

नियंत्रित/CONTROLLED



NATIONAL SEEDS CORPORATION LIMITED

**DEPARTMENTAL PROCEDURES
(IMS POLICY MANUAL)**

ENGINEERING



Approved by: Head of Division(s)
Effective Date: 10.06.2018

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 Approved By: 	Procedure for Repair & Maintenance of Seed Processing Plants	Doc No: P/Engg/01 Issue No: 02 Page No.: 01 of 01 PageRev.No.00
		Effective Date: 10-06-2018

Purpose: To formulate an effective system for repair & maintenance of seed processing plants.

Scope: All the Seed Processing Plants installed at various locations.



Overall Responsibility: RM.

Procedure:


S.No.	Activity Description	Responsibility	Ref.Document
1.	To check the processing machines well in advance of processing season.	Mechanic/AM	Engg.File.
2.	To work out the requirement of spare parts	Mechanic/AM	-do-
3.	Preparing the proposal indicating the name of spare parts with their codes/specifications/quantity required etc.	-do-	-do-
4.	Submitting the proposal to RM	AM	-do-
5.	Processing of proposal received from different Area Offices.	AAE/AE at RO	Repair & Maintenance file at RO.
6.	Consolidating the requirement & obtaining invoices from concerned manufacturers.	AAE/AE	-do-
7.	Preparing proposal for procurement of spare parts and approval of Competent Authority.	AAE/AE/RM	-do-
8.	Placing supply orders with concerned manufacturers specifying the code/specification time and place of supply.	AAE/AE	-do-
9.	Information on receipt of spare parts and issuance of GR Notes, and sending to RO.	AM	-do-
10.	Processing and release of payments to the concerned suppliers.	AAE/RM	-do-
11.	Assessing the repairs required to be undertaken locally	Mechanic/AM	Engg.File.
12.	Preparing & submitting proposal indicating the repairs required and estimated expenditure involved.	-do-	Engg.File.
13.	Processing the proposals received from different Area Offices & approval.	AAE/AE/RM	Repairs & Maintenance file.
14.	Communicating	AAE/AE	-do-

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	approval/decision to concerned Area Office with the guidelines and follow up action.		
15.	Undertaking the repairs as Mechanic/AE/AEE approved by RO, and informing the progress to RO with details.		-do-
16.	The plants shall be registered Area Manager with Seed Certification Agency. The concerned Area Manager shall ensure that Plant to be operated shall have a valid Registration certificate		-do-


	Quality Plan for Repair & Maintenance of Seed Processing Plant	DOC: QP/Engg/01 Issue No:02 Page: 01 of 01 Page Rev No:00 Effective Date: 10-06-2018
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S.No.	Activity	Control Parameters	Controls exercised & Responsibilities	Responsibility of Review/ Monitoring	Frequency of Monitoring records, if any.	Remarks
1.	Checking of processing machine.	Time	Checking of processing machines should be done in the month of March for Rabi and November for Kharif.	AAE/AE	April & December	
2.	Preparation of proposals.	Complete details of spare parts	Proposal should include complete details of spare parts- Code, Make, Specifications, Quantities etc.	AAE/AE	-do-	
8.	Placing Purchase Order.	Complete Specifications and schedule of supply.	The Purchase Order should include complete specifications, quantity, time and place of supply.	AAE/AE	At the time of making purchase order.	
9.	Receipt of spare parts.	Specifications & time.	The spare parts received should be as per purchase order.	-do-	At the time of processing payment.	

 Approved By:	Procedure for Custom Processing of Seeds	DOC No:P/Engg./02 Issue No:01 Page No:01 of 02 Page Rev:00 Effective Date:	10-06-2018
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1. **Purpose:** Custom Processing of NSC seeds.
2. **Scope:** Processing of Seed.
3. **Overall Responsibility:** RM
4. **Procedure**

S.No.	Activity Description	Responsibility	Ref.Doc/ Record
1.	Assessment of requirement of custom processing based on expected seed Production, availability of processing arrangement with NSC and period for dispatch of seed.	AM	As per production target/allotment and expected yield records.
2.	Tender to be floated calling proposals from owners of processing plants from near by area with following information; <ul style="list-style-type: none"> • Name & address of the tenderer. • Location of plant. • Distance from the area under production programme. • Installed machinery details. • Plant capacity. • Condition of the plant. • Availability of electric load/DG set supply at plant. • Whether approved by SSCA or not. • Availability of storage capacity. • Financial stability of the firm. • Rate offered by the firm for processing & storage of the seed. 	AM/AE/RM	Floating tender with terms and conditions.
3.	Sending complete proposal with recommendation for approval with analysis of rates on satisfying about quality and capability of the party recommended for award of work.	AAE/RM.	Custom processing file.
4.	Proposal should contain details of <ol style="list-style-type: none"> i. Govt. Plant/SSCs/University and SSCA approved plant in the area. ii. Capacity of Plant. iii. Expenditure on processing. iv. Storage need (months) at the custom processing plant. v. Expenditure involved, if any in local transport. 	AAE	Custom processing file
5.	Submission of final proposal to Engg. Divn. at HO for approval.	RM	Custom Processing file.

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6.	Scrutinization of the proposal.	Engg./ Production/ Finance	Custom processing file.
7.	Conveying approval.	Head Engg.	Engg.File
8.	Processing of seed.	Area Manager	As per standard.





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Quality Plan for custom processing of Seeds.

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S.No.	Activity	Control Parameter	Control exercised & Responsibilities	Responsibility of Review/ Monitoring	Frequency of monitoring records, if any	Remarks
2	Floating of tender.	Time for floating of tender	The tender shall be floated well in advance after assessing the requirement of custom processing by AM/AEE For Kharif – by Sept. For Rabi- by Feb.	AAE/RM	Kharif Sept Rabi March	
3& 6	Examination of bids and preparation and submission of proposal.	Time for examination of bids	The bids shall be examined by RM within 15 days of opening of technical bid The proposal received shall be scrutinized within a week of receipt	AAE/RM	Oct	April
8	Placement of order.	Time for placement of order	The order shall be placed within a weeks time of receipt of approval	RM	Oct	April

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 Approved By: 	Hiring of office building & godown.	Doc No.P/Engg/03 Issue No.02 Page No.01 of 01 Page Rev.No. Effective Date:
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1. **Purpose:** Procedure for hiring of office building/godown on continuous/temporary basis.
2. **Scope :** All sub units/regional offices of NSC.
3. **Overall Responsibility:** RM
4. **Procedure:**

S.No.	Activity/Description	Responsibility	Documents/Records
1	Assessment of requirement of office/godown/temporary godown with justification and recommendation including area to be hired, prevailing govt./market rates.	AM/RM	
2	i. In the case of implication within the power of RM it is processed and approval conveyed to Area Manager. ii. Processing of proposal of RM, approval/decision of competent authority.	AE/RM ACE/SAE	
3	Decision/approval by competent authority.	SAE	
4	Communication of decision/approval of competent authority.	SAE	
5	Floating of tenders as per procedure.	AAE/RM	Purchase Procedure
6	Processing of technical bids and inspection of building/godowns by committee and preparing technical report.	RO Committee	Engg.File
7	Opening of financial bids & preparing of comparative statements and finalization of rates.	RO Committee	Engg.File
8	Forwarding the proposal to HO alongwith all the relevant documents and recommendations of RO Committee.	AAE/RM	Comparative statement (F/Engg/03/01)
9	Processing of proposal of RM for approval/decision of competent authority.	ACE/SAE	Engg.File
10	Communication of decision/approval to RM.	ACE/SAE	Engg.File
11	Agreement with party.	RM/AM	Engg.File

Reference & Documents:

1. Comparative statement including technical and financial report of offered godowns/office (F/Engg/03/01)



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Quality Plan for hiring of building & godown.

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S.No.	Activity	Control Parameter	Control exercised & Responsibility	Responsibility of Review/ Monitoring	Frequency of monitoring records, if any	Remarks
5	Floating of tender.	Time for floating of tender	The tender shall be floated well in advance after assessing the requirement of hiring space for godown by AM. For Kharif – by Oct. For Rabi- by March.	AAE/RM	Kharif Oct Rabi March	
6 & 9.	Examination of bids and preparation and submission of proposal.	Time for examination of bids	The bids shall be examined by RM within 15 days of opening of technical bid The proposal received shall be scrutinized within a week of receipt	AAE/RM	Nov. April	
10	Agreement	Time for execution of agreement	The agreement shall be executed within 15 days of receipt of approval	RM	Nov.- Dec April	



- With regard to taking office building on rent process should be started three-four months in advance of the date of expected date when shifting is to be affected.

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 Approved by: 	Quarterly report on Processing capacity	Seed	Doc. No. F/Engg./04/03 Issue No. 02 Page:01 of 01. Page Rev. No.: 00 Effective Date: 10-06-2018
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Period:

S.No	Particulars	Current year quarter ending.	Corresponding quarter of previous year.



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1. **Purpose:** Processing of seed (i) monitoring the monthly progress and (ii) ensuring the effective utilization.
2. **Scope :** All NSC's own plants.
3. **Overall Responsibility:** RM
4. **Procedure:**

S.No	Activity/Description	Responsibility	Ref. Doc./Record
1.	Receipt of monthly seed processing report in specified format. The monthly seed processing report shall be in the specified format duly filled in and signed by the competent authority.	AM	Monthly Seed Processing Report. (F/Engg/04/01)
2.	Review of seed processing reports to check that the timely processing. If found from the scrutiny of report that seeds are not being processed timely necessary clarification is obtained.	AAE	-do-
3.	Consolidated region wise/plant wise monthly seed processing. Crop output factor report are sent to HO applying and register is maintained in RO	AE/AAE	Monthly Seed Processing Register. (F/Engg/04/02)
4.	Sending monthly plant utilization report to Engg. Divn. at HO.	AE/AAE	-do-
5.	Quarterly report of capacity utilization of processing plant is prepared containing; <ul style="list-style-type: none"> ❖ The total capacity of seed processing plant. ❖ The total capacity of seed processed during the quarter on crop mix basis. ❖ The total capacity of seed processing plant on wheat basis. ❖ % Capacity utilized. ❖ No. of plants. 	SAE	Quarterly report of Capacity Utilization. (F/Engg/04/03)
5.	Submission of report to AM (Coordination) for necessary action/follow up for improvement.	SAE	-do-

Ref.. Doc.:

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- i Report on Seed Processing Plants (Feb. 1984).
- ii Format of monthly seed processing report (F/Engg./04/01)
- iii Monthly Seed Processing Register (F/Engg/04/02)
- iv Format of Quarterly Report on Seed Processing Capacity (F/Engg./04/03)



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Quality Plan for Monitoring of Operation of seed processing plant.

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S.N	Activity	Control Parameters	Control exercised & responsibility	Responsibility of Review/ Monitoring	Freq. of monitoring records, if any.	Remarks
1.	Receipt of Monthly Seed Processing Report.	i.) Complete-ness of details. ii.) Time for receipt of report.	The monthly seed processing report giving complete detail in the format. Report shall be received from all RO by first week of every month for the previous month.	AEE	Monthly	
2.	Review of report	Timeliness of processing seeds.	If processing progress is slow of necessary clarification is sought for from the RO.	AEE	Monthly	
4.	Preparation of Quarterly report.	Time for submission of report.	The quarterly report shall be prepared within 20 days of end of quarter.	AEE	Quarterly	

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