



No.Q.11047/13/Review-formats/2014-QC
Government of India
Ministry of Agriculture and Farmers Welfare
(Department of Agriculture, Co-operation and Farmers Welfare)
Directorate of Marketing & Inspection
Head Office, NH-IV, Faridabad-121001
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Dated: 09.02.2015

OFFICE MEMERANDUM

Sub: Review/Simplification of various application forms used under Agmark Certification Programme – reg.

All the Incharge of Regional Offices of this Directorate are informed that an OM of even No. dated 27.08.2014 was circulated pertaining to simplification of various application forms used under Agmark Certification Programme. Now, Form numbers are revised as under:-

Sl.No	Form No	Subject
1.	<u>Form-A</u>	Application for grant of Certificate of Authorisation for grading and marking..... (Name of commodity) for Domestic Market.
2.	Form A-1	Particulars to be furnished with the application for grant of CA for domestic market
3.	Form A-2	Declaration by Applicant
4.	Form A-3	Consent letter of the laboratory approved under Agmark
5.	Form A-4	Application for renewal of CA to grade and mark(Name of the commodity for domestic market)
6.	Form A-5	Inspection Report of the Inspecting Officer
7.	<u>Form -B</u>	Application for grant of permission to the printing press for printing of Agmark Replica / Slips.
8.	Form B-1	Particulars to be furnished for the permission to the printing press for printing of Agmark replica/ slips.
9.	Form B-2	Declaration by Applicant
10.	Form B-3	Inspection Report of the Inspecting Officer
11.	<u>Form -C</u>	Application for approval of Commercial Laboratory for matters relating to Organic Certification/ grading & marking of Agricultural commodities for Export.

12.	Form C-1	Particulars to be furnished for approval of Commercial Laboratory for matters relating to Organic Certification/ grading & marking of Agricultural commodities for Export.
13	Form C-1(a)	Equipment details
14	Form C-1(b)	Details of professionally qualified chemists.
15	Form C-2	Assessment report of laboratory seeking approval for matter relating to Organic certification/ Grading & Marking of Agricultural commodities for Export.
16.	<u>Form- D</u>	Application for approval of State Grading Laboratory/ Commercial laboratory for grading and marking of agricultural commodities for Domestic Market.
17.	Form D-1	Particulars to be furnished for approval of State Grading Laboratory/ Commercial laboratory for grading and marking of agricultural commodities for Domestic Market.
18.	Form D-2	Inspection Report of the Inspecting Officer
19.	Form D-3	Application for renewal for approval of Commercial Laboratory.
20.	Form D-4	Details to be furnished for renewal application.
21.	<u>Form - E</u>	Application for grant of CA for grading and marking of Blended Edible Vegetable Oils/ Fat Spread.
22.	Form E-1	Particulars to be furnished for grant of CA for grading and marking of Blended Edible Vegetable Oils/ Fat Spread.
23.	Form E-2	Inspection Report of the Inspecting Officer

Now, these applications forms will be used for various Agmark Certification Programme. He is requested that the sub-offices under his jurisdiction may also be informed to use these Forms. The soft copy of these Forms is being sent through e-mail. These revised forms will also be uploaded in Agmarknet website.

Encl: As stated.

(M. Thangaraj)
Dy. Agricultural Marketing Adviser
for Agricultural Marketing Adviser
to the Govt. of India

To,

All Regional Offices,.....

FORM – A

Application for Grant of Certificate of Authorisation for Grading and Marking of----- (name of commodity/ies) for

DOMESTIC MARKET

To,

The Dy. Agri. Marketing Adviser/
Asstt. Agri. Marketing Adviser/
Senior Marketing Officer
Directorate of Marketing & Inspection
_____ .

Sir,

I/We _____ of M/s _____ (full postal address) being desirous of marking _____ [Name(s) of commodity] with a grade designation mark in accordance with the rules made under the provisions of Agricultural Produce (Grading & Marking) Act, 1937, hereby, request for grant of Certificate of Authorisation.

I/We have carefully gone through the provisions of Agricultural Produce (Grading & Marking) Act, 1937, the General Grading & Marking Rules 1988, relevant Commodity Grading & Marking Rules and the instructions issued by the Agricultural Marketing Adviser to the Govt. of India or an Officer authorised by him in this regard for grading & marking of the said commodity and agree to abide by them.

The requisite particulars are furnished herewith in the prescribed Form- A-1 and the requisite documents are enclosed.

Yours faithfully,

(Signature of the applicant)
with stamp

Place:

Date:

(to be filled in by the concerned State Authorities)*

I have ascertained the bonafide of the applicant with regard to his/her/their capacity to undertake the grading of _____ (name of commodity/ies) and consider/do not consider to be fit enough to grade the commodity and therefore recommend/do not recommend for grant of C.A. to grade and mark _____ through State Grading Laboratory (SGL) _____ which is fully equipped to undertake the analysis of the said commodity/ies.

Signature of the concerned state
authority with official Stamp/Seal

*In case, packer desires to grade and mark the commodity/ies through State Grading Laboratory.

ACKNOWLEDGEMENT SLIP

Received the application dated _____ of M/s _____ along with the enclosures and D.D. No. _____ dated _____ for Rs. _____ for grant of Certificate of Authorisation for Grading & Marking of _____ under Agmark.

(Office Seal with Signature)

FORM – A-1

Particulars to be furnished with the application for grant of Certificate of
Authorisation for **Domestic Market**

S.No	Particulars	Details
1.	Name and Postal address of the Firm, Contact details (mobile no, Fax, e-mail etc.)	
2.	Complete address of the grading premises where grading and marking will be carried out.	
3.	Name (s) of the commodity/ies proposed to be graded.	
4.	Status of the firm i.e. Proprietary/ Partnership/ Private Ltd./ Public Ltd. Registered Society/ Public undertaking etc. (copy of relevant document to be enclosed).	
5.	Period for which the applicant has been in the business.	
6.	Registration/ License No. issued under the FSS Act, 2006, in case of food commodities (copy of relevant document to be enclosed).	
7.	Details of the machinery/ packing machines/ storage tanks/ Cold Storage etc. available in the plant/ premises with their capacity.	Name and type of machinery :- Nos.:- Capacity of each :- (Separate sheet may be used if space is not sufficient here).
8.	Is the manufacturing unit owned by the applicant	Yes/ No.
9.	If not, give name and address of the approved manufacturing unit (Copy of the consent letter to be enclosed).	
10.	Whether it is proposed to repack the graded product from large containers to smaller packages. If so, furnish the name of the place and address of the repacking premises.	
11.	Any other information relevant to grading of the commodity.	

12.	Specify type of the Laboratory through which grading and marking is proposed to be undertaken i.e. Own laboratory/ State Grading Laboratory/ Commercial Laboratory (Consent letter of the laboratory may be enclosed, not required in case of own laboratory.)	
13.	Name and address of the approved laboratory.	
14.	Name(s) of the Trade Brand Label (TBL) proposed to be applied on the graded packages.	
15.	Whether the proposed TBL(s) belongs to the applicant.	Yes/ No.
16.	If not, give the name of the firm to which the proposed TBL belongs. (Furnish consent letter from owner of the TBL)	

(Signature of the applicant)
With Stamp/Seal

FORM – A-2
Declaration by Applicant
(On Firm's letter head)

I,, S/o, D/o, W/o.....
..... aged..... years and resident of
..... do hereby solemnly affirm and state:

1. that I am the sole Proprietor/ Partner/ Director of the firm namely
..... situated at
2. that the grade designation mark in accordance with the provision of the Agricultural Produce (Grading & Marking) Act, 1937 and the Rules made thereunder, will be applied at (address of the grading premises).
3. that the proposed grading premises which is situated at
..... is owned by me/ our firm/ not owned by me/ our firm. (delete whichever is not applicable).
4. that the proposed grading premises which is situated at
has been taken on rent/ lease from (name of the owner) who is the legal owner of the said premises. (delete whichever is not applicable).
5. that the Trade Brand Label(s) belong to my/ our firm which is/ are registered/ not registered with the Registrar of Trade Marks.
6. that we will be responsible for the ownership of the Trade Brand Label and any dispute arising out of it. The Directorate of Marketing & Inspection/ Department of Agriculture and Cooperation, Ministry of Agriculture shall not be made responsible for any dispute arising due to it.
7. that the Trade Brand Label(s) shall be used only on Agmark graded products.
8. that the packaging material used for packing graded products under Agmark will be of "Food Grade".

(Signature of the Applicant)

Place:

Date:

V E R I F I C A T I O N

I, solemnly state and verify that the contents of the above declaration are true and correct.

(Signature of the Applicant)

FORM – A- 3

CONSENT LETTER OF THE LABORATORY APPROVED UNDER AGMARK

To,

The Dy.Agril. Marketing Adviser/
Asstt. Agril. Marketing Adviser/
Senior Marketing Officer
Directorate of Marketing & Inspection
_____.

Sub:- Consent for undertaking grading and marking for M/s _____ (Name of firm).

Sir,

I/We am/are to state that my/our laboratory, namely, _____ has been approved by the Directorate for grading & marking for _____ (name of commodity/ies) vide letter No. _____ dated _____.

2. I/We have received request from M/s _____ to take up their grading & marking through my/our laboratory.

3. Presently, my/our laboratory is attending the grading & marking of _____ (nos.) authorised packers and there are _____ (nos.) approved chemists in the laboratory.

4. My/our Laboratory can take up the additional work and accordingly, I /We hereby give consent for taking up the grading & marking of M/S. _____ through my laboratory.

5. I/We do hereby undertake full responsibility to ensure correctness of the grading, maintenance of proper records and submission of the periodical returns in respect of the grading & marking of M/s. _____ which will be carried out through my/our laboratory.

Place :

Date :

Yours faithfully,

(Signature of the authorized person with name and status)

FORM – A- 4

APPLICATION FOR RENEWAL OF CERTIFICATE OF AUTHORISATION TO GRADE AND MARK ----- FOR DOMESTIC MARKET.

To,

The Dy./Asstt.Agril. Marketing Adviser/
Senior Marketing Officer
Directorate of Marketing and Inspection

_____.

Sub:- Renewal of C.A.No._____granted to grade and mark _____(name of commodity) under Agmark.

Sir,

I /We have been granted the Certificate of Authorisation Number _____ for grading and marking of _____(name of commodity) in accordance with the rules made under the provisions of the Agricultural Produce (Grading & Marking) Act, 1937. The validity of the C.A. expires on _____.

I/We desire to continue the grading and marking under Agmark and accordingly request you to renew our Certificate of Authorisation for further period of five years. I/We are submitting herewith the C.A. book number _____ along with the renewal fee of Rs. _____ vide demand draft No. _____ dated _____.

I/We are furnishing hereunder the particulars of grading work carried out during the last validity period (last five years).

Sl.No	Year	Name of commodity	Quantity graded (In qtls.)

Encl: C.A.Book No._____.

Yours faithfully,

D.D.No._____Dated.....

(Signature of the applicant)
with stamp/Seal

FORM – A- 5

Inspection Report of the Inspecting Officer

Sl.No	Particulars	Details
1.	Name of the commodity/ies proposed to be graded under Agmark	
2.	Whether the application is for grant of C.A/change of grading premises/inclusion of additional premises	
3.	Address of the premises where grading & marking will be undertaken	
4.	Details of the size of the rooms where grading and marking will be done. (Site plan duly signed by authorized person of the firm and counter-signed by the Inspecting Officer should be enclosed).	
5.	Details of the machinery for the processing and packing of the commodity (<i>Name of the firm may be mentioned if processing is not through own machinery</i>).	
6.	Details of storage tanks/ rooms for the storage of the commodity/ies.	
7.	Whether locking arrangements are adequate for storage of commodity/ies.	
8.	Whether the grading premises is adequately lighted, well ventilated and hygienic.	
9.	Whether grading premises fulfils the conditions as stipulated in the relevant commodity grading and marking rules.	
10.	Quantity of the commodity/ies proposed to be graded under Agmark in a month.	

11.	Arrangement made for the analysis of the proposed commodity/ies.	
12.	Name and address of the laboratory if analysis of samples is proposed to be done through State Grading Laboratory/ Commercial Laboratory.	
13.	If the firm has set up its own laboratory, state: a) Whether it is properly equipped for analysis of samples of the Commodity/ies proposed to be graded under Agmark. (Enclose list of chemicals and apparatus duly signed by the Inspecting Officer) b) If not properly equipped, point out short comings.	
14.	Name of the TBL (s) which will be used for graded products under Agmark.	
15.	Remarks, if any.	
16.	Recommendations	

Signature of Inspecting Officer with official stamp

Place : _____

Date: _____

FORM -- B

Application for grant of permission to the Printing Press for printing of Agmark Replica/Slips.

To

The Dy. Agricultural Marketing Adviser/
Asstt. Agricultural Marketing Adviser /
Senior Marketing Officer,
Directorate of Marketing & Inspection

Sub: Intimation for permission to the Printing Press for printing of Agmark Replica/Slips-reg

Sir,

I/We(Name of applicant) desire to engage my/ our printing press namely..... for printing of Agmark replica/slips on..... (type of packaging material) for Agmark authorized packer(s) w.e.f..... My/our printing press is situated at(address of printing press).

I/We have carefully gone through the guidelines for permission to the printing presses issued by Agricultural Marketing Adviser to the Government of India.

I/We hereby agree to abide by the instructions issued or that may be issued in this regard from time to time.

Yours faithfully,

(Signature of the applicant)
with stamp/seal

Place:

Date:

(To be filled by sponsors)

I/We _____ (Name of applicant) of M/s.....
_____ (Name of authorised Agmark packer) am/are authorized to
grade and mark _____ (Name of commodity) under Agmark. Our
C.A. No. is _____ dated _____.

I/We propose to engage M/s _____ (Name of printing press)
_____ who have been in the printing business since _____
to
undertake the printing of Agmark replica on _____ (type of packing
material) _____ for our firm _____.

Yours faithfully,

(Signature of the authorized
Packer with Stamp)

Place:

Date:

FORM – B-1

Particulars to be furnished for permission to the printing press for printing of Agmark Replica/Slips.

1. Name of printing press
2. Full postal address. (with contact details mobile No./Fax No. E-mail etc.)
 - (a) Registered Office:-
 - (b) Address of the place where printing press is located.
(Site plan of the premises duly signed by responsible person of the firm may be enclosed)
3. Status of the Printing press etc.
(Proprietary/ Partnership/ Pvt. Ltd./Limited etc. Copy of relevant document to be enclosed.)
4. Name(s) of the proprietor/ partners/ Directors etc.
5. Period for which the Printing Press is in the printing business.
6. Whether the Press was earlier permitted for printing of Agmark replica on packaging material. if so, date of expiry of such permission be mentioned.
7. Mention the following
 - i) State Sales Tax No./ VAT No.
 - ii) Central Sales Tax No.
8. Name and designation of two responsible persons who will attend to printing related correspondence with the Directorate.

9. Details of printing machines available with the printing press.
10. Details of required machineries (especially for printing on tin sheets and fabrication of containers from the sheets installed in the printing press.

S.No	Type of Machinery	Nos.	Capacity

Any addition/ alteration of the printing machinery shall be informed to all concerned offices of the Directorate immediately.

11. (a) In case of tin printing, whether the in-house arrangement is available for printing of sheets and fabrication of tins
- (b) If the facility for fabrication of tins is not available with printing press, mention the name of fabrication unit with whom the tie-up has been arranged. (Declaration by applicant to this effect may be submitted).
12. Date from which the Press is proposed to be engaged for printing of Agmark replica on all types of containers/packages.

(Signature of the Applicant with Stamp)

Place:
Date:

FORM – B-2
Declaration by Applicant
(On Firm's letter head)

1. I am competent to represent the firm M/s _____ and sign this declaration.
2. That we have been in the printing business for _____ years and are able to take up the printing job of high security nature.
3. That we have all machineries for doing the printing job.
4. That we agree to do the printing of Agmark Replica on _____
(Type of containers/ packaging material).
5. That we have all security arrangements for keeping/ storing the replica bearing containers/packages in safe custody till the same is supplied to the party.
6. That we have all security arrangements for keeping/ storing the die/block used for printing Agmark Replica.
7. That we agree to abide by the rules and instructions framed thereon by Agricultural Marketing Adviser to the Government of India or an officer authorized in this regard.
8. That we will maintain proper accounts for replica bearing containers.
9. That we will allow any officer of the Directorate of Marketing and Inspection so authorized, to inspect the premises, records, containers meant for printing replica and other materials related in this regard.

APPLICANT

VERIFICATION

I, hereby solemnly affirm and declare that the contents above are true and correct to the best of my knowledge and belief that nothing has been concealed there from.

Verified at _____
This day _____
Date _____

FORM—B-3**Inspection report of Inspecting Officer for grant of permission to Printing Press to print Agmark Replica/ Slips.**

1.	Name of the Printing Press	
2.	Full address with Telephone nos. and e-mail etc. a. Registered Office b. Printing Press premises.	
3.	Status of the printing press: (Proprietary/partnership/Pvt.Ltd./ Limited etc.)	
4.	Whether the printing press is assessed for the purpose of Income Tax, Sales tax etc. If yes give PAN No., Sales Tax No. /Central Sales Tax No.	
5.	Period for which the press is in the printing business	
6.	Whether the press has been earlier permitted to print Agmark Replica? If yes, reason for withdrawal of permission.	
7.	Whether the printing press is having the requisite machineries for the printing of Agmark replica (give details with number and capacity).	
8.	Whether proper in – house storage facilities exists for security and safe custody of printing and printed material.	
9.	Whether the printing press maintains proper account for printing orders received, executed and invoice records etc.	
10.	In case of printing on tin containers whether fabrication facilities are available. If not, give the details of tie up arrangement.	
11.	Whether the press has given declaration about use of right quality of printing ink and use of food grade packaging material.	
12.	Whether the press has been sponsored by the authorized packers. If so, mention the details of authorized packers with CA Nos.	
13.	Any other point which may be considered relevant in this connection.	
14.	Recommendations.	

Place:

Date:

Signature of Inspection Officer
With official Stamp

Form - C

Application for approval of commercial laboratory for matters relating to Organic Certification / grading and marking of Agricultural Commodities for EXPORT

To,

The Dy. Agricultural Marketing Adviser/
Asstt. Agricultural Marketing Adviser/
Senior Marketing Officer
Directorate of Marketing & Inspection

_____.

Sir,

I/we _____ seek approval of our laboratory to undertake grading and marking of agricultural commodities for export and matters relating to Organic Certification in accordance with the provisions of Agricultural Produce (Grading & Marking) Act, 1937 and Rules made there under.

2. I/we have carefully gone through the provisions of the Agricultural Produce (Grading & Marking) Act, 1937, General Grading & Marking Rules, 1988, Commodity Grading and Marking Rules, and the instructions issued on the subject and hereby agree to abide by them as well as those which may thereafter be issued in this regard.

3. I/we furnish the requisite particulars in the prescribed Forms C-1, C-1(a), C-1(b) and also submit necessary documents.

4. I/we hereby declare that the information furnished therein is true and correct and the changes, if any, will be reported to the Directorate immediately

5. A Demand Draft No. _____ dated _____ for Rs. _____ as processing fee is enclosed.

Place:

Dated:

Yours faithfully,

Signatures of the authorized person

Name: _____

Status: _____

FORM—C-1

Particulars to be furnished for approval of Commercial Laboratory for matters relating to Organic Certification/ Grading & Marking of Agricultural Commodities for **EXPORT.**

Sl.No.	Particulars	Details
1	Name of the Laboratory	
2	Mailing Address with contact details i.e. Phone No., Fax, e-mail etc.	
3	Status of the Laboratory; (proprietary/partnership/pvt.ltd./limited. etc.) Enclose a self-attested copy of the relevant document.	
4	Date of establishment of the laboratory	
5	Whether the laboratory premises is owned/rented/leased (enclose a self-attested copy of the relevant document)	
6	Total covered area of the laboratory (enclose a self-attested copy of the sketch of the laboratory)	
7	Mention details of NABL accreditation with scope	
8	Name of the commodities which are being tested.	
9	Whether the laboratory is fully equipped for testing and grading of commodity (ies) for which approval is sought.	
10	Name and title of the Chief Executive of the laboratory.	
11	Details of chemists, their qualifications who will undertake the work of grading & marking be mentioned in Form C-2(b). (enclose self-attested copies of their appointment letters and degree certificates etc.)	

Signatures of authorized person: _____

Name & Status: _____

FORM—C-1(a)

Equipment Details

Sl. No.	Name of equipments along with detectors & their date of purchase	Model	Range & accuracy	Date of last calibration	Due date of next calibration

FORM—C-1(b)

Details of Professionally Qualified Chemists

Sl. No.	Name	Designation	Academic & professional qualification	Experience

FORM—C-2

Assessment Report of Laboratory seeking approval for matters relating to
Organic Certification/ Grading & Marking of Agricultural Commodities for
EXPORT.

Sl.No.	Particulars	Details
1	Name of the laboratory	
2	Mailing Address with contact details (Telephone Nos, Fax No.,e-mail etc.)	
3	Name of the Chief Executive of the Laboratory	
4	Status of the laboratory (Proprietary/Partnership/Pvt.Ltd./Ltd. etc)	
5	Date of establishment of the laboratory	
6	Is the laboratory accredited with NABL	
7	Date on which laboratory got accreditation with NABL and its validity period.	
8	Groups/tests for which accreditation with NABL have been granted.	
9	Whether laboratory is fully equipped to carry out analysis of food safety and quality parameters.	
10	Nos. of qualified chemists in laboratory (give details viz. Names, qualifications, experience etc.)	
11	Whether chemists are capable to attend to estimation of food safety parameters viz. Residues of pesticides, heavy metals, etc. and estimation of quality parameters.	
12	Conclusion and Recommendations	
13	Date of Inspection.	

1. Signature: _____

Name of the Team Member: _____

Designation & Organisation: _____

2. Signature: _____

Name of the Team Member: _____

Designation & Organisation: _____

3. Signature: _____

Name of the Team Member: _____

Designation & Organisation: _____

Form - D

Application for approval of State Grading Laboratory/ Commercial Laboratory for Grading & Marking of Agricultural Commodities for **DOMESTIC MARKET**

To,

The Dy. Agricultural Marketing Adviser/
Asstt. Agricultural Marketing Adviser/
Senior Marketing Officer
Directorate of Marketing & Inspection

_____.

Sir,

I/we _____ seek approval of our laboratory to undertake grading and marking of agricultural commodities for domestic market in accordance with the provisions of Agricultural Produce (Grading & Marking) Act, 1937 and Rules made there under.

2. I/we have carefully gone through the provisions of the Agricultural Produce (Grading & Marking) Act, 1937, General Grading & Marking Rules, 1988, Commodity Grading and Marking Rules, and the instructions issued on the subject and hereby agree to abide by them as well as those which may thereafter be issued in this regard.

3. I/we furnish herewith the requisite particulars in the prescribed Form D-1 and also submit necessary documents.

4. I/we hereby declare that the information furnished therein is true and correct and the changes, if any, will be reported to the Directorate immediately

5. A Demand Draft No. _____ dated _____ for Rs. _____ as processing fee is enclosed herewith.

Place :

Dated :

Yours faithfully,

Signatures of the authorized person

Name: _____

Status: _____

FORM—D-1

Particulars to be furnished with the Application for approval of State Grading Laboratory / Commercial Laboratory for matters relating to Grading & Marking of Agricultural Commodities for **Domestic Market**.

Sl.No.	Particulars	Details
1	Name of the Laboratory	
2	Mailing Address with contact details i.e Telephone No., Fax No., e-mail etc.	
3	Status of the Laboratory (proprietary/partnership/pvt.ltd./Ltd. etc.) Enclose a self-attested copy of the relevant document	
4	Date of establishment of the laboratory	
5	Whether the laboratory premises is owned/rented/leased (enclose a self-attested of the relevant document)	
6	Total covered area of the laboratory (enclose a self-attested copy of the sketch of the laboratory)	
7	Whether the laboratory is accredited with NABL	Yes/No
8	If yes, mention scope of the accreditation	
9	Name of the commodities which are being analyzed in the laboratory.	
10	Whether the laboratory is fully equipped for analysis for Grading & Marking of commodity (ies) for which approval is sought.	
11	Number of chemists employed in the laboratory (furnish a complete details with name of the chemists, their qualification, year of experience, commodity for which approved under Agmark if any). Enclose self-attested copies of their appointment letter, degree certificate etc.	
12	Any other information relevant to the laboratory.	

Signatures of authorized person: _____

Name & Status: _____

FORM – D-2**Inspection Report of the Inspecting Officer**

Sl.No	Particulars	Details
1.	Name and address of the State Grading laboratory/ commercial laboratory.	
2.	Date of Inspection.	
3.	Whether State Grading Laboratory or Commercial laboratory.	
4.	Name of the commodity/ies for which approval is sought.	
5.	Details of the size of the rooms of the laboratory (Site plan duly signed by authorized person of the laboratory and counter-signed by the Inspecting Officer should be enclosed).	
6.	Whether the laboratory is having proper light/ ventilation arrangement, cemented flooring and drainage etc.	
7.	Whether the laboratory exists in hygienic, pollution free and vibration free place.	
8.	Whether the laboratory is fully equipped for the analysis of the commodity /ies for which approval is sought. (Attach a list of chemicals, apparatus, equipment etc. duly verified by the Inspecting officer).	
9.	Whether the arrangement exists in the laboratory for safe custody of records, Agmark Replica and grading equipments etc.	
10.	Nos. of the chemists working in the laboratory (their names and qualification with experience may be specified).	
11.	Recommendations	

Signature of Inspecting Officer with official stamp

Date : _____

Place : _____

FORM- D-3

Application for Renewal for Approval of Commercial Laboratory

To

The Dy. Agricultural Marketing Adviser/
Asstt. Agricultural Marketing Adviser/
Senior Marketing Officer
Directorate of Marketing & Inspection

.....
.....

Sub: Renewal for Approval of Commercial Laboratory

Sir,

I/ We have been granted approval by the Directorate for my/our commercial laboratory M/s._____ for grading and marking of..... (name of the commodities) vide letter No. dated.....

I/ We desire to continue grading and marking of.....
(Name of the commodities) for a further period of two years.

I/ We am/ are furnishing the details of grading and marking carried out during the last validity period in the prescribed Form D-4.

A Demand Draft No.dated..... for Rs..... as renewal fee is enclosed.

Yours faithfully,

Place :-

Date :-

Signature of the authorised person
With Name and Status

FORM – D-4

Details to be furnished for renewal application.

Sl.No	Particulars	Details
1.	Name of the commercial laboratory.	
2.	Address of the premises	
3.	Commodity/ies for which laboratory is approved.	
4.	Numbers of chemists approved under Agmark.	
5.	Commodity wise Nos. of authorised packers attached with the laboratory for grading and marking.	
6.	Packer wise No. of lots graded during the last two years (year wise and commodity wise).	
7.	Packer wise quantity graded during the last two years (year wise and commodity wise).	
8.	Details of check samples misgraded during last validity period (two years). a) Name of the packer b) Commodity c) Lot No. d) Date of packing e) Factor on which misgraded	
9	Whether any warning(s) was/were issued against misgrading (s) during last validity period OR the laboratory was suspended against misgrading.	

Signature of authorised person of the laboratory
with Name and status

**RECOMMENDATIONS OF THE CONCERNED OFFICE OF THE
DIRECTORATE**

The details given by the commercial laboratory viz. M/s.....

..... in Forms- D-3
and D-4 are correct. Performance of the laboratory was satisfactory/

Unsatisfactory during the last validity period. Renewal for approval of the
laboratory is recommended/ not recommended.

Place:-

Date:-

Signature of the I/C of concerned

Office of the Directorate.

FORM—E

Application for grant of Certificate of Authorisation for grading and marking of Blended Edible Vegetable Oils/Fat Spread.

To,

The Agricultural Marketing Adviser
to the Govt. of India
Directorate of Marketing & Inspection
New CGO Building, NH. IV
Faridabad – 121001.

Sir,

I/We _____ of M/s _____ (Address)

being desirous of grading and marking Blended Edible Vegetable Oils/Fat Spread with grade designation marks in accordance with the Rules made under Agricultural Produce (Grading and Marketing) Act, 1937, hereby request for grant of Certificate of Authorisation.

I/ We have carefully gone through the Agricultural Produce (Grading and Marking) Act, 1937, General Grading and Marking Rules, 1988 and the Blended Edible Vegetable Oils Grading and Marking Rules, 1991/Fat Spread Grading & Marking Rules 1994, and the instructions issued by the Agricultural Marketing Adviser to the Government of India, in connection with the grading and marking of Blended Edible Vegetable Oils/Fat Spread and agree to abide by them, as well as such rules and instructions, as may be issued from time to time.

Signature of the authorised person

With Stamp/Seal

Dated: _____.

FORM—E-1

Particulars to be furnished for Certificate of Authorisation for grading and marking of Blended Edible Vegetable Oils/Fat Spread.

1. Name of the Firm

2. Status of the Firm (Proprietary/Partnership/Private Ltd./Limited/Public Sector/Govt. Undertaking, etc.)

3. Whether authorised to manufacture and sell Blended Edible Vegetable Oils by the Department of Civil Supplies, if so, a copy of the authority be enclosed.

4. Mailing Address with contact details (Telephone Nos., Fax No., E-mail etc.)

5. Approximate quantity of Blended Edible Vegetable Oils proposed to be graded per month : _____ (in MT.)

6. Name and address of the mills (if any), where Blended Edible Vegetable Oil will be manufactured :

7. Name and address of oil mills from where the constituent oils are proposed to be procured.

Sl. No.	Name of the oil	Name and address of the oil mill through which oil will be procured.	Quantity proposed to be procured in MTs/month.
i			

8. Oil seeds normally crushed/oils refined by the mill and the period for which the mill has been in crushing/refining business.

9. Quantity of different oilseeds being crushed/refined annually.

10 (a) Details of machineries available in the Oil mill with their capacity, in case of Blended Edible Vegetable Oils.

10 (b) Details of minimum infrastructure/facilities available in the plant in case of Fat Spread

11 Are different oilseeds stored and crushed/oils refined separately? If so, give details.

12. Are separate tanks used for storage of different oils? If so, give details.

13. What precautions taken to avoid mixing of different oil seeds and oils in the oil mill.

14. Number and capacity of tanks to be used for storage of the Constituent Oils and Blended Vegetable Oil proposed to be graded.

Sl. No.	Number and size of tanks with dimensions	Total capacity (MTs)

15. Whether the locking arrangements have been provided with the storage tanks both at inlets and outlets.

16. Whether the laboratory is fully equipped for analysis of constituent oils and Blended Edible Vegetable oils

17. Bank references _____.

I/We hereby declare that the above information is correct.

Signature of the authorised person

(With Stamp / Seal)

Dated: _____.

FORM—E-2

Inspection Report of Inspecting Officer

1. Application for grant of Certificate of Authorisation/change of the premises/inclusion of additional premises, etc.

2. Name and address of the Firm.

3. Address of the premises where grading and marking of Blended Edible Vegetable Oil will be undertaken.

4. Name and address of the Oil Mill where constituent oils shall be manufactured.

5. Whether the premises is adequately lighted/well ventilated and hygienic.

6. Details of the size of the rooms where storage, grading and marking will be done.

- 7(a). Details of the machinery available in the Oil Mill in case of Blended Edible Vegetable Oil.

- 7(b) Whether minimum infrastructure/facilities are available in the plant as required in case of Fat Spread

8. Details of the storage tanks with capacity of the each for different constituent oils.

Sl. No.	Size of the tank with dimensions	Capacity in MTs.
i		

9. Whether separate pipe lines are provided for different oils and their storage tanks.

10. Number and capacity of storage tanks meant for Blended Edible Vegetable Oils.

Sl. No.	Size of the tank.	Capacity in MTs.

11. Whether locking arrangements are provided with the storage tanks both at inlets and outlets.

12. Quantity of Blended Edible Vegetable Oil proposed to be graded per month in MTs.

13. Name and address of the firms/oil mills from which constituent oil will be procured with approximate quantity thereof.

Sl. No.	Name of the Oils to be procured	Name and address of the Oil Mills	Approx. Quantity in MT.
i			

14. Important places where graded Blended Edible Vegetable Oils is proposed to be marketed.

15. Whether the laboratory is fully equipped for the analysis of constituent oils and blended edible vegetable oil/Fat Spread (List of chemicals and apparatus duly signed by the inspecting officer may be attached).

16. Shortcomings in the premises/laboratory, if any.

17. Recommendations.

Date of Inspection

Signature of Inspecting Officer

Stamp with Official