Agricultural Mission Mode Project under National e-Governance Plan

Department of Agriculture & Cooperation

Ministry of Agriculture

Government of India

2012

Information System for Fertilizer (Service 1)

Software Requirement Specifications

Agricultural Mission Mode Project under National e-Governance Plan

Agricultural Informatics Division
National Informatics Centre
Department of Information Technology
Ministry of Communications & Information

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Version Number	Date	Change Number	Brief Description	Sections change
0.01 Draft	12/01/2012	-	Draft	All.
0.02 Draft	30/03/2012		Draft	Inclusion of Madhya Pradesh requirements
1.0	30/04/2012		Draft	Rewriting all use cases for Manufacturing Certification and Dealership Certificates, Fertilizer testing & Quality Assurance process and their process diagrams, Contents inclusion, Changes in As is processes and To Be processes, GAPs with respect to 7 states in Certificate application
1.0	05/06/2012		Final	FQC process in Fertilizer Quality Testing To be process
1.1	19/06/2012		Final	NeGP – mFMS integration.
1.2	01/03/2013	-	Incorporated Feedback received from ASSAM, West Bengal	All

.

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1 INTRODUCTION

1.1 OBJECTIVE

The purpose of this document is to unambiguously specify the software requirements for a web based application system to disseminate information and enablement of services like certification, testing etc. on fertilizers which are to be accessible through State Agricultural Portal (SAP) based on the requirements received from **Ministry of Agriculture**. The requirements stated in this SRS document should be read in conjunction with enterprise-wide requirements to be commonly implemented across all Central Agricultural Portal (CAP) applications.

1.2 SCOPE

The proposed service aims at providing

- Information on good agriculture practices
- Information on package of practices that can be followed by the farmer to reduce their dependence on the use of fertilizers during cultivation
- Information of fertiliser prices and availability with dealers as well as dealers network
- Information on quality control and assurance mechanism such as list of de-notified and non-standard fertilizers, bio-fertilizers, easy to comprehend fertilizer act, list of fertilizer testing laboratories and notified fertilizer inspectors.
- Automation of existing backend processes or sub services to decrease the lead time in processing applications and to provide the most up to date information
    a. Certificate of Authorisation to Manufacturers/Importers/Pool Handling Agencies of Fertilizers/Bio-fertilisers/organic-fertilisers at State level
    b. Certificate of Authorisation to Wholesale/Retail Fertilizer at Range and District level
- Expert advice on any specific issues related to fertilizers which would be answered by appropriate domain experts
- Mechanism for grievance management with regards to a specific activity / process within the state and central government framework.

a) Further the service components are being mapped with the applications identified on the basis of content management, transactions and workflow as specified below:

Service Component to Application Mapping

Content Based Components		
S.No.	**Service Component**	**Application**
•	Package of Practices (Fertilizer)	• Knowledge Management Application
•	Prices of Fertilizer	• Knowledge Management Application
•	Dealer Network of Fertilizer	• License application for fertiliser Manufactures /Importer/Pool Handling agencies • License application for fertiliser Wholesaler/ Retailer • Integration with Fertilizer Management System
•	Fertilizer Availability	• Integration with Fertilizer Management System
•	Quality Control & Assurance for Fertilizer	• Knowledge Management Application • Fertiliser Quality Testing
•	MIS Reports	• Agriculture MMP Dashboard

Transaction Based Components		
S.No.	**Service Component**	**Application**
•	Grievance Management	Grievance Management Application
•	Expert Advisory	Expert Advisory Application

Workflow Based Components		
S.No.	**Service Component**	**Application**
1.	Certificate of Authorisation to Manufacturers /Importers/ Pool Handling Agencies of Fertilizers/ Bio-fertilisers /organic-fertilisers at State level	• License application for fertiliser Manufactures/Importer/Pool Handling agencies
2.	Certificate of Authorisation to Wholesale/ Retail Fertilizer at Range and District level	• License application for fertiliser Wholesaler/Retailer
3.	Collection of samples , test results and action taken report on suspension/ cancellation of certificates	• Fertilizer Quality Testing

1.3 STAKEHOLDERS

1.3.1 INTERNAL STAKEHOLDERS

1. Central Government

- Department of Agriculture & Cooperation
- Central fertilizer Quality Control and Training Institute
- Attached Offices & Directorates
- Testing Labs
- ICAR, Central Agricultural University, Regional Research Stations and other Institutions

2. State Government

- Department of Agriculture & Attached Offices
- Directorate of Agriculture
- Testing Labs
- State Agricultural Universities & Colleges
- Zonal Research Stations and Krishi Vigyan Kendras (KVKs)

1.3.2 EXTERNAL / BENEFICIARIES OF PORTAL

1. Farmers

- Individual farmers
- Farmer groups
- Farmer cooperatives

2. Private Sector

- Manufacturers / Wholesalers / Dealers of inputs
- Importers and Exporters of agriculture produce
- Traders, Buyers and Commodity Exchanges
- Agricultural Business Clinics & Centres

1.4 DEFNITIONS, ACRONYMS AND EXPLANATION

SRS	Software Requirement Specification
CAP	Central Agriculture Portal
SAP	State Agriculture Portal
ISF	Information System for Fertilizer
GAP	Good Agriculture Practice
IT	Information Technology
IVRS	Interactive Voice Response Service
KCC	Kissan Call Centre
KKMS	Kissan Knowledge Management System
MIS	Management Information System
MMP	Mission Mode Project
MSP	Minimum Support Price
NeGP	National e-Governance Plan
NIC	National Informatics Centre
POP	Package of Practice
SAP	State Agriculture Portal
SAU	State Agriculture University
SMS	Short Message Service
ICAR	Indian Council of Agricultural Research
FMS	Fertilizer Monitoring System
MFMS	Mobile Fertilizer Monitoring System
ADA	Assistant Director of Agriculture
SADO	Senior Agriculture Divisional Officer

DAO	District Agriculture Officer
SME	Subject Matter Experts
KB	Krishi Bhavan
A-DA	Additional Director of Agriculture
ADA	Assistant Director of agriculture
DDA	Deputy director of Agriculture
PAO	Principal Agriculture Officer
AO	Agriculture Officer
DOA	Director of Agriculture
CIA	Certificate Issuing Authority
NCOF	National Centre of Organic Farming
OIC	Officer in charge

1.5 REFERENCES

- Fertilizer Control Order 1985 (No. 11-3/83-STU, Government of India, Department of Agriculture and Cooperation, New Delhi, Dated 25th September 1985)- Referred by DOA, Fertilizer, Downloaded from the web.
- FMS
- Mfms
- Final Detailed Project Report
- West Bengal Agrisnet Brochures

References from the States are mentioned below:
Kerala:

- Discussion with
  - Mrs. Jeeja Kumari (Asst. Director of Agriculture - Fertilizers)

Website-

- http://www.kisankerala.net/home.jsp
- http://www.urvarak.co.in

Maharashtra:

- Discussion with the Following Stakeholders:
  - Mr. Sita Ram Kolte, Technical Officer (Fertilizers)
  - Mr. J.S. Ghodake, Technical Officer (Fertilizers)
  - Mr. H.J. Shinde, Analytical Chemist (Fertilizers)
- Website-
  - Department of Agriculture, Govt. of Maharashtra
    Website: http://mahaagri.gov.in
  - Dr Balasaheb Sawant Konkan Krishi Vidyapeeth
    Website: www.dbskkv.org
  - Dr Panjabrao Deshmukh Krishi Vidyapeeth
    Website: http://www.pdkv.ac.in
  - Mahatma Phule Krishi Vidyapeeth
    Website: http://mpkv.mah.nic.in
  - Marathwada Agricultural University
    Website: http://www.mkv2.mah.nic.in
  - Indian Council of Agriculture Research
    Website: http://www.icar.org.in

Jharkhand:

- Discussion with the Following Stakeholders:
  - Shri Hemant H Prabal, Jt. Director of Agrilculture
  - Shri K Gari, Dy Director
  - Shri Ashok Sinha, Dy Director General
  - Shri DS Dubey
  - Shri Bimal Baxla, DAO
  - Shri Asim Venit Tigga
  - Smt. Sarita Barla, ARO

Website-

- http://www.bau-eagriculture.com

Madhya Pradesh:

- Discussion with-
  - Shri G.S Chauhan, Dy. Director of Agriculture, Bhopal, MP
  - Shri B.S Dhurve, Joint Director of Agriculture, MP
  - Shri ------Sharma, SADO, MP

Website-

- http://www.mpkrishi.org

1.6 Overview

1.6.1 Problems / Issues addressed by Agriculture MMP

Key limitation in the delivery of services in the agriculture sector has been the availability of, and access to multiple service delivery channels that are there in the vicinity of the farmers and the private sector at the grass root level.

The Agriculture MMP has been designed with a view to provide end to end services to the farmers and private sector. During the Phase I and initial stages of the Phase II of the project, the project team interacted with the above identified stakeholders through structured discussion to understand their needs, key problems & issues faced and their requirements / expectations from the proposed solution.

The following section provides a detailed analysis of the key problems and issues faced by these stakeholders that the proposed project is designed to address. These problems and issues have been classified with regards to individual services that are proposed to be delivered through the Agriculture MMP. The following table details the key problems and issues faced by the stakeholders.

SN	Service	Issues / Problems (Lack Of / Unavailability of / Access to)
1	Providing information on fertilizers	- Localized GAPs & POPs in vernacular languages - Multiple GAPs & POPs from a variety of sources across India with not necessarily uniform information - Timely information on GAPs and POPs - Information on prices of fertilizers available in the region - Information on regional dealer network of fertilizer suppliers - Information on fertilizer availability in the region - Searchable information on denotified fertilizers - Simple & easy to use information on Fertilizer

SN	Service	Issues / Problems (Lack Of / Unavailability of / Access to)
		Control Order - Searchable information on fertilizer testing labs & notified fertilizer inspectors - Information on fertilizer certification procedure - Status update on fertilizer certification applications - Personalized resolution of queries related to fertilize usage - Time taken to process certification applications

1.6.2 Causes & Effects of Problems / Issues

To summaries, the key problems and issues with regards to the delivery of need based services the following can be identified / classified as the broad problem areas to be addressed under the Agriculture MMP:

1. Content Capture / Generation
2. Content Processing / Customization / Localization
3. Content Storage / Archival
4. Information Dissemination
5. No IT enablement in processes
6. Inadequate Manpower

This section provides a detailed analysis of the above identified broad problem areas to articulate their root causes and subsequent effects on the service delivery in the Indian agriculture sector.

Table 1: Root causes & effects of key problem areas

SN	Problem Area	Root Causes	Effects
1	Content Capture / Generation	Lack of standardized processes at State level	Varied process times which are inconsistent with the needs of the farmers
2	Content Customization	No clarity on roles and responsibilities	Content customization not happening on time/ as per need of the farmers
		Timely access to generated content	Up-to-date information not available
3	Content Storage / Archival	Content mainly stored as manual record	▪ Not easily searchable & accessible ▪ Limited circulation of documents ▪ Limited & costly information dissemination
4	Information dissemination	Lack of standardized formats at the state level	Differentiated quality of content across states
		Lack of adequate dissemination channel / training programs	▪ Farmers ignorant of latest technology & techniques ▪ Loss of opportunity of better production ▪ Farmers not getting right price for their produce
5	Manual processes	No IT enablement of processes	▪ Time consuming processes ▪ Record management becomes difficult ▪ No proper content management ▪ Challenge to develop MIS
6	Inadequate Manpower	▪ Financial burden ▪ Lack of trained manpower ▪ Large number of	▪ Content generation / processing is not on time ▪ Agriculture productivity gets affected ▪ Lack of guidance to farmers ▪ Lack of training programs

SN	Problem Area	Root Causes	Effects
		villages	

1.6.3 Proposed Solutions Provided by the MMP

Keeping the limitations in mind the proposed technology solution strategically places key ICT interventions to be used at the central, state levels separately and together, and aligns them with the service delivery channels through appropriate networking and connectivity.

In addition, some of the existing ICT interventions that can be used for the delivery of the identified services have also been integrated in the proposed scenario.

The proposed solutions under the identified service components are specified bellow:

Service Components	Proposed Solutions
Information on - Good Agriculture Practices - Online video - Front line demonstration	Integration with Service-3
- Package of Practices (Packages of organic practices)	Online - Information updated every season - Changes uploaded - Available instantaneously
Information on - Prices of Inputs - Dealer Network & Availability - Quality Control & Assurance	Online - As updated in mfms - Changes uploaded - Available instantaneously
- Grievance Management - Expert Advisory	Integration with common application for Grievance Management and Expert Advisory
SMS based - Price alert - Alerts to Manufacturers/Importers/ Pool Handling Agencies/ Wholesaler/ Retailer - Result, Status of application	SMS SMS sent within 2 hrs of information updating on the system

- Certificate of Authorisation to Manufacturers/Importers/ Pool Handling Agencies of Fertilizers at State level - Certificate of Authorisation to Wholesale/ Retail Fertilizer at Range and District level - Collection of samples , test results and action taken report on suspension/cancellation of certificates	Application Submission Online - Immediate Acknowledgement - Application Reference No. Availability of Forms Online - Available 24 x7 - Status Tracking Online - Status Change Verification of documents Online - Documents verified within 24 hrs of application submission Physical verification / Field Visit - Parallel activity while documents scrutinized at office - Inspection report submitted online Payment Online - Through Payment Gateway Availability of Service - Online, 24 x 7 - 99.9% uptime

2 OVERALL DESCRIPTION

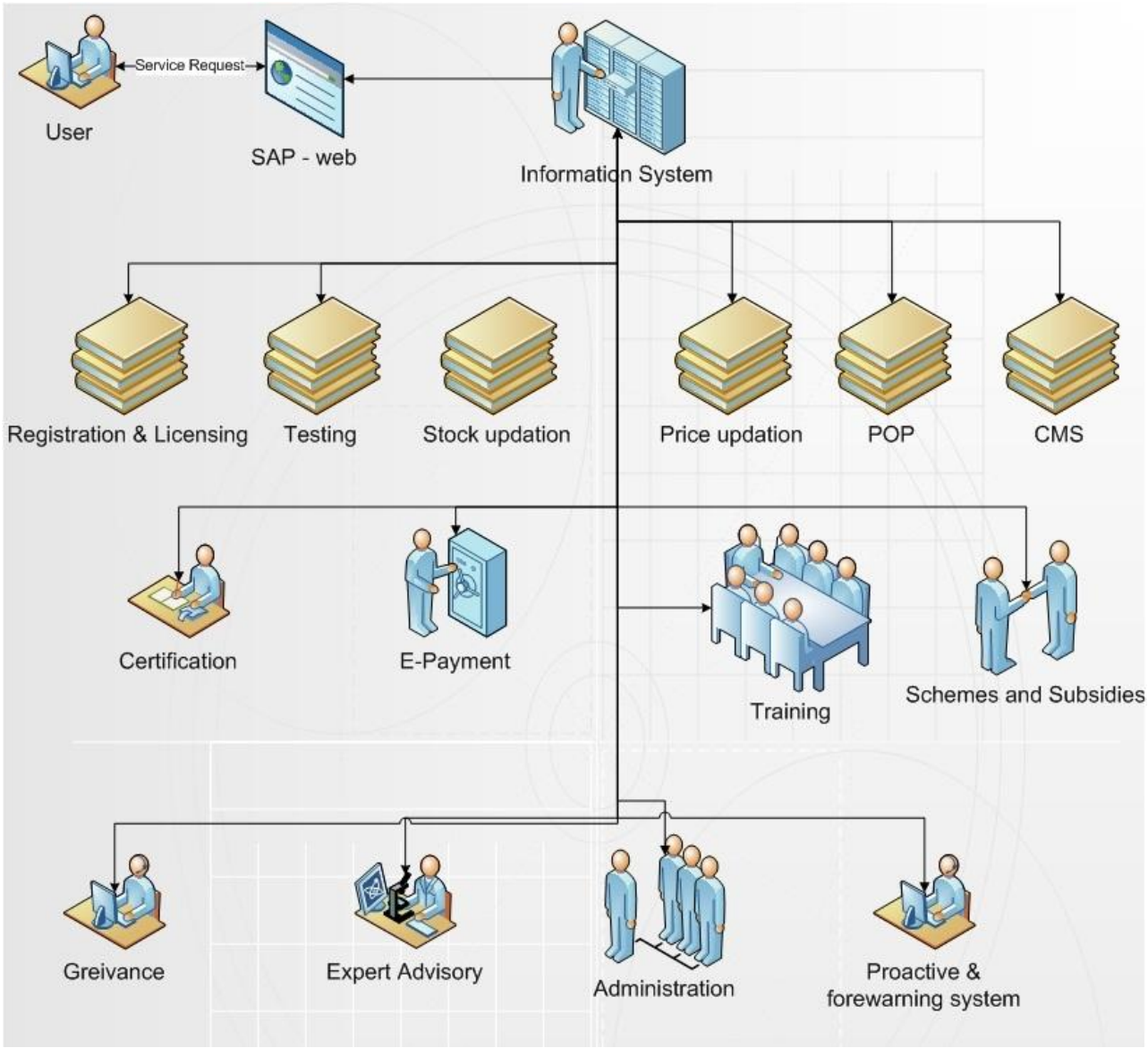
2.1.1 PRODUCT PERSPECTIVE

1. Information on package of practices that can be followed by the seasoned or new farmers for effective and efficient use of fertilizer during the cultivation of crops
2. Information on prices prevalent in the nearest region of the farmer; as well as the dealer network
3. Information on quality control and assurance mechanism such as list of fertilizer testing laboratories, notified fertilizer inspectors.
4. Automation of existing backend processes or sub services to decrease the lead time in processing applications and to provide the most up to date information on
    a. Certificate of Authorisation to Manufacturers/Importers/ Pool Handling Agencies of Fertilizers
    b. Certificate of Authorisation to Wholesale/ Retail Fertilizer
5. SMS Based alerts and information dissemination
6. Information on good agriculture practices

Service Components – Classification & Categorization:

SR	Service Name	Component Classification & Categorization					
		Content Based	Category	Transaction Based	Category	Workflow based	Category
1	Providing information on quality fertilizers	Good Agriculture Practices	G2C	SMS Based Alerts	G2C	Certificate of Authorisation to Manufacturers/Importers/ Pool Handling Agencies of Fertilizers	G2B
		Package of Practices	G2C			Grant of permission for sale	G2B
		Prices of Fertilizers	G2C			Certificate of Authorisation to Wholesale/ Retail Fertilizer	G2B
		Dealer Network & Availability through mfms	G2C				

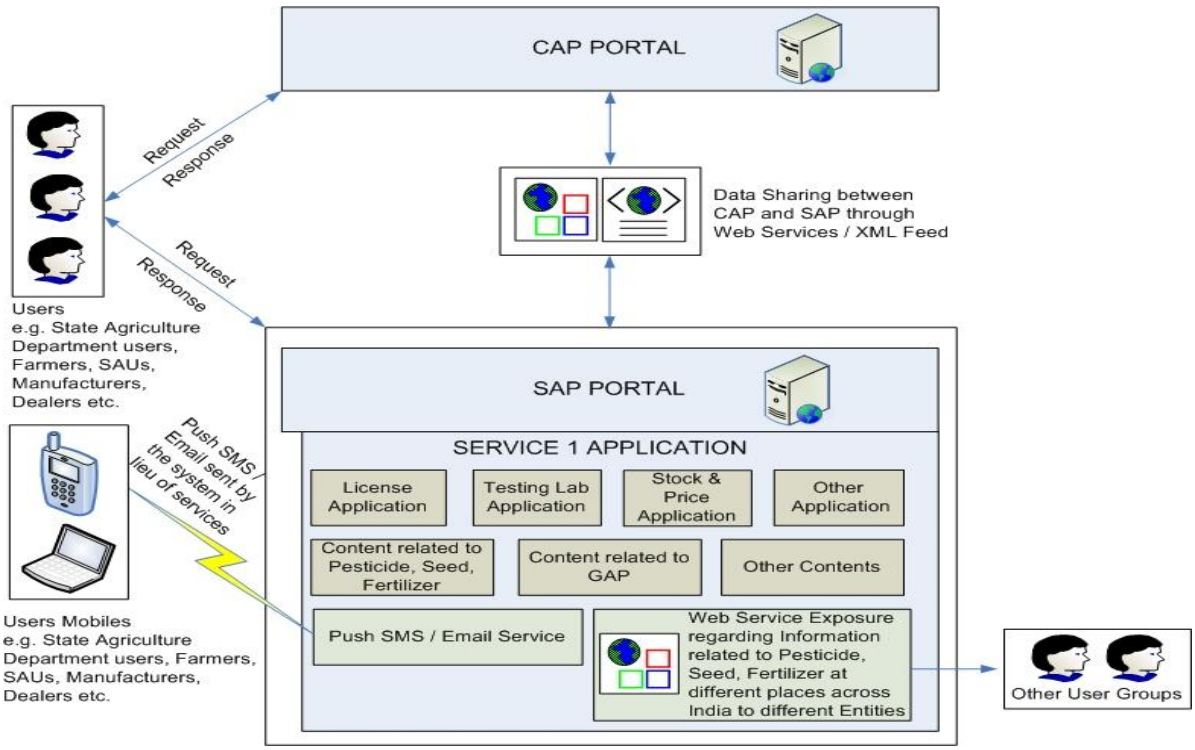
SR	Service Name	Component Classification & Categorization					
		Content Based	Category	Transaction Based	Category	Workflow based	Category
		Quality Control & Assurance	G2C, G2B			Fertilizer Quality Testing	G2G,G2C



2.1.2 System Interfaces

The system shall be designed in such a manner that it should interoperable with other software being developed under NeGP. The applications shall be a web based application / interface which will be incorporated with features like online generation Certificate of Authorisation, testing lab reports with the facility of viewing them online. These results shall be made available on SAP and CAP through web services for quick dissemination of results. All application shall also push SMSs to the stakeholders informing them about the status of application after issuance of the Certificate of Authorisation within the system. In a similar manner information regarding Fertilizer, Expert Advisory/Grievances systems shall be common modules.

System Architecture Diagram

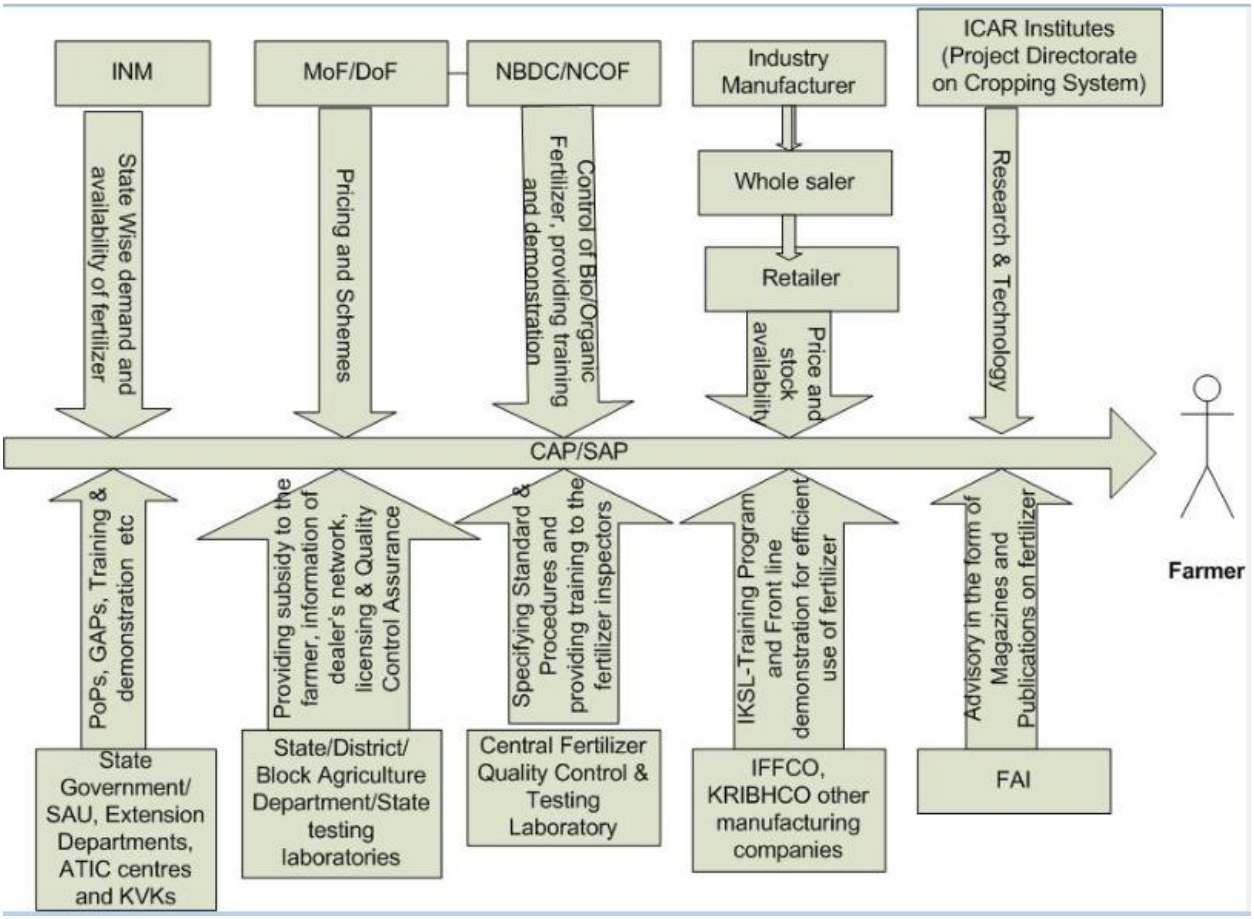


2.1.3 Product Functions

2.1.4 Information System for Fertilizer

Current (AS-IS) Business Processes

The existing information on fertilizer to farmer linkage:



The existing system w.r.t Service 1-Part III (Fertilizer) could be classified into various sub-sections as follows;

I. Agronomic practices

II. Prices of fertilizer (Fertilizer Management System)

III. Integration with Mobile based Fertilizer Management System for fertilizer supply chain

IV. Certificate of Authorisation to Manufacturers/Importers/ Pool Handling Agencies of Fertilizers/Bio-Fertilizer/Organic-Fertilizer

V. Process for Grant of sale Permission every year at State Level

VI. Certificate of Authorisation to Wholesale/ Retail Fertilizer

VII. Certificate of Authorisation to Wholesale/ Retail for Non Standard Fertilizers

VIII. Certificate of Authorisation to manufacture special mixture of fertilizers.

IX. Fertilizer Quality Testing

2.1.4.2 DESCRIPTION OF EACH SERVICE

2.1.4.2.1 AGRONOMIC PRACTICE

The fertilizer recommendation is given to the farmers based on the other available information like soil health, crop, crop health, target yield etc. The fertilizer recommendation is part of Package of Practise (POP) for a State where the proper use of fertilizer for a given crop under various stages is advised.

Soil Health Card Test Report also gives guidelines for recommended use of fertilizer to the farmers, who has got soil health test for his farm.

Extension Division has developed a Kissan Knowledge Management System (KKMS) in which package of practices, one for each State, is included.

Good Agricultural Practices (GAPs) in addition to Pops are available with Indian Council of Agricultural Research (ICAR) and State Agricultural Universities (SAUs).

Books on Organic Package of Practices for Uttaranchal, Maharashtra, NE Region, Tamil Nadu and West Bengal is available in PDF format in English on the website **http://ncof.dacnet.nic.in**

For Uttaranchal, POPs are given for Chilli, potato, mustard and Soybean.

For Maharashtra, POPs are given for Cotton, Rice, Red Gram, Sugarcane and Wheat.

For NE Region, POPs are given for Areca nut, Ginger, Large Cardamom, Passion Fruit and Pineapple

For Tamil Nadu, POPs are given for Rice, Groundnut, Tomato and Okra.

For WB, POPs are given for Brinjal, Rice, Sesame and Taro

Publications of National Centre of Organic Farming are:

In English Language

- Bio-fertilizer and Organic Farming in FCO
- Certification and Inspection manual
- Organic Agriculture in India
- Production Technology of Organic Inputs

- Service Provider Manual

In Hindi Language

- Certification and Inspection manual
- Jaivik Khet Hindi
- Production Technology of Organic Inputs
- Sewa Paradata Disha Nirdeshika
- Vermi Compost

FAI Publications:

FAI brings out a monthly farm magazine- “Khad Patrika” in Hindi. It contains articles on recent advances in agriculture, cost of cultivation, high tech agriculture, fertilizer use and cost benefit ratio of agricultural inputs. The Partrika is circulated to extension workers, fertilizer dealers and progressive farmers; FAI Eastern Region brings out quarterly three magazines in local languages i.e. “Saar Samachar” in Bengali, “Saar Barta” in Oriya and “Saar Bathuri” in Assamese. FAI brings out monthly journals in English namely Indian Journal of Fertilizers and Fertilizer Marketing News. The Fertilizer Statistics brought out every year has become a valuable document for all connected.

FAI also brings out need based publications for the use of the farmers and other concerned from time to time. The publications are Soils of India and their Management, Hand Book on Fertilizer Usage, Hand Book on Fertilizer Marketing, Booklets namely Cotton, Rice, Wheat, Sugar cane, Fertilizer Use and Environment Quality etc. In addition, various status papers for the use of the farmers, agriculture scientists, extension workers and industry are also prepared and published. FAI conducts various need based training programs, seminars, and group discussions etc. on topical topics from time to time.

FAI publishes “Fertilizer Statistics” book annually. This book contains a chapter on state wise, crop wise recommendations for fertilizer mixtures.

2.1.4.2.2 PRICE ENTRY

MRP of decontrolled fertilizers is entered by the Companies through fertilizer monitoring system (FMS).

Urea prices are fixed throughout the country by Ministry of Agriculture & Cooperation, Department of Fertiliser Govt. of India.

Products other than Urea company wise, state wise variations are there.

The decontrolled fertiliser SSP & MOP the price is declared by concerned manufacturers as per NBS (Nutrient Base Subsidy) scheme say Rs. 9 / Kg. for SSP & Rs. 16.80 / Kg for MOP. In case urea the IFFCO price is Rs. 5 / Kg. & IPL Rs. 6 / Kg. at subsidised rate for the farmers.

Urea, various combinations of N, P & K (per metric ton) are available on the website http://fert.nic.in

2.1.4.2.3 Stock availability

The stocks are maintained in the districts as received & disbursed by the person not below the rank of Agricultural Inspector of the districts.

mFMS is developed to capture stock data through web as well as mobile from manufacturers, wholesalers and retailers. It is assumed in the system that a dealer should have separate mobile number and separate dealership authorisation certificate for each district.

2.1.4.2.4 Certificate of Authorisation to Wholesaler/Retailer (State/ Range/ District Level)

The department of agriculture governs the fertilizer production, movement and sale under various acts. There are different entities involved in fertilizer business like manufacturer of fertilizer (organic, in-organic, special mix etc.), Marketing of fertilizer (wholesaler and retailer). To avoid the illegal and improper use of fertilizer the government continuously monitors the vertical and provides the option of carrying business by registering with the department and complying with the departments criteria. The various forms for different entities are detailed in a simple table below:

Table 2 Certificate of Authorization Information Catalogue

Input	Type of Certificate	Forms			Issuing Authority
		Application	Certificate	Renewal	
Fertilizers	Retailers	Form A1	Form A2	Form A1	Certificate Issuing Authority
	Wholesalers	Form A1	Form A2	Form A1	Certificate Issuing Authority
	Manufacturers	Form D	Form F	Form D	Certificate Issuing Authority
	Manufacturers (special mixtures)	Form E	Form G	NA	Certificate Issuing Authority
	Dealer/manufacturer authorised to sell Non–std fertilizers	Form H	Form I	NA	A-DA

2.1.4.2.4.1 Certificate of Authorisation to Wholesaler/Retailer (State Level) for Assam

The application submitted by the person/ company who desire to obtain a dealership authorisation certificate for wholesale at state level.

S.No	Actor	Activity performed
1.	SDAO	Fills the document like storage capacity Inspector report
2.	DAO	Put their comments on the document forwarded by SDAO Forwards the document to Director Agriculture
3.	Director Agriculture	Approves application for new Authorisation certificate Reject Authorisation certificate application with reason

- Input:

  The Applicant comes with the fills Form A1 along with treasury challan, trade certificate and other required documents like electricity bills etc.

- Process:

  i. The SDAO fills the required documents that are attached with the Form A1.

  ii. The SDAO fills Inspector from, Storage facility form.

  iii. The SDAO forwards the document to DAO.

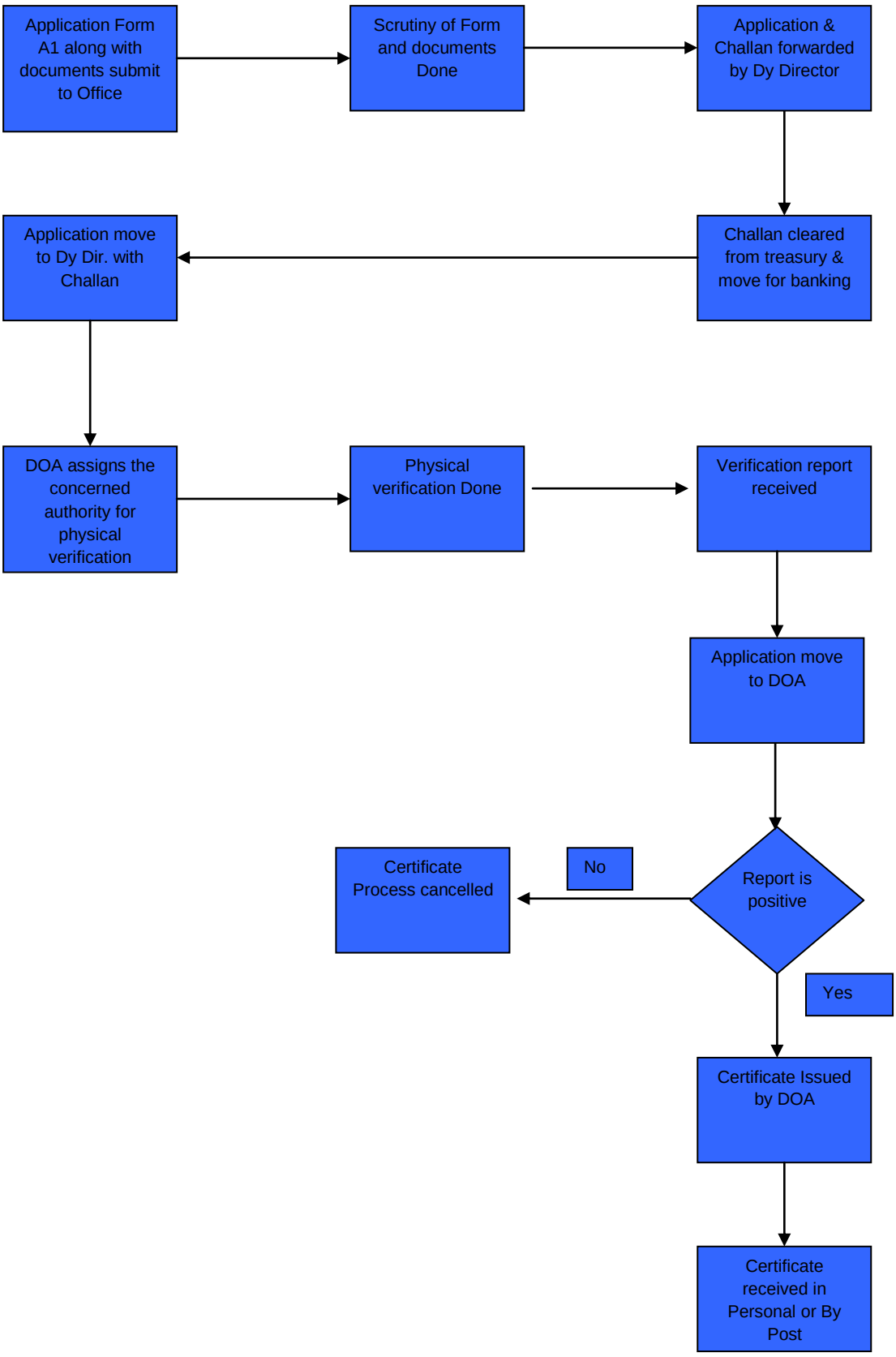
  iv. The DAO puts their comments and sends the document to Director Agriculture.

  v. The Director Agriculture evaluates the document. The Director Agriculture can issue the fertilizer certificate; the Director Agriculture can reject the request of applicant for fertilizer certificate.

- Output:

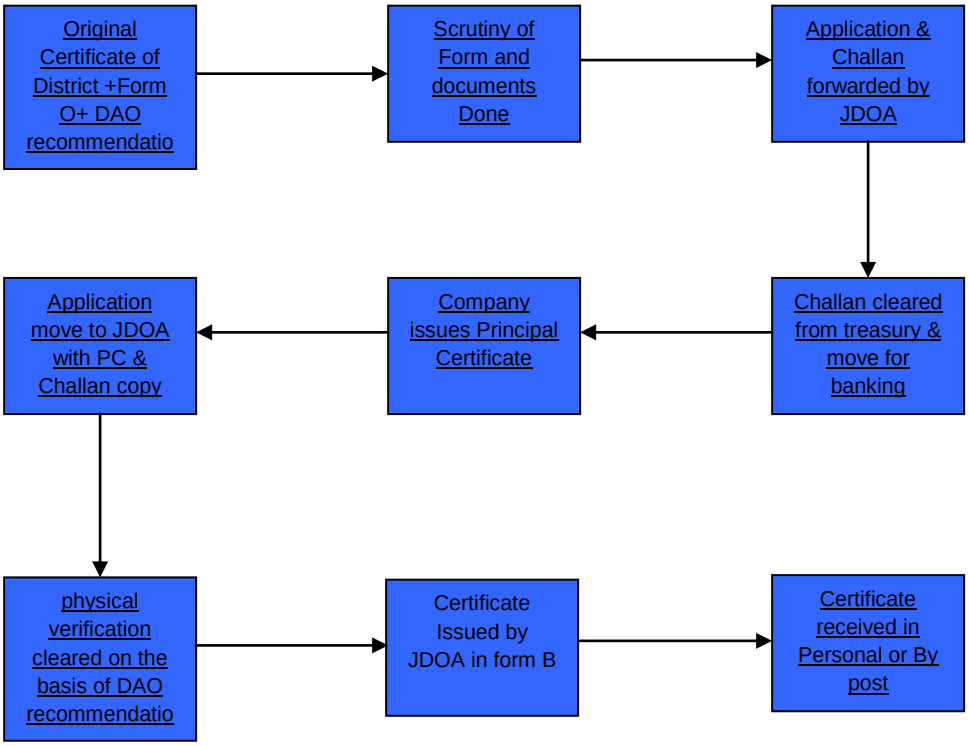
  Authorization Certificate for dealership of Fertilizer – form A2.

2.1.4.2.4.2 Certificate of Authorisation to Wholesaler/Retailer (State Level) for Jharkhand



Process Description: Application in Form A1 along with form O, challan and all other documents will be submitted in the Dept. of agriculture office. Scrutiny of Form and documents will be done by the officer. Application moved to Dy Director for forwarding and signing on challan. Challan will be cleared by the treasury dept. and move for banking. One copy of challan remain with the bank, one copy move to treasury and one to company. Application along with the challan moved to the Dy Director. DOA assigns the concerned authority for physical verification of site and godown. After physical verification, concerned officer will send the inspection report on prescribed format. Annexure C. Dy Director will send the report along with the application to the DOA. In case of positive report, certificate will be issued otherwise certificate process is cancelled. DOA will issue the Certificate for marketing at State level of Fertilizer in Form A2. Certificate number will put on form A2. Certificate will be issued in personal or by register post to the applicant.

2.1.4.2.4.3 Certificate of Authorisation to Wholesaler/Retailer (Range Level) for Jharkhand

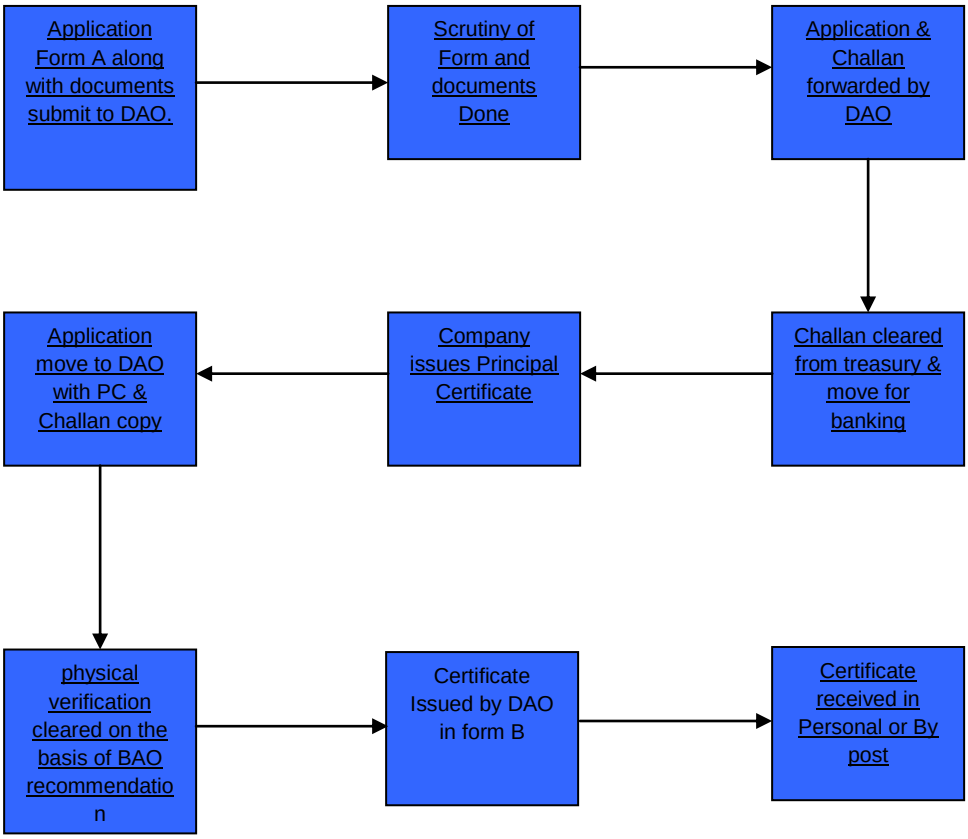


Process Description: Application along with required documents will submit at range level office.

a. Original Certificate of District level.
b. Affidavit
c. Application with recommendation of DAO
d. Form O

Scrutiny of Form and documents is done by Assistant Officer. Application is forwarded and counter sign on challan by JDA. Challan will be cleared by the treasury dept. and move for banking. One copy of challan remain with the bank, one copy move to treasury and one to company. Company will issue the Principal Certificate in Form O on the basis of challan copy. Application along with the challan copy and principal certificate, moved to the JDA. JDA will consider the physical verification on the basis of DAO recommendation. JDA will issue the Certificate for marketing at range level of Fertilizer in Form B. Certificate number will put on form B. Certificate will be issued in personal or by register post to the applicant.

2.1.4.2.4.4 Certificate of Authorisation to Wholesaler/Retailer (District Level)



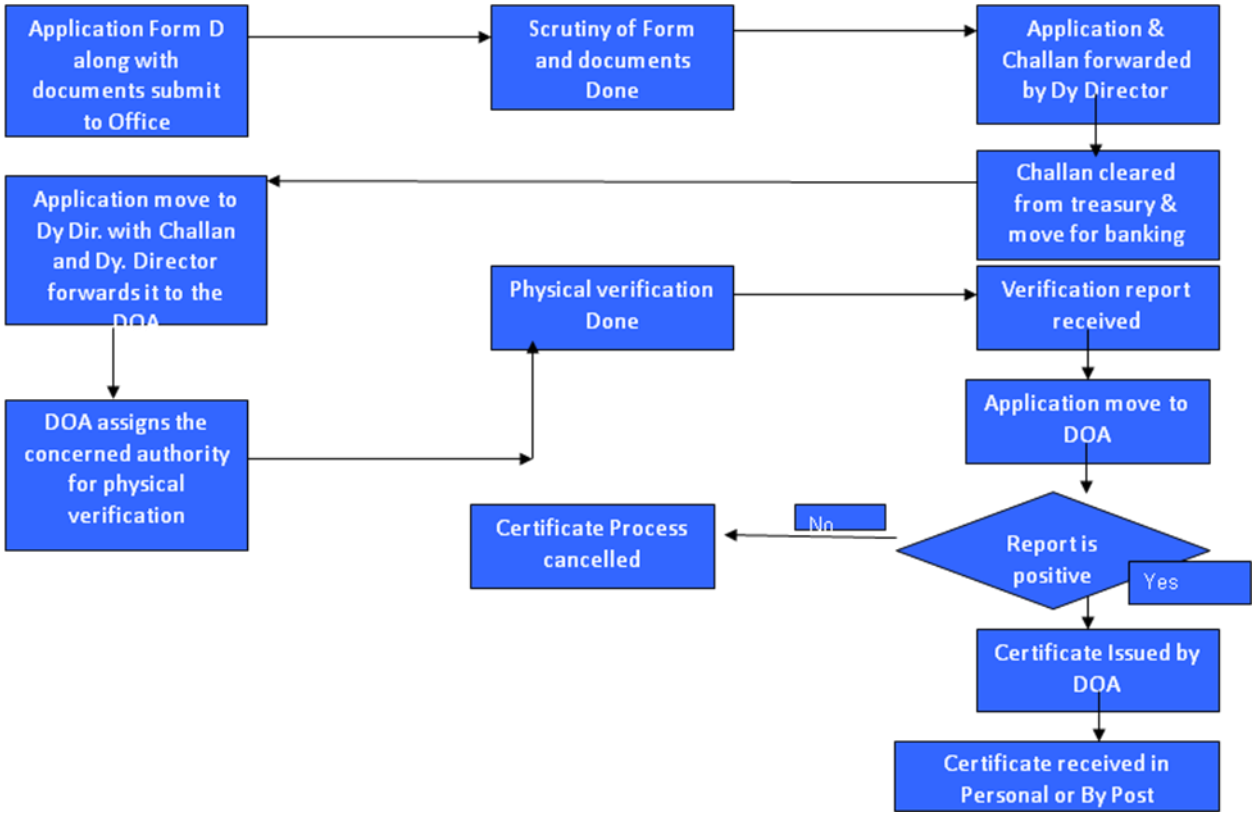
Process Description: Application in Form A along with the following documents will submit at DAO office.

a. Principal Certificate in Form O
b. Application Letter with BAO recommendation
c. Details of Site and Godown

Scrutiny of Form and documents is done by DAO. Application is forwarded and counter sign on challan by DAO. Challan will be cleared by the treasury dept. and move for banking. One copy of challan remain with the bank, one copy move to treasury and one to company. Company will

issue the Principal Certificate in Form O on the basis of challan copy. Application along with the challan copy and principal certificate, moved to the DAO. DAO will consider the physical verification on the basis of BAO recommendation. DOA will issue the Certificate for marketing at District level of Fertilizer in Form B. Certificate number will put on form B. Certificate will be issued in personal or by register post to the applicant.

2.1.4.2.5 Certificate of Authorisation to Manufacturers/Importers/ Pool Handling Agencies



Process Description: Application in Form A1(new)/Form D(Renew) along with challan and all other documents will submit in the Dept. of agriculture office. Scrutiny of Form and documents will be done by the office. Application moved to Dy Director for forwarding and signing on challan. Challan will be cleared by the treasury dept. and move for banking. One copy of challan remain with the bank, one copy move to treasury and one to company. Application along with the challan moved to the DOA. DOA assigns the concerned authority for physical verification of site and godown. After physical verification, concerned officer will send the inspection report on prescribed format. Annexure C. Dy Director will forward the report along with the application to the DAO.

In case of positive report, certificate will be issued otherwise certificate process is cancelled. DAO will issue the Certificate for manufacturing at State level of Fertilizer in Form F. Certificate will be issued in personal or by register post to the applicant.

2.1.4.2.6 Fertilizer Quality Testing

The samples of fertilizer are collected with persons concerned, ADO who is also the fertiliser Inspector with the targets of the districts as fixed.

Here the samples drawn by the Fertilizer Inspector (FI) from any point in the supply chain (Manufacturer, Wholesaler and Retailer) are sent for testing. These samples are either personally delivered the FI or his representative or sent by speed post to laboratory.

Once the sample is drawn by the FI, it is mandatory to dispatch the sample within 7 days as per the FCO.

Fertilizer Quality Testing Process:

1. The sample bag contains 3 fertilizer samples of the same batch which is sealed by the FI and a 18 digit code is put on the bag. The bag apart from fertilizer sample also contains Form “P”, which has the details of the sample drawn and besides this bag the FI sends form “K” which is the covering letter containing the same details as in Form “P”.
2. Once the sample reached the lab, it is checked for completeness of information. When found complete it is accepted and a receiving stamp is put on the bag/ Form “K” and the corresponding entry is made in the lab’s register and a 4 digit code is allotted to it.
3. The testing lab is not aware from where the sample is drawn. This information is only with the FI who has physically drawn the sample.
4. The sample size of N, P, and K fertilizer should be a minimum of 400 gms, for micro nutrients it has to be 100 gms and for mixtures it has to be 50 gms and for bio-fertilizers it has to be the original intact packet.
5. For the received sample the lab in charge gives a code no. and the sample is issued to the analyst. Besides this, the in charge also gives the analyst a data sheet which contains the parameters on which the sample has to be analyzed.
6. After the analysis is done by the analyst, an analysis report is given with a code.
7. Then the final report is generated on Form “L” after getting Form “P” from the in charge, Form “K” from the Registration Officer and the analyst report.
8. A sample copy of all forms and formats has been collected.
9. Also, there is a condition that the sample once received at the lab has to be necessarily analyzed and its report to be dispatched to the FI within a time period of 30 days (as per FCO) from the date of receipt of the sample.

Fertilizer Test Reporting Process:

1. If the report is standard i.e. it conforms to the standards or is ok, then three copies of the report are printed and kept with below mentioned authorities:
    a. Original copy is kept with the Testing Lab.

   b. Two copies are sent to the FI, one for his record and the other for the party from where the sample was drawn by the FI, which is given to the party by FI as nobody other than him knows from where the sample was drawn.
2. If the report is non-standard i.e. it does not conform to the standards or is not-ok, then six copies of the report are printed and kept with below mentioned authorities:
   a. Original copy is kept with the Testing Lab.
   b. Two copies are sent to the FI, one for his record and the other for the party from where the sample was drawn by the FI, which is given to the party by FI as nobody other than him knows from where the sample was drawn.
   c. The 4th copy is sent to the Chief Quality Control Officer(Maharashtra) who is a state level officer
   d. The 5th copy is sent to the Dy. Director Agriculture (Laboratory) at the state level.
   e. The 6th and the last copy is sent to the Technical Officer (Quality Control) of the division.
3. For non-standard samples action is initiated by the authorities identified in point 2(c), 2(d) 2(e).
4. Punishments could range from certificate suspension for 3-6 months, certificate cancellation, court cases can be filed against the parties and even imprisonment can happen ranging from 3 months to 7 years.
5. Also, in case of failed results, the lab in charge sends a SMS to the concerned FI that the sample he had sent for testing has failed the lab test and he may initiate immediate remedial action against the party. This is currently being done through the push SMS service provided on the website **http://www.mahaagri.gov.in.**

Appealing Process:

The party (manufacturer/dealer) from where the sample has been drawn can appeal against the lab result of the fertilizer test if his sample fails the lab test.

Steps:

1. Generally the FI draws 3 fertiliser samples of same batch to be sent for checking at the lab.
2. All three samples are sealed in a bag and a 18 digit no. is given to the sample and a stamp of the FI is put on the bag.
3. Once sample goes to the Fertilizer Testing lab, second is kept with the party and third is with the FI/Higher Officer.
4. In case on appeal and if the case is filed for prosecution, then the court can demand either of the two samples i.e. the FI's sample or the party's sample.
5. This is done so that the process is fair and non-biased.

Note: There is software that is being used internally by the deptt made by NIC, Pune and NIC West Bengal. Currently, it registers the details of the sample for sample registration and analysis report by the lab in charge itself. It prints the form "L" and also generates MIS reports like Monthly Progress Report.

The West Bengal's Fertilizer Quality Control System is available on the website: **http://wbagrisnet.gov.in**.

2.1.4.3 PROPOSED (To- Be) SYSTEM

Each of the proposed new applications for the Agriculture MMP is envisioned to be constituted of modules that are either core or configurable in nature.

A. Core Modules

Core modules can be identified as modules whose functionalities cannot be changed from application to application. Their functionalities remain consistent irrespective of the application deployment location or the users using them. From a functional perspective the following modules would be required as the core modules in this application:

2.1.4.3.1 User Management

The user management module would be used by the different stakeholders at various levels to log into the portal and enable them to use functionalities such as user creation, user access controls and user deletion.

Sub Modules to be covered under user management module are:

- Role Management
- User Group Management
- User Creation and Authentication

2.1.4.3.2 Payment Gateway

The payment gateway would be used by the end beneficiaries (farmers and the private/government sector) to make payment towards conducting various activities like application for authorisation to get dealership certificate and its renewal in fertilizer, fee for the tests for fertilizers samples that have been provided to the testing labs. The module would allow for payments to be made through internet banking, debit cards, credit cards, cash and direct debit.

2.1.4.3.3 Status Tracking

The status tracking module would assist the farmers and private sector to track the status of their current application for certification and testing, which is assumed to be in processing. The

module would allow the user to trace the application using the unique application reference number generated at the time of submission.

B. Configurable Modules

Configurable modules can be identified as those whose functionalities can be altered to facilitate state level variations in work-flows and transactions.

2.1.4.3.4 Content Management

The content management module would assist the government and private agencies to specify the content and its updation related to the specific service area. So that the information available on the portal would remain dynamic and could be utilized for decision support system by the government.

2.1.4.3.4.1 Package of Practices

Package of Practices and Good Agricultural Practices are being covered under Service-3 "Providing information on Good Agriculture Practices, Crops, Training and Farm Machinery". However, fertilizer related following parameters should be considered while preparing structure of PoPs :

a. **Manures & fertilizers**
    - Crop wise composition wise dosages, When to apply, how to apply,
b. **Guide for mixing fertilizers**

2.1.4.3.4.2 Package of Practices of Organic Fertilizer

Parameters relevant to which, the information should be specified in the System are:

Background of the Crop, Origin of the Crop, Area and Distribution, Climate, Cropping System, Growing Season, Soil and Duration, Varieties, Seed selection, seed treatment, cultivation, sowing methods (Nursery preparation technique, transplanting), Managing soil fertility (Nutrients, Water Requirement), Plant diseases (Disease Name, Management and recommendation), Post harvest management, Packaging/Storage.

2.1.4.3.4.3 FAI Publications

Using FAI Magazines and Publication, contents on cost of cultivation, high tech agriculture, cost benefit ratio of agriculture inputs and use of fertilizers should be developed and make accessible to empower farmers in their decision making. The contents of the publications should be available in the local languages of the State.

2.1.4.3.4.4 Contents from NCOF:

List of manufacturers and testing laboratories specialized for bio/organic fertilizers.

2.1.4.3.4.5 Update Daily Stock details (Integration with mFMS)

There will be a hyperlink available on CAP to access mFMS for State wise, district wise, product wise sale from manufacturer to wholesaler/dealer (first level sale). Current availability of fertilizers on real time information will be available for access by farmers near his locations in phase II of mFMS.

In SAP, facility to display these reports on daily basis in regional language should be provided for farmers.

The report on abnormal sales can be generated if any abnormal sales are observed.

2.1.4.3.4.6 Prices of fertilizer

Price information of fertilizers is being recorded in the FMS. A link will be provided on the SAP to navigate to the prices on the fertilizers.

The decontrolled fertiliser SSP & MOP the price is declared by concerned manufacturers as per NBS (Nutrient Base Subsidy) scheme.

Urea: The price of Urea is controlled by Govt Of India and it is fixed by Ministry of Agriculture & Cooperation, Department of Fertiliser Govt. of India.

The prize of urea is available in http://fert.nic.in

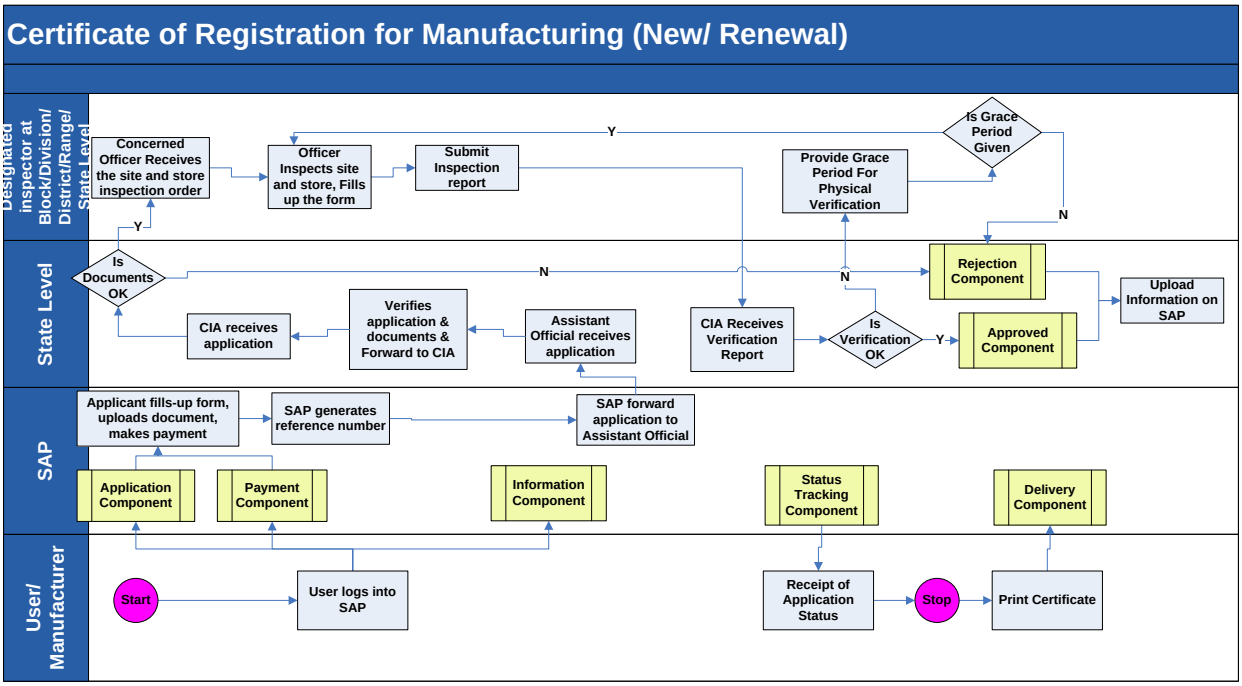
Others: Empanelled agencies and MRP of the product will be entered by State Agriculture department/companies. For example, prices has been displayed in the AGRISNET portal of Odisha at http://agrisnetodisha.ori.nic.in/SLTCFinal.aspx

2.1.4.3.4.7 License Application

Certification management module will facilitate the private/government agencies, whole sealers, dealers, retailers and manufacturer to register them to obtain various manufacturing and dealership certificates and test results against the given samples.

2.1.4.3.4.8 Authorization Certificate for Manufacturing

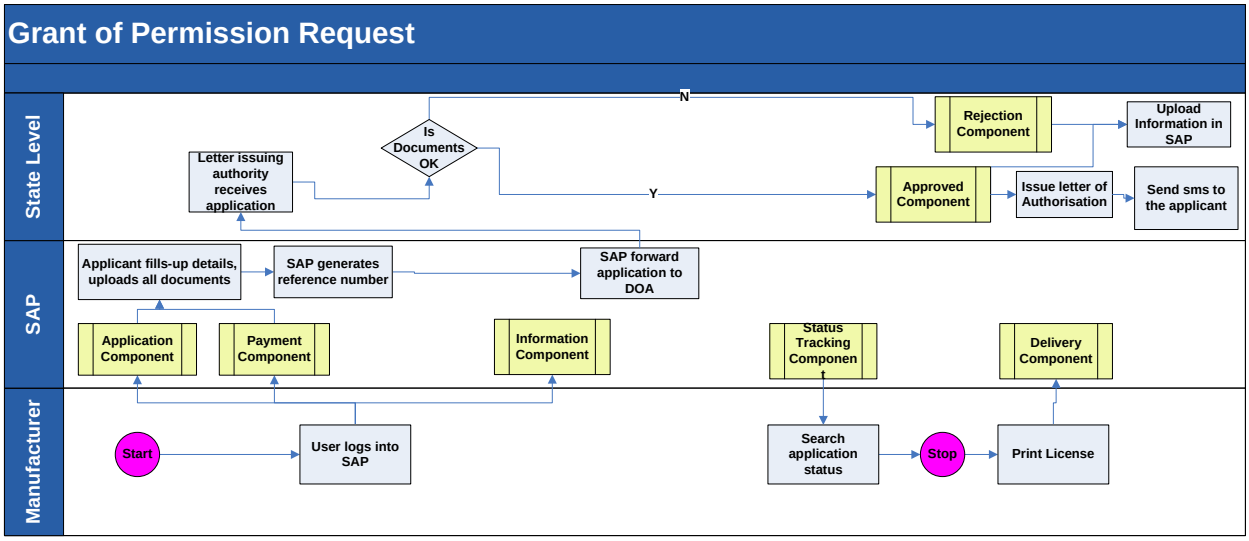
The workflow to access this information from SAP is given below (Common for all states):



Note: There will also be a configurable mechanism to process the application from one level to another or one authority to another.

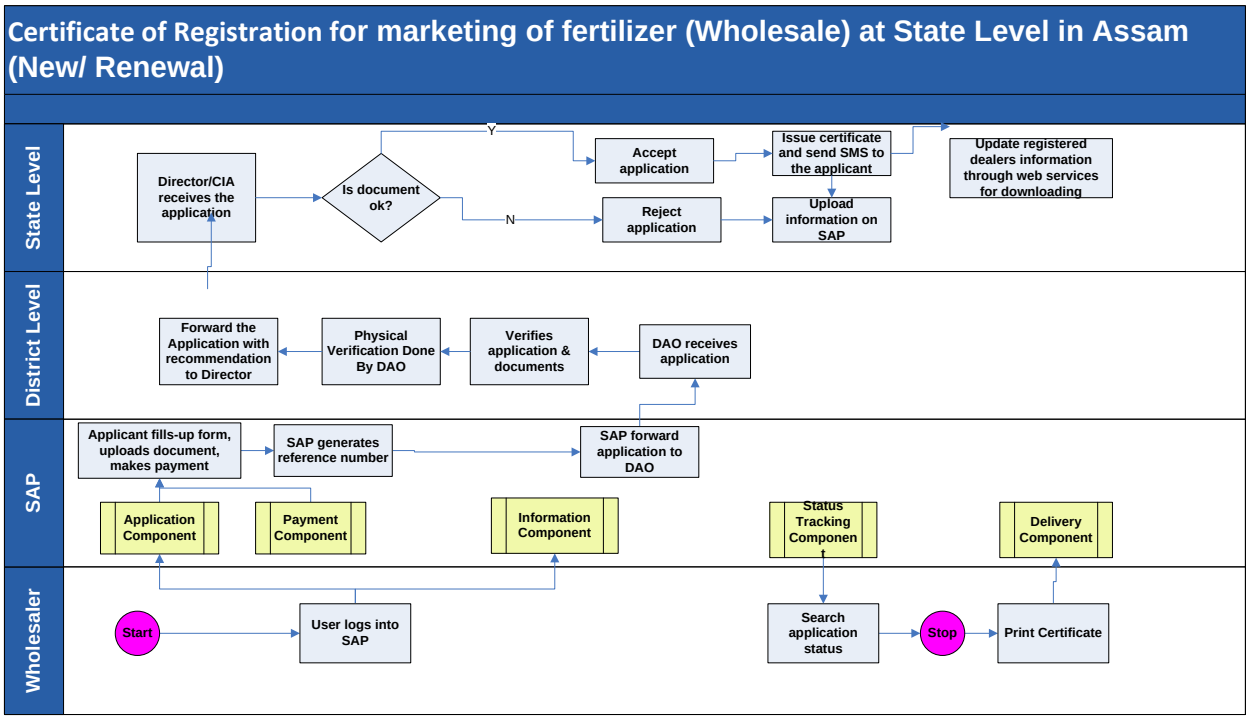
2.1.4.3.4.9 Grant of Permission for Sale at State Level in Madhya Pradesh & Karnataka

The workflow to access this information from SAP is given below:

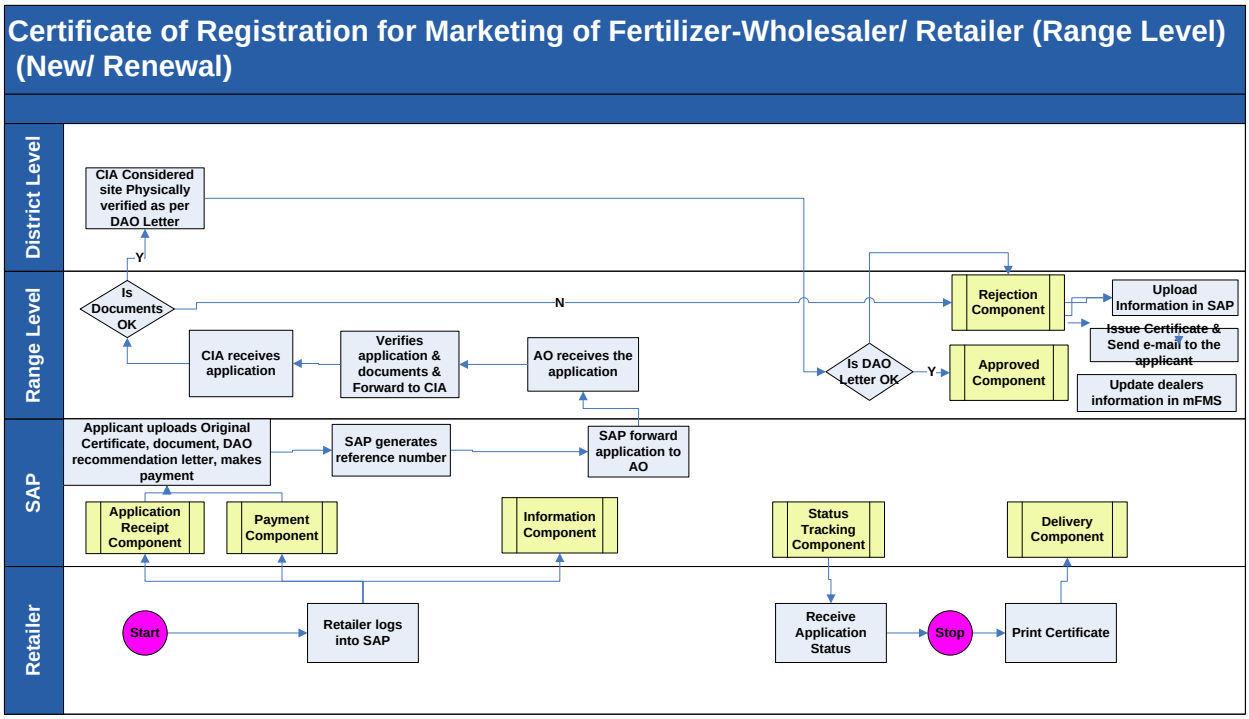


2.1.4.3.4.10 Marketing of Fertilizer Wholesaler (State Level-Jharkhand and Maharashtra)

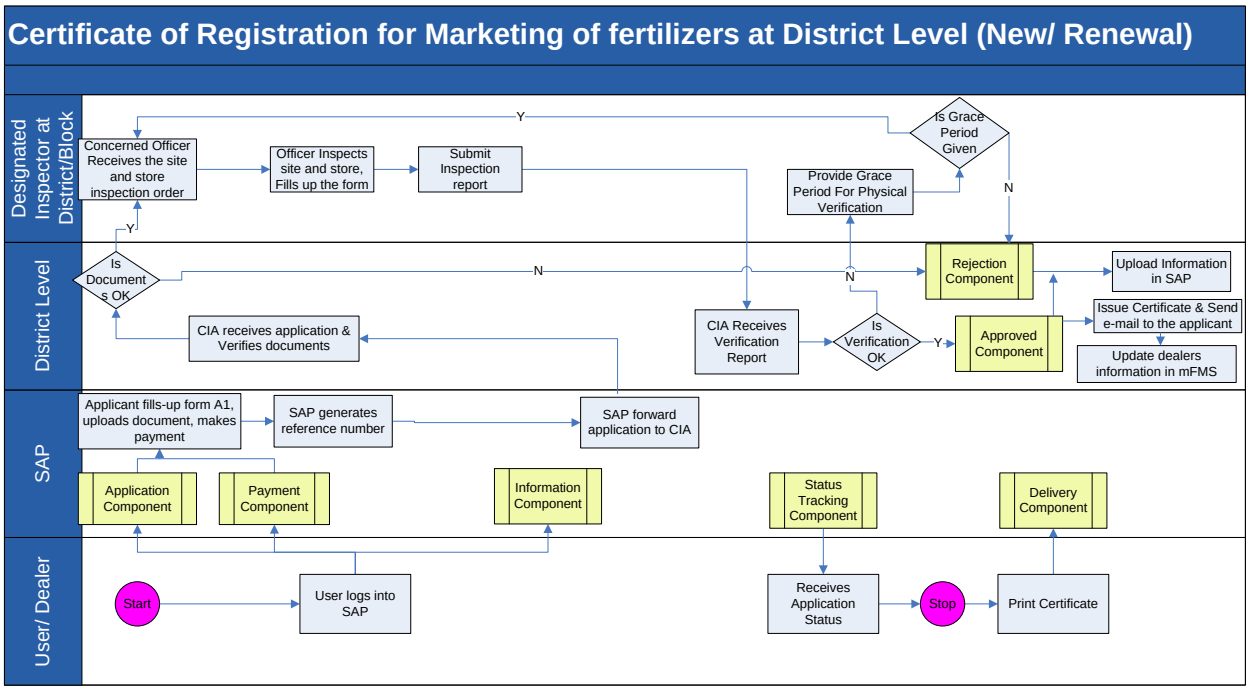
2.1.4.3.4.11 Marketing of Fertilizer for Wholesaler (State Level) for Assam State



2.1.4.3.4.12 Marketing of Fertilizer Wholesaler/Retailer (Range Level)



2.1.4.3.4.13 Marketing of Fertilizer for Wholesaler/Retailers (District Level) for All State



Note: The role of the acceptance officer is not mandatory for all states and application will be directly forwarded to the CIA. There will also be a configurable mechanism to process the application from one level to another or one authority to another.

2.1.4.3.5 Fertilizer Quality Testing

Providing a testing application in the portal enables the user to book an appointment or register with Department for testing also user can visit the testing facility directly.

With BPR, system will handle testing samples of all types of inputs across the country using state own logistics features adopted in their own state (eg. fees structure, parameters for testing samples etc are state specific only).

User will fill the details of the input in the form provided and submits it on line.

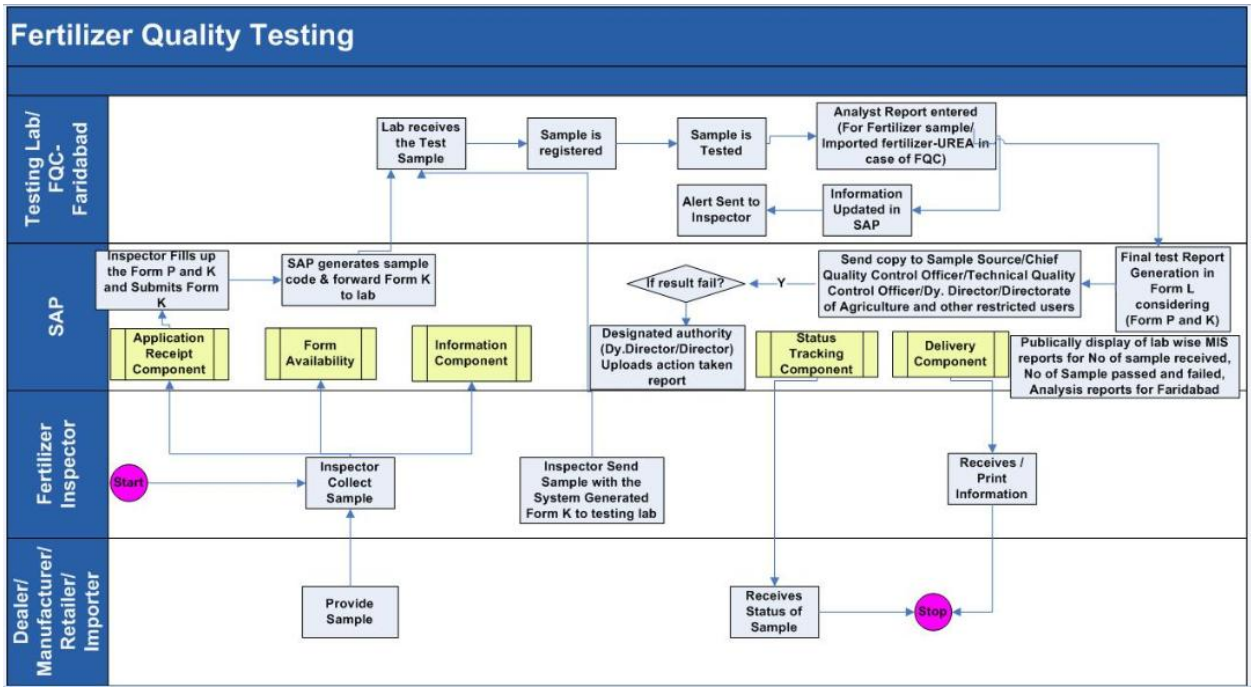
The AO will visit the user's premises to draw sample and seals the packet with the reference number.

The AO will then send the sample to lab. The AO in lab will update as received sample in the register with the reference number.

After testing, reports are updated in the portal.

User will receive the mail / SMS about the report.

Process of Testing



2.1.4.3.6 Grievance Redressal

It is proposed to be a common application hosted on SAP for all the services.

Process Flow for Grievance Redressal Management System

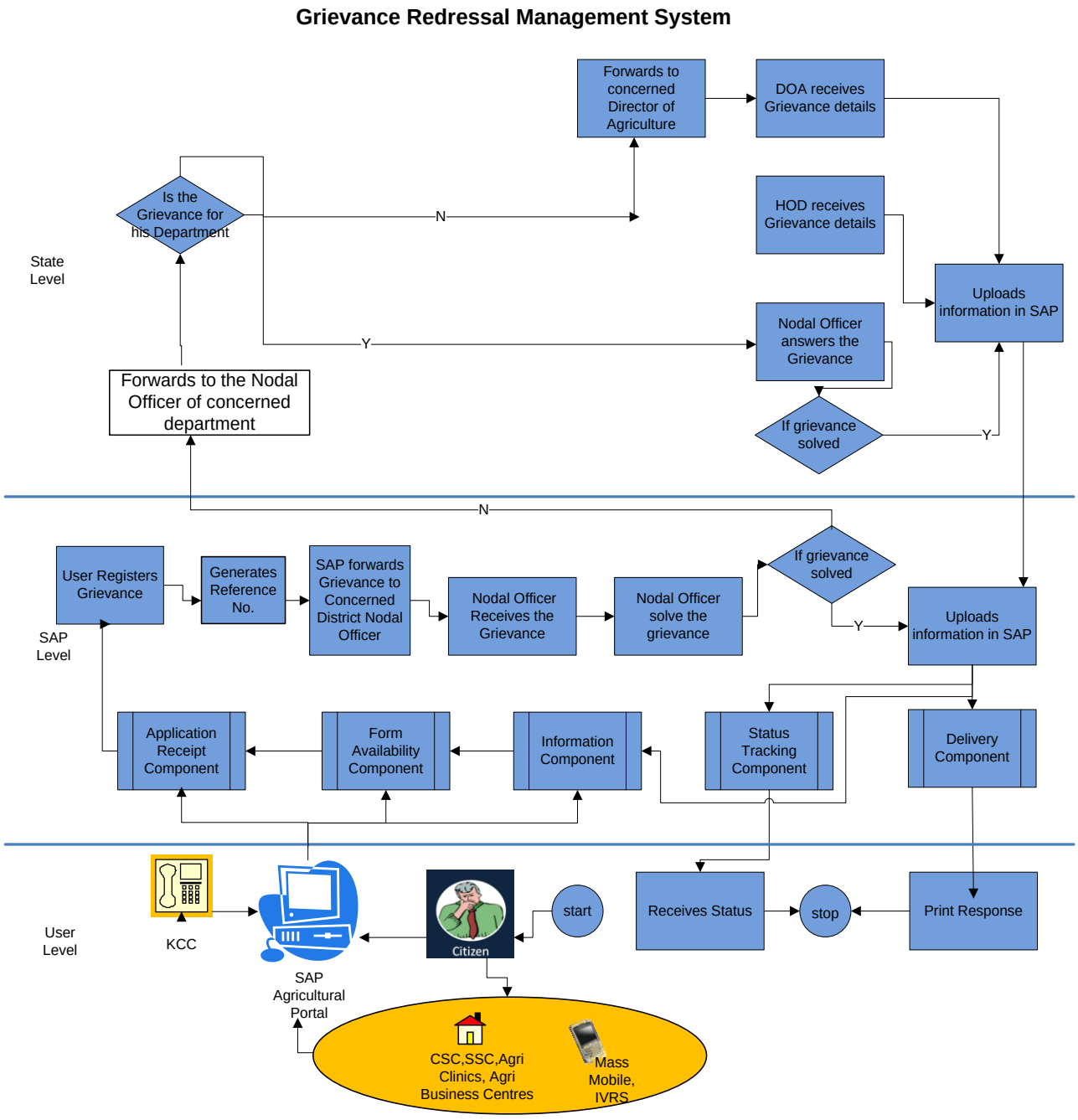


Fig Grievance Redressal Management System Process Flow

As per the above diagram, the User Registers a Grievance through the State Agricultural Portal.

The State Agricultural Portal consists of the following fertilizer components:

Application Receipt Component

Form Availability Component

Information Component

Status Tracking Component

Delivery Component

As per the above diagram, the User Registers a Grievance through the State Agricultural Portal.

From the State Agricultural Portal the Grievance is redirected to the District Nodal Officer. District Nodal Officer receives the grievance and solves the grievance if possible and uploads the information on SAP.

District Nodal Officer will forward the grievance to the Nodal Officer of the concerned Department at the State level, if grievance is not resolved at District level. Concerned department Nodal officer solves the grievance and upload the information on SAP.

If Nodal Officer cannot solve the grievance within the time frame then the grievance will forward to the Director of Agriculture at State level.

Director of Agriculture receives the grievance and upload the information on SAP.

The User can Login any time and check the Status of his or her Grievance. He or she will also receive an email notification and an SMS alert once the Grievance is answered.

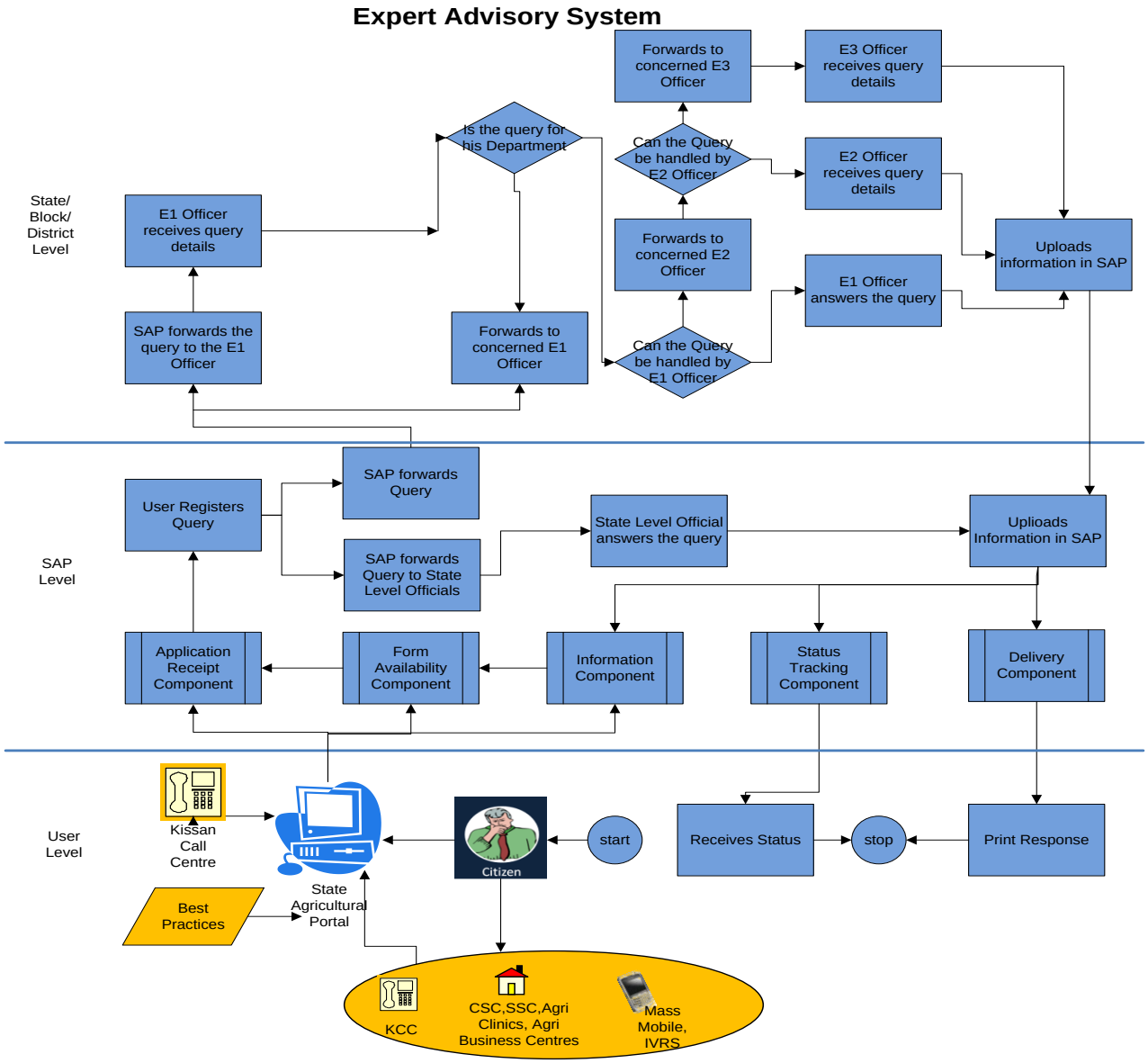
The higher level officers will also obtain reports on the Status of the Grievances.

2.1.4.3.7 Expert Advisory

It is proposed to be a common application hosted on SAP for all the services.

The expert advisory process relates to the advice sought by the farmers directly with subject matter experts at the state and national level, with regards to their queries on cropping lifecycle.

Process Flow of the Expert Advisory System



Process of the Expert Advisory System

User logs into SAP and fills-up form in Query Management Application

Module generates a unique reference number and intimates user about successful registration of query. It forwards query to the State Level.

State level officer will answer the query if possible otherwise State Level Officer is forward the query to Level one office.

State level officer will answer the query if possible otherwise State Level Officer is forward the query to Level one office.

He will check for relevance of the query and if query is not for his department, he forwards query to concerned department's E1 officer

If E1 officer can resolve the query, he does so and uploads information on SAP/CAP. If he can't resolve the query, he forwards query to concerned E2 office.

If E2 officer can resolve the query, he does so and uploads information on SAP/CAP. If he can't resolve the query, he forwards query to concerned E3 officer.

E3 officer resolves the query and uploads the information on CAP/SAP.

User enquires about the status of query handling by entering reference number in the "status tracking" module of the application.

User views answers to his/her queries by providing his unique reference number.

2.1.4.3.8 Integration with mFMS.

Mobile based Fertilizer Monitoring System (mFMS) is developed to monitor the movement from the Manufacturer to Wholesalers and from Wholesalers to Retailers. This programme has primarily three phases involved.

2.1.4.3.9 Phase I: Information Visibility till the Retailer

The objective of this Phase is to create information visibility of the movement of fertilizers along the supply chain from the manufacturer till the retailer. After Phase-I is implemented, it is envisaged that up-to-date information will be available, in the public domain, about the availability of fertilizers at the retailer level (last point of sale to the farmer). This would, in itself enhance transparency of fertilizer flow across the supply chain and would facilitate better delivery of the fertilizers to the end user.

National Informatics Centre (NIC) has been mandated with the task of systems implementation support. The technology solution will comprise of mapping the functionality/information flow right from manufacturing/production process (manufacturer) till the last point sale (retailer). The existing FMS will be used to map the process flow till the dispatches to the wholesaler. The technology proposed will be web, mobile and interactive voice enabled. The constraints in the implementation include, inter alia, the linking of over 1.5 lakh retailers across the country, varying levels of connectivity, technical prowess, financial capacity, physical capacity, and storage capacity among retailers, as also multiple sources of fertilizers.

2.1.4.3.9.1 Phase III A: Subsidy Payment to Retailer

In the Interim stage, it is envisaged that the subsidy will be released to the retailer when he receives the fertilizer. This will involve transfer of subsidy directly to the retailer's bank account on receipt of fertilizer from the wholesaler. The advantage of this Interim stage was extensively discussed in the Task Force. It was recognized that this phase would have the advantage of the fertilizer moving at the full value across the supply chain upto the retailer. This stage will also provide crucial lessons for a smooth switch over to the next phase of direct transfer of subsidy to the intended beneficiary who is much more complex due to the scale as well as the eligibility issues involved. This phase is dependent on linking the retailers to the core banking network. This will also involve, inter-alia, the need to look into the payment procedures currently being followed by the Government of India. It is expected that the payment procedure adopted will be electronic, credible, and auditable and will not require extra deployment of manpower. The primary challenges in this phase would include increase in working capital requirements for stakeholders across the supply chain, increased credit requirement, space constraints at the retailer level, who now becomes the primary stockist, credit rating of retailer that may affect disbursal of subsidy and therefore supplies to farmers, issues in automated payment of subsidy, probable amendment of financial payment rules in Government and linkages with the core banking system for the retailers. The DOF has been mandated to address these challenges in a time bound manner with various stakeholders in government as well as outside.

2.1.4.3.9.2 Phase III B,C: Subsidy Payment to Farmers

In the long run, once the coverage of Aadhar is extensive throughout the country, and Aadhar enabled payments are operational, it is envisaged that the subsidy disbursement to the farmer can be done directly into the bank accounts of the intended beneficiary. However, this phase would also require that the eligibility of who is an intended beneficiary is clearly mandated by the Government. It is proposed to be done in two phases:

i) Information flow on sales to individual farmers

ii) Transfer of subsidy to farmers (intended beneficiary)

Phase-I module, already implemented and accepted by the group of users, constituted by the DoF. This module facilitates capturing of data through mobile as well as Web and helps in monitoring of the following.

- Company sales to wholesalers and retailers

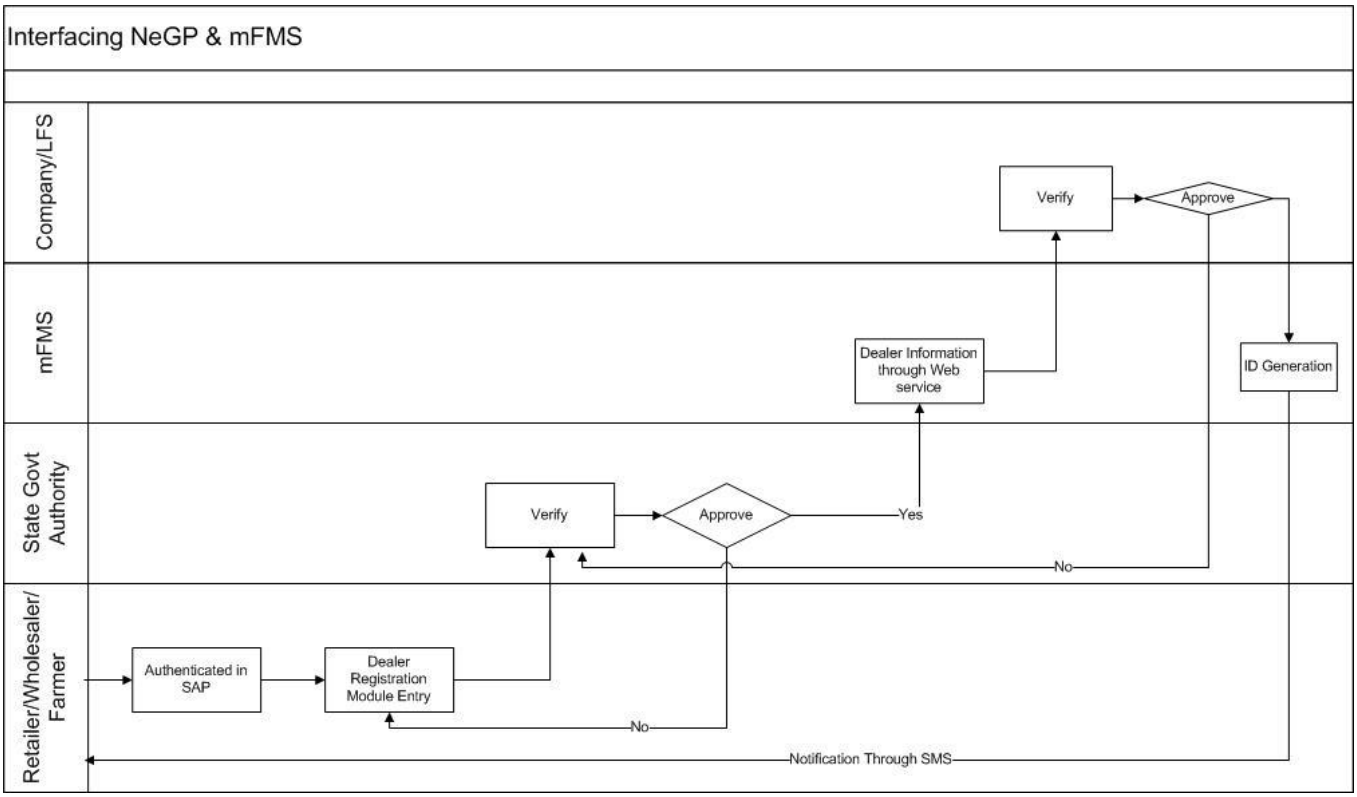
- Acknowledgement of sales by wholesalers and retailers
- Wholesaler sale to Retailer
- Acknowledgment of receiving by retailers to wholesalers
- Stock with Wholesalers and Retailers

In next phases, mFMS also envisages to automate the reimbursement of subsidy to manufacturers based on sale to individual farmers by retailer, subsidy reimbursement to individual farmers and any beneficiaries who really needs fertilizers.

2.1.4.3.9.3 Interfacing NeGP and mFMS

Since NeGP would front face with the different citizen of the country, it will also have integration with the mFMS for seamless data sharing.

It is envisaged to be done in the manner below:



As shown in the figure above, citizen (entities may be defined as Manufacturers/ Importer/wholesaler/Retailer/Pool Handling Agency) would log in using the state agricultural portal (SAP) for accessing the specific certification module.

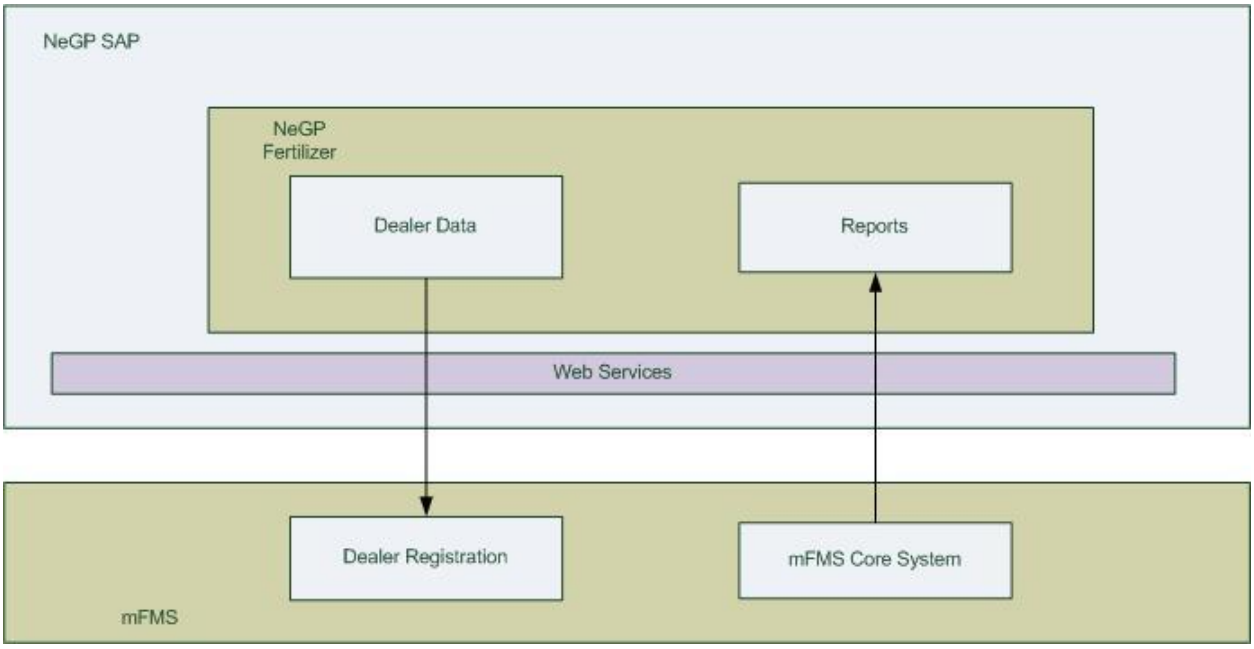
They will fill the relevant information themselves and on submitting, it will be moved to the concerned state government certification authority to verify and approve their request for issuing certificate.

Internally, the valid certificate data will made available through a web service to mFMS.

The mFMS core system will generate the dealer ID and notification will be sent through SMS – which they would use for subsequent fertilizer sale/Stock transaction.

The figure below states the interaction between the NeGP and mFMS systems.

The service based architecture will be adopted to push and pull data between these two systems in seamless manner.



C. Configurable but Repeated Modules are:

2.1.4.3.10 SMS Management

Information with regard to status and result of the certificate application is proposed to be sent via mobile in the form of SMS to the applicant retailers and farmers wherever required. The SMS management module would provide functionalities of registration of recipients for SMS, creation of scheduled tasks for auto SMS (e.g. current status of registration certificate application), creation of distribution list, deletion from the distribution list, prices and availability of stock to the dealer nearest to their area.

2.1.4.3.11 Printing

1) The printing module is proposed to be a generic configurable module that would enable the users to print the information disseminated through search module, at any level.

2.1.4.4 Gap Analysis w.r.t 7 States

GAP Analysis between as is and to be Process w.r.t. States

Application	State Name	As Is Process	To Be Process
Issuing Dealership Certificate in Fertiliser	MP	In MP, the certificate for selling fertiliser is issued at District level. The selling permission to the company of other states is to be granted at the state level before applying at the district level.	The new web based system will allow dealer's registration and issue certificate for selling fertiliser at State level, District level and Range level.
	Jharkhand	In Jharkhand, certificate for selling fertiliser is issued at District level, Range Level and State Level	
	Karnataka	Dealer applies for obtaining certificate at the block level and certificate is issued at District level. The selling permission is to be granted at the state level before applying at the district level.	
	Maharashtra	Dealer's Certificate for selling fertiliser is issued at State level as well as District level.	
	Assam	Dealer's Certificate for selling fertiliser is issued at State level as well as District level.	

	HP	The dealer's certificate for selling fertiliser is issued at the State level after getting recommendations from Dy. Director of Agriculture	

2.2 USER CHARACTERISTICS

The application will be primarily used by the Dealers /Manufacturers, officials of Village Panchayats, Block Panchayats, District Panchayats, State Agriculture Departments, Private and Government Institutions, agencies, dealers, Call Centres and Ministry of Agriculture. Apart from these users, some of the reports can be viewed by other Central Line Ministries/Departments and also the common man for the purpose of social audit.

The Government and Private Institutions Officials are being provided with basic working knowledge of computers under various capacity building programmes, however they are not very familiar with computer based applications. Accordingly, the portal user interface should be intuitively designed so that it is fairly simple, easy to use and self-explanatory. The software should allow the users to switch-over to local language so that all the textual elements are displayed in local language for better understanding and effective use. The State and Central Ministry's users are already working with computers and are fairly conversant with computer based applications.

The software will facilitate the farmers and the other users who are having any disability to read and understand the textual elements by receiving voice messages in their local language and the images related to the text mouse over.

2.3 CONSTRAINTS, ASSUMPTIONS AND DEPENDENCIES

Constraints

1) This will be an internet based application which will be designed, developed and centrally hosted in NIC's Data Centre.

2) The users will be accessing the software application using various connectivity scenarios.

3) As the application will be used by all the villages (no of villages), State Agriculture Departments (no of departments), Centre and MoA, Government and Private Institutions, dealers, agencies, KCCs, the no. of application users and concurrent users will be very high as mentioned in non-Functional Requirements. The software has to take into account all sorts of communication environments and slow communication links. The software should also scale-up as per the requirements.

4) The application will support only Unicode enabled fonts for local language representation.

5) Portal will need to interoperate with other software applications which are being developed as part of Mission Mode Project including Central Agriculture Portal and State Agriculture Portal indicated in Non-Functional Requirements.

6) Portal will be constrained by the minimum hardware specifications that are likely to be available in the production environment.

7) The stakeholder groups (farmers, private sector and the government) could use the proposed service delivery channels (CSC, Department, KCC, SCC, Private Kiosks, Mass Mobile, IVRS, Agri clinics and agri business centres) to initiate service requests; which would be processed by the Central and State Agriculture Portals (depending on the level of service request generation and processing location).

8) There is requirement to develop an interface in regional languages for input and output interfaces.

Assumptions and Dependencies

Common features including Login, Logout, Forgot password, Change Password, User management features etc. which will be used across all software applications as part of Mission Mode Project will be developed commonly and uniformly.

It is assumed that the third party tools and applications software wherever required to fulfil the functionality of ISF will be available on the machines where such features will be executed. These may include office tools for viewing the PDF and charts generated by the package. Further, a use case wise description of assumptions have been described, wherever applicable, as part of Functional Requirements in Chapter3.

Note: At a minimum Internet Explorer 6.0 + would be required on the client machines to access the software.

However, non functional requirements will be decided at the later stage of development.

3 SPECIFIC REQUIREMENTS

The user, hardware, software and communication interface requirements of the proposed Portal are listed below:

3.1 User Interfaces

The user interfaces need to be designed keeping in-line with the Usability requirements specified under Non-Functional Requirements.

3.2 Hardware Interfaces

Portal does not envisage any specific external hardware interfaces.

3.3 Software Interfaces

The software will interoperate with other software applications which are being developed under NeGP (A) Mission Mode Project, in particular Central Agriculture Portal and State Agriculture Portal.

Portal will interoperate with SAP to get the information of the registered users on the SAP, their registration and application forms to get certificates in Fertilizer. It will display the status of the registered applications on the SAP. It will also interoperate with the Registered Users Database to get the list of users and Central Agriculture Portal to access the centrally monitored applications.

3.4 SOFTWARE PRODUCT FEATURES

The functional requirements of the proposed system are described below in terms of use cases. A use case may be defined as a particular activity that an actor can perform. An actor is a user with a specific role. The following table gives a brief description of each use case field in the use cases that follow:

3.4.1 Common Use Cases

This sub-section describes the use cases, which would be available to the actor belonging to any role. Refer to Annexure ----- for a diagrammatic representation of the relationships between actor and use cases and among different use cases. The set of common use cases are:

- Log in
- Logout
- Change Password
- Forget Password

- Forget User ID
- Select Season

Each of these use cases is described below in more detail

Functionality	Description	Actor(s)
Log In	This use case is used to Log In to SAP.	SAP User
Log Out	This use case would allow the actor to logout of SAP Application to which he/ she is already logged in.	SAP User
Change Password	This use case is used for existing password for SAP User.	SAP User
Forget Password	This use case is used for Forget Password.	SAP User
Forget User ID	This use case is used for Forget User Id.	SAP User
Select Season	This use case would allow the actor to select the season	SAP User

3.4.1.1 Log In

Use Case Name	Log In
Version:	00
Context:	This use case is used to Log In to SAP.
Priority:	High
Frequency:	As and when actor want to get the information from SAP.
Primary Actor:	SAP User
Preconditions:	User has clicked on the link available at SAP. User viewed the page in default language for state.
Basic Flow	1. System presents the actor an interface to enter user name and password:

	2. Actor shall enter user id and password. 3. Actor shall also enter the captcha code. 3. Actor instruct to Log In into system. 4. On Successful login User shall reach at Home page of SAP.
Alternative Flow:	1. **Invalid User ID or Password:** If actor enters wrong user id or password then system will display "Invalid Login". Actor shall acknowledge the message. System will return back to Pre Condition. 2. **Actor is already login:** If Actor chooses to invoke multiple instances. System will display a message "Already Log In". **3. Actor attempt to login with wrong User id and Password at least 3 times:** System will display the message "Your Account is temporary blocked". **4. Actor Clicks on reset link:** System will clear the user id and password.
Post Condition:	1. Actor shall successfully login into system. 2. Actor will access the information from SAP as per defined role.
Special Requirements:	Form field are verify from both client and server end.
Unresolved Issues:	

3.4.1.2 Log Out

Use Case Name	**Log Out**
Version:	00
Context:	This use case would allow the actor to logout of SAP Application to which he/ she is already logged in.
Priority:	High
Frequency:	As and when user Log In into SAP.
Primary Actor:	SAP User
Preconditions:	Actor is logged into SAP application over the web.
Basic Flow	1. Actor shall click on the logout link. 2. System will display a message "You have successfully logout."

	3. System will return back to Home Page.
Alternative Flow:	**1 Actor chooses to Close the browser window :** a. System displays the message, "The currently logged in user was logged out. Thanks for using SAP package. b. The System would close the SAP package. **2 If the actor is already logged in into ISF package and System times out the actor:** The system logs out the actor whenever the actor tries to click any option. The System returns back to the Home page.
Post Condition:	1. Actor shall successfully logout and brought to the Home Page.
Special Requirements:	
Unresolved Issues:	

3.4.1.3 Change Password

Use Case Name	**Change Password**
Version:	00
Context:	This use case is used for existing password for SAP User.
Priority:	High
Frequency:	As and when actor wants to change his/ her password.
Primary Actor:	SAP User
Preconditions:	Actor shall login in to SAP using UC login.
Basic Flow	1. Actor shall instruct the system to change password. 2. Actor shall enter the old password. 3. Actor shall enter the new password and again enter the confirmed new password. 4. Actor shall instruct to change password. 5. System will display a message "Your Password has been modified." 6. System will return back to Home Page.
Alternative Flow:	1. **The actor attempts to save the changed password without specifying**

	the Old Password: The System would respond with a message, “Please enter a password for the user”. **2. The actor attempts to save the changed password without specifying the New Password:** The System would respond with a message, “Please enter a confirmation password for the user”. **3. The actor attempts to save the changed password without specifying the Confirm Password:** The System would respond with a message, “Please enter a confirmation password for the user”. **4. The length of the new password is less than 8 characters:** The system would respond with the message, “The length of the password should be greater than 8 characters”. The length of the new password is greater than 12 characters. The System would respond with the message, “The length of the password cannot be greater than 12 characters”. **5. The New Password is same as Old Password:** The System would respond with the message, “The new password you have entered is same as old password. Please enter a different value for new password”. The New Password is same as Previous old Password The System would respond with a message, “New Password cannot be same as previous old password”. **6. Confirm Password is different from New Password:** The System would respond with the message, “Confirm Password should be same as New Password”. **7. The New Password is not a Strong Password:** The System would respond with a message, “Please correct the problem (s) with your new password. Strong Passwords must include at-least one

	number and special character.”
Post Condition:	1. Actor shall successfully logout and brought to the Home Page.
Special Requirements:	
Business Rules	1. The length of the new password should be greater than 8 and less than 12 characters. 2. Old Password, New Password and Confirm Password fields are Mandatory. 3. Confirm Password should be same as New Password. 4. The New Password should include at-least one number and one special character. 5. The New Password should not be same as the Old Password & Previous Old Password.
Unresolved Issues:	

3.4.1.4 Forget Password

Use Case Name	**Forget Password**
Version:	00
Context:	This use case is used for Forget Password of SAP Login.
Priority:	High
Frequency:	As and when actor forget the information from SAP.
Primary Actor:	SAP User
Preconditions:	User has clicked on the link available at SAP for Forget Password.
Basic Flow	1. System presents the actor an interface to enter user name and email id: 2. Actor shall enter user id and email id. 3. System will send the new password at registered email id of user. Use Case Ends.
Alternative Flow:	1. **Invalid data** or left blank any required field.

	Application will check the invalid data or left blank any field before search details. And if found then display the alert messages corresponding to related field. 2. **Cancel** If Actor cancels the form then system will reach at home page.
Post Condition:	• Actor shall successfully get the password.
Special Requirements:	Form field are verify from both client and server end.
Unresolved Issues:	

3.4.1.5 Forget User ID

Use Case Name	**Forget User ID**
Version:	00
Context:	This use case is used for Forget User ID of SAP Login.
Priority:	High
Frequency:	As and when actor forget the information from SAP.
Primary Actor:	SAP User
Preconditions:	User has clicked on the link available at SAP for Forget User ID.
Basic Flow	1. System presents the actor an interface to enter email id: 2. Actor shall enter email id. 3. System will send the new password at email id of user. Use Case Ends.
Alternative Flow:	**1. Invalid data** or left blank any required field. Application will check the invalid data or left blank any field before search details. And if found then display the alert messages corresponding to related field. 2. **Cancel** If Actor cancels the form then system will reach at home page.
Post Condition:	• Actor shall successfully get the User id.

Special Requirements:	Form field are verify from both client and server end.
Unresolved Issues:	

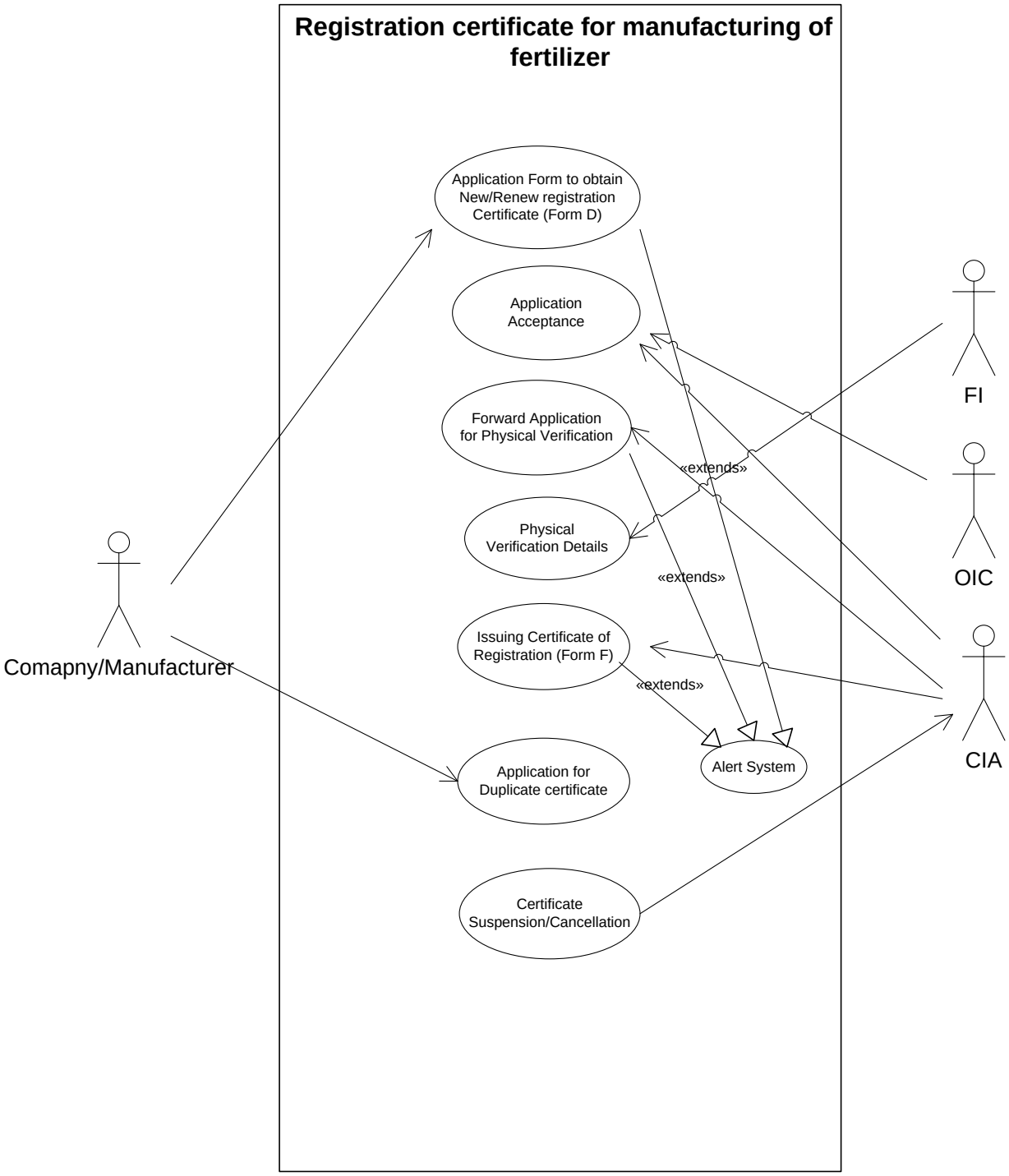
3.4.1.6 Select Season

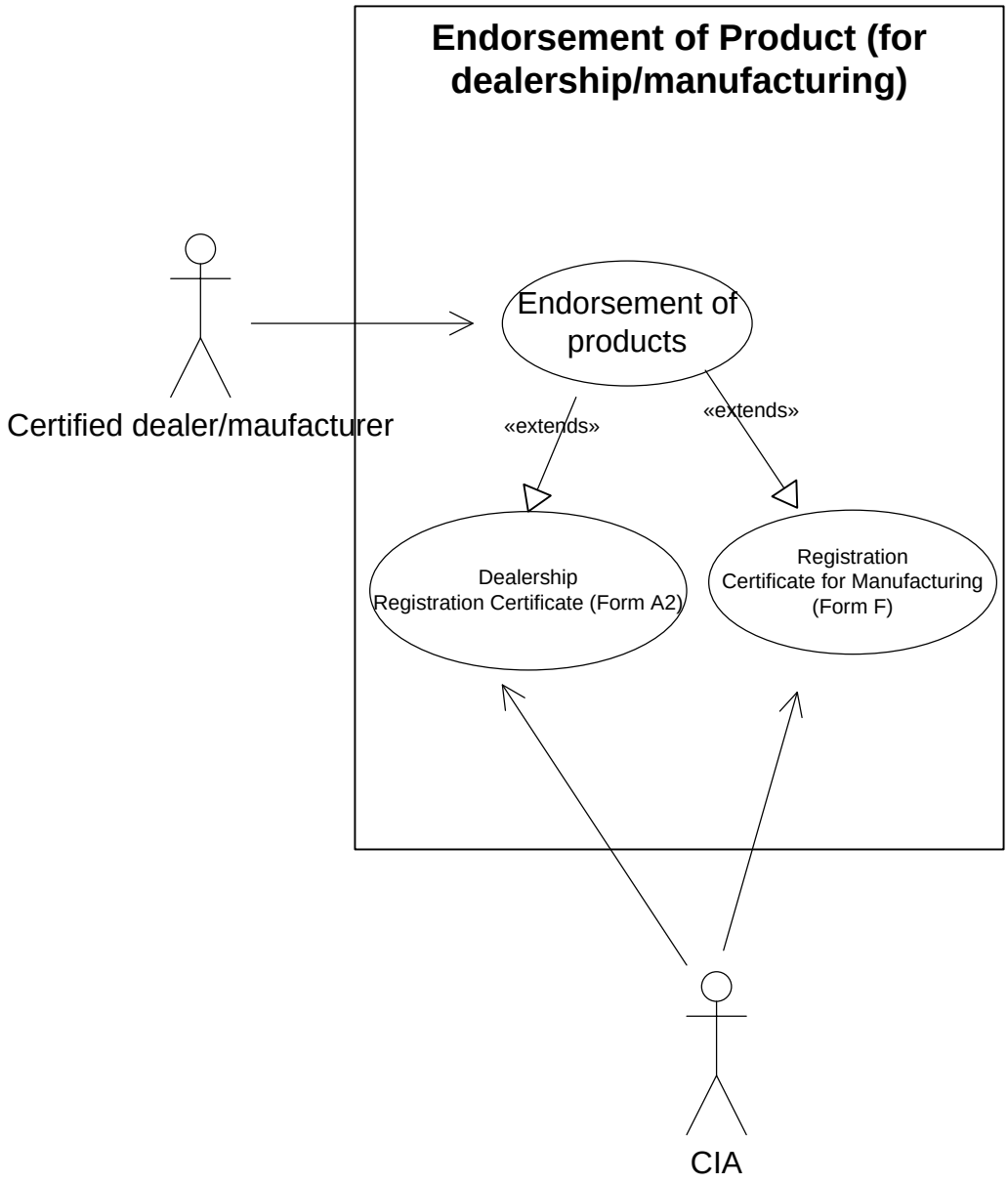
Use Case Name	**Select Season**
Version:	00
Context:	This use case would allow the actor to select the season corresponding to which he/she wants to specify the details.
Priority:	
Frequency:	As and when actor want to get the information about season.
Primary Actor:	SAP User
Preconditions:	User must be registered on SAP. Actor shall login in to CAP/ SAP.
Basic Flow	1. System presents the actor an interface to select season. 2. Actor shall choose season from the list. 3. Actor shall choose crop from the list i.e. Rabi and Kharif 4. Actor shall instruct to provide information. 5. System will provide information on the page related to season and crop.
Alternative Flow:	**1. Cancel** If Actor cancels the form then system will reach at home page.
Post Condition:	1. Actor shall successfully login into system. 2. Actor will access the information from SAP as per defined role.
Special Requirements:	
Unresolved Issues:	

3.4.2 Transactions Modules are:

- Certificate of Authorisation to Manufacturers/Importers/ Pool Handling Agencies of Fertilizers/Bio-Fertilizer/Organic-Fertilizer
- Process for Grant of sale Permission every year at State Level
- Certificate of Authorisation to Wholesale/ Retail Fertilizer
- Certificate of Authorisation to Wholesale/ Retail for Non Standard Fertilizers
- Certificate of Authorisation to manufacture special mixture of fertilizers.
- Fertilizer Quality Testing
    - Payment Gateway
    - Auto Alert System (SMS/ Email)
    - Manual Alert System

Dealership Registration Certificate for Dealer/Wholesaler/Retailer/Pool Handling Agency
Application Form to obtain Dealership Certificate (Form A1)
Application Acceptance
Forward Application for Physical Verification
Physical Verification Details
Issuing Certificate of Registration
Application for Renewal of Dealership certificate
Application for obtaining dealership certificate at Range Level
Application for Duplicate certificate
Certificate Suspension/Cancellation
Alert System
«extends»
«extends»
«extends»
Person/Agency
FI
OIC
CIA


Registration certificate for manufacturing of fertilizer
Application Form to obtain New/Renew registration Certificate (Form D)
Application Acceptance
Forward Application for Physical Verification
Physical Verification Details
Issuing Certificate of Registration (Form F)
Application for Duplicate certificate
Alert System
Certificate Suspension/Cancellation
«extends»
«extends»
«extends»
Comapny/Manufacturer
FI
OIC
CIA



Use Case Name	Purpose of the Use Case	Actor
Process for obtaining Dealership authorisation Certificate issued to Dealers/Retailers/Wholesalers/Pool Handling Agencies for selling fertilizers (Form A2)		
Application Form to obtain Dealership Certificate (Form A1)	This use case will facilitate the actor to apply for obtaining dealership registration certificate in fertilizer at State level and District level and range/division	Person/Agency

	level	
Application Acceptance	There will be a provision in the system to verify the submitted new/renewed/duplicate application form details and specifying the physically verified documents. After specifying verification details, the actor could specify application status as accepted/rejected.	State and District Agriculture Department For Range level applications, assigned authority at range level.
Forward Application for Physical Verification	This use case will facilitate the actor to forward the accepted applications for site inspection to the designated inspector.	Empowered authority at State/District/Range level Agriculture Department
Physical Verification Details	This use case will facilitate the actor to specify site verification details. For applications at rage level, site inspection is an optional process depending on the satisfaction of the range level agriculture department.	Field Inspector
Issuing Certificate of authorisation	This use case will facilitate the actor to issue a ne/renewed dealership certificate in fertilizer based on the positive site verification details.	Empowered authority at State/District/Range level Agriculture Department
Application for Renewal of	This use case will	Certified Registered

Dealership certificate	facilitate the actor to submit application for obtaining renewed certificate.	Dealer/Agency
Application for Duplicate certificate	This use case will facilitate the actor to apply for obtaining duplicate dealership registration certificate in case original certificate has been lost/damage/tear away.	Certified Registered Dealer/Agency
Certificate Suspension/Cancellation	This use case will facilitate the actor to suspend/cancel the certificate and specifying details based on the negative test reports provided by the Seed Testing Laboratories against the suspicious activities of complaints received	Empowered authority at State/District/Range level Agriculture Department
Process for obtaining authorisation certificate for manufacturing of fertilizers (Form F)		
Application Form to obtain authorisation Certificate for Manufacturing fertilizers (Form D)	This use case will facilitate the actor to apply for obtaining authorisation certificate for manufacturing fertilizer at State level and District level	Company
Application Acceptance	There will be a provision in the system to verify the submitted new/renewed/duplicate application form details	State and District Agriculture Department

	and specifying the physically verified documents. After specifying verification details, the actor could specify application status as accepted/rejected.	
Forward Application for Physical Verification	This use case will facilitate the actor to forward the accepted applications for site inspection to the designated inspector.	Empowered authority at State/District/Range/Block level
Physical Verification Details	This use case will facilitate the actor to specify site verification details.	Field Inspector
Issuing Certificate of authorisation	This use case will facilitate the actor to issue a ne/renewed manufacturing certificate in fertilizer based on the positive site verification details.	Empowered authority at State level Agriculture Department
Product Endorsement in dealership or manufacturing certificate	If the actor wishes to apply for selling/manufacturing more fertilizers in the existing certificate, he/she will submit a simple request for endorsement of product interface to the certificate issuing authority, who issued the certificate earlier.	Certificated Dealer/Agency or Certified Manufacturer
State Level Grant of Permission for	This is a state rule	

selling fertilizers	applicable in MP and Karnataka to grant a permission letter issued from State Department of agriculture for obtaining dealership authorisation certificate within the State. There are two use cases covered under it:	
Permission Request Submission	This use case will facilitate the actor to send request application to the assigned authority at State Department of Agriculture for issuing sale permission letter.	Wholesaler/Dealer/Retailer
Grant of Permission	This use case will facilitate the actor to issue and print the sale permission letter in PDF format	State Department of Agriculture

3.4.2.1 Process for obtaining dealership authorisation certificate

3.4.2.1.1 Form of Application to obtain Form A1

Overview: Under clause 8 of the Fertilizer Control Order, 1985 for Certificate of authorisation is granted for carrying on the business of selling of Fertilizer for industrial Purpose. For this purpose the application is required to be made to Controller of Fertilizer in prescribed 'Form A1' together with Fee Rs. 15,00/- and certificate of source in Form 'O' Issued by the manufacture of Fertilizer. At district for Wholesalers the fee is 2250 Rs. And for Retailers, the fee is Rs. 1250.

Currently, GOI is granting industrial dealership for sale of Urea only.

Use Case Name:	Application form to obtain dealer's certificate (Form A1)

Actors:	**Primary Actor** Private and Government Companies/Agencies, Person, whole seller or Retailer who desires run dealership (selling, importing, exporting) business within the State.
Stake Holder:	Private and Government Companies/Agencies, Person, whole seller or Retailer.
Description:	This use case will facilitate the actor to submit the online application form to obtain dealership Certificate to carry on the business of fertilizers within the State. The Government or private companies or agencies who distributes/sale fertilizers to the retailers/ dealers will submit their application forms to the Certificate Issuing authority at State Level. The dealers/retailers or the whole sellers who desire to get dealership certificate for business with in district will submit their application forms to the Certificate Issuing authority at district level. The level of the application submission and Certificate Issuing authority would be configurable at the state level.
Trigger:	The actor selects the option available **Transactions->Application form to obtain dealer's certificate (Form A1)**
Pre conditions:	The user must be registered on the CAP/SAP. He must be logged in, and should have permissions to access ISF-> Sub service Fertilizer and Form A1 in it.
Post conditions:	1. If the Check list has been verified successfully, the System will respond with an alert message," Application has been verified successfully. Please click on the **Submit** button to submit the application." 2. If the actor clicks on the **Submit** button, the System will respond with an alert message," The application has been submitted successfully." a. The System will generate an application reference number in a predefine format and an SMS alert will be thrown to the applicant on the registered Mobile Number. b. Form A2 acknowledgement will be generated in a specified format and will send to the registered email id of the applicant. The applicant could also take a print of the acknowledgement by specifying reference number in the link available.

	c. The application Status in the System will be changed as "Pending for acceptance "in database. The application status will be displayed in the **View Application Status for the application to obtain dealership Certificate in Fertilizer** use case. d. The actor could view the application status on the SAP by using the reference number. e. The application will be forwarded to the CIA at state level (if a Company/agency is applying for Dealership (Industrial) certificate) or to the CIA at district level (if a whole seller/retailer/dealer is applying for certificate) for the acceptance through **Application Acceptance for the Dealership Certificate in Dealership** use case. 3. If the actor clicks on the **Save** button, all the entered information would be stored in database and the actor can submit the application later on. 4. If the actor clicks on the Cancel button after saving the form earlier, the Form A1 would be cancelled and the actor would be brought back to the **Main Manu Page** without changing the data. 5. If the actor clicks on the Cancel button without saving the form once, the System would respond with the message," All entered details would be lost. Do you still wish to continue?" If the actor chooses yes, the Form A1 page would be cancelled with the loss of entered details and the actor would be required to reenter the details. 6. If the actor chooses No, the System will retain the Form A1 Page with the entered details.

<table>
<tr><td>Input:</td><td colspan="2">Full Name of the Applicant
Postal Address
Place of the Business
Type of the Dealership
Name of the Proprietor/Partner/Manager/Karta
Address of the Proprietor/Partner/Manager/Karta
Capacity of the Proprietor/Partner/Manager/Karta
Dealership Type
Details of the previously held dealership Certificate
Details of the fertilizers to be handled
Fee Payment Details
Documents attachment (list of document required checklist)
▪ Form O
▪ Challan documents of receipt money
▪ Memorandum of Article of Company
▪ Certificate of Incorporation
▪ Site and Godown Details
▪ Other documents as per Check list. (In Section 4.3, Annexure B)</td></tr>
<tr><td>Output:</td><td colspan="2">Application form will be carry forward to the CIA for Acceptance.</td></tr>
<tr><td>Normal Flow:</td><td>Actor Actions
• The actor clicks on the option “Application form to obtain dealer’s certificate (Form A1)”.</td><td>System Responses
▪ On the top of the form, the System will display a Help option, which the actor can select to seek guidance about how to specify information in various fields.
▪ The System will prompt the actor to specify the following details in to the form online:
1. Business Type: The System will prompt the actor to select his/her business type i.e. Whole dealer / Importer/ Pool Handling Agency/ Retail Dealer, for which the application form is being submitted.
2. Full Name of the Applicant: The actor would specify his/her Full Name or the agency name which he/she wants to</td></tr>
</table>

	• Actor specifies Address 1 and Address 2 in the given fields. • Actor clicks on the **State option** • Actor clicks on the **District Option**	print on the Dealership Certificate. **3. Postal Address:** The System will prompt the actor to specify the complete address of correspondence in the Fields namely **Address1, Address 2, State and District and PIN Code.** The System will automatically display the Pin codes specified in the master database The System will display all the States available in drop down. The System will display a list of all the Districts available in the selected State. **Business details:** 4. **Place of the Business (Please give exact address):** **a. For Sale:** The actor would specify the complete address of the place where, he/she wants to sale/export or import the fertilizers. The actor could specify address of one place only. To carry on business in multiple places, actor will have to get separate Certificates for each place. **b. For Storage:** The actor would be specifying the complete address of the place where, he/she wants to Store fertilizers. **Storage Capacity: The actor would**

		specify storage capacity of the fertilizer in MT 5. **Type of the Dealership:** The actor would select the dealership type from the drop down enlisting following dealership types: Proprietary/Partnership/ Limited Company/ Hindu undivided Family concern. 6. **Name of the Proprietor/Partner/Manager/Karta:** Depending on the selected dealership type, the actor would specify names of the Proprietor/Partner/Manager/Karta. 7. The actor could specify multiple names of the Proprietor/Partner/Manager/Karta. 8. **Address of the Proprietor/Partner/Manager/Karta:** The actor will specify the address of the Proprietor /Partner/Manager/Karta. 9. The actor could specify multiple addresses of the Proprietor/Partner/Manager/Karta. 10. **In what capacity this application is made? -** The actor would select capacity of the application from the drop down enlisting following options: Proprietor/Partner/Manager/Karta.

		11. If you have a fertilizer dealership authorisation certificate in the past, then specify following details: **Certificate Number**: Specify the certificate number of the previous dealership authorisation certificate. **Place for Which granted**: Select the place for which the dealership certificate was granted to carry on business. **Dealership Type**: Specify the dealership type i.e. Wholesale/Retail/Industrial Dealership for which the certificate was Issued. **Date of Grant of authorisation Certificate:** Specify the date of grant of authorisation certificate as mentioned in the certificate. The actor could specify the date in dd-month-yyyy format or the actor may select the date from the calendar displaying. **Whether the authorisation certificate is still valid? Y/N:** The actor would select one value. If the actor selects N, then the system will prompt the actor to select **Expiring Date of Certificate:** The actor will specify the expiry date of certificate in dd-month-yyyy format or the actor may select it from the calendar

		displaying. **Reasons for non-renewal-** The actor will specify the reasons for non renewal of the certificate. **Certificate Suspended/Cancelled? (Y/N):** The actor will select one value. If the actor chooses N, then **Specify the Date of Suspension/ cancellation:** The actor will specify the suspension/ cancellation date of certificate in dd-month-yyyy format or the actor may select it from the calendar displaying. **Details of the Fertilizer handled during last Year-** **Name of the Products/Fertilizer**: The actor would specify name of the fertilizer handled. **Quantity of the Fertilizer (Unit)**: The actor would specify the quantity of the fertilizer used. **Name of Source of Supply of Fertilizers**: The actor would specify the name of the source of Fertilizer Supply. The actor could specify details of the multiple fertilizers handled during last year. **(Note: this information would be required if the Certificate of the**

		applicant is being Issued through the system very first time) 12. If previous Certificate of the applicant has been issued through the system, then the system will automatically display the details of the previous Certificate after specifying previous certificate number. 13. **Specify the details**, if the applicant was ever convicted under the Essential Commodities Act, 1955 or any order Issued there under including the Fertilizer (Control) Order 1957, during the last three years preceding the date of application? 14. **Give details of the fertilizers to be handled:** **Category of the Fertilizer:** select category of the fertilizer for the drop down enlisting Indigenous (Plant), Indigenous (Marketing), Imported and Imported (Marketing). **Type of the Fertilizer:** Depending on the selected fertilizer category the system will display types of fertilizers specified for the state in the master database. The actor would be required to select type of the fertilizer for the drop down enlisting types like Organic Fertilizer /Bio Fertilizer/ Micronutrients etc

Name of the Fertilizer: Depending on the selected fertilizer type, the system will display name of all the fertilizers available in the master database of the state. The actor could select and add multiple fertilizers for the list, which the applicant/actor wants to handle.

Source of Supply: The actor would specify the source of the supply of the fertilizer.

15. The actor could specify details of the multiple fertilizers using Add More button.

16. Make Payments

- The System will prompt the actor to select Mode of Payment.
    I. The actor could select one of the following Mode of Payments:
    - Through Treasury
    - Through Bank

    In bank, the actor could deposit payment using
    - Demand Draft
    - Cheque
    - Online Payment- For online payment, the actor could choose one of the following options:
        - Internet Banking

		▪ Debit Card ▪ Credit Card ***If actor selects Payment through Treasury, the System will prompt to specify following details:*** • **Challan No:** • **Date of Challan:** • **Treasury Name:** The System will prompt the actor to select the treasury name from the drop down enlisting all the treasuries created under the State. ***If actor selects Mode of Payment as Cheque, the System will prompt to specify following details:*** • **Check No:** • **Check Date:** • **Cheque Deposited In: Bank** If actor selects Bank, the System will prompt the actor to select the Bank Name from the drop down enlisting all the Central/State/Cooperative/Private banks specified in the database. Select name of the bank in which the Cheque was deposited. If the actor selects treasury, ***If actor selects Mode of Payment as DD, the System will prompt to specify following details:***

	After specifying all the mandatory fields, the System will display following buttons: Verify Checklist Submit Form Save Edit Close Clear The actor could select one of the options. **Verify Checklist:** The actor chooses this button, if he/she has entered all	• **DD Issuing Bank Name** As the actor selects Bank, the System will prompt the actor to select the Bank Name from the drop down enlisting all the Central/State/Cooperative/Private banks specified in the database. Select name of the bank in which the DD was deposited. • **DD No** • **DD Date** • **Payable At: Account Holder Name** ▪ The System will prompt the actor to specify the **Amount** of the Certificate fee paid. **If actor selects Mode of Payment as Internet Banking/Debit Card/Credit Card under online payment option,** The System will navigate the actor to the use case **Payment Gateway** to make payment online. 17. The actor will go through the declarations specified on the form in read only mode. 18. After that, the system will prompt the actor to upload the applicant photograph and required documents

	the required details and wishes to verify the contents of the application. The System will display a checklist to the actor to verify the entered details and whether all the required documents have been submitted or not. **Submit:** The actor may choose this button, if has/she has verified checklist and wish to finally submit the application form. **Save:** The actor may select save, if he/she wants to save the data to be verified or edited in the future. **Edit:** The actor may choose this button to modify/change the saved details of the application form. **Close:** The actor may click on the "**Close**" button to close the "Application Acceptance" page.	for verification through **Attach Documents** Use Case. The actor will have to upload following documents: a……Upload b……Upload c……Upload 19. The actor may drop the uploaded attachments by using the functionality of **Drop Documents** Use Case.
Alternative Flow:	1. Form A1 would also be available on the SAP for download. The actor may download the Form A1nd submit it manually to the CIA after specifying all the mandatory details, depositing required fee and attaching the required documents. 2. The System will also facilitate the actor to download the Verifying Checklist in PDF format.	
Exceptional Flow:	**None**	
Includes: **other use case id**		

UI: **required/not required**	Required
Priority: **Low/medium/high**	High
Frequency of Use: **Continuous / frequent/ medium/ less/ rare**	Frequent
Business Rules:	1. Fertilizer Control Order 1985 2. The actor will not be allowed to drop/delete the attachments. 3. The attached documents could be in .txt, .pdf, .png, .docx, .doc, .xls, .jpg, .grf, .jpmg, scan copy, formats. However, .doc and .docx documents should be avoided. 4. To carry out business of selling fertilizers at more than one place, a separate application form should be made in respect of each such place. Or, System should not allow specifying address of more than one place of Business. 5. To carry on the business of selling fertilizers both in retail and wholesale, separate applications for retail and wholesale business should be made. In other words, system should allow selecting one of the options i.e. either Wholesaler, Retailer or industrial. 6. Application level authorities, to who the application will be forwarded, will be configurable at the state level.
Exceptions:	**None**

Relationships	**Extends** Download attachment **Is Extended By** SAP Acceptance Application for Dealership Certificate in Fertilizer **Uses** Login
Special Requirements:	None
Assumptions:	1. The actor is registered on CAP/SAP and access the application/service through single sign on. 2. Hardware like computer/laptop system and network connection is available to the actor. 3. The actor is having a valid mobile number. 4. Fee, Fertilizer category and Fertilizer types are specified in the master database.
Dependency:	None
Notes and Issues:	None

3.4.2.1.2 Application Acceptance for obtaining Form A1

Overview: The pending applications submitted through the use case **Form of Application to obtain a Dealer's Certificate (Form A1)** will be available to the actor for his/her acceptance and field inspection.

Use Case Name:	Application Acceptance
Actors:	**Primary Actor** Officer authorized to physically verify the documents and application acceptance (Role assigned at State/District/Range level)

Stake Holder:	Person/Agency who submitted the Form of application to obtain a Dealer's Certificate (Form A1)	
Description:	This use case will enable the actor to select the form of applications submitted by the person's/agencies to obtain the dealer's Certificate (for Fertilizer) and those are pending to be verified and accepted by him/her to Issue a Wholesaler/Retailer dealer's (Industrial Dealer) Certificate. All the pending applications will be highlighted to the actor with a flag set as "Pending".	
Trigger:	The actor selects the option available **Transactions->Application Acceptance**	
Pre conditions:	1. The user must be registered on CAP/ SAP. He must be logged in, and should have permissions to access ISF and Acceptance Application page in it. 2. There must be at least one application available with the status "Pending". 3. The actor must have received deposited fee draft/challan along with the photo copy of the application form.	
Post conditions:	1. Once the actor clicks on the button "Accepted", a. The System will respond with an alert message, "The application has been accepted successfully." b. An SMS alert in a pre define format will be thrown to the person's/agencies mobile number which is registered in our database. c. The status of the accepted application will get updated with the status "Accepted" or "Rejected based on the selected button by the actor in the "View Status of the Application" page and on the SAP under the available link. d. The accepted application will not be available to the actor for modification and deletion.	
Input:	1. Select one application from the list of pending applications for verification and acceptance. 2. Verify the entered details and Click on the "Accept" button.	
Output:	The accepted application form will be forwarded to the Field inspector for site verification.	
Normal Flow:	Actor Actions ● The actor clicks on the option "**Application Acceptance**".	System Responses ▪ On the top of the form, the System will display a **Help** option, which the actor can select to seek guidance about how to specify information in various fields. ▪ The System will provide a list of all the pending applications for acceptance with the following

	• The actor selects one of the application records to verify. • Once the actor verifies the entered information, the actor may choose one of the following buttons: Accept Reject Close • The actor selects the "**Accept**" button to accept the application if all the details get verified. • The actor may select the "**Reject**" button, if the entered information doesn't satisfy the acceptance criteria or the documents are incomplete. • The actor may click on the "**Close**" button to close the "Application Acceptance" page.	information: S. No, Reference No, Application type (New/Renew/Duplicate), Business Type, Application Submission Date, and Application Status as Pending. ▪ The System will display all the information recorded in the application form through use case "Form of Application to obtain Dealer's Certificate" in read only mode. The actor could either **download/print/View** the attached document by clicking on the respective links available for maintaining records and verification.
Alternative Flow:	**None**	
Exceptional Flow:	**None**	
Includes: **other use case id**		

UI: **required/not required**	Required
Priority: **Low/medium/ high**	High
Frequency of Use: **Continuous/ frequent/ medium/ less/ rare**	Frequent
Business Rules:	1. Fertilizer Control Order 1985 2. The actor will not be allowed to drop/delete the attachments. 3. The attached documents could be in .txt, .pdf, .docx, .doc, .xls, .jpg, .grf, .jpmg formats. 4. Only one record at one time could be allowed to select for acceptance.
Exceptions:	**The actor selects the attachment file for deletion** The System responds with a message," File cannot be deleted. You may either download/print or View the document."
Relationships	**Extends** ISF Menu Page Application Form to obtain Dealers Certificate (Form A1) **Is Extended By** Site Inspection **Uses** Login
Special Requirements:	None

Assumptions:	▪ The actor is registered either on CAP or SAP and access the application/service through single sign on. Hardware like computer/laptop system and network connection is available to the actor. ▪ The actor is having a valid mobile number. ▪ Application level authorities, to who the application will be forwarded, will be configurable at the state level.
Dependency:	None
Notes and Issues:	None .

3.4.2.1.3 Forward Application for Physical Inspection of Site

Use Case Name:	Forward Application for Site Inspection	
Actors:	Primary actor Certificate Issuing Authority (CIA at State/Rage/District level).	
Description:	The System will facilitate the actor to forward the accepted physically verified document application to the field inspector for physical site inspection, in case he/she finds anything suspicious about the applicant.	
Trigger:	The actor chooses to click on the link available under ISF Home Page->Transaction->Certificate Application-> Forward Application for Site Inspection	
Pre-conditions:	Actor had logged into the ISF application and has chosen to forward applications to the site inspectors.	
Post conditions:	1. If the application has been forwarded to the site inspector, "Trigger mail / msg will be sent to the field inspector and the applicant for information purpose." 2. The status of the accepted application will be displayed on the SAP and the ISF service home page as "Pending for Site Inspection". 3. The stakeholder could track the status of his/her application using application reference number on the SAP. 4. Saved details will be available for modification and deletion by the actor.	
Basic Flow:	**Actor Actions** • Actor clicks on the link " Forward Application for Site	**System Responses** • The System will display all the accepted applications

	Inspection” • In case actor doesn’t satisfied with the documents, the Actor may select one or multiple records to forward them to the site inspector for field inspection. • As the actor click on the link available for the record, the system will display the application details specified by the applicant in read only mode. The actor could download the attached documents in PDF format for record purpose. • The actor will select the Name of the Field Inspector to who he/she desires to forward application. • After specifying the required details, the actor may click on the “Forward” option, to forward it to the selected field inspector.	forwarded through the “Application Acceptance” use case to the actor for Issuing Certificate. • The System will enlist the names of the field inspectors specified in our master database. • Multiple applications could be assigned to one field inspector for site inspection. • Before sending the data to the core system needs to validate the input fields and also verify the check list as below:
Includes: other use case id	None	

UI: required/not required	Required
Priority: Low/medium/high	High
Frequency of Use: Continuous/ frequent/ medium/ less/ rare	Frequent
Business Rules:	1. As per Fertilizer Control Order 1985. 2. There should be at least one record selected for the field inspector. 3. Application level authorities, to who the application will be forwarded, will be configurable at the state level.
Special Requirements:	Field Inspector details should be specified in Master database.
Assumptions:	None
Dependency:	**Extends** ISF Home Page **Is Extended By** Physical Verification Report **Uses** Login
Notes and Issues:	None

3.4.2.1.4 Physical Verification Report

Use Case Name:	Physical/Site Verification Report
Actors:	Primary actor The agriculture officer/field inspector

Description:	The System will facilitate the actor to specify the site verification details.	
Trigger:	The actor chooses to click on the link available under ISF Home Page->Transaction->Certificate Application-> Site Verification Report	
Pre-conditions:	Actor had logged into the ISF application and has chosen to specify site verification details of the applicant.	
Post conditions:	1. If the physical verification details have been submitted by the actor, "Trigger mail / msg will be sent to the assigned authority and Dealer with the status of the physical verification" and recommendation will be forwarded to the concerned CIA for report verification. 2. The status of the physical verification of the application will be displayed on the SAP and the ISF service home page. 3. The stakeholder could track the status of his/her application using application reference number on the SAP. 4. Saved details will be available for modification and deletion by the actor.	
Basic Flow:	**Actor Actions** • Actor visits the applicant's site/shop and evaluates the suitability. • Actor logins and System presents the actor with an interface with listing of 'the applications forwarded by the Certificate Issuing authority to him for physical/site verification.	**System Responses** • The System shows the recommendation fields to be filled by FI. • The actor may select the "Grace Period" option, if he/she doesn't find the site verification report satisfactory and the application will remain pending for 15 days until the site is again verified by the inspector. • If actor doesn't find physical verification positive, the status of the application will be changed as "Rejected" and an alert message will be thrown to the stakeholder's registered mobile no. • The actor would be required to upload the inspection

	• Actor enters the recommendation and submits, if the details have been confirmed by him/her. • Actor shall submit the data related to inspection report and also upload all scan copy to system which is used during the physical verification. • The actor may click on the "Save" option, if the entered details could be modified by the actor.	report. • Before sending the data to the core system needs to validate the input fields and also verify the check list as below: a. The Physical Verification report must be uploaded. b. Data shall not be blank.
Includes: other use case id	None	
UI: required/not required	Required	
Priority: Low/medium/high	High	
Frequency of Use: Continuous/ frequent/ medium/ less/ rare	Frequent	

Business Rules:	As per Fertilizer Control Order 1985.
Special Requirements:	None
Assumptions:	Application level authorities, to who the application will be forwarded, will be configurable at the state level.
Dependency:	**Extends** ISF Home Page **Is Extended By** Issue/Renew Dealership Certificate in Fertilizer **Uses** Login
Notes and Issues:	None

3.4.2.1.5 Issue of Dealership Certificate of Authorization (Form A2)

Overview: The applications with positive site inspection report will be available to the CIA for Issuing/renewing dealership Certificate in Fertilizer.

Use Case Name:	Issue Dealership Certificate in Fertilizer (Form A2)
Actors:	**Primary Actor** State/District /Range level official authorized to Issue Certificate.
Stake Holder:	Person/Agency who submitted the Form of application to obtain a Dealer's Certificate (Form A1)

Description:	a. This use case will enable the actor to select the form of applications which have been positively verified by the site inspector. The Positive reports submitted by the field inspector through the use case **Physical Verification Report** will be highlighted to the actor with a flag set as "Pending" for Issuing Certificate. b. The applications to be applied at Range level would be optional to have physical site verification report. Depending on the sufficient attached supporting documents, the Certificate Issuing authority at range level may Issue Certificate. c. If the actor has received a request application from the Certificated dealer through use case "**Product Endorsement**" to grant permission for selling more types of fertilizers, a letter for granting permission to sell more fertilizers will be Issued to the requested dealer
Trigger:	The actor selects the option available **Transactions->Issue Dealership Certificate in Fertilizer**
Pre conditions:	1. The user must be registered either on the CAP or SAP. He must be logged in, and should have permissions to access ISF and Issue Dealership Certificate in Fertilizer page in it. 2. There must be at least one application available with the status "Pending".

Post conditions:	1. Once the actor clicks on the button "Issue/Renew Certificate", a. The System will generate a certificate in a predefine PDF format (Form B) along with a Certificate number, dealership code and an alert message stating, "The Certificate has been generated successfully. Certificate number is < Certificate number> and Dealership Code is <Dealership Code>" Will be displayed to the actor. b. An SMS alert in a pre define format including < Certificate Number> and <Dealership Code> will be thrown to the person's/agencies mobile number which is registered in our database. Similarly, the Certificate could be emailed to the person's/agency's registered email id registered in our database. c. The status of those applications for which Certificate has been issued will get updated with the status "Certificate Issued along with its Certificate number and dealership code" or "Issue of Certificate Pending along with the application Reference No" in the "View Status of the Application" page and on the SAP under the available link. d. Based on the provided dealership code or the certificate number, the stakeholder can search the status of the Certificate on SAP/Service home page. e. The applications for which Certificate has been issued will not be displayed to the actor for reissuing certificate. f. If Site Verification Report is not approved by the FI, a 15 days grace period alert message will be sent to the applicant's mobile no and e-mail id for re-verification of the site. g. The applications with the 15 days grace period will be forwarded to the concerned site inspector for re verification within 15 days. h. For the renewed Certificate applications, Certificate renewal number will be thrown to the actor's mobile number as an SMS. i. The System should generate a monthly report displaying certificated dealers, whose site inspection time limit is exceeding more than one year till that month. Once the Certificate validity period gets over, an SMS alert should be thrown to the dealer about the last date of validity of the Certificate. j. The Certificated dealers should be added in the dealer's database on CAP/SAP and will be displayed in the link "Certificated Dealers Network" on the SAP. k. Once the certificate validity period gets over, an SMS alert should be thrown to the dealer about the last date of validity of the Certificate. l. The certificate dealers will be displayed in the link "Certificate Dealers Network" on the SAP.
Input:	▪ Select one application from the list of accepted applications for Issuing dealership certificate. ▪ Date on which Certificate is being Issued/ renewed and the Certificate Validity Period. ▪ Click on the "Issue Certificate" button.

Output:	The System will generate a certificate along with the Certificate number in a predefine PDF format mentioning Name and Style by which business is carried on, Location of sale depot, Location of godown attached to sale depot and source of supply.	
Normal Flow:	Actor Actions	System Responses
	• The actor clicks on the option "**Issue of Dealership Certificate in Fertilizer**".	▪ On the top of the form, the System will display a **Help** option, which the actor can select to seek guidance about how to specify information in various fields. ▪ The System will provide a list of all the pending applications for Issuing certificate with the following information: S. No, Reference No, Application Submission Date, Application Type (New/Renew/Duplicate) and Application Status as Issue of Certificate Pending. ▪ Applications with positive field inspection reports will be enabled for selection. Whereas the applications with negative field inspection reports will be disabled for selection and details will be available in read only mode. Negative field inspection reports will be available for uploading/sending Action taken reports by the actor.
	• The actor selects one of the application records to Issue certificate.	▪ The System will display all the information recorded in the application form through use case "Form of Application to obtain Dealer's Certificate" in read only mode along with the attached documents. The actor could either **download/print/View** the attached documents by clicking on the respective links available for maintaining records and verification. ▪ The actor will specify **Date on which certificate is being Issued** and **Date**

		of the Certificate Valid up to. ▪ In case selected application is for renewal for Certificate, the actor will specify **Certificate Renewal Date** and
	• The actor may verify the entered information and may choose one of the following buttons: Issue Certificate Reject Close • The actor selects the "**Issue Certificate**" button to generate a dealership certificate for fertilizer. • The actor may select the "**Reject**" button, if the entered information doesn't satisfy him/her to issue certificate. • The actor may click on the "**Close**" button to close the "Issue of Dealership Certificate in fertilizer" page.	**Date of the Certificate Valid up to**.
Alternative Flow:	None	
Exceptional Flow:	None	
Includes: **other use case id**		
UI: **required/not required**	Required	
Priority: **Low/medium/high**	High	

Frequency of Use: **Continuous/ frequent/ medium/ less/ rare**	Frequent
Business Rules:	1. The actor will not be allowed to drop/delete the attachments. 2. Only one record at one time could be allowed to Issue certificate.
Exceptions:	**The actor selects the attachment file for deletion** The System responds with a message," File cannot be deleted. You may either download/print or View the document."
Relationships	**Extends** Physical Site Verification Report **Is Extended By** Alert System **Uses** Login
Special Requirements:	If the actor has received an application from the dealer to grant permission for selling more type of fertilizers, a permission letter will be issued by the Certificate issuing authority in PDF format.
Assumptions:	1. The actor is registered either on CAP or SAP and access the application/service through single sign on. 2. Hardware like computer/laptop system and network connection is available to the actor. 3. The actor is having a valid mobile number and e-Mail id. 4. Application level authorities, to who the application will be forwarded, will be configurable at the state level.
Dependency:	None
Notes and Issues:	None .

3.4.2.1.6 Application for Renewal of the dealership certificate of authorisation

Overview: The dealer whose dealership certificate has been cancelled or about to be cancelled can submit an online application for its renewal through the use case **Application for Renewal of**

Dealership Certificate in Fertilizer (Form A1).

Use Case Name:	Application for Renewal of Dealership Certificate in Fertilizer (Form A1)
Actors:	**Primary Actor** A Company/Agency/dealer/retailer/wholesaler whose certificate has been cancelled or about to be cancelled. **Secondary Actor** Payment Gateway
Stake Holder:	A Company/Agency/dealer/retailer/wholesaler
Description:	This use case facilitates the actor of the belonging State/district to submit an application form online to renew the dealership certificate.
Trigger:	The actor selects the option available **Transactions-> Application for Renewal of Dealership Certificate in Fertilizer (Form A1)**
Pre conditions:	1. The user must be registered on the CAP/SAP. He must be logged in, and should have permissions to access ISF and Application for Renewal of Dealership Certificate in Fertilizer (Form A1) page in it. 2. The person/agency must have a dealership certificate earlier Issued by the belonging state/district. 3. If the actor has granted permission for selling more types of fertilizers, the permission letter issued by the CIA must be attached with it to be added in the renewed Certificate.
Post conditions:	1. If the Check list has been verified successfully, the System will respond with an alert message," Application has been verified successfully. Please click on the **Submit** button to submit the application." 2. If the actor clicks on the **Submit** button, the System will respond with an alert message," The application has been submitted successfully." a. The System will generate an application reference number in a predefine

	format and an SMS alert will be thrown to the applicant on the registered Mobile Number. b. The application Status in the System will be changed as "Pending for acceptance "in database. The application status will be displayed in the **View Application Status** use case. 3. Application Status will also be displayed on the SAP by clicking on the link available. 4. The additional approved endorsement of product will be added in the renewed Certificate. 5. The actor is renewing a dealership Certificate either at the state/district/range level; the application will be forwarded to the assigned document verification authority for acceptance through **Application Acceptance** use case. 6. If the actor clicks on the **Save** button, all the entered information would be stored in database and the actor can submit the application later on. 7. If the actor clicks on the Cancel button after saving the form earlier, the Form A1 would be cancelled and the actor would be brought back to the **Main Manu Page** without changing the data. 8. If the actor clicks on the Cancel button without saving the form once, the System would respond with the message," All entered details would be lost. Do you still wish to continue?" If the actor chooses yes, the Form A1 page would be cancelled with the loss of entered details and the actor would be required to reenter the details. If the actor chooses No, the System will retain the Form A1 Page with the entered details.	
Input:	Existing Certificate No	
Output:	The application form will be forwarded to the Certificate Issuing authority/Officer in charge of the concerned region.	
Normal Flow:	Actor Actions	System Responses

	• The actor clicks on the option "**Application for Renewal of Certificate**".	On the top of the form, the System will display a **Help** option, which the actor can select to seek guidance about how to specify information in various fields. The System will prompt the actor to specify the Certificate no Issued earlier which he/she desires to renew.
	• The actor specifies Certificate no.	If dealer's Certificate details are available in Certificate database, Based on the specified Certificate no the system will display all the details specified in the original application Form A1pplied earlier through **Form of Application to obtain a dealer's certificate** use case in read only mode. The System will facilitate the actor to change the entered details by clicking on the **Change** hyperlink except State Name or the District/Range Name or Storage location specified in the original Certificate. The System will maintain the history of the original information.
	▪ The System will prompt the actor to specify the payment details of the renewal fee.	**Make Payments** The System will prompt the actor to select Mode of Payment. The actor could select one of the following Mode of Payments: Through Treasury Through Bank In bank, the actor could deposit payment using Demand Draft Cheque

		Online Payment- For online payment, the actor could choose one of the following options: Internet Banking Debit Card Credit Card
	If actor selects Treasury,	***The System will prompt to specify following details:*** • **Challan No:** • **Date of Challan:** • **Treasury Name:** The System will prompt the actor to select the treasury name from the drop down enlisting all the treasuries created under the State.
	If actor selects Mode of Payment as Check	***The System will prompt to specify following details:*** • **Check No:** • **Check Date:** • **Cheque Deposited In: Bank** If actor selects Bank, the System will prompt the actor to select the Bank Name from the drop down enlisting all the Central/State/Cooperative/Private banks specified in the database. Select name of the bank in which the Cheque was deposited.

	If actor selects Mode of Payment as DD,	***The System will prompt the actor to specify following details:*** • **DD Issuing Bank Name** As the actor selects Bank, the System will prompt the actor to select the Bank Name from the drop down enlisting all the Central/State/Cooperative/Private banks specified in the database. Select name of the bank in which the DD was deposited. • **DD No** • **DD Date** • **Payable At: Account Holder Name**
	If actor selects Mode of Payment as Internet Banking/Debit Card/Credit Card,	The System will navigate the actor to the use case **Payment Gateway** to make payment online.
	▪ After specifying all the details belonging to the selected mode of payment, the System will prompt the actor to specify the **Amount** of the certificate fee paid. ▪ The actor will go through the	

	declarations specified on the form in read only mode. ▪ After that, the system will prompt the actor to upload the required documents for verification through **Attach Documents** Use Case. The actor will have to upload following documents: a……Upload b……Upload c……Upload ▪ The actor may drop the uploaded attachments by using the functionality of **Drop Documents** Use Case. ▪ After specifying all the mandatory information, the actor could select one of the following buttons Verify Check List Submit Form Save Clear Close **Verify Checklist**: As the actor selects this button, the System will display a checklist to the actor to verify the details which have been changed by	

	him/her and whether all the relevant documents has been submitted or not. **Submit Form**: The actor may click on the Submit button, once the Check list has been verified successfully. **Save**: The actor may click on the Save button, if he/she doesn't wish to Submit the application at that particular moment and wants to save the entered details. **Clear:** The actor may click on the Clear button, if he wants to remove the entered details.	
Alternative Flow:	a. If the dealer's Certificate details are not available in the Certificate database, the system will prompt the actor to specify all the details required to submit Application Form for dealership Certificate. b. The System will also facilitate the actor to download the Verifying Checklist in PDF format.	
Exceptional Flow:	**None**	
Includes: **other use case id**		
UI: **required/not required**	Required	
Priority: **Low/medium/high**	Medium	

Frequency of Use: **Continuous/ frequent/ medium/ less/ rare**	Medium
Business Rules:	1. The actor will not be allowed to drop/delete the existing attachments. 2. The actor may download the existing attachments. 3. The attached documents could be in .txt, .pdf, .docx, .doc, .xls, .jpg, .grf, .jpmg formats. 4. Only one record at one time could be allowed to select for acceptance 5. Fertilizer Control Order 1985
Exceptions:	**The actor selects the attachment file for deletion** The System responds with a message," File cannot be deleted. You may either download/print or View the document." **Actor changes the details in the application Form A1nd click on the verify checklist button without attaching the required documents.** The system responds with the message," All supporting documents against which the information has been changed need to be uploaded. Please upload all the documents for verification." **The actor changes the details in the application Form A1nd click on the Submit button, without verifying checklist.** The system responds with the message," Please verify checklist before submitting the application."
Relationships	**Extends** Download attachment Drop Attachment **Is Extended By** Acceptance Application Payment Gateway SAP **Uses** Login
Special Requirements:	None

Assumptions:	1. The actor is registered either on CAP/SAP and access the application/service through single sign on. 2. Hardware like computer/laptop system and network connection is available to the actor. 3. The actor is having a valid mobile number. 4. Application level authorities, to who the application will be forwarded, will be configurable at the state level.
Dependency:	None
Notes and Issues:	None .

3.4.2.1.7 Application for obtaining Form A1 at Range Level

Overview: The dealer who has obtained dealership certificate at the district level and now desires to obtain certificate at the range level may apply an online application through the use case **Application for Obtaining Dealership Certificate at Range Level.**

Use Case Name:	Application for obtaining Dealership certificate at Range Level
Actors:	**Primary Actor** A person/agency that has a dealership certificate at district level and now wish to obtain certificate at Range level. **Secondary Actor** Payment Gateway
Stake Holder:	Applicant
Description:	This use case facilitates the actor to submit an application form online to obtain dealership certificate at range level.
Trigger:	The actor selects the option available **Transactions-> Application for obtaining Dealership certificate at Range level**

Pre conditions:	1. The user must be registered on the CAP/SAP. He must be logged in, and should have permissions to access ISF and Application for obtaining Dealership certificate at Range level page in it. 2. The person/agency must have a dealership certificate earlier Issued at the district covered under the respective range.
Post conditions:	1. If the Check list has been verified successfully, the System will respond with an alert message," Application has been verified successfully. Please click on the **Submit** link to submit the application." 2. If the actor clicks on the **Submit** link, the System will respond with an alert message," The application has been submitted successfully." a. The System will generate an application reference number in a predefine format and an SMS alert will be thrown to the applicant on the registered Mobile Number. b. The application Status in the System will be changed as "Pending for acceptance "in database. The application status will be displayed in the **View Application Status** use case. 3. Application Status will also be displayed on the SAP by clicking on the link available. 4. The actor is applying at the range level; the application will be forwarded to the assigned document verification authority at range level for acceptance through **Application Acceptance** use case. 5. If the actor clicks on the Save link, all the entered information would be stored in database and the actor can submit the application later on. 6. If the actor clicks on the Cancel link after saving the form earlier, the details would be cancelled and the actor would be brought back to the Main Manu Page without changing the data. 7. If the actor clicks on the Cancel link without saving the form once, the System would respond with the message," All entered details would be lost. Do you still wish to continue?"

	If the actor chooses yes, the application page would be cancelled with the loss of entered details and the actor would be required to reenter the details. If the actor chooses No, the System will retain application Page with the entered details.	
Input:	Existing Certificate No	
Output:	The application form will be forwarded to the authorized person for documents verification and application acceptance.	
Normal Flow:	Actor Actions	System Responses
	▪ The actor clicks on the option "**Application for obtaining Certificate at the Range level**".	▪ On the top of the form, the System will display a **Help** option, which the actor can select to seek guidance about how to specify information in various fields. ▪ The System will prompt the actor to specify the existing Certificate no Issued at the district level.
	▪ The actor specifies Certificate no.	▪ Based on the specified Certificate no the system will display all the details specified in the original application Form A1pplied at district level earlier through **Form of Application to obtain a dealer's Certificate** use case in read only mode. ▪ The System will display the **Range** of the belonging district from the Range master.
	▪ The System will prompt the actor to specify the payment details for applying at the range level.	▪ The System will display the "**Amount**" to be paid. **Make Payments** ▪ The System will prompt the actor to select Mode of Payment. The actor

		could select one of the following Mode of Payments: - Through Treasury - Through Bank In bank, the actor could deposit payment using - Demand Draft - Cheque - Online Payment- For online payment, the actor could choose one of the following options: ▪ Internet Banking ▪ Debit Card ▪ Credit Card
	If actor selects Mode of Payment " Through Treasury"	***The System will prompt to specify following details:*** • **Challan No:** • **Date of Challan:** **Treasury Name:** The System will prompt the actor to select the treasury name from the drop down enlisting all the treasuries created under the State.

	If actor selects Mode of Payment as Check	***The System will prompt to specify following details:*** • **Check No:** • **Check Date:** • **Cheque Deposited In: Bank** If actor selects Bank, the System will prompt the actor to select the Bank Name from the drop down enlisting all the Central/State/Cooperative/Private banks specified in the database. Select name of the bank in which the Cheque was deposited.
	If actor selects Mode of Payment as DD,	***The System will prompt the actor to specify following details:*** • **DD Issuing Bank Name** As the actor selects Bank, the System will prompt the actor to select the Bank Name from the drop down enlisting all the Central/State/Cooperative/Private banks specified in the database. Select name of the bank in which the DD was deposited. • **DD No** • **DD Date** • **Payable At: Account Holder Name**

	If actor selects Mode of Payment as Internet Banking/Debit Card/Credit Card under Online Payment option,	The System will navigate the actor to the use case **Payment Gateway** to make payment online.
	▪ The actor will go through the declarations specified on the form in read only mode. ▪ After that, the system will prompt the actor to upload the required documents for verification through **Attach Documents** Use Case. The actor will have to upload the documents and the applicant's photograph: a……Upload b……Upload c……Upload ▪ The actor may drop the uploaded attachments by using the functionality of **Drop Documents** Use Case. ▪ After specifying all the mandatory information, the actor could select one of the following links Verify Check List Submit Form Save Clear	

	Close **Verify Checklist**: As the actor selects this link, the System will display a checklist to the actor to verify the details which have been changed by him/her and whether all the relevant documents has been submitted or not. **Submit Form**: The actor may click on the Submit link, once the Check list has been verified successfully. **Save**: The actor may click on the Save link, if he/she doesn't wish to Submit the application at that particular moment and wants to save the entered details. **Clear:** The actor may click on the Clear link, if he wants to remove the entered details.	
Alternative Flow:	a. If the dealer's Certificate details are not available in the Certificate database, the system will prompt the actor to specify all the details required to submit Application Form for dealership Certificate.	
Exceptional Flow:	**None**	
Includes: **other use case id**		
UI: **required/not required**	Required	

Priority: **Low/medium/high**	Medium
Frequency of Use: **Continuous/ frequent/ medium/ less/ rare**	Medium
Business Rules:	1. The actor will not be allowed to drop/delete the existing attachments. 2. The actor may download the existing attachments. 3. The attached documents could be in .txt, .pdf, .docx, .doc, .xls, .jpg, .grf, .jpmg formats. 4. The actor may attach scan copies of the documents. 5. The district wise Range Offices must be defined in master database. 6. Fee must be specified in Fee Master. 7. Only one record at one time could be allowed to select for acceptance. 8. Fertilizer Control Order 1985
Exceptions:	**The actor selects the attachment file for deletion** The System responds with a message," File cannot be deleted. You may either download/print or View the document." **The actor changes the details in the application Form A1nd click on the Submit link, without verifying checklist.** The system responds with the message," Please verify checklist before submitting the application."
Relationships	**Extends** Download attachment Drop Attachment **Is Extended By** Acceptance Application Payment Gateway SAP **Uses** Login
Special Requirements:	The actor will have to attach affidavit about positive site inspection report, Issued by the Certificate Issuing authority at district level in Form O.

Assumptions:	• The actor is registered either on CAP/SAP and access the application/service through single sign on. • Hardware like computer/laptop system and network connection is available to the actor. • The actor is having a valid mobile number. • Application level authorities, to who the application will be forwarded, will be configurable at the state level.
Dependency:	None
Notes and Issues:	

3.4.2.1.8 *Request for Duplicate Certificate*

Use Case Name:	Request for Duplicate Certificate
Actors:	**Primary Actor** Dealer or the person who wishes to apply for a duplicate copy of dealership certificate. **Secondary Actor**Payment Gateway
Description:	This use case facilitates the actor to apply online to obtain a duplicate copy of the existing dealership certificate.
Trigger:	The actor clicks on the link available under transaction->Request Duplicate Certificate.
Pre-conditions:	1. The applicant dealers should be registered on the CAP or SAP and should have permissions to access “Request for Duplicate Certificate”. 2. The validity of the existing certificate should not be expired.
Post conditions:	a. As the actor clicks on the “Save”, the system will respond with the message,” Request Duplicate Certificate details have been stored in database.” b. The stored details will be available for modification/deletion. The actor clicks on the “Confirm”, a. The confirmed application details will be forwarded to the application acceptance authority for verification of the application details. b. An alert SMS will be thrown to the stakeholder’s registered mobile

	number through alert system use case. c. The recorded details will not be available for modification/deletion.	
Basic Flow:	**Actor Actions** • Dealer logs on and clicks the "Request duplicate Certificate". • Actor enters the existing unexpired Certificate Number and the reasons for getting the duplicate copy (If the original certificate has been lost/tear). • Actor receives the ref. no of the request submitted on the registered mobile no. • If any fee to remitted, the actor deposits online payments using use case "Payment Gateway" or offline Cash/Cheque/DD payments in Banks or treasury. After specifying all the mandatory details, actor may choose one of the following options: Save: The specified details will be stored in the database and the actor could modify/delete the	**System Responses** **If dealer's certificate details are stored in Certificate database of ISF application,** • System shows the dealer's Certificate details stored in database. • System captures the inputs from the existing dealer's database, generates ref. no. and triggers sent to the alert system.

	stored information. Confirm: The actor may confirm the details entered and the application would be submitted to the application acceptance authority for acceptance of application.	
Alternative Flow	If the dealer's certificate details are not available in the certificate database, the system will prompt the actor to specify all the details required to submit Application Form for dealership certificate use case.	
Includes: other use case id	None	
UI: required/not required	Required	
Priority: Low/medium/high	Low	
Frequency of Use: Continuous/ frequent/ medium/ less/ rare	Rare	
Business Rules:	Fertilizer Control Order 1985	
Special Requirements:	Dealer must be a registered user; certificate should not be expired.	

Assumptions:	1. The actor is requesting for a duplicate copy of certificate, if either his/her certificate has been lost/misplaced/tear or in any reason it is not available with him/her. 2. Application level authorities, to who the application will be forwarded, will be configurable at the state level.
Dependency:	**Extends** ISF home page **Is extended by** None **Uses** Login
Notes and Issues:	

3.4.2.1.9 Cancellation/Suspension of the Certificate

Use Case Name:	Cancellation / Suspension of Certificate
Actors:	CIA at (State/District/Range level)
Description:	The system will facilitate the actor to suspend or cancel the Certificate of the dealers in case of violation of rules and regulatory acts or the sample results forwarded by the Fertilizer Testing Laboratories using use case "**Sample Testing Details at Fertilizer Laboratories**".
Trigger:	Actor clicks on the link available under ISF home page->Transaction-> "Cancellation / Suspension of Certificate"
Pre-conditions:	The applicant dealers should be signed up on CAP/SAP and should have permissions to access "Cancellation/Suspension of Certificate".
Post conditions:	a. As the actor clicks on the "Save", the system will respond with the message," Suspension/Cancellation of Certificate details has been stored in database." b. The stored details will be available for modification/deletion. The actor clicks on the "Freeze", c. The System will respond with the message," Suspension/Cancellation of Certificate details have been frozen

<table>
<tr><td></td><td colspan="2">successfully."
d. An alert SMS will be thrown to the stakeholder's registered mobile number through alert system use case.
e. The recorded details will not be available for modification/deletion.
f. To modify freeze details, the actor will have to unfreeze the details.</td></tr>
<tr><td>Basic Flow:</td><td>Actor Actions

• Actor logins and click the "Cancellation/Suspension of Certificate" link.

• Actor specifies the details.

OR

(if the dealer registered in old system)
Under the instructions from FI, based on the negative test results provided by testing laboratories FI tears the original Certificate in front of notary public.

Actor may choose one of the following options:

Save: Actor clicks on the save link to store details in database which are not confirmed and could be modified.</td><td>System Responses

a The System will prompt the actor to specify following details of the dealer whose Certificate is to be suspended or cancelled:
• Name of the dealer
• Certificate number
• Reasons for cancellation/suspension
• Duration of suspension
• Remarks (if any)
• Upload file

System captures the inputs and updates the table.</td></tr>
</table>

	Freeze: Actor clicks on the freeze link, if the specified details are confirmed and will not be required to modify.	The System will send trigger to the alert system and an SMS alert will be sent to the stakeholder giving Certificate suspension/cancellation information.
Alternative Flow	**None**	
Includes: other use case id	None	
UI: required/not required	Required	
Priority: Low/medium/high	High	
Frequency of Use: Continuous/ frequent/ medium/ less/ rare	Rare	
Business Rules:	• As per Fertilizer Control Order 1985 • The authorized user would be allowed to unfreeze the freeze details.	
Special Requirements:	A legal document (test report of non - standard, report from FI of non-suitability premises, etc)	
Assumptions:	Application level authorities, to who the application will be forwarded, will be configurable at the state level.	

Dependency:	**Extends** ISF Home Page **Is Extended By** Alert System **Uses** Login
Notes and Issues:	

3.4.2.2 Process for obtaining authorisation certificate for manufacturing fertiliser

3.4.2.3 Submission of Form D to obtain authorisation certificate for manufacturing

Use Case Name:	Application form to obtain authorisation certificate for Manufacturing fertilizer (Form D)
Version:	00
Context:	This use case is used to apply a certificate for manufacturing of Fertilizer in state.
Priority:	
Frequency:	As and when actors wants to enter/update details of issued certificate.
Primary Actor:	A Company
Preconditions:	Actor is logged into SAP application over the web using Log in use case. User should be authenticated by system and set his/her states as Login. Actor should have all document/certificates scanned copy (As per section 4.2, annexure A).
Trigger	The actor choose to selects Form D
Basic Flow:	1. Application form details (Form D details): a) System presents the actor options as New / Renew Certificate. **B1) If Actor instructs the system for New certificate then** System presents

	the actor with an interface with an option to add certificate information. c) Actor will be presented with an interface of form with following options 2. Details of the certification Authority to whom application is submitted. ▪ Designation of Registered Authority ▪ Place ▪ State of ▪ Name of the Applicant: ▪ Address of the Applicant: ▪ Does this applicant posses the qualification prescribed by the State Govt. Under sub-clause (1) of clause 14 of the Fertilizer (Control) Order, 1985. ▪ Is the Applicant a New Comer (Yes/ No) ▪ Situation of the applicant's premises where physical / granulated mixture organic fertilizer/ bio fertilizer will be prepared. ▪ Full particulars regarding specifications of the physical granulated mixture of fertilizers/ organic fertilizers/ bio fertilizers for which the certificate is required and the raw materials used in making the mixture. ▪ 8. Quantities of each physical/ granulated mixture of fertilizers/ mixture of micronutrient fertilizers/ organic fertilizers/ bio fertilizers (in tonnes) our possession on the date of the application and held at different addresses noted against each. ▪ 9. (i) If the applicant has been carrying on the business of preparing physical/ granulated mixtures of fertilizers/ mixtures of micronutrient fertilizers/ organic fertilizers / bio fertilizers, give all particulars of such mixtures handled, the period and the place (s) at which the mixing of fertilizers was done. ▪ (ii) Also give the quantities of physical/ granulated fertilizers/ mixtures of micronutrient fertilizers/ organic fertilizers / bio fertilizers handled during the past calendar year. ▪ 10. If the applicant is for renewed, indicate briefly why the original certificate could not be acted on within the period of the validity. **B2) If Actor instructs the system for Renew Certificate then System presents the actor with an interface for searching the old certificate information.** ▪ Certification No. The System will automatically display all the details related to the original certificate no specified in database. Actor shall verify the existing details with the help of physical documents and modified the existing details if required. **Upload Option for all scanned document and certificates**

> Raw material source information on the Company letter head
> Challan documents of receipt money
> Declaration of Laboratories specification
> Details of Manufacturing Mixture
> Certificate from Pollution Board and from DIC- District Industrial Centre
> Power Supply Certificate
> Details of office and godown
> Other documents as per Check list given in section 4.2, Annexure A.

The System will provide an interface to an actor to enter payment data.h) **Make Payments**

- The System will prompt the actor to select Mode of Payment.

II. The actor could select one of the following Mode of Payments:

- Through Treasury
- Through Bank

In bank, the actor could deposit payment using

- Demand Draft
- Cheque
- Online Payment- For online payment, the actor could choose one of the following options:
  - Internet Banking
  - Debit Card
  - Credit Card

If actor selects Payment through Treasury, the System will prompt to specify following details:

- **Challan No:**
- **Date of Challan:**
- **Treasury Name:** The System will prompt the actor to select the treasury name from the drop down enlisting all the treasuries created under the State.

	If actor selects Mode of Payment as Cheque, the System will prompt to specify following details: • **Check No:** • **Check Date:** • **Cheque Deposited In: Bank** If actor selects Bank, the System will prompt the actor to select the Bank Name from the drop down enlisting all the Central/State/Cooperative/Private banks specified in the database. Select name of the bank in which the Cheque was deposited. If the actor selects treasury, ***If actor selects Mode of Payment as DD, the System will prompt to specify following details:*** • **DD issuing Bank Name** As the actor selects Bank, the System will prompt the actor to select the Bank Name from the drop down enlisting all the Central/State/Cooperative/Private banks specified in the database. Select name of the bank in which the DD was deposited. • **DD No** • **DD Date** • **Payable At: Account Holder Name** ▪ The System will prompt the actor to specify the **Amount** of the certificate fee paid. ***If actor selects Mode of Payment as Internet Banking/Debit Card/Credit Card under online payment option,*** The System will navigate the actor to the use case **Payment Gateway** to make payment online. ▪ The actor will go through the declarations specified on the form in read only mode. 3. After that, the system will prompt the actor to upload the required

	documents for verification through **Attach Documents** Use Case. The actor will have to upload following documents: a……Upload b……Upload c……Upload 4. Upload Photograph 5. The actor may drop the uploaded attachments by using the functionality of **Drop Documents** Use Case. 6. After specifying all the mandatory information, the actor could select one of the following links Verify Check List Submit Form Save Clear Close **Verify Checklist**: As the actor selects this link, the System will display a checklist to the actor to verify the entered details and whether all the required documents has been submitted or not. **Submit Form**: The actor may click on the Submit link, once the Check list has been verified successfully. **Save**: The actor may click on the Save link, if he/she doesn't wish to Submit the application at that particular moment and wants to save the entered details. **Clear:** The actor may click on the Clear link, if he wants to remove the entered details.
Alternative Flow:	1. If the applicant is applying for the first time to obtain certificate through the system or his/her certificate information is not available in the system, applying for the renewal of the certificate he/she would be required to re specify all the information of the Form D in the System. 2. The actor can also download the check list from the SAP.

	3. **Invalid Data** System will check for any invalid data before saving. If data is not valid, system halts processing and no data will be saved and system will ask to enter the data again. 4. **Cancel** If Actor cancels the form then system will reach at home page.
Post Condition:	1. Database is updated and mail trigger to respective person with consolidated information details. 2. The system shall generate application reference no and thrown a message to the applicant. 3. An SMS indicating the certification is complete will be sent to the recipient mobile. 4. The application will be forwarded to the concerned level authority for acceptance.
Special Requirements:	1. Mandatory fields, validation done from client and server both end. 2. Editing facility make available before submission of application. After submission application cannot be edited.
Assumptions	Application level authorities, to who the application will be forwarded, will be configurable at the state level
Unresolved Issues:	

3.4.2.4 Acceptance of Application & Forwarding it for verification

Overview: The pending applications submitted through the use case **Form of Application to obtain a *authorisation certificate for Manufacturing fertilizer (Form D)*** will be available to the actor for his/her acceptance and field inspection.

Use Case Name:	Application Acceptance
Actors:	**Primary Actor** Officer authorized to physically verify the documents and application acceptance (Role assigned at State level)
Stake Holder:	Person/Agency who submitted the Form of application to obtain a authorisation Certificate for Manufacturing fertilizer (Form D)
Description:	This use case will enable the actor to select the form of applications submitted by the company to obtain the manufacturing Certificate (for Fertilizer) and those are pending to be verified and accepted by him/her to Issue certificate for manufacturing of fertilizer (Form F). All the pending applications will be highlighted to the actor with a flag set as “Pending”.

Trigger:	The actor selects the option available **Transactions->Application Acceptance**	
Pre conditions:	1. The user must be registered on CAP/ SAP. He must be logged in, and should have permissions to access ISF and Acceptance Application page in it. 2. There must be at least one application available with the status "Pending". 3. The actor must have received deposited fee draft/challan along with the photo copy of the application form.	
Post conditions:	Once the actor clicks on the button "Accepted", a. The System will respond with an alert message, "The application has been accepted successfully." b. An SMS alert in a pre define format will be thrown to the applicant's mobile number which is registered in our database. c. The status of the accepted application will get updated with the status "Accepted" or "Rejected based on the selected button by the actor in the "View Status of the Application" page and on the SAP under the available link. d. The accepted application will not be available to the actor for modification and deletion.	
Input:	1. Select one application from the list of pending applications for verification and acceptance. 4. Verify the entered details and Click on the "Accept" button.	
Output:	The accepted application form will be forwarded to the Field inspector for site/Plant verification.	
Normal Flow:	Actor Actions	System Responses
	• The actor clicks on the option "**Application Acceptance**".	▪ On the top of the form, the System will display a **Help** option, which the actor can select to seek guidance about how to specify information in various fields. ▪ The System will provide a list of all the pending applications for acceptance with the following information: S. No, Reference No, Application type (New/Renew/Duplicate), Application Submission Date, and Application Status as Pending.
	• The actor selects one of the application records to verify.	▪ The System will display all the information recorded in the application form through use case "Form of

	• Once the actor verifies the entered information, the actor may choose one of the following buttons: Accept Reject Close • The actor selects the "**Accept**" button to accept the application if all the details get verified. • The actor may select the "**Reject**" button, if the entered information doesn't satisfy the acceptance criteria or the documents are incomplete. • The actor may click on the "**Close**" button to close the "Application Acceptance" page.	Application to obtain authorisation Certificate for manufacturing fertilizer" in read only mode. The actor could either **download/print/View** the attached document by clicking on the respective links available for maintaining records and verification.
Alternative Flow:	**None**	
Exceptional Flow:	**None**	
Includes: **other use case id**		
UI: **required/not required**	Required	

Priority: **Low/medium/high**	High
Frequency of Use: **Continuous / frequent/ medium/ less/ rare**	Frequent
Business Rules:	1. Fertilizer Control Order 1985 2. The actor will not be allowed to drop/delete the attachments. 3. The attached documents could be in .txt, .pdf, .docx, .doc, .xls, .jpg, .grf, .jpmg formats. 4. Only one record at one time could be allowed to select for acceptance.
Exceptions:	**The actor selects the attachment file for deletion** The System responds with a message," File cannot be deleted. You may either download/print or View the document."
Relationships	**Extends** ISF Menu Page Application Form to obtain New/Renew authorisation Certificate (Form D) **Is Extended By** Site Inspection **Uses** Login
Special Requirements:	None
Assumptions:	▪ The actor is registered either on CAP or SAP and access the application/service through single sign on. Hardware like computer/laptop system and network connection is available to the actor. ▪ The actor is having a valid mobile number. ▪ Application level authorities, to who the application will be forwarded, will be configurable at the state level.

Dependency:	None
Notes and Issues:	None .

3.4.2.4.1 Forward Application for Physical Inspection of Site

Use Case Name:	Forward Application for Site Inspection	
Actors:	Primary actor Certificate Issuing Authority (CIA at State level).	
Description:	The System will facilitate the actor to forward the accepted physically verified document application to the field inspector for physical site inspection, in case he/she finds anything suspicious about the applicant.	
Trigger:	The actor chooses to click on the link available under ISF Home Page->Transaction->Certificate Application-> Forward Application for Site Inspection	
Pre-conditions:	Actor had logged into the ISF application and has chosen to forward applications to the site inspectors.	
Post conditions:	5. If the application has been forwarded to the site inspector, "Trigger mail / msg will be sent to the field inspector and the applicant for information purpose." 6. The status of the accepted application will be displayed on the SAP and the ISF service home page as "Pending for Site/Plant Inspection". 7. The stakeholder could track the status of his/her application using application reference number on the SAP. 8. Saved details will be available for modification and deletion by the actor.	
Basic Flow:	**Actor Actions** • Actor clicks on the link " Forward Application for Site Inspection"	**System Responses** • The System will display all the accepted applications forwarded through the "Application Acceptance" use case to the actor for Issuing Certificate.

	• In case actor doesn't satisfied with the documents, the Actor may select one or multiple records to forward them to the site inspector for field inspection. • As the actor click on the link available for the record, the system will display the application details specified by the applicant in read only mode. The actor could download the attached documents in PDF format for record purpose. • The actor will select the Name of the Field Inspector to who he/she desires to forward application. • After specifying the required details, the actor may click on the "Forward" option, to forward it to the selected field inspector.	• The System will enlist the names of the field inspectors specified in our master database. • Multiple applications could be assigned to one field inspector for site inspection. • Before sending the data to the core system needs to validate the input fields and also verify the check list as below:
Includes: other use case id	None	
UI: required/not required	Required	

Priority: Low/medium/high	High
Frequency of Use: Continuous/ frequent/ medium/ less/ rare	Frequent
Business Rules:	4. As per Fertilizer Control Order 1985. 5. There should be at least one record selected for the field inspector. 6. Application level authorities, to who the application will be forwarded, will be configurable at the state level.
Special Requirements:	Field Inspector details should be specified in Master database.
Assumptions:	None
Dependency:	**Extends** ISF Home Page **Is Extended By** Physical Verification Report **Uses** Login
Notes and Issues:	None

3.4.2.4.2 Physical Verification Report

Use Case Name:	Physical/Site Verification Report
Actors:	Primary actor The agriculture officer/field inspector
Description:	The System will facilitate the actor to specify the site verification details.
Trigger:	The actor chooses to click on the link available under ISF Home Page->Transaction->Certificate Application-> Site Verification Report

Pre-conditions:	Actor had logged into the ISF application and has chosen to specify site verification details of the applicant.	
Post conditions:	1. If the physical verification details have been submitted by the actor, "Trigger mail / msg will be sent to the assigned authority and applicant with the status of the physical verification" and recommendation will be forwarded to the concerned CIA for report verification. 5. The status of the physical verification of the application will be displayed on the SAP and the ISF service home page. 6. The stakeholder could track the status of his/her application using application reference number on the SAP. 7. Saved details will be available for modification and deletion by the actor.	
Basic Flow:	**Actor Actions**	**System Responses**
	• Actor visits the applicant's site/plant and evaluates the suitability.	
	• Actor logins and System presents the actor with an interface with listing of 'the applications forwarded by the Certificate Issuing authority to him for physical/site verification.	• The System shows the recommendation fields to be filled by FI. • The actor may select the "Grace Period" option, if he/she doesn't find the site verification report satisfactory and the application will remain pending for 15 days until the site is again verified by the inspector. • If actor doesn't find physical verification positive, the status of the application will be changed as "Rejected" and an alert message will be thrown to the stakeholder's registered mobile no.
	• Actor enters the recommendation and submits, if the details have	

	been confirmed by him/her. • Actor shall submit the data related to inspection report and also upload all scan copy to system which is used during the physical verification. • The actor may click on the "Save" option, if the entered details could be modified by the actor.	• Before sending the data to the core system needs to validate the input fields and also verify the check list as below: a. The Physical Verification report must be uploaded. b. Data shall not be blank.
Includes: other use case id	None	
UI: required/not required	Required	
Priority: Low/medium/high	High	
Frequency of Use: Continuous/ frequent/ medium/ less/ rare	Frequent	
Business Rules:	As per Fertilizer Control Order 1985.	
Special Requirements:	None	

Assumptions:	Application level authorities, to who the application will be forwarded, will be configurable at the state level.
Dependency:	**Extends** ISF Home Page **Is Extended By** Issue/Renew authorisation Certificate for manufacturing Fertilizer (Form F) **Uses** Login
Notes and Issues:	None

3.4.2.4.3 Issue certificate of authorisation for manufacturing (Form F)

Use Case Name	Issue authorisation Certificate for manufacturing fertilizer (Form F)
Version:	00
Context:	a. This use case will enable the actor to select the form of applications which have been positively verified by the site inspector. The Positive reports submitted by the field inspector through the use case **Physical Verification Report** will be highlighted to the actor with a flag set as "Pending" for Issuing Certificate. b. If the actor has received a request application from the Certificated manufacturer through use case "**Product Endorsement**" to grant permission for manufacturing more types of fertilizers, a letter for granting permission to manufacture more fertilizers will be Issued to the requested dealer
Priority:	
Frequency:	As and when actor receives update about complete physical verification process or receives a request for renewal of the existing certificate or a duplicate copy.
Primary Actor:	CIA
Preconditions:	Actor is logged into SAP application over the web using UC 3.2.1.1. Actor should be authenticated by system and set his/her states as Login. Actor completed the physical verification of site and update system with

	physical reposts status.
Basic Flow:	1. The actor clicks on the option "**Issue of authorisation Certificate for manufacturing Fertilizer (Form F)**". a. On the top of the form, the System will display a **Help** option, which the actor can select to seek guidance about how to specify information in various fields. b. The System will provide a list of all the pending applications for Issuing certificate with the following information: S. No, Reference No, Application Submission Date, Application Type (New/Renew/Duplicate) and Application Status as Issue of Certificate Pending. c. Applications with positive field inspection reports will be enabled for selection. Whereas the applications with negative field inspection reports will be disabled for selection and details will be available in read only mode. 2. The actor selects one of the application records to Issue certificate. a. The System will display all the information recorded in the application form through use case "Form of Application to obtain Certificate" in read only mode along with the attached documents. The actor could either **download/print/View** the attached documents by clicking on the respective links available for maintaining records and verification. b. The actor will specify Date on which certificate is being Issued and Date of the Certificate Valid up to. c. In case selected application is for renewal for Certificate, the actor will specify Certificate Renewal Date and Date of the Certificate Valid up to. 3. The actor may verify the entered information and may choose one of the following buttons: Issue Certificate Reject Close a. The actor selects the "**Issue Certificate**" button to generate a certificate of authorization for manufacturing fertilizer. b. The actor may select the "Reject" button, if the entered information doesn't satisfy him/her to issue certificate. c. The actor may click on the "Close" button to close the "Issue of authorisation Certificate for manufacturing fertilizer (Form F)" page. •

Alternative Flow:	**None**
Post Condition:	a. Once the actor clicks on the button "Issue/Renew Certificate", b. The System will generate a certificate in a predefine PDF format (Form F) along with a Certificate number, manufacturer code and an alert message stating, "The Certificate has been generated successfully. Certificate number is < Certificate number> and Manufacturer Code is < Manufacturer Code>" Will be displayed to the actor. c. An SMS alert in a pre define format including < Certificate Number> and < Manufacturer Code> will be thrown to the applicant/manufacturer mobile number which is registered in our database. Similarly, the Certificate could be emailed to the company's registered email id registered in our database. d. The status of those applications for which Certificate has been issued will get updated with the status "Certificate Issued along with its Certificate number and manufacturer code" or "Issue of Certificate Pending along with the application Reference No" in the "View Status of the Application" page and on the SAP under the available link. e. Based on the provided manufacturer code or the certificate number, the stakeholder can search the status of the Certificate on SAP/Service home page. f. The applications for which Certificate has been issued will not be displayed to the actor for reissuing certificate. g. If Site Verification Report is not approved by the FI, a 15 days grace period alert message will be sent to the applicant's mobile no and e-mail id for re-verification of the site. h. The applications with the 15 days grace period will be forwarded to the concerned site inspector for re verification within 15 days. i. For the renewed Certificate applications, Certificate renewal number will be thrown to the actor's mobile number as an SMS. j. The System should generate a monthly report displaying certificated manufacturers, whose site inspection time limit is exceeding more than one year till that month. Once the Certificate validity period gets over, an SMS alert should be thrown to the dealer about the last date of validity of the Certificate. k. The Certificated manufacturers should be added in the dealer's database on CAP/SAP and will be displayed in the link "Certificated Dealers Network" on the SAP. l. Once the certificate validity period gets over, an SMS alert should be thrown to the manufacturer about the last date of validity of the Certificate. m. The certificate manufacturer will be displayed in the link "Certificate Dealers Network" on the SAP. n. Issued certificate will be valid for 3 years from the date of issue.

	1.
Special Requirements:	If the actor has received an application from the dealer to grant permission for manufacturing more type of fertilizers, a permission letter will be issued by the Certificate issuing authority in PDF format.
Assumptions	1. The actor is registered either on CAP or SAP and access the application/service through single sign on. 2. Hardware like computer/laptop system and network connection is available to the actor. 3. The actor is having a valid mobile number and e-Mail id. 4. Application level authorities, to who the application will be forwarded, will be configurable at the state level.
Unresolved Issues:	

3.4.2.4.4 Request for Duplicate Certificate

Use Case Name:	Request for Duplicate Certificate
Actors:	**Primary Actor** Manufacturer/company who wishes to apply for a duplicate copy of authorisation certificate (Form F). **Secondary Actor** Payment Gateway
Description:	This use case facilitates the actor to apply online to obtain a duplicate copy of the existing authorisation certificate.
Trigger:	The actor clicks on the link available under transaction->Request Duplicate Certificate.
Pre-conditions:	1. The applicant manufacturer should be registered on the CAP or SAP and should have permissions to access “Request for Duplicate Certificate”.2. The validity of the existing certificate should not be expired.
Post conditions:	a. As the actor clicks on the “Save”, the system will respond with the message,” Request Duplicate Certificate details have been stored in database.” b. The stored details will be available for modification/deletion. The actor clicks on the “Confirm”, c. The confirmed application details will be forwarded to the application

<table>
<tr><td></td><td colspan="2">acceptance authority for verification of the application details.
d. An alert SMS will be thrown to the stakeholder's registered mobile number through alert system use case.
e. The recorded details will not be available for modification/deletion.</td></tr>
<tr><td>Basic Flow:</td><td>Actor Actions

• Applicant logs on and clicks the "Request duplicate Certificate".

• Actor enters the existing unexpired Certificate Number and the reasons for getting the duplicate copy (If the original certificate has been lost/tear).

• Actor receives the ref. no of the request submitted on the registered mobile no.
• If any fee to remitted, the actor deposits online payments using use case "Payment Gateway" or offline Cash/Cheque/DD payments in Banks or treasury.

After specifying all the mandatory details, actor may choose one of the following options:</td><td>System Responses

If certificate details are stored in Certificate database of ISF application,

• System shows the manufacturer's Certificate details stored in database.
• System captures the inputs from the existing manufacturer/dealer's database, generates ref. no. and triggers sent to the alert system.</td></tr>
</table>

	Save: The specified details will be stored in the database and the actor could modify/delete the stored information. Confirm: The actor may confirm the details entered and the application would be submitted to the application acceptance authority for acceptance of application.	
Alternative Flow	If the authorisation certificate details are not available in the certificate database, the system will prompt the actor to specify all the details required to submit Application Form (Form D) for authorisation certificate use case.	
Includes: other use case id	None	
UI: required/not required	Required	
Priority: Low/medium/high	Low	
Frequency of Use: Continuous/ frequent/ medium/ less/ rare	Rare	
Business Rules:	Fertilizer Control Order 1985	

Special Requirements:	Manufacturer must be a registered user; certificate should not be expired.
Assumptions:	1. The actor is requesting for a duplicate copy of certificate, if either his/her certificate has been lost/misplaced/tear or in any reason it is not available with him/her. 2. Application level authorities, to who the application will be forwarded, will be configurable at the state level.
Dependency:	**Extends** ISF home page **Is extended by** None **Uses** Login
Notes and Issues:	

3.4.2.4.5 Cancellation/Suspension of the Certificate

Use Case Name:	Cancellation / Suspension of Certificate
Actors:	CIA at (State level)
Description:	The system will facilitate the actor to suspend or cancel the Certificate of the manufacturing in case of violation of rules and regulatory acts or the sample results forwarded by the Fertilizer Testing Laboratories using use case "**Sample Testing Details at Fertilizer Laboratories**".
Trigger:	Actor clicks on the link available under ISF home page->Transaction-> "Cancellation / Suspension of Certificate"
Pre-conditions:	The applicant manufacturer should be signed up on CAP/SAP and should have permissions to access "Cancellation/Suspension of Certificate".
Post conditions:	a. As the actor clicks on the "Save", the system will respond with the message," Suspension/Cancellation of Certificate details has been stored in database." b. The stored details will be available for modification/deletion. The actor clicks on the "Freeze",

	c. The System will respond with the message," Suspension/Cancellation of Certificate details have been frozen successfully." d. An alert SMS will be thrown to the stakeholder's registered mobile number through alert system use case. e. The recorded details will not be available for modification/deletion. f. To modify freeze details, the actor will have to unfreeze the details.	
Basic Flow:	**Actor Actions** • Actor logins and click the "Cancellation/Suspension of Certificate" link. • Actor specifies the details. OR (if the manufacturer registered in old system) Under the instructions from FI, based on the negative test results provided by testing laboratories FI tears the original Certificate in front of notary public. Actor may choose one of the following options: Save: Actor clicks on the save link to store details in database which	**System Responses** b The System will prompt the actor to specify following details of the manufacturer whose Certificate is to be suspended or cancelled: • Name of the manufacturer • Certificate number • Reasons for cancellation/suspension • Duration of suspension • Remarks (if any) • **Upload file** System captures the inputs and updates the table.

	are not confirmed and could be modified. Freeze: Actor clicks on the freeze link, if the specified details are confirmed and will not be required to modify.	The System will send trigger to the alert system and an SMS alert will be sent to the stakeholder giving Certificate suspension/cancellation information.
Alternative Flow	**None**	
Includes: other use case id	None	
UI: required/not required	Required	
Priority: Low/medium/high	High	
Frequency of Use: Continuous/ frequent/ medium/ less/ rare	Rare	
Business Rules:	• As per Fertilizer Control Order 1985 • The authorized user would be allowed to unfreeze the freeze details.	
Special Requirements:	A legal document (test report of non - standard, report from FI of non-suitability premises, etc)	
Assumptions:	Application level authorities, to who the application will be forwarded, will be configurable at the state level.	

Dependency:	**Extends** ISF Home Page **Is Extended By** Alert System **Uses** Login
Notes and Issues:	

3.4.2.5 Endorsement of Product

Use Case Name	Endorsement of Products
Context:	This use case is used to endorse more fertilizer products in a certificate for manufacturing or marketing at state/ range / district.
Priority:	
Frequency:	As and when actors chooses to enter/update details for endorsement.
Primary Actor:	Manufacturer/ Dealer/ Wholesaler, Certificate Issuing Authority
Preconditions:	Actor is logged into SAP application over the web. User should be authenticated by system and set his/her states as Login.
Trigger	The actor chooses endorsement of application.
Basic Flow:	a. **Endorsement of Products**) System prompts the actor to specify following information :Business type: Manufacturing/Dealership b. Valid Certificate No (Form F) (if the business type is Manufacturing), (Form A2) (if the business type is Dealership) 1. As the actor clicks on the submit link, the System will display the existing details stored in database in read only mode. 2. The following details would be allowed to modify : - Email ID:

- Mobile Number:
- Address of Sale/Plant Premises
- Add More Products: The actor could add more products to be endorsed in the certificate of manufacturing or marketing.

3. The actor verifies all the above mentioned info with the help of physical documents.
4. If there is an endorsement fee, the actor would be required to make payments or payment details through the following options available on the screen:

a. Make Payments:

- The System will prompt the actor to select Mode of Payment.

III. The actor could select one of the following Mode of Payments:

- Through Treasury
- Through Bank

In bank, the actor could deposit payment using

- Demand Draft
- Cheque
- Online Payment- For online payment, the actor could choose one of the following options:
  - Internet Banking
  - Debit Card
  - Credit Card

If actor selects Payment through Treasury, the System will prompt to specify following details:

- **Challan No:**
- **Date of Challan:**
- **Treasury Name:** The System will prompt the actor to select the treasury name from the drop down enlisting all the treasuries

	created under the State. ***If actor selects Mode of Payment as Cheque, the System will prompt to specify following details:*** • **Check No:** • **Check Date:** • **Cheque Deposited In: Bank** If actor selects Bank, the System will prompt the actor to select the Bank Name from the drop down enlisting all the Central/State/Cooperative/Private banks specified in the database. Select name of the bank in which the Cheque was deposited. If the actor selects treasury, ***If actor selects Mode of Payment as DD, the System will prompt to specify following details:*** • **DD Issuing Bank Name** As the actor selects Bank, the System will prompt the actor to select the Bank Name from the drop down enlisting all the Central/State/Cooperative/Private banks specified in the database. Select name of the bank in which the DD was deposited. • **DD No** • **DD Date** • **Payable At: Account Holder Name** ▪ The System will prompt the actor to specify the **Amount** of the endorsement fee paid. ▪ The System will prompt the actor to specify the **Amount** of the Certificate fee paid. ***If actor selects Mode of Payment as Internet Banking/Debit Card/Credit Card under online payment option,*** The System will navigate the actor to the use case **Payment Gateway** to

	make payment online. 5. The actor will go through the declarations specified on the form in read only mode. 6. After that, the system will prompt the actor to upload the applicant photograph and required documents for verification through **Attach Documents** Use Case. The actor will have to upload following documents: a……Upload b……Upload c……Upload 7. The actor may drop the uploaded attachments by using the functionality of **Drop Documents** Use Case. 8. After specifying all the mandatory fields, the System will display following buttons: Submit details Save Edit Close Clear The actor could select one of the options. **Submit:** The actor may choose this link, if has/she has ensured to finally send endorsement request in the application form. **Save:** The actor may select save, if he/she wants to save the data to be verified or edited in the future. **Edit:** The actor may choose this link to modify/change the saved details of the application form. **Close:** The actor may click on the "**Close**" link to close the "Endorsement of Product" page.
Alternative Flow:	None
Post Condition:	a. The Submitted details will be forwarded to the CIA for acceptance and approving the endorsements in the issued Certificate.

	b. The System will generate an endorsement reference number to the applicant's register mobile number.
Special Requirements:	1. Address of Sale Place/Plant, Certificate No, Business type and Product Name selection fields are mandatory to specify.
Assumptions	Application level authorities, to who the application will be forwarded, will be configurable at the state level.
Unresolved Issues:	

3.4.2.6 Grant of permission for marketing

3.4.2.7 Capture Permission Request

Use Case Name	Capture the Permission Request
Version:	00
Context:	This use case is used to apply a permission request for marketing of fertilizer in MP and Karnataka states. Before applying at the district or range level to obtain dealership certificate, the applicant should have received the permission letter issued at state level.
Priority:	
Frequency:	As and when actors wants to enter/update details for issue the certificate.
Primary Actor:	Company DOA
Preconditions:	User must be registered on State Agriculture Portal. Actor is logged into SAP application over the web using UC login. User should be authenticated by system and set his/her states as Login. Actor should have all document/certificates scanned copy.
Basic Flow:	1. Capture the Permission request for obtaining Marketing Certificate within the state a) System presents the actor with an interface with option add permission

	request details: b) Actor will be presented the interface of form with following options **Name of the Applicant:** The actor shall specify his/ her full name or the name of the company. **Address:** The actor shall specify the complete address. **Email ID** **Mobile Number** **State** **Name of Fertilizer:** The actor shall mention the name of the fertilizer for which he would like to take certificate. **Particulars of Certificate issued in his/ her name by other state govt.** **- Upload Option for all scanned document and certificates** o Application in Letter o Memorandum of Article o Certificate of Manufacturing of related State o Principal Certificate o Board of Directors List o Quality Certificate o Affidavit of concerned person of State c) The actor verifies all the above mentioned info with the help of physical documents. d) Actor shall instruct the system to save data. e) Before sending the data to the core system needs to validate the input fields and also verify the check list as below. Data is not blank in case of name and address. All Documents must be uploaded.

	Email and Mobile number are mandatory. f) System shall save the data for future use. g) Upon Validating data system will instruct to submit data and system shall provide the acknowledgement to application with reference number. h) System shall forward the application to Director of Agriculture. The use case ends.
Alternative Flow:	1. The actor can also download the check list from the SAP. 2. **Invalid Data** System will check for any invalid data before saving. If data is not valid, system halts processing and no data will be saved and system will ask to enter the data again. 3. **Cancel** If Actor cancels the form then system will reach at home page.
Post Condition:	1. Database is updated and mail trigger to respective person with consolidated information details. 2. The system shall generate application reference no and thrown a message to the applicant. 3. An SMS indicating the certification is complete will be sent to the recipient mobile.
Special Requirements:	Only MP and Karnataka States are having this provision under their state rule. It will not be accessible in other states.
Assumptions	1. There is no specific Performa of the application of Permission Request. Based on the manual application, the basic required information is being taken in the system for permission request. 2. Application level authorities, to who the application will be forwarded, will be configurable at the state level.
Unresolved Issues:	

3.4.2.7.1 Grant of Permission

Use Case Name	Grant of Permission
Version:	00
Context:	This use case is used to grant permission for Marketing Certificate at State Level.
Priority:	

Frequency:	As and when actors received the permission request.
Primary Actor:	Directorate of Agriculture (DOA)
Preconditions:	Actor is logged into CAP/SAP application over the web using login use case. Actor should be authenticated by system and set his/her states as Login. DOA shall verify the documents and report uploaded.
Basic Flow:	1. Grant of Permission a) System presents the actor with an interface with listing of Permission request. b) Actor reviews the all details documents. c) Actor can grant of permission to company if all details he found the valid and verified. d) Actor shall instruct to save data and also instruct to issue the grant of permission letter to company. The use case ends.
Alternative Flow:	**1. Cancel** If Actor cancels the form then system will reach at home page. **2. Exit:** If Actor exists the form then system will close.
Post Condition:	1. Database is updated and mail trigger to respective person with consolidated information details of physical verification. 2. An SMS indicating the grant of permission will be sent to the recipient mobile. 3. The granted permission letter will be sent to the applicant and the District Agriculture office of the applicable states through email. The CIAs at the districts of the applicable states would be able to view or cross verify the issued permission letters to the applicant dealers at the district level by specifying their names.
Special Requirements:	Only MP and Karnataka States are having this provision under their state rule. It will not be accessible in other states.
Assumptions	Application level authorities, to who the application will be forwarded, will be configurable at the state level.
Unresolved Issues:	

3.4.2.8 Fertilizer Quality Testing

Functionality	Description	Actor(s)
Sample Collection	This use case allows the actor to specify fertilizer sample collection details in the Form P and forwards to the testing lab.	Fertilizer Inspector
Sample Registration	The use case describes the process of registering the received samples	Lab In charge
Submission of Analyst Report	This use case allows the actor to specify the analysis report of the tested samples	Lab In charge
Form L generation	This use case allows the actor to specify the details to be printed on the Form L.	Lab In charge

3.4.2.9 Sample Collection (Form K) details

Use Case Name	Sample Collection
Actors:	Fertilizer Inspector
Description:	This use case allows the actor to specify the Form K details for the collected fertiliser samples into the system and forwards to the testing lab.
Trigger:	Actor clicks “testing samples”
Pre-conditions:	Actor must be logged in SAP with valid credentials
Post conditions:	• Once sample details are forwarded, the record should to display to the log in account of the corresponding testing lab officer under the “Sample Registration” interface.
Input:	Details of Sampled fertilizer
Output:	Details captured and sample code will be generated by the system.
Normal Flow:	The system will prompt the actor to specify following details: i) Sample type i.e. whether collected sample is a Routine

	Sample, Referee Sample or Check Sample Analysis ii) Sample ID (it will be an auto generated unique id for each sample entry) iii) Date of sample collection iv) Name and Designation of the Inspector v) Address of the inspector i.e. District/Sub division/Block vi) Mobile Number of the Inspector vii) Email Id of the inspector viii) Certificate Number of registered dealer / manufacturer ix) Fertilizer name, grade and other details x) Sample drawn from the lot, condition xi) Name of the forwarding testing lab xii) Name and Designation of the forwarding officer in Lab (By default it will be the Lab In charge) xiii) Memo No of the forwarding officer xiv) Memo Date of the forwarding officer xv) Type of the sample i.e. Bio Fertilizer/ Fortified Fertilizer/ NP Complex/ NPK Complex/ Organic Fertilizer etc. xvi) Grade of the Fertilizer i.e. Rhizobium/ Azotobacter/ Azospirilum/PSB xvii) Physical Composition i.e. Dry/Free Flowing/ Granular/ Particle/ Powdered/ Solid • Actor saves and submits the information sheet. • The system captures the information, updates the db, and generates a sample code. • The System will facilitate the actor to forward sample details by clicking on "**Forward Sample Details**" link along with the system generated sample code, to the selected forwarding officer in the form. • The entered sample details will be available for printing in PDF format along with the generated sample code. •
Includes Other Use Case ID:	
UI (Required / Not Required)	Required
Priority (High / Medium / Low):	High
Frequency (frequent /Medium / less /	Frequent

rare):	
Business Rules:	• As Per FCO • System generated Sample ID should be unique. • The actor would be required to attach the printed sample details with the samples physically sent to the testing labs.
Special Requirements:	Master databases of Fertiliser testing laboratories, fertiliser lab officers, designations, Fertiliser Inspectors should be available in the system.
Assumptions:	
Dependency:	
Notes and Issues:	

3.4.2.10 Sample Registration

Use Case Name	Sample Registration
Actors:	Officer at Testing labs
Description:	The use case describes the process of registering the received samples
Trigger:	Actor clicks on the “Sample Registration” link available in his/her user account.
Pre-conditions:	• Actor must be logged in SAP with valid credentials • There should be at least one sample details forwarded by the inspector to the belonging testing lab.
Post conditions:	• Status of the accepted samples will be changed as “Registered” for testing and the Rejected Samples as “Rejected” in database. • An MIS report showing inspector wise/district wise accepted or rejected samples will be available on SAP and the same could be sent to the inspector through email. • The inspector could view the status of the registered or rejected samples testing using system generated sample id available with him/her.
Input:	

Output:	Status changed to received / reached testing lab
Normal Flow:	• All the sample records forwarded to that testing lab will be displayed to the selected officer for selection and verification on the sample details. The officer in lab will verify sample records with the physically received samples and register for the testing. The sample records will be displayed with the details like Sample Type, Sample Id, Inspector Address and Sample Code. By clicking on each record, all the details entered by the inspector in the system will be displayed in read only mode. • Once the actor selects any record, System will prompt the actor to specify following details: Date of receipt of sample Sample Accepted/ Rejected Remarks (if any) Sample Forwards to (Name of the Analyst in lab) • All the accepted samples will be considered as registered samples for testing.
Includes Other Use Case ID:	
UI (Required / Not Required)	Required
Priority (High / Medium / Low):	High
Frequency (frequent /Medium / less / rare):	Frequent
Business Rules:	As per FCO
Special Requirements:	Database of Lab Analyst should be available in the system
Assumptions:	
Dependency:	
Notes and Issues:	

3.4.2.11 Submit Analyst Report

Use Case Name	Analyst Report
Actors:	Officer at testing lab
Description:	This use case allows the actor to specify the analysis details of the tested sample.
Trigger:	Actor clicks on the “Analyst Retort ” link
Pre-conditions:	Actor must be logged in SAP with valid credentials and the Analyst Report should have been received from the analyst.
Post conditions:	• Saved Analyst report details would be available for modification or deletion.
Input:	Values of Moisture, N, NH4N, NH4+NO3H, UREA N, P2O5(ammonium citrate/citric acid/water soluble, K2O, Particle size and others
Output:	Information to be displayed in Form L
Normal Flow:	• The System will prompt the actor to specify following sample test details in the system: **Sample ID**: The system will prompt the actor to select sample id from the drop down enlisting the entire registered sample id. Depending on the selected sample id **Name of the fertilizer** and the **sample received date** will be displayed in read only mode. **Date of Analysis** **Test Result Details:** Moisture Total N Ammoniacal Nitrogen Citrate Soluble Phosphate Water Soluble Phosphate Particle size on 4mm Particle size on 1mm Urea N **Test Status: Pass/Fail** **Remarks (if any)**

	• If the actor doesn't specify test result details, he/she may upload the Analysis Report in PDF/Word format using Upload file option available on the screen. • After specifying all the mandatory details, the actor clicks on the "Save" option to save the details. • If the actor chooses "Freeze" option to confirm the test result details, the details will be displayed on the Form L generated by the lab officer.
Includes Other Use Case ID:	
UI (Required / Not Required)	Required
Priority (High / Medium / Low):	High
Frequency (frequent /Medium / less / rare):	Frequent
Business Rules:	FCO Sample Id and date of Analysis is mandatory to specify.
Special Requirements:	
Assumptions:	
Dependency:	
Notes and Issues:	

3.4.2.11.1 Form L Generation

Use Case Name	Form L generation
Actors:	Officer at testing lab
Description:	This use case allows the actor to generate Form L as a final test report.
Trigger:	Actor clicks on the "Form L generation " link

Pre-conditions:	Actor must be logged in SAP with valid credentials and the Analyst Report should have been entered in the system.
Post conditions:	• Saved Form L details would be available for modification or deletion. • The generated Form L will be sent to the account of Chief Quality Control Officer, Inspector, Dy Director or the other restricted officers on SAP and alert will be sent through email. • MIS reports for the lab wise no of sample received, no of samples accepted/rejected, no of samples Pass and fail will be displayed on SAP in public domain.
Input:	Sample Id,
Output:	Form L in PDF format
Normal Flow:	• The System will prompt the actor to specify following initial details to be printed on the Form L: **Sample ID**: The system will prompt the actor to select sample id from the drop down enlisting the entire registered sample id. **Form L Mark To:** Name of the Officer Designation of the Officer Official Address/department name of the Officer **Send Copy of Form L to the :** Select Officer Name and designation • Actor could select up to 10 officer names to send Form L through email.
Includes Other Use Case ID:	
UI (Required / Not Required)	Required
Priority (High / Medium / Low):	High
Frequency (frequent /Medium / less / rare):	Frequent
Business Rules:	FCO All details are mandatory to specify
Special Requirements:	Names, designations and email ids of the officers should be available in database
Assumptions:	

Dependency:	
Notes and Issues:	

Functionality	Description	Actor(s)
Payment Gateway	This use case is used for payment gateway.	Applicant of any service
Auto Alert System	This is a use case for alert system	System
Manual Alert System	This is a use case for alert system which should be functioning when manual commands given	All System Users

3.4.2.12 Payment Gateway

Overview: Payment gateway facilitates the actor to deposit there fees through online transactions like internet banking, debit card or credit card. Payment gateway works as a bridge between the sender's bank account and the recipient bank accounts.

Use Case Name:	Payment Gateway
Actors:	**Primary Actor** The person/agency who wishes to deposit fee charges for certification or various activities through this application using internet banking or online transactions.
Stake Holder:	Government/Private Agencies Certified Dealers/Manufacturers
Description:	A payment gateway facilitates the transfer of information between a payment portal (such as a website and mobile phone) and the Front End Processor or acquiring bank.
Trigger:	The actor selects the option available **as select Internet Banking/Debit Card/Credit Card options**

Pre conditions:	1. The user must be registered on the SAP. He must be logged in, and should have permissions to access ISF and making online payments for various transactional activities. 2. The person/agency must be registered with their banks for availing online transactions facility. 3. The person/agency must have Debit/Credit Card for online transactions.	
Post conditions:	1. After successful transactions, the system will generate payment receipt details, shown to the actor on the screen. The actor could **print** the Payment Receipt. 2. On successful transactions, the deposited amount should be stored in ISF database.	
Input:	Debit Card Details Credit Card Details Internet Banking Details	
Output:	Successful Payment Transfer	
Normal Flow:	Actor Actions • The actor clicks on the option "**Online Payments**". The actor may choose one of the following options: Save Submit **Save**: The actor may click on the save option to save the recorded details **Submit**: The clicks on the Submit	System Responses ▪ The System will prompt the actor to specify following details to communicate ISF system with the Payment Gateway's API: - Unique Application id - Amount being Paid - Applicant Name - Recipient Account No - Recipient Account Name

	option to finally submit details to the bank's payment gateway.	The system will navigate the ISS application to the selected bank's Payment Gateway.
Alternative Flow:	**None**	
Exceptional Flow:	**None**	
Includes: **other use case id**		
UI: **required/not required**	Required	
Priority: **Low/medium/high**	High	
Frequency of Use: **Continuous/ frequent/ medium/ less/ rare**	Medium	
Business Rules:	1. All details are mandatory to specify. 2. Minimum amount to be specified for transaction must be 1 Rs. 3. There should be a mechanism to access the API of payment gateway.	
Exceptions:	**None**	

Relationships	**Extends** Application to Obtain New/Renew Dealer's authorisation Certificate for Fertilizer Application to obtain Manufacturing Certificate **Is Extended By** None **Uses** Login
Special Requirements:	None

3.4.2.13 Auto Alert System

Use Case Name	Auto Alert System
Version:	00
Context:	This is a use case for alert system
Priority:	HIGH
Frequency:	As and when alert required.
Primary Actor:	System
Preconditions:	Message should comply with the alert system's interface/api
Basic Flow:	• Actor reads the message and the details shall contain; -time stamp -target mail id and mobile no -message • Stores the details in the table • Sends the message to target Use Case Ends.

	The Use Case Ends.
Alternative Flow:	
Post Condition:	1. 1. On success, Trigger mail / msg sent to the respective stakeholders as received from the use case. 2. 2. On failure, retries until success or drops the message and table is updated
Special Requirements:	Mandatory fields, validation done from client and server both end.
Technical Requirement	SMS Gateway
Business Requirement	1. Should try for 24 hrs before dropping the message or as per system admin policy 2. All acknowledgements could be auto-erased as per system admin policies
Unresolved Issues:	

3.4.2.14 Manual Alert System

Use Case Name	Manual Alert System
Version:	00
Context:	This is a use case for alert system which should be functioning when manual commands given
Priority:	HIGH
Frequency:	As and when alert required.
Primary Actor:	All System Users
Preconditions:	Actor is logged into SAP application role based over the web.
Basic Flow:	• Actor selects SMS / Mail • Actor types the message and the details shall contain; - purpose -message

	-target (other system users / registered business users) • Clicks submit • Captures the details and displays confirmation dialogue • Stores the details in the table • Sends the message to target The Use Case Ends.
Alternative Flow:	
Post Condition:	**3.** 1. On success, Trigger mail / msg sent to the respective stakeholders as received from the use case. **4.** 2. On failure, retries until success or drops the message and table is updated
Special Requirements:	Mandatory fields, validation done from client and server both end.
Business Requirement	**1.** Should try for 24 hrs before dropping the message or as per system admin policy **2.** All acknowledgements could be auto-erased as per system admin policies **3.** Based on role the system should allow / restrict sending SMS to other officers. **4.** Only registered dealers/farmers/manufacturers list will be available to send SMS
Unresolved Issues:	

3.4.2.15 MIS Reports

1. License application

- State wise report on License Application (Manufacturer/ Wholesale/Importer/Pool Handling agency)

    i. No of Application Accepted (Period/ License Issuing Authority)

    ii. No of Application Rejected (Period/ License Issuing Authority)

    iii. No of Application Under Process (Period/ License Issuing Authority)

2. Fertilizer Quality Testing
    - Manufacturer wise fertilizer samples collected during the month, Sample found misbranded, Laboratory Name, No of license suspended
    - Number of Notified fertilizer Inspectors
    - Laboratory wise Report on

- No of Sample Received (Period Wise/ Lab Wise)
- No of Test Completed (Period Wise/ Lab Wise)
- No of Misbranded (Period Wise/ Lab Wise)
- No of sample found as per Standard (Period Wise/ Lab Wise)

4 Non Functional Requirements

Non functional requirements like scalability requirements, response time, usability, availability, maintainability, portability, reliability and security etc will be finalized at the later stage of development.

4.1 Language Support

The system will support the entry and display of:

- Non-Latin scripts such as Hindi, Tamil and other Indian vernacular languages
- The application will store data using Unicode representation.
- Nowadays many plug-in based applications are available in market, through which the phrase written in one language can be translated in different languages. By using this plug-ins, a portal that supports vernacular languages can be developed.
- The database can develop in a base language for e.g. in English. This plug-in is then placed between the database and the application. The language of the data is first selected in the application and then data is entered through the form available in the application. This information of the language and the data reaches the plug-in first. The plug-in understands the language and then translates the data in to base (English) language and then stores the data in the database. Similarly, when the information is retrieved from the database, it reaches the plug-in first, meanwhile; the plug-in also has the information of the language in which the data in base (English) language needs to be translated into, from the form available in the application. The plug-in then translates this data in the language of the user's choice and displays the same on the form available in the application.
- Examples of the above mentioned plug-ins are as below:
  - An Application related to Land Use and Acquisition has been developed by NIC which makes use of the plug-in developed by C-DAC, Pune.
  - Details of another such Plug-in software developed by C-DAC, Pune is available at the mentioned link:

- http://pune.cdac.in/html/aai/mantra.aspx
- A software by the name of “MANTRA – Rajbhasha” has been developed by DAC, Pune. The details of the same are available at the below mentioned link:

http://pune.cdac.in/html/aai/mantra_rajbhasha_en.aspx

4.2 Interoperability

The software will interoperate with other software applications which are being developed under National e-Governance Program, Mission Mode Project, in particular Central Agriculture Portal and State Agriculture Portal. The following are the likely points of information exchange/reconciliation:

The software will interoperate with other software applications which are being developed under National e-Governance Program, Mission Mode Project, in particular Central Agriculture Portal and State Agriculture Portal. The following are the likely points of information exchange/reconciliation:

- State Codes/Names
- District or Block Codes/Names

4.3 Logical Database Requirements

4.3.1 State level Master Data for Fertilizer

1. Fee Structure
2. Fertilizer Testing Labs
3. Department database
4. Designation database
5. Employee database (including field inspector)

4.3.2 Centre level Master Data for Fertilizer

1. State Master Data
2. District Master Data
3. Block Master Data
4. Village Master Data
5. Post Offices (from DoP)
6. Police Stations (from NCRB)
7. Company Type (proprietary/partnership/limited company/Hindu undivided family concern)
8. Dealership/Business Type (Manufacturer/Wholesaler/Retailer/Importer/Pool Handling agency)
9. Manufacturers (Manufacturers of Chemical, Chemical Mix, Micronutrient and Organic Fertilisers)
10. Product Group
11. Product Name
12. Unit

These Master data maintenance should be done centrally to avoid inconsistency between CAP and SAP

4.3.3 Data entities

4.3.4 Entity Name: Form A1 Details

Entity Description: This entity will store all the attributes associated with the application for obtaining dealership authorization certificate in fertilizer.

S. No.	Attribute	Type	Mandatory / Optional / Conditional	Remarks
1	Designation_notifying_authority	Text		
2	Office_address	Text		
3	State			
4	Applicant_Name	Text		
5	Concern_name	Text		

6	Postal address	Text		
7	Telephone	Number		
8	Sale_address	Text		
9	Storage_address	Text		
10	Business_type	Text		Manufacture/Wholesaler/Importer/Pool Handling agencies/Retailer
11	Product_name	Text		
12	Product_source	Text		
13	Source_letter	Text		Form 'O'
14	Payment_mode	Text		Online/challan/bank draft
15	Registration_fee	Number		
16	Challan_no	Text		
17	Date	Date		
18	Treasury_ payable_at	Text		
19	Bank_name	Text		
20	Draft_no	Text		
21	Declaration_note	Text		
22	Date_of_submission	Date		

4.3.4.1 Entity Name: Form A2 Details

Entity Description: This entity will store all the attributes associated with the authorization Certificate for retailer/ dealers/wholesaler/pool handling agency.

S. No.	Attribute	Type	Mandatory / Optional / Conditional	Remarks
1.	Del_certificate_id	Number	M	PK
2.	Application_id	Number	M	Fk
3.	Applicationrefno	Number	M	
4.	Application_type	Text	M	Values New/Renew/Duplicate
5.	Application_status	Integer	M	The status of the accepted applications 1 will be stored here.

6.	certificate_date	Date	C	Values for new certificate-certificate issue date, for renewal-renewal date, for duplicate-duplicate certificate issue date
7.	Validity_date	Date	M	
8.	certificate_status	Boolean	M	Values, 1 for certificate issue, 2 for certificate issue pending and 0 for certificate rejected
9.	certificate_no	Text	M	
10.	Certificate_renewalno	Text	C	
11.	Cert_authority_code	Number	M	Code of the certification authority with his designation
12.	Cert_authority_name	Text	M	Name of the certification authority
13.	State	Number		
14.	District	Number		Certificate issued for District
15.	Dealership_code	Number	M	Certificate issued for Retailer
16.	Concern_name	Text		
17.	Postal address	Text		
18.	Telephone	Number		
19.	Sale_address	Text		
20.	Storage_address	Text		
21.	Business_type	Text		
22.	Product_name	Text	N	
23.	Product_source	Text	N	
24.	Payment_mode	Text		
25.	Registration_fee	Number		
26.	Challan_no	Number		
27.	Date	Date		
28.	Treasury_ payable_at	Text		
29.	Bank_name	Text		
30.	Draft_no	Text		

31.	Declaration_note	Text		
32.	Date_of_submission	Date		

4.3.4.2 Entity Name: Application Status

Entity Description: This entity will store all the attributes associated with the application status against Form A.

S. No.	Attribute	Type	Mandatory / Optional / Conditional	Remarks
	Application_ID	Varchar	M	Pk
	App_status	Integer	M	Values 0 for rejected, 1 for accepted, 2 for pending
	Date_status	Time span	M	Date of the application acceptance or rejection
	Time_status	Time span	M	Time of application acceptance or rejection
	Reviewercode	Number	M	
	Reviewer_name	Varchar	M	
	Application_refernceno	Number	M	
	Application_type	Varchar	M	Values, new/renew/duplicate
	Forwarding_officer_code	Number	C	Code of the forwarding officer to who, accepted application is being forwarded
	Forwarding_officer_name	Varchar	C	Name of the forwarding officer to who, accepted application is being forwarded

4.3.4.3 Form B details - Grant or refusal of certificate of registration

S. No.	Attribute	Type	Mandatory / Optional / Conditional	Remarks
	Del_certificate_id	Number	M	PK
2.	Application_id	Number	M	Fk
3.	Applicationrefno	Number	M	
4.	Application_type	Text	M	Values New/Renew/Duplicate
5.	Application_status	Integer	M	The status of the accepted applications 1 will be stored here.
6.	certificate_date	Date	C	Values for new certificate-certificate issue date, for renewal-renewal date, for duplicate- duplicate certificate issue date
7.	Validity_date	Date	M	
8.	certificate_status	Boolean	M	Values, 1 for certificate issue, 2 for certificate issue pending and 0 for certificate rejected
9.	certificate_no	Text	M	
10.	Certificate_renewalno	Text	C	
11.	Cert_authority_code	Number	M	Code of the certification authority with his designation
12.	Cert_authority_name	Text	M	Name of the certification authority
13.	State			Certificate issued for State
14.	Dealership_code	Number	M	For wholesaler/retailer
15.	Concern_name	Text		
16.	Postal address	Text		
17.	Telephone	Number		
18.	Sale_address	Text		
19.	Storage_address	Text		
20.	Business_type	Text		

21.	Product_name	Text	N	
22.	Product_source	Text	N	
23.	Payment_mode	Text		
24.	Registration_fee	Number		
25.	Challan_no	Text		
26.	Date	Date		
27.	Treasury_ payable_at	Text		
28.	Bank_name	Text		
29.	Draft_no	Text		
30.	Declaration_note	Date		
31.	Date_of_submission	Date		

4.3.4.4 Entity Name: Application for renewal of dealership authorisation certificate – Form C

Entity Description: This entity will store all the attributes associated with the application for renewal of the dealership authorisation certificate sent by a retailer/wholesaler

S. No.	Attribute	Type	Mandatory / Optional / Conditional	Remarks
3.	Application_id	Number	M	Pk
	Applicationrefno	Number	M	
	Application_type	Text	M	Values New/Renew/Duplicate
	Application_status	Integer	M	The status of the accepted applications 1 will be stored here.
	Old_cert_no	Number	M	
	State	Text		
	District	Text		
	Applicant_Name	Text		
	Postal address	Text		
	Telephone	Number		
	Sale_address	Text		
	Storage_address	Text		

	Business_type	Text		Manufacture/Wholesaler/Importer/Pool Handling agencies/Retailer
	Date	Date		Date of applying for renewal/Date of issuing the certificate
	Payment_through	Text	M	Values treasury/bank
	Mode_payment	Text	C	Values cash/cheque/dd/internet banking/ debit card/ credit card, if payment is through bank and challan, if payment is through treasury
	Challan_no	Number		
	Challan_date	Date		Date in dd/month/yyyy
	Cheque_no	Number		
	Cheque_date	Date		Date in dd/month/yyyy
	Dd_no	Number		
	Dd_date	Date		Date in dd/month/yyyy
	Dd_payableat	Text		Values, list of the bank names
	Branch_code	Number		
	Treasury_code	Number		
	Po_code	Number		
	Deposit_bankname	Text	C	Values, all central/state banks specified in database.
	Deposit_treasuryname	Text	C	Values, district treasury, sub treasury, special treasury names
	Deposit_poname	Text	C	Values, post office names
	Renewal_Amount	Number	M	
	Verify_checklist	Boolean	M	Values 0 if checklist have been verified by the applicant, 1 if it has not been verified
	Forward_authority_code	Number	M	
	Forward_authority_name	Text	M	

	Alert_status	Boolean	M	Values 1 for successful alert, 0 for unsuccessful alert sent

4.3.4.5 Entity Name: Submission of Form D to obtain Form F

Entity Description: This entity will store all the attributes associated with the application for obtaining certificate of authorization for manufacture of physical / granulated mixture of fertilizers

S. No.	Attribute	Type	Mandatory / Optional / Conditional	Remarks
1	Application_id	Number	M	PK
2	Application_type	Text	M	Values New/Renew
3	Business_type	Text	M	Values- Manufacturer as default value
4	Applicant_name	Text	M	
5	Applicant_status			New comer/Old manufacturer
6	Applicant_qualification	Text		
7	Plant_address1	Text	M	Address of the premises where physical / granulated mixture organic fertilizer/ bio fertilizer will be prepared
8	Plant_address2	Text		
9	Sate	Text		
10	Address_district	Text	M	
11	Address_block	Text	M	
12	Plant_ Pin_code	Number	M	
13	Product_category	Text	M	
14	product_type_for_certification	Text	M	Values physical granulated mixture of fertilizers/ organic fertilizers/ bio fertilizers/ micronutrient fertilizers
15	product_name	Text	M	
16	Particulars_fertilizer	Text	M	
17	Mixture_raw_material	Text	M	
18	Quantity_mixture	Number	M	Values tons, metric tons
19	Mixture_carryonbusiness_category	Text	M	

20	Mixture_carryonbusiness_type	Text		Values physical granulated mixture of fertilizers/ organic fertilizers/ bio fertilizers/ micronutrient fertilizers
21	Mixture_carryonbusiness_name	Text	M	
22	Mixture_carryonbusiness_particulars	Text	M	
23	MixingPeriod_fromdate	Date		
24	MixingPeriod_todate	Date		
25	Mixing_qty	Number		Values tons, metric tons
26	Original_ Certificate_no	Number	C	If, the application type is Renew
27	Amount	Number	M	
28	Payment_through	Text	M	Values treasury/bank
29	Mode_payment	Text	C	Values cash/cheque/dd/internet banking/ debit card/ credit card, if payment is through bank and challan, if payment is through treasury
30	Challan_no	Number		
31	Challan_date	Date		Date in dd/month/yyyy
32	Cheque_no	Number		
33	Cheque_date	Date		Date in dd/month/yyyy
34	Dd_no	Number		
35	Dd_date	Date		Date in dd/month/yyyy
36	Dd_payableat	Text		Values, list of the bank names
37	Branch_code	Number		
38	Treasury_code	Number		
39	Po_code	Number		
40	Deposit_bankname	Text	C	Values, all central/state banks specified in database.
41	Deposit_treasuryname	Text	C	Values, district treasury, sub treasury, special treasury names
42	Deposit_PO	Text	C	Values names of the post offices

43	Status_flag	Number	M	For application save/submit. Values, 0 for save and 1 for submit
44	Forward_authority_code	Number	M	
45	Forward_authority_name	Text	M	
46	Application_id	Number	M	
47	Manufacturer_code	Number	C	If the application is for renewing the original certificate
48	Alert_status	Boolean	M	Values 1 for successful alert, 0 for unsuccessful alert sent

4.3.4.6 Entity Name: Certificate of Manufacture in respect of Bio-fertilizers-FormF

Entity Description: This entity will store all the attributes associated with the issuing of authorization certificate for Bio-fertilizers - Form F

S. No.	Attribute	Type	Mandatory / Optional / Conditional	Remarks
1.	Application_id	Number	M	Fk
2.	Application_type	Text	M	Values New/Renew/Duplicate
3.	Inspectionreport_status	Number	M	Values for positive status 1, for rejected/negative status 0, for grace period 2
4.	Inspectionreport_flag	Boolean	M	Values 0 for enabled records, 1 for disabled record
5.	Certificate_issuedate	Date	C	Certificate issue date for a new certificate, renewal date for renewing the original certificate, issuing duplicate certificate date
6.	Certificate_validity	Date	M	Specify date of the certificate validity from the date of issue

7.	Certificate_status	Boolean	M	Values 1 for issuing and 0 for rejecting certificate
8.	Certificate_no	Number	M	Pk
9.	Manufacturer_code	Number	M	
10.	State	Text		
11.	District	Text		
12.	Product_name	Text	N	
13.	Product_source	Text	N	
14.	Plant_address1	Text	M	Address of the premises where physical / granulated mixture organic fertilizer/ bio fertilizer will be prepared
15.	Plant_address2	Text		
16.	Forward_authority_code	Number	M	
17.	Forward_authority_name	Text	M	
	Alert_status	Boolean	M	Values 1 for successful alert, 0 for unsuccessful alert sent

4.3.4.7 Entity Name: Endorsement of Product

Entity Description: This entity will store all the attributes associated with the endorsement of any product in the existing dealership or manufacturing certificate.

S. No.	Attribute	Type	Mandatory / Optional / Conditional	Remarks
1	Business_type	Text	M	Values for Dealership/Manufacturing
2	certificate_no	Number	C	For dealership certificate endorsement specify dealership certificate and for manufacturing specify manufacturing certificate no
3	Endorsement_ amount	Number	M	
4	Payment_through	Text	M	Values treasury/bank

5	Mode_payment	Text	C	Values cash/cheque/dd/internet banking/ debit card/ credit card, if payment is through bank and challan, if payment is through treasury
6	Challan_no	Number		
7	Challan_date	Date		Date in dd/month/yyyy
8	Cheque_no	Number		
9	Cheque_date	Date		Date in dd/month/yyyy
10	Dd_no	Number		
11	Dd_date	Date		Date in dd/month/yyyy
12	Dd_payableat	Text		Values, list of the bank names
13	Branch_code	Number		
14	Treasury_code	Number		
15	Po_code	Number		
16	Deposit_bankname	Text	C	Values, all central/state banks specified in database.
17	Deposit_treasuryname	Varchar	C	Values, district treasury, sub treasury, special treasury names
18	Deposit_PO	Text	C	Values names of the post offices
19	Status_flag	Number	M	For application save/submit. Values, 0 for save and 1 for submit
20	Forward_authority_code	Number	M	
21	Forward_authority_name	Text	M	
22	Alert_status	Boolean	M	Values 1 for successful alert, 0 for unsuccessful alert sent
23	Endorsement_id	Number	M	Pk
24	Endorsement_referenceno	Number	M	

4.3.4.8 Entity Name: Sale Permission Request at State level

Entity Description: This entity will store all the attributes associated with the sale permission request sent by any certified dealer/wholesaler at the state level.

S. No.	Attribute	Type	Mandatory / Optional / Conditional	Remarks
1	Application_id	Number	M	Pk
2	Applicant_name	Text	M	Fk
3	Fertilizer_category	Text	M	
4	Fertilizer_type	Text	M	Values physical granulated mixture of fertilizers/ organic fertilizers/ bio fertilizers/ micronutrient fertilizers
5	Fertilizer_name	Text	M	
6	application_ amount	Number	M	
7	Payment_through	Text	M	Values treasury/bank
8	Mode_payment	Text	C	Values cash/cheque/dd/internet banking/ debit card/ credit card, if payment is through bank and challan, if payment is through treasury
9	Challan_no	Number		
10	Challan_date	Date		Date in dd/month/yyyy
11	Cheque_no	Number		
12	Cheque_date	Date		Date in dd/month/yyyy
13	Dd_no	Number		
14	Dd_date	Date		Date in dd/month/yyyy
15	Dd_payableat	Text		Values, list of the bank names
16	Branch_code	Number		
17	Treasury_code	Number		
18	Po_code	Number		
19	Deposit_bankname	Text	C	Values, all central/state banks specified in database.
20	Deposit_treasuryname	Text	C	Values, district treasury, sub treasury, special treasury names

21	Deposit_PO	Text	C	Values names of the post offices
22	Forward_authority_code	Number	M	
23	Forward_authority_name	Text	M	
24	Alert_status	Boolean	M	Values 1 for successful alert, 0 for unsuccessful alert sent
25	Status_flag	Number	M	For application save/submit. Values, 0 for save and 1 for submit

4.3.4.9 Entity Name: Grant of Sale Permission letter at State level

Entity Description: This entity will store all the attributes associated with the sale permission letter granted by CIA.

S. No.	Attribute	Type	Mandatory / Optional / Conditional	Remarks
1	Letter_id	Number	M	Pk
2	Permission_Application_id	Number	M	Fk
3	Forward_authority_code	Number	M	
4	Forward_authority_name	Text	M	
5	Alert_status	Boolean	M	Values 1 for successful alert, 0 for unsuccessful alert sent
6	Status_flag	Number	M	For application save/submit. Values, 0 for save and 1 for submit
7	Letter_referenceno	Number	M	

4.3.4.10 Entity Name: Notified Fertilizer Inspector details

Entity Description: Information store for fertilizer Inspector

S. No.	Attribute	Type	Mandatory / Optional / Conditional	Remarks
	FI Code	Alphanumeric	M	
2	Status	Text	M	Active/ Deactivate
3	FI Name	Text	M	
4	FI Address	Text	M	
5	State	Text	M	
6	Division	Text	O	
7	Sub Division	Text	O	
8	District	Text	M	
9	Block	Text	O	
10	Panchayat	Text	O	
11	Pin Code	Number	M	
12	Mobile No.	Number	M	
13	Email ID	Text	M	
14	Level	Text	M	State/ Division / Sub Division/ District/ Block/ Pachayat
15	Qualification	Text	M	

4.3.4.11 Entity Name: Forward Application for Physical Inspection of site

Entity Description: This entity will store all the attributes associated with forwarding application to the site inspector by CIA

S. No.	Attribute	Type	Mandatory / Optional / Conditional	Remarks
1	Applicationrefno	Number	M	
2	Application_id	Number	M	
3	FI_code	Number	M	Code of the selected fertilizer inspector
4	FI_name	Number	M	Name of the selected fertilizer inspector
5	Application_count	Number	M	For multiple selected records

4.3.4.12 Entity Name: Physical Inspection Report

Entity Description: This entity will store all the attributes associated with the physical verification report submitted by the fertilizer site inspector.

S. No.	Attribute	Type	Mandatory / Optional / Conditional	Remarks
1.	Report_id	Number	M	Pk
2.	Application_id	Number	M	Fk
3.	FI_id	Number	M	
4.	Inspection_status	Number	M	Values for positive status 1, for rejected/negative status 0, for grace period 2
5.	Remarks	Varchar		
6.	Upload_inspection report	Boolean	M	Values 1 for uploaded FIR, 0 for un loaded FIR. I should always be 1
7.	Alert_status	Boolean	M	Values 1 for successful alert, 0 for unsuccessful alert sent

8.	Forward_authority_code	Number	M	
9.	Forward_authority_name	Varchar	M	

4.3.4.13 Entity Name: Analyst Report

Entity Description: This entity will store all the attributes associated with the sample analysis report submitted by the lab analyst.

S. No.	Attribute	Type	Mandatory / Optional / Conditional	Remarks
1	Analysis_code	Number	M	Pk
2	Sample_id	Numbers	M	Fk, Values, all the registered sample ids
3	Fertilizer_name	varchar	C	
4	Sample_ date	Time span	C	
5	Analysis_date	Time span	M	
6	Moisture	Varchar		Text value
7	Total_N	Varchar		Text value
8	Ammoniacal Nitrogen	Varchar		Text value
9	Citrate Soluble Phosphate	Varchar		Text value
10	Water Soluble Phosphate	Varchar		Text value
11	Particle size on 4mm	Varchar		Text value
12	Particle size on 1mm	Varchar		Text value
13	Urea N	Varchar		Text value
14	Test_status	Boolean		Values 0 for fail, 1 for pass
15	Remarks	Varchar		

4.3.4.14 Entity Name: Form K details

Entity Description: This entity will store all the attributes associated with the Sample Collection details as per Form K.

S. No.	Attribute	Type	Mandatory / Optional / Conditional	Remarks
1	sample_id	Number	M	Pk, It will be an auto generated unique id for each sample entry
2	Sample_date	Date	M	Sample collection date in dd/month/yyyy
3	Inspector_code	Number	M	Code of the inspector, who collected sample
4	Inspector_name	Text	M	Name of the inspector who collected sample
5	Inspector_designation	Text	M	Designation of the inspector who collected sample
6	Address1_inspector	Text	M	
7	Address2_ inspector	Text		
8	District_ inspector	Text	M	
9	Block_ inspector	Text	M	
10	Pincode_ inspector	Number	M	
11	Mobile_ inspector	Number		
12	Email_ inspector	Text		
13	Business_type	Text	M	Values Manufacturer/dealer
14	License_no	Number	M	
15	Fertilizer_sample type	Text	M	Values Bio Fertilizer/ Fortified Fertilizer/ NP Complex/ NPK Complex/ Organic Fertilizer
16	Fertilizer_name	Text	M	
17	Fertilizer_grade	Text	M	Values Rhizobium/ Azotobacter/ Azospirilum/PSB

18	Physical_composition	Text	M	Values Dry/Free Flowing/ Granular/ Particle/ Powdered/ Solid
19	Fertilizer_particulars	Text		
20	Lotno_sample	Number		
21	Lot_condition	Text		
22	Forward_testlab_code	Number	M	
23	Forward_authority_code	Number	M	
24	Forward_authority_name	Text	M	
25	Forward_authority_designation	Text	M	
26	Memono_fwdofficer	Number		
27	Memodate_fwdofficer	Date		Date in dd/mm/yyyy
28	Alert_status	Boolean	M	Values 1 for successful alert, 0 for unsuccessful alert sent
29	Status_flag	Number	M	For application save/submit. Values, 0 for save and 1 for submit
30	Sample_code	Number	M	Auto generated

4.3.4.15 Entity Name: Sample Registration details

Entity Description: This entity will store all the attributes associated with the sample registration details.

S. No.	Attribute	Type	Mandatory / Optional / Conditional	Remarks
1	Testinglab_code	Number	M	Fk
2	samplerecord_ID	Varchar	M	Pk
3	Sample_status	Integer	M	Values 0 for rejected, 1 for accepted, 2 for pending
4	Date_status	Time span	M	Date of the sample acceptance or rejection

5	Time_status	Time span	M	Time of the sample acceptance or rejection
6	Remarks	Varchar		
7	Forward_analyst_code	Number		Code of the analyst in lab to who, sample is being forwarded for testing
8	Forward_analyst_name	Varchar		Name of the analyst to who, sample is being forwarded for testing

4.3.4.16 Entity Name: Form L *

Entity Description: This entity will store all the attributes associated with the details required for Form L generation

S. No.	Attribute	Type	Mandatory / Optional / Conditional	Remarks
1	formL_no	Number	M	Pk
2	Sample_id	Number	M	Fk
3	Date	Date		
4	FI_name	Text	M	
5	FI_designation	Text	M	
6	FI_department	Text	M	
7	FI_emailid	Text	M	
8	State	Text		
9	District	Text		
10	Fertilizer_name	Text		Values from 0 to 9
11	Fertilizer_grade	Text		

12	Date_sampling	Text		Date of Sampling
13	Omitted	Text		
14	Samplecode_no	Text		
15	Date_receipt	Date		
16	Lab_sampleno	Text		
17	Moisture	Text		Text value
18	Total_N	Text		Text value
19	Ammoniacal Nitrogen	Text		Text value
20	Urea N	Text		Text value
21	Moisture	Text		Text value
	Total P_2O_5	Text		
	Neutral ammonium citrate soluble P_2O_5	Text		
	Citric acid soluble P_2O_5	Text		
	Water soluble P_2O_5	Text		
	Water soluble K_2O	Text		
	Matter insoluble in water	Text		
	Sodium as NaCI	Text		
	Total P_2O_5	Text		
	Neutral ammonium citrate soluble P_2O_5	Text		
	Test_status	Boolean		Values 0 for fail, 1 for pass

4.3.4.17 Entity Name: Form indicating particulars of fertilized sampled – Form J

Entity Description: This entity will store all the attributes associated with fertilized sample

S. No.	Attribute	Type	Mandatory / Optional / Conditional	Remarks
1	Application_id	Text	M	Pk, Fk
2	Dealer_id	Text	M	
3	Dealer_name	Text	C	
4	Dealer_address			Address of Manufacture/Importer/Pool handling agencies
5	certificate_no	Number		
6	Date_sampling	Date		Date in dd/month/yyyy
7	Fertilizer_type	Text		
8	Fertilizer_grade	Text		
9	Batch_no	Number		
10	Date	Date		Date of manufacture/import
11	Sample_codeno	Number		
12	Stock	Number		Stock position of the lot
13	Physical_condition	Number		
14	Deposit_bankname	Text	C	Values, all central/state banks specified in database.
15	Samplebag_detail	Text	C	Open bag or stitched bag
16	FI_name	Varchar	C	Values, post office names
17	FI_address	Text	M	

18	Receipt_dealer	Text	M	Declaration from manufacturer/importer/pool handling agency regarding collection of sample from the stock

4.3.4.18 Entity Name: Payment Details

Entity Description: This entity will store all the attributes associated with the fee payment details.

S. No.	Attribute	Type	Mandatory / Optional / Conditional	Remarks
1	Application_id	Varchar	M	Pk, Fk
2	Payment_through	Varchar	M	Values treasury/bank
3	Mode_payment	Varchar	C	Values cash/cheque/dd/internet banking/ debit card/ credit card, if payment is through bank and challan, if payment is through treasury
4	Challan_no	Number		
5	Challan_date	Time span		Date in dd/month/yyyy
6	Cheque_no	Number		
7	Cheque_date	Time span		Date in dd/month/yyyy
8	Dd_no	Number		
9	Dd_date	Time span		Date in dd/month/yyyy

10	Dd_payableat	Varchar		Values, list of the bank names
11	Branch_code	Number		
12	Treasury_code	Number		
13	Po_code	Number		
14	Deposit_bankname	Varchar	C	Values, all central/state banks specified in database.
15	Deposit_treasuryname	Varchar	C	Values, district treasury, sub treasury, special treasury names
16	Deposit_poname	Varchar	C	Values, post office names
17	Amount	Number	M	
18	Applicationrefno	Number	M	

4.3.4.19 Entity Name: Payment Gateway

Entity Description: This entity will store all the attributes associated with the payment gateway for online payments.

S. No.	Attribute	Type	Mandatory / Optional / Conditional	Remarks
1	Epay_mode	Varchar	M	
2	Ibankname	Varchar	M	
3	Recipient_ac_no	Number	M	
4	Recipient_name	Varchar	M	
5	Amount	Number	M	
6	Payment_status	Boolean	M	Values, 0 for transaction failure, 1 for transaction successful.
7	Application_ID	Varchar	M	Pk, Fk
8	Applicant_name	Varchar	M	

4.3.5 State wise Certificate Issuance Level

Sr No	Certificate	State	Certificate Issuance on Levels		
			State	Range	District
1	Certificate for Manufacture of Fertilizer	Assam	Applicable	-	-
	Certificate for Marketing of Fertilizer		Applicable	-	Applicable
2	Certificate for Manufacture of Fertilizer	Jharkhand	Applicable	-	-
	Certificate for Marketing of Fertilizer		Applicable	Applicable	Applicable
3	Certificate for Manufacture of Fertilizer	Karnatka	Applicable	-	-
	Certificate for Marketing of Fertilizer		-	-	Applicable
4	Certificate for Manufacture of Fertilizer	Kerala	Applicable	-	-
	Certificate for Marketing of Fertilizer		Applicable	-	Applicable
	Certificate for Manufacture of		Applicable	-	-

	Fertilizer				
5	Certificate for Marketing of Fertilizer	Madhya Pradesh	-	-	Applicable
6	Certificate for Manufacture of Fertilizer	Maharashtra	Applicable	-	-
	Certificate for Marketing of Fertilizer		-	-	Applicable
7	Certificate for Manufacture of Fertilizer	Himachal Pradesh	Applicable	-	-
	Certificate for Marketing of Fertilizer		-	-	Applicable

5 Annexure

5.1 Proposed Standardized Form

Annexure: 1. Memorandum of Intimation

Form A1

MEMORANDUM OF INTIMATION

(See Clause 8 (2)

1. Details of the Notified Authority to whom application is submitted

Designation of Notified Authority

Place:

State of:

2. Details of the applicant :

(a) Name of the applicant :

(b) Name of the concern :

(c) Postal address with telephone number :

3. Place of business (please give full address) :

(i) For Sale

(ii) For Storage

4. Whether the application is for

Manufacturer Importer Pool Handling Agency

Wholesale Dealer Retail Dealer

(Tick mark whichever if applicable)

5. Details of fertilizer and their source in form O

(i) Yes No

(ii) Yes No

(iii) Yes No

(Please tick mark whichever is applicable)

6. I have been deposited the registration fee of Rs._____ Vide Challan No._____ Dated _____ in the Bank/ Treasury payable at_____ Inwords registration fees.

7. Whether the information is for an authorization letter of a renewal there of (Note In case the intimation is for renewal of authorization letter, the acknowledgment in Form A2 should be submitted for necessary endorsement thereon).

8. Any other relevant information.

I have read the terms and conditions of eligibility for submission of Memorandum of Intimation and undertake that the same will be complied by me and is token of the same I have signed the same and is enclosed herewith.

Date:

Place: (Signature of applicant)

Attach a separate sheet if the number exceeds thereon

Annexure: 2. Acknowledge for receipt of payment along with Memorandum of Intimation.

2. Renewal certificate

FORM A2

{See Clause 8 (3)}

Received from M/s._____ Dist_____a complete Memorandum of Intimation along with Form'O' fee of Rs./-_____ By Treasury challan bearing number_____ dated_____

2. The acknowledgement shall be deemed to be the letter of authorization entitling the applicant to carry on the business as applied for a period of three year from the date of issue of this Memo of acknowledgment unless suspended or revoked by the competent authority.

No-
Date of Issue –
Valid Upto –
Renewed From –

Name of Firm	Location of Sale Depot	Location of Godown attached to Sale Depot	Type of Fertiliser	Source of Supply
1	2	3	4	5

Dated: _____

Seal: _____

FORM B

[See Clause 9]

Book No _____ Registering No. _____

Date of Issue _____

Valid upto _____

Certificate of Registration to carry on the business of selling Fertilizers as a Wholesale/ Retail dealer (Industrial dealer) in the State of _____

_____is hereby granted certificate of registration to carry on the business of selling fertilizers in retail / wholesale 3 [for industrial use] at the place specified below and to the provisions of the fertilizer (Control) Order, 1985.

Description of the place and type of business

Name and style by which the business is carried on	Location of sale depot	Location of go downs attached to sale depot	Type of fertilizer	Source of supply

Date : [Controller / Registering Authority State of]

Seal :

Terms and conditions of certificate of registration:

(1) This Certificate of registration shall be displayed in a prominent and conspicuous place in a part of the business premises open to the public.

(2) The holder of the certificate shall comply with the provisions of the Fertilizers (Control) Order, 1985 and the notification issued there under for the time being in force.

(3) The certificate of registration shall come into force immediately and be valid up to ……. unless previously cancelled or suspended.

(4) The holder of the certificate shall from time to time report to Registering Authority and change in the premises of sale depot and go downs attached to sale depot.

(5) 1 [The wholesale dealer, retail dealer] shall submit a report to Registering Authority with a copy to the Block Development Officer or such other officer as the State Government may notify, in whose jurisdiction the place the opening stocks, receipts, sales and closing stocks of fertilizers in the preceding month. He shall also submit in time such other returns as may be prescribed by the Registering Authority.

(6) The industrial dealer shall submit a report to the Central Government by the 15th April for the preceding year, showing the opening stocks as on 1st of April of the reporting year, source –wise receipts during the year, sale and closing stocks of fertilizers along with the source- wise purchase / sale price.

(7) The wholesale or the retail dealer, except where such a dealer is a State Government, a manufacturer, 3[Importer] or a pool handling agency, shall not sell fertilizers for industrial use and, as the case may be, an industrial dealer for agricultural use).

FORM 'C'

(See Clause – II)

Application for renewal of the certificate of registration to carry on the business of selling fertilizer in retail / wholesale

To,

The Registering Authority,

District Agriculture Officer,

Ranchi (Jharkhand)

I/we hereby apply for renewal or the certificate of registration to carry/on the business of selling fertilizers in retail / wholesale under the name and style of Sri …….. the certificate of registration desired to be renewal was granted by registration authority for the …….. on the month …… day of ……..

2. I/we hereby declare that the situation/of my/on premises where fertilizers are (a) stored and (b) sold is as a state below:-

(A) Premise where fertilizers are stored (B) Premises where fertilizers are sold

…… ……

…… ……

3. I/we hereby declare that the fertilizers (s) in which I/we/am/are carrying on the business of selling and the name (s) of manufacture (s) commodity board (s) State Govt. (s) and wholesale Dealer (s) whom I/we represent are as stated below :-

Name of fertilizers Name (s) of Manufacture (s)

Commodity Board or W/S Dealer

Full name and address of the

Applicant in Block letter Signature of Applicant

Certificate that the certificate of registration hearing No. …….. granted on …… for the period from …… to carry on the business of selling fertilizers in retail / wholesale at the premises situated at …… is renewed till the …….. unless previously suspended or cancelled under the provisions of the fertilizer (Control) Order 1985.

a	b	c	d
Location of sale Depot	Location of godown attached to sale depot. Where fertilizers will be stored	Name (s) of fertilizers for which certificate of registration in renewal	Name (s) of Manufacture (s) wholesale Dealer represent.

Date: (Controller)/Registering Authority

Renewal number: Place:

Seal: State:

Annexure 5: Form of application to obtain a certificate of manufacture of physical / granulated mixture of fertilisers

FORM 'D'

[See Clause 14(2)(a) & 18 (1)]

FORM OF APPLICATION TO OBTAIN A CERTIFICATE OF MANUFACTURE OF PHYSICAL / GRANULATED MIXTURE OF FERTILISERS (S.O.354 (E) dated_____) / RENEWAL

To,

The Registering Authority &
Commissioner Agriculture
Maharashtra State, Pune

(1) Full name and address of the applicant	
(2) Does the applicant possess the qualification prescribed by the State Government under sub-clause (1) of clause 14 of the fertilizer (Control) Order, 1985;	
(3) Is the applicant a new comer? (Say "Yes" or "No") ;	
(4) Situation of the applicant's premises where physical/granulated mixture will be prepared;	
(5) Full particulars regarding specification ** of the physical / granulated mixture of fertilizers/* for which the certificate is required and the raw material used in making the mixture.	
(6) Full particulars of any other certificate of manufacture. If any, issued by any other	

Registering Authority;	
(7) How long has the applicant been carrying on the business of preparing physical/granulated mixture of fertilizers/* mixture of micronutrient fertilizers?	
(8)Quantities of each physical/granulated mixture of fertilizers/* mixture of micronutrient fertlisers (in tones) in my/our possession on the date of the application and held at different addresses noted against each;	
(9) (i) If the applicant has been carrying on the business of preparing physical/granulated mixtures of fertilisers/* mixture of micronutrient fertilisers, give all particulars of such mixtures handled, the period and the place (s) at which the mixing of fertilizers was done; (ii) Also give the quantities of physical/granulated fertilizer mixture handled during the past calendar year;	
(10) If the application is for renewal, indicate briefly why the original certificate could not be acted on within the period of its validity.	
(11) I have deposited the prescribed registration certificate fee / renewal fee.	

Declaration

(a) I/We declare that the information given above is true and correct to the best of my / our knowledge and belief, and no part thereof is false.

(b) I/We have carefully read the terms and conditions of the certificate of manufacture given in Form F appended to the Fertiliser (Control) Order, 1985 and agree to abide by them.

(C) I/We declare that the physical/granulated mixture for which certificate of manufacture is applied for shall be prepared by me / us or by a person having such qualifications as may be prescribed by the State Government from time to time or by any other person under my/our direction, supervision and control or under the direction, supervision and control of person having the said qualifications.

*(d) I/We declare that the requisite laboratory facility specified by the Controller, under this Order is possessed by me/us.

Name and address of applicant in block letters

Signature of the applicant

Date: _____

Annexure: 6. Certificate of manufacture in respect of bio fertilizer

FORM 'F'

{See Clause 15 (2) and 18 (2)}

Certificate No_____
Date of Issue _____
Valid Upto _____

CERTIFICATE OF MANUFACTURE IN RESPECT OF BIO FERTILIZER

M/S. _____, Dist._____ is hereby given the Certificate of Manufacture of the Bio fertilizer specified below subject to the terms and conditions of this certificate and to the provisions of the Fertiliser (Control) Order, 1985.

Full Particulars of the Bio Fertiliser	Full address of the manufacturing premises of Bio fertilizer
Bio Fertilizer 1. 2. 3. 4.	

Date:-

Registering Authority &
Commissioner Agriculture,
Maharashtra State, Pune

Terms and Conditions of this Certificate

1. The holder of this certificate shall display the original thereof in a conspicuous place open to the public in part of the principal's premises in which the business of making the physical/granulated mixture of fertilizers is carried on and also a copy of such certificate in similar manner in every other premises in which that business is carried on. The required number of copies of the certificate shall be obtained on payment of the fees thereof.
2. The holder of the certificate shall not keep in the premises in which he carries on the business of making physical/granulated mixture of fertilizers, any mixture of fertilizes, in respect of which a certificate of registration has not been obtained under the Fertilizer (Control) Order, 1985.
3. The holder of this certificate shall comply with the provisions of the Fertilizer (Control) Order, 1985 and the notification, order and directions issued thereunder for the time being in force.
4. The holder of the certificate shall report forthwith to the Registering Authority any change in the premises specified in the certificate or any new premises in which he carried on the business of making physical/granulated mixture and produce before the authority the original certificate and copies there of so that necessary corrections may be made therein by that authority.
5. The holder of this certificate shall ensure that the physical/granulated mixture in respect of which a certificate of registration has been obtained is prepared by him or by a person having such qualification, as may be prescribed by the State Government, from time to time or by any other person under the directions, supervision and control of the holder or the person having the said qualification.
6. The certificate and copies thereof, it any, will be machine numbered and delivered against the signature of the holder thereof or his agent on the carbon copy of the certificate which will be kept intact bound in the "Certificate Book" by each Registering Authority.
7. Manufacture should comply as per amendments made in Fertiliser (Control) Order, 1985 within 15 days, otherwise certificate of manufacturer will be treated as cancelled without any notice.

Annexure 7: Daily Inspection Report

No.
Govt. of India
Department of Agriculture & Cooperation
Central Fertiliser Quality Control & Training Institute

N.H.IV, Faridabad
Dated:

PROGRAMEE FOR DAILY INSPECTION REPORT

1. Name of Inspector :
2. Name of Post Visited :
3. Date of Visit :
4. Name of Fertiliser :
5. Name of Vessel Under Discharge :
6. Contact No. :
7. Exporting Country :
8. Name of Handling Agency :
9. Position of material under Discharge :

Date	Hatch No.	Quantity Discharge

Details of sample collected

Dated	Hatch No.	Sample No.

11. Whether dry/Rainy/Cloudy/Dry :

12. Any other observation :

Signature of Sr. Fertiliser Inspector

Annexure: 8 PARTICULARS OF SAMPLE DRAWN

Government of India
Ministry of Agriculture
Department of Agriculture & Cooperation
Central Fertilizer Quality Control & Training Institute
N.H.IV, Faridabad – 121001 (Haryana)

FORM 'P'
[See Clause 28 (1) (b)]

PARTICULARS OF SAMPLE DRAWN

1. Name and Grade of Fertilizer : _____

2. Composition : _____

3. Physical condition of fertilizer: _____

4. Code No. : _____

5. Date of Sampling : _____

6. Name and Address of Fertilizer: _____

Inspector drawing sample

Signature and Metallic Seal
Impression of Fertilizer Inspector

Annexure 9: Memorandum to accompany Fertilizer Sample for analysis

Form 'K'

[See Clause 30(1)]

Memorandum to accompany Fertilizer Sample for analysis

From,

To,

Analytical Chemist,
Fertilizer Testing Laboratory, Pune
Krishi Bhavan, Shivajinagar, Pune – 411005

The Fertilizer samples as per details given below are sent for analysis:

1. Name of Fertilizer, Grade:
2. Date of sampling:
3. Omitted:
4. Omitted:
5. Physical condition of fertilizer:
6. Code number of sample:

The analysis Report may please be forwarded to

Place:

Date:

Stamp & Signature

Annexure 10: Analysis report of fertilizer sample

FORM 'L'

[See Clause 30 (2)]

Analysis Report of Fertilizer Sample

Report No. F/FTLP/SYS/AR/ Dated:

To

Name of the Inspector

Fertilizer Inspector,

Taluka Agriculture Officer, JUNAR

DIST- PUNE

Ref: Your Memorandum No. _____ Dated_____

The analysis report of the fertilizer sample forwarded vide your above cited reference is as per details given below.

1. Name of Fertiliser & Grade : _____
2. Date of Sampling: _____
3. Omitted : _____
4. Code No. of Sample as indicated by Inspector : _____
5. Date of receipt of Sample in the Laboratory: _____
6. Laboratory Sample No. : _____
7. Date of Analysis of Sample : _____
8. Chemical analysis of fertilizer on Fresh weight basis

Sr. No.	Specification as per FCO (1985)	%		Composition as per analysis (%)	Variation	Permissible Tolerance Limit
1	Moisture	MAX				
2	Total Nitrogen	MIN				
3	Ammonical Nitrogen (NH_4N)	MIN				
4	Nitrate Nitrogen (NH_4NO_3N)	MAX				

5	Urea Nitrogen	MAX				
6	Total P_2O_5					
7	Neutral ammonium citrate soluble P_2O_5					
8	Citric acid soluble P_2O_5					
9	Water soluble P_2O_5	MIN				
10	Water soluble K_2O	MIN				
11	Matter insoluble in water	MAX				
12	Sodium as NaCl	MAX				

Remarks: _____

ANALYTICAL CHEMIST
Fertilizer Control Laboratory, Pune

Note: - (1) Method of sample analysis as per Fertilizer (Control) Order 1985. (2) Sampling is not done by Laboratory

Annexure 11: Form indicating particulars of fertilizers sampled

EMBLEM

FORM 'J'

[Clause 28 (1) (b)]

FORM INDICATING PARTICULARS OF
FERTILIZERS SAMPLED

(1) Name and address of dealer/manufacturer/Importer: _____

(1 A) Certificate of Registration Number: _____

(2) Date of sampling: _____

(3) Details of markings on bags from where sample has been taken

(i) Type and grade of fertilizer
(ii) Name of manufacturer/importer
(iii) Omitted vide S.O. 49(E) dr. 16.01.03
(iv) Batch No. (if applicable) and date of manufacture/import
(v) Composition

(4) Date of receipt of the stock by the dealer/manufacturer/importer/pool handling agency.

(5) Code No. of sample: _____

(6) Stock position of the lot: _____

(7) Physical condition of fertilizer: _____

(8) Whether samples drawn from open bags or stitched bags: _____

(9) Name & Address of Fertilizer Inspector drawing sample: _____

Signature & Metallic Seal
Impression of Fertiliser Inspector

Receipt of the dealer

Certified that the sample of fertilizer has been drawn in accordance with the procedure laid down in the Fertiliser (Control) Order, 1985 from the stock in my possession, and I have signed the test samples at the time of wax sealing. I have also received one test sample out of the three test samples prepared.

Signature & Seal of Manufacturer/Fertilizer Inspector

Signature of dealer/ Importer/Pool handling agency with address

Annexure 12: Analysis report of imported fertiliser – urea

DATED:-

Lab No.

ANALYSIS REPORT OF IMPORTED FERTILISER – UREA

1. Name of Fertilizer -
2. Contract No -
3. Name of Exporting Country -
4. Name of Vessel -
5. Quantity -
6. Date & Port from where the sample was collected/sent -
7. Collecting / Sending Agency -
8. Code No. of Sample -
9. Date of receipt of sample in Laboratory -
10. Date of Analysis

FCO Specification		Composition as per Analysis	Variation	Permissible Tolerance Limit
1	Physical Condition -			
2	Chemical Composition -			
3	Total Nitrogen % by weight Minimum 46.00			
4	Biuret % by weight maximum 1.50			
5	Moisture % by weight maximum 0.50			
6	Particle Size – 2.8 mm to + 1.0 mm – 90% minimum			

	+2.8mm - 1.0 mm. 5% max.			

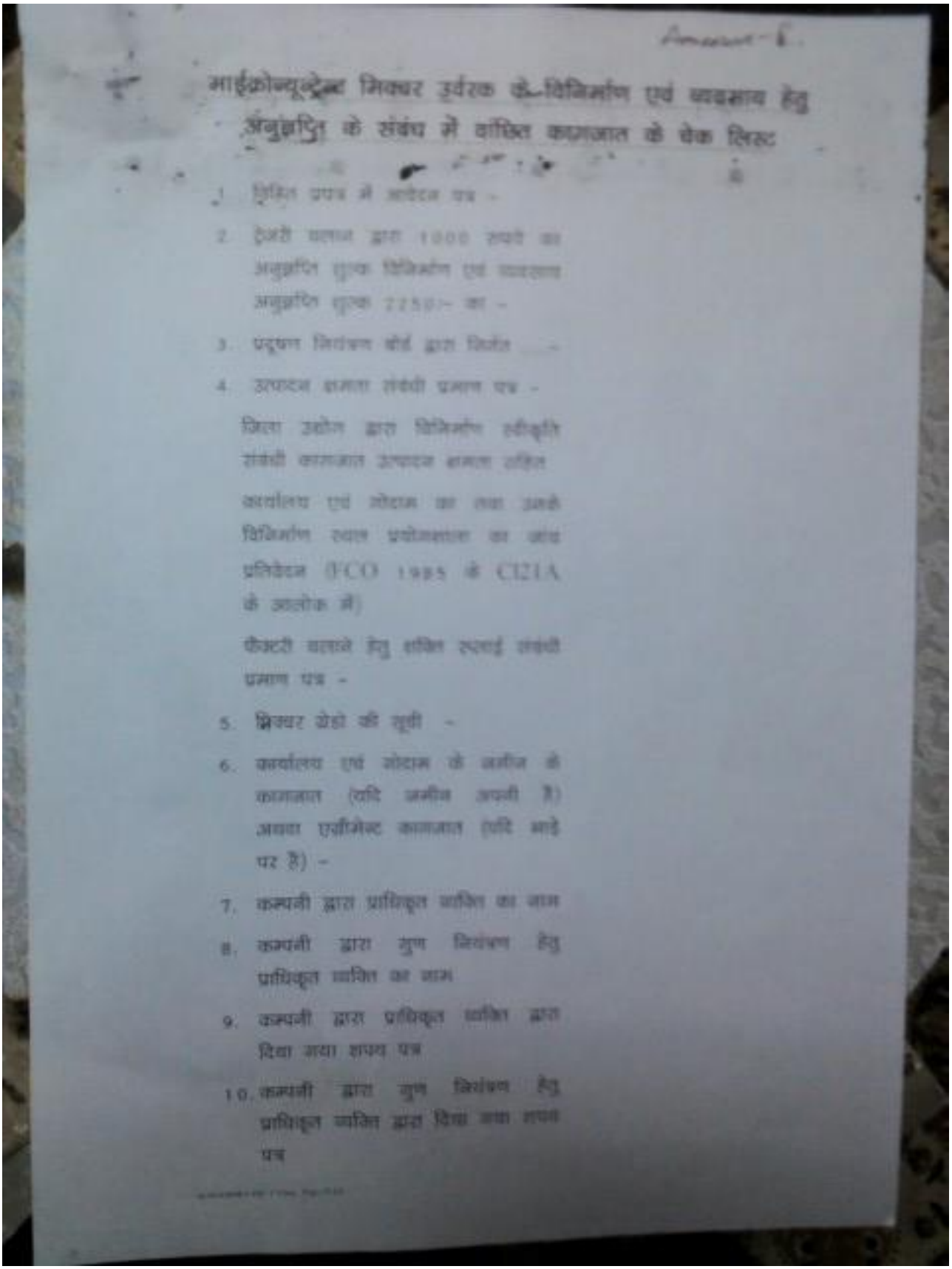
Remarks – The sample is according to specification

DIRECTOR

Copy to:-

1. Joint Secretary (A & M) D/o Fertiilisers, M/o Chemicals & Fertilizers, Shastri Bhavan, New Delhi.
2. The Law Officer (INM). D/o Agri. & Coop., Room No. 586-B, Krishi Bhavan, New Delhi.
3. Director (F & A) Room No. 473-A, Udyog Bhavan, New Delhi

Annexure A: Check List for Application of Fertilizer for Manufacturer



Annexure-6

माईक्रोन्यूट्रेन्ट मिक्चर उर्वरक के विनिर्माण एवं व्यवसाय हेतु अनुज्ञप्ति के संबंध में वांछित कागजात के चेक लिस्ट

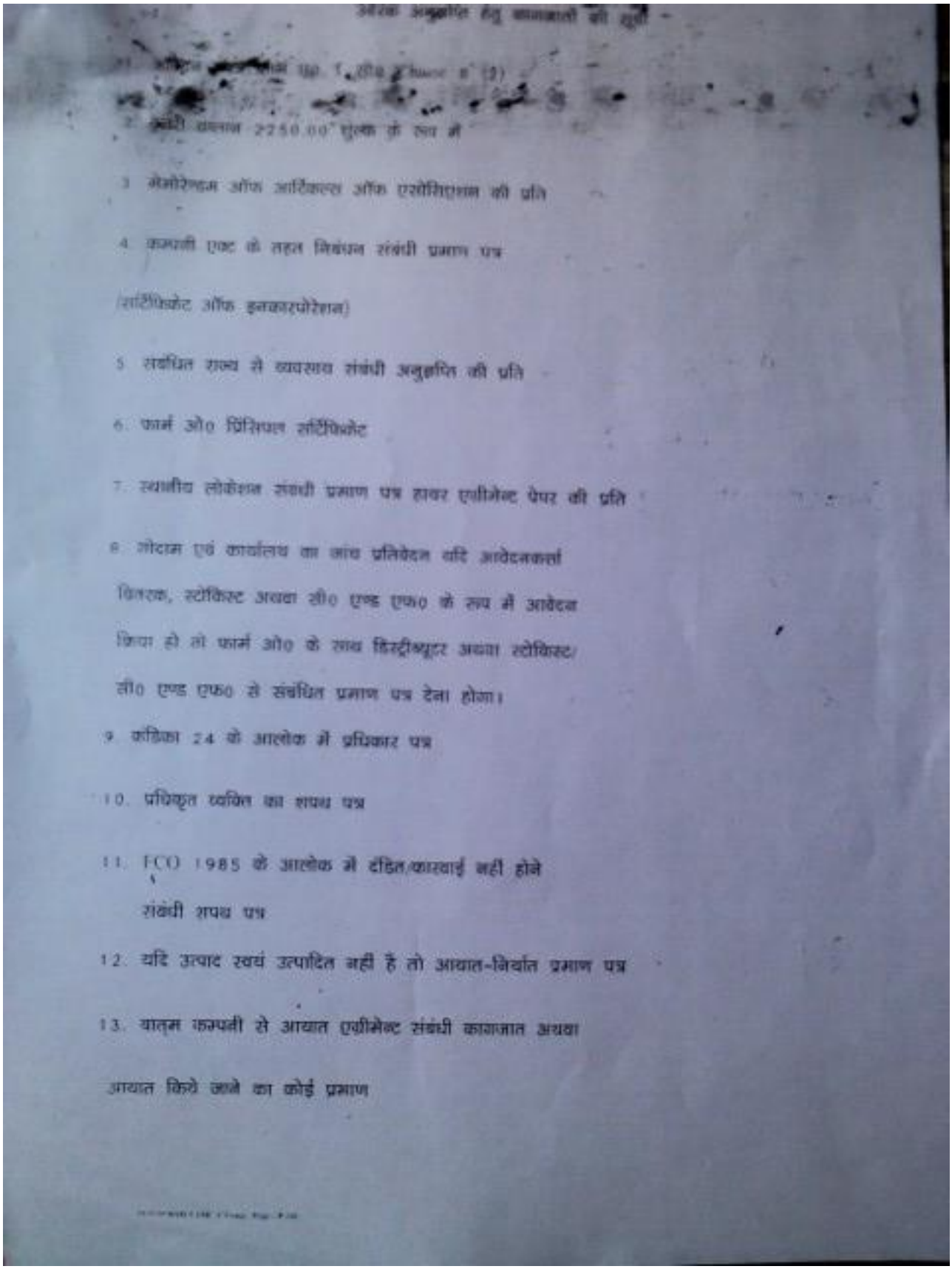
1. विहित प्रपत्र में आवेदन पत्र -
2. ट्रेजरी चलान द्वारा 1000 रुपये का अनुज्ञप्ति शुल्क विनिर्माण एवं व्यवसाय अनुज्ञप्ति शुल्क 2250/- का -
3. प्रदूषण नियंत्रण बोर्ड द्वारा निर्गत ... -
4. उत्पादन क्षमता संबंधी प्रमाण पत्र -

   जिला उद्योग द्वारा विनिर्माण स्वीकृति संबंधी कागजात उत्पादन क्षमता सहित

   कार्यालय एवं गोदाम का तथा उनके विनिर्माण स्थल प्रयोगशाला का जांच प्रतिवेदन (FCO 1985 के CI21A के आलोक में)

   फैक्टरी चलाने हेतु शक्ति रुलाई संबंधी प्रमाण पत्र -
5. मिक्चर ग्रेडो की सूची -
6. कार्यालय एवं गोदाम के जमीन के कागजात (यदि जमीन अपनी है) अथवा एग्रीमेन्ट कागजात (यदि भाड़े पर है) -
7. कम्पनी द्वारा प्राधिकृत व्यक्ति का नाम
8. कम्पनी द्वारा गुण नियंत्रण हेतु प्राधिकृत व्यक्ति का नाम
9. कम्पनी द्वारा प्राधिकृत व्यक्ति द्वारा दिया गया शपथ पत्र
10. कम्पनी द्वारा गुण नियंत्रण हेतु प्राधिकृत व्यक्ति द्वारा दिया गया शपथ पत्र

Annexure B: Check List for Application of Fertilizer for Marketing



[illegible] अनुज्ञप्ति हेतु कागजातों की सूची

1. [illegible] पृ० 1 सी० [illegible] (2)

2. [illegible] चालान 2250.00 शुल्क के रूप में

3. मेमोरेन्डम ऑफ आर्टिकल्स ऑफ एसोसिएशन की प्रति

4. कम्पनी एक्ट के तहत निबंधन संबंधी प्रमाण पत्र

(सर्टिफिकेट ऑफ इनकारपोरेशन)

5. संबंधित राज्य से व्यवसाय संबंधी अनुज्ञप्ति की प्रति

6. फार्म ओ० प्रिंसिपल सर्टिफिकेट

7. स्थानीय लोकेशन संबंधी प्रमाण पत्र हायर एग्रीमेन्ट पेपर की प्रति

8. गोदाम एवं कार्यालय का जांच प्रतिवेदन यदि आवेदनकर्ता वितरक, स्टोकिस्ट अथवा सी० एण्ड एफ० के रूप में आवेदन किया हो तो फार्म ओ० के साथ डिस्ट्रीब्यूटर अथवा स्टोकिस्ट/ सी० एण्ड एफ० से संबंधित प्रमाण पत्र देना होगा।

9. कंडिका 24 के आलोक में प्रधिकार पत्र

10. प्रधिकृत व्यक्ति का शपथ पत्र

11. FCO 1985 के आलोक में दंडित/कारवाई नहीं होने संबंधी शपथ पत्र

12. यदि उत्पाद स्वयं उत्पादित नहीं है तो आयात-निर्यात प्रमाण पत्र

13. यातुम कम्पनी से आयात एग्रीमेन्ट संबंधी कागजात अथवा आयात किये जाने का कोई प्रमाण

Annexure C- Rate List of Fertilizer

Annexure-D

निर्धारित दरें

क्रमांक	विषय	उपविषय	निर्धारित दर
	[illegible]	a. उर्वरक मिश्रण/माइक्रोन्यूट्रिएन्ट्स पंजीकरण शुल्क	1000.00
		b. उर्वरकों का विशेष मिश्रण पंजीकरण शुल्क	500.00
		c. उर्वरक मिश्रण/माइक्रोन्यूट्रिएन्ट्स नवीकरण शुल्क	1000.00
		d. उर्वरक मिश्रण प्रमाण पत्र में संशोधन शुल्क	200.00
		e. उर्वरक मिश्रण विनिर्माण पंजीकरण के नवीकरण हेतु विलम्ब शुल्क	100.00
		f. पंजीकरण प्रमाण पत्र अतिरिक्त प्रति के लिए शुल्क	100.00
2	B उर्वरक व्यवसाय हेतु	a. थोक उर्वरक विक्रेताओं के लिए शुल्क	2250.00
		b. खुदरा उर्वरक विक्रेताओं के लिए शुल्क	1250.00
		c. थोक विक्रेता के पंजीकरण प्रमाण पत्र का नवीकरण शुल्क	2250.00
		d. खुदरा विक्रेता के पंजीकरण प्रमाण पत्र का नवीकरण शुल्क	1250.00
		e. थोक विक्रेता के पंजीकरण प्रमाण पत्र का नवीकरण हेतु विलम्ब शुल्क	75.00
		f. खुदरा विक्रेता के पंजीकरण प्रमाण पत्र का नवीकरण हेतु विलम्ब शुल्क	60.00
		g. थोक विक्रेताओं के पंजीकरण प्रमाण पत्र में संशोधन शुल्क	150.00
		h. खुदरा विक्रेताओं के पंजीकरण प्रमाण पत्र में संशोधन शुल्क	50.00
		i. थोक विक्रेताओं के अतिरिक्त पंजीकरण प्रमाण पत्र हेतु शुल्क	75.00
		j. खुदरा विक्रेताओं के अतिरिक्त पंजीकरण प्रमाण पत्र हेतु शुल्क	25.00
3	कीटनाशी	a. विनिर्माण/ व्यवसाय की अनुज्ञप्ति शुल्क	300.00
		b. विनिर्माण/ व्यवसाय अनुज्ञप्ति का नवीकरण शुल्क	300.00
		c. विलम्ब शुल्क प्रति माह (अधिकतम तीन माह तक)	10.00
		d. प्रति अतिरिक्त उत्पाद अनुज्ञप्ति में शामिल करने हेतु शुल्क	10.00
4	बीज अनुज्ञप्ति	a. विनिर्माण/ व्यवसाय की अनुज्ञप्ति शुल्क	50.00
		b. विनिर्माण/ व्यवसाय अनुज्ञप्ति का नवीकरण शुल्क	20.00
		c. विलम्ब शुल्क (अधिकतम 3 माह)	10.00 प्रतिमाह

Annexure D – Agrisnet Brochure