

## **SUPPORTING DOCUMENTS FOR NEW MANUFACTURING LICENSE:**

### **(Punjab)**

**Photo: Between 50 KB (jpg  
Mandatory) All Documents:  
Between 400 KB  
Only Site Maps/Land Deeds: Between 2 MB  
Mainly used \*JPG & PDF format for uploading documents**

- I. Online application Form No II (signed by director/partner/ proprietor or their authorized person not below the rank of Manager) with one passport size photograph.
- II. Copy(ies) of valid CIB Registrations of all pesticides to be manufactured (duly attested).
- III. Memorandum of Articles and association/partnership deed/ proprietorship declaration (duly attested).
- IV. List of Directors/Partners of the firm (on company letterhead) with complete official & Residential address duly signed by authorized person only.
- V. Authorization- Board Resolution/Appointment u/s 33 of Insecticides Act 1968 & Rules 1971 on company letterhead for:
  - VI. Director/Partner/Proprietor or their authorized person not below the rank of manager
  - VII. Chemist
  - VIII. Person to sign Principal Certificate(PC)
  - IX. Affidavit in prescribed format of the following responsible persons duly attested by Magistrate along with attested copy of identity and address proof (Adhaar Card/voter card/Passport/Driving License) as per authorization/resolution.
    - X. Director/Partner/Proprietor or their authorized person not below the rank of manager
    - XI. Chemist
    - XII. Person to sign Principal Certificate- along with specimen signature
  - XIII. Document regarding fulfilment of educational qualification of chemist as per Act.
- XIV. List of lab instruments, equipment's, Machinery & manpower as required by CIB&RC (duly attested)
- XV. NOC/consent for (Air & Water) issued by Punjab Pollution Control Board (duly attested)
- XVI. Udyog Adhaar/ Certificate from Punjab Industry Department. (duly attested)
- XVII. Copy of agreement for appointment/nomination of medical officer
- XVIII. Site map of location showing lab, production area, storage area, raw material storage area etc.
- XIX. Road and Google map of location
- XX. Copy of Ownership proof of land where unit is to be established.
- XXI. Fees as per Act.

## **Supporting Documents for Amendment Services in Manufacturing License**

### **Amendment Services:**

Sr. No.	Name of Service
1	Addition of new pesticides
2	Change of responsible person
3	Address change - Office
4	Address change - Manufacturing Unit
5	Endorsement of new marketing agency or Addition of pesticides in marketers permission
6	Duplicate License
7	Change the Name of manufacturing firm

#### **1. Documents for addition of new pesticide(s) in manufacturing license:**

- I. Apply Online
- II. Copies of valid CIB Registrations of all pesticides to be manufactured (duly attested).
- III. Fees as per Act

#### **2. Documents for change of responsible person:**

- I. Apply Online
- II. List of Directors/Partners of the firm with complete official & Residential address duly signed by authorized person only.
- III. Authorization- Board Resolution/Appointment u/s 33 of Insecticides Act 1968 & Rules 1971 on company letterhead for:
  - a. Director/Partner/Proprietor or their authorized person not below the rank of manager
  - b. Chemist
  - c. Authorized person to sign Principal Certificate(PC)
- IV. Affidavit in prescribed format of the following responsible persons duly attested by Magistrate along with attested copy of identity and address proof (Adhaar Card/voter card/Passport/Driving License) as per authorization/resolution.
  - a. Director/Partner/Proprietor or their authorized person not below the rank of manager
  - b. Chemist
  - c. Authorized person to sign Principal Certificate- along with specimen signature
- V. Document regarding fulfilment of educational qualification of chemist as per Act.

#### **3. Documents for Address Change (Office):**

- I. Apply Online

#### **4. Documents for Address Change (Manufacturing Unit):**

- I. Apply Online
- II. Site map of location showing lab, production area, storage area, raw material storage

area etc. with

III. Road and Google map of location

IV. Copy of Ownership proof of land where unit is to be established.

5. **Documents for Endorsement of new marketing agency or Addition of pesticides in marketer's permission:**

I. Apply Online

II. Marketing agreement between two firms attested by notary public (mentioning name, brand & CIR numbers of pesticides)

6. **Documents for Duplicate license:**

I. Apply Online

II. DDR copy in case of Theft/misplaced

III. Under taking for defaced/torn etc.

IV. Fees as per Act

7. **Documents for Change of Name of manufacturing firm:**

I. Apply Online

II. Attested copy of certificate issued by Registrar of companies or any other document related to /proof for change the name of the company.

III. Attested copy of each Certificate (CIR) having changed name of the company issued by Central Insecticide Board & registration Committee, Faridabad, where applicable.

IV. Memorandum of Association and Articles/partnership deed (Original or duly attested copy) or Affidavit from Proprietor.

V. List of Directors/Partners of the firm with complete official & Residential address duly signed by authorized person only.

VI. Authorization- Board Resolution/Appointment u/s 33 of Insecticides Act 1968 & Rules 1971 on company letterhead for:

a. Director/Partner/Proprietor or their authorized person not below the rank of manager

b. Chemist

c. Authorized person to sign Principal Certificate(PC)

VII. Fees as per Act.

## Company Letterhead

(For Manufacturing License)

**Authorization /Resolution passed in Board of directors meeting (No.) dated...**

**(Responsible Persons u/s 33 of the Insecticides Act, 1968)**

Resolved that the following persons, whose signatures are attested below, are hereby nominated/appointed as responsible persons of the company u/s 33 of Insecticides Act 1968 for the state of Punjab throughout the shelf life of pesticide, for the compliance with the various provisions of Insecticides Act, 1968, Insecticides Rules, 1971. If they retire or leave the Company, the Company shall be responsible for all the acts done by him on behalf of the Company.

Sr. No.	Name of the person	Father Name	Address with Mobile No.	Designation	Responsible for	Signature
1				Director/ Manager	Incharge of the Company.	
2				Chemist	Quality Control	
3				Authorized signatory	for signing principal Certificate (PC)	

ATTESTED

Signatures of the Company Secretary /

Authorized Person, along with name & Seal.

## **Affidavit for Manufacturing Firm**

***(Affidavit from Director/ Partner/ Proprietor of the Firm or their authorized person not below the rank of manager)***

**Affidavit**

**50/-**

I \_\_\_\_\_ S/o \_\_\_\_\_ R/o \_\_\_\_\_  
\_\_\_\_\_ (Full Address). do hereby solemnly affirm and declare as under: -

1.

That I am working as \_\_\_\_\_ of M/s \_\_\_\_\_ (Full Address). The said firm is manufacturing/ formulating / stocking/marketing Insecticides & Pesticides. I have been nominated by the company for the compliance of provision of section 33 of Insecticide Act 1968 and Rules 1971. I am fully in-charge for looking after day to day business regarding work and conduct of the company. I shall be fully responsible under section 33 of Insecticide Act 1968 and Rules 1971.

2. That I hereby undertake that the responsible person(s) nominated by the company for this license will be responsible under the Insecticides Act, 1968. In case these persons leave/ replaced/ retires or terminated from the company, I shall take the responsibility for their acts and omission done by them for the compliance of provisions of this Act on behalf of the company.

3. That I hereby undertake that I will ensure that all the conditions issued by Department of Agriculture, Punjab from time to time regarding manufacturing /sale of insecticide or pesticides shall be complied with. I shall further abide by all the instructions and guidelines of Govt. of India and will not violate any provisions of Insecticides Act 1968 & Insecticides Rules 1971. Failure to do so by me/my firm, shall render the license to suspend/cancellation.

4. That our firm will submit the detailed list of our dealers / distributors / wholesale suppliers in the Punjab State with quantity & packing size of pesticides supplied by the firm from the licensed premises.

5. That if we change any staff at any point of time, we will inform the Licensing Officer, Department of Agriculture, Punjab immediately. Failure to do so, the responsibility lies with the person as per license record.

6. That I shall submit a certificate in the prescribed form to the Licensing Authority annually and abide by all the conditions laid down in the license.

**Deponent** Dated: -

Place: -

**Verification: -**

Verified that the above contents are true and correct to the best of my knowledge and belief and nothing has been concealed therein.

**Deponent**

**Affidavit of Chemist (Manufacturing Firm)**

50/-

I \_\_\_\_\_ S/o Sh. \_\_\_\_\_ R/o  
\_\_\_\_\_ working as \_\_\_\_\_ (designation) in  
M/s \_\_\_\_\_ do hereby solemnly affirm & declare as under: -

- 1) That I have been appointed/nominated by the company for the compliance of provision of section 33 of Insecticide Act 1968 and Rules 1971 and responsible person for Quality Control u/s 33 of the Insecticides Act, 1968 and Insecticide Rules 1971.
- 2) I am fully in-charge in company for looking after day to day business regarding quality of manufacturing pesticides by the company and sole responsible for the quality of pesticide throughout its shelf life. I shall be fully responsible under section 33 of Insecticide Act 1968 and Rules 1971.
- 3) that the said firm is Manufacturing/ Stocking/ Marketing Insecticides, Weedicides & Fungicides etc. and marketing directly or through other firms.
- 4) that I shall be Responsible Person for the Quality Control as per the scope & spirit of the section 33 of the Insecticides Act, 1968 and I shall be responsible for all the acts & omission of M/s \_\_\_\_\_ pertaining to quality control and manufacturing of Insecticides, Pesticides, Weedicides & Fungicides by the above said firm at \_\_\_\_\_ (manufacturing unit address).

Date:

Place:

**Deponent**

**Verification: -**

Verified that all the contents stated above are true and correct to the best of my knowledge and belief and nothing has been concealed therein.

**Deponent**

## Affidavit of Authorized Signatory for Signing Principal Certificate

50/-

I \_\_\_\_\_ S/o Sh. \_\_\_\_\_ R/o  
\_\_\_\_\_ working as \_\_\_\_\_ M/s\_ (designation) in  
\_\_\_\_\_ do hereby solemnly affirm & declare as under: -

1. That I have been appointed/nominated by the company for the compliance of provision of Insecticide Act 1968 and Rules 1971 for signing the Principal Certificate(PC).
2. That the said firm is Manufacturing Insecticides, Weedicides & Fungicides etc. for self-marketing or for other Marketer(s).
- 3) That I shall be Responsible Person for all the acts & omission of M/s \_\_\_\_\_  
\_\_\_\_\_ (address) pertaining to signing and distribution of Principal Certificate of Insecticides, Weedicides & Fungicides etc.

Date:

Place:

**Deponent**

### Verification: -

Verified that all the contents stated above are true and correct to the best of my knowledge and belief and nothing has been concealed therein.

**Deponent**

**Education qualification of chemist for Manufacturing License:**

<b>Sr. No.</b>	<b>Qualification (Any one)</b>
<b>A</b>	<b>For Manufacturing of Technical Grade Pesticides</b>
1	Doctorate in Chemistry
2	Doctorate in Agriculture Chemistry
3	Doctorate in Agriculture Chemicals.
4	Masters of Technology
5	Master of Science in Chemical Engineering
<b>B</b>	<b>For Manufacturing of Pesticide Formulations</b>
1	Master Degree in Science with Chemistry
2	Master Degree in Science with Agricultural Chemistry
3	Master Degree in Science with Agriculture Chemicals



## **Laboratory Requirement**

**Name of the Firm:**

**1. Minimum mandatory infrastructure to be created by the  
manufacturers of pesticides and their  
formulations - for laboratory**

	<b>Equipment for quality control laboratory</b>	<b>R/NR</b>
1	Analytical weighing balance	<b>R/NR</b>
2	Hot air oven	<b>R/NR</b>
3	Refrigerator	<b>R/NR</b>
4	pH meter	<b>R/NR</b>
5	Spectro-photometer / colourimeter	<b>R/NR</b>
6	GLC / HPLC depending on the products analytical process as in the specification.	<b>R/NR</b>
7	Standard glassware, chemical and general requirements for laboratory	<b>R/NR</b>
8	Pesticide Repository	<b>R/NR</b>
9	Specification / BIS standard of the product to be manufactured / formulated	<b>R/NR</b>
10	Sieve shaker.	<b>R/NR</b>
11	Fume Hood	<b>R/NR</b>
12	Distilled water still	<b>R/NR</b>
13	Flash point apparatus	<b>R/NR</b>
14	Melting point apparatus	<b>R/NR</b>

**Note:- R - required, NR - Not required**

**Signature of the applicant**

**2. Minimum infrastructure facilities to be created by the manufacturers of botanical biopesticides (Pyrethrum, Azadirachtin, Cymbopogon etc.)**

<b>Sr. No.</b>	<b>Infrastructure</b>	
	LABORATORY EQUIPMENT/INSTRUMENT REQUIREMENT	
1	HPLC System	
2	pH meter	
3	Spectrophotometer	
4	Refrigerator	
5	Thermometer	
6	Microscope	
7	Autoclave	
8	U. V. Lamp	
9	Abel flash point Apparatus	
10	Incubator	
11	Glassware viz. Conical Flasks, Test tubes, Beaker, Separating funnel, Funnels, Glass tubes, etc.	
12	Pipette fillers	
13	Pipette	
14	Burette	
15	TLC apparatus & accessories	
16	Micro-syringes	

**Signature of the applicant**

## **MACHINERY REQUIREMENT**

Requirement of machinery etc. for manufacturing/ formulation of Chemical Pesticides

**Name of the Firm:**

**Minimum mandatory infrastructure to be created by the manufacturers of pesticides and their formulations - available in the unit**

### **Minimum infrastructure with respect to machinery & equipment:-**

#### **A. For technical plant**

<b>Sr. No.</b>	<b>Equipment</b>	<b>For Technical plant</b>	
1	Control console	R	
2	Feed tank for raw material	R	
3	Reactors	R	
4	Distillation towers	R	
5	Evaporators	R	
6	Condenser / heat exchanger / boiler/ extinguisher plant / chilling system / steam plant	R	
7	Crystallizer	R	
8	Centrifuge	R	
9	Drier	R	
10	Phase separator	R	
11	Extractor	R	
12	Storage tank	R	
13	Process water tank	R	
14	Pipelines with conventional colour code	R	
15	Gas plant	R	

#### **B. For Formulation plant**

<b>S.No.</b>	<b>Equipment</b>	<b>Solid, DP, WG, SP, etc</b>	<b>WG/G</b>	<b>Liquid (EC, EW, SL)</b>
1.	Feeding channel / Chute	R	R	R
2.	Jaw Crusher	R	R	NR

3.	Raw material feed tank	R	R	R
4.	Pulveriser	R	R	NR
5.	Blender	R	R	R
6.	Siever	R	R	R
7.	Bag Filter	R	NR	NR
8.	Homogenizer	R	R	R
9.	Ball mill	R	NR	NR
10.	Weighing machine / platform balance	R	R	R
11.	Vessel with stirrer	R	R	R
12.	Drier	R	R	NR
13.	Cooling machine	NR	R	R
14.	Sprayer	NR	R	NR
15.	Water tank for liquid	NR	NR	R
16.	Filter	NR	NR	R

**Not e:- R - required, NR - Not required**

<b>C</b>	<b>Packaging plant and equipment</b>	
1	Packaging machinery.	
2	Filling machine (automatic/semi-automatic).	
3	Weighing machine	
4	Bagging machine	
5	Sealing machine	
6	Labeling equipment.	

**Signature of the applicant**

## **1. Requirement for Bio-Pesticides**

**2.1 Minimum infrastructure facilities to be created by the manufacturers of botanical biopesticides (Pyrethrum, Azadirachtin, Cymbopogon etc.)**

<b>A.</b>	<b>PLANT EQUIPMENT/INSTRUMENT REQUIREMENT</b>	
1	Phase separation vessels	
2	Decanter	
3	Mixing vessels with stirrer	
4	Centrifuge	
5	Soxhlet apparatus	
6	Electric oven with thermometer	
7	Chemical measuring cylinders	
8	Chemical transfer pumps	
9	Filter pressure pump	
10	Measuring cans	
11	Electric weighing machine	
12	Counter scales	
13	Filtration assembly	
14	Water distillation unit	
15	Wrist action shaker	
16	Blender	
17	Vortex	
18	Large air tight containers	
19	Material filling trays	
20	Storage tank	
21	Filling machine	
22	Sealing machine	
23	Packing accessories	

**2.2 Minimum infrastructure facilities to be created by the manufacturers of botanical bio pesticides (Pyrethrum, Azadirachtin, Cymbopogon etc.)**

<b>Sl. No.</b>	<b>Infrastructure</b>	
<b>B.</b>	<b>GENERAL REQUIREMENT</b>	
1	Extraction room	
2	Production room	
3	Formulation unit	
4	Packing and storage room	
5	Quality control laboratory	
6	Protective clothing	
7	Respiratory devices	
8	First aid measures - alongwith appointment of Doctor	
9	Waste disposal arrangement in compliance with Pollution Control norms	

**Fee Structure for different services for  
Manufacturing Pesticide license**

<b>Sr. No.</b>	<b>Service Type</b>	<b>Fee Amount</b>
1	New Manufacturing License	Rs. 2000/- per insecticide up to max. of Rs. 20,000/-
2	Addition of new pesticides	Rs. 2000/- per insecticide up to max. of Rs. 20,000/-
3	Change of responsible person	No fee
4	Address change - Office	No fee
5	Address change - Manufacturing Unit	No fee
6	Endorsement of new marketing agency or Addition of pesticides in marketers permission	No fee
7	Duplicate License	Rs. 100/- per application
8	Change the Name of manufacturing firm	Rs. 100/- per application

\*\*\*\*