

Standard Operating Procedure and Checklist

- **Standard Operating Procedure for Applicant**

Application for	LICENCE TO WHOLESALE FERTILIZER DISTRIBUTOR
Mandatory supporting documents required	<ol style="list-style-type: none"> 1. Application in FORM A1 2. Remittance of fee @ Rs.450/- under H/A 0401-00-800-91 2. O Form from suppliers of raw materials 3. Licence of Local Body 6. ID proof and address proof of applicant 7. Building Suitability Certificate by DDA(E&T) 8. Ownership Certificate 9.If rented building – copy of Rent Deed 10. Lab analysis report as per FCO for organic manures 11. Inspection report of the organic manure manufacturing unit by DDA (E&T) 12. Notary attested copy of FORM A 2 of manufacturers outside Kerala 13.List of dealers with MFMS ID 14. Checklist
Process description	<p>Step 1 : Submission of application with supporting documents as above.</p> <p>Step 2: Remit required licence fees.</p> <p>Step 3: Scrutiny of the application and supporting documents as per the checklist</p> <p>Step 4:Verification by Agricultural Officer and submission to ADA at block level</p> <p>Step 5.Verification &scrutiny of documents by ADA and submission to DDA(E&T) at district level</p> <p>Step 6: Site inspection by DDA (E&T) and issue of certificates</p> <p>Step 7: Verification by DDA (E&T) and submission to the Licensing Authority – Additional Director of Agriculture(CP)</p> <p>Step 8 : Approval and Issue of Licence by Additional Director (CP)</p>
Procedure for Fees payment	<ol style="list-style-type: none"> 1.Web portal payment gateway

List of Reference Documents	1.Fertilizer (Control Order 1985 2.Order No. TF (1) 46279 /14 dated 13/10/2014
Time line for completing the process	30Days
Checking of Application Status	Facility for application status tracking by the applicant
Key Contact Person from department	Agricultural Officer of respective Krishi Bhavan

- **Standard Operating Procedure for Approver**

Application for	LICENCE TO WHOLESALE FERTILIZER DISTRIBUTOR		
Mandatory supporting documents required	<ol style="list-style-type: none"> 1. Application in FORM A1 2. Details of remittance of fees 2. O Form from suppliers of raw materials 3. Licence of Local Body 6. ID proof and address proof of applicant 7. Building Suitability Certificate by DDA(E&T) 8. Ownership Certificate 9.If rented building – Copy of Rent Deed 10. Lab analysis report as per FCO for organic manures 11. Inspection report of the organic manure manufacturing unit by DDA (E&T) 12. Notary attested copy of FORM A 2 of manufacturers outside Kerala 13.List of dealers with MFMS ID 14.Checklist 		
List of Reference Documents	1.Fertilizer (Control Order 1985 2.Order No. TF (1) 46279 /14 dated 13/10/2014		
Time line for completing the process	30 days		
Departmental Work Flow	Agricultural Officer	Assistant Director	Deputy
	Director (E &T)	Additional Director (CP)	

- **Verification/Inspection Procedure:**

- A. Scrutiny of the application and supporting documents by Agricultural Officer.
- B. Inspection of premise and issue of building suitability certificate by DDA (E&T)

- **Checklist of Documents**

1. Application in FORM A1
2. Remittance of fee @ Rs.450/- under H/A 0401-00-800-91
2. O Form from suppliers of raw materials
3. Licence of Local Body
6. ID proof and address proof of applicant
7. Building Suitability Certificate by DDA(E&T)
8. Ownership Certificate
9. If rented building - Copy of Rent Deed
10. Lab analysis report as per FCO for organic manures
11. Inspection report of the organic manure manufacturing unit by DDA (E&T)
12. Notary attested copy of FORM A 2 of manufacturers outside Kerala
13. List of dealers with MFMS ID

Director of Agriculture Development and Farmers' Welfare