



**CENTRAL WAREHOUSING CORPORATION**  
(A GOVT. OF INDIA UNDERTAKING)



No. TQC/Stg- Policy/ 2012-13

Dt. 14.9.2012

**CIRCULAR**

**Sub : Inspection, Sampling and Analysis Procedure for Receipt of Stocks of Paddy / Rice – Instructions thereof**

The kharif procurement season is going to start in next few days. 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 specifications laid down by the Govt. of India and circulated by this office from time to time.
2. The method of sampling of foodgrains 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, lot/ consignment/ contact number, class of rice, name of centre, etc.
4. The rice stocks before acceptance by FCI/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 before 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.

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6. The moisture meter used for recording the moisture content must be calibrated as per standing instructions issued vide WI/Tech/11. This needs to be monitored at RO/ Warehouse level at regular intervals.
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 Managers 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 by the concerned depositor i.e. FCI / Civil Supplies Corporation, to avoid 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 done by following the laid down drill and efforts be made to minimize storage losses.

*Amal K*

( I.C. CHADDA )  
GENERAL MANAGER (TECH)

**Distribution to :**

All Regional Managers, CWC, Regional Offices, with the request to forward these instructions to all Warehouse Managers and concerned officers under their jurisdiction.

**Copy to :-**

1. PS to MD/ PA to Director (MCP), PS to CVO, CWC, New Delhi.
2. GM( C ), CWC, New Delhi.