

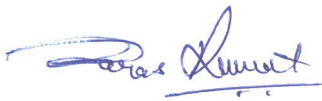
**A  
SUMMER INTERNSHIP PROJECT REPORT  
ON  
THE PROCEDURE TO PASS THE BILL  
AT  
BEST FOODS LTD.  
BY  
PARAS RAWAT  
(2016BCH006)**



**UNDER SUPERVISION OF  
DR. LOKANATH MISHRA  
  
INSTITUTE OF MANAGEMENT  
JK LAKSHMIPAT UNIVERSITY  
2018**

## DECLARATION

I hereby declare that the project work entitled “The Procedure To Pass The Bill” submitted to JK Lakshmipat University, Jaipur is recorded of an original work done by me. This project work is submitted in partial fulfilment of the requirements for award of the degree of The Bachelor of Commerce (Honors). It is not produced or published anywhere else for award or any degree.



Paras Rawat

B.Com. (Hons.)

## CERTIFICATE

This is to certify that Mr. Paras Rawat, student of B.Com. (Hons.) V semester, Institute of Management, JK Lakshmipat University has undertaken his summer training at Best Foods Ltd. on the topic titled as “The Procedure To Pass The Bill” under my guidance. His summer training report is record of bona fide study. It is not published anywhere or replicated for award or any degree.

  
Dr. Lokanath Mishra  
(Faculty Guide)

**TO WHOMSOEVER IT MAY CONCERN**

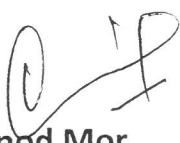
This is to certify that Mr. Paras Rawat S/O Shri Surendra Kumar Rawat, having Enrollment No. 2016BCH006 a student of B.Com (Hons.) - IV semester (II year) of JK Lakshmipat University, Jaipur has undertaken summer training in our organization from 14<sup>th</sup> May, 2018 to 23<sup>rd</sup> June, 2018 on the Project titled "Procedure to Pass the Bills" under my guidance.

To the best of my knowledge, the study undertaken by him is original and is not replicate in any research paper, report or literature.

During the training period, we found him sincere and dedicated in his assignments.

We wish him all the best for his future endeavors.

For **Best Foods Limited**



**Vinod Mor**

**Sr. Manager- (IT & Accts.)**



CC : HR Deptt.

## ACKNOWLEDGEMENT

Every project big or small is successful largely due to the effort of a number of wonderful people who have always given their valuable advice or lent a helping hand. I sincerely appreciate the inspiration, support and guidance of all those people who have been instrumental in making this project a success.

I, PARAS RAWAT, a student of JK LAKSHMIPAT UNIVERSITY, am extremely grateful to them for the confidence bestowed in me and entrusting my project entitled "PROCEDURE TO PASS THE BILLS".

At this juncture I feel deeply honoured in expressing my sincere thanks to MR VINOD MOR and DR. LOKANATH MISHRA for making the resources available at right time and providing valuable insights leading to the successful completion of my project.

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## 1. PROJECT SUMMARY

This report is a brief about the work that I managed to do in my summer internship in Best Foods Ltd. on the project entitled as “Procedure to pass the bill”. This project revolved around the procedure through which the bill gets passed, the problems in these procedures, and finding the possible solutions to the problems identified. During the internship I got to enhance my skills, made public relations, got to know about how the work is done in corporate world. I was lucky that I got this opportunity.

## 2. INTRODUCTION

### **PROJECT TITLE OF THE INTERNSHIP:**

**“Procedure to Pass the Bill”**

This report is a brief about the work that I managed to do in my summer internship in Best Foods Ltd. The company is a rice producing company, although, it manufactures some other products also. This entire summer project revolved around the procedure through which a bill gets passed at Best Foods Ltd. The main focus of the company was to make me understand that how the work is done in the real world. So, in the end, this project helped in enhancing my skills.

### 3. PROFILE OF THE COMPANY



**BEST FOODS LTD.**

**Industry:** Rice manufacturer

**Founded in:** 2004

**Corp. Office:** New Delhi

**Key People:** Dinesh Gupta (Managing Director)

M P Jindal (Chairman)

**HOD's :** Vinod Mor, Sr. Manager - IT & Accounts

Ravinder Singh, DGM – Purchase

Shivshankar Prasad, Sr. Manager – Quality

Daanveer Singh, Sr. Manager – Production Planning Control (PPC)

Surendra Rawat, DGM – HR & Admin.

Veenet Dixit, GM – Operations

Mukesh Kumar, DM – Utility

**Products:** Rice, Brown Rice, Organic Rice, Almonds, Walnuts, Honey

**Website:** [www.bestfoodgroup.com](http://www.bestfoodgroup.com)

**Address:** Village- Nort, Tehsil- Indri, District- Karnal, Haryana - 132041

Best Foods Ltd. is a reputed provider of a variety of rice products to the society.

They, at BEST Food, are delighted to provide connoisseurs of fine food with rice of unmatched quality, sourced from the foothills of the Himalayas and other prime rice growing areas in India. They work with farmers, partner food companies and respond to the needs of their customers to ensure that nothing but the very best rice graces the table. At BEST, they will always give you the best.

They dare to call themselves best because they will not tolerate anything short of that. They have set standards for themselves that others would consider pipe-dreams. They are one of the India's largest and most reputed rice producers.

The company is built around two core assets - its brand and its people. Work, to them, is not an eight hour stretch of monotony. And their work-place is not a necessary evil that they accept in order to earn an income. It is a place of exploration, creativity, professional growth and interpersonal relationships. Their people take pride in their work and in building brands that others love. Drawing on their collective energies, this Secret Formula enables them to achieve greater results collectively and collaboratively, and they thoroughly enjoy themselves whilst doing it! The inexplicable pace, energy, and passion in their people makes them one of the most sought after places to work in.

Best Food is a people's organisation. They celebrate every event, be it accomplishment of targets or welcoming a new member in their family, birthdays or festivals or any other special occasion, they find reasons to celebrate and make the atmosphere employee-friendly.

At Best Food, they make big investments in people as they are their top priority. For them, their people are the key drivers for their success. Best Food provides its employees a dynamic professional environment bound by one spirit , 'The Best Spirit ' and that makes Best Food a great place to work in.

## **THEIR VISION**

At BEST Food, they are committed to excellence. They aim to be the best in the industry – in quality, in customer satisfaction and in employee confidence. They believe in providing leadership and adequate returns to their stakeholders through prudent investments in technology, mutually beneficial collaborations and a professional work ethic driven by integrity and hard work.

## **THEIR PARTNERS**

They redefined the dynamics of the rice industry by moving away from the traditional transaction-based sales system to a relationship based model. Their

understanding of their customers has helped them cater to their changing needs and create brands that meet and even exceed their expectations.

Their global network, the largest amongst Indian companies in the industry, ensures that their products are not far from the homes of their discerning customers. They are amongst the largest exporters of rice with a presence in over 56 countries including U.A.E, Yemen, the U.K, Italy, Holland, France, Germany, the U.S.A and Australia. The biggest and the most discerning parties in these countries choose BEST. In India, theirs is amongst the top basmati brands and they are present across the country for which they thanks to their large distribution network.

## **THEIR SOCIAL COMMITMENTS**

Giving back to society is part of their ethos. They adopt a business approach that embraces opportunities and manages risks originating from economic, environmental and social developments. At BEST Food, they grow while creating value for the next generation. They have constructed a contractual workers' colony fully equipped with the latest facilities, for approximately 800 workers. A health care system, inclusive of hospitals, health insurance, medication and medical procedures has been put in place to address any health emergencies that may arise. They also have social welfare systems, including both company support and individual contributions for the poor, for people in distress or victims of abuse, accidents and disaster.

## **THEIR INFRASTRUCTURE AND PROCESSES**

For some years now, they have consciously chosen to invest in cutting edge technologies. This ensures that latest technology, state-of-the-art facilities, modern machinery and stringent quality control goes into the making of BEST rice. The company has an established infrastructure to run the business. This includes a large area of land, building, plant, machinery, co-power generation, good landscaping, water harvesting system, water purifier, effluent treatment plant, hygienically maintained rice and paddy storage, packing material, engineering tools and workshop.

BEST Food has the largest installed milling capacity at any single site in India of approx 1400 mt per day and 800 Mt rice processing and packing plants.

For paddy milling, they have used the world's best technology from Satake, Japan and Buhler, Germany. For final product packing, they employ contemporary technology from Hassiya and Chronos and metal detection to avoid contamination of foreign particles to make the food untouched and hygienically good for human consumption.

The best technical know-how and most advanced technology which are globally accepted by every food processing and packing industry has been adopted to meet extreme demands and ensure satisfaction of rice customers across the world.

### THEIR ACHIEVEMENTS

- **APEDA EXPORT AWARD** from Ministry of Commerce & Industry , Govt. of India being the largest exporter of basmati rice from India in the FY 2010-11 & the second highest exporter of the country for last 3 consecutive years i.e., FY 2007-08 , FY 2008-09 , FY2009-10.
- **Three Star Export House rating** from the Government of India for substantial contribution to rice exports.
- **BRC, HACCP & ISO 22000 certification** for maintaining quality standards.
- **Udyog Ratna award** to Chairman, Mohinder Pal Jindal by the Institute of Economic Studies for the year 2007-08.
- **Business Sphere Award** for No.1 rank in Manufacturing, Productivity, Quality & Rice Export for the year 2008-09.
- **Excellence Award** from Institute of Economic Studies for excellence standard in productivity, Quality Innovation, Management & High Quality Rice Export to all major rice markets for the year 2007-08.
- **CONCOR Exim Star Award** for enhanced performance with 1st position in Northern Region in Productivity, High Quality & Rice Export for the year 2006-07.

## THEIR BRANDS

They supply entire range of Basmati Rice in consumer packs of 1 kg, 5 kg, 10 kg and 25 kg, 1 kg jar, 5 kg jar, Almonds / Walnuts packs of 100 gms, 250 gms and honey in packs of 125 gms, 400 gms in their brand.

**Health and Wellness** – Best Brown Rice, Best Organic Rice, Best Almonds, Best Honey, Best Walnuts.

**Premium Rice Range** – Best Royal Vintage, Best Super Premium, Best Premium.

**Mid value / Economy** – Best Select, Best Special, Best Shahi Pakwan.

## THEIR PREMIUM-LOOKING STORES





#### **4. OBJECTIVES OF THE PROJECT**

1. To study the whole procedure through which the bill get passed at Best Foods Ltd.
2. To find the problems and loopholes of the procedure.
3. To find possible solutions of the problems identified.

## **4. METHODOLOGY**

1. On the basis of my experiences and observations at BEST FOODS LTD., I've made this report.
2. Also, I interviewed the heads of various departments and employees whosoever are involved in this process.

## 5. ANALYSIS

### PROCEDURE TO PASS THE BILLS

1. First of all, the paddy is purchased from the markets by the purchasers or brokers sent by the company.
  - On an average every bag of paddy contains around 100 kgs of paddy.
  - This purchase is made through open market bids.
  - At the time of purchase, mostly, the purchaser asked the age of the paddy from the farmer/ seller.
2. Then, the paddy gets loaded onto the trucks.
  - On an average, every truck contains around 200 bags of paddy.
  - In the paddy harvesting season, around 30 to 40 trucks loaded with paddy enters the factory on a single day.
  - In the non paddy harvesting season, around 5 to 10 trucks loaded with paddy enters the factory on a single day. This number of trucks may differ as per the requirement of the factory and the demand of rice in the market.
3. Then, the loaded truck gets entered in the premises of the company.
4. After arrival at factory, the truck driver reports to the security gate.
  - At the time of arrival, the personal details of the truck driver are recorded by the security team. These details contains the name, address and contact details of the drivers.
  - The vehicle number of trucks is also recorded.
  - Security team also checks the IDs of the drivers.
  - The name of the broker / seller (who sends the truck) is asked from the driver for the records.
  - At the same time the security team contact the brokers for conforming that do they send any truck to the factory.
5. After getting clearance from the security team, the truck enters the factory.

6. Here, the security team informs the Quality Department for further procedure.
7. The quality team takes samples of the paddy.
  - These samples are taken from every truck from any random bag of paddy.
8. These samples are now used by the quality team to check the quality of the paddy as per the standards of the company. Here, the quality team want the following things in the paddy:
  - Seeds should be genetically pure and free from admixtures.
  - Seeds should be pure, viable, vigorous and have high yielding potential.
  - Seeds should be free from seed borne diseases and pest infection.
  - Seeds should be clean; free from weed seeds or any inert materials.
  - Seeds should be in whole and not broken or damaged.
  - Seeds should be as fresh as possible or of the proper age.
  - Seeds should contain optimum amount of moisture i.e., (8 – 12%).
  - Seeds should have high germination percentage (more than 80 %).
  - And many more.
9. After all the quality checks, if the Quality Department finds that the quality of paddy is ok, then the truck is transferred to the next phase.
10. Now the truck is sent to the w/bridge for weight measurements.
  - Here, after taking the weight of paddy the truck driver receives a digital weight slip which contains the vehicle number and the amount of weight the truck is carrying.
  - The driver has to give this weight slip to the unloading team at the time of unloading of truck.
11. Now, the truck is allowed to unload at the specified location.
12. Now, the truck reaches to the unloading team.
  - First of all, the unloading team checks the weight slip of the truck.

- Now, the labour unloads the truck.
- Here, the head of unloading team creates a bill which includes:
  - The name of the broker / seller.
  - Address and contact details of the broker.
  - Name and address of the company.
  - Date and time of arriving of truck at factory.
  - Date for the bill i.e., the date on which the bill is made.
  - Weight of paddy.
  - The total amount (in terms of Rupees) at which both the parties agreed to sell and purchase the paddy.
  - Payment terms.
  - Details on how to pay the bill, like bank account details of the seller.
  - Tax charges.
  - And other charges.
  - The grand total of amount.
- Also, the freight charges are paid immediately after unloading the vehicle.
- Then, the head of the team has to put his signatures on the bill.
- Then, he has to transfer the bill to the Accounts Department for further procedure.

13. But, if the quality of paddy is found sub-standard or short-weight:

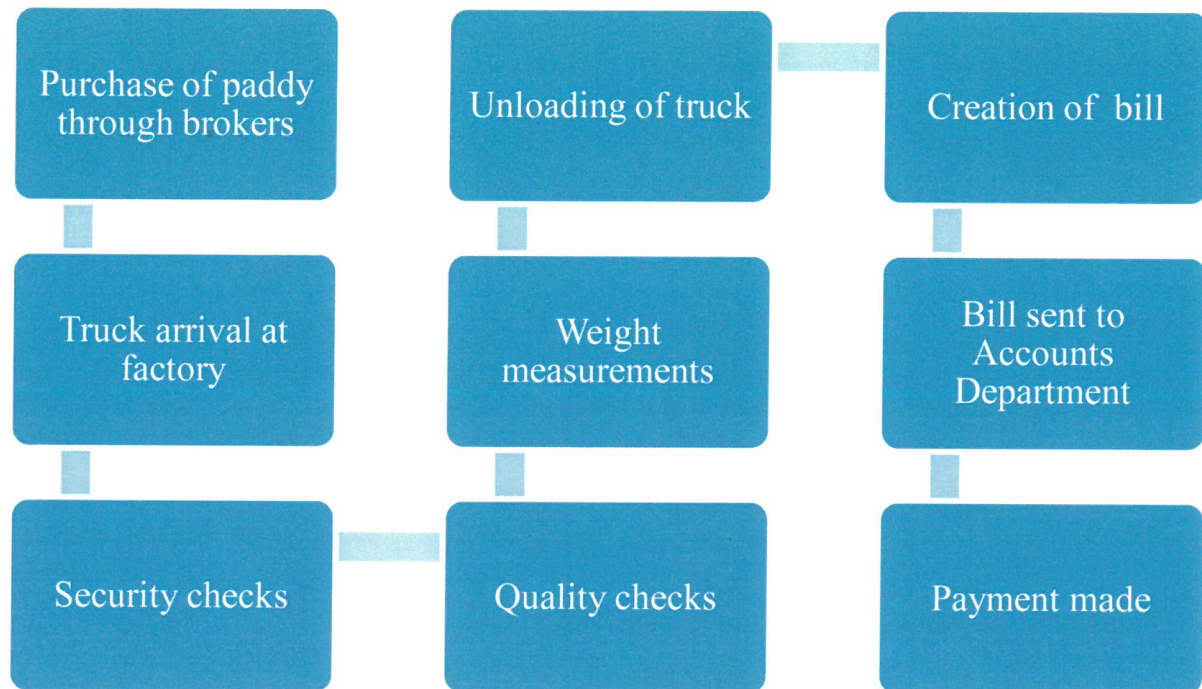
- A note is sent to the Accounts Department for amount deductions.
- This information is also conveyed to the truck driver and the seller.

14. When the bill along with all other documents received by the Accounts department:

- They verify the bill and the documents by contacting the other departments.
- Then, this information is entered into their systems.
- After that they release the payments to the parties as per the terms and conditions.

15. And, this process keeps on going daily.

## Flow chart of the process



## 6. OBSERVATIONS

### Problems in the procedure

1. At the time of arrival of the truck at the security gate, the team confirms the delivery of the truck by the broker / seller. But, what if the broker is not available at that time?  
If this happened, the truck is sent to the holding line and this increases the procedure time.
2. After taking the weight of the truck, the truck driver receives a digital weight slip which he has to show to the unloading team. But, what if he lost the slip?
3. Sometimes what happened was the quality check department took too much time in providing the quality report. So, truck has been sent to the unloading team without the quality results. After that if the quality was found sub standard then a note was sent to the accounts department to make adjustments in the bill.
4. This process took 4 – 5 hours for a single truck due to which many a times, it took days to clear all the trucks, specially in paddy harvesting season.

## 7. SUGGESTIONS

### **Possible solutions to the problems**

Problem 1: They can ask their brokers to inform them about the delivery of the truck in advance along with the truck details. So that, at the time of arrival of truck there is no need to contact the broker.

Problem 2: After taking the weight measurements of the paddy, the measurements should be directly sent to the unloading team through the systems used. That way there will be less paper work and less chances of losing the paper documents.

Problem 3: To solve this problem, the operations department can do one thing, which is, to appoint a new team whose work should be to take samples from the trucks at the time of arrival and deliver these samples to the quality check team. That way there are less chances of delay from the quality department.

Problem 4: By applying the above mentioned solutions, the time taken in this procedure will automatically fall up to some extent.

## 8. REFERENCES

[www.bestfoodgroup.com](http://www.bestfoodgroup.com)