C H A P T E R - IV

PRESENT INFORMATION AND REPORTING SYSTEM

A. Present System

B Collection of Different Documents, Used In a Present System.

CHAPTER - IV

PRESENT INFORMATION SYSTEM

Present information system in Gadhinglaj Taluka Sahakari Sakhar Karkhana Ltd., Gadhinglaj Dist. Kolhapur.

To run the business activity successfully various marketing decisions plays a vital role in different types of business organisation. To take rational decisions various committees of experts are formed, for attaining the predetermined objectives Managinging Director, Board of Directors and some other. Committees are involving in decisions making process. The flow of information and the various decisions undertaken by different committees have been discussed in this chapter.

Decisions made by executive committee.

1. ALLOCATION OF BUDGETS :

Before the finalisation of the budget of various departments the Board of Directors formally call a meeting. Before any decision is taken the information from the various departments regarding the last years, budgets alloted and expenses incurred is asked for . This information is supplied by the concerned departments in writing. Having collected all the necessary information the Board reviews the performance in the light of

this review the budget for the current year is decided. While taking this decision if the information is insufficient, the additional needed information is again asked for, which is provided either orally or written. After the finalisation of the budget fixation, this information is in the custody of the secretary, who ultimately prepares the minutes of the meeting. Before the implimentation starts the decision taken by the Board has to be approved finally by the executive committee. The executive committee consist if Chairman, Vice chairman Managing Director and two to three Directors. When this committee meets for finalisation of the budget allocation the information is provided by the secretary. Taking into consideration this information the executive committee reviews the budgets fixed by the Board of Directors. During the review situation if the committee feels to have some further clarification from the secretary or any other departments the in formation is asked for.

Having approved decisions these decisions are informed to the concerned departments, accordingly the reporting till the last end will take place which is in the form of written or oral as per the situation demands.

2. RECRUITMENT, TERMINATION AND CONFORMATION OF EMPLOYEES

The various departments are asked by the managing Director to furnish the detail number of vacancies to be filled in.

These vacancies are purely temporary in nature. Having received the requirements from the section heads the executive committee approves the required number of posts. This information is passed on to the labour welfare officer who inturn communicates the newspaper publishing office for the advertisement to be given which are usually given in the local newspaper. Having received the message by the society at large the applications are received addressed to the Managing Director. The screened applications are put before the selection committee. This committee makes the final selection and communicates accordingly. The selected applications call on the labour welfare officer who finally communicates the concerned section heads. Regarding the termination the executive committee after a stipulated time informs the sections to issue termation orders.

This termations order is usually given in oral form by the concerned departments after the clearance of the last wages. With regard to confirmation process in case of increase in the workload the employees working on temporary basis will be given confirmation after taking the feedback from the department head about the past work performance.

Similarly the decision regarding purchasing and advancing

upto Rs. 100000, selection of tenders upto Rs. 100000, sanctioming of working capital upto Rs. 50000 the sale of Molasis and deciding the sugar cutting programme is taken by the executive committee . While deciding these issues the information system is more or less the same manner as discussed above i.e. calling for required information from the concerned departments and informing back to these departments which is finally reported to the concern individuals before the implimentation.

The decisions made by Board of Directors are as follows.

1. Decision regarding borrowing loans and reimbursement of loans.
2. Fixing the compensation of temperory and permanent employees .
3. Making appointments in the middle management cader, fixing . their salaries, terminating them and accepting their resignatton.
4. Modifying the wage and salary structure.
5. Fixing the rates of sugar cane.
6. Sanctioning tenders amounting to more than Rs, 100000.
7. Deciding upon the expansion and diversifaction programme.
8. Appointing the Bankers, Auditors and consultents.
9. Appointment of Managing Director fixing the rumeneration of Managing Director and acceptence of resignation.
10. Finalisation of profit and loss account, Balancesheet and annual reports.

Apart from the Board of Directors and Executive Committee, it has been observed in this organisation there exists Sugar Sales Committee, Purchase Committee and Cane Development Committee.

The Sugar Committee before fixing the sales policy takes into consideration the instruction given by Central Govt. This information is received from the office. Having considered the Govt. norms the final decision is made which is passed on to the office who turn report to the stores section.

The Purchase Committee decides about the total purchases required for the organisation's various departments. The purchase department calls for the requirement in the form of requisition from the different departments. Having consolidated the total requirement the information is given to the Purchase Committee along with the existing stock and list of past suppliers who has supplied the goods. Scanning this information the Purchase Committee finally decides the different purchases to be made from the same past suppliers or new suppliers will be considered for placing the order based upon the past purchase satisfaction. This final decision is infomrdd to the purchase department. Who place the order with the selected suppliers. Two types of decisions are made by the purchase committee.

1. Minor purchase decision.

2. Major purchase decision.

In case of first decision the above system operates on th e contrary if the purchase is major one the sealed tenders are invited. After the receipt of these tenders, the tender quoting the lowest bid is accepted, which is informed accordingly to the purchase department orally from this department the final selected supplier. is informed.

The Cane Development Committee decides upon the ways and means of increasing the sugarcane yield. As per the instruction given by Director of sugar this factory has to operate for a minimum of 160 days and the crushing of minimum 2000 m.t. perday. To comply with this requirement this committee calls for the survey report (if the survey is undertaken) and the Agricultural officers suggestion, regarding the improvement to be undertaken, with the assistance of such information from all sources the decision is made. In conclusion system existing can be classified under three different heads namely.

(a) Media of information.

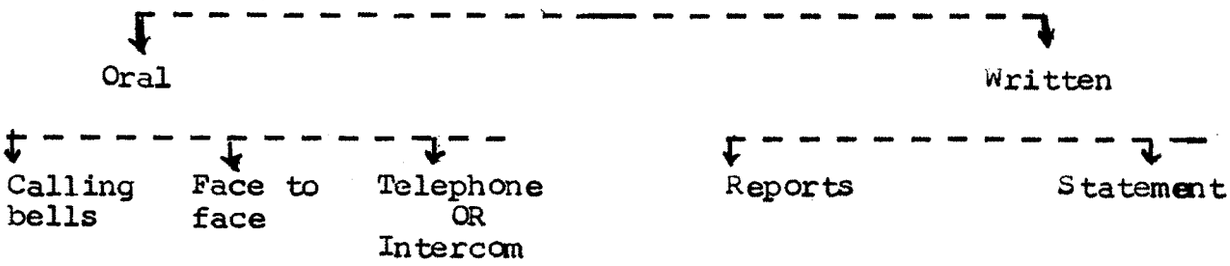
(b) System of Information.

(c) Reporting.

(A) MEDIA OF INFORMATION

TABLE NO.4.1

MEDIA OF INFORMATION



The above media of information is used in the organisation under study at all levels of management. Calling bells are used to call the office peonss for sending information messages to others for calling required responsible authority or officer or persons or to send some document to the other department person.

The calling bells are limited in number in this organisation generally these are used by the top management people and executive as well as all departmental heads of the organisation.

All the departments are consulted with one another by using intercom or Telephones. The information /clarrification regarding urgent matter is usually given/ done orally by face to face communication. On the other hand the written document is used in only reports and statements.

Graphic presentation of information is totally neglected in this organisation.

TABLE NO.4.2

INFORMATION SYSTEM

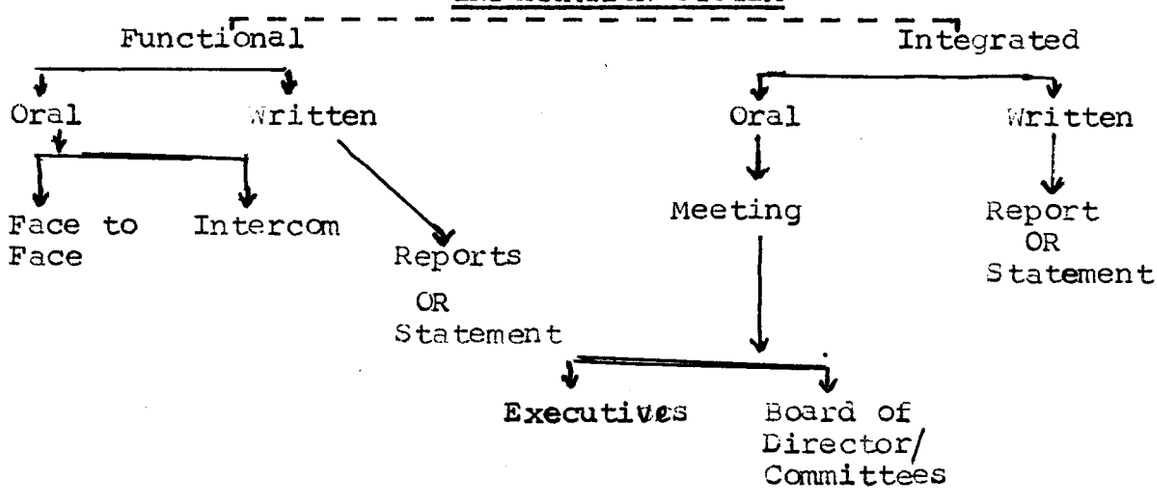


Table No. 4.2 shows that the way or procedure for transfering the information as well as the reporting practice adopted by this organisation. In the case of functional system each departmental head gets the required information from their assistants which is to be submitted to the Board of Directors or Managing Director of the organisation.

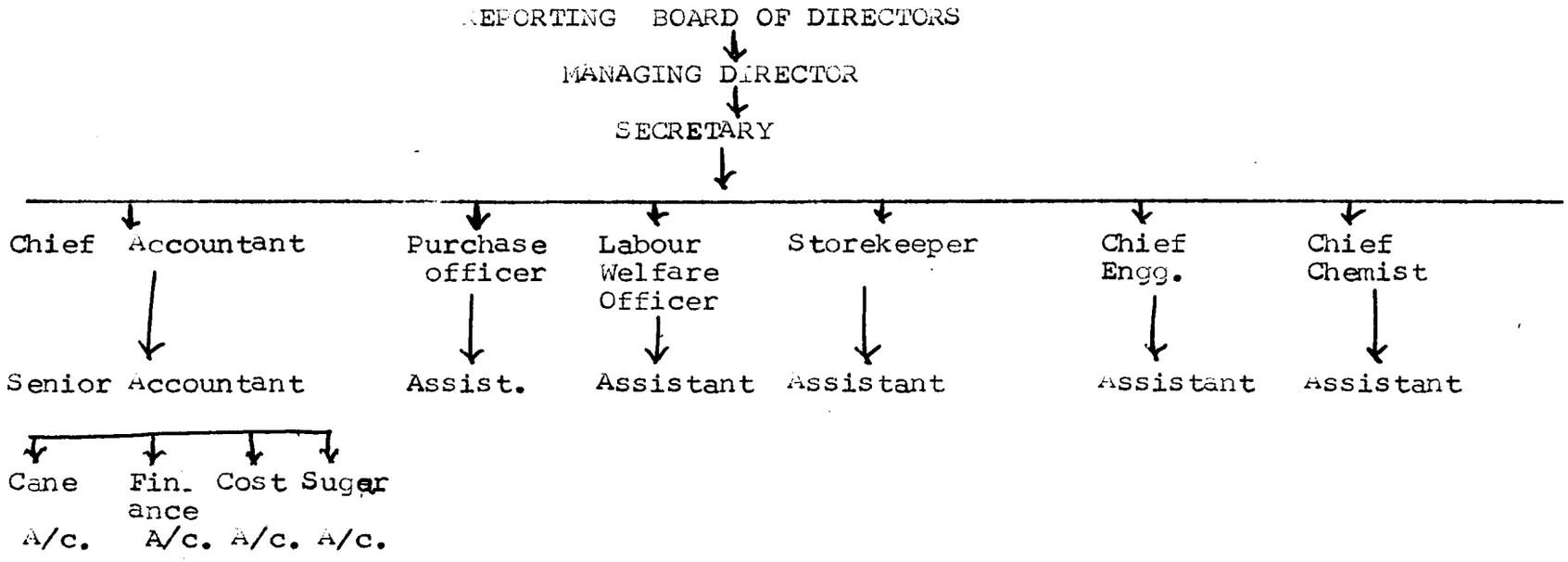
In the case of intergrated system of information meetting is conducted including Directors managing Director Chairman Vice Chairman and this meeting is known as " Executive Meeting."

REPORTING :

Reporting is done on the basis as mentioned below i.e. receiving the information from the subordinates and submited to the superiors Table 4.3. indicate how reporting is done in " Gadhinglaj Taluka Sahakari Sakhar Karkhana Ltd, Gadhinglaj" It is found that there is no financial controller in the factory. All the finance functions are performed by chief Accountant.

All the departmental heads report to the secretary who in turn will forward it to the managing director.

TABLE NO. 4.3



Source :- Inquiry scheduled.

4.2. Collection of Differment documents used in the present Reporting system.

4.2.1. ROLE OF DOCUMENTS :

In each and every organisation there must be recording as well as documentry, is one of the sort of evidence.

It has been said that " Men may come and Men may go but the organisation goes on forever" This means the going concept o f document plays very important role in the sugar organisation

It has also been said that documents are very important as they are the mirrors of the organisation's operations.

1. Daily Bank position.
2. Shift Analysis Report.
3. Daily Manufacturing Report.
4. Statement Showing the comparative quotation.
5. Local purchase order.
6. Quotation.
7. Store requisition.
8. Letter drafted by Managing Director for Replacement of goods.
9. Daily sugar house Report.
10. Recruitment cost Report.
11. Labour productivity Report.
12. Labour turnover Report.

13. Labour Utilisation Report.

14. Purchase order.

15. Idle time.

16. Stock verification Sh eet.

17. Creditors List.

18. Debtors List.

19. Cash flow Statement.

20. Daily fund Position.

DAILY BANK POSITION AT THE CLOSE OF

Sr.No.	Name of the Bank	Opening Balance		Cheques deposited			Cheques withdrawn		Closing Balance		Remarks
		Rs.	Ps.	Particular	Rs.	Ps.	Particular	Rs.	Ps.	Rs.	Ps.

GADHINGLAJ TALUKA SAHAKARI SAKHAR KARKHANA LTD.,GADHINGLAJ LAB. CHEMIST.

(SHIFT ANALYSIS REPORT) SEASON 1988-1989 CROP DAY SHIFT

Particular	Time	Obs Bx	Temp.	Corr	Corr Bx	Pol.R.	Pol.%	Orginal material		
								Bx %	Pol. %	Purity.

FEED WATER	PH	Hard	Sug.T.	PH	Hard	Sug.T.	PH	Hard	Sug.T
Bioler No. 1									
Bioler No. 2									
Bioler No. 3									
Pol.% Bagasse									
Moisture %									
Bagasse									
Pol.%									
Filter cane									

LAB. CHEMIST.

GADHINGLAJ TALUKA SAHAKARI SAKHAR KARKHANA LTD., GADHINGLAJ

DAILY MANUFA-CTURING REPORT

Sr.No.	Particulars	Crop day		Day	
1.	Cane crushed(MTS)	This season Today	To date	Last Season Today	To date
1.	Cane crushed(MTS)				
2.	Sugar bagged(Nos.)				
	Gradewise production	Bag %	Bag %	Bags %	Bags %
	L 30				
	M 30				
	S 30				
3	Recovery				
4	Pol % cane				
5	Fibre % Cane				
6	Mill Extraction				
7	Redaction Mill Extrad				
8	Mixed juice % cane				
9	Added water % cane				
10	Added water % fibre				
11	Bagasse % cane				
12	Available hours				
13	Crushing hours				
14	Hours lost				
15	Hours lost % hrs. available				
16	Crushing rate/24 hr. (incl.stoipages exclu. stopiages)				

17	ANALYSIS	Bx	Pol.%	Purity	Remarks
	Primary Juice				
	Mixed Juice				
	last mill Juice				
	clear Juice				
	syrup & melt				
	final molasses				

Bagasse Pol. % Moisture %
Filter cake Pol. % % cane Fib % Bagasse
Copy ChairmanSaheb
Copy M.D. Saheb
Accounts B.R.C
Eng. G.O. Agri.

LAB.Incharge Chief Chemist.

GADHINGLAJ TALUKA SAHAKARI SAKHAR KARKHANA LTD.,GADHINGLAJ DIST: KOLHAPUR.

STATEMENT SHOWING THE COMPARTIVE QUOTATIONS

Sr.No.	Description of Material	Quantity Required	Unit	Name of the Supplier						
				Rate	Rate	Rate	Rate	Rate	Rate	Remarks

Prepared by Head of the Dept. Purchase Officer Managing Director Chairman.

Gram : GODSAKAR Phone Nos. 1148118

GADHINGLAJ TALUKA SAHAKARI SAKHAR KARKHANA LTD.,GADHINGLAJ

TALUKA : GADHINGLAJ DISTRICT: KOLHAPUR MAHARASHTRA STATE

LOCAL PURCHASE ORDER

Dept. No.

Capital/Revenue Date :

Sr.No.	Description of material	Quantity Required	Quantity ordered	Rate Rs. Ps.	Amount Rs.P s.	Remark

Purchased from M/S . . . . . On / / 19
. . . . . .

PREPARED BY, HEAD OF THE DEPT.PURCHASE OFFICE

MANAGING DIRECTOR

Copy to : P.O./Accts/Stores/G.O./M.F./S.K.
.....Dept.

Asstt. Secretary.

Bombay Sales Tax No. N32C329dt 4.2.78
Central Sales Tax No.MAH 32C 173 dt. 5.12.77

Purchase: Rajhuns, 200 X 50 Bks, 10/83

From 'T' No. 32/19/15 dt.27.3.78

Phone Nos.114 & 118
Gram GODSAKAR

GADHINGLAJ TALUKA SAHAKARI SAKHAR KARKHANA LTD., GADHINGLAJ

Taluka : Gadhinglaj, Dist. Kolhapur, Maharashtra State.

No.P.O/Q /19
Date :

To
M/S . . . . . .
. . . . . .
. . . . . .

Subject : QUOTATION

Dear Sirs,

We are in market for the below mentioned material. We shall be very much thankful to you, if you would give your most competative rates, with full particulars in respect of make, sales tax General Sales Tax other taxes and excise duty, modes of payments, period of delivery etc. within . . . . . days from the data of this inquiry. The wording Quotation against inquiry No. date should be superscribed on your envelope. Any dispute regarding the quotation be subject to Gadhinglaj Taluka jurisdiction and be settled as per provisions of maharash ra State Cooperative Societies Act.

Sr.No.	Description of Material	Make	Quantity required	Unit	Remark

Yours faithfully

Prepared by Head of Dept. Asstt.Secretary Purchase Officer Managing Director

C to P.O/G.O./M.E./S.K. . . . . .Dept.

Lalit 100 Books 87/3

GADHINGLAJ TALUKA SAHAKARI SAKHAR KARKHANA LTD.,GADHINGLAJ

(Dist: Kolhapur)

No. 08400

STORE REQUISITION

R/C

Date :

Department: - - - - - - - - - - - -

The store keeper,

Please supply following material per : . . . .

For the purpose of : . . . . . .

Sr. No.	Material particulars and size	Unit	Qty Reqd.	Qty Issued	B/C No.	Qty returned Repai. / Scrap.rable	L./F No.	Remarks

Material Received Material Issued by Head of Dept. Store Keeper

GADHINGLAJ TALUKA SAHAKARI SAKHAR KARKHANA LTD.,GADHINGLAJ

AT: POST GADHINGLAJ,TALUKA: GADHINGLAJ,DIST: KOLHAPUR (MAHARASHTRA STATE)

Store/ /85-86 Date :

To

. . . . . .
. . . . . .
. . . . . .

Sub : . . . . . .
Ref : . . . . . .

Dear Sir,

With reference to the subject cited above, we have to inform you that your following material is received in damaged condition/ broken condition/Less/rejected due to reasons given below.

Material Particulars :

- -
- -
- -
- -

Kindly send replacement as per order atonce/ your rejected material shall be returned on receipt of current replacement/ lift your rejected material atonce/ sot of the said material is deducted from your bill, send fresh bill alongwith the replacement material. If the materials is not lifted with days, godown charges will / please treat this most urgent, reply immediately be charged

Thanking you,

Yours faithfully,

MANAGING DIRECTOR

GADHINGLAJ T.S.S.K.LTD.GADHINGLAJ

GADHINGLAJ TALUKA SAHAKARI SAKHAR KARKHANA LTD. GADHINGLAJ

Season 198- 198

PRODUCTION REPORT

Date :

NO.

DAILY SUGAR HOUSE REPORT

Grade of sugar	Bags produced		Bags sent to godown		Balance in sugar house	Sugar percentage		Remarks
	Today	To date	Today	To date		Today	To date	
TOTAL								

Sugar house clerk Sugar Godown Keeper Chief Chemist.

RECRUITMENT COST REPORT

Department	No. of workers recruited	Total cost of recruitment	Cost per Individual	Cost per Individual last month	Remarks
		1. Advertisement.			
		2. Interviews			
		3. Wastages			
		4. Training			
		5. Office Administration.			

LABOUR OFFICER

LABOUR PRODUCTIVITY REPORT

Department	Grade of worker	Average/ Std. non hours per month	Actual non hours during the month	Std/ Average output of the month	Actual output per hour	Variance	Remark
						1. Working hours 2. Output per hour	

LABOUR OFFICER

LABOUR TURNOVER REPORT

Month : . . . . .

Department	Grade of worker	Total posted strength at the beginning of the month	Total	% of turnover	Causes % during month	Remarks
					Desig nations	
					Discipli nary action	
					Other causes	

LABOUR OFFICER

GADHINGLAJ TALUKA SAHAKARI SAKHAR KARKHANA LTD.,GADHINGLAJ

DIST : KOLHAPUR.

LABOUR UTILISATION REPORT

	For the month			Cumulative			
Cost centre	Budget	Arail	%	Budget	Arail	%	Remarks
TOTAL							

BARR. BALASAHEB KHARDEKAR LIBRARY
SHIVAJI UNIVERSITY, KOLHAPUR.

GADHINGLAJ TALUKA SAHAKARI SAKHAR KARKHANA LTD.,GADHINGLAJ

DIST: KOLHAPUR.

PURCHASE ORDER

From : No.

To : Date :

Please supply the following items

Perticulars	Quantity	Price	Per unit of No.	Other terms

Delivery at :

Payment :

GADHINGLAJ TALUKA SAHAKARI SAKHAR KARKHANA LTD., GADHINGLAJ

DIST : KOLHAPUR.

IDLE TIME

Workers Name Department :

Workers No. Date :

Reason	Hours		Total time	Wages Rate	Amount
	From	To			

GADHINGLAJ TALUKA SAHAKARI SAKHAR KARKHANA LTD.,GADHINGLAJ

DIST : KOLHAPUR.

HEAD TIME KEEPER

STOCK VERIFICATION REPORT

Serial No. :

Date of verification	Name of the store	Store code No.	Bin. No.	Store Balance			Short age	Surplus	Adjustment
				Physical	Bin cond	Store ledger			

Date :

STORE KEEPER.

GADHINGLAJ TALUKA SAHAKARI SAKHAR KARKHANA LTD.,GADHINGLAJ

DIST : KOLHAPUR.

CREDITERS LIST

Sr.No.	Name of the Party	Months	Remarks
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
TOTAL			

GADHINGLAJ TALUKA SAHAKARI SAKHAR KARKHANA LTD.,GADHINGLAJ

DIST : KOLHAPUR.

DEBTORS LIST

Sr.No.	Name of the party	Month	Remarks
1			
2			
3			
4.			
5			
6.			
7			
8			
9			
10			
11			
12			
13			
	TOTAL		

GADHINGLAJ TALUKA SAHAKARI SAKHAR KARKHANA LTD.,GADHINGLAJ

DIST : KOLHAPUR

CASH FLOW STATEMENT FOR THE PERIOD 1st May TO 30th APRIL

Sr.No.	Particulars
	Opending Cash/Bank Balance (including pledge available)
A	CASH IN FLOW
	1. Accreation in own funds
	2 Accreation in NRD/RD
	3. Receipt from sugar sale
	4 Other Receipt
	5 Total cash in flow.
B	CASH OUT FLOW
	1 Cane price payments
	2 Payment of purchase Tax
	3 Conversion expenses
	a. Harvesting and transport
	b. Fuel and Chemical
	c. Machinery reparis and maintance
	d. Salary, wages, provident fund,bonus.
	4 Excise duty
	5. Repayments of Instalment of Term loan.
	6 Interest on
	a. Term loan
	b W.C. loan.
	c Interest on deposit.
	7 Total cash out flow.
	Net surplus of A -
	Net Deficit of B
	Cumulative Surplus/Deficit.

Chief Accountant Managing Director.

SHIVAJI UNIVERSITY LIBRARY KOLHAPUR

GADHINGLAJ TALUKA SAHAKARI SAKHAR KARKHANA LTD.,GADHINGLAJ

DAILY FUND POSITION

Date : (Rs. in lakhs)

Sr. No.	Name of the Bank A/C	Cheque issued but not presented (in Rs. Ps.)	Amount to be credited (in Rs. Ps.)	Balance as per books of A/C (in Rs. Ps.)	Balance as per passbook (in Rs. Ps.)
1.	S.B.I.Current				
2.	S.B.I.Saving				
3	M.S.C.Bank current				
4.	K.D.C.City Current 1				
5	K.D.C. Current 2				
6	K.D.C Current 3				
7	K.D.C.Saving				
8	Fixed Deposit				
9	Postal Saving				
10	K.D.C.Kop. current				
11	Cash in hand				
12	D.D.in hand				
	Total				

STORE STOCK ESTIMATED Rs. . . . . .

Particulars	Limit	Drawn	Repaid	Outstanding	Drawable
1. Hypothication					
2 S.P.Clean C.C.					
3 Clean C.C.					
4 M.T. Loan					
5					
6					
TOTAL					

1 Cane Crushed :

2. Sugar bags produced :

3. Recovery :

4. Sugar Stock :

5) Cost of sugar stocks at the price specified by M.S.C.Bank(i.e. Rs. .....P.bag)

(Value Rs. .....lakhs)

6) Insurance :

7) Pledge Limit :

Sr. No.	A/C No.	Pledge Available	Drawn	Repaid	Outstanding	Drawable
1	Pledge IA					
2.	Pledge IIB					
3						

Balance B/F Rs. in lacs

A. LESS EARMARKING Rs. in lacs

1 Bank Guarantee with interest

2 R.D./N.R.D.

3 Cane Development Fund

4

5

6

Balance Availalbe

Add. probable receipts

TOTAL RECEIPTS

B) PROBABLE RECEIPTS	Rs.lacs	(C) PAYMENTS	(Rs. lacs)
1.		1	
2		2	
3		3	
4		4	
Total		TOTAL	

D NET AVAILABLE surplus/Deficit.

TODAY'S PROGRAMME

	K.D.C.C.Bank Ltd.		State Bank of India	M.S.C. Bank H.O.	Bank of Maharashtra Current
	Current A/C I	Current A/C II			
1.Balance					
PAYMENTS :					
1. Pledge T.T.					
2. Hypo.T.T.					
3. Excise Duty					
4.					
5.					
6.					
7.					
8.					

Prepared by Accountant Chief Accountant Managing Director.