

Policy: Paddy, Rice and Byproducts Stock Reporting Guidelines

PL No. – 59

Issued On – 13/10/2021

Applicability – All Employees on Company Roll

Total Number of Pages – 3

Stock Ownership Categories – Paddy, Rice and Byproducts stocks will be assigned to different divisions for the purpose of Interest calculation during the P&L. Also, to push the Sales further by seeing that each division has sufficiency of stocks. Also, to see the current allocation of capital for each division. The following table shall be used to assign the stocks under given five divisions as per their definitions.

Stock Ownership Category	Definition
Local Sales Stock	Stocks which are kept for the Sales of Local Sale Division.
Domestic Branded Division	Stocks which are kept for the Sales of Domestic Branded Sales Division.
Export Conventional Division	Stocks which are kept for the Sales of Export Sales Division (Conventional).
Export Organic Division	Stocks which are kept for the Sales of Export Sales Division (Organic).
Management's Stock	Stocks which are bought solely at the decision of Management for future speculative reasons related to future price inflation/future availability in the market.

Stock Type on Dispatch Speed Basis – Paddy, Rice and Byproducts stocks will be assigned to different types based on their dispatch, this is done to see which stocks are performing and which are not or not performing up to the mark. Hence the capital can be allocated wisely and to bring any changes in the production facilities or Sales System. The following table shall be used to assign the stocks different type as per the definition in the below table.



Approved

Stock Type on Dispatch Speed Basis	Definition
Non-Moving Stocks	Stocks which have not moved at all in last 2 months, which means that no dispatch of these stock was reported in the period of last two months at any given day. This does not include stocks which are kept by the Management for any future speculative reasons and stocks which are already sold against orders.
Slow Moving Stocks	Slow Moving stocks will be those where the dispatch of the stock is less than 20% of their opening value in a period of two months. Example – On any given date there was a stock of 1000 MT of 1121 White Sella Rice. Now in next two months, less than 200 MT was dispatched from it. Then it will be considered as slow-moving stock.
Normal Moving Stocks	Normal Moving stocks will be those where the stock is dispatched from 20-60% of their original Qty. within 2 months.
Fast Moving Stocks	Fast Moving Stocks will be those where the stock is dispatched beyond 60% of their Original Qty. within 2 months.

Paddy, Rice and Byproducts Stock Reports Data – Whenever PPC & Warehousing head prepare the stock report, the report should have the following details – Variety of the Rice, Variant (Raw, Sella, Steam etc), Total Qty. available, Total Booked Qty. against the order, Total Un-booked Qty available, Stock Ownership Category, Stock Type on Movement Basis and Stock Storage Precise Warehouse Location.

Paddy, Rice and Byproducts Stock Reports Frequency – Reports will be made Daily and Weekly. Apart from that as and when required by a senior authority.

Paddy, Rice and Byproducts Stock Reports Guidelines –

For Daily Reports – When making daily reports for the purpose of Division heads, the reports can be summarized with less data but must have the following – Variety of the Rice, Variant (Raw, Sella, Steam Etc), Total Qty. available and Stock Ownership Category.

For Weekly/On Demand of Senior's Reports – When making weekly report or on the demand of your senior, it must have the following details – Variety of the Rice, Variant (Raw, Sella, Steam etc.), Total Qty. available, Total Booked Qty. against the order, Total Un-booked Qty available, Stock Ownership Category, Stock Type on Movement Basis and Stock Storage Precise Warehouse Location.



General Guidelines – Following are the general guidelines which needs to apply in routine.

- 1- All Paddy and Rice stock must be divided as per the distinctions told in the above two tables. No Paddy or Rice stock will be labeled/categorized in any other manner.

- 2- When mentioning the location of the Stock, always mention precise location of the stock, for example - Instead Writing BHL, mention Ganesh Go-down or whichever is applicable.
- 3- Whenever there is a requirement from a division of any stocks then following will be the sequential mannered approach – First is to see if the same stock is in surplus with some other division, if so, then simple move the stocks from surplus division to the division which needs it. If the stock is not surplus with any other division, then check if it is in surplus with Management’s division. If so, it will be moved from Management’s division to the division needing it.
- 4- For the moving of stock from one division to another, always get the approval of the division to which the stock belongs.
- 5- If the required stocks are not available in any of these, then it must be informed within time by the PPC to the purchase head so the purchase can be done.

ok Approved

Written By
Head – HR

Approved

Approved By
Management

