



## Standard Operating Procedures

### Cane Management Process- KN

Sub Process: Planting & Monitoring

Date of preparation of this policy	27.4.2022
Effective date	
Prepared by	D Ravi Shankar
Date of approval of policy	01.05.2022
Approved by	K. Kanth

D. RAVI SHANKAR.

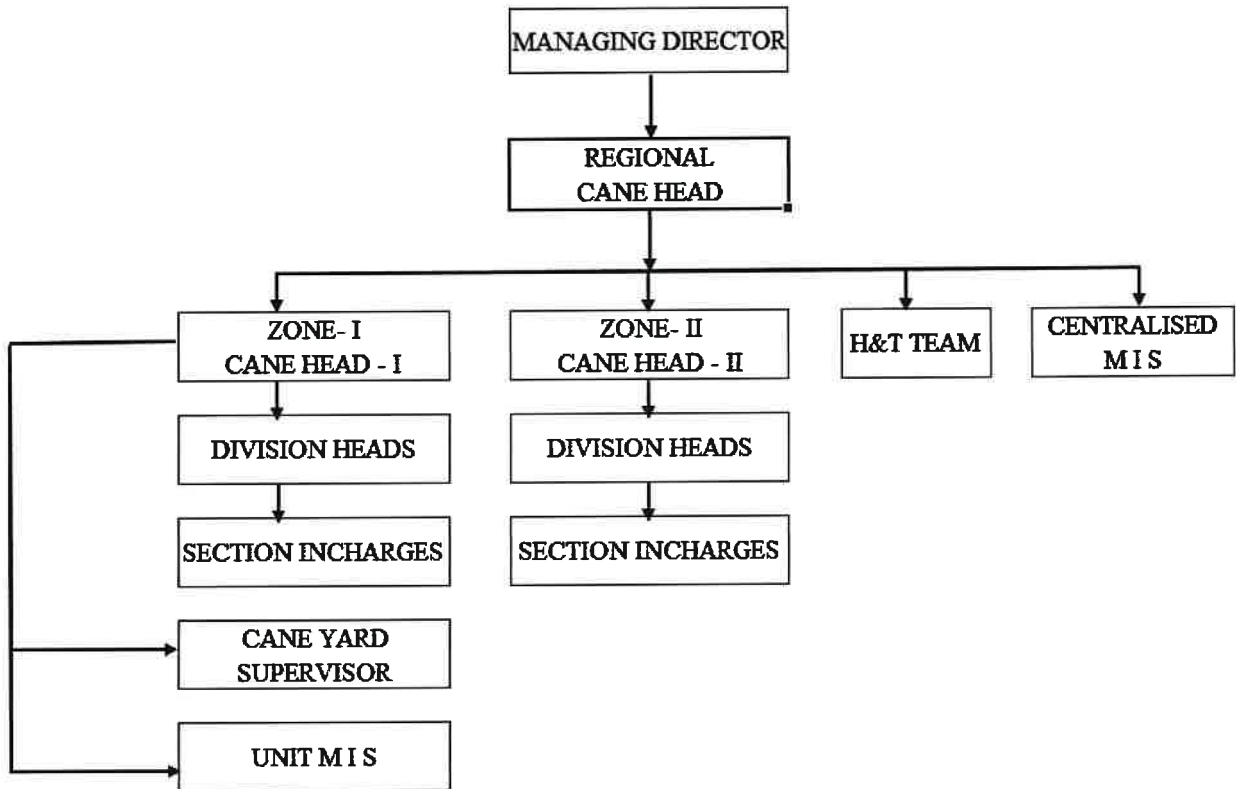
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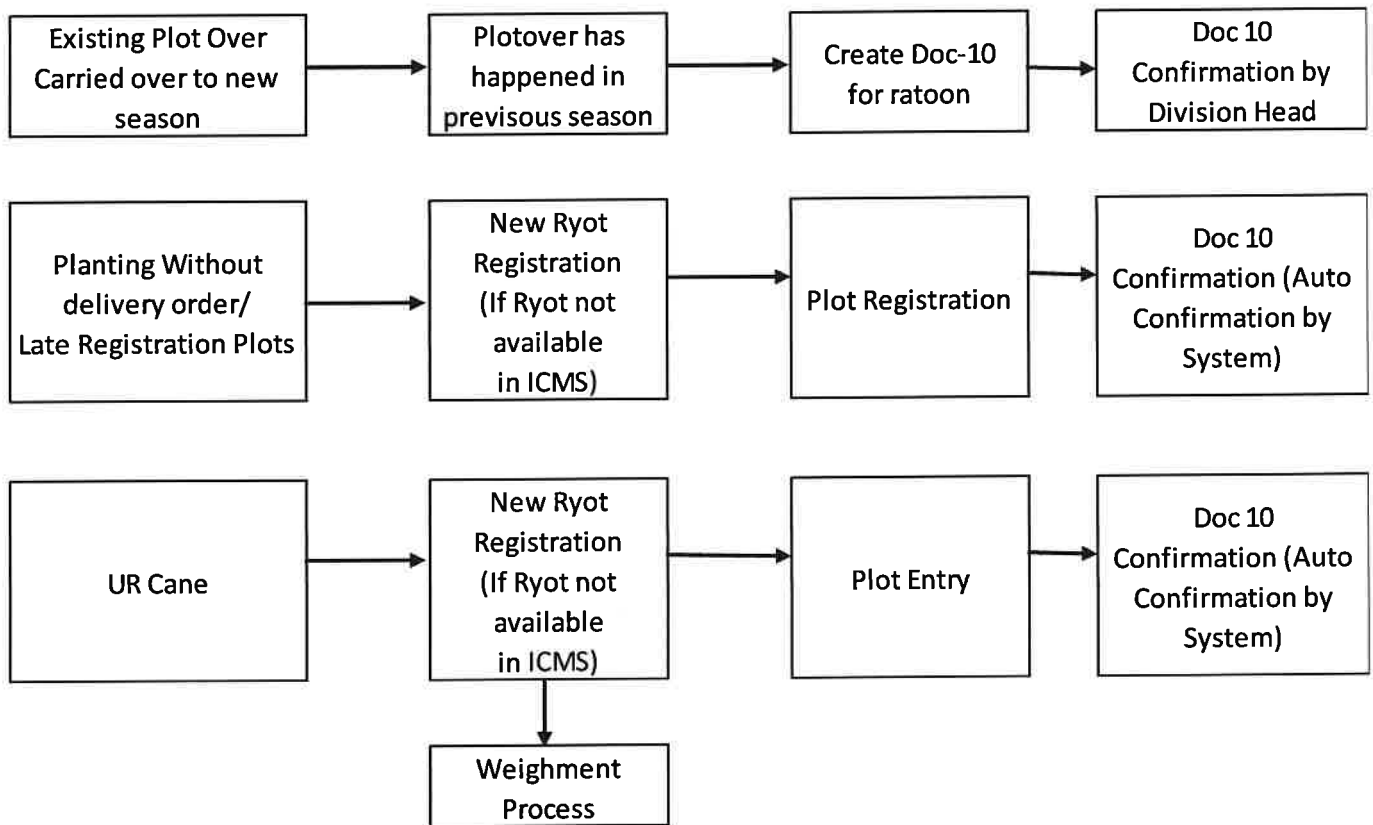
**Index of Contents**

<b><i>Standard Operating Procedures</i></b> .....	<b>1</b>
<b><i>Sub Process: Planting &amp; Monitoring</i></b> .....	<b>1</b>
<b>CMS-P&amp;M &gt; 1. Organization Chart</b> .....	<b>4</b>
<b>CMS-P&amp;M &gt; 2. Overall Process Flow</b> .....	<b>5</b>
<b>CMS-P&amp;M &gt; 3. New Ryot Registration</b> .....	<b>6</b>
<b>CMS-P&amp;M &gt; 4. Plot Registration</b> .....	<b>10</b>
<b>CMS-P&amp;M &gt; 5. Planting – Area Survey and Budgets</b> .....	<b>11</b>
<b>CMS-P&amp;M &gt; 6. Planting - Doc-10(Bulk)</b> .....	<b>12</b>
<b>CMS-P&amp;M &gt; 7. Plot Transfer</b> .....	<b>16</b>
<b>CMS-P&amp;M Annexure &gt; 1. KYC documents</b> .....	<b>17</b>
<b>CMS-P&amp;M Annexure &gt; 2. Ryot Agreement</b> .....	<b>18</b>

CMS-P&M > 1. Organization Chart



CMS-P&M > 2. Overall Process Flow



**CMS-P&M > 3. New Ryot Registration**

**Process Detail**

Process Step	Process Description	Performed By	Location	ICMS Menu	IFC Control Reference	Accounting Entries	Output Documents Generated	RACI								
Identification of Ryot	<ul style="list-style-type: none"> <li>Section In charge / Division head approaches the prospective grower for cultivation of sugar cane. Interested farmers will come forward for Cane registration.</li> <li>Section In Charge collects KYC documents i.e Aadhar Card, PAN card, Voter ID, Ration card, Bank information with Bank account number &amp; branch IFS code. A copy of passbook or cancelled cheque is to be obtained from the Ryot as a proof and also collects the Mobile number.</li> <li>The following documents are mandatory.                             <ul style="list-style-type: none"> <li>✓ Aadhar card</li> </ul> </li> </ul>	Section In Charge	Bagalkot/Haliyal/Ramduurg	-	--	--		<table border="1"> <tr> <td>R</td> <td>Section In charge</td> </tr> <tr> <td>A</td> <td>Division Head</td> </tr> <tr> <td>C</td> <td></td> </tr> <tr> <td>I</td> <td></td> </tr> </table>	R	Section In charge	A	Division Head	C		I	
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	<p>✓ Bank Account details(Pass book copy/Cheque leaf)</p> <p><b>Optional</b></p> <p>PAN card, Voter ID, Ration card etc.,</p> <p><b>Refer Annexure 1 for specimen documents.</b></p> <ul style="list-style-type: none"> <li>• If the Ryot's information is already available in the system, then Section In Charge will note down the existing Ryot number and inform the ryot suitably.</li> <li>• If the Ryot does not belong to his section, then the Section In Charge should guide the Ryot to the concerned division / section's Section In Charge to look into the matter.</li> </ul> <p><b><u>Additional process for UR Cane</u></b></p> <ul style="list-style-type: none"> <li>• Some of the farmers don't register the cane with the company at the time of plantation. Subsequently at the time of crushing</li> </ul>						

Process Step	Process Description	Performed By	Location	ICMS Menu	IFC Control Reference	Accounting Entries	Output Documents Generated	RACI
	<p>approach the company for supply cane. Such plots are treated as unregistered Cane(UR).</p> <ul style="list-style-type: none"> <li>In case registration of ryot is for UR Cane, Supply office will check for the related Ryot information</li> <li>All the villages in the operating area of the plant are created as villages in village master. Village master contains Name of the village, section, division and distance to plant.</li> <li>Section in charge has to search "Village Master" for the Ryot village to get the division, section, and the village code. If the village is not found, intimation is sent to central cane officer &amp; IT along with Regional Cane Head approval to create village code in iCMS.</li> <li>The village and other details are captured as per the data given by the ryot. Aadhar</li> </ul>							



Process Step	Process Description	Performed By	Location	ICMS Menu	IFC Control Reference	Accounting Entries	Output Documents Generated	RA-1
New Ryot Registration - Creation of Master Record in ICMS	<p>and Bank account details are mandatory for registration of UR Cane ryot.</p> <p><b>for Both Registered &amp; UR Ryots</b></p> <ul style="list-style-type: none"> <li>Division Head to key in the Ryot information in the Ryot master and saves the record based on the form and documents collected and upload the KYC documents in ICMS.</li> <li>Central Cane MIS approves the Ryot registration based on verification of documents. Rejects in case of invalid documents.</li> <li>At the time of creation, Divisional officer has to verify the Ryot's information and query the Ryot master details and ascertains the data is not redundant.</li> <li>If the iCMS system shows more than one record with the same name, then father's name of the Ryot is checked. If the father's name also matches, then</li> </ul>	Division Head	Bagalkot/Haliyal/Ramdurg	ICMS → Masters → Plot Related Masters → Ryot Master	<p><b>P2P-H-5 (#5)</b></p> <p>System indicates as duplicate available on creation of ryot master by linking the Aadhaar no., ryot name, their father's name, and village name. There is Maker &amp; Checker system is in place and Ryot master is created Division Head (KN) and approved by Central Cane MIS(KN)</p>	--		

R	Division Head
A	Cane MIS
C	
I	

Process Step	Process Description	Performed By	Location	ICMS Menu	IFC Control Reference	Accounting Entries	Output Documents Generated	RACI								
	<p>Village, SB bank a/c along with bank and branch code are validated sequentially.</p> <ul style="list-style-type: none"> <li>Aadhar card and SB Account details are obtained and used for de-dupe check.</li> <li>System records the information and generates a unique "Ryot Number ". Section In Charge has to note down the Ryot number, and inform to ryot the identity number with EID for any future transactions.</li> </ul>															
Changes in Ryot Master Details	<p>There may be necessity to update the ryot master subsequent to creation. i.e. updation of Aadhar number for old ryots, Modification of name according to Aadhar card, Change in Bank account details.</p> <ul style="list-style-type: none"> <li>Changes to ryot master (Name and KYC details) are to be carried out only by Cane MIS team.</li> <li>Normal Maker/Checker mechanism also</li> </ul>	<p>Modified by: Cane MIS</p> <p>Approved by: Central Cane MIS</p> <p>Modified by: Cane</p>	Bagalkot/Haliyal/Ramdurg	<p>ICMS →</p> <p>Masters → Plot Related Masters → Ryot Master</p>	<p><b>P2P-H-01 (#6)</b></p> <p>There is maker &amp; checker system in place. The access (excluding bank account ) to the ryot master is limited only to the MIS (Cane) / Division Head (KN)</p> <p>Access to update / modify bank account</p>	--	List of all changes made to Ryot master	<table border="1"> <tr> <td>R</td> <td>MIS (Cane)</td> </tr> <tr> <td>A</td> <td>Central Cane MIS</td> </tr> <tr> <td>C</td> <td></td> </tr> <tr> <td>I</td> <td></td> </tr> </table>	R	MIS (Cane)	A	Central Cane MIS	C		I	
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Process Step	Process Description	Performed By	Location	ICMS Menu	IFC Control Reference	Accounting Entries	Output Documents Generated	FACI								
<ul style="list-style-type: none"> <li>Changes in Bank details</li> </ul>	<p>available for the master changes.</p> <ul style="list-style-type: none"> <li>Ryot Master changes Related to bank details are to be carried out by Central cane accounts team with Maker &amp; Checker process.</li> <li>Above changes will be carried out based on the Regional Cane Head mail approval.</li> </ul>	<p>accounts Executive Approved by: AM- Cane Accounts</p>			<p>is limited to Cane Accounts executive and approved by Assistant Manager (Accounts).  Changes to bank account number in iCMS require the mail approval of Regional Cane Head. Once approval is received, Accounts executive would update the bank account and it is approved by Assistant Manager (Accounts) in iCMS</p>			<table border="1"> <tr> <td>R</td> <td>Cane accounts executive</td> </tr> <tr> <td>A</td> <td>AM- Accounts</td> </tr> <tr> <td>C</td> <td></td> </tr> <tr> <td>I</td> <td></td> </tr> </table>	R	Cane accounts executive	A	AM- Accounts	C		I	
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A	AM- Accounts															
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CMS-P&M > 4. Plot Registration

Process Step	Process Description	Performed By	Location	ICMS Menu	IFC Control Reference	Accounting Entries	Output / Documents Generated	RACI												
Ryot Agreement for Registered plots (Plant & Ratoon)	An agreement is entered into by EID and Ryot offering his plot for cane registration and signed by Ryot, recommended by Section In Charge and authorisation by Division Head.  The format of the agreement is given in <b>Annexure 2.</b>	Ryot / Section in Charge	Bagalkot/Haliyal/Ramdurg	Planting->Doc10->Plant without DO	P2P-H-02 (#8)  Base agreement is created by the legal team in accordance with the Sugarcane Control Order. Whenever there is a change in the legal requirement, corporate sends to the unit the template to be used to be entered with the farmers.	--	Ryot Agreement	<table border="1"> <tr><td>R</td><td>Section charge</td><td>In</td></tr> <tr><td>A</td><td>Division Head</td><td></td></tr> <tr><td>C</td><td></td><td></td></tr> <tr><td>I</td><td></td><td></td></tr> </table>	R	Section charge	In	A	Division Head		C			I		
R	Section charge	In																		
A	Division Head																			
C																				
I																				
Plot Physical Verification	Plot Verification has to be done before submission of Ryot Agreement through physical verification by Section in Charge.	Section In Charge	Bagalkot/Haliyal/Ramdurg			--	--	<table border="1"> <tr><td>R</td><td>Section charge</td><td>In</td></tr> <tr><td>A</td><td>Division Head / Cane HOD</td><td></td></tr> <tr><td>C</td><td></td><td></td></tr> <tr><td>I</td><td></td><td></td></tr> </table>	R	Section charge	In	A	Division Head / Cane HOD		C			I		
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**CMS-P&M > 5. Planting – Area Survey and Budgets**

Process Step	Process Description	Performed By	Location	ICMS Menu	IFC Control Reference	Accounting Entries	Output Documents Generated	Accounting Entries	Output Documents Generated	Accounting Entries	Output Documents Generated
Planting Budget	Planting budget for each factory is done based on the field conditions and business plan targets for the financial year.  The budget is arrived based on crop type wise, month wise.	Unit Cane Head & Regional Cane Head	Plant	--	<b>[# 1]</b> Plantation targets against the registered land are monitored by the cane team on regular basis and corrective action if any required are initiated with the Section In Charge.	--	Planting Budget	--		--	
Budget vs Actual Monitoring	Review the performance of Planting by comparing budgeted acreage to actual performance or acreage achieved by the factory.	Unit Cane Head & Regional Cane Head	Plant		<b>[# 2]</b> Plantation targets against the registered land are monitored by the cane team on regular basis and corrective action if	--	Cane Registration Report from CMS	--		--	

Process Step	Process Description	Performed By	Location	ICMS Menu	IFC Control Reference	Accounting Entries	Output Documents Generated	RACI						
					any required are initiated with the Section In Charge.			<table border="1"> <tr> <td>A</td> <td>Regional Cane head</td> </tr> <tr> <td>C</td> <td></td> </tr> <tr> <td>I</td> <td></td> </tr> </table>	A	Regional Cane head	C		I	
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CMS-P&M > 6. Planting - Doc-10(Bulk)

Process Step	Process Description	Performed by	Location	ICMS Menu	IFC Reference	Control Reference	Accounting Entries	Output Documents Generated	RACI		
Doc-10 in case of Ratoon	<ul style="list-style-type: none"> <li>After completion of supplying cane to the factory, the Plot over process is done in iCMS. Once the plot over is done, then the</li> </ul>	Section In Charge	Bagalkot/Haliya/Ramdurg	ICMS →Planting → Doc10→ Ratoon	(#13) System validates the duplicate plots based on Ryot Number,	--	--	Doc-10	<table border="1"> <tr> <td>R</td> <td>Section In Charge</td> </tr> </table>	R	Section In Charge
R	Section In Charge										

Process Step	Process Description	Performed by	Location	ICMS Menu	IFC Reference	Control Entries	Accounting Entries	Output Documents Generated	RACI						
	<p>plot is eligible for ratoon registration.</p> <ul style="list-style-type: none"> <li>Based on ryot's confirmation for ratoon registration, The Section In Charge to inspect the Ryot's plot and to record the required information in Doc10 and system generates new plot number for Ratoon plot area with reference to previous season &amp; plot number.</li> <li>In case of previous crop yield less than the parameter value fixed in iCMS cannot be registered as ratoon. To register the same, to be approved by Regional Cane Head.</li> <li><b>Reduction in plot area</b> if there is a reduction in ratoon registration area in comparison to plot over area, then a reason has to be</li> </ul>				date of plantation, area and displays the warning message.				<table border="1"> <tr> <td>A</td> <td>Division Head</td> </tr> <tr> <td>C</td> <td></td> </tr> <tr> <td>I</td> <td></td> </tr> </table>	A	Division Head	C		I	
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Process Step	Process Description	Performed by	Location	ICMS Menu	IFC Reference	Control Reference	Accounting Entries	Output Documents Generated	RACI
	<p>selected from the available options.</p> <ul style="list-style-type: none"> <li>Divisional Officer to confirm the Doc 10.</li> </ul>								
	<p><b>Controls implemented in ICMS:</b></p> <p>Ratoon registration is allowed in ICMS, as per the No. of days parameter defined in ICMS.</p> <p>Plot ryot and surety ryot should not be same.</p> <p>Both surety ryots should not be same.</p> <ul style="list-style-type: none"> <li>Both surety ryots should not be same.</li> <li>Doc 10 entry is not allowed for the plots already having doc 10.</li> </ul>								



Process Step	Process Description	Performed by	Location	ICMS Menu	IFC Reference	Control Entries	Accounting Entries	Output Documents Generated	RACI								
	<ul style="list-style-type: none"> <li>Plots with Plot over not done cannot be selected.</li> <li>Plot over updated Plots with supplied tonnes zero are not allowed for Doc10 entry.</li> <li>Ratoon Registration is not possible for the Plot whose previous plot's area is completely registered.</li> <li>Ratoon registration for next season to be only after the last supply date / plot over of previous plot of preceding season</li> </ul>																
Plant without DO	<ul style="list-style-type: none"> <li>Section in Charge has to collect agreement form</li> <li>Upon confirmation of planting from the Ryot, the Section In Charge / has to inspect the Ryot's plot and to record</li> </ul>	Section In Charge	Bagalkot/Haliyal/Ramdurg	ICMS → Planting → Doc10 → Plant Without DO	(#13) System validates the duplicate plots based on Ryot Number, date of plantation, area and displays				<table border="1"> <tr> <td>R</td> <td>Section In Charge</td> </tr> <tr> <td>A</td> <td>Division Head</td> </tr> <tr> <td>C</td> <td></td> </tr> <tr> <td>I</td> <td></td> </tr> </table>	R	Section In Charge	A	Division Head	C		I	
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Process Step	Process Description	Performed by	Location	ICMS Menu	IFC Reference	Control Entries	Accounting Entries	Output Documents Generated	RACI								
	the information required in Doc10.																
	<p><b>Controls in ICMS:</b></p> <ul style="list-style-type: none"> <li>Planting date should be between planting season start date and planting season end date.</li> <li>Inspection Date cannot be earlier than Planting Date</li> <li>Earlier planting dates allowed as per defined parameter settings for individual factories.</li> <li>Any modifications after Doc10 Confirmation, can be performed by IT with approval of Regional Cane Head.</li> </ul>																
Doc10 for Late Registration (Ratoon)	<ul style="list-style-type: none"> <li>In case of Ratoon plots with or without previous plot were allowed to register. If with previous plot, previous plot number has to be entered in</li> </ul>	Division Head/Cane MIS	Bagalkot/Haliyal/Ramdurg	ICMS → Planting → Doc10 → Late Registration	(#13) System validates the duplicate plots based on Ryot Number, date of plantation,				<table border="1"> <tr> <td>R</td> <td>Division Head</td> </tr> <tr> <td>A</td> <td>Cane Head</td> </tr> <tr> <td>C</td> <td></td> </tr> <tr> <td>I</td> <td></td> </tr> </table>	R	Division Head	A	Cane Head	C		I	
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	<ul style="list-style-type: none"> <li>Doc10 &amp; Doc40 is updated by the system automatically and enable us to generate the cutting order.</li> <li>There is no fixed limit on number of acres registered and Estimation Tons updated.</li> </ul>				variety, area and displays the warning message.												
Doc 10 Approval	<ul style="list-style-type: none"> <li>All DOC10 (Doc-10 Ratoon) has to be approved by Division Head.</li> <li>There is no approval for Plant without DO, Later registration &amp; UR Plots</li> </ul>	Division Head	Bagalkot/Haliyal/Ramdurg	ICMS →Planting → Doc10→Doc10 Approval					<table border="1"> <tr><td>R</td><td>Division Head</td></tr> <tr><td>A</td><td>Cane Head</td></tr> <tr><td>C</td><td></td></tr> <tr><td>I</td><td></td></tr> </table>	R	Division Head	A	Cane Head	C		I	
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Changes to DOC-10	<ul style="list-style-type: none"> <li>Once the Doc10 is confirmed, in case of any modification, the changes will be done by IT in iCMS with the approval of Regional Cane Head mail approval, based on request of ZH/division Head (mail)</li> </ul>	IT	Bagalkot/Haliyal/Ramdurg		--	--	--	Doc-10	<table border="1"> <tr><td>R</td><td>Unit IT</td></tr> <tr><td>A</td><td>Regional Cane Head</td></tr> <tr><td>C</td><td></td></tr> <tr><td>I</td><td></td></tr> </table>	R	Unit IT	A	Regional Cane Head	C		I	
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