

GOVERNMENT OF WEST BENGAL
FOOD AND SUPPLIES DEPARTMENT
11A, MIRZA GHALIB STREET, KOLKATA-700087

No.2603-FS/P/Sectt/GE&EM/4M-22/2018

Dated: 24.06.2019

With a view to ensure that food grains of proper quality & quantity are received in all godowns and that received stocks of food grains are stored appropriately in all godowns prior to delivery of such stocks, the Governor has been pleased to order that the following Standard Operating Practice (SOP) is to be maintained, without any exception, in all godowns which are utilised by the F&S Deptt. in the state :

Godown Inspectors i.e. Godown-in-Charge and Quality Control Inspector must ensure that the following Standard Operating Practice (SOP) is maintained correctly and without any exception in each and every godown that is under their supervision.

1. REGARDING MAINTENANCE OF GODOWN –

- Initiative must be taken to ensure cleanliness of the surrounding areas of the godown and to see that there is no issue of water logging around the godown.
- Unwanted and broken furniture, old bags etc. should be removed from the godown as these things invite dust and web and also form a source of insect infestations of food grains and give shelter to rats/mice where they can breed profusely.
- Proper lighting arrangement should be maintained in godown.
- Proper security arrangement has to be maintained to avoid theft etc. All shutters are to be mandatorily repaired on urgent basis.
- The godown inspectors should check the godown regularly to identify any leakage in the roof, gaps in the walls/window/ventilation pans in order to disallow entry of rain water or entry of birds.
- Periodic inspection of the godown must be done to ascertain the physical condition of the godown, in terms of any deterioration/physical damage of wall, floors, windows, opening in doors and presence of any insects, termites, birds and rodents.
- The floor and walls should also be checked for cracks/crevices and necessary repairs must be carried out before accepting fresh stocks of food grains in the godown.
- Rat burrows should be closed with stones, mud and cement after fumigation with Aluminium Phosphide tablets,.
- Godown Inspectors must take pro-active role in case of requirement of any type of repair, minor or major, and they should bring up the issue with the higher authority on urgent basis. WBSWC/Dte. Of Storage/DCF&S should take immediate steps for repair of the godown on urgent basis as per Govt norm.
- Efforts should be undertaken to maintain proper road condition inside the godown area so that the vehicles can move smoothly.
- It is important to maintain the physical structure of the godown in proper condition and to keep it storage-worthy. Godown roof, floor, ventilators, walls should be in good and dry condition so that the food grains are not spoiled due to moisture.

2. REGARDING MAINTENANCE OF NECESSARY EQUIPMENTS :

- Fire fighting arrangements are to be maintained at the depots in workable conditions & the machineries are to be renewed periodically.
- All equipments like Moisture meter, Weighing Devices, etc. are to be used properly and maintained as per norm. In case of any defect or shortage of such equipments, the matter must be brought to the notice of the higher authority immediately by the Godown-in-Charges. At the same time, Quality Control Equipment and Pesticide Registers are to be maintained properly by the Quality Control Inspector.
- The weighbridge should be checked every day. At the same time, faulty weighbridges are to be repaired immediately and in this regard Annual Maintenance Contract may be signed with reputed and competent companies.

3. REGARDING PREPARATION OF GODOWN BEFORE RECEIVING OF STOCKS

- Thorough cleaning of the godown should be undertaken before receiving of fresh stock.
- **Before receiving of stock:** - Vacant godowns are to be cleaned. DDVP 76% EC solution in the ratio of (1:150) at the rate of 3 litres solution per 100 square meter surface area of the godown to be sprayed.
- Proper **Dunnage material should** be used to ensure storage of stock in proper condition, particularly to maintain the lowest layer of stack in proper condition. Polythene Sheets (100 micron/300 gauge in two layer) may be used as dunnage. In case the floor is uneven, then double layered polythene sheets are to be used.

4. STIPULATIONS PERTAINING TO RECEIVING OF STOCKS :

- Stocks to be received from the authorised representative of the rice miller and as per the delivery order and after satisfaction regarding quality of the rice to be received. The quantity is also to be verified accordingly. Stocks are to be received only from the authorised representatives of the Rice Millers and as per the terms of the RO. **Joint sampling** of stocks, by the authorised representative of the Rice Miller and the Godown Inspector, is to be done when the stocks are received. The receipt records are to be entered online and WQSC certificate to be generated accordingly.
- Sampling of rice should be done carefully and the sample drawn must be a "Representative Sample". All other norms regarding sampling of food grains are to be maintained, i.e., minimum 500 gm of stock, clean plastic transparent bag, proper sealing etc.
- However, parboiled rice should not be accepted with moisture content above 14%. The quantity of broken rice percentage should not exceed 10% under any condition as the rice milled in a modern Rice Mill has very little presence of broken grains.
- The raw rice should be accepted with moisture content not exceeding 10%. The quantity of broken rice percentage shall not exceed 12% under any condition as the rice milled in a modern Raw Rice Mill has very little presence of broken grains.
- All specifications including Moisture must be checked and under no condition rice with moisture level above the specified limit may be accepted.

- Gunny Bags are to be accepted only as per norm and the stencilling to be checked before receiving of rice. Gunny Bag Register to be maintained.
- In case of non-merchantable rice/rice with obnoxious smell/ rice which does not conform to the Govt specifications, the concerned Godown Inspectors have every right to reject the rice after observing due formalities. In case of rejection of rice for quality issue, Rejection Register has to be maintained and joint samples are to be kept separately for future reference, if any.
- Stock Registers, Delivery register, Central Registers are to be maintained properly and on regular basis.
- In peak procurement period, 20% more than the normal storage capacity of the godown may be received by the godown inspectors strictly after obtaining necessary permission for the same from the district authority. But, even in these days, the quality of stored stock should be maintained in proper condition by taking necessary special care.

5. REGARDING MAINTENANCE OF STACK :

Stack plan should be prepared in such a manner that the stack shall not obstruct light and free flow of air in the godown.

- A Stack Plan should be prepared and Stack numbers should be painted neatly in bold figure on the floor and also outside wall of the godown.
- A model stack area should be marked neatly in bold on the floor and godown inspectors are to follow such plan while stock formation. This would definitely ease the job of gunny bag counting.
- Uniform and standard stack (30'X20') with maximum 20 layers of bags in each stack are to be maintained. Although the size (30' X 20') may be altered considering the shape and capacity of the godown. A standard stack is to have maximum 3000 bags, i.e. 150 MT rice.
- Proper alleyways (2.5') and gangways (5') are also to be maintained.
- Considering the size of godown, some other standard size stack may be formed which are (1) 21X18/, (2) 18'X18', (3) 12X18'. The floor space shall be divided into convenient blocks of rectangle or square.
- Up to date and correct entries on Stack Cards are to be maintained. Each stack should have a separate stack card and quantity of receipt and delivery (date-wise) is to be noted on one side of the card. On the reverse side of the existing Stack Cards, QC Treatment records are to be maintained properly. The card should be placed at a convenient height for making regular entries and should be kept under a polythene jacket. The Stack Card should be preserved till the end of KMS and till the physical verification of the said godown.
- Stack Registers are to be maintained properly and on regular basis.

6. REGARDING GENERAL PRESERVATION PROCEDURES, QUALITY CONTROL TREATMENT PROCEDURES AND RODENT CONTROL MEASURES: *[It is extremely important to keep the food grains clean, dry and free from insects for long storage. In order to do so, regular maintenance and monitoring activity is needed.]*

CLEAR food grains means the lot is **free from any living insects of 500 gm representative sample**.
FEW food grains means the lot is having **two living insects of 500 gm representative sampl**.
HEAVY food grains means the lot is having **more than two living insects of 500 gm representative sample**].

The stored food grains must be clean, dry and CLEAR, i.e. completely free from insects.]

All godown inspectors need to undergo Quality Control Training in the interest of proper preservation and quality control treatment of stocks.

GENERAL PRESERVATION PROCEDURES

- Godowns are to be opened on regular basis for aeration and all stocks to be brushed properly, preferably in every alternative day, **except in rainy and highly moist days**.
- If the moisture content of stored stocks is found to be higher than the normal/acceptable moisture content, the stock should be preferably aerated so that the moisture may be reduced **except in rainy and high moist days**. This is to be done by keeping doors and ventilators open and also using exhaust fan.
- The surface of bags in stacks should be brushed gently to remove dust, powders of food grains formed as a result of infestation, dead and living insects and webs. Dead insects and uric acid content should not exceed FSSAI limits (i.e., **not more than 100 ppm**).
- **Brushing of bags after fumigation is a must.**
- **The QC Treatment/Pesticides registers are to be maintained on regular basis.**
- The insect-affected (Few or Heavy) stock should be separated from the Clear stock to check cross infestation.
- The stacks should be cleared properly after infestation.
- **Quality Control Inspectors must ensure that the godown is equipped with necessary quality control treatment chemicals, fumigation cover and rodent control chemicals. In case of unavailability of quality control treatment chemicals/ fumigation cover/rodent control chemicals, he must take up the matter with the higher authority on urgent basis.**
- Schedule of chemical treatment should be chalked out by the Dte. of I&QC for Prophylactic Treatment as Preventive Measure for each godown **in consultation with the DCF&S** concerned in order to safeguard the quality of stock in godowns. At the same time, godowns Inspectors have to check the quality of received stock after 15 days of receiving and decide its quality by proper sampling and checking of a given stack. Accordingly, **Categorisation Registers** are to be prepared.
- The physical condition of the godown along with moisture content, degree of infestation are to be measured.

Categorisation of stocks As per G.O. No. 8697-FS Dt. 28.11.96 :

Commodity (Rice)	Category	Percentage of Damaged Grains	Percentage of Discoloured Grains	Remarks
Parboiled/Raw	A	Upto 3%	Upto 3%	Issuable Stock for Delivery

