

4. A. PROCESSING - COTTON



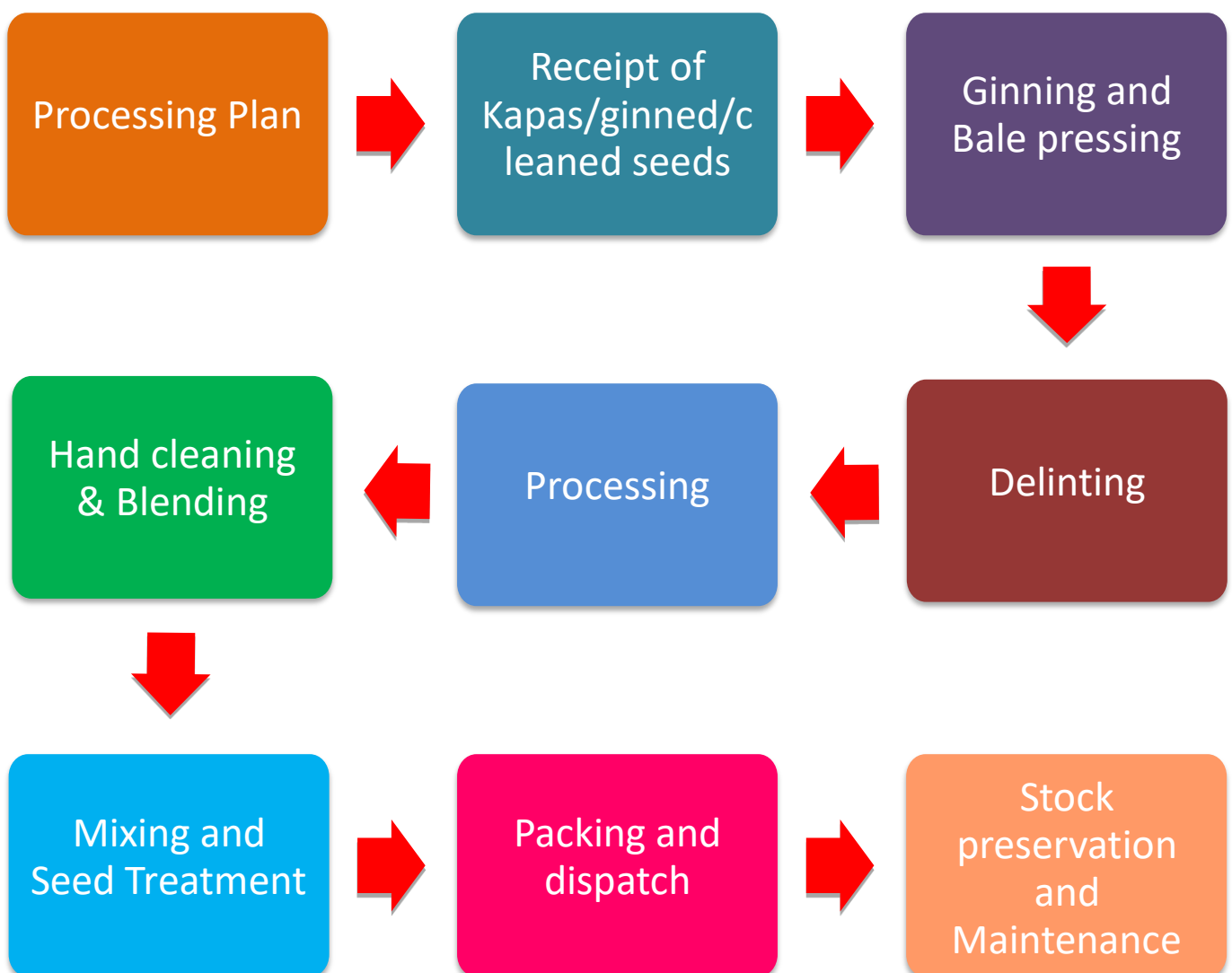
4.A PROCESSING - COTTON

PROCESS SUMMARY

Objective:

- Processing of quality hybrid seeds based on the packing requirement
- Timely supply of required quantity with quality seed for hybrid seed sales

Process Overview:



Process beginning:

- Receipt of placement plan from marketing and raw seed arrival plan from production

Process ending:

- Supply of packed commercial seeds for dispatch

Key Inputs

Particulars	From	Document Code
Placement plan	Sales & Marketing	S&M/COM/024
Production arrival plan	Hybrid production	PRC/COT/025
Kapas/Ginned/Cleaned seeds	Hybrid production	-
Packing materials	Stores	-
Treatment chemicals	Stores	-

Key Outputs

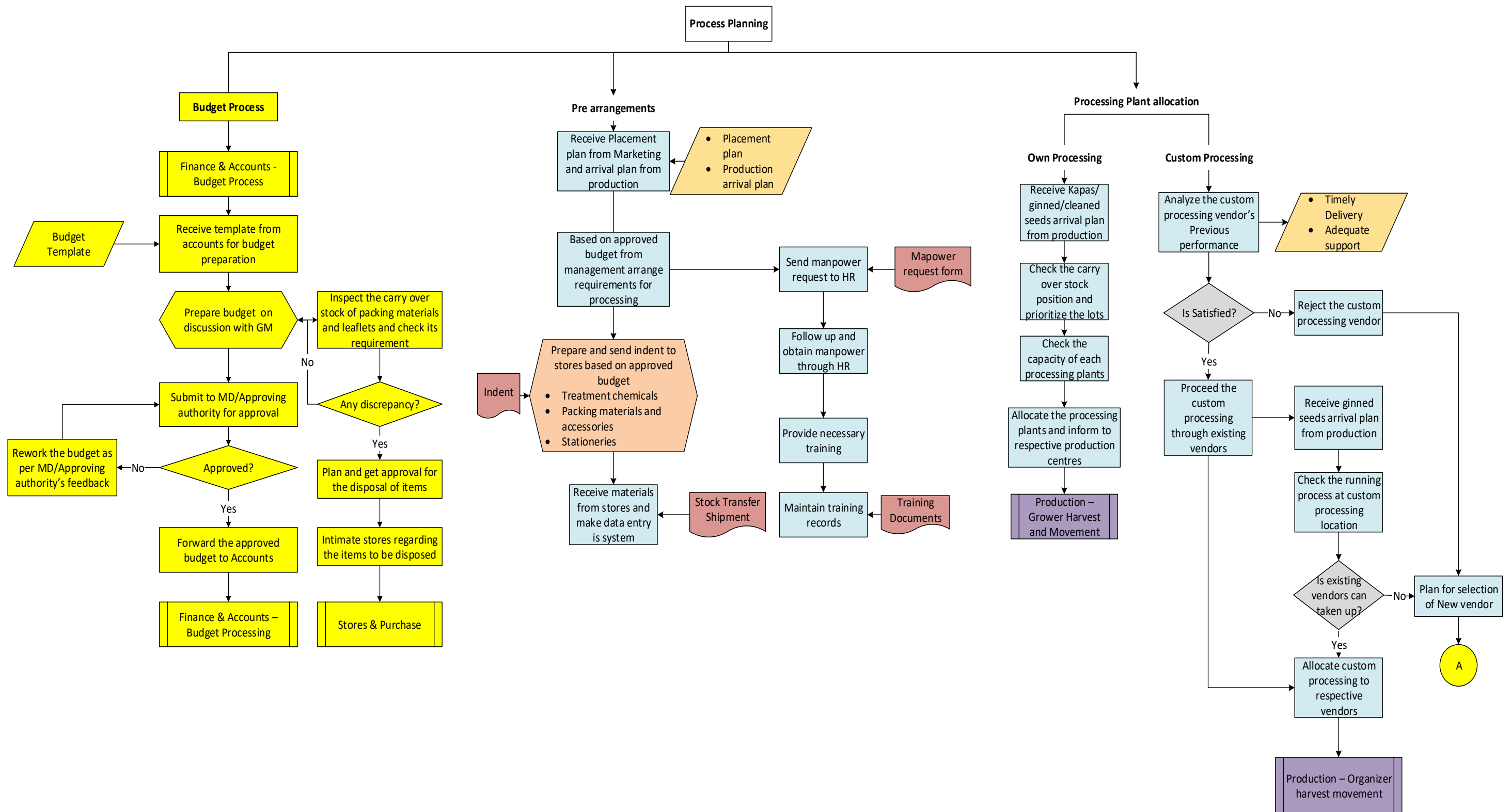
Particulars	To	Document Code
Packed hybrid seeds	C & F/Distributors	-

Key Documents / Register / Files

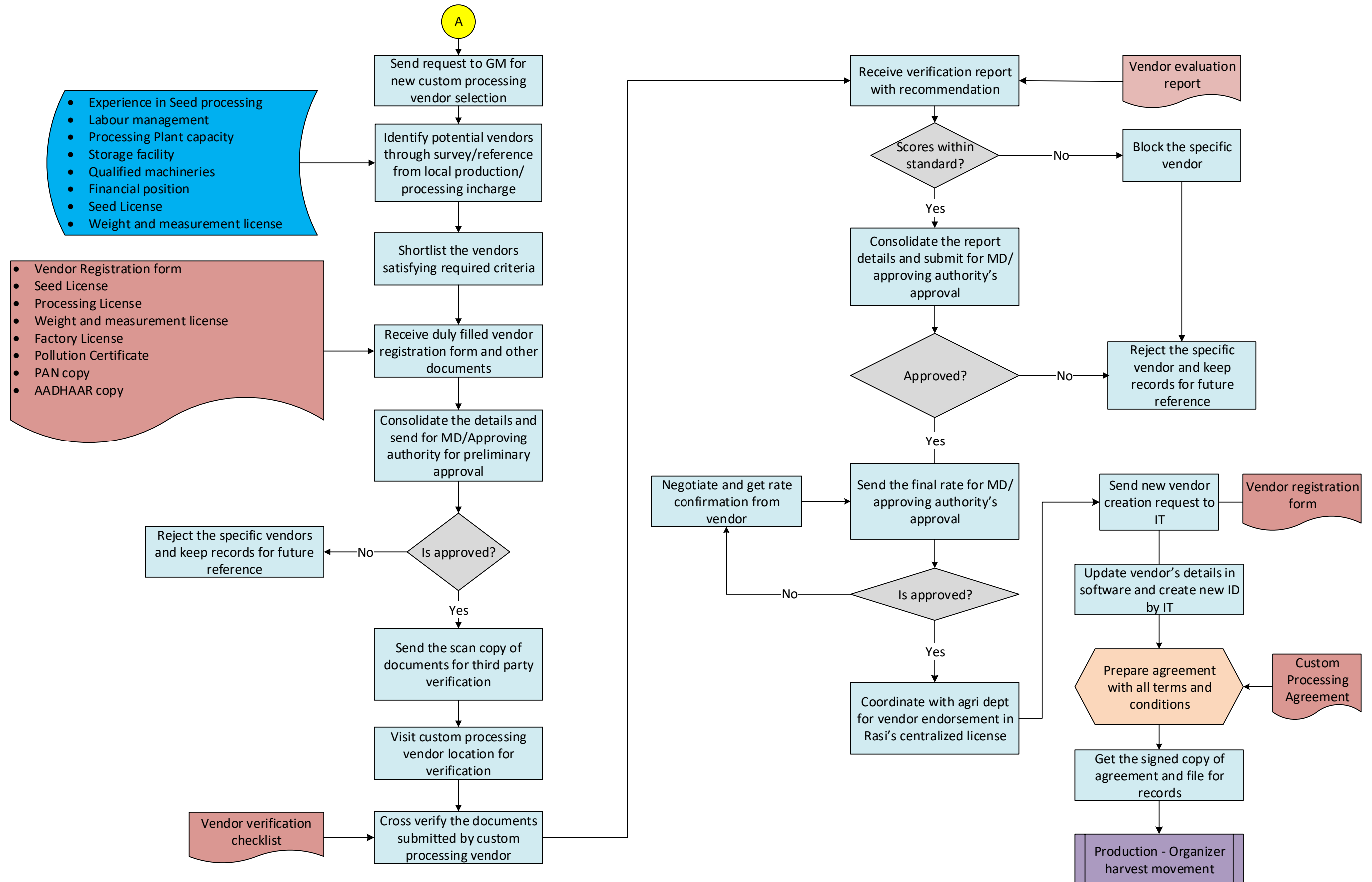
S no	Document / Register Name	Document Format	Document Reference
1	Attendance card	Pre-printed form	PRC/COT/001
2	Bora Register	Manual Register	PRC/COT/002
3	Cotton packing report	Software form	PRC/COT/003
4	Custom processing agreement - Cotton	Pre-printed form	PRC/COT/004
5	Delinting report	Pre-printed form	PRC/COT/006
6	Ginning report	Pre-printed form	PRC/COT/008
7	Hand Cleaning labour register	Manual Register	PRC/COT/009
8	Hand Cleaning qty details	Software report	PRC/COT/010
9	Hand cleaning report	Pre-printed form	PRC/COT/012
10	Kapas movement advice	Pre-printed form	PRC/COT/015
11	Labour daily work code checklist	Software report	PRC/COT/016
12	Labour Pay sheet	Software report	PRC/COT/017
13	Load man work details	Software report	PRC/COT/019

S no	Document / Register Name	Document Format	Document Reference
14	lot wise packing report	Software report	PRC/COT/020
15	Lot wise stock report	Software report	PRC/COT/021
16	Mixing Lot details	Software report	PRC/COT/022
17	Online processing report	Pre-printed form	PRC/COT/024
18	Production arrival plan	Excel	PRC/COT/025
19	Re-processing report	Pre-printed form	PRC/COT/027
20	Sample Record	Manual Register	PRC/COT/028
21	Treatment report	Pre-printed form	PRC/COT/030
22	Kapas label	Pre-printed form	PDN/COT/027
23	GC transfer list	Software form	QAS/COM/007
24	QC sample checklist	Software form	QAS/COM/021
25	QC transfer advice	Software form	QAS/COM/023
26	Quality Standards	Software report	QAS/COM/025
27	STL sample acknowledgement form	Pre-printed form	QAS/COM/031
28	In gate pass	Pre-printed form	GEN/COM/023
29	Out gate pass	Pre-printed form	GEN/COM/001
30	Bill of Supply	Software form	GEN/COM/024
31	Indent	Excel – Mail	GEN/COM/008
32	Kapas/FR Seed receipt	Software form	GEN/COM/010
33	Material inward advice	Pre-printed form	GEN/COM/011
34	Seed Dispatch Note for Field Run Seed	Pre-printed form	GEN/COM/020
35	Spraying and Fumigation Register	Manual Register	GEN/COM/022
36	Stock Transfer Shipment	Software form	GEN/COM/009
37	Vendor advance payment request	Excel	GEN/COM/025
38	Vendor evaluation report	Word	GEN/COM/026
39	Vendor registration form	Word	GEN/COM/027
40	Vendor verification checklist	Excel	GEN/COM/028
41	Manpower request form	Pre-printed form	HRM/COM/002

4. A.1 PROCESSING PLAN



New custom processing vendor selection process



Sub-process Owner:

Manager – Processing

Departments Involved:

Processing

Accounts

IT

HR

Stores

Key activities:

4. A.1.1 Budget process

4. A.1.2 Pre-arrangements

4. A.1.3 Processing plant allocation

4. A.1.4 New Custom processing vendor selection process

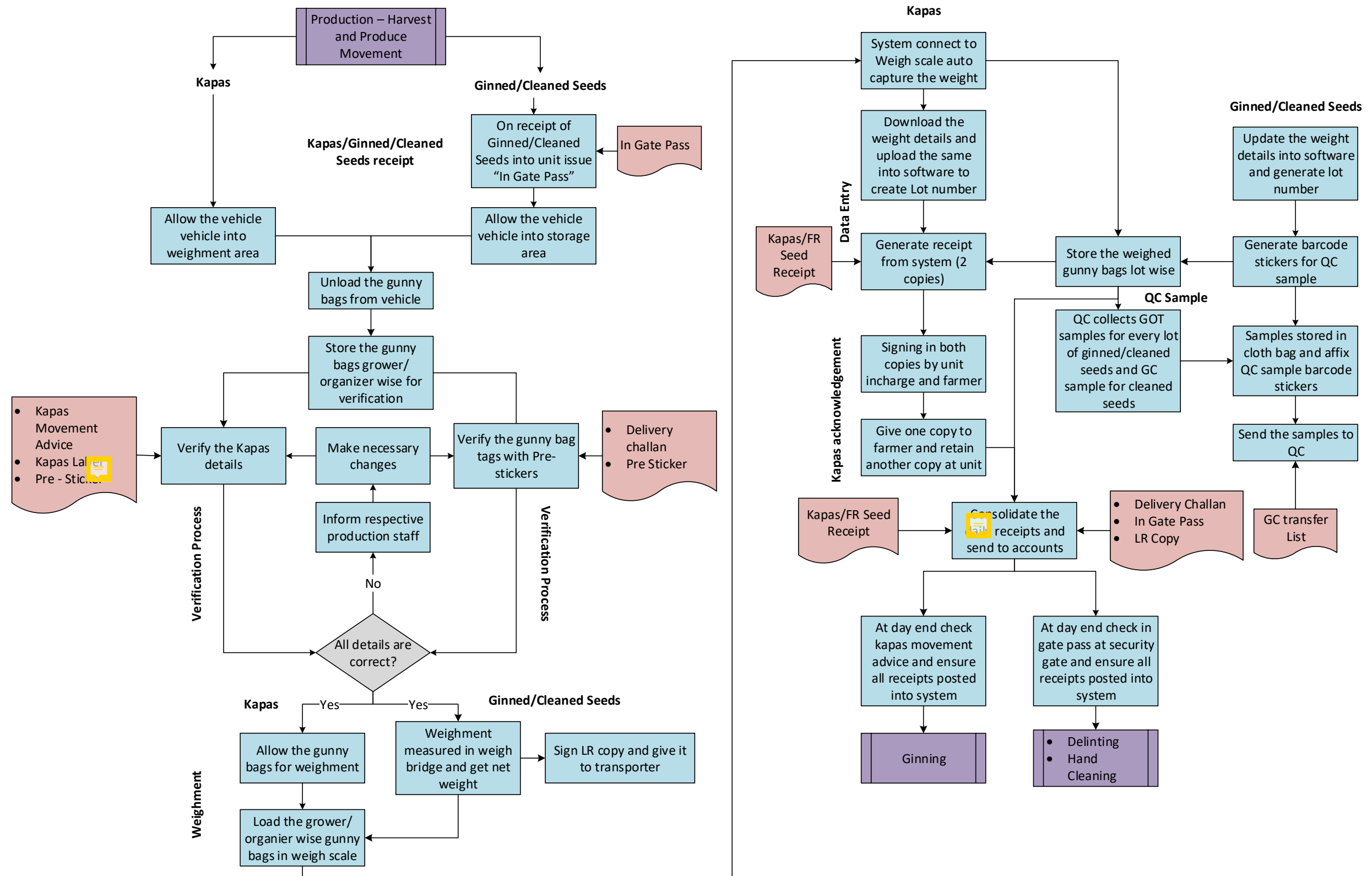
Process	Maker	Checker	Approver
4. A.1.1 Budget process			
1) Receive template from accounts for budget preparation	Manager - Processing	Senior GM - MFG	
Carry over packing materials inspection			
2) Inspect the carry over stock of packing materials and leaflets and check its requirement	Manager - Processing		
3) In case of any discrepancy as below then plan for disposal of same <ul style="list-style-type: none"> Change of label as per Government norms Design Change Hybrid obsolete etc. 	Manager - Processing		
4) Submit the details to Senior GM for authorization for disposal	Manager - Processing	Senior GM - MFG	Senior GM – MFG
5) Inform stores department regarding the items to be disposed based on above factors	Manager - Processing	Senior GM - MFG	
6) In case of no discrepancy in the carry over stock of packing materials then keep it for current year operations	Manager - Processing	Manager - Processing	
Budget preparation			
7) Prepare preliminary budget on discussion with GM for processing department	Manager - Processing	Senior GM - MFG	
8) Submit the budget to MD/Approving authority's approval	Manager - Processing	Senior GM - MFG	MD/Appr oving authority
9) If any rework to be done then make changes in the budget as per the feedback/input given by Md/approving authority	Manager - Processing	Senior GM - MFG	MD/Appr oving authority
10) If the budget is approved then forward the approved budget to accounts and keep in records for budget vs actual tracking	Manager - Processing	Senior GM - MFG	

Process	Maker	Checker	Approver
4. A.1.2 Pre-Arrangements			
Indent to Stores			
1) Based on the approved budget prepare indent for the below, <ul style="list-style-type: none"> Treatment chemicals Packing materials and accessories Stationaries etc. and send to Senior GM - MFG for approval	Manager - Processing	Senior GM - MFG	
2) Review the indent and approve for further process	Senior GM - MFG	Senior GM - MFG	
3) Send the approved indent to stores	Manager - Processing	Senior GM - MFG	
4) Follow up with stores and receive the materials	Plant Incharge	Manager - Processing	
5) On receipt of materials, cross check the same with indent and update the receipt in software	Data entry operator	Plant Incharge	
6) In case of any mismatch with indent and receipt, hold the receipt entry and notify to stores	Data entry operator	Manager - Processing	
7) Make receipt entry for the mismatched items only after getting clearance from stores	Data entry operator	Manager - Processing	
Manpower Request to HR			
1) Prepare manpower availability and manpower required for the current season considering the placement and arrival plan	Manager - Processing	Senior GM - MFG	Senior GM - MFG
2) Send the manpower request to HR with the approval of Senior GM/MD/Approving authority	Manager - Processing	Senior GM - MFG	MD/Approving authority
3) Follow up with HR team and obtain necessary manpower	Manager - Processing	Senior GM - MFG	
4) Provide necessary training and update the same in the training records	Manager - Processing	Senior GM - MFG	
4. A.1.3 Processing Plant Allocation			
Own Processing			
1) Prioritize the lots based on the following <ul style="list-style-type: none"> Kapas/Ginned/Cleaned seed arrival plan Carry over stock position 	Manager - Processing	Senior GM - MFG	
2) Check the capacity of each plants against the arrival plan	Manager - Processing	Senior GM - MFG	
3) Allocate the processing plants and inform to respective production centres	Manager - Processing	Senior GM - MFG	
Custom Processing			
1) Analyze the existing custom processing vendor's previous performance on below aspects, <ul style="list-style-type: none"> Timely delivery Adequate support & Volume handled etc. 	Manager - Processing	Senior GM - MFG	

Process	Maker	Checker	Approver
2) If the performance of existing custom processing vendor is satisfied then plan to proceed the custom processing to the satisfied vendors	Manager Processing	Senior GM - MFG	
3) If the performance is not satisfied, reject the specific vendor and plan for selection of new custom processing vendor	Manager Processing	Senior GM - MFG	
4) Based on the arrival plan and current running process at custom processing location check whether the existing satisfied vendors can take the volume for custom processing	Manager Processing	Senior GM - MFG	
5) If the existing satisfied vendors can take up the volume planned for custom processing, allot the volume to processed	Manager Processing	Senior GM - MFG	
6) If the existing satisfied vendors can't able to take up the volume due to various reasons then plan for selection of new custom processing vendor	Manager Processing	Senior GM - MFG	
4. A.1.4 New Custom Processing Vendor Selection Process			
1) Send request to Senior GM - MFG for new custom processing vendor selection and its reason	Manager Processing	Senior GM - MFG	Senior GM - MFG
2) Identify potential vendors through survey/reference from local production/processing in charges based on the following parameters, <ul style="list-style-type: none"> • Experience in Seed Processing • Labour Management • Processing plant capacity • Storage facility • Qualified machineries • Financial position • Seed License • Weight and measurement license 	Manager Processing	Senior GM - MFG	
3) Based on the above exercise, shortlist the vendors satisfying required criteria	Manager Processing	Senior GM - MFG	
4) Provide vendor registration form to the shortlisted vendors and request to submit the required copy documents as below, <ul style="list-style-type: none"> • Seed License • Processing License • Weight and Measurement license • Factory license • Pollution certificate • PAN • AADHAAR 	Manager Processing	Senior GM - MFG	
5) Receive the required document copies along with the duly filled vendor registration form	Manager Processing	Senior GM - MFG	
6) Consolidate the details and send to MD/approving authority through GM for preliminary approval	Manager Processing	Senior GM - MFG	Managing Director

Process	Maker	Checker	Approver
7) If not approved, reject the specific vendors and keep records for future reference	Manager - Processing	Senior GM - MFG	
8) If approved, send the scan of the collected documents to accounts department to initiate third party verification	Manager - Processing	Senior GM - MFG	
9) Approved third party visit the vendor location and verify the required details as per the approved vendor verification checklist	Third Party	Manager - Processing	
10) Receive the vendor verification report with recommendation from third party through accounts team	Manager - Processing	Senior GM - MFG	
11) If the scores provided by the third party is not within standard then block the specific vendor and keep the records for future reference	Manager - Processing	Senior GM - MFG	
12) If the scores are within the standard, then consolidate the report and submit to MD/approving authority for approval	Manager - Processing	Senior GM - MFG	Managing Director
13) If not approved, then reject the specific vendor and keep the records for future reference	Manager - Processing	Senior GM - MFG	
14) Send the rate workings to MD/approving authority for approval	Manager - Processing	Senior GM - MFG	Managing Director
15) In case not approved then negotiate with vendor and get final rate and send for approval	Manager - Processing	Senior GM - MFG	Managing Director
16) Coordinate with local Agricultural authorities for vendor endorsement with Rasi Seeds centralized license	Manager - Processing	Senior GM - MFG	
17) Send the vendor registration form to IT for creation of approved vendor in software	Manager - Processing	Senior GM - MFG	
18) Update the vendor details in software and create vendor ID	IT - Executive	Manager - Processing	
19) Prepare agreement with all terms and conditions in consultation with Legal team	Manager - Processing	Senior GM - MFG	
20) Provide the agreement to respective approved vendors and get signed agreement	Manager - Processing	Senior GM - MFG	

4. A.2 RECEIPT OF KAPAS/GINNED SEEDS/CLEANED SEEDS



Sub-process Owner:

Manager – Processing

Departments Involved:

Processing

QC

IT

Key activities:

4. A.2.1 Verification process

4. A.2.2 Weighment process

Process	Maker	Checker	Approver
4. A.2.1 Verification process			
1) Issue “In gate pass” on the seed receipt of kapas and Ginned/cleaned seeds into unit	Security Guard	Plant Incharge	
2) Allow the vehicle into weighment area and unload the gunny bags from the vehicle	Security Guard	Plant Incharge	
3) Store the gunny bags based on grower/organizer wise for the verification	Load men	Plant Incharge	
4) Verify the kapas received from the farmer’s field based on Kapas movement advice <ul style="list-style-type: none"> • PFO No • Farmer ID • Variety • Farmer name and address • Label No: From & To • No of gunny bags • Destination • Empty gunny bags Qty • FA name • FA Signature • Status – Partial/Completed Kapas label <ul style="list-style-type: none"> • Code • Variety • Gunny No • Name of FA • Date • Barcode Label 	Asst. Manager Processing	Plant Incharge	
5) Verify the gunny bags with pre – stickers received from organizer’s location based on the Delivery Challan	Asst. Manager Processing	Manager - Processing	

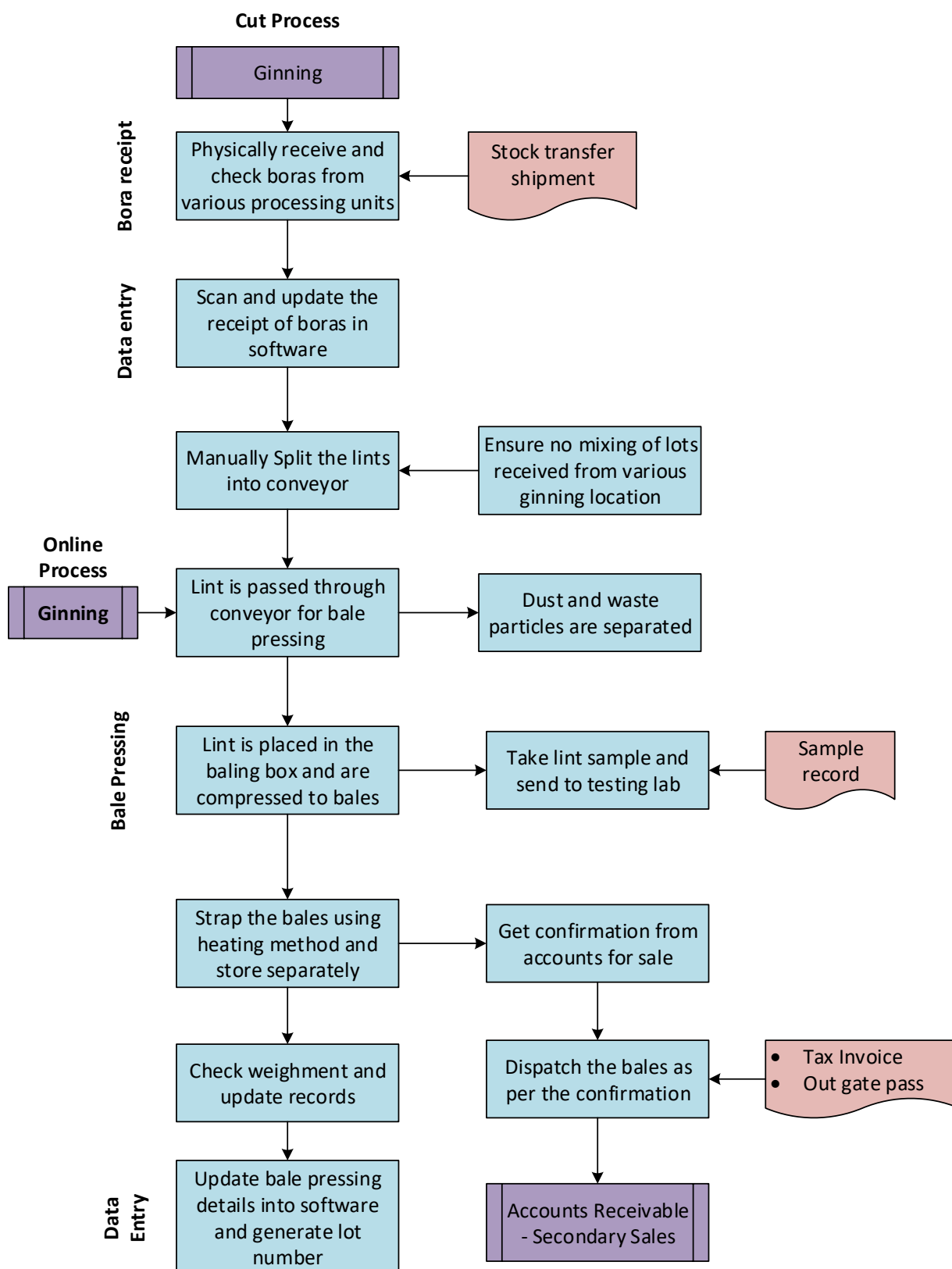
Process	Maker	Checker	Approver
6) Allow gunny bags for weighment when all the details are correct	Asst. Manager - Processing	Plant Incharge	
7) In case of deviations, re-verify the kapas received from farmer's and gunny bags from organizers and make necessary changes	Asst. Manager - Processing	Plant Incharge	
4. A.2.2 Weighment process			
Ginned/Cleaned Seeds			
1) Measure the weighment of gunny bags received from organizer's location in weigh bridge and get the net weight	Asst. Manager - Processing	Plant Incharge	
2) Load the organizer wise gunny bags in weigh scale	Load men	Plant Incharge	
3) Ginned seed weight to be entered manually in software to generate unique lot number	Data entry operator	Plant Incharge	
4) Generate barcode stickers for QC sample	Data entry operator	Plant Incharge	
5) QC collects GP samples for every lot of ginned/cleaned seed	QA - Assistant	Plant Incharge	
6) Affix the QC sample barcode stickers on the samples stored in cloth bag	QA - Assistant	Plant Incharge	
7) Send the samples to QC	QA - Assistant	Plant Incharge	
8) Sign LR copy and give it to accounts	Asst. Manager - Processing	Plant Incharge	
9) Consolidate the Daily receipts and send to accounts fortnightly	Asst. Manager - Processing	Plant Incharge	
10) At the end of the day check the in-gate pass at security gate and ensure all receipts posted into system	Asst. Manager - Processing	Plant Incharge	
Kapas			
1) Load the grower wise gunny bags in weigh scale	Load men	Plant Incharge	
2) Weighment captured in weigh scale software to be uploaded into processing software to create a unique lot number	Data entry Operator	Plant Incharge	
3) Store the weighed gunny bags in lot wise	Load men	Plant Incharge	
4) Generate two copies of receipt from system for kapas seed receipt	Data entry Operator	Plant Incharge	
5) Ensure whether the unit in charge and farmer has signed both the copies	Asst. Manager - Processing	Plant Incharge	

Process	Maker	Checker	Approver
6) Give one copy to the farmer and retain other copy at unit	Asst. Manager - Processing	Plant Incharge	
7) Consolidate the Daily receipts and send to accounts fortnightly	Asst. Manager - Processing	Plant Incharge	
8) At the end of the day check the kapas movement advice and ensure all receipts posted into system	Asst. Manager - Processing	Plant Incharge	

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BALE PRESSING



Sub-process Owner:

Manager – Processing

Departments Involved:

Processing
QC
IT
Stores

Key activities:

- 4. A.3.1 Pre-arrangements
- 4. A.3.2 Ginning and drying
- 4. A.3.3 Bale Pressing

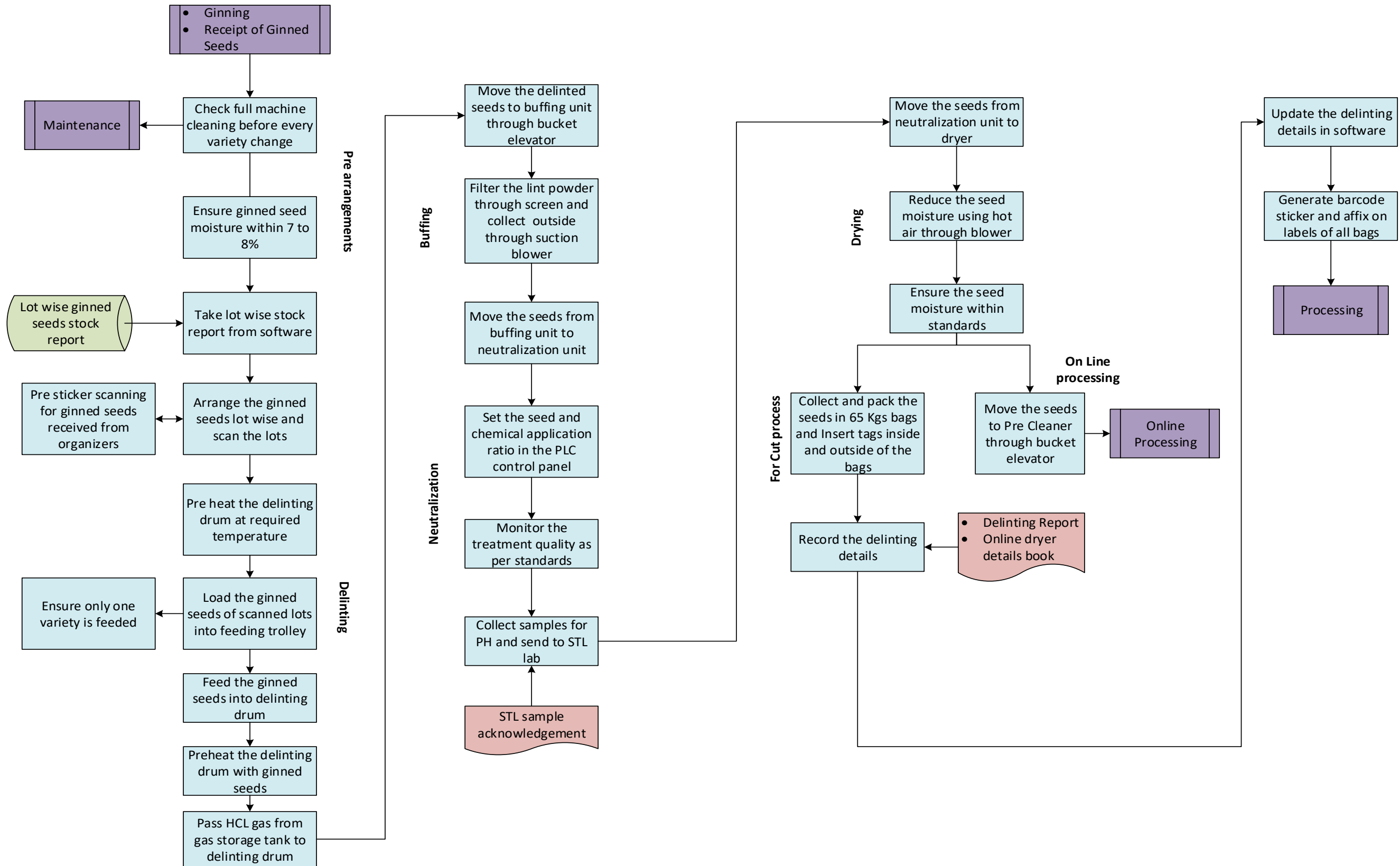
Activity	Maker	Checker	Approver
4. A.3.1 Pre-Arrangements			
1) Check full machine cleaning, floor, and conveyor before ginning	Plant Assistants	Asst. Manager - Processing	
2) Arrange the following <ul style="list-style-type: none"> Variety wise/lot wise stock report Scanner Lot wise stock 	Plant Assistants	Asst. Manager - Processing	
3) Check the kapas moisture before taking to ginning process	Plant Assistants	Asst. Manager - Processing	
4) If required dry the kapas until the standard moisture level attained	Plant Assistants	Asst. Manager - Processing	
4. A.3.2 Ginning and Drying			
1) Scan the lots and make ready to feed into the ginning machine based on priority	Plant Assistants	Asst. Manager - Processing	
2) Kapas has to be equally distributed in each ginning machine and care should be taken to see that no gin should run without any kapas	Plant Assistants	Asst. Manager - Processing	
3) Check the cut seed % of each gin daily with the optimum level below 0.5% for each variety wise	Plant Assistants	Asst. Manager - Processing	
4) Lint from every lot has to be bagged in bora and weighed separately	Plant Assistants	Asst. Manager - Processing	
5) Update the bora details in software and generate new lot number	Data entry Operator	Asst. Manager - Processing	
6) Generate running serial barcode from software and affix in each bora	Data entry Operator	Asst. Manager - Processing	
7) Prepare stock transfer shipment and move the lots to Bale pressing unit	Data entry Operator	Asst. Manager - Processing	
8) Store the collected lint and keep it separately to be sent to bale pressing	Plant Assistants	Asst. Manager - Processing	

Activity	Maker	Checker	Approver
9) Collect ginned seeds separately and dry the seeds in the drying yard using gunny bag bordering method with the optimum moisture level of 7% to 8 %	Plant Assistants	Asst. Manager - Processing	
10) Collect two replications of 500gm of ginned seeds for GOT test & reserved sample and store them in sample cloth bags	Plant Assistants	Asst. Manager - Processing	
11) Write the variety code & QC lot number on the GOT sample Bag	Plant Assistants	Asst. Manager - Processing	
12) Every ginned seeds have to be weighed in 45kg bags and each bag has to be stitched and labeled.	Plant Assistants	Asst. Manager - Processing	
13) Update following details in ginning report <ul style="list-style-type: none"> • PFO No • Variety • Grower code • Lot No • Kapas quantity • Ginned seed quantity • Lint quantity • Loss % and quantity • Remarks • Date 	Plant Assistants	Asst. Manager - Processing	
14) Cross verify the manual record with Scanner app data and post the same into software	Data entry Operator	Asst. Manager - Processing	
15) In case of any changes in the quantity then the same has to be rectified by IT	IT - Executive		
16) Ginned seed actual quantity to be mapped against the PFO. If any shortage in ginned quantity against the PFO then the same should be short closed in software	Data entry Operator	Manager - Accounts	
17) If any excess quantity of ginned seeds against the PFO then amendment has to be made in software	Data entry Operator	Asst. Manager - Processing	
18) Generate Lot wise bar code sticker from software as well as for QC samples	Data entry Operator	Asst. Manager - Processing	
19) Affix barcode stickers on GOT sample bags and submit the samples along with the report to quality control department on daily basis	Data entry Operator	Asst. Manager - Processing	
20) Affix bar code stickers on the particular tags for all bags to be moved to delinting process	Plant Assistants	Asst. Manager - Processing	
21) Rolling cut should be done every 100 hours of machine running	Maintenance Supervisor	Asst. Manager - Processing	
22) Generate ginning done report from software and verify on daily basis	Data entry Operator	Plant Incharge	
4. A.3.3 Bale Pressing			
1) Physically receive and cross check the boras from various processing units	Plant Assistants	Asst. Manager - Processing	

Activity	Maker	Checker	Approver
1) Scan and update the receipt of Bora in software	Plant Assistants	Asst. Manager - Processing	
2) Open the boras and manually split the lints into conveyor and ensure no mixing of lots received from various ginning location	Plant Assistants	Asst. Manager - Processing	
3) Ensure the lint is passed through conveyor for bale pressing	Plant Assistants	Asst. Manager - Processing	
4) Ensure the lint is placed in the bailing box and compressed to bales	Plant Assistants	Asst. Manager - Processing	
5) Take lint sample and send the sample to R & D – Testing Lab	Plant Assistants	Asst. Manager - Processing	
6) Strap the bales using heating method and store the bales separately	Plant Assistants	Asst. Manager - Processing	
7) Check the weighment and update in bale pressing record	Plant Assistants	Asst. Manager - Processing	
8) Post the bale pressing details into software through Scanner App and generate lot number	Data entry operator	Asst. Manager - Processing	
9) Get confirmation from accounts for sale of bales	Asst. Manager - Processing	Manager – Processing	
10) Dispatch the bales as per sale confirmation	Asst. Manager - Processing	Manager – Processing	

4. A.4 DELINTING/ONLINE DELINTING

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Sub-process Owner:

Manager – Processing

Departments Involved:

Processing

IT

Key activities:

4. A.4.1 Pre-arrangements

4. A.4.2 Delinting

4. A.4.3 Neutralization and Drying

Activity	Maker	Checker	Approver
4. A.4.1 Pre-Arrangements			
1) Clean the machines thoroughly for every variety change	Plant Assistants	Asst. Manager - Processing	
2) Ensure ginned seed moisture within 7% to 8 %	Plant Assistants	Asst. Manager - Processing	
3) In case the if the moisture level above the standard level then dry the seeds under sunlight before taking for delinting	Plant Assistants	Asst. Manager - Processing	
4) Take lot wise ginned stock report from software	Data entry operator	Asst. Manager - Processing	
5) For TN growers lot wise mixing of same variety based on decision taken in consulting with Senior GM and MD Approval - Parameters for lot selection is Grower performance and Seed quality	Manager – Processing	Senior GM – MFG	MD/Approving Authority
6) Arrange and scan the lot wise ginned seeds before on line delinting process and ensure pre-sticker scanning of ginned seeds received from organizer location	Plant Assistants	Asst. Manager - Processing	
7) Pre heat the delinting drum at required temperature	Plant Assistants	Asst. Manager - Processing	
4. A.4.2 Delinting			
1) Load the ginned seeds in feeding trolley and ensure only one variety is fed	Plant Assistants	Asst. Manager - Processing	
2) Pre heat the delinting drum at-40* C TO 42* C to enhance delinting process	Plant Assistants	Asst. Manager - Processing	
3) Pass HCL gas from gas storage tank to delinting drum (0.8 to 1kg for 400kg) & (0.4 to 0.6 kg for 200kg)	Plant Assistants	Asst. Manager - Processing	
4) Send the delinting seed to buffing unit through bucket elevator	Plant Assistants	Asst. Manager - Processing	
5) Filter the lint powder through screen (size-2.25mm) and collect outside through suction blower	Plant Assistants	Asst. Manager - Processing	
6) Move the seeds from the buffer unit to neutralization unit	Plant Assistants	Asst. Manager - Processing	
4. A.4.3 Neutralization and Drying			

Activity	Maker	Checker	Approver
1) Set the seed rate and chemical application rate (15ml/kg) in the PLC control panel	Plant Assistants	Asst. Manager - Processing	
2) Monitor the treatment quality as per standards	Plant Assistants	Asst. Manager - Processing	
3) Submit the PH sample in STL Laboratory for each lot with the optimum P H range 6 % TO 7%	Plant Assistants	Asst. Manager - Processing	
4) Reduce the seed moisture gained using vertical dryer during neutralization process by using hot air (40° TO 42°)	Plant Assistants	Asst. Manager - Processing	
5) Check the seed moisture	Plant Assistants	Asst. Manager - Processing	
6) If found any seed that attains moisture level of 7.5% then slowly discharge the seed in to pre-cleaner through bucket elevator	Plant Assistants	Asst. Manager - Processing	
7) For online process, continue to pre cleaner operation	Plant Assistants	Asst. Manager - Processing	
8) For cut process, collect and pack the seeds in 65 Kgs bags and insert tag in & out of the bags	Plant Assistants	Asst. Manager - Processing	
9) Record delinting details in Delinting report as follows <ul style="list-style-type: none"> • Date • Variety • LOT No • Ginned Seed • Delinted Seed • Loss quantity • Loss % • Remarks 	Plant Assistants	Asst. Manager - Processing	
10) Cross check the manual details with Scanner app data and post the same into Software	Data entry operator	Asst. Manager - Processing	
11) Generate bar code sticker from software	Data entry operator	Asst. Manager - Processing	
12) Affix barcode stickers on the tags of each bag	Plant Assistants	Asst. Manager - Processing	
13) Generate delinting done report from software and verify the same on daily basis	Data entry Operator	Plant - Incharge	

CONFIDENTIAL



Sub-process Owner:

Manager - Processing

Departments Involved:

Processing

Key activities:

- 4. A.5.1 Pre-cleaner and fine cleaner
- 4. A.5.2 Gravity separator
- 4. A.5.3 Needle sorter

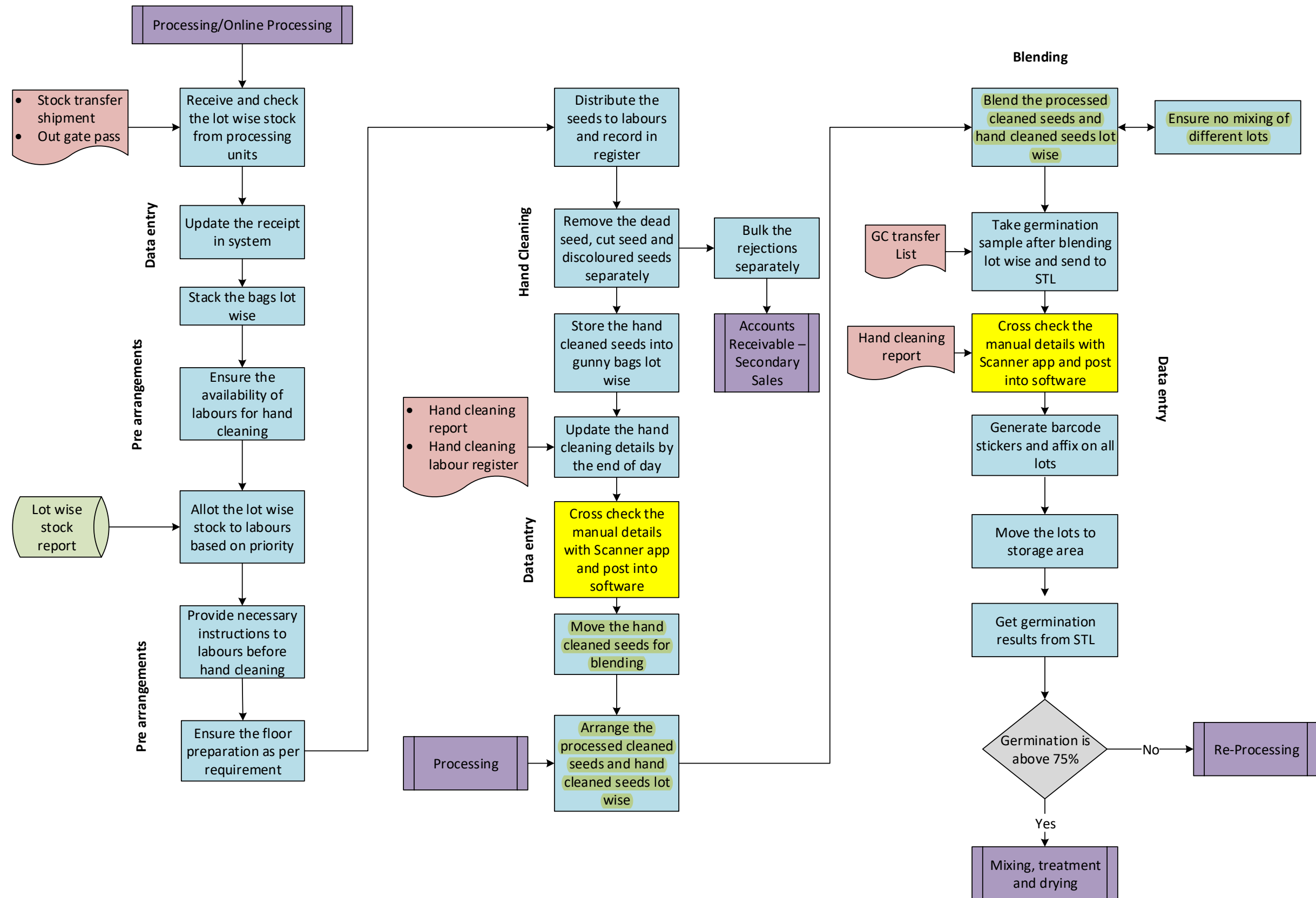
Activity	Maker	Checker	Approver
4.A.5.1 Pre-cleaner and Fine cleaner			
1) Clean the machines before seed grading	Plant Assistants	Asst. Manager - Processing	
2) Select correct size of screens and insert into sieve boat	Plant Assistants	Asst. Manager - Processing	
3) Adjust the grader based on the following <ul style="list-style-type: none"> Feeding rate Pre-aspiration Fine aspiration 	Plant Assistants	Asst. Manager - Processing	
4) Scan all the lots and check for the variety and other required details	Plant Assistants	Asst. Manager - Processing	
5) Feed the delinted cotton seeds into grading machine	Plant Assistants	Asst. Manager - Processing	
6) Open hopper slide gate gradually until proper flow rate is achieved and make adjustment for material flow rate & aspiration	Plant Assistants	Asst. Manager - Processing	
7) Check the seed material is spread well on the screen	Plant Assistants	Asst. Manager - Processing	
8) Inspect the waste product from the screw conveyor	Plant Assistants	Asst. Manager - Processing	
9) Analyze the waste and good product	Plant Assistants	Asst. Manager - Processing	
10) Repeat until the maximum separation is done	Plant Assistants	Asst. Manager - Processing	

Activity	Maker	Checker	Approver
11) Collect the pre-cleaner rejection	Plant Assistants	Asst. Manager - Processing	
12) Select correct size of screens for Fine cleaner and insert into sieve boat	Plant Assistants	Asst. Manager - Processing	
13) Adjust the grader based on the following <ul style="list-style-type: none"> Feeding rate Pre-aspiration Fine aspiration 	Plant Assistants	Asst. Manager - Processing	
14) Open hopper slide gate gradually until proper flow rate is achieved and make adjustment for material flow rate & aspiration	Plant Assistants	Asst. Manager - Processing	
15) Check the seed material is spread well on the screen	Plant Assistants	Asst. Manager - Processing	
16) Inspect the waste product from the screw conveyor.	Plant Assistants	Asst. Manager - Processing	
17) Analyze the waste and good product	Plant Assistants	Asst. Manager - Processing	
18) Repeat until the maximum separation is done	Plant Assistants	Asst. Manager - Processing	
19) Collect the fine cleaner rejection	Plant Assistants	Asst. Manager - Processing	
20) Move the graded seeds to gravity adjustments	Plant Assistants	Asst. Manager - Processing	
21) Collect the rejections in the rejection outlet and bulk the rejections for waste sales	Plant Assistants	Asst. Manager - Processing	
4. A.5.2 Gravity separator			
1) Gravity Adjustments should be made based on the following <ul style="list-style-type: none"> Feed rate Air control End raise Side Tilt Eccentric speed 	Plant Assistants	Asst. Manager - Processing	
2) Feed the seeds into gravity separator	Plant Assistants	Asst. Manager - Processing	

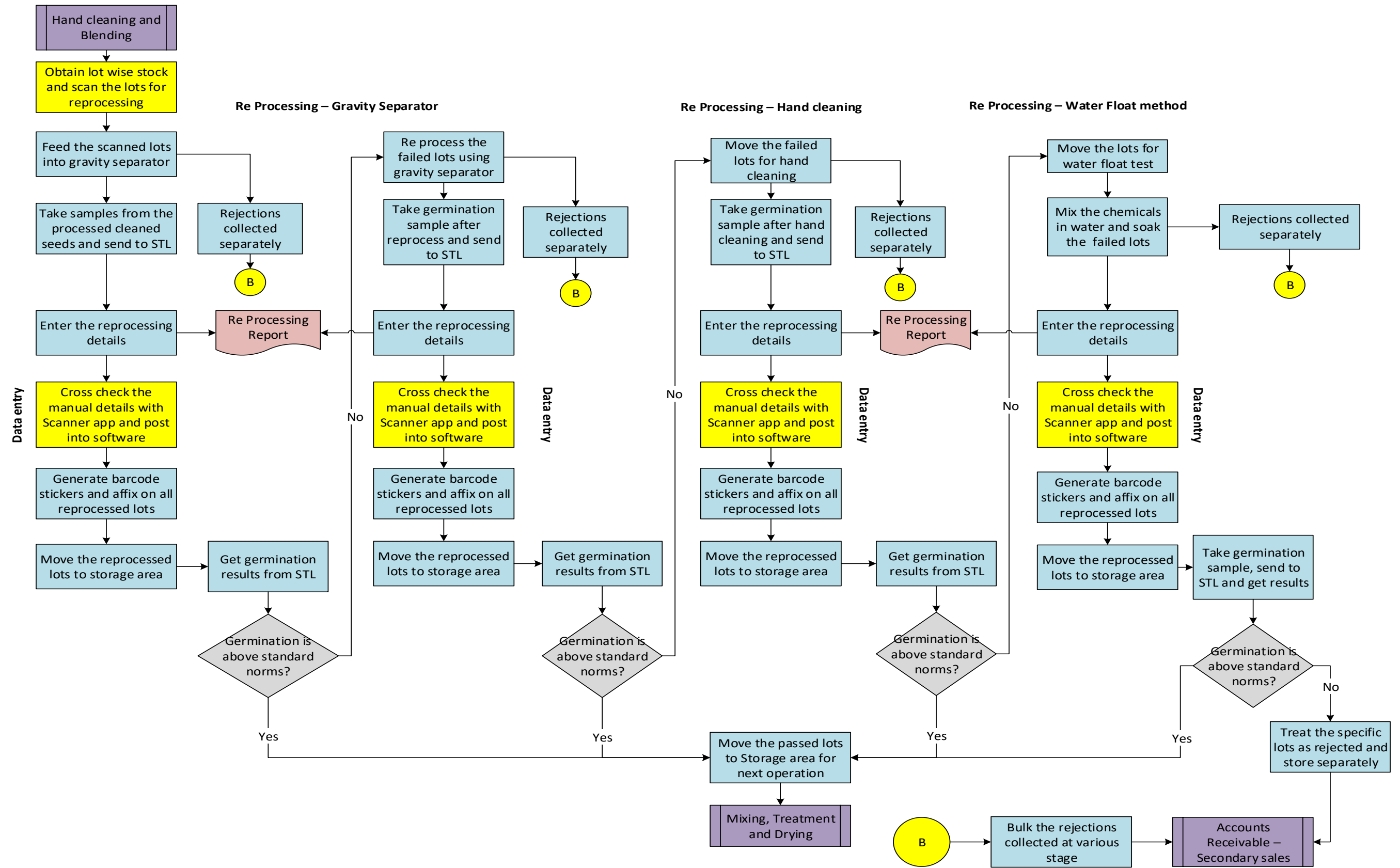
Activity	Maker	Checker	Approver
3) Open the hopper slide until proper flow rate is achieved	Plant Assistants	Asst. Manager - Processing	
4) Adjust the material flow rate and air volume	Plant Assistants	Asst. Manager - Processing	
5) Confirm good material is seated on the deck and reject the material floating on the deck In Gravity three levels of output were received <ul style="list-style-type: none"> High end seeds – Rough and Good seed Middling seeds – Good and weighted rejection Low end gravity seeds – Rejection 	Plant Assistants	Asst. Manager - Processing	
6) Inspect the waste from rejected chute	Plant Assistants	Asst. Manager - Processing	
7) Analyze the waste and middling product	Plant Assistants	Asst. Manager - Processing	
8) Adjust the cutting finger according to the result, until maximum separation is done	Plant Assistants	Asst. Manager - Processing	
9) Assure high end seeds are cleaned and sorted	Plant Assistants	Asst. Manager - Processing	
4. A.5.3 Needle Sorter			
1) The high-end seeds and middling seeds passes separately from the gravity separator machine to needle sorter machine	Plant Assistants	Asst. Manager - Processing	
2) Needle sorter machine sort out the seeds as follows, <ul style="list-style-type: none"> Processed cleaned seeds To be cleaned seeds 	Plant Assistants	Asst. Manager - Processing	
3) Collect the rejections in the rejection outlet and bulk the rejections for waste sales	Plant Assistants	Asst. Manager - Processing	
4) Pack the processed seeds into 70 Kgs bag as below, <ul style="list-style-type: none"> Processed Cleaned Seeds/Rough Seeds To be cleaned seeds 	Plant Assistants	Asst. Manager - Processing	
5) Enter the processing details in online processing report as follows, <ul style="list-style-type: none"> Variety LOT No Delinted Seed Process Cleaned Seed Rough cleaned seed 	Plant Assistants	Asst. Manager - Processing	

Activity	Maker	Checker	Approver
<ul style="list-style-type: none"> To be cleaned Seed Rejections – Grader, Gravity, IT, Total Loss % Remarks 			
6) Cross check the manual details with Scanner app and post the same into software	Data entry operator	Asst. Manager - Processing	
7) Generate bar code sticker from software	Data entry operator	Asst. Manager - Processing	
8) Stitch the bags with label containing the following, <ul style="list-style-type: none"> Variety Lot number Number of bags Bar code sticker 	Plant Assistants	Asst. Manager - Processing	
9) Move the rough and to be cleaned seeds for hand cleaning process	Plant Assistants	Asst. Manager - Processing	
10) Scan and move the processed cleaned seeds for blending process	Plant Assistants	Asst. Manager - Processing	
11) Generate processing done report from software and verify on daily basis	Data entry operator	Plant Incharge	

4. A.6 HAND CLEANING, BLENDING AND RE-PROCESSING



RE PROCESSING



Sub-process Owner:

Manager – Processing

Departments Involved:

Processing

Key activities:

- 4. A.6.1 Pre-arrangements
- 4. A.6.2 Hand cleaning
- 4. A.6.3 Blending
- 4. A.6.4 Re Processing

Activity	Maker	Checker	Approver
4. A.6.1 Pre-arrangements			
1) Receive and check the lot wise stock from various processing units	Asst. Manager - Processing	Manager - Processing	
2) Update the receipt in system	Data entry operator	Asst. Manager - Processing	
3) Stack the bags lot wise for hand cleaning process	Plant Assistants	Asst. Manager - Processing	
4) Clean the floor thoroughly before hand cleaning process	Plant Assistants	Asst. Manager - Processing	
5) Arrange and ensure the following items before hand - cleaning <ul style="list-style-type: none"> Lot wise stock Scanner Processed seed movement to hand cleaning hall Labours 	Plant Assistants	Asst. Manager - Processing	
6) Check gunny bag bordering and heap identification tag	Plant Assistants	Plant Incharge	
7) Allot the lot wise stock to labours based on priority	Plant Assistants	Plant Incharge	
8) Educate the labor what are types of dead, immature, cut and discolored seed to be removed from the lot	Plant Assistants	Plant Incharge	
4. A.6.2 Hand cleaning			
1) Distribute the seeds to labours and record the lot details labour wise in register	Asst. Manager - Processing	Manager - Processing	
2) Remove the dead seed, cut seed and discolored seeds separately and bulk the rejections	Plant Assistants	Asst. Manager - Processing	
3) Pack the hand cleaned seeds into 70kg gunny bags lot wise	Plant Assistants	Asst. Manager - Processing	

Activity	Maker	Checker	Approver
4) Update the details in hand cleaning report as follows, <ul style="list-style-type: none"> • Date • Variety • LOT No • To be cleaned Qty • Clean Qty • Loss • Process Clean Qty • Loss 	Plant Assistants	Asst. Manager - Processing	
5) Cross check the manual details with Scanner app and post the same into software	Data entry operator	Asst. Manager - Processing	
6) Keep the hand cleaned seeds for blending	Plant Assistants	Asst. Manager - Processing	
4. A.6.3 Blending			
1) Scan the hand cleaned and processed cleaned seeds	Plant Assistants	Asst. Manager - Processing	
2) Mix the following thoroughly by manual method and ensure no mixing of different lots together, <ul style="list-style-type: none"> • Hand cleaned seed • Processed cleaned seed 	Plant Assistants	Asst. Manager - Processing	
3) Take germination samples and submit the samples in the seed testing laboratory with acknowledgement	Plant Assistants	Asst. Manager - Processing	
4) Weigh the seeds into 70 Kgs gunny bags	Plant Assistants	Asst. Manager - Processing	
5) Update the blending details in Hand cleaning report <ul style="list-style-type: none"> • Blending Taken Qty • Blended Qty • Loss • Loss % • Remarks 	Plant Assistants	Asst. Manager - Processing	
6) Cross check the manual details with Scanner app and post the same into software	Data entry operator	Asst. Manager - Processing	
7) Generate bar code sticker from software	Data entry operator	Asst. Manager - Processing	
8) Stitch the bags with label containing the following, <ul style="list-style-type: none"> • Variety 	Plant Assistants	Asst. Manager - Processing	

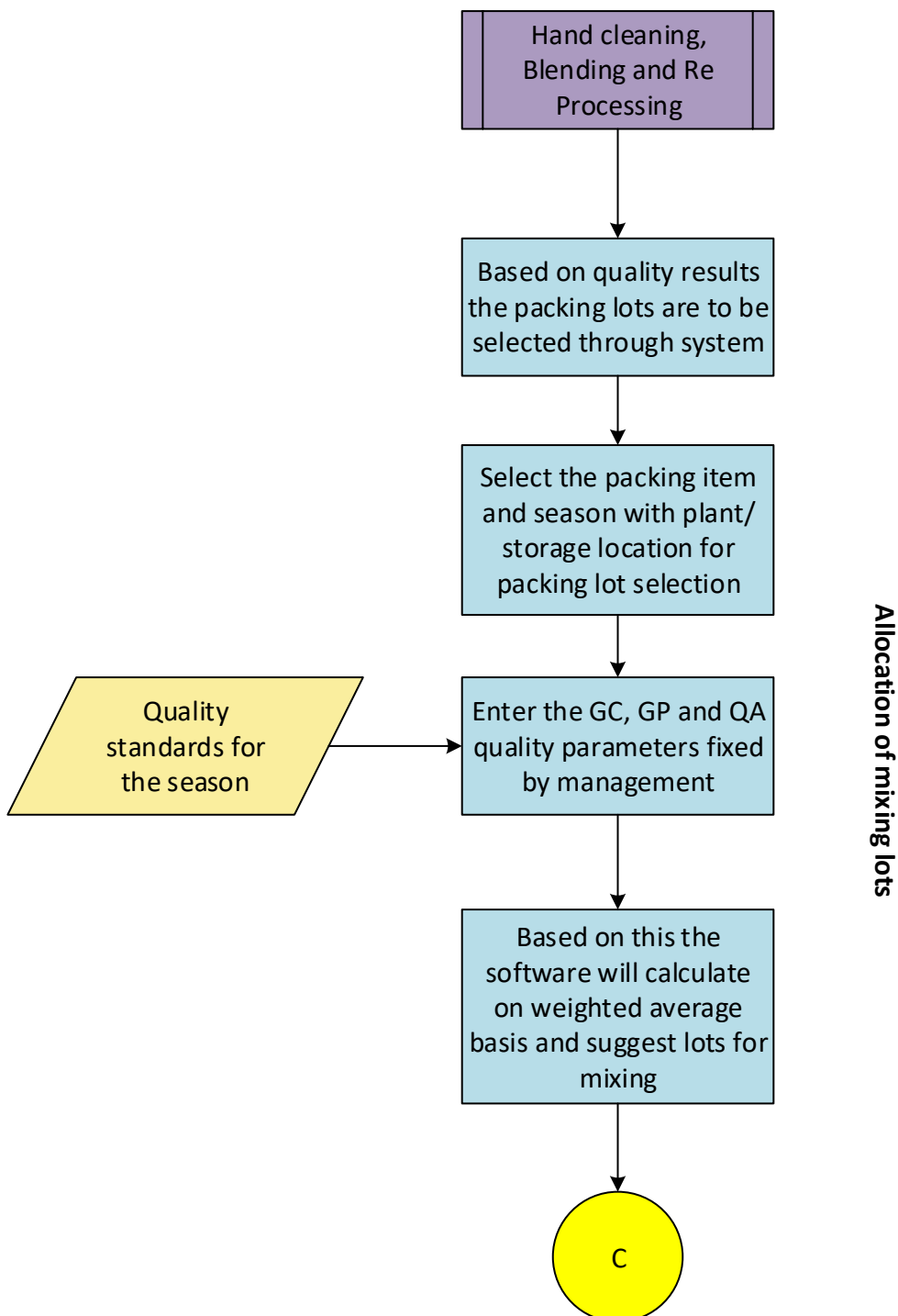
Activity	Maker	Checker	Approver
<ul style="list-style-type: none"> Lot number Number of bags Bar code sticker 			
9) Move the lots to Storage area	Plant Assistants	Asst. Manager - Processing	
10) Get germination results from STL	Asst. Manager - Processing		
11) If the germination result is not within standard then move the failed lots to Re- Processing	Plant Assistants	Asst. Manager - Processing	
12) If the germination result is within standard move the lots to storage area for treatment process	Plant Assistants	Asst. Manager - Processing	
4. A.6.4 Reprocessing			
Gravity Separator			
1) Obtain lot wise stock from data entry operators and Scan the variety wise lot to be reprocessed	Plant Assistants	Asst. Manager - Processing	
2) Feed the scanned lots into gravity separator and collect the rejections separately	Plant Assistants	Asst. Manager - Processing	
3) Take samples from reprocessed lots and send to STL lab for checking germination.	Plant Assistants	Asst. Manager - Processing	
4) Enter the re processing details in re processing report <ul style="list-style-type: none"> Date Variety LOT No Taken Qty Reprocess Seed Qty Loss Loss % Remarks 	Plant Assistants	Asst. Manager - Processing	
5) Cross check the manual details with Scanner app and post the same into software	Data entry operator	Asst. Manager - Processing	
6) Generate barcode stickers and affix on all re processed lots	Data entry operator	Asst. Manager - Processing	
7) Move the re processed lots to storage area	Plant Assistants	Asst. Manager - Processing	

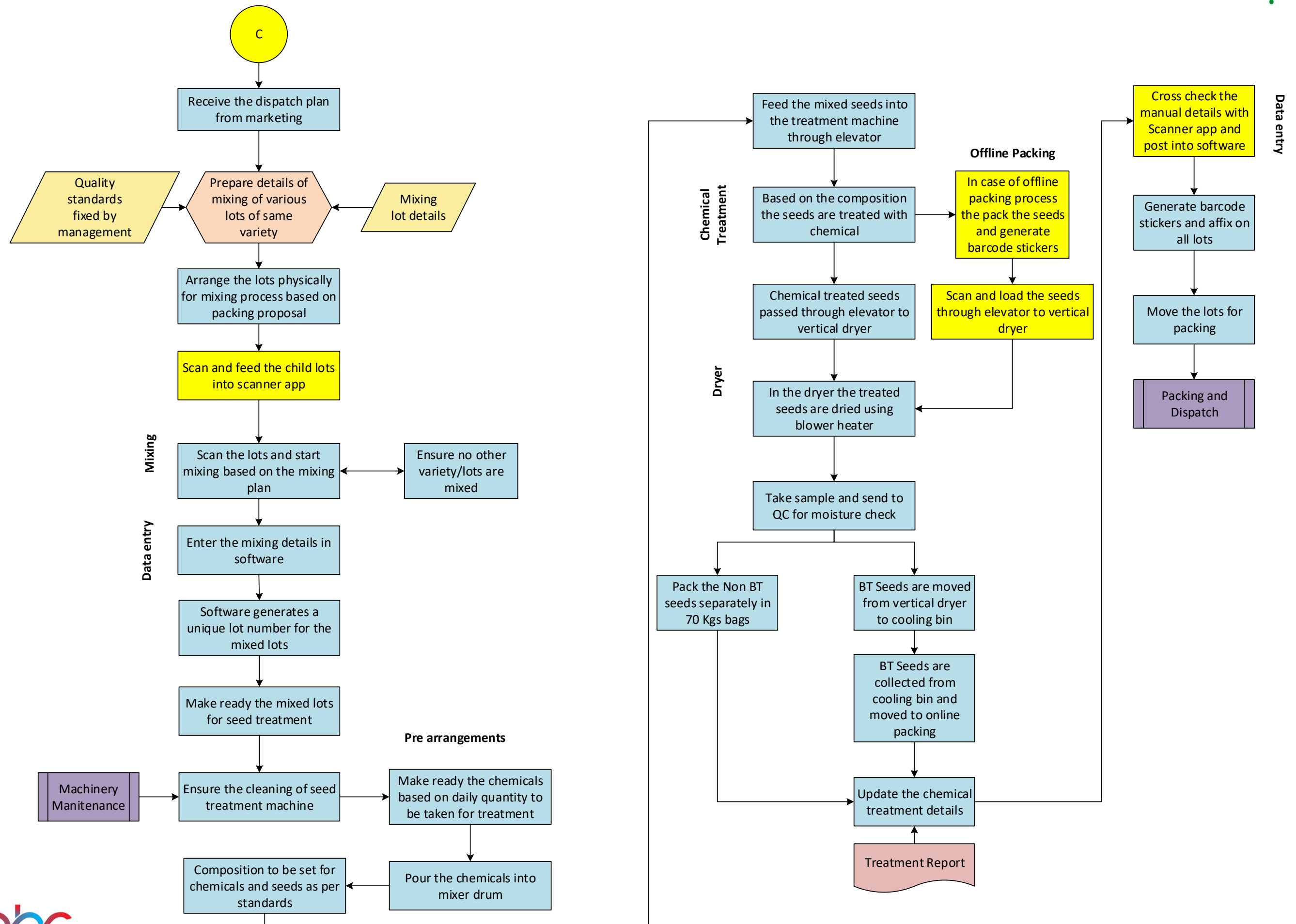
Activity	Maker	Checker	Approver
8) Get germination results from STL Lab and check if the results are within standard then move the lots for next process	Plant Assistants	Asst. Manager - Processing	
9) If the results are not within the standard the reprocess the lots until it reaches the germination standards	Plant Assistants	Asst. Manager - Processing	
10) If still the germination standards not attaining move the seeds to hand cleaning	Plant Assistants	Asst. Manager - Processing	
Reprocessing – Hand cleaning			
1) Receive the lots from gravity separator reprocessing and perform hand cleaning	Plant Assistants	Asst. Manager - Processing	
2) Remove the dead seed, cut seed, discolored seed separately and take germination sample from the hand cleaned seed	Plant Assistants	Asst. Manager - Processing	
3) Enter the re processing details in re processing report <ul style="list-style-type: none"> • Date • Variety • LOT No • Taken Qty • Reprocess Seed Qty • Loss • Loss % • Remarks 	Plant Assistants	Asst. Manager - Processing	
4) Cross check the manual details with Scanner app and post the same into software	Data entry operator	Asst. Manager - Processing	
5) Generate barcode stickers and affix on all re processed lots	Data entry operator	Asst. Manager - Processing	
6) Move the re processed lots to storage area	Plant Assistants	Asst. Manager - Processing	
7) Get germination results from STL Lab and check if the results are within standard then move the lots for next process	Plant Assistants	Asst. Manager - Processing	
8) If the results are not within the standard then move the seeds for water floating process	Plant Assistants	Asst. Manager - Processing	
Reprocessing – Water Float			
1) Fill the drums with water and mix necessary chemical and soak it for half an hour	Plant Assistants	Asst. Manager - Processing	

Activity	Maker	Checker	Approver
2) Put the seeds into the mixture	Plant Assistants	Asst. Manager - Processing	
3) After certain time take out the seeds from the mixture and dry the seeds	Plant Assistants	Asst. Manager - Processing	
4) Enter the re processing details in re processing report <ul style="list-style-type: none"> • Date • Variety • LOT No • Taken Qty • Reprocess Seed Qty • Loss • Loss % • Remarks 	Plant Assistants	Asst. Manager - Processing	
5) Cross check the manual details with Scanner app and post the same into software	Data entry operator	Asst. Manager - Processing	
6) Generate barcode stickers and affix on all re processed lots	Data entry operator	Asst. Manager - Processing	
7) Move the re processed lots to storage area	Plant Assistants	Asst. Manager - Processing	
8) Draw germination sample and send to STL lab	Plant Assistants	Asst. Manager - Processing	
9) Get germination results from STL Lab and check if the results are within standard then move the lots for next process	Plant Assistants	Asst. Manager - Processing	
10) If the results are not within the standard then reject the lots and store separately	Plant Assistants	Asst. Manager - Processing	
11) Generate reprocessing report from software and verify on daily basis	Data entry Operator	Plant Incharge	

4. A.7 MIXING AND SEED TREATMENT

Packing Proposal – BT Seeds





Sub-process Owner:

Manager – Processing

Departments Involved:

Processing

Key activities:

4. A.7.1 Packing Proposal – BT Seeds

4. A.7.2 Mixing

4. A.7.3 Seed treatment

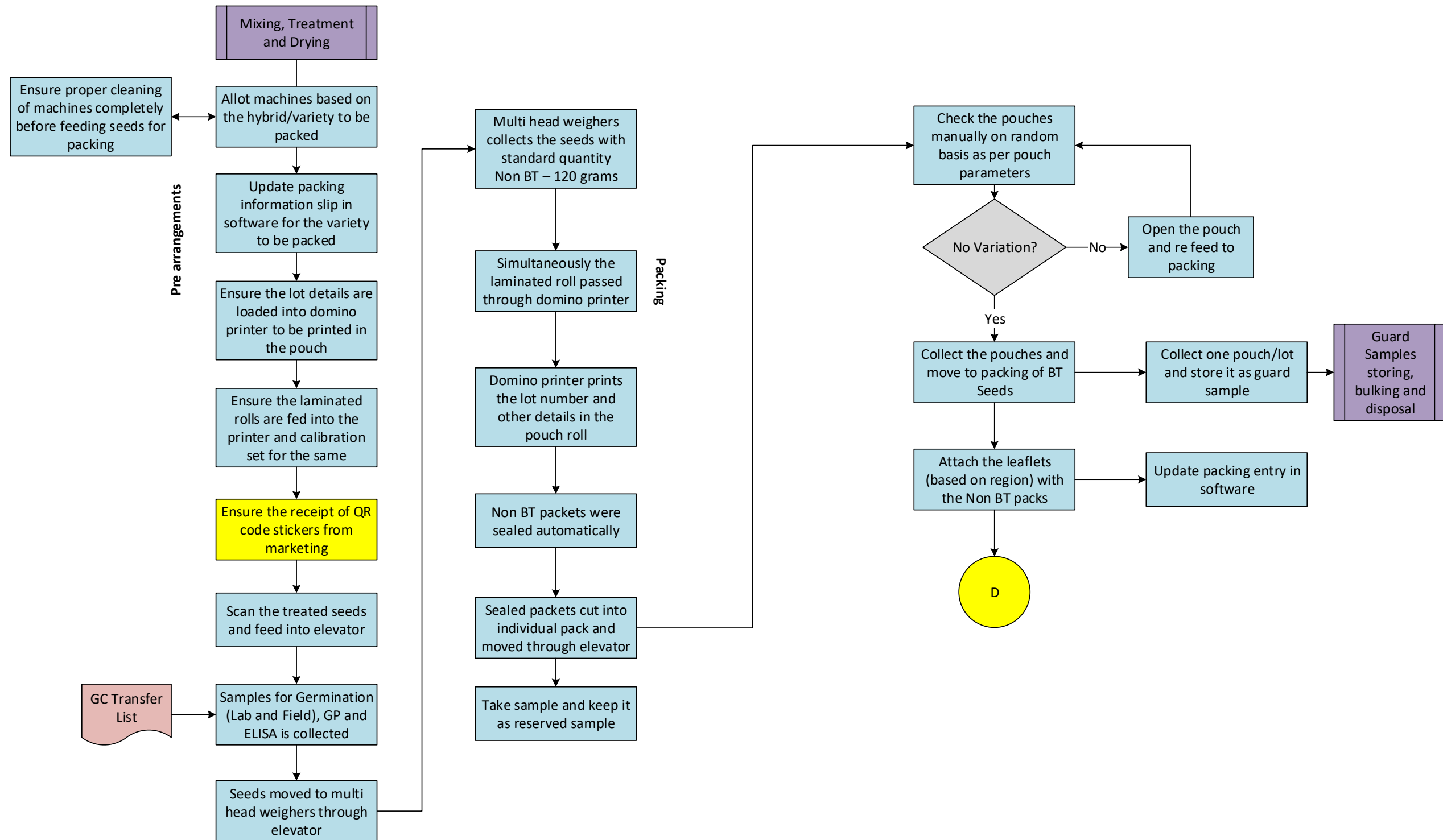
Activity	Maker	Checker	Approver
4. A.7.1 Packing Proposal – BT Seeds			
1) Select the packing lots based on the quality results in software	Manager - Processing		
2) Select the packing item and season with plant or storage location for packing lot selection in software	Manager - Processing		
3) Enter the GC, GP and QA parameters fixed by the management in software	Manager – Processing		
4) Based on the above inputs the software will calculate on weighted average basis and suggest the lots for mixing	Manager - Processing		
5) Take the packing proposal report from software for mixing of Lots <ul style="list-style-type: none"> Lot No Qty GC% GC Date GP% Status OT% Self% GP Date QA% Item ID 	Manager – Processing	Senior GM - MFG	
4. A.7.2 Mixing			
1) Receive the dispatch plan from marketing <ul style="list-style-type: none"> Variety Region Quantity 	Manager - Processing		
2) Arrange the bags lot wise for mixing based on the packing proposal	Asst. Manager – Processing	Plant - Incharge	
3) Scan and feed the child lots into Scanner app	Data entry operator	Asst. Manager – Processing	

Activity	Maker	Checker	Approver
4) Scan the lots and start mixing of lots as per packing proposal and ensure no other variety/lots mixed	Asst. Manager – Processing	Plant - Incharge	
5) Update the mixing details in software to generate unique lot number	Data entry operator	Asst. Manager – Processing	
4. A.7.3 Seed treatment			
1) Ensure the cleaning of seed treatment machine fully before changing each variety	Plant Assistants	Asst. Manager – Processing	
2) Check and weigh the chemicals like insecticide, fungicide, polymer and water as per standard	Plant Assistants	Asst. Manager – Processing	
3) Mix the chemicals, filter and pour it into the seed treating chemical drum	Plant Assistants	Asst. Manager – Processing	
4) Check and scan the lots before feeding	Plant Assistants	Asst. Manager – Processing	
5) Check and set the seed rate and chemical application rate in the PLC control panel	Plant Assistants	Asst. Manager – Processing	
6) Start the machine and feed the seeds through elevator	Plant Assistants	Asst. Manager – Processing	
7) Check each batch seed coating, if untreated seed comes stop the machine and clean the chemical dosing tubes	Plant Assistants	Asst. Manager – Processing	
8) Check the initial seed moisture	Plant Assistants	Asst. Manager – Processing	
9) Check ambient temperature and relative humidity	Plant Assistants	Asst. Manager – Processing	
10) Check the seed moisture optimum level to be attained 7.5%	Plant Assistants	Asst. Manager – Processing	
11) Ensure the seeds are treated with chemical based on the composition	Plant Assistants	Asst. Manager – Processing	
12) In case of pause in activity (Offline) then pack the seeds and generate barcode stickers	Data entry operator	Asst. Manager – Processing	

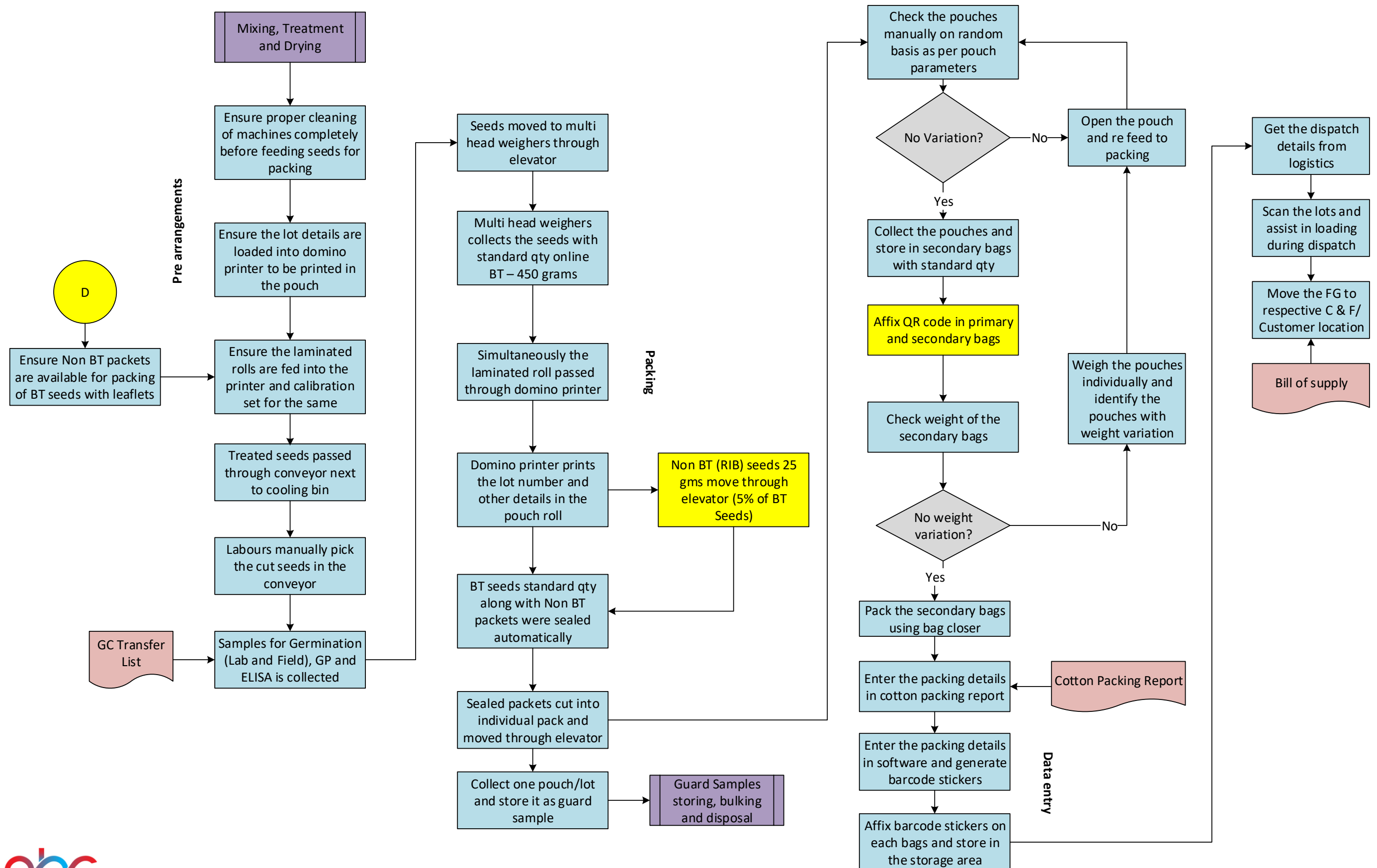
Activity	Maker	Checker	Approver
13) Scan and load the seeds through elevator to vertical dryer based on requirement	Plant Assistants	Asst. Manager – Processing	
14) In case of online process discharge the seed slowly through elevator to vertical dryer	Plant Assistants	Asst. Manager – Processing	
15) Treated seeds are dried using blower heater in the dryer	Plant Assistants	Asst. Manager – Processing	
16) Take sample and send to STL for moisture check	Plant Assistants	Asst. Manager – Processing	
17) If the treated seeds are Non-BT then store the seeds in 70 Kgs bags	Plant Assistants	Asst. Manager – Processing	
18) If the treated seeds are BT then move the seeds from dryer to cooling bin	Plant Assistants	Asst. Manager – Processing	
19) BT seeds are moved from cooling bin to Online packing machine through conveyor	Plant Assistants	Asst. Manager – Processing	
20) Record the details in treatment report <ul style="list-style-type: none"> • Date • Variety • LOT No • Qty taken for treatment • Qty treated • Balance Qty 	Plant Assistants	Asst. Manager – Processing	
21) Cross check the manual details with Scanner app and post the same into software	Data entry operator	Asst. Manager – Processing	
22) Generate bar code stickers & QR code stickers for Non-BT seeds	Data entry operator	Asst. Manager – Processing	
23) Stitch the bags and affix labels on each bag contains the following, <ul style="list-style-type: none"> • Variety/Lot number/No of bags/Barcode sticker 	Plant Assistants	Asst. Manager – Processing	
24) Store the treated bags of Non-BT Seeds in storage area which are ready for packing	Plant Assistants	Asst. Manager – Processing	
25) Generate treatment report from software and verify on daily basis	Data entry operator	Plant - Incharge	

4. A.8 PACKING AND DISPATCH

Non BT Seeds



BT Seeds



Sub-process Owner:

Manager – Processing

Departments Involved:

Processing

Key activities:

- 4. A.8.1 Pre-arrangements
- 4. A.8.2 Non-BT Seeds Packing
- 4. A.8.3 BT Seeds Online Packing
- 4. A.8.4 Dispatch

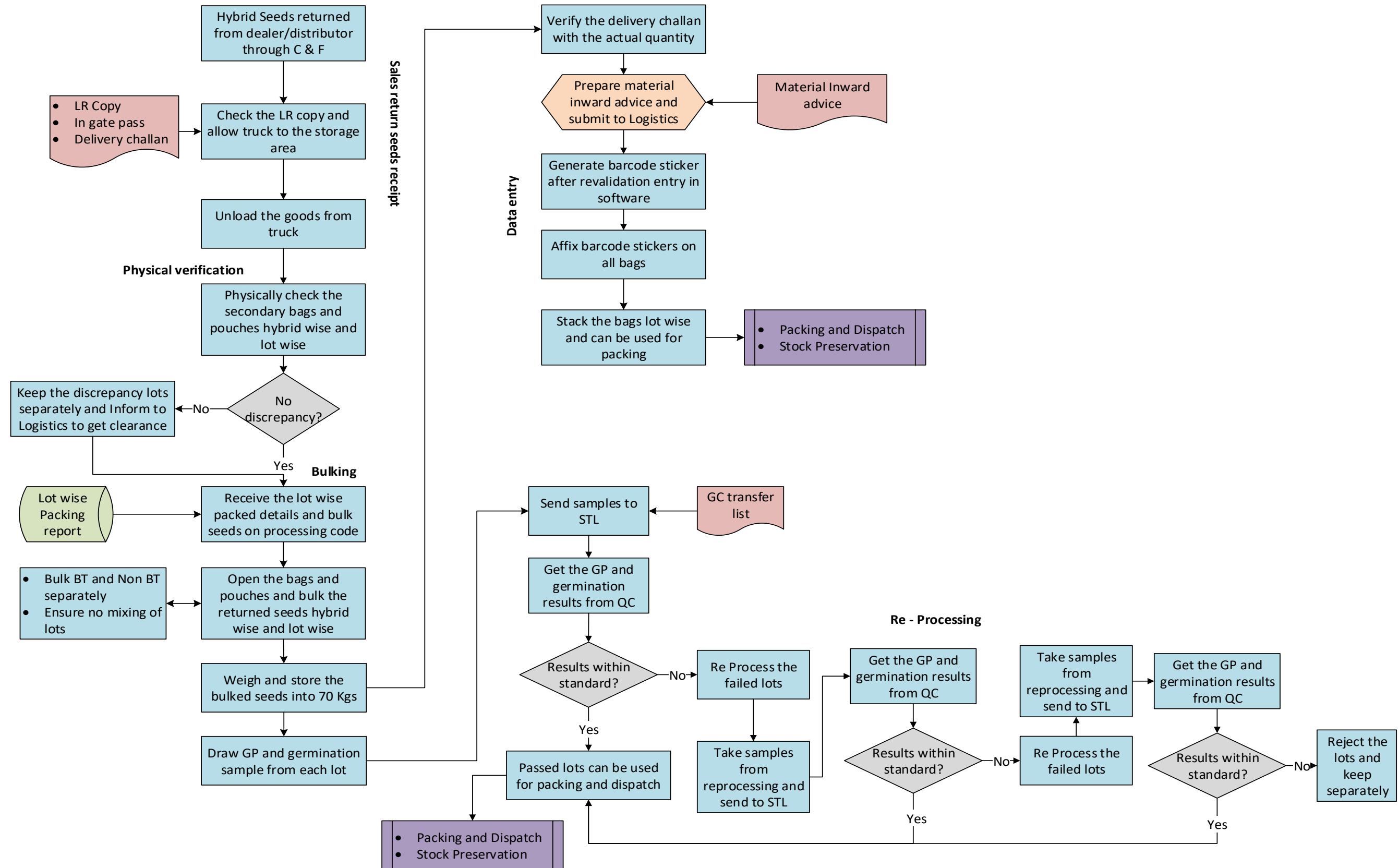
Activity	Maker	Checker	Approver
4. A.8.1 Pre-arrangements			
1) Ensure the packing machine, elevators and collection bins are cleaned properly	Plant Assistants	Asst. Manager – Processing	
2) Allot the machines based on the hybrid/variety to be packed	Asst. Manager – Processing	Manager – Processing	
3) Update the packing information slip in software for the variety to be packed	Data entry operator	Asst. Manager – Processing	
4) Ensure the lot details are loaded into domino printer to be printed in the pouch	Asst. Manager – Processing	Manager – Processing	
5) Ensure the laminated rolls are fed into the printer and set calibration for the same	Asst. Manager – Processing	Manager – Processing	
6) Ensure the receipt of QR code from marketing for packing	Asst. Manager – Processing	Manager – Processing	
4. A.8.2 Non-BT Seeds Packing			
1) Scan and feed the treated seeds into elevator	Plant Assistants	Asst. Manager – Processing	
2) Seeds moved to multi head weigher through elevator	Plant Assistants	Asst. Manager – Processing	
3) Multi head weigher collect the seeds with standard quantity – 120 grams	Plant Assistants	Asst. Manager – Processing	
4) Pass the laminated roll simultaneously through domino printer	Plant Assistants	Asst. Manager – Processing	

Activity	Maker	Checker	Approver
5) Domino printer prints the lot number and other details in the pouch roll	Plant Assistants	Asst. Manager – Processing	
6) The packing machine auto pack the seeds based on standard weight and the lot numbers printed in the pouches	Plant Assistants	Asst. Manager – Processing	
7) Take sample and keep it as reserved sample lot wise	Plant Assistants	Asst. Manager – Processing	
8) Check the weight of the pouches randomly as per pouch parameters	Plant Assistants	Asst. Manager – Processing	
9) If any variation collects the specific pouch open and reprocess packing	Plant Assistants	Asst. Manager – Processing	
10) If no variation, collect the pouches and move to packing of BT seeds	Plant Assistants	Asst. Manager – Processing	
11) Collect one pouch per lot and store it as guard sample	Plant Assistants	Asst. Manager – Processing	
12) Attach the leaflets based on region with the Non-BT packs	Plant Assistants	Asst. Manager – Processing	
13) Update packing entry in software	Data entry operator	Asst. Manager – Processing	
14) Move the Non-BT packs to BT seeds packing area	Plant Assistants	Asst. Manager – Processing	
4. A.8.3 BT Seeds Online Packing			
1) Ensure Non-BT packets are available for packing along with BT seeds packing	Plant Assistants	Asst. Manager – Processing	
2) Treated seeds passed through conveyor next to cooling bin	Plant Assistants	Asst. Manager – Processing	
3) Manually pick the cut seeds in the conveyor	Plant Assistants	Asst. Manager – Processing	
4) Seeds moved to multi head weigher through elevator	Plant Assistants	Asst. Manager – Processing	

Activity	Maker	Checker	Approver
5) Multi head weigher collect the seeds with standard quantity – 450 grams	Plant Assistants	Asst. Manager – Processing	
6) Pass the laminated roll simultaneously through domino printer	Plant Assistants	Asst. Manager – Processing	
7) Domino printer prints the lot number and other details in the pouch roll	Plant Assistants	Asst. Manager – Processing	
8) Non-BT (RIB) seeds 25 gms moved through elevator (5% of BT Seeds)	Plant Assistants	Asst. Manager – Processing	
9) The packing machine auto pack the seeds based on standard weight and the lot numbers printed in the pouches	Plant Assistants	Asst. Manager – Processing	
10) Sealed packets cut into individual pack and moved through elevator	Plant Assistants	Asst. Manager – Processing	
11) Collect one pouch/lot and store it as guard sample	Plant Assistants	Asst. Manager – Processing	
12) Check the pouches manually on random basis as per pouch parameters	Plant Assistants	Asst. Manager – Processing	
13) If any variation collects the specific pouch open and reprocess packing	Plant Assistants	Asst. Manager – Processing	
14) If no variation, collect the pouches and move to packing of BT seeds	Plant Assistants	Asst. Manager – Processing	
15) Collect the pouches and store in secondary bags with standard quantity	Plant Assistants	Asst. Manager – Processing	
16) Affix QR code sticker in primary and secondary bags	Plant Assistants	Asst. Manager – Processing	
17) Check the weight of the secondary bags	Plant Assistants	Asst. Manager – Processing	
18) If any variation, weigh the pouches individually and identify the pouches with variation for repacking	Plant Assistants	Asst. Manager – Processing	
19) If no variation, pack the secondary bags with bag closer	Plant Assistants	Asst. Manager – Processing	

Activity	Maker	Checker	Approver
20) Enter the packing details in cotton packing report	Plant Assistants	Asst. Manager – Processing	
21) Update the packing details in software and generate barcode stickers	Data entry operator	Asst. Manager – Processing	
22) Affix barcode stickers on each bags and store in the storage area	Plant Assistants	Asst. Manager – Processing	
4. A.8.4 Dispatch			
1) Get the dispatch details from logistics	Manager - Processing		
2) Arrange the packed bag based on the dispatch details	Asst. Manager – Processing	Manager - Processing	
3) Scan the bags ready for dispatch and send the scanning details to logistics	Asst. Manager – Processing	Manager - Processing	
4) Load the bags into the trucks arranged by logistics	Plant Assistants	Asst. Manager – Processing	

4. A.9 COTTON – SALES RETURN SEEDS BULKING



Sub-process Owner:

Manager – Processing

Departments Involved:

Processing

Logistics

QC

Key activities:

4. A.9.1 Sales return seeds receipt

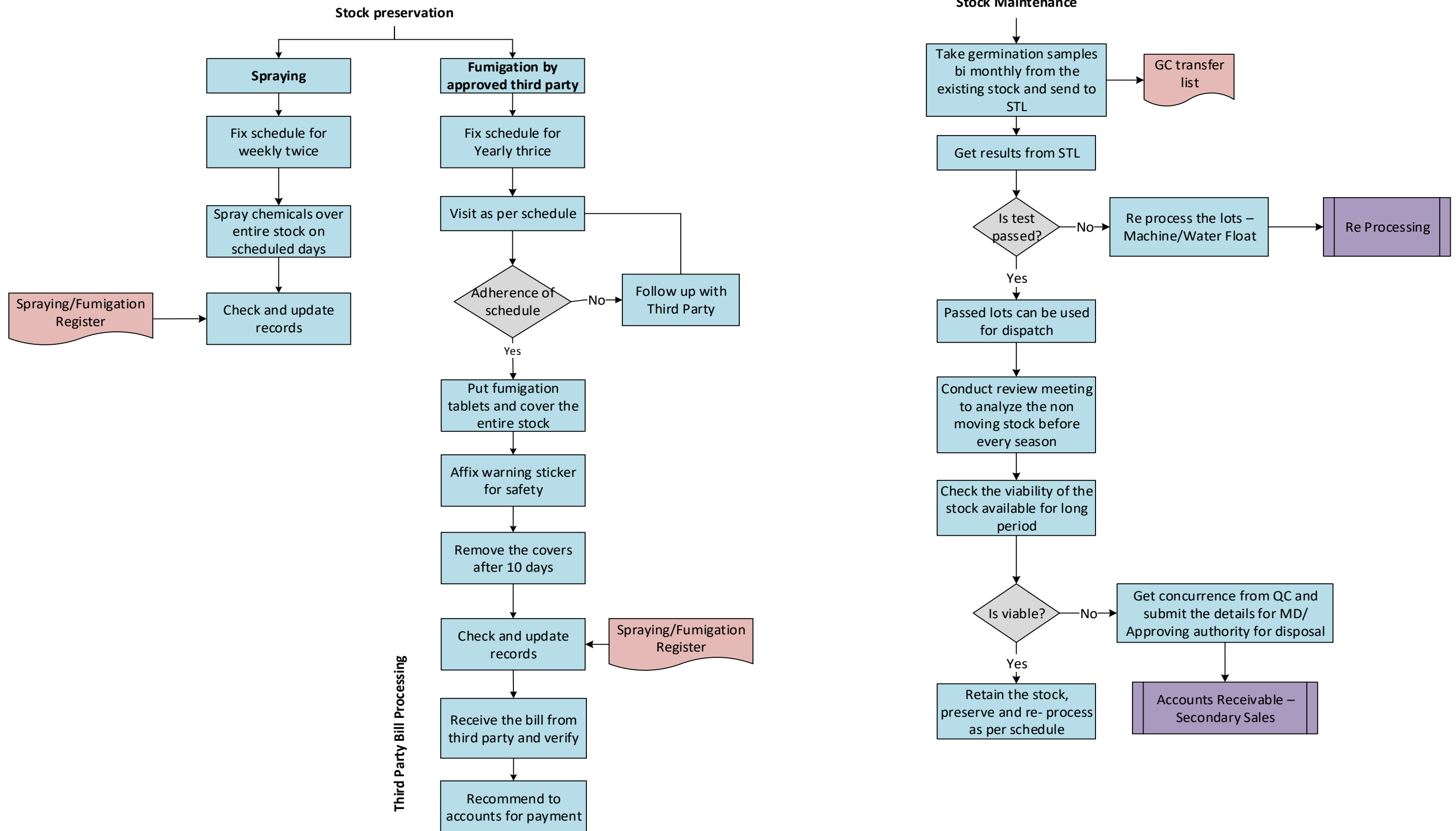
4. A.9.2 Bulking

4. A.9.3 Re-Processing

Activity	Maker	Checker	Approver
4. A.9.1 Sales return seeds receipt			
1) Receive the hybrid seeds returned from dealer or distributor through C & F	Asst. Manager – Processing	Manager – Processing	
2) Check the vehicle thoroughly and allow the truck to the storage area based on the following <ul style="list-style-type: none"> • LR copy • In gate pass • Delivery Challan 	Asst. Manager – Processing	Manager – Processing	
3) Unload the goods from the truck and physically verify the secondary bags and pouches hybrid wise and lot wise	Plant Assistants	Asst. Manager – Processing	
4) Check for discrepancy and keep the discrepancy lots separately and inform to logistics to get clearance	Asst. Manager – Processing	Manager – Processing	
4. A.9.2 Bulking			
1) Receive the lot wise packing details from the data base and bulk the seeds on processing code	Asst. Manager – Processing	Manager – Processing	
2) Open the bags and pouches and bulk the returned seeds based on hybrid wise and lot wise for the following <ul style="list-style-type: none"> • Bulk BT and Non-BT separately • Ensure no mixing of lots 	Plant Assistants	Asst. Manager – Processing	
3) Weigh and store the bulked seeds into 70 kgs and verify the delivery challan with the actual quantity	Plant Assistants	Asst. Manager – Processing	
4) Prepare material inward advice and submit to Logistics	Plant Assistants	Asst. Manager – Processing	
5) Generate the bar code sticker after revalidation entry in the software	Data entry operator	Asst. Manager – Processing	

Activity	Maker	Checker	Approver
6) Affix barcode stickers on all bags and stack the bag lot wise for packing	Plant Assistants	Asst. Manager – Processing	
7) Draw GP and germination sample from each lot and send samples to STL	Plant Assistants	Asst. Manager – Processing	
8) Get the GP and germination results from QC and ensure if the results are within the standards	Asst. Manager – Processing	Manager - Processing	
9) If the results are within the standards then pass the lots for packing and dispatch	Asst. Manager – Processing	Manager - Processing	
4. A.9.3 Re-processing			
1) Check if results are not within the standards, then reprocess the failed lots	Asst. Manager – Processing	Manager – Processing	
2) Take samples from reprocessing and send to STL and get the GP and germination result from QC	Plant Assistants	Asst. Manager – Processing	
3) Ensure if the results are within the standards then pass the lots for packing and dispatch	Plant Assistants	Asst. Manager – Processing	
4) In case the results are not within the standards then reprocess the failed lots	Plant Assistants	Asst. Manager – Processing	
5) Take samples from reprocessing and send to STL and get the GP and germination result from QC	Plant Assistants	Asst. Manager – Processing	
6) In case the result is not within the standards then reject the lots and keep separately	Plant Assistants	Asst. Manager – Processing	
7) Check for the QC passed lots and use for packing and dispatch	Plant Assistants	Asst. Manager – Processing	

4. A.10 COTTON – STOCK PRESERVATION AND MAINTENANCE



Sub-process Owner:

Manager – Processing

Departments Involved:

Processing

Quality

Accounts

Key activities:

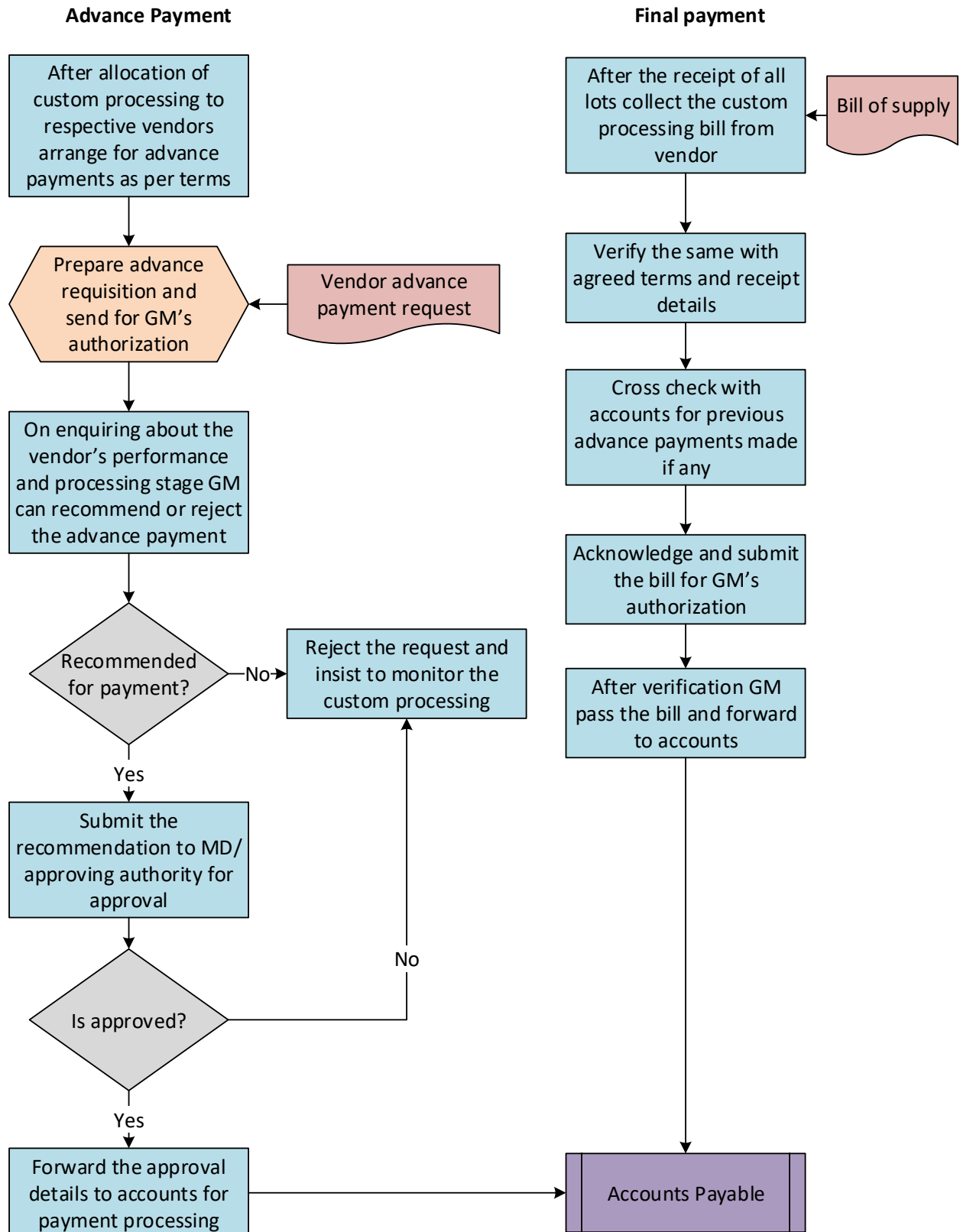
4. A.10.1 Stock preservation

4. A.10.2 Stock maintenance

Activity	Maker	Checker	Approver
4. A.10.1 Stock preservation			
1) Fix schedule for weekly twice and spray chemicals over the entire stock on scheduled days	Asst. Manager – Processing	Manager - Processing	
2) Check the spraying and fumigation and update in the record	Asst. Manager – Processing	Manager - Processing	
3) Fix schedule for yearly thrice and visit as per the schedule	Asst. Manager – Processing	Manager - Processing	
4) Check for the adherence of schedule and follow up with third party	Asst. Manager – Processing	Manager - Processing	
5) Put fumigation tablets and cover the entire stock and affix warning sticker for safety	Third Party	Asst. Manager – Processing	
6) Remove the covers after 10 days and check and update the records in the spraying and fumigation register	Third Party	Asst. Manager – Processing	
7) Receive the bill from third party and verify them to recommend the accounts for payments	Asst. Manager – Processing	Manager - Processing	
4. A.10.2 Stock Maintenance			
1) Take germination samples bi-monthly from the existing stock and send to STL as per the GC transfer list	Asst. Manager – Processing	Manager - Processing	
2) Get results from STL and check if the test is passed	Asst. Manager – Processing	Manager - Processing	
3) Re process the lots on Machine or water float in case sample is failed in the STL result	Asst. Manager – Processing	Manager - Processing	

Activity	Maker	Checker	Approver
4) Keep the STL passed lots for packing and dispatch	Asst. Manager – Processing	Manager - Processing	
5) Conduct the review meeting to analyze the non-moving stock before every season	Manager - Processing	Senior GM - MFG	
6) Check the viability of stock and retain the stock, preserve and re-process as per the schedule	Manager - Processing	Deputy Manager – Finance & Accounts	
7) Check if stock is not viable for the long period of time then get concurrent from QC and submit the details for MD/approving authority to get approved for disposal	Manager Processing	Senior GM - MFG /QA - Manager	Managing Director

4. A.11 CUSTOM PROCESSING – PAYMENT ARRANGEMENT



Sub-process Owner:

Manager – Processing

Departments Involved:

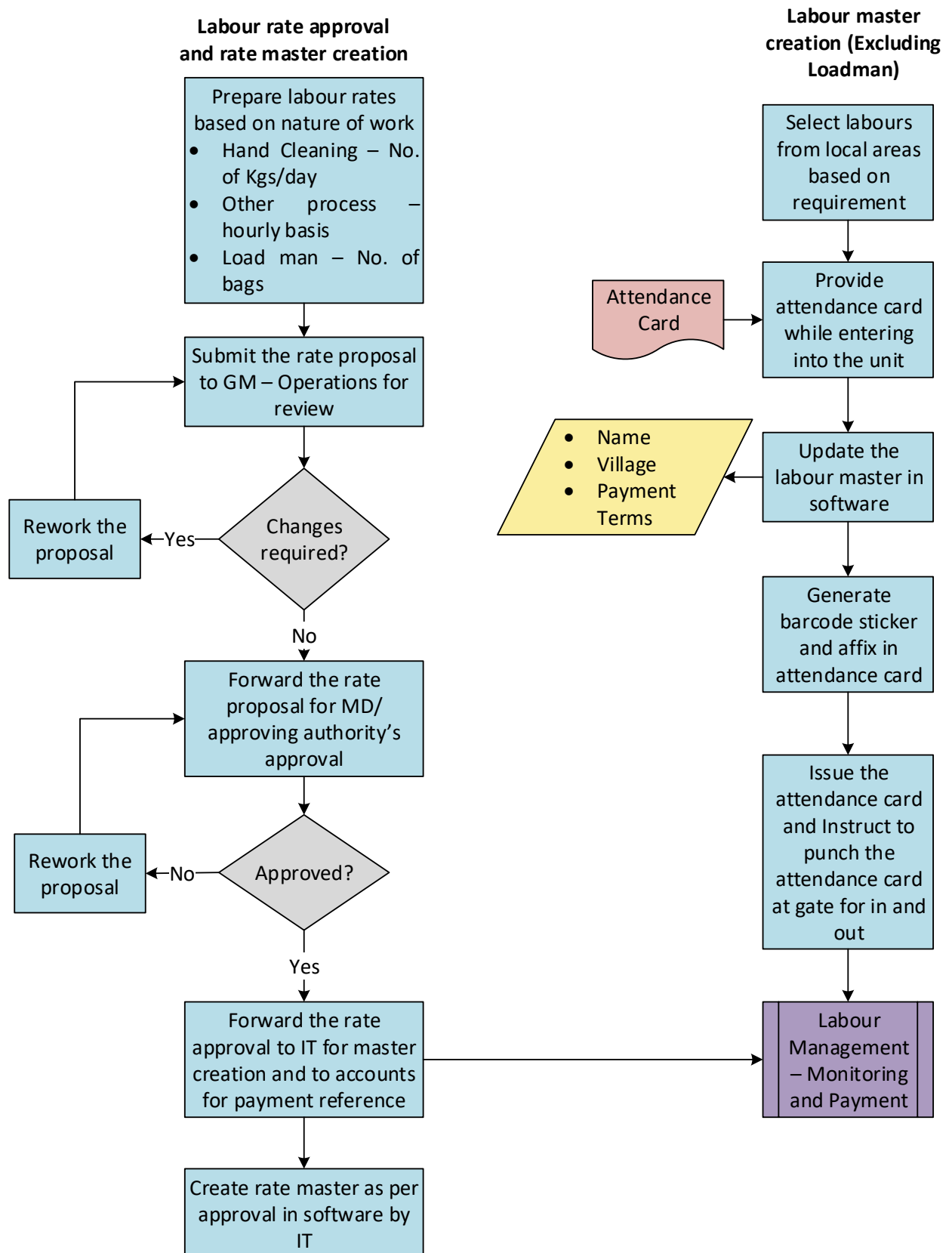
Processing
Accounts

Key activities:

- 4. A.11.1 Advance payment
- 4. A.11.2 Final payment

Activity	Maker	Checker	Approver
4. A.11.1 Advance payment			
1) After allocation of custom processing to respective vendors and arrange for the advance payment as per terms	Manager - Processing	Senior GM - MFG	
2) Prepare vendor advance payment requisition and send for GM's authorization	Manager - Processing	Senior GM – MFG	
3) On enquiring about the vendor's performance and processing stage GM can recommend or reject the advance payment	Senior GM – MFG		
4) Reject the request and insist to monitor the custom processing if GM did not recommend for payment	Manager - Processing	Senior GM - MFG	
5) Check if GM has recommended for the payment then submit to MD/Approving authority for approval	Manager - Processing	Senior GM - MFG	Managing Director
6) Forward the approval details to accounts for payment processing	Manager - Processing	Senior GM - MFG	
4. A.11.2 Final payment			
1) After the receipt of all lots collect the custom processing bill from vendor	Manager - Processing	Senior GM - MFG	
2) Verify the same with agreed terms and receipt details and cross check with accounts for previous advance payments	Manager - Processing	Senior GM - MFG	
3) Acknowledge and submit the bill for GM's authorization	Manager - Processing	Senior GM - MFG	Senior GM - MFG
4) Authorize the bill and forward the bill to accounts	Senior GM - MFG		

4. A.12 LABOUR MANAGEMENT – RATE APPROVAL AND MASTER CREATION



Sub-process Owner:

Manager – Processing

Departments Involved:

Processing

Admin

IT

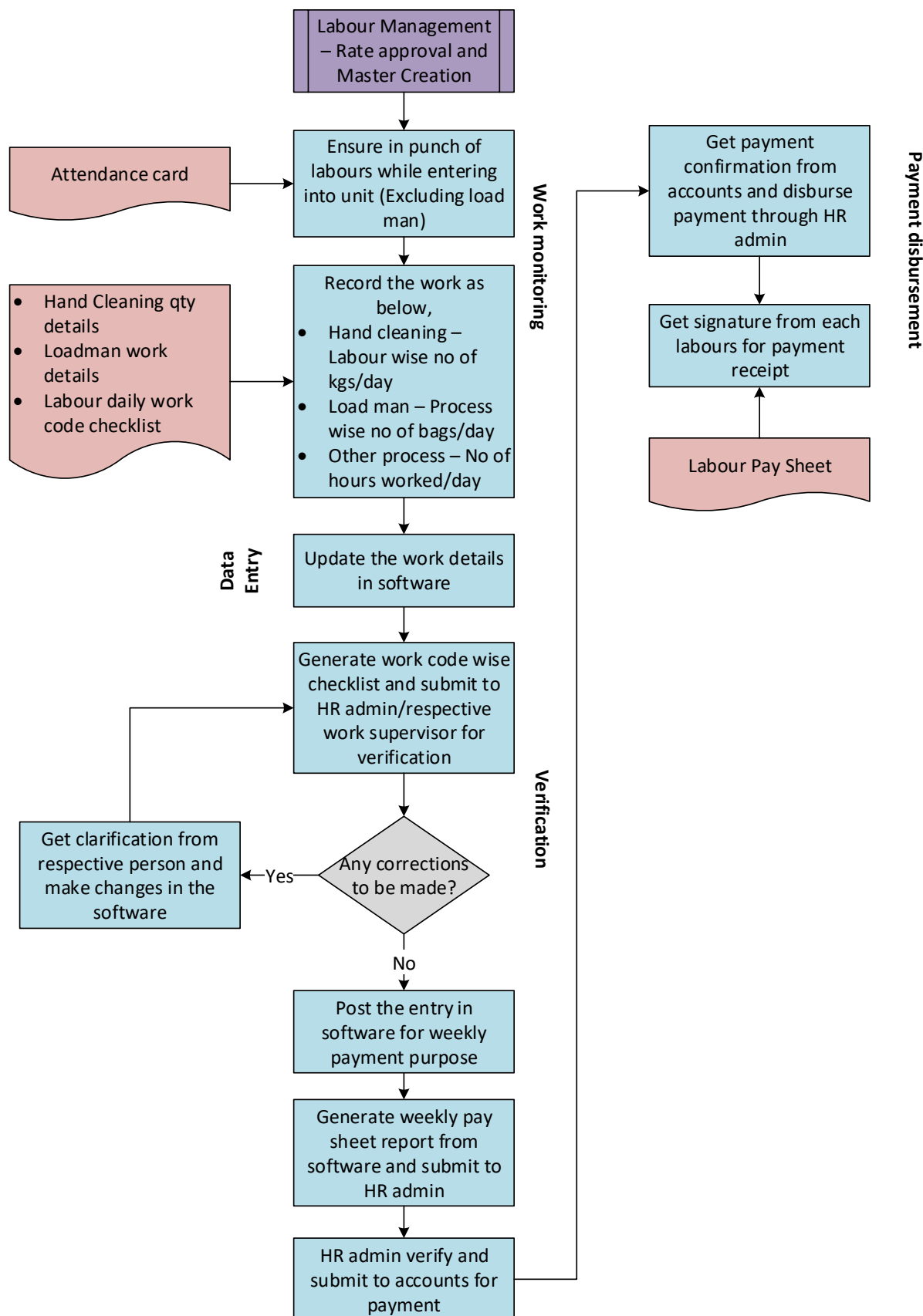
Key activities:

4. A.12.1 Labour rate approval and rate master creation

4. A.12.2 Labour master creation

Activity	Maker	Checker	Approver
4. A.12.1 Labour rate approval and rate master creation			
1) Prepare labour rates based on nature of work as follows <ul style="list-style-type: none"> Hand cleaning – No of Kgs/day Other process – Hourly basis Load man – No of bags 	Manager - Processing	Senior GM – MFG	
2) Submit the rate proposal to Senior GM - MFG for review and ensure if there are any changes required	Manager - Processing	Senior GM - MFG	
3) Rework the proposal if there are any changes required	Manager - Processing	Senior GM - MFG	
4) Forward the rate proposal for MD/Approving authority for approval through HR	Manager - Processing	Senior GM - MFG	Managing Director
5) Get MD approval and send to IT for master creation and send reference to accounts	Manager - Processing	Senior GM - MFG	
6) Create rate master as per approval in software by IT	IT - Executive	Manager - Processing	
4. A.12.2 Labour master creation (Excluding Load man)			
1) Select labours from local areas based on requirement	Labour Incharge	Manager - Processing	
2) Provide attendance card as per the record while entering into the unit	Asst. Manager - Processing	Manager - Processing	
3) Update the labour master in software as follows <ul style="list-style-type: none"> Name Village Payment terms 	Data entry operator	Asst. Manager - Processing	
4) Generate barcode sticker and affix in attendance card	Data entry operator	Asst. Manager – Processing	
5) Issue the attendance card and instruct to punch the attendance card at gate for in and out	Asst. Manager - Processing	Manager - Processing	

4. A.13 LABOUR MANAGEMENT – MONITORING AND PAYMENTS



Sub-process Owner:

Manager – Processing

Departments Involved:

Processing

Accounts

Admin

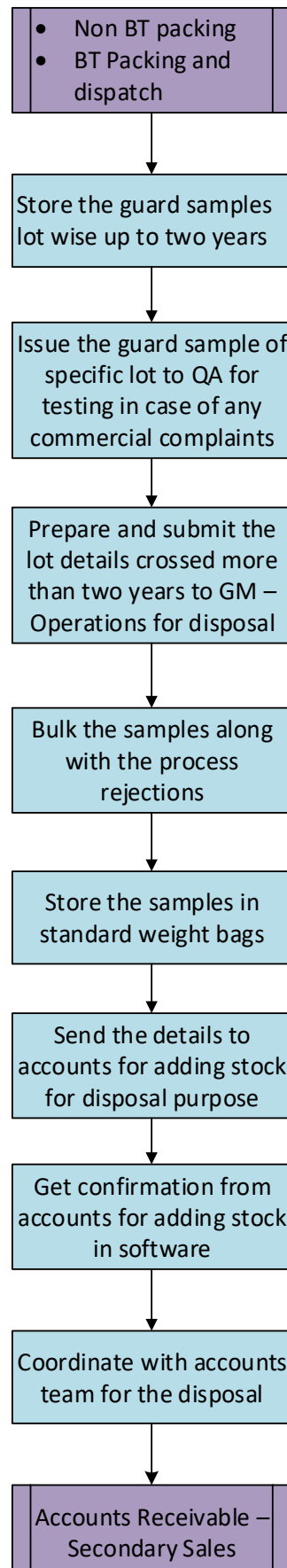
Key activities:

4. A.13.1 Labour monitoring

4. A.13.2 Labour payment

Activity	Maker	Checker	Approver
4. A.13.1 Labour monitoring			
1) Ensure in punch attendance of labours while entering into the unit (Excluding load man)	Security Guard	Asst. Manager - Processing	
2) Record the work as follows <ul style="list-style-type: none"> Hand cleaning – Labour wise no of Kgs/day Load man – Process wise no of bags /day Other process – No of hours worked /day 	Asst. Manager - Processing	Manager – Processing	
3) Date entry the work details in software	Data entry operator	Asst. Manager – Processing	
4) Generate the work code wise checklist and submit to HR admin or respective work supervisor for verification	Data entry operator	Asst. Manager – Processing	
5) Check if any corrections has to be made and get clarifications from respective person and make changes in the software	Data entry operator	Asst. Manager – Processing	
6) Post the entry in software for weekly payment purpose	Data entry operator	Asst. Manager – Processing	
4. A.13.2 Labour payment			
1) Generate weekly pay sheet report from software and submit to HR admin	Labour Incharge	Manager – Processing	
2) HR admin verify and submit to accounts for payment	Executive Admin	Asst. Manager - Processing	
3) Get payment confirmation from accounts and disburse payment through HR admin	Asst. Manager - Processing	Executive – Admin	
4) Get signature from each labours for payment receipt	Asst. Manager - Processing	Executive – Admin	

4. A.14 GUARD SAMPLES – STORING, BULKING AND DISPOSAL



Sub-process Owner:

Manager – Processing

Departments Involved:

Processing

Accounts

QA

Key activities:

4. A.14.1 Guard sample storage

4. A.14.2 Guard samples bulking and disposal

Activity	Maker	Checker	Approver
4. A.14.1 Guard sample storage			
1) Store the guard samples lot wise up to two years	Asst. Manager - Processing	Manager - Processing	
2) Issue the guard sample of specific lot to QA for testing in case of any commercial complaints	Asst. Manager - Processing	Manager - Processing	
4. A.14.2 Guard samples bulking and disposal			
1) Prepare and submit the lot details crossed more than two years to Senior GM - MFG for disposal	Manager - Processing	Senior GM - MFG	
2) Bulk the sample along with the process rejections and store in standard weight bags	Asst. Manager - Processing	Manager - Processing	
3) Send the details to accounts for adding stock for disposal purpose	Asst. Manager - Processing	Manager - Processing	
4) Get confirmation from accounts for adding stock in software	Asst. Manager - Processing	Manager - Processing	
5) Coordinate with accounts team for the disposal	Asst. Manager - Processing	Manager - Processing	