Process Flow for Application to Insecticide License & fertilisers License

Nivesh Mitra

Start → Applicant register to the Nivesh Mitra Portal → Applicant fill common application form and create a unit

Applicant provide clarification

Applicant select Pay Consolidated Fee and Pay Fee for selected service

Applicant gets the NOC → End

Applicant select services as Grant of License to Sell, Stock or exhibit for sale or distribute Insecticide or Grant of License/Authorisation Letter to sell/storage of fertilisers

Applicant Fills the form and upload the required documents

Directorate of Agriculture

Query

Department Scrutinize the Application

Inspection
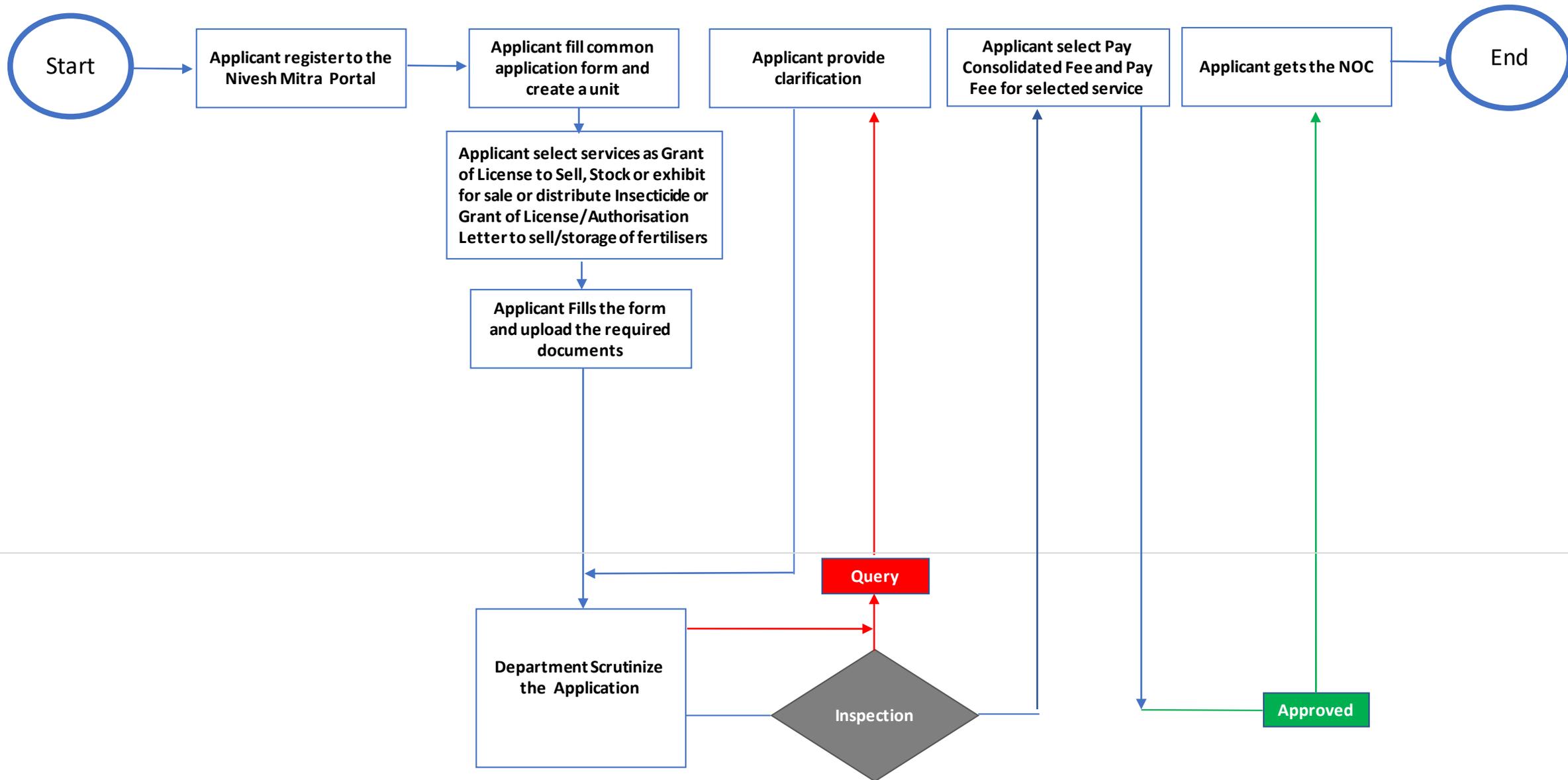
Approved

	Checklist	
1	Name of Inspection Report/ Approved/ NOC	**Initial Inspection of given services –** - **Application to Grant of License/Authorisation Letter to sell/storage of fertilisers**
2	Competent Authority	**Department of Agriculture**
3	Stage	**Post-Establishment**
4	SLA/ Number of Days	**30**
5	Documents Required	**Annexure A**
6	Form Submission	**http://niveshmitra.up.nic.in**
7	Fee & Mode of Payment	**Variable Fees according to District**

With Grant of License/Authorisation Letter to sell/storage of fertilisers Application following document shall be submitted

1. Identity / address certificate of the applicant such as Aadhaar card, Election identity card Driving license etc.
2. Kirayanama (in case of rental building) or certificate of ownership (in case of private building) with identity of the place of sale / warehouse
3. Authorization letter in relation to the applicant being an authorized person.
4. Certificate in respect of the prescribed educational qualification of the applicant.
5. Fertilizer (Control) Order] 1985 and notarized affidavit on stamp paper of Rs.10 / - for the compliance of all the provisions of Essential Commodities Act, 1955 on the prescribed format.

Process Flow for fertilisers License

Steps

1. a) The applicant will open the Online Single Window Portal using the address "**http://niveshmitra.up.nic.in**"
   b) Register with Online portal using their personal Details and Contact Details.
   c) A user id and password will be generated and sent through Email/SMS.
   d) Applicant should verify email id and mobile no.
   e) Now using the User id and Password, user is able to login to Nivesh Mitra portal.

2. After logging into the Nivesh Mitra portal, the Applicant has to fill the **Common Application Form** and create a new **Unit**.

3. Click **Apply for Permission**, select unit from dropdownlist, Now select Department as **Agriculture Department** and service as "**Grant of License/Authorisation Letter to sell/storage of fertilisers** then click on proceed button. Applicant will go ahead and submit the application form for respective services. Here tracker will be start, Now applicant can track the status from Dashboard.

4. Department officials **Scrutinizes** the application and if there is any **query** then department will raise the query otherwise they will start inspection process.

5. Applicant submit the application and after verification of application, user have to pay the Fee from **Pay Consolidated Fee**

6. Applicant has to respond on the queries raised by Department within **7 working days**.

7. On the basis of scrutiny and inspection report, department uploads the inspection report which is visible on applicant login.

8. Applicant get **the signed License** from Nivesh Mitra login.