

HARYANA STATE WAREHOUSING CORPORATION  
BAY NO.15-18, SECTOR 2, PANCHKULA

Document title

**Procedure for purchase of Wheat , Paddy and Bajra etc.**

**Document of Procurement**

<b>Sr. No.</b>	<b>Document Description</b>
1.	Entry in Mandi and tendering bid for wheat/paddy/Bajra/Mustard etc. on MSP during Rabi and Khariff.
2.	Recording of sale in the name of the Corporation by Market Committee operating in Mandi and entry of data in bidding register of HSWC.
3.	Preparation of J-Form/I-form by each Arthias against purchase of wheat/paddy/Bajra/Mustard/Sunflower etc.
4.	Entry of J-form/I-form on E-Kharid portal by Market Committee.
5.	Collection of J-form/I-form and other documents and verification on E-kharid portal and submission of documents by the purchaser in District Office.
6.	Verification of data on E-kharid portal by District Office and arrangement of funds for E-payment.
7.	Lifting of food-grain from Mandi to FCI for direct delivery/for storage of food-grain in warehouse godowns.
8.	Cartage of food-grain from Mandi to Warehouse for storage in warehouse godown.
9.	Transportation of food-grain from Mandi to FCI for direct delivery/for storage in warehouse godowns.
10.	Unloading of food-grain from Truck/carts and stacking in godown.
11.	Preparation of Acceptance note against stocks delivered from Godown/direct delivery from Mandi or Other destination as intimated by FCI and submission of acceptance note to District Office.
12.	Raising of sale bill (supported with dispatched documents) against the stock delivered to FCI.
13.	Realization of payment against sale bill from FCI and remittance of funds to H.O. through RTGS.

HARYANA STATE WAREHOUSING CORPORATION  
BAY NO.15-18, SECTOR 2, PANCHKULA

**1- PURPOSE**

Entry in Mandi and tendering bid for wheat/paddy/Bajra/Mustard etc. on MSP.

**2- RESPONSIBILITY**

Official concerned in Warehouse and District Office.

**3- ABBREVIATIONS/DEFINITIONS**

Sr. No.	Abbreviation/Terminology	Expansion/Definition
1	DM	District Manager
2	Acctt.	Accountant
3	Asstt.	Dealing Assistant
4	Manager	Warehouse Manager
5	TA	Technical Assistant
6	JTA	Junior Technical Assistant
7	G.K.	Godown Keeper
8	D.O.	District Office
9	PI	Purchase Incharge

**4- PROCESS ACTIVITY**

Sr. No.	Activity Title	Activities with preferred sequence	Responsibility
1	Bidding process	Entry in Mandi and tendering bid for purchase of wheat/paddy/Bajra/Sunflower etc. along with Market Committee officials.	G.K./ PI

**HARYANA STATE WAREHOUSING CORPORATION**  
**BAY NO.15-18, SECTOR 2, PANCHKULA**

**1- PURPOSE**

Recording of sale in the name of the corporation by Market Committee operating in Mandi and entry of data in bidding register of HSWC.

**2- Responsibility**

Official concerned in Warehouse and District Office.

**3- ABBREVIATIONS/DEFINITIONS**

<b>Sr. No.</b>	<b>Abbreviation/Terminology</b>	<b>Expansion/Definition</b>
1	DM	District Manager
2	Acctt.	Accountant
3	Asstt.	Dealing Assistant
4	Manager	Warehouse Manager
5	TA	Technical Assistant
6	JTA	Junior Technical Assistant
7	G.K.	Godown Keeper
8	D.O.	District Office
9	PI	Purchase Incharge

**4- PROCESS ACTIVITY**

<b>Sr. No.</b>	<b>Activity Title</b>	<b>Activities with preferred sequence</b>	<b>Responsibility</b>
1	Recording of sale of wheat/paddy/Bajra/Sunflower etc.	1- Recording of sale in the name of the Corporation by Market Committee operating in Mandi.	Market Committee Officials
	Entry of Purchase data in bidding register.	2- Entering all the purchase data of wheat/paddy/Bajra/sunflower seed etc. in the bidding register of Haryana State Warehousing Corporation.	G.K./PI

HARYANA STATE WAREHOUSING CORPORATION  
BAY NO.15-18, SECTOR 2, PANCHKULA

### 1- PURPOSE

Preparation of J-Form/I-form by each Arthias against purchase of wheat/paddy/Bajra/Mustard/Sunflower etc.

### 2- RESPONSIBILITY

Official concerned in Warehouse and District Office.

### 3- ABBREVIATIONS/DEFINITIONS

Sr. No.	Abbreviation/Terminology	Expansion/Definition
1	DM	District Manager
2	Acctt.	Accountant
3	Asstt.	Dealing Assistant
4	Manager	Warehouse Manager
5	TA	Technical Assistant
6	JTA	Junior Technical Assistant
7	G.K.	Godown Keeper
8	D.O.	District Office
9	P.I.	Purchase Incharge

### 4- INPUT

Sr. No.	J-form/I-form	Source
1	J-form	Arthias/Farmers
2	I-form	Arthias

### 5- PROCESS ACTIVITY

Sr. No.	Activity Title	Activities with preferred sequence	Responsibility
1	Preparation of J-form/I-form	Preparation of J-form of farmer and I-form for purchase of wheat/paddy/Bajra/Mustard/Sunflower etc.	Arthias concerned

HARYANA STATE WAREHOUSING CORPORATION  
BAY NO.15-18, SECTOR 2, PANCHKULA

### 1- PURPOSE

Entry of J-form and I-form on E-kharid portal by Market Committee.

### 2- RESPONSIBILITY

Official concerned in Warehouse and District Office.

### 3- ABBREVIATIONS/DEFINITIONS

Sr. No.	Abbreviation/Terminology	Expansion/Definition
1	DM	District Manager
2	Acctt.	Accountant
3	Asstt.	Dealing Assistant
4	Manager	Warehouse Manager
5	TA	Technical Assistant
6	JTA	Junior Technical Assistant
7	G.K.	Godown Keeper
8	D.O.	District Office

### 4- INPUT

Sr. No.	J-form/I-form	Source
1	J-form	Arthias
2	I-form	Arthias

### 5- PROCESS ACTIVITY

Sr. No.	Activity Title	Activities with preferred sequence	Responsibility
1	J-form/I-form	Entry of J-form/I-form by Market Committee Officials on E-kharid portal along with other data i.e. No. of bags/Wt./detail of Bank account.	Market Committee Officials

**HARYANA STATE WAREHOUSING CORPORATION**  
**BAY NO.15-18, SECTOR 2, PANCHKULA**

**1- PURPOSE**

Collection of J-form/I-form and other documents and verification on E-kharid portal and submission of documents by the purchaser in District Office.

**2- RESPONSIBILITY**

Official concerned in Warehouse and District Office.

**3- ABBREVIATIONS/DEFINITIONS**

<b>Sr. No.</b>	<b>Abbreviation/Terminology</b>	<b>Expansion/Definition</b>
1	DM	District Manager
2	Acctt.	Accountant
3	Asstt.	Dealing Assistant
4	Manager	Warehouse Manager
5	TA	Technical Assistant
6	JTA	Junior Technical Assistant
7	G.K.	Godown Keeper
8	D.O.	District Office.
9	P.I.	Purchase Incharge

**4- INPUT**

Collection of J-form/I-form & other documents (copy of bank passbook/Aadhar Card) by purchase of corporation.

**5- PROCESS ACTIVITY**

<b>Sr. No.</b>	<b>Activity Title</b>	<b>Activities with preferred sequence</b>	<b>Responsibility</b>
1	Collection of J-form/I-form & other documents (copy of bank passbook/Aadhar Card)	1- Collection of J-form/I-form and other documents (copy of bank passbook/Aadhar Card) from Market Committee office and to verify J-form/I-form and bank details on E-kharid portal. 2- After verification on E-kharid portal purchaser will submitted all documents to District Office for verification and payment.	G.K./P.I.  G.K./P.I.

**HARYANA STATE WAREHOUSING CORPORATION**  
**BAY NO.15-18, SECTOR 2, PANCHKULA**

**1- PURPOSE**

Verification of data on E-kharid portal by District Office and arrangement of funds for E-payment.

**2- RESPONSIBILITY**

Official concerned in Warehouse and District Office.

**3- ABBREVIATIONS/DEFINITIONS**

<b>Sr. No.</b>	<b>Abbreviation/Terminology</b>	<b>Expansion/Definition</b>
1	DM	District Manager
2	Acctt.	Accountant
3	A/Asstt.	Account Assistant
4	Manager	Warehouse Manager
5	TA	Technical Assistant
6	JTA	Junior Technical Assistant
7	GK	Godown keeper
8	DO	District Office
9	P.I.	Purchase Incharge

**4- INPUT**

<b>Sr. No.</b>	<b>Name of Activity</b>	<b>Source</b>
1	J-form & I-form and Bank detail of Arthias and Farmers	G.K./P.I.

**5- PROCESS ACTIVITY**

<b>Sr. No.</b>	<b>Activity Title</b>	<b>Activities with preferred sequence</b>	<b>Responsibility</b>
1	Checking/verification J-form/I-form on E-kharid portal by District Office and arrangement of funds for E-payment	1- Verification of J-form/I-form and bank detail on E-kharid portal. 2- Requisition of fund from H.O. to concerned bank to make pay now on E-payment to Arthias.	Dealing Assistant/Accountant/District Manager

HARYANA STATE WAREHOUSING CORPORATION  
BAY NO.15-18, SECTOR 2, PANCHKULA

**1- PURPOSE**

Lifting of Food grain from Mandi to FCI for direct delivery or storage in warehouse godown.

**2- RESPONSIBILITY**

Official concerned in Warehouse.

**3- ABBREVIATIONS/DEFINITIONS**

Sr. No.	Abbreviation/Terminology	Expansion/Definition
1	DM	District Manager
2	Acctt.	Accountant
3	A/Asstt.	Account Assistant
4	Manager	Warehouse Manager
5	TA	Technical Assistant
6	JTA	Junior Technical Assistant
7	GK	Godown keeper
8	DO	District Office
9	P.I.	Purchase Incharge

**4- INPUT**

Sr. No.	Name of Activity	Source
1	Lifting of food-grain	Godown Keeper/Manager
2	Gate Pass	Warehouse

**5- PROCESS ACTIVITY**

Sr. No.	Activity Title	Activities with preferred sequence	Responsibility
1	Lifting of Food grain	Issue of gate passes for Carts/Trucks for lifting of food-grain from concerned Arthias in Mandi for direct delivery to FCI/storage in warehouse godown.	Godown Keeper/P.I.



HARYANA STATE WAREHOUSING CORPORATION  
BAY NO.15-18, SECTOR 2, PANCHKULA

**1- PURPOSE**

Cartage of food-grain from Mandi to Warehouse for storage in warehouse godown.

**2- RESPONSIBILITY**

Official concerned in Warehouse/Mandi Labour Contractor appointed by District Level Committee.

**3- ABBREVIATIONS/DEFINITIONS**

Sr. No.	Abbreviation/Terminology	Expansion/Definition
1	DM	District Manager
2	Acctt.	Accountant
3	A/Asstt.	Account Assistant
4	Manager	Warehouse Manager
5	TA	Technical Assistant
6	JTA	Junior Technical Assistant
7	GK	Godown keeper
8	DO	District Office
9	P.I.	Purchase Incharge

**4- INPUT**

Sr. No.	Name of Activity	Source
1	Gate Pass	Warehouse

**5- PROCESS ACTIVITY**

Sr. No.	Activity Title	Activities with preferred sequence	Responsibility
1	Cartage of food-grain.	Arthias will get the food-grain loaded in Truck/Carts for cartage of food-grain by Mandi labour contractor for storage in warehouse godowns.	MLC/Godown Keeper/PI

**HARYANA STATE WAREHOUSING CORPORATION**  
**BAY NO.15-18, SECTOR 2, PANCHKULA**

**1- PURPOSE**

Transportation of food-grain from Mandi to FCI for direct delivery/for storage in warehouse godown.

**2- RESPONSIBILITY**

Official concerned in Warehouse and Transporter appointed by District Level Committee.

**3- ABBREVIATIONS/DEFINITIONS**

<b>Sr. No.</b>	<b>Abbreviation/Terminology</b>	<b>Expansion/Definition</b>
1	DM	District Manager
2	Acctt.	Accountant
3	A/Asstt.	Account Assistant
4	Manager	Warehouse Manager
5	TA	Technical Assistant
6	JTA	Junior Technical Assistant
7	GK	Godown keeper
8	DO	District Office
9	P.I.	Purchase Incharge

**4- INPUT**

<b>Sr. No.</b>	<b>Name of Activity</b>	<b>Source</b>
1	Transporter	Transporter appointed by District Level committee
2	Gate Pass	Warehouse

**5- PROCESS ACTIVITY**

<b>Sr. No.</b>	<b>Activity Title</b>	<b>Activities with preferred sequence</b>	<b>Responsibility</b>
1	Transportation of food-grain.	Arthias will get the food-grain loaded in Trucks. The stocks of food-grain will be transported from Mandi to FCI godown/destination as informed by FCI for direct delivery/ for storage in warehouse godown.	Transporter/Godown Keeper/P.I.

HARYANA STATE WAREHOUSING CORPORATION  
BAY NO.15-18, SECTOR 2, PANCHKULA

**1- PURPOSE**

Unloading of food-grain from Truck/carts and stacking in godowns.

**2- RESPONSIBILITY**

Official concerned in Warehouse.

**3- ABBREVIATIONS/DEFINITIONS**

Sr. No.	Abbreviation/Terminology	Expansion/Definition
1	DM	District Manager
2	Acctt.	Accountant
3	A/Asstt.	Account Assistant
4	Manager	Warehouse Manager
5	TA	Technical Assistant
6	JTA	Junior Technical Assistant
7	GK	Godown keeper
8	DO	District Office

**4- INPUT**

Sr. No.	Name of Activity	Source
1	Gate Pass	Warehouse
2	Gate Register	Warehouse
3	Sub Operation Register	Warehouse

**5- PROCESS ACTIVITY**

Sr. No.	Activity Title	Activities with preferred sequence	Responsibility
1	Unloading of food-grain from Trucks/Carts	Unloading and stacking of. Wheat/paddy/Bajra/Musturd/Sunflower etc. transported from Mandi to Warehouse in the godown	Godown Keeper/Manager

HARYANA STATE WAREHOUSING CORPORATION  
BAY NO.15-18, SECTOR 2, PANCHKULA

### 1- PURPOSE

Preparation of acceptance note against stock delivered from godown/direct delivery from Mandi/  
Other destination as intimated by FCI.

### 2- RESPONSIBILITY

Official concerned in Warehouse/District Office.

### 3- ABBREVIATIONS/DEFINITIONS

Sr. No.	Abbreviation/Terminology	Expansion/Definition
1	DM	District Manager
2	Acctt.	Accountant
3	A/Asstt.	Account Assistant
4	Manager	Warehouse Manager
5	TA	Technical Assistant
6	JTA	Junior Technical Assistant
7	GK	Godown keeper
8	DO	District Office

### 4- INPUT

Sr. No.	Name of Activity	Source
1	Acceptance note	Godown keeper/Manager

### 5- PROCESS ACTIVITY

Sr. No.	Activity Title	Activities with preferred sequence	Responsibility
1	Preparation of acceptance note	i) Preparation of Acceptance Note against stock delivered from godown/direct delivery from Mandi/ Other destination as intimated by FCI. ii) Submission of Acceptance note along with weight check memo to District Office for raising claim with FCI for payment.	Godown Keeper/Manager

**HARYANA STATE WAREHOUSING CORPORATION**  
**BAY NO.15-18, SECTOR 2, PANCHKULA**

**1- PURPOSE**

Raising of sale bill (supported by dispatched document) against the stock delivered to FCI.

**2- RESPONSIBILITY**

Official concerned in District Office.

**3- ABBREVIATIONS/DEFINITIONS**

Sr. No.	Abbreviation/Terminology	Expansion/Definition
1	DM	District Manager
2	Acctt.	Accountant
3	A/Asstt.	Account Assistant
4	Manager	Warehouse Manager
5	TA	Technical Assistant
6	JTA	Junior Technical Assistant
7	GK	Godown keeper
8	DO	District Office

**4- INPUT**

Sr. No.	Name of Activity	Source
1	Acceptance Note	Godown keeper/Manager

**5- PROCESS ACTIVITY**

Sr. No.	Activity Title	Activities with preferred sequence	Responsibility
1	Diary	Acceptance note received in District Office got entered in receipt register and forward to Account section.	A/ Assistant/Accountant
2	Checking	Preparation of sale bill (As per standing instructions of H.O. ) on the basis of acceptance note.	A/ Assistant/Accountant
		If any discrepancy is found in Acceptance note, the same is return to Warehouse Manager for the rectification.	A/ Assistant/Accountant
		If Acceptance note is in order, sale bill is prepared for submission to FCI for payment.	A/ Assistant/Accountant/District Manager

**HARYANA STATE WAREHOUSING CORPORATION**  
**BAY NO.15-18, SECTOR 2, PANCHKULA**

**1- PURPOSE**

Realization of payment against sale bill from FCI and remittance of funds to H.O. through RTGS.

**2- RESPONSIBILITY**

Official concerned in District Office.

**3- ABBREVIATIONS/DEFINITIONS**

Sr. No.	Abbreviation/Terminology	Expansion/Definition
1	DM	District Manager
2	Acctt.	Accountant
3	A/Asstt.	Account Assistant
4	Manager	Warehouse Manager
5	TA	Technical Assistant
6	JTA	Junior Technical Assistant
7	GK	Godown keeper
8	DO	District Office

**4- INPUT**

Sr. No.	Name of Activity	Source
1	Realization/Remittance	Account Assistant/Accountant/District Manager

**5- PROCESS ACTIVITY**

Sr. No.	Activity Title	Activities with preferred sequence	Responsibility
1	Realization from FCI	The payment of sale bill is realized from FCI through RTGS.	Dealing Assistant/Accountant/District Manager
2		Collection of detail of payment from FCI, detail to be entered in bill register duly entering the deductions, if any.	Dealing Assistant/Accountant/District Manager
3		If short payment is received, reasons of short payment be called for.	Dealing Assistant/Accountant/District Manager
4		Preparation of General voucher for short receipt of payment.	Dealing Assistant/Accountant/District Manager
5	Remittance to Head Office	Transfer of realization to Head Office through RTGS and necessary general voucher is passed.	Dealing Assistant/Accountant/District Manager

