



**AGMARK Quality Control Management System** 

# **User Manual on**

# **Online Application of Printing Press**

Prepared for:





Prepared By:



## National Informatics Centre, Nagpur

Ministry of Electronics & Information Technology Government of India





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#### Secondary/Firm User Login

• Login with valid premises id and password

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НОМЕ	Applicant Login for Certificate of	Printin	g Permission		
ACT AND RULES					
ABOUT AGMARK online	s	gn In			
HOW TO APPLY	6533/2/PUN/003		Trouble Logging In?		
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DMI PORTAL	Su	omit	• Password related queries refer the Manual		
	- UR -				
	よ Sign Up 🎤 Forgot Passv	ord			

• Click on "Apply For" button and select New Certificates to submit fresh application for printing press permission



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New Certification		
Change Password     Log History	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	
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#### **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.
- If applicant select "Yes" option for "Is Declaration in prescribed proforma attached(form B2)" then "Declaration in prescribel Proforma" file upload option available.
- 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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#### **Premises Profile**

Description:

- Premises Profile having details like address, GST No, Layout Plan, Representative details etc .
- If applicants have GST No then select "Yes" option for "Do you Have GST Certificate" and enter GST number and upload GST registration copy.
- If Layout Plan then select "Yes" option for "Is Layout Plan attached" and uploaded Layout plan copy.
- Used unique number for representative details of one and two.
- 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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			11.	Pin Code *	564235		
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	Do you Have GS	T Certificate ? Yes No					
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### **Unit Details**

Description:

- Unit details having details like printing machine details, fabrication details, etc.
- If applicant select "No" in "Do you have Machinery details?" then Machinery details table and uploaded field not available
- 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 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















## **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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	PAO/DDO Name *	Marketing Officer,	DDO Code 200300		
	Date of Transaction*	15/09/2022			
	Upload Payment Receipt*	Attach File : Preview	Browse No files selected. File type: PDF, jpg & max size upto 2 MB		
	Note: Fees once paid, shall not be re     Previous Section     Final Submit	funded		Save	

• 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.

	Payment Details
APK Printing press 6533/2/PUN/003	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	Submit with Esian Submit without Esian
O Firm Profile	
O Premises Profile	Upload Payment Receipt* Attach File : Browse No files selected.
O Unit Details	Preview File type: PDF, jpg & max size upto 2 MB
O Payment	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
	NEC National Informatics Centre

#### 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
APK Printing press 6533/2/PUN/003	Application PDF: Preview X We have carefully gone through the guidelines for permission to the printing presses issued by Agricultural marketing Adviser to the Government of India. I/We hereby agree to abide by the instructions issued or that may be issued in this regard from time to time.
O Firm Profile O Premises Profile	Upload Payment Receipt* Attach File : Browse No files selected.
O Unit Details	Filetype: PDF, jpg & max size upto 2 MB
O Payment	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.
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- 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.

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- 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.

	Application for Grant of Permi	ssion to Printing Press (Fo	orm B1)			
Firm Profile 🥥 Premises Prof	ile 🥥 Unit Details 👁 🛛 🛛 🛛 🖓	ment ©				
Home Printing Firm Profile		Payment	Final Submited	Application		
Printing Premises Profile	Sr. No.	Selected Pac	kaging Material	-		
Printing Unit Details	1	Poly	Pouch			
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		How To Do Online Paymo	ent			
	* Link To Payment Online : b	pharatkosh.gov.in				
	* Guide/Manual for using bharatkosh.gov.in					
	* PAO/DDO to whom payme	ent is to be made : PAO Default				
		Payment Details				
	Payment Amount*	10000				
	Transaction ID/Receipt NO. *	on ID/Receipt NO. * T-5214				
	PAO/DDO Name*	PAO Default				
	Date of Transaction*	20/07/2018				
	Upload Payment Receipt					
	Attach File : Preview Browse	e No files selected.				
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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.





		Directorate of Ma epartment of Agriculture Govern	arketing & Inspection Cooperation and Farmer's Welfare ment of India	
	Logged in Firm Shila Printing I	Press with User Id [ 122/2/NGP/004 ]	and IP Address [ 10.158.81.40 ] Last login: 20/07/2018 17:36:	12 Logout
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-	Payment	Firm Name *	Shila Printing Press	
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1		State/Region *	Maharashtra	
1		District *	Nagpur	
		Pin Code •	440088	
		Email Id *	pravin.bhakare.84@gmail.com	
		Mobile No. *	9371371276	
		Phone No.		
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### **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





AQCMS	GOVERNMENT OF INDIA MINISTRY OF AGRICULTURE & FARMERS WELFARE DEPARTMENT OF AGRICULTURE & FARMERS WELFARE						
APK Printing press 6533/2/PUN/003	Last Login: 20/09/2022 14:59:53 IIP: 10 158 81 901						
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Log History	Show 10 entries S						
E Action History	Date <sup>↑↓</sup>	User Id î↓	Timeln î↓	<b>TimeOut</b> 1↓	Duration 🌐	Remark î↓	IP Address 1
U Logout	20/09/2022	6533/2/PUN/003	15:41:41		Current Session	Success	10.158.81.90
	20/09/2022	6533/2/PUN/003	14:59:53	15:41:13	41 min 20 sec	Success	10.158.81.90
	20/09/2022	6533/2/PUN/003	14:55:23	14:55:31	0 min 8 sec	Success	10.158.81.90
	Showing 1 to 3 of 3 entries						Previous 1 Next
<							