



**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





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Log History – View and Search





# Laboratory Approval Application

#### Secondary/Firm User Login

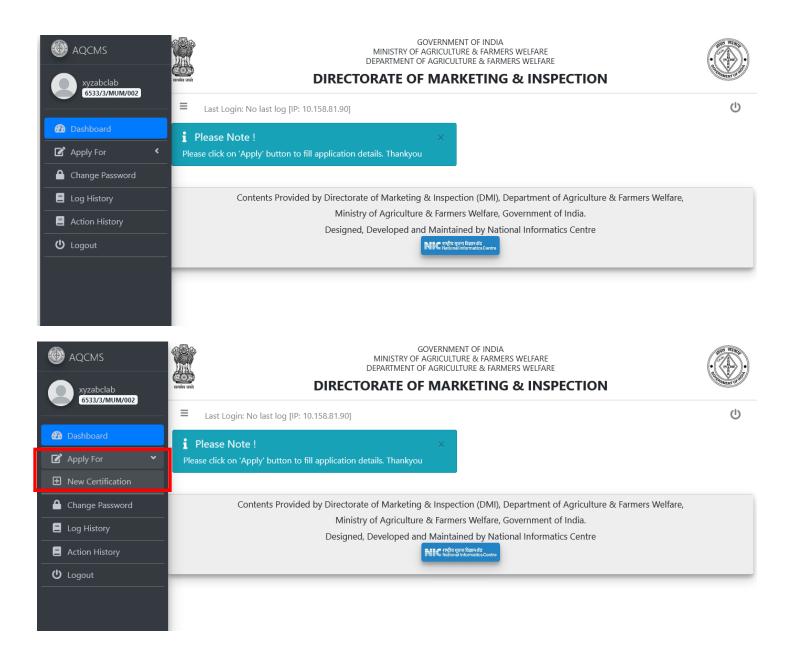
#### • Login with valid premises id and password

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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		<ul> <li>Captcha is case sensitive</li> </ul>	
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DMI PORTAL		<ul> <li>Refresh captcha if not visible</li> <li>Password related queries refer the Manual</li> </ul>	L
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• 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

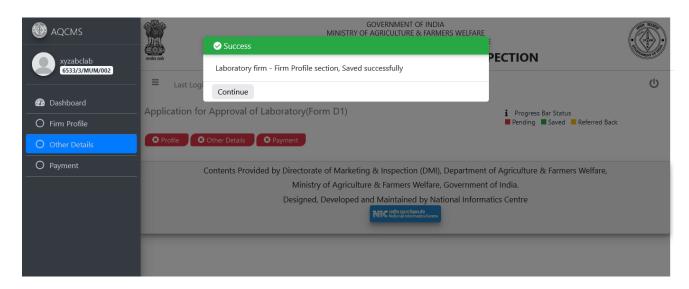




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	Firm Address				
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			District *	Mumbai City	
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### **Other Details**

- 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





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	Name of Qualification Experience Upload File S.No Chemist (Highest) (In Years) Commodity (Individual Chemis	st Details) Action
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	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	
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	Is laboratory accreditated with? * Yes V No	
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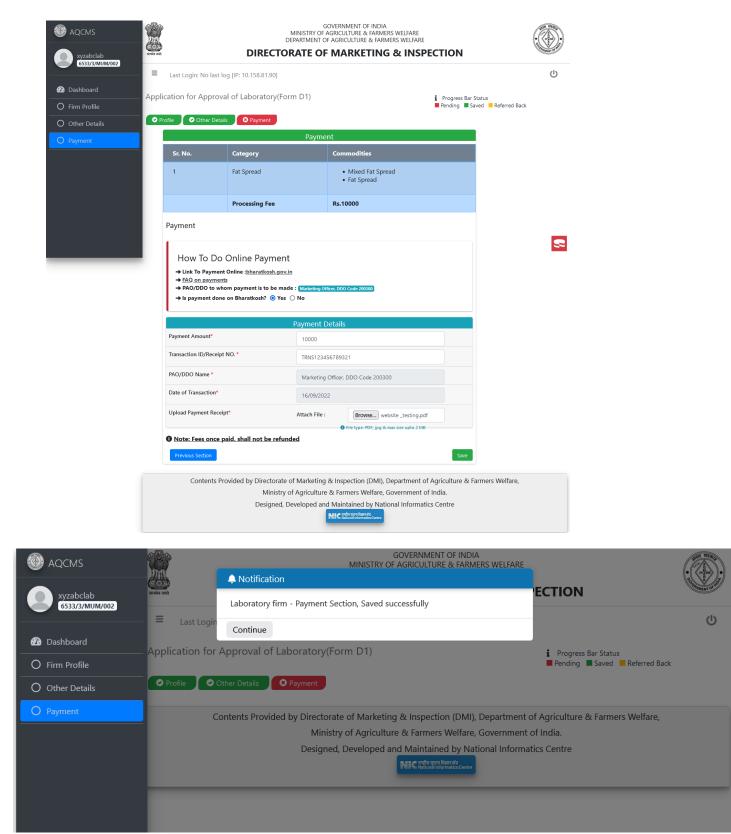
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	Ministry of Agriculture & Farmers Welfare, Government of India.	
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#### **Payment**

- 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











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## **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.





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	→ <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		
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• 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
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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.
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2) "Submit without Esign"



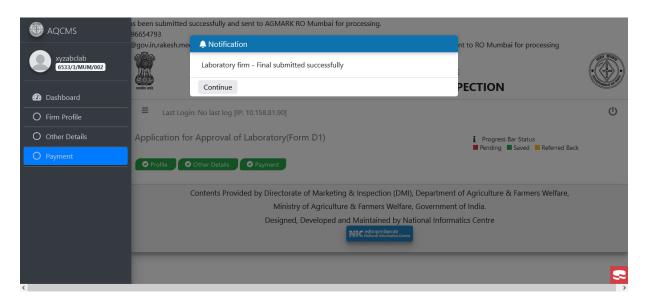


- If applicant select the option "Submit without Esign" and click on proceed button then display the term and condition message box.
- Click the check box and accept the term and condition for continue the final submit process.

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.
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	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)		
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- 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
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### **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