

	AGRICULTURE DEVELOPMENT AND FARMERS' WELFARE
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Standard Operating Procedure and Checklist

- Standard Operating Procedure for Applicant**

	<i>LICENCE TO MANUFACTURE OF FERTILIZER MIXTURES</i>
	<ol style="list-style-type: none"> 1. Application in FORM D 2. Remittance of fee @ Rs 750/-under H/A 0401-00-800-91 3. O Form for raw materials 4. IDproof and address proof of applicant 5. Documents of educational qualification of chemist <ol style="list-style-type: none"> a) Certificate of educational qualification b) Job offer letter of employer c) Job acceptance letter of chemist d ID &address proof of chemist 6. Licence of LSG 7. Building Suitability Certificate of DDA (E &T) 8. Laboratory Facility Certificate as per FCO from DDA (E &T) 9. Ownership Certificate of building 10. If rented building – Copy of Rent Deed 11. Sketch and location map of mixing unit. 12. Table showing the quantity of raw materials used for preparation of 1 MT of each mixture 13. Checklist

	<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 DD (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>
	<p>1. Web portal payment gateway</p>
	<p>1.Fertilizer (Control Order 1985 2.Order No. TF (1) 46279 /14 dated 13/10/2014</p>
	<p>45 Days</p>
	<p>Facility for application status tracking by the applicant</p>
	<p>Agricultural Officer of respective Krishi Bhavan</p>

- **Standard Operating Procedure for Approver**

	LICENCE TO MANUFACTURE OF FERTILIZER MIXTURES
	1. Application in FORM D 2. Details of remittance of fees 3. O Form for raw materials 4. IDproof and address proof of applicant 5. Documents of educational qualification of chemist a) Certificate of educational qualification b) Job offer letter of employer c) Job acceptance letter of employee 6. Licence of LSG 7. Building Suitability Certificate of DDA (E &T) 8. Laboratory Facility Certificate as per FCO 9. Ownership Certificate of building 10 If rented building – copy of Rent Deed 11. Sketch and location map of mixing unit. 12. Table showing the quantity of raw materials used for preparation of 1 MT of each mixture 13. Checklist
	1.Fertilizer (Control Order 1985 2.Order No. TF (1) 46279 /14 dated 13/10/2014
	<i>45 days</i>
	Agricultural Officer Assistant Director Deputy Director (E &T) Additional Director (CP)

- **Verification/Inspection Procedure:**

LICENCE TO MANUFACTURE OF FERTILIZER MIXTURES

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

C . Inspection of manufacturing unit by DDA(E & T) and issue of laboratory facility certificate.

- **Checklist of Documents**

1. Application in FORM D
2. Remittance of fee @ Rs 750/-under H/A 0401-00-800-91
3. O Form for raw materials
4. ID proof and address proof of applicant
5. Documents of educational qualification of chemist
 - a) Certificate of educational qualification
 - b) Job offer letter of employer
 - c) Job acceptance letter of chemist
 - d) ID & address proof of chemist
6. Licence of LSG
7. Building Suitability Certificate of DDA (E & T)
8. Laboratory Facility Certificate as per FCO by DDA(E&T)
9. Ownership Certificate
10. If rented building –Ownership certificate and copy of rent deed
11. Sketch and location map of mixing unit.
12. Table showing the quantity of raw materials used for preparation of 1 MT of each mixture