>                 | <b>0</b>                          |
| 25                                                                                                                                       | Gurugram      | Farrukhnagar          | 10370                         | 0             | 0              | 0                   | 0             | 0                   | 0            | 0                | 0                        | 0                                 |
| 26                                                                                                                                       | Gurugram      | Sohna                 | 4705                          | 0             | 0              | 0                   | 0             | 0                   | 0            | 0                | 0                        | 0                                 |
|                                                                                                                                          |               | <b>District Total</b> | <b>15075</b>                  | <b>0</b>      | <b>0</b>       | <b>0</b>            | <b>0</b>      | <b>0</b>            | <b>0.0</b>   | <b>0.0</b>       | <b>0.0</b>               | <b>0.0</b>                        |
|                                                                                                                                          |               | <b>Circle Total</b>   | <b>34165.0</b>                | <b>0.0</b>    | <b>0.0</b>     | <b>0.0</b>          | <b>0.0</b>    | <b>0.0</b>          |              |                  |                          |                                   |
| 27                                                                                                                                       | Panipat       | Panipat               | 2047                          | 0             | 3.82           | 158.1               | 40.8          | 130.55              | 83%          | 27.55            | 74                       | 106                               |
| 28                                                                                                                                       | Panipat       | Madlauda              | 735                           | 0             | 0              | 0                   | 0             | 0                   | 0%           | 1.7              | 2                        | 2                                 |
| 29                                                                                                                                       | Panipat       | Bapoli                | 10                            | 0             | 0              | 1.7                 | 0             | 0                   | 0            | 0                | 0                        | 0                                 |
|                                                                                                                                          |               | <b>District Total</b> | <b>2792</b>                   | <b>0</b>      | <b>3.82</b>    | <b>159.8</b>        | <b>40.8</b>   | <b>130.55</b>       | <b>83%</b>   | <b>29.25</b>     | <b>76</b>                | <b>108</b>                        |
| 30                                                                                                                                       | Sonipat       | Sonipat               | 2253                          | 0             | 0              | 0                   | 0             | 0                   | 0            | 0                | 0                        | 0                                 |
| 31                                                                                                                                       | Sonipat       | Kharkhoda             | 1219                          | 0             | 0              | 0                   | 17.8          | 17.8                | 54%          | 15.35            | 28                       | 28                                |
|                                                                                                                                          |               | <b>District Total</b> | <b>3472</b>                   | <b>0</b>      | <b>0</b>       | <b>33.15</b>        | <b>17.8</b>   | <b>17.8</b>         | <b>11%</b>   | <b>336.04</b>    | <b>213</b>               | <b>251</b>                        |
| 32                                                                                                                                       | Karnal        | Gharaunda             | 3925                          | 0             | 74.52          | 377.44              | 23.15         | 41.4                | 11%          | 336.04           | 213                      | 251                               |
|                                                                                                                                          |               | <b>District Total</b> | <b>3925</b>                   | <b>0</b>      | <b>74.52</b>   | <b>377.44</b>       | <b>23.15</b>  | <b>41.4</b>         | <b>11%</b>   | <b>336.04</b>    | <b>213</b>               | <b>251</b>                        |
|                                                                                                                                          |               | <b>Circle Total</b>   | <b>10189.0</b>                | <b>0.0</b>    | <b>78.3</b>    | <b>570.4</b>        | <b>81.8</b>   | <b>189.8</b>        | <b>147%</b>  | <b>380.6</b>     | <b>315.0</b>             | <b>387.0</b>                      |

| HARYANA STATE WAREHOUSING CORPORATION, HARYANA                                                                                           |               |                 |                               |               |                |                     |               |                     |              |                  |                          |                                   |
|------------------------------------------------------------------------------------------------------------------------------------------|---------------|-----------------|-------------------------------|---------------|----------------|---------------------|---------------|---------------------|--------------|------------------|--------------------------|-----------------------------------|
| STATEMENT SHOWING MANDI WISE PURCHASE/DISPATCH/BALANCE OF MUSTARD DURING RMS 2025-26 AS ON 23-03-2025 11:59 PM Reporting Date 24-03-2025 |               |                 |                               |               |                |                     |               |                     |              |                  |                          |                                   |
| Sr No.                                                                                                                                   | District Name | Mandi Name      | Expected procurement RMS 2026 | Total Arrival | Day's Purchase | Pogressive Purchase | Day's Lifting | Progressive Lifting | Lifting %age | Balance in Mandi | No. of Farmers as on day | Total no. of Gate pass of Farmers |
| 33                                                                                                                                       | Jind          | Safidon         | 1678                          |               |                |                     |               |                     | 0            | 0                | 0                        | 0                                 |
| 34                                                                                                                                       | Jind          | Julana          | 480                           | 0             | 0              | 0                   | 0             | 0                   | 0            | 0                | 0                        | 0                                 |
|                                                                                                                                          |               | District Total  | 2158                          | 0             | 0              | 0                   | 0             | 0                   | 0            | 0                | 0                        | 0                                 |
| 35                                                                                                                                       | Rohtak        | Meham           | 9411                          | 0             | 0              | 0                   | 0             | 0                   | 0            | 0                | 0                        | 0                                 |
|                                                                                                                                          |               | District Total  | 9411                          | 0             | 0              | 0                   | 0             | 0                   | 0            | 0                | 0                        | 0                                 |
|                                                                                                                                          |               | Circle Total    | 11569.0                       | 0.0           | 0.0            | 0.0                 | 0.0           | 0.0                 | 0.0          | 0.0              | 0.0                      | 0.0                               |
| 36                                                                                                                                       | Sirsa         | RisaliaKhara    | 6043                          | 0             | 0              | 0                   | 0             | 0                   | 0            | 0                | 0                        | 0                                 |
| 37                                                                                                                                       | Sirsa         | Ellenabad       | 12009                         | 0             | 0              | 0                   | 0             | 0                   | 0            | 0                | 0                        | 0                                 |
| 38                                                                                                                                       | Sirsa         | Kharian         | 8335                          | 0             | 0              | 0                   | 0             | 0                   | 0            | 0                | 0                        | 0                                 |
| 39                                                                                                                                       | Sirsa         | NathusariChopta | 23540                         | 0             | 0              | 0                   | 0             | 0                   | 0            | 0                | 0                        | 0                                 |
| 40                                                                                                                                       | Sirsa         | Odhan           | 8337                          | 0             | 0              | 0                   | 0             | 0                   | 0            | 0                | 0                        | 0                                 |
| 41                                                                                                                                       | Sirsa         | Chautala        | 4825                          | 0             | 0              | 0                   | 0             | 0                   | 0            | 0                | 0                        | 0                                 |
| 42                                                                                                                                       | Sirsa         | Kagdana         | 5342                          | 0             | 0              | 0                   | 0             | 0                   | 0            | 0                | 0                        | 0                                 |
| 43                                                                                                                                       | Sirsa         | Rania           |                               | 0             | 0              | 0                   | 0             | 0                   | 0            | 0                | 0                        | 0                                 |
| 44                                                                                                                                       | Sirsa         | Jamal           |                               | 0             | 0              | 0                   | 0             | 0                   | 0            | 0                | 0                        | 0                                 |
| 45                                                                                                                                       | Sirsa         | Baraguda        | 293                           | 0             | 0              | 0                   | 0             | 0                   | 0            | 0                | 0                        | 0                                 |
|                                                                                                                                          |               | District Total  | 68724                         | 0             | 0              | 0                   | 0             | 0                   | 0            | 0                | 0                        | 0                                 |
|                                                                                                                                          |               | Circle Total    | 68724.0                       | 0.0           | 0.0            | 0.0                 | 0.0           | 0.0                 | 0.0          | 0.0              | 0.0                      | 0.0                               |
| 45                                                                                                                                       | Rewari        | Bawal           | 19099                         | 0             | 0              | 0                   | 0             | 0                   | 0            | 0                | 0                        | 0                                 |
| 46                                                                                                                                       | Rewari        | Kosli           | 46932                         | 0             | 0              | 0                   | 0             | 0                   | 0            | 0                | 0                        | 0                                 |
|                                                                                                                                          |               | District Total  | 66031                         | 0             | 0              | 0                   | 0             | 0                   | 0            | 0                | 0                        | 0                                 |
| 47                                                                                                                                       | Jhajjar       | Jhajjar         | 19692                         | 0             | 0              | 0                   | 0             | 0                   | 0            | 0                | 0                        | 0                                 |
| 48                                                                                                                                       | Jhajjar       | Dhakla          | 11740                         | 0             | 0              | 0                   | 0             | 0                   | 0            | 0                | 0                        | 0                                 |
| 50                                                                                                                                       | Jhajjar       | Palauda         |                               | 0             | 0              | 0                   | 0             | 0                   | 0            | 0                | 0                        | 0                                 |
|                                                                                                                                          |               | District Total  | 31432                         | 0             | 0              | 0                   | 0             | 0                   | 0            | 0                | 0                        | 0                                 |
| 51                                                                                                                                       | Narnaul       | Kanina          | 26770                         | 0             | 0              | 0                   | 0             | 0                   | 0            | 0                | 0                        | 0                                 |
| 52                                                                                                                                       | Narnaul       | Narnaul         | 33744                         | 0             | 0              | 0                   | 0             | 0                   | 0            | 0                | 0                        | 0                                 |
| 53                                                                                                                                       | Narnaul       | Satnali         | 17073                         | 0             | 0              | 0                   | 0             | 0                   | 0            | 0                | 0                        | 0                                 |
|                                                                                                                                          |               | District Total  | 77587                         | 0             | 0              | 0                   | 0             | 0                   | 0            | 0                | 0                        | 0                                 |
|                                                                                                                                          |               | Circle Total    | 175050.0                      | 0.0           | 0.0            | 0.0                 | 0.0           | 0.0                 | 0.0          | 0.0              | 0.0                      | 0.0                               |
| 54                                                                                                                                       | Kurukshetra   | Ismailabad      | 26770                         | 0             | 0              | 52.27               | 0             | 0                   | 0%           | 52.27            | 39                       | 39                                |
| 55                                                                                                                                       | Kurukshetra   | Kanina          | 26770                         | 0             | 0              | 5.05                | 0             | 0                   | 0%           | 5.05             | 5                        | 5                                 |
|                                                                                                                                          |               | District Total  | 53540                         | 0             | 0              | 57.32               | 0             | 0                   | 0            | 57.32            | 43                       | 44                                |
|                                                                                                                                          |               | Circle Total    | 255360.0                      | 0.0           | 0.0            | 57.3                | 0.0           | 0.0                 | 0.0          | 57.3             | 43.0                     | 44.0                              |
|                                                                                                                                          | Grand Total   |                 |                               | -             | 78.34          | 112.58              | 128.25        | 259.10              | 32.69%       | 533.48           | 473.00                   | 552.00                            |

ANNEXURE-II.

Certified that a total quantity of \_\_\_\_\_ bags of HSWC wheat, weighing \_\_\_\_\_ MTs have been procured during Rabi, 2019 in the mandis falling under District Office, \_\_\_\_\_. Out of which \_\_\_\_\_ bags, weighing \_\_\_\_\_ MTs have been directly delivered from mandis to FCI and remaining quantity of \_\_\_\_\_ bags, weighing \_\_\_\_\_ MTs have been brought to the following Warehouse for storage as per details given against each:-

| Sr. No. | Name of Mandi | Total qty. of HSWC wheat proc. during Rabi, 2018 |     | Qty. directly delivered to FCI from mandi |     | Balance qty. stored at the Warehouses |          |                 |
|---------|---------------|--------------------------------------------------|-----|-------------------------------------------|-----|---------------------------------------|----------|-----------------|
|         |               |                                                  |     |                                           |     | Name of Warehouse                     | Quantity |                 |
|         |               | Bags                                             | MTs | Bags                                      | MTs |                                       | Bags     | Weight (in MTs) |
| 1.      | 2.            | 3.                                               | 4.  | 5.                                        | 6.  | 7.                                    | 8.       | 9.              |
|         |               |                                                  |     |                                           |     |                                       |          |                 |
|         |               |                                                  |     |                                           |     |                                       |          |                 |
|         |               |                                                  |     |                                           |     |                                       |          |                 |
|         |               |                                                  |     |                                           |     |                                       |          |                 |

Against above mentioned balance quantity of HSWC wheat, the Warehouse receipts have been issued by the concerned Warehouse Managers and these stocks have been physically verified by me and found correct as per record.

The quantity of procured wheat/quantity delivered to FCI also tallied with payments made to Arhtias/ realized from FCI on this account. The cost of mandi shortages if any, weighing----- Otls. has also been recovered from the concerned arhtias.

From : Directorate of Food, Civil Supplies and Consumer Affairs, Haryana, Chandigarh.

To

The Chief Administrator,  
Haryana State Agricultural Marketing Board,  
Panchkula.

Memo No. FP-1-2013/5554

Dated Chandigarh, the 19.03.2013.

**Sub: Procurement of wheat during RMS 2013-14 as per Fair Average Quality (FAQ) specification.**

Reference subject cited above.

Your attention is invited towards rules/ various instructions issued by HSAME from time to time concerning inventories to be maintained by arthias for smooth procurement of foodgrains. The same may be obtained in writing from the arthias by way of designing a standard proforma.

In addition, please also refer to instructions dated 22.01.2002 issued vide reference No. RP-1-2012/1412 by Food & Supplies Department, Haryana, vide which it was made compulsory that every arthia in the mandi:

1. Must have at least five tarpaulins and polythene sheets.
2. Adequate number of wooden crates.
3. Electric cleaning jharnias/ power machines to clean the foodgrains and
4. Identification slips to be inserted or stitched in the packing/marka showing the license number and name of arthia and mandi.

Your attention is also invited to the discussion of the meeting, dated 18.03.2013, under the Chairmanship of Principal Secretary to Govt. of Haryana. Food & Supplies Department on Rabi 2013-14 procurement, wherein emphasis was laid on procurement of good quality foodgrains within the specification of FAQ norms, along with safeguard of foodgrains from vagaries of nature.

It was decided in the meeting that Haryana State Agricultural Marketing Board (HSAMB) would constitute special teams of field officials of Market Committees, which would visit all the procurement centres/ mandis to ensure that the material mentioned above is available with each and every arthias. This would be followed by inspection of at least one mandi in each district by a team comprising of District, Food & Supplies Controller, District Manager, HWC/ Hafed and District Marketing Enforcement Officer of HSAMB. Besides a committee comprising of officers from the Hqrs. of HSAMB, Food & Supplies Department, Hafed and Haryana Warehousing Corporation would also be inspecting one mandi.

Accordingly, you are requested to constitute special teams which would ensure ( timeline 25<sup>th</sup> of March, 2013 ) that all the arthias have five tarpaulins and polythene sheets, adequate number of wooden crates, electric cleaning jharnas and arrangement for putting marka showing license number of arthias and name of mandi/ purchase centre. After the completion of this job, please do share the above said information with this office.

Sd/-

Dr. Mahavir Singh, IAS  
Secretary and Director General,  
Food & Supplies Department, Haryana, Chandigarh

AN - - -

From:

The Director,  
Food & Supplies, Haryana,  
Chandigarh.

To

The Chief Administrator,  
Haryana State Agricultural Marketing Board,  
Panchkula.

Dated: 22.01.2002.

**Sub: Instructions to make some necessary items for Arhtias in the mandi.**

Sir,

I am directed to inform you that Hon'ble Chief Minister, Haryana has desired that in order to procure good quality of foodgrains within the specifications and in order to save the foodgrains from vagaries of nature, the following items should be made compulsory for every arhtia in each mandi:-

**Every arhtias must have;**

- a) At least five tarpaulins and polythene sheets.
- b) Adequate number of wooden crates.
- c) Electric cleaning, Jharnas/power machine to clean the foodgrains.
- d) Identification slips to be inserted/stitched in the packing/marka showing the licence number and name of the mandi and arhtias.

You are requested to kindly issue necessary instructions to make the above said items compulsory for all arhtias/licensees.

Sd/-

(S.C.Goel)

Additional Director, Food & Supplies  
For Director, Food & Supplies, Haryana