

Directorate of Agriculture Development and Farmers' Welfare

Vikas Bhavan, Thiruvananthapuram – 695033

e-mail:cru.agridir@kerala.gov.in, Phone: 0471-2304481

No:-ADFW/5230/2023-TQ1

Date:04-09-2024

Checklists for Streamlining the Procedure of Pesticide Licensing System Services

Sub:- Streamlining the procedure of pesticide licensing system services - Checklists-Reg

Ref:- 1) Minutes of monthly review by Chief Secretary with Secretaries on 3/4/2023
2) G.O(P)No.1/2021/PIE&MD dtd 7.10.2021

As a measure for ease of doing business related to pesticides, streamlining the procedure for grant of license to make the system more efficient and effective is essential to prevent delays and rejection of applications. Checklists are simple yet powerful tools that can help improve the performance, reduce errors, and ensure consistency in the licensing process. The following checklists are being issued, as per the reference cited, with the intent of streamlining the licensing procedure and ensuring strict compliance with The Insecticides Act, 1968, and rules made thereunder.

CHECKLIST OF APPLICATION FOR GRANT OF MANUFACTURE LICENCE OF INSECTICIDES

	Online application through KSWIFT Portal	Y/N
1	Notary attested copy of certificate of registration with Central Insecticides Board & Registration Committee	
2	Address proof of the premise where the insecticides shall be manufactured (Ownership Certificate for own building or Copy of lease agreement)	
3	Consent letter of building owner	
4	Building Suitability Certificate by Deputy Director of Agriculture(E&T) (DD (E&T))	
5	Metal Seal Certificate with metal seal impression attested by DD(E&T)	
6	Certificate regarding maintenance of Stock Register in prescribed format	
7	Certificate regarding maintenance of Bill Book	
8	Licence issued by Local Self Government for manufacture of insecticide	
9	Job Offer letter of employer with specific condition that the payment of salary shall be made through digital mode or by a cheque	
10	Job acceptance letter of expert staff	
	Self attested copy of educational qualification certificate of the expert staff <ul style="list-style-type: none"> • Doctorate in Chemistry or Agriculture Chemistry or Agriculture Chemicals or Master of Technology or Master of Science in Chemical Engineering or equivalent for manufacture of technical grade 	

11	pesticides or • Master degree in Science with Chemistry or Agriculture Chemistry or Agriculture Chemicals or equivalent as one of the subject for manufacture of pesticide formulation	
12	List of insecticides with Central Insecticides Board Registration number, validity	
13	Fee remitted @ Rs.2000/ product subject to a maximum of Rs.20000/-	
14	Certificate by DD(E&T) regarding Plant and Machinery (As prescribed in the website of DPPQ & S)	
15	Certificate by DD(E&T) regarding safety devices and first aid facilities (As per Chapter VIII of The Insecticides Rules, 1971)	
16	Checklist duly marked and attested by Agricultural Officer and DD(E&T)	

Certificate

- 1) I have verified the applications and connected documents and satisfied myself that the applicant has produced all the required documents for the grant of licence.
- 2) I have verified the products and ascertain that no banned pesticides have been included in the list.

Signature of the Agricultural Officer with seal

Signature of Deputy Director of Agriculture (E &T) with seal

CHECK LIST FOR AMENDMENT OF MANUFACTURE LICENCE OF INSECTICIDES

	Application in physical mode
1	Application in FORM II or application in white paper clearly mentioning name, add
2	Original Licence
3	Licence issued by Local Self Government for manufacture of insecticides
	For amendment of premises - submit copy of lease agreement, consent letter of build

4	Deputy Director of Agriculture(E&T) (DD (E&T))
5	For amendment of expert staff - submit job offer letter, job acceptance letter and self of expert staff
6	For amendment of insecticides in licence - submit list of insecticides with Central I Notary attested copy of certificate of registration with Central Insecticides Board &]
7	Fee remitted @ Rs.2000/ product subject to a maximum of Rs.20000/- under H/A 0- by the Agricultural Officer concerned
8	Other relevant documents, if any
9	Checklist duly marked and attested by Agricultural Officer and DD(E&T)

Certificate

- 1) I have verified the applications and connected documents and satisfied myself that the applicant has produced all the required documents for the grant of licence.
- 2) I have verified the products and ascertain that no banned pesticides have been included in the list.

Signature of the Agricultural Officer with seal

Countersigned

Signature of Deputy Director of Agriculture (E &T) with seal

CHECK LIST FOR GRANT OF LICENCE TO SELL/STOCK OR EXHIBIT FOR SALE OR DISTRIBUTE INSECTICIDES

	Online Application through KSWIFT Portal	Y/N
1	Address proof of the premise where the insecticides shall be stored/sold (Ownership certificate for own building or copy of lease agreement)	
3	Consent letter of building owner	
4	Building Suitability Certificate by Deputy Director of Agriculture(E&T), (DD (E&T))	
5	Metal Seal Certificate with metal seal impression attested by DD (E&T)	
6	Certificate regarding maintenance of Stock Register in prescribed format	
7	Certificate regarding maintenance of Bill Book	
8	Licence issued for insecticide business by Local Self Government	
	Job Offer letter of the employer with specific condition that the payment	

9	of salary shall be made through digital mode or by a cheque	
10	Job acceptance letter of expert staff	
11	Self attested copy of educational qualification certificate of expert staff <ul style="list-style-type: none"> • Graduate degree in Agriculture/Bio chemistry/Biotechnology/Life Science/ Science with Chemistry or Botany or Zoology from a recognized University or Institute <p style="text-align: center;">or</p> 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	
12	Principal Certificate issued by manufacturer/ importer in Appendix to Form II as specified in Insecticides Rules, 1971	
13	In order to verify the genuineness of Principal Certificate, submit specimen signature of the person authorised by the company in writing to issue the certificate on behalf of the company along with a copy of the Principal Certificate addressed to the Licensing Officer.	
13	Fee remitted @ Rs.500/ product subject to a maximum of Rs.7500/- in Urban areas (Corporation and Municipality) and @ Rs.100/ product subject to a maximum of R.1500/- in Rural Areas (Panchayat)	
14	Other relevant documents, if any	
15	Checklist duly marked and attested by Agricultural Officer and DD(E&T)	

Certificate

- 1) I have verified the applications and connected documents and satisfied myself that the applicant has produced all the required documents for the grant of licence.
- 2) I have verified the products and ascertain that no banned pesticides have been included in the list.

Signature of the Agricultural Officer with seal

Signature of Deputy Director of Agriculture (E &T) with seal

CHECK LIST FOR AMENDMENT OF LICENCE TO SELL/STOCK OR EXHIBIT FOR SALE OR DISTRIBUTE INSECTICIDES

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	Application in physical mode	Y/N
1	Application in FORM II or application in white paper clearly mentioning name, address, phone no, email id and purpose	
2	Original Licence	
3	Licence issued for insecticide business by Local Self Government	
4	For amendment of premises submit <ul style="list-style-type: none"> • Copy of lease agreement (Self attested) • Consent letter of building owner • Building suitability certificate of DD (E&T) for wholesale licence • Building suitability certificate of Agricultural Officer for retail licence 	
5	For amendment of expert staff submit <ul style="list-style-type: none"> • Job offer letter of the employer with specific condition that the payment of salary shall be made through digital mode or by a cheque • Job acceptance letter of expert staff • Self attested copy of educational qualification certificate 	
6	For amendment of insecticides in licence <ul style="list-style-type: none"> • List of insecticides in the prescribed format with chemical name of insecticide, name of the manufacture, Complete CIR number, validity of licence and date of issue of licence. • The insecticides for inclusion/exclusion should be submitted as a single list with undertaking that -“No banned pesticides have been included in the list” duly signed by the applicant. • The Agricultural Officer and DD(E&T) should countersign the above list and undertaking 	
7	Principal Certificate in Appendix to Form II as specified in The Insecticides Rules, 1971	
8	In order to verify the genuineness of Principal Certificate, submit specimen signature of the person authorised by the company in writing to issue the certificate on behalf of the company along with a copy of the Principal Certificate addressed to the Licensing Officer.	
9	Fee remitted @ Rs.500/ product subject to a maximum of Rs.7500/- in Urban areas (Corporation and Municipality) and @ Rs.100/ product subject to a maximum of R.1500/- in Rural Areas (Panchayat) under H/A 0401-00-800-91 as treasury chalan duly countersigned by the Agricultural Officer concerned	
10	Any other relevant document	
11	Check List duly checked and marked by Agricultural Officer and DD(E&T)	

Certificate

- 1) I have verified the applications and connected documents and satisfied myself that the applicant has produced all the required documents for the grant of licence.
- 2) I have verified the products and ascertain that no banned pesticides have been included in the list.

Signature of the Agricultural Officer with seal

Countersigned

Signature of Deputy Director of Agriculture (E &T) with seal

CHECK LIST FOR GRANT OF LICENCE TO PEST CONTROL OPERATORS (PCO)

	Online Application through KSWIFT Portal	Y/N
2	Address proof of the premise where the insecticides shall be stored/sold (Ownership certificate for own building or copy of lease agreement)	
3	Consent letter of building owner	
4	Building Suitability Certificate by Deputy Director of Agriculture (E&T), (DD (E&T))	
5	Metal Seal Certificate with metal seal impression attested by DD (E&T)	
6	Certificate regarding maintenance of Stock Register in prescribed format	
7	Certificate regarding maintenance of Bill Book	
8	Licence for pest control operations issued by Local Self Government	
9	Job offer letter of the employer with specific condition that the payment of salary shall be made through digital mode or by a cheque	
10	Job acceptance letter of expert staff	
11	Self attested copy of educational qualification certificate of expert staff <ul style="list-style-type: none"> • Graduate in Agriculture or Life science or Science with Chemistry as a subject with • Certificate of minimum 15 days training from any of the listed institution - Central Food Technological Research Institute Mysore; Indian Grain Storage Institute Hapur ; National Institute of Plant 	

	Health Management ,Hyderabad	
12	Principal Certificate in Appendix to Form II as specified in The Insecticides Rules, 1971	
13	In order to verify the genuineness of Principal Certificate, submit specimen signature of the person authorised by the company in writing to issue the certificate on behalf of the company along with a copy of the Principal Certificate addressed to the Licensing Officer.	
14	Permission from Plant Protection Adviser to GOI for fumigation	
15	Fee remitted @ Rs 1000/-	
16	Any other relevant document	
17	Check List duly checked and marked by Agricultural Officer and DD(E&T)	

Certificate

- 1) I have verified the applications and connected documents and satisfied myself that the applicant has produced all the required documents for the grant of licence.
- 2) I have verified the products and ascertain that no banned pesticides have been included in the list.

Signature of the Agricultural Officer with seal

Signature of Deputy Director of Agriculture (E &T) with seal

CHECK LIST FOR AMENDMENT OF PEST CONTROL OPERATORS (PCO) LICENCE

	Application in physical mode	Y/N
1	Application in FORM II or application in white paper clearly mentioning name, address, phone no, email id and purpose	
2	Original Licence	
3	Licence for pest control operations issued by Local Self Government	
4	For amendment of premises - submit copy of lease agreement, consent letter of building owner and Building Suitability Certificate by Deputy Director of Agriculture(E&T) (DD (E&T))	

5	For amendment of expert staff - submit <ul style="list-style-type: none"> • Job offer letter of the employer with specific condition that the payment of salary shall be made through digital mode or by a cheque • Job acceptance letter of expert staff • Self attested copy of educational qualification certificate 	
6	For amendment of insecticides in licence <ul style="list-style-type: none"> • List of insecticides in the prescribed format with chemical name of insecticide, name of the manufacture, Complete CIR number, validity of licence and date of issue of licence. • The insecticides for inclusion/exclusion should be submitted as a single list with undertaking that -“No banned pesticides have been included in the list” duly signed by the applicant. • The Agricultural Officer and DD(E&T) should countersign the above list and undertaking 	
7	Principal Certificate in Appendix to Form II as specified in The Insecticides Rules, 1971	
8	In order to verify the genuineness of Principal Certificate, submit specimen signature of the person authorised by the company in writing to issue the certificate on behalf of the company along with a copy of the Principal Certificate addressed to the Licensing Officer.	
9	Fee remitted @ Rs.1000 under H/A 0401-00-800-91 as treasury chalan duly countersigned by the Agricultural Officer concerned	
10	Any other relevant document	
11	Check List duly checked and marked by Agricultural Officer and DD(E&T)	

Certificate

- 1) I have verified the applications and connected documents and satisfied myself that the applicant has produced all the required documents for the grant of licence.
- 2) I have verified the products and ascertain that no banned pesticides have been included in the list.

Signature of the Agricultural Officer with seal

Countersigned

Signature of Deputy Director of Agriculture (E &T) with seal

General Instructions

Submission of application

Online licence applications can present a number of difficulties and be a difficult, time-consuming process. The application may be rejected if any of the conditions are not fulfilled and each step of the process is not correctly completed. Since submitted applications cannot be amended, it is not possible to correct problems that may have occurred during the online application process. This may lead to expensive delays, a potential denial, and the forfeiture of the submitted fee. Therefore, it is imperative for the applicant to take care to prevent data entry errors.

Address proof

The LSGD licence, the building suitability certificate, and the building number on the application must all match.

Principal Certificate

The manufacturer or importer must issue the Principal Certificate, which should be addressed to the licensing officer. It must include all necessary information, including the registration and manufacturing licence numbers, the certificate number, the date of issuance, the dealer authorisation, the distributor's details, the validity of the certificate, and the signature of an authorised signatory in a seal. The Principal Certificate's list of pesticides ought to be readable and unambiguous.

Check List

The Check List duly checked, marked and signed by Agricultural Officer and DD(E&T), as the case may be, should be uploaded from their respective login before forwarding the online applications.

Bindu C S
JOINT DIRECTOR OF AGRICULTURE
For Director of Agriculture

To: 1) All Principal Agricultural Officers
 2) All DD(E&T)
 3) All ADA(QC)
 4) IT Section