

CHAPTER 1 INTRODUCTORY

A-HISTORICAL BACKGROUND

Effect of war on supplies 1. War disturbs the peace-time economy of nations. On the one hand there is wide spread destruction the other productive capacities are diverted to the manufacture of war material. The result is a shortage of food and other articles of necessity. Supply falls short of demand and prices rise. A rise in price encourages stockists to hold back their goods in the hope of getting still higher prices. This artificially makes the shortage more acute. A vicious circle is set in to motion

The Provincial Reserve - a creation of the last war 2. The last Great War (1939-45) was a world war in a truer sense than any other war had hitherto been; its effects were also more widespread and acute. Although India was not directly a theatre of war, yet even she began to feel the effects of war in 1941 and prices started rising sharply. Government first attempted to check this tendency by fixing maximum prices of important foodgrains. This step did not, however, prove effective. As the United Punjab was a province surplus in foodgrains, arrivals in the mandis were heavy in the beginning of the crop year and grain could be procured at the controlled price. As the crop year advanced, supplies went underground and could not be had at the controlled price. Nor had Government any stock which it could make available to the public. This led to the breakdown of price Control, Government therefore, decided to purchase at the controlled rate as much grain as it could in the earlier part of the crop year, so that this reserve, built up at various places in the province, could be utilised later in the year as a stabilizing factor in the prices of foodgrains by releasing stocks from this Provincial Reserve, as and when necessary. This led to the creation of the Provincial Reserve as an instrument of Government in enforcing its policy of Price Control.

Growth of the Provincial Reserve 3. The maintenance of the provincial Reserve of foodgrains was originally decided on in 1942 as a part of the duties of the Co-operative Department and it is to the officers of that Department that we owe, to a very great extent its initial detailed organization. Later, this work was transferred on block to the Food and Civil Supplies Department. Till the time of partition, the Provincial Reserve was mainly maintained-----

(a) to procure surplus grain when arrivals in the mandies were heavy and prices low ;

(b) to utilize the grain so procured as a reserve to serves as a stabilizing factor in the prices of foodgrains later in the year by releasing stocks as and when necessary at a fair price ;

(c) to tide over temporary shortages and to feed deficit areas in the province ; and

(d) for export when an excess was available

The building up of a strong Provincial Reserve served as a useful check in keeping foodgrains prices with in control and in preventing artificial famine in a surplus province.

Effects of partition 4. With the partition of the province the East Punjab turned highly deficit in wheat and rice. A change came about in the functions of the Provincial Reserve Since the partition the Provincial Reserve is being increasingly maintained:

(a) for the procurement of all available grain which the Provincial Reserve can hold;

(b) for the handling of all imported grains allocated to this deficit province;

C for the feeding of not only the towns under Rationing or Controlled Distribution Schemes , but also of all the Deficit Areas in the province as well as for meeting other demands within the province e.g, Relief Camps, Railways , police , Jails , etc, and

(d) for export when there is an excess in the Reserve..

It will thus be noticed that the Province Reserve is no longer what it was in the Joint Punjab, merely a reserve for meeting emergencies, but is now expected to meet the day-to-day requirements of a very large proportion of the people of this deficit province. Distribution of foodgrains has thus become a much more important aspect of Provincial Reserve work than it has ever been before. Moreover as internal procurement does not provide enough foodgrains, we have to a very great extent depend on imported foodgrains, we have to a very great extent depend on imports to meet our requirements and all this imported grain is handled by the Provincial Reserve. Thus the Provincial Reserve has now a very much more important role to play than it did in the joint Punjab. On the efficient administration of the Provincial Reserve depends in a very large measure the success or the failure of Government food policy

B ----- Growth Of OUR FOOD POLICY

Price Control 5 The first step in Food Policy was to fix maximum prices of important foodgrains. It, however, soon became clear to Government that mere Price Control without control over supplies was not of much use. For if the producers were unwilling to part with grain at the controlled price, Government had no effective remedy unless it could step in and itself distribute grain to the consumer at a reasonable price. Before Government could distribute, it must procure foodgrain. The more effective the procurement, the more successful the distribution; for the former alone could ensure continuous supply at reasonable rates to make distribution successful. Again a successful distribution policy is a pre-requisite of a successful procurement policy ; for controlled distribution cuts off competitive demand and paves the way for successful procurement.

6 The next step in the Government policy was to establish a Monopoly for the procurement of the more important grains----- Viz, wheat and rice, while retaining Price Control/over others, viz, gram, barley, maize, bajra, jowar. Under Monopoly, Government ---- either directly through its foodgrains staff or indirectly through its authorized dealers or Associations---- purchases all arrivals in the mandi at the controlled rate. Government thus effectively brings under its control all surplus grain that arrives in the mandi. In the joint Punjab, only wheat and rice were under Monopoly. Now Monopoly has been extended to barley and may be extended to other grains as well. Moreover , if Monopoly Procurement does not bring in sufficient grains in the hands of Government, it may be compelled to introduce a system of Levy.

Rationing and Controlled Distribution. 7. When Government established a Monopoly for the purchase of all surplus grains that arrive in the mandi, it simultaneously takes upon itself the responsibility of feeding the population whose supply is thus cut off. The third step in the Government policy was, therefore, to extend Rationing of foodgrains (wheat and rice) to all important towns and to evolve a rough and ready scheme for distributing food -grains in areas which may be deficit for some part of the year. In the East Punjab , however, which is heavily deficit, a very large number of towns have already been brought under Rationing and Rationing may be extended even to smaller towns. Besides the Controlled Distribution Scheme has been enforced in less important towns for the benefit of the poorer sections of the community. The Deficit Area Scheme—under which the District Food Controllers evolve a rough and ready method of distributing food grains—is now to be applied very much more extensively and for a much longer period than was done in the Joint Punjab. In short , in the East Punjab , the Provincial Reserve has to take upon itself much heavier commitments of feeding the people than it did in the Joint Punjab.

Experiment in decontrol 8. At the end of 1947, the Government of India decided to adopt a policy of gradual decontrol in respect of all articles including foodgrains. In pursuance of this policy, Monopoly Procurement, Rationing and price Control over foodgrains were gradually withdrawn in this province in the first half of 1948. The immediate result of this policy, however, was a sudden and steep rise in prices of foodgrains: wheat shot up to Rs. 30 per maund or so and rise to Rs 60 per maund or even above. This led to a universal public demand for re-imposition of controls and re-introduction of food grains Rationing. Towards the end of 1948, Government had again to launch upon a policy of controls. For tenths this province had built up a Reserve of foodgrains in the early part of the Rabi crop year which it decided to release immediately through Fair Price Shops at a price which, although it covered Government's cost was yet about half of the prevailing market rates. This step followed by the announcement regarding introduction of foodgrains Rationing in all major towns, had a salutary effect and foodgrains prices recorded a marked fall. By the end of 1948 Price Control, Rationing and Monopoly procurement were re-introduced and the full machinery of controls was again in operation.

C – FOOD ORGANIZATION IN THE DISTRICT

The old set up 9 In the Joint Punjab Rationing Controllers were responsible for the receipt, storage and issue of rationed foodgrains at the wholesale stage for their respective rationed towns (except in some towns including Amritsar where this was done by the Grain Syndicate). For the rest of the district, foodgrains were procured, stored and issued by the District Food Controllers.

The new set up. 10. The old organization involved a certain degree of duplication as in Rationed towns both the Rationing Controller and the District Food Controller received and stored foodgrains on behalf of Government. The object of the new organization is to avoid duplication to the extent practicable. Accordingly it has been decided that the District Food Controller will procure, receive and store foodgrains for all the requirements in his circle—whether of the Rationed towns, Controlled Distribution towns or the rest of the area under his charge. The Rationing Controller will not stock foodgrains at all. In the Rationed towns, the immediate responsibility for arranging wholesale supplies of Rationed foodgrains – either in the form of grain or atta, will rest with the District Food Controller under the general supervision and control of the Rationing Controller. The District Food Controller will, however make supplies on payment against authorities issued by the Rationing Controller. After the wholesale stage, the responsibility will be that of the Rationing Controller. For all other areas in his circle except the Rationed towns, the District Food Controller will be solely responsible. The staff of the District Food Controllers has been substantially strengthened to enable them to discharge their added responsibilities efficiently.

D NEED FOR MODIFICATION IN OLD INSTRUCTION

Changed Con-ditions 11 Both on account of lapse of time and changes of far-reaching character in the functions of the Provincial Reserve “The Manual of Instructions for the use of Foodgrains Officers” compiled in 1946 has become out of date. It has, therefore, become necessary to recast these instructions to suit the present changed conditions in the light of experience gained, incorporating the existing practice with such modification as may appear necessary.

Scope of the present Instructions. 12 The present instructions supersede all previous instructions on such subjects and aspects of the Provincial Reserve work as are covered by this Manual. On those instructions, the instructions already in force will continue to apply. It is a likely that in some areas, Provincial Reserve practice is different from that laid down in this Manual. It is as a result of this or otherwise, any lacunas come to the notice of Food grains staff, or if they have any suggestions to make, these should be forwarded to

Government

Enforcement: 13 This Manual can be quoted in all future correspondence as an authority for any instructions contained in it The instructions come in to force with effect from the 1st July 1949, unless Government considers it necessary to change this date.

CHAPTER II

METHODS OF FOODGRAINS PROCUREMENT

- Choice of Method 1. This Chapter has a very brief account of the various methods which may be adopted from time to time to procure foodgrains for the Provincial Reserve. At any one time, one or more of these methods may be employed. Normally Government will decide what method or method should be used, but it necessarily depends on the advice and suggestions of the District Food Controllers to come to correct decisions. Government's aim will be to adopt such methods as will yield the best result within the framework of the general policy.
- B- METHODS OF PROCUREMENT IN A FREE MARKET
- Two Systems -- In a free market, purchases are usually made under two systems:-
- (1) Ready purchases and
 - (2) Contract purchases.
- In Ready Purchases, stocks of foodgrains actually exist with the seller and the buyer makes offers of price after seeing the quantity and condition of the grain (except in Beechak system). In a contract purchase, the seller may not necessarily have stocks in hand, but he undertakes to supply the contracted quantity of prescribed specification, at an agreed rate by a fixed date subject to such other conditions as may form part of the contract. All ready purchases are made by Government through the District Food Controller who employs the Commission Agent for carrying out the actual purchases subject to local supervision and control. The same procedure is employed if Government permits the District Food Controller to make a contract purchase, it does so through a Clearing Agent who guarantees the due fulfillment of the contract by the seller and clear finance.
- 3 Forms of Ready Purchase --- Ready Purchase may be made in any of the following methods:
- Bidding (1) Under this system, grain is sold by auction and the highest bidder gets the grain. The Government buyer enters the market like any other buyer and makes purchases so that the average price of the total purchases of the day does not exceed the price limit set by Government. Normally Government makes purchases through its local Commission Agent who works under the supervision and control of the District Food Controller and his staff. The Commission Agent is responsible for the quality and quantity of the grain purchased through him. The Commission Agent is liable to pay 25 per cent of the quality allowance levied on the grain in accordance with "conditions of Food grains Contracts" for Despatch Pass Contracts (non-mutual basis). The Commission Agent will have the grain weighed and stored in godowns. In case of bag-storage the Commission Agent will see that grain is made in to standard weight bags before storage.
- 2 Share System (a) The Government buyer does not take part in the bidding, but after the bidding is over, he takes over the fixed Government share of the total grain arrivals in the market on that day at the price fixed by the normal process of auction, so that the daily average auction price of the grain taken over is within the limits set by Government. Normally Government makes purchases through its local Commission Agent who is also responsible for the weight and storage of the grain purchased. He is however, not held financially responsible for quality as, apart from rejecting obviously inferior stuff, he has no responsibility for fixing the price and small discretion regarding the heaps he will take. The percentage of grain to be taken over is governed by the quantity needed by Government and the amount which can be conveniently handled by the Commission Agent's labour.
- b Under the East Punjab Foodgrains Procurement (Shares System) Order, 1948, Government through the District Food Controller can

take anything up to 1/3rd of the total daily arrivals in the Mandi The District Food Controller has also the right to take more than 1/3rd share with the prior approval of the Director-General, Food and Supplies To ensure that

The requirements of this order are being complied with the District Food Controller should maintain a Mandi Arrival Register in form PR-1 for each Mandi.

C Under this system, wherever possible, an agreement is made with the trade in advance of actual bidding and the Mandi arrivals are divided geographically in to a suitable number of divisions depending on the proportions of Mandi arrivals the Government buyer is purchasing Each division should normally be of contiguous heaps The Government buyer indicates the division he will take after bidding is over so that the price is not influenced by the fact of Government purchase.

(d) If the Government buyer does not divide the Mandi geographically in advance he should after bidding is over, take up his share from geographically in advance, he should after bidding is over, take up his share from geographically contiguous heaps or from each heap from which he decides to make purchases.

(e) The Government buyer may adopt any other method mutually agreed upon by him and the trade.

(f) Experience has shown that agreement with the trade is easily reached failing which the trade can be made to part with the Government share of the daily arrivals in the Mandi under the share System Order (see sub-clause (b) above)

Beechak
System

(a) Under this system, grain stored in locked godowns is purchased on the basis of the weight declared by the seller. Normally neither the grain is weighed nor inspected for quality at the time of purchase Beechak purchases, thus depend very much on the reputation and credit of the original seller.

(b) Grain is usually stored before the rainy season in godown or kothas which are then closed by, means of wooden planks or otherwise A document called "Teep" is prepared containing the following information:-

- (i) Name of the original seller.
- (ii) Godown No
- (iii) Commodity, with quality.
- (iv) Date of storage
- (v) Weight of grain stored
- (vi) Name of buyer
- (vii) Rate per maund and total price
- (viii) Number of godown planks and their price
- (ix) Rent payable
- (x) Total price and its acknowledgement

C Before the bargain struck, the following information is disclosed to the buyer:--

- (i) Name of the seller
- (ii) Situation of the godown (not its exact identify)
- (iii) Quality of grain (e.g., whether) 591 or dara wheat)
- (iv) Godown rent payable.

Note :-- The conditions regarding godowns rent vary from Mandi to Mandi.

(d) When the bargain is struck the price is paid according to the weight and other particulars given in the "Teep" and the seller hands over the "Teep" to the buyer and also gives over possession of the kotha simultaneously.

(e) If on visual inspection the buyer discovers that the grain is heavily damaged due to the kotha having leaked, or that there is suspicion of theft, the bargain can be cancelled by the Mandi Panchayat If, however, the panchayat finds that damage due to leakage is not so extensive as to justify cancellation of the bargain

it may allow compensation.

(f) When the kotha is opened, grain examined and weighed in the presence of the original seller or his representative, and either an abnormal shortage in weight is discovered or there is great variations in the quality, compensation is recoverable from the original seller in accordance with the decision of Mandi Panchayat

Note:-- In Ferozepore Circle , shortage up to ½ seer per maund for the first six months and of 1¼ seers per maund from 6 to 12 months is considered normal In Fazilka Circle , the seller is not responsible for shortage in Barley and Wheat Beechaks, but is responsible for shortage in Barely and Wheat Beechaks, but is responsible for a shortage exceeding 2.5 per cent during the first six months in case of only gram Beechak.

(g) The buyer can further sell the “Teep” by making an endorsement thereon. Although a Kotha may change several hands before it reaches the buyer who ultimately opens it, yet the responsibility for weight and quality of grains remains that of the original seller who filled it.

(h) In several Mandis (e.g., in Hisar) the seller gives the exact quantity entered in the Beechak after weighment Such Beechaks are called “Tolu Beechaks”

(f) Beechak purchases are made by District Food Controller’s after obtaining Government approval The actual transaction is made through the Commission Agent who in some Circles e.g Hisar are made responsible to Government for any abnormal shortages or variations in quality They may , in turn, recover the necessary amount from the seller through the Mandi Panchayat.

(f) The terms of Beechak System vary from Mandi to Mandi according to local practices and in several Mandis this system does not exist at all

4 Forms of Contract Purchases

(1) Common Features –All contract purchases have some common features These are:---

(i) Every contract purchase requires prior approval of Government .

(ii) There must be a written contract between Government and the seller

(iii) The due fulfillment of the contract must be guaranteed by a Clearing Agent if the contract is directly entered in to by Government and by the local Commission Agent if the contract has been entered in to through the District Food Controller.

(iv) The contract must specify the quantity, the rate and the quality of the grain, the date by which and the place at which goods will be supplied besides any other terms agreed upon by the contracting parties. Penalties are also prescribed for breaches of the terms of the contract Normally the tender has to furnish a security at the time tenders are offered.

(v) The grain and the bags are inspected at the time of delivery the former for weight and quality and the latter for quality only Full payment is made subject to the result of inspection The inspection is done by Government Inspector (Inspection) and the Acceptance Note is prepared in the District Laboratory If for any reason the Government Inspector (Inspection) is not Foodgrains Supervisor, in the presence of a representative of the seller if present, and the sample along with the result of weighment and classification of bags forwarded immediately to the District Laboratory.

(2) Forms – Contract purchases may take one of the following forms:-

(i) Seller’s Godown Pass Contracts.

(ii) Buyer’s Godown pass Contracts.

(iii) Despatch Pass Contracts.

(iv) Destination Pass Contracts

(v) Storage Delivery Contracts.

Usually the first two kinds of contracts are restricted to local deliveries only and are made on the recommendations of the District Food Controller and guaranteed by the Commission Agent, while the remaining three kinds of contracts are entered in to directly by Government and are guaranteed by Clearing Agents

(3) Seller's Godown pass Contracts—Under this contract the seller offer to supply the contracted quantity ex-seller's godown The grain and bags (if supplied) are inspected as usual at the seller's godown at the time delivery is taken The seller pays for the weighment of the grain The Commission Agent supervises weighment and arranges transport of the grain to Government godowns Full payment is made on presentation of the bill by the Commission Agent supported by the Acceptance Note.

(4) Buyer's Godown Pass Contracts- Here the seller agrees to deliver the grain in the specified Government godown where inspection takes place Full payment is made on presentation of the bill by the Commission Agent, supported by the Acceptance Note Services of the Commission Agent are utilized under this contract also, but the seller pays for the weighment of the grains

(5) Despatch Pass Contracts- (i) At present, this is the most usual form in which Government makes contract purchases.

(ii) For these contracts, tenders are invited by Government on a prescribed form The tenderer furnishes a security for the due fulfillment of the contract and a Clearing Agent selected by the tenderer guarantees completion of the contract When Government accepts the tender, a Letter of Acceptance is issued which contains the conditions of the contract and other detailed instructions for the dispatch and payment of the grain and gunny bags. A copy of this Acceptance Letter is sent to the seller, the recipient District Food Controller, the Clearing Agent the Assistant Director Food Inspection and Government Inspector (Inspection)

(iii) The tenderer has to complete delivery with in the time limit specified in the contract, by tendering Railway Receipts in the the prescribed manner.

(iv) The consignments are inspected for quality and weighed by the Government Inspector (Inspection) as usual at the station of dispatch No consignment should be despatched by the seller without inspection Any seller dispatching a consignment without inspection will do so at his own risk. Apart from any penalty which Government may impose after taking in to consideration the circumstances under which the consignment was dispatched without inspection no payment will be made to the seller till the consignment has arrived at the destination and result of its inspection by the consignee or Government Inspector is Known

(v) The consignment should be dispatched at Railway Risk freight to pay, and at full wagon rates

(vi) Full payment is made to the seller by the Clearing Agent in accordance with the Acceptance Note The Clearing Agent, in turn, receives full payment and half of his commission from the consignee on presentation of the bill supported by the Acceptance

Note The remaining half of the commission is credited in to the Treasury and is subsequently paid by the Controller of Food Accounts, after audit of his accounts.

(vii) **At the destination station** the consignee will test-weigh the consignment In the event of abnormal discrepancy between the weight consigned and the weight received an entry should immediatly be made in the Delivery Book maintained by the Railway and a claim for the shortage made against the Railway.

(viii) In exceptional cases when booking is closed or wagon supply is short, Headquarters may require the sellers to deliver the goods either in the local provincial Reserve godowns or in the sellers godowns approved by the local provincial Reserve staff at the same

place from where the goods were to be dispatched. In such cases the local Foodgrains Supervisor will take over the stocks as usual after getting the same inspected by the Government Inspector. If the Government Inspector is not available, the Foodgrains Supervisor will carry out test-weighment, draw samples, classify the bags and send the result of test weighment and classification of bags along with the samples to the District Laboratory for preparing Acceptance.

Note: The payment in this case will be made by the District Food Controller who has taken over the stocks in his godowns.

- (6)
- Destination Pass Contracts-
- (i) These contracts are also entered in to by Government in exactly the same manner as Despatch Pass Contracts and are similarly guaranteed by the Clearing Agent. A Letter of Acceptance is also issued in the same way.
 - (ii) The tenderer has to complete delivery within the time limit specified in the contract, by tendering Railway Receipt in the specified manner.
 - (iii) The consignment should be dispatched at Railway Risk, freight to pay and at full wagon rates.
 - (iv) The seller, after booking the consignment should present the Railway Receipt to the Clearing Agent who pays 90 per cent of the value of the grain and gunny bags against the Railway Receipt. The Clearing Agent in turn, draws on the recipient District Food Controller for the amount paid to the seller, through a bank. The District Food Controller should make 90 per cent payment within 24 hours of the receipt of the bill accompanied by the Railway Receipt.
 - (v) The consignment is inspected by the Government Inspector (Inspection) or if he is not available by the Food grains Supervisor on arrival at the station of destination in the usual manner and an Acceptance Note is issued.
 - (vi) On the basis of the Acceptance **Note** the Clearing Agent is paid the balance of 10 per cent payment who will pass the same on to the seller.
 - (vii) Half of the commissions due to the Clearing Agent will be paid to him along with the 10 per cent bill and the remaining half credited in to the Treasury by the District Food Controller. This latter half is paid to the Clearing Agent after his accounts are audited and payment authorized by the Controller of Food Accounts.
 - (viii) If a consignment prima facie appears to the District Food Controller to be unacceptable, he will obtain a copy of the Acceptance Note and examine it. If he finds that the consignment is of such a poor quality as cannot be accepted, he will hold it under objection, keep it separately from the other Provincial Reserve stock and inform the seller and the Clearing Agent accordingly. He will also send a special report to Government (Assistant Director Food Purchase) along with a copy of the Acceptance Note, for obtaining orders of Government whether—
 - (a) the consignment should be accepted with allowances; or
 - (b) the consignment be finally rejected and replaced by the seller; or
 - (c) the consignment may be accepted and cleaned at the seller's expense; or
 - (d) accepted at extra allowances over and above the prescribed allowances.
 - ix If the consignment is finally rejected the seller shall remove and/or replace it at his own expense, or Government shall replace it at current market rates under the terms of the contract.

When a consignment is rejected and the seller is called upon to replace the stock he is bound to pay all charges (viz., railway freight, octroi, transport-action charges, godown rent, etc.) incurred by the buyer on his rejected stock without prejudice to any deduction on account of quality allowances, etc, that may be leviable on his replaced stock as a result of its analysis.

(x) If due to difficulty or delay in obtaining wagons dispatches cannot take place, delivery may be taken locally, following the same procedure as is laid down in paragraph 4(5) (vii) supra with the exception that any extra payment permissible under the contract for Destination Pass Terms Purchases will not be made to the sellers

Storage
Delivery
Contracts-

7 (i) These contracts are also entered in to by Government There are three are three important elements in such contracts:-

(a) The seller undertakes to secure the goods, place them in suitable godowns and pledge them to an approved Bank within a specified period.

(b) He undertakes to store the goods in those godowns at his own cost and risk in return for a specified scale of carrying charges.

(c) He also undertakes to deliver the goods f.o.r and subject to inspection when called upon to do so by the buyer at any time within such period as is specified in the contract

(ii) The seller is responsible for the proper and careful storage of the goods and will bear all shortage or damage to the grain from any cause whatsoever during the period of storage.

(iii) Delivery of goods purchased under Storage Delivery contracts must be demanded during the crop year.

(iv) The price payable shall be composed of-

(a) the basic price fixed in the contract for delivery free on rail dispatching station;

(b) carrying charges for the period of storage; and.

(c) in case where delivery is demanded at destination pass terms, premium amounting to Re 0-1-6 per maund

v) Carrying charges shall not be payable on-

(i) rejected consignments unless the goods have been replaced and accepted

(ii) goods delivered out of stocks held under pledge with a bank in the name of the parties other than the sellers unless the title has been duly transferred to the sellers and intimation thereof given to Government In such cases the date of transfer of title shall be taken to be the date of pledge for the purpose of calculating carrying charges unless otherwise provided in the terms of the contract.

(vi) Full payment will be made at the time of taking delivery on presentation of the bill by the Clearing Agent supported by the Acceptance Note

Conditions of
Foodgrains
Contracts-

8 Detailed condition regarding Despatch Pass, Destination Pass and storage and Storage Delivery contracts are contained in the pamphlet entitled, Conditions of Foodgrains Contracts “ and are generally applicable.

C PROCUREMENT IN A CONTROLLED MARKET

Controlled
Marked

5. Under a free market, producers of grain take their surplus stocks to the Mandi and sell these to the highest bidder Government may, however decide to control and procure at a fixed rate all the arrival of a particular grain in Mandis, and thus establish a Monopoly for its procurement Or in the alternative, Government may evolve a system of Levy, compulsory take-over at a fixed rate, all grains from the producers which are surplus to their requirements It is now proposed to deal with these two methods of procurement in a controlled market.

Monopoly Procurement

6 (i) When Government is unable to procure its requirements of foodgrains in a free market by the methods enumerated in paragraph 3 and 4 above, it may decide to establish a Monopoly for their procurement by means of a legal order. Government has already established a Monopoly for the procurement of wheat, rice and barley and if necessary may extend the Monopoly to other grains as well

(ii) Under a system of Monopoly the producers are permitted to sell the grain in limited quantities for household consumption viz., 2/2 maunds in the case of wheat, 20 seers for rice and two maunds for barley

(iii) The rest of the surplus grain may be brought to the nearest Mandi for sale by the producer either himself or through the village shopkeeper.

(iv) All arrivals in the Mandi are purchased either by Government direct or through Panchayat Association or authorized dealers at controlled price, subject to deduction on account of quality allowance.

(v) The grain so procured is disposed of under Government orders either through "Disposal Orders" for meeting local requirements including allocations to local Provincial Reserve or through "Supply Orders" for meeting demands controlled by Government, e.g., requirements of the Provincial Reserve in other districts, Railway, Army or for export.

Levy

7 The system of Levy or direct procurement from the producers has not yet been tried. It may take various forms some of which are mentioned below:-

(a) The ideal system would be to assess the requirements of each producer and to take over the surplus. This, however, raises several practical difficulties both in the matter of actual assessment of requirement as well as in organizing such a huge task.

(b) Classifying producers into various categories taking into consideration the area of land cultivated, i.e., whether barani (depending on rainfall), chahi (irrigated by well water), or new hire (irrigated by canal water).

(c) Fixing quotas of grain village-wise.

(d) Collection of land revenue in the form of grain

Whatever method may be adopted for the purposes of Levy, it would be necessary, except in the case of (d) above, to make cent per cent payment to the producer after inspection of the grain both for quality and weight.

D - IMPORTS

Imports from foreign countries

(i) 8 The East Punjab is a Province deficit in foodgrains and so is India as a whole. It has, therefore, become necessary for India to arrange imports from foreign countries and allocate quotas to the Provinces according to the stocks available and its appreciation of the needs of each province. Out of the quota allotted to the province, Government makes allocations to the District Food Controllers and also informs the Government of India accordingly. The latter, then, arranges dispatches in accordance with these allocations.

(ii) Dispatches may take place either from Bombay or from Calcutta or from some other port.

(iii) Both at Bombay and Calcutta, the Government has posted staff to watch dispatches of imported grain to this province

(iv) As soon as a consignment is dispatched the relevant Railway Receipt is forwarded to the consignee District Food Controller who arranges delivery after paying the railway freight.

(v) There is no inspection either for quality of grain or bags, as Government of India passes on the grain in the condition it is received and does not hold itself responsible for quality. Nor will

there be a normal test- weighment by the Government Insoector (Inspection) for weight as this Government has to pay the Government of India according to the weight entered in the Railway Receipt.

(vi) The receiving Food-grains Supervisor should however, carry out a visual inspection of the grain on receipt If he finds the quality Abnormally poor, he should report to Government through the District Food Controller, sending a representative sample along with the report.

(vii) The receiving Foodgrains Supervisor should also carry out a test-weighment of the consignment to find out the actual weights received As imported grain is not normally received in standard weight bags, it may be necessary to weigh more than 10 per cent bags In such cases 25 per cent of the bags should be test- weighed

(viii) If the discrepancy between the weight dispatched and received is abnormal, an entry should immediately be made in the Railway Delivery Register and a formal claim for the shortage put in against the Railway at once.

(ix) Payment for the imported grain is made by this Government direct to the Government of India by means of book adjustment It is, therefore important that Government is kept accurately informed regarding the quantities of imported grain received by the District Food Controller against each allocation.

Import from other Provinces.

9. No imports have hitherto taken place from any other province But in the event of such a contingency arising, the procedure to be followed will be reverse of that adopted in the case of dispatched to other Administrations with necessary adjustments

E -- TRANSFER FROM PROVINCIAL RESERVE TO PROVINCIAL RESEARVE

Its need.

10 Although it is not a method of procurement it is mentioned her as it may be one of the methods by which a District Food Controller may receive grain There are tow reasons necessitating such

(i) Large quantities of grains are purchased in producing areas which cannot immediately be allocated to areas where these are to be ultimately consumed It is therefore necessary to store these in the producingcentres till actually required in the consuming centre

(ii) Supplies of imported foodgrains are erratic These have sometimes to be “dumped” at convenient centres for lack of adequate godown accommodation at consuming centres.

Payment

These transfers take place only under orders of Government As these are transfers with in the Provincial Reserve the receiving District Food Controller has not to make any payment to the dispatching District Food Controller.

CHAPTER III
PRELIMINARIES TO PURCHASE
A ---The ORGANIZATION OF THE PROVINCIAL FOODGRAINS RESERVE

- Introductory 1
It is necessary here to consider in broad outline the organization of the Provincial Reserve – a subject which will be considered in detail at a later stage- as this will help in a proper understanding of chapters which precede the chapter on detailed organization of the Provincial Reserve
- Circles 2. For the purpose of purchasing receiving and storing the foodgrains reserve, the Province has been divided in to Circles, each under the control of a District Food Controller With the exception of Ferozepur District , which has two District Food Controller Circles,the boundaries of every other district and circle coincide The District Food Controllers are assisted by field and office staff.
- Centres. 3 With in each Circle have been set up purchasing centres at the important Mandis and consuming centres at suitable places A list of the existing centres will be found at Appendix-“ A The centres are staffed by Foodgrains Supervisors whose work is supervised by Foodgrains Inspectors, Assistant Food Controllers and the District Food Controller Purchases in the Mandis are made under the supervision of the Foodgrains Supervisors by an approved Commission Agent The Supervisor has also to test-weigh, transport and store in the Provincial Reserve godowns , all foodgrains purchased or received and has to maintain proper accounts All issues from centres are the direct responsibility of the Food grains Supervisor who should see that no issue is made without proper authority The District Food Controller should exercise a general supervision and control over the centres.
- Headquarters 4 The general control of the whole organization is maintained by Headquarters staff which issues instructions regarding quantities of grains to be purchased purchase rates, movement storage and sale of the Provincial Reserve stock (except sale under Rationing or Controlled Distribution Scheme) and which deals with all matters of accounting and audit.,

B –THE OPENING OF PROVINCIAL RESERVE CENTRES

- Sanction 5 Orders of Government are necessary for opening a new Provincial Reserve Centre-either for purchase or for distribution The orders will also indicate the size of the reserve to be maintained at the centre It will then be for the District Food Controller and his staff to arrange for the requisite amount of godown accommodation
- Choice of godowns 6(a) Its importance –Selection of the right type of godowns is of prime importance in view of of the extensive damage and loss which can- result from storing grain in unsuitable godowns In a deficit province like ours, this consideration is of special significance Wrong choice of godowns will be a perpetual headache to the District Food Controller and his staff who will find it extremely difficult to protect grain from avoidable damage and loss On the other hand if the right selection of godowns is made , it will solve half the storage problem. Time and energy spent in the beginning in acquiring suitable godowns accommodation will be well worth the trouble as at will save the recurring inconvenience which arises from defective storage It will, therefore , be most useful if the District Food Controller pays personal attention to this question from the very start
- (c) Government –owned storage-In this Province, very limited Government –owned storage accommodation is available. Bulk

storage bins are available only for 8,500 tons at the following place;-

Name of place	Accommodation in tons
Moga	2,000
Jagraon	2,000
Abohar	1,500
Guruharsahai	500
Talwandi	500
Malout	500
Muktsar	500
Fazilka	1,000

Besides, transit storage accommodation of the type called “Lahore sheds”, is available only at Moga, Jagraon Shimla and Abohar. At each of these places two Lahore sheds have been put up, each with a capacity of 500 tons. Lahore sheds are not suitable for long storage as these become infested with in a month. Lahore sheds can, therefore, be used for storage only during winter. During summer these can be used only for purpose of transit storage. In short Government possesses a very small proportion of our total godown requirement, which has, therefore largely to be met by hiring private owned godowns. C Selection from private godowns – Godowns available for hire at several places are not of a good type. Care should however be taken to hire only the best. In making selection, the following points should in particular be borne in mind. It may however, be added that while the following are the general rules for selecting godowns, they have to be frequently subordinated to the necessity of godown accommodation for the stocks to be stored. In such situation they should be followed to the maximum extent practicable.

(i) The godown should be situated in a safe place preferably near the mandi, though not in an area which is thickly populated.

(ii) Damp localities should be avoided. Godowns with a high plinth are less likely to be affected by damp and should be preferred. Careful Enquiries should be made before hiring whether the godown is affected by damp during the rainy months and, if so, it should not be rented unless absolutely necessary.

(iii) Godowns which are pacca built with pacca floors and pacca roofs should be preferred.

(iv) Doors should be strong and well-fitting. Windows and ventilators if any, should be such as can be securely closed.

(v) Godowns must not leak. Mandi people usually know which godowns suffer from this defect and if proper enquiries are made it should be possible to know which godowns are to be avoided from this point of view. Godowns in double-storeyed building are obviously less likely to leak.

(vi) Godowns which are not directly exposed to the heat of the sun are better, and are, therefore, preferable. For the same reason a verandah in front of the godowns is also considered to be a good point.

(vii) Godowns with proper ventilation are to be preferred to those which are ill-ventilated.

(d) Rent of hired godowns-(i) When suitable godowns have been carefully chosen, their rent is to be settled with the owner and a rent deed (Appendix B) executed. The standard rent which is laid down as a guide for District Food Controllers is Rs 3 per hundred bags per month and special justification will have to be advanced for payment of rent at a higher rate.

(ii) The following formula should be used for calculating the capacity of godowns based on dimensions:-

For bagged storage-Take the ground area of a godown in square yards double it and then reduce it by 10 per cent. The resultant

figure will give a rough estimate of the maximum capacity in tons for stacking to 15 bages height If the stacking height is less, divide the figure by 15 and ,multiply by the actual number of bags in height For example If the length of a godown is 27 feet and its breadth is 18 feet and stacking is to be done to 12 bags height the storage capacity of the godown will be :-

$27 * 18 = 486 \text{ sq ft} = 54 \text{ sq yds}$ multiplied by 2=108, less 10% (i.e 11) = $97 * 12/15 = 77.6$ tons, or say 800 bags

Note – The capacity of a godown should denote the quantity of grain which can be safely stored in it without running the risk of over –storage Rent is to be paid on what can be actually stored in a godown.

(For built storage , viz loose grain) –Calculate incubic feet the capacity of the godown by multiplying together the length breadth and height .It is estimated that 100 cubic feet capacity can hold 60 maunds (or 2.2 tons) of wheat and 58 maunds (or 2.13 tons) of gram But the actual holding capacity of the godown will depend upon the quality of the godown i.e the strength of it walls, structure of the building, the height up to which gram can be safely and conveniently stored etc. It will therefore be wrong to work out the actual holding capacity on the volume of the godown but it will be the quantity of the grain which is generally stored in it according to trade experience.

(iii) Sanction of Headquarters should invariably be obtained for hiring godowns in form P-R -53 and when asking for sanction the godown capacity should be worked out as indicated above to enable Headquarters to ensure that excess rents are not paid Godowns with a rent higher than Rs 3 per hundred bags capacity should not be hired without prior approval of Headquarters. Sanction once obtained will expire at the end of the financial year and will require renewal if the godowns is to be retained for the next year.

(iv) Godown Rent Register- When sanction from Headquarters has been received necessary entries should be made in the Godown Rent Register in form P.R .36 by the Food grains Supervisor The office of the District Food Controller will also maintain a register in the same form for the whole Circle setting apart a portion of the register for each centre.

(v) Rent Deed – A rent deed (specimen at Appendix (B) should be executed by the District Food Controller and the owner and filed The file should remain in the custody of a responsible, official, not below the rank of a Head Clerk.

(vi) Numbering of godowns- Every godown should be given a number If there are several rooms in a godown, each room should be given a sub –number At the entrance door of each godown or room a number plate should be exhibited at a prominent place , with the following words painted on the plate:

“P.R Godown No _____”

If the number of the of the godown is 5 and of the room 4, the number on the plate should be 5/4.

7 (1) At the time a godown is rented , it should be classified according to its quality after careful inspection by an officer not below the rank of Foodgrains Inspector , Godowns should be graded in to three categories:-

(i) Grade 1- These are godowns which are suitable for prolonged bulk storage throughout the year. Such godowns should have a high plinth, cemented walls and floor and pacca roof. These should be thoroughly damp – proof Either they should be air- tight like a bin or have enough ventilation for free circulation of air to keep the stocks cool Doors windows and ventilators should be well –fitted to prevent access of rodents and birds These should be well situated for large- scale movement The filling of such godowns should be

avoided in the rainy season

(ii) Grade II- There are godowns which are suitable for short term storage (i.e five or six months) in bags These may have brick walls not necessarily cemented A fair amount of ventilation should be available .These too should be well situated

(iii) – These are godowns which have low plinths kacha floor and mud plaster walls with insufficient or bad ventilation and defective roofing They are unfit for storage during the monsoon period and should be used only for temporary storage It may be added , however , that some of the inferior godowns can be upgraded by effecting a few repairs such as rat-proofing of doors and walls, closing holes and crevices, cementing of floors , etc

(2) Order of filling and emptying godowns- (i) When filling Grade I godown should be used first, but care should be taken to store only sound and dry grain in them Grade II godowns may be filled afterwards and then Grade III godowns , if necessary Grain stored in Grade III godowns should invariably be used before that in Grade II godowns and that in Grade I must be used last of all

(ii) A godown which is used for storing gram would be more suitable for storing wheat and other grains in following year and vice versa

Preparation of godowns for storage

8 Before a godown is filled with grain for the first time and thereafter, every time it is to be refilled after emptying it should be subjected to proper inspection and treatment The following instructions should be carefully followed:-

(I) Cleaning and repairs-(i) The godown- its floor, walls, doors windows, ventilators and roof- should be thoroughly cleaned so that no trace of insect or cobweb is left The godown should be completely emptied before cleaning.

(ii) All crevices- cracks, holes or depressions- should then be closed with cement Loose patches of plaster in walls or floor should be scraped and re-plastered and the godown whitewashed Add phenyle and chillies finely powdered in the whitewashing solution.

(iii) If the godown has Kacha walls and floor, these should be thickly plastered with mud mixed with cow- dung and the surface made thoroughly even and smooth This should be done well in advance of actual storage so that the godown is completely dry at the time of storage

(iv) Ensure that all doors fit securely and that the tin- plates if fixed along the bottom of the doors, are in tact and in proper position to prevent entry by rats Also check up window , shutters, ventilators, wire-netting protecting drain pipes, etc.

(v) All sweepings should be collected and burnt , or thrown away at a distance from the godown (All loose grain collected from the floors should be cleaned and issued)

(2) Treatment and fumigation-(i) After the godown has been repaired and cleaned , it should be fumigated and disinfected immediately before it is to be filled Fumigation operations should not be carried out more than two weeks before actual storage

(ii) If the godown can be made smoke –proof, the cheapest and most effective fumigant is Gammexane Smoke Generator No 12 (666 smoke) A 2 oz pellet will disinfect 1,000 cubic feet of space and one lb canister 8,000 cubic feet of space The number of pellets or canisters required should be worked out in accordance with this scale. The pellet or canisters should then be placed at suitable places in the godown –not all at one place in the godown –not all at one place, but spread over so that smoke is uniformly distributed The pellet nearest the door is lighted last. The operator should cover his face with a gas – mask or wrap a thick cloth round his nose and mouth so that he does not inhale the fumes After all the pellets are ignited, the godowns should be shut and the chinks in the door

closed with mud plaster so that the smoke does not leak out. The godown should be kept closed at least 24 hours and longer if possible. It should then be opened and kept open for 6 to 8 hours. The godown is now ready for storage. The smoke will settle down in the form of a whitish film over the walls and floor. It should not be swept as this chemical has a residual effect and will prevent infestation for 2 to 3 months. If it is swept, the residual effect of the fumigant will be lost. The killed insects should, however, be collected and thrown away.

(iii) If the godown cannot be made smoke-proof it should be thoroughly dusted with Gammexane Dust D 0.34 or D.D.T dust by means of a duster. The floor, walls and ceiling should all be dusted. Thereafter, the godown should be closed for 4 to 6 hours. The layer of Gammexane Dust or D.D.T or D.D.T which settles down should not be swept away. Gammexane dust, however (see slip No 18)

Correction Slip No17

The words Gammexine and Killoptera appearing in the P.R Manual Part I shall be substituted by Gammexane' and Killoptera respectively

Correction Slip No .18

The following shall be inserted at the end of this paragraph:-

Gammexane dust, however, does not settle down only on the floor, but also but also on the walls. There is a clear risk of the dust settled down on the walls mixing with the bulk grain. The dusting of godowns before storage in case of bulk storage should not be done”

(iv) If Gammexane Smoke Generator and Gammexane Dust or D.D.T are not available or cannot be used as mentioned in the preceding two sub-paragraph, sprinkle a concentrated solution of tobacco and chillies on walls and floor. The godown should then be super-heated by burning a smouldering charcoal fire with dry neem leaves and chillies spread on it. Keep the doors and windows closed for at least 24 hours.

(3) Dunnage- After the godown has been repaired, cleaned and fumigated, it is necessary to spread a suitable dunnage on the floor to prevent grain getting affected by moisture or catching infestation by direct contact with the floor. The selection and use of dunnage is therefore, very important for proper storage. The use of dunnage varies according to the quality of godown and type of storage.

(i) Bulk Storage – Bhusa or Parali (straw of paddy) evenly spread over the floor, to a depth of 2 to 4 inches according to the condition of the floor and the risk of dampness with matting spread over it should be the usual dunnage for bulk storage in godowns. (In the case of bulk storage in bins, the questions of dunnage does not arise). The upper layer of the grain should be levelled and on it old gunny bags properly disinfected with Grainocide should be spread over so that no part of the heap remains exposed. Gammexane Dust should then be dusted over the grain. This precaution should be carefully noted as both Gammexine and D.D.T are harmful chemicals and if dusted over the grain, will render it unfit for human consumption.

(ii) Bagged storage-(a) Wooden planks, bamboo or bricks should be used if the godown is damp.

(b) Bhusa or Parali – two to four inches in depth depending on the condition of the floor, or Kanas or mats may be used if there is a great risk of dampness. Preferably mats should be used in addition to Bhusa.

C The bags should not touch the walls.

(iii) ‘The re-use of infested Bhoosa is not allowed, as being mixed with dust it would not be possible to fumigate it effectively by any fumigant including even killoptera or Grain-icide. Wooden planks, mats, bamboos or bricks may, however, be used repeatedly after proper disinfections with Killoptera”

**Bulk storage
versus
storage in
bags**

9 (i) For bulk storage, the following essential pre- requisites must be satisfied:-

(a) The grain should be dry, clean and unweevilled.

(b) The grain is to be stored for a period exceeding months

C The godown is of first grade i.e thoroughly damp proof and of strong walls

(ii) If the above conditions are not fulfilled ,grain should be stored in bags and the following precautions taken:-

(a) Storage should be arranged so that the bags are in countable form.

(b) Storage should be in stacks of a suitable size depending upon the size of the godown Each stack should be separated from the neighbour and from the wall by a gangway of 1(1/2) ft at least to permit ventilation and inspection.

(c) Wheat stacks should not be higher than 15 bags, if storage is to be prolonged For atta , rice and maize the stack should not exceed 12 bags in height Nor- mally wheat stacks should be 12 bags deep and others 9 or 10

(d) Any bag of grain wetted by rain, sea – moisture , etc must be laid aside Grain should be spread in the sun and dried before re- bagging in dry sacks If drying is impossible the damaged bags must be allocated for immediate consumption to avoid deterioration of the grain (With atta , water forms a cake of the outer most layer and attached to the bag the dry free- flowing portion being available for re- bagging)

(e) Any bags showing insect life on the outside should be separated from the remainder and stacked in another Store Immediate disposal instructions should be asked for such grain Failing immediate disposal , these should be immediately treated with Grainocide

(iii) In bulk storage losses from insect attack are likely to be much smaller than in bag storage On the other hand, the main disadvantage in bulk storage is that in the event of any foul play being committed or suspected no accurate verification of the grain can be made until the entire stock is re- weighed (though rough approximations of the quantity are possible see paragraph 6(d) (ii) (supra) In case of bag storage it is possible to verify the stock from time to time

**Security of
stocks**

(1) To ensure that stocks are not tampered with or stolen during storage , each godown must be double- locked (that is there should be two locks) The two keys should in no case be entrusted to the same person One key should be in the custody of the Food grains Supervisor in charge If there is a second Foodgrains Supervisor or Inspector in charge of the god- own, he should keep the second key, or the Commission Agent may be entrusted with the second Key , provided it is assured that he is willing and able to discharge the responsibility attaching to the custody of the key and this custody is not, in fact, reduced to a farce by the Commission Agent permitting the Foodgrains Supervisor to operate on both the locks in the absence of the the Commission Agent or his representative If none of these arrangements is feasible, the District Food Controller should obtain Government sanction to an alternative arrangement

- (2) In the case of bulk storage it will facilitate check if the depth is indicated on the wall and the upper surface of grain is made level
- (3) The District Food Controller should take all duplicate keys of the locks in his possession, and after attaching an identification to avoid duplicate keys falling in to wrong hands Also if the original is lost or is not available , the District Food Controller can have access to each godown , in case of need
- (4) An adequate number of chowkidars for watch and ward at night should also be employed after the posts are sanctioned by Headquarters They should not be employed on any other work during the day
- (5) A chowkidar pay Check Register should be maintained in form P.R 37 at each centre and also at the District Food Controller's office for the entire circle with separate portions for each centre

Note : Sanction of chowkidars lapses at the end of the financial year and requires renewal from year to year.

Inspection of godowns and stocks

11 (1) In order to ensure that godowns and stocks are being maintained in good condition the Food-grains Inspector must visit each godown once a fortnight and the District Food Controller Assistant Food Controller once a quarter The object of this inspection among other things is to find out if the godowns need repairs and, if so, that these are carried out without delay. Also if any deterioration is noticed in the condition of stocks, action to the extent possible locally should be taken immediately and it should be brought to the notice of Headquarters An inspection report in form P.R. 38 should be prepared and sent to Headquarters In the case of reports of Foodgrains Inspector or of the Assistant Food Controller, these should come through the District Food Controller with the remarks as to the action taken or proposed to be taken

(2) Physical verification of stocks –(i) Stocks should be verified for weight three times in the year by the District Food Controller, Assistant Food Controller or Inspector –at least one inspection being carried out by the District Food Controller The procedure for verification will be as under-

- (a) Bulk Storage --- After making the surface level, measure the dimensions of the grain and calculate the weight on the basis of its volume according to the formula that 100 cubic feet of wheat 60 maunds and 100 cubic feet of gram weight 58 maunds.
- (b) Bag Storage --- A sufficient percentage of the bags, selected at random from various parts of the godown may be weighed and the average weight so checked multiplied by the total number of bags.
- (iii) After verification, the verifying officer should make a note in the Godown Stock Register and also send a report to Government through the District Food Controller.

(3) Analysis Report –In order to facilitate the inspection of stocks stored in the godowns and to subsequently gauge the extent of damage and deterioration in quality during storage results of analysis carried out in the Laboratory and supplied to the Foodgrains Supervisor should be prominently exhibited in the godowns

General

12 The District Food Controllers and their staff have a very heavy responsibility in the matter of storage and must pay the fullest possible attention from the very beginning to the selection of suitable godowns, their preparation use of proper dunnage and to proper storage, to reduce damage and loss during storage to the minimum The District Food Controller , Assistant Food

Controller and Inspectors should fully learn and understand the principles of storage so that they can instruct and supervise the work of Foodgrains Supervisors who actually do the detailed work. They must not assume that the Supervisors know what they are about the Officers must know the job themselves and see that the normal standard of godowns and godown maintenance in a Mandi should not be accepted as adequate for the Provincial Reserve, but that all Government godowns must be in every way better than those of an example of proper storage methods. The essentials to be remembered are that we have to avoid damage to the grain from rats, insects and water. The godowns must, therefore, be rendered rat-proof, be completely cleaned and disinfected, and be impervious to water either from seepage at ground level or through the roof. If proper steps are taken in time, it is possible to avoid all losses during storage. Our aim should be to translate this possibility into a reality "No infestation and no shortages" should be the motto. Every case of shortage during storage should receive the personal attention of the District Food Controller who should look into the cause and adopt immediate remedial measures. District Food Controller should remember that if unnecessary shortage or damage is found in stocks under their care it is they who are ultimately responsible for it. There is, in fact, a possibility that some godowns may show an excess due to absorption of moisture by the grain during rainy season or due to mandi practice by which certain quantity of extra grain is supplied by the seller to buyer.

C SELECTION OF A COMMISSION AGENT

Need

Government purchases of grain are transactions of a technical nature, with slight variations from Mandi to Mandi and with certain well-established practices, it is necessary for the smooth working of the, it is necessary for the smooth working of the, purchase machinery to make Government purchases, if possible through a local arhti, who is aware of the local peculiarities of the Mandi, has experience of the trade, is financially sound, has the necessary contacts with labour and enjoys a high reputation for honesty and reliability in the Mandi. The appointment of such an arhti or firm as Government Commission Agent not only places at the Government's disposal the technical experience and local knowledge, but also helps in avoiding the formality and rigidity of procedure which a direct Government purchase might involve.

- (1) Commission Agents are appointed by Government on the recommendation of the District Food Controller
- (2) Normally one Commission Agent is appointed for each Mandi
- (3) The party recommended should fulfill the following conditions:--
 - (i) It should be a firm or party of outstanding reputation for honesty and reliability; should be well-established in the Mandi for which it is recommended and should enjoy the confidence of and exercise a good influence on the local business community as a whole
 - (ii) It should be financially sound.
 - (iii) It should be dealing in the grain or grains which Government wishes to purchase through him
 - (iv) It should be willing to deposit a security varying from Rs 1,000 to Rs 5,000 at the discretion of the District Food Controller according to the importance of the Mandi and should also be willing to execute an agreement in form as per Appendix C
 - (v) It should agree to carry out instructions issued by Government, the District Food Controller or his local staff from time to time
 - (vi) The term of the Commission Agent is normally for the full crop year, but may be reduced or extended at the discretion of

Government

15 (i) The Commission Agent will function under the supervision and control of the District Food Controller functions and his staff

(2) The actual purchases for the Provincial Reserve will be made by the authorized Commission Agent under the supervision of the Foodgrains Supervisor. The Commission Agent will be responsible for the quantity of the grain purchased and for quality also if grain is purchased by bidding (in which case he will be liable to pay 25 per cent of the quality allowance on non-mutual basis in accordance with the specification laid in the pamphlet "condition of Foodgrains Contracts")

(3) The Commission Agent will pay for the purchases made for the Provincial Reserve through him and arrange for the labour to weigh and bag the grain and to transport it to the godown and to store it.

(4) If so required by the District Food Controller the Commission Agent will also be responsible for the safe custody of the required to put his own lock as a second lock to each godown and to keep the key in his possession and to be present whenever the godown has to be opened by the District Food Controller and his staff.

(5) For services rendered, the Commission Agent will be paid a fixed commission (which is at present is Rs 0-8-0 per hundred rupees on the purchase price of grains except in special cases in which Government has allowed a different rate) He will also be entitled to recover actual incidental charges incurred by him in accordance with the Mandi practice, provided these do not exceed the charges approved by Government for that Mandi (see section D below).

(6) The Commission Agent will generally watch and safeguard Government interest and render all possible assistance to the local staff in procurement and storage operations.

D APPROVED MANDI CHARGES.

Performa of Mandi charges

16(i) All incidental expenses which have to be incurred after the actual purchases of grain up to the stage grain is stored in godown are included in the term "Mandi Charges". These cover

- (i) Brokerage.
- (ii) Dharmai, Gowashala or Panchayat Charges,
- (iii) Dhama
- (iv) Filling and sewing
- (v) Rulai or chirai,
- (vi) Sutri
- (vii) Stacking, Dhank or Jorai
- (viii) Bulk Storage (Paltai)
- (ix) Palledari or cartage

(2) Similar charges are incurred at the time of sales and dispatches of the Provincial Reserve stocks

(3) These charges vary from Mandi to Mandi. The District Food Controller, therefore, examines the charges prevalent in each Mandi personally and reports to Government the Performa of Mandi charges relating to each centre. When these charges are approved, a copy of the approved Mandi charges is retained in the office of the District Food Controller, a second copy is given to the Foodgrains Supervisor and a third copy is retained by Government. The District Food Controller's copy is retained by Government. The District Food Controller's copy will be used by his office in the scrutiny of the Commission Agent's bills. The labour directly engaged by the Foodgrains Supervisor must also be paid at rates which are within the approved charges.

**Variations
in mandi
charges**

17 (1) The District Food Controller should not make payment in excess of the approved Mandi charges without prior approval of Government

(2) The District Food Controller should constantly be on the watch to see that if any mandi charges fall below the sanctioned rate, actual payment is made in accordance with the market rate and the same rate is charged to Government

(3) Should any Mandi charges rise above the sanctioned rate, temporarily or permanently, the District Food Controller should immediately obtain Government's approval to the revised rates.

On Mandi

18 (1) The Foodgrains Supervisor or Inspector in charge of each Mandi should be required to certify in form P.R. 76 to the District Food Controller on the 1st day of each month changes, if any in the Mandi charges relating to that Mandi for the previous month
CORRECTION SLIP NO:2

Substituted the following for paragraph 18 (2), Chapter III, page 32 of Provincial Reserve Manual (part I):--

(2) The District Food Controller should submit a Proforma of Mandi charges of each Mandi in his circle proposing the rates for each item of work after personal enquiry and verification not later than 25th March each year. These proforma will be examined at Headquarters office and the rates approved by the C.O.P.S will be communicated to the District Food Controller by 15th April at the latest before the commencement of purchase of Rabi Foodgrains. In order to verify the correctness of the rates in force in accordance with the actual prevailing rates, the District Food Controller will verify them either personally or through another senior official and submit a report in Form P.R. 76 to Government by 20th September and 20th January each year.

No 16546-PRM(3)-49/494-59 dated the 15th November, 1949

Copies are forwarded in continuation to this office endorsement No 14333-PRM(2)-49/42143, dated 26th September 1949, to—

1 all District Organizers, Civil Supplies and Rationing in the East Punjab

2 Assistant Food Controller (Port) East Punjab Government 9 Netaji Subhead Bose Road, Tolly Ganj, Calcutta.

By order,

S.P. SINGH SUD

PROVINCIAL Reserve OFFICER,

For Director –General, Food and Civil Supplies,

It is hardly necessary to over-emphasize the immediate of exercising a vigilant check on variations in Mandi charges to ensure that Government does not pay more than the current market rate.

E GUNNY BAGS AND OTHER MISCELLANEOUS STORES

Gunny bags

19 Normally Government makes direct purchases of its anticipated requirements of gunny bags and allocates these to various centers. In the event of an emergency however, when District Food Controller run short of supplies, they may make local purchases of their minimum immediate requirements, with in the rates approved for local purchases for that fortnight. Prior approval of Government is not needed. Provided each purchase is immediately reported to Government for formal approval. If the price actually paid is in excess of the approval rate for local purchases for that fortnight, prior approval should be obtained and should be followed by a certificate from the Local Market Committee, certifying that the rate paid was in force on the day when purchase was made.

Platform and beam scales locks, cleaning apparatus, Tarpaulins

20 The requirements of these articles of each Circle, should be intimated to Government as much in advance of actual need as possible, as Government, after enquiries has to place an order and it takes considerable time before the articles can reach the District Food Controller

Straw matting etc.

21 These are normally purchased locally by the District Food Controller with Government's approval if the cost exceeds the financial powers of the District Food Controller (which at present are limited to Rs 10 per article each time)

Inventory

22 Both at the office of the District Food Controller and the centre, an inventory register of gunny bags in form P.R. 39 and of other stock articles, e.g. scales locks clean be maintained indicating the sanction for purchase and disposal,

CHAPTER IV

PROCEDURE FOR PROCUREMENT OF FOODGRAINS

Introductory

1 In this chapter it is proposed to prescribe the procedure to be followed in taking over stocks in to the Provincial Reserve by the various methods discussed in Chapter II and for making payments.

General Principles

2(1) The decision regarding methods to be adopted for the purchase of food grains required for the Provincial Reserve and maximum price to be paid, rests with Headquarters, though in arriving at this decision the advice of district officers is continuously taken. The purchase price fixed by Headquarters should not be exceeded with out prior sanction.

(2) As soon as purchases are effected, Headquarters should be informed in the prescribed forms regarding the actual quantities purchased rate of purchase and the centres where stocked. In other word, a complete record of all purchases made for the Provincial Reserve has to be maintained not only in the office of the District Food Controller but also at Headquarters.

(3) The District Food Controller and his staff will be responsible for ensuring that-

- (a) the quantities purchased are actually received in to the Provincial Reserve and are correctly accounted for (according to Mandi practice, however, there is no objection if in the case of ready purchases, payment is made in accordance with the declared weight or in other cases according to standard weight, even when the actual weight exceeds the declared or standard weight);
- (b) grain purchased by local staff is of fair average quality and fit for storage and

(c) grain purchased or received by local staff is stored, accounted for and looked after properly.

**Method of procurement determines procedure for taking over stocks in to Provincial Reserve.
- Purchase**

3. The procedure for taking over stocks in to the Provincial Reserve varies according to the method adopted for purchase or procurement. It will, therefore, be necessary to consider in detail in the succeeding paragraphs, purchase procedure for each method.

A ---READY PURCHASES BY BIDDING OF SHARE SYSTEM

4(1) Purchases by bidding or share system have been explained in detail in paragraph 3 (1) and 3 (2) of Chapter II. These purchases are normally made for the Provincial Reserve through the Government Commission Agent who acts under the supervision of the local Foodgrains staff.

(2) Preliminary purchase Report- As soon as a bargain is struck the Foodgrains Supervisor will prepare a preliminary Purchase Report in form P.R. 2 in triplicate, and obtain the signatures of the seller or Kacha Arhti on it. The original copy of P.R. 2 will be dispatched to Headquarters and the second copy to the District Food Controller at the close of the day and the third will be retained by the Foodgrains Supervisor. It is important that this report is sent on the day of purchase.

(3) Price and Weight – The purchase should be made within the price limits set by Headquarters (the limit is usually communicated by telegram or on the telephone). Thereafter the Commission Agent will have the heaps weighed.

(a) If the grain is to be stored in bags the Commission Agent will have the grain bagged in to standard weight bags, whose weight (excluding tare) is under

Wheat	Mds.	Sirs	Ch
Rice	2	28	14
Gram	2	20	0
Barley	2	25	0
Maize	2	10	0
Jowar	2	25	0

(Note:--

Empty bags will normally be provided by the Foodgrains Supervisor .If, however, no empty bags are available in the Provincial Reserve these may be purchased locally with in the maximum price for local purchase of gunny bags fixed by the Controller of Food Accounts for the fortnight not exceeding the Market Rate The formal approval of Headquarters for such purchases should be obtained in due course)

(b) If the grain is to be stored in bulk it may not be necessary to make standard weight bags before removing the grain from the Mandi and any convenient uniform unit of weight may be adopted.

(c) Charges for weighing of grain purchased will be borne by the seller.

(4) Payment to seller--- The Commission Agent will make payment to the seller through the Kacha Arhti, for the weight of grain purchased, in accordance with the Mandi Practice

5 The Commission Agent will then arrange to transport the grain to the Provincial Reserve go down and have it stacked or stored either in bags or in bulk under the supervision of the Food grains Supervisor

6 Before the grain is removed from the Mandi the Foodgrains Supervisor will check the weight of the grain purchased from each individual seller by test-weighing in accordance with the Mandi practice at least 10 per cent of the filled bags, excluding stack bags which should be weighed separately The weight of the consignment should then be worked out by multiplying the number of normal bags(excluding slack bags) with the average weight and adding to it the weight of the slack bags. The result of weighing should be recorded in the Purchase Weight Check Memo in form P,R. 3 In no case should the weight be noted on a rough note book or any where else except on the printed form This document should then be signed by the Food grains Supervisor the Commission Agent and the Kacha Arhti or his representative It should be in triplicate – the original to be sent to Headquarters, the duplicate ate copy to the District Food Controller and the third to be retained by the Foodgrains Supervisor The copy meant for Headquarters should be sent along with the relevant Purchase and Stock Reports on the date of purchase The District Food Controller's copy along with the Purchase and stock Reports should be sent along with the relevant Purchase Bill

Sampling

7---A representative sample should then be drawn by the Foodgrains , Supervisor in the Presence of the Commission Agent for each kind of foodgrains purchased for the Provincial Reserve on any day, the Food grains Supervisors must take separate samples Only one sample ,however ,need be drawn from the entire grain of each kind purchased on a single day.

(Note –How to draw samples)

(a) It is necessary to emphasize that heaps of different qualities are purchased, some at lower rates and other at higher rates, in view of their qualities provided always that the rate on the whole (I.e. , for the entire purchases made during the day) does not exceed the price limit fixed by Headquarters and the grain purchased fulfils the quality specifications Effort should therefore be made to take the sample proportionately from each quality of grain either from the heaps or the bagged grain as proper sampling is essential to form an adequate idea of the quality of grain purchased and wrong

sampling may give seriously in correct results

- (b) If the sample is drawn from the heap, it should be drawn not from the top but from the various portions of the heap.
- (c) If the sample is drawn when the grain is filled in bags it should be drawn after counting the total number of bags of each type of grain and after fixing the quantity of sample to be drawn from a certain unit of bags, say half seer for each 10 bags of the same quality of grain. A sample pipe (bamboo) should be used for drawing samples from bags. Care should be taken to insert the pipe texture. After the pipe has been withdrawn from the bag a criss-cross should be made over the aperture. This will close the aperture and thus preserve grain from falling out when the bag is subsequently handled. The bag from which sample has been drawn may be marked S. Grain taken from each bag should be examined separately before mixing it with other samples drawn. Such separate examination will disclose whether drawn. Such separate examination will disclose whether or not the contents of any one bag may be so badly damaged that its inclusion in the average sample would be unfair.
- (d) The sample thus proportionately drawn should be mixed up and pooled on a clean piece of cloth or on tarpaulin and spread over evenly taking care that the whole mass acquires uniform quality.
- (e) Two and half seers of the grain should then be sliced off and immediately poured in to a dust proof sample bag taking care that the particles of dust which settle down at the bottom are not left over.
- (f) A sample slip should be carefully written in form P.R. 5 and put in the sample bag which should be sealed in the presence of the Commission Agent who should also countersign the sample slip. The sample slip should be prepared in triplicate original to be put in the sample bag, duplicate to be sent with the Railway Receipt against which the sample is dispatched to Headquarters and the 3rd copy to be retained as office copy by the Supervisor.
- (g) The sealed sample bag should then be dispatched by passenger train freight to pay, to the Central Food grains Laboratory on the same day on which it is taken. The Railway Receipt of the sample and the duplicate copy of the sample slip must also be forwarded to Headquarters under postal certificate on the same day on which the sample is taken.

Note—In local booking over the E.P. Railway consignments of all kinds of foodgrains samples including wheat weighing up to 2 maunds should be accepted when tendered for dispatch as parcels by passenger train by the staff of the Director-General Food and Civil Supplies East Punjab, including the Government Inspector (Inspection) consigned to the Director-General, food and Civil Supplies, Assistant Director Food (Inspection) Central Food-grains Officer (Inspection) and to the Government Inspector (Inspection) in the East Punjab-vide letter No 29-R/55 dated 6th April 1949 from the Chief Administrative Officer, E.P.R. to the Director-General, Food and Civil Supplies, East Punjab. Simla, copy forwarded to all the District Food Controllers in the East Punjab under endorsement No 3793-CAL-49/12510, dated the 19th April 1949).

- (8) Test—weightment and sampling should be done at the Mandi. In case the grain is tube dispatched to another station directly from the Mandi, testweightment and sampling should be done at the station of

Place of text-weightment

dispatch

and tampling-

Godown and Stock Register-

9The weight of the consignment as worked out in form P.R 3 should be entered in the Godown Stock Register for all the rooms, Kiths or storages which form part of the same godown and are under the charge of one Foodgrains Supervisor. A separate portion of this Register may be earmarked for each room or Kotha or storage which administratively forms part of the same godown.

(Note—The term godown thus refers to a set of rooms or Kothas or other storages, which collectively form part of the same godown and are under the charge of one Foodgrains Supervisor. Each part of the godown is referred to as room or kotha)

Godown Card

10 –A separate Godown Card in form P.R 7 should be maintained for each room or kotha and prominently exhibited in it by hanging it at a suitable place. The total weight of the consignment as well as the number of bags received should also be entered on the Godown Card. The result of analysis when received, should also be exhibited in the godown.

Purchase Report

(11) At the end of each day a Purchase Report in form P.R 4 should be prepared in triplicate separately for each grain – original for Headquarters, duplicate copy for the District Food Controller and the third copy to be retained by the Foodgrains Supervisor

Purchase Bill

12 At the end of each day a separate Purchase Bill in form P.R 8 should be prepared by the Commission Agent to cover all purchases made during the day for each kind of grain and checked by the Foodgrains Supervisor. This Bill is in two parts-

- (a) for the price of grain, and
- (b) for incidental Mandi charges

Part (a) requires to be supported by the Commission Agent seller's receipt and purchase Report in P.R.4 while part (b) requires to be supported by receipts where applicable and must not exceed the approved schedule of Mandi charges mentioned at paragraphs 16-18 of Chapter III. Three independent (and NOT carbon) copies of the Bill should be prepared- the original Bill and the copy meant for the District Food Controller's office supported by the District Food Controller's copies of the Weight Check Memo P.R.3. Purchase Report P.R 4 and Stock Report P.R 9 should be sent to the District Food Controller, while the Supervisor's copy will be retained by the Food grains Supervisor

Stock Report

13 Stock Report At the close of each day, Stock Report in P.R 9 should be prepared in triplicate- original to be sent to Headquarters along with relevant P.R.3 and P.R 4 duplicate to the District Food Controller along with the Purchase Bill, and triplicate to be retained by the Supervisor.

(Note While forwarding the Headquarters' copy of the Purchase Bill the District Food Controller need not send his copy of the Stock Report with it)

Delay to be avoided

14 It is important that these documents (viz P.R 2 P.R 3, P.R. 4 and P.R 9) ARE dispatched promptly and that there is no avoidable delay.

B- BEECHAK SYSTEM

Its peculiarities

- 5(1) This system differs from the other two systems of ready purchases in that stocks are purchased without actual weightment and normally without inspection for quality Weight is presumed to be correct in accordance with the entries in the Beechak Unless there is abnormal shortage in weight and abnormal deterioration in the quality of the grain at the time of opening the Kotha the buyer cannot any compensation.
- (2) A Preliminary purchase Report in P.R 2 need not be prepared in this case
- (3) No test- weightment- As there is no test- weightment it is not possible to prepare a Purchase Weight Check Memo in form P.R 3
- (4) Purchase Report –The Purchase Report in form P.R 4 and the Purchase Bill in form P.R 8 should be prepared in accordance with the terms of the bargain Columns 7 and 9 of P.R 4 will be left blank as there will be no actual weightment The weight as in column 6 will be repeated columns 8 and 10
- (5) Godwon Stock Register and Card – Entries in the Godown Stock Register in form B.R 6 and the Godown Card in form P.R 7 should be made in accordance with the entries in the Beechak.
- (6) Sampling- A sample should be taken at the time of opening the Kotha and sent to the Central Foodgrains Laboratory along with the Sample Slip in form P.R 5 in the usual manner.

6 C BUYER'S GODOWN PASS CONTRACTS

- (a) Normally offers are received by the District Food Controller for delivery of grain at a local Provincial Reserve Go down The District Food Controller then obtains approval of Headquarters usually on the telephone which is subsequently confirmed in writing A proper written contract in the form at Appendix 'D' is executed and guaranteed by the Commission Agent.
- (b) Fulfilment of Contract – Once a godown pass contract is entered in to , it is the duty of the District Food Controller to follow the progress of its fulfillment The Contract should, therefore, be entered in the register of Allocation , Contrast and Delivery in form P.R 10 and its progress watched, The District Food Controller should send a weekly statement of outstanding contracts in form P.R 11 to the Assistant Controller of Food Accounts As soon as the contracted (or extended) date has passed without full delivery being given, an immediate report should be made to the Assistant Controller of Food Accounts for orders about the penalties to be levied This report must be accompanied by a review of the circumstances explaining non-fulfillment..
- (2) Duty of seller- The seller has to deliver the stocks in Provincial Reserve godowns i,e he has to bear all incidental charges including the weightment , stacking or storing charges Only Commission will be paid by the buyer.
- (3) Test –weightment and sampling- When stocks are delivered the grain should be inspected for weight and quality , and bags, if delivered should be classified by the Government Inspector (Inspection) Each lot of 200 bags or part there of should be inspected separately
If the Government Inspector is not present , the Foodgrains Supervisor will test-weight the consignment and prepare the Weight Check Memo in form P.R 3 and also classify the bags The bags which are test-weighted should be marked 'w He will also draw a sample and send it to the District Laboratory along

Signing of Contract

with a sample slip in form P.R.5 In this case the copy of form P.R. 3 meant for Headquarters should be sent to the District Laboratory.

(4) Special procedure for sampling – The procedure for taking out samples will also be different At least 10 per cent bags from each lot should be selected for sampling These may be, but need not necessarily be, the same as the bags selected for weighing These bags are to be opened down to the full length of the ‘seam’ The sample should be drawn from different portions of each bag The whole bulk of the grain drawn from the bags is then to be thoroughly mixed and from this a sample of 2^{1/2} seers drawn and put in a sample bag The greatest care should be taken than no dust or impurities are lost in the process of transferring the samples in to the sample bag, in which must also be put a Sample Slip, otherwise the sample will not be recognized.

(5) Documents to prepared – The quantity received should be entered in the Godown Stock Register in form P.R.6 After the delivery for the day has been completed a Purchase Report in form P.R.4 should be prepared and also a Stock Report in form P.R.9 The Commission Agent should also prepare the Purchase Bill in form P.R.8 for the entire quantity delivered during the day.

Payment-

(6)Penalty for late delivery- Where are goods are not delivered in time, the approval of Headquarter should be obtained before further deliveries are taken If any penalty is imposed by Headquarters for late delivery, it should be realized before making final payment

D –SELLER ‘S GODOWN PASS CONTRACTS

Procedure.

7In these purchases the rate per maund is fixed by the District Food Controller with the approval of Headquarter after visual inspection of the foodgrain if possible in consultation with the Government Inspector (Inspection) After Headquarters approval, the grain is inspected at the seller’s godown, bagged and weighed at the expense of the seller in his godown and carted to Provincial Reserve godowns or the Railway station as the case may be, accounted for and payment made exactly in the same manner as in the case of ready purchases in the Mandi Empty gunny bags are supplied by Government.

Making of contract.

8 E—PURCHASES ON DESTINATION PASS TERMS

- (1) These contracts are entered in to directly by Headquarters Fulfillment of such contracts is guaranteed by one of the Clearing Agents selected by the seller
- (2)A copy of the Letter of Acceptance containing the number of the contract **Letter of Acceptance** and the term of supply is sent to the District Food Controller on receipt of which the District Food Controller should make an entry regarding this contract on a separate page of the Allocation, Contract and Delivery Register in form P.R10
- Commission Agent excluded** (3)These supplies do not pass through the Commission Agent and therefore he does not receive any commission on such purchases nor does he arrange for the lab our etc. required for the transport and handling of this grain from the station of destination to the go downs

These arrangements will have to be made by local staff

90 per cent payment

90 per cent payment (4) As soon as a consignment is dispatched the seller presents the Railway Receipt to his Clearing Agent who will pay 90 per cent of the value of the grain and bags to the seller and send the Railway Receipt along with the Bill in form P.R 12 in duplicate with demand draft or hundi (for 90 per cent) of the value of the Bill drawn on the recipient District Food Controller through one of the approved banks. The names of the approved banks at present are:-

- (i) The Imperial Bank of India
- (ii) The Bharat Bank, Limited
- (iii) The Punjab National Bank, Limited.
- (iv) Central Bank of India Limited

The District Food Controller immediately on presentation of the Bill by the bank makes payment for 90 per cent value of the Bill plus bank charges at Anna 1 per cent. This should be done within 24 hours of the presentation of the document by the bank. Failure to do so will make Government liable to interest.

(5) Procedure after 90 per cent payment- The District Food Controller should enter the particulars of the Railway Receipt and the amount paid towards 90 per cent value of the Bill in the Allocation and Contract Register P.R 10 and pass on the Railway Receipt to the Foodgrains Supervisor concerned.

(6) Foodgrains Supervisor to have enough funds- The District Food Controller should see that the Foodgrains Supervisor has adequate funds to meet all incidental charges on the consignment. The Supervisor should not, however, have excessive funds. Railway freight should ordinarily be paid through Credit Notes or by means of Crossed Cheques which will obviate the necessity of keeping large funds with the Foodgrains Supervisor.

(6)(a) Payment by Credit Notes- When Railway freight and wharf age /demurrage are paid by means of Credit Notes, the Foodgrains Supervisor will prepare the Credit Notes (in the form prescribed by the Railway). The original will be made over to the Railway authorities concerned while the counterfoil will be retained as an office copy. The Foodgrains Supervisor will also give the number and date of the Credit Note in the Receipt Report in form PR 20. At the close of each month, the Foodgrains Supervisor will send a statement to Headquarters as well as to District Food Controller in form P.R 74 of all Credit Notes issued by him during the month. The District Food Controller will consolidate the information for his Circle and send a report to Headquarters in form P.R. 75 by the 10th of each month for the preceding month.

(7) Taking delivery in the absence of Railway Receipt –Quite often consignments are received at destination even before the relevant Railway Receipt or invoice arrives. In such cases delivery of the consignment should be taken by the Foodgrains Supervisor on indemnity bond (for which no stamp duty is to be paid), or on invoice (if received), or on the basis of the label card., after paying freight for full loading capacity of the wagon. This is necessary to avoid any demurrage or wharf age charges accruing on the consignment.

(8) Inspection –(1) The Foodgrains Supervisor before taking delivery of the consignment should inform

the Government Inspector (Inspection) who will inspect the consignment both as regards weight and quality of the grain and classification of bags, An Acceptance Note will then be issued by the District Laboratory in quadruplicate – one copy will be sent to the Clearing Agent, one to the Foodgrains Supervisor, one to the Government Inspector (Inspection) is not available, the Foodgrains Supervisor will draw a representative sample and test – weigh the consignment in form P.R.3 The sample and the Purchase Weight Check Memo .P.R 3 should be sent to the District Laboratory along with the Sample Slip in form P.R 5

(Note—All bags should bear the contract number or the number of supply order and in the case of rice, will also indicate the quality of rice in each bag Penalty will be imposed on the seller for non- marking or wrong marking of bags).

(2) If inspection is done by the Foodgrains Supervisor, the consignment inspected by him should be stored separately, if possible, for super- inspection by Government Inspector, if necessary

9 The consignment should then be removed to the godown and its receipt recorded in the Godown Stock Register P.R 6 and Godown Card P.R 7 A Receipt Report in form P.R.20 and Stock Report in form P.R 9 should be prepared in triplicate, original for Headquarters, duplicate for the District Food Controller's office and the last copy for the Foodgrains Inspector

10 If the consignment is reject able, the Foodgrains Supervisor will keep it in a separate godown and immediately inform the District Food Controller, the seller and the Clearing Agent { see paragraph 4 (6) (VIII) and (ix) of Chapter II for further action]

11 After inspection of consignment, the District Laboratory will send a copy of the Acceptance Note to the Clearing Agent On the basis of the Allowance Note the Clearing Agent will prepare a 10 per cent Bill in payment has been made by the District Food Controller to the Clearing Agent, and his receipt obtained a note of the payment made should be recorded in register P.R 10 Particulars of the 10 per cent payment should also be recorded on the District Food Controller's copy of form P.R 12 There after form P.R.13 along with the receipt of the Clearing Agent should be sent to Headquarters along with the Fortnightly Statement of Expenditure re-lasting to the fortnight in which payment is made The District Food Controller should check the Bill thoroughly to ensure that terms of the supply and the Acceptance Note. He should be careful to see that all deductions for belated delivery, recovery of railway freight, if any, as a consequence of a change in the station of dispatch or for over- payment penalty for non- marking and wrong marking of bags and any other penalty due under the terms of the contract are made It should be noted that only half of the commission due to the Clearing Agent is to be paid to him under the head " p – Deposit and Advances- Deposits not bearing interest- Civil Deposits – Agents Commission received by Food Supplies Department " This balance is to be paid by the Controller of Food Accounts to the Commission Agent after his accounts are audited A copy of the receipted Treasury Challan in respect of half of the Agent's commission should accompany the paid 10 per cent Bill in form P.R 13

(12) It is necessary to prescribe a special procedure for places where the Foodgrains Supervisor who receives the consignment at the Railway station is different from the Foodgrains Supervisor who

Documents to be prepared

Procedure for consignments not accepted Balance 10 per cent payment

Special procedure for

places where the Station Supervisor is different from the Godown Supervisor

receives the consignment at the godowns and is responsible for its proper storage. This will generally be in a big towns specially where Rationing has been inmate local requirements At such stations, the Station Supervisor will prepare Purchase Weight Check Memo in form P.R 3 on the basis of the weight carried out by the Government Inspector (Inspection) The Station Supervisor will record the result of test weightment simultaneously with the Government Inspector (Inspection) If, however , the latter is not present the former will record in addition prepare a dispatch chit in form P.R.14 in triplicate and send the first two copies along with the cart man or the palledar to the Godown Supervisor receiving the consignment The second copy after receipting it to the cart man or palledar who will use this document as an authority to claim payments for the transport of the consignment from the Railway station to the godown The Station Supervisor will also maintain a statement of stocks dispatched to godowns in form P.R 15 in duplicate At the close of each day the Station Supervisor will contact the Godown Supervisor to whom consignments have been dispatched and after obtaining the signature of the receiving Godown Supervisor on both the copies of form P.R 15 in token of having received the quantity dispatched from the Railway station pass on the original to the District Food Controller or his local representative and retain the second copy The Station Supervisor will at the same time deliver to the Godown Supervisor the relevant P.R 3 on the basis of which the Godown Supervisor will make entries in his Godown Stock register P.R 6 and Godown Card P.R 7

The Station Supervisor and the Godown Supervisor will be jointly responsible for the weight of the consignment.

Claims for shortages in transit

(13) –(i) If the number of bags received at destination is less than that given in the Railway Receipt or when as a result of test- weightment the shortage is found to exceed 25 maunds in any consignment (I,e one wagon load) the Food grains Supervisor shall immediately draw up four copies of report on shortage in form PR 21 He will send the first three copies to the District Food Controller and retain the fourth The District Food Controller will forward one copy of P.R 21 to the consignor (Clearing Agent concerned) with a forwarding letter in form P.R 22 authorizing the consignor to lodge a claim with the Railway and to receive the proceeds This should be done with in 10 days of the receipt of the consignment at destination The second copy of form P.R 21 should be sent to the Deputy Controller of Food Accounts and the third copy retained by the District Food Controller

(ii) If the District Food Controller fails to send the report to the consignor with in 10 days of the date of inspection of the consignment , he will be responsible for the consequences As claims against the Railway , if preferred will be considered only with six months of the date of dispatch of the consignment the District Food Controller should see that necessary authority is sent to the consignor well in time.

(iii) On receipt of the aforesaid report , the consignor, who is the Clearing Agent, should examine whether a claim lies If in his opinion it does a claim should be lodged with the Railway .

(iv) The Controller of Food Accounts will keep a check over the amounts received by the Clearing Agents from the Railway and payment made to the sellers in that behalf. He will also watch that the

claims for shortages are properly pursued by the Clearing Agent In case of any lethargy on the part of the Clearing Agent to pursue any claim properly the Controller of Food Accounts may refer the matter to the Director- General Food and Civil Supplies suggesting the amount of the claim which in his opinion should be paid to the seller by the Clearing Agent for their neglect in the matter.

(v) The District Food Controller shall pay for the net weight received at destination.

(vi) The sellers are required to dispatch goods at full wagon rates As such , the consignors should see that wagons are properly sealed after the goods have been loaded The Foodgrains Supervisor should therefore see at the time of taking delivery that the seal of the wagon is in order

(vii) In the case of Simla Dharamsala and Kulu a moisture deduction of 8 chhatakes per bag in the weight of bag at destination is to be made during the rainy season viz 10 th july to 5 th September The actual weight should be first recorded in the Weight Check Memo P.R 3 Receipt Report P.R 20 Godown stock Register P.R 6 and all other connected documents The moisture allowance should then be shown in red ink and the net weight recorded after deducting the moisture allowance from the actual weight

(14) If an over payment has been made in one contract recovery of the amount paid in excess should be made from other contracts made by the same Clearing Agent

Recovery of over payment

(15) Headquarters will watch the progress of dispatches If the contracted quantity is not dispatched by the stipulated date, the District Food Controller should inform headquarters (Assistant Director, Food Purchases)

Fulfillment of Contract

F—PURCHASES ON DESPATCH PASS TERMS

9 (1) These contracts are guaranteed by Clearing Agents entered in to directly by Headquarters and a letter of Acceptance issued in the same way as in Destination Pass Terms Contract On receipt of a copy of the Letter of Acceptance the District Food Controller will enter it on a separate page of the Allocation Contract and Delivery Register in from P.R 10

(2) Method of delivery – The seller is to place the goods Free on Rail at the specified Railway station and must tender the deliveries against the contract by means of clean Railway Receipts made out in accordance with the instructions given by the buyer.

(3) Inspection – The inspection of the consignment with regard to weight and quality of food grains and classification of gunny bags including taking of samples shall be done by the Government Inspector at the station of dispatch The Government Inspector will issue an Acceptance Note in the usual manner

(4) Payment to Seller – The seller will present the Railway Receipt to the Clearing Agents who will be responsible to pay the sellers against the Railway Receipt full payment for the consignment less the deductions in the Acceptance Note

(5) Payment to Clearing Agents-The Clearing Agent will prepare a Bill on the basis of the Acceptance Note issued by the Government Inspector The Bill in duplicate supported by the Railway Receipt, Acceptance Note and Treasury Challans in triplicate fore ½ of the Clearing Agent 's commission and with a demand draft or hundi for the value of the Bill shall be presented by the Clearing Agents through

Making of contracts-

art approved bank to the District Food Controller concerned Agents through an approved bank to the District Food Controller concerned The District Food Controller immediately on presentation the Bill will arrange to make payment This should be done with in 24 hours of the presentation of the documents by the bank Failure to do so will make the Government liable to interest The District Food Controller will ensure that only the net amount due to the Clearing Agent after deduction of ½ of their commission (which should be credited into the Treasury by the District Food Controller) is paid in to the account of the Clearing Agent.

(6) The original copy of the Bill should be duly receipted (with revenue stamp where necessary) by the Clearing Agent before submission for payment This copy will be forwarded by the District Food Controller to Headquarters (Assistant Controller) of food Accounts) along with a copy of the receipted Treasury Challan in respect of ½ of the Agent's Commission under cover of the Fortnightly Expenditure Statement for final check The other copy of the Treasury Challan will be forwarded to the Clearing Agent

(7) Procedure at destination- On receipt of the Bill and the Railway Receipt etc, the District Food Controller shall enter the particulars thereof and the amount paid in register P.R 10 and pass on the Railway Receipt with Acceptance Note to the Food grains Supervisor concerned retaining the duplicate copy of Clearing Agent's Bill for his record

(8) The Food grains Supervisor will take delivery of the consignment , test weight in form P,R 3 and arrange to remove it to the go down , make necessary entries in God own Stock Register P.R 6 and Go down Card P.R 7 He will also prepare a Receipt Report in form P.R 20 In case there is appreciable difference in quantity actually received as per P.R 3 and that shown in the Acceptance Note , the Foodgrains Supervisor should immediately record the short delivery in the Delivery Register and prefer a claim with the Railway under intimation to the District Food Controller and Head quarters(Assistant Director Food Inspection)

(9) Procedure if consignment dispatched without inspection – Where inspection is not carried out at the dispatching end the Clearing Agent will forward the Railway Receipt etc., direct to the District Food Controller and payment will only be made to the Clearing Agent after inspection and issue of the Acceptance Note by the Government Inspector and subject to such penalties as may be inflicted by the Director General , Food and Civil Supplies , for dispatching the consignment without inspection

G—STORAGE DELIVERY CONTRACTS

Procedure 10 Since supplies under these contract may be made as indicated in Headquarters “ Delivery Demand Order” on Destination or Dispatch Pass Terms the Pro-cedure laid down respectively in paragraph 8 and 9 above will apply to these contract's as well excepting that carrying charges at the prescribed rates for the period of storage shall be payable its addition to price and other charges payable under Destination of Dispatch Pass Contracts

H –MONOPOLY PURCHASES

**Purchases
under
Monopoly**

11 (1) Under a system of Monopoly all the grain (excepting rice and paddy) which is brought to the Mandi is purchased by the Pacca Arhtis Association Rice or paddy is purchased by authorized dealer who get paddy turned in to rice There after the grain is either taken in to the Provincial Reserve under allocation from Headquarters or is allocated to other recipients It is proposed to deal here only with grains allocated for the Provincial Reserve under a system of Monopoly

(2) Disposal order and supply order- For the grain allocated to the Provincial Reserve by Headquarters necessary instructions are issued to local officers who issue disposal orders for taking grain in to the local Provincial Reserve centre or a disposal and a supply order for dispatching grain to an outside centre. In either case the procedure will be very similar and the payment will be made in full by the local District Food Controller

(3) Inspection – The grain will be inspected by the Government Inspector at the place of supply in case of local delivery and at the station of dispatch in case of allocations to an outside centre There may be no inspection for quality if it is decided to pay the Pacca Arhtis Association the same price which it pays to the seller

(4) Commission Agent 's role – The services of the Commission Agents will be utilized for local deliveries (except in the case of rice) As in the case of ready purchases it will be the duty of the Commission Agent to remove the grain, bagged in to standard weight bags by the Pacca Arhtis Association to the Provincial Reserve godowns The Commission Agent will make payment to the sellet and later on recover it from the Local District Food Controller In the case of dispatches to outside centres, the Pacca Arhtis Association will transport the consignment to the Railway station of dispatch and will present the Railway Receipt and Bill in from P.R 16 with Acceptance Note(if the consignment has been inspected) to the District Food Controller who will make cent per cent payment Services of the Commission Agent will not be required for out side dispatches

(5) Purchase Bill – On the basis of the Acceptance Note (or actual payment to seller) the authorized dealer in case of rice, the Commission Agent in the case of other grain of which local delivery is taken and the Pacca Arhtis Association in the case of dispatches to outside Provincial Reserve centres will prepare a Bill in form P.R 16 in triplicate After the Bill has been checked in the office of the District Food Controller ,he will make the payment in full

(6) Procedure for local delivery – (a) The Foodgrains Supervisor will prepare a Weight Check Memo in form P.R 3 at the time of inspection of the consignment on the basis of weightment done by Government Inspector He will also prepare purchase Report in form P.R 4 and enter the stocks in the relevant Godown Stock Register P.R 6 and Godown Card P.R 7 A Daily Stock Report P.R 9 will also be prepared

(b)In order to watch deliveries against supply or disposal orders, the District Food Controller should maintain a Supply Order Register in form P.R 17

(7) Procedure for dispatch to an outside centre (a) The stock should first be taken in to the account of the local Provincial Reserve centre For this purpose a Godown Register should be maintained Stock which are to be directly dispatched to an outside centre from the Mandi should pass through this

register.

(b) In addition to other documents mentioned in paragraph (6) above, the Foodgrains Supervisor should also prepare a "Weight Check Memo. From Provincial Reserve to Provincial Reserve" in form P.R 18 on the basis of weightment, if done by Government Inspector and after filling parts I and II- A send two copies to the Receiving Foodgrains Supervisor who will complete parts II-B and III and will forward one copy to his District Food Controller who will pass it on to the Dispatching Foodgrains Supervisor through the Dispatching District Food Controller.

12 1 - LEVY

Procedure

As the system of Levy has not yet been tried, it is not possible to lay down detailed procedure. It is likely to be similar to the system under Monopoly.

Procedure

13 The Government of India makes allocation of imported food grains. The quantity allocated to this Province is then further allocated to various centres and information is given to the District Food Controller. A dispatch advice is sent by the Government of India to the consignee intimating the number of the Railway Receipts, the quantity dispatched and the railway freight to be paid. The allocation of imported food grain should be entered in a separate section of register P.R 10. Similarly the particulars of the Railway Receipt should be entered in the same register and the Railway Receipt passed on to the Food grain Supervisor concerned. Staff has been posted at the dispatching ports of Bombay and Calcutta, who will, if possible issue a Dispatch Report in form P.R 19. When the consignment is received it should be test weighed and a Weight Check Memo in form P.R 3 Prepared. In the case of imported grain it may sometimes be necessary to weigh more than 10 per cent bags to calculate the weight of that consignment because the bags of imported grain are usually of a uniform weight. If the variations in the weight of bags are considerable 25 per cent bags should be weighted. The consignment should be sampled only if the quality is abnormally poor along with the Sample Slip in form P.R 5. This is so that Headquarters may pass orders regarding its immediate disposal, if necessary. It may, however be added that no quality allowance is to be levied on imported Food grains. The stock should then be removed to the godown and entered in the Godown Stock Register in form P.R 6 and the Godown Card P.R 7. In respect of imported food grains no Purchase Report in form P.R 20 and Stock Report in form P.R 9 should be prepared. As separate accounts of imported grain are to be maintained it is necessary that it should be kept in separate godowns and separate returns should be sent to Headquarters. The cost of imported grains is not to be paid by the District Food Controller but is to be adjusted by Book Transfer by Headquarters.

Important Note- As red American wheat and white Australian wheat are used separately for blending, it is necessary to store the two separately in the same or different godowns, and also to indicate their quantities separately in the Stock Register P.R 6 and Godown Card P.R 7.

K – TRANSFERS FROM PROVINCIAL RESERVE TO PROVINCIAL RESERVE

- 14 (i) Though this is not a method of purchase yet it is often necessary to transfer stocks from one Provincial Reserve Centre to another It is therefore, advisable to mention the Procedure for such transfers from Provincial Reserve to Provincial Reserve
- (ii) Procedure- Such transfers can take place only under an allocation made by Headquarters.
- (iii) Procedure – The dispatching Foodgrains Supervisor will test- weigh the consignment before dispatch and prepare a Weight Check Memo in form P.R 18 The receiving Foodgrains Supervisor will receive two copies of P.R 18 along with the Railway Receipt and Dispatch Report P.R 27 He will carry a test check for weight at his end and complete part II B and III of P.R 18 along with the Railway Receipt and Dispatch Report P.R 27 He will carry a test check for weight at his end and complete part II –B III of P.R 18 in both the copies, retaining one copy for himself and forwarding the second copy to the dispatching District Food Controller through his own District Food Controller The stocks will then be transported to the godown and entered in Godown Stock Register P.R 6 and Godown Card P.R 7 There will be no Purchase Report or Purchase Bill in this case but a Receipt Report in form P.R 20 will be prepared as usual.
- (iv) Shortages- (a) If weight received shows excessive shortages viz of over 4 chateaus per bag on average weight of consignment the receiving Foodgrains Supervisor should immediately report the matter to his District Food Controller, as well as to the dispatching District Food Controller and to Headquarter
- (b) Such a consignment should be stored separately to facilitate enquiry if necessary
- (c) The receiving District Food Controller will immediately on receipt of the shortage report either visit the spot himself or depute a responsible official to carry out test-weighment again. The results of this test- weighment should be communicated to the dispatching District Food Controller, dispatching Foodgrains Supervisor and to Headquarter If the dispatching District Food Controller and Foodgrains Supervisor do not accept this weighment they should immediately report the reasons to Headquarters which will depute an officer to settle the dispute
- (d) Such disputes are also quickly settled if the if the dispatching Foodgrains Supervisor follows the consignment to destination station as soon as excessive shortage is reported
- (v) Quality – Stocks which are dispatched to another Provincial Reserve Centre should be of fair average quality In no case should stocks be transferred which are unfit for consumption
- 15 The system mentioned under the Destination Pass Contrace system under paragraph 8 (12) above for those stations where the Station Supervisor receiving the consignment is different from the Godown Supervisor will also be equally applicable to receipts by any other methods provided the consignment is received at the Railway Station by a different official than the one who is responsible for its storage in go downs.
- 16 Apart from the Central Laboratory at Headquarters District Laboratories have also been set up in various districts to facilitate and expedite the work of inspection The Inspection Branch is separate from and independent of the Provincial Reserve organization The detailed instructions issued to the Inspection will be found at Enclosure I

Use of special procedure mentioned at 8 (12) supra in other cases Inspection

CHAPTER V
ISSUE OF FOODGRAINS FROM THE PROVINCIAL RESERVE

Introductory

- (1) The Provincial Reserve is now being maintained almost exclusively for meeting the internal requirements of the Province Foodgrains may be issued from the Provincial Reserve only-
- (a) under specific orders of Headquarters, or
 - (b) for meeting specified recognized demands for which detailed rules and regulations have been laid down by Government

Issues under these categories are considered below-

- (i) Issues which do not require allocation from Headquarters
 - (a) For meeting the requirements of the towns where foodgrains Rationing under the East Punjab Rationing Order 1948 has been extended These demands may either come from millers who are required to grind grain in to atta for supply to the rationed population ; or from retailers who may have to supply grain to the rationed population : or from owners of “bigger establishments” who may like to draw their quota in the form of grain In all these cases, issues from the Provincial Reserve will be made only after these demands have been sanctioned and authorized by the Rationing Controller and the cost of grain and bags paid in advance
 - (b) For meeting the requirements of the towns where a Food grains Distribution Scheme under the East Punjab Fair Price (Distribution of Foodgrains) Order , 1948 is in force These demands may be made by millers and retailers. The demands will first be sanctioned and authorized by the Food Distribution Officer and the cost of grain and bags paid in advance.
 - (c) For meeting miscellaneous demands which Government may from time to time declare to be “recognized demands” in be met by the Provincial Reserve without previous authorization by Headquarters, e.g., demands of Relief Camps. Unless a demand is so recognized by Government, District Food Controllers should not issue stocks from the Provincial Reserve without previous approval of Headquarters
 - (ii) Issues from Provincial Reserve under allocations from Headquarters with the exception of cases specified under clause (i) above no issue from the Provincial Reserve may be made except under specific orders of Headquarters. These orders are called “Allocation Orders” and authorize the District Food Controller to issue a specified quantity of grain at the rate and under condition mentioned in the order. The allocation may be made for any of the following purposes:-
 - (a) For deficit areas within the Province.
 - (b) For transfers from Provincial Reserve to Provincial reserve
 - (c) For dispatches to the Government of India (including the Defense department) and other Provinces or Administration (including Railways).
 - (d) Miscellaneous. e.g., supply of seed grain to the Agricultural Department ; supplies to Jails and Police.

2 (1) Headquarters' authority required for issue- As has been indicated above the strict rule is that no

General

Issues are to be made from the Provincial Reserve except under a specific authority or allocation from Headquarters Exception cited in paragraph i (1) (i) above are really no exceptions to this rule as supplies in these cases are made under rules and regulations laid down by Government itself.

(2) Allocation Order- The normal procedure for making an issue from the Provincial Reserve is for Headquarters to make an allocation for any of the purposes mentioned in paragraph 1 (1) (i) above by means of a formal order of allocation addressed to the district Food Controller with a copy of the Food grains Supervisor concerned. The allocation order contains full detail, where required, regarding-

- (a) rate and method of payment.
- (b) method of inspection of stocks
- (c) whether delivery is to be given ex-P.R. godown or f.o.r. station of dispatch.
- (d) destination station, and
- (e) particulars of consignee.

If the allocation requires movement of stocks by rail, it is followed by a certificate of sponsorship to indicate that the movement is sponsored by Government and should be given high priority. If the stocks are to be exported outside the province, the certificate of sponsorship is also accompanied by an export permit.

(3) Payment to be made in advance-(a) As a rule no issues are to be made from the Provincial Reserve (except transfer from Provincial Reserve to Provincial Reserve) unless payment for the grain and gunny bags has been made in advance. In the case of supplies to the Government of India and other Provinces or Administrations, financial arrangements are made by the recipient with this Government in advance. In other cases payment is to be realized by the District Food Controller Stocks should in no case be issued on credit except with the previous permission of Headquarters

(b) Provincial Reserve Issue Rate- The rate at which grain is to be issued is fixed by Headquarters from time to time and communicated to the District Food Controller. This rate should be strictly adhered to, unless in the allocation order made by Headquarters a different rate is indicated.

(4) Choice of stocks-(1)9 At the time of making an issue from the Provincial Reserve godown, the District Food Controller has to decide which stocks to issue. In making this decision he should be guided by-

- (a) the condition of the grain, and
- (b) the grade of the godown in which is stored.
- (ii) The first rule should be to issue grain which is least fit for continued storage. The second rule should be to issue stocks from Grade III godown i preference to Grade II godown and from Grade II in preference to Grade I godowns. Of these two rules, the first is by far the more important.
- (iii) The only exception to the above rules will be when an issue is to be made from Provincial Reserve stock for seed purposes in which case the best grain should invariably be issued.
- (iv) If the condition of the grain is not good, it may be improved by mixing with better grain before issue.

Principles.

- (5) cleaning of stocks-Special care must be taken to see that all foodgrains issued from Provincial Reserve are in acceptable form. The stocks should be cleaned before issue when necessary. This aspect should receive the personal attention of the District Food Controller, as the public will mainly judge the success or failure of the Food Administration by the quality of the grain it gets. Stocks which are to be moved to another Provincial Reserve centre may not be cleaned since these will be cleaned there before issue.
- (6) Issues from Godowns (i) The Foodgrains Supervisor must satisfy himself that all issues made by him from Provincial Reserve stocks are orders of a competent authority and are strictly in accordance with the terms of that order.
- (ii) (a) If grain is issued after cleaning, it will be in standard weight bags, and unless the recipient insists on cent per cent weight of bags, only a test-weight would be enough at the time of issue.
- (b) If grain is issued without cleaning, all bags issued must be weighed
- (iii) All issue from the Provincial Reserve must be immediately entered in the provincial Reserve Godown Stock Register P.R. 6 and Godown Card P.R. 7.
- (iv) The Foodgrains Supervisor must constantly check up the accuracy and sensitiveness of the platform or beam scales to ensure that stocks are weighed correctly and that there is neither an over nor an under issue.
- (7) Marking of Bags-It is important that bags of grain issued from the Provincial Reserve should be marked for the purpose of identification. Marking should be done with a stencil. All bags should bear the initials "P.R." and in addition the first three letters of the name of the issuing centre. Stocks which are issued for the purpose of Rationing or Controlled Distribution of under Deficit Area Scheme should be marked "P.R.D" instead of "P.R."
- (8) Transport, loading and dispatch-(i) Arrangement should be made in time for the employment of labour, palleaders or cartmen for weightment at the time of issue and for the transport of stocks from the godown to the Railway station in case of dispatch to an outside station.
- (ii) In case of dispatch to an outside station the following points should be particularly borne in mind:-
- (a) All movement orders are in tons as a round figure but no consignment is accepted for dispatch by rail on the broad gauge if it is less than 250 maunds. The number of wagons required for each movement must therefore, be worked out and consignment sent to the Railway station in sufficient quantities to fill Railway wagons, without leaving residues which cannot be accepted.
- (b) As soon as stocks have moved to the Railway station, the station Master must be requested to enter the wagon demand in the Priority Register. Empty wagons should be loaded as soon as made available after inspection by the Government Inspector when necessary. The Foodgrains Supervisor should supervise the loading and see that the number of bags loaded in the wagon is correctly recorded by the Railway staff before the wagon is sealed.
- (c) The physical custody of the stock while awaiting movement of the wagons and all details of the loading procedure can be entrusted to a Station Broker If necessary but the Foodgrains Supervisor shall be responsible for the safety of stocks at the Railway station and he must be present at the time of inspection and loading of stocks and dealing of wagons.

(d) If any difficulties are experienced in obtaining empty wagon the Transport Officer Punjab Government (Civil Supplies Department) at Delhi, should be contacted if necessary, on telephone. The exact nature of difficulties should be explained and in particular, information regarding the number of bags awaiting dispatch, number of wagons required, names of dispatching and destination stations, and date on which consignment was entered in the Railway Priority Register should be communicated. Alternatively, Headquarters (Provincial Reserve Officer, Allocation and Movement), may be contacted.

(1) Rationed towns—(1) All issues of grain for the requirements of the Rationed towns will first have to be authorized by the Rationing Controller. This will be done by the Rationing Controller in Form R XXXIX (which is a rationing form and is referred to in paragraphs 9.28, 9.49, 9.50 and 9.51 of the Rationing Instructions issued by Government separately)

(ii) This Rationing Authority will be presented at the office of the District Food Controller (Accounts Section).

(iii) The Accounts Clerk will first compare the Rationing Authority with the second copy of the authority which is received in the District Food Controller's office directly from the Rationing Controller's office. He will then enter on the copy of the miller/retailer/bigger establishments Authority at the space provided in the Rationing Authority:-

(a) value of bags and grain together with surcharge, and

(b) prepare Treasury Challans in triplicate separately for the value of grain and for the surcharge.

(ii) The Accountant will check the calculation of price to be recovered and initial the Rationing Authority as well as the Treasury Challans.

(v) The Treasury Challan as well as the rationing Authority should then be made over to the person concerned with instructions to deposit the amount in the Treasury or Imperial Bank conducts treasury transactions, the Treasury challan may be presented directly to the Bank and need not be presented at the Treasury

(vi) After the money has been deposited the Rationing Authority along with two copies of the receipted Treasury Challan should be presented at the District Food Controllers office (Accounts branch) again. A Delivery Memo in Form R. XLIII (see Chapter IX of Rationing Instructions) will be prepared in triplicate original for the miller of retailer, or owner of the bigger establishment deputed for the issuing Foodgrains Supervisor and the triplicate of the retained as an office copy. The number of the delivery Memo should be noted on both copies of the receipt. Treasury Challan so as to avoid risk of issue of another Delivery Memo. in respect of the same Challan.

(vii) If payment is received at the office of the district Food Controller either in cash or by cheque, the Cashier will record on the Rationing Authority, the particulars of the amount received and thereafter the Delivery Memo will be prepared as in the preceding clause. The amount received will be entered in the Cash Book in form P.R. 45 or Register of Sale Proceeds in form P.R. 28 and a receipt in form P.R. 24 issued.

(viii) A register in form P.R. 28 should be posted from the Rationing Authority Treasury Challans and Delivery Memo. simultaneously. This register takes the place of the Subsidiary Cash Book in respect of receipt transactions relating to issues for Rationed towns. Its daily total should therefore, be taken over to the

Procedure for issue from Provincial reserve which do not require allocation from Headquarters.

Cash Book folio of which should be noted against daily totals in register P.R. 28. The entries in the register and the totals should be checked and initialed by a responsible official of the office of the District Food Controller's viz., Supply or Assistant Supply Officer, Accounts. This register should be checked by the District Food Controller himself once a month.

(ix) The Delivery Memo, may be signed by the Supply Officer Accounts or Assistant Supply Officer Accounts or any other officer deputed by the District Food Controller for this purpose. Before signing the Delivery Memo, the officer should compare the entries in the delivery Memo with those in the Rationing Authority the P.R. 28 Register and the Treasury Challan (or in case of case payment Cashier's receipt). He should also initial the entries made in P.R. 28 and should see and initial the entry indicating the number and date of the Delivery Memo, on the Treasury Challan.

(x) Acknowledgement of the reaps of the Delivery Memo should be obtained from the dealer on the Rationing Authority itself.

(xi) On presentation of the delivery Memo, and after comparing it with his own copy the Foodgrain Supervisor in charge of the issuing godowns will issue the grain and bags in accordance with the Delivery Memo. He will obtain the signatures of the recipient on his copy of the Delivery Memo. He will also prepare Issue Weight Memo, in form P.R. 26 in quadruplicate-original to be sent to Headquarters, duplicate to the District Food Controller, third copy of the dealer and fourth to be retained as an office copy.

(xii) The Foodgrains Supervisor should stamp both the copies of the Delivery Memo with a rubber stamp "Stocks delivered" and return the dealer's copy to him.

(xiii) After the supply has been made an entry P.R. 29, incorporating all sales for the day should be sent to the District Food Controller in duplicate-one copy of which will be forwarded by him to Headquarters along with Fortnightly Statement of Sales and Income in form P.R. 31.

(xv) Adjustment as a result of change in price.

(a) Miller-The Provincial reserve issue price may change from time to time. It is possible that mills may have considerable stocks with them when the price is changed. There is thus a danger of lower means have to be evolved to absorb this profit or loss which may accrue on both grain as well as bags. For this purpose a separate register in form P.R. 33 should be maintained. The stocks immediately before the change in price should be recorded in this register and the amount either recoverable from the miller or refundable to him should then be worked out in the light of the new prices. When the miller calls for a Delivery Memo, for the first time after the change in price this amount should be recovered or refunded to him as the case may be. A note of this adjustment should be clearly recorded in the remarks column of register P.R. 28 against the relevant entry and a reference to the date and serial number of P.R. 28 made in register P.R. 33.

(b) Retailer-The revised prices will apply to the retailer a week after their conformance. It is therefore, not considered necessary to provide a remedy for the slight discrepancies that may follow a change of price from the date on which it is enforced for retailers ignoring the slight loss or gain which it may result to them. It is expected that in the long run the loss or gain due to changes in price will adjust itself.

(2)(1) The procedure in the case of issues in the Distributions towns will be very much similar to the procedure outlined above for Rationed towns with the exception that instead of a Rationing Authority the

Food Distribution Officer will issue an Authority in form F. IV (prescribed under Chapter III of the foodgrains Distribution Scheme), This Authority will be issued on the indent in form F. 1. (prescribed in the same Chapter) for the issue of grains put in by the dealers. This Authority will then be passed on in original to the Accounts Branch of the Food Distribution Officer's office where the price and surcharge will be worked out and checked. The dealer will then be required to deposit the total amount into the Treasury and after recording the number and date of the Treasury Challan at the space provided in form F. 1 the Delivery Memo. in form F. IV (prescribed in the same Chapter of the Scheme)) will be issued in triplicate-original copy of the retailer, duplicate to the Foodgrains Supervisor and the triplicate to be retained as an office copy.

(ii) If payment is received at the office of the Food Distribution Officer either in cash or by cheque, the Cashier will record on the Authority F. 1 the particulars of the amount received and thereafter the Delivery Memo. will be prepared and issued as outlined. in the proceeding clause. The Cashier will make an entry in the Cash Book indicating the amount received and will also issue a receipt in form P.R. 24.

(iii) The office of the Food Distribution Officer will maintain a register in form P.R. 28 in the same manner as is prescribed for the Rationed towns. The entire procedure subsequent to the issue of Delivery Memo. will be identical with that prescribed for the Rationed towns.

(3) Other recognized demands-(1) In Rationed towns the same procedure should be followed for making supplies to meet "Other recognized demands" as has been prescribed for issuing grain to dealers, viz, in the case of a Relief Camp, the officer in charge will obtain an Authority Memo. will be issued after necessary payment has been received.

(ii) In the case of distribution towns or other areas which are neither covered by the Rationing Scheme the same procedure would apply as has been prescribed for making supplies to dealers in the Distribution towns viz, in the case of Relief Camps indents in form F. 1 will be put in by the Officer in charge of the Camp and a Delivery Memo. in form F. IV will be issued after payment has been made.

(1) For deficit Areas Within the Province-(1) Apart from the towns under Rationing or Controlled Distribution. it is frequently necessary to make adhoc allocation. for the deficit areas in the Province. This is done by making a monthly allocation from Headquarters. whenever considered necessary.

(ii) As soon as an allocation is received it should be entered in register P.R. 32.

(iii) Authorized wholesale/retail Distributors through whom it is proposed to distribute supplies to the retailers consumers should be required to place an indent in form F. 1 The indent should be carefully scrutinized and Delivery Memo. issued in form F. IV for the quantity permitted by the District Food Controller after the dealers have deposited the price. The procedure then will be on the same lines as under the Distribution Scheme.

(iv) As soon as a Delivery Memo is issued an entry should be made in the relevant columns in register per. 32 and a balance struck daily Care should be taken to see that the quantity allocated for the circle is not exceeded Outstanding balances which are not utilized during the month should be reported to Government white placing for their requirement for the next month.

(2) Dispatches from Provincial Reserve to Provincial Reserve-(i) Such dispatches Reserve are in fact mere transfers and not sale transactions. No price is, therefore, to be recovered from the receiving District Food

Issue from the provincial Reserve under allocation from Headquarters'

Controller.

(ii) When it is considered necessary to transfer stocks from one Provincial Reserve centre to another, an allocation is made by Headquarters. A copy of this allocation order is sent to the dispatching District Food Controller and also to the Foodgrains Supervisors and another copy is sent to the receiving District Food Controller and Foodgrains Supervisor.

(iii) The receiving District Food Controller will complete the register in form P.R. 10 from the information communicated to him by the receiving Foodgrains Supervisor in the Dispatch Report P.R. 27. He will watch the progress of receipts against allocations and ensure that the entire quantity allocated is received. by the dispatching District Food Controller and also to the Foodgrains Supervisor in the Dispatch Report P.R. 27. He will watch the progress of receipt against allocations and ensure that the entire quantity allocated is register P.R. 10.

(iv) The procedure at the dispatching and receiving ends will be the same as outlined in paragraph 14 of Chapter IV supra

(v) The receiving District Food Controller will complete the register in form P.R. 10 from the information communicated to him by the receiving Foodgrains Supervisor in the Dispatch Report P.R. 27. He will watch the progress of receipts against allocation and ensure that the entire quantity allocated is received.

(3) Dispatches to Government of India and other Provinces or Administrators (including Railway)-(i) After the recipients has made financial arrangement to the satisfaction of this Government, Headquarters will issue an allocation order to the dispatching District Food Controller, containing dispatching instruction accompanied by export permits, if necessary.

(ii) As soon as allocation order is received it should be entered in register P.R. 32 and all dispatches made against this allocation should be entered in the same register. The District Food Controller should see that actual dispatches made against an allocation are in standard weight bags and conform to the quantity mentioned in the allocation order and are not exceeded.

(iii) Consignment will be inspected by the Government Inspector at the station of dispatch or at Provincial Reserve godown in case of local delivery. the Foodgrains Supervisor should therefore, inform the Government Inspector is not present the Foodgrains Inspector should taken out a representative sample and test weigh the consignment in form P.R. 26 and forward the sample and the weighment result to the District Laboratory.

(iv) The dispatching Food-gains Supervisor will then send the Railway Receipt along with a copy of the Acceptance Note. Dispatch Report in form PR. 27 to Headquarters (Assistant Controller of Food Accounts) who will then prepare a bill and receive payment from the bank with which the recipient administration has made financial arrangements. The bank will then forward these documents to the recipient.

(v) The dispatching Foodgrains Supervisor will immediately send a copy of the Dispatch Report P.R. 27 to consignee to enable him to take delivery of the consignment in time. It is important that this copy is dispatched without delay to avoid demurrage charges accruing at the receiving end.

(vi) The dispatching Foodgrains Supervisor will also make entries regarding the dispatches in the Stock Register P.R. 6 Godown Card P.R. 7 and Stock Report P.R. 9.

(4) Miscellaneous-(i) There may be some other cases in which issues have to be made from Provincial Reserve stocks to meet special demands, for example the demand from the Agriculture Department for seed. For every such demand there will be an allocation order from Headquarters directing either local delivery for dispatch to an outside station. As soon as an allocation is received it should be entered in register P.R. 32. (ii) If it is a case of local delivery, the procedure will be similar to that prescribed above for issue to Relief Camps (see paragraph 3 (3) supra). In other words the indent from F. 1 of the Distribution Scheme (see paragraph 3(2) (i) supra) will be used, though it will not be necessary for the indent to be filled in but the District Food Controller will specify on the form the quantity of foodgrains to be issued in the columns provided for this purpose and quote the Headquarters allocation order number and late at the top. The price will then be worked out and recovered from the purchaser. Delivery Memo. in form F. IV of the Distribution Scheme will be issued after the purchaser has deposited the amount, to enable him to take delivery of the grain ex Provincial Reserve godown. On presentation of the Delivery Memo. the Foodgrains Supervisor will issue the quantity of grain and bags mentioned in the Delivery Memo. in the usual manner, i.e., he will prepare issue weight Memo. P.R. 26 enter the delivery in the Stock Register P.R.6, Godown Card P.R. 7 and Stock Report P.R. 9.

(iii) When stocks are to be dispatched to an outside station, the procedure will be as follows:-

(a) On receipt of the allocation order, the dispatching District Food Controller will enter it in register P.R. 32. He will also contact the purchaser communicating the amount to be paid. After the value of grain and bags has been deposited into the Treasury he will issue instruction to his Foodgrains Supervisor to dispatch the quantity. The Food Supervisor will then weight the consignment and prepare P.R. 26 and dispatch the consignment. He should take care that if the grain is required for purposes of seed, its of the best quality and suitable for seed purposes (Imported grain is not considered suitable for seed purposes and country grain should be issued when allocated for this purpose). Railway Receipt and a copy of Issue Weight Memo. P.R. 26 and Dispatch report P.R. 27 each, should then be sent to the consignee. Usual entries in Godown Stock Register P.R. 6, Godown Card P.R. 7 and Stock Report P.R. 9 should also be made.

(b) If the allocation provides for inspection of the consignments, this should be arranged through the Government Inspector.

(5) (1) As has already been stated above, no supplies from the Provincial Reserve should be made on credit with out the previous sanction of Headquarters except transfers from Provincial Reserve to Provincial Reserve.

(2) In the sale and Income Report P.R. 29, and Fortnightly Statement of Sales and Income in form P.R. 31, issues on credit is should be clearly indicated, showing whether the recovery is to be made by the District Food controller or Headquarters.

6 (1) When grain should be issued after cleaning under Rationing or the Distribution Scheme or the Deficit Area Scheme Grain will be issued from the Provincial Reserve godowns either to the Roller Mills or chakkis for milling into atta, or to retailer, etc., for distribution in the form of grain.

(a) Roller Flour Mills-As these are fitted with mechanical cleaning arrangement, it is not necessary to clean grain before issue to Roller Mills.

Supplies on credit

Procedure for cleaning.

(b) Chakkis fitted with mechanical cleaning arrangements- As cleaning by mechanical sieves is preferable to cleaning by ordinary flat sieves, it is not necessary for the District Food Controller to clean grain before issuing it to chakkis which are fitted with such cleaning arrangements.

(c) Chakkis not fitted with mechanical cleaning arrangements-

(d) Issues of grain to retailers, Relief Camps etc., directly from Provincial Reserve centres-

The general rule should be to clean grain before issue. In some cases, however, it may not be considered necessary to clean grain, however, it may not be considered necessary to clean grain, e.g., imported stocks or other stocks which as result of visual inspection do not seem to contain more than 0.5 per cent dust; in such cases a written order should be passed by the District Food Controller clearly indicating which stocks are to be cleaned and which do not require cleaning. A copy of these orders should be sent to the Deputy Controller of Food Accounts.

(a) Grains which do not normally require cleaning-Barley, grain, maize, and bajra are normally without cleaning. If, however, any consignment of these grains is highly weevil or contains a high percentage of dust, it should be cleaned before of issue. Rice is not to be cleaned without the permission of Headquarters.

(2) Method of Cleaning-Except where District Food Controllers have got better cleaning arrangements, the normal method for cleaning grain is to pass it over a flat sieve, made of wire-gauze with 10 meshes to an inch. The size of the sieve is 6 ft.* 3 ft with a wooded frame of 1” around it. Three strips of wood, each 1 inch thick are fixed breath-wise 1/1/2 ft. apart, to support the wire-gauze. The sieve rests on a wooden support making an angle of 45 degree with the ground. The grain is slowly poured over the sieve. To regularize the flow of the grain, an adjustable wooden piece is fixed to the sieve at the top leaving a space of about 1 inch between this wooden piece and the gauze. Grain is poured over this wooden piece and it passes through the space between the wooden piece and the gauze. Dust, mummi, etc., pass through the sieve, stones, etc. are broomed off and the cleaned wheat is then packed into standard weight bags of 2 maunds and 30 seers including the weight of gunny bag.

(3) Accounting and disposal of shortages during cleaning-(i) A register in form P.R. 23 for loss in cleaning and disposal of cleaning shall be kept by the Foodgrains Supervisor and an account for each foodgrain cleaned maintained.

(ii) Entries shall be made in this register on separate pages for each godown.

(iii) The grain shall be weighed before cleaning and weight recorded in the register.

(iv) No entry need be made in teh Godown Stock Register P.R. 6 either when foodgrains are taken out for cleaning or when these are returned to godown after cleaning.

(v) Bags of standard weight shall be filled after cleaning. (vi) The cleanings may comprise grain, shriveled grain, mummi, dust etc. A portion of the dust will be blown off during the process of cleaning. This will particularly be so, if cleaning is done by a mechanical sieve. In the case of flat sieve, it will not be possible to separate shriveled grain or grain.

(vii) The gram, dust, etc., may be weighed separately and entered in the “Loss in Cleaning Register” P.R. 23.

(viii) Since the gram separated from wheat during the process of cleaning would be fit for human consumption, it should be transferred to the respective Godown, Stock Register account from the “Loss in

Cleaning Register” by recording quantity of grain and page number of the former in the “disposal of cleanings” columns of the latter.

- (ix) The cleanings should be kept in bags which are unserviceable for storage of grains.
- (x) The difference between the quantity before cleaning and that after cleaning should correspond to the total shortage in cleaning.
- (xi) The Shortage/Excess statements in form P.R. 35 should be prepared when a godown is emptied, showing separately the quantity of loss in cleaning and the shortages from storage.
- (xii) The quantity of total shortage on account of cleaning as shown in P.R. 35 should tally with the total of the column No. 4 (“total shortage”) in Register P.R. 23 relating to the godown concerned. Since the quantity of gram, if any, would be transferred to Godown Stock Register for issue, a note showing such quantity of grain may also be given in the Shortages Statement in form P.R. 35. This statement should reach the Headquarters for necessary sanction within fifteen days from the date of the godown is emptied.
- (xiii) The loss per maund for each entry in the “Loss in Cleaning Register” may also be worked out.
- (xiv) The cleanings will accumulate from day to day and the progressive total should also be shown in the register.
- (xv) When sufficient quantity of cleaning has accumulated it should be disposed of by calling tenders or by auction.
- (xvi) The auction or sale should be done by the District Food Controller himself and amounts realized credited into the Treasury under head “85 A-Capital Outlay on Provincial Schemes of State Trading-II Grain Supply Scheme- A Schemes other than Rationing etc.-4- Deduct Receipts and Recoveries on Capital Accounts-(a) Repayment of Advances”. If the cleaning are supplied in gunny bags the cost of bags should also be realized.
- (xvii) The District Food Controller will also issue receipts inform P.R. 24 for the amount received.
- (xviii) Such amounts will be accounted for in the cash books of the District Food Controller.
- (xix) On receipt of the amount by the District Food Controller he will direct the foodgrains supervisor to deliver the quantity of the cleanings sold to the purchaser.
- (xx) The foodgrains supervisor will then do the needful and make necessary entries in the “Loss in Cleaning Register”.
- (xxi) One copy of the receipted Treasury Challan and the sale account inform P.R. 34 shall be forwarded by the District Food Controller to Headquarters along with the fortnightly Statement of States and income inform P.R. 31 retaining the second copy of the Challan for his record
- (xxii) Since the District Food Controllers do not have powers to dispose of the cleanings without Government approval, the sale shall be regularized by sending monthly statement inform P.R. 25.

CHAPTER VI

PROCEDURE FOR RECEIPTS AND PAYMENT

A- PRELIMINARY

- 1 (i) General- The District Food Controllers have to purchase and issue food gains on a large scale involving very large sums of Government money. It is, therefore, essential that accounts are maintained at a high level

Introductory

of efficiency, both to avoid any possibility of misappropriation and to reduce to a minimum audit deflections. (ii) Need for Economy- The Provincial Reserve Scheme is run on a "No profit, no loss" basis. All expenses incurred on the purchase movement, storage, fumigation, cleaning and issue of foodgrains are borne by the Scheme and taken into consideration for fixing the provincial Reserve issue price, so that the realization from sales should equal the amount expended by Government. It is, therefore, the consumer who is ultimately to bear all expenses incurred on the provincial Reserve. The only exception to this being imported grain which is submitted by the Government of India and the Provincial Government and issued at the same rate as country grain. The greatest possible attention should, therefore, be paid to economy at every stage.

2. (1) The expenditure on the Provincial Reserve Scheme may be broadly divided into two main categories:-

(i) Expenditure relating to and connected with the scheme proper, and

(ii) Expenditure incurred on establishment and contingencies.

(2) Two separate allotments- There are accordingly two separate allotments to cover-

(i) the cost of grain and gunnies purchased including handling, storage and other incidental charges, and

(ii) establishment charges including contingent expenditure

B- ACCOUNTS RELATING TO THE SCHEME PROPER

Heads of Accounts

3. (1) All monies required for expenditure on the Scheme proper are drawn by debit to the head "Advances" by per contra to the head 'Suspense (Credits)'. .

(2) The expenditure relating to the Scheme amount will appear under the following sub-heads and detailed heads:-

(i) 'Advances' - This too is a final sub-head to which shall be debited all amounts drawn by the District Food Controller for expenditure on the purchase of foodgrains or on incidental charges connected therewith.

(ii) 'Suspense (Personal Deposit Accounts)- (a) Credits' - This is a temporary sub-head to accommodate

per contra-credit of all amounts paid by the Treasury Officer to the Accountant-General. The Treasury

Officer will open under this head a 'personal Deposit Account' in the official designation of the District

Food Controller a cheque book and treasury pass book. The Treasury Officer shall pass on the bills to the

Accountant General with this monthly accounts, but extracts in form B.M. 27 (on which will be marked the

number of the voucher) shall be returned to the District Food Controller office for his departmental accounts

debited under 'Advance' during the year.

(iii) 'Suspense (Personal Deposit Account)-(b) Debits' - As in the case of credits this too is a temporary sub-

head to accommodate individual payment. Whenever payments have to be made to dealers or others, the

District Food Controller should draw cheques or others, the District Food Controller should draw against the

amount at his credit in the 'Personal Deposit Account'. If in any case, payments have to be made at place

other than the Headquarters of the District Food Controller these should be made by obtaining a

Government draft in lieu of a cheque for the amount drawn in favour of self. The Treasury Officer Food

Controller all payments of cheques cashed under the head 'Suspense (Personal Deposit Account)---(b)

Debits' -

(iv) 'Deduct-Receipts and Recoveries on Capital Accounts' -

- (a) Repayment of Advances.
- (b) Other receipts

This is a final sub-head for accommodating all realization connected with the sale of foodgrains, gunny bags and other stock articles. Ordinarily all recoveries connected with the sale of grain, bags, etc. will be credited under ' (a) Repayment of Advances', while miscellaneous receipts from the sale of mats, strikes, tats, parties, refunds on demurrage charges, wharf age, octroi, etc. should be classified and credited under '(b) Other Receipts'.

Income and expenditure under the scheme itself
(a) Payments

- (a) Payments- The following are the more important items
 - (i) Purchase of grain.
 - (ii) Purchase of miscellaneous stores such as bags, locks, scales, fumigants, tarpaulins, dunnage, etc.
 - (iii) Rent of godown and pay of chowkidars kept for the safety of the Provincial Reserve stocks.
 - (iv) Payments for labour on the transport of stocks, specially on receipts from and dispatches Reserve to Provincial Reserve; grain received or dispatched under Dispatch or Destination Pass Terms.
 - (v) Railway freight and octopi on consignments received from outside.
 - (vi) Market fee, etc.
 - (viii) Refunds of amounts recovered in excess.
- (b) receipts-The following are the more important items of receipts for which the District Food Controllers will be receiving amounts under the Scheme:-
 - (i) Sale of grain and gunny bags and surcharge when livable.
 - (ii) Sale of miscellaneous stores declared unserviceable, such as bags, locks, scales, tarpaulins, dunnage.
 - (iii) Sale of residues of grain declared unfit for consumption or cleanings.
 - (iv) Cash deposits of securities.
 - (v) Amounts recovered on account of fines, forfeiture and penalties imposed.
- (1) Its necessity- District Food Controllers must be placed in funds to enable them to make various payments connected with the Scheme

Allotment of funds for the scheme proper

- (2) Personal Deposit Account – (1) Headquarters prepares estimates of the funds likely to be required during a financial year (i.e. from 1st April to 31st March) by all the District Food Controllers in this Province and obtains Governments sanction to the funds required. The amounts originally sanctioned may be increased or decreased subsequently, according to actual need, through the statements of "Excesses and Surrenders".
- (ii) Within the sanctioned amount, Headquarters makes allotments to the District Food Controller in accordance with their estimated requirements. The procedure for doing so is that Headquarters moves the Accountant-General to place the amount at the credit of the District food Controller should arrange to "draw" the amount at the local Treasury Officer in a Personal Deposit Account in his name, under the head "85A-Capital Outlay on State Trading Scheme-II Grain Supply Scheme-Suspense-Credits".

- (3) Operating the Personal Deposits Account-(i) As soon as funds are placed at the disposal of the District Food Controller in the personnel Deposit Controller in the personal Deposit Account, he should obtain a cheque book and a treasury pass book from the Treasury Officer. The number of cheques contained in the book should be counted and a certificate to this effect recorded on the inside cover of the book. The cheque book is brought into use, an intimation to this effect should be sent to the Treasury Officer.
- (ii) As soon as the cheque book is brought into use, an intimation to this effect should be sent to the Treasury Officer.
- (iii) As far as practicable, the District Food Controller should Endeavour to make all payments by means of cheques drawn on his Personal Deposit Account. When payments are to be made in cash either by himself or by his subordinates, the District Food Controllers should draw cheques payable to "Self" The proceeds of such cheques for self should also be entered on the receipt side in the column. "Amount withdrawn from Personal Deposit Account for advances or expenditure" of the Cash Books in form P.R. 45 on the same day on which it is issued.
- (iv) Cheques issued on Personal Deposit Account should be entered in column "Personal Deposit Account at treasury" on the payment side of the Cash Book in form P.R. 45.
- (v) A cheque drawn on Treasury is ordinarily current for 3 months only. In case a fresh cheque is issued in lieu of an expired cheque it should be entered on the "Expenditure" side of the Cash Book, but amount of this cheque should not be shown under column "Personal Deposit Account at treasury". A cross-reference against the entries relating to both the expired and the new cheques and the new cheques should be made.

Maintenance of Accounts of Payment

6. (1) Accuracy- The account of the Provincial Reserve Scheme must be kept accurately and correctly.
- (2) Cash Book-Both at the office of the District Food Controller and at each centre a Cash Book in forms P.R. 45 and 46, respectively should be maintained. All payments should be a separate entry for each payment; except in the case of Incidental Charges Bills for centres in respect of which a single entry for the Bill may be made in the Circle Cash Book.
- (3) Payment-Each withdrawal and each payment by cheque or otherwise must be noted in the Cash Book immediately and supported by reference to the relevant Bill or other document. The entries for the issue of advances and their subsequent increases or decreases should, however, not be made in the column for amount but only in column "to whom paid or from whom received".
- (4) Advances-When advances have been given to Foodgrain Supervisor, they must be instructed to submit regular accounts, weekly in Incidental Charges Bill Form P.R. 41. supported by receipts and full detail of payments. (The Foodgrains Supervisor will prepare three copies of Incidental Charges Bill P.R. 41 send the first and the second of the distinct Food Controller and retain the third for his record.)
- (5) Precaution before sanctioning payment-Before a payment is sanctioned the District Food Controller must satisfy himself that-
- (i) the bills are arithmetically correct.
 - (ii) the rates charged are within approved limits and are reasonable.
 - (iii) the quantities entered are correct and have been received and accounted for in the Purchase or Receipt Reports and Stock Reports in the case of all other purchases.

- (iv) sanction of the competent authority for incurring the expenditure has been obtained and referred to in voucher or the bill.
 - (v) the bill has not been paid before.
- Precautions when making payment- When making payment the District Food Controller should-
- (i) obtain the receipt of the recipient if it has not already been obtained and endorse on the bill "Paid by me" under his dated signature.
 - (ii) (a) When passing payments for grain he will initial the relevant entry in the Stock Ledger in from P.R. 67 to obviate the risk of double payment.
- (Note:- Stock ledger will be prepared from Stock Reports but should be checked by Assistant Food Supply Officer (Accounts) or Accountant with relevant Purchase, Sale or Receipt Reports and purchase and sale bills, In taken of the check, the checking officer will initial the entries in the Stock Ledger and the connected entries in the purchase, Sale or Receipt Reports and the Purchase and Sale Bills).
- (b) Similarly in the case of gunnies and other stock articles he will initial the relevant entry in the respective Inventory Registers. If in the Inventory Register maintained in the Circle Officer no entry exists for want of the monthly Inventory Statement from the Centre, an entry for the article concerned should be made and initialed in token of passing the relevant bill for payment in the "Remarks" column however, it should be noted that the entry is to be checked with the monthly inventory Statement of the Centre When the Inventory Statement is received from the Centre it should be checked and if necessary entry regarding that article exists, the note made in the "Remarks" column should be ticked off.

Payments by food grains Supervisor

- (i) Incidental Charges Bill-(i) The same precautions as mentioned in the proceeding clauses (5) and (6) should also be exercised by the Foodgrains Supervisor or any other official making payments.
 - (ii) Such payment are made out of advances given by the District Food Controller for meeting incidental expenses, e.g. railway freight, octopi, labour charges, etc. or purchases of articles of miscellaneous stores. As soon as an expenditure is incurred it should be entered in the Cash Book.
 - (iii) A weekly statement of expenditure incurred should be forwarded to the District Food Controller in form P.R. 41 (Incidental Charges Bill) Original receipts or vouchers in support of the payments made should be attached to the Incidental Charges Bill When purchases of miscellaneous stores are made, the receipts for payments must always bear a certificate from the Foodgrains Supervisor or other official concerned showing the serial No and the month in which the stores have been taken on the Inventory Register.
- (8) Fortnightly statement of Expenditure-(i) All the expenses incurred by the District food Controller must be reported fortnightly to Headquarters by the 2nd and 16th day of each month for the previous fortnight. This report should be in the form P.R. 42 and should be supported by-
- (a) The Purchase Bills supported by receipts.
 - (b) The Daily Stock Reports
 - (c) Receipts and vouchers for all expenditure other than purchase of grain.
- (ii) Before dispatching the fortnightly Statement of Expenditure the District Food Controller must have each item of expenditure checked with the Cash Book certify that this has been done.
 - (iii) Against every item of miscellaneous expenditure requiring authorization by Headquarters reference to

the sanction must be made. If sanction has been applied for but not yet received the number and date of the lettering which sanction has been applied for should be indicated.

(iv) With the statement for the second half of the month all with drawls from the Personal Deposit Account for the month must be checked with treasury pass book obtained from the Treasury Officer and any difference reconciled.

9. Monthly Statement of Expenditure-A monthly statement in form P.R. 43 is to be dispatched to Government by the 5th of each month for the preceding month.

7 (1) The amount placed in the Personal Deposit Account from time to time should be entered on the receipt side of the Cash Book under column "Personal Deposit Account at treasury". This amount should be noted on the back of the counterfoil of the cheque. The District Food Controller should keep striking progressive totals of all payments and the available balance on the reverse of the counterfoil to guard against any overdraw against the authorized limit of his credit.

The District Food Controller must keep a careful eye on the amount left in their Personal Deposit Account. When the balance is less than the anticipated requirements of one month, they should move headquarters (Accounts Section) for additional funds. As it takes at least two weeks for Headquarters and the Accountant-General to act and for his instructions to reach the Treasury Officer, the District Food Controller must apply for funds well in advance of their actual requirements, and give the following information:-

(i) Balance in hand.

(ii) Amount last drawn with date.

(iii) Anticipated requirements for the next three months.

8 All unspent balances at the close of the financial year standing in the account of the District Food Controllers will lapse and fresh allotment of funds will have to be made to enable them to operate the account from the 1st of April each year. District Food Controllers should, therefore-see that they do not have unnecessarily large balances at the close of the financial year.

9 (i) At present there are two cases in which no actual payments are made by the District Food Controller should supply information relating to imported foodgrains in form P.R. 48 and relating to payments of Railway Freight, etc. through Credit Notes in forms P.R. 74 and 75.

10 (i) Receipts not to be used for Expenditure-While on the one hand district Food Controllers will be spending on procurement of grain and other miscellaneous articles, on the other, there will be a constant recovery of expenditure in the form of sale-proceeds from wheat, gunny bags and other incidental items. An important principle to be followed and grasped throughout is that under no circumstances should receipt be utilized for expenditure, but most invariably, however small the amount, be credited to Government account. Thus the District Food Controller will not be able to recoup his Personal Deposit Account by receipts.

(2) All receipts to be credited into Government accounts-(a) All receipts should be forthwith credited into Government account on the date of receipt or on the following day at the latest under the following head of account:-

**RE-
imbursement
of Personal
Deposit
Account**

**Lapsing of
Personal
Deposit
Account.
Payment to be
made by
Headquarters.
Maintenance
of Accounts of
receipts**

Nature of receipt	Head of account
(1) Price of grain, and gunny Bags including residue Stocks, damaged grain Cleanings, unserviceable From government of India Or other Administrations To cover Interest etc.	85A-Capital Outlay on State Trading Scheme-II –Grain Supply Scheme-(a) Repay mint of Advances.”
(ii) Sale of miscellaneous Stores (other than gunny bags), e.g. locks, articles of dunnage Lanterns	85A-Capital Outlay on State Trading Scheme-II-Grain Supply Scheme-(b) Other Receipts.
(iii) Slump, forfeitures and Penalties.	“XLVI-A-Miscellaneous-Other fees, fines, and forfeitures-other items” .
(iv) Slump surcharge on the Sale of grain.	“P-Deposits and Advances-Civil deposits-Surcharge to cover losses From fall in prices” . D
(v) Cash deposits of securities Of government servants	“Post Office Savings Bank Account in the name of the Depositor to be Hypothecated in favour of the District Food Controller.”
(b) As per as practicable parties concerned may be required to credit the amount into the Treasury and present the receipted Treasury Challan. To faceplate deposit of the correct amount under the proper Head of Account, the Treasury challan may be filled by staff of the District Food Controller. if money is received in cash or by cheque, receipt in form P.R. 24 should P.R. 29.	
(c) Issues of foodgrains shall not be made without realizing the price in advance, unless otherwise specifically directed by Headquarters, in which case, this fact should be clearly indicated in the “Amount” column of the Sales and Income Report in form P.R. 29.	

(3) All receipts to be entered in the Cash Book-(i) All receipts in cash, by cheque or bank draft or through receipted Treasury Challans for amounts directly credited by the parties concerned into the Treasury, should

be entered on the receipts side of the Cash Book under the appropriate column. .

(ii) Received Treasury Challans will be received in the office of the District Food Controller a few days after the amount is credited into the Treasury . The entry in the Cash Book, will, however, be made on the date the receipted Treasury Challan is presented at the District Food Controllers office. A counter-entry should be made on the payment side of the Cash Book, to indicate that the amount has been deposited into the treasury.

(iii) When receipts of money for sales of grains and bags are frequent e.g. in Rationed and Controlled Distribution towns, and perhaps also under the Deficit area, Scheme, a subsidiary Cash Book called “Register of Sale Proceeds” (in form P.R. 28) may be maintained for entering these receipts. The consolidated total of each day should in this case be taken to the Cash Book, at the end of the day.

(4) Fortnightly Statement of Sales and Income-On the 5th and 20th day of each month, a Statement of Income in form P.R. 31 should be sent to Headquarters. The Statement should be carefully verified before dispatch.

(5) Monthly Statement of Reeducation-A monthly statement is to be dispatched to Government in form P.R. 44, by the 5th of each month for the proceeding month.

11(1) As has been indicated in the preceding paragraphs, all items of expenditure and income will be entered in the Cash Book except such items as are first entered in the subsidiary Cash Books maintained by the Foodgrains Supervisor or in the Register of Sale Proceeds in form P.R. 28, in either of which case the consolidated total will appear in the Cash Book. Totals taken from P.R., 28 will be entered in this Cash Book daily, and from incidental Charges Bill weekly, or as and when these are received.

(ii) ON the receipt side under column “Personal Deposit Account at treasury” will be entered the funds placed in Personnel Deposit –Account and on the payment side in column “Personal Deposit Account at treasury” amount drawn from Personal Deposit Account.

(iii) On the receipt side under columns (i) “Cash, Cheques, Bank Drafts”, (ii) “Amount of Treasury Challans for payments made direct into the Treasury by depot-holders etc.” will be entered all receipts whether in cash, cheques or receipted Treasury Challans, while the same amount when deposit into Treasury.

(iv) Amounts withdrawn from the Personal Deposit Account for advance, are first shown on the payments side in column” Personal Deposit Account at treasury” and simultaneously shown on the receipt side under column “Amount withdrawn from Personal Deposit Account for advances or expenditure.” When advances reissued to Foodgrains Supervisor these should be shown in red ink to column “To whom paid”, An entry regarding reduction in the amount of advance should also be made on the “receipt” side in column” from whom received” indicating the amount of Incidental Charges Bill charged. Such amounts are reduced by the Incidental Charges Bills as soon as these are received from the field staff and entered on the expenditure side of Cash Book under column “Expenditure out of advances from Personal Deposit account”.

(v) These instructions will become clearer are a perusal of the specimen entries in District Food Controller’s Cash Book given an Appendix E.

12 (1) All advances received by cheque or cash by the Foodgrains Supervisor will be entered on the receipt side immediately on receipt without waiting for the encashment of cheque.

(2) All expenditure incurred will be entered on the payment side.

Maintenance of Cash Book at District Food Controller’s Office.

Maintenance of Cash Book at the

Provincial Reserve Centre

- (3) Cheques drawn by the District Food Controller and sent for payment to parties concerned through the Foodgrains Supervisor should not be shown in the Cash Book of the Centre.
- (4) The Incidental Charges Bill will also give the balance of cash in hand with the Foodgrains Supervisor.
- (5) The Foodgrains Supervisor can recoup the advance by submitting and Incidental Charges Bill weekly or earlier if necessary.

Closing of Cash Book

13 (1) Cash Books should be totaled and closed weekly, i.e. on the 7th, 15th, 22nd and the last day of the month. The figures of receipt and expenditure as at the close of 15th and the last day of the month should tally with the figures of the Fortnightly Statements of Income and Expenditure.

(2) The figures of receipts and expenditure in the District Food Controller Cash Book should be reconciled with those of the Treasury at the close of each month.

Checking of Cash Book

14 (1) The District Food Controller is responsible to see that the Cash Book is properly and accurately maintained, and that all financial transactions in connection with the Scheme are ultimately incorporated in it.

(2) Before a Cash Book is brought into use, its folios should be numbered and counted and a certificate showing the number of folios contained given on its fly-leaf and signed by the District Food Controller.

(3) The Cash Book shall be maintained by a Senior Accounts Clerk and each entry in it will be checked by the Accountant and Assistant Supply Officer (Accounts) where one is posted. The checking officer will initial each entry.

(4) Weekly totals will be struck and checked (See paragraph 12 above).

The immediate responsibility for the proper and correct maintenance of the Cash Book and for the prompt depositing of all receipts into the Treasury will rest with Assistant Supply Officer (Accounts) and where none is posted with the Accountant. He should see that all receipts are deposited into the Treasury within 24 hours.

(6) The District Food Controller should either himself or through another gazetted officer have the Cash Book checked once a week to see that it is properly maintained and specially to see that all receipts are duly credited are duly credited into the Treasury.

(7) At the close of each month, the District Food Controller will personally check the Cash Book, verify from the result of verification of figures with those of the Treasury, that all receipts have been credited into the Treasury, check the undeposited balances with the Cashier and record a certificate in the following form:-

“Certified that I have personally verified that all receipts for the month of _____ excepting those noted below have been deposited into the Treasury. The cash in hand has also been counted and found correct.

Dated _____ District Food Controller,”

(8) The District Food Controller will similarly check the Subsidiary Cash Book in form P.R. 28 and record a certificate that all entries from it have been incorporated in the Cash Book.

(9) The District Food Controller should have the Cash Book of the Foodgrains Supervisor checked similarly once a month by a responsible officer.

C-ACCOUNTANT RELTING TO ESTABLISHMENT CHARGES AND CONINGENT EXPDENDITURE

Expenditure of staffs

15 (1) The District Food Controller will be able to draw the pay and travelling allowance of the establishment within the sanctioned strength by presenting establishment bills at the .local Treasury. The Treasury Officer will pass on the bills to the Accountant-General for direct incorporation in the monthly accounts. The charges will be classified under the head '85A-Capital Outlay on Provincial Schemes of State Trading-II-Grain Supply Scheme-A Schemes other than Rationing Schemes wholly run by Government-2-Establishment charges.' The expenditure relating to pay of officers, pay of establishment, travelling allowance and contingent charges will be classified under the respective units of appropriation under the head.

(2)Expenditure on contingencies- The District Food Controller will also be able to draw on contingencies within his financial competence or beyond this under order of the appropriate authority. The District Food Controller will keep a watch on the total contingent allotment to see that Government is approached in time for the sanction of further funds if and when necessary.

(3)Heads of Accounts-The units of appropriation and the detailed heads subordinate to the Major Head Under which Establishment and Scheme Charges are classified are:-

(a)Establishment charges-This is a final sub-head which will take cognizance of all charges on account of pay, travelling allowance and contingencies etc. of the officers and staff employed on the Scheme. There is to be a separate allotment to cover these charges which will be drawn on the usual bills presented at the Treasury concerned. An account of these charges shall be maintained for departmental use by the prescribed primary units:-

- (i)' Pay of officers' .
- (ii)' Pay of establishment' ,
- (iii)' allowances and honoraria' , and
- (iv)' contingencies' , etc.

All these charges will be entered in a separate Cash Book maintained for the purpose in form P.R. 47.

Cash Book for Establishment Charges and Contingencies

16. Entries regarding pay, gravelling allowance, contingencies, etc., of establishment shall be made in a separate Cash Book to be maintained for this purpose by the General Branch of the District Food Controller's office.

D- DISTRICT FOOD CONTROLLER'S FINANCIAL POWERS

17. (1) All District Food Controller have been declared by Government to be Drawing and Disbursing Officers for financial rules. The powers which vest in the District Food Controller as such are mentioned at Appendix F.

(2)In relation to transaction under the scheme account all District Food Controllers have been delegated with power to incur expenditure not exceeding Rs. 10 on a single item.

(3)For all expenses required to be incurred in excess of Rs. 10 on a single item, approval of Headquarters

should be obtained. This may be either general (e.g. pro-forma rates) or specific.

E- BUDGET

18. (1) In order to enable Headquarters to prepare the Revised Estimates and the budget for the new year, necessary information should be collected in good time and furnished in the forms prescribed in the Punjab Budget Manual on due dates.

(2) There are separate allotments for Establishment Charges and Scheme expenditure and estimates in respect of both have to be prepared separately. The connected data relating to each should therefore, be carefully scrutinized to see that items of expenditure or receipts relating to one are not mixed up and shown under the other. For instance Chowkidars employed under the Scheme for godowns should not be shown under 'Establishment' along with those required for office and vice versa. Similarly realizations relating to the head "Establishment" should not be shown under "Deduct-Receipts and Recoveries on Capital Account" in the Scheme Accounts.

F- IMPORTED FOODGRAINS

19. (1) As already stated at paragraph 8 of Chapter II to meet the internal needs of the province Government is importing foreign grain through the Central Government. These stocks are supplied by the Government of India at pooled rates. In respect of the quantity supplied to the Provincial Government, the Government of India initially charges full pooled price. Later on the difference between the pooled price and the issue rates charged from provincial Government in the ratio of 3:1 on the condition that the Provincial share will not be passed on to the consumer. The provincial share of the subsidy is charged to the head '57- Miscellaneous'.

(2) To enable Headquarters to work out accurately the share of subsidy it is necessary that the District Food Controllers should keep a correct record of all stocks of imported foodgrains received by them time to time and furnish the required information to headquarters punctually in the prescribed form with regard to these dispatches they will, if practicable, receive from the Assistant Food Controller (Port) a report in form P.R. 19; a copy of the same should be sent to Headquarters immediately on receipt of the consignment showing the exact quantity received by the Foodgrains Supervisor. Besides these, monthly and quarterly statements of imported foodgrains have been prescribed in form P.R. 48 and P.R. 49 respectively. From these reports necessary data is collected at Headquarters:-

- (i) to verify the debits received from the Government of India through the Accountant-General, East Punjab;
- (ii) to work out the shortages en route and see whether claims relating thereto have been lodged with the Railway or have been written off under proper authority; and

CHAPTER VII

Treatment and Fumigation of Stocks

1	Importance of Fumigation work	Food is scarce. It is therefore, of great importance to prevent avoidable loss or damage to foodgrains with this object in view special staff for fumigation work has been sanctioned. While the godown staff continues to remain generally responsible for safe guarding the physical condition of the grain from determination it will be the special responsibility of the fumigation staff to take prompt action both preventive and curative to ensure that the risk of loss or damage to foodgrains during storage is reduced to the minimum if not completely eliminated.
2	Preparations for the receipt of stocks	The godown in which it is proposed to receive stocks should be properly cleaned, repaired and fumigated and dunnage arranged as laid down in paragraph 8 of chapter III.
3	Healthy grain	<p>i. As soon as stocks of foodgrains are received the Foodgrains supervisor in charge of the receiving centre should carefully examine the physical condition of the stocks.</p> <p>ii. If the stocks are healthy and fit for storage, the Food grains supervisor should dust the bags with Gammexine dust D 034 or D.D.T dust at the time of storage. In case of bulk storage carefully fumigated old gunny bags should be spread over the upper layer and Gammexine or d.D.T dusted over it. Care should be taken that Gammexine or D.D.T is not dusted directly over the grain.</p>

Note --- Old bags should be fumigated by Grain- O- cide before us.

(2) Slightly affected grain-

(i) (a) if, however, the grain shows signs of damage or infestation, foodgrains supervisor will prepare a report in form P.R.F. I in quadruplicate, the original will be sent to the Fumigation Inspector, duplicate to the district food controller and triplicate to Headquarter Fumigation Inspector, duplicate to the District Food controller and triplicate to Headquarter Fumigation Office civil supplied Deptt. Punjab Government retaining the fourth copy for his office

record. This report should specially mention the extent of infestation and action taken with suggestion, if any.

(b) On receipt of this report, the Fumigation Officer will suggest necessary action to the field staff and will keep the report pending till receipt of the report in form, P.R.F 2 from the District Food controller.

ii) If the report reveals that the stocks are infested, the fumigation Inspector should as soon after the receipt of the report as possible and in no case later than a week reach the spot, inspect the stocks and take necessary action.

iii) The Fumigation Inspector should submit I duplicate a report to the district Food Controller on the action taken in form P.R.F. 2

iv) The District food Controller should satisfy himself that proper action on the report has been taken. He will forward one copy of P.r.F 2 to the Fumigation Officer Civil supplies Deptt. Punjab Government after adding his remarks.

v) On receipt of this report, the Fumigation officer will ink it with the relevant report form PRF 1 and after ensuring that due action has been taken, will forward both forms (PRF 1 and 2)to the Headquarters (Deputy Director Provincial Reserve) for information and further necessary action. He will, however, maintain a register to keep a record of these forms for further action.

3. heavily affected grains

(i) (a) If grain is received in a heavily infested condition, it is seriously damaged by moisture or otherwise, and it is not considered fit for storage, the Foodgrains Supervisor should send a special report preferably on pink paper (indicating the need for immediate action) in the prescribed form P.R.F. 3, to the Fumigation Inspector with a copy to the district Food Controller and Fumigation Officer Civil supplied Deptt. Punjab Government retaining a copy for his office record.

(b) On receipt of this report, the Fumigation Office will proceed in Para3 (2) (i) above.

(ii) Immediately on the receipt of this special report, the Fumigation Inspector shall proceed to the spot, examine the grain and take remedial measures.

(iii) The Fumigation Inspector will, then send a brief report to the District Food Controller I Form P.R.F 4 in duplicate, specially intimating his opinion regarding the condition of the stock, the treatment, if any, given by him and whether he considers the stock after treatment fit for storage or not.

(iv) The district Food Controller will forward one copy of this report to the Fumigation officer civil supplies

department Punjab Government with its own comments mentioning specially if in his opinion the stock is unfit for storage, with his suggestions for its disposal.

(v) The reference will be given top priority at Headquarter and Government orders will be communicated to the District Food Controller at once.

(vi) on receipt of this report, the Fumigation officer will proceed as in Para 3 (2) (v) above.

4 Treatment of stored grain (1) Slightly affected grain—as soon as infestation appears in stored grain, or due to some other cause the grain requires treatment to keep it fit for storage, a preliminary report in form P.R.F. 1 should be set and action taken on it by the Fumigation Inspector and District Food controller in the same manner as indicated at 3 (2) above.

2) (i) Heavily affected grain—if due to heavy insect attack during storage, or due to serious damage, the Foodgrains supervisor incharge considers that the grain is rendered unfit for storage he should immediately send a special report in Form P.R.F-3 (pink clour) and action should be take o it in the same manner as indiacted at 3 (3) above. The action taken by the Fumigation Inspector should be reported in form P.R.F.4.

(ii) it may be added that such a contingency should not arise if the stocks are carefully examined at the time f receipt properly stored and properly looked after during storage. If, however, such a situation arises it will reflect gross neglect on the part of the Foodgrains Supervisor.

5	Surprise visits The Fumigation Inspector is not only to take action on the report from Food grains supervisors but is expected to tour intensively in his circle to satisfy himself the all is well with the condition of stocks. He should visit each centre and each godown at least once a quarter if not more frequently. He must be specially on the alert:--
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- a) During the monsoon.
- b) During periods of insect attacks, viz from the middle of august to middle of October and from the middle of February to april.

He should visit godowns prior to the monsoon and prior to the periods of insect attack and take precautionary measure

to prevent damage. He should again inspect stock during the monsoon and during the period of insect attack with a view to detect damage at the initial stages and to adopt remedial measures in time. He should also train the Foodgrains Supervisors in the use of fumigants and should also see that all godowns are properly cleaned , repaired and fumigated before storage of fresh grain.

Fortnightly diary.

- 6 (i) In order to keep the District Food Controller and Headquarters informed of the activities of the fumigation staff, as well as regarding condition of foodgrains in the Provincial Reserve, it is necessary that the Fumigation Inspector sends a fortnightly diary on the 1st and 16th of each month to the District Food Controller who will add his comments and pass it on to Fumigation Officer, Civil Supplies Department Punjab Government. The diary should very briefly record the work done by the Fumigation Inspector and his staff each day. A sample diary form and the manner in which the diary is to be written up will be found at P.R.F. 5. The sample also attempts to suggest remedies for the various forms of insect attack .A paragraph should be added at the end of the report indicating the general condition of the grain in the circle, inviting special attention to stocks requiring immediate disposal.
- (ii) On receipts of the Fortnightly Diaries, the Fumigation Officer will scrutinize Diaries, the Fumigation Officer will scrutinize them in all respects and will provide technical advice on problems connected with storage of foodgrains and their proper preservation and treatment against insect and other attacks. He will thereafter forward them to the Headquarters (Deputy Director Provincial Reserve) with his remarks regarding the work done by the Fumigation Inspectors during the fortnight.

Use of Fumigants and doses.

7 (1) Preliminary- If the godown have been properly prepared before storage and storage operations have been carefully carried out, there is very little likelihood of any infestation of healthy stocks during the course of storage. If grain received for storage is infested or if during storage any sign of infestation of heating appears, immediate steps should be taken for the fumigation of the stocks. Grain-o-cide and Killopra (Ethylene-di-Chloride/Carbon Tetra Chloride) have proved in order of priority to be the most suitable fumigants and should be used to treat infested grains. Gammexine Smoke Generator No. 12 (666 Smoke) Gammexine D. 034 and D.D.T. are the best disingestants and should be used to prevent healthy grains getting infested.

(2) Particulars and dosage of fumigants –(a) Grain-o-cide-

(i)Ingredients : Carbon –bi-sulphide .. 20 per cent
Carbon Tetra Chloride .. 80per cent

This is the most effective fumigants. It is available in 50 gallons drums, 5 gallons tins and 1 gallon tins; one gallon of grain-o-cide weight about 15.34 lbs.

(ii)Dose for bulk storage-The average does is 30lbs. per 1,000 maunds of grain. In summer a lighter dose, i.e. less than 50lbs. will do while in winter a slightly bigger dose will be required.

(iii)Method of use-Make the godown airtight leaving one door open and keeping sufficient quantity of mud plaster reayo to close this door also. The mud must be prepared out of good (chikni) clay mixed with finely cut wheat bhusa. Calculate the dose for the godown and carry the necessary quantity in closed drums or tins

to save the operator from the poisonous vapours. Pour the entire quantity at one place if the godown is a small one. In case of larger godowns it will have to be poured at more than one place simultaneously by more than one operator. Operators should wear gas- masks or cloth-covering on the mouth and face. they should immediately rush out of open door, close it and make it airtight by a thick layer of mud plaster.

(iv) Dose for bag storage- The dose is 25 lbs. per 1,000 cubic feet of the accommodation, plus 10 per cent in addition for the empty space.

(v) Method of use-Remove 2 or 3 bags or grain from the top layer at one or more than one points according as the fumigants is to be poured out at one or more than one place. The operator should preferably wear a gas mask or have a cloth-cove-ring over the mouth and the face. As soon as the fumigant is poured out by one operator, or simultaneously by more than one, they must immediatly rush out of the open door in the open. The only open door then should remain closed for not less than 72 hours but longer exposures give better results, and the exposure may extend up to one week.

(vi) Dose for empty godowns- 18 to 20 lbs. per 1,000 cubic feet of space.

(vii) Dose for partially filled godowns-In case of partially filled godowns work out the quantity of the fumigant required at the rate of (ii) or (iv) above and add to it the quantity calculated at the rate of (vi) for the empty space.

(b) Killopra----(1) Ingredients-

Ethylen-di-chloride .. 25 per cent.

Carbon Tetra Chloride .. 75 per cent.

Weight for weight this is a little less effective fumigants than Grain-o-cide but safer to use in populated localities. It is available in 43/45 gallon and 56 lbs drums. One gallon of Killopra weighs about 13.4 lbs.

(ii) Dose for bulk storage – 40lbs. per 1,000 maunds of grain.

(iii) Dose for bag storage-30 lbs. pr 1,000 c. ft.

(iv) Dose for empty godowns- 20 lbs. per 1,000 c. ft. of space.

(v) Dose for partially filled godowns –In case of the partially filled godowns, work out the quantity of the fumigant required at the rate of (ii) or (iii) above and add to it the quantity calculated at the rate of (iv) above for the empty space.

The practical method of use of this fumigant is the same as that of Grain-o-cide.

(c) Gammexine Smoke Generator No. 12 (666 Smoke) – (1) It is a very light fumigant mostly used for the preparation of godowns before storage. It is available in the form of 1 lb. canister or 2 oz. pallets.

(2) Dose-One two ozs, pallet for 1,000 c. ft. of space. One 1 lb. canister for 8,000 c. ft of space.

(3) Method of use- Calculate the number of pallets or canisters on the basis of the cubic capacity of the godown and place them at a suitable place or places so that smoke is uniformly distributed. Starting from the farthest end from the open door, ignite the pallets or canisters by a flame produced by a couple of matches ignited together and placed immediatly on the surface of the power scratched at the surface. After all canisters or pallots have been ignited the operator should leave the room and close the door, chinks and

windows with clay. The doors and windows be opened after 24 hours and free ventilation allowed. If the floor of the godowns to be treated is made of wood the canister or pallet, should be placed on a surface of bricks or metal sheet. It will be observed next day that all insects in the godowns are dead. The godown should not be swept after smoking as to do so will remove the deposits or gammexine. which have a residual effect.

(d) Gammexine Dust 034 or D.D.T. Dust-(1) Both the dusts have got a fairly long residual effect extending over 2 to 3 months, The dusting operation can best be carried out by means of Root Crank Dusters. (2) Dose – 8ozs. per 100 sq. ft. of surface area. The surface area in case of bag storage should be calculated for the five faces of the stack. Add to it 10 per cent to make an allowance for the inter-bags space. The requisite does should be introduced into the chamber of the dusting machine. It may be necessary in some duster to put in slightly more than the dose required as a little dust remains behind in the chamber. It must be ensured that the quantity inside the chamber is sufficient to ensure regular flow of the dust. The nozzle should be so adjusted that there is reasonable distance between the surface to be dusted and the nozzle so that there is uniform distribution of the dust. To treat the space between the bags, The number of operators will depend on the size of the room and the stocks, and the type of dusting machines used. As the room gets charged with the dust or spray mist, it is advisable to have two parties of the operators to work in turn. Continuous working without relief may cause nasal irritation. For dusting the upper part of the walls, it will be necessary to use a stool or ladder, In big godowns a power duster is more convenient as dust can be introduced from outside. After the entire area has been dusted the doors should be closed and not opened for about 4 to 6 hours during which period the dust will have settled. After dusting operations have been carried out no sweeping should be done, Redusting, however, shall be necessary after two or three months which is the average period for the residual effects of the dust.

(e) Important points (i) Extreme care is required in the case of fumigants mentioned at (a), (b) and (c) above so that the operators do not inhale the fumes.

(ii) If an operator feels giddy or gets unconscious during the process of fumigation, he should be immediately brought into the open air.

(iii) A godown which is treated as above, should remain closed for the period shown against each. During this period exhibit a notice at the door indicating “Danger-Do not enter”.

8 (1) All fumigants and other articles received in connection with fumigation work will be entered in the inventory of stock articles in a register in form P.R.F. 6. in the office of the District Food Controller.

(2) At the close of each month a monthly return in form P.R.F. 7. will be sent to Headquarters through the District Food Controller and the Fumigation Officer; Civil Supplies Deptt. Pb. Govt. incorporating the above information as collected from P.R.F. 6 Register for the month under report.

9. Result of fumigation operation- It is for the first time that fumigation operation are being undertaken by the department on a Provincial scale. It will, therefore, be useful to know the result of these operations specially from two points, viz.-

- (a) The amount of money which is being spent on fumigation operation by this Department, and
- (b) The resultant saving of Foodgrains.

Monthly report of stock of fumigants

Form P.R.F 7 will give the information at (a) and with regard to (b) information will be collected from the shortage/excess reports in form P.R. 35.
10. All enquiries regarding the use of Fumigants and all other technical problems relating to Fumigation of Foodgrains stocks.

CHAPTER VIII

FORMS, REGISTERS AND RETURNS

1. Introductory- References have been made in the preceding Chapters to various forms, register and returns which have been prescribed. In addition, these are other which have not been mentioned before, It is proposed to consolidate in this Chapter, in tabular statements, all the forms, register and returns, which have been prescribed for use at the office of the District Food Controller or at the Centre.

2. Forms self-explanatory- It is not considered to explain here how the prescribed forms, registers and returns are to be filled in as the forms have been made self-explanatory and instruction regarding their preparation are mentioned on the forms themselves.

3 Some general points-(i) Accuracy, promptness and neatness in filling the forms, maintaining registers and submitting returns are of the greatest importance and reflect on the efficient working of the District Food Controller organization to a considerable extent. The work should be so organized that this is made a matter of routine and forms and returns are submitted with clock-wise precision.

(ii) It would perhaps be useful to make one official in the District Food Controller's office responsible for this work alone He should see that forms, returns and other information are received in time from all concerned. He should then pass these on to the Branch or official who is dealing with the subject.

(iii) The more important statement, specially those mentioned below, must be checked by the Senior Auditor before submission to Headquarters.

- (1) Purchase Bill for Ready Purchases (P.R. 8)
- (2) Purchase Bill under Monopoly Procurement (P.R. 16)
- (3) Sale and Income Report (P.R. 29)
- (4) Sale Account of Miscellaneous Articles (P.R. 34)
- (5) Shortage/Excess Statement (P.R. 35)
- (6) Incidental Charges Bills (P.R. 41)
- (7) Fortnightly Statement of Sales and Income (P.R. 31)
- (8) Fortnightly Statement of Expenditure (P.R. 42)
- (9) Inventory statement of Gunny Bags (P.R. 43)
- (10) inventory statement of Stock Articles (P.R. 40).
- (11) Audit Report on the Account of Circle and Centre (P.R. 52-B)
- (12) Statement of Purchases, Payments to be made against them and Amount Outstanding (P.R. 61).
- (13) Statement of Realization (P.R. 44)
- (14) Monthly Statements showing Receipts against Allocation of Imported Foodgrains (P.R. 48)
- (15) Profit and Loss Statement (P.R. 65).
- (16) Performa of Mandi Charges for Approval (P.R. 66).

(17) Monthly Statement of Review of Demand and Collection Register (P.R. 77).

(18) Information for the 1st and 2nd Statements of excess and Surrenders.

(iv) The District Food Controller should himself examine important statements and should exercise a general supervisory control to satisfy himself that information is being received and Passed on promptly and accurately.

4. Printing of Forms. The statements given in the following paragraph also indicate the forms which have been got printed and supplied by Government. The initial supply of these forms has been arranged according to estimates of requirements of each District Food Controller. For future supply, District Food Controller must inform Headquarters as much in advance of actual need as possible, because it takes a considerable time to arrange printing. Forms etc. which are not being printed and supplied by Headquarters, should be maintained in manuscript.

5. Reports of Returns-The various reports or returns which are required to be submitted under these Instructions are tabulated below. This list excludes reports or returns prescribed under the Monopoly Procurement or other Scheme orders issued by Headquarters from time to time:-

Serial No	Description.	Due from	BRIEF REFERENCE TO INSTRUCTION	Whether supplied by Government	REMARKS
1	P.R.2.. Preliminary Purchase Report	F.G.S	Orig.-H.Q. (Accountants) Dup-D.F.C	IV	4(2), 5(2), etc Yes.. To be submitted on the day of purchase Ditto.
2	P.R.S.. Purchase Weight Check Memo.	Do.	Ditto ...	IV	4(6), 4(9), ,, ,, Ditto.
3	P.R.4.. Purchase Report..	Do	Ditto	IV	4(11), 4(12) ,, ,, Ditto.
4	P.R.S.. Purchase Bill for ready purchases.	Do	Orin-H.Q. (Accounts) through D.F.C	IV	4(12), 5(4), ,, ,, Ditto.
5	P.R. 9. Stock Report...	Do.	Dup- D.F.C Orig.— H.Q.(Accounts) Dup. D.F.C	IV	4(12), 6(5).. ,, ,, To be submitted on the day of purchase, and separate for each kind of foodgrain and separate

6	P.R. 16.....	Purchase Bill under Monopoly Procurement	Do, ...	Orig.-H.Q. (Accounts) through D.F.C. Dup.-D.F.C'	”	for county and imported To be submitted on the day of purchase To be submitted as and when despatches are made To be submitted on the day of purchase To be submitted as and when shortages come to notice. To be submitted on the day of sale.
7	P.R. 19..	Imported foodgrains ceshpatach report	A.F.C (Port)	Orig.-H.Q. (A.D.F.D)2 nd to 5 th D.F.C	IV	13 ...	Yes	
8	P.R. 20..	Receipt Report...	F.G.S	Orig.-H.Q. (Accounts) Dup-D.F.C	IV	8(9), 8 (13) (vii), etc.	Do.	
9	P.R..21..	Report of shortages in transit for Destination Pass contacts	Do.	Orig.-Consignor.. Dup-H.Q. (Accounts) Trip.-D.F.C.	IV	8(13) (i)...	Do.	
10	P.R..26..	Issue Weight Memo	Do...	Orig.-H.Q. (Accounts) Dup—D.F.C'	V	4(3) (iii), 4(4) (iii) (a).	Do	
11	P.R..27..	Dispatch Report	Do....	Orig.-H.Q. (Accounts) Dup-D.F.C Trip-Consignee	IV V	14(iii) 4(2) (v), egg.	Do. Do.	
12	P.R..29..	Sale and Income Report	Do...	Orig.-H.Q. (Accounts) through D.F.C Dup-D.F.C	V	8(1) (xiv)	Do.	
13	P.R..30..	Daily Progress report of allocations and desptaches	Do...	Orig.-H.Q. [P.R.O (A&m)]. Dup-D.F.C	Do.	

14	P.R..34..	Sale account of miscellaneous articles	F.G,S	Orig-H.Q. (Accounts through D.F.C)	V	(3) (xxi)	Yes	To be submitted as and when sale is effected.				
15	P.R..35..	Shortages/Excess Statement	Do...	Dup-D.F.C. H.Q. [P.R.O (G) through D.F.C]	V	6(3) (xi) and (xii)	Do	To be submitted when godown is emptied				
16	P.R..53..	Statement of hiring new godown	Do..	Ditto	Do	To be submitted when new godown are hired				
17	P.R..21..	Daily Market Report	Do...	Orig. H.Q. (A.D.F.P) Dup-D.F.C	Do					
18	P.R..55..	Performa for approval to purchase articles of Dunnage	DO	H.Q. [P.R.O (g)] Through D.F.C	III	6(d) (iii)	Do	To be submitted when required.				
19	P.R..56..	Performa for approval to purchase stock articles	Do	Ditto.	Do	Ditto.				
20	P.R..57..	Report regarding approval for disposal of unserviceable articles	Do.	Ditto.	Do	To be submitted before the articles are disposed of.				
21	P.R.F 1	Preliminary report regarding condition of stocks	Do	Orig. Fumigation of Inspector Dup-D.F.C	VII	3(i)	Do					
22	P.R.F 3	Preliminary report regarding condition of	Do	Ditto.	VII	3(i)	Do					

23	P.R.F.2	stocks (for emergency cares) Fumigation Inspector's Report	F.1.,	Orig-H.Q. [A.D.F(T)] through D.F.C Dup-D.F.C Ditto..	VII	3(2) (iii) and (iv)	Do.
24	P.R. F.4	Fumigation Inspector's Report(for emergency cases)	Do.	Ditto..	VII	3(iii)	Do.
25	P.R. 11	Statement of outstanding godown pass contracts	D.F.C	H.Q. (Accounts)...	IV	6(1) (b)..	Yes To be sent along with the fortnightly statement of expenditure
26	P.R. 41	Incidental charges bills	F.G,S	Orig. II Q. (accounts) through D.F.C Dup-D.F.C	VI	6(4), 6(7), (iii)	Do
27	P.R. 58	Weekly statement showing stock position	D.F.C	P.R.O (A & M) at headquarters (By Name)	Do To be dispatched every Tuesday and due with headquarters every Wednesday.
28	P.R. 59	Weekly statement showing stock position	Do	H.Q. (A.D.F.D)	Do For the week ending 7 th , 15 th , 22 nd , and last day of every month.
29	Weekly telegram showing receipts issues and	Do.	H.Q. (A.D.F.D)repeated to P.R.O (A & M)

	closing balance		both by name				
30	P.R. 31	Statement of sales and income	D.F.C	H.Q. (Accounts)	V	3(1)(xiv), 5(2), etc.	Yes
31	P.R. 38	Inspection note of stocks and godowns	F.G.I (inspecting or any other officer.)	H.Q.[P.R.O (A.& M)]through D.F.C	III	II (i)..	Do. Immediately godowns and stocks are inspected
32	P.R.42	Expenditure statement	D.F.C	H.Q. (Accounts)	VI	6(8) (i)	Do
33	P.R. 50	Statement of purchases of various foodgrains for calculating bonus	Do.	H.Q. (E.A)	VI	20	Do
34	P.R. 60	Diaries of Foodgrain Inspectors and Assistant Food Controllers	F.G.I Or A F.C.	H.Q. [P.R.O. (G)]through D.F.C	Do
35	P.R.F. 5	Diary of Fumigation Inspector	F.1	H.Q. [A.D.F(T)] through D.F.C	Do
36	...	Fortnightly review of the work done in the circle in D.O letter	D.F.C	H.Q. (D.G.F.S) and U.S.R by name	Do

Due on 10th and 25th of each month.

Due on 1st and 16th of each month.

Due on 5th and 20th of each month.
List of references made by D.F.C to end pending with Headquarters for over two weeks should be enclosed with the

37	P.R. 25	Monthly statement of disposal of cleanings	D.F.S	H.Q.[P.R.O(G)]	V	6(3) (xxii)	Do	letter.	Due on 1 st of each month.
38	P.R. 39	Inventory statement of gunny bags	F.G.S	H.Q. (through D.F.C)	III	22	Yes		Due by 8 th of each month.
39	P.R. 40	Inventory statement of stock articles	Do	H.Q. (Accounts) through D.F.C	III	22	Do		Ditto.
40	P.R. 43	Statement of expenditure	D.F.C	H.Q. (Accounts)	VI	6(9)	Do		Ditto
41	P.R. 44	Statement of realization	D.F.C	Ditto	VI	10(5)	Do		Ditto.
42	P.R. 48	Monthly statement showing receipts against allocation of imported foodgrains	Do	Ditto	VI	9(2) 19(2)	Do		Due on 7 th of each month.
43	P.R. 582B	Audit Report on the accounts of circles and centres	A.F.C F.G.I	Ditto Through D.F.C	Do		Ditto
44	P.R. 61	Statement of purchases payment made against them and the amounts outstanding	D.F.C	H.Q.(Accounts)	Do		Ditto
45	P.R. 62	Consolidated Treasury Receipt	D.F.C	H.Q.(Accounts)	Yes		Due by 8 th of each month
46	P.R. 63	Monthly copy of challan register	Do	Ditto	Do		Due by 5 th of each month

47	P.R. 64A	Schedule of monthly settlement with Treasury, parts II and III	Do	Ditto	Do	Ditto
48	P.R. 64B	Schedule of monthly settlement with Treasury parts II and III	Do	Ditto	Do	Due on 8 th of each month
49	P.R. 72	Monthly statement of foodgrain supplied out of Provincial Reserve to Relief Camps	Do	Ditto	Do	Due on 5 th of each month.
50	P.R. 74	Monthly statement of Credit Notes	F.G.S	{Orig. H.Q.(Accounts) Dup. D.F.C	IV	8(6) (a)	Do	...
51	P.R. 75	Monthly statement of Credit Notes	D.F.C	H.Q. (Accounts)	IV	8(6) (a)	Do	Due on 10 th of each month.
52	P.R. 76	Verification of Mandi charges certificate	F.G.S	D.F.C	III	18	Do	...
53	P.R. 77	Monthly statement of review of demand and collection register	D.F.C	H.Q.(accounts)	Do	Due on 10 th of each month.
54	P.R.F. 7	Monthly stock report of fumigants	F.1	H.Q. [A.D.F(T)] through D.F.C	VII	8(3)	Yes	Due on 1 st of each month.
55	...	Monthly review note by Senior Auditor relating	Senior Auditor	H.Q.(Accounts)	Do	Due on 5 th of each month.

to the accounts
and audit work
done in the
office of D.F.C
and at Centres

56	P.R. 49	Receipts and issues of imported foodgrains	D.F.C	H.Q. (Accounts)	VI	19(2)	Do	For the first three quarters of the financial year ending 30 th June, 30 th September and 31st December information is due in H.Q. by 15 th July, 15 th October and 15 th January, respectively for the last quarter the information is to be furnished month-wise for January, February and march by 15 th march and 2 nd April (by telegram), respectively. Due on the 10 th of the
57	P.R. 65	Profit and Loss statement	D.F.C	H.Q. (Accounts)	Due on the 10 th of the

month following the end of each quarter.

58	P.R. 76	Verification of Mandi charges certificate	F.G.S	H.Q.(Accounts)	III	18	...
59	P.R. 73A P.R. 73B	Report on physical verification of stores in bulk bagged storage	D.F.C or other verifying officer.	H.Q. (P.R.O (A&M)] through D.F.C	III	11(2)	Yes The report should be sent as soon as the stocks in a godown are physically verified.
60	P.R. 68	Performa of Mandi charges for approval	D.F.C	H.Q. (Accounts)	Yes
61	...	Information for the first statement of Excesses and Surrenders	Do	H.Q.(A.C.F.A).	No Due on 10 th October
62	...	Information for the 2 nd statement of Excesses and Surrenders	Do	Do	No Due on 15 th December.

NOTES-THE ABBREVIATIONS USED ABOVE REPRESENT USED ABOVE REPRESENT THE FOLLOWING:-

Abbreviations used	Full word
Orig.	Original
Dup	Duplicate
Trip	Triplicate

H.Q.	...	Headquarters
D.G.F.S	...	Director-General of Food and Civil Supplies
U.S.R	...	Under Secretary (Reserve).
A.D.F.P.	...	Assistant Director of Food Purchases
A.D.F.D.	...	Assistant Director, Food Distribution
P.R.O(A. & M)	...	Provincial Reserve Officer(Allocation and Movement).
P.R.O. (G)	...	Provincial Reserve Officer (General)
E.A.	...	Economic Adviser.
A.C.F.A	...	Assistant Controller of Food Accounts
D.F.C	...	District Food Controller
A.F.C	...	Assistant Food Controller
F.I	...	Fumigation Inspector
F.G.I	...	Foodgrains Inspector
F.G.S.	...	Foodgrains Supervisor.

Chap. VIII. FORMS, REISTERS AND RETURNS**6. Register etc. , to be maintained at the office of the District Food Controller----**

Serial no.	Form No	Description.	Whether Supplied by Government	REMARKS
1	P.R. 10	Register of Allocation. Contact and Delivery	Yes	
2.	P.R. 17	Supply Order Register ...	Do	
3.	P.R. 22	Forwarding letter for Form P.R. 21	Do	
4.	P.R. 24	Receipt form....	Do	
5.	P.R. 28	Register of Sale-proceeds...	Do. (to be kept at rationed towns or other places where sale-proceeds are numerous)	
6.	P.R. 32	Register of issues made against Headquarters allocation	Do	
7.	P.R. 33	Register for adjusting price of stocks with millers/chakkis on date of change of price	Do Do	
8.	P.R.36	Register o godown rent paid...	Do	
9	P.R.37	Chowkidars pay check register....	Do	
10.	P.R.39	Inventory of gunny bags....	Do	

11.	P.R.40	Inventory of stock articles	Do
12.	P.R.45.	Circle Cash Book	Do
13.	P.R.47	Establishment Cash Book	Do
14.	P.R.51.	Bill for sale of foodgrains ...	Do
15	P.R.52-B	Audit Note on the accounts of P.R. Centers (for district staff).	Do
16.	P.R.67	Stock Ledger for Headquarters and Circle offices.	Do
17	P.R.68	Calendar of Returns...	Do
18	P.R.69	Demand and Collection Register	No.
19	P.R.70	Sale Bill Register	Yes
20.	P.R.71	Register of claims against Railway	Do
21.	P.R.78	Classified Abstract Register ...	Yes
22.	P.R.79	Classified Abstract of expenditure for Ready and Godown purchases	Do
23.	P.R.80.	Classified Abstract of expenditure for purchases on destination station pass terms	Do
24.	P.R.81	Register of Incumbents.	No
25.	P.R.82	Register of securities.	Do

26	P.R.83	Stock Book of Printed registers and Forms.	Do
27	P.R.84	Petrol/Mobile oil Account Register	Do
28	P.R.F.6	Register of stocks treated and fumigants used.	Yes
29.	Appendix B	Form of rent Deed for hiring of godowns.	Do
30	Appendix C	Form of Agreement with Commission Agents.	Do
31	Appendix D	Form of Buyers Godown Delivery Pass Contract.	No

7. Register etc. to be maintained at the Centre-----

Serial No.	Form No.	Description	Whether supplied by Government	Remarks
1.	P.R.1	Mandi Arrival Register	Yes	
2.	P.R.5	Sample slip	Do	
3	P.R.6	Godown Stock register	Do	
4	P.R.7	Godown card	Do	
5	P.R.14	Despatch chit	Do	
6	P.R.15	Statement of stocks dispatched to godowns	Do	
7	P.R.18	Weight check mono. (from Provincial Reserve to Provincial Reserve).	Do	
8	P.R.22	Forwarding letter for Form P.R. 21	Do	
9	P.R.23	Loss in cleaning Register	Do	
10	P.R.32	Register of issue made against Headquarters	Do	

11	P.R.36	allocations	Do
12	P.R.37	Register of godown rent paid	Do
13	P.R.39	Chowkidars' pay check register	Do
14	P.R.40	Inventory of gunny bags	Do
15	P.R.46	Inventory of stock articles	Do
16	P.R.71	Centre Cash Book	Do
		Register of claims against Railway	Do

8. Miscellaneous forms, etc. _____

1	P.R.12	90 per cent Clearing Agents' bill	No
2	P.R.13	Clearing Agents' 10 per cent bill	Do
3	P.R.52 A	Audit Note on the accounts of P.R. Centres (for Headquarters staff).	Yes
4	P.R.52 C	Audit Note Disposal Sheets	Do

9. List of revised Provincial Reserve Form _____

Serial No.	Revised Form No.	Description	Whether supplied by Government	Old Form No. if any
1	P. R. 1	Mandi Arrival Register	Yes	G.P. 2
2	P. R. 2	Preliminary Purchase Report	Do	G.P. 3
3	P. R. 3	Purchase Weight Check Memo.	Do	G.P. 4
4	P. R. 4	Purchase Report	Do	G.P. 16
5	P. R. 5	Sample Slip	Do	G.P. 8
6	P. R. 6	Godown Stock Register	Do	G.P. 9
7	P. R. 7	Godown Card	Do	G.P. 10
8	P. R. 8	Purchases bill for ready purchase	Do	

9	P. R. 9	Stock Report	Do	G.P. 5
10	P. R. 10	Register of allocation, contract and delivery.	Do	
11	P. R. 11	Statement of outstanding contracts.	Do	
12	P. R. 12	90 per cent Clearing Agents' bill	No	
13	P. R. 13	Clearing Agents' 10 per cent bill	Do	
14	P. R. 14	Despatch chit	Do	
15	P. R. 15	Statement of stock dispatched to godowns.	Do	
16	P. R. 16	Purchase bill for purchases under Monopoly procurement.	Do	G.P. 18
17	P. R. 17	Supply order register.	Do	
18	P. R. 18	Weight Check Memo. (form provincial Reserve to Provincial Reserve).	Do	G.P. 13
19	P. R. 19	Imported Foodgrains Despatch Report.	Do	
20	P. R. 20	Receipt Report.	Do	
21	P. R. 21	Report of shortages in transit for Destination Pass Contract.	Do	G.P. 7
22	P. R. 22	Forwarding letter for P. R. 21	Do	
23	P. R. 23	Loss in clearing Register	Do	
24	P. R. 24	Receipt Form	Do	
25	P. R. 25	Monthly statement of disposals of clearings.	Do	
26	P. R. 26	Issue Weight Memo.	Do	S.F. 20
27	P. R. 27	Despatch Report	Do	G.P. 6
28	P. R. 28	Register of sale proceeds.	Do	
29	P. R. 29	Sale and Income Report.	Do	S.F. 21
30	P. R. 30	Daily Progress report of allocations and dispatches.	Do	M.7
31	P. R. 31	Fortnightly statement of sales and income.	Do	S.F. 24
32	P. R. 32	Register of issues made against headquarters allocations.	Do	
33	P. R. 33	Register for adjusting price of stocks with	Do	

		the millers / chakkis on date of change of price.	
34	P. R. 34	Sale account of miscellaneous articles.	Do
35	P. R. 35	Shortages / Excess statement.	Do
36	P. R. 36	Register of godown rent paid.	Do
37	P. R. 37	Chowkidars' pay check register.	Do
38	P. R. 38	Fortnightly inspection note of stock and godowns.	Do
39	P. R. 39	Inventory of gunny bags.	Do
40	P. R. 40	Inventory of stock articles.	Do
41	P. R. 41	Incidental charges bill.	Do
42	P. R. 42	Fortnightly statement of expenditure.	Do
43	P. R. 43	Monthly statement of expenditure.	Do
44	P. R. 44	Monthly statement of realization.	Do
45	P. R. 45	Circle Cash Book.	Do
46	P. R. 46	Centre Cash Book.	Do
47	P. R. 47	Establishment Cash Book	Do
48	P. R. 48	Monthly statement showing receipts against allocations of imported foodgrains.	Do
49	P. R. 49	Quarterly statement of receipts and Issues of imported foodgrains.	Do
50	P. R. 50	Fortnightly statement of progress of purchases of various foodgrains for calculating bonus.	Do
51	P. R. 51	Bill for sale of foodgrains	Do
52	P. R. 52 A	Audit report on the accounts of P.R. centre	Do
53	P. R. 52 B	Ditto Ditto	Do
54	P. R. 52 C (inner sheet)	Audit note disposal sheet.	Do
55	P. R. 52 C (outer sheet)	Ditto Ditto	Do
			S.F. 27
			S.F. 26
			G. 1
			G.P. 11
			G.P. 12
			G.P. 15 for Head Quarters Staff
			G.P. 15 for District Staff

56	P. R. 53	Hiring of new godowns	Do
57	P. R. 54	Daily market report.	Do
58	P. R. 55	Proforma for approval to purchase stock articles of dunnage.	Do
59	P. R. 56	Proforma for approval to purchase stock articles.	Do
60	P. R. 57	Report regarding approval of disposal of unserviceable articles.	Do
61	P. R. 58	Weekly statement showing stock position.	Do
62	P. R. 59	Weekly statement of receipts of imported foodgrains.	Do
63	P. R. 60	Abstract to be noted at the end of fortnightly diaries of foodgrains Inspector / Assistant Food Controllers.	Do
64	P. R. 61	Monthly statement of purchases made, payment made against them and the amount outstanding.	Do
65	P. R. 62	Monthly consolidated Treasury Receipts.	Do
66	P. R. 63	Monthly copy of challan register.	Do
67	P. R. 64 A	Schedule of monthly settlement with Treasury Part I.	Do
68	P. R. 64 B	Schedule of monthly settlement with Treasury Part II and III.	Do
69	P. R. 65	Quarterly Profit and Loss Statement.	No
70	P. R. 66	Proforma of mandi charges.	Yes
71	P. R. 67	Stock ledger for Headquarters and Circle Offices.	Do
72	P. R. 68	Calander of Returns.	Do
73	P. R. 69	Demand and Collection Register.	No
74	P. R. 70	Sales Bill Register.	Yes
75	P. R. 71	Register of claims against Railway.	No
76	P. R. 72	Monthly statement showing the foodgrains supplied out of Provincial	Yes

77	P. R. 73 A	Reserve to Relief Camps.	Do
78	P. R. 73 B	Report on physical verification of stock (bulk storage).	Do
79	P. R. 74	Report on physical verification of stock (bagged storage).	Do
80	P. R. 75	Monthly statement of Credit Notes.	Do
81	P. R. 76	Ditto	Do
82	P. R. 77	Verification of mandi charges certificate.	Do
83	P. R. 78	Monthly statement of review of demand and collection register.	Do
84	P. R. 79	Classified Abstract Register.	Do
85	P. R. 80	Classified Abstract of Expenditure for ready and godown purchases.	Do
86	P. R. 81	Classified abstract of expenditure for purchases on Destination Station Pass Terms	No
87	P. R. 82	Register of Incumbents.	Do
88	P. R. 83	Register of securities.	Do
89	P. R. 84	Stock book of printed registers and forms.	Do
90	Appendix A	Petrol / mobile oil Account Register.	Do
91	Appendix B	List of Provincial Reserve Centres.	Es
92	Appendix C	Form of Rent Deed for hiring of godowns.	Do
93	Appendix D	Form of Agreement with Commission Agents.	Do
94	Appendix E	Form of Buyers godown Delivery Pass Contract.	No
95	Appendix F	Specimen entries in the District Food Controller's cash book.	Do
96	P. R. F. 1	Financial Power of District Food Controllers	Do
97	P. R. F. 2	Preliminary Report regarding condition of stocks.	Do
		Fumigation Inspector Reports	Do

98	P.R. F. 3	Preliminary Report for emergent cases (pink colour).	Do
99	P.R. F. 4	Fumigation Inspector Report for emergent cases (pink colour).	Do
100	P.R. F. 5	Fortnightly diary of fumigation Inspector.	Do
101	P.R. F. 6	Monthly return of stocks treated and fumigants used.	Do
102	P.R. F. 7	Monthly stock Report of fumigants.	Do

Chapter IX

Provincial Reserve Organization

Introductory

1. This chapter gives a brief description of the Provincial Reserve Organization both at Headquarters and at Centre

A----- HEADQUARTERS ORGANIZATION.

Secretary and Director General of Food Civil Supply

2. The general direction and control of the entire Food Organization in the province rests with the Director-General. Food and Civil Supplies and Additional Secretary to Government, East Punjab, who acts under the policy control of the Secretary Civil Supplies, who is also the Chief Secretary at present. The Director-General is immediately Assistant by:--

- | | | |
|-----|---|--|
| (a) | Director of Civil Supplies | For the appointment of staff. |
| (b) | Chief Officer, Purchase and Storage. | For all purchased of foodgrains and gunnies. |
| (c) | Deputy Director of Food and Under Secretary | For the inspection of foodgrains, there storage in the Provincial Reserve and their distribution with in the province. |
| (d) | Controllor of Food Accounts. | For the maintenance of proper accounts of the Provincial Reserve. |
| (e) | Transport Officer. | For the movement of stocks by rail. |
| (f) | Economic Adviser. | For the collection of food statistic. |

Annexure I gives the Headquarters Organization of this Department so far this relates Food side.

Branches at Head Quarter.

3. The following tabular statement gives the subjects dealt with by each Branch at Headquarters with which the District.

Provincial Reserve Manual

Food Controllers Concerned :-

Name of Branch	Subjects
----------------	----------

Officer Incharge

I Purchased and Monopoly Branch

1. Procurement of food grains including monopoly purchases- methods of purchased-targets-Rates upto which purchase may be made of known- monopoly.
2. Purchase and supply of gunny bags.
3. Appointment of commission Agents.
4. Approval of proforma of mandi charges.
5. Grant of foodgrains licences.
6. Allocation and movement of foodgrains to restricted areas within the province.
7. Allocation and movement of food grains to other provinces and administration under the basic plan.
8. Control over Mills.
9. Market information.

Chief officer, purchase and Storage, Assistant by Director of Food Purchases (for all items excepting Monopoly purchases), and Monopoly Purchase Officer (for Monopoly Procurement).

II Allocation, Movement and General Branch.

1. Opening and closing of Provincial Reserve Centres.
2. Renting and releasing godowns.
3. Purchase and disposal of miscellaneous stock articles, for example, scales, locks, fumigants.
4. Appointment of chowkidars.
5. All aspect of Provincial Reserve work after the purchase of foodgrains, viz., their receipt or removal to godowns, storage, cleaning and issue or transfer

Deputy Director, Food and Under-Secretary, assisted by Assistant Director of Food (Touring) for item No. 12 Provincial Reserve Officer (General) for all subject excepting item 8, 9, 11 and 12, and Provincial Reserve Officer(Allocation

from one centre to another.

and Movement) for items 8, 9, 11.

6. Shortages in transit or in cleaning or during storage.

7. Disposal of residue stocks.

8. Allocation and movement of stock or distribution within the province (including food grains purchased under Monopoly).

9. Printing of P.R. forms and registers.

10. Fortnightly reports or diaries of District Food Controllers, Assistant Food Controllers, Fumigation Inspector.

11. Fortnightly reports of inspection of godowns by foodgrains Inspectors and reports regarding physical verification of stocks by District Food Controller.

12. Inspection of District Food Controllers Offices

1. All arrangement in connection with rationed towns.

2. All arrangement with towns under Control Distribution.

3. Distribution of foodgrains in deficit areas (including supplies to Railways, Jails, Police and Relief Camps outside rationed towns).

4. Allocation of imported foodgrains.

5. Austerity and Food Economy measures.

1. Inspections of foodgrains weather at Headquarters laboratory or in the District Laboratories, and all questions relating to or arising out of such inspections.

1. All Budget work relating to scheme accounts.

III-Rationing Distribution Branch.

Deputy Director, Food and Under Secretary, assisted by Assistant Director Food Distribution (for items 2, 3, 4 and 5), and Assistant Director, Food Rationing (for item 1).

IV- Inspection Branch.

Deputy Director, Food and Under Secretary, assisted by Assistant Director, Food (Inspection).

V- Accounts Branch

Deputy Director, Food and

<p>2. Allotment of funds.</p> <p>3. Fixation of P.R. issue prices of foodgrains and bags.</p> <p>4. Outstanding claims against Government and realizations due to Government.</p> <p>5. Pro forma of mandi charges.</p> <p>6. All other matters relating to the proper accounting of receipt, storage and issue of all foodgrains and stock articles.</p> <p>7. Periodical returns and statement.</p> <p>8. Internal Audit Inspections</p>	<p>Under Secretary, assisted by Deputy Controller of Food Accounts.</p>
<p>VI- Establishment Branch</p>	<p>Director of Civil Supplies assisted by Establishment Officer and Deputy Establishment Officer.</p>
<p>VII- Anti—Smuggling Branch</p>	<p>Director of Civil Supplies, assisted by Deputy Director of Civil Supplies.</p>
<p>VIII- Economic Branch</p>	<p>Economic Adviser.</p>
<p>IX- Publicity Branch</p>	<p>Deputy Director, Food and Under Secretary, assisted by Public Officer.</p>
<p>X- Transport Branch</p>	<p>Transport Officer, East Punjab Government, 5, Metcalf Road, Delhi, assisted at Headquarters by Assistant Director, Food Purchases for movement of</p>

foodgrains to other provinces and administrations under the Basic Plan and Provincial Reserve Officer (Movement and Allocation) for movement within the province.

Procedure for correspondence with Headquarters.

4. (i) The normal procedure for correspondence with Headquarters is to address all letters to the Director-General of Food and Civil Government, East Punjab, and also to indicate within brackets dealing with and accounts matter may be addressed to “the Director Food and Civil Supplies and Additional Secretary to Government, East Punjab (Accounts Branch)”.
 - (ii) If it is desired that the matter should come to the notice of the officer in immediate charge of the Branch, the correspondents may be addressed to the officer concerned by designation.
 - (iii) In urgent cases the letter to the may be sent to the officer concerned by name.
 - (iv) Cases regarding immediate orders may be referred demi-officially to the office- in-charge of the subject.
 - (v) Express letters, telegrams or telephones may be used according to the urgency of the matter under reference. But telephone references must invariably be confirmed in writing.
 - (vi) This Department has registered two telegraphic addresses, viz., “PRORESERVE” and “FOODSUP”. The telegraphic address “PRORESERVE” should be used for the Allocation, Movement and General Branch and Accounts Branch and the telegraphic address “FOODSUP” should be used for all other branches.

Reminder

5. Normally a reminder should only be sent to Headquarters if a reference remains unreplied for 15 days. If no reply is received even a week after the issue of the reminder, the matter may be brought demi-officially to the notice of the officer in immediate charge of the Branch. In urgent cases, however, a reminder may be sent earlier than a fortnight.

Use of telegrams and telephones

6. Normally an Express letter should be sent in urgent cases. But if the District Food Controller is satisfied that the matter is so important that it is worthwhile incurring the expenditure on telegram or telephone to obtain timely orders, the District Food Controllers should not hesitate using this quicker means of contacting Headquarters.

Telephone numbers of officers at Headquarters

7. The present telephone numbers of the various officers concerned at Headquarters are given below:-

Officer	Telephone Nos.	
	Residence	Office
(1) Director-General of Food and Civil Supplies	714	536
(2) Director of Civil Supplies	3519	2460
(3) Chief Officer, Purchase and Storage	3117	3012
(4) Deputy Director of Food and Rationing	2292	812
(5) Deputy Director of Civil Supplies	3244	3244
(6) Deputy Controller of Food Accounts	..	2785
(7) Assistant Director of Food (Touring)	..	
(8) Provincial Reserve Officer (General)	..	2618
(9) Provincial Reserve Officer (Allocation and Movement).	637	
(10) Assistant Director of Food(Inspection)	..	2618
	..	3249

(11) Assistant Director of Food(Distribution)	..	2592
(12) Assistant Director of Food(Rationing)	984	984
(13) Assistant Director of Food Purchases	2598
(14) Monopoly Purchase Officer	2753
(15) Economic Adviser	2591
(16) Establishment Officer	2737
(17) Deputy Establishment Officer	2682
(18) Publicity Officer	2368
(19) Transport Officer to Government, East Punjab, Delhi	5931/220	5931

Telephone numbers of District Food Controllers

8. The present telephone numbers of the various District Food Controllers are given below:-

District Food Controller	Telephone Nos.	
	Residence	Office
Amritsar	...	571
Dharamsala	...	18
Jullundur	265	265
Hoshiarpur	133	133
Ludhiana	16	16
Ferozepur	137	137
Fazilka
Ambala	303	303
Karnal	43	43
Rohtak	18	18
Gurgaon	...	5
Hissar	...	76

Gurdaspur Simla	...	15 3042
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Chap. IX Provincial Reserve Organization

B-ORGANIZATION OF THE DISTRICT FOOD CONTROLLERS' CIRCLE

District Food Controller

9. (i) His most important function is to plan, organize and supervise—(a) The District Food Controller is the central figure, the pivot around which the entire food organization in the circle is concentrated. He is head of the food organization in the circle. Subject to instruction issued by Government from time to time, the general direction and control in the circle rest in him. It is no him in his initiative, executive ability, guidance and supervision that the efficiency of a circle office depends to a very large extent. It is, therefore, necessary that he must pay personal attention to studying the Government instructions and planning out detailed action. He should also ensure by frequent inspection that his staff understands and acts in accordance with instructions issued to them. The initial organization of the office or of any branch or aspect of work must receive the detailed personal attention of the District Food Controller: for, if an organization is initially set on right lines, it an ultimate saving both of time and energy and is the best way to ensure smooth and efficient working.

(b) Having once organized the work, the only way to maintain and, to the extent possible, improve its efficiency is by frequent District Food Controller not only to see the extent to which instruction are being compiled, with but also to know and deal with practical difficulties that arise in carrying out these instructions. Another advantage of inspection is that these afford an opportunity to the District Food controller to develop personal contacts capability and honesty. The District Food Controller is, thus, able to take suitable action against inefficient and dishonest members of the staff and to push up the efficient and honest workers for recognition of their good works.

- (ii) Next comes procurement and maintenance of proper accounts of stocks and funds--- The District Food Controller's post is one of great responsibility. He has to carry out the procurement policy of Government with zeal and success. He must always keep an eye that there are sufficient funds in his Personal Deposit Accounts to meet all his immediate needs . He has also to account for and store the grain and other miscellaneous stock articles. The District Food Controllers must adopt means to satisfy himself that all grains and other stock articles purchased and funds placed at his disposal are correctly accounted for and that there is no avoidable loss to Government.. He must, therefore, exercise a periodical check on accounts both of stocks and of funds. Thus the District Food Controller must check the Cash Book at least once a month and carry out physical verification of stocks at least once a year.
- (iii) Receipt, custody and issue of stocks--- (a) The District Food Controller is also to see that foodgrains purchased or received are removed to godowns without avoidable loss of time and in particular that no wharfage or demurrage accrues to the extent practicable. All claims for shortage in transit should be lodged in time and pursued by the District Food Controller.
- (b) He should always have adequate godowns accommodation in hand and see that foodgrains are stored in godowns which are suitable for storage and have been properly repaired, cleaned and treated. He has also to see that all avoidable loss to the grain during storage is avoided. To ensure this the grains should be inspected on receipt and also periodically during the period of storage. Necessary treatment should be given to preserve the grain as best as possible.
- (c) The District Food Controller must also ensure that food grains which are less fit for long storage are issued for consumption in preference to those which can stand prolonged storage .
- (d) The District Food Controller should also see that grains are stocks are kept in proper custody under system double locking ; that arrangement of watch and ward are satisfactory and that all issues from stocks are made under orders of competent authority and after due realization of price as fixed by Government. The District Food Controller should visit each godown and carry out physical verification of stocks personally at least once in the year.
- (e) The District Food Controller should see that all outstanding claims are speedily settled and realization are promptly made and credited to Government account.
- (iv) Economic—Lastly the District Food Controller must constantly watch how far economy may be effected without loss of efficiency. As the Scheme is run on “no profit, no loss” basis, it is necessary the food

administration should be run as economically as possible, so that the consumer is not unnecessarily burdened. Any saving of expenditure either on incidental expenses or on staff should, therefore, be immediately effected under intimation to Government.

(v) Quality—There is perhaps no other aspect of district Food Controller's work which touches the public more than that the grain or atta supplied by Government is of the right quality. The District Food Controller must, therefore, pay the greatest possible attention to this important aspect of his duties, and at no stage should there be any relaxation of effort or supervision in ensuring that grains or atta supplied is always of the right quality. Highest possible standard of cleaning must be maintained, and under no circumstances should grains requiring cleaning be issued, unless it has been satisfactorily cleaned.

(vi) In short, the District Food Controller has to discharged multifarious duties of a responsible nature and he should spare no pains to make a success of his job. In fact, his should constantly endeavour to improve upon his own achievements.

10 The office of the District Food Controller has three distinct branches viz.,

District Food Controller Office

- (a) General Branch
- (b) Accounts Branch
- (c) Supplies Branch

11 (a) General Branch—The Superintendent or, if there is no Superintendent sanctioned, the Head Clerk will be in immediate charge of his Branch which will be responsible for all items of work not specifically allotted to the Supplies for the Accounts Branch. The General Branch will in particular deal with—

- (1) The Receipt and issue of dak.
- (2) General correspondence.
- (3) All establishment work.
- (4) Contingencies

(b) Accounts Branch—The Assistant Supply Officer (Account) or, where no such post is sanctioned, the Accountant will be in immediate charge of this Branch and will be responsible for the maintenance of proper accounts of---

- (i) Receipts and issues of all grains and other stock articles into or from the Provincial Reserve.
- (ii) Payment and realization in connection with (i);
- (iii) Discrepancies between quantities allocated or purchased and received issued and payments realized, write off of shortage, if any, loss in cleaning of grains and in short II other items relating to the Scheme; and
- (iv) Submission of various periodical returns to headquarters.

(d) Supplies Branch—The Food Supply Officer or, where no such post is sanctioned the Assistant Food Supply Officer will be in immediate charge of this Branch. He will be responsible for all receipts and purchases of foodgrains by the Provincial Reserve godowns, its storage, cleaning if necessary, issue at the wholesale stage, milling and the proper accounting of the stock. It will be necessary to have this branch in the District Food Controller's office specially at those places where the headquarters of the District Food Controller are situated in a rationed town.

Senior Auditor.

11. (i) The Senior Auditor is the representative of headquarters on the accounts side posted at the office of the District food Controller to help and to ensure that financial rules and regulations and accounts instructions issued by the Headquarters from time to time are properly complied with and that the accounts of the Provincial Reserve Scheme are properly maintained in the District food Controller's office. It would, therefore, be wrong to treat the Senior Auditor as a part of the regular Accounts Branch or to insist that all accounts papers should pass through the Senior Auditor, on the other hand it would also be wrong for the Senior Auditor to consider himself in no way responsible for the day to day accuracy of accounts and the efficiency of the Accounts organization. The Senior Auditor, in consultation with the District Food Controller, should draw up a plan of

work laying down the manner in which he (Senior Auditor) will exercise will check and control over the accounts of the circle. In so far as practicable, all bills for payment under the Scheme should be pre-audited. The Senior Auditor should also see that control register are all maintained properly in the office of the District Food Controller to enable checks to be exercised to ensure that :-

- (a) Quantities of grains allocated are actually received.
- (b) Quantities of grains purchased and the prices at which purchases are made are within headquarters sanctions.
- (c) Discrepancies between (a) and (b) and the quantities actually received in the Provincial Reserve Godowns are accounted for.
- (d) All issues from the Provincial Reserves stocks are made under orders of competent authority and after correct price has been realized.
- (e) Discrepancies between quantities received in godowns and quantities issued under (d) are properly accounted for.
- (f) Amounts realized for foodgrains issued and for disposal of other articles of stock under the Scheme are immediately deposited in Government account and are properly accounted for.

- (ii) The following returns must pass through he Senior Auditor before these are submitted to Headquarters :-
 - (1) Purchase bill for ready purchases (P.R. 8), (2) Purchase bill under Monopoly Procurement (P.R. 16), (3) Sale and Income Report (P.R. 29), (4) Sale account of Miscellaneous articles (P.R. 34), (5) Shortages / Excess Statement (P.R. 35), (6) Incidental charges bill (P.R. 41), (7) Fortnightly Statement of sales and income (P.R. 31), (8) Fortnightly expenditure statement (P.R. 42), (9) Inventory statement of gunny bags (P.R. 43), (10) Inventory Statement of stock articles (P.R. 46), (11) Audit Report on the accounts of circle and centre (P.R. 52-B), (12) Statement of purchases, payments made against them and the amounts outstanding (P.R. 61), (13) Statement of realization (P.R. 44), (14) Monthly statement showing receipts against allocations of imported foodgrains (P.R. 48), (15) Profit and Loss statement (P.R. 65), (16)

Proforma of Mandi charges for approval (P.R. 66), (17) Information for the first and second statements of excesses and surrenders.

(Note – for the arithmetical accuracy of these returns the Accountants and Assistants Supply Officers (Accounts) shall be responsible and their super-check and audit shall be conducted by the Senior Auditor before submission to Headquarters).

Staff

12. Annexure II gives the strength of staff sanctioned for each District Food Controller's circle. Staff which appears surplus may not be entertained, and information sent to Government. On the other hand, if any additional staff is required, in the light of experience, a detailed proposal justifying the additional demand should be forwarded to Government.

Relationship between the District Food Controller and Deputy Commissioner.

13. The Deputy Commissioner is the head of the District and the District Food Controller is to assist the Deputy Commissioner in the Administration of food matter in the District Food Controller's circle. The District Food Controller should, therefore, keep the Deputy Commissioner informed of all important developments on the food side and should be guided by his advice. As, however, the hands of the Deputy Commissioners are already too full, the District Food Controller need no worry him in matters connected with the day to day administration of food work unless they are of more than purely food significance. In the matter of appointment to posts in class C and recommendations to Government for posts in class B, the District Food Controllers must obtain concurrence of the Deputy Commissioner.

Relationship between the District Food Controller and District Organiser of Civil supplies and Rationing.

14. (i) The District Food Controller is in charge of the food administration in his circle. He works independently of the District Organizer, Civil supplies and rationing except for arranging wholesale supplies to rationed towns for which purpose he will work under the District Organizer.

(ii) In the matter of wholesale supplies of foodgrains or their atta to rationed towns, there should be closest co-operation and collaboration between the town officer, It will be their joint responsibility--the immediate responsibility being that of the District Food Controller and the ultimate responsibility being that of the District Organizer—to ensure that at all times there is adequate stock of rationed foodgrains/atta in the rationed towns and that the quality of grain and atta is good.

Relationship between the District Food Controller and the Inspection Staff.

15 The inspection staff has to inspect stocks purchased by the District Food Controller from sellers. Similarly, this staff also do inspect stocks dispatched by the District Food Controllers to other provinces and Administrations. It is, therefore, of maintain its independent character so that it may inspire confidence in the minds of the seller and the buyers alike. The Inspection Staff will, therefore, function quite independent of the District Food Controllers. If any defect in the system of inspection or any complete against a member of the Inspection Staff comes to the notice of the District Food Controllers, he should pass it on to H.Q. for necessary action. In no case, should he himself initiate action bound reporting the matter to Head quarters. The only exception to this rule may be cases of complete against member of the Inspection Staff in which time taken in making a reference to Head Quarters is likely to destroy the proof or, at any rate is likely to make the proof extremely weak only in such cases the District Food Controller may record the evidence and submit a report to Government for necessary action.

C—ORGANIZATION OF THE PROVINCIAL RESERVE CENTRE.

What is centres?

16 A centre is the smallest unit of Provincial Reserve Organization. Usually the senior most Foodgrains Supervisor is in charge of a centre. There are, however, also Foodgrains Inspectors attached to each centre for supervision of their work.

Types of centres.

17 A centre may be either Purchasing or Consuming or Storage for may be a combination these types. Purchasing centre are usually situated in surplus areas and consuming centres in deficit are as. A place were godowns are available and which is conveniently situated for use as a “dump” for surplus foodgrains e.g., Kassu Begu in Ferozepore District and chheharta in Amritsar District may be used as a storage centre. There is no hard and fast line dividing the various types of centres from one other. A purchasing centre may also be a consuming centre or may later on be used also as consuming centre and vice versa.

Importance of centres.

18 It is provincial Reserve centres which have to bear most of the brunt of the District Food Controllers filed work, the centre is the hart of the District Food Controller’s Organization. All purchase, receipt, storage, cleaning and issue of foodgrains are concentrated at the centre. It is here that the initial accounting of stocks—both foodgrinas and miscellaneous articles has to maintained, as also of all expenditure and income and of all claims and realization. The centre, thus forms the foundation of the District Food Controller’s entire organization. The District Food Controller will, therefore, do well to pay detailed attention to the proper setting up of each of his centres and to the posting of efficient and honest staff to each centre. The District Food Controller must ensure that the staff at each centre knows its job and does it well. Each centre must be inspected once a month on behalf of the District Food Controller and the District Food Controller must himself inspect each centre at least once in three months. The inspection each time must be through and cover a detailed checking of the accounts of foodgrains, stock articles and funds--

- (i) The foodgrains received should be checked with the allocation order, weight check memo, receipt report, stock report and stock register. Similarly the foodgrains purchased should be checked with the preliminary purchase report, purchase report purchase bill and stock report. The price paid for the purchase should be checked with the Head quarters limit.

- (ii) The foodgrains issued should be checked with the delivery memo or allocation order, issue weight memo, dispatch report, stock report and stock registers and the price realized or due should be checked with the Realization Forms (P.R. 29 & 31) and Demand and Collection Registers.
- (iii) A Similar check should be exercised in respect of articles of stock with Inventory of stock articles, sanction for each purchase, incidental charges bill and receipts.
- (iv) Stocks should be physically verified.
- (v) The physical condition of the grain should be examined. If stocks require early disposal, necessary steps should be taken.
- (vi) It should be seen whether godowns were properly required, cleaned and fumigated or disinfected before storage and whether grains were properly treated at the time of doing storage.
- (vii) Headquarters should be moved for the disposal of residues or the stocks unfit for consumption and also of unserviceable articles.
- (viii) The proforma of Mandi charges should also be verified.
- (ix) Cases of outstanding claims and realization should be examined and steps taken to clear them.
- (x) The cash book, the chowkidars, register and the godown rent register should be checked. In short all the aspects of the work at the centre should be thoroughly checked up periodically and frequently.

ORGANISATION OF HEADQUARTERS STAFF (FOOD) ON 1ST JUNE, 1949

Administrative Secretary
M.R. Sachdev, ICS, Chief Secretary
and Secretary, Civil Supplies

Director-General of Food and
Civil Supplies and Additional
Secretary- E.N. Mangat Rai,
ICS
Tele. Off. 538, Res. 714

Director of Civil Supplies and
Deputy Secretary
Sant Ram Verma
Telephones-
Off. 2460 Res. 3519

Deputy Director of Food and
Supplies and Rationing and
Under-Secretary-R.D. Mathur
Telephones-
Off. 812, Res. 2292

Chief Officer, Purchase and
Storage and Under-Secretary-
L.R. Dawar
Telephones-
Off. 3012, Res. 3117

Economic Adviser-
C.P. Kumar
Telephone-
Off. 2591

Transport Officer and
Deputy Secretary (office at
Delhi)- B.L. Bhandar
Telephones-
Off. 5931, Res.220

Establishment

Establishment Officer-
Amar Chand Tele. Off.
2737

Deputy Establishment
Officer- Nanak Chand
Tele.Off. 2682

Assistant Director, Food Purchase-
Chet Ram Tele. Off. 2598

Monopoly Purchase
Officer- R.B. Handa.
Tele. Off. 2753

Accounts Inspection Publicity Touring Distribution Rationing Provincial Reserve

Deputy Controller,
Food Accounts-R.C.
Mehra.
Tele. Off. 2785

Assistant Director,
Food (Inspection)-
Gurbakhsh Singh Tele.
3249

Publicity Officer-
Rajindra Nath Tele
Off. 2368

Assistant Director,
Food (Touring)-
Baldev Singh Tele
Off. 2618

Assistant Director
Food Distribution-
P.N.Khanna Tele.
Off. 2592

Assistant Director
Food Rationing-
Amar Singh Bhatia
Tele. Off. & Res.984

Assistant Controller.
Food Accounts,
M.C. Khosla
Tele. Off. 2785

Central Foodgrains
Officer (Inspection)-
(Gurbakhsh Singh) Tele.
3249

General

Provincial Reserve
Officer (General)-
Prem Nath Tele.Off.
2618

Allocation and Movements

Provincial Reserve Officer
(Allocation and
Movement) S.P. Singh Sud
Tele. Off. 2618, Res.637

ANNEXURE II

STATEMENT SHOWING SANCTIONED FOR DISTRICT
FOOD CONTROLLERS CIRCLES

STATEMENT SHOWING STAFF SANCTIONED FOR DISTRICT FOOD
Mentioned Paragraph 11

	Name of Circle	District Food / Controller/(Gazetted) Rs.250-25—550-750.	Additional District Food Controller (Gazetted) Rs. 250-25-550/25-750.	Supply Officer (Gazetted) Rs. 200-25-450.	Assistant Supply Officer (Fiel accounts) Rs. 150-15-240	Assistant Food Controller, Rs. 150-10-250- 120-8-200	Chief Rice/Inspector, Rs 80-5-130-/6-190 plus Rs. 25 as Special Pay.	Food grains Inspector including Rice Inspector, Rs. 80-5-130/6-190	Food grains Supervisor, Rs. 50-3-80/4-100 at Rs. 62.	Superintendent, Rs. 250-20-350.	Head Clerk, Rs. 110-7-145/8-185	Stenographer, Rs. 100-5-150.	Senior Auditor, Rs. 200-20-360/20-500 175-15-195/15-400
1	Hissar ..	1	:	:	3	2	:	9	41	1	:	1	1
2	Rohtak ..	1	:	:	2	1	:	7	25	1	:	1	1
3	Gurgaon ..	1	:	:	2	1	:	4	19	..	1	1	1
4	Karnal ..	1	:	:	2	1	1	9	35	1	:	1	1
5	Ambala ..	1	:	1	3	1	:	11	35	1	:	1	1
6	Simla ..	1	:	:	2	:	:	6	8	..	1	1	1
7	Kangra ..	1	:	:	..	:	:	3	12	..	1	1	1
8	Hoshiarpur ..	1	:	:	1	:	1	6	17	1	:	1	1
9	Jullander ..	1	:	1	2	:	:	7	25	1	:	1	1
10	Ludhina ..	1	:	1	2	:	:	8	32	1	:	1	1
11	Ferozepore ..	1	:	1	1	1	1	9	32	1	:	1	1
12	Fazilka ..	1	:	:	..	:	:	6	37	1	:	1	1
13	Amritsar ..	1	1	1	1	1	1	14	43	1	1	2	1
14	Gurdaspur ..	1	3	1	1	11	27	1	..	1	1
	Total ..	14	1	5	24	11	5	110	388	11	4	15	14

Note – Superintendent and Daftri sanctioned for the office of District Organizer

ANTI SMUGGLING STAFF

Accountant Rs. 100-10-300.	Steno Typist. Rs. 50-3-50-3-80/4-100. plus Rs. 15 as special pay	Mechanic Rs. 60-4-100.	Assistant Accountant Rs. 80-5-110/5-150.	Accountant cum Head clerk, Rs. 80-5-110/5-150	Senior Clerk Rs. 50-3-80/5-120	Junior Clerk, Rs. 50-3-80/4-100.	Daftri Rs. 25-1-30/1-35.	Peon, Rs. 20-1-25.	Foodgrains Inspector, Rs 80-5-130/6-190.	Peon for Inspector, Rs 20-1-25.	Sub-Inspector, Police Rs. 120-5-160/5-180.	Assistant Sub-Inspector Police Rs 80-2-90/2-100	Head Constable, Rs. 40-1-45/1-50/1-55	Foot Constable Rs. 30-1-31/1-33.	Lady Enforcement Inspector, Rs 80-5-	Peon, Rs 20-1-25.
1	1	1	8	11	1	19	7	7	1	7	..	2
1	1	7	8	1	15	6	6	1	6	2	1
..	1	1	9	9	..	12	8	8	1	5	5	2
1	1	7	12	1	18	6	6	1	6	..	1	1	1
1	1	1	10	15	1	26	4	4	..	3	1	1
1	..	1	3	2	..	9	2	2	..	2	..	4
..	1	..	3	3	..	6
1	5	8	1	13
1	8	9	1	15
1	9	11	1	17	3	3	..	3	..	9
1	1	..	8	13	1	18	9	9	1	6	8	2
1	1	..	2	7	..	11
1	1	..	14	18	1	29	5	5	1	4	..	1
1	2	11	16	1	21	5	5	1	4	..	1
12	..	1	7	7	104	142	10	229	55	55	7	46	11	1	1	1
														6		
														2		

Kangra, are common for both the offices of District Food controller and District Organiser.

CHAPTER X

ADMINISTRATIVE CONTROL AND OFFICE PROCEDURE

1. (1) All appointments with pay from Rs. 50 to Rs. 100 per mensem will be made by a Selection Committee consisting of the District Magistrate, the District Food and, at the option of these two authorities a non-official appointed by them. Where the District Magistrate has not been able to attend the meeting, his formal approval should be taken. No reference to Government will be necessary. The order of appointment will issue under the signature of the District Magistrate or the District Food Controller.
Appointment of Staff.
 - (2) Appointment below rupees 50 per mensem will be made by the District Food Controller
 - (3) Appointment to non-gazetted posts with pay above Rs. 100 per mensem will be made by Government on the recommendations of the Selection Committee referred to above. The gazetted appointment will be made by Government.
- Note- For detailed instructions see East Punjab Government letter No. 11929-GS(E)-48/18458, dated 6th August, 1948, as modified by East Punjab Government letter No. 206561-CS(E)48/33829, dated the 18th November, 1948.
2. The work of the Provincial Reserve is of a technical nature. A new recruit should not, therefore, be put on a job where he is expected to work independently, unless he has been properly trained and has picked up the work. It will be advisable to post a fresh entrant under experienced official who should be required to train him up in the duties he is expected to discharge.
Training of fresh entrants.
- Twice a year in March and September – the District Food Controller should organize training classes at convenient places in their circles. The District Food Controller should hold the classes preferably personally or depute an experienced officer to do so on his behalf. The entire ground should be covered and the staff instructed in their duties in detail. Part of the course should consist of practical demonstrations. At end of the course a written examination should be held to test the knowledge of the staff.
Refresher's Course.
4. District Food Controller have been given the authority to

Posting

transfer Food grains Supervisors, Inspectors and other members of their staff whose initial pay is less than Rs. 100 per month, within their respective circles, Without obtaining prior approval of Headquarters. Copies of all posting and transfer orders must, however, sent to the Establishment Branch at Headquarters.

When a Food Supervisor or Inspector is succeeded by another, his handling over of charge should be very carefully watched especially in order to see that physical verification of the stocks take over is actually performed and a certificate to that effect recorded

5. Recommendations for appointments, promotions, increase of pay, and the like, when made should not be disclosed to the parties interested.

6. Practically **Consideration of seniority in making appointments.** all appointments are regarded as selection posts, and no appeal lies by the person who has not been appointed to any post on the appointing authority for making correct selection after a careful examination of the merits and claims of all candidates.

(i) Seniority of official in a particular cadre is to be counted from the dates of appointment to the cadre of the officials concerned. In matter of promotion, seniority should be considered along with other claims, but merit should be the overriding criterion.

(ii) No promotion should be given and no recommendation for promotion made in the case of a public servant who does not possess and maintain a reputation for strict integrity

7. Chaprasis are Government servants and should not be employed on personal service.

Employment of chaprasis

8. Service book of all employees should be maintained in the prescribed form. The bills clerk should be directed to study the procedure for the maintenance of service books in the office of the Deputy Commissioner.

Service book

9. Although **Character rolls.** it is not necessary under the rules to maintain character rolls for officials on temporary establishment, such character books should be maintained for these officials.

(a) The personal files or character books of all

officials should be kept under lock and key in the charge of the Superintendent of the office who is personally responsible for them. The character book of the Superintendent should be kept by the District Food Controller with them.

- (b) All character rolls should be written up to date twice, a year, once after six month's service and thereafter regularly at the time when the annual increment is due and six months after that again. By this means the head of the office can, with the record of the Government servant before him, decide whether to withhold the increment, and there is less fear that either entry of character will be made cursorily. A strongly adverse entry cannot easily be made consistently without withholding an increment.
- (c) Whatever is once entered in a character book stands as a permanent record likely to affect favorably or unfavorably entry made without sufficient foundation may lead to his appointment to duties for which he is not worthy; an unfavorable entry, if undeserved, may deprive him of post in which he can serve Government well. Except when an offence is serious enough to merit the formal punishment of censure or another punishment, or an act is deserving of very special commendation, the practice of making adverse or favorable entries in character roll in consequences of isolated faults or pieces of good work is to be depreciated, as it has often the effect of giving and exaggerated importance to a single incident. The head of an office should keep a paper book (preferably loose leaf) with a page for each member of the establishment and note in it good or bad work as it comes to light. This record should be before him when he writes his annual note and will enable him to see isolated acts whether good or bad in the due perspective.
- (d) An adverse entry made in the character book of an official should be conveyed to him in writing. It is much to be desired that the head of an office should at the time of writing of character book have the Government servant concerned before him. Especially in the case of young Government servants, a word of earning or advice may render a permanent adverse record unnecessary.
- (e) Entries once made in a character book by a head of the office should not be amended, cancelled or

removed, even by the officer who made them. Should that officer have reasons to modify an opinion previously expressed, he should make a separate entry.

10. Leave must be applied for and sanctioned before it is availed of. Absence without leave is an infringement of discipline and unless there has been an emergency justifying absence severe notice should be taken.
11. In accordance with terms of appointment of temporary officials in the Civil Supplies Department, it is necessary **Resignation by temporary officials.** that a notice of one month is given by the official concerned to resign his post. If it is desired by the official concerned to be relieved earlier, he will forfeit one month's pay and allowances in lieu of the period of notice for resignation. A declaration embodying these terms should be obtained from each temporary official at the time of his joining.
12. A temporary official can be discharged from service without previous notice. It is, however, desirable that a **Discharge of temporary officials** case which it is considered necessary to dispense with the service of any temporary official, should be carefully examined by the head of the office before passing orders of discharge. Where a reference to Government is necessary, this should be made with a full report.
13. For the dismissal of a Government servant it is necessary **Dismissals** to frame a regular charge sheet against him and to give him an opportunity to explain the charges. The procedure to be followed in such cases is given in chapter 3 of the District Office Manual Punjab, and chapter 14 of the Civil Service Rules, Punjab, Volume I, which can be obtained from the office of the Deputy Commissioner.
14. The following rule apply to the grant of leave to civil supplies **Leave.** officials employed in districts :
- (i) Leave of all kinds, subject to title, can be granted by the District Food Controller to the staff with pay not exceeding Rs. 100 per mensem
 - (ii) Casuals leave up to 4 days at one time can be granted by the District Food Controller to the staff with pay exceeding Rs. In which casual leave in such case is granted by the District Food Controller should be submitted to Government monthly for *post facto* approval.

- (iii) Case of casual leave in excess of 4 days and of all other kinds of leave in the case of staff in receipt of starting pay of more than Rs. 100 per mensem should be referred to Headquarters for sanction
- (iv) The District Food Controller himself should take sanction for leave from Headquarters, except leave up to 4 days which he can take from the District Magistrate under advice to Headquarters.

15 Except letters

Fresh Receipts

addressed to the District Food Controller by name, which should be opened by the District Food Controller personally all official dak should be opened by the Superintendent (or where the post of a Superintendent does not exist, by the Head Clerk). The opening of the dak should not under any circumstances be left to a junior official in the office. The Superintendent should see that all fresh receipts are properly diarized. After registration, the receipts from Government, and all other important receipt should be submitted to the District Food Controller as fresh receipts if he is at headquarters. When he is out n tour, the fresh receipts should be submitted to the officer responsible for the work concerned and present at the station. All fresh receipts should, after return from the District Food Controller, be sent to the clerks concerned through the Record Keeper. The Record Keeper is responsible for placing the receipt on the file concerned, paging the same and attaching a P.U.C (paper under consideration) flag and putting up all relevant papers, before passing it on to the noting clerk. Ordinarily, fresh receipts should be put up with papers within 24 hours after receipt in the office. No receipt may be kept by the Record Keeper for over two days. If the papers cannot be completed within this period the Record Keeper should bring this matter personally to the notice of the Superintendent and obtain his instructions. These instructions should be recorded in writing.

16 Each file

Opening of files

should, as far as possible, be confined to a single subject, and new files should be freely opened, but care should be taken to avoid multiplicity of files. In opening new files the Record Keeper should be guided by the sole principle of 'one subject, one file'. It is an important duty of the Superintendent and the Head Clerk to guide the Record Keeper in the

opening of new files. When a letter relates to a subject dealt with in two or more existing files. Copies of the letter or extracts from it should be separately dealt with on each file. The clerk dealing with it should be careful to see that questions of a general nature, which not infrequently arise out of an individual case, are not continued to be dealt with on the file of that individual case, and conversely that policy files are not encumbered by individual cases arising out of them. The distinction between policy files and files of individual cases is a matter which deserves the greatest attention. The index of files in the Deputy Commissioner's office maybe consulted as a guide.

17 All clerks
Clerks note books.

including the Record Keeper should keep a note book of important circulars, precedents, etc. They should also keep a note of file required to be put up on particular dates.

18. When a

**Important points for
the guidance of office**

case has been completed by the Record Keeper, it should be submitted to the clerk concerned for purposes of noting. Noting and drafting in important cases should be done by the Head Clerk himself and in all other cases under his supervision. When the action to be taken is obvious or the suggestion to be made very simple, the noting clerk should put up a draft letter or endorsement without putting up a note. In case which cannot be summarily disposed of, as indicated above, an office note should be put up. The following are some important guiding principles :-

- (a) The object of a note is to indicate to the officer dealing with the case the portion of its past history which he must know in order to dispose of it, to point out the arguments for and against each issue and to suggest the action necessary.
- (b) Every statement in note, other than the opinion of the writer, should be supported by a reference to the authority. In quoting a letter, its number and date should invariably be given in the body of the note and a reference made to the file number. These references should be in the body of the note. For convenience a reference should also be made on the margin of the note. The file should be flagged, say F. The reference should then be quoted as F /15.
- (c) Office notes should be as short as possible and should be legibly written in ink. It should always be assumed that the P.U.C. (paper under consideration) will be read by the office to whom it is submitted. Consequently the writing of an abstract of the paper under consideration is

absolutely unnecessary. The office not should be confined to what is strictly essential namely a reference to the papers that are required in connection with a case and to the facts, knowledge of which his necessary for the disposal of the case. The ideal note is one which will be straight into a draft reply.

(d) When a case comes back from the officers with order passed upon the notes, the next step is to convert them into the form of an official communication. A draft may be put up even in anticipation of orders if there is no doubt as to what they will be, or if the action to be taken is obvious. This practice saves time and should be encouraged. When the noting clerk thinks he can so expedite the disposal of a case, he should put up a draft along with his note. In a self-evident mater a draft only need be put up; no note is required.

(e) Ordinarily, not more than one day should be allowed to lapse between the passing of orders ad the submission of drafts, but in lengthy cases two days should suffice. In urgent cases immediate attention will be necessary.

(f) The draft should be as is consistent with clearness and completeness. There must be no possible ambiguity in phrasing, no vagueness in references and no unnecessary repection. A brief description of the subject should always be given at the head of a draft.

(g) In all pending case (except those pending with Government for which see Chapter IX paragraph 5 supra), reminders should be issued once a week or more frequently, if the matter is one of urgency. Demi-official reminders should be issued, if the first official reminder does not bring a reply.

(h) The record Keeper must keep a separate not of all cases in which a date has been fixed for reply and put up papers or a note to that effect inviting the attention of the Superintendent asking him to take further action in the matter.

(i) Each clerk should be asked to maintain a register of pending references with him. These lists should be examined by the Superintendent as frequently as possible and in any case once a week. Normally a clerk should clear his table that is, submit all cases pending with him every day without fail.

19. The dispatch number given on a letter should be preceded by the number of the relevant life. For example, if the number of the file in which it is required to issue a letter is A-VIII and the

Numbering of letters

number of the dispatch register in which the letter is issued in 947, the letter should bear the number "A-VIII 947". By adopting this procedure it will be convenient for the Record Keeper to trace out the relevant file immediately when a reply to the letter issued is received.

20. Elimination of unnecessary correspondence. Correspondence should be reduced as much as having due regard to efficiency. Much time of both officers and clerks is wasted which could be avoided by a little care and attention.

21. (a) Personal discussion. It is believed that time is wasted and delay caused in the disposal of business between officers of different departments residing in the same station by the excessive growth of the habit of writing letters and reminders instead of arranging personal interviews with a view to the discussion and settlement of questions directly.

(b) The practice of freer and less normal inter-communications between officers should be generally adopted especially in the case of questions still at the stage of discussion and in all matters which depend upon agreement of such personal interchange of opinion a satisfactory agreement on the points at issue will in most cases be more quickly arrived at and a final settlement accelerated.

(c) In dealing with headquarters also the District Food Controller should not hesitate to use the telephone to get a decision on all important matters.

22. Consultation with subordinate officers. An officer who is invited by a superior authority to submit an expression of his opinion on any subject subordinate officer and reports should not be called for except from those officers whose advice is likely to be of real value.

23. (a) Dispatch of telegrams and letters. Telegrams –Except as provided in the following rule every telegram should be authenticate by the head of the office from whom it emanates :-

(i) The head of an office may authorize another officer or other responsible official to authenticate telegrams on his behalf when the issue of such telegrams has been approved.

(ii) In the absence of the head of an office the next superior officer or official-in-charge of the office may use the telegraph on behalf of his superior officer when a telegraphic communication is necessary. Express telegrams should be sent only in a real emergency.

(iii) Care should be taken that telegrams are not issued when ordinary express letters or reminders will suffice and the responsibility for the correct use of telegrams lies entirely on the

Superintendent.

- (b) Except in cases of delivery by special messenger locally, two or more covers should not be addressed to the same officer on the same day. The dispatcher should be instructed to sort out all letters for dispatch to the same addressee, and put all such letters in one cover for dispatch. An exception will be bulky material which may have to be split up.
- (c) The registered post should be used for the transmission of :-
 - (i) Original documents of which copies cannot be obtained;
 - (ii) Confidential and secret document;
 - (iii) Document which are required under rule or law to be sent by registered post; and
 - (iv) Such other document which the head of the office or other gazetted officer may require to be so sent.
- (d) All letters and parcels sent under registered cover and all telegrams shall be entered by dispatcher in red ink in his outstation dak book or dispatch register.
- (e) Any disregard of rules under this head should be viewed as a waste of public funds and the official responsible should be dealt with accordingly.

24. Official information to be treated as confidential. Official information acquired by staff in their official capacity must be considered and treated as strictly confidential. No official may make use of any unpublished record or office record for communication to the public without special permission. Similarly, office notes must be treated as strictly confidential documents and must not be removed from the office on any unpublished record or office record for communication to the public without special permission. Similarly, office notes must be treated as strictly confidential documents and must not be removed from the office on any pretext whatever.

25. Admission of outsiders to the office. The practice of allowing visitors to see the officials on private business during office hours wastes the time of the officials and should be put up to this effect.

26. Punctual attendance. The Superintendent shall see that all officials in various branches of the office attend punctually and start their work at the appointed time. The attendance register should be kept up properly by the Head Clerk and must in all cases reach the Superintendent 5 minutes after the time of the opening of the office. A list of late comers

should be maintained and submitted to the Director Food Controller for disciplinary action from time to time. The Superintendent will see that every endeavor is made by the staff to cope with the daily allotment of work within the office hours.

27 It will
**Inspection
of Offices**

improve the efficiency of the office greatly if district food controller frequently inspected the office specially at the earlier stages the following questionnaire is suggested as a skeleton form for the inspection of offices :-

- (a) Are the rules for noting and drafting as laid down in this chapter being observed?
- (b) Are the various registers being neatly and correctly maintained?
- (c) Do the clerks maintain note books?
- (d) Is the arrangement of keeping pending files and issue of regular reminders satisfactory?
- (e) Look at the diary receipt register and see what is the total number of un disposed of cases in the office over 2 days old on the date of inspection (it is only necessary to look back over the entries of say one week)
(Cases of delay are an index of working of the office and special attention should be directed to the causes contributing to delays after detailed examination of some important files).
- (f) Is an index to files being maintained?
- (g) Are important letters of policy made into separate files or are they mixed up with the routine correspondence on the subject?
- (h) What is your opinion of the general state of the records?
- (i) Are the registers maintained by the Nazir up to date and his accounts properly checked and signed by the officer concerned?

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for office procedure in this chapter the list, however is by no means exhaustive, and there may be points on which the District Food controller may require information for guidance. In all such matters advice may be obtained from headquarters.

CHAPTER XI

RULES FOR THE GUIDANCE OF DISBURSSSENG OFFICERS

1. **Introductory.** District food controllers have been declared disbursing drawing officers in respect of pay and traveling Allowance for themselves and of non-gazetted staff Employed under them. These powers enable The District food controllers to draw money from the treasury for Pay, traveling allowance and contingent expenditure on bills drawn Up in the prescribed forms.

2. **General principles and Restrictions relating to expenditure.** In incurring expenditure from Government funds disbursing officers should be guided by the following fundamental principles of financial propriety:-
 - (a) The same vigilance should be exercise in respect of expenditure incurred from Government funds as a person of ordinary prudence would exercise in respect of the expenditure of his own money.
 - (b) No person should exercise his powers of sanctioning expenditure to pass an order which will be directly or indirectly to his own advantage.
 - (c) No authority should sanction any expenditure which is likely to involve at later date expenditure beyond its own powers of sanction.
 - (d) The amount of allowances such as traveling allowances, granted to meet expenditure of a particular type should not on the whole be a source of profit to the profit to the recipient
 - (e) Expenditure in excess of the allotment sanctioned by Government for any particular object should in no case be incurred without the previous sanction of Government.
 - (f) No money should be withdrawn from the treasury, unless it is required for immediate disbursement or has already been paid out of the permanent advance (imprest), if any. It is not permissible to draw advances from the treasury for the execution of works the completion of which is likely to take a considerable time. District Food Controllers have been sanctioned permanent advance of Rs 50.

- (g) The disbursing officer shall not incur expenditure beyond his competence without obtaining prior sanction of Government.
- (h) Every payment, for whatever purpose, must be supported by a voucher setting forth full and clear particulars of the claim; suppliers of stores, etc. should be required to submit their bills and claims in a complete form, giving all necessary particulars of the claim.
- (i) Every voucher must bear a pay order specifying the amount payable both in words and figures and signed and dated by the disbursing officer.
- (j) Actual payee's receipt should be taken for each payment setting forth the amount paid, a reference to the relevant bill or a mention of the things for which payment is received, the date of payment and any other particular considered necessary by the official making the payment. This receipt should be attested by official making the payment into the following :-

“Paid by me.”

Signature

Designation

Dated

The Receipt should be attached to the relevant voucher.

- (k) All vouchers must be filled in and signed in ink. The amount of each voucher should as far as whole rupees are concerned be written in words as well as in figures. The amount of annas and pies may always, however, be written in figures after the word starting the number of rupees, but in case there are no annas and pies, the word “only” should be inserted after the number of whole rupees and care should be taken to leave no space for interpolations.
- (l) All corrections and alternations in the entries in a voucher must be attested by the dated initials of the person signing the voucher no document veering an erasure can be accepted and payment of such vouchers should be refused by the disbursing officer.
- (m) Receipts for all sums exceeding Rs 20 must be stamped with one anna revenue stamp, except receipts given by or on behalf of Government, which do not require any such stamp.

- (n) Erasures and overwriting any in any bill or vouchers are absolutely forbidden, if any correction be necessary the incorrect entry should be cancelled neatly in red ink, and the correct entry inserted ; each such concerned by his dated initials.
- (o) In a majority of cases, payment orders and sub-vouchers will have been obtained before the preparation of the contingent bill, and they should be produced with the register before the officer- in – charge when the will bill is placed before him for signature. Such sub-vouchers and payment orders should, in his presence be defaced or cancelled so that they cannot be used again.
- (p) Disbursing officers will be held responsible for any overcharges frauds and misappropriations. They are, therefore, required to make themselves thoroughly checks which they are excepted to exercise so that they can bet in a position to detect immediately any attempt a defalcations, and should pay special care to those point in financial processes at which leakage is likely to occur, such as the stage at which money has been drawn from the treasury and is lying un-disbursed with a subordinate official. To minimize the length of time during which the leakage may occur, and the amount of money lying un-disbursed should be one of their first cares. For detailed instruction regarding control over accounts paragraphs 2.1, 2.31 and 2.34 of the Punjab Financial Rules Volume I, should be consulted.

3. Disbursing officers can incur expenditure on objects as specified in the table given rule 20.8of the Punjab financial Rules, Volume I

**Financial powers,
of disbursing
officers.**

The important items are reproduced below :-

Serial No.	Nature power	Extent
1	To sanction non-recurring expenditure chargeable to contingencies where no special power is prescribed in these rules.	Up to a maximum of Rs. 100 for any one item.
4	To incur or sanction expenditure on service postage stamps for use in Government offices and institutions.	Full powers within the budget limit.
5	To sanction expenditure on the supply electrical energy consumed in Government offices and institutions.	Full powers within the budget limit.
11	To sanction payment of rates or taxes levied by stature or my local rules 5r order (as for instance terminal tax or octroi on Government	Subject to the existence of budget provision.

stores).

4. (i) Office equipment including furniture. For requirements of furniture ordinarily purchases Should be made from jails. Copies of price lists showing the jails at which each article is ordinarily manufactures and its price and other relevant information can be obtained from the office of the local Deputy Commissioner. If the office supply of furniture is placed is unable to supply the indent within a reasonable time a “non-availability” certificate should be obtained by the indenting officer and the articles in question may be purchased from the local market, within the financial powers exercised by them. Heads of offices are competent to buy furniture up to the limit prescribed in item I of rule 20.8 reproduced in the preceding paragraph. For purchases exceeding the limit, orders of Government should be obtained invariably in each case.
- (ii) For making purchases in the local market, it is obligatory for the purchasing officer to invite tenders for the supply or articles unless the value of order to be placed is small, or sufficient reasons to be recorded in writing, exist, which indicate that it is not in the public interest to call for tenders. Purchases should be made in the most economical manner and from the lowest tenders, unless there are any special reasons to the contrary, which should be recorded in writing.
- (iii) Detailed instructions on the purchase of furniture and stores are contained in paragraph 15.2 of the Punjab Financial Rules, Volume I, and in appendices 14, 15 and 17 of Volume II.
- (iv) All articles of furniture or stores whither obtained from jails or purchased in the local market must be entered in a stock register in the prescribed form. A specimen of this form can be obtained from the Deputy Commissioner’s office and a register in manuscript should be maintained, unless a printed copy of the register is available from the Deputy Commissioner’s office.

5. Printing.

Except in cases where local officers have been specifically authorized to get forms and other material printed locally, a requisition for printing should be sent to the superintendent, Government printing East Punjab, Simla, through Headquarters, as required by rule 4.2 of the Punjab, printing and Stationery Manual. It may, however, be mentioned that on account of the difficulties created by the partition of the province, adequate arrangements for printing at the Government press do not exist. The District officers should, therefore, use their powers

for local printing as far as possible. For bigger items of printing work, they should write to Headquarters.

- The District Food controllers have been specifically delegated powers for local printing up to Rs 10 in each case –vide East Punjab Government endorsement No. 9713-CSA-48/36418, dated
- 6. Publicity.**
- In each district there is a separate organization specially set up by Government for publicity. Publicity regarding the activities of this Department is ordinarily done by the local district publicity organization. The District Food Controllers are, therefore, advised to approach the local District publicity officer whenever they consider that publicity among the public is necessary. In emergent cases, however, small expenditure on posters or handbills may be incurred from contingencies, and approval of Government obtained in each such case, as soon as possible. It is necessary that adequate publicity must be done in all matters of importance and the District Food Controllers should see that the best possible arrangement for this is made in time.
- 7. Stationery.**
- (i) The District food Controllers have already been authorized in East Punjab Government endorsement no 9713-CSA-48/36418, dated the 7th December, 1948, to purchase stationery article locally up to Rs. 10 at a time and to obtain the approval of the director-General of Civil Supplies in each case.
- (ii) In marking local purchases of stationery, unnecessary expensive articles of stationery, such as special paper clips, costly glass or bronze paper-weights, clasp-knives, expensive paper, etc. should not be bought.
- (iii) All articles purchased of should be entered in a stock register. Issues of articles to officials should be restricted to minimum requirements, and all such issues be entered in the stock register.
- (iv) For detailed procedure for submission of regular indents for supply of stationery from Government stores the Punjab printing and Stationery Manual should be consulted or advice should be taken from the Deputy Commissioner's office.
- (v) In view of the general scarcity of stationery articles, particularly paper, the District Food Controllers should ensure that no waste is allowed in their offices. There should be strict economy in the use of stationery by all concerned.
- 8. (i) A** Simple cash book in form P.F.R.I (which may be

Maintenance of Accounts.

seen at the Deputy Commissioner's office) should be kept for recording all transactions of moneys withdrawn from the treasury and their subsequent disbursement. All cash transactions of moneys withdrawn from the treasury and their subsequent disbursement. All cash transactions should be entered in the cashbook as soon as they occur, and attested in token of check by the gazetted officer-in-charge. In token of the check of the cashbook, the last entry checked should be initialed by the Government servant maintaining it on each occasion. At the end of each month the head of the office should personally verify the cash balance and record below the closing entry in the cash book, a certificate to that effect, with his dated signature specifying both in words and figures the actual cash balance. If however, the head of the office is absent from his headquarters at the end of the month, he may delegate the duty of verifying the cash balance on his return to his headquarters.

- (ii) A contingen register in form P.F.R. 13 (form may be seen at the Deputy Commissioner's office) should be kept in each office and the initials of the head of the office should be entered against the date of payment of each item.
- (iii) As the maintenance of the above registers involves a certain amount of technical knowledge, it is suggested that the Nazir should be directed to understand the procedure for the maintenance of these accounts from the district Nazir of the Deputy Commissioner's office. It is of the utmost importance that these registers should be maintained accurately.
- (iv) For detailed instructions regarding the maintenance of these registers, a reference should be made to rules 2.2 to 2.9 and 8.15 of the Punjab financial Rules Volume I, and also Chapter 10 of the District office Manual, Punjab.

9. Separate forms are prescribed for drawl of money from the treasury on account of -

preparation of bills.

- (a) Pay of gazetted officers
- (b) pay of subordinate staff.
- (c) Traveling allowance officers.
- (d) Traveling allowance of subordinate staff .
- (e) Contract contingency.
- (f) other contingencies .

The district food controllers are advised to depute their head clerks and bill clerks to study the procedure for preparing these bills at the office of the deputy commissioner if necessary .

10. (i) As required under rule 2.42 of the Punjab financial rules volume I all direct references by government servants on personal matters ;such as leave, leave salary, pay, increments, funds subscriptions ,house rent posting etc., must be submitted in covers stamped with ordinary private postage and not with service postage stamps. This rule applies only to references made by Government servants regarding their own personal natters .when however, such references are forwarded officially by a superior officer, these should be treat ed like any other official communication.

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(ii) All telegraphic messages regarding personal matters referred to above or other analogous matters must be paid for by the person sending them. When a telegraphic reply is required on any such matter, the reply should always be prepaid.

(iii) This rule applies also to the use of a telephone for trunk calls A register should be maintained by each disbursing officer for telephone trunk calls and each call should be entered at the time a telephone trunk call is made. It should be specifically stated against each trunk call, whether it is made on private or official account. A brief account of each official call should be paid by the Government servant concerned.

(iv) On receipt of the trunk call bill, total cost of private trunk calls should be credited into the treasury under the head XLVI—Miscellaneous and the treasury challan should be attached with the office copy of the telephone trunk call bill. The telephone call bill should then be accepted for payment by book adjustment, and attached with the next contingent bill in form A and T. No. 309 (to be seen in deputy Commissioner’s office).The procedure for making payment of such bills by book adjustment should also be studied at the office of the deputy commissioner.

The important reference books containing instructions in regard to the administrations of Government funds are detailed below:-

Punjab budget Manual.

Punjab Financial Rules, volumes I and II.

Punjab printing and Stationery Manual.

Punjab Civil Service Rules, volumes I to III.

The District office Manual.

Printed copies of these books are not available with Government for supply to district offices. However, a set of these books may be available in the offices or the Deputy Commissioners. These are reference books and need not be studied from cover to cover.

R.D. MATHUR.

*Deputy Director Food Supplies and
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INSTRUCTIONS REGARDING INSPECTION OF FOODGRAINS BY CH. GURBAKSH SINGH, ASSISTANT DIRECTOR, FOOD (INSPECTION) FOR THE GUIDANCE OF GOVERNMENT INSPECTION STAFF

INSPECTION OF FOODGRAINS

Part A

1. Consequent on the abolition of the Zonal (Trade) Inspecting Agencies, the inspection of all foodgrains despatched out of the Province under the Basic Plan and purchases made to meet the requirements of the Province under the Monopoly Procurement Schemes and Contract System is done by the Government Inspecting Agency working under this Department. It is proposed to explain in details in Parts A and B of this Chapter what stocks will be inspected by the Government Inspectors (Inspection) hereinafter called Government Inspectors and what will be the method of their inspection. It has been decided that inspection should be done at the station of despatch or the place of supply unless otherwise specifically required by the Director-General, Food and Civil Supplies. Laboratories for the analysis of samples of food-grains have been set up for individual districts or group of districts according to the requirements of different areas.

2. (a) At present only wheat, barely and rice have been brought under the Monopoly Procurement Schemes. The method of inspection is the same for all these three foodgrains except that the specifications of the Provincial Reserve these foodgrains as laid down under the Monopoly Schemes are different, Form of Acceptance Notes in the case of rice is also different from that of other stocks.

(b) All stocks offered by Authorised Rice Dealers and Pucca Arhtis Associations and taken into the Provincial Reserve will be inspected as and when required by Headquarters at the station of despatch or the place of supply as laid down in the Supply and Disposal, Orders, copies of which will be supplied to the Government Inspector by the Rice Inspector in the case of rice and by the Foodgrains Supervisor in the case of wheat and barley. The Government Inspector will undertake inspection at the specified place and carry out weighing, sampling and classification of the bags then and there.

3. The inspection of purchases of gram, maize, bajra and jawar into the Provincial Reserve will be carried out as follows:-

Inspection of foodgrains purchased for the Provincial Reserve under systems other than the Monopoly Procurement Schemes.

A-----READY PURCHASES

(I) Purchases by bidding--in this case weighing will be done and the sample drawn by the local Foodgrains Supervisor in the mandi, who will also prepare the Weight Check Memo and the sample slip at the spot on the Provincial Reserve prescribed forms. He will put one copy of the sample slip in the sample bag and despatch the sample bag the same day by passenger train to the Central Foodgrains Officer (Inspection) and also send Parcel Way Bill Receipt accompanied by another copy of the sample slip by Express Delivery Post to the Central Foodgrains Officer (Inspection), U.S. Club, Simpla, by name. The Central Laboratory will analyse the sample and will prepare four copies of the Analysis Report, one copy to be kept in the Laboratory, the second and third to be sent to the District Food Controller of Food Accounts to enable the latter to recover 25 per cent allowances from the Commission Agent through the District Food Controller. Allowances will be worked out according to the specifications as laid down in the pamphlet entitled 'Conditions of Foodgrains Contracts' on Destination Pass Terms (Non-mutual basis). It has been laid down that the analysis results should be intimated to the District Food Controller and the Foodgrains Supervisor within two

days of their found much below the fair average quality standard, the analysis result has also to be brought to the notice of the Director-General, Food and Civil Supplies. If the result of analysis in respect of any sample sent by the Foodgrains Supervisor is not received by him within 15 days of the despatch of the sample, it will be the duty of the Foodgrains Supervisor concerned to remind the Central Analysis Laboratory for the non-receipt of the results.

(II) Purchases by Share System--The method of weighing, sampling and despatching of sample bags, etc., will be similar to that of purchases by bidding. As in these purchases no allowances are recovered from the Commission Agent for quality 3 copies of Analysis Reports are prepared, one copy for the District Food Controller, one for the Foodgrains Supervisor, and one to be retained in the Laboratory. Samples in this case are called for only with a view to see that the foodgrains purchased are of fair quality. If any samples are found to contain abnormal impurities, these are brought to the notice of District Food Controllers and the Foodgrains Supervisors concerned by a specific note to this effect on the Analysis Report. Cases of particularly bad quality are also brought to the notice of the Director-General, Food and Civil Supplies. The Foodgrains Supervisor should remind the Central Laboratory in respect of the non-receipt of analysis result in the same manner as explained in the foregoing paragraph.

(III) Beechak Purchases-The Government Inspectors have no concern with the inspection of purchases made under the Beechak system. Any dispute regarding the weight and quality if any at the time of opening of the Kotha, is decided by the local Panchayat of the mandi.

(b) Purchases under Godown Pass Contracts-Purchases on God-own Pass Terms are made by the District Food Controller after obtaining approval from the Headquarter regarding rate, etc. The Government Inspector after receiving intimation from the District Food Controller or his representative in regard to the rate of grain and gunnies and terms of the contract, will conduct inspection at the sellers or at the Provincial Reserve godown in accordance with the terms of the contract. The following quality specifications as prescribed in the pamphlet entitled 'Condition of Foodgrains Contracts' will apply for--

- | | |
|--|---|
| (a) Wheat-
Contract (Mutual Basis). | Specification as applicable to Destination Pass Terms |
| (b) Gram- | Specifications as laid down in Schedule to |
| (c) Barley- | Form FPC-III (B) of the Pamphlet entitled |
| (d) Maize- | 'Conditions of Foodgrains Contracts' Mu- |
| (e) Jawar- | tuals Basis in case of buyers godown pass |
| (f) Bajra- | purchases and non-mutual basis in case of
sellers godown pass purchased. |

(C) Purchases by Despatch Pass Contracts-Purchases under this system are made by the Headquarters and are inspected by Government Inspectors on receiving written intimation from the sellers or the Clearing Agent at the station of despatch mentioned in the Acceptance Letter issued to the seller, a copy of which is supplied to the Government Inspector followed by a statement of permits where necessary. In exceptional cases when booking is closed or wagons are in short supply, the Headquarters Office may require the seller to sell the goods locally either in the Provincial Reserve godown or in sellers' godown approved by the local Provincial Reserve staff. For the sake of inspection it makes no difference in

such cases whether the goods are supplied at the station of despatch or in the godowns, except that the rate payable to the seller maybe different. The Government Inspector will undertake inspection only after the receipt of orders from the Headquarters. The specifications for supplies under this system have been laid down in an Appendix to Form F.P.C.-III (B) of the pamphlet entitled 'Conditions of Foodgrains Contracts.' For certain foodgrains a rejection basis has been provided in the specifications and the Government Inspector should at the time of inspection for quality keep in view the limits of rejection basis. Where no rejection basis has been provided in the specifications, it is the duty of the Government Inspector to see that the consignment under inspection does not contain abnormal percentage of any of the impurities or admixtures. The most important point to be kept in view is the grain offered is fit for human consumption. If the Government Inspector considers that the consignment offered is not acceptable he will be immediately contact the Assistant Director Food Purchase either on the telephone or this intimation with a copy to the Assistant Director Food (Inspection). Meanwhile he should instruct the seller either to improve the quality of the stocks or replace them. The inspection of the replaced consignment or the improved stocks will be carried out afresh. If the seller despatches the consignment without getting it inspected, inspection will be done at the station of destination or in the godowns at the destination by the Government Inspector or the Foodgrains Supervisor. Payment will be made to the seller after the issue of the Acceptance Note and he seller in addition will also be liable to pay the penalty which the Director-General Food and Civil Supplies may impose considering the circumstances under which the consignment was despatched uninspected. The Clearing Agent is responsible to send telegraphic intimation to the consignee informing him of the despatch of goods without inspection and asking him to inspect it at destination. This information should be repeated by telegram to the Assistant Director Food (Inspection) also. The consignee will inspect the stocks at destination and intimate the inspection result to the Director-General Food and Civil Supplies. He will keep such consignments in fact and separately from other stocks till he is informed of the final decision from the Director-General Food and Civil Supplies.

(d) Destination Pass Contracts-In view of the decision to purchase all foodgrains on Despatch Pass Terms, cases of inspection on destination will be rare. If Government at any time reverts to purchases on Destination Terms the Government Inspector will undertake inspection of foodgrains at the station of destination strictly in accordance with the terms of the contract entered into by Headquarters, copy of which is supplied to him by the Assistant Director Food Purchase in the form of Acceptance Letter followed by a statement of permits if Government may have banned movement of certain foodgrains within the province. He will immediately visit the station on receipt of information furnished either by the local Provincial Reserve staff or by the seller or Clearing Agent. The specification relevant to such contracts are provided in the pamphlet entitled 'Conditions of Foodgrains Contracts' as under:-

- (1) Wheat and Basmati, Sela Basmati and Begni Rice, as provided in Schedule to Form F.P.C.-III (A) in the Pamphlet.
- (2) Other varieties of rice, as provided in Schedule to Form F.P.C.-III (B)
- (3) Barely, Maize, Jowar and Bajra, as provided in Schedule to Form F.P.C.-III (B) on mutual basis in respect of dirt and other foodgrains.
- (4) Gram, specifications as in corrigendum No. 2 to Form F.P.C.-III (A) as amended,-vide memorandum No. 1468-CAL-48/14580.

- (e) Storage Delivery Contracts.-Deliveries under this system and made f.o.r. station of dispatch either on Despatch pass Terms or on Destination Pass Terms. The inspection for weight, quality and bags in both cases will be carried out as already explained in paragraphs 3 (c) and (d) above. The only difference in this method of purchase is that in the case of Despatch Pass Purchases only Acceptance Letters are issued from the Headquarters but in this case in addition to Acceptance Letters, Delivery Demand Orders are also issued when stocks are required to be taken over. Assistant Director Food Purchase to the Government Inspector concerned. If inspection of the consignment has to be carried out at the station of dispatch, specifications relevant to Despatch Pass Purchases will apply, but if inspection, specifications has to be carried out at the station of destination, specifications for Destination Pass Purchases will be applicable. It should be remembered that allowances must be worked out on the basic price excluding carrying charges, etc. payable to the seller.
- (f) Imported foodgrains-The Government Inspectors are not required to inspect these stocks as the Government of India do not allow any quality allowances. The receiving District Food Controller and his Foodgrains Supervisors also do not conduct an inspection for quality of these foodgrains. However, when the quality of grain and bags is considered abnormally poor, the Foodgrains Supervisor should draw a representative sample and send it to the Central Foodgrains Analysis Laboratory for analysis. The result of analysis is communicated by the Laboratory for analysis. The result of analysis is communicated by the Laboratory to the Director-General Food and Civil Supplies, the Foodgrains Supervisor and the District Food Controller concerned. The consignments from which the Foodgrains Supervisor may draw representative sample, should where possible be stored separate from other consignments in order to enable the Government Inspector to carry out super-inspection if necessary and to dispose of these stocks earlier.

4. Stocks moving from one Provincial Reserve centre to another center, will not be inspected by the Government Inspectors unless specially required by Headquarters to do so, when the Government Inspector conducts inspection of such consignments, he will intimate result to the District Food Controllers concerned with a copy to the Assistant Director Food (Inspection). Acceptance Notes and Weight Check Memos will not be prepared on the prescribed forms but results will be communicated through a letter. The Central Laboratory comes in only when the receiving Foodgrains Supervisor sends the sample finding the quality of the stocks to be abnormally poor. The Central Laboratory in such cases communicates the results of analysis to the District Food Controller, the Foodgrains Supervisor and the Director-General Food and Civil Supplies.

5. The Provincial Reserve stocks which will be inspected by Government Inspectors will consist of dispatched to other provinces and administrations including railways and the defense services. The movement of these stocks will take place on Despatch Pass Terms under orders of the Headquarter conveyed by the Assistant Director Food Purchase to the Government Inspectors, followed by a

statement of permits and an allocation order from the Provincial Reserve Office (Allocation and Movement). The Assistant Director Food Purchase will intimate the quantity to be dispatched, station of dispatch and other particulars and the Deputy Controller of Food Accounts will intimate the price of the grain and bags to be charged, which infact is generally incorporated in the Allocation Order. The inspection for weight, quality and bags of such stocks will be done on the same lines as for Despatch pass Purchases. Occasions may arise when local delivery is given at Provincial Reserve godowns, all other conditions remaining the same. Occasion may also arise when stocks purchase under dispatch pass contracts may be supplied to deficit provinces through the provincial reserve without the provincial reserve actually handling the stocks. In this case the seller will place goods at the station of dispatch to be dispatched direct to the recipient. The Government Inspector will carry out Inspection as usual but as there will be two rates for grain-one the contracted rate to be paid by provincial Reserve to the seller and the other provincial Reserve to the seller and the other Provincial Research rate to be charged from the recipient, two sets of Acceptance Notes will have to be prepared- one for the seller at the rate to be paid to him and the other for the consignee at the rate to be charged from him. The specifications for Despatch Pass Contracts will apply equally to purchases from sellers and supplies to be recipients through the provincial reserve inspection will be carried out only at one stage for working out allowances for both sets of acceptance Notes. It should be remember that allowances chargeable from the recipients must be worked out on the basic price given in the Allocation Order and the inspection fee will only be charged in the Acceptance Notes to be prepared for the recipient.

6. Stocks issued from the Provincial Reserve to the under mentioned will only be weighed by the local Provincial Reserve staff and the laboratory will not be concerned with their inspection at any stage:-

- (a) Stocks moving from Provincial Reserve to Provincial Reserve,
- (b) Supplies made to rationed towns.
- (c) Supplies made for District Demands, e.g., deficit areas either issued direct or through the wholesale Syndicates or retailers,
- (d) Supplies made under Controlled Distribution Scheme,
- (e) Seed supplied within the province or to deficit provinces unless specifically required under orders of the Director-General Food and Civil Supplies,
- (f) Supplies made to Refugee Camps,
- (g) Supplies made to Jails, and
- (h) Supplies made to Police.

7. Foodgrains supplied to deficit provinces and other administrations including the railway and defense will move on Despatch Pass Terms and inspection will be carried out at the station of dispatch exactly as laid down in Paragraph 5 of this part of the Chapter with the exception that (1) when goods are supplied by the trade under this head. The inspection fee will be charged from the buyer in the Acceptance Notes, (2) Despatches will take place invariably against export permits, and (3) in the case of consignment dispatched by the seller uninspected, inspection will be carried out by the consignee at the station of destination.

8. (i) Centrally Controlled Demands-These will be demands controlled from Headquarters to meet the requirements of—

- (a) Provincial Reserve,

- (b) Export including Defense.
 - (c) Railway,
 - (d) Jails and other departments within the province including Agriculture Department (for seed purposes only).
- (ii) District Demand –These demands will consist of--
 - (a) Demands from permit-holders of the local District Magistrate,
 - (b) Demands from the permit-holders of an importing deficit District Magistrate,
 - (c) In the case of wheat and barely only, demands from permit-holders of Roller Flour Mills,
 - (d) In the case of rice only, demands from permit-holders of an importing District Magistrate of Controlled areas who needs particular variety of rice from an exporting area.

All stocks of foodgrains procured under the Monopoly procurement Scheme and supplies under (i) and (ii) above, will be inspected at the place of supply or station of despatch just as stocks are inspected when taken into Provincial Reserve under Paragraph 2 above. It is important to note that all supplies made by Pucca Arhtis Associations an Authorised Rice Dealers are subjected to regular inspection and allowances except in the case of wheat and barley supplied by Pucca Arhtis Associations to meet local requirements.

INSPECTION OF FOODGRAINS

Part B

1. Method of Inspection—The inspection of foodgrains involves—
 - (a) Weighment of the consignment,
 - (b) Drawing of a representative sample,
 - (c) Classification of gunny bags according to their quality and condition, and their marking,
 - (d) Analysis of the sample in the Laboratory.

The unit for inspection purpose is ordinary a full wagon load or a consignment ordinary on the Broad – gauge of 200 bags and on the metre- gauge of 100 bags. If the stock is less than a wagon load or is of different qualities, supplied under different contract/ supply orders and loaded in the same wagon or offered in the same consignment, each such portion should be treated as a separate unit for inspection. The unit for weighment in purchases made by Bidding/ Share System will be the whole lot offered by each seller in one heap. There must be separate weighment and classification of bags and a separate sample for each unit. The weighment of mandi purchases will be carried out in the mandi exactly in accordance with these instructions by the Foodgrains Suopervisor concerned who will record the result on the chases. The Laboratory will have no concern with the weighment of consignment . the inspection for weighment, sample taking and classification of bags should be undertaken by the Government Inspector should be carried out just before loading. It is the duty of the Government Inspector to satisfy himself that only such stocks are loaded which have been inspected by him. On receipt of information that the goods are already for inspection the Government Inspector should see that he arrives at the place of inspection in time to avoid any wharfage and dummerage.

2.(A) Weighment of the consignment – Prior to taking up weighment the Government Inspector should satisfy himself that the scale to be used is correct. The following instructions in respect of (a) Platform Scale and (b) Beam scale, must be carefully observed.

- (a) Platform Scale.- (i) The platform scale must be perfectly level.
 - (ii) Before using the scale, see that it records correct weight. The scale should be checked for correctness by placing on the scale a 21/2 maunds weight duly stamped by the

Market Committee. After weighing about 100 bags the scale should be tested again by placing on it again tested weights.

(iii) The bags should be placed across the scale perfectly central with an equal overhang on each side.

(iv) The bags should never be weighed standing up as in this position the weight is not evenly distributed.

(v) The graduated arm of the scale should be in the centre of the stirrup and not on one side or the other, before weighing as well as during weighing, otherwise this can result in the knife edge being out of alignment.

(vi) The knife edges of the platform which rest in the cradle of the scale must be clean oil should never be used on a platform scale.

(vii) care should be taken that the cradle which carries the platform does not touch the ground.

(b) Beam Scale .-(i) In each pan of the scale 3 maunds tested weights and the equal quantity of foodgrain should be put. After this one of the pan should be down slowly to touch the ground and then to allow it to go up gradually. If the needle comes to the rest exactly at the proper point, the scale is correct.

(ii) To be more sure about the correctness of the scale, the pass along with weights should be transferred to the other end and the pan with the foodgrains to the place of weights. If the needles comes to rest at the proper position, the scale should be considered as correct.

(iii) To be still more sure, place 21/2 ounce weights in one of the pans when the needle is in position along with the weights in the pans, if the needle is disturbed from its resting point, the scale is correct.

3. After testing the scale in use at least 10 per cent of the bags in each consignment should be weighed. The bags should be selected for weighing from different portions of the stocks. The number of bags so selected should not be less than 10 even where the number of bags is less than 10, all bags should be weighed. If test weighing reveals excessive fluctuations in the weight of bags in order to arrive at the correct weight of the consignment, the Government Inspector may weigh a larger number should be recorded in the Weight Check Memo. In F.I. Form I (specimen attached). The weight of slack bags should be recorded separately under the column provided in the Weight Check Memo and should not be included in the test weighing. The weights of bags including gunnies recorded should be totaled and gross and net weights per bag calculated separately and recorded on the Weight Check Memo. All the seven copies of the weight Check Memo should be prepared at the time of actual weighing and results should in no case be recorded on any other paper. The tare weight should be taken at 1 seer 2 chharaks per bag unless otherwise intimated by Headquarters which should be deducted from the gross weight of the bags when working out net weights. The total net weight of the consignment should then be calculated. It should be remembered that any excess found in the weights of individual bags over the standard weight shall be taken into account in working out the average weight of bags in a consignment but the seller shall not be given the benefit of excess weight if the average weight of bags works out to more than standard weight per bag laid down in the contract terms. The only exception that has been made in this regard is that when supplies are made from the Provincial Reserve, the total weight actually found at the time of weighing will be charged for . The standard filling of bags is given in form F.P.C.-II, paragraph 7 of the pamphlet entitled, conditions of Foodgrains Contracts.' Deductions if made on account of moisture content should be clearly recorded on the account of moisture content should be clearly recorded on the Weight Check Memo. Generally the question of moisture arises only in the case of gram-dal should be dried for about 6 or 7 hours in the sun and the difference in weights recorded before and after sunning should be deducted. When stocks are consigned to Simla, Dharamsala and Kulu by trade on Destination Pass Terms a deduction of 8 chhataks per bag should be made as Moisture Allowance at the station of destination during the period from 10th July to 5th September. The bags actually weighed should be stenciled with the word 'W' and the slack bags should be stenciled with the word 'L' . The fact of uneven weight of bags should be recorded on

the Weight Check Memo. So that the recipient may take this point into consideration if he carries out any weighment at destination. However, discretion should be given to the seller to refill the bags or make them uniform in weight. Slack bags should not be accepted in any case when inspection is carried out at the station of dispatch place of supply or at the P.R. godowns. The seller, except in the case of Destination Pass Terms supplies, shall at his own expense afford to the Government Inspector all reasonable assistance to provide weighing scales, labour and any other such assistance as the Inspector may consider necessary for his inspection. This cost will be borne and all facilities provided by the buyer in the case of Destination Pass supplies at the station of destination.

4. (B) Drawing of representative sample--For the purpose of ascertaining quality of each lot (unit for weighment) under inspection the Government Inspector to obtain representative sample should select 10 per cent bags at random from different parts (middle and sides) of the stack. Those bags need not necessarily be the same as the bags selected for weighment. These should be opened down the full length of the seem and the sample drawn with a scoop about 9" long from three different parts (bottom, middle and top) of the bags. An equal quantity of grain should be taken from each portion of the bag and the total quantities taken from each bag should also be the same. The whole amount of the grain, drawn from the bags should then be thoroughly mixed in a plate or a thick cloth and from this a sample of 2½ seers drawn and put in the sample bag. The greatest care should be taken to see that no dust or other impurities are lost during the course of putting the sample in the sample bag. A sample slip duly written up at the spot in F.I. Form 2 in the case of all foodgrains (specimen attached) must be placed in the sample bag immediately. If the Government Inspector finds that the quality of grain in bags is not uniform, he should refuse acceptance, ask the seller to reheap the contents and make the quality uniform and take fresh sample. Special care is needed in the case of consignments of superior rice.

The sample drawn and placed in the sample bag should be sealed at the spot by two seals-one of seller if he is present and the other of the Government Inspector. In token of the representative character of the sample drawn by the Government Inspector, the Government Inspector will obtain the signatures of the seller or his representative on the sample slip if he is present. When the seller has no seal to put on the sample bag he should write the same on the sample slip. In such cases the following words should be got written from the sellers.

"I have no seal and I trust the seal stamped by the Government Inspector."

While affixing seals, the mouth of the bag should not be sown but should be folded side ways and tied with twine putting sufficient number of coils. Two knots should be put opposite each other on the circumference. The seals should then be impressed distinctly on these two knots. If the seller or his representative is not present then the second seal should also be put by the Government Inspector. The cloth of the sample bag should be of thick drill when obtained from other sources than the Head quarters. Sealed sample bag should in no case be handed over to the seller or his representative to carry it to the District Laboratory for analysis. Any particulars of the consignment from which bag otherwise the secrecy of the sample cannot be maintained.

The sample slip should be prepared in triplicate original to be placed in the sample, duplicate to be sent along with the Parcel Way Bill Receipt if the sample is booked by passenger train and taken personally by the Government Inspector to be District Laboratory, the Question of sending the duplicate copy by post along with the Parcel Way Bill Receipt to the Laboratory does not arise.

The method of drawing a sample for foodgrains purchased by the bidding/share System is slightly different. There will be only one sample for the total purchases of a day for each foodgrain. It should be drawn when the grain is filled in bags. The total number of bags purchased should be counted and a unit say of ten bags should be fixed for drawing a fixed quantity of grain say ½ seer. The sample thus drawn from different lots should be mixed up and representative sample of 2 ½ seers should be taken on the lines already explained in this paragraph. A sample slip for Ready Purchases has been described by Provincial Reserve and the same should be used by the Foodgrain Supervisor.

5.(C) Classification of gunny bags according of their quality and condition and their marking.- The seller will bag the 26 ½") To assess the value of the bags these shall be classified into the following 4 categories;-

“A-1” , brand new bags, “A-2” , new bags of which the colour has changed through long stacking at dispatching station, “B” , bags once used or slightly soiled and “C” , bags used for more than once but in fair condition. “A” , “B” and “C” Class bags shall be paid for at 2, to 6 and 9 annas per bag, respectively , below the contract price. Where bags are to be inspected at the station of despatch or at the place of supply or at P.R. godowns, the Inspector may reject any bags that are not new or not in good condition and the seller shall be bound to replace them. The Government Inspector should invariably reject bags which in his opinion are so bad that in transit grain is liable to leak out from them. This care should be specially exercised in the case of rice consignment and even doubtful bags should not be accepted. Mouths of the bags should be rolled over and properly stitched with not less than 14 stitches of double twine. In the case of rice bags the number of stitches should not be less than 16. when bags of quality other than B. Twill Nilidhari are supplied, the actual quality of the bags and size should be recorded on the weight Check Memo. When classifying the bags so that their price may be decided before making payment by the Headquarters Office. The Government Inspector should see that every bag is marked in ink with the relevant Supply Order or Contract Number and that rice bags are also marked with the variety of the rice. If in a wagon load any bag or bags (a) have not been so marked or (b) have been wrongly marked, or (c) Rs. 30 per wagon load, respectively will be imposed. The fact of wrong marking should be recorded on the Weight Check Memo. In the case of rice consignment the quality allowance will be worked out on the basis of the variety marked on the bags by the seller and not on the basis of the variety actually contained in the bags. The penalty imposed as per weight Check Memo. Should be carried to the Acceptance Notes to be charged from the seller.

6. (d) Analysis of samples in the Laboratory- The laboratory should have the following equipment:-

- (1) Analysis table, covered with zinc plate specially prepared for the purpose.
- (2) A balance, and weights of 1,000 grams,
- (3) A set of sieves for sieving the other outer dirt,
- (4) A set of spoons of different sizes,
- (5) Shallow plates or tins for the reception of outer dirt, etc.,
- (6) Chemical balance,
- (7) Enamelled rectified plates for analysis,
- (8) Knife for cutting up grams,
- (9) Magnifying glass,
- (10) Wooden Ruler,
- (11) Duster.

Before the analysis of the grain is conducted, the Government Inspector should see that all his apparatus, i.e. balance scale and sieves, etc. are neat and clean, and in perfect working order. The seal of each sample bag should be examined in the presence of the seller before opening if he is available. While at the time of actual analysis, the seller should not be present. In the case of wheat, maize, barley, gram and bajra, the method of analysis will be as under.

The contents of the sample bag should be emptied on the surface of the zinc-plated analysis table. The grain should be to one inch thick and evened out with a round ruler. Out of this well-spread layer, scoop out smoothly and weigh exactly 1,000 grams of grains taking care that no dirt is left at the surface of the table at the spot from which the grains are removed. Pour weighed grains (1,000 grams) over the set of three sieves (previously arranged in such a way that the sieve with larger holes comes over the top of those with smaller holes following, in the order of their sizes), agitate the sample thoroughly and thus strain out the fine dirt and oil seeds, etc., which come down to the lower plates as a result of complete straining. Other foodgrain and pieces of stone or dirt would be held up according to the sizes of different sieves. The top-most sieve would contain big grains, stones and other big sized foreign matter. Then all the sieves should be removed from the set and any stones, humps of clay sticks, stalks, straw and all extraneous matter except shriveled and other foodgrains should be removed by hand. Shriveled and other foodgrains should be removed by hand. Shriveled and other foodgrains so picked up should be mixed with the sieved grain. All these articles which pass right through the sieve are called outer dirt. This is weighed and the percentage worked out.

Dirt free grains are again to be laid and spread on the table so as to give a uniform appearance. 50 grams are to be taken out from different places with the help of a small spoon, care being taken to get as representative a quality as possible. Each grain from the sample of 50 grams is to be examined by the Government Inspector and sorted into various refractions as required in the specifications. The weight of the grains of each refraction is to be taken and the percentage of each worked out to give the analysis result. The result so worked out is to be noted on the analysis chits. F.1 Form 3 in the case of other foodgrains and F.I.R. Form 4. in the case of rice (specimen attached)

A copy of analysis results should be pasted with the sample slips and both should be put the sample bag after analysis.

The method of rice analysis is somewhat different

The percentage of outer dirt is to be worked out by taking 1,000 grams as explained above. Dirt free grains of rice should be spread evenly on the analysis table and 100 grams are to be taken out by spooning in such a way that the quality is representative. This 100 grams grain should be spread on the analysis table and 25 grams taken out by spooning from all over the surface. These 25 grams are to be put in an enameled black tray and the following refractions are to be sorted from this;-

- (1) Red grains, (2) damaged, Discolored Shriveled and Chalky grains, (3) Weevilled, (4) Paddy Nakoo, rice powder, (5) Half Hulled grains. The amount of each such refraction is to be weighed and their percentage worked out, the outer dirt percentage is added to paddy, Nakoo and rice powder percentage. Grains which have been left after separating the above refractions and which are sound and healthy are to be again spread on the analysis table and ten grams is to be sorted into full and broken grains of various types as laid down in the specifications for different varieties of rice. Percentages of these are to be worked out after weighment. The percentages of full

and broken grains should total 100, while percentages of red, damaged and other refractions should from another 100. The Government Inspector analyzing the sample is at liberty to take up a larger quantity for analysis if he considers that the analysis result based on a smaller quantity would not be altogether correct.

The Government Inspector should give the benefit of doubtful grains to the seller.

(7) if any seller is dissatisfied with the results of original analysis, he will be

Re-inspection and super-inspection on the complaints of the sellers permitted to get the sample re-analysed after making payment of Rs.5 into the Government Treasury under the Head as given in paragraph 12(Inspector Fee) and on presentation of the Treasury Chalan to the Government Inspector Incharge . The seller will be permitted to be present at the time of re-analysis. The results of re-analysis will be binding on both the parties. If the seller or his representative was not present at the time of drawing the first sample and desire subsequently a super-inspection by drawing a new sample, he will be allowed to do so but he will pay the actual cost to be determined by the Assistant Director, food (Inspection) plus Rs. 5 in advance in the Treasury under the Head mentioned above and produce Treasury Chalans before the Assistant Director, Food (Inspection). The result of super- inspection will be binding on both the parties as in the case of re-inspection. In both cases the Previous Acceptance Notes will be cancelled and prepared anew.

(8). Re-inspection and super- inspection is not carries out only on the complaints of the sellers as already explained in paragraph 7 above but also to exercise control and check over the staff of Government Inspector deputed in the field to carry out inspection. Re- inspection will be done by the Assistant Director, Food (Inspection), the central Food grains Officer (Inspection), the Assistant Food Controllers (Inspection) and the Supervisory Head Analyst or any other person specially deputed by the Assistant Director, Food (Inspection) for the purpose. This may be carried out either at the station of dispatch and re-inspection will prevail and if any material difference is detected between the results of the first and second inspections, these will be binding on both the parties in spite of the fact that supplies have been made on Dispatch or Destination Pass Terms. It should, however, be noted that where a difference up to 2 annas per maund is noticed between the quality results of the original inspection and siper inspection and re-inspection, it will be ignores in the case of wheat, barley, jowar, bajra and gram. As regards rice, this difference will be ignore up to 4 annas for inferior rice, 6 annas for medium rice and 8 annas for superior rice. In regard to weight a difference of 4 chhataks per bag will be ignored. This provision will equally operate in the matter of complaints from the sellers. When super inspection and re- inspection is carried out departmentally the seller will not be liable to pay any fee or cost as required in paragraph 7 above. If super-Inspection is carried out at the station of destination, the cost of labour and other facilities will be provided by the buyer (consignee) and if it is done at the station of dispatch, it will be met by the seller. When super- inspection is carried out in transit. The cost will be born by Government. Super- inspection will also be conducted on the complaint of the buyer (consignee) if it is made just on receipt of the consignment after carrying out weighment, etc. it will not be entertained in any case if it is lodged after 10 days of the receipt of the consignment at destination. The buyer shall store the disputed consignment separately and lodge his complaint by telegram. If the complaint turns out to be genuine, the results of the super-inspection will be binding on the buyer and the seller.

9. (I) acceptance Notice must be prepared and issued to all the parties concerned within two days of the inspection of the consignment on the prescribed form F. I. 5 for the other food grains and form F.I.R. 6 for rice (specimen attached). On the basis of results recorded on the Weight Check Memo and the Analysis Chits, Acceptance Notes should be prepared and calculations made very carefully y one of the Government Inspectors and checked by the Laboratory Incharge. Both should sign the Acceptance Notes. Before handing over the Acceptance Notes to the parties concerned, if they are present, signature should be taken of the receipt by them of the Acceptance Notes on the office copy of the Acceptance Notes. For signatures of sellers made in a language other than English full address of the seller should be given in English. Seven copies of the

Acceptance Notes will be prepared in two strokes and issued accompanied by one copy of weight check Memo as under:-

Six copies of the Acceptance notes will be issued one each to –

- (1) Seller,
- (2) Buyer,
- (3) Assistant Director, Food (Inspection),
- (4) Assistant Director, Food Accountants,
- (5) Controller of Food Accounts,
- (6) To be retained as office copy

As regards the seventh copy, this will be supplied to the Deputy Controller of Food Accountants when supplies are taken into Provincial Reserve or made from Provincial Reserve and made through them. When as a result of super- inspection or re- inspection any difference is found, revised Acceptance Notes giving the reason of their cancellation. Similarly if any form of the Acceptance Note is cancelled on any other account. Intimation should be given to the Headquarters Office. Ordinarily only one book should be used at a time, but in special cases when there is rush of work, more than one book may be used, it should, however, be, noted that the number of Acceptance Notes to be prepared and issued to different parties is liable to vary from time to time accordingly to the requirements of the parties concerned. If and when such changes are made, the same will be communicates.

(10) Copies of Acceptance Notes received in the Central Laboratory are checked and if any mistakes are detected in calculations, the same are communicated to the District Laboratory concerned. The Incharge of the District Laboratory should set such mistakes right by issuing corrigenda and intimate the same to the parties concerned so that necessary adjustments may be made by them in payments. The Central Laboratory is maintaining a register of all the Acceptance Notes received from District Laboratories on the lines these are maintained in the District Laboratories in Forms F.1. 7 in the case of other food grains and F.I.R. 8 in the case of rice (specimen attached). Similarly the inspection fee registers Form F.1. II (specimen attached) is also maintained at Headquarters in a consolidated form. It is, therefore, essential that the information and documents required to keep these registers up-to-date should be sent regularly and expeditiously.

11. The Laboratory Incharge or the Government Inspector deputed by him will undertake inspection of the stocks at the station of dispatch or place of supply or at the godowns as the case may be, promptly on receiving intimation from the buyer/seller/Clearing Agent/Commission Agents so as to avoid any delay or demurrage /wharf age which may accrue for want of timely inspection. If it is proved to the satisfaction of Headquarters that any Government Inspector has failed to attend to inspection in time in spite of previous intimation, he will be responsible for the consequences, where the Government Inspector in spite of such intimation or for want of such intimation is not expected to arrive at the place of inspection, the Foodgrains Supervisor in his absence will carry out inspection for weight, sampling and classification of bags and record the results on the forms prescribed by Provincial Reserve for the purpose. He will send a copy of the Weight Check Memo. And sample bag containing sample slip to the Incharge of the District Laboratory. All particulars of the consignment including R/R No. and Railway freight, etc., should be given on the sample slip by the Foodgrains Supervisor before placing it in the sample bag. The District Laboratory will prepare Acceptance Notes on the basis of inspection by Foodgrains Supervisor has been made to safeguard against delays in dispatches or in taking over deliveries especially at remote or out of the way places. Under the Monopoly Procurement Schemes, in small mandis consignments offered will be very small consisting in most cases of a few bags and inspection by Government Inspectors will not be commensurate with the expense involved. However, it must be noted that when a Government Inspector is available, inspection must not be done Foodgrains Supervisor, copies of supply and Disposal orders must accompany the Weight Check Memo, If not already supplies. When inspection is conducted by the Foodgrains Supervisor, the consignment should be stored separately if possible so that the Government Inspector may carry out super- inspection if he considers this necessary. It should particularly be noted that when stocks are supplies to deficit provinces or other administrations inspection should in no case be entrusted to the Provincial Reserve staff.

12. Inspection fee at the rate of Re. 1-4-0 per ton on gross weight , i.e., including the weight of gunnies and the contracted weight should be charged by the Government Inspectors in the Acceptance Notes on all consignments inspected by them, except that when supplies are taken into local Provincial Reserve or dispatched to other Provincial Reserve centres, no inspection fee is to be charged. When stocks are supplied under District Demands direct by the seller to the buyer, payment of inspection fee will be made by the seller to the Government Inspector in cash. The seller will in turn recover it from the buyer along with the other payment. The inspection fee recovered in cash will be credited by the Government Inspector in the local or the nearest Government Treasury under the Head “85-A – Capital Outlay on Provincial Scheme of State Trading-Grain Supply Scheme a –Schemes other than Rationing Schemes –wholly run by Government-4-Deduct-Receipts”. Three copies of the Treasury Chalans should be prepared, one copy to remain with the Treasury Officer, the second to be retained by the Government Inspector and the third to be sent to the Central Foodgrains Officer (Inspection) by name who after keeping record of the entries made in the Chalans will pass on the same to the Deputy Controller of Food Accounts. When supplies are made from trade and Provincial Reserve to deficit provinces including Army and Railways etc., inspection fee accounted for in the Acceptance Notes will be realized by the Clearing Agents and the Accounts Branch at the Headquarters (Deputy Controller of Food Accounts) respectively and credited into the Government Treasury under the Head and in the manner prescribed above. A consolidated account of the amounts recovered as inspections fee will be kept at Headquarters in the Accounts Branch.

To ensure that credits are made promptly, it would be seen by the Government Inspector incharge of District Laboratory that in the case of cash realizations the amount is credited into the Treasury or Sub- Treasury on the date of its receipts or on the following date at the latest. If inspections fee is realized at an outlaying place, the amount should be credited within 3 days of its receipts.

In token of cash recovery of inspection fee, the Government Inspector will issue an acknowledgement receipt only on the Receipt Form P.R. 24 (specimen attached) supplied for this purpose. One of the receipts will be issued to the seller and the other retained as office copy by the Government Inspector. The entries of the Chalans should also be made in the prescribed inspection fee register Form F.I.9 (specimen attached). The cash Book prescribed by the Accounts Branch for accounting credits and debits of inspection fees should be maintained and kept up to date.

13. At times sellers send calls to the Government Inspectors to reach certain stations of dispatch or place of supply for the inspection of their stocks, although no wagons have been arranged for loading or stocks are not ready for dispatch. On receipt of such calls, Government Inspectors pay visits to the stations or places of supply with the result that for these unnecessary calls Government has to bear loss by way of Traveling Allowance, etc., paid to the Government Inspectors. To safeguard against such unnecessary calls and to make the loss good to the Government, it has been decided to impose penalty at the rate of Rs. 5 per day thus wasted and to recover this amount from the sellers. When an unnecessary call has been made by a seller who has to supply stocks direct to the buyer under District Demands, this penalty will be realized by the Incharge in cash and credited into the Government Treasury in the same manner and under the same Head as provided under Para. 12 above. When goods are cleared through Clearing Agents, the amount of penalty will be charged for in the Acceptance Notes credit this amount in the Government Treasury in the same manner and under the same Head as in the case of inspection fee.

14. Foodgrain samples and sample bags should be retained by the Government Inspector for two months after analysis and after that sampled grain should be delivered to the local Foodgrains supervisor after securing an acknowledgement receipt in the prescribed register Form F.I 10 (specimen attached) for accounting of such quantities received in the provincial reserved. As up _____ to _____ date record of sampled grain and sampled bags should be maintained in the prescribed register mentioned above.
15. The district Laboratories have been equipped with the article required to carry out analysis. Furniture has also been supplied by the District. Food Controller for

the Laboratory office the Incharge of the District Laboratory should maintain a register of inventory of stock article prescribed for the purpose and enter in it all the stock article supplied to him

16. since these commodities have begun to be purchased and exported only recently specifications as approved by the Director – General, Food and Civil Supplies and issued under Memorandum No. 1660; CAL- (1)-49/30533, dated 28th December, 1948, respectively, will continue to be in force till any change is made and communicated.
17. the following statements required to be submitted by the Incharge of each District Laboratory should be sent punctually to the Central Laboratory:-

- (1) Daily statement showing dispatches to other provinces under Basic Plan, Form F.1. 11 (Specimen attached). This despatch statement will also be sent to other parties and officers as communicated , -vide Memorandum No. CAL-V-49/20333, dated 6th June 1949.
- (2) Weekly statement showing particulars, Form F.1. 12 (Specimen attached).
- (3) Consolidated Weekly diaries, Form F.1. 13 (specimen attached)
- (4) Fortnightly statement showing up-to- date record of sampled grains and sample bags, , Form F.1. 14 (Specimen attached).
- (5) Monthly statement showing penalties for unnecessary calls, Form F.1. 14 (Specimen attached).

18. ; i) Each Government Inspector is required to furnish security in the amount of Rs. 100 which will be credited by him in cash or in one of the forms of interest bearing securities detailed below or through a fidelity policy involving payment of monthly premiums :-

- (a) the Government securities other post office 5 years Cash Certificate,
- (b) Municipal debenturies,
- (c) Post Office 5 years Cash Certificate,
- (d) Post Office savings Bank pass Books,
- (e) Deposit receipts of any bank of repute.

The security deposits lodged in the Post Office savings Bank should be hypothecated in the name of the Director- General, Food and Civil Supplies. The amount of security receipts will be deposited with the Establishment Officer, Headquarters Office, Simla, and an agreement in the prescribed form (specimen attached) executed.

- (ii) The Incharge of the laboratory has been authorized to permit his Government Inspectors to proceed on leave up to two days in anticipation of the Headquarters consent.
- (iii) Government Inspectors working in the District Laboratories are responsible for their inspection in reports to the Assistant Director, Food (Inspection). They should also submit their diaries for each fortnight.

(N.B.- The forms mentioned in this enclosure will be found in Volume II of Provincial Reserve Manual.)

APPENDIX A

List of Provincial Reserve Circle and Centres

Name Of Circle	Name of Centre	Name of Circle	Name of Centre
1. Hissar	1. Uklana. 2. Jakhal. 3. Tohana. 4. Bhiwani. 5. Hissar. 6. Sirsa. 7. Dabwali. 8. Bhattu. 9. Adampur. 10.Kallanwali. 11.Budiadha. 12.Ding. 13. Hansi. 14.Loharu.	3. Ferozepore 4. Gurgaon	1. Ferozepore City. 2. Ferozepore Cantontment 3. 4. Bhucho. 5. Talwandi. 6. Makhu 7.Zira 1. Gurgaon. 2.Rewari. 3.Ballabgarh. 4.Farrukhnagar. 5. Palwal. 6. Pataudi. 7. Hodal. 8. Hidayatpur. 9. Badshahpur.
2.Ambala.	1.Ambala City. 2.Ambala antonment. 3.Kharar. 4. Kurali. 5. Morinda. 6. Rugar. 7. Jagadhri 8. Sadhaura. 9. Kalka. 10. Chamkaur.	5. Ludhiana.	1. Ludhiana. 2. Jagraon. 3. Khanna. 4.Bahadurgarh. 5. Barnala. 6. Tapa. 7.Rampur Phul. 8. Raikot. 9. Mullanpur. 10.Machhiwara.

APPENDIX A- contd

Name Of Circle	Name of Centre	Name of Circle	Name of Centre
6. Gurdaspur	1. Gurdaspur. 2. Pathankot. 3. Dina Nagar. 4. Dera Baba Nanak 5. Fateh Garh Churian. 6. Qadian. 7. Sri Har Govind Pur. 8. Batala. 9. Dhariwal. 10. Kalanaur. 11. Dorangia.	8. Rohtak- conelc 9. Jullundur	5. 6. Gohana. 7.Bahadurgarh. 8. Meham. 9. Mudlana. 1. Julundur. 2. Nawanshahr Doaba. 3. Phillaur. 4. Nurmahal. 5. Banga. 6. Lohian Khas. 7. Sha kkot 8. Nakodar, 9. Kartarpur. 10. Adampur

			Doaba. 11. Alawalpur. 12. Goraya. 13. Bhojpur.
7. Amritsar--	1. Amritsar. 2. Tarn Taran. 3. Patti. 4. Gehri. 5. Rayya. 6. Majitha. 7. Jandiala. 8. Sultanwind. 9. Mahu. 10. Khem Karan. 11. Chheharts. 12. Kairon.	10. Hosharpur-	1. Hoshiarpur 2. Garhshankar. 3. Mukerian. 4. Dasuya, 5. Tanda Urmar
8. Rohtak--	1. Rohtak. 2. Sonapat. 3. Sampla 4. Ganaur.	11. Kangra--	1. 2. Nagraon 3. Kulu.

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Name Of Circle	Name of Centre	Name of Circle	Name of Centre
11. Kangra conold,	4. Hamirpur. 5. Jawala Mukhl. 6. Nurpur. 7. Nadaun	12 Fazilka –conold. 13. Karnal--	12. Roranwala 13. Khul Khera. 1. Karnal. 2. Panipat. 3. Shahbad 4. Kaithal. 5. Samalkha 6. Ladwa 7. Goranda. 8. Kurukashetra 9. Tarori,
12. Fazilka--	1. Fazilka. 2. Gidderbaha. 3. Guru Har Sahai. 4. Barwala 5. Jallalabad. 6. Muktsar. 7. Abohar. 8. Malout. 9. Laduka. 10. Haripura. 11. Lakhewall.	14. Simla--	1. Simla 2. Dagshai. 3. Kotgarh.

APPENDIX 'B'

Form of Rent Deed for hiring of godowns

Place _____

Date _____

1. Owner (s) _____

(Name in block letters)

2. Tenant- The District Food Controller.

3. Building with particulars _____

4. Whereas Mr./ Messers _____

Owners (s) of the above property agree(s) to lend the same to the District Food Controller for the storage of Provincial Reserve foodgrain stocks on the terms and conditions specified below.

6. The owner(s) agree(s) to accept the rent of Rs. _____

(in words) on the basis of Rs. _____

(in words) per hundred bags storage capacity in countable form.

5. The owner(s) will receive payment from the District Food Controller either personally or through his/ their accredited agent. In case the rent is required by Money Order the money order fee will be deducted from the rent.

7. The owner(s) shall be responsible to keep the godowns fit for storage during the period it is with the District Food Controller. He/ They shall be responsible for annual or casual repairs considered necessary by the District Food Controller will have the option to effect these repairs normally after giving a month's notice to the owner(s) and in case of urgency a week's or even a shorter notice as the situation may demand. The expenditure thereof will be deducted from the monthly rent.

8. This deed shall be binding on the successors(s) of the owner(s) of the owner(s) of the godown or his/ their legal heir(s)

APPENDIX C

Form of agreement with Commission Agent or Association in connection with ready purchase in mandis and receipts of foodgrains from outside

(Exempt from stamp duty)

Place _____

Date _____ -

**GOVERNMENT OF THE EAST PUNJAB DEPARTMENT OF
CIVIL SUPPLIES (PROVINCIAL RESERVE BRANCH)**

1. Commission Agent

Association.

(Name in Block letters)

2. Government. The Director- General, Food and Civil Supplies, East Punjab Government.

3. Messrs _____

Agree to work as Commission Agents for Government on terms and conditions specified below for the purchase of

4. The Commission Agent shall be responsible for quality and quantity of the grains tendered. He shall see that the grain taken over is in accordance with the specifications laid down in the pamphlet "Conditions of Foodgrains Contracts" or attached to various contracts. In respect of purchases made in mandis from ready arrivals, the Commission Agent shall be liable to pay 25% of the quality allowances (on nonmutual basis referred to in the pamphlet above). In mandis where the share system of purchase is in force the Commission Agent will not be liable for any quality allowances. He shall be further responsible to arrange labour and to see that stocks are properly weighed and delivered.
5. For the services rendered, the Commission Agent shall be paid as follows :-
 - (i) Commission at Re. 0-8-0 per Rs. 100 or such other rate as may specified fixed by the Director- General, Food and Civil Supplies with reference to any particular kind of purchase.
 - (ii) Mandi charges at the rates approved by the Director General, Food and Civil Supplies for the mandis concerned.

6. The Commission Agent shall furnish to the Government a
Rs. 1,000

Security deposit of Rs. 2,000 (as may be determined in each

Rs. 3,000

Case) in the Savings Bank Account of Post Office hypothecated in favour of Director-General, Food and Civil Supplies, East Punjab Government. The Government shall have the right to forfeit the amount of security in part or in whole if any shortage or loss is found in the Government stocks under the charge of said Commission Agent jointly with the Foodgrains Supervisor or if he fails in the performance of the duties entrusted to him as Commission Agent or to liquidate any claim/ claims of Government against the Commission Agent. The Government Commission Agent shall thereupon be bound to furnish further security sufficient to make good the amount so appropriated. The security deposit shall not be payable to the Agent after the termination of this Agreement until the Agent's accounts have been finally accepted by the Government.

7. Any dispute arising out of the terms of this agreement or their interpretation shall be referred to the Secretary to Government, East Punjab, Civil Supplies Department, or to such other person as Government may, by general or specific order, nominate in this behalf and his decisions shall be final and binding on both the parties.

8. This agreement shall remain in force until terminated by either party by formal notice. The obligations of both parties shall thereafter continue until accounts have been settled which shall be as soon as may be after notice of termination has been given.

Director- General, Food and Civil Supplies
On behalf of the East Punjab Government

Commission Agents or Secretary.

_____/of
(Name) Manager

Association

APPENDIX D

BUYER'S GODOWAN DELIVERY PASS CONTRACT (Exempt from Stamp Duty)

Place _____
Date _____
Contract No. _____

GOVERNMENT OF THE EAST PUNJAB

DEPARTMENT OF CIVIL SUPPLIES

(For the account of East Punjab Government)

Wheat

Gram

CONTRACT

Barley

1. Seller-

(In block letters)

2. Buyer.- The Director- General, Food and Civil Supplies,
East Punjab (hereinafter called the Buyer)

3. Quantity- The seller agrees to sell and the buyer agrees to
buy(_____)

bags of wheat each containing
2mds. 28 srs. 14 chh. Net.

4. General grain specifications:-

(a) Admixture and quality_ The grain shall be of the 19 -5 crop and shall be in sound and merchantable condition, sweet, clean, wholesome and free from admixture of any deleterious substance, and from smut, stick, stalks, tiles, stomes, weevil, etc., and damaged or discolored grains. In addition to complying with these general grain specifications the grain shall conform to the specifications set forth in the attached schedule A, B and C relating to the contract and shall be liable to be finally rejected by the buyer at his option, if in his opinion even cleaning and mixing do not make it fit for acceptance.

(b) The Terms of Acceptance__ If the quality of the goods contracted be not equal in every way to the several conditions set forth herewith, the buyer shall have the right either_

- (i) to accept the goods on the scale of allowances laid down in the schedule relative to the contract; or
- (ii) to reject the goods and call upon the seller(s) to replace the goods or to replace the goods himself at current market rate; or
- (iii) to accept the goods and to reclean them at the seller's expense or to accept them at such extra allowances over and above the allowances laid down in schedule 'A' 'B' or 'C' relating to the contract as the buyer may fix.

In the case of (ii) and (iii) above the seller shall be liable to buyer for any loss sustained by the buyer, or in the absence of any loss, for damages for the mere breach of this contract. The seller shall not be entitled to any gain on repurchase under (ii) above

(c) In the event of the rejection by the buyer at the buyer's godown from any cause of any goods contracted, the seller(s) shall be bound to refund to the buyer forthwith any amount which the seller has received by way of purchase price or advance towards the purchase price together with all charges incurred by the buyer shall be entitled to retain the goods until the seller has paid any such amounts due from him, and if within 10 days of the delivery of notice of rejection at the last known place of business, or abode of the seller(s), the seller(s) shall not pay the amounts aforesaid, the buyer shall be entitled without further notice to the seller(s) after removing the goods outside the rationed area if they are in such an area unless otherwise permitted by competent authority) to sell the goods Privately or by public auction and to receive the sale- proceeds thereof and to apply the same to meeting the expenses of such removal, if any, and to the repayment of the amounts due from the seller (s) and if the sum so realized after deducting the commission for sale is not enough to cover the total amount due from the seller(s) the seller(s) will be liable to make good the deficiency. The seller(s) shall be bound to

remove rejected goods at his own expense and if the goods are in a rationed area shall be bound to remove them outside that area unless otherwise permitted by the competent authority.

5. Delivery- Delivery of all goods tendered under this contract shall be made in the buyer's godowns at-----, on or before-----

And the buyer shall not be obliged to accept deliveries of a of less than 200 bags at a time.

Should the seller fail to tender deliveries in full satisfaction of this contract within the stipulated period, the buyer shall have the right of—

- (i) canceling the contract in so far as this shall be unful- filled unconditionally or with such penalties as the Director of Food Purchases may impose;
- (ii) repurchasing any uncompleted portion at current market rates at the place of delivery;
- (iii) canceling the uncompleted portion and recovering thereon from the seller the difference in price between the contract rate and the rate prevailing on the date of cancellation at the place of delivery; or
- (iv) accepting the delievery subject to such allowances for late delievery as the buyer may prescribe.

The prohibition of export from Indian or State territory shall not relieve the sellor of the obligation to fulfill this contract.

7. The seller shall furnish a cheque on a scheduled bank in favour of the buyer at the rate of Rs. 2-8-0 per bag covering the quality to be supplied under the contract. The cheque should be endorsed as good for payment by the bank on which it is drawn. This cheque shall be held as security for the fulfillment of this contract. The amount of penalties or any other amount due from the seller as the result of action under clause 5 of this contract shall be recovered from this cheque. The cheque shall be returned when deliveries against this contract have been completed in accordance with the terms of the contract.

7. Gunnies ___ standard B-T will 21 lb . bags shall be used. For the purpose of assessing the value of bags they will be classified into A-1 (brand new), A-2 (new bags of which the colour has changed through long stacking) and c (bags used more than once but in fair condition).

A-1 class bags shall be paid for at Rs. _____ Per 100
(rupees _____), A-2

B and C class bags shall be paid for at two annas, six annas and nine annas, respectively per bag below the price stated above. The bags which are not acceptable to the buyer shall be rejected and replaced. The weight of the gunny bags will be accounted for at one seer two chhataks per bag.

8. Price- On all produce duly tendered and accepted under the conditions of this contract the buyer shall pay the seller for the same at the rate of Rs. _____ (Rupees _____ Per maund).

9. Inspection – the weights and samples shall be taken (gunny bags examined) at the buyer's godwons at _____

For the purpose of ascertaining quality and weight. The buyer shall have the option of-

(a) weighing the whole consignment or of taking an average weight as customary in taking weights bags more than one seer in excess of the stipulated weight not to be accepted in average weight.

(b) drawing samples in the manner considered desirable by him for the purpose of ascertaining by analysis the average admixture and quality

The sample shall be analysed at the buyer's laboratory. The seller will have the option of being present at the time of weighment, and sampling, but his absence will not prejudice the result. The buyer's weight and analysis shall be final and binding on the seller.

10. Method of payment- Payment of 90/95 per cent of the face value of the goods supplied shall be made at the buyer's agency at _____ and the balance after the grain has _____

been analysed and the bills checked in the office of the Director of Food Purchase, East Punjab.
Payment shall be made to _____ whose specimen signatures are given below.

11. Responsibility for executing contracts- the seller is to be entirely responsible for the execution of the contract in all respects in accordance with the terms and conditions specified in the contract notwithstanding any guarantee which the commission agent may have given for the fulfillment of the contract and not withstanding any approval which the Inspector may have given of the quality or weight of the goods or their packing, etc.

12. Claims – If the buyer shall have any claim or claims ascertained or otherwise against the seller under any of the conditions of this contract or any other contract made with the seller, he shall be entitled to retain, to the extent of that claim or claims, any monies which may be due by him to the seller against this or any other contract, and shall be entitled to appropriate such monies against such claim or claims.

13. Disputes- Any dispute arising under the contract (except as to matters the decision of which is specifically provided for by the conditions of the contract) shall be referred to the secretary to Government, East Punjab, Civil Supplies Department, or to such other person as Government may, by general or specific order, nominate in this behalf and his decision shall be final and binding on the parties.

Buyer
Director-General, Food and
Civil Supplies, East Punja,
On behalf of the East Punjab
Government

Seller

This contract is fully guaranteed by M/s P _____
(Commission Agents for buyer) who will be responsible for its due fulfillment by the seller in all particulars.

Commission Agents

Specimen signature of the person
Authorized to receive payments
Under this contract