

**GOVERNMENT OF ASSAM
AGRICULTURE DEPARTMENT
DISPUR, GUWAHATI – 6**

**ORDERS BY THE GOVERNOR
NOTIFICATION**

Dated: Dispur, the 20th May, 2022

**Sub: Standard Operating Procedure (SOP) On Urea Administration
in Assam**

**Comprehensive Standard Operating Procedure (SOP) For
Fertilizer (Urea) Administration In Assam**

To streamline the allocation and distribution of fertilizers and to address constant allegation of fertilizers being sold at a high rate within the state of Assam and there is a need to plug the gaps in the Fertilizer administrative system. The Fertilizer companies, District Agriculture Officers, Fertilizer Inspectors, District Administration and the Directorate of Agriculture need to closely supervise the process, consequently making the heavily subsidized national essential commodity available to farmers across the state at notified rates. A Comprehensive Standard Operating Procedure (SOP) for Fertilizer (Urea) Administration in Assam is notified as follows:

1. Procedures to be followed by Companies

1.1. Rake placement & allocation

- 1.1.1. Fertilizer companies shall strictly adhere to the monthly supply plan of Department of Fertilizer, GOI.
- 1.1.2. The companies shall take the clearance from the Directorate of Agriculture, Assam for placing the fertilizer rake at the rake point.
- 1.1.3. Directorate of Agriculture has the authority to accept, modify or reject the proposal of the fertilizer companies and they shall abide by the changes made by the Directorate.

1.1.4. Companies shall take the decision on the districts to be supplied from a particular fertilizer rake in consultation with Directorate of Agriculture. Companies shall only supply to the districts that are mapped with the rake point.

1.2. Allocation to districts

1.2.1. Prior to the arrival of the rake at the designated rake point, companies shall intimate the DAOs through mail and the DAOs will approve within 24 hrs. If DAOs does not respond it will be deemed as approved.

1.2.2. The District Agricultural Officer has the authority to accept, modify or reject the allocation/distribution proposal of the fertilizer companies and companies shall abide by the changes made by the DAO.

1.2.3. The copies of allocation as approved by the DAO to different dealers shall be provided to Deputy Commissioner and Superintendent of Police of respective districts. Copies shall also be marked to the Joint Director of Agriculture (Credit & Fertilizer).

1.2.4. The entire system of approval at Directorate of Agriculture and the DAO shall be processed electronically.

1.3. Logistics

1.3.1. Periodic survey shall be conducted by Directorate of Agriculture with the support of railways and fertilizer companies to look into the adequacy of logistic facilities for handling fertilizer rakes. The objective is to operationalize adequate number of railway rake points to ensure even distribution of fertilizers across the state.

1.3.2. It is expected that there should be minimum one rake point for every two districts, based on viability.

1.3.3. All fertilizer companies should have Handling & Transportation contractor arrangements in each of their operating rake point.

1.4. Distribution of Urea

- 1.4.1. Fertilizer Companies shall carry the fertilizer to the retailers' sale point/ Godown mandatorily. DAOs shall submit monthly report to Director of Agriculture in this regard as per prescribed format.
- 1.4.2. BVFCL in the capacity of Lead Fertilizer Supplier (LFS) shall effectively coordinate with all fertilizer companies operating in the state for rational distribution of fertilizers and for preventing fertilizer monopoly or misuse or overstocking or consequent hoarding.
- 1.4.3. DAP, MOP, SSP & NPK are exempted from Inter district movement restrictions except for Urea.

1.5. Participation of companies at District level standing committee

- 1.5.1. A District level standing committee on fertilizer has been notified to monitor distribution and sale of fertilizer at notified price. The standing committee shall include Deputy Commissioner as Chairman, DAO as member secretary and Superintendent of Police of the district, representative of fertilizer companies, dealers and farmer representatives as members.
- 1.5.2. For District level standing committee, one representative from Fertilizer Company has to be mandatorily designated for every district by the companies themselves by a notification with a copy to the Deputy Commissioner and the Director of Agriculture, Assam.

2. Instructions to Retailers

2.1. Qualification and licensing of Retailers

- 2.1.1. Application for new license to be considered keeping in view the existing number of retail outlets, number of farm families,

gross cropped area and fertilizer use pattern in unit area chosen.

2.1.2. Requisite qualification required for fresh retailer license as per the Fertilizer Control Fourth Amendment Order, 2018 vide S.O. 3720(E), dated 30th July, 2018. (ANNEXURE – II)

2.2. Jurisdiction of Retailers

2.2.1. Retail licensees are required to operate within his/her area of operation as indicated in his/her application and retail license. There should be at least one retailer per block.

2.2.2. Retailers shall refrain from selling fertilizers beyond the limits of block. However, in case a retailer nearest to his Block is found closed he can sell it to the farmers nearest to his outlet.

2.3. Point of sale (PoS)

2.3.1. Mandatory sale of fertilizers using PoS (Point of Sale) machine/ android mobile/ desktop with good internet connectivity & power back up.

2.3.2. Mandatory display of retail prices in Form-M & daily stock position in Form-N either in physical form or in digital clock.

2.3.3. Retailers shall verify the Identity of farmers through Soil health card/ PM-KISHAN/ PMFBY/KCC/ registered beneficiaries under any agricultural schemes apart from mandatory Aadhaar verification. There should be a provision of entering ID number of such documents in PoS.

2.3.4. No urea should be sold beyond MRP fixed by Govt. of India at Rs. 266.70 per 45 Kg bag, and as revised from time to time.

2.4. Stock lifting limits for retailers

2.4.1. Retailers may lift only up to a maximum of 100 MT per rake. Fertilizer companies and DAOs shall refrain from overloading retailers beyond this level.

2.5. Procedure for sale to farmers and planters by retailers

2.5.1. Following guidelines set by The Department of Fertilizer and GOI shall be strictly followed by retailers while selling the fertilizer.

2.5.1.1. The Department of Fertilizers has mandated that the maximum quantity of subsidized fertilizers that one plantation buyer should be allowed to purchase is 36 bags/ha annually.

2.5.1.2. The Department of Fertilizers has also mandated that the maximum quantity of all subsidized fertilizers that one farmer should be allowed to purchase is 50 bags per month, without any limit on the frequency of purchases.

2.5.2. Where retailers are selling to tea gardens, specific registers for tea-garden sale shall be maintained and countersigned by Fertilizer Officers on monthly basis.

3. Assam State Agricultural Marketing Board as Wholesaler

3.1. Assam State Agricultural Marketing Board (ASAMB) may be allowed to apply for marketing (wholesale & retail) license in various districts.

3.2. No new license of wholesale (for Urea) will be issued or renewed except for ASAMB

3.3. For retailers who are not having direct authorised dealership from any companies, ASAMB shall act as wholesaler and will deposit the sales proceeds to the concerned companies against the retailers under them. ASAMB shall allocate the quantity of Urea against the retailers online, as approved by the concerned DAO.

3.4. ASAMB may be allowed to establish own stock point cum retail outlet at every block of Assam & any other feasible location.

3.5. A large number of FPOs/ FPCs & Small Tea Growers associations are working for the benefit of the farmers and Small

Tea Growers. Hence, they shall be provided with retail license to cater to farmers under them.

- 3.6. If any existing retailer is not interested to run his business, the new retail licenses should be given to Pathar Parichalana Samiti/ Samabai Samiti/ Small tea growers association/ Big tea gardens (clubbing two to three gardens) as they are the end beneficiaries.

4. Training and capacity building

- 4.1. Training to DAOs and to the District Administration on Urea being a controlled subject covering Fertiliser Control Order 1985, Essential Commodities Act 1955, Fertilizer Movement control Order 1973 and the SOP notified by Govt. from time to time

5. Monitoring Mechanism

- 5.1. DAOs shall scrutinize allocation proposals and provide approvals to fertilizer companies based on previous utilization records of the retailers.
- 5.2. Program Monitoring Unit (PMU) shall be set up at Directorate of Agriculture, Assam for better monitoring.
- 5.3. PMU in consultation with Fertilizers companies shall promptly report to the State Nodal Officer, Fertilizer, Directorate of Agriculture about any mismanagement or irrational allocation by continuously supervising stock availability and utilization on the iFMS portal on daily basis.
- 5.4. The Directorate of Agriculture shall develop a portal for monitoring the movement of Fertilizer from rake point allocation by Directorate of Agriculture to companies till retail allocation.

6. Penal provision for non-compliance of regulations

- 6.1. The Government of India has issued the Fertilizer Control Order, (1985) in exercise of powers conferred under Section 3 of the Essential Commodities Act, 1955 & Fertilizer Movement Control Order (1973). Hence, complying with the Fertilizer Control Order

is necessary in both letter and spirit, failing which, for any lapses, actions may be initiated under various provisions of the Essential Commodities Act, 1955.

- 6.2. Stringent action will be initiated against the dealer (retailers or fertilizer companies), by Directorate of Agriculture and District Administration for violating Govt. Instructions and orders.

Effective Date: The SOP shall come into force from 1st July, 2022.

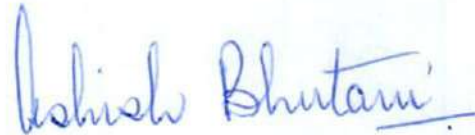
Enclosures:

Annexure-I: Roles and Responsibilities of all stakeholders

Annexure-II: Fertilizer Control Fourth Amendment Order, 2018 vide S.O. 3720(E), dated 30th July, 2018.

Annexure-III: Notification on State Level Standing Committee on Fertilizer

Annexure-IV: Notification on District Level Standing Committee on Fertilizer



Additional Chief Secretary & APC
Agriculture Department
Govt. of Assam

Memo No.AGA.200/2022/4-A

Date, Dispur the 20th May, 2022

Copy to:

1. P.P.S to Hon'ble Chief Minister of Assam for favour of kind appraisal of HCM.
2. Staff Officer to Chief Secretary to the Govt. of Assam, for kind appraisal of CS.
3. Director of Agriculture, Assam, for favour of information & necessary action.
4. P.S to Hon'ble Minister of Agriculture, Assam for favour of kind appraisal of HMA.
5. General Manager, North East Frontier Railways, for favour of kind information.



6. Director of Horticulture & F.P, Assam, for favour of information.
7. MD, Assam Seeds Corporation, for information.
8. CEO, ASAMB, for information & necessary action.
9. All Deputy Commissioners, for favour of information and necessary action.
10. All District Superintendent of Police, Assam for favour of information and necessary action.
11. All District Agricultural Officers, for favour of information and necessary action.
12. P.A to ADGP, CID, Assam for favour of kind appraisal of ADGP.
13. All fertilizer companies (BVFCL, IFFCO, NFL, IPL & Matix), for favour of information and necessary action.
14. CMD, BVFCL, for information & necessary action.
15. Executive Director, NFL, for information & necessary action.
16. General Manager, INDORAMA, for information & necessary action.
17. Secretary, Tea Association of India for information.
18. Secretary, ABITA, Assam, for information.
19. General Secretary, All Assam Small Tea Growers Association, for information.
20. Chairman, Assam Tea Planters Association, for information.
21. Chairman, North Eastern Tea Association, for information.
22. President, All Assam Pathar Parichalana Samiti, for information.

By order etc.

Ashish Bhutani

Additional Chief Secretary to the Govt. of Assam,
Agriculture Department, Dispur

ANNEXURE - I
Role & Responsibilities

A. State Level Standing Committee on Fertilizer

1. Advise concerned authority on necessary infrastructure development required for smooth handling and distribution of the fertilizer.
2. Evaluate and monitor the fertilizer requirement of each district and recommend allocation of the fertilizer through notified railway rake points as per requirement.
3. Evaluate and monitor the rationalization of wholesaler and retailer's distribution at district/ block level for smooth handling of required fertilizer and advise companies to ensure that sufficient wholesalers/ retailers are appointed as per demand of district/block.
4. Monitor the prices of fertilizer and advice on necessary actions to be taken to ensure that fertilizer is sold at notified prices.
5. Review the allocation and sub-allocation of fertilizer to wholesaler/ retailers to prevent hoarding and monopoly of the few supply chain players.
6. Advice on joint verification of stocks by Department of Agriculture and representatives of the committee at wholesalers' and retailers' godowns to match physical stock with iFMS stock to prevent hoarding, artificial shortage and black marketing.
7. Deal with any other issues related to fertilizer that may arise from time to time.
8. The state level standing committee will sit at least once in two months

*The State level Standing Committee notification annexed as **Annexure-III**

B. Director of Agriculture, Assam

1. Shall prepare the proposal month wise, district wise for fertilizer in consultation with the District level standing committee on fertilizer.
2. Shall take appropriate steps for creation of login credentials for Zonal Joint Director of Agriculture/ Additional Director of Agriculture, Agricultural Development Officers (ADOs) and Circle Officers for monitoring the stocks and sale of fertilizers in their respective jurisdiction with due consultation of DoF, Gol.
3. Shall set up a statewide helpline number at the Directorate of Agriculture, Khanapara, Guwahati, for the farmers and give wide publicity so that whenever a retailer demands higher price than the MRP, he can immediately convey through the helpline number to the designated authorities.
4. Shall develop a system in association with Department of Fertilizer, Ministry of Fertilizer and Farmers Welfare, Government of India, where the farmers can know the stock of fertilizers of a particular retailer through SMS service. It will save a lot of man hour of the farmers.
5. Shall monitor and regulate the overall stocks and movements of fertilizers in the state of Assam.
6. Shall consult with appropriate authority to set up the maximum limit of the usage of fertilizers per bigha/acre of farmland.
7. Shall consult the Department of Fertilizers, Ministry of Chemicals and Fertilizer, Government of India, to provide access to full details of buyers of subsidized fertilizers to the Zonal JDA/ADA, District Agricultural Officers, Sr. Agricultural Development Officers, Agricultural Development Officers and Circle Officers for verification.
8. Shall verify the top 100 buyers of the state in coordination with the Deputy Commissioners and take appropriate action based on the verification report.
9. Shall make a specific ID Proof like Soil Health Card or PM Kisan Samman Nidhi Yojana or any other Farmer related ID compulsory

for buying Urea. Without such ID proof Retailer should not sell Urea. Presently even non-farmers are buying fertilizer based on Aadhar or Voter ID

10. Retagging and quantity re-assessment for supply to Retailer based on local demand.
11. Training to all ADC (Agriculture)/DDC, DAO, ADO, Fertilizer Officer on iFMS.
12. No supply to retailers who did not obtain the Retailer ID for data entry into iFMS.
13. Feasibility study may be done to utilize the full service of Assam State Agricultural Marketing Board (ASAMB) for handling of Fertilizer marketing in the state like Gujarat model.
14. Shall prepare a detail check list for conducting inspection by JDA, DAO , SDAOs, ADOs

C. Joint Director of Agriculture (Zonal)/ ADA (Zonal)

1. Once the login credential is created for the JDA/ADA (Zonal), they will keep watch on the stocks and sales of the dealers within their zone regularly through the portal and by local and physical verification.
2. Guide and advise the DAOs as and when necessary.
3. He can permit selling of subsidized fertilizers by the dealers outside their mapped jurisdictions and outside the district but within the zone in exceptional circumstances. Strict time period and quantity to sale in such cases shall be specified in such permission.
4. Shall conduct surprise inspection of the rake point, storage facility, retailers sale points, etc. within his zone and take appropriate action. The frequency of inspection shall not be less than once in a week and different places (rake point, storage facility, retailers' sale points, etc) in every week.



D. District Level Standing Committee

1. The committee may advise concerned authority on necessary infrastructure development required for smooth handling and distribution of the fertilizer.
2. To evaluate the fertilizer requirement of the district and recommend on allocation of the fertilizer to Dept. of Agriculture.
3. To evaluate and monitor the rationalization of wholesaler and retailer's distribution at block/ GP level of the district respectively for smooth handling of required fertilizer. Advice companies to ensure sufficient wholesalers/ retailers are appointed as per demand of block/GP.
4. To monitor the prices of fertilizer and advice on necessary actions to be taken to ensure that fertilizer is sold at notified prices.
5. To review the allocation and sub-allocation of fertilizer to wholesaler/ retailers to prevent hoarding and monopoly of the few supply chain players.
6. To advise on joint verification of stocks by Department of Agriculture and representatives of the committee at wholesalers' and retailers' godowns to match physical stock with iFMS stock to prevent hoarding, artificial shortage and black marketing.
7. To deal with any other issues related to fertilizer that may arise from time to time.
8. The District level standing committee shall sit at least once in every two months to monitor the supply and distribution of fertilizers in the district.
9. The District level standing committee can recommend granting of new retailers license in the GP(s)/VCDC(s)/MACs where there is no such licensee.
10. District level standing committee will sit well ahead of zonal conference on agricultural inputs for kharif and rabi to assess the requirement of fertilizer for each season.

***District Level Standing Committee notification is annexed as Annexure-IV**

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E. Deputy Commissioners

1. Shall cause verification of the top 20 purchasers of Urea of his district, every month and update the verification report in the iFMS portal positively. The instructions regarding verification of top 20 Urea purchasers were communicated to the District Collectors, vide (1) D.O. No. 24-01/2020-FM dated 27th January, 2022; (2) D.O. No. 611/02/2020/DoA/Fert dated 12th Nov 2020; (3) Memo No. Agri/Fert/DBT/637/2021-2022/13 dated 05/02/2022 and (4) D.O. No. 18-08/2020-FM dated 05th Aug, 2020. However, it has been observed that the same is not being conducted sincerely by DC. The same shall be conducted within the first week of the succeeding month and uploaded in the iFMS portal without fail. Appropriate action shall be taken if any default is noticed during the verification.

F. District Agricultural Officer

1. Shall scrutinize the plan for supplying fertilizers to the dealers by the fertilizer companies and modify if necessary and render approval. The approval shall be given within 24 hours from receiving such plan.
2. Shall take note of the 10% sample verification of buyers of every retailer conducted by the ADOs/ Sr.ADOs/ COs of their respective jurisdiction and take appropriate actions as required including the cancellation of license of the errant retailers. The 10% sampling will be randomly done by a committee constituted by DC.
3. Shall conduct Inspection of storage facilities including stock of dealers by himself or an officer nominated by him not below the rank of Agricultural Development Officer, once a month on total quantity stored, to ascertain if there is any mismatch with the quantity reflected in the iFMS portal and quantity available physically, conditions of the storage facilities, etc.
4. All regulatory compliances to be implemented with true spirit.
5. DAOs shall select tea garden retailers. Care must be taken to ensure that only limited retailers based on necessity are accordingly notified.



6. The Ministry of Fertilizers has mandated that the maximum quantity of subsidized fertilizers that **one plantation buyer** should be allowed to purchase is 36 bags/ha per annum. DAOs shall ensure that this is communicated in writing to all retailers and compliance ensured. Any violations by any retailers should be viewed seriously.
7. The Ministry of Fertilizers has also mandated that the maximum quantity of all subsidized fertilizers that **one farmer** should be allowed to purchase is **50 bags per month**, without any limit on the frequency of purchases. Order vide No.10/JS (PS)/2020 (pt.) issued on 21st January 2021. DAOs shall ensure that this is communicated in written to all retailers and compliance ensured. Any violations by any retailers should be viewed seriously.
8. DAOs shall cause regular inspections of all the storage facilities along with the stocks in the district once every three months through the notified fertilizer inspectors. This should be considered as a criterion for performance appraisal / ACRs of fertilizer inspectors. DAOs shall also ensure regular inspection of retailer storage facilities.
9. Under section 4 of the Fertilizer control order, it is essential that all dealers (wholesalers and retailers) prominently display the stock position and price list of fertilizers. DAOs through fertilizer inspectors shall ensure that these are appropriately complied with by all dealers and actions initiated, under the Essential Commodities Act, 1985, wherever there are lapses.
10. DAO's shall publish retailers stock details on 1st week of every month in highly circulated local vernacular newspapers.
11. Officers up to the rank of Deputy Director of Agriculture, at district level, shall inspect one wholesaler and two retailers every week and submit the report to Fertilizer Cell, DoA.
12. DAO's shall facilitate scanning and digitalization of retail licenses, along with supporting documents to be uploaded in fertilizer tracking portal to be developed within a month. District can buy scanner for this purpose.
13. DAOs shall ensure that names of all farmer beneficiaries / tea garden / small tea growers who have received urea from the dealers in the district are uploaded mandatorily on the district

portal maintained by DC of the district. WITHOUT THIS NEXT ALLOCATION CANNOT BE MADE TO ANY RETAILER.

14. Shall scrutinize the plan for supply of fertilizers to the dealers by the fertilizer companies and modify if necessary and render approval. The approval shall be given within 48 hours from receiving such plan.
15. Shall verify the top 100 buyers of the state in coordination with Deputy Commissioner and take appropriate action.

G. Sr.ADO/ADO

1. Shall monitor the stocks and sale of fertilizers by the dealers.
2. 15% sample verification of buyers of every retailers in every month shall be conducted by the ADOs/Sr.ADOs of their respective jurisdiction and submit report to the concerned District Agricultural Officers. The verification shall include, if the buyers is a farmers or not, if yes how many bighas/acres of farmland he/she possess, how much fertilizers he has bought and on what prices, etc.
3. Shall collect the list of farmers/persons holding farmland gaon panchayat/village council development committee (VCDC)/ MACs wise, of his jurisdiction from the concerned Circle Officers and supply the same to the retailers of his jurisdiction for strict compliance.

H. Circle Officer

1. Circle officer shall provide the list of farmers along with his acreage of farmland to the Sr.ADOs/ADOs, fertilizer retailers, GP/VCDC wise.
2. Once the login credentials for iFMS portal is created for the COs, they shall verify randomly, 10 % buyers of not less than two retailers and different retailers every month. Matter to be taken up with DoF, Gol.
3. The verification report shall be submitted to the District Agricultural Officer for necessary action.



4. The verification shall include the fact, such as , if the buyer is a farmers of not, if yes, how many bighas/acres of farmland he/she does possess, how much fertilizers he has bought and on what prices, etc.

I. Companies

1. Shall supply the allotted quantity of fertilizers regularly without any lapse.
2. Companies in association with the Department of Agriculture, Assam will make arrangement to promote use of Nano Fertilizers, Bio-Fertilizer, Micro Nutrients & Organic Manures for balance use of fertilizers by the farmers through massive awareness campaigns and demonstrations.
3. Fertilizer companies should not forcefully tag other products with subsidized fertilizers.
4. Companies shall supply fertilizers up to the storage facilities of the retailers.

J. Retailers

1. Shall collect the list of farmers block wise from the concerned Circle Officers and sale subsidized fertilizers to those farmers only.
2. Prior written approval shall be taken by the retailer from the District level standing committee to sale subsidized fertilizers to farmers belonging to neighboring district(s).
3. Sell subsidized fertilizers only through the POS machine and enter every detail like the name of the farmers and his full address and phone numbers in the machine in Form-N.
4. Shall maintain appropriate registers as mandated by the Fertilizer Control Order 1985.

K. Farmers

1. Once the SMS system as mentioned at point number 4 under the role of the Director of Agriculture, Assam is set up, the farmers can get the stock position of his/her fertilizer retailers over SMS and move accordingly for purchasing.
2. Once the state helpline number as mentioned at point number 3 under the role of the Director of Agriculture, Assam the farmers shall immediately call the number in case of over pricing of subsidized fertilizer by the retailers or any other complaints.

ANNEXURE-II

Fertilizer Control Fourth Amendment Order, 2018 vide S.O. 3720(E), dated 30th July, 2018.

2

THE GAZETTE OF INDIA : EXTRAORDINARY

[PART II—SEC. 3(ii)]

परन्तु यह भी कि उक्त अर्हता रजिस्ट्रीकृत कृषि सहकारी सोसायटी या राज्य विपणन परिसंघों के प्राधिकार पत्र के नवीकरण के लिए इस शर्त के अधीन रहते हुए लागू नहीं होगी कि ऐसी सोसायटी या परिसंघ ऐसे व्यक्ति को नियोजित करेंगे, जिसके पास इस खंड के अधीन अर्हता है।

[फा.सं. 3-20/2015 उर्वरक विधि]

निरजा आदिदम, संयुक्त सचिव (आई एन एम)

टिप्पण : मूल आदेश भारत के राजपत्र में अधिसूचना संख्यांक सा. का. नि. 785 (अ), तारीख 25 सितंबर, 1985 द्वारा प्रकाशित किया गया था और संख्यांक का. आ. 3265(अ), तारीख 5 जुलाई, 2018 द्वारा अंतिम संशोधन किया गया।

MINISTRY OF AGRICULTURE AND FARMERS WELFARE (Department of Agriculture, Cooperation and Farmers Welfare)

ORDER

New Delhi, the 30th July, 2018

S.O. 3720(E).— In exercise of the powers conferred by section 3 of the Essential Commodities Act, 1955 (10 of 1955), the Central Government hereby makes the following Order further to amend the Fertiliser (Inorganic, Organic or Mixed) (Control) Order, 1985, namely:-

- (1) This Order may be called the Fertiliser (Inorganic, Organic or Mixed) (Control) Fourth Amendment Order, 2018.
- (2) It shall come into force on the date of its publication in the Official Gazette.
- In the Fertiliser (Inorganic, Organic or Mixed) (Control) Order, 1985, in clause 8, for sub-clause (4), the following sub-clause shall be substituted, namely:-

"4. No authorisation letter shall be granted to any applicant for retail dealership, unless the applicant possess the certificate course of fifteen days from any State Agriculture University or Krishi Vigyan Kendras or National Institute of Agricultural Extension Management (MANAGE) or National Institute of Rural Development and Panchayati Raj (NIDPR) or Fertiliser Association of India or any other approved Government Institute:

Provided that a person in possession of Bachelor of Science in Agriculture or chemistry or Diploma in Agriculture Science from a recognised University or Institute or equivalent course having one of the subject on fertiliser or agri inputs, as notified by the State Government shall not be required to possess separate certificate course:

Provided further that a dealer who has been granted authorisation letter before commencement of the Fertiliser (Inorganic, Organic or Mixed) (Control) Fourth Amendment Order, 2018 shall not be required to possess the qualification at the time of renewal of their authorisation letter:

Provided also that the said qualification shall not be applicable for renewal of the authorisation letter of the registered Agricultural Cooperative Societies and State Marketing Federations subject to condition that such Society or Federation shall engage a person who possesses the qualification under this clause."

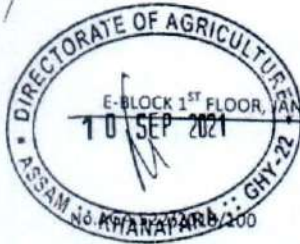
[F.No. 3-20/2015 Fert. Law]

NEERAJA ADIDAM, Jt. Secy. (INM)

Note: The Principal Order was published in the Gazette of India, vide notification number G.S.R. 758(E), dated the 25th September, 1985 and last amended vide number S.O. 3265(E), dated the 5th July, 2018.

ANNEXURE-III

State level standing committee notification



GOVERNMENT OF ASSAM
AGRICULTURE DEPARTMENT
DISPUR:: GUWAHATI - 781006
E-BLOCK 1ST FLOOR, ANATA BHAWAN, Email: agriculturedepartmentassam@gmail.com
ORDER BY THE GOVERNOR
NOTIFICATION

Dated Dispur the 7th Sept., 2021.

In order to ensure equitable distribution of fertilizer based on the demand of each district and availability of the fertilizer to the farmers at notified prices, a State Level Standing Committee on Fertilizer is hereby constituted under the Chairmanship of the Agriculture Production Commissioner as under :

Composition

- | | |
|--|--------------------|
| 1. Agriculture Production Commissioner, Assam | : Chairman |
| 2. Director of Agriculture, Assam | : Member Secretary |
| 3. Director of Horticulture & FP, Assam | : Member |
| 4. General Manager - North Frontier Railway | : Member |
| 5. CMD, BVFCL | : Member |
| 6. Managing Director, IFFCO | : Member |
| 7. Managing Director, Indian Potash Limited | : Member |
| 8. Executive Director, National Fertilizers Limited | : Member |
| 9. General Manager, INDORAMA | : Member |
| 10. Executive Director, TEESTA Agro Industries Limited | : Member |
| 11. Director, Progressive Fertilizer Pvt Ltd | : Member |
| 12. Secretary, ABITA, ASSAM | : Member |
| 13. General Secretary, All Assam Small Tea Growers Association | : Member |
| 14. Chairman, Assam Tea Planters Association | : Member |
| 15. Chairman, North Eastern Tea Association | : Member |
| 16. President, All Assam Pathar Parichalana Samiti | : Member |

The Committee will meet once every month. It will coordinate actions of all stakeholders Department of Agriculture, Railways, Fertilizer Companies, Farmers and Tea Gardens for the purpose

Functions of State Level Standing Committee on Fertilizer:

- Advise concerned authority on necessary infrastructure development required for smooth handling and distribution of the fertilizer.
- Evaluate and monitor the fertilizer requirement of each district and recommend allocation of the fertilizer through notified railway rake points as per requirement.
- Evaluate and monitor the rationalization of wholesaler and retailer's distribution at district/block level for smooth handling of required fertilizer and advice companies to ensure sufficient wholesalers/retailers are appointed as per demand of district/block.
- Monitor the prices of fertilizer and advice on necessary actions to be taken to ensure that fertilizer is sold at notified prices.
- Review the allocation and sub-allocation of fertilizer to wholesaler/retailers to prevent hoarding and monopoly of the few supply chain players.
- Advice on joint verification of stocks by Department of Agriculture and representatives of the committee at wholesalers' and retailers' godowns to match physical stock with IFMS stock to prevent hoarding, artificial shortage and black marketing.
- Deal with any other issues related to fertilizer that may arise from time to time.


Secretary to the Govt. of Assam

ANNEXURE-IV

District level standing committee notification

GOVERNMENT OF ASSAM
AGRICULTURE DEPARTMENT

ORDERS BY THE GOVERNOR
NOTIFICATION

Dated Dispur the 3rd Nov, 2021.

NO.AGA 605/2017/Pt/2 : In pursuance of equitable distribution of fertilizer based on the demand of each district and to ensure availability of the fertilizer to the farmers at notified prices, a 'District Level Standing Committee on Fertilizer' is formed under the Chairmanship of the Deputy Commissioner of respective districts to ensure coordination among stakeholders of fertilizer viz., Department of Agriculture, fertilizer companies, farmers and tea gardens. The committee with following composition will meet every fortnight and monitor the activities involving fertilizer price and distribution.

Composition

- | | |
|--|--------------------|
| 1. Deputy Commissioner | : Chairman |
| 2. District Agricultural Officer | : Member Secretary |
| 3. Superintendent of Police | : Member |
| 4. All Member of the Legislative Assembly in the District | : Member |
| 5. CEO, Zilla Parishad | : Member |
| 6. Sub-Divisional Officer (Civil) | : Member |
| 7. Fertilizer Company Representatives | : Member |
| 8. All Tea Garden Managers in the district | : Member |
| 9. Two Progressive Farmers nominated by Deputy Commissioner | : Member |
| 10. One Wholesaler representative nominated by Deputy Commissioner | : Member |
| 11. One Retailer representative nominated by Deputy Commissioner | : Member |

Key Functions of District Level Standing Committee on Fertilizer:

- The committee may advise concerned authority on necessary infrastructure development required for smooth handling and distribution of fertilizer.
- To evaluate the fertilizer requirement of the district and recommend on allocation of the fertilizer to Dept. of Agriculture.
- To evaluate and monitor the rationalization of wholesaler and retailer distribution at block/ GP level of the district respectively for smooth handling of required fertilizer. Advise companies to ensure sufficient wholesalers/ retailers are appointed as per demand of block/GP.
- To monitor the prices of fertilizer and advise on necessary actions to be taken to ensure fertilizer is sold at notified prices.
- To review the allocation and sub-allocation of fertilizer to wholesaler/ retailers to prevent hoarding and monopoly of the few supply chain players.

- To advise on joint verification of stocks by Department of Agriculture and representatives of the committee at wholesalers' and retailers' godowns to match physical stock with iFMS stock to prevent hoarding, artificial shortage and black marketing.
- To address any other issues related to fertilizer that may arise from time to time.

Sd/-Anant Lal Gyani, IAS
Secretary to the Govt. of Assam & APC,
Agriculture Department, Dispur


Memo No. AGA.605/2017/Pt/2-A

Dated Dispur the 3rd Nov, 2021.

Copy forwarded for information and necessary action to:

1. The Director of Agriculture, Assam, Khanapara, Ghy-22.
2. The Director of Horticulture & F.P, Assam, Khanapara, Ghy-22.
3. The Managing Director, Assam Seeds Corporation Ltd, Khanapara, Ghy-22.
4. The Director of ASSCA, R.K. Mission Road, Ulubari, Guwahati-7.
5. The Chief Executive Officer, ASFAC, Khanapara, Guwahati-22.
6. The Chief Executive Officer, ASAMB, Ulubari, Guwahati-7.
7. P.P.S to Hon'ble Chief Minister, Govt. of Assam for kind appraisal of Hon'ble Chief Minister.
8. P.S to Hon'ble Minister, Agriculture for kind appraisal of Hon'ble Minister Agriculture.
9. P.S to Principal Secretary to the Govt. of Assam, Agriculture Department, Assam & APC for kind appraisal of Principal Secretary & APC.
10. P.S to Secretary to the Govt. of Assam, Agriculture Department, Assam for kind appraisal of Secretary.
11. The Deputy Director, Assam Govt. Press, Bamunimaidam, Guwahati-21 with the request to publish the above notification in the next issue of the Assam Gazette.
- ✓ 12. Office copy.

By order etc.,


Joint Secretary to the Govt. of Assam,
Agriculture Department, Dispur

o/c

**GOVERNMENT OF ASSAM
AGRICULTURE DEPARTMENT
DISPUR ::: GUWAHATI – 06**

SECRET

File No.AGA.200/2022 (ecf: P 204561)

CABINET MEMORANDUM

(Circulated under Rule 17 of the Assam Rules of Executive Business, 1968)

1. **SUBJECT:** Seeking approval of Cabinet for notification of Standard Operating Procedures (SOPs) On Urea Administration in Assam along with additional transportation and handling assistance to Urea retailers.

2. **INTRODUCTION:** To streamline the allocation and distribution of fertilizers and to address constant allegation of fertilizers being sold at a high rate within state of Assam, there is a need to plug the gaps in the Fertilizer administrative system. The Fertilizer companies, District Agriculture Officer, Fertilizer Inspectors, District Administration and the Directorate of Agriculture need to supervise the process, consequently making the heavily subsidized national essential commodity available to farmers across the state at notified rates.

3. **BACKGROUND:**
 - There is a need to streamline the allocation and distribution of Urea within state of Assam, especially related to unplanned arrival of fertilizers at specific rake points and consequent distribution to wholesalers and retailers.
 - Urea rakes are continuously arriving at certain rake points like Haiborgaon (Nagaon), Barpeta Road, Rangia and Bongaigaon while many other rake points like Dekargaon, Haarmuti, Lakwa, N. Lakhimpur, Furkating, Lahoal, Fakirgram, Jogighopa, Baihata, Changsari, Bhanga, Jagi Road and Hojai, do not seem to be receiving rakes at all,
 - There is constant allegation of fertilizers being sold at a high rate.
 - There are many licensees (wholesalers) who do not receive fertilizers and also there are many licensees (wholesalers and retailers) who seem to be receiving fertilizers consistently from fertilizer companies despite non-utilization of stocks, resulting in a monopoly and consequently, an undue strategic advantage to certain licensees (wholesalers and retailers),
 - There are gaps to plug in the Fertilizer administrative system, the Fertilizer companies, District Agriculture Officer, Fertilizer Inspectors and the Directorate of agriculture need to supervise allocation-distribution process, ensure equitable distribution of fertilizers among the districts where there is a need and thereafter among the wholesalers and retailers and consequently to the farmers at notified prices.
 - To bring fertilizer administration reforms in the state, it is inevitable that all stakeholders play a fair game for making the heavily subsidized national essential commodity available to farmers across the state at notified rates,
 - It has been a constant endeavor on the part of fertilizer administration machineries of Govt. of India (GoI) and Govt. of Assam (GoA) to achieve desired goal of bringing transparency in the distribution system through DBT module on iFMS portal and PoS/ePoS systems for retailer transactions.
 - The system is seen to be passing through a lag phase due to lack of coordination amongst the players, resulting in uneven distribution of

Abhishek Bhutani

fertilizers across the state and also non-recording of transactions due to lack of retailer ID or non-use of POS system,

- It has been found that Wholesaler in Assam is playing a role of mediatory taking all benefits from Urea supplying Companies right from secondary freight subsidy to Rs 354.00/Mt dealers' margin without passing anything to the retailers.

4. PROPOSAL:

The Hon'ble Cabinet is requested to approve the Standard Operating Procedures (SOPs) on Urea Administration in Assam for the following purposes:

1. To eliminate Urea wholesaler from the distribution channel so that the secondary freight subsidy and dealer margin go directly to the retailers making Urea available to the farmers at notified price.
2. To provide retail license to FPCs/ FPOs/ Pathar Parichalana Samiti/ Samabai Samiti/ Small tea growers association/ Big tea gardens (clubbing two to three gardens) as they are the end beneficiaries.
3. To act Assam State Agricultural Marketing Board (ASAMB) as the sole wholesaler in the state. ASAMB will be allowed to establish own stock point cum retail outlet at every block of Assam & any other feasible location.
4. To provide financial assistance of Rs 20.00 per 45 kg bag of Urea to retail fertilizer dealer through a proper mechanism. Total amount being Rs 17.00 Crore for approximately 3.85 lakh MT of Urea for this financial year.

Copy of the Standard Operating Procedure (SoP) on Urea Administration in Assam with relevant annexures is enclosed.

5. JUSTIFICATION:

1. The handling & transportation cost of fertilizers in Assam is very high compared to many states of India because of undulating topography and difficult terrain ranging from Hilly area to riverine (char) area of mighty Brahmaputa.
2. Since Urea being the highly subsidised & only controlled fertilizer, it must reach end user & beneficiary in total regulated price sold through PoS machine/ PoS enabled device.
3. The use of Urea depends upon crop & season. Tea crop requires application of Urea during monsoon & in the early part of winter. Hence tea gardens & small tea growers are proposed to provide retail license.
4. Apart from substantial number of FPCs quite a huge number of FPOs are working for the benefit for the farmers, so FPCs/ FPOs are proposed to provide retail license.
5. If the farmers can get Urea in a notified price the Agriculture as well as tea production of the state will increase in many folds which will certainly contribute to the GDP of the state and it will also ease the distribution & availability of Urea throughout Assam ranging from hilly and riverine (char) areas.

6. VIEWS OF OTHER DEPARTMENTS:

Views were sought from Home and Finance Departments and all Deputy Commissioners of districts.

1. Views of Home Department are as under :-

"CID was consulted by Agriculture Department while preparing this SOP. Hence, Home Department has no objection to the various provisions of SOP."

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2. Finance Department has also agreed to the proposal.
3. Views of DCs which were received by Agriculture Department have been duly incorporated.

7. FINANCIAL IMPLICATIONS:

Approximate annual requirement of Urea is 3.85 lakh MT.

Equals to 85,55,556 number of 45 Kg bags.

Assistance @ Rs 20.00/ bag * 85,55,556 bag = Rs 17.11 Crore

Approximate amount required is Rs 17.00 Crores for this financial year.

8. APPROVAL OF THE MINISTER OF THE DEPARTMENT:

Hon'ble Agriculture Minister has approved the proposal.

9. APPROVAL REQUIRED:

1. Approval of the Cabinet is required for the proposed new SOPs on Fertilizer (Urea) with the aim to streamline the allocation & distribution of fertilizer and ensure availability to the farmers at Maximum Retail Price (MRP).
2. Approval also required to provide incentive in lieu of handling and transportation of fertilizer (urea) to the retailers @ rate of Rs.20 per bag.

Ashish Bhutani

(Dr. Ashish Kumar Bhutani, IAS)
Additional Chief Secretary to the Govt. of Assam
Agriculture Department & APC, Assam