

**INSTRUCTIONS FOR GRANT OF CERTIFICATE OF AUTHORIZATION AND  
CERTIFICATE OF AGMARK GRADING FOR  
EXPORTS OF ONIONS.**

Persons desirous of obtaining Agmark Certification for onions under Agmark should have valid Certificate of Authorization (C.A.) for grading of onions. Provisions contained in Fruits and Vegetables Grading and Marking Rules, 2004 (G.S.R. No. 220 dated 14<sup>th</sup> June 2004) and the Grade Designation and Quality of Onion provided in Schedule XIX to the Rules shall be applicable.

**I. Procedure for grant of C.A.**

- (1) Persons desirous of obtaining C.A. for grading and marking of onions under Agmark for exports shall apply to the concerned office of Directorate of Marketing & Inspection (DMI) in the prescribed **Proforma - I**.
- (2) Necessary particulars and documents as prescribed in **Annex-A** shall be enclosed with the application.
- (3) Demand draft for Rs. 1000/- as the C.A. processing fee shall be enclosed with the application.
- (4) Applicant for grant of C.A. can have his own premises (owned by him or rented). He can also use common facilities of APMC pack houses, Private/Coop pack houses etc. Minimum requirements in the premises are given in **Annex-B**. Details of such arrangements shall be given with the application. Details of such arrangements may not be given by APEDA approved pack houses.
- (5) Concerned office of the DMI will process the documents, inspect the proposed premises and grant C.A. within ten days of the receipt of complete documents. Inspection of the premises is not required in case of APEDA approved pack houses. In such cases, CA shall be issued within three days of the receipt of the complete documents.
- (6) Grade designation mark (Agmark insignia) shall be securely affixed to or printed on each container. Since each and every container is accounted for in exports, it is not necessary to have running replica serial No. on each container. It is also not necessary that Agmark insignia shall be printed in printing presses permitted by the Directorate. However, authorised packer shall inform the name and address of the printing press from whom he is getting the containers bearing Agmark replica printed.

**II. Procedure for obtaining Certificate of Agmark Grading (CAG) for exports of onion.**

1. The C.A. holder shall apply with details of the lot to the approved laboratory and concerned office of DMI for grant of CAG for the lot of onions in the prescribed proforma (**Annex C-I**). The list of the approved laboratories is at **Annexure-H**.

2. The following documents shall be enclosed with the application :
  - a. Self attested copy of commercial invoice.
  - b. Declaration by the exporter in the prescribed proforma (Annex C-II).
3. Demand draft of the requisite value in favour of the respective DMI offices of the region shall be submitted along with the application. The exact name in which the demand draft is to be prepared may be checked from the respective office of DMI.
4. The demand draft towards grading charges will be payable @ 0.1% of FOB value subject to a minimum of Rs. 200/- per lot.
5. The laboratories approved by DMI shall attend to grading and analysis of residues of pesticides and heavy metals.
6. The detailed procedure for sampling and inspection of the lots of onion consignments by the approved Chemist of the approved laboratories is given in **Annex-D**.
7. The approved laboratory will send the Inspection Report of grading along with report of analysis of residues of pesticides and heavy metals and enclosures listed at S. No. 2&3 above to the concerned office of DMI for issue of Certificate of Agmark Grading.
8. The approved laboratories shall issue Certificate of Residue Analysis in duplicate to the exporter as per the format given in **Annex-E**. A third copy of the residue analysis report shall be sent by the laboratory directly to the concerned office of Agmark.
9. The list of DMI offices is given in **Annex-F**.
10. The DMI officers will keep a random check on grading.
11. DMI will issue the CAG in the prescribed proforma. Only those officers whose signatures have been sent to the European Commission shall issue the CAG. CAG issuing officer shall put the rubber stamp below their signatures.
12. Item 14 of each CAG requires Certificate No. The procedure for giving the Certificate Nos. shall be as follows :

First two alphabets shall be office code. Next two alphabets shall be the inspecting officer code. Next shall be year code and then running S. No., e.g., CAG issued by Mr. V.K. VERMA of Mumbai Office during the year 2003 shall have the Certificate No. MU/VV/03/O1 and so on. The Office Codes are as follows :

Mumbai	-	MU	Ahmedabad	-	AH
Nashik	-	NK	Chennai	-	CH
Pune	-	PN	Kochi	-	KO
Sangli	-	SN	Delhi	-	DE
Hyderabad	-	HY	Kanpur	-	KA
Bangalore	-	BA	Lucknow	-	LU
Amritsar	-	AM	Kolkata	-	KK

13. First and second copy of the CAG shall be given to C.A. holder. The first copy shall go with consignment documents and C.A. holder can retain the second. Third will be the office copy.
14. After loading/stuffing of the container, the laboratory shall provide a Container Stuffing/Loading Certificate to the shipper in the format given in **Annex-G**.

**Proforma – I**

**Application for Grant of Certificate of Authorisation for Grading and Marking of  
\_\_\_\_\_ (Name of Commodity) for Export Grading**

To,

The Dy. Agri. Marketing Adviser/  
Asstt. Agri. Marketing Adviser/  
Senior Marketing Officer  
Directorate of Marketing & Inspection  
\_\_\_\_\_ (name of city)

Sir/Madam,

I/We \_\_\_\_\_ of M/s \_\_\_\_\_ (full postal address) being desirous of marking \_\_\_\_\_ [Name(s) of commodity] with a grade designation mark in accordance with the rules made under the provisions of Agricultural Produce (Grading & Marking) Act 1937, hereby, request for grant of Certificate of Authorisation.

I/We have carefully gone through the provisions of AP (G&M) Act, 1937, the General Grading & Marking Rules 1988, relevant commodity Grading & Marking Rules and the instructions issued by the Agricultural Marketing Adviser to the Govt. of India or an Officer authorised by him in this regard for grading & marking of the said commodity and agree to abide by them.

The requisite particulars are furnished herewith in the prescribed proforma and the requisite documents are enclosed.

Yours faithfully,

(Signature of the applicant)

Place:  
Date:

Designation:  
for M/s \_\_\_\_\_

**ACKNOWLEDGEMENT SLIP**

Received the application dated \_\_\_\_\_ of M/s \_\_\_\_\_ alongwith the enclosures and D.D. No. \_\_\_\_\_ dated \_\_\_\_\_ for Rs. \_\_\_\_\_ for grant of Certificate of Authorisation for Grading & Marking of \_\_\_\_\_ under Agmark for export grading.

(Office Seal with Signature)

**PARTICULARS TO BE FURNISHED WITH THE APPLICATION  
FOR CERTIFICATE OF AUTHORISATION**

1. Name and full postal address of the party.
2. Name(s) of the commodity proposed to be graded.
3. Status of the firm, i.e., Proprietary/Partnership/ Pvt. Ltd./Public Ltd./Regd. Society/Public Undertaking etc. (copy of the relevant document be enclosed).
4. Period for which the applicant has been in the business.
5. Name(s) and address of two representatives of the firm who will attend the grading work and correspond in the matter (specimen signatures to be furnished separately).
6.
  - \*(a) RBI Code No., if any
  - \*(b) Import Export Code No. (issued by DGFT)
  - (c) Membership of the Commodity Boards (APEDA, etc.), if any
7. ST/CST No., if allotted.
8. Full address of the premises where grading and marking will be carried out.
9. Status of the said premises owner/lessee  
(strike out whichever is not applicable).
- \*10. Details of the machinery/packing machines/cold storage etc. available in

the plant/premises with their capacity.

S. No	Name of the Machinery	Nos.	Capacity

11. Any other information relevant to grading of the commodity.

12. Trade name, if any.

(Signature of the applicant/  
authorized person)  
Designation  
for M/s

Place :

Date :

\* Not required in case of APEDA recognized pack houses.

**LIST OF THE DOCUMENTS TO BE FURNISHED ALONG WITH THE APPLICATION  
FOR GRANT OF C.A. FOR EXPORT GRADING**

1. Application for grant of CA in the prescribed **Proforma-I**.
2. Signatures of authorized persons of the firm on the letter pad.
- \*3. Copy of the proprietorship declaration/partnership deed/ memorandum and articles of association/bye-laws of society etc.
- \*4. Blue print or neatly drawn sketch of the premises showing all dimensions duly signed by the authorized person of the firm.
5. Medical fitness certificates issued by the Registered Medical Practitioner certifying that the workers engaged in the handling of the product in various operations, are free from any communicable and contagious diseases.
- \*6. Copy of import export code No. issued by DGFT.
7. Copy of APEDA registration, if registered.

Note : (i) Photocopies of all documents should be signed and stamped by authorized person of the firm.

(ii) Three sets of the documents are to be submitted to the concerned office of the Directorate.

\*Not applicable in case of APEDA recognized pack houses.

**MINIMUM REQUIREMENTS IN THE PREMISES FOR GRADING OF ONIONS**

1. Premises should be clean and in hygienic condition.
2. Surroundings of the premises should be clean.
3. It should not be situated near tanneries, chemical plants, fertilizer plants etc.
4. Walls of the premises should be properly plastered and free from crevices, holes, dampness etc. Thatched roof is not advisable.
5. Premises should be pest, insect and rodent proof.
6. Premises should be free from cobwebs and spiders.
7. Premises should have proper drainage system.
8. Premises should have arrangements for disposal of rejected, rotten, waste of horticulture produce.



**ANNEX – ‘C-I’**

To,  
The Asstt./Dy. Agricultural Marketing Adviser,  
\_\_\_\_\_

Subject : Request for grant of Certificate of Agmark Grading (CAG) for  
consignment of \_\_\_\_\_ for export.

Sir,

I/We intend to export \_\_\_\_\_ (name of the  
commodity) to \_\_\_\_\_ (destination). Details of the consignment are as  
follows :

S. No.	Commodity	No. of Boxes	Qty. (in MT) (in each box)	Total Qty. (in MT)	FOB value (in Rs.)

The above mentioned consignment will be inspected by  
\_\_\_\_\_ (Name of the laboratory) at

(a) our approved premises at \_\_\_\_\_.

**OR** (b) airport/seaport at \_\_\_\_\_.

Copies of commercial invoice, residue analysis report of pesticides and  
declaration in Annex-‘C-II’ are enclosed. D.D. for Rs. \_\_\_\_\_  
towards grading charges is also enclosed.

It is requested that the CAG may be issued.

Dated : \_\_\_\_\_

Yours faithfully,

( \_\_\_\_\_ )

for M/s.

**DECLARATION**

(to be given by the exporter on their letter-head)

(1) I, \_\_\_\_\_ of M/s \_\_\_\_\_ have/operate from the pack house which is located at the following address :

\_\_\_\_\_

\_\_\_\_\_

(2) The pack house is registered/ not registered with APEDA vide Recognition No. \_\_\_\_\_ dated \_\_\_\_\_.

(3) We wish to export \_\_\_\_\_ (name of the commodity), whose details are as follows :

S. No.	Commodity	No. of Boxes	Qty. (in MT) (in each box)	Total Qty. (in MT)

(4) The analysis report bearing No. \_\_\_\_\_ dated \_\_\_\_\_ of the laboratory M/s \_\_\_\_\_ pertains to \_\_\_\_\_ (name of the commodity) referred to in item (3) above.

(5) I, propose to effect export of the \_\_\_\_\_ (name of the commodity) referred to above to \_\_\_\_\_ (destination) and these have been processed and packed under my supervision in the pack house referred to in item (1) above.

(6) I, further certify that the \_\_\_\_\_ (name of the commodity) referred to above are contained in \_\_\_\_\_ number of boxes/cartons and that the laboratory analysis report establishes that \_\_\_\_\_ (name of the commodity) do not contain pesticide residues exceeding the MRLs with respect to the destination.

Place :  
Date :

(Signature of the applicant/  
Authorized person)  
Designation  
for M/s

**Procedure for Sampling and Inspection**

**(A) Sampling and inspection procedure to be followed for lot intended for shipment in containers before stuffing at the pack-house.**

- i. A lot shall be one container load, not exceeding 30 MT.
- ii. Samples will be drawn on a random basis as per the sampling plan given in Appendix-(i).
- iii. The sample shall be graded according to prescribed standards, appropriate grade will be assigned and prescribed Inspection Report will be filled up in the format given at Appendix – (ii).
- iv. The sample for residues of pesticides and heavy metals shall be drawn simultaneously while drawing the sample for grading.
- v. The format of sample slip for drawl of samples for residue analysis is given in Appendix – (iii). The laboratory representative will sign on the packages selected for sampling.
- vi. For the purpose of sample for residues of pesticides and heavy metals, at least one onion bulb shall be randomly selected from each selected bag and kept aside. Minimum 20 onion bulbs to be taken.
- vii. The total selected onion bulbs are then divided into two equal portions. One portion is to be treated as the laboratory sample and the other portion is to be treated as the reference sample. The reference sample is to be stored at 1°C ( $\pm$  1°C) for 2 months from the date of sampling.
- viii. The lot is stack sealed till analysis results are obtained from the laboratory.
- ix. If the analysis results are within the prescribed limits, the approved chemist of the laboratory will supervise the container stuffing, weighment and tally of bags.

**(B) Sampling and inspection procedure to be followed for lot intended for shipment in containers at the time of stuffing**

- i. A lot shall be one container load, not exceeding 30 MT.
- ii. At the time of container stuffing, samples will be drawn on a random basis as per the sampling plan given in Appendix-(i).

- iii. The sample shall be graded according to prescribed standards, appropriate grade will be assigned and prescribed Inspection Report will be filled up in the format given at Appendix – (ii).
- iv. The sample for residues of pesticides and heavy metals shall be drawn simultaneously while drawing the sample for grading.
- v. The format of sample slip for drawl of samples for residue analysis is given in Appendix – (iii). The laboratory representative will sign on the packages selected for sampling.
- vi. For the purpose of sample for residues of pesticides and heavy metals, at least one onion bulb shall be randomly selected from each selected bag and kept aside. Minimum 20 onion bulbs to be taken.
- vii. The total selected onion bulbs are then divided into two equal portions. One portion is to be treated as the laboratory sample and the other portion is to be treated as the reference sample. The reference sample is to be stored at 1°C ( $\pm$  1°C) for 2 months from the date of sampling.
- viii. While stuffing, the weighment and tally of bags is carried out.

**SAMPLING PLAN**

No. of bags/packages in the lot -----	Minimum No. of bags/packages to be sampled. -----
Up to 50	2
51 to 100	3
101 to 200	6
201 to 500	12
501 to 1000	25
1001 and above	2.5 % of the bags/packages

**INSPECTION REPORT FOR ONIONS**

- a) Name of the authorized packer : \_\_\_\_\_.
- b) Address of the pack house : \_\_\_\_\_.
- c) Lot No./Batch No. : \_\_\_\_\_.
- d) Shipping mark, (if any) : \_\_\_\_\_.
- e) 5. No. of Bags                      X                      Qty. in each bag                      =                      Total quantity.  
\_\_\_\_\_    \_\_\_\_\_    \_\_\_\_\_ MT

**Quality parameters :**

1. Cleanliness : \_\_\_\_\_.
2. Soundness : \_\_\_\_\_.
3. Foreign matter \_\_\_\_\_.
4. Pests : \_\_\_\_\_.
5. General appearance \_\_\_\_\_.
6. Damage caused by frost pests or diseases : \_\_\_\_\_.
7. Abnormal external moisture : \_\_\_\_\_.
8. Sufficiently dried or not : \_\_\_\_\_.
9. Damages caused by high/low temperature : \_\_\_\_\_.
10. Hollow or tough stems : \_\_\_\_\_.
11. Foreign smell/taste : \_\_\_\_\_.
12. Sprouted or not : \_\_\_\_\_.
13. Root tufts present or not : \_\_\_\_\_.
14. Defects in shape : \_\_\_\_\_.
15. Defects in colouring : \_\_\_\_\_.
16. Superficial cracks, if any : \_\_\_\_\_.
17. Healed cracks, if any : \_\_\_\_\_.
18. Traces of rubbing : \_\_\_\_\_.
19. Early signs of shoot growth visible from outside \_\_\_\_\_.
20. Percentage Grade tolerances : \_\_\_\_\_.
21. Grade assigned : \_\_\_\_\_.

22. Diameter of the equatorial section : \_\_\_\_\_.
23. Size Tolerances : \_\_\_\_\_.
24. Size Code assigned : \_\_\_\_\_.
25. Remarks (if any) : \_\_\_\_\_.
26. C.A.G. may be/may not be issued \_\_\_\_\_.

Date :  
Place :

Signature :  
Name of approved  
Chemist of  
approved Laboratory  
Official address :

**Appendix – (iii)**

**SAMPLE SLIP**

1	Sample Slip No.			
2	Name & Address of the C.A. holder			
3	APEDA RCMC No.			
4	Name & Address of the pack-house			
5	APEDA Recognition No. of the pack-house, where applicable			
6	Consignment details:			
	Lot No.	Number of bags/packages	Quantity (MT)	
7	Grade and variety of the produce			

Date :  
Place :

Signature & Name of C.A. holder



## **CERTIFICATE**

1. This is to certify that, I have drawn this sample personally from the above mentioned DMI recognised pack-house (as applicable) of the C.A. holder by adopting the sampling plan given in Appendix-(i) and procedure given in Annex-'D'.
2. I have sealed the consignment bearing seal Nos. as follows:

Lot No.	Number of bags	Quantity (MT)	Date of sealing	Seal No.

3. Address and location of drawl of samples : .....
4. I have also verified the DMI recognition of the pack-house, as applicable.
5. As on date, DMI recognition of this laboratory is valid.

Date :  
Place :

Signature :  
Name of approved  
chemist of  
approved Laboratory  
Official address :

**CERTIFICATE OF RESIDUE ANALYSIS**

(i) General Details

1	Lab Test Certificate No.					
2	Name & Address of the C.A. holder					
3	Name & Address of the pack-house from where sample drawn					
4	APEDA Recognition No. of the pack-house, as applicable					
5	Consignment Details					
	Lot No.	Number of bags/packages	Quantity (MT)	Date of sealing	Seal No.	

(ii) Test Details

S. No	Name of Pesticide	EU MRL (µg/kg)	Residue content (µg/kg)	Limits of Detection (LoD)	Method of analysis

Result – On the date of issue of this certificate, the above sample conforms to the MRL requirements of the EU.

## **CERTIFICATE**

1. This is to certify that the sample of onion pertaining to the above consignment was drawn by our authorized representative from the DMI recognised pack-house and has been analysed by us. The residue content in the sample is given in the above table.
2. The samples were drawn from ...% of the bags/packages/lot selected on a random basis as per the prescribed procedure and were thoroughly mixed & made up into composite samples. One sealed sample has been retained by us for a period of sixty days from the date of sampling.
3. The DMI recognition of this laboratory is valid as on date.
4. This certificate is not valid if the seal numbers indicated above do not match with the seal numbers on the bags/packages/lots or if the seals are tampered.

Date:  
Place:

Seal

Signature of approved chemist of  
approved Laboratory

**LIST OF DMI (AGMARK) OFFICES IN MAHARASHTRA, A P AND KARNATKA FOR  
ISSUE OF THE CERTIFICATE OF AGMARK GRADING**

**MAHARASHTRA**

1. MUMBAI :

Shri C.M. Tabhane,  
Asstt. A.M.A.  
Directorate of Marketing &  
Inspection, New CGO, Building  
IIIrd Floor, New Marine Lines  
Mumbai- 400020.  
Telephone No. - 22036801(Direct), 22032699  
Fax No. - 22091103  
E-mail - dmiwrmbi@bom.nic.in  
- agmarknet@bom.nic.in

2. NASIK :

Shri P. Babbanwar,  
Marketing Officer  
Directorate of Marketing &  
Inspection, New Kamal Niwas,  
Behind Hotel Vasco Tourist  
Nasik Road - 422101  
Telephone No. - 2465437  
Fax No. - No fax  
E-mail - [dmimh@hub.nic.in](mailto:dmimh@hub.nic.in)

3. SANGLI :

Shri Shiv Kumar  
Marketing Officer  
Directorate of Marketing &  
Inspection, APMC Seva Grah  
Market Yard,  
Sangli  
Telephone No. - 2670629  
Fax No. - No fax  
E-mail - [dmimh04@hub.nic.in](mailto:dmimh04@hub.nic.in).

4. PUNE

Shri M. Jawahar,  
Marketing Officer  
Directorate of Marketing &  
Inspection, Graders Training  
Centre, Beej Bhavan, MarketYard,  
Pune-411007.  
Telephone No. - 24268598  
Fax No. - No fax  
E-mail - dmimh07@hub.nic.in

**ANDHRA PRADESH**

1. HYDERABAD :

Shri Y. Malleswara Rao,  
Asstt. AMA  
Directorate of Marketing &  
Inspection, Kendriya Sadan

Block-1, Sultan Bazar,  
Hyderabad  
Telephone No. - 040- 24657446  
Fax No. - 040-24731636  
E-mail : - dmihyd@ap.nic.in

## **KARNATAKA**

### **1. BANGALORE :**

Dr.(Mrs) Sajni Kumar,  
Asstt. AMA  
Directorate of Marketing &  
Inspection, APMC Market yard  
MG Complex, Yashwant Pur,  
Bangalore-560022  
Telephone No. - 080-23472924  
Fax No. - 080-23473004  
E-mail - bngdmi@kar.nic.in

**CERTIFICATE OF CONTAINER STUFFING/LOADING**

This is to certify that the consignment of ..... (*name of commodity*) with the following details has been stuffed/loaded into the container for export to the European Union :

1.	Certificate No. and date				
2.	Name & Address of the C.A. holder/exporter				
3.	Name & Address of consignee				
4.	Importer's order/LC No.				
5.	Shipment validity of order/LC				
6.	Commodity				
7.	Details of consignment:				
	Lot No.	Number of bags/ packages	Quantity (MT) (gross)	Date of sealing	Seal No.
8.	Grade and variety of the produce				
9.	Date of stuffing/loading into the container				
10.	Address where stuffing/loading carried out				
11.	Container No.				
12.	Bill of Lading No. and date				
13.	Voyage/Vessel No./Name				
14.	Port of discharge				
15.	Country of final destination				
16.	Seal No. of the container				
17.	Lab Test Certificate No.				

## **CERTIFICATE**

1. It is certified that stuffing/loading of the packages/bags of the above consignment has been carried out at the place of sampling. In case of shifting/relocation of the goods has taken place, it is with the prior consent of this laboratory.
2. The seal numbers of the packages/bags/lot are the same as those at the time of sampling.
3. Stuffing/loading of into the containers has been carried out under the supervision of the approved chemist of this laboratory.
4. It is certified that after stuffing/loading, the container has been sealed by the approved chemist of this laboratory.

Date:  
Place:

Seal

Signature of authorised person of  
approved Laboratory

**Annex - H****List of DMI approved laboratories.**

Laboratories approved for the grading and marking of fruits and vegetables for export.

Sl. No.	Name of the laboratory	Approval valid upto
1.	Geo-Chem Lab Pvt. Ltd., 36, Raja Industrial Estate, 1 <sup>st</sup> Floor, Purushottam Kheraj Marg, Mulund (West), Mumbai – 400 080.	31.12.2010
2.	Insecticide Residue Testing Laboratory Krishibhavan, Shivajinagar, Pune – 411005.	31.12.2010
3.	Pesticide Residue Analysis Laboratory National Horticultural Researches and Development Foundation (NHRDF), P.B. No. 61, Kanada Batata Bhavan, 2954-E, New Mumbai Agra Road, Nasik – 422 011.	31.12.2010.
4.	Reliable Analytical Laboratory A-1, 5 Acres, Kothari Compound Tiku – ji – ni Wadi Road Manpada, Thane (W) – 400 607	31.12.2010
5.	Vimta Labs Ltd., Plot No.5, SP Bio-tech Park, Genome Valley, Shamirpet(M), Hyderabad-500078.	31.12.2010
6.	SGS India Ltd., 1/509 A, Old Mahabalipuram Road, Opp. Govt. High School, Thoraipakkam, Chennai – 600 085.	31.12.2010
7.	Shriram Institute for Industrial Research Plot 14 & 15, Sadarmangla Industrial Area, White Field Road, Bangalore – 560 048.	31.12.2010
8.	Vimta Specialities Ltd., Plot No.2, S.P. Biotech Park, Genome Valley, Shamirpet Mandal, Hyderabad – 500078.	31.12.2010
9.	Interfield Laboratories, XIII/1208A, Interprint House, Kochi – 682005.	31.12.2010
10.	T.A. Labs Pvt. Ltd., No. 17, New Street, Kottur, Chennai – 600085.	31.12.2010
11.	Delhi Test House,	31.12.2010



	A-62/3, G.T. Karnal Road, Indl. Area, Opp. Hans Cinema, Azadpur, Delhi – 110033.	
12.	ARBRO Pharmaceuticals Ltd., 4/9, Kirti Nagar Industrial Area, New Delhi - 110015.	23.11.2010