

# J&K Single Window System

## New Development/ Modifications

Department: Agriculture Production Department

Name of Service: Grant of License to Manufacturing of  
Pesticides ~~Insecticides for Commercial Pest Control Operation~~

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

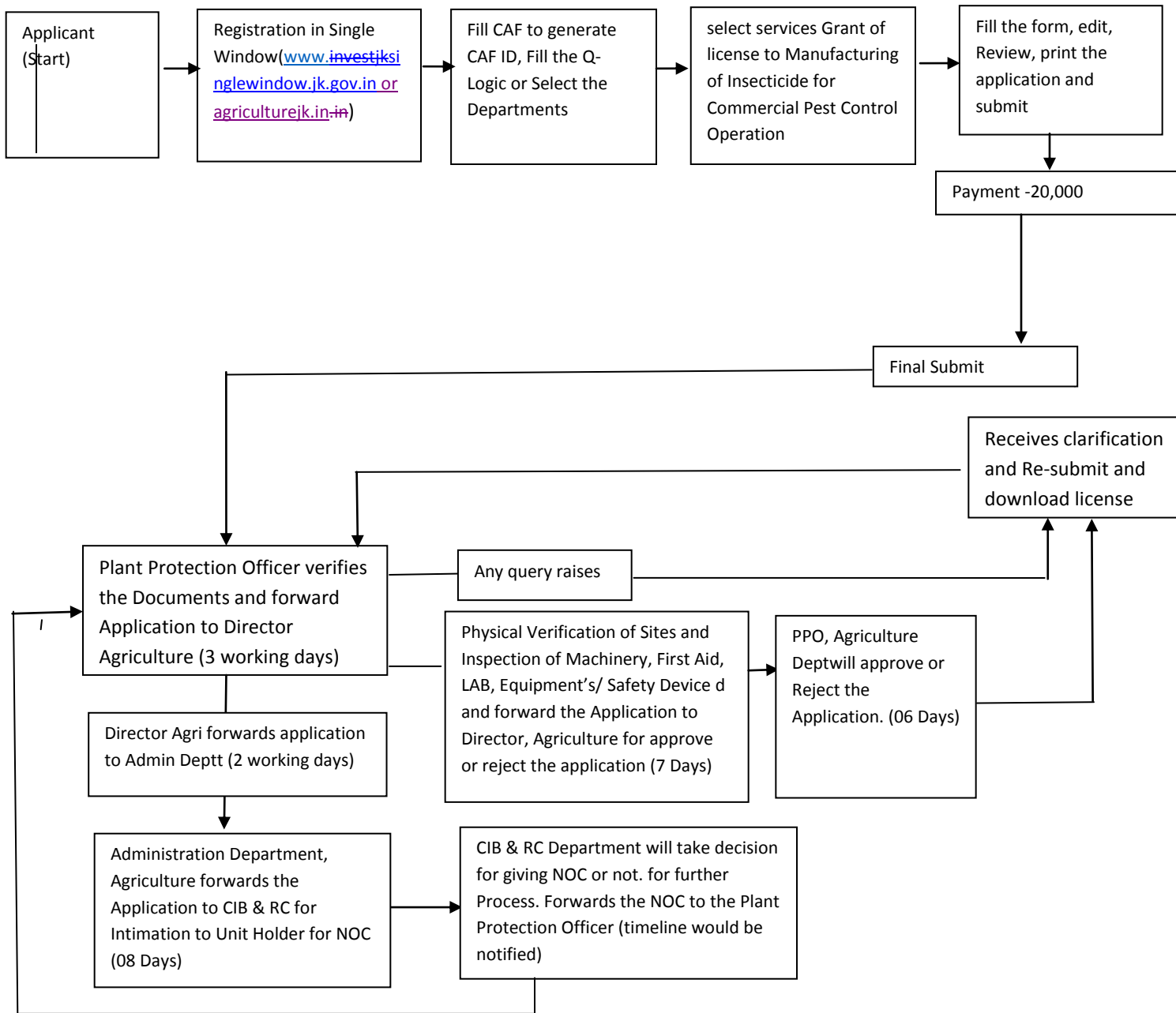
- BRAP guidelines
- The Insecticide Act 1968
- JKPSGA Act, 2011
- Single window Act 2018-

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

## 1. Provisional

When Registration for Grant of License to Manufacturing of Insecticides for Commercial Pest Control Operation applied through Online SW system- all the form fields would auto populate in applicant login from CAF application only additional information would be filled by applicant and edit option would be provided to applicant

### Process Flow:



## **Documents Checklist:**

1. Form-II (**Online** or upload)
2. Provisional Registration issued by DIC.
3. Consent to Establishment / Consent to Operate (Valid) issued by Secretary J&K Pollution Control Committee, Jammu/Srinagar.
4. List of the Products
5. Lease Deed with copy of Site Plan
6. Project Report
7. Memorandum and Articles of Association
8. CIB Registration Certificate issued by Secretary, CIB & RC, Faridabad
9. Copy of NOC from Adm. Department.
10. List of Plant Protection Machinery.
11. List of Lab Equipment
12. List of First aid facility
13. List of Safety measure
14. Copy of Aadhar Card of Authorized Signatory.
15. Affidavit from Expert staff as responsible person under section 33 of Insecticide Act, 1968.
16. List of Board of Director
17. Resolution of Board of Directors under which person nominated as Authorized as Authorized Signatory/ Power of Attorney.
18. An Affidavit from Authorized Signatory
19. Qualification Certificate, Experience Certificate, Aadhaar Card of Expert Staff.

## **References:**

1. Insecticide Act 1968
2. PSDGA General Administration Department Jammu & Kashmir.
3. Department of Agriculture Suggestions.

**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. Document's 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:s
  1. Document's checklist,
  2. Form Fields,
  3. Fees/Charges/Levies- Not applicable,
  4. Process Flow,
  5. Inspection Process and Inspection Checklist (If, any)

