

TOPIC 4 : PROCUREMENT OF AGRICULTURAL PRODUCE FROM MEMBERS

सदस्यों से कृषि उपज की खरीद

When a member walks in to procurement center with her/his produce, the FPO will have to take the produce from her/him and make partial payment as advance against the produce. The full payment will probably be made only after the final sales are completed. The advance could be equal to or less than the current procurement price of the prod

जब कोई सदस्य अपनी उपज के साथ खरीद केंद्र में जाता है, तो एफपीओ को उससे उपज लेनी होगी और उपज के लिए अग्रिम के रूप में आंशिक भुगतान करना होगा। पूरा भुगतान संभवतः अंतिम बिक्री पूरी होने के बाद ही किया जाएगा। अग्रिम उत्पाद के वर्तमान खरीद मूल्य के बराबर या उससे कम हो सकता है

Procurement receipt

1. As soon as the procurement is over, the procurement receipt (shown below) will have to be filled
2. The member will have to sign on the receipt as proof of having received the amount. The FPO staff making the payment will also have to sign it so that if any error is found in the receipt the person who prepared it can be identifies. These receipts must have printed numbers on them.
3. If procurement is on different days in different centres it would be best if each centre had few procurement receipt books of the FPO.
4. While issuing a receipt book to a centre/person, the signature of the person receiving the receipt book and its serial numbers should be noted in a register. The bill book must not be casually handled by more than one person. It may be formally handed to another person if the key person is ill/on leave/is given other responsibilities.
5. Each procurement receipt should be printed as one original and two copies. The original will not be perforated but the two copies will be as they have to go to different persons. The first copy will go to the accountant for entries in other books and the second copy will go to the member herself/himself. The original will be kept with the purchase officer (in bound form). The paper used for the original could be white in colour, and each of the remaining copies should be differently coloured for easy identification (carbon paper needs to be placed between the copies. Use of ball pens will help ensure that all copies are readable).
6. Usually in FPOs the purchase officer will also be the god own in-charge -the person who has the keys of the godown. It is important to have one individual responsible for the quantity and quality of the stocks from procurement till