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ANNEXURE-I

Questionnaire for the District Co-op Milk Producers Unions Ltd.

INTRODUCTION

1. Name of the Milk Union or plant.
2. On which date union or plant is registered and what is the registration no.?
3. How many Districts are covered?
4. Total no. of villages covered.
5. Area of the District Co-op milk union (Milk Plant in Acres).
   i) Dry
   ii) Irrigated
   iii) Total
6. What kind of pattern was adopted to develop the cooperative dairy industry in Haryana?
7. No. of milk Co-op societies affiliated.

<table>
<thead>
<tr>
<th>Year</th>
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<th>Functional</th>
<th>Defunct</th>
<th>Proposed</th>
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<td>2012-13</td>
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</tbody>
</table>
Types of Cattle / buffaloes found in the districts covered by milk union.

Please specify distance of the village (in Kms)

i) From Dairy plant/Chilling centre.
ii) From the nearest primary milk society.
iii) From the motor able approach road.

ORGANIZATION

1. Which form of organization structure is prevailing here?

2. Do you think that the present organizational structure needs some change? Yes/No

3. Do you have organization Chart of your union or plant? Yes/No

4. If no meeting was held what action was taken by the competent authority?

5. What is the total strength of the Board of Directors?

6. What is the number and Composition of Directors?
   Elected  Nominated

7. Who is the overall in charge of the unit?
   i) Managing Director
   ii) Chairman
   iii) Any other

8. How many times was the General Body meeting held during the period of study?

9. Required minimum total number of members for General Body Meeting or Quorum.

10. What is tenure of the elected and nominated Director of dairy Co-op unit?
    Elected and its tenure  Nominated and its tenure

11. Who does appoint the M.D.?

12. What is the Nature and tenure of M.D.?
    Deputation
    Regular
PERSONNEL MANAGEMENT

1 Total no. of workers:
   i) Permanent
   ii) Seasonal
   iii) Daily wages

2 Staff position: (as on Dec.2013)
   i) Managerial
   ii) Supervisory
   iii) Office and other staff
   iv) Operative
      a) Skilled
      b) Semi-skilled
      c) Unskilled

3 Which method of recruitment have you adopted?
   i) Direct
   ii) Advertisement
   iii) Educational Institutions
   iv) Employment Exchange
   v) From any other organization

4 Please specify your selection method.
   i) Test or Interview

5 A) Please specify your training method?
   i) Apprenticeship Yes/No
   ii) On the Job Yes/No
   iii) Vestibule Yes/No
   iv) Seminar Yes/No
   v) Any other Method

B) What is the period of training?

6 What is the basis of promotion?
   i) Seniority
   ii) Merit
iii) Political influence
iv) Personnel favour by management
v) Any other (Please specify)

7 Social security and labour welfare measures:
i) What type of labour welfare measures are provided to worker?
ii) Are you providing rent free accommodation to the workers?
iii) Total no. of house constructed.
iv) Criterion of allotment of houses seniority / discretion.
v) Any other facility provided in the houses.

II Education
i) Is there any provision for workers education exists? Yes/No
ii) Is there any provision for workers children education exists? Yes/No

8 Industrial Relations
i) How many unions are there in the Dairy Co-op plant?
   a) Recognized
   b) Unrecognized

ii) Name of the trade union.

iii) Which act under registered?

9 The Chief Executive is appointed by the:
i) State Govt.
ii) General Body
iv) Board of Directors

10 Have there been any strikes / Lockouts. Yes/No
PRODUCTION MANAGEMENT

1. What is total annual milk collection (in litres?)

<table>
<thead>
<tr>
<th>Year</th>
<th>Lean Season</th>
<th>Flush Season Transitory</th>
<th>Period</th>
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<td>2012-13</td>
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</table>

2. How many milk routes and collection centres? (as on Dec.2013)

3. Mode of transport from collection center to milk plant/ chilling centers.

4. What is the basis of payment?
   i) Fat
   ii) SNF
   iii) Others

5. Please specify what maintenance schedule you follow?
   i) Weekly
   ii) Monthly
   iii) No regular maintenance schedule

MARKETING MANAGEMENT

1. Please specify the distribution channels you use?
   i) Directing Selling
   ii) Wholesaler
   iii) Retailer
2 You sell milk to:
   i) Milk Vendor
   ii) Co-op. Society
   iii) Local Customer
   iv) Neighbors

3 How you gather market information?
   i) Market Survey
   ii) Magazines
   iii) Govt. Publications
   iv) Not collected

4 How you promote your product?
   i) Advertising
   ii) Samples
   iii) Personal contact
   iv) Internet

5 Does the milk-vendor/officials of milk society daily come to take milk in time? Yes/No

6 Do you think that Marketing Infrastructure is in the requirement of change? Yes/No

FINANCIAL MANAGEMENT
1 What are the various source of finance?
   i) Share capital
   ii) Reserve and Surplus
   iii) Loans
   iv) Grants and subsidies

2 What is the mode of payment to milk Co-op societies?
   i) Daily
   ii) Weekly
   iii) Monthly
3 What are the major problem being faced by the unit in respect of
   i) Management and Organization
   ii) Finance
   iii) Animal Health
   iv) Employer- employee relation
   v) Transportation
   vi) Collection of milk
4 Does your unit (Plant) face any problem relating to finance function?

   Yes/No

   If yes what are the main problem?
   i) Less staff
   ii) Untrained staff
   iii) Lack of computerization
   iv) Lack of proper division of financial work.
   v) Any other

WORKING RESULTS

1 What is the position of profit earned/ loss incurred for last ten year?

<table>
<thead>
<tr>
<th>Year</th>
<th>Profit</th>
<th>Loss</th>
</tr>
</thead>
<tbody>
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<tr>
<td>2012-13</td>
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</tbody>
</table>

2 What are the reason for loss (if any)?

3 What are your suggestion for improvement/ development of dairy industry in the state of Haryana?
ANNEXURE-2

The ---------------------------- District Cooperative Milk Producers, Union Limited.
Business Plan for the year------------------------.

1.0 General.

1.1 Registration Number & date.
1.2 No. of inhabited villages at the end of the previous year.
1.3 No. of villages covered at the end of the previous year.
1.4 No. of families possessing milch cattle at the end of previous year.
1.5 Milk production in the entire area of operation for the previous year. (litres per day)
1.6 Milk procured by Milk Societies in the entire area of operation during the previous year. (litres per day)
1.7 No. of families in covered villages at the end of previous year:-
   I Possessing milch cattle.
   II Selling milk to society.
   III Selling milk to the vendors.
   IV Selling milk to locally.
   V Not possessing any milch cattle.
1.8 Percentage of pourer families possessing milch cattle in covered villages.
1.9 Marketable surplus milk in villages covered for the previous year.
1.10 Milk procured in covered villages for the previous year. (litre per day)

2.0 Cooperative Societies

2.1 Milk Societies affiliated to the Milk Producers Union at the end of previous year.
2.2 Milk Societies supplying milk to the Union at the end of previous year.
2.3 Milk Societies supplying milk regularly for the previous year.
2.4 Milk Societies to be registered during the year.
2.5 Milk Societies to be cancelled during the year.
2.6 Milk Societies to emerge at the end of the year.
3.0 **Membership**
3.1 No. of members of Milk Societies at the end of previous year.
3.2 No. of pourers of Milk Societies for previous year.
3.3 No. of pourers to be added during the year.
3.4 No. of members to emerge by the end of the year.

4.0 **Milk Procurement**
4.1 No. of milk routes.
4.2 Milk procured during the year. (in thousand litres)
4.3 Average milk procurement per day in litres.
4.5 Average milk procurement per milk society.

5.0 **Sale of Cattle Feed and Seed etc.**
5.1 No. of societies selling Cattle Feed, Fodder Seed and Ghee etc.
5.2 Quantity sold during the year: - a) Cattle Feed (M.T) b) Fodder Seed (Qtls.) c) Ghee (Qtls.).

6.0 **EXTENSION**
6.1 No. of mass meetings held.
6.2 No. of audio-visual shows held.
6.3 No. of farmers sent to Anand for Training.
6.4 No. of Secretaries trained.
6.5 No. of A.I persons trained.
6.6 No. of managing committee members trained.
6.7 No. of short duration seminars held.
6.8 No. of societies distributed bonus.
6.9 Amount of bonus distributed.

7.0 **Technical Inputs**
7.1 No. of milk societies covered under First Aid.
7.2 No. of animal treated: -
   a) Emergency visit
   b) First Aid
   c) Infertility Camps
   d) Vaccination done etc.
7.3 Conception rate percentage.

8.0 **Administration**

8.1 Employees at the end of the year.

8.2 Additional Posts required for the year.

8.3 Balance sheet for the previous year.

8.4 Projected profit & loss for the year.
<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Full Form</th>
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<tr>
<td>A.I.</td>
<td>Artificial Insemination</td>
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<td>A.D.D.</td>
<td>Average Daily Distance</td>
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<td>A.T.T.</td>
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<td>A.D.M.P.</td>
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