

From

Joint Director (Admn.)
Directorate of Agriculture, Haryana

To

Chief Commissioner,
Right to Service Commission
SCO No.38-39, Sector 17A, Chandigarh.

Memo No.: 280/TA(IT) Dated: 22/12/2015

Subject:- **To include Departmental Services in the Right to Service Act,
Haryana --**

Kindly find the attached list of services for inclusion under the Right to Service Act, Haryana. These services are tentatively to be launched by Hon'ble Chief Minister, Haryana on 25/12/2015. You are requested to do the needful in this regard.



Joint Director (Admn.)
Directorate of Agriculture, Haryana

	Name of Service	Given Time Limit (Working Days)	Designated Officer	First Appellate Authority
	Licence of seeds	24	Dy. Director Agriculture	Director Agriculture
2	Licence of pesticides	24	Dy. Director Agriculture	Director Agriculture
3	Acknowledgement of Receipt/Authorization letter of fertilizers	24	Dy. Director Agriculture	Director Agriculture
4	Renewal of licence of seeds	24	Dy. Director Agriculture	Director Agriculture
5	Renewal of acknowledgement of Receipt/Authorization letter of fertilizers	24	Dy. Director Agriculture	Director Agriculture
6	Duplicate licence of seeds	24	Dy. Director Agriculture	Director Agriculture
7	Duplicate licence of pesticides	24	Dy. Director Agriculture	Director Agriculture
8	Duplicate acknowledgement of Receipt/Authorization letter of fertilizers	24	Dy. Director Agriculture	Director Agriculture

क्रमांक	सेवा का नाम	दी गई समय सीमा (कार्य दिवस)	पदाभिहित अधिकारी	प्रथम शिकायत निवारण अधिकारी
1	बीज विक्रेता का लाइसेंस	24 दिन	कृषि उपनिदेशक	कृषि निदेशक
2	कीटनाशक विक्रेता का लाइसेंस	24 दिन	कृषि उपनिदेशक	कृषि निदेशक
3	पावती रसीद/ उर्वरक विक्रेता का प्राधिकार पत्र	24 दिन	कृषि उपनिदेशक	कृषि निदेशक
4	बीज विक्रेता के लाइसेंस का नवीकरण	24 दिन	कृषि उपनिदेशक	कृषि निदेशक
5	पावती रसीद/ उर्वरक विक्रेता के प्राधिकार पत्र का नवीनीकरण	24 दिन	कृषि उपनिदेशक	कृषि निदेशक
6	बीज विक्रेता के लाइसेंस की नकल	24 दिन	कृषि उपनिदेशक	कृषि निदेशक
7	कीटनाशक विक्रेता के लाइसेंस की नकल	24 दिन	कृषि उपनिदेशक	कृषि निदेशक
8	पावती रसीद/ उर्वरक विक्रेता के प्राधिकार पत्र की नकल	24 दिन	कृषि उपनिदेशक	कृषि निदेशक



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From Director of Agriculture,
Haryana, Panchkula

To All the Deputy Directors of Agriculture in the State.

Memo. No. 95-115 /TA(IT)
Dated, panchkula, the 28/03/2016

Subject:- Online issue of licences/Certificates/Authorization letters under the Seed Act, 1966, the Insecticides Act, 1968 and Fertilizer (Control) Order, 1985.

Please refer to the subject cited above.

In order to stream line the procedure of providing various services under the Seeds Act, 1966, the Insecticides Act, 1968 and Fertilizer Control Order, 1985, the online system has been launched by the department in respect of the services mentioned below:-

- I. Licence to carry on the business of a dealer in seeds.
- II. Renewal of licence to carry on the business of a dealer in seeds.
- III. Duplicate licence to carry on the business of a dealer in seeds.
- IV. Issuance of Memorandum of Acknowledgment (MoA) to fertilizer dealers.
- V. Renewal of Memorandum of Acknowledgment (MoA) of fertilizer dealers.
- VI. Issuance of duplicate Memorandum of Acknowledgment (MoA) to fertilizer dealers.
- VII. Issuance of Licence for sale, stock or exhibit insecticides.
- VIII. Issuance of Duplicate Licence for sale, stock or exhibit insecticides.

Henceforth these services will be provided to the citizens only through the online system. No case is to be processed manually. All the legacy data of the licences/certificates/authorization letters etc. will be entered into the online system by 30th April.

2. Further, it has been observed that the procedure being followed at present for providing various services is cumbersome. A large number of documents are being obtained from the applicant along with the application. This is resulting into harassment to the general public and also increasing unnecessary & avoidable work load in the offices. This gives rise to corruption and inefficiency in the offices also.



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The relevant Act & Rules/Orders provide clear provisions with regard to the above. Simplification of the procedures and bringing transparency in the offices is one of the priority areas of the Government. The matter has been examined and it has been decided that henceforth documents required under the relevant Act & Rules/Orders only will be obtained from the applicant. The following documents are required to be taken from the applicant as per the provisions of the relevant Act & Rules/Orders:-

- I. Licence to carry on the business of a dealer in seeds.
 - i. Application in Form A.
 - ii. Treasury Challan of requisite fee.
- II. Renewal of licence to carry on the business of a dealer in seeds.
 - i. Application in Form C.
 - ii. Treasury Challan of requisite fee.
- III. Duplicate licence to carry on the business of a dealer in seeds.
 - i. Application in writing.
 - ii. Treasury Challan of the requisite fee.
- IV. Issuance of Memorandum of Acknowledgment (MoA) to fertilizer dealers.
 - i. Memorandum of intimation in Form A-1.
 - ii. Treasury Challan of the requisite fee.
 - iii. Form 'O'. (A manufacturer or an importer or a pool handing agency is not require to submit this).
- V. Renewal of Memorandum of Acknowledgment (MoA) of fertilizer dealers.
 - i. Memorandum of intimation in Form A-1.
 - ii. Treasury Challan of the requisite fee.
- VI. Issuance of duplicate Memorandum of Acknowledgment (MoA) to fertilizer dealers.
 - i. Application in writing.
 - ii. Treasury Challan of the requisite fee.
- VII. Issuance of Licence for sale, stock or exhibit insecticides.
 - i. Application in Form-VII.
 - ii. Principal Certificate (Form-IX).
 - iii. Treasury Challan of the requisite fee.



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VIII. Issuance of Duplicate Licence for sale, stock or exhibit insecticides.

- i. Application in writing.
- ii. Treasury Challan of the requisite fee.

No other document will be taken from the applicant other than the above mentioned documents.

These instructions should be complied in letter and spirit. Any violation thereof will be viewed seriously.

This may be brought to the notice of all concerned.

Director of Agriculture,
Haryana, Panchkula