

# J&K Single Window System

## New Development/ Modifications

Department: Agriculture Production Department

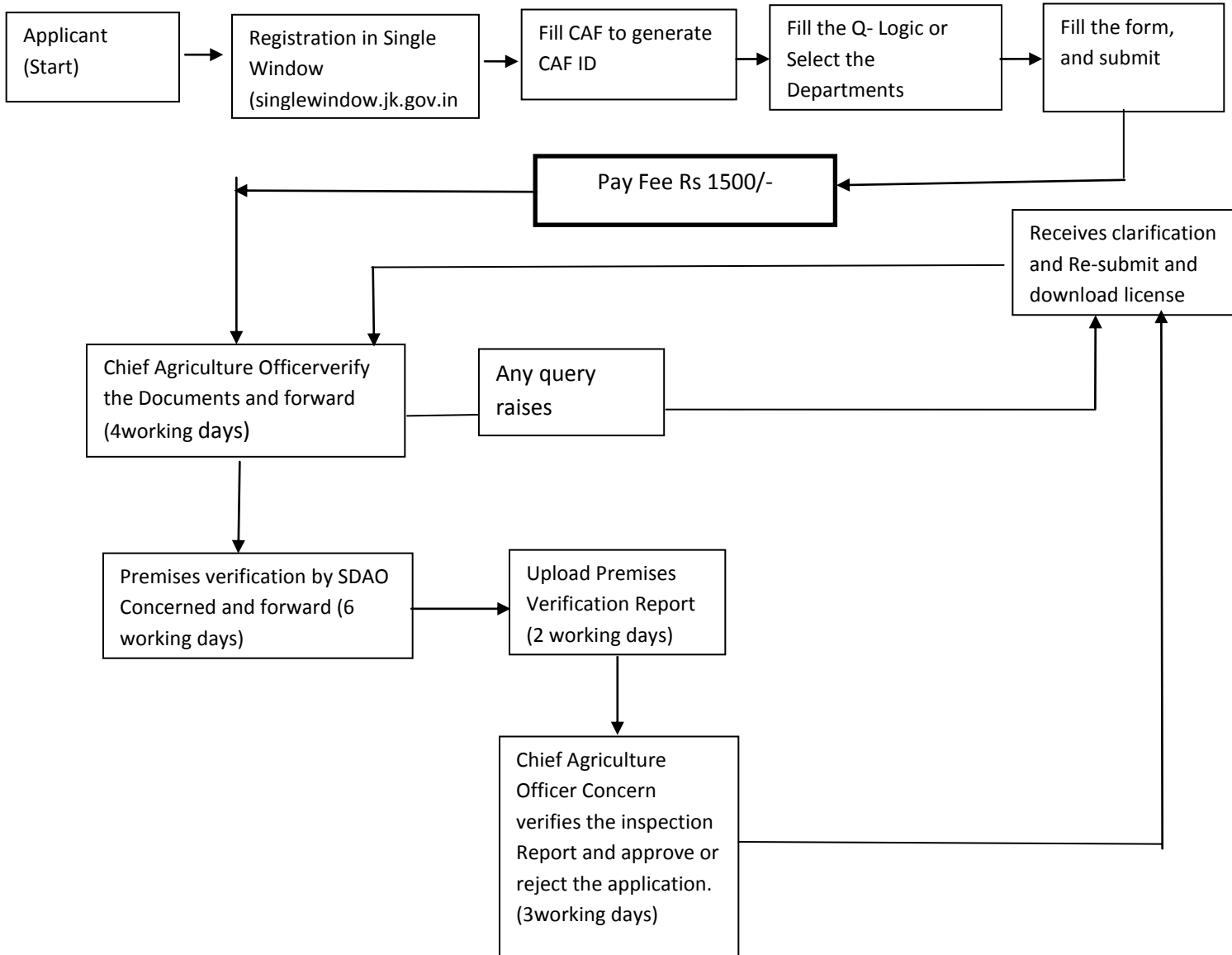
Name of Service: Registration for Fertilizer Retailer

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

- BRAP guidelines
- Fertilizer Control Act 1985.
- JKPSGA Act, 2011
- Single window Act 2018-

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

**Process Flow for registration for fertilizer Retailer license:**



## **Documents Checklist for Fertilizer Retail**

1. Qualification Certificate(BSc. In Agriculture, BSc. In Chemistry, or Diploma in agriculture science from a recognized university or Institute or equivalent course having one of the subjects on fertilizer or agri. Inputs, as notified by the state Government, and shall not be required to possess separate Certificate Course.  
OR  
The applicant shall possess the certificate course of 15 days from any state agriculture university or KrishiVigyanKendras or National Institute of Agriculture Extension Management (Manage) or National Institute of Rural Development and Panchayati Raj (NIDPR) or Fertilizer Association of India or any other approved Government Institute.
2. Affidavit(10/-)
3. Site Plan with Map of the shop/Godown
4. PAN
5. Aadhar Card.
6. Bank Balance Statement50000/- minimum balance in the credit)
7. Advertisement/Paper cutting
8. Copy of newspaper cutting for seeking No Objection from public
9. Rent Agreement/ownership document
10. Unemployed certificate
11. Passport Photographs for uploading
12. GST Certificate
13. Domicile

## **References:**

1. Fertilizer Control Order 1985
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. 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)

