



**TRIBAL DEVELOPMENT CO-OPERATIVE CORPORATION OF ORISSA LTD  
(TDCCOL)**

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Letter No. ....719..... /TDCCOL, Date 28/04/2025

From

Dr. Poma Tudu, IAS  
Managing Director, TDCCOL

To

The Branch Manager, TDCCOL  
Sambalpur, Sundergarh, Umerkote, Nuapada, Rayagada, Lahuni para, Malkangiri, R.  
Udayagiri, Sunabeda, Bhawanipatna, Udala, Balliguda, & Keonjhar

Sub: Guideline for Procurement of *Sal seed (Rs. 20.00 per Kg) and Hill Broom (Rs 50.00 per Kg)* for the MFP Crop Year 2025 at MSP under scheme "MSP for MFP"

Madam/Sir,

With reference to the subject cited above, this is regarding notification for procurement of above-mentioned Minor Forest Produces (MFPs) at MSP under "MSP for MFPs" Scheme 2025-26. It is also informed that procurement of MFPs will be on mission mode across the state.

Further, the District Managers/ In-charge Branch Managers are instructed to ensure the Primary Collector having FAQ stock not compelled to sale their stock at a price below MSP declared by the Govt.

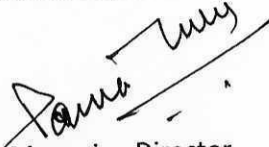
Enclosed: Approved and signed procurement guideline

Yours faithfully

  
Managing Director

Memo no. 720 Dated 28/04 /2025

The Sr. PA to Principal Secretary to Govt. ST SC Development, M&BC Department, Odisha for kind information.

  
Managing Director

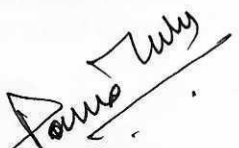
Memo no. 721 Dated 28/04 /2025

District Collector of Nuapada, Sundergarh, Keonjhar, Rayagada, Mayurbhanj, Koraput, Nabarangpur, Sambalpur, Deogarh, Malkangiri, Kandhamal, Gajapati and Kalahandi for information and necessary action.

  
Managing Director

Memo no. 722 Dated 28/04 /2025

District Forest Officer of Nuapada, Sundergarh, Keonjhar, Rayagada, Mayurbhanj, Koraput, Nabarangpur, Sambalpur, Deogarh, Malkangiri, Kandhamal, Gajapati and Kalahandi for information and necessary action.

  
Managing Director

Memo no. 723 Dated 28/04 /2025

District Project Manager, Mission Shakti/District Social Welfare Officer, Social Welfare Section/ ORMAS/OLM, of concerned District Office for information and necessary action.

  
Managing Director

**Procurement Guidelines of Minor Forest Produces under MSP for MFP**  
**Scheme- FY 2025-26**

**1. Minimum Support Price (MSP) for Minor Forest Produces (MFPs):**

The following Minor Forest Produces are to be procured at MSP by District/ Branch office under the guidelines.

SL No.	Minor Forest Produce (MFP)	MSP (in Rs. / Kg)
1	Sal seed	20.00
2	Hill Broom	50.00

**2. Awareness and Sensitization of the Scheme:**

Awareness & sensitization program on Minor Forest Produces (MFPs) procurement will be conducted at Panchayat level within the district extensively to provide MSP to the primary collectors/ gatherers of tribal communities. The awareness and sensitization program will be carried out by the District Offices, Block Offices, and Gram Panchayat offices on various components such as Minimum Support Price (MSP) rate, FAQ parameters, registration process of Primary Procurement Agencies (PPAs) & Primary Collectors, procurement centre, procedure of procurement, payment, and mechanism, etc.

Flex/ banner shall be supplied by Branch offices to the mandi/ PPA points for wider awareness of procurement of Sal seeds/Hill Brooms for the crop year 2025. IEC activities will be carried out by Branch office across the districts for mission mode procurement from SHGs/ VDKs/ CBOs.

**3. Area of Operation:**

It has been decided to procure above mentioned Minor Forest Produces at MSP in different districts as per seasonality and no distress sale of the afore-mentioned MFPs will be noticed. The same will be stored in different storages/godown that are owned/ hired by TDCCOL.

**4. Collection Price and District wise target:**

MFPs shall be collected as per the district wise target at MSP Price i.e. Sal seeds (Rs. 20.00 per Kg) per Kg and Hill broom (Rs 50.00 per Kg). All records relating to the procurement such as asset register, stock register, daily procurement report etc. should be maintained and preserved properly in systematic order for verification by Govt.

The district-wise targets for the procurement of Sal seeds in 2025 have been set to ensure fair prices and support for tribal primary collectors. The target for procurement of Minor Forest Produce (MFPs) shall be disclosed with Forest Department, ORMAS, OLM, Mission Shakti etc. to cater mission mode procurement. Procuring MFP quantities beyond the set district wise target is encouraged subject to availability of the MFP.

Sl. No.	District	Branch	Procurement target of Sal seed (in Quintal)
1	Sambalpur	Sambalpur	6000
2	Sundergarh	Sundergarh	6000
3	Nabarangpur	Umerkote	5000
4	Nuapada	Nuapada	5000
5	Rayagada	Rayagada	200
6	Deogarh	Lahunipara	1000
7	Malkangiri	Malkangiri	3000
8	Gajapati	R.Udayagiri	200
9	Koraput	Sunabeda	3000
10	Kalahandi	Bhawanipatna	3000
11	Mayurbhanj	Udala	4000
12	Kandhamal	Balliguda	3000
13	Keonjhar	Keonjhar	2000

#### **5. Selection of Primary Collector (PC) and Primary Procurement Agency (PPA):**

The Primary collector and PPAs will be selected through the District Level Procurement Committee (DLPC) meeting to be Chaired by District Collector. The PA, ITDA and Branch Manager, TDCCOL of the Districts will be the Member-Convenor of the Committee. TDCC Branch shall ensure that tribal PVTG gatherers/ primary collectors/ procurement agency to be encouraged to register in the procurement process and sale their commodities for larger tribal welfare. The registration of primary collectors/beneficiary/PPA shall be completed in the MSP for MFP portal (**Application URL: <http://157.245.99.116:8080/TDCCOL/login>**) by the concern office of Branch. A surveyor team along with branch office will be deployed to register beneficiary in the portal for further issue of smart card to the registered beneficiary.

#### **6. Mode of Collection:**

Procurement of Sal seeds/hill broom should only be made from PPAs (WSHGs/VSS/CBOs), and Primary Collectors. If the primary collector come through PPAs, the individual collector will get the Minimum Support Price (MSP) directly and the PPAs will get 2% commission from SPA. SPA will collect the stocks from the procurement point of PPAs on regular basis.

#### **7. Monitoring & Supervision:**

A state level monitoring team will be established for every district to ensure awareness of the scheme, stock monitoring, godown supervision, and other duties. Each team member will be assigned 4-5 districts to make field level visit to ensure physical and financial progress of the scheme. Google drive sheet will be circulated with all districts/ branch for daily updates of procurement and field activities.



#### **8. Operational Modalities:**

The transportation of MFPs if procurement volume is less can be conducted efficiently and effectively by delivering the FAQ stock at the respective TDCCOL Branch Offices/ any other designated locations which is defined by TDCC Branch Office. The primary gatherers/ PPAs shall deliver the stock to the Branch Office/ locations and losses/ damages of stocks during transportations will not be responsible by TDCC Offices. Transportation costs will be reimbursed to the primary gatherers/PPAs as per the government rates. Primary gatherers should keep a detailed record of transportation costs incurred, including receipts and other relevant documentation which shall be furnished to the Branch Office for reimbursement and future records & database maintenance.

- The registration of primary collectors/beneficiary/PPA shall be done in the MSP for MFP portal (**Application URL:** <http://157.245.99.116:8080/TDCCOL/login>) by the concern office of Branch.
- The interested Primary Collectors/ PPAs shall contact TDCCOL Branch Office to schedule the delivery of the FAQ stock of MFPs.
- The stocks bought by the PPAs/ Primary gatherers shall be properly weighted. All the bags with stitched coded tags should have uniform weight.

#### **9. Accountability:**

The accountability of the procured stock shall be entrusted to the District/ Branch Manager, who will be accountable for ensuring that the stock is accurately received and stored. The District/ Branch Manager shall oversee proper documentation of database of stock movement, ensuring compliance with the approved guidelines.

#### **10. Mode of Payment:**

The payment of primary collectors and PPAs (WSHG/VSS/CBOs) can be made through in their respective account of primary collectors and PPAs by TDCCOL.

The PA, ITDA and Branch Manager, TDCCOL is to maintain the data base of primary collectors and PPAs for safe record keeping. The details of the required data base to be collected for Sal seeds as per the scheme guideline. The payment should be released within seven days of procurement. No cash transaction is allowed.

#### **11. Storage:**

The PA, ITDA and Branch Manager, TDCCOL will earmark their stock in the Godown/Storage and will verify the stock in every fortnight and submit a report of the status of the stock that it is intact. Stock should be stored in loose form or in package form in gunny bag with stitched coded tags, no plastic/ tarpaulin bag will be used for storage purpose. All empanelled cold storage unit/ go-downs shall maintain stock register as per direction of SPA.

#### **12. Insurance of Stock:**

Insurance of the entire stock is to be done as per the direction of SPA and to be stored in godown.

#### **13. Funds:**

Funds shall be placed by SPA to the Branch/ Districts on receipt of requisition and placement of additional funds on submission of UC. Parent and Child mode accounting system will be applied for all fund transaction and child account will be monitored by SPA. Fund placed by SPA to the child account shall not be diverted to any other bank account without approval of SPA. A fund management online database will be introduced for monitoring and reconciliation of accounts.

#### 14. Incidental Expenses:

##### Provisional Cost Sheet:

SL No.	Items of Incidentals	Cost/ Qtl in Rs.	Justification
1	<b>Minimum Support Price</b>		Declared by the Govt.
	Sal seed	2000.00	
	Hill Broom	5000.00	
2	<b>Expenses at Collection Level (Net)</b>		For bagging, Stitching, Weighing, & Standardization & loading into the truck. Two nos. of 50 Kg bags at mandi point (Rs. 22.00 per Qtl) & for unloading from the truck and stacking at godown (Rs. 14.00 per Qtl.)
	Mandi Labour Charges		
	Bagging	6.00	
	Stitching	2.00	
	Weighing & Standardization	4.00	
	Loading	10.00	
	<b>Expenses at Cold Storage/ Godown Level</b>		
	Unloading at Cold Storage/ Godown level	10.00	
	Stacking at Cold Storage/ Godown Level	4.00	
	<b>Sub Total</b>	<b>36.00</b>	
3	Commission to PPAs/ SHG Federation @2% on MSP	2%	As per the Scheme guidelines
4	Packing Materials Charges on Net (Cost of second- hand gunny bag)	37.00	(Excluding for Hill broom)
5	Cold Storage/ Godown Charges	As per the rate determined by SPA	
6	Transportation Charges to Storage Point/ Cold Storage	As per the agreement with the transporter. To be engaged by SPA	

#### 15. Acknowledgement of Stock by TDCCOL:

The PPAs will hand over the stock and the relevant documents (as mentioned below) in hard copy and maintain data base in the primary collector registration book and tagging of each bag at the time of collection of stock by the selected transport agency. The registration book and tags will be supplied by TDCC.

- List of Primary collectors with registration and detail as per registration book.
- Quality of stock procured (FAQs)
- Total value of stock as per vendor registration book
- List of bags with Tag details as per format.

**16. Quality:**

Much care shall be taken to procure FAQ (enclosed) stock only so that no complain is raised on the quality of the stock at the time of Sale.

**17. Commission to PPAs:**

The payment of PPAs commission @2 % on MSP can be made through DBT mode in the respective account of PPAs at the branch level. The payment shall be made after complete lifting of the materials from PPAs and on submission of all required documents to SPA.

**20. Deployment of Staff:**

The PA, ITDA cum Branch Manager should deploy the available staff in the operational area suitably.

**21. Maintenance of Records:**

Necessary records shall be maintained at PPA level and Branch level as follows:

- **PPA Level**
  - Notification Letter to PPA from Branch
  - Primary Collector Registration book
  - Vendor Receipt book
- **Branch Level**
  - Stock book, Invoice, Bill Book, Delivery Challan
  - Cold storage stock in & out register book

**22. Gunny Bags:**

Cost of required numbers of sound second hand gunny bags shall be paid by TDCCOL to the SHGs/VDVK/PPA @ 37.00 per quintal on the stock supplied to TDCCOL.

**23. Reports and Returns:**

The District Mangers/ In-charge Branch Managers must ensure that the following reports & returns are submitted to the Head Office as per the time frequency noted against each.

Daily Procurement Report of MFPS, FY 2025-26									
SL No	TDCCOL Branch	Geographic area covers in district	No. of PPA registered	No. of Primary Collector registration book supplied to PPA	No. of Vendor Receipt book supplied to PPA	No. of tags issued	Total quantity of Sal seeds procured (Qtl)	Total cumulative quantity of Sal seeds (in Qtl)	Remarks

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