

TCO Performa User Guide

This is a basic user guide for TCO Staff as well as the mills IT staff who will work to fill and submit the TCO Performa online.

Provisions of such information to this organization is a legal binding on each mill according to statistics Act, 1975 (LXIX of 1975) and SRO, 11(KE)/79 dated 28-01-1979.

For any queries, complaint and suggestion, Contact:

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This user guide is related to the entry part of the TCO Performa. TCO Performa is available online for both the Mills and the TCO staff.

For Mills/Companies who need to fill and submit this Performa, must be registered with Ministry of Textile Industry. They must have the 15 digit Mintex ID in order to fill up the Performa.

About 3000 companies are already registered with Mintex. The already registered companies do not need to recreate their account on TCO website. They can login with their mintex ID and password into the TCO website to fill and submit the TCO Performa.

To register with Mintex,

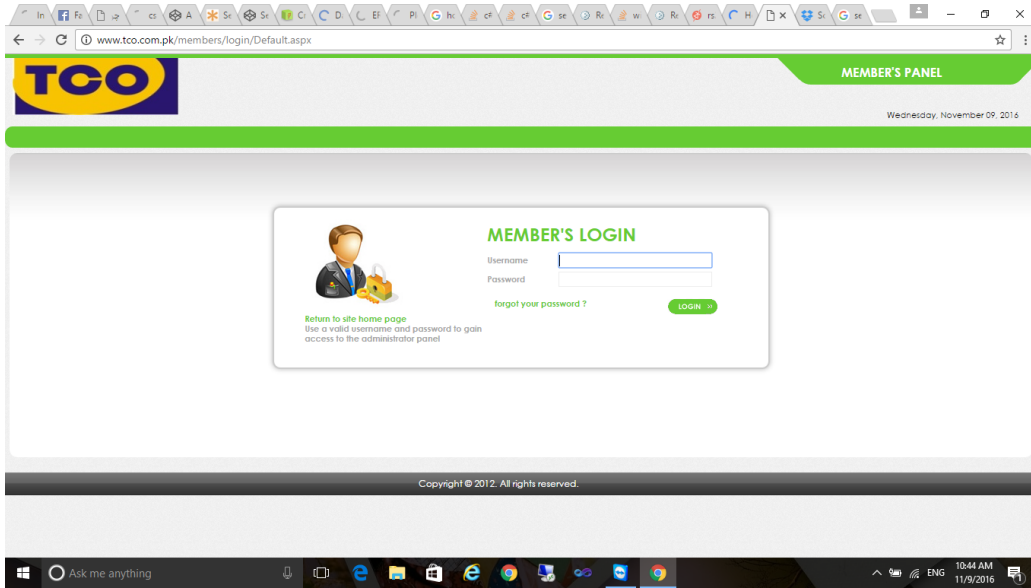
1. Visit www.tco.com.pk
2. Click the "Create Account" button
3. Fill the Registration form and Submit
4. You will receive an email containing your Mintex ID and password
5. Congrats. Now you can login to TCO website

6. Screen shot is shown below

The screenshot displays the homepage of the Textile Commissioner's Organization (TCO). At the top, a navigation bar includes 'You are here : Home' and a red banner stating 'A Complain Cell has been establish' with a 'LATEST HIGHLIGHTS' button. Below this are three message boxes: 'MINISTER'S MESSAGE' featuring Prime Minister of Pakistan (Minister in-charge) with a 'Read more' link; 'SECRETARY'S MESSAGE' with a 'Read more' link; and 'TEXTILE COMMISSIONER'S MESSAGE' with a 'Read more' link. The main content area is divided into three columns: 'NEWS & EVENTS' containing a notice about a complain cell established in TCO under supervision of Mr. M. Farooq Khan, Director, TCO, with contact details (email: mf3khan@hotmail.com, tender for supply of I.T Equipment & Computer Hardware for the FY2015-16); 'WELCOME' with an 'INTRODUCTION' section detailing the organization's history from 1959 to 1973; and 'REGISTRATION' with options for 'LOGIN HERE' and 'CREATE ACCOUNT'. A 'RELATED LINKS' section at the bottom right lists 'National Textile University Faisalabad' and 'Research Development & Advisory Cell'.

If you are already registered with Mintex

7. Go to **www.tco.com.pk**
8. Click the "Login" Button as given in the right side tab
9. Enter your Mintex ID as username and password



After successful login, the user is directed to the home page of the member's panel.

To start filling the Performa

1. Click the "TCO PERFORMA" Link in the left side pane Under User Toolbox

The screenshot shows the TCO Member's Panel Home page. At the top left is the TCO logo. At the top right, it says "MEMBER'S PANEL" and "Welcome Back | AZGARD NINE LTD | Logout | Change Password". The main content area is divided into two sections. On the left is a "User Toolbox" with a vertical menu containing "HOME", "TCO PERFORMA", and "ADD FACTORY". The "HOME" item is highlighted. On the right is a "Home" section with the text "Welcome to Member panel."

The screenshot shows the TCO Member's Panel TCO PERFORMA page. At the top left is the TCO logo. At the top right, it says "MEMBER'S PANEL" and "Welcome Back | AZGARD NINE LTD | Logout | Change Password". The main content area is divided into two sections. On the left is a "User Toolbox" with a vertical menu containing "HOME", "TCO PERFORMA", and "ADD FACTORY". The "TCO PERFORMA" item is highlighted. On the right is a "HOME >> TCO PERFORMA" section. It features a search form with "Month:" and "Year:" dropdown menus, both set to "-- Select --". There are "Search" and "View All" buttons. An "Add New Performa" button is located in the top right corner. Below the search form, the text "No Record Found !" is displayed.

1. POSITION OF RAW COTTON AND STAPLE FIBRE

On this page, user needs to select Month & Year for which the TCO data is to be submitted. The following fields are required

1. Owner Name
2. Factory/Mill Address
3. Factory/Mill Unit NO

4. City
5. Province
6. Phone,Fax
7. Email

User Toolbox

HOME >> TCO PERFORMA >> POSITION OF R.COTTON & STAPLE FIBRE

HOME

TCO PERFORMA

ADD FACTORY

Month:
Year:
 Current Month Data

Owner Name:

Factory/Mill:

NTN:

Province:

Fax:

Unit No:

City:

Phone:

Email:

	Opening Balance at first day of the month(KGs)	Cotton,etc received during the month (KGs)	Cotton,etc consumed during the month (KGs)	Cotton,etc disposed off during the month (KGs)	Stock at last day of the month (KGs)
Type of Fibre					
P.C Short Staple under 20.64 MM	0.00	0.00	0.00	0.00	0.00
= Medium Staple 20.64-25.40 MM	0.00	0.00	0.00	0.00	0.00
= Medium Long 26.19-27.78 MM	0.00	0.00	0.00	0.00	0.00
= Long 28.57-33.34 MM	0.00	0.00	0.00	0.00	0.00
= Extra Long above 33.34 MM	0.00	0.00	0.00	0.00	0.00
= Other Cotton	0.00	0.00	0.00	0.00	0.00
Foreign Cotton	0.00	0.00	0.00	0.00	0.00
Total (P.C + Foreign Cotton)	0.00	0.00	0.00	0.00	0.00
Cotton Waste	0.00	0.00	0.00	0.00	0.00
Total (P.C + Foreign +Waste)	0.00	0.00	0.00	0.00	0.00
MM Fibre Viscose/Rayon	0.00	0.00	0.00	0.00	0.00
= Polyester	0.00	0.00	0.00	0.00	0.00
= Acrylic	0.00	0.00	0.00	0.00	0.00
= Other manmade fibre	0.00	0.00	0.00	0.00	0.00
Manmade fibre Total	0.00	0.00	0.00	0.00	0.00
Grand Total of Raw Material	0.00	0.00	0.00	0.00	0.00

Remarks

2. PRODUCTION,CONSUMPTION & STOCK OF COTTON YARN (COARSE/MEDIUM)

User Toolbox		HOME >> TCO PERFORMA >> PRODUCTION, CONSUMPTION & STOCK OF COTTON YARN (COARSE, MEDIUM)						
HOME TCO PERFORMA ADD FACTORY		COUNTS	Opening Balance at first day of the month(KGs)	Production during the month (KGs)	Consumption of yarn in mill in weaving during the month (KGs)	Sale/Disposed off during the month (KGs)	Export during the month (KGs)	Closing Balance at last day of the Month(KGs)
		Coarse 1...9'	0.00	0.00	0.00	0.00	0.00	0.00
		10'	0.00	0.00	0.00	0.00	0.00	0.00
		12'	0.00	0.00	0.00	0.00	0.00	0.00
		14'	0.00	0.00	0.00	0.00	0.00	0.00
		16'	0.00	0.00	0.00	0.00	0.00	0
		18'	0.00	0.00	0.00	0.00	0.00	0.00
		20'	0.00	0.00	0.00	0.00	0.00	0.00
		Total Coarse	0.00	0.00	0.00	0.00	0.00	0.00
		Medium 21'	0.00	0.00	0.00	0.00	0.00	0.00
		24'	0.00	0.00	0.00	0.00	0.00	0.00
		28'	0.00	0.00	0.00	0.00	0.00	0.00
		30'	0.00	0.00	0.00	0.00	0.00	0.00

3. PRODUCTION, CONSUMPTION & STOCK OF COTTON YARN (FINE, S.FINE)

User Toolbox		HOME >> TCO PERFORMA >> PRODUCTION, CONSUMPTION & STOCK OF COTTON YARN (FINE, S. FINE)						
HOME		COUNTS	Opening Balance at first day of the month(KGs)	Production during the month (KGs)	Consumption of yarn in mill in weaving during the month (KGs)	Sale/Disposed off during the month (KGs)	Export during the month (KGs)	Stock at last day of the month (KGs)
TCO PERFORMA								
ADD FACTORY								
		Fine 36'	0.00	0.00	0.00	0.00	0.00	0.00
		40'	0.00	0.00	0.00	0.00	0.00	0.00
		47'	0.00	0.00	0.00	0.00	0.00	0.00
		Total Fine	0.00	0.00	0.00	0.00	0.00	0.00
		Super Fine 48'	0.00	0.00	0.00	0.00	0.00	0
		60'	0.00	0.00	0.00	0.00	0.00	0.00
		80'	0.00	0.00	0.00	0.00	0.00	0.00
		Total S.Fine	0.00	0.00	0.00	0.00	0.00	0.00
		Mixed/Hard/Waste	0.00	0.00	0.00	0.00	0.00	0.00
		MMF Blend (PV)	0.00	0.00	0.00	0.00	0.00	0.00
		CF Blend (PC)	0.00	0.00	0.00	0.00	0.00	0.00

4. PRODUCTION, SALE & STOCK OF CLOTH

User Toolbox

HOME

TCO PERFORMA

ADD FACTORY

	Grey	Bleached	Dyed	Printed	Blended	Total
Opening Stock at 1st month	0.00	0.00	0.00	0.00	0.00	0.00
Cloth Production						
Coarse	0.00	0.00	0.00	0.00	0.00	0.00
Medium	0.00	0.00	0.00	0.00	0.00	0.00
Fine	0.00	0.00	0.00	0.00	0.00	0.00
Super Fine	0.00	0.00	0.00	0.00	0.00	0
Total	0.00	0.00	0.00	0.00	0.00	0.00
Sales	0.00	0.00	0.00	0.00	0.00	0.00
Stock at Month end	0.00	0.00	0.00	0.00	0.00	0.00

Remarks

Previous Next

5. EMPLOYMENT

User Toolbox

HOME

TCO PERFORMA

ADD FACTORY

HOME >> TCO PERFORMA >> EMPLOYEMENT & NO. OF DAYS WORKED

	SPINNING		WEAVING		FINISHING		MISCELLANEOUS	
	No. of workers on last day of month	Total shifts worked during month	No. of workers on last day of month	Total shifts worked during month	No. of workers on last day of month	Total shifts worked during month	No. of workers on last day of month	Total shifts worked during month
Production Workers	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Non-Prod Workers	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Contract Laboures	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Employees	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
No. of Days Worked	0.00		0.00		0.00		0.00	

4.2 Value of Inputs and Outputs

Estimated value of production during the month 0.00

Estimated cost of material inputs during the month (e.g. Raw, chemicals & packing material fuel and electricity) 0.00

Wages and salaries paid to the employees during the month 0.00

Remarks:

6. SPINNING & WEAVING EFFICIENCY

User Toolbox

HOME

TCO PERFORMA

ADD FACTORY

HOME >> TCO PERFORMA >> EFFICIENCY SPINNING

	Installed	Working		
Spindles	0.00	0.00		
Rotors	0.00	0.00		

	A	B	C	Average
Average number of SPINDLES worked in each shift	0.00	0.00	0.00	0.00
Average number of ROTORS worked in each shift	0.00	0.00	0.00	0.00
No. of hours worked in each shift (SPINDLES)	0.00	0.00	0.00	0.00
No. of hours worked in each shift (ROTORS)	0.00	0.00	0.00	0.00
No. of days worked in each shift (SPINDLES)	0.00	0.00	0.00	0.00
No. of days worked in each shift (ROTORS)	0.00	0.00	0.00	0.00
Average count spun in each shift (SPINDLES)	0.00	0.00	0.00	0.00
Average count spun in each shift (ROTORS)	0.00	0.00	0.00	0.00
Average production per spindle per 8hrs (SPINDLES)	0.00	0.00	0.00	0.00
Average production per spindle per 8hrs (ROTORS)	0.00	0.00	0.00	0.00
Monthly average % of spindle efficiency (SPINDLES)	0.00	0.00	0.00	0.00

User Toolbox

HOME

TCO PERFORMA

ADD FACTORY

HOME >> TCO PERFORMA >> EFFICIENCY WEAVING & TOTAL PRODUCTION

	Installed	Working		
Looms	0.00	0.00		
Shuttleless	0.00	0.00		

	A	B	C	Average
Average number of Looms worked in each shift	0.00	0.00	0.00	0.00
Average number of Shuttleless worked in each shift	0.00	0.00	0.00	0.00
No. of hours worked in each shift (Conv.)	0.00	0.00	0.00	0.00
No. of hours worked in each shift (Shuttle Less)	0.00	0.00	0.00	0.00
No. of days worked in each shift (Conv.)	0.00	0.00	0.00	0.00
No. of days worked in each shift (Shuttle Less)	0.00	0.00	0.00	0.00
Average pick woven (Conv.)	0.00	0.00	0.00	0.00
Average pick woven (Shuttle Less)	0.00	0.00	0.00	0.00
Average production per loom per 8hrs (Conv.)	0.00	0.00	0.00	0.00
Average production per loom per 8hrs (Shuttle Less)	0.00	0.00	0.00	0.00
Monthly average % of weaving efficiency (Conv.)	0.00	0.00	0.00	0.00

7. PERFORMA SUBMISSION

Online submission of the TCO Performa is mandatory before sending the hard copy to the TCO office. User must submit their Performa online. On submission, the edit option will be automatically closed.

The screenshot shows a web browser window displaying the 'SUBMIT PERFORMA' page of the TCO Organization. The browser's address bar shows the URL: localhost:53099/TCoWeb/admin/performa/p8.aspx. The page features a green header with the TCO Organization logo and navigation links for 'Welcome Back | Admin | Logout | Change Password'. A left sidebar titled 'Admin Toolbox' lists various administrative functions such as 'TCO PERFORMA', 'CREATE ACCOUNT', and 'CONTACT'. The main content area has a breadcrumb trail: 'HOME >> TCO PERFORMA >> SUBMIT PERFORMA'. The text on the page reads: 'Thanks for filling the statistical performa. We know that there was a lot of information to gather and look through, and we are impressed that you managed to meet our stringent deadline. Click "Preview" button to view and print your monthly performa. If you are sure that you have filled all your data correctly, Click the "Submit" button to online submit your performa. Online submission of your performa is mandatory before sending the hard copy to the TCO Office. Note: Only online submitted performa will be considered as received to the TCO Office.' At the bottom of the content area, there are three buttons: 'Previous', 'Preview', and 'Submit'. The Windows taskbar at the bottom shows the system clock as 3:04 PM on 11/9/2016.

8. PERFORMA PRINT

User can print their filled Performa. Click the Print Performa button to print.

The screenshot shows a web browser window displaying the 'Print Performa' page. The browser address bar shows 'localhost:53099/TcoWeb/admin/performa/print.aspx'. The page has a green header with 'HOME >> TCO PERFORMA >> PRINT' and a 'Print Performa' button. The main content area is divided into two columns. The left column is titled 'TEXTILE COMMISSIONER'S ORGANIZATION' and contains the following text: 'Government of Pakistan', '2nd Floor, Kandawala Building, M. A. Jinnah Road, KARACHI.', 'Ph # 99215075, 99215076, 99215080, 99215082-83, 99215538, 99216294. Fax #:99215014', and 'e-mail - taopkst@gmail.com'. The right column is titled 'TCO-1 MILLS' and contains a table with the following data:

MONTH	YEAR
January	2015

Below the table, there are two sections of contact information. The first section is for 'Company Name: AZGARD NINE LTD' with 'Mintext ID: 042090210081818' and 'Chief Executive: WAHEED AHMAD'. The second section is for 'Mill Address: 22 KM, 6.5 AVENUE OFF FERDUSEPUR ROAD' with 'City: 0' and 'Province: 0'. The third section is for 'Office Address: AIWAN-I-SCIENCE, OFF SHAHRAH-I-ROOMI, LAHORE' with 'City: Lahore' and 'Province: PUNJAB'. The phone number is '920425752777' and the fax number is '920425741791'. At the bottom of the page, there is a green bar with the text '1:Position of Raw Cotton and S. Fibres' and a table with the following data:

Opening	Cotton, etc	Cotton, etc	Cotton, etc	Stock at last
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Once the user successfully fill and save their data, they can view and edit their Performa as long as their edit option is open. The preview button is given on the first and last page of the Performa. They can preview their Performa by clicking the preview button.

Their Edit option automatically closed on submitting the Performa. They must make sure that all the data have been filled correctly before submitting the Performa online.