



**PROCEDURE, ROLE & RESPONSIBILITY FOR DAY-TO-DAY
FUNCTIONING/OPERATIONS OF TURMERIC PROCESSING UNIT**

Document No.: P/CD/TPU/01

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Issue No	Issue Date	Revision No	Revision Date
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CENTRAL WAREHOUSING CORPORATION

1. PURPOSE

Procedures to be followed in day-to-day functioning/operations of turmeric processing unit.

2. RESPONSIBILITY

Technical Staff/Gate in Charge/ Warehouse Manager

3. ABBREVIATION AND DEFINITION

<i>Sl. No.</i>	<i>Abbreviation/Terminology</i>	<i>Expansion/Definition</i>
1.	DTD	Daily Transaction Diary
2.	WHM	Warehouse Manager

4. INPUT

<i>Sr. No.</i>	<i>Input Description</i>	<i>Source</i>
1.	Stock	Stock Owner/ Depositor
2.	Vehicle	Stock Owner/ Depositor

5. PROCESS ACTIVITIES

<i>Sl. No.</i>	<i>Activity Title</i>	<i>Activities with preferred sequence</i>	<i>Responsibility</i>
1.	Arrival of stock	Farmers/Traders bring dried Raw Turmeric knots (Mother & finger rhizome). The details will be recorded in the Gate Register.	Gate in charge
2	Inspection of stock	Technical in charge will inspect the Turmeric Knots for quality analysis as per laid down specifications circulated from time to time by Technical Division and record the necessary parameters in the relevant registers.	Technical in charge
3	Weighment	The Raw turmeric is weighed on platform scales and details are entered in the Daily Transaction Diary/Weighment Register duly acknowledged by the party.	Weighment Incharge/ Processing Unit/Godown Incharge
4	Documentation	Details of Trader/Farmer, quality, quantity parameters etc are noted in the Daily Transaction Diary (DTD) maintained separately for the processing plant.	Processing Unit/Godown Incharge
5	Segregation of stocks	Stock details will be recorded in the DTD in the order of their arrival serially. As per the serial number the stocks are segregated/arranged at the facility for further process. Each	Processing Unit /Godown Incharge

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		stock will be given a unique serial no and tagged and stored separately. The Unique serial number will be displayed prominently on the stock.	
6	Collection of charges	On basis of entries made in Register/Records, CWC shall raise the bills as per approved tariff of processing activity/ weighment. Upon receipt of charges, CR/Invoice shall be issued and such stocks are prioritized for processing.	Cashier/Account Incharge/WHM
7	Unloading of Stock for Processing	Stock shall be unloaded at defined processing area by farmer/depositor itself.	Processing Unit/Godown Incharge
8	Processing of stocks	After realization of CWC dues, the stocks are subjected to required processing activity i.e., Grading, Polishing & Powdering etc.	Processing Unit/Godown Incharge
9	Packaging/ Loading of Stock	After completion of processing, the output stock (graded/ polished/ powdered stock) will be filled in the bags by farmer/depositor itself. Graded/ Polished/ Powdered stock shall be further loaded in the vehicle.	Processing Unit/Godown Incharge
10	Gate out	A separate gate pass/delivery challan will be issued for Gate out of processed stock and details will be entered in Gate register.	Processing Unit Incharge/ Gate Incharge

6.	PROCESS OUTPUT	
S.No.	Output Description	User
1.	Grading/Polishing/Powdering of Stock	Stock Owner/ Depositor
2.	Gate Pass	Stock Owner/ Depositor

7.	METRICS	
S.No.	Critical Success Factor	Targets
1.	Timely processing	Stock Owner/ Depositor Satisfaction
2.	Availability of Labour	Timely starting and closing of operation

8.	RECORDS
All Records shall be kept as per ISO procedure.	

Daily Transaction Format is given as:

Sl No	Name of the farmer/ trader	No. of Bags	Weight of Raw Turmeric	Type of Processing Activity Required	Total Charges (Weighment/ Processing etc.) to be collected	Sign of CWC Representative	Signature of Farmer/ Trader	Amount collected	CR/ Invoice Details

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