

Division : **Quality Control -II**

Organization : Directorate of Marketing & Inspection

Citizen Service : Grant of Certification of Authorisation (C.A.)
for the grading and marking of **De- centralized commodities under Agmark for internal trade.**

Sl. No.	Name of required item	Status
1.	Copy of the application format prescribed for the service.	Yes (Annexure-I)
2.	Details of rules and regulation for processing of the application.	<ul style="list-style-type: none"> • The Agricultural Produce (Grading & Marking) Act, 1937. • General Grading & Marking Rules, 1988. • Commodity Grading & Marking Rules. • Guidelines for grant of Certificate of Authorisation for the grading and marking of decentralized commodities notified under section 3 of the Act..
3.	List of documents and other requirements to accompany application in format prescribed.	Application for grant of C.A. in the prescribed proforma and documents prescribed in (Annexure-II.)
4.	Name of assigned place for receipt of application with documents.	Through Authorised State/Union Territory Authority to the various Sub Offices/Regional Offices of DMI.
5.	Designation of the authorized persons to issue acknowledgement for the Application received.	Incharge of Sub Offices/Regional Offices headed by Dy. AMA/Asstt AMA/SMO/MO.
6.	Time limit fixed for grant of Application.	Within four weeks of the receipt of application complete in all respects.
7.	Designation of the Decision making authority to order the service as per the Application.	Incharge of Sub Offices/Regional Offices which may be Dy. AMA/Asstt AMA/SMO/MO.

8.	Copy of Order format for grant of application and for rejection of Application.	Approval of application is granted through grant of C.A. by issuing a C.A. book having all the relevant details. Order format for rejection is not prescribed.
9.	Name of the place from where order is delivered, if different from the place where the application is received.	Regional offices/Sub Offices of DMI.
10.	Details of the Monitoring system to ensure timely disposal, first come first served principle, consistency in grant/rejection of application; by way of reporting structure and reviews. A copy of the register format in which the applications are handled, periodic report structure to higher offices and the periodicity of such reports.	A priority register is maintained in the SOs /ROs of the DMI. Consistency in grant of C.A. is maintained by following prescribed guidelines. The C.A. is granted by the Incharge of the SOs/ROs on the basis of the assessment report of the Inspecting Officer.
11.	Systems of Review, Revisions and Appeal against the Orders. If not so structure, the grievance redressal mechanism, defining the escalation levels in case of citizen dissatisfaction.	The person aggrieved by the order of the Incharge of the SOs /ROs can appeal to the Agricultural Marketing Adviser as per provisions prescribed in GGM, Rules,1988.
12.	Website status of organization. Any problems in uploading the downloadable format of the application form and posting the process details of the service with time limits fixed for the service.	The website is in operation. The AP(G&M) Act, 1937, GGM Rules, 1988, Commodity Grading & Marking Rules, Guidelines, prescribed proforma, etc. can be downloaded from the website. Website : agmarknet.nic.in

Annexure-I.

Application for Certificate of Authorization for grading of decentralized commodities

To,
The Deputy Agricultural Marketing Adviser/S.M.O.

I/ We -----(Name of the Prop./Partner etc.) of M/s. (Name of firm)----- Full address----- being desirous of Marking (Name of the commodity) ----- with a grade designation mark in accordance with the rules made under the Agricultural Produce (Grading & Marking) Act, 1937 (Commodity -----) grading and marking rules ----- hereby apply for a Certificate of Authorization and furnish the following particulars.:

1. Full address of the grading premises (where grading and marking will be done) along with ownership status .
2. Abbreviated telegraphic address, if any .
3. Blue print or hand drawn sketch of the premises showing dimensions of all the rooms etc. duly signed by authorized persons of the firm.
4. Name of the Proprietor(s) or Partner(s) along with their status and address.
5. Details of machineries available in the processing unit etc.
6. Name of the two responsible persons for attending to sampling, packing & marking etc. & correspondence regarding grading along with their attested signatures.
7. Specimen copy of Trade Brand lable.
8. Other information, if any.

I/We have carefully gone through the AP (G&M - Act,1937, the appropriate rules made under the act and the special instructions issued by the Agricultural Marketing Adviser to the Govt. of India in connection with the grading of (-----) Name of Commodity) and agree to abide by them as well as those which he might issue in future.

I/we hereby declare that the information given above is correct & true.

Yours faithfully,

Place
Dated

Signature of the applicant (s)
(status)

(To be filled in by the forwarding officer)

In view of the particulars given above, I have ascertained the bonafides of the applicant(s) in regard to his/their capacity for starting & maintaining satisfactorily an establishment for grading of (commodity name) _____ and consider/ do not consider the applicant(s) to be fit enough to deal with the scheme &, therefore, recommend/ do not recommend his/ them to the Agricultural Marketing Adviser to the Government of India for grant of C.A.

Other remarks, if any.

Place.....

Signature :.....

Dated the.....

Designation:

ACKNOWLEDGEMENT SLIP

Received the application dated Of M/s.

.....
.....

along with Enclosures for grant of Certificate of Authorisation for grading and marking of For internal grading.

Dated

(Official Seal) Signature

(Name & Designation of the officer receiving application)

Annexure - II

A. List of the documents to be furnished along with the Application for grant of Certification of Authorisation.

1. Application for grant of C.A. in the prescribe Pro forma-I and particulars in Pro forma II.
2. Self attested copies of the proprietorship declaration/partnership deed/Memorandum and Articles of Association/Bye-laws of society etc.
3. Blue Print or neatly drawn sketch of the premises showing all dimensions duly signed by the authorized person of the firm.
4. Following declarations on non-Judicial stamp paper of minimum Rs. 5/- in the prescribed pro forma -III.
 - (i) Ownership of premises,
 - (ii) Ownership of proposed Trade Brand Label (TBL).
 - (iii) Use of proposed TBL only on the packages graded under Agmark.
 - (iv) Use of "food grade" packing material for the graded products.
5. Copy of the consent letter from the legal owner of the premises, in case, the premises is not owned by the applicant and taken on rent/lease.
6. Specimen copy of the proposed Trade Brand Label of each commodity.
7. Medical fitness certificates issued by the Registered Medical Practitioner certifying that the workers engaged in the handling of the product in the various operation, are free from communicable and contagious diseases.
8. List of Chemicals and Apparatus in the laboratory, in case, packer establishes his own laboratory for grading.
9. Consent letter of the approved laboratory in case, packer desires to grade the product through State Grading Laboratory/ Commercial Laboratory/Association or Cooperative Laboratory in the prescribed Pro forma – IV.
10. Copy of the food grain storage license for Wheat-atta, Suji, Maida, Besan, other Cereals and Pulses, etc.
11. Copy of the Authorisation letter issued by the Ministry of Civil Supplies for the manufacture and sale of Blended edible veg. oils for blended edible vegetable oils.

12. Copy of license from controller of Drugs, incase CA for grading of medicinal grade castor oil.
13. Demand draft for the prescribed processing fee + statutory Service Tax due thereon as given in Annexure – III.

B. Documents required for approval of chemist in case of Packer's laboratory.

(1) For new chemist

- a) Copy of appointment letter of chemist duly accepted by him.
- b) Copy of degree certificate/mark sheet of the chemist indicating chemistry as a subject at graduation level along with his photograph in triplicate. Out of three photos one will be affixed on approval letter and second will be sent to Regional Agmark Laboratory and third one for office record.
- c) Demand draft for the training charges as given in Annexure – II.
- d) Training certificate from Regional Agmark Laboratory on completion of training.

(2) For trained chemist

- a) Copy of appointment letter duly accepted by him.
- b) Copy of resignation letter duly accepted by the previous employer.

Note – All the documents at 'A' and 'B' above shall be submitted in triplicate.

Proforma -I

APPLICATION FOR PERMISSION TO PRINTING PRESS TO PRINT AGMARK REPLICA

To,
The Deputy/Asstt. Agril. Marketing Adviser
Senior Marketing Officer

Sub:- Permission of the Printing Press .

Sir,
I/We _____ (Name of applicant) of M/S. _____
(Name of Printing Press) is /are desirous of printing of Agmark replica on _____
(type of packaging material) for Agmark authorised packers . Our printing press is
situated at _____ (Address of Printing press) .

I/We have carefully gone through the instructions for permission to the
printing press issued by the Agricultural Marketing Adviser to the Govt. of India.

I/We hereby agree to abide by the instructions issued or that may be issued
in this regard from time to time .

Yours faithfully,

Place:

Date :

(Name of the Applicant)
Status:

(To be filled by sponsor)

I/we _____ (Name of applicant) of M/S. _____ (Name of
the firm) _____ am/are authorised to grade & mark _____ (Name of
commodity) under Agmark . Our C.A No. is _____ dated _____.

I/We sponsor M/S _____ (Name of Printing Press) who have
been in the printing business since _____ to undertake the printing of
Agmark replica on _____ (type of packing metrial) for our firm .

Your faithfully,

Place :

Date :

(Signature of the packer with stamp)

PROFORMA –II

PARTICULARS TO BE FURNISHED WITH THE APPLICATION FOR CERTIFICATE OF AUTHORISATION

1. Name and full Postal Address of the party.
2. Name(s) of the commodity proposed to be graded.
3. Status of the Firm i.e. Proprietary/ Partnership/ Pvt. Ltd/ Public Ltd./ Regd. Society/Public undertaking etc. (copy of the relevent document be enclosed)
4. Period for which the applicant has been in the business.
5. Name(s) and Address of two representatives of the firm who will attend the grading work and correspond in the matter.(specimen signatures to be furnished separately.)
- 6* (a) RBI Code No. if any
(b) Exporters Registration No.if any.
(c) Membership of the commodity Board,APEDA,Export Promotion Council etc if any .
(d) Milk and Milk Products Order No. (for milk based commodities only)
(e) Import Export Code No. issued by DGFT .
7. ST/CST No. if allotted.
8. Food grain storage licence No. for Wheat atta, Suji,Maida,Besan, other Cereals and Pulses. (copy may be enclosed
9. Full Address of the premises where grading & marking will be carried out.
* to be filled in case of EXPORT only.

10. Whether the said premises belongs to the applicant. Yes/No

(a). If yes, furnish the ownership declaration on Non- Judicial Stamp paper of minimum Rs.5/=.

(b). If not, give name and address of the owner of the premises and furnish the consent letter of the owner.

11. Details of the machinery/packing machines/storage tanks/Cold Storage etc. available in the plant /premises with their capacity.
(Separate sheet duly attested by Inspecting Officer may be used if space is not sufficient here)

<u>Name of the machinery</u>	<u>Nos.</u>	<u>Capacity.</u>
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12. Is the grinding unit owned by the applicant . Yes/No
(In case of Ground Spices)

(a). If not, give name and address of the approved grinding unit.
(copy of the consent letter be enclosed)

13. What precautions are proposed to be taken to avoid admixture of different oilseeds and oils in the premises in case of Veg.oils/ Blended Edible Veg.Oils.

14. Are separate tanks used for storage of different oils.

15. Name and address of oil mills from where the constituent oils are proposed to be procured.
(in case of Blended edible veg. oils)

16. In case of Honey, specify area of collection of Raw Honey .
17. Type of packing materials proposed to be used for packing graded products. (Enclose an undertaking that packing material will be of food grade.)
18. Whether it is proposed to repack the graded product from large containers to smaller packages. If so, furnish the name of the place and address of the repacking premises.
19. Any other information relevant to grading of the commodity.

II. Laboratory Arrangements

1. Specify type of the Laboratory through which grading and marking is proposed to be undertaken i.e. Own laboratory/State Grading Laboratory/ Commercial Laboratory/ Association/co-op. Laboratory. (Consent letter of the lab. may be enclosed, not incase of own lab.)
2. Name and address of the laboratory

III. Trade brand labels.

1. Name(s) of the TBL(s) proposed to be applied on the graded packages.
2. Whether the said TBL(s) have been registered with the concerned authority.If yes, give the registration No.

Yes/No

3. Whether the proposed TBL(s) belong to the applicant.

Yes/No

(i) If yes, give the declaration.

(ii) If Not, give the name of the firm to which the proposed TBL belongs. Furnish consent letter of the TBL owner.

Place: (Signature of the applicant/
Date: Authorised person)

Status: for M/S

P R O F O R M A - I I I

A F F I D A V I T

(On non-judicial stamp paper of minimum Rs.5/=)

I _____ S/O _____ aged _____ years and resident of _____ do hereby solemnly affirm and state :

1. that I am the sole Proprietor/ Partner/Director of the firm namely _____ situated at _____.
2. that the grade designation mark in accordance with the provision of the A.P(G&M) Act, 1937 and the rules made thereunder, will be applied at _____ (address of the premises).
3. that the proposed premises which is situated at _____ is owned by me/our firm/not owned by me/our firm.
- 4.* that the proposed premises which is situated at _____ has been taken on rent/ lease from _____ (name of owner) who is the legal owner of the said premises.
5. that the trade brand label(s) _____ belong to me/our firm which is/are registered/not registered with the Registrar of trade marks.
6. that the trade brand label(s) _____ shall be used only on Agmark graded products.
7. that the packing material used for packing graded products under Agmark is of "Food Grade" .

(Signature of the deponent)

Place:

Date:

VERIFICATION

I _____ solemnly state and verify that the contents of the above affidavit are true and correct.

(Signature of deponent)

Attested by NOTARY

- Delete, if not applicable.

P R O F O R M A - I V

CONSENT LETTER OF THE APPROVED GRADING LABORATORY

To,

The DY.Agril. Marketing Adviser/
Asstt. Agril. Marketing Adviser/
Senior Marketing Officer
Dte. of Marketing & Inspection

Sub:- Consent for taking up grading work of _____.

(Name of Packer)

Sir,

I am to state that our laboratory, namely, _____ has been approved for grading of _____ (name of commodity) under Agmark vide Dte's letter No. _____ dated _____.

2. We have received request from M/S _____ to take up their grading work through our laboratory.

3. At present, our laboratory is attending the grading work of _____ (Nos) authorised packers and we have _____ (Nos) approved chemists in the laboratory.

4. We can take up the additional work and accordingly hereby give our consent for taking up the grading work of M/S. _____ through our laboratory.

5. We do hereby undertake full responsibility to ensure correctness of the grading, maintenance of proper records and submission of the periodical returns in respect of the grading work of M/S. _____ carried through our laboratory.

Place :

Date :

Yours faithfully,

In- charge/Proprietor/Authorised person
of the Approved Grading Laboratory.

**PROCESSING FEE FOR GRANT/RENEWAL OF C.A AND OTHER PERMISSIONS
RELATED TO GRADING**

- | | | |
|----|--|------------|
| 1. | Grant of C.A for Centralised commodities (Internal & Export) and Decentralised commodities for Export only . | |
| | (a) Packer having own Laboratory | Rs. 2000/= |
| | (b) Packer desires to grade through SGL/Commercial/
Co-operative/Association Laboratory . | Rs. 1000/= |
| | (c) Renewal of C.A under category (a) above . | Rs. 1000/= |
| | (d) Renewal of C.A under category (b) above . | Rs. 500/= |
| 2. | Grant of C.A to grade & mark decentralised commodities
for Internal grading | Rs. 200/= |
| 3 | Issue of duplicate C.A. | Rs. 500/= |
| 4. | Approval of Commercial/Association/Co-operative Labs. | Rs. 2000/= |
| | (a) Renewal of Com./Asso./Co-op. laboratory . | Rs. 1000/= |
| 5. | Permission to Printing Press to print Agmark Replica . | Rs. 2000/= |
| 6. | Renewal of permission of printing press . | Rs. 500/= |
| 7. | Change of Grading laboratory from SGL/Commercial/
Association/Co-operative to own laboratory. | Rs. 1000/= |
| 8. | Inclusion of another commodity in the same C.A
(If inspection of premises or lab. is to be carried out) . | Rs. 1000/= |
| 9. | Change of premises of packer having own laboratory. | Rs. 1000/= |
| | (a) Change of premises of packers attached to SGL/
(b) Commercial/Association/ Co-op. laboratory. | Rs. 500/= |
| 10 | Change of premises of Commercial/Association/
Co-operative Laboratory . | Rs. 1000/= |

TRAINING CHARGES OF CHEMISTS

<u>Commodity</u>	<u>Charges</u>
1. Vegetable Oils including blended edible veg. oils .	Rs. 800/=
2. Ghee/Butter	Rs. 750/=
3. Ground Spices & Curry powder	Rs. 1000/=
4. Honey	Rs. 800/=
5. Other commodities	Rs. 800/=

