



Directorate of Marketing & Inspection
Ministry of Agriculture and Farmers Welfare
Government of India



User Manual

For

Online Application of CA (MSEO)

Prepared By:



Central Projects
Software Development and Training Centre
(SDTC), Nagpur
National Informatics Centre
Ministry of Electronics & Information Technology
Government of India



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Login

1. Login
2. Secondary/Firm user Dashboard

Form Filling Section wise

1. Firm Profile
2. Premises Profile
3. Machinery Details
4. Laboratory Details
5. Trade Brand Label Details
6. Payment Details

Submitting the form

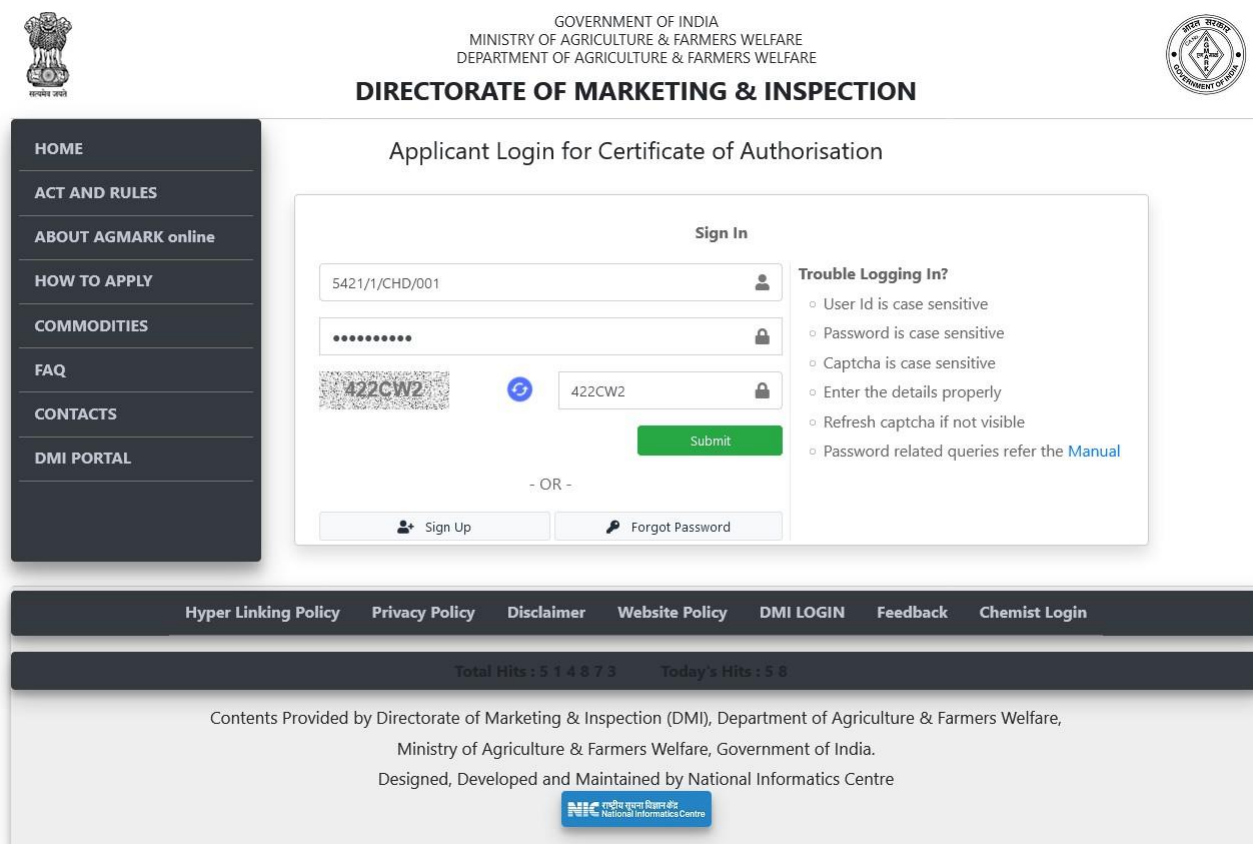
1. Saving all sections
2. Final Submit
3. E-signing the application PDF file
4. Viewing and printing of the e-signed application

Log History – View and Search

CA (MSEO) Application

Secondary/Firm User Login

- Login with valid premises id and password



The screenshot displays the DMI portal interface. At the top, it features the Government of India emblem, the Ministry of Agriculture & Farmers Welfare, and the Directorate of Marketing & Inspection logo. A navigation menu on the left includes links for Home, Act and Rules, About AGMARK online, How to Apply, Commodities, FAQ, Contacts, and DMI Portal. The main content area is titled 'Applicant Login for Certificate of Authorisation' and contains a 'Sign In' form. The form fields include a Premises ID (5421/1/CHD/001), a password field, and a CAPTCHA (422CW2). A 'Submit' button is located below the CAPTCHA. To the right of the form, a 'Trouble Logging In?' section lists common issues: User Id is case sensitive, Password is case sensitive, CAPTCHA is case sensitive, Enter the details properly, Refresh captcha if not visible, and Password related queries refer to the Manual. Below the form are links for 'Sign Up' and 'Forgot Password'. The footer contains a navigation bar with links for Hyper Linking Policy, Privacy Policy, Disclaimer, Website Policy, DMI LOGIN, Feedback, and Chemist Login. It also shows website statistics: Total Hits: 5,14,873 and Today's Hits: 58. The footer text states: 'Contents Provided by Directorate of Marketing & Inspection (DMI), Department of Agriculture & Farmers Welfare, Ministry of Agriculture & Farmers Welfare, Government of India. Designed, Developed and Maintained by National Informatics Centre'. The National Informatics Centre logo is also present in the footer.

- Click on “Apply” button to submit fresh application for CA application



Firm Profile Section

Description:

- Firm Profile having details like status of firm (partnership, proprietorship, private limited, etc), years of business, various licenses, etc.
- The name of the firm and district cannot be edited by the individual/firm level user. This will be the same as filled by the Corporate User while creating the user for this firm.
- Applicant will be able to upload scanned copies of relevant documents like Partnership deed, Article of Association and Memorandum VOP registration certificate, Firm Registration Certificate, etc in PDF or jpeg format.
- After filling the relevant details press on ‘Save & Next’ button
- Confirmation message will be displayed

Firm Profile

Firm Details

Firm Name *	<input type="text" value="Sharma Oil mills"/>	State/Region *	<input type="text" value="Rajasthan"/>	
Email Id *	<input type="text" value="pksharma@gmail.com"/>	District *	<input type="text" value="Jaipur"/>	
Address *	<input type="text" value="146 Shri Ji nagar Durgapura Jaipur"/>		Pin Code *	<input type="text" value="302018"/>
		Mobile No. *	<input type="text" value="8145616787"/>	
		Phone No.	<input type="text"/>	

[Update Commodity](#)

Oil Mills Details(Constituent Oils)

1 Name and address of oil mills from where the constituent oils are proposed to be procured.

Sr.No.	Name of Oil	Name & Address of Oil mill	Quantity Procured(Qtl)	Action
1	Rice Bran Oil	RSR Oil Mills,Bharatpur	10	
2	Palmolein	SRS Oil Mills, Jaipur	10	
	<input type="text"/>	<input type="text"/>	<input type="text"/>	

MSEO Authorisation

Whether authorized to manufacture and sell Multi Source Edible Oils by the Department of Civil Supplies ?

Yes No

1 A copy of the authority be enclosed

Attach File: [OM_seasonal.pdf](#)

1 File type: PDF, jpg & max size upto 2 MB

Affidavit/Undertaking From Oil Manufacturer

1 Upload the affidavit/undertaking from oil manufacturers to supply constituent oils

Attach File: [OM_seasonal.pdf](#)

1 File type: PDF, jpg & max size upto 2 MB

FSSAI Registration Details

1 Upload Registration/License document issued under the FSSAI Act, 2006

Attach File: [OM_seasonal.pdf](#)

1 File type: PDF, jpg & max size upto 2 MB

VOP Registration Details

1 Upload Registration/License document issued under the VOP Act, 2006

Attach File: [OM_seasonal.pdf](#)

1 File type: PDF, jpg & max size upto 2 MB

Quantity Per Month

Approximate quantity of Multi Source Edible Oils proposed to be graded per month.

Quantity (in MT)

Bank References

Give Details	<input type="text" value="State Bank of India"/>	Upload document related to bank references
		Attach File: OM_seasonal.pdf
		1 File type: PDF, jpg & max size upto 2 MB

Firm Status

1 Please select the document name which is to be uploaded. Have a scanned copy of it ready.

Business Type *	<input type="text" value="Proprietorship"/>	Attach File: * OM_seasonal.pdf
		1 File type: PDF, jpg & max size upto 2 MB

Premises Profile

Description:

- Premises Profile having details like address, premises rented or own, etc
- Depending on the commodity some sections will be disabled or not shown as per the prevailing business rule.
- Applicant will be able to enter relevant details.
- After filling the relevant details press on 'Save & Next' button
- Confirmation message will be displayed

Premises Profile

Storage Tanks Details

Details of tanks to be used for storage of the Constituent Oils and Multi Source Oil proposed to be graded.

Sr.No.	Tank No.	Type/shape	Size	Capacity	Action
1	Tank A	Cylindrical	5*5	5	
2	Tank B	Cylindrical	5*5	5	
	<input type="text"/>	<input type="text" value="Cylindrical"/>	<input type="text"/>	<input type="text"/>	

MSEO Mills Details(if any)

Name and address of the mills (if any), where Multi Source Edible Oil will be manufactured.

Attach File: [OM_seasonal.pdf](#)

File type: PDF, .jpg & max size upto 2 MB

Are separate tanks used ?

Are separate tanks used for storage of different oils ? Yes No

Attach File: [OM_seasonal.pdf](#)

File type: PDF, .jpg & max size upto 2 MB

Locking Arrangement

Whether the locking arrangements have been provided with the storage tanks both at inlets and outlets ? Yes No

Address

Address *

State/Region *

District *

Pin Code *



Machinery Profile

Description:

- Machinery Profile having details like crushing/refining mill details, quantity of different oilseeds, machinery details, separately stored & crushed, precautions taken storage facility, etc
- If applicant select “No” in “Are different oilseeds stored and crushed/oils refined separately?” then uploaded field not available
- After filling the relevant details press on ‘Save & Next’ button
- Confirmation message will be display

Machinery Profile

Crushing/Refining Mill Details

Oil seeds normally crushed/oils refined by the mill and the period for which the mill has been in crushing/refining business.

Seeds Crushed/Oils Refined

Period

Quantity of Different Oilseeds

Quantity of different oilseeds being crushed/refined annually.

Total Quantity(MT)

Machinery Details

Details of machineries available in the Oil mill with their capacity, in case of Multi Source Edible Oils.

Attach File: [OM_seasonal.pdf](#)

File type: PDF, .jpg & max size upto 2 MB

Separately Stored & Crushed

Are different oilseeds stored and crushed/oils refined separately ? Yes No

Attach File: [OM_seasonal.pdf](#)

File type: PDF, .jpg & max size upto 2 MB

Precautions Taken

What precautions taken to avoid mixing of different oil seeds and oils in the oil mill?

Details

All tanks are separate and to avoid mixing all precaution taken care



Laboratory Details

Description:

- Laboratory Profile having details like type of laboratory, consent letter, Details of Approved Chemists etc
- Applicant will be able to upload scanned copies of relevant documents like Approval letter of laboratory, consent letter, etc. in PDF or jpeg format.
- After filling the relevant details press on 'Save & Next' button
- Confirmation message will be displayed

Laboratory Details

Is Laboratory Fully Equipped?

Whether the laboratory is fully equipped for analysis of constituent oils and Multi Source Edible Oils?

Yes No

Upload Details of Instruments, Details of Glass Apparatus, Details of Chemicals

Upload Details of Approved Chemists

Attach File: *

Choose file

Browse

onion_situation_visit_(1).pdf

File type: PDF, jpg & max size upto 2 MB

Attach File:

Choose file

Browse

onion_situation_visit_(1).pdf

File type: PDF, jpg & max size upto 2 MB

Trade Brand Label (TBL) Details

Description:

- TBL Profile having details like type of TBL registration, legal ownership of TBLs address of TBL registration, etc
- Applicant will be able to upload scanned copies of relevant documents like a pack size wise design of TBLs, documents related to ownership of TBLs i.e. owned (Ownership declaration from applicant)/ taken from other parties with a copy of agreements and consent letter from legal owner, Trademark Registration Certificate, if any or any other registration of TBLs, etc in PDF or jpeg format.
- Applicant will be presented with input fields in a tabular format. The fields will be namely 'TBL Name', 'Registered', 'Registration Number' and 'Upload file'
- Applicant will be able to add as many rows as required to the table.
- Applicant will be able to 'Edit' or 'Delete' the information added until 'Final Submit'
- If applicant selects 'No' in 'Is TBL belongs to you?' then an option to enter 'Name and address TBL owner' and upload the scanned copy of consent letter will be presented. If 'Yes' is selected then the file upload option will only be available.
- After filling the relevant details press on 'Save & Next' button
- Confirmation message will be displayed

Trade Brand Label Details

TBL Details

Details of the TBLs proposed to be applied on the Graded Packages

Sr.No.	TBL Name	Registered?	Reg. No.	Upload File	Action
1	Bharti	yes	aecv151	onion_situation_visit_(1).pdf	
	<input type="text"/>	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="text"/>	<input type="button" value="Choose file"/> <input type="button" value="Browse"/>	

Trade Brand Label belongs to

Is TBLs belongs to the you?

Yes No

Name of the firm to which the proposed TBL belongs

Firm Name *

Sharma Oils

Attach consent letter of the TBL owner

Attach File: *

[OM_seasonal.pdf](#)

File type: PDF, jpg & max size upto 2 MB



Payment

Description:

- This section will list the commodities for which application is being made and the total charge.
- Payment is to be made online at bharatkosh.gov.in and the details are to be entered here
- Click on 'Yes' at "Is payment done at bharatkosh.gov.in" after you have made the payments successfully.
- On click of 'Yes' as above enter the details like Receipt Number, Date of Transaction and upload the copy of the payment receipt received from bharatkosh.gov.in
- FAQ are available along with a link to bharatkosh.gov.in for information on how to make the payment.
- After filling the relevant details press on 'Save' button

Confirmation message will be displayed

Application for Grant of Certificate of Authorisation (Form E1) Progress Bar Status
■ Pending ■ Saved

✔ Firm Profile
✔ Premises Profile
✔ Machinery Profile
✔ Laboratory Details
✔ TBL Details
✔ Payment

Payment		
Sr. No.	Category	Commodities
1	Multi Source Edible Oil	<ul style="list-style-type: none"> Multi Source Edible Oil
	Processing Fee	Rs.10000

Payment

How To Do Online Payment

→ Link To Payment Online : bharatkosh.gov.in

→ [FAQ on payments](#)

→ PAO/DDO to whom payment is to be made : Rakesh kumar Meena - Marketing Officer, DDO Code 200300 - Mumbai

→ Is payment done on Bharatkosh? Yes No

Payment Details	
Payment Amount*	10000
Transaction ID/Receipt NO. *	tran100
PAO/DDO Name *	Rakesh kumar Meena - Marketing Officer, DDO Code 200.
Date of Transaction*	12/09/2023
Upload Payment Receipt*	Attach File : Browse... No files selected. testprint.pdf File type: PDF, jpg & max size upto 2 MB

Note: Fees once paid, shall not be refunded

Previous Section



Final Submission of application

Description:

- When all the sections are filled and saved successfully a button 'Final Submit' will be enabled for the applicant to finally
- On click of 'Final Submit' button a PDF format file is generated as per the prescribed format and display the popup on the screen with two options 1) "Submit with Esign" and 2) "Submit without Esign" for application final submit process.

1. "Submit with Esign"

- If applicant select the option "Submit with Esign" and click on proceed button then display the E- signing authentication window on the screen and E-signing is Aadhaar UID based.
- A formal approval is taken from the applicant for using the aadhaar number for e-signing. Click on the check box to accept the same.
- You can preview the generated PDF prior to e-signing
- The files are e-signed using OTP on the registered mobile number as per the aadhaar ID provided.
- Enter the OTP as received on mobile.
- Click on 'Resend OTP' to receive the OTP again
- On successful e-sign of the application PDF a confirmation message is displayed and the applicant is taken to the respective dashboard.
- After successful e-sign the PDF is updated with the e-sign details which are available to the applicant for download and print.
- Here the applicant can view the e-signed application.

2. "Submit without Esign"

- If applicant select the option "Submit without Esign" and click on proceed button then display the term and condition message box.
- Click the check box and accept the term and condition for continue the final submit process.

On Final Submission:

- After the final submit the application with e-signed or without e-signed, all application section disabled (not editable). It is automatically sent to respective the DDO/PAO In-charge dashboard for payment verification.
- After the final submit, applicant can view or download the application pdf from his dashboard.
- If any doubt/query about payment to DDO/PAO then they referred back the application to applicant.
- Applicant gets SMS or Email if DDO/PAO referred back the application. Referred back section highlighted with orange color tab.
- Applicant fulfills the DDO/PAO requirement and save the payment section once again with updated information.



On Payment Verification:

- After payment verified by DDO/PAO. It is automatically sent to the RO/SO In-charge dashboard as per the district wise jurisdiction for granted the application.
- If any doubt/query about application to RO/SO in-charge then RO/SO in-charge referred back to applicant with or without valuable comments.
- Applicant gets SMS or Email if RO/SO in-charge referred back the application. Referred back section highlighted with orange color tab.
- On referred back section, section open in editable mode with comment box. Applicant saves the reply comment and once again final submit the application.
- Final submit button not visible until applicant not replied to all referred back comment.
- Next procedure same as after final submit.

User Log History

Description:

- The applicant can view the history of all logins by clicking on 'Log History' from the left menu of the dashboard.
- Search options are available for filtering the records and easy viewing



GOVERNMENT OF INDIA
MINISTRY OF AGRICULTURE & FARMERS WELFARE
DEPARTMENT OF AGRICULTURE & FARMERS WELFARE

DIRECTORATE OF MARKETING & INSPECTION

Last Login: 07/10/2022 12:32:42 [IP: 10.158.81.90]

Log History Dashboard / Log History

Given Below is your log history

Show entries Search:

Date	User Id	TimeIn	TimeOut	Duration	Remark	IP Address
07/10/2022	6545/1/CHD/001	16:25:46	---	Current Session	Success	10.158.81.90
07/10/2022	6545/1/CHD/001	12:32:42	12:41:41	9 min 59 sec	Success	10.158.81.90

Showing 1 to 2 of 2 entries Previous **1** Next

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AQCMS

CA MSEO
125/1/NGP/009

Dashboard

Apply For

Registered Chemist

Replica Alloted List

Alloted 15 Digit Code

Alloted E-Code

Change Password

Log History

Action History

User Manuals

Logout

DIRECTORATE OF MARKETING & INSPECTION

Last Login: 27/09/2023 16:50:23 [IP: 127.0.0.1] Session time: 22:31

Information

New Application

Application Versions for Certificate

Applicant Id	Application Pdf	Date	Version
125/1/NGP/009	125-1-NGP-009(1).pdf	12/09/2023	1

Granted Certificate Versions

Applicant Id	Certificate Pdf	Grant Date
125/1/NGP/009	G-125-1-NGP-009(1).pdf	18/09/2023

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Applicant Dashboard with list of application pdfs and grant certificate pdfs with version, click to open and download.