

3. B. PRODUCTION - RICE



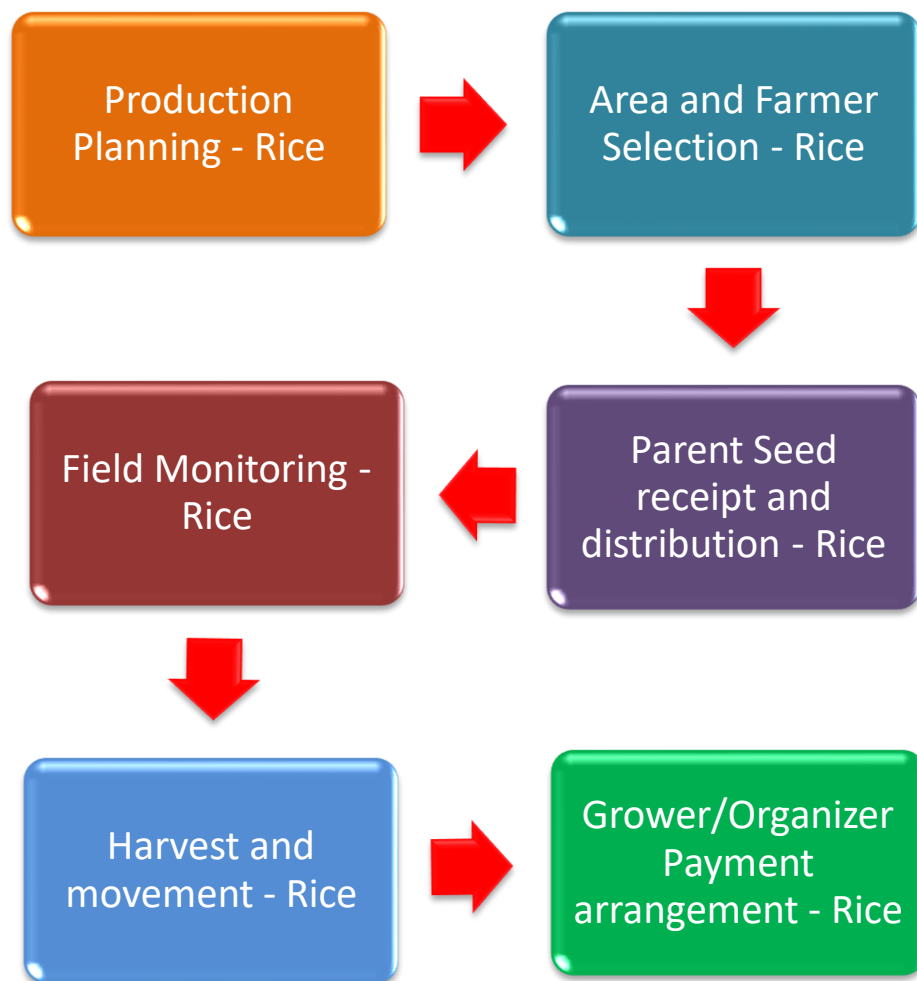
3.B PRODUCTION - RICE

PROCESS SUMMARY

Objective:

- Production of quality hybrid seeds based on the sales requirement
- Timely supply of required quantity with quality hybrid seeds for processing

Process Overview:



Process beginning:

- Receipt of next year sales plan from sales and marketing

Process ending:

- Supply of hybrid rice seeds to processing department

Key Inputs

Particulars	From	Document Reference
Next year sales plan	Sales and Marketing	S&M/COM/003
Hybrid and Location – Last three years performance trend	Crop Manager	-
Parent Seed	Parent Seed Department	-
Dry/Wet seeds	Growers/Organizers	-
QC Results	QC Department	QAS/COM/020

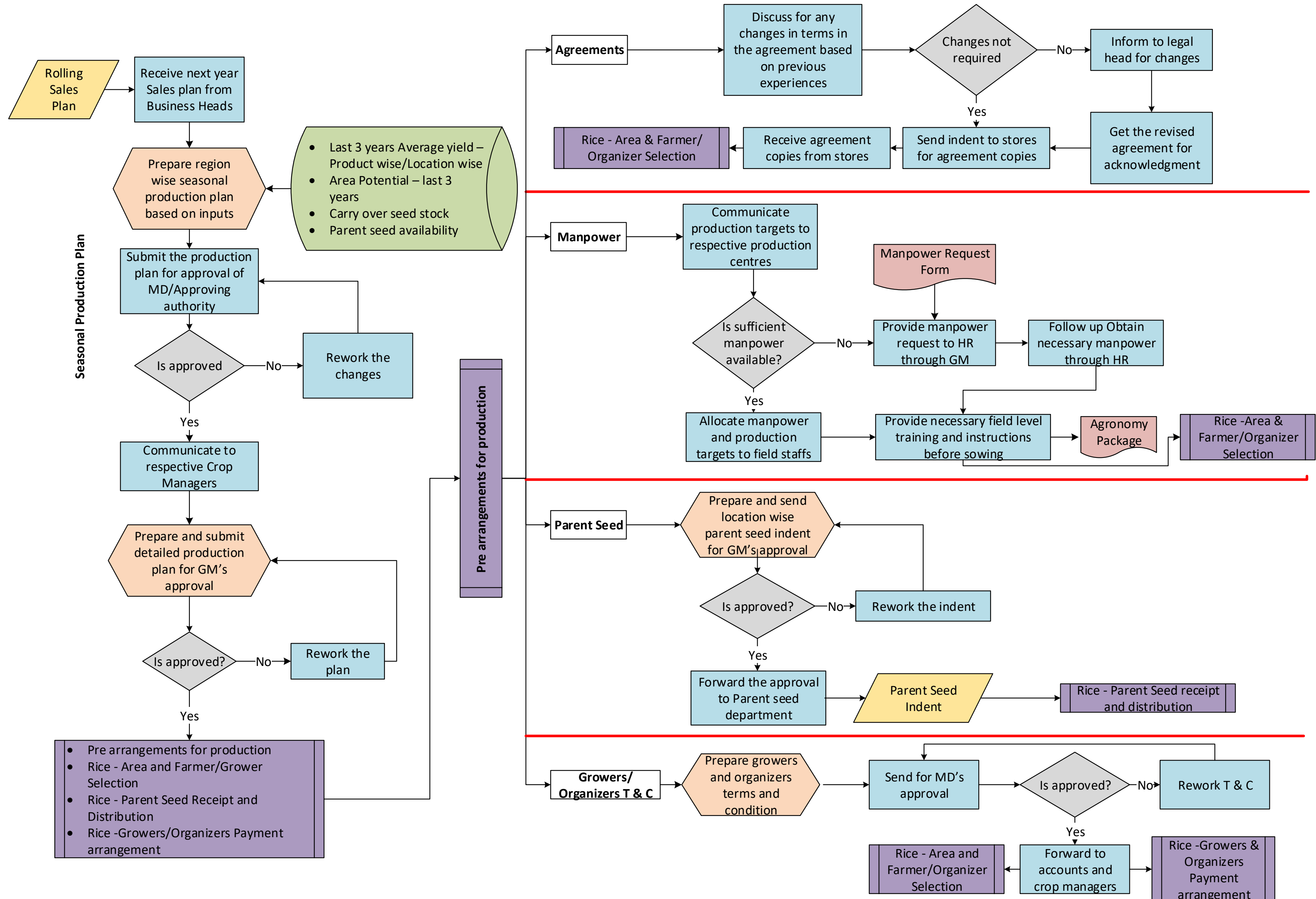
Key Outputs

Particulars	To	Document Reference
Region wise Production Plan	Crop Manager	GEN/COM/035
Parent Seed	Growers/Organizers	-
Dry/Wet seeds	Processing Department	-
Advance/Payment	Growers/Organizers	-

Key Documents / Register / Files

S no	Document / Register Name	Document Format	Document Reference
1	Agronomy Package - Rice	Booklet	PDN/FCD/031
2	Area Potential - Rice	Software Report	PDN/FCD/032
3	Average Yield – Last 3 years - Rice	Software Report	PDN/FCD/033
4	Carry over seed stock - Rice	Software Report	PDN/FCD/034
5	Crossing Starting Report - Rice	Software report	PDN/FCD/035
6	Direct Grower - Agreement - Rice	Pre-printed form	PDN/FCD/036
7	Farm Card - Rice	Pre-printed form	PDN/FCD/037
8	Form I – Form for sowing report	Pre-printed form	PDN/FCD/038
9	Grower - Terms and Conditions - Rice	Excel	PDN/FCD/039
10	Nursery data	Excel	PDN/FCD/040
11	Organizer - Terms and conditions - Rice	Excel	PDN/FCD/041
12	Organizer Agreement - Rice	Word format	PDN/FCD/042
13	Organizer seed issue details	Excel	PDN/FCD/043
14	Paddy Movement Advice	Pre-printed form	PDN/FCD/044
15	Processing requisition form	Pre-printed form	PDN/FCD/046
16	Yield estimation report	Excel	PDN/FCD/047
17	Out gate pass	Pre-printed form	GEN/COM/001
18	Bill of supply	Software form	GEN/COM/024
19	Field Inspection report	Pre-printed form	GEN/COM/004
20	Grower Data	Software report	GEN/COM/005
21	New grower code creation request	Pre-printed form	GEN/COM/029
22	Organizer Data	Software report	GEN/COM/030
23	Organizer payment check sheet	Excel	GEN/COM/031
24	Parent Seed indent	Excel	GEN/COM/032
25	Parent seed reconciliation	Excel	GEN/COM/014
26	Parent Seed stock	Software Report	GEN/COM/034
27	Production plan	Excel	GEN/COM/035
28	Seed Dispatch Note for Field Run Seed	Pre-printed form	GEN/COM/020
29	Sowing Report - Rice	Pre-printed form	GEN/COM/036
30	Stock Transfer Shipment	Software form	GEN/COM/009
31	Vendor registration form	Word	GEN/COM/027
32	Manpower request form	Pre-printed form	HRM/COM/002
33	Rolling Sales Plan	Excel	S&M/COM/003

3. B.1. RICE - PRODUCTION PLANNING



Sub-process Owner:

Senior GM - MFG

Departments Involved:

Marketing
Parent Seed
Production
HR
Stores

Key activities:

3. B.1.1 Annual production planning
3. B.1.2 Pre-arrangements for production
3. B.1.3 Growers & Organizers – Terms and conditions finalization

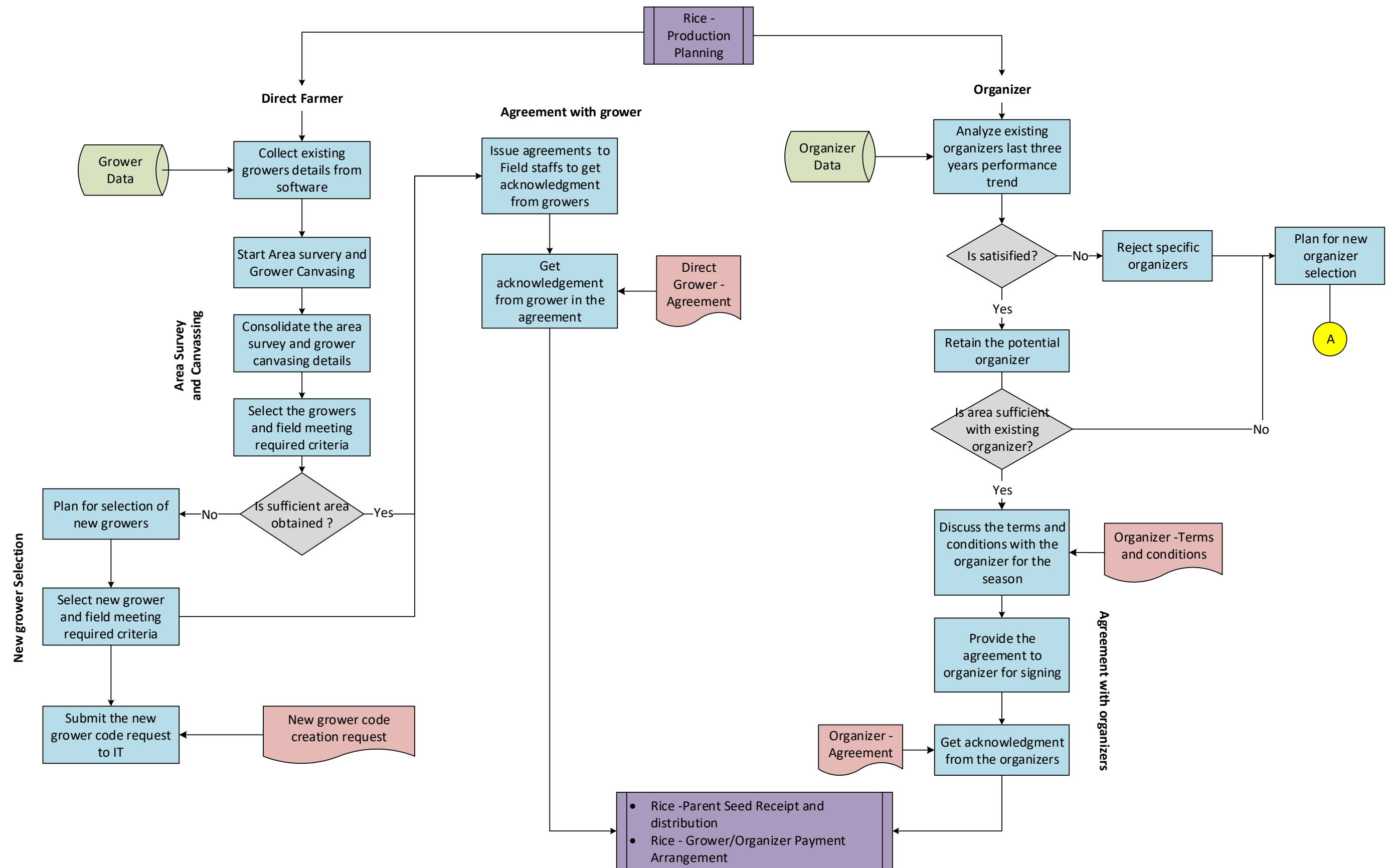
Process	Maker	Checker	Approver
3. B.1.1 Annual Production Planning			
1) Receive the next year sales plan from Business Heads	<ul style="list-style-type: none"> Senior GM – MFG Head – Commercial & PS (For TN) 	<ul style="list-style-type: none"> Senior GM – MFG Head – Commercial & PS (For TN) 	
2) Based on the sales plan prepare Region wise seasonal production plan considering the following factors, <ul style="list-style-type: none"> Last 3 years Average yield – Production wise/Location wise Area potential – last 3 years Carry over seed stock (Not applicable for certification paddy) Parent seed availability 	<ul style="list-style-type: none"> Senior GM – MFG Head – Commercial & PS (For TN) 	<ul style="list-style-type: none"> Senior GM – MFG Head – Commercial & PS (For TN) 	
3) Submit the annual production plan for MD's approval (For TN Certification paddy – periodical production plan as follows, I – June II – January III – April)	<ul style="list-style-type: none"> Senior GM – MFG Head – Commercial & PS (For TN) 	Managing Director	Managing Director
4) If any changes in the plan communicate it to the concern sales head & rework the plan accordingly	<ul style="list-style-type: none"> Senior GM – MFG Head – Commercial & PS (For TN) 		
5) Submit the revised plan for MD's approval	<ul style="list-style-type: none"> Senior GM – MFG 	Managing Director	Managing Director

Process	Maker	Checker	Approver
	<ul style="list-style-type: none"> Head – Commercial & PS (For TN) 		
6) Communicate to respective Crop Manager after approval	<ul style="list-style-type: none"> Senior GM – MFG Head – Commercial & PS (For TN) 		
7) Prepare and submit detailed production plan for GM's approval	Crop Manager	<ul style="list-style-type: none"> Senior GM – MFG Head – Commercial & PS (For TN) 	<ul style="list-style-type: none"> Senior GM – MFG Head – Commercial & PS (For TN)
8) Rework the plan when the plan is not approved and submit for approval	Crop Manager	<ul style="list-style-type: none"> Senior GM – MFG Head – Commercial & PS (For TN) 	<ul style="list-style-type: none"> Senior GM – MFG Head – Commercial & PS (For TN)
3. B.1.2 Pre-Arrangements for production			
Agreements			
1) Discuss with GM for any changes in the terms of agreement with growers/organizers based on previous experience	Crop Manager	<ul style="list-style-type: none"> Senior GM – MFG Head – Commercial & PS (For TN) 	
2) In case of changes required, inform to legal head and get revised agreement for acknowledgement	<ul style="list-style-type: none"> Senior GM – MFG Head – Commercial & PS (For TN) 	Legal – Head	
3) Raise indent to stores department for agreement copies for direct growers	Crop Manager	Head - FC	<ul style="list-style-type: none"> Senior GM – MFG Head – Commercial

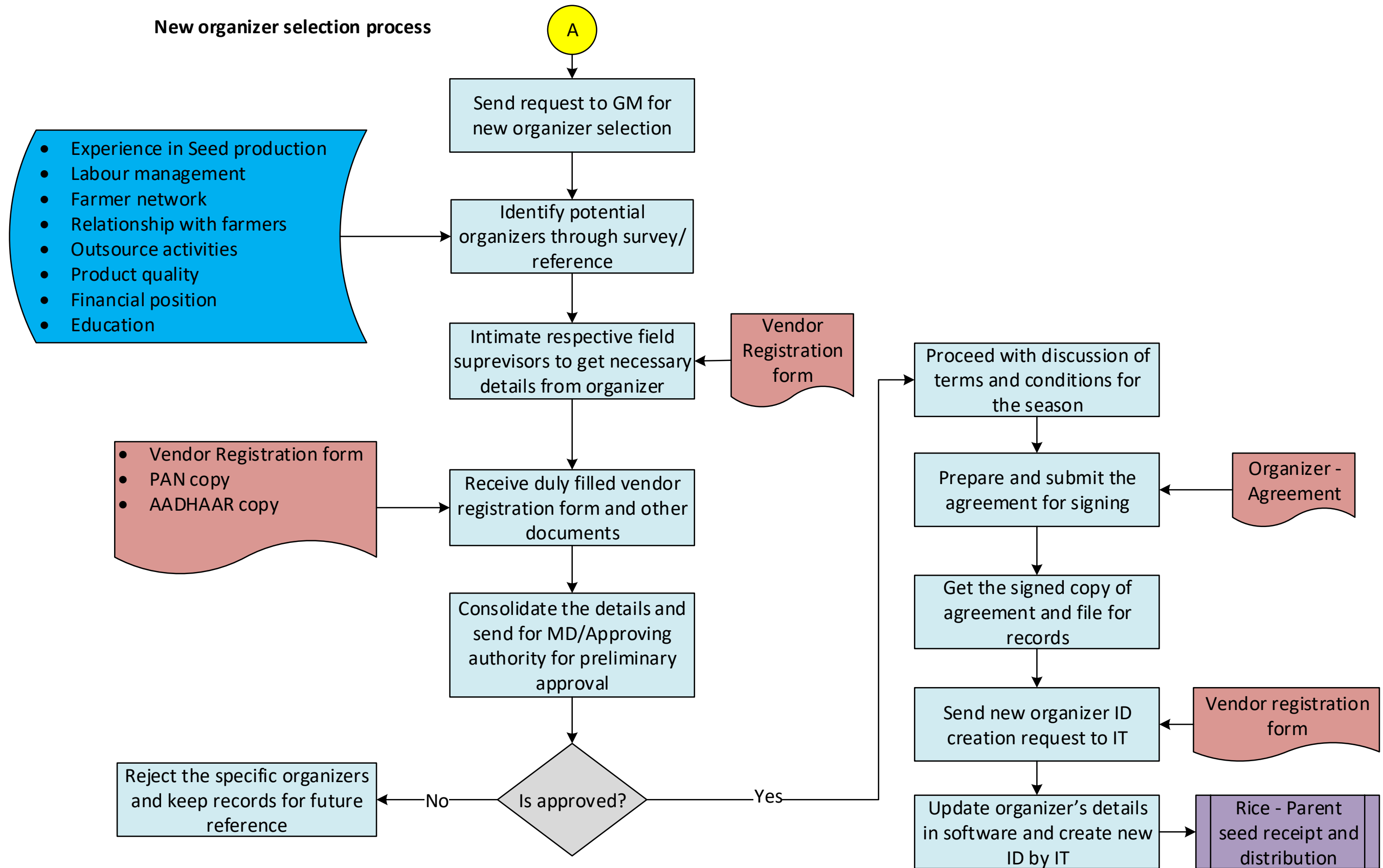
Process	Maker	Checker	Approver
			al & PS (For TN)
4) Receive the agreement copies from stores	Crop Manager	Head – FC	<ul style="list-style-type: none"> • Senior GM – MFG • Head – Commercial & PS (For TN)
Manpower			
1) Conduct production planning meeting with Deputy Manager/Production Officersss/production officers	Crop Manager	<ul style="list-style-type: none"> • Senior GM – MFG • Head – Commercial & PS (For TN) 	
2) Discuss the plan and allocate the targets to each production centers	Crop Manager	<ul style="list-style-type: none"> • Senior GM – MFG • Head – Commercial & PS (For TN) 	
3) Check the sufficient manpower availability (field staffs) for the given target.	Crop Manager	Head – FC	
4) In case of insufficient manpower, send manpower requisition form to HR	Crop Manager	Crop Manager	<ul style="list-style-type: none"> • Senior GM – MFG • Head – Commercial & PS (For TN)
5) Follow up with HR and obtain necessary manpower before Season starts.	Deputy Manager/Production Officers/Product ion Officers	Crop Manager	
6) Provide necessary training at field level and instructions for existing as well as the new resource	Deputy Manager/Production Officers	Crop Manager	
Parent seed			
1) Prepare location wise parent seed indent and send for GM's approval	Crop Manager	Head – FC	<ul style="list-style-type: none"> • Senior GM – MFG

Process	Maker	Checker	Approver
			<ul style="list-style-type: none"> Head – Commercial & PS (For TN)
2) Rework the indent if the GM did not approve	Crop Manager	Head - FC	
3) Get approval and forward to parent seed department	<ul style="list-style-type: none"> Crop Manager Head - FC 	<ul style="list-style-type: none"> Senior GM – MFG Head – Commercial & PS (For TN) 	
3. B.1.3 Growers and Organizers – Terms and Conditions finalization			
1) Prepare terms and conditions for growers and organizers as follows, <ul style="list-style-type: none"> Expected sown acres Advance per acre and slabs Interest % Mode of procurement – FR Seeds Procurement price – Rs/Kgs Payment Ratio Parent Seed cost per acre 	<ul style="list-style-type: none"> Senior GM – MFG Head – Commercial & PS (For TN) 	Managing director	
2) Send the terms and conditions for MD/Approving authority's approval	<ul style="list-style-type: none"> Senior GM – MFG Head – Commercial & PS (For TN) 	Managing director	Managing director
3) If any changes needed in the terms, then rework the terms and conditions	<ul style="list-style-type: none"> Senior GM – MFG Head – Commercial & PS (For TN) 		
4) Send the revised terms and conditions for MD/Approving authority's approval	<ul style="list-style-type: none"> Senior GM – MFG Head – Commercial & PS (For TN) 	Managing director	Managing director

3. B.2 RICE - AREA AND FARMER/ORGANIZER SELECTION



New organizer selection process



Sub-process Owner:

Senior GM – MFG/Head – Commercial & PS (for TN)

Departments Involved:

Marketing
Parent Seed
Production

Key activities:

- 3. B.2.1 Grower – area selection
- 3. B.2.2 Existing Organizer selection
- 3. B.2.3 New Organizer selection

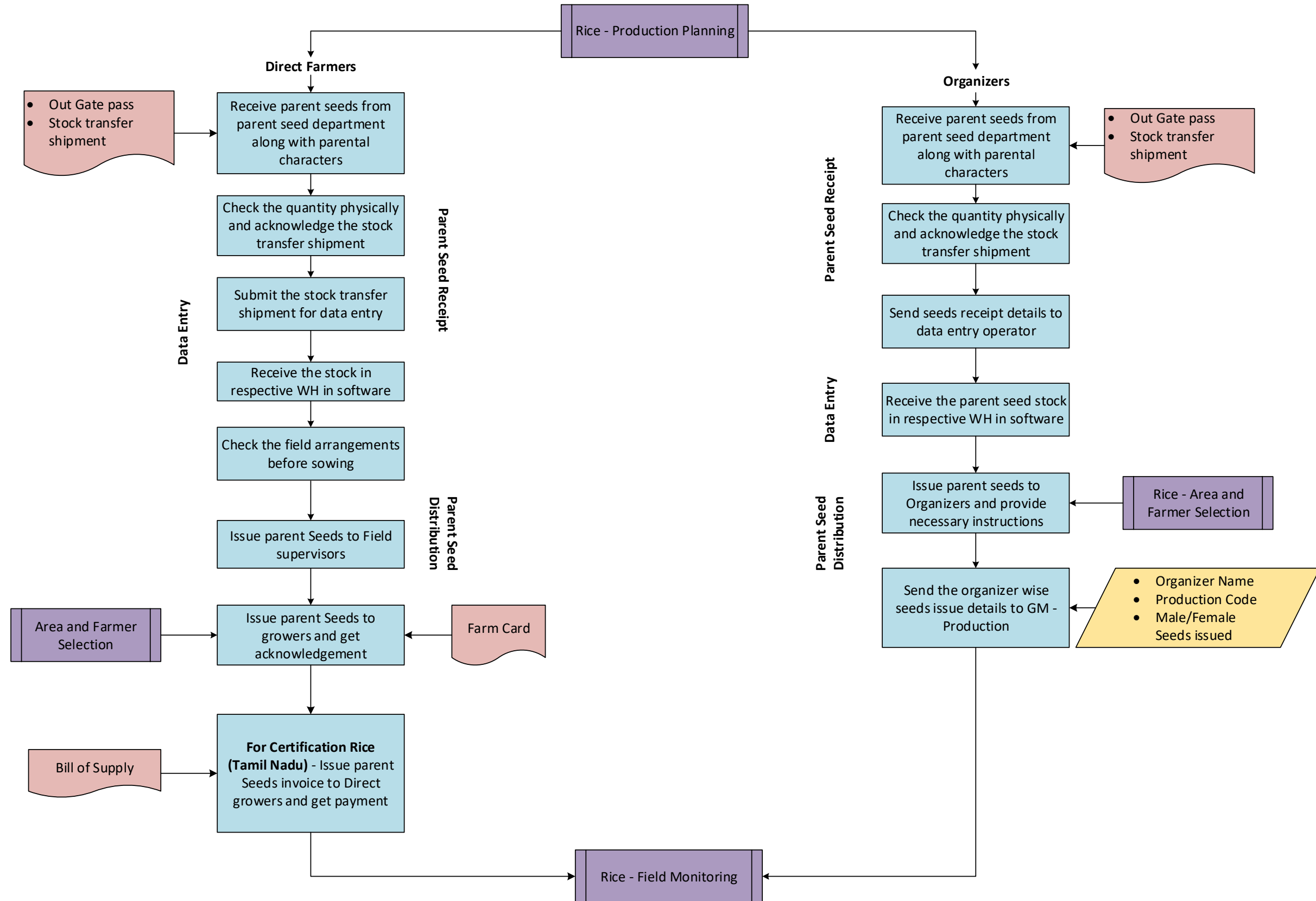
Process	Maker	Checker	Approver
3. B.2.1 Grower – area selection			
1) Collect the existing grower's details from grower's history software	Crop Manager		
2) Allocate the targets based on location wise to the Deputy Manager/Production Officers	Crop Manager	<ul style="list-style-type: none"> Senior GM – MFG Head – Commercial & PS (For TN) 	
3) Commence area survey and grower canvassing	Field Assistants/Field supervisors	Deputy Manager/Production Officers	
4) Consolidate the details of area survey and grower canvassing	Field Assistants/Field supervisors	Deputy Manager/Production Officers	
5) Select the growers and fields meeting the required criteria	Deputy Manager/Production Officers	Crop Manager	<ul style="list-style-type: none"> Senior GM – MFG Head – Commercial & PS (For TN)
6) Check whether the sufficient area is obtained	Deputy Manager/Production Officers	Crop Manager	
7) In case of sufficient area not obtained, plan for the selection of new growers	Deputy Manager/Production Officers	Crop Manager	

Process	Maker	Checker	Approver
8) Select new grower and field meeting required criteria	Deputy Manager/Product ion Officers	Crop Manager	<ul style="list-style-type: none"> • Senior GM – MFG • Head – Commercial & PS (For TN)
9) Issue agreements to field staffs to get acknowledgement from growers	Deputy Manager/Product ion Officers	Crop Manager	
10) Get acknowledgment from grower	Field Assistants/Field supervisors	Deputy Manager/Produ ction Officers	
11) Submit the new grower code request to IT for code creation	Deputy Manager/Product ion Officers	Crop Manager	
3. B.2.2 Existing Organizers selection			
1) Analyze existing organizers last three years performance trend	Crop Manager/Head - FC	<ul style="list-style-type: none"> • Senior GM – MFG • Head – Commercial & PS (For TN) 	
2) If not satisfied, reject the specific organizers and plan for selection of new organizers	Crop Manager/Head - FC	<ul style="list-style-type: none"> • Senior GM – MFG • Head – Commercial & PS (For TN) 	
3) If satisfied, retain the potential organizer and check whether the area available with them is sufficient for current year production	Crop Manager/Head - FC	<ul style="list-style-type: none"> • Senior GM – MFG • Head – Commercial & PS (For TN) 	
4) If not sufficient, plan for selection of new organizers	Crop Manager/Head - FC	<ul style="list-style-type: none"> • Senior GM – MFG • Head – Commercial & PS (For TN) 	

Process	Maker	Checker	Approver
5) If sufficient, discuss the terms and conditions with the organizer for current season	Crop Manager/Head - FC	<ul style="list-style-type: none"> Senior GM – MFG Head – Commercial & PS (For TN) 	
6) Provide the agreement to organizers for signing	Crop Manager/Head - FC	<ul style="list-style-type: none"> Senior GM – MFG Head – Commercial & PS (For TN) 	
7) Get signed agreement from organizers	Crop Manager/Head - FC	<ul style="list-style-type: none"> Senior GM – MFG Head – Commercial & PS (For TN) 	
3. B.2.3 New Organizer Selection			
1) Send request to approving authority for selection of new organizers	Crop Manager/Head - FC		
2) Get the organizers details in the specific location and start survey <ul style="list-style-type: none"> Capacity Manpower Outsource activities Goodwill with farmer Farmer network Outsource products & qualities Financial Position Duration of seed business Education 	Crop Manager/Head - FC	<ul style="list-style-type: none"> Senior GM – MFG Head – Commercial & PS (For TN) 	
3) Collect necessary documents from the new organizers <ul style="list-style-type: none"> Vendor Registration form PAN Bank account details with cancelled cheque leaf Address proof AADHAAR 	Crop Manager/Head - FC	<ul style="list-style-type: none"> Senior GM – MFG Head – Commercial & PS (For TN) 	

Process	Maker	Checker	Approver
4) Consolidate the details and send for approval	Crop Manager/Head - FC	<ul style="list-style-type: none"> • Senior GM – MFG • Head – Commercial & PS (For TN) 	<ul style="list-style-type: none"> • Senior GM – MFG • Head – Commercial & PS (For TN)
5) If not approved, reject the specific organizer and keep records for future reference	Crop Manager/Head - FC	<ul style="list-style-type: none"> • Senior GM – MFG • Head – Commercial & PS (For TN) 	
6) Send organizers code creation request to IT for the approved organizers <ul style="list-style-type: none"> • Organizer name • Address • Name as per Bank record • Bank name and branch • Account No • RTGS/ IFSC code • PAN • AADHAAR • GST 	Crop Manager/Head - FC	<ul style="list-style-type: none"> • Senior GM – MFG • Head – Commercial & PS (For TN) 	
7) Update organizers details and create new code for organizers in software	IT - Executive	Crop Manager	
8) Compile the bank details of organizers and send to accounts before season starts	Crop Manager/Head - FC	<ul style="list-style-type: none"> • Senior GM – MFG • Head – Commercial & PS (For TN) 	

3. B.3 RICE - PARENT SEED RECEIPT AND DISTRIBUTION



Sub-process Owner:

Senior GM - MFG

Departments Involved:

Marketing
Parent Seed
Production
Accounts

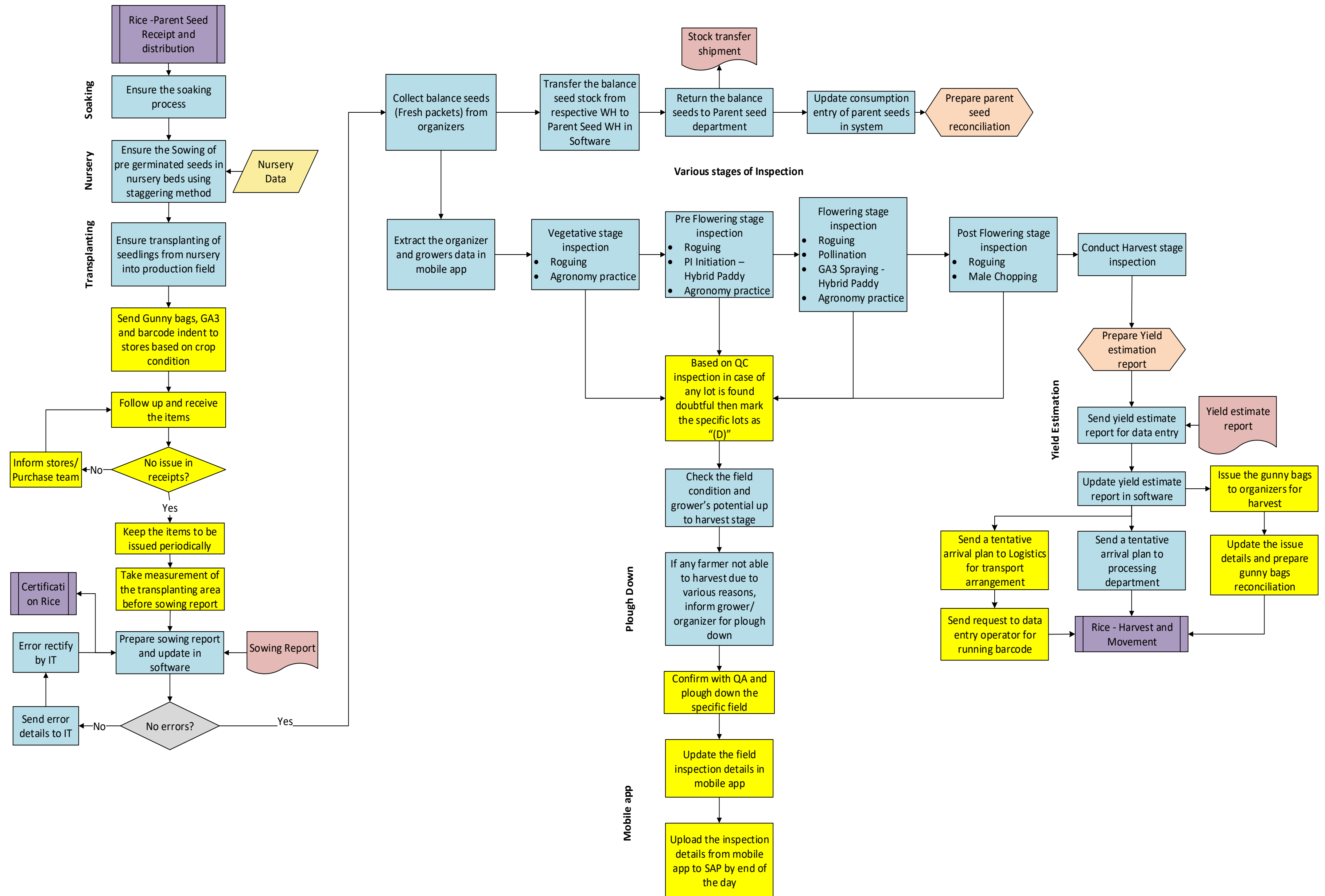
Key activities:

- 3. B.3.1 Direct Growers – Parent Seed distribution
- 3. B.3.2 Organizers – Parent Seed distribution

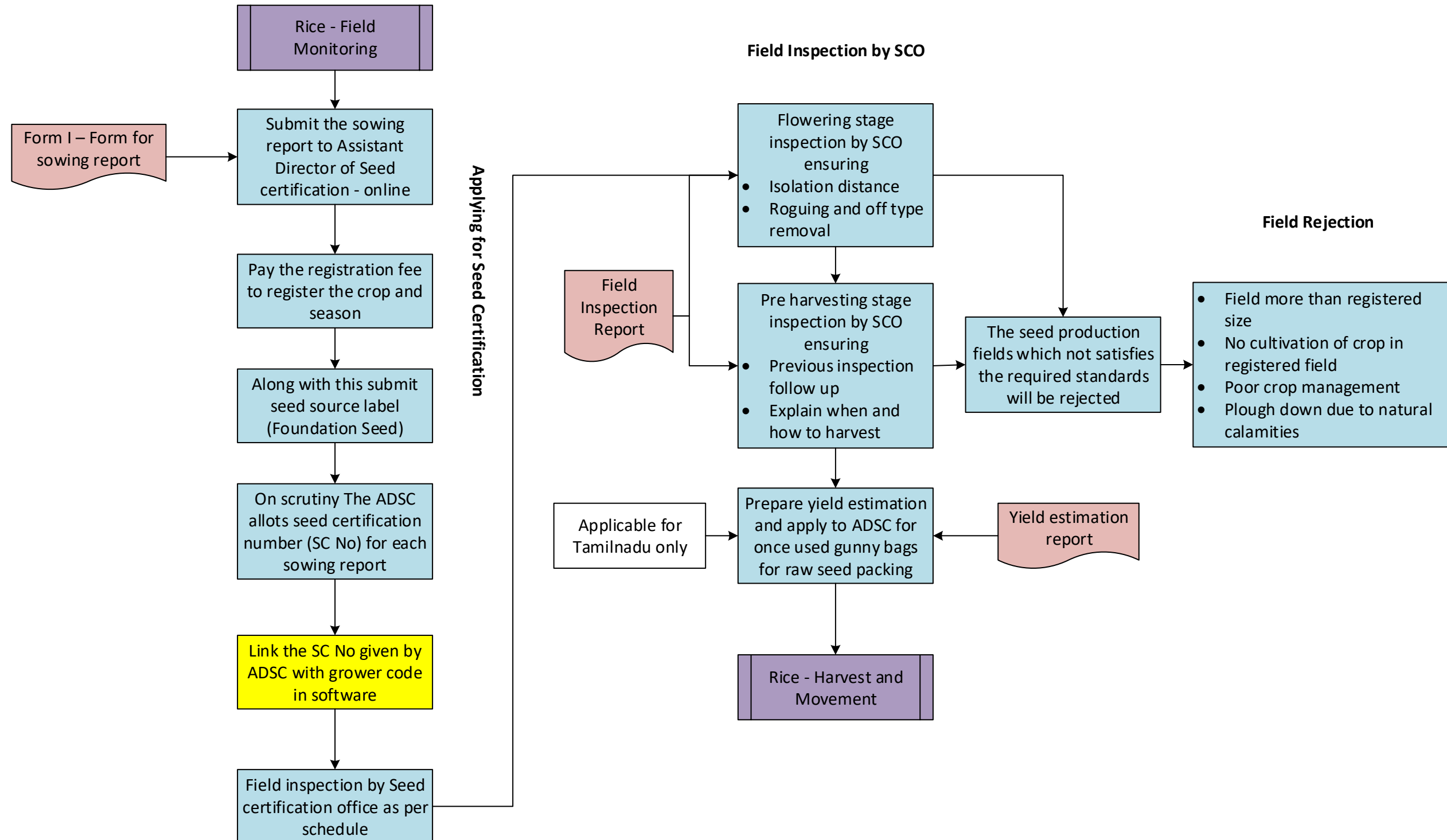
Process	Maker	Checker	Approver
3. B.3.1 Direct growers – Parent Seed distribution			
1) Receive parent seeds from parent seed department along with parental characters <ul style="list-style-type: none"> Out gate pass Stock transfer shipment 	Crop Manager	Head – Commercial & PS (For TN)	
2) Receive and check the parent seed quantity physically and acknowledge the stock transfer shipment	Crop Manager	Head – Commercial & PS (For TN)	
3) Submit the stock transfer shipment for data entry	Crop Manager		
4) Receive the stock in respective WH in software	Data entry operator		
5) Check the field arrangements before sowing	Field Assistants/Field supervisors	Deputy Manager/Production Officers	
6) Distribute parent seeds to field supervisors	Deputy Manager/Production Officers	Crop Manager	
7) Get acknowledgement in the field report sheet and get photograph for the farm Card from the growers after issuing parent seeds.	Field Assistants/Field supervisors	Deputy Manager/Production Officers	
8) Issue parent seed Bill of supply to direct growers and get payment for certification Rice (Tamil Nadu)	Accounts Officer	Deputy Manager/Production Officers	
3. B.3.2 Organizers – Parent Seed distribution			

Process	Maker	Checker	Approver
1) Receive parent seeds from parent seed department along with parental characters <ul style="list-style-type: none"> Out gate pass Stock transfer shipment 	Deputy Manager/Production Officers	Crop Manager/Head – FC	
2) Receive and check the parent seed quantity physically and acknowledge the stock transfer shipment	Deputy Manager/Production Officers	Crop Manager/Head – FC	
3) Send seed receipt details to data entry operator	Crop Manager/Head – FC		
4) Receive the stock in respective WH in software	Data entry operator	Crop Manager/Head – FC	
5) Distribute parent seeds to organizers and provide necessary instruction	Production Officers/Deputy Manager	Crop Manager	
6) Send the distribution details to respective authority as follows: <ul style="list-style-type: none"> Organizer name Production code Male/Female Seeds issued 	Crop Manager/Head - FC	<ul style="list-style-type: none"> Senior GM – MFG Head – Commercial & PS (For TN) 	

3. B.4. RICE - FIELD MONITORING



Certification Rice - Field Monitoring



Sub-process Owner:

Senior GM - MFG

Departments Involved:

Production - Rice

Parent Seed - FC

Key activities:

3. B.4.1 Nursery & Transplanting

3. B.4.2 Parent seed reconciliation

3. B.4.3 Field inspection

3. B.4.4 Plough down

3. B.4.5 Yield estimation

3. B.4.6 Certification Rice – Field Monitoring

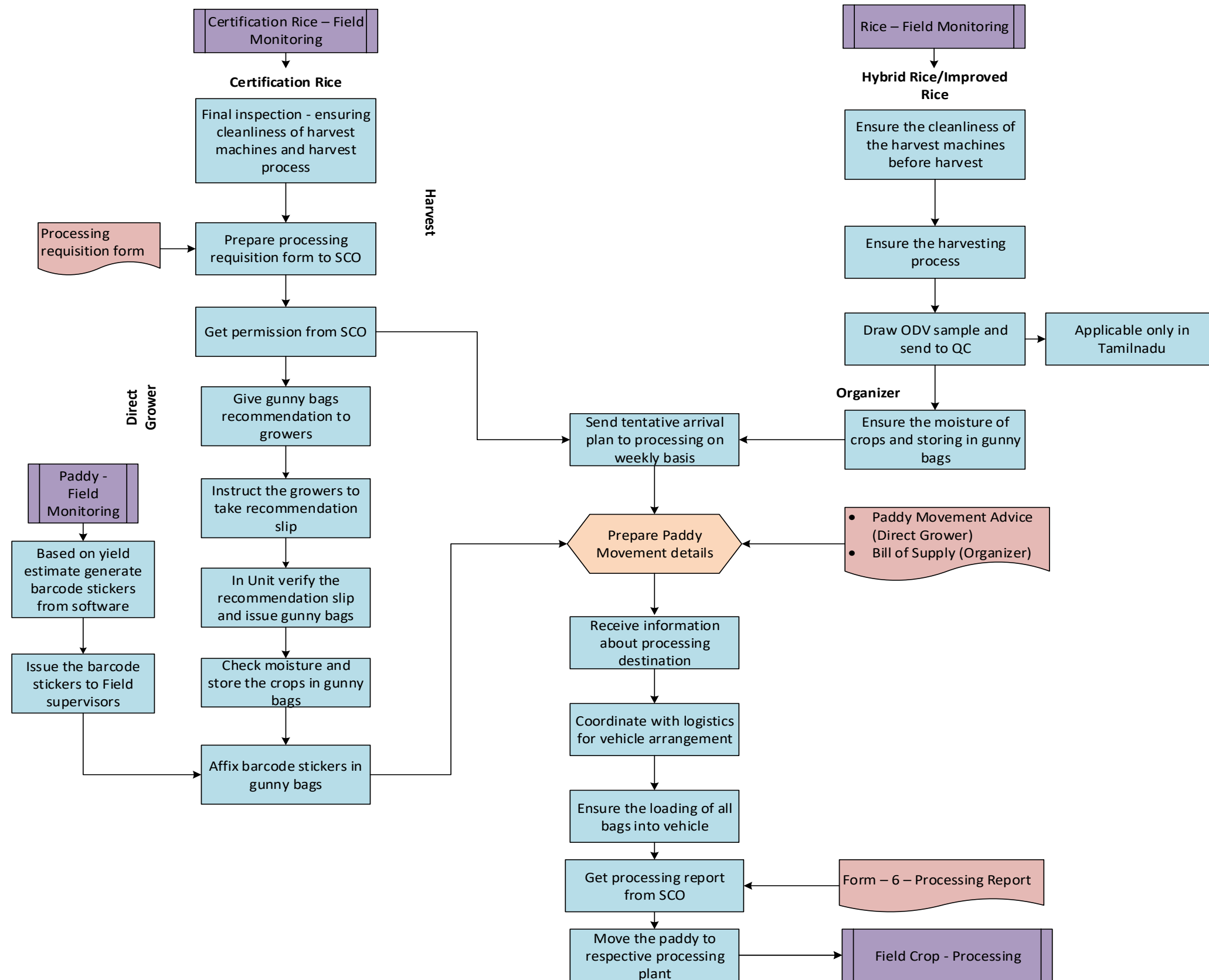
Process	Maker	Checker	Approver
3. B.4.1 Nursery & Transplanting			
1) Ensure the soaking process	Field Assistants/Field supervisors	Deputy Manager/Production Officers	
2) Ensure the sowing of pre-germinated seeds in nursery beds using staggering method and update the nursery data	Field Assistants/Field supervisors	Deputy Manager/Production Officers	
3) Ensure transplanting of seedlings from nursery into production field	Field Assistants/Field supervisors	Deputy Manager/Production Officers	
4) Prepare sowing report and update all required details	Field Assistants/Field supervisors	Deputy Manager/Production Officers	
5) Update the sowing report in software	Data entry operator	Deputy Manager/Production Officers	
6) In case of some error, Send the error details to the IT and get it rectified.	Data entry operator	Deputy Manager/Production Officers	
7) Generate bar code stickers and issue it to field assistants	Data entry operator	Deputy Manager/Production Officers	

Process	Maker	Checker	Approver
3. B.4.2 Parent Seed Reconciliation			
1) Collect balance seeds from organizers	Field Assistants/Field supervisors	Deputy Manager/Production Officers	
2) Transfer the unsown seed stock from respective WH to parent seed WH in software	Data entry operator	Deputy Manager/Production Officers	
3) Return the balance seeds through stock transfer shipment to parent seed department	Deputy Manager/Production Officers	Crop Manager	
4) Update consumption entry of parent seed in system	Data entry operator	Deputy Manager/Production Officers	
5) Prepare parent seed reconciliation and confirm with parent seed department	Crop Manager	Senior GM - MFG	
3. B.4.3 Field Inspection			
1) Extract the organizer and grower details in the Mobile app	Field Assistants/Field supervisors	Deputy Manager/Production Officers	
2) Check various stages of inspection <ul style="list-style-type: none"> • Vegetative stage – Roguing, Agronomy practice • Pre-flowering stage – Roguing, PI Initiation, Agronomy practice • Flowering stage - Roguing, Pollination, GA3 Spraying (hybrid Rice), Agronomy practice • Post flowering stage – Roguing, Male Chopping 	Field Assistants/Field supervisors	Deputy Manager/Production Officers	
3) Based on QC inspection if any lot found to be doubtful then the respective lots are to be marked as (D)	Field Assistants/Field supervisors	Deputy Manager/Production Officers	
4) Update all the inspection details in the mobile app grower wise/field wise	Field Assistants/Field supervisors	Deputy Manager/Production Officers	
5) Upload the inspection details from Mobile app to SAP by end of the day	Field Assistants/Field supervisors	Deputy Manager/Production Officers	

Process	Maker	Checker	Approver
3. B.4.4 Plough Down			
1) Check the field condition and grower's potential during vegetative stage, pre-flowering stage and post flowering stage	Field Assistants/Field supervisors	Deputy Manager/Production Officers	
2) Check if any farmers find difficulty to harvest due to various reason then inform grower/organizer for plough down	Field Assistants/Field supervisors	Deputy Manager/Production Officers	
3) Confirm with QA team and plough down the specific field and send details for data entry	Field Assistants/Field supervisors	Deputy Manager/Production Officers/Crop Manager	
4) Update plough down details in software	Data entry operator	Deputy Manager/Production Officers/Crop Manager	
3. B.4.5 Yield Estimation			
1) Conduct harvest stage inspection and prepare yield estimation report	Field Assistants/Field supervisors	Deputy Manager/Production Officers	
2) Data entry the yield estimation report in software	Data entry operator	Deputy Manager/Production Officers/Crop Manager	
3) Send a tentative arrival plan to processing department	Deputy Manager/Production Officers	Crop Manager	
4) Inform to logistics for transport arrangement based on yield estimation	Deputy Manager/Production Officers	Crop Manager	
5) Send request to data entry operator for running barcode stickers	Deputy Manager/Production Officers	Crop Manager	
6) Issue the gunny bags to organizers based on the yield estimation	Field Assistants/Field supervisors	Deputy Manager/Production Officers	

Process	Maker	Checker	Approver
7) Prepare gunny bags reconciliation for the receipt, Issue and balance quantity	Deputy Manager/Production Officers	Crop Manager	
3. B.4.6 Certification Rice – Field monitoring			
1) Submit Form I for sowing report to Assistant director of seed certification in online	Deputy Manager/Production Officers	Crop Manager	
2) Pay the registration fee to register the crop & season and submit the foundation seed label	Deputy Manager/Production Officers	Crop Manager	
3) ADSC Examine the foundation seed label and allot the seed certification number (SC no) for each sowing report	Deputy Manager/Production Officers	Crop Manager	
4) Link the SC no given by ADSC with grower code in software	Data entry operator	Crop Manager	
5) Ensure the inspection of field by seed certification officer as per the schedule (For Telangana any one visit either Flowering or Pre-Harvesting stage)	Deputy Manager/Production Officers	Crop Manager	
6) Ensure flowering stage inspection by SCO as follows: <ul style="list-style-type: none"> Isolation distance Rouging and off type removal 	Deputy Manager/Production Officers	Crop Manager	
7) Ensure pre-harvesting stage inspection by SCO as follows: <ul style="list-style-type: none"> Previous inspection follows up Explain when and how to harvest 	Deputy Manager/Production Officers	Crop Manager	
8) Reject the seed production field before pre-harvesting stage which don't satisfies the required standards <ul style="list-style-type: none"> Field more than registered size No cultivation of crop in registered field Poor crop Management Plough down due to natural calamities 	Deputy Manager/Production Officers	Crop Manager	
9) Update the field inspection report for flowering stage inspection and pre-harvesting stage inspection	Deputy Manager/Production Officers	Crop Manager	
10) Prepare yield estimation report and apply to ADSC for once used gunny bags for raw seed packing (Applicable for Tamil Nadu only)	Deputy Manager/Production Officers	Crop Manager	

3. B.5. RICE – HARVEST AND MOVEMENT



Sub-process Owner:

Senior GM - MFG

Departments Involved:

Production - Rice

Processing - Rice

Key activities:

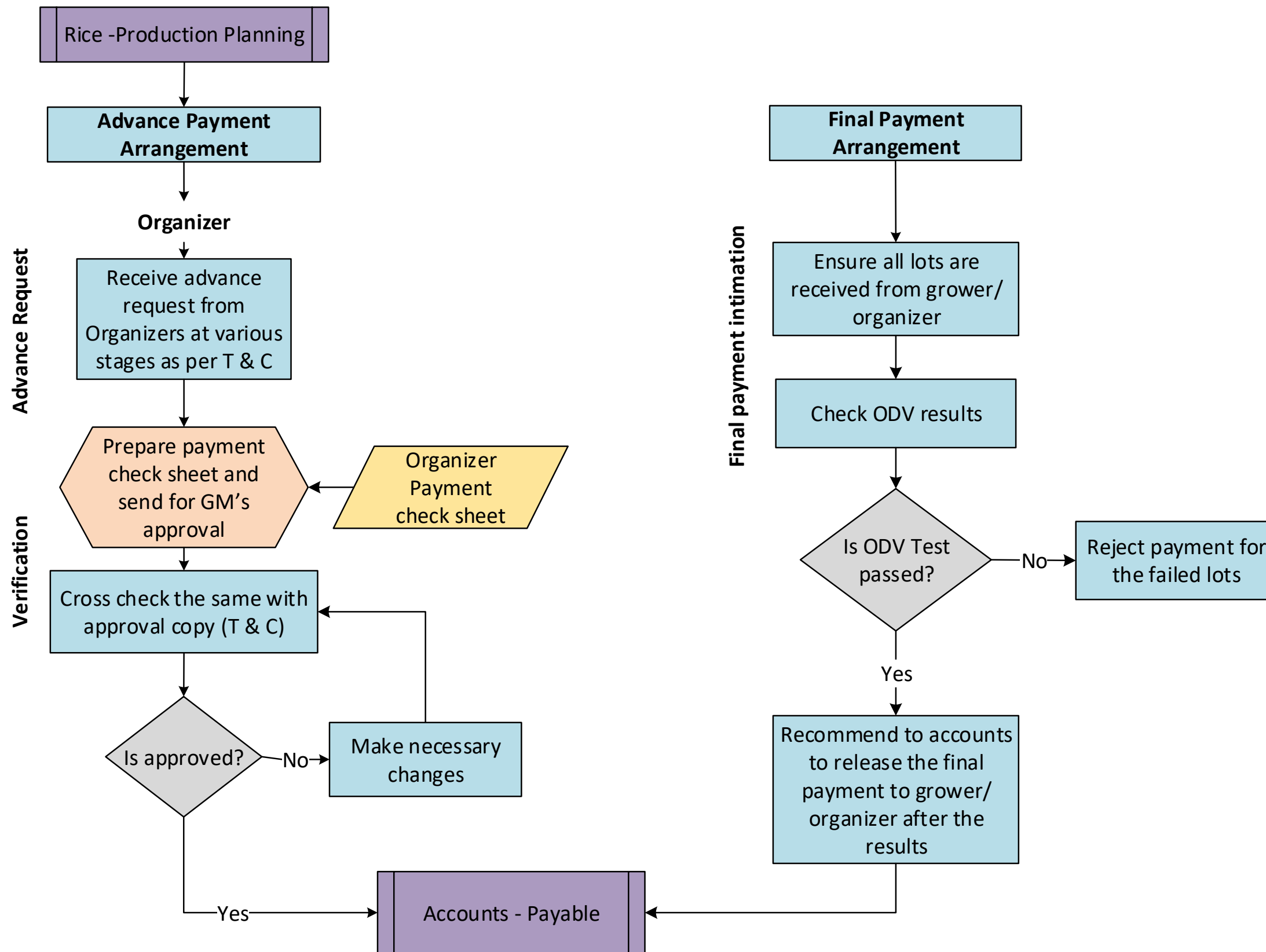
3.B.5.1 Certification Rice harvest and movement

3.B.5.2 Hybrid/Improved Rice harvest and movement

Process	Maker	Checker	Approver
3.B.5.1 Certification Rice			
1) Ensure the cleanliness of harvest machines and harvest process for final inspection	Deputy Manager/Production Officers	Crop Manager	
2) Prepare processing requisition form to ADSC and get permission from ADSC to move Rice from production to processing	Deputy Manager/Production Officers	Crop Manager	
3) Send tentative arrival plan to processing on weekly basis	Deputy Manager/Production Officers	Crop Manager	
4) Give gunny bag recommendation to direct growers	Deputy Manager/Production Officers	Crop Manager	
5) Instruct the growers to take recommendation slip	Deputy Manager/Production Officers	Crop Manager	
6) Verify the recommendation slip and issue gunny bags in units	Unit in charge	Security	
7) Check moisture and store the crops in gunny bags	Field Assistants/Field supervisors	Deputy Manager/Production Officers	
8) Check the yield estimation and generate bar code stickers from software	Date entry operator	Deputy Manager/Production Officers	
9) Issue the bar code stickers to field supervisors	Deputy Manager/Production Officers		
10) Affix the barcode sticker in gunny bags	Field Assistants/Field supervisors	Deputy Manager/Pr	

Process	Maker	Checker	Approver
		Production Officers	
11) Prepare Rice movement details as below, <ul style="list-style-type: none"> Paddy Movement advice (Direct Grower) Seed dispatch note for Field run seed (Organizer) 	Field Assistants/Field supervisors	Deputy Manager/Production Officers	
12) Get information about processing destination and coordinate with logistics for vehicle arrangement	Deputy Manager/Production Officers	Crop Manager	
13) Ensure the loading of all bags in the vehicle	Deputy Manager/Production Officers	Crop Manager	
14) Get processing report from SCO – Form 6	Crop Manager		
15) Move the Rice to respective processing plant	Field Assistants/Field supervisors	Deputy Manager/Production Officers	
3.B.5.2 Hybrid Rice/Improved Rice			
1) Ensure the cleanliness of the harvest machines before harvest	Deputy Manager/Production Officers	Crop Manager	
2) Ensure the harvest process and draw ODV sample and send to QC (Applicable only in Tamil Nadu)	Deputy Manager/Production Officers	Crop Manager	
3) Ensure the moisture of crops and storing in Gunny bags and send tentative arrival plan to processing on weekly basis	Deputy Manager/Production Officers	Crop Manager	
4) Prepare Rice movement details as follows, <ul style="list-style-type: none"> Rice Movement advice (Direct Grower) Seed dispatch note for Field run seed (Organizer) 	Deputy Manager/Production Officers	Crop Manager	
5) Get information about processing destination and coordinate with logistics for vehicle arrangement	Deputy Manager/Production Officers	Crop Manager	
6) Ensure the loading of all bags in the vehicle	Deputy Manager/Production Officers	Crop Manager	
7) Move the Rice to respective processing plant	Field Assistants/Field supervisors	Deputy Manager/Production Officers	

3. B.6. RICE – GROWER/ORGANIZER PAYMENT ARRANGEMENT



Sub-process Owner:

Senior GM - MFG

Departments Involved:

Production - Rice

Accounts

Key activities:

3. B.6.1 Advance payment arrangement

3. B.6.2 Final payment arrangement

Process	Maker	Checker	Approver
3. B.6.1 Advance payment arrangement			
1) Receive advance request from organizers at various stages as per Terms & Conditions	Deputy Manager/Production Officers	Crop Manager/Head - FC	
2) Prepare organizer payment check sheet and send for GM's approval	Deputy Manager/Production Officers	Crop Manager/Head - FC	
3) Cross check the same with approval copy as per Terms & conditions	Senior GM - MFG	Senior GM - MFG	
4) If not approved, make necessary changes and cross check the same with terms & conditions	Crop Manager	Senior GM - MFG	Senior GM - MFG
5) If approved, recommend to accounts for payment	Crop Manager	Senior GM - MFG	Senior GM - MFG
3. B.6.2 Final payment arrangement			
6) Ensure all lots are received from grower/organizer	Deputy Manager/Production Officers	Crop Manager/Head - FC	
7) Check ODV result and recommend the accounts to release the final payment to grower/organizer after the results	Deputy Manager/Production Officers	Crop Manager/Head - FC	<ul style="list-style-type: none"> • Senior GM - MFG • Head - Commercial & PS (For TN)
8) Reject payment for ODV result failed lots	Deputy Manager/Production Officers	Crop Manager/Head - FC	<ul style="list-style-type: none"> • Senior GM - MFG • Head - Commercial & PS (For TN)