

**GOVERNMENT OF PUDUCHERRY  
DEPARTMENT OF AGRICULTURE**

**PROCEDURE FOR APPLYING LICENSES FOR SEED, FERTILISER AND PESTICIDE DEALERSHIP**

**A SHORT GUIDE PUBLISHED AS A PART OF EASE OF DOING BUSINESS INITIATIVE**

**SEED LICENSES**

**Designated Section : Seed Section, Directorate of Agriculture, Puducherry**

Sl. No.	List of Services	Compensatory Fee	List of Documents - Check List	Name of Designated Officer	Tentative time for Designated Officer	Competent Officer	Tentative time for Competent Officer	Appellate Authority (In case of grievance)	Tentative time for Appellate Authority
1	2	3	4	5	6	7	8	9	10
1.	SEED DEALER'S LICENCE	₹50	<ol style="list-style-type: none"> <li>1. Form "A"- in duplicate</li> <li>2. Aadhar Identity</li> <li>3. Documents/ Lease deed on place of business</li> <li>4. Route Map (Not to scale)</li> <li>5. Chalan Copy (Original)</li> </ol>	Agricultural Officer (Seeds) Directorate of Agriculture Puducherry	15 days	Additional Director of Agriculture (T&V), Thattanchavady	15 days	Director of Agriculture	30 days
2.	RENEWAL OF SEED DEALER'S LICENCE	₹20	<ol style="list-style-type: none"> <li>1. Form "C"- in duplicate.</li> <li>2. Original Licence.</li> <li>3. Aadhar Identity.</li> <li>4. Documents/ Lease deed on place of business.</li> <li>5. Route Map (Not to scale).</li> <li>6. Chalan Copy (original).</li> </ol>	Agricultural Officer (Seeds), Directorate of Agriculture Puducherry	15 days	Additional Director of Agriculture (T&V), Thattanchavady	15 days	Director of Agriculture	30 days

**FERTILISER LICENSES**

**Designated Section : Fertiliser Section, Directorate of Agriculture, Puducherry**

Sl. No	List of Services	Compensatory Fee	List of Documents - Check List	Name of Designated Officer	Tentative time for Designated Officer	Competent Officer	Tentative time for Competent Officer	Appellate Authority (In case of grievance)	Tentative time for Appellate Authority
1	2	3	4	5	6	7	8	9	10
1.	ISSUE OF FRESH MANUFACTURING FERTILIZER LICENSE	₹ 2000/ product	<ol style="list-style-type: none"> <li>1. Form- D in duplicate.</li> <li>2. Aadhar identity</li> <li>3. Documents/ Lease deed on place of business.</li> <li>4. Route Map (Not to scale)</li> <li>5. Challan copy original</li> <li>6. Certificate from the authorized Signatory certifying about the laboratory facilities.</li> <li>7. Copy of the memorandum of Articles of Association of the Company.</li> </ol>	Agricultural Officer (Fertilizer), Directorate of Agriculture, Puducherry	15 days	Director of Agriculture, Puducherry	15 days	Secretary to Govt. (Agriculture)	21 days

Sl. No	List of Services	Compensatory Fee	List of Documents - Check List	Name of Designated Officer	Tentative time for Designated Officer	Competent Officer	Tentative time for Competent Officer	Appellate Authority (In case of grievance)	Tentative time for Appellate Authority
1	2	3	4	5	6	7	8	9	10
2.	ISSUE OF FRESH WHOLESALE FERTILIZER LICENSE	₹ 1250/-	<ol style="list-style-type: none"> <li>1. Form – A1 in duplicate</li> <li>2. Aadhar identity</li> <li>3. document/ Lease deed on the Place of Business</li> <li>4. Original Challan for payment of fees</li> <li>5. Route map (Not to scale)</li> <li>6. Form O from the Manufacturers</li> </ol>	Agricultural Officer (Fertilizer), Directorate of Agriculture, Puducherry	15 days	Additional Director of Agriculture ( T&V), Thattanchavady	15 days	Director of Agriculture	30 days
3.	ISSUE OF FRESH RETAIL FERTILIZER SALE LICENSE	₹ 1250/-	<ol style="list-style-type: none"> <li>1. Form – A1 in duplicate</li> <li>2. Aadhar identity</li> <li>3. Document / Lease deed on the Place of Business</li> <li>4. Original Challan for payment of fees</li> <li>5. Route Map (Not to Scale)</li> <li>6. Form O from the Manufacturers/ Whole sale dealers</li> </ol>	Agricultural Officer (Fertilizer), Directorate of Agriculture, Puducherry	15 days	Additional Director of Agriculture ( T&V), Thattanchavady	15 days	Director of Agriculture	30 days

Sl. No	List of Services	Compensatory Fee	List of Documents - Check List	Name of Designated Officer	Tentative time for Designated Officer	Competent Officer	Tentative time for Competent Officer	Appellate Authority (In case of grievance)	Tentative time for Appellate Authority
1	2	3	4	5	6	7	8	9	10
4.	RENEWAL OF MANUFACTURING FERTILIZER LICENSE	₹ 2000/ product	<ol style="list-style-type: none"> <li>1. Form- D in duplicate.</li> <li>2. Aadhar identity</li> <li>3. Documents/ Lease deed on place of business.</li> <li>4. Route Map (Not to scale)</li> <li>5. Chalan copy (original)</li> <li>6. Certificate from the Authorized Signatory certifying about the laboratory facilities</li> <li>7. Copy of the Memorandum of Articles of Association of the Company.</li> </ol>	Agricultural Officer (Fertilizer), Directorate of Agriculture, Puducherry	15 days	Director of Agriculture, Puducherry	15 days	Secretary to Govt. (Agriculture)	21 days

Sl. No	List of Services	Compensatory Fee	List of Documents - Check List	Name of Designated Officer	Tentative time for Designated Officer	Competent Officer	Tentative time for Competent Officer	Appellate Authority (In case of grievance)	Tentative time for Appellate Authority
1	2	3	4	5	6	7	8	9	10
5.	RENEWAL OF WHOLE-SALE FERTILIZER LICENSE	₹ 1250/-	<ol style="list-style-type: none"> <li>1. Form –A 1 in duplicate</li> <li>2. Aadhar identity</li> <li>3. Document/ Lease deed on the Place of Business</li> <li>4. Original Challan for payment of fees</li> <li>5. Route map (Not to scale)</li> <li>6. Form O from the Manufacturers</li> <li>7. Previous Original Licensing issued by the Notified Authority</li> </ol>	Agricultural Officer (Fertilizer), Directorate of Agriculture, Puducherry	15 days	Additional Director of Agriculture ( T&V), Thattancha vady	15 days	Director of Agriculture	30 days
6.	RENEWAL OF RETAIL FERTILIZER SALE LICENSE	₹ 1250/-	<ol style="list-style-type: none"> <li>1. Form –A 1 in duplicate</li> <li>2. Aadhar identity</li> <li>3. Document / Lease deed on the Place of Business</li> <li>4. Original Challan for payment of fees</li> <li>5. Route Map (Not to Scale)</li> <li>6. Previous Original License copy issued by the Notified Authority</li> <li>7. Form O from the Manufacturers/ Whole sale dealers</li> </ol>	Agricultural Officer (Fertilizer), Directorate of Agriculture, Puducherry	15 days	Additional Director of Agriculture ( T&V), Thattancha vady	15 days	Director of Agriculture	30 days

**PESTICIDE LICENSES**

**Designated Section : Quality Control Section, Directorate of Agriculture, Puducherry**

Sl. No	List of Services	Compensatory Fee	List of Documents - Check List	Name of Designated Officer	Tentative time for Designated Officer	Competent Officer	Tentative time for Competent Officer	Appellate Authority (In case of grievance)	Tentative time for Appellate Authority
1	2	3	4	5	6	7	8	9	10
1.	ISSUE OF FRESH LICENSE TO MANUFACTURE INSECTICIDES	₹ 2000/ product	<ol style="list-style-type: none"> <li>1. Form- V in duplicate</li> <li>2. Aadhar identity</li> <li>3. Documents/ Lease deed on place of business</li> <li>4. Route Map (Not to scale)</li> <li>5. Chalan copy (original)</li> <li>6. Original copy of FORM –III of Certificate of Registration of Insecticides</li> <li>7. Details of expert staff engaged (qualification &amp; experience)</li> </ol>	Agricultural Officer (QCI), Directorate of Agriculture, Puducherry	15 days	Director of Agriculture, Puducherry	15 days	Secretary to Govt. (Agriculture)	21 days

Sl. No	List of Services	Compensatory Fee	List of Documents - Check List	Name of Designated Officer	Tentative time for Designated Officer	Competent Officer	Tentative time for Competent Officer	Appellate Authority (In case of grievance)	Tentative time for Appellate Authority
1	2	3	4	5	6	7	8	9	10
2.	GRANT/ RENEWAL OF LICENCE TO SELL, STOCK OR EXHIBIT FOR SALE OR DISTRIBUTE INSECTICIDES	₹ 1500/-	<ol style="list-style-type: none"> <li>1. Form –VII in duplicate</li> <li>2. Aadhar identity</li> <li>3. Document/ Lease deed on the Place of Business</li> <li>4. Original Challan for payment of fees</li> <li>5. Route map (Not to scale)</li> <li>6. Principal Certificate from the Manufacturers</li> <li>7. Previous original license issued by the Licensing Authority (in case of renewal)</li> </ol>	Agricultural Officer (QCI), Directorate of Agriculture, Puducherry	15 days	Director of Agriculture Puducherry	15 days	Secretary to Govt. (Agriculture)	30 days

Sl. No	List of Services	Compensatory Fee	List of Documents - Check List	Name of Designated Officer	Tentative time for Designated Officer	Competent Officer	Tentative time for Competent Officer	Appellate Authority (In case of grievance)	Tentative time for Appellate Authority
1	2	3	4	5	6	7	8	9	10
3.	GRANT/ RENEWAL OF LICENCE TO SELL, STOCK OR EXHIBIT FOR SALE OR DISTRIBUTE INSECTICIDES (HOUSE HOLD INSECTICIDES)	₹ 250/-	<ol style="list-style-type: none"> <li>1. Form –VII in duplicate</li> <li>2. Aadhar identity</li> <li>3. Document / Lease deed on the Place of Business</li> <li>4. Original Challan for payment of fees</li> <li>5. Route Map (Not to Scale</li> <li>6. Principal Certificate from the Manufacturers</li> <li>7. Previous original license issued by the Licensing Authority (in case of renewal)</li> </ol>	Agricultural Officer (QCI), Directorate of Agriculture, Puducherry	15 days	Director of Agriculture	15 days	Secretary to Govt. (Agriculture)	30 days



Sl. No	List of Services	Compensatory Fee	List of Documents - Check List	Name of Designated Officer	Tentative time for Designated Officer	Competent Officer	Tentative time for Competent Officer	Appellate Authority (In case of grievance)	Tentative time for Appellate Authority
1	2	3	4	5	6	7	8	9	10
4	GRANT/ RENEWAL OF LICENCE TO STOCK AND USE OF INSECTICIDES FOR COMMERCIAL PEST CONTROL OPERATIONS	₹ 1000/	<ol style="list-style-type: none"> <li>1. Form- VII in duplicate.</li> <li>2. Aadhar identity</li> <li>3. Documents/ Lease deed on place of business.</li> <li>4. Route Map (Not to scale)</li> <li>5. Challan copy (original)</li> <li>6. Form</li> <li>7. Previous Original License issued by the Licensing Authority (in case of renewal).</li> <li>8. Qualification of the applicant/ the technical personnel under employment (minimum qualification with degree in Agriculture or Science with chemistry</li> <li>9. Detailed Principal Certificate number / date of issue / validity</li> </ol>	Agricultural Officer (QCI), Directorate of Agriculture, Puducherry	15 days	Director of Agriculture, Puducherry	15 days	Secretary to Govt. (Agriculture)	21 days

**DISCLAIMER :**

The above document is published as a measure of guiding the prospective dealers of seed, fertilisers and pesticides and ease their business interface with the Department.

All the forms required for licenses have been posted in this portal. The tentative timeline for processing the applications are only indicative and is subject to administrative considerations and further issue of licences are subject to satisfaction in respect of the documents submitted and physical verification of the proposed premises.

For clarifications, if any, the prospective dealers are requested to contact the following officials.

Agricultural Officer (Seed), Directorate of Agriculture, New Light House Road, Vambakeerapalayam, Puducherry – 605 001.  
Phone : 0413-2336543; 2336945 e-mail : [agriseed.pon@nic.in](mailto:agriseed.pon@nic.in)

Agricultural Officer (Fertiliser), Directorate of Agriculture, New Light House Road, Vambakeerapalayam, Puducherry – 605 001.  
Phone : 0413-2336543; 2336945 e-mail : [agrifert.pon@nic.in](mailto:agrifert.pon@nic.in)

Agricultural Officer (Pesticides-QC), Directorate of Agriculture, New Light House Road, Vambakeerapalayam, Puducherry – 605 001.  
Phone : 0413-2336543; 2336945 e-mail : [agrifert.pon@nic.in](mailto:agrifert.pon@nic.in)

For grievances if any a mail could be sent at [diragri.py@gov.in](mailto:diragri.py@gov.in)

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