



**NATIONAL SEEDS CORPORATION LIMITED**

**DIVISIONAL PROCEDURES**  
**(ISO 9001:2000)**

**PRODUCTION**

Approved by: Head of Division(s)  
Effective Date: 15.10.2007

National Seeds Corporation Limited  
Beej Bhavan, Pusa Complex, New-Delhi 110012


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 <b>Approved By:</b>	<b>Format for Annual Seed Sale Demand</b>	<b>Doc No:F/Prod/01/01</b> <b>Issue No: 02</b> <b>Page No: 01 of 01</b> <b>Page Rev No: 00</b> <b>Effective Date:</b>
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No:

Dated:

The Regional Manager,  
National Seeds Corporation Ltd.,

The importance of forecasting/assessing seed demand well in advance needs no emphasis. Seed Production Planning/Implementation is demand driven. A well thought estimate is necessary. Therefore, please indicate your regions tentative requirement crop-variety wise-quarter wise for the year \_\_\_\_\_ in the following format:

**Tentative Seed Requirement for sale in \_\_\_\_\_**

S.No.	Crop	Variety	Seed Requirement for sale in					Remarks
			1stQtr.	2 <sup>nd</sup> Qtr.	IIIrd Qtr.	IVth Qtr.	Total	
1	2	3	4	5	6	7	8	9

- 2) Please include all the crop-varieties relevant for the region both in field and vegetable crops. In this exercise, apart from varieties/hybrids already in NSC's product range, please do include all such promising/superior hybrids/varieties of both public and private sector not in NSC's product range but have good sale prospects. This will facilitate consideration for organizing production/outsourcing.

Will appreciate receiving your response by \_\_\_\_\_. Matter important.

**Head (Mktg)**

 <b>Approved By:</b>	<b>Format for Proposed/Revised Production Targets</b>	<b>Doc No: F/Prod/01/02A Issue No.: 02 Page No: 01 of 01 Page Rev No: 00 Effective Date:</b>
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No.  
Dated:

The Regional Manager,  
National Seeds Corporation Ltd.,

\_\_\_\_\_  
Sir,

Please find enclosed herewith the Foundation/Certified Seed Production programme of \_\_\_\_\_ to be organized during Rabi/Kharif \_\_\_\_\_. The following points may be kept in view.

1. The programme is quantity oriented, area indicated is only notional. RM may decide area to achieve the target as per past experience in the region.
2. No labeled seed is to be produced without prior approval of the competent authority.
3. Carryover foundation seed is to be used first.
4. Receiving units are responsible to get their planting material from the sources indicated therein.
5. Certified Stage-I seed should be utilized only with the approval of the concerned SSCAs.
6. The revalidated CS-I stage should be immediately be released for sale under intimation to GM(Mktg) a soon as foundation seed is arranged.
7. Foundation seed may be procured from local SSC/Govt. agency to meet the shortfall of foundation seed, if any, for production of certified seed.
8. The procurement should be done only as per actual target. No excess procurement without prior approval of Head Office.

Programme has been allotted for Rabi/Kharif \_\_\_\_\_ season only. The Planting Material may be arranged accordingly, so that seed may be available for marketing time.


The dispatching units are requested to arrange the dispatches of planting material on priority and intimate the details of the same to HO.

Yours faithfully,

Head (Prodn)

Encls: as above.



 <p>Approved by:</p>	<p><b>Procedure for finalization &amp; Monitoring of Production and Marketing targets.</b></p>	<p><b>Doc: P/Prod/01</b>  <b>Issue No.: 02</b>  <b>Page :01 of 03</b>  <b>Page Rev No.: 00</b>  <b>Effective date:</b></p>
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**1.0 Purpose:** To establish and operate a system of finalization of Production and Marketing Targets.

**2.0 Scope :** Production and Marketing targets for the financial year.

**3.0 Overall Responsibility :** Head Marketing and Head Production at HO  
R.O. Head at Regional Office

S.No.	Activity Description	Responsibilities	Ref Doc./Record
1.	<p><b><u>Receipt of Marketing Demands:</u></b>  The annual marketing demands are assessed based on information received from various regional offices (crop variety wise indicating location wherever required with tentative date). The marketing demands are reviewed by Head of Marketing at H.O. After finalization, production indent is sent to Production at H.O.</p>	<p>RM  Head( Marketing)</p>	<p>Format for annual seed sale demand (F/Prod/01/01)</p>
2.	<p><b><u>Review &amp; Finalization of Production &amp; Marketing Target at H.O.:</u></b>  Based on the availability of planting material/seeds in various R.O. Regions and the estimated production potential/ cropping pattern, the production targets are decided for each region. If the planting material is not available outsourcing is also done.</p>	<p>Pricing Committee  Head: Prodn.</p>	<p>Format for covering letter (F/Prod/01/02A)  Proposed production targets (F/Prod/01/02)</p>
3.	<p><b><u>Review of production targets at R.O. level:</u></b>  Unitwise production targets are decided based on Production potential, Processing &amp; Storage capacity and production targets allotted to RO by HO and requirement of local sale. If any changes are required, the proposal alongwith justification for revision of targets is forwarded to H.O. Production.</p>	<p>RM</p>	



Approved by:

**Procedure for finalization & Monitoring of Production and Marketing targets.**

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4.	<p>The proposal for revision of targets received from ROs is reviewed in totality based on the request received from all regions by H.O. (Prodn.). If considered necessary the revised targets are finalized and approved by H.O. (Prodn.). In case the final targets are in variation with the marketing targets by more than (+-) 5%, then marketing is informed to enable making alternative arrangement. The revised production target Document is forwarded to all the regions.</p> <p>The concerned R.Os are informed again about the revised target. (These targets so finalized shall be approved by Management.)</p>	<p>Head (Prodn.) and approved by MD.</p> <p>Head (Prodn)/ Head(MKtg)</p>	<p>Revised production target. (F/Prod/01/02)</p>
5.	<p>The revised final production targets documents areawise are forwarded to Area Office by RM.</p>	<p>RM</p>	<p>Revised target document.</p>
6.	<p><b><u>Monitoring of production targets:</u></b></p> <p><b><u>A). At RO level:</u></b> Crop seasons are divided in 3 seasons Rabi, Kharif and summer. The areawise production progress reports are generated by Area Incharge on monthly basis and submitted to RM for review. During review by RM, if some crops/varieties are found falling short of targets, then efforts are made to fulfil overall regional targets by increasing the targets of other area offices to the extent possible. The RO wise performance is compiled and forwarded to HO (Prodn.) by all the Regional Managers.</p> <p><b><u>B). At HO level:</u></b> The actual achievement level at different stages of crop production is compiled for all regions and the</p>	<p>RM</p> <p>HO (Prodn.)</p>	<p>Production Progress Reports (F/Prod/01/03)</p>





Approved by:

**Procedure for finalization & Monitoring of  
Production and Marketing targets.**

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	<p>overall actual performance target is assessed varietywise.</p> <p>In case of variation/shortfall below 15% Head Office take remedial measures on the advise of Marketing. If the variation is more than 15% the report of such shortages are submitted to CMD alongwith proposal to compensate by additional allocation to other regions in the same or next seasons or direct procurement from market.</p>	Head(Prodn)/ Head(Mktg.)	
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**Documents & Records:**

1. Annual Seed Sale Demand (F/Prod/01/01)
2. Covering Letter (F/Prod/01/02A)
3. Proposed Production Targets (F/Prod/01/02)
4. Production Progress Report (F/Prod/01/03)

<b>NSC, New Delhi</b>	<b>Quality Plan for Finalization &amp; Monitoring of Production &amp; Marketing Targets</b>	<b>DOC: QP/Prod/01</b> <b>Issue No: 02</b> <b>Page: 01 of 02</b> <b>Page Rev No: 00</b> <b>Effective Date:</b>
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<b>S.No</b>	<b>Activity</b>	<b>Control Parameters</b>	<b>Controls exercised &amp; responsibilities</b>	<b>Responsibility of Review/ Monitoring</b>	<b>Frequency of Monitoring records, if any.</b>	<b>Remarks</b>
1.	Receipt of production & Marketing demands.	i) Format of demands. ii) Approval of demand. iii) Time for submission of demands.	The demands shall be sent by R.O. Head is the specified format.  Demands shall be authenticated by R.O. Head.  Demands shall be sent to H.O. by 7 <sup>th</sup> February every year.	Head(Mktg)	Annual	
2.	i. Finalization of production & marketing targets. ii. Basis of target.	Time for finalization of production.  Economy in transportation.	The demands shall be finalized by February end every year.  While working out the production & marketing target, R.O.-wise local seed production targets shall be to the extent possible to minimize transportation cost.	Head(Mktg), Head(Prodn)  Head (Prodn)/R.O.	Annual	
3.	Review of targets at R.O.	Time for review of targets by R.O.	R.O. shall review the allocated targets and send comments on deviations needed, if any to H.O. by 15 <sup>th</sup> March.	R.M.	After the targets are received from R.O.	

<b>NSC, New Delhi</b>	<b>Quality Plan for Finalization &amp; Monitoring of Production &amp; Marketing Targets</b>	<b>DOC: QP/Prod/01</b> <b>Issue No: 02</b> <b>Page: 02 of 02</b> <b>Page Rev No: 00</b> <b>Effective Date:</b>
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4&5	Revision of targets & sending to RM	Time for revision of targets.	If considered necessary target shall be revised/re-allocated by H.O. Prodn. & sent to the concerned RM by 30 <sup>th</sup> March which in turn shall be conveyed by RM to concerned AOs by 7 <sup>th</sup> April.	Head (Prodn)	After the comments are received from R.O.	
6.	Monitoring at R.O.	Intention for monitoring	<ul style="list-style-type: none"> <li>• RM shall monitor &amp; ensure the placement of planting material at production unit as required to meet the production target.</li> <li>• Likely Shortfall of production due to non-availability of planting material should be reported to H.O. within a month of allotment.</li> <li>• Monthly production progress report shall be submitted by Area Office to RO and reviewed by RM.</li> <li>• Deviation in target and likely achievement should be reported to H.O. alongwith suggestion to overcome the shortages.</li> </ul>	RM	Monthly production programme report.	
7.	Monitoring at H.O.	Variation in target.	<p>If the overall production targets Vs. achievements are within +/-5%, then no action is required.</p> <p>If the overall production targets Vs. achievements are more than 5% then report is sent to Mktg. and CMD for necessary decision</p>	Head (Mktg)/ CMD		



 <p>Approved By:</p>	<p><b>Breeder Seed Indent/Allotment &amp; Lifting Position</b></p>	<p><b>Doc No: F/Prod/02/02</b>  <b>Issue No:02</b>  <b>Page No: 01 of 01</b>  <b>Page Rev No: 00</b>  <b>Effective Date:</b></p>
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Season:  
Qty. in Qtls.

S.No.	Crop/Variety	Indent	GOI Allotment	Source	Qty.lifted	Remarks
1	2	3	4	5	6	7





Approved by:

**Procedure for Planning of breeder seed and production of foundation and certified seed.**

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Effective Date:**

**1.0 Purpose:** To ensure the availability of breeder, foundation and certified seed for further multiplication to meet the market demand.

**2.0 Scope :** Breeder, Foundation and Certified Seeds of all variety.

**3.0 Overall responsibility:** GM (Prodn)

**4.0 Procedure:**

S.No.	Activity/Description	Responsibility	Ref. Documents/ Records
1.	Estimation of tentative demand for breeder seed, foundation seed and certified seed. Basis of Estimation Research Paper-characteristic of variety based on yield, susceptibility, acceptability & resistance to increase/decrease. Selection of varieties on the basis of NSC requirement, Market demand/feedback, Demand pattern of old varieties, Demand received from marketing ( sale target)	GM(P)	
2.	Communication to the Ministry regarding breeder seed allotment.	-do-	Production Programme (F/Prod/02/01)
3.	Receipt of communication regarding availability of breeder seed before the commencement of planting season of kharif crops and Rabi crops and Rabi summer crop.	GM(M)/GM(P)	Ministry letter
4.	Communication to concerned RO for lifting/utilization of breeder seed as advised by GOI.	-do-	
5.	Feedback to Ministry about the breeder seed	-do-	Ministry letter
6.	Review of availability of planting material including breeder seed	-do-	F/Prod/02/02
7.	Production planning of foundation and certified seed based on the availability of breeder seed and demand of foundation seed. Arrangement of balance foundation seed is made to make up the	-do-	Prodn. Planning Document



Approved by:

**Procedure for Planning of breeder seed and production of foundation and certified seed.**

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	shortfall.		
8.	Allotment foundation seed to concerned RO as the target.	-do-	Allotment letter
9.	Allotment of foundation seed to AO by RO for production of certified seed	RM	Letter
10.	Maintaining of production of foundation and certified seed. The reports received by RM from Area Office shall include planting material production progress.		

**Documents & Records:**

1. Production File.
2. Approved Production Programme
3. Format for planning indent for breeder seed allotment with Ministry of Agriculture(F/Prod/02/02)
4. Format for Breeder Seed Indent/Allotment & lifting position (F/Prodn/02/02)



 <p>Approved by:</p>	<p align="center"><b>Quality Plan for breeder, foundation &amp; certified seed.</b></p>	<p>Doc. No. QP/Prod/02  Issue No. 02  Page:01 of 02  Page Rev. No.: 00  Effective Date:</p>
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S.No	Activity	Control Parameters	Control exercised & responsibilities	Responsibility of Review/ Monitoring	Freq. of monitoring & records, if any.	Remarks
1.	Estimation tentative of demand of breeder seed	Time	<ul style="list-style-type: none"> <li>❖ The tentative demand for breeder seed shall be sent to GOI in 2 years advance.</li> <li>❖ Estimation shall be done by Nov. end.</li> </ul>	GM(P)	Yearly	
2.	Communication of demand	Time	<ul style="list-style-type: none"> <li>❖ As per GOI instructions or by Dec,end every year</li> </ul>	-do-	-do-	
3.	Receipt of Communication	Contents	<ul style="list-style-type: none"> <li>❖ The communication received shall contain name of crop, variety, quantity indented and quantity allotted- source of breeder seed.</li> </ul>			
7.	Prodn. Planning	Basis	<ul style="list-style-type: none"> <li>❖ On the basis of adaptability of the varieties according to agro-climatic condition/zone. The production planning of foundation seed is done based on the availability of infrastructure, processing, man power.</li> </ul>			
8	Allotment of foundation seed	Time	<ul style="list-style-type: none"> <li>❖ The foundation seed shall be allotted at least one month prior to commencement of planting season.</li> </ul>	GM(P)	Yearly.	

 <p>Approved by:</p>	<p><b>Quality Plan for breeder, foundation &amp; certified seed.</b></p>	<p><b>Doc. No. QP/Prod/02</b>  <b>Issue No. 02</b>  <b>Page:02 of 02</b>  <b>Page Rev. No.: 00</b>  <b>Effective Date:</b></p>
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			<p>❖ <b>Crop</b>    <b>Planting season</b>    <b>Target</b></p> <p>Rabi        Sept-Dec            August</p> <p>Rabi summer Jan-April        December</p> <p>Kharif      May-August        April</p>			
10.	Monitoring	Parameter	<p>❖ Monitoring includes: the planting progress, expected availability of seed, actual availability of seed, Re-arrangement of planting material in case of any short fall.</p>	-do-	-do-	



Approved By:

Format for Debit Memo

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Unit/Sub-unit

To,

Dated :

Shri/M/S.....

.....

.....

Sl.No.	Lot/Code No.	Particular	Qty. (Kg.)	Unit	Rate
--------	--------------	------------	------------	------	------

1.

a.

b.

c.

To be paid S.S.C.A.

Receipt of N.S.C.

2. Registration Fee..... Rs.....

3. Crop Inspection Fee.....Rs/Hec. Rs.....

4. Seed Testing Fee.....Sample Fee Rs.....

5. Processing Fee.....Qtl. Rs.....

6. Storage Charges.....Qtl. Rs/month Rs.....

7. Other Exp.

Service Tax Rs.....

Trade Tax Rs.....

Surcharge Rs.....

Total Rs.....

A&OE

Signature


For National Seeds Corporation Ltd.,

1- Grower Copy

2- To be attached with Debit Memo statement.

3- For Store Account

4- Office Copy

 <p><b>Approved By:</b></p>	<p><b>Format for forwarding Samples for Seed Analysis</b></p>	<p><b>Doc No: F/Prod/03/08</b>  <b>Issue No:02</b>  <b>Page No:01 of 01</b>  <b>Page Rev.No:00</b>  <b>Effective Date:</b></p>
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Dear Sir,

The samples as detailed below are being sent by Registered Post Parcel/Regn.No.\_\_\_\_\_ Dated \_\_\_\_\_. Kindly conduct only those tests marked\_\_\_\_\_ against each sample:

S.N.	Name & address of the Grower	Crop	Variety	Foundation/ Certified	Lot No.	Processed or unprocessed	* Tests Required			P.R. Pathological	Sample for		
							P	M	G		1 <sup>st</sup> Test	Re-test	Revalidation

\*It is certified that above samples have been drawn as per instructions received from the Head Office.

P-Purity  
M-Moisture  
G-Germination  
P.R.Pathological Result

Signature  
Name & Designation  
Address

**TO ACCOMPANY SAMPLES**

 <p>Approved By:</p>	<p><b>Format for Agreement</b></p>	<p><b>Doc No: F/Prod/03/01</b>  <b>Issue No: 01</b>  <b>Page No:01 of 01</b>  <b>Page Rev. No.00</b>  <b>Effective Date:</b></p>
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**Agreement no-----**

This AGREEMENT is executed at New Delhi BETWEEN the National Seeds Corporation Limited, a company registered under Companies Act, 1956 and having its registered office at New Delhi (who and whose successors and assignees are herein after called the NSC) of the ONE PART AND (name and address of the growers in full in block letters -----  
-----

(who and whose heirs, legal representative and successors are hereinafter called "Grower") of the OTHER PART on the date mentioned under the signature of the Authorized Signatory signing on behalf of the Registered office of the Company at New Delhi.

WHEREAS the grower has agreed to produce seed under the NSC's grower programme for a period of three years starting from the crop----- \* to the crop-----

\* (Here state the crop and season/year).

**NOW THIS AGREEMENT WITNESSETH.**

1. That the terms and conditions as incorporated in Schedule-I attached to this agreement shall be binding on the parties and their relationship shall be governed by the same.
2. The variety of the seed and the quantity to be produced shall be agreed upon between the Grower and NSC for each crop variety in writing which is to be in form of Schedule-II.
- 3 All payments payable or claimable under this agreement shall be paid and claimed at New Delhi. Neither of the parties shall be entitled to pay or claim the payment of the amounts due at any place other than New Delhi, though the same be paid or accepted at any other place with the mutual consent of the parties in each case of payment
4. Not with standing the place where this agreement is to be implemented it is mutually understood and agreed by and between the parties here to this contract shall be deemed to have been entered into by the parties concerned at New Delhi and the courts of the law in Delhi alone shall have jurisdiction to adjudicate thereon.

 <p><b>Approved By:</b></p>	<p><b>Format for Agreement</b></p>	<p><b>Doc No: F/Prod/03/01</b>  <b>Issue No: 01</b>  <b>Page No:02 of 02</b>  <b>Page Rev. No.00</b>  <b>Effective Date:</b></p>
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IN WITNESS WHEREOF, the parties have set their hands on the day, month and year mentioned below :-

Signature of Grower  
Signature of the Authorised  
Signatory

Regional Manager/Divisional  
Manager (Area Manager)

For and on behalf of  
National Seeds Corporation  
(A Govt of India Undertaking)  
Beej Bhawan, Pusa Complex,  
New Delhi-12

WITNESS

1. ----- 1. -----  
(Signature) (Signature)

-----  
(Name and address) (Name and address)

2. ----- 2. -----  
(Signature) (Signature)

**SCHEDULE -1**

 <p><b>Approved By:</b></p>	<b>Format for Agreement</b>	<b>Doc No: F/Prod/03/01</b> <b>Issue No: 01</b> <b>Page No:03 of 03</b> <b>Page Rev. No.00</b> <b>Effective Date:</b>
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The terms and conditions agreed upon the parties regarding the scheme for production for the seed crops during the period of three years are as under:-

1. The value of stamp paper relating to this agreement is recoverable from the cost, inspection fees and the Registration fee or from the amount payable to the grower.

2.(a) The grower shall set a part for seed production an area at the location as will be indicated in Schedule-II, of leveled, fertile, neutral or nearly neutral and well drained land and facilities for clean and healthy seed production on his estate or on the estate taken by him on lease which shall hereinafter be called the Reserved area/land for production and supply of processed seed meeting all standards required under clause 7(f). This reserved area shall be neither scattered nor in small bits.

(b) The reserved area shall be so located that the seed crop in that area will conform to the isolation and other field standards requirements prescribed in the Indian Minimum Seed Certification Standards-1988, as amended from time to time (unless specified otherwise in the annexure, if any) failing which the seed crop shall be liable to be rejected in part or full as may be necessary)

(c) The grower shall raise the crop as single crop and not as mixed crop, inter crop, companion crop or rotation crop. However, the grower may with prior written approval of the NSC and the State Seed Certification Agency raise the crop as inter crop or rotation crop.

(d) The grower shall arrange at his expense all operations such as land preparation, sowing, irrigation interculture manuring, plant protection, reguing detasselling ( in Maize), harvesting and any other farm operation connected with the raising of the seed crop and shall strictly follow the seed production practices prescribed by the NSC from time to time.

3.(a) NSC shall procure processed seed(i.e seed finally received in bags after processing) conforming to the standards referred to in clause 7(f) at a price to be mentioned in Schedule-II.

(b) The procurement price shall be deemed to be an all inclusive price and no other claim including tax(es), if any, leviable shall be entertained. The NSC shall be entitled to recover the amount due from the grower from the amount payable to the grower.

(c) The entire produce as estimated on the basis of crop condition indicated in the final Inspection Report/or the quantity as indicated in Schedule-II whichever is less and conforming to the prescribed standards shall be offered to the NSC by the grower who shall not see or transfer to anyone else the produce eligible for procurement by NSC. In case of default, (the grower shall be liable to pay to the ) NSC damages amounting to twice the procurement price for the less quantity, offered to the NSC for pcoruement than the estimated quantity based on the crop conditions and/or yield of the crop

 <p><b>Approved By:</b></p>	<p><b>Format for Agreement</b></p>	<p><b>Doc No: F/Prod/03/01</b>  <b>Issue No: 01</b>  <b>Page No:04 of 04</b>  <b>Page Rev. No.00</b>  <b>Effective Date:</b></p>
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indicated in the final inspection Report, or the quantity as per agreement Schedule-II whichever is less.

(d) In case, where the Corporation allows any advance payment to the grower against procurement and in the event the seed lot not finally having been accepted for procurement the grower will pay back in full, the amount of advance received by him. In case of default interest on the advance paid @----- pa. From the date of advance given to the grower and rent for the rejected seed quantity not lifted from NSC processing plant at the rate prescribed in clause 12 of the agreement would be charged. Further, if the rejected seed lot is not lifted within 15 days of intimation, the Corporation fully reserve the right to dispose of the rejected seed lot at their own discretion and recover the amount advanced as also the rent due from the defaulting party.

(e) The grower should ensure supply of the raw seed at the specified seed processing plant on or before the date be specified by the AM. Seeds supplied after the above mentioned date will be accepted for procurement at the discretion of the NSC. Further the total produce may be delivered at one time and not in piece-meal.

(f) The grower declares and do hereby authorise the NSC to make the payment which may be due to him(grower) in case of his(grower) death to the person nominated by him (grower) whose name and address is as follows-----

Name-----S/o or W/o-----  
Address-----

4(a) Seed to be used for sowing in a reserved area shall invariably be obtained from NSC only.

(b) The grower shall pay to the NSC the seed cost plus sales tax, if applicable, in advance by demand draft or cash at the rate mentioned in Schedule-II. The cost of seed is not refundable except under the provision contained in clause 4(d).

(c) The grower shall not sell or transfer the Breeder/Foundation or stock obtained from the NSC in turn to any one for sowing for seed production under NSC's grower programme and the NSC shall neither be responsible to the receiver of such seed for its quality nor is obliged to entertain such production under its grower programme. The grower shall not use the foundation or stock seed obtained from the NSC for sowing for seed production on area other than or over and above the reserved areas without NSC's prior approval.

(d) The NSC will not take back the seed supplied by it unless the quality of the seed is found to be defective and the same is proved to the NSC's satisfaction and provided further and suitable intimation on the NSC is made within the days of receipt of



 <p><b>Approved By:</b></p>	<p><b>Format for Agreement</b></p>	<p><b>Doc No: F/Prod/03/01</b>  <b>Issue No: 01</b>  <b>Page No:05 of 05</b>  <b>Page Rev. No.00</b>  <b>Effective Date:</b></p>
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consignment or with twenty days of sowing as the case may be. In such a case either the seed cost (excluding sales tax) may be refunded if the grower so desires, or the defective and replaced depending on the situation.

(e) Use of carry-over seed, if any, with the grower for sowing in the reserved area is permitted provided such seeds is available in the NSC's intact unopened original sealed container and provided further that the NSC's prior approval is obtained for its use. The NSC will not be responsible for germination of carryover seeds when use of carry over seed with the grower is permitted. A fresh agreement has to be entered into even through the seed used might relate to an earlier agreement. Also a fresh application for certification shall be submitted in the case of use of carry over seed of notified kind/varieties and should be duly validated by the State Seed Certification Agency.

5. The grower shall pay in advance before each crop season to the NSC Field Inspection Fee, Seed testing fee and registration fee at the rate mentioned in Schedule-II. The inspection fee and seed testing charges etc shall not be refundable under any circumstance. If the seed obtained from the NSC in sown in different location separated by 50 meters or more between them, prescribed inspection fee shall be charged for each location and any additional amount which will thus become due should be paid before the first inspection. For sowings made with the NSC's prior approval on areas other than or over and above the reserved area, prescribed inspection fee should be paid before the first inspection. If use of carry over seed with the grower is permitted under 4(c) the grower shall remit the inspection fee at the prescribed rate before executing the agreement or before the first inspection.

6(a) The grower producing seed of notified kind/varieties for NSC shall render all facilities to both the NSC and the State Seed Certification Agency concerned, for conducting field inspections of the seed crop(s) any time and at any stage. A seed crop of notified kind/varieties found by either the NSC or the State Seed Certification Agency or both as not conforming the standards referred to in 2(b) shall be liable for rejection by the NSC for the purpose of this agreement.

(b) For seed production of un-notified kind/varieties, the grower shall render all facilities to the NSC for conducting field inspections of the seed crop (s) at any time and at any stage. A seed crop found by the NSC as not confirming to the standards referred to in 2(b) or any other standards specified by the NSC shall be liable for rejection by NSC for the purpose of this Agreement.

7(a) The grower shall arrange to transport in his gunny bags the harvested and threshed seed material to the processing plant(s) assigned by the NSC or the State Seed Certification Agency as the case may be, or shall pay to the NSC the prevailing charges of transport, if the same is arranged by the NSC.

 <p><b>Approved By:</b></p>	<p><b>Format for Agreement</b></p>	<p><b>Doc No: F/Prod/03/01</b>  <b>Issue No: 01</b>  <b>Page No:06 of 06</b>  <b>Page Rev. No.00</b>  <b>Effective Date:</b></p>
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(b) Seed only from the part of the reserved areas conforming to the standards referred to in 2(b) shall be processed.

(c) For seed production involving two parental lines, the NSC will not process or procure the produce of the male parent. The grower shall not sell or use such produce for sowing.

(d) In the case of production of Male Sterile Lines, the maintainer lines(B-lines) including the broader rows should be cut and removed soon after the completion of flowering of the line.

(e) Processing the manner prescribed by the NSC shall be done in the nearest seed processing plant of the NSC or in a plant designated by it, unless NSC's prior permission is obtained by the grower for processing in a different plant.

(f) If, after processing in the manner prescribed by NSC the seed lot does not conform to the seed standards prescribed in the Indian Minimum Seed Certification Standards March, 1988 as amended from time to time (unless specified otherwise in the annexure, if any) it will stand rejected.

(g) The NSC shall make all possible efforts to expedite processing on the "first come first processed" basis. The NSC shall not be responsible for any deterioration in the produce till it is finally procured.

8. Re-processing at the growers expense is permissible if, according to the first test:

A) The germination percentage is not less than the standard by more than 10%

And/or

(b) The pure seed percentage is less than the standard by more than 0.5% as the case may be. Re-processing at the NSC's expenses will be done if the pure seed percentage is less than the standard by 0.5% or less. Re-processing even at the growers expense for any other reason will require the prior approval of the General Manager (P). Reprocessing is permissible only once for a lot and does not, however, guarantee conformity of the reprocessed seed lot to the prescribed standards.

9(a) Representative random sample(s) of the cleaned and graded seed shall be drawn and analyzed before or after chemical treatment depending on the growers choice. If the grower chooses to have the sample(s) drawn and analyzed after processing and treatment an undertaking in the prescribed proforma will be taken from him to this effect. If, after treatment, seed lot is found as not conforming to the prescribed standards and is rejected the grower shall still pay the prescribed treatment charges. The sample(s) shall be drawn and analyzed by :-

 <p><b>Approved By:</b></p>	<p><b>Format for Agreement</b></p>	<p><b>Doc No: F/Prod/03/01</b>  <b>Issue No: 01</b>  <b>Page No:07 of 07</b>  <b>Page Rev. No.00</b>  <b>Effective Date:</b></p>
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- (i) The NSC, for all the seed produced under the contract.
- (ii) The NSC and the state seed certification agency for seeds of notified kind/varieties which have been offered for certification to state seed certification agency.

(b) For analysis of seed sample(s) the NSC will levy a fee of Rs. 10/- per sample irrespective of the nature of results of analysis except in respect of vegetable seeds produced in Jammu, Kashmir and Himachal Pradesh for which no testing fee is recoverable. No testing fee will be levied for vegetable seeds except when the value of the lot concerned is Rs. 1,000 or more.

(c) In case of non-conformity of seed lots to the standards referred to in 7(f) when analyzed by the NSC re-testing of another freshly drawn seed sample is permitted, provided the grower requests for it and bears the re-testing charges in full and provided further germination percentage in the first test is not less than the standard by more than 10% such retesting does not, however, guarantee conformity of the seed lot to the prescribed standards and is permissible only once for a lots. No levy towards re-testing fee will be made for vegetable seeds except when the value of the lot concerned is Rs. 1000 or more and for vegetable seeds produced in Jammu and Kashmir and Himachal Pradesh.

10. In case of non-notified varieties and where the NSC is inspecting agency, the growers shall use the tags, labels, seals, containers, thread etc. Supplied only by NSC. In case of notified varieties, the growers shall use certification tags supplied by State Seed Certification Agency and the seals and thread supplied by State Seed Certification Agency or NSC with the approval of State Seed Certification Agency and the labels leaflets and containers supplied only by NSC.

11. For the purpose of this agreement the seed lot of a notified kind/variety to be eligible for procurement by the NSC should conform to the standards as referred to in 7(f) as verified by both the NSC and the NSC and the State Seeds Certification Agency. The seed lot would not be eligible for procurement by the NSC if it is found by either the NSC or State Seed Certification agency or both as not conforming to the said standards.

(b) For un-notified kind/varieties, the seed to be eligible for procurement by the NSC should conform to the standards referred to in 7(f) or any other standards prescribed by the NSC, as verified by the NSC.

(c) In addition to conforming to the standards referred to in 7(f) seed lots to be eligible for procurement shall not be dis-coloured, off-coloured, diseased, insect-damaged, rain-damaged or damaged in any other way in physical appearance or otherwise.



Approved By:

Format for Agreement

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12. The grower shall take back at his expense from the processing plant the rejected ears, wastes, seed discards, under-sizes seeds, empty cobs etc, after cleaning and grading and seed lots rejected on basis of test reports, within 15 days from the date of intimation to the grower failing which rent at the rate of 30 paise per day quintal of rejected material shall be charged after the expiry of the prescribed period. The grower shall be sell or use such produce as seed for sowing. Also the NSC will not be responsible for any damage to the material during the period,. The NSC reserves the right to dispose of the produce in the manner deemed fit, after the expiry of the prescribed period and recover the rent due from the credit the balance if any, to the growers account. In case of Cauliflower snow ball, NSC shall not return the rejected seed, wastes, seed discards, undersize seed etc after processing to the grower.

13. In the event of any question, dispute of difference arising under or in connection with this agreement, in implementation or its satisfaction, the same shall be referred to the sole arbitrator, who may be appointed by the Chairman of the NSC, or by any other officer who at the relevant time is occupying the highest office in the NSC, it shall be competent for the Chairman of the NSC to act as, sole arbitrator himself. The parties to this agreement shall have no objection that the Chairman or the arbitrator nominated as above is a person who has or had dealt with the matter to which the contract relates or that in the course of his duties had expressed views on all or any of the matters in disputes or difference. It is agreed between the parties that in the event of the Chairman or the arbitrator the Chairman of the NSC or the occupying the highest office in the NSC at the relevant time to nominate any other person as the arbitrator and he shall continue the proceedings from the stage at which the same have been left by his predecessor. The venue and cost of arbitration shall be at the discretion of the arbitrator. It is agreed by the parties that the arbitrator may be in the interest of justice and proper determination of the dispute extend the time for making the award if all the parties make such request in writing. The award of arbitrator shall be final and binding on the parties.

**SCHEDULE-II**

**(To be signed between NSC and Grower for each crop/variety under production during each season separately)**

I-----undertake to produce the seeds of class and variety indicated below for NSC during Kharif/Rabi 200----- under NSC grower programme.

1. Name and address of the grower-----  
-----
2. Crop/Variety to be produced-----
3. Class of seed (Foundation/Certified/Stock/Pedigreed)-----
4. Area to be planted-----hactares.
5. Quantity of processed and bagged seed to be produced and supplied



Approved By:

**Format for Agreement**

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-----in qtls.

- 6. Quantity of breeder/foundation/stock seed required for planting area at S.No. 4----- --in qtls
- 7. Cost of breeder/foundation/indicated at S.No. 6-----
- 8. Inspection charges for the area indicated at S.No. 4-----Rs.
- 9. Registration fee-----Rs.
- 10. Seed testing charges-----Rs.
- 11. Procurement rate per qtl.
  - a) if processed on NSC processing plant or plant designated by NSC -----Rs.
  - b) If processed on growers processed plant with prior approval of NSC -----Rs.

This will form part of the agreement no-----dated-----executed between NSC and seed growers

Signature of NSC representative  
Date

Signature of seed grower  
Date

 <p>Approved By:</p>	<p>Format for Certification Materials Used</p>	<p>Doc No:F/Prod/03/09 Issue No:02 Page No: 01 of 01 Page Rev. No:00 Effective Date:</p>
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No.

Regional Office.....  
Name of Sub-Unit.....


1. Name of Processing Plant.
2. Name & Address of the Party.
3. Crop/Variety/Class of Seed.
4. Lot No.
5. Date of Processing.
6. Date of bagging and weighing.
7. Area of Production ( in hectares)
8. Net quantity of seed procured.
9. Moisture%
10. Number of HDPE bags used; (Separate figures may be given in respect of each size).
11. Number of cloth bag used. (Separate figures may be given in respect of each size).
12. No.of tags used.
13. Number of leaflets used.
14. Number of labels used.
15. Number of thread spools used.
16. Number/weight of lead seals used.
17. Quantity of seed treatment materials.
  - i) Captan
  - ii) Thiram
  - iii) Agrosan
  - iv) D.D.T.
  - v) Agromycin
  - vi) Any other chemical used.

---

Signature of NSC Representative  
With Full Name & Designation

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**INSTRUCTIONS:** Original to be given to the party concerned.

 <b>Effective Date:</b>	<b>Format for Growers Cash Memo</b>	<b>Doc No:F/Prod/03/02</b> <b>Issue No:02</b> <b>Page No:01 of 01</b> <b>Page Rev.No:00</b> <b>Approved By:</b>

Unit \_\_\_\_\_

S.No. \_\_\_\_\_

To,

M/s. \_\_\_\_\_

\_\_\_\_\_


S.No	Lot No	Particulars Crop/Variety	Qty.	No.	Rate	Amount
1						
A						
B						
C						
D		Other	Amount to be paid to SSCA	Income of NSC		
2		Registration Fee Rs.				
3		Inspection Fee Per Hect				
4		For.....Hect				
5		STL Fee Per Sample				
Service Tax on field inspection and sample testing fees @						
					Sales Tax Surcharge Total	

Seed Sold will not be return back  
Growers Copy

Signature  
For NSC Ld.






 <b>Approved By:</b>	<b>Format for Seed Directory</b>							<b>Doc No: F/Prod/03/04</b> <b>Issue No:02</b> <b>Page No: 01 of 01</b> <b>Page Rev.No:00</b> <b>Effective Date:</b>		

Contract .No.	Name & Address of Grower	Crop & variety	Class of seed supplied	Bill no , date & amount	CR no date & amount	Area allotted in acres	Area Planted in acres	Date of sowing	Area inspected		
									Area	Report no & date	Name of officer
1	2	3	4	5	6	7	8	9	10	11	12

Area rejected			Net area certified	Expect ed yield	Raw seed in Qtls	Seed Receipt Form no	Seed advance form no	Amount of advance (Rs)	Lot no	Quantity finally procured
Area	Rejection order no & date	Name of officer								
13	14	15	16	17	18	19	20	21	22	23

Date of procurement	Packing size	Quantity of undersize	Processing losses	IDP Note no & date	Schedule of deduction no & date	QTL Results			QCL report no & date
						Germination	Purity	Moisture	
24	25	26	27	28	29	30	31	32	33

STL Report no & date			STL letter no & date	Procurement rate	Rate approval letter no & date	Final payment(Rs)
Germination	Purity	Moisture				
34	35	36	37	38	39	40

 <p>Approved By:</p>	<p><b>Format for Seed Return Form</b></p>	<p><b>Doc No:F/Prod/03/10</b>  <b>Issue No:02</b>  <b>Page No:01 of 01</b>  <b>Page Rev.No:00</b>  <b>Effective Date:</b></p>
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S.No.

**Name of Sub-Unit.....**

1. Name of Processing Plant
2. Name & Address of the Grower
3. Crop & Variety
4. Raw Seed received Form No..... & Date .....
5.
  1. Qty. of undersize crop.  
(A) in qtls.  
(B) No.of bags
  2. Qty. of rejected seed  
(A) in qtls.  
(B) No.of bags
6.
  1. Qty. of processed seed( sub std.)  
(A). in Qtls.  
(B) No. of bags
  2. Qty. of processed seed unfit for seed.  
(A) in qtls.  
(B) No.of bags
7. Date of information to the party
8. Date of stock lifting by party.

Gate Pass No.:

9. Remarks

Date

<p>Sig.of parties representative with full address</p>	<p>Sig. of NSC representative full Name &amp; Designation</p>
--	---

Direction: First copy to party.  
 Second copy of R.O.

 <b>Approved By:</b>	<b>Format for Sample Coupon</b>	<b>Doc No:F/Prod/03/07</b> <b>Issue No:02</b> <b>Page No:01 of 01</b> <b>Page Rev.No:00</b> <b>Effective Date:</b>
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W-1030

S.No.

Region \_\_\_\_\_

Unit \_\_\_\_\_

1. Name of Seed Processing Plant/Seed Godown \_\_\_\_\_
2. Name of Sub Unit \_\_\_\_\_
3. Processed / Un processed \_\_\_\_\_
4. Class of Seed/Breeder/Foundation/Stock/Certified/Pedigreed/T.L.
5. Reason for Test/Procurement/Certification/Revalidation/Internal Quality Control.
6. Crop \_\_\_\_\_ Variety \_\_\_\_\_
7. Lot No. \_\_\_\_\_
8. Name of official drawing sample \_\_\_\_\_
9. Date of Sampling \_\_\_\_\_
10. Quantity of lot from which sample was drawn \_\_\_\_\_ Qtls.
11. Requirement of Testing;
 

Germination _____	Physical Purity _____
Moisture _____	Health Testing _____
Grow Out Test _____	Any Other test _____
12. Indicate for fresh procurement/1<sup>st</sup> test/2<sup>nd</sup> test/3<sup>rd</sup> test
13. Name of treatment material if treated \_\_\_\_\_
14. Name & Address of Forwarding Official \_\_\_\_\_  
(to be kept in each sample bag)

(Signature of sample drawing official)



**Format for Inspection Delivery & Payment Note**

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Effective Date:**

**Approved By:**

**Part-1**

**SI.No.**

		<b>QCL</b>	<b>STL</b>
1- Name of the Grower	10-Pure Seed .....	%.....%	%.....%
2- Complete Address	11-Germination.....	%.....%	%.....%
Code No _____	(A) Normal Seedling..	%.....%	%.....%
3- Agreement No.....	(B) Hard Seed.....	%.....%	%.....%
4- Crop/Variety .....	Total.....	%.....%	%.....%
5- Class of Seed.....	12- Moisture.....	%.....%	%.....%
6- Certified Area.....Hect.....	13-Seed Analysis Report No.....		
7- Area Certified from which produce Of this IDP note received.....	dated.....		
8- Lot No.....	14- Date of Test.....		
9- S.S.C.A. Certificate No.....Dt.....			

**Signature of Plant Incharge**

**Part-II**

- 1- No. of Bags.....
- 2- Packing Size.....
- 3- Net weight.....
- 4- Processing at NSC Plant/other.....
- 5- Seed return note no. & date of lifting by the party:
- 5- Date of Procurement.....
- 6- Details of Stores.....
- (A) Ledger No.....(B) Folio No.....

**Signature of Grower**

**Signature of Store Keeper**

**Area Manager**

**Part-III**

Lot No.	Crop/Variety	Qty.(in Kgs.)	Rates(Per Kgs.)	Amount
---------	--------------	---------------	-----------------	--------

Less as per Schedule of Deduction No.....

Actual Payment.....(in words).....

Part 1,2 & 3 details of checking

**Sign. Of Grower**

**Accountant**

**Area Manager**



**Format for Inspection Delivery & Payment Note**

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Effective Date:**

**Approved By:**

**Part-IV**

**Memorandum of Payment**

**Customer Account No.....**

**Please pay Rs.....(Rupees.....only) payment as per overleaf of Cheque/DD**

<b>Cash</b>	<b>Name of the Grower &amp; full address</b>	<b>Rupees</b>
<b>D.D. No.</b>	_____	

**Dt. Cashier** \_\_\_\_\_

<b>Classification</b>	<b>Received Rs.....</b>	<b>Seal</b>
<b>A/C Code No. Amount</b>	<b>Rupees.....only</b>	
	<b>Signature of Payee.....</b>	

**Certificate**

**SAR/Advance Form No.....Date.....Amount of Advance.....**

- (1) Qty. at the time of intake.....
- (2) Weed Seed % as per Seed Analysis Report.....
- (3) Other crop Seed % as per SAR.....
- (4) Inert materials % as per SAR.....

**Certified that the seed confirms all the seed certification standards specified in Seed Act. Seed has been packed on \_\_\_\_\_% moisture content & there is no dues outstanding against the grower.**

- 1) Certified that the seed plot is located \_\_\_\_\_ kms. From NSC Processing Plant. Therefore tr rebate of Rs. \_\_\_\_\_ @ Rs. \_\_\_\_\_ per km. is recommended.
- 2) Certified that the seed grower has supplied Seed in \_\_\_ bags for which payment of Rs. \_\_\_\_\_ @ Rs.10/- per bag is recommended

Sign. Of AM

I/C.Prodn (R.O.)

Accts.Officer

Regional Manager

**SANCTION ORDER FROM PRODUCTION SECTION**

S.No. \_\_\_\_\_ Page No. \_\_\_\_\_ Date: \_\_\_\_\_

Approval for Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_) on account of crop/variety \_\_\_\_\_ Class \_\_\_\_\_ Qty. \_\_\_\_\_ kgs.) @ Rs. \_\_\_\_\_ per kg. Schedule of Deduction No. \_\_\_\_\_ is enclosed. The enclosed Schedule of Deduction may be checked and adjusted before releasing final payment.

Incharge Productio(RO)

AO



Approved By:

**Procedure for Procurement of Seed**

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**Effective Date:**

**1.0 Purpose:** To adopt a uniform system of procurement of seed at Regional Office level.

**2.0 Scope :** Seed Procurement activity at Regional Office.

**3.0 Overall Responsibility:** Regional Manager concerned.

**4.0 Procedure:**

S.No.	Activity Description	Responsibility	Ref. Documents/ Record
1.	<b>Allotment of Seed Production Targets.</b> Based on the H.O. allotments, Regional Office re-allot sub unit wise production targets of seed keeping in view agro-climatic condition, adoption and potentiality of production of a particular crop in a sub unit as well as processing and storage capacity	RM	Production file Format of Production Target (F/Prod/01/03)
2.	<b>Selection of Seed Grower.</b> Progressive farmers with good agriculture infrastructure assuring quality seed production.	Area Manager/ Production In-charge	Production file/Register Containing list of growers/ new growers contacted
3.	<b>Agreement for Production</b> Agreement for production of seed is executed on non judicial stamp paper. It contains schedule I & II indicating terms and conditions and quantities to be produced from designated area of particular crop variety and class. The agreement is signed between AM and grower.	RM	Agreement with seed growers. (F/Prod/03/01)
4. A.	<b>Allotment of Code No:</b> The code No.alloted shall have execution of: 00-Season 00-Year 00-Region 00-Sub unit/Plant* 00-SI.No. (* For trading (12) to be added after plant code.	RM	Production file
4.B	<b>Allotment of code for C/S,F/S by SSCAs.</b> Month, year code( Month & year crop was harvested) 00-Prodn.location Code (State) 00-Processing Plant Code		



Approved By:

**Procedure for Procurement of Seed**

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	00-Seed Produced Code.		
5.	<b>Distribution of Breeder Seed or Foundation Seed.</b> After agreement, the required quantity of planting material i.e. Breeder Seed or Foundation Seed is given to growers at cost through grower cash memo, credit/debit memo etc. and certification registration, inspection, lab testing charges etc.	Prodn-Incharge/Store Keeper	Grower cash memo, debit memo (F/Prod/03/02) F/Prod/03/03)
6.	Preparation of Seed Directory.	Prodn.Incharge	Seed Directory (F/Prod/03/04)
7.	Inspection of seed crops fields as per MSCS by SSCA and NSC. Issuing FIRs for different crops	State Seed Certification Agency and AM/Technical Officer	Field Inspection Report. (F/QC/03/01 F/QC/03/02 F/QC/03/03)
8.	Receipt of raw seed lot wise from seed growers based on final FIRs, estimated yield qtls./hect. Issuing seed receipt forms.	Incharge Processing Plant/Shift Incharge	Seed Receipt and advance form. (F/Prod/03/05)
9.	Processing of seed at NSC's own/ custom processor's plant, registered by SSCA issuing processing report giving account of quantity of raw seed receipt, seed graded, undersize and loss, if any.	-do- Mechanic	Seed Processing Report (F/Prod/03/06)
10.	Drawing and submission of seed samples of concerned lot to designated labs of SSCA as well as of NSC for seed testing issuing sample coupon.	-do-	Sample coupon (F/Prod/03/07) Sample forwarding letter (F/Prod/03/08)
11	Receipt of test results from STL &QCL /NSC	AM/RM	QCL/NSC, Seed Analysis Report (F/QC/02/04) STL Report
12.	Treatment and packing of seed lots, meeting seed standards of MSCS in SSCA as well as NSC labs as required and issuance of certification material used .	-do-	Certification material used. (F/Prod/03/9)
13	Seed return form for under size return and processing report wherever applicable.	-do-	Seed Return Form. (F/Prod/03/10)



Approved By:

**Procedure for Procurement  
of Seed**

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14.	Procurement of seed- preparation of IDP (Inspection Delivery Payment), seed taking into stores by store keeper making entries in ledgers, preparation of deduction and making payment to growers.	Store Keeper/ Incharge Processing Plant/AM/RM	IDP Note (F/Prod/03/11) Schedule of Deduction (F/Prodn/03/12)
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 <p>Approved By:</p>	<p><b>Quality Plan for Procurement of Seed</b></p>	<p><b>Doc No: QP/Prod/03</b>  <b>Issue No: 02</b>  <b>Page No: 01 of 01</b>  <b>Page Rev No: 00</b>  <b>Effective Date:</b></p>
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S.No.	Activity	Control Parameters	Control Exercised & Responsibility	Responsibility of Review/ Monitoring	Frequency of Monitoring	Remarks
2.	Selection of grower	Criteria for selection	Selection of growers done on the basis of following: <b>i.</b> The availability of cultivatable land in line with the type of seed to be produced, <b>ii.</b> The availability of irrigation facility, <b>iii.</b> The capacity to purchase fertilizer, seed, insecticides and pesticides, <b>iv.</b> The grower shall have sound knowledge of agriculture & ready to adopt new technological changes in agriculture.	AM	yearly	
10.	Processing of Seed		The processing of seed is done by cleaning and grading. For grading proper screen aperture size shall be used as per approved MSCS.	Plant Incharge	As and when required.	
11.	Treatment of seed		For treatment of seeds, fungicides are used as per recommendation of schedule of treatment of seed.	Plant Incharge	As and when lot Is there	





Approved By:

No:

.....

Sub-unit

**Seed Processing Report**

---

- 1- Name of the processing plant
- 2- Name of the grower & address,
- 3- Seed Receipt Form No. & Date.
- 4- Crop/Variety/Class
- 5- Lot No.
- 6- Date of processing
- 7- Qty. of Raw Seed received  
( As per seed receipt form No.....)
- 8- Processed & packed seed quantity
- 9- Rejected undersize seed quantity
- 10- Processing loss 7-(8+9)
- 11- Seed Analysis Report No. & Date  
(A) As per standard  
(B) Sub- Standard
- 12- Certificate No. & Date
- 13- Qty. returned to grower with date  
(1) Rejected Seed/Qty. of undersize  
(2) Processed/unprocessed seed sub std.
- 14- Qty. of seed procured  
(1) Total qty,. of seed  
(2) No. of bags & size.

Signature-Area Manager

Signature-Incharge Processing Plant  
With full Name & Designation



Approved By:

Format for Seed Receipt & Advance Form

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Sub-unit : .....

Seed Receipt/Advance Form

- 1- Name of the Processing Plant.....
- 2- Name & Address of the Grower.....
- 3- Agreement No.....
- 4- Type of Producer.....
- 5- Date of Receipt of Raw Seed.....
- 6- Crop/Variety.....
- 7- Class of Seed.....
- 8- Lot No.....
- 9- Area from which produce is received.....
- 10- No. of bags.....
- 11- Quantity.....
- 12- Moisture on receipt.....
- 13- Expected Date of processing.....

Comments/Remark

Signature of NSC Rep.

Growers Signature

( For use I/C processing plant & Area Manager)

- 1- Comment on condition of seed as per Col. No.13.....
- 2- Expected processed qty.at standard % of moisture.....
- 3- Other Remark if any.....

Sig. Of I/C Processing Plant

This is to certify that information is true & payment may be released after deduction of amount.....at----- %

Area Manager

( For office use of R.O. Prodn. Section )

Sanctioned Rs.....  
.... For Advance Payment Rs.....Per qtls.....of % moisture

A.S.O.

Asstt. Manager

AM/RM

( For Use of Acctts. Section )

Sanction for payment Rs.....(in figure).....

.....Name of the grower.....

Assistant

AO/AAO



**Procedure for Production through Organizer**

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**Approved By:**

- 1.0 Purpose:** To adopt a uniform system of arranging seed production through organizer.
- 2.0 Scope :** Seed Production through organizers.
- 3.0 Overall Responsibility:** Regional Manager concerned.
- 4.0 Procedure:**

S.No.	Activity Description	Responsibility	Ref. Documents/ Record
1.	<b>Assessment of Seed Production Requirement through organizers.</b> Based on the H.O. target, Regional Office allot sub unit wise production and decide about the crop, variety and quantity to be produced through organizers.	RM	Production file Format of Production Target (F/Prod/01/03)
2	<b>Proposal for organizing seed production through organizer</b> RMs will send proposal containing the reason for organizing production through organizer containing crop, variety and quantity and possibility of organizing quality seed production in the areas chosen for organizing production through this mode.	RM	F/prod/04/01
3.	<b>Selection of Organizers</b> List of seed producing organizations in the area shall be collected from SSCA, such organization empanelled by NSC and obtain sealed offers / obtain quotation as per purchase procedure and assess technical and financial suitability.	RM / GM(P)	list of seed producing organization
4.	The processed / evaluated offers shall be sent to HO for seeking approval of organizers for arranging production through them.	RM / GM(P)	
5	Approval of proposal for organizing seed production through organizer	GM(P)/CMD	
6.	<b>Agreement for Production</b> On receipt of approval from the HO, the Agreement for production of seed is executed on non judicial stamp paper. The agreement shall contain commitment for delivery of Quantity with specified crop, variety & quality and certification in specified packing size by a given time and place at	RM	Agreement with seed organizer.



**Procedure for Production through Organizer**

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	pre-decided rate, indicating the provision for planting material, mechanism for conducting field inspection and testing, security and arbitration and shall be signed between RM and organizer.		
7	Information to concerned Area Manager of NSC about such agreement with copy of the agreement for further action including arranging planting material as per agreement.	RM/AM	
8	The organizer shall inform the date of sowing to Area Manager by the end of showing season giving details of the growers, field location etc		
9	Organizing and Monitoring conduct of inspection and preparation of FIR as per norms.	AM	Field Inspection Report. (F/QC/03/01 F/QC/03/02 F/QC/03/03
10.	Supervising processing, sampling, and testing, and packing of seeds	AM	P/Prod/05
11.	Taking delivery as per agreement through IDP. Organize storage or dispatch as per DO order and agreement		
12	Preparation of Seed Directory.	Prodn.Incharge	Seed Directory (F/Prod/03/04)

 <p>Approved By:</p>	<p><b>Quality Plan for Procurement of Seed</b></p>	<p><b>Doc No: QP/Prod/04</b>  <b>Issue No: 02</b>  <b>Page No: 01 of 01</b>  <b>Page Rev No: 00</b>  <b>Effective Date:</b></p>
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S.No	Activity	Control Parameters	Control Exercised & Responsibility	Responsibility of Review/ Monitoring	Frequency of Monitoring	Remarks
3.	Selection of organizers	Criteria for selection	Selection of organizer done on the basis of following: i) Organizer should be reputed seed producing. ii) Should have a seed license from state govt. iii) Should have a processing plant registered with SSCA iv) Should have adequate infrastructure as per tender terms and conditions	RM	As and when the process exists	
4.	Evaluation of tender for selection of organizer	Time for evaluation	The tenders received at RO shall be evaluated within 7 days of opening of tender	RM	As and when the process exists	
5.	Approval of proposal	Time for approval	The approval of proposal for selection of organizer shall be sent to RO within one week of receipt of processed tender from RO	GM(P)/CMD	As and when the process exists	
6	Agreement for production	Time for execution of agreement	Agreement shall be executed within a week of receipt of approval from HO	RM	As and when the process exists	



**Procedure for Purchase of seeds**

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- 1.0 Purpose:** To adopt a uniform system for purchase of seeds
- 2.0 Scope :** Seed Purchase from sources other than organizers and grower.
- 3.0 Overall Responsibility:** Regional Manager concerned.
- 4.0 Procedure:**

S.No.	Activity Description	Responsibility	Ref. Documents/ Record
1.	<b>Assessment of Seed requirement.</b> The requirement of seed to be purchased is worked out by RO based on the availability and the current demand indicating the crop, variety and quantity to be purchased.	RM/GM(M)	Production file
2	<b>Proposal for purchase of seed</b> Proposal for purchase of seed should contain the crop variety and quantity, time of supply and terms and conditions for supply.	RM	Production file
3.	<b>Tendering for the purchase</b> Tendering shall be floated as per the purchase procedure and access technical and financial suitability.	RM / GM(P)	Production file
4.	The processed / evaluated offers shall be sent to HO for seeking approval.	RM / GM(P)	Production file
5	Approval of proposal for purchase of seed	CMD /GM(P)/GM(P)/ GM(F)	Production file
6.	<b>Agreement for Purchase of seed</b> On receipt of approval from the HO, the Agreement purchase of seed is executed on non judicial stamp paper containing commitment for delivery of Quantity of specified crop, variety & quality and certification in specified packing size by a given time and place at pre-decided rate, inspection and testing, security and arbitration and shall be signed between RM and supplier.	RM	Agreement with supplier
7	Information to concerned Area Manager of NSC about such agreement with copy of the agreement for further action.	RM	Agreement with supplier
8	Supervising processing, sampling, and testing, and packing of seeds	AM	P/Prod/06
9	Taking delivery as per agreement through GR and release payment. Organize storage or dispatch as per DO order and agreement	AM/RM	Agreement with supplier
10.	Entry in store ledger.	Store keeper	Seed Ledger/Directory (F/Prod/03/04)



 <p>Approved By:</p>	<b>Quality Plan for Procurement of Seed (other than organizer &amp; grower)</b>	<b>Doc No: QP/Prod/05</b> <b>Issue No: 02</b> <b>Page No: 01 of 01</b> <b>Page Rev No: 00</b> <b>Effective Date:</b>
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S.No	Activity	Control Parameters	Control Exercised & Responsibility	Responsibility of Review/ Monitoring	Frequency of Monitoring	Remarks
2.	Selection of suppliers	Criteria for selection	Selection of suppliers done on the basis of following: i) Should be reputed seed supplier. ii) Should have a seed license from state govt. iii) Should have a processing plant registered with SSCA iv) Should be financially sound v) Should have adequate infrastructure as per tender terms and conditions	RM	As and when the process exists	
3	Tender for purchase	Adherence to purchase procedure	In purchase process purchase procedures shall be followed	RM	As and when the process exists	
4.	Evaluation of tender for selection of suppliers	Time for evaluation	The tenders received at RO shall be evaluated within 7 days of opening of tender	RM	As and when the process exists	
5.	Approval of proposal	Time for approval	The approval of proposal for selection of supplier shall be sent to RO within one week of receipt of processed tender from RO	GM(P)/CMD	As and when the process exists	
6	Agreement for supply of seed	Time for execution of agreement	Agreement shall be executed within a week of receipt of approval from HO	RM	As and when the process exists	