

## Standard Operating Procedure and Checklist

### 1. Standard Operating Procedure for Applicant

Application for	<i>LICENCE TO MANUFACTURE INSECTICIDES</i>
Mandatory supporting documents required	<ol style="list-style-type: none"> <li>1. Application in FORM II ( Complete in all respects and required documents)</li> <li>2. ID proof of the applicant ( Aadhar/ Election ID )</li> <li>3. Address proof of the premise where the insecticides shall be manufactured ( Ownership certificate for own building/ lease agreement with copy of the building tax receipt of the owner)</li> <li>4. Certified copy of the Certificate of Registration of the insecticide ( Notary attested)</li> <li>5. Licence of the Local Body</li> <li>6. Building Suitability Certificate in the prescribed format countersigned by DD(E&amp;T)</li> <li>7. Job offer and Job acceptance letters of Technical person posted along with attested copy of educational qualification-               <ol style="list-style-type: none"> <li>i) Doctorate in Chemistry or Agriculture Chemistry or Agriculture Chemicals or Master of Technology or Master of Science in Chemical Engineering or Equivalent for Manufacture of Technical Grade Pesticide OR ii) Master Degree in Science with Chemistry or Agriculture Chemistry or Agriculture Chemicals or equivalent as one of the subject for manufacture of pesticide formulation</li> </ol> </li> <li>8. List of insecticides for which the manufacturing licence is required with CIB registration number and validity</li> <li>9. Original chalan duly countersigned by the concerned Agricultural Officer for the fee remitted @ Rs 2000/- per product to a maximum of Rs 20000/- under H/A 0401-00- 800-91 Other services and service fees.</li> <li>10. Certificate regarding plant and machinery (as in the website of DPPQ &amp; S)</li> <li>11 Certificate regarding safety devices and first aid facilities (as per chapter VIII of Insecticides Rules, 1971)</li> <li>15. Checklist</li> </ol>

<p><b>Process description</b></p>	<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 &amp; Scrutiny of Documents by ADA and submission of same to DD (E&amp;T) for countersigning.</p> <p>Step 6: Site inspection by DD(E&amp;T) and issue of certificates</p> <p>Step 7: Verification and Approval by DDA (E&amp;T) and submission to the Licensing Authority – JDA( PP )</p> <p>Step 7 : Approval and Issue of Licence by JDA (PP)</p>
<p><b>Procedure for Fees payment</b></p>	<p>1. Web portal payment gateway</p>
<p><b>List of Reference Documents</b></p>	<p>1.The Insecticides Act ,1968 2.The Insecticides Rules ,1971</p>
<p><b>Time line for completing the process</b></p>	<p>30 Days</p>
<p><b>Checking of Application Status</b></p>	<p>Facility for application status tracking by the applicant</p>
<p><b>Key Contact Person from department</b></p>	<p>Agricultural Officer of respective Krishi Bhavan</p>

## 2. Standard Operating Procedure for Approver

<b>Application for</b>	<b>LICENCE TO MANUFACTURE INSECTICIDES</b>
<b>Mandatory supporting documents required</b>	<ol style="list-style-type: none"> <li>1. Application in FORM II ( Complete in all respects and required documents)</li> <li>2. ID proof of the applicant ( Aadhar/ Election ID )</li> <li>3. Address proof of the premise where the insecticides shall be manufactured ( Ownership certificate for own building/ lease agreement with copy of the building tax receipt of the owner)</li> <li>4. Certified copy of the Certificate of Registration of the insecticide (Notary attested)</li> <li>5. Licence of the Local Body</li> <li>6. Building Suitability Certificate in the prescribed format countersigned by DD(E&amp;T)</li> <li>7. Job offer and Job acceptance letters of Technical person posted along with attested copy of educational qualification</li> <li>8. List of insecticides for which the manufacturing licence is required with CIB registration number and validity.</li> <li>9. Original chalan duly countersigned by the concerned Agricultural Officer for the fee remitted @ Rs 2000/- per product to a maximum of Rs 20000/- under H/A 0401-00- 800-91 Other service and service fees</li> <li>10. Certificate regarding the plant and machinery.</li> <li>11 Certificate regarding safety devices and first aid facilities (Certificates as per Sl.No 10 &amp; 11 as per chapter VIII of Insecticides Rules, 1971 and in the website of DPPQ &amp; S )</li> <li>15. Checklist</li> </ol>
<b>List of Reference Documents</b>	<ol style="list-style-type: none"> <li>1.The Insecticides Act 1968</li> <li>2.The Insecticides Rules ,1971</li> </ol>
<b>Time line for completing the process</b>	<i>15 days</i>

**Departmental Work  
Flow**

Agricultural Officer → Assistant Director → Deputy

Director ( E & T ) → Joint Director ( PP)

**3. Verification/Inspection Procedure:**

**LICENCE TO MANUFACTURE INSECTICIDES**

- A. Scrutiny of the application and supporting documents by Agricultural Officer.
- B. Inspection of premise and issue of suitability certificate by Agricultural Officer and countersigned by DD(E&T).
- C. Inspection of Plant and machinery , First aid and safety devices by DD(E&T ).

**4. Checklist of Documents**

- 1. Application in FORM II ( Complete in all respects and required documents)
- 2. ID proof of the applicant ( Aadhar/ Election ID )
- 3. Address proof of the premise where the insecticides shall be manufactured ( Ownership certificate for own building/ lease agreement with copy of the building tax receipt of the owner)
- 4. Certified copy of the Certificate of Registration of the insecticide ( Notary attested)
- 5. Licence of the Local Body
- 6. Building Suitability Certificate in the prescribed format countersigned by DD(E&T)
- 7. Job offer and Job acceptance letters of Technical person posted along with attested copy of educational qualification-Masters degree in chemistry with a doctorate or a graduate degree in Chemical Engineering for manufacture of technical grade pesticides/a graduate degree in Agricultural Science with chemistry for manufacture of pesticide formulations.
- 8. List of insecticides for which the manufacturing licence is required with CIB registration number and validity.
- 9. Details of fee remitted @ Rs 2000/- per product to a maximum of Rs 20000/- under H/A

0401-00-800-91 Other service and service fees.

10. Certificate regarding the plant and machinery

11 Certificate regarding safety devices and first aid facilities

(Certificates as per Sl.No 10 & 11 as per chapter VIII of Insecticides Rules, 1971 and in the website of DPPQ & S )