



Pesticide Online Licensing System

Agriculture Department, Govt. of West Bengal

This single window of Licensing system can bring all Agriculture related Manufacturer, Wholesaler & Retailer under a single umbrella

Presently all “NEW” license ,“OLD License”, “Digitization”, “Renewals”, “Amendments” and Duplicate copy of license can be made through this application

- ❖ NEW license (Page No 1-14)
- ❖ Digitization (Page No 15-17)
- ❖ Amendments (Page No 18-23)
- ❖ Renewals (Page No 24-30)

❑ Qualification for Pesticide Licensing

- Graduate – Agriculture or,
- Graduate – Biology or,
- Graduate – Life Science or,
- Graduate – Chemistry /Zoology /Botany or,
- Graduate – Bio Technology or,
- Diploma – 1 yr Agriculture / Horticulture
- DESAI – Course for 1 Year

Applicable for
Sale, Stock/Exhibit
Only

➤ If applicant apply for Commercial Pest Control need to produce 15 days training certificate also

Educational Qualification for Commercial Pest Control (CPC) will be available under Educational Qualification Create Page

**** Mark fields are Mandatory**

❑ Essential Documents needed for uploading

1. **PAN Card
2. **Passport Photo
3. **Self Qualification Certificate or Other’s Qualification Certificate with concern letter.
4. **Trade License
5. **Tax Receipt
6. **Porcha / Deed
7. Agreement Deed
8. NOC Certificate (If Applicable)
9. Partnership Deed (In case of Partnership Firm)
10. CIN (In case of Company)
11. List of Board of Director (In case of Company)
12. **Cash Memo of Protective Cloth & Respiratory protection.
13. **Receipt of Challan (Challan must be made before online application. Received challan is not refundable)

Documents required for Owner & Manufacturer or Importer please see next page details

Useful size for documents uploads:

Photo : Between 50 KB (**jpg Mandatory**)

All Documents :Between 400 KB

Only Porcha/Land Deed : Between 2 MB

Mainly used *JPG & PDF format for upload documents

Amount to be paid through Challan

For Sell/Stock/Exhibits

- 1. New license & amendment (For Rural area)**
 - ✓ Each Insecticide **INR 100/-**
(Maximum **INR 1500/-**, more than 15 Insecticides)
 - 2. New license & amendment (For Urban area)**
 - ✓ Each Insecticide **INR 500/-**
(Maximum **INR 7500/-**, more than 15 Insecticides)
 - No Renewal needed for Sell/Stock/Exhibits
 - There should be a separate fee for each place, If any insecticides is sold, stoked or exhibited for sale at more than one place. In that case separate application should be made & separate license will be issued in respect of every such place.
 - For duplicate copy of license if original copy is defaced, damaged or lost fee payable **INR 100/-**
 - For transferring License fee payable **INR 100/-**
- *** Name Style change done without fee, Store point change means new license fee applicable**

For Commercial Pest Control

- 1. Grant New license (For Rural & Urban area) fees INR 1,000/-**
(Granted 5 years)
 - 2. Grant Renewal before expiry of license (For Rural & Urban area) fees INR 1,000/-** (Granted 5 years)
 - ✓ **Late fine for Renewal (For Urban area) –**
 - 1 month lapse from date of expiry - **INR 500/-**
 - 2 month lapse from date of expiry - **INR 1,000/-**
 - 3 month lapse from date of expiry - **INR 1,500/-**
 - ✓ **Late fine for Renewal (For Rural area) –**
 - 1 month lapse from date of expiry - **INR 100/-**
 - 2 month lapse from date of expiry - **INR 200/-**
 - 3 month lapse from date of expiry - **INR 300/-**
 - ✓ Separate fees should be provided for conducting business more than 1 place. In that case separate application & license will be issued.
 - ✓ For duplicate copy of license if original copy is defaced, damaged or lost fee payable **INR 100/-**
 - ✓ For transferring License fee payable **INR 100/-**
- *** Name Style change done without fee, Store point change means new license fee applicable**

Application List

| Application Number | Notified Authority | Jurisdiction | Concern name | Status | Type | Remarks | Action |
|--|--------------------|--------------|--------------|--------|--------------|---------|--------------|
| Please complete your Application | DDA (Admin) | District | MAA MANASA | New | New | | Download PDF |
| 1561370642 | DDA (Admin) | District | MAA MANASA | New | Digitization | | Download PDF |
| 1561206032 | DDA (Admin) | District | MAA MANASA | New | Digitization | | Download PDF |
| 1561205769 | DDA (Admin) | District | pankaj baari | New | New | | Download PDF |
| 1561203572 | DDA (Admin) | District | pankaj baari | New | Digitization | | Download PDF |
| 1559021772 | DDA (Admin) | District | MAA MANASA | New | Digitization | | Download PDF |
| 1559021479 | DDA (Admin) | District | MAA MANASA | New | Digitization | | Download PDF |
| 1538950110 | DDA (Admin) | District | MAA MANASA | New | New | | Download PDF |

Form II
Review 'Form II' to Complete with Payment Details

FORM II
APPLICATION FOR THE GRANT OF LICENSE TO SELL, STOCK OR EXHIBIT FOR SALE OR DISTRIBUTE INSECTICIDES,
(See sub-rule (1) of rule 10)
APPLICATION FOR GRANT OF LICENSE TO STOCK AND USE OF INSECTICIDES FOR COMMERCIAL PEST CONTROL OPERATIONS
(See sub-rules (3A) of rule 10)

To:
The Licensing Authority,
DDA (Admin)

1. Details of the applicant:
 (a) Name of the applicant: Pankaj Kumar
 (b) Communication Address: BAZO, P.O. URNAVA, P.S. PABA, PIN- 721015
 (c) Email: pankajk1984@gmail.com
 (d) Mobile No: 801887549

2. The application is for: Sale/stock for redistribution of insecticides

3. Qualification of the applicant/ the technical personnel under employment of the applicant:
 Qualification: Graduate with degree in Agriculture

4. In case of application for commercial pest control operations, submit following documents:
 (a) Address of registered, stock and distribution office
 (b) Address of the premises for which the license is applied for
 (c) Approval of technical expert
 (d) Reference number of approval, its date and validity (if available)
 (e) Name of notified insecticides for which approval
 (f) Name of the responsible technical person
 (g) Quantity of notified insecticides in possession as on date of application
 (h) Production and respective quantity of such insecticides (if applicable)
 (i) Name of any equipment, vehicles and all other material tools/inventory (if applicable)

5. Name of the insecticide(s) and its/their manufacturer(s) supplier which the applicant intends to deal in and status of the principal certificate

| Manufacturer Name | Principal Certificate No. | Date of Issue | Principal Certificate Valid up to | All Insecticides to be applied for (CPC only) | Insecticide No. | Principal Certificate No. | Manufacturer Name |
|-------------------|---------------------------|---------------|-----------------------------------|---|-----------------|---------------------------|-------------------|
| 12345 | 12345 | 12/07/2019 | 06/07/2021 | 12345 | 12345 | 12345 | 12345 |

Edit Documents

All the file size must be less than 40 KB except Agreement Deed (<1 MB)

Current Trade License

EPIC/State Govt/Self/Other of the Partner in case of Partnership Firm Authorized person in case of Company

Property document

In case own property
 History of Possession in a part of ownership possession (Relevant pages having 1. Name of the parties concerned, 2. Validity, 3. Schedule of property/owner's

Current Tax Receipt from BIL & BVI Corporation (Main/India)

TIN Certificate (In case of companies)

List of board of directors along with email IDs (In case of Companies)

Authorisation from Board of Directors for applying for getting insecticide license (In case of companies)

Partnership deed (In case of Partnership firm)

Self undertaking stating that store location is not situated in residential area and no food items are stored in store location

Current tax certificate for purchasing of protective clothing (Apron)

Current tax certificate for purchasing of respiratory device (Mask)

*******Warning ::** If an applicant logs out without completing the challan form, then re-login and open the "All Applications" page on the dashboard and click on the "Please complete your application" button, the previously completed form will open and view all the documents uploaded and as needed. You will be able to complete the application by changing the application form provided for the challan. The method is applicable to all applications of fertilizers, pesticides and seeds for new applications, amendments, renewals and duplicates.

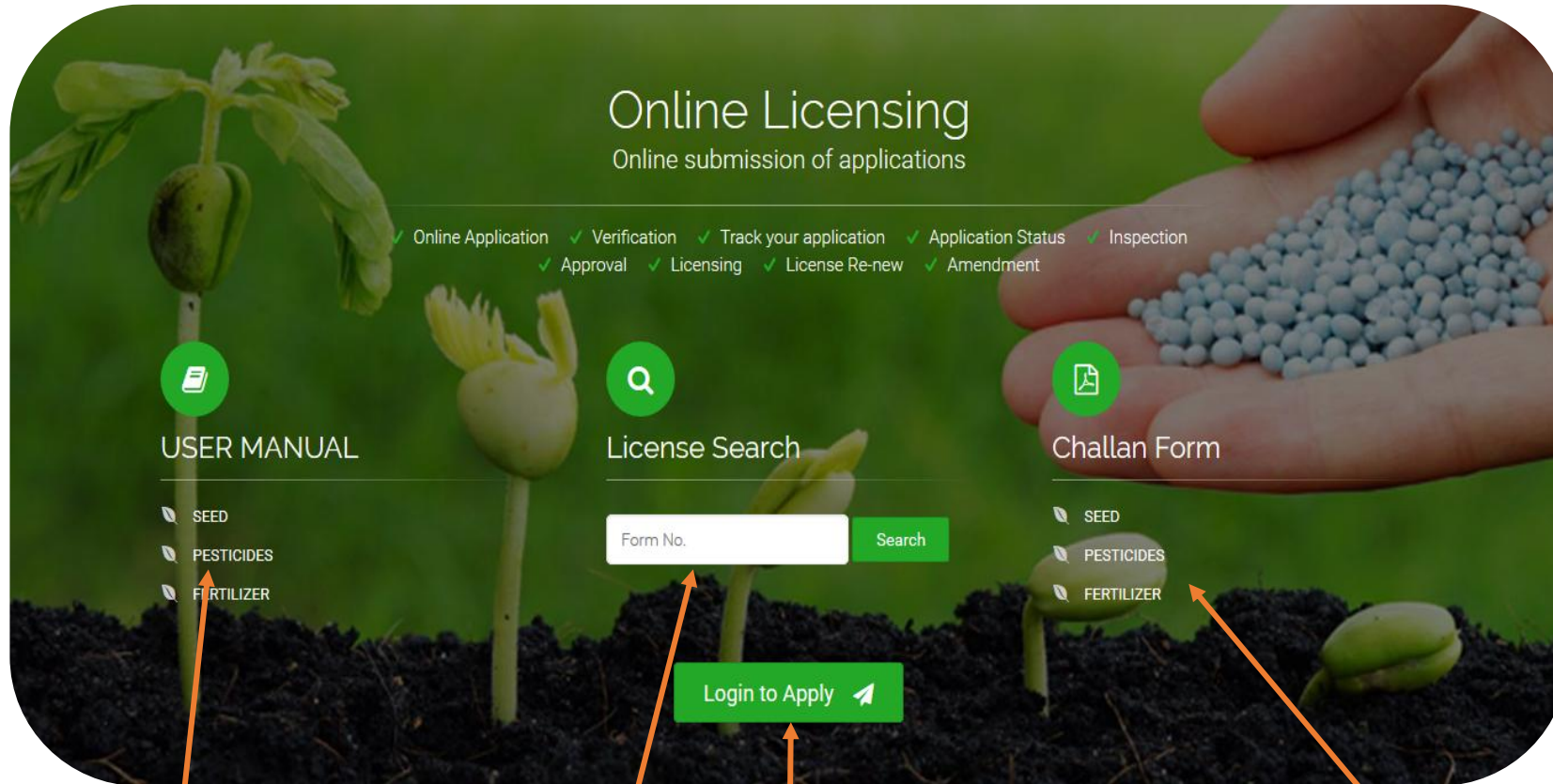
❑ How to apply for **New** License

❑ First click on www.matirkatha.net browser .

❑ After opening of Matirkatha Portal , please click here for next step. ()

The screenshot shows the homepage of the Matirkatha Portal, the Department of Agriculture, Govt. of West Bengal. The website features a navigation menu with options like HOME, KRISHI KATHA, ABOUT US, CIRCULARS, PUBLICATION, ACHIEVEMENT, SCHEMES, CONTACT US, and Links. Below the navigation menu, there are several images related to agriculture, including a person operating a tractor, a tractor with a plow, and a tractor with a harrow. A sidebar on the right contains a 'তথ্য' (Information) section with links to 'মন্ত্রনীয় মুখ্যমন্ত্রীর বার্তা' (Minister's Message), 'গোষ্ঠীফকেশন' (Group Formation), and 'সেবার' (Services). At the bottom, there are four service tiles: 'কৃষি বিভাগীয় কার্যকলাপ' (Departmental Activities), 'কৃষি বিভাগীয় পরিষেবা' (Departmental Services), 'মৃত্তিকা ও জল সংরক্ষণ' (Soil and Water Conservation), 'মাটির স্বাস্থ্য কার্ড' (Soil Health Card), 'কৃষক বন্ধু' (Farmer's Friend), and 'অনলাইন লাইসেন্স সিস্টেম' (Online License System). An orange arrow points from the text above to the 'অনলাইন লাইসেন্স সিস্টেম' tile.

First page of online licensing system



✓ User manual for applicant for all licensing system

✓ For apply click here

✓ Challan Form "TR 7" can be downloaded

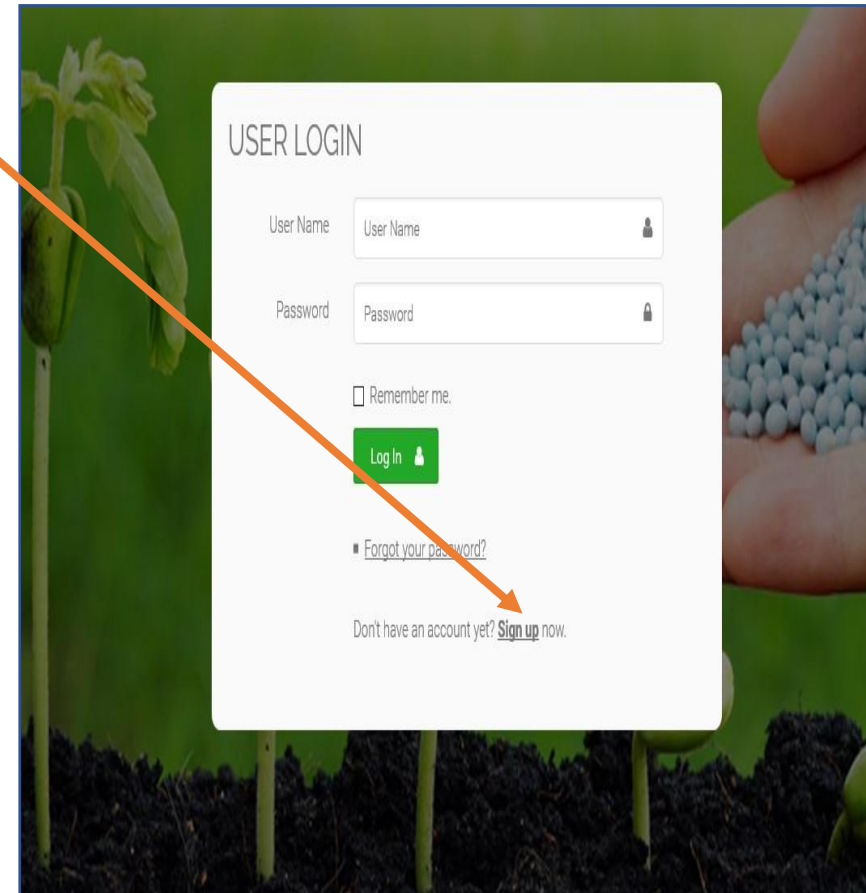
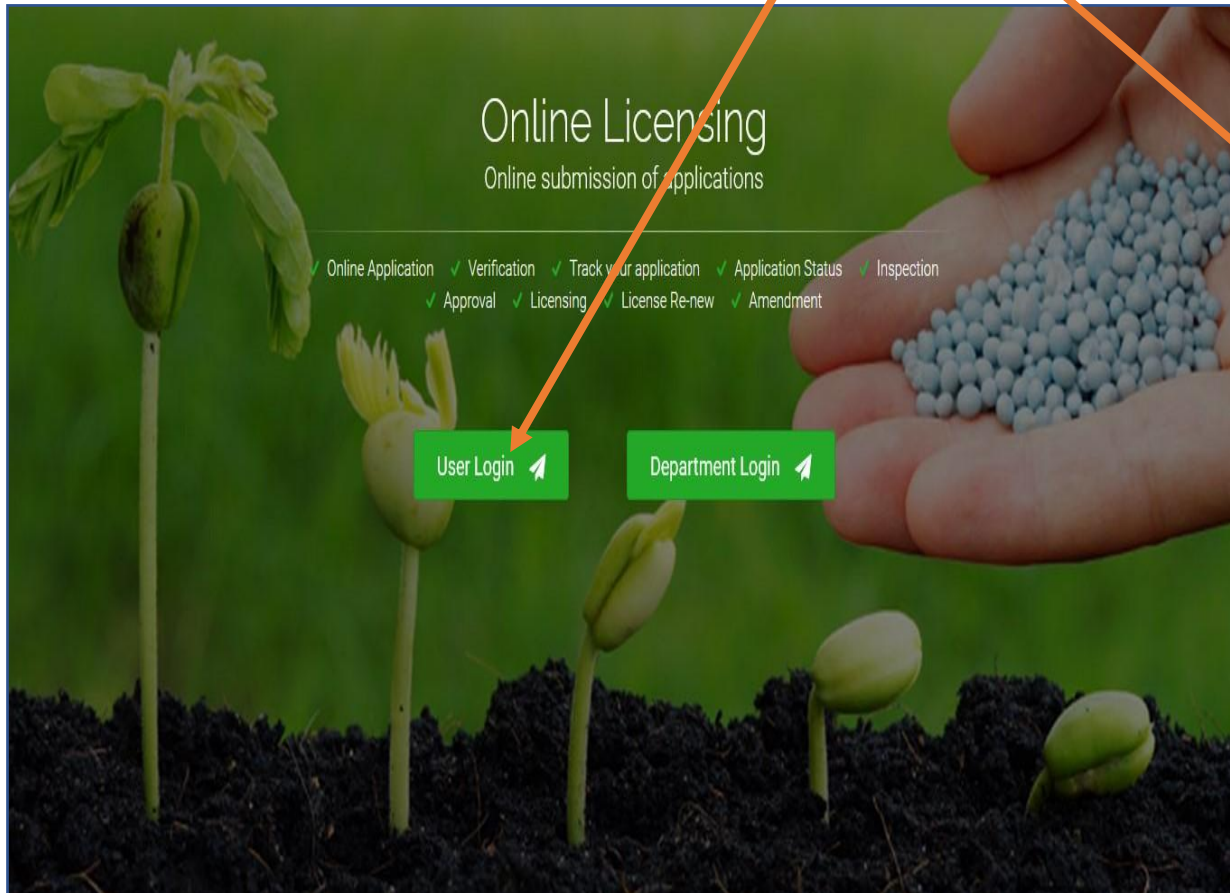
✓ To know an existing license, put the license number & license details will be shown

❑ After clicking “login”, this window will be opened.

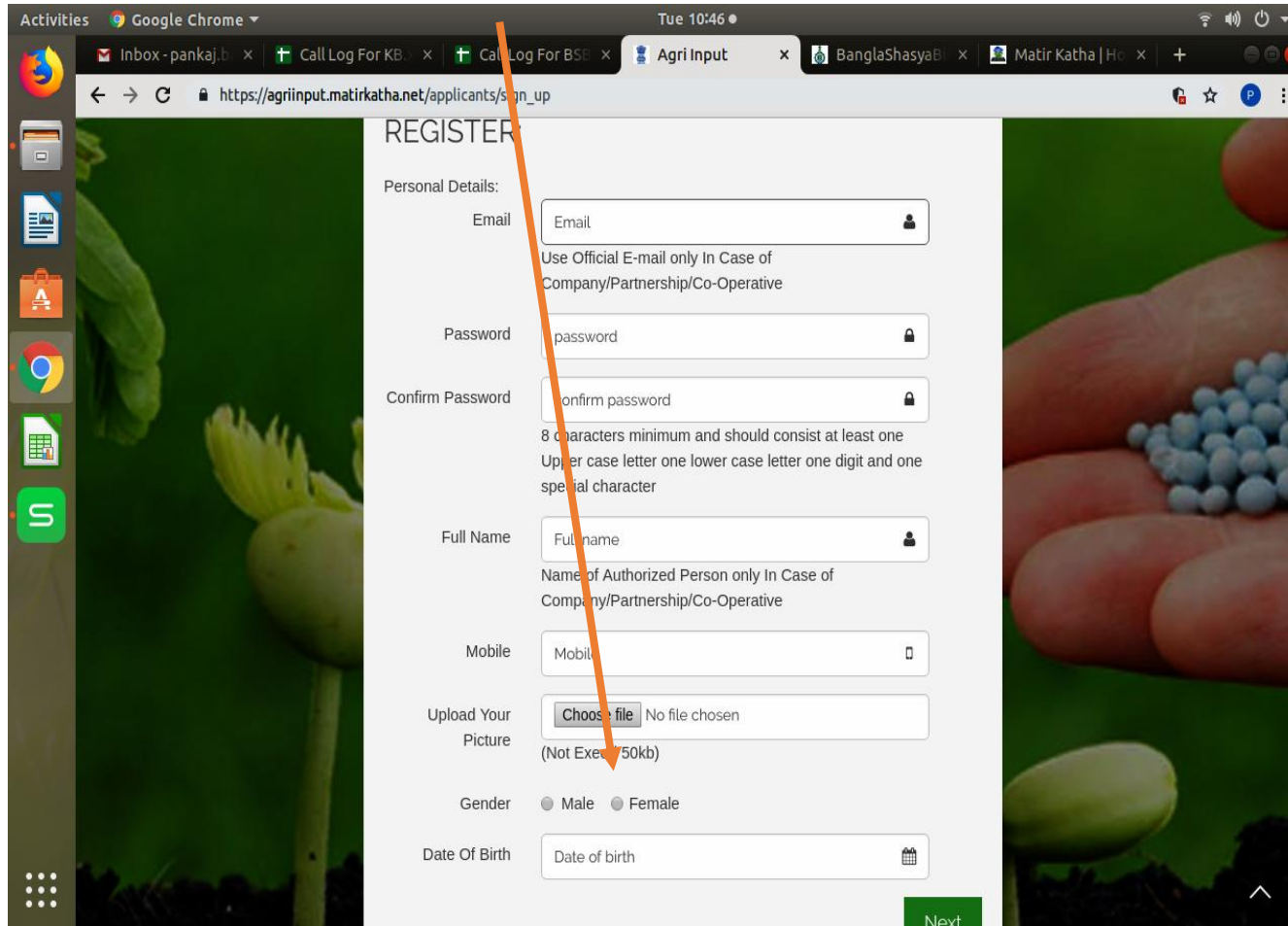
❑ Applicant must prepare JPEG / PDF of documents need to be uploaded at the time of application

❑ New Applicant should ()click here.

❑ After click on “sign up” applicant must filled the desired fill to complete registration



✓ For "sign up" this field must be filled with uploading Photo, PAN Card



The screenshot shows a web browser window with the URL https://agriinput.matirkatha.net/applicants/sign_up. The page is titled "REGISTER" and contains a registration form with the following fields:

- Personal Details:**
 - Email: [Input field]
 - Use Official E-mail only In Case of Company/Partnership/Co-Operative
 - Password: [Input field]
 - Confirm Password: [Input field]
 - 8 characters minimum and should consist at least one Upper case letter one lower case letter one digit and one special character
 - Full Name: [Input field]
 - Name of Authorized Person only In Case of Company/Partnership/Co-Operative
 - Mobile: [Input field]
 - Upload Your Picture: [Choose file] No file chosen (Not Exceed 50kb)
 - Gender: Male Female
 - Date Of Birth: [Date picker]

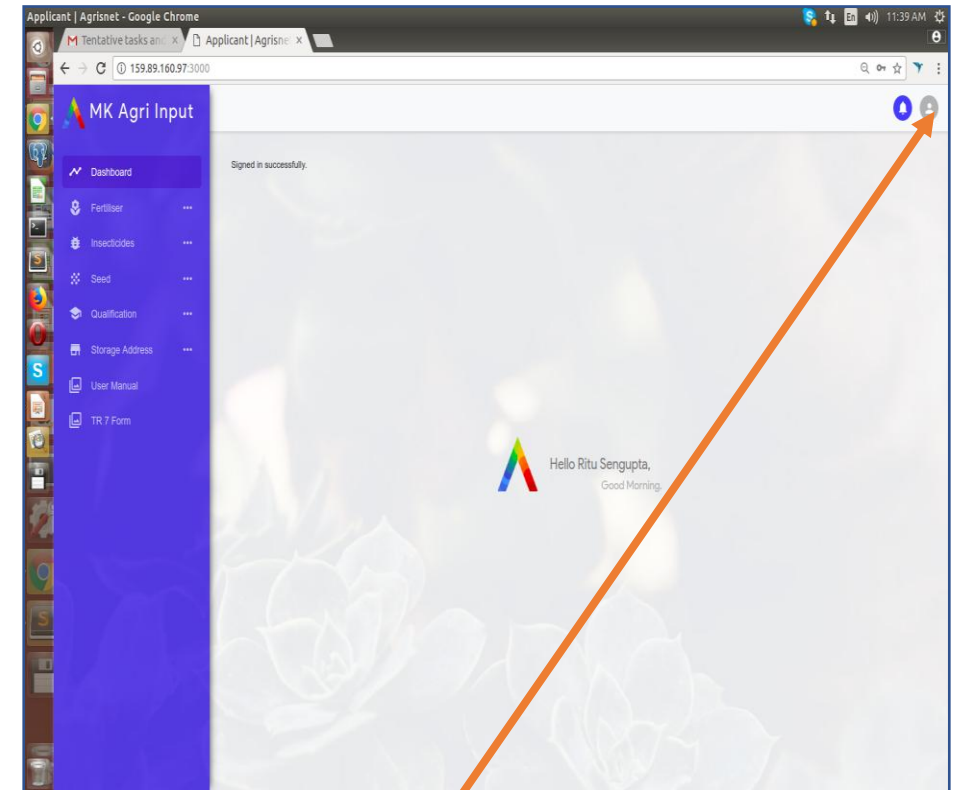
An orange arrow points from the "Upload Your Picture" field to the "Next" button at the bottom right of the form.

✓ After completing registration use your given Email Id & password for login

Applicant/Organized Person/Company Engagement Person upload photo (Between 50 KB, JPEG mandatory)

Applicant/Organization /Company upload PAN card (Between 400 KB)

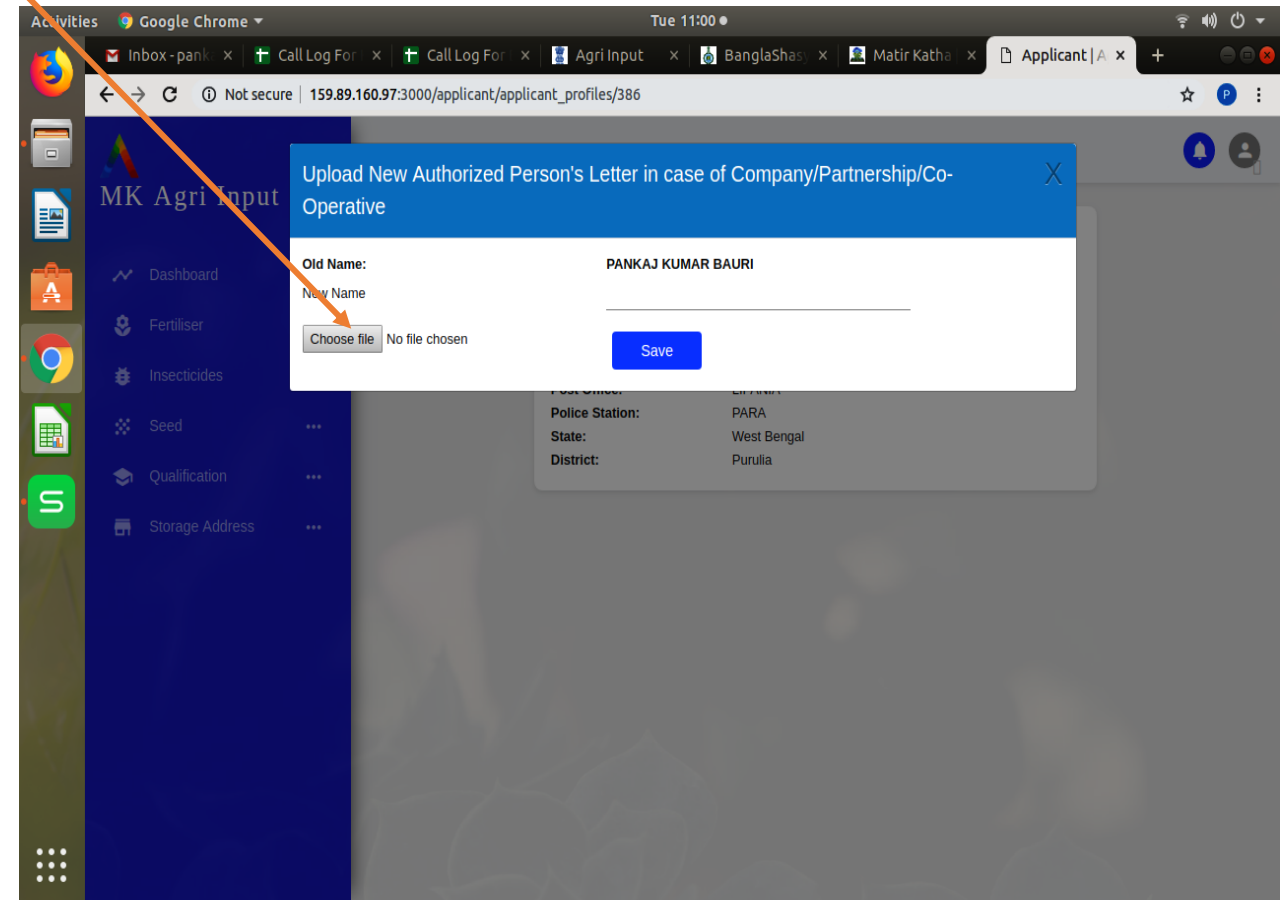
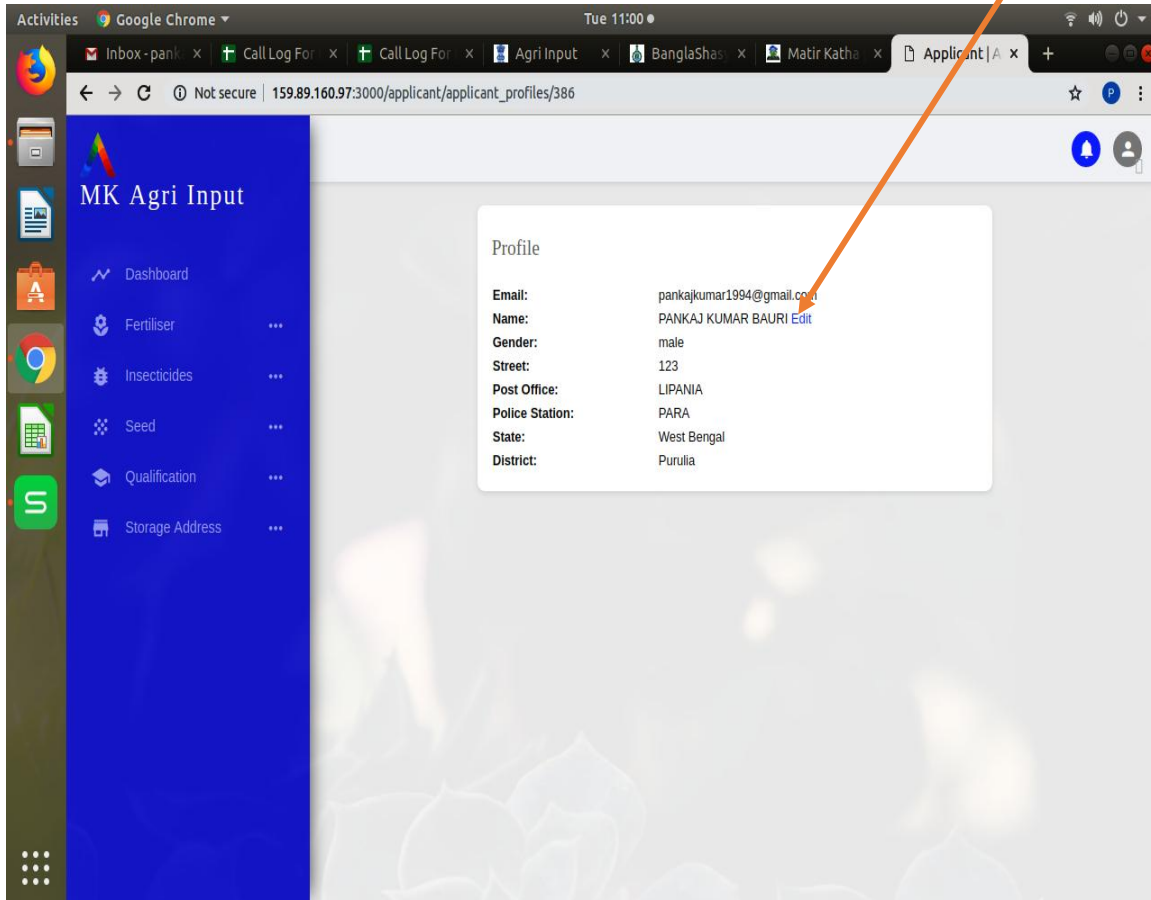
After "Sign up" this window will be shown



You can change your password just clicking here

❑ For the company, co-operative & partnership Firm, required field has been stated under the input field.

- To change the name of the person employed by the applicant company, go to the profile and click on the “ Edit ” option
- To change the name, click on the “ Choose ” file option and upload the specific document

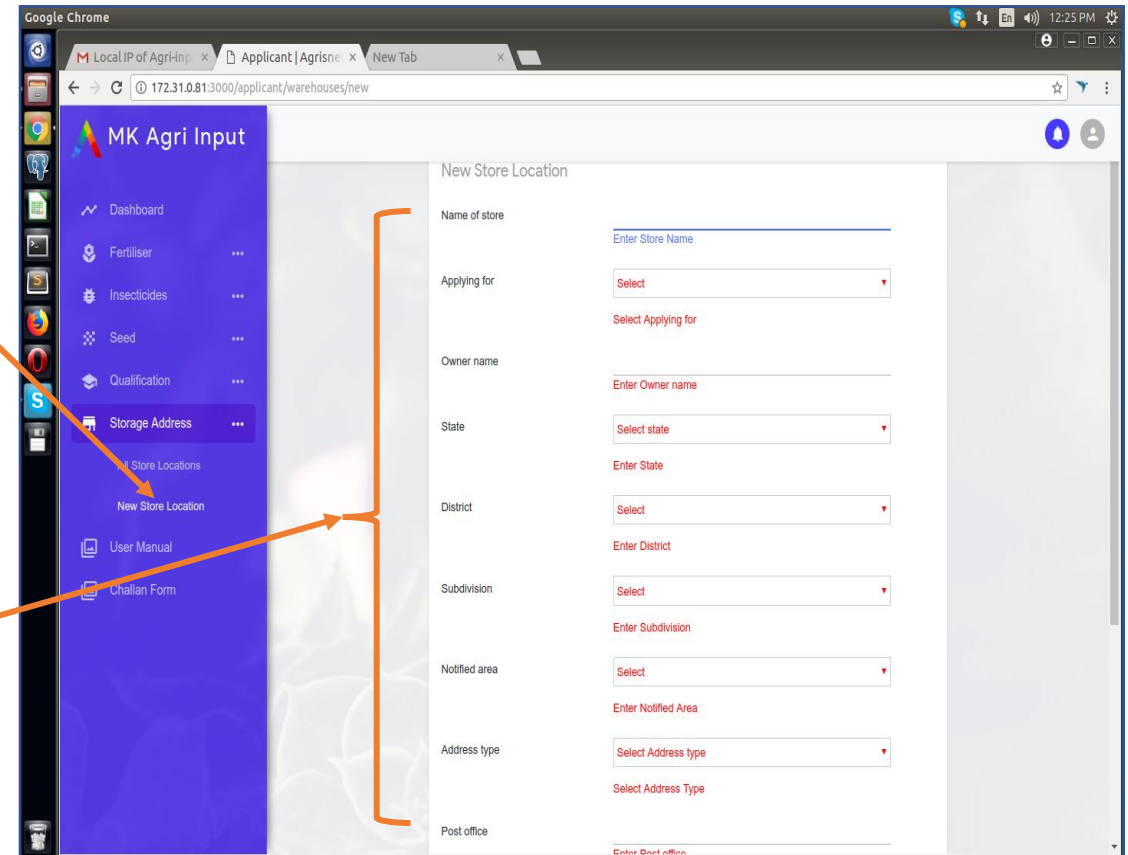


- ✓ Before start New Application , First Add **“Store Point” & Educational Qualification (Self / Others)** From Dash Board
- ✓ Without prior adding of above two Applicant Can't be able to further proceed

To add Store Point, Click on **“ Add Store Location”**

- ❑ Fill up all the field step by step.
- ❑ One can add multiple store point
- ❑ Advice to name differently of different Store for Identification

“RED Coloured” fields are mandatory



- ❑ After adding Store point, applicant must add Educational Qualification (Self / Others) . If other's qualification Added then need to upload NOC of that person with photocopy of Qualification certificate

❖ A single Qualification Certificate is applicable for a single Licensing

- ❑ For commercial pest control, it is mandatory to give information about your self educational qualifications.

Educational Qualification for Commercial Pest Control

- (1) Agricultural graduate
- (2) Bachelor of Chemistry

It is also important to have a 15 day training experience

Training Institute :

- (1) Central Food Technological Research Institute, Mysore.
- (2) Indian Grain Storage Institute, Hapur.
- (3) National Institute of Plant Health Management, Hyderabad.

The screenshot shows a web browser window with the URL '172.31.0.81:3000/applicant/qualifications/new'. The page title is 'MK Agri Input'. On the left is a blue sidebar menu with options: Dashboard, Fertiliser, Insecticides, Seed, Qualification (selected), List, Create, Storage Address, User Manual, and Challan Form. An orange arrow points from the 'Create' button in the sidebar to the 'New qualification' form. The form has the following fields: 'Applying for' (dropdown: INSECTICIDE), 'Certification type' (dropdown: Sell/stock/exhibit for sale/distribution of insecticides), 'Resource type' (dropdown: Others), 'Upload Consent of Expert (not exceed 200kb)' (file upload: Choose File, No file chosen), 'Resource name' (text input: sudipta roy), 'Education' (dropdown: Graduate with degree in Agriculture), 'Institute' (text input: bciv), 'Year of passing' (text input: 2000), 'Certificate number' (text input: asd123), 'Upload Certificate (not exceed 200kb)' (file upload: Choose File, No file chosen), and 'Experience (in Month)' (text input: 70). A blue 'Save' button is at the bottom of the form.

- ❑ To add Qualification, click on **create** button under Qualification

Educational qualifications are given on the front page in the case of Sale, Stock / Exhibit

✓ To apply for a new license click on “NEW APPLICATION“ under Insecticide

MK Agri Input

- Dashboard
- Fertiliser
- Insecticides**
- All applications
- New application
- Digitization of old application
- Seed
- Qualification
- Storage Address

New application

License type: Sell,stock/exhibit for sale/distribution of insecticides

Jurisdiction: District

State: **West Bengal**

District: ALIPURDUAR

Application form type: New

Next

*** NOTE:**

- 1) Apply under **Jurisdiction of "STATE"** where sale point & Certified Store point are in different district.
- 2) Any applicant desires to deal with in a particular District, must apply under **District Jurisdiction.**
- 3) If applicant desires to deal with across the State, must apply **Jurisdiction of State.**

What type of License to be needed

Under which Jurisdiction

■ Your given documents is accrued in Form " II "

MK Agri Input Form II

APPLICATION FOR THE GRANT OF LICENCE TO SELL, STOCK OR EXHIBIT FOR SALE OR DISTRIBUTE INSECTICIDES,
[See sub-rules (1) of rule 10]

APPLICATION FOR GRANT OF LICENCE TO STOCK AND USE OF INSECTICIDES FOR COMMERCIAL PEST CONTROL OPERATIONS
[See sub-rules (3A) of rule 10]

To,
The Licencing Authority,
JDA (PP&QC)

1. Details of the applicant:
 (a) Name of the applicant: Asif mohammad mollah
 (b) Communication Address: erfter, P.O - ereg, P.S - erfew, PIN - 123456
 (c) Email: asif@gmail.com
 (d) Mobile No: 9593418007

2. The application is for: Sell/stock/exhibit for sale/distribution of insecticides

3. Qualification of the applicant/ the technical personnel under employment of the applicant:
 Qualification: Select

(b) Communication Address: erfter, P.O - ereg, P.S - erfew, PIN - 123456

(c) Email: asif@gmail.com

(d) Mobile No: 9593418007

2. The application is for: Sell/stock/exhibit for sale/distribution of insecticides

3. Qualification of the applicant/ the technical personnel under employment of the applicant:
 Qualification: Select
 Graduate with degree in Bio technology
 B.Sc in Chemistry
 Graduate with degree in Agriculture
 Graduate with degree in Biochemistry
 Graduate with degree in Biochemistry

4. In case of application for commercial:
 (a) address of registered, zonal and bran
 (b) address of the premises for which the
 (c) Approval of technical expertise:
 (d) Reference number of approval, its date and validity(if available):
 (e) Name of restricted insecticides for which approved:
 (f) name of the responsible technical person:
 (g) Quantity of restricted insecticide in possession as on date of application:
 (h) Particulars and respective quantity
 (i) details of safety equipment, antidot

| Manufacturer Name | Principal certificate number | Principal certificate Date of issue | Principal certificate - Valid up to | All insecticides | Upload Principal Certificate |
|-------------------|------------------------------|-------------------------------------|-------------------------------------|------------------|------------------------------|
| dfgdfg | dfgdfgdfg | 27/01/2018 | 28/01/2019 | | Choose file (2.png) |

5. Name of the insecticide(s) and its/i
 Add Principal Form Add atleast one "Principle Form"

6. Complete address (including name of the lane, PIN Code, etc.) of the premises, where the Insecticide(s) shall be:
 For store and sale For store only For sale only

Put all relevant Information here

- Select pre loaded Educational qualification
- Filled up " Principle Certificate " Details with upload the same
- If a person or company wants to enroll certain molecules of a company, then by clicking "No" on All Insecticide, you must enter certain chemicals (including% of A.I).
- The number of companies you apply for medicine will be added

➤ Select types of Certification

✓ If Store & Sell Point in same premises

✓ Only for Store Point

Only For Sell Point

(In this case the Store point from where Chemicals stored, that must posses a Valid License)

The screenshot shows a web form for selecting certification types. At the top, there are three radio buttons: "For store and sale" (selected), "For store only", and "For sale only". Below these are several dropdown menus: "(a) stored/stocked:" with "Select Storage", "(b) sale location:" with "West Bengal", "State:" with "West Bengal", "District" with "Select", "Sub Division" with "Select", "Concern name" (text input), and "Address Type" with "Select Address type". At the bottom, there are two questions with radio buttons: "(c) whether any of the above premises is situated in residential area:" with "Yes" and "No", and "(d) whether food articles are also stored in any of the above premises:" with "Yes" and "No".

It's Always "NO"

Warning

In case of all above 3 types of Licensing, the Approved Store or Sell point must free from **ANY FOOD STORE** with in 200 mt.

(d) whether food articles are also stored in any of the above premises: Yes No

7. Is there any license issued in the name of the applicant by any other state in the area of their jurisdiction:
 Yes No

Declaration

I/we declare that the information given above is correct and true to my/our knowledge and belief, and nothing therein is false or withheld. I clearly understand that if any information is found to be wrong, false or fake or if any information is found to be withheld or any condition of the licence is violated, the licence issued to me is liable to be cancelled.
I also declare that I shall not take possession of any stock without satisfying myself with the quality thereof.
I undertake that we shall forthwith inform any change in the responsible technical person (in case of applications for commercial pest control operations) to the licensing officer.
I further declare that I shall abide by the conditions laid down in the license and failure to do so shall render the license liable to cancellation.

I shall show the following documents in original & submit the photocopy of the same along with Application form (II) at the time of inspection.

Certificate Holder Name:

For Pesticide License (If applicable)

1. Consent of expert with self-attested copy of certificate (Eligible qualifications given in user manual)
2. Photocopy of current Trade License
3. Photocopy of current Tax Receipt (from: BU&LRO) with NOC / Current rent Receipt with Agreement Deed along with photocopy of Porcha/deed as a proof of ownership/possession.
4. Principal Certificate in original
5. Receipt of requisite fees in TR Form-2, (in Original)
6. Sales return (Applicable for renewal)
7. Full particulars of license(s), if issued in the name of the applicant by any other state in area of their jurisdiction.

For Commercial Pest Control (If applicable)

1. Photocopy of current Trade License
2. Principal Certificate in Original
3. Photocopy of current Tax Receipt (from: BU&LRO) with NOC / Current rent Receipt with Agreement Deed along with photocopy of Porcha/deed as a proof of ownership/possession
4. Consent of expert with self-attested copy of certificate
5. Receipt of requisite fees in TR Form-7 (in Original)
6. Cash Memo / credit memo for purchasing of protective clothing
7. Cash Memo / credit memo for purchasing of respiratory devices

Please Select Check Box here

Select **YES** button if applicant posses a valid license in other State. The License must be uploaded in upload document section

After Filled up click **“SAVE to Proceed to Upload Documents”**

Upload Documents

*All file size must be less than 200 KB Except Agreement Deed(<2 MB)

Current Trade License

Choose File No file chosen This field is required.

Property document

Owner ▼

In case own property

Photocopy of Porcha/deed as a proof of ownership/possession (Relevant pages having 1. Name of the parties concerned, 2. Validity of agreement, 3. Schedule of property

Choose File No file chosen This field is required.

Current Tax Receipt (from: BL&LRO/ Corporation/ Municipality)

Choose File No file chosen

Full particulars of license(s), if issued in the name of the applicant by any other state in area of their jurisdiction

Choose File No file chosen

Self undertaking stating that store location is not situated in residential area and no food items are stored in same location

Choose File No file chosen

Cash Memo/ credit memo for purchasing of protective clothing

Choose File No file chosen

Cash Memo/ credit memo for purchasing of respiratory devices

Choose File No file chosen

Save and Proceed to Payment

DOCUMENTS UPLOADED

All relevant documents must be uploaded here

(A list of required documents is already provided)

Qualification Certificate, Other's NOC Certificate (If Applicable), PAN, Photo already uploaded . Trade license, Tax receipt and other relevant documents need to be uploaded either in JPEG or PDF format.

▪ RED Coloured fields are Mandatory

- Trade License Mandatory
- Porcha / Deed Mandatory
- Ownership Documents Mandatory
- Protective Cloths & Respiratory Items

3 types of Ownership

- (a) Self
- (b) Other than owner (Within family)
- (c) Rented / Leased.

✓ Non Judicial Stamp Paper should be given to anyone other than the owner (family related).

✓ If you want to rent / lease then you have to pay the agreement paper

- Documents can be changed depending upon ownership

After uploading all relevant documents click " **SAVE & PROCEED to PAYMENT** "

If the applicant has entered or uploaded any incorrect information, then the application can be postponed at the moment without giving the bank information. You can complete it again by going to "All Applications" and clicking on the old application. In this case, whatever the applicant already fill up will be fully reflected.

MK Agri Input

Dashboard

Fertiliser ...

Insecticides ...

Seed ...

Qualification ...

Storage Address ...

User Manual

Challan Form

Add payment details for application number : 1533361166

Challan number
123456

Bank Name
SBI

Challan Date
02-08-2018

Amount
7500

Challan Image
Choose File TRFA Advertisement.jpg

Save and Submit

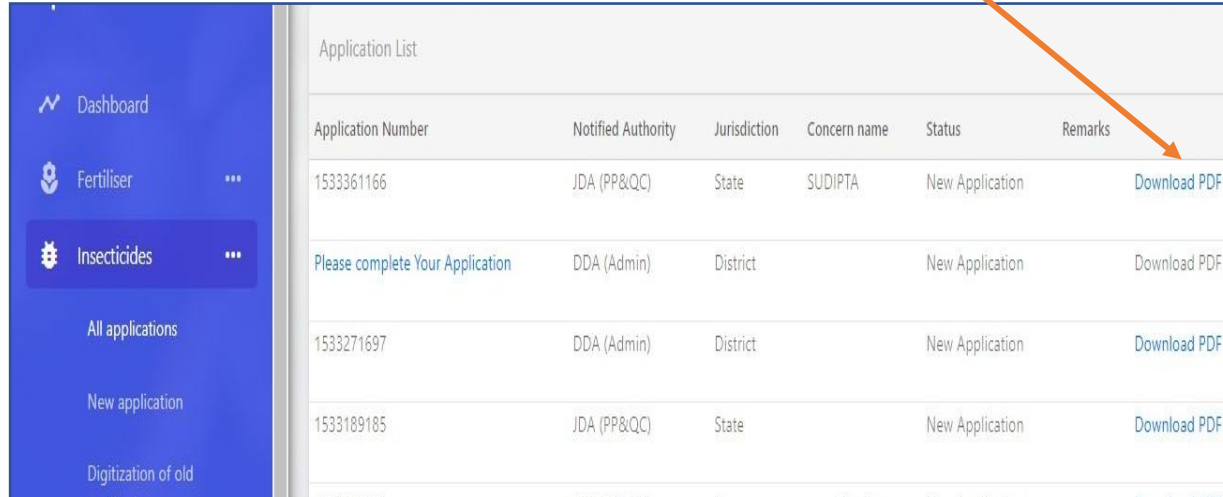
Documents For Challan

- ✓ Challan Number
- ✓ Name of Bank
- ✓ Date of Challan
- ✓ Amount
- ✓ JPEG or PDF copy of Challan for uploading

- ✓ After filling all relevant filed click **“ Save & Submit”** for final completion .

- ❑ Your online licensing application has been successfully submitted.
- ❑ SMS of successful application submission ID on applicant’s registered Mobile number

After submitting click on “ **DOWNLOAD PDF**” from Dashboard




Application List

| Application Number | Notified Authority | Jurisdiction | Concern name | Status | Remarks |
|--|--------------------|--------------|--------------|-----------------|------------------------------|
| 1533361166 | JDA (PP&QC) | State | SUDIPTA | New Application | Download PDF |
| Please complete Your Application | | DDA (Admin) | District | New Application | Download PDF |
| 1533271697 | DDA (Admin) | District | | New Application | Download PDF |
| 1533189185 | JDA (PP&QC) | State | | New Application | Download PDF |

Copy of submitted form “II”

FORM 'II'

APPLICATION FOR
(1) GRANT OF LICENCE TO SELL, STOCK OR EXHIBIT FOR SALE OR DISTRIBUTE INSECTICIDES
[See sub-rules (1) of rule 10]
Or
(2) GRANT/RENEWAL OF LICENCE TO STOCK AND USE OF INSECTICIDES COMMERCIAL PEST CONTROL OPERATIONS
[See sub-rules (3A) of rule 10]
(Submit separate application for different licence)



To,
The Licencing Authority,
JDA (PP&QC) , WB

1. Name, address and e-mail address of the applicant:

Name of the applicant: Asif Mohammad Mollah
Communication Address: ertfer, P.O - ereg, P.S - erfew, PIN - 123456
Email: asif@gmail.com
Mobile No: 9593418007

2. Whether the application is for Sell/stock/exhibit for sale/distribution of insecticides

3. Complete address (including name of the lane, PIN Code, etc.) of the premises, where the insecticide(s) shall be:

(a) stored/stocked: Details attached on Annexure - A
State: West Bengal
District:

(b) sold or exhibited for sale or issued for use
Village : wedqw
Dag no : ertgfers
Khatian no : rfgdfg

- For further assistance applicant can kept a Hard copy of this PDF.
- Your application has been completed.
- SMS form Dept of Agriculture for Store Verification & Sale point Verification.
- Produce all relevant uploaded document's Original copy at the time of Verification to the Govt Officials.
- After verification applicant will be licensed.

Digitization

Its an online registration of Old License.

Presently Individual / Company / Firm who hold running valid license requested to upload their valid documents for new license holding the old license details through “Digitization”

All the upload documents are as new licenses

You need to select the jurisdiction in the jurisdiction of your current license, during the digitization.

❑ Main difference between “ New Application” and “ Old license online Digitization”

- (1) No need to purchase Challan
- (2) No further verification of “Store” or “Sell” Point
- (3) Documents submitted at the time of getting running license need to be re-uploaded.
- (4) License Authority will provide New License Certificate along with old License number to the applicant
- (5) **Before digitization application, applicant must add “Store Point” & “Qualification” same as new one.** (see page 6 & 7)
- (6) Once digitization done, renewal or amendment can be done through online also.

DIGITIZATION PROCESS

- Same as new application , first go to “Matirkatha..net” > online licensing > Registration (see page 2-5 of New Application)
- After logging with Email Id & password , applicant must click here to enrol for **Digitization**.

Input

- Dashboard
- Fertiliser
- Insecticides**
- All applications
- New application
- Digitization of old application**
- Seed
- Qualification
- Storage Address
- User Manual

Existing License Details

| | |
|--------------------|--|
| License number | 123456 |
| Date of issue | 05-08-2018 |
| Valid upto | |
| License image | Choose File ingreens logo.jpeg |
| Certification type | Sell/stock/exhibit for sale/distribution of insectic |
| Jurisdiction | District |
| State | West Bengal |
| District | District-1 |

Save

Filled up the following Field

- Put old license number
- Input old license issued date
- Date of Validity is not a mandatory field for Sale, Stock/Exhibit but it's a mandatory field in case of Commercial Pest Control (CPC)
- Upload old license JPEG or PDF copy
- Click **“SAVE BUTTON”** after putting all relevant field

DIGITIZATION PROCESS

1. After clicking next button Form “II” will be opened
2. Same as New Application, filled up all relevant field (see page 7-10 of New Application)
3. Upload all relevant documents
4. After uploading documents click on submit button (see page 11 of New Application)
5. No need to submit Challan.
6. After submitting application process is completed & SMS will be sent to applicant’s registered mobile number.
7. For further assistance please kept a hard copy of the form.
8. Once the document is verified by the Department of Agriculture, you will be called and issued a new license certificate.
9. It will contain both your old license number and the new method's online license number.

Amendment

**Some changes may be made by amendments with in the valid period of a license.

Required information:

1. License must be kept under online previously for amendment.
2. The applicant will have to log in from that single ID only for amendment, that was already used before, for digitization or new license application
3. Basically 2 changes should be made through this amendment **(Transfer of licenses and attachment of principal certificates)**
4. Applicant will have to login and click on the Amendment under insecticide.
5. Click on the Amendment to enter a valid license number.
6. Amendments can be made as often as necessary throughout the validity period of the license.

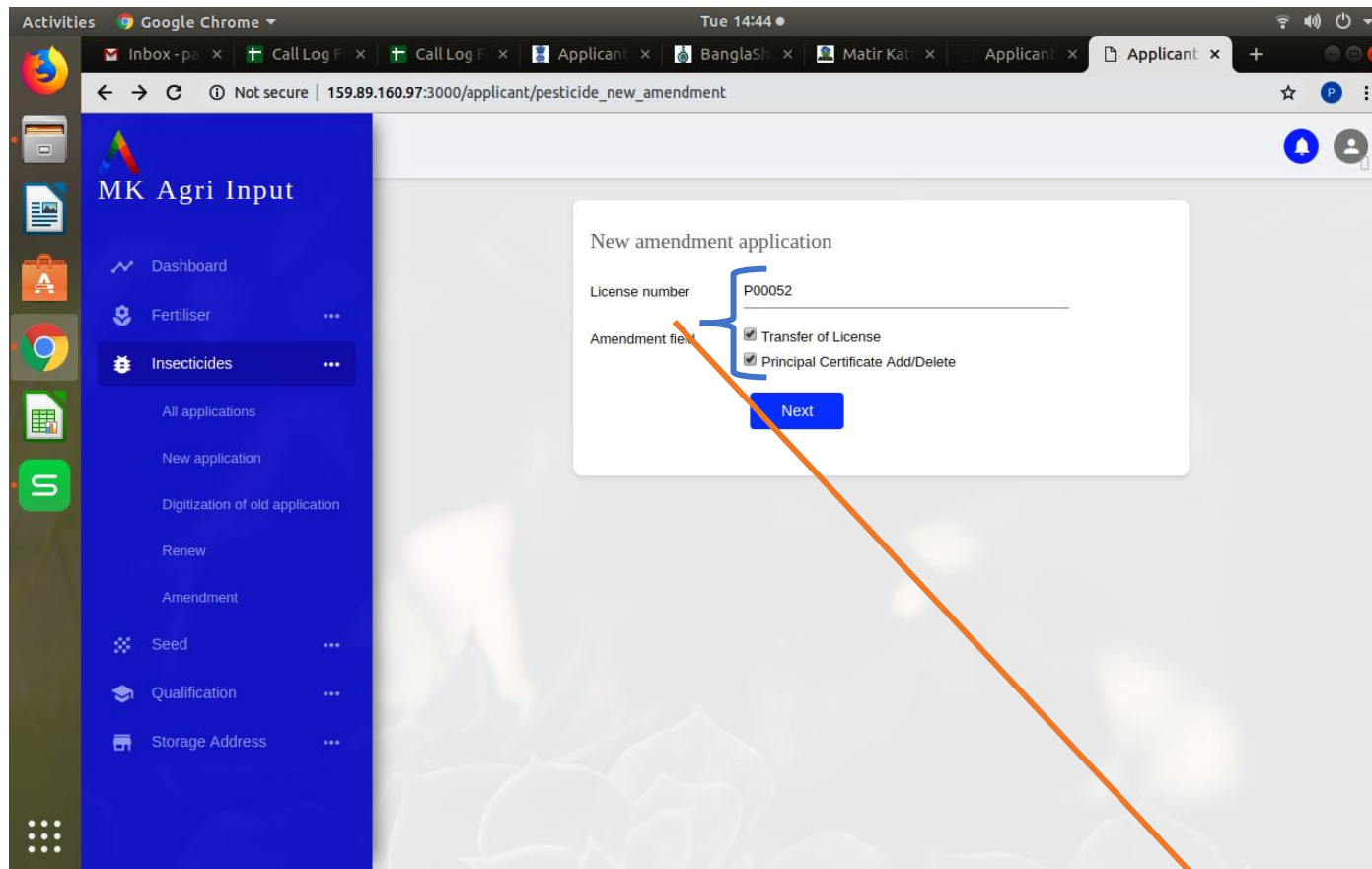
Required Documents:

Documents need to be uploaded in case of endorsement of few new pesticide in license.

1. Certificate of Registration issued by CIB & RC(relevant page having Registration no. & crops for which it has label claim, name of pests, dose etc.)
2. Manufacturing License of the concerned pesticide.
3. Agreement with manufacturing company (in case of marketed by other than the manufacturing company)
4. No objection from manufacturing license issuing authority(in case of marketed by other than the manufacturing company)
5. Principal certificate of manufacturing company.

In case of transfer of license :

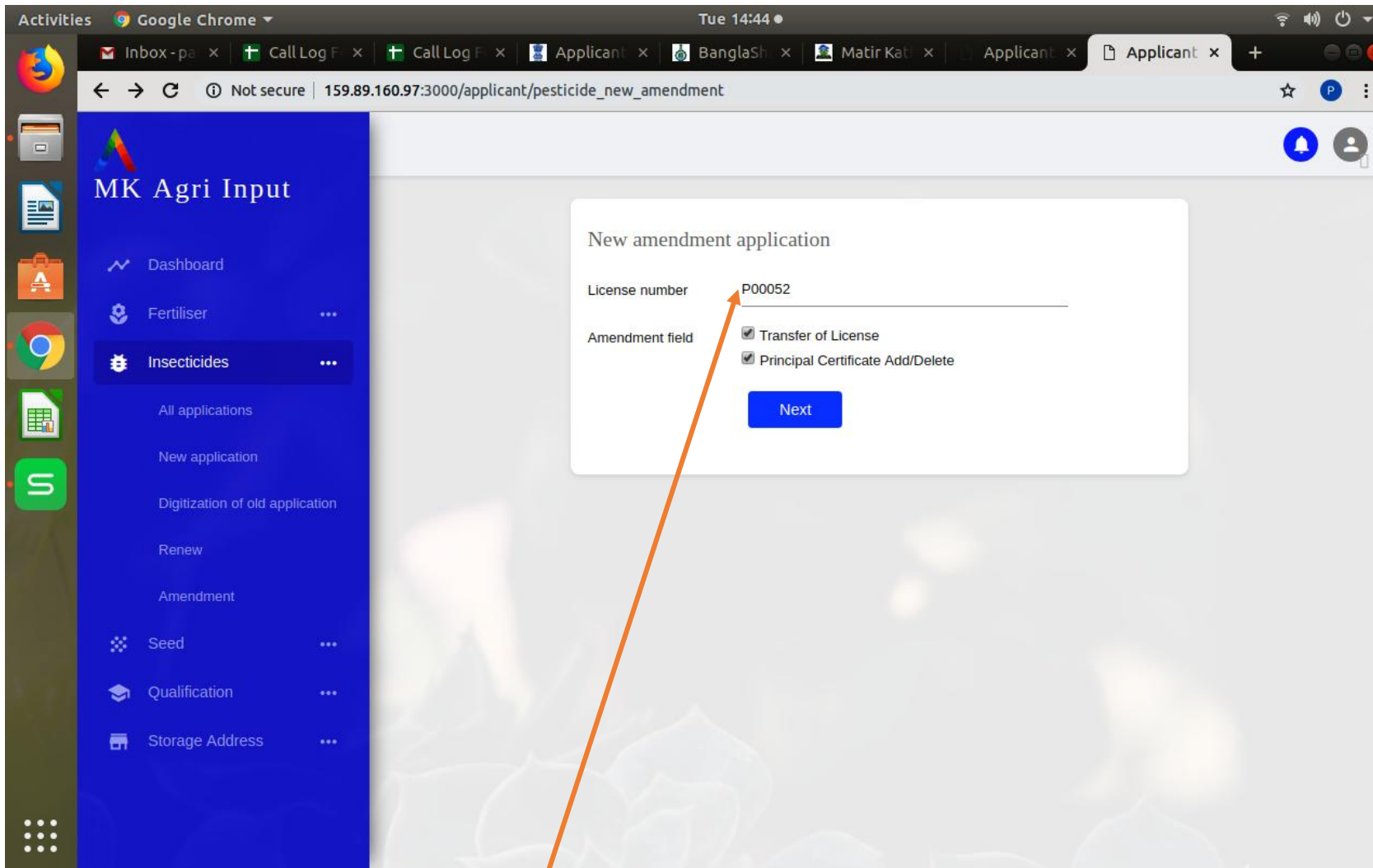
Documents required on Stamp Paper



1. First log in with your ID and click on the Pesticides Amendment.
2. Then this window will open before you.
3. You can basically change these 2 types.
4. 1/2 or all changes can be done together at once.

What can be changed :

- a. License Transfers
- b. Add / delete valid "Principal Certificate" form



- First you must give a system generated license number.
- If you want an applicant then you can select all the above.
- Or you can select one or both as per the requirement.

Activities Google Chrome Tue 14:46

Inbox-pa x Call Log F x Call Log F x Applicant x BanglaSh x Matir Kat x Applicant x Applicant x


Not secure | 159.89.160.97:3000/applicant/amendment_pesticide?data%5Bchange%5D%5B%5D=concern&data%5Bchange%5D%5B%5D=ins...

MK Agri Input

- Dashboard
- Fertiliser
- Insecticides
- Seed
- Qualification
- Storage Address

Form II

To,
The Licencing Authority,
DDA (Admin)



1. Details of the applicant:
(a) Name of the applicant: Pankaj kumar bauri

2. The application is for: Sell,stock/exhibit for sale/distribution of insecticides

5. Name of the insecticide(s) and its/their manufacturer/importer which the applicant intends to deal in and status of the principal(s) certificate:

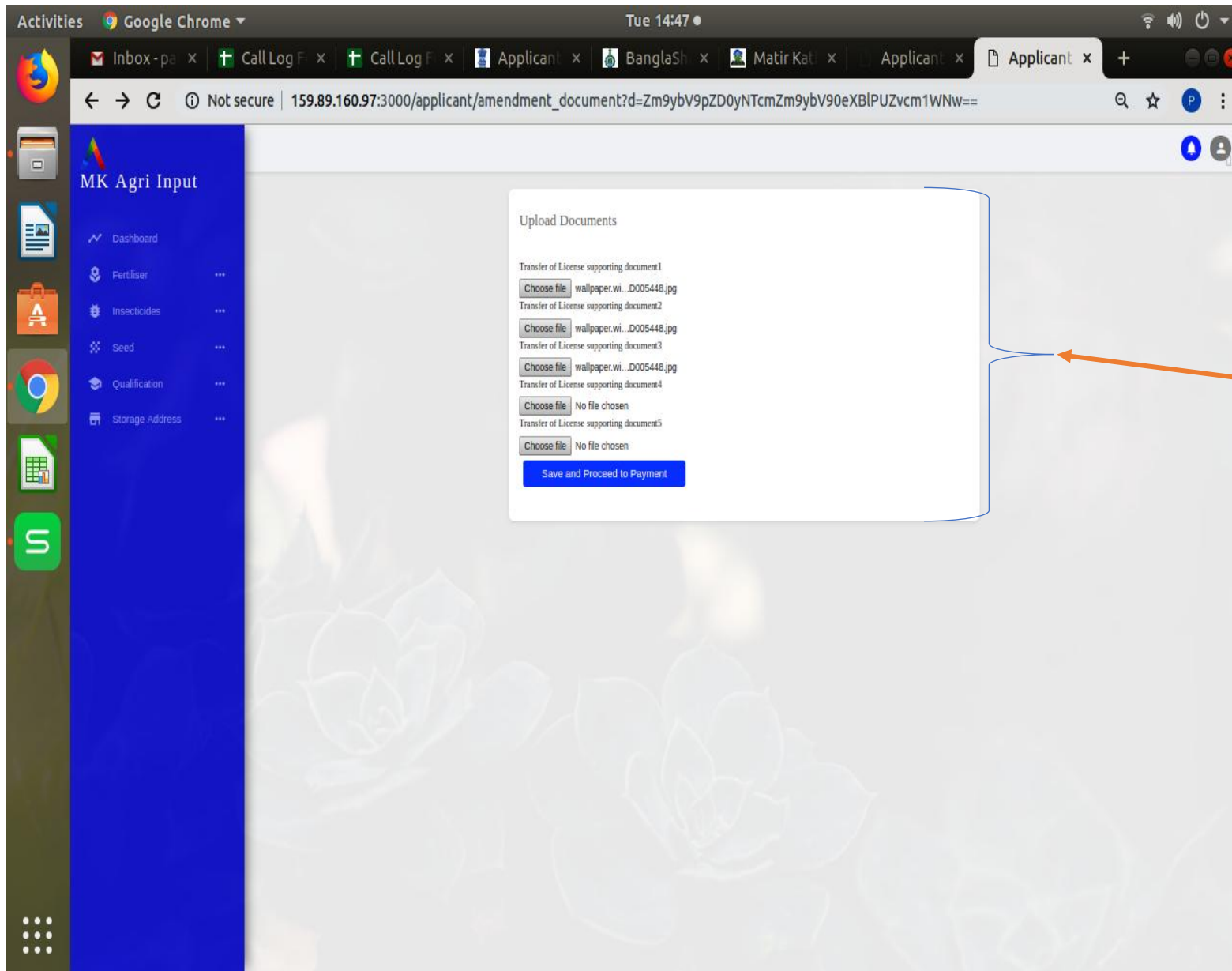
| Manufacturer Name | Principal certificate number | Principal certificate - Date of issue | Principal certificate - Valid up to | All Insecticides | Upload Principal Certificate |
|-------------------|------------------------------|---------------------------------------|-------------------------------------|---|--|
| EXCEL CROP | 236454 | 31/12/2018 | dd/mm/yyyy | Yes <input checked="" type="radio"/> No <input type="radio"/> | Choose file wallpaper.wi...D005448.jpg |
| JU AGRI SCIE | 36521 | 31/12/2020 | dd/mm/yyyy | Yes <input checked="" type="radio"/> No <input type="radio"/> | Choose file wallpaper.wi...D005448.jpg |

Add Principal Form

Concern name MAA MANAS

Save and Proceed to Upload Documents

You can work only on those places that you want to change



You can upload documents in accordance with each change

You can upload 1 copy of right documents if required.

Activities Google Chrome Tue 14:48

Inbox - pa x Call Log F x Call Log F x Applicant x BanglaSh x Matir Kab x Applicant x Applicant x

Not secure | 159.89.160.97:3000/applicant/payments/new?d=Zm9ybV9pZD0yNTcmZm9ybV90eXBIPUZvcml1WNw==

MK Agri Input

Dashboard

Fertiliser

Insecticides

Seed

Qualification

Storage Address

Add payment details for application number : 156266381275989

Challan number
2511

Bank Name
SBI

Challan Date
27/5/2019

Amount
1500

Challan Image
Choose file waspaper.wi...D005448.jpg

Save and Submit

Upload the following documents :-

- ❖ Challan Number
- ❖ Name of Bank
- ❖ Date of Challan
- ❖ Amount
- ❖ JPEG or PDF copy of Challan

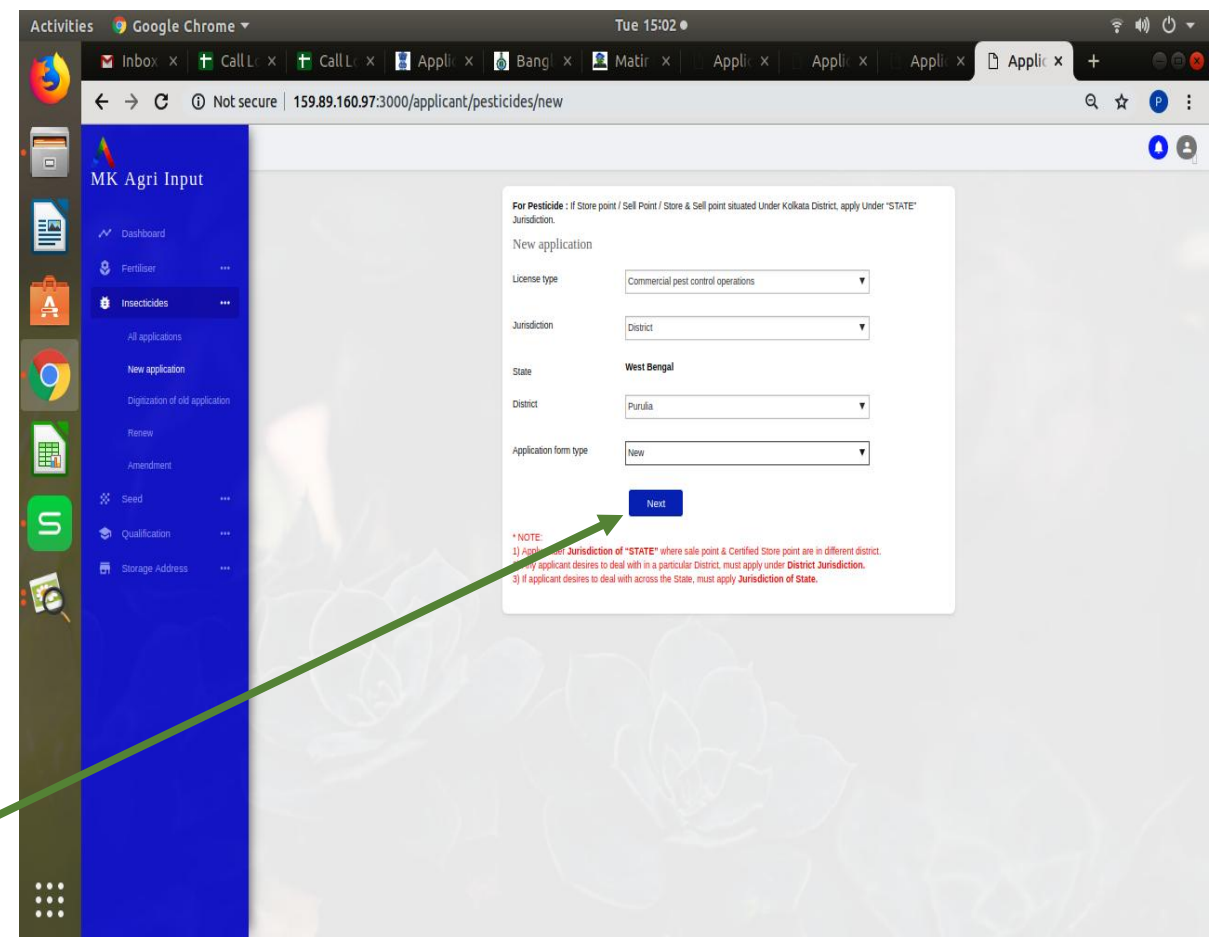
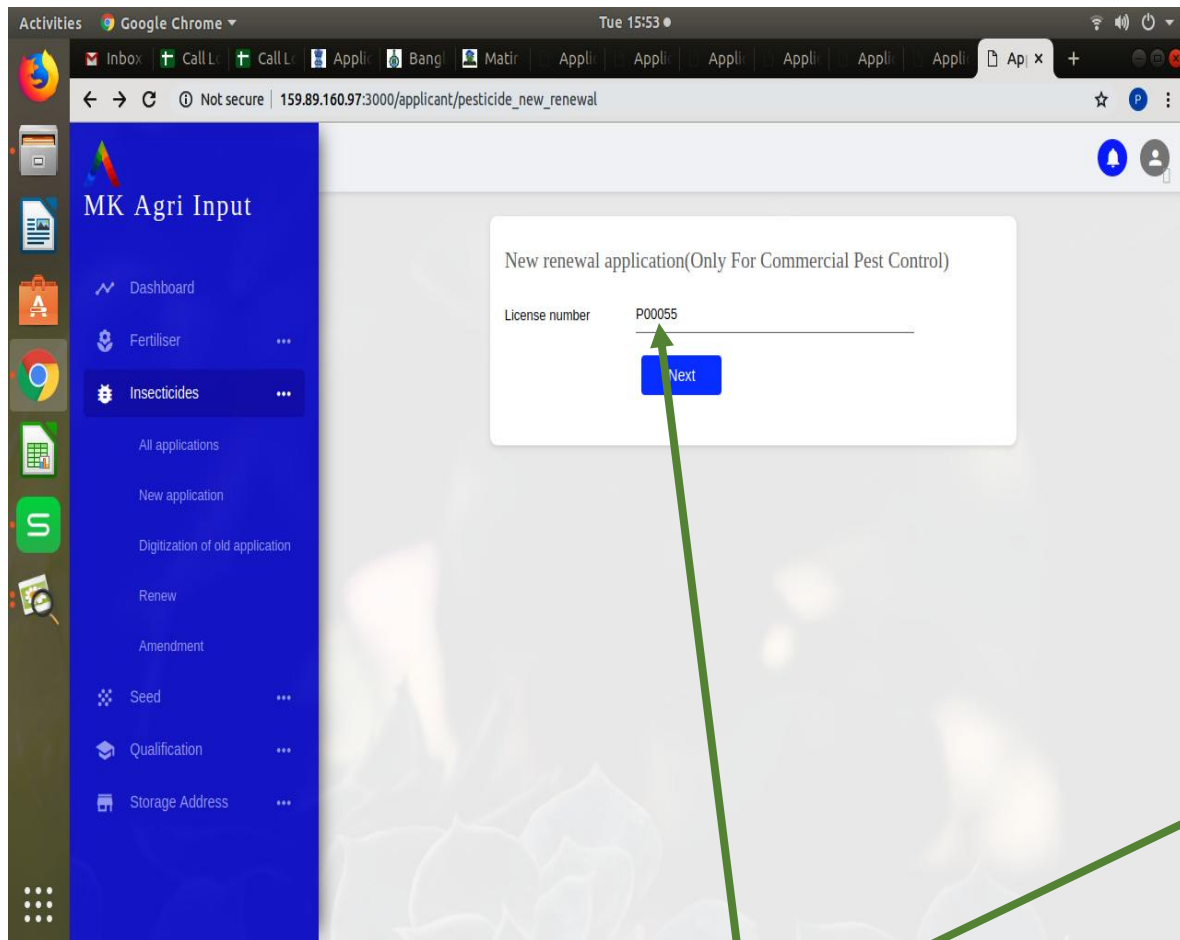
Click “ **Save & Submit**” for final completion

Your application is now successfully completed.
Click to Download the pdf.
The successfully application no.
Will be sent in applicant’s successfully mobile through sms.

Renewal (Only for commercial paste control)

Features:

1. Like new application
2. The license that will be renewed must already be in online system.
3. The applicant must apply from the previous license ID.
4. Some information will remain uninterrupted in the renewal.
5. Unchanged fields - names of individuals / organizations / companies, capabilities of individuals / organizations / companies, applicant type and cell points.
6. The license can be transferred.
7. Add / delete valid "Principal Certificate" form.
8. Old "**Principal Certificate** " as per license will automatically shown. Need to click to select the fertilizer along select brand name & upload the current "**Principal Certificate**". Amended "**Principal Certificate**" must be incorporated at the time of renewal manually select present valid up to Date & valid "**Principal Certificate**" upload.
9. Upload documents like new / digitization.
10. Application jurisdiction can not be changed.



- ❖ Post login, click on “RENEW “options to avail the dashboard.
- ❖ Enter the system-generated previous license number and click on the next button .

After clicking next button Form "II" will be opened

Activities Google Chrome Tue 15:00

Inbox x Call L x Call L x Appli x Bang x Matir x Appli x Appli x Appli x

Not secure | 159.89.160.97:3000/applicant/qualifications/new

MK Agri Input

- Dashboard
- Fertiliser
- Insecticides
- Seed
- Qualification
- List
- Create
- Storage Address

For Insecticide: For Sell,Stock or Exhibit only (**For Digitization only**) :- Upto 31/01/2020, applicant can digitize their old license without requisit qualification initially.However the Applicant are requested to furnish the desired qualification with in this period for futher continuation of their license.

For Fertilizer: Resource Type 'SELF' is mandatory for Retail Fertilizer Business,except Agri Co-operative Societies and State Marketing Federation but may shall engage a person with the requisite Qualification.Requisite qualification is not mandatory for whose sale fertilizer business.Wholesalers should select 'OTHERS' in 'RESOURCE TYPE' box and in the 'Qualification' box.Wholesalers should upload main qualification as may possess.

For Digitization Qualification is not needed if LOA issued on or before 29-07-2018 (**Only for Fertilizer**)

New qualification

Applying for: INSECTICIDE

License type: Commercial pest control operations

Resource type: Self

Resource name: TEST

Qualification: Graduate with degree in Agriculture
Graduate with degree in Agriculture
B.Sc. in Chemistry
RECU

Institute: RECU

Year of passing: 2017

Certificate number: 26541

Upload Certificate(not exceed 400kb): Choose file wallpaper.wiki-1600x12...aper-PIC-WPD005448.jpg

Upload Last Marksheet: Choose file wallpaper.wiki-1600x12...aper-PIC-WPD005448.jpg

Experience(In Month): 6

15 Days Training Course Availed

Training name: National Institute of Plant Health Management, Hydrabad

Upload Training Certificate(not exceed 400kb): Choose file wallpaper.wi...D005448.jpg

These fields will remain unchanged (including sales point)

Activities Google Chrome Tue 14:47

Inbox - pa x Call Log F x Call Log F x Applicant x BanglaSh x Matir Kat x Applicant x Applicant x

Not secure | 159.89.160.97:3000/applicant/amendment_document?d=Zm9ybV9pZD0yNTcmZm9ybV90eXB1PUZvcmlWNw==

MK Agri Input

- Dashboard
- Fertiliser
- Insecticides
- Seed
- Qualification
- Storage Address

Upload Documents

Transfer of License supporting document1
 wallpaper.wi...D005448.jpg

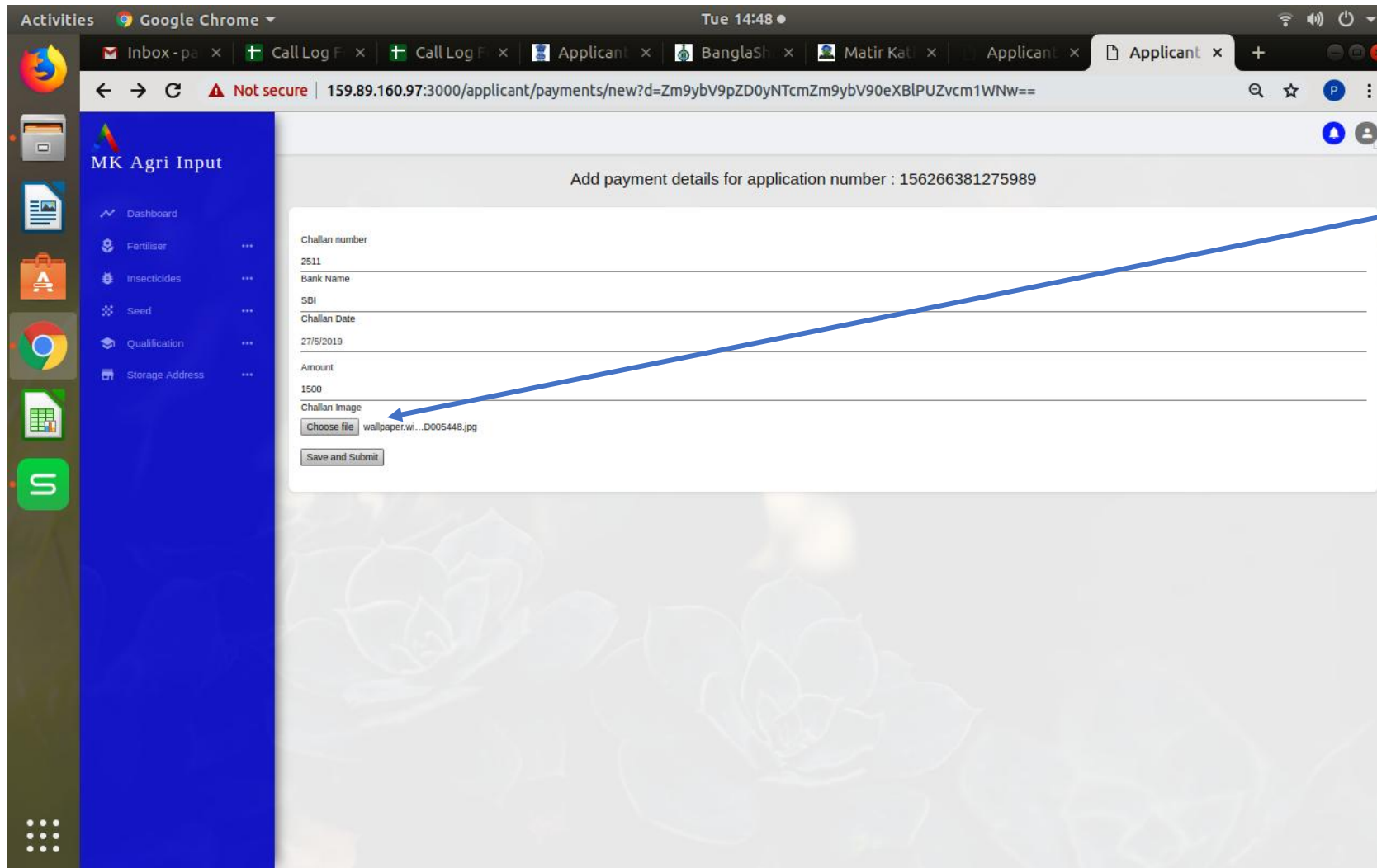
Transfer of License supporting document2
 wallpaper.wi...D005448.jpg

Transfer of License supporting document3
 wallpaper.wi...D005448.jpg

Transfer of License supporting document4
 No file chosen

Transfer of License supporting document5
 No file chosen

You can upload documents in accordance with each change



You have to submit previously cut challan.

- ✓ After complete application, kindly download the pdf from the dashboard.
- ✓ During issue of License, you have to show it to the Notified Authority of Agriculture Department
- ✓ After submitting application process is completed & SMS will be sent to applicant's registered mobile number.

Activities Google Chrome Tue 14:49

Inbox - x Call Log x Call Log x Applica x Bangla x Matir K x Applica x Applica x Applica x

Not secure | 159.89.160.97:3000/applicant/form_v7s/156266381275989.pdf

Applicant | Agrisnet 1 / 1

Application No: 156266381275989

To,
The Licencing Authority,
DDA (Admin) , Purulia

Existing Licencing Number P00052

Date Of Issue 04/07/2019

Valid Upto

Particulars of the application fee paid by the applicant:

| | |
|--------------------|------------|
| (a) Challan Number | 2511 |
| (b) Bank/Treasury | SBI |
| (c) Date | 27/05/2019 |
| (d) Amount | 1500 |

Transfer of License MAA MANASA

Principal Certificate

| SI no. | Particulars of the Insecticide | Name of the Manufacturer/Importer | Principle Certificate Number | Detailed principal certificate number /date of issue/validity |
|--------|--------------------------------|-----------------------------------|------------------------------|---|
| 1 | ALL | EXCEL CROP CARE LTD. | 236454 | 31/12/2018 |
| 2 | ALL | JU AGRI SCIENCENS PVT.LTD | 36521 | 31/12/2020 |


You can download the system generated PDF format if the entire process is complete

Activities Google Chrome Tue 16:00

Inbo Call L Call L Appli Bang Matir Appli Appli Appli Appli Appli Adm Af x

Not secure | 159.89.160.97:3000/admin/form_v8s/156266800824865.pdf

Renewal License No : P00057



FORM III
Govt. of West Bengal
Dept of Agriculture
office of the DDA (Admin) Purulia

STOCK AND USE OF INSECTICIDES FOR COMMERCIAL PEST CONTROL OPERATIONS
[See sub-rules (3A) of rule 10]

1. License Number **P00057** Original Date Of Issue **09/07/2019**
License to **Commercial pest control operations** for District : **Purulia** in the premises situated at **Annexure - A**
is granted to -
M/s **TEST (PANKAJ KUMAR BAURI)**
Address :

Village : BARAIRGA , Dag no : 123 , Khatian no : 123 , Road : TEST , Mouza : Barairga , Block : PARA , Subdivision :Raghunathpur , District :Purulia , State :West Bengal

Email : **pankajkumar1994@gmail.com**
Mobile no : **8016837349**

as specified here under:— **Annexure - B**

2. The insecticide(s) shall be **Commercial pest control operations** under the direction and supervision of the following expert staff:

(a) For **Commercial pest control operations** :
TEST (Graduate with degree in Agriculture)

3. The licence is subject to such conditions as may be specified in the rules for the time being in force under the Insecticides

Act, 1968 as well as the conditions on the certificate of registration and others as stated below.

Place: _____ Dated : _____ (Signature of the licensing officer)

If the Authorized Person Application approved, you can download the Generated Pdf form and give it to the applicant.

THANK YOU

Online Licensing Developed & delivered by



And

