

## Standard Operating Procedure and Checklist

### 1. Standard Operating Procedure for Applicant

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| <b>Application for</b>                         | <b>LICENCE TO SELL/STOCK OR EXHIBIT FOR SALE OR DISTRIBUTE 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 with 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 stores/ sold ( Ownership certificate for own building / lease agreement with copy of the building tax receipt of the owner)</li> <li>4. License of the Local Body</li> <li>5. Building suitability certificate in the prescribed format</li> <li>6. Job offer and Job acceptance letter of Technical person posted along with attested copy of educational qualification<br/>-Graduate in Agriculture / Biochemistry/ Biotechnology/ Life Science/ Science with Chemistry or Botany or Zoology from a recognized University/ Institute OR One Year Diploma course in Agriculture/ Horticulture or related subjects from any Government recognized University or Institute with course content on plant protection and pesticide management.</li> <li>7. List of insecticides in the prescribed format as in the application Form No.II</li> <li>8. Principal Certificate in Appendix to Form II<br/>(It should be complete in all respects – PC Number , Date of issue, authorization of the dealer, source of insecticides, validity, signature and seal)</li> <li>9. Details of fee remitted under H/A 0401-00-800-91 Other service and service fees             <ol style="list-style-type: none"> <li>(a) Rs 500/- for every insecticide subject to a maximum of Rs 7500/- in urban areas ( Corporation and Municipality)</li> <li>(b) Rs 100/- for every insecticide subject to a maximum of Rs 1500/- in Rural areas (Panchayat)</li> </ol> </li> <li>10. Self declaration as per Sl. No 4 (c) &amp; (d) in application form</li> <li>11. Other supporting documents if any</li> <li>12. Checklist</li> </ol> |
| <b>Process description</b>                     | <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</p>   |

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|   | <p>the checklist</p> <p>Step 4: Verification by Agricultural Officer &amp; submission to ADA at block level.</p> <p>Step 5: Verification &amp;Scrutiny of documents by ADA and submission to DD(E&amp;T) for countersigning.</p> <p>Step 6:Site Inspection by DD (E&amp;T) and issue of certificates</p> <p>i)Verification , Approval and issue of retail licence by DD (E&amp;T)</p> <p>ii) Verification , Approval and submission by DD (E&amp;T) to the Licensing Authority – JDA( PP ) for issue of wholesale licence.</p> <p>Step 7 : Approval and Issue of wholesale licence by JDA (PP)</p> |
| <b>Procedure for Fees payment</b>           | 1. Web portal payment gateway  |
| <b>List of Reference Documents</b>          | 1.The Insecticides Act ,1968<br>2.The Insecticides Rules ,1971   |
| <b>Time line for completing the process</b> | 30 Days  |
| <b>Checking of Application Status</b>       | Facility for application status tracking by the applicant  |
| <b>Key Contact Person from department</b>   | Agricultural Officer of respective Krishi Bhavan   |

## 2.Standard Operating Procedure for Approver

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| <b>Application for</b>                         | <b>LICENCE TO SELL/STOCK OR EXHIBIT FOR SALE OR DISTRIBUTE INSECTICIDES</b>   |
| <b>Mandatory supporting documents required</b> | <p>1. Application in FORM II ( Complete in all respects and with required documents )</p> <p>2. ID proof of the applicant ( Aadhar/ Election ID )</p> |

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|   | <ol style="list-style-type: none"> <li>3. Address proof of the premise where the insecticides shall be stored/ sold<br/>(Ownership certificate for own building / lease agreement with copy of the building tax receipt of the owner)</li> <li>4. Licence of the Local Body</li> <li>5. Building suitability certificate in the prescribed format</li> <li>6. Job offer and Job acceptance letter of Technical person posted along with attested copy of educational qualification<br/>-Graduate in Agriculture / Biochemistry/ Biotechnology/ Life Science/ Science with Chemistry or Botany or Zoology from a recognised University/ Institute OR One Year Diploma course in Agriculture/ Horticulture or related subjects from any Government Recognised University or Institute with course content on plant protection and pesticide management.</li> <li>7. List of insecticides in the prescribed format as in the application Form No.II</li> <li>8. Principal Certificate in Appendix to Form II<br/>(It should be complete in all respects – PC Number , Date of issue, authorisation of the dealer, source of insecticides, validity, signature and seal)</li> <li>9. Details of fee remitted under H/A 0401-00-800-91 <ol style="list-style-type: none"> <li>(a) Rs 500/- for every insecticide subject to a maximum of Rs 7500/- in urban areas ( Corporation and Municipality)</li> <li>(b) Rs 100/- for every insecticide subject to a maximum of Rs 1500/- in Rural areas (Panchayat)</li> </ol> </li> <li>10. Self declaration as per Sl. No 4 (c) &amp; (d) in application form</li> <li>11. Other supporting documents if any</li> <li>12.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>  |
| <b>Departmental Work Flow</b>               | <ol style="list-style-type: none"> <li>i) Agricultural Officer → Assistant Director → Deputy Director ( E &amp; T ) ( Retail Licence )</li> <li>ii) Agricultural Officer → Assistant Director → Deputy Director ( E &amp; T ) → Joint Director ( PP) (Wholesale Licence)</li> </ol>   |

### 3.Verification/Inspection Procedure:

**LICENCE TO SELL/STOCK OR EXHIBIT FOR SALE OR DISTRIBUTE INSECTICIDES**

A. Scrutiny of the application and supporting documents by Agricultural Officer.

B. Inspection of premise and issue of suitability certificate by Agricultural Officer & countersigned by DD(E&T)

#### **4. Checklist of Documents**

1. Application in FORM II ( Complete in all respects and with required documents )
2. ID proof of the applicant ( Aadhar/ Election ID )
3. Address proof of the premise where the insecticides shall be stored/ sold  
(Ownership certificate for own building / lease agreement with copy of the building tax receipt of the owner)
4. Licence of the Local Body
5. Building suitability certificate in the prescribed format
6. Job offer and Job acceptance letter of Technical person posted along with attested copy of educational qualification

-Graduate in Agriculture / Biochemistry/ Biotechnology/ Life Science/ Science with Chemistry or Botany or Zoology from a recognised University/ Institute OR One Year Diploma course in Agriculture/ Horticulture or related subjects from any Government Recognised University or Institute with course content on plant protection and pesticide management.

7. List of insecticides in the prescribed format as in the application Form No.II
8. Principal Certificate in Appendix to Form II  
(It should be complete in all respects – PC Number , Date of issue, authorisation of the dealer, source of insecticides, validity, signature and seal)
9. Details of fee remitted under H/A 0401-00-800-91 Other services and service fees
  - (a) Rs 500/- for every insecticide subject to a maximum of Rs 7500/- in urban areas ( Corporation and Municipality)
  - (b) Rs 100/- for every insecticide subject to a maximum of Rs 1500/- in Rural areas (Panchayat)
10. Self declaration as per Sl. No 4 (c) & (d) in application form
11. Other supporting documents if any

**Director of Agriculture  
Development and Farmers'  
Welfare**