

IMMEDIATE/MOST IMPORTANT
PROCUREMENT OF RABI CROPS

From

The Chief Administrator,
H. S. A. M. Board,
Panchkula.

Circular No. 61

To

1. All the ZAs, ZMEOs, DMEOs and the Executive Officer-cum-Secretaries, Market Committees in the State.

Memo. No. M.E.-I-A-II-2015/ 18868 - 19003
Panchkula, dated the 02/03/15

Sub: -Procurement of Rabi crops-Arrangement thereof.

These instructions have been reframed. All the address must read them carefully, since their compliance shall be closely monitored by the Chief Administrator himself.

As you are aware that season for procurement of Rabi crops is at hand. You are, therefore, directed to take the following steps in order to ensure proper procurement of **Rabi** crops:-

1. ENFORCEMENT

1. You will ensure that the auction is conducted twice in a day i.e. at 10.00 A.M. and 3.00 P.M. The auction should be conducted from both the sides of the mandi simultaneously at both the timings.
2. The field offices of ZA, ZMEO, DMEO and Market Committees shall remain open on all the holidays i.e. Saturday/Sunday and Gazetted holidays during this Wheat /oilseed procurement season. Staff of the Market Committee shall remain present in the mandi round the clock. They will

not leave their headquarter without prior permission of the D.M.E.O concerned. Movement register of all the employees of the Market Committee shall be properly maintained.

3. Gate pass for arrival of Wheat/Oilseed etc should be properly issued at the gate and proper entries be made in 'H' register. The concerned SMC shall ensure that all these gate passes & 'H' register entries are fed into the centralized data base by M/s Wee Excel who have been hired to do this job. No laxity will be tolerated in this regard.

4. Daily dispatch of purchased quantity of Wheat/Mustard etc will be ensured by you so that adequate space is available in the mandi for unloading of fresh crops. You shall remain in touch with the procuring agencies/ nodal agencies and Distt. Administration and also the Board Administration regarding lifting of the wheat & localizes.

5. The mandis should be cleaned thoroughly after procurement operations at the end of each day in addition to the existing cleanliness measures.

6. The Market Committee shall maintain its own stacking register of stored agricultural produce by the agencies /dealers in the notified market area. If any Agency wants to store on open plinth or covered shed proper agreement must be executed with the concerned agencies before allowing these to stack their agricultural produce. Else they should not be allowed to stack any produce on the HSAMB platform.

7. You should ensure that the weight of Wheat and other crops is recorded only in words and not in figures in the 'H' register of Market Committee and Arhtias.

8. you will ensure your presence in the rejection committee at the time of rejecting any heap of Wheat/Oilseed by the procuring agency on being found below the fixed standards and should take remedial measures so as to ensure that the farmer is not unduly harassed/harmed.

9. You will further ensure that the entry of heaps of Wheat in the PR-I register of the Food & Civil Supplies Department/the procuring agency and all the registers maintained on this account are properly signed and 'H' register of the Market Committee/dealer should be tallied daily under the signatures of the mandi staff. There should be no entry in this register after the close of auction.

10. You should also ensure that no dealer shall use electricity from the street light of local Market Committee. Such violation, if found, shall lead to suspension of the licence of dealer and strict action against the concerned staff of the Market Committee.

11. You are also advised to ensure that Sale/purchase of Wheat /other crops shall not be allowed outside the mandi complex i.e. in Rice Mills etc. unless so authorized by the H.Q.

12. All moisture meters should be in working condition in order to ensure proper procurement in every mandi.

2. ARRANGEMENT

1. The agricultural produce should be got cleaned properly before putting it to auction.

2. You should ensure that remedial measures for loose and unnecessarily lengthy wires of electric jharnas are taken to avoid any accident.
3. The Market Committee should keep the moisture meter already provided in good condition; it should be kept at a proper place duly declared in the mandi.
4. It may be ensured that all the basic amenities/public conveniences including light and drinking water are available in the mandi. In case any water cooler requires repair or replacement, it should be arranged immediately and there should be no complaint (Action by all XENs, SMCs, SDOs & JEs).
5. It should be ensured that heaps of Wheat and Oil Seeds etc. should be properly cleaned by Jharnas and no officer/official of the wheat/oilseed procuring agency shall procure un-cleaned heaps lying in the Mandi.
6. It should be ensured, in-coordination with the Local UHBVN/DHBVN authorities that electricity is available in the mandis at least from 9.00 A.M. till 6.00 P.M. daily so that the electric jharnas/power machines may remain operative and cleaning of the agriculture produce is ensured to enable the farmers to get remunerative price for their produce.
7. Arhtias working in the Principal Yard/Sub Yard or Purchase Centre should arrange for adequate quantity of electric jharnas/ power machines, tarpauline, polythene covers and wooden crates. Any damage caused to the food grains due to rain etc. will be the responsibility of the Arhtia concerned. It has been noticed that some arthiyas do not take

their responsibility for maintaining and operating jharnas seriously; licences of these arthiyas need to be immediately suspended; each secretary Market Committee will take a daily report from the incharge of the concerned procuring agency certifying whether jharnas of arthiyas are operating efficiently and whether arthiyas are providing adequate arrangements for cleanliness and stacking of the produce sold inside or in front of their premises. The concerned DMEO shall collect these certificates every day and send them on line by email to the control room in the H.Q. as well as email of HSAMB (hsamb@hry.nic.in) and paca.mandiboard@gmail.com. He will also send a weekly report from the concerned district level incharge of the procuring agency e.g DFSC in case of Food & Supplies & District Manager in case of Hafed, HWC, HAIC and Confed. This report shall be sent every Monday morning by 10.00 o'clock on the above mentioned e-mail addresses. The ZMEOs will monitor the work of DMEOs in this regard and also send their reports by 10.00 a.m. on 7th, 14th, 21st, 28th April and 5th and 12th May.

8. The main entry and exit point of the mandi should be proper and if any repair is required, the same may be carried out immediately by the concerned XENs & SDOs so that there is no inconvenience to the farmers/traders. Repair, if any, required should be got done immediately by the concerned Executive Engineer. The concerned SMCs and DMEO shall communicate all the difficulties in the boundary, gates as well as weigh bridges to the concerned XEN or SDO or J.E. in writing on or before 10th March. The concerned XEN and the

S.E. shall be personally responsible to ensure that all these repairs must be completed on or before April, 1, 2015. Separate instructions have already been issued in this regard after discussing the matter in the meetings held on 6th and 12th Feb., 2015.

9. All the SMCs will contact the procuring agency not to deliver bardanas to the arhtiyas in advance and get help from the concerned nodal agency in this regard i.e. Food & Supplies Department, if required.

These instructions should be complied with meticulously. Any laxity will be viewed seriously.


Marketing Development Officer
for Chief Administrator

Endst.No. M.E.I-A-II-2015/ 19004-05 Dated 02/03/15

1. A copy is forwarded to the PS to the Addl. Chief Secretary to Govt. Haryana, Agriculture Department for kind information of the ACS(Agri) please
2. A copy is also forwarded to the PS to the Addl. Chief Secretary to Govt. Haryana, Food & Supplies Department for kind information of the ACS (F&S) please.


Marketing Development Officer
for Chief Administrator

Endst.No. M.E.I-A-II-2015/ 19006-167 Dated 02/03/15

1. A copy is forwarded for information and necessary action to the Director General, Food & Supplies Department, Haryana, Chandigarh. He is requested to issue further necessary directions to all the procuring agencies. He is also requested to direct all the procuring agencies to give only truthful certificate as stipulated in para 7 of part II of these instructions i.e. Arrangement. This will ensure that unclean produce is not purchased by the Government agencies and arthiyas do their mandatory job.
2. A copy is forwarded all the Deputy Commissioners in the State for information and necessary action

IMMEDIATE/MOST IMPORTANT
PROCUREMENT OF RABI CROPS

From

The Chief Administrator,
H. S. A. M. Board,
Panchkula.

Circular No. 101

To

All the ZAs, ZMEOs, DMEOs and
the Executive Officer-cum-Secretaries,
Market Committees in the State.

Memo. No. M.E.-I-A-II-2015/31655-31788
Panchkula, dated the : 06/04/2015

Vide letter No. M.E.-I-A-II-2015/18868-19003 dated 02.03.2015, detailed instructions were issued to ensure smooth procurement of food-grains during this Rabi Marketing Season. It is expected that you must have already implemented these instructions after studying them carefully. However, you are directed to go through these instructions once again and get them implemented from all the stake-holders including your staff, all the Artiyas as well as Purchase Agencies and their representatives.

It has been noticed that arrangements regarding sanitation, drinking water, power supply and proper exit & entry of traffic have not been made adequately in some of the Principal Yards, Sub Yards and Purchase Centers. Teams of senior officers have also visited these mandis and reviewed the progress. Space under some of the covered sheds has been encroached-upon by some unscrupulous artiyas or private citizens in collusion/connivance with the officials of Market Committees. For example, buses have been allowed to be parked below some of the covered sheds and food-grains purchased by the artiyas have been illegally stacked/stored below these sheds whereas the genuine farmers are not able to display their crop below the sheds for sale. Due to untimely rains, crops of some farmers have got thus damaged; these covered sheds were illegally occupied by the artiyas or the private persons thus depriving the farmers of the benefit of a

facility created by the Committee/Board. It is a very serious issue and remedial steps must be taken in the next 48 hours.

Besides this, all the concerned authorities are also directed to ensure that each artiya maintains adequate amount of tarpaulins, stacking materials like crates and cleaning apparatus like jharnas etc. in a ready position to help the farmer. No glutting of crop is to be allowed by ensuring that mandis are cleared everyday.

It is reiterated that these instructions alongwith the instructions dated 02.03.2015 must be again revisited and fully implemented. Any negligence would invite immediate suspension of the XEN, the DMEO and the SMC.


**Marketing Development Officer
for Chief Administrator**

Endst. No. M.E.I-A-II-2015/ 31789-92 Dated 6/4/2015

1. A copy is forwarded to the PS to the Addl. Chief Secretary to Govt. Haryana, Agriculture Department for kind information of the ACS(Agri) please.
2. A copy is also forwarded to the PS to the Addl. Chief Secretary to Govt. Haryana, Food & Supplies Department for kind information of the ACS (F&S) please.
3. Copy to PS to C.A and PA to Secretary for information.


**Marketing Development Officer
for Chief Administrator**

Endst. No. M.E.I-A-II-2015/ 31793-31798 Dated 6/4/2015
A copy is forwarded for information and necessary action to:

1. The Managing Director, Haryana Agro Industries Corporation Limited, Panchkula.
2. The Managing Director, HAFED, Panchkula.
3. The Managing Director, Haryana Warehousing Corporation, Panchkula.
4. The Director General, Food & Supplies Department.
5. The Managing Director, CONFED, Panchkula.
6. The Senior Regional Manager, F.C.I., Haryana Region, Sector-4, Panchkula.


**Marketing Development Officer
for Chief Administrator**

Endst. No. M.E.I-A-II-2015/ 31799-31941 Dated 6/4/2015

1. A copy is forwarded all the Deputy Commissioners in the State for information and necessary action
2. Copy is also sent to all the Administrators, Market Committees in the State for information and necessary action.
3. Copy to both the C.Es, all the Superintending Engineers and Executive Engineers in the state for compliance of the issues related to them. They shall remain in constant touch with the Secretaries, Market Committees and the DMEOs in this regard.


Marketing Development Officer
for Chief Administrator