

No. B-13011/33/2025-AGR  
**GOVERNMENT OF MIZORAM**  
**AGRICULTURE & FARMERS' WELFARE DEPARTMENT**

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Aizawl the 5<sup>th</sup> January, 2026

**NOTIFICATION**

For the smooth and effective implementation of price support for procurement of notified crops under the Mizoram Bana Kaih (Handholding) Scheme and in the interest of public service, the competent authority is pleased to notify the **Standard Operating Procedure for SCC Supervisor and Co-ordinators**, as appended, with immediate effect and until further orders.

Sd/- **RAMDINLIANI**  
 Secretary to the Govt. of Mizoram  
 Agriculture & Farmers' Welfare Department

**Memo No. No. B-13011/33/2025-AGR:**

*Aizawl the 5<sup>th</sup> January, 2026*

Copy to:

- 1) Secretary to Governor of Mizoram.
- 2) P.S. to Chief Minister, Mizoram.
- 3) P.S. to Speaker/ Ministers /Deputy Speaker/ Leader of Opposition/ Ministers of State/ Govt. Deputy Chief Whip/ Vice Chairman, Mizoram State Planning Board.
- 4) All P.S. to Advisers to Chief Minister, Mizoram.
- 5) Sr. P.P.S. to Chief Secretary, Govt. of Mizoram.
- 6) All Administrative Heads of Departments concerned.
- 7) All Heads of Departments concerned.
- 8) All Deputy Commissioners, Mizoram.
- 9) Director, Agriculture & Farmers' Welfare Department.
- 10) Controller, P&S with 2 (two) spare copies for publication in the Mizoram Gazette.
- 11) Managing Director, Mizoram Agricultural Marketing Board (MAMB).
- 12) All members of Mizoram Agricultural Marketing Board (MAMB).
- 13) All members of District Agricultural Marketing Committee (DAMC).
- ✓ 14) Deputy Director (Extension), Directorate of A&FW for uploading in the Department website.
- 15) Guard File No. 34

Digitally signed by  
 Andy Lalfakzuala Varte  
 Date: 05-01-2026  
 13:41:34  
**(ANDY LALFAKZUALA VARTE)**  
 Under Secretary to the Govt. of Mizoram  
 Agriculture & Farmers' Welfare Department

**APPENDIX****STANDARD OPERATING PROCEDURE FOR SCC SUPERVISOR  
& CO-ORDINATORS**

1. District tina DAMC ten Supervisor leh Co-ordinator atana an ruatte chuan sawhthing thar vanglai chuan an hna dang aain sawhthing lakkhawm leh dehral an ngai pawimawh zual tur a ni.
2. Supervisor/ co-ordinator ten SCC-a Sawhthing leitu tur (buyer) an zawnpui ang a, an biak fel sak bawk ang.
3. Sawhthing man man taka hralh a nih theih nan society aiawhin a leitu (buyer) te a dawr thin ang.
4. Mumal taka sawhthing auction kalpui a nih theih nan DAMC aiawhin SCC ruahmanna a siampui thin ang.
5. SCC hruaitute nen Sawhthing buk apiangin a hmunah an thut chilh thin ang a, sawhthing hralh tur chu thianghlim leh fai tha, tawih lo leh leinawi kai lo a ni ngei em tih an check thin ang.
6. Sawhthing tawih leh chhia a awm loh nan- ip ah muk lutuka beng leh dah a awm em tih leh a thlar bal a tel em tihte uluk takin a vilpui ang.
7. Auction kalpui dan tur MAMB/DAMC thurawn anga a taka kalpui tu an ni ang a, SCC hruaitu huikhawmin inpawh takin ro an rel ho thin ang.
8. MAMB/DAMC tan supervisor chu single point of contact a ni ang.
9. Sawhthing chhe tur ven nan SCC atanga stock hralh chhuah dawnin a ni thleng hmasa/ a upa apiang an hralh hmasa zel em tih a endik thin ang.
10. A leitu tana hmel mawi leh tha rei a nih theihna turin bag khatah 35 kg aia tam khung an awm em tihte a endik thin ang.
11. SCC hruaitute nen mimal sawhthing bag tag-ah a hnuai mite hi an tarlang vek em' tih uluk takin a check thin ang, chungte chu-
  - i. Sawhthing hralhtu hming
  - ii. Ration card No.
  - iii. A khaw hming
  - iv. A rih zat kg leh buk ni
  - v. A neitu whatsapp No

12. SCC hruaitute nen PCC atanga sawhthing lo kalte chu an buk lain-kg piahah a point lak a nih loh nan an lo en pui ang. Entirnan: PCC/SCC a buk laiin Kg 235.64 ni tase, kg 235 chiah ziah lan tur. SCC a thlen veleh a buk pawh hralh mai a nih loh chuan a rihna a tlak hniam theih (weigh loss) avangin a tak taka a leitu sumdawng (buyer) ten an lak huna a rih zawng kha pawisa dawn nana chhut tur a ni. Hetiang harsatna hi mahni SCC ah theuh chinfel tur a ni a, sawrkar lam pur loh tur a ni.
13. SCC ten an huam chhunga mi chauh sawhthing an buaipui ngei em tih leh SCC/district dang atanga rawn hralh tum an awm em tih te a lo vilpui thin anga, tul bik thilah chutianga hmun danga mi lak a ngaih chuan DAMC/MAMB lamah a hrilh hre hmasa tur a ni. SCC area huam chhunga mi chauh sawhthing lei leh hralh a nih thu leh hmun dang atanga chawkluh a ni lo ngei tih tifiyah turin Annexure I ang hian cluster society aiawh in hming a ziah hnan ang a, chu chu Supervisor in a countersign zel ang.
14. Sawhthing buk hma niin SCC hruaitute'n mipui hnehah hriattirna mumal tak an pe chhuak em tih te, sawhthing tha leh fai chauh buk a nih tur thu an puangzar tha em tih te a enpui ang.
15. Sawhthing buk laiin SCC hruaituten a buk lam an hna ang a, register-a lo ziahluh erawh supervisor in a kut ken ang. Dik thlapin register-ah a lo record ang a, midang ziahtir awih a ni lo. Sawhthing buk zawh hunah buk zat record fel taka ziakin Supervisor leh society hruaitu ten hming an ziah hnan leh thlap ang.
16. District tinah sawhthing lakna rate danglam a lo awmin Supervisor tinin district danga Supervisor te berawnin rate sang thei ang ber turin buyer an dawr ho zel ang.
17. Supervisor/ co-ordinator in buyer hnen atangin invoice a dawng ang a, a copy hi SCC hruaitute hnenah a thawn zel bawk ang. Supervisor/ co-ordinator in sawhthing buk chhinchhiahna record bu leh buyer hnen atanga invoice a dawn reng reng a inmil em tih a cross check vek ang a, a dik thlap tih fiah hnuah portal-ah a upload leh ang. Portal a invoice leh tul dang upload hi supervisor emaw, supervisor-in mi rintlak tak tu emaw a ruat anga, uploading hi mi chi hrang hrangin khawih loh tur a ni. Tin, supervisor hriatpui loh in portal a upload hi phal a ni lo.
18. Sawhthing phurhna tur motor biak hi Supervisor/ co-ordinator leh society kutah a awm ang a, motor neitu nen phurh man rate sawi felin Annexure II ang hian Sawhthing load fel hnuah ziakin phurh man rate leh kalna tur hmun ziakin an dah zel ang a, kawng lakah buaina an tawh loh nan chumi zia chu an awmna District DC leh SP hnenah a copy an pe nghal zel ang.
19. District tina District Horticulture Officer te hnen atangin Certificate of Origin lak chu Supervisor/ co-ordinator te leh SCC hruaitute mawhphurhna a ni anga, Mizoram atanga sawhthing phur chhuak turte hnenah an pe zel ang.

20. Sawhthing hralh tur ten mimal/ chhungkaw bank account an nei vek em tih a enfiah pui anga, DBT veka pawisa hi farmer te hnenah pek tur a nih thu uluk takin a hralh thin ang.
21. Engemaw rokhawlhna bik avanga bank account nei lo an awm chuan an pawisa dahna atan sawrkar bank account hman tur a ni ang a, chuta tang chuan a hralhtute chauhin, an hming sign in sawrkar office atangin pawisa faiin an la chhuak thei ang; hei hi Supervisor hriatpuina a pek tur a ni.
22. SCC hruaitute'n thlai thar hralh zat (kg) leh bag zat register-a record ang thlapin Annexure III a undertaking ang hian thlai thar hralh apiangin Supervisor-in portal-ah a upload ang a, Society hnen atanga a dawn chu a cross check leh vek hnuah excel sheet-ah hralh zat bag leh quantity (kg) a siam ang a, pawisa pekna tur mimal bank account chhu lutin chu excel sheet copy chu Cluster Society hnenah lo check tha leh turin a thawn let ang. Society in a dik thlap em, bank account number dik lo a awm em tih a lo check ang a, a cross check fel hnuah Supervisor hnenah portal-a upload turin a thawn let ang. Supervisor in society hnen atanga final list a dawn veleh siam that ngai a lo siam tha ang a, final list chu invoice, etc nen DAMC Member Secretary/Chairman ten enpuuin, an pawmpui hnuah portal-ah a upload ang.
23. Organic sawhthing bik chu SCC kaltlang kher loin, PCC atanga hralh phal a nih avangin a tul angin Supervisor in mawhphurhna a la anga, khaw thenkhat ten organic test an duh pawhin a tul angin ruahmanna a siam pui ang.

**ANNEXURE I**

**SCC HUAM CHHUNGA MI NGEI A NI TIH HRIATPUINA**

Vawiin, tahrik ni ..... a, ..... SCC,  
 ..... District atanga sawhthing buk tak, .....  
 Quintal hi, ..... SCC huam chhunga tharchhuah ngei a ni  
 a, ..... SCC area pawn lam khua emaw, District dang atangin emaw,  
 ramdang atangin emawa lakluh a ni lo tih ka hriatpui e.

Chairman/Secretary,

Hming leh Signature: \_\_\_\_\_

\_\_\_\_\_ Cluster

Society/SCC

\_\_\_\_\_ District

Countersigned by Supervisor

Hming leh Signature: \_\_\_\_\_

\_\_\_\_\_ SCC

\_\_\_\_\_ District

Date :

Place :

**ANNEXURE II**



<b>SCC NAME:</b>	<b>DISTRICT:</b>
<b>SCC CODE:</b>	
Receipt No:	Date:
Received _____	from:
Amount: _____ (Rupees _____) only.	
For(crop) _____	
Ref (Invoice No.) _____	
Mode of payment: Cash / Bank / UPI(Gpay)	
Signature	S

**RECEIPT**

**(To be countersigned by Buyer and SCC Supervisor)**

**ANNEXURE III**

**UNDERTAKING / INTIAMKAMNA**

Vawiin, tahrik ni .....  
 hian ..... Secondary Collection  
 Centre, ..... District atangin  
 Sawhthing ..... Kgs, cheng .....  
 (Rupees.....) man  
 hralh chhuah a ni a. Register-a Sawhthing hralh dan kan chhinchhiah hi a dik thlap tih ka hriatpui  
 e.

Sawhthing hralh zat hi dik lo taka lo ziah belh luih emaw a awm a nih chuan a mawh ka  
 phur ang.

Chairman/Secretary

Hming : \_\_\_\_\_

\_\_\_\_\_ SCC

\_\_\_\_\_ District.

Countersigned by Supervisor,

Hming : \_\_\_\_\_

\_\_\_\_\_ SCC

\_\_\_\_\_ District.