

A PROJECT REPORT ON



PREPARED BY

PATEL HEMAL R

CLASS

S.Y.B.B.A.

ROLL NO.

133

SEAT NO

.....

ACADAMIC YEAR

2008-2009

GUIDED BY

SUBMITTED TO: MR

COLLEGE :

PREFACE

It gives us great pleasure to place industry training for the B.B.A. student of SAURASTRA UNIVERSITY. The B.B.A. course is becoming popular recently as the student have realised that they have good chances to progress in business world if they have a basic degree in business management a subject which has change the life style of human being all over the world India being no exception to it.

For the second year B.B.A. I have selected the IFFCO for my industrial training it is a medium scale industry this training has helped me a lot about getting the knowledge of the company management.

DECLARATION

I, the undersigned GINOYA RONAK H. a student of S.Y. B.B.A. hereby declare that the project work presented in this report is my own work and has been carried out under the supervision of Ms. ALPA JHOSHI of GYANYAGNA COLLEGE OF SCIENCE & MGT, Rajkot.

This work has not been previously submitted to any other university for any other examination.

Date: -

Place: -

Sign: -

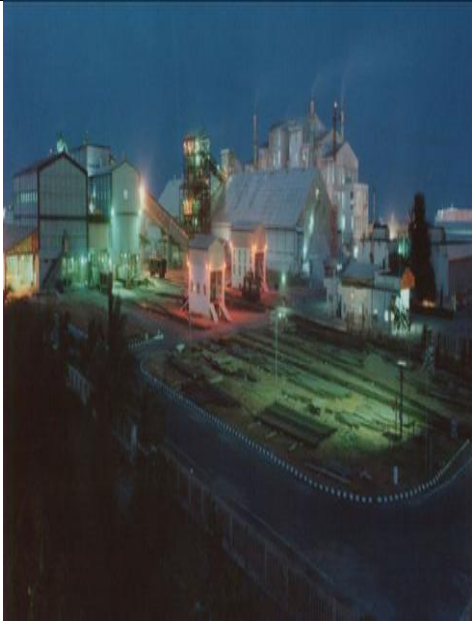
ACKNOWLEDGEMENT

With great enthusiasm I present my individual report in the S.Y. B.B.A. The industrial training reports on IFFCO.

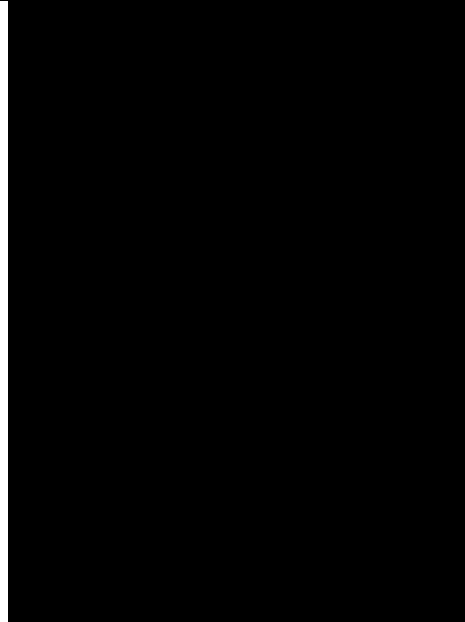
I convey my deepest gratitude to Mr. S.K.SHIN and all other employees of IFFCO. who have been very co-operative and helpful in preparation of my project report.

I am also thankful to Ms. ALPA JOSHI my lecturer who has guided and corrected me throughout the preparation of my project.

Lastly, I am thankful to my friends an also my family members who always encouraged me and co-operated with me for the successful completion of the project report.

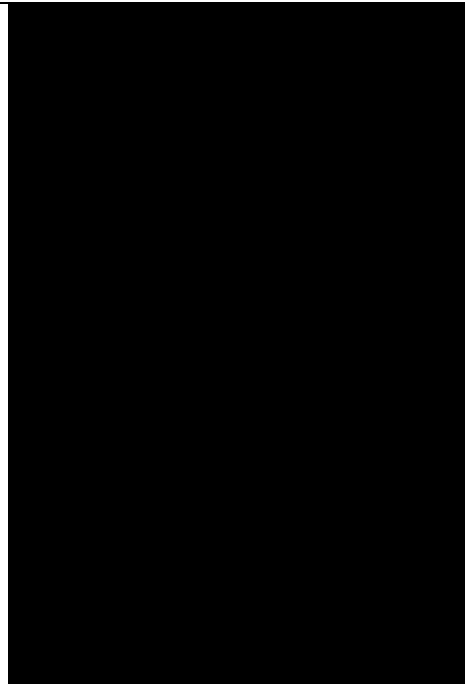
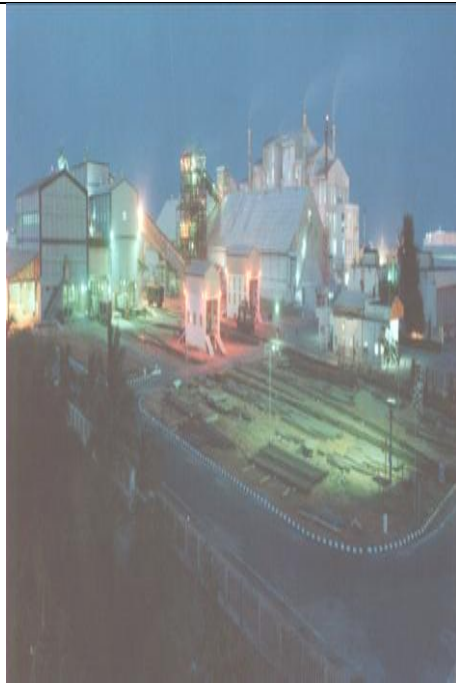
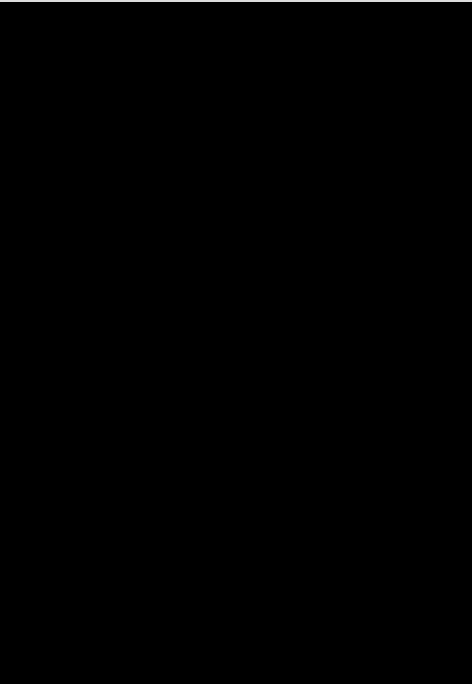
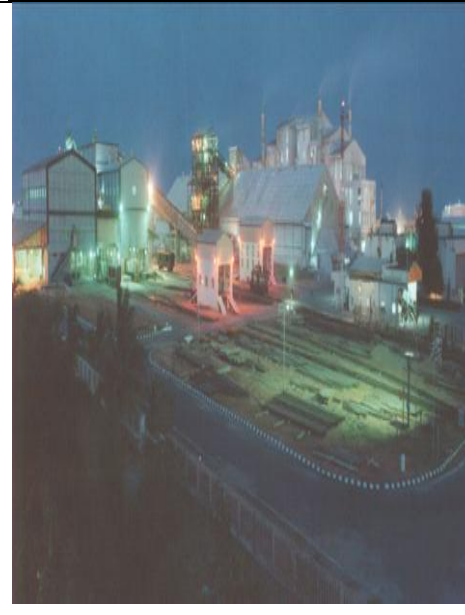


**IFFCO IS
WHAT?**



**GENERAL
INFORMATION**

1



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GENERAL INFORMATION

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HISTORY OF IFFCO:-

During mid-sixties the co-operative sector in India was responsible for distribution of 70 % of fertilizers consumed in the country. This sector had adequate infrastructure to distribute fertilizers but had no production facilities of its own and hence dependent on public/ private sectors for supplies. To overcome this lacuna and to bridge the demand supply gap in the country, a new cooperative society was conceived to specifically cater to the requirements of farmers. It was a unique venture in which the farmers of the country through their own co-operative societies created this new institution to safeguard their interests. The number of co-operative societies associated with IFFCO has risen from 57 in 1967 to 38,155 at present.

Farmer's dream to have their unique organization that can produce and make them available quality fertilizer at their doorstep was successfully realized with the formation of IFFCO, a pioneer in Indian Cooperative movement on 3rd

November, 1967. Beginning with a modest membership of 57 cooperative societies in 1967-68, IFFCO has blossomed into Globe's largest fertilizer cooperative with a sizable membership of 37,500 cooperative societies in its fold.

Thus IFFCO has become a cooperative of the farmers, by the farmers and for the farmers.

Initially, IFFCO set up its plants at Kalol and Kandla in Gujarat which were commissioned in 1975. Subsequently, it commissioned plant at Phulpur and Aonla in U.P. in the year 1981 and 1988 respectively. IFFCO has acquired a NPK/DAP and Phosphoric Acid facility at Paradeep in Orissa. The marketing of IFFCO's product NPK/DAP/ Urea is channelized through cooperative societies and institutional agencies in over all states and union territories of the country.

IFFCO has notched up a record sale of 81.95 lacks tonne of fertilizer material comprising 50.13 lacks tonne of urea and 31.82 lacks tonne of NPK/DAP, during the year witnessing a growth of 27 % as against 64.64 lacks tonne, the year before. Best ever marketing productivity also sprang to 5566 tonne/head.

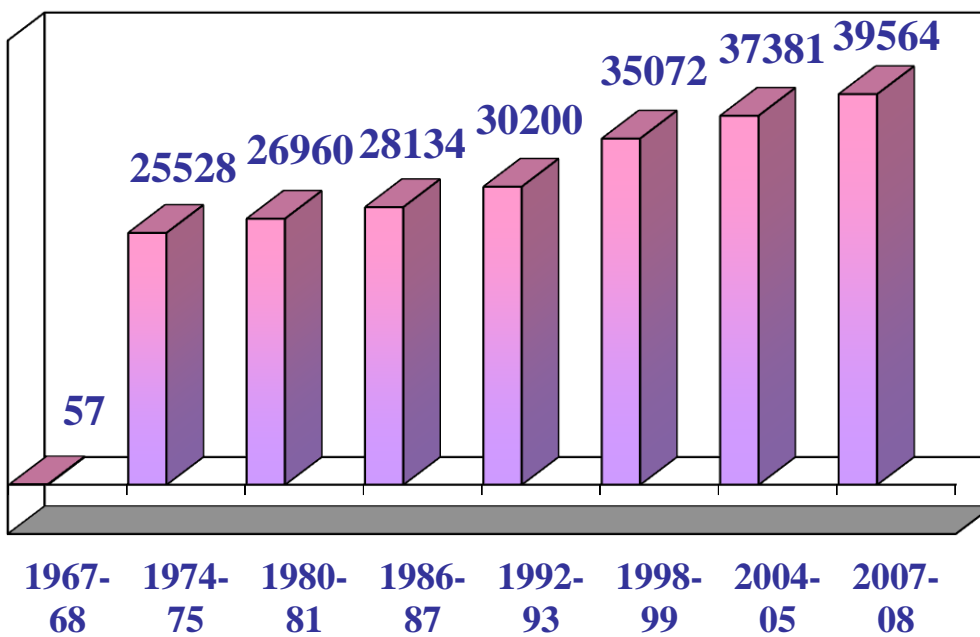
PILORS OF IFFCO

INDIAN FARMERS FERTILISER COOPERATIVE LIMITED

FOUNDATION STONE LAID DOWN BY PRIME MINISTER Smt. INDIRA GANDHI,
OF OUR PHULPUR PROJECT ON 16th OF JANUARY' 1974.



GROWTH IN NUMBER OF MEMBER SOCIETIES



THE DIRECTORS OF IFFCO

❖ Chief Executive Officer:



Dr U.S.Awasthi

The Chief Executive Officer of IFFCO, designated as Managing Director, is vested with the overall responsibility of the affairs of IFFCO's day to day activities. Dr. Udai Shanker Awasthi is Managing Director of IFFCO since 1993.

❖ **Chairperson** :Shri Surinder Kumar Jakhar

❖ **Vice-Chairperson**:Shri. N. P. Patel

❖ Directors

Shri B L Meena

Shri S.L. Dharme Gowda

Shri Kartick Chandra Sarkar

Shri Harminder Singh Jassi

Shri M.Gopal Reddy

Shri Ankushrao R.Tope

Shri Rajhans Upadhyaya

Shri G.C. Maikota

Shri Vithalbai H. Radadia

Shri Sheesh Pal Singh

Shri Raj Kumar Tripathi

Shri Balvinder Singh Nakai

Shri Ravindra Pratap Singh

Shri K. Srinivasa Gowda

Shri K. Somashekhar Rao

Shri Simachal Padhy

Shri Pramod Kumar Singh

Shri R.K.Dhami

Shri B.S.Vishwanathan

Dr U.S.Awasthi (Managing Director)

Shri. D.K. Bhatt (Dy. Managing Director-cum-Marketing Director)

Shri. Rakesh Kapur (Dy. Managing Director)

Shri V.K. Bali , Director(Technical)

Dr. G.N Saxena , Director (Coop. Development)

Shri S.K Mishra , Director (HRD)

Mr. K.L Singh , Director (Joint ventures)

ABOUT IFFCO'S KANDLA PLANT:

IFFCO's KANDLA PLANT is located on the western bank of Kandla creek adjacent to Kandla Port Trust oil jetties. The plant produces **NPK (nitrogen, phosphorus, potash)/ DAP (di, ammonium, phosphate)** complex phosphoric fertilizers of following grades:



NPK 10:26:26,

NPK 12:32:16

Dap 18:46:00

YEAR OF COMMISSIONING : 1975

INVESTMENT : Rs. 24.26 Crore

YEAR OF FIRST EXPANSION : 1981

INVESTMENT : Rs. 28.60 Crore

YEAR OF SECOND EXPANSION : 1999

INVESTMENT : Rs. 205.30 Crore

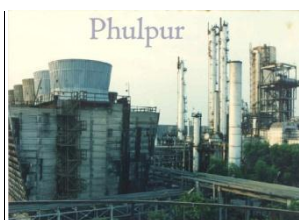
BANKER :INDIAN OVERCE SBANK



OTHER PLANTS OF IFFCO

◆ PHULPUR UNIT

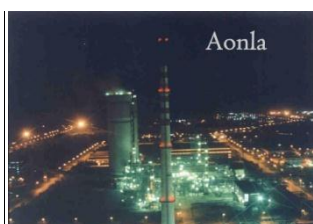
Highest ever yearly production of 15.54 lacks MT of Urea with capacity utilization of 110%. Previous best was 14.56 lacks MT in 2006-2007.



YEAR OF COMMISSIONING	: 1981
INVESTMENT	: Rs. 205.2 Crore Phulpur - I
INVESTMENT	: Rs.1190 Crore Phulpur – II

◆ AONLA UNIT

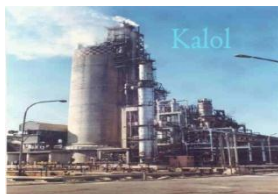
Highest ever yearly production of 18.65 lack MT of Urea with capacity utilization of 108%. Previous best was 17.70 lacks MT of Urea in 2006-07.



YEAR OF COMMISSIONING	: 1988
INVESTMENT	: Rs. 651.6 Crore AONLA- I
INVESTMENT	:Rs.954.7CroreAONLA-II

◆ **KALOL**

Produced of 5.45 lacks MT of Urea with capacity utilization of 100%.



PARADEEP

Unit produced 8.66 lacks MT of NP/DAP during the year 2007-08 registering a rise of 15.5 % over last year.



PLANTS OF IFFCO

Plants	Location	Commissioned in	Expanded in	Annual Production Capacity (in Thousand MT)	
Kalol	Gujarat	1975	1997	Urea	545
Kandla	Gujarat	1975	1981 & 1999	DAP/NPK (in bulk)	2415
Phulpur	U.P.	1981	1997 & 2008	Urea	1698
Aonla	U.P.	1988	1996 & 2008	Urea	2000
Paradeep	Orissa	Acquired in October'05	-	DAP/NPK (in bulk)	1920

FORMS OF ORGANISATION

Form of any big organization is very important. **IFFCO is a CO OPERATIVE SOCIETY**. According to co-operative society act, they follow all the rules and regulation of the co-operative society

What is Cooperative Society?

The strength of co-operative movement emanates from its ability to empower people who are individually weak and often helpless. The spirit of co-operations encourages people to come together on the basis of equality to achieve their economic interests. Voluntary association of individuals is the important aspect of any co-operative endeavour. Equality is assured to all the individuals involved in an unselfish atmosphere. The goal is to achieve the common economic interests of the group of individuals who have come together for the purpose.

SUBSIDIARIES OF IFFCO

- IFFCO TOKIO GENERAL INSURANCE COMPANY LTD.
- INDO EGYPTIAN FERTILIZERS COMPANY, SAE
- JORDAN INDIA FERTILIZER COMPANY LLC
- IFFCO CHHATTISGARH POWER LTD.
- KISAN INTERNATIONAL TRADING FZE
- IFFCO TOKIO INSURANCE SERVICES LTD.
- IFFCO KISAN BAZAR LTD.
- IFFCO KISAN SANCHAR LTD.
- IFFCO KISAN SEZ LTD.
- INDIAN FARM FORESTRY DEVELOPMENT COOP. LTD

HIGHLIGHTS OF 2007-08

Production of Fertilizers 68.47 lacks h MT
(Best 70.12 lacks MT in 2006-07)

Highest Production of Urea 39.63 lacks h MT
(Previous Best 37.86 lacks MT in 2006-07)

Production of NPK/DAP/NP/MAP 28.84 lacks h MT
(Best 32.26 lacks h MT in 2006-07)

Highest Sales of Fertilisers 93.24 lacks h MT
(Previous Best 86.10 lacks h MT in 2006-07)

Financial highlights

Profit before Tax Rs. 380.52 Crore
(Best Rs. 807.09 crore in 2002-03)

Profit after Tax Rs. 257.59 Crore
(Best Rs. 557.21 crore in 2002-03)

Highest Sales Turnover Rs. 12163 Crore
(Previous Best Rs 10330 crore in 2006-07)

Plant Productivity 1354 MT/Employee *
(Best 1669 MT/Employee in 2005-06)

Highest Marketing Productivity 6158 MT/Employee
(Previous Best 5736 MT/Employee in 2006-07)



IFFCO'S MISSION:-

IFFCO'S mission is "to enable Indian farmers to prosper through timely supply of reliable, high quality agricultural inputs and services in an environmentally sustainable manner and to undertake other activities to improve their welfare".

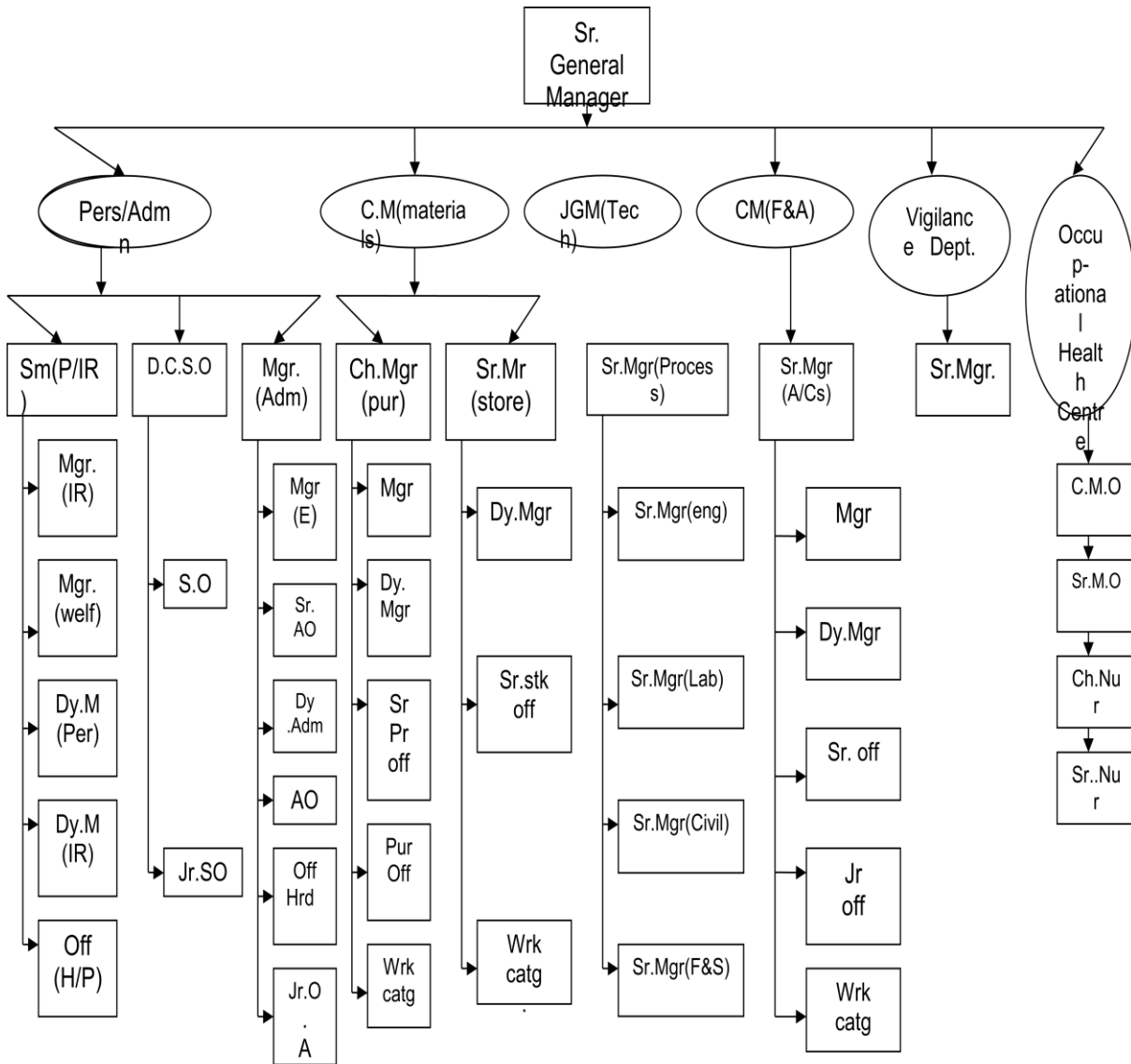


IFFCO'S COMMITMENT:-

- Our thirst for ever improving the services to farmers and member co-operatives is insatiable, commitment to quality insurmountable and harnessing of mother earths' bounty to drive hunger away from India in an ecologically sustainable manner is the prime mission.
- All that IFFCO cherishes in exchange is an everlasting smile on the face of Indian Farmer who forms the moving spirit behind this mission.

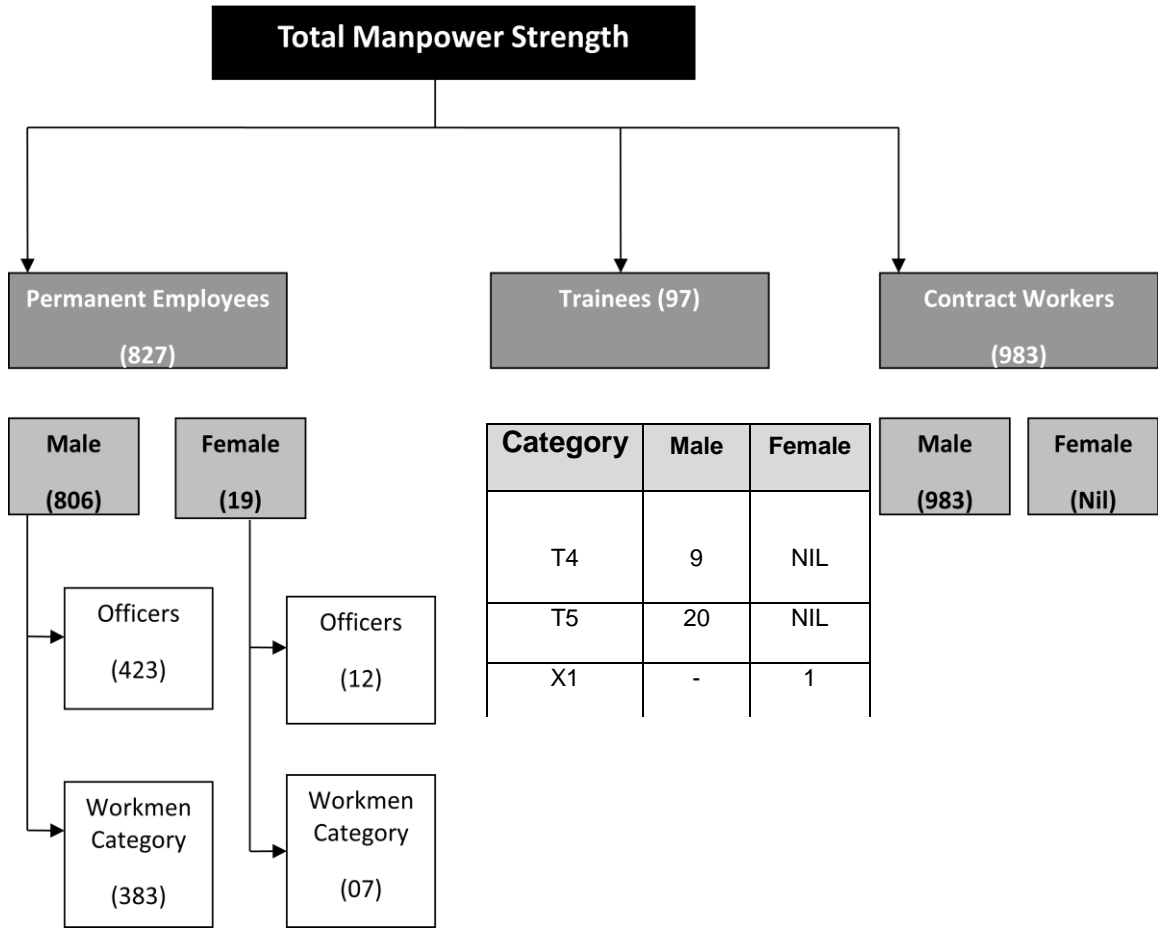
ORGANISATIONAL CHART

The organization structure is given below of the company.



MEN POWERS OF IFFCO

Men power distributed in IFFCO is below:



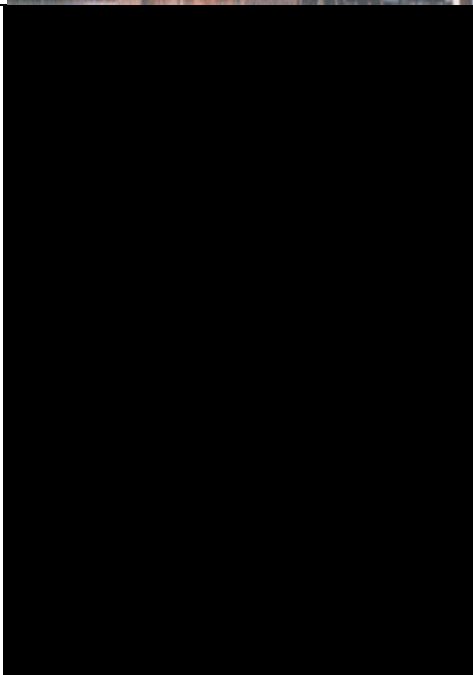
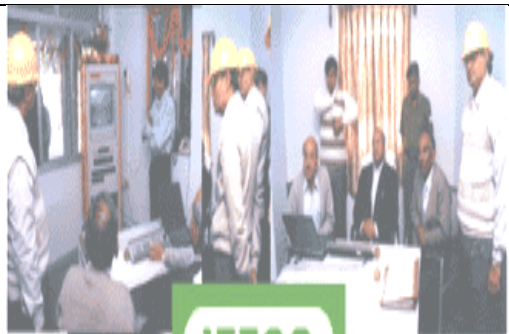
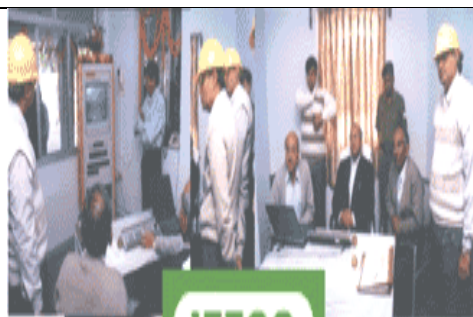


**RAW MATERIAL
TO FINISH
PRODUCT..**



**PRODUCTON
DEPARTMENT**

2



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INTRODUCTION

Production department is mainly concerned with the design, operation and improvement of the transformation process, which converts the various inputs into the desire output of the products and services.

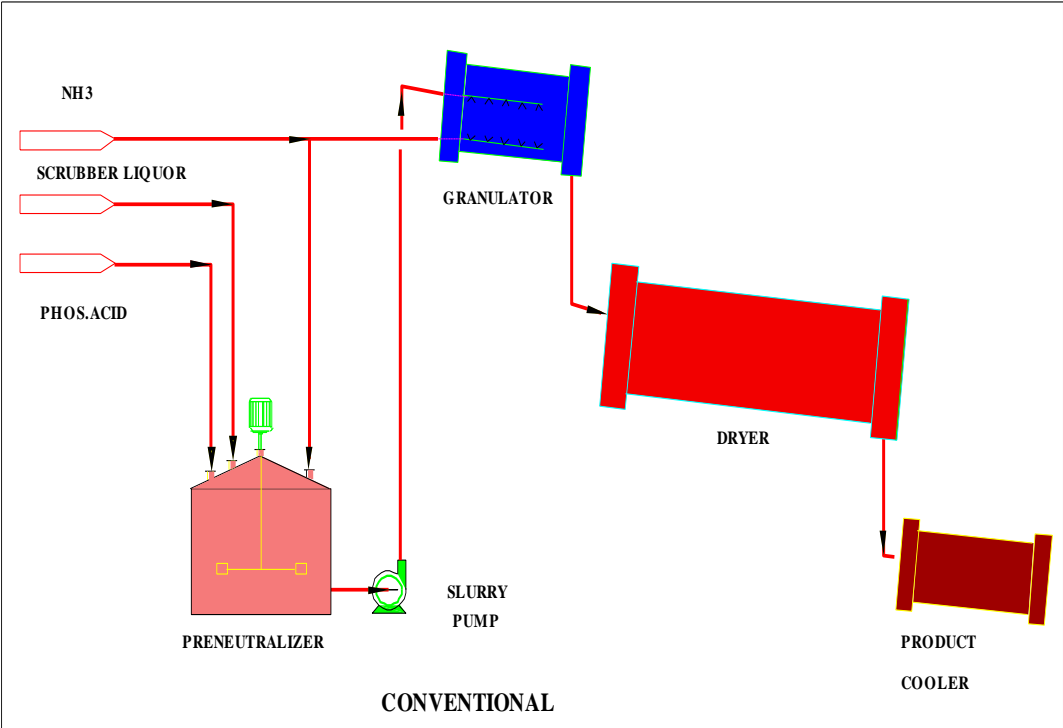
The production function relating to the manufacturing organisation has become a part of production operations. Production operation is a broader term which includes manufacturing as well as services related to manufacturing.

IFFCO produce complex fertiliser like **NPK, DAP, UREA, AMONIA, NP.**

PRODUCTION PROCESS

- Phosphoric acid & ammonia are reacted in a preneutraliser vessel / pipe reactor forming ammonium phosphate slurry.
- Potash, Urea, Filler & recycled material are fed into the granulator by a system of elevators & belt conveyors.
- Ammonium phosphate slurry is sprayed over the bed of solid materials in the rotary granulator.
- Granulated product is dried in rotary dryers.
- Double deck screens separate product material from the oversize & undersize which is recycled to granulator.
- Product material is cooled in rotary cooler & sent to storage or for bagging.
- Kandla Phase – II plant uses pipe reactors inside the granulator & dryer for reaction instead of preneutraliser.

FLOW DIAGRAM K-I



PRODUCTS



◆ WATER SOLUBLE FERTILISERS

- Increase in area under drip irrigation
- Demand for 100 % water soluble fertilizers increasing
- Indigenous capacity not available
- The present demand is mostly being met by imports
- IFFCO has successfully tried producing one of the water soluble fertilizers Urea Phosphate at its R&D Laboratory at Kandla plant
- Pilot plant planned to be set up at Kandla unit

For More information: <http://www.dacnet.nic.in/nbdc>

◆ IFFCO's NPK/DAP

As far as Indian farmer is concerned, IFFCO's NPK/DAP is not just a source of crucial nutrients N, P, K for the crops, but is an integral part of his/her quest for nurturing mother earth. The bountiful crop that results from this care is an enough reason for the graceful bags of IFFCO NPK/DAP bags to be an integral part of the farmers' family.

The two grades of NPK produced by IFFCO, 10:26:26 and 12:32:16, indicating the content of N, P, K proportion, are tailor made to supply the exact composition required for replenishment of the soil. The Indian farmer's confidence and trust stems from the fact that IFFCO's NPK/DAP are merely a part of a complete package of services, ably supported by a dedicated team of qualified personnel. More importantly, they are aware, IFFCO is a cooperative society owned by farmers cooperatives.

◆ About DAP/NPK

Diammonium Phosphate

It is the most popular phosphatise fertiliser because of its high analysis and good physical properties. The composition of pure salt of DAP is N-21.19% and P₂O₅ -53.76%. Fertiliser grade DAP is 18:46:0.



◆ NPK Complex Grades

NPK

NPK complex fertilisers produced at Kandla are DAP based grades. At present two grades Grade I - 10:26:26 and Grade II - 12:32:16 are produced.

Granular NPK complexes are free flowing and do not pose any problem during handling and storage. However, exposure of material for long period to very high humidity may cause caking. Therefore, NPK complexes are bagged in quality tested HDPE bags to prevent ingress of moisture.



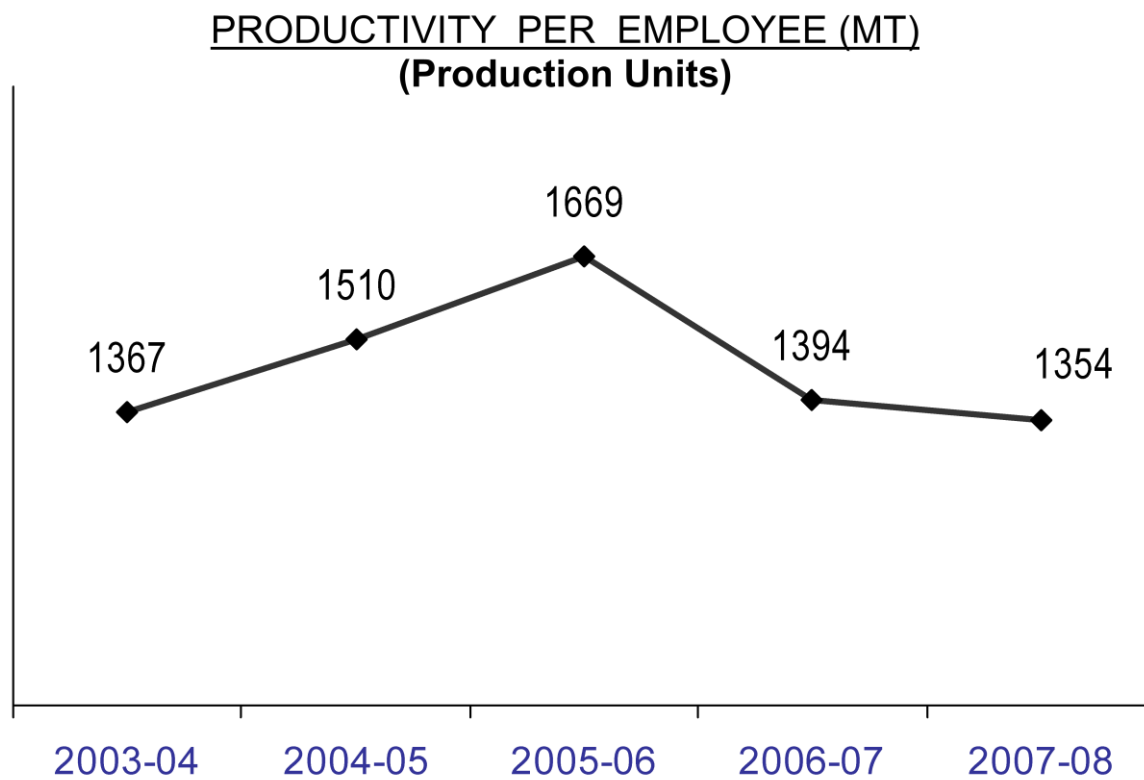
Specifications of DAP/NPK complex as per Fertiliser Control Order:

	N:	P:	K
I)NPK Grade - I	10 :	26 :	26
II)NPK Grade-II	12 :	32 :	16
III)DAP	18 :	46 :	0

PRODUCTIVITY CHART

The ratio of output to the total inputs of labour, capital, materials and energy.

Productivity=output/input



MACHINERIES

- **Pre-neutralizer**
- **Dryer**
- **Combustion**
- **Chamber**
- **Cooler**
- **SDF**
- **Screeener**
- **Conveyors**
- **Elevators**
- **Cyclone separators**
- **Granulator**

RAW MATERIAL AND SOURCE OF RAW MATERIAL

The production process is generally based on various raw materials. Raw materials are very important for the product. For the production department, only find out the source of raw materials and after getting raw materials, production process will start.

The main raw materials are under:

SR NO.	INTERMEDIATE	RAW MATERIAL
1	AMONIA	
2	SULPHURIC ACID	SULPHUR, PYRITES
3	PHOSPORIC ACID	ROCK, PHOSPHATE, IMP. ROCK PHOSPHATE
4	NITRIC ACID	AMONIA

SOURCE OF RAW MATERIAL

- IFFCO purchase from RUSSIA, AUSTRALIA, GULF COUNTRIES.
- Fuel purchase from OPEC COUNTRIES and within INDIA.

PLANT MAINTENCE

The plant maintenance pillar of total production maintenance has a objective of improving the efficiency of the maintenance department.

Cost reduction strategies have been discussed at corporate and unit level for achieving the financial stability. Maintenance cost needs to be reduce. Better maintenance practices, inventory control by proper planning and a vigilant operation for minimising break down for or wear and tear are the main step towed cost reduction.

-S. SRINIVASAN.

(SR.GENERALMANAGER)

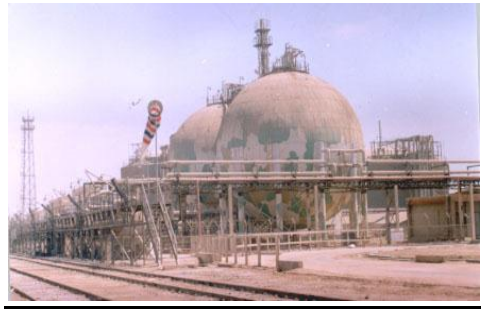
PROCESS CONTROLLING ROOM



INVENTORY

AMMONIA STORAGE

Atmospheric ammonia storage facility consists of three double wall double integrity design storage tanks having capacities of 5000 Mt, 10000MT and 1500MT at a temperature of minus 33 degree centigrade and atmospheric pressure. Imported ammonia received in ships is unloaded in to the atmospheric storage tanks through an unloading line from the jetty to the tanks.



POTASH STORAGE

Imported potash in the form of crystalline potassium chloride is received in trucks and stored in a covered storage area which has a capacity to store 80000 MT having facilities to unload and stack at a rate of 278MTPH and reclaim for use in the plant at a rate of 278 MTPH.

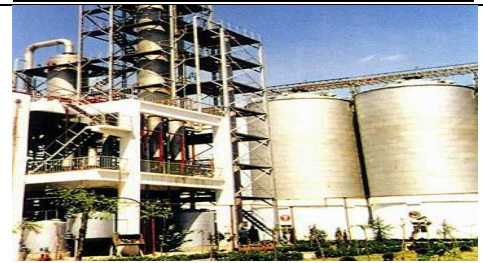


PHOSPHORIC ACID

Phosphoric acid is stored in eight vertical cylindrical rubber lined steel tanks having a capacity to store 10000 MT.

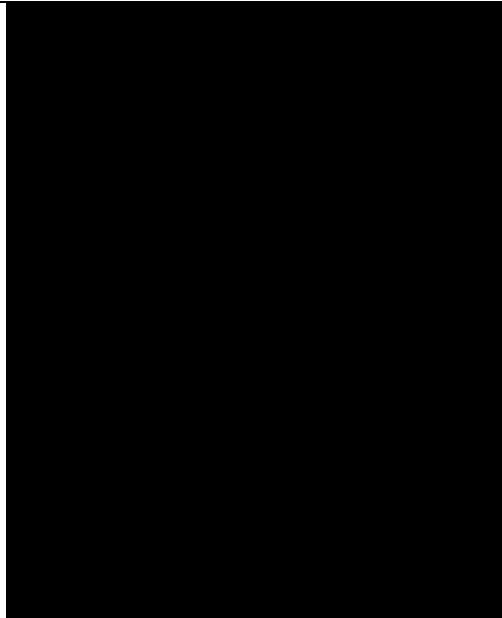


cEach of the pairs of process plants A&B C&D and E&F are having day tanks of capacity 1350 MT storage of phosphoric acid at plant battery limit.



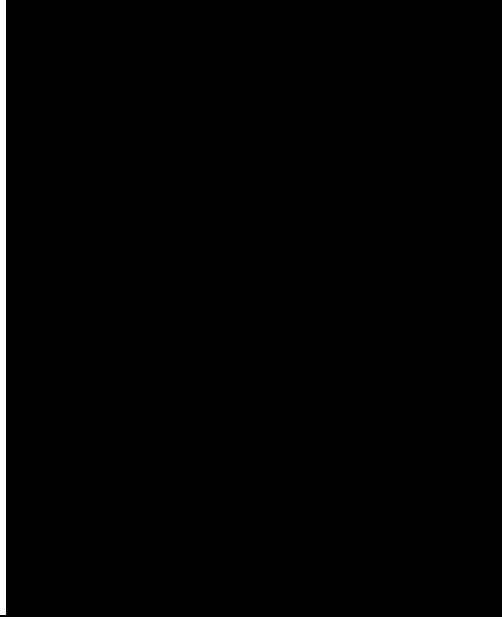
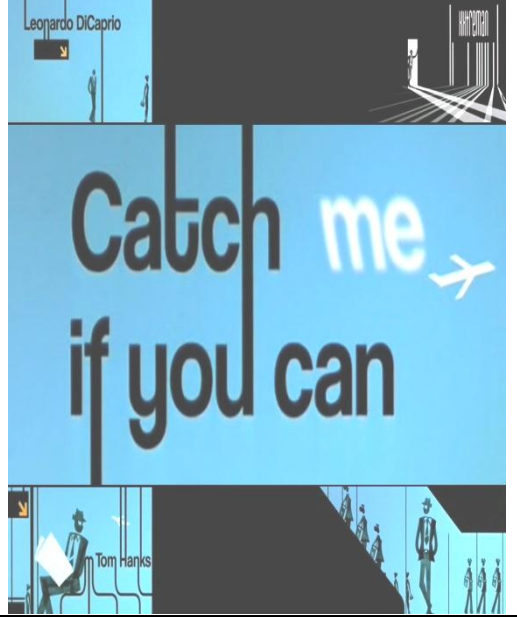
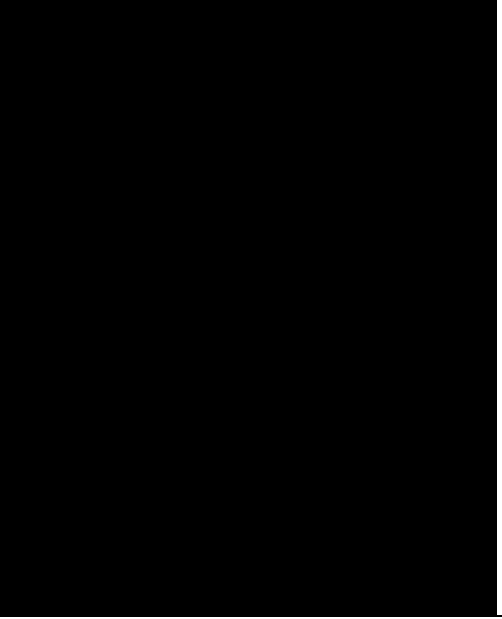
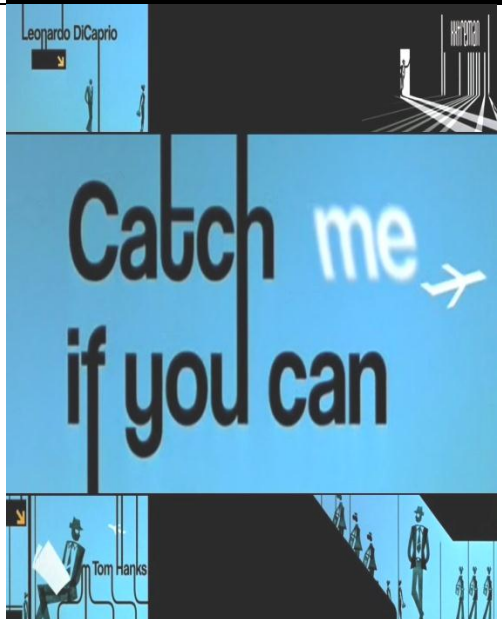


FINISHED PRODUCT
TO CUSTOMER
SATISFACTION...



MARKETING
DEPARTMENT

3



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INTRODUCTION

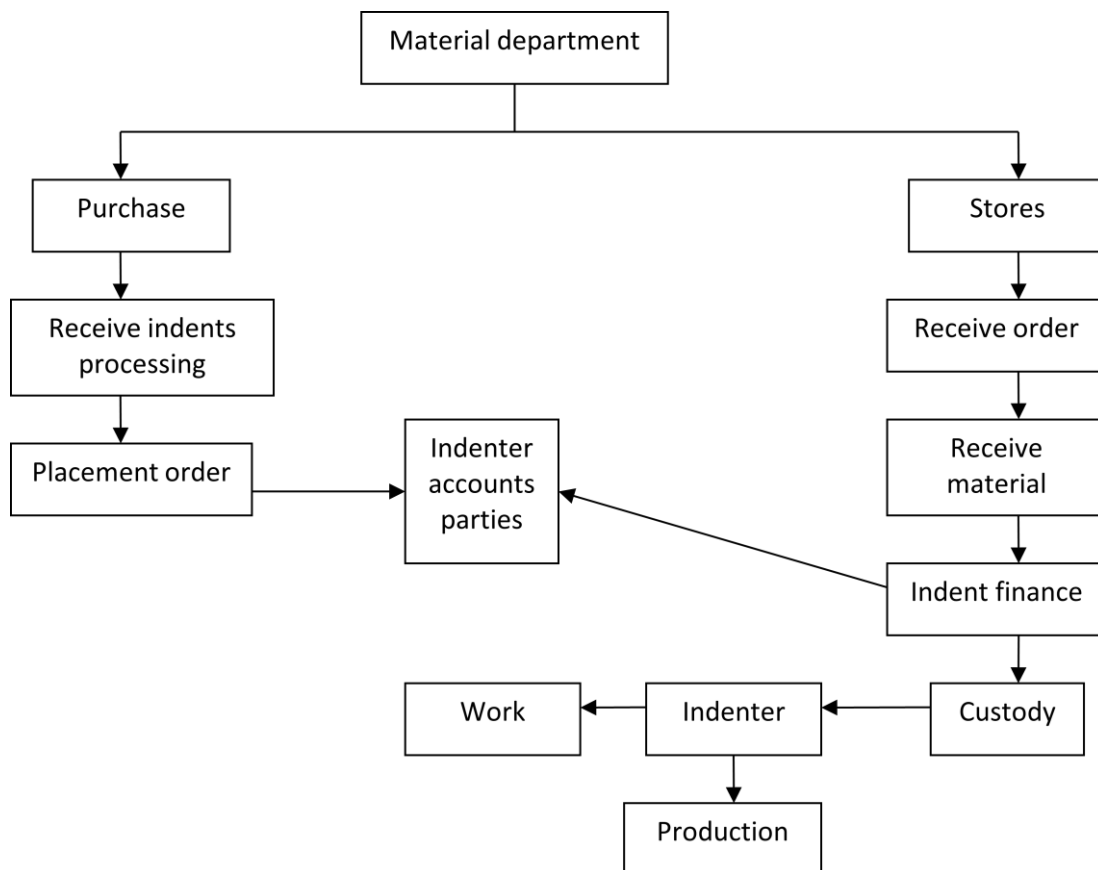
Marketing is typically, seen as the task of creating, promoting, and delivering goods and services to customers and business. In fact marketing people are involve in marketing 10 types of entities goods, services, experience, events, places, properties, organisation, information and ideas.

In IFFCO mainly marketing task perform from head office of IFFCO,DELHI.

FUNCTIONS OF MATERIALS DEPARTMENT:-

Raw material is the most important thing in manufacturing firm. Without raw material production process cannot be possible. Therefore we can say that raw material is the basic essential and fundamental thing for preparing the product. Main functions of raw material department are under:

Functions of materials department in IFFCO:-



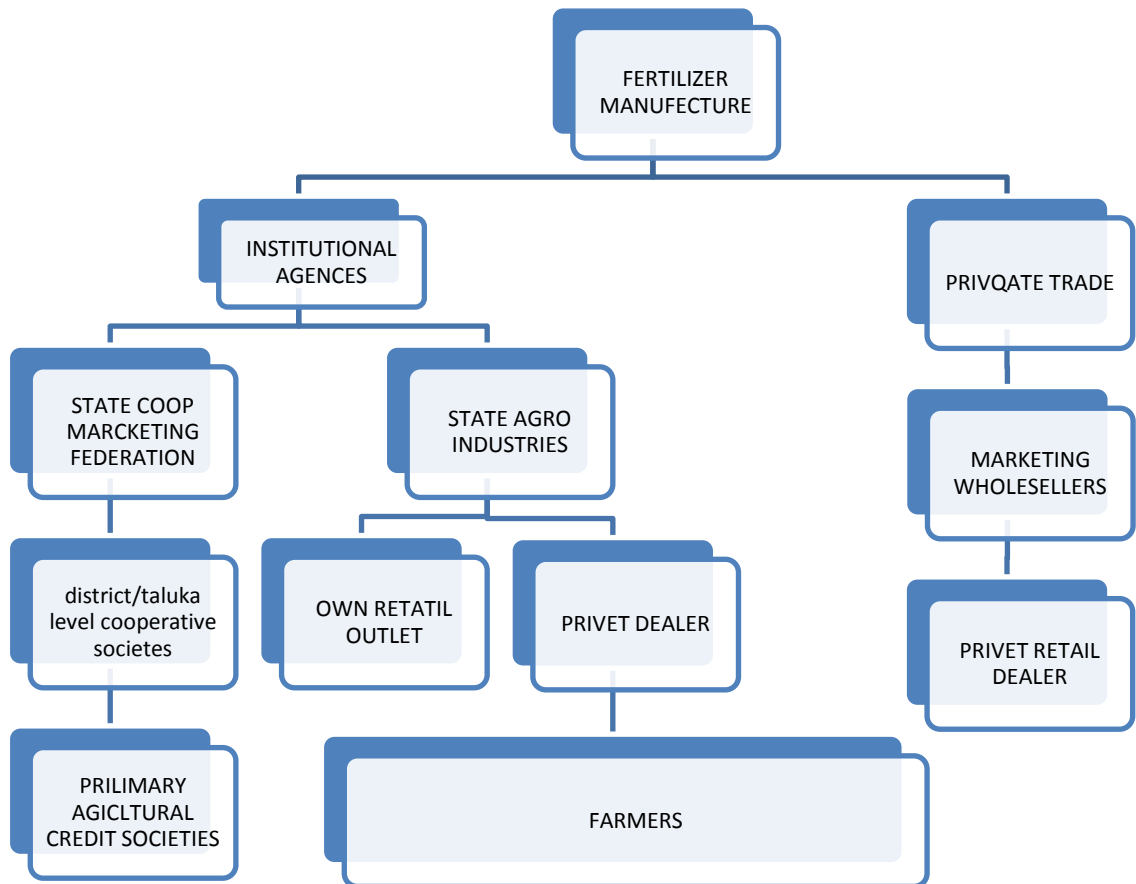
MARKETING CHANNELS

“channels should be chosen according to their efficiency, controllability, and adaptability”.

Distribution of fertilisers mainly through the Cooperative System:

- ▶ State level Apex Cooperative Marketing Federation acts as wholesaler
- ▶ Direct supplies to Societies in some States
- ▶ IFFCO-NCDC Cooperative Societies
- ▶ Small quantities to institutional agencies like Agro Industries Corporation etc.
- ▶ 158 IFFCO Farmers Service Centres

MARKETING CHANNELS OF IFFCO



MARKETING REASERCH

Marketing reaserch is the systematic design, collection, analysis and reporting data and findings relavant to a specific marketing situation facing the company.

IFFCO has pioneered itself in the production,distribution and marcketing of various nitrogenonus,phosphatic and complex fertiliser such as UREA,DAP and NPK fertiliser. R&D laboratory at IFFCO Kandla was set up way back in 1982 with the objective to development the following:

- a. Various NP/NPK fertilizers for hogher use efficiency,
- b. Np/NPK fertilizers for drip irrigation,
- c. Fertilizers for chloride sensitive crops,
- d. Analytical techniques which are fast and accurate.

In view of the above, R&D Laboratory, at IFFCO Kandla has developed the following products :

- 1) Preparation of urea Phosphate 17:44:0, a 100% Water Soluble fertilizer.
- 2) Preparation of high analysis polyphosphate based liquid fertilizer.
- 3) Preparation of high analysis chloride free NPK.
- 4) Preparing various 100% water soluble solid NP/NPK fertilizers etc.

Urea phosphetbis unique in a way that tits immediately soluble in water unlike the other conventional chemical and organic fertilizers. This can be used in drip irrigation. Certian fruit bearing plants like grapes, sugarcane, tomato, pomegranate, banana and horticultural plants need this type of fertilizer.

Urea phosphate in acidic in nature and has a high demand in the states having alkaline soils such as Maharashtra, Karnataka, Andra pradesh etc. At present this specialc fertilizer is imported as it is not indigenously manufacturing. Now IFFCO has taken the lead role to manufacturing it in India on a bench scale. The bench scale pilot plant located in R & D laboratory building has capacity to produce about 0.5 MTPD.

SALES PROMOTION

Morden marketing calls for more than devaloping a good product. Pricing it atrctively, and marketing it accessible. Companies must also communicate with present and potential stakeholder and the gernal public. Every companies inevitably cast companies communication and promote by advertising & sale promotion.

IFFCO's promotion system uses **farmers meeting, soil testing, by advertising on radio, painting the trolley of tractor, by forecasting a daily programme called "KRUSHI DARSHAN" on Doordarshan and National Channels for Farmers.**



TRANSPORTATION

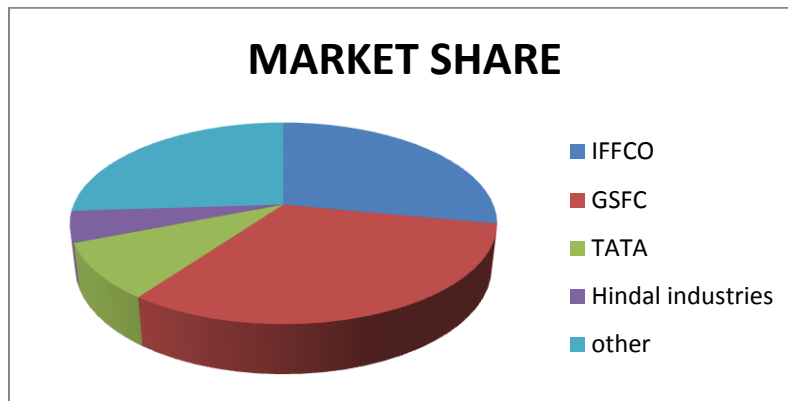
- Both by Rail (**88%**) and Road (**12%**)
- WAREHOUSING
- Federations & Cooperative Godowns
- Central Warehousing Corporation (CWC) and
- State Warehousing Corporation (SWC)

MARKET SHARE

The market share given below:

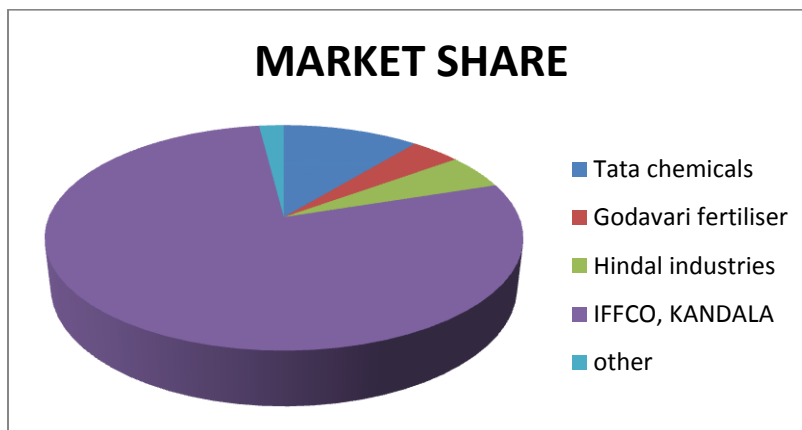
DAP

- ▶ Tata chemicals:9%
- ▶ GSFC:32%
- ▶ Hindal industries:5%
- ▶ IFFCO, KANDALA:28%
- ▶ Oher:2



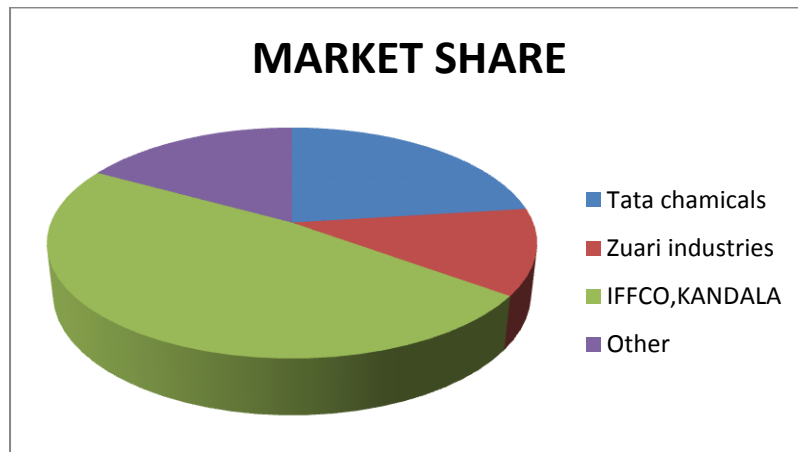
NPK-1

- ▶ Tata chemicals:11%
- ▶ Godavari fertiliser:4%
- ▶ Hindal industries:5%
- ▶ IFFCO, KANDALA:78%
- ▶ Oher:2%



NPK-11









- ▶ Tata chemicals:23%
- ▶ Zuari industries:12%
- ▶ IFFCO, KANDALA:48%
- ▶ Other:17%



COMPETITOR

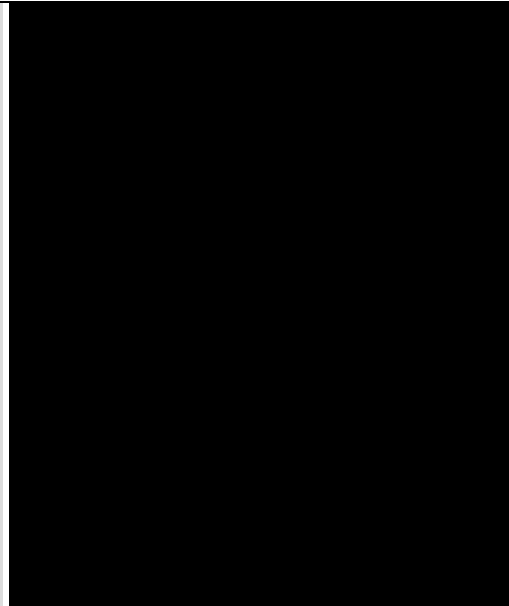
In any market for every product, service, etc you would find competition. This competition has good as well as bad effects also. Competition is good because due to competition the manufacturer would try his level best to produce the product with good quality compared to his other competitors. But this competition has bad effect also. Many competitors to stand in competition have provided low quality of product and they spend their money lavishly on advertisement.

IFFCO has also its competitors which are as follows.

TATA Chemicals	 
Padeep potash limited	
Gujarat state fertilizers corporations	
Gujarat fertilizers corporations limited	
Zuari industries limited	
Hindalco industries	 
Godawari fertilizers	

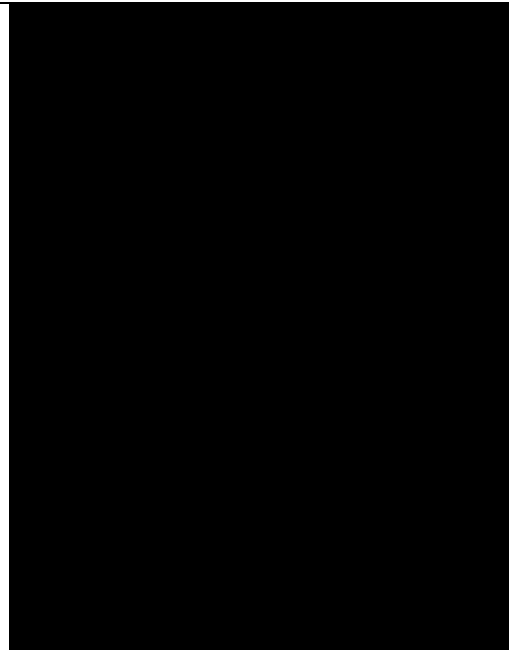
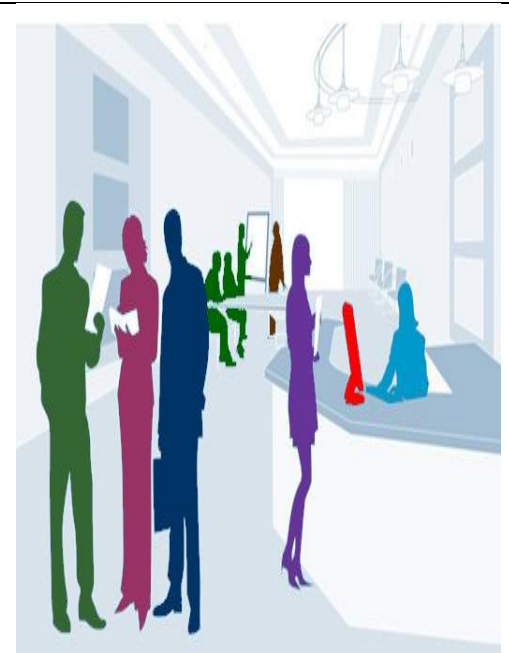
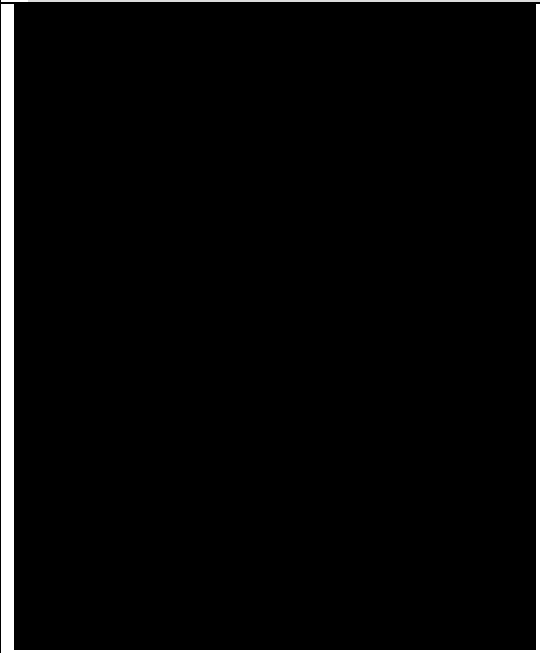


**MANAGE YOUR
MEN...**



**PARSONNEL
DEPARTMENT**

4



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INTRODUCTION

Personnel management is the management of the people at work. Personnel management is a function of the general management with the objective of ensuring that every employee makes his fullest contribution to the achievement of the objective of business.

Human resources are the greatest assets of any business enterprises. The workers are the heart of the organisation. It is the manpower that operates the machines process the raw material into a finished product and makes it possible to sales in the market.

In case of IFFCO. The personnel department is so much big because it is a service sector so there are no anymore department.

MANPOWER PLANNING:-

Manpower planning is “the process by which a management determines how an organization should move from its current manpower position to its desired manpower position. Through planning, a management strives to have the right number and the right kind of people at the right place, at the right time, to do things which result in both the organizational and the individual receiving the maximum long – range benefits.

SELECTION PROCESS

1. To decide the number of employees required.
2. To find out source of recruitment.
3. Internal sources such as promote the lower grade employee or transfer from other branches are available.
4. External sources such as employment exchanges, advertisement in newspaper, IFFCO's website, campus selection, contract basis, deputation from other organization, landlosers, and data bank on job applications received directly etc are available.
5. To give advertisement.
6. Scrutinizing the applications.
7. Selection procedure starts (selection either done by interview or by tests).
8. Then offer of appointment are given to the selected candidate.
9. Employment terms & conditions are discussed.
10. Induction process starts. It includes brief history of the organization, organizational chart (hierarchy wise), product / production, rules & regulations of company, working condition, rewards / perks, motivational issues, transportation facilities, introduction with staff, his / her job description etc.
11. To provide training after deciding method through which training is to be imparted.
12. Posting the employee.
13. If good Performance appraisal is their promotion is given, then after few years refresh training is provided, and at last employee is satisfied.

EMPLOYEE TURNOVER:-

Employee Turnover refers to the process of employees leaving an organization and requiring to be replaced. High turnover involves increased costs on recruitment, selection, training, difficulties in including teamwork and morale.

The specific actions that will help minimize employee turnover shall be better hiring practices, orientation, training, working conditions, remuneration and benefits, and opportunities for advancement.

In IFFCO Kandla, the employee turnover is hardly **0.5%**.....

SERVICES AND REWARDS FOR DIFFERENT LEVELS:

- **Dearness allowance:-**

Dearness Allowance is paid to all officers and workmen in the industrial D.A. pattern. 100 % neutralization of AICPI (All India Consumer Price Index) is being adopted for the payment of D.A to all officers. The periodicity of the adjustment for payment of D.A is quarterly as per existing practice

- **Employee pension scheme:-**

A statutory social security scheme provided by every employer under employees Provident Fund and Miscellaneous Act, 1952. Pension Scheme was introduced in IFFCO from 16th November, 1995.

- **House Rent Allowance :-**

It is paid @ 15 % of Basic pay to the employees who do not stay in IFFCO Township. Fee rate for quarters as on 1st July, 2001.

- **Washing Allowance:-**

It is given @ 4 % of the basic pay to workmen every month.

It is given @ 3 % of the basic pay to officers every month.

- **Transport Allowance (Rs.800 /- ceiling):-**

Paid @ 5% of Basic Pay to workmen every month.

Paid @ 3 % of Basic Pay to officers every month.

- **Education Allowance :-**

- **Canteen Subsidy :-**

Paid @ 5 % of Basic Pay to workmen every month.

Paid @ 7 % of Basic Pay to officers every month.

- **Shift Allowance – for all employees:-**

Morning shift – Rs. 30 /-

Evening shift – Rs. 30 / -

Night shift - Rs. 50 / -



House Keeping

In IFFCO Kandla unit House Keeping Committee is formed which is constituted with a Senior Executive as

Chairman and six others as members to look after the Housekeeping of the entire plant area for a neat and clean working condition. The committee visits all area frequently and suggests measures for maintaining good housekeeping in the plant area. The employees of the first three department with the best housekeeping practices are awarded prizes during the Safety Day Celebration, and the names of their departments are displayed at the prominent place, throughout the year.

- **MEDICAL ALLOWANCE:-**

Paid Rs. 4500 p.a. for normal medications for hospitalization and chronic diseases, reimbursement on actual.

- **PROVIDENT FUND AND PENSION FUND :-**

IFFCO contributes 12% of one & basic pay & DA pension as per PF rules and paid by PF commission.



INDUSTRIAL RELATION:-

Industrial Relations pose one of the most delicate and complex problems to modern industrial society. It refers to a dynamic and developing concept which is not limited to “the complex of relation between trade union and management but refers to the general web of relationships normally obtaining between employers and employees – web much more complex than the simple concept of labour – capital conflict”.

It is agreed in IFFCO that the management and workmen shall co-operate in creating healthy climate of Industrial relations and in promoting efficiency and production.

IMPORTANCE OF PEACEFUL INDUSTRIAL RELATION:-

- To increase productivity to higher level in the era of full employment by lessening the tendency to high turnover and frequent absenteeism.
- To maintain a good relation of labour and management by securing highest level of mutual understanding and goodwill among all those section in the industry which participate in the process of production.
- To avoid industrial conflict and develop harmonious relations, which are an essential factor in the productivity of workers and the industrial progress of country.
- To protect workers interests & to improve economic condition.
- To establish and nurse the growth of an Industrial Democracy based on labour partnership in the sharing of profits and of managerial decisions, so that an individual’s personality may grow to its full stature for the benefit of the industry and of the country as well.



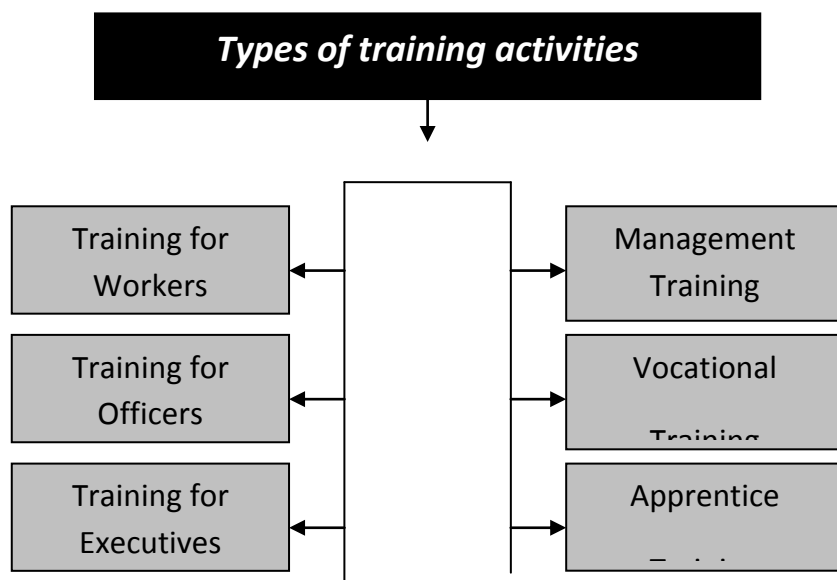
TRAINING AND DEVELOPMENT:

HRD AND TRAINING:

Training aims at developing an individual in the field of vocational skills, related knowledge and attitude. A person cannot play a profession successfully unless he is though in the skills applied therein, otherwise, he would simply “do as told”.

So the organized effort in the development of skill, knowledge and attitude is being carried out through training centre. The basic idea is to build human qualities and competencies.

The requirement of Apprentice Act 1961. With this end in view various HRD and training activities under taken are as follows:



TRAINING SCHEDULE FOR FRESH RECRUITS AT IFFCO KANDLA:

The training & development activity under taken at training centre IFFCO Kandla. As per directives and guidance from top management of the unit towards development of all trainees plays an important role and increasing basic management skills and better co-ordination and control technique.

1. Induction Lecture :

Trainees shall be given class room training and familiarization lecture.

2. Induction Plant Training :

Training shall be given for Basic knowledge and routine function of plant.

3. Plant Orientation Floor Training :

Plant Orientation Shop Floor Training shall be given to employees for their development of technical knowledge and awareness about various technical aspect of main plant.

4. Class Room Lecture Schedule :

Lectures are conducted for management trainees / graduate engineer Apprentice for development of their Technical & Plant related Theoretical Knowledge.

INDUCTION

It includes formalities for fresh trainees with respect to discipline i.e. routine activities like introduction with training head, technical head, and unit head. Signature in attendance register & making personnel files with complete personal profile of trainees, and filling of statutory returns.

- Time office system,
- Issue of uniform, helmet, safety shoes, opening of bank A/C. accommodation in township etc.
- Providing various technical books & manuals for learning HRD / training activity to new employees.

SALARY AND WAGES STRUCTURE:

The basic purpose of wage and salary administration is to establish and maintain an equitable wage and salary structure. Its secondary object is the establishment and maintenance of an equitable labour-cost structure, i.e., an optimal balancing of conflicting personnel interests so that the satisfaction of employees and employers is maximized and conflict minimized.

For it has been rightly said that “People do what they do to satisfy some need. Before they do anything, they look for a reward or pay-off”.

Thus, wage and salary programme have four major purposes:

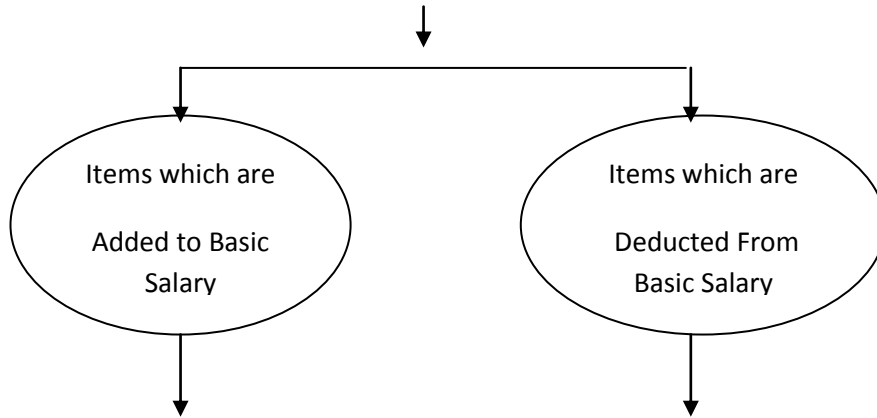
- To recruit persons for a firm.
- To control payroll costs.
- To satisfy people, to reduce the incidence of quitting grievances, and fractions over pay, and
- To motivate people to perform better.

SALARY STRUCTURE OF IFFCO

Officers - Non – Unionized				Worker - Unionized			
GR	MIN	Inc	MAX	GR	MIN	Inc	MAX
A0	27,750	750	31,500	F1	16,000	400	20,800
A1	27,750	750	31,500	G0	14,500	350	18,700
B0	25,750	650	30,950	G1	13,500	350	18,050
B1	23,750	600	28,550	G2	10,750	300	16,750
C0	22,500	600	27,300	H1	9,100	250	14,600
C1	21,500	600	26,300	H2	8,200	220	12,380
D1	20,000	500	25,000	I0	7,600	210	11,590
E0	18,500	450	23,900	J0	7,100	175	10,425
F0	17,500	400	22,300	JI	6,600	150	9,450

The items which are added / subtracted to basic salary are shown in the below chart:-

SALARY STRUCTURE



Dearness Allowance
Educational Allowance
Transport Allowance
Canteen Allowance
Kandla Allowance
LTC
Allowance For Long Working Hours

Provident Fund
Voluntary Provident Fund
Professional Tax
Income Tax
License Fee
Water Charges
Electricity Charges
Transportation Charges

GRIEVANCE SETTLEMENT MACHINERY:-

1. The machinery covers only the individual grievances and excludes such matters which fall within the purview of collective bargaining and which are matters of general nature.
2. Individual grievances include the following:-
 - Payment of wages and other dues.
 - Implementation of any conditions of employment in any individual case.
 - Recovery of dues.
 - Working conditions.
 - Grant of leave.
 - Allotment of quarter.
 - Medical facilities.
 - Transfer.

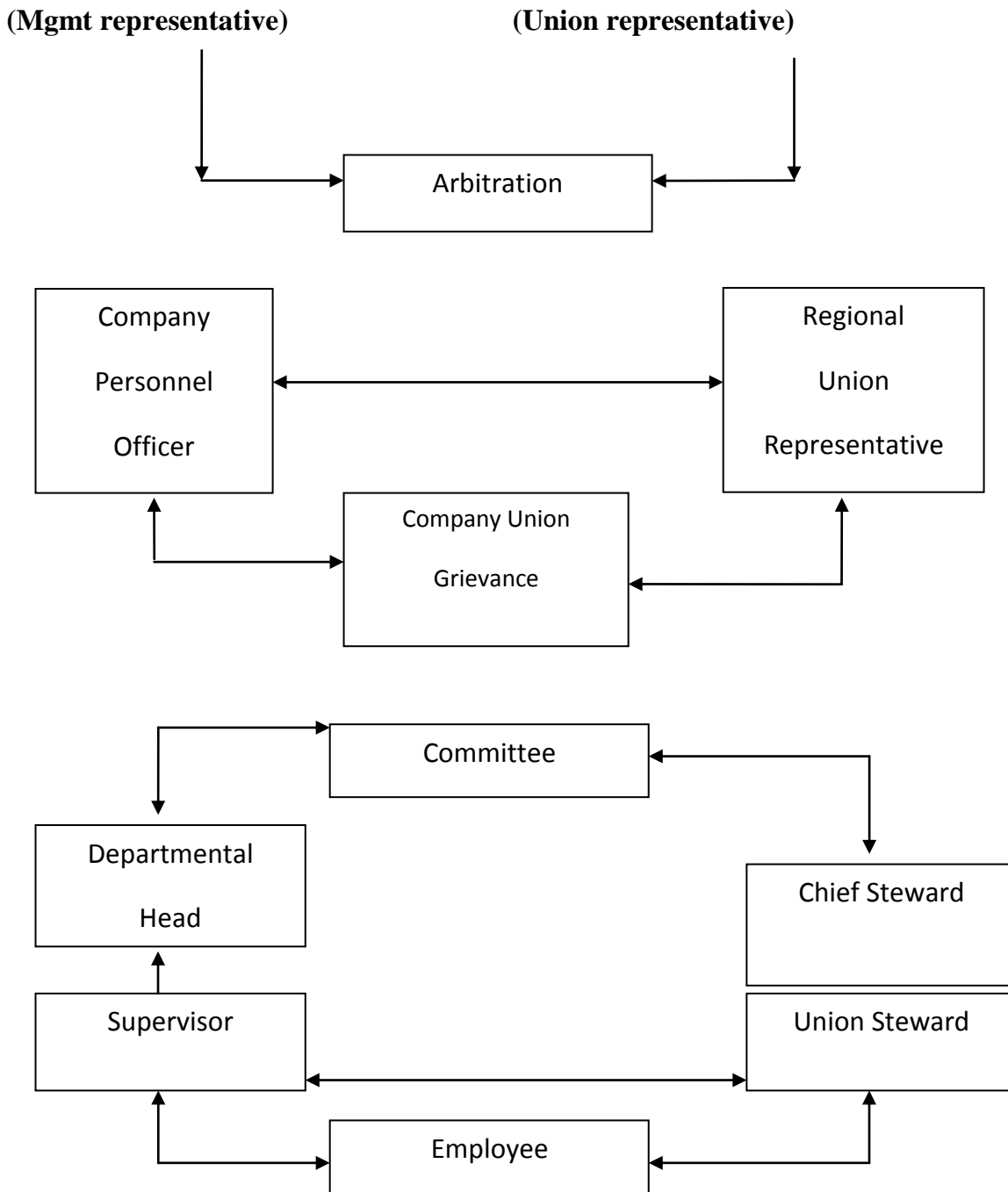
THE PROCEDURE:-

Stage – I:- Aggrieved employee may present his grievance verbally to his Sectional Head who will discuss the matter with the employee and give a satisfactory reply.

Stage – II: - If the employee is not satisfied with the reply given at Stage – I, he may submit his grievance in writing the Head of the Department through Sectional Head.

Stage – III : If the aggrieved employee is not satisfied with the reply of the Head of the Department, he may through proper channel further appeal to the General Manager. While forwarding the application to General Manager, all the relevant papers and previous correspondence will be sent along with the application. If necessary, General Manager may constitute the Committee of Senior Executives to examine the grievance either as whole or on a limited issue and to give its findings to General Manager for his decision.

GRIEVANCE SETTLEMENT MACHINERY



TRADE UNION:-

A trade union is any combination of persons, whether temporary or permanent, primarily for the purpose of regulating the relations between workers and employers, or between workers and workers, and for imposing restrictive conditions on the conduct of any trade or business, and includes the federation of 2 or more trade unions.

In IFFCO Kandla, Trade Union was registered in the year 1975. And from 1977 it started working effectively.

SOCIAL INVOLVEMENT OF EMPLOYEE AND THEIR FAMILY:-

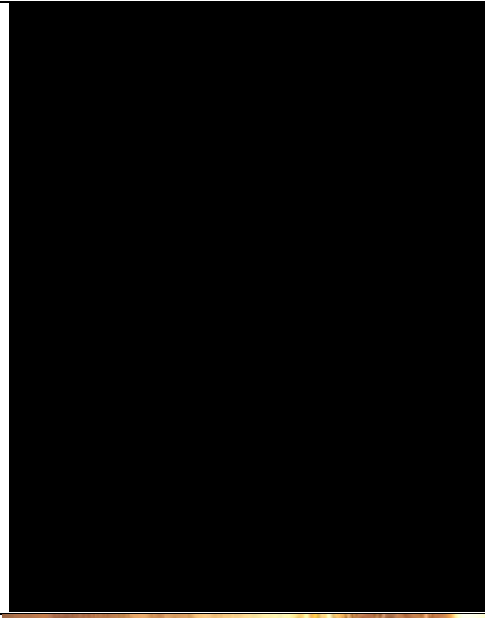
IFFCO celebrate social events such as Makarsankranti, Republic Day, Mahashivratri, Dhuleti, Cheti Chand, Independence Day, Rakshabandan, Janmashtami, Vijayadashmi, Deepawali, New year etc. and the days on which these functions all, as well as the days on which Christmas, Id-Ul-Fitr, Guru Nanak Jayanti and other festivals fall, We observe the same as closed holidays. Special sports and cultural activities are also organized as a part of celebration of Republic Day, Independence Day, May Day etc. During the celebration of Mahashivratri, Dhuleti, Rakshabandan, Janmashtami, Vijayadashmi etc., special poojas, bhajans, discourses etc. are organized at the temple of IFFCO's Township at Udaynagar, Gandhidham.

IFFCO has sport committee, to look after the sports activities for the employees and their family members. We have an excellent Cricket ground at the Township where regular Cricket matches at local level/district level representing various Govt/Non-Govt agencies including Ranji Trophies are organized. In addition to this, as a part of Republic day, Independence Day, etc. Various indoor and outdoor sports events are organized for all employees and their Dependent family members.

IFFCO has modern recreation Club, at IFFCO's Township at Udaynagar, Gandhidham with all facilities, to meet various indoor games and recreational requirements of employees and their family members. The Club is entrusted with a Committee to manage its affairs. It also provides Library facilities with good number of books, newspapers/magazines etc. to the need of all age groups. It has also got facilities for indoor games such as carom, badminton, table tennis, chess, billiards etc.

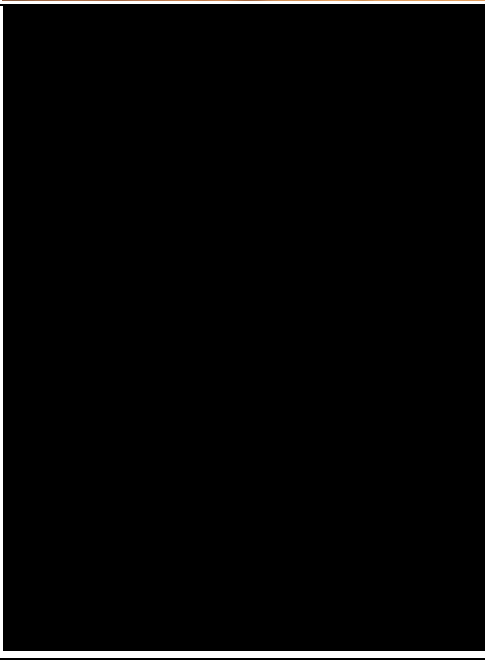
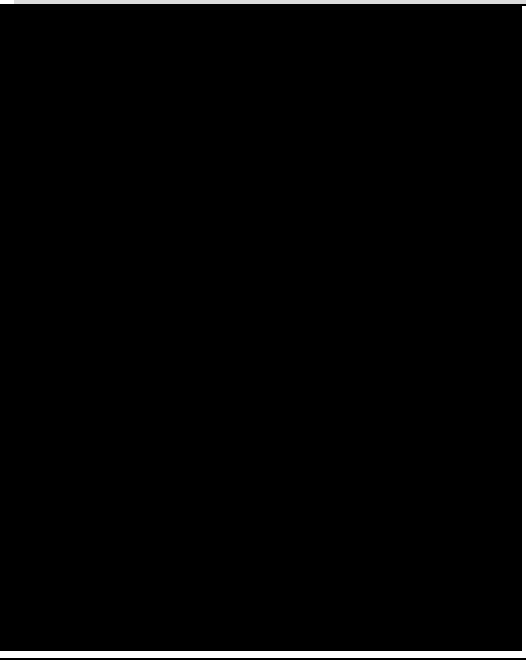


**RECEIVING &
MAINTAINING
FINANCE...**



**FINANCE
DEPARTMENT**

5



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INTRODUCTION

Finance holds the key of all activity the path of success is greased with money. Money is an arm or leg you either use it or lose it.

Finance is the process of organisation the how of funds so that a business can carry out its objectives in the most efficient manner and meet its obligation in the most efficient manner and meet its obligation as they fall due.

Finance management today is recognized as the most important branch of business administration finance management provides the best guide for the future resources allocation by a firm.

The IFFCO is provided sufficient finance facility from INDIA OVERSEAS BANK. Banker has assured the IFFCO to increase the finance facility as and when required company's own source of fund is also sufficient to fulfil requirement of production.



SHARE CAPITAL

Authorized Share Capital : 1000.00

Subscribed and : 423.93

(All Share Capital wholly owned by Cooperatives only)

INVESTMENT OUT SIDE OF THE IFFCO

- **Indian Potash Ltd (IPL)**

IFFCO's Equity : Rs. 2.68 Crore

Percentage of Equity held : 34%

Activity : Marketing of Potash
and imported fertilizers

- **Industries Critiques du Senegal (ICS) I & II**

Percentage of Equity held : 19.09 %

Products : Rock Phosphate, Phosphoric
Acid and NPK Fertilizers

- **IFFCO - TOKIO General Insurance Company Ltd. (ITGI)**

IFFCO's Equity : Rs. 193.90 Crore

Percentage of Equity held : 72.64%

Activity : General Insurance

- **Oman India Fertilizer Company (OMIFCO)**

IFFCO's Equity : Rs. 329.08 Crore

Percentage of Equity held : 25%

Products : Ammonia, Urea

- **Indo Egyptian Fertilizer Co. (IEFC)**

Project Cost	: USD 325 million
IFFCO's Paid up Equity	: Rs. 38.89 Crore
IFFCO's Equity	: 76%
Activity	: Phos. Acid Plant

- **National Commodity and Derivative Exchange (NCDEX)**

IFFCO's Paid up Equity	: Rs. 3.60 Crore
Percentage of Equity held	: 12%
Activity	: On Line Trading in Commodity futures

- **National Collateral Management Services Ltd. (NCMSL)**

IFFCO's Equity	: Rs. 4 Crore
Percentage of Equity held	: 13.33%
Activity	: Collateral Risk Management Solutions

- **IFFCO Chhattisgarh Power Ltd**

Project Cost	: Rs. 6265 Crore
IFFCO's paid up Equity	: Rs. 11.10 Crore
IFFCO Equity	: 74%
Activity	: Power Generation (1320 MW)

FINANCIAL DISTRIBUTION

<u>Project/Location</u>	<u>Objective</u>	<u>Estimated Cost</u>
Jetty	To handle liquid raw materials for Kandla NPK/DAP unit	Rs. 24 Crore (commissioned in May'98)
Railway Box Wagons under "own your wagon scheme"	336 wagons for fertiliser movements from Kandla unit	Rs. 40 Crore
Naphtha tank wagons	100 tank wagons for movement of Naphtha to Phulpur Unit	Rs. 15 Crore
Railway line/siding *	Speedy Movement of Fertilisers	Rs. 46.5 Crore



* Work in progress

FINANCIAL STRUCTURE

BALANCE SHEET AS ON 31ST MARCH, 2006

	Schedule As at 31.3.2006		
sources of Funds			
Shareholder's Funds:			
Share capital	1	42,264.73	
Share Application Money		7.99	
Reserves and Surplus	2	<u>3,13,265.88</u>	3,55,538.60
Loan Funds:			
Secured Loans	3	1,67,185.45	
Unsecured Loans	4	<u>3,36,358.81</u>	5,03,539.26
Deferred Tax Liability(Net)			45,839.30
Total			9,04,917.16
Application of Funds			
Fixed Assets:			
Gross Block	5	7,21,623.87	
Less: Accumulated Depreciation		<u>2,64,557.51</u>	
Net Block		4,57,066.36	
Capital Work - in - Progress	6	<u>29,925.89</u>	4,86,992.25
Investments	7		77,615.90
Current Assets, loans and Advances			
Inventories	8	1,51,964.32	
Sundry Debtors	9	47,440	

Cash and Bank Balances	10	9822.93	
Loans and Advances	11	<u>2,65,670.47</u>	
		4,74,898.10	
Less: Current Liabilities and Provisions:			
Current Liabilities	12	1,19,900.19	
Provisions	13	<u>16,258.68</u>	
		1,36,158.87	
Net Current Assets			3,38,739.24
Miscellaneous Expenditure			
(to the extend not written off)			
Voluntary Retirement Scheme Expenses			1,569.78
Total			9,04,917.17

RATIO ANALYSIS

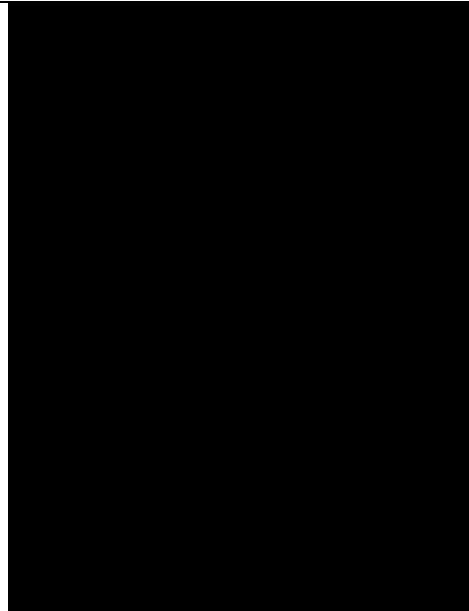
Ratio Analysis is the process of determining and interpreting numerical relationship based on financial statements.

Its provides a measure of the relationship between variables of figures.

FINANCIAL RATIOS	2007-'08	2006-'07	2005-'06
Operating Profit to Sale	7.76	6.69	6.92
Profit Before Tax to Sales	3.13	2.43	4.85
Return on Capital Employed	3.50	2.53	7.18
Profit after Tax to Net Worth	6.99	4.81	9.60
Fixed Assets Turnover (Times)	2.54	2.20	3.01
Current Ratio	4.21:1	5.06:1	3.49:1
Debt Equity Ratio	1.84:1	1.78:1	1.42:1

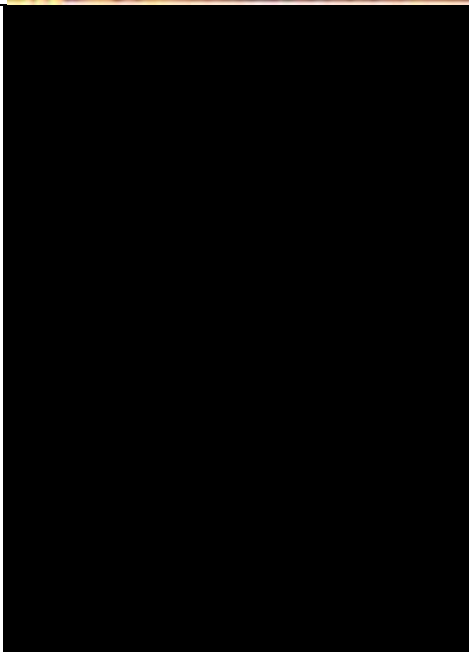
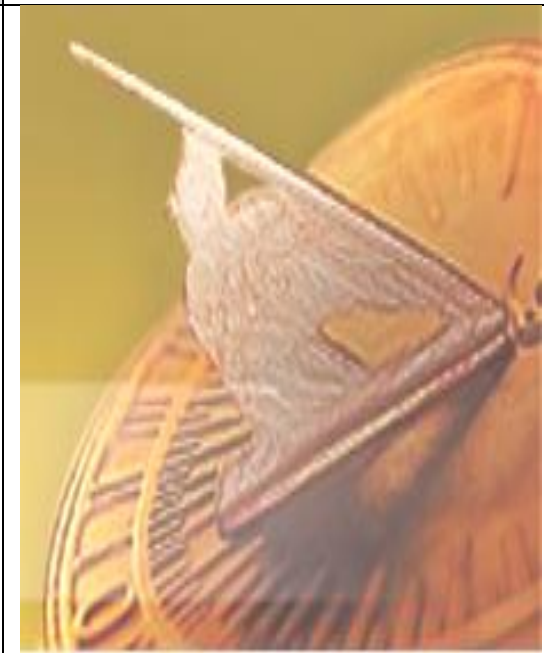
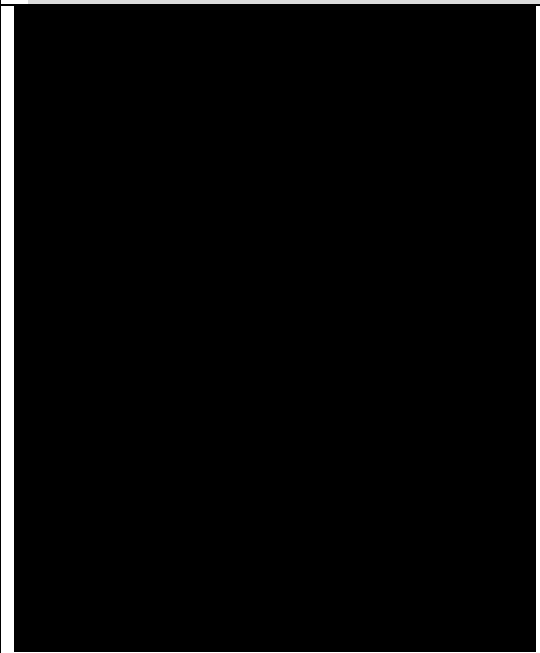


**WHICH YOU
ACHIEVE TILL
NOW?**



AWARDS

6

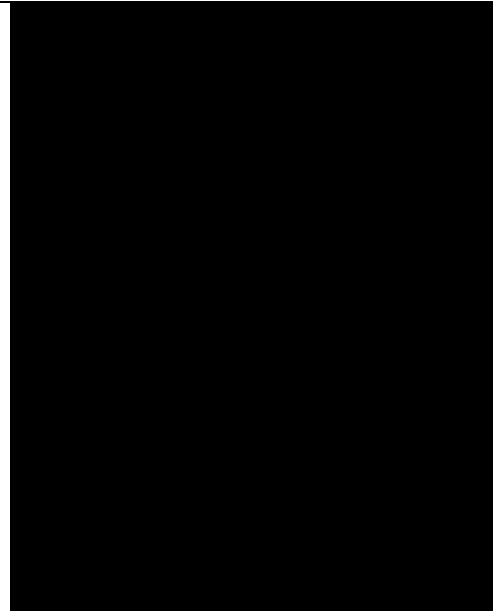


KANDLA UNIT - AWARDS

- ❖ Kandla Unit Wins - Golden Peacock Environment Management Award
- ❖ Nineteen Safety Awards from National Safety Council - U.S.A.
- ❖ Fourteen Safety Awards from the National Safety Council, Bombay, Government of India.
- ❖ Twenty nine Safety Awards from Gujarat Safety Council, Baroda
- ❖ Seven Fertiliser Association of India (FAI) Awards for the best overall production performance during the years 1981, 1982, 1996-97, 1997-98, 1998-99, 2002-03 & 2004 - 05.
- ❖ One National Productivity Council (NPC) Best Productivity Award for the year 1997-98 in the category of Fertiliser Industry - Phosphatic Sector presented in August'00.
- ❖ Two Safety award from FAI for Excellence in Safety for 1999-2000 and 2005-06.
- ❖ One Safety award from Directorate General Factory Advice Service & Labour Institutes, Ministry of Labour, Government of India Runner, National Safety award - 1999"
- ❖ One Environment Silver Trophy award from Green Tech Foundation for the year 2003-04.
- ❖ Kandla unit initiated the process of obtaining ISO 14001 certification.
- ❖ National Productivity Council were the consultants for the same. M/S BVQI are the auditors. The final audit for assessment of issue of certificate was carried out and:
- ❖ IFFCO Kandla has been certified as Environmental Standards ISO 14001:1996 company by M/S BVQI for the operational scope of "Manufacture of DAP and NPK Fertilisers" with effect from 27th Nov'2000.
- ❖ IFFCO Kandla has been certified as Environmental Standards ISO 14001:1996 company by M/S BVQI for the operational scope of "Manufacture of DAP and NPK Fertilisers" with effect from 27th Nov'2000.

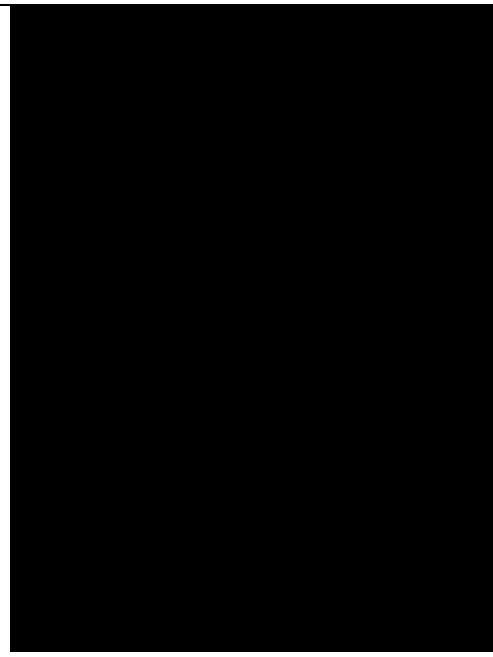
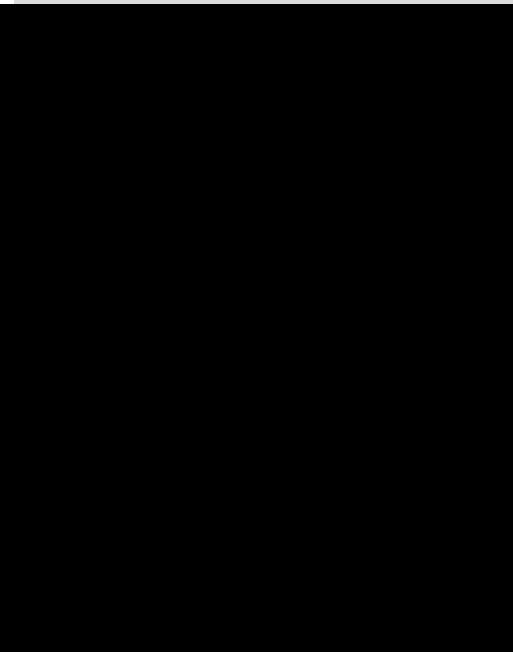


FIRST DUTY IS
SAFETY



FIRE AND SAFETY

7





FIRE AND SAFETY:-

- Maintaining and Monitoring safety at work in the plant.
- Monitoring and control of all the facilities where ever hazards is involved as per fire rules for handling of hazardous chemicals.
- Regular servicing/monitoring of all fire and safety equipments in and around plant.
- Conducting and coordinating annual safety audit.
- Mock drill practice for emergency preparedness.
- Regular updating of On-site and Offsite emergency plan.
- Conducting various competition activities to increase awareness programmes.
- Conducting various competition activities to increase awareness of safety.
- Compliance of condition relating to safety includes the Factories Act.



AIM WHERE YOU
WANT TO REACH?

GOAL



GOAL

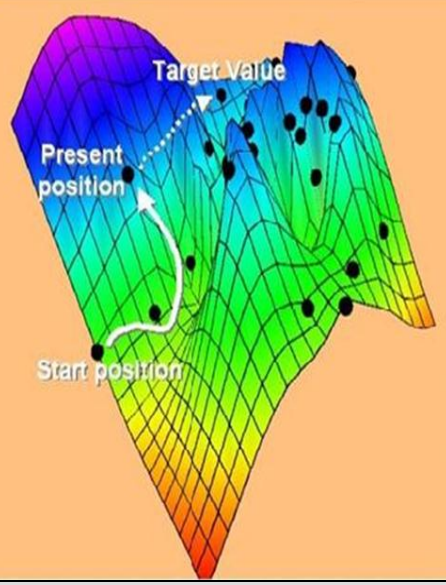
Retain dominant position in Indian Fertilizer Sector, improving its position further by achieving sustainable and viable growth through excellence in all its activities and gearing itself to fulfil the diverse expectations to stake holders, customers, employees and society.

VISION 2010:

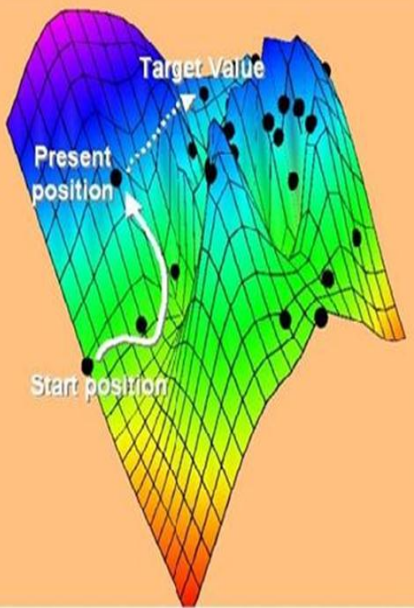
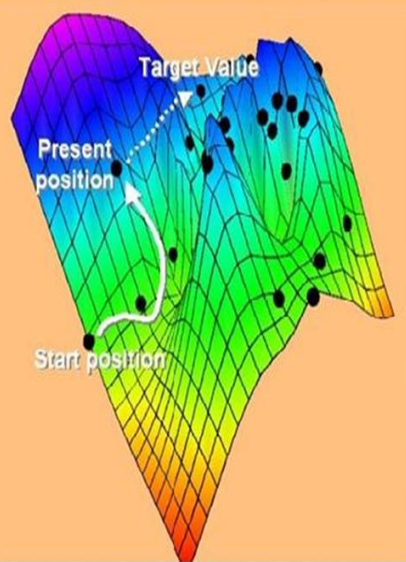
Having accomplished the objectives envisaged in “vision-2000” and “mission-2005”, the society embarked on “vision 2010” which focuses on future growth and development of the society and aims at:

- Attaining an annual turnover of Rs. 15000 crore by 2010.
- Installation of ammonia and urea plants including acquisition of fertilizer units.
- Backward integration to meet feedstock requirements such as Phosphoric acid.
- Generation of power.
- Production and marketing of micro-nutrients, seeds bio-fertilizers, pesticides etc.
- Value addition to agro-products and marketing.
- Information technology and IT enabled services.

MEASURE YOUR POSITION



SWOT
ANALYSIS



SWOT ANALYSIS

S.W.O.T. Analysis means overall evaluation of a company Strengths, Weakness, Opportunities and Threats. S.W.O.T. analysis consists of marketing analysis of external environment and internal environment.

⇒ **S=Strengths**

⇒ **W=Weakness**

⇒ **O=Opportunities**

⇒ **T=Threats**



⇒ **S=Strengths**

It utilise it's 90% capacity.

It covered good market share.

It is well known organisation.



⇒ **W=Weakness**

It is co operative society so, decision delayed.

Election for president and other political disturbance affect in decision making of organisation.



⇒ **O=Opportunities**

IFFCO have opportunities to grape market, growth & elustrect expansion

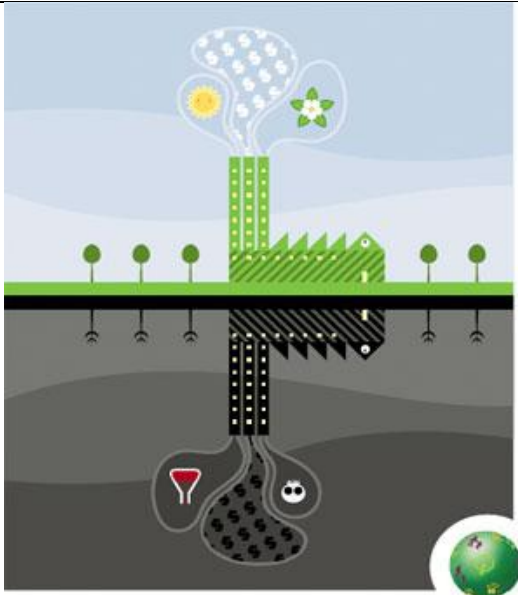


⇒ **T=TREATS**

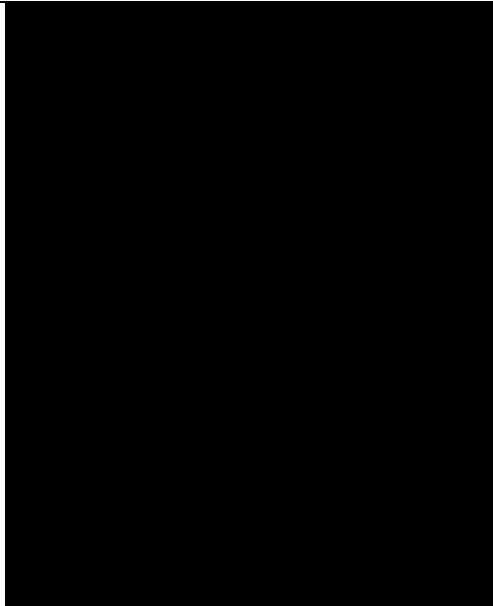
Competitors increased day by day

Shortage of raw material

Other treats like terrorism war and natural treats such as stormed

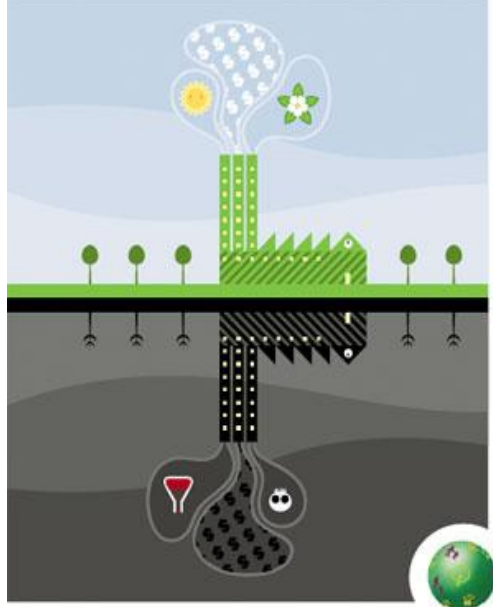
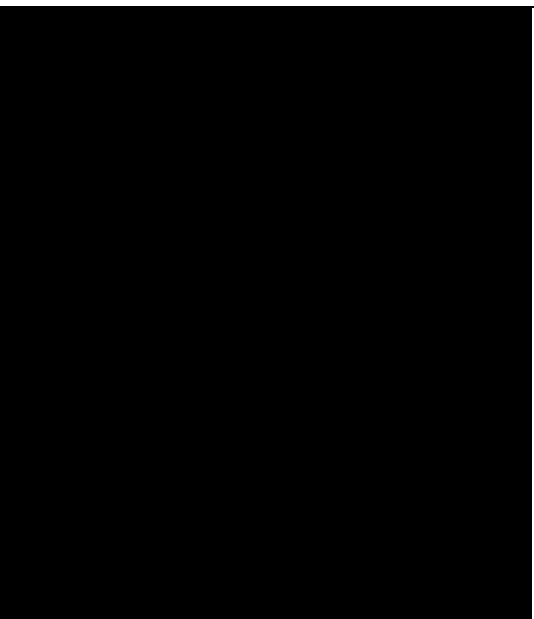
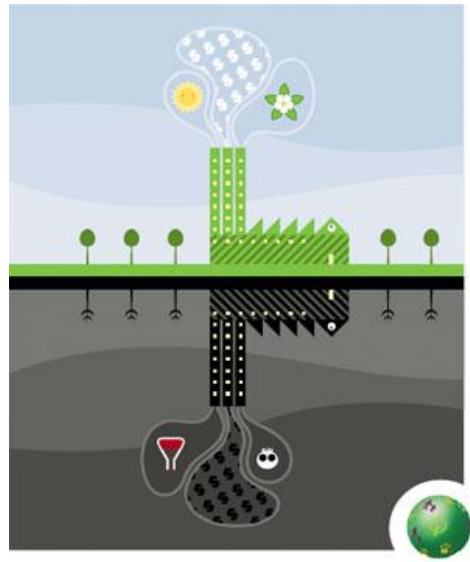


HOW YOU
MAINTAIN
ENVIRONMENT?



ENVIRONMENT
POLICY

10





REUSE & DISPOSABLE OF WASTES AND EFFLUENTS:-

The waste materials produced from the manufacturing process has to be effectively disposed at a safer place.

In IFFCO, bio – waste (hospital waste) and canteen waste is disposed by burning / burring them in the pit. Industrial waste i.e. scrap is sold to Companies / NGO. Plastics are either sold or disposed off by proper procedure. Oil, barring etc are recycled. Waste water is recycled and reused.

SOCIAL RESPONSIBILITY



OBLIGATION TO
THEIR
CONTRIBUTIONS...

SOCIAL
RESPONSIBILITY

1 1

SOCIAL RESPONSIBILITY



SOCIAL RESPONSIBILITY



IFFCO'S CONTRIBUTION TO SOCIAL DEVELOPMENT:

The core activity of IFFCO is production of fertilizers – the much needed item of the farmers, which itself is the factor contributing the Social and Economical Development of the farming community. IFFCO is a Cooperative Society of farmers. The fertilizers manufactured by IFFCO are distributed to the farmers through their societies at an affordable price subsidized by the Government of India. IFFCO enables the farming community to get fertilizers and other agricultural products and helps in attaining the objectives of the Govt. to become self sufficient in food grain production. Also by constructing the Fertilizer Plant at Kandla, it has brought economic prosperity to the once neglected area of Kandla / Gandhidham complex and Kutch District.

SERVICE TO FARMERS

Agricultural Extension and fertilizer use promotion programmers are an integral part of the marketing activity. Programmers are conducted at Area/State/Zonal offices under the guidance of agricultural scientists.



Programmers undertaken are :

- ➔ Balanced Fertilization programmers
- ➔ Adoption of villages for all round socio-economic development
- ➔ Farmers visit to various agricultural institutes and research farms
- ➔ Farmers' Meetings, Field Days and Crop Seminars
- ➔ Static/Mobile Soil Testing Laboratories with Audio-visual aids
 - TWO PLOT DEMONSTRATION
 - FARMERS' MEETINGS
 - FIELD DAYS

- CROP SEMINARS
- CRITICAL INPUT PACKAGES
- SOIL TESTING

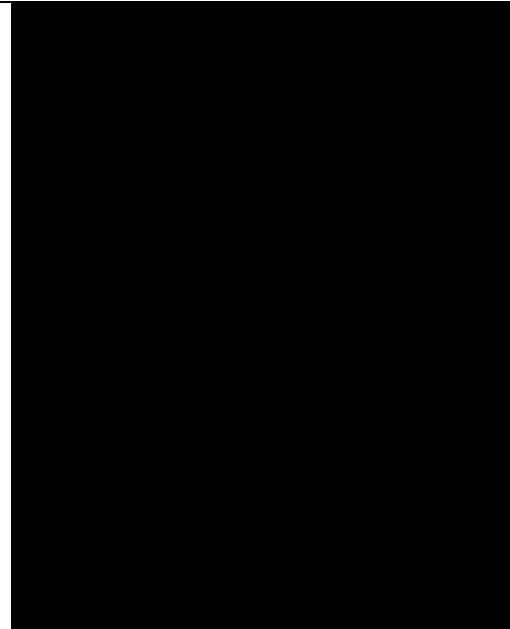
- SOIL TESTING CAMPAIGNS

Other Social Activities/Development Programmers' include :

- ◆ Supply of fodder in drought prone areas
- ◆ Veterinary Checkup and Distribution of Medicines
- ◆ Human Health Checkup and Distribution of Medicines
- ◆ Providing drinking water facilities
- ◆ Assistance to School / School children
- ◆ Watershed development projects

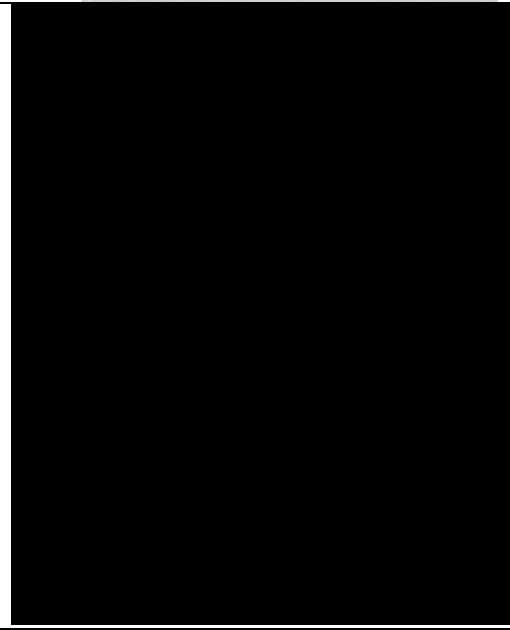
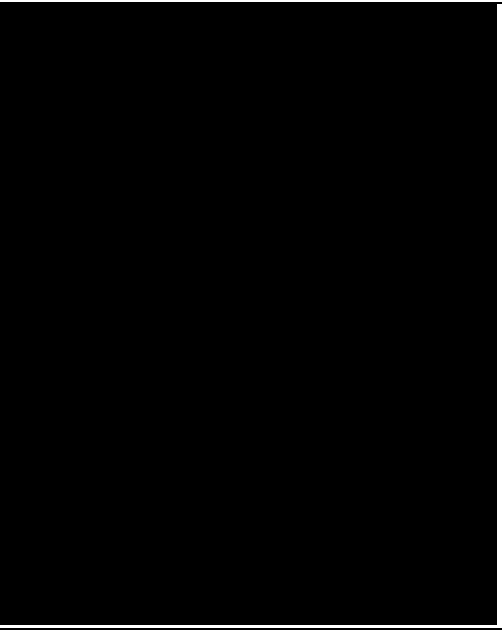


SOMETHING YOU SHOULD ADOPT..



SUGGESTION

12



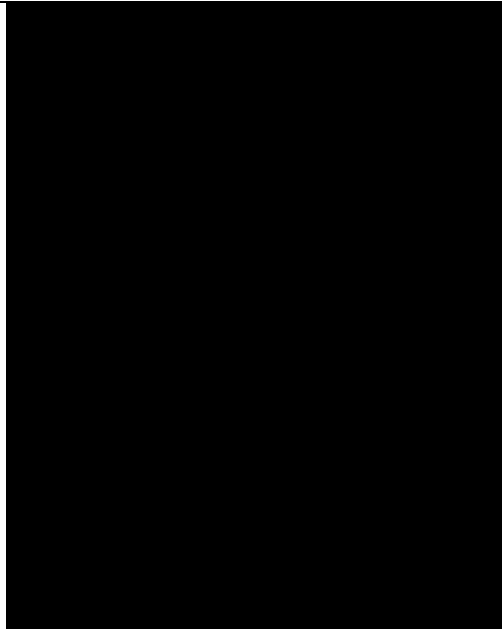
SUGGESTION

There is no major suggestion to company but some of them under

- Organisation have to reduce the election & other political matter from its management it may be helpful to reduce complexity among the management & workman.
- Organisation should have tried to maximise use of its material in some cases the waste material like.....
 - 1) Transportation
 - 2) Production process
 - 3) Storage
- Firm should have arrangements for the raw material so production process runs smoothly
- No doubt firm utilises its 87% to 90% capacity but it should improve it.

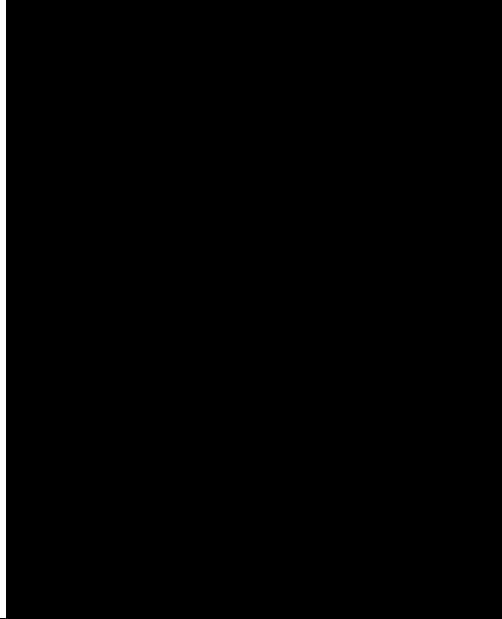
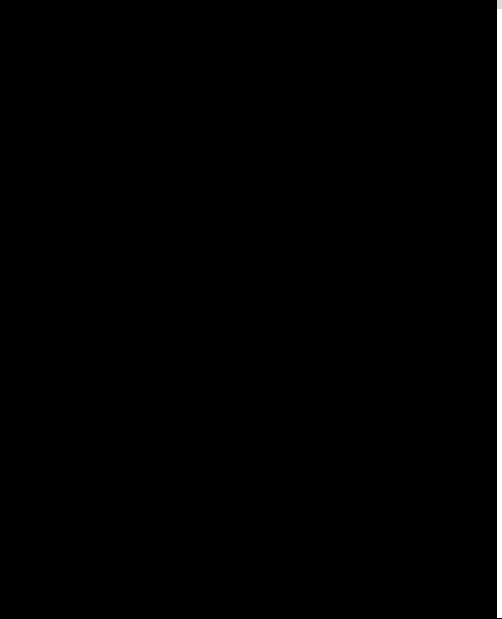
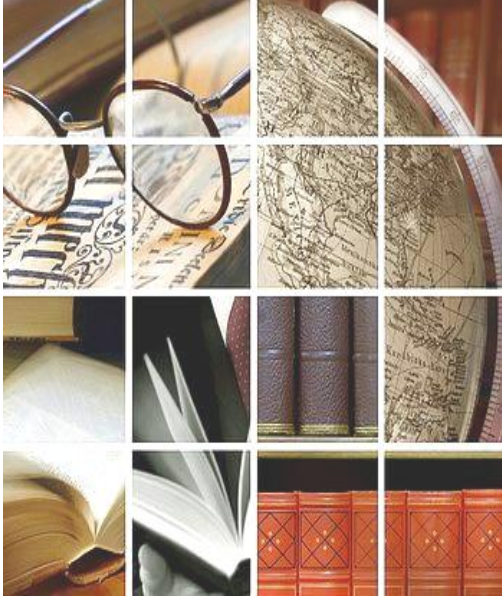


AT THE ENDING
TIME...



CONCLUSION

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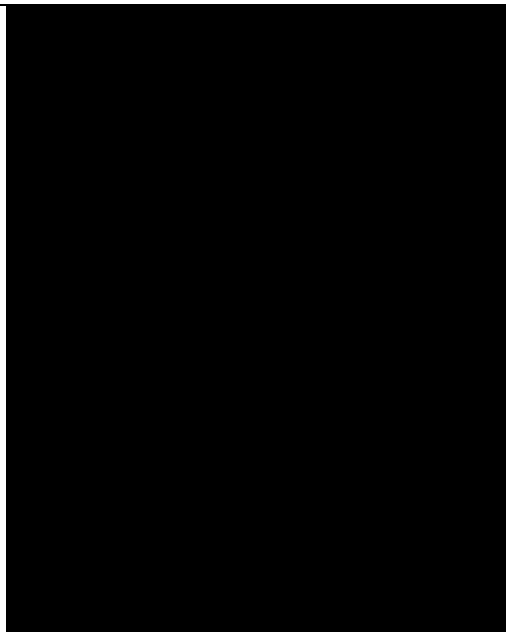


CONCLUSION

The success of iffco lies in the implementation of above practice at all its production units undoubtedly, team work has a direct and significant effect on a plants performance. There is no doubt; together IFFCO can achieve.

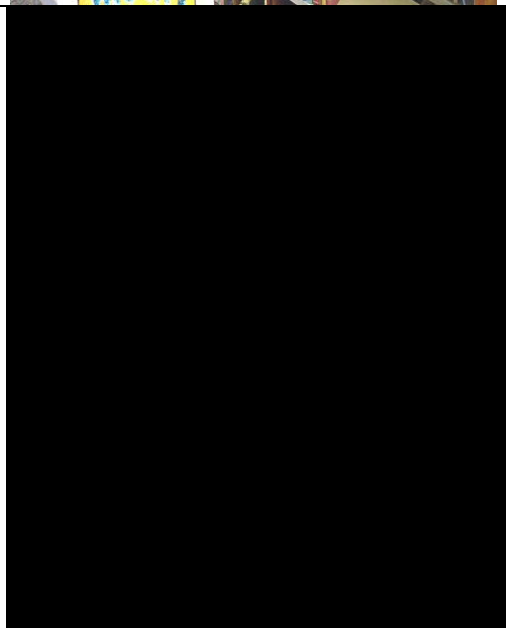
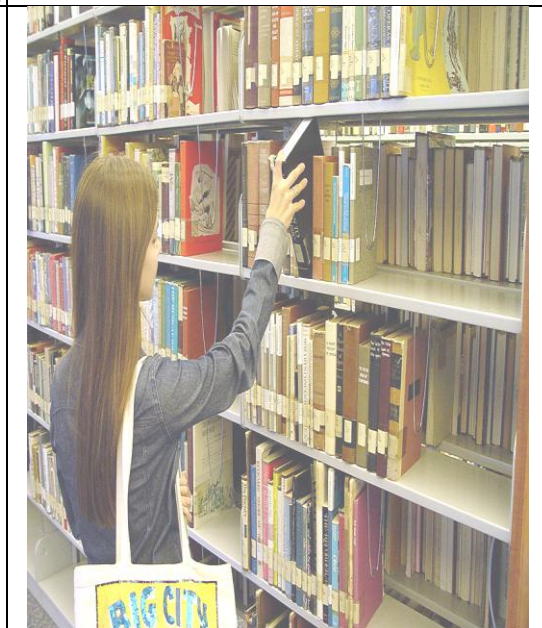
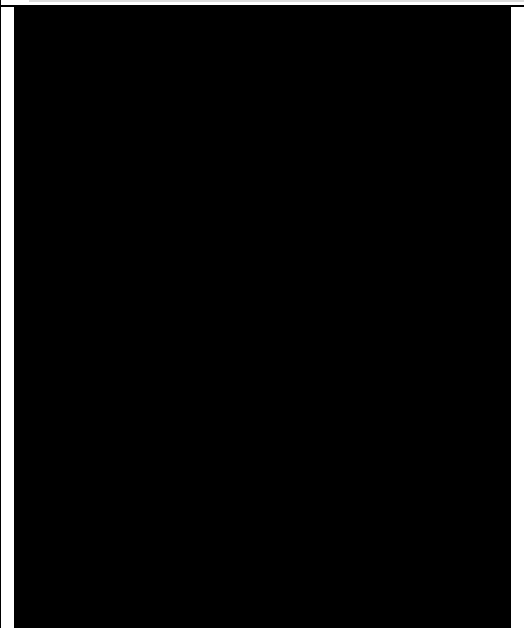
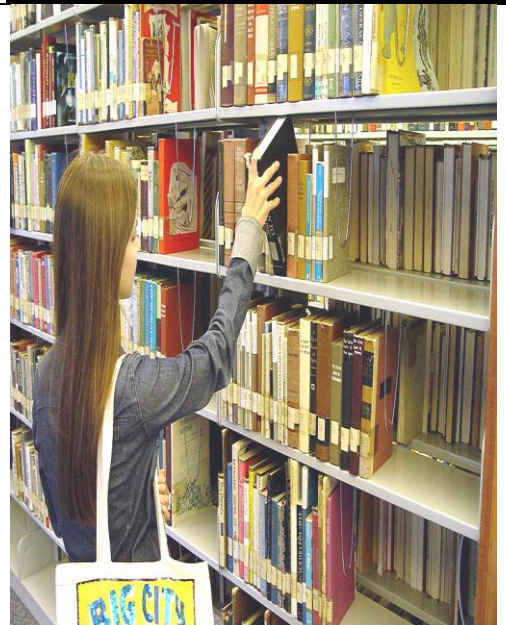


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