

# J&K Single Window System

## New Development/ Modifications

Department: Agriculture Production Department

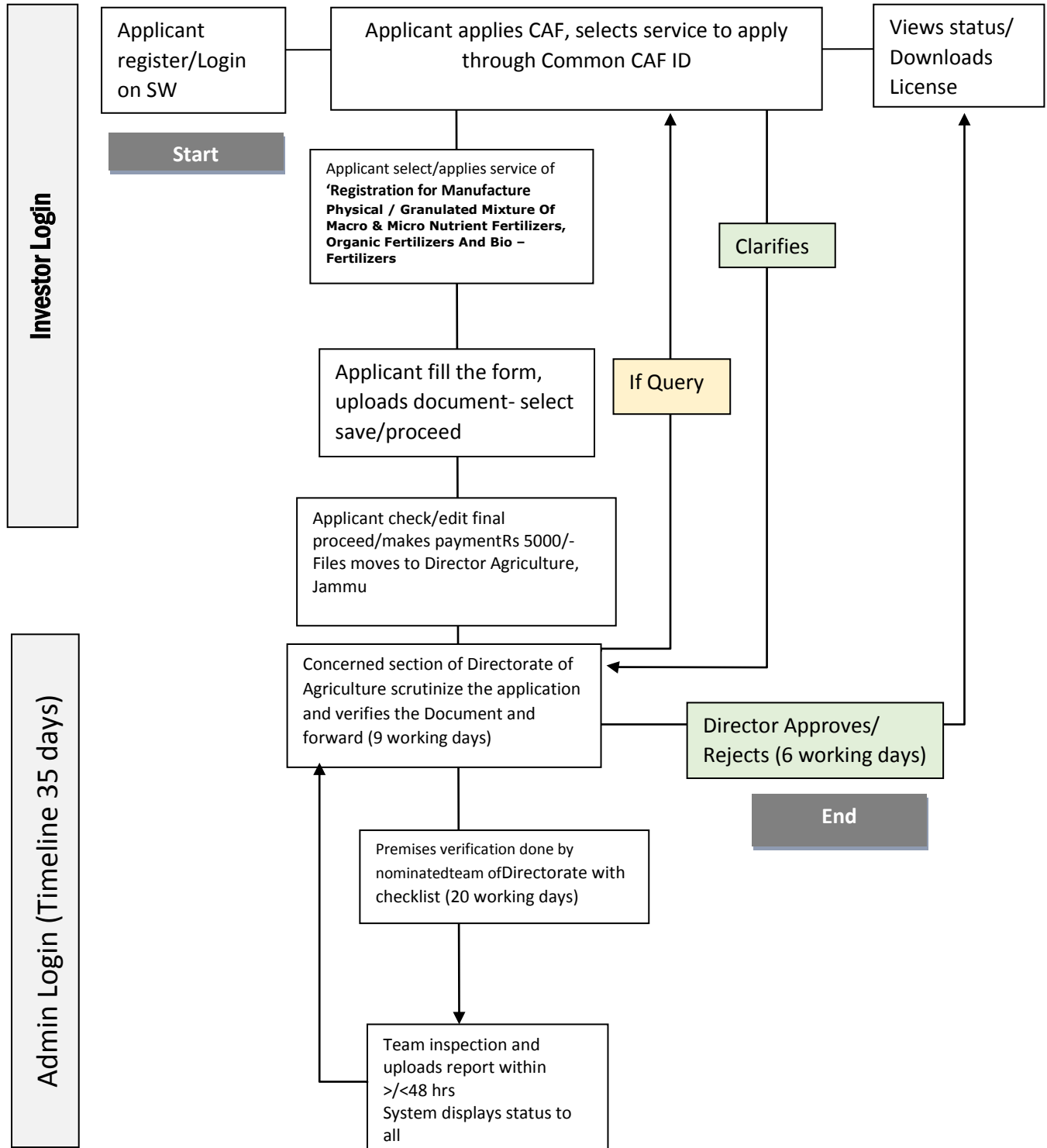
**Name of Service: Certificate Of Registration For Manufacturing Of Physical / Granulated Mixture Of Macro& Micro Nutrient Fertilizers, Organic Fertilizers And Bio –Fertilizers Under Clause 14, 15,16,17 & 18 Of FCO-1985**

**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.

**ProcessFlow**



### License (Documentation/Check list)

- i. Application Form-D
- ii. Attested copy of Memorandum of article and association /Partnership deed/ Affidavit regarding Sole proprietor
- iii. List of present Directors in case of Limited/ Pvt. Limited Company (Name & complete office & Residential address)
- iv. Power of attorney / Resolution to a point responsible person U/C 24 of FCO 1985 to sign and submit the documents.
- v. General affidavit by Competent person authorised by the resolution of the Firm / Partners / Proprietor himself along with photo and residential proof
- vi. Affidavit of responsible person under clause 24 of FCO 1985 nominated by resolution of the Firm / Partners / Proprietor himself along with photo and residential proof
- vii. Map of the factory and proof of the ownership / rent deed for that go down
- viii. List of Lab, equipments under clause 21 A of FCO 1985
- ix. Qualification proof of lab chemist
  - i. Registration Fee(Rs 5000/- )
  - x. NOC from the local body as appropriate.
  - xi. NOC from the State Pollution Control Board
  - xii. List of Technical experts with their qualification
- xiii. Product ingredient which are to be formulated.
- xiv. Rubber Stamp in the company name

#### Renewal of License

- i. Application Form D
- ii. Photocopy of the old manufacturing license (for reference)
- iii. Fees amounting to Rs. 5000/-

### **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)