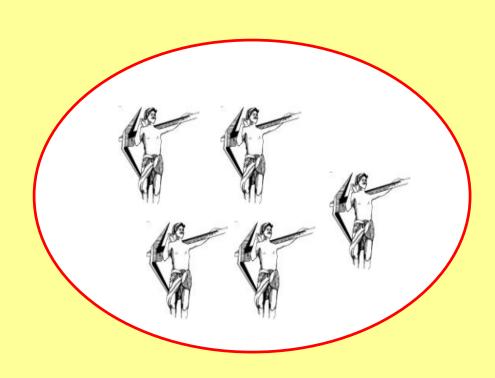
# **Local Group Registration**

Local Group Name	
Address	
Date of Activation of LG	
Local Group Code No	
Regional Council name and details	







National Centre of Organic Farming, Ghaziabad PGS-INDIA Secretariat



# PGS-INDIA webportal (http://pgsindia-ncof.gov.in)

Revised PGS-INDIA
webportal Launched on
3<sup>rd</sup> May, 2021

By

Honorable

Smt. Neerja Adidam

Joint Secretary (INM)

DAC & FW, MoA & FW

Government of INDIA

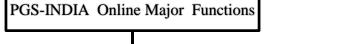


PGS-IN ORGA

Logo indicate
Under
Conversion to
Organic

Logo indicate Complete Organic





Registration

Approval

Documentation

Record of inspection

Certification

Transaction

#### Application for Local Group (LG) Regsitration with Regional Council

To	
The _	
	(Name of Regional Council)
Addr	ess
Sub:-	Request for registration of Individual / Local Group under PGS-India programme.
~.	
Sir,	
	the members of the
	ing to join the PGS-India programme as Local Group to develop an organic participatory
-	rantee system for our produce. Details of the group are as follows:
Name	e of the Group / farmer
Total	number of farmers (Enclose list of farmers, duly signed by each member)
	area to be covered
	of application and PGS pledge in respect of individual farmer members are enclosed at
	.No to
	History sheet complete in all respects individually for each farmer is enclosed at
	.Noto
	ne members of the (name of the local group) collectively and
	ndividually declare that:
	We have read and understand the PGS-India programme thoroughly and declare that the group
	s in a position to carry out all the activities of Local Group, as specified under PGS-India
	perational manual.
	Ve have obtained the copy of PGS-India operational manual and PGS-India Standards and
	ave explained to all the members. A copy of standards in the local language has also been
	rovided to each member.
-	Each member has signed the PGS pledge in front of the group members and we collectively
	ndertake to ensure that all the members will follow the PGS-India guidelines in letter and
	pirit.
•	members of the group (enclose the list with name and addresses) have
u	ndergone the training on PGS-India programme and are in a position to act as peer reviewers.
	We undertake to convene the meetings of the Group at least once in two months (at least 6
	mes a year) to discuss the progress of the programme and to share the experience of each
	ther earned from contacts, trainings or otherwise.
	All the farmers have committed to bring their entire land holding along with cattle under PGS-
	ndia programme inmonths time.
	Ve undertake to abide by the guidelines and instructions of the PGS-India programme and the
	nstructions/ guidelines of Regional Council issued from time to time.
	Ve undertake to abide by the decision of the Regional Council and shall work towards image

For administrative purpose we have elected/ constituted our Certification team comprising of following members and we authorise the certification team members to undertake all documentary requirement as and when needed as per the requirement of PGS-India programme.

building of the programme.

•	Besides of each:	certification deci	sions, the role a	and responsibilit	y of each team m	embers is mention	ed against
•	Shri		Group Leade	r			
•	Shri		Training and	meeting coordinate	ator		
•	Shri		Peer review f	acilitator			
•	Shri		Documentation	on In-charge			
•	Shri		Public relation	n and RC Coord	nator		
•		uploading on Poshall be doing by		e we have nece Or	ssary facilities and	l competence availa	able at our
	agency ha	as obtained all n	ecessary details	e name of the a from RC. Or	,	uploading and the same we shall be p	
The	!		(N	ame of RC) is h	nereby requested fation, User ID and	to kindly accept ou Pass word etc.	r group as
Sigr	nature & Na	ame					
Mer	mber 1	Member 2	Member 3	Member 4	Member5		
	-	<sup>-</sup> Signature					

# Format of Agreement to be executed between <u>PGS-India Regional Council and Local Group under PGS-</u>India

(To be signed on Rs. 20/- or more Non-Judicial Stamp paper )

An agreement made on	day of (month) of year Two thousand between
the	(Name of Regional Council)
(hereinafter called th	e RC, which expression shall include their successors and assignees) on
one part and	Name and address of Local Group) {hereinafter
called the said LG v	which expression shall include their heirs, administrators, executors and
legal representatives}	on the other part.
Vhereas the said LG has un	nder the provisions of the PGS-India programme as stipulated and detailed
in PGS-India operati	onal Guidelines and PGS Terms of Reference (ToR) for Local Groups
(hereinafter referred	to as the said rules, which expression shall include the provisions in force
and amendments/	modifications made from time to time) has applied to
the	Regional Council for grant of Registration as LG and
whereas the	Name of Regional Council has agreed to
authorize	Name of local Group) as PGS-India Local Group on the
terms and conditions	as stipulated in ToR, NOW IT IS HEREBY AGREED that:
. M/S	(Name of LG) as PGS-India Local Group shall abide by the
operational guideline	es and ToR for Local Groups, as prescribed by and on behalf of the
Executive Secretary 1	PGS India programme and (Name of RC) and
	n in true spirit of the PGS-India programme with full commitment and
responsibility withou	t any personal interest towards persons or organizations according to the
said rule and	hereby authorize the Executive Secretary PGS-India and
	(Name of RC) to take any appropriate action as per the said
rules in the event of v	violations.
·	(Name of RC) hereby declare that as the
	(Name of LG) has completed all necessary requirement as
stipulated under PGS	S-India programme and in accordance with ToR for LGs the group is
granted with registr	ration under PGS-India programme as per the details given in the
Registration certificat	te.
·	(Name of RC) undertake to provide all the assistance to the said
LG in terms of lite	rature, copies of operational manual, standards and capacity building
activities, including	development of competence of local group members in standards
implementation, peer	review, analysis of review results and decision making.
	(Name of LG) undertakes to provide all assistance and access to
all documents, fields	, store houses, processing units, cattle houses, fodder storages etc to the
authorized perso	ons of RC for surveillance and verification.
	(Name of LG) shall be providing copies of all peer appraisal
sheets with necessary	LG Summary sheet at the end of every season or at least twice in a year
to RC and provide ne	cessary help and assistance in surveillance as authorized by RC.

1.	(Name of LG) declare that they will keep all their information and
	documents in easy access for inspection by any officials of RC, Zonal Council or of PGS-Secretariat.
2.	(Name of RC) and(Name of LG)
	have finalised the mutual working arrangement including the financial payments for the services,
	to be provided by the RC and agree to abide by our agreement.
3.	It is understood that the Local Group or the RC shall have no claim for any financial assistance
	from Government of India or PGS-India Secretariat.
4.	The Executive Secretary, PGS-India, Secretariat shall have full authority for surveillance,
_	verification and monitoring of the functioning of Local groups.
5.	(Name of LG) on being registered as Local Group under PGS-
	India programme hereby declare that they shall not be the part of any other certification process, other than PGS-India, including the similar PGS programme being run by other non-Government
	agencies, without the prior approval of the RC/PGS-India secretariat.
IT	IS HEREBY FURTHER AGREED AND DECLARED THAT
	(Name of LG) and(Name of RC)
	shall work together effectively towards image building of the PGS-India programme and shall not
	be doing anything or activity which lowers or tarnish the prestige of the programme and/ or
	jeopardize or threaten the integrity of the organic guarantee. Further it is also declared that none
	of the partners of LG and RC have any conflict of interest in functioning of the PGS-India organic
	guarantee process.
	Signed on behalf of the
Re	gional Council Signature of Group leader of LG
Na	me Name
Ad	dress Address
Da	teDate
T	
	witness of those 1 (cignoture) Witness 1 (cignoture)
	tness 1 (signature) Witness 1 (signature) me and Address Name and Address
ma	me and Address Name and Address
Wi	tness 2 (signature) Witness 2 (signature)
	me and Address  Name and
Ad	dress

# Terms of reference for Registered Individual Farmer / Local Groups under PGS-India Programme

- •The Individual Farmer/Group on being registered as PGS-India Individual Farmer (hereinafter referred as IF/LG) shall ensure that it has provided a copy of the following documents to the Regional Council:
  - 1. Application form of Individual Farmer/Group for registration
  - 2.Name/ List of farmer members with a copy of individual application form and duly signed PGS-India pledge
  - 3. Individual member's farm history sheet in prescribed perform.
  - 4.In case, if all the members/ individual farmer are not converting their entire land holding and cattle/Animal husbandry to bring under organic in one go, then detailed conversion plan of fulfilling the requirement within 24 months
  - 5. Agreement to be entered into with RC.
- •There is a mandatory requirement of group's/Individual farmer endorsement by any other registered PGS-India Group or by State Govt Agriculture/ Horticulture Department's District Officer or by RC itself or by Zonal council.
- •At the time of Registration each Individual Farmer needs to obtain following documents from the RC
  - 1.Copy of PGS-India operational manual
  - 2. Copy of PGS-India standards in local language
  - 3.Copy of all the forms, peer appraisal sheets and Group / Individual Farmer summary sheet in local language
  - 4.Individual Farmer/Group operating manual, developed by RC along with the checklists (if any developed by RC)
  - 5.List of the services and activities to be provided to IF/ LG by the RC.
  - 6.RCs shall also facilitate availability of technical literature on crop management, nutrient management, plant protection or any other such issues as needed by farmers.
- •The Individual Farmer/LG shall make all out efforts to promote organic farming and work towards image building and confidence building among its members and other stakeholders of organic farming and consumers
- •If an Individual Farmer/LG is having only five members then each member shall be the part of certification team. But if the group is large then each Individual Farmer need to elect its certification team comprising of five members as Follows:
  - 1.Group leader
  - 2. Training and meeting coordinator
  - 3. Peer review facilitator
  - 4.Documentation In-charge
  - 5. Public relation and RC Coordinator

Certification team is elected every year with the post of Group Leader being rotated.

•All efforts should be made to ensure that each and every member of the group/individual farmer is active participant in peer review process.

Capacity building of farmers is an important component of PGS-India Programme each Individual Farmer shall ensure adequate capacity building measures in consultation with group leaders/ RCs for total compliance of standards. At least 2 members of each group need to be properly trained by RC.

- •In cases where Individual Farmer do not have access to computer or internet or Individual Farmer are unable to upload the data, RCs/SP/FA need to help them in developing their capacities or obtain the entire data in hard copy and upload in the website. In such cases Individual Farmer need to provide all information to RCs/SP/FA in hard copy on paper.
- •Individual Farmer shall ensure that the members of RCs shall participate in Individual Farmer group meetings, Individual Farmer key training programmes and some peer appraisal visits to assess the strength of the group/Farmer and to help them improve their implementation processes.
- •Although entire PGS data shall be on-line in the PGS-India website, but each Individual Farmer shall also ensure that original hard copies of the records such as Individual Farmer summary sheets, peer appraisal sheets, Individual Farmer application with each member history sheet are also maintained in hard copy in separate member files at Individual Farmer office.
- •Individual Farmer shall prepare half yearly calendar of activities (such as trainings, capacity building programmes, peer appraisals etc) and intimate all group members and RC for effective coordination.
- •Individual Farmer shall also prepare annual or half yearly crop calendar before every sowing season with details of activities to be taken and intimate to RC in time.
- •As per the requirement each Individual Farmer shall meet at least 2-4 times a year (2 for perennial crop group and 4 times a year for annual crop group) compulsory meetings at key times of the year depending on the season, the crops, etc. One/two for peer appraisal planning and one/two for decision making and maintain attendance register and details of meeting proceedings. Each and every member is required to participate in at least half of such meetings. Participation of members in such meetings reflects the commitment of the member to the programme and an important step for endorsement of certification decision by RC.
- •To keep on building the competence of the members, Individual Farmer need to organize some key field day trainings. Proceedings, details of such trainings along with attendance is also an important component for endorsement of certification decision by RC.
- •Individual Farmer shall provide full access to all the documents, records and information, including their fields and members for surveillance, monitoring and groups' competence assessment to representatives of RCs/SP/FA/ Zonal Councils or PGS-India Secretariat at any point of time during their visits.
- •Individual Farmer shall ensure mutual recognition and support among different Individual Farmer at regional and national level by studying each other's processes and functioning and by having surveillance in each other's areas.
- •In case if any Individual Farmer wanted to leave and desire to join other RC, then the group need to apply to the concerned RC or in case if RC is not cooperating then to Zonal Council for No Objection Certificate with full reason and justification. On being satisfied RC/ ZC can allow Individual Farmer to join other RC. In such cases after obtaining NOC from RC/ ZC, they can apply for registration to other RC with a copy of NOC. Entire record pertaining to that group shall be transferred to the new RC on their request without any prejudice or condition, what-so-ever.
- •Entire Certification process to be followed by Individual Farmer is as follows:

Certification Process by LG / Individual Farmer (Individual Farmer)

#### Step 1

- •Form a group comprising of minimum 5 farmers (belonging to close by villages with continuous territory)/ in case individual farmer can participate independently with local available nearby LGs
- •Collect registration and farm history sheet from all the members.

- •Obtain copies of PGS Standards and PGS operational documents from nearest RC and distribute to all the members. These documents can also be downloaded from PGS website.
- •Convene the meeting of all the members and ask all the members to sign the pledge.
- •Prepare Individual Farmer/LG operational manual detailing requirement of documents to be maintained by farmers, peer appraisal methodology and checkpoints to be assessed, based on the broad guidelines of PGS-India norms
- •Ensure that members have committed/farmer to convert their entire land holding and livestock to organic. In case if some members propose to convert their land in phases then draw appropriate strategies to distinctly separate such units with organic ones. Also chalk out a plan for phased conversion and get it approved by Regional Council. As per PGS-India norms each member has to bring his entire land holding with livestock within 24 months from the date of registration in the group.
- •If a farmer under PGS-India group fails to convert his entire land holding and livestock within the stipulated 24 months' time, then he will not be eligible for PGS organic certification and shall continue to remain under conversion.
  - I.Invite already registered another Individual Farmer to verify the group formation and obtain necessary recommendations. In case if there is no other PGS-Individual Farmer close by, then contact local SP/FA/State Agriculture office, demonstrate the group's strength on organic and obtain endorsement. Alternatively apply to the RC and request RC to undertake verification.
- •The Individual Farmer need to be approved only once and no further renewal is needed. If there are repeated problems (missing paperwork, a random pesticide inspection turns up a problem, a random oversight inspection turns up a problem, etc) Then they could get disbanded/ sanctioned and have to reapply and could get re-entry only after taking necessary correction and thorough verification by RC.
- •Register the group on-line on PGS Website. In case if the group do not have access to computer and internet, then services of a local computer operator/ internet cafe can be taken. Alternatively fill all the forms and submit to RC for uploading the information on PGS website.
- •Enter into agreement with the RC for services to be availed on payment basis (as per mutual agreement).

#### Step 2

- •Follow the PGS guidelines on group meetings, key field trainings and knowledge sharing.
- •Keep vigil on neighboring farmer's farms and if some non-compliances are noticed then inform other group members during group meetings/Individual farmer case RC do regular inspection
- •Ensure timely organization of training programmes in collaboration with RC/SP/FA/ZC/ICAR etc., .
- •Invite practicing organic farmers and other local experts for problem solving in management issues such as in nutrient management, pest management etc during key trainings and meetings.
- •Maintain attendance register for meeting and key field trainings
- •If member farmers are using or propose to use off-farm inputs then verify their organic status, discuss in meetings and endorse or prohibit their use. Use of such inputs without group's/RC/ZC approval shall be treated as non-compliance.

#### Step 3

•Chalk out peer appraisal schedule and constitute peer appraisal groups/members. Each peer inspection should have minimum 3 peer appraisers. Depending upon the number of farmers there can be any number of appraisal teams comprising of three or more members. At least one member in the appraisal team must be literate and well versed in filling the appraisal forms. In case of Individual certification participation of RC staff/members in peer inspection is must.

- •Reciprocal review between two-member group farms is not allowed (i.e. A reviews the B and B reviews A).
- •Invite other LG group peer reviewers or representatives of consumers/ traders or local State Agriculture Department officer as invited member of the peer group (but their participation is not mandatory). This may increase the trust and credibility of the group/Individual Guarantee.
- •Complete peer review of all the farms at least once in each season. Ensure that all farms have been reviewed objectively.
- •Discuss review reports in the meetings and decide upon the organic status of each farm one by one.
- •Segregate farmer/s who have fulfilled all the requirements and consider them for grant of certificate
- •Discuss about the non-complying farmer/s and depending upon the nature and gravity of non-compliances issue sanctions.

#### Step 4

- •Appraisal paper work is checked for completeness and an Individual Farmer/LG Summary Worksheet is prepared.
- •Group or certification committee decides on certification and declares status of certification
- •Enter all details on-line in PGS website and send signed copy of the peer inspection cum summary worksheet to the RC. Alternatively send all details in hard copy along with signed copy of summary sheet to RC for uploading the data into PGS website.
- •Regional Council check details provided in hard copy or on-line. While deciding on approval RC takes into consideration surveillance report (if any done), complaints received, residue analysis report etc. RC cannot decide on inclusion or non-inclusion of specific farmers based on information provided, it can decide only on approval or non-approval of certification of the Individual Farmer as a whole. On being satisfied, grants necessary approval on-line.
- •Individual Farmer prints certificate from PGS website and distribute to individual farmers. Alternatively, Individual Farmer requests RC to print the certificates and send to Group leader for distribution.

Only the farmers which have completed full conversion period without any major or serious non-compliance be declared as "PGS-Organic". Farmers which have one or more major non-compliance or are under conversion period will be declared as "PGS-Green". Only the crops sown after joining the group, taking the PGS pledge in conformity of PGS standards and fully conforming to the PGS standard requirements as per the recommendations of peer reviewers shall qualify for "PGS-Green". 3 continuous advisory on same issue can shift the status of member.

#### •Time limit for grant of certification decision

The RC needs to decide on certification request within 15 days from the date of uploading the Individual Farmer-summary sheet or submitting the hard copy of the group decision to RC. If RC fails to endorse the decision of the Individual Farmer or otherwise, within 15 days, then ZC need to intervene and decide the issue within next 7 days. In case if ZC also fails to intervene and decide in time then the group can approach PGS Secretariat for decision.

Signatur	e						
Name	of	Lead	Resource	person	1	Group	Leader:
Date							

## **Endorsement of Local Group**

Particulars	Details	& Remarks
Name of Endorsing Agency 1State Government Authority 2. Regional Council 3. PGS Local Group		
Name of Group being Endorsed		
Date of Endorsement		
Group is competent enough to undertake PGS-India programme as per guidelines	Yes	No
Constitution of the group fulfils the requirement of PGS-India programme and the members are trusted with proven dedication for organic farming	Yes	No
Few member of the group are fully aware about PGS standards, operational requirements and can undertake peer appraisals	Yes	No
Please provide details that how the group is proposed to undertake on-line data work	Own	Through Regional /Serrvice provider council
I/We	India operational ger appraisal stratege guarantee schem	guidelines, at least few gy and can carry forward ne. The members of the
Place		

Name and address of the endorsee

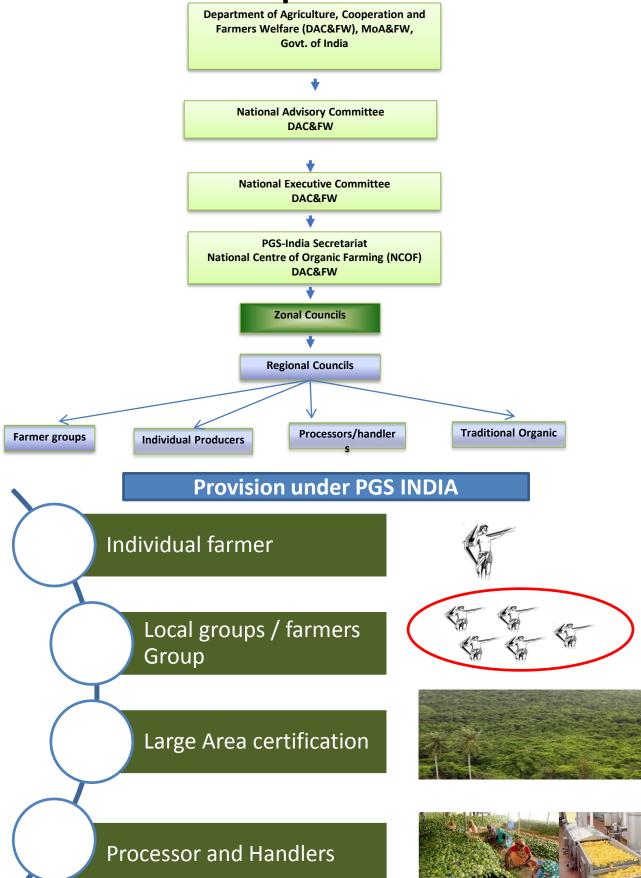
#### **Tentative Certification Team**

Local groups Name: _	
•	
List of Fa	rmers (Members in group)

SI No	Farmer Name	Education	Experience
1			
2			
3			

Note: This is tentative indication of farmer among the members of local group who can perform inspection of cultivated fields and document peer appraisal details. Young and educated farmer (both men and women) can perform this activity. It may change later as per the requirement of local group

# **PGS-India - Operational Structure**



### FSS (Organic Foods) Regulations, 2017

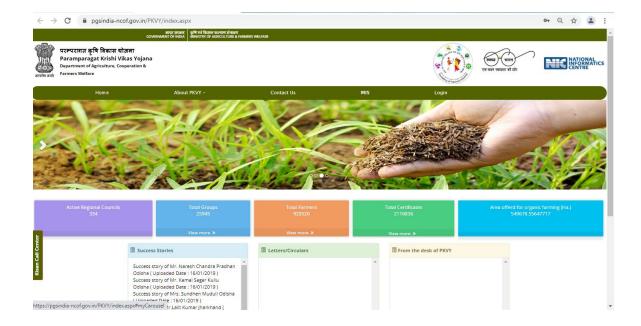
- Section 22 of the Food Safety Standards Act, 2006
  has the provision to regulate manufacture, distribute,
  sell or import "organic foods" which have been
  defined as food products that have been produced in
  accordance with specified organic production
  standards.
- Food Safety and Standards (Organic Foods)
  Regulations, 2017 based on two systems of
  certification i.e. National Programme for Organic
  Production (NPOP) and Participatory Guarantee
  System (PGS-India) have been notified in the
  Gazette of India on 29.12.2017.
- All the Organic Food Business Operator shall comply with all the provisions of these <u>Regulations</u> by 1st July, 2018.



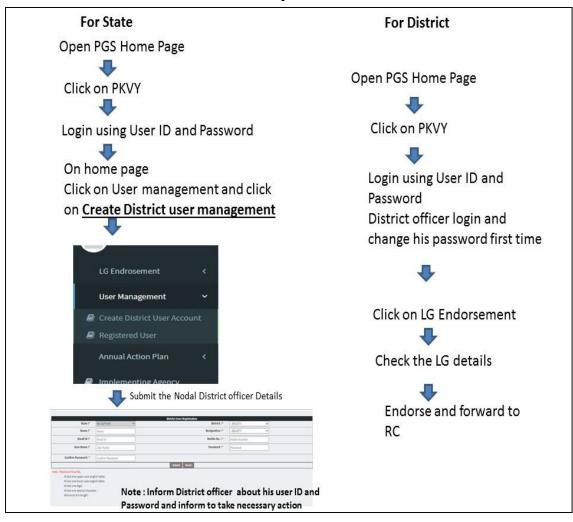








#### **PKVY domain operation flow**



# List and Address of National and Regional Organic Farming Centres / Zonal Councils with states of their jurisdiction

Director / PGS-INDIA Executive Secretary

National Centre of Organic Farming, PGS-Secretariat, Sector 19, Kamla Nehru Nagar, GHAZIABAD - 201 002.

Phone No. 0120-2764906, 2764212; Fax:0120-2764901

Web: http://ncof.dacnet.nic.in Email: nbdc@nic.in

Regional Director

National Centre of Organic Farming, (HQ) Sector 19, Hapur Road, Kamla Nehru Nagar, GHAZIABAD - 201 002.

Phone No. 0120-2764906, 2764212; Fax:0120-2764901

Web: <a href="http://ncof.dacnet.nic.in">http://ncof.dacnet.nic.in</a> Email: <a href="mailto:nbdc@nic.in">nbdc@nic.in</a> UTTAR PRADESH, UTTARAKHAND, DELHI AND RAJASTHAN

Regional Director

Regional Centre of Organic Farming, Kannamangala Cross, Whitefield – Hosekote Road, Kadugodi Post,

BENGALURU-560067 (Karnataka).

Phone No. 080- 28450503 Email: biofkk06@nic.in, rcofbgl@gmail.com

Karnataka, Kerala, Tamilnadu, Pondicherry and Lakshdweep

Regional Director

Regional Centre of Organic Farming, Plot No-23 (P), Khandagiri-Chandaka Road, Near Kalinga Studio Chowk,

Ghatikia, P.O-Mahalaxmi Vihar, Bhubaneswar-751029

Phone No. 0674-2721281, Email: biofor04@nic.in

Area of Jurisdictions: Odisha, West Bengal, and Andman & Nicobar

**Assistant Director** 

Regional Centre of Organic Farming, Kisan Bhawan, Sector 14, Panchkula-134 109 (Haryana).

Phone No. 0172-2564460, Email: biofhr05@nic.in

Area of Jurisdictions: Haryana, Himachal Pradesh, Punjab, Jammu & Kashmir

Regional Director

Regional Centre of Organic Farming, Langol Road, Lamphelpat, IMPHAL-795 004 (Manipur).

Phone No. 0385-2413239 Email: biofmm01@nic.in

Assam, Arunachal Pradesh, Meghalaya, Mizoram, Manipur, Nagaland, Tripura, Sikkim

Regional Director

Regional Centre of Organic Farming, 67/1, Keshav Smriti, Lakshmipur, Shatabdipuram, Behind Muskan Plaza,

Jabalpur 482002, Madhya Pradesh

Phone 0761-2971234 Email: biofmp06@nic.in

Area of Jurisdictions:: Madhya Pradesh, Chhattisgarh,

Regional Director

Regional Centre of Organic Farming, New Secretariate Building, East Wing, Civil Lines, NAGPUR-440 001.

Phone No. 0712-2561459, Email: biofmh10@nic.in ,

Area of Jurisdictions: Maharashtra,, Andhra Pradesh, Telangana

Regional Director

Regional Centre of Organic Farming, APIC, Podium Level, Krishi Bhawan, Sector 10-A, Gandhinagar-382010 (Guiarat).

Phone No. 7923257465 email: ad-gnagar@ncof.dacnet.nic.in

Area of Jurisdictions : : Gujarat, Goa, Daman & Diu, Dadar & Nagar Haveli

Regional Centre Of Organic Farming, Central Potato Research Station Campus, Sahaynagar, Jagdev Path, Patna-801506 (Bihar):

Phone Number: 0612-2452022; Email; rcof.pat-agri@gov.in

Area of Jurisdictions : Bihar, Jharkhand