

A Participatory Organic Guarantee System for India



(PGS-INDIA)

Operational Manual for Regional Council

Department of Agriculture and Co-operation

Ministry of Agriculture, Govt. Of India

**National Centre Of Organic Farming
Sector-19, Hapur Road, (Near CBI Academy)
Ghaziabad(UP)**

SECTION-1

DEFINITION

OPERATIONAL MANUAL OF RC

It is a documented policy and procedure system for operation of Regional Councils (RC), authorized by National Advisory Committee (NAC) under PGS-India programme of National Project on Promotion of Organic Farming (NPOF) including registration of local groups, endorsement of local groups, capacity building of local groups, surveillance, peer appraisal and summary sheet appraisal and certification decision endorsement process within the frame work of PGS India programme as detailed in PGS-India Operational Manual as amended from time and time and/ or as per the directives of PGS-India program secretariat (NCOF).

- 1.1** RC shall require distributing the operating manual to all the stake holders involved with PGS-India program as well as to all of its staff. This operating manual shall also be available on the website of Regional Council in public domain.
- 1.2** Once accepted and approved by the NCOF, any change/ modification in the operating manual shall be made with prior approval of the NCOF. On being approved by the NCOF, changes/ modifications need to be issued under the signature of authorized person of RC and shall be intimated to all stakeholders, concerned staff as well as to local groups.

SECTION-2

SCOPE

RC being authorized agency under PGS-India Programme shall offer the following services to PGS Local Group within the frame work of PGS-India Programme:

Registration of PGS Local Group subject to verification of necessary documents like Farm History Sheet, Farmers Registration with local group, Farmers Pledge, Endorsements etc.

Capacity Building of LG by imparting training on Procedures for adoption of PGS-India certification procedures, requirements of meetings, key training programmes, methodology for LG operation, peer appraisals, LG Summary sheet filling, decision making and PGS-organic standards.

RC shall provide copies of all the instruction manuals, standards and formats in hard copies in local language to the local groups.

Granting registration certificates, supervision on functioning of groups, assessment of PGS-India standard compliance, local summary sheet appraisal and endorsement of certification decision as per the PGS-India program.

Providing internet and data uploading facilities in PGS-India on-line application tool wherever Local groups do not have access to computer and internet or are not able to operate the system.

Providing printed copies of certificate to group or to individual farmers as per the request of local group.

Monitoring and surveillance of LG, including participation in some peer appraisals

Assisting NCOF and Zonal Councils in sample collection for pesticide residue testing as per the direction of secretariat.

Regional Council (RC) can charge responsible fee or service charge for providing the above mentioned services as per agreement between RC and LG. The service charge and fee structure need to be hosted by the RC on their website in public domain

SECTION-3

OPERATIONAL STRUCTURE OF RC

- 3.1** RC shall have documented operational structure with clear-cut division of duties among its personals. As per the workload and number of local groups and total number of farmers registered, RC need to deploy adequate manpower to undertake registration, on-line data up-loading, LG surveillance and supervision, capacity building, LG summary sheet appraisal, certification decision assessment and endorsement and time to time reporting of the progress to Zonal Council and PGS-India program secretariat.
- 3.2** RC shall host the details of their staff and manpower with description of duties allotted to each, on their website and on the home site of their domain on PGS-India on-line site.
- 3.3** RC shall recruit trained manpower and personals with adequate experience and expertise in following fields:
- a. Organic standards under NPOP/NOP/EU and PGS-India
 - b. Certification procedures under third party and participatory guarantee systems
 - c. Organic methods of crop cultivation and processing including knowledge in organic nutrient management and pest management.
 - d. In capacity building and training to farmers/ groups
 - e. Data handling and data uploading on on-line application tools using computers.
 - f. Peer appraisals/ internal/ external inspections, inspection and peer appraisal sheet analysis and
 - g. Certification decisions.
- 3.4** Program in-charge and certification In-charge in the RC shall have undergone training on PGS-India program organized by Zonal councils or PGS-India program secretariat.
- 3.5** Each RC shall have at least following two operational wings headed by two qualified persons under the overall supervision and control of RC Head.
- a. Capacity building, literature development, data management, monitoring, surveillance and reporting
 - b. Data appraisal and assessment and LG summary sheet assessment

3.6 All certification decisions shall be taken by a committee comprising of at least two persons headed by the RC operation In-charge or an authorized person assigned with the duty in writing by the RC head.

SECTION-4

MANDATORY REQUIREMENT FOR RC

4.1 Registration

RC shall be legally registered under any legal act such as Society Act, public trust act, Cooperative act or Companies act with government.

4.2 Financial stability

The financial management of RC shall be sound as evidenced by audited balance sheet showing adequate turnover and necessary funds provision for the operation of Regional Council. Annual budget planning should also indicate provision of funds for the operation of RC.

4.3 Competence

RC shall have adequate experience and expertise in organic standards, certification and guarantee procedures and at least two of its members have undergone training under the program organized by the Zonal councils and PGS-India program secretariat.

4.4 RC shall have

RC shall also have expertise on data handling and access to computer and internet.

4.3.2 RC shall ensure that all staffs are appointed based on their required qualification and experience.

4.3.3 RC shall ensure that all staff should function according to their clear responsibilities and assigned duties entrusted to them.

4.4 Personnel

All personnel of RC must have expertise in their respective field and they shall be given detailed assignment and proper instruction with clear responsibility for discharging their duties.

3.4.1 Each personnel must have no conflict of interest and they should sign declaration in this regard.

3.4.2 RC shall ensure training for its personnel for up gradation of their

technical knowhow and competence level.

4.5 Credibility

RC shall ensure that there is no lapse in its certification process i.e. monitoring, surveillance and endorsement of certification decision.

4.5.1 The certification approval committee must be made credible and impartial by involving different stake holders from other organization/other PGS group from outside the RC.

4.5.2 RC shall ensure strong action against offender for misusing its logo by withdrawing certification approval without any compromise.

4.6 Trust

RC shall verify the expression of trust from the farmers pledge and declaration towards their commitment for compliance of PGS-India standards for organic integrity as well as for environmental protection and consumer health.

4.7 Transparency

For adding transparency to certification system RC shall publish or upload the list of certified product with details of their firms and non-compliance, if any, in public domain i.e. in Nation Data base website of PGS-India to ensure public access.

4.8 Conflict of interest

All personnel of RC must have no conflict of interest and in this regard each personnel must sign a declaration that they will not get involved in any kind of activities compromising the certification decisions and organic integrity under PGS-India programme.

4.9 Non-compliance

RC shall have a documented policy and procedure for dealing with non-compliances committed by local groups during its activities in regard to both capacity building as well as Peer appraisal and certification process within specific time period.

4.9.1 RC shall ensure closure of non-compliances based on corrective taken by farmer for grant of certification decision, failing which RC shall withhold the certification decision.

4.9.2 Records of all non-compliance and their action taken report must be communicated to the concerned and the relevant records must be kept in safe custody.

4.10 Appeal

RC shall work as appellate authority for considering appeal of farmers against the decision of LG. RC must have a documented policy and procedure for resolving the appeals within specific time period i.e. within 15days.

4.11 Tarrif

RC shall rationalize its tariff structure for providing paid services to the Local Group(LG) by entering into the agreement with the local group during registration. The tariff must be structured in terms of following components.

Components of fees

Registration of Local group

- Training of local group for capacity building
- Travelling/conveyance expenses

- Surveillance inspection

- Certification cost

- Issue of scope certificate

- Uploading of data

4.12 Documentation

RC shall publish its defined policy and procedure for implementation in regard its overall objective and functioning in the form of a 'Operating Manual'.

4.12.1 RC shall publish its Annual Report to high light its activities for public access with details of farms certified including profiles of each certified PGS-farmer and non compliance if any.

3.12.2 All records shall be held secured in a retrievable manner with due signature of authorize person for a period of 5 years.

3.12.3 RC shall also publish documents like operating manual of LG and non-compliance guidelines for LG in local language.

4.13 Sampling and Residue Testing

RC shall randomly select a small percentage of farms/products and draw soil samples/products for testing of pesticide residue. The testing of pesticide residue shall be co-ordinated by the PGS Secretariat.

3.13.1 RC shall upload the result of the residue testing in the website of PGS-NAC.

4.14 Management Review

RC shall conduct periodic internal review to ensure that all activities in regard to capacity building and surveillance inspection as well as process of grant of approval of certification decision are effectively implemented and take corrective measures for further.

4.14.1 Positive residue testing report shall be considered as major non-compliance for grant of approval certification decision to LG

SECTION-5 STANDARD

RC shall grant approval of certification decision based on compliance of PGS-India standard to local groups.

5.1 RC shall require to publish PGS-India standard in local language and distribute it to LG.

5.2 Conversion

RC shall require to verify that whole farm is brought under organic before grant of certification.

5.2.1 RC shall not allow any part or parallel conversion but allow gradual conversion of whole farm within 24 months time .

5.3 Capacity Building

RC shall require to organize regular training for local group on various aspects of organic agriculture and PGS certification system to upgrade their technical knowledge.

5.3.1 RC shall also require to participate in the key field day training of LG and group meeting.

5.3.2 RC shall also develop online data management skill for LG by providing training on computer and internet access.

SECTION -6

SURVEILLANCE INSPECTION AND CERTIFICATION PROCESS

RC shall have a documented policy and procedure both for Annual Surveillance Inspection and grant of approval of Certification decision within the frame work of PGS-India programme.

6.1 Application

RC will require LG to apply for registration with RC in prescribed format.

6.2 Registration

After receiving application in prescribed format RC shall grant registration to local groups subject to verification of following documents:

Application for registration, complete in all respect
Individual Farm History Sheet

Endorsement of LG by Central/State Govt. Authorities/other PGS groups
Pledge of farmers

Entire land holding brought under organic or to be gradually brought under conversion within 24 months time.

6.2.1 RC shall enter into an agreement with LG in prescribed format in which the LG will require to fulfill all requirement of certification including payment for services .

6.2.2 RC shall make online registration if data and application are received online and subsequently issue user ID and password on PGS website whereas for off line application RC shall grant registration and issue ID and Password in hard copy and publish information in website of PGS-India.

6.3 Surveillance Inspection

6.3.1 Assignment and instruction for Surveillance Inspector

RC shall have clear instruction for its surveillance inspectors for conducting inspection and the inspector must be provided with detailed assignment of inspection along with a surveillance inspection check list.

6.3.2 Surveillance Inspector shall physically verify all relevant documents of registration and endorsement in respect of each listed farmer during inspection of LG.

6.3.3 Surveillance Inspector shall physically verify the peer appraisals of all listed farmers and check the consistency of certification decision with degree of compliance of PGS-India Standard.

6.3.4 Surveillance Inspector shall randomly select a small percentage of Farms and conduct sampling of soil / farm produce for residue testing.

6.3.5 Surveillance Inspector shall verify the non-compliance committed by farmer as well as the subsequent corrective measure taken by farmer and also its outcome on the grant of certification decision by the group.

6.3.6 Surveillance inspector of RC shall verify the records of group meeting and key field day training and the turnout of farmers .

6.3.7 Surveillance inspector shall have to fill up the check list and get it signed both by himself and by the three members of local group and submit the report to RC along with his comments on compliance of PGS-India standards by the local groups.

6.4 Procedure for Grant of approval of Certification decision

Certification Approval Committee shall impartially take decision on endorsement of certification decision subject to verification of following documents :

LG work summary sheet is complete in all respect

Annual surveillance inspection report verifies the compliance of PGS-India Standard without any complaint against any farmer

Results of residue testing is negative

No non-compliance by any farmer

Compliance of PGS-India Standard

6.4.1 RC shall issue approval within 15 days online to LG for taking printout of scope certificate.

6.4.2 RC shall approve or disapprove certification decision of group but shall not include or exclude any individual farmer from group.

6.5 Condition for withdrawal of certification decision

RC shall withdraw approval of certification decision from the whole group subject to following conditions:

Major non-compliance committed by any member of group which affect the organic integrity as evident from LG summary sheet and surveillance inspection report.

Local group granted certification decision without taking corrective action in respect of major non-compliance committed by farmer.

Major non-compliance observed during surveillance inspection.

Positive residue test report.

6.5.1RC shall communicate the decision of withdrawal of certification approval to the local group with justification within 15 days of receipt of LG Summary Sheet from LG.

SECTION-7

SCOPE CERTIFICATE

RC shall generate scope certificate bearing Unique Identity Code(UID) which shall contain the entire information regarding the production system, Peer appraisal and decision of group for traceability and public access. The scope certificate as well as summary information will be uploaded by RC in the PGS-India website. The PGS-India Organic Logo as well as logo of RC shall be printed on Scope Certificate. The LG farmer will take print out of scope certificate after getting approval from

Format-1

Photo of
Proposed RC

In charge

**Application form for Registration of
Regional Council**

Photo of Head
of Organization

Sl No.	components	Details
1.	Name of the applicant organization	
2.	Logo of the Operation	
3.	State	
4.	District	
5.	Address City Town Pin code	
6.	Telephone with STD code	
7.	Mobile Number	
8.	Fax Number	
9.	Email ID	
10.	Status of Organization Central Govt . State Govt. Central/State Govt. Agency Cooperative NGO Company Other	
11.	Registration Number and act In case of Cooperative/ NGO/ Pvt. Company etc Registration No with act under which Registered (Attach copies of Registration, bye laws)	
12.	Registration Expiry date	
13.	Financial category (In case of Cooperative/ NGO/ Pvt. Company etc attach last 3 years audited balance sheets) Government Govt Funded Self financed Other (Pl specify)	
14.	Attach atleast 3 year audited report sheet	
15.	Facilites available (Computer, Phone, Internet, Vehicles)	
16.	Office building (own/rent)	
17.	Experience / Competence in Organic Farming (Attach a Copy)	

18.	Whether worked as service provider of Central/State Government/Other agency for organic adoption and certification (attach a proof)	
19.	Experience in any Participatory Guarantee System (Attach proof)	
20.	Experience in Organic certification system or ICS (Attach proof)	
21.	Knowledge in Organic Standard PGS-India NPOP NOP EU standards Others (Pl specify)	
22.	Proposed area of operation State : District : Villages :	
23.	Proposed farmers and group details Total Number of Groups: Total Number of farmers : Total Area proposed (Ha) :	
24.	Whether already have registered farmers as per their requirement of PGS guidelines (If yes then provide details, Group wise with list of farmers in each group and their organic status)	
25.	Regional Council operational manual prepared or not (if yes provide a copy)	
26.	Local Group operational manual prepared or not (If yes then provide a copy)	
27.	Detailed strategy of operation as Regional Council. (If required attach on separate sheets)	
28.	<u>Head</u> (Attach Photo) 1. Name of the Head of organization 2. Designation 3. Telephone No. with STD code 4. Mobile Number 5. Email ID 6. ID Proof (Enclose a copy)	
29.	<u>Operating Person</u> (Attach Photo) 1. Name of the person responsible for operation of regional Council 2. Designation 3. Telephone No. with STD code 4. Mobile Number 5. Email ID 6. ID Proof (Enclose a copy)	
30.	Total staff strength (Attach list of staff members with photos, designation and qualifications and assigned work)	

31.	<u>Technical Staff details</u> 1. Name of the Technical Staff 2. Designation 3. Telephone No. with STD code 4. Mobile Number 5. Email ID	
32.	Any other information	
33.	List of enclosures attached	

I/We the members of the organization hereby declare that the information provided above is true to the best of my/ our knowledge.

I/ We have read the PGS-India operational Guidelines and are convinced that the proposed organization (Give name of Organization) fully meets the eligibility criteria prescribed in PGS-India guidelines.

I/We understand that PGS-India Programme do not provide any financial assistance and the entire operation shall be taken up from the organization's sources

I/We declare that the organization is in sound financial health and capable of meeting the expenses needed for operation of Regional Council.

I/ we declare that on being selected as Regional Council under PGS-India programme we undertake to abide by the PGS-India guidelines and instructions issued by the NAC/ PGS secretariat from time to time and shall implement the programme in true spirit of PGS Principal

Signature of Head of organization with seal

(Name Head of organization)

Designation

Date

**Format of Agreement to be executed between PGS-India Regional Council
and Local Group under PGS-India**

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

An agreement made on _____ day of _____ (month) of year Two thousand
between the _____ (Name of Regional Council)
(hereinafter called the RC, which expression shall include their successors and assignees) on one part
and _____ Name and address of Local Group) {hereinafter called the said
LG which expression shall include their heirs, administrators, executors and legal representatives} on
the other part.

Whereas the said LG has under the provisions of the PGS-India programme as stipulated and
detailed in PGS-India operational 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:

1. M/S _____ (Name of LG) as PGS-India Local Group shall abide by the
operational guidelines and ToR for Local Groups, as prescribed by and on behalf of the
Executive Secretary PGS India programme and _____ (Name of RC) and
undertake to perform in true spirit of the PGS-India programme with full commitment and
responsibility without 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 violations.
2. _____ (Name of RC) hereby declare that as the
_____ (Name of LG) has completed all necessary requirement as
stipulated under PGS-India programme and in accordance with ToR for LGs the group is
granted with registration under PGS-India programme as per the details given in the
Registration certificate.
3. _____ (Name of RC) undertake to provide all the assistance to the
said LG in terms of literature, 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.
4. _____ (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 persons 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 necessary help and assistance in surveillance as authorized by RC.

5. _____(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.
6. _____(Name of RC) and _____(Name of LG) have finalized the mutual working arrangement including the financial payments for the services, to be provided by the RC and agree to abide by our agreement.
7. 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.
8. The Executive Secretary, PGS-India, Secretariat shall have full authority for surveillance, verification and monitoring of the functioning of Local groups.
9. _____(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

Regional Council

Name _____

Address _____

Date _____

Signature of Group leader of LG

Name _____

Address _____

Date _____

In witness of

Witness 1 (signature)

Name and Address _____

Witness 1 (signature)

Name and Address _____

Witness 2 (signature)

Name and Address _____

Witness 2 (signature)

Name and Address _____

PGS-India Programme
Term of Reference for Operation of Local Groups

PGS-India is a voluntary organic Guarantee programme, being operated by the National Centre of Organic Farming (NCOF) under National Project of Organic Farming, Department of Agriculture and Cooperation, Government of India.

PGS-NAC (PGS-National Advisory Committee) is the apex policy and decision making body. National Centre of Organic Farming shall be the secretariat of the programme with Director, NCOF as the Executive authority.

The programme intends to create a network of local organic farmer's groups having competence of organic certification system which are capable of providing organic guarantee based on PGS-India Standards through participatory approach. To make the system transparent and trust worthy there is a provision for appointment of local agencies as Regional Councils. These Regional Councils shall be the agencies situated within the close geographical proximity of the groups and through their participation in group processes, surveillance, and supervision and by verification of documented peer appraisals confirm the organic integrity of the group.

It must be clearly understood that registration of any Local Group by the Regional Council authorized by PGS-India NAC or PGS-India Secretariat is purely voluntary and do not give any guarantee/ assurance for any financial assistance from the Secretariat or Ministry of Agriculture, Govt. of India or its any other Institution/ organization associated to the secretariat.

PGS-India NAC being the apex governing body and NCOF being the secretariat of the PGS-India programme, although, shall not be interfering in the autonomic functioning and decision making of the RCs and Local Groups (LGs), but have full right to review the decisions of the LGs and RCs in accordance with the spirit of the PGS and PGS-India operational guidelines.

PGS-India NAC and PGS-India Secretariat shall have the right to surveillance, monitor, review and random sampling of products for residue testing. In all such cases the report shall be sent to the concerned RC for action and simultaneously shall also be hosted on the website of the PGS-India programme.

Registration of LG by RC shall be subject to the fulfilment of eligibility conditions, prescribed in the PGS-India operational manual. Registered LG on being registered is required to function as per the requirement of the PGS-India programme, as specified in PGS-India operational manual and should ensure that that at all times they contribute to the confidence building of the consumers in the PGS-India guarantee system.

Although PGS-India programme do not stipulates any fee, but RCs and LGs may agree upon some fee structure to be paid by LGs to RC, depending upon the services being offered by the RC.

Terms of reference for Registered Local Groups under PGS-India Programme

1. The Local Group on being registered as PGS-India Local Group (hereinafter referred as LG) shall ensure that it has provided a copy of the following documents to the Regional Council:
 - a. Application form of LG for registration
 - b. List of farmer members with a copy of individual application form and duly signed PGS-India pledge
 - c. Individual member's farm history sheet in prescribed proforma.
 - d. In case, if all the members are not converting their entire land holding and cattle herd to organic in one go, then detailed conversion plan of fulfilling the requirement within 24 months
 - e. Agreement to be entered into with RC.
2. There is a mandatory requirement of group's 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 or Regional Centres of Organic Farming.
3. At the time of Registration each LG needs to obtain following documents from the RC
 - a. Copy of PGS-India operational manual
 - b. Copy of PGS-India standards in local language
 - c. Copy of all the forms, peer appraisal sheets and LG summary sheet in local language
 - d. LG operating manual, developed by RC along with the checklists (if any developed by RC)
 - e. List of the services and activities to be provided to LG by the RC.
 - f. RCs shall also facilitate availability of technical literature on crop management, nutrient management, plant protection or any other such issues as needed by farmers.
4. The 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
5. If a LG is having only five members then each member shall be the part of certification team. But if the group is large then each LG need to elect its certification team comprising of five members as Follows:
 - Group leader
 - Training and meeting coordinator
 - Peer review facilitator
 - Documentation In-charge
 - Public relation and RC Coordinator
 Certification team is elected every year with the post of Group Leader being rotated.
6. All efforts should be made to ensure that each and every member of the group is active participant in peer review process.
7. Capacity building of farmers is an important component of PGS-India Programme each LG shall ensure adequate capacity building measures in consultation with group leaders and RCs for total compliance of standards. At least 2 members of each group need to be properly trained by RC.
8. In cases where LGs do not have access to computer or internet or LGs are unable to upload the data, RCs need to help them in developing their capacities or obtain the entire data in hard copy and upload in the website. In such cases LGs need to provide all information to RC in hard copy on paper.

9. LG shall ensure that the members of RCs shall participate in LG group meetings, LG key training programmes and some peer appraisal visits to assess the strength of the group and to help them improve their implementation processes.
10. Although entire PGS data shall be on-line in the PGS-India website, but each LG shall also ensure that original hard copies of the records such as LG summary sheets, peer appraisal sheets, LGs application with each member history sheet are also maintained in hard copy in separate member files at LG office.
11. LG 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.
12. LGs 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.
13. As per the requirement each LG shall meet at least six times a year 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.
14. To keep on building the competence of the members, LGs 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.
15. LGs 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, Zonal Councils or PGS-India Secretariat at any point of time during their visits.
16. LGs shall ensure mutual recognition and support among different LGs at regional and national level by studying each other's processes and functioning and by having surveillance in each other's areas.
17. In case if any LG 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 LGs 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.
18. AS PGS-India programme do not provide for part conversion and parallel production, RC shall ensure that all LGs stick to these requirements and in case where phased conversion is allowed, proper time schedule of full conversion is chalked out and approved. LGs need to ensure that approved time frame is adhered. In cases where a group or a member of the group fails to meet the requirement of full conversion, he will not be entitled for organic certification, in spite of being attaining full requirements of organic on part fields.

19. Entire Certification process to be followed by LGs is as follows:

Certification Process by Local Group (LG)

Step 1

- i. Form a group comprising of minimum 5 farmers (belonging to close by villages with continuous territory).
- ii. Collect registration and farm history sheet from all the members.
- iii. 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.
- iv. Convene the meeting of all the members and ask all the members to sign the pledge.
- v. Prepare Local Group 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
- vi. Ensure that members have committed 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.

- vii. Invite already registered another Local Group to verify the group formation and obtain necessary recommendations. In case if there is no other PGS-LG close by, then contact local State Agriculture office, demonstrate the group's strength on organic and obtain endorsement. Alternatively apply to the RC and request RC to undertake verification. RCOFs can also be requested for endorsement of Local Groups.

The Local Groups 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 re-apply and could get re-entry only after taking necessary correction and thorough verification by RC.

- viii. Register the group on-line on PGS Website. In case if the group do not have access to computer and internet, then services of an local computer operator/ internet cafe can be taken. Alternatively fill all the forms and submit to RC for uploading the information on PGS website.
- ix. Enter into agreement with the RC for services to be availed on payment basis (as per mutual agreement).
- x. Request RC to grant registration, user ID and password.
- xi.

Step 2

- xii. Follow the PGS guidelines on group meetings, key field trainings and knowledge sharing.
- xiii. Keep vigil on neighboring farmer's farms and if some non-compliances are noticed then inform other group members during group meetings
- xiv. Ensure timely organization of training programmes in collaboration with RC.
- xv. 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 group meetings.
- xvi. Maintain attendance register for group meeting and key field trainings
- xvii. If member farmers are using or propose to use off-farm inputs then verify their organic status, discuss in group meetings and endorse or prohibit their use. Use of such inputs without group's approval shall be treated as non-compliance.

Step 3

- xviii. Chalk out peer appraisal schedule and constitute peer appraisal groups. Each group 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.
- xix. Reciprocal review between two member group farms is not allowed (i.e. A reviews the B and B reviews A).
- xx. Invite other 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 Guarantee.
- xxi. Complete peer review of all the farms at least once in each season. Ensure that all farms have been reviewed objectively.
- xxii. Discuss review reports in the meetings and decide upon the organic status of each farm one by one.
- xxiii. Segregate farmers who have fulfilled all the requirements and consider them for grant of certificate
- xxiv. Discuss about the non-complying farmers and depending upon the nature and gravity of non-compliances issue sanctions.

Step 4

- xxv. Appraisal paper work is checked for completeness and a local Group Summary Worksheet is prepared.
- xxvi. Group or certification committee decides on certification and declares certification status of each group member.

- xxvii. Enter all details on-line in PGS website and send signed copy of the 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.
- xxviii. 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 Local Group as a whole. On being satisfied, grants necessary approval on-line.
- xxix. LG prints certificate from PGS website and distribute to individual farmers. Alternatively LG 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.

20. Time limit for grant of certification decision

The RC needs to decide on certification request within 15 days from the date of uploading the LG-summary sheet or submitting the hard copy of the group decision to RC. If RC fails to endorse the decision of the LG 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.

Signed on behalf of the

Regional Council
 Name _____
 Address _____
 Date _____

1. Signature of Group leader of LG
 Name _____
 Address _____
 Date _____

Details of Local groups and farmers registered under Regional Councils

Sl No.	Name of Local Group Address details (Complete postal address with phone numbers, email ID) and date of Registration and Unique ID no. of Group	Group Leader Name and Address details (Complete postal address with phone numbers, email Id)	Total Number of farmers in Local Group	Farmer Name and Name of Village to which farmer belong	Unique ID No. of farmer	Total Area covered under organic farming (ha)
Grand Total						

Application form for entry into PGS Local Group

To

The Group Convener/Leader

PGS Local Group

Village

District

State.....

Sir,

I am willing to undertake organic crop cultivation and livestock production as per PGS standards and want to become a member of your PGS local group for PGS organic guarantee programme.

Necessary details of my family and farm, past history of production and inputs use and livestock are enclosed herewith in the prescribed format.

I have obtained a copy of PGS Standards and Local Group operational manual and I undertake to adopt these standards on long term basis.

I also undertake to participate in all the activities of PGS Local Group including regular participation in group meetings, key field day training programmes and peer appraisals of farms of other members of the group.

I undertake to abide by the rules and regulations of the Local Group and follow all directives. I undertake to abide by the collective decisions of the Group.

On being formally inducted I undertake to sign the PGS organic pledge and follow it in letter and spirit.

Signature of Farmer

Date

Name.....

Place

Address.....

<u>For Use by Local Group Office</u>
Application No in sequence.....
Details checked and found adequate or not.....
Placed before the LG executive on Dated for approval.....

Accepted as LG member(Yes / No)

Assigned Membership Code.....

Signature of Local Group Leader.....

Paste a
photo of
farmer

Format -6

FARMER HISTORY SHEET

NAME OF GROUP:- _____

Sl. No.	Components	Details
1	Name of the Farmer	
2	Father's name	
3	Age	
4	Gender (M/F)	
5	Category (SC, ST, OBC, GEN)	
6	Mobile Number	
7	E-mail id (if any)	
8	Name of the family members and Relation	1 2 3 4 5 6
9	Village	
	Tehsil/Block	
	District	
	State	

10	Total area of land holding (ha.)	
11	Area offered for Organic (ha.)	
12	No. of plots offered for organic (plots having in different locations)	
13	Date of use of Prohibited substances (Synthetic chemical fertilizer and pesticides)	
14	Irrigation facilities (source and no.)	1 2 3 4 5
15	Machine and tools (name and no.)	1 2 3 4 5
16	Live stock (name and no.)	1 2 3 4 5
17	Live stock feed and fodder used (on-farm or off-farm) (name and quantity) (kg/day)	
	Live stock waste	

	(dung) (kg/day)	
	(urine) (Lit./day)	
18	Live stock medicines used (Name and Quantity)	
19	Contamination control measures proposed	
20	Storage facilities	
21	On-farm input production facilities	
22	Post harvest facilities available	
23	Post harvest processing facilities	
24	Farm field map	
25	Soil testing (Attach Report)	
26	Water testing (Attach Report)	

(RABI)

Sl. No.	Components	Details			
1	Crop Category (Cereals, Pulses, Vegetables etc.)				
2	Name of Crop taken				
3	Fertilizer used	Chemical Fertilizer (name and qty/ha)	Biofertilizers (Name and qty/ha)	Organic Manures (Name and qty/ha)	
4	Plant protection measures	Chemical	Botanical extracts	Bio-pesticides	Others

Note: (Data for previous three years of RABI seasons required at the time of registration)

Use the same format to give details of each season details

(KHARIF)

Sl. No.	Components	Details			
1	Crop Category (Cereals, Pulses, Vegetables etc.)				
2	Name of Crop taken				
3	Fertilizer used	Chemical Fertilizer (name and qty/ha)	Biofertilizers (Name and qty/ha)	Organic Manures (Name and qty/ha)	
4	Plant protection measures	Chemical	Botanical extracts	Bio-pesticides	Others

Note: (Data for previous three years of KHARIF seasons is required at the time of registration)

Use the same format to give details of each season details

(SUMMER)

Sl. No.	Components	Details			
1	Crop Category (Cereals, Pulses, Vegetables etc.)				
2	Name of Crop taken				
3	Fertilizer used	Chemical Fertilizer (name and qty/ha)	Biofertilizers (Name and qty/ha)	Organic Manures (Name and qty/ha)	
4	Plant protection measures	Chemical	Botanical extracts	Bio-pesticides	Others

Note: (Data for previous three years of SUMMER season is required at the time of registration)

Use the same format to give details of each season details

Organic Farmer's Pledge

I _____ son/daughter of _____ of
Village _____ District _____ hereby declare on _____ day of
month _____ year _____ that:

1. I will follow the PGS organic standards in crop production and livestock rearing/ processing to ensure synthetic input free production system for the long term sustainability, health and well being of soil, environment, crops, livestock, my family and community. I have received a copy of PGS standards and Local Group operational manual.
2. I will not use any synthetic input (such as chemical pesticides, insecticides, herbicides, fungicides, chemical fertilizers, growth regulators and synthetic hormones etc) in any form directly or indirectly in my farming operations brought under PGS programme.
3. I commit to bring my entire farm operations including livestock under organic (or within a period of 24 months)
4. I will check with the Local Group before using any off-farm product that I am unsure of its organic status.
5. I will work with my fellow farmers in the Local Group and attend meetings and trainings to expand and share my knowledge of the standards and organic production techniques.
6. I will work to build the soil through ecologically sustainable farming practices such as crop rotations, composting, cover crops and green manures.
7. I will care for my livestock in ways that ensures their well-being in full compliance of PGS organic standards.
8. I will only use bags and containers that are clean and clearly labeled 'organic only' to harvest, transport and sell our organic products.
9. I will work to prevent contamination by suitable buffers and other means.
10. I will encourage biodiversity through my farming system.
11. I will sell products as Organic only when they are grown on certified land, and have been grown in accordance with PGS organic standards.
12. I will ensure that on the farm during storage, processing, transport and sale there is no contamination or mixing of organically grown with non-organically grown produce.
13. I agree to accept the decision of the Local Group in regards to my certification status.
14. I will participate in appraisals on other farms as per group norms.
15. I will report even minor or unintentional non-compliances to the organic standards on my farm to my Local Group

I hereby further declare that the information I have provided in the application and farm history sheet is true to the best of my knowledge. I also hereby declare that during peer appraisal I will fully cooperate with the peer reviewers and provide true information to the best of my and my family's knowledge and I will keep my information up to date with any changes occurred during the process.

Date

Place

Signature of farmers

**Application format for Registration of the
Local Group (LG) with Regional Council**

To
The _____
_____(Name of Regional Council)
Address _____

Sub:- Request for registration of Local Group under PGS-India programme.

Sir,

We the members of the (name and Address of local group) are willing to join the PGS-India programme as Local Group to develop an organic participatory guarantee system for our produce. Details of the group are as follows:

Name of the
Group _____

Total number of farmers (Enclose list of farmers, duly signed by each member) _____

Total area to be
covered _____

Copy of application and PGS pledge in respect of individual farmer members are enclosed at S.No _____ to _____.

Farm History sheet complete in all respects individually for each farmer is enclosed at S.No. _____ to _____.

We the members of the _____ (name of the local group) collectively and individually declare that:

- a. We have read and understand the PGS-India programme thoroughly and declare that the group is in a position to carry out all the activities of Local Group, as specified under PGS-India operational manual.
- b. We have obtained the copy of PGS-India operational manual and PGS-India Standards and have explained to all the members. A copy of standards in the local language has also been provided to each member.
- c. Each member has signed the PGS pledge in front of the group members and we collectively undertake to ensure that all the members will follow the PGS-India guidelines in letter and spirit.
- d. _____ members of the group (enclose the list with name and addresses) have undergone the training on PGS-India programme and are in a position to act as peer reviewers.

Contd....

- e. We undertake to convene the meetings of the Group at least once in two months (at least 6 times a year) to discuss the progress of the programme and to share the experience of each other earned from contacts, trainings or otherwise.

- f. All the farmers have committed to bring their entire land holding along with cattle under PGS-India programme in _____ months time.
- g. We undertake to abide by the guidelines and instructions of the PGS-India programme and the instructions/ guidelines of Regional Council issued from time to time.
- h. We undertake to abide by the decision of the Regional Council and shall work towards image building of the programme.
- i. 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. Besides certification decisions, the role and responsibility of each team members is mentioned against each:

- | | |
|-----------------|---------------------------------------|
| i. Shri _____ | Group Leader |
| ii. Shri _____ | Training and meeting coordinator |
| iii. Shri _____ | Peer review facilitator |
| iv. Shri _____ | Documentation In-charge |
| v. Shri _____ | Public relation and RC
Coordinator |

- j. For data uploading on PGS-India Website we have necessary facilities and competence available at our end and shall be doing by our own

Or

We have hired the services of agency (Give name of the agency) for data uploading and the concerned agency has obtained all necessary details from RC.

Or

We request the Regional Council to kindly provide all such facilities and for the same we shall be providing all the details in hard copy to Regional council.

The _____ (Name of RC) is hereby requested to kindly accept our group as authorized local group and grant us with necessary registration, User ID and Pass word etc.

Signature & Name

Member 1

Member 2

Member 3

Member 4

Group Leader Signature

Name _____

Tentative Certification Team

Local groups Name: _____

List of Farmers (Members in group)

Sl No	Farmer Name	Code No.	Village	Certification member (Mention members who will perform certification (Yes or No))

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

**Group Leader Signature
After Approval of Local Groups**

Endorsement of Local Group

Particulars	Details & Remarks	
Name of Endorsing Agency		
1.State 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	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 propose to undertake on-line data uploading work through	Own	Through Regional council

I/We _____ (name and address of endorsee) _____ is/are convinced that the group as mentioned above fulfils the minimum requirements as per PGS-India operational guidelines, at least few members are well versed with the standards and peer appraisal strategy and can carry forward the implementation strategy of PGS-India organic guarantee scheme. The members of the group are known and can be trusted. I/We considered for grant of registration under PGS-India programme.

Date

Signature

Place

Name and address of the endorsee

List of documents to be submitted at the time of registration of Regional Council

Applicant / Regional Council Name :

Address :

Sl No.	Documents to be submitted at the time of registration of Regional Council	Yes / No	Remarks / page no.
1.	Application form with duly signed by competent authority		
2.	Biodata/ Name, address, photo with resumes of the head of organization with identity proof		
3.	Should have support and endorsement from at least 10 local groups supporting to RCs (Local group formats should be enclosed)		
4.	Copy of TOR signed on each page as token acceptance of terms and conditions (duly signed by farmers and Regional Council members)		
5.	Agreement duly executed on Rs. 20 non judicial stamp paper duly signed by and executed in two copies (Format as per PGS guideline : refer Local group formats)		
6.	List of farmers and farmer as per prescribed format		
7.	Documents of legal status of agency with 3 years balance sheets		
8.	Affidavit of financial soundness with undertaking of PGS activities operations with their own resources		
9.	Have adequate financial resources to operate as Regional Council		
10.	Proven record in promotion of agriculture and its management (if any)		
11.	Proof / certificates of adequate experience of PGS , organic farming, and certification (if any)		
12.	Registration of applicant organization under acts govt. of India / State (enclose proof copy)		
13.	Situated in the area of functioning (proposed to operate PGS-INDIA programme) with permanent office and working personals		
14.	Have access to computer, printer, internet facility		
15.	Any knowledge on organic guarantee/ certification systems and/ or previous experience in supporting TPC(if any)		
16.	If members have undergone necessary PGS training meant for RCs organized by ZC and PGS secretariat (enclose documents)		
17.	At least one member is well versed with data handling and data uploading in computer in internet		
18.	Sample copies of peer appraisal sheet and sample copy of certificate issued earlier (if any)		
19.	Any other related documents to substantiate Technical / Financial credential to operate smooth function of RCs / PGS (if any)		

**Formats used after
Approval of Local groups**

Format for proceedings and attendance Register for Meetings

1. PGS Local Group Name.....
2. Total number of members.....
3. Date and time meeting.....
4. Important issues discussed and planning done (if any)

5. Number of peer appraisals completed since last meeting.....
6. Peer appraisals planned for next two months.....

7. Proposal for any input approval or query on problem solving (give brief)

8. Any other specific issue raised and discussed.....

9. Decisions made (if any)

Members present

S.No.	Name of member	Signature

Format for proceedings and attendance Register for Field Day / Trainings

1. Name of PGS Local group :
2. Number of members :
3. Location of training :
4. Date of training and duration :
5. Subject and theme of training :
6. Expert persons invited :

7. Training was organized in collaboration of whom :

8. Brief description of issues discussed

Members present

S.No.	Name of member	Signature

Peer Inspection / Field Inspection Appraisal Worksheet – Part 1

Peer Appraisal sheet for Season..... Year.....

Local Group Name :

Local Group Code No. :

Name of peer Appraisers with their member code

1.
2.
3.
4.
5.

1. Farmer’s details

S. No.	Component	Details
1.	Farmers Name	
2.	Member Code	
3.	Status of farmer as per last appraisal	
4.	Area of farm	
5.	Is there any change on farm in area or infrastructure	
6.	Is there any change in livestock position	
7.	Name of family member present during inspection*	
8.	Date of Inspection	

*During peer appraisal presence of at least one member of the family who is well versed with the PGS programme is a must requirement. In the absence of any representative appraisal cannot proceed

Peer Inspection / Field Inspection Appraisal Worksheet – Part 2

2. Background Information

S. No.	Component	Observation	Status of NC*
1.	Date of last use of prohibited substances		
2.	Since how many months farmer is doing organic		
3.	Are you satisfied that since taking pledge farmer is not using any synthetic inputs		
4.	Whether farmer has adopted some measures to improve habitat If yes please provide details. If not then advise improvement		
5.	How diversity is being maintained Explain the measures initiated since last inspection or after taking pledge		
6.	If under conversion period, then what is the exact period of conversion on the date of inspection		
7.	Are you satisfied that conversion requirements are being met		
8.	Do you feel any need for reduction in conversion period? If yes then specify reasons and evidences		
9.	Buffer zone is being maintained or not? If yes then specify that are you satisfied with the buffer zone If not then advise (but this advice is applicable in conversion period only). Non-maintenance of buffer zone after conversion period becomes non-compliance		

10	Are you satisfied that adequate measures have been taken to prevent contamination from water flow		
11.	What is source of irrigation? Does it meet the requirements of organic standards		
12.	Specify if any soil and water conservation methods have been adopted. If not please advise (it is a continuous process)		
13	Are you satisfied that the farmer is well acquainted with PGS organic standards and protocols?		

*Status of non-compliance – In case the nature of deficiency or non-compliance is not threatening the organic integrity; it should be rated as A (advisory). If it is threatening organic integrity it should be rated as M (Major non-compliance). If it is of serious nature and a gross violation it should be rated as Serious (S). Major NC reverts the organic status of farmer into in-conversion and Serious (S) NC necessitates sanction (such as suspension, expulsion or reversion of status to registered). Three Advisory (A) on particular issue in three consecutive appraisals turns into Major (M) non compliance and threatens certification status. Full compliance is indicated as “C”.

Format -13C

Peer Inspection / Field Inspection Appraisal Worksheet – Part 3

1. Compliance of PGS organic standards

S. No.	Item	Comments	Status of NC*
1.	Seed and planting material a. Organic (o) or conventional (c) b. If conventional whether chemically treated (CT) or not (NT) c. Genetically modified (GMO) or not (Non-GMO)		
	Are you satisfied that seed and planting material meets PGS standards		
2.	List on-farm manures used and quantity Are you satisfied that they meets PGS standards		
	List any off-farm purchased input used. If yes		

	<p>then give details</p> <p>Whether it was approved by group or not</p> <p>Does input is approved under NPOP by any agency (give detail)</p>		
	Are you satisfied that fertilization process and inputs meets PGS standards		
3.	Weed management practices adopted		
	Are you satisfied that weed management process meets PGS standards		
4.	<p>Provide details on plant protection measures</p> <p>a. On-farm measures</p> <p>b. Off-farm inputs</p>		
	Whether off-farm inputs were approved by group or not		
	Whether off-farm inputs are approved under NPOP by any agency (give details)		
	Are you satisfied that pest management process meets the requirement of PGS standards		
5.	Whether equipments and tools used are properly washed for use in organic farming		
6.	Whether containers used for storage of organic produce meets PGS standards		
7.	Are you satisfied that requirements of storage, containers, bags etc meet PGS standards		
8.	Whether livestock are being treated in proper manner and provided with adequate facilities		
9.	Whether livestock is being fed with organic feed and fodder		
10.	Are you sure that no prohibited substances are being fed to animals		
11.	Give details of veterinary medicines given		

	and vaccinations		
12.	<p>Are you satisfied that veterinary medicines meet the PGS standards and were given only in emergency.</p> <p>Give details of with-holding period after medication</p>		
13.	<p>Are you satisfied that all requirements for animal production have been met as per PGS standards</p>		
14.	<p>Beekeeping</p> <ul style="list-style-type: none"> • Are you satisfied that bee hives and boxes meet the standards requirement • Are you satisfied that the bee boxes have been placed under organic management/ wild natural fields • Are you satisfied that no prohibited substances have been used in bee rearing or handling <p>Are you satisfied that all standard requirements for Bee keeping have been met</p>		

*Status of non-compliance – In case the nature of deficiency or non-compliance is not threatening the organic integrity; it should be rated as A (advisory). If it is threatening organic integrity it should be rated as M (Major non-compliance). If it is of serious nature and a gross violation it should be rated as Serious (S). Major NC reverts the organic status of farmer into in-conversion and Serious (S) NC necessitates sanction (such as suspension, expulsion or reversion of status to registered). Three Advisory (A) on particular issue in three consecutive appraisals turns into Major (M) non compliance and threatens certification status. Full compliance is indicated as “C”.

Peer Inspection / Field Inspection Appraisal Worksheet – Part 4

1.	Chemical fertilizers used :	Yes/No	Fertilizer Name Quantity(Kg/Ha)
2.	Chemical pesticide/weedicide /Insecticide etc	Yes/No	Category Name Quantity(Kg/Ha)
3.	iquid Biofertilizer consortia/ Liquid Biopesticides/ Neem cake/ Neem Oil/ Phosphate Rich Organic Manure / Zyme Granules Applied	Yes/No	Category Quantity(Kg/Ha) Source of Funding
4.	Soil samples collected from your field by any members of Regional Council /other members (State/Central Govt. / Public agencies	Yes/No	Member Name No. of Sample No. of Sample Tested
5.	Organic farming practices recommended to you to follow in your farm field by members of Regional Council /other members (State/Central Govt. / Public agencies) based on soil test results	Yes/No	List of Practices
6.	Field inspection done in your farm field during crop production by members of Regional Council /other members (State/Central Govt. / Public agencies)	Yes/No	Name Of LG Member Date Of Inspection Name Of Other Members
7.	Samples collected from your farm field has been analyzed for residues of chemicals and pesticides by members of Regional Council /other members (State/Central Govt. / Public agencies)	Yes/No	Name Of Member Sample Collected Name Of Other Members Result Reports
8.	Traditional organic Input Production units (Panchagavya, Beejamruth and Jeevamruth etc.) of your own / sponsored under government scheme in your farm field	Yes/No	Name Of Unit No of Unit Capacity Source
9.	Planted any Nitrogen Harvest plants in your farm field during organic crop production	Yes/No	Name Of Seed Quantity NO of Plants
10.	Botanical extracts production units (Neem cake, Neem oil) in your farm field of your own / sponsored under	Yes/No	Name Of Unit NO of Unit Source of Funding

	government schemes/other agencies		
11.	Vermicompost production units in your farm filed of your own / sponsored under government schemes/other agencies	Yes/No	NO of Unit Quantity(kg/Ha) Source of Funding
12.	Transportation facilities you are having or any transportation convenience arranged to you for transportation of organic produce by cluster/RCS/ State/Central Govt. / Public agencies on packs of your products which are going to sale in market	Yes/No	Distance of Market Transportation Facility Arrangement
13.	Spending any amount on utilization of Machineries / Agricultural implements from Custom Hiring Centre (CHC)	Yes/No	Amount(By Own) Amount Supported By RC Cluster Other Name of Agriculture Implements
14.	Training Attend on organic farming	Yes/No	Training Date Subject Place Duration
15.	Exposure visits of organic field organized by attended any meeting on organic farming	Yes/No	Visit Date Place Duration

Format -13E

Peer Inspection / Field Inspection Appraisal Worksheet – Part 5

4. Production details

S. No.	Crops/ produce	Expected yield	Requirement for home consumption	Surplus available for sale
1.				
2.				
3.				
4.				
5.				

2. Inspection summary and recommendations

Although the peer review team does not make the final decision on certification but now that the inspection is over, what would you recommend?

Full Certification

In Conversion Certification

Farmer should make listed improvements and apply for certification next year.

Date of peer appraisal _____

How long did the peer appraisal take _____

Who was responsible for filling in the peer appraisal worksheet _____

Printed Name, Signatures and Date of all peer-appraisers present at this inspection

Peer Inspection/Appraisal Worksheet for Processing and Handling

Peer Appraisal sheet for Year.....

Type of processing

Details of processing and processing facility

On-Farm/ Off-Farm or Hired facility

Facility owned by

Details of other processing activities on premises

Name of peer Appraisers with their member code

1. Sh
2. Sh
3. Sh
4.
5.

1. Local Group details

S. No.	Component	Details
1.	Group Name	
2.	Group Code	
3.	Details of organic produce to be processed with quantity	
4.	Proportion of various ingredients to be used including water salt and other non-organic additives	
5.	Name/(s) of Group member present responsible for supervision/ processing	
6.	Name of Group member/ representative present during inspection*	
7.	Date of Inspection	

*During peer appraisal presence of at least one member of the group who is well versed with the PGS processing standards is a must requirement. In the absence of any representative appraisal cannot proceed

2. Appraisal report sheet of processing process

S. No.	Component	Observation	Status of NC*
1.	<p>Storage</p> <ul style="list-style-type: none"> Does storage facility meet standard requirement of PGS Are you satisfied that necessary measures have been put into place to prevent co-mingling and contamination Are you satisfied that no prohibited substances have been used in storage 		
	Are you satisfied that full standard requirements have been met in storage		
2.	<p>Processing facility</p> <p>Specify whether processing facility is certified organic or undertakes non-organic processing also.</p>		
	Whether all equipments, containers and processing facility has been cleaned thoroughly to ensure that no prohibited substances are incorporated in the processing		
	Are you satisfied that the processing unit meets all standard requirements for PGS-organic processing		
3.	<p>Processing</p> <ul style="list-style-type: none"> Give details of process and specify whether the process is approved process under PGS-organic programme or not 		
	<ul style="list-style-type: none"> Whether all ingredients are PGS organic or not. If not then provide details for each organic and non-organic ingredients 		
	<ul style="list-style-type: none"> Are you satisfied that all non-organic ingredients/ purchased ingredients meet standard requirements 		
	<ul style="list-style-type: none"> Name, quality and quantity of non-organic additives used 		
	<ul style="list-style-type: none"> Are you satisfied that no prohibited substances have been used in 		

	processing		
	Are you fully satisfied that the entire processing process meets the standard requirements or not. If not then specify non-conforming activity/ingredient		

3. Production details

S. No.	Type of finished product	Expected total yield	Details of packing	Specify number of containers with sizes
1.				
2.				
3.				
4.				
5.				

3. Inspection summary and recommendations

Although the peer review team does not make the final decision on certification but now that the inspection is over, what would you recommend for:

Storage facility

Processing unit

Process and out put

Date of inspection _____

Name, Signatures and Date of all peer-inspectors present during the appraisal

Non-Compliance Guidelines

“Catalogue of Sanctions”

Sanctions are given to farmers by the Local Group as a whole OR by the Local Group’s elected Ethics Council (if one was created).

Situations	Type of sanction
<ul style="list-style-type: none"> • Missing Attendance at a required Field Day • Unsatisfactory production system 	Verbal warning
<ul style="list-style-type: none"> • Minor violations of the standards or regulations • Repeated written warning for similar problem • Not responding to approval conditions 	<p><i>Short Suspension of Certification</i></p> <p>Period determined by length of time it takes for the Grower to get a new peer</p> <p>inspection/consultation</p>
<ul style="list-style-type: none"> • Repeated minor violations • Clear violation of the standards not threatening the organic integrity of the product 	<p><i>Suspension</i> for a fixed period after until</p> <p>farmer(s) take corrective actions.</p>
<ul style="list-style-type: none"> • Clear violation of the standards threatening the organic integrity of the product eg: use of prohibited pesticides or synthetic fertilisers. 	<p><i>Longer term suspension for 1 year</i></p> <p><i>Farmer may be moved back into “In Conversion” status</i></p>
<ul style="list-style-type: none"> • Repeated violations leading to penalties, suspension or withdrawal of approval. • Obvious fraud • Intentional obstruction of the inspection eg: denying inspector access. • Refusal to respond to written requests for additional information 	<p><i>Termination of participation</i></p> <p>Farmer(s) banned from PGS membership either permanently or for a set period of time.</p>

The Right of Appeal : The farmer's can make an appeal to the Regional Council within 2 weeks of the date of notification of the sanction by the Local Group OR to the Local Group as a whole if there is an Ethics Council that implemented the sanction.

LOCAL GROUP SUMMARY WORKSHEET

(To be submitted to the Regional Council for certification decision approval)

List of Local Group Farms to be Certified this Calendar Year

Calendar Year: _____

LOCAL GROUP ID# _____

(Assigned at the time of formation of the Local Group)

LOCAL GROUP LEADER/Representative _____

Contact Information: _____

Total number of farmers

1. Number of farmers fully conforming to certified status
(list enclosed as A)
2. Number of farmers granted in-conversion
(List enclosed as B)
3. Number of farmers sanctioned
(List enclosed as C)

Certification decision

We the members of the Local Group ID No. hereby individually and collectively declare that members listed at A have achieved the PGS certified status (PGS Organic) and fully conformed all the requirements.

We individually and collectively declare that farmers at B are granted with In-conversion status (PGS Green – Grown without chemicals).

Details of expected produce under PGS-Organic and PGS-Green are given at Annexure I.

Regional Council is requested to kindly approve our certification decision. All required information including peer appraisal sheets have been up-loaded on PGS website and is available for review.

We all group members undertake to abide by the decision of the Regional Council.

Local Group Representative Signature Date

Decision of the Regional Council

Certification decision approved

Certification unique ID Code

Or

Certification decision not approved due to reasons

1

2

3

Signature

Regional Council Certification Manager Date

The Right of Appeal

In case of certification approval denial by Regional Council the Local Group can make an appeal to the National Council or to NAC through PGS Secretariat within 2 weeks of the date of notification of the certification denial by the Regional Council OR to the Appellate authority designated by the NAC.



PGS - India

A Participatory Organic Guarantee Programme
Department of Agriculture and Cooperation
Govt of India

Certificate No.
Date of Issue (MM/DD/YYYY).....

Scope Certificate

This is to certify that the product(s) and areas(s) of the
mentioned farmer DHDHD
belonging to PGS-India Group
.....

Registered with Regional Council Noand name.....
are in accordance with requirements of

PGS-India National Standards

For Organic Production

For the process of :
"Crop Production"

This Scope Certificate

valid from (MM/DD/YYYY) until (MM/DD/YYYY)
for those product(s) and area(s) specified in the annexe

The validity of this certificate solely depends on the continued compliance with
the required standards and PGS-India guidelines.

Signature of PGS India Group Leader
Local Group No.

Logo
Authorized by :
Signature of Head of Regional Council
Date-
Name of Regional Council
Authorization No.



(Any one of the type of logo used depending on the organic cultivation status of farmer)

Local Group Name :

Local Group Code :

Farmer's Name :

The validity of this certificate solely depends on the continued compliance with the required standards and PGS-India guidelines.

Member Code	Member Name	Total Organic Area(Ha)	Farmer Status	Crops name	Production (kg/ha)

Signature of PGS India Group Leader

Local Group No.....

Logo

Authorized by :

Signature of Head of Regional Council

Date-

Name of Regional Council

Authorization No.

Annual Progress Report for the year(Report to be submitted by Regional council)

(Soft copy to be mailed at nbdc@nic.in)

Name of Regional Council.....

Complete Address and contact details:.....

Year of Registration / Authorization

Year of Expiry of Authorization

PGS-INDIA Registration ID.....

Sl. No	No. of Groups			Total No. of Farmers			Area ((Ha)			Total No. of Farmers certified		Name of Products produced		Production In tones		Total Amount of Revenue generated from marketing (Rs. In Lakh)	
	Total number of Groups upto previous year (April YYYY)	Total number of Groups added in the present year (April YYYY)	Grand Total number of Groups	Total number of Farmers upto previous year (April	Total number of Farmers added in the present year (April	Grand Total number of Farmers	Total of Area (Ha)upto previous year (April YYYY)	Total Area (Ha)added in the present year (April YYYY)	Grand Total Area (Ha)	PGS Green	PGS-organic	PGS Green	PGS-organic	PGS Green	PGS-organic	PGS Green	PGS-organic