

# Standard Operating Procedure Cane – Planting & Harvesting

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Date - 20.05.2022

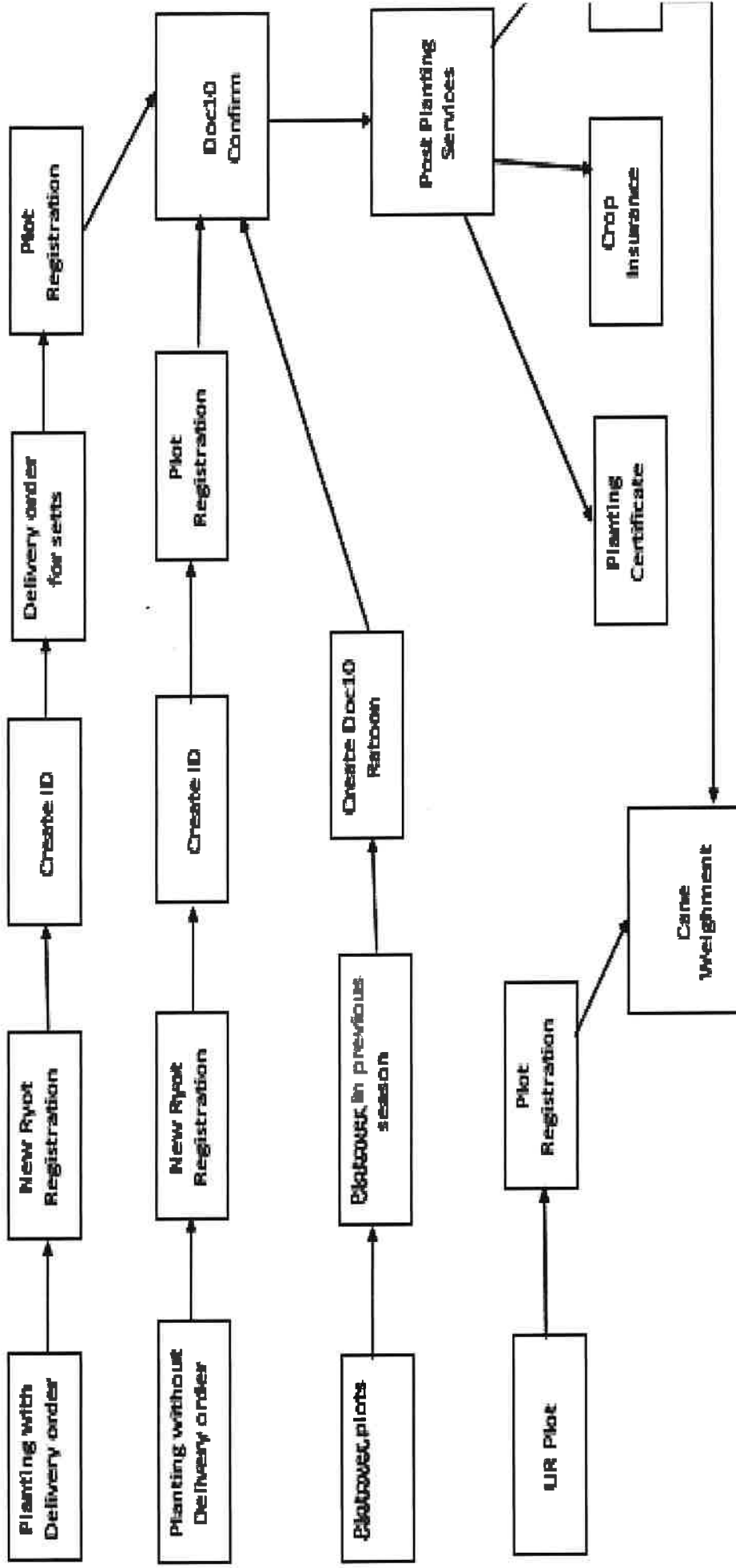


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## **Cane-Planting>1. Overall Process flow**

### Overall Planting Process



## Cane-Planting>2. New Ryot Registration

### Process Detail

Process Step	Process Description	Performed By	Location	ICMS Menu	IFC Control Reference	Accounting Entries	Output Documents Generated	RACI								
Ryot Registration -- Receipt of Application Form (Registered Ryots)	<p>Ryot approaches the Zonal office/section office for registering his plot for the season. Refer Annexure 1 &amp; 2 for specimen form of application.</p> <p>CSI collects the Ryot's information for new ryot creation, Name of Ryot, Address, Aadhar, mobile number (on availability) and Bank information with SB bank account number, branch. A Aadhar is mandatory to be obtained from the Ryot.</p> <p>If the Ryot's information is already available in the system, then CSI will note down the existing Ryot number and inform the ryot suitably.</p> <p>If the Ryot does not belong to his section, then the CSI should guide and support the Ryot to the concerned Zone / section's CSI to look into the matter.</p>	Cane Sub-Inspector (CSI)	Factory (SNKM & SPUG)	(Manual)		--	Signed New Ryot Application Form  Documents to be collected from Ryot Aadhar Card (mandatory) Optional - Copy of Bank proof (account number), Address Proof with Photo ID -- Ration Card / PAN Card / Voter Card	<table border="1"> <tr><td>R</td><td>CSI</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	CSI	A	ZH	C		I	
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New Ryot Registration - Creation of	<p><b>Registered Ryots</b> Cane Sub-Inspector (CSI) to key in the Ryot information in the Ryot master and saves the record based on the form and documents</p>	Cane Sub-Inspector (CSI)	Factory (SNKM & SPUG)	iCMS → Masters → Plot Related		--		<table border="1"> <tr><td>R</td><td>CSI</td></tr> <tr><td>A</td><td>Zonal Head</td></tr> </table>	R	CSI	A	Zonal Head				
R	CSI															
A	Zonal Head															

Process Step	Process Description	Performed By	Location	iCMS Menu	IFC Control Reference	Accounting Entries	Output Documents Generated	RACI																		
Master Record in iCMS	<p>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, Father's Name, Gender, Ryot category (Registered / unregistered), Aadhar, Bank, Branch, Account no, Address (city) are mandatory in ryot creation.</p> <p>System records the information and generates a unique "Ryot Number". CSI has to note down the Ryot number and informs the Ryot for using with EID for any future transactions.</p> <p><b>Non own Cane Supplier</b></p> <p>In case registration of supplier is for Non Own Cane, Supply In-charge will check for the related supplier information in Non Own Ryot Master.</p> <p>Supply In-charge to 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</p>	Supply officer for Nellikuppam and MIS for Pugalur		<p>Masters → Ryot Master</p> <p>iCMS→ Masters → Plot Related Masters → Ryot Master</p>			<p>Non own Cane supplier Document to collect Aadhar and Bank proof (account number)</p>	<table border="1"> <tr><td>C</td><td></td></tr> <tr><td>I</td><td></td></tr> </table> <table border="1"> <tr><td>R</td><td>SO</td></tr> <tr><td></td><td>(SNKM)/</td></tr> <tr><td></td><td>MIS</td></tr> <tr><td></td><td>(SPUG)</td></tr> <tr><td>A</td><td></td></tr> <tr><td>C</td><td></td></tr> <tr><td>I</td><td></td></tr> </table>	C		I		R	SO		(SNKM)/		MIS		(SPUG)	A		C		I	
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Process Step	Process Description	Performed By	Location	ICMS Menu	IFC Control Reference	Accounting Entries	Output Documents Generated	RACI																
	details, Aadhar, Bank proof (account Number). is collected by Supply officer – SNKM / MIS - SPUG and authorised by Cane Head. Should be updated in the Non Own Ryot master in iCMS by MIS- Pugalur, Supply Officer - Nellikuppam after verification of proof.																							
Change in Ryot Master Details	<p>Ryot Name, Fathers Name, Aadhar, and Bank details are mandatory in Non Own Supplier creation in iCMS.</p> <p><b>For Command Area Ryots</b>                      For any changes, Ryot has to submit a letter requesting for change with relevant documents. The Ryot request by CSI to be recommended by Zonal Head. Based on this it can be modified later by MIS in iCMS and to be approved by Cane Head in iCMS.                      - 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> <p><b>For changes in Non Own Cane supplier</b>                      If any Bank Account changes for Non own cane supplier, changes will be done by MIS after getting new account number document proof                      Approval done by Cane Head.</p>	MIS	Factory (SNKM & SPUG)	iCMS→ Masters → Plot Related Masters →Ryot Master	--			<table border="1"> <tr><td>R</td><td>MIS</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> <table border="1"> <tr><td>R</td><td>MIS</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	MIS	A	Cane Head	C		I		R	MIS	A	Cane Head	C		I	
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## Cane-Planting>3. Plot Registration

Process Step	Process Description	Performed By	Location	iCMS 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 CSI. 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.	CSI	Factory (SNKM & SPUG)	iCMS →Planting →ID→ID List Add			R CSI A C I
Area measurement – Fresh plant	With the created ID list and before Doc10 confirmation, CSI needs to visit the field and measure the plot using iCane by walking around the boundary of the field to capture the area. 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. The measured area is shown in DO and Doc 10. Area measurement is not mandatory for Late registration plots.	CSI	Factory (SNKM & SPUG)	iCane – Area Measurement			R CSI A C I
ID List Modification	Allowed for Ryot number and area changes before Delivery order Confirmation.	CSI	Factory (SNKM & SPUG)	iCMS – ID list modification			R CSI A C I
Ryot Agreement for Registered plots (Plant & Ratoon)	An agreement is entered by EID towards Ryot offering his plot for cane registration and signed by Ryot authorisation by ZH / Division Head  The format of the agreement is given in <b>Annexure 3 &amp; 4</b>	CSI /ZH	Factory (SNKM & SPUG)	Manual		Ryot Agreement	R CSI A ZH C I

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

Process Step	Process Description	Performed By	Location	iCMS Menu	IFC Reference	Control	Accounting Entries	Output Generate
Planting Budget- Bulk & Nursery	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, varietal group and Zone wise	Cane Head Functional Cane Head	Factory (SNKM & SPUG)	Manual				Planting E
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 Functional Cane Head	Factory (SNKM & SPUG)	iCMS				Cane Report fr

### Cane-Planting>5. Planting - Delivery Order



Process Step	Process Description	Performed By	Location	iCMS Menu	IFC Control Reference	Accounting Entries	Output Documents Generated	RACI								
Setts Sourcing within command area	<p>Mostly the seeds available within the command area were utilised.</p> <p>Based on Ryot request for planting, CSI will verify iCMS for Setts availability in nearby villages to the planting area and inform the field details of setts plots to check and confirm by the receiving ryot.</p>	CSI	Factory (SNKM & SPUG)	Manual / iCMS				<table border="1"> <tr><td>R</td><td>CSI</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	CSI	A		C		I	
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Delivery order	<p>The CSI issues manual DO with pro-note form to the receiving ryot to take setts.</p> <p>The receiving ryot handover the manual DO with pro-note to Supplier ryot and take setts as per mentioned quantity in manual DO for planting in his plot (as per Annexure 5 &amp; 6). Supplier ryot takes confirmation of setts receipt from Receiver ryot / his representative in manual DO.</p> <p>CSI confirm the receipt of setts quantity with both Supplier and Receiver and post Delivery order in iCMS.</p> <p>In iCMS Setts plots which were posted fitness for setts in Doc40, same is listed in delivery order.</p> <p>Setts type wise (Single bud / double bud / protray / seedlings) parameter values were defined in iCMS on factory specific.</p> <p>In DO, trash % deduction is allowed on weight to cover the extra weight of trash as per the parameter value in iCMS.</p> <p>In iCMS Menu – DO Request – for selected ID Number, Receiver and Supplier details to be mapped, and the supplier plot is selected.</p> <p>In DO confirmation - DO Date, Seed supplier plot selection, plot type, receiver details – area, crop type, nursery type, mode of payment setts type (loan/direct), setts unit, seed quantity, trash % are mandatory.</p> <p>For pro tray seedling receipts to be created in other seed supplier by the support / Zonal Heads.</p>	CSI	Factory (SNKM & SPUG)	Manual / iCMS -> Delivery order				<table border="1"> <tr><td>R</td><td>CSI</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	CSI	A		C		I	
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Process Step	Process Description	Performed By	Location	iCMS Menu	IFC Control Reference	Accounting Entries	Output Documents Generated	RACI								
	<p>For crop loan availed plots first 30% of estimated setts, is allowed mandatory under loan, &gt;30 allowed under direct / loan.</p> <ul style="list-style-type: none"> <li>• Loan – The system allows only payment mode through Loan. This is a Loan against stamped security bond</li> <li>• Direct – The system to allow for this mode only where the receiver Ryot and supplier Ryot are same and the receiver ryot takes setts on his/her own arrangements</li> </ul> <p>If Receiver and supplier same ryot are same, from 1<sup>st</sup> delivery order onwards allowed under direct mode. Plot number is generated on saving the document.</p> <p><b>Additional Delivery order</b>                      Additional delivery order to be prepared in conditions where the setts required for planting are supplied by more than one supplier ryot /f same Supplier ryot                      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 with the posted values.                      Once Delivery order is confirmed, it cannot be modified but it can be deleted and created with fresh delivery order.</p>	CSI		iCMS -> Additional Delivery order				<table border="1"> <tr><td>R</td><td>CSI</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	CSI	A		C		I	
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Setts receipt from Research Institution & SBI	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	Breeder	Factory (SNKM & SPUG)	Manual / Masters ->				<table border="1"> <tr><td>R</td><td>Breeder</td></tr> <tr><td>A</td><td>CFO/MD</td></tr> </table>	R	Breeder	A	CFO/MD				
R	Breeder															
A	CFO/MD															

Process Step	Process Description	Performed By	Location	iCMS Menu	IFC Control Reference	Accounting Entries	Output Documents Generated	RACI								
	<p>Cane Head and approval of Functional Cane Head / HO (for additional cost to company).</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> <p>(To check the authorisation at Nellikuppam)</p>			Planting → Delivery Order → Setts Receipts				<table border="1"> <tr><td>C</td><td>FCH &amp; R&amp;D Head</td></tr> <tr><td>I</td><td></td></tr> </table>	C	FCH & R&D Head	I					
C	FCH & R&D Head															
I																
Setts receipt from outside command Area	<p>In Case of setts taken from outside command Area, the request to be raised by Cane Head and with recommendation of Functional Cane Head, R&amp;D Head organise for confirmation of the setts quality and with approval of CFO / MD, the setts were taken from outside. 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</p>	Cane Head	Factory (SNKM & SPUG)	Manual				<table border="1"> <tr><td>R</td><td>CH</td></tr> <tr><td>A</td><td>FCH / CFO</td></tr> <tr><td>C</td><td>R&amp;D Head</td></tr> <tr><td>I</td><td></td></tr> </table>	R	CH	A	FCH / CFO	C	R&D Head	I	
R	CH															
A	FCH / CFO															
C	R&D Head															
I																
Setts receipt from - our own group Factory	<p>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 Functional Cane Head. In case of additional cost to company to be approved by CFO/MD.</p> <p>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.</p>	Receiving Factory Cane Head	Factory (SNKM & SPUG)	Manual / iCMS				<table border="1"> <tr><td>R</td><td>CH</td></tr> <tr><td>A</td><td>FCH CFO/MD</td></tr> <tr><td>C</td><td>Sending CH</td></tr> <tr><td>I</td><td></td></tr> </table>	R	CH	A	FCH CFO/MD	C	Sending CH	I	
R	CH															
A	FCH CFO/MD															
C	Sending CH															
I																
Diversion of our Seed material to non Group factory	<p>Based on request from other factories, Cane Head to raise request with agreed terms and conditions, same to be recommended by Functional Cane Head and approved by CFO / MD.</p> <p>In iCMS, MIS to update the details on our cane diversion of setts to other factory (supplier details with quantity and the receiving factory) and to be approved by Cane Head</p>	Cane Head	Factory (SNKM & SPUG)	Manual / iCMS				<table border="1"> <tr><td>R</td><td>CH</td></tr> <tr><td>A</td><td>CFO/MD</td></tr> <tr><td>C</td><td>FCH</td></tr> <tr><td>I</td><td></td></tr> </table>	R	CH	A	CFO/MD	C	FCH	I	
R	CH															
A	CFO/MD															
C	FCH															
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## Cane-Planting>6. Planting - Doc-10

Process Step	Process Description	Performed by	Location	iCMS Menu	IFC Reference	Control	Accounting Entries	Doc	Ge	Doc
Doc 10 – Planting	<p>After getting the setts, the Ryot will plant and inform the respective CSI / on completion of planting.</p> <p>After confirmation of planting information received from the Ryot, the CSI / 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> <ul style="list-style-type: none"> <li>• .Insurance option is selected based on the ryot confirmation.</li> </ul> <p><b>Controls in iCMS:</b></p> <ul style="list-style-type: none"> <li>• Planting date for plant crop should not be before the delivery order date</li> <li>• Doc 10 entry is not allowed for the plots already having Doc 10.</li> <li>• Inspection Date cannot be earlier than Planting Date</li> </ul>	CSI	Factory (SNKM & SPUG)	iCMS → Planting → Plant						

Process Step	Process Description	Performed by	Location	iCMS Menu	IFC Reference	Accounting Entries	Out Doc Gen
Doc-10 Ratoon	<ul style="list-style-type: none"> <li>• Difference between Planting Date and Doc 10 creation date should not exceed factory specific, defined parameter values</li> <li>• Relevant details updated in Doc10.</li> <li>• Planting date should be between planting season start date and planting season end date.</li> <li>• Modification is not possible for doc 10 confirmed plots.</li> <li>• Doc 10 to be Confirmed by ZH. Once the Doc 10 is confirmed, CSI / ZH cannot modify the Doc 10 information.</li> <li>• Deletion not possible for Doc10 confirmed plots.</li> <li>• Any modifications after Doc10 Confirmation, can be performed by IT with approval of Cane Head.</li> </ul>	CSI	Factory (SNKM & SPUG)	iCMS →Planting → Ratoon			
	<ul style="list-style-type: none"> <li>• After supplying entire cane of particular plot to the factory, the Ryot confirms to post plot over to the respective CSI . The Plot over process is done in iCMS. Once the plot over is done, then the plot is eligible for ratoon registration.</li> <li>• Based on ryot's confirmation for ratoon registration, The CSI 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; plotnumber.</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 Cane Head and ID release by MIS for ratoon registration.</li> </ul> <p><b>Reduction in plot area</b></p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• Insurance option is selected based on the ryot's confirmation</li> </ul>						

Process Step	Process Description	Performed by	Location	iCMS Menu	IFC Reference	Accounting Entries	Outstanding Documents Generated
Doc10 Late Registration for Plant (without DO)	<p>The maximum allowable time for ratoon registration is based on factory specific defined parameter values on days after last supply date.</p> <p><b>Controls implemented in iCMS:</b></p> <ul style="list-style-type: none"> <li>The time lag between previous, last supply date and Doc10 date should not exceed number of days, as per factory specific defined parameter values/</li> <li>Doc10 entry is not allowed for the plots already having Doc10.</li> <li>Plots where Plot over is not posted, cannot be selected.</li> <li>Ratoon Registration is not possible for the Plot whose previous plot's area is completely registered.</li> </ul> <p>Ratoon registration for next season to be only after the last supply date of previous plot of preceding season.</p> <p>Doc10 ratoon to be confirmed by ZH.</p> <ul style="list-style-type: none"> <li>Modification is not possible for Doc10 confirmed plots.</li> <li>Any modifications after Doc10 Confirmation, can be performed by IT with approval of Cane Head.</li> <li>Deletion not possible for doc 10 confirmed plots.</li> </ul>	CSI	Factory (SNKM & SPUG)	iCMS →Planting → Doc10→ Planting Without DO (Late Registration)			

Process Step	Process Description	Performed by	Location	iCMS Menu	IFC Reference	Control Reference	Accounting Entries	Other Documents
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.</li> <li>Earlier planting dates allowed as per defined in parameter settings for individual factories.</li> <li>If without previous plot, Ryot details, variety, spacing, irrigation, Planting date, Plant Type, spacing are updated in Doc10.</li> <li>In case of ratoon with previous plot numbers, details of previous plot, were auto populated, area and ratoon planting date to be updated.</li> <li>Such plots details has to verified by CSI in presence in field,</li> <li>Zonal Head to raise request with details through mail / request letter and based on confirmation by Cane Head in mail / request letter.</li> <li>Updated in iCMS, by Zonal Head at Neilikuppam, and at Pugalur updated by MIS .</li> </ul>	CSI /ZH / Cane Head	Factory (SNKM & SPUG)	Manual / iCMS → Planting → Doc10 → Late Registration				
Non Own Cane Plot Creation	<ul style="list-style-type: none"> <li>In case of Non Own cane Plot, in addition to Area, Variety, Plant Type, Ryot details, estimation is updated by MIS (SPUG) / Supply officer (SNKM) during plot creation stage.</li> <li>There is no process of Doc10 confirmation. Once Doc10 is updated this plot is available for cutting order generation.</li> <li>Area measurement is not carried out for the NOC Plot.</li> <li>There is no limit on number of acres registered and Estimation Tons updated.</li> </ul>	Supply incharge / - MIS	Factory (SNKM & SPUG)	Manual / iCMS → Planting → Doc10 → Non Own Plot Creation				
Doc 10 Approval	<ul style="list-style-type: none"> <li>All Doc10 (for Plant and Ratoon with normal registration) has to be approved by ZH in iCMS.</li> </ul>	Zonal Head / Cane Head	Factory (SNKM & SPUG)	iCMS → Planting → Doc10 → Doc10 Approval				
Changes to DOC-10	<ul style="list-style-type: none"> <li>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)</li> </ul>	IT	Factory (SNKM & SPUG)	Manual / iCMS	--	--	--	Doc

### 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"> <li>Consent letter from both transferee and transferor (except death cases) mentioning the plot number and sugarcane area</li> <li>If the crop transfer due to death of a grower, apart from above documents (i) death certificate (ii) Legal heir certificate and (iii) consent letter from legal heirs is also to be enclosed.</li> </ul>	CSI	Factory (SNKM & SPUG)	Manual / iCMS → Planting →General →Plot Transfer				<table border="1"> <tr> <td>R</td> <td>MIS</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	MIS	A	CH	C		I	
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Process Step	Process Description	Performed By	Location	iCMS Menu	IFC Control Reference	Accounting Entries	Output Documents Generated	/ RACI
	<ul style="list-style-type: none"> <li>• Fill the particulars of the plot in the Crop Transfer Form and same need to authorise by CSI &amp; ZH.</li> <li>• MIS need to verify and confirm that no company, Bank loans and insurance for the plot which needs to be transferred.</li> <li>• After clearing the loans for the plot, the crop transfer to be done in iCMS by MIS and approved by Cane Head.</li> <li>• For Company loan, option is also provided to transfer the loan with the consent letter of ryot's. For the same CSI to raise request, based on recommendation of ZH, Cane Head will approve to transfer the company loan related to plot. Cane account and Finance will transfer the loan in iCMS.</li> </ul>							

## 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"> <li>Once the Doc 10 is confirmed, as per factory specific defined parameter values on no of days, CSI / Zonal Head create request through phone/mail/ request letter, based on the request MIS in iCMS to generate and printing / reprinting the list of PC's and organise to distribute the PC's to individual Zones.</li> <li>The printing of planting certificate is done directly from the system</li> <li>Format of planting certificate is enclosed as <b>Annexure 7 &amp; 8.</b></li> <li>CSI and Zonal Head to authorise the Planting Certificate and hand over the same to ryot.</li> <li>To maintain a register for the issue of planting certificates.</li> </ul> <p><b>Controls implemented in iCMS:</b></p> <ul style="list-style-type: none"> <li>Planting Certificate is directly printed from system without downloading in local system.</li> <li>Planting certificate generated only when Doc-10 is confirmed based on parameter values.</li> <li>Generation of planting certificate is not possible after Doc-40 confirmation.</li> <li>Planting certificate printing will be done only one time for each plot.</li> </ul> <p>Planting Certificate reprint is done only with the approval of Cane Head (request letter)</p>	Cane MIS / Zonal Heads	Factory (SNKM & SPUG)	Manual/ iCMS			Planting Certificate	<table border="1"> <tr> <td>R</td> <td>MIS</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	MIS	A	ZH	C		I	
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Cane-Monitoring>1. Perishal Process

Process Step	Process Description	Performed By	Location	iCMS Menu	IFC Reference	Accounting Entries	Output Documents Generated	RACI								
Perishal capturing	<ul style="list-style-type: none"> <li>CSI, while carrying out the Physical Inspection of field happen to observe that a plot that is perishal. And will prepare a Perishal reporting form and report the same to ZH (Refer Annexure 9 &amp; 10)</li> <li>The perishal reporting form (PRF) to be filled and signed by the person who had physically observed the plot that is perishal.</li> <li>In iCMS, perishal posting is done by CSI and approved by Zonal Head.</li> </ul> <p>The plot,perishal form should be jointly signed by the ZH and CSI's and to be forwarded to Cane Head if the crop age exceed the parameter value in iCMS.</p> <p><b>Controls in iCMS:</b></p> <ul style="list-style-type: none"> <li>The gap between the Perishal date and Perishal entry date should not be beyond defined days, as per factory specific Parameter defined values . This is to restrict the delay in entering the perishal details in iCMS</li> <li>Perishal details cannot be recorded in iCMS beyond the defined parameter values (factory specific) for minimum and maximum days, from the Planting date</li> <li>Partial area perishal update is also available in iCMS.</li> </ul>	CSI	Factory (SNKM & SPUG)	iCMS Monitoring →Perishal Entry and approval				<table border="1"> <tr> <td>R</td> <td>CSI</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	CSI	A	ZH	C		I	
R	CSI															
A	ZH															
C																
I																

## Cane-Monitoring>2. Crop Insurance

Process Step	Process Description	Performed By	Location	iCMS Menu	IFC Control Reference	Accounting Entries	Output Documents Generated	RACI								
Crop Insurance – coverage	<ul style="list-style-type: none"> <li>o Insurance Eligibility                             <ul style="list-style-type: none"> <li>• Premium for Plant Crop</li> <li>• Premium for Ratoon crop</li> </ul> </li> <li>o Ratoon Crops are updated by Finance Team in iCMS based on approval received from Cane Functional Head.</li> <li>o Based on Ryot consent marked in plot agreement, insurance option is updated in Doc10 in iCMS. Deduct the premium amount updated in iCMS from cane proceeds/ Bank loan.</li> </ul>	Cane Accounts	Factory (SNKM & SPUG)					<table border="1"> <tr><td>R</td><td>CSI</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	CSI	A		C		I	
R	CSI															
A																
C																
I																
Insurance Claim Procedure	<ul style="list-style-type: none"> <li>o Claim form issued by Insurance company is to be filled in all respects, signed by Ryot as well as the Cane Team and submitted to the Insurance Company.</li> <li>• MIS to update the claim entry being sent to insurance company in iCMS.</li> <li>• On receipt of claim forms the crop expert will be deputed for inspecting the field by Insurance. Authority (along with Cane Team).</li> <li>• The Crop Expert will send the Inspection Report to insurance company., based on which Claim</li> </ul>	MIS	Factory (SNKM & SPUG)	CMS →Monitoring → A/C related master → Insurance Claim				<table border="1"> <tr><td>R</td><td>CSI/MIS</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	CSI/MIS	A	CH	C	ZH	I	Cane Accounts
R	CSI/MIS															
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								
Claim Reimbursement	<p>settlement will be sent to the factory with the details of beneficiary list.</p> <ul style="list-style-type: none"> <li>• Receipt of Claim from the insurance company</li> <li>• The plot wise insurance amount received details are captured in the iCMS by MIS approved by Cane Head</li> <li>• The same is informed to Accounts to process the insurance payment</li> <li>• Refer Accounts process for payment of insurance claim to ryot.</li> <li>•</li> </ul>	MIS	Factory (SNKM & SPUG)	CMS → Cane Accounts → Loans → Insurance Claim Reimbursement				<table border="1"> <tr> <td>R</td> <td>MIS</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	MIS	A	Cane Head	C		I	
R	MIS															
A	Cane Head															
C																
I																

### Cane-Monitoring>3. Preplanting Activities

Process Step	Process Description	Performed By	Location	SAP TCode / ICMS Menu	IFC Control Reference	Accounting Entries	Output Documents Generated	RACI								
ASP creation and Pre planting activities	<ul style="list-style-type: none"> <li>Selection of ASPs in the respective division by CSI recommended by ZHs, Service provider number will be created by MIS by getting Documents like Aadhar, Bank details.</li> <li>Based on request from ryot, arrange all land preparation operation either through ASPs or farmers owned tractors.</li> <li>For pre planting activities carried out through ASP / NPM, get Ryot authorisation.</li> <li>Collect the AL from NPM/ASP operators.</li> <li>ASP/ NPM, Loan booking done by the CSI – SPUG / MIS - SNKM approved by the Zonal Head.</li> <li><b>Annexure 11 &amp; 12.</b></li> </ul>	CSI (SPUG) / MIS (SNKM)	Factory (SNKM & SPUG)	--	--	--	--	<table border="1"> <tr><td>R</td><td>CSI (SPUG) / MIS (SNKM)</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	CSI (SPUG) / MIS (SNKM)	A	ZH	C		I	
R	CSI (SPUG) / MIS (SNKM)															
A	ZH															
C																
I																
FPC issues and Loan booking	<p>Based on the eligible area for Bio Control release and other approved products are distributed to the farmers by getting authorized letter (AL form) Loan will be booked in iCMS based on the AL.</p>	CSI (SPUG) / MIS (SNKM)	Factory (SNKM & SPUG)					<table border="1"> <tr><td>R</td><td>CSI (SPUG) / MIS (SNKM)</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	CSI (SPUG) / MIS (SNKM)	A	ZH	C		I	
R	CSI (SPUG) / MIS (SNKM)															
A	ZH															
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I																

Process Step	Process Description	Performed By	Location	SAP TCode / ICMS Menu	IFC Control Reference	Accounting Entries	Output Documents Generated	RACI								
Press mud issues to registered farmers	<ul style="list-style-type: none"> <li>Based on request letter collected from farmers by CSI and recommended by Zonal head</li> <li>Verification of plot details by MIS and approved by Cane Head for press mud release.</li> <li>The press mud cost with transport charges will be deducted from cane proceeds</li> </ul>	CSI	Factory (SNKM & SPUG)	iCMS→Other Weighment				<table border="1"> <tr><td>R</td><td>CSI</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	CSI	A		C		I	
R	CSI															
A																
C																
I																

### Cane-Monitoring>4. Cane 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.	CSI	Factory	iCMS → Pre planting →				<table border="1"> <tr><td>R</td><td>CSI</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	CSI	A		C		I	
R	CSI															
A																
C																
I																

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

## Cane-Harvesting>1. Doc-40 Entry

Process Step	Process Description	Performed By	Location	iCMS Menu	IFC Reference	Control Reference	Accounting Entries	Output Documents Generated	RACI						
DOC 40 Creation	<ul style="list-style-type: none"> <li>CSI has to estimate the yield in tonnes for each plot</li> </ul>	CSI	Factory (SNKM & SPUG)	ICMS → Harvesting →			--	--	<table border="1"> <tr><td>R</td><td>CSI</td></tr> <tr><td>A</td><td></td></tr> <tr><td>C</td><td></td></tr> </table>	R	CSI	A		C	
R	CSI														
A															
C															



Process Step	Process Description	Performed By	Location	iCMS Menu	IFC Control Reference	Accounting Entries	Output Documents Generated	RACI
	<ul style="list-style-type: none"> <li>Update estimated tonnage and other relevant details in Doc 40 against Plot number.</li> <li>In case of Nursery plot CSI 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.</li> <li>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.</li> <li>Doc 40 has to be confirmed as per the parameter fixed days factory wise (before generation of cutting order)</li> <li>In case of seed purpose, Doc40 has to be confirmed as per factory wise parameter fixed values.</li> <li>For Exceptional cases based on Cane Head approval through Mail, Doc40 for bulk (Previous season plots and below age and Nursery (below age and over age) is updated control days. MIS to relax the age of plot through tools option in iCMS.</li> </ul> <p>For age relaxation of Nursery to Bulk, MIS to relax the age of the plot.</p> <p><b>Controls in iCMS</b></p> <ul style="list-style-type: none"> <li>Estimation cannot be modified once the DOC-40 is saved.</li> <li>For Nursery, Fitness is mandatory.</li> <li>Cutting order cannot be generated if doc-40 is not confirmed.</li> </ul>			Yield Estimate → Doc40 Bulk Doc40 Nursery				I

Process Step	Process Description	Performed By	Location	iCMS Menu	IFC Control Reference	Accounting Entries	Output Documents Generated	Output Documents Generated	RACI
	For Predrawl of next season plot, to get approval of Functional Cane 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	Output Documents Generated	RACI
Revision in Estimate - Bulk	Revision estimate updated by Zonal Manager and Cane Head within factory specific parameters values fixed in iCMS.	ZH / Cane Head	Factory (SNKM & SPUG)	iCMS → Harvesting →Yield Estimate → Revised Estimate Bulk		--	--		R A / CH C I

## Cane-Harvesting>3. Cane Harvesting

Process Step	Process Description	Performed By	Location	iCMS Menu	IFC Control Reference	Accounting Entries	Output Documents Generated	RACI								
Revision in Estimate Nursery	Revision in estimate is updated first level by Zonal Head and next levels by Cane Head within factory specific parameters values fixed in iCMS.	Support Officer / Zonal Head	Factory (SNKM & SPUG)	iCMS → Harvesting → Yield Estimate → Revised Estimate Nursery				<table border="1"> <tr><td>R</td><td>CH / ZH</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	CH / ZH	A		C		I	
R	CH / ZH															
A																
C																
I																
Recovery forecast before Season commencement	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 15 – 30 days, initiated by Cand Head and approved by Functional Cane Head in consultation with R&D Head. Sample collected by Cane Team and sent to R&D for analysis.	CSI	Factory (SNKM & SPUG)	--	--	--		<table border="1"> <tr><td>R</td><td>CH &amp; Unit Head</td></tr> <tr><td>A</td><td>FCH</td></tr> <tr><td>C</td><td>R&amp;D</td></tr> <tr><td>I</td><td></td></tr> </table>	R	CH & Unit Head	A	FCH	C	R&D	I	
R	CH & Unit Head															
A	FCH															
C	R&D															
I																
Harvest and Supply Plan	<ul style="list-style-type: none"> <li>ZH to arrive the total tonnage for Month wise, Section wise.</li> <li>ZH to submit (through mail) estimate to CCO for entire season, before start of crushing.</li> </ul>	ZH / SH	Factory (SNKM & SPUG)	--		--		<table border="1"> <tr><td>R</td><td>ZH</td></tr> <tr><td>A</td><td></td></tr> <tr><td>C</td><td></td></tr> </table>	R	ZH	A		C			
R	ZH															
A																
C																

Process Step	Process Description	Performed By	Location	iCMS Menu	IFC Control Reference	Accounting Entries	Output Documents Generated	RACI
	<p>for season commencement and supply plan.</p> <ul style="list-style-type: none"> <li>Based on cane availability, Cane supply Head will arrive Zone wise daily cane supply quota and inform to all concerned for Cane Harvest and transport arrangements.</li> <li>ZH will arrive on the section wise supply quota.</li> <li>CHL sourcing Head will initiate CHL advance proposal in recommendation of Cane Head and Functional Cane Head, for approval from CFO.</li> </ul>							I
Cutting Order Generation-Own Cane	<ul style="list-style-type: none"> <li>The cutting orders are to be generated for the Doc40 updated plots by MIS.</li> <li>After generation of cutting orders the CSI organize for cane supply as per daily quota. The cutting order number are mentioned in trip sheet.</li> </ul>	Cane Head (SPUG) / Supply Head (SNKM)	Factory (SNKM & SPUG)	iCMS → Harvesting → Cutting Order → CO Generation	•	--	Cutting Order	R CH / SH A C I
Big Mill Test	<ul style="list-style-type: none"> <li>BMT is also carried out to evaluate the performance of new variety as per recommendation of R&amp;D.</li> <li>Also carried out, based on suggestion of Cane Functional Cane Head / R&amp;D Head / mill requirement,</li> </ul>	Quality Test Report	Factory (SNKM & SPUG)			--	Big Mill Test Report	

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

## 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	<ul style="list-style-type: none"> <li>• Cutting labours are arranged by EID for cane harvesting if required by the Ryot</li> <li>• Registration is required for cane harvest labour gangs who are known as Gang Leaders.</li> <li>• Cane Head approves for fixing the minimum and maximum GL rate applicable for the period as per factory specific parameter values in iCMS.</li> </ul> <p>CSI to obtain letter of consent (GL agreement) from the Ryot and GL on agreed harvest rate / tonne and incentive (farmer contribution) / tonne, towards deducting the same from the ryot's cane proceed and update the agreed harvest rate in iCMS</p> <p><b>Format for GL agreement is attached – Annexure 13 &amp; 14.</b></p> <ul style="list-style-type: none"> <li>• In case of higher rate than the First slab rate (fixed in parameter values), ZH to update the GL rate for the plot in iCMS (as per Second slab rate fixed in parameter values).</li> </ul>	CSI	Factory (SNKM & SPUG)	iCMS Harvesting → GL → GL Agreement	→			<table border="1"> <tr> <td>R</td> <td>CSI</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	CSI	A		C		I	
R	CSI															
A																
C																
I																

Process Step	Process Description	Performed By	Location	iCMS Menu	IFC Control Reference	Accounting Entries	Output Documents Generated	RACI
	For cases above the Second slab rate fixed in parameter values, ZH to raise the request (mail / letter) and same need to be approved by Cane Head (Mail / letter) and based on the same. IT changes the Parameter values for GL rate in iCMS, this allows to update higher GL rate for the loads by CSI.							
<b>Binding labour</b>	Binding labour details is captured in second part of GL agreement. Binding labour (BL) may be different or same GL. BL rate to be updated in GL agreement in iCMS.	CSI	Factory (SNKM & SPUG)	iCMS Harvesting → GL → GL Agreement / Manual				R A C I CSI
GL Advance	GL advance to be given to GL with the approval of Cane HOD and finance HOD as recommended by CHL Head based on number of gang members, number of instalments and surety details  Advance is to be booked against particular GL in iCMS by using GL advance	CSI	Factory (SNKM & SPUG)	iCMS → Cane Accounts → Loans → Loan Transaction			--	

Process Step	Process Description	Performed By	Location	iCMS Menu	IFC Control Reference	Accounting Entries	Output Documents Generated	RACI								
GL Ryot Advance	<p>screen. Details of surety to be entered in the GL advance screen.</p> <p>In case any advance is paid to GL by the ryot, the same is documented and updated in iCMS and adjusted in GL payment.</p> <p>required details area updated in Ryot GL Advance menu in iCMS by CSI and approved by Zonal Heads</p> <p>If GL advance is not approved in iCMS, will not allow to run GL payment.</p>	CSI	Factory (SNKM & SPUG)	iCMS → Cane Accounts → Loans → Ryot GL Advance			--	<table border="1"> <tr> <td>R</td> <td>CSI</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	CSI	A	ZH	C		I	
R	CSI															
A	ZH															
C																
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## 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	<p>Get ryots consent letter to harvest cane using mechanical harvester</p> <p>Yield slab wise Mechanical harvester rate are fixed with approval of functional cane head.</p> <p>Payment to Mechanical harvester are made on plot over basis, based on particular yield slab rates prescribed in iCMS.</p>	CSI	Factory (SNKM & SPUG)					<table border="1"> <tr><td>R</td><td>CSI</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	CSI	A		C		I	
R	CSI															
A																
C																
I																
Mechanical harvester advance	<p>Advance for Mechanical harvester is paid based on initiated by SH/CH, recommended by Cane Functional head and approved by CFO</p> <p>The loan document as followed for GL advance same is applicable for Mechanical harvester advance except surety.</p>	SH / CH	Factory (SNKM & SPUG)	Manual / iCMS				<table border="1"> <tr><td>CHL</td><td>Head / CH</td></tr> <tr><td>CFO / MD</td><td></td></tr> <tr><td>FCH</td><td></td></tr> </table>	CHL	Head / CH	CFO / MD		FCH			
CHL	Head / CH															
CFO / MD																
FCH																
Company Owned MH	<p>Company owned harvester- lease / Own operation</p> <p>Mechanical harvester rate slab is applicable for both cases.</p> <p>For leased out harvester, lease amount/ ton as recommended by Cane Head and approved by</p>	Cane Head	Factory (SNKM & SPUG)	Manual				<table border="1"> <tr><td>CH</td><td></td></tr> <tr><td>FCH</td><td></td></tr> </table>	CH		FCH					
CH																
FCH																

Process Step	Process Description	Performed By	Location	iCMS Menu	IFC Control Reference	Accounting Entries	Output Documents Generated	RACI
	<p>Functional Cane Head. The lease amount / MT is updated in parameter and same is deducted and recovered from the harvest proceeds on every payment.</p> <p>Also an agreement is executed between company (Unit head) and the lessee.</p>							

Cane-Weighting>1. Loading and Unloading

Process Step	Process Description	Performed By	Location	iCMS Menu	iFC Control Reference	Accounting Entries	Output Document Generated
Registration of Vehicles	<ul style="list-style-type: none"> <li>To register the tractors / Lorries / Tipper's , by getting registration application form from vehicle owners. Registration to be done in the name of vehicle owner.</li> <li>Tractor, Lorry and Tipper (engine) should have Insurance with validity.</li> <li>If Tipper is having separate registration provide pass to tipper registration number.</li> <li>In iCMS entries with relevant details updated by Yard In charge (SNKM) / MIS (SPUG) and approved by Supply Head (SNKM) / CH (SPUG).</li> <li>Each vehicle is allotted separate Pass No.</li> <li>Insurance valid date is mandatory to be updated in Pass master.</li> <li>There is no need for registration of vehicles (Pass number) for own arrangements / NOC Cane.</li> </ul>	Yard charge (SNKM) / MIS (SPUG)	Factory (SNKM & SPUG)	iCMS → Masters → H&T Related Masters → Pass Related Master → Pass Master, Harvester Master,	--	--	Yard In charge (SNKM) / MIS (SPUG) / SH (SNKM) / CH (SPUG)
Trip Sheet issue	Ryots shall arrange to cut cane and arrange his own vehicle or vehicle authorized by EID (Vehicle having 'EID	CSI	Factory (SNKM & SPUG)	iCMS → Harvesting → Trip Sheet	--	--	R CSI A C

Process Step	Process Description	Performed By	Location	ICMS Menu	IFC Control Reference	Accounting Entries	Origin Department	QC
	<p>Vehicle Pass) and informs the CSI.</p> <ul style="list-style-type: none"> <li>CSI to issue Trip Sheets for each load.</li> </ul> <p>Refer Annexure 15 &amp; 16 for format of Trip Sheet</p>							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 for Non Own Cane	<p>Cane Head and Supply Head will monitor plant crushing plan with projected arrival of own registered cane, month wise for the season.</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>	Supply Head	Factory (SNKM & SPUG)					<table border="1"> <tr><td>R</td><td>CH/ Supply Head</td></tr> <tr><td>A</td><td>CFO / MD</td></tr> <tr><td>C</td><td>FCH</td></tr> <tr><td>I</td><td></td></tr> </table>	R	CH/ Supply Head	A	CFO / MD	C	FCH	I	
R	CH/ Supply Head															
A	CFO / MD															
C	FCH															
I																
Price Fixation for Non Own Cane	<p>Price Fixation for Non Own cane is done depending on competitors situation. Initiated by Supply Head /Cane Head through mail and with recommendation of Functional Cane Head (mail) and approved by CFO / MD (mail)</p>	Cane Head / Supply Head	Factory (SNKM & SPUG)	Manual / CMS → A/C Related Masters / Cane Price Weighments and Payments → Non Own Cane Payment CMS → Weighments and Payments→ Non	--	--	--	<table border="1"> <tr><td>R</td><td>SH / CH</td></tr> <tr><td>A</td><td>CFO/ MD</td></tr> <tr><td>C</td><td>FCH</td></tr> <tr><td>I</td><td></td></tr> </table>	R	SH / CH	A	CFO/ MD	C	FCH	I	
R	SH / CH															
A	CFO/ MD															
C	FCH															
I																

Process Step	Process Description	Performed By	Location	iCMS Menu	IFC Control Reference	Accounting Entries	Output Documents Generated	RACI
				Own Cane Transport Charge Update				

### Cane-Harvesting>3. Diverted Cane

Process Step	Process Description	Performed By	Location	iCMS Menu	IFC Control Reference	Accounting Entries	Output Documents Generated	RACI
Cane Diversion	<ul style="list-style-type: none"> <li>Based on field condition / business decision, diversion carried out within group mill / from other mill / our cane to other mill with proper approval.</li> <li>For planned diversion request to be raised by through Functional Cane Head (through Mail) and approved by CFO / MD.</li> <li>For emergency requirements (Burnt cane / Pest &amp; Disease affected / legal / flood / drought/ road encroachment, etc.), request raised by Cane Head (through mail) will be approved by Functional Cane Head.</li> </ul>	Cane Head	Factory (SNKM & SPUG)					R A C I
1. within group mill								
2. from Other mill								
3. our cane to other mill								

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

Process Step	Process Description	Performed By	Location	iCMS Menu	Controls	Accounting Entries	Output Documents Generated	RACI								
<b>Gate Entry</b>	<ul style="list-style-type: none"> <li>The trip sheet / cutting order with Ryot, plot, cutting order number and pass details to be produced at the yard gate for verification.</li> <li>A smart card is issued at Gate Entry.</li> <li>The smart card is used by vehicle driver at every stage in the weighment process from entry to exit of weighment.</li> <li>In case of Burnt cane carrying vehicles, at Gate Entry Burnt cane is marked.</li> <li>For transporting cane through tractor, lorry and tipper, diesel slips request based on the Driver is marked at Gate Entry, quoting the diesel supplier name and value.</li> </ul>	Weighment DEO – Data Entry operation	Factory (SNKM & SPUG)	iCMS Weighment -> Gate Entry /				<table border="1"> <tr><td>R</td><td>DEO</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	DEO	A		C		I	
R	DEO															
A																
C																
I																
<b>Cane Weighment</b>	<ul style="list-style-type: none"> <li>When vehicle comes for the weighment, the Driver of the vehicle will place to scan the smart card at the weighment location.</li> <li>Cameras were installed to capture the vehicle front and rear view &amp; weighment display.</li> <li>After unloading the cane, the driver has to park the vehicle in weigh bridge and place the smart card for Tare weighment capture.</li> <li>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.</li> </ul>		Factory (SNKM & SPUG)		--		--	<table border="1"> <tr><td>R</td><td></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		A		C		I	
R																
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C																
I																

Process Step	Process Description	Performed By	Location	iCMS Menu	Controls	Accounting Entries	Output Documents Generated	RACI
	<p><b>Refer Annexure 17 &amp; 18 for Weightment slip.</b>  <u>Controls in weightment</u>                      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.                      Minimum weight is set for all vehicle 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"> <li>• No Gate Entry is possible after plot over is posted.</li> <li>• PAS 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.</li> </ul>							



Process Step	Process Description	Performed By	Location	iCMS Menu	Controls	Accounting Entries	Output Documents Generated	RACI																
<b>Issue of Diesel Slips to registered cane</b>	<ul style="list-style-type: none"> <li>For transporting cane except through bullock cart Diesel slips to be issued on the Driver's requisition which is captured in Gate Entry. This is applicable for registered and Non-Own Cane. This is given as a value due to daily changes in price of fuel.</li> <li>the Printout of the Diesel Requirement Slip with the name of the Petrol bunk is taken and handed over to the Driver.</li> <li>The cost of Diesel will be collected from Transport bill of the Transport Contractor.</li> <li>iCMS has limits as per factory specific parameter values, to validate the value of diesel.</li> <li>In case of any special requirement (printing issues / system errors / others), manual Diesel slip is issued to the transporters.</li> </ul>	Weighbridge Person	Factory (SNKM & SPUG)	CMS Weighment → Cane Weighment →			--	<table border="1"> <tr><td>R</td><td>WBP</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	WBP	A		C		I									
R	WBP																							
A																								
C																								
I																								
<b>Weightment Corrections</b>	<p>Weightment correction before unloading the cane – Initiated by Weightment Incharge, recommended by supply head, approved by Cane Head (request letter) and modified by IT Dept in iCMS.</p> <p>Weightment correction after unloading the cane - Initiated by supply head, recommended by Cane head, Approved by unit head (Request letter) and modified by IT Dep in iCMS.</p>	IT	Factory (SNKM & SPUG)  Factory (SNKM & SPUG)	Manual / iCMS ->Tools Weightment Correction  Manual / iCMS ->Tools Weightment Correction				<table border="1"> <tr><td>R</td><td>IT</td></tr> <tr><td>A</td><td></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>IT</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	IT	A		C		I		R	IT	A		C		I	
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C																								
I																								
R	IT																							
A																								
C																								
I																								

Process Step	Process Description	Performed By	Location	iCMS Menu	Controls	Accounting Entries	Output Documents Generated	RACI
	Corrections other than weightment to be initiated by supply Head, approved by Cane Head and modified by IT Dept.							

## Cane-Harvesting>5. Plot Over

Process Step	Process Description	Performed By	Location	iCMS Menu	IFC Control Reference	Accounting Entries	Output Documents Generated	RACI								
<b>Plot Over</b>	<ul style="list-style-type: none"> <li>Plot over to be done after the last supply.</li> <li>Plot over is restricted for any plot, if any load of the plots weight is pending.</li> <li>For Setts plots – Plot over is restricted if the receiver plot Doc10 is not confirmed.</li> <li>For Non own cane plot – plotover is not required.</li> </ul>	CSI	Factory (SNKM & SPUG)	iCMS Harvesting Plotover → Bulk Plotover  iCMS Harvesting Plotover → Setts Plotover	--	--	--	<table border="1"> <tr><td>R</td><td>CSI</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	CSI	A		C		I	
R	CSI															
A																
C																
I																
<b>Partial Plotover</b>	<ul style="list-style-type: none"> <li><b>Bulk plots</b> <ul style="list-style-type: none"> <li>The CSI post partial plotover for the portion of harvested area in a plot..</li> <li>System will auto generate new plot number for the balance area, where plotover is not posted.</li> </ul> </li> <li><b>Nursery plots</b> <ul style="list-style-type: none"> <li>In case of Nursery plots is not fully harvested, such cases partial plotover is posted.</li> <li>System will generate balance area (where plotover is not posted) as a</li> </ul> </li> </ul>	CSI	Factory (SNKM & SPUG)	iCMS Harvesting Plotover → Bulk Plotover  iCMS Harvesting Plotover → Setts Plotover				<table border="1"> <tr><td>R</td><td>CSI</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	CSI	A		C		I	
R	CSI															
A																
C																
I																

Process Step	Process Description	Performed By	Location	iCMS Menu	IFC Control Reference	Accounting Entries	Output Documents Generated	RACI
	bulk plot with same plot number.							



**Cane-Planting Annexure > 2. Ryot Registration Form – Pugalur**

New Ryot Number Approval Requestion Letter

To **Cane Head,**

**Ryot Details :**

Division : \_\_\_\_\_

Section : \_\_\_\_\_

Ryot No. : \_\_\_\_\_

Ryot Name : \_\_\_\_\_

Father's / Husband Name : \_\_\_\_\_

Marriage : \_\_\_\_\_

Address : \_\_\_\_\_

Street : \_\_\_\_\_

Pin Code : \_\_\_\_\_

Village : \_\_\_\_\_

Taluk : \_\_\_\_\_

District : \_\_\_\_\_

Mobile No : \_\_\_\_\_

Mail ID : \_\_\_\_\_

Bank : \_\_\_\_\_

Branch : \_\_\_\_\_

A/c No. : \_\_\_\_\_

**Relative Ryot Details :**

Ryot No : \_\_\_\_\_

Name : \_\_\_\_\_

Relationship : \_\_\_\_\_

Old Dues : \_\_\_\_\_

**Land Details :**

Total Area : \_\_\_\_\_

Suitable for cane : \_\_\_\_\_

Cultivation : \_\_\_\_\_

Present Crop : \_\_\_\_\_

Further Expected : \_\_\_\_\_

**Relative Ryot Details :**

Ryot No : \_\_\_\_\_

Name : \_\_\_\_\_

Relationship : \_\_\_\_\_

Old Dues : \_\_\_\_\_

I agree to deduct the Company / Bank old dues if any from the above said Ryots

Ryot Signature \_\_\_\_\_ CSI Sign \_\_\_\_\_ Division Officer

**Enclosure :**

1. Proof for bank A/c No.

2. Photo

3. Aadhar Proof



**Cane-Planting Annexure > 4. Ryot Agreement – Pugalur**





SPUG / FRM / SCB - 02-00

ආ. 88-අ. 1ානි නිවැරදිව පවතින බවට පරීක්ෂණය කළ පසු සකස් කළ ලේඛන

අලුත් අංකය: \_\_\_\_\_  
 ලේඛන: \_\_\_\_\_  
 පිටුව: \_\_\_\_\_

අධ්‍යක්ෂ ජනරාල්තුරු සඳහා  
 අධ්‍යක්ෂ ජනරාල්තුරු සඳහා  
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අධ්‍යක්ෂ ජනරාල්තුරු සඳහා  
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 අධ්‍යක්ෂ ජනරාල්තුරු සඳහා

අධ්‍යක්ෂ ජනරාල්තුරු සඳහා  
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 අධ්‍යක්ෂ ජනරාල්තුරු සඳහා

අධ්‍යක්ෂ ජනරාල්තුරු සඳහා  
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අධ්‍යක්ෂ ජනරාල්තුරු සඳහා  
 අධ්‍යක්ෂ ජනරාල්තුරු සඳහා  
 අධ්‍යක්ෂ ජනරාල්තුරු සඳහා

E.I.D. PARRY (INDIA) LIMITED,  
 PUGALUR  
**AGREEMENT** **BULK/NURSERY**

SEASON \_\_\_\_\_ PLOT NO. \_\_\_\_\_  
 PL. VILLAGE \_\_\_\_\_  
 RYOT NO. \_\_\_\_\_  
 NAME \_\_\_\_\_  
 ADDRESS \_\_\_\_\_

VARIETY	PLANT	R1	R2	R3	R4	PIR. DATE
AREA						PREVIOUS SEASON PLOT NO.

RYOT NO.	NAME	PILOT NO.	VARIETY	TONS/SETS	SOURCE OF SEED MATERIAL	MODE OF PAYMENT
						LOAN
						DIRECT
						OTHERS

දිනපතා සහතික ලිපි සහිතව ප්‍රදානය කළ යුතුය.  
 මෙහි ඇති විස්තරයන් අනුමත කර ඇත.  
 \* මෙහි ඇති විස්තරයන් අනුමත කර ඇත.

CROP INSURANCE  
 OPTED  NOT OPTED

CANE FIELD PLAN DRAWING:  
 PLANTING VILLAGE : \_\_\_\_\_  
 SURVEY NO : \_\_\_\_\_  
 AREA : \_\_\_\_\_  
 OWN / LEASED : \_\_\_\_\_

CANE SUB - INSPECTOR  
 RYOT SIGNATURE



**Cane-Planting Annexure > 6. Delivery order – Pugalur**

**Cane-Planting Annexure > 7. Planting Certificate – Nellikuppam**





Cane- Monitoring Annexure > 9. Perishal Reporting Form - Nellikuppam

**Perishal Reporting Format**

Name \_\_\_\_\_ Division \_\_\_\_\_ Section \_\_\_\_\_

On \_\_\_\_\_ during my field inspection, I have noticed that the plot No. \_\_\_\_\_ in the village of \_\_\_\_\_ under the above section was in perishal condition.

The reason for the perishal is \_\_\_\_\_  
 The details of the plot \_\_\_\_\_  
 • Name of the Ryot \_\_\_\_\_ Ryot No. \_\_\_\_\_  
 • Date of Plant or Ratoon \_\_\_\_\_  
 • Registered area: \_\_\_\_\_ Perishal area: \_\_\_\_\_ Net area \_\_\_\_\_  
 • Variety \_\_\_\_\_  
 • Crop type: #/R1/R2/R3/R4/RS other if specify.

Insurance Claimed on soil \_\_\_\_\_ If yes, Date of intimation for insurance claim \_\_\_\_\_ If no, reason for not claiming \_\_\_\_\_  
 Crop loan or other loan issued details for the perishal plot \_\_\_\_\_  
 • Company loan \_\_\_\_\_  
 • Crop loan \_\_\_\_\_  
 • Term Loan \_\_\_\_\_

I have by inform that this plot can be booked as perishal \_\_\_\_\_ Signature of Field staff \_\_\_\_\_  
 we have visited the plot on \_\_\_\_\_ and found that the above said plot was perishal. It can be booked as perishal.

Officer or Executive or Deputy Manager (Cane production) \_\_\_\_\_  
 Verified & approved for perishal Zonal head (Cane production) \_\_\_\_\_  
 Date: \_\_\_\_\_  
 If in charge / authorized person I Booked as perishal in CRMS on \_\_\_\_\_  
 Signature: \_\_\_\_\_  
 Note : Perishal booking should be done within 30 days from the perishal date.

**விவசாயி ஒப்புதல்**

செய்தல் : \_\_\_\_\_

விவசாயி பெயர் : \_\_\_\_\_  
 விவசாயி எண் : \_\_\_\_\_  
 கிராம. எண் : \_\_\_\_\_  
 பட்டணம் : \_\_\_\_\_  
 கிராம / பகுதி : \_\_\_\_\_  
 Crop type: #/R1/R2/R3/R4/RS other if specify : \_\_\_\_\_  
 காலகட்டம் : \_\_\_\_\_

சுருக்க விவரம் : \_\_\_\_\_  
 காரணம் : \_\_\_\_\_  
 காலம் : \_\_\_\_\_  
 கிராமம் : \_\_\_\_\_

குறிப்பு : கிராமம் / பகுதி / காலம் / காரணம் - விவசாயி தான் குறிப்பிடுவார்.

பெயர் : \_\_\_\_\_  
 பதவி : \_\_\_\_\_  
 கிராமம் : \_\_\_\_\_  
 காலம் : \_\_\_\_\_  
 காரணம் : \_\_\_\_\_  
 கிராமம் : \_\_\_\_\_  
 காலம் : \_\_\_\_\_  
 காரணம் : \_\_\_\_\_

\_\_\_\_\_





**Cane- Monitoring Annexure > 11. AL Form - Nellikuppam**









**Cane-Harvesting Annexure > 15. Cutting Order – Nellikuppam**



**Cane-Harvesting Annexure > 16. Cutting Order – Pugalur**



**ഇ.പി.പാരി (ഇന്ത്യ) ലിമിറ്റഡ്**  
എസ്.എസ്.എസ്. റോഡ് - 629 101  
എറണാകുളം ജില്ല



**നൂറുപ്പാപ്പ**

**പ്രവേശന രേഖ**

നമ്പർ	പേര്	ജന്മ തീയതി	ജില്ല	പി/സി നമ്പർ	പ്രവേശന തീയതി	പ്രവേശന സ്ഥലം

**പ്രവേശന രേഖ**

1. ഈ രേഖ, മേൽപ്പറഞ്ഞ എ.പി.പാരി ലിമിറ്റഡ്, എറണാകുളം ജില്ലയിലെ എസ്.എസ്.എസ്. റോഡ് സ്ഥലത്ത് പ്രവേശനം ചെയ്യുന്നവർക്ക് മാത്രമേ ഉപയോഗിക്കാൻ ഉദ്ദേശിക്കുന്നു. ഈ രേഖ, പ്രവേശന രേഖയുടെ ഉപയോഗത്തിന് മാത്രമേ ഉപയോഗിക്കാൻ ഉദ്ദേശിക്കുന്നു. ഈ രേഖ, പ്രവേശന രേഖയുടെ ഉപയോഗത്തിന് മാത്രമേ ഉപയോഗിക്കാൻ ഉദ്ദേശിക്കുന്നു.

2. ഈ രേഖ, മേൽപ്പറഞ്ഞ എ.പി.പാരി ലിമിറ്റഡ്, എറണാകുളം ജില്ലയിലെ എസ്.എസ്.എസ്. റോഡ് സ്ഥലത്ത് പ്രവേശനം ചെയ്യുന്നവർക്ക് മാത്രമേ ഉപയോഗിക്കാൻ ഉദ്ദേശിക്കുന്നു. ഈ രേഖ, പ്രവേശന രേഖയുടെ ഉപയോഗത്തിന് മാത്രമേ ഉപയോഗിക്കാൻ ഉദ്ദേശിക്കുന്നു.

3. ഈ രേഖ, മേൽപ്പറഞ്ഞ എ.പി.പാരി ലിമിറ്റഡ്, എറണാകുളം ജില്ലയിലെ എസ്.എസ്.എസ്. റോഡ് സ്ഥലത്ത് പ്രവേശനം ചെയ്യുന്നവർക്ക് മാത്രമേ ഉപയോഗിക്കാൻ ഉദ്ദേശിക്കുന്നു. ഈ രേഖ, പ്രവേശന രേഖയുടെ ഉപയോഗത്തിന് മാത്രമേ ഉപയോഗിക്കാൻ ഉദ്ദേശിക്കുന്നു.

4. ഈ രേഖ, മേൽപ്പറഞ്ഞ എ.പി.പാരി ലിമിറ്റഡ്, എറണാകുളം ജില്ലയിലെ എസ്.എസ്.എസ്. റോഡ് സ്ഥലത്ത് പ്രവേശനം ചെയ്യുന്നവർക്ക് മാത്രമേ ഉപയോഗിക്കാൻ ഉദ്ദേശിക്കുന്നു. ഈ രേഖ, പ്രവേശന രേഖയുടെ ഉപയോഗത്തിന് മാത്രമേ ഉപയോഗിക്കാൻ ഉദ്ദേശിക്കുന്നു.

5. ഈ രേഖ, മേൽപ്പറഞ്ഞ എ.പി.പാരി ലിമിറ്റഡ്, എറണാകുളം ജില്ലയിലെ എസ്.എസ്.എസ്. റോഡ് സ്ഥലത്ത് പ്രവേശനം ചെയ്യുന്നവർക്ക് മാത്രമേ ഉപയോഗിക്കാൻ ഉദ്ദേശിക്കുന്നു. ഈ രേഖ, പ്രവേശന രേഖയുടെ ഉപയോഗത്തിന് മാത്രമേ ഉപയോഗിക്കാൻ ഉദ്ദേശിക്കുന്നു.

Cane-Harvesting Annexure > 17. Trip Sheet – Nellikuppam



**SNKM / FRM / SCS / 07**

**ஈ.ஐ.டி. பாரி (இந்தியா) லிமிடெட்.,**  
ஏநலலிக்குப்பம். C.O. No.:


**கரும்பு வாகன அனுமதி சீட்டு**

செக்ஷன் :	
விவசாயி எண்	: தேதி :
பிளாட் எண்	: வாகன எண் :
விவசாயி பெயர் :	: பாஸ் எண் :
மேலு தயாரான நேரம் :	: கரும்பு உதவி ஆய்வாளர்


Cane-Harvesting Annexure > 18. Trip Sheet – Pugalur

<p><b>ஈ.ஐ.டி. பாரி (இந்தியா) லிமிடெட்.,</b> ஏநலலிக்குப்பம். சி.ஓ. எண்.:</p> <p>பெயர் : _____</p> <p>விவசாயி பெயர் : _____</p> <p>விவசாயி தொகுதி : _____</p> <p>மேலு நேரம் : _____</p> <p>ஊர்/கிராமம் : _____</p>	<p style="text-align: center;"><b>வாகன நடைச் சீட்டு.</b></p> <p style="text-align: center;">வண்டி நம்பர் : _____</p> <p>வண்டி : _____</p> <p>கரும்பு நடை : _____</p> <p>தூரம் : _____ கி.மீ.</p> <p>பாஸ் சீட்டு : _____</p> <p>திரை ஆய்வு பெயர் : _____</p>
<p>ஊர்/கிராமம் : _____</p>	<p>மேலு/மேலு கிராமம் : _____</p>

Cane-Weighment Annexure > 19. Weighment slip- Nellikuppam

		SNKM/FRM/SCS/10-02 <b>ஈ.ஐ.டி. பாரி (இந்தியா) லிமிடெட்.,</b> நெல்லைக்குப்பம்	
ஓய்வு மின்னகதிர் எண் பி.எம்.என். ரூப நடவடிக்கைகள் மின்னகதிர் பெயர் வரை உட்கொண்ட பெயர் இதுவரை எண்.	ஓய்வு பார்வையாளர் எண் பார்வையாளர் பெயர் பார்வையாளர் பதவி பார்வையாளர் முத்திரை பார்வையாளர் கையொப்பம்	ஓய்வு பார்வையாளர் எண் பார்வையாளர் பெயர் பார்வையாளர் பதவி பார்வையாளர் முத்திரை பார்வையாளர் கையொப்பம்	ஓய்வு பார்வையாளர் எண் பார்வையாளர் பெயர் பார்வையாளர் பதவி பார்வையாளர் முத்திரை பார்வையாளர் கையொப்பம்

Cane-Weighment Annexure > 20. Weighment slip- Pugalur

		SPUG/FRM/SCS/09-00 <b>ஈ.ஐ.டி. பாரி (இந்தியா) லிமிடெட்.,</b> முருகுப்பா	
ஓய்வு மின்னகதிர் எண் பி.எம்.என். ரூப நடவடிக்கைகள் மின்னகதிர் பெயர் வரை உட்கொண்ட பெயர் இதுவரை எண்.	ஓய்வு பார்வையாளர் எண் பார்வையாளர் பெயர் பார்வையாளர் பதவி பார்வையாளர் முத்திரை பார்வையாளர் கையொப்பம்	ஓய்வு பார்வையாளர் எண் பார்வையாளர் பெயர் பார்வையாளர் பதவி பார்வையாளர் முத்திரை பார்வையாளர் கையொப்பம்	ஓய்வு பார்வையாளர் எண் பார்வையாளர் பெயர் பார்வையாளர் பதவி பார்வையாளர் முத்திரை பார்வையாளர் கையொப்பம்



