

**Guidelines for Selection and Functioning of WSHG/ SHG
Federation as Paddy Procurement Agent of OSCSC Limited/
Other State Agencies**

1. Selection of Purchase centre/ Market Yards

- a. Where any Gram Panchayat is not represented by PACS/ LAMPCS, WSHG/ SHG Federations may be appointed to procure paddy in that GP on behalf of OSCSC Ltd.
- b. Where a PACS is operating Paddy Procurement Centres (PPCs) covering more number of GPs and unable to manage them smoothly, some of such GPs may be entrusted to capable WSHG/ SHG Federation.
- c. The area of operation of the WSHG/ SHG Federation shall be clearly specified in the appointment orders. The area may include a full Gram Panchayat or specified villages of that GP.
- d. WSHGs/ SHG Federation shall procure paddy at Paddy Procurement Centres(PPCs) opened by them or they would be tagged to existing nearest market yards operated by Regulated Marketing Committees(RMCs). PPCs/ Market Yards shall have infrastructure like Office room for computerisation of paddy procurement, electricity connection, covered structure for storage of paddy, rest shade for farmers, weigh bridge/ weighing scale, moisture metre, analysis kits through concerned RMC & shall have all weather road connectivity. Besides, other equipment as prescribed by the Civil Supplies Corporation shall be made available by the RMC.
- e. Since a number of WSHGs shall procure paddy procure for the first time they may be tagged only to existing market yards operated by RMCs.

2. Selection of WSHG/ SHG Federation

- a. WSHG/ SHG Federations nominated for participation in Paddy Procurement should be of impeccable past record both in terms of activity and financial management.

- b. SHGs fulfilling the following parameters may be considered for selection as agents of OSCSC Ltd. for paddy procurement.
- i. WSHG/ SHG federation must have completed 2 years of existence.
 - ii. WSHG/ SHG federation should belong to the same GP where paddy procurement operations are being proposed. Preference may be given to WSHG/ SHG federation from GP headquarter village or nearby villages within 1 to 2 KMs radius, as they have to attend the market yards on daily basis & purchase/ delivery of paddy may go for late hours.
 - iii. The WSHG/ SHG federation must have an active bank account with regular monthly saving by WSHG/ SHG federation members.
 - iv. The WSHG/ SHG federation must have availed bank credit and should be regular with the repayment schedule. Due care shall be taken to access their financial position to procure paddy.
 - v. The WSHG/ SHG federation should have regular and systematic book keeping relating to Meeting register and updated Pass Book.
- c. The WSHG/ SHG federation shall procure paddy at PPC or RMC market yards. The RMC yard must have necessary electricity connection. The WSHG/ SHG federation shall have IT infrastructure (one laptop/ desktop, a printer and an inverter), internet connectivity and shall deploy a Data Entry Operator from among the WSHG member/ members of SHG federation. It shall avail a Digital Signature Certificate out of its own expense for transacting business in the digital mode under P-PAS (Paddy Procurement Automation System).
- d. Advertisement of Expression of Interest for paddy procurement through WSHG/ SHG federation shall be notified at the Office of the DSWO & at concerned Office of the CDPOs & shall be displayed at concerned AWCs for at least 15 days. The format for Expression of Interest by WSHG/ SHG federations is enclosed herewith as

Annexure-I. This shall also be shared with the Block Level Federation.

- e. The Sub-Division Level Committee comprising Sub-Collector, DSWO, ARCS, ACSO, concerned CDPOs, concerned BDOs/ Tahsildars, Inspector of Supplies of the concerned blocks and Mission Shakti officials will examine the received Expression of Interest of WSHG/ SHG federations (format enclosed as **Annexure-II**) and recommend the suitable WSHG/ SHG federations.
- f. The District Level Committee comprising PD, DRDA, Sub-Collector, DSWO, CSO, DRCS, LDM and District Mission Shakti Officials, will examine the recommendation of the Sub-Divisional committee and recommend for appointment.
- g. Collector may appoint WSHG/ SHG federation recommended by the District Level Committee under paddy procurement for a specified area. The District Collector shall have discretion to review the recommendation and may take appropriate decision in selecting suitable WSHGs/ SHG Federations.

3. Registration of WSHGs to Procure Paddy

- a. District Managers of OSCSC Ltd. shall enter into a tripartite agreement with the WSHG/ SHG federations & DSWO for engagement of WSHG/ SHG federations in Paddy procurement. The signature of the President/ Secretary of the WSHG/ SHG federations on the agreement shall be authenticated by the DSWO.
- b. Training shall be given by the CSO-cum-District Manager to the DSWO, concerned CDPOs, Members of the WSHG/ SHG federations and DEO on FAQ specifications of paddy, MSP, operations at Paddy Procurement Centres, handling of equipment's and online transfer of MSP dues
- c. Selected WSHG/ SHG federation shall have PAN card (under Income Tax), required to avail DSC (Digital Signature Certificate), which is prerequisite to operate P-PAS (Paddy Procurement Automation System) for procurement of paddy.

- d. One DEO (Data Entry Operator) shall be engaged, from among the WSHG/ SHG federation members or a woman having proficiency in computer operation to operate purchase through P-PAS & procurement data uploading in the FS & CW Department website.
- e. One Laptop with printer and inverter for power back up, internet connectivity are required for on-line & off line paddy procurement.
- f. The WSHG/ SHG federation shall register themselves on the website of the FS & CW Department (foododisha.in) with the assistance of the CSO-cum-District Manager and then conduct farmer registration activities for each procurement season under guidance of the CSO-cum-District Manager. They shall collect fresh applications from new farmers and renew registration of existing farmers of villages/ GP allotted through a web-based software application called Farmer Registration. Purchase Officer and DEO of WSHG/ SHG federation shall be trained by OSCSC on FAQ specifications of paddy, MSP, operations at Paddy Procurement Centres, handling of equipment and online transfer of MSP dues.
- g. On priority they shall be linked to banks and Mission Shakti Loans shall be disbursed to them to enable them to have working capital.

4. Migration of Farmers' Data

CSO shall ensure that the data of registered farmers be migrated from PACS to respective SHG/ federation. The registered farmers of the earmarked GP or earmarked village shall be migrated from the PACS to respective WSHG/ SHG federations appointed for concerned GPs by the CSO-cum-District Manager & DRCS. On migration of farmer's data, WSHG/ SHG federation can procure paddy from the registered farmers.

5. Procurement Operation

- a. WSHG/ SHG federation shall procure paddy from farmers registered on the website of FS & CW Department, as per the surplus paddy available with them. The WSHG/ SHG federation shall not procure

- more than the quantity of paddy authorised to purchase by the Collector/ CSO.
- b. The quality check of paddy to be procured as per the FAQ (Fair Average Quality) will be done by the concerned RMC officials.
 - c. Procurement related transactions shall be recorded through a Web-based software application called Paddy Procurement Automation System (P-PAS).
 - d. The OSCSC shall credit the MSP for the paddy procured by the WSHG/ SHG federation from a registered farmer direct to the farmer's bank account through payment gateway of Odisha State Cooperative Bank at Bhubaneswar.
 - e. The President/ Secretary of the WSHG/ SHG federation shall act as Purchase Officer for procurement of Paddy and upload advice online for payment of MSP dues for paddy procured from a registered farmer on the same day of purchase.
 - f. The Paddy procured shall be handed over to the custom miller or his authorised agent tagged to the WSHG/ SHG federation on proper acknowledgement through a document which is system generated and called Transit Pass-cum-Acceptance Note.
 - g. DSWO shall be the Nodal Officer for purchase of paddy through WSHG/ SHG federations in the district. CDPO as well as Inspector of Supplies having jurisdiction shall be monitoring officers in respect of WSHG/ SHG federations procuring paddy.
 - h. WSHG/ SHG federation shall follow Operational Guidelines of OSCSC Ltd. setting out norms/ procedures for conduct of procurement by WSHG/ SHG federations.
 - i. Paddy shall be procured in RMC Yard only. WSHG/ SHG federation shall ensure, in coordination with RMC, that required equipment and materials such as tarpaulins are available at the Paddy Purchase Centres (PPCs) or Mandis operated by them. The secretary, RMC concerned shall provide all the necessary equipment to the WSHG/ SHG federation for conducting procurement operations.

- j. The RMC concerned shall provide minimum amenities, like drinking water, toilet and rest shed with seating facilities to the farmers.
- k. Mandi Handling Operations in the PPCs and payment of charges thereof shall be regulated as per the rates decided by the OSCSC Ltd.
- l. WSHG/ SHG federation shall ensure proper maintenance of records and registers (prescribed by OSCSC) in connection with purchase of paddy from farmers.
- m. WSHG/ SHG federation shall be paid commission and Mandi Labour Charges (if actually performed) at the rates fixed by OSCSC Ltd.
- n. Collector may form a district level committee comprising CSO, DSWO (as convenor), DRCS/ ARCS and secretary, DCCB to resolve difficulties noticed in operation of WSHG/ SHG federations in paddy procurement activities.
- o. MD, OSCSC is authorised to prescribe additional guidelines to facilitate participation by WSHG/ SHG federations in procurement operations.

6. Activities at Purchase Centre

- a. On arrival of paddy as per the Token Slip, paddy shall be unloaded by the farmers at the purchase centre.
- b. Sample of paddy shall be drawn & quality analysis shall be made by the RMC staff & FAQ (Fair Average Quality) paddy shall be purchased.
- c. Weighment of paddy shall be made & Purchase-cum-Vendor receipt shall be generated.
- d. Mandi handling charges shall be borne by the WSHG/ SHG federations, to be reimbursed by the OSCSC Ltd.
- e. On procurement of paddy, Transit Pass-cum-Acceptance Note shall be generated and paddy shall be delivered to tagged Custom Millers on that day.

7. Supervision & Monitoring

Since WSHG/ SHG federation will be procuring Paddy for the first time in the market yards, a team of officials consisting of Tahasildar/ BDO, CDPO/ ICDS Supervisor, Marketing Inspector & other officials shall be earmarked for each purchase centre to guide & support them.

They will interact with the WSHG/ SHG federation members & will solve all issues pertaining to procurement.

If WSHGs/ SHGs federations do not work as per prescribed norms or where unauthorised persons/ male family members are employed by WSHGs to conduct operations, they will be debarred from the procurement process.

8. Documentation / records

- a. One Farmers Control Register shall be maintained at the purchase centre to regulate arrival of paddy as per handling capacity of the purchase centre. Format is enclosed as **Annexure – III**.
- b. One Welcome Farmer's Register shall be maintained to indicate the token availed by farmers, arrival of paddy. Format is enclosed as **Annexure – IV**.
- c. Token slip to farmers shall be issued as per the farmer's control register through P-PAS. During issue of Token slips due care shall be taken to verify the ID proof of the farmers & to verify their Bank account to avoid mismatch for transfer of MSP (Minimum Support Price). One copy of token slip shall be retained by the WSHG / SHG federation.
- d. On purchase of paddy, Purchase-cum-Vendor receipt shall be generated and one copy shall be given to the farmer & one copy shall be retained.
- e. Procured paddy shall be delivered to Custom Miller on generating Transit Pass cum Acceptance Note by the WSHGs. One copy shall be handed over to the Custom Miller & paddy shall be delivered, one copy to the CSO-cum-District Manager. One copy is to be retained by the WSHG/ SHG federation.

- f. Copy of the Token Slip, Purchase-cum-Vendor receipt & Transit Pass-cum- Acceptance Note shall be kept at separate arch file & documents maintained chronologically for further reference.

9. Settlement of Mandi Handling Charge & Commission on Procurement of paddy

Handling charges & commission on procurement of Paddy will be paid to the WSHG/ SHG federation on monthly basis. Claims shall be raised by the WSHG/ SHG federation based on the Transit Pass cum- Acceptance Note. OSCSC Ltd. shall settle the claim within 15 days of raising of bill by the WSHG/ SHG federation in their bank account.


**Commissioner-cum-Director,
Mission Shakti**


**Commissioner-cum-Secretary,
Food Supplies & Consumer Welfare
Department**

Office of the DSWO

Model Advertisement for inviting Expression of Interest for becoming Agents of OSCSC for Paddy Procurement.

No _____

Date:

Interested WSHGs / SHG federation having willingness and aptitude for becoming agents under OSCSC for paddy procurement, are invited to submit their proposal before the DSWO or concerned CDPO in the mentioned below format within 15 (fifteen) days of this advertisement i.e. by _____ for becoming agents under OSCSC for paddy procurement. WSHG / SHG federation shall be considered for Procurement of paddy of the same GP.

Signature of the DSWO

Date:

Format

1. Name of the WSHG / SHG federation: _____
2. SHG / SHG federation Address: Village _____ Post Office

 GP _____ Block _____
 District _____ PIN _____
 ICDS Project _____
3. Year of Formation: _____
4. Present livelihood activities undertaking: _____
5. Savings Bank Account Number: _____
6. Bank and Branch Name: _____
7. Funds available in the Savings Bank Account: _____
 - (a) Regular Saving (Yes/NO)
 - (b) Amount of savings in Rs.
 - (c) Whether Loan taken (Yes/No), if yes, mention the number of times
loan availed
 - (d) If availed, Amount of Total Loan (in Rs.)
 - (e) Amount of total loan repaid (in Rs.)
 - (f) Mode of loan repayment (Regular/irregular)
 - (g) Maintaining meeting Register (Yes/No)
 - (h) Cash Book maintained (Yes/No)
8. Contact No: _____

Signature of the authorised person
of the WSHG / SHG federation
Date:

Acknowledgement

Received the Expression of Interest from _____ SHG / SHG
federation, Village _____, on date _____ for agents under OSCSC
for Paddy Procurement at the GP level.

Signature of the DSWO / CDPO / Authorised Signatory
Date:

Annexure - III

Farmer's Control Register

Sl. No.	ID Proof	Name of the Farmer	Date	Time	Expect Bags
1					
2					
3					
4					
5					

Annexure - IV

Welcome Farmer's Register

Sl. No.	Token No.	ID Proof	Name of the Farmer	Date	Time	Expect Bags
1						
2						
3						
4						
5						

Annexure-II

Comparative Statement of WSHG / SHG federation for Paddy Procurement

Name of WSHG /SHG federation	Name of Block	Name of GP	Name of Village	Date of formation	Bank Name	Branch Name	Bank Account Number	IFS code	Regular Saving (Yes/NO)	Amount of savings in Rs.	Whether Loan taken (Yes/No)	Amount of Loan in Rs.	Amount of loan repaid in Rs.	Mode of loan repayment (Regular/irregular)	Maintaining meeting Register (Yes/No)	Cash Book maintained (Yes/No)	Remarks (Interested)
I	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18