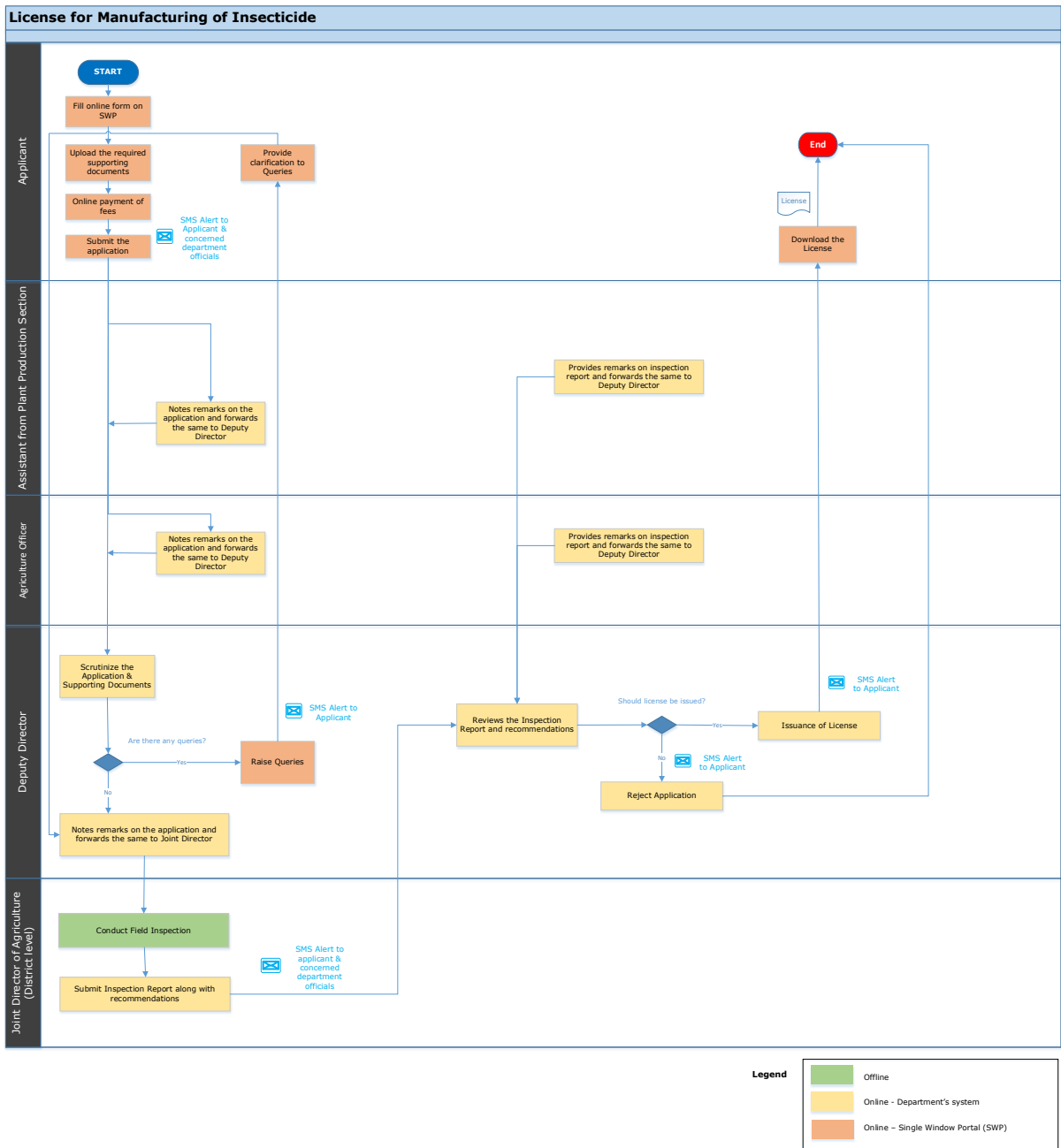# License for Manufacturing of Insecticide from Agriculture Department

Procedure, List of Supporting Documents and Fees

Table of Contents

1. Procedure

License for Manufacturing of Insecticide

Applicant
- START
- Fill online form on SWP
- Upload the required supporting documents
- Online payment of fees
- Submit the application
- SMS Alert to Applicant & concerned department officials
- Provide clarification to Queries
- Download the License
- License
- End

Assistant from Plant Production Section
- Notes remarks on the application and forwards the same to Deputy Director
- Provides remarks on inspection report and forwards the same to Deputy Director

Agriculture Officer
- Notes remarks on the application and forwards the same to Deputy Director
- Provides remarks on inspection report and forwards the same to Deputy Director

Deputy Director
- Scrutinize the Application & Supporting Documents
- Are there any queries?
- SMS Alert to Applicant
- Raise Queries
- Notes remarks on the application and forwards the same to Joint Director
- Reviews the Inspection Report and recommendations
- Should license be issued?
- SMS Alert to Applicant
- Issuance of License
- No — SMS Alert to Applicant
- Reject Application

Joint Director of Agriculture (District level)
- Conduct Field Inspection
- SMS Alert to applicant & concerned department officials
- Submit Inspection Report along with recommendations

Legend
- Offline
- Online - Department's system
- Online – Single Window Portal (SWP)

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2. Checklist of Supporting Documents

S. No.	Document
1.	Notarized copy of Central Insecticides Board (CIB) Certificate for all the products
2.	Memorandum and Articles of Association for incorporation of the firm under Company's Act / Partnership deed for partnership firm/ GST certificate or Aadhar card of proprietor (as applicable)
3.	Udhayam registration copy (for MSME) or IEM copy (for large scale industries), as applicable
4.	Bio-Data of the Chemist (Production and Quality Control) with degree certificate (attested by notary public) in prescribed format
5.	Bio-Data of Technical Expert with degree certificate (attested by concerned Agriculture Officer) in prescribed format
6.	ID document of person responsible for day to day activities (Aadhar card/ Driving License/ Voter ID)
7.	ID document of person responsible for legal matters (Aadhar card/ Driving License/ Voter ID)
8.	Authorization letter for authorised signatory authorizing them to sign on documents (e.g. - Principal Certificate) for company or partnership
9.	Trade license
10.	Undertaking by medical doctor to conduct physical testing of employees as per prescribed format
11.	Letter of consent from TNPCB (Not applicable for bio-pesticides)
12.	Copy of label and leaflet of each product approved by Central Insecticide Board and also Tamil Literature for all the products* (Sample leaflets with detailed specifications to be provided for applicant's reference)
13.	Principal Certificate from authorized signatory (signed and dated)

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3. Fees

S. No.	Fee Type	Amount (INR)
1	Manufacturing of Insecticide License Fee	INR 2,000/- per product For more than 10 products, a maximum fee of INR 20,000/-

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