

**CIRCULAR**

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

- Ref: 1. This Office Endt: No. TQ (1) 54930/15 Dtd: 18.01.2016  
2. Gol Gazette Notification Dtd: 01.02.2017 on Insecticides (2nd Amendment) Rules, 2017.

Vide reference cited 1, the Government of India Gazette Notification No. GSR 840 (E) dtd. 05.11.2015 on the Insecticide (Amendment) Rules, was communicated to all Principal Agricultural Officers for enforcing strict compliance. The amendments were mainly on the licensing of pesticides and the requirements thereof. However, it has been noticed that many of the directives are not clearly followed by the sub offices while processing and forwarding the application for the grant of licence and thereby undue delay occur in the grant of licence by the State Licensing Officer. Further, vide 2nd reference cited, Government of India have notified amendments in the insecticide rules modifying the requirements of educational qualifications for the applicant / the employed technical person for grant of licence to sell, stock or exhibit for sale or distribute insecticides

In the circumstances above, the following guidelines are hereby issued for strict compliance for processing the application for grant of licence for manufacture, distribution / sale of pesticides or for commercial pest control operations by the State Licensing Officer.

**1. Authority for Grant of Licence:**

Authority for grant of licence for manufacture and distribution of pesticides and for commercial pest control operations is vested with the State Licensing Officer (Joint Director of Agriculture-Plant Protection, Directorate of Agriculture). The Deputy Director of Agriculture (E&T) in the district is authorized only for the grant of retail licence within the district and not entrusted with grant of distribution licence even if the distribution is confined to the district only.

**2. Authority for Receiving Application for Grant of Licence:**

Application for grant of licence should be received by the Officer in charge of the Krishibhavan in the local body where the premise of pesticide operation is located. It is the responsibility of the Officer in charge of the Krishibhavan to verify the documents in line

with the Check List and to forward the application to the Assistant Director of Agriculture of the concerned block duly recommended. In no case, application without satisfying all the requirements be forwarded to the Assistant Director of Agriculture.

### **3. Application Form:**

No application shall be entertained if it is not in the form specified as per the Insecticide Rule Amendments dated 5th November, 2015. Application for grant of licence for pesticide manufacture should be in **Form V** and that to sell, stock or exhibit for sale or distribute shall be in **Form VII**. Application for grant of licence for commercial pest control operation should also be in **Form VII**.

Request for licence for pesticide distribution and commercial pest control operation can be made in single application, provided the specific requirements for granting of both the licences are fulfilled and verified through respective Check List.

If the applicant intend to sell / stock for sale pesticides at more than one place, separate application shall be made for issuing separate licence in respect of every such place.

### **4. Application Fee and Remittance of Fee:**

The fee for grant of licence should be remitted through treasury chalan in the receipt head specified (H/A: 0401-00-800-91-Service Fee). The chalan should be countersigned by the Officer in charge of the Krishibhavan. At prevailing rates, licence fee should be remitted as follows:

Manufacture Licence	: Rs. 50/-per product to a maximum of Rs. 500/-
Sale / Distribution Licence	: Rs. 20/- per product to a maximum of Rs. 300/-
Pest Control Operation Licence	: Rs. 1000/- per each place of operation.

Pest Control Operation Licence is renewable every 5 years and the renewal licence fee is also Rs. 1000/- per place of operation. In case the application for renewal is not made before the expiry, but made within 3 months from the date of expiry, a late fee shall be levied @ Rs. 100/- up to one month, Rs. 200/- up to 2 months and Rs. 300 up to 3 months.

### **5. CIB Registration Certificate for grant of Manufacture Licence:**

Application for grant of licence for pesticide manufacture should be accompanied with a copy of the CIB Registration Certificate issued for the particular insecticide. In case the CIB registration is provisional or granted for a specified period, grant of manufacturing licence will be subject to the period of validity of the CIB Registration. Hence it should be ensured that reasonable period of validity of CIB Registration is available while forwarding and recommending application for grant of licence for pesticide manufacture.



**6. Requirement of Manufacture Licence for Grant of Distribution / Pest Control Operation Licence:**

Application for grant of licence for distribution of pesticides or for commercial pest control operation should be enclosed with an attested copy of the manufacturing licence of all the products. In case the manufacturing licence is issued in other states, it should be attested by a notified notary.

**7. Principal Certificate for Grant of Distribution / Pest Control Operation Licence :**

Application for grant of licence for distribution of pesticides or for commercial pest control operation should be enclosed with the Principal Certificate in Form IX. It may be noticed that only the manufacturer can issue the Principal Certificate. Authorised Regional Signatories of the manufacturer can sign the the PC only if a letter of authorisation is produced and attached with the Principal Certificate. (*Principal Certificate issued by Distributors / wholesale Dealers are not valid for grant of retail licence by the District Licensing Officer also*). In case the validity of manufacturing licence is for a specified period, the validity of the Principal Certificate should be within the validity of the manufacturing licence.

**8. Consent from the Building Owner:**

If the building / premise is not owned by the applicant, a consent from the building / premise owner must be enclosed in the application for grant of any pesticide licence, which shall be obtained in Stamp Paper worth Rs. 200/-, along with an attested copy of the lease agreement. However, if the business purpose is mentioned in the lease agreement, a self declaration to this effect shall be adequate. In case the building / premise is owned by the applicant, it should be properly supported by documents such as Tax Receipt / Ownership Certificate issued by the Local body.

**9. Licence from the LSG Institution:**

Every application for grant of pesticide licence should be supported with an attested copy of the licence issued by the LSG institution for carrying out pesticide operation. It may be ensured that the period of validity of the local body licence covers the entire financial year during which the application is made.

**10. Building / Premise Suitability Certificate:**

Building / premise Suitability Certificate issued by the Deputy Director of Agriculture (E&T) is mandatory for all kinds of pesticide licence to be granted by the State Licensing Officer. There is no need to forward the building / premise suitability certificate from the

Officers of the sub offices. In case there is any change in the Building / Premise Number from that of the previous licence, a certificate issued by the local body / Agricultural Officer / Deputy Director of Agriculture (E&T) may be included in the application. In any case, no suitability certificate shall be issued for more than one building in different premises and incorporated in a single application for grant of single licence.

**11. Plant and Machinery Certificate for Manufacture Licence:**

Plant and Machinery Certificate issued by the Deputy Director of Agriculture (E&T) is mandatory for grant of pesticide manufacture licence. No licence to manufacture an insecticide shall be recommended unless the Deputy Director of Agriculture (E&T) is satisfied that necessary plant and machinery, laboratory facilities, safety devices and first aid facilities etc exist in the premises where the insecticide is proposed to be manufactured.

**12. Expert Staff / Technical Personnel:**

Application for grant of pesticide licence should clearly mention the name and educational qualification of the Expert Staff (*Manufacturing licence*) or Technical Personnel (*Dealer / Distributor licence*) in the application. (*It is required to mention the name of the technical personnel under Sl. No. 3 of Form VII*). Attested copies of relevant certificate on educational qualification of the expert staff / technical personnel must also be provided along with the application. In case of Dealer / Distributor licence, the applicant or the technical personnel under employment must satisfy the educational requirement as per the GoI notification referred 2 above.

If the expert staff / technical personnel is on employment, copies of the letter of job offer and letter of job acceptance should be provided. Further, in order to ensure that the expert staff / technical personnel is actually employed by the licensee, it has been made mandatory that their salary is made through digital mode or by cheque only.

Applicants for Dealer / Distributor licence can claim exemption on the requirement of educational qualification, if they satisfy the conditions vide Insecticides (Second Amendment) Rules, 2017. In such cases, a request for exemption on the requirement of qualification supported by documents in proof of age, trade experience and annual turn over must be provided. (*proforma enclosed*). If required, a self declaration in stamp paper worth Rs.200/- can also be insisted to this effect.

In case the grant of licence is applied under condition of relaxation of 2 years on the requirement of expert staff / technical personnel with necessary qualification, the applicant



should submit an undertaking in stamp paper worth Rs.200/- to this effect. In such cases, the validity of the licence granted shall expire on 01.02.2019.

**13. Qualifications for Pest Control Operators:**

It is to be noticed that the technical qualification required for the pest control operators is a graduation in Agriculture or Science with Chemistry as a subject, with 15 days training from Central Food Technological Institute, Mysore, or Indian Grain Storage Institute, Hapur or National Plant Protection Training Institute, Hyderabad. In case the Pest Control Operator intend to undertake fumigation also, attested copy of special permission obtained from the Plant Protection Advisor, Government of India for the Fumigation Agency / Fumigator should also be provided.

**14. Renewal of Pest Control Operation Licence:**

Licence for Pest Control Operation shall be issued for a period of 5 years. Application for renewal of licence for Pest Control Operation shall be considered only if the applicant encloses the original of the previous licence issued.

**15. List of Products:**

Every application for grant of licence should be enclosed with a conclusive list of products which are to be included in the licence with all its relevant details (*proforma enclosed*). Insecticides mentioned in the product list without the required details and reference to its CIB Registration, Principal Certificate or Manufacturing Licence shall not be considered for grant of licence. The Officer in charge of the Krishibhavan shall ensure that the list of products submitted by the applicant is prepared *in serial order as in the Manufacturer / Distributor Licence or in the Principal Certificate to enable easy verification*. Deputy Director of Agriculture (E&T) shall ensure that no banned pesticide is recommended for inclusion in the licence.

**16. Time frame for processing application for Grant of Licence:**

Application for grant of licence has to be processed within a time period of 45 days through all levels inclusive of transit to avoid unnecessary criticism and / arguments by way of complaint or litigation. As such, the following time-line shall be strictly complied with, in processing the application for grant of pesticide licence.

- a. Forward of Application by the Officer in charge of Krishibhavan to ADA: 7 days from the date of receipt.
- b. Forward of Application by the ADA to DDA (E&T): 5 days from the date of receipt.
- c. Forward of Application by DDA (E&T) to the State Licensing Officer: 10 Days from the date of receipt.

The date of receipt of application can be reckoned as the date on which defects if any in the application are rectified, provided such defects are brought to the notice of the applicant following the same time-line as above and it is properly documented.

**17. Check List on Application:**

Every application for grant of licence should be accompanied by a Check List, duly certified by the Deputy Director of Agriculture (E&T) as the proforma enclosed. No application should be forwarded to the State Licensing Officer without satisfying the requisites specified in the check list. There is no need for forwarding any document in duplicate to the State Licensing Officer including the Application Form. Further, no document other than those mentioned in the check list is generally required.

**18. Validity of Licence:**

Validity of Manufacture Licence shall be subject to the period of validity of the CIB Registration specified if any. Validity of Dealer Licence shall be subject to the validity of the Principal Certificate which in turn will be within the period of validity of the Manufacture Licence. In case the manufacturer authorizes any Distributor to supply the insecticides on their behalf in the Principal Certificate, then the validity of licence shall be subject to the validity period of the licence of that distributor also. In all cases, the licence will cease to exist if it is not re-validated every year by submitting the Self Certification in Form X to the State Licensing Officer.

**19. Annual Re-validation of Licence:**

The pesticide licence granted shall be re-validated every year upon submission of the Self Declaration by the licensee in Form X, not later than 15 days from the annual re-validation date. The Deputy Director of Agriculture (E&T) shall forward the Self Declaration Form to the State Licensing Officer within 15 days from the date of receipt, duly recommended for re-validation of licence. Validation of Principal Certificate for further period for products included in the licence can also be made along with the annual re-validation of licence. The procedure to be followed in this regard shall be communicated separately.

**20. Grant of Duplicate Licence:**

Request for Grant of Duplicate License shall be accepted only if the application is submitted along with a chalan receipt towards the remittance of a fee of Rs. 100/- duly recommended by the Deputy Director of Agriculture (E&T) on the fact that the original licence is defaced, damaged or lost.

**21. Amendment of Licence for inclusion of Additional Products:**

If the licensee during the currency of licence wants to include more products, application for amendment of licence can be accepted and forwarded to the State Licencing Officer along with chalan receipt on the payment of prescribed fee based on the number of products and other required documents.

**22. Issue of Retail Licence by District Licensing Officer:**

The guidelines as above on the procedures and time-line to be followed in granting licence by the State Licensing Officer as above shall be applicable for grant of retail licence by the District Licensing Officers.

It is expected that strict compliance of the guidelines as above shall enable fast tracking the procedures for grant of pesticide licence as per the stipulated time-line and uniformity of procedure in all districts. In case delay in grant of licence occurs due to non-adherence of any of the guidelines, the Officers concerned shall be held responsible and treated accordingly. The guidelines / procedures as above shall be effective from 01.04.2017.

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**Additional Director of Agriculture (CP)  
For Director of Agriculture**



**BRENDA VALENTINA ARANHA**  
Plant Protection Officer  
Agriculture Development and  
Farmers Welfare Directorate  
Vikas Bhavan, Tvpm-33

*Encl:*

Check List for Manufacture, Distribution / Dealer and PCO Licence  
Proforma for List of Products for Manufacture and Distribution / PCO Licence  
Proforma for Request for Exemption on Educational Qualification

**To**

All Principal Agricultural Officers  
All Project Directors (ATMA)  
All DDAs(E&T)  
All ADAs (QC)  
TA to DA  
IT Cell for publication in website  
Stock / File



## Application for Grant of Licence to Manufacture Insecticides

Name & Address of the Applicant:

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### CHECK LIST

Sl. No	Particulars	Remarks if any
1	Application in Form. V complete	
2	Original Chalan duly countersigned by the Officer in Charge of the Krishibhavan	
3	Copy of CIB Registration Certificate	
4	Building / Premise Suitability Certificate	
5	Plant and Machinery Certificate	
6	Building / Premise Ownership Certificate OR Consent of Building Owner with attested copy of Lease Agreement.	
7	Licence / Fee Remittance Receipt from the Local Body	
8	Attested copy of Educational Qualification, Job Offer & Job Acceptance Letter of the Expert Staff,	
9	List of Products with complete details as per the Proforma.	
10	Any Other Details	

### Certificate:

The applicant has produced all the required documents for the grant of licence.

The Application and other documents have been verified for satisfying the requirements for the grant of licence.

Date:

Deputy Director of Agriculture (E&T)



## Application for Grant of Licence for Distribution / Sale of Insecticides

Name & Address of the Applicant:

### CHECK LIST

Sl No	Particulars	Remarks if any
1	Application in Form. VII complete	
2	Original Chalan duly countersigned by the Officer in Charge of the Krishibhavan	
3	Copy of Manufacture Licence ( <i>Notary attested if the licence is not issued in Kerala</i> )	
4	Copy of Distributor Licence / Distribution Licence if supply is from distributors ( <i>Notary attested if the licence is not issued in Kerala</i> )	
5	Principal Certificate in Form IX, issued by the Manufacturer. ( <i>If signed by authorised Regional Officer, letter of authorisation also</i> )	
6	Building / Premise Suitability Certificate	
7	Building / Premise Ownership Certificate OR Consent of Building Owner with attested copy of Lease Agreement.	
8	Licence & Fee Remittance Receipt from the Local Body	
9	Attested copy of Educational Qualification, Job Offer & Job Acceptance Letter of the Technical Personnel	
10	Agreement in Stamp Paper worth Rs. 200/- for relaxation in the compliance of the clause on educational qualification ( <i>if applicable</i> )	
11	Request for exemption on educational qualification with proof on age, trade experience and annual turn over as per rules. ( <i>if applicable</i> )	
12	List of Products with complete details as per the Proforma.	
13	Any Other Details	

### Certificate:

The applicant has produced all the required documents for the grant of licence.

The Application and other documents have been verified for satisfying the requirements for the grant of licence.

The Product list has been verified for all necessary details and no banned pesticide has been included in the list.

Date:

Deputy Director of Agriculture (E&T)

## Application for Grant of Licence for Pest Control Operation

Name & Address of the Applicant:

### CHECK LIST

Sl. No	Particulars	Remarks if any
1	Application in Form. VII complete	
2	Original Chalan duly countersigned by the Officer in Charge of the Krishibhavan	
3	Copy of Manufacture Licence ( <i>Notary attested if the licence is not issued in Kerala</i> )	
4	Copy of Distributor Licence if supply is through Distributors ( <i>Notary attested if the licence is not issued in Kerala</i> )	
5	Principal Certificate in Form IX, issued by the Manufacturer. ( <i>If signed by authorised Regional Officer, letter of authorisation also</i> )	
6	Building / Premise Suitability Certificate	
7	Building / Premise Ownership Certificate OR Consent of Building Owner with attested copy of Lease Agreement.	
8	Licence / Fee Remittance Receipt from the Local Body	
9	Attested copy of Educational Qualification of the Pest Control Operator ( <i>Graduate in Agriculture / Science with Chemistry</i> )	
10	Attested Copy of Certificate of Training from CFTRI Mysore, IGSI Hapur or NPPTI Hyderabad.	
11	Attested copy of Permission from the Plant Protection Advisor ( <i>In case of need for authorisation for Fumigation Agency &amp; Fumigator</i> )	
12	List of Products with complete details as per the Proforma.	
13	Previous Original Licence ( <i>Applicable for licence renewal</i> )	
14	Any Other Details	

### Certificate:

The applicant has produced all the required documents for the grant of licence.

The Application and other documents have been verified for satisfying the requirements for the grant of licence.

The Product list has been verified for all necessary details and no banned pesticide has been included in the list.

Date:

**Deputy Director of Agriculture (E&T)**

**Application for Exemption on the Requirement of Educational Qualification  
for Grant of Licence to Sell, Stock or Exhibit for Sale or Distribute Insecticides**  
(As per sub-rule (1A) in rule 10 of the Insecticides Rules, 1971)

To

**Joint Director of Agriculture (PP)**  
*(State Licencing Officer)*  
**Directorate of Agriculture**

Sir / Madam

I request that exemption on the requirement of prescribed educational qualification as per sub-rule (1A) in rule 10 of the Insecticides Rules, 1971 may be granted considering the following:

1	Age	
2	Years of Trade Experience / <i>(cumulative of inherited experience)</i>	
3	Annual Turn Over	Rs.

**Documents submitted:**

1	Proof of Age	
2	Trade Experience	
3	Annual Turn Over	

Date:

**Signature & Name of the Applicant**

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

I have verified the documents submitted by the applicant in proof of age, trade experience and annual turn over as above. Recommended for exemption on educational qualification as per sub-rule (1A) in rule 10 of the Insecticides Rules, 1971 for grant of licence to sell, stock or exhibit for sale or distribute insecticides.

Date:

**Deputy Director of Agriculture (E&T)**



### List of Products for Grant of Licence for Manufacture of Insecticides

Sl. No	Technical Name	Trade Name	Details of Registration (Provisional / Permanent)	If provisional, Date of Validity	Detailed CIB Registration No.	Remarks

Signature of the Applicant

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

### List of Products for Grant of Licence for Distribution or Sale of Insecticides and / Commercial Pest Control Operation

(To be prepared in SERIAL ORDER as in Manufacturer or Distributor Licence or in the Principal Certificate)

Sl. No	Technical Name	Trade Name	Detailed CIB Registration No.	Name of Manufacturer	M L No. & Sl. No in ML	PC No & Sl. No in PC	Name of Distributor if any	Remarks

(ML: Manufacturing Licence; PC: Principal Certificate; CIB: Central Insecticide Board)

Signature of the Applicant

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