

Manual 3
Procedure followed in decision-making process
[Section 4(1)(b)(iii)]

S. No	Activity	Level of action	Time frame
I. Marketing Regulation Branch			
A. Procedure for Grant of Certificate of Authorisation			
1.	Application proforma for grant of certificate of authorization.	Marketing Officer	Proforma is supplied immediately.
2.	Requests for grant of Certificate of Authorisation under AGMARK Scheme submitted by the packer.	Concerned Inspector	Applications from new packers are being received during working hours in this Directorate.
3.	Processing of application with all relevant documents.	Concerned Inspector	(a) Inspection within one week. (b) If inspection report is normal information sent the next day.
4.	In case shortcomings are observed during inspection.	Concerned Inspector	One more week is allowed to applicant for removing the shortcomings.
B. Procedure for Drawing of samples and Packing of the Lot.			
1.	As and when certificate of authorisation is received by applicant the process for drawing the samples on application submitted by the packer for each lot begins.	SMI / MI / MSI	Samples are drawn within two days.
2.	If samples are passed by the Laboratory of this Directorate	SMI / MI / MSI	Intimated to the packer on the same day.
3.	After getting intimation for passed sample, the packer submits his requirements of labels of AGMARK to the Directorate.	SMI / MI / MSI	Labels are issued to the Inspector on the same day.
4.	Packing process for; a. Wheat atta b. Besan (Gram flour) c. Gram Dal d. Ground spices e. Honey	SMI / MI / MSI	30 days 20 days 30 days 30 days 45 days
5.	Grading Statement	SMI / MI / MSI	To be submitted by Inspector immediately after completion of each lot.
II. Marketing Intelligence Branch			
A. Preparation of Daily Report			
1.	Collection of Price Statistic from Un-regulated Markets	Price Reporter / UDC	Same Day.
2.	Preparation of Report	Price Reporter / UDC	Same Day.
3.	Uploading in the Website	Data Entry Operator	Same Day.
B. Preparation of Weekly Report			
1.	Collection of Data	Price Reporter / UDC	On every week ending.
2.	Preparation of Report	Price Reporter / UDC	On the next working day.
3.	Uploading in the Website	Data Entry Operator	On the same day on which the report is prepared.
C. Preparation of Monthly Bulletin			
1.	Compilation of week ending data	Statistical Assistant	Four working days after the last week end.
2.	Analysis of data	Statistical Assistant	Three working days after the compilation.
3.	Preparation of write-up	Statistical Assistant	Two working days after the compilation.
III. State Grading Laboratory			
A.	Time required for analysis of commodities under Ideal condition	Sr. / Jr. / Asst. Chemist	As per norms laid down in Manual 4.