

Plant Quarantine Information System (PQIS)

(http://plantquarantineindia.nic.in)

User Manual for Importers and Exporters

Directorate of Plant Protection, Quarantine & Storage Department of Agriculture & Cooperation Ministry of Agriculture Government of India

Version 1.0 Release January, 2011

Application Software Developed by SRIT, Bangalore

Project Execution by

Agricultural Informatics Division National Informatics Centre Department of Information Technology Ministry of Communications & Information Technology Government of India, New Delhi



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National Informatics Centre



Table of Contents

Execu	tive Summary	4
1.	Guidelines	5
1.1	How to access website?	5
1.2	How to Register Online?	5
1.3	For Importers	7
1.3.1	How to login?	
1.3.2	How to Apply Online?	9
1.3.3	How to know your application status?	. 13
1.3.4	Import Permit – Applications list (Adv Search for IP)	. 13
1.3.5	Import Permit – Search by Application Number ("Search IP")	. 15
1.3.6	Import Release Order – Applications list (Adv. Search for IR)	. 16
1.3.7	Import Release – Search by Application Number ("Search IR")	. 17
1.3.8	Import Permit – View pending list	. 18
1.3.9	Import Release – View pending list	. 18
1.4	For Exporters	. 19
1.4.1	How to login?	. 19
1.4.2	How to Apply Online?	. 21
1.4.3	How to know your application status?	. 22
1.4.4	Phyto-Sanitary Certificates – Applications list (Adv. Search)	. 23
1.4.5	Phyto-Sanitary Certificates – Search by Application Number ("Search PSC")	. 24
1.4.6	Import Release – View pending list	. 25
1.5	How to Change your password?	. 25
1.6	How to Update your profile?	. 26
1.7	Forgot your password?	. 27
2.	The Directorate of Plant Protection, Quarantine & Storage (D&PPQS)	28
2.1	Plant Quarantine	. 28
2.2	Contact Details	
3.	Project Executing Agency – National Informatics Centre	33
3.1	Contact Details	
4.	Application Software Development Agency - SRIT	34
4.1	Contact Details	. 34
Annex	kure – A	35
Glossa	ary and Acronyms	35

Executive Summary

The objective of the Plant Quarantine Information System is to provide an efficient and effective service, which fully satisfies our customers, such as importers, exporters, individuals and the Government. Plant Quarantine Information System facilitates Importers to apply online for Import Permit, Import Release Order and Exporters to apply online for Phyto-sanitary Certificate. Exporters and Importers can view the status of their application online and access history of his application during entire life cycle of the application. This will help in brining transparency in functioning. Automation of background workflow processes will result in speedy processing of these applications saving time and workload. Availability of searchable information from related documents of Import (Plant Quarantine Order) and Exports (Export inspection and certification procedure) has made the reference to these documents easy for Importers and Exporters.

1. Guidelines

1.1 How to access website?

- 1. Invoke Internet Browser
- 2. Type http://plantquarantineindia.nic.in in address bar of the Internet Browser

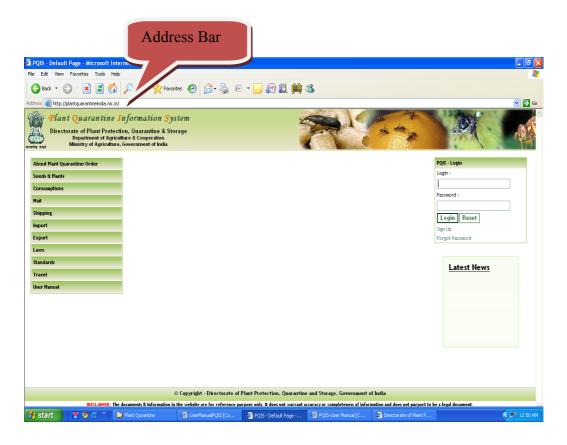


Figure – 1 (Home Page)

- 3. The Screen will be displayed as above in Figure -1.
- 4. User can access information on the website regarding Pre-requirements, procedures for importing and exporting plant material and plant products, etc. by clicking links displayed in left window of the home page.

1.2 How to Register Online?

- 1. After accessing home page as given in the steps above, click "Sign up" link in the login window as shown in Figure-2.
- 2. The screen will be displayed as given in Figure -3.

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User Manual	Up
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DISCLAIMER: The d	ocuments & Information in the website are for reference purpose only. It does not warrant accuracy or completeness of information and does not purport to be a legal document.
Done	🔮 Internet

Figure -2 (Sign Up / Register)

- 3. The screen will be displayed as given in Figure -3.
- 4. Enter your name.
- 5. While Importer / Exporter may register with any Plant Quarantine Station, provision for entering 5 addresses of his office locations has been given. Enter addresses.
- 6. Select Client type (Importer or Exporter)
- 7. Enter your IE Code (Import Export Code given by DGFT).
- 8. Enter Contact No.
- 9. Enter Mobile No.
- 10. Select Plant Quarantine Station where you desired to register.
- 11. Enter your e-mail Id.
- 12. For Credentials, Enter your desired login and password.
- 13. Specify your secret question and answer. It will be helpful in resetting your password, in case it is forgotten by you.
- 14. Type the code shown in the image displayed next to this field. This is necessary for avoiding cyber attacks and making website secured.
- 15. Fields against which * is marked are mandatory.
- 16. Complete the form and click the submit button.
- 17. After submitting, your request will be sent to respective Plant Quarantine Station.
- 18. Plant Quarantine Station after validating your details will activate your account. After activation you will receive e-mail message as "Your account has been activated."

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Figure -3 (Sign up Form)

1.3 For Importers

1.3.1 How to login?

- 1. Login window is provided on the top right corner of the home page as shown in Figure-4.
- 2. Enter your login.
- 3. Enter your password.
- 4. Click "Login" button to Login into the system.
- 5. Welcome screen will be displayed as shown in Figure -5
- 6. In case of Importer, the list of applications submitted by the importer will be listed on the screen. Importer can view his application, print it, know its current status, Fees details and payment status in this list.

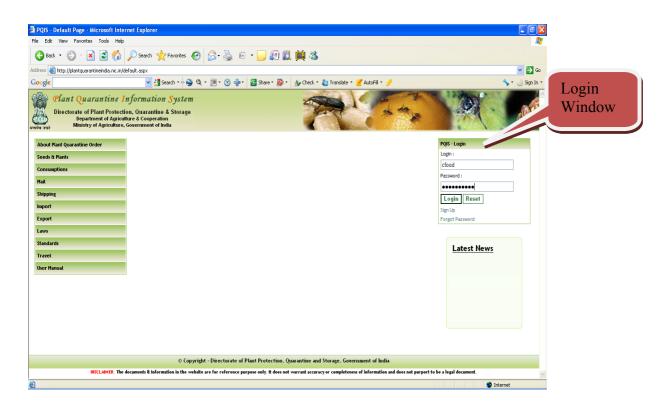


Figure – 4 (Login Window)

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1.3.2 How to Apply Online?

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Figure -6 (Apply Online for Importers)

1.3.2.1 Import Permit

- 1. Login into the system as explained above.
- 2. Expand "Apply Online" link on as shown in Figure 6.
- **3.** Importer can submit the following applications online for Import Permit by clicking the respective link
 - a. PQForm 1- Application for Permit to Import plants/plant products for consumption or processing
 - b. PQForm 2 Application for **Permit to Import plants/plant materials for sowing/planting/propagation**
 - c. PQForm 6 Application for Permit to Import soil/peat or Sphagnum moss or other growing media
 - **d.** PQForm 12 Application for **Permit to import live** insects/mites/nematodes/microbial cultures including algae/bio-control agents
- 4. Fields against which * is marked are mandatory.
- 5. Fill the application.
- 6. You can save application for later submission by clicking "Save" Button or click "Submit" button to submit it.
- 7. You can print the application by clicking "Print" button.
- 8. You can view the "fee" by clicking "View fee calculations" link at the bottom of the screen.

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Figure -7 (PQ Form 1)

Application for Permit to Import Plant/Plant products for consumption or processing

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Figure - 8 (PQ Form 2)

Application for Permit to Import plants/plant materials for sowing/planting/propagation

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Figure - 9 (PQ Form 6)

Application for Permit to Import soil/peat or Sphagnum moss or other growing media

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elcome: <u>corp food ltd</u> - IMPO	RTER			<u>User-Manual</u> Loge
4	Application for	Permit to import live insects/mites/nematodes/microbi	al cultures including algae/bio-co	ntrol agents-PQForm 12
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vices 📀				
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	Particulars of documents attached if any:			
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	Plant Part:	Select	Category:	Select 💌 🔹
	Description of insects/mites/nematode (common /scientific names):	es/microbial cultures/ biocontrol agents intended to import		*
	Taxon (Class/order/family/ sub-family	tribe/ races or strains):		
	Stages of the organism:		Number of specimens and units:	Select 👻
	Host Species, if any (Common/Scientific Name):		Mode of Packing, no of packages and distinguishing marks:	
	I/We hereby undertake to abide by	y the instructions/guidelines issued by the Plant Protection Adviser t	to the Govt. of India from time to time in	this regard.
		Save Submit Print Close	e View Fee Calculation.	

Figure - 10 (PQ Form 12)

Application for Permit to import live insects/mites/nematodes/microbial cultures including algae/bio-control agents

1.3.2.2 Import Release order

- 1. Login into the system as explained above.
- 2. Expand "Apply Online" link on as shown in Figure 6.
- 3. Click IRO Application for Import Release Order
- 4. The form will be displayed as given in Figure -11.
- 5. Fields against which * is marked are mandatory.
- 6. Fill the application.
- 7. You can save application for later submission by clicking "Save" Button or click "Submit" button to submit it.
- 8. You can print the application by clicking "Print" button.

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	Country of Origin:	Select	*			Point of Entry:	Select	*
	Country of Re-Export:	Select	*			Purpose of Import:	Processing	~
	Bill of Entry No:	*				B/E Date:		•
	Vessel Name:					Date of Arrival:		(dd/MM/yyyy)
	Place of Inspection:		*			Inspection Date:		*(dd/MM/yyyy)
	PSC No:					PSC Date:		(dd/MM/yyyy)
	Value of Commodity:	Rs						
	Necessary Documents:	Packing list	_	ite of Origin ing/Airway Bill	Bill of Entry Fumigation Ce	rtificate		
	1) I /we hereby declare t Import into India) Order, 20					and correct. (2) 1/We abide t riser	by the provisions of the Plan	nt Quarantine (Regulation of
				Save	Submit Print	t Close		

Figure - 11 (Import Release Order)

1.3.2.3 Applying for Re-validation

- 1. Login into the system as explained above.
- 2. Expand "Apply Online" link on as shown in Figure 6.
- 3. Click Request for Revalidate.

1.3.3 How to know your application status?

- 1. Login into the system as explained above.
- 2. Expand "Application Status" link on as shown in Figure 12.

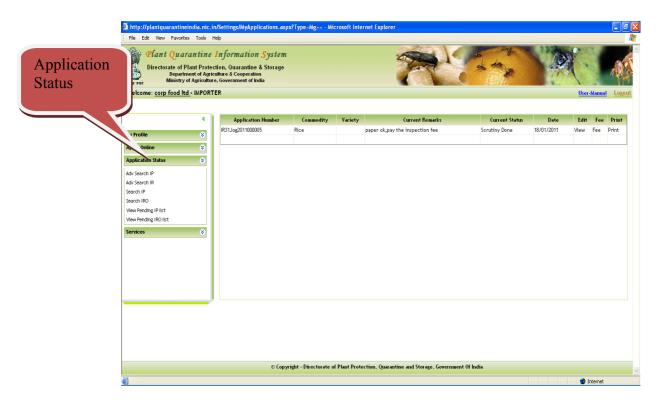


Figure - 12 (Application Status for Importers)

- 3. Different options are available to search your application and know the status. These are
 - a. Advance Search for Import Permit
 - b. Advance Search for Import Release
 - c. Search for Import permit by application number
 - d. Search Import Release by application number
 - e. View pending IP list
 - f. View Pending IRO List

1.3.4 Import Permit – Applications list (Adv Search for IP)

After clicking the link "Adv. Search for IP", screen is displayed as shown in Figure – 13. This list gives overview of Import permit applications of importers pending at various levels. By expanding the list by clicking the Down Double arrow link as shown in Figure-13 at particular level, you can access your application, click it and view the application processing life cycle by clicking "view" link as shown in Figure – 14.

🗿 http://plantquarantineindia.nic.in	- PQIS - Application Status View - M	icrosoft Internet Explorer			- 7 ×	
File Edit View Favorites Tools He	de				At 1997	
Plant Quarantine 1 Directorate of Plant Protect Department of Agricu Ministry of Agriculture Welcome: corp food ltd - IMPORTE	tion, Quarantine & Storage liture & Cooperation , Government of India	1	R C			
welcome: corp tood ita - IMPORTE	ĸ				<u>User-Manual</u> Logout	
		1 - 10 - 20				
•	Search	Application	List(IMPORT PERMIT)		*	
My Profile 😵						
Apply Online 😵	Application No:					
Application Status	From Date:	18-01-2011	To Date:	19-01-2011		
Services 😵			Search			-
	Applications Sent to Scrutiny				8	For
	0 -Applications					Expanding
	Applications Sent to Lab				8	Expanding
	0 -Applications					
	Applications Sent to Inspection				⇒ //	
	0 -Applications					
	Approved Applications				*	
	1 -Applications					
	Applications Sent for Treatment				*	
	0 -Applications Applications with Duty Officer				*	
	0 -Applications				•	
	Applications with Signing				*	
	0 -Applications					
	Applications with Cashier				*	
	0 -Applications					
	Other Applications				*	
	0 -Applications					
					<u>×</u>	
e					🌏 Internet	

Figure - 13 (Import Permit Applications pending at various levels list)

File Edit View Plant (Ministry Directoral I	rantineindia.nic.in - PQIS - A Favorites Tools Help Quarantine Informate te of Plant Protection, Quar Department of Agriculture & Coo- instry of Agriculture, & Covernmi	antine & Storage operation	t Internet Explorer			
	ood Itd - IMPORTER				User-Ma	nual Logout
-						
<u>e</u>	PQIS - ApplicationView We				2 🛛	*
ty Profile		Application Details Scrutiny D	etails Billing Details History Deta	ails		*
Apply Online		Applica	tion Details			
Application Stat	Applicant Name:	corp food Itd	Applicant Address:	Kolkatta	1-2011	
ervices	Import Purpose:	Processing	Country Of Re-Export:			
ervices	Commodity:	Rice	Quantity:	45000.000 MTS		*
	Document Submitted:		Performa Invoice			
	Current Status:	Signing Authority Approved	Remarks:	SCHEDULE - 6	Concernation of the second	*
	Exporter Name:	test	Exporter Address:	Nepal		
	Packing type:	Containers	Country of Origin:	Libya		*
	Plant Part:	Grain	Category:	Cereals and Cereal Products		
	Point of Entry:	Jogbani Road	Foreign port of Shipment:	any		
		View Ap	plication Details			_
			Close		s Date 2y Approved 18/01/2011	View View
http:	o septico	ps/ApplicationData.aspx?ID=OTM2&Type= cons ions with Duty Officer	MQ==&PQStationID=MzE=	🕑 Internet		*
	0 -Applica					
	0 -Applica	i viona				×

Figure - 14 (Import Permit application details, comments at various levels and History)

1.3.5 Import Permit – Search by Application Number ("Search IP")

After clicking the link "Search IP" the screen is displayed as in Figure – 15. Enter application number and click "Search" button. Your application details will be displayed. You can know the action at each level by clicking tabs "Application Details", "Scrutiny Details", "Billing Details" and "History". History tab will display the entire life cycle of the application for Import permit.

🗿 http://plantquarantineindia.nic.in	- PQIS - Search Application - Microsoft Intern	iet Explorer		
File Edit View Favorites Tools H	elp			A 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997
Plant Quarantine D Directorate of Plant Protect Department of Agriculture	tion, Quarantine & Storage ulture & Cooperation e, Government of India	7	(7 m)	
Welcome: corp food ltd - IMPORTE	ER			User-Manual Logout
4 My Profile 😵 Apply Online 😪	Application No: IPC31Jor		PERMIT)	
Application Status	Application Details Scrutiny Details Billing I			î
		Application Details		
Services 😵	Applicant Name:	corp food Itd	Applicant Address:	Kolkatta
	Purpose Of Import:	Processing	Export Country:	
	Commodity:	Rice	Quantity:	45000.000
	Document Submitted:	Performa Invoice,		
	Current Status:	Signing Authority Approved	Remarks:	SCHEDULE - 6
	Exporter Name	test	Exporter Address	INepal
	Packing type:	Containers	Country of Origin:	Libya
	Final remarks	issue		
	View Application Details			
				×
	© Copyright - Directorate	of Plant Protection, Quarantine and Storage, Govern	nent Of India	
a				🔮 Internet

Figure - 15 (Search Import Permit by Application Number)

Departm	ent of Agricult f Agriculture, (on, Quarantine & : ture & Cooperation Government of India			<u>- 177</u>	User-Manual Lo
Profile	*	Application No:		Search Application(IMPORT PERMIT) IPC31Jog2011000005 Search		
pty Online	8		Scrutiny Detail	s Billing Details History Details		
plication Status	8	History Det	ails:			
vices	۲	Sent by	Sent To	Status	Remarks	Date
		corp food Itd		Created		18/01/2011
		corp food Itd	Scrutiny	Submit the document to Scrutiny Officer and pay the fee after verification.		18/01/2011
		scr2	mr duty officer	Scrutiny Done	paper found ok. paY THE FEE	18/01/2011
		Cash2	Duty Officer	Bill Collected		18/01/2011
		mr duty officer	sign2	Sent for Approval	issue	18/01/2011
		sign2		Signing Authority Approved	issue	18/01/2011

Figure - 16 (Search Import Permit –History details)

1.3.6 Import Release Order - Applications list (Adv. Search for IR)

After clicking the link "Adv. Search for IR", screen is displayed as shown in Figure -16. This list gives overview of Import Release applications of importers pending at various levels. By expanding the list by clicking the Down Double arrow link as shown in Figure-17 at particular level, you can access your application, click it and view the application processing life cycle by clicking "view" link.

http://plantquarantineindia.nic.in	- PQIS - Application Status View - M	licrosoft Internet Explorer				
File Edit View Favorites Tools He	de				AT	
Plant Quarantine 1 Directorate of Plant Protect Department of Agricu Ministry of Agriculture	ion, Quarantine & Storage Iture & Cooperation , Government of India	2				
Welcome: corp food ltd - IMPORTE	ĸ			, in the second s	Iser-Manual Logout	
•		Application L	ist(IMPORT RELEASE)			
My Profile 😵	Search				8	
Apply Online 😵	Application No:					
Application Status	From Date:	18-01-2011	To Date:	19-01-2011		
Services 😵			Search			
services 📀	Applications Sent to Scrutiny				*	
	0 -Applications					
	Applications Sent to Lab				Ex	panding
	0 -Applications					r
	Applications Sent to Inspection					
	0 -Applications					
	Approved Applications				*	
	0 -Applications					
	Applications Sent for Treatment				۲	
	0 -Applications					
	Applications with Duty Officer				*	
	0 -Applications					
	Applications with Signing				*	
	0 -Applications					
	Applications with Cashier				*	
	1 - Applications					
	Other Applications				× _	
	0 -Applications				~	
e)					Internet	

Figure - 17 (Search Import Release Applications pending at various levels list)

प्रमेव जयते Minist	ry of Agriculture, (ure & Cooperation Government of India PQIS - ApplicationView Web	b Page Dialog		2 < 2 < 2 < 2 < 2 < 2 < 2 < 2 < 2 < 2 <	User-Man	nat Log
			Application Details Scrutiny De	tails Billing Details History Det	ails		
			Applica	tion Details			
Profile	*	Applicant Name:	corp food itd	Applicant Address:	Kolkatta		
		Import Purpose:	Processing	Country Of Re-Export:			
ly Online	۲	Commodity:	Rice	Quantity:	45000.000 MTS		
lication Status	۲	Document Submitted:		Performa Invoice			
ices	*	Current Status:	Signing Authority Approved	Remarks:	SCHEDULE - 6		
		Exporter Name:	test	Exporter Address:	INepal		
		Packing type:	Containers	Country of Origin:	Libya		
		Plant Part:	Grain	Category:	Cereals and Cereal Products	5	
		Point of Entry:	Jogbani Road	Foreign port of Shipment:	any	-	
			View App	lication Details			6
	E						
				Close			3
						Date	View
						18/01/2011	View
	http:	//plantquarantineindia.nic.in/Settings	:/ApplicationData.aspx?ID=OTM2&Type=M	Q==&PQStationID=MzE=	💣 Internet		
	http:	//plantquarantineindia.nic.in/Settings	/ApplicationData.aspx?ID=OTM2&Type=M	Q==&PQStationID=MzE=	🔮 Internet		
	http:			Q==&PQStationID=MzE=	Internet		
	http:	//plantquarantineindia.nic.in/Settings Applications Sent for Treatment 0 -Applications		Q==&PQStationID=MzE=	🔮 Internet		

Figure 18 (Advance Search for Import Release – Applications details)

1.3.7 Import Release – Search by Application Number ("Search IR")

After clicking the link "Search IR" the screen is displayed as in Figure – 19. Enter application number and click "Search" button. Your application details will be displayed. You can know the action at each level by clicking tabs "Application Details", "Scrutiny Details", "Billing Details", "Lab details", "Treatment Details" and "History". History tab will display the entire life cycle of the application for Import permit.

🖹 http://plantquarantineindia.nic		ft Internet Explorer			
Directorate of Plant Prot Department of Ag	e Information System tection, Quarantine & Storage riculture & Cooperation ure, Government of India		7		User-Manual Logout
4		Sea	rch Application(IMPO	RT RELEASE)	
My Profile 🛛 😵	Application No:	IR31Jog2011000005	Search		
Apply Online 😵	Application Details Scrutiny Details	Billing Details Inspection I	Details Lab Details Treatr	nent Details History Details	^
Application Status 🛛 😵			Application Deta	ails	
ervices 😵	Applicant Name:	corp food itd		Applicant Address:	Kolkatta
	Purpose Of Import:	Processing		Export Country:	
	Commodity:	Rice		Quantity:	45000.000
	Document Submitted:	Packing list, Import Permit,	invoice,		E
	Current Status:	Scrutiny Done		Remarks:	New IRO Application
	Exporter Name	test		Exporter Address	INepal
	Packing type:	Containers		Country of Origin:	Libya
	Commodity Value:	34567.00		Distinguish Mark:	
	Final remarks	paper ok,pay the inspectio	n fee		
	View Application Details	- And - Olive Devention	Quantina at Marca Ca	annan (j. j. j.	
	© Copyright - Dir	ectorate of Plant Protection,	Quarantine and Storage, Gov	rernment Of India	
					Internet

Figure - 19 (Search Import Release by Application Number)

			Search Application(IMPORT RELEASE)		
Profile	Application No:				
ly Online Nication Status			etails Billing Details Inspection Details Lab Details Treatment Details Histor	y Details	
vices					
nces	Sent by corp food	Sent To	Status Submit the document to Scrutiny Officer and pay the fee after	Remarks	Date
	Itd	Scrutiny	verification.		18/01/2011
	corp food Itd	Scrutiny	Submit the document to Scrutiny Officer and pay the fee after verification.	New IRO Application	18/01/2011
	scr2	mr duty officer	Scrutiny Done	paper ok,pay the inspection fee	18/01/2011
					_

Figure -20 (Search Import Release by Application Number – History Details)

1.3.8 Import Permit - View pending list

After Clicking option "View Pending IP List", the screen is displayed as given in Figure -21.

http://plantquarantineindia.nic		- Microsoft Internet	Explorer						_ 7
Directorate of Plant Proto Department of Agr	e Information System ection, Quarantine & Storage riculture & Cooperation ure, Government of India			7			User	-Manua	Logout
•	Application Number	Commodity	Variety	Current Remarks	Current Status	Date	Edit	Fee	Print
My Profile 😵	IPC31Jog2011000005	Rice		issue	Signing Authority Approved	18/01/2011	View		Print
Apply Online Application Status Services									
	© Соругі	ght - Directorate of P	lant Protect	tion, Quarantine and Stora	age, Government Of India				
é							0	internet	

Figure -21 (View pending Import Permit List)

1.3.9 Import Release - View pending list

After Clicking option "View Pending IR List", the screen is displayed as given in Figure -21.

p://plantquarantineindia.nic.in Edit View Favorites Tools H		···· ,);···6 ·····						_
Directorate of Plant Protector Department of Agric	Information System ction, Quarantine & Storage culture & Cooperation e, Government of India			7				A
ome: corp 100a tta - IMPORT	Application Number	Commodity	Variety	Current Remarks	Current Status	Date	Edit	<u>Manual Log</u> Fee Print
	IR31Jog2011000005	Rice	variety	paper ok,pay the inspection fee	Scrutiny Done	18/01/2011	View	Fee Print
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				ction, Quarantine and Storage, Governmen	t Of India			R ²⁰ 111
tart 🔰 😤 🦻 🎒 📜	🔄 Documents 🛛 🔮 I	PQIS-User Manual [C	🖉 http:/	/plantquarantin				S 2" 11
			. —	ending Impor				

1.4 For Exporters

1.4.1 How to login?

- 1. Login window is provided on the top right corner of the home page as shown in Figure-23.
- 2. Enter your login.
- 3. Enter your password.
- 4. Click "Login" button to Login into the system.
- 5. Welcome screen will be displayed as shown in Figure -24
- 6. In case of Exporter, the list of applications submitted by the Exporter will be listed on the screen. Exporter can view his application, print it, know its current status, Fees details and payment status in this list

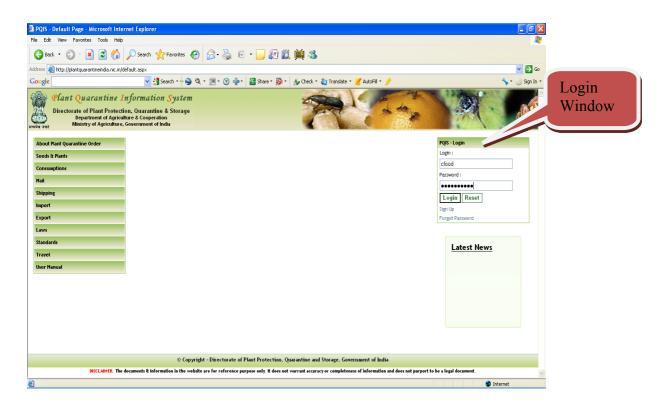


Figure – 23 (Login Window)

http://plantquarantineindia.nic	.in/Settings/MyApplications.asp	x - Microsoft Interne	et Explorer						
File Edit View Favorites Tools	Help								
Directorate of Plant Prot Department of Ag Ministry of Agricult	e Information System tection, Quarantine & Storage riculture & Cooperation ure, Government of India			7					10
Welcome: <u>corp Food Exp</u> - EXPC	ORTER						User	-Manua	Logou
4	Application Number	Commodity	Variety	Current Remarks	Current Status	Date	Edit	Fee	Print
	PSC31Jog2011000005	Rice		may be issued	Signing Authority Approved	18/01/2011	View	Fee	Print
y Profile 😵									
ply Online 😵									
plication Status 🛛 😵									
rvices 😵									
	-								
	© Сору	right - Directorate of I	Plant Protec	tion, Quarantine and Stor	age, Government Of India				
							1.1.0	Internet	

Figure – 24 (Welcome Screen for Exporters)

	http://plantquarantineindia.nic File Edit View Favorites Tools		< - Microsoft Intern	et Explorer						
	Directorate of Plant Prot Department of Ag	e Information System ection, Quarantine & Storage riculture & Cooperation ure, Government of India			7					AQ.
pply	Welcome: corp Food Exp - EXPO	DRTER						Use	r-Manua	Logo
pply nline	4	Application Number	Commodity	Variety	Current Remarks	Current Status	Date	Edit	Fee	Print
	My Profile 😵	PSC31Jog2011000005	Rice		may be issued	Signing Authority Approved	18/01/2011	View	Fee	Print
	Apply Online 😵									
	PhytoSanitary Certificate									
	Re-Export									
	Application Status 😵									
	Services 😵									
		© Соруг	ight - Directorate of	Plant Prote	ction, Quarantine and Stora	age, Government Of India				

Figure – 25 (Apply Online)

1.4.2 How to Apply Online?

1.4.2.1 Phyto Sanitary Certificates and Re-export

- 1. Login into the system as explained above.
- 2. Expand "Apply Online" link on as shown in Figure 25.
- **3.** Exporter can submit the following applications online for Import Permit by clicking the respective link
 - **a.** Phyto-Sanitary Certificates (Figure 26)
 - **b.** Re-Export (Figure 27)
- 4. Fields against which * is marked are mandatory.
- 5. Fill the application.
- 6. You can save application for later submission by clicking "Save" Button or click "Submit" button to submit it.
- 7. You can print the application by clicking "Print" button.

Edit View Favorites Tools	· · · · · · · · · · · · · · · · · · ·					
Directorate of Plant Pro Department of Ag	e Information Systection, Quarantine & Stor priculture & Cooperation ture, Government of India		7			
come: <u>corp Food Exp</u> - EXP	ORTER					<u>User-Manuat</u> Log
			ue of Phytosanitary Cert	tificate for Export of Ag	riculture Commodity	
rofile 😵	Applied To:	Jogbani 🖌 🖌				
y Online 😵	Exporter Name:	corp Food Exp		Importer Name:		•
cation Status 🛛 😵		Kolkatta	~			<u>~</u>
ces 😵	Exporter Address:	Kolkatta	~	Importer Address:		*
	Commodity		Scientific Name	Commodity Desc	Plant Par	t
	Select	✓ Select	*		Select	*
		Category	Qty Units	Qty In Volume(CuM) No Of Pa	ckages Mode Of Packing	Distinguish Marks
	Select	~	Select 💌		Select	•
	Country of Origin:	India 🗸 🗸		Place of Origin:		
	Purpose of Export:	Sowing 💌		No of Containers:	+	
	Country to Export:	Select 💌 *		Foreign port of Shipment(Port of Unloading):	*	
	Heans of Conveyance:	Select 🗸 *		Port of Loading:	Select 🗸 •	
	Invoice No.:	+		Invoice Date:	19/01/2011 *,	(dd/HM/yyyy)
	Place Of Inspection:		,	Inspection Date:	•	(dd/MM/yyyy)
			Rs	Inspection Outside PQS	Freatment Needed	
	Value of Commodity:					
	Value of Commodity:	Fumigation Certificate DAC/EXIM approval (If requ Invoice	Ip uired) Letter of agreement GWO Undertaking(In case	Shipping/Airwa Others e of Propagation)	y bil	

Figure – 26 (Online application for Phyto-Sanitary Certificates)

e Edit View Favorites Tools He	alp					
Plant Quarantine 1 Directorate of Plant Protecti Department of Agricu Ministry of Agriculture,	ion, Quarantine & Storag Iture & Cooperation , Government of India		7			
elcome: <u>corp Food Exp</u> - EXPORT	FER					<u>User-Manual</u> Logou
		Application For Issue of P	hytosanitary Certifi	icate for Re-Export of As	griculture Commodity	
Profile 😵	Applied To:	Jogbani 🗸 🖌				
oly Online 😵	Exporter Name:	corp Food Exp		Importer Name:		÷
vices	Exporter Address:	Kolkatta Kolkatta	▼	Importer Address:		×.
	Commodity	Scienti	īc Name	Commodity Desc	Plant Part	
	Select	✓ Select	~		Select	~
	C.	tegory Q	ty Units	Qty In Volume(CuM) No Of Pa	ckages Mode Of Packing	Distinguish Marks
	Select	×	Select 🖌		Select 💙	
	Country of Origin:	India 💌 *		Place of Origin:		
	Purpose of Export:	Sowing		No of Containers:	*	
	Country to Export:	Select 💌 *		Foreign port of Shipment(Port of Unloading):	•	
	Heans of Conveyance:	Select 💌 *		Port of Loading:	Select 💌	
	Invoice No.:	*		Invoice Date:	20/01/2011 • (dd	іліми/уууу)
	Place Of Inspection:	*		Inspection Date:	• (dd	ілімі/уууу)
	Value of Commodity:	Rs		Inspection Outside PQS	reatment Needed	
	Psc No (country origin):			Date(country origin):		
		Fumigation Certificate	lo	Shipping/Airway	/ bil	

Figure – 27 (Online application for Re-Export)

1.4.3 How to know your application status?

- 1. Login into the system as explained above.
- 2. Expand "Application Status" link on as shown in Figure 28.

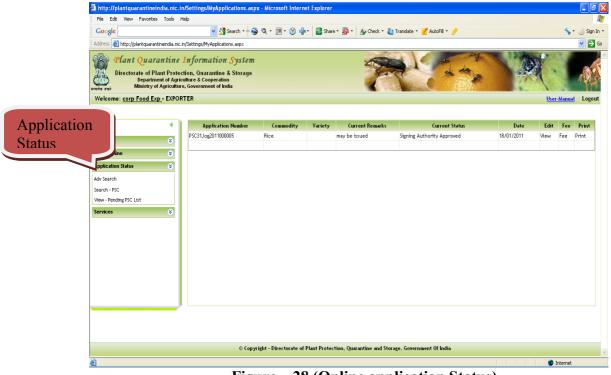


Figure – 28 (Online application Status)

1.4.4 Phyto-Sanitary Certificates – Applications list (Adv. Search)

After clicking the link "Adv. Search", screen is displayed as shown in Figure – 28. This list gives overview of applications for Phyto-Sanitary Certificates of exporters pending at various levels. By expanding the list by clicking the Down Double arrow link as shown in Figure- 29 at particular level, you can access your application, click it and view the application processing life cycle by clicking "view" link and it is displayed as in Figure 30.

PQIS - Application Status View - Mic	rosoft Internet Explorer	
File Edit View Favorites Tools He	þ	ar 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 19
Google	🚽 🛃 Search • 🔶 🍳 • 🏢 • 🛞 💠 🛛 🖉 Share • 🧕 • 🕼 Check • 🐌 Translate • 🍠 AutoFil • 🤌	ign In 🔹
Address 🗃 http://plantquarantineindia.nic.in	/Settings/MyApplication/New.aspx?Type=Mw==	💌 🔁 Go
Plant Quarantine 1 Directorate of Plant Protect Department of Agricu Ministry of Agriculture.	ion, Quarantine & Storage Inture & Cooperation	
Welcome: corp Food Exp - EXPORT	ER	User-Manual Logout
•	Application List(EXPORT)	
	Search	*
My Profile 😵	Application No:	
Apply Online 😵	From Date: 19-01-2011 To Date: 20-01-2011	
Application Status 😵	Search	Expanding
Services 😵		
	Applications Sent to Scrutiny	*
	0 - Applications	
	Applications Sent to Lab	8
	0 - Applications	
	Applications Sent to Inspection	8
	0 - Applications	
	Approved Applications	*
	0 - Applications Applications Sent for Treatment	*
	0-Applications	
	Applications with Duty Officer	*
	0 -Applications	
	Applications with Signing	*
	0-Applications	
	Applications with Cashier	8
	0 -Applications	
5h	Other Annilestions	
A		Internet

Figure – 29 (Online application Status for Phyto-Sanitary Certificates)

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Plant Quarantine Directorate of Plant Pro	PQIS - ApplicationView We		pection Details Lab Details Treat	ment Details History Details	
come: <u>corp Food Exp</u> - EXP		Applica	tion Details		<u>User-Manual</u> Logout
	Applicant Name:	corp Food Exp	Applicant Address:	Kokatta	
	Export Purpose:	Consumption	Export Country:	Nepal	
	Commodity:	Rice	Quantity:	66.000 MTS/66.000 CuM	*
ofile 😻	Document Submitted:		Fumigation Certificate, Ip		
y Online 😵	Current Status:	Signing Authority Approved	Remarks:	Exporter Application	
cation Status 😵	Importer Name:	AROMA	Importer Address:	LOndon	
	Packing type:	Gunny Bags	Country of Origin:	India	
ces 😵	No of Packages:	12	No of Containers:	1	*
	Commodity Value:	567890.00	Distinguish Mark:	as per invoice	
	Plant Part:	Grain	Category:	Cereals and Cereal Products	
	Point of Entry:	Jogbani Road	Foreign port of Shipment:	ANY	*
	Place of Inspection:	cfs	Date of Inspection:	20/01/2011	
	Invoice No:	inv1234	Invoice Date:	18/01/2011	*
	Final Remarks:	may be issued			
		<u>View Ap</u>	plication Details		
			Close		Date View 18/01/2011 View
http	p://plantquarantineindia.nic.in/Setting	s/ApplicationData.aspx?ID=MzUzNw==&T	ype=Mw==&PQStationID=MzE=	🍘 Internet	
19			No this of Greekening Line	· anomo	

Figure – 30 (Online application Status for Phyto-Sanitary Certificates)

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ess 🗃 http://plantquarantineindia.nic.	in/Settings/MyApplica	tionView.aspx?Type	-Ми== Та	hs		~
Plant Quarantine	Information	n <mark>S</mark> ystem	2		d- And	
Directorate of Plant Pro	PQIS - Applicat	ionView Web	Page Dialog		2 🛛	- All
्रे Department of Ag जपले Ministry of Agricult	Applicati	on Details Scru	tiny Details Billing Details Inspection Details Lab Deta	ment Details History	Details	14
come: <u>corp Food Exp</u> - EXP			History Details:		User-I	Manual Log
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Figure – 31 (Online application Status for Phyto-Sanitary Certificates- History)

1.4.5 Phyto-Sanitary Certificates – Search by Application Number ("Search PSC")

After clicking the link "Search PSC" the screen is displayed as in Figure – 32. Enter application number and click "Search" button. Your application details will be displayed. You can know the action at each level by clicking tabs "Application Details", "Scrutiny Details", "Billing Details" "Inspection Details", "Lab details", "Treatment Details" and "History". History tab will display the entire life cycle of the application for Phyto-Sanitary Certificate.

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	- 11	Purpose Of Import:	Consumption		Export Country:	Nepal	
		Commodity:	Rice		Quantity:	66.000	
		Document Submitted:	Fumigation Certificate, Ip,				
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		Packing type:	Gunny Bags		Country of Origin:	India	
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		Final remarks	may be issued				
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		© Copyright - Directora	ite of Plant Protection, Qu	uarantine and Storage,	Government Of India		
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1						A Turenier	

Figure - 32 (Search Phyto-Sanitary Certificates by application number)

1.4.6 Import Release - View pending list

After Clicking option "View Pending PSC List", the screen is displayed as given in Figure – 33.

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Directorate of Plant Prote Department of Agr	E Information System ection, Quarantine & Storage iculture & Cooperation are, Government of India DRTER			7			User	-Manual
•	Application Number	Commodity	Variety	Current Remarks	Current Status	Date	Edit	Fee F
y Profile 😵	PSC31Jog2011000005	Rice		may be issued	Signing Authority Approved	18/01/2011	View	Fee Pr
ply Online 😵								

Figure – 33 (View Pending PSC List)

1.5 How to Change your password?

1. After accessing home page as given in the steps above, click "My profile" link in the login window as shown in Figure-34.

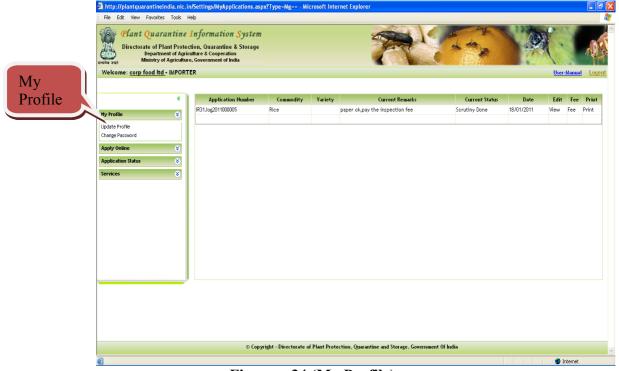


Figure – 34 (My Profile)

- 2. Click "Change Password" link. The screen will be displayed as given in Figure-35.
- 3. Change your password and click "Save" button.

🗿 http://plantquarantineindia.nic.in - PQIS - Change Password - Microsoft Interr	net Explorer		
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Services 😵	New Password:		
	Confirm Password:		
		Save Close	
© Copyright - Directora	te of Plant Protection. Quar	antine and Storage, Government Of India	
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Figure – 35 (Change Password)

1.6 How to Update your profile?

 After accessing home page as given in the steps above, click "My profile" link in the login window as shown in Figure-34. Click Update Profile and screen will be displayed as Figure - 36. Update your profile and click "Update" button.

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Figure – 36 (Update Profile)

1.7 Forgot your password?

- 1. Click "Forgot Password" link on the home page as shown in Figure -37.
- 2. Enter your Login.
- 3. After entering your login you will be asked your secret question specified by you in your profile. (Figure 38).
- 4. Enter answer and click "Mail me new password" button.
- 5. If your answer is correct, your password will be sent to your e-mail account.

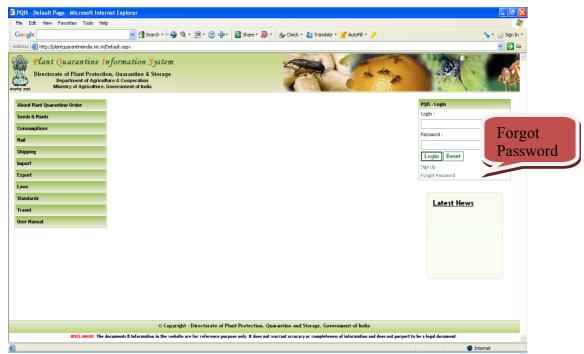


Figure – 37 (Forgot Password)

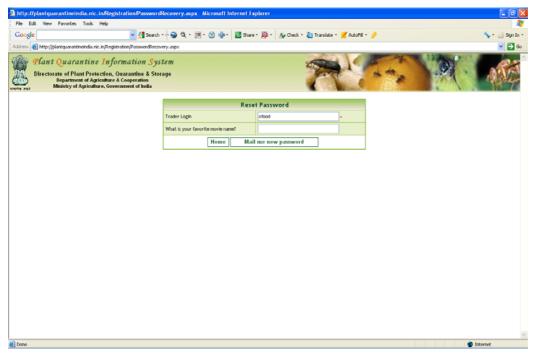


Figure – 38 (Forgot Password)

2. The Directorate of Plant Protection, Quarantine & Storage (D&PPQS)

The Directorate of Plant Protection, Quarantine & Storage (D&PPQS) established under Department of Agriculture & Cooperation of Ministry of Agriculture, Government of India, is an apex plant protection organisation in the country having the following key functions:

- To enforce Plant Quarantine Regulations issued under The Destructive Insects & Pests Act, 1914 and amendments issued there under to prevent introduction & spread of exotic pests;
- To implement the provisions of The Insecticides Act, 1968 and rules framed there under for effective control over use of pesticides;
- To fulfill international commitment and obligations in respect of locust control and phytosanitary measures;
- To introduce and popularize innovative plant protection technologies such as integrated pest management (IPM) practices;
- To impart training in areas of plant protection technology, pesticide quality testing & pesticide residue analysis etc. ;
- To coordinate and liaise with State/Union Territory Governments in all matters relating to plant protection

The Plant Protection Adviser to the Government of India heads the Directorate of Plant Protection and Quarantine Station, which is located at N. H. IV, Faridabad-121001 (Haryana). The Directorate implements five central sector schemes in the area of plant protection viz., expansion of plant quarantine facilities, integrated pest management programmes, implementation of Insecticide Act, locust control and training in plant protection.

2.1 Plant Quarantine

Plant quarantine aims at preventing the introduction of exotic pests through imported seeds, plants and plant material and to contain the spread of exotic pest that are accidentally got introduced to the country by implementing the provisions of The Destructive Insects & Pests Act, 1914 and the regulations issued there under. The Joint Director (PP) heads the Plant Quarantine scheme. There are five regional plant quarantine stations at Amritsar, Kolkata, Chennai, New Delhi and Mumbai and 21 minor PQ stations functioning at various sea ports/airports and land borders.

2.2 Contact Details

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	Government of India,	
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Dr. P. Manikkam, Dy. Director (PP)	Plant Quarantine Station Air Cargo Complex, MSIL, Export Cargo Terminal 2 nd Floor, Bangalore, Karnataka - 560017	080-25225003 (O)

3. **Project Executing Agency – National Informatics Centre**

NIC is a premier S&T Organization under the Department of Information Technology, Ministry of Communications and IT; Government of India and has 30 years of experience in catalyzing "Informatics for Development" in India; and work on the hypothesis "Trustworthy Networking and Information System reinforces commitment on productivity". NIC is meeting the people needs through

- NICNET gateway for Internet/Intranet Access and NICNET Centres for Resources Sharing In Central, State and District Administrations;
- State Government Informatics Development Programme;
- District Informatics Development Programme;
- Mission Mode Projects in collaboration with Central and State Government Departments;

Agricultural Informatics Division of NIC headed by DDG, Shri M. Moni has been playing a vital role in diffusion of informatics in agriculture sector in collaboration with Department of Agriculture & Cooperation (DAC), Department of Animal Husbandry, Dairying and Fisheries and Department of Agricultural Research and Education under Ministry of Agriculture. AGRISNET, AGRIS, AGMARKNET, DACNET, DAIC, APHNET, ARISNET, PPIN, VISTARNET, SEEDNET, Agriculture Census, NavKrishi, RKVY, MMA etc are some of the major e-Governance programs being implemented by this Division. DAC has desired to give the responsibility of software development component of Agricultural Mission Mode Project under National e-Governance Plan to NIC. Under this project 18 services have been identified initially for provision of information through various delivery channels covering: quality inputs(pesticides, fertilizers, seeds); information on soil health, crop diseases, weather, market information, procurement points, infrastructure(marketing, storage, irrigation), good agricultural practices, training, etc.; electronic certification, scheme monitoring and advisory for implementation in seven states (Himachal Pradesh, Madhya Pradesh, Assam, Jharkhand, Maharashtra, Karnataka and Kerala. Apart from these services, more services covering - information on crop development programme & technologies, farm machineries & implements, droughts, livestock development, financial services, medicinal plants, patent, allied sectors, etc. are suggested by NIC for inclusion under NeGP-AMMP.

3.1 Contact Details

PPIN Project Directorate Agricultural Informatics Division National Informatics Centre A-Block, CGO Complex, New Delhi 110 003

4. Application Software Development Agency - SRIT

SRIT is global IT Solutions Company. Telecoms IT (OSS, NMS & BSS), Digitized HealthCare, Environmental Health & Safety Sciences, e-Governance Solutions and Total Enterprise Solutions designed generally for all businesses & specifically for automotive, construction and education industries are the domains that it specialize in. SRIT offers world-class software products addressing these domains. Its Application Development Centre (ODC) develops software applications for several Fortune 1000 class companies such as The Boston Consulting Group (BCG), TUV Rheinland AG, MobiApps, American Telecare and the French Generics. Headquartered in Bangalore-India, it operates in 20 countries. SRIT is a part of the 32-year-old Sobha Enterprise which has 5000+ people, US\$330million in annual revenues and US\$2.2billion in market capitalization

4.1 Contact Details

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Annexure – A Glossary and Acronyms

Acronym	Expanded Form
DAC	Department of Agriculture and Cooperation, Govt, of India.
DPPQS	Directorate of Plant Protection, Quarantine and Storage
DIA	Designated Inspecting Authority
G2G	Government to Government
G2C	Government to Customer
H/W	Hardware
ICT	Information and Communication Technology.
IT	Information Technology.
IRO	Import Release Order
IP	Import Permit
LAN	Local Area Network.
MIS	Management Information System.
NIC	National Informatics Centre.
NBPGR	National Bureau of Plant Genetic Resources
NPQS	National Plant Quarantine Station
PEO	Post Entry Quarantine
PQIS	Plant Quarantine Information System
PQ	Plant Quarantine
PP	Plant Pathology
PEQ	Post Entry Quarantine
RPQS	Regional Plant Quarantine Station
SRIT	Sobha Renaissance Information Technology
SRS	System Requirements Specification.
PSC	Phyto Sanitary Certificate
POE	Point of Entry
DO	Duty Officer

Plant Quarantine Information System

User Manual for Importers and Exporters

Directorate of Plant Protection, Quarantine & Storage Department of Agriculture & Cooperation Ministry of Agriculture Government of India NH-IV Faridabad Haryana- 121001 INDIA

Email : ppa@nic.in Phone : 0129-2413985 Fax : 0129-2412125 Designed in-house at National Informatics Centre.

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