

BY FAX

GOVERNMENT OF ODISHA
FOOD SUPPLIES & CONSUMER WELFARE DEPARTMENT

OFFICE ORDER

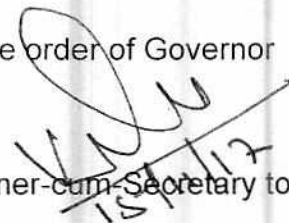
No. FSCW-NFSA-POL-0048-2016 / 23177 /Bhubaneswar, Dated, the

15/11/17

After careful consideration, Government have been pleased to assign the duties and responsibilities in respect of the Civil Supplies Officer and District Manager, OSCSC Ltd., as appended here to. This shall supersede all the previous orders issued to this effect.

Appendix- Job Chart of CSO and DM


By the order of Governor


Commissioner-cum-Secretary to Govt.

BY FAX

Memo No. 23178 /Dated the 15/11/17

Copy along with copy of the enclose Job Chart forwarded to All Collectors/ MD, OSCSC Ltd., Bhubaneswar for information and necessary action. He is requested to bring the office order to the notice of all concerned.


Joint Secretary to Government


Memo No. 23179 /Dated the 15/11/17

Copy along with copy of the enclose Job Chart forwarded to all Officers/ FE-II Section / Confidential Section / SE Section/ Consumer Court Section/ Audit Section / B&F Section/ NFSA Cell/ Market Intelligence Wing/ QC Cell/ G.F. (5 copies) for information and necessary action.


Joint Secretary to Government

Memo No. 23180 /Dated the 15/11/17

Copy along with copy of the enclose Job Chart forwarded Computer Cell for information and necessary action. It is requested to take necessary steps to float the job chart in the Department Website.


Joint Secretary to Government

(ROLE AND RESPONSIBILITIES)

Sl. No.	Name of the Activities	Role & Responsibilities of Civil Supplies Officers	Role & Responsibilities of District Managers
1.	GENERAL ADMINISTRATION	<ol style="list-style-type: none">1. CSO will work under the administrative control of Collector and District Magistrate of the district and he shall assist the Collector in day to day administration of Civil Supplies activities.2. He shall comply with the orders issued from time to time by the Government and the Administrative Department.	<ol style="list-style-type: none">1. DM will work under the administrative control of Collector of the district and of Managing Director, Odisha State Civil Supplies Corporation Ltd. He shall assist the Collector and Managing Director in organising paddy procurement operations and delivery of rice target fixed for the district.2. He shall comply with the orders issued from time to time by the OSCSC Ltd and the Administrative Department.
2.	PROCUREMENT	<ol style="list-style-type: none">1. The CSO shall be responsible for discharging his obligations as defined in "The Odisha Rice and Paddy Procurement and Custom Milling of Rice order 2016."2. He shall perform such duties pertaining to paddy procurement operations as may be assigned by the Department from time to time	<ol style="list-style-type: none">1. He shall select suitable custom millers from the district and recommend to Collector for appointment and tag custom millers to PPCs and RRCs.2. He shall execute relevant agreements with Custom Millers/DCCB/DRCS,/DSWO & WSHGs and Executive Engineer (Irrigation/PACS/LAMPCS/WSHGs wherever necessary.

(ROLE AND RESPONSIBILITIES)

Sl. No.	Name of the Activities	Role & Responsibilities of Civil Supplies Officers	Role & Responsibilities of District Managers
		3. He shall inspect and ensure scientific storage of FAQ Rice in the RRC-cum-DSCs of the District and quality of food grains being supplied under PDS.	3. He shall appoint authorised officers for joint custody and maintenance of paddy in each mill assigned for CUSTOM Milling purpose. 4. He shall be responsible for hiring of suitable godowns for storage of rice. 5. He shall be responsible for delivery of CMR to FCI/Rice Receiving Centres (RRCs) by Custom Millers as per direction of Government/OSCSC Ltd and timely raise bills to FCI for CMR delivered to Central Pool. 6. He shall prepare monthly delivery schedule of rice for each miller as per its milling capacity. 7. He shall identify suitable purchase centres for procurement of required quantity under State Pool. 8. Over and above this, he shall be responsible for due discharge of responsibilities spelt out in Food and Procurement Policy

(ROLE AND RESPONSIBILITIES)

Sl. No.	Name of the Activities	Role & Responsibilities of Civil Supplies Officers	Role & Responsibilities of District Managers
			pertaining to the KMS years.
3.	NFSA & PDS	<ol style="list-style-type: none">1. He shall monitor and supervise the implementation of NFSA-2013 activities in the district by timely coordination with Government.2. He shall monitor proper functioning of RCMS under NFSA for updating of ration card of the district.3. He shall supervise and ensure that the FAQ quality rice and other commodities are issued under PDS.4. He shall make Wholesaler wise/area wise distribution of K-Oil before the	<ol style="list-style-type: none">1. To ensure timely release of food grains for monthly PDS distribution to beneficiaries.

(ROLE AND RESPONSIBILITIES)

Sl. No.	Name of the Activities	Role & Responsibilities of Civil Supplies Officers	Role & Responsibilities of District Managers
		<p>Collector for approval and ensure timely lifting.</p> <p>5. He shall supervise and ensure the timely lifting of TPDS Rice and other schematic Rice and PDS Wheat by the H&T Contractor Level-I and Level-II in the District.</p> <p>6. He shall supervise and ensure supply chain management in the district.</p> <p>7. He shall oversee the implementation of PoS devices in Fair Price Shop in the district.</p>	
4.	Enforcement & Essential Commodities Act, 1955	<p>1. He shall activate and supervise the works of the district enforcement squad.</p> <p>2. The CSO shall enforce the stock limits of the essential commodities as per the Storage Control Orders.</p> <p>3. He shall conduct surprise visits and plan raids to check the illegal</p>	

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		<p>hoarding/diversion of essential commodities.</p> <p>4. He shall seek the compliance of the provisions related to H & T Contractor Level-I & Level-II and SK Wholesalers issued order Control orders.</p> <p>5. He shall provide proper guidance to Enforcement Officers dealing with seizure case and prosecution.</p> <p>6. He shall also supervise the cases booked under EC Act by the Enforcement Officers and ensure timely submission of prosecution report for scrutiny by the Public prosecutor before filing in the court of law.</p> <p>7. He shall also ensure the disposal of seized articles and deposit of sale proceeds in Govt. Treasury under proper head of account as per order passed by Collector & District Magistrate under 6-A proceeding of EC</p>	

(ROLE AND RESPONSIBILITIES)

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		Act.	
5.	Market Intelligence	1. He shall monitor and supervise the availability of potato, onion, edible oil and pulses and other essential commodities as notified with the assistance of Market Intelligence Inspectors (MIO)/ Market Intelligence Officer MIO) and shall initiate necessary measures to combat the rise in price, if any, and report to the Collector/Government for any additional support, if required, in carrying out this activity. As and when required market intervention need to be taken up for stabilisation of prices of essential commodities.	1. He shall on prior approval of Government/Collector procure essential commodities as notified from source to meet the market challenge. He shall be responsible for organising food materials required for meeting any situation arising due to any natural calamity.
6.	Establishment	1. He shall submit CCRs of all staffs to the reviewing authority by the month of April every year. 2. He shall entertain personal claims of	1. He shall submit CCRs of all staffs to the reviewing authority by the month of April every year. 2. He shall entertain personal claims of the

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		<p>the staffs working under him and dispose it in a time bound manner.</p> <p>3. He shall ensure drawal of salary, provision of service benefit to regular employees and retired employees.</p> <p>4. He shall sanction CL & EL of staff as per delegation done by the Government.</p> <p>5. Disposal of Departmental Proceeding and criminal proceeding etc. if any, at their level.</p>	<p>deputed staff to OSCSC Ltd deployed in the District(working under him) and dispose it in a time bound manner.</p> <p>3. He shall ensure drawal of salary, provision of service benefit to regular employees and retired employees.</p> <p>4. He shall sanction CL & EL of staff as per delegation done by the OSCSC Ltd.</p> <p>5. Disposal of Departmental Proceeding and criminal proceeding etc. if any, at their level.</p>
7.	Accounts & Finance	<p>1. As the drawing & disbursing officer (DDO) of Civil Supplies wing of the District he will ensure the drawal of salary/pension and other arrears of staff in time.</p> <p>2. He shall ensure maintenance of prescribed registers/ books of account and record receipt of Government grants and reflect its expenditure in the</p>	<p>1. As DDO of the district, ensure timely release of salary of staffs & its statutory compliances like deposit of EPF, TDS & GST etc.</p> <p>2. Ensure maintenance of proper books of accounts & records of all the Scheme Funds as well as procurement operation & other day-today monetary transactions at DM Office.</p>

(ROLE AND RESPONSIBILITIES)

Sl. No.	Name of the Activities	Role & Responsibilities of Civil Supplies Officers	Role & Responsibilities of District Managers
		<p>manner prescribed by Government.</p> <p>3. He shall ensure timely submission of Utilisation Certificate to Government against release of all Government grants.</p> <p>4. He shall ensure timely compliance to Audit paras and Reports.</p> <p>5. He shall ensure the recovery of various arrears as pointed out in the Audit Reports and also by other authorities and take follow-up action.</p>	<p>3. Ensure timely submission of Utilisation Certificates along with its requisite reports to FSCW/OSCSC.</p> <p>4. Ensure preparation of budgets for the funds required for various scheme activities as well as funds required (If Any) under Salary/Non-Salary head during supplementary budget.</p> <p>5. Ensure timely compliance to various Audit Para like Statutory Audit, Internal Audit & AG Audit etc.</p> <p>6. Ensure proper report returns to OSCSC as well as to FS&CW Department.</p> <p>7. Monitoring various Scheme activities (Both Plan/Non-Plan) & keep vigilant upon fund transfer through RTGS/NEFT or DBT to the right beneficiaries account.</p> <p>8. Ensure timely collection / Receipt of dues of Corporation of RRC/FCI/ other agencies.</p> <p>9. Ensure proper aging analysis of advances to</p>

(ROLE AND RESPONSIBILITIES)

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			<p>various functionaries at the district & sub-district level and take steps for early recoupment of those advances.</p> <p>10.Ensure proper custody of financial instruments like PBGs obtained from various tender & procurement activities & to take necessary steps for timely recovery(If Any) of pending dues as will be decided by any statutory body.</p> <p>11.Ensure periodic bank reconciliation of closing balance of Bank account with the books of accounts maintained at the district level.</p> <p>12.Ensure proper book keeping various Fixed Assets & Stock at district level.</p> <p>13.Liasioning with various Financial Bodies for the banking transactions at the district & sub-district level.</p> <p>14.Diligently follow the Financial guidelines & procedures of the Govt./OSCSC Head Office</p>

(ROLE AND RESPONSIBILITIES)

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			<p>while releasing payments to the Custom millers, Transport Contractors and other agencies involved in Procurement & Other Operations.</p> <p>15. Any other activity as will be assigned from time to time by CSO or Collector of the district.</p>
8.	e-Governance	<ol style="list-style-type: none"> 1. He shall monitor the implementation of all IT modules being taken up by the Government for better transparency in the day to day administration. 2. He shall ensure the implementation of Inspector module in the district. 3. He shall ensure that the Grievance Redressal System (GRS) in the district is properly used by all field functionaries for timely to grievances of the public and other concerned. 	<ol style="list-style-type: none"> 1. He shall monitor the implementation of all IT modules being taken up by the Government for better transparency in the day to day administration. 2. He shall ensure the implementation of Inspector module in the district. 3. He shall ensure that the Grievance Redressal System (GRS) in the district is properly used by all field functionaries for timely to grievances of the public and other concerned.
9.	Co-ordination	<ol style="list-style-type: none"> 1. He shall coordinate with district level officers of different Department and 	<ol style="list-style-type: none"> 1. He shall coordinate with district level officers of different Department and Sub-

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		Sub-Collectors for smooth implementation of Government policies/guidelines & instructions.	Collectors for smooth implementation of Government policies/guidelines & instructions.
10.	Miscellaneous	<ol style="list-style-type: none"> 1. He shall monitor the public distribution system and enforcement activities in the district and relief related activities (availability of food materials as per Odisha Relief Code) undertaken during natural calamities 2. As in-charge of Food Security section of the district, he shall co-ordinate with District Grievance Redressal Officer for quick disposal of grievance petitions. 3. He shall conduct regular meeting of LPG Distributors for availability of LPG to the consumers in the district and take remedial measures. 4. He shall conduct monthly meeting of SK-Oil wholesalers for monitoring the 	<ol style="list-style-type: none"> 1. He shall ensure that the RTI applications are disposed of timely by the Information Officer working under him and also dispose of appeals as the First Appellate Authority and maintain required records thereon. 2. He shall take required steps for taking up various cases pending in different courts. 3. He shall periodically supervise the work of Marketing Inspectors, Procurement Inspectors and other subordinates working in the establishment. 4. He shall submit prescribed Reports/Returns of all subjects punctually to the appropriate Quarters within the timeline prescribed for the same.

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		<p>SK-Oil distribution in the district.</p> <p>5. He shall conduct monthly staff meeting with the field functionaries including PI and QA in the first week of the month and record minutes of the meeting.</p> <p>6. He shall ensure regular visit of the HSD outlets and the availability of HSD & MS in the district through the field functionaries regarding PQQ (Price Quality and Quantity).</p> <p>7. He shall ensure that the RTI applications are disposed of timely by the Information Officer working under him and also dispose of appeals as the First Appellate Authority and maintain required records thereon.</p> <p>8. He shall take required steps for taking up various cases pending in different courts.</p> <p>9. He shall periodically supervise the work</p>	

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		<p>of ACSOs/MIOs/Marketing Inspector/Inspector of Supplies/Marketing Intelligence Inspector in the district and suggest correctional steps.</p> <p>10.He shall submit prescribed Reports/Returns of all subjects punctually to the appropriate Quarters within the timeline prescribed for the same.</p>	

NB: In addition to the above spelt out role and responsibilities of Civil Supplies Officers and District Managers it is made clear that all future instruction/directive/policies to be issued by Government/Department/OSCSC Ltd will form a part of the above job chart.