

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



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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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Plant Quarantine Information System Directorate of Plant Protection, Quarantine & Storage Department of Agriculture & Cooperation Ministry of Agriculture, Government of India	
About Plant Quarantine Order	PQIS - Login
Seeds & Plants	Login :
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Travel	Latest News
Up	
© Copyright - Directorate of Plant Protection, Quarantine and Storage, Government of India	
DISCLAIMER: The documents & 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."

6 http://plantquarantineind	lia.nic.in/Registration/Nev	/TraderSignUp.aspx - Windows Internet Explorer	
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	Client Type:	Select • IE Code:	•
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1	PQ Station:	Select • Email Id:	•
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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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Apply online										
Application status	*									
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		© Соругі	ight - Directorate of	Plant Protec	tion, Quarantine and Stor	rage, Government Of India				
8									Internet	

Figure -5 (Importer's screen)

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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Welcome: corp food ltd - IMPORTE	R				<u>User-Manual</u> <u>Logout</u>
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Apply Online 😵	Importer Name:	corp food itd		Exporter Name:	*
Application Status		Kolkatta	~		
Services 😵	Importer Address:	Kolkatta	< >	Exporter Address:	*
	Country of Origin:	Select 👻 *		Country of re-export:	Select
	Foreign port of shipment:	•		Purpose of Import:	Processing •
	Expected date of Arrival:	* (dd/MM/yyy	y)	Whether Transgenic or Not:	OYes ⊙No
	Means of Conveyance:	Select 👻 *		Point of Entry:	Select 💌 🔹
	Particulars of documents attached if any:		×		
	Commodity	Scientific	Name		Plant Part
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	Necessary Documents:	forma Invoice Letter of Agree	ement	Others	
	I/We hereby declare that the infor inspection, fumigation, treatment or su	mation furnished above is correct and complet spervision and abide by the instructions/guide	te in all respects and und lines issued by him.	ertake to pay to pay to an officer du	ly authorized by PPA, the prescribed fees towards
		Save Sub	mit Print Close	View fee calculation.	
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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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4	Applicat	ion for Pe	rmit to Import pla	nts/plant materia	ls for	sowing/planting/propa	agation-POForn	n 02	_
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	Particulars of documents attached if any:								
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	Select	Sele	ect	*		Select		~	
	Category		Quantity	Ur	nits	No of Package	;	Mode of Packing	
	Select	*		Select	*		2	elect 🔽	
	Necessary Documents:	Perform	na Invoice/Catelogue cility certificate (If require	Grower certificat d) GWO Undertaking	e 🗌 DA	C Approval (If required) ters			
	I/We hereby declare that the info inspection, fumigation, treatment or p	rmation furnis lost-entry qua	hed above is correct and co rantine inspection of the ab	omplete in all respects and ove consignment and abi	d underta de by the	ke to pay to pay to an officer du instructions/guidelines issued by	ly authorized by PPA, t / him.	he prescribed fees to	wards
			Save	Submit Print Cl	ose <u>vi</u> e	w fee calculation.			

Figure - 8 (PQ Form 2)

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

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	•	Applica	tion for Permit to	Import so	l/peat or Sphagnur	n moss or other growing n	nedia-PQForm 06			
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Application Status	*	Importer Address:	Kokatta Kolkatta			Exporter Address:		*		
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ê)								🥑 Internet		

Figure - 9 (PQ Form 6)

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

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		Plant Part:	Select	~		Category:	Select	*	
		Description of insects/mites/nematode (common /scientific names):	s/microbial cultures/ biocontro	agents intended to	import			*	
		Taxon (Class/order/family/ sub-family t	ribe/ 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	the instructions/guidelines issu	ed by the Plant Prot	ection Adviser to	o the Govt. of India from time to time in	this regard.		
			S	ive 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.

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Services 😵	Importer Address:	Kolkatta Kolkatta			*	Exporter Address:		*
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	Bill of Entry No:	*				B/E Date:		•
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	Place of Inspection:		*			Inspection Date:		*(dd/MM/yyyy)
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				Save Su	bmit Print	Close		
	© (a	opyright - Directorate	of Plant Protection	n, Quarantine an	d Storage, Gor	vernment Of India		
24								Internet

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.

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

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pply Online		Applica	tion Details					
pplication Stat	Applicant Name:	corp food Itd	Applicant Address:	Kolkatta	1-2011			
ervices	Import Purpose:	Processing	Country Of Re-Export:					
	Commodity:	Rice	Quantity:	45000.000 MTS			*	
	Document Submitted:		Performa Invoice					
	Current Status:	Signing Authority Approved	Remarks:	SCHEDULE - 6			*	
	Exporter Name:	test	Exporter Address:	Nepal				
	Packing type:	Containers	Country of Origin:	Libya	7		8	
	Plant Part:	Grain	Category:	Cereals and Cereal Products				
	Point of Entry:	Jogbani Road	Foreign port of Shipment:	any				View
		View Ap	plication Details					V IC VV
_						Date	View	
		Γ	Close		v Approved	18/01/2011	View	
		L	ciose					
							*	
http:/	//plantquarantineindia.nic.in/Setting	is/ApplicationData.aspx?ID=OTM2&Type=I	MQ==8PQStationID=MzE=	🌍 Internet				
	Applicati	ons with Duty Officer					*	
	0 -Applica	tions					~	~
						A Intern	at	

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
Plant Quarantine . Directorate of Plant Protect Department of Agriculture Ministry of Agriculture	Information System tion, Quarantine & Storage tubre & Cooperation 9, Government of India	7	(74))	
Welcome: corp food ltd - IMPORTI	ER			User-Manual Logout
My Profile 😵	Application No: IPC31Jor	Tabs	PERMIT)	
Application Status	Application Details Scrutiny Details Billing I	Details History Details		î
		Application Details		
Services 😵	Applicant Name:	corp food ltd	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	
ê				🥥 Internet

Figure - 15 (Search Import Permit by Application Number)

http://plantquarantineindia.nic.in	- PQIS - Search Ap	plication - Micro	soft Internet Explorer		
File Edit View Favorites Tools He	Np				A.
Plant Quarantine I Directorate of Plant Protect Department of Agriculture Ministry of Agriculture Welcome: corp food ltd - IMPORTE	Information (tion, Quarantine & dure & Cooperation , Government of India IR	System Storage	20		User-Manual Logout
			Search Application(IMPORT PERMIT)		
My Profile 😵	Application No:		IPC31Jog2011000005 Search		
Apply Online 😸	Application Details	Scrutiny Detail	s Billing Details History Details		^
Application Status	History Det	ails:			
Services 😵	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
					×
		© Copyright - I	Directorate of Plant Protection, Quarantine and Storage, Government Of India		
a					Internet

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.	Information System ion, Quarantine & Storage Iture & Cooperation , Government of India	2				
welcome: corp tood ita - imroki i	ĸ			<u>0</u>	ser-manuat Logout	
•		Application L	ist(IMPORT RELEASE)			
My Profile 😵	Search				*	
Annix Online X	Application No:					
Application Status	From Date:	18-01-2011	To Date:	19-01-2011		
Appucation status			Search			
Services 😵	Applications Sent to Scrutiny				*	
	R Applications					
	Applications Sent to Lab				Expa	inding
	0 -Applications				Linpt	
	Applications Sent to Inspection					
	0 -Applications					
	Approved Applications				8	
	0 -Applications					
	Applications Sent for Treatment				8	
	0 -Applications					
	Applications with Duty Officer				۲	
	0 -Applications					
	Applications with Signing				*	
	0 -Applications					
	Applications with Cashier				*	
	1 - Applications					
	Other Applications					
	U-Applications					
e 1					Internet	

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

nttp://plantquaranti	neindia.nic.in	PQIS - Application Status Vi	ew - Microsoft Internet Explorer			
ile Edit View Favor	rites Tools Hel	P				
Directorate of Directorate of Depar	arantine I Plant Protecti Itment of Agricul 19 of Agriculture,	nformation System on, Quarantine & Storage ture & Cooperation Government of India		R	(the second	
elcome: <u>corp food</u>	<u>ltd</u> - IMPOI 🖄	PQIS - ApplicationView We	b Page Dialog		? 🛛	<u>User-Manual</u> Logo
			Application Details Scrutiny De	tails Billing Details History Det	ails	
	•		Applica	tion Details		
		Applicant Name:	corp food itd	Applicant Address:	Kolkatta	8
rofile	۲	Import Purpose:	Processing	Country Of Re-Export:		
y Online	۲	Commodity:	Rice	Quantity:	45000.000 MTS	
ication Status	۲	Document Submitted:		Performa Invoice		
ces	*	Current Status:	Signing Authority Approved	Remarks:	SCHEDULE - 6	
		Exporter Name:	test	Exporter Address:	INepal	8
		Packing type:	Containers	Country of Origin:	Libya	
		Plant Part:	Grain	Category:	Cereals and Cereal Products	8
		Point of Entry:	Jogbani Road	Foreign port of Shipment:	any	
			View App	plication Details		8
	1					
			1			8
			L	Close		
						Date View
						18/01/2011 View
	http:	//plantquarantineindla.nic.in/Setting	s/ApplicationData.aspx?ID=OTM2&Type=N	NQ==&PQStationID=MzE=	🔮 Internet	
		Applications Sent for Treatment	t in the second s			
		0 -Applications				
		Applications with Duty Officer				8
		0. Applications				
start 🔰 👮 🔇	🦻 🎒 🖹 🙆	Documents 🛛 🖉 PC)IS-User Manual (C 🛛 🙆 http://plant			(E) 12:

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	.in - PQIS - Search Application - Microsoft I	nternet Explorer		
File Edit View Favorites Tools	Help			A.
Plant Quarantine Directorate of Plant Prot Department of Ag Ministry of Agricult Welcome: corp food htd - IMPOR	e Information System ection, Quarantine & Storage riculture & Cooperation ure, Government of India RTER	2		User-Manual Locout
•		Search Application(IMPOR	T RELEASE)	
My Profile 😵	Application No:	1Jog2011000005 Search		
Apply Online 😵	Application Details Scrutiny Details Bi	lling Details Inspection Details Lab Details Treatm	ent Details History Details	<u>^</u>
Application Status 😵		Application Deta	ils	
Services 😵	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,		
	Current Status:	Scrutiny Done	Remarks:	New IRO Application
	Exporter Name	test	Exporter Address	Nepal
	Packing type:	Containers	Country of Origin:	Libya
	Commodity Value:	34567.00	Distinguish Mark:	
	Final remarks	paper ok,pay the inspection fee		
	View Application Details			
				v
	© Copyright - Direct	orate of Plant Protection, Quarantine and Storage, Gov	ernment Of India	M
a				🔮 Internet

Figure - 19 (Search Import Release by Application Number)

http://plantquarantineindia.nic.i	n - PQIS - Search	Application - Mic	crosoft Internet Explorer		
File Edit View Favorites Tools H	Help				
Plant Quarantine Directorate of Plant Prote Department of Agric Ministry of Agricultur	Information ction, Quarantine culture & Cooperati re, Government of I	r System & Storage on India	200		
Welcome: <u>corp food ltd</u> - IMPORT	TER				User-Manual Logout
•			Search Application(IMPORT RELEASE)		
1y Profile 😵	Application No:		IR31Jog2011000005 Search		
Apply Online 😵	Application Def	ails Scrutiny De	tails Billing Details Inspection Details Lab Details Treatment Details Histor	y Details	~
Application Status 😵	History D	etails			
ervices 😵	Sent hy	Sent To	Status	Remarks	Date
	corp food Itd	Scrutiny	Submit the document to Scrutiny Officer and pay the fee after 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
		© Copyright	1 - Directorate of Plant Protection, Quarantine and Storage, Government Of India		
					· · · · ·
					Unternet

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.i File Edit View Favorites Tools	in/Settings/MyApplications.aspx Heb	- Microsoft Interne	t Explorer						Ð
Plant Quarantine Directorate of Plant Prote Department of Agri Ministry of Agricultur Welcome: corp food Itd - IMPORT	Information System ction, Quarantine & Storage culture & Cooperation re, Government of India TER			7		NØ.	User	-Manua	Logout
	Application Number	Commodity	Variaty	Current Remarks	Currant Statur	Date	Edit	Fee	Print
	IPC31Jog2011000005	Rice	ranoty	issue	Signing Authority Approved	18/01/2011	View	Fee	Print
My Profile 🛛 😵	-								
Apply Online 😵									
Application Status 😵									
Services 😵									
	© Соругіз	ht - Directorate of F	Plant Protec	tion, Quarantine and Stora	ige, Government Of India				
ê							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.

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le cuil view Havorites Ti	ools Help									
Plant Quarant Directorate of Plant Department of Ministry of Agr Velcome: corp food Itd - II/	tine Information Protection, Quarantin of Agriculture & Coopera riculture, Government of IPORTER	on System ne & Storage tion India			7			User	Manual Le	gou
	Applicat	ion Number	Commodity	Variety	Current Remarks	Current Status	Date	Edit	Fee Prin	it
Profile	IR31Jog2011000	0005	Rice		paper ok,pay the inspection fee	Scrutiny Done	18/01/2011	View	Fee Print	
niu Onlino	<u> </u>									
	*									
lication Status	*									
vices	8									
		© Copy	yright - Directorate o	f Plant Prote	ection, Quarantine and Storage, Governmer	nt Of India				
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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)

File Cit View Parothes Tools Hep Image: Cit View Parothes Tools Hep Image: Cit View Parothes Tools Hep With Contrast of Plant Protection, Unarantine & Storage partment of Arginethure, Government of India Image: Cit View Parothes Tools Hep Image: Cit View Parothes Tools Hep We contrast of Plant Protection, Unarantine & Storage partment of Arginethure, Government of India Image: Cit View Parothes Tools Hep Image: Cit View Parothes Tools Hep We contrast of Arginethure, Government of India Ministry of Agriculture, Government of India Image: Cit View Parothes Tools Hep Image: Cit View Parothes Tools Hep View Parothes Tools Hep Image: Cit View Parothes Tools Hep Image: Cit View Parothes Tools Hep Image: Cit View Parothes Tools Hep View Parothes Tools Hep Image: Cit View Parothes Tools Hep Image: Cit View Parothes Tools Hep Image: Cit View Parothes Tools Hep View Parothes Tools Hep Image: Cit View Parothes Tools Hep Image: Cit View Parothes Tools Hep Image: Cit View Parothes Tools Hep View Parothes Tools Hep Image: Cit View Parothes Tools Hep View Parothes Tools Hep Image: Cit View Parothes Tools Hep Image: Cit View Parothes Tools Hep Image: Cit View Parothes Tools Hep View Parothes Tools Hep Image: Ci
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Application Number Commodity Variety Current Remarks Current Status Date Edit Fee Print typ/colle ipplication Status ipplication St
ty Profile sporty Online sporty Online sporty Online services serv
spply Online S spplication Status S enrices S
ipplication Status
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Figure – 24 (Welcome Screen for Exporters)

	🕙 http://plantquarantineindia.nic.ir	n/Settings/MyApplications.aspx	- Microsoft Intern	et Explorer						
	File Edit View Favorites Tools H	lelp								- A
	Plant Quarantine Directorate of Plant Protect Department of Agric Ministry of Agricultur	Information System tion, Quarantine & Storage ulture & Cooperation e, Government of India			7	A Carton			A	
Apply	Welcome: corp Food Exp - EXPOR	TER						User-M	<u>muat</u> Loş	gout
Арргу			1							_
online	•	Application Number	Commodity	Variety	Current Remarks	Current Status	Date	Edit	ee Print	t
	My Profile 😵	PSC31Jog2011000005	Rice		may be issued	Signing Authority Approved	18/01/2011	View Fe	e Print	_
	Apply Online 😵									
	PhytoSanitary Certificate									
	Re-Export									
	Application Status 😵									
	Services 😵									
		© Соругі	ght - Directorate of	Plant Protec	tion, Quarantine and Stora	ge, Government Of India				
	ê)							💙 Inte	rnet	<u>×</u>

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.

http://plantquarantineindia.n ile Edit View Pavorites Tool Plant Quaranti. Directorate of Plant Pr Department of , Ministry of Agrice (elcome: corp Food Exp. = EX	iic.in s Hel n <i>e I</i> otecti Agricul ulture, PORT	PQIS - PSC Application b <i>nformation Syste</i> on, Quarantine & Storag ture & Cooperation Government of India ER	Microsoft Inte	ernet Explorer		7		4	35 M		N		User-Manual	
•			Applicat	ion For Issu	e of Phyto	sanitary Cer	tifica	te for Expor	t of Agr	icultur	e Commo	dity		
/ Profile 😵		Applied To:	Jogbani	*										
oply Online 🛛 😵		Exporter Name:	corp Food Exp				Impo	rter Name:]•
oplication Status 🛛 😵		Exporter Address:	Kolkatta Kolkatta			~	Impo	rter Address:					 × 	9 8-
		Commodity		Si	cientific Name			Commodity Des	6			Plant Part		
		Select	*	Select		*				Select	t		~	
		c	ategory		Qty	Units	Qty	in Volume(CuM)	No Of Pa	ckages	Mode Of	Packing	Distinguish Mar	ks
		Select		~		Select 🔽					Select	~		
		Country of Origin:	India	~			Place	of Origin:						
		Purpose of Export:	Sowing	~			No of	Containers:				+		
		Country to Export:	Select	*			Fore of Un	ign port of Shipme Iloading):	nt(Port			•		
		Heans of Conveyance:	Select	*			Port	of Loading:		Select		*		
		Invoice No.:		*			Invot	ice Date:		19/01/2	011	* (dd/	HM/yyyy)	
		Place Of Inspection:		*			Inspe	ection Date:				* (dd/	MM/yyyy)	
		Value of Commodity:		Rs				nspection Outside	PQS 🔲 T	reatment	Needed			
		Necessary Documents:	DAC/EXIM	Certificate approval (If requir	ed) Letter	of agreement ndertaking(In cas	e of Pro	Shij Ott pagation)	oping/Airwa Iers	y bill				
		I have read the Disclaim	er & Accept all the	Terms and Condit	tions.									
					[Save Subm	it P	rint Close						

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

PQIS - PSC Application - Microso	ft Internet Explorer								
Plant Quarantino Plant Quarantino Directorate of Plant Prot Department of Agricult Welcome: corp Food Exp EXPC	Information System ection, Quarantine & Storag iculture & Cooperation are, Government of India DRTER	m je		7		and da			User-Manual Logout
4		Application For Is	ssue of Phytosan	itary Certifi	icate for Re-Expo	rt of Agri	culture Comm	nodity	
My Profile 😵	Applied To:	Jogbani 🖌	•						
Apply Online 😵	Exporter Name:	corp Food Exp			Importer Name:				÷
Application Status 📚 Services 📚	Exporter Address:	Kokatta Kolkatta		~	Importer Address:				×
	Commodity	r <u></u>	Scientific Name		Commodity Desc			Plant Part	
	Select	✓ Select		~			Select		~
	c	ategory	Qty	Units	Qty In Volume(CuM)	No Of Packa	iges Mode Of	Packing	Distinguish Marks
	Select	~	· s	elect 🔽			Select	~	
	Country of Origin:	India	<mark>∨</mark> *		Place of Origin:				
	Purpose of Export:	Sowing	*		No of Containers:			÷	
	Country to Export:	Select	∀ *		Foreign port of Shipment of Unloading):	(Port		-	
	Heans of Conveyance:	Select	*		Port of Loading:	S	elect	•	
	Invoice No.:		*		Invoice Date:	2	0/01/2011	* (dd/Mi	Юуууу)
	Place Of Inspection:		*		Inspection Date:			• (dd/MP	Иуууу)
	Value of Commodity:		Rs		Inspection Outside F	QS 🗌 Trea	tment Needed		
	Psc No (country origin):				Date(country origin):				
	Necessary Documents:	Fumigation Certificate DAC/EXIM approval (In Invoice	e p f required) Letter of G#O Unde	agreement ertaking(In case	Shipp Othe of Propagation)	ing/Airway bil rs	I		
	I have read the Disclaim	er & Accent all the Terms and	Conditions						

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.

crosoft Internet Explorer	
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🚽 🛃 Search * 🔶 🍳 * 🔟 * 🛞 🚽 * 🛛 🖉 Share * 👰 * 🛛 🎪 Check * 🐌 Translate * 🍠 AutoFill * 🤌	🔦 • 🕗 Sign In •
(Settings/MyApplcation/New.aspx?Type=Mw==	🛩 🄁 Go
Information System ion, Quarantine & Storage thre & Cooperation .Government of India	
ER	User-Manual Logout
Application List(EXPORT)	
Search	8
Application No:	
From Date: 19-01-2011 To Date: 20-01-2011	
Search	Expanding
Applications Sent to Scrutiny	*
0 -Applications	
Applications Sent to Lab	× 1
0 -Applications	
Applications Sent to Inspection	S
0 -Applications	
Approved Applications	*
0 -Applications	
Applications Sent for Treatment	*
0 -Applications	
Applications with Duty Officer	
0 -Applications	
Applications with Signing	Solution (1998)
0 -Applications	
Applications with Cashier	*
0 -Applications	
Other Anniestione	Threnet
	crosofi Infernet Explorer

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

	rosoft Internet Explorer				- 2
File Edit View Favorites Tools Help)				4
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Plant Quarantine In Directorate of Plant Pro	nformation System PQIS - ApplicationView Wel) Page Dialog		2000 C	
प्रमेव जयने Ministry of Agricult	Application Details Sci	utiny Details Billing Details Ins	pection Details Lab Details Treat	ment Details History Details	
Velcome: <u>corp Food Exp</u> - EXP		Applica	ation Details		<u>User-Manual</u> Logout
	Applicant Name:	corp Food Exp	Applicant Address:	Kolkatta	
	Export Purpose:	Consumption	Export Country:	Nepal	
	Commodity:	Rice	Quantity:	66.000 MTS/66.000 CuM	*
ofile 😵	Document Submitted:		Fumigation Certificate, Ip		
ly Online 😵	Current Status:	Signing Authority Approved	Remarks:	Exporter Application	
lication Status	Importer Name:	AROMA	Importer Address:	LOndon	
	Packing type:	Gunny Bags	Country of Origin:	India	
vices 😵	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	۲
	Final Remarks:	may be issued			
		<u>View Ap</u>	plication Details		
L*					Date View
		l	Close		18/01/2011 View
		(Application) at a cov210-Mail Mu	[vpe=Mw==&POStation]D=MzE=	A Internet	-

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

PQIS - Application Status View - Mi	icrosoft Internet	Explorer					_ = ×
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Google	v 3	Search 🔹 💊 🤅	🕽 • 🔟 • 🥎 🌵 🛛 🖉 Share • 🧕 • 👍 Check • 🍇 *			* ·	🔵 Sign In 🔹
Address 💩 http://plantquarantineindia.nic.ir	n/Settings/MyApplica	tionView.aspx?Type=	-Mw== To	ha			💌 🛃 Go
Plant Quarantine	Information PQIS - Applicat Applicati	n System ionView Web I on Details Scrut	Page Dialog iny Details Billing Details Inspection Details Lab Detz Treat	ment Details History	2 Details		AD A
Welcome: corp Food Exp - EXP			History Details:			User-Manual	Logout
	Sent by	Sent To	Status	Remarks	Date		
•	corp Food Exp		Created		18/01/2011		×
My Profile 😵	corp Food Exp	Scrutiny	Submit the document to Scrutiny Officer and pay the fee after verification.	Exporter Application	18/01/2011		
Apply Online S Application Status	scr2	mr duty officer	Scrutiny Done	paper ok	18/01/2011		
Services X	Cash2	Duty Officer	Bill Collected		18/01/2011		
	mr duty officer	mr muthoo	Order issued for Inspection	go for inspection	18/01/2011		*
	mr muthoo	mr duty officer	Inspection Done	go for inspection.	18/01/2011		۲
	mr duty officer	sign2	Sent for Approval	may be issued	18/01/2011		*
	sign2	Duty Officer	Signing Authority Approved	may be issued	18/01/2011	2	
			Close				*
						Date 18/01/2011	View
						10/01/2011	1.00
htt	p://plantquarantinei	ndia.nic.in/Settings/A	pplicationData.aspx?ID=MzUzNw==&Type=Mw==&PQStationID=MzE=	🌍 Internet			
	Applications Se	nt for Treatment	DOTC Assister Only III Minus 9 The	and the second			۲
Histori	Documente	170 000	Joan Manual IC Application Status View - Microsoft Inter	net Explorer)) 1.28 AM

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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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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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.

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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.

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	(I lai yana)	
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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

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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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