

BOUGHTLEAF SCOPE

01.Registere

01.1.Route

01.01.1.Route Details

01.1.1.1.Reg.Date

01.1.1.2.Route Name

01.1.1.3.Mileage

01.1.1.4.Start Date

01.1.1.5.Pay Mode

01.01.2.Map

01.1.2.1.Supplier locations

01.1.2.2.DY Sup locations

01.1.2.3.Temple

01.1.2.4.Scholl

01.1.2.5.Special Places

01.1.2.6.Elevations

01.1.2.7.Road

01.1.2.8.Collecting Roads

01.1.2.9.Distance

01.1.2.10.Timing of distance

01.1.2.11.other factories

01.1.2.12.Whether Condition (Misty, cloudy, Windy, Rain, Sunshine, Temperature)

01.1.2.13.Marking Drawing and tagging facilities on the map.

01.1.2.14.No of suppliers

01.1.2.15.Active, Inactive sup.

01.1.2.16.Dominating Factories and vendors

01.1.2.17.Disputes

01.2.Vehical

01.2.1.Owner Details

01.2.1.1.Date of Registration

01.2.1.2.Owner Name (Private/Factory)

01.2.1.3.Owener Address

01.2.1.4.Owener T:P: Number

01.2.1.5.Owener I:D: Number

01.2.1.6.Owener Birthday

01.2.1.7.Owener License No:

01.2.1.8.Vehicle Brand

01.2.1.9.Vehicle Model

01.2.1.10.Vehicle Type

01.2.1.11.Vehicle Number

01.2.1.12.Insurance Company

01.2.1.13.Insurance Exp Date

01.2.1.14.Owener Experience

01.2.1.15.Signatures or finger mark & images

01.2.2.Driver Details

01.2.2.1.Driver Name

01.2.2.2.Driver Address

01.2.2.3.Driver I:D:Number

01.2.2.4.Driver Birthday

01.2.2.5.Driver licens Number

01.2.2.6.Driver Experience

01.2.2.7.Description

01.2.2.8.Signatures or finger mark & images

01.3.Officer

01.3.1.Personal Details

01.3.1.1.Number

01.3.1.2.Name

01.3.1.3.Address

- 01.3.1.4.T:P: Number
- 01.3.1.5.ID Number
- 01.3.1.6.Birthday
- 01.3.1.7.Qualification
- 01.3.1.8.Training Done
- 01.3.1.9.Date Off Training
- 01.3.1.10.Work Experience
- 01.3.1.11.His Wealth Property, Vehicle, Business
- 01.3.1.12.Verified Date
- 01.3.1.13.Hobbies
- 01.3.1.14.Civil Status
- 01.3.1.15.Religion
- 01.3.1.16.Sports
- 01.3.1.17.Family Background
- 01.3.1.18.Experience
- 01.3.1.19.service in our roots and time frame
- 01.3.1.20.Positive Negative incidents
- 01.3.1.21.Signatures or finger mark & images

01.3.2.Operational Details

01.4.Hellper

01.4.1.Personal Details

- 01.4.1.1.Number
- 01.4.1.2.Helper Name
- 01.4.2.3.Route
- 01.4.2.4.Address
- 01.4.2.5.T:P: Number
- 01.4.2.6.I:D: Number
- 01.4.2.7.Birthday
- 01.4.2.8.Service Evaluation
- 01.4.2.9.Our Experieance
- 01.4.2.10.Description
- 01.4.2.11.Signatures or finger mark & images

01.4.2.Operatinol Details

01.5.Suppliers

01.5.1.Personal Details

- 01.5.1.1.Route
- 01.5.1.2.Supplier Id
- 01.5.1.3.Title
- 01.5.1.4.First Name
- 01.5.1.5.Last Name
- 01.5.1.6.D.O.B
- 01.5.1.7.Employment
- 01.5.1.8.Religion/Nationality
- 01.5.1.9.Marital Status
- 01.5.1.10.Reg:Date
- 01.5.1.11.DY Supplier
- 01.5.1.12.DY Number
- 01.5.1.13.Supplier Type
- 01.5.1.14.Supplier Black Listed
- 01.5.1.15.N.I.C
- 01.5.1.16.Te:P: Number
- 01.5.1.17.Pass Book Issues
- 01.5.1.18.Address
- 01.5.1.19.Signatures or finger mark & images

01.5.2.Family Details

- 01.5.2.1.Member Name
- 01.5.2.2.Family Member or Dependents
- 01.5.2.3.Relationship

- 01.5.2.4.Age
- 01.5.2.5.D O B
- 01.5.2.6.I D Number
- 01.5.2.7.Address
- 01.5.2.8.T:P: Nu:
- 01.5.2.9.Single/married
- 01.5.2.10.Employment
- 01.5.2.11.Exsisting Supp:
- 01.5.2.12.Family mem. supplying details
- 01.5.2.13.Signatures or finger mark & images

01.5.3.Children Details

- 01.5.3.1.Children current Status
- 01.5.3.2.School/Campus/Company/etc(Special Event)
- 01.5.3.3.Description
- 01.5.3.4.Signatures or finger mark & images

01.5.4.Land Details

- 01.5.4.1.Land Name
- 01.5.4.2.Land Owner Ship
- 01.5.4.3.Total Land Area Ac.
- 01.5.4.4.Avg.Crop Month
- 01.5.4.5.Whether Reside Same land
- 01.5.4.6.Area Under Tea Ac.
- 01.5.4.7.Act. Qty Supplid
- 01.5.4.8.Other Crop
- 01.5.4.9.Owner Name
- 01.5.4.10.Owner Address
- 01.5.4.11.Owner T.P.
- 01.5.4.12.Signatures or finger mark & images

01.5.5.Other Details

- 01.5.5.1.Other Factories
- 01.5.5.2.Feed Back & Suggetion
- 01.5.5.3.G/L Dealers
- 01.5.5.4.Complains
- 01.5.5.5.Etc.

01.5.6.Bank Details

- 01.5.6.1.Acc Type
- 01.5.6.2.Bank Name
- 01.5.6.3.Account Name
- 01.5.6.4.Branch
- 01.5.6.5.Acc No
- 01.5.6.6.Signatures or finger mark & images

01.5.7.Specal Incentive

- 01.5.7.1.Incentive Rate/ Per 1kg
- 01.5.7.2.Transport Recovery Rate/ Per 1kg
- 01.5.7.3.Add Pay Rate/ Per 1kg
- 01.5.7.4.Rs1 Saving/ Per 1kg

02.Collection

02.1.Leaff Collection

02.1.1.Route Collection

- 02.1.1.1.Tab System
- 02.1.1.2.Date
- 02.1.1.3.Officer Name
- 02.1.1.4.Lorry No
- 02.1.1.5.Time
- 02.1.1.6.Route
- 02.1.1.7.Hellper
- 02.1.1.8.Reg No
- 02.1.1.9.Name

- 02.1.1.10.Reg: Route
- 02.1.1.11.Number of Bags
- 02.1.1.12.Total Weight
- 02.1.1.13.Bag Weight
- 02.1.1.14.Water Weght
- 02.1.1.15.Return Weight
- 02.1.1.16.Net Weght
- 02.1.1.17.Factort Total Qty
- 02.1.1.18.Line Total Qty
- 02.1.1.19.Ex/Loss

02.1.2.Factory Collection

- 02.1.2.1.Date
- 02.1.2.2.Time
- 02.1.2.3.Route
- 02.1.2.4.Officer Name
- 02.1.2.5.Hellper
- 02.1.2.6.Lorry No
- 02.1.2.7.Reg No
- 02.1.2.8.Name/Route<Select>
- 02.1.2.9.Reg: Route
- 02.1.2.10.Dy Supplier
- 02.1.2.11.Factory Weght
- 02.1.2.12.No of Bags
- 02.1.2.13.Bag Weight
- 02.1.2.14.Water Weght
- 02.1.2.15.Return Weight
- 02.1.2.16.Net Weght

02.2.Leaff Quality

02.2.1.Route Quality

- 02.2.1.1.Best
- 02.2.1.2.Below Best
- 02.2.1.3.Poor
- 02.2.1.4.Total

02.2.2.Factory Quality

- B 60 Program
- B/BB/P %
- Wet Leaf
- Boil Leaf
- Day,Todat Qty ,Per kilo bags & %, (Day & Monthly sms to MD Manger & supplier)

03.Crop Book

03.1.Factory

- 03.1.1.Day
- 03.1.2.Month
- 03.1.3.Route
- 03.1.4.Day Qty
- 03.1.5.To Date Qty
- 03.1.6.Day ex/loss
- 03.1.7.To Date Ex/Loss
- 03.1.8. Target
- 03.1.9.To Achieve
- 03.1.10.Day Target

03.2.Route

- 03.2.1.Route
- 03.2.2.Month or Month Range
- 03.2.4.Officer
- 03.2.5.Hellper
- 03.2.6.Driver
- 03.2.7.Date

- 03.2.8.Target
- 03.2.9.Factory Weght
- 03.2.10.Line weght
- 03.2.11.Day ex/loss
- 03.2.12.To Date Ex/Loss
- 03.2.13.Total Suppliers
- 03.2.14.Active Suppliers
- 03.2.15.Inactive Suppliers
- 03.2.16.New Suppliers

04.Supplier Card

04.1. Income & Deduction

- 04.1.1.Month
- 04.1.2.Rate
- 04.1.3.Green Leaf Qty.kg
- 04.1.4.Normal Amount
- 04.1.5.Coins
- 04.1.6.Incentive Rate pre 1kg
- 04.1.7.Incentive Amount
- 04.1.8.Add Pay Rate Per 1kg
- 04.1.9.Add Pay Amount
- 04.1.10.Gross Pay
- 04.1.11.Stamp
- 04.1.12.Transport Rate
- 04.1.12.Transport Rec.
- 04.1.13.B/F Debit
- 04.1.14.B/F Fertilizer Rec.
- 04.1.15.This monthFertilizer Rec.
- 04.1.16.FunarI Fund
- 04.1.17.Advance
- 04.1.18.Rs1 Saving (Per 1kg)
- 04.1.19.Tea
- 04.1.20.Loan Installment
- 04.1.21.Prv Arriars
- 04.1.22.This Month Rec
- 04.1.23.Loan Arriars
- 04.1.24.Total Deduction
- 04.1.25.Balance
- 04.1.26.Loan Balance
- 04.1.27.Total Outstanding
- 04.1.28.Rs1 Saving Amount

04.2.Personal Details

04.3.Family Details

04.4.Children Details

04.5.Land Details

04.6.Bank Details

04.7.Special Incentive

04.8.Our History

04.9.Welfere

04.10.Complain

05.Deduction

05.1.Transport

- 05.1.1.Vehical Regestre
- 05.1.2.Transport Account
- 05.1.3.Leaf Qty
- 05.1.4.Extra Payment
- 05.1.5.Transport Advance
- 05.1.6.Maintentenes
- 05.1.7.cost

05.2.Advance

- 05.2.1.Cash Payment
- 05.2.2.Cheque Payment
- 05.2.3.Pre Payment
- 05.2.4.Reg.No.
- 05.2.5.Reg.Name
- 05.2.6.Reg.Route
- 05.2.7.Deduction & Income report
- 05.2.8.Apply Rout
- 05.2.8.List No
- 05.2.9.Tr.No.
- 05.2.10.Pay Mode
- 05.2.11.Credit Acc.
- 05.2.12.Debit Acc.
- 05.2.13.Cheque No.
- 05.2.14.Amount
- 05.2.15.Auto Mate Voucher Print System
- 05.2.16.Route Wise Entered
- 05.2.17.Suppliers Wise Entered

05.3.Tea

- 05.3.1.Route Manager & Supplies Tea pass Issues System Linked with stores and update Route Issues
- 05.3.2.Tea Apply & Enter
 - 05.3.2.1.Date
 - 05.3.2.2.Reg.No.
 - 05.3.2.2.Reg.Name
 - 05.3.2.3.Reg.Route
 - 05.3.2.4.Deduction & Income report
 - 05.3.2.5.Apply Rout
 - 05.3.2.6.List No
 - 05.3.2.7.Tea Grede
 - 05.3.2.8.Qty.
- 05.3.3.Tea Pass
 - 05.3.3.1.Date
 - 05.3.3.2.D/o. No:
 - 05.3.3.3.Name
 - 05.3.3.4.Position
 - 05.3.3.5.Qty
 - 05.3.3.6.Tea Gread
 - 05.3.3.7.Amount
 - 05.3.3.8.Issued By
 - 05.3.3.9.Recived By

05.4.Fertilizer Apply & Issues

- 05.4.1.Reg.No.
- 05.4.2.Reg.Name
- 05.4.3.Reg.Route
- 05.4.4.Date
- 05.4.5.List No
- 05.4.6.Apply Rout
- 05.4.7.Fer.Item Code
- 05.4.8.Item Description
- 05.4.9.Price
- 05.4.10.Qty
- 05.4.11.Balance
- 05.4.12.Get Pass Name(Rout Manager/Supplier/Other)
- 05.4.13.Hellper Nane
- 05.4.14.Vehical No:
- 05.4.15.Confirme By
- 05.4.16.Issues System Linked with stores and update

05.6.Loan

- 05.6.1.Applicant Details

- 05.6.1.1.Issues Date
- 05.6.1.2.Reg.No.
- 05.6.1.3.Reg.Name
- 05.6.1.4.Loan Id
- 05.6.1.5.Lone purpose
- 05.6.1.6.approval (L Officer/ Area Officer/ Manager)
- 05.6.1.7.Loan Amount
- 05.6.1.8.Startin Month
- 05.6.1.9.Duration Months
- 05.6.1.10.Annual Interest Rate
- 05.6.1.11.Startin Month
- 05.6.1.12.Interest for Month
- 05.6.1.13.Interest for Month
- 05.6.1.14.Loan Amount

05.6.2.Guaranter Details

- 05.6.2.1.Name
- 05.6.2.2.Addres
- 05.6.2.3.ID Number
- 05.6.2.4.T.P.Number
- 05.6.2.5.Bank
- 05.6.2.6.Cheque No:
- 05.6.2.7.Cheque Owner Name
- 05.6.2.8.Description
- 05.6.2.9.Lannd Name
- 05.6.2.10.Land Reg.No:
- 05.6.2.11.Land Owner Name
- 05.6.2.12.Land Name
- 05.6.2.13.Land Owner Name
- 05.6.2.14.Owner Addres
- 05.6.2.15.Owner T.P.
- 05.6.2.16.Land Reg.No:
- 05.6.2.17.Land Area Ac.
- 05.6.2.18.Land Income

05.6.3.Quantity variance after loan messages

05.6.4.Non Recovery lone detail & Messages

05.7.Funarld Fund

05.7.1.Committee

- 05.7.1.1.Reg.No
- 05.7.1.2.Name
- 05.7.1.3.Route
- 05.7.1.4.Fu.Reg No.
- 05.7.1.5.Position
- 05.7.1.6.Adders
- 05.7.1.7.T:P: No
- 05.7.1.8.I:D:No:
- 05.7.1.9.Route

05.7.2.Registere

- 05.7.2.1.Reg.No.
- 05.7.2.2.Name
- 05.7.2.3.I.D.No:
- 05.7.2.4.Adders
- 05.7.2.5.Route
- 05.7.2.6.Relationship
- 05.7.2.7.Family Member or Dependents
- 05.7.2.8.D O B
- 05.7.2.9.I D Number
- 05.7.2.10.Age
- 05.7.2.11.Addres
- 05.7.2.12.T:P: Nu:
- 05.7.2.13.Single/ married

- 05.7.2.14.Employment
- 05.7.2.15.Signatures or finger mark & images
- 05.7.2.16.Link Sup. Register details
- 05.7.2.17.Registration Cross check

05.7.3.Supplier Detail

- 05.7.3.1.Route Wise Active, Inactive, Cancel Member details’
- 05.7.3.2.Low Quantity

05.7.4.Payment

- 05.7.4.1.Reg.No.
- 05.7.4.2.Route
- 05.7.4.3.Name
- 05.7.4.4.Date
- 05.7.4.5.Applicant
- 05.7.4.6.Date of Death
- 05.7.4.7.Neme of Member
- 05.7.4.8.Fu.Reg.Date
- 05.7.4.9.Reg.Period
- 05.7.4.10.Paid Amount
- 05.7.4.11.Signatures or finger mark & images

05.7.5.Income and Expenditure

- 05.7.5.1.Payments Monthly & Yearly(Income and Expenditure)

05.7.6.Member card issued

- 05.7.6.1.Member Detail Print System

05.8.Savings

05.8.1.Savings Registere

- 05.8.1.1.Reg.N
- 05.8.1.2.Date
- 05.8.1.3.Name
- 05.8.1.4.Route
- 05.8.1.5.Saving Rate Per 1 Kg

05.8.2.Savings Account

- 05.8.2.1.Reg.N
- 05.8.2.2.Date
- 05.8.2.3.Name
- 05.8.2.4.Route
- 05.8.2.5.Saving Rate Per 1 Kg
- 05.8.2.6.Month
- 05.8.2.7.Kg
- 05.8.2.8.Amount
- 05.8.2.9.Interest Rate
- 05.8.2.10.Interest Amount
- 05.8.2.11.Total Amount

05.8.3.Savings Payment

- 05.8.3.1.Reg.N
- 05.8.3.2.Date
- 05.8.3.3.Name
- 05.8.3.4.Route
- 05.8.3.5.Saving Rate Per 1 Kg
- 05.8.3.6.Month / Month Range
- 05.8.3.7.Kg
- 05.8.3.8.Amount
- 05.8.3.9.Interest Rate
- 05.8.3.10.Interest Amount
- 05.8.3.11.Total Amount
- 05.8.3.12.To date(total of the year) add Rs 25 % for the Quantity.

05.9.Other

05.9.1.Iterm Registere

- 05.9.1.1.Reg.Date

- 05.9.1.2.Item No:
- 05.9.1.3.Item Name
- 05.9.1.4.Amount
- 05.9.1.5.Installement

05.9.2.Other Deduction Enter

- 05.9.2.1.Date
- 05.9.2.2.No:
- 05.9.2.3.Name
- 05.9.2.4.Route
- 05.9.2.5.Item
- 05.9.2.6.Qty
- 05.9.2.7.Amount

06.Incentives

06.1. Incentive

06.1.1.Incentive Registere

- 06.1.1.1.Date
- 06.1.2.2.No
- 06.1.2.3.Route
- 06.1.2.4.Name
- 06.1.2.5.Incentive Rang
- 06.1.2.6.Ince.Rate Pre 1Kg
- 06.1.2.7.Tr.Rec.Rate Pre 1Kg

06.1.2.Incentive Payment

- 06.1.2.1.Date
- 06.1.2.2.No
- 06.1.2.3.Route
- 06.1.2.4.Name
- 06.1.2.5.Kg
- 06.1.2.6.Incentive Rang
- 06.1.2.7.Ince.Rate Pre 1Kg
- 06.1.2.8.Ince.Amount
- 06.1.2.9.Tr.Rec.Rate Pre 1Kg
- 06.1.2.10.Tr.Ex.Pay Amount

07.Line Details

07.1.Vehical Maintanance

- 07.1.1.Vehicle Running expenditure
- 07.1.2.Vehicle Condition

07.2.Tea land Maintanance

- 07.2.1.Replanting
- 07.2.2.Quantity
- 07.2.3.Mixture
- 07.2.4.Pruning
- 07.2.5.Tipping, Clone
- 07.2.6.No of Trees
- 07.2.7.Extent
- 07.2.8.Draining
- 07.2.9.Forking
- 07.2.10.Soil Conditions
- 07.2.11.Supplier Fertilizer date
- 07.2.12.PH
- 07.2.13.Dolomite
- 07.2.14.Chemical Applications
- 07.2.15.Vied sides
- 07.2.16.pesticide
- 07.2.17.Fungicide
- 07.2.18.Liquid Fertilizer
- 07.2.19.Shade Trees
- 07.2.20.Pest and deices

- 07.2.21.conditions
- 07.2.22.Plucking rounds.

07.3.CSR Activites

- 07.3.1.Link Data from Welfare Activities (Spiritual, Economical, Agricultural,Child Education)
- 07.3.2.Campaigns
- 07.3.3.propaganda details
- 07.3.4.lines staff meetingsAudit visit reports.
- 07.3.5.Date/ Activity/ No of participants, % / Success rate %

08.Reports

08.1.Ragistetion

- 08.1.1.Supplier Wise
- 08.1.2.Route Wise

08.2.Leaf Collection

- 08.1.1.Route
- 08.1.2.Factory

08.3.Deduction Report

- 08.2.1.Transport
- 08.2.2.Advance
- 08.2.3.Tea
- 08.3.4.Fertilizer
- 08.3.5.Loan
- 08.3.6.Funaral Fund
- 08.3.7.Saving
- 08.3.8.Other
- 08.3.9.Incentive

08.4.B/L Payment

- 08.3.1.Cross Entry List
- 08.3.2.TC-15
- 08.3.3.TC-Summary
- 08.3.4.Ledger
- 08.3.5.Rout Wise Summsry
- 08.3.6.Debit Report
- 08.3.7.Cash Dinomination
- 08.3.8.Bank Dinomination
- 08.3.9.Cash Payment
- 08.3.10.Cheque Payment
- 08.3.11.Bank Payment
- 08.3.12.Print Cheque
- 08.3.13.Print Recipt

08.5.Line Details

- 08.4.1.Tea Land Maintanance
- 08.4.2.Vehical Maintanance
- 08.4.3.CSR Activites
- 08.4.4.Route Details
- 08.4.5.Welfere Activites

08.6.Cost

- Additional Payments
- Material Cost (Creates, Weighing scale, bags, Incentive, extra payments, Indicial cost, establish period, event cost, donation, welfare, Plant project cost, Plant recio of success rateTransport cost ,Total cost, Cost per Kg, total cost month, to date cost, per day cost & Income, Budgets.

09.Setting

- 09.1.Month Rate
 - 09.1.1.Our Rate
 - 09.1.2.Other Factory Rate
- 09.1.2.Fainal Payment
 - 09.1.2.1.Pay Mode
 - 09.1.2.2.Create Vocher
 - 09.1.2.3.Print Cheque

- 09.1.3.Category of supplier Updating
- 09.1.4.Saving & Loan Interest
- 09.1.5.Target Update
- 09.1.6.Systerm Update
- 09.1.7.Transaction

10.T:P:Directory

10.1.Suppliers

- 10.1.DY Suppliers
- 10.2.Specil Suppliers
- 10.3.Nomal Suppliers
- 10.4.Other

10.2.Factory

- 10.2.1.EXECUTIVE STAFF
- 10.2.2.OFFICE STAFF
- 10.2.3.FACTORY STAFF
- 10.2.4.ROUTE MANAGERS
- 10.2.5.MECHANICAL STAFF

11.K.P.I.

- 11.1.Suppliers
- 11.2.Route Officer
- 11.3.Hellper
- 11.4.Ariea manager
- 11.5.Section Inc.