

3. D. PRODUCTION – BAJRA



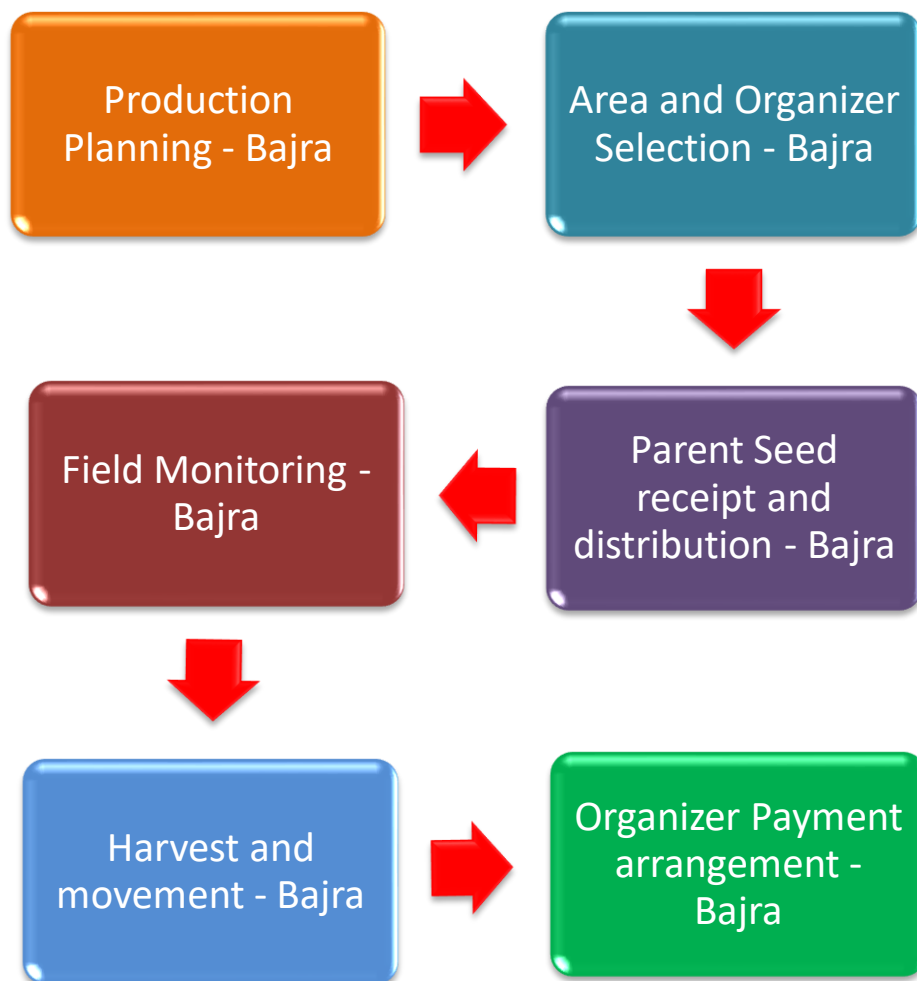
3.D PRODUCTION - BAJRA

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 Bajra seeds to processing department

Key Inputs

Particulars	From	Document Reference
Next year Sales plan	Sales & Marketing	S&M/COM/003
Parent Seed	Parent Seed	-
Hybrid Raw seeds	Grower/Organizers	-
Quality Results	Quality	QAS/COM/020

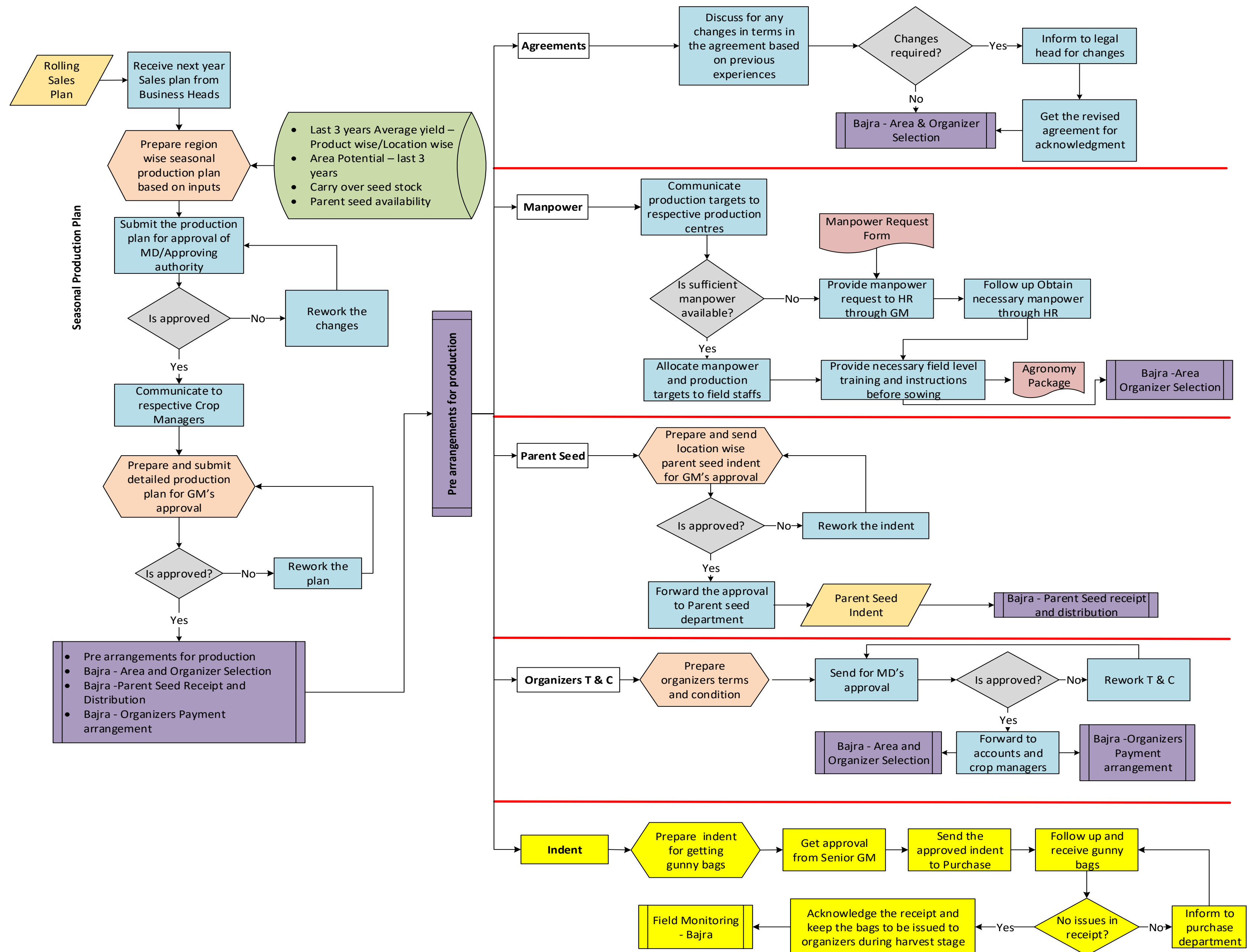
Key Outputs

Particulars	To	Document Reference
Parent seed	Grower/Organizers	-
Germination and GOT Samples	Quality	-
Hybrid Raw seeds	Processing	-

Key Documents / Register / Files

S no	Document / Register Name	Document Format	Document Reference
1	Agronomy Package – Bajra	Booklet	PDN/FCD/001
2	Area Potential – Bajra	Software report	PDN/FCD/002
3	Average Yield – Last 3 years - Bajra	Software report	PDN/FCD/003
4	Carry over seed stock - Bajra	Software report	PDN/FCD/004
5	Crossing Starting Report - Bajra	Software report	PDN/FCD/005
6	Grower - Terms and Conditions - Bajra	Excel	PDN/FCD/006
7	Organizer Agreement - Bajra	Word	PDN/FCD/007
8	Organizer - Terms and conditions - Bajra	Excel	PDN/FCD/008
9	Production Plan – Bajra	Excel	PDN/FCD/009
10	Yield Estimation report	Excel	PDN/FCD/010
11	Out gate pass	Pre-printed form	GEN/COM/001
12	Field inspection report	Pre-printed form	GEN/COM/004
13	Organiser payment check sheet	Excel	GEN/COM/037
14	Organizer data	Software report	GEN/COM/030
15	Parent seed indent	Excel	GEN/COM/032
16	Parent seed stock report	Software report	GEN/COM/015
17	Seed Dispatch Note for Field Run Seed	Pre-printed form	GEN/COM/020
18	Sowing Report – Bajra	Pre-printed form	GEN/COM/039
19	Stock Transfer Shipment	Software form	GEN/COM/009
20	Vendor registration form	Word	GEN/COM/027
21	Manpower request form	Pre-printed form	HRM/COM/002
22	Rolling Sales plan	Excel	S&M/COM/003

3. D.1 BAJRA - PRODUCTION PLANNING



Sub-process Owner:

Senior GM - MFG

Departments Involved:

Marketing
Parent Seed
Production
HR

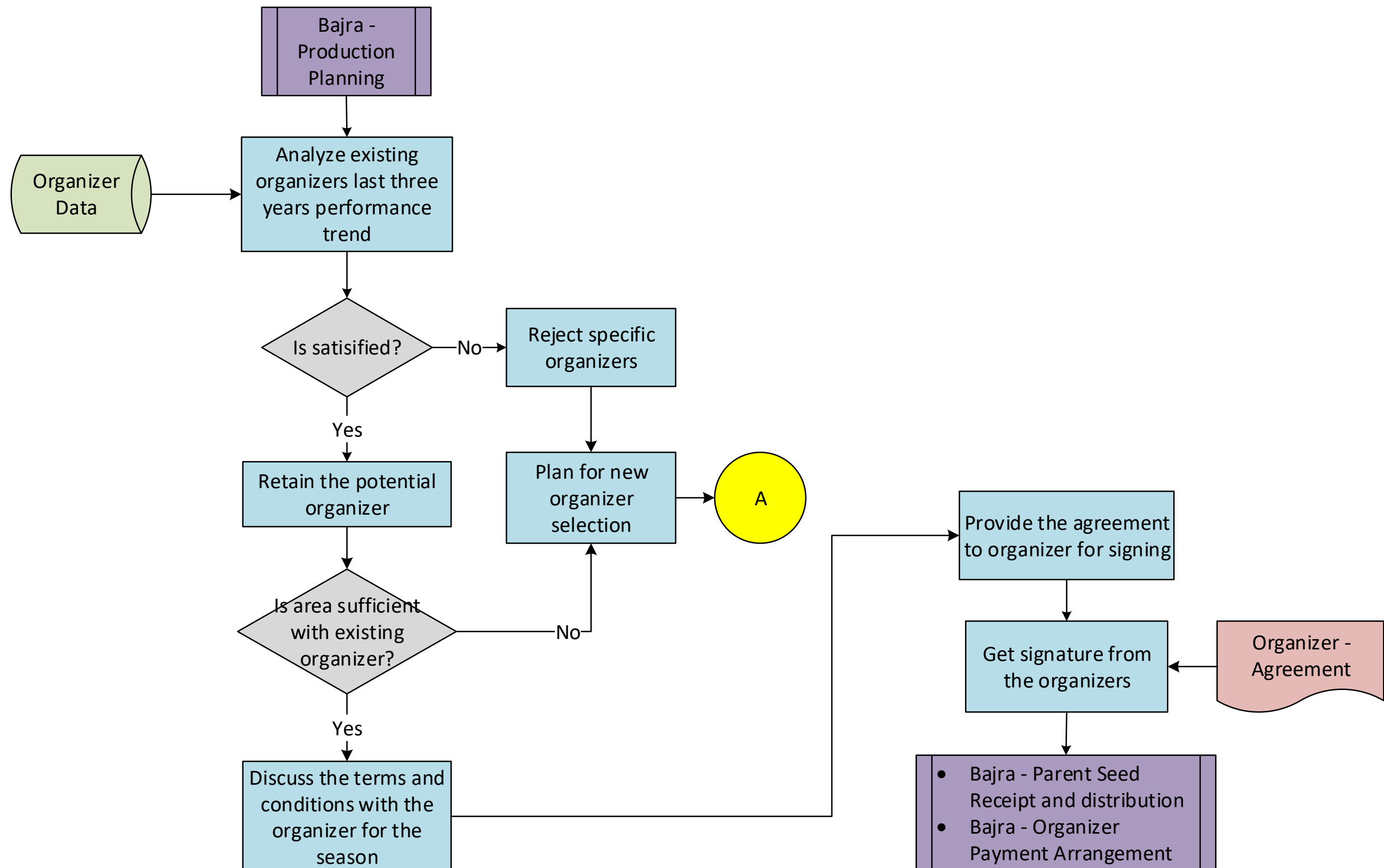
Key activities:

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

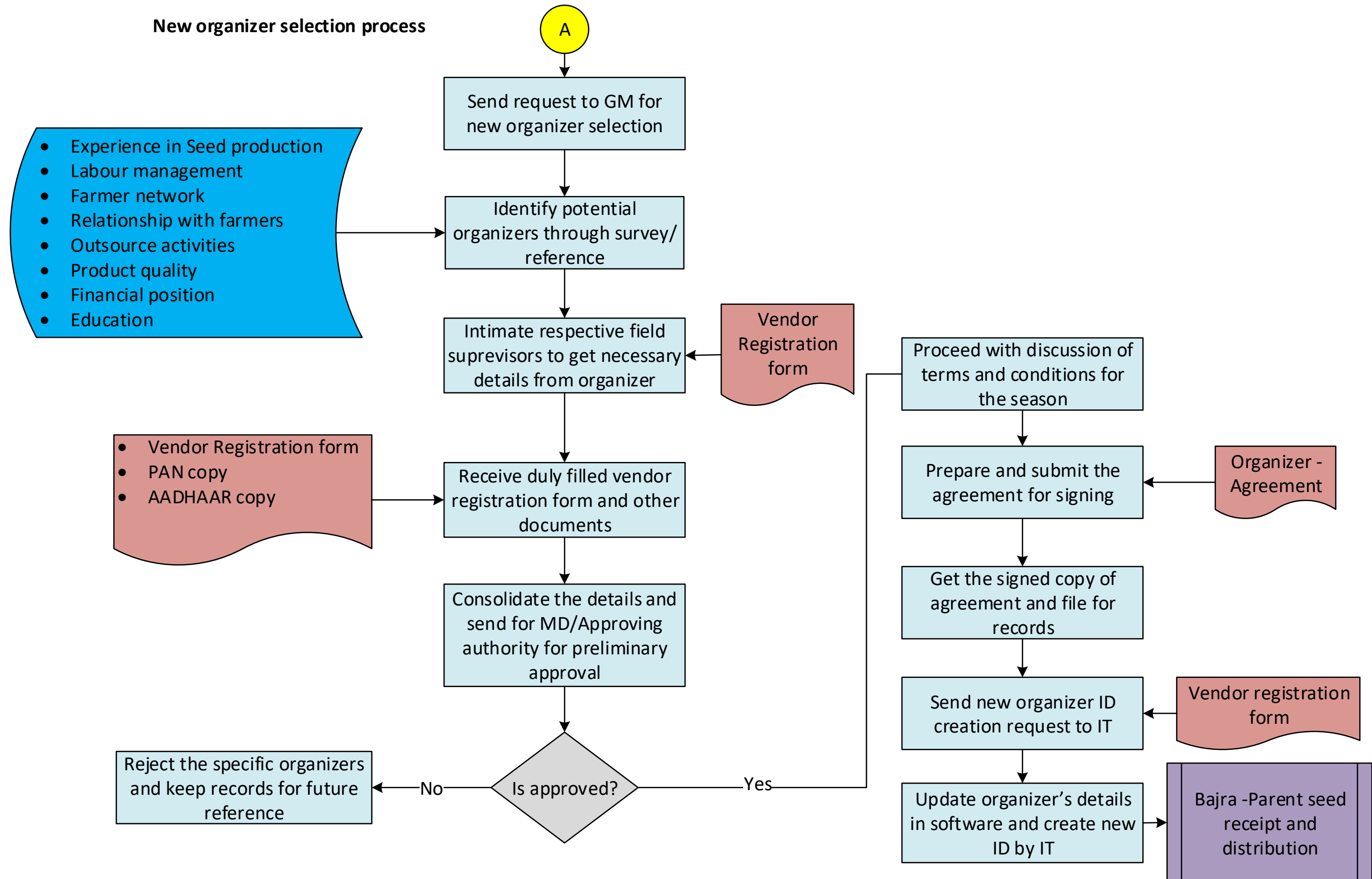
Process	Maker	Checker	Approver
3. D.1.1 Annual Production Planning			
1) Receive the next year sales plan from Business Heads	Senior GM – MFG	Senior GM - MFG	
2) Based on the sales plan prepare Region wise seasonal production plan considering the following factors, <ul style="list-style-type: none"> Last 3 years Average yield – Production wise/Location wise Area potential – last 3 years Carry over seed stock Parent seed availability 	Senior GM – MFG	Senior GM - MFG	
3) Submit the annual production plan for MD/Approving authority's approval	Senior GM – MFG	Managing Director	Managing Director
4) If any changes in the plan communicate it to the concern crop managers & rework the plan accordingly	Senior GM – MFG		
5) Submit the revised plan for MD/Approving authority's approval	Senior GM – MFG	Managing Director	Managing Director
6) Communicate to respective crop Managers after approval	Senior GM – MFG		
7) Prepare and submit detailed production plan for GM's approval	Crop Manager	Head - FC	Senior GM - MFG
8) Rework the plan when the plan is not approved and submit for approval	Crop Manager	Head – FC	Senior GM - MFG
3. D.1.2 Pre-Arrangements for production			
1) Discuss with GM for any changes in the terms of agreement with growers/organizers based on previous experience	Crop Manager	Senior GM – MFG	
2) In case of changes required, inform to legal head and get revised agreement for acknowledgement	Senior GM – MFG	Legal – Head	
3) Raise indent to stores department for agreement copies for direct growers	Crop Manager	Head - FC	Senior GM - MFG
4) Receive the agreement copies from stores for Field crop - Area & Organizer selection	Crop Manager	Head - FC	Senior GM - MFG

Process	Maker	Checker	Approver
Manpower			
5) Conduct production planning meeting with deputy managers/Production Officers	Crop Manager	Head - FC Senior GM - MFG	
6) Discuss the plan and allocate the targets to each production centers	Crop Manager	Head - FC Senior GM - MFG	
7) Check the sufficient manpower availability (field staffs) for the given target.	Deputy Manager	Crop Manager	
8) In case of insufficient manpower, send manpower requisition form to HR	Crop Manager	Head - FC	Senior GM - MFG
9) Follow up with HR and obtain necessary manpower before Season starts.	Deputy Manager	Crop Manager	
10) Provide necessary training at field level and instructions for existing as well as the new resource	Deputy Manager	Crop Manager	
Parent seed			
11) Prepare location wise parent seed indent and send for GM's approval	Crop Manager	Head - FC	Senior GM - MFG
12) Rework the indent if the GM did not approve	Crop Manager	Senior GM - MFG	
13) Get approval and forward to parent seed department	Crop Manager	Senior GM - MFG	
Indent			
1) Prepare indent for getting gunny bags	Crop Manager	Head - FC	
2) Get approval and send it to purchase department	Crop Manager	Head - FC	Senior GM - MFG
3) Follow up and receive the gunny bags	Crop Manager		
4) Check for any damages and inform purchase team	Crop Manager		
5) If no damages then keep the gunny bags to be distributed to organizers during harvest stage	Crop Manager		
3. D.1.3 Organizers – Terms and Conditions finalization			
1) Prepare terms and conditions for 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 	Senior GM - MFG	Managing director	
2) Send the terms and conditions for MD's approval and forward the approved T & C to accounts and crop managers	Senior GM - MFG	Managing director	Managing director
3) If any changes needed in the terms, then rework the terms and conditions	Senior GM - MFG		
4) Send the revised terms and conditions for MD's approval	Senior GM - MFG	Managing director	Managing director

3. D.2. BAJRA - AREA AND ORGANIZER SELECTION



New organizer selection process



Sub-process Owner:

Senior GM - MFG

Departments Involved:

Production

IT

Key activities:

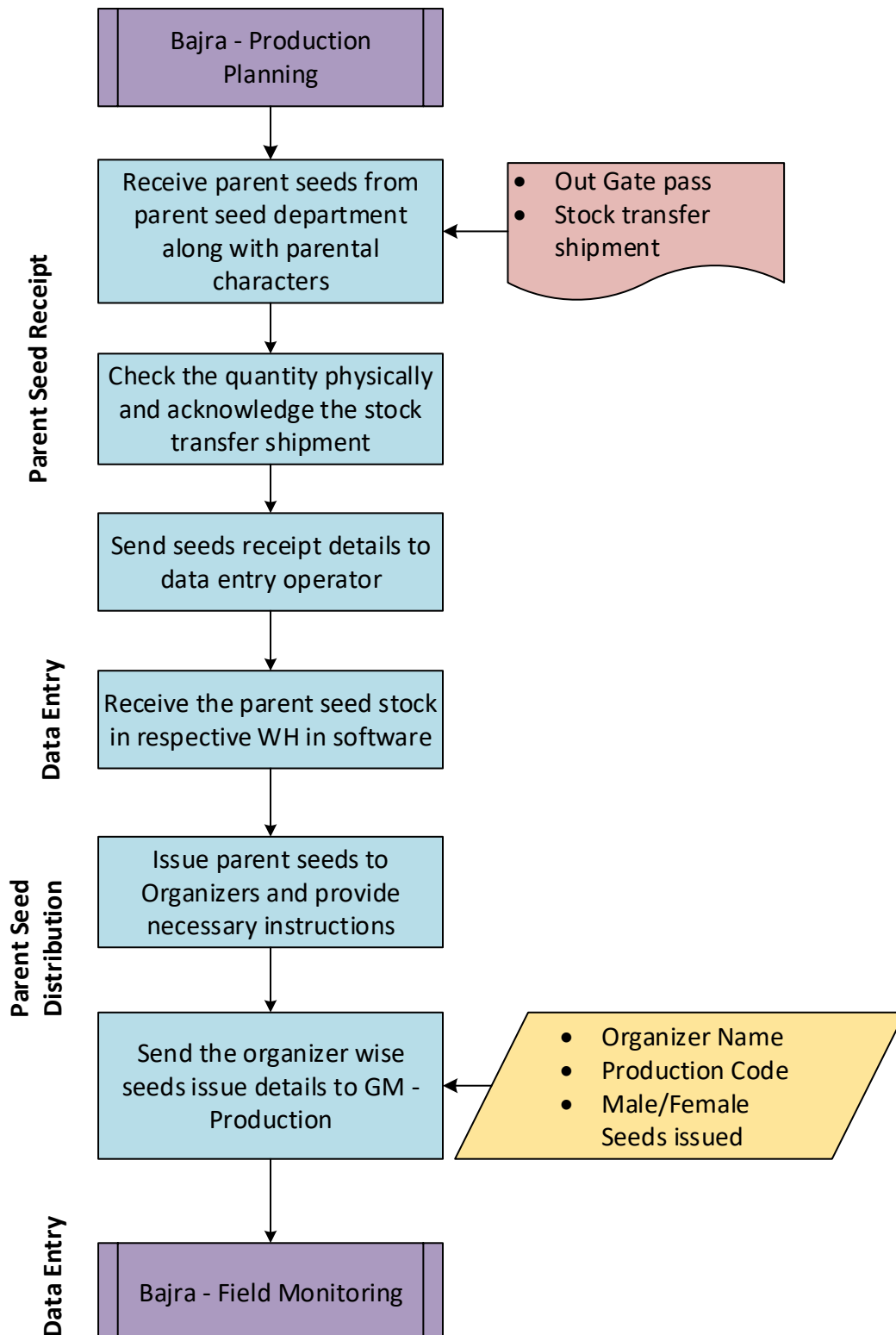
3. D.2.1 Existing Organizer selection

3. D.2.2 New Organizer selection

Process	Maker	Checker	Approver
3. D.2.1 Existing organizer selection			
1) Analyze the existing organizers last three years performance trend from organizer data	Crop Manager	Head - FC Senior GM – MFG	
2) Check if the organizers performance is satisfactory and retain the potential organizer	Crop Manager	Head - FC Senior GM – MFG	
3) In case of performance dissatisfaction, reject the specific organizers and plan for new organizer selection	Crop Manager	Head - FC Senior GM – MFG	
4) Check whether the sufficient area is obtained and discuss the terms and conditions with the organizer for the season	Crop Manager	Head - FC Senior GM – MFG	
5) In case of sufficient area not obtained, plan for the selection of new growers	Crop Manager	Head - FC Senior GM – MFG	
6) Provide the agreement to organizer for signing	Crop Manager	Head - FC Senior GM – MFG	
7) Get the signed agreement from organizer	Crop Manager	Head - FC Senior GM – MFG	
3. D.2.2 New organizer selection process			
1) Send request to GM production for selection of new organizers	Crop Manager	Head - FC Senior GM – MFG	
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 	Crop Manager	Head - FC Senior GM – MFG	

Process	Maker	Checker	Approver
<ul style="list-style-type: none"> Financial Position Duration of seed business Education 			
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 RC copy 	Crop Manager	Head - FC Senior GM – MFG	
4) Consolidate the details and send for GM's approval	Crop Manager	Head – FC	Senior GM – MFG
5) If not approved, reject the specific organizer and keep records for future reference	Crop Manager	Head - FC Senior GM – MFG	
6) If approved, discuss the terms and conditions for the current season	Crop Manager	Head - FC Senior GM – MFG	
7) Send organizers code creation request to IT <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 Senior GM – MFG	
8) Update organizers details and create new code for organizers in software	IT - Executive	Crop Manager	

3. D.3. BAJRA - PARENT SEED RECEIPT AND DISTRIBUTION



Sub-process Owner:

Senior GM - MFG

Departments Involved:

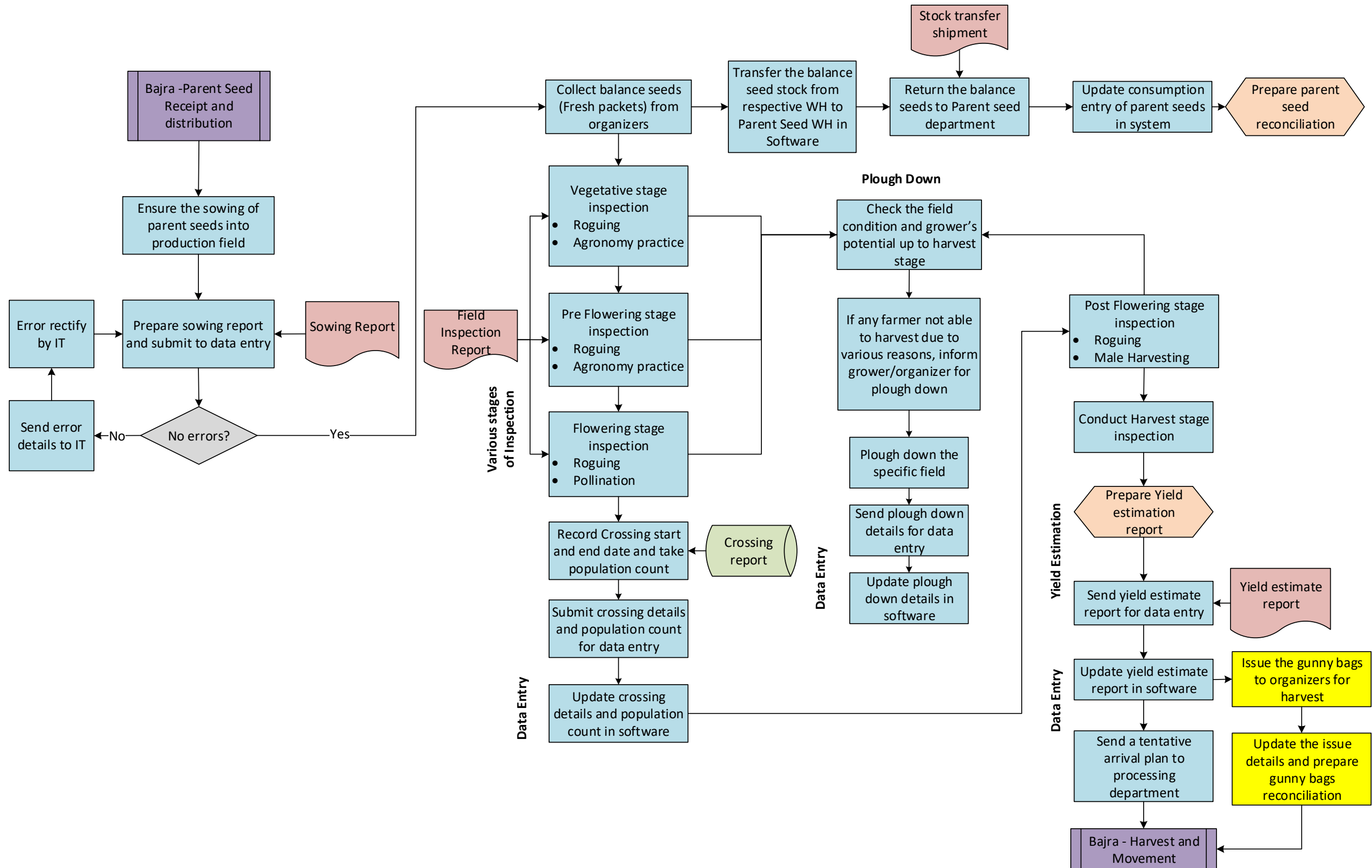
Parent Seed
Production

Key activities:

- 3. D.3.1 Parent seed receipt
- 3. D.3.2 Parent seed distribution

Process	Maker	Checker	Approver
3. D.3.1 Parent Seed receipt			
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 - FC Senior GM - MFG	
2) Receive and check the parent seed quantity physically and acknowledge the stock transfer shipment	Crop Manager	Head - FC Senior GM – MFG	
3) Submit seed receipt details for data entry	Crop Manager	Head – FC	
4) Receive the parent seed stock in respective WH in software	Data entry operator	Crop Manager	
3. D.3.2 Parent Seed Distribution			
1) Issue parent seeds to organizers and provide necessary instructions	Crop Manager	Head - FC Senior GM – MFG	
2) Send organizer wise seeds issue details to GM production <ul style="list-style-type: none"> Organizer name Production Code Male/Female seeds issued 	Crop Manager	Head - FC Senior GM – MFG	

3. D.4 BAJRA - FIELD MONITORING



Sub-process Owner:

Senior GM - MFG

Departments Involved:

Production
Parent Seed
IT

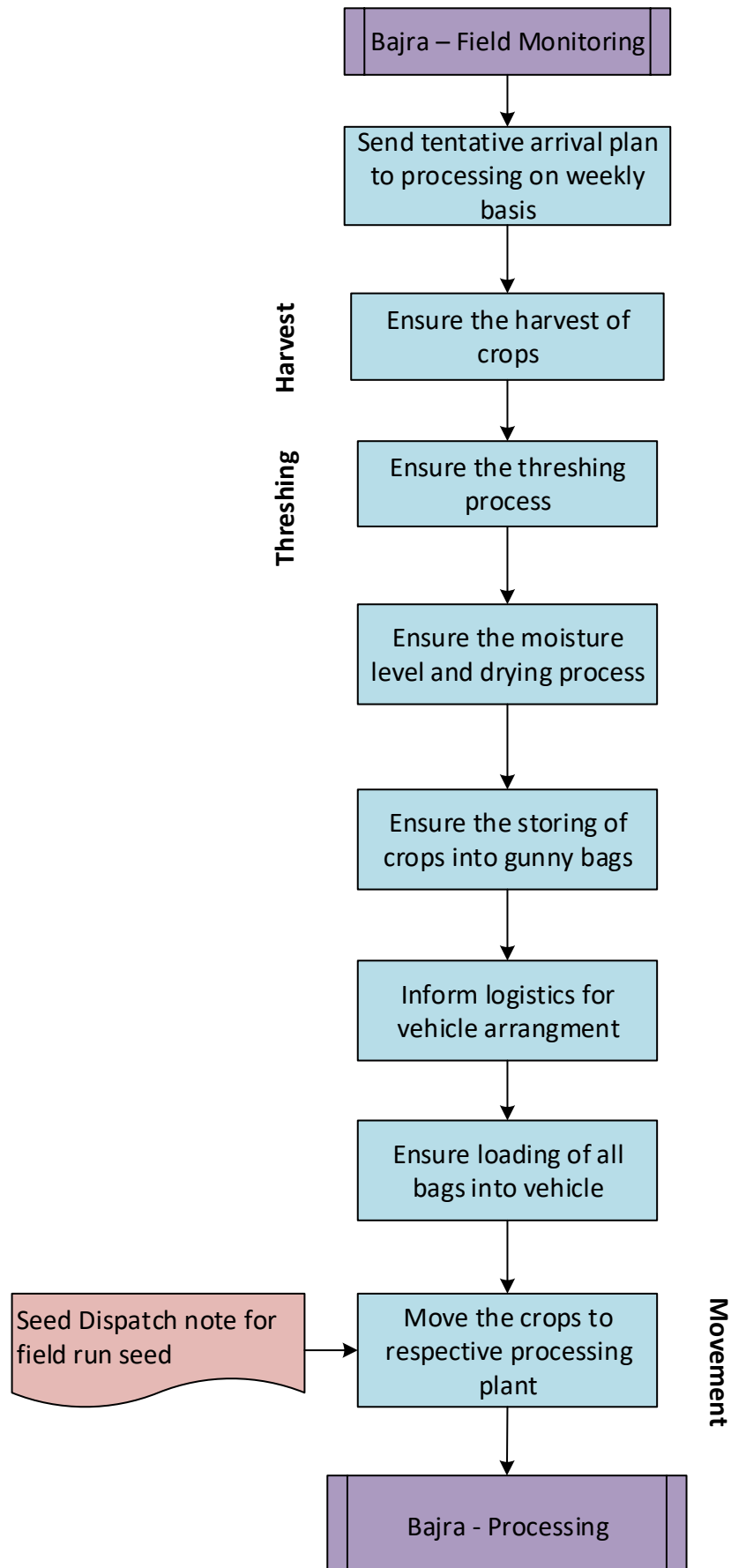
Key activities:

- 3. D.4.1 Sowing
- 3. D.4.2 Parent Seed reconciliation
- 3. D.4.3 Field inspection
- 3. D.4.4 Plough down
- 3. D.4.5 Yield estimation

Process	Maker	Checker	Approver
3. D.4.1 Sowing			
1) Ensure the sowing of parent seeds into production field	Field Assistants/Field supervisors	Deputy Manager	
2) Prepare sowing report and send for data entry	Field Assistants/Field supervisors	Deputy Manager	
3) Update the sowing report in software	Data entry operator	Deputy Manager	
4) Check for errors and send the error details to IT for rectification	Data entry operator	Deputy Manager	
3. D.4.2 Parent Seed Reconciliation			
1) Collect balance seeds from organizers	Field Assistants/Field supervisors	Deputy Manager	
2) Transfer the unsown seed stock from respective WH to parent seed WH in software	Data entry operator	Deputy Manager	
3) Return the balance seeds through stock transfer shipment to parent seed department	Deputy Manager	Crop Manager	
4) Update consumption entry in system and prepare parent seed reconciliation	Data entry operator	Deputy Manager	
5) Prepare parent seed reconciliation and confirm with parent seed department	Crop Manager	Senior GM - MFG	
3. D.4.3 Field Inspection			
1) Conduct various stages of inspection <ul style="list-style-type: none"> Vegetative stage – Roguing, Agronomy practice Pre-flowering stage – Roguing, Agronomy practice Flowering stage - Roguing, Pollination Post flowering stage – Roguing, Male harvesting 	Field Assistants/Field supervisors	Deputy Manager	

Process	Maker	Checker	Approver
2) Create crossing report based on crossing start and end date and take population count for flowering stage inspection	Field Assistants/Field supervisors	Deputy Manager	
3) Data entry the crossing details and population count and update in the software	Data entry operator	Deputy Manager	
3. D.4.4 Plough Down			
1) Check the field condition and grower's potential for vegetative stage, pre-flowering stage and post flowering stage	Field Assistants/Field supervisors	Deputy Manager	
2) Ensure if any farmers find difficulty to harvest due to various reason then inform grower/organizer for plough down	Field Assistants/Field supervisors	Deputy Manager	
3) Confirm with QA Team and Plough down the specific field and send details for data entry	Field Assistants/Field supervisors	Deputy Manager/Crop Manager	
4) Update plough down details in software	Data entry operator	Deputy Manager/Crop Manager	
3. D.4.5 Yield Estimation			
1) Conduct harvest stage inspection and prepare yield estimation report	Field Assistants/Field supervisors	Deputy Manager	
2) Data entry the yield estimation report and update the report in software	Data entry operator	Deputy Manager/Crop Manager	
3) Send a tentative arrival plan to processing department	Deputy Manager	Crop Manager	
4) Issue the gunny bags to respective organizers based on yield estimation	Field Assistants/Field supervisors	Deputy Manager	
5) Prepare gunny bags reconciliation for the receipt/issue and remaining	Deputy Manager	Crop Manager	

3. D.5. BAJRA – HARVEST AND MOVEMENT



Sub-process Owner:

Senior GM - MFG

Departments Involved:

Production

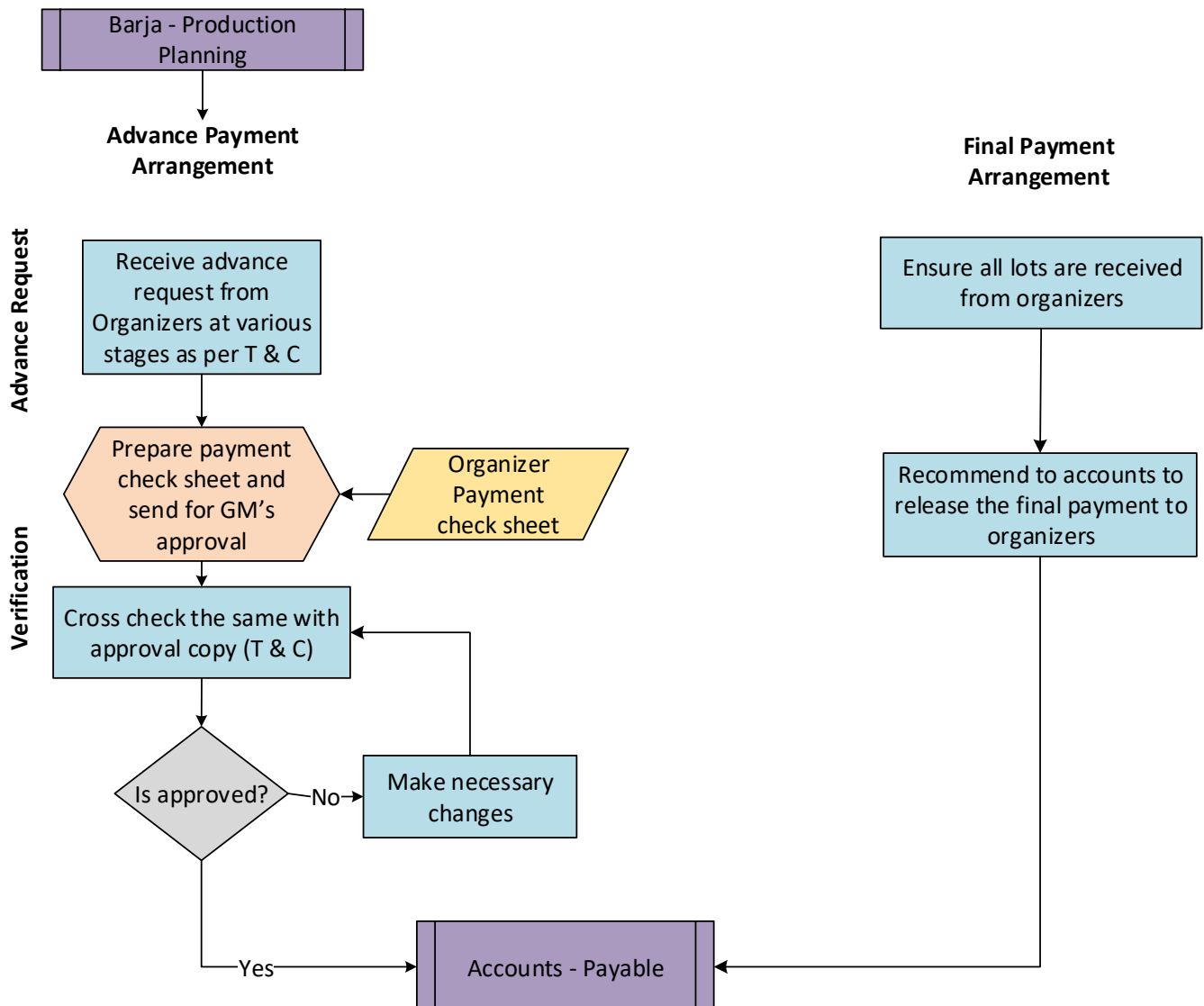
Processing

Key activities:

3. D.5.1 Harvest and movement

Process	Maker	Checker	Approver
3. D.5.1 Harvest and movement			
1) Send tentative arrival plan to processing on weekly basis and Ensure the harvest of crops	Field Assistants/Field supervisors	Deputy Manager	
2) Ensure the threshing process, moisture level and drying process	Field Assistants/Field supervisors	Deputy Manager	
3) Ensure the storing of crops in gunny bags and inform logistics for vehicle arrangement	Deputy Manager	Crop Manager	
4) Ensure loading of all bags into vehicle	Field Assistants/Field supervisors	Deputy Manager	
5) Move the crops to respective processing plant through Bill of supply	Field Assistants/Field supervisors	Deputy Manager	

3. D.6. BAJRA – ORGANIZER PAYMENT ARRANGEMENT



Sub-process Owner:

Senior GM - MFG

Departments Involved:

Production

Accounts

QC

Key activities:

3. D.6.1 Advance payment arrangement

3. D.6.2 Final payment arrangement

Process	Maker	Checker	Approver
3. D.6.1 Advance payment arrangement			
1) Receive advance request from organizers at various stages as per Terms & Conditions	Deputy Manager	Crop Manager	
2) Prepare organizer payment check sheet and send for GM's approval	Deputy Manager	Crop Manager	
3) Cross check the same with approval copy as per Terms & conditions	Senior GM - MFG	Senior GM - MFG	
4) Check for approval if not make necessary changes and cross check the same with terms & conditions	Crop Manager	Head - FC	Senior GM - MFG
5) If approved, recommend to accounts for payment	Crop Manager	Head – FC	Senior GM - MFG
3. D.6.2 Final payment arrangement			
1) Ensure all lots are received from organizer	Deputy Manager	Crop Manager	
2) Recommend the accounts to release the final payment to organizer	Deputy Manager	Crop Manager Head – FC	Senior GM - MFG