

## **Rules, Regulations for processing of the Application:**

As per the New Policy on Seed Development, 1988, it is obligatory for all the Importers of seeds for sowing and planting materials to have the Registration Certificate. On the strength of this Certificate together with other prescribed applications, the Plant Quarantine Department, Ministry of Agriculture, Government of India, would issue the required Import Permit. In the absence of this Registration coupled with Import Permit, no seeds for sowing and planting materials could be imported into India. Violation of this requirement would result in impounding of imported material apart from other consequences.

1. The Application cost is Rs.100/- per application payable in advance; The Application can be had in person or through post after remitting the Application fee;
1. The Registration Certificate fee is Rs.4,000/- per Certificate payable along with application duly filled in; This Certificate would be valid for a period of 3 years and requires renewal thereafter;
2. Cost of Application/Registration fee is to be remitted to NSC in cash or DD drawn in favour of "NATIONAL SEEDS CORPORATION LIMITED" payable at State Bank of India, Beej Bhawan, New Delhi 110 012;
3. NSC requires at least three weeks time from the date of receipt of application for issuing the Certificate subject to the application being in order in all respects.
4. Application duly filled in by type is to be sent to Export & Import Section, NSC, Beej Bhawan, Pusa, New Delhi 110 012;
5. Separate sheets may be used for explanatory notes, wherever necessary.
6. Import particulars relevant to the original registration are to be given under Sl. No.3 only for the first renewal. For each subsequent renewal, the import particulars relevant to the immediately previous i.e., the latest last renewal only may be given under Sl. No.5.

## **List of documents to accompany the Application**

(attested by Gazetted Officer or a Notary Public)

- i) Copy of Articles & Memorandum of Association;
- ii) Copy of valid Seed Licence issued by the Department of Agriculture/Horticulture;
- iii) Copies of latest Sales Tax/VAT & Income Tax Returns;
- iv) Copy of Licence issued by the Local Authorities under the Shops & Establishment Act, if relevant;
- v) Copy of IEC Certificate issued by the Ministry of Commerce, Govt of India, if relevant;
- vi) DD for Rs.4,000/- towards the Registration fee.

## **Application with documents be submitted to**

Import & Export Section  
National Seeds Corporation Ltd.,  
Beej Bhawan, Pusa Complex,  
NEW DELHI 110 012.

## **Designation of the Authorised person to acknowledge receipt of application**

Assistant Manager (Marketing), NSC, New Delhi 110 012.

## **Time limit for grant of Certificate**

Minimum three weeks.

## **Decision making authority**

The Chairman-cum-Managing Director, with due recommendations of the General Manager (Marketing).

## **Name of the place from where order is delivered, if different from the place where the application is received.**

Same where application is submitted.

**Details of the Monitoring system to ensure timely disposal, first come first served principle, consistency in grant/rejection of application; by way of reporting structure and reviews.**

A Register is prescribed for monitoring the grant of Registrations as presented below:

1. Sl. No.
2. Name & Address of the Company;
3. Date of receipt of Application;
4. Whether all the required documents submitted;
5. D D No. & Date, Amount received;
6. What are the shortcomings;
7. Date of processing & put up;
8. Date of receipt after approval
9. Date of preparation of Registration / Renewal Certificate;
10. Date of dispatch of Regn., / Renewal Certificate.

**Systems of Review, Revisions and Appeal against the orders. If not so structured, the grievance redressal mechanism defining the escalation levels in case of citizen dissatisfaction**

Granting of Registrations/Renewals are reviewed once in a month. In case of any grievance, applicants can appeal to the General Manager (Marketing).