

The corporation has an Information Technology infrastructure consisting of around 300 Personal Computers, and one Sun server, one Application server and one Mail Server, out of which the Sun server, Application server and Mail Server and approx. 120 PCs are located in the Head office at Navi Mumbai and the rest of the PCs are located in Eighteen different branches throughout India. It also includes 5 servers running under Novell NetWare/Windows Server located in different branches. Each Branch and all sections at Head Office has been provided adequate number of Hardware and Software to make the maximum data available in electronic form.

The corporation has established an effective, faster and reliable mailing solution, which connects Head Office with all the Branches and vice-versa. The maximum correspondence between Head Office with Branches and Branch to Branch takes place through Email, which has been provide in both the Languages i.e. English and Hindi. At Head Office separate email address has been provided to each sections & Individual officers and mail distribution takes place directly through them, using the mail server installed.

The Corporation has its own web-site i.e. [www.cotcorp.gov.in](http://www.cotcorp.gov.in), where all the information related with core operation has been provided in English and Hindi. The Daily Sale Rates, Tender/Quotations etc. are displayed on our website on daily basis.

Each of the PCs are loaded with MS-Office software package, Anti-Virus software Hindi software also. There are mainly three applications that have been installed at Head office and Branches, which has been maintained by the in-house Information Technology team available at Head Office and Branches. These are Financial Accounting System, Marketing System and Payroll system, using which maximum functional activity of the Corporation has been computerized.

The information available in the Corporation in Electronic Form are as under :

### **1) HUMAN RESOURCE AND DEVELOPMENT SECTION**

- i. Payroll and various reports like Salary Bill, Pay Slips, Bank Statement, Profession Tax Statements, Contributory Provident Fund Schedules, Group Saving Link Insurance Scheme Statement, Monthly Tax Deduction Statement, Pension Schedules, Income Tax Computation Statements, Form No.16, 12 BA, Form 24, Format of Details of Savings of Officers and Staff, Bonus Register, Pay and Allowances Arrears Bill etc.
- ii. Correspondences to various branches regarding overtime, officiating Allowances, Pay fixations and anomalies, salary certificates etc.
- iii. Medical Bills, Correspondence to Authorise Medical Attendent, Branches, Statement of prolonged discussions and its minutes, action reports, all format of declaration.
- iv. All formats of T.A. Bills, Branch Correspondence.
- v. Seniority List of Staff and Officers, Staff Statements, Staff Strength, Recruitment procedure statements and related correspondence.
- vi. Certificates, Leave orders, Correspondence of leave approvals.

- vii. Confidential - Statement of DPC, 56J, Format of A.C.R./Statement of interviews etc.
- viii. Various reports Monthly/Quarterly regarding Public/Staff Grievances.
- ix. Quarterly report regarding rotational transfers of employees sensitive areas etc.

## 2) TECHNOLOGY MISSION ON COTTON CELL.

- i. Payment statements in respect of all APMCs
- ii. State-wise statement showing balance and of Farmer Information Centre to be paid to Electronic Corporation of India Ltd. (ECIL)
- iii. Checklist for scrutiny of APMC bills
- iv. Technical Appraisal Team (TAT) inspection report
- v. Statements for TAT and Implementation Committee (IC) meetings
- vi. Physical and financial targets
- vii. Pro-rata cotton arrivals for target fixation
- viii. Monthly payment statements to market yards and G & P factories
- ix. Statement showing amount retained for Farmer Information Centre equipments and amount paid to Electronic Corporation of India Ltd. for Farmer Information Centre provided to
- x. Monthly expenditure towards contingencies for IC
- xi. Monthly progress report in Form-C

## 3) PROTOCOL SECTION

- i. Correspondence with our Branch offices for related to Cars & Mobiles.
- ii. Correspondence with Times of India, Indian Express, etc, for Advertisement.
- iii. Correspondence with Hotels regarding Booking.
- iv. Miscellaneous Correspondence work.
- v. Correspondence with MIG Club, Willingdon Sports club, Navi Mumbai Sports club, etc.
- vi. BPL, Orange & Dolphin Mobiles monthly bills - Submission.
- vii. Correspondence with Insurance Companies

## 4) FINANCE AND ACCOUNTS SECTION

### a) Administration/HRD/Estate Accounts

- i. Cash Payment Vouchers
- ii. Bank Payment Vouchers
- iii. Debit(Dr.)/Credit(Cr.) Advice Registers
- iv. Debit(Dr.)/Credit(Cr.) Transfer Memo - Incoming
- v. Debit(Dr.)/Credit(Cr.) Transfer Memo - Outgoing
- vi. Journal Adjustment Vaouchers
- vii. Cash Receipt Vouchers
- viii. Bank Receipt Vaouchers

- ix. Previous Year Journal Vauchers
- x. Statement For Recoverable From Tmc
- xi. TDS Registers.
- xii. TDS Certicate Form No. 16 A

b) Central Accounts

- i. General Ledger - Containing Statement of Accounts of Individual Head of Accounts.
- ii. Fixed Assets Schedule indicating itemwise details of fixed Assets at H.O.
- iii. Final Accounts such as Balance Sheet , Profit and Loss , Schedules grouping , trail Balance etc.
- iv. Budget Estimates.
- v. Branch-wise allocation of Budget Estimates for Establishment & Administration overheads.
- vi. Agenda for meeting of the Committee in Management Accounts alongwith Branchwise statements of surplus.
- vii. Monthly Profit & Loss Position.
- viii. MSP Trading Accounts.
- ix. Quarterly Review note.
- x. MOU with Ministry of Textiles summarized finance results & review of Accounts for Govt. Audit.
- xi. Inward Transfer Memo.
- xii. Monthly Performance Report.
- xiii. Bank Reconciliation Statement.

c) Taxation/Insurance Accounts

- i. Correspondence with Branch Offices and outside parties in relation to Taxation and Insurance Matters.
- ii. Correspondence with Income Tax, Sales Tax, Service Tax & NMMC authorities in relation to return & assessment.
- iii. Correspondence with Insurance companies relating to coverage of Insurance and claims settlement.
- iv. Computation of Income Tax, Sales Tax, Service Tax, Fringe Benefit Tax, NMMC Cess
- v. Quarterly and Annual Return of Tax deducted at source.
- vi. Tax Audit Statements and Report.
- vii. Pending "C-Form", BC Forms & 24B Forms monthly details branch wise.
- viii. Various circulars issued in relation to Income Tax, Sales Tax, Service Tax and Insurance matters.

d) CPF Accounts

- i. CPF Legder.
- ii. CPF Individual Statement
- iii. EDLI statement

- iv. CPF / Superannuation fund / gratuity fund Trial Balance and Balance Sheet
- v. Yearly Stock statement CPF / Superannuation fund / gratuity fund.
- vi. HBA interest certificate
- vii. General Correspondence

## 5) SECRETERIAL SECTION

- i) Board of Directors / Notice/ Agenda / Minutes
- ii) Audit Committee Extracts to Section Agenda / Minutes/Extracts
- iii) Annual General Meeting Agenda & Minutes
- iv) House Building Advance Agenda & Minutes
- v) Staff Welfare Fund Meetings Agenda & Minutes
- vi) Co-ordination Meeting Notice, Minutes
- vii) List of Directors
- viii) List of Shareholders
- ix) List of Members & Audit Committee
- x) Renewals of Insurance Policy given to LIC
- xi) Monthly letters to Ministry
- xii) Quarterly Reports to Ministry
- xiii) General correspondence with Branches, Ministry & Outside Agencies.

## IT Accounts / Import / Export Accounts

- i. Bank Payment Vouchers
- ii. Dr./Cr. Advice Registers
- iii. Dr./Cr. Tm - Incoming
- iv. Dr./Cr. Tm - Outgoing
- v. Journal Adjustment Vaouchers
- vi. Bank Receipt Vouchers
- vii. Pervious Year Journal Vouchers
- viii. Tds Registers.
- ix. Tds Certificate Form Ni. 16 A
- x. Partyledger (Godown Rent, Domestic Sale And Import)
- xi. It And Import Section Ledger
- xii. Trial Balance
- xiii. Delivery Orders/ Information Of Payment To Branches.
- xiv. Debit Notes (Godown Rent , Office Rent)
- xv. Daily MOU Statement Of National Textile Corporation (NTC)
- xvi. Hypothecation Statement
- xvii. Position Of Pending Invoice And Debit Notes
- xviii. Monthly P&L Position
- xix. Weekly MOU Dues Position
- xx. Fax Messages To NTC
- xxi. Weekly Dues Statement Of NTC / Institutional Buyers
- xxii. Monthly Statement Of NTC SM And NM For Delivery Under MOU To Branches.

- xxiii. Reconciliation Of NTC SM And MN Units
- xxiv. Correspondence With Ministry ,NTC ,Branches , Parties.
- xxv. Agenda For Approval Of L/C And Bank Guarantee To P&S Committee Meeting.
- xxvi. Documentation Under L/C And Bank Guarantee Such As Usance Bill,Debit Notes etc.
- xxvii. Loss On Resale Statement
- xxviii. Interest Reversal Statement
- xxix. Reconciliation Of Parties Of Old Import Account.
- xxx. All Schedule Related To IT Accounts , Old Import And Import Accounts.
- xxxi. Correspondence With The Parties Related To Export & Import
- xxxii. Export Documentation Such As Proforma Invoice , Final Invoice, Certificate Of Origin, Debit Notes, Usance Bill etc.  
Shipment Review Statement.

## **6) INTERNAL AUDIT SECTION**

- i. Internal Audit Report
- ii. Correspondence with Sections at Head Office and Branches.
- iii. Physical Verification of Fixed Asset Statements
- iv. Lint Recovery Statements
- v. Branch Audit and Centre Visit Reports
- vi. Press Weight and delivery weight statements
- vii. Hindi Reports
- viii. Office Notes/Circulars/Guidelines related to Internal Audit.

## **7) LEGAL SECTION**

- i. Full Records Of The Cases Run Directly Under The Ho.
- ii. Case Files Having Important Papers & Correspondence Of The Branches.
- iii. Quarterly Statement Showing The Pending Legal Cases At Branches With Their Present Status.
- iv. Statement Showing All The Cases Pending All Over India
- v. Grand Jurix Software ( Software For Important Cases On Contract Law, Arbitration Law, Labour Law And Supreme Court Cases Since 1950)

## **8) ADMINISTRATION SECTION**

- i. Tender Notice for stationery, printing and maintenance work
- ii. Comparative statement of printing , stationery & AMC work
- iii. Stationery items, noting, letters & purchase orders
- iv. Correspondence with Branch offices & parties
- v. E-mail to BO's
- vi. Income-tax colony flats allotment
- vii. Correspondence in connection with AMC works ie., PCI, Voltas, Water Purifier, Computer Cleaning etc
- viii. Telephone Correspondence
- ix. Calculators list

- x. All library correspondence
- xi. Circular
- xii. Holiday list
- xiii. Mumbai Port Trust correspondence
- xiv. Property tax payment
- xv. Telephone list
- xvi. Admn - Misc
- xvii. courier correspondence

## **9) HINDI SECTION**

- i. Quarterly Progress Report
- ii. All Indian Government Rajbhasha Competition.
- iii. Quarterly Report For Tolik
- iv. Yearly Analytical Report
- v. Half Yearly Hindi Training Report
- vi. Inspection Report By Rajbhasha Vibhag
- vii. Inspection Report By Ministry Of Textile.

## **10) INFORMATION TECHNOLOGY SECTION**

- i. List of Hardware and Software.
- ii. Correspondence to Branches and Parties.
- iii. AMC and Insurance List Of Hardware and Software Installed at H.O.
- iv. Data from all Section Pertaining to Financial Accounting, Marketing System and Payroll System is Stored in the Database System and Backup is also Maintained.

## **11) ESTATE SECTION**

- i. For maintaining of Tender documents.
- ii. For preparation of Bill of Quantity.
- iii. For correspondence.
- iv. For maintaining progress report of work.
- v. For providing Quarterly progress reports.
- vi. For networking.
- vii. For e-mail/internet etc.

## **12) CLEARING AND FORWARDING SECTION**

- i. Important Correspondences.

## **13) PURCHASE SECTION**

- i) Purchase Strategy (marketing strategy) alongwith various guidelines/ instructions issued relating to various operational aspect on purchases at branch level.
- ii) Daily purchase agenda, P&S Committee minutes and correspondence regarding communication of P&S Committee decisions to branches including purchase ceilings.
- iii) Weekly cotton seed reports from branches and related correspondence
- iv) Requirements from branches for packing material, lint bondries and tarpaulins etc, procurement of these items through tender process, opening of tenders, Committee negotiations, placing of orders and supplies etc.
- v) Branch-wise general correspondence files including tour reports of visiting officers of branch.

#### **14) SALES PROMOTION SECTION**

- i. Checklist
- ii. Sales Confirmation

#### **15) INTERNATIONAL TRADE SECTION**

- i. Export sales agenda
- ii. Monthwise Statement
- iii. Quote Preparation
- iv. Selection Register
- v. Branchwise allocation of bales in respect of Export Contracts
- vi. CCI's Export Sale Cotton Season
- vii. Disparity Contract details
- viii. Agentwise & Contractwise details of pending contracts export (shipments from H.O.)
- ix. Market Analysis

#### **16) PLANNING/EXTENTION AND STATISTICS SECTION**

- i. Citizens' Charter
- ii. Profile of the Corporation with the following Statements:

- a. Area, production and productivity of cotton in India during past six decades.
- b. Staplewise Production of Cotton from 1991-92 to 2002-03
- c. Month-wise cotton consumption by textile mills (1991-92 to 2002-03)
- d. Monthwise Cotton Consumption by Small Scale Spinning units.
- e. Variety-wise Mill Consumption of cotton (Year-wise)
- f. Waste Cotton Consumption (Yearwise)
- g. Statewise Cotton consumption 1991-92 to 2002-03
- h. Supply/Demand of Cotton (Cotton Balance Sheet) as drawn by the Cotton Advisory Board
- i. Area, Production and productivity of Cotton (Statewise)
- j. Area under Cotton (irrigated & unirrigated conditions) Statewise
- k. Area, Production and Yield of cotton in important cotton growing countries based on ICAC statistics.
- l. Area, Production and yield of cotton in important cotton growing countries) based on United States Department of Agriculture statistics.
- m. Cotton Statistics of World vis-à-vis India - (1992-93 to 2003-04)
- n. Official support prices of cotton announced by the Government of India (Years 1990-91 to 2003-04)
- o. Annual Average Prices of kapas for important varieties from 1990-91 to 2002-03.
- p. Month-wise EICA upcountry spot rates from 1990-91 onwards
- q. Cotton Exports Quotas released in favour of various agencies from 1990-91 to 2001-02
- r. Cotton Imports by India from 1991-92 to 2002-03
- s. Cotton Exports from India from 1991-92 to 2002-03
- t. Organisation wise Exports of Raw Cotton in terms of quantity and value from 1991-92 to 2001-02
- u. Country-wise break-up of India's Cotton Imports
- v. Country-wise break-up of Cotton Exports from India
- w. Monthly average of COTLOOK A & B Index from 1991-92 onwards.(representing International Cotton Prices).
- x. No. of employees engaged in different textile sectors including cotton.
- y. Growth of ginning & pressing factories in India (as per ownership pattern)
- z. Ginning & pressing factories in India State-wise.
- aa. Schemes/Programmes/Projects being implemented for cotton development under Intensive Cotton Development programme and Technology Mission on Cotton.
- bb. Outlays for all Mini Missions of Technology Mission on Cotton for three years of the Ninth Plan (1999-2000 to 2001-02)
- cc. Outlays for all Mini Missions of Technology Mission on Cotton for three years of the X<sup>h</sup> Plan (2002-03 - 2006-07)
- dd. Technology Upgradation Fund Scheme - Salient Features.
- ee. Detailed Financial Results of CCI from 1991-92 to 2002-03
- ff. Purchase centres operated by CCI during 2003-04 Cotton Season

- gg. State-wise purchase of cotton by CCI from 1992-93 to 2003-04.
- hh. Sector-wise sales of the CCI from 1991-92 to 2002-03
- ii. Country-wise exports of cotton by CCI from 1991-92 to 2002-03/2003-04.
- jj. Development Activities of CCI by way of Extension and other programmes (1994-95 to 2002-03)
- kk. Summary of Projects undertaken by CCI in cotton growing States to promote Integrated cotton cultivation (Contract Farming)
- ll. Country Statement of India presented during ICAC.
  
- iii. Commission for Agricultural Costs & Prices - Report and Recommendations.
- iv. Parliament Questions
- v. Correspondence with Ministry of Textiles and Agriculture
- vi. Weekly Report on Cotton purchased by CCI sent to TXC
- vii. Monthly Report to Ministry of Textiles regarding weekly report on movement of Cotton Prices.
- viii. Monthly data on Import-export-country-wise received from (DGCIS Kolkatta) B.O. Kolkata.
- ix. Articles on present and future role of the CCI.
- x. Correspondence with Media Cell
- xi. State-wise pressing figures submitted by B.O.s and EICA.

**Extension Activities:**

- i. MOU with the participation of buyer mills for implementation of Integrated Cotton Cultivation (Contract Farming).
- ii. MOU without the participation of buyer mills for implementation of Integrated Cotton Cultivation (Contract Farming).
- iii. Branchwise statement of ICC programmes undertaken by CCI during 2002-03 to 2005-06.
- iv. Allocation of Funds for conducting FLDs by CCI's branches.
- v. Allocation of Funds for conducting FLDs by other organisations.

**17) WAREHOUSE COMPLEX**

- i. Important General Correspondences
- ii. Rent Agreement

**18) VIGILANCE SECTION**

(i) Disciplinary Cases Monitoring & Management Information System.

(ii) E-mails

Following Reports/Lists/correspondence is being typed in MS-Office and Leap Office Software:

- (i) Monthly Report of Chief Vigilance Officer.
- (ii) Monthly Report regarding Review of Disciplinary proceedings.
- (iii) Monthly Report regarding Anti-corruption/vigilance cases

- (iv) Quarterly Action Plan Report.
  - (v) Quarterly Report-Periodical Review of Vigilance Work.
  - (vi) Quarterly Report-Review of Departmental Enquiry Cases.
  - (vii) Half-Yearly Report-Review of Disciplinary Cases pending over One year.
  - (viii) Annual Report of Chief Vigilance Officer.
  - (ix) Agreed List.
  - (x) List of Officers of Gazette status of Doubtful Integrity.
  - (xi) All correspondence.
- (iii) All emails message are sent/received using Outlook Express and Leap Office System.
- (iv) Data Entry of Complaints is being done in software-Disciplinary Case Monitoring & Management Information System of Department of Personnel & Training, Ministry of Personnel, AR&PG and Pensions at their web-site by using Internet connection.

## 19) BRANCH OFFICE

### A) Application System Generated Reports

#### I) Financial Accounting System

- i. Cash/Bank Voucher
- ii. Journal Day Book
- iii. Inward Transfer Memo
- iv. Outward Transfer Memo
- v. Delivery Order issued angst. GSF
- vi. Partywise Delivery Order Register
- vii. Delivery Order issued angst MOU
- viii. Sale Journal (FP Bales)
  - a. Detail
  - b. Summary (Party wise)
  - c. Summary (Quality Wise)
  - d. GSF Intimation
  - e. Bales Despatch Under GSF
  - f. Bales Despatch Under MOU
  - g. Sales Tax Return
- ix. Debit Note Register
  - a. Sr. No. wise
  - b. Party wise
  - c. Party wise (Summary)
- x. Credit Note Register
  - a. Sr. No. wise
  - b. Party wise
  - c. Party wise (Summary)
  - d. Export Sale Journal

- x. Outstanding 'C' Form
  - a. 'C' Form List
  - b. Form 24 B
  - c. C.S.T. Report
- xi. Sale Journal (Cotton Seed)
  - a. Detail Centre wise
  - b. Detail Broker wise
  - c. Detail Party wise
  - d. Variety / Centre Summary
  - e. Centre / Variety Summary
  - f. Sales Tax Return
- xii. Debit Note Register Cotton Seed
  - a. Debit Note Detail Register
  - b. Debit Note Register(Summary)
  - c. Pay In Slip ( Cotton seed)
  - d. Summary (Bank wise)
  - e. Party Wise
  - f. Centre Wise
- xiii. Interest Debit Note
- xiv. Purchase Journal
  - a. Detail
  - b. Summary
  - c. Quality/Centre Wise
  - d. Centre/Quality Wise
- xv. Market Fee Register
  - a. Detail
  - b. Summary
- xvi. Ginning and Pressing
  - a. Detail
  - b. Summary ( Factorywise)
  - c. Summary Factory (Ginning)
  - d. Summary Factory (Pressing)
  - e. Summary Center (Ginning)
  - f. Summary Center (Pressing)
- xvii. Incidental Charges Register
  - a. Detail
  - b. Summary
  - c. T.D.S. Details
- xviii. Insurance Policy
  - a. Detail
  - b. Summary
  - c. Refund
  - d. Purchase Payment
- xviii. Ledger Individual
- xix. Group Ledger

- xx. Trial Balance
- xxi. Group Trial Balance
- xxii. Detail Annexure
- xxiii. Profit & Loss
- xxiv. Balance Sheet

## II) Marketing System

- ix. Daily Purchase Report
  - a. Variety Wise
  - b. Center Wise
  - c. Center Wise Detail
  - d. Variety Wise ( From To)
  - e. Center Wise Prog. Bales
  - f. Head Office Daily Purch. Report
  - g. Summary Varietywise
- ii. Cotton Seed
  - a. Detail
  - b. Abstract
- iii. Heap Wise Result
  - a. Heap Wise Result
  - b. Heap Wise / Center Wise
  - c. Heap Wise Detail
  - d. Heap Wise Experimental
  - e. Heap Wise Abstract
  - f. Sorting Adverse Cases
- iv. Check List
  - a. Sale Indent
  - b. Pressing
  - c. Lot Wise Cost
- v. Sale Indent
  - a. Sale Indent Details
  - b. Sale Indent Variety Wise
  - c. Sale Indent Summary / Party Wise
  - d. Sale Indent Party Wise
  - e. Sale Indent Party Wise - 1
  - f. Unconfirmed Indent
  - g. Unlifted more than Specified days
  - h. Unlifted Bales
  - i. Unlifted Bales Individual
  - j. Summary
  - k. Long - Short Position
  - l. Unselected bales
  - m. Stock Position
  - n. Stock Position ( Centre Wise )
  - o. Stock Position ( Variety Wise )

- p. Stock Position ( Summary )
- q. 10% Received / Not Received
- r. Summary Party Wise
- vi. Pressing / Unsold Bales
- vii. Price Trend
- viii. Sample Testing
  - a. Detail
  - b. Variety Wise - Lot Wise
  - c. Retesting Detail
  - d. Without Retesting Detail
  - e. 12 Sample Testing ( Adv )
- ix. Other Branch Sales Report

### III) Payroll System

- i. Salary Register
- ii. Salary Slip
- iii. Salary Summary
- iv. Income Tax Statements
- v. Group Saving Link Insurance Statements
- vi. Pension Statements
- vii. CPF Statements

### B) Other Reports

- i. Important Correspondence with Head Office, Other Branches and Parties
- ii. Statements related with Statutory Audit, Branch Manager Conference etc.

The Corporation is in the process of implementation of Enterprise Resource Planning (ERP) to achieve online integration and enable the Corporation to have appropriate Management Information System (MIS) and Decision Support System (DSS). The Corporation may get an authorization for digital signature for the purpose of secured business communication and transactions in due course of time to fulfill the requirements of Information Technology Act'2000.