

PART II – ACCOUNTS DEPARTMENT

CHAPTER I

GENERAL FUND-SECRETARIAT ACCOUNTS

ADVANCE OF PAY ON THE EVE OF
IMPORTANT FESTIVALS

Ref: Office Order No. SE.5955 dt.20-12-1956

Attention of the staff is drawn to Government of India Finance Ministry's O.M.No.F.16(10E II) (A 1/66 dt. 24-9-1956) regulating the grant of the above advance. It is noticed that applications for advances are being received up to the last movement> As the advances are to be drawn prior to the festival and not after, the applications should reach the sanctioning authority at least 10 days prior to the festivals to enable him to make necessary arrangements for cash and disbursements. Applications received late will not be considered.

S.E.(47) 7225 dt.21st February 1957

Some applications have been received for the postponement of recovery of instalments towards President Fund advance during the period of recovery of "Festival Advance. Since the advance of pay granted on the eve of important festival is of a special nature, this cannot be considered as 'Advance Pay' referred to in Rule 15(2) of the Coffee Board President Fund Rules. In the circumstances the recovery of advance from President Fund cannot be postponed during the pendency of the recovery of a festival advance.

SG (PF) 7335 dated 25-2-1957

SURETY ADVANCE

Sub: Advances to Temporary Government Servants furnishing of surety.

Under para 249 of the G.F.R Vol. I advances of various kinds can be sanctioned to officiating and temporary Government servants under general or special sanction of the Ministry of Finance subject to provision of adequate security for the repayment of the loan. For this purpose temporary Government Servant is required to furnish a surety from a permanent Central Government servant. A doubt has been raised whether this surety can be accepted from a permanent Government servant of a status lower than that of the temporary Government servant to whom an advance is sanctioned.

The undersigned is directed to say that surety is required in order to avoid any loss to Government in case of any default in repayment of the loan by the temporary Government servant. This can be insured if the surety is in a position to repay the outstanding amount of advance in one lump sum in the event of such a default. It is therefore necessary that the surety must be a Central Government servant of a comparable or higher status to that of the temporary Government servant to whom an advance is sanctioned.

Office endorsement No. SE.4803 dt. 19/22-Nov-1957

GENERAL FUND No. 1 ACCOUNT

The payment made from General Fund No.1 Account to the Director of Propaganda, Director of Research, and the Development Officer will be accounted for in the books of General Fund No. 1 Account (Administration) as follows: {Under Section 31 (a) (b) (d) and (e)}

1. Remittances to Director of Research for financing Agricultural and Technological Research.
2. Remittances to Director of Propaganda for financing Schemes relating to the promotion of sales and consumption in India and abroad.
3. Remittances to Development Officer for administration of Development programme of Coffee Industry.

Sub: CUSTODY AND ACCOUNT OF CASH

Instructions have been issued to Departments, Sub-Offices etc., from time to time on the above subject. But since the check of the accounts of a sub-office disclosed several irregularities in the maintenance of their Cash Book, the following detailed instructions which are of general application, are issued for the guidance of all concerned.

Cash Books: Cash Books should have their pages machine numbered. A Certificate of Account of the number of pages of the Cash Book should be recorded on the back of the cover over the signature of the officer. As far as possible, no line in a page should be left blank but if any page in the Cash Book has to be left blank, a diagonal line may be drawn to cancel the blank space so that no subsequent entries may be made therein.

All receipts and payments of cash should be entered in the Cash Book as soon as they occur, strictly in the order of their occurrence. The cheques received from the Head Office or parties should also be entered in the Cash Book on the dates of their receipts even though they may be encashed later. Similarly the cheques drawn in favour of self for recouping the cash balance should be entered on the payment side in the bank column and on the 'receipt side' in the cash column, though the cheque may not be cashed on the same day.

- (a) Receipts:- When money is received by an officer on behalf of the Board, it should at once be brought in to account and a receipt should invariably be granted without delay to the payer.

Before an officer signs the receipt for the cash received by him, he should see that the receipt of the money has been duly recorded in the Cash Book and in token of the cheque, the entry in the Cash Book should be initialled and dated at the same time. In case e.g., when the A.C.M.O is absent on tour, and

the receipts are signed by the A.C.M.O on his return from tour with reference to the counterfoils of the receipts.

- (b) Payments:- All payments should be made only on a pay order, signed and dated by a responsible officer. This order should specify the amount payable both in words and figure. All pay orders should be signed in hand and ink. After the payment is made, the voucher, should be stamped 'paid' and if it is paid by cheque, the Cheque No. and date also be written on the voucher. This endorsement should be initialled by the disbursing officer at the time of verification, vide para 3 below. Vouchers should be serially numbered and filed in a guard file, and the corresponding entries in the Cash Book should bear the same numbers under the appropriate column.
- (c) Every entry in the Cash Book must be concise. The date, the number of the voucher, if any and such brief narration which will specify the nature of the transaction must be entered against each item. An entry once made in the Cash Book should, under no circumstances be erased. If a mistake is discovered, it should be corrected by drawing the pen through the incorrect entry and inserting the correct one in ink between the lines. The Disbursing Officer should initial every such correction and invariably date the initials. When the error is discovered too late for correction in this way, and the accounts of the month have already been closed and the balance struck and recorded, no correction of errors in amount should be made, but another entry should be made for the necessary correction in the month in which the errors is detected, a suitable remarks in red ink being recorded against the original erroneous entry in the Cash Book.

3. Verification of Entries in the Cash Book: The officer should check all the

entries in the Cash Book as soon as possible after they are made and he should initial and date the entries. He should compare each entry of payment with the gross amount chargeable as shown in the voucher seeing at the same time that it bears a pay order of a competent authority. He should see while examining the posting of the vouchers on the payment side that all deductions from vouchers are posted as receipts on the receipts side of the Cash Book. He should also verify the totals of the Cash Book or have this done by a subordinate other than the writer of the Cash Book.

The actual balance of Cash should be counted daily. When the officer is present at his headquarters he himself should verify the cash balance. A certificate of verification of the cash balance at the end of the month should be recorded specifying the balances both in words and figures and also in denominations. The balance in the bank as shown in the bank column of the cash book should be reconciled with the pass books and the fortnightly statements received from the banks. This reconciliation should be recorded in the Cash Book at the end of the month over the signature of the officer.

Whenever, on verification of cash, it is found that the balance as per Cash Book is different from the actual cash balance, it must, unless the error could be detected and set right at once, be made to agree with the actual counted balance, by making the necessary receipt or payment entry. If cash is found surplus, an entry 'suspense cash found in excess Rs.....' may be made on the receipt side of the Cash Book; if actual cash is found deficit Rs.... Should be made on the payment side. It should be noted that these entries are only provisional; the error responsible for the difference in cash balance should be detected and rectified. The action that should be taken on the occurrence of a deficiency will depend upon the nature of each case.

4. Payment by Cheque:- If the currency of a cheque has expired owing to its not being presented to the bankers within six months after the day of its issue, it should be recalled and a new cheque issued in lieu of it. The fact of the destruction of the old

cheque and the number and date of the new cheque should be recorded on the counterfoil of the old cheque, and the number and date of the old cheque that is destroyed should be entered on the counterfoil of the new one. The fact of the new cheque having been issued should be entered on the date of issue in red ink in the Cash Book but no amount need be entered in the column for payment, a note being made at the same time against the original entry in the cash book.

When a cheque is cancelled, the cancelling should be recorded on the counterfoil, and the cancellations of the cheque should be recorded as a 'minus' entry of the payment side of the Cash Book, in the bank column.

A counter reference should be given in the Cash Book against the original entry to the second entry of the cheque.

5. Cheque Book and Receipt Books:- All cheque books and Receipt books when received should be carefully examined and the number of forms should be carefully counted and a certificate of the count recorded on the cover. The cheque books should be kept in the personal custody of the officer concerned. A register of cheque books and receipt books should also be maintained in the following form, separate pages being reserved for cheque books and receipt books.

Sl. No.	Date of receipt of Cheque book	No.of Cheques	Particulars From – To	Initials	Date of Issue	Initials	Date of Completion	Attestation by
1	2	3	4	5	6	7	8	9

6. Custody of Cash: The cash should be kept in safe preferably with double locks, one key being kept with the clerk who is entrusted with the responsibility of handling the cash and the other with the officer in charge. The duplicate key of the safe should be kept either in the bank or at the Head Office in the custody of another Department. The duplicate keys should be called back yearly for verification, resealed and sent back again for custody. A register of duplicate keys should be maintained for the purpose.

The persons entrusted with the custody of cash should furnish security or be covered by fidelity guarantee policy. When large sums are to be remitted to the bank or withdrawn there from, a cash in transit policy should also be taken out. As escort may also accompany the person carrying the remittance.

The balances in the imprest account as well as in the Pool Fund Cash Book, Asst. Coffee Marketing Officers, Depot Managers, etc., should be kept in the minimum requirements. Sale proceeds of coffee received from dealers should be remitted to the bank daily.

7. The above instructions will apply mutatis mutandis when the receipt and payment of cash are accounted for in other Registers like Pool Advance Register; 3ABC Register; Sales Register etc.,

Office Order No. SG . 1675 dt. 19-6-1957

CUSTODY AND HANDLING OF CASH

Handling of Board's Funds: It has been brought to the notice of the undersigned that Managers are in the habit of entrusting the Board's cash to the care of Class IV staff and others either for crediting it to the Bank or for making payment of sales tax etc., While this practice may be found to be convenient from their point of view, it is specifically made clear to them that they will be held personally responsible in the event of any loss of money arising as a result thereof.

No. AE(G)/815 dt. 25th April 1957

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Sub: Drawal of road mileage for journeys by walk
Ref: Office Order No. SA 3927 dt. 16th August 1958

The question of drawal of road mileage for journeys by walk was taken up with Government who have held that officials performing a journey on tour on foot can claim road mileage at higher rates as prescribed in S.R 46 read with Government of India decision No. 3 thereunder, if it is otherwise admissible under S.R. 76 (Authority: Ministry of Commerce and Industry, New Delhi No.9(31)/Plant (B)/58 dt. the 14th October 1942 filed in Secretariat Accounts).

SA(GF) 5971 dated 20th October 1959

COFFEE BOARD

SECRETARIAT, ACCOUNTS, BANGALORE-1

No.SA/GF/803

Dated: 1-5-1972

To:

All the Chief Officers of the Board, other than Marketing:

Sub: Delegation of Powers to the Commodity Boards on the basis of the recommendations of the A.R.C.

A copy of the Ministry of Foreign Trade, letter No.9(3)/68-IF, dated 4-6-1971 on the above subject is enclosed for your information and guidance. You will kindly note, in particular, the stipulation in para 3 under which the Board is engaged to submit Quarterly progress reports showing a review of the actual expenditure incurred as compared to the original budget, the modifications made during the Quarter as compared to the sanctioned budget and any modification made in excess of the delegated authority, within one month of the completion of each Quarter, namely by the end of July, October, January and April. Similarly a review of the annual expenditure as compared with the original budget is to be furnished positively before 30th June of the succeeding year. The need for furnishing these reports was emphasised by the Director (Finance) during his recent discussions with the Chairman and Officers of the Coffee Board. The first return for the Quarter ending March 1972 is due before 30th of April. You are requested to furnish the report prescribed to Accounts Department at a very early date, to enable that department to consolidate and send the reports to Government.

Similarly the material required for the Annual Report may please be furnished without fail by 10th June 1972.

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You are requested to bestow your personal attention in this regard and furnish the reports on the due date. Such reports are required only in respect of expenditure from General Fund.

Sd/-
H.G.V.REDDY
Chairman

By Order

S.M. KRISHNAMACHARI
Accounts Officer.

Copy to:

All Departments and Asst. Accounts Officers.

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No. 9 (3)/68-IP
Government of India
Ministry of Foreign Trade

New Delhi, dated the 4th June 1971

To:

The Chairman,
Coffee Board,
1, Vidhana Veedhi,
Bangalore-1

Sub: Delegation of powers to the Commodity Boards
on the basis of the recommendations of the A.R.C

Sir,

On the basis of recommendations No. 30 in the A.R.C Report on Economic Administration dealing with the control of expenditure on commodity Board, I am directed to convey the sanction of the Central government to the delegation of the following powers to the Commodity Board:-

- a) Once the budget provision of the Commodity Board has been made after detailed scrutiny by the Ministry of Finance, funds will be released by this Ministry as and when required without reference to the Ministry of Finance thereafter individual schemes need not be submitted to the Government for approval, and
 - b) The Boards can incur expenditure within the allotted funds without further reference to Govt. once the foreign exchange allotment has been made at the beginning of the year after due scrutiny of the proposed expenditure.
2. These powers are delegated subject to the conditions that:-

- i) Where lump-sum provision is made, it will be necessary for the Board to furnish full details to this Ministry for formal clearance of the Scheme as a whole in consultation with the Ministry of Finance before funds including foreign exchange, are released for use by the Board;
- ii) Funds are not drawn for in advance or in excess of two months' requirements, particularly of foreign exchange; and
- iii) Re-appropriation of foreign exchange is not made from one scheme to another, as this might completely change the nature and character of the schemes which are mainly promotional.

3. You are requested to send the concerned Commodity Divisions of this Ministry quarterly progress reports showing a review of the actual expenditure incurred as compared to the original budget within one month of the completion of each quarter, namely by the end of July, October, January and April. This review should bring out clearly the modifications made during the quarter as compared with the sanctioned budget and any modification made in excess of the delegated authority. You are also requested to send to the concerned Commodity Divisions of this Ministry a review of the annual expenditure incurred as compared with the original budget approved by the Government positively by 30th June of the succeeding financial year. This review will have to bring out clearly the modifications which are made in the course of the year as compared with the sanctioned budget and especially bring to the notice of the Government any such modifications made in excess of the delegated authority. These reports are intended to enable the Ministry of Foreign Trade and the Ministry of Finance to assess as the end of every quarter/year as to how the system of delegation has actually worked.

4. This sanction issues with the concurrence of the Ministry of Finance vide their U.O.No.2426-FT & T Division dated 7.4.71.

Yours faithfully,

Sd-/

(K.S. GANAPATI)

Director (Internal Finance)

COFFEE BOARD

BANGALORE

No.D.O.SA(GF)PB/1-4-4569.

Dated 27.8.1975.

Dear Dr.D'Souza,
Sri Balu,
Sri Vijayendraswamy,
Sri Balaram,

Please refer to this office letter No.SA(GF) P.S./1.4.2301 dated 21.6.1975 on the subject- Performance Budget 1975-76-First Quarter ending 30.6.1975, in which it was requested that the quarterly report should reach Secretariat Accounts on or before 7th of subsequent month of the quarter so that the report in consolidated form is sent so as to reach the Ministry on or before 10th of the subsequent month.

In this connection I would like to send a copy of letter D.O.No.G.29011/1/75- B & A dated 22nd July, 1975 received from Sri.K.S.Ganapati, Director (I.F.), Ministry of Commerce, Government of India, New Delhi, addressed to Chairman, in which Ministry desires that the quarterly report is sent so as to reach the Ministry by 10th of the subsequent month positively. The Chairman, therefore, has ordered that the Heads of Departments should see that the report reaches Secretariat Accounts by 7th of the subsequent month each quarter, so that the Ministry's time schedule and send your quarterly reports within the due date, positively.

Yours sincerely,
(S.M. KRISHNAMACHARI)

Copy to:

1. Administrative Officer (Accounts),
C.C.R.I.
2. Asst. Director of Propoganda
(Accounts) for prompt action.
3. Accounts Officer (Development)
4. Accounts Officer (Marketing)
5. General Section & Export Section
(M.D.)

(S.M.KRISHNAMACHARI)
Chief Accounts Officer.

Copy of D.O. letter No.G.29011/1/75-B & A dated the 22nd July, 1975.

Kindly refer to my D.O. letter No.G.29011/1/74-B & A dated the 30th April, 1974 regarding quarterly progress reports in respect of Performance Budget for 1974-75.

2. The Performance Budget of the Ministry of Commerce for 1975-76, as usual, lays down the physical targets of various Schemes/Programme vis-à-vis budgetary provisions therefore for the year 1975-76.

3. In order to ensure the achievements of the targets laid down, it is necessary to have periodical reviews of the Performance made in the course of the year so that timely action can be taken wherever the progress has fallen short of the targets.

4. I would, therefore, request that a review of the progress may be made at the end of each quarter (viz, June, September and December, 1975 and March, 1976) and the progress report for that quarter furnished to this Section by the 10th of the following month viz. by 10th July, 1975, 10th October 1975, 10th January, 1976 and 10th April, 1976 respectively in the attached Proforma. Thus the Report for the quarter ending June, 1975 become due for submission by 10th July, 1975.

5. A note may please be kept in the Calendar of Returns so as to ensure that reports for the subsequent quarters are also furnished to this section in time, as indicated in para 4 above.

PROFORMA

Name of Industry/ Organisation/ Board etc.,	Reference to page No. of Performance Budget 1975-76 where the industry have quoted & Description of Programme/Activity		Targets for 1975-76	
	Page No.	Description of Programme/ Activity	In Physical terms	In financial terms
1	2(a)	2(b)	3(a)	3 (b)
			Particulars	Particulars

Achievements for the Quarter ending		Shortfall, if any, in achievement in relation to Proportionate targets		Reasons for shortfall
In Physical terms	In financial terms	In Physical terms	In financial terms	
4(a)	4(b)	5(a)	5(b)	6

COFFEE BOARD

SECRETARIAT, BANGALORE

SA/(GF)/N.S./1-10/896

Dated 28.4.1978.

OFFICE ORDER

Sub: Revised Estimates-1978-79 & Budget Estimates-1979-80
New Schemes, Coffee Board General Fund.

Please refer to last para of O.O.No.SA (GF)/Bgt/1/14299 dated 31.12.1977 (Copy enclosed) on the above subject.

2) Heads of Departments of the Board where the Departmental expenditures are financed by the General Fund should formulate proposals for new items of expenditure proposed to be included in the Budget Estimates for 1979-80 sufficiently early so that the sanction of Government is obtained before 30.6.1978, such proposals with detailed estimates together with blue prints/plans approved by Central Public Works Department/State Public Works Department, wherever necessary, should be discussed by the concerned Heads of the Departments and sanction obtained for placing before the appropriate committee for approval before sending the Government of India for sanction. It is needless to say that the proposals sent to Government of India are complete in all respects and the fact that the concerned committee of the Board has approved the proposals as indicated. Such proposals are to be sent to the Secretariat Accounts Section by/or on 30-6-78. Proposals received beyond 30-6-1978 will not be entertained.

3) No new items of expenditure should be included in the revised estimates for 1978-79 except the new schemes of very urgent nature which can positively be implemented before the class of the financial year for which sanction of Government

of India is obtained and inclusion thereof in the Revised Estimates for 1978-79 approved.

4) This may be noted for strict compliance.

M.VENKATARATHNAM
Chairman
Coffee Board

By ORDER

CHIEF ACCOUNTS OFFICER

All Heads of Departments (except C.C.M.O) with copies to All Administration and Accounts Section.

COFFEE BOARD

BANGALORE

No.SA(GF)/Bgt/1-1/4299

Dated: 31-12-1977

OFFICE ORDER

Sub: Preparation of Revised Estimates- and Budget Estimates of Coffee Board General Fund Budget.

It is observed that the Budget Estimates for Revised Estimates 1977-78 and Budget Estimates 1978-79 of the different Departments of the Board, financed by the General Fund were received in the Secretariat Accounts for compilation inordinately delayed causing undue delay in forwardal of the Budget to the Government of India, inspite of the Departments being asked as early as May, 1977, to furnish the budget on or before 10-8-1977 vide Circular No. SA(GF) Bgt/1-1/827 dated 5-5-1977, and several subsequent reminders. Experience in the past is also that the Budgets of different Departments are not received for compilation within the due date. This has caused dislocation of Budget programme and delay in submission to Government of India. Therefore, it is imperative that the Heads of the Departments evince personal interest and ensure that the Budget Estimates in complete form is sent to the Compiling Section (Secretariat Accounts) on or before the due date fixed each year, in future.

Similarly the Performance budget which should accompany the conventional budget was also not received in time and had to be sent to Government much later after the conventional budget was sent. It is necessary that the Performance Budget of each Department so that useful review could be made before forwardal to Government.

The Head of Departments should discuss the salient feature of their budget proposals for new items with the Chairman well in advance, before inclusion in the Budget. These instructions should be noted for strict compliance.

M.VENKATARATHNAM
Chairman
Coffee Board

By Order
CHIEF ACCOUNTS OFFICER

All Heads of Departments excepting Chief Coffee Marketing Officer.

Copy to all Establishments, Accounts Sections except Marketing Department.

COFFEE BOARD

BANGALORE

No. SA (GF)Bgt/1-1/1010

Secretariat

Dated:- 2-5-1978

OFFICE ORDER

Sub: Revised Estimates for the year 1978-79 and Budget Estimates for the year 1979-80.

Ref: O.O.No.Bgt/1-1/14299 dated 31.12.1977.

It has been decided that the Board's General Fund Budget should be approved by the Board before it is forwarded to the Government of India. The General Fund Budget will have to be sent to the Government of India by the end of September, 1978, positively. It will have to be sent to the Board members well in advance for their perusal and discussion in the Board's meeting to be held in September 1978. It is therefore necessary to forward the budget estimate of your Department to Secretariat Accounts in quintuplicate (5 copies) well in advance, and in any case not later than 10th August 1978. Since there is no change in the form in which the estimates are to be submitted, from the ones already circulated to you under cover of this Office Circular letter No.SA(GF)Bgt/1-1/935 dated 7.5.1975, the estimates may be prepared as per the above specimen (As a measure of economy in utilisation of paper the specimen form is not enclosed now). (Now enclosed for Purpose of the reference) In this connection, reference is invited to the Circular No.SA (GF)/9293 dated 27th January,1973. It may also be noted that:

- 1) The estimates of Revenue and Expenditure are to be shown separately.
- 2) The variations are to be explained in the form of foot notes were feasible; otherwise in the notes explaining the provisions of the budget to be drawn up on the model of the notes of the Ministry of Finance (already circulated to all Departments).

- 3) In the abstract of Nominal Rolls, ' Posts filled up' 'Posts vacant' and 'Posts newly sanctioned', should be shown separately and not intermingled. Provision for Officers and Establishment should be separate.
- 4) In respect of newly created posts how the expenditure is proposed to be met should be explained fully in the notes.
- 5) No new item of expenditure or a fresh charge not approved by the Ministry should be included. The Departments should also ensure that the approval of the respective committees of the Board for the budget are obtained and communicated to Accounts before consolidation of the budget and forwardal to the Government of India.
- 6) The details given in the ' Abstract of Nominal Rolls' should correspond to the provisions proposed in the budget.
- 7) In the Abstract of Nominal Rolls in respect of Revised Estimates, Provision should be made for the entire year taking into account any change in the rate of pay or allowances that has accrued since the submission of the original estimates and not for 8 months only.
- 8) The estimates should be prepared on the basis of what is expected to be received or paid (under proper sanction) during the year including arrears of previous years.
- 9)The provision under 'other charges' may please be supported by separate statement showing full particulars under detailed heads of Account on the model gives for Research Department at page 11/12.
- 10)The establishments should be drawn up only on foolscap size paper.

11) 'R.E. indicates 'Revised Estimates and 'B.E' indicates budget estimates'. Years should be filled in.

2. As in the previous years accounts department will furnish actuals for the last three years.
3. As in the last year a performance 'budget will have to be sent along with the conventional budget. Patterns of the Performance Budget already circulated to you as an enclosure to this office letter No.SA(GF)PB/1-4/1044 dated 19-8-77 in respect of revised estimates -1977/78 and budget estimates-1978/79 may be followed for preparation of the performance budget of your department for this budget year also. The targets for the previous years and the current year and the performance so far may be highlighted.
4. It is reiterated here that the Head of Departments would discuss the salient feature of their Budget with undersigned before finalisation for forwardal to Secretariat Accounts for consolidation.
5. Receipt of this office order may be acknowledged and forwardal of Estimates in time, in any case not later than 10th August 1978.

M.V.VENKATARATHNAM
Chairman
Coffee Board

By order
Chief Accounts Officer

The Secretary, coffee Board, Bangalore
The Director of Propaganda, Coffee Board, Bangalore.
The Development Officer, Coffee Board, Bangalore.
The Director of Research, Central Coffee Research Institute.

Coffee Research Station, P.O.Chikmagalur District.

Copy to:

All Officers in charge of Accounts Sections at Head Office (excepting Marketing Accounts)
The Head of the Extension, Research Department, H.O. Bangalore for needful action.

The Administrative Officer, C.C.R.I . A copy of the detailed 'Nominal Rolls' of your
Department should be sent to Secretariat Accounts for reference and record. All Departments
(other than Marketing)

Public Relations Officer, Coffee Board, Head Office, Bangalore, for necessary action. The
time schedule should be kept up.

CESS COLLECTION

The balance of Cess Fund @ Rs. 11.80 a quintal being the duty of Customs & duty of Excise levied under Sections 11 and 12 of the Coffee Act) in the Consolidated Fund of India to the credit of the Coffee Board would be as follows:

	Rs. in lakhs
Opening Balance on 1 st April-----	-----
Add estimated receipts during 197---19 (Revised Estimates) (at Rs.....per quintal on Tonnes of coffee)	-----
	<hr/>
Less payments to the Board during 197..../ 97....(R.E.)	-----
	<hr/>
Opening balance on 1 st April	<hr/>
Add estimated receipts for 197...../19....(Budget Estimates) (at Rs..... Per quintal on Tonnes of coffee)	-----
Less payments to the Board during 197__/19__ (B.E.)	-----
	<hr/>
Closing balance on 31 st March 197___	<hr/>

ABSTRACT OF RECEIPTS AND EXPENDITURE

Opening balances and receipts			Expenditure			
	Actual for 19__ 19__ 19__	R.E. R.E for for		Actual for 19__ 19__ 19__	R.E. R.E for for	
1. Opening balance:			a) Secretariat			
a. Secretariat			1. Administration			
b. Research			2. Works & Capital			
c. Propaganda			3. Journal			
d. Development			4. Advances to employees			
			5. Labour welfare			
2. Receipts:			b) Research			
a. Secretariat			1. Administration			
b. Research			2. Works & Capital			
c. Propaganda			c) Propoganda			
d. Development			1. Administration			
			2. External publicity			
			3. Internal publicity			
			4. Purchase & sales of Coffee			
			5. Purchase & Sale of Chicory.			
			d) Development			
			Grand Total			

Grant from C.F.I.

STATEMENT OF ESTIMATES RECEIPTS

Head of Receipts	Actual for 19—19---19---	R.E.	R.E.
I. Secretariat (Administration)			
1. Rent/ Hire Charges			
2. Journal			
a) By subscription			
b) By Advertisement			
3. Recovery of Advances from Staff:			
a) H.B.A.			
b) C.P.A.			
c) Warm Clothing			
d) Fans			
4. Miscellaneous Receipts			
II Research			
5. Sale of Coffee sent to Pool			
6. Sale of Seed Coffee			
7. Sale of other estate produce			
8. Rents/Hire charges			
9. Coffee Demonstration Farms			
10. Sale of Food grains			
11. Miscellaneous Receipt			
III. Propoganda			
12. Miscellaneous Receipts			
13. Reimbursement from Marketing Dept. towards expenditure on Sub-Offices in North			
14. Sale of Coffee (Net Receipt)			
15. Sale of Chicory (Net Receipt)			
Grand Total			

STATEMENT OF ESTIMATED EXPENDITURE

Head of Expenditure	Actuals 19--19-19--	Budget Estimate 19---		Actuals for		RE.	RE
		Proposed by Board	Sanctioned by Govt.	Last 8 mths of previous years	1 st 4 mths of current year		
I. Secretariat Administration:							
1. Salary of Officers.							
2. Salary of Establishment							
3. Dearness allowance (including D.P.)							
4. Other allowances							
Total Establishment Charges							
5. T.A. a) of Members							
b) of Officers & Staff							
6. Other charges							
Total Administration							
7. Indian Coffee (Journal)							
8. Pension/Provident Fund							
9. Works & Capital Outlay							
10. Advances to Employees							
i) H.B.A.							
ii) C.P.A.							
iii) Others							
11. Labour Welfare							
Total							

Head of Expenditure	Actuals	Budget Estimate 19---		Actuals for		RE.	RE
	19--19-19--	Proposed by Board	Sanctioned by Govt.	Last 8 mths of previous years	1 st 4 mths of current year		
II. Research Departaments							
i) Central Coffee Research Institute.							
1. Salary of Officers.							
2. Salary of Establishment							
3. Dearness allowance (including D.P.)							
4. Other allowances							
Total Establishment Charges							
5. T.A.							
6. Other charges							
Total Administration							
ii) C.R.S.S. Chettalli							
1. Salary of Officers.							
2. Salary of Establishment							
3. Dearness allowance (including D.P.)							
4. Other allowances							
Total Establishment Charges							
5. T.A.							
6. Other charges							
Total Administration							
Total							

Head of Expenditure	Actuals	Budget Estimate 19---		Actuals for		RE.	RE
	19--19-19--	Proposed by Board	Sanctioned by Govt.	Last 8 mths of previous years	1 st 4 mths of current year		
III. Soil Testing Laboratory, (Mysore)							
1. Salary of Officers.							
2. Salary of Establishment							
3. Dearness allowance (including D.P.)							
4. Other allowances							
5. T.A.							
6. Other charges							
Total of Administration							
IV) Research (Development & Extension Wing							
1. Salary of Officers.							
2. Salary of Establishment							
3. Dearness allowance (including D.P.)							
4. Other allowances							
5. T.A.							
6. Other charges							
Total Administration							
V) Research Works and Capital Expenditure							
Grand Total for Research							

Head of Expenditure	Actuals 19--19-19--	Budget Estimate 19---		Actuals for		RE.	RE
		Proposed by Board	Sanctioned by Govt.	Last 8 mths of previous years	1 st 4 mths of current year		
III. Propaganda							
i) Administration (H.O.& S.O.)							
1. Salary of Officers.							
2. Salary of Establishment							
3. Dearness allowance (including D.P.)							
4. Other allowances							
5.Total Establishment Charges							
6. T.A.							
7. Other Charges							
Total of Administration							
2) Internal Publicity							
(Statement enclosed)							
3) External Publicity							
(Statement enclosed)							
4) Purchase & Sale of Coffee(Net)							
(Statement enclosed)							
5) Purchase & Sale of Chicory (Net)							
(Statement enclosed)							
Grand Total for Propaganda							

Head of Expenditure	Actuals 19--19-19--	Budget Estimate 19---		Actuals for		RE.	RE
		Proposed by Board	Sanctioned by Govt.	Last 8 mths of previous years	1 st 4 mths of current year		
IV. Development Department							
1. Salary of Officers.							
2. Salary of Establishment							
3. Dearness allowance (including D.P.)							
4. Other allowances							
Total Establishment Charges							
6. T.A.							
7. Other Charges							
Total of Administration							

PURCHASE AND SALE OF COFFEE

Head of Expenditure	<u>Actuals</u> <u>19--19-19--</u>	Budget Estimate	Actuals for		RE.	RE
			Last 8 mths of previous years	1 st 4 mths of current year		
I. Administration of Depots/ Coffee Houses/Vans.						
1. Salary of Establishment						
2. Dearness allowance (including D.P.)						
3. Other allowances						
Total Establishment Charges						
4. T.A.						
5. Other Charges						
(Vide Statement enclosed)						
Total of Administration						
II) Cost of Coffee						
1. Value of Coffee						
2. Freight on Coffee						
3. Sales Tax on Coffee						
III. Other purchases						
1. Cost of Milk,Sugar etc.,						
2. Catering purchases						
3. Purchase of filters						
4. Others						
Total Expenditure						

Head of Expenditure	Actuals <u>19--19-19--</u>	Budget Estimate 19---		Actuals for		RE.	RE
		Proposed by Board	Sanctioned by Govt.	Last 8 mths of previous years	1 st 4 mths of current year		
Less Receipts							
1. Sale of Coffee							
2. Sale of caterings							
3. Sale of filters							
4. Sales Tax							
5. Miscellaneous Receipts							
Total Receipts _____							
Net Expenditure/Recceipts _____							

PURCHASE AND SALE OF CHICORY

Head of Expenditure	<u>Actuals</u> 19--19-19--	Budget Estimates.	Actuals for		RE.	RE
			Last 8 mths of previous years	1 st 4 mths of current year		
Administration						
1. Pay of Establishment						
2. T.A						
3. D.A						
4. Other Allowances						
5. Other Charges						
Cost of Chicory						
Sales Tax						
Storage Charges						
Total						
Less Receipts						
Application fee						
Sale of Chicory						
Sales Tax						
Miscellaneous Receipts						
Total Receipts						
Net Receipt/Expenditure						

OTHER CHARGES (FOR RESEARCH DEPARTMENT)

Head of Expenditure	Actuals <u>19--19-19--</u>	Budget Estimates.	Actuals for		RE.	RE
			Last 8 mths of previous years	1 st 4 mths of current year		
1. Wages and allowances for Mazdoors including maternity benefits 2. E.P.F. Employer's Contribution 3. Repair upkeep of buildings and petty contribution 4. Farm Stores(including Machinery, manure, seed etc.,) 5. Laboratory Stores 6. Taxes and Insurance 7. Medical Charges 8. Repairs & upkeep of vehicles and machinery 9. Rents 10. Purchase of food grains 11. Books and periodicals 12. Power, light and water supply 13. Field experiments 14. Exhibitions and conferences 15. Scheme for Quality control 16. Scheme for crop estimation 17. C.D.F.S 18. Hospitality Fund 19. Telephone 20. Postage and Telegrams 21. Stationery and petty local purchases 22. Uniforms, washing allowances etc. 23. Amenities and Donations 24. Planter's Library 25. Prizes and awards 26. Miscellaneous charges Total						

ABSTRACT OF NOMINAL ROLLS DEPARTMENT

Particulars of the posts	Scale Of pay	No. of Posts	Pay	Budget Estimates 1971/72					Total
				Other Allowances					
				DA including D.P	H.R.A	CCA/LCA Winter allowances	CBA/OTA Medical/ Honoraria	Total of other allowance	
A. Posted Filled									
1.									
2.									
3.									
4.									
and so on									
Total									
B. Posted Vacant									
1.									
2.									
3.									
4.									
and so on									
Total									
C. Posted Newly Sanctioned									
1.									
2.									
3.									
4.									
and so on									
Total									

COFFEE BOARD GENERAL PROVIDENT FUND RULES 1965
Second Schedule Rule 13 (1) Amended)

Authorities Competent to grant Temporary Advances

In exercise of the powers conferred by Sub-rule (I) of rule of the Coffee Board General Provident Fund Rules, 1965 the Chairman hereby delegates his powers to sanction advances to officers under their control, for which special reasons under Sub-rule (2) are not required, to the following officers to the extent specified below:

- | | | |
|---|---|-------------------------|
| 1) Chief Coffee Marketing Officer/Senior | } | |
| Deputy Chief Coffee Marketing Officer/ | } | |
| Secretary/Director of Propaganda/ | } | Group B
Officers |
| Director of Research/Development Officer/ | } | |
| Chief Co-ordinator & Head I.C.O (A) Cell | } | |
| | } | |
| 2) Deputy Chief Coffee Marketing Officer/ | } | |
| Deputy Secretary/Deputy Director of | } | |
| Propaganda/Deputy Development Officer/ | } | Group C &
D Officers |
| Deputy Director of Extension Senior | } | |
| Liaison Officer | } | |
| | } | |
| 3) All Group B Officers empowered to | } | |
| sanction advance of T.A to their staff on | } | - do - |
| transfer. | } | |

All Advances to Group A officers will be sanctioned by the Chairman only.

Sd/-
CHAIRMAN

Dated: 13-8-1976

Note: Group A:- Pay or scale of pay (maximum) being not less than Rs.133/-

Group B:- Pay or scale of pay with a maximum of not less than Rs.900/-
but less than Rs.1.300/-

Group C:- Pay or scale of pay with a maximum of over Rs,290/- but
less than Rs.900/-

Group D:- Pay or scale of pay the maximum of which is Rs.290/- or less.

COFFEE BOARD

BANGALORE

No. SA (PF) 4882

Dated 18.8.1976.

Forwarded to all Departments including I.C.O(A) cell with sufficient copies
For circulation to all concerned for information and guidance.

This is in supersession of the earlier delegation of powers vide the last page
Of the Coffee Board General Provident Fund Rules, 1965.

By order
Sd/
COFFEE ACCOUNTS OFFICER.
COFFEE BOARD.

COFFEE BOARD

SECRETARIAT – BANGALORE

No.SA (PF) 4885

Dated 18.8.1976.

OFFICER ORDER

Sub: Advances from Board's General Provident Fund.

A large number of requests for grant of advances from Provident Fund at very frequent intervals withdrawing almost the entire accumulations leaving only a token balance in the Fund are being received from some of the employees. Such indiscriminate withdrawals which liquidate the compulsory savings and defeat the very purpose for which the Provident Fund is constituted is viewed with disfavour.

As a measure to check such disproportionate withdrawals it has been decided that an application for an advance from the Provident Fund of subscriber including that of a special nature received, before at least a lapse of six months from the date of drawal of the previous advance, shall not be entertained.

All officers of the Board who recommend/sanction advances from the Board's Provident Fund shall note this restriction.

Chairman
Coffee Board.

By Order
CHIEF ACCOUNTS OFFICER.

All Departments with sufficient number of copies for distributions to Sub-Offices.

COFFEE BOARD

BANGALORE – 560 001

No.SA (PF)/8462

Dated 10.11.1976.

OFFICE MEMORANDUM

Sub: Advances from Provident Fund under Rule 13 (2) of the Coffee Board General Provident Fund Rules, 1965.

Under Rule 13(2) of the Coffee Board General Provident Fund Rules, 1965, an advance shall not, except for special reasons to be recorded in writing be granted to any subscriber in excess of the limit laid down in Sub-rule (1) or until repayment of the last instalment of any previous advance. The power under the sub-rule shall be exercised by the Chairman only.

It is stipulated in Para 421 (iv) (b) Chapter XIX of the Board's coffee Manual-Volume I that the officer forwarding an application for grant of an advance for special reasons under Rule 13(2) of Coffee Board General Provident Fund Rules, 1965 shall ensure that proper evidence is produced by the applicant in support of the reasons given for the advance and offer his remarks as to the reasons given for the advance and offer his remarks as to the genuiness of the reasons given stating what enquiries he has made.

Applications for grant of advances from Provident Fund for special reasons are being forwarded to the Provident Fund branch by the recommending/scrutinising authorities without specific recommendations as stipulated above.

The Chairman on a file on the subject has minuted as follows:-

“ In all these cases, the recommending authority and the scrutinising officer in the office of the Board should bring out the importance and specific elements of Rule 13 particularly the purpose and the special circumstances and reasons contemplated under Sub-rule 2 of Rule 13 after due verification of facts

mentioned in the application. This will be done in all future cases”.

The recommending/scrutinising authority while forwarding an application for grant of an advance for processing in the Provident Fund branch of the Board shall invariably record thereon his specific recommendation indicating a) genuineness of the request b) the nature of evidence produced/enquiries made and c) the special reasons for sanctioning the advance in excess of the limit and before repayment of the previous advance as specified in Sub-rule (2) of Rule 13 *ibid*. Applications sent to Provident Fund branch without these recommendations will be returned.

Sd/-
for CHIEF ACCOUNTS OFFICER
COFFEE BOARD

To All Heads of Departments

All Departments of the Board including I.C.O. (A) cell with sufficient copies for distribution to sub-offices.

P.S. to Chairman/Chief Coffee Marketing Officer, for information

COFFEE BOARD

BANGALORE – 560001

No. SA (PF) 12737

Dated: 23-3-1977

OFFICE ORDER

Sub: Advance from Provident Fund under Rule 13(2) of the Coffee Board General Provident Fund Rules, 1965.

Ref: 1) Office Order No.SA (PF) 4885 dated 18-8-1976

2) Office Memorandum No. SA (PF) 8462 dated 10-1-1976.

A large number of requests for grant of advances from Provident Fund for meeting the expenditure for religious purposes, marriage/betrothal of dependant sisters/nieces/nephews etc., are being received at frequent intervals which reduces the Provident Fund accumulations available to a subscriber at the end of the service. Such erosions of Provident Fund accumulations of employees defeat the very purpose for which they are required to contribute to the Provident Fund.

Since the Board holds the Provident Fund of its employees in trust for the benefit of the subscribers and their families, it has a responsibility to exercise strict control over grant of Provident Fund advances. It has been noticed in this connection that recommending officers, who are expected to exercise a careful control even at the initial stage of scrutiny, often tend to recommend grant of Provident Fund Advances as a matter of routine while forwarding the applications to their superior officers, without satisfying themselves about the genuiness of the reasons stated therein.

A special responsibility in this regard rests on the officers who are expected to scrutinise applications for Provident Fund advances for special reasons under Rule 13(2) of the Board's General Provident Fund Rules. The following norms are hereby

circulated for the guidance of all such officers:-

- 1) A second/subsequent advance shall not be recommended for special consideration before a lapse of atleast one year from the date of drawal of the Previous advance.
- 2) No advance shall be granted for marriage/betrothal of a dependant sister/niece/nephew etc., as a special case.
- 3) No advance, for religious purpose e.g., fulfilling vow etc., shall be granted if an advance for a similar purpose has been drawn by the subscriber within a period of 5 years preceding the date of application.
- 4) Advances for 'Special reasons' may be recommended only for the marriage/betrothal of the subscriber's daughter/son and not for others.
- 5) Advances for special reasons may be recommended for higher education of subscribers sons/daughters provided sufficient justification is produced.
- 6) Advances for special reasons may be recommended for medical treatment provided sufficient proof is produced.

The officers recommending grant of Provident Fund advances on such grounds satisfy themselves of the genuiness of the reasons advanced in the applications and record a certificate to that effect, after doing so.

It is hereby again emphasised that all concerned officers should scrutinise the applications for provident fund advances at the initial stage itself on the basis of the

norms set above and return the applications which do not conform to the said norms without automatically putting them up to the higher authority.

Chairman
Coffee Board

By Order
Sd/-
Chief Accounts Officer
Coffee Board

All Departments (administration & Accounts) including ICO, Projects Wing with sufficient number of copies for circulation amongst their Regional/sub-offices.

COFFEE BOARD

BANGALORE

No. SA(PF)1053

Dated: 10-5-1977

OFFICE ORDER

Sub: Incentive Bonus Scheme for subscribers to the Board's Provident Fund who do not withdraw from their Provident Fund accounts during the year.

Government of India have introduced 'Incentive Bonus Scheme' for Central Government employees who do not withdraw any amount from their Provident Fund account during a financial year with effect from 1-4-1975 vide Ministry of Finance, O.M. No. F.20(7)-E.V(B)/75 dated the 30-7-1975-copy enclosed

This scheme is introduced in the Board also with effect from 1-4-1975 subject to the rates and conditions prescribed in the O.M. The Incentive Bonus calculated at the prescribed rates will be credited to the Provident Fund accounts of the eligible employees and included in the annual statements of accounts for the year 1976-77.

The term ' emoluments' for this purpose will be as defined under Rule 2(f) read with Rule 9(2) of the Coffee Board General Provident Fund Rules, 1965 and corresponding rule in Coffee Board Contributory Provident Fund Rules instead of as defined in Para 2 (iii) of the O.M.

Contents of this Office Order may be brought to the notice of all employees of the Board.

CHAIRMAN

By order
Chief Accounts Officer.

To
All Departments of the Board with sufficient number of copies for circulation to all employees.

Copy of Ministry of Finance, O.M. No. F.20(7)-E.V/(B)/75, dated the 30th July, 1975.

Sub: Incentive bonus scheme for subscribers who do not withdraw from their accounts during the year.

The President has been pleased to introduce, with effect from 1st April, 1975 an incentive bonus scheme for Central Government employees who do not withdraw any amount from their provident fund accounts during a financial year.

2. The main features of the Scheme will be as follows:

- i) During a financial year commencing from 1-4-75, any Central Government employee who does not withdraw any amount from his provident fund account will be entitled to a bonus on the subscription made during the year.
- ii) The bonus will be calculated at the rate of 3% for employees drawing emoluments up to Rs.500 per month and 1% for employees drawing emoluments above Rs.500 per month. The total amount of bonus should be rounded off to the nearest whole rupee (fifty paise counting as the next rupee).
- iii) For calculation of bonus, emoluments as on the 31st March of the preceding year will be taken. The term 'emoluments' will be defined under Rule 2(b) read with Rule 8(2) of G.P.F (C.S) Rules, 1960 and the corresponding rules in the C.P.F. Rules(India), 1962.
- iv) The term "withdrawn" means both refundable and non-refundable withdrawals. While withdrawals for financing insurance policies will not make subscribers ineligible for this benefit, the bonus will in such cases, be related to net subscription during the year after deducting the amount of withdrawals for financing policies.

- i) The bonus so calculated, will be credited to the account of the subscriber. This will be in addition to the interest allowed on Provident Fund balances.
- ii)

vi) The amount of bonus will be debited to a new minor head "Incentive Bonus to Provident Fund Subscribers" below the Sub-Major Head. "C Interest on small savings, Provident Funds, etc.", under the Major Head "249-Interest Payments".

3. These orders come into force from the financial year beginning on 1-4-1975

4. The administrative authorities are requested to take urgent steps to bring the contents of these orders to the notice of all persons employed under their administrative control including those on foreign service.

5. These orders will not apply to the Railway employees for whom separate orders will be issued by the Ministry of Railways (Railway Board).

COFFEE BOARD
BANGALORE- 560 001

No. SA(PF)/13650

Dated: 7.12.1977.

OFFICE ORDER

Sub: Advances from Provident Fund under Rule 13(2) of the Coffee Board General Provident Fund Rules, 1965.

Ref: Office Memorandum No.SA(PF)/18462 dated: 10.11.1976
Office Order No.SA(PF)/12737 dated 23.3.1977.

The restriction for grant of advances from Provident Fund for special reasons under Rule 13(2) of the Coffee Board General Provident Fund Rules, 1965 imposed vide Office Order referred to above are modified to the extent specified below.

- 1) A second/subsequent advance shall not be granted before a lapse of at least six months from the date of drawal of the previous advance.
- 2) An advance shall not be granted except for the marriage/betrothal of subscriber's daughters/sons/dependent sisters (if the subscriber has lost his / her parents).
- 3) An advance shall not be granted for religious purposes viz., ear boring/choulam/thread ceremony of the subscriber's children not earlier than one year from the date of drawal of an advance for similar purpose.
- 4) An advance under Rule 13(2) can however be considered grant before a lapse of six months from the date of drawal of the previous advance for the following purposes.
 - a) higher education of the subscriber's sons'/ daughter subject to production of valid proof.

- b) medical treatment of the subscriber and only his/her family subject to production of medical certificate indicating the amount actually required for the purpose.

The officers recommending grant of advances shall satisfy themselves of the genuineness of the reasons advanced for the grant of advances and record a certificate on the applications for advances to that effect before forwardal to the higher authority as stipulated in the Office Memorandum referred to above.

Chairman
Coffee Board

By Order
Sd/-
Chief Accounts Officer
Coffee Board.

All Departments including Project Wing (Administration and Accounts) with sufficient number of copies for distribution among their Sub-offices / units.

COFFEE BOARD

BANGALORE

No. SA(PF) /14342.

Dated; 3.1.1978.

OFFICE MEMORANDUM

Sub: Advance / Withdrawal from Provident Fund for higher education.

Requests for sanction of advances / withdrawals from Provident Fund for meeting cost of higher general education beyond the high school stage of the Subscribers / their dependents like B.A., B.Sc., etc., being received while under Rules 13(1) (b) (ii) & 16A (a) (ii) of Coffee Board General Provident Fund Rules,1965 such advances / withdrawals can be sanctioned only to meet the cost of higher education for medical, engineering, or other technical or specialised course in India beyond High School stage. The following courses are treated as technical in nature for sanctioning advances / withdrawals under these rules vide Ministry of Finance,O.M.No.F.33(16)-RV/68 dated the 27th July 1968 and dated 8th January 1970, O.M.No.F.9(1) – E.V.(B)/74 dated the 18th October 1975.

- a) Diploma course in the various fields of Engineering and Technology, e.g. Civil Engineering, Mechanical Engineering, Electrical Engineering, Tele-communication / Radio Engineering Metallurgy, Automobile Engineering, Textile Technology, Leather Technology, Printing Technology, Chemical Technology etc., etc., conducted by recognised technical institutions.
- b) Degree courses in the various fields of Engineering and Technology, e.g. Civil Engineering, Mechanical Engineering, Electrical Engineering, Tele-Electrical Communication Engineering & Electronics, Mining

Engineering, Metallurgy, Aeronautical Engineering, Chemical Engineering , Chemical Technology, Textile Technology, Pharmacy Ceramics etc., etc., conducted by Universities and recognised technical institutions.

- c) Post-Graduate courses in the various fields of Engineering and Technology conducted by the Universities and recognised institutions.
- d) Degree and Diploma courses in Architectures Town Planning and allied fields conducted by recognised institutions.
- e) Diploma and Certificate courses in Commerce conducted by recognised institutions.
- f) Diploma courses in the Management conducted by recognised institutions.
- g) Degree courses in Agriculture, Veterinary Science and allied subjects conducted by recognised Universities and institutions.
- h) Courses conducted by Junior Technical Schools.
- i) Courses conducted by Industrial Training Institutes under the Ministry of Labour and Employment (D.G.E. & T).
- j) Degree and Diploma Courses in Art/Applied Art and allied subjects conducted by recognised institutions.
- k) Draftsmanship courses by recognised institutions.
- l) Medical courses (including Allopathic, Homeopathic, Ayurvedic and Unani system) conducted by recognised institutions.
- m) B.Sc. (Home Science) courses.

- n) Diploma course in Hotel Management conducted by recognised institutions
- o) Degree and Post-Graduate courses in Home Science.
- p) Pre-Professional course in Medicine if part of regular 5 years course in Medicine.
- q) Ph. D. in Biochemistry.
- r) Bachelor and Masters Degree course in Physical Education.
- s) Degree and Post-Graduate courses in Law.
- t) "Honours" course in "Micro-biology".
- u) Associateship of the Institute of Chartered Accountants.
- v) Associateship of the Institute of Costs and Works Accountants.
- w) Degree and Masters course in Business Administration or Management.
- x) Diploma course in Hotel Management.
- y) M.Sc. course in Statistics.

The controlling/scrutinising officers may please note this position while recommending requests for sanction of advances/withdrawals to meet the cost of higher educations.

Chief Accounts Officer
Coffee Board

To All Officers/Sections.

No.SA(F &G)/14763

Dated: 12-1-1978

NOTE TO ALL DEPARTMENTS

Forwardal of Service Registers and
Personal files to Pension Section

It is observed that personal files, running into several volumes, are being received in the Pension Section without being stitched and properly indexed. The Pension Section is understaffed, and the practice of forwarding personal files without having them stitched and indexed creates additional work and inconvenience, besides delaying processing.

It is necessary that the personal files should be got stitched, the volumes marked, and references to extraordinary leave with or without medical certificate suitably indexed for ready reference, along with a statement showing spells of such extraordinary leave duly attested.

The Pension Section will be constrained to return files in cases where these requirements are not observed.

Sd/-
for Chief Accounts Officer.

Copy to: Secretariat (EB)
Marketing (EB)
Propaganda (EB)
Development (EB)
Search: CCRI/CRS/Projects Wing

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COFFEE BOARD

BANGALORE

SA(P&G)/16387

Dated: 7-3-1978

NOTE TO ALL DEPARTMENTS

No Due Certificate/Certificate of Dues

The language used in the No Due Certificate, that there are no dues except etc., is not in consonance with the requirements of the N.D.C. No Due Certificate should be adopted only in such cases where there are, in fact, no dues, and it should clearly certify that there are no dues. Where there are dues requiring recovery from DCRG, the appropriate form would be a Certificate of Dues, and it should clearly certify the dues and the accounts to which the reimbursements should be made. This may please be noted.

Sd/-
for Chief Accounts Officer,

Secretariat EB A/cs/Marketing EB A/cs/Propaganda MPS A/cs/Development Department EB
A/cs/Research Department Acs/Extension/Wing/Projects Wing/Research A/cs.

SA(P&G) 2792

Date:24.6.76

NOTE TO ALL DEPARTMENTS:

Sub: No Due Certificate / Certificate of Dues.

Ref: SA(P&G)No. 16387 dated 7.3.78.

The no due certificate/certificate of dues forms an integral part of the pension files. While forwarding pension papers, this certificate emanating from H.O. should invariably be included among them so that deduction, if any, from D.C.R.G. may be effected. In this connection, it may be noted that there is no need for the Departments to endorse to this Section copies of various communications regarding dues, as recoveries will be made only on the authority of the Certificate of Dues issued by H.O. Also, the practice of marking copies of communications regarding transfer/relief/report, etc., to Pension Section may be discontinued.

Sd/-
For Chief Accounts Officer.

Copy to:

Marketing Department EB A/cs.
Propaganda Department MPS/A/cs
Development Department EB/A/cs.
Project Wing / Extension Wing/
Research Accounts/Research Department
(through Res.A/cs.
Manual Section.

COFFEE BOARD
SECRETARIAT, BANGALORE.

No.SA(P&G)/17133.

Dated: 20.3.1978.

NOTE TO ALL DEPARTMENTS

Pension cases – processing of

The utmost importance is attached to the expeditious settlement of pensions/ family pensions. Departments are requested to see that files referred to the Pension Section are complete in all respects. In many cases it has been observed that no attention has been given to elementary requirements such as attestation of entries in Service Register, verification of leave account where leave salary in lieu of unutilized earned leave is allowed, a clear No. Due Certificate/Certificate of Dues (Originating from HO), attested photographs, guardianship certificate by a court of law in case family pension is payable to a child of the deceased, evidence of date of birth of surviving children, etc., In order that pension cases may be settled without undue delay, the files may be forwarded with a note setting out facts of the case after all necessary preliminary requirements are fulfilled.

Sd/-
for Chief Accounts Officer.

Seett (EB/A/cs, Prop (MPs/Acs), ME(EB/ A/cs), Dev. EEB/A/cs), DR.CCRI, Ex-Wing, Chettalli, Project Wing.

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COFFEE BOARD

BANGALORE

No. SA(GF)E-in.Ex-1-7/3005

Dated: 4.7.1978.

Copy of O.M.F.No. 3(4) 77/FD dated 19.6.1978 received from Sri.S.Gurumurthy, Director (Finance), Ministry of Commerce, Civil Supplies and Co-operation, (Finance Division), Government of India, New Delhi, on the subject: Economy in Administrative Expenditure of Government, is forwarded to all Departments of the Board (Administration and Accounts) for strict adoption. In this connection reference is invited to this office circular No.SA(GF)e-in-Ex/1-7/2579 dated 1.7.1977 under cover of which economy measures adopted and enforced during 1977/78, itemwise were circulated. The same economy measures introduced therein and circulated already continue to be in force during 1978/79 also.

Sd/-
Chief Accounts Officer.

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F.No. 3(4)/77-FD

Government of India.

Ministry of Commerce, C.S.& C.

(Finance Division)

New Delhi the 19th June 1978.

Sub: Economy in Administrative expenditure of Government.

A copy of the Ministry of Finance, Department of Expenditure O.M.No.F.14(19) (Coord)/77 dated the 16th May, 1978 on the subject mentioned above is circulated for information and necessary action. Ministry of Finance, Department of Expenditure Office Memorandum No. F-14(4)-E (Coord)/77 dated 27th May, 1977, referred to therein was circulated among all concerned vide our circular of even number dated the 10th June, 1977.

Sd/-
S. GURUMURTHY.
Director (Finance).

IMMEDIATE

No.F.14 (19)-E (Coord)/77

Government of India, Ministry of Finance
(Department of Expenditure)

New Delhi, the 16th May, 1978.

OFFICE MEMORANDUM

Sub: Economy in Administrative expenditure of Government.

The undersigned is directed to say that certain measures for economy in administrative expenditure of Government were introduced vide this Ministry's O.M.No.F.14(4)-E (Coord)/77 dated the 27th May, 1977 for strict compliance during 1977-78. The question of extension of these orders has been considered. There is continued need for economy and greater financial discipline and it has, therefore, been decided that the economy measures introduced vide the O.M. mentioned above as modified from time to time should continue during the year 1978-79 also.

2. The B.P.E. should also issue necessary guidelines to the public sector undertakings for continuing the specific measures laid down in the Office Memorandum dated the 27th May, 1977.

3. It is requested that these instructions may also be brought to the notice of all attached and subordinate offices for compliance.

Sd/-
J.P. DASS

COFFEE BOARD

SECRETARIAT, BANGALORE

No. SE/EB/1/5547

Dated: 11-9-1978

OFFICER ORDER

Sub: Administrative control of the Research A/cs.
Sections working at H.O. Bangalore.

Consequent on the functioning of the Extension and Project Wings at H.O, Bangalore, the following will be the procedure in so far as the Administrative control of the Research Accounts Section at Bangalore is concerned. The Research Accounts Section at Bangalore will be under the administrative control of the Head of Extension, Bangalore. The sanction of leave and increments, reimbursement of Medical expenses and signing of pay bills etc., will be attended to by the Head of Extension in respect of Research A/cs Staff, butin regard to all accounts matter viz., admitting expenditure payments of bills etc., the Administrative Officer, A/cs and the Research A/cs Section, will work directly under the C.A/O. It is also ordered that the Budget for the Staff of the A/cs Section (Research) at present included in the budget of the C.C.R. I may be included in the Revised budget of the Extension Wing.

M.VENKATARATHNAM
Chairman

By Order
Secretary, Coffee Board

- | | |
|----------------------------------|-------------------------|
| 1) Director of Research, C.C.R.I | 2) Head of Extension |
| 3) Projects Wing, H.O. | 4) C.A.O |
| 5) Research A/cs | 6) M.D |
| 7) P.D | 8) D.O |
| 9) SE/Guard File | 10) Manual Section |
| 11) I.A.P. | 12) Vigilance Division. |

CHAPTER II

GENERAL FUND- PROPAGANDA ACCOUNTS

PROVIDENT FUND RECEIPTS AND PAYMENTS AND
SUBMISSION OF FORM NO.68

In supersession of all the previous instructions issued on the above subject, Managers are directed to note and adopt the following procedure with effect from the 1st September 1953:-

- (1) The gross amount of pay and leave salary and allowances disbursed to the staff should continue to be shown on the expenditure side of your Form No.1
- (2) The recoveries towards P.F subscriptions and advances should be shown on the receipt side of your cash book and Form 1 as and when they are made, i.e., as and when pay is disbursed.
- (3) The amount recovered towards P.F need not, in future, be remitted to the bank or H.O. separately as is being at present and shown under suspense payments on the expenditure side.
- (4) Form No. 68 should be prepared as and when recoveries are made [see (2) above] and sent along with the relevant form No. 1 in which the credit for the recoveries has been shown. This need not be sent separately as at present.

The object is to ensure that the amounts of Provident Fund recovered as per the pay bills tally with those shown in Form No.68 and Form No.1 for the quarter.

No.A/E (115) 4301, Bangalore, dated 11-8-1953

Instruction of the Circular No. A/E (115) 4301 dated the 11th August, 1953, and in view of the changed procedure suggested therein, it is necessary that Managers should record a certificate in Form 68 to the effect that the amount shown therein has been

duly accounted for in Form I (period to be specified). This may be compiled with, with immediate effect.

No. A/E(PF) 5786, Bangalore, dated 24-9-55

PAYMENT OF SALARY STAFF

Despite instructions issued in the past, it is still seen that the payee's acquittances which are obtained on the pay bills in languages other than English, as well as their thumb impressions are not translated and attested by the Manager concerned. The instructions should be strictly adhered to in future.

No. A/E(P) 988, Bangalore, dated 13th August-1952

Procedure in respect of obtaining acquittances for payment of salary to absentee staff.

The following procedure should be adopted in respect of obtaining acquittances for payment of salary to absentee staff:-

An absentee member may be allowed to draw his pay/ leave salary only through another member of the office with the approval of the office-in-charge (of the Establishment Section). In such cases the absentee member should furnish the stamped receipt for his pay/leave salary along with the authorisation for payment of the amount to a member of the office whose name should be specified. The person authorised will give a simple receipt and sign it as "for the absentee". The following form which is both a receipt-cum-authorisation is suggested for the purpose:-

"Received the sum of Rs.....(Rupees-----)
being my pay/leave salary for the month of"

Stamped receipt

(Signature of the absentee)

"I request that the above payment may be made to Sri....."

Signature of absentee.

The person authorised may give his receipt in the pay bill Register against the name of the absentee member. The official who disburse the salary should note "Authorisation received" against the entry.

The present procedure of affixing the revenue stamp in advance against the name of the absentee member may also be discontinued.

A/E (P) Cir./4015, Bangalore, dated 8-12-1952.

DISBURSEMENT OF SALARY TO STAFF WHO ARE ON LEAVE

Please note that payment of the salaries of the staff who are on leave, should not be made without obtaining from the Head Office intimation of the sanction of the leave and the rate of leave salary to be paid.

In cases where the above information has not been received in time, payment of salary of the staff concerned for the period of absence should be withheld from the monthly bill and the same disbursed on a supplementary bill on receipt of intimation of the sanction of leave etc., from the Head Office.

A/E (P) 5033, Bangalore, dated 17-1-1953

PAYEE'S DISCHARGE ON THE VOUCHERS

I find that in certain cases, Managers, accept mere initials of the vouchers presented by the payees as a valid discharge and made payment. This practice is highly objectionable and should be stopped forthwith.

Please note that no payment should be made in the absence of a valid voucher and no voucher can be treated as valid without the full signature of the party concerned. If the signature of the party is not legible the Managers should write clearly below it the full name of the party and then attest it. Vernacular signatures should be translated in to English and thumb impression duly attested. The above instructions should be followed strictly.

Vouchers not conforming to the above requirements will not be admitted.

A/E (115) 3699, Bangalore, dated 24-7-1952

COFFEE BOARD
(PROPAGANDA DEPARTMENT)

No. AC(Bud)/8935 Bangalore, dated January 4, 1960.

ALL MANAGERS OF INDIA COFFEE DEPOTS

Sub: Accounting procedure of service postage stamps.

The service Postage Stamps received from H.O/Sub-Office may be shown as a receipt in the Imprest Form and a similar amount may also be shown on expenditure side under the head 'Postage and Telegrams'. Thus there will be no balance of stamps in the Imprest Account.

2. A separate stock account should be maintained showing the receipts of service postage stamps and their disposals and the daily balance on hand.

Accounts Officer

Copy to (1) All A.Ds.P. and (2) Accounts (AE) Section, H.O

COFFEE BOARD

BANGALORE

AR/74.

Dated 8.8.1960

The Assistant Directors of Propaganda.
Delhi/Calcutta/Secunderabad/Madras.

Sub: Abstract registers – submission of

Ref: This Office Circular No. AC/AF93) 13686 dated 11.7.1960

A copy of the printed abstract register is sent under separate cover. A sample copy of the amended form is enclosed. The register may be brought into effect from 1.8.1960.

The following points may be noted and followed in filling up this form.

1. Columns 1 to 5 are self explanatory and have to be filled up with reference to the figures in Form No.13.
2. As regards Columns 6 and 7, the existing heads “Supplies to Coffee Vans/ Coffee Houses” may be substituted by ‘Credit Sales ‘ and Issues for brewing demonstrations, exhibitions, embassies, gift coffee, etc., “The figures for Credit Sales made to recognised institutions approved by the H.O. may be posted from the figures in Form 4 and the value in Column 8. The quantities of raw coffee or powder supplied for demonstrations and brewing purposes, foreign exhibitions and embassies and gift coffee made to high dignatories etc., as directed by the HO may be entered in Column 7 and value in Column 8. This should also be posted from Form 4.

This form should be submitted to the H.O. to reach here on or before the 25th of each month.

Please acknowledge receipt.

Accounts Officer.

Copy to:

- 1) All Propaganda Units.
- 2) A.D.P., Bombay.
- 3) M.P.C.
- 4) P.P.C.
- 5) Budget, Accounts.

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(Propaganda Department)

BANGALORE

No. AE(V)/7720

Date 29.6.1962.

All Sales Officers

Sub: Agents for Raw Coffee & Powder – Payment of Commission
Charges – Issues of Receipts.

It is observed that most of the Agents for Raw Coffee and Powder are furnishing receipts for the amount of commission received by them in Form No.79. In the absence of rubber stamps (containing their name and address) affixed on these receipts, it has become very difficult to identify the signatures of the recipient of these amounts.

2. The Sales Officers will please therefore obtain the receipts in future from the Commission Agents in their letter heads or in their own receipt forms with the rubber stamp of the Agent concerned duly affixed on it. They should discontinue obtaining receipts in Form 79 hereafter.

3. The receipt of this circular may please be acknowledged.

Sd/-
Accounts Officer.

Copy to:

- 1) All Asst. Director of Propaganda.
- 2) M.P.S.
- 3) P.P.S.

(Issued from General Circular File)

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COFFEE BOARD

(Propaganda Department)

BANGALORE

No. 4E (Vouching) 63/2114

Dated: 26-9-1963

TO ALL PROPAGANDA UNITS

Sub: Payment of commission to the Agents-non-furnishing of
The informations.

It is observed that the vouchers for payment of commission to approved Coffee Houses and Agents do not contain the particulars necessary for a speedy and thorough check of them.

2. The Sales Officers will please furnish the following particulars on every such voucher to facilitate their checking.

- a) Quality of coffee
- b) Quantity of coffee
- c) Total amount of the coffee purchased by the Agent and
- d) Rate of commission admissible on each

3. The Sales Officer will please note further that they attach Form No. 80 to the imprest account without fail,

This circular may please be acknowledged.

Sd/-
Accounts Officer

Copy to : All A.Ds. P. for needful.
PPS & MPS, H.O.

COFFEE BOARD

PROPAGANDA DEPARTMENT

No. AC(BK)PD/1047

Bangalore,

Dated: 18-7-1963.

To

All Sales Officers

Sub: Remittance of sale proceeds of raw coffee, powder etc.,
To the Bank – Instructions regarding

In supersession of the instructions issued previously on the above subject, the Sales Officers will please note that the cash collections of the previous day from 3 P.M. to the closure of the Depot together with the sale proceeds of the next day from the opening of the Depot to 12 noon should be remitted entirely to the Bank keeping only the amount of imprest fixed for the Unit. This will entail cash collection from 3 P.M. to 6.30 P.M. alone being retained in the unit for the overnight. The above procedure should be followed with immediate effect.

Please acknowledge receipt.

Sd/-
Accounts Officer.

Copy to : All Asst. Directors of Propaganda.

COFFEE BOARD

(PROPAGANDA DEPARTMENT)

No. AC(BK)PD/65-66/2400 Bangalore,

Dated: 21-2-1966.

TO ALL SALES OFFICERS;

Sub: Remittance of Sale Proceeds.

In spite of repeated instructions, it is noticed that some of the Sales Officers are not sending the counterfoils of challans in respect of remittances to the Bank, regularly to this office. This has been causing considerable inconvenience at the end in arranging funds for payment of bills, particularly of purchases of raw coffee from Marketing Department. They will please note that the challans for the weeks ending 7th, 14th, 21st and last day of the month are posted to this office on the respective dates without fail, and that a statement of remittances accompanies the Form 1 for the month.

It has been decided to make payment of all the bills (including the liability to the Marketing Department) by the end of March 1966 and that the balances both at the Propaganda Units and in the current accounts with the Banks are kept at the barest minimum as on 31-3-1966. For this purpose, the Sales Officers are requested to send a statement of remittances made by them during March upto and inclusive of) 21-3-1966 with a n indication of the approximate amount that would be remitted by them during the rest of the month. These statements should reach this office positively on 23-3-1966, and any delay on the part of the Sales officers in their submission will be viewed seriously. They will, thereafter post the counterfoils of the challans to the H.O. everyday upto the end of the month.

The instructions in Para 2 are applicable to the remittances in the month of March 1966 only. The balances at the Propaganda units as at the close of 31-3-1966 should be as low as possible and should not, under any circumstances, exceed the normal imprest allowed to be retained by the Unit.

The receipt of this circular may please be acknowledged.

for Accounts Officer

Copy to : 1) All A.Ds.P. for information and note.
2) The A.C.M.Os for information.
3) All D.C.C.M.Os.
4) MPS, H.O.
5) PPS H.O

COFFEE BOARD

BANGALORE – 1

AE (V-7)67/7500

Date: 9-6-1967

ALL PROPAGANDA UNITS:

OFFICE ORDER

During the course of the checking of the accounts of a field unit, a case of negligence in handling Board's funds as detailed hereunder was notified.

The official in charge of the unit recorded on a particular date both in the cash book and in the cash-in-transit register of the remittance of a certain sum to the credit of the Board's account but actually made out a challan for a sum of Rs.100/- less than the amount recorded in the cash book and remitted the lower amount to the Bank. While sending the monthly accounts of the unit, he based his figures on the entries recorded in the cash book and not what was actually remitted to the Bank. The actual remittance during the month was thus seen to be less than what was recorded in his monthly accounts by a sum of Rs. 100/-. When questioned about the discrepancy, the official pleaded forgetfulness, and on omission of his part to verify the amount of the challan with the entry in the cash book etc.

In order to avoid such a contingency, the officials in charge of cash will in future, render a certificate either on the counterfoil of the challan or on a covering note if the challans are too many, to the effect that the amount in the challan has been verified with that in the cash book and agreed. A rubber stamp with the following matter could be got done for the purpose.

“ Amount tallied with the entry in the cash book folio -----

Initials and date”

The receipt of this office order may be acknowledged.

Accounts Officer.

Copy to: 1) All ADPs/ACMOs for information.
2) DCCMO Mysore, H.Q., Bangalore, Mangalore and Coimbatore.
3) M.P.S.
4) P.P.S.

COFFEE BOARD

PROPAGANDA DEPARTMENT, BANGALORE.

PP(a/cs)V-74-75/955

Dated: May 1,1974.

CIRCULAR

ALL PROPAGANDA UNITS:

Sub: Reimbursement of Conveyance charges to staff.

The extract of remarks made by the Audit Party vide their AE No.RAP/CO/Prop/33/27.3.74 is given below:

“ A reference is invited to Coffee Board letter No.SA(CF) 7894 dated 21.11.72 containing instructions relating to the payment conveyance charges to the officials (I.C.Ds). According to those instructions, except in cases where carrying of cash is involved, only the actual expenditure limited to Bus fare or expenses by the cheapest mode of conveyance is to be reimbursed to the staff. It has however been noticed in large number of cases that Auto Rickshaw charges etc., have been disbursed without reference to the purpose and/ or urgency involved.

Details such as distance, purpose, urgency etc., are also wanting in most of the cases where Rickshaw charges are claimed as a matter of course. Necessary instructions may now please be issued to all concerned, so as to exercise necessary economy in the matters of payment of Conveyance Charges”.

In this regard your attention is drawn to this Office Circular No.SA(GF)7894 dated 21.11.1962 and note that in future for journey made other than cash conveyance etc., should be limited to the actual bus fare.

All claims preferred other than cash conveyance/carrying will be limited to the bus fare and claim made in excess of this will be recovered from the official concerned.

Please acknowledge receipt of this circular.

Sd-/
for Accounts Officer.

Copy to:

- 1) All ADs P/ACMOs for information.
- 2) MPS/PPS for information.
- 3) Residential Audit Party with reference to their Audit enquiry
No.RAP/CB/Prop/33 dated 27.3.74.

S. M. KRISHNAMACHAIR
Accounts Officer

Coffee Board
Bangalore

6th July 1974

PP(A/cs)Bud/D.O/74-75/2821

Dear Sir,

Sub: Advance Copy of Form 1 – Submission of

As you are aware the advance copy of Form-1 of the Propaganda Units and the Sub-Office in Delhi, Bombay and Calcutta for a month should reach this office before 3rd of the succeeding month. It is observed that this is not being followed by most of the Propaganda Units inspite of repeated instructions issued to them from this office. This has been causing us considerable inconvenience and delay in the compilation of accounts every month.

We have to send the monthly statement of accounts to the Government of India , Ministry of Finance every month before 7th. In view of this prompt and timely submission of Advance copy of Form-1 has assumed greater importance and this should reach us in future before 3rd of the month, when alone it will be possible for us to compile the figure and furnish to Government by the 7th of the month.

You are therefore requested to give top-priority for preparing Advance Copy of Form-1 on the last day of the month itself after the days transactions are over and post it on the 1st of the succeeding month so as to reach this office not later than 3rd in any case.

I hope you will realise the utmost urgency of this and co-operate by adherence to the instructions contained in this letter.

Please acknowledge the receipt of this letter.

Yours Sincerely,
(S.M.KRISHNAMACHARI)

Copy to concerned:

1. ACMOs
2. ADP, Bombay
3. DDP, Calcutta } To please impress upon the Sales Officers
4. Spl. Officer (P) Delhi } in your jurisdiction the need for prompt
5. Director of Propaganda } submission of the Advance copy of
6. M.P.S } Form-1 before 3rd of the month.

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COFFEE BOARD

BANGALORE-1

PP (a/cs) SCS-63/75/1822

June, 13th, 1975
16

To: ALL PROPAGANDA UNITS

Sub: Supply of Coffee/Powder to the staff of the board at
Concessional rates.

It is observed that most of units are not submitting along with the advance copy of Form No. 1, monthly consolidated statements as required in respect of Coffee Seeds/Powder sold to the staff of the Board at concessional rates. If the staff in any of the units have not availed of the concession during the month, the unit may submit a 'NIL' statement along with Form No.1 for the month.

The quantity of Raw coffee/Powder sold and the value realised at the concessional rates 'must be shown separately'. On the receipt side of the Form 1 for verification at this end. This should not clubbed with the other sales.

The monthly consolidated statements should be prepared in the proforma indicated below and attached as an enclosure to the advance copy of Form No. 1 without fail.

Sl.No.	Name and Designation of the official	Type and Grade	Quantity in Kilograms	Total value realised at Concessional rate	Rebate	Total (Cols. 3+4)
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Total Amount

472

Please acknowledge receipt of the above circular.

Sd/-
for Chief Accounts Officer.

- Copy to:
1. Special Officer, New Delhi/Vishakapatnam
 2. ADP, Bombay, Delhi, Patna, (E & D) H. Qrs.
 3. DDP, Calcutta.
 4. ACOMO, Mysore, Salem, Coimbatore, Batlagundu, Calicut, Madras and Vishakapatnam.
 5. MPS, Head Office.

COFFEE BOARD

PROPAGANDA DEPARTMENT, BANGALORE

PP (A/cs) Bud/76-77/2761

Dated: 28 6-1976
29

ALL PROPAGANDA UNITS

Sub: Expenditure incurred towards Indian Exhibition-
Accounting –regarding.

It is observed from the exhibition accounts that payment of T.A, D.A. and Honorarium etc., paid to staff are being debited to the respective Depot/Coffee House. Van from which staff are drafted to the exhibition. This is not in order.

Please note, that the above expenditure incurred in respect of staff who redeputed to the exhibition should be accounted under “suspense” account and debited to the particular exhibition and not to the unit from which the staff are posted to the exhibition. The above procedure of accounts may be strictly followed in future.

It may also be noted that the statement regarding supply of coffee powder to the exhibition from the respective depot should invariably be sent along with advance copy of F.I.

Please acknowledge receipt of this circular.

Sd/-
for Chief Accounts Officer

Copy to : 1) All ACMOs/ADPs
2) ADP (E & O)
3) MPS
4) PPS

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COFFEE BOARD

BANGALORE – 1

V.O./PP(A/cs)76-77/2904

Dated: 3-7-1976

All DCCMOs/DDPs/ACMOs/ADPs/Depot Managers/Sales Officers

It is noticed that the Depot Manager/Sales Officers are invariably incurring conveyance allowance in excess of Rs. 30/- per month for purposes of carrying cash to the Bank. The adequacy or otherwise of this amount is under consideration of the Government of India. Till the approval of the Government of India is received, for sanction of a higher amount, the Sales Officers/Asst. Sales Officers/Depot Manager should not incur conveyance charges in excess of Rs.30/- per month. The regional ACMOs/DCCMs/ADPs/DDPs should see that these instructions are strictly adhered to and conveyance allowance in excess of Rs.30/- per month is not allowed.

The receipt of this order may be acknowledged.

Ag. Chairman

Copy to : All Depts/Accounts for information.

COFFEE BOARD

PROPAGANDA DEPARTMENT, BANGALORE

PP(A/cs)V/76/3075

Dated: 6-7-1976

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To: All Propaganda Units:

Sub: Sale Proceeds – remittance of –

- Ref: 1. This Office Order No. AC/BK/PD/70/653
dt.26-10-1970 issued on the subject.
2. This Office Circular No. PP/A/cs/73/6036 dated
12/15-10-1973.

Your attention is invited to the instructions issued in the above circulars with regard to remittance of the Sale Proceeds to the Bank. It is however observed that some Propaganda Units are utilising a portion of Sale proceeds regularly to meet disbursement of salary and other expenses inspite of clear instructions that sale proceeds should not be utilised for such purposes. This irregular drawal should be stopped forthwith.

It is further noticed that in certain units the sale proceeds collected upto the time of remittance are not being remitted in full but only after retaining a portion of cash without giving any indication to this effect. Since it is necessary to know the cash balance retained in the Propaganda Units after making remittance to the Bank, the Propaganda Units will please indicate in their Cash-in-Transit Register the actual cash balance held by them after writing the challan for remitting to the Bank.

This may be acknowledged and the instructions strictly adhered to.

For Chief Accounts Officer

Copy to : All ACMOs/ADPs/DCCMOs/(2) Special Officer, Delhi
MPS/DMs/SOs.

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COFFEE BOARD

PROPAGANDA DEPARTMENT

PP(A/cs)EK/4625

Dated: 21-8-1976

To: All Propaganda Units

Sub: Sale proceeds – Remittance of –

Ref: This Office Circular No. PP(A/cs)V/76/3075 Dt.16/9.7.1976
Read with this office circular No PP(A/cs)BK/73/6036
Dt.12/15.10.73, issued earlier.

Retention of Sale proceeds to meet urgent expenses specified in Para 2 of the Office Circular No. PP(A/cs)BK/73/6036 Dt.12/15.10.73, is permissible with the approval of the Head Office. Other conditions laid already in the above said circulars should be followed strictly.

For Chief Accounts Officer.

Copy to: All ADPs/ACMOs/DDPs/DCCMOs/MPS.

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COFFEE BOARD

PROPAGANDA DEPARTMENT

PP(A/cs)BK/5551.

Dated; 22.9.1976.

To: all Propaganda Units.

Sub: Sales Proceeds – Remittances of

Ref: This Office Circular No. PP(A/cs)V/76/3075 Dt. 6/9.7.76.
Issued (latest) on the subject.

Necessary action has been taken at this office for an upward revision of Imprest amount to meet urgent monthly expenses in regard to disbursement of salary etc., to the staff. It is once again reiterated that no amount should be utilised from the sale proceeds contrary to Rule 7 of Central Treasury Rules to meet daily Depot expenditure. Sale proceeds should be remitted to the Bank and the Sales Officers should send their needs for money well in advance and place indents for funds to the Chief Accounts Officer who will make arrangements for issue of cheques immediately from this office. Under no circumstances drawal of funds from sale proceeds will be allowed.

Sd/-
For Chief Accounts Officer.

Copy to: 1) All ADPs/ACMOs (2) All DDPs.

COFFEE BOARD :: BANGALORE

PROPAGANDA DEPARTMENT.

PP(A/cs) BK/10313.

Dt. 5.2.77.

All Propaganda Units:

Sub: Remittance of Sale Proceeds.

It is noticed that some of the Sales Officers are not sending the counterfoils of challans in respect of remittances to the Bank regularly to this office. This is causing considerable inconvenience at this end in arranging funds for payment of bills, particularly of purchases of raw coffee from Marketing Department. They will therefore please note that the challans for the weeks ending 7th 14th, 21st and last day of the month are posted on the respective dates without fail. They may also note that a statement showing the remittances made during the month should be enclosed to the Form I giving reasons for retaining any excess cash out of the sale proceeds of the day.

The receipt of this circular may please be acknowledged.

Sd/-
For Chief Accounts Officer.

Copy to: 1. All ADPs/ACMOs for information.
2. All DDPs/DCCMOs.
3. MPS/PPS.
4. Budget Section.

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COFFEE BOARD

PROPAGANDA DEPARTMENT

PP (A/cs)4922

Dated 31.8.1976.

MEMO

Sub: Reimbursement of conveyance Hire charges to the Government Employees – enhancement of the limit of Rs. 30 per month to Rs.50/- per month- Orders- Regarding.

Reference is invited to this office Circular No.SA/GF/4317 dated 3.8.1976 circulating a copy of the Ministry of Finance O.M. No.F.I(4)-E.II(A)/76 dated 11th June 1976 (copy enclosed) on the above mentioned subject.

The Sub- offices/ Units and in particular, the Propaganda Units will ensure that the conveyance hire charges drawn by them for the purpose of local official trips to Banks and Sales Tax Offices, etc., shall not exceed Rs.50 per month. They should also so plan and adjust their local official trips as to ensure that the smooth running of the office work is not jeopardised.

Sd/-
Chief Coffee Marketing Officer.

To: All Sub-Offices/ Units of the Marketing and Propaganda Departments

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No.f-23017/1/76-E.III

Government of India / Bharat Sarkar

Ministry of Commerce / Vanijya Mantralaya

A copy of the undermentioned paper is forwarded to:

- i) All attached and Subordinate offices of the Ministry located In and out of Delhi.
- ii) All Administrative Sections including Cash I and Cash II Section of this Ministry.
- iii) All Statutory Bodies, Government Undertakings etc., In and out of Delhi.

For information and guidance.

Sd/-

For Under Secretary to the Govt. of India.

Copy of office Memorandum No.F.I (4)-E,II (A)/76 dated the 11th June, 1976, from the Ministry of Finance (Department of Expenditure), New Delhi, to all the Ministries of the Government of India etc., etc.,

Sub: Reimbursement of Conveyance hire charges to the Government
Employees – Enhancement of the limit of Rs.30 p.m. to Rs.50 p.m.-
orders regarding.

The undersigned is directed to refer to items 3 of Annexure to Schedule V of the Delegation of Financial powers Rules, 1958, which inter-alia provides that the amount of reimbursement of conveyance hire charges to Government Servants should not exceed the limit of Rs.30. Keeping, however, in view the recent appreciable rise in the cost of transport due to raise in petrol charges, etc., the President is pleased to decide that the existing limit of reimbursement of conveyance hire charges may be raised from Rs.30 p.m. to Rs.50 p.m. The other conditions laid down should continue to be observed strictly.

2. These orders will take effect from 1st July, 1976.

COFFEE BOARD

BANGALORE

No.SA/GF/4317

Dated 3.8.1976.

Copy forwarded to all Departments Administration and Accounts for
Information and guidance.

Sd/-
for Chief Accounts Officer

Copy to: I.A.P. for needful.

COFFEE BOARD

PROPAGANDA DEPARTMENT, BANGALORE.

PP (A/cs)BUD/76-77/5258

Date: 9-9-1976

CIRCULAR TO ALL PROPAGANDA UNITS

Sub: Credit Sales Realisation of.

It is seen that the credit realisation are shown above in Form 1 without furnishing the details. It is very important that relevant details are furnished in a separate statement along with the Form 1 in the following Proforma:-

- 1) Name of the Party
- 2) Bill No. and Date and Amount
- 3) Number of Cups of liquid coffee supplied and the amount
- 4) Categories and value (including other items like milk, infusion etc.)
- 5) Raw Coffee and Dry coffee supplied-Quantity and value.

It is also for guidance that the credit sales of one category should not be clubbed along with others but shown separately.

The instruction contained in this circular should be adhered to, strictly.

Please acknowledge receipt.

Sd/-

For Chief Accounts Officer.

- Copy to:
- 1) M.P.S
 - 2) All A.C.M.O's
 - 3) All A.D.P's
 - 4) D.D.P., Calcutta
 - 5) Special Officer for Promotion, New Delhi
 - 6) Special Officer for Promotion, Vizag.
 - 7) D.C.M.O., Bombay

COFFEE BOARD

PROPAGANDA DEPARTMENT, BANGALORE.

PP (A/cs)TA76-77/8959

Date: 3-1-1977

CIRCULAR

To

All Asst. Directors of Propaganda,
 All Asst. Coffee Marketing Officers
 Except Mangalore, Hassan, Mercara
 and Chikmagalur.

Sub: T.A. Advance – Watching recovery of.

Please maintain a T.A Advance register, in your office, in the following form, if not already done so, to facilitate you to watch recovery of advances drawn by the officials working in the Propaganda units under your jurisdiction, either at the time of transfer, tour or availing L.T.C. The advances drawn by the officials should either be posted from the Imprest vouchers or from the relative L.P.C's, in case of official who are transferred to your division from different division.

Form in which the register is to be maintained.

Sl. No.	Name of the Official	Amount of Advance drawn	Name of the Unit where Drawn	Whether Adjusted	Remarks
1	2	3	4	5	6

In the case of officials who are transferred to different divisions it may be mentioned in the remarks column that the advances drawn by them are noted in the relative L.P.C's.

Please acknowledge receipt of this circular and also report compliance.

Sd/-
for Chief Accounts Officer

Copy to: 1) M.P.S	}	They may please
2) D.C.C.M.O, Bombay, Mangalore	}	scrutinize this
Coimbatore and D.C.C.M.O. Mysore	}	register during
3) D.D.P., Bombay	}	their inspection
4) Special Officer, Delhi	}	visits to sub-offices.

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CHAPTER III

POOL FUND – MARKETING

COFFEE BOARD

BANGALORE – 560001

AC V/NL/78/Gen/2010

Dated: 6-4-1978

All Asst. Coffee Marketing Officers attached to Curing Works.

Sub: Lien on pool payments

Ref: This office Lien Circular No. AC V/NL/78/2000
dated 4-4-78.

Please refer to the above Circulars issued in connection with the Registering of Liens a copy of which has been marked to you. You are requested to follow up the Cases of Complaints regarding Direct pool payments by Pool Agents to Registered owners instead of Lien holders, during the Lien period, which are referred to you by this Office. In such Cases you may have to Scrutinize and furnish the actual amounts paid directly to Registered owners, with their Coffee Receipt nos. and date, and Quantity/Grade of Coffee etc.,

Sd/-
For Chief Accounts Officer

Copy to All Asst. Coffee Marketing Officers. } for needful.
All Deputy Chief Coffee Marketing Officers. }

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COFFEE BOARD

MARKETING DEPARTMENT

BANGALORE

Ref. No. AC V/NL/78/2000

Dated: 4-4-1978

CIRCULAR

ALL LEIN HOLDERS

Dear Sir/s

Sub: Noting of Lien over the pool payments made by the Coffee Board to the Registered Owners.

This office will receive applications for registering Lien only from all Scheduled Bank. Co-operative Institutions, Board's Pool Agents, Curing Works and not from any private parties or private financial institutions.

You are requested to note the following instructions, carefully. It must be understood that this office has the power to limit the scope of Lien to be noted in favour of any institutions.

The following documents/records are required to be produced to this office for registering the liens:

- | | |
|--|---|
| 1) The Power of Attorney | To be drawn as per proforma |
| 2) The Letter of Authority | (Copies enclosed). |
| 3) The Coffee Registration Certificate | True or Certified copies duly attested by the Lien holder. |
| 4) The General Power of Attorney. | True or Certified copies duly attested in Cases where Lien documents are Executed by a General Power of Attorney holder. (attestation must be by A person having judicial power). |

- | | |
|--|--|
| 5) Partnership Deed/Memorandum and Articles of Association. | True or Certified copy of Partnership Deed duly attested. |
| 6) Authorisation Letter or Resolutions authorising the person/s to execute the Lien documents. | Where the Executor/s of Lien documents is/are a firm or when Coffee Registration Certificate stands in the name of a firm. |

A 'No objection' letter from the Development Officer, Coffee Board, in cases where Development Loans have been availed of by the Registered Owner/s. If any Lien document is received without fulfilling the requirements as detailed in the instructions, they are liable to be rejected. No correspondence will be entertained in this behalf.

INSTRUCTIONS

- 1) The Lien is noted for a maximum period of 5 Crop Seasons-at a time commencing from the crop season 1978/79.
- 2) Stamp Duty:- The stamp duty payable on the Power of Attorney authorising one or more persons to act in a single transaction is Rs.2-25. If one instrument comprises of more than one season, the stamp duty has to be multiplied by the number of seasons.
- 3) The stamp paper to be used for executing the Power of Attorney should be of the State in which the documents are executed.
- 4) The Power of Attorney should be attested by a judge, Magistrate or a Notary Public with their office seal (Notarial stamps should be affixed threrunder, in addition to the notarial seal, whenever a Notary public attests).
- 5) All blank spaces in the Power of Attorney and Letter of Authority should be properly and legibly filled in and portions not applicable be struck off, and attested, by the executant duly.

- 6) The age of the granter of the lien documents as also his father's name should invariably be mentioned in the Power of Attorney.
- 7) Deletions, Corrections and Additions of words or figures in power of Attorney and Letter of Authority may entail rejection of the documents unless they are properly attested by the Notary public or District Magistrate, as the case may be.
- 8) Names of the Estates (not the name of the village where the estate is situated), CRC No. and seasons, should be clearly mentioned in Power of Attorney and Letter of Authority and they should be identical in both. Unwanted or alternate clauses are to be deleted, duly attested by the Notary public or District Magistrate. In the lien documents the crop seasons (in block seasonwise like 1978-79 & 79-80 and so on) have to be entered and not calendar years like 1978-79 etc.
- 9) Names of only five Pool Agents/Board's Depots to whom coffee is to be delivered by the Registered Owners need be mentioned in Power of Attorney and Letter of Authority and they should be identical.
- 10) After the Lien is registered, Requests for inclusion of additional pool Agents/Depots in Lien documents are / not entertained.
- 11) Power of Attorney and Letter of Authority should bear the principal's signature and if the principal is illiterate his/her left hand thumb impression, duly identified and attested. Further, the Power of Attorney should be signed by two witnesses whose addresses should also be furnished. In case of the one executed by an Attorney Holder the recitals should indicate that he is executing the documents on behalf of the principal.

- 12) The Executor of the Lien documents should sign his/her name only and not by his/her surname, family name, name such as Mrs..... or Smt.....
- 13) The Letter of Authority on plain paper should be signed by the Registered Owner/s by holder of General Power of Attorney and confirmed duly by the Lien holder/s.
- 14) The Registered Owner should not execute a Power of Attorney and Letter of Authority before the cancellation of subsisting lien, if any.
- 15) The Power of Attorney and Letter of Authority should be separately executed for Estates with different CRC Nos. The Lien documents viz. Power of attorney and Letter of Authority are liable to be rejected if more than one estate is bunched in one set of Lien documents.
- 16) Separate Power of Attorney are NOT necessary of EACH SEASON for one Estate with one CRC No.
- 17) The name of the planter and name of Estate if any drawing the Lien document should be the same as that entered in the attested copy of CRC sent along with the document.
- 18) If a minor Registered Owner has attained majority, he/she should get the CRC suitably amended.
- 19) The attested copy of the CRC should contain explicitly the date of issue of CRC with office Seal of the concerned Revenue Officer of the State.
- 20) Whenever fresh Liens are to be registered, True and Certified copies of Coffee Registration Certificate and General Power of Attorney should invariably accompany the Lien documents.
- 21) The Lien is noted subject to the condition that it will be effective as long as the Registration of the estate under the Coffee Act stands in the name of the Registered Owners who have executed the Lien documents.

- 22) No Lien can be registered on the basis of a temporary CRC/provisional Certificate/Letters addressed to Deputy Commissioner/Tahasildars/Collectors by the owners for having applied for CRC and pending at their office.
- 23) The Coffee Board reserves the right of certification of whatever claims it may have against the Registered Owner, including the repayment loans granted by the Development Department and any amounts due, to the Research Department out of the amount standing at his credit/accruing/due in his favour.
- 24) The Primary Land Development Banks at Coorg, Chikmagalur and Hassan Districts should ensure, before sending lien documents, that each set of lien documents, is accompanied by a letter from the coffee planter, as suggested in the Sectional Circular No.23/74-75/dated 22-10-1974 of the Karnataka State Co-operative Land Development Bank Limited, Bangalore. (Proforma enclosed).
- 25) The acknowledgement slips annexure to the lien Communications sent by this office after Registering the Liens, should be duly acknowledged, without fail.
- 26) The Lien holders should not accumulate all applications, and send them in one bulk to this office for Registering the Liens. They may send the applications in convenient batches and at intervals as and when the documents are complete and send to us.
- 27) The Lien documents are liable to be rejected if it is noticed that Power of Attorney and Letter of Authority are not according to the proforma enclosed herewith.
- 28) The names of COLLECTING DEPOTS of pool agents need not be mentioned anywhere in the lien documents.

- 29) The Lien holders are requested to be guided by these instructions clearly before forwarding the lien documents to this office for noting the Liens.
- 30) The Banking instructions and Co-operative Societies are required to circulate these instructions amongst their branches and clients for their guidance.
- 31) If the lien documents are to be executed on behalf of a firm or company, the Resolution passed by the Board of Directors, authorising Director/s to sign on behalf of the firm/company should invariably be furnished along with Memorandum and Articles of Association. The resolution in question should invariably mention the crop seasons.

The Lien documents are liable to be returned to the Lien holders for non-compliance of any of these instructions.

Yours faithfully,
S.R. NARASINGA RAO
For Chief Accounts Officer

- Copy to :
- 1) All ACMOS, for information and to forward the acknowledgement slips attached to the Lien Communications duly signed.
 - 2) All DCCMOS
 - 3) PS to Chairman
 - 4) PAs to CCMO/Sr.DCCMO/CAO/DO
 - 5) I A P
 - 6) Z O
 - 7) Development Department (2 Copies)
 - 8) Circular File
 - 9) All ACMOS attached to Curing Works
 - 10) All Pool Agents

POWER OF ATTORNEY

POWER OF ATTORNEY executed by ----- aged----- years
 Wife/Son/Daughter of Sri _____
 Registered Owners of the estate known as _____
 (hereunder called the 'principal') in favour of Sri/Smt/M/s _____
 _____ (hereunder called the Agent).

WHEREAS the principal named above is the Registered Owner of the Estate known as _____ situated at _____
 Hobli/Village _____ Taluk and/such owner had delivered/is delivering coffee to the Coffee Board through the Pool Agent/M/s _____
 Pool Depot at _____ pursuant to the provisions of the Coffee Act and as a result thereof will be entitled to received moneys from the Board in respect of such coffee.

Whereas by virtue of arrangements entered into between the principal and the Agent it has been considered necessary to authorise the Agent to receive, from the Coffee Board, moneys due from the Board to the Principal's account and give valid discharge thereof.

Now these present witness and I _____ (principal herein) hereby appoint the said Agent as my Attorney in my name and on my behalf to do or execute all or any of the acts and things hereinafter mentioned, that is to say:

- 1) to receive from the Coffee Board (or its representatives or assignees) all sums of money that may accrue/due in my favour by virtue of Coffee Board from my estate (bearing Reg.No. _____) situated at _____ for the seasons _____
- 2) To execute a proper receipt/s in respect of the said payment/s and deliver the same to the Coffee Board.

I hereby confirm that this power of attorney shall not be revocable by me and I agree that all acts/deeds and things lawfully done by my/our said attorney shall be construed as acts, deeds and things done by me and undertake to ratify and confirm all

and whatsoever that my said Attorney shall lawfully do or cause to be done for me by virtue of the power hereby given.

I confirm that I shall not deliver coffee to the Pool through any pool agent/depot other than those mentioned above.

I hereby confirm that I have not executed a power of attorney in favour of any other party for the season 19 to 19 .

or

I had executed a Power of Attorney on _____(date) in favour of _____and I have completely settled my accounts with them; the power of attorney is cancelled and letter of confirmation to that effect is enclosed.

I hereby confirm that so long as this Power of Attorney is in force, I shall not be entitled to claim any payments to which this Power of Attorney relates to the Exclusion of the Attorney and that if any other Power of Attorney is executed by me hereafter in respect of the subject matter of this document it shall have no legal effect and that the Board may decline to take note of the same or act upon it.

In witness whereof, I have signed this deed on this _____
Day of _____19 at _____ in the presence of witnesses attesting hereunder.

Witness:

Name and addresses in full to be given clearly.

1.

2.

(Principal)

N.B. i) This Power of Attorney has to be executed on the requisite stamp paper and should be attested by a Magistrate, Judge or a Notary Public with the seal of the office affixed.

- ii) Every sheet of a Power of Attorney should bear the signature of the grantor/\executor at the bottom of the sheet.
- iii) Where a due execution of the document is attested by a Notary Public then such an attestation should bear the Notary stamp of requisite stamp duty duly crossed together with the appropriate certificate of attestation.

LETTER OF AUTHORITY

From:

(Correct postal address in full to be given by the Planter)

To

The Chief Coffee Marketing Officer,
Coffee Board,
BANGALORE- 560 001.

Dear Sir,

I am / we are registered owner/s of estate known as Registered Number situated at In accordance with the provisions of the Coffee Act, I/We have delivered/shall be delivering coffee to the Board for the season/s.....
Through the Pool Agent, M/s
Pool DepotIn respect of moneys due to me/us on this account, I / we have executed a power of attorney in favour of M/s authorising him/them to receive from you such moneys and to give you receipts therefore on my/our behalf.

- 2. I/We confirm that I/We shall not deliver coffee to the pool through any Pool Agent/Depot other than those mentioned above.
- 3. I/We hereby confirm that I/We have not executed a Power of Attorney in favour of any other party for the season/s 19-19 to 19-19 or I/we had executed a Power of Attorney on.....(date)in favour of and I /we have completely settled my/our accounts with him/them; the Power of Attorney is cancelled and a letter of confirmation to that effect is enclosed.
- 4. The saidhas/have been advancing money to me/us (if assistance is in any other form, state the same)

for use on my/our said estate and I have undertaken with him/them that he/they should be in a position to draw moneys due to me from the board, so that he/they would be in a position to reimburse himself/themselves.

5. To facilitate the above arrangement, I am hereby requesting you to note a lien in his/their favour so as to enable you to pay moneys due on my/our account to him/them when payment fall due.

I / we agree that the LIEN shall be subject to the following conditions.

- a) that the Lien shall apply to, and hold good, ONLY in respect of deliveries of coffee made by me/is to the Pool Agents, M/s..... Pool Depot.....and moneys payable on that account by the said Pool Agent/Pool Depots and to NOTE OTHER.
- b) The Board shall have the first right to satisfaction of whatever claims it may have against me/us including the repayment of loans granted by the Development Department and amount due to Research Department out of the moneys standing at my credit/accruing/due in my favour.
- c) In the event of any order/s being received from any court of Law, or of demands made on the Board pursuant to any statutory obligations or other obligations which the Board are in law bound to comply with, the Board shall be entitled to comply with the same, without reference to the lien herein referred to, payments so made by the Board in its discretion shall be binding upon me/us and the said
- d) That subject to clauses (a), (b) and (c) above, the Lien shall apply to and hold good only in respect of moneys payable after meeting/adjusting the dues if any, to the pool agent M/supto Rs.300/- (Rs. Three hundred only) per tonne towards the money due from

me/us towards supply of estate requisites etc., by the said pool agent to me/us.

- (e) In the event of any request being received from Coffee Board the lien holder and the registered owner inform the Board about the total amount advanced by the lien holder to the registered owner for use on the said Coffee Estate and total amount received by way of pool payments from the Board's Pool Agents/Depots towards Principal and interest thereon and the balance amounts due, if any, to the lien holder from the Planter, for the seasons for which the lien has been proposed for registration/registered.
- (f) and that I shall bind myself to indemnify the Board against all claims and demands made and all actions or proceedings taken against the Board by any person whomsoever and to make good the loss and damage if any caused to the Board by reason of any payment made to me/us on my/our account pursuant to the noting of the lien and payment to my attorney.

“The lieu will be affective only if the monies advanced to the planter by the Banks, the repayment of which is sought to be secured by the noting of the lien, is advanced solely for the purpose of the working and the development of planters' Coffee Estate/s. The noting of the lien is liable to be cancelled by the Board at its discretion without notice, if it is found that this condition has been contravened by the Bank/other financing institution. The decision of the Chief Accounts Officer, as to whether or not this clause has been contravened shall be final and binding on the parties.”

The said _____ (hereunder state the name of the person/s in whose favour the lien is to be noted) has taken note of the above terms and conditions and he/they join/s me/us in making the request that the lien may be noted in his/their favour in confirmation thereof, he has also affixed his/their signature hereunder.

I/we request therefore that you may be so good as to note the Lien of _____ in respect of moneys due from the Board to me/us for the coffee delivered/deliverable on my/our account for the season _____ in respect of my estate _____

I hereby confirm that if in contravention of the terms hereto any coffee is delivered by me to any pool agent/pool Depot other than the once named herein or in the event of a Power of Attorney or Lien is found to have been executed earlier in favour of a person other than the Lien holder herein named, then the Board shall be entitled to ignore this Letter of Authority and lien even though the same may have been noted and make payments to such person/s as it deems entitled to, without reference to this letter of authority and lien.

I further agree that I shall keep the Board fully indemnified against any loss or liability and action or proceedings arising against the Board by reason of rival claims being advanced on the basis of my letters of authority/lien.

Please acknowledge receipt.

Yours faithfully,

Registered Owner _____ Estate

I/we _____ hereby confirm that I/We have taken note of the above. I/We request that, subject to the above terms, the lien may

be noted in my/our favour.

Thanking you,

Yours faithfully,

Place:

Date.

(correct postal address to be
furnished),with the seal if any.

(Lien holder)

(When the lien holder is a financing institution, then the acceptance of the terms of Letter of Authority should bear the seal of the institution in addition to the signature of accepting authority).

COFFEE BOARD

Name &

Place:

Address:

Date:

Proforma of

Sectional Circular No. 23/74-75 dated 22-10-1974-
Karnataka State Co-operative Land Development Bank Limited
Bangalore.

To

The Accounts Officer,
Coffee Board,
Bangalore.
Through P.L.D Bank

Dear Sir,

Sub: Coffee Registration Certificate No. _____
dated _____ of _____ Estate
Registered Owner Sri _____
Village _____ Taluk.

I/We have availed coffee development loan from the P.L.D Bank _____
As per the conditions of the Bank I/We have agreed not to register the lien on the coffee drawn in
my/our above estate during the pendency of the development loan in favour of any other Agency
without the written consent of the P.L.D Bank
.....

Onas required by the P.L.D. Bank
..... I/ We have executed the lien documents for the years from
.....to on the above CRC in favour of
..... Bank. I /We hereby authorise you not to register the lien in favour of
any other third party after the expiry of the lien period without the written prior consent of the
P.L.D. Bank.....

I/ We undertake not to hold the Coffee Board responsible for the consequences on their refusing to register lien in favour of a third party on my/our request after expiry of the lien documents now executed by me/us on.....
 in favour ofI/We also undertake that I/We will not execute lien documents in favour of a third party without the written consent of P.L.D. Bank and that I/We hold myself/ourselves responsible for the consequences in the event of a lien being noted by the Board without the prior consent of the P.L.D. Bank

These instructions are irrevocable. I / We hereby undertake not to revoke/modify / after the above instructions without the written consent of the P.L.D. Bank

Yours faithfully,
 Sd/-
 Registered Owner
 Estate.

To

The Accounts Officer,
 Coffee Board,
 Bangalore.

Dear Sir,

The above planter has availed a development loan with us and has undertaken not to register the lien on the coffee grower in the above estate in favour of any other party without our written consent. As such you will kindly note not to register the lien in favour of any party without our written consent after the expiry of the present lien registered in favour ofas per lien documents.

Dated.....

For P.L.D. Bank.

Date

COFFEE BOARD

BANGALORE

AC.I(BUD)76/984.

Dated 22.12.1976.

To

1. All Regional Dy.Chief Coffee Marketing Officers.
2. All Divisional Asst.Coffee Marketing Officers.
3. The Security Officer, Chikmagalur.
4. The Asst.Security Officers, Hassan,Kalpetta and Pattiveeranpatti.
5. Depot Manager (Auctions) Bangalore.

Sub: Revised Estimates for 1976-77 and Budget Estimates for
1977-78 – Marketing Department.

As the Revised Estimates for 1976-77 and the Budget Estimates for 1977-78 have to be drawn up before 31st March 1977, to be placed before the Marketing Committee in the month of April/May 1977, the figures may please be furnished duly complied in the enclosed proforma so as to reach this Office not later than 28th February 1977. Detailed workssheets together with the full explanatory notes for variations between the Original Estimates and Revised Estimates for 1976-77 and Budget Estimates for 1977-78 should be prepared in triplicate. The Asst.Coffee Marketing Officers will submit the original copy direct to Head Office duly marked "AC I " Section, send the duplicate to the Dy.Chief Coffee Marketing Officers concerned and retain the triplicate for their record. The Dy.Chief Coffee Marketing Officers in turn will verify the correctness of the figures furnished by the Asst.Coffee Marketing Officers and forward them to the Chief Coffee Marketing Officer (duly marked EB Section)

2. As regards the Revised Estimates and Budget Estimates of the Officers of Dy.Chief Coffee Marketing Officers, the Original may be sent direct to Accounts I Section and the duplicate to the Chief

Coffee Marketing Officer (Marked EB Section) for verification and onward transmission to Accounts I Section.

3. Provision for any new item of expenditure under contingencies/other expenses should be explained with full details to enable this Office to scrutinise them before drawing up the final estimates. It should also be noted that such provision shall be made only if previous sanction has been obtained for incurring the same. A list of staff of your division with particulars of their date of increment, place of duty etc., should also be furnished.

4. It may be noted that while providing estimates involving heavy expenditure such as purchase of furniture, office equipment and other contingencies, planned programme distributed over a period of 4 to 5 years should be made.

5. Pension contribution will be worked out in the Head Office itself. A statement showing the names of the staff opted for contributory provident fund of the Board, of your division may be enclosed to Proforma I.

6. Particulars as required in Proforma IV and V should be attached in support of the figures vide statement in proforma I, II and III.

7. Estimates in Proforma I, II and III should be rounded off to the next higher 100 Rupees and in Proforma IV and V to the next higher Rupee against each individual item and the total against each head duly rounded off to the nearest Rs.100.

8. Instructions issued regarding effecting economy in respect of various items of expenditure, especially on O.T.T.A. Printing and Stationery, Furniture & Office equipment, Incidentals and Staff car expenses etc., should be kept in view while preparing the Budget. Reasons for variations in respect of Revised Budget for 1976-77 and Budget Estimates for 1977-78 should be invariably furnished wherever necessary.

9. While making provision under stationery in the Revised Estimates for 1976-77 and Budget Estimates for 1977-78 - consequent on the decentralisation of supply of stationary articles to Sub-Offices- the instructions

contained in this Office Circular No. EB(S) 76/2116 dated 29-10-1976 may please be borne in mind.

10. Please ensure that the Imprest Accounts/'B' Journals (Imprest Consolidated Statements) in respect of the Office of the Regional DCCMOs and ACMOs, and their field staff upto the end of December 1976 should reach this office positively before 31-7-77 for compilation of Accounts for preparation of Budget.

11. Please note the official year 1977-78 is for the period from 1-7-1977 to 30-6-1978.

12. Please acknowledge the receipt of this letter and report compliance.

Sd/-

For Chief Accounts Officer.

Copy to:

1. EB Section. The Budget Estimates as and when received from the DCCMOs, ACMOs etc., may please be scrutinized and forwarded to Accounts I Section for compilation immediately.

Expenditure of Head Office staff should be furnished under the following heads.

- a) Pay of Officers
- b) Pay of Establishment.
- c) Leave Salary and Pension Contributions.
- d) P.F. Contributions in respect of staff opted for P.F.only
- e) Pension contribution in respect of staff opted for pension scheme. This should be worked out as per Government of India decisions below Rule No. 298 of GFR.

Allowances: Please send the Revised Estimates for 1976-77 (Anticipations for 6 months from January 1977 to June 1977) and Budget Estimates for 1977-78 well in advance.

2. EB(Stores): To scrutinize the provisions for new items of expenditure under Contingencies/other expenses etc., in respect of H.O and Divisional Sub-Offices etc., and also to furnish the information regarding contingencies /other expenses for Head Office.

3. Accounts IV to please furnish the actuals for 6 months, i.e., 1-7-1976 to 31-12-1976 in respect of Head Office, DCCMOs/ACMOs office as usual, and also actuals for 1975/76 i.e., July 1975 to June 1976 in respect of H.O and other offices. Pool Collecting Depots/Pool Sales Depots etc., under respective head of account vide Proforma I,II & III respectively.

4. Sales Internal Section, H.O. to please furnish the Revised Estimates for 1976/77 and Budget Estimates for 1977-78 in respect of Depot Manager (Auctions), Bangalore.

5. Asst. Depot Manager, P.S.D., Bangalore (through ACMO, Mysore).

6. a) Market Research Officer
b) Export Section
c) FCD Section
d) Classifications Section
e) Cuptasting Unit
f) Propaganda Department (PPS) (Publications-Indian Coffee)
g) Statistical Section
h) Public Relations Officer.

Please furnish the amounts that are to be provided under Revised Budget for 1976-77 and Budget Estimates for 1977/78 with the details under each item of expenditure such as purchase of books and publications, Renewal of Membership and payment of subscriptions in foreign currencies, postage and telegrams, telephones, telex and maintenance of vehicles etc., through EB Section for providing necessary Budget under Revised Estimates for 1976/77 and Budget Estimates for 1977/78 with detailed notes for variations if any.

N.B :-

1. Actuals for 1975/76 : Actuals for the year 1975-76 (i.e., July 1975 to June 1976) under the respective heads may be Compiled as per the Imprest Accounts of your Office and for the field staff as per "B" Journals i.e., Imprest Consolidated Statement.
2. Budget Estimates 1976/77 : Figures may be taken from the Budget Estimates sent under AC 1(76-77) Budget/76/248/dated 7-8-76 (Column 8 under respective heads) duly taking into account of the cuts imposed by the Marketing Committee.
3. Actuals for 6 months (July 1976 to Dec 76) : Actuals for the period under the respective heads may be compiled as per the Imprest Account of your office and for field staff as per 'B' Journal (Imprest Consolidated Statement)
4. Revised Estimates 1976/77: Actuals for 6 months + anticipation for 6 months i.e., Column No. 5 + 6 = 7.

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5. Leave Salary : 1/11 of Pay of Officers and Establishment is to be added to the Budget Estimates for 1977/78 only.

Particulars of Dearness Allowances, and H.R.A should be shown separately with percentage under Revised Estimates 1976/77 Budget Estimates 1977/78 wherever applicable.

Sd/-
For Chief Accounts Officer

PROFORMA – I DCCMO/Sub-Office_____
 Revised Estimates for 1976-77 and Budget Estimates for 1977-78

Head of Accounts	Actual for 1974-75	Actual for 1975-76	Budget Estimates for 76-77	Actuals for 6 months i.e., (July-Dec 76)	Anticipations for 6 months i.e., (Jan-June 1977)	Revised Estimates for 1976-77	Budget Estimates for 77-78 (July 77 to June 78)	Reasons for variations
1	2	3	4	5	6	7	8	9
A. Pay of Officer & Leave Salary a) DCCMO/ACMO A. Total B. Pay of Establishment Special pay and leave Salary a) Clerical Staff b) Field Staff (Inspectorate) c) Class IV Staff B. Total C. Allowance of Officers a) D.A. of Officers b) T.A. of Officers c) H.R.A. of Officers d) C(c)A of Officers C. Total								

- Preventive Staff & Inspectorate Staff attached to Sub-Office/Regional Office to be included under the respective Sub-Office/Regional Office along with clerical staff. The rest of the Inspectorate Staff i.e., CCI/ACIs are to be shown separately under Column B(b)

DCCMO/Sub-Office-----

1	2	3	4	5	6	7	8	9
D. Allowances of Establishment a) D.A. of Establishment b) T.A. do c) HRA do d) C (C) A do e) C.E.A do f) O.T.A do g) Hill allowances of Est. h) Medical facilities i) Bonus of officers and establishments D Total								

DCCMO/Sub-Office-----

1	2	3	4	5	6	7	8	9
E. Contingencies/Other Expenses a) Rent & Electricity b) Furniture c) Office Equipment d) Stationery f) Telephone g) Postage, Telegram & Telex h) Incidentals i) Uniforms j) Maintenance of Dept. Vehicles E Total F. Free Coffee G. Cost of Storing & Marketing 'F'. & 'G'. Total Grand Total								

REVISED ESTIMATES FOR 1976-77 ABD BUDGET
ESTIMATES FOR 1977-78
POOL COLLECTING DEPOTS

Head of Account	Actuals for 74-75	Actuals for 75-76	Budget Estimates for 76-77	Actuals for 6 months July to Dec 76	Anticipation for 6 months Jan to June 77	Revised Estimates for 76-77	Budget Estimates for 77-78	Remarks
1	2	3	4	5	6	7	8	9
<p>A Pay of Establishment Pay & Leave Salary a) DMs/ADMs b) Class IV Staff 'A' Total _____</p> <p>B. Allowances a) D.A. b) H.R.A. c) C(C)A d) T.A. e) C.E.A. f) Medical facilities g) Bonus h) Hill Allowances</p> <p>'B' Total _____</p>								

1	2	3	4	5	6	7	8	9
C. Contingencies/ Other Expenses								
a) Rent & Electricity								
b) Furniture								
c) Office Equipment								
d) Stationery								
e) Printing								
f) Telephone								
g) Postage and Telegrams								
h) Incidentals								
i) Uniforms								
'C' Total _____								
D. Free Coffee								
'D' Total _____								
E. Cost of Storing and Marketing of Coffee								
'E' Total _____								
Grand Total _____								

The actuals may be compiled as per imprest account/B Journals.

**REVISED ESTIMATES FOR 1976-77 ABD BUDGET
ESTIMATES FOR 1977-78
POOL SALES DEPOTS**

Head of Account	Actuals for 74-75	Actuals for 75-76	Budget Estimates for 76-77	Actuals for 6 months July to Dec 76	Anticipation for 6 months Jan to June 77	Revised Estimates for 76-77	Budget Estimates for 77-78	Remarks
1	2	3	4	5	6	7	8	9
A Pay of Establishment Pay & Leave Salary c) DMs/ADMs d) Class IV Staff 'A' Total _____								
B. Allowances a) D.A. b) H.R.A. c) C(C)A d) T.A. e) C.E.A. f) Medical facilities g) Bonus h) Hill Allowances 'B' Total _____								

1	2	3	4	5	6	7	8	9
C. Contingencies/ Other Expenses								
a)Rent & Electricity								
b)Furniture								
c)Office Equipment								
d)Stationery								
e)Printing								
f)Telephone								
g)Postage and Telegrams								
h)Incidentals								
i)Uniforms								
'C' Total _____								
D. Free Coffee								
'D' Total _____								
E. Cost of Storing and Marketing of Coffee								
'E' Total _____								
Grand Total _____								

Actuals may be compiled as per the imprest accounts/B Journals.

COFFEE BOARD
BANGALORE

AC. I/Bud/75/1094

Dated: 14-11-1975

1. All Regional DCCMOs
2. All Divisional ACMOs
3. Security Officer & Asst. Security Officers.
4. Spl. Officer KTA, Vizag.

Sub: Revised Budget for 1974-75 & Budget Estimates
for 1975-76.

Ref: This office letter No. AC.1(74-75) Budget/75-956 dated 28-10-75
enclosing the copies of Budget figures.

Requests from some of the Divisional ACMOs and Regional DCCMOs etc., are being received for enhancement of Budget provisions under different heads of account under the Budget Estimates for 1975-76.

Since the above amounts have already been approved by the Board, on the recommendation of the Marketing Committee, it is not possible to make any alterations at this stage, in the Budget provisions already made.

Since this office is calling for figures for revised Budget for 1975-76 and Budget estimates for 1976-77, shortly, to be compiled and placed before the Marketing Committee/Board meetings to be held shortly for its approval, with due recommendations for additional provision if any under different Heads of Accounts duly reviewing the actual expenditure for the 6 months period from July to December 1975 etc., you may furnish your figure under the said Revised Budget for 1975-76 with full details and justifying for enhanced Provisions in any.

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Please also forward the quarterly statements (in duplicate) called for the quarter 30-9-75 vide office reference referred to (Accounts 1/956 dt 28-10-75) by the return of post since a consolidated statement of expenditure is to be placed before the next Marketing Committee for review. This is most urgent.

Sd/-

Chief Accounts Officer

Copy to EB Section.

COFFEE BOARD
BANGALORE

AC. D/1/499

Dated: 23-9-1967

All DCCMOs/ACMOs/Security Officer:

Sub: Budget:- Administration of Marketing – Review of

Chairman has ordered that the Expenditure on Administration of Marketing vis-à-vis the sanctioned budget should be reviewed every month to assess the actual needs of the Department under different budget heads, to exercise control over the expenditure and to take such steps as may be necessary in implementing economy measures wherever possible particularly in the light of the observations of the Public Accounts Committee. As far as the sub-offices and field units are concerned it should be sufficient for the present if these figures are furnished for a quarter in the proforma attached which you will observe is only a slight modification of the proforma sent with this office letter AC.1.(74-75)/Budget/75/986 dated 28-10-1975.

The monthly meetings are generally held on the 10th of the month and it is therefore of the utmost importance that the figures in respect of your division for a quarter should reach this office by the 5th of the month succeeding to the quarter. Thus the figures for the quarter ending September 1976 should reach this office by 5th of October 1976.

You are requested to adhere to this schedule and send the particulars for the quarter ending 30th September 1976 to reach this office by the 5th October 1976.

Please acknowledge receipt.

Sd/-

Chief Accounts Officer

Copy to: 1) A.D.M., P.S.D, Bangalore
2) D.M. Auction, Bangalore
3) A.S.O.S/Hassan/Kalpetta/Pattiveeranapatti

PROFORMA I.

Quarterly statement showing amount actually spent against the budgetary provision
During 1976-77 season ---- for the quarter ended -----

DCCMO/ACMO -----

Accounts I (MKG)

Sl. No.	Head of Accounts	Budget Estimate for 76-77 (Sanctioned budget) July 76' June 77	Amount expended during the quarter ending i.e. Sept/Mar/June	Total amount expended from 1.7.76 to upto the quarter ended – (Progressive total)	Balance available as on the quarter ended--	Remarks (*)
1	2	3	4	5	6	7
A.	Pay of Officers & Leave Salary					
	a) DCCMO/ACMO					
	‘A’ Total					
B.	Pay of Establishment and Spl. Pay and Leave Salary					
	a) Clerical Staff					
	b) Field Staff(Inspectorate)*					
	c) Class IV Staff					
	‘B’ Total					

* Preventive Staff and Inspectorate Staff attached to Sub-Office/Regional Offices to be included under the respective Sub-Office/Regional Office along with clerical staff. The rest of the Inspectorate staff i.e., CCIs/ACIs are to be shown separately under column B(b)

+ The actuals may be compiled as per the imprest accounts/B Journals

(*) Note: If the expenditure under any head of account is disproportionately high in relation to the sanctioned Budget, please state the reasons and indicate how it is proposed to carry on with the balance amount for the rest of the year. 2) If saving could be effected under any head of the account please indicate the appropriate amount of savings against the Head of Accounts & explain the reasons for the reduced expenditure.

1	2	3	4	5	6	7
C.	Allowances of Officers a) D.P. of Officers b) D.A. of Officers c) T.A. of Officers d) H.R.A of Officers e) C. (C) of Officers ‘C’ Total					
D.	Allowances of Establishment a) D.A. of Establishment b) T.A. of “ c) H.R.A of “ d) C.(C) A of “ e) C.E.A of “ f) D.T.A of “ g) Hill allowances of Establishment h) Allowances & Honoraria & Medical facilities i) Special Duty Allowance j) Bonus ‘D’ Total					

PROFORMA – I (Contd.)

1	2	3	4	5	6	7
E.	Contingencies a) Rent & Electricity b)Furniture c)Office Equipment d)Stationery e) Printing f) Telephone g) Postage, Telegrams & Telex h) Incidentals i) Maintenance of Staff Car & Jeep					
	'E' Total					
F.	Free Coffee					
G.	Cost of Storing & Maarketing 'F' & 'G' Total					

PROFORMA II.

Quarterly statement showing amount actually spent against the budgetary provision
During 1976-77 season ----Pool Sales Depots/Pool Collection Depots -----Division

PSDs/PCDs----- Statement for the Quarter ended-----

Sl. No.	Head of Accounts	Budget Estimate for 76-77 (Sanctioned budget) July 76' June 77	Amount expended during the quarter ending i.e. Sept/Dec/Mar/June	Total amount expended from 1.7.76 to upto the quarter ended – (Progressive total)	Balance available as on the quarter ended--	Remarks
1	2	3	4	5	6	7
A.	Pay of Establishment Pay & Spl.Pay + Leave Salary a) DMs/ADMs & Clerks b) Class IV Staff 'A' Total					
B.	Allowances: a) D.A b) H.R.A c) C (C) A d) T.A e) C.E.A f) Allowance Honoraria & Medical Facilities g) Bonus h) Hill Allowance 'B' Total					

Note: The total expenditure in respect of all PSDs/Pool collecting Depots be consolidated and furnished separately and not the expenditure of each depot or PSD separately.

1	2	3	4	5	6	7
C.	Contingencies a) Rent & Electricity b) Furniture c) Office Equipment d) Stationery e) Printing f) Telephone g) Postage, Telegrams & Telex h) Incidentals i) Maintenance of Staff Car & Jeep 'C' Total					
D.	Free Coffee					
E.	Cost of Storing & Marketing					
	'D' & 'F' Total					

COFFEE BOARD, BANGALORE

AC I/SUSP/76/645

Dated: 19-10-76

All Regional DCCMOs/ACMOs

Sub: Reimbursement from and to Departments

It has come to the notice of the undersigned that whenever an officer or an official is transferred from one department to another, the amounts of advance drawn under Pay, T.A etc., are not being promptly reimbursed to the departments from which they are transferred. These lapses have caused to much inconvenience in finalising the suspense accounts.

In order to overcome these difficulties experienced in clearing the suspense accounts the controlling officers are requested to reimburse the amounts drawn if any, towards the T.A. and pay advances by such officers/staff to the respective departments direct without waiting for completion, of the recovery of such advances immediately the officer/official reports for duty and the I.P.C is received.

They are further requested to ensure to watch the recovery carefully.

Please acknowledge receipt of the circular and note to comply with the instructions.

Sd/-

Chief Accounts Officer

Copy to : Establishment Section/Accounts Section of all departments in Head Office for note and compliance.
2) Spl.Officer, New Delhi.
3) Spl.Officer (NTA), Vizag.
4) Security Officer, Chikmagalur.
5) All Asst.Security Officers.
6) I.P., for information.

Sd/-
Chief Accounts Officer.

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COFFEE BOARD

BANGALORE

AC.I/IMP/76/641

Dt. 19.10.1976

1. All Regional D.C.C.M.Os. & Divisional A.C.M.Os.
2. Security Officer, Chikmagalur.

Sub:- Submission of Imprest Accounts and 'B' Journals.

The Imprest Accounts of the D.C.C.M.Os Offices, copies of Imprest Accounts of the Divisional A.C.M.Os and the relative 'B' Journals from the Regional D.C.C.M.Os and similarly the copies of the Imprest Accounts and 'B' Journals of the field staff from their respective A.C.M.Os, are scheduled to be received at Head Office by 20th of each succeeding month, whereas it is noticed that most of your offices are not keeping up to the above schedule, not satisfactory.

It is therefore requested that all the above officers will strictly adhere to the schedule and see that the Imprest Accounts/copies of Imprest Accounts and the 'B' Journals are forwarded to Head Office within the stipulated date, failing which the matter will have to be viewed very seriously.

Sd/-
Chief Accounts Officer.

Copy to: 1. All ACMOs A/cs attached to the DCCMOs Office for information and strictly compliance.

COFFEE BOARD

BANGALORE

AC.I/SUSP/76/349

Dated 25.8.1976.

1. All DCCMOs
2. All ACMOs (Accounts) attached to DCCMOs Office.
3. All Divisional ADMOs.
4. Security Officer, Chikmagalur.

Sub: Suspense Register Maintenance of.

Ref: Circular Nos.AC I/488/5.9.1973 1655/27.2.1075
And 1255/1.12.1975.

Reference is invited to this office circulars referred above wherein the importance of the clearance of the suspense accounts has been stressed and the Divisional/Regional officers are requested to take steps to furnish the necessary information.

The Head Office is not getting full co-operation in this matter from the Divisional/Regional officers and the officers concerned are impressed on the need to take special interest in this regard.

The following instructions may therefore please be noted in the maintenance of suspense Register for 1976-77 and onwards. These registers are being sent to you separately.

1. The Divisional ACMOs will maintain the register for their office and the Field staff, while the DCCMOs will maintain the register for their office and for the divisional offices under their jurisdiction.
2. A set of folios may be set apart for each suspense Head of Account in the register.

3. The totals of debits and Credits for each month should be struck and tallied with respective Imprest Accounts/B Journals. The entries should be reviewed once a quarter and it should be ensured that there are no excess/short recoveries/remittances.
4. The remittances in respect of monthly recoveries such as P.F. Income Tax, Co-op Society, & Housing Society, L.I.C., H.B.A.,C.P.A.,B.F.R.D/CTD, CDS, Professional Tax etc., should be effected in the month in which they are recovered and should under no circumstances be postponed. Particulars of cheque No.and Date, amount remitted etc., should be indicated in the registers and the entries got attested by the Officer.
5. The recoveries in respect of festival advance, Pay and T.A. advances of the officials who have been transferred to other offices/Departments should be watched, follow up action taken until the recoveries are effected in full and Sl.Nos. in the Register against the officials circled to indicate the final adjustment of the advance. When transfers of staff are affected, particulars of place to / from which the official is transferred and the date of relief/report etc. should also be indicated against the name of the official concerned.
6. In cases of transfer of officials to other Departments the amounts recovered from the staff towards advances drawn by them such as Pay Advance, T.A.Advance, Festival advance etc., should be remitted to the Departments from where the official has drawn these advances immediately after the final recovery of the advance is completed. These recoveries should also be watched by the Departments which have paid the advance and prompt action taken in cases of default.

7. The recoveries and payments (Credits and Debits) should be posted to the respective Heads of Account and not classified under 'General Suspense'
8. Special care should be taken regarding clearance of T.A. advance Suspense Accounts. The advance should be reviewed every quarter and adjustment entries posted upto date. Instructions should be issued to all concerned regarding submission of T.A. bills immediately the tours are completed, and in any case within the prescribed period. Necessary adjustments in respect of Transfer T.A. may be got effected by follow up action wherever necessary.
9. At the close of the financial year on 30th June, Schedules should be prepared in respect of all suspense accounts and recorded in/attached to in suspense register itself. A copy of the schedules with full details of the unadjusted amounts should be sent to reach the Head Office by 31st July along with explanatory remarks wherever necessary.

The maintenances of the suspense Register and the preparations of schedules in the ACCMOs office will be the responsibility of the ACMOS (Accounts) attached to these offices.

The Inspecting officers will during their inspections report on the progress of work in regard to the maintenance of the Suspense Register.

Please acknowledge the receipt of the Circular.

Copy to:

- 1) EB Stores to please supply the printed Suspense.
Register to all concerned under advice immediately.
- 2) EB for information and needful action in respect of maintenance of the said
Register for Head Office.
- 3) IAP Section and Inspection Section.

Sd/-
Chief Accounts Officer.

COFFEE BOARD

BANGALORE

AC.I/Budget/75/1391

Date 17.12.1975.

All Dy.Chief Coffee Marketing Officers
All Asst. Coffee Marketing Officers
Security Officers, Chikmagalur & Asst. Security Officers
Pattiveernapatti, Kalpetta & Hassan

Sub: Economy in expenditure regarding use of papers, stationery etc.,

It is observed that this office is receiving copies of various correspondence/Memos detailed hereunder which are not required in accounts section.

1. Copies of leave sanction Memos.
2. Copies of letters pertaining to sanction of TA Medical claims, CEA Festival & other advances and allowances temporary transfer memos remittances of PA ,CPA, HBA Society BF etc., etc.,
3. Copies of correspondence between regional DCCMOs, ACMOs & field staff and vice versa, regarding sanction of incidental expenses purchase of stationery and other articles etc., etc.,

In view of decentralisation of Accounts and also non-receipt of original vouchers pertaining to ACMOs and Field staff at HO, such copies are not required for any

verification and also, as a measure of economy, the procedure of forwarding such copies detailed as above to HO may be discontinued with immediate effect.

However, such copies of Memos etc., may be enclosed to the original vouchers wherever necessary, while forwarding them to HO, respective DCCMOs and ACMOs.

M.N.RANGASWAMY

for Chief Accounts Officer

COFFEE BOARD

BANGALORE

AC.I/Imp/75/1655

Dated; 27.2.1975.

All Dy.Chief Coffee Marketing Officers
And Special Officer (NTA), Vishakapatnam.
All Asst.Coffee Marketing Officers/Security Officer.
Chikmagalur/Asst.Depot Manager,
Pool Sales Depot, Bangalore &
Depot Manager (Auctions), Bangalore.

Sub: Pay Advance Suspense Account.

It is observed that the 'Leave Salary Advance' and " Pay advance " are accounted together. This is not correct as these two advances are different in nature and therefore should be accounted under different heads of accounts.

The pay advances paid to the officials at the time of their transfer from one office to another or Department to Department, and the recoveries thus effected should be shown/accounted under "Pay advance" and not the Leave Salary advance paid/recovered to/by the officials at the time of their entering on leave/recovered in the subsequent pay bill.

The above leave salary Advances/recoveries should be accounted under pay & allowances with appropriate remarks viz., (leave salary advance/leave salary advance recovery) both in the Imprest Accounts & B Journals and need not be shown in the suspense statements.

In respect of pay advance payment/recovery, it is necessary thus suitable remarks are given in the suspense statement indicating the place to where the official has been transferred/the place from which he has come, for easy reference and follow up action.

In respect of officials who have transferred to other Departments/come from other Department, necessary reimbursement a to

be effected / obtained immediately on receipt of the LPC and subsequent recoveries watched.

The above instructions may be scrupulously noted and adhered to, in respect of other suspense payments and recoveries like T.A., Festival, etc., also.

Suitable instructions may please be issued to all Imprest holders under your jurisdiction.

Sd/-
For Chief Accounts Officer.

Copy to:

1. Accounts IV Section.
2. Sales Internal Section.

COFFEE BOARD

BANGALORE

AC.I/Susp/488

Dated 15.9.1973.

All Asst.Coffee Marketing Officers and

Dy. Chief Coffee Marketing Officers.

Sub: Maintenance of Suspense Account and furnishing of Suspense Schedules

: This Office Circular No.AC.I/984 dt.12.12.67 copy enclosed for ready reference.

Your reference is invited to circular cited above. In spite of the clear instructions contained therein, most of the offices are not furnishing the suspense statement's correctly with full particulars in respect of Debit/Credit entries. In the absence of the full and correct information it is difficult to tally the figures and draw the schedules to 'A' ledger balances to be presented to auditors.

It is therefore reiterated that the Suspense Statements should invariably be drawn as instructed in the above circular showing the particulars of debit and credit entries and the figures should be tallied with the figures of 'B' Journal of the relative Offices.

Further, where there are no corresponding debit/credit entries due to transfers from/to other office/departments the name of the office from/to which he/she has been transferred is to be indicated invariably in the remarks column to enable follow up action.

It may also be noted that wherever the remittances are to be made and received to/from other departments in respect of transferred officials, necessary remittances are made/obtained immediately after the recovery of final instalment and clear the Suspense Account then and there.

The monthly suspense statements should invariably be sent along with the 'B' Journals each month duly checked and tallied with the respective 'B' Journals'

specifically parked as for “Accounts I Section”.

Further, a consolidated Suspense Statement for each year commencing from 1971/72 (i.e. from July 1971 to June 1972) and for 1972/73 also may please be complied and sent in respect of all Suspense Accounts immediately so as to reach this office on or before 1.11.1973 for audit purposes together with remarks as referred to in Para 3 above wherever necessary.

Please ensure that under no circumstances the General Suspense and left uncleared within 6 months, Please acknowledge in receipt of the above.

Sd/-
Accounts Officer.

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COFFEE BOARD

BANGALORE

No. AC. 1/984

Dated: 12-12-1967

To

The D.C.C.M.Os, Mangalore, Coimbatore,
The A.C.M.Os, Mysore, Mangalore, Batlagundu,
Hassan, Mercara, Salem and Kalpetta

Sub: Maintenance of suspense accounts and furnishing of suspense schedules.

Ref: Circular No.AC 1/1395 dated 6-2-1967.

Attention is invited to the Circular referred to above. Wherein detailed instructions were issued regarding maintenance of suspense accounts and furnishing of suspense schedules. It is noticed, that these instructions to submit separate statements each month for recoveries and payments of each suspense accounts, as per the specimen enclosed to the above circular is not adhered to and the statements of recoveries along are being furnished in the old forms itself-which do not help this office to post the suspense accounts accurately- in view of the position explained in Para 3 of circular referred in above.

Now, that printed Register of Suspense Transactions has been supplied to all the Regional and Sub-offices. It should be possible to make the entries of all the suspense accounts in that Register itself leaving sufficient folios for each suspense account.

A few illustrations are given below as to how the statement is to be sent (which is the replies of the entries in the suspense register). Please note that the particulars of recoveries and payments shown in the statement, should tally with the amounts shown in the 'B' journal under the concerned suspense heads.

ILLUSTRATIONS

Note: Credit - Recoveries

Debit – Payments/Remittance

Income Tax Suspense Account

Messrs:	January 1965		February 1965	
	Dr.	Cr.	Dr.	Cr.
1. R.Narayana Iyengar	13.23	13.23	--	--
2. P.A.Hanumantha Rao	5.65	5.65	5.65	5.65
3. N.Mohanand	--	8.46	8.46	--
4. M. Nithathma	8.94	8.94	8.94	8.94
	<u>27.82</u>	<u>36.28</u>	<u>23.05</u>	<u>14.59</u>

a) Rs. 36.28 is shown in the 'B' journal as recovery under Income Tax in the month of January 1965-for which the particulars are as per the amounts shown against each official.

b) Rs. 27.82 is shown as amount remitted to Income Tax authorities-(i.e., to Treasury) for which the particulars are the amounts as shown against each Official.

As against the recovery of Rs. 36.28, only Rs.27.82 has been remitted- and hence there is a 'Credit Balance' of Rs. 8.46 held in the name of Shri. N.Mohanand.

As can be seen from February 1965 the remittance of Rs.23.05 has been made as against the recovery of Rs. 14.59 during the month which means, the Credit Balance of Rs. 8.46 held in the name of Shri N.Mohanand in January 1965 has been remitted in February 1965.

Festival Advance Suspense Account

Messrs:	January 1966		February 1966	
	Dr.	Cr.	Dr.	Cr.
.				
1. R. Muthuswamy	--	19.00	--	19.00
2. K.G.Gopalakrishna	--	19.00	--	--
3. Smt. Sarojini	75.00	--	--	--
4. Smt. Kamala Sampat	75.00	--	--	--
5. Sangoda Pandavan	75.00	--	--	--
6. Smt. V.Saroja	--	--	--	18.00
7. Pattammal Radhakrishnan	--	--	--	19.00
	225.00	38.00	--	56.00

In the 'B' journal of Sub-office, Madras for January 1966 and February 1966, Rs.38.00 and Rs. 56.00 have been shown as recoveries (Credit) under Festival advance, the particulars of which are as shown above and a sum of Rs. 225.00 has been shown under payments (Debit), the particulars are as above.

L.I.C. Suspense Account

Messrs	July 1964	
	Dr.	Cr.
1. S.R. Bheemasena Rao	15.03	15.03
2. M.Gopalan	5.52	5.52
3. G.S.Raghavan	13.59	13.59
4. K.Kumaran	10.63	10.63
5. B.Rama Rao	9.38	9.38
6. Xavier Susi Rayan	7.36	7.36
7. T.Raghavan Nair	6.03	6.03
	67.54	67.54

Rs. 67.54 each has been shown as Credit (Recovery) and debit (Expenditure) in the 'B' journal of Asst. Coffee Marketing Officer. Batlagundu in July 1964, and the particulars for Credit/Debit are as above. The other suspense accounts are to be maintained on the same lines for 12 months (i.e., from July to June).

Now, the auditors have taken up the checking of the 1966/67 accounts and hence the schedules for suspense accounts are to be furnished to them before 31-1-1968. Hence the Recovery (Credit) and Payments (Debit) statements for 1966/67 (i.e., from July 1966 to June 1967) may be arranged to be sent for all the suspense accounts immediately, on the lines as illustrated above.

Instructions were issued in Para 5 of the circular referred to above to send the Debit/Credit statements for each suspense accounts along with copies of Imprest Accounts in the enclosed Proforma and also to enclose such statements to the 'B' journals which is not being followed so far. This may be please be compiled with immediately to avoid unnecessary correspondence.

Please acknowledge the receipt of this circular.

Sd/-
S.M.KRISHNAMACHARI
Accounts Officer

Encl:

Copy to: 1. D.C.C.M.O. (Mysore) Bangalore, }
2. A.C.M.Os Coimbatore, Calicut. } for information and compliance
and Chikmagalur. }

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COFFEE BOARD

Name of the Office _____

Statement of Suspense Payment and Recoveries for the month of _____

SI.No	Name of the Official (Sarvashree)	Travelling Allowance	Pay advance	Festival advance	Conveyance purchase advance	Provident fund subscription & advance	Warm clothing advance	Life insurance premium	Income Tax	House Building advance	Coffee Board Employees Society	General Suspense	*Remarks
		Dr. Cr	Dr. Cr	Dr. Cr	Dr. Cr	Dr. Cr	Dr. Cr	Dr. Cr	Dr. Cr	Dr. Cr	Dr. Cr	Dr. Cr	
Total													
Total in the 'B' Journal (Imprest Consolidated Statement													

- Note: 1. If any 'Credit Balance' is not remitted in the month in which it is recovered, the date/month in which the suspense recovery has been remitted may please be indicated. Debit: Payment/Remittance. Credit : recovery/Receipts
2. *Where there are no correspondence debit/credit entries due to transfer from/to other offices/Depts. The name of the Office from/to which he/she has been transferred is to invariably be indicated.

Signature of DCCMO/ACMO.

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COFFEE BOARD

BANGALORE

No.C.I/78/1140

Dated: 17-3-1978

All Regional DCCMOs/Divisional ACMOs,
Asst. Security Officer-Batlagundu/Kalpetta/Hassan
Pool Sales Depot, Bangalore & Depot Manager (Auctions) Bangalore.

Sub: Disbursement of monthly salary and allowances of Central Government
Employees.

The Pay and Allowances of the Officers and Staff of the Marketing Department for the month of March, 1978 should not be disbursed on 31-3-1978 but only during April, 1978 as otherwise, it amounts to disbursements of 14 months salary in a year.

Please also note that the salary for the month of June, 1978 should not be disbursed during the month itself but should be paid on 1-7-1978 as otherwise it affects the budget position of the Administration of Marketing in the Pool Fund.

Please acknowledge receipt.

M.N.RANGASWAMY
For Chief Accounts Officer

Copy to :EB Section (MD)- for information

Copy of the Govt. of India, Ministry of Finance, (Department of Expenditure)
O.M.No.10030/1/76-E IV (B), New Delhi, Dated 30.1.78.

Sub: Simplification of rules relating to payment of Travelling Allowance/
Daily Allowance and calculation of joining time etc., of Central
Government employees.

The question of simplifying and rationalising the rules relating to payment of travelling allowance/daily allowance and calculation of joining time etc., in respect of Central Government employees has been under consideration of the Govt. for some time. The matter was also discussed with the staff side of the National Council of the J.C.M. The President is now pleased to decide that the following modifications be made in the relevant rules and orders with effect from 1.2.1978.

2.(a) Classification of localities for grant of daily allowance:

The rates of daily allowance for different cities/towns shall hereafter be related to be classification of the cities/towns for purpose of grant of Compensatory (City) Allowance. These shall be as follows:-

Classification of Cities/Towns	Rate
i) 'A' Class cities	Existing rates of daily allowance admissible for Bombay/ Calcutta.
ii) 'B-1' Class cities	Existing rates of daily allowance for Delhi/Simla/Madras.
iii) All other cities/towns	Existing rates for ordinary localities.

Note: Where the rates of daily allowance at present applicable to certain Special localities such as L.M.A. Islands, J & K State, Certain areas of Darjeeling District, Arunachal Pradesh etc., and Simla are higher they shall remain unchanged.

(b) Calculation of daily allowance:

Daily allowances for fraction of a day occurring during absence from headquarters (other than local journeys) will be calculated as under:-

- | | |
|---|--------------------------|
| a) For absence not exceeding 6 hours | Nil |
| b) For absence exceeding 6 hours but not exceeding 12 hours | 70% of the normal rates. |
| c) For absence exceeding 12 hours | Full daily allowance. |

In the case of local journeys, daily allowance will be admissible at half the rates mentioned above.

(c) Limit for grant of daily allowance for days of halts

The admissibility of daily allowance at a place outside Govt. Servant's headquarters for a continuous halt upto 30 days or more during tour/temporary transfer/training shall be as follows:-

- | | |
|--------------------------------------|----------------------|
| i) First 30 days | Full daily allowance |
| ii) Beyond 30 days and upto 180 days | Half daily allowance |
| iii) Beyond 180 days | Nil |

Note: The authority competent to sanction tour shall also have the power to sanction daily allowance beyond 30 days instead of Heads of Departments as at present.

(d) Mileage and daily allowance in case of local journeys

Travelling allowance for a local journey shall hereafter be admissible if the temporary place of duty is beyond 8 K.M. from the normal place of duty irrespective of whether the journey is performed by the Government servant from his residence or from the normal place of duty.

Daily allowance in respect of local journeys will be at the rates indicated in Para 2(b) above. Journeys within the limits of an urban agglomeration within which a Government servant's headquarters are located will also be treated as local journeys.

(e) Travel by Mail/Express Trains

Government servants of Grade III and IV entitled to travel by second class on tour/transfer/L.T.C. may perform the journey by Passenger/Mail/Express train at their discretion and claim travelling allowance accordingly.

(f) Reimbursement of cancellation and reservation charges in respect of journeys cancelled in the public interest.

Where an official journey by train is cancelled in public interest, cancellation and reservation charges shall be reimbursed to the Government servant directly by the Dept/Office concerned. In similar circumstances these charges in respect of members of family of a Government Servant shall also be reimbursed.

(g) Reimbursement of reservation/telegram charges

Reservation charges levied by Railways in respect of all classes of rail accommodation will be reimbursed to the Government servants treating these charges as part of the fare. The telegrams expenses charged by the Railways in connection with the reservation of accommodation in trains, for onward and/or return journeys by Government servants travelling on duty will also hereafter be reimbursed to the Government servants concerned.

(h) H.O.R. Facility

The facility to requisition a 1st Class compartment in a train available under S.R.170 is withdrawn.

(i) Travel by Air by Officers in receipt of pay between Rs.1,800/- and Rs.2,250/-

These officers will be eligible to travel by air on tour/transfer at their discretion provided the distance involved is more than 500 Kms, and overnight

journey cannot be performed by a direct train service/direct sleep coach service.

(j) Carriage of personal effects on transfer.

The existing distinction between an officer possessing family and an officer not possessing family in the matter of transport of personal effects on transfer is removed. The maximum entitlements of officers of different grades for carrying of personal effects by goods train shall be as follows:-

Grade of Government Servant	Kgs. to be carried by goods
First Grade	6000 Kgs.
Second Grade	3000 Kgs.
Third Grade	1500 Kgs.
Fourth Grade	1000 Kgs.

Note: A first grade officer engaging a full four-wheeler wagon in a goods train may be reimbursed the actual cost charged by the Railways irrespective of the weight carried.

(k) Allowance for carriage of personal effects on transfer by Road

The allowance for carriage of personal effects between places connected by road only will be at the following uniform rates:

Grade	A/B-I Class cities Rs. per K.M	Other places Rs. per K.M
First	7.50	4.50
Second	3.75	2.25
Third	1.90	1.15
Fourth	1.50	1.00

Note: The allowance at higher rates will be admissible only for carriage of personal effects from one place to another within the limits of A/B-I Class cities.

(l) Joining time on transfer under S.R.294

On transfer, the preparation time will be 8 days instead of 6 days as at present but the intervening Sundays and other Holidays will be included for calculating joining time.

(m) Transit time and grant of T.A when leave is taken in conjunction with deputation Abroad.

The T.A. and transit time will be admissible for outward and inward journeys with reference to the headquarters in all cases.

(n) Time limit performance of journey to Home Town/selected place of residence in the case of retirement/death of Government Servant.

The existing limit of six months for performance of the journey by the Government servant/members of family will be raised to one year.

(c) Mileage allowance and allowance for carriage of personal effects between residence and railway station/Bus terminal for retired Govt. Servants/families of deceased Govt. Servants.

The Govt. servant in the event of retirement and/or members of his family in the death of Govt. servant, will be entitled to mileage allowance and allowance for carriage of personal effects between Railway Station/Bus Stand and place of residence at either end.

3. Inso far as persons serving in the Indian Audit and Accounts Department are concerned, these orders issue after consultation with the Comptroller and Auditor General of India.

4. Formal amendments to relevant rules/orders will issue in due course

Sd/-
(J.P. DAS),
Joint Secretary to the Government of India.

ACI/1222

COFFEE BOARD
BANGALORE

Dated: 4.4.1978.

Copy forwarded to: All Departments for information.

M.N. RANGASWAMY.
for Chief Accounts Officer.

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COFFEE BOARD

BANGALORE

No.AC II/PA/1977-78/1492

Dt. 19.12.1977.

To:

All Pool Agents/Collecting Agents.

Dear Sirs,

Sub: Pool Advance 1977-78 season-providing of Funds-
Pool Fund Account No.34.

From 1st January 1978, letters of credit will be established on Coffee Board Pool Fund Account No.34. The Pool Agents will, in their demand forms, clearly indicate that the withdrawals from letters of credit, are on " Pool Fund Cash Credit Account No.34". The demand drafts for drawal of funds from 1.1.1978 may please be numbered serially starting from No.1 and a continuous series maintained irrespective of the Bank on which the demand drafts are drawn.

The existing procedure of making payments out of this amount on account of previous seasons will continue.

The entire closing balance held by the Pool Agents as on 31.12.1977 out of the amounts drawn against letters of credit established in their favour on Pool Fund Account No.33 should be refunded to the same account promptly on that date and the counterfoil of the challan sent to this office, the same day.

There should be no carryover of balances from funds under Pool Fund Account No.33. It was observed that some of the Pool Agents/Collecting Agents did not comply with the above requirements during the previous season and refunded the balance amount as at the close of December to the Pool Fund Account after considerable delay, inspite of clear instructions issued to them ever year to

this effect. The Pool Agents/Collecting Agents will please note that such delay will be viewed seriously.

Pool Agents / Collecting Agents who retain the Board's funds with them in excess of their requirements will run the risk of paying interest to the Board at Bank rates, apart from any other action that may be taken against them under the penal provisions of the Agency Agreement.

In the fortnightly returns 15,15A etc., the progressive totals may please be started afresh from 1-1-1978 and continued till 31.12.1978. Payments to growers relating to different seasons should continue to be shown separately in the returns as hitherto. Progressive totals may also be furnished separately for each season.

RR 15 & 15A along with Form 'C' should be sent separately for Collecting Agencies. Funds drawn for Pool Agency / Collecting Agency should be accounted for separately and should not be mixed up. There should be no transfer of funds from Pool Agency to Collecting Agency and vice versa. Form 15 and 15A for the fortnight ending 31.12.1977 should be sent so as to reach this office by 5.1.1978.

The receipt of this circular may be acknowledged and the instructions strictly followed.

Yours faithfully,
Sd/-
for Chief Accounts Officer.

Copy to:

1. All Divisional ACMOs for similar action and for issue of suitable instructions to the depot staff in their division regarding, refund of balances held by them

as at the close of 31.12.1977.

2. All Regional DCCMOs.
3. PS to CCMO/P.A. to C.A.O.
4. C.A.O.s file
5. All ACMOs and CCI attached to Curing Works to ensure that the instructions issued to the Pool Agents are complied with.
6. Accounts III, and VI for information.
7. Folder file,
8. IAP
9. RAP
10. ACMO (Accounts)
11. Accounts Officer, 12. Vigilance Officer.
12. OSD Mobile Squad.

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COFFEE BOARD

BANGALORE

AC.II/PA/77/2114.

Dated: 16.3.1977

ALL DIVISIONAL ASST.COFFEE MARKETING OFFICER.

Sub: Collecting Depots of the Board – Requirements of
Funds – supply of.

Instances have been brought to the notice of the undersigned that a few ACMOs are in the habit of drawing funds from ICs established in their favour, keeping heavy balances in their account for fairly long periods, for making remittances to collecting Depots against indent. This procedure is highly irregular and should be dispensed with, forthwith, as such retention of funds results in payment of interest by the Board at high rates. The ACMOs will please note that they should draw the amount from letters of credit as and when an indent is received from the Collecting Depots and such drawals should be to the extent of actual requirements of the depots and nothing more. Immediately on drawal of the amount, it should be disbursed to the depots concerned forthwith and the Pool Fund Cash Book should always show a 'nil' balance. This may be noted and acted upon. Any deviation from this procedure will be viewed seriously.

If any of the ACMOs are having balances in their Pool Fund Account as on the date of receipt of this letter they should remit such balances to the Board's Pool Fund Account with the concerned bank immediately under advice to this office.

The receipt of this letter may be acknowledged and action taken reported.

Sd/-
Chief Accounts Officer.

Copy to:

All Regional ACCMOs. They will during the periodical Inspection verify this aspect.

Sd/-
Chief Accounts Officer.

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COFFEE BOARD

BANGALORE

AC.II/PA/1916

Dated: 26.2.1977.

ALL POOL AGENTS / COLLECTING AGENTS.

Dear Sirs,

Sub: Payments to Growers- Indent for Funds.

It is observed that while placing indents for funds, some of the Pool Agents / Collecting Agents do not indicate the balances held by them as on the date of indent nor the estimated requirements for the rest of the month. The Pool Agents will please note that their request for indents for funds cannot be complied with in the absence of these particulars.

The receipt of this circular may please be acknowledged.

Yours faithfully,

Sd/-
For Chief Accounts Officer.

Copy to:- Divisional ACMOs. for information.

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COFFEE BOARD

BANGALORE

AC.II/PA/146

Date: 3-9-1976

TO ALL POOL AGENTS/COLLECTING AGENTS:

Dear Sirs,

In the course of inspection of the Accounts, it is observed that a number of Pool Agents/Collecting Agents have not reconciled their Pool Fund Cash Books accounts with the Bank Statements for fairly long period, in respect of funds made available to them by the Board. The Pool Agents/Collecting Agents are requested to inform this office by the return of post the period upto which the accounts have been reconciled and wher they have not been reconciled upto date, the steps they have taken to ensure a speedy reconciliation.

They should take early steps to reconcile the Bank account upto 31-8-1976 with the Board's Pool Fund accounts by 30-9-1976 under intimation to this office.

Any failure on their part to reconcile the Board's Pool Fund Account with the Bank Account will be viewed seriously.

Receipt of this circular may be acknowledged and compliance reported.

Yours faithfully,

Sd/-
for Chief Accounts Officer

Copy to:

1. ACMO's attached to curing works for needful.
2. All ACMO's/DCCMO's-for information and verification during their inspections.

Sd/-
for Chief Accounts Officer

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COFFEE BOARD

BANGALORE

AC.II/PA/76/151

Dated: 13-9-1976

ALL POOL AGENTS/COLLECTING AGENTS:

Dear Sirs,

Sub: Pool Fund Drawal of Funds from the Letter of Credit established in favour of the Pool Agents/Collecting Agents.

The attention of the Pool Agents is drawn to the minutes of the Curers Conference held on 24-10-1975 on the subject "Drawal of funds from the letters of credit established in favour of the Pool Agents-limiting of" and circulated with this office circular No.GL/CS.III/75/2108 dated 1-12-1975.

It is noticed that inspite of this decision and several references made to them from this office from time to time, some of the Pool Agents and Collecting Agents are continuing to draw funds from Letter of Credit established in their favour far in excess of their actual requirements resulting in retention of heavy balances with them.

Pool Agents/Collecting Agents are once again requested to limit their drawal of funds to the actual requirements failing which we will be forced to charge interest at Bank rates without prejudice to any other action that may be taken against them, under the penal provisions of the Agency Agreements entered into by them with the Board. This may please be noted and the instructions strictly complied with.

It is also observed that some of the Pool Agents and collecting Agents are not sending their weekly/fortnightly returns on the due dates.

They are requested to send them by the scheduled dates already indicated in the earlier circulars.

The figures under items (b) & (c) of the Part II of Form 15 'A' (Reconciliation) may please be furnished for each of the seasons in future in respect of small/large growers.

The receipt of this circular may please be acknowledged.

Yours faithfully,

Sd/-
Chief Accounts Officer

Copy to :

1. All ACMOs and DCCMOs. They will look to this aspect also during their periodical inspections.
2. ACMOs/CCIs/ACIs attached to curing works. They will please keep a close watch over the amounts drawn by the Pool Agents/Collecting Agents from the D.Cs established in their favour and the disbursement thereof and report to this office any irregularities noticed in this behalf.

The receipt of this circular may be acknowledged.

Sd/-
Chief Accounts Officer

COFFEE BOARD

BANGALORE

No.GL(GB.II)78/2579

Dated: 5-6-1978.

To:

1. The Depot Managers/Asst.Depot Managers incharge of Departments Collecting Depots in Travancore.
2. All Collecting Agents in Travancore Area
3. All Range Inspectors in Travancore Area
4. The Chief Coffee Inspector, Preventive Squad, Kottayam.

Sub: Payment of Small Growers from the Board's Collecting Depots in Erstwhile Travancore Area.

Representations have been made by some of the Small Growers, especially in the Iddiki District of Travancore area, that there have been long delays in receiving supplementary payments and bonus payments in respect of coffee delivered by them to the pool at the Collecting Depots either directly or through the Collecting Agents. A suggestion has also been made that such pool payments may be made to the Small Growers at the concerned Collecting Depots in cash promptly or by remitting the amount due to them by means of Money Orders at their cost.

In so far as making payments to the Planters by cash is concerned, there is no problem as this is already being done and in this case, the Planter will have to call at the Collecting Depot in person, or through an authorised Agent, and receive the payment.

However, in case of Planters who wish that supplementary and bonus payments be made to them by Money Order, it is necessary to obtain a consent letter from the concerned planters, which is a necessary prerequisite to complying with their request to send Money orders. Therefore, you are hereby advised to contact the Small Growers in your area as quickly as possible, and obtain a letter from them as per the

the enclosed proforma. The consent letter obtained by the officials incharge of Collecting Depots are to be lodged in the depot itself, but such letters obtained by others should be sent to the DM/ADM of the concerned Collecting Depot at which the coffee is pooled, for taking further needful action in the matter.

The scheme of remittance of supplementary and bonus payments to small growers by Money Order is proposed to be tried as an experimental measure, for a period of one year in the first instance.

The Collecting Agents in Travancore are also requested to contact the planters from whom they are collecting coffee and obtain similar consent letter as per the enclosed proforma and send it to the DM/ADM of the concerned Collecting Depot at which the coffee is being pooled.

The instructions of the planters through their consent letters for remittance of the supplementary payment and bonus payment by Money Order will be valid for one year or until they are revoked, whichever is earlier.

The DM/ADM in charge of Collecting Depots should immediately on receipt of such letters of the planters, make a note of the requests in a register to be maintained for this purpose and arrange for remittance of the supplementary and bonus payments due to each planter in the manner requested for.

The Money Order charges should be deducted from the amount due to the planters while remitting the same by Money Order.

As at the end of each month, a report should be sent by the official in charge of the Collecting Depot, to the Divisional ACMO, Kottayam, (with a copy to C.A.O., Coffee Board, Bangalore, and DCCMO, Manglore) intimating the total number of planters (a) who have pooled in the depot and (b) who have made requests for

remittance of the supplementary and bonus payments due them by Money Order.

Receipt of this communication may be acknowledged immediately.

Sd/-
for Chief Coffee Marketing Officer.

Copy to: 1. Asst. Coffee marketing Officer, Kottayam.
2. Dy. Chief Coffee Marketing Officer, Mangalore.

Sd/-
for Chief Coffee Marketing Officer.

PROFORMA

From:

Name & Postal address }-----
of the Planter in full }-----

To:

The Depot Manager/Asst .Depot Manager
Collecting Depot,
Coffee Board,

_____ (Place)

Dear Sir,

Sub: Remittance supplementary and bonus payments to Small Growers
in Erstwhile Travancore area-Scheme of remittance by money order

I, _____ (Name) owner of Coffee Estate _____
_____ (Name) bearing Registration No. _____
hereby request that the supplementary and bonus payment due to me in respect of coffees pooled
by me under coffee Receipt Nos. _____ dated _____
respectively, as and when declared by the Board, may please be remitted to me by money order at
my cost and risk.

Yours faithfully,

(Signature of Planter)

Place:

Date:

Attested by

(DM/ADM/CCI/ACI/Collecting Agent)

COFFEE BOARD

BANGALORE

No.AC.II/SG/AJ/77/504.

Dated: 27.8.1977.

All Planters Associations (in Duplicate)

Dear Sirs,

Sub: Last date for delivery of 1976-77 season's coffee crop into the pool by the coffee planters.

The following notification regarding the last date for delivery of 1976-77 season's coffee to the Board for inclusion into the pool may please be communicated to the members of your association as was done by you during the previous years.

“ In exercise of the powers conferred under Section 25(2) of the Coffee Act VII of 1942, Coffee Planters are hereby informed that the deliveries of each season's crop should be completed by the end of October. Accordingly, the deliveries of 1976-77 season's crop should be completed by the end of October, 1977. Any coffee brought for delivery into the pool after 31st October, 1977 will be taken into 1977-78 season's pool and payments made at the rates applicable to that season's coffee”.

Please acknowledge receipt of the circular and also have a copy of the notice put up on your Notice Board.

Yours faithfully,

Sd/-
Chief Accounts Officer.

Copy to:

1. The Director of Propaganda, Editor in Chief “Indian Coffee”, Coffee Board, Bangalore, to please arrange for the publication of the above matter in 2 editions of “Indian Coffee” in English and Regional Languages.
2. All Pool Agents / All Collecting Agents in Coorg / Wyanaad Area/
All Divisional Asst. Coffee Marketing Officers/

Dy. Chief Coffee Marketing Officers/All Chief Coffee Inspectors/Asst. Depot Managers. They may please arrange to have a copy of this posted in their notice Board for information of the planters.

3. P.S. to Chairman/CCMO
4. PAs to CAO/Sr.DCCMO
5. DDP/ACMOs/QCO/MRO/All DCCMOs/Special Officer (Promotion) New Delhi/AO.
6. Special Officer (NTA), Vishakapatnam
7. General Section.
8. Security Officer, Chikmagalur.
9. IAP
10. DO
11. Vigilance Division
12. Project Wing-Bangalore.
13. DR.CCRI(15 Copies)
14. All Asst. Security Officers.

Sd/-
Chief Accounts Officer.

QUESTIONNAIRE for considering the question of releasing the pool payments in case where the previous Regd. Owner dies and legal heirs claim.

1. Name of the deceased Registered Owners.
2. Name of the Estate & CRC. No.
3. Date on which death Occured
4. By what law was the deceased governed.
5. Did the deceased leave a will or die intestate.
6. Who are the near relatives surviving the deceased who may come within the category of heirs? Please furnish the particulars of the names and ages of all the persons namely widow, children, male and female, children, parents, brothers and sisters.
7. In case the deceased left a will, a certified copy thereof may be sent and state whether it has been got probated and if not whether application has been filed for the same.
8. A certificate of death also to be produced.
9. Has the estate been got re-registered in the name of the legal heirs (A copy of the new CRC may be enclosed). If not, has an application been made to the Registering Authority for the

same (A certified copy of the application may be enclosed),

10. Has a succession certificate been obtained if not, has an application been made for the same (certified copy of the application may be enclosed).

I / We certify that the informations furnished above are correct and true to my knowledge.

Signature of the persons furnishing the above information with relationship to the deceased.

Witness:

1.

2.

To
 The Chief coffee Marketing Officer,
 Coffee Board,
 Bangalore.

We(Transferor)
 (Transferee)

hereby notify you of the following transfer of the coffee estate particulars of which are correctly given hereunder. We request you to take note of this transfer and to act accordingly.

1. Name and particulars of the Estate:

- a) Name, if any.
- b) Registration Number
 of the Estate as per Registration
 under the Coffee Act.
- c) Situation of the Estate and short
 particulars thereof.

2. In whose name the estate is now
 registered under the Coffee Act.
 Please give the name & Address
 of the Registered Owner.

3. Name and address of the Transferor.
 If the Transferor is not the Registered
 Owner, indicate;(i) the nature of the
 right claimed by the transferor in
 the estate; (ii) why he has not regist-
 ered himself as the owner; (iii) what
 steps he has taken to get himself
 registered as the owner and the
 result of his application, if any, in
 that behalf.

4. Name & Address of the Transferee.

5. The nature and particulars of the Transfer, including:-

a) Whether the transfer is by way of sale.

b) Mortgage with possession or lease or otherwise.

c) The date of the Deed of Transfer.

d) The date of the registration of the Deed of Transfer and particulars of Registration.

e) The date from which the Transfer takes effect.

f) Whether possession of the estate is delivered to the Transferee and if so, on what date.

g) Any other particulars.

(please enclose a copy of the Deed of Transfer)

6. Whether application is made under the Coffee Act to the Registering Authority for

a) Cancellation of the registration of present registered owner or the transferor.

b) Registration in favour of the Transferee.

(Please enclose copies thereof).

c) Are these applications pending or disposed of, and if so, how?

7. To whom pool payments should be made for coffee delivered to the Board from this estate until the Registration is changed?

State clearly:- In respect of coffee delivered to the Board upto what date is the Transferer entitled to receive payment of the Pool Dividends.

&

In respect of Coffee delivered to the Board on and after what date is the Transferee entitled to receive payment of the POOL Dividends?

State also:- Whether any lien has been created by the Transfer: on the Pool Dividends and if so, to what extent it is outstanding and whether these instructions will effect that lien in any manner.

8. Whether any loan has been taken from the Development Department of the Coffee Board? If so, :- has it been repaid in full or is any amount still outstanding?

9. Whether the estate is subject matter of any litigation?

10. Name of the Pool Agent through whom the Transferee proposes to deliver the coffee to the Board.

11. Whether the Transferee is agreeable to execute an Indemnity Bond in favour of the Board in respect of Pool Dividends claimed by him for Coffee delivered by him upto the date he is registered as owner under the Coffee Act.
12. Any other information or instructions which the parties wish to convey to the Board in this behalf.

Place:

Place:

Date:

Signature of Transferee

Date: Signature of Transferer

DOCUMENTS TO ACCOMPANY THIS NOTICE

1. True copy of the Deed of Transfer.
2. True copies of the applications for cancellation/Registration made to the Registering Authority and the Order, if any, made thereon.
3. Power of Attorney or other instrument of Authorisation in case this form is not signed by the parties personally.

INDEMNITY BOND

This deed of Indemnity made on day of in favour of the Coffee Board having its Registered Office at Bangalore, which expression shall include its successors and assign (hereinafter called the Board) byRegistered Owner of Estate, Registered No..... (which expression shall include his heirs and successors and assigns and hereinafter called the Owner).

Whereas application was made by the Owner to the Board's, local representative, namelyfor payment of the sums payable by the Board in respect of Coffee delivered fromEstate Registered No.....and by reason of fact that the said owner had not yet been recognised as Registered owner of the Estate as per the Coffee Act the Board felt difficulty in making payments to the owner; whereupon the owner requested the Board to make the payments to him on his undertaking to indemnify the Board in the event of the Board sustaining any loss by reason of such payment, whether because of any others paying claim to this amount or otherwise and pursuant thereto offered to execute a Deed of Indemnity in favour of the Board, and the Board to make payment on those terms.

Now this deed witnesses that in consideration of the payments now or hereafter to be made by the Board to the owner this day by the Board throughI, the owner above named hereby agree to indemnify the Board against all claims and demands in respect of the said amount paid so far or as may hereafter be paid to me by any person whosoever (inclusive of all costs and expenses incidental to such claim) and make good any loss that the Board may sustain on any account whatsoever by reason of having made the payment to me.

IN WITNESS WHERE OF, I, have this day affixed my signature to this Deed of Indemnity in the presence of the witness as attesting hereunder at

Witness :-

- 1.
- 2.
- 3.

Signature of Owner.

(To be drawn on a stamp paper of Rs.22-50 and the execution to the duly attested by a Notary Public/ Dist. Magistrate.)

This deed of Indemnity made on in favour of the Coffee Board having its Registered Office at Bangalore, which expression shall include its successors and assigns (hereinafter called the Board) by

.....
.....
(which expression shall include his heirs and successors or assigns and hereinafter called the claimant.)

Whereas application was made by the claimant to the Board's local representative, namely.....

.....
for payment of the sums payable by the Board in respect of coffee delivered or to be delivered from The Estate CRC No.....(here state particulars of amount and nature of claim) and by reason of the fact that the previous registered owner Sri/Smt.....had died on

.....and the present applicant was registered as Registered Owner on /has not yet been recognised as registered owner the Board felt difficulty in making payments to the present claimant; whereupon the claimant, requested the Board to make the payments to him on his undertaking to indemnify of the Board in the event of the Board sustaining any loss by reason such payment- whether because of any others laying claims to this amount, or otherwise- and pursuant thereto offered to execute a Deed of Indemnity in favour of the Board, and the Board agreed to make payment on these terms.

Now this deed witnesses that in consideration of the payments now or hereafter to be made by the Board to the claimant, this day by the Board through
.....
.....

I, the claimant above named hereby agree to Indemnify the Board against all claims and demands in respect of the said amount paid so far as may hereafter be paid to me by any person who-so-ever (inclusive of all costs and expenses incidental to such

claim) and make good any loss that the Board may sustain on any account whatsoever by reason of having made the payment to me.

IN WITNESS WHERE OF, I have this day affixed my signature to this Deed of Indemnity
in the present of the witnesses attesting hereunder, at
.....

Signature of Claimant.

Witnesses:-

1.....
(Address)

2.....
(Address)

(To be executed on stamp paper worth Rs.22.50 before
a Magistrate or a Notary Public).

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CHAPTER IV
INTERNAL AUDIT PARTY
COFFEE BOARD
BANGALORE

IAP.NO.29/71/226.

Dated; 5.8.1971.

ALL DEPARTMENTS:

Sub: Transfers and postings of Class II, III and IV Staff-
all circulars on Financial matters etc.,-copies furnish-
ing of regarding.

It is seen that in a large number of cases, copies of orders of transfers, postings, appointments, officiating arrangements of Class II, III and IV circulars involving financial implications are not copied to the Internal Audit Party as requested for earlier. It is necessary that these are invariably sent to the Internal Audit Party for their information.

It is therefore requested that all copies of proceedings relating to postings, transfers, promotions, creation of posts, officiating arrangements etc., and all circulars regarding financial matters, may be forwarded to the Internal Audit Party as and when issued.

Sufficient number of copies are sent for distribution to all the sections in Head Office and all Sub-offices for strict adherence of this request in future.

Chairman.

(By Order)

Sd/-
Accounts Officer.

Copy to:

1. P.A. to Chairman.
2. P.A. to CCMO
3. P.A. to DCCMO
4. Director of Propaganda
5. Secretary
6. Director of Research
7. Development Officer.
8. Accounts Officer
9. I.C.O. Cell.

Copy to: Deputy Accounts Officer and all Asst. Accounts Officer.

COFFEE BOARD

BANGALORE

IAP/136/72/400

Dated 25.8.1972.

CIRCULAR

Sub: Verification of Stores-Certificate furnishing of –
Regarding.

During the course of Inspection of the Stock Accounts of the Regional Offices, Sub-Offices and Unit Offices such as Pool Sales Depots, India Coffee Depots, India Coffee Depots it was observed that a certificate of verification of stores had not been recorded in the Stock Books. In this connection a reference is invited to Paras 333 to 342 of Chapter XV of Coffee Board Office Manual Volume I Second Edition and Rules 109 to 125 of General Financial Rules prescribing detailed procedure for custody, accounting and verification of Stores. The procedure prescribed envisages physical verification of stocks with the Book Balances at such intervals as envisaged but in any case once in a year and a report on the result of such verification in the form prescribed in Para 338 of the Office Manual referred to above. Rules 117 of G.F.Rs stipulates that a certificate of verification of Stores with its results shall be recorded on the Stock List, Inventory or account where such a verification is carried out. In the absence of such a record in the various Stock Accounts it is not possible to verify whether the physical verification of stock has been carried out. Therefore in future all officers conducting Physical Verification of Stocks will record in the opening page of the Stock Book a certificate under their dated signature the following certificate:

“ Certified that physical verification of stock has been
conducted and a report on the result of such
verification sent to the authority prescribed”.

A copy of the report should also be made available to the person in charge of stocks such as the Depot Manager, Sales Officer, so that the report could be verified at the time of Inspection of Accounts.

These instructions may please be carefully be noted and receipt of this Circular acknowledged.

Sd/-
Accounts Officer.

Copy to:

1. Marketing Department.
2. Propaganda Department
3. Research Department.
4. Development Department
5. Secretariat.
6. I.C.O.(Agency) Cell.
7. Special Mobile Squad.

With sufficient No. of copies for Circulation to their Sub-Offices
And Units.

COFFEE BOARD

BANGALORE

IAP(135)72/598

Dated;3.11.1972

TO

All the Pool agents,

Dear Sirs,

Sub: Maintenance of Pool Fund Cash Book.

Please refer to Circular No.AC.P.847 dated 8/9.11.1957 (copy enclosed for ready reference) regarding maintenance of separate Accounts for the record of moneys received from the Board for disbursement to Planters.

It is observed that there is no uniformity in the maintenance of Pool Fund Cash Book, In many cases on the credit side of the Pool Fund Cash Book (viz. Payments side) full particulars of the payment have not been recorded to identify the transactions and to verify the correctness of payments recorded. The Board has no doubt permitted the Pool Agent, in cases where he is authorised by the Registered Grower or his duly constituted representative to sign the receipt, to transfer the total amount due for payment in respect of such authorisations to their Personal account on the respective dates. In some instances the Agent has charged off in the Pool Fund Cash Book the total amount transferred to his Personal Account without recording particulars of the party to whom payment from Board was due, the amount due etc., In another case where a few Planters had accounts with a particular Bank and requested the agent to credit their account, a cheque in favour of the Bank for the total amount due in respect of all the Planters was issued and accounted as payment in the Cash Book on the credit side. In all these cases the correctness of the payments could not be verified at the time of inspection and one of the Pool Agents asked for time to furnish this information.

To obviate such difficulties, to ensure correctness of payment and uniformity the following instructions are issued for your information and compliance;

i) The nature of the payment:

Whether Initial/Supplementary/Bonus etc., should be clearly recorded.

ii) In respect of each payment whether made directly to the Planter/Bank/Lien holder/agent or made by transfer to the Personal Account of the Pool Agent, the following particulars should be recorded.

a) Receipt No.

b) Name of the Estate together with the Register No.

c) Name of the Registered Owner.

d) Amount due to the Planter.

e) Where dues of the Pool Agent are adjusted from the payment due to the planter, the amount so adjusted and amount transferred to the personal account of the Pool Agent.

iii) Where the letters of authority in favour of the Pool Agent from the planters are too many and it is inconvenient to note all these particulars in the cash book itself, the Agent may charge off the total amount transferred to his Personal Account provided he draws up a schedule on each occasion in support of such transfer detailing all the particulars as in item (ii) above, files them in chronological order and produce it for verification by the Inspecting Officers of the Board.

Your attention is also drawn to the provisions of the Circular dated 8/9.11.1957 where it is stated that "Even in cases, where such authorisations have been received from the planters, it would be advisable to make payments to them direct from this Bank Account itself, instead of transferring the amount to Pool Agent's Personal Account and making payments there from. In those cases,

however, where some amounts are due to the Pool Agent by the Planter on his Private Account, the amounts so due may be transferred to his Personal Account and the balance amount paid direct from the Pool Bank Accounts”.

This instruction may please be noted for guidance.

Yours faithfully,

Sd/-
Accounts Officer.

Copy to:-

- 1) All D.C.C.M.Os.
- 2) all A.C.M.Os.
- 3) all C.C.Is attached to Curing Works.
- 4) Accounts II (Marketing Dept.)
- 5) Special Mobile Squad (H.O.)
- 6) Vigilance Section.

COFFEE BOARD

BANGALORE

LAP(36)3020

Dated 22.4.1978.

CIRCULAR

To all Pool Agents

Dear Sirs,

Sub:- Payment to Growers – non-availability of proof of
Complete discharge of Board's liability.

In the course of audit of the accounts of a certain Pool Agent, it was noticed that there was no proof on record, of complete discharge of Board's liability to the growers for the amounts received by them through the Pool Agents on account of pooling of coffee in the curing works.

This situation has arisen on account of the fact that the Pool Agent was adjusting by means of transfer of funds the amounts due to him from the growers for certain personal liabilities, out of the amounts due to growers towards pooling of coffee that is to say, from the Pool Fund account to their current account by means of a letter of advice sent to the Bank and paying the balance amount, if any, by means of cheque drawn on the pool fund account.

The proof of discharge of liability on account of pooled coffee is therefore evidenced partly by a letter of advice to the Bank and partly by the amount for which cheques were issued by the pool agent. There is thus an incomplete record of discharge in as much as the letter of advice to the Bank authorising the latter to transfer certain sums of money from the pool fund account to their personal account does not constitute a legal quittance.

To obviate this lacuna, the pool agents, may, in such cases issue a stamped receipt to the Board in future for the consolidated amount adjusted by them towards the amount due to them by the growers, furnishing the following details in the receipt.

- a) Name of the Estate
- b) Coffee Registration Certificate Number
- c) Name of the Registered Owner
- d) Amount adjusted towards dues from the growers.

This procedure which is approved by the Chief Accounts Officer of the Coffee Board may be followed with immediate effect.

The receipt of this circular may kindly be acknowledged.

Yours faithfully,

Sd/-
Assistant Secretary (I.A.)

Copy to:-

- 1) Chief Accounts Officer.
- 2) Accounts Officer (Marketing)
- 3) P.A. to C.C.M.O.
- 4) All Regional Dy. Chief Coffee Marketing Officers.
- 5) All Divisional A.C.M.Os.
- 6) All A.C.M.Os Attached to Curing Works.
- 7) Accounts II Section (Marketing)

COFFEE BOARD

BANGALORE

No. IAP/(Cir)76/1340

Dated: 11-10-1976

All Dy. Chief Coffee Marketing Officers
All Dy. Directors of Propaganda
All Asst. Coffee Marketing Officers
All Asst. Directors of Propaganda

Sub: Inspection of Units under their Jurisdiction.

It is observed that copies of inspection reports on the inspection of units conducted by the DCCMOs/DDPs/ACMOs/ADPs/Special Officer, New Delhi/Officer on Special Duty (SMS) etc., are not being sent to Internal Audit Party, regularly in respect of all inspection of Sub-office/Units in their jurisdiction.

As the Internal Audit Party has to keep a record of such inspections, it may please be noted that one copy of such inspection report, should invariably be sent to Internal Audit Party in future. This may please be noted for future compliance.

Please acknowledge the receipt of this letter.

Sd/-
Chief Accounts Officer

Copy to:

1. All Department for information
2. Special Officer, New Delhi.
3. Administrative Office, Central } for similar action.
Coffee Research Institute
4. All Senior Liaison Officers
5. Project Officer I.C.O Cell

COFFEE BOARD
BANGALORE

IAP/1380

20-10-1976

To

- 1) All Departments
- 2) All Units of the Marketing, Propaganda, Research and Development Departments.

It has been observed that the Officers in the Divisions and Units who have been empowered to operate the Bank Accounts of the Board are not taking sufficient precautions to check whether the monthly bank reconciliation of accounts have been done or not. This has led to unnecessary correspondence and at a later date bank reconciliation work becomes more complicated. All drawing officers are requested to ensure that the monthly reconciliation of the Bank accounts are got done immediately after the close of the month. On no account should this work be postponed beyond the 15th of the next month. The Bank reconciliation statements should be obtained and recorded in the cash book in that effect. Any lapse in this behalf will be viewed seriously.

Sd. M.VENKATARATNAM
Chairman

By Order
Sd/-

Chief Accounts Officer

Copy to all Accounting Officers. They should comply with the above requirements without fail.

Copy to the Divisional ACMOs attached to the Curing Works. They should see that the Pool Agents bring the Bank Reconciliation work relating to the Pool Fund account up to date. Any lapse on the part of the Pool Agent should be reported to the Chief Accounts Officer for further necessary action.

COFFEE BOARD
BANGALORE

No. IAP/29/76/1399

Dated: 27-10-1976

To All Regional and Sub-Offices:

Sub: Inspection of accounts of Regional Office, Sub-Office
And all other Units.

It is observed that replies on R.A.P's reports of inspection of Regional Offices, Sub-Offices and Units are not sent within reasonable time. And also, while inspections by administrative offices are entered in the inspection minutes book and followed up, the Internal Audit Party and Resident Audit Party reports of Inspection are not entered in this book. Consequently action taken on these are not reviewed by the officer in charge of the Units/Offices periodically and possibilities are there that action on these may be lost sight of.

Hence it is quite essential that these reports are also entered in the inspection minutes book, followed up and timely action taken.

The Regional officers are requested to take necessary action in the matter. The receipt of this letter may be acknowledged.

Sd/-
Chief Accounts Officer.

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COFFEE BOARD
BANGALORE

IAP(167)5/73/826

Dated:16-2-1973

OFFICE ORDER

Reference is invited to Rule 231 (1) of G.F.Rs under which a Head of Office may sanction to a Permanent or Temporary Government Servant under his administrative control who is required to proceed on tour, including a prolonged tour, an advance to cover his personal travelling expenses for a period of not exceeding 30 days. Under Rule 231 (2) advances under Sub-rule (1) to Heads of offices who are not their own controlling officers have to be sanctioned by the respective controlling officers. Under Rule 233 *ibid* a second advance cannot be drawn until an account has been given for the first.

Instances have come to notice where advances of T.A on tour are drawn as a matter of course and advances for in excess of the Travelling expenses, especially where the officer is his own drawing officer.

It may please be noted that a proper sanction is essential for drawal of T.A. advance. From item 11 of Delegation of Powers (as amended upto March '72-Page 9) the Senior Dy. Chief Coffee Marketing Officer and Director of Propaganda are the controlling officers for the T.A claims of Class II officers (i.e., Regional D.C.C.M.Os. A.C.M.Os, D.D.Ps and A.D.Ps) and these officers though Heads of Offices cannot sanction T.A. advance to selves. They can sanction T.A. advances only to the Class III and IV staff under their Administrative Control. Item5 of the delegation of powers to A.C.M.Os (column 6 of page 29) speaks of sanction to selves in accordance with the rules and conditions laid down in G.F.Rs. of Central Government. As they are not their own controlling officers they cannot draw T.A advances on tour in view of the restriction in Rule 231 (2) of G.F.Rs.

An investigation into the cause of excess drawal of advances revealed that it was very often due to not getting accommodation in the entitled class and due to a change of programme. These considerations should be taken note of even while applying for advance. Even where advance is sanctioned and drawn, in such cases the balance of advance should be refunded to the Board forthwith on completion of tour. A second advance should not be drawn before rendering accounts for the earlier advance.

In future all D.C.C.M.Os, D.D.Ps A.C.M.Os and A.D.Ps should send their tour programme well in advance to their controlling officers (either Sr. D.C.C.M.O or D.P) for approval along with a request for sanction of advance if necessary.

The final T.A claims should be supported by a copy of the approved tour programme. If there are any variations in the final tour programme actually performed from the tour programme approved earlier by the competitive authority, brief reasons for the variations may be indicated in the covering letter forwarding the relevant T.A. bill.

Where a journey is undertaken under specific instructions from Chairman/ Chief Coffee Marketing Officer/Director of Propaganda they may draw the necessary advance required for the journey and get it ratified.

Sd/-
B.KRISHNAMURTHY
Chief Coffee Marketing Officer

BY ORDER

Sd/-
ACCOUTS OFFICER.

To:- (1) The Director of Propaganda, (2) The Director of Research, CCRI for information and similar action,
(3) All A.C.C.M.Os AND D.D.Ps (4) All A.C.M.Os AND A.D.Ps

COFFEE BOARD
BANGALORE – 1

IAP/13/76/1131.

6-8-1976

OFFICE ORDER

Sub: Travel by Air by Officer of the Coffee Board

The attention of all Officers is drawn to the Office Order No.SE/I/B/50/3750 dated 21-8-1973 where the Govt. of India had stressed the need of utmost economy and avoidance of wasteful expenditure. Under item 2(b) it was ordered that non-entitled officers (Officers getting pay of less than Rs.1,800/- per month) should not be permitted to travel by air.

2. The tours of Officers should well be planned in advance, to permit the journey by train. Where lack of time or exigency of the situation demands air travel- such situations should be really rare and exceptional- the air travel should be undertaken only with the prior approval of Chairman, and the return journey should be invariably be by train.

3. In the Office Order No. SE/4570 dated 30-8-1975 this fact was stressed and it has been made clear that requests for ex-post facto sanction of journey by higher class of accommodation will not be entertained.

4. Again in Office Order No. EB/75/1676 dated 12-9-1975 it was emphasized that no air travel should be undertaken by any officer hereafter.

5. It is once again brought to the notice of all Officers of the board that in future as envisaged in S.R. 48, no air travel should be undertaken by any non-entitled officer without the prior sanction of the Chairman. If, in any exceptional case, an air journey has to be undertaken by a non-entitled official to perform an urgent official duty, with prior oral approval of or under instructions from Chairman, such journey

should be got regularised by obtaining his written permission as soon as possible. In such cases also the return journey should be performed by train unless the return journey has also to be performed by air in the public interest and is authorised by the Chairman.

Sd/-
Chairman

Copy to: (1) All officers of the Board, through departments.
(2) All Departments (EB & Accounts)

PART III – MARKETING DEPARTMENT

CHAPTER I

GENERAL SECTION

COFFEE BOARD

BANGALORE

No.GL(SB)74/2915

Dated: 9.1.1973.

Asst. Coffee Marketing Officers, Kozhikode, Kalpetta, Chikmagalur, Hassan, Madras, Coimbatore, Batlagundu, Mysore, Mercara, Salem, Mangalore.

Sub: Submission of Fortnightly stock and Sales/Stock and Cash Account returns.

It is observed that the Fortnightly stock and sales returns/Fortnightly stock and cash account are not being received promptly on the due dates from the Pool Agents/Collecting Depots.

Please instruct the Pool Agents/Collecting Depots in your jurisdiction suitably.

Please also note that the returns should be posted by the Pool Agents/Collecting Depots on 1st and 16th of the every fortnight or at least 3rd and 18th of the every fortnight promptly in future.

Sd/-

For Chief Coffee Marketing Officer.

Copy to:

Asst. Coffee Marketing Officers/ Chief Coffee Inspectors attached to the Pool Agents. They will please see that the returns are posted promptly by the Pool Agents on due dates if not matter will be reported to H.O.

Sd/-

For Chief Coffee Marketing Officer.

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COFFEE BOARD

BANGALORE

GL(SB)74/3986

Dated: 20.3.1974.

ALL DIVISIONAL ACMOS

Sub: Thefts of Coffee – Collecting Depots.

Please refer to this Office circular No.GL(SB)73/2108 dated 22.11.1973 regarding thefts of coffee in collecting depots.

2. Despite the precautionary measures to be taken as directed in the above circular, if any thefts of coffee take place in the Collecting Depots or Pool Sales Depots or in any warehouse where coffee is stored in your division, reports on such thefts should be sent directly to the Vigilance Officer, with a copy to this office as soon as thefts of coffee are noticed. Such reports should contain full particulars regarding the circumstances under which thefts are occurred.

Sd/-

For Chief Coffee Marketing Officer.

Copy to:

1. All Regional DCCMOs
2. Vigilance Division.

COFFEE BOARD

BANGALORE

GL/SB/74/4940.

Dt.29.5.1974

1. All Divisional ACMOs and DCCMOs.
2. Special Officer, Vishakapatnam and New Delhi.
3. Asst. Director of Propaganda, Bombay and New Delhi.

Sub: Non-submission of Weekly Balance Stocks of Coffee
from Pool Depots/Collecting Depots and Pool Sales
Depots.

It is regretted to note that the weekly balance stock statements of coffee as on every Friday are not being received from some of the units promptly in this Office. In spite of reminders every week (copies marked to you) and official letters addressed to them in this regard, the weekly returns are not sent by them on the due dates, very often the returns for 3 or 4 weeks are sent in one bunch which do not serve the needed purpose for which these returns are called for.

2. The balance stocks available in the Depots as at the close of business on every Fridays have to be furnished to the State Bank of India and if the returns are not received from any one Pool Agent or Depot, the data will be incomplete and cannot be furnished to the State Bank of India within the stipulated date. Please therefore take necessary steps to ensure that the weekly returns are sent by the Depots promptly on due dates.

Sd/-

For Chief Coffee Marketing Officer.

COFFEE BOARD

BANGALORE

GL/GBI/77/1923

Dated 19.1.1977.

1. The Coorg and Mysore Coffee Co., Ltd.,
Props. Of The Chamundi Curing Works, Mysore.
2. The North Malabar District Co-operative Supply and
Marketing Society Limited, Kalpetta.
3. Vijaya Coffee Curing Works, Kalpetta.
4. L.R.R. Sons (P) Ltd., Calicut.
5. Mysore Coffee Processing Co-operative Society Ltd., Mysore.
6. Coorg Coffee Growers Co-op. Society Ltd., Mercara.
7. Rahamania Coffee Works, Mettupalayam.
8. Planters Coffee Curing Works, Hassan.

Dear Sirs,

Sub: Grant of Collecting Agency to Pool Agents –Memo-
random of Amendment – Condition No.8 of the Agreement.

Ref: This Office Circular No.GL/GBI/76/1510/Dated; 17.12.1976.

In continuation of this office circular referred to above, please find herein enclosed a Memorandum of Amendment under Clause 8 of the terms and conditions of the Collecting Agency agreement for increase of the amount of penalty from Rs.500/- to Rs. 5000/-, as decided by the Marketing Committee held on 15.12.1976 for your signature and return for further action in the matter.

Yours faithfully,

Sd/-

For Chief Coffee Marketing Officer.

Copy to:

1. All ACMOs.
2. All DCCMOs.
3. Accounts II Section.

Sd/-

For Chief Coffee Marketing Officers.

MEMORANDUM OF AMENDMENT

This Memorandum of Amendment executed by and between (1) The Coffee Board, Vidhana Veedhi, Bangalore- 560001 (Hereinafter referred to as the Board) and (2)

WHEREAS the Board appointed M/s
.....
as one of their Collecting Agents on the terms and conditions contained in the agreement dated
(Hereinafter referred to as the said Agreement).

WHEREAS it has now been agreed by both the Parties that the conditions No.8 in the said agreement be amended in the manner set out in this Memorandum of Agreement.

Now it is hereby agreed and confirmed that the said Agreement entered into between the Parties shall stand amended as set out below. These amendments shall be deemed to have come into effect from the date of execution of the said Agreement (that is from 1976-77 season).

AMENDMENT

In place of the existing condition No.8 substitute the following:

“ If the Collecting Agent fails, neglects or otherwise makes a default in the discharge of his duties and obligations as per these presents, it shall be lawful for the Chief Coffee Marketing Officer after such enquiry as he deems fit, to impose a cut amounting to a sum not exceeding Rs.5000 (Rupees Five Thousand only) in the remuneration payable to the Collecting Agent in case of default or non-fulfilment of any of the terms hereof and such imposition shall be final and binding upon the Collecting Agent, subject to any revision by the Marketing Committee.

The amount/s so cut may be recovered either out of the amounts payable by the Board on any account or otherwise”.

Except as herein above amended, all other terms, conditions and provisions of the said Agreement shall remain unaltered.

In witness whereof the Parties above named have executed this Memorandum on the dates and places mentioned against therein.

Signature of the Collecting Agent.

Place:

Dated:

WITNESS:

Place:

WITNESS

Dated:

Chief Coffee Marketing Officer.

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COFFEE BOARD

BANGALORE

No.GL/GB,I/77/829.

Dt. 14.10.1977.

To

ALL POOL AGENTS:

Dear Sirs,

Sub: Collection of transport charges from Small Growers-
1977-78 Season and onwards.

This is to notify that the Marketing Committee of the Board has, as its meeting held on 29th July 1977, after carefully considering various representations of the Small Growers, decided to dispense with the recovery of transport charges from Small Growers who delivered their coffee to the Pool at the Collecting Depots- either departmental depots or Collecting Agency Depots – with effect from 1977-78 season and onwards.

2. It has also been decided that, as a consequence of the above decision, the Pool Agents who had been permitted to collect coffees through their Collecting Agency Depots, would not also be eligible to recover any money either from the Small Growers or from the Board towards transport charges on coffee for transporting it from the Collecting Depots to the Curing Works with effect from 1977-78 season.

3. It may please be noted that this Circular is in supercession of all the previous instructions issued by the Board on this subject.

Please acknowledge receipt of this Circular.

Yours faithfully,

Sd-/

For Chief Coffee Marketing Officer.

Copy to:

1. Depot Managers / Asst. Depot Managers incharge of all Departmental Collecting Depots. No amount need be deducted towards transport charges on coffees delivered to the Depots by the Small Growers from 1977-78 season onwards.
2. All ACMOs. 3. All DCCMOs. 4. Sr. DCCMO
5. A/cs II & III Sec 6. DCCMOs (HQ) 7. IAP
8. All Planters' Associations 9. OSC (SMS)
10. RAP. 11. P.S. to Chairman / CCMO
12. Propaganda Department (PPS) with 3 copies – This may please be published in the next issue of “Indian Coffee”.
13. S.A. to Chairman. 14. C.A.O./AO.

Sd/-
For Chief Coffee Marketing Officer.

595

COFFEE BOARD

BANGALORE

No.GL/78/1887

Dated: 18-2-1978

TO ALL POOL AGENTS IN WEST COAST

Dear Sirs,

Sub: Completion of curing of all Parchment Coffee and Arabica Cherry coffee on the West Coast before The onset of monsoon.

This is to draw your kind attention to the discussions we has at the Curers' Conference on 19-12-1977 regarding the pattern of curing of coffee on the West Coast and to reiterate that the curing of Arabica Parchment and Robusta Parchment coffees on the West Coast should be completed before the end of April 1978. As regards the curing of Arabica Cherry coffees, it is again urged on the West Coast curers that the entire Arabica Cherry coffees received by you should be completed before the end of May as it is not considered desirable to carry over any uncured Arabica Cherry coffees for curing after the monsoon, since the samples of Arabica Cherry coffees cured during the post-monsoon period last year have shown deterioration in quality of coffee.

Receipt of this communication may please be acknowledged.

Yours faithfully,

Sd/-

For Chief Coffee Marketing Officer

Copy to : 1. DCCMO, Mangalore.
2. All ACMOs, West Coast,
3. All ACMOs/CCIs., attached to the Curing Works
in West Coast, for needful follow up action,
4. P.S. to Chairman/CCMO.
5. Sr. DCCMO/QCO/DCCMO(HQ)/OSD(SMS)

COFFEE BOARD

BANGALORE

No.GL/GB.I/78/7

Dated: 1-7-1978.

M/s

- 1) L.R. Rangaier Sons (P) Ltd., Calicut,
- 2) Vijaya Coffee Curing Works, Kalpetta,
- 3) North Malbar Dist. Co-opt, Supply of Marketing Sty. Ltd., Kalpetta,
- 4) Rahamaniya Coffee Works, Mettupalayam,
- 5) Consolidated Coffee Ltd., Tellicherry,
- 6) Chamundi Curing Works, Mysore,
- 7) Mysore Coffee Processing Co-opt Society Ltd., Mysore,
- 8) Planters Coffee Curing Works, Hassan,
- 9) Coorg Coffee Growers Co-opt Society Ltd., Mercara,

Dear Sirs,

Sub: Collecting of Transport Charges on Coffee delivered by
Small Growers at Collecting Depots.

Some of the Pool Agents have represented that due to non-recovery of Transport Charges from small growers who deliver their coffee at the Depots, the expenditure on transport charges on coffee collected from small growers incur heavy loss and are put into great financial burden.

The Marketing Committee who examined the above subject in detail have found that the request for transport charges collected from small growers could not be considered. However the Committee has decided that the Collecting Agency Remuneration be increased from 1 ½% to 2% and with this increase, there should be no difficulty for the Collecting agents to meet the cost of transport of coffee from Collecting Depots with effect from 1977-78 season.

In view of the above decision, you may prefer claims at 2% with effect from 1977-78 season.

Yours faithfully,

Sd/-

For Chief Coffee Marketing Officer

Copy to:

- 1) AC. II Secn., H.O
- 2) ACMOs, Coimbatore, Kalpetta, Hassan, Mysore
Kottayam, Mercara,
- 3) DCCMOs., Mysore, Coimbatore, Mangalore.

Sd/-

For Chief Coffee Marketing Officer

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COFFEE BOARD
BANGALORE

No. GL/7/1100

Dated: 24-11-1977.

ALL DEPARTMENTAL COLLECTING DEPOTS IN KERALA
(WYNAAD AND TRAVANCORE AREAS)

Sub: Quick disbursement of supplementary payments declared by the Board.

In order to ensure that the supplementary payments declared by the Board are disbursed to the Planters as expeditiously as possible and, to ensure that no inconvenience is called to the small growers who call at the depots for receiving payments, it is hereby ordered that the departmental Collecting Depots in Wynaad and Travancore Areas should function on all the working days in the week, instead of working only for three days in a week, until the supplementary payments are fully disbursed.

Sd/-
for Chief Coffee Marketing Officer

Copy to:-

- 1) ACMO., Calicut/Kalpetta.
- 2) All Regional DCCMOs/Divisional ACMOs, for making similar arrangements in the depots in their jurisdiction wherever found necessary.
- 3) Chief Accounts Officer.
- 4) Vigilance Division.
- 5) OSD (SMS)
- 6) P.S. to Chairman/CCMO
- 7) P.A. to Sr. DCCMO
- 8) DCCMO (HQ)
- 9) E.B.

Sd/-
for Chief Coffee Marketing Officer

COFFEE BOARD

BANGALORE

NO.GL.(SB) 78/249

Dated: 16-8-1978

ALL DIVISIONAL ACOMO'S

CIRCULAR

Sub: Shortages/Gains-in-weight Statements submitted by Pool
Warehouses/Depots

The Marketing Committee at its 182nd meeting held on 11-5-1978 considered the recommendations of the study team on the trend of shortages/Gain-in-weight in Pool Warehouses/Depots and decided as under:-

- (i) In order to ensure stricter control and to plug existing loopholes, shortages working out to over 0.5% to 0.75% need not be accepted except under abnormal circumstances.
- (ii) On stocks transferred from West Coast to Inland Centers for Monsoon Storage, shortage ranging from 0.75% to 1.00% may be treated as normal.

It was also decided that the statements of shortages/Gain-in-weight is to be submitted quarterly instead of yearly as at present.

The above procedure will come into force with immediate effect.

Please acknowledge receipt.

Sd/-
for Chief Coffee Marketing Officer

- Copy to: 1. Regional DCCMO's for information and needful action.
2. Accounts III section Head Office
3. OSD (SMS) Head Office.
4. Quality Control Officer.
5. Classification Section Head Office,

Sd/-
for Chief Coffee Marketing Officer

600

COFFEE BOARD

BANGALORE

No. GL (SB) 78/250

Dated: 16-8-1970

ALL POOL AGENTS.

CIRCULAR

Sub: Shortage gain-in-weight statements submitted by the Pool Agents/Depots

Dear Sirs,

The Marketing Committee at its 182nd Meeting held on 11-5-1978 considered recommendations of the study team on the trend of shortage/Gain-in-weight in Pool Warehouses/Depots and decided as under:-

(1) Clean Coffee should be stored in better and higher roofed godowns among the available ones. Where godowns are having zinc sheets or asbestos roofs, false ceilings may be provided to prevent radiation of heat from the top.

(2) A minimum air space of 4 to 5 feet may be provided above the bags by reducing the height of the stocks in low roofed godowns. Godowns having wooden ceiling or terraced ones are considered more ideal than these with Zinc Sheet roofing.

(3) Sufficient space may be left between the stocks and the walls, while storing the coffee.

(4) Duration of storage of particular lots/bulks could be minimised by taking up disposal of earlier out turned coffees on priority basis.

(5) Shortage statements may be rendered by Pool Agents/Depots once in a quarter, instead of once in a year as at present.

(6) A few bags of Coffee may be kept in alkathene lined gunny bags in the Inland Centres as an experimental measure and results watched.

(7) Exhaust fans may be provided in the godowns as an experimental measure in a limited way as this is likely to reduce the heat in such godowns.

The above procedure will come in to force with immediate effect.

Please acknowledge receipt.

Yours faithfully,

Sd/-

for Chief Coffee Marketing Officer

Copy to: 1) Depot Manager, Storage Depots, Salem, Karamadai, Mettupalayam.
2) Depot Manager, Pool Depots, Bodinayakanur, Chikmagalur, Kottayam
Narasipatnam.
3) D.M. PSD., Vijayawada.
4) All Pool Sales Depots, for information and needful action.
5) Regional DCCMOs.
6) All Divisional ACMOs.
7) ACMOs/CCIs attached to the Curing Works for information and
needful action.
8) AC III Section H.O
9) OSD (SMS), HO
10) QCO.,
11) Classification Section, H.O

Sd/-

for Chief Coffee Marketing Officer

SALES INTERNAL SECTION

CHAPTER II

INTERNAL SALES

Sub: Pool auctions- Time limit for removal of Coffee from godowns.

It has been brought to my notice that the coffee declared in the auctions is stored by some Pool Agents on account of buyers not removing them indefinitely after receiving payment of the value of coffee. Though insurance and godown charges are collected from the buyers it is felt that coffee cannot be stored indefinitely by Pool Agents as it will restrict movement of coffee to the market. Normally coffee should be removed by buyers immediately after payment. In exceptional cases where pool agents have to store the coffee on account of buyers, either to difficulties of securing wagons or for any other reason, the period of storage should not exceed one month from the 18th day (excluding the date of sale).

If still the buyers fail to remove the coffee from the godowns the Pool Agents should intimate their names to this office and the quantity not removed.

SL 2161/14.11.1950

Re: Pool Coffee Auctions – Extension of time for taking
Delivery of Coffee.

In case where extension of time is granted to Registered Coffee Dealers for taking delivery of coffee, the Pool Agents may please intimate to this office the date on which payment is made to enable this office to know the exact position regarding the quantity of Coffee still to be paid for by each Registered Coffee Dealer requesting for extension of time.

SL 5604 dated 21.4.1952

Re: Pool auctions – Reservation of Samples.

In this office circular instructions were issued that samples of the coffee sent for auctions should be bulked only after 25th day excluding the date of sale. In future the samples received for exposing at the Pool auctions should be sealed and kept carefully and not bulked until all the lots are delivered. Confirmation from all the Asst. Coffee Marketing Officers should be obtained before bulking that no lot in respect of the auction concerned is pending delivery (including removal from the warehouse for this purpose).

The Pool Agents in your jurisdiction may also be advised to preserve carefully one kilo samples drawn from each lot and sealed by you until the lots are removed by the buyers.

SL No.3989/9.1.1953

Raw Coffee Returns by Registered Dealers.

Registered dealers are requested to send the returns in the enclosed form, the original to the office and the duplicate to the local Asst. Coffee Marketing Officers so as to reach the respective officers not later than 7th of each month. Registered Dealers are again reminded that prompt submission of returns is one of the conditions under which the permits have been issued to them to participate in Pool Sales.

SL.11 No. 6686 dated 26-3-1956

COFFEE BOARD

BANGALORE
(Marketing Department)

REF. No. SL. 364 (9) 65/2296.

22nd November, 1965

To:

All Central/District Co-operative Whole Sale
Stores/Societies.

Dear Sirs,

Sub: Allotment of coffee seeds- submission of 'C' forms and
Despatching of coffee.

At a recent meeting of the Curers (Board's Pool Agents) some of the difficulties experienced in the matter of despatch of coffee seeds to co-operative Societies against allotments were considered. These are:

1. Supply of 'C' forms:- It was stated that in the case of allotments involving movements of coffee inter-state, the 'C' forms which were not being received promptly, with the result much correspondence had to be exchanged for the same. Therefore in order to overcome the difficulty and with a view to arrange for quick despatch of the coffee, the Societies/stores are requested to forward the 'C' forms where the consignment is allotted as the stocks of a Pool Agent in another state, invariably along with the remittances to the Pool Agents concerned.

However, in the case of allotments of coffee within the state this question does not arise, as only the provincial sales tax is levied.

2. Booking of small consignments of coffee say less than 3 tonnes: Very often the Pool agents are finding it difficult to the despatch the stocks for want of railway booking or suspension of the booking facilities. In such cases, where the quantities involved are

3 tonnes or less, it has been decided to despatch the coffee through the recognised transport operators like the Southern Roadways Ltd., Madras-Bangalore Transport (M.B.T) etc., and the consequential extra expenses on account of transport charges etc., will have to be borne by the Societies. In doing so it may be noted that there will be prompt movement.

3. If however the quantities exceed 3 tonnes, it is decided that the consignments should be despatched by Railway only.

Please acknowledge receipt of this circular.

Yours faithfully,

Sd/-

For Chief Coffee Marketing Officer

Copy to: All Pool Agents, all Regional D.C.C.M.Os., A.C.M.Os (including A.C.M.O, attached to Curing Works) All C.C.Is attached to Curing Works Depot Managers, Karmadai, Mettupalayam, Chikmagalur, Accounts III Section.

Registrar of Co-operative Societies, Madras, Mysore, Kerala, Andhra Pradesh, P.A. to C.C.M.O, PA to Chairman, A.O.P.D.A O.

COFFEE BOARD

BANGALORE

SLIN (701)/1134

Dated 2-1-71

ALL POOL AGENTS

Sub: Levy of Insurance and godown charges on the buyers under Clause 18 (c) of the terms and conditions of sale of coffee in the internal market.

Dear Sirs,

Until further advised the following insurance and godown charges are prescribed for recovery from buyers, in the event of the buyers failing to remove the coffee as per Clause (18 (c) of the terms and conditions of sale of coffee by open auction.

1. Godown charges at Rs. 2/50 per tonne per month or part thereof.
2. Insurance charges at 3 paise per Rs. 100/- per month or part thereof.

The receipt of this communication may please be acknowledged.

Yours faithfully,

Sd/-

For Chief Coffee Marketing Officer

Copy to :

1. All Regd. Dealers.
2. All Regional DCCMOS
3. ACMOs
4. Accounts III & IV
5. All PSD's/Pool Depots to follow the above procedure.

COFFEE BOARD

BANGALORE

SLIN/71/1264

Dated: 21-1-1971.

The Deputy Chief Coffee Marketing Officer,
Coimbatore.

Sub: Checking of samples put up in Pool/Export Auction with the Bulks.

Ref: Your letter SLIN/70/1691 dated 21-11-1970.

It is reiterated that samples put up at Pool Auctions and Export Auctions should be verified by the Asst. Coffee Marketing Officers with the bulk lots at the Curing Works whenever these samples are received by them from the auction centre. This will ensure that the auction samples are truly representative of the bulk lots exposed for sale as these samples are drawn by the Pool Agents in the presence of the Chief Coffee Inspectors attached to the curing works.

These samples, after verification by the Asst. Coffee Marketing Officer may be handed over to the concerned Chief Coffee Inspectors for their verification at the time of delivery of the respective lots to the buyers to ensure that the representative auction samples agree entirely with the relative bulk lots. The reports of verification when received by the Asst. Coffee Marketing Officer from the concerned Chief Coffee Inspectors after the delivery of lots be consolidated, in the proforma indicated below, and the monthly report thereon be sent by the Asst. Coffee Marketing Officer to reach this office not later than the 10th of each month with a copy to you, as already instructed in SLEX/539/29-7-1967.

C.B.Vol.III –F.39

Pool/Export Auction Date	Lot Nos.	Type/ Grade	Date of Verification	Remarks
(1)	(2)	(3)	(4)	(5)

Sd/-
For Chief Coffee Marketing Officer

Copy to:

1. All DCCMOs
2. All ACCMOs }
3. All CCIs attached } for information and guidance
to curing works

Sd/-
For Chief Coffee Marketing Officer

611

COFFEE BOARD

BANGALORE

SLIN/117/71/Bangalore/1981

Dated: 17-4-1971

ALL POOL AGENTS:

Dear Sirs,

Sub: Shifting of P.S.D Bangalore.

The Pool Sales Depot, Bangalore which is now located in the Coffee Board building is being shifted to premises No.36, Sampige Road, (3rd Cross) Malleswaram, Bangalore, with effect from 19-4-1971. All coffee consigned to this P.S.D and all communications to the Asst. Depot Manager, Pool Sales Depot, Bangalore, should therefore be sent to the above address.

Yours faithfully,

Sd/-

For Chief Coffee Marketing Officer

Copy to:

1. All Local Sale Permit Holders attached to the PSD, Bangalore, for information
2. All ACMOs 3. All DCCMOs. 4. All Sections in H.O. 5. Propaganda Department 6. ADM, PSD Bangalore. 7. All Departments at H.O

612

COFFEE BOARD

BANGALORE

SLIN/311

Dated: 7-9-1971

ALL POOL AGENTS AT INLAND CENTRES

Dear Sirs,

Sub: Delivery of coffee against Pool Sales relating to stocks transferred from
The West Coast to Inland Centres.

Pool Agents at inland centres are hereby authorised to deliver coffee against Pool Sales, in Board's gunnies, relating to stocks transferred from the Pool Agents on the West Coast to their Warehouses, on request by the dealers. The cost of gunnies should be collected at the following rates until further advised.

1. New Double gunnies (once used)
size cm 101.60 x 71.12 & 182 lbs
capacity. ----- Rs. 5-85 excluding Sales Tax
2. New Double gunnies (once used)
size cm 91.44 x 71.12 & 132 lbs
or 60 kg. capacity. ----- Rs. 5-30 excluding Sales Tax
3. Cost of polythene liners
per single bag ----- Rs. 0-50 excluding Sales Tax

II Charges in the above rates from time to time will be communicated to you.

III. Pool Agents are requested to maintain an account of gunnies/polythene bags

received and disposed of on Board's account.

Yours faithfully,

Sd/-

For Chief Coffee Marketing Officer.

Copy to:

- 1) Depot Managers, Karamadai, Mettupalayam, Singanallur, Chikmagalur, Bodinayakanur, Mysore for similar action.
- 2) All Divisional ACMOs.
- 3) All Regional DCCMOs.
- 4) General Section, H.O. for necessary action regarding para 2 above.
- 5) Accounts III Section, H.O. Instructions may please be issued to Pool Agents regarding rendering of accounts in respect of sale proceeds of gunnies etc.,

Sd/-

For Chief Coffee Marketing Officer.

COFFEE BOARD

BANGALORE-1

No.slin/72/2159

Dated: 28.6.1972.

The Depot Manager (Auctions),
Bangalore / Coimbatore.

Sub: Pool Sales by Auctions – Exposure of Samples
For Inspection by Dealers.

Please refer to this Office Circular No.SLIN/72/2158 of date addressed to All Pool Agents regarding supply of additional one Kg. sample to the Pool Auction Centres for supply to the Pool Sales Dealers who may wish to take samples before auction for Cuptasting purposes.

2) As it is imperative that the Pool Sales Dealers who may apply for samples for cup tasting purposes should be provided samples at least 3 days before the date of auction, you should ensure that the auction samples, as per catalogue of lots, are received by you well in advance for the date of auction (at least 8 days of the date of auction) so that the samples should be exposed for inspection by the Pool Sales Dealers 3 days before the date of auction. You should contact the Pool Agents / Depots concerned either by Phone/Telegrams wherever the receipt of auction samples/catalogue of lots are delayed, and arrange to get the samples expeditiously. The extra One Kg. samples in respect of each bulk which will be sent by the Pool Agents / Depots is meant for distribution to the Pool Sales Dealers on request against payment.

3) Each Dealer, who may apply for samples for our cup tasting purposes before the auction, may be given not more than 250 grams (1/4 Kg.) in respect of each bulk at the rates mentioned in the enclosed list.

The issue of catalogue of lots may also commence 3 days prior to the date of auction.

Sd/-
Chief Coffee Marketing Officer.

Encl:1

Copy to:

- 1) All Regional DCCMOs.
- 2) General Section.
- 3) Accounts III Section H.O.
- 4) P.A. to Chairman, CCMO, Sr. DCCMO, AO , Cuptaster.
- 5) D.A.O., DCCMO(HQ), Sr.S & M R O .
- 6) All Divisional ACMOs.

COFFEE BOARD

BANGALORE

Statement showing the Types and Grades of Pre-Auction Samples
to be supplied to the Dealers at the Rates Indicated

Arabica Parchment Coffees:

'A'	...Rs. 8- per Kg. (inclusive of packing charges but exclusive of Sales Tax)	
'B'	...Rs. 7- per Kg.	-do-
Bulk	...Rs. 7- per Kg.	-do-
Triage	...Rs.6.50 per Kg	-do-
B1/Br/Bits	...Rs.5.50 per Kg	-do-

Arabica Cherry Coffee:

'AB'	...Rs. 6.50- per Kg.	-do-
Triage	...Rs. 5.50- per Kg.	-do-
Bulk	...Rs.5.50 per Kg	-do-
B1/Br/Bits	...Rs.4.00 per Kg	-do-

Robusta Parchment and Robusta Cherry Coffee:

'AB'	...Rs. 6- per Kg.	-do-
Triage	...Rs. 5- per Kg.	-do-
Bulk	...Rs. 5- per Kg	-do-
B1/Br/Bits	...Rs.3.75 per Kg	-do-

Sd/-

Chief Coffee Marketing Officer.

617

COFFEE BOARD

BANGALORE

No. SLIN/72/23

Date;10.7.1972

The Dy.Chief Coffee Marketing Officer,
Coimbatore, Vijayawada.

Sub: Disposal of 1970-71 Season Plantation, Arabica Cherry Coffees
as well as Robusta Old Crop which has deteriorated in Quality
by holding separate auction by inviting "Closed Tenders"

Please refer to this Office Circular No. SLIN/72/2157 dated 28-6-1972 addressed in All Pool Sales Dealers the copy of which has been sent to you also. The sale of old crop by inviting "Closed Tender" will be held only in Bangalore until further advised. Therefore you are requested to despatch immediately to the Depot Manager (Auctions) Bangalore, the samples of coffees which might have been received by you for putting up at the "Closed Auctions" to be held in your Centre. The connected catalogue of lots may also be forwarded to the Depot Manager (Auctions) Bangalore.

All sales of coffee by "Closed Offers" will until further advised be held in Bangalore only.

The receipt of this communication may please be acknowledged.

Sd/-

For Chief Coffee Marketing Officer

Copy to:

1. Dy. Chief Coffee Marketing Officer, Mysore,
2. Dy. Chief Coffee Marketing Officer, Mangalore.
3. All Divisional Asst. Coffee Marketing Officers,
4. All Asst. Coffee Marketing Officers, Chief Coffee Inspectors
attached to curing Works.

Sd/-

For Chief Coffee Marketing Officers

618

COFFEE BOARD

BANGALORE

SLIN/75/404

Dated: 26-9-1975

TO ALL POOL AGENTS.

Dear Sirs,

Sub: Coffee sold in Pool Open Auctions for Internal market-
Interest charges for delayed payments- Revision of.

Please refer to this office circular No. SLIN/75/367 dated 19-9-75 regarding amendments to Terms and Conditions of sale of coffee by open auction for Internal market.

The rate of Interest, payable under clause 16 and 18 (c) of the Terms and Conditions of sale of coffee for Internal market is hereby fixed at 18% p.a. until further orders, effective from sales conducted from 1st October 1975 and onwards.

Yours faithfully,

Sd/-

For Chief Coffee Marketing Officer

Copy to:

1. All Regd. Pool Sales Dealers.
2. D.M.Mettupalayam, Karamadai, Bodi, Salem, Chikmagalur Kottayam.
3. All PSDs
4. All ACMOs
5. All ACMOs, CCIs attached to Curing Works
6. Special Officer (NTA) Vizag,
7. All Regional DCCMOs
8. ADP, Bombay, Delhi, Vizag, Patna,
9. DDP, Calcutta,
10. Sales Officer Bombay, Delhi, Calcutta and Vizag,
11. Accounts III, IV and VI,
12. Export Section,

Sd/-

For Chief Coffee Marketing Officer

COFFEE BOARD

BANGALORE

SLIN 75/367

Dated: 19-9-1975

To:

ALL POOL AGENTS

Dear Sirs,

Sub: Terms and Conditions of Sales of Coffee by Open
Auction for Internal Market- Amendments.

Consequent on a decision taken at the 169th meeting of the Marketing Committee held on 30-8-1975, conditions (16) and (18c) of the Terms and Conditions of Sale of Coffee by Open Auction for Internal Market are amended as follows:-

Condition (16): "In the event of the buyer failing to take delivery within the time stipulated above an extension of further three days may be allowed in which case the buyer shall pay interest on the amount due at a rate fixed by the Board from time to time from the 15th day upto and including the date of payment or due date for delivery under resale".

Condition (18c): "Before lodging any objection regarding quality, one third of the value of the coffee in question with reference to the accepted offer shall have been made by the buyer within the due date. No interest shall be paid on this amount. Delivery shall be taken within one week from the date on which the Arbitrators pass their award. The price or such part of it as remain unpaid shall be paid by the buyer before no claims delivery of the coffee. If the case is decided against the buyer he shall pay (i) interest at a rate fixed by the Board from time to time from the due date till the date of payment and (ii) insurance and godown charges on coffee at the prescribed rates from

the 18th day (excluding the date of sale) till the date of taking delivery. If the case is decided in favour of the buyer and he is given an allowance on the price, no interest and other charges will be levied provided he take delivery of the coffee within one week of the award.

The above amendments are given effect to in respect of sales effected from the month of October 1975 and onwards.

As regards the rate of interest to be charged with effect from October, 1975 a separate communication will follow. The revised rate of interest will apply also to coffees declared by "Closed Offers" and Allotments.

Yours faithfully,

Sd/-

For Chief Coffee Marketing Officer

Copy to:

- (1) All Reg. Pool Sales Dealers.
- (2) DM, Mettupalayam, Karamadai, Bodinayakanur, Salem
Chikmagalur, Kottayam,
- (3) All PSDs (4) All ACMOs (5) All CCIs attached to
Curing works
- (6) Spl. Officer (NTA) Vizag, (7) All Regional DCCMOs
- (8) ADP, Bombay, Delhi, Vizag, Patna (9) DDP, Calcutta
- (10) Sales Officer, Bombay, Delhi, Calcutta, Vizag
- (11)Accounts III (12) Accounts IV

Sd/-

For Chief Coffee Marketing Officer

CONFIDENTIAL

621

COFFEE BOARD
BANGALORE

No.SLIN/75/194

Dated: 8.8.1975.

All Pool Sales Depots in Tamil Nadu.

The impact of the recent order of the Tamil Nadu Government including among others, Coffee as one of the items in the list of Essential Commodities, on the Pool Sales Depots run by the Marketing Department, is under examination. In the meanwhile, it has been decided that, as a measure of abundant caution, the Pool Sales Depots must, with immediate effect display the Daily Stock position and the current prices for allotment of coffee to Local Sale Dealers. As and when the prices are revised, the new prices must be displayed and it must be made clear that the prices are for allotment of coffee to Local Sale Dealers.

Further instruction, if any, on the subject will issue in due course.

Sd/-

For Chief Coffee Marketing Officer.

Copy to:

1. Storage Depots in Tamil Nadu. They may display only the daily stock position at their depots until further order.
2. Dy. Chief Coffee Marketing Officer, Coimbatore.
3. Special Officer (NTA), Vishakapatnam.
4. ACMOs, Madras, Salem, Batlagundu, Coimbatore.

Sd/-

For Chief Coffee Marketing Officer.

SALES EXPORT SECTION

CHAPTER III

COFFEE EXPORTS

COFFEE BOARD

BANGALORE

SLIN/75/404

Dated: 26.9.1975

ALL POOL AGENTS.

Dear Sirs,

Sub: Coffee Sold in Pool open auctions for internal
Market – Interest Charges for delayed payment-
Revision of.

Please refer to this office Circular No.SLIN/75/367 dated 19.9.1975 regarding amendments to terms and conditions of Sale of Coffee by open auctions for internal market.

The rate of interest payable under Clause 16 and 18 of the terms and conditions of Sale of Coffee for internal market is hereby fixed at 18% per annum until further orders effective from sales conducted from 1st October 1975 and onwards.

Yours faithfully,

Sd/-

For Chife Coffee Marketing Officer.

Copy to: (1) All Registered Pool Sale Dealers (2) Depot Manager, Mettupalayam, Karamadai, Bodi, Salem, Chikmagalur, Kottayam (3) All Pool Sales Depots (4) All ACMOs, Chief Inspectors attached to Curing Works. (5) All Divisional ACMOs (6) Special Officer (NTA) Vishakapatnam. (7) All Regional DCCMOs. (8) ADP Bombay, Vishakapatnam, Patna.

623

COFFEE BOARD

BANGALORE

BY CERTIFICATE OF POSTING

SLIN/76/659.

Dated: 19.10.1976.

TO ALL REGD. POOL SALE DEALERS.

Dear Sirs,

Sub: Verification of monthly returns rendered by the
Registered Pool Sale Dealers.

In order to enable the authorised Officers and Staff of the Board to verify the accuracy of the monthly returns rendered by the Regd. Pool Sale Dealers and to build-up authenticated statistics about internal releases and balance stocks held by the trade, you are requested to declare the location of all the godowns in which coffee stocks are held by you. If any godowns are vacated or new godowns are acquired after declaring the godowns in terms of this circular, such information also may please be communicated to us promptly.

Yours faithfully,

Sd/- (M.R.RAMA RAO)
For Chief Coffee Marketing Officer.

COFFEE BOARD

BANGALORE

No. SLIN/77/451

Dated: 3.9.1977.

TO

ALL REGISTERED POOL SALES DEALERS:

CIRCULAR

Sub: Request for grant of extension of time for payment
by Pool Sales Dealers.

This is to notify that the Marketing Committee of the Board has decided at its meeting held on 29th July, 1977 that requests for grant of extension of time for payment of the value of coffee bought in Pool Auctions should not, in the normal course be entertained and that the Pool Sales Dealers may be informed of this for their future guidance.

The Pool Sale Dealers are informed that they should make full payment of the amount due on their purchases in Pool Auctions within the due dates (inclusive of grace days) without asking for extension of time for payment.

Sd/-

for Chief Coffee Marketing Officer.

Copy to:

- 1) All ACMOs
- 2) All DCCMOs – 2 copies each
- 3) Chief Accounts Officer.
- 4) Accounts Officer.
- 5) SLIN/ General Sections.
- 6) Sr. DCCMO
- 7) PS to Chairman
- 8) All Pool Agents.
- 9) All P.S.Ds. including Delhi and Bombay.
- 10) Storage Depots, Karamadai / Mettupalayam/ Salem
Chikmagalur & Vijayawada.

I COFFEE EXPORTS

Sub: Coffee for Export- Tender Memos.

The following may be substituted:-

The Pool Agents are requested to adopt the following procedure in drawing up Export Contracts and tendering the Coffee.

- 1) A single contract may be drawn up in respect of all the lots sold to a particular exporter ex-stocks of a particular Pool Agent under one Export Sales.
- 2) The prescribed tender form is appended herewith:-

To:

M/s_____

Dear Sir/s

Ref: Export Auction held at_____on_____ Season

As desired by the Chief Coffee Marketing Officer, Coffee Board, Bangalore, in his letter No._____dated_____We tender you the following coffee which are ready for delivery against payment.

Please arrange to pay and take delivery of the goods, in terms of the contract.

Due date for payment_____(Quality as per sample of the Coffee put up for Auction)

C.B. Vol. III-F.40

PROFORMA INVOICE

Sl. No.	Lot No.	Bulk No.	Type & Grade	Quantity Kilos	Rate per 50 kg. Ex-Works Exclusive of Sales Tax Excise & Customs and other duties & taxes.		Value		Remarks
					Rs.	Ps.	Rs.	Ps.	
1	2	3	4	5	6		7	8	

Yours faithfully,

Name & Signature of the Pool Agent

2) There is no objection for giving part deliveries to an exporter from any single lot of the respective export auctions purchased by him provided the value of the entire lot is paid for. Delivery of coffee bought at Export Auctions should be taken by the buyer as per the terms and conditions of sale of coffee in the course of export.

SL 1165 dated 28-8-1954 issued to all Pool Agents

COFFEE BOARD

BANGALORE

No. SLEX/77/777

Dated: 24-9-1977

All Registered Exporters of Coffee:

Dear Sirs,

Sub: Registration of Export Contracts.

As you are aware the system of registration of export Contracts with the Dy. Chief Coffee Marketing Officer, Mangalore, is in operation.

On a review of the working of the existing system, it is found that the system is not being strictly followed by some of the exporters. There have been considerable gaps in the information furnished by the exporters in their declarations, and in most cases the exporters are also not complying with the requirement of filing the original firm contracts with the foreign buyers along with their applications for registration. In order therefore to build up authentic statistics of exports of coffee to the changed category of Member and Non-Member Countries under ICA 1976, and also to keep track of the sales made by the exporters from time to time, and to be ready for an effective introduction of regulatory system if and when quotas are introduced again, it is found essential to streamline the system.

This apart, in the context of the change in the rate of export duty being effected from time to time, it has become necessary to compile elaborate and comprehensive data in regard to FOB realisations, expenses of exporters, profits or losses made by exporters in respect of their various export transactions etc., for being effectively used to safeguard the interests of the export trade and also for answering all enquiries from the Government in this regard.

In consideration of the above facts and also to ensure that the exporters are not unduly burdened to send more and more returns, it has been decided to streamline the system for reporting by the exporters by adopting the following procedure:

Registration of Contracts:

As soon as a sale is concluded by the exporters with their foreign buyers, the exporters should register such contracts with the Dy. Chief Coffee Marketing Officer, Mangalore as per the proforma enclosed. Such registrations should be made separately for exports to member countries and non-member countries. A list of member countries has already been circulated to exporters in connection with the system of certificates of origin and whenever there is a change in the list, the same would be notified. The exporters should invariably send the buyers' firm contracts together with a true copy along with the application for registration. In the event on the firm contract not being available at that time and the sale having been concluded on telex/cable messages, the originals of such messages together with copy should accompany the application for registration.

The exporters should ensure that all particulars required in the proforma are invariably and clearly furnished. In the event of a sale contract registered with the Dy. Chief Coffee Marketing Officer, Mangalore being cancelled for any reason, and a fresh registration is sought for the same quantity, the exporters should furnish documentary evidence for such cancellation and also give a reference to the previous registration in their fresh application.

Periodical Returns of Shipments:

At present the exporters are required to furnish a weekly return of export, giving full details of shipment effected during the week and progressive shipments, besides furnishing a fortnightly statement of purchases, shipments and balance held. Keeping in view the considerations mentioned earlier, it has now been decided to introduce two separate returns as under:

- a) Fortnightly returns showing Purchases, Shipment and Sales.

This will be continued to be furnished by the exporters as in the existing form.

- b) Weekly returns of exports:

This will be in lieu of the present weekly return of exports, which has been suitably revised to cover additional information required by the Board. A revised proforma is enclosed.

It would be seen from the revised proforma that the shipment particulars to be furnished have been related to the purchases at different auctions, sales registrations and permits obtained in order to make the exporters job easy in compiling the information and also to enable the Board to have at one stretch all the information right from purchases to shipment, instead of the Board asking for such information off and on.

It may also be observed from the proforma that the exporters are also required to furnish additional information pertaining to costing in respect of each sale made by them to the foreign buyer, and registered with the Board. It is possible that sales by the exporters to the foreign buyers may be in respect of an individual lot purchased in one auction or for a group of lots purchased in one or more auctions. In respect of the latter, the exporters are required to furnish details of such lots included in the sale contract, and details regarding the costing and FOB/CIF/C&F price for the entire quantity covered by the sale as provided for in the appropriate columns.

The above mentioned two returns should be sent to Dy. Chief Coffee Marketing Officer, Mangalore, with a copy to Chief Coffee Marketing Officer, soon after the close of the week of the fortnight to which they relate. The weekly Returns are to be furnished as at the end of 8th, 15th, 22nd and 30th / 31st and should reach the Coffee Board within 3 days of the close of the week.

The fortnight Returns for fortnight ending with 15th or 30th / 31st should reach Coffee Board by 18th and 3rd respectively.

Receipts of this communication may please be acknowledged.

Yours faithfully,

Sd/-
For Chief Coffee Marketing Officer.

Copy to:

- 1) The Mangalore Coffee & Produce Merchants Association, Mangalore.
- 2) Dy. Chief Coffee Marketing Officer, Mangalore.
- 4) PA to Sr. DCCMO/OSD (E).

Sl.No.....

REGISTRATION OF EXPORT CONTRACTS

Member / Non-Member Countries

We hereby declare that we have entered into a firm contract with a foreign buyer for export of the following quantity of coffee:-

1. Date of Contract]	
2. Type & Grade of Coffee]	
3. Crop / Season]	
]	
Quantity]	F.O.B. Value Rs.
]	
4. Name of the Buyer]	
(To be furnished in cases where]	
Contract/Telex/Cable confirmation]	
is not enclosed).]	
]	
5. Destination]	
6. 6. Period of shipment]	

We request the contract may be registered with the Board. We enclose herewith originals together with certified true copies of-

a) Buyers' firm contract

Or

b) Telex/Cable confirmation of sale.

In the event of production of item (b) We agree to furnish the original together with certified true copy of the buyer's firm contract within 15 days.

We agree that if the contract is found to be defective, or provisional or conditional, the registration may be cancelled by the Registering Authority. We also agree that the decision of the Chief Coffee Marketing Officer, regarding the acceptance or otherwise of the contract and registration/cancellation of the registration shall be final and conclusive.

The coffee is proposed to be shipped by us out of coffee purchased under the following contracts with the Board:-

Sl. No.	No. & Date of Export Auction	Lot No.	Quantity in Kgs.	Type & Grade of Coffee	Price at which purchased in auction	Board's contract No. & Date	Remarks
1	2	3	4	5	6	7	8

Place:

Date :

Signature of the Exporter.
and address

To

The Deputy Chief Coffee Marketing Officer,
Coffee Board, Mangalore.

WEEKLY RETURN OF EXPORTS

Sl.No	Sl.No. of Registration	Export Permit No. and date	Quantity shipped (in kilos)	Port of destination	Certificate of origin No. and date	ICO Parcel No.	Date of shipment as per bill of lading	Date of Custom stamping	Basic price at which sale is concluded including S.T. (Rs. Per 50 kg.)	FOB charges (Rs. Per 50 kg.)	Export duty and custom cess (Rs. Per 50 Kg.)
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)

Commission (Rs. Per 50 kg)	Overhead Expenses (Rs. Per 50 kg)	Bank Charges (Rs. Per 50 kg)	Interest (Rs. Per 50 kg)	Incidental charges (give detail) (Rs. Per 50 kg)	Freight (Rs. Per 50 kg)	Insurance (Rs. Per 50 kg)	Profit margin (Rs. Per 50 kg)	FOB/C&F/CIF price/(please specify) (Rs. Per 50 kg)	Total FOB realisation on quantity shipped (in case of C&F and CIF sales freight/insurance to be deducted as the case may be	Remarks
(13)	(14)	(15)	(16)	(17)	(18)	(19)	(20)	(21)	(22)	(23)

ABSTRACT

Quantity actually shipped from 1st October _____
_____ to _____

Quantity shipped during the week ending _____

Total shipments from 1st October _____
to _____

TRANSFER

Quantity actually shipped from 1st October _____
_____ to _____ Kgs.

Quantity transferred during the week ending _____

Total transfers from 1st October _____
to _____ Kg.

Name of the Exporter.

Signature.

Subject: EXPORT OF COFFEE-REFUND OF DEPOSIT
AND EVIDENCE OF EXPORT

The following may be submitted for the matter.

1. The Marketing Committee at its meeting held on 6th, 7th and 8th February, 1966 decided that production of Bills of Lading as evidence of shipment should be insisted upon.

2. The Exporters are hereby notified that in future the evidence of shipment to be produced by them under Clause 29 of the Terms and Conditions of sales of coffee in the course of Export, would be:

- (1) Copies of Bills of Lading signed by the Master of the ship or the shipping agents in the case of Coffee shipped by steamers, and a certificate from the local Customs Office to the effect that the Coffee has been shipped out of India in the case of shipment by country crafts.
 - (2) The original of the Export Permit bearing the certificate of shipment by a responsible Officer of the Customs through which the Coffee was passed for shipment.
3. The following endorsement should be made on the Bills of Lading produced as evidence of shipment.

“This Bill of Lading is submitted by us as evidence of shipment of Kilos _____ of _____ Coffee exported under Contract No. _____ dated _____ and export Permit No. _____ dated _____. The original of the Export Permit bearing the certificate of shipment is attached.

Signature of Exporter

Date:

Place:

Para 5 may be deleted.

Sub: Preservation of ½ kg Samples in Respect of Coffee offered for Export.

The following matter may be substituted.

The following is the procedure to be adopted with regard to Preservation of samples:-

a) In addition to the samples to be drawn in respect of each Bulk/OT to be despatched to sale centre, the Pool Agents should draw in the presence of local ACMO four ½ kg. samples.

b) The four ½ kg samples should be packed separately and sealed by both the ACMO and the Pool Agent.

c) Out of the four ½ kg samples one sealed should be given to the Pool Agent to be retained by him. Out of the other 3 samples, one sealed sample should be put in the bag containing pre-auction sample to be sent to sale centre in respect of each Bulk/OT for supply to exporters. The other two ½ kg samples should be put in the 10 kg. samples to be sent to sale centre in respect of each lot, for exposure before the auction. After putting the above samples into the respective bags, the same should be stitched and sealed with the seal of both the local ACMO and the Pool Agent concerned.

d) The Depot Manager(Auctions), Bangalore, when the samples are exposed for export sales should first check upon receipt of the sample bags whether the seals are in order. He should then open the bags containing samples and also one of the sealed ½ kg samples and check up whether the coffee in the bag containing sample and the ½ kg sample are identical.

e) Out of the two sealed ½ kg samples sent along with 10 kg samples for exposure in the sale centre for export sales, one ½ kg sample should be preserved carefully by Depot Manager (Auctions), Bangalore for a period of three months from the date of auction or until the sold coffee is actually removed from the Pool Warehouses whichever is later. The other ½ kg sample may be kept intact and after the auction are over, the same may be given to the successful exporter on his request against payment at the rates declared to him in the auction.

COFFEE BOARD

BANGALORE

No. SLEX78/(SAMPLES)/3055

Dated:15.5.78.

ALL POOL AGENTS

Dear Sirs,

Sub: Coffee for Export – 1977/78 Crop-Despatch of
Samples.

Please refer to this office Circular No.SLEX/77/115 dated 14.7.77 according to which all Export samples in future would be issued from Bangalore throughout the year and at Mangalore Sub-Office during the year excepting during monsoon season.

2. Therefore all export samples in respect of auctions to be held after 24.5.1978 may henceforth be despatched to Depot Manger (Auctions) Coffee, Bangalore only.

3. You are requested to despatch samples of screened coffee as indicated below:-

Quantity of Samples	To be sent to
a) 75 Kgs + One ½ Kg.samples in respect of each bulk/OT	Depot Manger (Auctions) Coffee Board, No.1, Vidhana Veedhi, Bangalore-1.
b) 10Kgs. + two ½ Kg. samples in respect of each bulk/OT	-do-

The bags relating to the above samples may please be clearly marked as 'Export Samples'. The bulk number or OT number, Type and Grade; District of growth, should also be clearly indicated in the labels.

The two sets of samples referred to above, which are to be despatched to Depot Manager (Auctions), Coffee Board, Bangalore may please be packed separately

and sent in separate bundles clearly indicating thereon the details of sample packets, because the 75 Kg. samples bags will be required for issue immediately after the issue of catalogue of lots, whereas the 10 Kg. sample packets would be required to be opened and exposed just one or two days before the actual date of Export Auction.

Receipt of this Circular may please be acknowledged.

Yours faithfully,
Sd/-
for Chief Coffee Marketing Officer.

Copy to:-

1) Depot Manager (Auctions) Bangalore. The Export samples when received may be checked up and kept separately in an identifiable manner with proper labels attached to it. Registers should also be maintained separately in respect of the Export Sample. For supply of samples against payment to Exporters the 75 Kg. sample packets may be made use of. The 10Kg. sample packets are to be put up for inspection of the Exporters two days prior to the date of auction. He should also ensure immediately on receipt of the advance catalogue, the all samples have been received.

2) All ACMO s (3) DCCMOs, Mangalore/Coimbatore/Mysore/Vijayawada (4) All ACMOs./CCIs. attached to Curing Works. They should ensure that samples are packed and despatched by the Pool Agents strictly according to the above instructions.

5) All Registered Exporters of Coffee.

6) Depot Manager, Storage Depot, Karamadai, Chikmagalur, Cochin, Mettupalayam, Salem, Bodinayakanur, Central Warehousing Corporation, Mangalore, to please note that the above instructions for taking similar action in regard to despatch of auction samples intended for Export Auction from their stocks.

- 7) DCCMO (HQ). (8) ACOMO (HQ). (9) CAO (10) OSD (E)/Sr.DCCMO (11) OSD(Manuals). (12) Mangalore Coffee & Produce Merchants' Associations, Bunder, Mangalore (13) A/cs III/EB Section. (14) P.S. to Chairman/ICCMO.

Sd/-
for Chief Coffee Marketing Officer.

III. EXPORT CONTRACTS

Subject: Export Contracts

As per Clause 26 of the Terms and Conditions of sale of coffee in the course of export, the coffee sold for exports should be shipped outside India within 3 months from the date of notice of tender issued by the Pool Agent.

The aforesaid period may be extended by CCMO on request by the buyer's subject to the conditions that the buyer shall pay following additional amounts to the Board.

- | | |
|---|--|
| i) For extension of time upto first three months | No payment |
| ii) For extension of time between 3 and 6 months | One rupee per 50 Kg. per month or part thereof on such coffee as may remain unexported. |
| iii) For extension of time between 6 and 9 months | Rupees 2/- 50 kg per month or part thereof on such coffee as may remain unexported. |
| iv) For extension of time between 9 and 12 months | Rs. 3/- per 50 kg. per month or part thereof on such coffee as may remain unexported. |

Provided that extension of time as above cannot be claimed as of right by the buyer and that the decision of the CCMO in granting or refusing the permission shall not be liable to be called in question by the buyer and further that such extension/s shall not in any manner affect or prejudice the right of the Board to enforce the either terms and contract or the liability of the buyer for any of the consequences of default on his part.

Circular No. SLEX/75/583 dated 29-7-1975

IV. EXPORT PERMITS

Issue of export permit to the Registered Exporters against their purchases in the Export Auction has been centralised at the office of the DCCMO, Mangalore, to whom the Exporters are required to make an application in the prescribed form, which is appended below:

(Prescribed Form enclosed)

APPLICATION FOR EXPORT PERMIT

Sl.
No.

1. Name of the Exporter —

2. Contract No. and date —

3. Quantity as per contract kg. —

4. Type, Grade and District Growth
of coffee —

Quota/Registration No. —

Date of Auction: Lot No.

5. Details of quantity tendered so
far under the above Contract:-

Date of Tender	Type, Grade & District Growth	Quantity Kg.
----------------	----------------------------------	-----------------

6. Details of quantity paid for so
far under the above Contract:-

Date of Payment	Type, Grade & District Growth	Quantity Kg.
-----------------	----------------------------------	-----------------

7. Type, Grade District Growth and
quantity for which permit has
been obtained so far8. Type, Grade District Growth and
quantity for which permit is now
desired.

9. Destination as per Contract —

Any destination outside
India.

- 10. Name of party in whose favour the permit is to be made out _____
- 11. Port of shipment _____
- 12. Port of destination & country final destination -----
- 13. Name of the forwarding agents, if any
- 14. Name of the Transferee, if any.

Mangalore

Signature

Dt.

To

The Dy. Chief Coffee Marketing Officer,
Coffee Board,
Mangalore.

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COFFEE BOARD

BANGALORE

SLEX/107/78/1672

Dated: 10-1-1978

1. Asst. Coffee Marketing Officer, Mangalore
2. Dy. Chief Coffee Marketing Officer, Mangalore
3. The Depot Manager (Auctions) Bangalore

Sub: Coffee for Export-Supply of samples 16 Registered Exporters during the year 1978.

Please refer to this office circular No SLEX/107/77/606 dated 2-9-77 on the above subject.

A list of Exporters indicating their entitlement of samples at concessional rate during the year 1978 based on their performance during the calendar year 1977 is enclosed.

Pre-auction samples may now be supplied to the Exporters mentioned in the attached list @ Rs.8.50 per Kg. for all Plantation coffee and @ Rs.7.50 per Kg. for all Ar. Cherry and Robusta Coffees. This rate is inclusive of excise duty but exclusive of Sales Tax, in accordance with the entitlement indicated against each.

There is however no objection to the Exporters drawing any quantity over and above their entitlement at the average prices obtaining in Pool Sales of the preceding month, for the type and grade of coffee required by them. On production of evidence for having exported all samples paid for at the average prices obtaining in Pool Sales of the preceding month, the question of granting a rebate to the extent of the difference between the above and the concessional rates on the higher priced samples will be considered.

Insofar as the other exporters not mentioned in the list are concerned they may be supplied with samples of 250 gms. per bulk at Rs. 9.50 per Kg. for all coffees subject to a maximum of 50 Kgs. Any quantity over this may be bought by them upto

½ Kg. per bulk at the rate of average prices obtaining in the Pool Sales of the preceding month for the Type and grade of coffee required by them subject to availability of sample. They would however be eligible for rebate to the extent of the difference between the average prices obtaining in Pool Sales of the preceding month and Rs. 9.50 per Kg. on production of satisfactory evidence regarding the despatch of samples abroad.

The procedure for claiming refunds laid down in this office circular No. SLEX/7/67/1430 dated 30-12-1967 holds good. However for ready reference, it is detailed below.

- a) The exporter should make an application to the concerned Asst. Coffee Marketing Officer from whom the samples have been purchased and such applications should be supported by (i) Copies of communications sent by the exporters to their foreign buyers regarding the quantity of samples despatched. (ii) The relevant postal/airmail receipts.
- b) The Asst. Coffee Marketing Officer concerned will process the claims for refunds and forward them to Accounts Department, Head Office duly checked and countersigned for effecting the necessary refund on the quantity of samples actually despatched to the countries out of India.

This advised circular is given effect to in respect of samples to be drawn relating to Export Auction No. 1 to be held on 25-1-1978 and onwards.

Please acknowledge receipt.

Sd/-
For Chief Coffee Marketing Officer.

Copy to:

1. Mangalore Coffee & Produce Merchants' Association, Mangalore.
2. All Pool Agents.
3. All Registered Exporters of Coffee.
4. All DCCMOs (DCCMO, Mangalore – 3 copies)
5. All ACMOs (ACMO, Mangalore – 3 copies)
6. All ACMOs/CCIs attached to Curing Works.
7. Depot Manger, Pool Depot, Mettupalayam, Karamadai, Chikmagalur, Bodinyakanur, Salem.
8. Accounts III Section, H.O.
9. P.S. to CCMO. 10. Sr. DCCMO 11. Q.C.O.
12. DCCMO (HQ)

Sd/-
For Chief Coffee Marketing Officer.

COFFEE BOARD

BANGALORE

SLEX/77/1815

Dated:11.4.1977.

To All Regd. Exporters

Dear Sirs,

Sub: Protection of 90 days given to exporters against any increase in taxes / duties / Imposts.

The Marketing Committee, at its meeting held on the 6th April 1977, reviewed the protection of 90 days granted to exporters against changes in taxes, duties and imposts etc., in view of the present day conditions of shortages of coffee in the International Market and the steep rise in the price of coffee which was reflected in the rising prices secured in the export auctions, and decided that the period of protection should be suitably reduced and that the exporter should be asked to bear a portion of the additional export duty etc., if any, on unshipped coffees.

A Memorandum dated 1.4.1977 received from the Mangalore Coffee & Produce Merchants' Association, Mangalore, on the subject was also considered by the Committee.

After detailed consideration of the matter in all its aspects, the Committee decided that the maximum period of protection should be reduced to 45 days from the date of auction and the liability arising out of the enhancement, if any, should be shared between the exporters and the Board as under:-

- | | |
|--|---|
| a) For shipments made within a period of 30 days from the date of auction. |Enhancement in duty to be borne in the ratio of 75 : 25 between the Board and the exporters. |
|--|---|

- | | |
|--|--|
| b) For shipments made within a
period between 31 and 45 days
from the date of auction. | Enhancement in duty to be borne
in the ratio of 50 : 50 between
the Board and the exporters. |
| c) For shipments made beyond.....
45 days from the date of auction. | No cover by the Board. |

In the light of the above decision, the period of protection granted to exporters against any changes in the taxes, duties and imposts, will be as above and the liability of the Board would be limited to the extent specified.

In pursuance of this decision, Clause 10 of the terms and conditions of sale of coffee in the course of export stands amended as under:

“ However, should there be any change in the rates of taxes, duties and imposts mentioned above between the date of the auction at which the exporter purchased the coffees and the expiry of a period of 45 days from the date of such auction, including the date of the auction, the consequent enhancement of the liability of the exporter for the payment of any or all of such levies in respect of the coffees purchased at such auction and shipped within the above said period shall be to the account of the Board to the extent of 50% of the increase in the rates of any or all such levies.

Provided, however, the extent of such enhanced liability which will be to the account of the Board shall be 75% of the increase in the rates of any or all such levies, if the coffees purchased at the auction are shipped within a period of 30 days from the date of the auction.

Any increase in the rates of any or all of such levies on coffee attracting the increased rates and not shipped within a period of 45 days from the date of the auction at which the coffees were purchased shall be entirely to the account of the exporter.

In case of any reduction of the liability of the exporters on account of any reduction in the rates of any or all the taxes duties and imposts within a period of 45 days from the date of the auction on coffees attracting such reduced rates of levies such reduction of liability shall accrue to the Board to the extent of

- (a) 50% of the reduction in the rates of any or all of such taxes duties and imposts on coffees attracting such reduced rates of levies and shipped within a period of 30 days from the date of auction.
- (b) 75% of the reduction in the rates of any or all of such taxes duties and imposts on coffees attracting such reduced rates of levies and shipped beyond a period of 30 days from the date of auction.

The additional sums that may become payable by the exporters to the Board as a consequence of such reduction in the rates of taxes, duties and other imposts shall be paid within 7 days from the date of shipment”.

The above amendment will be effective in respect of all coffees purchased in the export auction on and after the 14th April 1977.

A copy of the terms and conditions incorporating the above amendment as also the other consequential amendments in regard to the period of shipment etc., will be sent separately.

Yours faithfully,
Sd/-
Chief Coffee Marketing Officer.

Copy to:

1. All Pool Agents. 2. All ACMOs. 3. All Regional DCCMOs.
4. Accounts III and IV, H.O. 5. P.S. to Chairman 6. P.S. to CCMO.
7. P.A. to Sr. DCCMO/OSD (E) / QCO/CAO.
8. Mangalore Coffee & Produce Merchants' Association, Mangalore. 9. AO. 10. DCCMOs. (HQ) I & II.

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COFFEE BOARD

BANGALORE

SLEX/77/832

Dated 30.9.1977.

The Mangalore Coffee and Produce Merchants Association,
165, Nireswalya Road,
Bunder, BANGALORE- 575001.

Dear Sirs,

Sub: Protection against variation in Duties and Taxes.

Ref: Your letter dated 21.6.1977.

Please refer to your above letter. Your request to exclude the period of Dock Labour strike at the port of shipment in computing 30 or 45 days as the case may be provided under Clause 10 of the terms and conditions of sale of coffee in the course of Export was considered by the Marketing Committee at its meeting held on 29.7.1977 and this was agreed to.

The Committee also decided that the following additional paragraph be added to Clause 10 of the Terms and Conditions of sale of coffee in the course of export:-

“ In computing the period of 30 or 45 days, as the case may be, any delay occasioned by Dock Strike, War, Revolution, Blockade, or other causes beyond the control of the exporter, shall be excluded.

The decision of the Chief Coffee Marketing Officer as to whether the delay was occasioned by any cause beyond the control of the exporter shall be final”.

Yours faithfully,

Sd/-

For Chief Coffee Marketing Officer.

Copy to:

1. All Registered Exporters.
2. All Pool Agents (3) All ACMOs
4. All Regional DCCMOs
5. DCCMO (HQ) I & II
6. Ac. III, IV, HO (7) P.S. to Chairman.
8. P.S. to CCMO (9) P.A. to Sr.DCCMO/OSD (E) QCO/
CAO.

Sd/-
For Chief Coffee Marketing Officer.

Subject: Protection against variation in Duties & Taxes-
Application for Reimbursement/Refund of Amounts.

Whenever there are changes in the rates of excise duty, the exporters have either to claim/or refund duty in terms of the Clause 10 of the Terms and Conditions of sale of coffee in the course of export by furnishing particulars in the prescribed proforma reproduced below:

Application for Claiming Reimbursement from the Board

Proforma I (Enclosed)

For Refunding Duty to the Board.

Proforma II (Enclosed)

3. Particulars of Export Duty Paid:

Rate of Export duty prevailing on the date of auction.	Rate at which Export duty was paid at the time of shipment.	Period with in which shipment was made from the date of auction.	Amount of Additional duty paid at the time of shipment compared to duty on date of auction.	% of reimbursement of Additional duty claimed.	Amount of reimbursement claimed.
(1)	(2)	(3)	(4)	(5)	(6)
4. Port of shipment				:	:
Port of Destination					
5. Bill of Lading No. & Date				:	:
6. AR4A No. Date				:	:

DECLARATION

I/We hereby declare that the additional export duty of Rs. _____ (Rupees _____ only) has been actually paid by me/us on export of coffee covered under this claim.

I/We enclose herewith the (1) Original Export Permit/s with Customs endorsement thereon (2) the relative Bill/s lading as evidence of shipment of the coffee in question (3) AR4A with the customs endorsement thereon certifying the shipment. (4) Copy of contract entered into with Foreign Buyers, (5) Receipt No. _____ dated _____ issued by the customs department in proof of payment of Export Duty at Rs. 13,000/- per tonne.

I/We hereby also declare that the amount now claimed has not been included under any other claim.

Place:

Date:

Signature of Exporter.

Proforma for Refund of Export Duty to the Board in respect of
reduced Export Duty paid by Exporters on coffees covered
under Clause 10 of the Terms and Conditions
of Sale of Coffee for Export

1. Name and Address of Exporter :
2. Permit No. :
3. a) Quantity :
- b) Type and Grade :
4. Date of Auction :
5. Rate of Export Duty at the time
of Auction :
6. Export Permit No. and Date :
7. Date of Shipment (Bill of Lading
to be enclosed) :
8. Rate at which Export Duty paid
at the time of shipment :
9. Period of shipment from date of
Auction :
10. Percentage of Export Duty to be
refunded as per Clause 10 of the
Terms and Conditions of sale of
Coffee for Export :
11. Amount refunded :

Signature of Exporter

COFFEE BOARD
BANGALORE

SLEX/76/407

Dated: 7-9-1976.

The Collectors of Customs at

1. Cochin
2. Kozhikode
3. Tellicherry
4. Mangalore
5. Madras and
6. Bombay

Dear Sirs,

Sub: International Coffee Agreement- Issue of certificates of origin for export of coffee from India.

Government of India is a Member of the International Coffee Agreement 1976, which comes into force from 1st October 1976. A copy of the Agreement is enclosed for your information.

Under the provisions of Article 43 of the Agreement, every export of coffee from member exporting countries are to be covered by a valid certificate of origin issued by the Certifying Agencies, designated by the Member and approved by the International Coffee Organisation. A list of the Certifying Agencies approved by the International Coffee Organisation is enclosed.

The International Coffee Organisation have prescribed Rules for the application of the system of the certificates of origin which is contained in document EB. 1443/76/(E) Rev. 1 dated 9th July 1976- copy enclosed for your kind information. According to the Rules, the system of certificates of origin will come into force from 1st October 1976.

C.B. Vol. III- F. 42

Exports to Member importing countries (a list of members is in Annex 4 of the document) are to be covered by certificates of origin in Form 'O' and exports to non-member importing countries in Form 'X'.

One of the conditions prescribed in the Rules requires that the certificates of origin should bear the customs stamp at the appropriate column (column No.16 in Form 'O' & 17 in Form 'X') and duly signed by the customs authorities when only it is considered as valid and shipment regarded as completed.

Necessary instructions have been issued in this regard to the Exporters of coffee in India to get the certificates of origin customs stamped at the port of shipment.

I am, therefore, writing this letter to seek your co-operation to arrange for customs stamping of the certificate of origin in respect of shipments of coffee on and after 1st October 1976. In doing so, it may please be ensured that the stamps and signature of the customs officer are affixed only at the proper place meant for it and that no other notations are made on the certificates of origin, since the International Coffee Organisation rules prohibit the same.

Thanking you,

Yours faithfully,
Sd/-
Chief Coffee Marketing Officer.

Copy to: 1) The Under Secretary to the Government of India,
Ministry of Commerce, New Delhi.
2) All Certifying Agencies.
3) All Exporters of Coffee.
4) Mangalore Coffee & Produce Merchants' Association, Mangalore.
5) Dy. Chief Coffee Marketing Officer, Mangalore.

Sd/-
Chief Coffee Marketing Officer.

COFFEE BOARD

BANGALORE

No. SLEX/76/408

Dated 7.9.1977.

All Registered Exporters of Coffee:

Dear Sirs,

Sub.: ICO- Exports of Coffee with effect from 1.10.1976-
Certificates of Origin.

Consequent on the coming into force of the ICA 1976, with effect from 1.10.1976, all exports of coffee from that date should be covered by valid certificates of origin issued by the Certifying Agencies designated for this purpose and approved by the ICO. A list of certifying Agencies is enclosed.

2. The following are the salient features of the system of certificates of Origin:-

i) There are two kinds of certificates of origin:

- (1) Form 'O' covers exports of coffee to importing Member Countries; and
- (2) Form 'X' covers exports to non-member importing countries.

ii) At the time of completion of certificates of origin, the code number assigned to you, should invariably be shown at the appropriate column No.10a of Form 'O' and 11a of Form X. A list indicating the Code Numbers assigned to each exporter is enclosed.

Each parcel of coffee covered by a single certificate of origin either In Form 'O' or 'X' should bear a serial number with effect from 1st October 1976 and end on 30.9.1977. This serial number of the parcel Should be entered in the appropriate space in Column No.10a &

11a as the case may be. The serial number of the parcel which should be continuous irrespective of shipment either to a member or a non-member importing country and irrespective of the port of shipment, should be indicated by you to the Certifying Agency in respect of all shipments of coffee to enable them to complete the form.

- iii) The following identification mark corresponding to that in the Certificate of Origin should be printed inside a box on all the bags of coffee covered by that Certificate of origin.

For Example

14
(Country code)	(Exporters Code No.)	(Parcel* No.)

- This should be given in sequence for each parcel.

Besides the above, all the bags relating to shipment to non-member Countries should be clearly marked on both sides in bold Red Letters At NON-MEMBER. This block, should appear on both sides of each bag.

iv) The certificates of Origin should be obtained in quintuplicate complete in all respects from the Certifying Agencies. All the five copies may be taken by you and after customs stamping in the appropriate columns (Column No.16 in Form 'O' and Column No.17 in Form 'X'), the last copy should be returned to the concerned Certifying Agencies for their office record. The following procedure should be adopted for disposal of other four copies.

Form 'O' (Exports to importing Member countries) Original should accompany the shipment documents. First copy (green) and Second copy should be sent to

the Coffee Board, along with 2 copies of Bills of Lading.

Third copy to be retained by your.

Form 'X' (exports to Importing Non-Member countries) Original and First copy (green) and second copy should be forwarded to Coffee Board together with 2 copies of Bills of Lading.

Third copy should be retained by you.

It should be ensured that the certificates of origin and Bill of Lading meant for Coffee Board as above, should be forwarded by Registered Post immediately after shipment and in any case to reach the Coffee Board not later than 4 days from the date of customs stamping.

v) It should also be ensured that the ICO identification mark as given in Item (3) above and the reference No. of the certificate of origin (composed of the Country Code, Port Code and Serial No.) should be included in at least one of the documents forwarded in the Buyer by the exporter. Exporters should therefore ensure that these particulars are invariably shown in the Bill of Lading.

vi) Certificates of Origin need not be obtained in respect of exports specified in Para 11 of Rule 6 and Para 10 of Rule 8 and ICO document EB.14443/76(E) Rev. 1.

3. A copy of the ICO document No. EB. 1443/76/(E) Rev.1 dated 9th July 1976, containing the Rules of the ICO, for the application of a system of certificate of origin when quotes are not in effect, is enclosed. A list of Member importing countries, exports to which should be covered by certificates of origin in Form 'O' is contained in Annex 4 of this document. Exports to importing countries other than these should be covered by certificates of origin in Form 'X'.

4. Forms of certificates of origin in Form 'O' and 'X' are being supplied to the Certifying Agencies. These will be issued to the exporters against payment.

5. Exporters are requested to ensure that the above instructions in regard to obtaining of certificates of origin the completion thereof and marking on the bags are strictly complied with relating to their shipments on and after 1st October 1976.

6. Bill of Lading and other shipping documents in respect of shipments that take place on the 1st October 1976 shall not be dated earlier than 1st October 1976 and shall be covered by certificates of origin. This may be noted by all exporters for strict compliance.

Thanking you,

Yours faithfully,

Sd/-

For Chief Coffee Marketing Officer

Copy to:

1. The Under Secretary to the Government of India.
Ministry of Commerce, New Delhi.
2. The Mangalore Coffee & Produce Merchants' Association, Mangalore.
3. DCCMO, Mangalore.
4. All other DCCMOs.
5. ACMO, attached to DCCMOs Office Mangalore 2 copies.
6. All Divisional ACMOs
7. All ACMOs/CCIs. Attached to the Curing Works. They should ensure that proper markings as required are printed on the bags cleared for export ex the Curing Works.
8. All Pool Agents/State Warehouse, Mysore,
9. P.S. to C.C.M.O

Sd/-

For Chief Coffee Marketing Officer.

LIST OF CERTIFYING AGENCIES IN INDIA

Name of Port	Sl. No.	Name and Address	Code No.	Telegraphic Address	Telephone No.
1	2	3	4	5	6
Bombay	1	The Bombay Chamber of Commerce & Industry, Mackinnon, Mackenzie Building, Ballard Estate, Bombay-1 B.R.	14.01.01	Chamber	264681 (3 lines)
Cochin	2	The Cochin Chamber of Commerce & Industry, P.B.No.503, Bristow Rd., Willingdon Island, Cochin-3.	14.02.01	Cochincham	6348 6349
	3	The Indian Chamber of Commerce, P.B. No. 236, Cochin-2.	14.02.02	Indchamber	24335 24336 25966
Calicut	4	The Calicut Chamber of Commerce & Industry, South Mananchira Rd., Calicut.	14.03.01	-	2971

1	2	3	4	5	6
	5	The Malbar Chamber of Commerce, 6/505, B. Cherooty Road, Chamber House, Calicut-1.	14.03.02	Chamber	2282
Madras	6	The Madras Chamber of Commerce & Industry, 5 th Floor, Dare House, Annex, ¾ Moore St. Madras-1.	14.04.01	Mascham Telex: Madcom	22621 22622 27023 536
	7	The Andhra Chamber of Commerce, Andhra Chamber Bldg., 272/73, Angappa Naick St., P.B.No.1511, Madras-1.	14.04.02	Telchamber	23798 26722
	8	The Hindustan Chamber of Commerce, Hindustan Chamber Bldg., B.Kondi Chetty St., Madras-1.	14.04.03	Chamberind	23134 26394
	9	The Southern India Chamber of Commerce & Industry, Indian Chamber Bldg., P.B.No.1208, Madras-1.	14.04.04	Indchamber	22229 22055

1	2	3	4	5	6
Mangalore	10	The Kanara Chamber of Commerce, Chamber Bldg., P.O.Box No.116, Bunder, Mangalore-1.	14.05.01	Chamber	3128 3228
	11	The Mangalore & Coffee Produce Merchants' Assn., 165, Nireshwalya Road, Bunder, Mangalore-1.	14.05.02	Cofiport	4344
Tellicherry	12	The Calicut Chamber of Commerce & Industry, South Mananchira Road, Calicut-1.	14.06.01	-	2971
	13	The Malabar Chamber of Commerce, 62505 B, Cherooty Rd., Chamber House, Calicut-1.	14.06.02	Chamber	2282

Sl. No.	Name of Exporter	Code Number
1.	Coffee Board, Bangalore.	1
2.	Brooke Bond India Ltd., Bangalore	2
3.	Chande Exports (P) Ltd., Bangalore	3
4.	W.T.Craig Jones, Bangalore	4
5.	Emdee Exports, Banglaore	5
6.	J.B.Advani & Co. (Mys) Ltd., Bangalore	6
7.	Aspinwall & Co., Mangalore	7
8.	Azico Traders Mangalore	8
9.	Consolidated Coffee Ltd., Mangalore	9
10.	J. D'souza & Co., Mangalore	10
11.	M.S.P. Exports (P) Ltd., Mangalore	11
12.	Fernandes Bros., Mangalore	12
13.	T.G.M Assadi & Sons, Mangalore	13
14.	U.V.S Mallia & Co., Mangalore	14
15.	Ramesh Enterprises, (P) Ltd., Mangalore	15
16.	Swati Produce Co. (P) Ltd., Mangalore	16
17.	James Finlay & Co., Cochin	17
18.	D.C. Ghose & Co., Cochin	18
19.	Harrisons & Crosfield Cochin	19
20.	Kerala Nut Food Co., Quilon	20
21.	Associated Business Corporation of India, Madras	21
22.	State Trading Corporation of India Ltd., Madras	22
23.	Kothari (Madras) International Madras	23
24.	Food Specialities, New Delhi.	24
25.	Nestle Products (India) Ltd., New Delhi	25
26.	K.Mani Bhai & Co., Calcutta	26
27.	J.B.Advani & Co. (P) Ltd., Bombay	27
28.	Jivanlal & Co., Bombay	28

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COFFEE BOARD

BANGALORE

Original by Regd. Post
Duplicate by DRD. Post.

SLEX/76/409.

Dated 7.9.1976.

ALL CERTIFYING AGENCIES:

Dear Sirs,

Sub: International Coffee Organisation – Exports of
Coffee Certificates of Origin- Regarding.

We thank you for agreeing to act as a Certifying Agency for issue of certificates of origin covering exports of coffee from India, with effect from 1st October 1976. We have pleasure in informing you that the ICO have approved your nomination.

2. Certificates of origin are to be issued with effect from 1st October 1976 in the forms prescribed by ICO for exports to the member importing countries and non-member importing countries separately. Form 'O' is to be issued to cover exports to importing Member countries while Form 'X' is to be issued for exports to importing non-Member countries.

3. In this connection, the following papers are enclosed for your information and guidance:

1. A copy of the International Coffee Agreement, 1976.
2. ICO document EB.1443/76(E)Rev.1 dated 9th July 1976
Containing.
 - a) Rules of the International Coffee Organisation for the Application of a system of certificates of origin when Quotas are not in effect.

- b) Specimen Forms of certificates of origin in Form 'O' & 'X'.
- c) General Guidance for completion of certificates of origin
- d) List of Members of ICO and country code*
(Note :- All other countries are non-members).

- 3. Code Numbers assigned to Certifying Agencies – Annex A.
- 4. Code Numbers assigned to each Exporter - Annex B.

4. The certificates of origin both in Form 'O' and 'X' are to be issued in quintuplicate. As from 1st October 1976, the serial number should start from 1 separately for Forms O & X and continued till 30th September 1977. After completion of the necessary entries, all the five copies should be handed over by you to the exporter with instructions to return to you the last copy, after customs stamping, which will serve as your office copy. It is the responsibility of the issuing Agencies to ensure that the last copy of the certificate of origin is got back by them and kept in safe custody, together with other relevant records which should be preserved for four years as required by ICO. You are further required to take all adequate precautions to see that the completion of the certificates of origin are done strictly in accordance with the instructions issued by the ICO and contained in ICO document EB.1443/76(E) Rev. 1. dated 9th July 1976, referred to above. For this purpose, you may obtain any relevant information from the exporter concerned before issuing the certificate of origin.

5. Annex 'B' contains the code numbers assigned to each exporter, which should be shown in Column 10 (a) of the certificate of origin in Form 'O' and Column 11 (a) in certificate of origin in Form 'X'.

6. Certificates of origin need not be issued for shipments specified under Rule 6.11 (for Form 'O') and Rule 8.10 (for Form 'X') contained in ICO documents EB.1443/76(E) Rev. 1, referred to above.

7. The Certifying Agencies are requested to forward to us a statement showing details of certificates of origin issued in Form 'O' & 'X', each fortnight, to reach here not later than five days from the close of the fortnight.

8. The Certifying Agencies are requested to furnish immediately specimen signature of the person authorised to sign documents etc., in quadruplicate (on separate sheets of paper) duly attested.

9. Arrangements are being made to supply shortly, required number of copies of certificates in Form 'O' and 'X' to you, against payment. The cost of certificates of origin will be intimated later.

10. Original of this circular with enclosures is being sent by Registered Post while a copy without enclosures is being sent by ordinary mail.

Please acknowledge.

Yours faithfully,

Sd/-

For Chief Coffee Marketing Officer

Copy to:

1. Under Secretary to the Government of India, Ministry of Commerce, New Delhi.
2. All Registered Exporters.
3. Mangalore Coffee & Produce Merchants' Association, Mangalore.
4. The Collector of Customs at Cochin/Calicut/Tellicherry/Mangalore/Madras/Bombay.
5. Dy. Chief Coffee Marketing Officer, Mangalore.

Sd/-

For Chief Coffee Marketing Officer

QUALITY CONTROL DIVISION

CHAPTER IV

CLASSIFICATION SECTION

CHAPTER V

CUPTASTING UNIT

CURING OF COFFEE

Sub: Priority in Curing of Coffee.

It is necessary that curing of coffee should be undertaken according to the priority of receipts as far as possible. But, if there is a need to deviate from this general principle on any particular occasion, it is desirable that the records maintained in the Curing Works should contain brief reasons as to why the general rule has been departed from. The Inspecting Officers will then also have an opportunity to peruse these remarks and satisfy themselves whether the discretion has been properly used.

C.L.No. 779, Bangalore, dated 1-10-1954, to all Pool Agents

Wrong Classification of Coffee – A.C.M.Os empowered to check

It was observed sometime back that a few lots of inferior varieties of coffee exposed for sale in the Pool Sales and described by the curers as “Plantation” were more like Arabica Cherry than Plantation.

2. The Marketing Committee at its meeting held on 9-4-1956, considered the matter and decided that (a) the curers should not be allowed to classify coffee wrongly, (b) that the A.C.M.Os who draw these samples for assessment should examine them carefully before sealing them in tins and (c) the A.C.M.Os should ask the curers to withhold bulking pending re-classification by assessors of such of those samples whose classification was doubtful in their opinion. It was also decided that the Board’s assessors might be given discretion to revise the curer’s classification either on a reference from the A.C.M.Os or at their own initiative.

3. In accordance with the above decision, the following additions are made to Rule 2 © of the governing sampling and classification of coffee and Para 3 of the Note no Assessors circulated with this office communication No. C.L. 1503 dated 13-3-56.

Addition to Rule 2 © of Rules:

“A.C.M.Os should carefully examine the coffee before sealing in tins to see whether the description given to each lot of coffee is correct; and if, in their opinion, the description is wrong, the curer should be asked to withhold bulking of that particular lot pending reclassification by assessors”.

Addition to Paragraph 3:

“The assessors shall have full discretion to reclassify and value such coffee as are, in their opinion, described or classified wrongly by the curers or planters either on a reference from the A.C.M.O. or on their initiative”.

C.L.No.2199, Bangalore, dated 23-5-1956 to all A.C.M.Os.

COFFEE BOARD

BANGALORE

C.L.No. 6006

Dated: 6-3-1956

TO ALL POOL AGENTS

Sub: Rates for payments to small growers Premium for coffee above F.A.Q

The Marketing Committee at its meeting held on 12-9-1949 had considered the feasibility of awarding a premium for coffee above FAQ. While making payments to small growers and has resolved not to change the practice followed as coffee brought to collecting depots from small estates were mostly F.A.Q. or below F.A.Q, and in any case it was not advisable to give the depot officers discretion to make extra payments for coffee above F.A.Q. However, in order to remove any grievance which the small growers might have in this regard, the Committee had decided to give the growers the option to prefer an appeal to the Chief Coffee Marketing Officer, if the grower was not satisfied with the price paid, samples being drawn and sealed in the presence of the grower and sent to the Chief Coffee Marketing Officer for assessment with an appeal fee of Rs. 15/-.

The Marketing Committee at its recent meetings held from 6th to 8th February 1956, considered this question again and has decided to reduce the appeal fee payable by the small growers from Rs.15/- to Rs.5/- per appeal.

The small grower can also elect to participate in the pool payments after curing. If he does not wish to prefer an appeal in the manner prescribed above.

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COFFEE BOARD

BANGALORE

CL.No/ 2(6) 62/2174

7th February, 1962.

To:

ALL POOL AGENTS

Dear Sirs,

Sub: Drawing and preservation of assessment samples

Ref: Circular No. CL. 2 (6)62/1787 dated 2-1-1962

As per the above circular, the original and duplicate samples are to be sent to this office- the originals for purposes of assessment, and the duplicate for use of the appeal panel, with the seals, in tact.

2. It is therefore essential that the packing and sealing of the samples is done in such a manner as to enable this office to easily distinguish the original from duplicate. The following instructions regarding packing and sealing samples may kindly be noted:-

1. The original and duplicate samples should be sealed, with the seals of the Asst. Coffee Marketing Officer after the label is attached to the tins, and not after the samples are wrapped in a paper as some Pool Agents are doing.
2. On the labels attached to the tins, the word "ORIGINAL" or "DUPLICATE" as the case may be should be clearly marked by means of Rubber Stamps.
3. The labels may be either typed or legibly written in copying pencil. The original label should be attached to the original sample, and the carbon copy of the label to the duplicate sample.

C.B. Vol.III-F.43

3. The Original/Duplicate samples should then be wrapped in a paper and fastened again with a string so that the seals may not be broken in transit.

4. Both the Original / Duplicate sample tins should be sent in the same parcel in order to enable us to check and verify whether all the samples (Original / Duplicate) referred to in the despatch note are received.

5. The receipt of this circular may kindly be acknowledged.

Yours faithfully,
Sd/-
For Chief Coffee Marketing Officer.

Copy to :- All Coffee Marketing Officers.

COFFEE BOARD

BANGALORE

CL.No. 3596

Dated: 4.3.1967.

To All Regional Deputy Chief Coffee Marketing Officers and
Asst. Coffee Marketing Officers.

Sub: Preparation of Coffee Valuation Reports for 1966/67
Season.

Some of the Sub-Offices have sought certain clarifications regarding the procedure to be adopted while preparing the Coffee Valuation Reports based on the Classification Awards which are now expressed in terms of percentage.

Two illustrations are, therefore, given below, which will show how the Coffee Valuation Reports in respect of Classification awards given on Plantation Samples based on Score Cards should be worked out:

Illustration No.1:

Sample Assessed – Plantation “A”
Classification Award – FAQ + 1% Q
Basic Points – 80 + 1% (+ 1% Quality)

WORK SHEET

Grade	Quantity (Kg)	Basic Points for 50 Kg.	Total Points
PB	668	92	1229.12
A	2659	80	4254.40
B	756	77	1164.24
CT	337	74	498.76
			<hr/> 7146.52
Blacks	001	48	0.96
Bits	007	48	<u>6.72</u>
			7154.20
		* Premium Points at 1%	<u>71.46</u>
		Total	7225.65 OR
		Rounded off	7226

*The case-workers will please note that premium points at 1% have been worked out on 7146.52 points which excluded Blacks/Bits as premium/discounts are not applicable to these grades.

Illustration No.2:

Sample Assessed – Plantation “A”
 Classification Award – FAQ + 1%Q
 Basic Points – 80 - 1% (- 1% Quality)

WORK SHEET

Grade	Quantity (Kg)	Basic Points for 50 Kg.	Total Points
PB	668	92	1229.12
A	2659	80	4254.40
B	756	77	1164.24
CT	337	74	498.76
			<hr/>
			7146.52
Blacks	001	48	0.96
Bits	007	48	<u>6.72</u>
			7154.20
		* Discount Points at 1%	<u>71.46</u>
		Total	7082.74 OR
		Rounded off	7083

* The Case-workers will please note that discount points at 1% have been worked out on 7146.52 points which excludes Black / Bits as premium Discount points are not applicable to these grades.

- The Discount points shown in the Classification Awards are not to be confused with the Discount points which are applied on under dried coffee as per circular EXP/68/7/66/1676 dated 30.12.1966. Such Discount points will continue to be levied as hitherto.

4. Separate illustrations will follow with regard to the preparation of Coffee Valuation Reports relating to Arabica Cherry and Robusta samples where separate premium discounts will be indicated for different items like Blacks, Husks, Stones etc.,

Sd/-
For Chief Coffee Marketing Officer.

Copy to:

P.A. to CCMO.

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COFFEE BOARD

BANGALORE

CL No. 3322

Date 30.11.67.

Note to All Assessors.

In a few instances it has been noticed that while assessing ungarbled coffees some of the Assessors have merely made deduction under one head quality. No other deduction is found to have been made for Triage/Blacks/Browns/Bits etc. This is not correct.

Separate deductions have to be made for quality if any, after grabbling the sample and the percentage deductions of points for Triage and Blacks/Browns/Bits etc., determined and shown in the award after taking into account the percentage of Triage and Blacks/Brown / Bits and applying the rate of deduction for these.

The above may please be noted for guidance.

Sd/-
For Chief Coffee Marketing Officer.

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COFFEE BOARD

BANGALORE

CL/No.3460

Dated: 12.1.68.

To All Pool Agents.

Dear Sirs,

At the Curers Conference held on 25th September 1967, certain difficulties were expressed in keeping the outturns without bulking for 3 days and it was finally agreed that as far as outturns relating to Plantation 'A' was concerned they should be kept as such without being bulked for 2 days instead of 3 days, so that the ACMO, DCCMO or any other officer from Head Office could examine the outturn and draw samples for purposes of counter check. In view of this, the Plantation A outturns should not be bulked for atleast 2 days from the date of establishment of final outturn and drawal of sample, by the Chief Coffee Inspector concerned. The time limit in respect of other outturns will however remain 3 days instead of 2 days.

Quite apart from this, it may also be borne in mind that bulking of plantation Coffees are to be based on the groupings made on the basis of the cup test for the samples sent for this purpose.

Yours faithfully,

Sd/-

For Chief Coffee Marketing Officer.

COFFEE BOARD

BANGALORE

CL/68/3539

Dated; 9.2.68.

To All Pool Agents

Dear Sirs,

Sub: Standardisation of Grades.

Grade Standards for coffee as in force at present will continue to be in force during 1967/68 season also except with the alteration that there will be no category of coffee known as Arabica Cherry, strippings.

2. The Marketing committee at its meeting held on 5.2.1968 decided that all Arabica Cherry Coffees including Gleanings, Strippings etc., delivered to the pool out of 1967/68 crop and thereafter should be receipted as Arabica Cherry coffee and cured by the Pool Agents in the same manner as Arabica Cherry coffees are being dealt with at present. The outturn memos also should be issued as Arabica Cherry. Grading in respect of Arabica Cherry Strippings coffees (which will hereafter be receipted merely as Arabica Cherry coffees) should also be done as applicable to Arabica Cherry coffees i.e. AB,PB,CT and Blacks/Browns/Bits. Awards for all unwashed Arabica Coffee would be given by the panel of Assessors on the basis of samples received from the curers based on the points fixed in the price Differential Scale for Arabica Cherry AB coffees taking into consideration the proportion of unripe beans in the samples.

3. Please therefore note that from 1967/68 season onwards coffees will neither be receipted as Arabica Cherry Strippings nor outturned as Strippings but they will all be receipted and outturned as Arabica Cherry coffees.

4. The receipt of this may kindly be acknowledged.

Yours faithfully,

Sd/-

For Chief Coffee Marketing Officer.

Copy to:

1. The Secretary, Mangalore Curers Association, Mangalore.
2. The Secretary, Coorg and Mysore Coffee Curers Association, Kandali P.O. Hassan District.
3. All Members of the Board
4. All Asst. Coffee Marketing Officers.
5. All Regional DCCMOs.
6. P.A.s to Chairman. CCMO, Sr. DCCMO.
7. A.O. 8. DCCMO, H.Q. 9 Cuptaster.
10. DAO 11. S.O. 12. All Sections in H.O.

COFFE BOARD
BANGALORE

CL.68/3546

Dated: 13-2-68

To all Chief Coffee Inspectors attached to Curing Works

Sub: Sampling of Coffee for valuation

Rules relating to Sampling and Classification of coffee have been amended, based on the recommendations of the Sub-committee constituted by the Board at its meeting held on 13th December 1967 to go into the question of sampling and classification of coffee and allied matters. Rules incorporating all the amendments have been issued separately and you might be in possession of a copy of this by now.

2. According to the amended procedure, you have to draw three samples, one of 750 gms and two 250 gms each instead of four samples that are drawn at present. In short, the sample which used to go to the ACMO will be dispensed with. In future, you need not send samples from the outturns to the ACMO. Instead, the Asst. Coffee Marketing Officer will visit the Curing Works within two days from the date of outturns or drawal of samples by you and draw samples independently in as many cases as possible. The Asst. Coffee Marketing Officer will draw two samples of 250 gms each and send one to the Head Office and retain the other in his own custody.

3. Instructions contained in item numbers 1 to 3 and 5 of CL/86 dated 6-7-1967 will remain in force. However, as far as item 4 is concerned, the outturns should remain in the Curing Works for at least two days and three days respectively after the samples are drawn in the case of Plantation coffees and other coffees. After this period, they may be bulked unless instructed to the contrary either by the Asst. Coffee Marketing Officer/Dy. Coffee Marketing Officer/Head Office.

4. As regards Item 6 of CL. 86 dated 6-7-67, as mentioned earlier, instead of 4 samples only 3 samples have to be drawn. These samples have to be drawn from the

outturns after the weight of the different grades in the outturn is established, i.e., after the final processing is over in the garbing shed, coffee of different grades will be put in bags and weighed. At this stage, the samples have to be drawn.

5. In addition to the instructions contained in C.L.86 dated 6-7-67, with the modifications suggested above, in order to make the sample tins tamper proof, the paper wrapper containing particulars of the samples be pasted right from the top of the lid of the tin to the bottom portion of the sample tin and the seals put in such a way that it would render it impossible to open the lid of the tin without breaking open the seal and tearing the paper pasted to it.

6. A copy of CL.68/3539 dated 9-2-1968 addressed to all Pool Agents regarding standardisation of grades is sent to you separately. You will notice from the instructions regarding receipting and outturning of Arabica Cherry coffees irrespective of whether they are whole crop, gleanings, strippings etc., etc.,

Yours faithfully,

Sd/-

For Chief Coffee Marketing Officer

Copy to:

1. All ACMOs.
2. All Regional DCCMOs
3. P.As to Chairman/CCMO/Sr.DCCMO/A.O
4. DCCMO, H.Q
5. ACMO, H.Q
6. Cuptaster,
7. D.A.O
8. S.O
9. All Sections in H.O

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COFFEE BOARD
BANGLAORE

CL. 35(68) 3621

Dated: 28-2-68.

To The Manager,
M/s Kothari Coffee Curing Works,
Secretaries,
Coorg and Mysore Curers' Association,
Kandali P.O. Hassan. Dist.

Dear Sirs,

Sub: Moisture in coffee.

Ref:- Your letter No. C. 51/67/3356 dt. 16-12-67 and this
office letter No. CL.3407/29-12-67.

With reference to the above letter, this is to inform that in future the remark "Under Dried" will be replaced by "Moisture Content Over Prescribed Limit" in Certification extracts CVRs etc.,

But it may please be borne in mind that if the samples at the time of assessment show moisture contents above the prescribed limit as per this office circular No. CL/Q/67/3371 dt. 19-12-1967 addressed to All Pool Agents, the penalty will be levied upon curers according to the moisture levels shown in the above circular.

Receipt of this letter may be acknowledged.

Yours faithfully,

Sd/-
For Chief Coffee Marketing Officer.

Copy to:

1. All Pool Agents, 2. All ACMOs, 3. All DCCMOs, 4. ADP, Vishakapatnam,
5. ADM, PSD, Vishakapatnam, 6. Accounts Section, 7. Prop. Dept.

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COFFEE BOARD

BANGALORE

CL/67/68/4871

Dated 24.5.1968.

All Pool Agents:

Dear Sirs,

Sub: Score Card.

I enclose herewith a copy each of the Score Card for washed and unwashed coffees which are in use for assessment purposes. A brief note on the use of the same is also enclosed for information.

Yours faithfully,

Sd/-

For Chief Coffee Marketing Officer.

Copy to:

ALL ACMOs/DCCMOs/CCIs.

Enclosure:

A Brief Note on Score Card:

All samples received for valuation are assessed on Score Cards. There are 2 score-cards one for washed coffee and the other for unwashed coffees. Under this system the valuation is done on the basis of awarding marks for the various constituents which contribute to the quality of coffee. In the Score Card there are divisions marked for 10 characteristics of coffee in the case of washed coffees and 9 in the case of unwashed coffees with minimum, FAQ and maximum marks assigned for each item.

In the case of washed coffees 20% is allocated for Moisture content 30% for colour, 40% for appearance and 10% for smells weight (all for FAQ) and in the case of unwashed coffees the weightages are slightly changed as 40% for colour and 30% for appearance.

The marks awarded by individual assessors are entered in the Classification Extracts and added up. This is divided by 6 to arrive at the marks obtained by the sample in relation to 100 for FAQ. After this is arrived at the exact percentage of plus or minus is indicated as the award.

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COFFEE BOARD

BANGALORE

CL No.2402

Dated 28.11.68.

To All Pool Agents

Dear Sirs,

Sub: Assessment samples – 1968/69 Season.

Which despatching the samples for assessment during 1968/69 season, the following instructions regarding labelling and sealing of the sample tins etc., may please be noted.

1. The labels on the sample tins may be pasted round the tins covering the lid portion also (instead of pasting the labels across the tins i.e. from top to bottom, as the labels get turn when the tins are opened). The particulars such as sample number, O.T. number and quantity in O.T. District Growth and the type of coffee etc., should be mentioned clearly. The seals may be affixed in such a way as not to cover any of these particulars.
2. While sending the despatch notes a copy of memo of coffee samples for having despatched the samples, may invariably be sent in respect of all the samples as the same is required by the Octroi authorities for purpose of clearance of parcels.
3. It is also requested that samples relating to small growers sent for assessment may be indicated, separately in the despatch note to enable easy identification at this end.
4. In many instances it is noticed that the description of coffee given in the despatch notes differs from that given on the labels attached to the sample tins. This will not only necessitate further correspondence but will also

also hold up the assessment of samples concerned. It is requested that special care be taken to see the descriptions given on the sample tins and also in the corresponding despatch notes agree.

The receipt of this circular may please be acknowledged.

Yours faithfully,

Sd/-

For Chief Coffee Marketing Officer.

Copy to:

1. All C.C.Is attached to the Curing Works. The above instructions should be noted and followed in regard to the despatch of samples.
2. All Asst. Coffee Marketing Officers for information.
3. All Regional Dy. Chief Coffee Marketing Officers for information.

688

COFFEE BOARD
BANGALORE

CL (59) 68-69/2967

Dated: 13-1-69

To All Asst. Coffee Marketing Officers (Except ACMO, Madras)

Sub: Drawal of Test verification samples for verification at Head Office-
1968-69 season.

It is observed that some ACMOs are drawing and despatching test verification samples drawn serially with the result the purpose with which the above samples are drawn is lost.

The object of drawing test verification samples is to avoid the malpractices in drawing the samples, and therefore you are requested to draw the samples at random instead of drawing samples serially. Frequent visits to the Curing Works and drawal at frequent intervals, even if they be few on a particular day would be more useful.

Receipt of this circular may please be acknowledged.

Sd/-
For Chief Coffee Marketing Officer.

Copy to:-

All DCCMOs for information.

COFFEE BOARD
BANGALORE

CL.No. Q/62/6568

Dated: 19-6-69

TO ALL POOL AGENTS

Dear Sirs,

Sub: Determination of moisture contents in coffee for purpose of assessment and levy of penalty.

As there were some representations against the present method of determination of moisture content and levy of penalty etc., the subject was brought before the Quality Committee which met on 27-5-1969. The various points of view brought out in the representations were carefully considered by the Committee. The Committee had also the benefit of the opinion of Sri C.P. Natarajan, - Central Food Technological Research Institute, Mysore who was present at the meeting.

2. After a comprehensive discussion of the whole matter, the Committee decided that the final determination of the moisture content for purposes of valuation and levy of penalty etc., would, of hitherto, be based on the reading obtained on the Kappa Moisture Meters installed at Bangalore.

3. The Committee further decided that the Board would assist the Curers, if they so desired, to acquire Kappa Moisture Meters for installation at the Curing Works for purposes of their own guidance.

4. In view of the above, you are hereby informed that the present practice of the determination of moisture content in samples and levy penalty etc., would continue to be in force as hitherto.

C.B.Vol. III-F-44

5. Such of those curers as are interested in procuring and installing Kappa Moisture Meters at their works may intimate their requirement, if any, to this office to enable us to take up the matter of import of the meters.

Yours faithfully,

Sd/-

For Chief Coffee Marketing Officer

Copy to: 1. All DCCMOs/ACCMOs
2. All CCIs attached to Curing Works.

691

COFFEE BOARD

BANGALORE

CL. No. 77

Dated: 2-7-69

TO ALL POOL AGENTS:

Dear Sirs,

Sub: Moisture Content in cured coffee.

Ref: This Office circular CL/64/65/1187 dt. 30-9-65.

I invite your reference to Para 2 of the above and state that it is no longer necessary to furnish in the despatch note the information regarding the moisture content of the sample sent for assessment purposes.

Yours faithfully,

Sd/-

For Chief Coffee Marketing Officer

Copy to: 1. All CCI attached to Curing Works.
2. All ACMOs. 3. All DCCMOs.

692

COFFEE BOARD

BANGALORE

CL.No.3481

Dated: 4-12-69

Note to those who test moisture in coffee samples.

Sub: Moisture Reading.

The following instructions may please be noted and acted upon while testing moisture in coffee samples and recording readings thereon.

- a) As soon as the Kappa Meter is set ready for operations every day, two samples from each of the three sets should be tested on all the three machines to ensure that all the meters are accurate. The readings obtained on the 3 machines should be recorded for both the samples from all the 3 assessment sets.
- b) Before declaring any samples as under-dried and liable to attract penalty, the same should be tested on all the machines and the lowest reading should be adopted although all the 3 readings should be recorded for information.
- c) Those who test the moisture are required to bestow the maximum care to ensure accuracy of reading and also not to disturb the sensitivity of the machine by lack of proper handling.

Sd/-

For Chief Coffee Marketing Officer

Copy to:

1. All Assessors for information.
2. General Section with reference to their Note No.GL/GB.III/69/1840 dt. 27-11-69.

COFFEE BOARD

BANGALORE

No. CL.2267

Dated: 2-12-1970.

NOTE TO ALL ASSESSORS

ASSESSMENT OF SAMPLES

1. (a) All samples should be examined with care and deliberation against standard F.A.Q. samples.

(b) The wide range of points for quality in the Price Differential Scale should be freely used in order that the finer shades of differences between qualities are justly recorded.
2. (a) Deduction for excess triage in any type of grade of coffee shall be at the rate of 0.25% for each percentage of excess triage. However, such deduction shall not bring down the points for the trade below the points fixed for 'CT' grade of the type concerned.

(b) For Blacks and Bits in Plantation samples and Blacks/Browns/Bits in samples of Arabica Cherry and Robusta coffee, if any, a further deduction of points may be made at 0.33% for each percentage of excess contents of Blacks/Browns/Bits.

© Deduction for quality, if any, will be made in addition to the above deduction.

(d) It should be noted that for purposes of assessing Cherry coffees, as per deduction of CT, -CT will include 2% of Blacks/Browns/Bits. Deductions for Blacks/Browns/Bits, if any, in the sample may be made at the discretion of the Assessors.
3. (a) In the case of samples of coffee which do not conform to the above classifications, such as coffee mixed with stones and or husk, poorly

graded or garbled, mildewed or having moisture contents over prescribed limit, assessors shall have full discretion to deduct as many points as they consider justifiable.

(b) The assessors shall have full discretion to reclassify and value such coffees which are, in their opinion, described or classified wrongly by the curers or planters either on a reference from the Asst. Coffee Marketing Officer or on their own initiative and award such minus points and also plus points as are necessary according to the quality of coffee.

4. In cases where assessors consider that the coffee is having moisture contents over prescribed limit or contains foxy beans they shall give the normal valuation with points deducted for moisture contents over prescribed limit or foxy beans and mention separately that the coffee is having moisture contents over prescribed limit or contain foxy beans. An indication to the effect should be given in the Coffee Valuation Report.

5. Percentage of PB Contents: In regard to the classification of Arabica Cherry and Robusta Estate Pounded Bulk coffees, it should be ascertained if the bulk contain the average percentage of Peaberry which should be taken at 8% PB for Arabica and 12% for Robusta and an addition or deduction should be made at the rate of 0.125% for each percentage of PB above or below the datum line subject to a maximum of 2 points in the differential scale.

6. In assessing samples of Plantation 'A' containing triage, reduction of points shall be made for poor garbling with a remark that the coffee is poorly garbled. The reduction for poor garbling shall not apply to CT and Blacks, and Bits of the outturn.

7. Before pronouncing the remark that sample is defectively garbled, the assessors should take into consideration, the total percentage of triage in the outturn.

8. Plantation Bulk samples are to be assessed against F.A.Q. Plantation 'A' and awarded 77 points if the coffee is F.A.Q, with plus or minus points for variation

in quality. The Plantation Bulk samples are to be assessed on the basis of 12% Triage and 8% P.B. An addition or deduction should be made at the rate of 0.125% for PB above or below the datum line.

9. The deduction for poor grading shall not apply to CT and Blacks and Bits of the outturns.

10. Mixture of Arabica and Robusta: Samples containing Arabica and Robusta should be classified as Robusta. For such samples plus points should not be more than four.

11. Pulped Coffee: The samples of such of those inferior varieties of coffee such as Monkey Parchment Bird Parchment etc., (nomenclature of these coffees, given by the Curer is only a repetition of the description given by the Planter) should be assessed on the Price Differential Scale on Parchment basis.

12. Regarding assessment of samples on the score card instructions containing this office Sl.No.161/2734 dated 20.3.1961. No. 161/61/3118 dated 6.5.1961 suitably modified as detailed in the enclosure will be in force.

Sd/-

(A.V.Ramunni Menon)

For Chief Coffee Marketing Officer.

Copy to: 1. All Dy.Chief Coffee Marketing Officers.
 2. All Asst.Coffee Marketing Officers.
 3. All Sections in H.O. (Marketing).

ENCLOSURE TO NORE TO ALL ASSESSORS

Sub: Assessment of Plantation 'A' samples etc., - Introduction of Score Card System.

The Government of India on the recommendation of the Plantation Inquiry Commission had stated in regard to assessment of coffee and preparation of F.A.Q. level so that the percentage of plus points was not so high (as at present) and for preparing the F.A.Q. samples more correctly. This was considered by the Quality Committee in August 1958 and it was decided that the (present) system of preparing the F.A.Q. samples needed improvement and that a Score Card should be devised with provision for award of points for colour, size. Evenness etc., setting forth the maximum and minimum points to be obtained on visual test. According a Score Card was devised.

2. Experiments were conducted on 100 samples received from the Research Department on this Score Card. The Sub-Committee for Price Differential Scale considered the analysis of the results of these experiments and felt that the experiments should be further continued with a view to see whether any definite and conclusive results could be obtained. The Committee suggested that experiments should be conducted on 50 samples drawn at random from the samples already assessed by the Board's assessors from each of the Classifications ranging from F.A.Q. to FAQ +6 and FAQ-1 to FAQ 8. Certain modifications in the markings were also made by the Committee. The Marketing Committee accepted the above recommendations and also finalised the weightages to be given to the various characteristics in the Score Card, also taking into consideration the suggestions received from M/s Volkart Brothers, Mangalore (Home Office). In accordance with the above decision, experiments were conducted on the score card with the samples selected for the purpose.

3. The results of the experiments and Statistical Analysis were considered by the Marketing Committee on 8/9-8-1960 and it was decided that the score card with

the graduated scale be adopted for purposes of Visual assessment of the quality of Plantation 'A' (raw coffee) and for selecting standard FAQ samples of Plantation 'A' coffee for each season.

4. The Score Card was adopted with effect from 1960/61 season for Plantation Coffee. A graduated scale for determining the quality level of Plantation 'A' samples on the basis of the marks obtained was also drawn up in which F.A.Q. quality corresponded to the range of 79-81 marks on the Score Card. Certain minimum and maximum marks were also allocated for each of the characteristic. With effect from 1966/67 season the premium and discounts began to be expressed in terms of percentage instead of points as hitherto so that it would correctly represent the value of each type-wise recommendations of the Sub-Committee to consider the question of revision of Grade Standards held at Bangalore on 15.12.1966 and approved by the Marketing Committee at its 130th meeting held on 15.12.1966.

5. In the light of experience, further change to the Score Card were made. In addition to the 8 characteristic which were present in the Score Card two more items namely 'Smell' and 'Weight' of the beans were also provided in the form of the revised Score Card with effect from 1967/69 season.

6. Assessment on the basis of the Score Card which so far covered only Plantation 'A' Coffee then extended to all types of coffees namely, Arabica and Robusta washed and unwashed from the same season (vide –decision of the Quality Committee dated 11.12.67 and 135th Marketing Committee dated 5.2.1968). The weightage to be given to each characteristic in the Score Card is on certain percentage basis as far as possible instead of the previous system.

7. The existence of the column 'weight' resulted in certain anomalies and therefore the Marketing Committee at its 137th meeting held on 8.1.1969 decided to discontinue this method of giving marks based on the weight of the specified volume of coffee and the marks allotted for this characteristic were re-allotted for other items.

Thus the Score Card now in force have 9 characteristics for washed coffee and 8 characteristics for unwashed coffee.

8. It may be observed from the existing Score Card that it attempts to obtain an assessment of the sample based on the evaluation of each of the various constituents which contributes to its quality. For each of these characteristics, the range of marks has been assigned and indicated and when the sample comes up for assessment, all that the assessors have to do is to give their marks for each of the quality constituent separately. The range of marks has been left as wide as possible so as to enable the assessors to distinguish between the shades of difference in each characteristics.

9. (a) After giving marks in the above manner for all the quality constituents, they will also state at the bottom, their comments regarding any quality or deficiencies not covered by the above ratings.
- (b) The total marks for the sample will also be recorded by the assessors in the Score Card itself under the relevant column. There will be three assessors for each sitting.
- (c) The Head Clerk/Senior Clerk attending the sitting will record the total marks given by each assessor in the column provided in the Classification Statement. He will then incorporate the total of the marks given by all the three assessors against the relevant column. The average marks for the sample will also be calculated and inserted in Classification Statement. When the average thus arrived at result in a decimal point irrespective of whether it is less than 5 or not, it is always to be rounded to the next higher digit so that the benefit of the higher point may accrue to the Planter concerned (vide CL No.161/3626 dated 6.5.1961).

- (d) The awards will be copied from the Classification Statement and communicated to the concerned Pool Agents and the Asst. Coffee Marketing Officers etc., by the Classification Section.
- (e) The quorum for assessment is 2.

10. The existing forms of Score Card and the range of marks allotted for each characteristic thereon are reproduced below

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SCORE CARD

Season:

Season:

Washed Coffee				Unwashed Coffee					
CL Statement No.		Sample No.		CL Statement No.		Sample No.			
Date		O.T.No.		Date		O.T. No.			
Time		District		Growth		District		Growth	
Characteristics	Min.	FAQ	Max.	Characteristics	Min.	FAQ	Max.		
1.Moisture content	34	50	50	1.Moisture content	32	50	50		
2.Freedom from coating	06	10	14	2. Healthiness of colour	16	20	24		
3. Freedom from foxy beans	15	25	27	3. Freedom from unripe beans	18	30	38		
4. Healthiness of colour	15	25	29	4. Freedom from sours	20	30	32		
5. Evenness of shape	07	10	12	5. Boldness of size	16	20	22		
6. Boldness of size	12	15	19	6. Freedom from undersize beans	12	20	23		

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7. Freedom from undersize beans	12	20	23
8. Freedom from defective beans	23	35	38
9. Smell	04	10	10
Total Marks	128	200	222

7. Freedom from defective beans	10	20	23
8. Smell	04	10	10
Total marks	128	200	222

Enter here comments on any quality or deficiencies
Not covered by the above rating

Enter here comments on any quality or
deficiencies not covered by the above rating.

Signature of Assessor and date

Signature of Assessor and date

Bangalore

Sd/- (A.V. RAMUNNI MENON)

Dated: 02.12.1970

For Chief Coffee Marketing Officer.

STANDARDS FOR ARABICA PLANTATION COFFEE

Grading

- | | | |
|--------------------|--------|---|
| 1. Plantation A | --- | 90% by weight shall stand on a sieve with round holes of 6.65 mm. Not more than 1 ½% by weight shall pass through a sieve with round holes of 6.00 mm. |
| 2. Plantation B | --- | At least 75% by weight shall stand on a sieve with round holes of 6.00 mm, Not more than 1 ½% by weight shall pass through a sieve with round holes of 5.50 mm. |
| 3. Plantation | --- | Flats shall not contain PB, subject to a tolerance of 2% by weight. PB shall not contain Flats, subject to a tolerance of 2% by weight. |
| 4. Plantation Bulk | --- | Tolerance of Triage -15% by weight and |
| | 8% PB. | |

Tolerance in Garbling – By weight

3% “Peaberry Triage “ in ‘PB’

2% “Triage” in ‘A’

3% “Triage” in ‘B’

Definition of certain Grades

- | | | |
|-----------|----|---|
| i) Triage | -- | Broken, withered, spotted, elephant, small, discoloured, malformed beans and pales and pulper cuts. Triage shall be free from Blacks, Stinkers, and Sours. It should stand on a sieve of 5.50 mm with a tolerance of 25% or size below 5.50 mm but above 5 mm |
|-----------|----|---|

703.

- ii) Bits -- Broken coffee of less than one-third of a bean in size.

- iii) Blacks -- More than quarter of surface black, blue, brown or similarly discoloured and includes stinkers and sour beans.

STANDARDS FOR ARABICA CHEERY COFFEE

Arabica Cherry (Including Gleanings and Strippings A)

Grading

1) AB At least 90% by weight shall stand on a sieve with round holes of 6.00 mm. Not more than 1 ½% by weight shall pass through a sieve with round holes of 5.50 mm.

2) PB

Arabica Cherry

3) T Made up of 'T' from Arabica Cherry and Gleanings.

Arabica Cherry

4) Blacks/Browns/Bits Made up of Blacks, Browns and Bits from Arabica Cherry and Gleanings and includes stinkers and sour beans.

Tolerance in Garbling – By Weight

PB, AB and A coffees shall be Clean Garbled with the following tolerances:

- a) Flats (AB) shall not contain PB, subject to a tolerance of 2% by weight.
- b) PB shall not contain PB Flats (AB), subject to a tolerance of 2% by weight.
- c) 3% PB Triage in PB.
- d) 3% T in Flats (AB) and A grades.

Arabica Cherry

Definition of certain Grades

1. T Shall consist of round small beans, spotted beans, dried and shrivelled

beans, broken beans (not less than one-third of the bean in size) with a tolerance of not more than 2% Blacks/Brown/Bits and should stand on a sieve of 5.50 mm with a tolerance of 25% for size below 5.50 mm but above 5.00 mm.

2. Bits. Broken coffee less than one-third of a bean in size.

Foot Note:

- 1) In respect of Arabica Cherry Estate Pounded Coffee received by the Curer from small growers, either directly or through Collecting Depots, it shall be assessed immediately and payments made. All such coffees shall later on be processed and sold according to the grades now recommended.
- 2) All Arabica Cherry Estate Pounded coffee delivered by big growers shall be processed by the Curers according to the standards fixed and samples for assessments be drawn from the processed coffee.

STANDARDS FOR ROBUSTA COFFEE

Grade	Robusta	At least 90% by weight shall stand on a sieve with round holes of 6.00 mm. Not more than 1 ½% by weight shall pass through a sieve with round holes of 5.50 mm
-------	---------	--

Parchment	Cherry
PB	PB
AB	AB
T	T
Blacks/	Blacks/
Browns/	Browns/
Bits	Bits

Tolerance in Garbling – By weight

PB and AB Coffee shall be clean garbled with the following tolerance:

- a) Flats (AB) shall not contain PB subject to a tolerance of 2% by weight.
- b) PB shall not contain Flats (AB) subject to a tolerance of 2% by weight.
- c) 3% PB Triage in PB.
- d) 3% T in Flats (AB).

Definition of certain Grades

1. T Shall consist of sound small beans, spotted beans, dried and shrivelled beans, broken beans (not less than one-third of the bean in size) with a tolerance of not more than 2% Blacks/Browns/Bits. It should stand on a sieve of 5.50 mm. with a tolerance of 25% for size below 5.50 mm. but above 5 mm.

2. Bits Broken coffee less than one-third of a bean in size including stinkers and sour beans.

3. Blacks More than quarter of surface black, blue, brown or similarly discoloured and includes stinkers and sour beans.

Foot Note:

The Estate Pounded Robusta Cherry and Parchment Bulk need be produced only if required to do so by the Chief Coffee Marketing Officer.

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COFFEE BOARD

BANGALORE

No. CL. 4412

Dated: 18-5-71

TO ALL POOL AGENTS

Sub: Revision of grade standards for green coffee

At the meeting of the Marketing/Propaganda Committee held on 15th April 1971 it was decided to substitute by Grade 'T' wherever Grade 'CT' occurred in green coffee standards and that there was no need to mention Grade 'C' anywhere in the grade standards.

This is for your information and implementation of the decision with immediate effect.

Yours faithfully,

Sd/-

For Chief Coffee Marketing Officer.

Copy to:

- 1) All Divisional ACMOs/DCCMOs/ADP, Vizag
- 2) All CCIs attached to Curing Works.
- 3) All Sections in H.O.

COFFEE BOARD

BANGALORE

CL/Q/730

Dt. 18-8-1972

ALL POOL AGENTS

Dear Sirs,

Sub: Quality Control-recommendations of the Technical Committee accepted by the Marketing Committee at its meeting held on 29-7-1972 implementation of.

Receipts of coffee at the Curing Works

The test weights at which the Planters (both large and small) should deliver coffees to the Pool have already been intimated to you vide CL/31 & 204 dated 6 & 18-7-72. The penalties that are to be levied in respect of these have also been communicated to you. You may kindly note that as far as deliveries of coffee by large growers are concerned, a report regarding the under-dried coffees received with the required particulars should be sent to the Cup-taster as has been the practice in order to enable him to take follow up action in respect of these by making necessary deductions from payments to be made. As far as deliveries by small growers are concerned other than those of 75% payment on bushel basis, the required deductions for moisture contents as well as penalties are to be made at your end based on the Table already communicated to you.

Under-dried coffees should be dried immediately on receipt into the Curing Works. If it is allowed to remain in storage without drying and is dried only just before milling, it will deteriorate by the time it is taken for drying and milling. This should be avoided.

The Committees decided to reintroduce the nomenclature of No. I Parchment and No. II Parchment coffees. You will therefore kindly take note of this and record the classification based on the above at the time of receiving coffee itself.

Curing Capacity

The Curing Capacity has been fixed in respect of each Curer taking into consideration all the relevant factors such as drying capacity, storing capacity, hulling capacity, garbling capacity and such other factors and the capacity fixed in respect of each curer would be communicated separately. You are requested to see that in order to restrict the quantity of coffee that may be handled by you within the maximum quantity fixed, the planters are advised sufficiently in advance not to send further loads of coffee to your works, when you anticipate that the receipts are likely to exceed the capacity for curing fixed for you.

The Committee has observed that consecutive outturns rendered by some of the Pool Agents are at the same number of forlits per tonne. Apparently several different lots of different estates are outturned in one lot and for record sake shown as different outturns from different estates concerned. This tendency has to be stopped. The identity of each lot should be scrupulously maintained throughout from the time of receipt to the works till outturns are bulked.

The grade standards fixed by the Board permits tolerance of Triages in garbled coffees only to a certain extent. These standards should be strictly adhered to and the Pool Agents should ensure that coffees are not outturned and garbled in a manner which does not conform to the prescribed standards.

The periods prescribed for Coastal curers to cure coffee before the onset of monsoon is continued as at present.

The curers in Kalpetta are to treated as coastal curers in regard to curing and storage in view of the climatic conditions of the place.

In regard to inland curers in Mysore State, Arabica Parchment, Robusta Parchment and Arabica Cherry coffees should not be cured during wet weather, as such coffees are found to deteriorate rapidly.

Storage

Uncured coffees be permitted to store on the barbecues provided the stacks are well protected against sun and rain. In the case of parchment coffees, there should be an air cushion between the top bags of the stacks and the covering to guard against over drying due to temperature in coffee going over 30 to 35 degree Centigrade: Parchment coffee should be stored for only very short periods i.e., for just enough time to dry the coffees for immediate milling and not as place for regular storage.

Dunnage should be used invariably by all curers for storing coffee. Platforms prepared cut of wooden strips which can be moved easily from place to place to form a bigger platform of the required size for a stock of coffee may be provided as dunnage as this would allow ventilation from bottom also. This kind of dunnage be adopted by all curers in a phased programme. If parchment husk is used, it should be dried and also changed periodically.

Clean coffees should be stored in double gunny bags. Coffee bags should be stacked on duch heard made of wooden strips, leaving space between the walls of the godown and the coffee stocks and also the required moving space left in between the stacks. Space should be left between the roof of the godown and the coffee stacks. Clean coffee (preferably uncured coffee also) should not be stacked at more than 14 bags height.

The Indian Standards Institution has finalised “The Standard Code of Practice for construction of coffees seed storage Structure”. This would be circulated in due course and may be brought into force for all new godowns and also as far as practicable in respect of the existing godowns.

Bulking of Coffee:- The instructions already issued that outturns should not be bulked for 2 to 3 days after drawal of the samples for assessment, should be strictly adhered to.

Sampling of coffee:- Certain irregularities are being noticed in the matter of drawal and despatch of samples. In order to avoid these, sufficient care should be

taken in the drawal of samples and a sample drawn should be packed, labeled and sealed before other sample is drawn. Samples should on no account be tampered with nor should it differ from the actual coffee in the outturn.

Screening:- Screening panel should consist of an Exporter, a Senior Officer of the concerned curing works, the ACMO/CCI attached to the Curing Works and the Divisional ACMO. However, when it is difficult for an exporter to be present, the other 3 members may carry on the screening work.

Coffee for Export:- For Export sale after 30th April, no coffee should be exposed from stocks on the west coast.

If the Exporter having purchased the coffee fails to remove it by 15th May from the West Coast, the curer concerned in consultation with the exporter should either move the coffee to inland centres for safe storage or get the coffee stored in his warehouse under the ballooning technique (provided the moisture contents of the coffee does not exceed 9.5 to 10%) at the exporter's risk and cost, the cost being mutually agreed to between the curer and the exporter.

Sale of Coffee for Export by Estate marks:- The possibility of exporting coffee on estate marks are being considered.

Complaints regarding delivery of coffee to exporters and Internal dealers.

Complaints from exporters and internal dealers regarding wrong delivery of coffee should be avoided. The curer should assist the exporters and the internal dealers in all respects in preserving the quality of coffee and in correct delivery.

The above recommendations of the Technical Committee which have been accepted by the Marketing Committee may be carefully observed by you and implemented.

Yours faithfully,
Sd/-
For Chief Coffee Marketing Officer.

Copy to:

1. All Reg. DCCMOs.
2. All Div. ACMOs.
3. All ACMOs/CCIs attached to Curing Works.
4. P.A. to Chairman /CCMO/Sr.DCCMO/Cuptaster/A.O.
5. MRO
6. S.O.
7. DAO
8. DCCMO (HQ)
9. SLEX
10. GL., Section
11. CL Section
12. Cuptasting Unit.

Sd/-
For Chief Coffee Marketing Officer.

COFFEE BOARD

BANGALORE

CL/(Kap)72/4336

Dated 24.5.72.

To

M/s

1. Planters Coffee Curing Works, Hassan.
2. Aspinwall & Co. Ltd., Mangalore.
3. Consolidated Coffee Ltd., Mangalore.
4. Peirce Leslie India Ltd., Mangalore.
5. Kushalnagar Works, Kudige.
6. P.F.X. Saldanha & Sons. Mangalore.
7. Perice Leslie India Ltd., Calicut.
8. Mysore Coffee Curing Works Ltd., Chikmagalur.

Dear Sirs,

Sub: Janes Kappa Moisture Meter-certain precautions
to be followed.

The Central Food Technological Research Institute, Mysore, in their letter No.FT/4/72-PPFT 2586 dated 16th May 1972 have advised certain precautionary measures in the maintenance of Moisture Meters supplied to you. An extract of their letter is furnished hereunder:-

“ In general the following precautions are to be taken in the use of precision Electrical Instruments.

The fluctuations in voltage should be minimum (220+15) The Instruments are likely to go bad quickly if it is subjected to high Voltage in some periods. If the voltage fluctuation is very high In your area, this should be checked.

Secondly, under conditions of continuously high relative humidity In rainy season, precaution of the instruments is essential by keeping

a few bags of silicagel in the cabinet to keep a fairly low humidity.

These two precautions will be essential in safeguarding the instrument.

The corrections in the temperature has been already indicated in the Calibration chart.

The weight of coffee should be 675 gms. and not 650 gms.

The above is for your information.

Yours faithfully,
Sd/-
CUPTASTER.

Copy to:-

The Consolidated Coffee Ltd., Tellicherry for information.

Operators of Moisture Meter:- The Machines have to be handled very Carefully.

Sd/-
CUPTASTER.

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COFFEE BOARD

BANGALORE

CL/Q/977

Dt. 2-9-1972

To

M/s.

Dear Sirs,

Sub: Curing capacity – fixation of

With further reference to this office circular No. CL/Q/730 dated 18-8-72 addressed to you, the Curing capacity fixed for your works by the Technical Committee and approved by the Marketing Committee at its meeting held on 29-7-1972 is _____ Tonnes.

The above figures may kindly be noted and necessary steps taken in giving advance notice to the planters wherever you feel that the arrivals are likely to exceed the curing capacities fixed for you works.

The Marketing Committee at its meeting held on 29-7-72 while considering the subject of curing capacity and future expansion also considered the letter dated 30-3-1972 fro the Mangalore Curers' Association, Mangalore on the subject and decided as follows:-

- a) That normally there should not be any expansion of curing capacity on the Coast;
- b) That in case it is established that the curing capacity fixed for a particular works is incorrect owing to wrong calculation, such a case should be reconsidered;

- c) That if a proposal for expansion of curing capacity was for the purpose of making curing works a viable unit, such a case would also be considered.

Please acknowledge receipt of this circular.

Yours faithfully

Sd/-

For Chief Coffee Marketing Officer

Copy to:-

1. The CCI/ACMO attached to Curing Works,
2. The Div. ACMO.
3. The Reg. DCCMO.
4. P.A. to Chairman/CCMO/Sr. DCCMO/Cuptaster,
5. MRO/DCCMO (HQ)/S.O
6. General Section to note and ensure that the Pool Agents adhere to these and wherever necessary make arrangements for delivering the crop.

COFFEE BOARD

BANGALORE

CL/3557

Dated: 5-3-74

NOTE TO ALL ASSESSORS.

Sub: Assessment of Liberia and Excelsia coffees-Revision of Points

Ref: This Section note No. CL/2589 dt. 10-4-73.

The Marketing Committee at its 162nd Meeting held on 11-2-74 decided that Liberia and Excelsia AB coffee be valued at 10 points below the point value for Robusta Cherry AB coffee and the point value for other grades be suitably fixed.

In accordance with this the following would be the points that could be given for different grades under the above types.

Liberia/Excelsia	PB	51	Points
-do-	AB	50	-do-
-do-	T	44	-do-
-do-	BBB	33	points
-do-	Bulk	48	-do-

In view of the above Liberia/Excelsia coffee would attract a deduction of – 17% so that it may be 10 points below that of Robusta Cherry AB, while assessing the same. This may please be noted.

Sd/-

For Chief Coffee Marketing Officer

NOTE TO OPERATORS OF MOISTURE METERS

Sub: Kappa Moisture Meter – Handling of.

In continuation of the instructions already issued regarding certain precautionary measures to be taken to the maintenance of Moisture Meters vide this section note CL/(Kappa)/72/4336 dt. 24-5-72, the following further instructions received from the C.F.T.R.I, Mysore are for your guidance.

“The instrument shows brightness glow lamp with the weighed sample of coffee (675 gms.) in the container at two places giving one lower reading and the other higher reading. Only the lower reading should be taken into consideration for the purpose of moisture measurement. The sample of coffee seed should be properly tapped with the help of a wooden hammer so as to ensure uniform and tight packing of the coffee seeds”.

The above instructions should be strictly followed and also it may be noted that meter should be handled very carefully and the container should invariably be cleaned removing all dust before commencement of use of the meter for reading purposes.

Sd/-
QUALITY CONTROL OFFICER

720

COFFEE BOARD

BANGALORE

CL/803

Date: 27-8-1976

TO ALL POOL AGENTS

Dear Sirs,

Sub: Standardisation of grades.

This is to inform that it has come to the notice that in respect of certain outturns, the grade 'Triage' is found to contain coffee which does not stand on sieve of 5.00 mm. You will recollect that the specification for triage is that it should stand on a sieve of 5.50 mm. with a tolerance of 25%. However, the entire 25% which may fall through 5.50 mm. sieve should also stand on a sieve of 5.00 mm. In short, the triage should not contain beans which would fall through 5.00 mm. sieves.

If any of the Pool Agents who have not fitted-up sizer sheets of 5.00 mm holes, may please take steps to fit up this so that the triage grade of the outturn conforms strictly to the specifications in force. I shall be glad to know whether you are at present having 5.00 mm sieve sheets in operation.

Thanking you,

Yours faithfully,

Sd/-

QUALITY CONTROL OFFICER

- Copy to: 1. ACMOs/CCI's attached to Curing Works
2. Divisional ACMOs
3. Regional DCCMOs
4. PS to CCMO
5. PA to Sr.DCCMO/QCO
6. SLIN/General Sns.

721

COFFEE BOARD

BANGALORE

No. CL (C.T.S.) Q/75-76/1635

Date: 26-10-76

To
All Pool Agents

Sub: Drawal and Despatch of Cuptaste Samples – bulking of Arabica Parchment
Coffee for Export based on Cup Quality – Season 1976-77.

Ref: This Office Circular No. CL (C.T.S.) Q/75-76/1487

As in the past Seasons arrangements may please be made for the despatch of Arabica
Parchment Coffee Samples relating to 1976-77 crop found to be suitable for Export, for purposes
of Cuptaste.

In this regard, please ensure that the samples are drawn, despatched and the lots bulked as
per the instructions laid down in our Circular No. CL (C.T.S.)Q/75-76/1487 dated 7-11-75. Also,
the other instructions (i.e., para 2 (iii) to (vii) above Circular regarding packing, mode of despatch
etc., will remain unaltered.

Please acknowledge receipt of this circular.

Yours faithfully,

Sd/-
Quality Control Officer
For Chief Coffee Marketing Officer

C.B. Vol. III – F. 46

Copy to :

1. P.S. to Chairman
2. P.S to C.C.M.O
3. Accounts III Section,
4. All Regional D.C.C.M.Os
5. All Divisional A.C.M.Os
6. All A.C.M.Os/C.C.Is attached to curing works
7. Special Officer, Non-Traditional Area, Vizag.
8. Special Officer, Special Mobile Squad, Banglaore
9. General Section, H.O.Bangalore
10. Cuptasting Unit.
11. P.A to Sr. D.C.C.M.O./C.A.O

Sd/-
Quality Control Officer
For Chief Coffee Marketing Officer

723

COFFEE BOARD

BANGALORE

No.CL(CTS)Q/75-76/1487

Date: 7.11.75.

To All Pool Agents

Dear Sirs,

Sub: Drawal and Despatch of Cuptaste samples-Bulking
of Arabica Parchment coffee for Export based on
“Cup Quality” – season – 75-76.

Ref: This Office Circular No.CL(CTS)Q/74-75/1418

As usual, arrangements may please be made for the despatch of Arabica Parchment coffee samples relating to 1975-76 Season's crop found to be suitable for Export for purposes of cup-taste as in the past seasons.

In this regard, the following instructions may please be noted for guidance:

- i) Pool Agents will please draw a handful, of Arabica Parchment coffee from each lot/receipt, soon after it is dried, and get it pounded and graded properly. They should scrutinise the coffee as to its suitability for purposes of Export from the point of view of “Visual Appearance” and arrange to send a Sample of ‘A’ grade out of each such lot/receipt, weighing 100g. only if the coffee is considered to be suitable for Export.
- ii) Please await the “Cup-taste Classification Groups” for bulking the relevant lot/receipt. On receipt of the results, the coffee should be bulked strictly in accordance with the groups communicated to you, Plantation coffee should not be put up for Export unless duly approved.

- iii) Prescribed labels only are to be used for mentioning the descriptions of coffee in duplicate with carbon and the original to be affixed to the sample tins, the duplicate copy of the same is to be placed inside the respective tins.
- iv) A statement showing the samples despatched for cup taste purpose is to be sent in the following proforma duly attested by the Board's Official attached to your works.

PROFORMA

Name of the
Pool Agent:

Statement No.
Date:

Way Bill No.& Date:

Sl. No.	Lot/Receipt No. Date	Dist. Growth	Type and Grade	Total Qty. of Ar.Parch, coffee recd, in the lot/ receipts (in forlits)	Remarks
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- v) The samples for cup-taste purposes should be sent separately i.e. without mixing with the assessment samples and despatch advice should follow immediately together with the prescribed memo/invoice of coffee in duplicate. Coffee should be valued as per circular GL(GBII)38/23/75/4605 dated 21.4.75 until further instructed.
- vi) The parcel containing the cup-taste samples are to be addressed to the Quality Control Officer, Coffee Board, Bangalore, and it should be invariably superscribed as "Samples for Cuptasting".
- VII) Samples tins and polythene bags of 100g. capacity only are to Be used to pack such samples.

Please acknowledged receipt of this circular.

Yours faithfully,
Sd/-
For Chief Coffee Marketing Officer.

Copy to:

1. PS to Chairman
2. PA to CCMO/Sr. DCCMO/QCO/CAO
3. Accounts III Section
4. General Section.
5. All Regional DCCMOs.
6. Special Officer, Non-Tradition Area, Vizag
7. Special Officer, Special Mobile Squad, Bangalore.
8. All Divisional ACMOs
9. All ACMOs/CCIs attached to Curing Works.

COFFEE BOARD

BANGALORE

CL. (Q) 76-77/1759

Dated: 15-11-1976

To All Pool Agents

Dear Sirs,

Sub: Quality Control-Levy of extra charges and award of minus points on delivery of Under-dried Coffees – Season, 1976-77.

The scheme of award of discount points on Under-dried Coffees delivered by Estates continues to hold good during 1976-77 Season also. The standard weights fixed for deliveries of Coffee by Large Growers and Small Growers, remain the same as hitherto. The schedule of discounts are being worked out and will be intimated separately.

As per instructions in force, the test weights of each and every load of Coffee coming to the Curing Works are to be ascertained. This is to be done by A.C.M.O/C.C.I attached to the Curing Works, along with a responsible Officer of the Curing Works and Test Weights certified by them.

A statement with a copy to your Divisional A.C.M.O. showing the particulars of coffee, the test of which exceeds the permissible limits for delivery by Large Growers, and also by Small Growers who opt for payment on point basis, should be sent to this Office immediately, as in previous years, so as to reach this office, not later than 15 days from the date of receipt of Coffee at your Curing Works, to the following address:-

Sri. A.V. RAMUNNI MENON,
Quality Control Officer,
Coffee Board, (H.O.),
BANGALORE- 560001.

The following particulars may be furnished in all such cases:-

- i) Name of the Estate
- ii) Number and date of receipt
- iii) Number of forlits received
- iv) Type and Grade
- v) Test Weight

Please acknowledge receipt of this circular.

Yours faithfully,
Sd/-
For Chief Coffee Marketing Officer

Copy to:

1. All A.C.M.Os/C.C.Is attached to Curing Works,
They will ensure the timely despatch of Statements
of Under-dried Coffee to this Office.
2. All Divisional A.C.M.Os for information.
3. All Regional D.C.C.M.Os.
4. Accounts II section, H.O. for information.
5. Guard file,
6. General Section.

Sd/-
For Chief Coffee Marketing Officer.

COFFEE BOARD

BANGALORE

No. CL (Q) 76-77/1773

Date: 16-11-1976.

To

All Divisional A.C.M.Os

Sub: Quality Control – Levy of extra Charges and Award of Minus Points on Under-dried Coffees-Season, 1976-77.

Ref: This Office Circular No. CL (Q) 76-77/1759/15-11-76 addressed to all Pool Agents.

From the Season 1976-77, the following procedure is to be followed in levying extra charges and award of minus points on Under-dried Coffees delivered by Large Growers, and also by Small Growers who opt on point basis.

On receipt, in this office, of statements of Under-dried Coffees from the concerned Pool Agents (as stipulated in this Office Circular cited above) the percentage of deduction will be arrived at, depending on the test weight of the O.T. This information (that is the percentage of deduction) will be intimated to you. While issuing the C.V.Rs in your Office, you may calculate the number of points to be deducted, in relation to the percentage of deduction intimated to you by this office, on the total number of points earned by such O.Ts. The number of points to be calculated may be deducted in the concerned C.V.R. itself, with suitable remarks thereof. Wherever such deductions are made by you in the C.V.Rs, the following particulars are to be furnished to the Classification Section of H.O. as and when they are issued:-

1. C.V.R. Nos. and date.
2. The total number of points earned by the respective O.Ts.

3. The total number of points so deducted in respect of such O.Ts.

Receipt of the Circular may please be acknowledged.

Sd/-

For Chief Coffee Marketing Officer

Copy to:

1. The A.C.M.Os/C.C.Is attached to Curing Works
2. The Regional D.C.C.M.Os. They may please keep a
A close watch regarding the deduction of points in the concerned C.V.Rs
3. All Pool Agents for information
4. Accounts II Section for information
5. General Section, H.O. Bangalore
6. Guard file.

Sd/-

For Chief Coffee Marketing Officer

730

COFFEE BOARD

BANGALORE

CL/76-77/1806

Date: 22-11-76

To

All Pool Agents

Dear Sirs,

Sub: Quality Control-Levy of Extra charges and award
of minus points on under-dried coffees-1976-77
Season.

The scheme of award of discount points on under-dried coffees delivered by Estates continues to hold good during 1976-77 season also.

The standard weights fixed for deliveries of coffee by Large Growers and Small Growers are as follows:-

1) Deliveries of coffee by Large Growers:-

The schedule of discounts is given in Table I of the enclosures. It would be seen from the Table of discounts that in respect of delivery made by Large Growers, awards of minus points are made if the test-weights of coffee per forlit exceed the following limits at the time of delivery to the Pool:-

16.0 to 16.5 Kg. per forlit in the case of Ar. And Rob. Parchment.

16.5 to 17.0 Kg. per forlit in the case of Ar. Cherry.

18.5 to 19.0 Kg. per forlit in the case of Rob. Cherry.

II) Deliveries of coffee by Small Growers:-

- a) In respect of Test weights above those fixed for Small Growers and upto the weights fixed for Large Growers, deductions will be made

for moisture content as hitherto.

b) In respect of coffees test weights above those fixed for Large Growers, the penalty would be levied covering both the deductions for moisture content as well as the value of minus points as per Table II of the enclosures.

The standard weights fixed for delivery of coffee by Small Growers are:-

15.5 Kg. per forlit in the case of Ar. and Rob. Parchment.

16.0 Kg. per forlit in the case of Ar. Cherry.

18.0 Kg. per forlit in the case of Rob. Cherry.

Although the deductions indicated in Table II relate in deliveries of coffee by Small Growers, it may please be noted that the deductions indicated in Table II under Column 3 "Deductions for moisture content-Rupees per forlit" are not to be applied in the case of coffee delivered by Small Growers on 75% payment on forlit basis and the rest on out-turn basis. However the deductions indicated in Column 5 "Penalty per forlit-Rupees Paise" have to be made even in the case of such deliveries. With regard to deliveries by Small Growers on outright basis, the deductions indicated in both the column (i.e., Column No. 3 and 5) have to be made.

Please acknowledge the receipt of this circular with its enclosures and also kindly arrange to have it circulated among your constituents, for their information.

Yours faithfully,

Sd/-

For Chief Coffee Marketing Officer

Encls: Table I & II.

Copy to:

1. UPASI and all other Planters Associations for circulation among their constituents.
2. All D.C.C.M.Os.
3. All Div. A.C.M.Os.
4. All ACMOs/CCIs attached to Curing Works.
5. All Depot Managers/Asst. Depot Managers,
6. The Director of Research, C.C.R.I., C.R.S.P.O.Balehonnur.
7. Secretary, Coffee Board, Bangalore,
8. The Special Officer (Exports), Coffee Board , Bangalore.
9. Special Officer, (N.T.A) Vishakapatnam,
10. Special Officer (SMS), Bangalore
11. Development Officer, Coffee Board, Bangalore.
12. Special Officer, Coffee Board, New Delhi.
13. S.S.M.R. O/S., Coffee Board, Bangalore.
14. C.A.O./A.Os (Marketing) & (Development).
15. All Sections in Marketing Department
16. P.S. to Chairman/CCMO/P.As to Sr.DCCMO/QCO.
17. Guard file.

TABLE I

Table of Discounts on Underdried Coffees Delivered by Large Growers.

Delivered weight per forlit (in KGs)	Discount (Percentage of Points)
SOUTH WEST MONSOON AREAS.	
ARABICA PARCHMENT	
15.5	Standard
16.0 to 16.5	No Deductions
17.0	0.5
17.5	2.0
18.0	4.0
18.5	5.0
19.0	6.0
19.5	7.0
20.0 to 22.0	8.0
22.5 to 24.0	10.0
24.5	12.0

NORTH EAST MONSOON AREAS

As above, provided that no discount will be applied on coffee Weighing upto 20.00 Kg. per forlit upto 31st Dec. of each year. After 31st Dec. of each year, the rate furnished under South-West Monsoon Areas will apply. Discount will apply to all coffee Delivered over 20.00 Kg. per forlit even upto 31st Dec. and no Exemption will be granted under any circumstances.

ARABICA CHERRY

Delivered weight per forlit
(in Kgs)

Discount
(Percentage of Points)

ALL AREAS (BOTH SOUTH-WEST AND NORTH – EAST MONSOON)

16.0	Standard
16.5 to 17.0	No Deduction
17.5	1.0
18.0	3.0
18.5	6.0
19.0	8.0
19.5	10.0

ROBUSTA PARCHMENT

Delivered weight per forlit
(in Kgs)

Discount
(Percentage of Points)

ALL AREAS (BOTH SOUTH-WEST AND NORTH – EAST MONSOON)

15.5	Standard
16.0 to 16.5	No Deduction
17.0	0.5
17.5	2.0
18.0	4.0
18.5	5.0
19.0	6.0
19.5	7.0
20.0 to 22.0	8.0
22.5 to 24.0	10.0
24.5	12.0

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ROBUSTA CHERRY

ALL AREAS (BOTH SOUTH-WEST AND NORTH – EAST MONSOON)

17.0	Standard
18.5 to 19.0	No Deduction
19.5	3.0
20.0	6.0
20.5	8.0

TABLE II

ARABICA PARCHMENT

Rate for FAQ Rs. 96.75 per forlit.

Standard Test weight – 15.5 kg. per forlit.

Test weight in Kg	Rate per forlit in Rs.Ps.	Deduction For Moisture Content Rs. per forlit	Penalty		Total Rs.Ps.	Penalty to be levied (including Deduction for moisture Rs.Ps.
			% of standard rate per forlit	Penalty per forlit Rs.Ps.		
1	2	3	4	5	6	7
15.5	96.75	-	-	-	-	-
16.0	93.73	3.02	-	-	3.02	-
16.5	90.89	5.86	-	-	5.86	-
17.0	88.21	8.54	0.5	0.48	9.02	9.50
17.5	85.69	11.06	2.0	1.94	13.00	13.00
18.0	83.31	13.44	4.0	3.87	17.31	17.50
18.5	81.06	15.69	5.0	4.84	2.53	21.00
19.0	78.93	17.82	6.0	5.81	23.63	24.00
19.5	76.90	19.85	7.0	6.77	26.62	27.00
20.0	74.98	21.77	8.0	7.74	29.51	30.00
20.5	73.15	23.60	8.0	7.74	31.34	31.50
21.0	71.41	25.34	8.0	7.74	33.08	33.50
21.5	69.75	27.00	8.0	7.74	34.74	35.00
22.0	68.16	28.59	8.0	7.74	36.33	36.50
22.5	66.65	30.10	10.0	9.67	39.77	40.00
23.0	65.20	31.55	10.0	9.67	41.22	41.50
23.5	63.81	32.94	10.0	9.67	42.61	43.00
24.0	62.48	34.27	10.0	9.67	43.94	44.00
24.5	61.21	35.54	12.0	11.61	47.15	47.50

ROBUSTA PARCHMENT

Rate for F.A.Q. – Rs. 76.75 per forlit.

Standard Test weight 15.5 Kg per forlit.

15.5	76.75	-	-	-	-	-
16.0	74.35	2.40	-	-	2.40	-
16.5	72.10	4.65	-	-	4.65	-
17.0	69.98	6.77	0.5	0.38	7.15	7.50
17.5	67.98	8.77	2.0	1.54	10.31	10.50
18.0	66.33	10.42	4.0	3.07	13.49	13.50
18.5	64.30	12.45	5.0	3.84	16.29	16.50
19.0	62.61	14.14	6.0	4.61	18.75	19.00
19.5	61.00	15.75	7.0	5.37	21.12	21.50
20.0	59.48	17.27	8.0	6.14	23.41	23.50
20.5	58.03	18.72	8.0	6.14	24.86	25.00
21.0	56.65	20.10	8.0	6.14	26.24	26.50
21.5	55.33	21.42	8.0	6.14	27.56	28.00
22.0	54.07	22.68	8.0	6.14	28.82	29.00
22.5	52.87	23.88	10.0	7.68	30.56	32.00
23.0	51.72	25.03	10.0	7.68	32.71	33.00
23.5	50.62	26.13	10.0	7.68	33.81	34.00
24.0	49.57	27.18	10.0	7.68	34.86	35.00
24.5	48.56	28.19	12.0	9.21	37.40	37.50

TABLE II – (Contd.,)

ARABICA CHERRY

Rate for F.A.Q – Rs. 57.00 per forlit

Standard Test weight: 16 Kg. per forlit

Test Weight In K.g.	Rate per forlit in Rs. Ps.	Deduction for moisture Content Rs. per forlit	% of standard Rate per forlit	Penalty per forlit		Total		Penalty to be levied (including dedn. For moisture)	
				Rs.	Ps.	Rs.	Ps.	Rs.	Ps.
1	2	3	4	5	6	7			
16.0	57.00	-	-	-	-	-	-	-	-
16.5	55.27	1.73	-	-	-	1.73	-	-	-
17.0	53.65	3.35	-	-	-	3.35	-	-	-
17.5	52.11	4.89	1.0	0.57	-	5.46	5.50	-	-
18.0	50.67	6.33	3.0	1.71	-	8.04	8.50	-	-
18.5	49.30	7.70	6.0	3.42	-	11.12	11.50	-	-
19.0	48.00	9.00	8.0	4.56	-	13.56	14.00	-	-
19.5	46.77	10.25	10.0	5.70	-	15.93	16.00	-	-

ROBUSTA CHERRY

Rate for FAQ Rs. 55.00 per forlit

Standard Test weight – 18-00 Kg per forlit

18.0	55.00	-	-	-	-	-	-	-	-
18.5	53.51	1.49	-	-	-	1.49	-	-	-
19.0	52.11	2.89	-	-	-	2.89	-	-	-
19.5	50.76	4.24	3.0	1.65	-	5.89	6.00	-	-
20.0	49.50	5.50	6.0	3.30	-	8.80	9.00	-	-
20.5	48.29	6.71	8.0	4.40	-	11.11	11.50	-	-

COFFEE BOARD

BANGALORE – 1

No. CL (DAS)/76-77/1877

Date: 30-11-1976

To

ALL POOL AGENTS

Dear Sirs,

Sub: Drawal and Despatch of assessment samples – 1976-77
Season.

Instructions have already been issued on the above subject and inspite of repeated instructions, it is noticed that some of the Pool Agents do not strictly adhere to them, resulting in unnecessary correspondence and undue delay in the assessment of samples. Some of the important instructions issued earlier, are reproduced below for you ready reference and strict compliance.

I PACKING AND SEALING OF SAMPLES

- (1) The original and duplicate samples should be sealed with the seals of the ACMO and the Pool Agent after the label is attached to the tin, after it is tied up with the string in the manner required and not after the tins are wrapped in papers.
- (2) Sound and suitable size dealwood boxes should be used to pack the samples providing sufficient dunnages. Use of cardboard boxes or crates may be avoided as they give away in transit.

II DESPATCH OF SAMPLES

Samples drawn should be despatched on the same day of drawal or at the most, on the very next day. The R.Rs. should be despatched immediately on booking.

III MEMO OF COFFEE SAMPLES

While preparing the invoices, the rates communicated in Circular No. GL (GB.II)38/24/75/2652 of 3-1-76 and no GL.(GB.II)76/3257 dated 4-2-1976 should be taken into consideration in calculating the value of the sample. The Memo should be prepared in duplicate.

IV. WRITING OF DESPATCH NOTES.

Despatch Notes should be written up legibly and the entries regarding the description therein should tally with the description on the sample tins. The date of drawal and the date of despatch should also be entered in the Despatch Register. The season to which the coffee belongs should be furnished in the Despatch Notes and the Labels.

V. DISTRICT GROWTH – FURNISHING OF

It is noticed that some of the Pool Agents are furnishing the Revenue District instead of the actual District Growth of coffee. The District Growths should be mentioned as under:-

‘COORG’ ‘BABABUDAN’ ‘BILIGIRIS’ ‘OTHER MYSORE’
 ‘PULNEYS’ ‘NILGIRIS’ ‘SHEVAROYS’ ‘NELLAIMPATHIES’
 ‘KANNANDEVAN’ ‘MALBAR/WYNAAD’ ‘NILGIRI/WYNAAD’

VI. MOONSOONED COFFEE SAMPLES – DESPATCH OF

Separate Serial Numbers should be given for these coffees as ‘district’ from the regular assessment samples and the coffee may be despatched separately from those meant for regular assessment.

The above instructions are in way exhaustive and you are requested to follow all the instructions strictly to avoid unnecessary correspondence and delay in assessment.

Yours faithfully,

Sd/-

For Chief Coffee Marketing Officer

- Copy to: 1) All ACMOs/CCIs attached to the Curing Works,
They should bestow particular care in the drawal
and despatch of the samples and all instructions
in this regard, should be carefully followed.
- 2) All Divisional A.C.M.Os.
 - 3) All Regional D.C.C.M.Os.

Sd/-

For Chief Coffee Marketing Officer

COFFEE BOARD

BANGALORE

CL/1991

Dated: 14-12-1976

To Messrs:

1. Peirce Leslie India Ltd., Mangalore
2. Consolidated Coffee Ltd., Mangalore
3. Aspinwall & Co. Ltd., Mangalore
4. A.J.Saldanha & Sons, Mangalore
5. P.F.X. Saldanha & Sons, Mangalore
6. Hassan Coffee Curing Works, Hassan,
7. Bharati Coffee Curing Works, Hassan
8. Kothari Coffee Curing Works, Hassan,
9. Planters Coffee Curing Works, Hassan
10. Malenadu Coffee Curing Works, Chikmagalur
11. Chamndi Curing Works, Chikmagalur.
12. Mysore Coffee Curing Works, Chikmagalur
13. Hunsur Works, Hunsur.
14. Mysore Coffee Processing Co-opt Society Ltd., Mysore
15. Chamundi Curing Works, Mysore
16. Kushalnagar Works, Kudige.
17. Consolidated Coffee Ltd., Tellicherry.

Dear Sirs,

Sub: Preparation of FAQ samples for 1976-77 Season-
Plantation 'A'.

It is proposed to prepare the FAQ samples of Plantation A by 31-1-1977.

You are, therefore, requested to arrange for despatch of the following quantities of
Plantation A Coffee very early.

MYSORE GROWTH:

One Kg. sample each drawn from 20 different O.Ts.

COORG GROWTH:

One Kg. sample each drawn from 20 different O.Ts.

The Asst. Coffee Marketing Officers/Chief Coffee Inspectors attached to the Curing Works are being instructed to draw the above samples.

The samples so drawn should conform strictly to the standards prescribed in the Standardisation of Grades.

While sending the parcels containing the above samples please see that the labels showing the Name of the Pool Agent, Type and Grade, O.T. No., District Growth and the net weight are affixed on the outside of the packet and similar labels placed inside each packet. Please also send a despatch note furnishing the above details for each sample.

It is also requested that packing may be done with good quality material to avoid damage in transit and consequent mixing up of the samples.

Further, it has been decided by the Marketing Committee at its meeting held on 5-2-1968 that there should be only one FAQ sample of each type for the whole season. As such you are requested to make arrangements to send samples so as to make the FAQ samples fully representative.

The above quantities may please be despatched to reach this office on or before 15-1-1977.

Please acknowledge receipt of this Circular.

Yours faithfully,
Sd/-
For Chief Coffee Marketing Officer

Copy to:

- 1) A.C.M.O, Mangalore, Mysore, Chikmaglaur.
Mercara, Calicut, Hassan for necessary action.
- 2) All A.C.M.Os/CCIs attached to Curing Works
- 3) DCCMOs Mangalore/Mysore H.Q, Bangalore.

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COFFEE BOARD

BANGALORE

CL/2084

Date: 31-12-76

To

ALL POOL AGENTS

Dear Sirs,

Sub: Noting of moisture contents in coffees despatched to India Coffee Depots and Storage Depots.

1. I invite your reference to the instructions contained in the despatch advices issued by the Propaganda department regarding the above.

2. The Pool Agents are strictly instructed to ensure that when coffees are despatched to India Coffee Depots or Storage Depots, they should, without fail, record the moisture contents in the coffee and advise the consignee of the same.

3. Please acknowledge the receipt of this circular.

Yours faithfully

Sd/-

For Chief Coffee Marketing Officer

Copy to:-

1. ACMOs/CCIs attached to the Curing Works. On a perusal of the records at some of the India Coffee Depots by Chairman, it is observed that the despatching pool agent has not entered the moisture contents in the invoice. You are requested to ensure that whenever coffees are despatched, the moisture contents are ascertained and properly recorded and advice given of the same to the concerned.

Sd/-

For Chief Coffee Marketing Officer

2. Director of Propaganda, Coffee Board, Bangalore-1
3. P.S. to Chairman/C.C.M.O
4. P.A. to Sr. DCCMO/QCO
5. General Section.

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COFFEE BOARD

BANGALORE

No. CL/2117

Date: 6-1-1977

To

ALL ACMOs/CCIs ATTACHED TO THE CURING WORKS

Sub: Payments to Small Growers on conversion of outturn into points

Ref: AC.II/A/76-77/582 of 31-8-1976

It is presumed that the Pool Agents have adopted the new form in respect of the coffees purchased from small growers on outturn basis and also for Estate Pounded coffees.

I enclose herewith a note giving guidance for valuation of coffees, which may be of help to you.

Sd/-
Quality Control Officer
For Chief Coffee Marketing Officer

Encl: 5

Copy to: 1) All Divisional ACMOs, 2) All Regional DCCMOs.

- 3) P.S. to Chairman/C.C.M.O
- 4) P.A to Sr. DCCMO/QCO/CAO
- 5) OSD Special Mobile Squad
- 6) General Section, H.O
- 7) Accounts II Sn., H.O

**GUIDANCE FOR THE VALUATION OF COFFEE
PURCHASED ON OUTTURN BASIS**

Plantation Bulk samples are to be assessed against FAQ Plantation 'A' and awarded 77 points if the coffee is FAQ, with plus or minus points for variation in quality. Plus points are not to be awarded in respect of small growers' coffees for which valuation is conducted locally. But, if the planter is not satisfied with your valuation and wishes to prefer an appeal, samples should be drawn and sent to this office, along with the fee of Rs. 5/- as per rules, indicating the valuation made originally against which the appeal is made.

2. Plantation Bulk samples are to be assessed on the basis of 15% of Triage: Ar. Cherry Bulk on 18% Triage and Robusta Bulk on 10% Triage, as the datum line for triages in Bulk has been refixed. Deductions for excess triage in any type of grade of coffee shall be at the rate of 0.25% for each percentage of excess triage. However, such deductions shall not bring down the points for the grade, below the points fixed for the Triage Grade of the type concerned.

3. For 'Blacks and Bits' in Plantation samples and 'Blacks/Browns/Bits' in samples of Ar. Cherry and Robusta coffees if any, a further deduction of points may be made at 0.33% for each percentage of excess contents of these grades.

4. Deductions for quality, if any, will be made in addition to the above deductions.

5. For valuation of different grades, the basis points for the same may be adopted and appropriate deductions in terms of percentage effected. Deductions for quality need not be applied to Blacks/Browns/Bits of the outturn.

6. In Circular No. AC.II/A/76-77 582 of 31-8-76, addressed to All Pool Agents and Collecting Agents, certain revised forms have been introduced by amending the original forms for purchase of coffee on outturn basis from small growers, in terms of points.

7. Enclosed please find four statements giving the equivalent percentage in relation to the points. This may perhaps be of help to you in determining the percentage to be deducted when deductions are to be made.

A.V.RAMUNNI MENON,
Quality Control Officer.

Bangalore,
Date: 6.1-1977

PLANTATION – WASHED COFFEE

Points	Percentage	Marks
FAQ		
-14	-18	164
-13	-17	166
-13	-16	168
-12	-15	170
-11	-14	172
-10	-13	174
-9	-12	176
-9	-11	178
-8	-10	180
-7	-9	182
-6	-8	184
-6	-7	186
-5	-6	188
-4	-5	190
-3	-4	192
-2	-3	194
-2	-2	196
-1	-1	198

FAQ

200

+1	+1	202
+2	+2	204
+2	+3	206
+3	+4	208
+4	+5	210
+5	+6	212
+6	+7	214

ROBUSTA PARCHMENT

Washed Coffee

Points	Percentage	Marks
FAQ		
-14	-22	156
-14	-21	158
-12	-19	162
-11	-17	166
-10	-16	172
-9	-14	174
-8	-13	178
-7	-11	180
-7	-10	184
-5	-8	188
-4	-6	190
-3	-5	194
-2	-3	196
-1	-2	200
FAQ	FAQ	204
+1	+2	206
+2	+3	210
+3	+5	212
+4	+6	216
+5	+8	220
+7	+10	222
+7	+11	

UNWASHED COFFEE – ARABICA CHERRY

PLANTATION – WASHED COFFEE

Points	Percentage	Marks
FAQ		
-15	-21	158
-13	-19	162
-13	-18	164
-11	-16	168
-11	-15	170
-10	-14	172
-9	-13	174
-8	-12	176
-8	-11	178
-7	-10	180
-6	-9	182
-6	-8	184
-5	-7	186
-4	-6	188
-4	-5	190
-3	-4	192
-2	-3	194
-1	-2	196
-1	-1	198
FAQ	FAQ	200
+1	+1	202
	+2	204
+2	+3	206
+3	+4	208
	+5	210
+4	+6	212
+5	+7	214
	+8	216
+6	+9	218
+7	+10	220

ROBUSTA CHERRY- UNWASHED COFFEE

Points	Percentage	Marks
FAQ		
-14	-23	154
-13	-22	156
-12	-20	160
-11	-18	164
-11	-17	166
-19	-15	170
-8	-13	174
-7	-12	176
-6	-10	180
-5	-8	184
-4	-7	186
-3	-5	190
-2	-3	194
-1	-2	196
FAQ	FAQ	200
+1	+2	204
+2	+3	206
+3	+5	210
+4	+7	214
+5	+8	216
+6	+10	220
+7	+12	224

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COFFEE BOARD

BANGALORE

CL(Q) 76-77/2464

Date: 1-3-1977

TO ALL POOL AGENTS

Dear Sirs,

Sub: Penalty on delivery of Under-dried coffee by Small Growers- Stage at which deduction are to be effected.

In the case of Coffee delivered by small growers on 75% payment on forlit basis and 25% on out-turn basis, deductions towards penalty for under-driage are being effected at different states by the various Pool Agents. That is, some of the Pool Agents are effecting these deductions at the time of making 75% payment on delivery, and some other Pool Agents are effectings these deductions after the coffee is cured, that is while making the balance payment of 25%.

In order to follow a uniform procedures in this regard, it has been decided that the deductions towards penalty for Under-driage, in the case of Coffee delivered by small growers opting for payment on cured basis, may be made only while making payment of the balance of 25% of value of such Coffees after curing.

This procedure may please be followed from the current season of 1976-77.

The receipt of this circular may please be acknowledged.

Yours faithfully,
Sd/-
For Chief Coffee Marketing Officer.

Copy to:

1. UPASI and all other Planters Association for circulation among their constituents.
2. All Regional D.c.c.M.Os
3. All Divisional ACMOs
4. All ACMOs/CCIs/ACIs attached to Curing Works
5. All Depot Manages/Asst. Depot Manager of Pool Collecting Depots.
6. The Director of Research, CCRI, CRSPO, Balehonnur,
7. Secretary, Coffee Board, Bangalore.
8. Special Officer (Exports), Coffee Board, Bangalore
9. Special Officer (SMS), Coffee Board, Bangalore
10. Special Officer (NTA), Vishakapatnam,
11. Dev. Officer, Coffee Board, Bangalore
12. Special Officer, Coffee Board, Bangalore
13. Sr. S & M.R.O/SO, Coffee Board, Bangalore
14. CAO/AOs (Marketing) & (Dev.)
15. All Sections in Marketing Department
16. P.S to Chairman/CCMO, Pas to Sr. DCCMO/QCO.
17. Guard file.

C.B.Vol. III- F.48

COFFEE BOARD

BANGALORE

CL/1466

Dated: 27.10.72

TO ALL POOL AGENTS

Dear Sirs,

Sub: Award of premium points for good Plantation Coffees based on Cup Quality in addition to the visual award.

The Technical Committee in its report has recommended that a beginning be made by cup tasting all Plantation samples which have secured premium points on visual assessments. The Quality Committee at its meeting held on 17-6-1972 decided that the scheme of award of premium points on the basis of cup test be started in a limited way; to begin with, all Plantation samples which have fetched FAQ and above awards on visual assessments be considered. The Marketing Committee at its meeting held on 29-7-72 endorsed the above decision.

2. It is therefore proposed to implement the scheme of award of additional premium points based on cup quality in respect of assessment samples of all Plantation Coffees which fetch FAQ and above awards on visual test, provided the cup quality warrants such award.

3. As the cup test of the samples and communication of premium points would necessarily take considerable times, the procedure of communicating the visual awards and issue of CVRs etc., will continue as at present.

4. The additional premium points on account of cup test in respect of samples which become entitled will be intimated later on when another set of cup test valuation

reports will be issued by the ACMOs and the points obtained by a particular estate could be taken up for preferring claims later on.

Yours faithfully,

Sd/-

For Chief Coffee Marketing Officer

Copy to:

- 1) All ACMOs/CCIs attached to Curing Works
- 2) All Divisional ACMOs
- 3) All Regional DCCMOs
- 4) P.A to Chairman/CCMO/Sr. DCCMO/Cuptaster/A.O
- 5) M.R.O/SO/DAO/DCCMO H.Q.
- 6) Accounts Sections.
- 7) Cuptasting Unit.

COFFEE BOARD

BANGALORE

Exp.No.376(8)/66/1503

Dated: 13-12-1966

TO ALL POOL AGENTS:

Dear Sirs,

Sub: Cup Tasting and bulking of Coffees required for exports – from 1966/67 season.

A Cup Tasting Unit has been organised by the Board in Head Office and Sri. A.V. Ramunni Menon has been appointed as the Cup Taster after training in Cup Tasting of coffee in Hamburg.

2. At meetings held on 17-11-1966, the Coffee Quality Committee and the Marketing Committee of the Board expressed the opinion that special emphasis should be laid on proper utilisation of the Cuptasting Unit for export purposes.

3. After careful consideration of the matter, it has been decided that, to begin with, the Cup Tasting Unit be made use of for selecting coffees for export purposes. The Committee has also decided that, with effect from 1966/67 season, the Curers be directed to send samples of Parchment coffee suitable for export only, for cup taste and that the Cup Taster should advise the Curers as to the lots that should be kept from bulking based on liquor tests.

4. In pursuance of this decision, the following instructions are issued to all Pool Agents which may please be noted carefully and complied with:-

- 1) The Pool Agents should send for cup tasting only samples of such Parchment coffees which, they consider, are suitable for export.
- 2) For the purpose of sending samples of Parchment coffee for tasting, the Pool Agents will please draw a few handfuls of Parchment samples

in respect of each lot (receipt) immediately after the Parchment Coffee is dried on the barbeques; have it pounded and graded and examined as to its suitability for export and send a sample of 100 grams of 'A' grade out of each such lot found suitable for export.

3) The Sample tins containing 100 grams of these samples should contain a label showing the following particulars:-

- a) Name of the Pool Agent
- b) Date of receipt of Parchment Coffee by the Pool Agent and Receipt Number.
- c) Description of the Coffee.
- d) Total quantity of Parchment in the receipt.
- e) District Growth.

These samples may also be packed in Sample tins and Polythene bags in the same manner as in the case of despatch of assessment samples and sent to the "Cup Taster, Coffee Board, Bangalore-1". The sample packets intended for Cuptasting should invariably be superscribed as "Samples for Cup Tasting".

5. On receipt of the samples, the Cup Taster will conduct liquor tests and intimate to the Pool Agent concerned, the Receipt Number of such of the samples which should be kept out from bulking, as well as the receipt numbers of the samples which could be bulked for purpose of export sales. The Pool Agents should take note of the Cup Taster's instructions in this behalf while preparing bulks of Plantation Coffees intended for export sales.

6. The Pool Agents are requested to despatch the samples for testing in the manner indicated above, under intimation to the Assistant Coffee Marketing Officer and Dy. Chief Coffee Marketing Officer concerned.

7. Receipt of this communication may please be acknowledged immediately.

Yours faithfully,
Sd/-
For Chief Coffee Marketing Officer.

Copy to:

1. The Cup Taster, Coffee Board, Bangalore. While communicating the Results of the liquor tests to the Pool Agents concerned, he may please send one copy of it (1) The A.C.M.O./ D.C.C.M.O. concerned and (2) the C.C.I. attached to the Pool Agent so that they may be able to keep track of the bulking and ensure that the Cup Taster's instructions have been followed by the Pool Agents.
2. All D.C.C.M.O.
3. All A.C.M.Os.
4. All C.C.Is attached to Curing Works.
5. Accounts Department.
6. P.As to Chairman / C.C.M.O./A.O./Sr.D.C.C.M.O.
7. D.C.C.M.O.(Hqrs)/ D.A.O./A.C.M.O.(Hqrs.)

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COFFEE BOARD

BANGALORE

No.EB/61/65/66/2834.

Dated; 22.12.1966.

OFFICE ORDER

“ SAMPLES FOR CUP-TASTING”

A copy of circular Exp.No.376(8)66/1503 dated 13.12.1966 issued to all Pool Agents, regarding despatch of samples to Head Office for “Cup-tasting”, is enclosed for the information of the Classification section.

It has been decided that the sample parcels intended for “Cuptasting” be also cleared and brought to Office from the Bus Stand/ Railway Station, by the Classification Section as in the case of clearing parcels relating to assessment samples.

On bringing the “Cuptasting” sample parcels to Office, the Classification Section will arrange to have them opened and the sample tins sent to the Cup Taster, under acknowledgment, for taking further action.

Sd/-

Chief Coffee Marketing Officer.

To Classification Section.

Copy to:- 1) Cup Taster.
2) Export Section.
3) GSE Section.
4) Accounts Section.

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COFFEE BOARD

BANGALORE

EXP/No. 376(8)66/1689

Dated 31.12.1966.

ALL POOL AGENTS:

Dear Sirs,

Sub: Cup-tasting and Bulking of Coffee required for
Export – 1966/67.

Ref: This Office Circular No.Exp.376(8)68/1503 dated
13.12.1966.

Our recent circular regarding the new scheme of sending pre-cured sample of 100 gm. of Plantation A out of each Arabica Plantation lot received by the Pool Agents has evoked considerable correspondence by way of points for classification etc., Some of the Pool Agents have, of course, gone further and given a bit of their mind as to how exactly they feel we should run the Coffee Board.

I have collected all the points that require replies in the accompanying question and answer statement in elucidation of the points raised. I am sure that the Pool Agents will now find it possible to go ahead with the scheme, as their co-operation is very much necessary in this matter if we have to send our cup-tasting reports quickly enough to enable them to do bulking expeditiously and fast.

If any pool agent finds any other point which he would require to be clarified, he is welcome to write to us, I would request all the Pool Agents to be action-minded and try to implement the various instructions of the Board in the interests of making our Exports more efficient and not look at every proposal with suspicion, trying to find objections, real and imaginary. Real objections are always welcome and can be gone into, but I am surprised at times at some of the objections raised by some Pool Agents who at the same time lose no opportunity of expatiating upon their long experience.

I do hope that the Pool Agents will rise to the occasion, now that they have been encouraged with the latest revision in their returns.

Yours faithfully,
Sd/-
For Chief Coffee Marketing Officer

Copy to:

1. The Cup Taster, Coffee Board Bangalore.
2. All Dy. Chief Coffee Marketing Officers,
3. All Assistant Coffee Marketing Officers,
4. All Chief Coffee Inspectors attached to Curing Works
5. Accounts Department
6. P.A to Chairman/CCMO/AO/Sr. DCCMO,
7. DCCMO(Hqrs) D.A.O
8. A.C.M.O (Hqrs)
9. Sales I (2 copies – 1 for GB – one for SB).

Enclosure to letter Exp. No. 376(8)/66/1689 dated 31-12-1966 addressed to all Pool Agents.

Sub: Cup Tasting & Bulking of coffees required for Export.

1. Question: What are the lots for which individual samples of 100 gm. of Plantation 'A' have to be sent to the cup taster?

Answer: Pool Agents need send samples of 100 gm. Plantation 'A' samples of only of such of the lots as on examination after hand pounding, prima facie, appears to be suitable for export. If the Pool Agents propose to mix 2 or more consignments received from the same planter and render only 1 outturn for all the consignments, it is sufficient if he sends a representative sample of the bulked consignment. He should not send a sample for each of the consignments that go into the bulk. Bulking of several consignments to render 1 outturn is of course governed by the existing rules of the Board and can be taken up only with the consent of the planter.

2. Question: Will the work involved not be considerable if the samples have to be drawn from the innumerable small lots sent by the small planters?

Answer: As already made clear, samples have to be sent only in respect of lots which are found, prima facie, suitable for export. Again, as has been pointed out earlier, samples have to be drawn only from a lot for which an individual OT has to be given. If the pool agent is going to bulk a number of small lots received from the small growers and render only 1 OT, he will have to send only 1 sample.

3. Question: How much of uncured coffee will be to be taken to get 100 gms, of Plantation 'A', and what will happen to other grades viz., PB, B, CT, Blacks/Bits of the quantity taken to get 100 gms. of Plantation 'A'?

Answer: The curer knows very well how much quantity will be approximately required to give 100 gms. of Plantation 'A'. Some Curers put it as 5 litres. This seems to be rather unduly high, as according to our formula of 80 forlits, of uncured coffee to 1 tonne of clean coffee, roughly 1 litre should quite sufficient to yield 100 gms. of Plantation 'A'.

After taking approximately 1 litre or more as required, hand-pounding it and abstracting 100 gms. of Plantation 'A', the balance consisting of other grades and the Parchment husk can be thrown back into the uncured coffee itself, so that there is no loss either to the planter or the pool.

4. Question: What is the quantity of Plantation 'A' Required to be sent to the Cup taster; should it be exactly 100 gms.? Will it not be better if 250 gms. are sent, as it will be easier for Accounting?

Answer: We purposely fixed it at 100 gms, as it was the minimum quantity of coffee to enable the Cup Taster to carry out the tests. The quantity need not be exactly 100 gms, and it is not necessary to go in for a chemical balance for weighing purposes, as some curer has suggested. Even if it varies by

5 gms either this side or that side, it will be quite sufficient for our purposes.

Keeping it at 250 gms, will mean the use of existing 250 gms. tin and it may become difficult at our end sometimes to segregate the cup tasting samples from the classification duplicate samples, merely by look alone. I do not think having it 250 gms. will help any better in accounting, as in the decimal system. 1 is much easier to manage than 25. Besides 100 gms. will be quite sufficient for our purpose.

Even now, we understand that most of the curers give OTs only in the whole Kgs. And in a few case, they go up to $\frac{1}{2}$ and $\frac{1}{4}$. We have already pointed out as to why we do not want as much as 250 gms. samples. Hence the Pool Agents will follow the existing rules regarding rounding off and if by adding 100 gms. it gets rounding off to the next higher figure, they may do so. If the addition of 100 gms. does not materially affect the rounding off, it does not matter. In any case. Because the quantity is very small, it will not affect the final OT except in a very finitesimal percentage of cases where rounding off is done to the nearest $\frac{1}{4}$ kg. If adding 100 gms. to the outturn under Plantation A affects the rounding off, the quantity should be shown in the relevant Pool Stock Registers both as an additional to the OT and as disposal by way of sample despatch to the Coffee Board, so that the accounts tally.

5. Question: How should the sample be sent? Can we use the existing 250 gms, tins?

Answer: We have placed orders for new tins of about 150 gms. size, which will be despatched to the Pool Agents as soon as they are received for use in sending cup tasting samples and till such time the Pool Agents are requested to use the existing 250 gms. tins and the existing size of the polythene bags. Pool Agents are requested to use their own labels, as per instructions given in the Circular.

6. Question: When exactly is the sample to be drawn and will it not easier all-round if the sample is drawn immediately after its outturn and sent to the cup taster?

Answer: This question has been considered in considerable detail, taking the pace of arrivals of the samples during the peak periods into account. It was felt the Cup taster will not be able to give his report sufficiently fast if we wait till the A.M.O.Ts. for drawing the samples. Actually the lots when received are dried by the curers and kept by for sometime and taken up for curing only in the order of priority. If the samples are drawn immediately the lots are dried and rebagged and stocked, it will give us report for bulking. If we wait till outturn for drawing of samples, taking into consideration the despatch and transit time, time taken for cup tasting in our office, especially if there is a large backlog of samples to be tested (the Cup taster can efficiently do his work only if he handles upto a maximum of 50 samples per day) and the time taken for communicating the results to

the Curer, it may take easily 15/20 days before the results are actually received by the curer. This will mean keeping quite a lot of individual outturns unbulked, leading to congestion to the godowns, as well as delay in the availability of coffee after bulking for sales, etc., Hence it has been decided to draw samples immediately after the uncured coffee is dried.

7. Question: How exactly is this coffee that we take for sending samples to be accounted for?

Answer: Pool Agents will have to enter in the Excise Register, H Register of Issue, Receipts and balance in the relevant column 100 gms. samples as disposal by sending of sample for cup tasting. They should also make a corresponding entry in the Stock Card relating to that consignment and show 100 gms. of Plantation A coffee as disposed as samples. An entry must also find a place in RR 21 register of Non-returnable Samples, so that the Excise authorities do not find any difficulty in tallying H and RR 21 registers. Since the duty for the samples despatched under RR 21 will be adjusted periodically by the Coffee Board, it will naturally cover these samples also as soon as they are included in RR 21.

At the time of giving final outturns, naturally the Pool Agents will have to add 100 gms. to the final outturns of Plantation A in the OT. If the Pool Agent feels it necessary to make this entry in his other books such as log book, day book of receipts, etc., Coffee Board does not come in the way.

This procedure should completely satisfy the Excise authorities. Anyhow, I am also writing to the Collectors of Central Excise of the 3 States explaining the new procedure so that they may pass on the information to their subordinates to avoid petty objections at your end.

8. Question: Will this removal of this small quantity for hand pounding and despatch of 100 gms. to coffee Board be taken as an operation of processing and have to be shown as such separately.

Answer: Since the quantity involved is infinitesimally I do not think either the Planters or the Excise will insist on your showing this as a separate operation. Further, after taking the 100 gms. of Plantation A, the balance of other grades are put back into the lot itself and hence there is no loss. Even this 100 gms. has to be added on in the final OT of Plantation A. So, it is sufficient if the fact removal of 100 gms. of Plantation A is noted in H Register and RR 21. It need not be taken as a separate item of processing with consequential losses and all that. We will be explaining to the Central Excise authorities that this does not constitute processing of a single lot in parts.

9. Question: What about the extra expenses incurred for this work?

Answer: Under the new procedure of curing charges reimbursements,

despatch of samples has already been included in the overall rate, and at present no separate charges are being paid for drawing and despatch of samples by the Pool Agents. As such this samples despatches also get covered under that rate. Hence, there is no question of extra payment for this work.

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COFFEE BOARD

BANGALORE

EXP.No.(4067/1840

Dated 12.1.1967.

ALL POOL AGENTS:

Dear Sirs,

Sub: Cup Tasting and Bulking of Coffee required for
Export – 1966/67 Crop.

Kindly refer to this office circulars Exp.No.376(8)66/1503 dated 13th December, 1966 and Exp.No.376(8) 66/1689 dated 31st December, 1966 regarding the scheme of sending pre-cured of 100 Gms. of Plantation 'A' for cup tasting.

It has been decided to group coffees on the basis of cup tests as under;

- | | |
|------------|------------|
| 1. Group A | 4. Group D |
| 2. Group B | 5. Group E |
| 3. Group C | |

On receipt of the cup tasting results, Pool Agents may prepare separate bulks of coffees coming within each group and put them up for export sales, except coffees grouped under 'E' which need not be taken for Export. While bulking, the existing distinction between different district growths should be maintained, and the coffee of one district growth would not be mixed up with that of another district growth.

Kindly acknowledge receipt.

Yours faithfully,

Sd/-

For Chief Coffee Marketing Officer.

Copy to:

1. The Cup Taster, Coffee Board, Bangalore.
2. All Dy. Chief Coffee Marketing Officers.
3. All Asst.Coffee Marketing Officers.
4. All Chief Coffee Inspectors attached to Curing Works.
5. Accounts Department.
6. P.A. to Chairman/C.C.M.O./A.O/Sr.D.C.C.M.O.
7. D.C.C.M.O (Hqrs)/ D.A.O.
8. A.C.M.O.(Hqrs.)
9. Sales I.
10. Export Section Circular Folder No.Exp.(105) 67.

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COFFEE BOARD

BANGALORE

C.T.No.258

Date: 30.3.70.

TO ALL POOL AGENTS

Dear Sirs,

Sub.: Cup Tasting and bulking of coffee required for Export.

Ref: This office Circular No.Exp.(4)67/1840 dated 12.1.67
and Exp (4)67/2221 dated 21.2.67.

During the course of visit to some of the Curing Works, it was noticed that certain bulks of B and CT grades are made in which coffees coming under Group E i.e. rejected ones are also included. Although relaxation has been made in regard to group classification in so far as B and CT grades are concerned, it is very clear from the Circular No.Exp/4/67/2221 dated 21.2.67 that only approved lots should be taken for bulking for export purposes even under B and CT grades.

The Pool Agents are hereby requested to ensure that rejected lots i.e. coffees coming under E group are not at all taken for Export purposes.

Yours faithfully,
Sd/-
CUPTASTER.

Copy to:

1. All C.C. Is attached to Curing Works.
2. All A.C.M.Os.
3. All Regional D.C.C.M.Os.
4. P.A. to Chairman/C.C.M.O./Sr.D.C.C.M.O./A.O.
5. D.C.C.M.O./A.C.M.O(H.Q)
6. D.A.O.
7. General Section
8. Accounts IV.
9. S.T.

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COFFEE BOARD

BANGALORE

CL/Q/751.

Dated 19.8.72.

To

All Pool Agents at Mangalore, Tellicherry & Calicut
(Coastal Curers)

Dear Sirs,

Sub: Cuptasting and selection of Plantation Coffees for Export
Based on liquor test.

It has been observed that in some cases when the Pool Agents transfer Plantation stock to inland centres for storage, they do not communicate to the receiving end the cup test group to which the particular bulk belongs, with the result, the receiving end is not in a position to identify whether the bulks are of the approved group or rejected group.

It is therefore requested that whenever Plantation Coffees are transferred to inland centres for storage along with the bulk particulars, you may advise the receiving end the particular Cuptaste group to which the particular bulk belongs so as to enable the inland Pool Agents/Depots to know whether the coffees should be taken up for exports or only for internal market.

It is therefore considered essential that such information be made available to the receiving ends when stocks are transferred for storage purposes. You will kindly make a note of this and furnish the required particulars in this regard.

Yours faithfully,

Sd/-

For Chief Coffee Marketing Officer.

Copy to:

1. All C.C.Is, ACMOs attached to the above Curing Works.
2. A.C.M.Os Calicut, Kalpetta & Mangalaore.
3. D.C.C.M.O., Mangalore.
4. A.C.M.Os Coimbatore, Salem, Batlagundu, Chikmagalur, Mysore, Hassan.
5. D.C.M.Os Mysore, Coimbatore.
Whenever the particulars of the cup taste group are not available, the concerned Depot Manager/Pool Agent should be instructed to ascertain them from the despatching and before putting up any Plantation coffees for screening.
6. P.A. to CCMO, Sr.DCCMO, A.O.Cuptaster.
7. Export and General Section.

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COFFEE BOARD

BANGALORE-1

CL/Q/752

Dated 19.8.1972.

To:

ALL POOL AGENTS

Dear Sirs,

Sub: Cuptasting and selecting of Plantation Coffees for
Export bases on Liquor test.

It is, at times, observed that some of the Pool Agents are not strictly observing the Cuptaste groups communicated to them in the matter of bulking of plantation coffees for exports and putting up for screening. Although, certain agreed relaxation in the matter of bulking of B and T grades coffees are being allowed to get over the difficulty of insufficient stocks of a particular district growth under a particular group, by allowing to combine one or two nearby groups, i.e., A group, B group, C group etc., in the case of B and T grades coffees whenever quantities are insufficient to make up the required quantity; it is noticed that even rejected lots are at times taken for bulking along with the accepted groups in the matter of B and T grades in some instances. This is irregular and should not be done.

Plantation coffees should not be put up for screening which are not bulked according to the cup taste groups and the cup taste groups should be made available to the screening panel whenever required by them.

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The above instructions may kindly be followed carefully.

Yours faithfully,
Sd/-
For Chief Coffee Marketing Officer.

Copy to:

1. All C.C.Is/A.C.M.Os attached to Curing Works.
2. All DCCMOs and Divisional A.C.M.Os.
3. P.A. to CCMO, Sr.DCCMO, A.O. Cuptaster.
4. Export Section, General Section.

COFFEE BOARD

BANGALORE

CL/MLS/Q/72-73/2833

Dated 15.5.73.

To All Assistant Coffee Marketing Officers (Divisional).

Sub: Issue of Cuptaste Valuation Report.

The Marketing Committee at its meeting held on 29.7.72 decided that the scheme of awarding Premium Points based on Cup Quality to assessment samples be introduced in a limited way and that the plantation coffee which fetch, on visual test, FAQ and above, may be cuptasted and additional Premium point given to the Planter based on such Cup Taste, if the liquor quality was found suitable.

In accordance with the above, such of those Plantation samples which are assessed and those that come under the above category are being cuptasted. The percentage of award obtained by the samples on account of cuptaste are being communicated to you from time to time. In the case of visual assessment awards you are issuing a Coffee Valuation Report. Similarly in respect of the Cup taste awards a Cuptaste Valuation Report in prescribed form, in quadruplicate has to be issued. The forms contain only grades other than Blacks and Bits. This is so, because the premium awarded on account of Cuptaste are not applicable to Blacks and Bits. In the Cuptaste Valuation Report the quantities under PB, A,B and Triage are to be noted in respect of each O.T. Number and the points at FAQ rate, i.e., the points for each grade based on the basic point should be written up and total entered. This you might have already worked out while issuing the Coffee Valuation Report itself. Hence no extra calculations may be involved to arrive at the total number of points for the above grades calculated at the rate of the basic points, for the grades. After arriving at the total points, at basic rates, the percentage of premium points based on the Cuptaste award communicated to

you should be applied and the total premium points earned on cup taste rounded off to the nearest point should be arrived at.

It may be clearly understood that the cup taste premium is to be calculated only on the basic points for the grades indicated therein and not on the premium points given on account of visual test nor for the points for Blacks and Bits. A sample Cup Test Valuation Report is enclosed as a model.

In case you are having any doubt regarding the preparation of the Cup Taste Valuation Report you may seek necessary clarification from this end.

Sd/-
For Chief Coffee Marketing Officer.

Copy to :

1. All Dy. Chief Coffee Marketing Officers,
2. All Pool Agents:-For information. The premium points obtained on account of Cup taste valuation report, if any for particular Estates, may be added on to the Total no. of points obtained by the Estate on account of visual assessment award Dividend claims made.
3. A.D.P., Vizakpatnam: for information and necessary action if any.
4. Accounts Section, Marketing Department.
5. Accounts Officer.
6. Dy. Chief Coffee Marketing Officer, H.Q.
7. Cup tasting Unit.
8. All A.C.M.Os, C.C.Is attaching to Curing Works.

Sd/-
For Chief Coffee Marketing Officer.

SAMPLE WORK SHEET FOR CUPTEST VALUATION REPORT

Out turn No.	200	Relevant CVR No. 1120 Date: 1.5.73	Grade & Quality (Excluding Blacks/Bits in the outturn)		Points at FAQ rate as per CVR
Date	1.4.73		PB	150	276
Sample No.	200		A	1000	1600
Cup Test	1 ½ %		B	350	530
Award			T	300	444
			Total	2859	
			Premium Points Earned on cup test (rounded off to the nearest points)		42.885 or 43
			$\frac{3}{2} \times \frac{2859}{100}$ $= 42.885$		

COFFEE BOARD

BANGALORE-1

No.CL/GG/Q/445

Date: 4-8-1978

To:

TO ALL POOL AGENTS

Dear Sirs,

Sub: Preservation of Quality in coffee.

Time and again, it has been brought to your notice that frequent complaints have been received about the quality of coffee delivered to buyers by Pool Agents and that the garbling standards in particular, have not been strictly adhered to by the Pool Agents. It is to be stated that either build or to strengthen. Long term business relations with reputable importers of raw coffee, it is essential that the quality of coffee that we export is of a high standard.

We would like to reiterate once again that it is very essential for you to tighten your grading and garbling standards; and your curing operations on the whole, such that the quality of the coffee is of a high standard. Please ensure that the following instructions, which are some of those which have already been communicated to you from time to time, are strictly complied with:

- 1) Each Pool Agent should cure such quantities of coffee as are within the maximum quantity that has been fixed by the Board (the curing capacity has been fixed in respect of each curer taking into consideration relevant factors such as drying capacity, storing capacity, hulling capacity, garbling capacity and such other factors). You are requested to ensure, that in order to restrict the quantity of coffee, that will be handled by you, within the maximum quantity fixed by the Board, Planters are advised sufficiently in advance not to send further loads of coffee to your works.

- 2) The test-weights at which the planters should deliver coffee to the pool and the penalties that are to be levied in respect of under dried coffees have already been communicated to you. You are requested to ensure that the instructions that have been issued to you regarding delivery of under dried coffees by large growers and small growers are strictly adhere to.
- 3) Under dried coffees should be dried immediately on receipt into the curing works. Pool agents are requested to make a special note of this aspect of the curing operation, an under dried coffee if allowed to remain in storage without drying and is dried only just before milling, would deteriorate in quality by the time it is taken for drying and milling
- 4) Pool Agents must ensure that the coffees at the time of outturning contain the permissible moisture level as laid down by the Board. This permissible moisture levels in washed and unwashed coffees have already been communicated to you.
- 5) The Pool Agents should advise the Planter to send the coffees having different taste-weights as separate lots and these coffees may be processed separately at the curing works.
- 6) Care should be taken to see that there is no mix up of large and small growers coffee; the identity of each lot should be scrupulously maintained throughout, from the time of receipt at the works to be bulking of the outturns.
- 7) The standards for grading and garbling which have been fixed by the Board should be strictly enforced. Pool Agents are requested to ensure that the sieving requirements for each of the grades of coffee and the percentage of flats or triage or Blacks/Browns/Bits in the respective garbled coffees, in conformity with

the prescribed standards. Pool Agents should ensure that coffees are not outturned and garbled in a manner which does not conform to the prescribed standards. In this connection, we would like to point out to you that the Arabica and Robusta Cherry Blacks/Browns/Bits grade coffee should not contain husk or sand particles as these coffees have to conform to analytical standards under the P.F.A. Regulation. The presence of husk and sand particles in these grades would cause the standard of ash content etc., to exceed the permissible levels laid down under the P.F.A Regulations it is therefore to be borne in mind that all Blacks/Browns/Bits coffees should be thoroughly cleaned at the time of outturning so as to avoid any contravention of rules under the P.F.A.

- 8) The curing time prescribed for coastal curers should be carefully followed by them. With regard to the inland curers in Karnataka State, Ar. Parchment, Rob. Parchment and Ar, Cherry coffees should not be cured during wet weather as such coffees are found to deteriorate rapidly in quality.
- 9) With regard to the storage of coffee at the Curing Works, the pool agents are requested to ensure that the coffees are stored in the godowns in strict compliance with the instructions issued to them. Uncured coffees may be permitted to be stored on the barbeques provided the stacks are well-protected against sun and rain. In the case of Parchment coffees, there should be an air cushion between the top bags of the stacks and the covering, to guard against over-drying due to the temperature in coffee rising over 35 degree centigrade. It should, however, be noted that Parchment coffee should be stored for only very short periods on the barbeque, i.e., for just enough time to dry the coffees for immediate milling and not as a place for regular storage.

- 10) Dunnage should be used invariably by all the Pool Agents for storing coffee. Platforms made out of wooden strips which can be moved easily from place to place to for larger platforms of the required size for a stack of coffee, may be provided as dunnage as this would give ventilation from beneath. This kind of dunnage should be adopted by all pool agents in a phased programme.
- 11) Clean coffees should be stored in double gunny bags and the bags should be stacked on these platforms made of wooden strips, leaving space between the walls of the godown and the coffee stacks, as also the required moving space between the stacks. Pool Agents should also note that space should be left between the roof of the godown and the coffee stacks.
- 12) Clean coffee (preferably uncured coffee also) should not be stacked at more than 14 bags height.
- 13) The Pool Agents should strictly follow the instructions issued to them, with regard to the drawing and despatch of cup taste samples. With regard to the drawing of samples for visual assessment, it is to be re-emphasised, that the sample for assessment be carefully drawn, filled in labelled tins and sealed before the next sample is drawn. The Samples should, on no account, be tempered with nor should they differ from the actual coffee in the outturn. The Rules governing sampling of coffee have already been circulated to all pool agents.
- 14) With regard to the bulking of coffee at the Curing Works, instructions have already been issued that outturns should not be bulked for 2 to 3 days after the drawing of samples for assessment. Plantation coffees should be bulked in accordance with the cup taste groupings communicated to Pool Agents.

- 15) Complaints from exporters and internal dealers regarding wrong delivery of coffee should be avoided. The curer should assist the exporters and internal dealers in all respects in preserving the quality of coffee and in correct delivery.

The above instructions may be carefully studied and implemented by you. In this connection, we would like to bring to your attention our circular No. CL 78/1991 dated 6-1-78 wherein we had impressed on you that each Curing Unit should establish a "Quality Cell" under the control of competent personnel for the specific purpose of ensuring that the coffee outturned by each unit strictly conforms to prescribed standards and that sub-standard coffees are not allowed to be passed through. Hence, necessary steps may please be taken by all pool agents to set up a "Quality Cell", which would ensure the quality standards of coffee outturned by them.

Please acknowledge the receipt of this letter.

Yours faithfully,

Sd/-

Quality Control Officer
For Chief Coffee Marketing Officer

Copy to:

- 1) All Regional DCCMOs.
- 2) All ACMOs/CCIs attached to Curing Works,
- 3) All Divisional ACMOs,
- 4) P.S. to Chairman/C.C.M.O
- 5) P.A to Sr. DCCMO/QCO/CAO.
- 6) S.S & M.R.O
- 7) S.O
- 8) A.O. (Marketing)
- 9) DCCMO I & II (H.Q)
- 10) General Section, H.O
- 11) Accounts III Sn., H.O
- 12) Asst. Cup tasters,
- 13) Cup tasting Unit.

MARKETING DEPARTMENT

CHAPTER VI

ESTABLISHMENT SECTION

Subsistence allowance- Conviction of Government Servants by Courts of Law:- “ A copy of the Ministry of Commerce and Industry, Government of India, Circular No.58-Coord (9) 51 dated the 5th November 1951 is enclosed. Please note that in the event of a Board's servant being convicted by a Court of Law, such a conviction should be intimated without the least delay to enable this office to take further immediate action in the matter to avoid unnecessary payment of subsistence allowance to the Board's servant concerned”.

Copy of circular No.58-Coord (9)/51 dated 5th November 1951 from the Ministry of Commerce and Industry, Government of India, New Delhi.

Subject: Conviction of Government servant by Courts of Law:-

I am directed to say that the instructions issued by the Government of India provide that, with a view mainly to avoid unnecessary expenditure by way of continued payment of subsistence allowance, the question of dismissal; etc., of a Government servant should be considered as soon as orders of his conviction are passed by the first trial court. To enable this instruction being complied with the practice it is necessary that the administrative authorities should be made aware of order of conviction of any person employed under their administrative control without any avoidable delay. Actually, however, it is the experience of this Government that not only are the heads of offices concerned not informed in most cases about the orders of conviction of any Government servants employed under them but that they fail to get replies reasonably expeditiously even when the authorities concerned are specially requested for information, the matter. I am accordingly to request that the State

Government will kindly cause instructions to be issued to prosecuting officers under them that in future they will ensure that prompt intimation is sent to the administrative authorities concerned whenever orders convicting any Government servant of a criminal offence are passed in cases handled by them. A copy of the instructions which might be issued in this connection may kindly be furnished to this Ministry in due course”.

E.B.No.1281 dated 4.12.1951.

Procedure to be followed when a Government Servant is summoned by a Court to produce official documents for the purpose of giving evidence:-

When summons are received by any officer, he should make a reference to this office and evidence should be produced only with the approval of the Chief Coffee Marketing Officer.

E.B. No. 1837 dated January 29,1952.

Sub:- Opening of a Register Re: Progress of action taken on
the decisions of the Board and Committees:

In order to ensure that action is taken on all the decisions of the Board and the various Committees at their meetings from time to time, I would like the Departments concerned to open a register to record the progress of action taken by the office on the decisions of the respective Committees. The minutes of the meetings may be pasted on the left-hand side of the register, leaving the right-hand side for the sections concerned to record as what action has been taken. Further, all the decision on which action is called for, should be numbered serially. The registers should be submitted for perusal once a week, until action on all the decisions is completed”.

E.B.No.1652 dated 15.1.1952.

STANDING INSTRUCTIONS AND OFFICE ORDERS

Arrangement of files – (Number of papers:-) The papers in the files arranged in chronological order should be serially numbered on both sides of the paper, i.e., even the blank side of a page in the file should be numbered.

E.B.No. 2237 dated 6th March 1952.

“ Secret” Files – Dealing of:- Papers marked “ Secret” should not be dealt with by the clerks, but should stop with the Secretary / A.C.M.Os/A.P.Os concerned or with the C.A. or Assistant Statistician as the case may be. Noting or drafting or any other kind of work which it might involve must be attended to personally by the above officers.

E.B.No. 270 dated 26/28th July 1952.

Re: LEAVE AND LEAVE SUBSTITUTES

Whenever any official is granted leave and a substitute is appointed in his place the following procedure should be adopted:-

Immediately the substitute reports himself for duty, the official who is to go on leave should be relieved of his duties to enable him to proceed on leave. If the substitute reports himself for duty in the forenoon the official proceeding on leave should be relieved in the forenoon itself and his leave will commence from the forenoon of that day.

If the day succeeding the last day of the leave period of an official happens to be a Sunday or a General Holiday, the substitute should be relieved in the afternoon of the last working day.

When the officials on leave are forced to extend their leave they should apply for extension of leave sufficiently early so that necessary action can be taken for the continuance of the temporary arrangements. Sending in of applications for extension of leave after the expiry of the leave granted, is forbidden.

In no case the official going on leave should over-stay without prior sanction.

No.(M.D.)E.B./2928, dated 17/19.5.1952.

Re: EARNED LEAVE – APPLICATION FOR

There appears to be an impression among the staff that earned leave can be availed of whenever they wish to have it. The attention of the staff is drawn to Rule 4 of the revised leave Rules 1933 (Appendix No. 7-A of the Fundamental and Supplementary Rules Volume II) which reads as follows:-

“Leave cannot be claimed as right. Discretion is reserved to the authority empowered to grant leave to refuse to revoke leave at any time according to the exigencies of the public service”.

2. It was ordered in Proceedings E.S. 683 of 15-12-1945 that the minimum period for which earned leave should normally be applied for is not less than 15 days before the leave is wanted. On reconsideration it has been decided to grant leave for shorter period also. The following should, however, be distinctly understood by the staff.

3. As far as possible leave should be applied for at one stretch. In case the officials on leave are enforced to extend the leave for unavoidable reasons they should apply for extension of leave sufficiently early. The applications for extension should reach this office, at least two days before the expiry of the leave. Absence after the end of leave will be dealt with as per F.R. 73 i.e., an official who remains absent after the end of his leave is entitled to no leave salary for the period of such absence and that period will be debited against his leave account as though it were leave on behalf average pay, unless his leave is extended by the competent authority. Wilful absence from duty after the expiry of leave may be treated as mis-behaviour calling for disciplinary action.

No. M.D.(E.B.No.4324) dated 2-6-1953

Sub: Signing in the attendance register – Late attendance and penalty for late attendance.

In super session of orders passed earlier on the above subject, the following revised orders are issued.

The Attendance Registers will be kept on the Section head Clerk's table. On arrival in the office, the officials should initial in the attendance register. At 10 A.M should go to the officer's table and sign in his presence in the attendance register, noting the time of arrival in red ink.

As regards Class IV staff the Jamadar will mark in the attendance register in red ink the time of arrival of the Peons who attended –office after 10 A.M.

Three day's late attendance will entail the forfeiture of a days casual leave. The late attendance will not be condoned except for bonafide reasons which should be submitted to the Officer in charge of the Section for acceptance. Cases of frequent late attendance should be brought to the notice of Chief Officer or his Deputy as the case may be by the Section Officers for disciplinary action. This will apply to Class IV staff also.

E.B. No. 599 dated 17-8-1953

Sub: Signing in the attendance register – Late attendance and penalty for late attendance.

Ref: Office Order No. EB.599 dated 17-8-1953 of C.C.M.O

In clarification of Para (4) of the above orders, it has been decided that every three days late attendance will entail forfeiture of one day's casual leave. Fractions of three days late attendance in a month must be carried over from month to month and added to the days of late attendance for the succeeding months. However, any such fraction left over at the end of a quarter need not be carried forward out treated as lapsed. For the purposes of a quarter the period will be January to March, April to June, July to September and October to December.

This order comes into force from 1-7-1955.

SERVICE REGISTER & CONFIDENTIAL REPORTS

Maintenance of Service Registers: A copy of Office Memorandum No. F.12(6)-E.IV/54 dated 31st January 1955 issued by the Ministry of Finance, Government of India, (with its enclosure) is enclosed herewith for your information and guidance.

It has been decided that the Cost of Service Books supplied to the Board's Staff in future will be borne by the Board.

Copy:

Ministry of Finance Office Memorandum No. F.12(6)-E.IV/54 dated 31st January 1955 and its enclosure, forwarded to all Ministries of Government of India.

Subject: Maintenance of Service Books

The undersigned is directed to invite a reference to this Ministry's Memorandum No. F.12(6)-E.IV/54 dated 1st July, 1954 forwarding an advance copy of Correction Slip No. 727 dated 22nd June 1954, to Rule 198 of the Supplementary Rule. The amended rule provides that in all cases in the Supplementary Rule. The amended rule provides that in all cases in which a service book is necessary under Rule 197, such a book shall be maintained for a Government Servant from the date of his first appointment to Government Service. It must be kept in the custody of the head of the Office in which he is serving and transferred with him from Office to Office. Since the issue of the aforesaid Correction Slip the following question have been raised:

- i) Whether it is the intention that the cost of the service books will now be borne by the Government.
- ii) Whether or not the service books is to be supplied to the Government servant if he resigns or is discharged from service without fault, and if not, whether the service book may be given to the Government servant on retirement if he asks for it.

2. A comparison of the revised rule with the old rule will show that the reference to the service book being supplied at the cost of the Government servant has been omitted and also there is no mention in regard to the Service Book being supplied to the Government servant in the event of his resignation or discharge. The intention is that the cost of service book should hereafter be borne by Government and that it should not be returned to the Government servant on his retirement, resignation or discharge from service even in cases where he might have paid for it already.

E.B.No. 3894 dated 12/14-4-1955

DRAFTS AND FAIR COPIES

Drafts and Fair Copies: When drafts are approved by the Departmental Head, it is not necessary to take, while typing, a separate office copy unless there are a number of corrections. Even if a separate office copy is taken and the fair copies are signed by other officers, the original approved draft should always be kept in the file in its appropriate place and the pages duly numbered.

E.B.No. 982 dated 17/18-9-1958

TRANSFERS MADE AT THE REQUEST OF THE STAFF

Under Note (2) of F.R. 107, an official on transfer is not entitled to be paid while on joining time, unless the transfer is made in the public interest. A transfer made at his own request should not be treated as transfer for the Public Convenience, unless the authority sanctioning the transfer, for special reasons, which should be recorded, otherwise direct vide S.R.114.

2. It has been decided by the Comptroller and Auditor General of India that the grant of any leave, casual or regular, to such an official to cover the period of joining time will not also be in order and that the time spent in transit in such cases should be treated as Dies Non i.e., it will not count for purposes of leave or increments.

3. This may be circulated among all the staff in your Division for their information and guidance. Such of the staff as have already applied for transfers and whose applications are not disposed of, may be asked to either withdraw or renew their applications, if they so desire to enable this office to declare their names from the list or to consider their cases, if and when it is possible.

E.B. No. (659)/56/152 dated 8-8-1956

Subject: Leave-Nature of leave required-specification of-

It is observed from the leave applications received in this office that the nature of leave applied for is not specified, and that the leave applied for on medical grounds is not supported by Medical certificates thus causing unnecessary correspondence delay.

2. Under F.R. 57 the sanctioning authority empowered to grant leave has discretion to refuse or revoke of any description but is not open to him alter the nature of the leave applied for.

3. It is, therefore, necessary that each member of the staff when applying leave should specify and clearly the nature of the leave (earned, half-pay on medical or on private grounds-commuted leave on medical certificate) he requires and enclose a medical certificate when leave is applied for on medical grounds and furnish a fitness certificate while rejoining for duty.

4. The period of leave sanctioned will be limited to the amount of leave at the credit of the applicant on the day he proceeds on leave or the date from which he proposes to avail the leave and its nature will be that which he has applied for.

5. The forwarding officers will please see that leave applications are sent to this office correctly filled in by the staff on the above lines and that necessary correspondence and delay are avoided.

(M.D) No.EB (G.F. 38) 56/2456 dated 29-12-1956

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COFFEE BOARD

BANGALORE

No. EB (GF-93)/74/2279

Dated: 4-1-1974

ALL REGIONAL D.C.C.M.Os

ALL DIVISIONAL A.C.M.Os

Sub: Date of retirement of Central Government Employees in
Class II, III. And IV services/posts – Recommendation of
the Third Central Pay Commission.

A copy of letter No. A-38811/1/1/73-E 111 dated 12-12-1973 from the Ministry of
Commerce, Government of India, New Delhi, is enclosed herewith for information and guidance.

Contents of the letter may please be brought to the notice of the staff working under your
jurisdiction.

Please acknowledge receipt.

Sd/-
For Chief Coffee Marketing Officer

Copy to:

1) Accounts I Section.

Sd/-
For Chief Coffee Marketing Officer

Copy of letter No. A-3811/1/73-E. 111 dated 12-12-1973, from the Under Secretary to the Government of India, Ministry of Commerce, New Delhi,

Subject: Date of retirement of Central Government Employees
in Class II,III and IV services/posts- Recommendation
of the Third Central Pay Commission.

In paragraph 15 of the Chapter 60 of their Report, the Third Central Pay Commission have recommended as follows:-

“We would further recommend that the retirement of Government employees should take effect from the afternoon of the last day of the month in which the employee concerned attains the age of superannuation, and instead of the afternoon of the actual date of his superannuation. This would simplify accounting work in regard to the calculations of pay allowances, average emoluments, qualifying service, etc., which would help in the speedy settlement of pension claims.”

This recommendation has been accepted in respect of civilian employees of the Central Government in Class II, III and IV services/posts vide Ministry of Finance (Department of Expenditure) Resolution No.70(34)/73-Imp.Cell published in the Gazette of India-Extraordinary – Part I –Section I dated November, 1, 1973.

2. Accordingly, in exercise of the powers conferred by proviso to Article 309 and Clause (5) of Article 148 of the Constitution and after consultation with the Comptroller and Auditor General in relation to persons serving in the Indian Audit and Accounts Department, the President is pleased to decide that, as from the 1st day of November, 1973. the civilian Government servants in Class II, III and IV services or posts, shall retire from service with effect from the afternoon of the last day of the month in which their date of retirement according to Clauses (a) or (b) or (c) or (e) of Fundamental Rule 56, as the case may be, falls, without prejudice to Clauses (i), (k), (1) and (m) of that Rule.

3. The President is also pleased to decide that in the case of following categories of Government servants in Class II, III, and IV services or posts, the intervening period

between the date of retirement or the date of expiry of the leave preparatory to retirement, as the case may be and the date of retirement determined in accordance with the decision in Paragraph 2 above, shall be treated as duty for all purposes and the Government servant concerned deemed to have retired with effect from the date determined in accordance with Para 2 above:-

- i) Government servants who have already retired from service on attaining the age of superannuation on or after the 1st November, 1973 but before the date of receipt of these orders;
 - ii) Government servants who had proceeded on leave preparatory to retirement and had retired on expiry of the leave preparatory to retirement on or after 1st November, 1973 but before the date of receipt of these orders.
 - iii) Government servants who had already proceeded on leave preparatory to retirement, but would be retiring after the date of receipt of these orders.
4. Formal amendments to the relevant rules will be issued in due course.
5. The Hindi version of this Office Memorandum is being issued separately.

800

COFFEE BOARD

BANGALORE

EB/74/1799

Dated 4.10.1974.

To all Regional Dy. Chief Coffee Marketing Officers
and Divisional Asst. Coffee Marketing Officers.

Representations from staff for transfer, cancellation of transfer etc., should invariably be routed through the Divisional Asst. Coffee Marketing Officers and the Regional Dy. Chief Coffee Marketing Officers who should examine the representations and forward them to this office quickly with their firm recommendations. If for any special reasons the staff desire to make personal representations to this office, they should first specifically obtain permission for doing so and their request should be routed through the normal channel. Please inform your staff accordingly. This procedure may please be adhered to strictly in future.

Sd/-

For Chief Coffee Marketing Officer.

Copy to: 1. Special Officer (NTA) Vishakapatnam.

801

COFFEE BOARD

BANGALORE

EB/75/1061

Dated 18.8.1975.

ALL ASST.COFFEE MARKETING OFFICERS.

Sub: Submission of diaries by Field Staff.

In spite of various instructions issued on the above subject, reports are reaching this office that the check exercised by the Divisional Officers on the work of the field staff is most inadequate resulting in the field staff not submitting diaries for long periods and also not adhering to the tour programmes, and generally not discharging their duties according to the programmes drawn up by them. This state of affairs cannot be allowed to continue. The Divisional Officers must tighten their control over the field staff and ensure that work is carried out in a disciplined manner. In order to ensure that the field staff keep up to their programmes, the Divisional Officers must pay surprise visits and verify whether the places indicated by the field staff in their tour programmes are being visited at all. Cases of irregularity should be followed up promptly and the staff concerned should be pulled up. Special reports should also be submitted to H.O. in respect of cases which require special action at this end.

Serious view will be taken of any lapse in this regard and the Divisional Officers will lay themselves open for action in case no improvement is shown in spite of the instructions issued in this regard.

Sd/-

For Chief Coffee Marketing Officer.

Copy to:

- | | |
|----------------------------------|--|
| 1. Regional DCCMOs |] They will pay special attention to this |
| 2. Special Officer (NTA) Vizag |] aspect during their tours and ensure that |
| 3. Security Officer, Chikmagalur |] the complaints of the nature explained above |
| 4. Vigilance Division. |] are not repeated. |

Sd/-

For Chief Coffee Marketing Officer.

802

COFFEE BOARD

BANGALORE

Ref.No.EB/GF-157/77/5391.

Dated 9.6.1977.

CIRCULAR

ALL REGIONAL DCCMO'S

ALL DIVISIONAL ACOMO'S

Sub: Enhancement of Uniform Allowance to the Inspectorate Staff.

It has been decided to enhance the Uniform Allowance payable to the Inspectorate Staff of the Board from Rs. 125/- to Rs. 185/- per annum with effect from 1.1.1977. It is also decided that the expenditure on this account may be included in the revised estimates for 1976-77.

Sd/-

For Chief Coffee Marketing Officer.

Copy to: 1) Accs. I Section
2) Secretariat Establishment.
3) Security Officer, Chikmagalur
4) I.A.P. Bangalore.
5) General Secretary, CBEA, Madurai
6) DCCMO, Hqs. 7) ACOMO, Hqs. 8) Circular Files.

Sd/-

For Chief Coffee Marketing Officer.

803

COFFEE BOARD

BANGALORE

No. E.B/77/497

Dated: 2-8-1977

Note to Asst. Coffee Marketing Officers,
General Section/Sales Internal/Inspection and
Asst. Market Research Officer (Exports):

Sub: Audit objections/queries

It is observed from the correspondence received from the Resident Audit Party that audit objections received from time to time by this office are not being replied inspite of reminders. This has resulted in D.O. letters being issued by the Sr. Deputy Accountant General to the Coffee Board and to the Government. In order to ensure that all Audit queries/objections are dealt with as expeditiously as possible, it is hereby informed that all Audit queries and objections received in respect of sections under your charge must be handled with a sense of urgency and the Section Officer concerned should keep a note of such Audit Objections and enquiries before passing on the papers to the section concerned for collecting the necessary material and data from the Office as this is a necessary prerequisite to answer the Audit queries and objections. The Section Officers will please examine the Audit queries/objections and put up draft replies to the Superior Officers within a week's time from the date of receipt of these objections. A strict record of all objections/queries received from Audit must be maintained by the Section Officers and the date of disposal watched in every date.

These instructions may please be adhered to strictly.

Sd/-

Deputy Chief Coffee Marketing Officer (I)

Sd/-

Deputy Chief Coffee Marketing Officer (II)

Copy to:-

1. Sr. Deputy Chief Coffee Marketing Officer, with reference to his Note No. P.A/76-77/93 dated 1-8-1977. A note of all Audit objections/queries will be maintained by the concerned DCCMOs also. However, as the files and date to answer audit queries/objections will have to be put up by the Sections and Section Officers, before processing further at higher levels, this note has been issued to the Section Officers concerned.
2. P.S. to C.C.M.O
3. Head Clerks of SLIN/SLEX/EB/GENERAL/Inspection Sections for noting the above observations for strict compliance and for putting up papers promptly.

805

COFFEE BOARD

BANGALORE

EB/180

Dated: 15-7-77

All Asst. Coffee Marketing Officers,

Sub: Provision for drinking water in the departmental depots
and offices of the A.C.Is

A provision may be made for supply of drinking water to the Group 'D' staff at the departmental depots and offices of the Asst. Coffee Inspectors. For this purpose each depot and office of the A.C.I may be authorised to purchase a water pot and required number of glasses.

Please report compliance.

Sd/-

For Chief Coffee Marketing Officer

Copy to:

1. All DCCMOs, (2) PS to CCMO. (3) Accounts Sn. (4) Security Officer/Asst. Security Officer for similar action in respect of the offices under their control (5) Dy. Secretary, Coffee Board.

806

COFFEE BOARD

BANGALORE

No. EB/77/983

Dated: 9-9-1977

To

All Dy. Chief Coffee Marketing Officers/Asst. Coffee marketing
Officers Security Officer, Chikmagalur.

Asst.Security Officer, Hassan, Kalpatta, Pattiveeranpatti.

Sub: Cash Receipts – Issue of

An instance has come to notice that cash receipts were issued in cyclostyled forms on the ground that the printed receipt books were not available. This is irregular. Timely indents may please be made for supply of Printed Receipt Books and must be put to use for all cash transactions. The practice of preparing receipts in cyclostyled form may be discontinued forthwith. This may be adhered to strictly. The imprest holders in your division may be instructed accordingly.

Kindly acknowledge receipt of this circular.

Sd/-

For Chief Coffee Marketing Officer.

Copy to:

IAP, with reference to No.213/77/2395 dated 8.9.1977.

COFFEE BOARD

BANGALORE

No.EB/78/2827

Dated; 6.1.1978.

OFFICE ORDER

For the purpose of proper co-ordination and cross checking of returns etc., in respect of coffees received by Depot Manager (Auctions), Bangalore, and the Pool Sales Depot, Malleswaram, Bangalore, it is hereby ordered that the office of the Depot Manager (Auctions), Bangalore, will with effect from 1.1.1973, come under the jurisdiction and control of the Asst. Coffee Marketing Officer, Sub-Office, Mysore, who is already having supervisory control of the Pool Sales Depot, Malleswaram, Bangalore.

2. All returns relating to stock, cash and imprest account should henceforth be sent by the Depot Manager (Auctions), Bangalore, to the office of the Asst. Coffee Marketing Officer, Sub-office, Mysore. The Asst. Coffee Marketing Officer, Mysore, will be responsible for effective checking of all the returns with reference to various despatch notes and other data received by him direct from the Pool Agents and other despatching units and ensure that the stocks and cash are all properly accounted in the returns of the Depot Manager (Auctions), Bangalore, as well as the Asst. Depot Manager, Pool Sales Depot, Malleswaram, Bangalore.

3. Discrepancies in stock or cash, if any, noticed should be promptly investigated into and reported to the Regional Dy. Chief Coffee Marketing Officer, Mysore Region, and to Head Office as well as Chief Accounts Officer, Coffee Board, Bangalore, by the Asst. Coffee Marketing Officer, Mysore.

4. In future, Depot Manager (Auctions), will route his indents for cash also through the Asst. Coffee Marketing Officer, Mysore, and render proper accounts and imprest accounts also to the Asst. Coffee Marketing Officer, Mysore.

5. The Dy. Chief Coffee Marketing Officer, Mysore Region, Hqrs, Bangalore, under whose jurisdiction comes the office of the Asst. Depot Manager, Pool Sales Depot,

Malleswaram, Bangalore, will exercise over-all supervisory control over the Depot Manager (Auctions), Bangalore, in future and conduct periodical inspections of the office of the Depot Manager (Auctions), stocks and cash etc., held by him, in addition to the inspections to be conducted at regular intervals besides surprise inspections by the Asst. Coffee Marketing Officer, Mysore, who is having jurisdiction over the Depot Manager (Auctions) with effect from 1.1.1978.

5. Receipt of this communication may be acknowledged.

B. KRISHNAMURTHY.
Chief Coffee Marketing Officer.

By Order:
Sd/-

For Sr. Dy. Chief Coffee Marketing Officer.

To

1. Depot Manager (Auctions) Bangalore.
2. Asst. Coffee Marketing Officer, Sub-Office, Mysore.
3. Dy. Chief Coffee Marketing Officer, Mysore Region, Hqrs, Bangalore.

Copy to:

1. Chief Accounts Officer, Head Office, Bangalore.
2. Accounts Officer, Marketing Department, Bangalore.
3. Sr. Dy. Chief Coffee Marketing Officer.
4. Dy. Chief Coffee Marketing Officer's Headquarters.
5. Asst. Coffee Marketing Officer's (SLIN/General).
6. Secretary, Coffee Board.
7. Officer on Special Duty (Special Mobile Squad).
8. Asst. Market Research Officer (Exports)
9. PS to Chief Coffee Marketing Officer.
10. Vigilance Division.
11. SLIN/SLEX/General Sections.
12. Accounts I and II Sections.

809

COFFEE BOARD

BANGALORE

No. EB/78/4544

Dt. 28.4.1978.

OFFICE ORDER

Sub: Conveyance charges to the staff of Depot Manager (Auctions).

It has been decided that staff of Depot Manager (Auctions) and Mazdoors who are summoned to work outside office hours in connection with attending to the work relating to Pool / Export Auctions at Head Office are permitted to claim admissible conveyance charges for the actual distance covered by them for not more than 5 days in a month subject to a maximum of Rs.5/- per day in respect of Mazdoors.

These orders will take effect from February 1978.

Sd/-

For Chief Coffee Marketing Officer.

Copy to:

1. Depot Manager (Auctions) along with the Note File.
2. A/cs I Section.3. DCCMO, Mysore Region.]
3. A.C.M.O. Mysore.] This has been approved by CCMO
4. Guard File.] on the relevant note file.
5. I.A.P.]

810

COFFEE BOARD

BANGALORE

EB/78/249

Dated 17.7.1978.

OFFICE ORDER

Sub: Transfers of Group 'D' Staff.

It has been decided that the transfers of Group 'D' may be effected by the regional DCCMOs and implemented immediately.

The following norms may be adopted with immediate effect while effecting transfers.

1. The period of stay in the case of Group 'D' official may be taken as three years.
2. They may be related from the office to the field/depot Group 'D' working In depots may be rotated to work under an Asst. Coffee Inspector in the Ranges or preventive squad and vice versa.
3. The transfers may be effected by the concerned Regional DCCMOs within the division of ACMOs except in case of transfers on request/promotion or punishment.

Sd/-

For Chief Coffee Marketing Officer.

Copy to:-

1. All Regional DCCMOs.
2. All Divisional ACMOs.
3. Security Officer, Chikmagalur.
4. Vigilance Dn.
5. Secretariat EB
6. IAP

Sd/-

For Chief Coffee Marketing Officer.

811

COFFEE BOARD

BANGALORE

No. EB (GF-157)76/4990

Dated: 19/3/1976.

All Regional Dy. Chief Coffee Marketing Officers,

All Divisional Asst. Coffee marketing Officers,

Sub: Initial Uniform Allowance to the Inspectorate Staff.

It has been decided that the new promotees the field be permitted to draw Rs. 203/- towards initial equipment (uniform) Allowance for the first year (i.e., at the same rates prevailing in the Central Excise Dept.) and thereafter at Rs. 125/- as annual replacement allowances.

This takes effect from 1st March 1976. Please issue necessary instructions in the matter to the Inspectorate Staff.

Sd/-

For Chief Coffee Marketing Officer.

Copy to:

- 1) A/cs. I Section, H.O.
- 2) Secretariat Establishment,
- 3) Security Officer, Chikmagalur,
- 4) IAP.
- 5) Gen. Secretary, Coffee Board Employees' Assn. Madurai.
- 6) DCCMO (H Q).
- 7) ACMO (H Q).
- 8) Circular File.

Sd/-

For Chief Coffee Marketing Officer.

CHAPTER VII

INSPECTION CELL
STANDING INSTRUCTIONS AND OFFICE ORDERS

III. INSPECTION MINUTES BOOK – MAINTENANCE OF

Subject: Inspection Minutes Book- Maintenance of.

Printed Inspection Minutes Books have been supplied to all Sub-Offices.

In supersession of all previous instructions on the subject, the following instructions should carefully noted and followed in future.

1. On receipt of the inspection report, a summary of the defects/irregularities/suggestions in it should be noted in Column 5 of the Book.
2. No time should be lost in taking action on the defect/irregularities/suggestions.
3. A report of the action taken should be sent to H.O.
4. The book should be shown to the officer conducting the subsequent inspection.
5. The Register should be reviewed by the Assistant Coffee Marketing Officer at least once in a week till action is complete on all items.

It has been decided that the Pool Depots and Pool Sales Depots should also maintain these books.

So far as the Pool Agents are concerned, the Minutes Book should be maintained in the Assistant Coffee Marketing Officer's Office. A separate book should be opened for each

Pool Agents. The defects/irregularities/suggestions in the reports of the Assistant Coffee Marketing Officers/Officers of H.O should be noted and the Pool Agents asked to report the action taken by them. The action taken should also be reported to H.O.

If action is not taken on any particular item the Assistant Coffee Marketing Officer should follow up by issuing reminders and also by personal discussions.

The requirements of the books for Pool Depots, Pool Sales Depots and Pool Agents may please be intimated within the end of this month.

Ins. No. 18/5/275, dated 17-10-1957.

Subject: Inspection of Minutes Book-Receipt of points requiring action.

The question whether points arising out of the reports of inspection of Officers other than Head Office should be recorded in the Inspection Minute Book and action taken noted therein, has been examined, and it has been decided that in order that no point requiring action is lost of sight of, all points requiring action irrespective of the fact whether they arise out of the reports of Officers of Head Office or other Officers should be recorded and action taken noted.

Ins. No. 18/58/482, dated 14-10-1958.

IV. INSPECTION OF SUB-OFFICES

1. Inspection of Sub-Office.

A copy of the form for inspection of Sub-Offices had been sent to all Assistant Coffee Marketing Officers with this office circular No. Ins 745, dated 29-12-1956, in order to enable the A.C.M.Os to know the registers which are to be maintained, graphs or charts which are to be prepared and the nature of information which will have to be furnished to the inspecting officers.

2. During the recent inspection of Sub-Offices, it was observed that some of the registers and records required to be maintained in the Sub-Offices were not actually maintained, some of the information was not available and information on some of the points was not readily forthcoming.

3. It is necessary that the information required by inspecting officers on the points mentioned in the form of inspection report should always be kept up-to-date, and the A.C.M.Os should be in a position to furnish the information on these points and any other points which the inspecting officers might require quickly in order to expedite the inspection; otherwise, the duration of inspection will be unnecessary prolonged.

4. Three copies of the form of inspection report are sent herewith, the A.C.M.Os are requested to see that the registers, etc., contemplated in the form are immediately maintained if not already done so, and collect from time to time and keep up-to-date, such information as is necessary in order to facilitate inspections.

Ins. No.114/Gen/58/823, dated 24-2-1958.

Inspection
Questionnaire for ACMO's Office

COFFEE BOARD (MARKETING DEPARTMENT)
Report on the Inspection of the Office of the ACMO

Date of Inspection -----

Office Inspected ACMO's Office

by -----

ESTABLISHMENT SECTION

1. a) Date of last Inspection	-----
b) Name & Designation of Officer who is inspected	-----
2. i) Name of ACMO in charge of Office	-----
ii) Date of posting to this Office	-----
3. Inspections:	
a) Action taken on the last inspection report (the reply to this question should be entered in the Proforma given in the Annexure I)	-----
b) Are the inspection minutes books in respect of the inspection of ACMO's Office by CCMO/AO/SO/ and inspection of PSD/PD/Pool Warehouse by ACMO., upto date?	-----

c) Has the A.C.M.O., inspected all units including inspection of his own Office according to the calendar of inspection and sent the inspection reports.	-----
d) Is there any delay in sending inspection reports by him to all concerned.	-----
4. Attendance Register.	
i) Is attendance and leave marked correctly?	-----
ii) Is it submitted to the Officer daily at 10.10 am	-----
iii) Remarks about punctuality (any instances of late arrival on the date of inspection to be noted)	-----
5. Important Receipts	
In the H.C./A.C.M.O. keeping a special Note?	-----
6. Assistant's Personal Register and Weekly Arrears Register	
(This information to be given in the Proforma given in the Annexure II)	----- -----
7. Punctual submission of periodical returns.	-----
a) Is the register of calendar of returns properly maintained:	

b) The returns submitted during the last occasion to be furnished, in the Proforma given in Annexure III				
8.	Inspection of Assistants/H.C.s tables, to see if they have with them.			
	i) Any paper or files not accounted for in the personal registers.		-----	
	ii) Any papers or receipts not shown as arrears in the last weekly statement		-----	
9.	Are circulars and minutes filed properly?		-----	
10.	Strength of Staff	Sanctioned Actual	Shortage	Remarks
	1. Head Clerks			
	2. Jr. Clerks			
	3. Inspectorate			
	4. Class IV Staff			
11.	File Register			
	i) Maintained neatly/		-----	
	ii) Are files opened under proper heads?		-----	
	iii) Has period of preservation noted against each file?-----			

12. Destruction Register

- i) Maintained Neatly? _____
- ii) Orders taken before destruction? _____
- iii) Is the date and mode of destruction noted? _____

13. Office Accomodation

- i) Is the office suitably located and office accomodation adequate? _____
- ii) What is the rent of the Office? _____
- iii) Does any body reside in the Office premises ? If so, what is the rent recovered? _____
- iv) Is proportionate Electric charges recovered? _____
- v) Is the Electricity bill normal, if not ascertain reasons and furnish? _____
- vi) Period of expiry of lease _____
- vii) Has action to renew the lease taken six prior to the date of expiry of the present lease? _____
- viii) Is the lease deed register in respect of depot building in the division maintained and renewal of lease watched? _____
- ix) Is the Rent and Electricity register maintained? _____

14. i) Are conduct and character records of staff maintained up to date. -----
 ii) Have adverse remarks been communicated to the staff concerned. -----
15. i) Are the newspapers purchased being disposed of regularly and sale proceeds credited to Board's account. -----
 ii) When was the last disposal and what was the realisation. -----
16. a) Are entries in the following registers upto date?-----
 1) Uniform Register. -----
 2) T.A. Bills Register -----
 3) Increment Register -----
 4) Casual Leave Register. -----
 5) Log Book for repair of cycles, typewriters etc-----
 6) Inventory (Furniture Equipment) -----
 7) Departmental Security Instrucitons -----
 8) Duplicate Key Register -----
 b) Are all pieces of Inventory numbered? -----
 c) Check-up the receipts and issues of stationery and verify the balance stocks -----
 d) Is there any wastage in use of stationery -----

- | | |
|---|-------|
| 17. a) Are weighing scales and measures used correct? | ----- |
| b) When were the weighing scales overhauled last. | ----- |
| c) Are the measures duty stamped | ----- |
| 18. 1) Is a register of service registers maintained in the Office? | ----- |
| 2) Are the service registers noted in the above register? | ----- |
| 3) Are the service registers opened in respect of all the officials working in the office? | ----- |
| 4) When a service register is sent out of office, whether an entry is made in the register of service Register. | ----- |
| 5) Whether a register of temporary posts sanctioned has been maintained and the entries made wherever necessary | ----- |
| 6) Is the service registers and leave accounts upto date. | ----- |
| 7) Have entries been attested by the authorised officer. | ----- |

8)	Are signatures on the first page of service register attested at an interval of five years at the latest?	-----
9)	Has the certificate of verification recorded as on 31 st March of each year?	-----
10)	Has service registres been seen and signed in the relevent column by the Board Servant concerned at least once a year?	-----
11)	Have entries relating to suspension, rewards punishments, appreciation etc., if any been made across the page properly?	-----
19.	Register showing names of person reaching age of superanuation.	-----
a)	Is a register maintained?	-----
b)	Ascertain and mention the names of persons who will reach the age of superanuation within one year of the date of inspection	-----
c)	Whether steps have been initiated to verify their service registers with a view to enable settlement of pension claims/P.F. without any delay?	-----

20. Events Register.

- 1) Is the register maintained and are the entries up to date? -----
- 2) Are entries sufficiently descriptive and complete to enable pay bills etc., being prepared without reference to actual orders? -----
- 3) Are Bills for new claims (i.e.increments, promotions,T.A.claims etc.,) paid within a a resonable time (say not exceeding 30 days) and a few events to be picked at random and the result recorded in the statement given below: -----

Sl. No.	Name of the staff	Events	Date of increment	Date of preparation of bill	Date of passing of bill	Date on which the bill is sent to DCCMO/ Head Office	Date of payment to the party
1.							
2.							
3.							
4.							

21. Last Pay Certificate

Are L.P.Cs. to persons transferred to another Office issued promptly? Give the particulars of Any 3 L.P.Cs. issued in the Proforma below:

Sl. No.	Date of Relief or transfer	Name of Officer	Date of issue of L.P.C.	Interval between 2 and 4
1				
2				
3				
4.				

22. Telephone Bills:
1. Is the prescribed register for Trunk Calls maintained? -----
 2. Are the amounts in respect of private calls made received then and there from the persons concerned and credited to account. -----
 3. Is the register for noting Telephone rent bills mentioned up to date? -----
23. Stationery:
- 1) Is the register up to date?
 - 2) Are all such purchases, disposals and issues, entered in the register as they occur. (to be answered after a test check of half a dozen items) -----
 - 3) Are entries in the register initialled by the ADM(to be answered after a test check of half a dozen items) -----
 - 4) Is the register inspected and balance test checked at least once in six months (to be verified with reference to the initials appearing in the register) -----

24.	Furniture Distribution List.	
	1) Is a register of lists of distribution of furniture and other articles maintained?	_____
	2) Are copies of such lists maintained in each room and verification certificates obtained from the person-in-charge atleast once in six months?	_____
25.	Disposal of unserviceable Stores:	
	1) Is the approval of the competent authority taken before disposal?	_____
	2) Are such stores disposed of, if so, how?	_____
	3) Has the list disposal been noted in the Stock Register under the initials of the authorised Officer?	_____
	4) Has the disposal proceeds been accounted for in the cash book and credited to Board's account?	_____
	5) Is a register of unserviceable articles or parts of machinery replaced, maintained?	_____
26.	Books and Publications:	
	Is a register of books and publications maitnained?	_____
27.	Remarks regarding general neatness and tidiness	_____

28.	Remarks regarding the distribution of works in the Office, how it could be improved, whether the staff is adequate or whether any reduction is possible.	-----
29.	General Summing up: (A comparative assessment of the performance of the office with reference to the picture revealed during the last Inspection)	-----

GENERAL SECTION

1. Is the Register showing the samples received from Pool Agents, Depots etc., properly maintained? -----
 - a) Are gains and losses recorded? -----
 - b) Are the losses normal/abnormal? -----

2. Are fortnightly returns in respect of receipts, disposals and balance stocks of coffee received from: -----
 - i) Pool Agents. -----
 - ii) Pool Depots (including Storage Depots) and -----
 - iii) Pool Sales Depots. -----

3. Are the shortage statements in respect of all shortages recorded in the above promptly received from them? If so the number of statements checked and forwarded to DCCMO's Office and the number of statements pending may be shown, in respect of ;
 - a) Pool Agents -----
 - b) Pool Depots (including storage depots) and -----
 - c) Pool Sales Depots. -----

- | | | |
|----|---|-------|
| 4. | Are there any cases of shortages still pending in the Sub-Office? If so, list of such items may be given. | ----- |
| 5. | Are particulars concerning warehouses of Pool Agents and Depot preserved properly? | ----- |
| 6. | Does the ACMO, watch the progress of curing of coffee by the Pool Agents in the Divison? | ----- |
| 7. | Are delays in curing pointed out to Pool Agents and asked to expedite curing? | ----- |
| 8. | Furnish instances where Pool Agents have been asked to expedite curing? | ----- |

SALES INTERNAL SECTION

- | | | |
|----|--|-------|
| 1. | a) Is a block list of dealers, Co-operative Societies and Planters maintained? | ----- |
| | b) Are there activities watched? | ----- |
| 2. | a) Is a list of Co-operative Societies, receiving allotements in the division maintained? | ----- |
| | b) Are surprise inspections of their stocks and accounts done? | ----- |
| | c) How many societies were inspected during the year? | ----- |
| 3. | i) Are returns of stocks received promptly from:- | |
| | a) Curing Establishments | ----- |
| | b) Dealers | ----- |
| | ii) Are these returns checked and discrepancies if any, pointed out? | ----- |
| | iii) Furnish instances where discrepancies were pointed out? | ----- |
| 4. | a) Is a record of wholesale and retail price trends in the local market kept in graphs/Charts? | ----- |
| | b) How the wholesale and retail market prices, collected by his Office and those by the field staff are checked? | ----- |
| | c) Is the Maraket Report register maintained up to date? | ----- |

CLASSIFICATION SECTION

1.
 - a) How are the samples drawn for assessment accounted in this office? -----
 - b) Give the number of samples shown during the season from each Pool Agent in the division -----
 - c) Are there any delays in drawing samples, if so, furnish instances? -----

2.
 - a) What is the number of valuation reports received from Head Office? -----
 - b) What is the number of C.V.Rs. issued? -----
 - c) Are there any delays in the issue of C.V.Rs.? -----
 - d) What are the reasons for delay in issue of C.V.Rs.?-----
 - e) What action has been taken to avoid delays in issue of C.V.Rs.? -----
 - f) Is the samples and valuation register maintained up to date? -----

3. Is claim statements register maintained up to date, the date of receipt of statement, and date of disposal noted? -----

4.
 - a) Are the standard sieves and sieve guages supplied correct? -----

b) Are the sieves used by the Pool Agents in the division verified in the beginning of the season with the standard sieves?	-----
c) Was the Verification done at the beginning of the present season?	-----
d) Has the result of verification been recorded and report sent to Head Office?	-----
5. Whether the Pool Stock Registers of Pool Agents are checked up to date?	-----

ESTATE SECTION

1. Are there any un-registered estates in the Division? If so,
 - a) What is the number? ---
 - b) What steps are taken by the A.D.M. to find out the reasons for non-registration? ---
 - c) What measures are taken by him for expediting registration? ---
2.
 - a) How many final E.I.R.(A)s are pending? ---
 - b) Are there noticeable arrears in submission of Final Inspection reports by the Field Staff?—
 - c) What steps have been taken or proposed to remedy the position? ---
3. Are estates files being closed down soon after the receipt of final estate inspection reports? If not why and state the reasons? ---
4. Are permits issued promptly to growers for retaining coffee for domestic consumption and seed purposes against requests made by them in Return No.1? ----
5.
 - a) Are lists of small and big estates in the division maintained? ----

b) What is the number of estates visited
by the A.D.M. during the year -----

c) Is the register showing seized coffee
maintained up to date? -----

ACCOUNTS SECTION

1. A) Does the cash balance tally with the cash
book balance at the time of inspection?
What is the cash balance under imprest
Account, Pool Fund Account and Excise
Duty separately. -----

b) Are the cash book entries closed at the
end of each day and entries attested by
ACMO. -----

c) Is the book balance tallied with the Bank
balance monthly? -----

d) Has the number of pages been certified
on the first page of the cash book? -----

e) Are the totals in the cash book checked by
a person other than the writer of the book? -----

f) Is a cheque book register maintained. -----

2. Are proper voucher for payments made
maintained? -----

3.	Does the stock of service postage stamps at the time of inspection agree with the entries in the postage stamps register and despatch register?	-----
4.	Does the /ACMO/or H.C.check the covers before despatching and verify whether entries in the despatch register tally with the stamps affixed on the envelope and attest his initials in the despatch register for having done so?	-----
5. a)	Whether the imprest accounts of the Field Staff of his jurisdiction are being received Regularly and in time and also being Despatched to Head Office in time.	-----
b)	Is the Pay bills objections register maintained and recoveries/reimbursements watched?	-----
6.	T.A. Bills Whether a register a specified in the Circular No.A.C.I (Ins) 1965/2056 dated 24.5.1965 is being maintained, abstract for each month recorded and the date of receipt of the bills and their disposal being watched properly.	-----

7.	Medical Bills	-----
a)	Whether a register to show the date of receipt of Medical Bills at Sub-Office, their forwardal to Head Office and return from Head Office & their final disposal of the bills is maintained & being watched properly?	-----
b)	Whether the other Registers relating to Medical reimbursements as required by Accounts department maintained.	-----
8.	Recovery Register/Suspense Register Whether a separate register is maintained to show The particulars of all recoveries, viz., Pay, P.F. Subscription, Festival Advance, H.B.A.,C.P.A. Income-tax, L.I.C. C.B.E.,Co-operative Society Dues, etc., effected as detailed in the Circular No. AC.I/2093 dated 22.6.1965, and whether the Relative statements are being sent to Head Office.	-----
9.	Whether an overtime register showin the particulars of drawal of O.T.A. is maintained and the sanction of the controlling authority recorded and a periodical check is being made.	-----

10.	Is the Sales Register maintained to show the coffee sold by Pool Depots and the Sub-Offices and entries upto date?	-----
11.	Are remittances of sale proceeds and other receipts of money into the Bank made promptly?(This should be answered on verification of the sales statement and the Bank challans)?	
12.	a) Are all employees handling Pool Cash covered by Fidelity Guarantee Insurance?	-----
	b) Who are the staff that carry cash to the Depots?	-----
	c) Is the Insurance cover for them adequate?	-----
13.	a) Are entries in the cash-in-transit register upto date?	-----
	b) Are stipulations covering transit of money as provided in the cash-in-transit insurance policy observed maticulously?	-----
14.	Whether the quantum of check of receipts in respect of Pool Agents/Pool Depots received at the S.O. prescribed for Clerks,Sr.Clerks Head Clerks are followed as instructed in the Office Circular No.AC.II.G/12/66/107 dt.29.1.1966.	-----

15.	Whether the outstanding payment register is maintained? Are entries made upto date and when amounts are realised whether corresponding entry is made	-----
16.	Whether a register showing the receipt of original claim statements in respect of I,II and III payments from Pool Agents is maintained and whether the date of disposal of claim statement to Head Office is indicated.	-----
17.	Is there any delay noticed in Sub-Office in sending the claim statements duly checked, to Head Office?	-----
18.	Whether a lien register is maintained?	-----
19.	Whether a register for noting down prohibitory orders is maintained.	-----
20.	Whether stamped receipts for payments made as per RR 23 in the case of Pool Agents & stamped receipts for payments shown in C1,C2 & C3 registers are received and properly checked and filed.	-----

21.	Whether the records of small growers (Receipts and Accounts) are received & filed after checking	-----
22 a)	Is the bills register showing particulars of disposals of debit notes, storage charges bills from Pool Agents and other posted upto date?	-----
b)	Are there abnormal delays in checking and countersigning of debit notes?	-----
c)	Pick out at random half a dozen debit notes and give details in the Proforma below:	-----

Pool Agents/Part y's Name	Bill for	Debit Note No. and Date	Date of receipt in Sub-Office	Date of checking	Date of counter Signature	Date of forwardal to Head Office.
---------------------------	----------	-------------------------	-------------------------------	------------------	---------------------------	-----------------------------------

Place:

Signature of Inspecting Officer.

Date :

INSPECTION OF SUB-OFFICE

ANNEXURE-1.

Date of last Inspection	By whom Inspected	Summary of defects/ Irregularities/suggestions made	Action taken
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ASSISTANTS PERSONAL REGISTERS

ANNEXURE NO. 11.

Sl.No.	Name of the Staff	Are entries made daily	Is date of final disposal noted	Is abstract given at the end of each week	Any improvement in disposals since last Inspection Report.	Whether ACMO, is looking into the Register and giving guidance about delay in disposal
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ESTABLISHMENT

STATEMENT OF RETURNS SUBMITTED

ANNEXURE NO.111

Sl. No.	Description of Returns	Prescribed Day/Date	Date of actual submission of Returns	Inspecting Officer's Remarks (i.e) delay in submission, incomplete, preparation etc.,
---------	------------------------	---------------------	--------------------------------------	---

COFFEE BOARD
(Marketing Department)
Reports of Inspection of Pool Collecting Depot.

N.B. One copy of the Reports should be submitted to the C.C.M.O. one copy to be Retained by the Inspecting Officer and one copy to be sent to the depot concerned.

1. Name of Depot.

2. Date of Present inspection.

3. a) Date of previous inspection.
b) Dates of surprise inspections, if any, by ACOMO CCI or any other Officer.

4. i) Name and designation of the Official-in-charge.
ii) Date of posting to this depot.

5. Action taken on the last inspection report (The reply should be entered in the Proforma given in the annexure).

Sanctioned

Strength

6. (1) Strength:
- (i) Depot Manager.]
 - (ii) Asst.Depot Managers
 - (iii) Peons
- (2) Reasons for shortage if any?
- (3) Duration of stay of each member of the staff in this depot.
-

7. Attendance Register:
- (1) Is attendance marked correctly?
 - (2) Remarks about punctuality
(any instance of late arrival on the day of inspection to be noted.)
-

8. Punctual submission of periodical returns:

Description of Returns	Prescribed Day/Date	Date of actual submission of last return	Inspecting Officer's remarks if any, e.g. delays in submission incomplete preparation, etc.,
------------------------	---------------------	--	--

- 1.
 - 2.
 - 3.
 - 4.
 - 5.
 - 6.
 - 7.
 - 8.
 - 9.
 - 10.
-

-
9. File Register:
- (1) Maintained neatly
 - (2) Are files opened under appropriate standard heads (to be test-checked)
 - (3) Has classification of recording been given against closed files?
-

10. Are circulars properly maintained (arranged subject-wise and indexed)?
-

11. Working hours of the Dept:
Days in the week on which the depot is open:
- | | | |
|-----------------------|------|----|
| (a) During the season | From | To |
| (b) During off-season | From | To |
| (c) On Saturdays | From | To |
-

12. Remarks regarding the distribution of work among the staff, how it could be improved, whether the staff is adequate or whether any reduction is possible.
-

13. Building:

- (1) Rent
 - (2) Lease Particulars
 - (3) Condition
 - (a) Are there chances for theft from the godown?
 - (b) Have there been any cases of theft or attempts of thefts in the past?
 - (4) Are the godowns sufficient for the storage of coffee?
 - (5) Are any of the members of the staff staying in the depot premises?
 - (6) What is the rent recovered from the staff?
 - (7) Whether godowns are suitably located?
 - (8) Has action been taken to renew the lease deed 6 months prior to the date of expiry of present lease?
-

-
14. How far is the depot from:
- a) Local Curing Works
 - b) Local Police Station
 - c) Bus Stand
 - d) Coffee Estate
-

15. Are there any coffee dealers near by the Depot if so, how many.
-

Cash:

16. Does the cash balance tally at the time of inspection by actual account? (This should be answered with reference to the entries in the undermentioned registers).
- 1) Account- No. 1 b – Pool Advance Receipt
 - 2) -do- 1 – Advance Receipt
 - 3) -do- 2 A,B Receipt Books
 - 4) -do- 3 A,B,C Registers
 - 5) -do- 6 & 7 Supplementary payments
Receipt and Registers.
 - 6) Pool Stock Registers, O.Ts and Curing and relevant registers maintained in the depot.
 - 7) Imprest account.

17. Is each item of expenditure supported by a proper voucher?

18. Does the stock of service postage stamps at the time of Inspection agree with the entries in the Service Postage stamp register, as well as outward register?

19. a) Are the Depot and/or Asst. Depot Managers, handling Cash covered by F.D. Insurance
b) Is the cover sufficient?

20. a) Is there a safe in the Depot for keeping cash
b) Who is in charge of the safe keys?
c) Is the safe burglar and fire proof.

21. a) How are the funds required by the Depot for buying coffee being remitted by the ACMO?
b) Specify the highest amount given at a time.
(This is to be answered on a check of entries in the Cash –in-transit register)

Stocks:

22. a) Are the bags stocked properly and has each lot got a stock card both before bulking and after bulking?
 b) Is stacking in double or single gunny bags?
 c) What is the uniform weight adopted?

23. Is the stock sold but pending delivery kept separately duly marked as such?

24. Does the stock tally with the book balance at the time of Inspection? (This should be verified by counting of bags and also by weightment or measurement of the entire or atleast 10% of the stocks whichever is greater, at random, and by verification of entries in the following registers:

- 1) Account No.2-A & B Receipt Books
- 2) Account No.3-ABC Registers.
- 3) Insurance Register
- 4) Excise Register
- 5) Bulk Sheets
- 6) Seized Coffee Register

and 7) Sample Register.

(Furnish the information in the proforma appended)

(State the pending cases of adjudication and from what period and the action by the Official-in-charge of the Depot)

25. When and where is the coffee sent for curing?

26. Particulars of contract for transporting coffee from the depot to the Curing Works/Central Depot.

27. Has the quality of coffee been assessed and deductions made for poor quality according to rule?

28. Check at random a few lots of coffee purchased and see whether the prices paid are commensurate with quality of coffee (Answer to this should be furnished in the proforma appended).

29.	a) Does the stock of empty gunny bags tally with the entries in the Gunny Bag register?	No. of bags with coffee	1 Quality -----	II Quality -----
	b) Are the empty bags properly bundled and kept?	No. of empty bags	-----	-----

ACCOUNT:

30. Are the entries in the following registers up-to-date?

- 1) Advance Register – Account No.1
- 2) 3 ABC Registers
- 3) Estatewar Registers (Account No.4A & B)
- 4) Supplementary Register (Account No.7)
- 5) Insurance Register

31. a) Are Purchase Receipts written up correctly?

b) Are the signature/thumb impressions of the Planters clear?

c) Are authorisation letters attached to the receipts?

32. Are supplementary payments made promptly?
(Total No.of receipts against which payments are to be made, total paid and balance should be furnished).

33. Are supplementary receipt Nos. posted up-to-date in the Index Register for supplementary payments?

34. a) What is the limit(maximum amount) for which coffee stocks are insured as on date?

Are steps taken to transport coffee promptly so that the limit is not exceeded?

b) Has the value of stock exceeded the limit on any date?

c) In case, the limit was exceeded, was the fact promptly communicated to H.O. for enhancing the limit

35. Are the entries in the

a) Sample

b) Clearance

c) Acquittance Roll

d) Leave

e) Inventory

f) Stationery

g) Lien

h) Advance & Recoveries registers up-to-date and in order?

-
36. Are there any longstanding advances made out of either the office imprest or the advance awaiting adjustment-if so for what reason?
(Details to be furnished).
-
37. General:

Is the expenditure towards establishment charges as low as possible considering necessity and efficiency?
-
38. Is the depot staff capable of attending to the work efficiently during the rush hours.
-
39. Have notices regarding
a) Prices
b) Working hours of the Depot
c) Complaint book
d) "giving and receiving tips and gratification are forbidden"
and such other circulars issued from time to time and intended for information of dealers/planters been exhibited prominently in the vernacular also?
-

-
- 40 a) Are the weighing scales and measures correct?
b) When were they last over-hauled?
-

41. Remarks regarding general neatness and tidiness?

42. Brief recapitulation of defects or shortcomings which need to be rectified and any other suggestions for improvements the Inspecting Officer has to make.

- 1.
 - 2.
 - 3.
 - 4.
 - 5.
 - 6.
-

43. General summing up:
(A comparative assessment of the performance of the depot with reference to the picture revealed during the last inspection.)

Date.....

Signature of the Inspecting
Officer & Designation.

PROFORMA NO.1.

Statement Showing the Action Taken on the Last Inspection Report.

Defects pointed out or suggestions made in the previous report	Action already taken or proposed
1.	1.
2.	2.
3.	3.
4.	4.

PROFORMA NO. II

RECEIPT		Type & Grade of Coffee	D.M's/A.D.M's Assessment	Inspecting Officer's assessment	Explanation of D.M./A.D.M. for variation
No.	Date				

Sub: Inspection-Action on points contained in the Inspection Notes.

Instances have been increasing where Inspection Reports are not being attended to with care and expedition. It is seen that the Assistant Coffee Marketing Officers have not been paying prompt and sustained attention to the inspection remarks and keeping the H.O. informed of the action taken by them on each point.

In future, within a fortnight from the date of receipt of the Inspection Notes, a compliance report should be sent to H.O. on the more important and urgent points contained in the note. Whenever compliance with some paras of the inspection Notes require time, a remark that it is being attended to should be sent initially and it should be followed up sending each month a progress report of the action taken.

If the compliance reports are not received as laid down above, severe disciplinary action will be taken.

Ins. No. 14/58/1067, dated 22-4-1958.

COFFEE BOARD

BANGALORE

The recent inspections of some Sub-Offices have revealed that officials entrusted with estate work are being put in charge of work of clerks of other branches when they are go on leave, thus allowing the work in the Estate Section to Tall in to arrears. The practice of drawing these officials for other work should stop. It should be noted in general that extra establishment should be sought for specific work and that staff should be utilised only for that specific work and such work should be completed within allotted time.

The Assistant Coffee Marketing Officers and other Officers should exercise great caution in sanctioning leave and so regulate that the work does not suffer. The tendency to grant leave liberally and then complain to officers that consequent on many officials going on leave the work has suffered is strongly deprecated. The attention of all officials is invited to circular No. SE. 204, dated 10-4-1958 and it is added that they should not proceed on Earned Leave except under special circumstances and that they should apply for earned leave sufficiently in advance and await its result. If such things occur in spite of warning, the officers should send up the cases for awarding punishment.

It is unfortunate that incompetence, insubordination and indifference on the part of some staff are given as reasons at the time of furnishing an explanation when arrears of work, or irregularities are pointed out. Such excuses will not be accepted and it is incumbent on the officers to take suitable action at the proper time, either by framing charges and getting the officials punished or if irregularities are less serious by recording their impressions in the Confidential Reports. Failure to take timely action results in a number of incompetent and unwilling workers floating about in all the offices and it is difficult to deal with this problem, unless officers do what they have to do without fear or favour.

Ins. No. 18/58/1096, dated 29-4-1958.

3. Sub: Inspection of Local Sales dealers by Depot Staff.
Pool Sales Depot.

There appears to be no systematic and vigorous inspections of Local Sales dealers by the Pool Sales Depot Staff.

In future, the Pool Sales Depot Staff should in addition to the inspections conducted by the Inspectorate staff, H.O. conduct their own inspections and send their reports.

The inspection report form has been prescribed and a specimen of it is enclosed (vide page No. _____). Sufficient number of copies of the form may be got cyclostyled by you and supplied to the depot staff.

Ins. No. 29/5
8/1194. dated 19-5-1958.

Subject: Inspections – Sending of reports to H.O. - action thereafter.

In super session of the instructions contained in the above circulars, the following instructions are issued for strict compliance.

1) Six copies of the Inspection report/notes relating to Sub-offices, Pool Warehouses, Pool Depots and Pool Sales Depots are to be sent by the Inspecting Officer (both officers of Head Office and Asst. Coffee Marketing Officers) to the Inspection Section, Head Office.

2) The Inspection Section shall forward copies to the Sections concerned.

3) Within a fortnight from the date of receipt of the Inspection notes/report, a compliance report should be sent to Head Office duly marked “For Inspection Section” on the more important and urgent points contained in the notes/reports. Whenever compliance with some points in the Inspection notes/reports requires some time, a remark that it is being attended to should be sent initially and it should be followed up by sending each month a progress report of the action taken.

4) The Section concerned in H.O. shall report to the Inspection Section, the action taken by it on the points relating to that Section.

5) Taking of action is primarily the duty of the Officer in charge of the office inspected and the section concerned. However, the Inspection Section shall keep a watch over the action taken and note on the progress of action taken from time to time.

6) When action is complete on all the points in the report, a certificate that “action has been taken on all the points” should be sent to Head Office duly marked “For Inspection Section” by the Officer in charge of the office inspected as also the Sections in the Head Office.

7) While sending monthly Progress Report, an indication should be given as to the points that have already been attended to and those still pending. Specific reason for the delay in attending to the points should be given in the Progress Report.

8) The reports in respect of inspection of the Office of the Chief Coffee Inspectors and Asst. Coffee Inspectors by the ACMOs and the reports of Inspection of the CCIs, in respect of the inspection of the Office of the Asst. Coffee Inspectors may be sent on duplicate direct to the Estates Section who will forward one copy to the Statistical Section. If the reports contain any points on which action has to be taken by other sections, the Estates Section shall furnish extracts of these points to the sections concerned.

9) The reports of the Chief Coffee Inspectors of the field on the Inspection of Pool Collecting Depots shall be disposed of at the Sub-Office itself and only important points in the reports should be brought to the notice of Head Office.

From experience gained, it is found that the compliance reports are not sent regularly by the Officer in-charge of the Office inspected. The Sections in Head Office are not also reporting action taken on the points relating to them to the Inspection Section. It is hereby reiterated that prompt action should be taken on the points contained in the Inspection note/points and compliance reported without delay.

The receipt of this circular may please be acknowledged in the form annexed.

COFFEE BOARD

BANGALORE

REPORT OF INSPECTION OF THE ACCOUNTS AND STOCKS OF PRIMARY
CO-OPERATIVE STORES

-
1. a) Name of the Primary Co-operative Stores
b) Names of the President/Secretary
and their social standing
 2. a) Date and time of inspection
b) Duration of inspection.
-
3. Names of the Inspecting Official and?
designation
-
4. Are indents for allotment of coffee sent to the
Central Co-operative Stores promptly?
-

5. Is the Stores utilising utilising the concession granted for converting [art of the allotment into Powder?

Is the Stores adhereing to the restrictions laid down Regarding this concession? Has a roaster and grinder Been installed? Are they run by electricity? Is roasting And grinding done for others?

6. Has a separate roasting account been maintained?

7. Has a separate stock register been maintained? Are bills issued for all sales noting the names and addresses of buyers and obtaining their signatures?

8. What are the actual balance stocks on the date of Inspection? (figures to be furnished typewise and Gradewise in respect of raw coffee and typewise in respect of roasted and/or ground coffee).

9. Do they tally with book balance? Are the sales made only to genuine consumers or are there any sales in large quantities to individuals, dealers, hotels or restaurants? Attach a statement in the form given in the foot note showing such sales.

10. Are there any purchase of coffee from dealers also apart from the allotments received.

11. Had this Stores been warned or penalised for not maintaining proper accounts or selling coffee in large quantities or at higher rates or for contravention of any of the conditions governing allotments?

12. Is the Stores using Chicory? If so ascertain the source of supply of Chicory.

13. Are the rates charged in accordance with those fixed by the Board?

14. Other observations, if any

15. Weekly Holiday

Place:

Dated:

Signature of Inspecting Officer

FOOT – NOTE

Bill. No.	Date	Quantity	Name & address of the buyer
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COFFEE BOARD

BANGALORE

REPORT OF INSPECTION OF THE ACCOUNTS AND STOCKS OF
CENTRAL CO-OPERATIVE STORES

1. a) Name of the Central Co-operative Stores.
b) Name of the President/Secretary and their social standing.
2. a) Date and time of Inspection
b) Duration of Inspection.
3. Name of Inspecting Official and designation
4. Are indents for allotments of Coffee sent to the Board promptly?
5. Have any allotments lapsed due to non-payment within the due date? Is there any delay in taking delivery/despatch and/or receipt of the consignment?
6. Are indents from Primaries-received promptly and supplies made to them regularly.

7. Is the Stores permitted to sell a part of the allotment in retail? If so, are the quantities drawn for retail sales correct? Has any quantity intended for Primaries been taken for retail sales? If so, furnish a statement showing the quantities so taken gradewise and the allotment from which these were drawn.
8. Is the Society utilising the concession to convert part of the allotment for retail sales into powder? Are they adhering to the restrictions regarding this concession? Have they installed a roaster and grinder? Are they run By electric power? Is roasting and grinding done for others?
9. Has a separate roasting account been maintained?
10. Are the rates charged (for retail sales and to Primaries) in accordance with those fixed by the Board?
11. Has a separate stock register been maintained? Are bills for all sales issued? Are the names and addresses of the buyers noted and their signatures obtained thereon.

12. What were the actual balance stocks on the date of inspection? (figures to be given typewise and grade-wise in respect of raw coffee and or powder by typewise). Do they tally with book balances?
 13. Are there sales in large quantities to individuals, shops, hotels or restuarants, if so, attach a statement in the form given in the foot-note showing such sales.
 14. Are there any purchases of coffee from dealers also apart from the direct allotments from the Board?
 15. Had this Stores been warned or, penalised for not maintaining proper accounts or, selling coffee in large quantities or at higher rates, or for contravention of any of the conditions governing allotments?
 16. Is the Stores using Chicory? If so, ascertain the source of its supply.
 17. Other observations, if any.
 18. Weekly Holiday.
-

Place:

Date

Signature of Inspecting Officers.

FOOT – NOTE

Bill. No.	Date	Quantity	Name & address of the buyer
-----------	------	----------	-----------------------------

COFFEE BOARD
BANGALOREREPORT OF INSPECTION OF THE ACCOUNTS OF LOCAL SALES DEALERS

1. Name and address of the Permit Holder whose accounts were inspected
2. Permit Number.
3. Date and time of Insepction.
4. Name of Inspecting Officer.
5. Are they Roasters or more provision Dealers selling Raw Coffee or Restaurant? If Restaurant, are sales of Raw/Powder made to the public?
6. If a Roaster, have they installed a Roaster and Grinder? Are they run by electric power? If so, The bills issued from the Electric Department to Be verified. Have they obtained Muncipal/Panchayat Board Licence? Is the Licence renewed for the current year?

7. Is a separate roasting account maintained? Is roasting and grinding done for others also? Were the machines in operation at the time of inspection?
8. Are they maintaining proper accounts of purchases and sales? Is it possible to verify easily the quantities purchased, quantities sold and balance stocks on hand?
9. Are they issuing bills for the coffee sold indicating the names of buyers and obtaining the signatures?
10. What were the actual balance stocks on the date of inspection (Figures to be given grade-wise). Do they tally with book balances?
11. What are the rates at which they are selling coffee?

RAW:

- a) Plantation 'A'
- b) Plantation PB
- c) Arabica Cheery Flats
- d) Arabica Cherry PB

- e) Robusta cherry Flats
- f) Robusta Cherry PB

POWDER

- g) Plantation
- h) Arabica Cheery
- i) Robusta
- j) Blends

12. What are the quantities usually sold under each bill?
13. What is the maximum quantity sold to a single buyer?
14. Are they selling coffee only to consumers or to dealers also? Is there any evidence to show that sales are being made to dealers in contravention of Condition 2 attached to the Permit? Make discreet enquiries in the neighbourhood.
15. Attach a statement in the form given in the foot-note showing the sales in large quantities and which are suspected to have been made to the dealers in contravention of Condition 2 of the Permit.

16. Are they purchasing coffee from other dealers also apart from the quantities obtained in quantities?
17. Are they genuine retail dealers in coffee ? When was this firm established ? Have they renewed the Sales Tax Registration Certificate?
18. Had this firm been warned or penalised before for not maintaining proper accounts, or selling coffee to other dealers in contravention of Condition 2 of the permit, or any other conditions in the permit?
19. Is any substance other than pure Chicory used? If so, what is the substance and from whom it is received ?
20. Other observations, if any
21. Weekly Holiday

Place:

Dated:

Signature of Inspecting Officer

Instructions to Depot Managers and Asst. Depot Managers.

The following instructions should be carefully noted and followed by all the Depot Managers and Asst. Depot Managers:

1. When receiving coffee and making payments, priority should be given to planters who have come first in the day.
2. In making supplementary payments also, payments should be made strictly according to the priority of applications and no room should be given to planters to say that favour is being shown to planters who apply later.
3. Office hours should be observed strictly, by all the staff.
4. They should not smoke in the depot premises.
5. They should not be discourteous to the planters or dealers or any others who go to the depot.
6. A notice should be put up in the depot that "Giving and receiving tips and gratification are forbidden". If any one receive tips or gratification, it should be immediately brought to the notice of the Assistant Coffee Marketing Officer.
7. Peons should not be allowed to loiter about on the roads or spend their time in the nearby shops during working hours.
8. Serious notice will be taken if the peons quarrel in the depot or do not behave properly either towards the depot staff or other Government staff- Excise, Sales Tax, etc., or towards the planters or dealers.

9. Weighment of coffee should always be done in the immediate presence of the Depot Manger or Assistant Depot Manager, and in the event of any objection about weighment from any planter or dealer, the weighment should be made again and satisfaction should be given to the planter/dealer about the correctness of the weights.
10. Office premises should not be allowed to be used by outsiders and office furniture should not be used for private purposes.
11. Any complaint from any planter or dealer should immediately be enquired into by the Depot Manager/Asst. Depot Manager and the matter set right and a report sent to the Asst. Coffee Marketing Officer.
12. A complaint book should be maintained in all the depots.

Ins. No. 1228, dated 11-4-1957.

COFFEE BOARD

BANGALORE

PART IV - STATISTICS

Office of the Chief Coffee Marketing Officer
S.T.No. 62, Bangalore, Dated 17th July, 1951.

To

All Asst. Coffee Marketing Officers, Officers-in-charge and
“Chief Coffee Inspectors”

Sub: Crop Prospects of 1951-52 Season.

Ref: S.T.443, dated 8th June, 1951.-52

Please refer to this office letter No. S.T. 443 dated 8th June, 1951 and your replies thereto. It is found that the estimates of the coming crop go on varying from month to month depending upon the conditions of weather, rainfall and other factors influencing the yield of coffee. Further, reliable estimates regarding yield become available from the representative estates regularly only from December onwards. It is therefore desired that the Head Office should have up-to-date and authoritative information regarding the prospects of the coming crop and the quantitative estimates thereof continuously and regularly every month, so that revisions, if any, of the crop estimates may be done every month.

You will therefore please study carefully the crop and weather situation in the coffee growing regions under your jurisdiction and take into consideration all other relevant factors and reports regularly every month and send your own report in detail regarding the latest position of the 1951-52 crop with you estimate of probable yield and the percentage variations of the same over the 1950-51 season's crop. Quantitative estimates of the coming crop may also please be given. For this purpose, I have already sent you a copy of the latest revised estimation of the 1950-51 season as approved by the Marketing Committee and the Board (vide S.T. No. 19 dated 9-7-51) and these may form the basis upon which you may

estimate the coming crop and work out the percentages of increases or decreases.

Your report should reach this office on or before the 7th of every month regularly in future commencing from June, 1951 i.e., your first report will relate to the month of June, 1951. A separate Note on the methods to be adopted in calculating the estimates and the form in which they may be submitted in future is enclosed. The report for June may however, be submitted on the lines indicated in this Note, immediately.

Sd./- M.R. PARTHASARATHY,
Deputy Chief Coffee Marketing Officer.

ENCLOSURE:

Notes on the Methods to be adopted while Calculating the Crop Estimates submitted by the Asst. Coffee Marketing Officers, Officer-in-Charge and other Field Staff.

It has been noticed that there is no uniformity in the procedures of and in the meanings attached to certain terms which are used, while crop estimates are furnished by the Asst. Coffee Marketing Officer, Officers-in-Charge and other field staff to the Board. Cases have actually occurred where different interpretation have been given to the same terms by different officers and other field staff. If reliable and correct statistics are to be compiled, it is very necessary that there should not be any confusion or different connotations among same terms and methods. With this end in view, the following procedures and interpretations of terms are suggested for future adoption both by you and by the field staff under you, wherever necessary or relevant.

- 1) The estimates of the future crop or standing crop may please be furnished in the following form.

Date of estimate _____

Sl. No.	District of growth	Sub-Division within each district	Estimates of		Percentage of variation			Remarks				
			the previous season	the current season's crop	between	4&7	5&8		6&9			
			Ar. Rob.Total (in tons)									
1	2	3	4	5	6	7	8	9	10	11	12	13

Explanations:

(A) District of growth: The following thirteen districts of growth have been recognised both for Arabica and Robusta Coffees.

- | | |
|--------------------------------|----------------------------|
| 1) Mysore including Bababudans | 7) Malbar/Wynaad |
| 2) Biligiris | 8) Pulneys |
| 3) North Coorg | 9) Sheveroys |
| 4) South Coorg | 10) Annamalais |
| 5) Nilgiris | 11) Nelliampathies |
| 6) Nilgiris/Wynaad | 12) Kannan Devans |
| | 13) Travancore and others. |

The relevant districts of growth may please be mentioned in Column 2.

(B) Sub-Divisions within each districts:

- 1) Regarding column 3: The various hills or A.C.I. ranges or C.C.I. circles which constitute the district of growth referred to may be listed in detail. For instance, considering the case of Mysore including Bababudans, the estimates may be furnished in the following manner.

Sl. No.	District of growth	Sub divisions within each district of growth	Estimates of the previous season (1950-51) and so on		
			Arabica	Robusta	Total
1	2	3	4		
1	Mysore including Bababudans	a) Bababudans b) Other Mysore etc., Total	- - -	- - -	- - -
2	Palnis	a) Sirumalai b) K.C.Patti c) Adalur & so on Total	- - - -----	- - - -----	- - - -----

- 2) The Sub-divisions in Column.3, may also be serially numbered in any convenient way like using small letter (a), (b), (c)

(C) Column 4: Estimate of the previous season.

- 1) Here the exact years to which this season refers to should be mentioned. If, so instance, the estimate of 1951-52 crop are being sent, the previous season refers to 1950-51 and these years also may please be entered in the table. The estimates are to be furnished for Arabica and Robusta separately and the totals also worked out. A specimen entry in this column may be as follows:

Column 4.

Estimates of previous season (1950-51)

Arabica	Robusta	Total
---------	---------	-------

- 2) The latest available estimates of the previous season should always be used for purpose of this column.
- 3) The basis for these estimates in Column (4) should always be mentioned. If these figures are taken from the H.O. circulars regarding latest revised crop estimates, as approved by the Marketing Committee this fact may be mentioned and the reference to the appropriate circular may please be quoted. Otherwise, the exact source of the information method of estimating and the date of the latest revision of the same be mentioned. This information may be furnished in a separate paragraph, if necessary.
- 4) The quantitative estimates given here should always be in Tons (i.e. of 2240 lbs.)
- 5) Wherever the estimates are broken up according to the constituent ranges, circles or hills of the district of growth, a separate, sub-total row may also be added for each district of growth giving the totals of the Arabica, Robusta and total columns.

(Please see, example in B (1), Column (4), and this row may be filled up in appropriate place under the remaining columns also.

- 6) It is also necessary to say whether these estimates of the previous season's crop refer to actual known deliveries of crop from estates in each district to the Pool Agents and Depots and are thus exclusive of quantities retained by planters for domestic use, seed purpose and so on or whether these estimates refer to the total crop of the district inclusive of pool deliveries, quantities retained for domestic use, seed purposes and so on. It is very useful if the latter type of estimates are furnished, this should be mentioned explicitly and an estimate of coffee accounted for by all other items other than delivery into the pool may also be submitted under each item.

D. Column 5: In this column, the latest available quantitative estimates of the probable yield of the current or standing or future crop, as the case may be, may be furnished. The suggestions contained in the earlier Paras C (1), (2), (3), (4) (5) and (6) hold good for this column also with appropriate modifications. It is very essential to mention the date of this estimate, and the sources on which these are based. As far as possible, it is preferable to estimate the probable yield of the current or standing quantitatively in terms of tons, cwts, etc., first and then to work out the percentages of the increase or decrease over the previous season's crop rather than to work out the percentage of increase or decrease of the current or standing crop over the previous season's crop first and then to project these percentages over the previous season's yields in order to arrive at the figures of the current or standing crop. The earlier procedure is helpful, as the experience in crop estimate work on other agricultural commodities indicates in reducing the subjective factor involved in these estimates to a certain extent.

In this connection, your attention is also invited to Para C (6) ante, which are also true of this Column D and may be followed.

E. Percentages of variation: Many different practices are noticed when these percentages of variation are submitted to the H.O. in order to arrive at a uniform procedure, the following conventional definitions are sent to you.

- 1) The symbol + i.e. “ plus “ indicates increase.
- 2) The symbol – i.e. “minus “ indicates decrease.
- 3) The symbol % i.e. “percent” indicates a proportion compared to 100. This should always be preceded by a numeral for instance 7% means seven per every hundred.
- 4) It is not necessary to divide the variation column further under “increase” and “decrease” as is the practice in certain divisions. It is enough if the appropriate symbols + or – is used.
- 5) Method of calculating the percentages and expressing the increase or decrease.

The following worked out examples will, it is hoped, make clear the method.

Let us suppose that for a particular district the estimates are as follows. (The figures are all fictitious and meant only to serve as examples in the method of computation).

Sl. No.	District	Sub-Division	Estimates of previous season (1949/50) Latest revised as on 31.12.1950			Estimates of the current season's crop (1950-51) (Latest revised as on 31.12.1950)			Percentage Variation between		
			Ar.	Rob. (in tons)	Total	Ar.	Rob.	Total	Between columns		
									4&7	5&8	6&9
1	2	3	4	5	6	7	8	9	10	11	12
(Ranges)											
1	A	X	150	200	350	200	150	350	+33	-25	Nil
		Y	300	1000	1300	250	800	1050	-17	-20	-19
Total			450	1200	1650	450	950	1400	Nil	-21	-15

Let us consider the arabica estimates first. The two appropriate estimates are given under Columns 4 and 7.

	Column 4	Column 4
Ranges	Arabica	Arabica
X	150	200
Y	<u>300</u>	<u>250</u>
Total	<u>450</u>	<u>450</u>

If the range X, the Arabica crop of the current season shown an increase of 50 tons over the previous season (i.e. $200-150=50$). This is an increase and there + symbol is to be used. The increase of 50 tons is over a previous crop of 150 tons. Therefore, the percentage

of increase is $\frac{50 \times 100}{150} = 33.3$ to the first place of decimal. Therefore, the appropriate entry in the column 10 and row X is + 33% (figures rounded off to the nearest integer.) Considering range Y, the estimates in column 7 show a decrease of 50 tons over the previous season's crop. This is a decrease and so the – symbol is to be used. The percentage of decrease is obviously $\frac{50 \times 100}{150} = 33.3$ to the first place of decimal. The entry in Column 10 against row Y is -33% (figure rounded off to the nearest integer.)

Note: While rounding off decimals, figures occurring after the decimal point which are less than 0.5 are to be ignored. If these figures are 0.5 and above, the percentage is rounded off to the next higher integer number in the numerical order of counting.

Now, if the totals are examined, in both the cases they are the same, i.e., 450 tons. There is thus no variation and the words “Nil” may be entered.

- 6) Sometimes, it is the practice in certain divisions, to express the estimate of the standing future, or current crop as a percentage of the previous seasons' crop itself. For instance, in the Para E (5), the Arabica crop in the two seasons for the range X is 150 and 200 tons respectively. The second figure works out to be 133 percent of the first . so sometimes the entry + 133% is found in the Arabica column of percentage variation. This method of working out the percentage does not represent any increase or decrease but only expresses one in terms of the other. This percentage is likely to be interpreted as 133% increase in the exact quantitative figures are not available, the computations based solely on + 133% would keep up to the following results.

Previous season's crop – 150 tons.

Percentage variation (wrongly entered) + 133%

.
 . . Estimated crop of the next season $150 + \frac{150 \times 133}{100} - 150 +$

200 – 350 tons which is obviously incorrect. It is suggested therefore that this practice may please be discontinued since this leads to confusion and so to wrong estimates. Instead, the practice as suggested in E (5) ante may please be adopted universally by all the field staff and A.C.Ms and Officers-In-Charge.

- 7) Provision has been made in Columns 10,11 and 12 for expressing to Percentage variation in Arabica, Robusta and Total crop separately. These Columns may therefore, be duly filled in. For the sake of brevity the symbol % representing the percentage may be omitted if so desired, while filling this column since the heading itself explains the figures. In case it is felt that it would be advantageous to retain the symbol % in cases whether the context requires it or not, it may be followed.
- 8) Wherever the sub-totals for each district of growth are also prepared the percentages of variations may be worked out for these sub-totals also and entered in appropriate places.

F. Remarks Column 13: This column is intended for any comments or observation which the A.C.M.Os , Officers-in-charge and field staff have to give on these estimates. In cases where there are increases or decreases in the current, coming or standing crop as compared with the crop of the previous season, the reasons, climatic and others, may be recorded. Observations on the whether conditions, rainfall and other relevant factors may also be made. Separate paragraphs may be added for this purpose and references to them by numbers or any such suitable devices may be mentioned under this column.

You will please taken immediate steps to instruct the field staff under you suitably in these matters and send copies of the same to the Head Office for reference.

In all cases where the field staff send their estimates either to you or to the Head Office, these uniform practices may please be adhered to.

I shall be glad to receive any suggestions or comments from you in this matter.

Sd/-
M.R. PARTHASARATHY.
Deputy Chief Coffee Marketing Officer.

INDIAN COFFEE BOARD

Office of the Chief Coffee Marketing Officer, S.T. No. 478.

Bangalore.

Dated: 20th June, 1951.

To

All Field Staff,

Sub: General Reports attached in the Fortnightly diary.

It has been decided by the Chief Coffee Marketing Officer that a monthly season and crop report should be prepared at the A.O and published in the Bulletin of the Board. This report is based on the general reports attached to the Fortnightly diaries submitted by you.

If this report is to be of any value, its basis viz., your reports must be accurate and up-to-date. It was found that some of the Fortnightly reports were not always as comprehensive as required by the earlier instructions issued in this behalf.

You will therefore, go through these circulars once again and will please follow the instructions contained therein. The following topics may form the subject matter of your general report.

- 1) Rainfall during the Fortnight, accurate and quantitative figures of rainfall may please be given invariably, whenever possible.
- 2) In effect, if any, on the standing or coming crop or both as the case may be. Full details regarding the beneficial or adverse effect of the rainfall and the quantitative estimates thereof, whenever possible may be furnished and percentage increases or decreases noted;

- 3 Weather factors other than rainfall such as sunshine drought, fog, mist, temperature etc., and effect of the same on the standing or coming crop or on both, as the case may be percentage increases or decreases noted;
4. Development by the crop maturing on the trees.
5. Cultural operations going on in the estates (shade regulation, pruning, manuring, spraying digging, nursery work etc.,) condition of estates and plants.
- 6 Progress of the crop harvest: Full details may please be furnished here regarding Arabica and robusta crop, under whole crop picking gleaning, stripping etc.,
7. Progress of processing or curing of coffee on the estates and connected operations, under each types of coffee, should be mentioned.
8. Progress of crop delivery into the pool, here details may be given under each type of coffee. Also information regarding transport position, costs and changes in the costs of transport position of charges in the costs of transport may also be indicated. Mention may be made whether the deliveries are upto expectations and or whether there are delays in the delivery and if so, reasons thereof. The progress of the delivery in respect of estates below 25 acres in size and estates of and above 25 acres may also be shown. The quality of the outturn and raw coffee may also be indicated wherever possible.
9. **Estimate of Crop:** Estimate of the probable yield of coffee in the range of the current crop or future crop or both as the same case may be. As far as possible quantitative estimates may be given. Percentages of increase or decrease may also be indicated. It is better if such estimates are given in

respect of each type of coffee i.e., Arabica and Robusta separately wherever increase or decreases are shown, the reasons thereof may also please be mentioned.

- 10) A general report on the prevalence or otherwise of coffee pests and diseases. Their extent and intensity, the percentage of damage done to the crop by their occurrence, the type of pest or disease, measures taken to check their further growth and their elimination etc., what is required in the general report is a summary of the existing position of these pest and diseases.
- 11) **Local Coffee Market:** The present position, changes in the supply of and demand for coffee, the prevailing local and wholesale and retail prices of other matters of interest may briefly be indicated here.
- 12) **Any other information:** These items may please be covered as far as possible in each fortnight so that these reports may be more comprehensive and useful.

Sd/-
For C.C.M.O

To:

All the Assistant Coffee Marketing Officers and Chief Coffee Inspectors in continuation of the H.O. S.T. No. 403 dated 19-8-1947 (copy enclosed for reference).

They will please issue necessary instructions to the field staff in their respective division in this matter and will please see that the reports submitted by the F/S are accurate, comprehensive and up to date. A copy of these and earlier instructions issued by them, on this subject to their P/S may please be sent to this A.O.

2. Method of check up by the A.C.M.O. of the crop estimates sent by the A.C.Is/C.C.Is for his range or circle.

Please see this Office Circular No. S.T. 4082 dated 15/16-5-1956.

- a) Please call for the list of selected estates in each range, estates being selected in accordance with Para 4, 5 and 6 of the circular referred to above. With regard to the selection of big estates and small estates one may take about 10% of the number in each category according to the principles of random sampling already explained to you (by Big estates we mean, coffee estates having a total planted area of 100 acres or more, while small estates are those having a total planted area of less than 100 acres.
- b) These list may be revised once a year preferably at the beginning of the season.
- c) Please ask the A.C.Is/C.C.Is concerned to send you crop estimates and other particulars in respect of these selected estates well in time so that you are able to check up data received and send your crop estimates to Head Office on the due dates mentioned in Para 3 of the circular referred to above. The exact date on which the reports from your field staff should reach you may be prescribed by you under advice to H.O.
- d) Please open a register in your office and allot one page therein for each range and tabulate the data sent by the A.C.Is in the following manner for each range.

Division_____ District_____ Range_____ Season_____

Sl. No.	Name of the estate	Final crop figures of the previous season	Crop estimates for					Actual crop figures	Remarks
			(a)	(b)	(c)	(d)	(e)		
1	2	3	4					5	6

&

1	2	3	4	5	6
---	---	---	---	---	---

- a) Pre-blossom estimates
- b) Post blossom estimates,
- c) Revised Estimates in September,
- d) Revised Estimates in December,
- e) Final Estimates in March of the following year.

Each of these columns should be further divided in to Arabica, Robusta and total. As soon as the reports are received from your field staff, they should be posted in this Register and the Register kept up to date by issuing reminders wherever necessary.

When an estimate is sent by the A.C.I for his range, he gives you figures for the previous season and the current season for his range. From a perusal of this register, one can form an idea about the trend of the variations in the crop estimates in the selected estates for each range. The average percentage of variations for Arabica and Robusta may be calculated for his range and applied to the final crop figure of the previous season in order to get the current season's estimates. If the estimates thus calculated differs widely from the estimates given by the A.C.I of that range, this is a point for further investigation and check up. If these two figures are fairly in agreement, the A.C.Is figures accepted. Out of the estates

selected for each range, the A.C.M.Os may select a certain percentage by random sampling and visit these estates personally. The study and observations made by them while visiting these estates would enable them to check up the data and estimates sent by the A.C.Is and C.C.Is.

2. Maintenance of records by the A.C.M.Os to watch whether the deliveries into the pool are up to the crop estimates or not.

It is very necessary for the A.C.M.Os to maintain the data regarding production and actual deliveries of the crop into the pool for the districts coming within their jurisdiction. The actual production figures for each district are published in the Board's Statistical Volume over a series of years. The total deliveries can also be computed for these districts by taking the total quantities of coffee cured by major curing yards district wise, as published in the Statistical Volume Appendix VI (c) and adding to it the net pool depot collection (i.e., total receipts-transfers). These figures may be then plotted on a graph and the fact whether the pool deliveries are up to the estimates can be checked up easily, with the help of these figures. Various steps for doing this are listed below:-

- a) Please collect the final estimates of crop for each district for the last 3 or 4 seasons based on the estimates given by the field staff from time to time.
- b) Please collect the actual production figures for the 3 or 4 seasons for Arabica and Robusta separately by taking these figures from the Board's Annual Reports [Appendix IV (c)].
- c) Please collect the pool receipts figures for each district for those seasons by taking the quantities handled by the Pool Agents from Appendix VI (c) of the Statistical Volume and adding to it the Depot Collections less transfers for the season district wise.

d) Please prepare a table as follows for each district separately.

District _____ "TRENDS IN CROP & POOL DELIVERIES"

Sl. No.	Season	FinalCrop Estimates (Tons)			Actual Production (Tons)			Delivery into Pool (Tons)			Remarks
		Arb.	Rob.	Total	Arb.	Rob.	Total	Arb.	Rob.	Total	
1	2	3			4			5			6

e) Please plot these figures on a graph paper to reveal the trend and the agreement between estimates, actual production and pool deliveries.

f) Please keep this data upto date from now onwards and investigate the cases of vide and appreciable disagreements as revealed by these graphs.

4. Maintenance by A.C.M.Os of records to show progressive total of collection in each area year by year.

Please see subject No.2 above.

4. Maintenance by Assistant Coffee Marketing Officers of separate figures of crop estimates and actuals in respect of each range in his division.

The periods at which the crop estimates are to be submitted by Sub-Office to Head Office are prescribed in Para 3 of this office circular No.S.T. 4082, dated 15/16.5.1956. It has already been suggested under Subject No.1, above that the Sub-Offices should prescribe the due dates for receipt of these estimates to Head Office well in time. As soon as these estimates are received, they may be entered in a separate register, one folio being devoted for each season for each district separately. The register may be somewhat on the following lines:

“Trends in Crop Estimates and Actual Production”

Sl. No.	Name of the range	Season						District			Remarks
		Actual production in the previous season			Estimated production in the current season			Actual production in the current season			
1	2	3			4 to 8			9			10
		Arb.	Rob.	Total	Arb.	Rob.	Total	Arb.	Rob.	Total	
		(a)	(b)	(c)	(a)	(b)	(c)	(a)	(b)	(c)	

* The several estimates prescribed will be entered here as soon as received.

It is therefore becomes necessary to find out the actual production figures in respect of each range. For this purpose, the following steps may be followed:-

- a) Please make a list of all estates in each range both registered and un-registered.
- b) Please separate out all estates less than 2 hectares in extent from this list.
- c) Please ask each Asst. coffee Inspector or Filed Staff to give the actual crop production figures for each and every estate of and above 2 hectares in extent as soon as the final E.I. Rs. (a) are sent by him (method of complete enumeration).
- d) In respect of estates below 2 hectares please select 10% random samples and estimate actual production figures on the basis of the investigations made on this sample of the estates for each range by the filed staff.
- e) Please sum the total production of the estates below 2 hectares in extent in order to arrive at the total production figures of each range.
- f) Please prescribe the due dates for submission of each of these returns by your Field Staff in you division and tabulations at your office.

If these records are maintained, it will be easy to have separate figures for crop estimates and actuals in respect of each range.

5. Keeping of records of price trends wholesale and retail market price:-

- a) Please make a list of the centres in your division from where market prices data are to be collected, and also the persons responsible for submitting the price data.

- b) Please ask the concerned Inspector/Staff to send the returns to you these data through the weekly market prices form already prescribed as on each Friday. If fortnightly prices data are required. These may be sent in their fortnightly general reports.
- c) Please maintain a register in your office and enter therein the price quotations received for each centre for each week. One page may be allotted to each centre separately.
- d) If the prices collected in terms of ranges (i.e., from 200 to 255/- per Cwt. for example) please calculate the mean average price under it in pencil in the same register under the relevant market prices entered in ink. Please plot the pencil figures on a graph for representative grades, (such as Plant A Arabica Chy. Flats and Robusta Cherry Flats) only. Separate graphs are to be maintained for wholesale and retail prices for each centre. If there are more than one centre, please decide on the centres in respect of which these graphs are to be drawn at first. Please keep these graphs upto date.
- e) Please check up the data for errors discrepancies and variations in the manner already explained to you in the earlier circular from this office and thus obtain accurate figures. The trends shown by the graphs are also be analysed further.

5. Subject: General Reports and Fortnightly General Diaries.

Reference: S.T. No. 994, dated 4-4-52.

It was suggested sometime back that the Depot Staff need not submit either the diary or fortnightly general reports since the collecting depots staff will not be visiting estates during season time. This subject was discussed at the recent conference of asst. coffee marketing officers held in Bangalore on 6th and 7th August, 1958 and it has been decided that the submission of fortnightly diaries and general reports by the depot staff cannot be dispensed with, but in the case of depots having two or more officials, the senior amongst them need alone submit the fortnightly general diaries, indicating therein the work done by the other also.

2. If, on the other hand, any member of depot staff visits estates during the season time, he will have to submit his diaries as prescribed.

S.T. No. 496/58-59/499, dated 24-9-1958.

**Subject: Monthly return from curing yards – gains-in-weight and sweepings-
Accounting of the same.**

Entry relating to the gain-in-weight will be considered as a foot-note and figures relating to gains and /or loss –in-weight may therefore be shown accordingly in future.

Also, please note that quantities of coffee seized should not be mixed up with actual outturns according to growths districts and may therefore kindly be furnished as separate entry in the same way as gains-in-weights are accounted. In case raw or uncured coffee is seized, the relevant columns 1 to 6 may please be filled up against the item “Seizure”.

S.T. No. 437, dated 6-10-51. to all Pool Agents and A.C.M.Os.

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COFFEE BOARD

BANGALORE

Copy:

S.T. TECH/K.V.S/1125/750

Dated:31-10-1957

To

ALL ASST. COFFEE MARKETING OFFICERS
(Except A.C.M.O., Mangalore)

Sub: Collection of Statistics in respect of estates below 2 hectares

Your attention is invited to the Notes on the subject circulated to you and also the explanations given at the recent A.C.M.Os Conference held in Bangalore on the 7th October, 1957.

2. It has been suggested that the Board's statistics with regard to area production, etc., etc., may be compiled on the basis of the method of complete enumeration in the case of all estates of and above 2 hectares and by the method of random sample in the case of estates below 2 hectares instead of the present method. The method of random sampling was explained at the time of the A.C.M.Os conference. It was agreed to therein that a table of random Nos. and also the method of selecting estates by the use of random Nos., may be sent to the Sub-office so that they could select the representative estates below 2 hectares in each of the ranges in their jurisdiction on the method of random sampling and get the data collected in respect of those selected estates. I am therefore sending herewith a table of Random Nos. and also the method of using them with illustrations. It is requested that list of estates, registered and unregistered, below 2 hectares in extent, may be called for from each range and data collected in respect of these estates thoroughly and tabulated. The various steps involved in this process are given below:-

1) Obtaining list of all estates below 2 hectares in extent, registered and unregistered in each range;

2) Selecting a 10 percent sample of these estates on the basis of the random numbers;

3) Communicating the names of these selected estates to the A.C.Is and F/s concerned and C.C.Is, and asking them to visit these estates and collect all statistics in detail in respect of these estates, wherever they may be located;

4) Obtaining the data collected and tabulating them in the abstracts as in the case of big estates;

5) Estimating the averages for each range and the calculation of the total acreage, production, etc., for each range, based on these averages;

6) Consolidation of the range totals into district totals and again with the totals of estates of and above 2 hectares in extent;

7) Check on the data collected and on the work of the A.C.Is and F/s by the C.C.Is and Sub-Office.

3) You are requested to study these detail and let us know whether any training on this is necessary to the Field Staff and/or sub-office staff when the cost of production training classes are conducted. If the assistance and training to the staff in the Sub-Offices or F/s is also required earlier, please let us have your requirements so that some members of the staff/office in the H.O. may go round the Sub-Office with a view to train them.

Sd/- M.C.SATHYANARAYAN

Statistical Officer

Copy to: 1) E.T. Section, H.O

2) E.B. Section.

3) A.C.M.O., Mangalore for information.

COFFEE BOARD

BANGALORE

A Note on random numbers and the method of using them

Random Nos. are a set of digits which are widely used for Selecting random samples from a universe or group. These numbers have been drawn randomly and tested for their randomness. The following 2 tables of random numbers taken from the Book “ Statistical methods for Agricultural Workers” published by the Indian Council of Agricultural Research, New Delhi, are enclosed herewith.

- a) RANDOM NOS. TABLE NO. I – 2 digit random numbers.
- b) RANDOM NOS. TABLE NO. II – 3 digit random numbers.

2. The procedure for taking a simple random sample is as follows:-

a) Please make a list of all the estates below 2 hectares under coffee in each range, and serially number the estates.

b) If the lists have already been prepared by the Field Staff, please examine the list carefully to see whether the serial numbering is done properly and that no estates of and above 2 hectares are included in the list. If the lists of estates have been made for each village separately, the serial numbering may be done continuously from the first village to the last village, and no serially numbering the estates situated in each village separately, is necessary. While serially numbering, all un-registered estates and those which have applied for registration should be excluded data on them being collected on previously.

c) Please calculate 10% of the total number of estates to be selected and round it off to the next higher digit. For instance, if there are 354 estates in a range, 10% of it is 35.4 and the number to be selected is the next higher one, viz., 36.

d) In order to select the number of estates as per Paragraph 3 above in random manner, please refer to the table of random numbers enclosed herewith. If the number of estates in any particular range is 99 or less, Table No. I may be used. If the number of estates in any range is more than 9, but less than 999 Table II may be used. It is presumed that in no range, the number of estates below 5 acres exceeds 999. In any particular case if the number of estates is too small, say, within 20, all the estates may be selected and no random samples is necessary in that case.

3. The following examples will illustrate the method of random selection by using the tables.

EXAMPLE 1. : Suppose, in a range, there are 85 estates and we are required to select 9 estates, Table No. I is to be used in this case. We may star anywhere in the Table and move up or down, across or diagonally and choose the number in the population as they occur. For instance, starting with Column No. I and reading down this Column, we get the numbers as follows:-

51, 68, 30, 81, 90, 46, 99, 98, 11, 06, 83 and 49. Please ignore here all numbers above 85, and we are left with Nos. 51, 68, 30, 81, 46, 11, 06, 83, and 49. These 9 numbers will give the required numbers. Please read off and mark the estates in the list whose serial numbers are 51, 68, 30 etc.. These nine estates so marked will give the random set of estates required in the range. For selection in the next number in the same column and those in the second column and third column etc., may be as used soon as the earlier columns are exhausted we may take the figures from the table according to rows or diagonally and use them for this purpose.

EXAMPLE 2: Required to select 10% random sample from a range containing 285 acres. 10% of 285 is 28.5. The number of estates to be selected is therefore 29. The table to be used in this case is Table No. II. Starting from the first row, we get the first 29 numbers to be 642, 807, 270, 546, 079, 835, 828, 386, 010, 216, 322, 045, 288, 302, 957, 018, 019, 053, 044, 058, 849, 285, 898, 732, 790, 186, 608, 897, and 265. Please divide 1000 by 285. Three

times 285 in 855 and leaves a remainder of 145, while 4 times 285 exceeds 1000. Therefore please ignore all numbers above 855 in the selected random numbers and divide the rest by 285 and take the remainder in each cases. In this instance, dividing 642 by 285, two times 285 is 570 and the remainder is 72. Please keep 237, next No. 807. two times 285 is 570 and the remainder is 237. Please keep 237, the next number is 270 which is less than 285 and therefore no division is necessary in this case. The number may be selected as it is and soon the required random number are 72, 237, 270 and soon if there is any repetition of the same remainder in the divisions, please ignore the number and take the next number. In the list of 29 random numbers quoted above, Nos. 957, 898, 897 are to be ignored since they exceed 855. In place of these three, we may choose the numbers 257, 276, 134 from the table. The final set of 29 numbers will be:-

72, 237, 270, 261, 029, 265, 258, 101, 010, 216, 37, 045, 3, 17, 18, 19, 53, 44,
58, 279, 162, 220, 186, 38, 265, 257, 276, 134.

Please read off and mark estates bearing these serial numbers in the list of estates in the range. This will give random set required.

4. In no case should the random numbers once selected be tampered with. In making all selections please quote the table and the random number used and send a copy of it along with the list of selected estates and the list of estates in the range to the Head Office for reference

5. When once those estates have been selected randomly the Field Staff may please be asked to collect all the data in respect of these estates and send them to you for tabulation. No option need be given to the Field Staff to replace or substitute these estates when once they have been selected randomly on the grounds that they are not well mentioned, in accessible etc. The Chief Coffee Inspectors may also please check up the data collected by the Asst. Coffee Inspectors.

6) In the course of selection of random numbers if a particular random number, repeats, it may be ignored and the next number chosen from the table.

Sd/-
Statistical Officer
Coffee Board
Bangalore

COFFEE BOARD
BANGALORE
TABLE NO. I

For Office use only

Two digit random numbers (not for publication)

Columns															
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
51	51	00	83	63	22	55	39	65	36	63	70	77	45	85	50
68	97	87	64	81	07	83	73	71	98	16	04	29	18	94	51
30	79	20	69	22	40	98	72	20	56	20	11	72	65	71	08
81	69	40	23	72	51	39	75	17	26	99	76	89	37	20	70
90	60	73	96	53	97	86	37	48	60	82	29	81	30	15	39
46	15	38	26	61	70	04	68	08	02	80	72	83	75	46	30
99	05	48	67	26	43	18	14	23	98	61	67	70	52	85	01
98	35	55	03	36	67	68	49	08	96	21	44	25	27	99	41
11	53	44	10	13	85	57	78	37	06	08	43	63	61	62	42
06	71	95	06	79	88	54	37	21	34	17	68	86	96	83	23

1	83	45	19	90	70	99	00	14	29	09	34	04	87	83	07	55	16
2	49	90	65	97	38	20	46	68	43	28	06	36	49	52	83	51	15
3	39	84	51	67	11	52	49	10	43	67	29	70	80	62	80	03	14
4	16	17	17	95	70	45	80	44	38	88	39	54	86	97	37	44	13
5	13	74	63	52	52	01	41	90	59	59	19	51	85	39	52	85	12
6	68	93	60	61	97	22	61	41	47	10	25	52	97	05	31	03	11
7	01	07	98	99	46	50	47	91	94	14	63	19	75	89	11	47	10
8	74	97	76	38	03	29	63	80	06	54	18	66	09	18	94	06	09
9	19	33	53	05	70	53	30	67	72	77	63	48	84	08	31	55	16
10	43	70	02	87	40	41	45	59	40	24	13	27	79	26	88	86	14
11	95	80	35	14	97	35	33	05	90	35	89	95	01	61	16	96	15
12	82	15	94	51	33	41	67	44	43	80	69	98	46	68	05	14	13
13	65	31	91	51	80	32	44	61	81	31	96	82	00	57	25	60	12
14	85	23	65	09	29	75	63	42	88	07	10	05	24	98	65	63	11
15	65	79	20	71	53	20	25	77	94	30	05	39	28	10	99	00	14
16	81	06	01	82	77	45	12	78	83	19	76	16	94	11	68	84	15
17	00	52	53	43	37	15	26	87	76	59	61	81	43	63	64	61	16
18	50	28	11	39	03	34	25	91	43	05	96	47	55	78	99	95	17
19	53	32	40	36	40	96	76	84	97	77	72	73	09	62	06	65	18
20	69	84	99	63	22	32	98	87	41	60	76	83	44	88	96	07	19

17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32
58	91	63	65	99	59	97	84	90	14	79	61	55	56	16	88
00	97	26	16	91	21	32	41	60	22	66	72	17	31	85	33
00	51	72	62	03	89	26	32	35	27	99	18	15	78	12	03
15	00	41	92	25	73	40	38	37	11	05	75	16	98	81	99
30	92	30	45	51	94	69	04	00	84	14	36	37	95	66	39
19	94	91	67	48	57	10	25	19	64	82	84	62	74	29	92
10	70	49	92	05	12	07	23	02	41	46	04	44	31	52	43
23	13	67	95	07	76	30	55	85	66	96	28	28	30	62	58
63	71	54	50	06	44	76	68	45	19	69	59	35	14	82	56
19	29	56	23	27	19	03	69	31	46	29	85	18	88	26	95
39	79	11	28	94	15	52	37	31	61	28	98	94	61	47	03
86	57	77	55	33	62	02	66	42	19	24	94	13	13	38	69
51	26	35	96	29	00	45	33	65	78	12	35	91	59	11	38
07	21	02	84	48	51	97	76	32	06	19	35	22	95	30	10
86	33	49	90	21	60	74	43	33	42	02	59	20	39	84	95

Source “ Statistical methods for agricultural workers “ by

V.G. Pans and P.U. SukhatmeI.C.A.R page 344-345

COFFEE BOARD
BANGALORE
TABLE NO. II

For Office use only

Three digit random numbers (not for publication)

Columns											
1	2	3	4	5	6	7	8	9	10	11	12
642	807	270	546	029	835	828	386	010	216	322	045
790	186	608	897	265	257	276	134	111	614	930	921
435	410	099	205	689	786	313	094	883	382	695	654
218	345	226	433	905	298	385	904	803	854	968	739
263	626	225	267	531	617	134	416	101	081	503	908
296	340	928	403	526	048	138	609	602	807	331	986
635	883	273	307	700	226	101	762	243	049	471	774
058	569	858	422	469	850	647	050	958	217	564	686
452	341	221	191	226	645	614	734	201	633	887	868

1	2	3	4	5	6	7	8	9	10	11	12
757	094	479	348	407	575	377	095	239	675	527	886
149	322	243	302	047	427	832	247	827	331	045	500
639	252	212	801	325	032	719	795	702	411	141	913
648	047	384	924	748	096	704	732	188	117	519	249
573	469	233	958	782	058	134	047	833	897	686	154
879	632	569	615	352	706	787	428	114	305	629	806
676	183	092	227	221	143	760	061	915	362	366	778
235	417	572	035	884	979	255	034	163	387	717	660
749	782	410	000	437	257	074	404	742	573	618	017
364	969	700	079	762	551	646	702	616	517	361	377
406	697	651	823	196	747	748	202	473	049	634	182
749	604	596	495	370	532	952	843	214	125	162	641
355	217	237	436	308	679	812	164	651	367	825	191
392	184	954	581	986	202	732	640	447	515	829	158
627	816	252	418	490	869	332	852	772	438	864	281
709	349	671	505	855	905	549	550	489	101	527	041
876	219	495	418	943	864	864	424	200	164	054	452
687	529	928	822	641	033	948	299	058	732	974	113
836	884	465	379	779	348	217	195	359	232	948	907
262	484	430	807	965	329	191	436	896	614	551	306
406	292	730	137	235	154	714	114	506	375	139	077

13	14	15	16	17	18	19	20	21	22	23	24
288	302	557	018	109	053	044	058	849	285	898	732
965	943	462	554	146	318	313	540	090	553	340	096
870	654	605	967	968	085	370	252	657	094	698	056
813	728	351	266	619	151	079	473	763	886	097	893
506	662	573	866	835	785	689	529	992	283	964	416
304	855	222	564	247	726	626	370	569	002	759	996
232	804	271	605	536	173	607	504	020	357	975	079
547	746	272	659	500	487	039	821	904	130	633	750
579	419	722	753	519	962	836	477	033	320	248	817
113	008	777	675	351	395	656	463	578	647	736	959
526	559	446	464	308	899	620	172	197	937	171	432
224	878	732	433	005	993	355	727	995	421	816	713
199	107	231	637	192	397	865	512	072	863	904	818
491	049	367	154	956	011	777	635	102	349	675	392
674	920	950	500	232	289	553	962	844	902	272	428

13	14	15	16	17	18	19	20	21	22	23	24
857	512	776	644	719	415	362	900	851	169	852	504
102	072	305	756	036	523	026	453	977	744	132	319
519	302	585	845	931	731	642	365	632	333	831	719
648	414	669	196	462	612	192	781	061	420	943	216
284	604	628	959	985	898	494	235	935	259	394	334
627	443	283	351	188	946	131	915	229	203	877	693
429	152	062	486	826	147	338	911	530	984	319	317
922	430	588	568	966	031	699	384	192	956	384	030
461	744	365	022	401	067	667	423	957	158	754	211
039	060	686	065	021	808	697	314	744	220	369	155
122	309	242	226	403	441	624	875	320	402	098	046
486	341	451	395	054	268	134	740	002	999	108	084
494	983	308	978	800	884	383	530	025	978	343	269
631	946	604	987	264	596	101	084	367	788	322	601
507	294	628	614	385	914	324	632	069	382	626	724

Spirce” “Statostocal Methods for Agricultural Workers” by V.G. Panse, and
P.V. Sukhatma, I.C.A.R. Page 346- 347.

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COFFEE BOARD

BANGALORE

Circular No.116/1461.

Dated 5.12.1961.

S.T.No.10/2/1/1454

To

All Asst.Coffee Marketing Officers.

Dear Sirs,

Collection of statistics in respect
Of estates below 2 hectares in extent.

Please refer to this office letter No.S.T. Tech/KVS/1125750 dated 31st October 1957 giving certain details regarding the selection of estates and other procedures to be followed in order to collect the statistics in respect of estates below 2 hectares. The various steps involved in this process were listed in Para 2 therein and step No.5 relates to the estimation of the averages for each range and the calculation of the total area, production, etc., for each range based on these averages.

2. In order to facilitate the sub-offices in the compilation of these data, a specimen worksheet on how these computations are made under step No.5 is enclosed herewith. This procedure has to be followed for each item in respect of which estimation has to be made separately. For instance, if planted area under Arabica and Robusta are to be estimated the method has to be used for Arabica and Robusta separately.

3. The enclosure serves only as an illustrative example and is based on imaginary figures. It is meant for purpose of illustration only.

4. If this method is followed, than it is not necessary for the sub-offices to send either the list of selected estates or the data collected from them so far individually to the H.O. Only

the computed estimates for each of the ranges along with the consolidated totals for the district/districts under your jurisdiction, for each of the items will do for annual statistics. The estate data received may however be posted in the registers in the sub-offices.

5. While the consolidated annual data are sent to the Chief Coffee Marketing Officer, the work-sheets as per the enclosure may please be sent to the Statistical Officer.

Yours faithfully,

Sd/-

Statistical Officer

Copy to:

- 1) E.T. Section,
- 2) Case Workers concerned
- 3) Circular folders file
- 4) S.O
- 5) S.A

ENCLOSURE:

Method of Estimating the Data for each Range.

- a) Let there be 118 estates in a particular range. 10% of this will be 12 estates to be selected randomly. Data regarding these 12 estates will have to be first collected and tabulated.

Suppose it is required to estimate the planted area under Arabica coffee for this particular range, then the various steps involved in this calculations are shown below:-

Step No. 1

Please tabulate the Arabica planted area figures in the form given below:-

Division:

Range:

Season:

Sl. No.	Name of the estate	Planted area under Arabica Coffee Hectares
1.	_____	2.16
2.	_____	3.82
3.	_____	0.81
4.	_____	0.49
5.	_____	2.17
6.	_____	3.31
7.	_____	4.11
8.	_____	1.17
9.	_____	3.05
10.	_____	3.62
11.	_____	3.87
12.	_____	<u>1.25</u>
	Total	29.83

Step No. 2

Please total and calculate the average.

In the above example, the total is 29.83 and the average comes to $\frac{29.83}{12} = 2.49$

Step No. 3

The estimated total planted area will then be:

Total No. of estates in the range	X	Average planted area per estate
--------------------------------------	---	------------------------------------

= 118 X 2.49= 293.82 hectares under Arabica.

COFFEE BOARD

BANGALORE

S.T.NO. (1125) KVS 2594

Dated: 2-6-1958

To:

All Asst. Coffee Marketing Officers,
(Except A.C.M.O, Mangalore)

Sub: Collection of Statistics in respect of estates below 2 hectares.

Ref: S.T. (Tech) K.V.S./1125/750 dated 31-10-1957.

Please refer to Para 2 (1) of the above circular. It is requested that only registered estates below 2 hectares in extent are to be taken into account while selecting the random samples in respect of estates below 5 acres in extent. In the case of unregistered estates the existing procedure will continue.

Sd/-

Statistical Officer

Copy to:

- 1) Estates Section, Head Office,
- 2) Establishment Section (Marketing Department)
- 3) A.C.M.O., Mangalore for information.

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COFFEE BOARD

BANGALORE

S.T. 10/2/1/2624

Circular No. 31/1962

10th April, 1962.

To

All Assistant Coffee Marketing Officers:

Dear Sirs,

Sub: Adoption of random sampling method in respect of estates below 2 hectares in extent.

Please refer to Para 3 of the Head Office Circular E.T. No. 3516 dated 6th March 1962. The adoption of the random sampling method was already recommended in the previous years and certain instructions were issued on the point, vide the following Circulars. These instructions, together with certain modifications thereof, are summarized below for your information and for taking necessary action in the matter.

1. S.T. Tech/KVS/1125/750 dated 31-10-1957.
2. S.T. Tech/KVS/2594 dated 2-6-1958.
3. S.T. 10/2/1/2790 dated 20-4-1961.
4. S.T. 10/2/1/1454 dated 5-12-1961.

2. Work by the field staff: The estate inspection work, collection of statistics and statutory returns, etc., in respect of estates below 2 hectares in extent will have to be done on the basis of random sampling method in future. For this purpose. The range (of the inspectors) is considered as the Stratum and the registered estate as the unit of sampling. As the most essential step. It is necessary in cell for and to have a complete and exhaustive list of estates below 2 hectares (registered) in respect of each range in your jurisdiction. This list should be kept up-to-date in the Sub-office and the range concerned with all additions and

alterations made from time to time. This provides the basic frame from which the sample has got to be drawn. It is necessary that all care should be taken to see that the list of estates is drawn up with all accuracy and kept up-to-date. Similarly, lists of unregistered estates also should be called for and kept up-to-date in respect of each range. The data so obtained regarding the number of registered and unregistered estates may be consolidated for each revenue district and verified with the figures of the Head Office and those published in the Board's Statistical Volume and Discrepancies, if any, should be got examined and set right immediately.

3. Drawing of samples from estates from each range: From each range 10% of the estates below 2 hectares in extent should be selected every year from the list of estates below 5 acres in extent. This selection should be made by the sub-offices and checked up and issued to the Field Staff before the commencement of each season. How to draw this random sample has been explained in this Office Circular No. ST. Tech/KVS/1125/750 dated 31-10-1957. The selection should be made in respect of each range independently and communicated to the field staff concerned under advice to the Head Office also.

4. Since all these statistics, records and the estate inspection are based on random sampling method only. It becomes necessary to select the set of estates and every year instead of once in 3 years as communicated in this office circular ST. No. 10/2/1/2790 dated 20-4-1961 so that all estates below 5 hectares in extent are covered at least once in ten years. Hence this Office Circular No. ST. 10/2/1/2790 dated 20-4-1961 stands modified to this extent.

5. Selection of the estates in the first year may be get done straightway without any difficulty. In the second and subsequent years, please proceed on the lines as explained in this Office Circular No. ST. Tech/KVS/1125/750 dated 31-10-1957, but omit the case of the estates already selected in the previous year/years, if the random numbers show such a repetition

6. In respect of certain districts where the number of estates below 5 hectares in extent is very small (viz., Coimbatore, Kanyakumari, South Kanara, Palghat, Tirunelveli and

Trivandrum) random sampling is not necessary and may lead to serious errors if adopted. Therefore, the present method may be continued in respect of these estates and districts.

7. After communicating the number of selected estates to the field staff, please open as many files of estates below 5 hectares in extent as there are selected estates. It is very necessary to insist upon the field staff to obtain all the statutory returns and reports, in respect of these estates for the year under consideration, and send them to the sub-office by the due dates. Prompt reminders should be issued in the matter to the field staff.

8. Annual Statistics:- The figures regarding the planted areas, bearing area, production, deliveries into the pool and quantities retained for domestic use and seed purposes, for each range can be computed on the basis of data received from selected estates of the range in accordance with the procedure explained in this Office Circular No.ST.10/2/1/1454 dated 5.12.1961. These methods and data so collected may also be utilised for checking up of the crop estimates sent by the field staff in respect of this category of estates.

9. The field staff should inspect these selected estates regularly and promptly. All the statutory returns should be obtained from these estates and verified by the field staff also and their estate inspection reports should be sent promptly for all these selected estates.

10. Tabulation of statutory returns: This will be confined to the estates selected under the random sampling scheme in respect of estates below 2 hectares in extent. In respect of other size categories, all the returns received should be tabulated.

11. It has also been approved by the Chairman that these matters may be discussed with the sub-office and field staff during the Cost of Production training classes to be held in the current year. Points, if any, which need further clarification may kindly be brought up for discussion at these classes.

12. Your remarks and suggestions in the matter may also please be sent to the undersigned.

Yours faithfully,
Sd/-

Statistical Officer.

Copy to:

1. ET Section, Head Office.
2. Staff concerned at H.O., ST Section.
3. S.O. & S.A.
4. Circular folders file.

COFFEE BOARD

BANGALORE-1

St.No.1/1/41(SLK)/194.

17.7.1964.

To

All Regional Deputy Chief Coffee Marketing
Officers and all Divisional Asst.Coffee
Marketing Officers.

Dear Sirs,

Sub:- System of records to be maintained in the ranges.

Please refer to this office circular No.ST.No.(SLK) 1890 dated 13.1.1964 and your Replies thereto. Since the proposals contained in this office circular have been agreed to, they have been finalised and it is requested that these proposals may be implemented very early and necessary instructions may be issued to the field staff in the matter under advice to this office.

Yours faithfully,
Sd/-
M.C. SATYANARAYANA.
Statistical Officer.

Copy to:

1. Inspection Section H.O.
2. Estates Section, H.O.
3. Cost of production branch, S.T. Section, H.O.
4. Crop Estimation Branch, S.T. Section, H.O.
5. C.C.M.O'S file
6. S.O.
7. All Field Staff and depot staff along with a copy of the circular ST.No.(SLK) 1890 DATED 13.1.1964.

COFFEE BOARD

BANGALORE

S.T.No.(S.L.K) 1890.

Dated 13.1.1964.

Circular No.2.

To

All Regional Deputy Chief Coffee Marketing Officers.

All Divisional Asst. Coffee Marketing Officers.

Dear Sirs,

Sub: System of records to be maintained in the ranges.

From the inspection of the several ranges by the undersigned during the course of the year 1963, in so far as the statistics and estate work is concerned, the following points were observed:-

- 1) There has been either lack or incompleteness in the records maintained;
 - 2) There has been some duplication of work;
 - 3) The records maintained are not uniform and varied from range to range.
- 2) The details regarding the above have been given in the individual reports on the inspection of the ranges concerned.
- 3) It therefore seems to be desirable to prescribe a uniform set of records files etc., for maintenance at these ranges by all the field staff who are in charge of estate inspection work and insisted upon by us. A draft set of the records proposed for

maintenance by these ranges is enclosed herewith. I shall be thankful to have your remarks and suggestions in the matter.

Yours faithfully,
Sd/- 13.1.64.
Statistical Officer.

Copy to:

1. Inspection Section H.O.
2. Estates Section, H.O.
3. Cost of Production Branch, Statistical Section, H.O.
4. Crop Estimation branch, S.T. Section H.O.
5. C.C.M.O's file

Set of Records and Files to be Maintained by the
Ranges (Estates and Statistical Work)

It is considered desirable that the following minimum records should be maintained by each of the ranges of those field staff who are in charge of estate inspection work.

1) List of Estates: It is necessary that the staff should have a list of estates located in their ranges along with their registration numbers.

Papers relating to changes in registration and registration and cancellations, etc., should be maintained in a separate file and the lists should be corrected once a year, by the end of April. This list of registrations should be drawn up villagewise and sizewise, the sizewise categorisation being based on the total planted area and not on the registered area.

Once a year such a list of registered estates should be revised and sent to Sub-Office by 30th April for further action.

The Sub-Offices should also maintain the list of estates districtwise in accordance with the registration numbers received from the district Collectors/Dy. Commissioners. The lists sent by the field staff should be tallied with those received from the Collectors and any estates which are missing should be allocated.

2) List of Unregistered Estates:- A separate file may be opened for this; and lists of unregistered estates should be maintained. All correspondence relating to their registration etc., should be put in this file. As soon as an estate becomes registered, it should be deleted from this list and transferred to the list of registered estates.

3) Seasonwise Register:- For each season it is necessary that the field staff should send certain statistics and other information. It is therefore suggested that for each season an estate register may be opened separately and all the estates, registered and unregistered, may be entered in this register villagewise and sizewise. The register may be ruled according to the data required for F, F-1 and annual statistics tabulations and entered. The totals may be abstracted sizewise and then villagewise and sent to the Sub-Office. The abstracting work may be done in the register itself. A specimen copy of the register (Master Tabulation sheet) is enclosed.

4) Calendars Due in and Due Out:- A comprehensive calendar of due in and due out covering all the items of work may be prescribed by the Sub-Office and this may include in particular, the following items of estate and statistical work.

- a) Fortnightly general reports.
- b) Crop estimates – Five times a year on prescribed dates.
- c) F and F-1 forms tabulations
- d) Annual statistics
- e) Submission of interim and final single composite forms
- f) Submission of statutory returns.

5) Circular Folders files: In each range it is necessary to maintain a circular folders file in respect of each of the following subjects: Copies of all circulars issued from the Sub-Office and also from H.O. must be classified subjectwise and preserved in these files permanently.

- a) Crop estimates
- b) Random sampling
- c) Annual Statistics
- d) Cost of production
- e) Fortnightly general/reports etc.,

6) Crop Register

A register has already been prescribed and printed sheets are also supplied. It is necessary to post them up-to-date, their maintenance will be easy if the Field Staff adopt the method of posting, as soon as the returns are collected from the estates, first in the seasonwise register and

then the crop register also simultaneously before sending them to the Sub-Office.

One sheet may be maintained for each estate and the register may be arranged according to the registration numbers villagewise and maintained in different volumes with suitable wrappers and indexed.

7) Cost of production: The cost of production should be maintained as classified records. There should be one file for each estate. Data relating to different seasons of the same estate may be arranged season-wise in the same file.

8) Random Sampling: An estate selected for random sampling for each season may be entered in the season-wise register itself. As soon as the returns are collected from these estates, they may be posted in this register, totals made, average and range estimates also calculated. All these can be worked out on the register itself. The data for the range may then be consolidated and the consolidation shown at the end of the season-wise register.

9) Range-wise case histories: A small register be opened for each range and the following summary for the range may be entered one time on each page. This register can serve for several years and may contain the following statistics:-

- 1) Crop estimates from time to time;
- 2) Area statistics like planted area, bearing area, new clearing, replantings, etc.,
Balehonnur selections for the entire range under Arabica and Robusta separately.
- 3) No. of estates registered and unregistered, production, pool deliveries and quantities retained for domestic use and seed purposes under Arabica and Robusta separately.

Each one of these items may be entered on different pages with suitable headings.

Apart from the above records and registers there may be other files and records also for which a suitable system of numbering and maintenance may be prescribed by the Sub-Offices themselves.

Sd/- 13/1/64

Statistical officer

MASTER

SEASON

DISTRICT

Sl. No	Name of Estate	Reg. No.	R.A	PLANTED AREA (In hs.)	BEARING AREA (in hs.)	Additional Land Planted with Coffee (in hs.)
				Arabica/Robusta/Total	Arabica/Robusta/Total	Arabica/Robusta/Total

TABULATION

SIZE OF HOLDINGS

AREA UPROOTED & RE-PLANTED (In ha.)			AREA ABANDONED (In ha.)			AREA UNDER BALEHONNUR SELECTIONS (In ha.)					Total
Arabica	Robusta	Total	Arabica	Robusta	Total	S.795	S.288	S.446	S.228	O.V.	

Sl. No	Area under Selections	Total	Actual crop for Season			Quantity Retained domestic use			For season..... Seed purpose			Blossom Estimates for Season			Estimates as in Crop Estimates Return for season.		
			Arabica	Robusta	Total	Arabica	Robusta	Total	Arabica	Robusta	Total	Arabica	Robusta	Total	Arabica	Robusta	Total

TABULATION (Contd.)

SIZE OF HOLDINGS..... (IN TONNES)

Crop Estimates as in monthly Crop Return Form 'G' Season																				
Arabica	Robusta	Total	Arabica	Robusta	Total	Arabica	Robusta	Total	Arabica	Robusta	Total	Arabica	Robusta	Total	Arabica	Robusta	Total	Arabica	Robusta	Total

Copy of the Circular No. (12)ST/CM/39/76-77/516 dated 8-9-1976 from the Chief Coffee Marketing Officer, Coffee Board, Bangalore addressed to All Divisional Asst. Coffee Marketing Officers.

Sub: Annual Statistics – 1976-77 Season.

You are aware that as per census findings conducted by the ICO(A) Cell, a large number of estates are remaining unregistered. Incidentally the existence of such a large number of un-registered estates had not come to the notice of the field staff of Marketing Department even when they visited the estates for collection of material for Annual Statistics etc.

It is understood that the list showing the details of these un-registered estates are being sent to the respective divisional ACMOs by the Special Officer (Registration) Head

Office for taking steps to arrange for registration of the un-registered estates under their divisions.

It is requested that the field staff of your division may be instructed to cover all the estates revealed by the census findings for collection of Annual Statistics like number of estates, planted area, production, quantity retained for domestic use and seed purposes, labour employed etc., for 1976-77 season and onwards, when they visit the estates in their jurisdiction for collection of statutory returns F, F-1 and G etc., as prescribed, so that complete coverage of data of all the existing estates for annual statistics is ensured.

The receipt of this circular may please be acknowledged.

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Copy of the Circular No. (67)ST/CM/39/CE/76-77/1866 dated 30-3-1977 from the Statistical Officer, Coffee Board, Bangalore addressed to all the Divisional Asst. Coffee Marketing Officers (Except ACMO, Mangalore).

Dear Sirs,

Sub: Date for the 37th Annual Report.

Ref: This Office Circular No. ST/7/4/77/1970 dated 16-3-1977.

Please refer to this office Circular cited above and send us the following data in respect of the 37th Annual report duly checked and consolidated for the division according to the standard size groups, in respect of the districts under your jurisdiction, in the usual form very early, preferably before 31-5-1977.

1. Number of registered estates as on 30-3-1977 (According to size of holdings)
2. Number of un-registered estates in the district as on 31-3-1977.

3. Planted area in Hectares under Arabica and Robusta according to size of holdings for the season 1976-77.

4. Actual crop, quantities of coffee retained for domestic use and seed purpose, separately under Arabica and Robusta according to size of holdings for 1976-77 season.

It may please be ensured that only planted area figures are taken for the purpose of classification of estates according to size of holdings as it was observed in the previous years that some of the field staff were taking registered area for classification of estates according to size of holdings.

Please also furnish the bearing area under coffee (in hectares) according to size of holdings for 1976-77 season.

Your reference is invited to Para 3 of this Office Circular No. ST/CM/39/76-77 dated 8-9-76 where in it was indicated that the field staff might be instructed to cover all the estates

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revealed by the Census findings for collection of annual statistics like number of estates, planted area, production, quantity retained for domestic use and seed purposes, labour employed etc., for 1976-77 season and onwards. Accordingly, while scrutinising the data sent by the field staff, it may please be ensured that the data in respect of these estates (viz., estates revealed by Census findings/estates came to light during special drive for registration of estates) are also included as indicated therein. Careful scrutiny may also be made with regard to the variations in the number of estates, planted area, bearing area, production, quantity retained for domestic use and seed purposes, etc., compared with that of the previous season for each district and size category and necessary clarifications obtained from the field staff before forwarding the data to Head Office.

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COFFEE BOARD
BANGALORE

S.T./59/K.V.S.1161

Dated: 21-1-1960

The Chief Coffee Inspectors,
Chikmagalur,

Sub: Cost of Production of Coffee.

Ref: Your letter dated 31st August, 1959.

With reference to your above letter, the following procedure is to be adopted for allocating the costs of production among estates and among different crops and coffee in the same estate and between Arabica and Robusta Coffee.

1. Allocation of costs among different estates.

2. A company or a person may own 3 or more estates and the group office or the group manager's office expenses and other general charges may be kept for all the estates together and not individually for each estate. It is then required to allocate these general charges among the different estates.

2.1. Please ascertain from the company or the proprietor whether they have adopted any method for allocation of general expenses among their estates. If they have worked out any percentages to be allocated to each estate, please adopt them and allocate the expenses accordingly among different estates. You may send us in a separate sheet, the details regarding the percentages adopted and the basis on which they are computed by the estates and send copies of the work sheets giving the allocations made by you.

2.2. If no procedure is available from the company or proprietor regarding the method of allocation, the costs may be allocated on the basis of areas as shown in the following example:

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Let A, B and C be 3 estates in that group
with total areas of 250, 250 and 500 hectares:

Estate 'A'	250 hectares
Estate 'B'	250 hectares
Estate 'C'	500 hectares

TOTAL	1000 hectares

The share of the estates based upon their areas would then be:

The share of 'A'	25%
-----do-----'B'	25%

-----do-----‘C’ 50%

These would serve as very rough basis for allocation.

3. Allocation among different crops grown in the same estate.

3.1 In any particular coffee estate, it is likely that coffee may be grown along with other crops like Pddy, Cardamom, Pepper, Oranges etc. In such cases, the items of general expenses, i.e., items 5 to 11 of the Form ‘H’ are not entirely to be debited to coffee, but only a share of it will have to be allocated to coffee. In such cases, please find out from the estate whether they have got any procedure for allocating these general expenses among different crops. If they have, please adopt it and allocate the expenses on that basis and send the costs accordingly, along with a separate note explaining the estate’s basis for allocation and your work sheets thereon.

3.2. If the estate does not have any such procedure, please ascertain the value of the different crops grown on the estate and allocate the general charges accordingly. For instance, let the value of the different crops like coffee, oranges, paddy and cardamom grown in a particular

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estate be as shown below for the year under consideration:

a) Value of coffee	Rs. 5,000
b) Value of Oranges	Rs. 1,500
c) Paddy	Rs. 2,000
d) Cardamom	Rs. 1,500

TOTAL	Rs.10,000

Based on these value, the percentage share of

Coffee will be	50%
Oranges	15%
Paddy	20%
Cardamom	15%

Out of the total expenses on the general charges covering items 5 to 11 of the Form H, only 50% is to be taken and entered for coffee.

3.3. If the value of the crops grown on the estates are also not available, please ascertain the areas under these different crops and allocate the general charges on the basis of the areas exactly on the same lines as shown above. In the case of certain estates growing coffee and other crops, it may not always be correct to take the acreages directly, since the value of the products per acre varies from crop to crop. On the analogy of the procedure adopted for Agricultural Income Tax purposes in the Madras State, we may have to make some adjustments in the coffee acreages, before allocation. In the procedure adopted by the Madras Government, the acreages under different crops are reduced to standard acreages according to the following formula:

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1 ha of coffee	0.83333 standard ha.
1 ha. Of rubber	0.83333 standard ha.
1 ha. Of Cardamom, pinapple, orange and Cincona.	0.83333 - do -
1 ha. Of tea	1.66666 - do -
oaddt abd Aracca	- 1/2

Following the above formula, the correct procedure would be to convert the acreages under different crops to their standard ha. Equivalents and compute the percentage share of each crop based on the number of standard ha. under it. The allocation may then be done on the method explained in Para 2.2 above, but taking the standard ha. equivalents.

4. Allocation of xosts between Arabica and Robusta.

4.1 In some of the estates both Arabica and Robusta crops are grown but the accounts are not maintained in respect of Arabica and Robusta separately.

4.2 If the planted area under Robusta is less than 10% of the total planted area under coffee in the estate it is not necessary to separate the costs in respect of Arabica and Robusta. The entire estate may be treated as Arabica growing or Robusta growing depending upon each case and the total expenses may be taken and worked out.

4.3 If the area under Arabica/Robusta exceeds 10% of the total planted area, it becomes necessary to allocate the costs separately not only in respect of items 5 to 11 of Form H, but also in respect of other items in Form H. In such cases, please ascertain from the estate whether the level of the cultural operations, supplying, manuring etc., is the same for Robusta and Arabica. If so, the costs may be separated out on the basis of the planted area under Arabica and Robusta.

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4.4 The rule to be followed in these cases is illustrated by the following examples:

Let the estates have 100 hectares under Coffee (60 hectares under Arabica and 40 Hectres under Robusta) and let the crop picked in a particular season be 800 Kg. Arabica and 200 Kg. of Robusta. The allocation is done as follows:-

		Planted area		Total
		Arabica	Robusta	
1.	i) Acreage: 1 to 11	60	40	100
	Share of Arabica 60%			
	Share of Robusta 40%			
	ii) Crop picked : 12 to 14			
	Arabica	800 Kgs.		
	Robusta	<u>200 Kgs.</u>		
		<u>1000 Kgs.</u>		

Share of Arabica 80%

Share of Robusta 20%

a) Allocation in respect of items

1 and 2 of Form H 60 % of Arabica
40% of Robusta

b) 3 of Form H 100% of Arabica
Nil for Robusta

c) 4 to 11 of Form H 60% of Arabica
40% of Robusta.

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d) 12, 13 and 14 of Form H 80% of Arabica
20% of Robusta

- Based on actual crop picked.

5. The order in which the allocation should be done.

5.1 While allocating the expenses, please proceed on the following lines exactly in the order in which they are listed:

a) Allocate the cost between estates and determine the share of Particular estate in question.

b) Allocate the costs between different crops of the same estate

And find out the share of coffee.

- c) Having determined the share of coffee, allocate the costs between Arabica and Robusta separately.

5.2 Please show all these calculation in a work-sheet as per specimen form enclosed herewith and send a copy to Head Office.

Sd/-

Statistical Officer.

Copy to:

1. All ACMOs for information.
2. All ACIs/ ADMs and CCIs
3. Staff at Head Office.
4. Statistical Assistant
5. Statistical Officer.
6. Circular folder file.

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SPECIMEN FORMS OF ALLOCATION

(1)

District_____ Name of the Estate_____

Section_____ Regn. Number_____

1. Work Sheet showing the allocation of costs between different estates in the group:

Sl. No.	Name of Estate	Total area	Percentage of total area
1.	'A'	-----	-----
2.	'B'	-----	-----

3. 'C' -----

The share of estate 'A' is _____%

(II)

District _____ Name of the Estate _____

Section _____ Regn. Number _____

Work sheet showing the allocation of costs between coffee and other crops in the same estate.

Sl. No.	Name of Crop	Value of Crop.	% based on value of crop	Areas under the crop		Percentage based on standard
				In ha.	in Standard ha.	

1. Coffee
2. Paddy
3. Cardamom
4. Tea
5. Pepper

The share of coffee is _____%

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(III)

District _____ Name of the Estate _____

Section _____ Regn. Number _____

Work sheet showing the allocation of costs between Arabica and Robusta.

Sl.No.	Type of Coffee	Planted Area	Total crop picked	Percentage of area	Percentage of crop picked
1.	Arabica	-----	-----	-----	-----
2.	Robusta	-----	-----	-----	-----

The percentages to be taken for allocation:

1. Items 1 & 2 of Form H	Arabica	Robusta
2. Items 3 - Spraying	100%	-----
3. Items 4 to 11 of Form H		
4. Items 12, 13 & 14 of Form H.		

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District _____
Section _____

Name of the Estate _____
Regn. Number _____

Statement Showing the Alloted Costs for the year

Sl.No.	No. of item in Form H	Total expenses for the group of estates	Percentage of the share of the estate in question	Allocated cost of the estate	Percentage share of coffee in the estate	Allocated expenses for coffee	Percentage share of Arabica/Robusta	Share of Arabica/Robusta	Remarks
1	2	3	4	5	6	7	8	9	10
1.	1.	1							
	2.	2							
		(a)							
		(b)							
		(c)							
	3.								
	3.	3							

	(a)
	(b)
	(c)
4.	4
5.	5
	(a)
	(b) – (h)
	(c)
6.	6
	(a) – (f)
7.	7
	(a) – (e)
8.	8
9.	9
	(a)
	(b)
	(c)
10.	10
	(a)
	(b)
	(c)
11.	11
II	
12.	12
	(a)
	(b)
	(c)
	13
	14

Tabulated by _____ Checked by _____
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Copy of the Circular No. 22/1962 (S.T. M.G. 15/11/4/61-62/2313 dated 7-3-1962 from the Statistical Officer, Coffee Board – Bangalore to All Asst. Coffee Marketing Officers.

Dear Sir,

Sub: Cost of production data for 1961/62 season- Checking of costs data and preparing of check sheets.

Consequent on the transfers of C.C.Is to Curing Works vide Proceedings Nos. EB. I 62/2419 dated 16-1-1962 of the Chief Coffee Marketing Officer a question has arisen as to who should check the costs and prepare check sheets sent by the Field Staff in future since the C.C.Is were attending to this work previously.

2. The Sub-Office may please receive the duplicate copy of the costs data (Original being sent direct to H.O.) from the field staff. They may please be checked and check sheets prepared by

the Sub-office itself. The field staff in your jurisdiction may please be asked to send the costs data as follows:-

1. Original copy direct to the H.O. as before
2. Duplicate, triplicate and quadruplicate copies to the Sub-Offices instead of to the CCIs.

3. Sub-offices may please prepare the check sheet only with their remarks direct to the H.O. and the duplicate copy along with the costs data to the Liaison Officers concerned and keep the triplicate copy in their files.

4. This is in modification of this office circular ST No. M.G. 60/1980 dated 9-12-1960 issued earlier in this matter.

Copy to:- A.C.M.O., Batlagundu, with reference to his letter No. ET.183/CP/62/4233 dated 6-2-62 and letter No. 4636 dated 14-2-1962 for information and necessary action.

All Sr. Liaison and Jr. Liaison Officers:- It is requested that they may please retain the costs data sent by Sub-Offices for their files and send only the check sheets with their remarks to the Statistical Officer, Coffee Board, Bangalore. SO. SA, concerned case workers & Folder file.

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D.O.S.T. No. 15/15/1/62/1196

Bangalore.

Dated: 27.9.1962.

To

1. Shri.R. Narayana Iyengar, Asst.CoffeeMarketing Officer, Coimbatore.
2. Shri. Lazar Soans, Asst.Coffee Marketing Officer, Kozhikode.
3. Shri. G.S. Ramu, Asst.Coffee Marketing Officer, Chikmagalur.
4. Shri. Mohamed Murthusa, Asst.Coffee Marketing Officer, Hassan.
5. M.C.Jacob, Asst.Coffee Marketing Officer, Batlagundu.

Dear Sirs,

I am enclosing herewith a copy of the note on my discussion with Shri. K.S. Nagesha Rao, the Asst.Coffee Marketing Officer, Mysore, on the above subject, on 20.5.1962 at Mysore. I hope this may be interesting and useful to you. If action has not been taken by your sub-office on the

several points as detailed in the enclosures I shall be thankful if your office and field staff are advised to do so very early.

With best regards.

Yours Sincerely,
Sd/-
M.C. SATHYANARAYANA

Copy to:

1. Statistical Officer.
2. Statistical Assistant.
3. Shri.D.M.K. Gowda.
4. Shri. L.K.R. Rao.
5. Circular Folder File.

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ENCLOSURE TO DO/ST/15/15/15/1/62/1196 dt. 27.9.1962.
OF S.O. To ACMOs

Sub: Cost of Production – 1961-62 Season

The following are the points suggested by the Statistical Officer, as per the discussions between the Statistical Officer and the Asst.Coffee Marketing Officer, on the 20th May 1962, at Mysore.

1. Reminders: A list showing the names of the ACIs. In the Coorg Division and the number of Estates allotted to each ACI, may be prepared. ACIs, should be reminded to

send the Cost of Production data, once a fortnight on the 1st and the 16th of every month till the work for 1961-62 season is completed.

2. Preparation of Check Sheets: This work was being done so far by CCIs., Since the C.C.I., are now withdrawn, arrangements may be made to get this work done by the Sub-Office. Within a week on receipt of data from the Field Staff, the Check Sheets should be prepared in triplicate, original may be sent to the Statistical Officer with the remarks of the A.C.M.O., on the data collected, second copy along with the data should be sent by Registered Post to the Liaison Officer concerned for favour of comments and forwardal of the Check Sheets to the Statistical Office; 3rd copy along with 3rd and 4th copies of the data received from the Field Staff should be preserved carefully in the Sub-Office.
3. Opening of Files: There should be one file for each Estate for each Season. All the data pertaining to the Estates along with the Check Sheets and correspondence should be found in the estate file concerned. In addition to this, there should be Circular Folder Files to be preserved permanently containing copies of all the Circular on the subject of Cost of Production received from the Head Office, Bangalore, and also proceedings of the Cost of Production Training Classes. There should be another file showing the instructions issued to the Field Staff from the Sub-Office on the subject. These files should be properly stiched, numbered and preserved as per the rules prescribed.

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4. **Forwardal of data by the Field Staff:** Circulars may be issued to all the Field Staff in Coorg Division under advice to Head Office, Bangalore, that the Field Staff should collect the data from the selected estates and prepare the data in quintriplicate and send them as follows:

- a) Original copy to the Statistical Officer by Registered Post.
- b) Second, third and the 4th copies by Regd. Post to the Asst.Coffee Marketing Officer, Mysore.
- c) 5th copy to be maintained in their files.

5. **Instructions to the Field Staff regarding Files:** Suitable instructions may be issued to Field Staff, if not, already done, on the system of filing and maintenance of files by the

field staff. It must be impressed upon the Field Staff that this data are of confidential nature and are classified. Papers and records should be preserved likewise. Maintenance of files by the Field Staff may generally be on the same lines as followed by the Sub Office (vide Para 3 above).

6. Maintenance of Check Register: This should be maintained immediately in the Sub-Office for the 1961-62 Season. The main object of this Check Register is to watch the progress of the collection of data from the Field Staff and also the preparation of Check Sheets and forwardal of the same through the prescribed channels. Columns for the Check Register are as follows:

- 1) Sl. Nos.
- 2) Name of the Estate
- 3) Name of the A.C.I.
- 4) Name of the J.L.O.
- 5) Date when due
- 6) Date of Reminders
- 7) Date of actual receipt by sub-office
- 8) Date of sending the Check Sheets to (a) Head Office and (b) J.L.O. and
- 9) Remarks.

7. Allocation of Estates: Recommendations made by the Field Staff in the matter may be considered and circulars may be issued with a copy to Head Office. This allocation may include the Estates coming under the Jurisdiction of other Divisions and but having their Owner's resident in Mysore Division. At the same time, if any selected Coorg Estates Head Office is situated in other Divisions, the concerned ACMOs., may be addressed to

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arrange for collection of the Data. When the Field Staff visit estates for collection of the data for 1961-62 Season, they may be asked to collect 1960-61 Season Cost data also where collection work is pending for 1960-61 season.

8. Supply of Stationery: The request of the Field Staff may be considered suitably.

9. Random Sampling: This applies only to the Registered Estates below 2 hectares in extent. All estates of above 2 hectares in extent and unregistered estates should be visited and data collected in respect of all of them.

If any unregd. Estates gets itself registered and if found to be an estate below 5 hectares in extent, then random sampling method could be applied to it.

a) It is necessary to call for a complete list of all Estates category from each range.

The list of registered Estates below 2 hectares in extent sent by the Filed Staff form the frame, from which samples have to be drawn. Since the accuracy of the samples depends upon the accuracy of the frame, every possible care should be taken to make the frame as exhaustive as possible. Field Staff should, therefore, be asked to report all cases of division, re-registrations, deletions, transfers, new extensions etc., of coffee Estates in their jurisdiction promptly to the Sub-office and Head Office and once a year, preferably in the month of May, the list of estates should be reviewed rangewise and brought up-to-date taking into consideration changes happening during the previous year.

b) As soon as the list of estates is received from any of the Field Staff a 10% random sample should be drawn in respect of regd. Estates below 2 hectares in extent and communicated to the Field Staff concerned under advice to the Head Office. The method of selection has been explained in the Head Office Circular, Samples shall be drawn per each range separately.

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c) Check up of the lists sent by the Field Staff: As soon as the lists received, the number of the estates in each range categorywise should be tabulated and districtwise total for N Coorg and S. Coorg should be arrived at separately each size category. If any estates have not been allocated to any range Inspectors, it should be done.

d) When once selections on the random basis is made and communicated to Field Staff concerned, it is obligatory on the part of the Field Staff to visit all the selected estates and send all their prescribed reports, collect all the prescribed

Statutory Returns etc., and send them within the due date to the Sub-Office, Mysore.

e) Files should be opened in the Sub-Offices for all the selected estates below 2 hectares in extent and for all registered Estates of and above in extent and for all un-registered estates separately. It is necessary to prescribe:

1. Date when each of the prescribed returns is due from the Field Staff
2. Date of issue of remainders to the Field Staff for each returns.
3. Method of check up.
4. Other procedures.

It should be insisted upon all the Field Staff to send all the Returns for the Estates on scheduled dates.

f. Tabulation of Statutory Returns and state Inspection Reports.

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In respect of registered estates below 2 hectares in extent, this will confined only to the selected estates.

g. Range wise Estimates: For annuals statistics like Planted area, Bearing area etc., the estimates should be made rangewise, the estimates for registered estates below 2 hectares in extent should be made, on the basis of data received from selected estates only.

h. Inspection of estates above 2 hectares and un-registered. This should be done on the basis of complete enumeration and tabulation. In respect of registered estates below 2 hectares in extent, it will be made on the basis of the data received from the selected estates only.

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Copy of the letter No. ST/CM.39/APPX.XV(a)&(b)/73/349 dated 24-8-1973 issued from the Chief Coffee Marketing Officer, Coffee Board, Bangalore addressed to All Divisional Asst. Coffee Marketing Officers.

Sub: Average daily number of persons employed in Coffee Plantations in India according to the states and Districts and Categories employed.

This office was collecting every year data on the average daily number of persons employed in Coffee Plantations in the country according to States/Districts and categories

employed from the Directorate of Economics and Statistics, Ministry of Food and Agriculture, Government of India, New Delhi. Of late, we have not been able to get the above data from the Directorate of Economics and Statistics, even the attempts made to get the above data from the State Governments did not fully succeed as the data furnished related to estates covered under the Plantation Labour Act only in the case of major coffee growing states of Mysore and Tamilnadu.

2. It is needless to mention that this data relating to labour employed in coffee plantations is one of the important basic Statistics, which should be collected and maintained. Often, enquiries are received for furnishing the above information from Central Government and others.

3. In the single composite form (final EIRA) which are collected by the field staff of the Marketing Department from the coffee estates, there is provision for furnishing labour statistics in the form required by us. It is therefore, decided, that the field staff should be insisted upon to collect these particulars also with reference to reliable registers maintained at the estates along with other data i.e., area and production etc., punctually commencing from 1972/73 seasons. The data so collected by the field staff may be compiled rangewise and passed on to the divisional offices, where these could be compiled districtwise and send to Head Office as in the case of data furnished for annual statistics. A specimen form in which these data may be compiled and sent to this office, is enclosed.

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4. Since, in the case of estates of below 2 hectares the data for annual Statistics is compiled on the basis of data obtained from the randomly selected estates as per standing instructions, similar procedure may be adopted for compiling labour statistics also.

5. If the data is already available in the single composite forms collected by the field staff for 1971/72 season, action may be taken to obtain the rangewise data from the field staff and send to Head Office duly consolidated districtwise in the required form.

6. Please acknowledge receipt of this Circular and also send us a copy of the instructions issued to the field staff in the matter.

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Table Showing Average Daily Number of Persons Employed in coffee Plantations
According to Size of Holdings and Categories

District _____		Season _____															
Sl.No.	Size of Holdings	Garden Labour Permanent (OLP)				Outside Labour Permanent (OLP)				Outside Labour Temporary (OLT)				Total Labour			
		Male	Female	Child	Total	Male	Female	Child	Total	Male	Female	Child	Total	Male	Female	Child	Total
Registered Estates																	

1. Above 10 hectares
 2. Between 2 to 10 hectares.
 3. Below 2 hectares
-

Total for Registered
Estates

4. In Registered Estates

Grand Total

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Circular No.48

COFFEE BOARD
STATISTICAL SECTION
BANGALORE

ST/CP/37/1/74/2242

Date: 25.6.1974.

To

The Asst.Coffee Marketing Officer,
Mysore, Chikmagalur, Hassan, Coimbatore,
Kozikode, Batlagundu, Salem, Mercara,
Vijayawada and Kalpetta.

Dear Sirs,

Sub: Cost of Production of coffee-selection of new set of representative Estates.

The present set of representative estates for collection of cost of production data was selected in the year 1971/72 and as served for a period of three years upto 1973/1974, As per the decision of the Marketing Committee held in November, 1958. This list is due for revision before collecting the costs data for 1974/75 season.

According to the decision of the Marketing Committee this office has to select a new set of representative estates taking into consideration (1) Their location, (2) Size, (3) Kind of management and (4) Average yield per Hectare over six years and also whether it is purely Arabica or purely Robusta or mixed estate. For this purpose the latest list of coffee estates district-wise and size-wise giving all these particulars is necessary (estates of and above 10 Hectares in extent).

Please, therefore, send us the information in the enclosed proforma in respect of estates of and above 10 Hectares in your division very early.

It has also been decided to include a few estates under the category of below 10 Hectares in extent in our cost study to widen the scope of study of small holdings and to begin with, to

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include 50 estates in your list. A statement showing the number of estates of below 10 Hectares in extent to be selected district-wise and type-wise is enclosed. You are requested to select the required number of estates and send us the list of selected estates giving the name of estate, Registration Number, Planted area in hectares separately for Arabica and Robusta and name and full address of the owner. In making selection of the estates, it is requested that the factors mentioned in para 2 of the letter may be borne in mind.

Yours faithfully,
Sd/-
Statistical Officer.

- Copy to:- 1) All Regional Dy. Chief Coffee Marketing Officers/Special Officers,
Non-Traditional Area, Vishakapatnam.
2) P.A. to C.C.M.O/Sr. D.C.C.M.O
3) Sr. Statistical and Market Research Officer,
4) Statistical Officers,
5) General section,
6) Statistical Assistants.
7) Circular folder file.

Sd/-
Statistical Officer.

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List of Coffee Estates in _____ District according to Size of the Holding and Nature of
Ownership

Sl.No.	Name of the Estate	Regn. No.	Registered area in Hectares	Planted area (in hectares)			Bearing area in hectares			Average yield based on bearing area in Kilos per hectare for 6 years ending 1972/73	Name of the Owner/Co. and full address
				Arabica	Robusta	Total	Arabic	Robusta	Total		

1	2	3	4	(a) 5 (b) (c)	(a) 6 (b) (c)	7	8
---	---	---	---	---------------	---------------	---	---

COMPANY OWNED

1
2
3

Total _____

PRIVATE OWNED

1
2
3

Total _____

Note: The list of estates should be given separately for each size group viz., 10-20, 20-40, 40-60, 60-80,80-100 and 100 and above Hectares and name of Ownership as above.

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STATEMENT SHOWING THE NUMBER OF ESTATES TO BE SELECTED
BELOW TO HECTARES.

Sl No.	Name of the District	Number of estates		
		Arabica	Robusta	Total
Karnataka State:				
1	North Coorg	4	1	5

2	South Coorg	1	9	10
3	Chikmagalur	6	1	7
4	Hassan	4	1	5
		15	12	27
Tamilnadu:				
5	Nilgiris	2	0	2
6	Nilgiri/Wynaad	0	1	1
7	Annamalaia	0	0	0
8	Shevaroya	1	0	1
9	Pulneya	6	0	6
		9	1	10
Kerarla State:				
10	Nelliampathies	-	-	-
11	Ernakulam	-	-	-
12	Idikki	-	-	-
13	Kottayam	-	1	1
14	Kozhikode	-	8	8
15	Cannanore	-	4	4
		-	13	13
Total		24	26	50

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COFFEE BOARD

BANGALORE

S.T/8/76/1347

Dated: 27-12-1976

STATISTICAL SECTION

To.

The Collector of Central Excise,
Bangalore/Madras/Cochin.

Dear Sirs,

Sub: Conversion formulae for coffee.

Kindly refer to this office ST/1300/1754 dated 6-1-1962 communicating to you the standard conversion formulae for purposes of expressing uncured coffee in terms of cured coffee. The standard conversion formulae mentioned therein was fixed in the year 1961 and since then many changes have taken place necessitating review of the existing formulae. The Pool Agents of the Board and the Coffee Curers' Association have also been urging that the standard conversion formulae may be refixed on the basis of the outturns available in the recent years and communicated to the Central Excise authorities for pursuing processing loss in coffee.

The Quality Committee of the Board at its meeting held on 18-10-76 considered the matter in the light of the outturns available for the last three seasons and decided that the existing standard conversion formulae might continue in respect of Ar. Parchment, Robusta Parchment and Rob. Cherry (including Strippings and Gleanings) as there was not much variation between the existing standard conversion formulae and the actuals. However, in respect of Ar. Cherry (including strippings and gleanings) the Committee decided to revise the existing standard conversion formulae from 107 to 115 forlits tonne. The standard conversion formulae as approved at the Quality Committee meeting for expressing uncured coffee in terms of cured coffee are given below for your ready reference.

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Sl. No.	Type of coffee	No. of forlits per tonne.
1.	Arabica Parchment	80
2.	--do-- Cherry (including strippings and gleanings)	115
3.	Robusta Parchment	80

4.	Robusta Cherry (including strippings and gleanings)	106
----	---	-----

The Committee also considered the question of fixing the standard conversion formulae in respect of other types of coffees also. Based on the outturns available for the last three seasons, the Committee decided that for purposes of pursuing the processing loss etc., by the Central Excise authorities, the following standard conversion formulae may be adopted.

Sl. No.	Type of coffee	No. of forlits per tonne.
1.	Arabica II Parchment	107
2.	Robusta II Parchment	100
3.	Liberia	135
4.	Hybrid	136
5.	Excelsia	132

This is for your information.

Yours faithfully,
Sd/-
For Chief Coffee Marketing Officer

Copy to: 1. Collector of Central Excise, Mangalore/Madras/Guntur.
2. All Pool Agents.
3. All Curers' Assns.
4. PS to CCMO. (5) PA to sr. DCCMO/QCO (6) All Sections in MD (7) Sr. S & MRO (8) SO (9) Sas.

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Circular No. 86

COFFEE BOARD

STATISTICAL SECTION

BANGALORE

ST/13/1/76-77/2350

Dated: 28-5-1977.

To

All Divisional Asst. Coffee Marketing Officers,
(Except Mangalore and Madras)

Dear Sirs,

Sub: Cost of Production of Coffee 1976-77 Season.

It is proposed to start the work of collecting the cost of production data for 1976/77 season generally on the same lines as last year.

2. List of Estates: The List of estates selected for 1975/76 season continues for 1976/77 also. The selected estates have also been required to send us their cost of production data.

3. Action to be taken by the Sub-Office: I shall be thankful if you will kindly,

a) Allot the selected estates in your division among your field staff with instructions to visit the allotted estates after giving them the necessary prior intimation regarding the date of their arrival and gather all the relevant data in the forms and proformas etc., and send them as prescribed on or before 31-7-1977.

b) Send as a list of the field staff selected by you for purposes of collecting the cost of production data and the names of the estates allotted to each one of them.

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c) Obtain the printed forms and proformas required for the field staff and Sub-Office staff from this office and distribute them to the staff.

d) Make arrangements for checking up the data collected by the field staff by the Chief Coffee Inspectors or in the absence of CCIs by the sub-office staff.

- e) Open a check register as prescribed in this office letter DO/ST/15/15/1/62/1196 dated 27-9-1962 in order to watch the receipt of these returns, etc., and to remind from time to time the concerned field staff, estates, etc., from whom the data havenot been received.
- f) To give instrucionts to the field staff concerned regarding sending of these data in accordance with the procedure prescribed in this office Circular ST/MG/15/11/4/61-62/2313 dated 7-3-1962.
- g) Send us the information regarding the area and production figures in respect of each seelcted estate in the estate data sheet for six seasons ending 1976/77.

4. In the case of a few selected estates it is likely that their Head Offices may not be within your jurisdiciton. A list of such cases in your division may please be made immediately and the Asst. Coffee Marketing Officers under whose jurisdiction the estates Head Offices are located, may be requested to arrange for the collection of the data from the Head Office and forward them to the Liaison Officer concered and then on to Head Office. The Asst. Coffee Inspectors of the Division to whom such estates are allotted may also be asked to send a copy of the data collected by them to your sub-office and field staff concerned under advice to this office.

5. Figures accepted by Agricultural Income Tax Officers in respect of selected estates:- Please also contact the Agricultural Income Tax officers concerned, and obtain the costs accepted by them for various items separately in respect of these selected estates in your division for 1976/77 season and send them to this office.

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6. Reminders to the selected estates:- If the selected estates do not send the data on or before the due date, two ordinary reminders may be sent to them, if there is still no response to these reminders, a registered reminder may be sent to them. There may be an interval of 15 days between each reminder. If the data are not received even after 30 days from the date of issue of the registered reminder to the estates, the matter may be reported to the office for further action.

7. Reminder to the field staff: After the allocation of estates to the field staff, reminders may be issued to them for sending the data at an interval of 15 days.

8. Conference of the field staff: If necessary, all these matter may also be discussed at a conference of the field staff and if so, the place and date for holding the above conference in your division may be suggested.

9. The last date by which this work should be completed for the year 1976/77 is 31st July 1977. It is requested that all necessary steps may be taken in the matter accordingly.

Yours faithfully,

Sd/-

Statistical Officer.

Copy to:-

1. All DCCMOs for information and necessary action. Please send us the total quantities of coffee delivered and the total number of points awarded in respect of selected estates under Arabica Plantation, Arabica Cherry and Robusta separately for 1976/77 season.
2. The Director of Research, CCRI, CRS P.O., Chikmagalur District.
3. All SLOs/JLOs.
4. Dy. Director of Extensions, Chikmagalur/Coimbatore.
5. Head of Extension, Directorate of Extension, Research Department, Coffee Board, Chethalli, Coorg.

6. All CCIs/ACIs/ADMS. The field staff may get their allocation of estates from their sub-office and start the work of collecting the costs data for 1976/77 from the selected estates allotted to them immediately after giving them intimation regarding the date of their visit to the estate. They may obtain their requirements of printed forms, statement

etc., from their sub-offices. They may please send the data as and when collected as per standing procedure instead of waiting till the last date.

7. Establishment Section (MD).
8. Secretariat Establishment.
9. General Section (MD).
10. PSs to CCMO/Chairman.
11. PA to Sr.DCCMO.
12. Sr. S & MRO
13. Statistical Officer.
14. Statistical Assistant.
15. Circular Folder File.

Sd/-
Statistical Officer.

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PART V – PROPAGANDA DEPARTMENT
CHAPTER I
MARKET PROMOTION SECTION

SALES TAX COLLECTION

Collection of Sales Tax on the Sale of Gunny Bags, Unserviceable Articles,
Empty Tins, Cases etc.,

The Sale proceeds of empty gunnies, unserviceable articles, empty tins, cases, bottles etc., from Propaganda Units have to be included under the total turnover of the Department and Sales Tax has to be paid thereon to the respective State Governments. Managers should therefore in future Collect Sales Tax on such sales effected in the relevant cash bills to avoid financial loss.

SRB(3) 12351 dated 15.3.1955.

In slight modification of Circular No.G (17) 7122 dated 28th February 1952, Managers will please note that in future on no account should parties be allowed to be held inside the Coffee House either during or after working hours. Such a practices would interfere with the normal working of the unit and is therefore highly objectionable. Besides it causes incovenience to our regular customers.

G (34) 8216 dated 28.11.1955

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VISITORS BOOK

It is observed that Managers are not following the instructions contained in the circulars issued from this office from time to time on the above subject. Complaints have been frequently received from the public that the Visitors' Book is denied inspite of repeated requests. This attitude on the part of the Managers and Assistant Managers concerned is highly reprehensible and reflects on the sad state of affairs of the Coffee

House. The customer is denied an opportunity of expressing his views and suggestions which may perhaps go a long way in improving the working of the Coffee Houses.

The following instructions are therefore to be strictly followed in future by all Managers in supersession of all instructions issued previously in this regard.

(1) The Visitors' Book should be kept on the counter and a notice board prominently displayed in the Coffee House drawing the attention of the public to the existence of the visitors' book and requesting them to record their complaints, suggestions and appreciation, if any, in this book, clearly indicating their names, designation and address. Use may be made in this regard of the old notice boards which are removed from display some time ago, and in any case the cost incurred on this should meet with my prior approval.

(2) No excuses should be put forward by the Assistant Manager at the counter or by the Manager for producing the visitors' book on demand and the impression that the management hesitates to produce the book on account of the possibility of adverse reports should be avoided on all accounts.

(3) The pages of the Visitors' Book should be serially numbered and care taken to keep it intact.

(4) Extracts from the Visitors' Book should be submitted to me every fortnight (1st to 15th and 16th to 31st) instead of every month as at present and in the absence of any remarks, a nil report should be submitted stating reasons for the absence of any comments

This should reach this office before the 7th or 22nd of each month as the case may be.

(5) Explanations of the Manager on each adverse remark should be given immediately after such a remark incorporating therein all explanations of the staff concerned, if necessary.

All Managers should note that in future severe disciplinary action will be taken if any bonafide complaints are received for failure to produce the Visitors' Book on demand.

The above instructions should be meticulously followed with immediate effect.

G (53) 10753 dated 28.2.1956.

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COFFEE BOARD
BANGALORE

To All Propaganda Units:

Sub: Sale of Blend Powder at the Pegged Price

It has been decided to sell Blend Powder consisting of 2/3 Plantation Triage and 1/3 Robusta Cherry AB Coffee in lieu of the present blend powder at the pegged price of Rs. 10/- per kg. inclusive of Octroi, Sales Tax etc., from all the Propaganda Units with effect from 8-7-1973.

The required quantity of plantation Triage and Robusta Cherry AB coffee is being arranged to the Propaganda Units and despatch instructions in this regard are being issued separately.

In the meanwhile, the Propaganda Units will please furnish the stock position of all types of coffee held as on date, in the enclosed proforma detailing the stocks held in the units, stocks in transit or on order as on date. They may also submit their indents for the supply of Plantation Triage and Robusta Cherry AB coffee required for the sale of the proposed blend powder in the above proportion to last till the end of Dec. 1973, taking into consideration that the sales of new blend powder at the pegged price from the units may go up in the coming months. Such indents together with the stock position as above would reach this office on or before 18-6-1973 without fail.

The propaganda units will please note the above and adjust the sale of present blend powder and switch over to the sale of new Blend powder with effect from 9-7-1973. In case, any of the Propaganda Units do not receive Plantation Triage by that time, they are permitted initially to use Plantation A Coffee instead of Plantation Triage and implement the sale of new blend powder at the pegged price of Rs. 10/- per kg. with effect from 9-7-1973 under advice to all concerned.

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The detailed price list applicable to each unit for the sale of new blend powder at the pegged price will follow.

Please acknowledge receipt of this circular by return of post.

Sd/-

For Director of Propaganda

Copy to:

1. All A.Ds. P.
2. All D.Ds. P
3. Special Officer (P) Delhi,
4. All ACMOs (Sub-Office).
5. All Regional Offices.
6. Secretariat.
7. Statistical Officer.
8. M.R.O
9. Officer on Special Duty (Mobile Squad) H.O)
10. Vigilance Division,
11. I.A.P Head Office.
12. M.D. Export/Gen. section/Sales Internal Section.
13. A/csProp. 3 copies.
14. PS to Chairman.
15. CCMOs file/DP's file/AO's file.
16. PA to CCMO/DP/AO.
17. PPS.
18. Geenal File.

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PROFORMA

Sub: Sale of Blend Powder at the Pegged Price

Ref: H.O. Circular No. MPS(RC) 2480 dt. 20-6-1973.

Stocks of Raw Coffee held in Transit or on order to the units as on date, both in the main and sub-stock account (Form No.19 & IV).

Type & Grade of Coffee	Stock on hand as on date		Stocks in transit as on date Kg.	Stocks on order as on date Kg.	Total Stocks
	Main stock Kg.	Sub-stock Kg.			
Plan PB					
Plan. A					
Ar.Chy. PB					
Ar.Chy AB					
Rob.Chy. PB					
Rob. Chy. AB					
Rob.Pmt. PB					
Rob. Pmt. AB					
Total					

Indent for stocks of Plantation Triage and Robusta Cherry AB to last till December 1973.

Plantation Triage Kg.
Rob. Chy. AB Kg.

Place:
Date :

Sales Officer.

ICD/ ICH.

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No. MPS/Agency/78/2648.

Dt. 23/24.6.1978.

To

- 1) All Divisional ACMOs/ AdsP
- 2) All Regional DCCMOs/ DDsP
- 3) Special Officer (P), New Delhi.

Sub: Grant/renewal of agencies for sale of raw coffee and powder thro'
Propaganda Units.

1. The Propaganda Committee has decided that the agency system which has been in vogue should, following the government Policy, be oriented to subserve the need to create employment avenues, strengthen the public distribution system of the department largely catering to the weaker sections of the society, and that all new cases will be dealt with accordingly. It was further decided that this shall be followed in the case of existing agencies by reviewing all such cases at the time of renewal. The main thrust of the promotional activity, including distribution by the agency system, be concentrated in non-traditional areas. In implementing the above policy decision of the Board, the following norms in regard to renewal of existing agencies and grant of new agencies are laid down:

- 1) Areas where agencies are to be given: Agencies will be granted in all States except in Tamilnadu and Karnataka. In Karnataka agencies will be given only in the new Karnataka areas of (Hubli) Dharwar, Belgaum, Raichur, Bijapur, Gulburga and Bidar districts. Kerala is also considered as a non-traditional area due to predominance in the tea drinking habit and low consumption of coffee in that state.
- 2) Areas of Operation: Agencies will be granted in places situated near about the India Coffee Depots for ensuring effective supervision. These India Coffee Depots will serve as the nucleus for the net-work of the agencies granted in the surrounding districts or areas.

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3) Renewal of existing Agencies : In renewing the existing agencies, the following norms will have to be kept in view:

- a) Where the agency is serving as a sole means of employment and non-renewal will lead to unemployment, such agencies may be renewed.
 - b) While the off-take is more than 50% of the quota granted during 1977 in traditional areas and 25% in non-traditional areas, these agencies may be renewed.
 - c) Where complaints or reports about malfunctioning of agencies have been received, the renewal should be done only after proper scrutiny.
 - d) Where agencies have been dealing with other brands of coffee powder, contrary to the terms and conditions of the agency, such agencies may also be not renewed.

 - e) All renewals will be done with a safety clauses saying that the renewal is done provisionally and liable to be cancelled at a month's notice without assigning any reason therefor.
- 4) Grant of new Agencies: In regard to grant of new agencies, the following norms will be adopted.
- a) The Employment Exchanges will be requested to sponsor applications with minimum qualification of SSLC, under the self-employment scheme for grant of such agencies, wherever such schemes are in operation.
 - b) Applications may also be collected by the India Coffee Depots for grant of these agencies.
 - c) Applications may also be received from unemployed children of employees or retired employees of the Coffee Board.

d) These applications will be carefully scrutinised with reference to the reports of the Sales Officers of India Coffee Depots, ACMO and / or DCCMO and then agencies granted on the merits of each case.

5) Terms and Conditions:- A copy of the terms and conditions governing grant of agencies for sale of raw coffee powder is enclosed for reference:

2. In term or the norms laid down above, separate action is being taken by the Head Office in addressing the Employment Exchanges to sponsor applications for grant of agencies under the self employment scheme wherever such schemes are under operation.

3. The Propaganda Units may also collect applications under categories (b) and (c) in Para 4 above and forward them to this office for consideration. Copies of application forms for grant of agencies for the “educated unemployed” is sent along with this circular.

4. Due publicity about the grant of agencies to “educated unemployed” may be given through the notice board of the Propaganda Units.

5. In regard to renewal of existing agencies, copies of Agencies Inspection Report proforma are being sent separately to all the ACMOs/AdsP and DCCMOs/DDsP for reference. They may arrange to inspect all the existing agencies under their jurisdiction before the end of July '78 and send the Agency Inspection Reports to Head Office for considering the renewal or otherwise of these agencies. It is very necessary that this matter should be given immediate attention, because the Propaganda Units have been permitted to continue the issue of raw coffee and powder to all the existing agencies up to the quantities sanctioned previously on a provisional basis, with a view to maintain continuity of supplies and pending final decision about the renewal or otherwise of the existing agencies. The Propaganda Units have also been permitted to pay the commission

charges to these agencies upto 30.6.78 on the actual quota drawn by each of these agents (vide this office circulars No. MPS/Agency/8485 and 1832 dated 24.12.77 and 29.5.1978). The ACMOs and AdsP are therefore specially requested to expedite forwardal of these Agency Inspection Reports before the due date in respect of all the agencies attached to the Propaganda Units under their jurisdiction.

Sd/-

Director of Propaganda I/C.

Copy to:

1. All Propaganda Units.
2. Vigilance Division.
3. Propaganda Accounts and
4. MPS TA bills file.

COFFEE BOARD

PROPAGANDA DEPARTMENT, BANGALORE

Conditions Covering Grant of Agency for the Sale of Raw Coffee and Coffee Powder on Commission Basis.

Place, Name and Style of Business:

1. The authorised agent shall have a separate place of business or be located in the house in which the agent resides.
2. The agent shall indicate the name and style under which he will carry on his business.

Sign-Boards and Display

3. One name board of size not less than 150 cm. x 50 cm. at the place of business and another price list board of size not less than 40 cm. x 60 cm. inside the place of business or near the sales point shall be displayed prominently by the Agent, as per specimen shown below:

AUTHORISED AGENT FOR COFFEE BOARD

Coffee Board's raw coffee and powder sold here
At approved rates

(Give here name &
address of the
agent) _____

PRICE LIST

Coffee Board's Approved Rates

Raw Coffee	Per Kilo
1. Pin. PB	Rs.
2. Pin. A	Rs.
3. Rob. Chy. AB	Rs.
4. Rob. Chy. PB	Rs.
5. Blend Powder:	
500 grams	Rs.
200 grams	Rs.
100 grams	Rs.

4. There shall be a suitable sales counter. Publicity materials supplied by the Board should be prominently displayed. The cost of these items and sign-boards shall be borne by the Agent.

Sales of Raw Coffee and Powder:

5. The Agent shall sell raw coffee and/or coffee powder in the same packet and in the same manner as received by him from the Board's India Coffee Depot without in any way tampering with the packets.

6. The Agent shall not deal in any other brands of coffee packed, tinned or loose-purchased from sources other than the Propaganda Department of the Coffee Board.

Sales to Hotels for Brewing:

7. The Agent is permitted to sell coffee powder to Hotels and Restaurants for brewing purposes; such Hotels and Restaurants shall not re-sell any part of the Coffee powder.

Selling Price:

8. The agent shall sell raw coffee and/or coffee powder at the same retail rates in force at Coffee Depots.

9. But where the distance between the place of business and the India Coffee Depot from which coffee is drawn exceeds 80 km., the agent may increase his selling price by 12 paise per kg. of raw coffee or powder over and above the retail selling prices fixed by the Board to cover the additional incidental charges. Octroi and Sales Tax, if payable, by the Agent may be charged extra. The selling prices in such cases should be notified to the India Coffee Depot & Director of Propaganda from time to time.

Cash Bills:

10. The agent shall issue cash bills for all sales of raw coffee and coffee powder effected by him.

11. The agent shall maintain proper accounts in the prescribed manner for stocks of raw coffee and powder purchased and sold by him and such records are subject to inspection by the Board's Officers Specimen of stock A/c Register & Cash bill are given below;

1. Stock Account Register:

Receipts				Disposals					Closing Balance Kg.	
Bill		Commission received		Quantity in Kg.	Date	Opening Balance Kg.	Receipts Kg.	Total Kg.		Sales Bill No & Date
No.	Date	Rs.	Ps.							
1	2	3		4	5	6	7	8	9	10

2. Cash Bill

Name & Address of Agent			Sl. No. Date:
Type & Grade	Quantity	Rate	Amount

Initials.

Deposit:

12. The agent shall pay a refundable deposit of Rs. 100/- through a DD drawn in favour of “Coffee Board General Fund (Propaganda) Account” on a scheduled Bank having its office in Bangalore towards Security Deposit as a guarantee for fulfilment of the conditions of agency. This deposit will not carry any interest.

Default:

13. The agent shall conform to the rules and regulations set down in this behalf from time to time by the Board. Failure to abide by the conditions governing grant of agency or any infringement or non-compliance of these instructions shall entail the agency being cancelled,

besides forfeiture to the Board of the Security Deposit paid by the Agent.

Commission:

14. The agent shall be paid a commission of 10% on the retail prices of coffee powder and Rs. 10-50 for every 50 Kg. or 21, paise per Kg. of raw coffee (exclusive of Sales Tax) purchasee from the India Coffee Depot or at such rates as may be fixed by the Board from time to time.

Delivery:

15. The agent shall make his own arrangements to lift the stocks of raw coffee/coffee powder from the India Coffee Depots against payment. The agency will be attached to the nerarest India Coffee Depot as far as possible.

Tenure of the Agency:

16. The agency shall be for a period of one year ending December. The agency may be renewed for a further period in the absolute discretion of the Director of Propaganda.

Termination of Agency:

17. The Director of Propaganda reserves the right to terminate or cancel the agency at any time, at his absloute discretion, without assigning any reasons thereof.

Bangalore,

Dated: 19-6-1978.

Director of Propaganda.

AGENTS AGREEMENT

1. I/We have read the “Conditions governing grant of agency for the sale of raw coffee and coffee powder on commission basis”.
2. I/We hereby agree to abide by all the above conditions set out therein.
3. The agency business will be carried on under the name & style “_____ at (give address of place of business)_____”.
4. A D.D. No._____ Dated_____ for Rs. 100/- (Rupees one hundred only) drawn in favour of “COFFEE BOARD GENERAL FUND PROPAGANDA ACCOUNT “ on the_____ Bank, Bangalore is enclosed towards Security Deposit.

Place:_____

Date:_____

Signature_____

Name and Address of the Agent_____

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COFFEE BOARD
PROPAGANDA DEPARTMENT
BANGALORE-1

Application for Grant of Agency for the Sale of Raw Coffee
And Coffee Powder
For Educated Unemployed

1. Name and Age

2. Father's Name

3. Address

4. Qualification

5. Employemnt Exchange Reg.
No. Date & Place of
Registration

6. Monthly Income of Parent/
Guardian (To be supported
by a Certificate from the Rev.
Authority & enclosed)

7. Whether belonging to Weaker
Sec./Backward Class/S.C. or
S.T. (Supporting reference or
Certificate to be attached)

8. How funds are to be mobilised
for starting the Agency

9. Place of business are located
in the House

Application for Grant of Agency for the Sale of Raw Coffee
and Coffee Powder:- (Contd.)

-
- | | | | |
|-----|--|-----------------------------------|----------------------------|
| 10. | What is the quantity of Raw Coffee/Coffee Powder required monthly? | Raw Coffee
PL. Kg.
ROB. Kg. | Coffee Powder
BLEND Kg. |
|-----|--|-----------------------------------|----------------------------|
-
11. Area in which Sales will be operated
-
12. The nearest India Coffee Depot from where you wish to draw coffee powder/Raw Coffee against payment
-
- | | | |
|-----|--|-----|
| 13. | Distance between your place of business & nearest ICD. | k.m |
|-----|--|-----|
-
14. Any other particulars
-

Declaration

I/We declare that the information furnished above is true and correct. In case any particulars given above is found to be false, the agency can be cancelled and I/We shall abide by the decision of the Director of Propaganda in the matter.

(Signature of the Applicant
and Address)

Place:

Date:

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COFFEE BOARD
PROPAGANDA DEPARTMENT, BANGALORE

AGENCY INSPECTION REPORT

Name and designation of the Inspecting Officer.	Date of Inspection
1. Name and address of the agency (indicate whether individual/Hindu undivided family, Firm or Partnership or Company)	
2. Name and style under which Business is carried on	
3. If Income Tax assesses, give Code No.	
4. Sales Tax Registration No.	
5. Is the agent a Local Sales Permit Holder. If so give Permit No. and date.	
6. (a) Place of business are located in the house of agent (b) Business area or residential area.	
7. Standing or reputation of the Firm	

AGENCY INSPECTION REPORT- (Contd.)

8 Date from which agency was granted

9 Nearest India Coffee Depot to
Which agency is attached

10 Distance between Agent's place
of business and nearest ICD

11. (a) Area in which agent's sales
are confined/operated
(b) Working hours of the agent
and weekly holiday if any

12. Are the following sign boards
prominently displayed:
i) Name Board
ii) Price list Board

13. Is suitable sales counter provided.

14. Are Board's publicity materials
displayed prominently?

15. Does the agent deal in any other
brands of coffee-packed, tinned,
or loose-purchased from other
sources?

AGENCY INSPECTION REPORT- (Contd.)

-
16. Is raw coffee & powder sold in the same packers & manner as received from the ICD without tampering with the packets?
-
17. Is raw coffee & powder sold at the same prices as in ICD. If not at what rates. Has ICD/HO kept informed of the higher rates? (This should be verified by test checking the duplicate cash bills and/or verifying from consumers?)
-
18. Are cash bills in the prescribed manner issued for all sales of raw coffee/powder?
-
19. Is Coffee Powder sold to hotels for brewing purposes? If so, give name and address of hotels and quantity.
b) Are these hotels reselling any coffee powder so obtained from the agent?
-
20. Is proper accounts in the prescribed manner maintained for stocks purchased and sold? The stocks A/c. register & duplicate cash bills should be verified & attested by the Board's Inspecting Officers?
-
21. Does the stock of raw coffee & powder held with the agent at the time of inspection agree with the book balance?
-

22.	Monthly quota of raw coffee & powder granted		Raw Coffee in Kg. Plantation/Robusta		Blend Powder in Kg.	Commission charges Rs. P.
23.	Actual off-take during last 12 months & commission drawn:	Jan. Feb. Mar. Apr. May. Jun. Jul. Aug. Sept. Oct. Nov. Dec.				
		Total:				
24.	Is there any justification for Any upward or downward Revision of the quota or raw Coffee & powder granted					

AGENCY INSPECTION REPORT- (Contd.)

25	Are there any complaints from the consumers or general public of malfunctioning or non-availability of stocks with the agents?	H.O. Receipt No.	Date
26.	Has the Security Deposit of Rs. 100/- been paid. If so, H.O. Receipt No. and Date.		
27.	a) Does the Agent have any other sources of Income or gainful Empt. b) Is the agency serving as a sole means of employment to the agent & whether non-renewal of the agency will lead to unemployment?		
28.	Critical review of the functioning of the agency & recommendation for renewal or otherwise of the agency.		
29.	Has the agency been useful a) In enlarging the public Distribution system in making Available raw coffee & powder to the consuming public. b) In promoting coffee consumption in new areas.		
30	Any other relevant details.	Attach separate sheet	

Place,

No. & Date

Signature & Designation of the

Inspecting Officer.

COFFEE BOARD
BANGALORE

MPS/Agency/

Dt. 24-6-78

Sub: Renewal of existing agencies for the year 1978

Ref: This Office Circular letter No. 2648 dated 23/24-6-78.

With further reference to Para 5 of the above letter, _____ copies of the Agency Inspection Report are enclosed herewith for your ready and immediate use. A list of the existing agencies attached to each of the Propaganda Units under your jurisdiction is also enclosed for your ready reference.

Please take up the inspection of the agencies immediately on priority basis and the Agency Inspection reports may be prepared in duplicate in respect of each agent and furnish the original to this office retaining duplicate copy with you for record.

For Director of Propaganda

Copy to: _____ together with a copy of the Agency Inspection report and a list of the existing agencies attached to each of the Propaganda Units under their jurisdiction for information and needful action.

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COFFEE BOARD
BANGALORE

No.MPS/5286

Dated; 31.8.1978.

To

1. All Asst. Directors of Propaganda.
2. All Asst. Coffee Marketing Officers (Sub-Offices)
3. All Propaganda Units.

Sub: Decentralisation of work.

Even though decentralisation has been in vogue now for the past several years, it is observed that invoices in respect of Raw Coffee and allied matters are still being received at Head Office for being passed for payment by the administration and then forwarded to Propaganda Accounts for arranging payment.

With a view to normalising the procedure in this regard with proper responsibility devolving on Divisional Offices and Regional Offices controlling the promotional units, it is necessary that the following procedural changes are effected with immediate effect.

1. Raw Coffee invoices for value of coffee, debit notes for packing and forwarding charges received from the Pool Agents and transport bills of transport contractors should be received by the concerned Propaganda Unit.
2. These invoices etc., should be certified properly by the Officers incharge of the Propaganda Units as detailed below:-

“ Certified that the consignment of _____Kg. of _____ Raw Coffee ordered in Head Office letter No. MPS/ _____dated _____ and referred to in this Invoice/Debit Note/Tr. Bill (overleaf) has been received here in good condition on _____ and

has been taken to stock account in Form No.19 (Main Stock) for the month of _____ . The consignment has been packed in _____ new gunnies/once used gunnies of size 101.60 x 71.12 cm./91.44x71.12 cm.

The consignment has been received by Lorry through approved transport contractor M/s _____ and no expenditure has been incurred by this unit for unloading, weighing and stacking of bags”.

3. The units should maintain a Bill Register and the bills/invoices should be entered therein in a chronological order immediately on receipt and an entry for having forwarded them to Asst.Coffee Marketing Officer/Asst.Director of Propaganda should also be noted therein.
4. The Asst.Coffee Marketing Officer/Asst.Director of Propaganda will scrutinise these bills in detail at his office and forward them direct to the Chief Account's Officer (Propaganda Department) for arranging payment (without routing them through Director of Propaganda). They should also maintain a similar Bill Registers at item (3) above if not already done.
5. The Accounts Section of the Propaganda Department will arrange for payment of these bills after proper scrutiny, based on the stock certificate rendered by the Propaganda Units and the certificate and payment order issued by the concerned Asst. Coffee Marketing Officer/Asst.Director of Propaganda.
6. No bills should be delayed in the Propaganda Units or Asst.Coffee Marketing Officer/Asst. Director of Propaganda's Office for more than 3 days.
7. For watching the movement of stocks between pool agents and Propaganda Units, the Propaganda Units should send a copy of the certified invoice to the Director of Propaganda for record purposes.

8. In order to avoid any possible over payments etc., in regard to original bills received in the Head Office, the Asst. Coffee Marketing Officer/Asst. Director of Propaganda should affix a rubber stamp marked “Original for payment” on the original bill being forwarded by him to Chief Accounts Officer. Copies forwarded by Propaganda Units to Director of Propaganda should be marked as “Copy not for payment”.
9. The Asst. Coffee Marketing Officer/Asst. Director of Propaganda while passing these for payment will have to deduct the value of intransit shortages noticed in the consignment from the transport contractor’s bills. After these bills are certified and forwarded to Chief Accounts Officer (Propaganda Department) for payment, they should inform the Transport Contractors of such deduction made in the bills. If any representations are received from the Contractors in this regard, the case may be processed and examined. Wherever there is justification for admitting the intransit shortage to the extent considered necessary within delegated powers, the Asst. Coffee Marketing Officer/Asst. Director of Propaganda may act accordingly. If it exceeds their limit, the matter may be referred to Dy. Chief Coffee Marketing Officer/Dy. Director of Propaganda for further examination, who will in turn examine the case and decide in terms of delegated powers. Where it exceeds the limits laid down for Dy. Chief Coffee Marketing Officers/Dy. Directors of Propaganda such cases only need be sent to the Director of Propaganda for further examination, with their specific recommendations.
10. The Pool Agents are being requested to send in future one copy of the invoice etc., along with the consignment and 3 copies of the invoice etc., by registered post to the concerned Propaganda Units immediately after the despatch of coffee.
11. The Propaganda Units should endorse the stock certificate and “intransit” shortage certificate, if any, on the 3 copies of bills and forward the original and duplicate to the Asst. Director of Propaganda/Asst. Director of Propaganda concerned and triplicate to the Head Office (addressed to Director of Propaganda). The invoice copy received along with the consignment may be retained by the Propaganda Unit for their reference.

12. The Asst. Coffee Marketing Officer/Asst. Director of Propaganda will certify and pass the original for payment and forward to the Chief Accounts Officer (Propaganda Department) for payment retaining duplicate copy for his records. The following certificate should be endorsed by Asst.Coffee Marketing Officer/Asst.Director of Propaganda while passing the bills for payment:

a) Passed for Rs.....

(Rupees)

b) Head of account (mention the name of the Unit to which the bill related)-----

c) Entered in the Bill Register Folio No..... Serial No.....

Checked by:

Initials:

ADP/ACMO

Date:

Sub-Office.

Please acknowledge receipt of this circular and see that the above procedure is implemented with immediate effect.

Sd/-
Director of Propaganda.

Copy to:

1. All Regional DCCMOs/DDsP., for information and necessary action.
2. Special Officer (Promotion) New Delhi.
3. Chief Accounts Officer.
4. Propaganda Accounts Section, for necessary action, in arranging payments under advice to administration, and watching the liability of invoices, debit notes and Tr. Bills etc., in respect of supply of coffee to the Propaganda Units.
5. IAP.

No. A- 14011/21/77-E.III

BHARAT SARKAR/ GOVERNMENT OF INDIA

Vaniya Mantralaya/Ministry of Commerce,
C.S. & Co-op. Department of Commerce

New Delhi, the 31st July 1978.

Sub: Welfare of Scheduled Castes and Scheduled Tribes.

Ministry of Home Affaris under their O.M. No.17012/37/78-SCTIV, dated the 21st June, 1978 have sent the Vice-President Akila Bharathiya Amedkar Peravai, 20, Periarsalai, Madras. Extracts from the Memorandum "item No.12 only" with which Department of Commerce is partly concerned are sent herewith for information and such action as is considered necessary on their part.

Sd/-

For Under Secretary to the Govt.of India.

To

- i) All Attached and Subordinate Offices,
Public Sector undertakings, Commodity Boards,
Statutory Bodies, and Autonomous organisations.
- ii) Administrative Sections dealingwith the Public Sector
Undertakings etc.,

Effect from Memorandum dated 12.5.1978 from Shri.G.Appan, Vice-President, Akila Bharathiya Amedkar Peravai, 20, Periarsalai, Madras, to Prime Minister/President of India.

x x x x

12. That the Scheduled Castes/Tribes are given a share of atleast 25% in all the sphere of Industrial, Commercial and business activity at the Central, State and Local Boards level in respect of grant of licences and permits for the import, export, transport, wholesale distribution, marketing, sales, tender contracts of all sorts and the like.

COFFEE BOARD
PROPAGANDA DEPARTMENT, BANGALORE.

MPS/Agency/78/5271.

Dated; 31.8.1978.

Copy forwarded to all DDP's / DCCMO's/ADP's/ACMO's/SO (P) Delhi, for information and necessary action. This should be borne in mind while recommending / forwarding the applications for grant of fresh agencies etc.,

2. Secretary Coffee Board, Bangalore, for information.

Sd/-

For Director of Propaganda.

CHAPTER II
PROPAGANDA AND PUBLICITY SECTION

BREAKAGES OF CROCKERY

It is noticed that almost all Propaganda units are showing abnormally heavy breakages of crockery and, as such, Managers are hereby warned that they should exercise more care and control over such breakages at their units.

It has been decided that all breakages under the headings “ Accidental breakages” and “chipped and unserviceable crockery destroyed by the A.P.Os” exceeding 25 percent per annum of the total value of the stock of crockery held during that period at any particular unit should, with effect from the year 1st April, 1955, to 31st March 1956, be collected from Managers and the staff concerned.

In view of the great difficulty in ensuring supplies of good indigenous Crockery, Managers will please see that more care is being taken in this regard.

No.SE(Cir.)/242.Bangalore,dt.11.4.1955.

CLEANLINESS OF SERVICE HALL

Of late numerous complaints are being received about the untidiness of the Coffee Houses and also lack of Menu Cards on the tables. Managers are aware that each Coffee House has been provided with sufficient number of wooden stands for display of Menu Cards and inspite of that, it is seen that many of the Coffee Houses are not taking care to display the Menu Cards. Every care should be taken to see that the Service Hall is scrupulously kept clean and Menu Cards are properly displayed and also the Menu Cards changed as and when they get soiled.

No.SE(90)/1466, Bangalore,dt.15.5.1956.

1000

DISPOSAL OF THINGS

DISPOSAL OF OLD NEWS PAPERS

Managers are hereby directed to dispose of periodically accumulations of old News Papers for the best price possible and credit the proceeds thereof to the Board's Account in case it is not used for packing catering articles. There is no need to seek my previous approval for such disposal.

SE.(Cir.)/356,Bangalore, dt.15.4.1955.

1001

FIRE INSURANCE OF ARTICLES OF FURNITURE
AND EQUIPMENT

If it is felt necessary that the stocks at any place should be insured against burglary, riot and civil commotion risks, the justification for such coverage may please be stated.

Statement of Stocks of Furniture and Equipment

Held at ICH/B/V//D

(as on _____)

1. Municipal Number and address	----
2. Description of the building	----
3. Value of furniture and Sundries	----
4. Value of Electric grinders, fans etc.,	----
5. Value of Bottle-collers & refrigerators	----
6. Total Value	----
7. Is insurance against burglary, riot and civil commotion risk necessary? If so, justify the need	----
8. Any other remarks	----

Place:
Date

Manager,
India Coffee House/Buffer/Van/Depot.
No.SE(9) 5311,Bangalore,dt.22.9.1956.

MAINTENANCE OF STATIONERY & PRINTED FORMS
REGISTERS

In supersession of this Office Circular No.S (Cir.) 7253, dt.24.2.1953 and in partial modification of the instruction issued in this office Circular No. SE(Cir.) 5283 dt. 26.8.1954, with regard to the maintenance of stationery and printed forms registers. Managers are directed to show the issues of Stationery and Printed Forms as and when they are made in the respective registers, instead of once in a month, so that the book balance may be verified, with the actual balance on any date. All receipts and issues should be shown in red and blue black ink respectively and the balance should be struck at the end of each month.

SE (Cir)8713, Bangalore, dt.16.12.1953.

MAINTENANCE OF PROPERTY REGISTER
-PROCEDURE.

The following instructions regarding maintenance of property registers should be carefully noted:

1. All receipts of the C.A.S.P.A should be duly entered in the respective registers as and when received with full particulars thereof while entries relating to deletion of articles (even those destroyed by the A.P.O and broken by staff and patrons for which Form 87 are submitted) should be made only after receipt of specific sanction of this office quoting the No. and date of letter of sanction in the register unless. In other words no article should be deleted from the stock register unless specific sanction of deletion and write off is obtained thereof. In the column provided for in the Register, the No. and date of sanction may be mentioned.
2. All entries in the registers should be duly initialled and dated and Form No. 109 viz., addition and deletion statements should be submitted in support of every receipt and disposal, along with the fortnightly accounts without fail.

(No. SE 981)-5916, Bangalore, dt. 4-11-1957.

UNIFORMS AND NUMBER PLATE FOR BEARERS

It is noticed that some units are incurring expenditure on getting uniform of Class IV service staff repaired at the Board's cost. Managers are hereby informed that such repairing charges will not be met by the Board in future and the individual staff should themselves get this done at their cost.

No. S(83)6961, Bangalore, dt. 17-2-1953

1005

NUMBER PLATE FOR BEARES

During his recent visit to a Coffee House in South India, the Chairman observed that bearers were working without the number plates on them

It is not clear why Managers have allowed the bearers to work in the service hall without the number plates on them despite standing instructions on the subject.

Managers will please, thereofre, note that all the bearers should, in future, be assigned serial numbers wherever it is not doen now and they should not be allowed to work without the serial number brass plates or discs planned to their costs on the left-hand side While on duty. Clear instrucionts regarding this should be given to the Head Bearers.

These number plates should not be allowed to be taken away by the concerned staff when they are transferred but retained in the Coffee House.

Serial number plates may be got manufactured locally reporting the cost to the H.O.

No. SE. (11)-4331, Bangalore dt. 16-8-1956.

PART VI- RESEARCH DEPARTMENT
STANDING INSTRUCTIONS & OFFICE ORDERS

The Secretary,
Coffee Board,
Bangalore.

Sub: Board's Manual of Standing Orders and Instrucitons-Revision of

Ref: Office Order SE/8199, dated 25-10-1975.

The Coffee Board Manual of standing instrucitons which contain orders issued by the Board from time to time was published in 1960. It has now been decided to revise this publications.

Part VI of the Manual pertains to Research Department. It has become necessary to modify certain orders/instructions therein and also to add orders/circulars issued after the publications of the Manual.

The following revision/modification of the existing orders/instrucitons in Part VI of the Manual are for consideration and orders taking into consideration the changes in the staff pattern, delegation of powers etc., which have come into force since 1960. The orders and circulars issued after 1960 are also included.

1. Receipts:

- a) All receipts for moneys received at CCRI should be signed by the Administrative Officer (Accounts).
- b) All issue receipts should be based or on authorisation documents in which money is due to the office.
- c) The Receipt Books should be submitted once a month to the Head of Office along with the statements of Receipts and cheques for the month.

Office Order No. 3660. dated 21-12-1950 revised

1007

2. Supply of Cash Receipt Books:

In future, separate indents for supply of receipt books should be sent to the Director of Research on receipt of which arrangements will be made by the Accounts Section for supply.

3. It is necessary that the receipt forms which are counted and a certificate furnished before issue should be again carefully counted to see that all the original and duplicate forms are in tact and in order, and an acknowledgement in the following form sent to the Director of Research with any delay.

“This is to acknowledge receipt of the letter No. _____ dated _____ and the receipt book No. _____ bearing _____ receipt forms, in duplicate, serially machine numbered, from No. _____ to No. _____ (both inclusive) which I have counted and found correct.”

Circular No. AC/H/62/12916-92, dt. 8-11-1962

3. Request for Advances:

It is noticed that some of the officers and staff are drawing pay advances/leave salary advances without the prior permission of the competent authority, which is irregular. For drawing the aforesaid advances, prior sanction of competent authority must be obtained.

Further it is seen that T.A. Advances are drawn beyond the admissible limit, and sometimes refunds have to be made since final claims are smaller. Advances should be limited to 80% of the final claim and in no case should exceed the limit of 80%.

The above instructions should be strictly adhered to in future and any violation will be viewed seriously.

No. EB(11-A)67/5718, dated 15/16-9-1967.

4. Bills for payment – verification of:

All bills received should be entered in a register and action taken to scrutinize the bills with reference to rates claimed, supporting vouchers etc., and all the items taken to stock. The SLTA/Stores Asst./Head Clerk EB etc., will check the stock entries with the bills and attest the stock entries and sign the stock certificate in the bill and put up the bills for counter-signature and payment. The stock registers should be put up to the Administrative Officer once a month for his inspection and attestation.

Office Order No. 795, dt. 2-9-1952-revised.

5. Capital works inclusive of repairs, maintenance of buildings.

a) Estimation for works:

For every work executed (origins works or repairs) estimate must be prepared showing the cost thereof giving such details as may be necessary for the control of the expenditure e.g., labour changes, materials, etc., It should be ensured that necessary budget provision exists for the expenditure and then only the estimate put up for approval by the Director. A copy of the sanction of the Director to the estimate should be sent to the Accounts Section.

b) Register of works:

The Accounts Section should maintain a register of works in the following form for the record of expenditure on the works carried out in the Department. As and when payments are made and journal entries approved, necessary entries should be made in the Register of Works. After the work has been completed, the Officer-in-charge of the work should send a completion report and thereafter a remark "Completed on" should be recorded under such each work in the register. In case the expenditure on the work has exceeded the estimate, the excess should be got approved by the competent authority.

FORM OF THE REGISTER OF WORKS

Name of the Work

Expenditure upto end of

Previous year:

Appropriation for the year:

From what source posted	Cash book Vr. Or Journal entry Vr.	Contractor	Line	Cement	Timber	Other materials	Labour	Incidentals	Totals.
Estimate Month Accounts Purchase From Total for the month Progressive Total									

b) Register of Building: No change

A register of buildings (residential and non-residential) showing the Capital cost of each building in the department should be maintained. When improvements to any buildings which go to increase the capital cost of building are carried out, the value of such improvements should also be entered in the Register under each building. This information should be obtained from the Register of Works referred to above.

Office Order No. 723-1-2-1954.

6. Timber Accounts:

With a view to avoid occurrence of irregularities in the maintenance of timber accounts, it is ordered with the concurrence of the C.A.O. Coffee Board that timber accounts both in the Coffee Research Station, Balehonnur and the Coffee Research Sub-Station, Chethalli, where timber is felled and sawn into scantlings and/or reepers and issued to works be maintained as per directions given hereunder.

For each log felled for sawing its volume should be reckoned in cubic feet, the out turn figures for sawn timber, viz., scantlings and reepers noted and the balance struck and thus losses in sawing indicated.

The felling charges, sawing charges and other incidental charges viz., wages for lifting, carrying etc., may be debited to 'Suspense-Timber'. As issue rate will be fixed by the Director taking into account the felling, sawing and other incidental charges. The issues to the works should be charges at this issue rate which should be shown in the indent by the officer incharge of Stores. The value of this issue rate should be credited to 'Suspense-Timber' by debit to work concerned. This adjustment will be made by the Accounts Section. The stock register should be closed annually and the resultant stock balance valued.

In case where reepers and scantling are purchased and used for works, entry should be made in the stock register with suitable modifications.

Stores should be issued strictly in conformity with the quantities in the approved estimate for the concerned item of work.

It is to be clearly understood that the responsibility for the correct maintenance of these registers rests entirely with the Officer-in-charge of stores. Any write-off on account of deficiency cannot be done as a matter of course. Shortages will be investigated and the value of such shortages will be recovered from the person responsible unless it is satisfactorily accounted for.

These and other registers in the Department will be reviewed periodically (once every quarter) under the supervision of the Director of Research by an officer deputed for this purpose.

Account of Timber before sawing

- 1) No. and date of bill for felling or cutting charges
- 2) Account
- 3) Quantity felled or cut in c.ft.
- 4) Date of issue
- 5) Quantity issued for sawing.

Account for Sawn Timber

- 1) Quantity received for sawing (units in c.ft.)
- 2) No. and date of bill of sawing charges
- 3) Amount
- 4) Other incidental charges e.g., wages for lifting, loading etc.,
- 5) Quantity sawn:-

i) Scantling	Sawyers feet
ii) Reepers	Running feet
- 6) No. and date of indent
- 7) To whom issued
- 8) Purpose of issue
- 9) Quantity of issued (i) Scantlings (ii) Reepers
- 10) Head of Account
- 11) Balance in stock

Office Order No. 724, dt. 1-2-1954

7. Register of Sanctions

1. Each section shall maintain a register with appropriate heading, certified and with a index on the first page to be called the 'Sanction Register' wherein sanction for works to be executed and costs thereof shall be entered.
2. Proposals for works whenever necessary be first put up with plans and estimates in triplicate for Director's approval and thereafter sanction obtained by an order in the Sanction Register.
3. The several items for sanction should be grouped as per budget head involved (copies of budget will be furnished to all section) and adequate number of pages set apart for making all the entries that arise during the year under that head e.g., 1) Wages & D.A., 2) Lab. Stores, 3) Food grains etc., thus to guage the progressive total expenditure including commitments as on date and enable frame the proposals for sanction.

"A register indicating the progressive expenditure booked (Commitment included) abstract only shall be maintained in the Accounts Section for each head of account making a note of an abstract on account of savings or excess over sanction in the Remarks column. These figures should be tallied with the Sanction Register of the Section once a month and brought upto date.

The Memorandum of sanction will issue in the following form;

CCRI
C.R. Station

Sub:

Ref:

Sanction is accorded for Rs. _____ (Rupees _____ only)

towards the following items:

Office Order No. 733, dt. 27-4-1954 as revised"

8. Attendance Register

In modification of previous order in this regard, it is ordered that the maintenance of a separate attendance register for Class II Officers is discontinued with effect from 1-12-1965. Only one attendance register for Class II, III and IV Staff should be maintained in each section observing the seniority in the Section. The Sectional Heads will counter sign the attendance register everyday at 9. a.m

The attendance register of all Sections at CCRI should be submitted to the Director of Research on the last day of the month.

Office Order EB (10) 65/13119, dt. 23-11-1966.

9. Official dealings- Procedure explained:

It is incumbent on the staff to bear in mind the elementary courtesies which have to be observed in the routine disposal and transmission of papers, communications from one to another during the conduct and execution of official duties prescribed a code of conduct and execution of official duties prescribed a code of etiquette which should regulate official conduct of public officials.

The following simplified office system of prefixing notes in Government Secretariates and public offices may be used by all officers alike in the course of normal office routine with their initials subscribed below the note:

Direct dealings

O.N. to A.B.

_____ (initials)

Dealings through another officer

O.N. to D or R

Suptd.

_____ (initials)

The language of the text and notes should be brief and to the point and couched in polite and courteous language.

Office Order No. 150, dated 1-8-1950- as revised.

10. Signing of letters in the absence of the Director

In the event of the absence of Director of Research out of Headquarters, all the D.O. letters dictated by him may be signed by the Administrative Officer below the following entry:

Sd/-
Director of Research

Forwarded by Order

Administrative Officer

11. Correspondence of routine nature of Heads of Divisions/Sections – disposal of:

To ensure quick attention and speedy disposal in the matter of routine technical correspondence, in reply to letters received from outside agencies requiring technical exchange of views, Heads of Divisions/Sections may correspond on their initiative and discretion. It is desired, however that copies of such correspondence, and other rare and valuable information that may arise in such disposals be put up without delay for information of the Director of Research.

Where general sanction for works or equipment has been obtained, the Heads of Divisions/Sections will kindly work out the details after necessary quotations etc., and in case of emergency place orders direct with the cheapest source consistent with quality. They will also deal with the execution of the approved programme by direct planned action. Action taken may be reported and if necessary, for detailed sanction or approval of the Director as the case may be.

In all normal cases of technical correspondence, the letter may read as under:

“Dear _____

I am desired by the Director of Research to acknowledge your letter etc _____

Yours faithfully

Head of the Division of Botany/Agronomy
Entomology etc.
for Director of Research

All matters involving policy, administration of financial sanction and those that are to be dealt with at the level to be addressed to Chairman and members of the Board, State Governments and Govt. of India in the level of ministries, will as usual be dealt with by the Director and all such matters pertaining to each section may be put up to the Director of Research with necessary remarks suggestions. No unilateral action without prior notice and sanction or approval of the competent authority be taken.

Office Order 755/dated 22-12-1954- revised.

12. Tappals and office copies forwarding to Section – regarding.

All the Sections at CCRI should see that inward Tappal Books and outward delivery books are returned through their Section attenders to Establishment Section immediately they are received at their Sections with papers.

EB-11/64/19287, dated 15-7-1964 of DR

13. Articles by V.P.P. avoidance of obtaining : No change.

The Heads of Sections of Office will please note that obtaining articles by V.P.P. should be avoided unless under special circumstances.

Office Order No. 777, dated 25-7-1955- revised.

14. Allocation of Duties and Office Discipline:

Head of the Division of Botany: Will be in supervisory charge of the Library and the Artist and Photographer.

Agronomist: Will be in Supervisory charge of the Farm Section.

The Asst. Farm Manager will be under the immediate supervision of the Agronomist and submit his reports and returns to the Agronomist.

The Agronomist will direct and guide the Asst. Farm Manager and assist the Director of Research in all the work concerned with Farm Management.

The Asst. Farm Manager will obtain from the various Sections/Divisions such requirements of men and materials to be supplied by the Farm Section during the succeeding week.

These will be consolidated with the requirements of the Farm Section and put up to the Director of Research through the Agronomist on every Saturday for approval.

15. Fair copying – letters – scrutinisation of:

The following instructions are issued in typing letters, fair copying and scrutinising them:

1. The Typists will read carefully the draft before typing and note the number of copies of letter and enclosures to be typed.
2. After typing, the fair copies will be sent to the Head Clerk (Administrative Section) who will sort them section-wise and send them to the concerned section for comparing.
3. The concerned Sections, will compare the fair copy with the draft letters and initial in all the copies for having seen them and return them to the Head Clerk (Administration Section) without delay.
4. The Head Clerk will send the fair copy to the Administrative Officer. Such of the letters that are dictated by the Director of Research and letters of policy matters will be signed by the Director himself.

Office Order No. 6035-43, dated 4-8-1956-revised.

HOUSING FACILITIES

16. Standing Orders for dealing categorically with proposals for building constructions:

1. Plan of site, cross section and elevation (8 copies on approval to be prepared).
2. Estimate of quantity of work of sanctioned construction showing the cost under various sub-heads, masonry, wood work etc., (4 copies).
3. Call for tenders for construction
4. Abstract of cost for the construction (4 copies)
5. Sanctioning an acceptance of tenders-terms and conditions of execution and supply of material, depositing of security deposit etc.,
6. Preparation of a list of materials to be obtained departmentally in case the contract is for labour only.
7. Agreement of contract to be drawn with contractor.
8. Work order to issue giving full details of construction and time which to complete the work.
9. Bills-conditions for payment for part work executed and recording of rough measurement for same. Payment not to exceed 80% of work done.
10. Maintenance of measurement books and certification thereof.
11. Final bill to be prepared on check measurement and completion certificate furnished.
12. Valuation of the building, taking over and recording same as Station property.

Office Order No. 750-A-revised

17. Building works- procedure for execution of:

Works which were executed or are being executed on personal orders of the Director or such other competent authority will not be accepted unless and until such orders got ratified in writing, and it shall be incumbent on the person getting the work executed that such ratification is invariably obtained.

Even should there be occasion during the absence of the D/R from headquarters to issue sanction and work orders as matter of urgent expediency and for safety of the Institution, they shall be for counter-signed by the Director immediately on his return to Headquarters.

The Lapse on the part of any one concerned in this regard may result in surcharge to the extent the individual or individuals are responsible for the action.

All Officers in charge of the current duties of the Director of Research during his absence from headquarters will ensure that decisions on matters of policy or sanction of expenditure involving any financial commitments other than the items of a prely routine nature shall be deferred till the Director's return to headquarters or, if urgent, referred to him for action in camp.

No expenditure incurred incurred shall be passed for payment unless it is supported by concerned approved estimate, work orders and approval for charging it to a definite head of account.

Office Order dated 1-12-1953-revised

18. Works on contract – Execution of:

In order to ensure in all items of works on contract that (i) proper quality materials are used, (ii) that components are made up as per specification and (iii) execution is carried out as per details provided in the estimate, it is ordered that at all stages of work, the Works Superintendent, Coffee Research Station or one of his staff will inspect the material, check the quality of component parts to be made up, supervise the curing and certify to the effect in each case that it has been done satisfactorily. It shall be incumbent on the Contractor to inform the Works Superintendent in time in this regard to enable him to carry out the check satisfactorily. Contractor's bills will be taken up for consideration only when accompanied by the above certificate and recommendations of the Officer-in-charge of Buildings.

Office Order No.754, dt.21.12.1954-revised.

19. Contractor's bill – procedure to be followed for passing

- i) Bills should invariably be prepared in duplicate and presented to the Office.
- ii) As soon as the bill is received it has to be sent to the Works Superintendent.
- iii) The Works Superintendent should check up the measurement with reference to the approved plan and estimates and should certify in detail that the materials which are issued by the department have been used for that specific work and also agree with the quantities issued.
- iv) The bill has to be sent to the Stores Section to verify the materials issued for the work and to insert the value thereof.
- v) The Works Superintendent after giving the necessary certificate will forward the bill along with the measurement book to the Administrative Officer for scrutiny and counter-signature and onward transmission to the accounts branch.
- vi) The Accounts Section will arrange payment after a final scrutiny of the bill.

Office Order 765, dt.3.3.1955-revised

20. Interim bills for payment and furnishing of completion of certificate for
Works executed

The sum to be paid on interim bills for works executed shall in no case exceed 80 per cent of the total of the bill in question; the balance 20 per cent being held over till the final bill for the work is preferred.

The final bill will be paid on check-measurement by a competent authority and the officer-in-charge furnishing completion certificate in the following form:

“ I _____ in charge of _____ at the Coffee Research Station, certify that the said work has been completed as per plans and estimates sanctioned thereof and to my satisfaction.

Station:

Signature

Date :

Designation

Office Order No.715, dt.1.11.1953-revised.

21. Stores and Equipment Supply.

- a) Indenting for supply of stores and the booking of their value: In indenting for supply of stores the general rule is that materials should be charged to the work for which they are purchased if the work is known at the very outset. If, however, materials are purchased for a number of works or for the general purpose of the department, they should be charged to a "Suspense Head" and the debit, in the Suspense Head should be cleared by transfer to the head of account to which the materials issued, is to be charged. The nomenclature of the suspense head may be taken as 'stock' the following sub-heads may be opened thereunder.

Lime, Cement, Timber, Iron materials etc.,

Separate stock registers for these articles should be maintained. The register should show inter-alia (i) the date of receipt, (ii) bill number and date (iii) quantity received, (iv) indent number and date, (v) quantity issued, (vi) to whom issued and (vii) head of account. The entries in the register should be initialised daily by the officer-in-charge of the stores. Bills for transport and other incidental charges relating to the purchase should also be entered in the register and linked with the entries of bill for the cost of the stores. The charges should also be debited to Suspense Stock.

Stores should be issued only on indents received from the sections concerned duly sanctioned by the Director or an Officer authorised by him. The indents should be prepared in triplicate in the prescribed indent book, and the duplicate and triplicate copies duly sanctioned sent to the Stores. The Office-in-charge of Stores should scrutinise the indent and if it is in order issue the stores and get the acknowledgment of the receiving party on both the duplicate and triplicate copies. He will at the same time make the necessary entries of issues in the stock registers. The duplicate copy will be retained by him for reference and triplicate sent to the Accounts Section for effecting necessary adjustments.

The stock registers should be balanced and closed annually. The closing stock should be valued at purchase price plus incidental charges. Any difference between this value and the book value should be adjusted in the accounts by credit to Miscellaneous receipts or debit to incidentals.

When materials are transferred from one work to another, a transfer order should be prepared by the Officer-in-charge of the work. A copy of this transfer order should be sent to the accounts section for effecting adjustments.

Adjustments in the Accounts Section: On receipt of the triplicate copy of the indent, the Accounts Section should prepare journal entries crediting the value to the sub-head of the Suspense stock and debiting the head of account shown in the indent. The head of account should of course be checked by the Accounts Section. If the bill for the value of stores has not been received, adjustments may be kept pending till their receipt. Similar adjustments should be made on receipt of the transfer order referred to in Para 5.

b) Sanction for purchase: Purchase of stores, apparatus, furniture, stationery etc., shall be made only when due sanction for such purchase has been accorded by the competent authority. More approval of a proposal does not constitute a financial sanction for incurring the expenditure for such purchase.

c) Indent for supply: Purchase of all stores on all occasions shall be done at the lowest quoted rates compatible with quality. Quotations shall be called for as 'Open Tenders', i.e. from a number of dealers, suppliers or manufacturers, the rates and quality scrutinized and necessary sanction for purchase at the lowest acceptable rate obtained.

Any purchase made not in conformity with the above description will not be entitled for payment.

d) Receipt of Stores: All materials received should be examined, counted, measured or weighed as the case may be and taken to stock immediately and entries made in the concerned stock register furnishing full particulars like date of receipt, invoice No. and date, name of supplier, quantity received, the rate and total cost. Sales Tax and other incidental charges should also be noted in the stock register as far as possible. All stock entries should be attested by SLTA, Stores Assistant or Head Clerk, Establishment Section as the case may be.

e) Stores – Issue against indents – scrutinization of:

Instances have been noticed that the Stores Assistant has issued certain items of stores to the sections without actually obtaining authorised indents for these supplies. It is imperative that indent should invariably be received, scrutinized and then stores issued after obtaining the acknowledgment of the receiving parties.

Office Order 744, dt.14.7.1954 & 8467.

Dt. 8.10.1956 revised).

22. Local purchase:

The following procedure is prescribed in the matter of local purchase.

When local (urgent) purchase of more than 100 are made personally by a single person-i.e., when office advances more than Rs. 100 for one or more purchases – quotations are essential and purchases should be made from the lowest quotation, consistent with quality. When less than Rs. 100 is involved by a single person for one or more items, purchase can be made from the cheapest source after making local enquiries or written quotations. Local purchases of more than Rs. 100 should not be made at a time.

Office Order No. EB (10)68/9714, dt. 5-1-1968 & 8566 dt, 23-11-68)

23. Loading/un-loading charges of Stores:

The following are the rates for loading and un-loading of Stores and other materials at the main station with effect from the date of this order.

1) Fertilizers, Cement, Pipes and Pipe fittings	Rs. 2-50 per tonne
2) One van load of parcels	Rs. 2-00
3) Half van load	Rs. 1-00
4) One tractor load	Rs. 4-00

Office Order T/74/75/6590, dt. 9-10-1964).

24. Disposal of unserviceable articles:

The following procedure should be adopted for the disposal of unserviceable articles relating to the various Liaison Offices, Coffee Research Sub-Station, Soil Testing Laboratory etc.

- 1) A list of articles found unserviceable should be prepared by each sub-office as on 31st March of each year and submitted to this office. The list should contain particulars under the following columns:
 - i) Sl.No. ii) Name of Article/s iii) Quantity/numbers iv) Date of purchase v) Cost vi) Whether the article can be re-sold and vii) Remarks.
- 2) In the course of stock Verification, the stock verification officer will inspect these articles and certify as to whether they are actually unfit for further use.
- 3) Sanction will then be accorded for their write off subject to the limitations imposed by the delegation of powers in this behalf.
- 4) On obtaining the approval of the competent authority for the write-off, the following procedure for their disposal will be taken.
 - a) General Articles: Such of these items as have any re-sale value should be disposed off by calling for local tenders and with the prior approval of Director of Research. The rest may be destroyed beyond recognition in the presence of the officer-in-charge of the sub-office who should furnish a certificate to this effect against the relevant items in the unserviceable articles. Register which is to be maintained as per instruction issued hereinafter .
 - b) Old parts of motor cycles/vans: Such of the articles under this category as have any re-sale value should be disposed of by calling for local tenders and with the prior approval of Director of Research. If, however,

there is no local demand for these articles or if no tenders are received in response to the tender notices issued, the articles may be transferred to the Senior Liaison Officers concerned against proper acknowledgment. The Senior Liaison Officers in turn will enter the articles so received in the concerned Register of their office giving full details and will put up proposals to this office for disposal of these, as well as similar unserviceable articles of their own office. For the purpose of disposal of these articles the Junior Liaison Officer, Yercaud and Koppa may send the items mentioned above, to the Senior Liaison Officers, Bodinayakanur & Mudigere respectively, and the Superintendent, Coffee Research Sub-station, Chethalli to the Senior Liaison Officer, Mercara. As regards Soil Testing Laboratory Mysore, the Head of the Division of Agronomy will call for tenders from dealers in Mysore and dispose off the articles with the prior approval of the Director of Research.

5. A Register of unserviceable articles should be maintained by each office, wherein the particulars of the unserviceable articles should be recorded under the following columns:

- 1) Serial No. 2) Name of Articles 3) Quantity/Numbers 4) Date of Purchase
- 5) Stock Book Folio 6) Cost 7) No. and date of sanction for write-off.
- 8) How disposed off and 9) Remarks.

5. The items mentioned in the list of unserviceable articles prepared by the Sub-Offices as on 31st March of each year should be transferred from the stock book concerned to the Register for unserviceable articles after they are Certified as un-serviceable by the stock verification Officer and necessary cross reference furnished in both the Registers. The entries relating to the transfer should be duly attested by the offices-in-charge of the sub-office concerned.

7. After the write-off of the articles is duly sanctioned and after they disposed of in accordance with the instructions issued in this Circular necessary Certificates mentioned in Para 4 (a) should be furnished in the manner laid down therein.

Circular No. SEC (170) 64/11022-38 of D.R

25. Staff Quarters – consumption of power in excess if minimum:

All occupants of the quarters at CRS, Balehonnur and CRSS, Chethalli are hereby notified that charges for the power consumption in excess over the minimum allowed for each quarters by thye Electricity Board will be recovered from them 1-6-1957 at the rate of fixed by the Electricity Board at the prevailing rates.

Office Order Ac/5165, dt. 25-6-1957),

26. Net Earnings of Mazdoors – settlement of:

The net earnings of the mazdoors shall be paid not later than the 2nd week of the succeeding. Weekly advance shall, however be made against the wages earned during the preceding week to be admitted to the monthly settlement of account.

Office Order No. 773, dated 10-6-1955-revised.

27. Wages Attestation for payment:

The following form is suggested for entry of attestation by the disbursing officer, and a certificate of actual disbursement of the wages:

- 1) L.T.I of ---- (Name of Labour)

- 2) Certified that I have actually disbursed the amount as entered to the person(s) who have signed the voucher.

These should be entered in the acquittance register maintained and also in all vouchers prepared and submitted as from 1st July 1951.

Office Order No. 175/23, dated 4th March 1952

28. Verification of Labour Work

The Divisional Sectional Heads in the order mentioned below and present on the Station, are requested to verify (on a rotation basis) at any time in the course of a day the labour at work in some of the several work spots for the day and send the verification report to the D.R to check with the entries in the labour attendance register for the day:

1. Head of the Division, Botany
2. Head of the Division of Entomology
3. Head of the Division, Pathology
4. Head of the Division, Agronomy
5. Agronomist
6. Plant Physiologist
7. Agricultural Chemist

They are also requested/instructed to make a thorough surprise check of labour at work at all work spots once in a month and to send the report of verification to the Director in the closed envelop marked 'Confidential'.

Office Order No. 13285-88, dated 2-12-1956-revised.

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29.Labour – Indenting on :

All indents should in future be scrutinised and countersigned by the Heads of Sections before it is forwarded to the Asst. Farm Manager for compliance.

Office Order No. D.13137-79, dated 12-12-1956.

30. Check Rolls – Initialling of:

The Asst. Farm Manager or the Farm Assistant who is maintaining the attendance, will initial the pocket check roll daily. The page of the check roll should be serially numbered. Correctness and overwriting in the check roll must be neatly cut and initialled. The pocket check roll must be put up to the D.R/A.O. at CCRI and the DDE at CRSS once a month for verification and counter-signature.

Office Order No. D/13087-89, dated 2-12-1956-revised.

31. Labour – allotment to sections:

Workers allotted to sections and sub-sections should not be disturbed and indented for without the previous consent of the supervising officers.

Labour allotted to sections and sub-sections should not be withdrawn and allotted for other work frequently without valid reasons. The approval of the D.R. should be obtained for effecting such changes.

Office Order No.63, dated 16.-05-1958

32. Casual Leave- availing of –instruction:

Application for grant of Casual Leave is made immediately before the date it is required, availed as a matter of course and in anticipation of sanction. Apart from the indiscipline, it involves delayed issue of instructions for carrying out routine and emergent work so necessary for efficiency and continuity service.

It is, therefore, ordered that the occasion for casual leave should be anticipated, applications made in prescribed form and sanction sought sufficiently in advance (one week) and shall not be availed in anticipation of sanction except under emergent circumstances which shall be reported in full, treating it confidential if necessary.

Office Order No. 714, dated 22-09-1953-revised.

33. Earned Leave –availing of –Regarding:

There have been instances of officers and staff applying for Earned Leave from a particular date and when the leave is sanctioned do not avail the leave from the date and postpone the availing of the leave to a later date without informing the office or assigning reasons for postponement. This leads to difficulties in arranging the assistance, relief etc., It is hereby directed that whenever the staff are unable, for valid reasons, to avail of leave from the date it is sanctioned and desire to avail it from some other date, they should immediately intimate the concerned officers who should satisfy themselves, about the genuineness of the reasons given for postponement and submit the same to the office for further consideration.

It should be noted that the leave already sanctioned from a particular date cannot be availed from some other date without necessary sanction from the office and sanction for such postponement will be accorded only when there are valid reasons for it.

EB(67)63/ 13584-600, dated 11-11-1963.

34. Recommendations – on leave applications –
representations etc., - reg.

The recommendations on representations, applications for leave, employment etc., are strictly confidential in nature and should not be communicated to the staff concerned directly by the Heads of Sections/Officers.

This may please be adhered to strictly.

No. EB/11783, dated 16.10-1965 of D-R, CCRI.

35. Housing facilities – leaving headquarters without permission-
Accommodating unauthorised guests.:

It is observed that precipitate action is being taken by all the staff, especially the new entrants to the Department in leaving headquarters and bringing in unauthorised guests etc., to their quarters.

All the staff, especially new entrants to the Department are hereby informed that they should not leave headquarters during holiday without permission of the Heads of Sections or the competent authority to grant such permissions and should not bring in unauthorised guests to quarters which they are sharing with others, without the express consent of such people.

The Co-operation of all concerned in the matter of strict observance of rules thereof and a modicum of decorum in this behalf is solicited.

Office Order No. EB5167/79, dated 25-06-1957

36. Headquarters (Station)- intimation of leaving:

With references to para of this Office, ' Office Order' EB 5167-79, dated 25-06-1957, the officers and the staff leaving Headquarters on holidays should intimate the competent authority as shown below and obtain prior consent before doing so:

- 1) Divisional and Sectional Heads should intimate D.R. or the Senior Officer in the absence of D.R.
- 2) All ministerial staff – Administrative Officer.
- 3) Divisional/ Sectional Staff- Heads of the Divisions/Sections.
- 4) All Farm Staff – Asst.Farm Manager.
- 5) Officer/Staff at Sub-Office-Head of the Office.

Office Order EB6204/18, dated 16-07-1957.

37. Staff on transfer etc.- delay in relieving of:

In spite of the fact that the Liaison Officers have now powers to retain the services of more than one official against one sanctioned post. It is observed that some of the Liaison Officers are using their own discretion in the matter thereby causing considerable inconvenience in the proper administration of the Department.

All Officers are, therefore, requested to see that whenever an appointee or staff on transfer reports for duty, the staff to be relieved on the forenoon/afternoon as the case may be and directed to proceed to his new assignment.

Failure to adhere to these instructions will be viewed seriously and may amount to taking disciplinary action against the concerned officer.

Office Order No. EB(10)58/2613/32, dated 29-1-1950.

38. Office discipline and observance of working hours:

- a) It has come to my notice that many officers and staff leave their Officers/seats during working hours and go to the Canteen etc., spending considerable time. This is highly irregular and contrary to standing rules. Further, Coffee Board Office Manual does not stipulate any interval for Coffee Break etc., All the Officers/Staff are therefore requested to kind co-operate and see that during the working hours, their full time is utilised on the work entrusted to them.

Office Order EB(68)3735, dated 30-11-1968

- b) It is my experience that some times no one, apart from the lowest category of staff present in the Scientific Division/Section, especially during periods prior and subsequent to long holidays etc., It is essential that some responsible officer of the status of at least Research Assistant should always be available in the Scientific Sections. Therefore, it is requested that the Heads of Divisions/Sections may kindly cause arrangements to be made to fulfil this conditions whenever the tour programmes or leave application of the personal in their Division/Section are put up for sanction. This may kindly be brought into force with immediate effect.

Office Order EB-7310, dated 23-10-1968.

39. Correspondence on staff matters etc.,

Instances have come to notice that some of the Sub-Offices are directly corresponding with the Head Office, Coffee Board, Bangalore and other Chief Officers on staff matters under intimation to this office by copy of letter, which is not in order.

As a matter of policy, it is felt essential that such correspondence is made only through this office.

It may, therefore, please be noted that in future, all such matters should be referred to this office, to enable to take up the same with the appropriate authority except when specifically instructed by this office to correspon directly with the Head Office.

EB(10)69/12997, dated 20-03-1969.

40. Forwarding of copies of official letters to the Offices other than the
Offices attached to Research Department:

It is noticed that some of the Officers of Sub-Offices are sending copies of routine official letters addressed to Director of Research and Dy. Director (Extension) to the Chairman and the Secretary, Coffee Board, Bangalore. This is not correct. Only advance copies of personal representations (this too in exceptional cases) sent through proper channel can be copied to the Chairman and the Secretary, Coffee Board, Bangalore.

EB(11)66/6175, dated 28-09-1966.

41. Tours and Tour Programmes of technical and field staff:

To ensure quick attention and speedy disposal in the matter of routine technical, field, advisory or experimental work, Head of the Sections may approve the individual tour programme of their respective staff. It is desirable, however, that copies of such programme with details as to the mode of travel, approximate cost involved etc., be put up without delay to the Director of Research.

The Head of Sections are requested to plan and draw up a general programme for each month well in advance and put up to the Director for general sanction. The programme for a particular month should be drawn up and put up by the last week of the month proceeding. T.A. bills of the staff should be attested by their respective Sectional Heads and submitted along with their tour diaries for counter-signature.

Office Order No. 7437-43, dated 25-9-1956.

42. Log Book – Maintenance of:

It is ordered that in future log books maintained by the staff car drivers should furnish all the information required as per Coffee Board staff car rules.

The log book, entries the conditions of the engine, body, tyres etc., should be examined and certified by the Works Superintendent on the arrival. This Register should be put up for inspection of the Administrative Officer, immediately after each trip.

The Works Superintendent should also before the 5th of succeeding month furnish an abstract of the log book and the log register for inspection of the Director.

43. Log Book – True copy furnishing of:

Of late, it is felt an extract of log book of the vehicles provided by the Board is essential for reference in this office while scrutinising the T.A. bills and the impresent accounts. Therefore, all Sub-offices should send an extract of the log book (true copy) along with the abstract of expenditure in the enclosed proforma to this office regularly in future in duplicate, before 5th of the following month, in lieu of the abstract of log book which is now being sent to this office.

The following instructions are given with regard to maintenance of log book.

1. All the places visited should invariably be furnished in detail in column No.5.
2. Purposes for the journeys, visits (local trips, if any) should be specified.
3. Entries with regard to purchase of petrol, oil, spare parts, repairs and replacement of spare parts should be made clearly on the same day.

Circular No.AC/TA/62/524-55, dt. 26.6.1962 as modified by D/R.

44. Vehicles – servicing of – Pressure greasing – changing of oils etc.,

It is seen that considerable delay is caused in servicing of vehicles due to time taken in obtaining sanction and then arranging for servicing.

With a view to see that the vehicles are serviced after every run of 2000 km. and the vehicles are maintained in good condition, the Officer-in-charge of vehicles will arrange to send their vehicles to nearest Service Station immediately the vehicles have run 2000 km and obtain the formal sanction of the competent authority.

In this connection, it should be noted that prior sanction is necessary for any repairs and replacements etc., noticed at the time of servicing.

Office Order No. 10138/52, dated 13-9-1957-as modified.

45. Requisition of advance:

It has been brought to my notice that while requesting for advance for purchase of petrol, lubricant and other expenses contingent to the vehicle, for the performance of tours, other articles are also purchased. Only a little forethought of the requirement enroute is needed to see that the required materials like cotton waste etc., are drawn from the the Central Stores of the Institute so as to avoid the necessity of their piecemeal purchase in the course of tour.

Instances have come to my notice wherein the purchase of seedlings, cloth etc., has been made out of advances sanctioned for an entirely different purpose altogether. In such cases it is necessary to bring to my notice the circumstances under which they had to be purchased perforce and obtain my ratification. Mere sanction of an advance does not confer on the officer the right to purchase whatever he likes.

The cash bills should be clearly obtained in the name of the Director of Research and only CL or the vehicle number clearly indicated. Any erasures or corrections should be got attested by the dealer concerned.

Circular No. AC/63/1729-45, dated 25-4-1963.

46. Maintenance of peace in Colony:

The Asst. Farm Manager is given instructions to look after and see that no menace arises from drunkards etc., roaming about freely in the streets in Central Coffee Research Institute Colony. All Officers and Staff are requested to extend their co-operation to him in this to enable him to take necessary action. Disciplinary action may also be instituted against persons who are found in a drunken state and roaming about freely in the streets and creating menace to Central Coffee Research Institute Colony. The Asst. Farm Manager will announce the above in the Muster and inform the mazdoors. The Watchmen should also be alerted.

Office Order EB/438, dated 8-4-1968, issued by D/R.

47. Security from barglary etc:

Of late there has been a sudden out-cropping of burglaries and petty thefts involving private monies and office equipment by skilful manipulation of locks on private and office premises. The Office premises are hereby declared out of bounds to unauthorised persons and children after 5 p.m. Officials and residents are enjoined to make proper bandobust of public and private monies. Anyone with knolwedge of unauthorised movements and suspicious loiterings in and around the premises of the Institute are in duty bound to alert the Administrative Officer or the Farm authorities forthwith. A watch is being instituted with immediate effect. Serious consequences will follow in case of any deliquencies in future.

Circular No. EB/5854, dated 20-9-1966, issued by D/R

48. Sale of lottery tickets:

The sale of lottery tickets, even of the lottery conducted by the State Government is not very desirable and sale of such tickets by the employees of the Research Department will not be permitted.

Circular No. EB/1392, dated 8-5-1975, issued by D/R

49. Safety of keys of Almirahs and Cash chests in your custody:

There was recently an incident when one of the Liaison Officers where a duplicate set of keys of the cash chest and the original and also the duplicate keys of midget almirah in which the cash chest had been kept were lost. This led to endless troubles in the matter of opening the midget almirah first and then the cash chest beside changing the locking system of both, since it was unsafe to use the same locking system with keys thereof missing. Much of these troubles which were encountered could have been avoided if the official in charge had been careful enough about the keys.

The officers-in-charge of the sub-offices are informed that they are held personally responsible for the safety of the keys of the cash chest, steel almirahs etc., of their office and requested to take extra care about them. In the event of loss of such keys occasioned by negligence on their part, the entire expenditure incidental to or arising out of such loss will be surcharged to the person concerned.

Office Circular No.SEC/16502-18, dt.3-1-1964, issued by D/R

50. Custody of valuables – Gold, Silver and Platinum wares –
safe keeping of:

It is suggested that all Heads of Sections deposit all gold, silver and platinum wares in their charge in the office safe and obtain an acknowledgement for file with them. These may be taken back for use when necessary and returned for safe custody immediately they are not required. Further, such valuable articles in the chest shall be included in the charge list of any change of charge of cash etc.

Office Order No. 776, dated 25-7-1955.

51. Liaison Officers – visiting the Main station:

A few instances of Liaison Officers visiting the Central Coffee Research Institute not contacting all the Divisional/Sectional Heads, have come to my notice.

I shall be glad if all the visiting Liaison Officers please make the best use of their visits to the Central Coffee Research Institute and contact all the Divisional/Sectional Heads to get themselves oriented with the latest developments in the various fields of research.

Circular EB/4940, dated 12-8-1969 issued by D/R

52. Library facilities on general holidays:

The continuation of Library facility on general holidays has been found to be of no use as the response from the research staff is far from satisfactory. Hence, this facility has been decided to be withdrawn with effect from 1st October 1968.

Office Order LIB/6384, dated _____ issued by D/R

53. School Van:

It has been brought to my notice that great inconvenience is experienced by a section of the students going from Central Coffee Research Institute to Balehonnur due to the late starting and late return of the school van to suit the convenience of the High School students. With a view to remove the above difficulty it is hereby ordered that the School Van should invariably leave Central Coffee Research Institute at 9-40 A.M. and all the students both Convent and High School students should get themselves ready and go by the above vehicle at the above time. The school Van will leave Central Coffee Research Institute in the evening to bring the students back at 4-45 P.M. and will return from Balehonnur at 5-30 p.m. positively and all the students should return by that vehicle keeping themselves ready near the School premises.

Office Order EB/5167, dated 19-8-1975, issued by D/R

PART – VII – DEVELOPMENT DEPARTMENT

(No. SD 651, dated 24-11-1956)

Sub: Relaxation of conditions regarding Mortgage of crop to the Board.

The following decision of the Executive Committee, taken at its meeting on 7-11-1956 is communicated to all A.D.Os.

“That the provision regarding mortgage of the borrower’s crop to the Board, along with his estate or other immovable property, be sufficiently relaxed so that planters who have already mortgaged their crop for periods not exceeding five years may also be made eligible for loans to be granted by the Board.”

2. All possible publicity may please be given among planters about this decision and any applications for loans received in consequence of this relaxation entertained.

Sub:- Grant of Loans – Clarification.

Loan applications on which Liaison Officers furnish adverse reports may be rejected by you mentioning clearly the ground on which they are rejected. A copy of your communication to the planter may as usual be sent to this office. In case there is an appeal against the rejection, the papers will be called for and examined here then.

2. In verifying planted area figures, the A.D.O. will have to reply mostly on his own powers of judgement to arrive at his estimated of the effective area under coffee. The statistics obtained from the Marketing Department for the last 3 years and the results of his personal inquiry at the estates should also help. Even if a surveyor were to be employed, the difficulty would not be solved where estates are interplanted with other crops.

(No. SD, 1823, dated 20-4-1957)

Sub: Investigation of loss applications –Valuation of Security etc.,

The applications for loan so far scrutinised in Head Office in consultation with the Legal Adviser reveal that in practically all cases further particulars and documents, especially with regard to security offered, have to be secured from applicants before the applications could be taken up for sanction. To save time, the applicants are being addressed direct, with a copy to the concerned A.D.O. However, for the information and guidance of all A.D.Os, a list of the more important points which, from what the Legal Adviser has remarked to some application files, need particularly to be borne in mind while investigating loan applications in future, is enclosed.

The list is by no means exhaustive. Only these points which did not evidently receive sufficient attention this year have been mentioned.

Enclosure: Investigation of loan applications – Some points to be
Borne in mind.

1. Title to Property sought to be Mortgaged:

Although patta is prima facie evidence of a person's title to the land and its production cannot be dispensed with, it is not conclusive evidence of title. Registered documents such as sale deeds, partition deeds, gift deeds etc., should be obtained wherever possible. If the originals cannot be produced for any reason (which should be mentioned) certified copies should be obtained. Copies of documents which are not certified have practically no value.

2. Jamabandi extracts by themselves are not conclusive proof of title. It can be use as corroborative of the pattadar's title and not as the sole basis of title.

3. That a sale deed stands in the name of the loan applicant does not by itself establish that the property is self acquired. Proof is necessary to establish that the sale consideration for the acquisition came out of the personal assets of the applicant

as distinguished from the family estate. In the absence of such proof, it will be more appropriate to treat the particular property also as part of the family property.

4. When the property is described as “self acquired” through purchase it would be necessary to obtain not only the latest sale deed but also all earlier documents available viz., those pertaining to the applicant’s predecessor in title. It would be necessary to verify whether the vendor under the latest sale deed had power to convey good title. If there be any defects of title as per an earlier documents it will vitiate the title of the applicant who claims to be the present owner. All documents of the title along with the mortgage deed to be executed to favour of the Board.

5. The mere statement that an applicant acquired the property from his father will not make it clear how he acquired it. Particulars will be necessary as to the procedure of acquisition and, if by inheritance, as to who were the heirs left by the father at his death and as to how the father himself had obtained the property.

6. It should invariably be verified whether the land is in the actual possession of and enjoyment of the applicant. However, possession alone will not establish title or give him power to deal with the property by way of mortgage.

7. When property is in the names of persons other than the applicant, the mere production of a consent letter from the pattadars will not have established the applicant’s title. Either the pattadars will have to join in the execution of the mortgage deed wherein they will confirm the title of the applicant or they will have to execute and register a document according to law confirming the title of applicant or the applicant will have to arrange for the transfer of the patta to his name.

8. When title is claimed with reference to a will, it should be borne in mind that will takes effect only after the lift time of the testator and it may be revoked or altered by him at any time before his death. Unregistered Will should be acted upon with the utmost caution.

9. A Power of Attorney, giving authority to manage the properties of a mutt and enjoy the income does not at all give the right to transfer or mortgage the property.

10. As per the Hindu Minority and Guardianship Act 1956 (Act 32 of 1956) the father is the natural guardian of a minor. Without the previous permission of the Court, even a natural guardian cannot mortgage, or change of transfer by sale, gift exchange or otherwise, any part of the immovable property of the minor. Any disposition of immovable property in contravention of the Sections of the Act is voidable at the instance of the minor.

II. Prior Encumbrance of Properties:

1. All documents relating to encumbrances on the property should be obtained (originals or certified copies). In the case of subsisting mortgage, a certified copy of the deed and proof and of the actual amount due on date of loan application must be produced by the applicant; the mortgage will have to join in the execution of the deed in favour of the Board agreeing to give priority to the Board's rights; a mere letter of consent will not be sufficient. In the case of redeemed mortgages, it should be possible for the applicant to produce the deed of mortgage in original with the endorsement of discharge. A certificate from the Parpathgar by itself is not sufficient proof of mortgages, it should be possible for the applicant to produce the deed of mortgage in original with the endorsement of discharge. A certificate from the Parpathgar by itself is not sufficient proof of discharge. (Note: the discharge of an encumbrance such as of a mortgage is not generally registered. As such, an encumbrance certificate may not always contain any reference to the discharge of a secured debt. That a debt has been discharged has therefore to be

established in other ways – discharge share, attestation by witnesses etc.) If the endorsement of discharge on a deed is not witnessed or if any of the prior mortgage deeds cannot be produced, the written declaration of the prior mortgages that his mortgage was duly discharged should be obtained wherever possible.

2. When the prior encumbrance is a decree, a certified copy on the document should invariably be secured. If it is a maintenance, decree, the liability on the estate will remain in force during the entire life-time of the decree-holder. Evidence will have to be furnished by the loan applicant that the claim under the decree holder joins in the execution of the mortgage deed and agrees to give priority to the Board it would be more satisfactory.

III. Execution of Mortgage Deed:

If the applicant is member of a joint Hindu family, there may be other members of the family such as father, brothers, major and minor sons, who will be entitled, along with him, to a share in the family property. If the loan is on behalf of the family, all such members should join in the execution of the mortgage deed. (If the applicant claims to be separated member and wishes to borrow on the security of his separate share he must produce the partition deed or any other document evidencing the partition).

No. SD. 1264 Dated 20-9-1957

Sub: Loans under Coffee Development Plan – Boundaries to the properties – furnishing of:

The question of indicating in the Schedule the Boundaries of the property presents a problem, particularly when the estate is made up of small portions of lands belonging to several survey numbers. In this matter, the office is entirely dependant on what the planter says and some times on the sale deeds and other title deeds produced. The Boundaries given in old records are not always reliable as the description can change with the passing of the years, consequent on the change of the hands and/or by resurvey. In the result, the office can exercise no real check on the accuracy of what the planter says or what we adopt. As wrong boundaries can give rise to serious complications latter on the A.D.Os are requested to see that they insist upon the applicant to furnish the present and correct boundaries of all the S. Nos or part of the S.Nos comprising the estate and of the S.Nos offered as additional security, along with their respective extents.

In the space provided for under item No. 13 of the application is not sufficient, a separate enclosure containing the details of boundaries may be annexed to the applciation.

It is felt that it would be possible for the A.D.Os. to get this information furnished with the assistance of the village Shanbough or the Karnam as the case may be during their visit to the estate for investigation.

It would also be desirable if a clear sketch of the estate showing the S.Nos contained therein and of the other Nos. offered as collateral security with the adjoining D.Nos. situated in their peripeherries, not drawn to scale is prepared and enclosed to the application for ready and easy reference.

This is for information and future guidance of all A.D.Os.

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No. S.D. 1451 dated 8-10-1957

Sub: Loan under Coffee Development Plan – Estates situated in Jodi Villages.

There are certain cases where the applicants have offered immovable properties situated in Jodi Villages as security for loans. As the lands in Jodi villages are unsurveyed and unsettled, their exact extents cannot be correctly defined. Consequently difficulty is experienced in accepting such properties as safe security for loans.

To order to avoid inconvenience to the parties and unnecessary and unfruitful work on our part, please see that you do not entertain applications for loans in respect of estates situated in unsurveyed and unsettled villages unless the owners of such estates are clearly agreeable to get such survey authorities, at their cost and initiative before applying for the loans.

No. ED. 1506/dated 14-10-1957.

Sub: Coffee Development Plan – Procedure for dealing with applications for loans.

The time limit of 4 days for making a reference to the Junior Liaison Officer is prescribed to avoid delay in submission of the loan application to H.O. This period of 4 days appears to be sufficient enough for a preliminary scrutiny of the application by the A.D.O.

On a preliminary scrutiny, the A.D.O. will be able to form an opinion of the applicant's eligibility, subject to course to title being of acreage group and other obvious criteria and reset all the rest of the applications to the J.L.O. within 4 days of receipt as laid down in the "Procedure".

Delaying the reference to the J.L.O. till after the A.D.O. has satisfied himself with regard to the title of the applicant and other points regarding eligibility etc., will only amount to postponing section unnecessarily.

No. SDA 51/57/2430, dated 15-12-1957.

Sub: Loan under Coffee Development Plan – Recovery of Interest and Principal

Interest @ 6 ¼% per annum will be payable yearly on the date of the anniversary of each loan instalment. The payment of interest will commence from the 1st anniversary of each loan, instalment i.e., the date of drawal of the cheque towards the payment of loan instalment. The interest due will be calculated and intimated by this office to the planter with copies to Pool Agents/Pool Depot etc., well in advance of the due date and the planter will be allowed to pay it to this office direct.

In case the planter fail to pay the interest due in time, it will be recovered through Pool Payments. The same principle will apply to the repayment of the Principal of the loan also except the recovery starts from 5th anniversary of the payment of the first instalment of the loan in case of loan for Intensive Cultivation and 6th anniversary in case of loans for Extensive Cultivation.

(No. SD. 2521, dated 26-12-1957)

Sub: Investigation of Loan Applications – Valuation of Security.

The manner in which valuation reports are furnished by A.D.Os, shows that this aspect of their investigation is not receiving sufficient care and attention at their hands. The report seldom gives such details as the location of the property the survey numbers involved, particulars of buildings and other structures on the property (except perhaps a mere reference to them) reference to the particular survey No. in which the buildings are located, the results of local enquiries made with regard to recent sales concluded in the locality and other factors which may have a bearing on the valuation adopted. In some reports, the valuation is given simply as a round figures with no explanation at all as to how the A.D.O. arrived at the figures, in what condition he found the estate, to what age groups the coffee belonged etc. Since valuation the property taken for mortgage is one of the important factors which determines the amount of a loan to be granted to the planter, every care needs to be taken to arrive at a planter, every care needs to be taken to arrive at a figure, which the Board as the lender can safely adopt without being unnecessarily hard to the borrower. In any case, it is essential that the report contains all relevant factors which determined the evaluation if necessary on a separate sheet of paper attached to the investigation report.

(No. SD. 2826, dated 18-1-1958)

Sub: Loans under Coffee Development Plan – Attestation of declaration:

The following note recorded by the Legal Adviser on one of the Loan files referred to him is copied to all A. D.Os for their information and guidance.

“May I mention in this context, that it is seen that statements of persons obtained for the purpose of establishing the title or competency to alienate, on the part of the applicant or his predecessor in title are not attested by any one. The parties are not even identified by a witness. Signatures are taken to typed statements. If the need for proving them arises, it will be impossible to do so. It is always advisable to record statements in the language which the party understands, and get the same attested by some persons whose attestations can lend some support for establishing that the statements were made by the parties concerned and that before signing the same the parties understood the contents of the statements.

“ If the statements have been made and signed in the presence of an officer of the Board the Officer concerned may record on it that the statement was made in his presence, that it was explained to the person and that thereafter the party affixed his signature.

(No. SD, 2963, dated 25.1.1958.)

Sub: Loans under Coffee Development Plan- Investigation of applications.

Please note that the Coffee Registration Certificate obtained from Loan applicants should invariably be placed on the file among the documents sent to the H.O. If for any reason the Certificate is required to be returned to the party, a true copy, attested by the A.D.O. may be placed on the file. Particular attention may please be paid to the accuracy of the Survey numbers and their extent reproduced in the copy, if the original is not sent.

(No.L/30304/15 dated 24.3.1958)

Sub: Coffee Development Plan – Loans and aids to coffee planters-

Spot inspections reports by the L.Os –areas under different

Varieties of coffee – arising.

A question has been raised about the classification of the estate either as mainly arabica or robusta estates. In several cases, it has been noticed that though there is a large percentage of admixture of robusta with arabica or vice-versa, no indication has been given about the exact type of estate it is and whether it is mainly an arabica estate or robusta estate.

2. It is clear that the amount of loan advanced is different according to the estates being a robusta growing or an arabica growing one. It therefore becomes important that we should be able to define correctly the extent of each type or variety of coffee grown in a particular estate which has applied for grant-in-aid under the Loan Scheme.

3. It is suggested as an aide-memoire that if more than 80 percent of the plant population belongs to one variety, the estate or that portion of it may be classified as being under either robusta or arabica. If however, there is a large admixture of both varieties in the same block or blocks or throughout the estate, it will then become necessary that population count of each of the varieties in representative cross sections of the estate should be made, and the areas occupied by each of the varieties should be definitely stated.

4. If the blocks are separate and distinct, the approximate acreage of each variety within 10 percent deviation of each such variety should be indicated.

5. This directive should be kept as a guiding factor in your essay reports.

(L.33-44, dated 28.3.1958)

Sub: Estates receiving Loan aids – Maintenance of Case History Sheets.

While inviting attention to this office circulars cited above, which contain instructions regarding the follow up visits to be paid, to loan aided estates, the Jr.Liaison Officers and their field staff are requested to maintain a month-wise progress sheet against the programme of work in respect of each loan aided estate within their division in the following manner;

“ Progress Sheet against programme of work/Loan aided estate

Name of Estate

Name of Owner,

Amount of Loan Sanctioned

Purpose for which the loan is sanctioned.

Reference to Index Number of recommended

Calendar of operations issued to the estate.

Month, Recommended calendar of operations.

(Ref. to Index Number)	Special Operations 1,2 etc.	General Remarks
------------------------	--------------------------------	--------------------

January

February

etc.,

etc.

December

2. In the above sheet the progress made against both the particular operations that should be undertaken during the month and work on special recommendations if any should

be immediately marked. In the General Remarks column, mention should be made of the results or other operations and the general condition of the estate or holding.

3. A marking in red ink by a () mark means that the estate owner has kept up to the calender of the programmes, a cross (x) mark in blue ink means that the estate owner has not carried out that particular operation of the month or the special recommendations. The J.L.O. should immediately givea notice to the estate owner about his not confirming to the terms of the loan aid. Such a warning should be given thrice before it is sent up to the Development Officer for his future consideration.

4. The S.L.O.will check up during his tours whether these have been properly maintained both the J.L.O. and the field staff concerned. During the course of his check inspection he will carry these progress sheets with him as maintained by the Field Staff and check inspect the correctness of such assessment.

(No. S.D.3871, dated 31.3.1958)

Sub: Investigation of loan applications- confirming of applicants statements
By local enquiries.

Another requirement which the LegalAdviser has had occasion to point out that A.D.Os should as far as practicable confirm in writing, after local inquiries and verification, all statement of facts made by the applicant or others on the file. Such confirmation and verification are particularly necessary in respect of the following:-

- 1) The members of the family of the applicant, their age, sex and relationship:
- 2) Whether the applicant is actually in possession of the property:
- 3) Whether any tenant is cultivating the property under the applicant, if so, nature of the tenancy (any documents available should be scrutinised and if possible secured);
- 4) Who is delivering the crop of the estate to the pool and receiving dividends? Since what date is the applicant doing so? Before him, who was doing it?
- 5) Payment of land tax-by whom-since when-before the applicant who was paying (obtain receipts for payment).
- 6) Particulars available in the records of the Board in regard to registered owner, for how long, whether he deals with the estate personally or by a manager or by a Power of Attorney holder, if through the Manager or Attorney, particulars of his appointment with documents.

In general all information that can be collected should be obtained with regard to the applicant, the estate, possession and enjoyment etc., which throw a light upon the ownership of the property sought to be mortgaged.

(No.SD.3911, dated 2.4.1958)

Sub: Loans under the Development Plan – Inspection of
borrowers' estates and accounts.

The need for A.D.Os and I.Os keeping themselves in touch with the planters and their estates granted loans under the Plan has already been stressed in the circular mentioned above as well as in the circulars issued by the Director of Research to the Liaison Officers. It has hardly necessary to stay that apart from watching the proper utilisation of the loan amount on the estate it will be expected of every officer visiting the estate to guide and help the planter in his efforts to improve the estates, by means of suitable suggestions wherever necessary.

2. In this connection it is felt that it would be of considerable help to the visiting Officers as well as the planter himself if he kept on "Inspection Book" in which the officers could record their observations, suggestions and instructions at each visit. Copies of entries made in the book could be sent by the visiting officer to the Director of Research and Development Officer to keep them posted of what is being done or not done by the planter. As we are speaking in terms of a programme of aid continuous record on the estate itself will be apparent. Please impress upon all loans the need for this measure of co-operation.

3. There is a still another matter over which we have to enlist the planters' co-operation. As you are aware it has not been found possible in many cases to grant loans for the benefit of the entire area under coffee on the estate. In all such cases we have asked the planter to mark off the area accepted for loan and from the portion left out. But unless something is done to make identification practicable, it will be rather difficult for a visiting officer to verify whether the particular portion which we have in mind is receiving the special case of the planter. To make identification possible, the planters should be requested to fix with the inscription 'Loan aided block 1, 2, 3., etc.'" against all the blocks receiving the benefit of the loan, with their respective acreage. You should persuade the Planter to carry out this suggestion on your next visit to each estate.

(SD 4150 dated 1-5-1958)

Sub: CDP – Grant of Loans- 1958/59 – Rights of Guardians

Under – ‘ Christian Law’:

The matter was referred to the L.A and his remarks are reproduced below:

“ In the case of christians the persons who are entitled to be the guardians of a minor are (1) father (2) the mother (3) a person appointed by the father or mother by Will and (4) a person appointed by Court. No other person is entitled to act as guardian either or person or property of the minor.

“ No guardian other than the one appointed by Court with power given to them or having power given to them by the instrument appointing them is entitled to sell or change of the immovable property of their wards. In addition to the category of legal guardians enumerated above there may be cases where the person who is not a legal guardian may have voluntarily placed himself in the charge of the property of a minor and such person is called defacto guardian. A defacto guardian also has no more powers of alienation over the property of the ward and he may also charge or amed the same on behalf of the minor.

“In view of the foregoing unless the guardian is one who is appointed by the Court or is one who is empowered to alienate the property of the ward by virtue of the instrument of appointment it will not be competent for him to mortgage the estate of the ward to the Board.”

(D.D 1641, dated 8-12-1958)

Sub: Loans granted on security of lands having Interests of minors.

I enclose a statement showing particulars of loans granted on the security of lands in which, apart from the registered grower and other adult men of his family who have executed the mortgage deed, one or more minor members of the family are also known to have an interest in present. In sanctioning loans in these cases, the entire undivided property of the joint family offered to the Board has been taken as security for its full assessed value, without deducting the proportionate value of the shares of the said minors, who because of their young age are barred from joining in the transaction in their own right. The risk involved in accepting the minors' share as security has been taken for the principal reason that the loan is meant for the improvement of the property itself and that, therefore, the alienation, if questioned, is capable of being established as binding on all members of the family including the minors.

2. I need hardly say that the force of this argument lies in the fact that the Board has the necessary machinery to ensure that the loan amount is spent by the borrower for the specific purpose for which it was granted. The fact that the loan is paid only in instalments gives the Board a hold on the borrower in so far as the manner in which he uses the money is concerned. But this, in turn, depends on how far the A.D.Os. and L. Os. Keep themselves in touch with the borrower to see that he actually adheres to the programme of operations and other measures suggested to him from time to time for the improvement of the estate and that the loan amount is not spent for any other purposes whatsoever.

3. It will be obvious from the foregoing that in so far as the loans sanctioned are concerned there is from a legal stand point, a special responsibility placed on the A.D.Os and L.Os to see that the money borrowed from the Board is utilised by the planter for the specific purpose stipulated in the Sanction Order. The estate should be visited at least once in six months, if not oftener, and the work done on the estate as well as the accounts maintained should be scrutinised carefully with reference to the calendar recommended by the Research Department and a record keep of all such visits with copies to Head Office.