



**APPLICATION FORM FOR
REGISTRATION/RENEWAL OF
PROCESSING PLANTS**

RSSOPCA/FORMAT-24
Issue No. 1 Rev. No. 00
Effective Date :01/10/2017
 Page 2 of 7

	iii) to keep the graded seed of a shift in vicinity to machine in accordance to grading capacity of machine -.		
	TOTAL		(minimum marks 10)
B.	STORAGE ARRANGEMENTS-		
1.	Details of available seed store godowns:- (Mention size, capacity & number of each Godown/space marked for each category -		
a.	i) For raw seed -(a) Own godown- Capacity.....qtl,L.....xW.....xH.....feet (b)Hired godown- Capacity.....qtl,L.....xW.....xH.....feet		
b.	(ii) For Graded seed. -(a)Own godown- Capacity.....qtl,L.....xW.....xH.....feet (b)Hired godown- Capacity.....qtl,L.....xW.....xH.....feet		
c.	(iii) For finally packed seed. -(a)Own godown- Capacity.....qtl,L.....xW.....xH.....feet (b)Hired godown- Capacity.....qtl,L.....xW.....xH.....feet		
d.	(iv) For Undersize seed. -(a)Own godown- Capacity.....qtl,L.....xW.....xH.....feet (b)Hired godown- Capacity.....qtl,L.....xW.....xH.....feet		
f.	(iv) For Failed seed lots. -(a)Own godown- Capacity.....qtl,L.....xW.....xH.....feet (b)Hired godown- Capacity.....qtl,L.....xW.....xH.....feet		
g.	(v) For Chemicals & other hazardous material.		
h.	(vi) For Sieves/screens, tools & other spare parts.		
i.	(vii) For Processing material-(a)fresh (b) conomed.(c) Label seed.		
k.	Breeder & Foundation seed.		
	TOTAL		
C.	Proper open space for the free movement of transportation vehicles.		
D.	FACILITY FOR CERTIFICATION STAFF		
1.	Separate room/ Cabin		
2.	Almira & big box for safe storage of tags, Certification records & Guard samples.		
3.	Proper sitting arrangement like Chair & table.		
4.	Proper aeration (Ceiling/ table fan etc.).		
	TOTAL		
E.	Separate & proper toilet for Gents & Ladies.		
F.	Clean drinking water arrangement for staff & labours		
G.	Machine & other equipments in working condition		

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RSSOPCA/FORMAT-24
Issue No. 1 Rev. No. 00
Effective Date :01/10/2017
 Page 3 of 7

with all safety measures for working staff.			
1.	Pre-cleaner/Scalper (make/model No.....) (Manufacturing year) (Capacity..... qtl/hr.,..... .qtl/shift of 8 hours) (Type/condition)		
2.	Seed Grader Scalper (i) Two screen or (ii)Four or more screens (make/model No.....) (Manufacturing year) (Capacity..... qtl/hr.,..... .qtl/shift of 8 hours) (Type/condition)		
3.	Indent cylinder (make/model No.....) (Manufacturing year) (Capacity..... qtl/hr.,..... .qtl/shift of 8 hours) (Type/condition)		
4.	Gravity separator (make/model No.,.....) (Manufacturing Year.....) (Capacity..... qtl/hr.,..... .qtl/shift of 8 hours) (Type/condition)		
5.	Seed Treater (mechanical or manual) (make/model No.,.....) (Manufacturing Year.....) (Capacity..... qtl/hr.,..... .qtl) (Type/condition)		
6.	Moisture meter :Electronic/digital (make/model No.,.....) (Manufacturing Year.....) (Type/condition)		
7.	Bag closers at least 2 Heav duty..... Light duty.... (make/model No.,.....) (Manufacturing Year.....) (Type/condition)		
8.	Vacuum/Air compressor cleaner (make/model No.,.....) (Manufacturing Year.....) (Type/condition)		
9.	Available No. of (a) Wooden pallets..... (b) Iron palletsin perfect condition.		
10.	Weighing machines (make/model No.,.....) (Manufacturing Year.....) (Type/condition)		

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Issue No. 1 Rev. No. 00
Effective Date :01/10/2017
 Page 4 of 7

	a. Weigh Bridge, capacity.....qtl,Number..... b. Plate form balance, capacity...qtl,Number..... c. Tripod balance, capacity...qtl,Number..... Pan balance, capacity.....qtl,Number..... With proper number of weights duly stamped by Weight & Measurement Department e.valid upto.....		
11.	Available following sieves size for cleaner/grader, top or bottom screen(duly stamped the type & size of aperture) – s.no., sieve size numbers Type of machine i) ii) iii) iv) v) vi)		
12.	Chemical sprayer machine (make/model No.,.....) (Manufacturing Year.....) (Type/condition)		
13.	Fumigation facility- (i)Hired Name& address of pest controller firm..... Tele phone/Mobile No. (ii) Own arrangement a. Fumigation/ Tarpaulins cover No..... Size L.....xw.....feet. b. Go- down fumigation facility		
14.	Mask and gloves- number available for the workers		
15.	Seed sample triers. Size..... Number.....Type i. ii. iii.		
16.	Fire extinguisher Make/Model..... Manufacturer name..... Numbers..... Validity up to.....		
17.	First Aid Box with required medicines in validity period Yes/No		
18.	Alternate power arrangement Yes/No		
	TOTAL		
H.	DISPLAY BOARDS:		
1.	Board showing -Processing Plant/ Seed Producers name		



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Issue No. 1 Rev. No. 00
Effective Date :01/10/2017
 Page 5 of 7

	with allotted Plant No.		
2.	No smoking sticker		
3.	Police station tel. No.		
4.	Fire brigade Telephone tel. No.		
5.	Ambulance/ Hospital Tel. No.		
6.	O/I residence Tel.No.& mobile No.		
7.	Child labour yes/No..		
	TOTAL		
I.	OTHER DESIRED REQUIREMENTS		
1.	<p>Qualified technical staff available like M.Sc. Botany/B.Sc Ag./ITI trained persons.</p> <p>S.N. Name qualification</p> <p>i.</p> <p>ii.</p> <p>iii.</p>		
Note:	<p>(i) Raw seed intake register at processing plant</p> <p>(ii) Height of seed stack should not be more than-. -For Soybean 8 to 10 bags (50 kg capacity) -Other crops 15 bags (50 kg capacity)</p> <p>(iii) Seed staking should be proper (like proper distance from the godown wall, easy removal of particular lot. etc.).</p> <p>(iv) Godown, plant building should be well cross aerated</p> <p>(v) Name of Crop, Variety. Class, Stage and Farmer's identification code should be marked on "bukram parchi" and stitched with raw seed bag</p> <p>(vi) Different crops/variety/class and stage should not be stacked in one stake, If essential to store 2 Class / stages of a variety, higher class should be on top of lower class and stage.</p> <p>(vii) Stack cards on each stack.</p> <p>(viii) All bags of under size seed should be marked with farmer's identification code or lot no.</p> <p>(ix) Hygienic working condition for all the working personals.</p> <p>(x) Fumigation & chemical spray charts</p> <p>(xi) Cleanness in seed storage, processing plant & around the storage and processing plant (including identification, disposal of unserviceable/ junked material and invalid/ valid expired chemicals).</p> <p>(xii) Ensure proper space around seed godwns for the free movement of vehicles.</p> <p>(xiii) Enclose self attested copy of land, plant, godown</p>		



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Issue No. 1 Rev. No. 00
Effective Date :01/10/2017
Page 6 of 7

	<p>ownership/lease/rent agreement copy of all documents.</p> <p>(xiv) Copy of Machinery/equipment bills/ validity certificate and other legal documents shall be enclosed with this form.</p> <p>(xv) Raw seed bags found without crop/variety/class/stage and farmer's identification code shall not be entertained for processing.</p> <p>(xvi) Bulk seed bags found without lot number shall also not be considered for packing.</p>		
	<p>For the Registration/Renewal minimum 60 marks and C+ rank is required, but minimum 60% marks is essential in building, Machine and equipment.</p> <p>All Essential machines and equipment are mandatory for registration and renewal of seed processing plant.</p>		

ESSENTIAL REQUIREMENTS-

These are some compulsory requirements for the registration/ renewal/ rating of seed processing plant-

1. Covered building (Pucca) with sufficient space for Processing and Storage.
2. Grader with required screens.
3. Indent cylinder
4. Gravity separator.
5. Moisture meter.
6. Wooden/ Iron pallets.
7. Weighing machines & required weights duly stamped (within validity) by W/M Deptt
8. Facility for Certification Staff.
9. Seed treater.
10. Vaccum cleaner/ Air compressor.
11. Pre-cleaner.

NEGATIVE MARKING

If following conditions which affect the quality of seed are observed at the Processing plant negative marks shall be allotted to concerned plant.

1.	Different varieties and class of seed stored in same stack.	(-)	05
2.	Stack size more than recommended height.	(-)	05
3.	Seed stored without pallets.	(-)	05
4.	Undersize seed stored without code/Lot No. on bags.	(-)	05
5.	Label seed/commercial grain is stored in the same godown with F/S or C/S	(-)	05

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Effective Date :01/10/2017
Page 7 of 7

Declaration-

All the information has been read carefully & all other required information has also been taken from agency office. All the machine/ equipments are in working condition and shall be ensured in proper working condition during operation. Raw seed bags are stitched with “Bukram Parchi” with details of Crop.variety.class, stage and Farmer’s identification code.

We are committed to follow all Act/Rules&Regulation and office orders, directions, instruction, guideline issued by Centre/State Government and Seed Certification Agency. The given information is true & correct if the given information is found mis-leading, falls & wrong and it has been proved that processing staff involved in malpractices, engaged in deteriorating/damaging the quality of seed, Certification agency has full right to cancel the registration and may black list the processing plant.

Signature, seal & designation of Plant Incharge

Observation of Officer Incharge concerned

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Date.....

Signature of Officer Incharge