

From

The Director,  
Food, Civil Supplies & Consumer Affairs Department, Haryana.

To

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

Memo No. FP-1-2018/6066  
Dated Chandigarh the 22.03.2018

**Subject: - Guidelines for procurement of wheat and coarse grains during Rabi Marketing Season 2018-19.**

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The procurement of foodgrains/coarsegrains on Minimum Support Price (MSP), during Rabi Marketing Season 2018-19 will be made to ensure that farmers get at least the price fixed by Govt. of India for their produce conforming to specifications. With a view to have speedy disposal of arrivals of foodgrains / coarsegrains in the mandis and to make the procurement operations a success, all concerned are given following information and guidelines: -

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

**(a). Wheat**

As per estimates of Agriculture Department wheat has been sown in an area of 25.23 lac hect. and its likely production would be about 117.80 lac MT, out of which about 80.00 LMT is expected to be procured on MSP by the procurement agencies.

**(b). Barley**

Barley has been sown in an area of 0.44 lac Hect. and its production is likely to be around 1.55 lac MT. It is expected that about 10,000 MT Barley might arrive in the mandis. In the event of market prices of Barley tend to fall below MSP, the State Procurement Agencies will affect its purchase on MSP in the mandis allocated to them.

**(c) Gram**

Gram has been sown in an area of 1.00 lac hect. and its production is likely to be around 1.09 lac MT. However, as per past experience the market prices of Gram generally rule higher than MSP, therefore, the necessity of its purchase on MSP may not arise. In case market prices of Gram tend to fall below MSP, Hafed will affect its purchase on MSP on behalf of Nafed.

**(d) Mustard**

In case price of Mustard fall below the MSP, Hafed will affect its purchase on MSP on behalf of Nafed. MD, Hafed will issue necessary guidelines, allocation of mandis and specifications prescribed by Govt. of India for the purchase of Mustard to his Distt. Managers.

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

**(a) Commencement of season**

The Procurement period is from 1<sup>st</sup> of April, 2018 to 15<sup>th</sup> of May, 2018.

**(b) MSPs of Rabi Crops**

The MSPs of various Rabi Crops fixed by Govt. of India for the RMS 2018-19 have already been circulated by Director Food & Supplies, Haryana vide letter No. FP-1-2017/24603 dated 23.11.2017. The commodity-wise MSPs fixed by GOI are as under:-

• Wheat	=	Rs. 1735/-per qtl.
• Barley	=	Rs. 1410/- per qtl.
• Gram	=	Rs. 4400/-per qtl.
• Masur(Lentil)	=	Rs. 4250/-per qtl.
• Rapeseed/Mustard	=	Rs. 4000/-per qtl.
• Safflower	=	Rs. 4100/-per qtl.

**Specifications of Rabi Foodgrains**

The specifications of Rabi 2018-19 are given as under:-

**Wheat shall:**

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

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

Foreign matters %	Other foodgrains %	Damaged grains %	Slightly damaged grains %	Shrivelled and broken grains %
0.75	2.00	2.00	4.00	6.00

**NOTE:**

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

4. Within the overall limit specified for damaged grains, ergot effected grains shall not exceed 0.05%.
5. In case of stocks having living infestation, a cut at the rate of Rupee Two per quintal may be charged as fumigation charges.
6. For weevilled grains determined by count, stocks containing weevilled grains in excess of 1% will be rejected. The rate of cut for weevilled grains will be @ Rs. 2 per quintal.

### **Method of Analysis**

As given in Bureau of Indian Standard No. IS 4333 (part I and II) 1967 and as amended from time to time except for weevilled grains, which are to be determined by count method.

**DEFINITIONS OF REFRACTIONS:** As contained in BIS Specifications No. 2813-1995 and as amended from time to time

### **Specifications of Barley**

Barley shall:

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

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

Foreign Matters %	Other Foodgrains %	Damaged Grains %	Slightly damaged & touched grains %	Immature and shrivelled grains %
0.75	5.00	3.00	8.00	8.00

#### Note

1. Within the overall limit of foreign matter, the poisonous weed seeds shall not exceed 0.5% of which Datura and Akra (*Vicia species*) shall not be more than 0.025% and 0.2% by weight respectively.
2. Moisture in excess of 12% and upto 14% is to be discounted at full value. Stocks containing moisture in excess of 14% are to be rejected.
3. For weevilled grains determined by count, stocks containing weevilled grains in excess of 1% will be rejected. The rate of cut for weevilled grains will be @ Rs.2 per quintal.
4. In case of stocks having living infestation, a cut @ Rs.2/- per qtl. may be charged as fumigation charges.

### **Method of Analysis**

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

**Definitions of Refractions:**

As contained in BIS Specifications N0. 2813-1995 as amended from time to time

**III. Arrangements made for procurement**

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

Four procurement agencies will affect purchase of wheat in the mandis allocated to them i.e. Food and Supplies Department (33%), Hafed (40%), Food Corporation of India (12%) and Haryana Warehousing Corporation (15%). The procurement agencies will make all necessary arrangements for the procurement of Wheat in the mandis allocated to them. The staff of these agencies will remain present in the mandis on the day allocated to them and they will affect purchase of wheat in the event of market price falling below the MSP.

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

During Rabi Marketing Season 2017-18, 382 mandis were made operative. During Rabi Marketing Season 2018-19, the arrangements for purchase of wheat have been made in 383 mandis. Agency-wise List of allocation of mandis has been circulated vide No. FP-1-2018/5980-82 dated 21.03.2018. The concerned heads of the procuring agencies in the State as well as in the Districts will ensure that all the mandis are inspected and are geared up for procurement well before the commencement of season so as to facilitate uninterrupted procurement operations. It may also be ensured that mandis are equipped with basic amenities such as drinking water, light, electric jharnas, pucca platforms and parking place etc. Arrangements for cleaning the food grains have been made in all the mandis. For this, CA, HSAMB has already made mandatory for all the arthias to have facility of electric fan, jharna, polythene covers, wooden crates and labour etc. If any of the mandi is lacking the basic amenities etc. that should be brought to the notice of Secretaries of Market Committees/Haryana State Agricultural Marketing Board or the Director Food, Civil Supplies Haryana promptly, who in turn will ensure that the facility is provided in the mandis immediately.

**(c). Packing material**

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

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

The State Government is committed to make the payments to the farmers within 48-72 hours. For this, sufficient cash credit limit is being arranged from Reserve Bank of India. The allocation of funds would be communicated to the State Procurement Agencies in due course of time. Each Procurement Agency will place sufficient funds at the disposal of their district heads for the purchase of foodgrains / coarsegrains to make the payment to the farmers.

Each arhtia, at the end of the season, must obtain a certificate from each of the farmers, to whom he has made payment in lieu of his crop that full payment (quantity of foodgrain sold and amount) has been received by him. The certificate would be kept in the office of concerned market committee for any future reference. The farmers would also have the

facility to receive the payment directly from the procurement agency. In such cases, BCPA would submit two bills. 1<sup>st</sup> bill will have details of such farmers and their crops. In the 2<sup>nd</sup> bill, which would be on the conventional lines, expenditure other than MSP of the crop for which farmer would be given direct payment, may also be added. Publicity for this should be made through all available means.

(e). **Billing-cum-Payment Agents**

For the appointment of BCPAs instructions are being issued separately. BCPAs will collect the bills from all the arhtias and prepare one bill of each day and will submit the same to the DFSC or to the concerned head of the agency for payment. The BCPAs will ensure timely payment to the farmers through arhtia, proper weighment of foodgrains, maintenance of proper accounts of foodgrains purchased, lifting the stocks from each kacha arhtia shop and storing the same at storage points. They will be paid commission @ 0.15 paise per 50 kg. bag. However, department of Food & Supply has decided to go for e-procurement, BCPA will be engaged on selected basis.

(f). **Labour & Transportation**

Labour and transportation contractors for the year 2018-19 have already been appointed in the mandis. For this, detailed guidelines/schedule have been issued. The concerned agency and district administration will ensure that the appointed contractors function smoothly during the year and bottlenecks, if any, is removed promptly.

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

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

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

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

**(i). Deployment of staff**

Each procuring agency will deploy sufficient staff in the mandis allocated to them before 1<sup>st</sup> of April, 2018 so that they may resume procurement operations as and when warranted by the situation.

**IV. Mode of Procurement****(a). Entering the mandis**

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

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

Correct, proper and complete maintenance of PR-1 register (arrival register) in each *mandi* is of paramount importance. It is necessary that all stocks of Wheat, Barley and Mustard brought in the *mandi* by the farmers are entered in PR-1 register with complete details of the buyers and also no heap is left unrecorded. The Inspector, Sub-Inspector incharge of the *mandi* should be advised to maintain record of all the entries and keep the PR-1 register upto date. Intelligent and experienced official should be assigned the task of the maintenance of this register. It will be the responsibility of the District Officers to ensure that the register is correctly maintained and completed at the close of the day, signed by the Inspector/Assistant Food and Supplies Officer, incharge of the *mandi* and by the concerned incharge of the agency (who have made purchases from the *mandi*), analyst and the representative of the Market Committee as well as Billing-cum-Payment-Agent in token of the correctness of the entries, especially the columns relating to the rate and the estimated quantity of each heap. The register should also be checked occasionally by the supervisory officers who happen to visit the *Mandi* during the procurement season. Such a register is also maintained by the staff of the Market Committees in which the entries of all arrivals are made. At the end of the day, the entries of both these registers should be got verified so as to keep an account of arrivals and procurement.

**(c). Purchase of Foodgrains/Coarsegrains**

- (i) Procurement Agencies will ensure that the farmers do not in any way get price lower than the procurement/support price if their produce conforms to specification. In case foodgrains stocks brought in the mandis by the farmers do not conform to the required specifications, they should be advised by the staff of the procuring agencies as well as the staff of the Market Committees to clean and improve its quality by applying double *jharna* or drying etc., so that the stocks reach the level of required specifications to ensure that they get full price for their produce. It is very important that the farmers are paid proper price and also provided full opportunity to improve the quality where ever necessary.
- (ii) It will be the responsibility of the Procurement Agencies to ensure that representative samples of Foodgrains/Coarsegrains are properly drawn every day in each *mandi* and analysed in order to determine that proper quality of wheat has been purchased. The right of pre-emption for making procurement of wheat should be exercised judiciously so that the interest of the farmers is fully protected and price of wheat does not fall below the support level.

- (iii) The Procurement Agencies must ensure that the procurement is made according to the specifications and by carrying out visual inspection of stocks, such inspection should be made by experienced staff in the mandis. The laboratory staff should also be actively associated with purchases in the mandis. The Head Analyst/Junior Analyst should be posted in big mandis and other mandis in the adjoining areas should be put under his charge as far as quality is concerned, to ensure purchases of proper quality foodgrains conforming to specifications.
- (iv) For the convenience of the farmers, two boards in Hindi indicating specifications of wheat and other foodgrains as laid down by Govt. of India and the price payable should be displayed at prominent and conspicuous places in each *Mandi*. In case of big mandis the number of such boards may be increased according to need.
- (v) It is necessary for the Procurement Agencies to exercise strict vigil and keep a watchful eye on all stages of operations so as to ensure that there are no malpractices or manipulations in the transactions of procurement.

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

- (i) Each Procurement Agency will ensure that the representative samples of food/coarsegrains are invariably drawn daily at 12.00 noon in each *mandi* and the same are analysed by the evening. For this purpose a register should be maintained in each *mandi* in which such samples together with the results are entered. The register should contain the following columns:-
  - a). Date
  - b). Time of drawing the sample.
  - c). Name of the Arhtias from whose shop the sample drawn.
  - d). Name of the farmer from whose stocks samples were drawn.
  - e). Estimated quantity brought by the farmers from which samples were drawn.
  - f). Result of visual inspection and price paid.
  - g). Result as per laboratory test and price payable.
  - h). Total number of samples drawn.
- (ii) The above register should be maintained in each *mandi* and should be made available for inspection to the visiting officers. It should be ensured that the representative samples are drawn every day by all the Procurement Agencies in each *mandi* in accordance with the above instructions. A report giving the details of the samples may also be sent to their respective headquarters. In the event of Procurement Agencies not having any expert staff, the technical staff of the Food, Civil Supplies & Consumer Affairs Department and Hafed will give a helping hand to them.

**(e) Check against unnecessary rejection of foodgrains in mandis**

- (i) Complaints are generally received in some cases that the stocks are rejected by the Procurement Agencies on the plea that these do not conform to the prescribed specifications and such stocks are purchased by the trade at very low rates and then passed on to the Procurement Agencies the next day or after a few days at the procurement prices. The District Heads of Procurement Agencies have to be very vigilant and take all steps to ensure that the farmers are not exploited in any way and there is no collusion of any kind between the procurement staff and the trade.

- (ii) Whenever the stocks are rejected by the Procurement Agencies it should be personally verified & checked by the in-charge of the mandi whether the stocks were actually not in accordance with the prescribed specifications and were rightly rejected and that these could not be improved either by cleaning or otherwise. Further, in order to ensure that the stocks rejected are really beyond the prescribed specifications, samples of all such heaps of wheat which are rejected by the Procurement Agencies should invariably be drawn and analysed in the District Food Grains Laboratory. A report about the rejected stocks showing interalia the name of centre, number of heaps rejected and their quantity with the name of farmers and his proper address as also the results of analysis may be sent daily to the office of Director Food, Civil Supplies & Consumer Affairs Department, Haryana.

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

- (i) Like previous years, a committee consisting of the following should be constituted in each *Mandi* to assist the Inspector, Food and Supplies/ Assistant Food & Supplies Officer as the case may be in correctly determining the quality of wheat especially in case of doubtful nature and to settle disputes/complaints connected therewith:-
- (a) Secretary Market Committee or his representative.
  - (b) A representative of the Billing-Cum-Payment Agents.
  - (c) A representative of the growers to be picked up daily from amongst the growers present in the *mandi*, in consultation with other members of the Committee. It would not be possible to have a specific person on the committee as he may not come to the *mandi* with the produce daily.
  - (d) Inspector, Food and Supplies or Assistant Food and Supplies Officer as the case may be.
  - (e) Local representative of the Hafed, HWC and FCI.
- (ii) In case where the quality determined by the Inspector Food and Supplies or the Assistant Food and Supplies Officer, as the case may be, is not acceptable to the farmers or there is any dispute about the rejection of any heap, the above committee would inspect the heap and give its decision about the acceptability of the heap. If the disagreement/ difference of opinion still persist, a joint sample of the heap should be drawn and got analysed. The farmers should, however, be given every opportunity to improve these stocks by cleaning etc. and satisfy himself about prices determined in such cases. It should be clearly understood that the committee would act only in an advisory capacity and responsibility of purchasing correct quality would be that of the concerned purchasing agency.

**(g) Filling of Bags**

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

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

- i) The stencilling of bags may be made in clean, legible, adequately bold and in fast colour. The following marking will be stencilled on each bag:-
- a). Food, Civil Supplies & Consumer Affairs, Haryana or the name of purchasing agency.
  - b). 2018-2019.
  - c). Name of mandi.
  - d). Name of kacha Arhtia.
  - e). F.A.Q. Wheat.
- ii). Govt. of India decision dated 25.10.2017 regarding colour coding for the bags to be used for RMS 2018-19 has already been circulated vide Director Food & Supplies, Haryana letter No. SB-5-2017/21731 dated 02.11.2017. However, the same is reproduced as under:-

It has been decided to adopt BLUE Colour coding for gunny bags for RMS 2018-19. The Colour coding will be in the manner indicated below:-

1. On every bag, there will be Color Coded strip/s for identification marking at a distance of about 150 mm away from any one side of the selvedge. Each strip will be width of **“04 threads running along the length of the Bag”** and shall be in **“RED”** colour. Single strip is to be printed for bags to be supplied through DGS&D/JCI. For open market supply to millers etc, two strips should be printed on both side of centre stripe as mentioned in para below.
1. Stencil or Branding as per indentors' requirements shall be in **“BLUE”** Colour.
2. Marking or stitching on the mouth of the bag after filling the grain will be done by the FCI/State Agencies in **“BLUE”** Colour.
3. For identification marking of marketing season, there will be colour coded strip/s on every jute bag. Width of each strip will be of 4 threads. Each strip will be running along the length of the bags and shall be in **“BLUE”** colour.
4. (i) Single strip is to be printed for bags to be supplied through the jute commissioner of India. This single strip shall be printed at a distance of about 150 mm away from any selvedge of the bags.  
(ii) for supply of jute bags Andhra Pradesh, Telangana, Tamil Nadu, Kerala and Karnatka through jute commissioner of India, an additional black colour strip will be printed on each bag at a distance of about 150 mm away from other selvedge of the bag.
5. for jute bags not purchased through jute commissioner of India, two strips shall be printed on each bag. Each of two strips shall be printed at a distance of about 150 mm away from the respective selvedge of each bag.

**(i) Stitching of Bags**

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

## V **Thrust areas during procurement**

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

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

### (b). **Inspection of mandis**

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

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

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

### (d). **Clearance of mandis**

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

### (e). **Direct Deliveries**

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

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

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

### (g). **Education of farmers**

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

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

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

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

**Joint Director  
for Director Food, Civil Supplies and  
Consumer Affairs Department, Haryana**

Endst. No. FP-1 2018/6067

Dated Chandigarh the 22.03.2018

A copy of the above is forwarded for information and necessary action to the following:-

1. The Chief Administrator, Haryana State Agricultural Marketing Board, Panchkula.
2. The Branch manager (NAFED) SCO 2-3, 2<sup>nd</sup> Floor, M.D.C, Sector-5 Panchkula.

**Joint Director  
for Director Food, Civil Supplies and  
Consumer Affairs Department, Haryana.**

Endst. No. FP-1 2018/6068

Dated Chandigarh the 22.03.2018

A copy of the above is forwarded for information and necessary action to the following:-

1. Joint Controller Food Accounts at Head Quarter.
2. All Officers at Head Quarter.

**Joint Director  
for Director Food, Civil Supplies and  
Consumer Affairs Department, Haryana.**

Endst. No. FP-1 2018/6069

Dated Chandigarh the 22.03.2018

A copy is forwarded to:-

1. Sr. Secy./M FCS&CA for information of Hon'ble M FCS&CA.
2. PS/ACS FCS&CA (for information of worthy ACS FCS&CA).
3. PS/D FCS&CA (for information of worthy D FCS&CA).

**Joint Director  
for Director Food, Civil Supplies and  
Consumer Affairs Department, Haryana.**