



Format of complaint register

Doc. No.: F/QC/F/05/01
Issue No.: 02
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Page Rev. No. 00
Effective Date:

Approved by:

Area Office :

Regional Office :

Complaint no. :

Complaint Derails & Status:

S.No	Description	Details	Remarks
1	Name & Address of complainant		
2	Nature of complaint:	Generic Germination Physical Seed Health	
3	Details of seed Purchase	a) Seed purchased from NSC Dealer NSC Sale counter	
		b) Details of seed purchase: Crop Variety Class Qty purchased Cash Memo & date Bill no & date (Enclose the copy) Purchase cost Farm area involved	
4	Action taken on complaint /Status		
	Date & progress		

**Complaint of low germination**

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Date of Receipt of Complaint _____

Date of Inspection _____

1. Name and address of the complainant
2. Details of the seed purchased
 - a) Crop
 - b) Variety
 - c) Lot No.
 - d) Whether Foundation or Certified
3. Date of receipt of seed at the supply point
4. Date of purchase
5. Quantity purchased
6. From where/whom purchased
7. How and where the seed was kept by the complainant until planted
8. Information from the tags of used seed bags:
 - a) Date of test/revalidation
 - b) Present germination
9. Area planted (Acres/Hectares)
10. Date of planting
11. Type of soil in which planted (clay, loam, sand etc.)
12. Condition of the seed bed (fine, smooth, cloddy, weedy, etc.)
13. Level of the field (flat, sloping, undulating, depressions, etc.)
14. Is the field well drained?
15. Is the stand uniformly poor in the whole field or there are patches of good or poor stand?
16. How and when was the fertilizer applied?
Was it applied with the seed to one side and below the seed or before sowing but mixed thoroughly in the soil?
17. What was the moisture situation in the seed bed?
18. What was the source of moisture – irrigation or rain? If rain, was it sufficient?
19. Was there any rain after planting but before the seed germinated? If so, how many days after planting?
20. Did the rain cause any hard crust on the surface of the seed bed?
21. Depth of seed in the soil (as actually checked by digging)
22. Did the seed sprout but could not come out of the soil?
23. Was the seed rotten, damaged by soil insects and/or microorganisms?
24. What is the moisture condition of the field at the time of inspection?
25. Concluding remarks of the inspecting officer.

Dated, the

Inspecting Officer

NB: If there is any left-over seed with the complainant, the same is to be collected and sent to Quality Control Lab. for testing.