

Standard Operating Procedure and Checklist

1. Standard Operating Procedure for Applicant

Application for	<i>LICENCE TO COMMERCIAL PEST CONTROL OPERATIONS</i>
Mandatory supporting documents required	<ol style="list-style-type: none"> 1. Application in FORM II 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. Attested copy of educational qualification of pest control operator. The applicant should atleast be a <ul style="list-style-type: none"> - Graduate in Agriculture / Science with chemistry as a subject with a certificate of minimum 15 days training from any of the following institutions-CFTRI, Mysore, Indian Grain Storage Institute, Hapur and National Institute of Plant Health Management, Hyderabad 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 @ Rs 1000/- 10. Supporting documents as per Item No.8 in Form II (Certificate of Registration of Fumigation Agency and certificate of Accreditation of fumigation operator for undertaking fumigation)
Process description	<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>Step4: Verification by agricultural officer and submission to ADA at block level.</p> <p>Step 5: Verification & Scrutiny of documents by ADA and submission to DD (E&T) for countersigning</p> <p>Step 6: Site inspection by DD(E&T) and issue of certificates</p> <p>Step7:</p> <p>i) Verification , Approval and submission by DD (E&T) to the Licensing Authority – JDA(PP) for issue of PCO licence.</p> <p>Step 8: Approval and Issue of PCO licence by JDA (PP)</p>
Procedure for Fees payment	1. Web portal payment gateway
List of Reference Documents	<p>1.The Insecticides Act ,1968</p> <p>2.The Insecticides Rules ,1971</p>
Time line for completing the process	30 Days
Checking of Application Status	Facility for application status tracking by the applicant
Key Contact Person from department	Agricultural Officer of respective Krishi Bhavan

2. Standard Operating Procedure for Approver

Application for	LICENCE TO SELL/STOCK OR EXHIBIT FOR SALE OR DISTRIBUTE INSECTICIDES
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<p>Mandatory supporting documents required</p>	<ol style="list-style-type: none"> 1. Application in FORM II 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. Attested copy of educational qualification of pest control operator <ul style="list-style-type: none"> - The applicant should atleast be a - Graduate in Agriculture / Science with chemistry as a subject with a certificate of minimum 15 days training from any of the following institutions-CFTRI, Mysore, Indian Grain Storage Institute, Hapur and National Institute of Plant Health Management, Hyderabad 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 service and service fees @ Rs 1000/- 10. Supporting documents as per Item No.8 in Form II (Certificate of Registration of Fumigation Agency and certificate of Accreditation of fumigation operator for undertaking fumigation)
<p>List of Reference Documents</p>	<ol style="list-style-type: none"> 1.The Insecticides Act, 1968 2.The Insecticides Rules,1971
<p>Time line for completing the process</p>	<p><i>15 days</i></p>
<p>Departmental Work Flow</p>	<p>i) Agricultural Officer → Assistant Director → Deputy Director (E & T) → Joint Director (PP)</p>

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 & same countersigned by DD(E&T)

4. Checklist of Documents

1. Application in FORM II
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. Attested copy of educational qualification of pest control operator The applicant should atleast be a
- Graduate in Agriculture / Science with chemistry as a subject with a certificate of minimum 15 days training from any of the following institutions-CFTRI, Mysore, Indian Grain Storage Institute, Hapur and National Institute of Plant Health Management, Hyderabad
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 service and service fees @ Rs 1000/-
10. Supporting documents as per Item No.8 in Form II
(Certificate of Registration of Fumigation Agency and certificate of Accreditation of fumigation operator for undertaking fumigation)

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