

# J&K Single Window System

## New Development/ Modifications

Department: Agriculture Production Department

Name of Service: Renewal for Grant of License to stock and use of 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

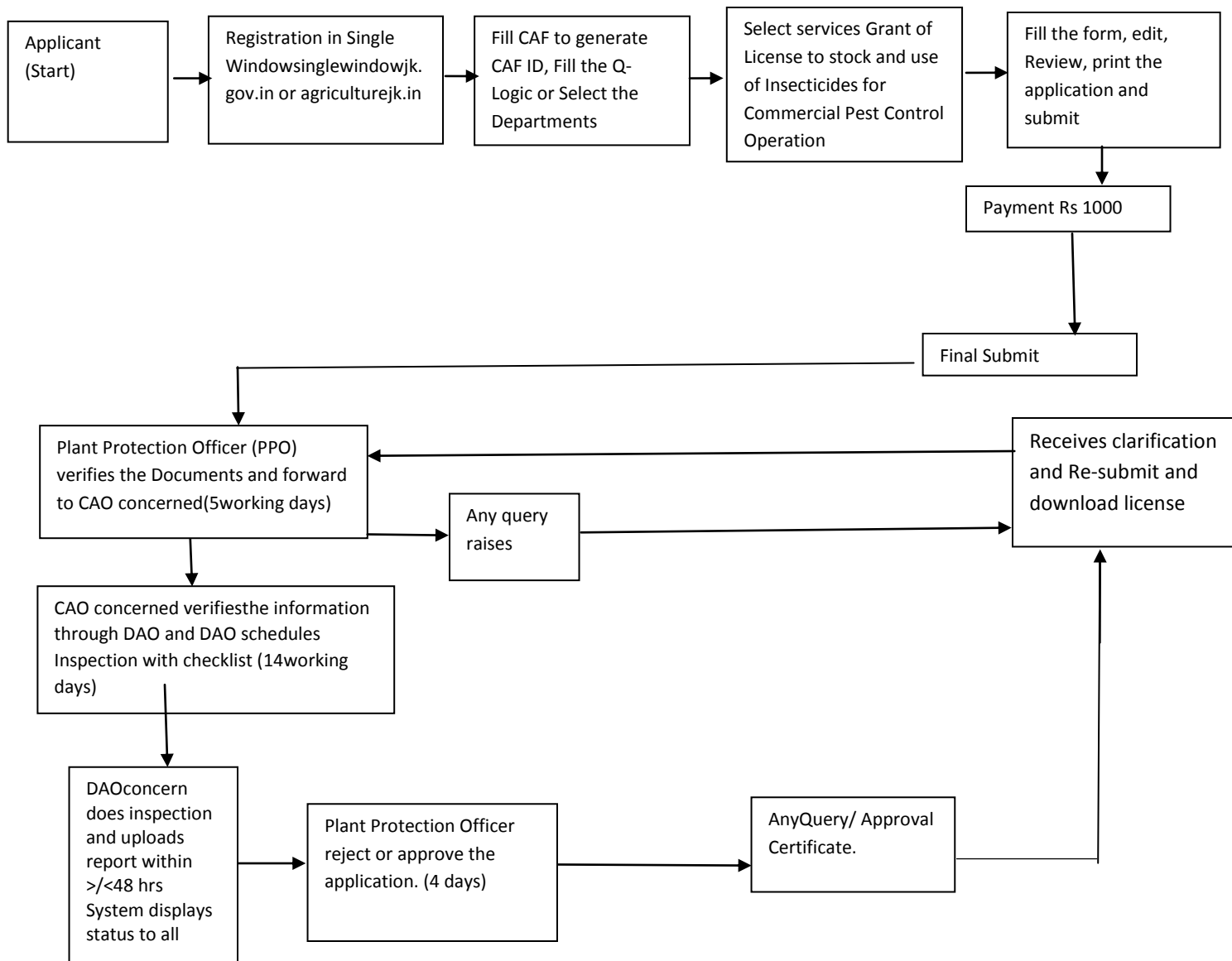
Date: 03-03-2022

## Checklist as per BRAP

### 1. Provisional

When Registration for Renewal for Grant of License to stock and use 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**

- I. Form-II with photograph
- II. Medical Certificate of Proprietor.
- III. Medical Certificate of worker engaged for Spray work.
- IV. Copy of Bank Balance of Rs. 50,000/-
- V. Copy of Previous Pest Control License
- VI. Principal Certificate
- VII. Affidavit from License Holder

## **Procedure for the application of Grant of License to sell stock or exhibit for sale or distribute Insecticide**

1. Applicant registers himself/herself on single window system <http://www.investjk.in/>
2. Applicants get the registration information on registered email id and registered mobile number.
3. Your first step is to create a Project (a Project can be your new or existing Business/Industry).
4. Once a Project is created, you can fill the Common Application Form for the Project where all the common details required for the project are filled.
5. Once CAF Id is created, from all the available Forms, click on the Form/Registration you want to apply for.
6. Before filling the forms, you will be given instructions about the documents required to submit along with the form. You need to upload these documents before filling the form.
7. Now applicant can apply for Grant of License to stock and use of Insecticides for Commercial Pest Control Operation.
8. The application goes to Senior Assistant PPO Section, He will Scrutiny of application form.
9. Documents verification of application to be done by dept- within 7 days timeline to be mandated.
10. If any further requirement of document or clarification on document should be completed within 7 days timeline of document verification only.
11. After the document verification by Sr. Assistant PPO forward the application to Plant Protection Officer (PPO).
12. Plant Protection Officer (PPO) verifies the Premises according their checklist.
13. The inspection report is to be mandated to be uploaded on site within 48 hours.
14. On positive inspection report PPO Issue or reject the Certificate.
15. The certificate can be downloaded from the applicant login.

## **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. 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)