



# AGMARK Quality Control Management System

## User Manual on Online Application of Laboratory Approval

Prepared for:



Prepared By:



**National Informatics Centre, Nagpur**

Ministry of Electronics & Information Technology  
Government of India



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2. Final Submit
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# Laboratory Approval Application

## Secondary/Firm User Login

- Login with valid premises id and password



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DEPARTMENT OF AGRICULTURE & FARMERS WELFARE



### DIRECTORATE OF MARKETING & INSPECTION

HOME

ACT AND RULES

ABOUT AGMARK online

HOW TO APPLY

COMMODITIES

FAQ

CONTACTS

DMI PORTAL

Applicant Login for Certificate of Approval of Laboratory

**Sign In**

- OR -

**Trouble Logging In?**

- User Id is case sensitive
- Password is case sensitive
- Captcha is case sensitive
- Enter the details properly
- Refresh captcha if not visible
- Password related queries refer the [Manual](#)

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- Click on “Apply For ” button and select New Certificate to submit fresh application for approval of laboratory

The screenshot shows the AQCMS dashboard interface. On the left sidebar, the 'Apply For' button is highlighted in blue. The main content area displays the Government of India logo, the Ministry of Agriculture & Farmers Welfare, and the Directorate of Marketing & Inspection. A teal notification box states: 'Please Note ! Please click on 'Apply' button to fill application details. Thankyou'. Below this, a grey box contains the text: '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 visible at the bottom right of the grey box.

This screenshot is similar to the previous one, but the 'New Certification' button in the sidebar is highlighted with a red box. The rest of the interface, including the notification and footer text, remains the same.

## 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, 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

xyzabclab  
6533/3/MUM/002

Dashboard

**Firm Profile**

Other Details

Payment



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## DIRECTORATE OF MARKETING & INSPECTION

Last Login: No last log [IP: 10.158.81.90]

Application for Approval of Laboratory(Form D1)

Progress Bar Status  
■ Pending ■ Saved ■ Referred Back

Profile Other Details Payment

### Laboratory Firm Profile

Firm Details

Laboratory Name \*  Commodities List \*

Type of laboratory \*

[Update Commodity](#)

Firm Address

Address \*  State/Region \*

District \*

Pin Code \*

Email Id \*  Mobile No. \*

Firm Status

Business Type \*  Attach File \*:

ⓘ Please select the Document name which is to be uploaded. Have a scanned copy of it ready? ⓘ File type: PDF, .jpg & max size upto 2 MB

Date Establishment

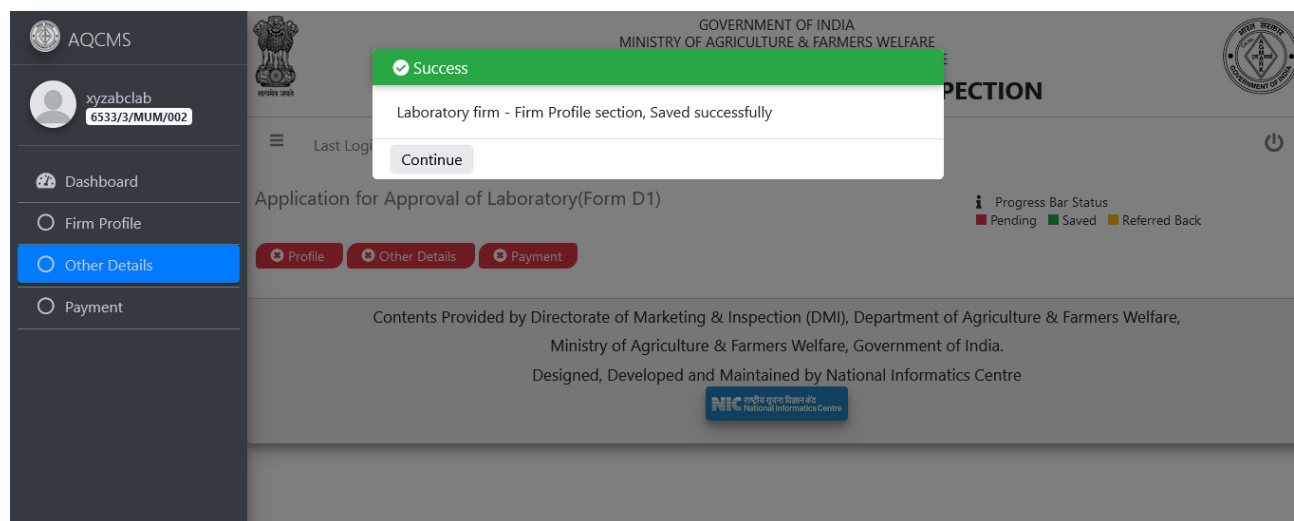
Date \*

Reset [Save & Next](#)

[Next Section →](#)

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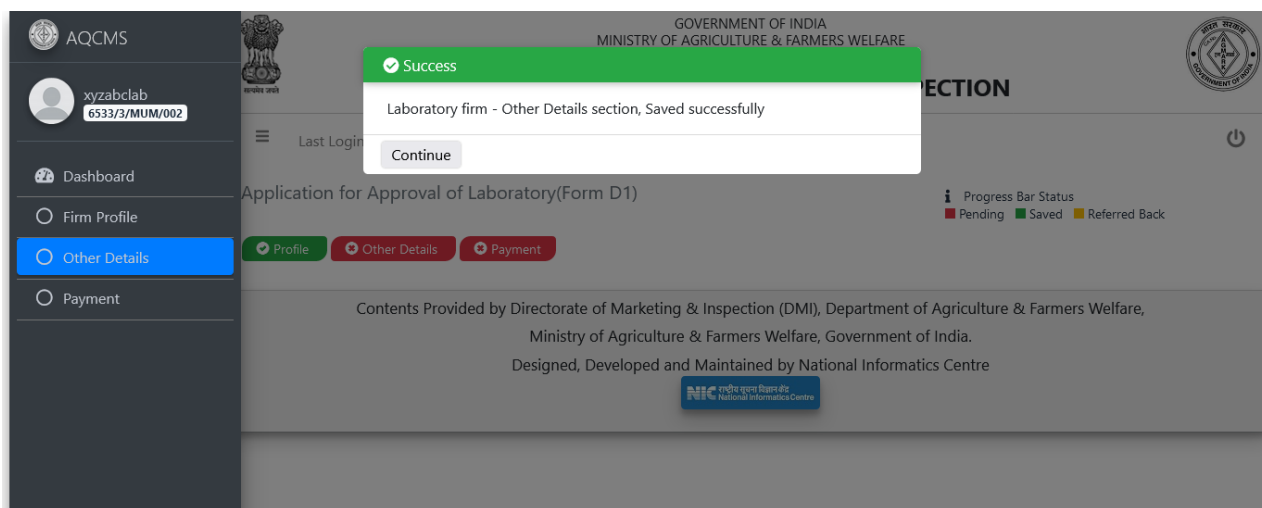
## Other Details

Description:

- 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







## 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](http://bharatkosh.gov.in) and the details are to be entered here
- Click on 'Yes' at "Is payment done at [bharatkosh.gov.in](http://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](http://bharatkosh.gov.in)
- FAQ are available along with a link to [bharatkosh.gov.in](http://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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- Dashboard
- Firm Profile
- Other Details
- Payment**

Last Login: No last log [IP: 10.158.81.90]

Application for Approval of Laboratory(Form D1)

Progress Bar Status  
■ Pending ■ Saved ■ Referred Back

Profile
Other Details
Payment

Payment		
Sr. No.	Category	Commodities
1	Fat Spread	<ul style="list-style-type: none"> <li>Mixed Fat Spread</li> <li>Fat Spread</li> </ul>
	<b>Processing Fee</b>	<b>Rs.10000</b>

Payment

**How To Do Online Payment**

- Link To Payment Online : [bharatkosh.gov.in](http://bharatkosh.gov.in)
- FAQ on payments
- PAO/DDO to whom payment is to be made : [Marketing Officer, DDO Code 200300](#)
- Is payment done on Bharatkosh?  Yes  No

Payment Details	
Payment Amount*	10000
Transaction ID/Receipt NO. *	TRNS123456789321
PAO/DDO Name *	Marketing Officer, DDO Code 200300
Date of Transaction*	16/09/2022
Upload Payment Receipt*	Attach File : <input type="button" value="Browse..."/> website_testing.pdf

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

**Note: Fees once paid, shall not be refunded**

Previous Section
Save

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- Dashboard
- Firm Profile
- Other Details
- Payment**

Last Login: No last log [IP: 10.158.81.90]

Application for Approval of Laboratory(Form D1)

Progress Bar Status  
■ Pending ■ Saved ■ Referred Back


Profile
Other Details
Payment

**Notification**

Laboratory firm - Payment Section, Saved successfully

Continue

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**DIRECTORATE OF MARKETING & INSPECTION**

Last Login: No last log [IP: 10.158.81.90]

Application for Approval of Laboratory(Form D1)

Progress Bar Status  
■ Pending ■ Saved ■ Referred Back

Profile
  Other Details
  Payment

Payment		
Sr. No.	Category	Commodities
1	Fat Spread	<ul style="list-style-type: none"> <li>Mixed Fat Spread</li> <li>Fat Spread</li> </ul>
	<b>Processing Fee</b>	<b>Rs.10000</b>

Payment

**How To Do Online Payment**

- [Link To Payment Online :bharatkosh.gov.in](http://Link To Payment Online :bharatkosh.gov.in)
- [FAQ on payments](#)
- PAO/DDO to whom payment is to be made : Marketing Officer, DDO Code 200300
- Is payment done on Bharatkosh?  Yes  No

Payment Details	
Payment Amount*	<input type="text" value="10000"/>
Transaction ID/Receipt NQ. *	<input type="text" value="TRNS123456789321"/>
PAO/DDO Name *	<input type="text" value="Marketing Officer, DDO Code 200300"/>
Date of Transaction*	<input type="text" value="16/09/2022"/>
Upload Payment Receipt*	Attach File : <input type="button" value="Browse..."/> No files selected. <a href="#">Preview</a> <span style="font-size: small;">File type: PDF, jpg &amp; max size upto 2 MB</span>

**Note: Fees once paid, shall not be refunded**

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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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- Dashboard
- Firm Profile
- Other Details
- Payment**



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## DIRECTORATE OF MARKETING & INSPECTION

☰ Last Login: No last log [IP: 10.158.81.90]



Application for Approval of Laboratory(Form D1)

Progress Bar Status  
■ Pending ■ Saved ■ Referred Back

- Profile
- Other Details
- Payment**

Payment		
Sr. No.	Category	Commodities
1	Fat Spread	<ul style="list-style-type: none"> <li>Mixed Fat Spread</li> <li>Fat Spread</li> </ul>
	<b>Processing Fee</b>	<b>Rs.10000</b>

Payment

### How To Do Online Payment

- Link To Payment Online : [bharatkosh.gov.in](http://bharatkosh.gov.in)
- [FAQ on payments](#)
- PAO/DDO to whom payment is to be made : Marketing Officer, DDO Code 200300
- Is payment done on Bharatkosh?  Yes  No

### Payment Details

Payment Amount*	<input type="text" value="10000"/>
Transaction ID/Receipt NO. *	<input type="text" value="TRNS123456789321"/>
PAO/DDO Name *	<input type="text" value="Marketing Officer, DDO Code 200300"/>
Date of Transaction*	<input type="text" value="16/09/2022"/>
Upload Payment Receipt*	Attach File : <input type="button" value="Browse..."/> No files selected. <small>Preview</small> <span style="color: blue;">●</span> File type: PDF, jpg & max size upto 2 MB

**Note: Fees once paid, shall not be refunded**

[Previous Section](#)

**Final Submit**

[Save](#)

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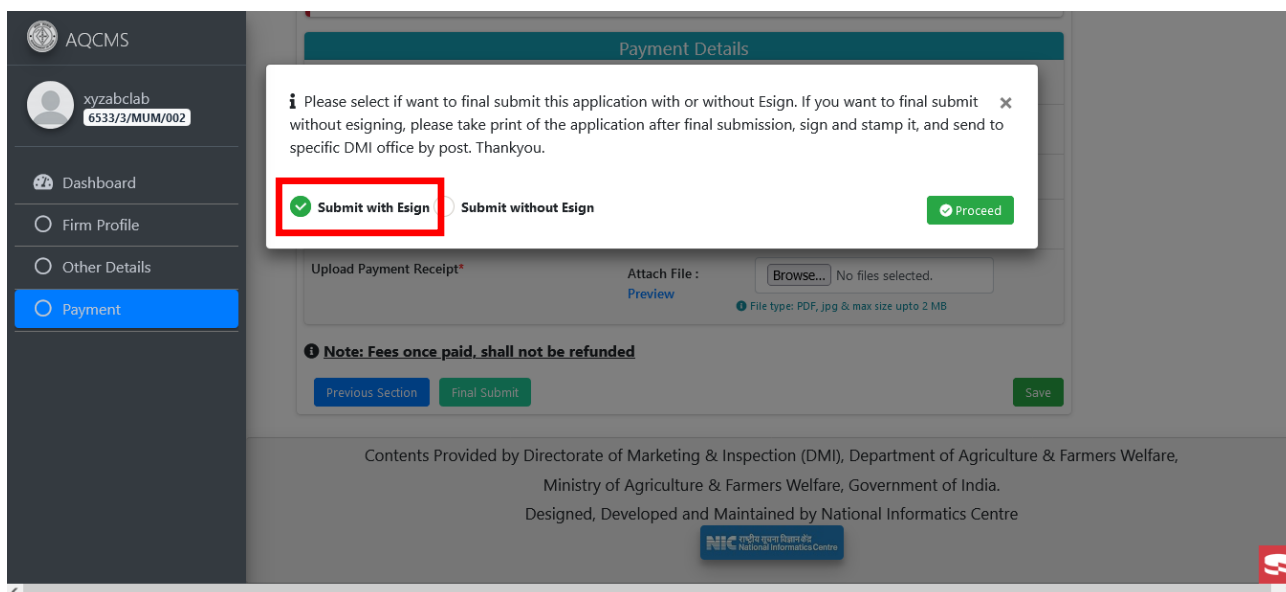
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- On click of 'Final Submit' button a PDF format file is generated as per the prescribed format and display the popup on the screen with two options 1)"Submit with Esign" and 2) "Submit without Esign" for application final submit process.

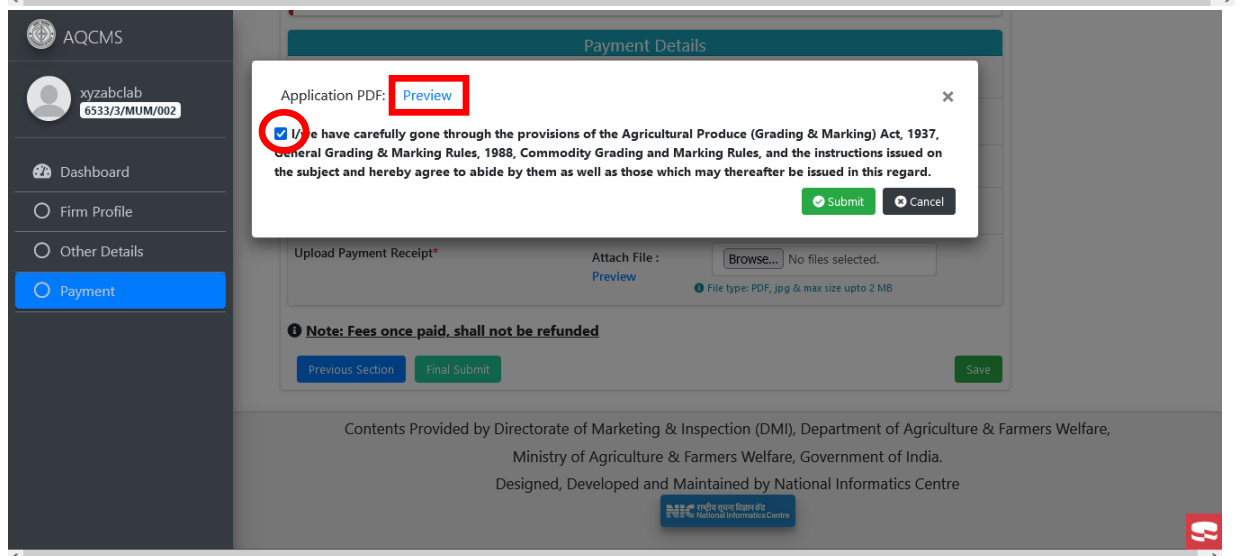
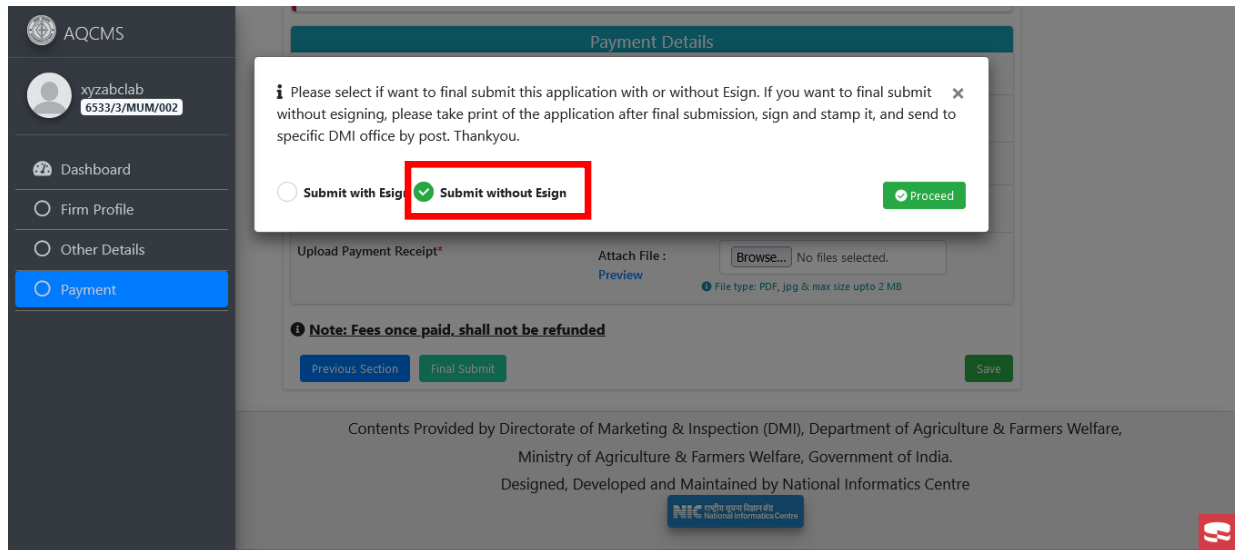
### 1) "Submit with Esign"

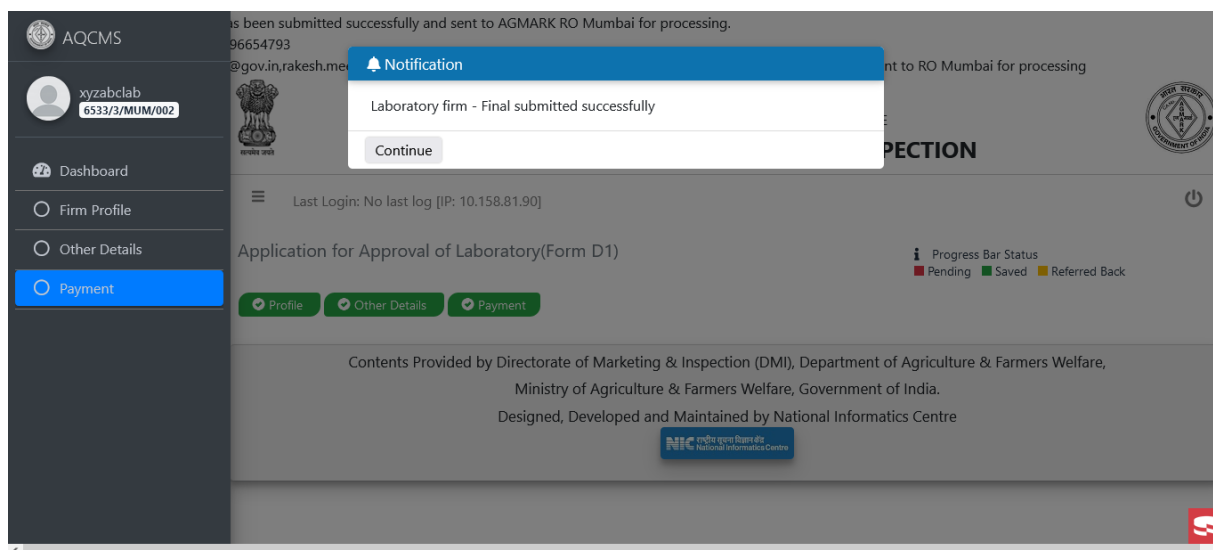
- If applicant select the option "Submit with Esign" and click on proceed button then display the E-signing authentication window on the screen and E-signing is Aadhaar UID based.
- A formal approval is taken from the applicant for using the aadhaar number for e-signing. Click on the check box to accept 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.



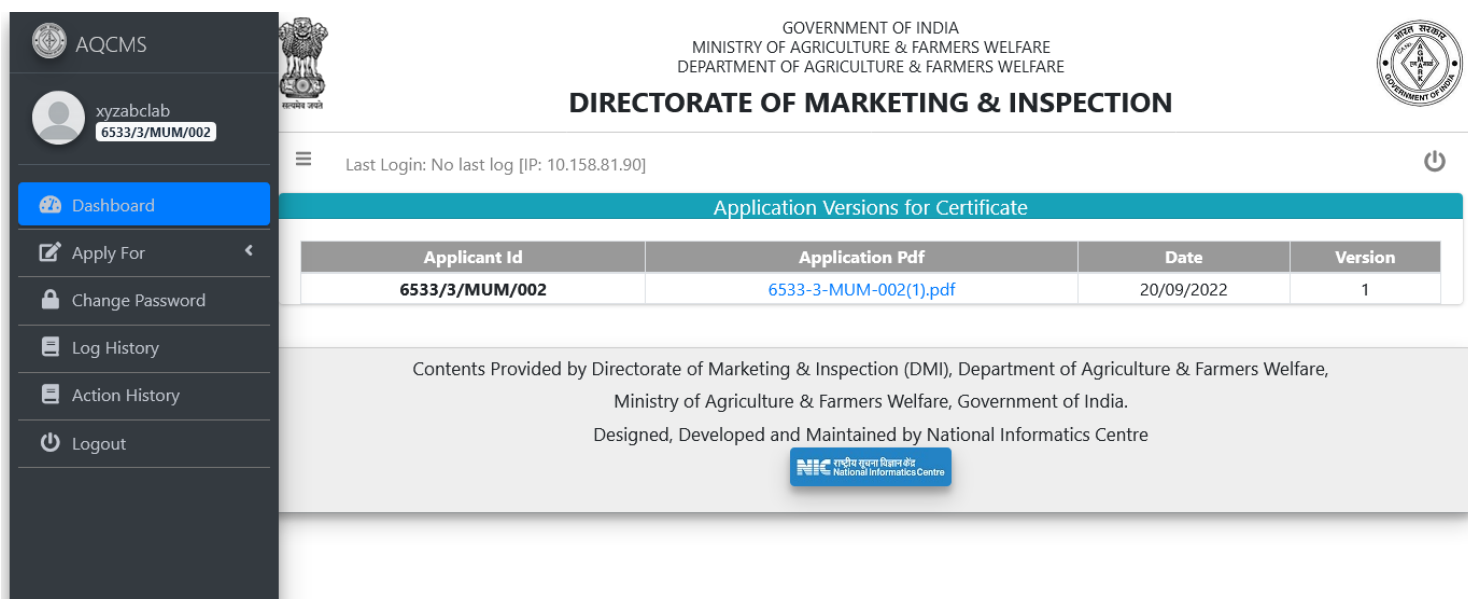
### 2) "Submit without Esign"

- 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.






- 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.



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Logged in Firm SK Laboratory with User Id [ 122/3/NGP/005 ] and IP Address [ 10.158.81.40 ] Last login: 23/07/2018 10:47:55 [Logout](#)

Application for Approval of Laboratory(Form D1)

Firm Profile
Other Details
Payment

Home

Firm Profile

Other Details

Payment

Final Submitted Application

### Payment

Sr. No.	Category	Commodities
1	Ghee	Ghee
Processing Fee		Rs.10000

How To Do Online Payment

- \* Link To Payment Online : [bharatkosh.gov.in](http://bharatkosh.gov.in)
- \* FAQ on payments
- \* Guide/Manual for using [bharatkosh.gov.in](http://bharatkosh.gov.in)
- \* PAO/DDO to whom payment is to be made : PAO Default
- \* Is payment done on Bharatkosh?  Yes  No

Payment Details

Payment Amount\*

Transaction ID/Receipt NO. \*

PAO/DDO Name\*

Date of Transaction\*

Upload Payment Receipt

Attach File : [Preview](#)  No files selected.

File type: pdf,jpg & Max-size:2mb

Referred Back History

Date	Reason	Comment
23/07/2018 11:09:48	Payment Receipt Invalid	Recheck

Note: Fees once paid, shall not be refunded

Previous Section
Save

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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.



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Logged in Firm SK Laboratory with User Id [ 122/3/NGP/005 ] and IP Address [ 10.158.81.40 ] Last login: 23/07/2018 11:41:42 [Logout](#)

Application for Approval of Laboratory(Form D1)

- Firm Profile
- Other Details
- Payment

- Home
- Firm Profile
- Other Details
- Payment

**Final Submitted Application**

**Laboratory Firm Profile**

**Firm Details**

Laboratory Name \*

Type of laboratory\*

Commodities List\*

**Firm Address**

Address \*

State/Region \*

District \*

Pin Code \*

Email Id\*

Mobile No.\*

**Firm Status**

Business Type \*

Please select the Document name which is to be uploaded. Have a scanned copy of it ready?  
Attach File : [Preview](#)  No files selected.  
File type: pdf,jpg & Max-size:2mb

**Date Establishment**

Date\*

**Previous Communication**

Date	Remark	Reply	Action
23/07/2018 11:52:22	check application ones again		

**Current Reply**

## 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



The screenshot shows the user interface for the Directorate of Marketing & Inspection. At the top, it displays the organization's name and logo. A navigation menu on the left includes Home, Application Status, Log History, and Logout. The main content area shows a table of log history with columns for Date, TimeIn, TimeOut, Duration, Remark, and IP Address. A search button is also present.

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Government of India

logged in as **Form A Firm** with User Id [ 160/1/NGP/001 ] and IP Address [ 10.26.17.5 ] Last login: 29/11/2017 16:06:48 [Logout](#)

Given Below is your log history [View Search](#)

Date	TimeIn	TimeOut	Duration	Remark	IP Address
29/11/2017	16:46:08		Current Session	Success	10.26.17.5
29/11/2017	16:06:48	16:45:32	39 min 44 sec	Success	10.26.17.5

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