

ENQUIRY FORMAT-FOR INCLUSION OF RICE MILLS (NEW/OLD)

1. Date & Time of inspection:
2. Name of Rice Mill with address:
3. Name of owner(s)/Director(s):
4. Ownership Pattern: Whether Leased Mill or not
5. Type of Mill (Raw/Par-Boiled/Both):
6. Whether the mill is running on electricity? If no, then source of electricity.  
Loading capacity in KVA-
7. Electricity consumption in last one year- . (Electric Bills are to be verified).
8. Does the Rice Mill is having FSSAI License?  
If Yes, then his Licence No.-
9. Amount of Rice Bran sold in last one year- (as per office records).
7. Per-Shift milling capacity of the Rice Mill: (MT)  
To calculate milling capacity, (a) Certificate of District authority is to be verified.  
(b)At the same time, existing machineries should be verified in working condition.
8. Details of land- whether Self-owned or Rented.  
Whether land documents submitted or not.
9. In case of par-boiled rice mills, whether up-to-date Boiler Certificate is produced or not.
10. Whether modern machineries like Sortex Machines are installed or not.
11. Whether machineries like Drier is in working condition or the mill is a “Traditional Chatal Rice Mill”.  
If the Drier is in working condition, then Capacity of Drier-
12. Whether Fire safety Certificate is produced or not.
13. Whether Pollution clearance Certificate is produced or not.
14. Whether Trade Licence is produced or not
15. (a) Whether the mill participated earlier in the paddy procurement process?  
-Yes/No  
(b) If yes above, then details of Progressive purchase/receipt of paddy and delivery of CMR (figures are in MT)--

Progressive Paddy purchased/received in Last 3 KMSs				Progressive CMR Delivered in Last 3 KMSs			<i>Default amount of rice, if any</i>
KMS year	CPC Account	CMR A/C		State Godown	FCI Godown	Total	
		Agency	Quantity				
Total							

16. Whether hygienic condition is being maintained in the godown premises or not.
17. Whether sufficient godown space for storage of paddy as well as rice is available or not.
18. Whether QC treatment is being undertaken regularly in the storage godown or not.  
Details, if any.
19. Whether the mill was in running condition during inspection? If no, then, details of last date upto which the mill was in operation.  
In case of running mill, a videography is to be done. All storage godowns and machineries (in running condition) should be videographed and DVD is to be submitted along with the enquiry report.
20. Whether Recommending inclusion for participation in the paddy procurement process:- Yes/No
21. Any other observation made during the inspection-
22. Concluding Remarks:-

**Signatures** \_\_\_\_\_ **of** \_\_\_\_\_ **the**  
**Owner/Director/Authorised**  
**Representative of Rice Miller**

**Signatures of the Inspecting Officer(s)**