

# J&K Single Window System

## New Development/ Modifications

Department: Agriculture Production Department

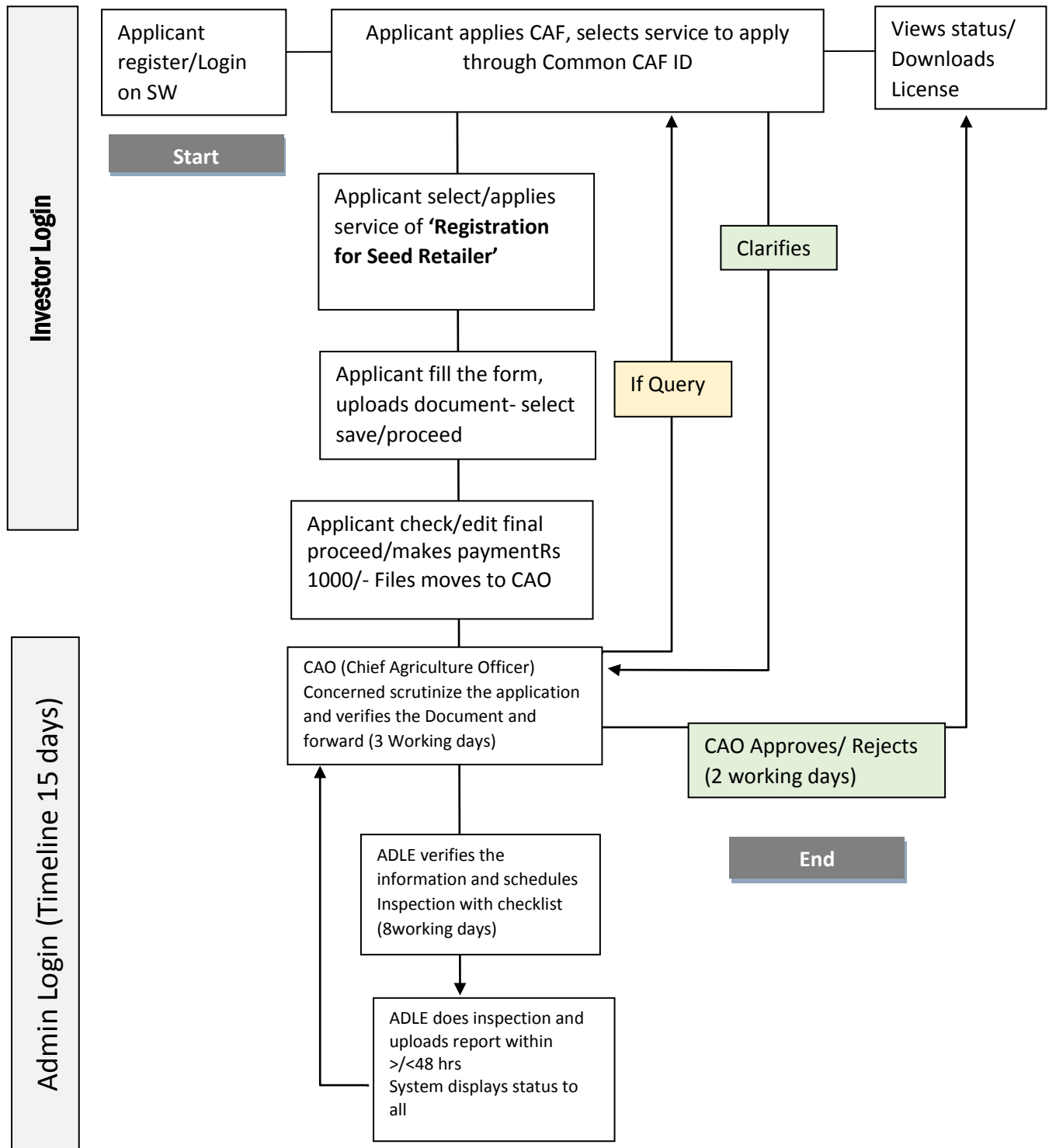
Name of Service: Registration for Seed Retailer

**SOP and change recommendation prepared in reference to**

- BRAP guidelines
- The Seeds (Control) Order, 1983
- JKPSGA Act, 2011
- Single window Act 2018-

Document prepared basis on the meeting with Director Agriculture and Officers of agriculture Dept.

**Checklist ProcessFlow**



## **Documents Checklist**

- I. Qualification Certificate (Min 10<sup>th</sup> Pass)
- II. Affidavit (Rs 10)
- III. Principal Certificate/Form O
- IV. Site Plan with Map of the Shop/Godown
- V. PAN
- VI. Aadhar Card.
- VII. Bank Balance Statement (Rs. 50000/- Minimum Balance in the credit)
- VIII. Advertisement/Paper cutting
- IX. Copy of newspaper cutting for seeking No Objection from Public.
- X. Rent agreement /ownership document
- XI. Unemployed certificate
- XII. Passport Photographs (upload)
- XIII. Domicile
- XIV. GST Certificate

## **References:**

1. The Seeds (Control) Order, 1983
2. PSDGA General Administration Department Jammu & Kashmir.
3. Department Guidance.

## **Common applicable recommendation: All the service application system to be modified as**

1. All the application/registration: Login would be OTP based (Email ID and Mobile)- Mandatory
2. Timeline would be modified as per BRAP standards/recommendation – it may be reduced as per other states/UTs best practices
3. Documents verification of application to be done by dept- within 7 days timeline or less to be mandated
4. All service: Facilitation through Grievance/Query/IT-Ticket would be made available and login would be with Nodal officer of concerned departments
5. MIS system dashboard on Admin/Applicant/Public domain would be made available: as per standards (to check and to make provisions)
6. Service details -Under Info wizard- documents to be prepared/published with Government Orders (Notification/Circular) as:
  1. Documents checklist,
  2. Form Fields,
  3. Fees/Charges/Levies- Not applicable,
  4. Process Flow,
  5. Inspection Process and Inspection Checklist (If, any)