



AGMARK Quality Control Management System

User Manual on

Online Application of Laboratory Approval

Prepared for:



GOVERNMENT OF INDIA MINISTRY OF AGRICULTURE & FARMERS WELFARE DEPARTMENT OF AGRICULTURE & FARMERS WELFARE DIRECTORATE OF MARKETING & INSPECTION



Prepared By:



National Informatics Centre, Nagpur

Ministry of Electronics & Information Technology Government of India





Index

Login

- 1. Login
- 2. Secondary/Firm user Dashboard

Form Filling Section wise

- 1. Firm Profile
- 2. Other Details
- 3. 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





Laboratory Approval Application

Secondary/Firm User Login

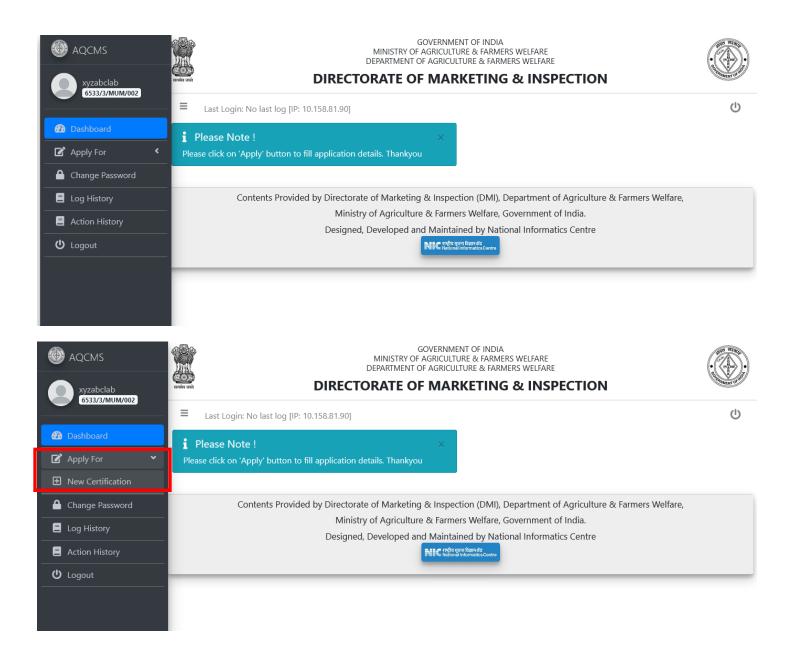
• Login with valid premises id and password

Reverse and	GOVERNMENT MINISTRY OF AGRICULTURI DEPARTMENT OF AGRICULTU DIRECTORATE OF MARK	E & FARMERS WELFARE JRE & FARMERS WELFARE	
НОМЕ	Applicant Login for Certificate	e of Approval of Laboratory	
ACT AND RULES			
ABOUT AGMARK online		Sign In	
HOW TO APPLY	6533/3/MUM/002	Trouble Logging In?	
COMMODITIES		User Id is case sensitive Password is case sensitive	
FAQ		 Captcha is case sensitive 	
CONTACTS	52429U 52429U	Enter the details properly	
DMI PORTAL		 Refresh captcha if not visible Password related queries refer the Manual 	L
	- OR -		
	💄 Sign Up 👂 For	rgot Password	
Hyper Link	ing Policy Privacy Policy Disclaimer Web	osite Policy DMI LOGIN Feedback Chemist Login	
	Total Hits : 5 1 4 9 0 1	Today's Hits : 2 0	
Conten	ts Provided by Directorate of Marketing & Inspectic	on (DMI), Department of Agriculture & Farmers Welfare,	
	Ministry of Agriculture & Farmers		
	Designed, Developed and Maintaine		
	Real Circle सुवना वि National Into	रहान केंद्र matics Centre	





• Click on "Apply For" button and select New Certificate to submit fresh application for approval of laboratory



Firm Profile Section





- 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, Firm Registration Certificate, etc in PDF or jpeg format.
- After filling the relevant details press on 'Save & Next' button
- Confirmation message will be displayed
- Applicant updated the information until the final submit

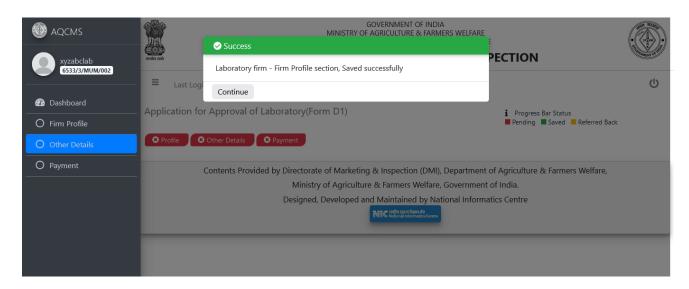




AQCMS	Const.	MINISTRY OF AGRICULT	ENT OF INDIA URE & FARMERS WELFARE LTURE & FARMERS WELFA		
xyzabclab	रिन्ध्ये सल्पमेव जयते	DIRECTORATE OF MAR	RKETING & INS	SPECTION	32 COMPANY OF HO
6533/3/MUM/002	E Last Login: No last log	[IP: 10.158.81.90]			Ċ
🕧 Dashboard					
O Firm Profile	Application for Approval	of Laboratory(Form DT)		I Progress Bar Status ■ Pending ■ Saved ■ Referred Back	
O Other Details	Profile Other Details	8 Payment			
O Payment		Laboratory	Firm Profile		
	Firm Details				
	Laboratory Name *	xyzabclab	Commodities List *	Mixed Fat Spread Fat Spread	^
	Type of laboratory *	Own Laboratory 🗸			
					~
				Update Commodi	y
	Firm Address				
	Address *	Mumbai	State/Region *	Maharashtra	
			District *	Mumbai City	
			Pin Code *	568956	
	Email Id *	amitchilgunde@gmail.com	Mobile No. *	9865231456	
	Firm Status				
	Business Type *	Proprietorship ~	Attach File *:	Browse No files selected.	
	Please select the Docuser of it ready	ument name which is to be uploaded. Have a ?		File type: PDF, jpg & max size upto 2	MB
	Date Establishment				
	Date *	16/09/2022			
	Reset Save & Next			N	ext Section →
	Contents Prov	vided by Directorate of Marketing & Inspe	ction (DMI), Departmen	t of Agriculture & Farmers Welfare,	
		Ministry of Agriculture & Farm			
		Designed, Developed and Mainta	ined by National Inform বুবলা হিয়ান ঔষ্ট al Informatics Centre	natics Centre	







Other Details

- Other details having details like chemist, Premises belongs to, laboratory area, laboratory equipped details etc.
- Applicant will be able to enter relevant details.
- After filling the relevant details press on 'Save & Next' button
- Confirmation message will be displayed





AQCMS	GOVERNMENT OF INDIA MINISTRY OF AGRICULTURE & FARMERS WELFARE DEPARTMENT OF AGRICULTURE & FARMERS WELFARE DIRECTORATE OF MARKETING & INSPECTION	
6533/3/MUM/002	E Last Login: No last log [IP: 10.158.81.90]	ڻ ن
Dashboard Firm Profile Other Details	Application for Approval of Laboratory(Form D1)	is Bar Status Saved Referred Back
O Payment	Laboratory Firm Other Details	
	Chemist Details, Appointment/Acceptance/Resignation Letter (as applicable),etc	
	Name of Qualification Experience Upload File S.No Chemist (Highest) (In Years) Commodity (Individual Chemis	st Details) Action
	1 amit kumar Graduvation 2010 Mustard Oil,Coconut Oil,Gingelly Oil Preview	© O
	Select Option	s selected. Add
	Upload file having details like; number of chemists , total area of unit, accreditation, equipment , glassv	ware, chemicals, etc.
	Attach File * Browse website _testing.pdf	
	File type: PDF, jpg & max size upto 2 MB	
	Premises belongs to applicant? Is the premises Yes No owned by the applicant? * Attach File : Browse website_to	
	Give Premises amitkumar I File type	e: PDF, jpg & max size upto 2 MB
	Total Area Covered	
	Area Of Laboratory (Sq. Meter) *	th of the laboratory
	2000 Attach File : Browse website_t	.esting.pdf
		e: PDF, jpg & max size upto 2 MB
	Is aboratory accreditated with NABL Is laboratory accreditated with? *	
	Is laboratory accreditated with? * Yes V No	
	Whether the laboratory is fully equipped for testing and grading of See See No commodity(les) for which approval is sought ? *	
	Any Other Information ?	
	Relevant Information *	fasfihdfa sd
	← Previous Section Reset Save & Next	Next Section +
	Contents Provided by Directorate of Marketing & Inspection (DMI), Department of Agriculture Ministry of Agriculture & Farmers Welfare, Government of India. Designed, Developed and Maintained by National Informatics Centre NIC Units Structure Centre	2 & Farmers Welfare,





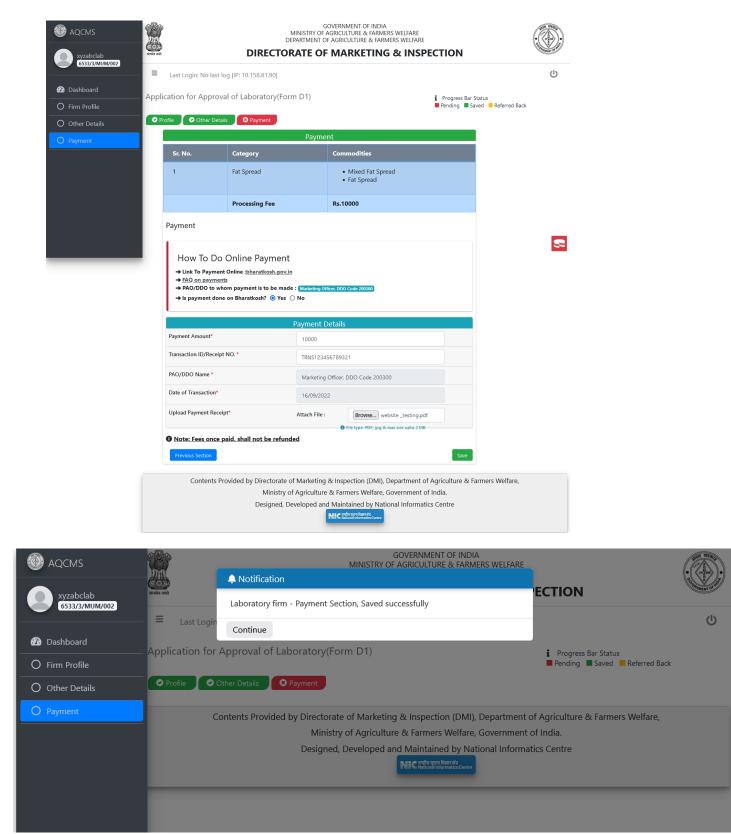
AQCMS	GOVERNMENT OF INDIA MINISTRY OF AGRICULTURE & FARMERS WELFARE	
xyzabclab 6533/3/MUM/002	Laboratory firm - Other Details section, Saved successfully	U)
🕐 Dashboard		
O Firm Profile	Application for Approval of Laboratory(Form D1) Progress Bar Status Pending Saved Referred Back	
O Other Details	Profile Other Details Payment	
O Payment	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	
	NTC right your Bandle. Notice National Informatics Contro	

Payment

- 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 payment 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











		DEP	INISTRY OF AG	VERNMENT OF INDIA RICULTURE & FARMERS WELFARE AGRICULTURE & FARMERS WELFARE MARKETING & INSPI	CTION	
xyzabclab 6533/3/MUM/002	। त्रच्छ	DIRECTOR	ALEOFI	VIARRETING & INSPI		
🕘 Dashboard	Last Login: No last lo	g [IP: 10.158.81.90]				Û
O Firm Profile	plication for Approva	l of Laboratory(Form	ו D1)		Ì Progress Bar Status ■ Pending ■ Saved ■ Referred Back	:
	Profile 🛛 📀 Other Detail:	s 🛛 🛛 Payment			-	
O Payment			Payment	:		
	Sr. No.	Category		Commodities		
	1	Fat Spread		Mixed Fat SpreadFat Spread		
		Processing Fee		Rs.10000		
	Payment					
	→ Link To Payment → FAQ on payment → PAO/DDO to who	om payment is to be made : on Bharatkosh?	-			
	Payment Amount*	ſ	10000	talls		
	Transaction ID/Receipt	NO. *	TRNS123456	789321		
	PAO/DDO Name *		Marketing Of	fficer, DDO Code 200300		
	Date of Transaction*		16/09/2022			
	Upload Payment Receip	t*	Attach File : Preview	Browse No files selected. File type: PDF, jpg & max size upto 2 MB		
	Previous Section		Marketing &	Inspection (DMI), Department of A Farmers Welfare, Government of	-	
		Designed, Dev		Maintained by National Informatic IC स्वीय पुरान विश्वन केंट Kational Informatics Centre	cs Centre	

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 send the application.





AQCMS		DEF	/INISTRY OF AGI PARTMENT OF A	RENMENT OF INDIA RICULTURE & FARMERS WELFARE GRICULTURE & FARMERS WELFARE MARKETING & INSP	ECTION	
6533/3/MUM/002	Last Login: No last lo	og [IP: 10.158.81.90]				Ċ
 Dashboard App Firm Profile 	lication for Approv	al of Laboratory(Form	n D1)		i Progress Bar Status ■ Pending ■ Saved ■ Referred Back	
O Other Details	Profile 📀 Other Detai	is 📀 Payment				
O Payment			Payment			
	Sr. No.	Category		Commodities		
	1	Fat Spread		Mixed Fat SpreadFat Spread		
		Processing Fee		Rs.10000		
	→ <u>FAQ on payment</u> → PAO/DDO to wh	Online : <u>bharatkosh.gov.in</u> <u>s</u> om payment is to be made on Bharatkosh? ⓒ Yes ()	Marketing Officer	; DDO Code 200300		
			Payment Det	ails		
	Payment Amount*		10000			
	Transaction ID/Receipt	NO. *	TRNS1234567	789321		
	PAO/DDO Name *		Marketing Off	ficer, DDO Code 200300		
	Date of Transaction*		16/09/2022			
	Upload Payment Recei	ot*	Attach File : Preview	Browse No files selected. • File type: PDF, jpg & max size upto 2 MB		
	Previous Section	Ministry of	f Marketing & Agriculture &	Inspection (DMI), Department of Farmers Welfare, Government o	f India.	
		-	veloped and N	Farmers Welfare, Government of Aaintained by National Information Chalonal Informatics Control		





• 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 Esigning 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.

AQCMS AQCMS	Payment Details
xyzabclab 6533/3/MUM/002	i Please select if want to final submit this application with or without Esign. If you want to final submit x without esigning, please take print of the application after final submission, sign and stamp it, and send to specific DMI office by post. Thankyou.
Dashboard O Firm Profile	Submit with Esign Submit without Esign
O Other Details	Upload Payment Receipt* Attach File : Browse No files selected.
O Payment	Preview File type: PDF, jpg & max size upto 2 MB
	Note: Fees once paid, shall not be refunded
	Previous Section Final Submit Save
	Contents Provided by Directorate of Marketing & Inspection (DMI), Department of Agriculture & Farmers Wel
	Ministry of Agriculture & Farmers Welfare, Government of India.
	Designed, Developed and Maintained by National Informatics Centre
	NIC rivêt ayer Barra dis

2) "Submit without Esign"



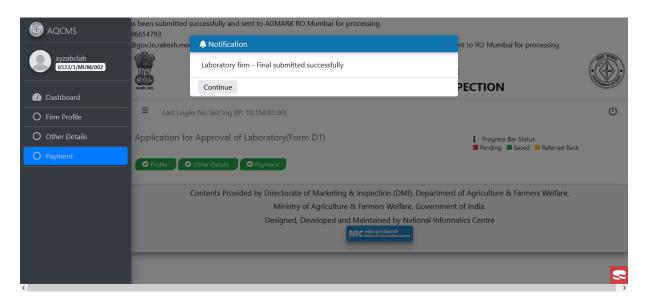


- If applicant select the option "Submit without Esign" and click on proceed button then display the term and condition message box.
- Click the check box and accept the term and condition for continue the final submit process.

AQCMS	Payment Details
xyzabclab 6533/3/MUM/002	i Please select if want to final submit this application with or without Esign. If you want to final submit without esigning, please take print of the application after final submission, sign and stamp it, and send to specific DMI office by post. Thankyou.
Dashboard O Firm Profile	Submit with Esign
O Other Details	Upload Payment Receipt* Attach File : Browse No files selected. Preview File type: PDF, jpg & max size upto 2 MB
	Note: Fees once paid, shall not be refunded Previous Section Final Submit Save
	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
	Payment Details
xyzabclab 6533/3/MUM/002	Application PDF: Preview ×
Dashboard Firm Profile	the subject and hereby agree to abide by them as well as those which may thereafter be issued in this regard. Submit Cancel
O Other Details	Upload Payment Receipt* Attach File : Browse) No files selected. Preview File type: PDF, jop & max size upto 2 MB
	Note: Fees once paid, shall not be refunded Previous Section Final Submit Save
	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







- 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.

65	m SK Laboratory with User Id [122/3/N	GP/005] and IP Address	[10.158.81.40] Last	login: 23/07/2018 10:47	1:55 Logout
	Application	n for Approval of Lab	oratory(Form D1)		
Firm Profile 🥏	Other Details 📀	Payment 😋			
Home Firm Profile		Pa	ayment	Final Subr	nited Application
Other Details	Sr. No.	Catego		Commodities	*
Payment	5r. No.	Ghee		Ghee	
		Processing	g Fee	Rs.10000	-
	4	How To	Do Online Paym	ent	F
	* Link To Paym	ent Online : bharatkos	h.gov.in		
	* FAQ on paym	ients al for using bharatkosh			
		whom payment is to be	-	ł	
		one on Bharatkosh?			
		Pa	yment Details		
	Payment Amou	10000	0		
	Transaction ID/	1 52	14		
	PAO/DDO Name	PAO E	Default		
	Date of Transac	23707	7/2018		
	Upload Payment	Receipt			
	Upload Payment Attach File : Pro	23707			
	Upload Payment Attach File : Pro	Receipt Receipt Browse No fil			
	Upload Payment Attach File : Pro	Receipt view Browse No fil) & Max-size:2mb)	
	Upload Payment Attach File : Prr File type: pdf.jpr	Receipt view Browse No fil g & Max-size:2mb Refer	es selected. rred Back History		
	Upload Payment Attach File : Pr File type: pdf.jpr	Receipt view Browse No fil) & Max-size:2mb	es selected.	Comme	
	Upload Payment Attach File : Pr File type: pdf.jpr	Receipt Receipt View Browse No fil g & Max-size:2mb Refe	es selected. rred Back History Reason	Comme	
	Upload Payment Attach File : Pro File type: pdf.jpg 23/07/2	Receipt verew Browse No fil g & Max-size:2mb Refer Date 018 11:09:48	es selected. rred Back History Reason Payment Receipt Ir	Comme	
	Upload Payment Attach File : Pro File type: pdf.jpg 23/07/2 Note: Fees once p	Receipt view Browse No fil) & Max-size:2mb Refer Date 018 11:09:48 stald, shall not be refunct	es selected. rred Back History Reason Payment Receipt Ir	Comme	
	Upload Payment Attach File : Pro File type: pdf.jpg 23/07/2	Receipt view Browse No fil) & Max-size:2mb Refer Date 018 11:09:48 stald, shall not be refunct	es selected. rred Back History Reason Payment Receipt Ir	Comme	
Hyper Linking	Upload Payment Attach File : Pro File type: pdf.jpg 23/07/2 Note: Fees once p Previous Section	Receipt view Browse No fil) & Max-size:2mb Refer Date 018 11:09:48 stald, shall not be refunct	es selected. rred Back History Reason Payment Receipt in Ied	Comm valid Rechec	

- After payment verified by DDO/PAO. It is automatically sent to the RO In-charge dashboard as per the district wise jurisdiction for granted the application.
- If any doubt/query about application to RO in-charge then RO in-charge referred back to applicant with or without valuable comments.
- Applicant gets sms or email if RO 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.





Logged in Firm SK Lab	pratory with User Id [122/3/NGP/005] and	IP Address [10.158.81.40] Last login: 23/07/2018 11:41:4	12 Logout
	Application for Appro	val of Laboratory(Form D1)	
Firm Profile 🙁	Other Details 🗢 Payr	nent 📀	
		Since Output	
Home Firm Profile	La	boratory Firm Profile	ited Application
Other Details		Firm Details	
Payment	Laboratory Name *	SK Laboratory	
	Type of laboratory*	Own Laboratory	
	Commodities List*	Ghee	
		v	
		Firm Address	
	Address *	Mount Road, Sadar	
	State/Region *	Maharashtra	
	District *	Nagpur	
	Pin Code * Email Id*	440088	
	Mobile No.*	pravin.bhakare.84@gmail.com	
		Firm Status	_
	Business Type *	Partnership 🚽	
		ame which is to be uploaded. Have a scanned copy of it rea	ady?
	Attach File : Preview Brow		
		Date Establishment	_
	Date*	03/03/2015	
		Previous Communication	
	Date	Remark Reply Acti	on
	23/07/2018 11:52:22	check application ones again	
		Current Reply	_
	Save Next Section		
Hyper Linking Policy	Privacy Policy Accessibility State	ement Disclaimer Website Policy DMI	_ogin Feedback
	Total Hits : 1 4	6 2 Today's Hits : 2 0	





User Log History

- 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

logged in as Fo	orm A Firm with User Id [160/1/NGP/001] and IP Address [10.26.17.5] Last login: 2	9/11/2017 16:06:4	8 Logout
Home		Given	Below is you	r log history		View Search
Application Status	Date	TimeIn	TimeOut	Duration	Remark	IP Address
Log History	29/11/2017	16:46:08		Current Session	Success	10.26.17.5
Logout	29/11/2017	16:06:48	16:45:32	39 min 44 sec	Success	10.26.17.5
Hyper Lir	nking Policy Privac	y Policy Ac	cessibility Stateme	ent Disclaimer	Website Policy	DMI Login