



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



Plant Quarantine Information System (PQIS)

(<http://plantquarantineindia.nic.in>)

User Manual for Exporters and Importers

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



Table of Contents

Executive 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?	7
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	29
3. Project Executing Agency – National Informatics Centre	33
3.1 Contact Details	33
4. Application Software Development Agency - SRIT	34
4.1 Contact Details	34
Annexure – A	35
Glossary 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 bringing 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

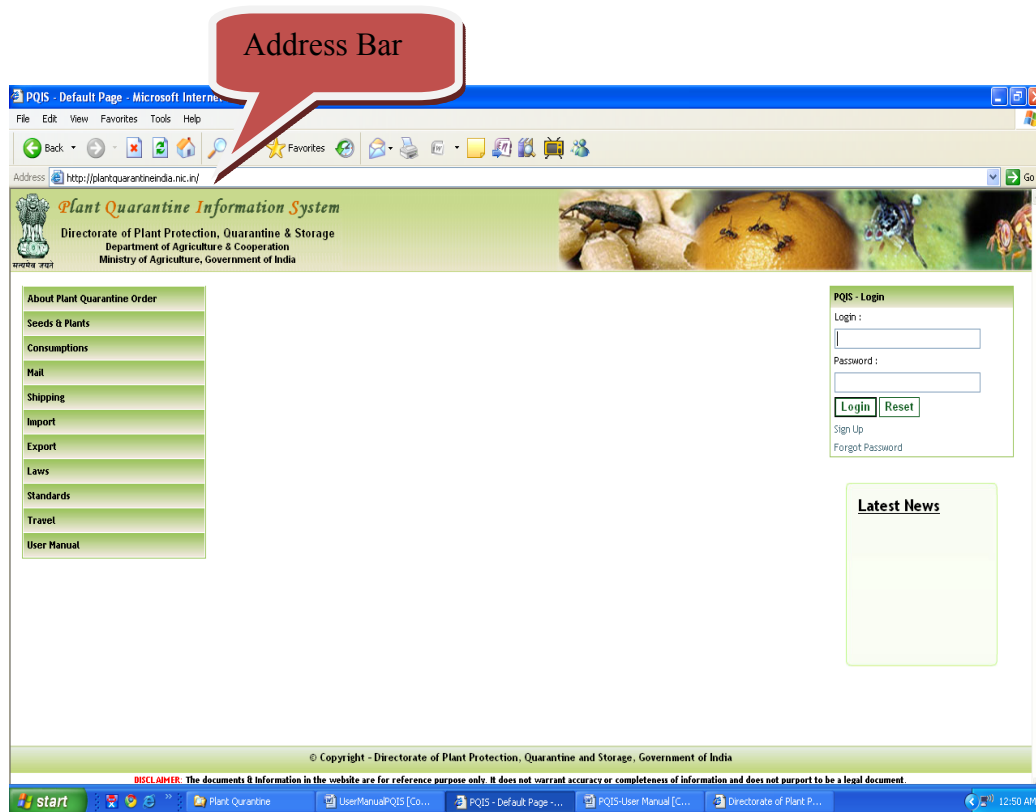


Figure – 1 (Home Page)

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.

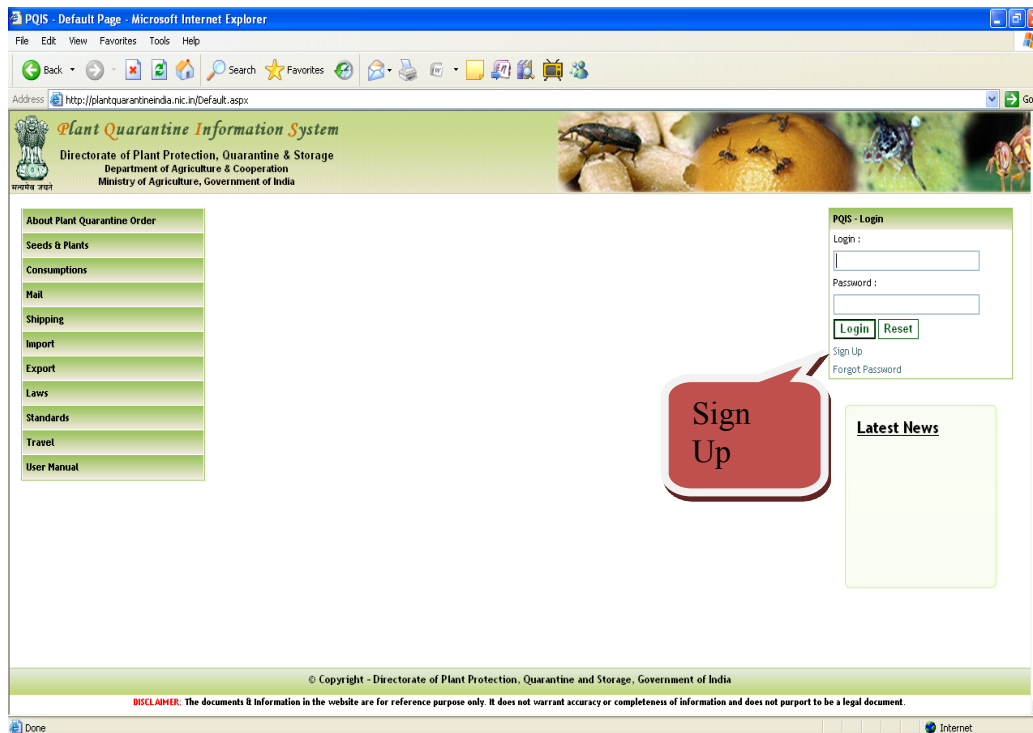


Figure -2 (Sign Up / Register)

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.”

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.

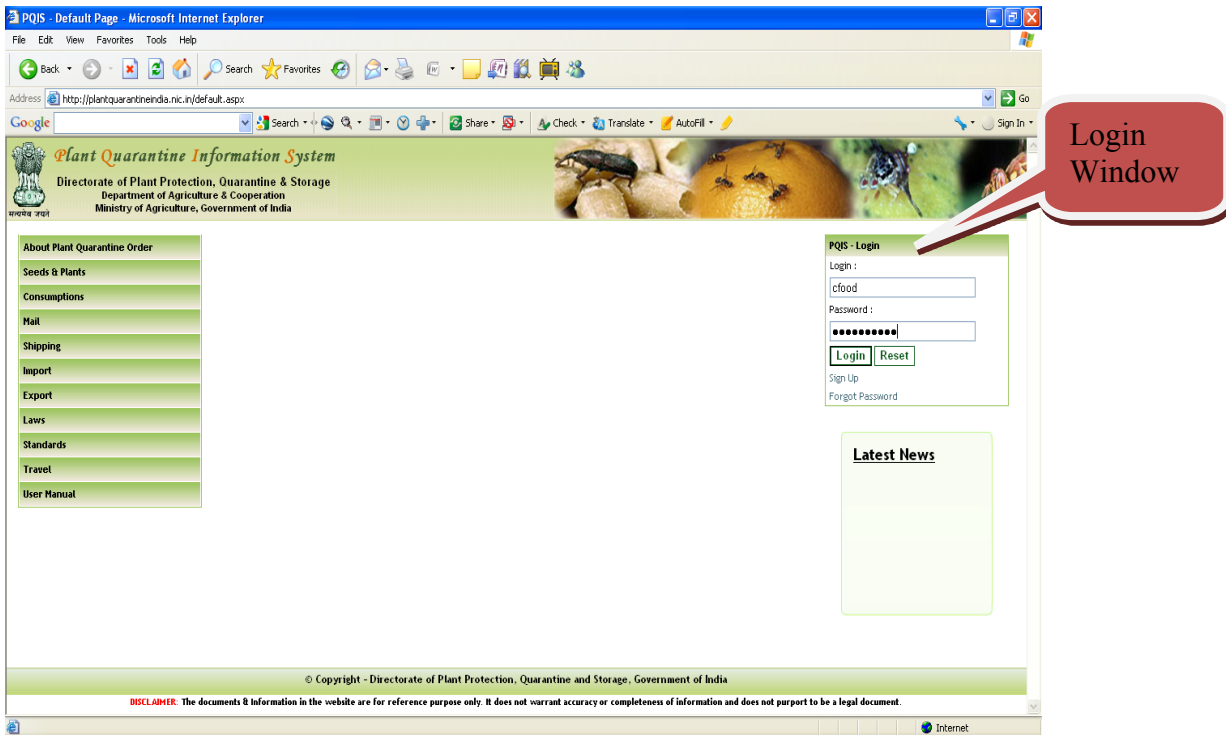


Figure – 4 (Login Window)

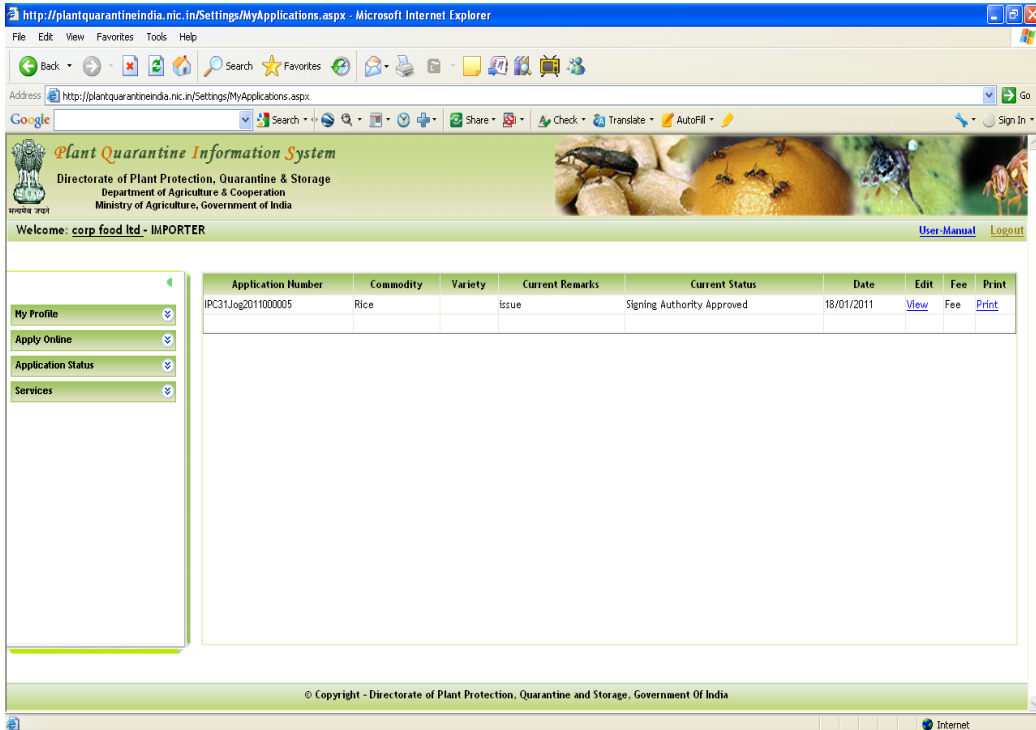
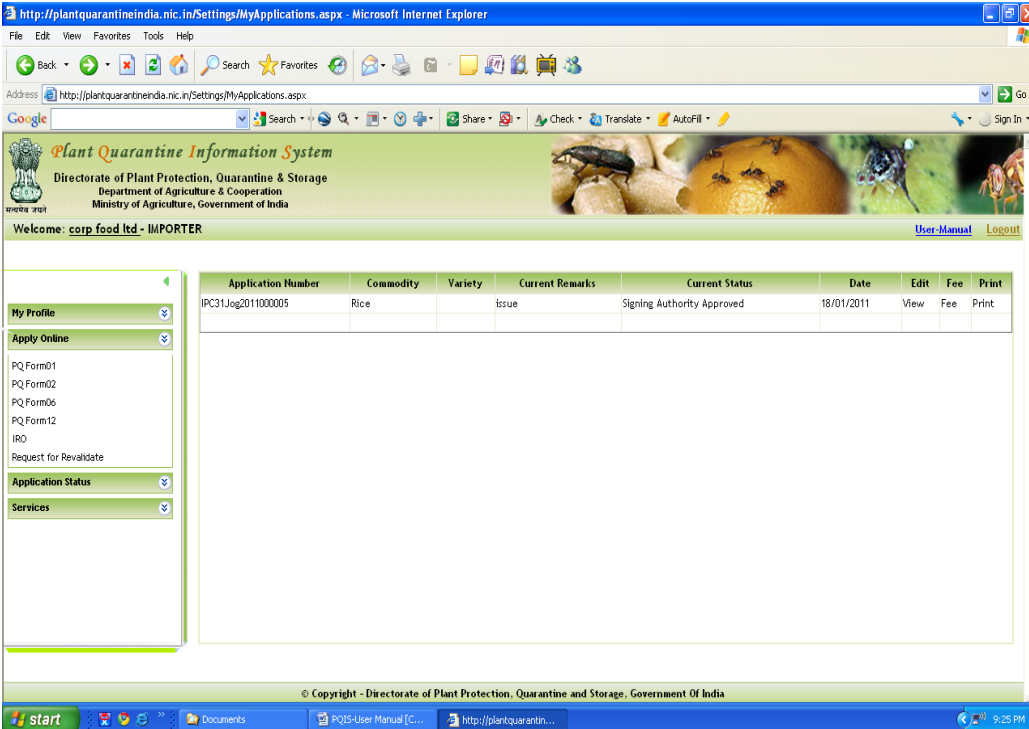


Figure -5 (Importer's screen)

1.3.2 How to Apply Online?



The screenshot shows the 'My Applications' page in the Plant Quarantine Information System. A red speech bubble labeled 'Apply Online' points to the 'Apply Online' link in the left sidebar. The main content area displays a table with the following data:

Application Number	Commodity	Variety	Current Remarks	Current Status	Date	Edit	Fee	Print
IPC31Jog2011000005	Rice		issue	Signing Authority Approved	18/01/2011	View	Fee	Print

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.

Application for Permit to Import plants/plant products for consumption or processing-PQForm 01

Applied To: Joghani

Importer Name: corp food ltd | Exporter Name: []

Importer Address: Kolkatta, Kolkatta | Exporter Address: []

Country of Origin: Select | Country of re-export: Select

Foreign port of shipment: [] | Purpose of Import: Processing

Expected date of Arrival: [(ddMM/yyyy)] | Whether Transgenic or Not: Yes No

Means of Conveyance: Select | Point of Entry: Select

Particulars of documents attached if any: []

Commodity	Scientific Name	Plant Part		
Select	Select	Select		
Category	Quantity	Units	No of Packages	Mode of Packing
Select	[]	Select	[]	Select

Necessary Documents: Performa Invoice Letter of Agreement Others

I/We hereby declare that the information furnished above is correct and complete in all respects and undertake to pay to an officer duly authorized by PPA, the prescribed fees towards inspection, fumigation, treatment or supervision and abide by the instructions/guidelines issued by him.

Buttons: Save, Submit, Print, Close, View fee calculation.

Figure -7 (PQ Form 1)

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

Application for Permit to Import plants/plant materials for sowing/planting/propagation-PQForm 02

Applied To: Amritsar

Importer Name: corp food ltd | Exporter Name: []

Importer Address: Kolkatta, Kolkatta | Exporter Address: []

Country of Origin: Select | Country of re-export: Select

Foreign port of shipment: []

Expected date of Arrival: [(ddMM/yyyy)] | Whether Transgenic or Not: Yes No

Means of Conveyance: Select | Point of Entry: Amritsar

Name of location of post-entry quarantine facility, where applicable: [] | Purpose of Import: Sowing

Particulars of documents attached if any: []

Commodity	Scientific Name	Variety	Plant Part	
Select	Select	[]	Select	
Category	Quantity	Units	No of Packages	Mode of Packing
Select	[]	Select	[]	Select

Necessary Documents: Performa Invoice/Catalogue Grower certificate DAC Approval (If required) PEQ Facility certificate (If required) GMO Undertaking Others

I/We hereby declare that the information furnished above is correct and complete in all respects and undertake to pay to an officer duly authorized by PPA, the prescribed fees towards inspection, fumigation, treatment or post-entry quarantine inspection of the above consignment and abide by the instructions/guidelines issued by him.

Buttons: Save, Submit, Print, Close, View fee calculation.

Figure - 8 (PQ Form 2)

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

The screenshot shows a web browser window with the URL <http://plantquarantineindia.nic.in>. The page title is "PQIS - PQForm6 - Microsoft Internet Explorer". The header includes the logo of the Directorate of Plant Protection, Quarantine & Storage, Department of Agriculture & Cooperation, Ministry of Agriculture, Government of India. The user is logged in as "corp food ltd - IMPORTER".

The main form is titled "Application for Permit to Import soil/peat or Sphagnum moss or other growing media-PQForm 06". It contains the following fields:

- Applied To: DPPQS
- Importer Name: corp food ltd
- Exporter Name: [Empty]
- Importer Address: Kolkatta, Kolkatta
- Exporter Address: [Empty]
- Country of Origin: Select
- Country of re-export: Select
- Foreign port of shipment: [Empty]
- Expected Date of Import: [Empty] (ddMM/yyyy)
- Specific Purpose of Import: Research
- Means of Conveyance: Select
- Point of Entry: Select
- Particulars of documents attached if any: [Empty]

Below these fields is a table for commodity details:

Commodity	Scientific Name	Plant Part		
Select	Select	Select		
Category	Quantity	Units	No of Packages	Mode of Packing
Select	[Empty]	Select	[Empty]	Select

Necessary Documents: Performa Invoice/Catalogue Letter of Agreement Others

I/We hereby undertake to pay to an officer duly authorized by the Plant Protection Adviser the prescribed fees towards inspection, fumigation or treatment of the consignment and abide by the instructions/guidelines issued by him.

Buttons: Save, Submit, Print, Close, View fee calculation.

Figure - 9 (PQ Form 6)

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

The screenshot shows a web browser window with the URL <http://plantquarantineindia.nic.in>. The page title is "PQIS - PQForm12 - Microsoft Internet Explorer". The header is the same as in Figure 9. The user is logged in as "corp food ltd - IMPORTER".

The main form is titled "Application for Permit to import live insects/mites/nematodes/microbial cultures including algae/bio-control agents-PQForm 12". It contains the following fields:

- Applied To: DPPQS
- Importer Name: corp food ltd
- Exporter Name: [Empty]
- Importer Address: Kolkatta, Kolkatta
- Exporter Address: [Empty]
- Country of Origin: Select
- Country of re-export: Select
- Foreign port of shipment: [Empty]
- Purpose of Import: Research/Experimental
- Expected date of Arrival: [Empty] (ddMM/yyyy)
- Whether Transgenic or Not: Yes No
- Means of Conveyance: Select
- Point of Entry: Select
- Particulars of documents attached if any: [Empty]

Below these fields are more detailed fields:

- Commodity: Select
- Plant Part: Select
- Category: Select
- Description of insects/mites/nematodes/microbial cultures / biocontrol agents intended to import (common /scientific names): [Empty]
- Taxon (Class/order/family/ sub-family tribe/ races or strains): [Empty]
- Stages of the organism: [Empty]
- Number of specimens and units: [Empty] Select
- Host Species, if any (Common/Scientific Name): [Empty]
- Mode of Packing, no of packages and distinguishing marks: [Empty]

I/We hereby undertake to abide by the instructions/guidelines issued by the Plant Protection Adviser to the Govt. of India from time to time in this regard.

Buttons: Save, Submit, Print, Close, 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.

The screenshot shows the 'Application For Import Release Order' form in a web browser. The form is titled 'Application For Import Release Order' and is displayed in a Microsoft Internet Explorer browser window. The form includes the following fields and sections:

- Import Permit No.:** Select (dropdown), PartShipment, SearchIP (button)
- Applied To:** Jogbani (dropdown) *
- Importer Name:** corp food ltd
- Exporter Name:** (text input)
- Importer Address:** Kolkatta (dropdown), Kolkatta (text input)
- Exporter Address:** (text input)
- Commodity:** Select (dropdown)
- Scientific Name:** Select (dropdown)
- Variety:** (text input)
- Plant Part:** Select (dropdown)
- Category:** Select (dropdown)
- Quantity:** (text input)
- Units:** Select (dropdown)
- No of Packages:** (text input)
- Mode of Packing:** Select (dropdown)
- Distinguish Marks:** (text input)
- Means of Conveyance:** Select (dropdown) *
- Foreign port of Shipment:** (text input) *
- Country of Origin:** Select (dropdown) *
- Point of Entry:** Select (dropdown) *
- Country of Re-Export:** Select (dropdown)
- Purpose of Import:** Processing (dropdown)
- Bill of Entry No.:** (text input) *
- B/E Date:** (text input) *
- Vessel Name:** (text input)
- Date of Arrival:** (text input) (dd/MM/yyyy)
- Place of Inspection:** (text input) *
- Inspection Date:** (text input) *(dd/MM/yyyy)
- PSC No.:** (text input)
- PSC Date:** (text input) (dd/MM/yyyy)
- Value of Commodity:** (text input) Rs
- Necessary Documents:**
 - Packing list
 - Import Permit
 - Invoice
 - PSC
 - Certificate of Origin
 - Bill of lading/Airway Bill
 - Bill of Entry
 - Fumigation Certificate
 - Others

At the bottom of the form, there is a declaration: I/we hereby declare that to the best of the knowledge and belief, the particulars given above are true and correct. (2) I/we abide by the provisions of the Plant Quarantine (Regulation of Import into India) Order, 2002 and the instructions issued by the officer authorized by Plant Protection Adviser.

Buttons at the bottom: Save, Submit, Print, Close.

Copyright - Directorate of Plant Protection, Quarantine and Storage, Government Of India

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.

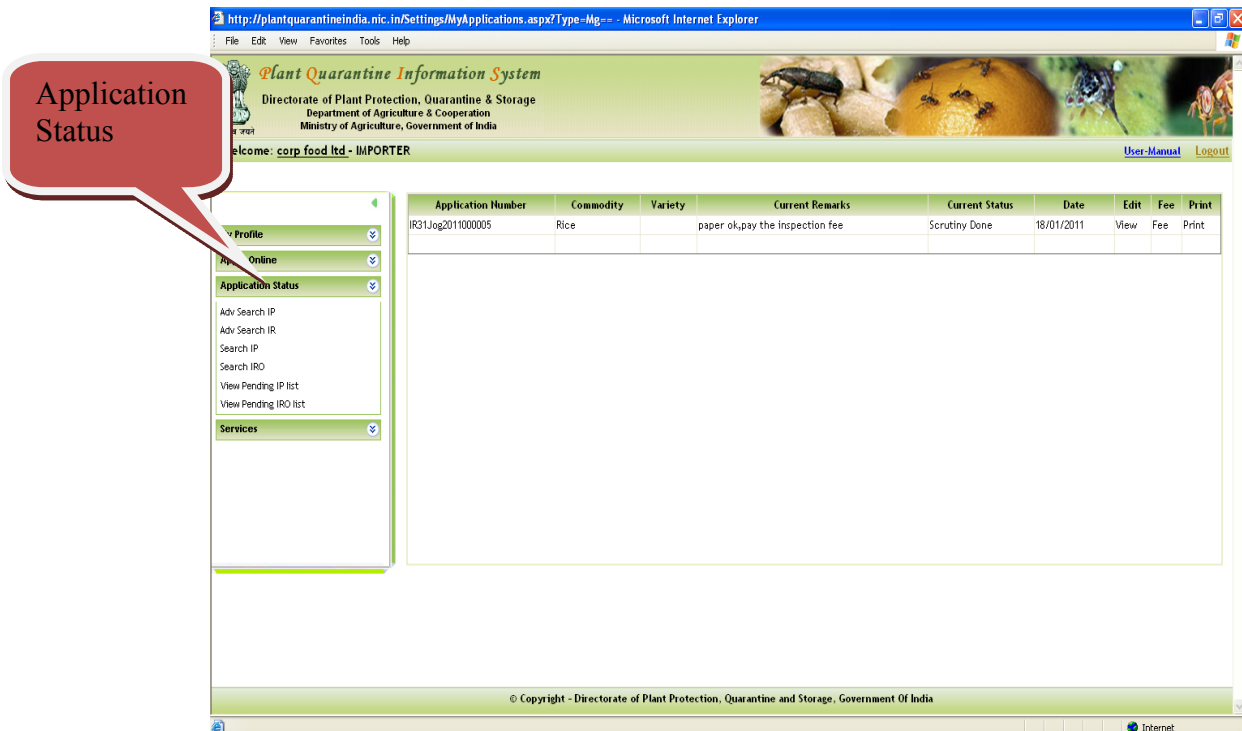


Figure - 12 (Application Status for Importers)

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.

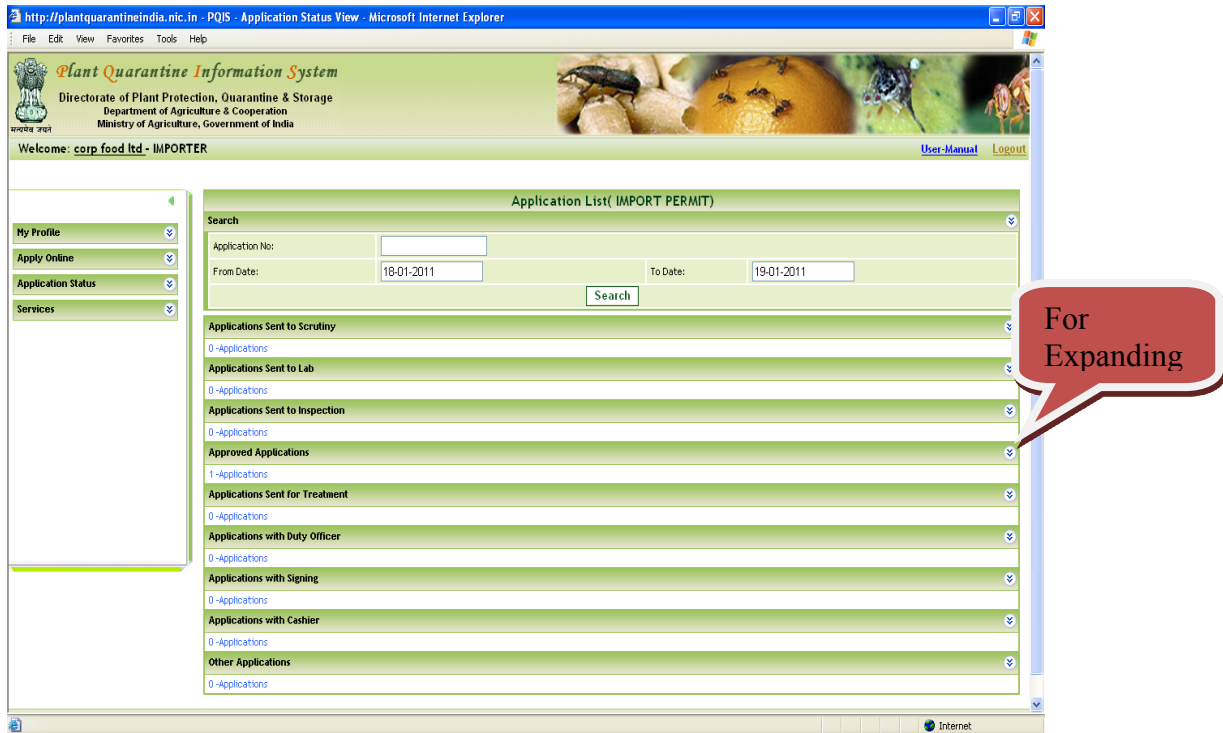


Figure - 13 (Import Permit Applications pending at various levels list)

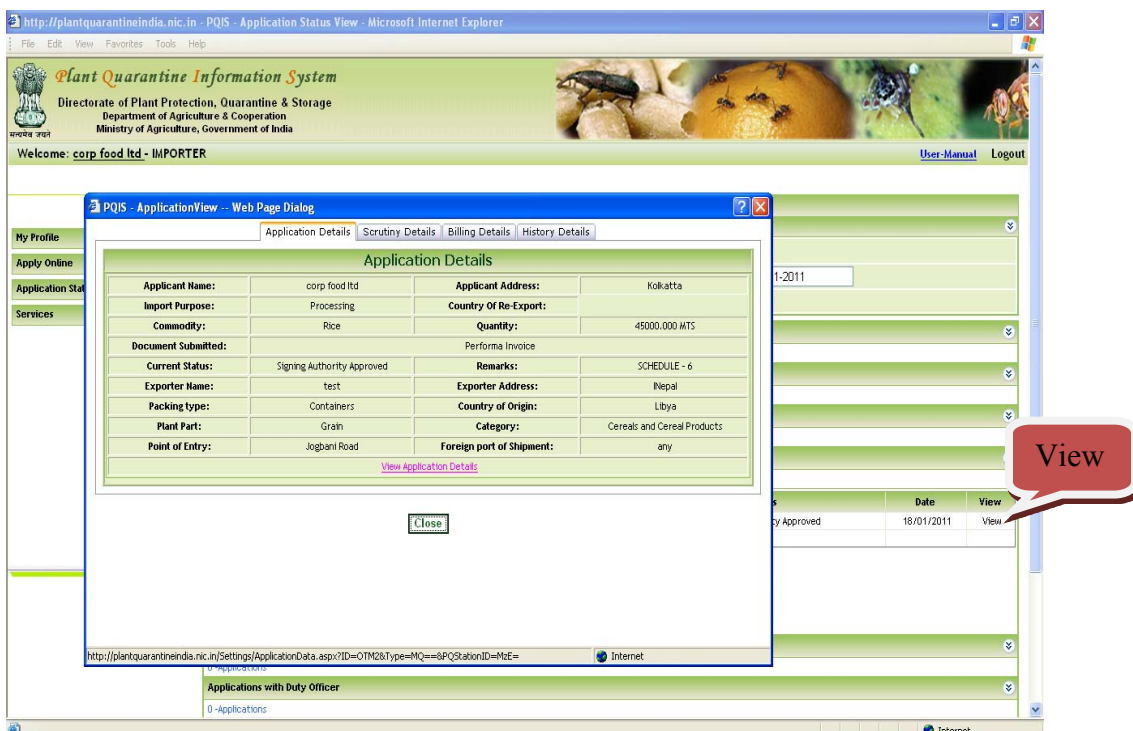


Figure - 14 (Import Permit application details, comments at various levels and History)

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.

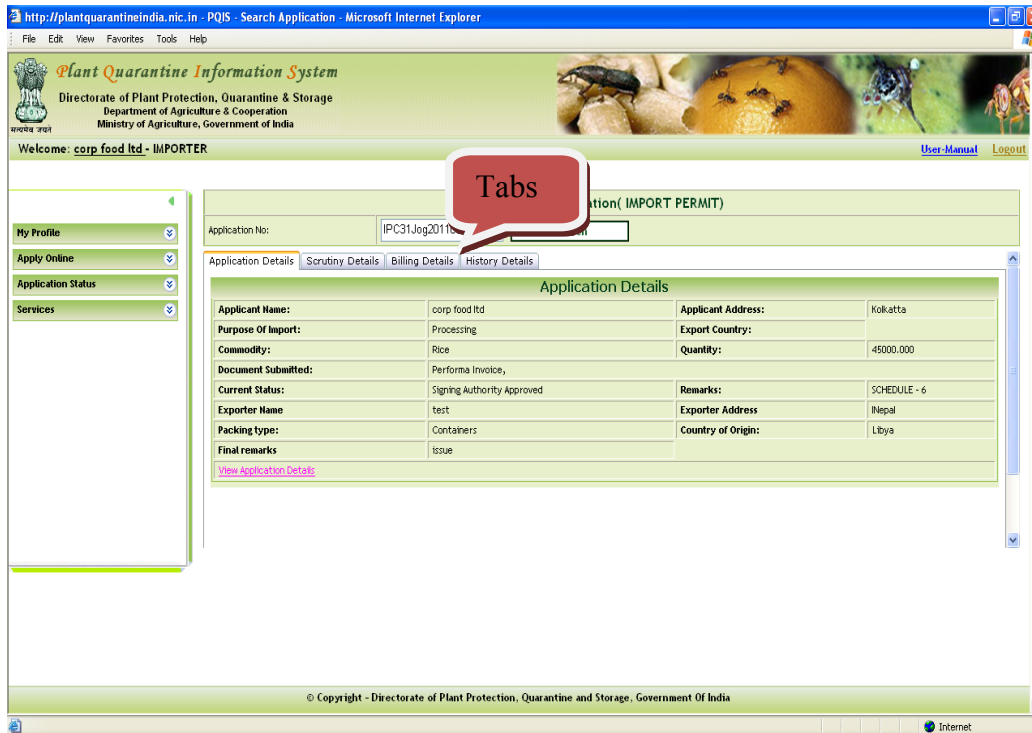


Figure - 15 (Search Import Permit by Application Number)

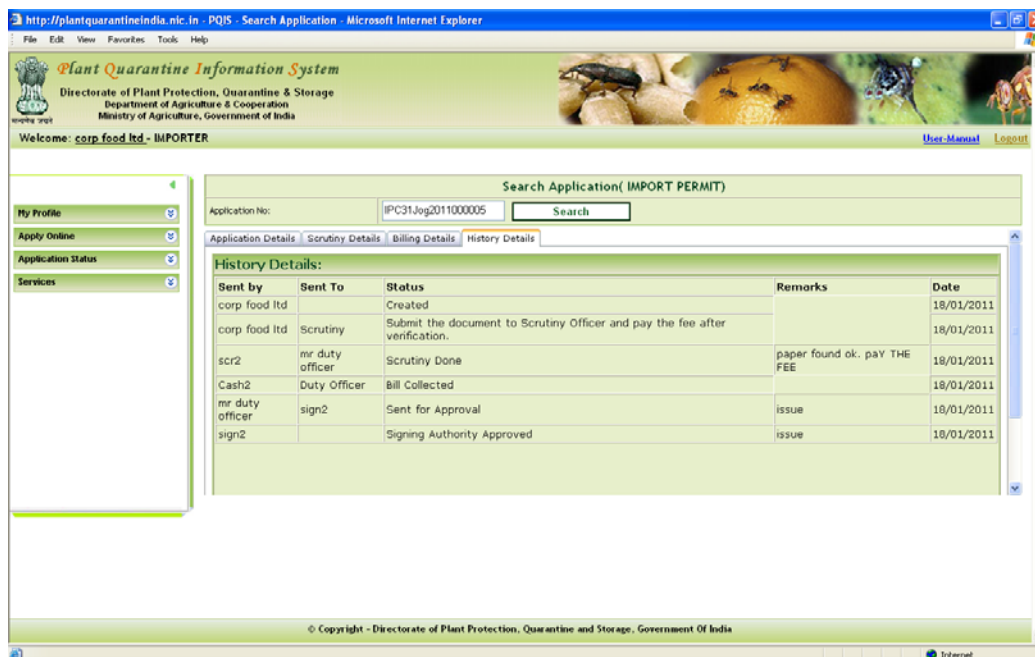


Figure - 16 (Search Import Permit –History details)

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.

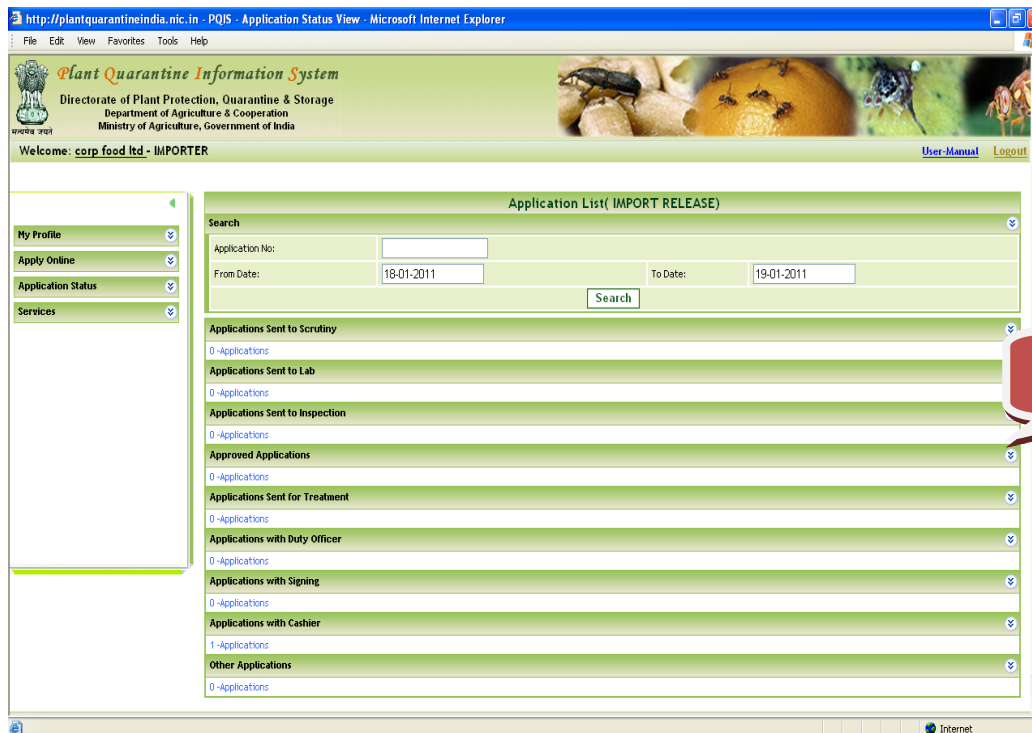


Figure - 17 (Search Import Release Applications pending at various levels list)

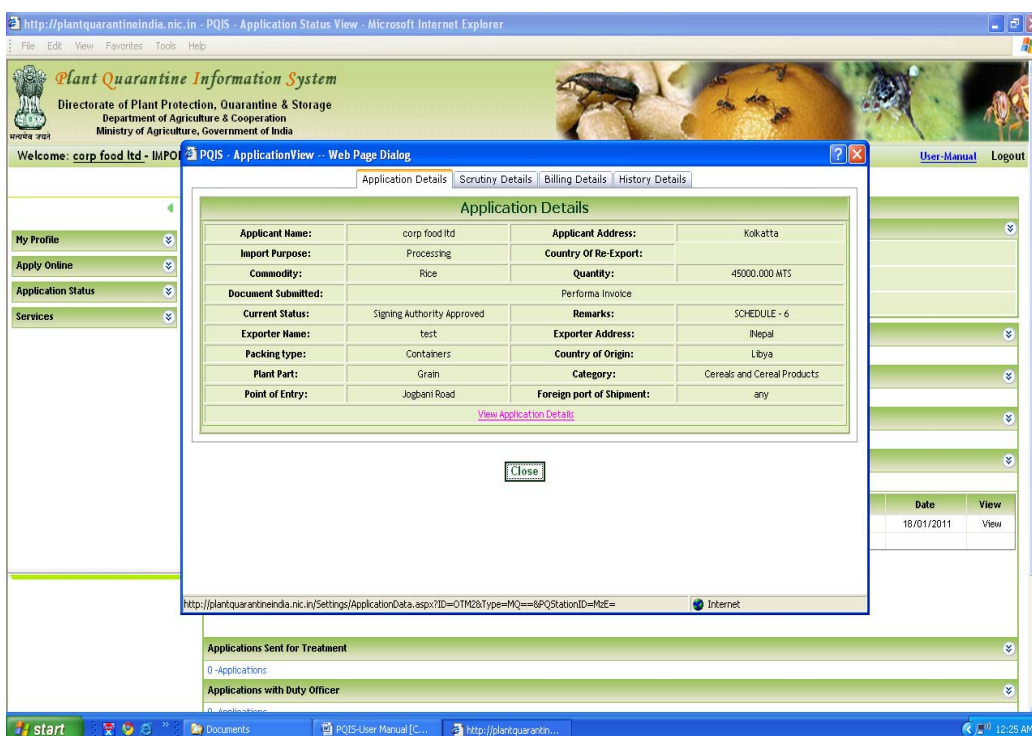


Figure 18 (Advance Search for Import Release – Applications details)

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.

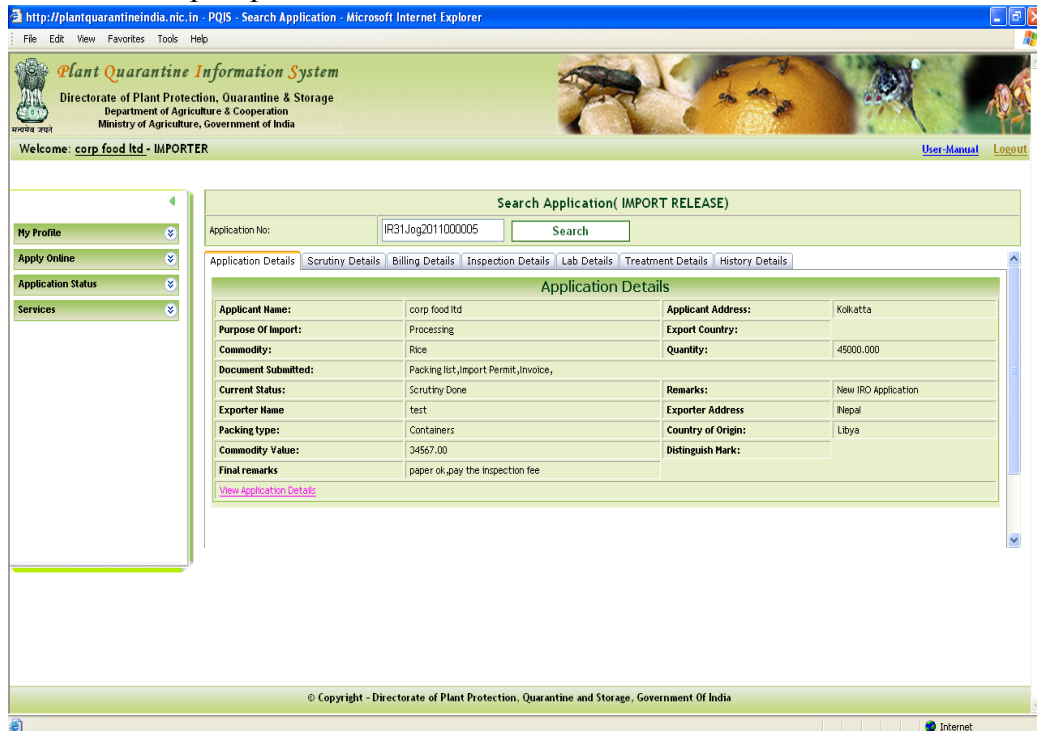


Figure - 19 (Search Import Release by Application Number)

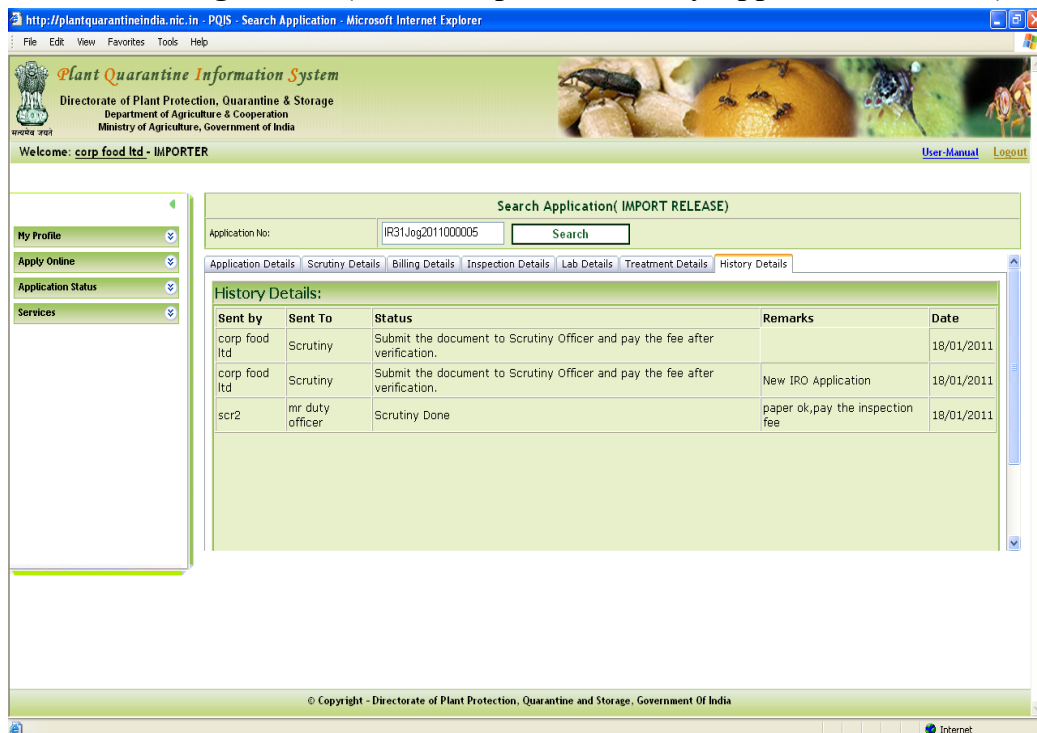


Figure -20 (Search Import Release by Application Number – History Details)

1.3.8 Import Permit – View pending list

After Clicking option “View Pending IP List”, the screen is displayed as given in Figure – 21.

The screenshot shows the web application interface for the Plant Quarantine Information System. The user is logged in as 'corp food ltd - IMPORTER'. The main content area displays a table of pending import permit applications.

Application Number	Commodity	Variety	Current Remarks	Current Status	Date	Edit	Fee	Print
IPC31Jog2011000005	Rice		Issue	Signing Authority Approved	18/01/2011	View	Fee	Print

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.

The screenshot shows the web application interface for the Plant Quarantine Information System. The user is logged in as 'corp food ltd - IMPORTER'. The main content area displays a table of pending import release applications.

Application Number	Commodity	Variety	Current Remarks	Current Status	Date	Edit	Fee	Print
IR31Jog2011000005	Rice		paper ok, pay the inspection fee	Scrutiny Done	18/01/2011	View	Fee	Print

Figure – 22 (View pending Import Release List)

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

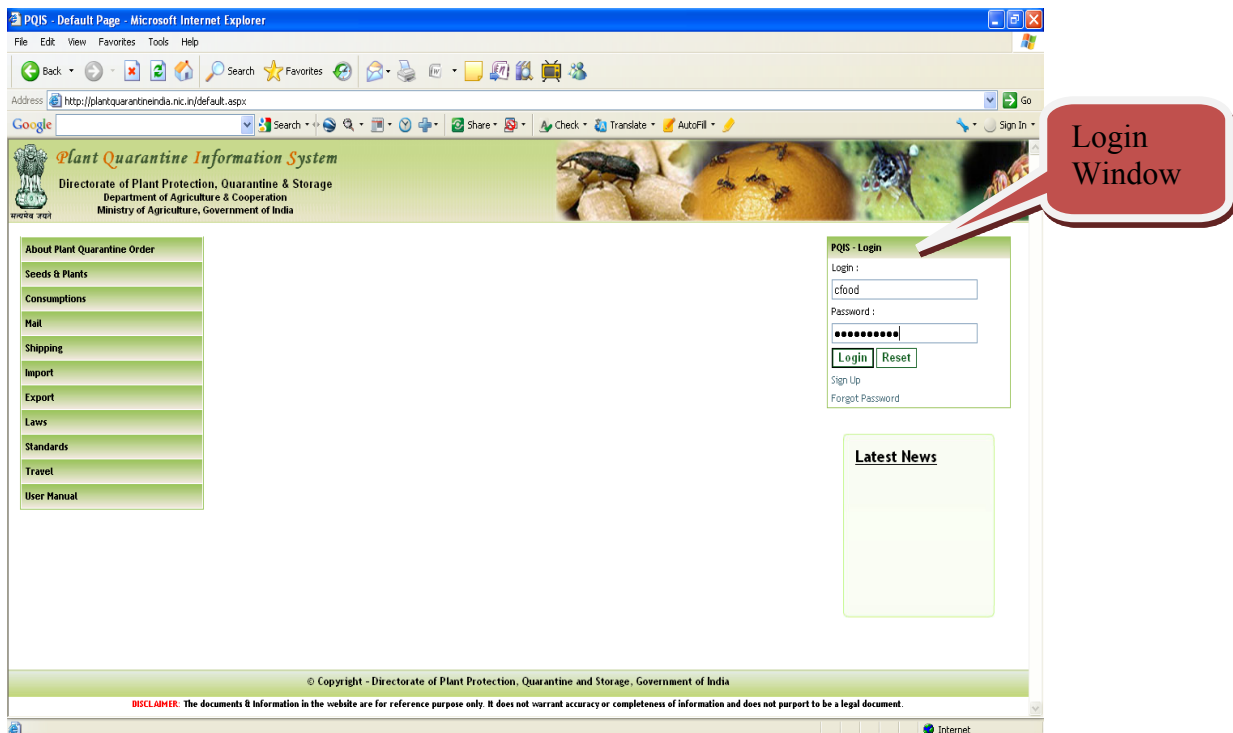


Figure – 23 (Login Window)

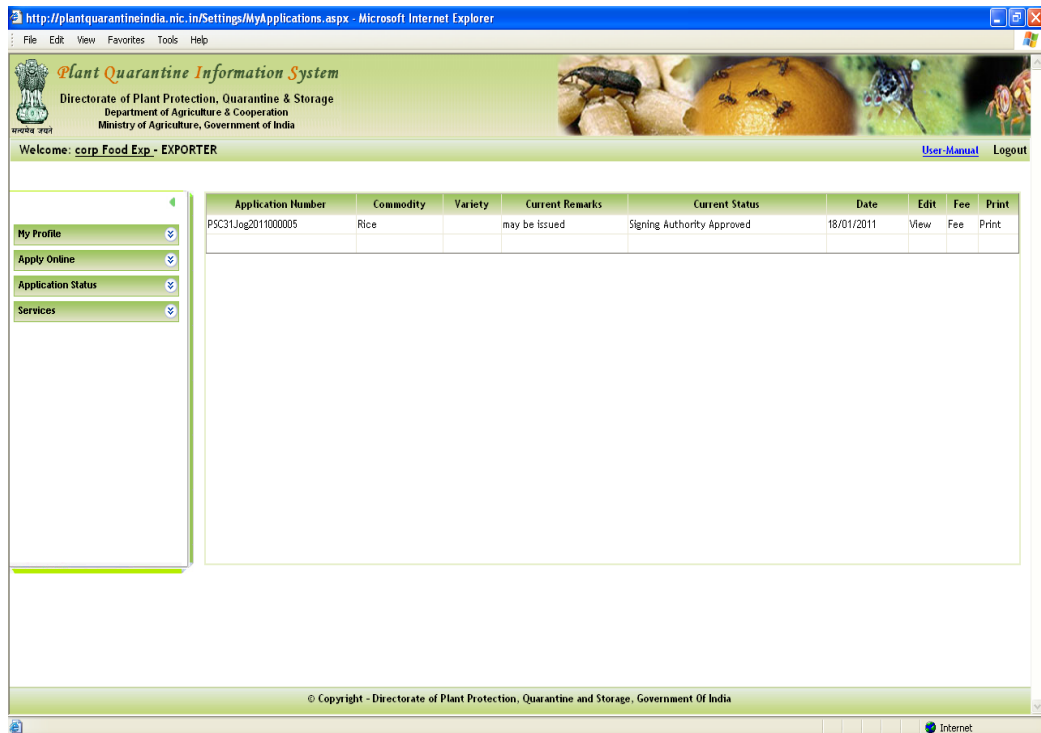


Figure – 24 (Welcome Screen for Exporters)

Apply online

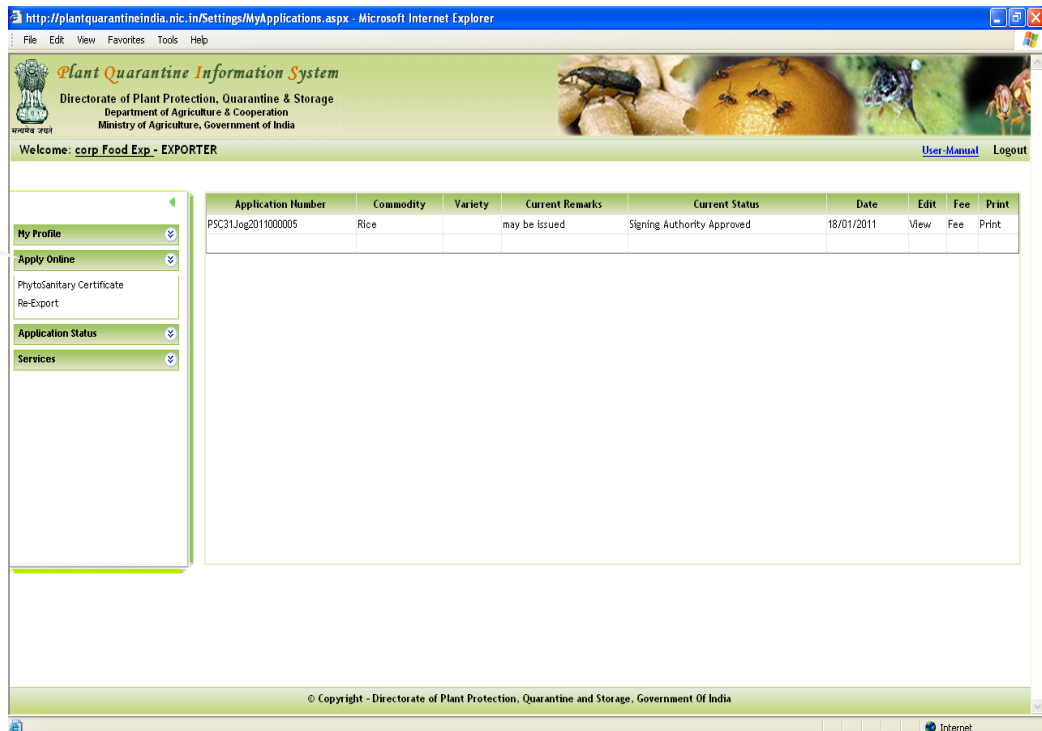


Figure – 25 (Apply Online)

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.

The screenshot shows a web browser window displaying the 'Plant Quarantine Information System' interface. The main heading is 'Application For Issue of Phytosanitary Certificate for Export of Agriculture Commodity'. The form is divided into several sections:

- Applied To:** Jogbani
- Exporter Name:** corp Food Exp
- Importer Name:** (empty field)
- Exporter Address:** Kolkata, Kolkata
- Importer Address:** (empty field)
- Commodity Section:** Includes dropdowns for Commodity, Scientific Name, Commodity Desc, and Plant Part. Below this is a table with columns: Category, Qty, Units, Qty In Volume(CuM), No Of Packages, Mode Of Packing, and Distinguish Marks.
- Country of Origin:** India
- Place of Origin:** (empty field)
- Purpose of Export:** Sowing
- No of Containers:** (empty field)
- Country to Export:** (empty field)
- Foreign port of Shipment(Port of Unloading):** (empty field)
- Means of Conveyance:** (empty field)
- Port of Loading:** (empty field)
- Invoice No.:** (empty field)
- Invoice Date:** 19/01/2011
- Place Of Inspection:** (empty field)
- Inspection Date:** (empty field)
- Value of Commodity:** (empty field) Rs
- Inspection Options:**
 - Inspection Outside PQ
 - Treatment Needed
- Necessary Documents:**
 - Fumigation Certificate
 - Ip
 - Shipping/Airway bill
 - DAC/EKIM approval (If required)
 - Letter of agreement
 - Others
 - Invoice
 - GAO Undertaking(In case of Propagation)

At the bottom of the form, there is a checkbox for 'I have read the Disclaimer & Accept all the Terms and Conditions.' and buttons for 'Save', 'Submit', 'Print', and 'Close'.

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

The screenshot shows a web browser window titled "PQIS - PSC Application - Microsoft Internet Explorer". The page header includes the logo of the Directorate of Plant Protection, Quarantine & Storage, Ministry of Agriculture, Government of India. The user is logged in as "corp Food Exp - EXPORTER".

The main form is titled "Application For Issue of Phytosanitary Certificate for Re-Export of Agriculture Commodity". It contains the following fields and sections:

- Applied To:** Jogbani
- Exporter Name:** corp Food Exp
- Importer Name:** [Empty]
- Exporter Address:** Kolkatta, Kolkatta
- Importer Address:** [Empty]
- Commodity Section:**
 - Commodity: [Select]
 - Scientific Name: [Select]
 - Commodity Desc: [Empty]
 - Plant Part: [Select]
- Table Section:**

Category	Qty	Units	Qty In Volume(CuM)	No Of Packages	Mode Of Packing	Distinguish Marks
[Select]	[Empty]	[Select]	[Empty]	[Empty]	[Select]	[Empty]
- Country of Origin:** India
- Place of Origin:** [Empty]
- Purpose of Export:** Sowing
- No of Containers:** [Empty]
- Country to Export:** [Select]
- Foreign port of Shipment/Port of Unloading:** [Empty]
- Means of Conveyance:** [Select]
- Port of Loading:** [Select]
- Invoice No.:** [Empty]
- Invoice Date:** 20/01/2011
- Place Of Inspection:** [Empty]
- Inspection Date:** [Empty]
- Value of Commodity:** [Empty] Rs
- Inspection Outside PQS:** (checked)
- Treatment Needed:**
- Psc No (country origin):** [Empty]
- Date(country origin):** [Empty]
- Necessary Documents:**
 - Fumigation Certificate
 - Ip
 - Shipping/Airway bill
 - DAC/EXIM approval (If required)
 - Letter of agreement
 - Others
 - Invoice
 - GWO Undertaking(In case of Propagation)

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.

The screenshot shows the "Application Status" page in the web browser. A red callout bubble points to the "Application Status" link in the left sidebar. The main content area displays a table with the following data:

Application Number	Commodity	Variety	Current Remarks	Current Status	Date	Edit	Fee	Print
PSC31Log2011000005	Rice		may be issued	Signing Authority Approved	18/01/2011	View	Fee	Print

The footer of the page contains the copyright information: "© Copyright - Directorate of Plant Protection, Quarantine and Storage, Government Of India".

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.

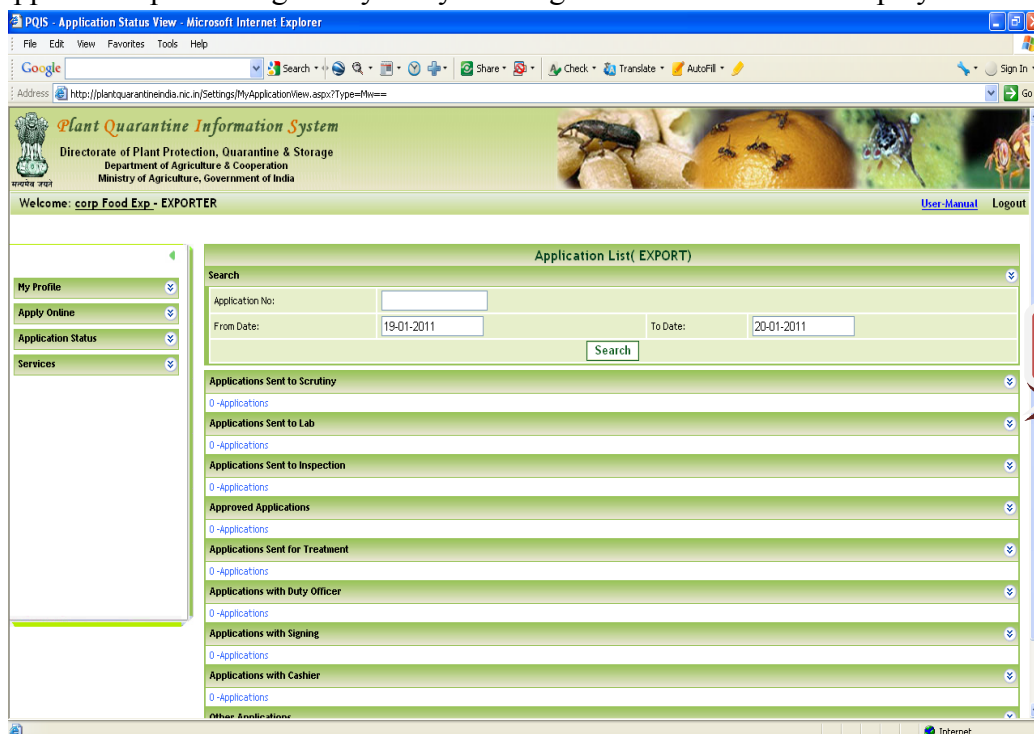


Figure – 29 (Online application Status for Phyto-Sanitary Certificates)

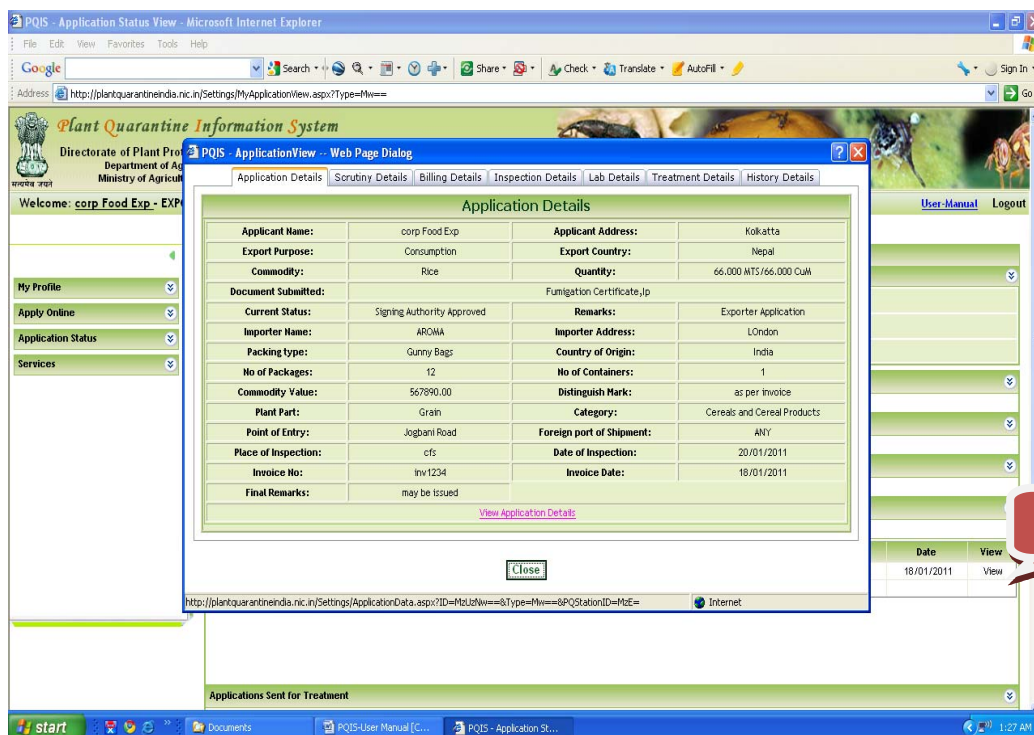


Figure – 30 (Online application Status for Phyto-Sanitary Certificates)

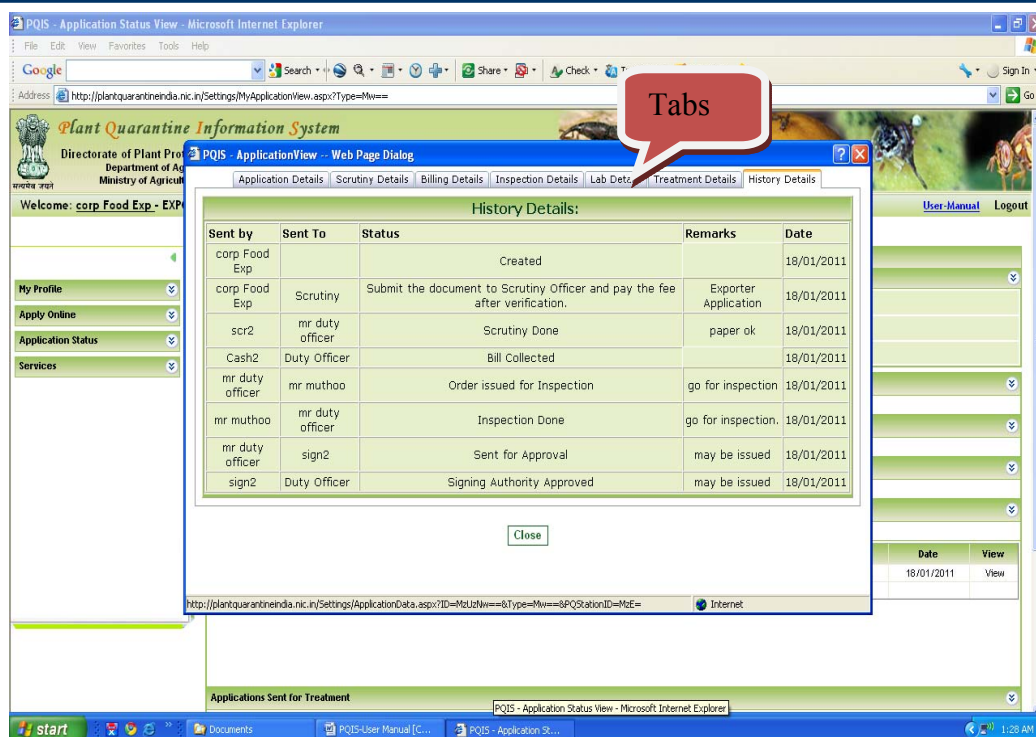


Figure – 31 (Online application Status for Phyto-Sanitary Certificates- History)

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.

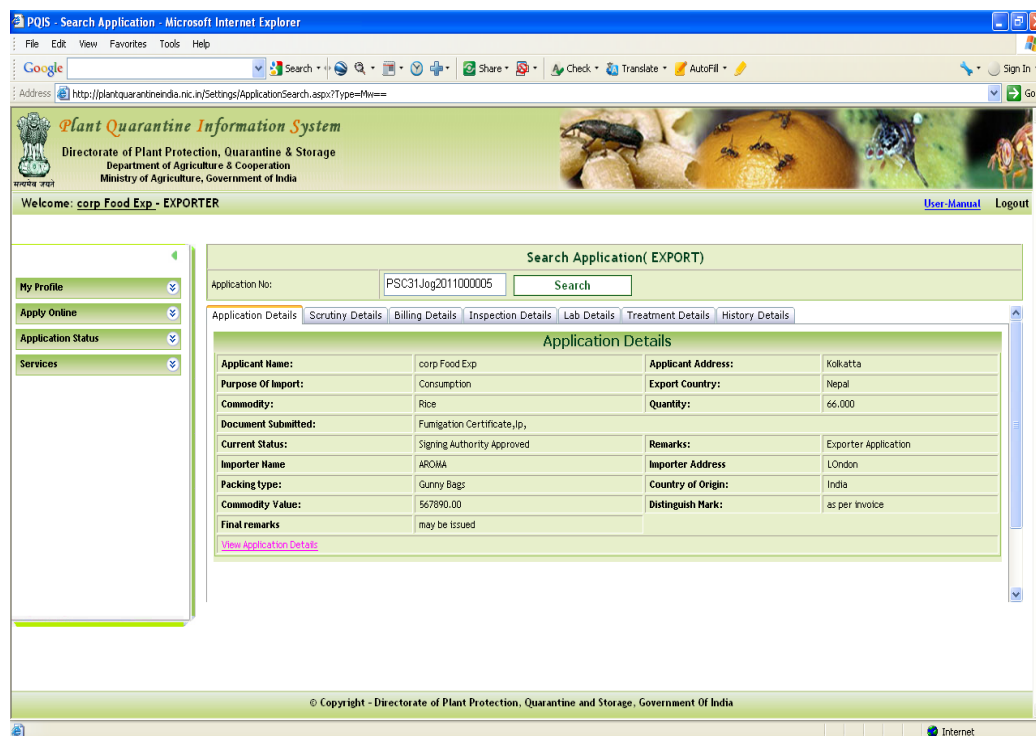


Figure – 32 (Search Phyto-Sanitary Certificates by application number)

1.4.6 Import Release – View pending list

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

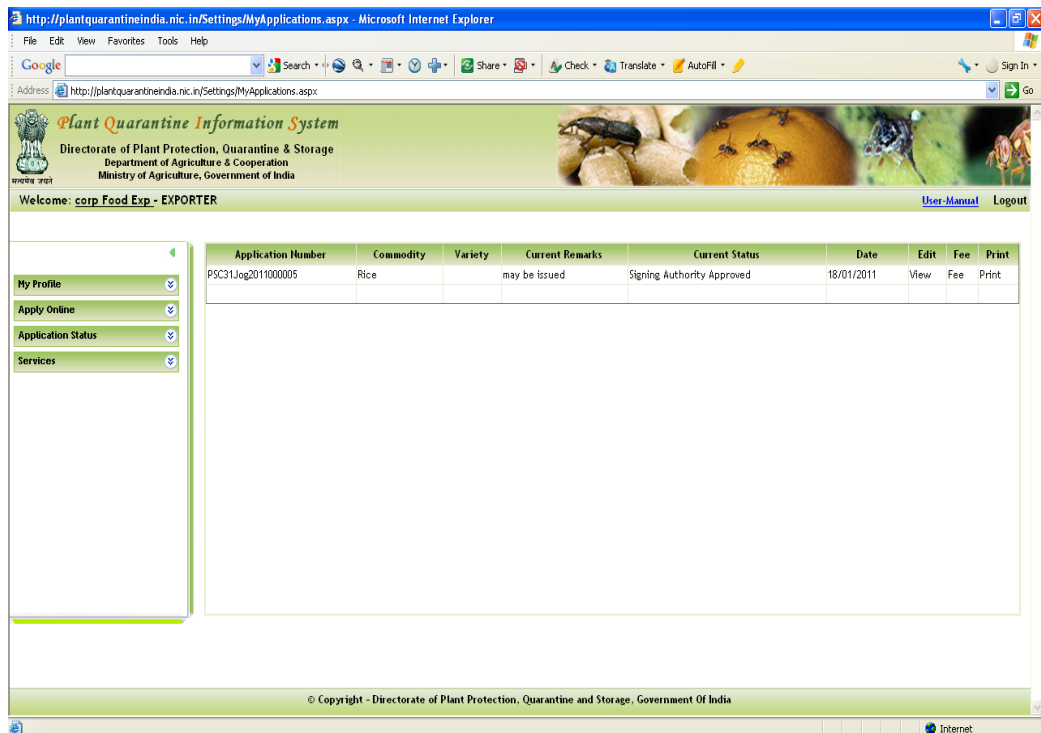


Figure – 33 (View Pending PSC List)

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.

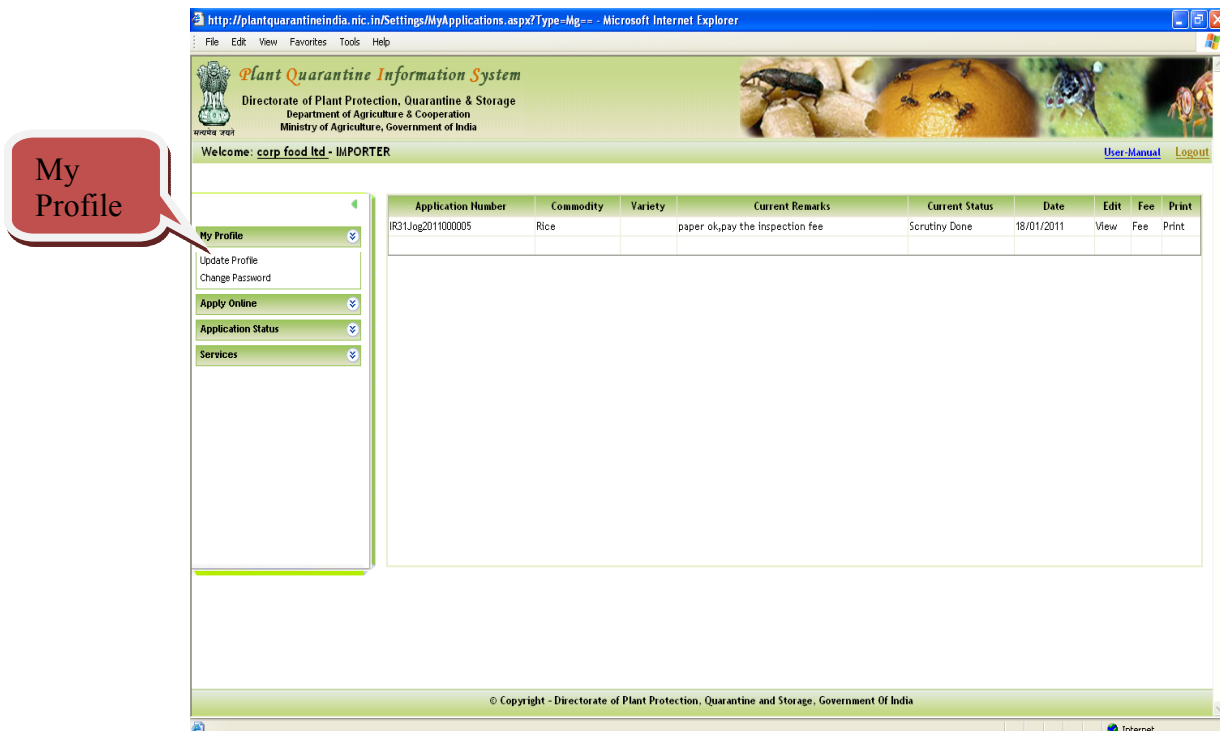


Figure – 34 (My Profile)

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

Figure – 35 (Change Password)

1.6 How to Update your profile?

1. 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.

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.

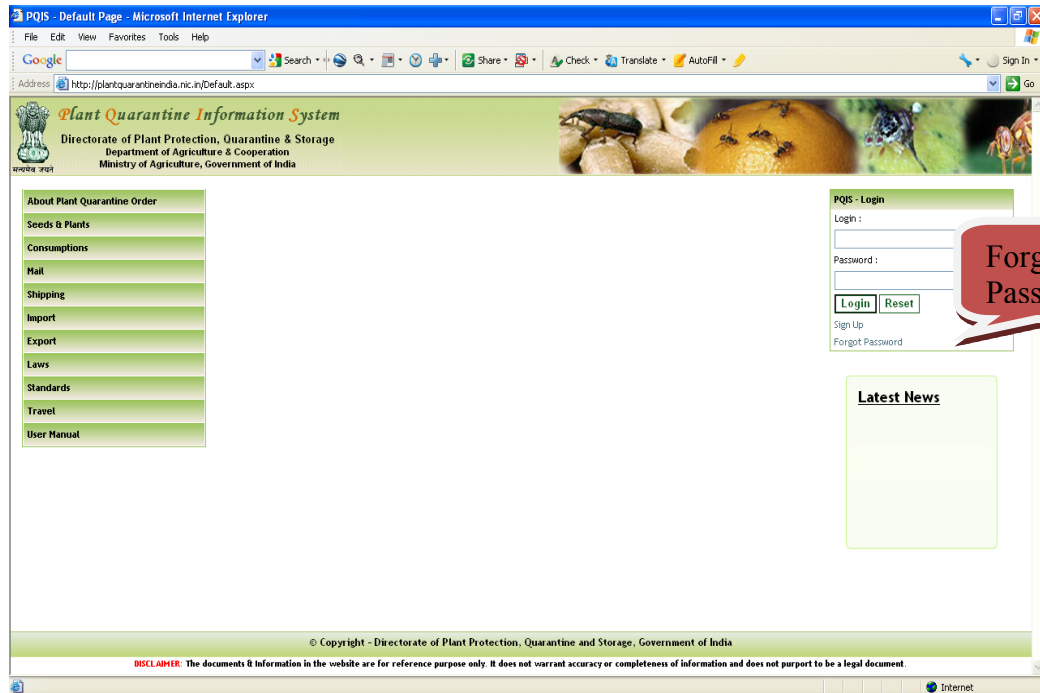


Figure – 37 (Forgot Password)

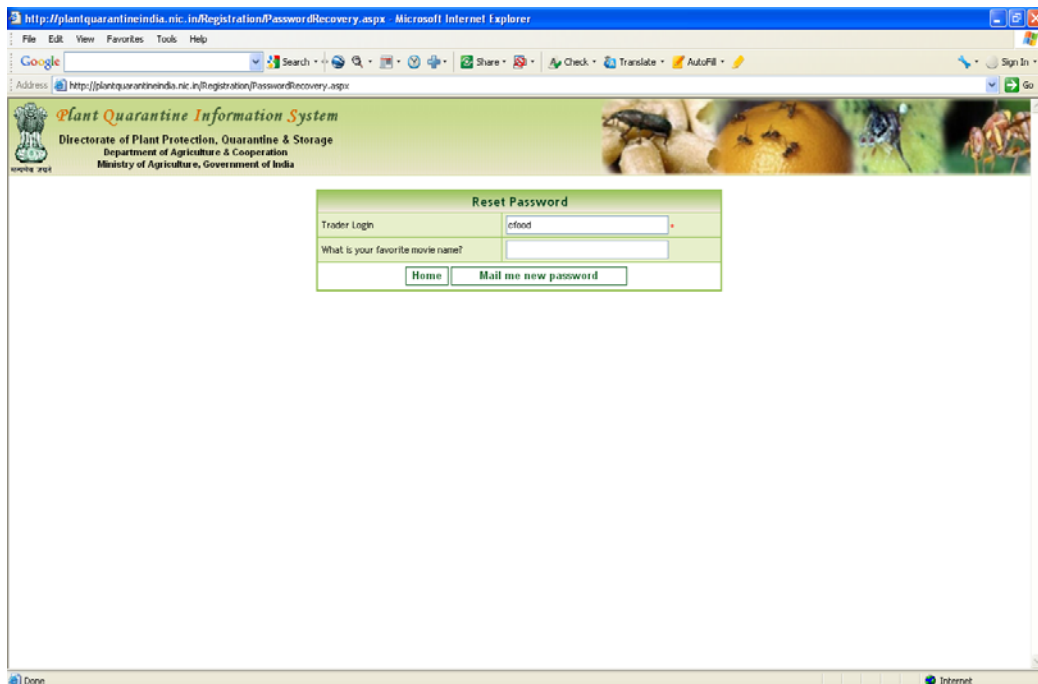


Figure – 38 (Forgot Password)

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

Name and Designation	Postal Address	Phone, Fax, e-mail
Shri. Pankaj Kumar Joint Secretary (Plant Protection)	Ministry of Agriculture, Krishi Bhavan, NEW DELHI.	011-23070916 (O) 011- 23070306 (F) E-mail: pankajkumar@nic.in
Shri.S.K.G.Rahate Joint Secretary/Plant Protection Adviser to the Govt. of India.	Directorate of Plant Protection Quarantine& storage(DPPQS), Department of Agriculture & Cooperation, Government of India, N.H-IV, FARIDABAD 121 001 (Haryana) 409/'B' Wing, Shastri Bhavan, New Delhi – 110001	0129-2413985(O) 0129-2412125(F)/ E-mail: ppa@nic.in 011- 23385026 (O) 011 – 23384182 (F)
Shri Sarvesh Rai, Director (PP)	Ministry of Agriculture, Krishi Bhavan, NEW DELHI – 110 001	011-23386741 (Telefax) E-mail: rai.sarvesh@nic.in
Mrs. Vandana Jain Deputy Secretary (PP)	Ministry of Agriculture, Krishi Bhavan, NEW DELHI – 110 001	Telefax : 011- 23382937 E-mail: vandana.jain@nic.in
Shri N.K. Sinha, Under Secretary (PP-I)	Ministry of Agriculture, Krishi Bhavan, NEW DELHI – 110 001	011- 23382922 011-23386741 (Telefax) E-mail: niraj.sinha@nic.in
Dr. Ravi Prakash Joint Director (PP)	Plant Quarantine Division Directorate of Plant Protection Quarantine & Storage , Department of Agriculture & Cooperation, Government of India, N.H-IV, FARIDABAD- 121 001 (Haryana)	0129-2418506 (O) 0129-2412125 (F) 0129-2413273 (R) E-mail: jdpq@nic.in
Dr. J.P. Singh Deputy Director (E)	National Plant Quarantine Station (NPQS), Rangapuri, NEW DELHI – 110 037	011-26899297(O) 011-26138362(O) 011-26138382(F) 011-26363623(O) E-mail: npqfc@nic.in
Shri. Ashok Shukla Deputy Director (PP)	Regional Plant Quarantine Station (RPQS),Ajnala Road, Near Air Force Station,Raja Sansi Airport, AMRITSAR (Punjab)	01858-233776 (O) 01858-233775 (O) 01858-233775 (F) E-mail: rpqfsa@nic.in

Name and Designation	Postal Address	Phone, Fax, e-mail
Shri. Shiv Sagar Verma Deputy Director (PP)	Regional Plant Quarantine Station (RPQS), GST Road, (Near Trident Hotel), Meenambakkam, CHENNAI – 600 027 (Tamil Nadu)	044-22323888(O) 044-22347488(O) 044-22347522(O) 044-22342949(F) E-mail: rpqfsc@nic.in
Dr. Gautam Chatterjee, Deputy Director (PP)	Regional Plant Quarantine Station (RPQS), FB-Block, Sector III, (Opp:Shrabani Abasan), Salt Lake City, KOLKATA – 700 097. (West Bengal)	033-23597679(O) 033-23213168(O) 033-23580025(F) 033-25119312(O) E-mail: rpqfsk@nic.in
Dr.N.Sathyanarayana Deputy Director (PP)	Regional Plant Quarantine Station (RPQS), Haji Bunder Road, Sewri (E), MUMBAI -400 015 (Maharashtra)	022-23757459(O) 022-23748541(O) 022-23710419(O) 022-23748548(F) E-mail: rpqfstm@nic.in
Shri.Manojpuri Goswamy Plant Protection Officer (E)	Plant Quarantine Station, Unit No : 19&20,II Floor, Cargo Satellite Building, Samsabad Airport, HYDERABAD – 500 018 (Andhra Pradesh)	040-24008276 (O) E-mail: pqfsap12@nic.in
Dr. A. Siddique Assistant Director (E)	Plant Quarantine Station, Harbour, VISAKHAPATNAM 530 035 (Andhra Pradesh)	0891-2502357 (O) E-mail: pqfsap11@nic.in
Dr. A. Siddique Assistant Director (E)	Plant Quarantine Station, Port Area, KAKINADA (Andhra Pradesh)	0884-2345865 (O)
Dr. Gautam Chatterjee, Deputy Director (PP)	Plant Quarantine Station, Guwahati (Ashirwad) Airport Road, Lankeshwar, Jalukbari P.O., Guwahati University, GUWAHATI – 781 014 (Assam)	0361-2454676
Dr. Gautam Chatterjee, Deputy Director (PP)	Plant Quarantine Station, Old Telegraph Office Building, Ashram Road, RAXUAL - 845 305 (Bihar)	0612-286563 (Tele-Fax) (Patna)

Name and Designation	Postal Address	Phone, Fax, e-mail
Dr. Gautam Chatterjee, Deputy Director (PP)	Plant Quarantine Station, Jogbani, Araria Distt., Bihar.C/o Shri. Ashok kumar Shah (N.S.Agent), Check-Post, JOGBANI- 854 328 (Bihar)	
Shri O.P. Verma, Assistant Director (PP)	Plant Quarantine Station, Plot.No.5,Chettan Society, Opp.Kalubha Saheb's Banglow, BHAVNAGAR- 364 001 (Gujarat)	0278-2211246(O) 0278-2511248(O) E-mail:pqfsgj10@nic.in
Shri O.P. Verma, Assistant Director (PP)	Plant Quarantine Station, NU-10, B-80,Shakti Nagar, KANDALA (Gandhidham)- 370 201.(Gujarat)	02836-228286(O) 02836-226042(R) E-mail:pqfsgj12@nic.in
Shri.C.P.Singh Plant Protection Officer(E)	Plant Protection Officer (E) Plant Quarantine Station, NMPT Colony, Near NMPT Hospital, Panambur, MANGALORE – 575 010 (Karnataka)	0824-2406088(O) E-mail: sinumv@yahoo.co.in
Shri.K.W.Deshkar Assistant Director (E)	Plant Quarantine Station, Willington Island, COCHIN- 682 003 (Kerala)	0484-2666145(O) 0484-2669846(O) E-mail: pqfskl12@nic.in
Dr.S.K.Verma Plant Protection Officer(E)	Plant Quarantine Station, T.C.No.38, Subash Nagar THIRUVANATHAPURAM 695 008 (Kerala)	0471-2474653 (O) E-mail:pqfskl13@nic.in
Shri. Devandra Kumar Plant Protection Officer (E)	Plant Quarantine Station, Door.No.101,Plot No.110, IInd Street,CGE Colony, TUTICORIN- 628 003 (Tamil Nadu)	0461-2377968(O) 0461-2326778(O) E-mail:pqfstn17@nic.in
Shri.C.Elangovan Assistant Director (PP)	Plant Quarantine Station, Airport, TIRUCHIRAPALLI 620 047 (Tamil Nadu)	0431-2420970(O) 0431-2420190(O) E-mail:pqfstn13@nic.in
Dr. Gautam Chatterjee, Deputy Director (PP)	Plant Quarantine Station, AGARTALA C/o State Biocontrol laboratory, State Agri.Research Complex, Datta Titta, Arundhuti Nagar, AGARTALA 799 003	

Name and Designation	Postal Address	Phone, Fax, e-mail
Dr. J.P. Singh, Deputy Director (E)	Plant Quarantine Station, C/o. Land Customs Station, BANBASA Dist., Champawat, Uttarakhand	C/o. Land Customs Station 05943-264018
Dr. J.P. Singh, Deputy Director (E)	Plant Quarantine Station, SONAULI Distt. Maharajganj Uttar Pradesh	C/o .Land Customs Station 05522-238434
Dr. J.P. Singh, Deputy Director (E)	Plant Quarantine Station, RUPAIDIHA Distt. Bahraich(Uttar Pradesh)	C/o. Land Customs Station 05253-240418
Dr. Brajesh Mishra Plant Protection Officer (E)	Plant Quarantine Station, Dhamala Building, Rinking Pong Road, KALIMPONG- 734 301 , Darjeeling (DT) (West Bengal)	03552-255894(O) E-mail:pqfswb07@nic.in
Shri S.K. Sanyal Plant Protection Officer (E)	Plant Quarantine Station, Sukanta Park , (Near Pipe Road), Bangaon – 743 235, North 24 Parganas, West Bengal	03215-255067(O) 03215-254030(O) E-mail:pqfswb11@nic.in
Dr. Brajesh Mishra Plant Protection Officer (E)	Plant Quarantine Station, N.H.31-C, PANI TANKI , P.O.Dulal Jote, Distt. Darjeeling, West Bengal – 734 429	0353-2555240 (O) E-mail:pqfswb10@nic.in
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

Global Head Quarters: SRIT House, #113/1B,
ITPL main Road, Kundalahalli,
Bangalore 560037, India

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

©Copyright 2011 DPPQS, DAC, MoA

Designed in-house at National Informatics Centre.