

Standard Operating Procedure Cane

SANKILI UNIT

Document Initiated by

- Mr. M. Venkatamuralli



Document Approved by

- Mr. Ramesh Kumar Reddy.



Date

- 25.11.2022

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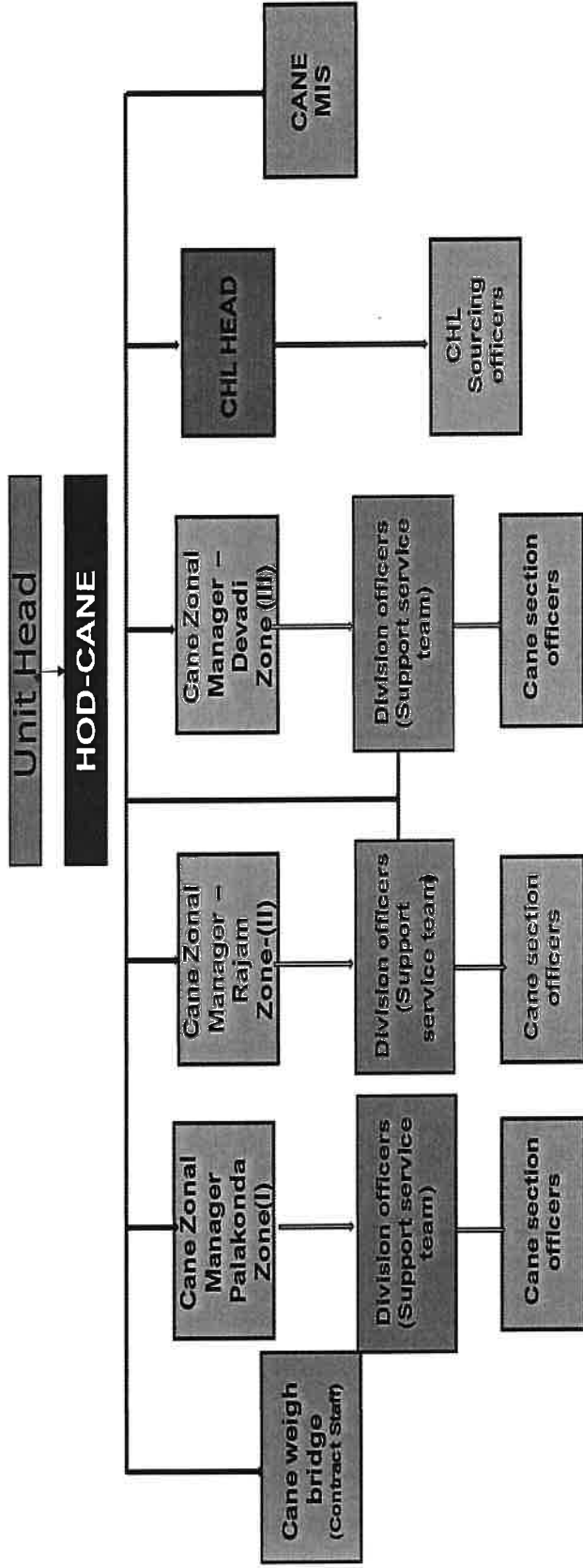
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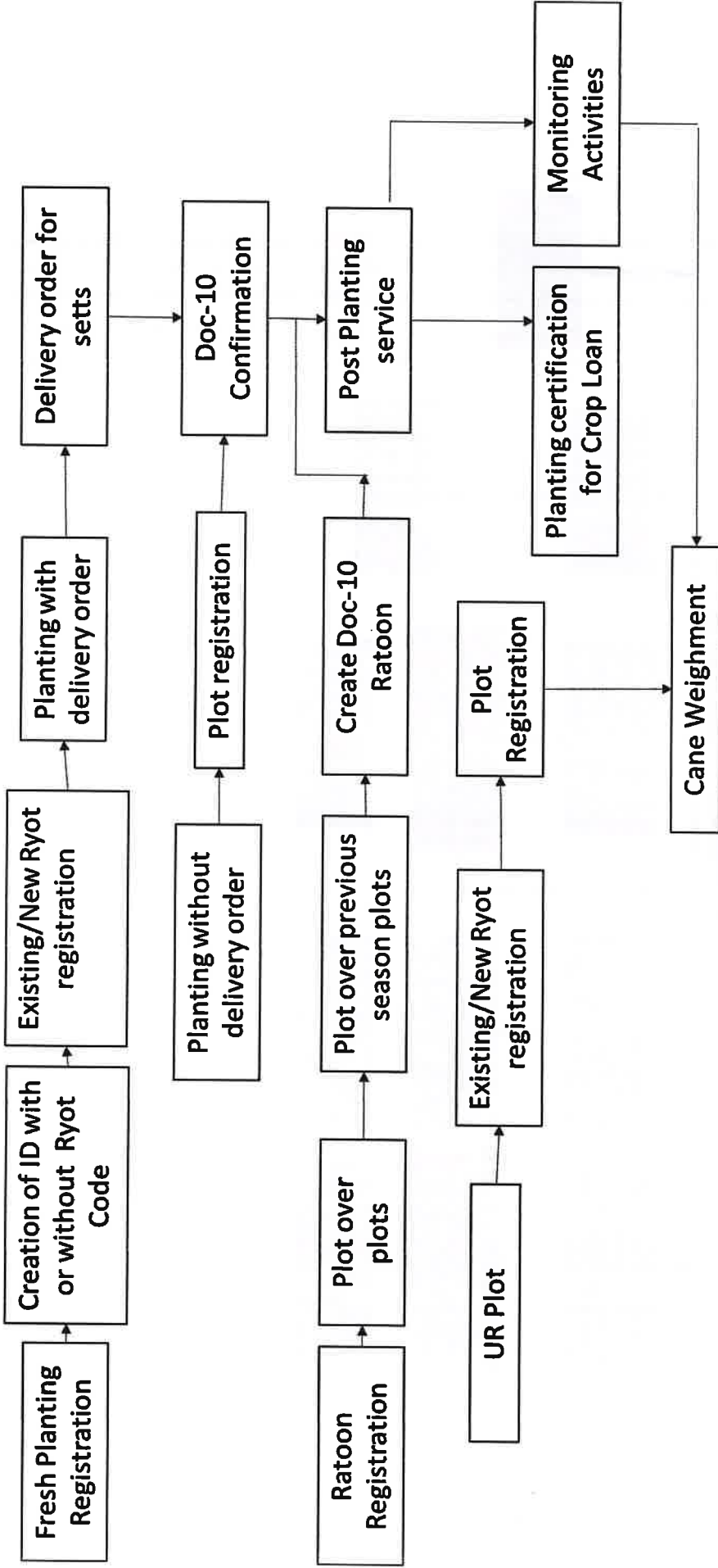
Cane Department Organization Chart

Organizational Chart - SANKILI



Cane-Planting>1. Overall Process flow

Cane process Flow Chart



Cane-Planting>2. New Ryot Registration

Process Detail

Process Step	Process Description	Performed By	Location	iCMS Menu / Manual	IFC Control Reference	Accounting Entries	Output Documents Generated	RACI								
ID Creation – Fresh Plant (With or Without Ryot)	A Ryot who is willing to cultivate cane for EID is identified by CO. The Ryot is selected, and an ID is created for planting offered area by Ryot, In iCMS Ryot Number, Likely Area and relevant data are captured for existing Farmers and for new farmers area offered for planting, phone number, village and ID number only will be created. No documents will be collected.	Cane Officer (CO)	Factory - Sankili	iCMS			Directly Updating in iCMS (ID Creation)	<table border="1"> <tr><td>R</td><td>CO</td></tr> <tr><td>A</td><td>CO/DO</td></tr> <tr><td>C</td><td>ZH</td></tr> <tr><td>I</td><td>CH</td></tr> </table>	R	CO	A	CO/DO	C	ZH	I	CH
R	CO															
A	CO/DO															
C	ZH															
I	CH															
Ryot Registration – (Registered Ryot)	CO collects the Ryot's information for new ryot creation, Name of Ryot, Address, Aadhar, mobile number (on availability) and Bank information with bank account number, branch, Bank account Passbook proof/ Cancelled Cheque and Aadhar copy is mandatory. If the Ryot's information is already available in the system, then CO will note down the existing Ryot number and inform the Ryot suitably.	Cane Officer (CO)	Factory- Sankili	iCMS		--	Documents to be collected from Ryot Aadhar Card and Bank account Passbook proof / Cancelled Cheque is Mandatory. Copy of the same will be uploaded in iCMS. Optional - Address Proof with Photo ID – Ration	<table border="1"> <tr><td>R</td><td>CO / DO</td></tr> <tr><td>A</td><td>ZH</td></tr> <tr><td>C</td><td></td></tr> <tr><td>I</td><td></td></tr> </table>	R	CO / DO	A	ZH	C		I	
R	CO / DO															
A	ZH															
C																
I																

Process Step	Process Description	Performed By	Location	iCMS Menu / Manual	IFC Control Reference	Accounting Entries	Output Documents Generated	RACI															
New Ryot Registration - Creation of Master Record in iCMS	<p>Registered Ryots Cane Officer (CO) to enter the Ryot information in the Ryot master and saves the record based on the form and documents collected. Zonal Head approves the Ryot registration based on verification of documents. Rejects in case of invalid documents.</p> <p>if the iCMS system shows more than one record with the same ryot name, then father's name of the Ryot is checked. If the father's name also matches, then Village, Aadhar, SB bank a/c along with bank and branch code are validated sequentially.</p> <p>Ryot Name, Fathers Name, Gender, Ryot category (Registered / unregistered), Aadhar,</p>	Cane Officer (CO)	Factory - Sankili (SSAN)	iCMS → Masters → Plot Related Masters → Ryot Master		--	Card / PAN Card / Voter Card	<table border="1"> <tr><td>R</td><td>CO</td><td>/</td></tr> <tr><td></td><td>DO</td><td></td></tr> <tr><td>A</td><td>ZM</td><td></td></tr> <tr><td>C</td><td>OH</td><td></td></tr> <tr><td>I</td><td></td><td></td></tr> </table>	R	CO	/		DO		A	ZM		C	OH		I		
R	CO	/																					
	DO																						
A	ZM																						
C	OH																						
I																							

Process Step	Process Description	Performed By	Location	iCMS Menu / Manual	IFC Control Reference	Accounting Entries	Output Documents Generated	RACI								
	<p>Bank, Branch, Account no, Address (city) are mandatory in Ryot creation.</p> <p>System records the information and generates a unique "Ryot Number". CO has to note down the Ryot number and informs the Ryot for using with EID for any future transactions.</p> <p>CO / Cane MIS will create New Ryot in ICMS and approved by ZM/ CH.</p> <p><u>Non own Cane Supplier</u> Supply In-Charge/ CO collects the Ryot's information for new ryot creation, Name of Ryot, Address, Aadhar, mobile number (on availability) and Bank information with bank account number, branch. Bank account Passbook proof/ Cancelled Cheque and Aadhar copy is mandatory.</p> <p>Supply In-charge look into "Village Master" If the village is not found, intimation is sent to IT with approval of Cane Head to create village code in iCMS.</p> <p>The Identity details of Non-Own Cane supplier such as Address, Contact No., relevant KYC details, Aadhar, Bank proof (account Number). is collected by Supply In-charge / CO/ DO- and MIS Cane will update in ICMS with Concerned</p>	MIS for Sankili		iCMS → Masters → Plot Related Masters → Ryot Master			<p>Non own Cane supplier Document to collect Aadhar and Bank Account Passbook proof (account number)</p>	<table border="1"> <tr> <td>R</td> <td>CO / Cane MIS (SSAN)</td> </tr> <tr> <td>A</td> <td>CH</td> </tr> <tr> <td>C</td> <td></td> </tr> <tr> <td>I</td> <td></td> </tr> </table>	R	CO / Cane MIS (SSAN)	A	CH	C		I	
R	CO / Cane MIS (SSAN)															
A	CH															
C																
I																

Process Step	Process Description	Performed By	Location	iCMS Menu / Manual	IFC Control Reference	Accounting Entries	Output Documents Generated	RACI																
	ZM recommendation, authorised by Cane Head in iCMS. For existing Non-Own Ryots same Ryot Number will be continued.																							
Change in Ryot Master Details.	<p>For Command Area Ryots For any changes, Ryot has to submit a letter requesting for change with relevant documents. The Ryot request to be submitted by CO/DO and to be recommended by Zonal Head. Based on this it can be modified by Cane MIS in iCMS and to be approved by Cane Head in iCMS.</p> <ul style="list-style-type: none"> - For existing Ryot, for Bank account changes, Ryot request letter with the proof of new account number is required. - For existing Ryot, for update in Name, changes carried out with proof of relevant documents. <p>For changes in Non-Own Cane supplier If any Bank Account changes for Non own cane supplier, changes will be done by Cane MIS after getting new account number document proof. Approval done by Cane Head in iCMS.</p>	MIS	Factory - Sankili (SSAN)	iCMS → Masters → Plot Related Masters → Ryot Master	--			<table border="1"> <tr><td>R</td><td>Cane-MIS / CO</td></tr> <tr><td>A</td><td>ZH & CH</td></tr> <tr><td>C</td><td></td></tr> <tr><td>I</td><td></td></tr> </table> <table border="1"> <tr><td>R</td><td>Cane-MIS</td></tr> <tr><td>A</td><td>ZH and CH</td></tr> <tr><td>C</td><td></td></tr> <tr><td>I</td><td></td></tr> </table>	R	Cane-MIS / CO	A	ZH & CH	C		I		R	Cane-MIS	A	ZH and CH	C		I	
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A	ZH & CH																							
C																								
I																								
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A	ZH and CH																							
C																								
I																								

Cane-Planting>3. Plot Registration

Process Step	Process Description	Performed By	Location	iCMS Manual	Menu / Accounting Entries	Output Documents Generated	RACI								
ID List Generation – Fresh Plant	A ryot who is willing to cultivate cane for EID is identified by Cane Officer. The Ryot is selected, and an ID is created for the plot, based on the confirmation with the Ryot. In iCMS Ryot Number, Likely Area and relevant data are captured. An ID Number is essential for Plot Area Measurement and Delivery order creation.	Cane officer (CO)	Factory Sankli (SSAN)	iCMS →Planting →ID→ID Add			<table border="1"> <tr><td>R</td><td>CO</td></tr> <tr><td>A</td><td></td></tr> <tr><td>C</td><td></td></tr> <tr><td>I</td><td>ZM/ CH</td></tr> </table>	R	CO	A		C		I	ZM/ CH
R	CO														
A															
C															
I	ZM/ CH														
Area measurement – Fresh plant	An ID Number is essential for Plot Area Measurement and Delivery order creation. With the created ID list and before Doc10 confirmation, CO needs to visit the field and measure the plot using iCane by walking around the boundary of the field to capture the area of the field. While walking around the field lat./ long. captured at regular intervals and based on the same area is shown. The first starting point Lat./ Long. is taken and automatic posted in Doc10	CO	Factory Sankli (SSAN)	iCane – Area Measurement			<table border="1"> <tr><td>R</td><td>CO</td></tr> <tr><td>A</td><td></td></tr> <tr><td>C</td><td></td></tr> <tr><td>I</td><td></td></tr> </table>	R	CO	A		C		I	
R	CO														
A															
C															
I															

Process Step	Process Description	Performed By	Location	iCMS Menu / Manual	Accounting Entries	Output Documents Generated	RACI								
	The measured area is shown in DO and Doc 10. Area measurement is mandatory for all the plots except Non-Own Cane (NOC/UR) The Method of capturing Area Measurement using iCane in Annexure-1 (AP)														
ID List Modification	Allowed for Ryot number and area changes before Delivery order Confirmation.	CO / Cane MIS	Factory Sankili	iCMS – ID list modification			<table border="1"> <tr><td>R</td><td>CO/Cane MIS</td></tr> <tr><td>A</td><td>ZM</td></tr> <tr><td>C</td><td>CH</td></tr> <tr><td>I</td><td></td></tr> </table>	R	CO/Cane MIS	A	ZM	C	CH	I	
R	CO/Cane MIS														
A	ZM														
C	CH														
I															
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 CO and authorisation by ZH.	Ryot/CO/ ZH	Factory Sankili (SSAN)			Ryot Agreement	<table border="1"> <tr><td>R</td><td>CO</td></tr> <tr><td>A</td><td>ZH</td></tr> <tr><td>C</td><td></td></tr> <tr><td>I</td><td>Cane Head</td></tr> </table>	R	CO	A	ZH	C		I	Cane Head
R	CO														
A	ZH														
C															
I	Cane Head														
Plot Physical Verification	The format of the agreement is given in Annexure 2 (AP) Plot Verification must be done immediately after completion of planting in field through physical verification and Doc 10 to be posted by CO / DO. (Cane Officer has to do 100% physical inspection of the plots). The Ryot agreement is completed and updated in ICMS. (Already covered in area measurement) The Zonal Head should check the planting status on random basis.	Cane Officer (CO)	Factory Sankili (SSAN)				<table border="1"> <tr><td>R</td><td>Do / ZH</td></tr> <tr><td>A</td><td></td></tr> <tr><td>C</td><td></td></tr> <tr><td>I</td><td>Cane Head</td></tr> </table>	R	Do / ZH	A		C		I	Cane Head
R	Do / ZH														
A															
C															
I	Cane Head														

Cane-Planting>4. Planting – Area Survey and Budgets

Process Step	Process Description	Performed By	Location	iCMS Menu	IFC Reference	Control Accounting Entries	Output Documents Generated	RACI
Planting Budget- Bulk & Nursery	Planting budget is done based on the field conditions and business plan targets for the financial year/ Planting season.	Cane Head	Factory Sankli (SSAN)			--	Planting Budget	R CH A Unit Head C Head Operations & Projects I HO/R&D

Process Step	Process Description	Performed By	Location	iCMS Menu	IFC Reference	Control Reference	Accounting Entries	Output Documents Generated	RACI								
	The budget is arrived based on crop type wise, month wise, varietal group and Zone wise as per the Plant requirement.																
Budget vs Actual Monitoring-Bulk & Nursery	Review the performance of Planting by comparing budgeted acreage to actual performance or acreage achieved by the factory.	Cane Head	Factory Sankhli (SSAN)	iCMS			--	Cane Registration Report from icMS	<table border="1"> <tr> <td>R</td> <td>Cane Head</td> </tr> <tr> <td>A</td> <td>Unit Head</td> </tr> <tr> <td>C</td> <td>Head Operations & Projects</td> </tr> <tr> <td>I</td> <td>HO</td> </tr> </table>	R	Cane Head	A	Unit Head	C	Head Operations & Projects	I	HO
R	Cane Head																
A	Unit Head																
C	Head Operations & Projects																
I	HO																

Cane-Planting>5. Planting - Delivery Order

Process	Process Description	Performed By	Location	iCMS Menu / Manual	IFC Control Reference	Accounting Entries	Output Documents Generated	RACI								
Step																
Setts Sourcing within command area	<p>Mostly the seeds available within the command area were utilised, Based on Ryot request for planting, CO will verify iCMS for Setts availability in nearby villages to the planting area. Inform the field details of setts plots to check and confirm by the receiving ryot.</p> <p>Seedlings will be raised by the entrepreneurs. ZH will plan for Pro-Tray Seedlings. CO / Do will give seedlings supply indent to entrepreneur, in turn he delivers seedlings to the respective Ryots. Same will check and confirm by CO.</p> <p>For Both cases Seed cane plots to be certified by Breeder.</p>	Cane Officer (CO)	Factory Sankli (SSAN)	iCMS				<table border="1"> <tr><td>R</td><td>CO</td></tr> <tr><td>A</td><td>Breeder / ZH</td></tr> <tr><td>C</td><td>CH</td></tr> <tr><td>I</td><td></td></tr> </table>	R	CO	A	Breeder / ZH	C	CH	I	
R	CO															
A	Breeder / ZH															
C	CH															
I																
Delivery order	<p>The CO issues manual DO to the receiving ryot to take setts. The receiving ryot give the Manual DO to Supplier ryot and take setts as per mentioned quantity in manual DO for planting in his plot.</p>	Cane Officer (CO)	Factory Sankli (SSAN)	Manual /				<table border="1"> <tr><td>R</td><td>CO</td></tr> <tr><td>A</td><td></td></tr> <tr><td>C</td><td></td></tr> <tr><td>I</td><td>ZH/CH</td></tr> </table>	R	CO	A		C		I	ZH/CH
R	CO															
A																
C																
I	ZH/CH															

Process	Process Description	Performed By	Location	iCMS Menu / Manual	IFC Control Reference	Accounting Entries	Output Documents Generated	/ RACI
Step								
	Supplier ryot takes confirmation of setts receipt from Receiver ryot in manual DO.			iCMS -> Delivery order				
	CO confirm the receipt of setts quantity with both Supplier and Receiver and post Delivery order in iCMS.							
	<p>In iCMS Setts which were posted fitness for setts in Doc40, same is listed in delivery order. Setts type wise (Single bud / double bud / pro-tray seedlings) parameter values were defined in iCMS on factory specific.</p> <p>In DO, trash % allowance is allowed on weight to cover the extra weight of trash as per the parameter value in iCMS.</p>							
	In Delivery order, Receiver and Supplier details to be mapped, and the supplier plot is selected.							
	<p><u>ID Number, DO Date, Seed supplier plot selection, plot type, receiver details – area, crop type, nursery type, mode of payment setts type, setts unit, seed quantity, trash %</u> are mandatory.</p>							

Process	Process Description	Performed By	Location	iCMS Menu / Manual	IFC Control Reference	Accounting Entries	Output Documents Generated	/ RACI								
Step																
	<p>Also, loan / direct mode is selected.</p> <p>For some ryot cases (Receiver and supplier is same ryot), from 1st delivery order allowed under direct mode.</p> <p>Plot number is generated on saving the document.</p> <ul style="list-style-type: none"> • Loan – The system allows only payment mode through Loan. This is a Loan against with two sugar cane farmers as co-obligants or surety. • In case of any ryot is defaulted, the same loan amount will be recovered from Surety Ryots with confirmation by ZH. And system will not hold any surety amount automatically. • Direct – The system to allow for this mode only where the receiver Ryot and supplier Ryot are same, and the receiver ryot takes sets on his/her own arrangements. <p>Additional Delivery order:</p>	Cane Officer (CO)		iCMS -> Additional Delivery order				<table border="1"> <tr> <td>R</td> <td>CO/DO</td> </tr> <tr> <td>A</td> <td></td> </tr> <tr> <td>C</td> <td></td> </tr> <tr> <td>I</td> <td>ZH/CH</td> </tr> </table>	R	CO/DO	A		C		I	ZH/CH
R	CO/DO															
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Process	Process Description	Performed By	Location	iCMS Menu / Manual	IFC Control Reference	Accounting Entries	Output Documents Generated	/ RACI
Step								
	<p>Additional delivery order to be prepared in cases where the setts are supplied by more than one ryot and from same receiver Ryot in case sett requirement is more for planting. In Additional DO varietal change is not allowed in iCMS. Season, plot number of Seed supplier, Setts Type, Mode of payment, Setts unit, Setts Quantity, Trash % are mandatory. On saving the Additional DO the same plot number which is already generated in iCMS is updated. Once Delivery order is confirmed, it cannot be modified but it can be deleted and created with fresh delivery order. Setts / Seedlings quantity limit will be as per Approved Budget for the year. Ryot ensures the received setts were planted in the plot.</p>							

Process	Process Description	Performed By	Location	iCMS Menu / Manual	IFC Control Reference	Accounting Entries	Output Documents Generated	/ RACI									
Step																	
Setts / Seedlings receipt from Research Institution & SBI	<p>For rejuvenation of existing varieties and to establish new varieties in our command area, setts verified for availability with Research Institution & SBI. Based on availability, Breeder R&D visit the field in the availability location and confirm with R&D Head, in consultation with Cane Head, Unit Head and with approval of HO, setts based on requirement to be received from Research Institutions & SBI.</p> <p>In iCMS, Menu - Other seed supplier, receipt is updated by the Breeder with approval of Cane Head and same is available for Deliver order posting in iCMS, where in at receipt entry, Supplier is selected as SBI/Research Institutions.</p>	Cane Breeder	Factory Sankili (SSAN)	<p>Manual / Masters → Planting → Delivery Order → Setts Receipts</p>					<table border="1"> <tr> <td>R</td> <td>Breeder/Cane MIS</td> </tr> <tr> <td>A</td> <td>R&D Head</td> </tr> <tr> <td>C</td> <td>Cane Head/Unit Head</td> </tr> <tr> <td>I</td> <td>Head Operations and projects</td> </tr> </table>	R	Breeder/Cane MIS	A	R&D Head	C	Cane Head/Unit Head	I	Head Operations and projects
R	Breeder/Cane MIS																
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Process Step	Process Description	Performed By	Location	iCMS Menu / Manual	IFC Control Reference	Accounting Entries	Output Documents Generated	RACI								
Setts / Seedlings receipt from outside command Area	In Case of setts taken from outside command Area, the request to be raised by Cane Head and with recommendation of Unit Head, R&D Head organise for confirmation of the sett's quality and with approval of Head Operations & Projects, the setts were taken from outside. In iCMS Menu - other seed supplier, receipt is updated by the Breeder same is available for Deliver order posting in iCMS	Cane Head	Factory Sankili (SSAN)	Manual / iCMS ->Masters → Planting → Delivery Order → Setts Receipts				<table border="1"> <tr> <td>R</td> <td>R&D/CH</td> </tr> <tr> <td>A</td> <td>Head-Operations&Projects</td> </tr> <tr> <td>C</td> <td>R&D HEAD</td> </tr> <tr> <td>I</td> <td>Unit Head</td> </tr> </table>	R	R&D/CH	A	Head-Operations&Projects	C	R&D HEAD	I	Unit Head
R	R&D/CH															
A	Head-Operations&Projects															
C	R&D HEAD															
I	Unit Head															
Setts / Seedlings receipt from - our own group Factory	In case of Setts requirement within our Group factories, receiving factory Cane Head to analyse the requirement and in consultation with Sending Factory Cane Head, to raise the request and same to be approved by Unit Head / Head-Operations & Projects . In case of cost involvement to be approved by CFO / MD.	Receiving Factory Cane Head	Factory Sankili (SSAN)	Manual / iCMS				<table border="1"> <tr> <td>R</td> <td>Breeder/CH</td> </tr> <tr> <td>A</td> <td>Unit Head/Head operator and projects and</td> </tr> </table>	R	Breeder/CH	A	Unit Head/Head operator and projects and				
R	Breeder/CH															
A	Unit Head/Head operator and projects and															

Process	Process Description	Performed By	Location	iCMS / Manual	Menu / Manual	IFC Control Reference	Accounting Entries	Output Documents Generated	RACI				
Step	In iCMS the Sending factory through IT to map the list of plot to the receiving factory, and same to be approved by Sending factory Cane Head. So that the plots will be listed in Delivery order of Receiving factory.								<table border="1"> <tr> <td>C</td> <td>Financial approval by CFO/MD</td> </tr> <tr> <td>I</td> <td>Sending CH</td> </tr> </table>	C	Financial approval by CFO/MD	I	Sending CH
C	Financial approval by CFO/MD												
I	Sending CH												

Process Step	Process Description	Performed by	Location	iCMS Menu	IFC Reference	Control	Accounting Entries	Output Documents Generated	RACI								
Doc 10 – Planting	<ul style="list-style-type: none"> After getting the setts, the Ryot will plant and inform the respective CO on completion of planting. After confirmation of planting received from the Ryot, the CO has to inspect the Ryot's plot and to record the information required in Doc10 , by using the plot number as already generated in delivery order <p>Controls in ICMS:</p> <ul style="list-style-type: none"> Planting date for plant crop should not be before the delivery order date. Doc 10 entry is not allowed for the plots already having doc 10. Inspection Date cannot be earlier than Planting Date. Difference between Planting Date and Doc 10 creation date should not exceed 15 days as defined in parameter. Relevant details updated in Doc10. Planting date should be between planting season start date and planting season end date. Modification is not possible for doc 10 confirmed plots. 	Cane Officer (CO)	Factory Sankili (SSAN)	iCMS →Planting → Doc10 → Plant			To confirm	Doc-10	<table border="1"> <tr> <td>R</td> <td>CO/DO</td> </tr> <tr> <td>A</td> <td>ZH</td> </tr> <tr> <td>C</td> <td></td> </tr> <tr> <td>I</td> <td></td> </tr> </table>	R	CO/DO	A	ZH	C		I	
R	CO/DO																
A	ZH																
C																	
I																	

Process Step	Process Description	Performed by	Location	iCMS Menu	IFC Control Reference	Accounting Entries	Output Documents Generated	RACI								
	<ul style="list-style-type: none"> Doc 10 to be Confirmed by ZH. Once the Doc 10 is confirmed, CO / DO cannot modify the Doc 10 information. Deletion not possible for Doc10 confirmed plots. Any modifications after Doc10 Confirmation, can be performed by IT with approval of Cane Head. 															
Doc-10 Ratoon	<ul style="list-style-type: none"> After supplying entire cane of particular plot to the factory, the CO confirms to post plot over and the Plot over process is done in iCMS. Once the plot over is done, then the plot is eligible for ratoon registration. <ul style="list-style-type: none"> Based on ryot's confirmation for ratoon registration, The CO 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 & plot number 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 Cane Head and ID release by IT for ratoon registration. 	Cane Officer (CO)	Factory Sanklii (SSAN)	iCMS →Planting → Doc10 → Ratoon		--	Doc-10	<table border="1"> <tr><td>R</td><td>CO/DO</td></tr> <tr><td>A</td><td>ZH/CH</td></tr> <tr><td>C</td><td></td></tr> <tr><td>I</td><td></td></tr> </table>	R	CO/DO	A	ZH/CH	C		I	
R	CO/DO															
A	ZH/CH															
C																
I																

Process Step	Process Description	Performed by	Location	ICMS Menu	IFC Reference	Accounting Entries	Output Documents Generated	/ RACI
	<p>Reduction in plot area</p> <ul style="list-style-type: none"> • If there is a reduction in ratoon registration area in comparison to plot over area, then a reason has to be selected from the available options. <p>The maximum allowable time for ratoon registration is 60 days after last supply date.</p> <p>Controls implemented in ICMS:</p> <ul style="list-style-type: none"> • The time lag between previous last supply date and Doc10 date should not exceed 60 days. • Required details are updated in Doc10 ratoon. • Doc10 entry is not allowed for the plots already having Doc10. • Plots with Plot over not done cannot be selected. • Ratoon registration for next season to be only after the last supply date of previous plot of preceding season. <p>Doc10 ratoon to be confirmed by ZH.</p> <ul style="list-style-type: none"> • Modification is not possible for Doc10 confirmed plots. Any 							

Process Step	Process Description	Performed by	Location	iCMS Menu	IFC Reference	Control Entries	Accounting Entries	Output Documents Generated	RACI								
Doc10 Late Registration for Plant (without DO)	<p>modifications after Doc10 Confirmation, can be performed by IT with approval of Cane Head.</p> <p>• Deletion not possible for doc 10 confirmed plots by CO/DO/ZM. Deletion will be done by IT with cane head approval.</p> <ul style="list-style-type: none"> • Same process for Planting, is followed with Delivery Order. • Except without Delivery Order, Direct Doc-10 is carried out (without ID list and Delivery order) after Ryot registration and after plot verification. • when the farmer comes for late registration CO has to collect agreement form. • CO to visit the plot, and to note down variety, Date of planting, area, variety, crop type, plant type, nursery type, etc., • Zonal Head to raise request with details through mail / request letter and based on confirmation by Cane Head in 	Cane Officer (CO)	Factory Sankili (SSAN)	Manual / iCMS → Planting → Doc10 → Planting Without DO (Late Registration)					<table border="1"> <tr><td>R</td><td>CO/ZH</td></tr> <tr><td>A</td><td>ZH</td></tr> <tr><td>C</td><td>CH</td></tr> <tr><td>I</td><td>CO</td></tr> </table>	R	CO/ZH	A	ZH	C	CH	I	CO
R	CO/ZH																
A	ZH																
C	CH																
I	CO																

Process Step	Process Description	Performed by	Location	iCMS Menu	IFC Reference	Accounting Entries	Output Documents Generated	RACI								
Doc10 for Late Registration (Ratoon)	<p>mail / request letter, MIS to update Doc10 in iCMS.</p> <ul style="list-style-type: none"> • Earlier planting dates allowed as per defined parameter settings for individual factories. • In case of Ratoon plots with or without previous plot were allowed to register. If without previous plot, variety, Crop Type, Plant Type, spacing, ryot details are updated in Doc10. • Earlier planting dates allowed as per defined in parameter settings for individual factories. • In case of ratoon without previous plot number, all the Ryot details and plots details like variety, spacing, irrigation, date of planting etc., were captured. • Such plots details has to verified by CO in presence of farmer in field, • Zonal Head to raise request with details through mail / request letter and based on confirmation by Cane Head in mail / request letter. 	ZH / Cane Head	Factory Sankili (SSAN)	Manual / iCMS → Planting → Doc10 → Late Registration				<table border="1"> <tr> <td>R</td> <td>CO / DO / ZH</td> </tr> <tr> <td>A</td> <td></td> </tr> <tr> <td>C</td> <td>CH</td> </tr> <tr> <td>I</td> <td></td> </tr> </table>	R	CO / DO / ZH	A		C	CH	I	
R	CO / DO / ZH															
A																
C	CH															
I																

Process Step	Process Description	Performed by	Location	iCMS Menu	IFC Reference	Control Reference	Accounting Entries	Output Documents Generated	RACI								
Non-Own Cane Plot Creation	<ul style="list-style-type: none"> Updated in iCMS, by Zonal Head. In case of Non Own cane Plot, in addition to Area, Variety, Plant Type, Ryot details, estimation is updated by Cane MIS during plot creation stage. There is no process of Doc10 confirmation. Once Doc10 is updated this plot is available for cutting order generation. Area measurement is not carried out for the NOC Plot. There is no limit on number of acres registered and Estimation Tons updated. 	Supply In-charge /MIS	Factory Sankili (SSAN)	Manual / iCMS → Planting → Doc10→Non Own Plot Creation					<table border="1"> <tr><td>R</td><td>Cane MIS/ ZM</td></tr> <tr><td>A</td><td>CH</td></tr> <tr><td>C</td><td>Unit Head</td></tr> <tr><td>I</td><td></td></tr> </table>	R	Cane MIS/ ZM	A	CH	C	Unit Head	I	
R	Cane MIS/ ZM																
A	CH																
C	Unit Head																
I																	
Doc 10 Approval	<ul style="list-style-type: none"> All Doc10 (for Plant and Ratoon with normal registration) has to be approved by ZH in iCMS. 	Zonal Head / Cane Head	Factory Sankili (SSAN)	iCMS → Planting → Doc10 → Doc - 10 Approval					<table border="1"> <tr><td>R</td><td>CO</td></tr> <tr><td>A</td><td>ZH</td></tr> <tr><td>C</td><td>CH</td></tr> <tr><td>I</td><td></td></tr> </table>	R	CO	A	ZH	C	CH	I	
R	CO																
A	ZH																
C	CH																
I																	
Changes to DOC-10	<ul style="list-style-type: none"> Once the Doc10 is confirmed, if in case of any modification, the changes will be done by IT in iCMS with the approval of the Cane Head (mail / request letter), based on request of ZH (mail / request letter) 	Zonal Head	Factory Sankili (SSAN)	Manual / iCMS	--	--	--	Doc-10	<table border="1"> <tr><td>R</td><td>ZH</td></tr> <tr><td>A</td><td>CH</td></tr> <tr><td>C</td><td></td></tr> <tr><td>I</td><td></td></tr> </table>	R	ZH	A	CH	C		I	
R	ZH																
A	CH																
C																	
I																	

Cane-Planting>7. Plot Transfer

Process Step	Process Description	Performed By	Location	iCMS Menu	IFC Control Reference	Accounting Entries	Output Documents Generated	RACI						
Plot Transfer	<ul style="list-style-type: none"> Consent letter from both transferee and transferor (except death cases) mentioning the plot number and sugarcane area if the crop transfer due to death of a grower, apart from above documents (i) death 	Cane Officer (CO)	Factory Sankli (SSAN)	Manual / iCMS Planting →			Accounting by Cane Accounts	<table border="1"> <tr> <td>R</td> <td>MIS</td> </tr> <tr> <td>A</td> <td>ZH</td> </tr> <tr> <td>C</td> <td>CH</td> </tr> </table>	R	MIS	A	ZH	C	CH
R	MIS													
A	ZH													
C	CH													

Process Step	Process Description	Performed By	Location	iCMS Menu	IFC Control Reference	Accounting Entries	Output Documents Generated	RACI
	<p>certificate (ii) Legal heir certificate and (iii) consent letter from legal heirs is also to be enclosed.</p> <ul style="list-style-type: none"> • Fill the particulars of the plot in the Crop Transfer Form and same need to authorise by CO & ZH. • MIS need to verify and confirm that no company, Bank loans and insurance for the plot which needs to be transferred. • After clearing the loans for the plot, the crop transfer to be done in iCMS by MIS and approved by Cane Head. • For Company loan, option is also provided to transfer the loan with the consent letter of ryot's. For the same CO to raise request, based on recommendation of ZH, Cane Head will approve to transfer the company loan related to plot / Confirmed by Ryot, CO and ZH . Cane account and Finance will transfer the loan in iCMS. 			<p>→General →Plot Transfer</p>				I Accounts

Cane-Planting>8. Planting Certificate

Process Step	Process Description	Performed By	Location	iCMS Menu	IFC Control Reference	Accounting Entries	Output Documents Generated	RACI								
Planting Certificate	<ul style="list-style-type: none"> Once the Doc 10 is confirmed, as per parameter values, CO / DO create request through phone/mail/ request letter. Based on the request, Cane-MIS / ZH in iCMS to generate and printing / reprinting the list of PC's and organise to distribute the PC's to individual Sections The printing of planting certificate to be done directly from the system at respective Divisional / Zonal Offices by respective Zonal Head. Format of planting certificate is enclosed as Annexure 11 CO and Zonal Head to authorise the Planting Certificate and submit along with Bank Loan application to Cane central office / Cane MIS, intern will verify and submit to Cane Accounts after approval of Cane Head. <p><u>Controls implemented in ICMS:</u></p>	Cane MIS / Zonal Heads	Factory Sankili (SSAN)	Manual / lcms		-	Planting Certificate	<table border="1"> <tr> <td>R</td> <td>Cane</td> </tr> <tr> <td>A</td> <td>MIS/ZH</td> </tr> <tr> <td>C</td> <td>CH</td> </tr> <tr> <td>I</td> <td>CO</td> </tr> </table>	R	Cane	A	MIS/ZH	C	CH	I	CO
R	Cane															
A	MIS/ZH															
C	CH															
I	CO															

Process Step	Process Description	Performed By	Location	iCMS Menu	IFC Control Reference	Accounting Entries	Output Documents Generated	RACI								
	<ul style="list-style-type: none"> Planting Certificate is directly printed from system without downloading in local system. Planting certificate can be generated only when Doc-10 is confirmed based on parameter values. Generation of planting certificate is not possible after Doc-40 confirmation. Planting certificate printing will be done only one time for each plot. <p>Planting Certificate reprint is done only with the approval of Cane Head (With request letter).</p>															
Disbursement of crop loans to cane growers	<p>Crop loans will be extended to Ryots by our company own funds or Bill discounting model.</p> <p>Cane officer will collect loan application based on ryot request along with KYC documents (Aadhar, Lease land documents, Promissory note with 2 sureties and Planting certificate generated from ICMS will be submitted with DO/ZH recommendation to cane MIS.</p>	<p>Cane MIS CO/DO/Z H</p>	<p>Factory Sankili (SSAN)</p>	<p>CMS → Cane Accounts → Bank Reimbursement Entry → Entry Screen</p> <p>Crop loan disbursement will be processed by cane</p>				<table border="1"> <tr><td>R</td><td>CO/DO</td></tr> <tr><td>A</td><td>CH</td></tr> <tr><td>C</td><td>ZH</td></tr> <tr><td>I</td><td>Cane Accounts</td></tr> </table>	R	CO/DO	A	CH	C	ZH	I	Cane Accounts
R	CO/DO															
A	CH															
C	ZH															
I	Cane Accounts															

Process Step	Process Description	Performed By	Location	iCMS Menu	IFC Control Reference	Accounting Entries	Output Documents Generated	RACI
	<p>Cane MIS has to verify and submit to cane accounts with approval of Cane Head.</p> <p>Crop loan will be extended after 60 days from the date of planting.</p> <p>CO/DO has to verify the Crop condition and recommend for crop loan, then ZH will certify the application to get approval from Cane Head & forwarded to cane accounts for disbursement of loan. Surety Ryots should have Standing cane.</p>			accounts after cane head approval.				

Cane-Monitoring>1. Perishal Process

Process Step	Process Description	Performed By	Location	iCMS Menu	IFC Control Reference	Accounting Entries	Output Documents Generated	RACI				
Perishal capturing	<ul style="list-style-type: none"> CO, while carrying out the Physical Inspection of field happen to observe that a plot has been perished will prepare a Perishal reporting form 	Cane Officer (CO)	Factory-Sankili (SSAN)	iCMS → Monitoring → Perishal Entry and approval				<table border="1"> <tr> <td>R</td> <td>CO/DO</td> </tr> <tr> <td>A</td> <td>ZH/CH</td> </tr> </table>	R	CO/DO	A	ZH/CH
R	CO/DO											
A	ZH/CH											

Process Step	Process Description	Performed By	Location	ICMS Menu	IFC Reference	Control Reference	Accounting Entries	Output Documents Generated	RACI
	<p>and report the same to DO/ZH (Refer Annexure for Perishal report form).</p> <ul style="list-style-type: none"> The perishal reporting form (PRF) to be filled and signed by the person who had physically observed that a plot has perishal. The plot perishal form should be jointly signed by the ZH and CO/DOS and to be forwarded to Cane Head if the crop age based on parameter value in ICMS. <p>Controls in ICMS:</p> <ul style="list-style-type: none"> The gap between the Perishal date and Perishal entry date should not be more than 30 days. This is to restrict the delay in entering the perishal details in ICMS. Perishal details cannot be recorded in ICMS within days defined in the parameter from the Planting date. Partial area perishal update is also available in ICMS and shall update in ICMS with the same procedure. 								<p>C Unit Head I Head - Projects & Operations</p>

Cane-Monitoring>3. Preplanting Activities

Process Step	Process Description	Performed By	Location	iCMS Menu	IFC Control Reference	Accounting Entries	Output Documents Generated	RACI								
Pre planting activities	<ul style="list-style-type: none"> Based on request from ryot, Cane officer will support and arrange all land preparation operation through farmers owned tractors. 	Cane Officer (CO)	Factory Sankili (SSAN)					<table border="1"> <tr><td>R</td><td>CO</td></tr> <tr><td>A</td><td>ZH</td></tr> <tr><td>C</td><td></td></tr> <tr><td>I</td><td></td></tr> </table>	R	CO	A	ZH	C		I	
R	CO															
A	ZH															
C																
I																
Press mud / Bio-compost / K-Ash etc... issues to registered farmers	<ul style="list-style-type: none"> Press Mud, Bio-compost, K-Ash etc. products price proposal will be submitted by CH to Unit Head, then in consultation with HO price will be fixed by the Unit Head. Based on request letter collected from farmers by CO and recommended by Zonal head and submitted to Cane central MIS. Verification of plot details by MIS and approved by Cane Head for press mud release. For the requested quantity <ul style="list-style-type: none"> Cane MIS will issue the indents to the Ryots for collecting the material from Distillery ETP in-charge. Distillery ETP in-charge will issue the indented quantity to Ryots with weightment through System. 	Cane Officer (CO) / Cane MIS / Distillery In charge / Sales Manager / Cane Accounts	Factory Sankili (SSAN)	iCMS→Other Weightment				<table border="1"> <tr><td>R</td><td>CO / Cane MIS / Distillery In-charge.</td></tr> <tr><td>A</td><td>ZH/ CH</td></tr> <tr><td>C</td><td>Unit Head</td></tr> <tr><td>I</td><td></td></tr> </table>	R	CO / Cane MIS / Distillery In-charge.	A	ZH/ CH	C	Unit Head	I	
R	CO / Cane MIS / Distillery In-charge.															
A	ZH/ CH															
C	Unit Head															
I																

Process Step	Process Description	Performed By	Location	iCMS Menu	IFC Control Reference	Accounting Entries	Output Documents Generated	Accounting Entries	Output Documents Generated	IFC Control Reference	Accounting Entries	Output Documents Generated	RACI
	<ul style="list-style-type: none"> Cane MIS will submit the Ryots letters to Cane accounts with the details. Cane Accounts will debit the cost to concerned Ryots based on the application submitted by Cane-MIS Cost of the Press mud, Bio-Compost, K- Ash etc.. With transport charges if any will be deducted from cane proceeds of immediate next crushing Season. 												

Cane-Monitoring>4. Crop Monitoring

Process Step	Process Description	Performed By	Location	iCMS Menu	IFC Control Reference	Accounting Entries	Output Documents Generated	RACI								
Crop monitoring	During the germination and Crop Establishment period - The field staff to inspect the plot and record the details in iCMS - Crop monitoring, below details Yes / No option are captured.	Cane Officer (CO)	Factory Sanklii (SSAN)	iCMS → Pre planting →				<table border="1"> <tr> <td>R</td> <td>CO/DO</td> </tr> <tr> <td>A</td> <td>ZH</td> </tr> <tr> <td>C</td> <td>CH</td> </tr> <tr> <td>I</td> <td></td> </tr> </table>	R	CO/DO	A	ZH	C	CH	I	
R	CO/DO															
A	ZH															
C	CH															
I																

Process Step	Process Description	Performed By	Location	iCMS Menu	IFC Control Reference	Accounting Entries	Output Documents Generated	RACI
	(FYM, Intercrop, Trash shredding, Trash mulching, Gap filling, MN Application, Inter-crop Etc.. Crop condition at 90 days and 120 days)							
	The crop monitoring activities need to be updated in iCMS so that the plots were listed in Doc40.							

Cane-Monitoring>5. Loans

Process Step	Process Description	Performed By	Location	iCMS Menu	IFC Control Reference	Accounting Entries	Output Documents Generated	RACI								
Input & Crop Loans	For extending input and crop loans to farmers Budget will be prepared by cane head and submit through Unit Head and Head operation & projects to CFO / Managing Director for approval. Based approval Input (Seed cane, Fertilizers, Plant Protection Chemicals, Weedicides Etc..) and Crop loan will be extended to Ryots. Limits and terms & conditions will be as per the Approved Budget. If any deviation is required in special cases will be obtained approval from Head-Operations & Projects.	Cane Head	Factory Sankili (SSAN)	Manual				<table border="1"> <tr><td>R</td><td>CH</td></tr> <tr><td>A</td><td>UH/ Head-Operations & Projects</td></tr> <tr><td>C</td><td>CFO & MD</td></tr> <tr><td>I</td><td></td></tr> </table>	R	CH	A	UH/ Head-Operations & Projects	C	CFO & MD	I	
R	CH															
A	UH/ Head-Operations & Projects															
C	CFO & MD															
I																
Fertilizer issue	Fertilizer will be issued to the farmers as per the recommended dose is updated in iCMS. Fertilizer issue slip will be generated through system for Doc-10 confirmed plots at cane office/zonal office. <ul style="list-style-type: none"> Slip will be signed by Cane Officer / Division Officer. The fertilizer will be issued recommendation slip at MGC. After issue MGC will be submitting copy of bills to finance department with the signature of Zonal Head in case of any deviation in the actual issue against slip. Maximum limit per acre as per budget approval. The amount will be booked as loan to the grower and recover in cane proceeds of next crushing season. 	Cane MIS	Factory Sankili (SSAN)	FPC->FPC Indent				<table border="1"> <tr><td>R</td><td>CO/ Cane MIS</td></tr> <tr><td>A</td><td>ZH</td></tr> <tr><td>C</td><td>GH</td></tr> <tr><td>I</td><td>Accounts</td></tr> </table>	R	CO/ Cane MIS	A	ZH	C	GH	I	Accounts
R	CO/ Cane MIS															
A	ZH															
C	GH															
I	Accounts															
Other Loans (Cane Development)	Any other loans will be extended as per the approval from CFO / MD with the recommendation of Unit Head and Head Operations & Projects i.e., Internal field approach roads, Irrigation Channels, Drip Irrigation, Pipelines, etc. and any other loans towards cane development.	Cane Head						<table border="1"> <tr><td>R</td><td>ZM / CH</td></tr> <tr><td>A</td><td>CO/ DO</td></tr> <tr><td>C</td><td>Unit Head & Head</td></tr> </table>	R	ZM / CH	A	CO/ DO	C	Unit Head & Head		
R	ZM / CH															
A	CO/ DO															
C	Unit Head & Head															

Process Step	Process Description	Performed By	Location	iCMS Menu	IFC Control Reference	Accounting Entries	Output Documents Generated	RACI
								operations & Projects
								I

Cane-Harvesting>1. Doc-40 Entry



Process Step	Process Description	Performed By	Location	iCMS Menu	IFC Control Reference	Accounting Entries	Output Documents Generated	RACI								
DOC 40 Creation	<ul style="list-style-type: none"> CO has to estimate the yield in tonnes for each plot Update estimated tonnage and other relevant details in Doc 40 against Plot number. In case of Nursery plot CO to certify the fitness of the crop and save the Doc 40, where estimated tonnes is auto populated based on factory parameter values per acre. In case of conversion of Bulk to setts, plot to be recommended by Zonal Head and approved by Cane Head (mail/hard copy) for posting fitness in Doc40. Doc 40 has to be confirmed as per the parameter fixed days factory wise (before generation of cutting order) In case of seed purpose, Doc40 has to be confirmed as per factory wise parameter fixed values. For Exceptional cases based on Cane Head approval through Mail, Doc40 for bulk (Previous season plots, Nursery, below age and over age) is updated. MIS to relax the age of plot through tools option in iCMS. <p>For age relaxation of Nursery to Bulk, MIS to relax the age of the plot.</p> <p>Controls in iCMS</p> <ul style="list-style-type: none"> Estimation cannot be modified once the DOC-40 is saved. And in certain special cases Estimated yield can be modified by unit IT in-Charge with the request of CO/Do and recommended by ZH and with approval of CH through mail or manual request. 	Cane Officer (CO)	Factory Sankili (SSAN)	iCMS Harvesting → Yield Estimate → Doc40 Bulk Doc40 Nursery	--	--	--	<table border="1"> <tr> <td>R</td> <td>CO/DO</td> </tr> <tr> <td>A</td> <td>ZH</td> </tr> <tr> <td>C</td> <td>CH</td> </tr> <tr> <td>I</td> <td>CH</td> </tr> </table>	R	CO/DO	A	ZH	C	CH	I	CH
R	CO/DO															
A	ZH															
C	CH															
I	CH															

Process Step	Process Description	Performed By	Location	iCMS Menu	IFC Control Reference	Accounting Entries	Output Documents Generated	IFC Control Reference	Accounting Entries	Output Documents Generated	RACI
	<ul style="list-style-type: none"> • For Nursery, Fitness is mandatory. • Cutting order cannot be generated if doc 40 is not confirmed. For Pre drawl of next season plot, to get approval of Unit Head (Manual / Mail).										

Cane-Harvesting>2. Revised Estimation

Process Step	Process Description	Performed By	Location	iCMS Menu	IFC Control Reference	Accounting Entries	Output Documents Generated	IFC Control Reference	Accounting Entries	Output Documents Generated	RACI								
Revision in Estimate - Bulk	In Case of any Revision in estimate, up to 5% can be done by CO / DO level. Further Two times the estimated tonnage can be revised by ZM/ CH. Beyond this it will be done by IT with the approval of Unit Head.	CO/DO/ ZH /Cane Head / IT	Factory Sankili (SSAN)	iCMS Harvesting →Yield Estimate → Revised Estimate Bulk		--	--		--	--	<table border="1"> <tr> <td>R</td> <td>CO/DO/ZH/CH /IT</td> </tr> <tr> <td>A</td> <td>ZH / CH</td> </tr> <tr> <td>C</td> <td>CH</td> </tr> <tr> <td>I</td> <td>Unit Head & Head Projects & Operations</td> </tr> </table>	R	CO/DO/ZH/CH /IT	A	ZH / CH	C	CH	I	Unit Head & Head Projects & Operations
R	CO/DO/ZH/CH /IT																		
A	ZH / CH																		
C	CH																		
I	Unit Head & Head Projects & Operations																		

Cane-Harvesting>3. Cane Harvesting

Process Step	Process Description	Performed By	Location	iCMS Menu	IFC Control Reference	Accounting Entries	Output Documents Generated	RACI								
Revision Estimate Nursery	In Case of any Revision in estimate, up to 5% can be done by CO / DO level. Further Two times the estimated tonnage can be revised by ZM/ CH. Beyond this it will be done by IT with the approval of Unit Head.	Support Officer / Zonal Head	Factory Sankili (SSAN)	iCMS → Harvesting →Yield Estimate Revised Estimate Nursery				<table border="1"> <tr><td>R</td><td>CO/DO/ZH/CH/IT</td></tr> <tr><td>A</td><td>ZH/CH</td></tr> <tr><td>C</td><td>CH</td></tr> <tr><td>I</td><td>Unit Head & Head Projects & Operations</td></tr> </table>	R	CO/DO/ZH/CH/IT	A	ZH/CH	C	CH	I	Unit Head & Head Projects & Operations
R	CO/DO/ZH/CH/IT															
A	ZH/CH															
C	CH															
I	Unit Head & Head Projects & Operations															
Recovery forecast before Season commencement.	By conducting Pre-Harvesting Maturity Survey (SMT) Before start of the crushing, SMT samples to be taken and analysed to estimate the recovery. The number of samples is taken for analysis based on the cane volume to be crushed for next 30 days (Based on Priority List), initiated by Cand Head. Sample collected by Cane Team and sent to SMT Lab for analysis. Analysis data will be updated in ICMS.	Cane Officer (CO)	Factory Sankili (SSAN)	--	--	--		<table border="1"> <tr><td>R</td><td>CH</td></tr> <tr><td>A</td><td>Unit Head/Head operations and Projects</td></tr> <tr><td>C</td><td>Lab In-Charge</td></tr> <tr><td>I</td><td>CO</td></tr> </table>	R	CH	A	Unit Head/Head operations and Projects	C	Lab In-Charge	I	CO
R	CH															
A	Unit Head/Head operations and Projects															
C	Lab In-Charge															
I	CO															

Process Step	Process Description	Performed By	Location	iCMS Menu	IFC Control Reference	Accounting Entries	Output Documents Generated	RACI										
Harvest and Supply Plan	<ul style="list-style-type: none"> Based on estimation made by CO/DO, ZH will arrive the total tonnage available in his zone for Month wise, Section wise. ZH to submit (through mail) estimate to Cane Head for entire season, before start of crushing season for Supply plan. Based on cane availability, Cane Head will arrive Zone wise daily cane supply quota and inform to all concerned for Cane Harvest and transport arrangements. ZH will arrive on the section wise supply quota. CHL sourcing Head will initiate CHL Budget proposal through Cane Head to obtain senior Management approval. 	ZH /CH	Factory Sankili (SSAN)	--		--	--	<table border="1"> <tr><td>R</td><td>CO/DO</td></tr> <tr><td>A</td><td>ZH / CH</td></tr> <tr><td>C</td><td>ZH/ CHL</td></tr> <tr><td>I</td><td>Head</td></tr> <tr><td></td><td>CO</td></tr> </table>	R	CO/DO	A	ZH / CH	C	ZH/ CHL	I	Head		CO
R	CO/DO																	
A	ZH / CH																	
C	ZH/ CHL																	
I	Head																	
	CO																	
Cutting Order Generation-Own Cane	<ul style="list-style-type: none"> The cutting orders are to be generated for the Doc40 updated plots by Cane MIS with approval by Cane Head. For any special case cutting order will be generated by Unit IT in-charge with the approval of CH. After generation of cutting orders, the CO organize 	CO / Do / ZM. Cane- MIS / Unit IT	Factory Sankili (SSAN)	iCMS → Harvesting → Cutting Order→ CO Generation	•	--	Cutting Order	<table border="1"> <tr><td>R</td><td>CO/DO/ ZM/ CH/ MIS / IT</td></tr> <tr><td>A</td><td>CH</td></tr> <tr><td>C</td><td>ZM</td></tr> <tr><td>I</td><td>CO</td></tr> </table>	R	CO/DO/ ZM/ CH/ MIS / IT	A	CH	C	ZM	I	CO		
R	CO/DO/ ZM/ CH/ MIS / IT																	
A	CH																	
C	ZM																	
I	CO																	

Process Step	Process Description	Performed By	Location	iCMS Menu	IFC Control Reference	Accounting Entries	Output Documents Generated	RACI
	for cane supply as per daily supply quota. The cutting order number are mentioned in trip sheet.							
Big Mill Test	<ul style="list-style-type: none"> BMT is also carried out to evaluate the performance of new variety as per recommendation of R&D. Also carried out, based on suggestion of Unit Head/Head Operations & Projects R&D Head / mill requirement, towards analysing performance 	Quality Test Report	Factory Sankli (SSAN)			--	Big Mill Test Report	R&D Breeder /Quality Manager / Lab In-Charges

Cane-Harvesting>4. GL Arrangement

Process Step	Process Description	Performed By	Location	iCMS Menu	IFC Control Reference	Accounting Entries	Output Documents Generated	RACI								
GL Arrangement (CHL Gangs)	<ul style="list-style-type: none"> Cane Harvesting labours are arranged by EID for cane harvesting as per the requirement, both from local villages and from Outside the factory areas. Registration (Agreement) is required for cane harvest labour gangs who are known as Gang Leaders for payment of advance amount. Documents requirement is different for Outside Labour and local labour (Documents List mentioned in Cane Payments SOP) <p>(Agreement Copy is in Annexure-_____)</p> <ul style="list-style-type: none"> With the recommendation of CHL Head GL rate will be fixed for the period, with Cane Head approval. <ul style="list-style-type: none"> For any additional GL rate, CO will obtain letter of consent from the Ryot and 	CHL-Cane officer/ CHL Head	Factory Sankili (SSAN)	iCMS → Harvesting → GL → GL Agreement				<table border="1"> <tr> <td>R</td> <td>CO-CHL</td> </tr> <tr> <td>A</td> <td>CHL Head</td> </tr> <tr> <td>C</td> <td>CH</td> </tr> <tr> <td>I</td> <td>Cane Accounts</td> </tr> </table>	R	CO-CHL	A	CHL Head	C	CH	I	Cane Accounts
R	CO-CHL															
A	CHL Head															
C	CH															
I	Cane Accounts															

Process Step	Process Description	Performed By	Location	iCMS Menu	IFC Control Reference	Accounting Entries	Output Documents Generated	RACI								
GL Advance	GL on agreed harvest rate / tonne/ Acre, towards deducting the same from the ryot cane proceeds to pay to GL. Based on CHL budget approval, GL advance will be paid to the Agreed GL with the approval of Cane HOD and finance HOD as recommended by CHL Head based on number of gangs, number of instalments.	Unit Finance Head/ Cane Accounts / CHL Head / CH	Factory Sankili (SSAN)	Manual / iCMS → Cane Accounts → Loans → Loan Transaction			--	<table border="1"> <tr> <td>R</td> <td>Cane Accounts</td> </tr> <tr> <td>A</td> <td>Regional Finance Head</td> </tr> <tr> <td>C</td> <td>Unit Head</td> </tr> <tr> <td>I</td> <td></td> </tr> </table>	R	Cane Accounts	A	Regional Finance Head	C	Unit Head	I	
R	Cane Accounts															
A	Regional Finance Head															
C	Unit Head															
I																
Ryot Advance for arrangement of GL	In case of any farmer request for advance amount to arrange CHL gangs on his own, will be paid to farmer with following conditions. <ul style="list-style-type: none"> • Promissory note with Two sureties (Sugar Cane farmers only) • Recoverable in cane proceeds. • With CO/DO/Zonal Head recommendation. 	CO / CHL - officer	Factory Sankili (SSAN)	iCMS → Cane Accounts → Loans → Ryot GL Advance			--	<table border="1"> <tr> <td>R</td> <td>CO / CHL officer</td> </tr> <tr> <td>A</td> <td>ZH / CHL H / CH</td> </tr> <tr> <td>C</td> <td>CHL Head</td> </tr> <tr> <td>I</td> <td></td> </tr> </table>	R	CO / CHL officer	A	ZH / CHL H / CH	C	CHL Head	I	
R	CO / CHL officer															
A	ZH / CHL H / CH															
C	CHL Head															
I																

Process Step	Process Description	Performed By	Location	iCMS Menu	IFC Control Reference	Accounting Entries	Output Documents Generated	RACI

Cane-Harvesting>5. Mechanical Harvester

Process Step	Process Description	Performed By	Location	iCMS Menu	IFC Control Reference	Accounting Entries	Output Documents Generated	RACI
Mechanical harvester advance	Based on Budget approval, advance for Mechanical harvester is paid with CHL Head recommendation, recommended by CH. The Required Loan documents list is mentioned in Cane Payment SOP	ZH / CHL Head / CH	Factory Sankili (SSAN)	Manual / iCMS				CHL Head / CH Unit Head / Head operations and Projects FCH

Cane-Weight>1. Loading and Unloading

Process Step	Location	iCMS Menu	Frequency	Duration	Resources
<p>Registration of Vehicles</p> <ul style="list-style-type: none"> To register the tractors / Lorries / Tipper in ICMS, by getting registration application form / list of vehicles from Transport contractor / Vehicle owner. Tractor, Lorry, and Tipper (engine) should have Insurance with validity. In iCMS entries with relevant details updated by MIS (Sanklii) and approved by Cane Head (Sanklii). Each vehicle is allotted separate Pass No. Insurance valid date is mandatory to be updated in Pass master. 	ZH / CHI-Head / MIS Sanklii	iCMS → Masters Related Pass Master, Harvester Master,	--	--	ZH/ CHL-Head MIS (Sanklii) Cane Head (Sanklii)
<p>Trip Sheet issue</p> <ul style="list-style-type: none"> CO will inform Ryot to harvest as per the cutting order Schedule as per daily supply quota. Ryot will harvest the cane by his own or factory engaged labour (asper ryot request) and inform CO. CO will generate Trip sheet and issue to Ryot on daily basis. CO to issue Trip Sheets for each load. <p>Refer Annexure 15 & 16 for Trip Sheet format.</p>	CO	iCMS → Harvesting Trip Sheet iCMS → Harvesting Trip Sheet Print	--	--	R CO / DO A ZM C I

Cane-Harvesting>2. Non-own Cane - Ordering

Process Step	Process Description	Performed By	Location	iCMS Menu	IFC Control Reference	Accounting Entries	Output Documents Generated	RACI								
Procurement of Non-Own Cane	<p>Cane Head and ZHs will monitor plant crushing plan with projected arrival of own registered cane, month wise for the season. And Based on availability of own cane, NOC drawl will be planned, with Approval from Senior Management.</p> <p>All Non-Own cane procurement rate shall be done only on a mandate approved by CFO/MD. NOC procurement is carried out within the approved rate.</p> <p>Non-Own cane to be procured from outside command area.</p>	CH/ZH	Factory Sankili (SSAN)					<table border="1"> <tr> <td>R</td> <td>CH/ ZH</td> </tr> <tr> <td>A</td> <td>CFO / MD</td> </tr> <tr> <td>C</td> <td>Unit Head/Head operations & Projects</td> </tr> <tr> <td>I</td> <td></td> </tr> </table>	R	CH/ ZH	A	CFO / MD	C	Unit Head/Head operations & Projects	I	
R	CH/ ZH															
A	CFO / MD															
C	Unit Head/Head operations & Projects															
I																
Price Fixation for Non Own Cane	<p>Price Fixation for Non-Own cane is done depending on competitors situation. Initiated by ZH / Cane Head through mail and with recommendation of Unit Head /Head operations & Projects and approved by CFO / MD .</p>	Cane Head / Zonal Head	Factory Sankili (SSAN)		--	--	--	<table border="1"> <tr> <td>R</td> <td>ZH/ CH</td> </tr> <tr> <td>A</td> <td>CFO/ MD</td> </tr> <tr> <td>C</td> <td>Unit Head/Head operations & Projects</td> </tr> <tr> <td>I</td> <td>ZH</td> </tr> </table>	R	ZH/ CH	A	CFO/ MD	C	Unit Head/Head operations & Projects	I	ZH
R	ZH/ CH															
A	CFO/ MD															
C	Unit Head/Head operations & Projects															
I	ZH															

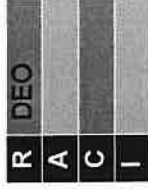
Cane-Harvesting>3. Diverted Cane

Process Step Process Description Performed By Location iCMS Menu IFC Control Reference Accounting Entries Output Documents Generated RACI

Cane-Harvesting>4. Receipt & Weighment – Own Cane

Process Step	Process Description	Performed By	Location	iCMS Menu	Controls	Accounting Entries	Output Documents Generated	RACI								
Gate Entry	<ul style="list-style-type: none"> The trip sheet / cutting order with Ryot, plot, cutting order number and pass details to be produced at the Token gate for verification. A smart card is issued at Token Entry. The smart card is used by vehicle driver at every stage in the weighment process from entry to exit of weighment. In case of Burnt cane CO will update the Burnt Cane option and Issue trip sheet to Ryot and same will carry by vehicles, And at Gate Entry Burnt cane approved copy available with Cane Head approval. For transporting cane through tractor, lorry and tipper, diesel slip will be issued 	Weighment DEO – Data Entry operator / IT / CH / Cane Accounts.	Factory Sankili (SSAN)	iCMS Weighment -> Token Gate Entry /				<table border="1"> <tr><td>R</td><td>DEO</td></tr> <tr><td>A</td><td>CH</td></tr> <tr><td>C</td><td></td></tr> <tr><td>I</td><td></td></tr> </table>	R	DEO	A	CH	C		I	
R	DEO															
A	CH															
C																
I																

Process Step	Process Description	Performed By	Location	iCMS Menu	Controls	Accounting Entries	Output Documents Generated	RACI
	based on the Driver oral request at weigh bridge by the operator quoting the diesel supplier name and quantity is as per fixed parameter in ICMS.							
Cane Weighment	<ul style="list-style-type: none"> When vehicle comes for the weighment, the Driver of the vehicle will place to scan the smart card at the weighment location. Cameras were installed to capture the vehicle front and rear view & weighment display. After unloading the cane, the driver has to park the vehicle in weigh bridge and place the smart card for Tare weighment capture. Weighbridge person delivers the weighment and diesel slip at end of the tare weighment to the driver of the vehicle after collecting the smart card. Format as per Annexure 17 & 18. <p>Controls in weighment: Vehicle wise, Average tolerance limit for tare weight is calculated to cross verify carrier type wise weight. Carrier type wise, Gate Entry turnaround time is set, as per parameter settings at individual factories. Carrier type wise, Minimum and Maximum Gross weight limit is set.</p>	Weighment DEO – Data Entry operation	Factory Sankili (SSAN)					



Process Step	Process Description	Performed By	Location	iCMS Menu	Controls	Accounting Entries	Output Documents Generated	RACI														
	<p>Minimum weight is set for all vehicles type wise for Gross and Tare Weightment.</p> <p>In any system / networks issues / others to continue crushing operation without interruption permit the manual weightment in the presence of CFT, and the same should be approved by Unit Head and informed to Unit Finance, QC and IT.</p> <ul style="list-style-type: none"> No Gate Entry is possible after plot over is posted. Public announcement system announcement is there on variation in tare weight as compared to average tare weight of season of same vehicle – as per the limit fixed for vehicle type wise, fixed in the parameter values w.r.t factories. 																					
Weightment Corrections	<p>Weightment correction other than weight related changes is done with the request letter submitted by concerned Transport vehicle contractor / Ryot/ CO/ ZH with through verification by IT-in charge and with recommendation of Cane Head (request letter), same will be modified by IT Dept in iCMS.</p> <p>Weightment correction for any weight changes to be initiated by Yard in charge / MIS recommended by Cane head, approved by Unit head (request letter) and will modify by IT Dep in iCMS.</p>	IT/ MIS Cane / CH	Factory Sankili (SSAN) Factory Sankili (SSAN)	iCMS >Tools Weightment Correction iCMS ->Tools -Weightment Correction				<table border="1"> <tr><td>R</td><td>IT / ZM / CH</td></tr> <tr><td>A</td><td>Unit Head</td></tr> <tr><td>C</td><td></td></tr> <tr><td>I</td><td>Accounts Head</td></tr> </table> <table border="1"> <tr><td>R</td><td>IT</td></tr> <tr><td>A</td><td>Unit Head</td></tr> <tr><td>C</td><td>Cane Head</td></tr> </table>	R	IT / ZM / CH	A	Unit Head	C		I	Accounts Head	R	IT	A	Unit Head	C	Cane Head
R	IT / ZM / CH																					
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Process Step	Process Description	Performed By	Location	iCMS Menu	Controls	Accounting Entries	Output Documents Generated	RACI
								I

Cane-Harvesting>5. Plot Over

Process Step	Process Description	Performed By	Location	iCMS Menu	IFC Control Reference	Accounting Entries	Output Documents Generated	RACI
Plot Over	<ul style="list-style-type: none"> Plot over to be done after the last supply load Plot over is restricted for any plot if any load of the plots weighment is pending. For Setts plots – Plot over is restricted if the receiver plot Doc10 is not confirmed. For Non own cane plot – plot over is not required. 	CO	Factory Sankili (SSAN)	iCMS Harvesting → Plot over → Bulk Plot over		--	--	R CO A ZH / CH C I CH

Process Step	Process Description	Performed By	Location	iCMS Menu	IFC Control Reference	Accounting Entries	Output Documents Generated	RACI
Partial Plot over	<p>Bulk plots</p> <ul style="list-style-type: none"> The CO post partial plot over for the portion of harvested area in a plot. System will auto generate new plot number for the balance area, where plot over is not posted. <p>Nursery plots</p> <ul style="list-style-type: none"> In case of Nursery plots is not fully harvested, such cases partial plot over is posted. System will generate balance area (where plot over is not posted) as a bulk plot with same plot number. Sometimes in special cases nil supply plots may come. So at the end of the season with approval of cane Head plot over will done by concerned CO. 	CO	Factory Sankili (SSAN)	iCMS Harvesting → Plotover → Bulk Plotover iCMS Harvesting → Plotover → Setts Plotover				R CO A ZH / CH C I CH

Process Step	Process Description	Performed By	Location	iCMS Menu	IFC Control Reference	Accounting Entries	Output Documents Generated	RACI
Purchase Centre operation	<p>Cane officer will issue the trip sheet /cutting order to the farmers one day in advance based on cane volume of CO then as per daily supply quota fixed number of lorries will allocate to the particular purchase centre.</p> <p>PC operator will weigh the cart/ Mini tractor after arriving the lorry to the PC. After weightment of</p>	CO /ZH /PC operator						R CO / DO / Weigh bridge operator A ZH / CH/ IT C I CH

Process Step	Process Description	Performed By	Location	iCMS Menu	IFC Control Reference	Accounting Entries	Output Documents Generated	RACI
	vehicles based on PC yard serial vehicle will be allowed for loading the cane into the Lorry. Growers will be issued individual weighment slips from PC after tare weight. Cane Payment will be paid as per the Net cane Weight recorded at PC.							

Abbreviations:

1. CO- Cane Officer (Section In-charge)
2. DO-Division Officer (Support team)
3. ZH- Zonal Head (Zonal In-charge)
4. CH- Cane Head