

**GOVERNMENT OF TELANGANA**  
**ABSTRACT**

Agriculture & Cooperation Department – Operational guidelines for the year 2024-25 to ensure smooth supply, distribution and monitoring of fertilizers in the State - Orders – Issued.

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**AGRICULTURE & COOPERATION (AGRI.I) DEPARTMENT**

G.O.Rt.No.590

Dated:30.07.2024.

Read

From the Director, Agriculture, T.G., Hyderabad, Lr.No. FERT/118/2024, dt:09.06.2024.

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**ORDER:**

In the circumstances reported by the Director, Agriculture, T.G., Hyderabad vide reference read above, Government after careful examination of the matter hereby proposed Operational guidelines for the year 2024-25 to ensure smooth supply, distribution and monitoring of fertilizers in the State is as follows;

**1. Supply Plan:**

- 1.1 The DoF communicates the product-wise, company-wise monthly supply plan to the States.
- 1.2 The Month-wise, Product-wise fertilizer supply plan for Urea, DAP, Complex and MoP is communicated to the District Agriculture Officers, Companies, MARKFED for supply of the same.
- 1.3 The District Agriculture Officer shall prepare the District Action Plan based on the areas likely to be covered under the crops and anticipated consumption of fertilizers, on receipt of the district monthly supply plan from the O/o. C&DA.
- 1.4 The District Agriculture Officers shall prioritize the needy areas of fertilizer requirement based on the cropped area and the Soil Health Card Recommendation but not based on indents received from institutions and in turn communicate the allotments to the ADAs/MAOs.
- 1.5 The MACS, PACS, DCMS, ARSKs are treated as Retailers and shall sell fertilizers to the farmers only but not to another dealer.

**2. Allotments and Supply from the Rake Point- Urea:**

- 2.1 The district-wise allotment for each rake of Urea will be communicated to the DAOs concerned, TG MARKFED and the concerned Fertilizer Company from the Fertilizer section, O/o C&DA, TG , Hyderabad, by mail / whatsapp.

Table 1

| SI No | Rake Point | Name of the Company | Date of Dispatch of Rake | Total Quantity in the Rake (MTs) | Name of the District | Quantity allotted to each district (MTs) |
|-------|------------|---------------------|--------------------------|----------------------------------|----------------------|------------------------------------------|
| 1     | 2          | 3                   | 4                        | 5                                | 6                    | 7                                        |
|       |            |                     |                          |                                  |                      |                                          |

- 2.2 The DAOs in turn shall ensure that at least 60 percent of every Urea rake is allocated to MARKFED. DAOs are barred from allotment of more than 40 percent of Urea of each rake to private trade.
- 2.3 While making allotment of the district quantity, the quantity shown as Commissioner Reserve Pool (CRP) in Urea allocation should be considered by the DAO at Rake Point district and included in the 60 percent share of MARKFED only and not deducted from 40 percent share of private trade.
- 2.4 The Rake Point Officer should ensure the distribution of Urea at Rail Head as per the allotment mail issued by the C&DA and complete iFMS / RO Module invoicing within seven days of receipt of the rake.
- 2.5 On receipt of the District Urea allotment, the DAOs shall obtain the approval of the Collector for the Mandal-wise and agency-wise allotment of the stock allotted to their district.
- 2.6 The DAO shall prepare agency-wise allotment in the following format well in advance of the arrival of the rake: (Table-1)

| Sl. No. | District | Name of the Mandal | Name of the Agency | Wholesaler / Retailer | Quantity Allotted (MTs) |
|---------|----------|--------------------|--------------------|-----------------------|-------------------------|
| 1       | 2        | 3                  | 4                  | 5                     | 6                       |
|         |          |                    |                    |                       |                         |

- 2.7 The DAOs shall communicate the approved list of mandal-wise and agency-wise allotment of Urea to the Rake Point Officer (RPO) concerned by e-mail and ascertain the receipts to their districts as per the agency-wise allotment. The Rake-Point Officer (RPO) shall ensure the dispatches strictly as per District Collector approved allocations only.
- 2.8 In case, if the wholesaler to whom the allotment is made by the DAO with approval of District Collector, is not having godown point to move the stock in that district, the stock can be stored in the company godown itself at the Rake Point District.
- 2.9 The DAO of the Rake Point district shall give in writing to the concerned Company representative that the Urea stocks allotted and stored in the company godowns should be moved to the allotted districts only without any deviation.
- 2.10 The Rake Point Officer shall enter the Rake arrival and grade-wise dispatch details along with quantities in Online Rake Point Fertilizer Dispatches software. The Online Entries of the Rake arrivals shall be completed by the respective Rake Point Officer, within 48 hours of dispatch of the Last Lorry from the Rake Point. The Rake Point Officer is personally responsible to ensure that correct and complete data is entered in the online system.
- 2.11 The DAOs shall monitor the Rake Entries and ensure the stock is received by them as per the allotment. Any deviation in the receipts vis-à-vis the allotment shall be brought to the notice of the Commissioner & Director of Agriculture.
- 2.12 The allotment of Urea in the peak season to a particular dealer should be limited to 2 trucks only per day.
- 2.13 The DAO/ District Collector should ensure that the allotted stock to their district shall be sold by wholesalers through retail dealers of that district only, irrespective of the storage location.

**3. Distribution and Movement:**

- 3.1 The District Agriculture Officers shall keep a close watch on the movement of rakes.
- 3.2 Identification of Space for Movement of fertilizers towards buffers and Procurement of stocks by the MARKFED should be taken up in advance
- 3.3 Decentralization of DAP, Complexes followed by Urea, ensuring distribution across the District should be taken up in coordination with MARKFED for liquidation of old stocks and replenish with fresh arrivals.
- 3.4 The DM, MARKFED concerned are responsible for stock movement on First-In-First -Out basis , thereby clearing the old stocks.
- 3.5 TG MARKED shall procure and maintain buffer stocks of 6.00 LMT viz., 0.30 Lakh MT of DAP- 0.70 Lakh MT of Complexes and 5.00 Lakh MT of Urea to avoid any hardship to the farmers and the godown space to that extent shall be identified in the beginning of the season itself.
- 3.6 30% of the season requirement shall be positioned in the district MARKFED godowns towards buffers. However, the TG MARKFED shall maintain the minimum buffer of 5000MTs of Urea at each and every district.
- 3.7 The TG MARKFED should ensure the movement of buffer stocks of Urea to its dealers, soon after the receipt of the indent from the DAO, with immediate effect.
- 3.8 The DAO should personally monitor that the indented stock from the MARKFED buffer quantity reaches the concerned MARKFED dealers immediately.
- 3.9 Certain Quantity of Urea is retained as Commissioner Reserve Pool (CRP) and maintained by TG MARKFED, at the respective Rake Point Godowns to meet the exigency. The Urea CRP quantity shall be moved with the orders of C&DA only.
- 3.10 The release of all the fertilizer stocks by TG MARKFED shall be on First-In-First-Out to avoid piling of old stocks leading to caking of the fertilizers.
- 3.11 The DAOs should identify the sensitive pockets before the commencement of season and position the stocks in advance.
- 3.12 The Handling and Transport Agency shall arrange to clearly demarcate the company stocks and MARKFED stocks in the godowns which are entered into agreement with companies and TG MARKFED. The MARKFED shall ensure the same. The ADA(R) concerned shall verify the same and report compliance to the DAOs by 5<sup>th</sup> of every month.
- 3.13 The details of the road dispatches by the companies from their respective plants / allocated ports along with destination and time of delivery should be informed to the DAOs concerned.
- 3.14 The DAOs shall be vigilant on the movement of rakes. If there is any delay in rake arrivals / supplies, the farmers of concerned villages are to be kept informed and not put to inconvenience.
- 3.15 Stocks shall not be allotted to PACs which are not financially sound / defaulters. Efforts shall be made by the TG MARKFED to bring all the PACS into functional mode before start of season, in cooperation with District Cooperative Officers (DCOs).

- 3.16 The concerned DAO shall arrange to maintain the dealer-wise and mandal-wise receipts received by them through Road Movement.
- 3.17 No dealer is permitted to do manual sales of fertilizers. All sale of fertilizers to the individual farmers shall be based on Bio-Metric Authentication through e-PoS machine only.
- 3.18 The border District Agriculture Officers shall entrust the concerned MAO to keep constant vigil in liaison with Police personnel at check post, to prevent inter-state unauthorized/illegal movement of fertilizers.
- 3.19 Any modification in the allotments given by the District Collector to wholesale / retail dealer shall be with specific permission by the district authority only.
- 3.20 All the Manufacturers and wholesalers must follow Direct Benefit Transfer (DBT) Module and raise invoices only through Release Order (RO-IFMS) Module on Real Time basis without any deviation.
- 3.21 It is the responsibility of the Mandal Agricultural Officer / Officer designated to intimate the farmers of those villages about the availability of fertilizers through tom-tom / electronic media / Whatsapp groups / e-mails / RythuVedikas etc.

**4. Monitoring:**

- 4.1 A Committee consisting of District Agriculture Officer, District Co-operative Officer, District Manager, (DM, TG MARKFED), DM (AGROS) headed by the District Collector shall monitor supply of fertilizers to farmers by various agencies on regular basis. A Monthly meeting shall be convened by the District Level Monitoring Committee to review the Fertilizer position in the district.
- 4.2 District Agriculture Officers shall Conduct / Organize Dealers meet in the District (preferably Mandal / Divisional level) before the onset of season and commencement of sales and create awareness on the following lines :
  - 4.2.1 Real time acknowledgment of stock by the dealers in e PoS device.
  - 4.2.2 Sale of subsidy fertilizers through e PoS device based on Aadhar authentication of the buyer.
  - 4.2.3 In case of peak sales, the acknowledgments / sale shall be updated after the business is closed for the day.
  - 4.2.4 Timely inclusion of source of supply of fertilizers and godowns in their fertilizer licence.
  - 4.2.5 Issuance of bill to the buyer after purchase of fertilizers.
  - 4.2.6 The dealers shall be educated on how to check the receipts of the stocks, acknowledgment of the stock against the DD numbers received to their Registered Mobile Numbers, stock reversal procedure if the stock is not received and ensure minimal / zero variation between Ground stock and PoS stock.
- 4.3 The Rake Point DAO should closely monitor that the fertilizer rakes received are unloaded within the stipulated time of 9 hours and avoid detention of the rakes, to keep the rakes moving besides avoiding demurrage charges for the delay.

- 4.4 MARKFED shall make alternate arrangements for storage of fertilizers in view of the procurement of grain as it competes with storage space.
- 4.5 During the peak consumption period, the internal movement of buffer stocks, especially Urea needs to be monitored at weekly intervals to ensure stocks are allotted / moved to the agencies as per the requirement of cropping pattern
- 4.6 Identify Retail Points where farmer pressure is likely to peak and direct the fertilizer companies to operate multiple PoS devices for easy handling of the farmers.
- 4.7 To prevent inter-state unauthorized/ illegal movement of fertilizers, constant vigil may be arranged at the borders in liaison with check post authorities.
- 4.8 The DAOs to ensure that the first and second point pending acknowledgments shall be cleared regularly by the dealers / wholesalers. The MAOs concerned shall be directed to ensure the same during their visit to the Shops as a part of Mobile based Fertilizer Inventory Verification System (FIVeS).
- 4.9 The DAO of each district shall nominate one person, who will be responsible to send the report in the proforma communicated by the Office of Commissioner of Agriculture on daily basis by 2.00PM, without fail.
- 4.10 Fertilizer Inspectors must visit all the Retailer outlets in their jurisdiction from time to time to ensure physical stock of Retailer Dealer match with PoS stock.

## **5. NUTRIENT BASED SUBSIDY**

- 5.1 As per the "Nutrient Based Subsidy Policy" the per Metric Ton subsidy of P&K fertilizers will be fixed by Department of Fertilizers, Government of India.
- 5.2 The retail prices of P&K fertilizers will be decided by the Manufacturers / Companies. The Companies are required to print clearly on the fertilizer bags the following details
  - 5.2.1 Maximum Retail Price of the product (In Rs)
  - 5.2.2 Applicable subsidy on the fertilizer (In Rs)
- 5.3 Any sale of fertilizers over and above MRP shall not be allowed and is punishable as per Act.

## **6. REGULATION :**

- 6.1 The Licences of those dealers who are resorting to manual sale shall be cancelled by the respective Notified Authorities and the PoS device available with that dealer shall be handed over to another needy dealer in the district.
- 6.2 Notices to inactive retailers who fail to do any transaction from past one year, that their licenses will be cancelled if they fail to operate the PoS machines, shall be given by the authorities concerned.
- 6.3 The Fertilizer Licensing System is made online and the applicant can download the sanctioned licence from his Log-In directly. Manual Licence is dispensed off.
- 6.4 Action against erring dealers for violating the provisions under FCO / EC Act shall be taken immediately by the ADAs(R) concerned and a report shall be sent to O/o C&DA by 5<sup>th</sup> of every month.

- 6.5 The Fertilizer Inspectors shall inspect the retail outlets and ensure that the fertilizers are sold at Maximum Retail Prices printed on the bags.
- 6.6 The Fertilizer Inspector concerned shall also ensure that the subsidy fertilizers, especially Urea meant for Agriculture, shall not be diverted to Industrial / commercial purposes.
- 6.7 Internal squads shall be formed / Decoy operations shall be organized as and when required for enforcement of FCO provisions to ensure the printing of prices on every bag, to monitor that on no account shall the fertilizer bags are sold over and above MRP and also to ensure compliance to the provisions of FCO by the dealers.
- 6.8 The fertilizer Inspectors shall ensure that the dealers in their respective jurisdiction shall possess valid licences and valid source of supply for doing the business duly attending to timely renewals / amendments as required before the expiry of the Licence / source of supply in form-Os.
- 6.9 The DAOs should take up verification of purchases of subsidised Urea at Retail dealers at random by deputing joint inspection teams to contain diversion of subsidised Urea for non-agricultural purposes and initiate action against such dealers resorting to diversion of subsidy products.
- 6.10 Regular dealer inspections are enabled through Fertilizer Inventory Verification System (FIVeS) in CBE app.

## **7. Reporting:**

- 7.1 The Agril Officer (Tech) looking after Fertilizer Section in the O/o DAO concerned shall report the stock availability on daily basis by 5.00 PM in the DNO Log-In provided for stock reporting purpose.

| Sl. no | Product | Opening Bal (In MTS) | Receipts (MTS) | Total Availability (MTS) | Sales (MTs) | Closing Balance (MTs) |
|--------|---------|----------------------|----------------|--------------------------|-------------|-----------------------|
|        |         |                      |                |                          |             |                       |

\* Company wise product wise receipts to be furnished.

- 7.2 The above information shall be furnished for the stocks of UREA, DAP, Complexes, MoP, SSP available with Private Dealers retailers &wholesalers dealers), Societies, MARKFED and Company Godowns.
- 7.3 The Weekly Fertilizer Inventory Report shall be signed by the DAO and the AO (Tech) concerned and upload through the DNO Log-Ins by the AO (tech) besides mailing the signed scanned copy.
- 7.4 The DAOs shall submit compliance and Action Taken Report on the recommendations communicated by the Director, General, Vigilance & Enforcement Department, Telangana, Hyderabad as and when the inspections are carried out by the V&E Officials
- 7.5 Action against violators of FCO 1985 provisions shall be taken immediately and a consolidated report shall be submitted to the Commissioner of Agriculture, by 5th of every month without fail.

Fertilizer Quality Control and Action Taken Report

| Sl. No | District | No. of Licensed premises | No. of Licensed Premises Inspected | Contraventions noticed | Quantity detained | Value in Rs | Quantity Seized | Value (In Rs) | No of licences cancelled / suspended | No of 6A cases booked | No of other contraventions noticed | Action taken |
|--------|----------|--------------------------|------------------------------------|------------------------|-------------------|-------------|-----------------|---------------|--------------------------------------|-----------------------|------------------------------------|--------------|
|        |          |                          |                                    |                        |                   |             |                 |               |                                      |                       |                                    |              |

**8. Direct Benefit Transfer - Fertilizers:**

- 8.1 The Department of Fertilizers, Govt of India has implemented the DBT in Fertilizers from 2018, pan India.
- 8.2 The entire supply chain till the end consumer can be tracked in integrated Fertilizer Management System.
- 8.3 The DAOs and the District Collectors are provided with Log-Ins where the fertilizer availability with various agencies and sale data is made available.
- 8.4 MIS report can be generated on daily basis and circulate through whatsapp to all stake holders and ensure clearing of pending acknowledgments and ascertain that there is no variation between ground stock and the stock in e-PoS.
- 8.5 The activity of verification and uploading the report on Top-20 buyers of Urea enabled in the District-Collector Log-Ins is a regular activity.

2. The Director, Agriculture, T.G., Hyderabad shall take further necessary action accordingly.

**(BY ORDER AND IN THE NAME OF THE GOVERNOR OF TELANGANA)**

**M. RAGHUNANDAN RAO  
APC & SECRETARY TO GOVERNMENT**

To

The Director, Agriculture, T.G., Hyderabad,

Copy to :

The OSD to the Hon'ble Minister (Agri).

The P.S. to APC & Secretary to Govt., A&C Department.

SF/SC.

**//FORWARDED::BY ORDER//**

**SECTION OFFICER**