



# Plant Quarantine Information System (PQIS)

(<http://plantquarantineindia.nic.in>)

User Manual

## User Manual for Importers and Exporters

Directorate of Plant Protection, Quarantine & Storage  
Department of Agriculture & Cooperation  
Ministry of Agriculture  
Government of India

Version 1.0  
Release January, 2011

Application Software Developed by  
SRIT, Bangalore

Project Execution by

Agricultural Informatics Division  
National Informatics Centre  
Department of Information Technology  
Ministry of Communications & Information Technology  
Government of India, New Delhi



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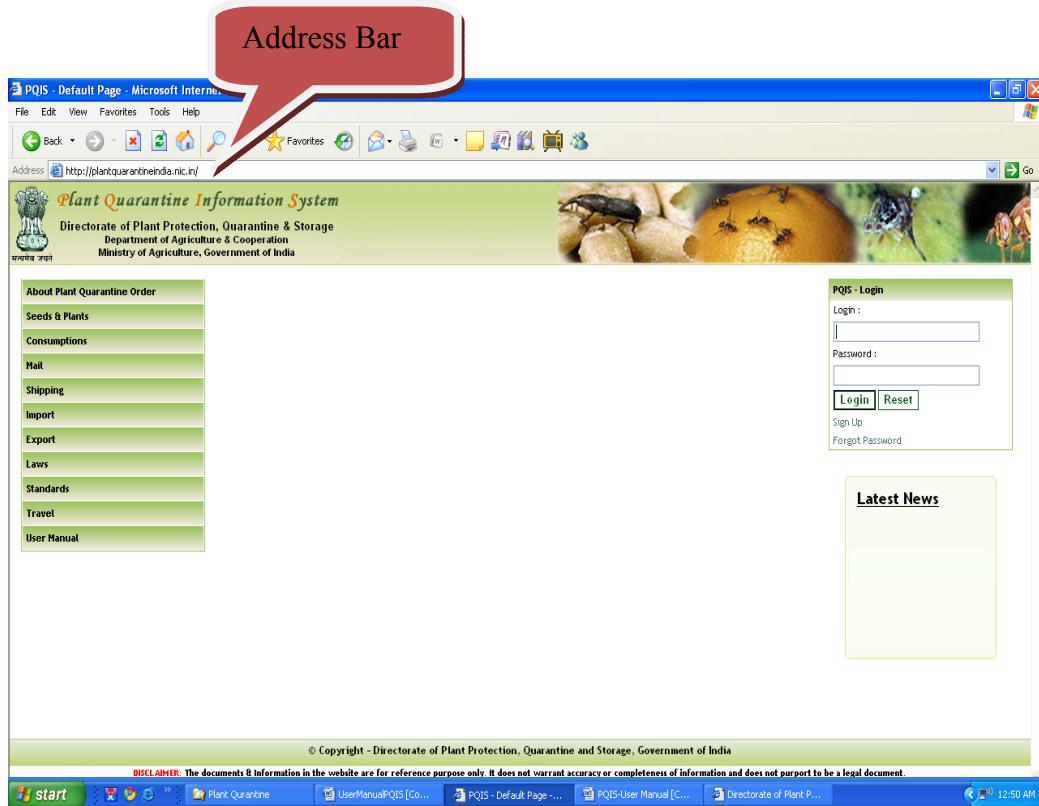
## Executive Summary

The objective of the Plant Quarantine Information System is to provide an efficient and effective service, which fully satisfies our customers, such as importers, exporters, individuals and the Government. Plant Quarantine Information System facilitates Importers to apply online for Import Permit, Import Release Order and Exporters to apply online for Phyto-sanitary Certificate. Exporters and Importers can view the status of their application online and access history of his application during entire life cycle of the application. This will help in bringing transparency in functioning. Automation of background workflow processes will result in speedy processing of these applications saving time and workload. Availability of searchable information from related documents of Import (Plant Quarantine Order) and Exports (Export inspection and certification procedure) has made the reference to these documents easy for Importers and Exporters.

## 1. Guidelines

### 1.1 How to access website?

1. Invoke Internet Browser
2. Type <http://plantquarantineindia.nic.in> in address bar of the Internet Browser

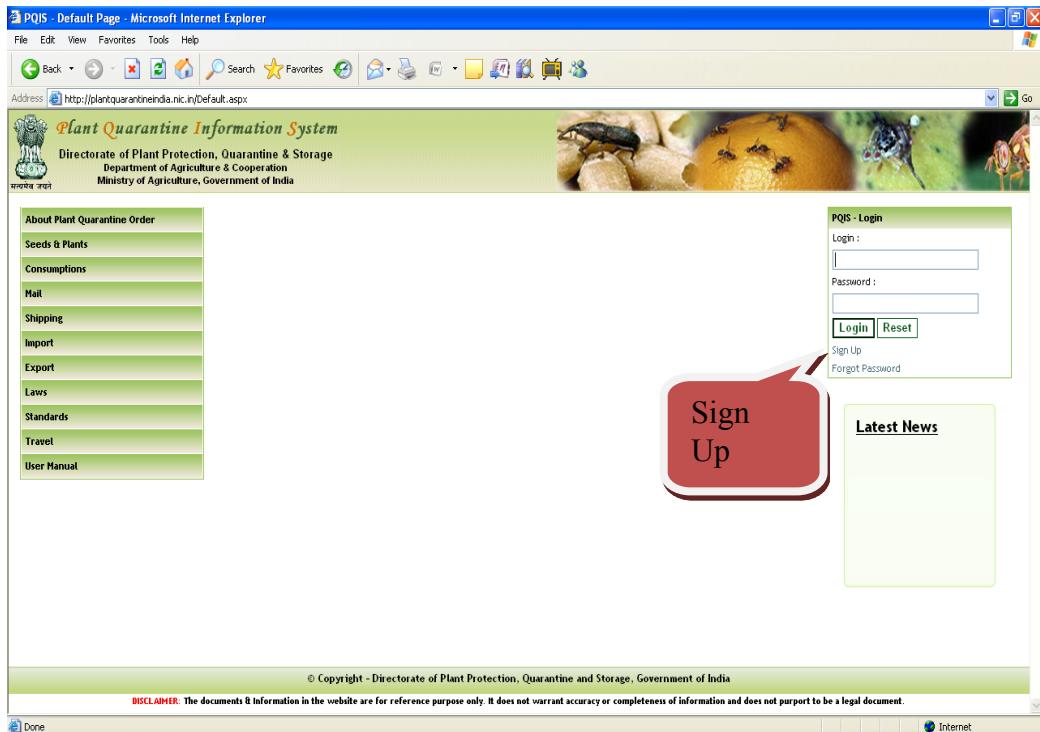


**Figure – 1 (Home Page)**

3. The Screen will be displayed as above in Figure – 1.
4. User can access information on the website regarding Pre-requirements, procedures for importing and exporting plant material and plant products, etc. by clicking links displayed in left window of the home page.

### 1.2 How to Register Online?

1. After accessing home page as given in the steps above, click “Sign up” link in the login window as shown in Figure-2.
2. The screen will be displayed as given in Figure – 3.



**Figure -2 (Sign Up / Register)**

3. The screen will be displayed as given in Figure – 3.
4. Enter your name.
5. While Importer / Exporter may register with any Plant Quarantine Station, provision for entering 5 addresses of his office locations has been given. Enter addresses.
6. Select Client type (Importer or Exporter)
7. Enter your IE Code (Import Export Code given by DGFT).
8. Enter Contact No.
9. Enter Mobile No.
10. Select Plant Quarantine Station where you desired to register.
11. Enter your e-mail Id.
12. For Credentials, Enter your desired login and password.
13. Specify your secret question and answer. It will be helpful in resetting your password, in case it is forgotten by you.
14. Type the code shown in the image displayed next to this field. This is necessary for avoiding cyber attacks and making website secured.
15. Fields against which \* is marked are mandatory.
16. Complete the form and click the submit button.
17. After submitting, your request will be sent to respective Plant Quarantine Station.
18. Plant Quarantine Station after validating your details will activate your account. After activation you will receive e-mail message as “Your account has been activated.”

The screenshot shows a Windows Internet Explorer window with the URL <http://plantquarantineindia.nic.in/Registration/NewTraderSignUp.aspx>. The page title is "New Client Signup form". The form is divided into sections: "New Client Signup form", "Address Fields" (Address 1-5), "Client Type" (dropdown), "Contact No." (dropdown), "Mobile No." (text input), "PQ Station" (dropdown), "Email Id" (text input), "Login & Password Details" (Trader Login, Password, Re-type Password, Secret Question dropdown, Secret Answer text input), and a CAPTCHA section ("Type the code shown: r7mgiQ"). At the bottom are "Register", "Clear", and "Home" buttons.

**Figure -3 (Sign up Form)**

### 1.3 For Importers

#### 1.3.1 How to login?

1. Login window is provided on the top right corner of the home page as shown in Figure-4.
2. Enter your login.
3. Enter your password.
4. Click “Login” button to Login into the system.
5. Welcome screen will be displayed as shown in Figure – 5
6. In case of Importer, the list of applications submitted by the importer will be listed on the screen. Importer can view his application, print it, know its current status, Fees details and payment status in this list.

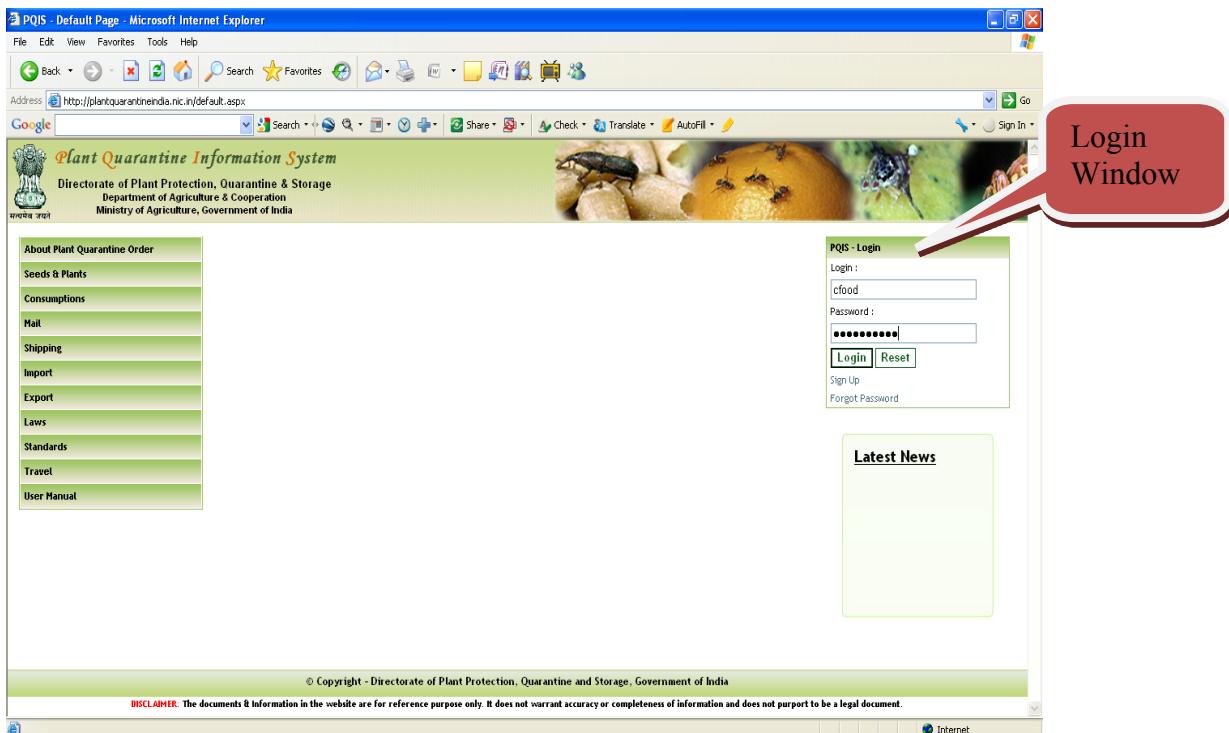


Figure – 4 (Login Window)

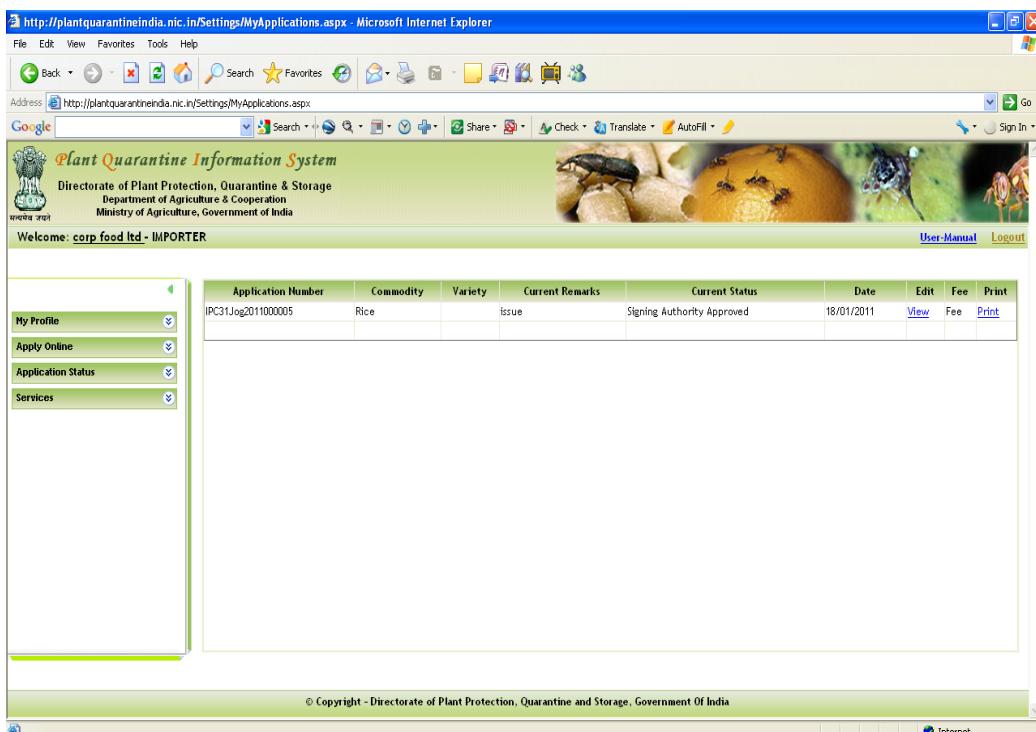


Figure -5 (Importer's screen)

### 1.3.2 How to Apply Online?

Application Number	Commodity	Variety	Current Remarks	Current Status	Date	Edit	Fee	Print
IPC31Jog2011000005	Rice	Issue	Signing Authority Approved	18/01/2011	<a href="#">View</a>	<a href="#">Fee</a>	<a href="#">Print</a>	

**Figure -6 (Apply Online for Importers)**

#### 1.3.2.1 Import Permit

1. Login into the system as explained above.
2. Expand “Apply Online” link on as shown in Figure 6.
3. Importer can submit the following applications online for Import Permit by clicking the respective link –
  - a. PQForm 1- Application for **Permit to Import plants/plant products for consumption or processing**
  - b. PQForm 2 - Application for **Permit to Import plants/plant materials for sowing/planting/propagation**
  - c. PQForm 6 - Application for Permit to **Import soil/peat or Sphagnum moss or other growing media**
  - d. PQForm 12 - Application for **Permit to import live insects/mites/nematodes/microbial cultures including algae/bio-control agents**
4. Fields against which \* is marked are mandatory.
5. Fill the application.
6. You can save application for later submission by clicking “Save” Button or click “Submit” button to submit it.
7. You can print the application by clicking “Print” button.
8. You can view the “fee” by clicking “View fee calculations” link at the bottom of the screen.

**PQIS - PQForm1 - Microsoft Internet Explorer**

File Edit View Favorites Tools Help

Address <http://plantquarantineindia.nic.in/importpermit/PQForm1.aspx> Go

**Plant Quarantine Information System**  
Directorate of Plant Protection, Quarantine & Storage  
Department of Agriculture & Cooperation  
Ministry of Agriculture, Government of India

Welcome: corp food ltd - IMPORTER User-Manual Logout

**Application for Permit to Import plants/plant products for consumption or processing-PQForm 01**

Applied To:	Jogbani	Exporter Name:	
Importer Name:	corp food ltd	Exporter Address:	
Importer Address:	Kolkata	Country of re-export:	Select
Country of Origin:	Select	Foreign port of shipment:	Select
Expected date of Arrival:	(dd/MM/yyyy)	Purpose of Import:	Processing
Means of Conveyance:	Select	Whether Transgenic or Not:	<input type="radio"/> Yes <input checked="" type="radio"/> No
Particulars of documents attached if any:			

Commodity	Scientific Name	Plant Part		
Category	Quantity	Units	No of Packages	Mode of Packing
Select		Select		Select
Necessary Documents:	<input type="checkbox"/> Performa Invoice <input type="checkbox"/> Letter of Agreement <input type="checkbox"/> Others <input type="checkbox"/> I/We hereby declare that the information furnished above is correct and complete in all respects and undertake to pay to an officer duly authorized by PPA, the prescribed fees towards inspection, fumigation, treatment or supervision and abide by the instructions/guidelines issued by him.			

Save Submit Print Close View fee calculation.

**Figure -7 (PQ Form 1)**  
Application for Permit to Import Plant/Plant products for consumption or processing

**PQIS - PQForm2 - Microsoft Internet Explorer**

File Edit View Favorites Tools Help

Address <http://plantquarantineindia.nic.in/importpermit/PQForm2.aspx> Go

**Plant Quarantine Information System**  
Directorate of Plant Protection, Quarantine & Storage  
Department of Agriculture & Cooperation  
Ministry of Agriculture, Government of India

Welcome: corp food ltd - IMPORTER User-Manual Logout

**Application for Permit to Import plants/plant materials for sowing/planting/propagation-PQForm 02**

Applied To:	Amritsar	Exporter Name:	
Importer Name:	corp food ltd	Exporter Address:	
Importer Address:	Kolkata	Country of re-export:	Select
Country of Origin:	Select	Foreign port of shipment:	Select
Expected date of Arrival:	(dd/MM/yyyy)	Whether Transgenic or Not:	<input type="radio"/> Yes <input checked="" type="radio"/> No
Means of Conveyance:	Select	Point of Entry:	Amritsar
Name of location of post-entry quarantine facility, where applicable:		Purpose of Import:	Sowing
Particulars of documents attached if any:			

Commodity	Scientific Name	Variety	Plant Part	
Category	Quantity	Units	No of Packages	Mode of Packing
Select		Select	Select	Select
Necessary Documents:	<input type="checkbox"/> Performa Invoice/Catalogue <input type="checkbox"/> Grower certificate <input type="checkbox"/> DAC Approval (if required) <input type="checkbox"/> PEQ Facility certificate (If required) <input type="checkbox"/> GMO Undertaking <input type="checkbox"/> Others <input type="checkbox"/> I/We hereby declare that the information furnished above is correct and complete in all respects and undertake to pay to an officer duly authorized by PPA, the prescribed fees towards inspection, fumigation, treatment or post-entry quarantine inspection of the above consignment and abide by the instructions/guidelines issued by him.			

Save Submit Print Close View fee calculation.

**Figure - 8 (PQ Form 2)**  
Application for Permit to Import plants/plant materials for sowing/planting/propagation

**Application for Permit to Import soil/peat or Sphagnum moss or other growing media-PQForm 06**

Applied To: DPPQS  
Importer Name: corp food ltd  
Importer Address: Kokkatta  
Country of Origin: Select  
Foreign port of shipment: \_\_\_\_\_  
Expected Date of Import: \_\_\_\_\_ (dd/MM/yyyy)  
Means of Conveyance: Select  
Particulars of documents attached if any: \_\_\_\_\_

Commodity	Scientific Name	Plant Part		
Category	Quantity	Units	No of Packages	Mode of Packing
Select	Select	Select	Select	Select

Necessary Documents:  Performa Invoice/Catalogue  Letter of Agreement  Others  
 I/I We hereby undertake to pay to an officer duly authorized by the Plant Protection Adviser the prescribed fees towards inspection, fumigation or treatment of the consignment and abide by the instructions/guidelines issued by him.

Save | Submit | Print | Close | View fee calculation.

**Figure - 9 (PQ Form 6)**  
Application for Permit to Import soil/peat or Sphagnum moss or other growing media

**Application for Permit to import live insects/mites/nematodes/microbial cultures including algae/bio-control agents-PQForm 12**

Applied To: DPPQS  
Importer Name: corp food ltd  
Importer Address: Kokkatta  
Country of Origin: Select  
Foreign port of shipment: \_\_\_\_\_  
Expected date of Arrival: \_\_\_\_\_ (dd/MM/yyyy)  
Means of Conveyance: Select  
Particulars of documents attached if any: \_\_\_\_\_

Commodity:	Plant Part:	Category:
Select	Select	Select

Description of insects/mites/nematodes/microbial cultures / biocontrol agents intended to import (common /scientific names): \_\_\_\_\_  
Taxon (Class/order/family / sub-family tribe / races or strains): \_\_\_\_\_  
Stages of the organism: \_\_\_\_\_ Number of specimen and units: \_\_\_\_\_  
Host Species,if any (Common/Scientific Name): \_\_\_\_\_ Mode of Packing, no of packages and distinguishing marks: \_\_\_\_\_  
 I/I We hereby undertake to abide by the instructions/guidelines issued by the Plant Protection Adviser to the Govt. of India from time to time in this regard.

Save | Submit | Print | Close | View Fee Calculation.

**Figure - 10 (PQ Form 12)**  
Application for Permit to import live insects/mites/nematodes/microbial cultures including algae/bio-control agents

### 1.3.2.2 Import Release order

1. Login into the system as explained above.
2. Expand “Apply Online” link on as shown in Figure 6.
3. Click IRO – Application for Import Release Order
4. The form will be displayed as given in Figure – 11.
5. Fields against which \* is marked are mandatory.
6. Fill the application.
7. You can save application for later submission by clicking “Save” Button or click “Submit” button to submit it.
8. You can print the application by clicking “Print” button.

The screenshot shows the 'Application For Import Release Order' page. The main form has the following structure:

- Top Row:** Import Permit No. (dropdown), Part Shipment (checkbox), SearchIP (button).
- Second Row:** Applied To: Jogbani (dropdown, marked with \*).
- Third Row:** Importer Name: corp food ltd, Exporter Name: (empty).
- Fourth Row:** Importer Address: Kolkata, Exporter Address: (empty).
- Commodity Section:**

Commodity	Scientific Name	Variety	Plant Part
Select	Select	Select	Select
- Means of Conveyance Section:**

Category	Quantity	Units	No of Packages	Mode of Packing	Distinguish Marks
Select	Select	Select	Select	Select	Select
- Other Details:**

Means of Conveyance:	Select *	Foreign port of Shipment:	Select *
Country of Origin:	Select *	Point of Entry:	Select *
Country of Re-Export:	Select	Purpose of Import:	Processing
Bill of Entry No.:	(empty)	B/E Date:	(dd/MM/yyyy)
Vessel Name:	(empty)	Date of Arrival:	(dd/MM/yyyy)
Place of Inspection:	(empty) *	Inspection Date:	(dd/MM/yyyy)
PSC No.:	(empty)	PSC Date:	(dd/MM/yyyy)
Value of Commodity:	Rs (empty)		
- Necessary Documents:**

<input type="checkbox"/> Packing List	<input type="checkbox"/> PSC	<input type="checkbox"/> Bill of Entry
<input type="checkbox"/> Import Permit	<input type="checkbox"/> Certificate of Origin	<input type="checkbox"/> Fumigation Certificate
<input type="checkbox"/> Invoice	<input type="checkbox"/> Bill of lading/Airway Bill	<input type="checkbox"/> Others
- Declaration:** A checkbox for accepting the terms and conditions of the import order.
- Buttons:** Save, Submit, Print, Close.

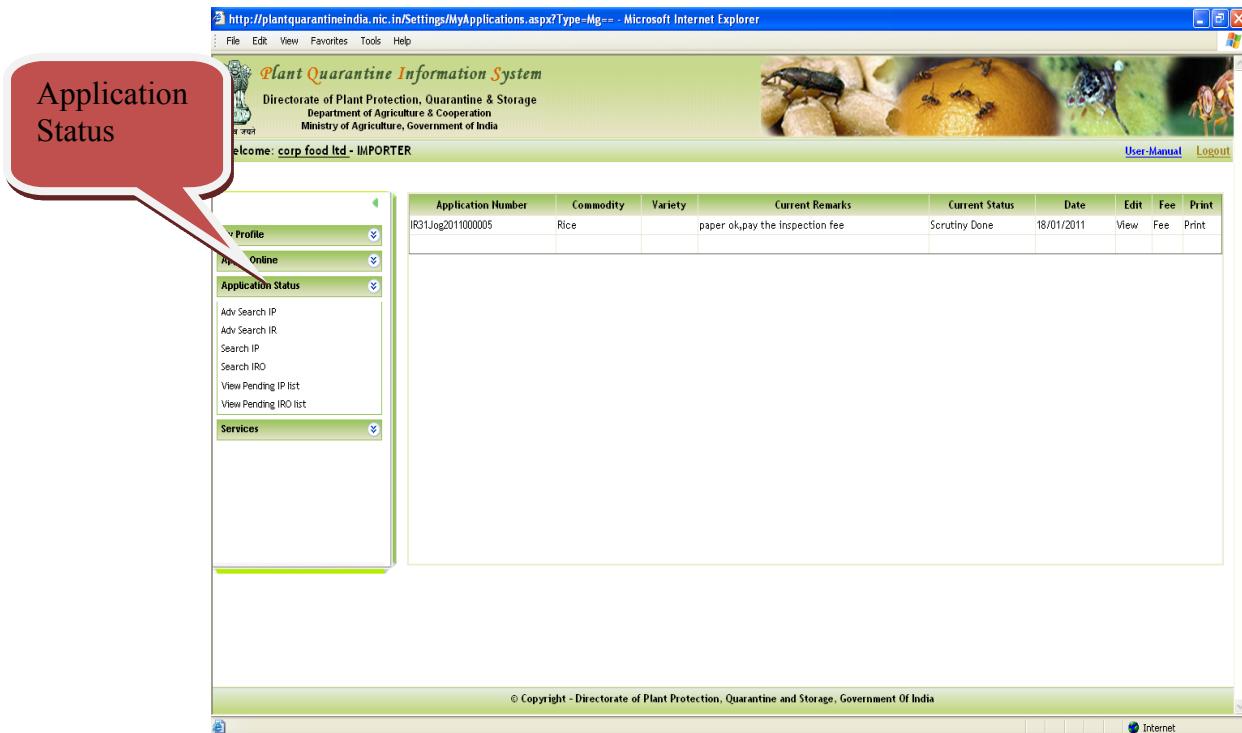
Figure - 11 (Import Release Order)

### 1.3.2.3 Applying for Re-validation

1. Login into the system as explained above.
2. Expand “Apply Online” link on as shown in Figure 6.
3. Click Request for Revalidate.

### 1.3.3 How to know your application status?

1. Login into the system as explained above.
2. Expand “Application Status” link on as shown in Figure 12.

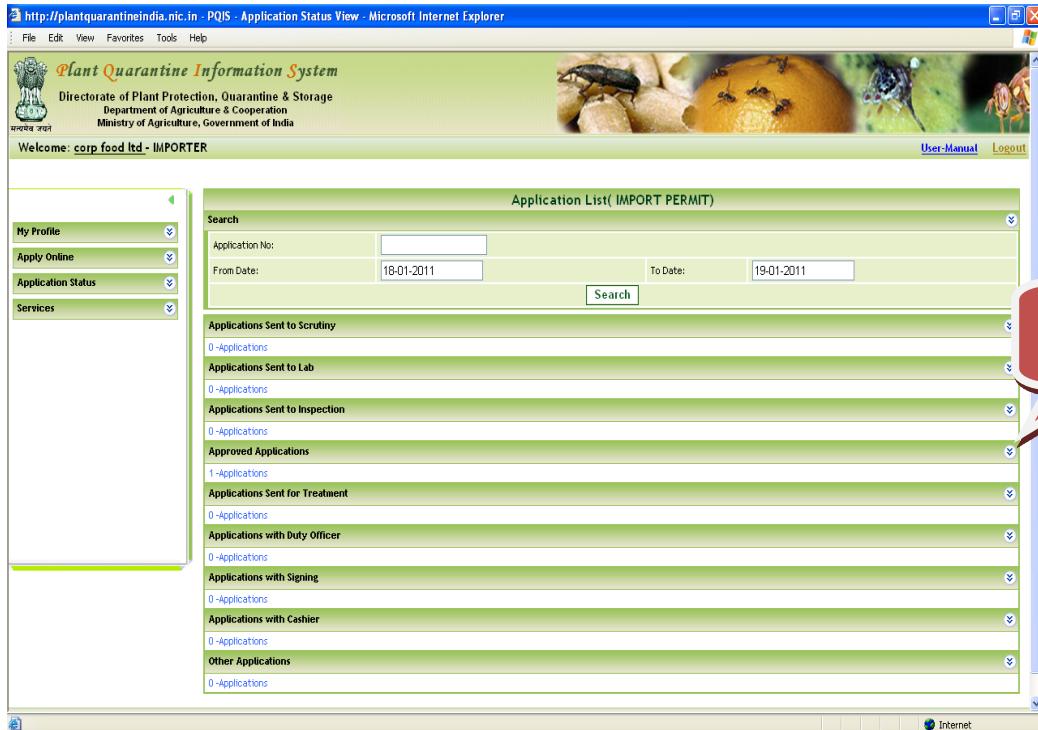


**Figure - 12 (Application Status for Importers)**

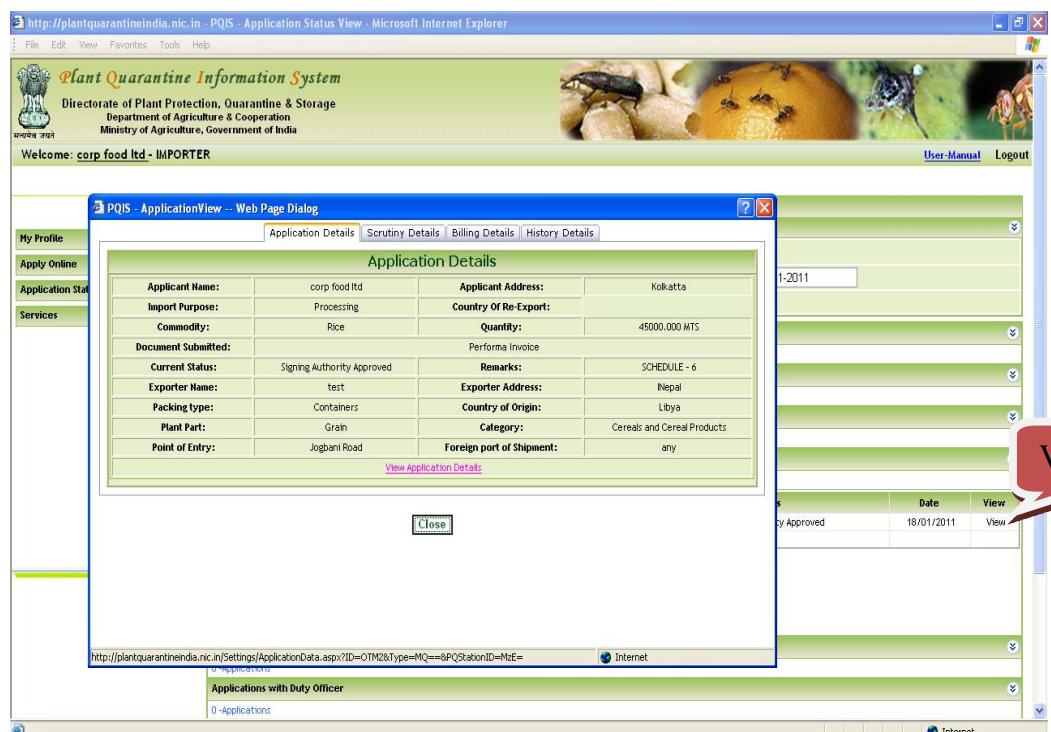
3. Different options are available to search your application and know the status. These are –
  - a. Advance Search for Import Permit
  - b. Advance Search for Import Release
  - c. Search for Import permit by application number
  - d. Search Import Release by application number
  - e. View pending IP list
  - f. View Pending IRO List

### 1.3.4 Import Permit – Applications list (Adv Search for IP)

After clicking the link “Adv. Search for IP”, screen is displayed as shown in Figure – 13. This list gives overview of Import permit applications of importers pending at various levels. By expanding the list by clicking the Down Double arrow link as shown in Figure-13 at particular level, you can access your application, click it and view the application processing life cycle by clicking “view” link as shown in Figure – 14.



**Figure - 13 (Import Permit Applications pending at various levels list)**



**Figure - 14 (Import Permit application details, comments at various levels and History)**

### 1.3.5 Import Permit – Search by Application Number (“Search IP”)

After clicking the link “Search IP” the screen is displayed as in Figure – 15. Enter application number and click “Search” button. Your application details will be displayed. You can know the action at each level by clicking tabs “Application Details”, “Scrutiny Details”, “Billing Details” and “History”. History tab will display the entire life cycle of the application for Import permit.

The screenshot shows the 'Search Application (IMPORT PERMIT)' page. At the top, there is a search bar with the application number 'IPC31Jog2011'. Below the search bar, there are four tabs: 'Application Details', 'Scrutiny Details', 'Billing Details', and 'History Details'. The 'Application Details' tab is selected. The main content area displays a table with the following data:

Application Details			
Applicant Name:	corp food ltd	Applicant Address:	kolkatta
Purpose Of Import:	Processing	Export Country:	
Commodity:	Rice	Quantity:	45000.000
Document Submitted:	Perfoma Invoice,		
Current Status:	Signing Authority Approved	Remarks:	SCHEDULE - 6
Exporter Name	test	Exporter Address	Nepal
Packing type:	Containers	Country of Origin:	Libya
Final remarks	Issue		

At the bottom left of the table, there is a link 'View Application Details'. The footer of the page includes the copyright notice '© Copyright - Directorate of Plant Protection, Quarantine and Storage, Government Of India' and a link to 'Internet'.

**Figure - 15 (Search Import Permit by Application Number)**

The screenshot shows the 'Search Application (IMPORT PERMIT)' page with the 'History Details' tab selected. The main content area displays a table with the following data:

Sent by	Sent To	Status	Remarks	Date
corp food ltd		Created		18/01/2011
corp food ltd	scrutiny	Submit the document to Scrutiny Officer and pay the fee after verification.		18/01/2011
scr2	mr duty officer	Scrutiny Done	paper found ok. PAY THE FEE	18/01/2011
Cash2	Duty Officer	Bill Collected		18/01/2011
mr duty officer	sign2	Sent for Approval	issue	18/01/2011
sign2		Signing Authority Approved	issue	18/01/2011

The footer of the page includes the copyright notice '© Copyright - Directorate of Plant Protection, Quarantine and Storage, Government Of India' and a link to 'Internet'.

**Figure - 16 (Search Import Permit –History details)**

### 1.3.6 Import Release Order – Applications list (Adv. Search for IR)

After clicking the link “Adv. Search for IR”, screen is displayed as shown in Figure – 16. This list gives overview of Import Release applications of importers pending at various levels. By expanding the list by clicking the Down Double arrow link as shown in Figure-17 at particular level, you can access your application, click it and view the application processing life cycle by clicking “view” link.

The screenshot shows the 'Application List( IMPORT RELEASE)' section. It includes a search bar with fields for Application No., From Date (18-01-2011), To Date (19-01-2011), and a 'Search' button. Below the search bar are several expandable sections:

- Applications Sent to Scrutiny**: 0 Applications
- Approved Applications**: 0 Applications
- Applications Sent for Treatment**: 0 Applications
- Applications with Duty Officer**: 0 Applications
- Applications with Signing**: 0 Applications
- Applications with Cashier**: 1 Applications
- Other Applications**: 0 Applications

Figure - 17 (Search Import Release Applications pending at various levels list)

The screenshot shows the 'ApplicationView' dialog box. It contains tabs for Application Details, Scrutiny Details, Billing Details, and History Details. The Application Details tab is selected and displays the following information:

Applicant Name:	corp food ltd	Applicant Address:	Kolkata
Import Purpose:	Processing	Country Of Re-Export:	
Commodity:	Rice	Quantity:	45000.000 MTS
Document Submitted:	Perfoma Invoice		
Current Status:	Signing Authority Approved		
Exporter Name:	test	Remarks:	SCHEDULE - 6
Packing type:	Containers	Exporter Address:	Nepal
Plant Part:	Grain	Country of Origin:	Liberia
Point of Entry:	Jogbani Road	Category:	Cereals and Cereal Products
Foreign port of Shipment: any			

At the bottom of the dialog, there is a 'View Application Details' link and a 'Close' button. The status bar at the bottom of the window shows the URL: http://plantquarantineindia.nic.in/Settings/ApplicationData.aspx?ID=0TM2&Type=MQ==&PQStationID=MzE=.

Figure 18 (Advance Search for Import Release – Applications details)

### 1.3.7 Import Release - Search by Application Number (“Search IR”)

After clicking the link “Search IR” the screen is displayed as in Figure – 19. Enter application number and click “Search” button. Your application details will be displayed. You can know the action at each level by clicking tabs “Application Details”, “Scrutiny Details”, “Billing Details”, “Lab details”, “Treatment Details” and “History”. History tab will display the entire life cycle of the application for Import permit.

**Figure - 19 (Search Import Release by Application Number)**

Sent by	Sent To	Status	Remarks	Date
corp food ltd	Scrutiny	Submit the document to Scrutiny Officer and pay the fee after verification.		18/01/2011
corp food ltd	Scrutiny	Submit the document to Scrutiny Officer and pay the fee after verification.	New IRO Application	18/01/2011
scr2	mr duty officer	Scrub Done	paper ok, pay the inspection fee	18/01/2011

**Figure -20 (Search Import Release by Application Number – History Details)**

### 1.3.8 Import Permit – View pending list

After Clicking option “View Pending IP List”, the screen is displayed as given in Figure – 21.

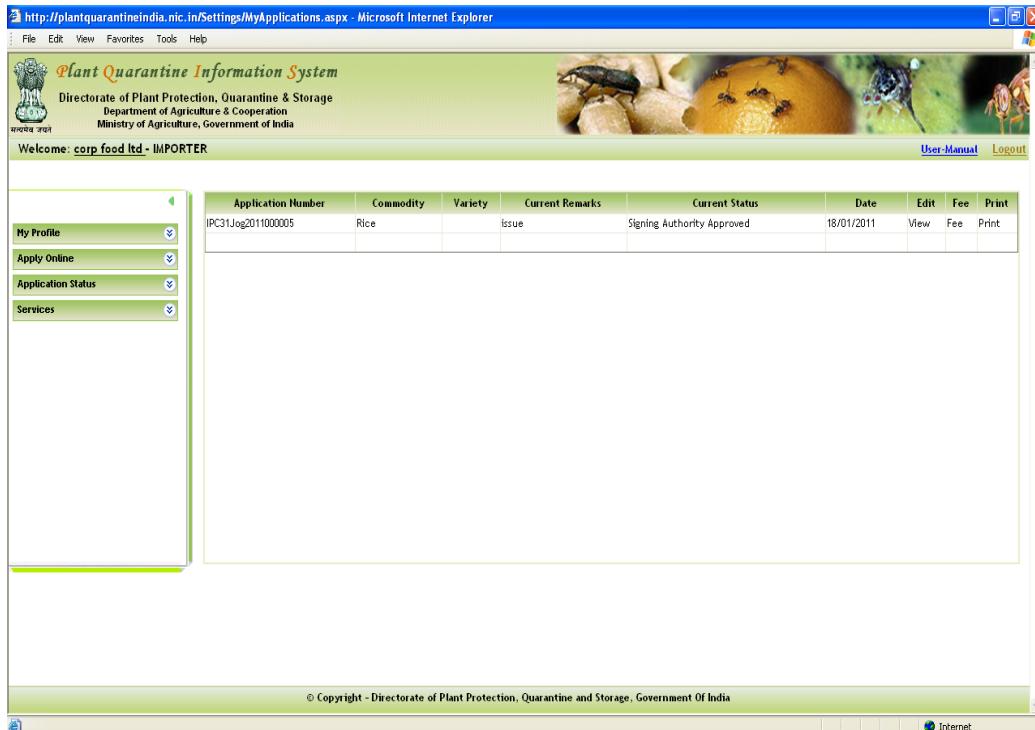


Figure -21 (View pending Import Permit List)

### 1.3.9 Import Release – View pending list

After Clicking option “View Pending IR List”, the screen is displayed as given in Figure – 21.

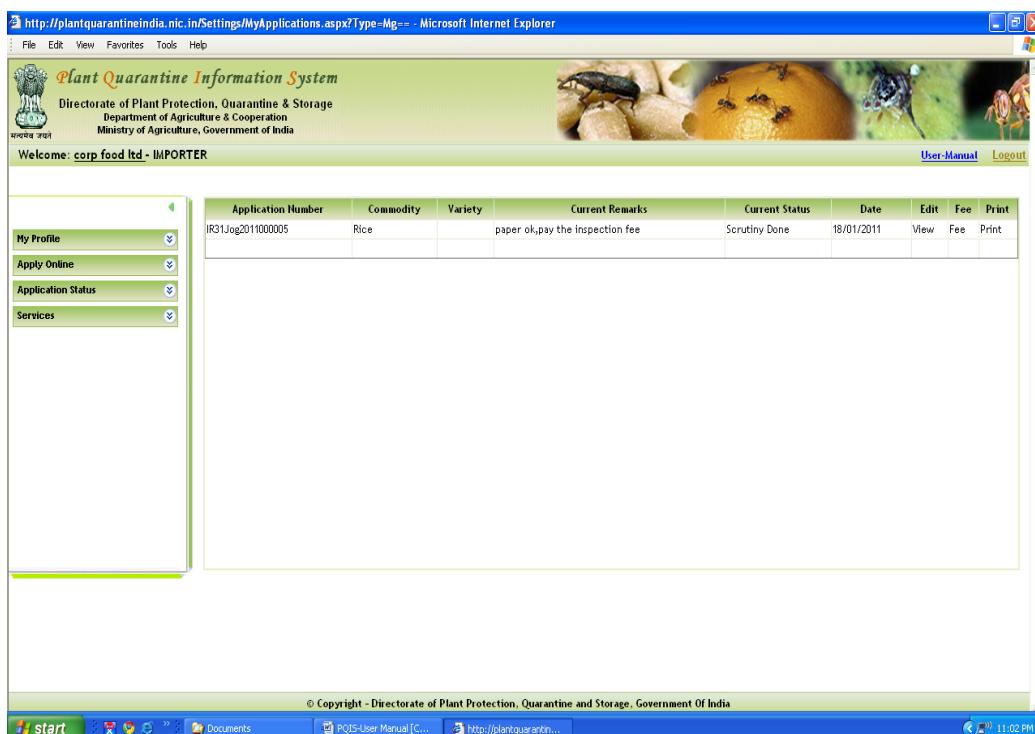


Figure – 22 (View pending Import Release List)

## 1.4 For Exporters

### 1.4.1 How to login?

1. Login window is provided on the top right corner of the home page as shown in Figure-23.
2. Enter your login.
3. Enter your password.
4. Click “Login” button to Login into the system.
5. Welcome screen will be displayed as shown in Figure – 24
6. In case of Exporter, the list of applications submitted by the Exporter will be listed on the screen. Exporter can view his application, print it, know its current status, Fees details and payment status in this list

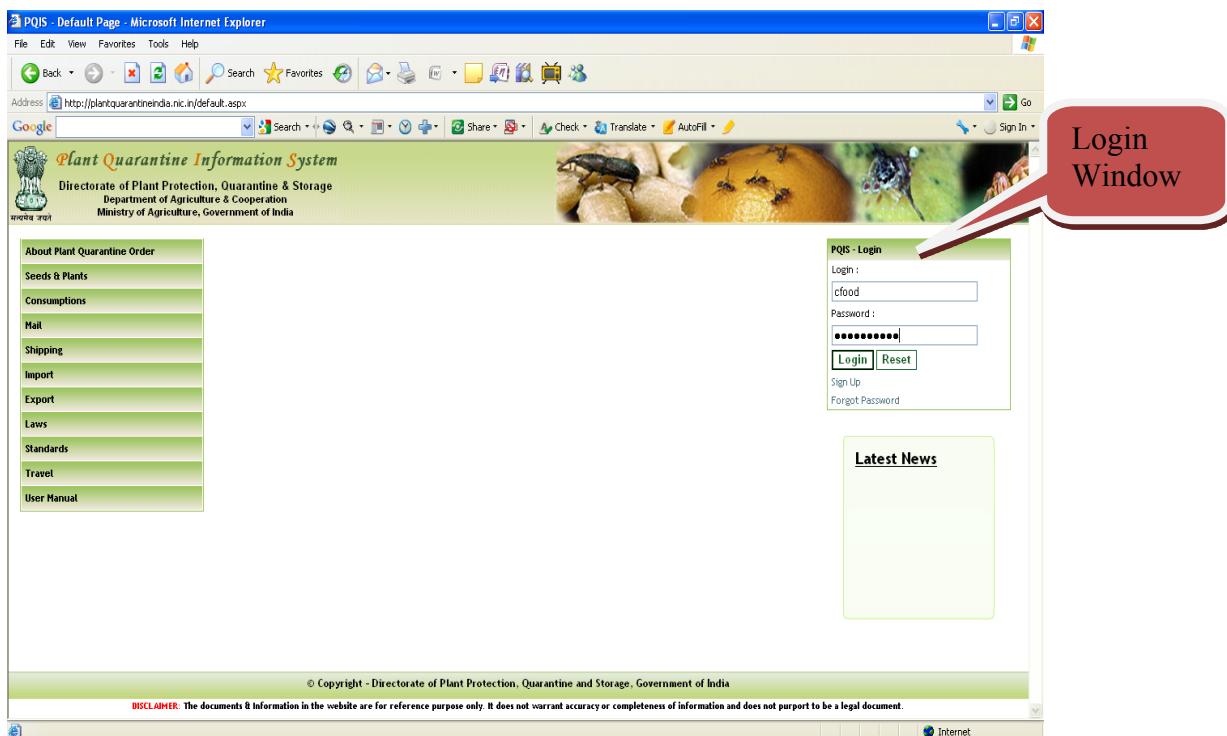
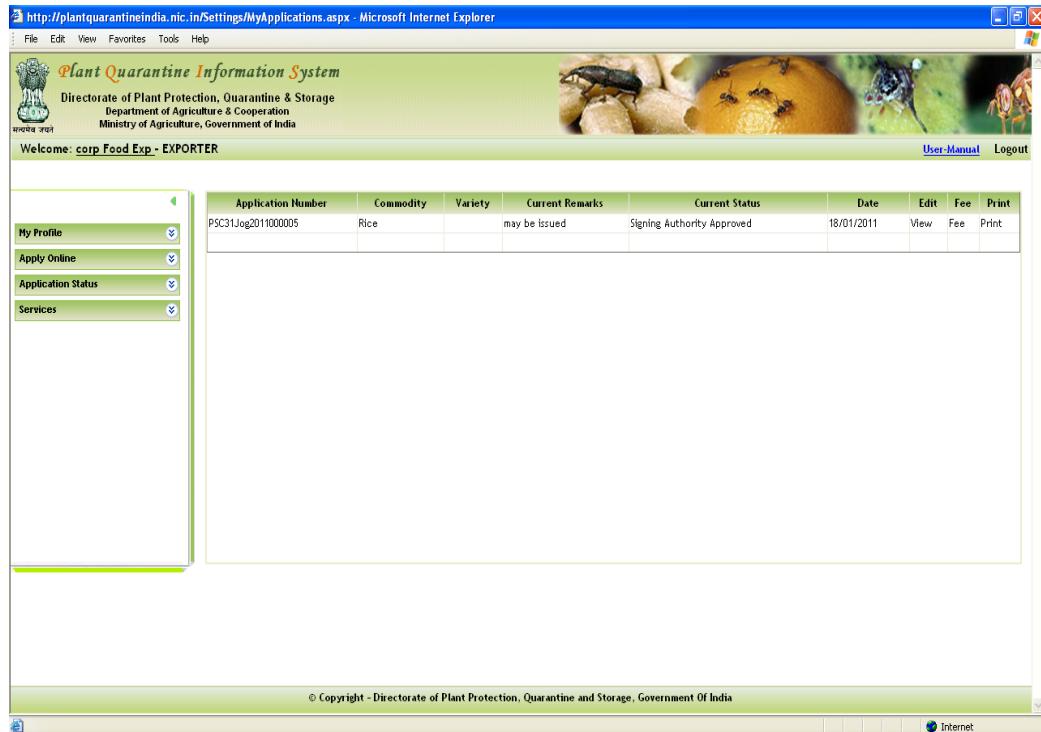
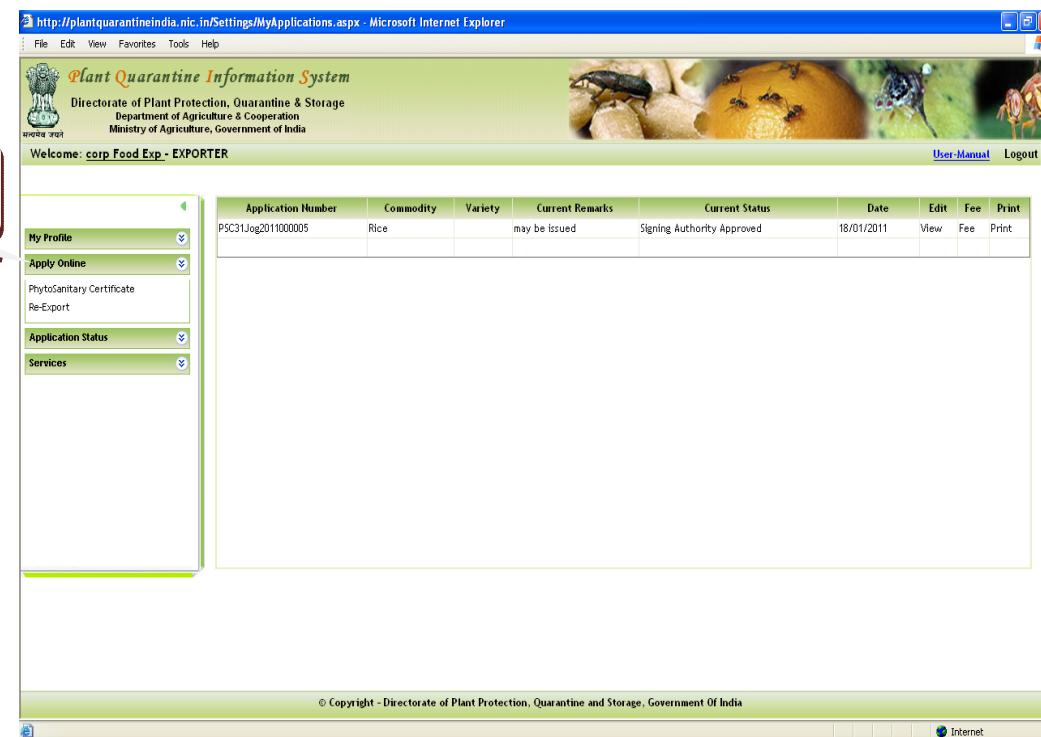


Figure – 23 (Login Window)



**Figure – 24 (Welcome Screen for Exporters)**



**Figure – 25 (Apply Online)**

## 1.4.2 How to Apply Online?

### 1.4.2.1 Phyto Sanitary Certificates and Re-export

1. Login into the system as explained above.
2. Expand “Apply Online” link on as shown in Figure - 25.
3. Exporter can submit the following applications online for Import Permit by clicking the respective link –
  - a. Phyto-Sanitary Certificates (Figure - 26)
  - b. Re-Export (Figure - 27)
4. Fields against which \* is marked are mandatory.
5. Fill the application.
6. You can save application for later submission by clicking “Save” Button or click “Submit” button to submit it.
7. You can print the application by clicking “Print” button.

**Figure – 26 (Online application for Phyto-Sanitary Certificates)**

Figure – 27 (Online application for Re-Export)

#### 1.4.3 How to know your application status?

1. Login into the system as explained above.
2. Expand “Application Status” link on as shown in Figure 28.

Application Number	Commodity	Variety	Current Remarks	Current Status	Date	Edit	Fee	Print
PSC31Jog201100005	Rice		may be issued	Signing Authority Approved	18/01/2011	<a href="#">View</a>	<a href="#">Fee</a>	<a href="#">Print</a>

Figure – 28 (Online application Status)

#### 1.4.4 Phyto-Sanitary Certificates – Applications list (Adv. Search)

After clicking the link “Adv. Search”, screen is displayed as shown in Figure – 28. This list gives overview of applications for Phyto-Sanitary Certificates of exporters pending at various levels. By expanding the list by clicking the Down Double arrow link as shown in Figure- 29 at particular level, you can access your application, click it and view the application processing life cycle by clicking “view” link and it is displayed as in Figure 30.

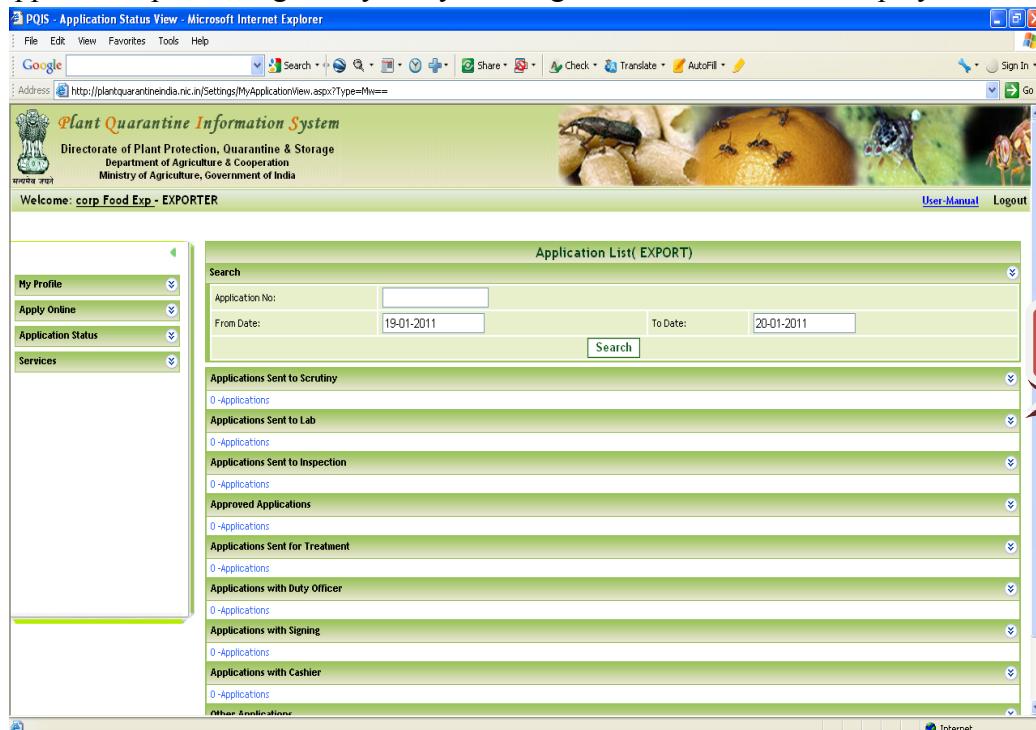


Figure – 29 (Online application Status for Phyto-Sanitary Certificates)

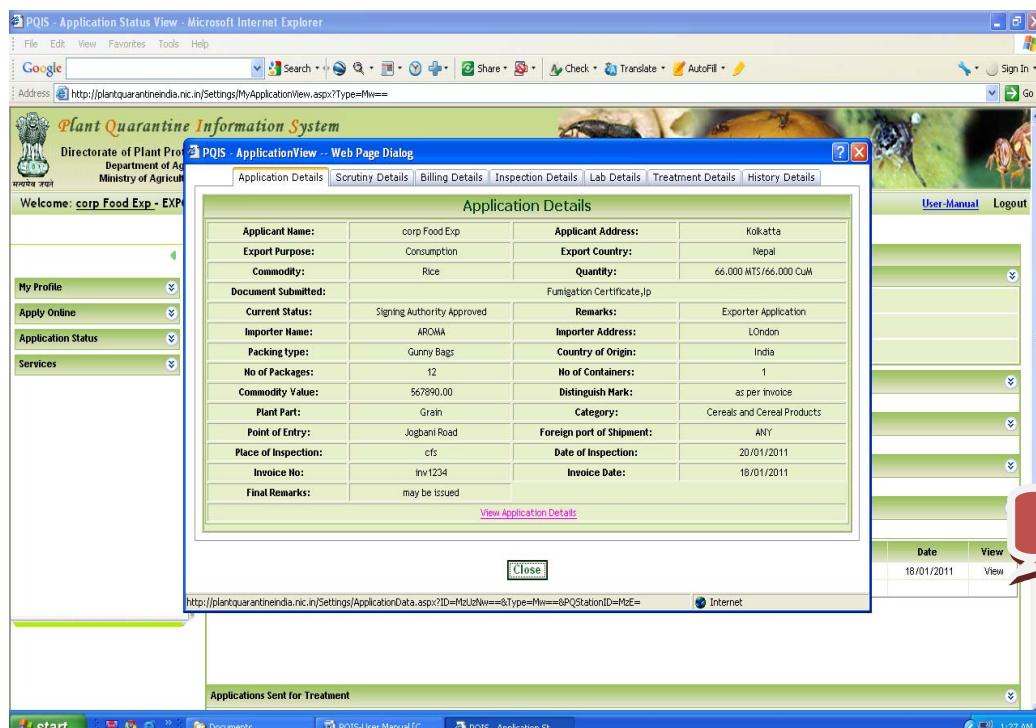
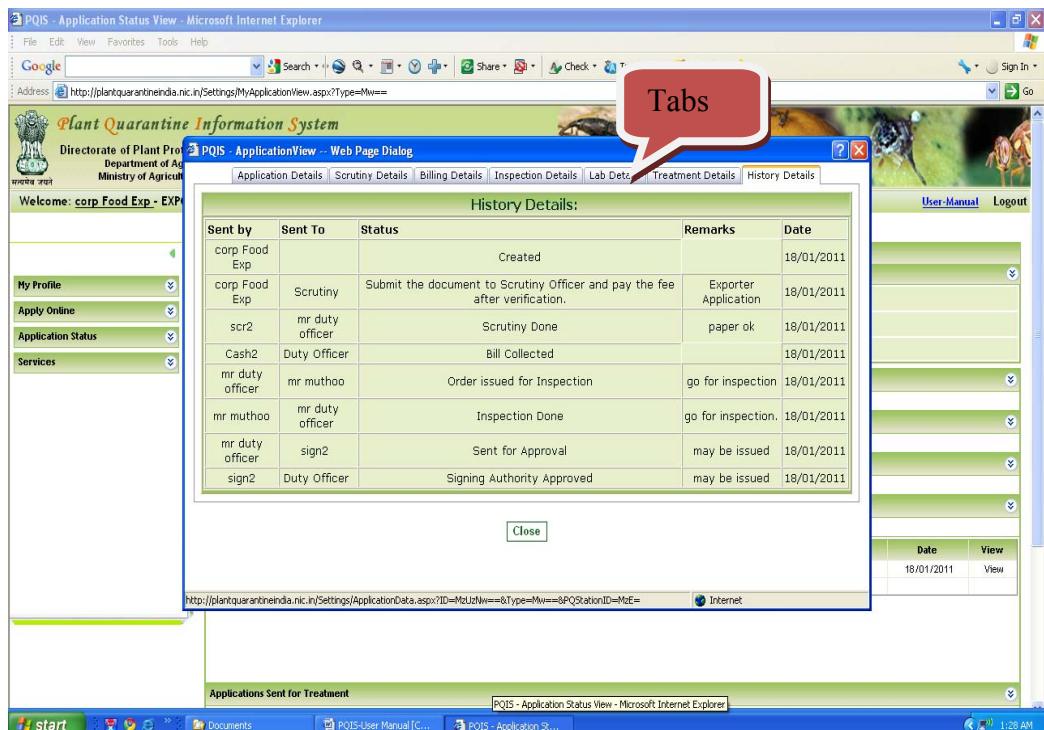


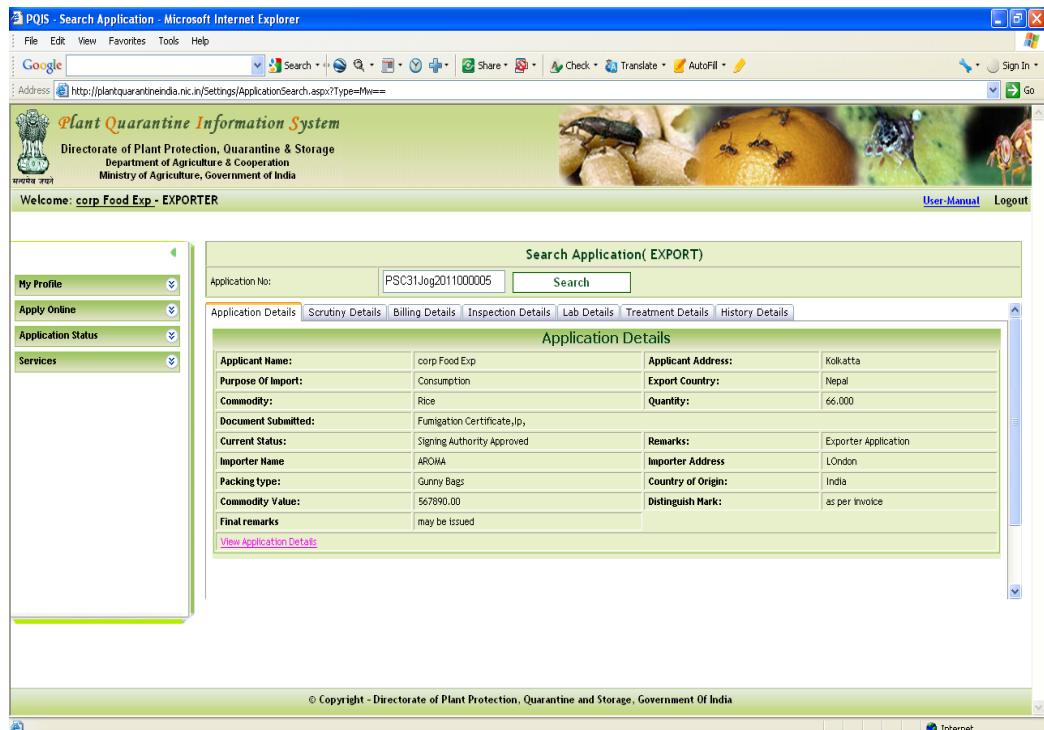
Figure – 30 (Online application Status for Phyto-Sanitary Certificates)



**Figure – 31 (Online application Status for Phyto-Sanitary Certificates- History)**

#### 1.4.5 Phyto-Sanitary Certificates – Search by Application Number (“Search PSC”)

After clicking the link “Search PSC” the screen is displayed as in Figure – 32. Enter application number and click “Search” button. Your application details will be displayed. You can know the action at each level by clicking tabs “Application Details”, “Scrutiny Details”, “Billing Details” “Inspection Details”, “Lab details”, “Treatment Details” and “History”. History tab will display the entire life cycle of the application for Phyto-Sanitary Certificate.



**Figure – 32 (Search Phyto-Sanitary Certificates by application number)**

### 1.4.6 Import Release – View pending list

After Clicking option “View Pending PSC List”, the screen is displayed as given in Figure – 33.

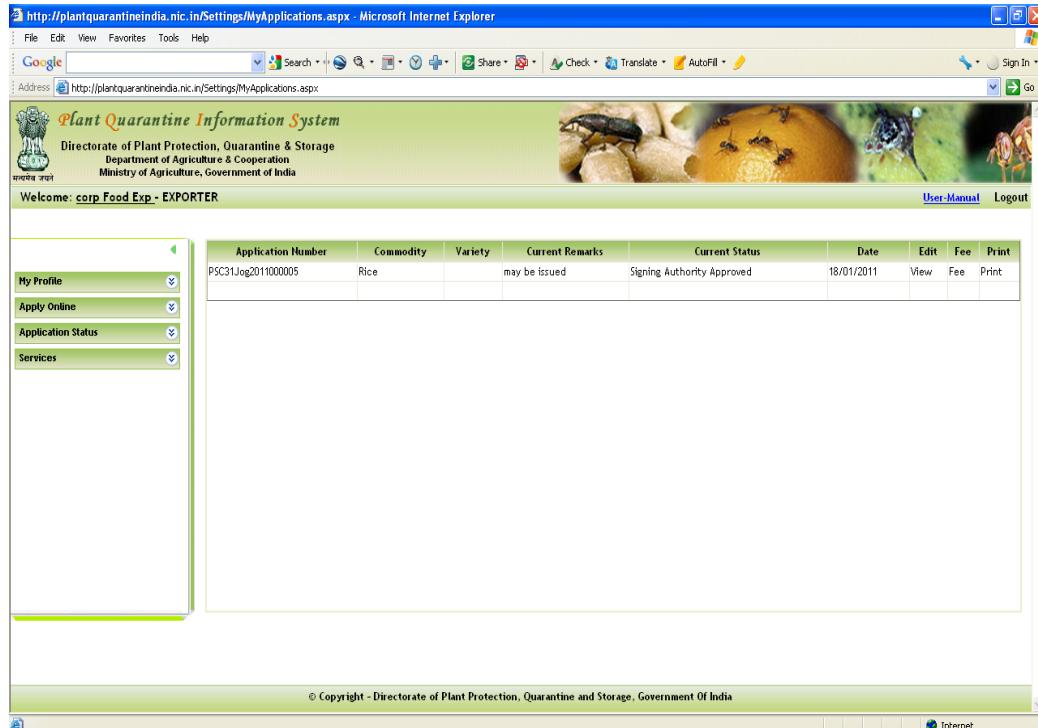


Figure – 33 (View Pending PSC List)

### 1.5 How to Change your password?

1. After accessing home page as given in the steps above, click “My profile” link in the login window as shown in Figure-34.

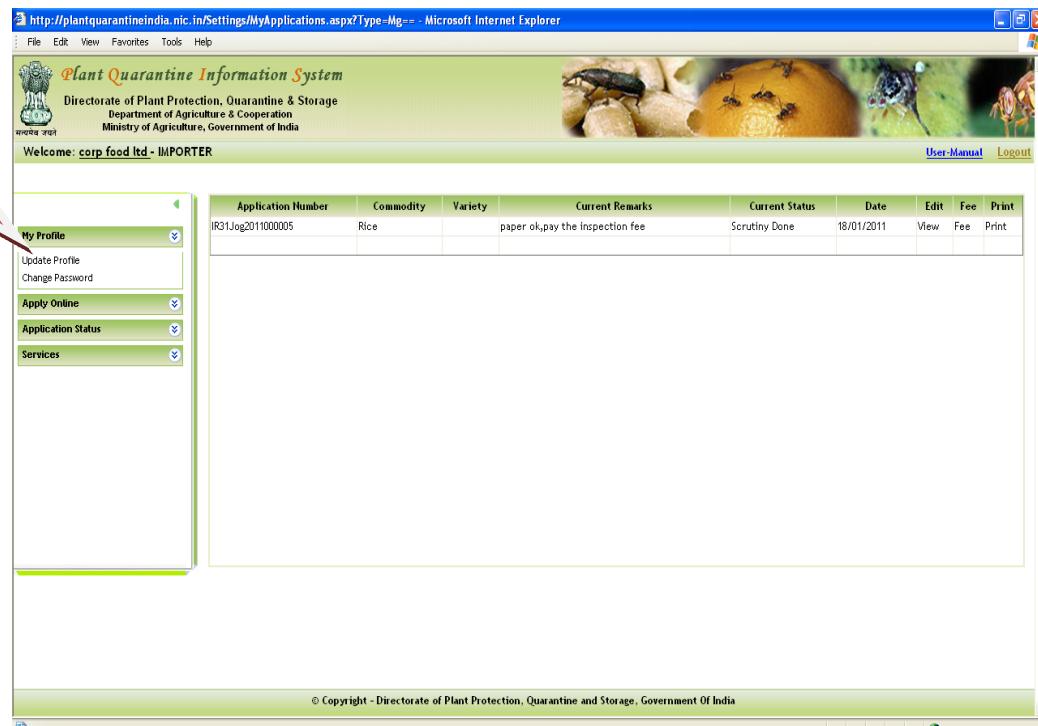


Figure – 34 (My Profile)

2. Click “Change Password” link. The screen will be displayed as given in Figure-35.
3. Change your password and click “Save” button.

The screenshot shows a Microsoft Internet Explorer window for the 'Plant Quarantine Information System'. The title bar says 'http://plantquarantineindia.nic.in - PQIS - Change Password - Microsoft Internet Explorer'. The header includes the Indian national emblem and the text 'Plant Quarantine Information System', 'Directorate of Plant Protection, Quarantine & Storage', 'Department of Agriculture & Cooperation', and 'Ministry of Agriculture, Government of India'. The main content area has a sidebar on the left with 'My Profile', 'Apply Online', 'Application Status', and 'Services'. The main panel contains a 'Change Password' form with fields for 'User' (set to 'corp food ltd'), 'Old Password', 'New Password', and 'Confirm Password'. At the bottom of the form are 'Save' and 'Close' buttons. The footer of the page includes the copyright notice '© Copyright - Directorate of Plant Protection, Quarantine and Storage, Government Of India'.

**Figure – 35 (Change Password)**

## 1.6 How to Update your profile?

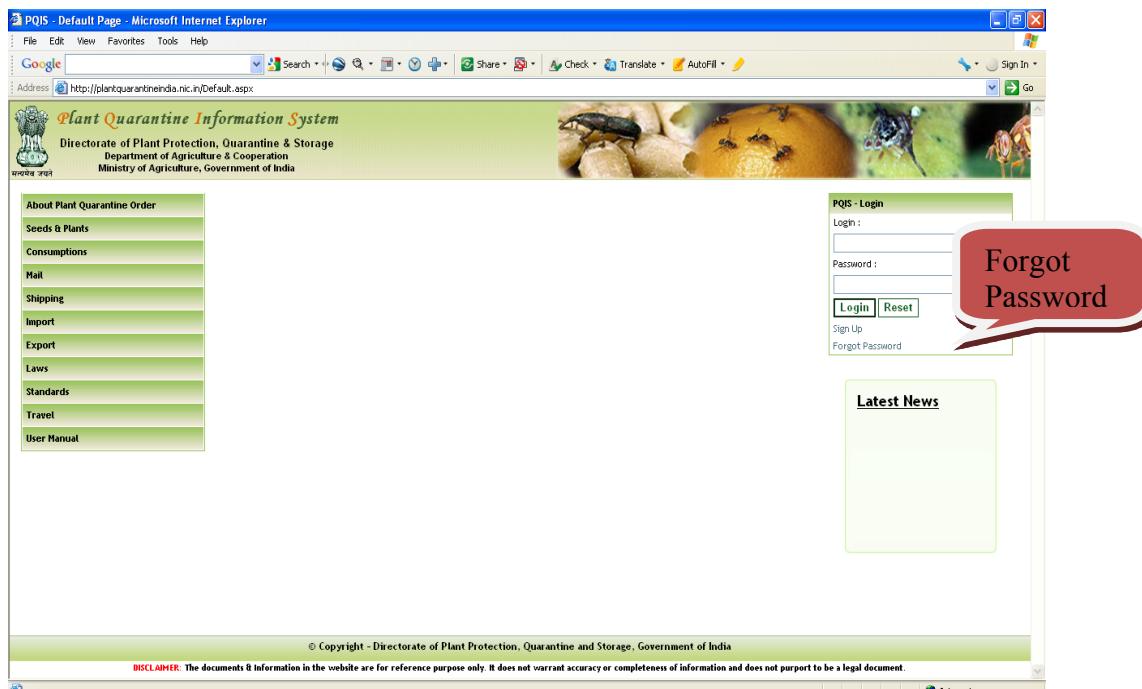
1. After accessing home page as given in the steps above, click “My profile” link in the login window as shown in Figure-34. Click Update Profile and screen will be displayed as Figure – 36. Update your profile and click “Update” button.

The screenshot shows a Microsoft Internet Explorer window for the 'Plant Quarantine Information System'. The title bar says 'http://plantquarantineindia.nic.in - Edit User - Microsoft Internet Explorer'. The header includes the Indian national emblem and the text 'Plant Quarantine Information System', 'Directorate of Plant Protection, Quarantine & Storage', 'Department of Agriculture & Cooperation', and 'Ministry of Agriculture, Government of India'. The main content area has a sidebar on the left with 'My Profile', 'Apply Online', 'Application Status', and 'Services'. The main panel contains a 'User Update Profile' form with fields for 'Importer/Exporter Name' (set to 'corp food ltd'), 'User Name' (set to 'cfood'), 'Password' (empty), 'User Type' (set to 'IMPORTER'), 'User Role' (set to 'Importer'), 'Email Id' (set to 'shassan@nic.in'), 'Contact No' (set to '1'), 'Address' (set to 'Kolkata'), 'Address 2' (empty), 'Address 3' (empty), 'Address 4' (empty), and 'Address 5' (empty). At the bottom of the form are 'Update' and 'Close' buttons. The footer of the page includes the copyright notice '© Copyright - Directorate of Plant Protection, Quarantine and Storage, Government Of India'.

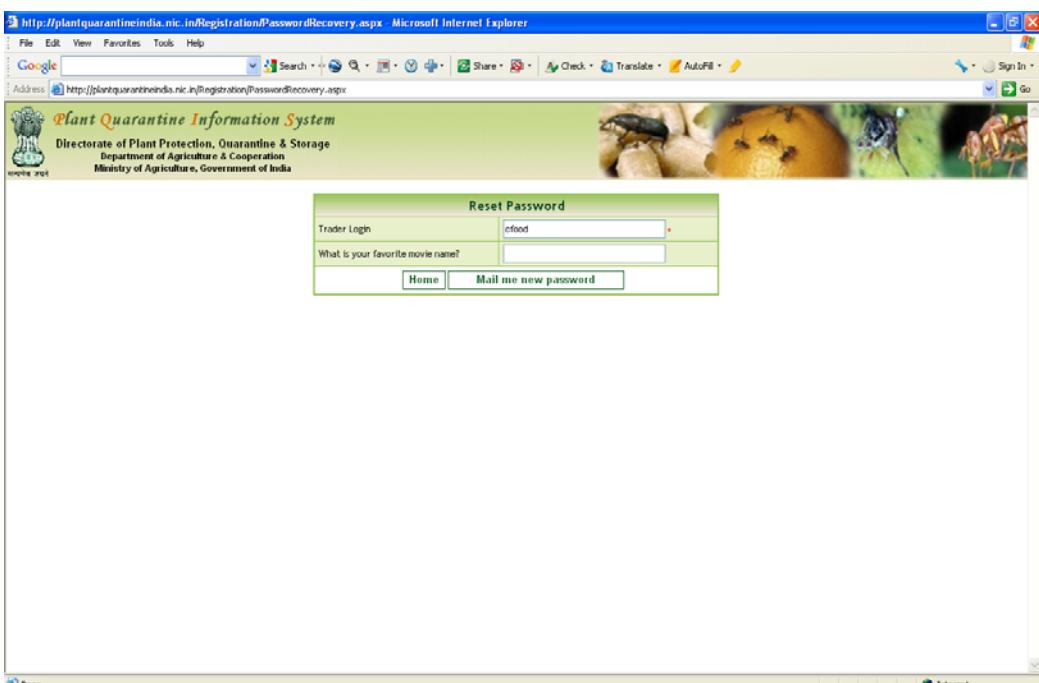
**Figure – 36 (Update Profile)**

## 1.7 Forgot your password?

1. Click “Forgot Password” link on the home page as shown in Figure – 37.
2. Enter your Login.
3. After entering your login you will be asked your secret question specified by you in your profile. (Figure – 38).
4. Enter answer and click “Mail me new password” button.
5. If your answer is correct, your password will be sent to your e-mail account.



**Figure – 37 (Forgot Password)**



**Figure – 38 (Forgot Password)**

## 2. The Directorate of Plant Protection, Quarantine & Storage (D&PPQS)

The Directorate of Plant Protection, Quarantine & Storage (D&PPQS) established under Department of Agriculture & Cooperation of Ministry of Agriculture, Government of India, is an apex plant protection organisation in the country having the following key functions:

- To enforce Plant Quarantine Regulations issued under The Destructive Insects & Pests Act, 1914 and amendments issued there under to prevent introduction & spread of exotic pests;
- To implement the provisions of The Insecticides Act, 1968 and rules framed there under for effective control over use of pesticides;
- To fulfill international commitment and obligations in respect of locust control and phytosanitary measures;
- To introduce and popularize innovative plant protection technologies such as integrated pest management (IPM) practices;
- To impart training in areas of plant protection technology, pesticide quality testing & pesticide residue analysis etc. ;
- To coordinate and liaise with State/Union Territory Governments in all matters relating to plant protection

The Plant Protection Adviser to the Government of India heads the Directorate of Plant Protection and Quarantine Station, which is located at N. H. IV, Faridabad-121001 (Haryana). The Directorate implements five central sector schemes in the area of plant protection viz., expansion of plant quarantine facilities, integrated pest management programmes, implementation of Insecticide Act, locust control and training in plant protection.

### 2.1 Plant Quarantine

Plant quarantine aims at preventing the introduction of exotic pests through imported seeds, plants and plant material and to contain the spread of exotic pest that are accidentally got introduced to the country by implementing the provisions of The Destructive Insects & Pests Act, 1914 and the regulations issued there under. The Joint Director (PP) heads the Plant Quarantine scheme. There are five regional plant quarantine stations at Amritsar, Kolkata, Chennai, New Delhi and Mumbai and 21 minor PQ stations functioning at various sea ports/airports and land borders.

## 2.2 Contact Details

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Dr. P. Manikkam, Dy. Director (PP)	Plant Quarantine Station Air Cargo Complex, MSIL, Export Cargo Terminal 2 <sup>nd</sup> Floor, Bangalore, Karnataka - 560017	080-25225003 (O)

### 3. Project Executing Agency - National Informatics Centre

NIC is a premier S&T Organization under the Department of Information Technology, Ministry of Communications and IT; Government of India and has 30 years of experience in catalyzing “Informatics for Development” in India; and work on the hypothesis “Trustworthy Networking and Information System reinforces commitment on productivity”. NIC is meeting the people needs through

- NICNET gateway for Internet/Intranet Access and NICNET Centres for Resources Sharing In Central, State and District Administrations;
- State Government Informatics Development Programme;
- District Informatics Development Programme;
- Mission Mode Projects in collaboration with Central and State Government Departments;

Agricultural Informatics Division of NIC headed by DDG, Shri M. Moni has been playing a vital role in diffusion of informatics in agriculture sector in collaboration with Department of Agriculture & Cooperation (DAC), Department of Animal Husbandry, Dairying and Fisheries and Department of Agricultural Research and Education under Ministry of Agriculture. AGRISNET, AGRIS, AGMARKNET, DACNET, DAIC, APHNET, ARISNET, PPIN, VISTARNET, SEEDNET, Agriculture Census, NavKrishi, RKVY, MMA etc are some of the major e-Governance programs being implemented by this Division. DAC has desired to give the responsibility of software development component of Agricultural Mission Mode Project under National e-Governance Plan to NIC. Under this project 18 services have been identified initially for provision of information through various delivery channels covering: quality inputs(pesticides, fertilizers, seeds); information on soil health, crop diseases, weather, market information, procurement points, infrastructure(marketing, storage, irrigation), good agricultural practices, training, etc.; electronic certification, scheme monitoring and advisory for implementation in seven states (Himachal Pradesh, Madhya Pradesh, Assam, Jharkhand, Maharashtra, Karnataka and Kerala. Apart from these services, more services covering - information on crop development programme & technologies, farm machineries & implements, droughts, livestock development, financial services, medicinal plants, patent, allied sectors, etc. are suggested by NIC for inclusion under NeGP-AMMP.

#### 3.1 Contact Details

PPIN Project Directorate  
Agricultural Informatics Division  
National Informatics Centre  
A-Block, CGO Complex, New Delhi 110 003

## 4. Application Software Development Agency - SRIT

SRIT is global IT Solutions Company. Telecoms IT (OSS, NMS & BSS), Digitized HealthCare, Environmental Health & Safety Sciences, e-Governance Solutions and Total Enterprise Solutions designed generally for all businesses & specifically for automotive, construction and education industries are the domains that it specialize in. SRIT offers world-class software products addressing these domains. Its Application Development Centre (ODC) develops software applications for several Fortune 1000 class companies such as The Boston Consulting Group (BCG), TUV Rheinland AG, MobiApps, American Telecare and the French Generics. Headquartered in Bangalore-India, it operates in 20 countries. SRIT is a part of the 32-year-old Sobha Enterprise which has 5000+ people, US\$330million in annual revenues and US\$2.2billion in market capitalization

### 4.1 Contact Details

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**Annexure - A**  
**Glossary and Acronyms**

Acronym	Expanded Form
DAC	Department of Agriculture and Cooperation, Govt, of India.
DPPQS	Directorate of Plant Protection, Quarantine and Storage
DIA	Designated Inspecting Authority
G2G	Government to Government
G2C	Government to Customer
H/W	Hardware
ICT	Information and Communication Technology.
IT	Information Technology.
IRO	Import Release Order
IP	Import Permit
LAN	Local Area Network.
MIS	Management Information System.
NIC	National Informatics Centre.
NBPGR	National Bureau of Plant Genetic Resources
NPQS	National Plant Quarantine Station
PEO	Post Entry Quarantine
PQIS	Plant Quarantine Information System
PQ	Plant Quarantine
PP	Plant Pathology
PEQ	Post Entry Quarantine
RPQS	Regional Plant Quarantine Station
SRIT	Sobha Renaissance Information Technology
SRS	System Requirements Specification.
PSC	Phyto Sanitary Certificate
POE	Point of Entry
DO	Duty Officer

## Plant Quarantine Information System

### User Manual for Importers and Exporters

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Designed in-house at National Informatics Centre.