



Government of Haryana/हरियाणा सरकार

Directorate, Food, Civil Supplies and Consumer Affairs Department  
निदेशालय, खाद्य, नागरिक आपूर्ति एवं उपभोक्ता मामले विभाग

To

All the Deputy Commissioners,  
in the State of Haryana.

29 SEP 2020  
9461

Memo No. RP-1-2020/16233  
Dated Chandigarh the 26.09.2020

**Subject: Protocol for procurement of Paddy and Bajra for Kharif Marketing Season 2020-21.**

Reference on the subject cited above.

As you are aware that due to Covid-19 pandemic, state is going through an unprecedented situation and the KMS 2020-21 is to be commenced from 27<sup>th</sup> September, 2020. Under present circumstances its a herculean task for all of us to procure the paddy and Bajra produced by the farmers. In the previous KMS 2019-20, there were 195 purchase centers for purchase of Paddy and now this number is 198. As for purchase of Bajra there were 58 mandis and purchase centers which has now increased to 121. There are 21 mandis/purchase centers for procurement of Moong and for purchase of Maize 19 mandis/purchase centers in the State. This has been done to ensure the principle of social distancing and avoid crowding within mandis to contain the spread of Covid-19 pandemic as well as to ensure payment of minimum support price to farmers for their produce.

The protocol/procedure to be followed for this procurement is as under:-

**1. Role of the Deputy Commissioner**

- The DC shall coordinate and supervise all works in the district in connection with conduct of procurement of Paddy, Bajra, Moong and Maize during Kharif Marketing season 2020-21.
- To set up new purchase centre to ensure equitable distribution of procurement in the district. The list of allotment of mandis for procurement of paddy at Annexure-A, Bajra at Annexure-B Moong at Annexure-C and Maize at Annexure-D.
- The instructions regarding procurement and transportation of paddy are at Annexure-E.
- Issuing orders for posting of Procurement Officer (PO) and staff, as per requirement and imparting training to them. To ensure the good quality and accurate quantity of grain procurement, an Officer not below the rank of class II officer (preferably from the department of Agriculture, Irrigation, PWD B&R and Education) shall be posted at each procurement centre. An Accounts clerk shall also be deputed to work under the officer 10% reserve of officers shall be maintained to take care of contingencies.
- The Procurement officers need to be trained extensively before the start of mandi operations in all procurement relating activities. Deployment of 2 Saksham Yuva preferably computer literate shall be done at each purchase centre. VLEs working with CSC may also be used in mandi operations.
- Provision of adequate procurement material in all purchase centers.
- Providing Computers and other digital equipment for smooth functioning of E-Kharid portal in each purchase centre.
- Building awareness among farmers and other stakeholders about the new procurement system necessitated due to Covid 19 pandemic. The village



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wise list of farmer along with their schedule shall be prominer in all villages. Adequate publicity of the same shall be provided

- i. Requisition of vehicles for Procurement officer, police force officials.
- j. Mobilizing labour registered under MNREGS for Mandi operation
- k. The entitlement of delivery by the respective farmers for procurement be limited to a maximum of 8 quintals per acre (of average cultivation as recorded in the said "Meri Fasal Mera Byora" portal)
- l. Transportation of the procured grains should be planned properly so that the lifting arrangements are done timely.
- m. Combine Harvesters and their staff should be allowed with proper access
- n. DC shall inspect mandis and purchase centers at regular intervals and shall assist the senior officers sent by state government to conduct mandis and mandis procurements.

## 2. Role of the Superintendent of Police

- a. Ensure norms of social distancing at the procurement centre.
- b. Ensure setting up of Naka and check post to make certain that the scheduled farmer reaches the procurement centre. The nakas should be at adequate distance from the purchase centre so that there is no congestion at the gate of purchase centre. Planning of traffic coming to purchase centre need to be meticulously done.
- c. Ensure that no non-essential person enters the purchase centre.

## 3. Role of the SDO(C)

- a. To assist the Deputy Commissioner in coordinating and supervising all works in the district in connection with conduct of procurement of Bajra, Moong and Maize in Kharif Marketing season 2020-21.
- b. Ensure issuing of different colour coded passes to the various staff, i.e. mandi staff, Procurement agency staff, Arhatias and labour.

## 4. Role of the DMEO and Secretary Market Committee

- a. Ensure that Market Committee Officers/officials, DEO and SDO report to duty on 27<sup>th</sup> September, 2020 at their respective purchase centres.
- b. Ensure that all required process for issue of gate pass, record keeping, auction recording, exit pass etc is set up.
- c. Ensure that weighing machine, cleaning machine, sewing machine, tarpaulin flooring and moisture meters are available at purchase centres.
- d. Ensure that all basic facilities of light, toilets, drinking water, printer, sanitizer, masks and thermal printers are available at purchase centres.
- e. To provide list of Arhatias who will take part in grain auction at purchase centre. To ensure mapping of farmers, arhatias, purchase dates and dates to avoid any confusion in scheduling.
- f. Ensure display of the schedule of farmers coming every day.



- b. Ensure that Procurement Officer and other staff report for duty at their respective purchase centre on 27<sup>th</sup> September for procurement.
- c. Ensure that procurement is done according to FAQ norms.
- d. Suitably located weighbridges shall be identified for weighment during transit from purchase centre to storage godown. Inspectors, Legal Metrology will check these weighbridges for accuracy and reliability. The arhatias will ensure that his representative will sit at these weighbridges to avoid any weight related complication later. These weigh bridges will maintain working CCTVs and will keep the feed with them for at least 6 months
- e. Ensure that the payment by procuring agency will be done after receipt of grains at Storage point.
- f. A district call centre shall be established in each DFSC office to assist the Procurement Officer and staff. The state helpline number is 1800-180-2060.
- g. Vehicle shall be provided to inspection staff for easy access to different procurement centers. Mobility shall be ensured to provide timely assistance to Procurement Officers. Vehicles may be hired immediately.

**6. Role of the Purchase Officer (PO) for each purchase centre**

- a. To get themselves adequately trained in mandi operations in all procurement related activities.
- b. Bajra has to be purchased from the farmers who are registered on "Meri Fasal Mera Bayora" Portal of Haryana Government and invited through SMS by HSAMB for that particular day. Maximum limit of Bajra Purchased from a farmer is 40 qtl. per day.  
**Paddy** has to be Purchased through the Arhatia from the farmers who are registered on "Meri Fasal Mera Bayora" Portal and invited through SMS by HSAMB for that particular day.
- c. Ensure that farmers should have proper gate pass for his crop.
- d. Quality of paddy/bajra/moong/maize to be procured should be Fair Average Quality, as per the specifications prescribed by GOI. To assess the quality it has to be ensured that stock be placed in proper heap shape. The heap should be placed at pakka floor or on polythene covers.
- e. It should be ensured that stock is properly cleaned and foreign material, chaffs etc. should not be more than the permissible limit.
- f. The moisture content of bajra should not be more than 14% and for paddy it should not be more than 17%. To ensure correct recording of moisture, sample should be taken randomly at many places from the heap.
- g. After ensuring quality and moisture content, the approval to Purchase shall be given by PO. In case quality of stocks is not as per FAQ parameters, farmer may be advised to upgrade the same by way of cleaning. In case moisture content is more than the prescribed limit farmer may be advised to give Sun exposure to stock for drying.
- h. After PO's approval with regard to quality and moisture, the process of acceptance of crop will start. Thereafter the Arhatia in case of Paddy will issue gunny bags and ensure filling, weighing and stitching as per the specifications. Standardisation in respect of weight is very important.
- i. Thereafter necessary entry in E-Kharid Portal has to be made and J-Form and I-Form shall be generated by Arhatia. The J-form will be given to farmer and I-form will be given to procuring agency.

*Handwritten signature/initials*



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- J. Thereafter this bagged stock will be loaded into the trucks provided by the transport contractor nominated for that Mandi. A proper Release Order (RO) has to be issued by the Purchase Officer (PO) to allow the stocks to move from mandi to Godown. Thereafter truck shall be weighed on the Lorry weighbridge available in the Mandi premises or nearby. In case any shortage in weight is detected at this point, it shall be recovered from the Arhatia/representative of society respectively for Paddy, Bajra, Moong and Maize who has undertaken weighment of bags.
- k. Thereafter the stock has to be deposited in mills designated by procuring agency. In case stock found below FAQ the same will be returned by mill in charge of procuring agency and it will be responsibility of PO to ensure upgrading of stocks. Procuring agency shall not bear any expenditure incurred on account of upgradation or stock declared rejected.
1. The stocks will be again weighed at lorry weighbridge or nearby and Mill Acceptance Receipt (MAR) will be issued as per this weight. In case of any shortage, in the weight declared at first lorry weighbridge and MAR weight the same will be recovered from transport contractor. Purchase Officer will give approval to release payment to Aartiya/Cooperative Society as per MAR.
- l. It shall be responsibility of Purchaser to ensure proper reconciliation of Release Orders (RO) issued at Mandi level with Mill Acceptance Receipts (MAR). He shall be deemed responsible in case of non-reconciliation.
- m. The PO shall communicate the figures of daily purchase, lifting and closing balance and ensure that no pilferage or loss of purchased stock takes place.

Deputy Director (Procurement)  
for Director Food, Civil Supplies and  
Consumer Affairs Department, Haryana

Endst. No. RP-1-2020/16234

Dated Chandigarh the 26.09.2020

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

1. Managing Director, Hafed, Sector-5, Panchkula
2. The Managing Director, HSWC, Sector-2, Panchkula.
3. The General Manager, FCI, Haryana Region, Sector-4, Panchkula.
3. All the District Food and Supplies Controllers in the State.

Deputy Director (Procurement)  
for Director Food, Civil Supplies and  
Consumer Affairs Department, Haryana



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To

1. The Divisional Commissioner, Ambala, Faridabad, Gurugram, Hisar, Karnal and Rohtak.
2. The Managing Director, Hafed, Sector-5, Panchkula.
3. The Managing Director, HWC, Sector-2, Panchkula.
4. The Chief Administrator, Haryana State Agricultural Marketing Board, Sector-6, Panchkula.
5. All the Deputy Commissioners in the State.
6. All the District Food & Supplies Controllers in the State.

Memo No. RP-1-2020/ 16141

Dated Chandigarh the 15/09/2020

22 SEP 2020

\* Page No 9064

Subject:- Procurement of Bajra during Kharif Marketing Season 2020-21- Protocol/procedure to be observed/followed regarding.

Refer to the subject captioned above.

On a detailed careful consideration, the following protocol/procedure is being laid down by the Government to be observed/followed during the procurement of bajra during KMS 2020-21:-

1. The Hafed and HSWC shall procure Bajra on 60:40 basis on the Minimum Support Price of Rs. 2150/- per quintal declared by the Government of India.
2. Out of total procurement of Bajra 0.75 LMT will be distributed under Targetted Public Distribution System.
3. As per decision of Government of India the period of procurement of Bajra will be from 1<sup>st</sup> October, 2020 to 15<sup>th</sup> November, 2020.
4. All purchases shall be made on-line using the e-kharid portal.
5. The list of 108 mandies/purchase centres where Bajra shall be procured are being notified and allocated amongst the Hafed and HSWC.
6. All payments shall be credited electronically directly to the accounts of the respective farmers. The respective Banks authorized/empanelled to disburse the amount directly get their payment gateway integrated with the e-kharid portal.
7. Only those farmers who have been registered and verified on the 'Meri Fasal Mera Byora' portal shall be entitled to deliver their produce to be procured by the Agencies. The entitlement of delivery by the respective farmers for procurement shall be limited to a maximum of 8.00 quintal per acre (of acreage under Bajra cultivation as recorded in the said 'Meri fasal Mera Byora' portal).
8. Payment must be credited to the account of the respective farmers within seven working days counted from the date of auction (excluding the date of said auction-by taking it day '0'). Any delayed payment would make the respective farmer entitled to receive a further interest, on the value of produce so delayed, at the rate of 12% per annum of simple interest. The burden of this interest payment shall be borne by the respective agencies making the procurement.
9. Procurement shall be made in all 108 designated Mandis. However, should the need be new mandis may be added or declared for this purpose by the authority competent to do so.
10. Since during the course of registration on the 'Meri Fasal Mera Byora' Portal, the farmer has already been registered by giving all details of the land and since the same have also been verified by the revenue authorities, including patwaris separately, there would be no requirement for the farmers to bring and produce

GS Agri (bday)

17/9/20

MO, Hafed

MO, HSWC

M.D. M(S&T)

ACS Agri 20/25  
Date 17/9/20

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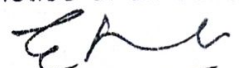


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Fard/Girdawari at the time of delivering their produce, as it would be a duplication, which may cause unnecessary hassle for the farmer. Production of such documents should not be insisted upon by the procuring agencies.

11. Any registered and verified farmer shall be entitled to bring in not more than 40 quintals of Bajra to the mandi on any appointed day. The respective Deputy Commissioner, in association with the HSAMB, shall ensure electronically communication to be sent to each registered farmer regarding the appointed date and mandi assigned to him with the total quantity of Bajra (to be brought in on the said appointed date) on the basis of verified registration. Care may be taken to ensure that, as far as practically possible, second rotation is availed by any farmer only when all the registered farmer have availed at least one opportunity to bring their produce in mandi.

These instructions may kindly be brought to the notice of all concerned for strict adherence.


  
Deputy Director (Procurement)  
for Director Food, Civil Supplies and  
Consumer Affairs Department, Haryana.

Dated Chandigarh the 15/09/2020

Endst. No. RP-1-2020/ 16142

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

1. PS/CS (for kind information of Chief Secretary, Haryana).
2. PS/PSCM (for kind information of Principal Secretary to Chief Minister, Haryana).
3. PS/APSCM (for kind information of APSCM, Haryana).
4. PS/ACS Agriculture (for kind information of Additional Chief Secretary to Government Haryana, Agriculture and Farmers Welfare Department).
5. PS/ACS FCS&CA (for kind information of ACSFCS&CA).
6. PS/DFCS&CA (for kind information of DFCS&CA).
7. JCFA. Hqrs

  
Deputy Director (Procurement)  
for Director Food, Civil Supplies and  
Consumer Affairs Department, Haryana.

No. RP-1-2020/