

CIRCULAR

Sub: Streamlining the procedures for grant of pesticide licence - Guidelines on the procedures and the time-line -Strict compliance -Reg:

Ref: This Office Circular on even No. Dated: 31.03.2017

In continuation of the guidelines on the procedures to be followed on grant of pesticide licence communicated vide circular referred, the following further directions are issued herewith.

1. All the directives issued on the procedures to be followed for grant of pesticide licence should be followed in strict compliance with effect from **01.07.2017**.
2. Application for grant of licence forwarded to Director of Agriculture without fulfilling the requisites shall be summarily rejected and returned thereafter. In such cases, Officers concerned shall be liable to be charged for the expense incurred on **postage charges** for the return of application.
3. There is no need for forwarding any document in duplicate to the Director of Agriculture including the Application Form. Further, no document other than those mentioned in the check list is generally required for grant of licence. All such **extra documents shall be returned** and the officer concerned shall be liable to be charged for the postage expense.
4. It may be ensured that Agricultural Officers permit the applicant for remitting the licence fee (**countersignature of chalan**) only after submitting the application in complete with all required documents.
5. No application shall be forwarded to the Director of Agriculture without certifying the **Check List** by the Deputy Director of Agriculture (E&T) for ensuring completeness of the application.
6. It has to be ensured that the List of Products submitted along with the licence application is prepared in strict conformity with the specified proforma to enable easy verification. (*List of products for grant of Distribution licence has to be prepared in the **same serial order** as in the Manufacture / Distribution Licence or in the Principal Certificate*).

7. All Insecticide licences granted are required to be re-validated annually by obtaining the **SELF CERTIFICATION** in Form X. The application for re-validation of licence from the manufacturers / distributors duly recommended by the Deputy Director of Agriculture (E&T) should be forwarded to the State Licensing Officer along with the Self Certification and Original Licence as per the time-line communicated earlier. (*Proforma enclosed*). It is not required to remit any fee for the annual re-validation of licence.
8. Application for **Amendment of Licence** (*for addition or exclusion of products, change of premise, change of expert staff etc*) shall also be made along with the application for Annual Re-validation. In such cases, licence amendment fee as per provision should be remitted. (*Interim application for amendment of licence may be avoided*).
9. Further, if the validity of **licence for any product** included in the original licence has expired due to the expiry of the respective principal certificate / manufacturing licence / distribution licence, it can also be re-validated along with the Annual Re-validation of licence by remitting the licence amendment fee as per provision. In such cases, the fresh / re-validated documents should be submitted along with the list of products in the prescribed proforma.
10. The **time-line** fixed for processing the application for grant of licence at different levels should be strictly followed.

Principal Agricultural Officers are requested to ensure that Agricultural Officers of Krishibhavans and all other Insecticide Inspectors are made aware of the above guidelines and are strictly complied with hereafter.

Sd/-
**Additional Director of Agriculture (CP)
For Director of Agriculture**

SUBRAMONIAN. M
Joint Director of Agriculture (PP)
Agriculture Development &
Farmer's Welfare Department
Vikas Bhavan, Thiruvananthapuram-33

To

All Principal Agricultural Officers / All Project Directors (ATMA)
All DDAs (E&T) / All ADAs (QC)
TA to DA
IT Cell - For mailing the Circular to all technical officers in the department.
Stock / File

**Application for Annual Re-validation of Licence
for the Manufacture / Dealers / Retailers of Insecticides**

**The State Licensing Officer
Directorate of Agriculture Development & Farmers Welfare Department**

Sir / Madam

Sub: Annual Re-validation of Insecticide Licence-Reg;
Ref: Licence No.

The annual re-validation date of the licence issued vide reference cited for the Manufacture / Distribution / Retail unit of insecticides is on I am submitting here with the **Original Licence** and the **Self Certification in Form X** for re-validating the licence. I request that my licence may be re-validated and issued at the earliest.

Place:
Date:

Name and Signature with seal

Self Certification

**by the Manufacturers / Dealers / Retailers regarding Stocks of Insecticides
(See sub-rule (7) of rule 10)**

Ison / daughter of
licensed to have a manufacturing / distribution / retailing unit at.....
..... hereby certify that I have maintained all the Registers in the
Format prescribed in the Insecticide Rule, 1971 under my signatures.

The Registers are kept under my secured custody and are open to scrutiny any time by the Insecticide Inspector, Licensing Officer or any other officer authorised by the Central or the State Government in this behalf.

Place
Date:

Signature of the In-charge with seal

Recommendation by the Deputy Director of Agriculture (E&T)

The licence issued to
vide No. for the Manufacture / Distribution / Retail unit can
be re-validated with effect from (Annual Revalidation Date)

Place:
Date:

Signature with seal