

Government of West Bengal
Food & Supplies Department
11A, Mirza Ghalib Street, Kolkata – 700 087

No. 2940- FS/Sectt/Food/4P-06/2020

Dated, Kolkata, the 7th December, 2020

ORDER

Sub : Timely submission of bills by Rice Millers and standardization of Muster Roll

The CMR Agencies, working with the Department in paddy procurement have time to time referred the issues of delayed submission of Bills by the Rice Mills. It has been noticed that some of the Bills of KMS 2018-19 have also not been submitted by the Rice Mills even after repeated reminders from the end of the CMR Agencies.

Now, in order to overcome this issue, the empanelled Rice Mills are hereby required :-

Submission of bills

1. To submit the Bills of KMS 2018-19 within 31st December, 2020, failing which the paddy for KMS 2020-21 will not be dispatched to them on or after 15th January, 2021, and,
2. To submit the Bills of KMS 2019-20, against the WQSCs already received by them till 31.12.2020, within 15th January 2021, failing which paddy for KMS 2020-21 will not be dispatched to them on or after 1st March 2021.
3. To submit the Bills within 15 days of the receipt of the WQSC failing which rice mills will be deactivated from the portal and will not be delivered any paddy, if any report is received from the CMR agencies by the DDPS. CMR agencies are also requested to inform DDPS regarding such default within 15 days of such default.

Muster Roll

1. In addition to that, the CMR agencies shall also instruct all purchasing Co-operatives, Sanghas or Mahasanghas of SHGs and FPOs/FPCs to use only the Standardized Format of Muster Rolls for CMR agencies (Format enclosed). Muster rolls shall be prepared in three copies.
2. DCF&Ss should request CPCs to use only the Standardized Format of Muster Rolls for CPCs (Format enclosed).
3. Adequate nos. of Muster Rolls should be provided at each purchase centers.
4. Co-operatives, Sanghas or Mahasanghas of SHGs and FPOs/FPCs should be directed to scan and upload the original Muster Roll in the Standardized format, in the procurement portal on daily basis, in PDF format.
5. Facility for uploading the scanned copy(pdf) of muster roll against each day has been introduced in the portal.
6. The Muster roll can be viewed by District Officials(DCF&S and District officials of CMR agencies) in their log in. This should be seen and checked on daily basis by them. Any anomaly may be informed to the respective purchase officers for rectification. Facility will enable the purchase officers to rectify the muster rolls, if required, for re-uploading once more for a particular date.
7. This facility of Muster Rolls will be useful document for making payments to the farmers and for verification before releasing payments to all stakeholders (Farmers, Co-operatives, Sanghas or Mahasanghas of SHGs and FPOs/FPCs and Rice Millers) connected with paddy procurement.
8. All authorities may work upon this uploaded Muster Roll without waiting for the hard/ physical copy of the same. It will ensure faster payments to the farmers and commission to the Societies/ SHGs/ FPOs/ FPCs and will also enable the Rice Mills to get their payments on milling charges, etc. without delay.
9. All the in charges of the purchase centres shall be responsible for the authenticity of the quantity, details of the farmers selling the paddy. Therefore they must apply all care and precautions at the time of purchase and preparation and uploading of the Muster Rolls.
10. The CMR agencies and purchase officers should also make appropriate arrangements for ensuring the proper delivery of the paddy to the authorised representatives of the Rice Mills and obtain a receipt against the paddy handed over to them for their own records. They should verify the receipt on daily basis against the paddy handed over to the rice millers from the portal. In case of any discrepancy, they should sort it with the rice mills immediately.

This is issued in addition with the clause 7, 10 and 16 of the Procurement Order no. 2586-FS dated 13th October 2020, with approval of the Competent Authority.

Annexure: Copies of the Standardized Muster Roll for CPC and CMR agencies


Joint Secretary

Food & Supplies Department
SUPARNA KUMAR ROY CHOUDHURY
WBCS (Exe.)

Joint Secretary
Food And Supplies Department
Govt. of West Bengal

No. 2840/1(15)-FS/Sectt./Food/4P-06/2020

Dated, Kolkata the 7th December, 2020

Copy forwarded for information and necessary action to:-

1. The Managing Director, BENFED.
2. The Managing Director, WBECSC Ltd.
3. The Director of DDP&S, Food & Supplies Department.
4. The Additional Secretary (Reforms Cell), with a request to devise the paddy procurement software so that the Muster Roll may be uploaded in the system by the Purchase Officers on daily basis. Facilities of checking as well as rejection of the defective Muster Roll shall be there with the upper level users so that the same may be rejected and correct copy may be uploaded.
5. The Special Secretary (Budget & IT), Food & Supplies Department.
6. The Director of Finance, Food & Supplies Department.
7. The Managing Director, PAMCL.
8. The District Magistrate (All except Kalimpong).
9. The CEO, CONFED.
10. The Branch Manager, NAFED, Kolkata.
11. The Branch Manager, NCCF, Kolkata.
12. The P.S. to the Hon'ble Minister-in-Charge, Food & Supplies Department.
13. The District Controller of Food & Supplies, (All except Kalimpong) with a direction to pass instructions to the P.O./D.O.s to upload the original Muster Roll in the paddy procurement portal on daily basis.
14. The P.A. to the Secretary to the Govt. of West Bengal, F & S Department.
15. The President, Bengal Rice Mills Association.


Joint Secretary
Food & Supplies Department