

INSPECTION OF RICE MILL

Food and Supplies Department
Government of west Bengal

RELEVANT ORDER TO FOLLOW

- ❖ 3901–FS/Sectt./Food/4P-18/2024 (27-09-2024)- **Policy and Guidelines for procurement of paddy from farmers at MSP during KMS 2024-25 and it's subsequent Amendments**
- ❖ 580854/2024 (30-11-2024)- **SOP regarding inspection and physical stock verifications of Rice Mills**
- ❖ I/580767/2024 (29-11-2024)- **Order on verification of statutory documents and electricity consumption by the empanelled Rice Mills**

ROLE OF RICE MILL

- ❖ Government procure paddy from the Marginal Farmers to ensure MSP and send them to Rice Mill for conversion
- ❖ Government supply Rice to beneficiaries through PDS
- ❖ Rice Mill convert Paddy to Rice so that it can be distributed through PDS

WHY INSPECTION OF RICE MILL

- ❖ Rice Mill need to submit BG to be empanelled and get Paddy.
- ❖ The Rice Mill receive paddy of value much higher than its submitted BG so Rice Mill actually act as custodian of Government money in form of Paddy. We need to ensure safety of it.
- ❖ To ensure timely deliver of RCMR for smooth running of PDS.
- ❖ To ensure production and delivery of quality rice in our godown.

What to Inspect

- ❖ Role and Responsibility of Rice Mill has been well defined in Procurement Guide line. agreement and other related SOP and orders in force - Inspect whether Rice Mill is maintaining them or not.
- ❖ Stock of Paddy and Rice
- ❖ Quality of Rice production and Hygiene
- ❖ Other related stock like FRK, Gunny bags etc as per guide line

Practical Constrains of the Inspection

- ❖ Lack of Knowledge regarding Orders and SOP
- ❖ Lack of Knowledge regarding functioning of Rice Mill
- ❖ Lack of Practical knowledge regarding storage of Paddy, Rice etc.
- ❖ Lack of Knowledge regarding present procurement status and achievement and portal data.

MAJOR RESPONSIBILITY OF RICE MILL

Follow Procurement Guideline and related order.

Some important responsibility as follows-

- ❖ **Maintain Government stock in the form of Paddy and Rice as per portal balance and book balance without any discrepancy in stock.**
- ❖ **Offer and deliver RCMR within the stipulated time as per guideline and instruction from DCF&S**
- ❖ **The physical stock of paddy and/or rice are to stack properly and mark for identification.**
- ❖ **The physical stock of paddy and/or rice against Govt. and Private account are to stack properly and separately.**

MAJOR RESPONSIBILITY OF RICE MILL

- ❖ Rice Mill should maintain stock registers for both Government and Private Paddy and Rice.
- ❖ Rice Mill should keep sufficient stock of FRK for timely delivery of CMR against the Paddy procured at least 15 days ago.
- ❖ Proper storing of Gunny bags/HDPE/PP bags and maintenance of its register .
- ❖ Proper maintenance of quality of Government procured Paddy and its RCMR.

TYPE OF ENQUIRY

- 1.Regular Inspection:-** As per instruction of DCF&S - **Inspector in charge of the Rice Mill**, **ADCF&S**, **SCF&S** and **tagged Ratioing Officer** as per the schedule and procedure of the SOP.
- 2.Random and surprise Inspection:-** DCF&S shall arrange monthly at least 5 % of the Rice Mills or minimum one Rice Mill whichever is more on the basis of present and past performance of Rice mill.

The Inspection of the Rice Mill with **100% BG** and with **questionable performance** shall be done in accordance with the order already issued vide No. **4219-FS/Sectt./Food/4P-18/2024** dated 30/10/2024 and **3901-FS/Sectt./Food/4P-18/2024** dated 27.09.2024 respectively.

DDPS shall also arrange at least 2 % of the Rice Mills to be inspected randomly and surprisingly every month.

FREQUENCY OF INSPECTION: -

Inspecting Officials	Frequency	Action to be Taken
Inspector in charge of empaneled Rice Mill	On a regular basis, at least once in every forthright.	❖ Gap between two detailed inspections shall not be more than 30 days. ❖ He shall maintain the records, response from the Rice Mill and share with SCFS.
SCFS	At least 3/Month	❖ He shall examine the monthly reports of any officials and will take necessary corrective action in consultation with the DCF&S. ❖ He shall maintain all inspection records of his sub-division.

Inspecting Officials	Frequency	Action to be Taken
ADCFS	At least 3/Month	He shall prepare a Detailed Monthly Analytical Report for onward forwarding by DCF&S to DDP&S and submit through e-file by 4rth day of month.
DCFS	At least 2/Month	DCF&S shall ensure that all the Rice Mills are covered at least once every two months. If not done, he shall direct either SCF&S or other Sub-division or ADCF&S or tagged Rationing Officer to conduct detailed inspection of such uncovered Rice Mills.
Rationing officer	At least 2/Month	Inspection report need to be uploaded in the portal within two (02) days of the inspection,

SUBMISSION OF REPORTS:

The Report shall be submitted in following Formats as per SOP:

- ❖ Format of **Detailed Fortnightly Report** by **Inspector in Charge of the Rice Mill** [Annexure – A]
- ❖ Format of **Detailed Inspection Report** by **all other officers** except Inspector in charge of the Rice Mill [Annexure – B]
- ❖ Format of **Detailed Monthly Analytical Report** by **SCF&S** [Annexure – C]
- ❖ Format of **Detailed Monthly Analytical Report** by **DCF&S** [Annexure -D]

UPLOADING THE REPORT IN THE PORTAL

In addition to submitting to the Inspection reports as mentioned above, all the Inspection Reports shall also be submitted / uploaded by the concerned officials in the **PORTAL** as per login provided.

VIDEOGRAPHY:

Videography of the entire inspection procedure shall be made by using mobile camera and attach with inspection report.

The file name of video Clip Format –

“Name of Rice Mill in brief- district name in short-date of inspection” **For example- “XYZ Rice Mill-ABC District- **/**/****”**

Such copy shall be preserved in a folder in the office of the SCF&S, DCF&S and DDP&S. Folder name should be as-

“Video Clips of Inspection of Rice Mills [KMS 2024-25]”

REPORT FORMAT

For Report Format – Follow SOP issued by
Food and Supplies department vide **File**
No. E-1008830 No. I / 580854/ 2024 Date:
30-11-2024.





Flour Mill

Flour Mill means the Roller Flour Mill or *Atta Chakki* engaged in the business of conversion of wheat into Fortified Atta/ Wholemeal Atta.

Objectives of Empanelment of Flour Mills:

To control the distribution of Fortified Atta / wholemeal Atta through the PDS amongst the different categories of Ration Card holders





Obligation of the owner regarding post-empanelment Infrastructure:

- Installation of CCTV/ surveillance cameras at Milling, packaging, storage & transportation points.
- Cover entire floor and walls up to 5 ft. inside the packaging unit with white colour marble or tiles.
- Use dunnage of, at least, 300 gauge black polythene sheets at storing points (both Wheat & Atta)
- Dress code (preferably white colour) for workers and staff
- Chemical Laboratory, weighbridge and Computerized infrastructure.



Obligation of the owner regarding Quality control:

- At least one chemist / analyst should be engaged for analysis of produced Atta.
- Batch-wise samples (Following BIS method IS 14818:2000) of produced Atta should be sent to I&QC Lab. for quality test.
- Stocks of Atta to be delivered (as per FIFO) in PDS channel only after getting confirmation of **Quality Certificate** from the Directorate of I&QC.
- Proper hygienic condition to be maintained at Milling Section, Packaging section, and Storage section.
- Cleanliness of milling equipments at all points should be checked and maintained regularly .



Registers to be maintained at Flour Mill point:

- PHH/SPHH Wheat Register
- PHH/SPHH Atta Register
- AAY Wheat Register
- AAY Atta Register
- Milling Register
- Production-cum-Analytical Register
- Quality Control Register



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Inspection of Flour Mills

Empanelment and functioning of Flour Mills working in the PDS are governed by the **West Bengal Targeted Public Distribution System (Empanelment of Flour Mill, Milling of Atta and its distribution) Guidelines, 2024**. In order to ensure smooth functioning of the empanelled Flour Mills as per the abovementioned Guidelines, it is necessary to conduct proper monitoring of the Flour Mills including by conducting regular physical inspection of the Flour Mill premises.



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Under Clause 16 of the WBTPDS (Empanelment of Flour Mill, Milling of Atta and its distribution) Guidelines, 2024 -

- (1) The District Controller of Food & Supplies or Assistant District Controller of Food & Supplies or the Sub-Divisional Controller of Food & Supplies shall inspect, at least, one Flour Mill every month themselves and shall cause inspection of every flour mill through their inspectorate staff every month. Every flour mill in the district / sub-division shall be inspected by the District Controller of Food & Supplies or Assistant District Controller of Food & Supplies or the Sub-Divisional Controller of Food & Supplies at least once every quarter.



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Under Clause 23 of the Guidelines- the District Controller of Food & Supplies shall examine the records of wheat received, milled and atta delivered by the flour mill and stock present in the flour mill on monthly basis from book / online stock register. Further, the physical verification of stock balance exercise for each empanelled flour mill shall be conducted by the District Controller of Food & Supplies in every quarter.

Power to inspect, search, seize etc. i.r.o. the empanelled Flour Mills are governed by the provisions under Clause 24 of the Guidelines.

Penal action against a Flour Mill for contraventions are detailed in Clause 25 of the Guidelines.

Punishment for black marketing, misappropriation or siphoning off, etc. of public distribution commodities by Flour Mill are governed as per Clause 26 of the Guidelines



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Clause 28 of the Guidelines provides the timeframe for disposal of the proceedings-

- (1) The inspecting authority or the inspection team shall submit their report to the District Controller / Director of DDP&S within twenty-one (21) days of the date of inspection or visit. However, the report may be submitted within thirty (30) days of the date of inspection or visit in special circumstances and reasons for such delay shall be recorded in the report.
- (2) All the proceedings initiated shall be disposed of by the District Controller / Director of DDP&S within sixty (60) days of the date of inspection or visit. However, the case shall be disposed of within ninety (90) days of the date of inspection or visit in special circumstances and reasons for such delay shall be recorded in writing.



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Clause 31 of the Guidelines deal with appeal provisions. Any owner of flour mill aggrieved by an order of the District Controller shall, within 30 days from date of receipt of the Order, prefer an appeal to the Director. If the owner of flour mill is aggrieved by an order of the Director shall, within 30 days from date of receipt of the Order, prefer an appeal to the Secretary of the Department.

Schedule of penalty / fine to be imposed upon the Flour mill for contraventions of the provisions of the West Bengal Targeted Public Distribution System (Empanelment of Flour mill, Milling of atta and its distribution) Guidelines, 2024 are given in the Schedule-A (Parts-I & II) of the said Guidelines.



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Flour Mill Inspection Checklist:

LOCATION: SITE & SURROUNDINGS

1. Are premises located away from environmentally polluted areas?
2. Are the surroundings (e.g. drainage, ground etc.) clean & properly maintained?
3. If plant/godown is surrounded by vegetation, is it well tended?
4. Are the premises free from storage of waste & unused items?
5. Is there any sign of pest infestation?



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INFRASTRUCTURE & MAINTENANCE

1. Are CCTVs / surveillance cameras installed at the places of Storage, Cleaning, Milling, Packaging, Storage, and Transportation?
2. Is computer system with internet connectivity available?
3. Is there adequate manpower and are the staff trained and competent?
4. Does the mill have a particular Dress Code preferably of white colour for its workers and staff?
5. Are all the workers of flour mill using Hand Gloves and disposable Caps during working hours, particularly in production and packing units?
6. Are all the workers of flour mill using Rubber Shoes during working hours?
7. Is the entire floor and walls up to a height of 5 ft. inside the packaging unit of the flour mill covered with white colour marbles or tiles?
8. Is lighting adequate & in good working condition?



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STORAGE FACILITIES & PRACTICES

1. Are segregated storage areas of Wheat and Atta and also that of private stock, if any, being maintained by the flour mill?
2. Are proper signage / labels clearly identifying each stock properly displayed?
3. Are any stocks of PDS wheat / atta kept in godown(s) which is not approved by the District Controller?
4. Are any stocks of private wheat / atta kept in godown(s) which is approved by the District Controller for storing PDS stocks?
5. Is proper dunnage of, at least, 300 gauge black polythene sheets being used at storage points of both wheat and atta?
6. Is there a proper stock rotation (First-in, First-Out) system being followed for delivery of atta according to the date of production?
7. Is there an effective loading & unloading system?



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PEST CONTROL

1. Are there signs of pest infestation?
2. Have proper techniques/protocols of pest control and rodent control been followed at the flour mill?
3. Are infestation details with intensity and schedule of treatment properly recorded?

QUALITY CONTROL

1. Does the Flour Mill has an in-house laboratory and, at least, one (1) analyst/chemist having requisite qualification for analysis of atta samples and to provide quality certification of the atta produced by the mill?



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QUALITY CONTROL

2. If yes, which of the following lab instruments are available and found in working order?

- i. NIR (Near Infra-Red) Analyser,
- ii. Electronic balance, and
- iii. Sieve tray of 600 microns.

If NIR Analyser is not available, then are there the following instruments?

- i. Gluten analyser,
- ii. Crude fibre analyser,
- iii. Moisture analyser, and
- iv. Hot-Air Muffle furnace



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Standards (Specification) for quality analysis of Wheat Atta in I&QC Labs

Sl. No.	Parameter	Standards (Specification for Wheat Atta)				
		BIS (Low Grade)	BIS (High Grade)	FSSAI	AGMARK (Standard)	AGMARK (Special)
		Standards followed by F&S Deptt.	Not followed	Not followed & most lenient standards	Not followed	Not followed
1	Moisture, % by weight, Max	13.0	13.0	14.0	13.0	12.0
2	Total ash (on dry basis), % by weight, Max	2.5	2.5	2.0	2.0	2.0
3	Acid insoluble ash (on dry basis), % by weight, Max	0.10	0.10	0.15	0.10	0.10
4	Gluten (on dry basis), % by weight, Max	7.0 to 9.0	Above 9.0	Not less than 6.0	7.0	9.0
5	Crude fibre (on dry basis), % by weight, Max	2.5	2.5	n/a	2.5	2.5
6	Alcoholic acidity (as H ₂ SO ₄), with 90% alcohol, % by weight, Max	0.10	0.10	0.18	0.15	0.10
7	Granularity	The sample shall be considered to satisfy the test if the residue left on a 600-micron IS Sieve after sieving 10 g of the sample for 3 minutes does not exceed 0.2 % by weight	The sample shall be considered to satisfy the test if the residue left on a 600-micron IS Sieve after sieving 10 g of the sample for 3 minutes does not exceed 0.2 % by weight	n/a	Not less than 98% (by weight) of the sample shall pass through 500-micron IS Sieve	Not less than 99.8% (by weight) of the sample shall pass through 600-micron IS Sieve



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QUALITY CONTROL

3. Are the cleaning place, milling place, online packaging place, and storing places of wheat and atta found in proper hygienic condition?
4. Are the milling equipments at all points found well-maintained and clean?
5. Is fumigation of all equipments and machinery parts done every fortnight?
6. Is the resultant atta being packaged and labelled as per the specifications of the State Government?
7. Does each 950 g pouch of atta bear a printed label/stencil as prescribed by the State Government mentioning the Batch Number, Date of Packaging, Date of Expiry and clear instructions saying “SHOULD BE CONSUMED WITHIN THIRTY (30) DAYS FROM THE DATE OF PACKAGING”?
8. Does each delivery bag of atta pouches bear a printed label/stencil as prescribed by the State Government mentioning the Batch Number, Date of Packaging, Date of Expiry and clear instructions saying “SHOULD BE CONSUMED WITHIN THIRTY (30) DAYS FROM THE DATE OF PACKAGING”?
9. Does the flour mill have water safety clearance from Public Health Engineering Department for the water source used for cleaning of the wheat?



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DOCUMENTATION AND RECORDS

1. Does the flour mill maintain record of the quantity of wheat received and atta supplied by them?
2. Does the flour mill submit a monthly report in the prescribed format to the concerned District Controller of Food & Supplies?
3. Does the flour mill maintain batch and date-wise Production-cum-Analytical Register duly certified by the analyst/chemist?
4. Does the flour mill record the test reports received from the I&QC labs against batch-wise samples drawn by QC-trained Inspectorate cadre staff of DCF&S in a separate Quality Control Register?
5. Does the Flour Mill maintain a Stock register to keep records of wheat received, milled and atta delivered by the miller and stock present in the flour mill? If yes, are these records and registers maintained and updated regularly and daily?



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DOCUMENTATION AND RECORDS

6. Does the flour mill indulge in private milling? If yes, do they have the prior written consent of the State Government?
7. Are the records and registers for the wheat and atta belonging to the State Government and that of private milling operations, if any, being maintained and updated separately?
8. Were the records of wheat received, milled and atta delivered by the miller and stock present in the flour mill examined from book/online stock register?
9. Are the stocks stacked in such a manner that bags can be counted easily?
10. Was the physical verification of stock balance (both wheat and atta) of the flour mill conducted?
11. Are calibration records of weight measuring equipments including weigh-bridge maintained?
12. Is pest control documented and records maintained?

Machineries at Flour Mills

MACHINERIES USED IN FLOUR MILLING			
SL NO.	TYPE	MACHINE	Purpose
1	CLEANING MACHINE	PRE CLEANER SEPERATOR	Pre Cleaning of Wheat
		SEPERATOR	For Seperation of CHAP Sticks + Foreign Particals
		SCROURER	For Seperation of Dust
		DESTONER	For Seperation of Stones
		DAMPNER	For Addition of Water
		EMERY	For Seperation of Dust and Upper layer of wheat
2	MILLIING	ROLLER MILLS	For Grinding of Wheat
		CHAKKI	For Crushing of Wheat
3	SCREENING	PLANSHIFTER	For Sieving of Grinded Wheat
4	ENTOLATOR	ENTOLATOR	For removal of Larva and its eggs from Finished Product
5	ATTA COOLING SYSTEM	SS TANKS	For Cooling of Atta
6	AUTOMATIC ONLINE/ MODERN HS LDPE MACHINE	HS-FFS	For Packing of Finished Goods into Pouches
7	Elevator and Conveyers	Elevator and Conveyers	For mobilising of wheat/Final Products



Milling Separator



Separates straw and other food materials and removes foreign matter like seeds, etc.



De-stoner

Eliminates heavy impurities such as stones, etc.

Separates the material into four groups by density:

- i. Stones and other Heavy Impurities
- ii. Whole Clean Grain
- iii. Low Density and Damaged Kernels
- iv. Dust

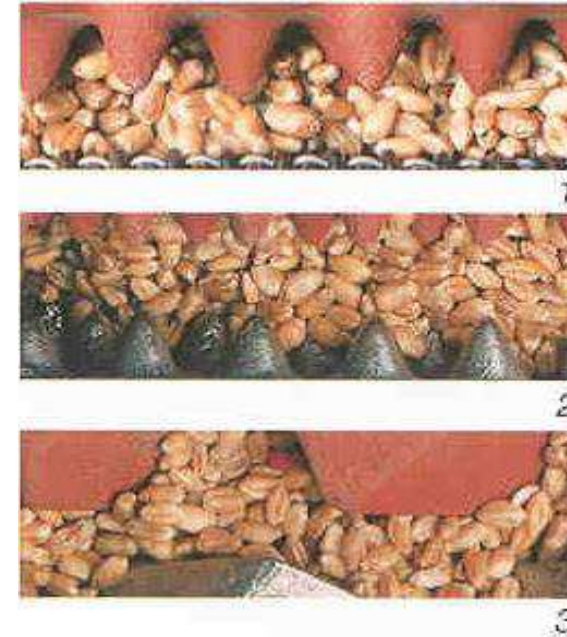




Scourers



Important: Aspiration Channel
after Scourer for Removal of
Remaining Dust
Scourer



Working Principle

Friction of:

1. Grain against Screen
2. Grain against Rotor Segments
3. Grain against Grain



Aspirator



- Removes light materials like Shriveled grains of wheat, chaff, Joint straw, Dust, etc.
- Removes dirt, Bran particles, etc.
- Separates infested grains



Disc Separator

Surface of the Discs is indented to catch individual grains of wheat but rejects larger or smaller materials.





Magnetic Separator

Separates iron and steel particles





Cyclone Separator

Used to separate dust particles from raw wheat





Dampener

- ▶ **Automatic Water Proportioning Intensive Dampener**
 - Automatic Moisture Measurement
 - Re-adjustment of Moisture Content
 - Intensive Mixing of Grain for Optimum Water Distribution
- ▶ **Automatic Moisture Measurement and Control**
- ▶ **Wheat Cleaning System**
- ▶ **Moisture Control/Intensive Dampening**





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Atta Chakki

Used to crush wheat, to
produce Atta





Roller

Used to crush wheat, to
produce Atta





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Plansifter

Used for dressing, sifting and grading of grinding wheat





Entoleter

Sanitizes the Atta by
destroying insects and larvae
before packaging to enhance
the shelf life of the Atta





Silos

Used for cooling of Atta
before pouching .





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Packaging Machine

**Used for pouching of produced
Atta**

