

Division : Quality Control

Organisation : Directorate of Marketing & Inspection

Citizen Service : Approval of commercial/cooperative/state grading laboratories for the grading and marking of centralized commodities under Agmark for internal trade.

Sl. No.	Name of required item	Status
1.	Copy of the application format prescribed for the service.	Application on plain paper.
2.	Details of rules and regulation for processing of the application.	<ul style="list-style-type: none"> • The Agricultural Produce (Grading & Marking) Act, 1937. • General Grading & Marking Rules, 1988. • Commodity Grading & Marking Rules. • Guidelines for approval of commercial/cooperative/state grading laboratories for the grading and marking of centralized commodities under Agmark.
3.	List of documents and other requirements to accompany application in format prescribed.	Documents prescribed in Annexure-I.
4.	Name of assigned place for receipt of application with documents.	Various Sub Offices/Regional Offices of DMI.
5.	Designation of the authorized persons to issue acknowledgement for the Application received.	Incharge of Sub Offices/Regional Offices headed by Dy. AMA/Asstt AMA/SMO/MO.
6.	Time limit fixed for grant of Application.	Within six weeks of the receipt of application complete in all respects.
7.	Designation of the Decision making authority to order the service as per the Application.	Agricultural Marketing Adviser.

8.	Copy of Order format for grant of application and for rejection of Application.	Approval of application is granted through a letter approving the laboratory.
9.	Name of the place from where order is delivered, if different from the place where the application is received.	Various SOs/ROs.
10.	Details of the Monitoring system to ensure timely disposal, first come first served principle, consistency in grant/rejection of application; by way of reporting structure and reviews. A copy of the register format in which the applications are handled, periodic report structure to higher offices and the periodicity of such reports.	A priority register is maintained in the SOs/ROs. Consistency in grant of approval is maintained by following prescribed guidelines. The approval is granted by the Incharge of the SO/RO on the basis of the instructions received from the Head Office.
11.	Systems of Review, Revisions and Appeal against the Orders. If not so structure, the grievance redressal mechanism, defining the escalation levels in case of citizen dissatisfaction.	The person aggrieved by the order of the Agricultural Marketing Adviser can appeal to the Central Government.
12.	Website status of organization. Any problems in uploading the downloadable format of the application form and posting the process details of the service with time limits fixed for the service.	Guidelines for approval of commercial/cooperative/state grading laboratories and prescribed proformas are on the website. Website : agmarknet.nic.in

Guidelines for the approval of State Grading Laboratory or Cooperative/Association Laboratory/Private Commercial Laboratory for the grading and marking of centralized commodities under Agmark.

1. Laboratory should be in a cemented airy room with cemented floor. The laboratory should have three phase electricity connection and provision for running water.

2. Laboratory should have adequate working tables and arrangements for safekeep or records, Agmark labels, replica, etc.

3. Laboratory should be properly equipped for the analysis of the commodity for prescribed parameters. Commodity-wise list of chemicals, apparatus and equipment is enclosed.

4. Following documents are required for approval :

A.

a. Application on plain paper.

b. Site plan of the premises of the laboratory duly signed by the authorized person of the laboratory and Inspecting Officer.

c. Proprietorship declaration or partnership deed or Memorandum of articles of association or bye laws of the society as the case may be duly signed by authorized person of the laboratory.

d. Ownership declaration of the premises of the Laboratory on Non-Judicial stamp paper or consent letter of the owner of the premises.

e. List of equipment, apparatus and chemicals duly signed by the authorized person of the laboratory and Inspecting Officer.

f. Recommendation of the concerned State Govt. Authorities.

g. Consent of authorized packers to grade and mark Commodities through the laboratory.

h. Inspection report of the Inspecting Officer.

B.

a. Appointment letter of the Chemist duly accepted by him.

- b. Degree certificate of the chemist with chemistry as one of the subjects duly attested by a Gazetted officer.
 - c. Passport size photograph of the chemist.
 - d. Training completion report of the chemist from the Regional Agmark Laboratory.
5. Only chemist Incharge shall be approved. He will be responsible for all activities of the laboratory.
6. Sub office/Regional office will submit the case to the Head Office with required documents and recommendations for the approval of te laboratory/chemist by the Agricultural Marketing Adviser.

Annexure – I

List of documents of accompany application form for approval of Commercial/cooperative/state grading laboratories for the grading and marking of centralized commodities under Agmark for internal trade.

A.

- I. Application on plain paper;
- II. Site plan of the premises of the laboratory duly signed by the authorized person of the laboratory and inspecting officer.
- III. Proprietorship declaration or partnership deed or Memorandum of articles of association or Bye laws of the society as the case may be, duly signed by authorized person of the laboratory;
- IV. Ownership declaration of the premises of the laboratory on Non-judicial stamp paper or consent letter of the owner of the premises;
- V. List of equipment, apparatus and chemicals duly signed by the authorized person of the laboratory and inspecting officer'
- VI. Recommendation of the concerned State Government Authorities;
- VII. Consent of authorized packers to grade and mark commodities through the laboratory;
- VIII. Inspecting report of the inspecting officer (prescribed proforma enclosed).

B.

- I. Appointment letter of the chemist duly accepted by him.
- II. Degree certificate of the chemist with chemistry as one of the subjects duly attested by a Gazetted officer.
- III. Passport size photograph of the chemist.
- IV. Training completion report of the chemist from the Regional Agmark Laboratory.

**Proforma for the Inspection Report of a
States/ Commercial /Association/ Cooperative Laboratory.**

1. Name and Address of the State/commercial/association/coop. lab :
2. Date of Inspection :
3. Whether State/commercial/association or cooperative laboratory :
4. Name of the commodity(s) for which approval is sought. :
5. Whether
(a) any State Grading Laboratory exists at centre. :
(b) whether specific concerned State Govt. Recommendation has been received. :
6. Details of the size of the rooms of the laboratory :
7. Whether the laboratory has good light, ventilation, cemented flooring, drainage, etc. :
8. Whether the laboratory exists in hygienic, pollution free and vibration free place. :
9. Whether the laboratory is fully equipped for the analysis of the commodity(s). (Name the commodity(s) and attach list of chemicals, apparatus and equipments.) :
10. Whether arrangements exist for the safe custody of records, Agmark labels, replica and other grading equipments. :
11. Recommendations of the Inspecting Officer. :

Dated : _____

(_____)
Name of the Inspecting Officer
with designation.