

Check list of the documents to be submitted for grant of C.A
of
Centerlized Commodities under “AGMARK”

1. Application for grant of C.A. in prescribed proforma.
2. Photocopy of proprietorship declaration or partnership or Memorandum of Articles of Association or Byelaws of the society as the case may be, duly signed by authorized person of the firm.
3. Blue print or Hand made sketch of the premises showing dimensions of all the rooms duly signed by the authorized person of the firm.
4. Declaration from the packer on Non-judicial stamp paper of Rs.10/- about ownership of the premises, ownership of trade brand label and undertaking to use the same for AGMARK graded product only.
5. In case premises is on rent then consent of the owner of the premises.
6. One specimen copy of Trade Brand Label for all pack sizes as per Weights and Measures Act.
7. Medical certificate from Registered Medical Practitioner certifying that workers are free from communicable disease. Certificate should be produced annually.
8. Copy of Food Grain Storage licence in case of Wheat Atta/Suji/Maida and Besan.
9. List of chemicals and apparatus in case of own laboratory. Consent Letter in case of SGL/Commercial laboratory/Co-operative laboratory.
10. Name and Signature of two responsible persons.
11. Bank Certificate.
12. List of Machinery.

DOCUMENTS REQUIRED FOR APPROVAL OF CHEMIST.

(a) For new chemist

1. Copy of appointment letter of Chemist duly accepted by him.
2. Copy of degree certificate/marks sheet of the Chemist indicating Chemistry as a subject at graduation level along with his photograph.
3. Demand draft for the training charges.
4. Training completion certificate from R.A.L on completion of training.

(b) For trained Chemist

1. Copy of appointment letter duly accepted by him.
2. Copy of the resignation letter duly accepted by the previous employer.

AFFIDAVIT

I _____ S/o _____

Aged _____ resident of _____

_____ do hereby solemnly affirm & state:-

1. That I am the Sole Proprietor/Partner/Director of the firm M/s. _____ which is situated at _____.
2. That the premises situated at _____ proposed to be used for grading and marking of _____ is owned/not owned by me/our firm namely _____. It has been taken on rent from _____ who is the owner of the said premises.
3. That the Trade Brand Label _____ belong to me/our firm namely _____ which has been registered/not registered with the Registrar of Trade Marks.
4. That the Trade Brand Label _____ will be used only on the packages graded under "AGMARK". This Trade Brand Label will not be used for Un—"AGMARK" Produce and no sale shall be affected under approved Trade Brand Label without "AGMARK".
5. That I/We shall abide by all Rules and instructions of Grading and Marking under AGMARK which will be issued from time to time by the Directorate.

6. That I/We shall be using new sound and clean containers i.e _____in pack sizes_____ for packing of Ground Spices/Honey/Wheat Atta/Besan under AGMARK.

(Signature of the Packer)

Place: -

Date: -

VERIFICATION

I _____ Solemnly state and verify that
the contents of the above affidavit are true and correct.

(Signature of the Packer)

(Attested by the Notary)

**AGRICULTURAL PRODUCE (GRADING AND MARKING)
ACT, 1937**

Application For Certificate of Authorisation For Grading of

**WHOLE SPICES
(COMMODITY)**

To

The Agricultural Marketing Advisor,
Government of India,
W-6, Phase II, Okhla Industrial Area,
Okhla, New Delhi-110020

We, M/s _____ being desirous of marking _____ with a grade designation mark in accordance with the rules made under the Agricultural Produce (Grading and Marking) Act, 1937 hereby make application for a certificate of Authorisation, The grade designation marks will be applied at the following premises only, viz _____.

01. We have carefully gone through the Agricultural Produce (Grading and Marking) Act, 1937, the appropriate rules made under the Act, and the special instructions issued by the Agricultural Marketing Advisor to the Govt. of India in connection with the grading of _____ and agree to abide them as well as those which he might issue in future.

02. We have the requisite knowledge of handling of _____ and their operation connected with the grading of _____ or will employ the required expert staff for the purpose.

03. We hereby undertake to start grading work within 3 months of the date of issue of the certificate of Authorisation.

04. We will make arrangement to obtain the necessary _____ grading equipments other than that normally supplied by the Agricultural Marketing Advisor on receipt of the certificate of Authorisation.

Signature of Applicant.

Date: _____

Particulars to accompany application for grading of certificate of Authorisation for grading of

1.	Name of the party	:	
2.	State where applicant is a) A merchant dealing in Ground/Whole Spices.	:	
3.	Full Address of the premises at which marking is proposed o be done.	:	
4.	Period for which the applicant has been in the ground/whole spices.	:	
5.	Approximate Number and type handled by the applicant during he last five years.	:	
6.	Approximate number of which grade to be graded per year.	:	
7.	Name of markets of which Grade Ground/Whole Spices are proposed to be sold.	:	
8.	Has/Have the applicant (s) got the necessary knowledge of handling and other operation connected with the grading of Ground/Whole Spices and prepared to employ requisite staff for the purpose.	:	

We declare that the information given in the application above is correct and true.

Dated:

Signature of Applicant(s)

To be filled in by the Marketing officer.

In view of the particulars given above, I have ascertained the bonafides of the applicant (s) in regard to their capacity for grading and marking Ground/Whole Spices, satisfactorily and according to the rules, I consider/don't consider the party to be fit enough to deal with the scheme. I am satisfied that the applicant (s) has/have full knowledge of the handling of Ground/Whole Spices. I, therefore, recommend them for the grant of C.A.

Other remarks, if any

MARKETING OFFICER

APPENDIX IV

Application for Certificate of Authorisation for Grading and Marking Honey.

To

The Dy. Agricultural Marketing Adviser,
Incharge, Northern Region,
Dte. of Marketing & Inspection,
W-6, Phase II, Okhla Industrial Area,
Okhla, New Delhi-110020

I/We_____being
desirous of marking Honey with Grade designation marks in accordance with the Rules made
under the Agricultural Produce (Grading & Marking) Act, 1937, hereby make application for
a certificate of Authorisation.

The Grade Designation marks will be applied at the following premises*only: -

I/We have carefully gone through the Agricultural Produce (Grading & Marking)
Act, 1937, the General Grading and Marking Rules, 1988 and Honey Grading and Marking
Rules, 1955 and agree to abide by them as well as such rules and instructions as may be
issued hereafter.

I/We undertake to complete all arrangements regarding the equipments required for
processing of honey, marking a homogeneous lot, sampling and testing as required by the
Agricultural Marketing Adviser to the Government of India.

Signature_____

Dated_____

- Name and addresses of all premises where grade designation marks will be applied to
containers filled with honey should be mentioned here.

.....
.....
.....

RECOMMENDATIONS OF THE STATE MARKETING OFFICER: -

I have ascertained the bonafides of the applicant in regard to his/their capacity to undertake the task and consider/do not consider the party fit enough to deal with the scheme and there fore recommend/do not recommend him/them for the grant of certificate of Authorisation by the Agricultural Marketing Adviser to the Government of India

Others remarks if any: -

State Marketing Officer

Dated: _____

Application for Certificate of Authorisation for Grading Wheat Atta/Besan(Gram-Flour)

PART-I

To

Dy. Agril, Marketing Advisor to the Govt. of India,
Incharge Northern Region,
W-6, Phase II, Okhla Industrial Area,
Okhla, New Delhi-110020

I/We _____

(Name of the Firm) (Business or Designation _____
_____ (Merchant/Commission Agent etc.)

Address of _____

(Office Address) being desirous of marking _____

with _____ (Commodity) the grade designation mark in accordance
with the Rules made under the Agricultural Produce (Grading and Marking) Act, 1937,
hereby make application for a Certificate of Authorisation. The Grade Designation marks will
be applied at the following premises only.

Viz. _____

(Give particulars with address of the premises)

I/We have carefully gone through the Agricultural Produce (Grading and Marking)
Act, 1937, the appropriate rules made under the Act and the Special instructions issued by the
Agricultural Marketing Adviser to the Govt. of India in connection with grading of
_____ & agree to abide by them as well as those which he
might issue in future.

I/We undertake to start grading immediately on receipt of Certificate of Authorisation.

Signature: _____

Date: _____

Mention the variety of Wheat Atta/Besan whether stone ground or roller milled.

(To be filled in by the Regional Senior Marketing officer/State Marketing Officer)

No.F_____

Dated_____

I have ascertained the bonafides of the applicant in regard to his/their capacity to undertake the task and consider/do not consider the party fit enough to deal with the scheme and therefore, recommend/do not recommend him/them for the grant of Certificate of Authorisation by the Agricultural Marketing Adviser to the Govt. of India.

Other remarks if any.

State Marketing Officer

PART-II

Particulars to Accompany Application for Grant of a Certificate of Authorisation for Grading and Marking of _____.

(This form must be filled and presented to the State Marketing Officer).

1. Name of the Party :
2. Office Address :
3. Period for which the Applicant has :
been in the business
4. Approximate quantity of _____ handled by the applicant during the
last five years

Quantity of _____ handled in quintals During

5. Name and address of the mill if anywhere _____ will be
manufactured.

(Particulars of the machinery installed to be given)

6. Particulars of containers in which _____ will be packed.

7.) Name and address of the premises where the marking with “Agmark” will be done_____.
8. Full Address of the laboratory where the _____ will be tested.
9. Approximate quantity of _____proposed to be graded per month
_____.
10. Whether it is proposed to repack_____ from large containers of the graded product. If so, the name and address of the premises_____.
11. Name and address of the representative who will be in-charge of all operations.

12. Name and address of the Health Authority Certifying fitness of the plant-operatives and other workers engaged in the mill and packaging, etc.
(Enclose fitness certificates_____).
13. Name and designation of the representative (s) authorised for signing the correspondence with Directorate, along with their specimen signature.
- 1) Mr._____Designation_____
(Partner/Proprietor/Director/Manager)
- 2) Mr._____Designation_____
14. Name of banks for reference _____

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

Signature_____

Dated the_____

List of enclosures: i)

ii)

iii)

iv)

v)

Application for Certificate of Authorisation for Marking Veg. Oils.

To

Dy.. Agricultural Marketing Adviser,
To the Government of India,
In charge Northern Region,
W-6, Phase II, Okhla Industrial Area,
Okhla, New Delhi-110020

Sir,

I/We _____ of _____
(address)_____

Proprietor/Proprietors, Managing Agents of _____

Mill (Designation and name of the Mill) situated at _____

(Address of the Mill)

being desirous of marking _____ oil
/oils with grade designation marks in accordance with the Rules made under the Agricultural
Produce (Grading & Marking) Act,1937 hereby make application for a Certificate of
Authorisation. The grade designation marks will be applied at the following
premises_____

I/We have carefully gone through the Agricultural Produce (Grading and
Marking) Act,1937 the Vegetable oils Grading & Marking rules,1955, and the special
Instructions issued by the Agricultural Marketing Adviser to the Govt. of India, in
connection with the grading of Vegetable oils and agree to abide by them as well as
such rules and instructions as may be issued hereafter.

Signature_____

Date_____

*Name and address of the premises where grade designation marks will be applied to
containers filled with oil for dispatch to different destinations by railway tank wagons should
also be mentioned here.

Particulars to Accompany Application for Certificate of Authorisation for Marking Vegetable Oils.

(This form must be filled and presented to the State Marketing Officer).

2. Name of Party applying for Certificate of Authorisation_____.
3. Oil or oils which it is proposed to grade _____.
4. Approximate quantities of oil or oils proposed to be graded per month.

<u>Name of Oil</u>	<u>Quantity to be grade (qtls)/tones.</u>

- 5.1 Name and address of the mill if any, where oil or oils will be manufactured_____
- 5.2 Oilseed or oilseeds normally crushed by the mill and the period for which the mill has done crushing of each ilseed_____
- 5.3 Quantities of different oilseeds crushed annually _____
- 5.4 Details of machinery at the mills with their capacity_____.

	Number	Seed crushed per hour
Expellers		
A.A. Hydraulic presses		
Cageo presses		
Screw presses		
Rotary Ghanis		
Filter		

5.5 Number of hours the mill usually runs_____.

5.6 Are different oilseeds stored separately and crushed by different units of machinery? If so, give details_____.

6 Are separate tanks used for storage of different oils? If so, give details_____.

7. What precautions are proposed to be taken to avoid admixture of different oilseeds and oils?_____.

8. Number and capacity of tanks to be used for storage of the vegetable oils proposed to be graded.

Number of tanks	Total capacity (Tones)	Capacity per c. m. (Height)

9. Address of the laboratory which will be responsible for grading_____

10. Name of Banks for reference _____.

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

Date_____

Signature_____

Report of the State Marketing Officer.

Applicant_____.

I have visited the premises of the applicant mentioned in the application in regard to his/their capacity for grading vegetable oil/oils viz _____and consider/do not consider the party to be in a position to run a grading station, and therefore recommend/do not recommend him/them to the Agricultural Marketing Adviser to the Government of India for the grant of certificate of Authorisation.

The applicant has suitably equipped laboratory/equipped laboratory within _____months has arranged to grade his vegetable oils through_____ laboratory which has already been approved / is pending approval.

The precautions taken to avoid the admixture of different oil seeds and oils at the premises seem to be adequate/ and I consider the following additional precautions necessary: -

Other remarks, if any: -

Station_____

Date_____

State Marketing officer

Address _____

**PARTICULARS TO ACCOMPANY APPLICATION FOR
CERTIFICATE OF AUTHORISATION FOR MARKING HONEY.**

1.	Name of party applying for Certificate of Authorisation.	
2.	Address.	
3.	Quantity of Honey proposed to be graded yearly.	
4.	Approximate quantity of honey proposed to be graded per month	
5.	Name and address of the complex where honey is processed.	
6.	Name and address of packing centre	
7.	Name of centers from where honey is purchased and procured.	
8.	Details of honey drums/tanks with capacity and number of such drums	
9.	How the complex usually run	
10.	Are different honey purchased from different centers stored separately	

11.	Address of the laboratory which will be responsible for grading	
12.	Name of Banks for reference	

I hereby declare that the information given above are correct.

Signature of the applicant with date.

APPENDIX-IV

Application for Certificate of Authorisation for Grading of Pulses.

To

The Dy. Agril. Marketing Adviser,
In charge, Northern Region,
Dte. Of Marketing & Inspection,
W-6, Phase II, Okhla Industrial Area,
Okhla, New Delhi-110020

Sir,

I/We M/s _____ being desirous of marking Pulses, with a grade designation mark in accordance with the rule made under the Agricultural Produce (Grading & Marking) Act, 1937, hereby make application for a certificate of Authorisation. The grade designation marks will be applied at the following premises only, viz (address of premises)

I/We have carefully gone through the Agricultural Produce (Grading & Marking) Act, 1937, the appropriate rules made under the Act, and the special instructions issued by the Agricultural Marketing Adviser to the Govt. of India in connection with the grading of Pulses and agree to abide by them as well as these which he might issue in future.

2. I/We have the requisite knowledge of handling of Pulses and other operations connected with the grading of Pulses or will employ the required staff for the purpose.
3. I/We hereby undertake to start grading work within 3 months of the date of issue of the Certificate of Authorisation.
4. I/We will make arrangements to obtain the necessary Pulses grading equipment other than that normally supplied by the Agricultural Marketing Adviser on receipt of the Certificate of Authorisation.

Date:

Signature of Applicant.

Particulars to accompany application for grant of a certificate of Authorisation for grading of pulses.

(This form must be filled in by the applicant (s) and presented to the State Marketing Officer)

1.	Name of the Party.	
2.	State where applicant is (a) A merchant dealing in Pulses	
3.	Full address of the premises at which marking is proposed to be done.	
4.	Period for which the applicant had been in the business of Pulses.	
5.	Approximate number pulses, and type handled by the applicant during the last five years.	
6.	Approximate number and type of Pulses, to be graded per year.	
7.	Name of markets of which graded Pulses, are proposed to be sold.	
8.	Has/Have the applicant (s) got the necessary knowledge of handling and other operations connects with the grading of Pulses are prepared to employ requisite staff for the purpose.	

I/We declare that the information given in the applicant ion above is correct and true.

Date :

Place :

Signature of applicant(s)

(TO BE FILLED IN BY THE STATE MARKETING OFFICER)

In view of the particulars given above, I have ascertained the bonafides of the applicant (s) in regard to/their capacity for grading and marking pulses, satisfactorily and according to the rules and consideration pulses, the party to be fit enough to deal with the scheme. I am satisfied that the applicant (s has/have full knowledge of the handling of the pulses, I, therefore, recommend them for the grant of Certificate of Authorisation.

Others remarks, if any.

Dated: _____

Marketing Officer

Appendix VIII

Application for Certificate of Authorisation for Grading Ground Spices

To

Dy. Agricultural Marketing Adviser,
To the Government of India,
Directorate of Marketing & Inspection,
W-6, Phase II, Okhla Industrial Area,
Okhla, New Delhi-110020

Sir,

I/We _____ (Business or designation)
address of _____ being desirous of making Ground
Spices & Curry powder with the grade designation mark in accordance with the rules made
under the Agricultural Produce (Grading & Marking) Act, 1937, hereby make application for
a certificate of Authorisation. The grade designation marks will be applied at the following
premises only, viz (address of premises) _____
_____.

I/We have carefully gone through the Agricultural Produce (Grading and Marking)
Act, 1937, the appropriate rules made under the Act and the Special instructions issued by the
Agricultural Marketing Adviser to the Govt. of India in connection with the grading of
Ground Spices and agree to abide by them as well as those which he might issue in future.

I/We undertake to start grading immediately on receipt of certificate of Authorisation.

Signature _____

Date _____

(To be filled in by the Regional State Marketing Officer)

No. _____

Date _____

I have ascertained the bonafides of the applicant in regard to his/their capacity to
undertake the task and consider/ do not consider the party fit enough to deal with the scheme
and therefore recommend/do not recommend him/ them for the grant of Certificate of
Authorisation by the Agricultural Marketing Adviser to the Government of India.

Others remarks, if any.

State Marketing Officer

**Particulars to accompany applications for grant of a Certificate of
Authorisation for grading and marking of ground spices.**

(This form must be filled and presented to the State Marketing Officer)

1.	Name and address of the Party	
2.	Period for which the applicant has been in the business	
3.	Approximate quantity of graded spices (separately for each type) handled by the applicant during the last five year	

<u>Quantity handled in Quintals</u>					
Year	Chilly powder	Turmeric Powder	Curry Powder	Dhania Powder	Other Powder(s)
(1)	(2)	(3)	(4)	(5)	(6)

4.	Name and address of the mill, if any, where ground spices will be manufactured (particulars of the machinery installed to be given)	
5.	Particulars of containers in which ground spices will be packed	
6.	Name and address of the premises where the marking with “AGMARK” will be done	
7.	Full address of the laboratory where the ground spices will be tested	
8.	Approximate quantity of ground spices proposed to be graded per month	

9.	Whether it is proposed to repack ground spices from large containers for graded product. If so the name and address of the premises	
10.	Name and address of the representative who will be in charge of all operations	
11.	Name of banks for reference	

I, hereby declare that the information given above is correct and true.

Signature_____

Date_____

APPENDIX – V

Application for renewal of Certificate of Authorisation

Name of the Commodity _____.

To,

Dy. Agricultural Marketing Adviser.
To the Government of India,
Directorate of Marketing & Inspection,
W-6, Phase-2, Okhla Industrial Area,
Okhla, New Delhi-20

I/We/, M/s. _____ have been
grading _____ under Agricultural Produce (Grading and Marking) Act, 1937, Since
_____ the present certificate of Authorisation, issued to me/us expires on
_____. During the period of _____ i.e. from _____ to
_____ present authorisation the following quantities have been graded by me/us:- Name of
the commodity _____ Quantity _____ Value Rs. _____ As I/We, am/are
desirous to continue grading, it is requested that the certificate of Authorisation may be renewed up to
(date) _____ for grading at the following premises:-
_____. My/our present certificate of
Authorisation No. _____ is returned herewith for renewal.

Dated:

Signature of Applicant

To be filled in by State Marketing Officer/Chief Inspector: -

I/am/am not satisfied with the work done by the applicant(s) during the past years(s). The quantity mentioned by the party to have been graded has been checked and found correct/incorrect. I, therefore, recommend / do not recommend him/them for the renewal of the present certificate of Authorisation.

No.

Dated:

State Marketing Officer

(This form should be sent to the Agricultural Marketing Adviser to the Govt. of India through the State Marketing Officer.)

PROFORMA OF INSPECTION REPORT AT THE TIME OF RENEWAL OF C.A.
DIRECTORATE OF AGRICULTURAL MARKETING, GOVT OF NCT OF DELHI

1. Name & Address of the Party :
2. Commodity handled :
3. In case of G. Spices the Grinder to whom attached :
4. C.A. No & Date of Validity :
5. Performance of Grinder :
6. Condition of premises :
 - (a) Maintenance :
 - (b) Alteration done, if any :
 - (C) Sanitary condition:
 - (d) Shortcoming, if any :
7. Condition of Store/storage Tank :
8. Whether locking arrangements are adequate from storage facilities :
9. Condition of Machinery used for grading :
10. In case of parties using Agmark Replicas whether proper facilities are available for their storage, maintenance in the premises. :
11. Stock of Replica commodity-wise with code Number :
12. Any other points not covered above regarding general description. :
13. Recommendation. :

Signature of packer
With date

Signature and Date _____

Designation _____

APPENDIX VI

PROFORMA OF INSPECTION REPORT FOR CENTRALISED COMMODITY
DIRECTORATE OF AGRICULTURAL MARKETING
GOVT. OF NCT DELHI 49 SHAMNATH MARG DELHI-54

1. Name of the commodity to be graded :
2. Name of the party and office address. :
3. Address of the premises inspected. :
4. Name of the grinding mill/or chakki :
5. Whether application is for grant of C.A. /change :
of premises/inclusion of additional premises.
6. Whether inspected by State Marketing Authorities?
If so what are their recommendations?
7. Details of the size of the rooms where grading and :
marking is to be done. Whether it is adequate?
8. Whether the premises are adequately lighted and :
well ventilated?
9. Whether the sanitary requirements are laid down :
in Appendix V of the in instructions are satisfied.
10. Details of grinding machineries. :
11. What are other/items being milled by the party.
12. Quantity of the commodity proposed to be :
graded under Agmark.
13. Is the party handling or packing ungraded product :
also? Is so, under what trade brand and the
approximate quantity thereof.
14. Important places where the graded products are :
proposed to be marketed.
15. Arrangements made for analysis grading, Packing,:
labeling etc
16. If proposed to be attached to, if approved :
laboratory/state laboratory, mention the name
and address.

(2)

17. If the party has set up its own laboratory state :- :
Whether it is properly equipped for analysis
Of the samples of the commodity proposed
To be graded.

(I) If not, point out, short coming :

(ii) Has the Chemist been trained at Regional:
Agmark Laboratory.

18. In the case of State Govt. Laboratory Whether :
the extra work load can be handled with it,
after attachment of this party.

19. TRADE BRAND LABEL:

(I) Whether Trade Band Label is ready ? :

(ii) If so, enclose specimen/specimens. :

(iii) Is the trade Brand Label in order :

(iv) If not, point out defects :

20. Remarks :-

Any other point not covered above regarding :
General description, shortcoming etc.

21. Recommendations :

Signature of the Inspection Officer.

Dated of Inspection :

Designation :