



CENTRAL WAREHOUSING CORPORATION
(A GOVT. OF INDIA UNDERTAKING)



No.TQC/Stg. Policy/2018-19 / 1680

Dated: 23.01.2019

Regional Manager,
Central Warehousing Corporation,
Regional Office,
Ahmedabad/Bangalore/Bhubaneshwar/Bhopal/Chandigarh/Chennai/Delhi/Guwahati/
Hyderabad/Jaipur/Kolkata/Kochi/Lucknow/Mumbai/Patna.

Sub:- Inspection, Sampling and Analysis Procedure for Receipt of stocks of Paddy/Rice for Kharif Marketing season 2018-19 of FCI/Civil Supplies Corporations at the Warehouses - Instructions thereof.

Stocks of Rice and paddy for the kharif procurement season are already being received at the Warehouse. The procuring agencies are issuing the set of instructions to its procuring staff which are equally applicable on us. Keeping in view the issues involved during receipt of the Rice/Paddy, following instructions need to be meticulously followed by our Warehouse Managers who are getting such stocks for storage:

1. The paddy/rice stocks shall be accepted strictly, as per uniform specifications laid down by the Govt. of India and circulated by this office.
2. The method of sampling of food grains is to be followed as instructed vide document no. WI/Tech/01.
3. Each and every bag of rice should bear proper and legible stenciling indicating crop year, name of supplier/miller, lot/consignment/contact number, class of rice, name of centre, etc.
4. The rice stocks before acceptance by FCI/Civil Supplier Corporations/procuring agency is required to be inspected by them after its dumping on the platform of the godown. The bags on the platform should be suitably covered with polythene film/tarpaulins during unfavorable climatic conditions. It should, however, be ensured that in no case, dumping/stacking is allowed inside the godown/compartment till its final acceptance.
5. As per the prevailing practice one TA of FCI normally accepts upto 10 consignments (each of 540 bags of 50 kg. each) in a single day during procurement season. The Warehouse Managers are, therefore, required to keep a close liaison with the representative of FCI/procuring agencies about the number of consignments to be received on the succeeding day, depending upon availability of the space. This will facilitate proper arrangements for receipt of the stocks, analysis of the stocks, etc. All out efforts are required to allow dumping of the consignments on the platform depending upon the likely available space in the godown and avoid damage of any sort due to climatic conditions.
6. The moisture meter used for recording the moisture content must be calibrated as per standing instruction issued vide WI/tech/11. This needs to be monitored at ROWarehouse level at regular intervals.

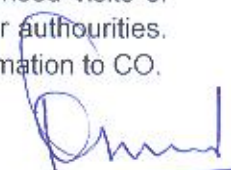


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7. In case of rejection of the rice consignments by FCI/Civil Supplies Corporation, the requisite details shall be maintained in the sample register and the concerned depositor will be asked to lift the stocks immediately.
8. As per existing uniform specifications, rice stocks is accepted upto moisture content of 14%. However, stocks upto 15% moisture content is also accepted with value cut. The Warehouse Manager and technical staff posted in the warehouse must ensure correct recording of the actual condition of the stocks/moisture content at the time of receipt of stocks. The moisture content of the rice/paddy shall be recorded in the moisture content register at the time of acceptance of the lots and it will be authenticated, to avoid any dispute and financial claims on the Corporation due to abnormal losses.
9. The standing instructions regarding prophylactic and curative treatments, periodic fortnight inspections must be followed as issued vide ISO procedures Nos. P/Tech/05, P/Tech/06 and P/Tech/07. Scientific preservation of the stocks be following the laid down and efforts be made to minimize storage losses.
10. The Rice/Paddy stocks under receipt by lorry/trolley to be weighed on the lorry weighbridge (duly calibrated) at the warehouse be weighed before dumping of stocks on platform of godowns and subsequently the random weight of the lots accepted for the quality be taken before stacking inside the godowns for taking the weight of the stocks as per the standing instructions of FCI/Civil Supplies in vogue from time to time. The weighment may also be authenticated/jointly verified by the depositor's representative.
11. It should also be ensured that the lots/consignments of rice be analysed by the depositors in time as per the standing instructions so that the lots accepted/Passed in quality may be got stacked in the godowns well within the time on the same day i.e, before closure of the warehouse.

Further it is also requested that officials/squads from the RO may also be deputed to the warehouses where the procured Rice stocks are under receipt & stored for the surprise checks to ensure the Rice stocks be accepted/stored strictly as per the Govt. of India uniform specifications. Copies of the reports of the squad/surprised visits of these warehouse may also be send to this office for apprising the higher authorities. Any deviation if found, the suitable action may please be taken under intimation to CO.


(A. K. Malhotra) 23/01/2019
DGM (Tech.)

Copy to:-

1. PPS to MD/Sr.PA to Director (MCP)/Sr.PA to CVO, CWC, CO. New Delhi.
2. GM (Com.)/ GM (MIS), CWC, CO. New Delhi.
3. AGM (Vig.), CWC, CO. New Delhi.
4. Guard file.