

## **Working Procedure for Organic Certification Assistance**

### **Eligibility**

The programme aims to help growers / processors of spices in acquiring confirmation, inconversion and organic certification which is a pre-requisite for marketing organic spices and is applicable to group of farmers, NGOs, Farmers Co-operative Societies /Associations, Individual farmers and processors.

Group of farmers, NGOs and farmers Co-operative Societies / Associations are eligible for 50% cost of certification subject to a maximum of Rs.75,000/- for certifying their farms / processing units.

Individual farmers and processors are eligible for 50% of the cost of certification subject to a maximum of Rs.25,000/- per certification.

The certification must be done by an Inspection and Certification Agency accredited under National Programme for Organic Production (NPOP).

### **Working Procedure**

Individuals/Groups willing to avail benefit under the programme will have to submit an application in Part-A to Spices Board providing general information. On receipt of application in Part-A, the same will be processed and intimation regarding eligibility under the programme will be communicated to the applicant. Application in Part-B has to be submitted on receipt of Organic Certificate from the Inspection & Certification Agency along with other documents required like Invoice, Cash Receipt etc. ( Part A and B of application are different for certification of farms and processing

units). The following documents are to be submitted along with Part-A and B of the applications:

1. Copy of contract executed with the Accredited Inspection & Certification Agency
2. Quotation / Estimate received from Inspection & Certification Agency towards cost of certification.
3. Invoice received from the Inspection & Certification Agency towards payment for the Inspection & Certification.
4. Original of cash receipt received from the Inspection & Certification Agency on effecting payment of Inspection & Certification cost by the operator against the invoice received from the Agency.
5. Copy of the valid confirmation /in conversion/organic certificate (as the case may be) along with annexures /other attachments issued by the Inspection & Certification Agency.

In the case of farmers groups/NGOs /Associations etc. the following conditions are also applicable.

1. In addition to the above documents that are prescribed for individuals, list of beneficiaries with their name and address, village and survey no., area under organic cultivation, area under spices etc. are also to be submitted for the group.
2. The group should contain minimum of 50 organic farmers in a contiguous block.
3. Functioning of an ICS (Internal Control System) is required for considering group certification.

### **COST OF Internal Control System (ICS)**

Cost of maintaining Internal Control System in groups will be considered within the maximum limit of subsidy of Rs.75,000/- ( If the total amount of subsidy towards 50% of cost of certification and 50% of cost of ICS is found less than Rs.75,000/- only the actual will be paid as subsidy). For claiming the subsidy for ICS along with cost of certification the cost involved for maintaining ICS may be audited and certified and submitted to the Board.

In addition to the above documents, the applicant is liable to submit any additional document/proof required by the Board for processing the application for providing the assistance. Sanction of claims will be subject to the availability of funds during XI Plan period and submission of documents by the applicants in time, required by the Board during the respective financial years. Sanctioned amount will be released on receipt of advance stamped receipt from the applicants. Wherever required, inspection of the certified farms/processing units will be arranged by Spices Board using concerned officers of the Board before making the payment to the beneficiaries.

Individuals/groups which have availed subsidy for certification from any other agency are not eligible for subsidy from Spices Board for the same purpose.

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**ORGANIC CERTIFICATION ASSISTANCE  
(FOR FARMS)**

**APPLICATION PART-A**

1. Name of the Farmers Group/ :  
Association/Regd.Society/  
NGO/Individual
2. Reg.No. if any :
3. Postal address :  
(Tele./Mob./Fax/E.mail/  
Web site)
4. Contact Person :
5. Details of farmers :  
who are benefitted (list to  
be enclosed with location  
survey No., spice cultivated  
pertaining to each farm)
6. Name of spices to be certified :  
as organic

Name of Spice	Area (Ha)	Production Estimated (Kgs/Tons)

7. Name and address of Inspection:  
and certification agency  
accredited under NPOP

8. Estimated cost of certification :  
(Enclose copy of quotation and  
Contract executed with the  
Certification agency )
  
9. Have you received subsidy for :  
certification from Spices Board  
previously (if yes, give details  
like year, amount etc.)
  
10. Have you applied for/availed :  
subsidy for certification from  
any other agency (if yes, give  
details)
  
11. Bank account details:
  - a] Name of bank :
  - b] Account Number :
  - c] Branch name & code :
  - d] IFS code :

### **DECLARATION**

I/We hereby declare that the information furnished in the application are true to the best of my/our knowledge and belief.

Signature of the Applicant :

Address :

Place :

Date :

**ORGANIC CERTIFICATION ASSISTANCE  
(FOR FARMS)**

**APPLICATION PART-B**

1. Name of the Farmers Group/ Association/Regd.Society/ NGO/Individual in whose name the Organic Certificate is issued :
2. Details of Organic Certificate obtained (with annexures & other attachments if any) -
  - a) Name of the Inspection & Certification Agency :
  - b) Status of Certification (Confirmation/ Inconversion/ Organic) :
  - c) Certificate No., Date & Validity period :
  - d) Whether annexure enclosed : Yes/No
3. Details on payment of certification cost-
  - a) Invoice No. with date :
  - b) Amount (Rupees) :
  - c) Amount & Date of Cash Receipt obtained from the Certification Agency (Original to be enclosed) :

4. Details on area under certification -

Name of the spice certified	Area (ha)	Production Estimated (Kgs/Tons)	Status (Confirmation/ Inconversion/ Organic)

(In case of Group Certification, list of beneficiaries with details on crops, area, status of certification, farm code etc. issued by the Inspection & Certification Agency has to be enclosed)

5. Details on marketing of the produce-

a) Domestic Sale :

b) Export :  
(if through export, furnish details on arrangements made for export)

c) If exported during previous years:  
give name of spice, quantity, and destination

**DECLARATION**

I/We hereby declare that I/We have applied only to Spices Board for availing Organic Certification Assistance and have not received subsidy for Organic Certification from any other agency and the information furnished in the application - Part A & B submitted to Spices Board are true to the best of my/our knowledge and belief and if found incorrect/suppressed any factual information, I/We agree to refund the amount paid as subsidy in lumpsum with interest as applicable to commercial loans by Nationalised Banks from the date of availing the subsidy to the Spices Board.

Signature :  
Name & Address :

Date :  
Place:

**ORGANIC CERTIFICATION ASSISTANCE  
(FOR PROCESSING UNITS)**

**APPLICATION PART-A**

1. Name of the Processor :
2. Reg.No. with Spices Board :
3. Postal address :  
(Tele./Mob./Fax/E.mail/  
Web site)
4. Location of the Processing Unit :
5. Source of certified organic raw materials for processing :
6. Name of organic spices to be Processed in the processing unit to be certified :

Name of Spice	Quantity to be processed (Tons)

7. Name and address of the Inspection and certification agency accredited under NPOP :
8. Cost of certification :  
(Enclose copy of quotation and contract executed with Certification agency) :



9. Have you received subsidy for Certification from Spices Board Previously (if yes, give details like year, amount etc.) :
10. Have you applied for/availed subsidy for certification from any other agency (if yes, give details) :
11. Bank account details:
- a] Name of bank :
  - b] Account Number :
  - c] Branch name & code :
  - d] IFS code :

### **DECLARATION**

I/We hereby declare that the information furnished in the application are true to the best of my/our knowledge and belief.

Signature of the applicant :

Address :

Place :

Date :

**ORGANIC CERTIFICATION ASSISTANCE  
(FOR PROCESSING UNITS)**

**APPLICATION PART-B**

1. Name of the Individual/ :  
Farmers Group/  
Association/Regd.Society/  
NGO in whose name the  
Organic Certificate is issued
  
2. Details of Organic Certificate obtained  
(with annexures & other attachments  
if any) -
  - a) Name of the Inspection :  
& Certification Agency
  
  - b) Status of Certification :  
(Confirmation/ Inconversion/  
Organic)
  
  - c) Certificate No., Date & Validity :  
period
  
  - d) Whether annexure enclosed : Yes/No
  
3. Details on payment of certification cost-
  - a) Invoice No. with date :
  
  - b) Amount (Rupees) :
  
  - c) Amount & Date of Cash Receipt :  
obtained from the Certification  
Agency (Original to be enclosed)
  
4. Details of certification -

Name of the certified spice processed	Source	Quantity (Kgs/Tons)	Form of value addition

5. Details on marketing of the produce-

- a) Domestic Sale :
- b) Export :  
(if through export, furnish  
details on arrangements made  
for export)
- c) If exported during previous years:  
give name of spice, quantity,  
and destination

**DECLARATION**

I/We hereby declare that I/We have applied only to Spices Board for availing Organic Certification Assistance and have not received subsidy for Organic Certification from any other agency and the information furnished in the application - Part A & B submitted to Spices Board are true to the best of my/our knowledge and belief and if found incorrect/suppressed any factual information, I/We agree to refund the amount paid as subsidy in lumpsum with interest as applicable to commercial loans by Nationalised Banks from the date of availing the subsidy to the Spices Board.

Signature :  
Name & Address :

Date :  
Place: