

LIST OF RECORDS AND DOCUMENTS REQUIRED FOR ISSUING A FRESH WHOLESALE SEED LICENCE, RENEWAL OF SEED LICENCE, CHANGE OF ADDRESS, TIME FRAME AND FEES ETC.

SI No	Approvals / Renewals	Category	List of Documents to be submitted	Timelines for Approval	Applicable Fees
1	Application for fresh Whole sale licence of seeds.	Pre Operation	<p>1. List of documents to be submitted through concerned DAO to licencing authority Director of Agriculture, Assam, Khanapara, Guwahati-22 in the format (Annexure-I)</p> <p>a) Duly filled application form "A" (Format enclosed at annexure-II)</p> <p>b) Treasury challan for Rs. 1000/- under the head of accounts " III- Economic services 0401-Crop Husbandry 800-other receipt 103-sale of seeds"</p> <p>c) Godown verification certificate (as per format enclosed at annexure –III) covering the informations as follows : 1. Photograph of godown from all directions including inside covering the presence of firm owner and godown verification officer and their signature thereof. 2. Road map of godown and office location. 3. No objection certificate from the owner of the godown.</p> <p>d) Principal certificate from seed producing agencies / (private firms/National seed corporation/Assam seed corporation Ltd. and others). The certificate must be in origin with details of address /E-mail Id/Cont. No/full name of the authorized signatory etc.). It must include the list of products /seeds. ASC and NSC are also required to provide the product list. The certificate should cover the specific validity period.</p> <p>e) Recent passport size photograph of applicant.</p>	<p>1. To complete the whole process of issuing the fresh seed licence within 30 (working) days from the date of received by the licence issuing authority (Director of Agriculture)</p> <p>2. Officers involved in the process and time frame</p> <p>a. Dealing Assistant – 15 days. Subject to received of the documents as per norms.</p> <p>b. Documents and records verifying officer : Deputy Director of Agriculture (seeds) , 5 days. Subject to received of the file as per norms.</p> <p>c. Recommending officer : Joint Director of Agriculture (Pulse) 5 days. Subject to received of the file as per norms.</p> <p>d. Licence issuing authority : Director of Agriculture, Assam 5 days . Subject to received of the file as per norms.</p>	<p>Rs. 1000/- under the head of accounts :</p> <p>" III- Economic services 0401-Crop Husbandry 800-other receipt 103-sale of seeds"</p>

			f) Identity proof (Xerox copy of pan card/voter id/ passport/driving licence, Adhar card etc. with self attestation)		
			g) Agreement (if any)		
			h) Affidavit (if any)		
			i) Updated trade licence .		
2	Issue of Fresh seed licence		Format at annexure -IV	1.	
3	Application for renewal of Whole sale licence of seeds.	Pre Operation	List of documents to be submitted through concerned DAO to licencing authority Director of Agriculture, Assam, Khanapara, Guwahati-22 in the format (Annexure-V)	2. To complete the whole process of issuing the renewal of seed licence within 30 (working) days from the date of received by the licence issuing authority (Director of Agriculture) 3. Officers involved in the process and time frame a. Dealing Assistant – 15 days. Subject to received of the documents as per norms. b. Documents and records verifying officer : Deputy Director of Agriculture (seeds) , 5 days. Subject to received of the file as per norms. c. Recommending officer : Joint Director of Agriculture (Pulse) 5 days. Subject to received of the file as per norms. d. Licence issuing authority : Director of Agriculture, Assam 5 days . Subject to received of the file as per norms.	a) Rs. 500/- (before the date of expiry of the licence) b) Rs. 500/- additional fee (within one month from the date of expiry of the licence) under the head of accounts : “ III- Economic services 0401-Crop Husbandry 800-other receipt 103-sale of seeds”
			Duly filled application from “C” covering the following informations (Format enclosed at Annexure-VI)		
			a. Treasury challan for Rs. 500/- (before the date of expiry of the licence) Rs. 500/- additional fee (within one month from the date of expiry of the licence) under the head of accounts “ III- Economic services 0401-Crop Husbandry 800-other receipt 103-sale of seeds”		
			b. Original seed licence		
			c. Duly filled form “D” for 3 (three) years records of business. (Format enclosed at Annexure-VII)		
			d. Trade licence		
			e. Identity proof (Xerox copy of pan card/voter id/ passport/driving licence etc. with self attestation)		
			f. Recent Passport size photograph		
		g. Same Principal certificate from seed producing agencies / (private firms/National seed corporation/Assam seed corporation Ltd. and others) submitted at the time of fresh application. The certificate must be in origin with details of address /E-mail Id/Cont. No/full name of the authorized signatory etc.).It must include the list of products /seeds. ASC and NSC are also required			

			to provide the product list. The certificate should covered the specific validity period.		
4	Changing the address of office/godown of the firm		Application forwarded through concerned District Agricultural Officer with his site verification report and certificate.	<ol style="list-style-type: none"> 1. To complete the whole process within 15 (working) days from the date of received by the licence issuing authority (Director of Agriculture) 2. Officers involved in the process and time frame : <ol style="list-style-type: none"> a. Dealing Assistant – 6 days. Subject to received of the documents as per norms. b. Documents and records verifying officer : Deputy Director of Agriculture (seeds) , 3 days. Subject to received of the file as per norms. c. Recommending officer : Joint Director of Agriculture (Pulse) 3 days. Subject to received of the file as per norms. d. Licence issuing authority : Director of Agriculture, Assam 3 days . Subject to received of the file as per norms. 	NIL