

Division : Quality Control

Organisation : Directorate of Marketing & Inspection

Citizen Service : Grant of Certification of Authorisation (C.A.)
for the grading and marking of 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, Proforma I and II.
2.	Details of rules, regulations 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 centralized commodities under Agmark.
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-I.
4.	Name of assigned place for receipt of application with documents.	(a) Concerned State Agricultural Marketing Departments in case the applicant desires to grade through State Grading Laboratory. (b) Various Sub Offices/Regional Offices of DMI in case the applicant desires to grade through commercial/cooperative/own laboratory.
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.	Concerned Sub Office/Regional Office of DMI in cases where the application is submitted to State Agricultural Marketing Departments.
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. Consistency in grant of C.A. is maintained by following prescribed guidelines. The C.A. is granted by the Incharge of the SO/RO on the basis of documents submitted and 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.
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 Agricultural Produce (Grading & Marking) Act, 1937, General Grading & Marking Rules, 1988, Commodity Grading & Marking Rules, Guidelines, proformas, etc. can be downloaded from the website. Website : agmarknet.nic.in

Guidelines for grant of Certificate of Authorization and approval of Chemist for the grading and marking of centralized commodities under Agmark.

1. Grant of Certificate of Authorisation (C.A.).

1.1 The persons desirous of grading and marking agricultural commodities under Agmark shall be conversant with the provisions of Agricultural Produce (Grading & Marking) Act, 1937, General Grading & Marking Rules, 1988, relevant Commodity Grading and Marking Rules and instructions issued by Agricultural Marketing Adviser to the Government of India or an officer authorized by him in this regard for grading and marking of the commodity.

1.2 The person desires of grading and marking agricultural commodities under Agmark should have necessary infrastructure to process of the commodity and have own laboratory or have access to an approved State Grading Laboratory/Cooperative/Association/Commercial Laboratory.

1.3 The persons desirous of grading and marking agricultural commodity under Agmark shall apply to the concerned Sub Office/Regional Office of Directorate of Marketing & Inspection (DMI) in the prescribed Proforma – I along with particulars in Proforma – II and documents prescribed in Annexure I. In case the person desires to grade through the State Grading Laboratory, the application shall be submitted to the concerned State Authority.

1.4 The application for grant of C.A. shall be processed in the concerned Sub Office/Regional Office of DMI. The premises of the party and laboratory shall be inspected by an Officer of the Sub Office/Regional Office for assessing its suitability to undertake grading of the commodity. The Inspection Report shall be filled up in Annexure – IV.

1.5 C.A. shall be granted to the party by the Sub Office/Regional Office duly authorized by the Agricultural Marketing Adviser to do so. One complete set of documents including Inspection Report shall be sent to the Head Office while granting C.A. to the party.

1.6 C.A. shall be granted to the party within four weeks of the receipt of application, complete in all respects, in the Sub Office/Regional Office. The order of priority should be strictly followed and documented.

2. Approval of Chemist.

2.1 The Chemist appointed by the authorized packers and approved State Grading Laboratories/Commercial Laboratories shall be approved by the Sub Office/Regional Office of DMI duly authorized by the Agricultural Marketing Adviser to do so.

2.2 The authorized packer/approved Grading Laboratory shall submit the documents prescribed in Annexure I for training and approval of the Chemist.

2.3 Two separate Demand Drafts, one drawn for the prescribed fee in favour of DMI and the other for the amount of due Service Tax thereon at the prevailing rates drawn in favour of the concerned Service Tax Authorities shall also be enclosed. The amount of prescribed training charges are given in Annexure II. The exact names on which the Demand Drafts are to be drawn may be ascertained from the concerned Regional Office.

2.4 The chemist will be provided training in the Regional Agmark Laboratory in the grading of the commodity. The period of training for chemists employed with private packers will be four weeks for a group of commodities requiring similar analytical methods/procedures/tests. The period may be extended, if considered necessary, by the Incharge of the laboratory after proper evaluation of performance of the trainee at the end of four weeks. Necessary record for such evaluation of the trainees will be maintained by the Incharge of laboratory. After successful completion of training, the chemist will be attached to the Sub Office/Regional Office for one week during which he should be adequately briefed about maintenance of record of analytical results, grading charges, packaging, use of chemicals, equipments, as also submission of returns and correspondence with the concerned offices etc.

3. Renewal of C.A.

3.1 Application for renewal of C.A. shall be submitted to the concerned Sub Office/Regional Office of DMI in the prescribed Proforma – V not later than 30 days before expiry of validity and no application for renewal of C.A. shall be entertained beyond 30 days of expiry of validity period. C.A. renewal fee as prescribed in Annexure – III shall be submitted with the application.

3.2 The concerned Sub Office/Regional Office will renew the C.A. on the basis of grading performance of the authorized packer.

3.3 The authorized packer, having submitted the application for renewal within the prescribed period, and unless specifically informed otherwise, may continue the grading beyond validity period of the certificate in anticipation of its renewal.

Annexure - I

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 Proforma-I and particulars in Proforma 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 proforma-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 Proforma – IV.
10. Copy of the foodgrain storage licence 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 licence 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/marksheet of the chemist indicating chemistry as a subject at graduation level alongwith 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 Grant of Certificate of Authorisation for Grading and Marking of _____ (Name of Commodity)

To,

The Dy. Agri. Marketing Adviser/
Asstt. Agri. Marketing Adviser/
Senior Marketing Officer
Directorate of Marketing & Inspection
_____ .

Sir,

I/We _____ of M/s _____ (full postal address) being desirous of marking _____ [Name(s) of commodity] with a grade designation mark in accordance with the rules made under the provisions of Agricultural Produce (Grading & Marking) Act, 1937, hereby, request for grant of Certificate of Authorisation.

I/We have carefully gone through the provisions of Agricultural Produce (Grading & Marking) Act, 1937, the General Grading & Marking Rules 1988, relevant Commodity Grading & Marking Rules and the instructions issued by the Agricultural Marketing Adviser to the Govt. of India or an Officer authorised by him in this regard for grading & marking of the said commodity and agree to abide by them.

The requisite particulars are furnished herewith in the prescribed proforma and the requisite documents are enclosed.

Yours faithfully,

(Signature of the applicant)

Place:

Status for M/s : _____

Date:

(to be filled in by the concerned State Authorities)*

I have ascertained the bonafides of the applicant in regard to his/their capacity to undertake the grading of _____ (name of commodity/ies) and consider/do not consider to be fit enough to grade the commodity and therefore recommend/do not recommend for grant of C.A. to grade and mark _____ through State Grading Laboratory (SGL) _____ which is fully equipped to undertake the analysis of the said commodity/ied.

Name & Designation of State Authorities

Seal :

*In case, packer desires to grade the commodity through State Grading Laboratory.

ACKNOWLEDGEMENT SLIP

Received the application dated _____ of M/s _____
alongwith the enclosures and D.D. No. _____ dated _____ for Rs.
_____ for grant of Certificate of Authorisation for Grading & Marking of
_____ under Agmark.

(Office Seal with Signature)

PROFORMA –II

**PARTICULARS TO BE FURNISHED WITH THE APPLICATION FOR CERTIFICATE
OF AUTHORISATION**

- I.
1. Name and full Postal Address of the party.
 2. Name(s) of the commodities 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 (if any) .
 7. ST/CST No. if allotted.
 8. Food grain storage licence No. for Wheat atta, Suji,Maida,Besan, other Cereals and Pulses, etc. if any). (copy may be enclosed)
 9. Full Address of the premises where grading & marking will be carried out.
 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 authorised person 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

PROFORMA - III

AFFIDAVIT

(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 Agricultural Produce (Grading & Marking) 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 will be 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.

P R O F O R M A - V

APPLICATION FOR RENEWAL OF C.A.

To,
The Dy./Asstt.Agril. Marketing Adviser/
Senior Marketing Officer
Dte. of Marketing and Inspection

_____.

Sub:- Renewal of C.A.No._____granted to grade and mark _____under Agmark.

Sir,
I /We have been granted the Certificate of Authorisation Number_____for grading and marking of _____(name of commodity) in accordance with the rules made under the provisions of the Agricultural Produce (Grading & Marking) Act, 1937. The validity period of the C.A. expires on _____.

I/We desire to continue the grading work and accordingly request you to renew our Certificate of Authorisation for further period of five years. I/We are submitting herewith the C.A. book number _____alongwith the renewal fee of Rs. _____vide demand draft No._____ Dated _____.

I/We are furnishing hereunder the particulars of grading work carried out during the previous validity period/last five years.

Year	Commodity	Total quantity graded.	Estimated value.
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Encl: C.A.Book No._____.

D.D.No._____Dt.

Yours faithfully,

(Signature of the applicant)

ACKNOWLEDGEMENT

Received the application dated _____ of M/S _____ along with the
C.A.book No. _____ and D.D.No. _____ dated _____ for Rs. _____ for renewal .

Place :

Date :

(Office Seal with Signature)

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/=

Annexure - III

**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/ Rs. 500/=
 - (b) Commercial/Association/ Co-op. laboratory.
- 10 Change of premises of Commercial/Association/Co-operative Laboratory . Rs. 1000/=

**Directorate of Marketing & Inspection
Inspection Report**

1. Name of the commodity to be graded :
2. Inspection for grant of C.A/change of premises/additional premises :
3. Name and address of the Party :
4. Status of the firm proprietorship/
partnership/private Ltd./
cooperatives, etc. :
5. Address of the premises where
grading and marking will be undertaken :
6. Whether the premises is own/rented/
lease (ownership declaration/consent
letter of the owner of the premises
should be enclosed). :
7. Whether inspected by the State
Marketing authorities if so, what
are their recommendations. :
8. Details of the size of the rooms
where grading and marking is to be
done. (Site plan signed by
authorized person of the firm and
countersigned by the Inspecting
Officer should be enclosed). :
9. Details of the machinery for the
processing of the commodity
(Name of the firm may be mentioned
if processing is not through own
machinery). :
10. Details of storage tank/rooms for
the storage of the commodity. :
11. Whether locking arrangements are
adequate for storage of commodity. :

12. Whether the premises is adequately lighted, well ventilated and hygienic :
13. Whether premises fulfills the conditions stipulated for the grading of the commodity. :
- 14.(a) Quantity of the commodity proposed to be graded under Agmark. :
- (b) Size of packings in which party proposes to pack. :
15. Arrangements made for the analysis of the commodity.
16. Name and address of the laboratory if proposed to be attached to an approved State Grading Laboratory/Commercial Lab/Cooperative labs. :
17. If the party has got own laboratory, State
- a) Whether it is properly equipped for the analysis of samples of the commodity proposed to be graded. (Enclose list of chemicals and apparatus duly countersigned by the inspecting officer). :
- b) If not properly equipped pointout shortcomings. :
18. In case of State Govt. Laboratory/ Commercial lab/cooperative lab Whether :
- The extra load can be handled by it, after attachment of this party (consent letter from the laboratory should be enclosed). :
19. Trade Brand Label (Declaration of packer on non- judicial stamp stamp of Rs. 5/- regarding ownership of TBL should be attached) :

- a) Name of the TBL party wants to get recorded. :
- b) Is the TBL in order. (Enclose a copy signed by the authorized person of the firm and countersigned by the Inspecting Officer). :
- 20. Remarks/ any other point(s) not covered above regarding general description, shortcomings etc. :
- 21. Recommendations :

Signature of Inspecting Officer : _____

Name : _____

Designation : _____

Date : _____

Place : _____