

From

The Additional Chief Secretary to Govt. Haryana
Food, Civil Supplies & Consumer Affairs Department, Chandigarh.

To

1. All the Divisional Commissioners, Ambala, Faridabad, Gurugram, Hisar, Karnal and Rohtak.
2. The Managing Director, Hafed, Sector-5 Panchkula
3. The Managing Director, HWC, Sector-2 Panchkula.
4. The General Manager, FCI, Haryana Region, Sector-4 Panchkula
5. The Managing Director, HAIC, Sector-4 Panchkula
6. All the Deputy Commissioners in the State of Haryana.
7. All the District Food and Supplies Controllers in the State of Haryana.

Memo No. RP-02-2024 (Milling Policy KMS 2024)/ 13535

Dated, Chandigarh the 13/9/2024

Sub:

Set of information and guidelines for Paddy Procurement and its milling during Kharif Marketing Season (KMS) 2024-25.

1. Introduction

The Government extends price support to paddy through State Procuring Agencies and the Food Corporation of India (FCI). All the food-grains conforming to the prescribed specifications offered for sale at specified mandis and purchase centers are procured by the procurement agencies at the Minimum Support Price (MSP). The producers have the option to sell their produce to State Agencies/FCI at MSP or in the open market as is advantageous to them. Food-grains procured by the State Agencies are ultimately taken over by the FCI for distribution under Targeted Public Distribution System (TPDS) and other welfare schemes (OWS) throughout the country.

Objectives of food-grains procurement by Government Agencies are listed below:-

- To ensure that farmers get remunerative prices for their produce and do not have to resort to distress sale.
- To service the TPDS and other welfare schemes of the Government so that subsidized food grains are supplied to the poor and needy.
- To build up buffer stocks of food grains to ensure food grain security.

In consonance with the directions issued by Govt. of India, the Department has prepared a detailed set of information and policy guidelines, which is as under:-

2. Prospects of Paddy Production

As per earlier estimates of the Agriculture Department, Paddy is expected to be sown in an area of about 14.63 lakh acre on the basis of reports from Agriculture Department, it is estimated that about 84 LMT of paddy would arrive in the mandis and purchase centers of Haryana. Procurement agencies' share of purchase would be around 60.00 LMT. In line with these estimates during KMS 2024-25 procurement agencies would be contributing about 40.20 LMT of custom milled rice (CMR) in the central pool.

3. Main features of Policy

(i) Commencement and duration of season

The procurement of paddy will be from 23rd September 2024 to 15th November, 2024.

(ii) MSP of leviable Paddy

The Govt. of India has fixed the following MSPs of paddy:-

● PADDY	
COMMON	= Rs. 2300/-per Qtl.
Grade "A"	= Rs. 2320/-per Qtl.

In case prevailing prices of basmati, muchhal, PB 1509, 1121 fall lower than the MSP for Grade-A and common varieties then these varieties shall also be purchased by Government after due permission from GOI and it shall be recorded separately.

(iii) Milling & delivery of CMR

The paddy purchased by the procurement agencies will have to be got milled and the entire custom milled rice (CMR) produced from such paddy will have to be delivered to Central Pool by 15th March 2024.

(iv) Specifications

The specifications for Kharif Marketing Season 2024-25 have not been received from the Government of India (GOI), that the Uniform Specifications for Paddy, rice and Coarse grain for procurement under Central Pool during Kharif Marketing Season 2024-25 shall remain same as conveyed for the Kharif Marketing Season 2020-21 vide Ministry's letter

No. 8-4/2020-S&I dated 28.9.2020 and vide corrigendum dated 26.10.2022 and will continue to be applicable unless otherwise communicated by Government of India.

Paddy

	Foreign matter		Damaged, discoloured, sprouted & weeviled grains	Immature, Shrunken & Shriveled grains	Admixture of lower class	Moisture Content
Max. Limit (%)	Inorganic	Organic	5.0*	3.0	6.0	17.0
	1.0	1.0	* Damaged, sprouted and weeviled grains should not be exceed 4%			

N.B

- The definitions of the above refractions and method of analysis are to be followed as per BIS' Method of analysis for foodgrains' No. IS: 4333 (part-I) : 1996, IS : 4333(part-II): 2002 and/ Terminology for foodgrains' IS: No.2813-1995, as amended from time to time.
- The method of sampling is to be followed as per BIS method for sampling of Cereals and Pulses IS : 14818-2000 as amended from time to time.
- Within the overall limit of 1.0% for organic foreign matter, poisonous seeds shall not exceed 0.5% of which Dhatura and Akra seeds (Vicia species) not to exceed 0.025% and 0.2% respectively.

Rice

Sr. No.	Refractions	Maximum Limit (%)	
		Grade-A	Common
1.	Broken* Raw Parboiled/single parboiled rice * Not more than 1% by weight shall be small broken.	25.0 16.0	25.0 16.0
2.	Foreign Matter** Raw/Parboiled/single parboiled rice ** Not more than 0.25% by weight shall be mineral matter and not more than 0.10% by weight shall be impurities of animal origin.	0.5	0.5
3.	Damaged #/Slightly Damaged grains Raw Parboiled /single parboiled rice Including Pinpoint damaged grains	3.0 4.0	3.0 4.0
4.	Discoloured grains Raw Parboiled /single parboiled rice	3.0 5.0	3.0 5.0
5.	Chalky Grains- Raw	5.0	5.0
6.	Red Grains Raw/Parboiled/single parboiled rice	3.0	3.0
7.	Admixture of lower class Raw/Parboiled/ single parboiled rice	6.0	-
8.	Dehusked grains Raw/Parboiled/ single parboiled rice	13.0	13.0
9.	Moisture content@ Raw/Parboiled/single parboiled rice @ Rice (both Raw and Parboiled/Single Parboiled) can be procured with moisture contents upto a maximum limit of 15% with the value cut. There will be no value cut upto 14%. Between 14% to 15% moisture, value cut will be applicable at the rate of full value.	14.0	14.0
10.	FRK(fortified Rice Kernel)	In case of procurement of fortified rice stock, 1% of FRK(w/w) should be blended with normal rice stock.	

(v)

CMR Charges

The prices of CMR for the KMS 2024-25 have not been received from Govt. of India so far, the same will be circulated to all concerned on receipt from Government of India.

4.

Mandi Infrastructure

i)

E-Kharid and MFMB: All mandi operations will be done by E-kharid portal developed for which MenFasalMeraByora (MFMB) portal will be used for ascertaining the produce cultivated by farmers. Then online registration of millers will be done accordingly. Generation of gate pass to exit challan all entries shall be made on E-kharid portal.

Besides the existing provision of issuance of gate passes at the mandi gate, farmers will also be provided the option to self generate it through a mobile app/ekharid portal.

ii) **Mandi identification and allotment**

All the Procurement Agencies will ensure that their staff start procuring paddy in the mandis allotted to them on the commencement of Kharif Marketing Season 2024-25. The mandis will be allotted to procurement agencies well in advance before the commencement of season.

iii) **Recording of Arrival**

The arrival of Paddy in Mandis will be entered in PR-1 Register by the Inspectorate staff of the Food Civil Supplies and Consumer Affairs Department or official of other procurement agency. Such entries will also be made by the staff of Market Committees in their "H" Register. The details of variety of Paddy invariably should be given in the Register along with the details of farmers. The varieties of Paddy viz. Common, Grade-A, Basmati etc. along with their further sub varieties must be recorded. These registers will be maintained in addition to the entries made on e-kharid portal. The parallel (corresponding) entries for H& PR-I will have to be made accordingly. In this regard, the instructions will also be issued by Chief Administrator (CA), Haryana State Agricultural Marketing Board (HSAMB), Panchkula separately.

iv) **Role and duties of arhtias**

Adequate arrangements of electric jharna, wooden crates and tarpaulins etc. An inspection committee at market committee level will be constituted to inspect and ensure the availability of aforementioned facilities with all the arhtias according to time table based inspection in the mandis. The data of MFMB will help to assign the number of farmers to each arhtias in the mandis.

v) **Auction process**

As per existing instructions of the Chief Administrator, HSAMB Haryana, auction of heaps will be undertaken every day from both sides of mandis at 10.00 a.m. and 3.00 p.m. simultaneously. The offices of the Market Committees will remain open on all holidays i.e. Saturdays/Sundays and gazetted holidays during Kharif Procurement Season 2024-25. The Deputy Commissioners and all concerned will ensure that auctioning of heaps take place regularly and any violation in this regard is not allowed to take place. There will be regular purchase of paddy on 6 days i.e. Monday to Saturday. On Sunday, no purchase will take place and transportation of procured paddy will be done on all days.

5. **Purchase of Paddy**

(i) The purchase of Paddy will be made by the agencies on MSP strictly as per parameters/specifications already discussed in the foregoing paragraphs. Procurement Agencies will ensure that the farmers do not, in any way, get price lower than the MSP and forced to resort to any distress sale of their produce. In case, however, any stocks arrived in Mandis not conforming to specifications, the same should be got improved by cleaning, drying or blending with good quality of Paddy etc. In this connection, the farmers will be advised/ educated by the staff of the Market Committees as well as the Procurement Agencies.

(ii) The Procurement Agencies must ensure that the purchase of paddy is made as per specifications and by carrying out proper visual inspection of stocks. The staff of the Food Civil Supplies and Consumer Affairs Department i.e. Head Analysts & Junior Analysts should also be associated while effecting purchase. There will be a roster for Head analyst and analyst to visit the different mandies. To ascertain moisture contents in paddy moisture meters may be kept in every mandi by each procuring agency and Haryana State Agricultural Marketing Board (HSAMB).

(iii) For the convenience of the farmers, two boards in Hindi indicating specifications of Paddy 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.

(iv) It would be the responsibility of the Procurement Agencies to ensure that representative samples i.e. 10% of the total heap of Paddy are properly drawn every day in each mandi and analyzed in order to determine its proper quality. While ascertaining the quality of Paddy it must be ensured that the interest of the farmers is fully protected.

(v) It is necessary for the Procurement Agencies to exercise strict supervision and control at all stages of operations so as to ensure that there are no malpractices or manipulations in transactions of the procurement.

(vi) The Market Committee will install CCTV cameras at each gate of the mandi/purchase center. Weigh bridges will be installed in selected mandis at the entry and exit gates of mandis and weight recorded there should figure in the gate pass on the entry gate. The officials of Market Committee, Procurement Agency and Food Department will sign the outward gate pass while transferring the paddy procured to the Rice Mill for milling purpose.

(vii) Once the tractor trolley of farmer carrying paddy arrives in the mandis from inward gate, it may be ensured that the same tractor trolley should come out from exit gate after unloading of paddy in empty mode.

6.

Fortification of Rice

- i) The miller shall abide by the instructions issued by Government of India/State Government related to fortification of Rice from time to time and as per FSSAI as provided in the FSS Act, 2006. "Fortification of Rice" shall have same meaning as defined in SOP circulated vide GOI letter No. MOCAF&PD letter No. 36-5/2018-QCC(Part)(E-377504) dated 26.12.2023.
- ii) The mill premises/rice millers must have suitable automatic blending equipment for blending of FRK (Fortified Rice Kernels) as per standards prescribed in SOP circulated vide GOI letter No.36-5/2018-QCC(Part)(E-377504) dated 26.12.2023.
- iii) At the level of the rice mill, QA/QC can be done through blending efficiency counts. Blending Efficiency Test to test the homogeneity of blended rice to be done by the rice millers. Rice millers to maintain batch wise record of Blending Efficiency Test.
- iv) Rice millers to maintain batch wise record of FRK procurement, and its usage for rice fortification. Rice Millers can use FoSCos portal for the same.
- v) At each rice mill, the stack cards attached to fortified rice stacks should have an identification mark i.e. +F for maintaining separate identity. In the book of records stock position of fortified rice stocks (variety and grade-wise) is to be maintained separately for issuance under different schemes of Government of India.

7.

Method of sampling/analysis.

- i) The representative samples of Paddy be drawn/analyzed daily to determine their quality. For this purpose, a register should be maintained in each mandi in which details of such samples, together with the results are entered. The register should contain the columns such as date, time of drawing the sample, name of the arhtias/farmers etc. This register should be maintained in each mandi/purchase center, which can be inspected by any visiting officer. A report giving details of the samples so drawn be also sent daily to the Headquarters of the Food Civil Supplies and Consumer Affairs Department.
- ii) The method of sampling of Paddy as communicated by Govt. of India is as under:-

Particulars	Paddy (Common & Grade-A)
Analysis	BIS No. IS: 4333 (Part-I) 1996, IS: 4333 (Part-II), 2002 and 'Terminology' for foodgrains IS: 2813-1995 as amended from time to time.
Sampling	The method of sampling is to be followed as per BIS method for sampling of Cereals and Pulses IS: 14818-2000 as amended from time to time.

8.

Cleaning arrangements in Mandis

The CA, HSAMB has made mandatory for every Arhatia to have electric fans/ jhamas, sufficient labour, wooden crates, polythene covers etc. This facility can be availed by any farmer to bring his produce upto the prescribed specifications. The staff of the Market Committees and Procurement Agencies must ensure that every arhatia in the mandis has made adequate arrangements of electric fans/jhamas, wooden crates, polythene covers etc. Detailed instructions will be issued by HSAMB regarding arhtias role and preparedness.

9.

Check against un-necessary rejection of food-grains in Mandis

- (i) Complaints are generally received in some cases that the stocks of Paddy 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 traders 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 procuring staff have to be very vigilant and take all steps to ensure that the farmers are not exploited in any way and that there is no collusion of any kind.
- (ii) Whenever the stocks of Paddy are rejected, it should be personally verified and checked by the staff of procuring agencies, whether the stocks were actually not in accordance with prescribed specifications and were rightly rejected and that these could not be improved by cleaning or otherwise. A report about the rejected stocks showing inter-alia the name of center, number of heaps along with quantity, name of farmer along with proper address and the results of analysis may be sent on day-to-day basis to the Headquarter (Lab).
- (iii) An appeal committee will be constituted at mandi level and it will hear appeal of farmers regarding rejection/moisture cut issue at 4:00 PM every purchasing day.

10.

Mandi level committees for determining quality of food-grains

A committee consisting of Assistant Food and Supplies Officer (AFSO) /Inspector Food & Supplies, Secretary, Market Committee or any official of the Market Committee, representative of the farmer/growers and local representative of Procuring agencies i.e. Food Department/FCI/Hafed/HWC be constituted in every mandi to determine the quality of disputed food-grains. In addition to settling the dispute, the market committee will also educate farmers about quality issues.

11. **Stenciling of bags**
The instructions regarding colour coding/stenciling has been received from GOI vide letter No. 15(1)/2012-Py-iii(367559) dated 19.02.2024 and same has also been communicated to all concerned vide this office letter No. SB-5-2023/3056 dated 27.02.2024.
12. **Filling of bags**
As per present instructions from GOI, the filling of paddy in 50Kg bags will be made 37.5 Kg paddy. Any change intimated by GOI, will be circulated to all concerned.
13. **Stitching of bags**
The stitching of Paddy bags be made manually and 14 to 16 stitches are to be made on every bag as per standing instructions. In case any deduction is made by FCI on account of poor stitching etc. the recovery shall be effected from the arhtias concerned.
14. **Weighment of Purchase**
100% weighment of Paddy should be made at the designated weighbridges. These weigh bridges may be on entry and exit gate of the mandi or purchase center and must be computerized or as designated by agencies where facilities are not available at mandis.
15. **Reconciled figures**
For the purpose of Paddy purchase normally KMS starts from 23rd October, 2024 and ends on 15th of November 2024. District Heads of all the Agencies will ensure that purchase figures of Paddy are sent to their respective H.Qs by 6.00 PM every day by e-mail/google report apart from entries on the E-kharid portal. The reconciled figures of paddy should reach Head office by 30th November, 2024.
16. **Arrangements made for Procurement**
- i) **Mandis and allocation thereof**
This season 241 mandis are expected to be made functional for procurement of paddy. Number of mandis/purchase centers can be increased as per exigencies. Allocation of these mandis amongst the Procurement Agencies will be communicated to all concerned separately. It may be ensured that mandis are equipped with basic amenities such as drinking water, toilets, electricity, platform and parking place etc. The concerned Heads of the Procurement Agencies in the State and in the Districts will ensure that all mandis are inspected and cleaned well before the commencement of season to facilitate uninterrupted procurement operations.
- ii) **Procurement Agencies**
Four Procurement Agencies namely: Food, Civil Supplies & Consumer Affairs Department 50% Hafd 33% and HWC 17% would effect the procurement of paddy. From the start of the season, the staff of Procurement Agencies will remain present in the mandis on the day allocated to them and effect the purchase of Paddy in the event of market price falling below the MSP.
- iii) **Rice Millers**
The number of functional rice mills in the State is 1445. For doing CMR work each rice miller will have to be registered online provisionally with the concerned District Food and Supplies Controller to be eligible for custom milling of agencies' paddy. For this, each rice miller shall pay a registration fee of Rs 3,000/- per mill apart from supplying other relevant information as detailed in Annexure-I'. The registration of rice mills will be for 1 year. The Provisional Registration Fee will not be refundable. The rice millers doing the CMR work will be under obligation to adhere to various terms and conditions and guidelines issued by the Government from time to time. All the Rice Millers interested for milling will have to register online in the prescribed proforma i.e. Annexure-I, attached with the policy. The concerned Inspector Incharge will verify and submit the same to DFSC office with his report/comments duly countersigned by the concerned AFSO. The DFSO/Section Officer and concerned Dealing hand of DFSC office will verify the contents of Annexure-I after online registration. All millers engaged for paddy procurement operations should be mandatorily registered on the State Food Procurement Portals(SFPP). This will be integrated through APIs with the CFPP. All mills designated for milling within the State shall be registered online only after a physical assessment of their installed capacity. Thereafter comprehensive report shall be submitted to the DFSC. In case the post of Section Officer is vacant, then the Superintendent will substitute the Section Officer. DFSC/DFSO will accept/reject the provisional registration with his remarks. Any new Mill will be registered only after the Physical Verification of the Mill and proper assessment of its installed capacity by a Committee.
The process of registration of mills will be made online.

iv) **Materials at Mills**

The State Govt. agencies have made arrangements of gunny bales of 50 kg. These bags will be used in 50:50 ratio policy of GOI, for filling of Paddy as well as delivery of CMR. FCI also has adequate stocks of gunny bales, which will be used for this purpose. The agencies also have sufficient quantity of polythene covers, tarpaulins and fumigants etc. The agencies will have to ensure the stocking of the packing material at the strategic points well before the commencement of the season so that no difficulty is experienced when the actual procurement starts. In case of any change in the packing material policy, the same would immediately be conveyed to all concerned.

17. **Cash Credit Limit and payment to the farmers**

The State Govt. is committed to make payments to farmers preferably within 48-72 hours after paddy is received at storage location and approval of I form. For this, sufficient cash credit limit for purchase of Paddy is being arranged from Reserve Bank of India. The State Procuring agencies will make the arrangement of funds at their own level. The Food, Civil Supplies & Consumer Affairs Department will place sufficient funds at the disposal of District Food and Supplies Controllers (DFSCs) for procurement purposes.

The mode of MSP payment shall be online and directly into the account of farmers. The delay in account verification by MFMB and inaccurate account submission by farmers, will not be the reason considered for delayed payment to the farmers.

- i) Payment to the farmers will be made through E Kharid portal directly in their Bank accounts supplied by MFMB after verification.
- ii) The payment of MSP to farmers will be made after the generation of exit gate pass from mandi and approval of DFSC.
- iii) In any case, if account detail submitted by the farmers is found incorrect, the Department will not be liable for the delay in payment.
- iv) If in any case, the account of farmers is not verified by MFMB, the department will not be responsible for any delay in payment.
- v) The payment of Dami to Arthias will be made on the rate approved by Government of India in the Provisional Cost sheet for KMS 2024-25 or rate decided by Government of Haryana whichever is higher. Dami will be paid after the closure of procurement season and settlement of stock at the level of procurement agencies after the approval of concerned DFSC/DM within 15 days after the procurement is over.

18. **Labour & Transportation**

- 1) The contracts of transportation finalized during the Rabi Marketing Season 2024-25 will also be valid for the current KMS 2024-25. The transportation of paddy will be done by the transport contractor from mandi to the mills. The transportation of paddy upto 8 kilometers will be done by MLC and beyond 8 kilometer by MTC as per provisions. The concerned agencies and district administration will ensure that the contractors function smoothly and bottlenecks, if any, are removed promptly.
- 2) The details of all transportation vehicles (from the paddy procurement centre to the millers, and from millers to FCI/State Godowns) used will be linked with the Vahan Portal of the Ministry of Road Transport and Highways (MoRTH) and captured on SFPP for making the same available on the CFPP.
- 3) All the transportation vehicles should be fitted with location tracking devices so that the data be integrated with the CFPP through APIs.
- 4) The transporters shall ensure that the GPS/VLTS (vehicles location and tracking device of AIS-140 Standards as notified by MoRTH) installed in their vehicles as mandated by provision made in MLC/MTC Tender Policy 2024-25, are in working condition. To monitor these GPS/VLTS, the services of a third party application provider will be taken to integrate all such devices in order to track the vehicles carrying Paddy from the Mandi to Rice Mills premises, as per direction of GoI.

19. **Storage capacity**

Sufficient covered space is available with rice mills in the State. No constraints on this front are likely to be experienced for storage of procured paddy. Post-delivery storage will be the responsibility of FCI.

20. **Control Rooms**

The Food, Civil Supplies & Consumer Affairs Department will start functioning control rooms at the State HQ as well as District Headquarters well before the commencement of the season. Similarly, other Procurement Agencies will also set up their control rooms at their State Headquarters as well as District Headquarters. The Procurement Agencies will ensure to communicate information about the procurement to the control rooms of Food, Civil Supplies & Consumer Affairs Department on day-to-day basis. The Food, Civil Supplies & Consumer Affairs Department in turn will communicate the procurement information to Govt. of India and other quarters concerned on day-to-day basis.

21.

Deployment of staff

Each procuring agency will deploy sufficient staff in the mandis allocated to them so that they start the procurement operation as and when warranted by the situation.

22.

Policy regarding Custom Milling of Paddy

In order to ensure smooth operations of custom milling of Paddy procured by the State Procurement Agencies during KMS 2024-25, the following instructions shall be followed in letter and spirit by the State Procurement Agencies:-

Storage of Paddy

- i) Paddy procured by the Agencies will be stored in the premises of the allotted Rice Mills as per details given in subsequent paragraphs. The transportation of paddy from mandi/purchase center to mill, will be done by the transporter. Hence the paddy will be delivered to the Millers in the mills itself, and he will be responsible for its quality and quantity till the rice is delivered to FCI in Central Pool.
- ii) The CCTV camera shall be installed at the gates of the Rice Mill and the rice millers will retain soft copy of footage for all the period mentioned in the agreement.
- iii) The miller must make a declaration that he is doing CMR work only, for other work he has to make separate stock registers and updation of these two stocks registers has to be submitted to concerned agency after every 15 days. The rice miller will also maintain a stock register of the paddy allotted to him duly certified by the DFSC/DFSO/AFSO/IFS/SIFS. The stock entered in the stock register by the rice millers will be verified by the DFSCs/DMs of the procurement agency by constituting a committee of atleast three officers/officials not below the rank of Inspector, immediately after total allotment to the miller and before commencement of milling operation and the same shall be communicated to Headquarter.
- iv) In extreme emergencies and with prior written approval of the Director Food, Civil Supplies & Consumer Affairs Haryana the agencies may store Paddy in their own godowns. In such cases, the services of appointed Labour, Cartage and Transport Contractors will be required.
- v) The Paddy stored in the premises of the rice mill will be under the joint supervisory custody of the rice mill and State procuring agency. The responsibility for quantity and quality will be of the concerned rice millers. The concerned custodian staff of Agencies and Inspector/Sub-Inspector Food, Civil Supplies & Consumer Affairs Department will supervise. The rice millers will plan the daily CMR milling as per the stock number and entries in the register with I-form number to ensure priority milling and this plan has to be submitted to concerned agency for next 15 days. All the supervisory officers of the Procurement Agencies and Food Department i.e. DFSC/DFSO/AFSO/IFS/SIFS and Manager/District Manager of the concerned agency will be held accountable for any irregularities if they are found not following the instructions and guidelines for supervisory controls and mandatory inspections. The miller will ensure the storage of the paddy stocks of the Agencies/department separately from his own stock by erecting a physical barrier such as a boundary wall or a proper and durable fencing by producing site plan duly approved by the architect.
- vi) The Paddy shall be delivered in the mills by the Agency to the miller through delivery challan duly signed by the authorized representative of the Agency. The miller on receipt of such delivery challan shall have a right to examine the paddy so delivered. The acceptance of paddy by the miller is testimony to the fact that paddy is as per specifications fixed by the Government. The miller shall record on a separate register the paddy received through each delivery challan every day.
- vii) Once the paddy has been accepted through the delivery challan by the Miller, he or his representative shall put his signatures on the Delivery Challan. The paddy so received by the miller shall be considered to be correct in terms of quantity and quality and no disputes shall be entertained after such acceptance with regard to the quality and quantity of the paddy received by the miller.
- viii) No Delivery Challan accepted by the miller shall be recognized by the Agency unless it has been duly issued and signed by authorized representative of the State procuring agencies.
- ix) Each miller will prepare a pictorial chart/sketch in triplicate depicting the positioning of the stacks with stack no., I-form number & number of bags in each stack. He will retain a copy of the above at his mill premises, second with the Inspector/ In-charge of agency and third copy will be kept in the District Office of the Procurement Agency for priority milling on fortnightly basis.
- x) It shall be responsibility of the millers to ensure that the stock of paddy/CMR within the mill premises is always available in countable condition for accurate physical verification.
- xi) The joint physical verification of the paddy stocks shall be conducted, as per Annexure-II, on a fortnightly basis. The millers will be responsible for quantity and quality of paddy stocks found in physical verification and report will be submitted regularly to the Headquarter of the agencies. The staff of agencies shall conduct physical verification of the paddy stocks on a weekly basis with following norms:-

a) Inspector or equivalent officer of each procuring agency	100%
b) AFSSO or equivalent official of each procuring agency	50%
c) DFSSO or equivalent officer	25%
d) DFSSC/DM or equivalent officer	10%

- xii) Minimum two special physical verifications of paddy will be conducted by constituting a committee under the chairmanship of Deputy Commissioner and multi agencies. First physical verification will be conducted in the month of November and second in the month of February. The Committee will submit its report directly to the State Government.
- xiii) The Signature on cheque book will be got verified by the miller from his banker and a certificate must be issued by the miller/second party that the guarantor to the agreement is not his family member.
- xiv) In order to prevent the unscrupulous rice millers from making advance purchase of rice and to deter them from using bogus bills to show it as genuine purchase from the farmers, an undertaking from the rice millers be taken regarding the existing stock of paddy and rice in their mills and same should be kept separately. For this 100% verification of the premises of mills is to be carried out by the DCs through a committee constituted for this purpose and videography of entire inspection should be undertaken.
- xv) No paddy for CMR is to be given to those rice mills who could not show the genuine bills of their stock already lying in their mills at the time of inspection before allotment of paddy.
- xvi) The detailed report of the release order (RO) for delivery of paddy to mills should be maintained.
- xvii) A Co-ordination committee including District Marketing Enforcement (DMEO) Mandi Secretary, DM/FCI and heads of all State Procurement Agencies under the chairmanship of DC should ensure proper monitoring of procurement operations.
- xviii) The full address of the guarantor with pin code and e-mail id will be taken and the property pledged by the guarantor should be unencumbered.

23. Stock Articles

Stocks articles (tarpaulin and wooden crates etc.) which may be supplied by the procurement agencies to the Rice Millers for proper storage of paddy must be returned progressively to the agency concerned after the liquidation of paddy and rice. In case the miller fails to return the same, procuring agency will claim its costs, along with compound interest @21% per annum. In case, procurement agencies fails to provide adequate number of tarpaulins and wooden crates, on the demand of miller, the miller will arrange the same from his own resources for which he will be paid rent/usage charges for the period of storage of paddy as fixed by the Government of India or Department. The rent/usage charges will be paid after production of non availability certificate of stock articles issued by the Head of Agencies or DFSSC of the Department. Further, the rates of stock articles for KMS 2024-25 will be fixed after approval from State Government.

24. District Milling Committee

The State Govt. has constituted a Milling Committee under the Chairmanship of Deputy Commissioner for every District. The District Heads of Procurement Agencies including FCI and two nominees of Rice Millers, nominated by the Rice Millers Association are its Members and District Food and Supplies Controller is its Member Secretary. An officer from the Headquarters of the State Procurement Agency can also participate in the proceedings of the Committee. Proceedings of the District Milling Committee to monitor CMR shall be sent to Head office on monthly basis. The Committee will also ensure that the time schedule for custom milling of Paddy, the delivery of CMR to Central Pool and other terms and conditions of the Agreement are adhered to. For this District milling committee must review the quantum of delivery of CMR by each mill by the first week of January 2025 and every week after that. If any mill/mills are lagging behind in delivery and District Milling Committee feels that the particular mill/mills cannot deliver the rice within the stipulated time frame, the paddy stored in the premises of such mill/mills should be immediately shifted to other mill/mills premises at the risk and cost of the defaulter mill/mills. The proceedings should be submitted to Head office of Food, Civil Supplies and Consumer Affairs Department. This should be done seeing the performance of the mill/mills where paddy is to be shifted. The distance should be kept to the minimum. This pattern should continue in rest of the season also.

The following schedule will be completed before the commencement of procurement season by the District Allotment Committee:-

- i) Online registration of eligible rice mills.
- ii) Scrutiny of the list.
- iii) Issuance of list of allotted rice mills.
- iv) Signing of agreement and deposit of security etc. by the allotted millers.

25. Shifting of Paddy

- a) The surplus paddy, if any, or if any situation warrants at a centre may be shifted to the nearest milling centre keeping in view the availability of milling capacity of the latter.

- b) For the above purpose, the DFSC of the district will convey the surplus/ deficient milling capacity and surplus/ deficient paddy to Headquarters, Department of Food and Civil Supplies after approval from their District Milling Committee with specific recommendation.
- c) A committee comprising officers of Food, Civil Supplies and Consumer Affairs, Hated and HSWC will examine the recommendations of the various District Milling Committee. This committee will recommend the shifting of paddy from surplus to deficient districts and in case, the situation warrants like strike, administrative requirement, to the committee of Director, Food, Civil Supplies and Consumer Affairs, Managing Director, Hated and Managing Director HSWC headed by Additional Chief Secretary, Food, Civil Supplies and Consumer Affairs for the final consent.
- d) The consent of the receiving district will be taken before shifting of the paddy and receiving districts will also inform the District Milling Committee and FCI.
- e) It should be ensured that Paddy is shifted directly from the purchase centre/Mandi to the mill premises and no cross movement of Paddy stocks should take place.
- f) Physical verification shall be conducted before shifting of the paddy to avoid notional transfer and to prevent bogus transport and labour bills. PV shall also be conducted at the mill that has received such transferred paddy immediately on arrival of Paddy in the mill.
- g) Transportation charges on movement of shifted Paddy would be reimbursed by the procurement agencies to the millers at the rates refundable by FCI. The difference between the transportation costs incurred by the miller and those refunded by the FCI would be entirely borne by the miller.

26.

Allotment of Rice Mills to State Procuring Agencies.

Allotment of rice mills for custom milling of Paddy will be made by District Milling Committee. The rice mills, which have satisfactorily delivered entire CMR of KMS 2023-24, are to be considered as eligible for allotment of Paddy. All the allotments of rice mills should preferably be completed before the commencement of the season. The rice mills are to be allotted to all the Procurement Agencies in proportion to the Paddy to be procured by them. One rice mill should not be given paddy of more than one procuring agency. In case, one agency completes its milling of Paddy stored with a particular rice mill and does not want to get more Paddy milled from it, the same mill can be formally allotted to other Agency by the Milling Committee before the start of the season. After this date, the allotment cases shall be sent to Director or HOD for approval with the recommendation of district milling committee. Allotment once made shall not be changed, whenever any necessary change is required, it shall be done at the level of Director or HOD of the agency and the same shall become final.

A list of all defaulter rice mills of all the Procurement Agencies of all previous years should be prepared and the same should be submitted to the District Milling Committee as well as to the head office, district offices of all state procuring agencies and their subordinate staff. Further, no paddy shall be allotted to any rice mill, who has not been registered online. The default will be on the following counts and following shall not be eligible for allotment of Paddy for Custom Milling of the Rice:-

- i) Individual/Firm /Company/ Partnership /Proprietorship who have defaulted in the past
- ii) Individual/Firm /Company/ Partnership/Proprietorship who are in arbitration with agency for past dispute
- iii) Individual/Firm /Company Partnership/Proprietorship against whom FIRs have been lodged
- iv) Individual/Firm /Company/ Partnership/Proprietorship whose premises have been defaulted.
- v) Directors of defaulting Firm/Company/Partnership/Proprietorship will be considered as defaulters, if they are directors/partner/proprietor of any new legal entity.
- vi) The District Milling Committee shall not allot paddy for custom milling of rice to those millers whose lots were rejected more than thrice during the last Kharif Marketing Season by State agencies/FCI or those who have a track record of delaying the milling of paddy during the last 3 years consecutively and delivered paddy during the last period of extension only.

27.

Allocation of Paddy for Custom Milling of Rice.

Paddy purchased by the Procurement Agencies will preferably be allocated to the millers, whose mill premises are safe for Paddy storage and are having boundary walls around the said premises and also having gates.

Further, the following conditions will be applicable regarding above parameters:-

- i) Miller who has not supplied the allocated quantity of CMR within stipulated period of previous KMS including the period of extension granted by Government of India should be declared defaulter by the District Milling Committee before the upcoming Kharif Marketing Season.
- ii) The rice miller will certify by submitting the certificate from DIC that the capacity shown in his agreement is correct.
- iii) The DFSC/DM of the concerned procurement agency will verify the milling capacity as per record and will submit before the District Milling Committee along with certificate.

- iv) The DFSC/DM of the concerned procurement agency will ensure that no defaulter rice mill is added in the final milling list while list is presented before the milling committee. While preparing the final list, the DFSC/DM will ensure that the rice mill is either owner or lease mill and carefully verify his milling capacity.
- v) In case of strike or any other reason if millers are not ready to accept paddy then the department shall have the authority to allot paddy to any rice miller who has requested and is willing to accept paddy in any district for smooth functioning of the season. This proposal should come to the Director, Food, Civil Supplies and Consumer Affairs through District Milling Committee with proper justification.
- vi) The DFSC/DM of the concerned Agency must review the financial assessment/position of the rice miller before allotment of paddy. No paddy should be allotted to those rice millers who have no registration on the online portal.

The allotment of paddy will be as under vis a vis capacity of mills

- Mills having milling capacity upto 1MT/hour - 4000 MT
- Mills having milling capacity upto 2MT/hour - 5000 MT
- Mills having milling capacity upto 3MT/hour - 6000 MT

- The above allocation is subject to the condition that the allocation of paddy to the mills for custom milling shall be made only upto 75% of their annual milling capacity.
- vii) Modernized mills may be given priority in the allocation of paddy.
- viii) Priority should be given to non-trading mills for paddy allocation. Trading mills should be given paddy only as a last resort if there are no non-trading mills. In that case, the trading mill should maintain separate registers and accounts, and preferably separate storage for privately purchased paddy/rice, State Pool paddy/CMR and Central pool paddy/CMR.
- ix) The millers shall declare on the SFPP the month-wise paddy received from private sources and from the State Government or FCI towards the central pool procurement. This information will be captured in SFPP for flow of the information to CFPP through APIs.
- x) The miller who has delivered the entire CMR of KMS 2023-24 up to 31.03.2024, can be allotted paddy upto the quantity of 1.3 times of its eligibility as per 27(vi) allotment notwithstanding the cap in 27(vi) above.
- xi) The miller who has delivered the entire CMR of KMS 2023-24 between 31.03.2024 and 30.04.2024, can be allotted paddy 1.15 times of its eligibility as per 27(vi) allotment notwithstanding the cap in 27(vi) above.
- xii) The miller who has delivered the entire CMR of KMS 2023-24 between 31.05.2024 and 30.06.2024, can be allotted paddy at par of its previous year allotment notwithstanding the cap in 27(vi) above whichever is less.
- xiii) Those Rice millers who have delayed the CMR delivery by two months i.e. delivered their allocated CMR after two months of stipulated time period, as in case of KMS 2023-24, delivered in July 2024 and August 2024 must not be given paddy beyond 4000 MT. Further, mills on lease must not be given more than 4000 MT of paddy. Any deviation in the compliance of these directions will amount to serious lapse on the part of the DFSC/DM concerned of the agency.
- xiv) Individual/Firm/Company/Partnership/ Proprietorship who have not delivered 50% of CMR till 31.05.2024, should be given last preference during KMS 2024-25.
- xv) An additional quantity of paddy maximum 1000 MT over and above the allocation mentioned in clause No. 27 can be allotted with the prior approval of the Director Food, Civil Supplies & Consumer Affairs, in case the DMC deems appropriate. In case of high arrival of paddy, mills having capacity more than 4 MT per hour be allotted extra paddy.
- xvi) The following instructions should also be adhered to before allotment of Paddy:-
In case the miller lifts Paddy without release order & unauthorizedly converts it into rice, theft or misappropriation it shall tantamount to defalcation and Agency will take criminal action against the miller. The miller will be liable to pay the interest @ CCL rate of interest on the value of Paddy for the duration of defalcation. In addition, the miller along with his mill premises will be blacklisted.
- xvii) HAFED Rice mills can also be used for storage/milling of paddy by the procuring agencies. Every care should be taken to treat HAFED rice mills and private mills at parity.
- xviii) No rice miller shall pledge paddy belonging to the State Procuring agencies with the banks for availing cash credit limit for his own business transactions. If any miller indulges in this malpractice, he should immediately be black listed and the stock of paddy/rice should be shifted from his mill to other mill/mills at his risk & cost.
- xix) In case of partnership firm, the partnership deed should have been registered in Haryana.
- a. An affidavit shall be taken from Rice Millier that he has not taken any loan from any financial institution on Government paddy, if he does so, then he will be barred from Government Milling work forever.
 - b. He will also certify that the offered premises and his guarantors have never been defaulted/ blacklisted.

- xx) Premises of a defaulter miller auctioned by a financial institution / commercial bank shall not be considered for allotment during KMS 2024-25, if there is any objectionable relation between the buyer and the previous owner. However these premises can be considered for allotment only in case there is no such relation between the buyer and the previous owner and the premises has been duly auctioned by the financial institution/Bank as per laws applicable. The decision in each such cases(s) will be taken at the level of Director, Food Civil Supplies and Consumer Affairs and shall be final.
- xxi) There shall be complete ban on the miller to mortgage, gift, sell or transfer the mill through any means to any other person till the dues of Custom Milled Rice are cleared (Affidavit from the miller should be taken in this regard in advance)
- xxii) In case of sole proprietorship, partnership firm, Private Limited company and Societies there shall be a complete ban on change of proprietor, partners, Directors or Members of Societies, once an agreement has been entered into for Custom Milling of Paddy or mill is allotted for Custom Milling or Paddy is stored in the mill for Custom Milling till the entire Custom Milled Rice due is delivered to FCI and account is settled with concerned Procurement agency.
- xxiii) The allotment of paddy to the Rice Millers for CMR, KMS 2024-25 should be according to the capacity of the plant. Pick and choose method should not be adopted in allotment of paddy for CMR without considering the production capacity and electricity connection of the Rice Mill.
- xxiv) Any laxity in this will tantamount to negligence and appropriate action will be taken against the concerned agency Inspector, AFSSO and DFSC/DM.
- xxv) Some of the rice millers have registered two units within same premises without having land ownership/lease so title of land should be specifically given.
- xxvi) a) Each registered person must have an independent operational electricity connection in the name of the mill or its owner or proprietor on or before the date of its applying for allotment without which no allotment shall be made.
b) Electricity consumption viz-a-viz conversion of paddy into CMR during the milling period will be monitored with the assistance of UHBVN and DHBVN to rule out the possibility of bogus billing, recycling of PDS wheat etc.
c) The milling capacity should be corroborated with the average electricity consumption for the full year of KMS 2023-24. The monthly electricity consumption data for KMS 2023-24 should be entered in the SFPP for transmission to Central Food Procurement Portal(CFPP).
d) The monthly electricity consumption data of all the rice mills and the total CMR delivered by the mills each month will be made available on CFPP through API integration.
- xxvii) In those cases where the miller is also running a Commission Agent's shop then in such a case his rice mill shall not be allotted to the agency for which he is working as a Commission Agent.
- xxviii) The mill must be insured against theft and fire to the losses by miller.
- xxix) Web based updation of the status of paddy of mills in the district starting from Sub Inspector-Inspector-AFSSO-DFSC-arhatias-miller-FCI depot on weekly basis must be ensured in the e-kharid portal.
- xxx) The quantity of the paddy should be mentioned in the agreements well in advance.
- xxxi) Those rice mills will be given preference during allotment of paddy who have installed Sortex machines in their plants.
- xxxii) It is necessary that at the time of provisional registration of rice mill the property documents may be uploaded online on e-kharid portal.
- xxxiii) Transportation of paddy: Transportation from Mandi to mill premises will be done by the transporters. The loading of paddy will be done by the arhatias in the mandi. Transportation by the transporter (both MTC and MLC) as per provisions) and unloading and temporary stacking will be done by Millers.

28.

Execution of Agreements

Millers doing custom milling of Paddy shall execute an agreement with the concerned Procurement Agencies immediately in the prescribed proforma and complete all other formalities in this regard, failing which the allotment of Paddy shall be cancelled. Signatures on the agreement must be authorized by the partners/Directors through a legally executed General Power of Attorney. They will have to adhere to various terms and conditions incorporated in the agreement. No Paddy will be given to any miller without executing proper agreement. All the columns of the Agreement should be properly filled and each should be signed by both the parties.

It will be the joint responsibility of the Sub-inspector, Inspector, AFSSO, DFSSO and DFSC to ensure that the agreement is executed with the Rice Mill totally in concurrence with the Policy and all relevant documents, security, Bank Guarantee (where ever applicable) in each & every case.

The agreement should be complete in all respect and duly signed by all the executors and submitted to head office.

29.

Guarantee

- a) Guarantee is to be taken in the shape of signed MICR Post dated cheques drawn in favour of the DFSC/DM for Rs. 50 Lakh for each ton of milling capacity from the miller, duly signed and filled in the handwriting of rice millers. The post dated cheques should be complete in all respect. The name of the firm must be printed on the cheque. The second party is not empowered to cancel/alter the cheque without prior written consent of the first party that is the agency. A cancelled cheque is to be obtained from both the guarantors. The reputed Arhatias/commission agents/Rice Millers shall stand surety for the miller to the extent of the same amount (Fifty lakh) as the cheque delivered by him. Name of Guarantor may be changed at any time before allotment of paddy.
- b) Property/Land record like Fard/Jamabandi of the miller and guarantors should be taken at the time of the agreement with the mill.
- c) Any owner rice mill can furnish guarantee of only one lessee mill at a time.
- d) The guarantor of one rice mill should not be a guarantor in any other rice mill.
- e) The postal address with pin code and email-id of the mill proprietor and guarantor should be taken.

30.

Security Amount

Security amount of Rs. 10,00,000 (Rs. Ten Lakh only) for first tonne capacity and Rs. 5,00,000/- (Rs Five lakh) for every additional one tonne capacity or in proportionate shall also be obtained in the shape of FDR pledged in the name of DFSC/DM of the concerned procurement agency. Additional Security amount of 3% of the value of the paddy allotted (rounded off to next thousand) shall be obtained from the miller. The security shall be obtained in the shape of Bank guarantee in favour of DFSC/DM of concerned procurement agency and shall be valid till the final execution of agreement. However, in case of a rice miller who is an unencumbered owner of the rice mill and land underneath and who delivered entire quantity of CMR of KMS 2023-24 by 31st May 2024, the additional security amount shall be @ 1.5% of the value of paddy allotted (rounded off to next thousand).

31.

Delivery of Rice

Delivery of CMR will be governed by the following instructions/guidelines -

- (i) The miller shall utilize the milling capacity strictly on the basis of Paddy stocks stored by the Government/Agencies and Paddy purchased by millers at his own. The miller has to maintain the ratio for delivery of custom milled Rice and his own milling of rice.
- (ii) The miller shall be liable for outturn ratio of rice i.e. 67% & 68% for Raw Rice and Par-boiled rice respectively or as per Government of India instructions.
- (iii) In case the milling of Paddy of the Agencies is delayed, Section-10 of the Levy Order, 1985 will be invoked.
- (iv) The rice miller shall be required to manufacture entire rice as per specifications laid down by the Govt. of India and deliver the same to FCI at its depot by 15th March, 2025. The transportation /incidentals charges, if any, shall be paid in accordance with the instructions issued by the Govt. of India from time to time.

The delivery schedule of CMR shall be regulated as under -

Upto Nov. 2024	=	15% of the allotted Paddy.
Upto Dec. 2024	=	25% -do-
January, 2025	=	25% -do-
February, 2025	=	25% -do-
15 th March, 2025	=	10% -do-

- (v) The Concerned DFSC/DMs shall maintain truck-wise paddy issue entries and monitor them for receipt of proportionate CMR as per schedule.
- (vi) In the event of failure to deliver CMR, within stipulated period, the miller, as a penal provision, shall be liable to pay interest @ CCL.
- (vii) Rate of interest for delayed period on the delivery of CMR from the date it becomes due till the date of realization towards the left over quantity/stocks. District Milling Committee will ensure that the holding charges should be deducted in uniform pattern by all agencies.
- (viii) In the event of failure of the due delivery of CMR by the rice miller against the paddy issued, the miller shall be liable to pay the cost of short quantity of rice @ 110% of rates of CMR fixed by the Govt. Of India along with interest @ 12% p.a. on the actual payable amount from 1st June 2025 till the date of actual payment. However, the waiving off the penalty is not appealable.
- (ix) Delivery of CMR will start immediately. The rice miller shall be required to deliver CMR of the same variety of the Paddy allotted to him for custom milling. Inter changeability of Common rice into Grade-'A' rice, shall not be made. CMR to be delivered against Common Paddy variety should be allotted Lot No. With different series so as to differentiate/distinguish it from Grade 'A' variety. In case of any exchange of Common Grade Rice during CMR delivery against Grade 'A' rice, the concerned Sub-inspector, Inspector, AFSSO, DFSSO & DFSC will be jointly responsible for the supervisory lapse.

- (x) The liability of quality cuts on rice, if any and other deductions made by FCI, shall be that of the miller.
- (xi) In order to streamline and regulate the delivery of CMR, contact numbers will be issued automatically through CMR delivery module on e-kharid portal.
- (xii) The rice miller will deliver rice to the Central Pool in 50 kg. new bags provided by the procurement agency.
- (xiii) In view of the clause no. 31(iv), if rice miller fails to deliver the CMR of KMS 2024-25 of the Agency as per the stipulated schedule and the Agency has to shift the Paddy stocks, it would be done at the risk and cost of the miller concerned giving him 7 days notice for this purpose. This paddy will be shifted after approval of the Director, Food, Civil Supplies & Consumer Affairs Department/Managing Directors of the concerned agency under intimation to FCI. The miller and his mill premises shall also be blacklisted.
- (xiv) In case of death of owner of rice mills or guarantors/sureties their legal heirs/successors/assignees shall inherit assets and liabilities of the deceased.
- (xv) Food Corporation of India (FCI) shall provide space for delivery of Custom Milled Rice to the Rice Millers in proportion to the paddy allotted to them by the procurement agencies for custom milling of paddy procured by them under Minimum Support Price (MSP) Scheme of the Government of India. For this FCI at district level (revenue district of Haryana) will issue linkages of Rice Millers with storage points, in consultation with all the procurement agencies by the end of October, 2024. The concerned District Food and Supplies Controller will submit month wise requirement of space in the storage points mentioned above in consultation with all the procurement agencies in the district (including FCI) in the first week of November, 2024. The schedule circulated will take care of entire delivery of CMR by 15.03.2025. In case, FCI due to space crunch, loading of specials, paucity of staff or strike of staff or labour in FCI is not able to provide space, then it will issue certificates stating clearly the time period for which it was not able to offer space or accept delivery of rice. This certificate should be counter signed by the Area Manager FCI of the District. On the basis of these certificates district heads of procurement agencies or department will pass speaking orders in the respect of penal provision with regard to late delivery of CMR. In case, where FCI has not given such certificates and the facts clearly establish that delay is not on the part of the rice mills, district heads of procurement agencies will send a comprehensive detail of facts to their headquarters and with the permission/approval of headquarters will pass speaking orders. However, in case where delay is attributable to rice mills penalty in the form of penal provision shall be enforced. This will be applied by all agencies in uniform manner.
- (xvi) The concerned procuring head in the district shall prepare average monthly CMR delivery plan in advance to ensure that the mills adhere to the delivery plan. Also the FCI will make average monthly District wise intake plan for CMR at various Depots in accordance with the advance delivery plan of SPAs.
- (xvii) Unloading and stacking of paddy will be done by rice millers/labour contractors and they will get payment for it as per the approved provisional cost sheet of Government of India, if allowed.
- (xviii) User charges/rent regarding the arrangement of poly covers by the rice millers should be fixed for Rs. 15/- per ton of the paddy quantity before finalizing the CMR policy the crop year KMS 2024-25.
- (xix) The Miller will provide Fortified Rice as per the Government of India's directions/State Government directions.
- (xx) CMR delivery Module has been developed as a part of the Minimum Threshold Parameters and is fully functional for the smooth delivery of CMR.

32.

Payment of milling charges

Milling charges payable will be @ Rs 10/- and Rs. 20/- per quintal of paddy for Raw and Parboiled rice respectively. The miller shall be entitled to the milling charges after completion of the entire milling operations and satisfactory delivery of rice to the FCI on behalf of the Government as per rates and policy prescribed by the Government of India. The issue of revision in milling charges is under consideration of the Government of India. In case, milling charges are changed, the millers will get the payment accordingly. All bye-products viz. broken rice, rice kani (rice husk and rice bran etc.) shall be the property of the rice miller. He shall be responsible for payment of any Central or State taxes duties levies, cess etc. wherever applicable on bye-products obtained from milling of paddy. The rice millers will be bound to follow any change in the policy made by the Government of India from time to time. The terms of shelling/processing shall include all operations related to or co-incidental to the process of milling of paddy and which shall also include the following operations:-

- (i) Drying of paddy stocks.
- (ii) Katai of paddy bags before de-husking.
- (iii) De-husking of paddy stocks.
- (iv) Filling of bags of rice prior to dara-making.
- (v) Dara-making of rice bags and filling/sewing of bags with double line machine stitching.
- (vi) Inspection, weighment and sampling of milled rice as per directions of Government/FCI.

- (vii) Transportation of milled rice to the storage point of the Government and Food Corporation of India including those of hired godowns as per directions of the Government/FCI, unloading of trucks and delivery after inspection.
- (viii) Weighment, sampling at scale point will be at the cost of the miller.
- (ix) Delivery of A-note, weight check memo and other relevant documents for claiming payment from the Food Corporation of India.
- (x) The miller shall stitch a raxin slip/canvas slip with each bag bearing name of the mill/ Centre/ District/ category of rice/net weight/ contact No./ crop year on the bags.
- (xi) Transportation charges for transportation of Custom Milled Rice from mills to FCI godown will be paid as per SLC rates.
- (xii) Drriage charges will be payable as per norms of Government of India as allowed in PCS/FCS.
- (xiii) GST would be payable by the millers at applicable rate on all types of amount recoverable from millers.
- (xiv) Deduction relating to penalty /interest etc. shall be made from the bills of the Rice Mills only after due notice to the rice millers in this regard.
- (xv) Deductions relating to quality cuts on rice, if any and other deductions made by FCI, shall be made from bills of the rice mills.
- (xvi) Deduction related to moisture cut shall be in the form of more paddy i.e. weight and not payment cuts.
- (xvii) Mechanized covering and uncovering of stocks. Proper record of gunny bales has to be maintained in mills. Proper review of stocks in mills should be done on weekly basis and report to be submitted to Hq. FIFO based milling of paddy stored in the mills premises.
- (xviii) Mapping the transporter from mandi to storage points/mills and FCI depots.
- (xix) For delivery of CMR after deduction of drriage of 1% on paddy i.e. 99 kgs of paddy quantity. At the time of physical verification by the government agencies quantity of paddy should be considered as 99 Kgs against 100 Kgs of paddy.

33.

Thrust areas during Procurement

i) Review and co-ordination

The District Milling Committee will rigorously review and co-ordinate the procurement operations from time to time and its information will be given to the Heads of the Procurement Agencies. Similarly, the Heads of the Procurement Agencies will also conduct reviews of the procurement operations periodically. Review meetings will also be held at higher levels in the State and invariably at the level of Director, Food, Civil Supplies & Consumer Affairs (DFCS&CA) and Additional Chief Secretary to Govt. Haryana, Food, Civil Supplies & Consumer Affairs Department. The Heads of the Procurement Agencies will ensure proper co-ordination and monitoring of procurement operations.

ii) Inspection of mandis

The Deputy Commissioners will ensure that the mandis in their jurisdiction are inspected by them and other senior officers viz. Additional Deputy Commissioner and SDMs etc. 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 be inspected by the Heads of respective Procurement Agencies periodically so as to sort out any problems/bottlenecks on the spot. It should be ensured that no trading of paddy by the traders from neighboring State be allowed and SSP will setup round the clock nakka.

iii) 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 on the same day. No glut is allowed to take place in the mandis. In fact, the Procurement Agencies must finalize/execute the custom milling agreements with the millers well before the commencement of the season and the Paddy purchased by them must be lifted from mandis and stored for its custom milling immediately after purchase. The arrangements to ensure proper weighment of procured foodgrains be made in all the mandis and random checking be made before lifting the procured stocks.

iv) Proper and safe storage of Paddy

It may be ensured that the Paddy purchased by the agencies are stored properly and kept under safe custody so that there is no chance of any pilferage or damage to stocks.

v) Education of farmers

The Procurement Agencies with the co-operation of the Market Committees, will educate the farmers through Press, Television, All India Radio and Public Relation Department of the State. This will be with a view to advice the farmer 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

millers/ Procurement Agencies immediately on its arrival. In the event of any heap of Paddy not conforming to the prescribed specifications, farmers would be advised by the staff available in the mandis to dry and clean the stocks or blend it with good quality stocks so as to bring it upto the prescribed specifications for which infrastructure has been created with each Arhatias in the mandi.

vi) **Watchful eye on the Role of Arhtia**

Market Committee will keep watchful eye on the arhatias and ensure availability of electric fans/jharnas, wooden crates and tarpaulins etc. with the arhatias.

vii) **Functioning of labour and transportation contractors**

A watchful eye has to be kept on the functioning of all the labour & cartage and transportation contractors in the Mandis. Efficient functioning on their part makes the procurement operations smooth and avoids any glut in the Mandis. It is ensured that these contractual arrangements function smoothly and in case of any failure on their part, alternate arrangements are made promptly so that the procurement operations are not hampered.

34. Maintenance of Accounts on the purchase of food grains


- i) The accounts of the food-grains purchased on MSP by the DFSCs/ District Managers are to be maintained as per provisions of the P.R. Manual of the department as well as instructions issued from time to time. Necessary accounts and returns must be sent to Headquarter regularly. Other agencies will follow procedure as laid down by their Headquarters.
- 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 to be maintained and special stress is laid on the correct maintenance of PR-1 register. Every heap of the Paddy must be entered in the P.R-1 register and no heap is allowed to remain unaccounted. The PR-1, PR-3, PR-4, PR-6, PR-7, PR-16, PR-9, PR-14 (gate pass), PR-18, PR-38 and PR-86 be maintained as per provision of P.R. Manual of the Food, Civil Supplies & Consumer Affairs Department. In case the forms prescribed in the PR Manual particularly indicated above are not maintained regularly on day to day basis, it will render the official concerned as well as the supervisory officers including District Food & Supplies Controller /DFSO/AFSO responsible for stern disciplinary action. It should be particularly noted that for every movement of food grains taking place from mandi to mill premises or godowns within the center for storage, PR-14 (gate pass) is invariably prepared. Similarly, all operations involving financial implications must be recorded in the daily Roznamcha in form PR-86 on the days of their happening.
- iii) Recording of Paddy variety-wise i.e. PR-Sarbati, Mucchal or Basmati and leviable Paddy etc. (Common/Grade-A) instead of word 'Paddy' in the PR-1 register of the Department be ensured. Entry of the same in the 'H' register of the Market Committee as well as commission agents is also ensured. It is also necessary that at the close of day the PR-1 register and 'H' register maintained by market committee and arhatias is signed by the concerned Inspector/Sub Inspector and the authorized employee of the market committee.
- iv) The staff of the 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.
- v) The record submitted by the Millers should be properly maintained in the district.
- vi) The cheques taken from the Miller should be filled correctly and completely, so that no issue arises in the event of encashment.
- vii) All forms of Release order (ROs) should be maintained properly at the District office as per norm.
- viii) The Milling Agreement should be properly executed with the Miller w.r.t. term of agreement.
- ix) The officials of the department should conduct physical inspections of stocks as per Rules so that if any miller has no stock or less stock at the time of inspection then timely action can be taken against that mill.

- 35.** All disputes relating to interest, penalty, holding charges, milling charges including interpretations pertaining to the policy of custom milling of Paddy between the millers and the agencies shall be resolved through arbitration by an Arbitrator to be appointed by the Head of the concerned Procurement Agency on the request of any of the party in the agreement. There shall be no objection to any such appointment to the miller/DM/DFSC concerned. The cases of fraud, theft, embezzlement or misappropriation etc. are not covered under this clause and in such cases legal proceedings as deemed fit will be initiated against the defaulting rice millers.

This policy for procurement of paddy/Rice is issued after consultation with all stake holders by the procurement branch of the Food, Civil Supplies & Consumer Affairs Department and the issues concerning to maintenance of accounts, realization, payment and payment of bonus, packing material and storage space will be dealt with by the concerned branch of the Food, Civil Supplies & Consumer

Affairs Department and other Procurement Agencies. These offices/branches will be responsible for any default/negligence in the implementation of the policy or guidelines issued from time to time. The DFSCs / DMs of the Procurement agencies will be personally responsible for non - executing the agreement or implementing the policy in letter & spirit.

If anything has been missed/left inadvertently regarding process of procurement of paddy and CMR delivery in the Procurement Policy 2024-25/Agreement, then policy of FCI will prevail.


Joint Director (Procurement)
for Additional Chief Secretary to Govt. Haryana
Food Civil Supplies & Consumer Affairs
Department, Chandigarh

Endst No. RP-02-2024/ 13536

Dated, Chandigarh, the 13/9/2024

A copy of above is forwarded to the Chief Administrator, Haryana State Agricultural Marketing Board, Panchkula for information and necessary.


Joint Director (Procurement)
for Additional Chief Secretary to Govt. Haryana
Food Civil Supplies & Consumer Affairs
Department, Chandigarh

Endst No. RP-02-2024/ 13537

Dated, Chandigarh, the 13/9/2024


A copy of above is forwarded to Director General, Information, Public Relations and Cultural Affairs Department, Haryana Chandigarh for information and necessary.


Joint Director (Procurement)
for Additional Chief Secretary to Govt. Haryana
Food Civil Supplies & Consumer Affairs
Department, Chandigarh

Endst No. RP-02-2024/ 13538

Dated, Chandigarh, the 13/9/2024

A copy of above is forwarded to all the officers at Headquarters for information and necessary.


Joint Director (Procurement)
for Additional Chief Secretary to Govt. Haryana
Food Civil Supplies & Consumer Affairs
Department, Chandigarh

CC:

1. SS/Hon'ble Chief Minister, Haryana.
(for kind information of Hon'ble Chief Minister)
2. SS/ACS, FCS&CA (for kind information of W/ACS, FCS&CA).
3. PS/DFCS&CA (for kind information of W/DFCS&CA).

AGREEMENT

(TO BE EXECUTED ON A STAMP PAPER OF Rs. 100/-)

This agreement is made this _____ day of _____, 2024 between the Governor of Haryana, acting through District Food & Supplies Controller as authorised vide order dated 11.10.2007 issued vide Endst. No.13/5/07-2FS 36437 dated 17.10.2007 (hereinafter called "the First Party" which expression shall unless repugnant to the context or meaning thereof include its successors and assigns) on the one part and M/s _____ (hereinafter called "the Miller/Second Party" which expression shall, unless repugnant to the context or meaning thereof, include its successors and assigns) on the other part.

IN RESPECT OF Whereas the First Party is desirous of having paddy milled into rice from the Miller/Second Party as per clause 10 of the Haryana Rice Procurement (Levy) Order, 1985, as amended from time to time and the Miller/Second Party agrees to mill paddy on the terms and conditions hereinafter contained and the First Party or Director Food, Civil Supplies & Consumer Affairs Department, Haryana can also impose further terms and conditions under clause 10 of the Haryana Rice Procurement (Levy) Order, 1985, if need be.

Now, therefore, it is hereby agreed and declared by and between the parties as follows:-

1. (i) The Miller/Second Party agrees to custom mill the paddy of the First Party in accordance with the terms and conditions contained in this agreement & agrees to abide by the instructions/directions issued by Government of India/Food Corporation of India/Government of Haryana from time to time.
(ii) The Miller/Second Party agrees to dedicate minimum 40% or as required of its rated milling capacity for custom milling of the paddy of the First Party.
(iii) Till such time as the entire paddy provided to the Miller/Second Party by the First Party is milled to the satisfaction of the First Party, the Miller/Second Party agrees not to custom mill the paddy of any other person or agency or in any other manner diverts its milling capacity for any other purpose.
(iv) The Miller/Second Party shall not take any action like disconnection of electricity connection etc. which has the effect of reduction of its milling capacity till such time as the entire paddy of the First Party has been milled satisfactorily.
(v) The Miller/Second Party shall be required to deliver custom milled rice of the same variety of paddy given to him by the First Party. Any deviation shall be at the risk and cost of the second party. The Miller/Second party shall be required to deliver Custom Milled Rice at Out Turn Ratio of 67% in case of Raw rice or as per Govt. of India instructions.
2. The Miller/Second Party shall be supplied paddy in accordance with his rated capacity by the District Milling Committee as per the guidelines issued by Department from time to time including guidelines for KMS 2024-25 vide letter No.RP-02-2024(Milling Policy KMS 2024)/ dated _____.
3. The paddy to be milled by the Miller/Second Party shall be provided from _____ and _____ centre. These centres can be altered with the mutual consent.
4. (i) On receipt of the paddy through delivery challan, the Miller/Second Party shall cause the challan to be signed by him or his representative.
(ii) The Miller/Second Party shall record on a separate register the paddy received through each Delivery Challan every day.
(iii) One of the authorized partner/representative of the Miller/Second Party on a weekly basis (each Monday) shall inform the First Party about the total quantity of paddy received by him in the following format :-

Sr.No.	Date	Challan No.	Qty. of Paddy	Total of the week
1	2	3	4	5

(iv) Once the paddy has been accepted through the Delivery Challan by the Miller/Second Party, he or his representative shall put his signatures on the delivery challan. The paddy so received by the Miller/Second Party shall be considered to be correct in terms of quantity and quality and no disputes shall be entertained after such acceptance with regard to the quality and quantity of the paddy received by the Miller/Second Party.
(v) No delivery challan accepted by the Miller/Second Party shall be recognised by the First Party/Agency unless it has been duly signed and issued by authorised representative of the 1st party.
(vi) The paddy stored in the mill of the Miller/Second Party shall remain in his custody and he will be responsible for any shortage or damage to paddy/rice stock. Paddy procured by the Agencies will be stored in the premises of the allotted Rice Mills as per details given in subsequent paragraphs. The transportation of paddy from mandi/purchase center to mill will be done by the Transport Contractor Govt. agencies. Hence the paddy will be delivered to the Millers in the mill itself, and he will be responsible for its quality and quantity till the rice is delivered to FCI in central pool.
(vii) The Miller/Second Party, however, undertakes to mill approximately _____ MT of paddy purchased during Kharif Marketing Season 2024-25. The exact quantity of paddy shall be calculated as per actual delivery accepted by the Miller/Second Party. The details of actual delivery statement signed by both parties will be part of this agreement.
(viii) Provided further that the First Party does not guarantee any definite volume of work relating to shelling of paddy at any time or throughout the period of contract. The mere mention of any item of work in this contract shall not by itself confer a right on the

Miller/Second Party to demand that the work relating to shelling of paddy at a particular centre/mandi should necessarily or exclusively be entrusted to him. The First Party shall have the exclusive right to support one or more millers for any particular centre/mandi and to distribute the work between such millers in any manner that the First Party/Agency may decide and no claim shall lie against the First Party/Agency for such withdrawal/distribution of work.

- (ix) The miller/second party agrees to install CCTV cameras at the gates of the Rice Mill and the rice millers will retain soft copy of footage for all the period mentioned in the agreement.
- (x) The miller/second party will also maintain a stock register of the paddy allotted to him duly certified by the DFSC/DMs of procurement agency. The stock entered in the stock register by the rice millers will be verified by the DFSCs/DMs of procurement agency by constituting a committee of at least three officer/officials not below the rank of Inspector, immediately after total allotment to the miller and before commencement of milling operation.
- (xi) Property/Land record like Fard/Jamabandi of the miller and guarantors should be taken at the time of the agreement with the mill.
- (xii) In case of partnership firm, the partnership deed should have been registered in Haryana.
5. The Miller/Second Party shall ensure that the paddy within his premises is stored in a scientific manner so that it does not get damaged or lost in any manner whatsoever. Each stack in which the paddy is stored shall be given a stack number. The Miller/Second Party shall make good the loss, if any, caused to the paddy stored in his premises due to any reason.
6. The Miller/Second Party shall keep the record of the paddy received, paddy custom milled and rice delivered etc. by maintaining a stock register duly certified by the DFSC/DMs of the procurement agency and custodian of the stock and will submit the report on the following format and the details thereof on weekly basis to the First Party:-

Name of the Agency		Name of the Storage Centre		Variety of paddy	
1.		2.		3.	
Stocks of paddy		Qty. of paddy issued out of col 4 by Govt. for milling		Out-turn ratio for conversion of paddy in to rice	
4.		5.		6.	
Bags	Wt in Qtl	Bags	Wt in Qtl	Bags	Wt in Qtl
(a)	(b)	(a)	(b)	(a)	(b)

Qty. of rice delivered (In qtl.)		Qty. of Paddy milled		Balance unmilled paddy	
7.		8.		9.	
Raw	Par-Boiled				
(a)	(b)				

Signatures of Miller with date (NAME IN CAPITAL LETTERS)	Signatures of inspecting Authority / Centre in-charge with date
10.	11.

If the above said requisite information is not supplied by the Second Party well within time, then the First Party reserves his right to initiate remedial proceedings against the Second Party as per law.

7. (i) Since the Miller/Second Party is also entitled to utilize the part of his capacity for milling of his own paddy, he shall keep a separate record with regard to the stocks of paddy and rice of both the parties separately. He shall further allow and facilitate inspection of record and physical inspection of paddy and rice belonging to the agency i.e. Government as well as of his own stocks.
- (ii) Authorized representatives of the First Party shall be entitled to inspect the record and the stocks at any time during the milling season.
- (iii) The Miller/Second Party shall carry out the milling operations only of that paddy in respect of which the Release Order has been duly issued by the First Party. The Miller/Second Party shall apply for issuance of Release Order to the First Party well in time and as per instructions on this subject.
- (iv) The Miller/Second Party shall complete delivery of rice due to Government /Agency on the total quantity of paddy issued to him within 10 (Ten) days of the issuance of paddy by way

of Release Order to him. Rice against entire stock kept in his mill shall be delivered not later than the 15th March, 2025 as per following schedule:-

The delivery schedule of CMR shall be regulated as under:-

Upto Nov. 2024	=	15% of the allotted Paddy.
Upto Dec. 2024	=	25% -do-
January, 2025	=	25% -do-
February, 2025	=	25% -do-
15 th March, 2025	=	10% -do-

In the event of failure to deliver Custom Milled Rice, within stipulated period, the miller, as a penal provision, shall be liable to pay interest @ CCL rate of interest for delayed period on the delivery of CMR from the date it becomes due till the date of realization towards the left over quantity/stocks of Paddy.

In the event of failure of the due delivery of CMR by the rice miller against the paddy issued, the miller shall be liable to pay the cost of short quantity of rice @110% of rates of CMR fixed by the Govt. of India, along with interest@ 12%p.a. on the actual payable amount from 1st May, 2025 till the date of actual payment. The waiving off the penalty is not appealable.

8. The Miller/Second Party shall get the entire stocks of paddy and rice duly insured. In case of his failure to do so, he shall be responsible for all consequences/damages arising on this account.

9. For ensuring orderly milling operations, the Miller/Second Party agrees to furnish any other information as may be demanded by the First Party from time to time.

10. The Miller/Second Party agrees to shell/process the paddy at the rates fixed by the Government of India from time to time. The terms shelling/processing shall include all operations related to or co-incident to the process of milling of paddy and which shall also include the following operations:

- (i) Drying of paddy stocks.
- (ii) Katal of paddy bags before de-husking.
- (iii) De-husking of paddy stocks.
- (iv) Filling of bags of rice prior to dara-making.
- (v) Dara-making of rice bags and filling/sewing of bags with double line machine stitching.
- (vi) Inspection, weighment and sampling of milled rice as per directions of the Government/FCI. Transportation charges for transportation of paddy from mills to FCI godown will be paid as per SLC rates.
- (vii) Transportation of milled rice to railway station and loading into wagons, inspection, weighment and sampling as per directions of the first party/FCI.
- (viii) Transportation of milled rice to the storage point of the First Party/ Agency and Food Corporation of India including those of hired godowns as per directions of the First Party/FCI, unloading of trucks and delivery after inspection.
- (ix) Weighment, sampling at scale point will be at the cost of the Miller/Second Party.
- (x) Delivery of A-note, weight checks memo and other relevant documents for claiming payment from Food Corporation of India.
- (xi) The Miller/Second Party shall stitch a raxin slip/canvas slip with each bag-bearing name of the mill/ Centre/ District/ category of rice/ net weight/ contact no / crop year on the bags.
- (xii) Drilage charges will be payable as per norms of Government of India as allowed in PCS/FCS.
- (xiii) The liability of quality cuts on rice, if any and other deductions made by FCI, shall be that of the miller.
- (xiv) GST would be payable by the millers at applicable rate on all types of amount recoverable from millers.
- (xv) The liability of deductions relating to penalty/interest etc. shall be borne by the miller.
- (xvi) The Miller will provide Fortified Rice (FR) as per the Government of India/State Government directions.

11. (i) Security amount of Rs. 10,00,000/- (Rs. Ten Lakh only) for first tonne capacity and Rs. 5,00,000 /- (Rs Five lakh) for every additional one tonne capacity or in proportionate shall also be obtained in the shape of FDR pledged in the name of DFSC/DM of the concerned procurement agency. Additional Security amount of 3% of the value of the paddy allotted (rounded off to next thousand) shall be obtained from the miller. The security shall be obtained in the shape of Bank guarantee in favour of DFSC/DM of concerned procurement agency and shall be valid till the final execution of agreement. However, in case of a rice miller who is an unencumbered owner of the rice mill and land underneath and who delivered entire quantity of CMR of KMS 2023-24 by 31st May 2024, the additional security amount shall be @1.5% of the value of paddy allotted (rounded off to next thousand).

Interest payable by the bank on FDR will be allowed in the miller's/second party account. Provided, further that if the Miller/Second Party performs and completes the contract in all respects and presents a "No Objection Certificate" from officer/official nominated by the First Party for this purpose.

In addition to the above security, Guarantee is to be taken in the shape of signed MICR Post dated cheques drawn in favour of the DFSC/DM for Rs. 50 Lakh for each ton of

milling capacity from the miller, duly signed and filled in the handwriting of rice millers. The post dated cheques should be complete in all respect. The name of the firm must be printed on the cheque. The second party is not empowered to cancel/alter the cheque without prior written consent of the first party that is the agency. A cancelled cheque is to be obtained from both the guarantors. The reputed Arhatias/commission agents/Rice Millers shall stand surety for the miller to the extent of the same amount (Fifty lakh) as the cheque delivered by him. Name of Guarantor may be changed at any time before allotment of paddy.

- (ii) The Miller/Second Party agrees to provide two third party sureties of Arhatias of the same mandi/purchase center having reliability and good reputation. The reputed Arhatias shall stand surety for the loss that may accrue to the First Party by any act of omission and commission by the Second Party under this agreement. The sureties will be held liable jointly and severally for the loss caused to the state exchequer and the loss will be made good through recovery suits or through District Collector under arrears of Land Revenue Act 1887.
 - (iii) The signature on the cheque will be got verified by the miller from his banker.
 - (iv) A certificate must be issued by the miller/second party that the guarantors to the agreement are not his family member.
 - (v) The second party agrees to an additional guarantee from the owner of rice mill taken on lease and from owner of other two operational rice mills in the district for allotment of paddy to such millers for milling if the rice mill is taken on lease by the second party. The second party (lease mill) also agrees to give four postdated cheques as guarantee equivalent to the cost of paddy entrusted for milling which shall have no limitation of money endorsed on cheques for withdrawal purposes.
 - (vi) Paddy/rice is the property of the procurement agency and any charge on it of the bank/financial institution by the rice miller is a criminal breach of trust, for that the miller will be liable to be prosecuted.
 - (vii) An affidavit is to be taken from the miller to the effect that he/she is the owner/lessee of the mill/premises.
12. In case the Miller/Second Party fails or neglects to observe or perform any of his obligations under the contract, it shall be lawful for the First Party/Agency to forfeit the security amount after granting due opportunity and get the work executed at the miller's/second party's risk and cost. In case loss is caused to the First Party/ Agency, over dues, or damage to its property/ stocks etc., and total losses caused to the state exchequer shall be recoverable through concerned District Collector under arrears of land Revenue Act of 1887 from the Miller/Second Party/Sureties. In addition, such Miller and his Mill premises shall be liable to be blacklisted for future.
- Provided, further that the Govt. shall be within its right to recover the losses or damages from the millers as well as from the sureties jointly and severally in accordance with law.
13. The delivery of rice by miller will be regulated as under:-
- (i) The Miller/Second Party shall not mill paddy without release order. Theft or misappropriation shall tantamount to defalcation and agency will be entitled to initiate civil/criminal action against the miller/second party. In addition, the Miller/Second Party and the mill premises will also be blacklisted.
 - (ii) The Miller/Second Party agrees to mill the paddy kept at any other storage point of the First Party/ Agency by way of mutual consent.
 - (iii) The Miller/Second Party shall process the paddy within five days of issuance of Release Order.
 - (iv) In case, rice miller fails to deliver the CMR of KMS 2024 of the Agency as per the stipulated schedule and the Agency has to shift the Paddy stocks, it would be done at the risk and cost of the miller concerned giving him 7 day notice for this purpose. The miller and his mill premises shall also be blacklisted.
 - (v) There will be complete ban on the miller to mortgage, gift, sell or transfer the mill through any means to any other person till the dues of Custom Milled Rice are cleared (Affidavit from the miller should be taken in this regard in advance)
 - (vi) In case of sole proprietorship, partnership firm, Private Limited company and Societies there shall be a complete ban on change of proprietor, partners, Directors or Members of Societies, once an agreement has been entered into for Custom Milling of Paddy or mill is allotted for Custom Milling or Paddy is stored in the mill for Custom Milling till the entire Custom Milled Rice due is delivered to FCI and account is settled with concerned Procurement agency.
14. (i) The Miller/Second Party agrees to deliver rice to FCI directly as per prescribed quality specifications and in accordance with the out turn ratio @ 67% in case of raw rice and @ 68% in case of par-boiled rice or prescribed by the First Party from time to time. He shall be responsible for the quality of rice to be delivered to FCI.
- (ii) The bye-products of the milling operations viz broken rice, rice kanki, rice husk and rice bran etc. shall be the property of the miller/Second Party and in case of losses caused to the first party by the second party, the bye-products mentioned above are liable to be confiscated to the first party. The second party (Miller) shall be responsible for payment of any Central or State taxes, duties, levies, cess etc. including any new tax levied by the Government of India/ State wherever applicable on by-products obtained from milling of paddy.

15. Packaging, Labeling and Storage

- i) All fortified food shall be packaged in a manner that takes into consideration the nature of the fortificants added and its effect on the shelf life of such food.
 - ii) It is advised that fortified rice is bagged in the same 50 Kg gunny bags specified by the FCI with proper labeling as per FSSAI guidelines to distinguish fortified rice from regular rice.
 - iii) Every package of fortified food shall contain the word "Fortified with---(name of the fortificants)" and the +F logo on its label. It may also carry a tagline "Sampoorna Poshan Swasth Jeevan" under the logo.
 - iv) All manufacturers and packers of fortified food complying with the provisions of the act and rules or regulations made there under on fortified food shall be permitted to make a nutrition claim in relation to an article of fortified food under the Food Safety and Standard (Packaging and Labeling Requirements), 2011.
 - v) The food material should not be stored directly over the floor, but it should be stored over the pallets or tarpaulin sheet away from the wall.
- Millers should get +F Logo endorsed from FSSAI. All bags of fortified rice offered for procurement to the procuring agencies must bear blue coloured +F logo stencilled on it as well as on rexin-slips with. The offered lot of fortified CMR should be uniformly blended with FRK (1:100).
 - Every rexin-slip/ label on fortified rice bag shall have Storage procedure and Cooking Instruction in vernacular language. Health claim and ingredients shall be mentioned on the rexin slip.
 - Every rexin slip/label should mention - Fortified rice meant for supply under Public Distribution System only (Not for Sale in the Open Market)
 - As per Provisions of the Food Safety and Standards (Packaging and Labelling) Regulations, 2011, each bag (or label) shall be clearly printed in indelible ink with legible letters giving the information regarding fortified rice as below:
 - a. Batch no.
 - b. Date of manufacture
 - c. Net quantity
 - d. FSSAI License No.
 - e. Best before
 - f. Vegetarian Logo
 - g. Fortified Logo (+F)
 - h. Storage instructions
 - i. Cooking guidance
 - j. Ingredients and micronutrient contents

16. The Miller/Second Party shall be entitled to the milling charges after completion of the entire milling operations and satisfactory delivery of rice to the FCI on behalf of the First Party as per rates prescribed by the Government of India i.e. Milling charges payable will be @ Rs. 10/- and Rs. 20/- per quintal of paddy for Raw and Parboiled rice respectively. In case, milling charges are changed by the Government of India, the millers will get the payment accordingly.

17. The delivery of rice shall be deemed to have been completed by the Miller/Second Party after the stocks are loaded into wagons or delivered into the godowns as per directions of the authorised/responsible official/officer of the First Party after necessary weighment/inspection and approval of the quantity in accordance with the prescribed procedure of the First Party at the cost of the Miller/Second Party. It will be the responsibility of the Miller/Second Party to supply 'A' note, weight check memo and all other relevant documents to the concerned agency immediately not later than 7 (Seven) days after the delivery of rice for claiming payment from Food Corporation of India failing which he shall be liable to pay interest @ 12% p.a. for the delayed period. All the expenditure including labour, loading, unloading, any other expenditure etc. incurred in connection with the delivery of rice, shall be borne by the Miller/Second Party. Transportation/cartage charges for transportation of rice from mills to FCI godowns will be payable on the basis of the rates fixed by the Deputy Commissioner of the State or FCI's rates whichever is lower from 0 KM onwards for the actual distance.

18. Stocks articles (tarpaulin and wooden crates etc.) which may be supplied by the procurement agencies to the Rice Millers for proper storage of paddy must be returned progressively to the agency concerned after the liquidation of paddy and rice. In case the miller fails to return the same, procuring agency will claim its costs, along with compound interest @21 percent per annum. In case, procurement agencies fails to provide adequate number of tarpaulins and wooden crates, on the demand of miller, the miller will arrange the same from his own resources for which he will be paid rent/usage charges for the period of storage of paddy as fixed by the Government of India or Department. The rent/usage charges will be paid after production of non availability certificate of stock articles issued by the Head of Agencies or DFSC of the Department. Further, the rates of stock articles for KMS 2024-25 will be fixed after approval from State Government.

19. (i) The rice shall be delivered in new jute gunny bags of 50 Kg and in accordance with the instructions to be issued by the State Government from time to time.
- (ii) The Miller/Second Party agrees to abide by the instructions issued by the First Party in regard to the cost and disposal of the gunny bags used for delivery of paddy/rice.
20. This agreement shall remain in force till 15.03.2025 or clearance of the CMR and other dues of the Department/Procurement whichever is later. Thereafter, extension will be automatic and discretion of the First Party/Agency. However, Government/Agency reserves the following right:-
- i) To terminate the agreement with the Miller/Second Party for shelling of paddy into rice at any time during its period without assigning any reason. In that event, the Miller/Second Party shall render complete accounts of paddy, rice and gunny bags to the First Party, which is in his custody and also return the stocks as per specifications and as per direction of the First Party.
- ii) To withdraw from the contract, at any time, any milling work in respect of whole or part of the stocks covered by the contract not yet lifted by miller, if he considers, it is necessary to do so. The decision of the Director Food, Civil Supplies & Consumer Affairs, Haryana/Managing Director in this regard shall be final and no claim shall be entertained against the First Party/ Managing Director for any loss or damage suffered or alleged to have been suffered by the Miller/Second Party on account of such withdrawal of the work.
- iii) To terminate the contract at the risk and cost of the rice miller if a minimum required paddy allotted to him is not milled as per capacity and also at liberty to initiate action against him as per agreement.
21. In case of death of owner of rice mill, the guarantors/sureties or their legal heirs/successors/assigns shall inherit assets and liabilities of the deceased.
22. The Director Food, Civil Supplies & Consumer Affairs, Haryana/Managing Director of the Agency shall be at liberty and have right to relax any clause of the agreement in case of genuine emergency after recording reasons in writing.
23. Any deviation from these clauses shall be considered breach of the agreement, which will entitle the First Party to take suitable remedial action in terms of this agreement and as per law.
24. Food Corporation of India (FCI) shall provide space for delivery of Custom Milled Rice to the Rice Millers in proportion to the paddy allotted to them by the procurement agencies for custom milling of paddy procured by them under Minimum Support price (MSP) Scheme of the Government of India. For this FCI at district level (revenue district Haryana) will issue linkages of Rice Millers with storage points, in consultation with all the procurement agencies by the end of October, 2024. The concerned District Food and Supplies Controller will submit month wise requirement of space in the storage points mentioned above in consultation with all the procurement agencies in the district (including FCI) in the first week of November, 2024. The schedule circulated will take care of entire delivery of CMR by 15.03.2025. In case, FCI due to space crunch, loading of specials, paucity of staff or strike of staff or labour in FCI, will issue certificates stating clearly the time period for which it was not able to offer space or accept delivery of rice. This certificate should be issued in the same month and should be counter signed by the Area Manager FCI of the District. On the basis of these certificates district heads of procurement agencies or department will pass speaking orders in respect of the penal provision with regard to late delivery of CMR. In case, where FCI has not given such certificates and the facts clearly establish that delay is not on the part of the rice mills, district heads of procurement agencies will send a comprehensive detail of facts to their headquarters and with the permission/approval of headquarters will pass speaking orders. However, in case where delay is attributable to rice mills penalty in the form of penal provision shall be enforced.
25. All the disputes relating to interest, penalty, holding charges, milling charges and differences arising out of interpretations or in any manner touching or concerning this agreement whatsoever shall be referred to the sole arbitrator of the Director Food, Civil Supplies & Consumer Affairs, Haryana/Managing Director of the Agency or any person appointed by them in this behalf. There will be no objection to any such appointment that the person appointed is or was an employee of Food, Civil Supplies & Consumer Affairs Department, Haryana/Agency and he had expressed views on all or any of the matter in dispute or difference. The award of such arbitration shall be final and binding on both the parties to this contract. It is a term of this contract that in the event of transfer, vacation of office or being unable to act for any reason of a person appointed as an arbitrator by the Director, Food, Civil Supplies & Consumer Affairs, Haryana/Managing Director at the time of such transfer, vacation of office, death or inability shall appoint another person to act as an arbitrator. Such a person shall be entitled to proceed with reference from the stage where it was left by his predecessor.
- Provided that any demand for arbitration in respect of any claim(s) of the Miller/Second Party, under the contract shall be in writing and made within one year of the date of completion or expiry of the period of contract. If the demand is not made within the period, the claim(s) of the Miller/Second Party shall be deemed to have been waived off and released of all liabilities under the contract in respect of these claims. The cost for and in connection with arbitration shall be the discretion of the arbitrator who may make suitable orders in his award.

Subject as aforesaid, the Arbitration and Conciliation Act, 1996, shall apply to the arbitration provided under this clause. However, the cases of fraud, theft or misappropriation etc. on the part of Second party are not covered under this clause and in such cases legal proceedings as deemed fit will be initiated by the First party against the Second party as well as against the sureties.

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If anything has been missed/left inadvertently regarding process of procurement of paddy and CMR delivery in the Procurement Policy 2024-25/Agreement then policy of FCI will prevail.

<p>IN WITNESS WHEREOF both the parties have subscribed their respective hands and signed this agreement on these presents on the place, date, month and year first above-mentioned in the presence of the following witness:-</p> <p>Signature _____ Name _____ Date _____ Designation _____ for & on behalf of the Governor of Haryana (First Party)</p> <p>Signature _____ Name _____ Date _____ Miller/Second Party</p>	<p>(1) Witness:</p> <p>Signature _____ Name _____ Date _____ Designation _____</p>
<p>Signature _____ Name _____ Date _____ Surety No.1</p> <p>Signature _____ Name _____ Date _____ Surety No.2</p>	<p>(2) Signature _____ Name _____ Date _____ Designation _____</p> <p>(1) <u>Witness:</u></p> <p>Signature _____ Name _____ Date _____ Designation _____</p> <p>(2) Signature _____ Name _____ Date _____ Designation _____</p>



Annexure-I
Form of Provisional Registration

1. Name/Location of the mill
2. Correspondence Address
3. Permanent Address
4. Detail of the partners and their addresses (Separately for each Partner)
5. PAN No. of all partners (photo copies to be supplied)
6. Capacity of the rice mill (along with detail of machinery) and whether the mill is raw or par-boiled rice mill
7. Income Tax Return for last five years (Individually of each partners)
8. Connected load of the rice mill
9. Detail of liabilities, whether a partner/owner/lessee of a defaulter rice mill (Give affidavit duly attested)
10. Proof of electricity connection in the name of the mill (copy of the latest bill be enclosed)
11. If a new rice mill, copy of Registration documents/Bills of the machinery installed and attested of the approved map of the rice mill
12. If a new rice mill, a certificate from HVPN that the electricity connection is functional
13. Whether the mill is in litigation with any agency, if yes, give detail thereof.
14. Mere provisional registration will not make me eligible for allotment of paddy for milling during KMS 2024-25.
15. The provision contained in the milling policy KMS 2024-25 will also be binding on me.

Signature & Stamp
of Rice miller

For office use only (Report of PR Inspector In-charge)

I certify that all the required documents are enclosed with the application form. Further it is also certified that the Rice Mill is fit for provisional registration or not (with full justification).

Signature & Stamp of
(Counter signed by concerned AFSSO) PR Inspector Incharge

Found that the Rice Mill is eligible for provisional registration or not (Yes or No)

After checking the facts and documents attached with application form and verification report of rice mill was found fit for allotment of paddy

(Concerned Accountant) (Section Officer) (Supdt.)(DFSSO)
(In case the post of SO is vacant)

Accepted Provisional Registration/Rejected Provisional Registration because

Signature & Stamp of

District Food & Supplies Controller

Annexure-II

Physical Verification Report of Paddy given to the Rice Miller for Custom Milling

Ending period _____

Name of District _____

Name of Centre _____

- 1 Name and address of the Rice Miller
- 2 Date of last Physical Verification
- 3 Opening stock of leviabie paddy given for custom milling
- 4 Paddy given for custom milling during fortnight
- 5 Total Paddy (Column No. 3+4)
- 6 Rice Produced during fortnight
- 7 Rice delivered to FCI during Fortnight
- 8 Balance rice, if any
- 9 Balance paddy along with number of stacks with the miller at the time of Physical Verification
- 10 Balance paddy with the miller as per stack report godown register (PR-6)
- 11 Difference, if any, with justification

Signature of IFS/SIFS/AFSO

Signature of Miller/owner

Countersigned by DFSC/DFSO



SURETY BOND

That M/s-----And DFSC (Name of District) has entered into the contract agreement for Custom Milling of paddy during the Kharif Season 2024-25.

That DFSC shall supply-----MT of paddy to M/s-----for custom milling which shall be stored in the premises for M/s-----M/s-----shall complete the entire custom milling of paddy within the stipulated period and delivers the due Custom Milled Rice (CMR) CMR to FCI on A/C of DFSC.

M/s-----is liable to fulfill the rules /conditions mentioned in the contract agreement.

We the M/s (Name of Surety) has already gone through the contents of contract agreement held between M/s-----and DFSC (Name of District)

In case the due Custom Milled Rice (CMR) is not delivered within stipulated period as mentioned in contract agreement or if M/s-----violates any provision of contract agreement or does not perform as per provision of contract agreement we M/s-----stands surety for M/s-----for the amount of total delivered paddy which can be recovered from us being surety.

Name of the Firm/Rice Miller
(with full address)

Witness No 1

Witness No 2