

<b>Name of Department</b>	<b>AGRICULTURE DEVELOPMENT AND FARMERS' WELFARE</b>
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**Standard Operating Procedure and Checklist**

□ **Standard Operating Procedure for Applicant**

<b>Application for</b>	<b>LICENCE TO FERTILIZER RETAIL DEALER</b>
<b>Mandatory supporting documents required</b>	<ol style="list-style-type: none"> <li>1. Application in FORM A1</li> <li>2. Remittance office @ Rs.38/- under H/A 0401-00-800-91</li> <li>2. O Form from suppliers of raw materials</li> <li>3. Certificate of educational qualification of applicant</li> <li>4. If technical person is employed by SCB             <ol style="list-style-type: none"> <li>a) Certificate of educational qualification</li> <li>b) Job offer letter of employer</li> <li>c) Job acceptance letter of employee</li> <li>d) . ID proof and Address proof of the technical person</li> </ol> </li> <li>5. Licence of Local Body</li> <li>6. ID proof and Address proof of the applicant</li> <li>7. Building Suitability Certificate by Agricultural Officer</li> <li>8. Ownership Certificate</li> <li>9. If rented building – Copy of Rent Deed</li> <li>10. Lab analysis report as per FCO for organic products</li> <li>11. Notary attested copy of FORM A 2 for manufacturers outside Kerala</li> <li>12 .Checklist</li> </ol>
<b>Process description</b>	<ol style="list-style-type: none"> <li>1.Fertilizer (Control) Order ,1985</li> <li>2.Order No. TF (1) 46279 /14 dated 13/10/2014</li> </ol> <p>Step 1 : Submission of application with supporting documents as above.</p> <p>Step 2: Remit required licence fees.</p> <p>Step 3: Site inspection and issue of certificates by Agricultural Officer</p> <p>Step 3: Scrutiny of the application and supporting documents as per the checklist</p> <p>Step 5, Verification by Agricultural Officer and submission to ADA at Block Level</p> <p>Step 6, Verification and scrutiny of documents by ADA and submission to DDA(E&amp;T) at District level.</p>

	Step 6: Verification Approval and issue of licence by DD (E&T)
<b>Procedure for Fees payment</b>	1. Web portal payment gateway
<b>List of Reference Documents</b>	1.Fertilizer (Control Order 1985 2.Order No. TF (1) 46279 /14 dated 13/10/2014
<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

□ **Standard Operating Procedure for Approver**

<b>Application for</b>	<b>LICENCE TO RETAIL FERTILIZER DEALER</b>
<b>Mandatory supporting documents required</b>	<ol style="list-style-type: none"> <li>1. Application in FORM A1</li> <li>2. Remittance office @ Rs.38/- under H/A 0401-00-800-91</li> <li>2. O Form from suppliers of raw materials</li> <li>3. Certificate of educational qualification of applicant</li> <li>4. If technical person is employed by SCB <ol style="list-style-type: none"> <li>a) Certificate of educational qualification</li> <li>b) Job offer letter of employer</li> <li>c) Job acceptance letter of employee</li> <li>d) . ID proof and Address proof of the technical person</li> </ol> </li> <li>5. Licence of Local Body</li> <li>6. ID proof and Address proof of the applicant</li> <li>7. Building Suitability Certificate by Agricultural Officer</li> <li>8. Ownership Certificate</li> <li>9. If rented building – Copy of Rent Deed</li> <li>10. Lab analysis report as per FCO for organic products</li> <li>11. Notary attested copy of FORM A 2 for manufacturers outside Kerala</li> <li>12 .Checklist</li> </ol>

<b>List of Reference Documents</b>	1.Fertilizer (Control )Order 1985 2.Order No. TF (1) 46279 /14 dated 13/10/2014
<b>Time line for completing the process</b>	<i>30 days</i>
<b>Departmental Work Flow</b>	Agricultural Officer      Assistant Director      Deputy  Director ( E &T )

**Verification/Inspection Procedure:**

- A. Scrutiny of the application and supporting documents by Agricultural Officer.
- B. Inspection of premise and issue of suitability certificate by Agricultural Officer.

**Checklist of Documents**

1. Application in FORM A1
2. Remittance offee @ Rs.38/- under H/A 0401-00-800-91
2. O Form from suppliers of raw materials
3. Certificate of educational qualification of applicant
4. If technical person is employed by SCB
  - a) Certificate of educational qualification
  - b) Job offer letter of employer
  - c) Job acceptance letter of employee
  - d) . ID proof and Address proof of the technical person
5. Licence of Local Body
6. ID proof and Address proof of the applicant
7. Building Suitability Certificate by Agricultural Officer
8. Ownership Certificate
9. If rented building – Copy of Rent Deed
10. Lab analysis report as per FCO for organic products
11. Notary attested copy of FORM A 2 for manufacturers outside Kerala

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