

# Revised PGS-INDIA Manual



**National Centre of Organic Farming**

**PGS-INDIA Secretariat**

Department of Agriculture Cooperation and Farmers Welfare

Ministry of Agriculture and Farmers Welfare

Government of India

**Published**

Year : 2021

Month : June

**National Centre of Organic Farming**  
**PGS-INDIA Secretariat**

Department of Agriculture Cooperation and Farmers Welfare  
Ministry of Agriculture and Farmers Welfare  
Government of India

## CONTENTS

Sl. No.	Subject	Page No.
	<i>Abbreviations</i>	I
	<i>Definitions</i>	ii
1	Chapter 1 : Participatory Guarantee System for India	1
1.1	About PGS-India	1
1.2	Guiding Principles for PGS-India	1
1.2.1	Guiding Principles for PGS groups	2
	1.2.1.1 Participation	2
	1.2.1.2 Shared vision	2
	1.2.1.3 Transparency	2
	1.2.1.4 Trust	2
	1.2.1.5 Horizontality	3
1.2.2	Guiding principles for individual producers, On-farm and Off-farm processing and handling	3
	1.2.2.1 Individual farm producers	3
	1.2.2.2 On-farm processing and handling by the group in their own or hired facilities	3
	1.2.2.3 Off-farm processing and handling in stand-alone facilities away from PGS-groups	3
1.2.3	Guiding Principles for conversion of large contiguous traditional / default organic areas to organic under PGS-India	4
1.3	National networking	4
1.4	PGS-India certification services and fees	4

2.	CHAPTER 2 : PGS –INDIA Operation Structure and its Role and Responsibilities	5
2.1	Operational Structure	6
2.2	Structure, Role and Responsibilities	6
	2.2.1 Department of Agriculture, Cooperation and Farmers Welfare (DAC&FW), Government of India	6
	2.2.2 National Advisory Committee (PGS-NAC)	6
	2.2.2.1 Structure	6
	2.2.2.2 Roles and Responsibilities	6
2.2.3	National Executive Committee	7
	2.2.3.1 Role and Responsibility	7
	2.2.3.2 Meeting of PGS-NEC	7
2.2.4	PGS Secretariat	8
	2.2.4.1 PGS-India Cell	8
	2.2.4.2 PGS-India Operational Budget	8
2.2.5	Zonal Council	9
2.2.6	Regional Council (RC)	9
2.2.7	Local Group (LG)	9
3	CHAPTER 3: Eligibility Criteria and Functional Requirements for Regional Councils (RC)	10
	Eligibility criteria for appointment of Regional Council	10
3.2	Application for Authorization as RC	10
3.3	Authorization of Regional Council	11
3.4	Role and responsibility of Regional Council	12

4	CHAPTER 4 : Eligibility Criteria and Functional Requirements for Local Groups (LG), individual Producers and Processors/ handlers	13
4.1	Requirement and eligibility criteria for Local Groups	13
4.2	Role and Responsibility of Local Group	13
4.3	Role and Responsibility of Individual Producer	14
4.4	Off-farm processing and handling units/facilities away from PGS-groups	14
4.5	Role and responsibilities of states and local Government authorities for conversion of large contiguous traditional / default organic area to PGS-India Organic	14
5	CHAPTER 5 : CERTIFICATION PROCESS	17
5.1	Certification Process by Local Group(LG)	18
5.2	Certification Process by Regional Council	19
5.3	Certification of Individual Producer by Regional Council	21
5.4	Certification Process by Off-farm Processing Units	22
5.5	Certification Process by Regional Council for off-farm processing units	23
5.6	Certification process for large contiguous Traditional/ Default organic area	24
5.6.1	Certification process by Village Council/ Gram Panchayat	24
5.6.2	Certification process by Regional Council	24
5.7	Verification of certification by consumers	24
6	CHAPTER 6 : Time Lines, Complaints and Appeals	26
6.1	Time lines	26
	For Local Group	26
	For Regional Councils	26
	For Zonal Councils	26
6.2	Complaints and Appeals	27

6.2.1	Complaints by public	27
6.2.2	Complaints and Appeal by Local groups	27
6.2.3	Complaints and Appeals by RCs	27
6.2.4	Disposal of appeals	27
7	CHAPTER 7 : Grant of Logo and Labeling	28
7.1	Grant of Logo and unique certificate ID code	28
7.2	Validity of Scope Certificate	28
7.3	Separate logo for PGS organic and PGS under conversion status	28
7.4	Conditions for use of logo	28
7.5	Labeling	29
8	CHAPTER 8: Non-Compliance Guidelines “Catalogue of Sanctions”	30
8.1	Sanction Catalogue for Farmers/ Producers by Local Group	30
8.2	Sanction Catalogue for Local Group by Regional Council	31
8.3	Sanction Catalogue for Regional Council	32
	Approved Guideline for Empanelment of Facilitating Agencies/Service providers	33
	Upcoming applications Mobile Application Integration with PGS-INDIA webportal system	35
Format-1	Application form for Registration of Regional Council	37
Format-2	Organic Pledge	38
Format-3	Farmer history sheet	39
Format-4	Endorsement of Local Group	43
Format-5	Term of Reference for Operation of Local Groups	44
Format-6	Application form for entry into PGS Local Group	49
Format-7	Format for proceedings and attendance Register for Meetings	51

Format-8	Format for proceedings and attendance Register for Training	52
Format-9	Peer Inspection / Field Inspection Appraisal Worksheet	53
Format-10	Format for Physical Inspection of LG by RC	60
Format-11	Local group Summary work Sheet	62
Format-12	Processor Registration format	63
Format-13	Peer Inspection/Appraisal Worksheet for Processing and Handling	64
Format-14	Format for submitting successes story of farmer	66
Format-15	Annual Report to be submitted by Regional council for the Progress for the year	67

## Abbreviations

MoA&FW	-Ministry of Agriculture and Farmers Welfare ( )
DAC & FW	-Department of Agriculture and Cooperation & Farmers welfare
INM	-Integrated Nutrient Management
NCOF	-National Centre of Organic Farming
RCOF	-Regional Centre of Organic Farming
NPOP	-National Programme for Organic Production
FSSAI	- Food Safety Standards and Food Regulation of India
APEDA	-Agricultural and Processed Food Products Expert Development Authority of INDIA
IFOAM	-International Federation of Organic Agriculture Movements
PGS	-Participatory Guarantee System
NAC	-National Advisory Committee
NEC	- National Executive Committee
RC	-Regional Council
ZC	-Zonal Council
LG	-Local Group
LAC	- Large Area Certification
SP	-Service Provider
FP	-Facilitating Agency
TCP	- Third Party Certification
CBS	- Certification Bodies accredited under TCP under APEDA
NGO	-Non-Government Organization
NT	-Non-Treated
UID	-Unique Id
CT	-Chemically Treated
EM	-Effective Microorganism
GMO	-Genetically Modified Organisms
ICS	-Internal Control System
FSS	- Food Safety and Standards
PKVY	-Paramparagat krshi Vikas Yojana
NRLM	-National Rural Lively Hood Mission
MOVCD-NER	-Mission Organic Value Chain Development for North Eastern region
RKVY	-Rastriya krshi Vikas Yojana



## Definitions

**Accredited certification agency** - An agency accredited by National Accreditation Body under National Programme on Organic Production (NPOP) for certification of organic production system.

**Ayurvedic** - Ayurveda is a traditional naturopathic system of medicines and health care of India.

**Buffer zone** - A clearly defined and identifiable boundary area bordering an organic production site that is established to limit application of, or contact with, prohibited substances from an adjacent area.

**Co-mingling** – Accidental or intentional mixing of organic and conventional produce

**Contamination** - Pollution of organic product or land; or contact with any material that would render the product unsuitable for organic certification.

**Conversion period** – The time period required for converting a conventional farm to organic farm.

**Diversity** – Creation of biological diversity by planting different types of trees, bushes and plants and by taking various types of crops simultaneously at given time

**Habitat management** - Practices and protocols for management of an area in which ideal environment is created for existence of various plant or animal species naturally.

**Homeopathy** - Homeopathy is a system of medicine based on the principle of “*Similia, Similibus, Curentur* (let likes be treated by likes)”.

**Facilitating agency** – A agency hired by the Local Group to assist in management and implementation of PGS norms, including data management on PGS website on behalf of Local Group/(s).

**Local Group** – A group of farmers working together for participatory organic guarantee programme under PGS-India norms and guidelines

**Livestock** - Means any domestic or domesticated animal including bovine (including buffalo and bison), porcine, caprine, equine, poultry and bees raised for food or in the production of food. The products obtained by hunting or fishing of wild animals shall not be considered as part of this definition.

**Parallel production** - Means any production system where the same unit is growing, breeding, handling or processing the similar products both in organic and in non- organic system.

**Part Conversion** - Means when part of a conventional farm or unit has already been converted to organic production or processing and a part is either conventional or in the process of conversion.

**PGS-NAC** – PGS-National Advisory Committee is an apex policy formulation and programmesteering and supervision committee for PGS-India programme at Department of Agriculture and Cooperation & Farmers welfare .

**PGS-NEC** – PGS-National Executive Committee is implementation, monitoring, evaluation and decision making body for PGS India Programme at Department of Agriculture and Cooperation & Farmers welfare.  
**Zonal Council** – An agency authorized by PGS-NAC to coordinate and monitor the functioning of Regional Councils under PGS-India organic Guarantee programme.

**Participatory Guarantee System (PGS)** - PGS is a quality assurance initiative that is locally relevant, emphasize the participation of stakeholders, including producers and consumers and operate outside the frame of third party certification.

As per the definition of IFOAM (2008) "Participatory Guarantee Systems are locally focused quality assurance systems. They certify producers based on active participation of stakeholders and are built on a foundation of trust, social networks and knowledge exchange.

**Peer Review** - A process whereby people in similar situations (in this case small holder producers) in some way assess the production practices of their peers. The process can be formal or informal.

**Pledge** – Pledge is a written document by the operator or local group member committing to abide by the organic production system as per the PGS-India norms.

**Regional Council** - An agency authorized by PGS-NAC to coordinate, monitor and approve certification decisions of Local Group under PGS-India organic Guarantee programme.

**Third Party Certification** – An organic guarantee programme operated under National Programme on Organic Production involving an independent agency for verification and certification of organic production processes.

**Unani** – Ancient system of medicines and health care emerged from Europe

**Veterinary** – A modern health care system for animals

LAC: Large area certification: Its large contiguous traditional / default organic areas consisting of few number of entire villages, it may include entire Taluk/District which is covered in under PGS-India certification system. It not includes wild forest areas, but if the villages covered under this certification process if it is having village level small forest area it can be included in LAC.

PGS-GREEN : The term used to represent logo for conversion period of organic production

PGS-ORGANIC : The term used to represent logo for complete organic production

Jaivikkheti.in : Online Webpoortal for organic produce sale linbked with PGS certification and NPOP products also can be sold under this webportal

Javikbharath : The term used to represent logo FSSAI License for Organic products sale after obtaining

# Revised PGS-India Operational Manual and Standards

## CHAPTER 1: Participatory Guarantee System of India

### 1.1 About PGS-India

Participatory Guarantee System of India (PGS-India) is a quality assurance initiative that is locally relevant, emphasizing the participation of stakeholders, including producers and consumers and operate outside the frame of third-party certification. As per IFOAM (2008) definition "Participatory Guarantee Systems are locally focused quality assurance systems. They certify producers based on active participation of stakeholders and are built on a foundation of trust, social networks and knowledge exchange". In the case of organic agriculture, PGS is a process in which people in similar situations (in this case producers) assess, inspect and verify the production practices of each other and collectively declare the entire holding of the group as organic.

PGS-India has a number of basic elements which embrace a participatory approach, a shared vision, transparency and trust. Participation is an essential and dynamic part of PGS. Key stakeholders (producers, consumers, retailers, traders and others such as NGOs, PGS-facilitators and service providers) are helping in capacity building and making farmers aware in group formation, system operation, decision making and integrity management. In the operation of PGS, stakeholders (including producers) are involved in decision making and essential decisions about the operation of the PGS itself. PGS Groups in addition to being involved in the mechanics of the PGS, stakeholders, particularly the farm-producers are engaged in a structured ongoing learning process, which helps them improve what they do. The learning process is usually 'hands-on' and involves field days or workshops. The idea of participation embodies the principle of collective responsibility for ensuring the organic integrity of the PGS.

Although PGS-India is basically a farmer group centric organic guarantee system but to integrate all sections of producers, processors, handlers and traders, to complete the value chain from farm to fork and keep the PGS-India programme as central guiding force to the entire organic agriculture movement, it also provides for an access to individual producers, individual processing and handling facilities under PGS groups, organized processing, warehousing, handling and packaging and trading entities away from producer groups. To ensure end-to-end traceability (as per the requirements of regulatory framework under FSS [Organic Foods] Regulation 2017), PGS-India programme also provides uninterrupted chain of custody, starting from producer groups till the products are processed and finally packed into retail packs.

To integrate traditionally organic areas in to mainstream organic and harvest the benefits of traditionally organic practices for safe and healthy certified organic food for consumers, PGS-India programme also provides for a mechanism to certify large contiguous areas, involving village councils and Gram Panchayats by adopting village-wise conformity assessment on annual basis.

### 1.2 Guiding Principles for PGS-India

In tune with the international trends and IFOAM's PGS Guidelines, PGS-India programme is also based on participatory approach, a shared vision, transparency and trust. As a unique feature PGS-India programme gives PGS movement a National recognition and institutional structure without affecting the spirit of PGS. In addition, PGS-India also addresses the concerns of individual farmers that are unable to form groups or fall short of minimum numbers and the producers located in traditional/ default organic areas. Therefore to keep addressing the need for different category of stakeholders PGS-India guiding principles are divided into three categories for: (a) groups, (b) individual producers/ processors/ handlers and (c) traditional default organic areas

## **1.2.1 Guiding Principles for PGS groups**

### **1.2.1.1 Participation**

Participation is an essential and dynamic part of PGS. Key stakeholders (producers, consumers, retailers, traders and others such as NGOs) are engaged in the initial design, and then in the operation of the PGS and decision making.

The idea of participation embodies the principle of collective responsibility for ensuring the organic integrity of the PGS. This collective responsibility is reflected through:

- Shared ownership of the PGS
- Stakeholder engagement in the development process
- Understanding of how the system works and
- Direct communication between producers and consumers and other stakeholders

Together these help shape the integrity-based approach and a formula for trust. An important tool for promoting this trust is having operational processes that are transparent. This includes transparency in decision making, easy access to the database and where possible farms are open to participation and visits of consumers. Participation of traders/ retailers or consumers in decision making may not be possible under all situations, but their participation in any form will increase the credibility and trustworthiness of the group.

### **1.2.1.2 Shared Vision**

Collective responsibility for implementation and decision making is driven by common shared vision. All the key stakeholders (producers, facilitating agencies, NGOs, social organizations and even the State Governments) support the guiding principles and goals, PGS is striving to achieve. This can be achieved initially through their participation and support in the design and then by joining it. This may include commitment in writing through signing an application/ document that includes the vision.

### **1.2.1.3 Transparency**

Transparency is created by having all stakeholders, including producers and consumers, aware of exactly how the guarantee system works to include the standards, the organic guarantee process (norms) with clearly defined and documented systems and how decisions are made. Public access will be ensured to documentation and information about the PGS groups, such as lists of certified producers and details about their farms and non-compliance actions. These will be available through PGS-India portal. NEC will define necessary guidelines from time to time on what should be visible in public domain and what not.

At the grass roots level transparency is maintained through the active participation of the producers in the organic guarantee process which can include

- Information sharing at meetings and workshops
- Participation in internal inspections (peer reviews)
- Involvement in decision making.

### **1.2.1.4 Trust**

The integrity base upon which PGS are built is rooted in the idea that producers can be trusted and that the organic guarantee system can be an expression and verification of this trust. The foundation of this trust is built from the idea that the key stakeholders collectively develop their shared vision and then collectively continue to

shape and reinforce their vision through the PGS. The ways this trust is reflected may depend entirely on factors that are culturally/ socially specific to the PGS group. The idea of 'trust' assumes that the individual producer has a commitment to protecting nature and consumers' health and well-being through organic production systems defined under "PGS-India standards".

Mechanism for expressing trustworthiness includes:

- Declaration (a producer pledge) via a witnessed signing of a pledged document
- Written collective undertaking by the group to abide by the norms, principles, standards of PGS-India and uphold trust for their peers

In this way, the idea of collective trust is institutionalised and continuously validated by the stakeholders on the strength of transparency.

#### **1.2.1.5 Horizontality**

PGS India is intended to be non-hierarchical at group level. This will reflect in the overall democratic structure and through the collective responsibility of the PGS group with sharing and rotating responsibility, by engaging producers directly in the peer review of each other's farms; and by transparency in decision making process.

### **1.2.2 Guiding principles for individual producers, On-farm and Off-farm processing and handling**

To ensure entry of individual farm producers and PGS-India certified organic farm produce into organized processing and retail sales, PGS-India provides a system of continued verification of organic integrity for farms, on-farm and off-farm processing and handling based on the following principles:

#### **1.2.2.1 Individual farm producers**

To ensure reach of PGS-India organic guarantee system to individual farmers who are located in areas away from the groups and other members of the village community are not yet ready to embrace organic, PGS-India provides specific provisions to certify these farms through verification and guarantee from nearby PGS-India groups as per the guiding principles of PGS-India for groups. In exceptional cases where there is no PGS-India group nearby for such guarantee then national institutional structure through Regional Councils can assist such farmers for verification of their compliance to PGS-India guarantee process. But such farmers should make all out efforts to create groups and become part of PGS-India groups as and when possible. Individual farmers in villages where PGS-India groups are existing or are in close-by villages of such PGS-India groups, they shall be treated as part of those groups.

#### **1.2.2.2 On-farm processing and handling by the group in their own or hired facilities**

On-farm processing and handling by the PGS local group shall form integral part of PGS-India groups and shall be covered as per the general guiding principles of PGS-India involving peer appraisal and decision making by group. Off-farm processing under hired facilities away from the farm shall also be carried out as per the guiding principles of PGS-India for groups, provided the entire operation is carried out under the supervision of PGS Group.

#### **1.2.2.3 Off-farm processing and handling in stand-alone facilities away from PGS-groups**

In such cases PGS-India certification will be done by adopting "Conformity assessment and verification" criteria similar to third party certification systems and individual units will be approved for PGS-India organic processing and handling.

### **1.2.3 Guiding Principles for conversion of large contiguous traditional / default organic areas to organic under PGS-India**

India had been traditionally organic and many areas continue to remain organic. Due to complexities in documentation, physical verification and other requirements for standards compliance such areas could not be considered organic in spite of the fact they are traditionally organic. PGS-India provides an opportunity to mainstream these areas to organic under the overall guiding principles of PGS-India with following additional features:

- Only large contiguous areas complying to PGS-India standards for several years are considered
- Local/ State administration assures that there is effective ban on usage of synthetic inputs and GMOs and no permissions have been granted for sale/ supply of prohibited substances.
- Such areas are geographically isolated from conventional area and are separated by hills, non-agricultural land, sea, rivers, forests or any other effective barrier.
- Adoption of PGS-India organic farming policy and practices by all the farmers in the region and its corroboration by village councils or Gram Panchayats

### **1.3 National networking**

PGS India while keeping the spirit of PGS intact also aims to give the entire movement an institutional structure. This is proposed to be achieved by networking the groups under common umbrella through various facilitating agencies, Regional Councils, Zonal Councils, PGS-India secretariat at National Centre of Organic Farming and National Advisory Committee as apex implementation and controlling authority. But at every stage it will be ensured that these agencies including apex body do not interfere in the working and decision making of the group. The strength of the system shall lie in its capability of linking all the stakeholders through uniform national standards and uniform implementation strategies across the country demonstrating end-to-end traceability, transparency and a desire to work towards constantly improving the system.

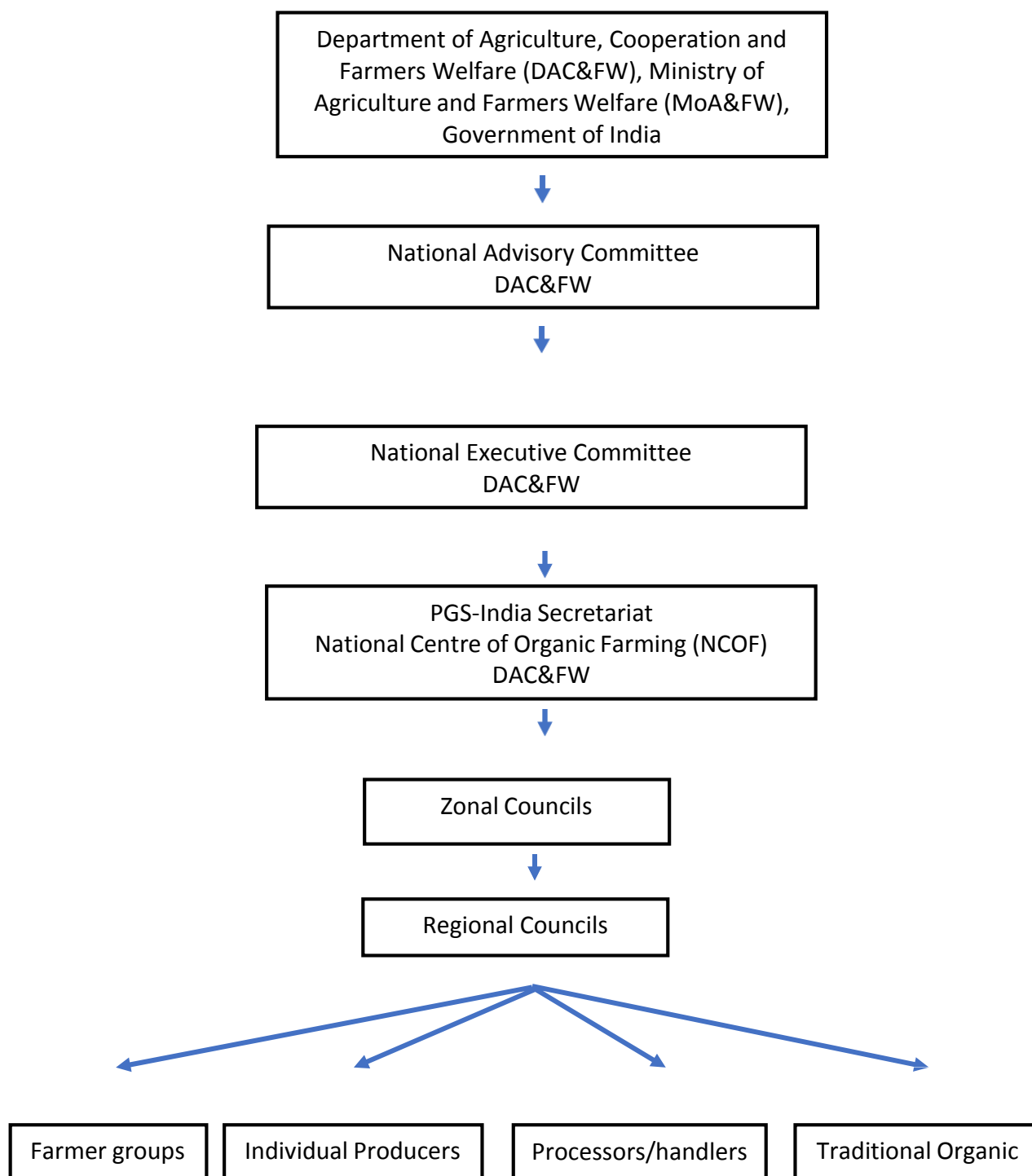
### **1.4 PGS-India certification services and fees**

PGS-India certification services are facilitated through an institutional network comprising of National Advisory Committee, National Executive Committee, PGS Secretariat, Zonal and Regional Councils and Local groups. Although majority of the institutional services are facilitated by the PGS secretariat free of cost, authorization of RCs, physical inspection of LGs by RCs, certification endorsement of LGs by RCs, physical inspection and grant of certification of individual farmers, processing units or large area certification are paid services and necessary fee shall be paid by the users as per the decision of NEC as revised from time to time and/ or as agreed between RCs and LGs and other operators.

## CHAPTER 2 : PGS –INDIA Operation Structure and its Role and Responsibilities

### 2.1 Operational Structure

The PGS-India programme shall be operated under the overall direction and guidance of the Department of Agriculture, Cooperation and Farmers Welfare, Ministry of Agriculture & Farmers Welfare, Government of India with Secretary, Agriculture, Dept. of Agri. Cooperation & Farmers Welfare as the apex decision making and appellate authority. Schematic operational structure of the PGS India is given below:



## **2.2 Structure, Role and Responsibilities**

### **2.2.1 Department of Agriculture, Cooperation and Farmers Welfare (DAC&FW), Government of India**

The PGS-India programme shall be operated under the overall guidance, directions and authority of the Department of Agriculture, Cooperation and Farmers Welfare (DAC&FW), Government of India. The Secretary, DAC&FW shall be the overall controlling authority.

### **2.2.2 National Advisory Committee (PGS-NAC)**

Secretary DAC&FW shall constitute an apex policy formulation and programme steering and supervision committee called PGS-India National Advisory Committee (herein referred to as PGS-NAC) with following composition:

#### **2.2.2.1 Structure**

The NAC shall be headed by the Additional Secretary, DAC and FW and members shall be drawn from Department of Agriculture, Cooperation and Farmers Welfare, Department of Animal Husbandry and Dairying, Food safety and Standards Authority of India, Department of Commerce, ICAR, PGS Secretariat and other Government or private organizations having experience in organic farming and organic agriculture quality assurance systems. All members of the Government Departments and organizations shall be Ex-officio members. Chairperson of the PGS-India NEC shall be the Member Secretary of NAC. NAC shall be serviced by the INM Division of the DAC&FW. NAC shall meet at least once a year or as and when required.

#### **2.2.2.2 Roles and Responsibilities**

1. Defining operational and policy guidelines and PGS India Standards.
2. Make changes, improvements and amendments to the programme and national coordination structure as a whole.
3. Constitution of National Executive Committee
4. Steering and supervision of implementation of PGS-India programme at national level.
5. Delegation of authority and responsibilities to NEC and PGS-India secretariat
6. Policy coordination, convergence and coherence with other certification systems and regulatory bodies.

#### **2.2.3 National Executive Committee**

National Executive Committee shall be the programme implementation, monitoring, evaluation and decision making body for PGS India Programme with following composition:

- |                                  |                     |
|----------------------------------|---------------------|
| 1. Joint Secretary (INM), DAC&FW | Chairperson         |
| 2. Additional Commissioner (INM) | Member              |
| 3. Director, NCOF                | Executive Secretary |



4. Head, Zonal Council (RCOFs) 2Nos	Member
5. Head Zonal Council (Non-Govt)	Member
6. Representative APEDA	Member
7. Representative FSSAI	Member
8. RCs Representative 4 No	Member (one from each region)
9. Farmers representative 4 No	Member (one from each region)

First four members of the committee will be permanent members, as they are represented by their position. Representative of Regional Councils will be nominated to the committee for a fixed tenure of two years on rotation basis. Representatives of farmers will be selected and co-opted by other members of the committee on the recommendations of ZCs for a fixed tenure of two years. The farmer representative is required to be the member of PGS-India Local Group with outstanding repute.

### **2.2.3.1 Role and Responsibility**

PGS-NEC being apex implementation, monitoring and evaluation and decision making body shall be responsible for:

- a. Overall monitoring and supervision of programme implementation
- b. Drafting policies, suggest modifications and amendments to PGS-India operational structure, standards for approval of NAC.
- c. Coordinate and monitor national level capacity building, education, outreach and supervision activities.
- d. Delegation of authority and duties to PGS-India Secretariat
- e. Selection and Authorization of Zonal and Regional Councils
- f. Supervision and monitoring on the functioning of Zonal and Regional Councils
- g. Sanction/ withdrawal of authorization to Zonal/ Regional councils on being found not functioning or not functioning according to the guidelines.
- h. Constitute technical and evaluation/ surveillance committees and assign responsibilities

### **2.2.3.2 Meeting of PGS-NEC**

PGS-NEC will meet at least twice a year to review the implementation process and progress of PGS programme implementation and its monitoring and for authorization of new Regional councils. PGS-NEC meetings can also be convened at the discretion of the Chairman and/ or on the request of Executive Secretary or at least 25% members to take up important matter. Minimum quorum for a meeting will be 30% of the total strength. If it is not possible to convene a meeting, urgent issues can be decided by circulation. In all such cases at least 30% of responding members within 30 days should endorse the decision.

Travel expenses of members of Ministries or Government Departments shall be borne by their respective departments. TA/DA of non-officials (members of non-Govt ZC, Farmer representatives and technical and evaluation committees) shall be borne by PGS Secretariat.

#### **2.2.4 PGS Secretariat**

National Centre for Organic Farming under Department of Agriculture, Cooperation and Farmers Welfare, Ministry of Agriculture and Farmers Welfare (MoA&FW) shall be the PGS-India National Secretariat with Director NCOF as Executive Authority. Keyrole and responsibilities of the Secretariat will be as follows:

- a. All executive and secretarial responsibilities related to execution of the programme, NAC and NEC meetings, implementation of the decisions of NAC and NEC, matters to be put up to NEC and coordination with NEC members
- b. Advise NEC on all technical and implementation issues
- c. Coordinate and facilitate evaluation and surveillance visits of duly constituted evaluation and surveillance committees, assessment of reports and submission of reports/ recommendations to NEC for necessary action
- d. Capacity building, education, training and outreach activities for Zonal and Regional councils.
- e. Monitoring and supervision on the activities of Zonal Councils and Regional Councils
- f. Undertake remedial/ immediate actions to address urgent issues, but all such actions shall be required for endorsement/ vetting by the NEC. Alternatively PGS Secretariat can seek approval of NEC Chairman for immediate and urgent issues.
- g. Annual supervision report to be prepared and submitted to NEC
- h. Recommendations of sanctions and penalties to NEC in cases where severe breach of programme implementation is noticed
- i. Custodian of entire PGS India database, PGS-India portal and its operationalization
- j. Receipt and processing of applications for Zonal Councils and Regional Councils for authorization by NEC
- k. Coordinate and liaise with different State Governments for promotion and popularization of PGS programme.
- l. Supervision of PGS products through residue testing including collection of PGS samples, getting those samples tested for residue analysis.
- m. Appellate authority for local groups against the actions and decisions of Zonal councils and for Regional Councils against the action of Zonal council.
- n. Literature development, publicity, technology dissemination and awareness creation through print and electronic media.

##### **2.2.4.1 PGS-India Cell**

To effectively implement and monitor the functioning of PGS-India programme, a dedicated PGS-India cell will be created at PGS Secretariat comprising of IT experts for PGS-India website management and operation and technical experts for report analysis and timely implementation of actions and operations including capacity building, coordination and support. Necessary manpower can be hired on contract basis with the approval of Chairman, NEC, DAC&FW.

##### **2.2.4.2 PGS-India Operational Budget**

MoA&FW shall grant adequate budget to PGS Secretariat for operationalization of PGS-India programme, website management, TA/DA of non-official NEC members and TA/DA and honorarium for non-official evaluation and surveillance committee members. Such budget can be integrated into the budget of National Centre of Organic Farming.

### **2.2.5. Zonal Council**

Nine Regional Centre of Organic Farming (RCOFs) under National Centre of Organic Farming shall act as Zonal Councils. NAC at its discretion to meet the growing demand and to handle increasing numbers of RCs can also nominate any other competent organization as Zonal Council after necessary competence assessment. Major role and responsibilities of Zonal council shall include:

- a. Monitoring on the functioning of Regional Councils.
- b. Preparing annual/quarterly monitoring reports on all the RCs under their jurisdiction and submission of report to PGS Secretariat
- c. Provide up-dated documents, policies, literature and other technical input to RCs for further information of local groups.
- d. Capacity building, training and outreach activities for Regional Councils/LGs
- e. Coordinate zonal level education and outreach activities in collaboration with PGS Secretariat.
- f. Complaint redressal of farmers and local groups against the functioning and actions of Regional councils
- g. Appellate authority on complaints of certificate denial by RC or sanctions imposed by RC on local groups
- h. Appellate authority on complaints of traders/ retailers/ consumers on the quality/ organic integrity of PGS products of particular group and action taken by RC or inaction of RC and submission of quarterly report to PGS secretariat.
- i. Monitoring of PGS products through residue testing.
- j. Any other activity assigned by NEC and PGS-India Secretariat.

### **2.2.6 Regional Council (RC)**

Regional Council (RC) shall be legally registered agency under relevant acts (Societies act, the companies act, cooperatives act, trust act or any other state or central Government act in force from time to time). Government Departments/ agencies shall be deemed legal entities. Applicant Regional Councils and its personals shall have no conflict of interest which can hinder or affect the organic guarantee programme and/ or its credibility.

### **2.2.7 Local Group (LG)**

Local group is the main functional and decision-making body under Participatory Guarantee System. It is a local group of farmers that live in the same village or close by villages and interact regularly with each other. Participation of consumers or representatives of traders or retailers in the group and its functioning should be encouraged as it strengthens the integrity and trust.

## CHAPTER 3

### Eligibility Criteria and Functional Requirements for Regional Councils (RC)

#### 3.1 Eligibility criteria for appointment of Regional Council

- a. Applicant agency shall be legally registered agency under relevant acts of state or central Government in force from time to time. Government Departments/ agencies shall be deemed legal entities.
- b. Applicant agency and its personals shall not have any conflict of interest which can hinder or affect the organic guarantee programme, inter alia project management under Government schemes for organic / natural farming, production and marketing of agricultural inputs or farm produces. However, not for Profit civil society organizations which are mobilizing and handholding organic farmers shall be exempted from this clause provided such organizations are not doing organic project management under any Government schemes.
- c. Agencies or its promoters/ directors undertaking any other forms of business which can have potential conflict of interest with the organic guarantee system shall not be considered
- d. Applicant agency or majority of its personals shall have proven record on organic management practices and certification systems for not less than twoyears.
- e. Personals shall have documented knowledge and experience on organic guarantee/ certification systems and/ or previous experience in supporting Third party certification/ICS management/ Participatory Guarantee Systemsfor a period of not less than 2 years.
- f. Applicant agency shall have office and working personals.
- g. Have adequate infrastructure and digital support systems
- h. At least one member is well informed and conversant with local language ofthat area (reading, writing and speaking)
- i. Minimum manpower requirement, to start with shall be, one experienced PGS system facilitator and one PGS auditor-cum-data entry operator.This should increase proportionately with the increase in number of groups undercertification.
- j. Applicant RC shall have documented procedures and policies in the form ofquality and operational manuals including formats and checklists for uniformfunctioning, evaluation and decision making.
- k. Have financial resources to operate as Regional Council.

#### **Additional eligibility requirements for RCs undertaking off-farm processing and handling certification**

- l. Third party certification bodies accredited under National Programme for Organic Production duly accredited for “Food Processing and handling” on application to PGS Secretariat and have developed policy, procedures and checklists for such operations may be considered for authorization without the requirement of competence assessment
- m. Regional Councils having proven competence and experience in organic certification procedures for food processing and handling and have trained manpower and developed policy, procedures and checklists for such operations after necessary competence assessment by the PGS Secretariat.

#### 3.2 Application for Authorization as RC

Applicant agencies shall submit application form in prescribed format, available on PGS-India portal along with following documents:

- a. Copy of registration certificate indicating its legal status. Government agencies need to submit necessary orders from competent authority for authorization application as RC.
- b. Copy of Quality manual and operating manual

- c. Copy of standard operating procedures for operation of PGS-India guarantee programme along with necessary checklists and formats
- d. Experience certificates indicating its competence
- e. List of staff members along with their biodata and necessary experience certificates and training records
- f. Declaration for No-conflict of interest, independence and impartiality by the agency and by individual personals
- g. Financial balance sheet indicating financial strength
- h. Prescribed application fee as demand draft as determined by the NEC from time to time. The application fee is non-refundable.
- i. Submit application on-line on PGS-India portal and send hard copy to PGS-India Secretariat
- j. Separate applications shall be submitted for (a) farm certification (groups and individuals), (b) food processing and handling and (c) for large traditional/ default organic area certification

### **3.3 Authorization of Regional Council**

- a. PGS-India secretariat shall screen the application within 60 days for completeness and if any deficiency is detected ask for additional information.
- b. Incomplete applications shall be rejected and intimation will be given in writing with reasons for rejection.
- c. In case, if any additional information is sought, applicant agency shall furnish the documents within a period of 30 days. Failing, the application will be rejected and application fee forfeited.
- d. In cases where application is found complete in all respects and agency meets all the eligibility requirements, the agency shall be subjected to competence assessment by an evaluation team duly constituted by the PGS Secretariat.
- e. Competence assessment includes, physical inspection of the premises of applicant agency, document audit, minimum infrastructure and staff requirement and witness audit for competence assessment.
- f. Non-compliances, if any shall be communicated and the agency need to comply the requirements within 30 days.
- g. On the recommendations of PGS Secretariat, the matter will be decided by NEC on authorization
- h. RCs shall be authorized for a period of three years.
- i. RCs shall be subject to supervision and audits (unannounced or announced), at least once a year by the Evaluation and Assessment Committee/ ZC and/or PGS secretariat
- j. After authorization, RCs shall have to register at least 10 PGS groups comprising not less than 100 farmers within a period of six months from the date of authorization and shall perform regular certification activities through PGS-India website.
- k. Failure in registration of required number of groups/ farmers/ operators and inaction on PGS-India website for 6 months shall result in suspension of authorization and inaction for 12 months will result in cancellation of authorization.
- l. Renewal of authorization for further term of three years will be subject to renewal application by RC at least 90 days in advance of validity end date. PGS Secretariat after necessary assessment shall recommend NEC along with supervision reports of past 3 years, overall performance of functioning and sanctions/ penalties imposed by NEC, for renewal of authorization.
- m. Three separate authorizations will be granted on separate applications for (a) registration and certification of local groups and individual producers and (b) registration and certification for processing and handling entities, away from local groups and (c) for large traditional/ default organic area certification.

### **3.4 Role and responsibility of Regional Council**

- a. Provide copy of standards, operational documents and literature etc to LGs and to members of public on demand in local language
- b. Grant registration to local groups on-line on submission of documents.
- c. Capacity building of local groups in data uploading on PGS website. If local groups do not have access to a computer and internet or do not know the English language, RCs can help in data uploading. But such services to be agreed upon between LG and RC.
- d. Training and support to existing and new local groups in procedures and documentation.
- e. Screening of Local group applications, check for completeness, indicate if there is any deficiency
- f. Approval of the local groups
- g. On-line monitoring on the functioning of Local Groups to ensure continuous operation of PGS-India programme by the Local Group
- h. Physical inspection/ evaluation of the local groups registered with it within next one year. Each group shall be subject to at least one physical inspection/ evaluation in two years subsequently and at least 50% of the Local groups shall be physically evaluated every year.
- i. Assessment of summary peer appraisal summary sheets of LGs/ inspection report uploaded by the operators on PGS website, grant necessary approval and issue scope certificates from PGS-India portal based on assessment and inspection if required.
- j. In case of individual producers (not linked with any PGS-India group) and stand-alone processing and handling units, RCs shall undertake annual inspection/supervision and issue scope certificate only after physical inspection is done and no non-compliances are pending.
- k. To address complaints, comments or feedback it receives from the public about functioning of the LGs and also respond to communication from statutory bodies such as FSSAI regarding any consumer complaints.
- l. Any other roles that may be advised by PGS-Secretariat from time to time.

## CHAPTER 4

### Eligibility Criteria and Functional Requirements for Local Groups (LG), individual Producers and Processors/ handlers

#### 4.1 Requirement and eligibility criteria for Local Groups

- a. A Local group should comprise of minimum 5 members belonging to the same village or close by villages with continuous territory. Regional Councils can decide on maximum number of farmers per group keeping local situations in mind.
- b. Adequate participation of women farmers shall be ensured.
- c. At least a few (25%) members of the group shall be well versed with the PGS organic guarantee systems or certification system and National Standards of Organic Production (NPOP) or have undergone training on PGS guarantee system organized by Regional Councils, Zonal Council or PGS Secretariat or have been part of the core team of other functional PGS group.
- d. All the members in the group have signed the PGS pledge and group agreement to adhere to the group's specific vision, participatory approach and collective responsibility.
- e. Although, there is no restriction on the size of holding of any individual farmer but in any case, the holding of one single member should not exceed 50% of the total land under the group.
- f. Under PGS organic guarantee system normally parallel production and part conversion is not allowed, therefore it is necessary that all group members need to bring their entire farm with livestock under organic management as per the PGS standards. However, Regional Councils in some cases may give exception and may also allow conversion in phases.
- g. Have access to PGS documents and preferably have access to computer and internet (optional)
- h. Registered with the concerned Regional Council and have obtained necessary user ID and password to upload data on PGS website.
- i. In case if farmer group is unable to operate on-line system of data up loading then the services can be availed from Regional Council or of any other facilitating agency or local NGO or service providers etc.
- j. In case an individual farmer or a group of farmers with less than 5 members is/are proposed to join existing LG, as advised by the RC, then to accept those farmers as members of the LG.
- k. LG need to register only once, as there is no concept of renewal in PGS-India, till the LG keeps on doing certification activities, uploading peer appraisal summary sheets on season to season basis on PGS-India website. Non- submission of Peer Appraisal summary sheet continuously for two seasons or 12 months shall result in suspension of the group. Revival of certification process for such groups will restart from the date of submission of fresh peer appraisal and fresh certification process will start with PGS-Green-1 status.

#### 4.2 Role and Responsibility of Local Group

- a. Organize farmers in the group and each member individually sign PGS organic pledge and group agreement.
- b. Provide copies of PGS standards, operational manual and appraisal forms to all the members in the local language. If farmers are illiterate then they need to be explained details and standards orally and through pictorial representations.
- c. Prepare necessary field documents with farm history. Each group shall maintain such documents in a group file comprising of application form, signed pledge, signed agreement, farm maps showing locations with GPS coordinates in respect of each member and last one year history on input usage and management practices.
- d. Elect Group leader and core team of peer reviewers (minimum 3 in 5 members group). There is no upper

limit. It will be an optimal situation if all members of the group can participate in peer reviews, as this contributes to capacity building and information exchange between farmers, and reduces conflicts of interests.

- e. Participate in the activities of any other registered PGS group to understand the functioning of the PGS Group.
- f. Implement standard requirements on the farms of all the group members and obtain endorsement from the other registered group. This endorsement is needed only once at the time of registration.
- g. Register group on PGS-India website and obtain registration approval from the Regional Council.
- h. Contact nearby PGS group for endorsement
- i. In case no PGS registered group is there in the vicinity for endorsement then State Agencies (State Agriculture Department District Officer) may be requested to verify the requirement and submit necessary verification report to RC. Else request RC to do verification and grant registration approval. RCOFs can also be requested for verification and endorsements of Local Groups for their recognition by Regional Council. RCs can endorse the groups only after physical verification/ inspection.
- j. In case of Groups constituted under some Government Programme (such as PKVY) endorsement of the group shall be done by the authorised District officer/scheme in-charge of the implementing state Government Department.
- k. Organize time to time meetings and maintain attendance register. Participation of members in these meetings is a mandatory activity and is an indication of dedication of the member to the cause of group's guarantee scheme. There should be at least 2-4 times a year (2 for perennial crop group and 4 times a year for annual crop group) compulsory meetings at key times of the year depending on the season, the crops, etc. One/two for peer appraisal planning and one/two for decision making.
- l. Every member needs to attend at least 50% of the meetings in a year and sign in attendance register.
- m. Advise each other and share information to improve the capacity of the group as a whole.
- n. Organize regular training courses by inviting practicing organic farmers from other groups, RC members or experts of other State Govt and Non-Govt agencies.
- o. Chalk out peer appraisal strategy and ensure timely appraisal of each farm at least twice a year. Peer reviewers will ensure to complete Peer review appraisal form, sign and submit to the group leader. Each farmer is to be appraised by atleast a two member team. Inclusion of consumer's representative increases the credibility and trust.
- p. Inspection of peer reviewer's farms to be done by another peer reviewer group. To increase credibility and trust the group may have any number of peer reviewers.
- q. All peer appraisal sheets in respect of each group member needs to be maintained in hard copy or digitally by the local group for future supervision activity. These are to be made available in the public domain and provided to RC or statutory authority upon demand during physical supervision
- r. At appropriate times the group decides which farmers are to be certified. Separate out farmers which are yet to comply with the certification requirements. List out defaulters and impose sanctions.
- s. Organize final decision meeting, explain the peer appraisal results to all the members. Collectively declare the group as conforming to PGS standards (in case of small groups, up to 10 members). If the group is large then elect a sub-group or certification committee, comprising of 5 or more members, which may review the results and decide upon the certification. Approval of majority group members is required only in the cases of negative decision (denial of certification or decertification). Full member body can also serve as an appeal body against the decision of the certification committee.
- t. At appropriate time prepare peer appraisal summary sheet with list of farmers declared certified with details of crops and expected quantity of produce.
- u. Upload peer appraisal summary sheet for the entire group on the PGS-India website along with necessary group decision and send signed hard copy to RC through post.



- v. On being approved by RC on-line, RC shall issue the certificate.

### **4.3 Role and Responsibility of Individual Producer**

In cases where an individual farmer (or a group of farmers less than 5) is interested in PGS-India certification and there is no group in the vicinity and no additional community members are ready to form a group, the individual producers can directly apply to the Regional Council for registration.

- a. Make an application to available Regional Council with signed application form, pledge and a signed declaration stating their current inability to form a local group
- b. Invite other PGS-India group members to endorse the application after physical visit to farm. In case if no PGS-India group is accessible then request the Regional Council to physically verify the farm
- c. Obtain PGS-India operational guidelines and standards from near by group or from RC
- d. Request the RC to approve the registration and obtain user ID and password for PGS-India website.
- e. Request the Peer appraisers of nearby group to physically inspect the farm and fill peer appraisal form. Filled peer appraisal form to be submitted to Regional Council. In case if no group is close by then request RC to do physical inspection and grant certification.
- f. Individual producer registration is an interim arrangement and the producer must initiate efforts to bring in other members from the village community to form the group in due course (maximum 2 years) and transform individual status to group status. In case if an individual farmer is unable to form a group even after 2 years, then Regional Council will attach the farmers with the nearest group.

### **4.4 Off-farm processing and handling units/facilities away from PGS-groups**

To ensure collection, aggregation, processing and handling of PGS certified organic produce from one or more PGS groups for collective processing and trading, PGS- India programme provides for specific provisions for approval of stand-alone facilities away from the PGS groups. As such activities are not participatory, the approval system shall be based on conformity assessment system.

- a. Only the Regional Councils authorized for “Off-farm processing and handling Approval” can register such units and approve their facilities for organic processing after necessary conformity assessment.
- b. Applicant processing and trading unit shall be legally registered body with necessary licenses and approval from FSSAI and/ or such other licensing authorities as required by law of the land
- c. Have necessary infrastructure for intended processing and handling
- d. Fully aware and conversant with PGS-India standards and certification requirements and have developed operational manual, formats and checklists for entire operation, flow of material through the process and capable of maintaining uninterrupted audit trail starting from receipt of raw material(s), processing and handling operation, packing and finally up to sale to non-PGS operator or consumer.
- e. Processing and handling agencies shall have to grant full access to documentation, recipes, raw material and processed products inventory and sale and purchase records to Regional Council. Withholding of information, documentation and physical access to facilities may result in denial of certification.
- f. PGS Secretariat will monitor such units on periodic basis

### **4.5 Role and responsibilities of states and local Government authorities for conversion of large contiguous traditional/ default organic area to PGS-India Organic**

In India there are large and contiguous areas that are traditionally/ default organic with no history of prohibited input usage. Due to geographic isolation or lack of connectivity such areas remained away from conventional agriculture. This disadvantage now can be taken as advantage by transforming such areas to certified organic under PGS-India to harvest the growing demand for safe and healthy organic food.

States, concerned State Departments and/ or Zonal Council will have to ensure following responsibilities:

- a. Verify that there is no history of synthetic input and GMO use at least during the last 3 years
- b. Administrative ban on use, sale and supply of GMO seeds, synthetic agro- inputs in the defined area
- c. Documentation of the entire area, including geo-tagged maps with defined boundaries with villages and landmarks. Documentation will be done village- wise with details of farming practices. To maintain uniformity it should be ensured that all farmers follow similar farming practices. In case if few farmers are adopting different practices then they need to be documented separately. This will be a one-time activity.
- d. One village comprising of all the farmers will be treated as one group. To qualify for large area certification all the farming members of the village and the large area must comply to PGS-India organic standards.
- e. Gram Panchayat/ Village council will ensure that all the growers undertake PGS pledge and sign the pledge.
- f. Once all the farmers sign the pledge, it needs to be endorsed by the Gram Panchayat and Gram Panchayat may pass a resolution for adopting and allowing only organic farming within their geographical limits.
- g. Register the area with individual village wise documents to authorized RC. RCs authorized for large area certification shall be authorized to register such area and undertake certification process.
- h. Create peer appraisal committees from among the farmers from the village. At least one peer appraisal committee will be constituted in each village for annual peer appraisals. Complete first peer appraisal and submit peer appraisal summary sheet to RC.
- i. Facilitating PGS-NEC appointed verification committee visit for ensuring that the defined area is organic since last 3 years.
- j. ZC/ RC on verification of documents, peer appraisal submitted by village peer appraisers and report of verification committee on reduction of conversion period can recommend declaration of the area as organic to PGS-NEC.
- k. PGS-NEC after thorough assessment can declare the entire area as organic. In all such cases the decision on declaration of entire/ large contiguous area as certified rests with PGS-NEC and ZC/ RCs are only the recommending agencies. On such approval RC shall issue village-wise certificates giving full list of farmers, area and crops. In large area certification certificates and TCs shall be issued to the entire village group and not to individual farmers.
- l. For continuation of organic status each and every village in the region needs to undertake at least one peer appraisal annually. The annual peer appraisal report will be submitted to the concerned ZC/ Regional Council for extension/ renewal of certification.
- m. Under this certification programme all the farmers and their farming operations (including livestock) must be complying to PGS-India organic standards. Even a single default by one farmer can result into cancellation of organic status of the entire village. Repeated defaults in a village or in many villages may result in cancellation of certification of the entire geographic boundary (such as whole block).
- n. Individual farmers and processing and handling units under group or stand alone units away from the groups shall not be eligible for certification under this category, even though they may be located within the same geographical area.

## CHAPTER 5

### Certification Process

#### 5.1 Certification Process by Local Group (LG)

##### Step 1

- a. Form a group comprising of minimum 5 farmers (preferably belonging to one village or close by villages with contiguous territory).
- b. To avoid loss of group status in the event of few farmers are sanctioned or leave the group, it is advisable to have group of about 7-10 farmers

As a result of sanctioning of few farmers or leaving of some farmers, if number of members fall below 5 then groups' status will change from group to individual. In all such cases certification will be subject to inspection by the RC or they have to manage the peer inspection by another nearby group or such farmers need to become part of another close by group. Certification as individual farmer may entail additional cost of inspection by RC

- c. Collect registration and farm history sheet from all the members.
- d. Obtain copies of PGS-India Standards and PGS-India operational documents from nearest RC and distribute to all the members. These documents can also be downloaded from PGS-India website.
- e. Convene a meeting of all the members to sign the pledge.
- f. All members need to amend/ modify their practices to comply with the requirement of PGS-India standards and ensure continued compliance.
- g. Prepare Local Group operational manual detailing requirement of documents to be maintained by farmers, peer appraisal methodology and checkpoints to be assessed, based on the broad guidelines of PGS-India norms (available on PGS-India website)
- h. Ensure that members those who have not brought their entire land holding/ operations under PGS-India programme (split production) maintain clear and distinct separation of organic units with non-organic units including farms separated by buffer zones, separate handling and thrashing facilities, separate storages etc. Such farmers also need to demonstrate their contamination control abilities to ensure the integrity of organic operations.
- i. Register the group on-line on PGS Website and generate user ID and password.
- j. Request RC to grant registration.

##### Step 2

- a. Follow the PGS guidelines on group meetings, key field trainings and knowledge sharing.
- b. Ensure that all members abide by the standards in their production process
- c. Keep vigil on other members' farms and if some non-compliances are noticed then inform group members during group meetings
- d. Organize group meetings from time to time and maintain necessary records.
- e. Ensure timely organization of training programmes in collaboration with RC.
- f. Invite practicing organic farmers and other local experts for problem solving in management issues such as in nutrient management, pest management etc during key trainings and group meetings.
- g. If member farmers are using or propose to use off-farm inputs then verify their organic status, discuss in group meetings and endorse or prohibit their use. Use of such inputs without group's approval shall be treated as non-compliance.
- h. LG need to maintain following documents for verification by RC/ ZC or PGS Secretariat:

- i. Application form of each member with last one year's farm history
- ii. Copy of PGS-India pledge of each member
- iii. Copy of agreement with RC
- iv. Copy of individual peer appraisal sheets for last four seasons (24 months) till the physical inspection by RC
- v. Attendance and proceeding register for group meetings
- vi. Attendance register for trainings
- vii. Copy of peer appraisal summary sheet (season-wise as submitted to RC)

### Step 3

- a. Chalk out peer appraisal schedule and constitute peer appraisal groups. Each group should have minimum 3 peer appraisers. Depending upon the number of farmers there can be any number of appraisal teams comprising of three or more members. At least one member in the appraisal team must be literate and well versed in filling the appraisal forms.
- b. Reciprocal review between two member group farms is not allowed (i.e. A reviews the B and B reviews A).
- c. Invite other group peer reviewers or representatives of consumers/ traders or local State Agriculture Department officer as invited member of the peer group (but their participation is not mandatory). This may increase the trust and credibility of the group Guarantee and uphold transparency.
- d. Complete peer review of all the farms at least once in each season. Ensure that all farms have been reviewed objectively.
- e. Discuss review reports in the meetings and decide upon the organic status of each farm one by one.
- f. Segregate farmers who have fulfilled all the requirements and consider them for grant of certificate
- g. Discuss about the non-complying farmers and depending upon the nature and gravity of non-compliance issue sanctions.
- h. Denial of certification or exclusion of member from the group to be endorsed by the whole group and should be informed to the defaulting member

### Step 4

- a. Appraisal paperwork is checked for completeness and a local Group Summary Worksheet is prepared.
- b. Group or certification committee decides on certification and declares certification status of each group member.
- c. Enter all details on-line in PGS-India website and send signed copy of the appraisal summary worksheet to the RC. Alternatively send all details in hard copy along with signed copy of summary sheet to RC for uploading the data into PGS-India website.
- d. On receipt of approval from RC, scope certificate can be generated by group leader on-line and distributed to group members after his signature.

Only the farmers which have completed full conversion period without any major or serious non-compliance be declared as "PGS-Organic". Farmers which have one or more major non-compliance or are under conversion period will be declared as "PGS-Green". No member can avail PGS-Green status for more than 3 years in case of annual crops and more than 4 years in case of plantation/ permanent crops. In cases where after the completion of 3 or 4 years period a member is unable to qualify as PGS-Organic the same member will be sanctioned and excluded from the group.

In case of major non-compliance, except on use of prohibited substances, the status of PGS-Organic can be downgraded to PGS-Green for one or two seasons. On continued default the member can be excluded

from group. All cases of prohibited substance use such as chemical fertilizers, pesticides, hormones etc will be treated as serious non-compliance and such members' certification status be downgraded to ZERO hour and they need to be either excluded or to registered as new member and shall have to undergo full conversion period.

Only the crops sown after Registration approval of the group by RC shall qualify for "PGS-Green".

Considering previous crops seasons data prior to date of registration approval by RC will be treated as major non-compliance and in all such cases the certification status of the group will be downgraded to registration.

- e. Scope certificates are issued with estimated yields as approved during peer appraisals.
- f. On harvest of crops, group needs to upload actual yields. Uploading of actual yields is necessary to obtain Transaction Certificates (TC).
- g. On approval of yields by RC, group can sell its produce as PGS certified produce and can generate Transaction Certificate on-line. TCs can be issued for each and every farmer member separately.
- h. PGS certified products can be sold with PGS-India logo as per prescribed terms and conditions for use of logo.

#### **Step 5**

- a. In case if RC returns the decision with reasons of return, the LG need to undertake corrective actions and resubmit the revised decision in 15 days.
- b. In case of certificate denial by RC, if not satisfied LG can appeal to their respective Zonal Council with intimation of PGS Secretariat for decision review.

## **5.2 Certification Process by Regional Council**

### **Step 1**

- a. Receive registration applications (on-line or off-line or in hard copy) of Local Groups (LG). Check details of individual farmer including geo-tagging of farms and mobile nos. Check for other group recommendation or endorsement by Central/State Govt authorities.
- b. On being found adequate approve registration on-line.
- c. If data and application have been provided on-line then approve registration on-line and provide user ID and password on PGS-India website.
- d. If application is in hard copy or off-line then upload the information on website and grant registration with user ID and password.
- e. Provide copy of PGS standards and LG operational manual guidelines in local language.

### **Step 2**

- a. Time to time keep interacting the group and help them in understanding the certification process. If possible participate in some of the group meetings or key field trainings of group.
- b. Encourage and build the capacity of the group for on-line data management (may be through internet café)
- c. Undertake random supervision on groups for assessment of standards implementation and capacity of the Local Group
- d. At least 50% of the groups registered under it, must be verified suitably every year. Every group must be physically verified at least once in two years
- e. Receipt and redressal of complaints against the LGs and their functioning

### Step 3

- a. On receipt of entire data set and Local Group Peer Appraisal Summary Sheet, screen the details for completeness, ensure that PGS standards and processes has been complied.
- b. Compare the peer appraisal summary findings with RCs own physical evaluation report, take into consideration previous non-compliances, complaints and investigation findings if any;
- c. On being found compliant to PGS standards and norms, approve grant of certification and issue certificate.
- d. RC needs to endorse the certification decision of the LG, if requirements have been met and there are no adverse findings into RCs physical verification, complaints, adverse residue testing report or adverse supervision report etc. Following check points suggested for decision endorsement:
  - i. Required LG meetings done and members present
  - ii. Key trainings organized and members present
  - iii. Summary sheet is complete and gives full reflection of certification process
  - iv. Complaints, if any received during the period
  - v. Physical verification report of RC
  - vi. Past record of non-compliances and advisory implementation and
  - vii. Result of residue testing (if any)
- e. In case of Non-approval, reasons must be communicated in writing or electronically with justification.
- f. RCs can not pick and choose individual farmers. They can approve or not approve or reject the decision of the group.
- g. RC at its discretion can also return the decision of the LG for reconsideration in case of procedural non-compliance and ask the LG to resubmit the summary sheet after addressing and closing the non-compliances.
- h. The RC needs to decide on certification request within 30 days from the date of uploading the LG-summary sheet or submitting the hard copy of the group decision to RC. If RC fails to endorse the decision of the LG or otherwise within 30 days then groups decision will be auto approved on PGS-India website and a non-compliance is credited against RC.
- i. Scope certificate is issued to the group with crop name and area details of the peer appraised season for each farmer separately in annexure. Scope certificates are issued season-wise with details of crops and area for that particular season.
- j. After the harvest Local group uploads the actual yields. RC can verify the uploaded actual yields online and if satisfied approve the yields minus self- consumption with lot no and packaging/ bulk etc. for sale and issue of TCs.
- k. On yield approval by RC, TCs can be generated on-line for each and every farmer member separately. TCs can be issued in one go for entire produce of the individual member or in small lots on number of occasions.
- l. RCs need to ensure that certified organic products are sold with UID code provided on the Transaction Certificate.
- m. In case if sales are happening between two PGS-India registered operators then there is no need for paper TC, online TC will facilitate transfer of stock from seller operator to buyer operator.

Note that the Regional Council does *not* make a decision to include or not include specific farmers based on the information provided. They can only approve or not approve the certification of the Local Group as a whole.

One example where this might apply would be if the Regional Council has a concern about Farmer X (for example because of a random pesticide residue test result) but the Local Group continues to list that farmer as Certified Organic with no sanctions and no explanation, the Regional Council may rightly be concerned and withhold certification approval of all farmers in the Local Group.

Another example could be that the Regional Council feels that some individual farmers' Peer Appraisals were faked or handled in a sloppy fashion. While the Regional Council cannot hold-up the certification status of those specific farms, they can and SHOULD withhold certification approval from the Local Group as a whole.

- n. In case if the group has no access to internet and computer The Regional Council enters summary information for every local group into a PGS website database and sends a paper certificate certifying the *individual farm*.
- o. All issued certificates bear unique ID (UID) code for traceability and access to the entire information on production system, peer appraisal and decisionsystemof the group.

#### **Step 4**

- a. Zonal Council and PGS-India Secretariat also undertake independent supervision and communicate results to RC through website.
- b. A small percentage of farms/ products are randomly selected for random pesticide residue testing each year and the results are placed on the website. Adverse results on both counts may impact the Certification status of the LocalGroup as a whole.
- c. Pesticide Residue testing norms to be finalized by NEC and shall be coordinated by PGS-India Secretariat. It is the Regional Council and the Local Group that has to decide what to do about a positive result. RCs need to communicate the residue result to group and ask it to undertake corrective action and sanction non-complying farmers. In case if group fails to undertake corrective action and fails to sanction non-complying farmers RC can suspend/cancel the certification and delete all yields/ produce from their stock on PGS- India website.

### **5.3 Certification of Individual Producer by Regional Council**

#### **Step 1**

- a. Regional Council receives registration applications (on-line or off-line or in hardcopy). Check details of individual farmer.
- b. Finalize working modalities and if required enter into an agreement including payment of fee for services provided. If data uploading work is to be done by RC then finalize necessary modalities for the same.
- c. On being found adequate and finalization of working modalities/ agreement etcapprove registration on-line.
- d. Provide user ID and password on PGS website.
- e. Provide copy of PGS standards and operational manual guidelines.

## Step 2

- f. On receipt of request if possible arrange for peer appraisal by nominating peer appraisers from nearby group.
- g. In case if no group is nearby, then physically inspect the farm on an annual basis and complete the peer appraisal sheet. All stages of production shall be inspected and producer need to provide full access to the RC inspector.
- h. Submit appraisal form duly signed by the inspector/ peer appraisers and producer to the Regional Council. Upload report on the website.
- i. Regional Council checks for compliance and identify non-compliances (if any) and ask the operator to file compliance report.

## Step 3

- j. Take into consideration previous non-compliances, complaints and investigation findings if any;
- k. On being found compliant to PGS-India standards and norms, approve grant of certification and issue certificate.
- l. Scope certificate is issued with name and crop details including estimated production.
- m. After the harvest, producer uploads the actual yields. RC can verify the uploaded actual yields on-line and if satisfied approve the yields minus self- consumption with lot no and packaging/ bulk etc. for sale and issue of TCs, if applicable.
- n. On yield approval by RC, TCs can be generated on-line. TCs can be issued in one go for entire produce of the individual member or for small lots number of times.
- o. RCs need to guide the operators so that certified organic products are sold with compliance to the Food Safety norms as regulated by FSSAI, suitable information and training can be provided by RC as capacity building for LGs.
- p. In case if sales are happening between two PGS-India registered operators then there is no need for paper TC, online TC will facilitate transfer of stock from seller operator to buyer operator.

## 5.4 Certification Process by Off-farm Processing Units

- a. All off-farm processing units including primary and secondary processing, handling, storage/ warehousing, packaging and trading shall apply in prescribed format to Regional Council authorized for off-farm processing and handling, giving full details of raw materials to be used, sources, certification status of each raw material, process flow sheet, recipes, ratio of input to output, details of machines, procedures for their maintenance, contamination control measures and documentation pattern to ensure audit trail.
- b. Regional council shall evaluate the application, and on being found appropriate agrees to registration
- c. Regional Council and operator enter into an agreement to maintain confidentiality of the manufacturing process of operator by Regional Council and commitment of operator to adhere to PGS-India standards.
- d. Regional Council and operator agrees on the fee structure, inspection cost of the RC and payment modalities.
- e. Regional Council after getting the payment approves registration, registration is granted for one year and needs to be renewed annually.
- f. Each registered processing/ handling units shall be physically inspected at least once a year by the RC preferably at a time when processing is in operation;
- g. On being satisfied Regional Council grants approval to operator for the processes applied and approved by the RC along with production estimates based upon annual system plan uploaded.
- h. A processing unit approved by the authorized Regional Council can undertake processing of PGS certified material belonging to PGS-groups.



- i. Approved processing unit shall receive all raw material with PGS transaction certificate. In case of non-availability of PGS certified raw material, NPOP certified raw material can also be used along with the transaction certificate. But in any case, the final processed product will be PGS certified.
- j. All steps shall be taken to ensure that organic products do not come in contact with non-organic material or prohibited materials
- k. Entire processing shall adhere to the PGS-India food processing standards.
- l. All additives, processing aids and preservatives shall be used as per the approved list provided in National Standards for Organic Production (NSOP) under NPOP
- m. Process flow documentation is maintained and at all times there must be a balance between input and output ratio as approved by the Regional Council.
- n. Entire processing information to be uploaded on the PGS-India website.
- o. Finished products will be uploaded on the PGS-India website along with the Lot no/ batch no and packaging details. In the absence of this information no TCs will be issued
- p. Finally, processed and packed material shall be sold along with the transaction certificate.
- q. Distributors and retailers, not registered under PGS-India programme shall keep the copy of transaction certificate along with their purchase records for verification by Food Safety Officers (if required).
- r. Transaction certificate shall be generated on-line from PGS-India website.

#### **5.5 Certification Process by Regional Council for off-farm processing units**

- a. On receipt of application RC shall verify sources of raw materials to be used, certification status of each raw material, process flow sheet, recipes, ratio of input to output, details of machines, procedures for their maintenance, contamination control measures and documentation pattern to ensure audit trail.
- b. Regional council if required, seek more details to fully understand the process and on being satisfied grant registration
- c. Regional Council undertake physical inspection of the unit and all its facilities. Operator is bound to provide full access to the representative of Regional Council for compliance assessment.
- d. Physical inspections shall be based on predetermined format to maintain uniformity and inspector shall ensure inspection of each and every step of processing including raw material inventories, process flow, machines used, contamination control measures, storages, ratio of input to output. Inspector shall also run an audit trail from receipt of raw material to finished product;
- e. Each registered processing/ handling units shall be physically inspected at least once a year by the RC preferably at a time when processing is in operation;
- f. On being satisfied Regional Council grants approval to the operator for the processes applied and approved by the RC and issues scope certificate with name of products approved along with estimated yields.
- g. Entire processing information to be uploaded on the PGS-India website shall be monitored by the RC from time to time.
- h. RCs shall be approving products on being uploaded by the operators and on receipt of requests
- i. Actual production needs to be uploaded by the operator from time to time and RC need to verify the actual production stock at repeated intervals.
- j. On approval of stock by RC, TC can be generated on-line from PGS-India website
- k. Finally, processed and packed material shall be sold along with the transaction certificate.
- l. Distributors and retailers, not registered under PGS-India programme shall keep the copy of transaction certificate along with their purchase records for verification by Food Safety Officers (if required).

## **5.6 Certification process for large contiguous Traditional/ Default organic area**

### **5.6.1 Certification process by Village Council/ Gram Panchayat**

- a. Define the area to be brought under certification and prepare maps.
- b. Prepare farmer-wise documentation, i.e. Name and family details of farmer, land details, livestock details, individual farmers land location in the map. All farmers will be taken into account and the entire defined area to be covered.
- c. Create village-wise group keeping one village one group concept
- d. Obtain PGS-India application form and PGS pledge from all the farmers
- e. Ensure that there is no synthetic input use history in the entire defined area at least for last 3 years and also that no licenses have been issued for sale of synthetic inputs.
- f. Request the State Government to issue necessary documents of the area being synthetic input usage free from last 3 years
- g. Make an application to the Regional Council with copy of all the above papers for registration. Applications to be made village-wise/ Gram Panchayat-wise
- h. Submit applications from all Gram Panchayats and villages from the defined area. Only one RC to be selected for one area.
- i. Undertake first peer appraisal through local farmers peer committee in each village and fill consolidated peer appraisal form.
- j. Submit all details to the concerned Regional Council and Zonal Council
- k. Upload required data into PGS-India portal
- l. Facilitate PGS-NEC appointed committee for inspection and verification of the traditional organic status and for recommendation on conversion status.
- m. On receipt of organic certification the village can undertake marketing of certified organic produce under one umbrella and under one brand name.
- n. Transaction certificates for sale can be generated from PGS portal under the common village name. Certificates and TCs in large area certification will be issued village group-wise. Individual farmers and processing units shall not qualify under large area certification.
- o. For renewal of certification every year at least one peer appraisal is done involving all the farmers and consolidated peer appraisal sheet, village-wise is prepared and submitted to the Regional Council

### **5.6.2 Certification process by Regional Council**

- a. RC receives the application from all the Gram Panchayats/ villages.
- b. Verifies the authenticity and completeness of the documents
- c. Participate in some village's peer appraisal (at least 20% of one particular area)
- d. Participate in PGS-NEC committee verification programme and be part of the decision making process.
- e. On receipt of recommendation of the committee and on completion of first peer appraisal decide on the certification status of the area and recommend for the approval of PGS-NEC.
- f. On receipt of PGS-NEC approval, grant certification to the entire area with list of villages, their area, livestock and number of farmers/ producers.
- g. Subsequent renewal of certification is granted on receipt of annual peer appraisal and random physical verification by RC. RC need to ensure that each and every village is physically inspected at least once in two years for standard compliance assessment.

## **5.7 Verification of certification by consumers**

National PGS-India website will be the database for the entire programme. To make the system transparent, entire operational database will be kept in public domain. With will be able to access the information of the

producer, processor or trader. As the UID code provided on the label will be issued by the last end operator details of certification will be visible only for that operator in public domain. In case if consumer or buyer would like to have full traceability record then consumers can approach the RC for Traceability. Name and address of RC is given on the Transaction certificate.

RCs are duty bound to provide traceability record to consumers on request.

## CHAPTER 6

### Time Lines, Complaints and Appeals

#### 6.1 Time lines

##### 6.1.1 For Local Group

- a. Four group meetings, at least two in each season.
- b. One training, any time during the year. First training within 6 months of registration
- c. Peer appraisal to be done during crop growth period starting from 15 days of sowing till 15 days before harvest.
- d. In case of plantation crops also two peer appraisals to be done one during flowering season and another after six months.
- e. Uploading of peer appraisal summary sheet till 7 days before harvest date
- f. Uploading of actual yields within 60 days of harvest
- g. Time limits for holding stocks – Within the validity period of scope certificate
- h. If no TCs are issued and stock remains unsold the PGS-India website will delete the stock in auto mode after 12 months from the date of harvest
- i. Perishable commodities such as livestock products, vegetables and fruits etc can be traded on daily or weekly basis as per the discretion of the group and yields uploaded on PGS-India website on weekly or fortnightly basis and TCs are also issued in batch mode on weekly or fortnightly basis.

##### 6.1.2 For Regional Councils

- a. Acceptance of LG/ individual farmer/ processor application by Regional Council within 30 days of date of submission
- b. If LG request for endorsement then complete first inspection and endorsement within 60 days and grant registration
- c. Approval of certification decision, within 30 days of submission of peer appraisal summary sheet or within 15 days on resubmission of certification decision after return by RC
- d. Grant of certification in case of individual farmers/ processor and handler within 30 days of physical inspection
- e. Approval of actual yields – within 15 days of uploading actual yields by LG
- f. Physical inspection of LGs – Within 12 months for the first time and subsequently at least once in 24 months.
- g. Physical inspection of individual farmers/ processors and handling units – At least once a year
- h. Approval of annual system plan in case of processors and handlers – within 15 days of submission

##### 6.1.3 For Zonal Councils

- a. Monitoring and physical evaluation of RCs – at least once in 12 months
- b. Submission of annual report on RCs and their certification management – Once a year (during January-February) for the period from January to December every year
- c. Sample collection and residue analysis – as per directions of PGS Secretariat and PGS-NEC
- d. Disposal of appeal of LGs against certification denial by RC – within 30 days of appeal submission
- e. Investigation on complaints and submission of reports to PGS Secretariat – within 60 days of receipt of complaint

## **6.2 Complaints and Appeals**

### **6.2.1 Complaints by public**

In case of any complaint by any person/ agency of public, consumers, trade body, retailer or trader etc against the actions of LG or RC on issues related to certification under PGS-India programme they can lodge their complaint as follows:

- a. To concerned RC against the functioning of Local group, individual producer or processor/ handler
- b. To concerned Zonal Council and PGS Secretariat against the functioning of RCs
- c. To ZC/ RC in cases of misuse of PGS-India logo
- d. To ZC/RC in cases of adverse residue testing report

### **6.2.2 Complaints and Appeal by Local groups**

- a. To full group body by the individual farmer member in cases of certification denial by certification committee or against adverse peer appraisers report
- b. To concerned Regional Council and/or Zonal Council against arbitrary decisions of LG members or against functioning of LG against PGS-India norms
- c. To Zonal Council against certification denial by RC or against practices adopted by RC falling under the ambit of conflict of interest, impartiality and independence
- d. To PGS Secretariat if appeals are not addressed by Zonal Council in time

### **6.2.3 Complaints and Appeals by RCs**

- a. To PGS Secretariat against Zonal Councils, monitoring and review process
- b. To PGS-NEC against disciplinary actions taken by PGS Secretariat

### **6.2.4 Disposal of appeals**

All appeals to be disposed-off within a period of 30 days from the date of receipt. In cases if any complaint or appeal necessitates investigation, then appeals to be disposed-off within 90 days of receipt of such complaint.

## CHAPTER 7

### Grant of Logo and Labelling

#### 7.1 Grant of Logo and unique certificate ID code

On getting approved from Regional Council, Local Group can use scope certificate for publicity, trade enquiry or for putting into trade literature and also can use the granted PGS logo. Scope certificate will have a unique number, identifying the RC and Local Group along with the farmers. Each certificate will also list out the area, crops and products certified during the year as Annexure. The packets or containers of PGS certified products along can be printed with PGS logo with UID code.

Logo on the product is required to be printed with the unique ID code. Consumers can access the authenticity of the certificate and name and address of the last end handler by entering the UID code in consumer verification window on PGS-India website. For traceability of the entire value chain consumers need to contact Regional Council along with UID code.

The right of use of Logo rests with the registered group, farmer, processing and handling operator. This right is not transferable unless the last point of value chain before the consumer is covered as part of the process of traceability and approved by the PGS-NEC along the structure of PGS-India.

#### 7.2 Validity of Scope Certificate

The validity of scope certificate shall be 12 months from the date of decision approval by the RC. Scope certificate shall be issued as per seasons (kharif, rabi and Zaid) subject to submission of timely peer appraisal summary sheets and other requirements such as group meetings and trainings.

#### 7.3 Separate logo for PGS organic and PGS under conversion status

Two separate logos shall be granted for PGS organic and PGS under conversion as follows:

**PGS**

**Organic**



**PGS**

**Green**



## 7.4 Conditions for use of logo

PGS certified products can be labelled with PGS logo along with unique ID code provided on the scope certificate, only when they are packed under the supervision of registered PGS operator (farmer group, certified farmers and off-farm processor).

Logo is to be used only on quantity certified as per the details provided in the scope certificate and yield/production duly approved by the RC.

Use of logo without unique ID code is not allowed

Separate logos need to be used for organic and in-conversion products

## 7.5 Labelling

- 7.5.1 Single ingredient products may be labelled as "PGS-India Organic" when all standard requirements have been and certified.
- 7.5.2 Multi ingredient products where 100% of all ingredients are of organic origin, products may be labelled as "Organic" when all standard requirements have been met in respect of all ingredients and certified.
- 7.5.3 Multi ingredient products where not all ingredients, including additives, are of organic origin may be labelled in the following way :
  - 7.5.3.1 Where a minimum of 95% by weight of its ingredients of agricultural origin are organic including allowed additives, processing aids and preservatives (as allowed under Appendix 5 of NPOP), products may be labelled as "organic".
  - 7.5.3.2 Where less than 95% but not less than 70% by weight of its ingredients of agricultural origin are organic, products may not be called "organic" and can only be labelled as "made with organic ingredients".
- 7.5.4 Labelling shall convey clear and accurate information on the organic status of the product.
- 7.5.5 Products granted with PGS-Organic certification shall use PGS-India organic logo.
- 7.5.6 Products under in-conversion to organic and granted with PGS-Green certification shall use PGS-Green logo. Such products shall not be claimed as organic and only the indication "Under Conversion to Organic" can be used.
- 7.5.7 The name and address of the company legally responsible for processing and packing shall be mentioned on the label.
- 7.5.8 Logo of the Government programme (such as PKVY of MOVCNDR etc) may also be indicated on the label.
- 7.5.9 Logo of the Regional Council, certifying the product shall also be affixed on the product.
- 7.5.10 In addition labelling shall comply all general and product specific requirements as prescribed under Food Safety and Standards (Packaging and Labelling) Regulation 2011 and Food Safety and Standard (Organic Produce) Regulation 2017.
- 7.5.11 All PGS-India certified products need to comply the general requirements of the FSS Act 2006 as notified from time to time by FSSAI.

**CHAPTER 8**  
**Non-Compliance Guidelines**  
 “Catalogue of Sanctions”

**8.1 Sanction Catalogue for Farmers/ Producers by Local Group**

Sanctions are given to farmers by the Local Group as a whole OR by the Local Group’s certification committee (if one was created).

Situations	Type of sanction
Missing Attendance at a required Field Day Unsatisfactory production system	Verbal warning
Minor violations of the standards or regulations Repeated written warning for similar problem Not responding to approval conditions	<i>Short Suspension of Certification Period</i> determined by the length of time it takes for the Grower to get a new peer inspection/consultation
Repeated minor violations Clear violation of the standards not threatening the organic integrity of the product	<i>Suspension</i> for a fixed period after until farmer(s) take corrective actions.
Clear violation of the standards threatening the organic integrity of the product eg: use of prohibited pesticides or synthetic fertilisers.	<i>Longer term suspension for 1 year Farmer may be moved back into “In Conversion” status</i>
Repeated violations leading to penalties, suspension or withdrawal of approval. Obvious fraud Intentional obstruction of the inspection e.g. denying peer appraisers, statutory authority, and Regional Council access. Refusal to respond to written requests for additional information	<i>Termination of participation</i> Farmer(s) banned from PGS membership either permanently or for a set period of time.

***The Right of Appeal***

The farmer's can make an appeal to the Regional Council within 2 weeks of the date of notification of the sanction by the Local Group OR to the Local Group as a whole if there is an certification committee that implemented the sanction.



## 8.2 Sanction Catalogue for Local Group by Regional Council

Sanction given to Local Group as a whole by the Regional Council for repeated non-compliances or violations of standards.

Situations	Type of sanction
Incomplete documentation Not completing the quota of quarterly meetings and training Untimely peer appraisal, delay in submission of summary sheets Failing in timely uploading of the data on website	Minor - Warning and advice for future compliance
Violations of procedures or regulations detected and LG not taking corrective measures Repeated non-compliances and casual approach for compliance Not responding to approval conditions/advisories	Major - Withholding of decision approval, return of decision till compliances are done
Repeated minor violations Clear violation of the standards but not threatening the organic integrity of the product	Major - Denial of certification endorsement or suspension of certification for short period, withholding issue of TCs
Clear violation of the standards by the members and LG not taking any action and forwarding the decision with incomplete peer appraisals LG decisions are grossly incorrect	Major - Return the decision, deny certification endorsement
Repeated violations leading to suspension or withdrawal of approval. Obvious fraud by the group Refusal to respond to written requests for additional information Pesticide residue testing becoming positive for pesticides Non-continuation and reporting of peer appraisal for more than 12 months	Certification denial Downgrading the status of the group Deleting the entire produce from PGS-India website for blocking the sale Termination of group either permanently or for a set period of time. Downgrading of certification status to start of conversion period and review with physical inspection within 6 months of [eer appraisal submission

### ***The Right of Appeal***

The Local Group can make an appeal to the Zonal Council on the actions of Regional Council within 2 weeks of the date of notification of the sanction by the Regional Council. In case if no response is received from ZC in 15 days' time then LG can approach PGS Secretariat.

### 8.3 Sanction Catalogue for Regional Council

Sanctions are imposed on the Regional Councils by the PGS Secretariat

Situations	Type of Non-compliance and sanction
<p>Not adhering time lines in acceptance of registration,</p> <p>Refusing for endorsement on LG's request</p> <p>Not providing documents, guidelines</p> <p>Not providing any capacity building support and not participating in any peer appraisal of LGs</p>	<p>Minor – Warning. Multiple warnings may affect renewal adversely</p>
<p>Failure in timely certification endorsement</p> <p>Wrong/ casual certification decision</p> <p>Detection of faults in certification endorsement/ service during monitoring</p> <p>Not completing the quota of annual Monitoring</p>	<p>Major – Warning, followed by defined timeline for compliance</p> <p>Repeated non-compliance may result in suspension for a limited period of time Ban on registering new groups and or transfer of groups to other RC.</p>
<p>Repeated casual/ wrong certification process with time delays</p> <p>Complaints from LGs and trade partners</p> <p>Detection of conflict of interest or failure in demonstrating independence and impartiality</p>	<p>Major – Temporary suspension of authorisation by PGS Secretariat followed by investigation with report to NEC for final decision</p>
<p>Not registration of required no of groups for 12 months and no certification activity for 12 months</p>	<p>Blocking of access to PGS website by PGS Secretariat and decision on cancellation of authorization by NEC</p>
<p>Major violation of PGS procedures against the spirit of the programme, activities leading to disrepute to the programme, colluding LGs and operators for gross violation of PGS- India rules and threatening the integrity</p>	<p>Temporary suspension of authorisation by PGS Secretariat followed by investigation with report to NEC for final decision on termination.</p>

#### ***The Right of Appeal***

The RCs can make an appeal to the PGS-NEC within 2 weeks of the date of notification of the sanction. In case of non-satisfaction RCs can appeal to the PGS- NAC.

## Approved Guideline for Empanelment of Facilitating Agencies/Service providers.

“Facilitating Agencies are organizations “that may be helping the PGS-India farmers in handholding, cluster formation, capacity building, marketing, implementation of PKVY/other organic farming schemes/programmes etc.”

### Eligibility Criteria for Facilitating Agencies’/Service providers’ Empanelment:

1. Legally registered agency
2. Experience Requirement:

#### Essential: (Any two of the followings)

- (i) Minimum 03 years’ experience of Applicant Agency or its personals in– Organic Farming Management, Value addition, knowledge of Certification Systems, Marketing.
- (ii) Minimum 01-year experience in FPO/FPC/Organic Cluster formation.
- (iii) In house competence in Capacity Building of stake holders in various aspects of organic farming.

#### Desirable:

- (i) Experience in GIS and Remote Sensing.

3. Functional office situated in the area of operation.
4. Adequate infrastructure & digital support system.
5. Sufficient working personals with proven competence in earlier mentioned fields.
6. *Exclusion:* Any start up doing innovative work in Agriculture, with at least 01 year experience having bearing with organic farming promotion.

### Roles and Responsibilities of Facilitating Agencies/Service providers *inter alia* may include-

- Deployment of man power as Lead Resource Persons (LRPs) for effective implementation of programme.
- Formation of Group /Cluster through mobilization of interested farmers.
- Collection of basic data of farmers (such as identity card, land details, bank account detail for DBT, farm history etc. as per requirement of PGS-India).
- Help in online registration of Local groups on PGS-India portal.
- Facilitate local group in Data Uploading and Management on PGS-India portal/State ICT network (like farmers’ detail, farm history, group summary sheet, peer appraisal etc.).
- Capacity building of Farmers/ Local Groups through *Trainings*, group *Meetings* and *Exposure Visits* on –
  - Organic farming activities
  - PGS-India Standards,

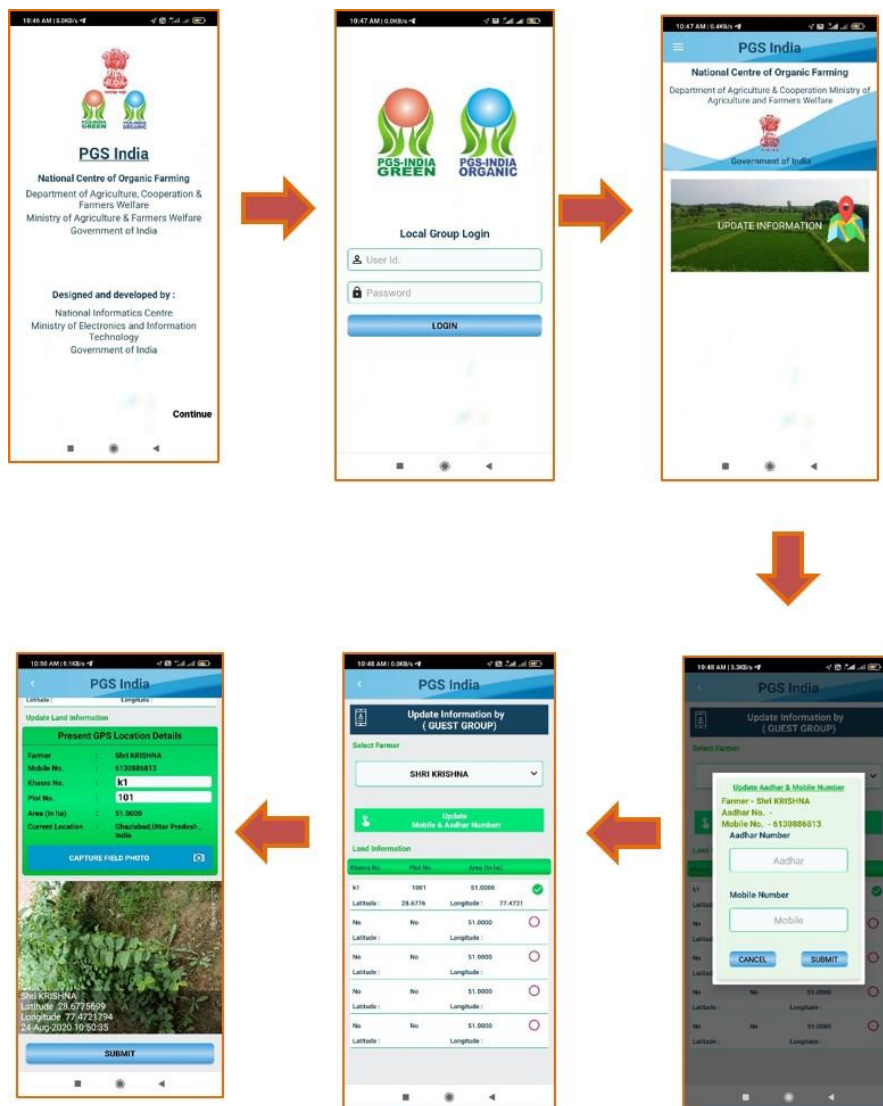
- PGS Group Operations, Documentation, Peer appraisal, Certification decision
- Institutional development/FPO/FPC making and their professional management.
  - Assist the farmers in preparation of –
- annual plan of action
- packing, marketing, logo preparation etc.
- suitable *on-farm strategies* for nutrient and pest management
  
- Circulation of PGS-India literature in local/regional language.
- Preparation and submission of periodic reports.
- Facilitating market linkage, Introducing local marketing initiatives to ensure that PGS- India certified produce finds market as premium produce in local and city markets.
- Helping States in *Brand building* activities and projecting States potential in national and International trade fairs within the country.
- Participation in meetings and Peer inspections with Local Groups, facilitating other Satke holders to take active participation in PGS-India system.
- Periodic monitoring of functioning of Local groups and time to time issuing of advisory to farmers.
- Facilitating the Local Groups/Farmers for –
- Transportation arrangements for Marketing of organic produce.
- Data entry and marketing transactions on jaivikkheti web portal.
- Food processing and handling.
  - Ensure access of portal data to public to build trust and credibility in the system.
  - Preparation of geo referenced maps in case of contiguous area certification.

# Upcoming applications Mobile Application Integration with PGS-INDIA webportal system

A mobile application is developed and integrated with PGS-INDIA online documentation and certification system. The application is supported to operate Local/farmers group and Regional council.

## The provision of functions of Local groups under mobile application

1. The PGS active local group can access the mobile app with their user ID and password as in PGS webportal.
2. update their mobile and aadhar numbers (one-time provision)
3. update land details along with GPS coordinates and pictures of each plots





**Application format for Registration of the Farmer with Regional Council**

To

**Name of RC** .....

**State**..... :

Sub:- Request for registration of Farmer / Group under PGS-India programme.

Sir,

I am willing to join the PGS-India programme as Individual Farmer to develop an organic participatory guarantee system for our produce .

**Name of the Individual Farmer:** .....

**Total area (Ha) to be covered in Organic :** .....

Application and PGS pledge in respect of individual farmer have already obtained and uploaded.

Farm History sheet complete in all respects individual farmer have already obtained and uploaded

- I ..... collectively and individually declare that:
- I have read and understand the PGS-India programme thoroughly and declare that the myself is in a position to carry out all the activities as specified under PGS-India operational manual.
- I have obtained the copy of PGS-India operational manual and PGS-India Standards and understood myself.
- I undertake to ensure that follow the PGS-India guidelines in letter and spirit.
- I have undergone the training on PGS-India programme and in a position to act as peer reviewers.
- I/We undertake to convene the meetings with nearby local group / RC / Stake holders at least once in two months (at least 6 times a year) to discuss the progress of the programme and to share the experience of each other earned from contacts, trainings or otherwise.
- I undertake to abide by the guidelines and instructions of the PGS-India programme and the instructions/ guidelines of Regional Council issued from time to time.
- I undertake to abide by the decision of the Regional Council and shall work towards image building of the programme.
- For administrative purpose with all documentary requirement I will complete as and when needed as per the requirement of PGS-India programme  
Detail of the Certification Team (constituted with RC/Stakeholders ) shall be communicated to Regional Council every Season.  
For data uploading on PGS-India Website I have necessary facilities and competence available at my end and shall be doing by my own

OR

We request the Regional Council to kindly provide all such facilities and for the same we shall be providing all the details in hard copy to Regional council.

- The ..... is hereby requested to kindly accept me as authorized Individual farmer and grant us with necessary registration, User ID and Pass word etc.

Signature

Name of Farmer .....

### Organic Pledge

I.....son/daughter of.....belong to Village  
 .....Block..... District..... State and hereby declares that:

1. I will follow the PGS organic standards in crop production and livestock rearing/ processing to ensure synthetic input free production system for the long-term sustainability, health and wellbeing of soil, environment, crops, livestock, my family and community. I have received a copy of PGS standards and Local Group operational manual.
2. I will not use any synthetic input (such as chemical pesticides, insecticides, herbicides, fungicides, chemical fertilizers, growth regulators and synthetic hormones etc) in any form directly or indirectly in my farming operations brought under PGS programme.
3. I commit to bring my entire farm operations including livestock under organic (or within a period of 24months)
4. I will check with the RC/ Local Group/ZC before using any off-farm product that I am unsure of its organic status.
5. I will work with my fellow farmers/ Village in the Local Group or as Individual and attend meetings and trainings to expand and share my knowledge of the standards and organic production techniques.
6. I will work to build the soil through ecologically sustainable farming practices such as crop rotations, composting, cover crops and green manures.
7. I will care for my livestock in ways that ensures their well-being in full compliance of PGS organic standards.
8. I will only use bags and containers that are clean and clearly labeled organic only” to harvest, transport and sell our organic products.
9. I will work to prevent contamination by suitable buffers and other means.
10. I will encourage biodiversity through my farming system.
11. I will sell products as Organic only when they are grown on certified land, and have been grown in accordance with PGS organic standards.
12. I will ensure that on the farm during storage, processing, transport and sale there is no contamination or mixing of organically grown with non-organically grown produce.
13. I agree to accept the decision of the RC/Local Group/Village in regards to my certification status.
14. I will participate in appraisals on other farms as per group norms.
15. I will report even minor or unintentional non-compliances to the organic standards on my farm to my Local Group/RC/Peer Inspection committee

I hereby further declare that the information I have provided in the application and farm history sheet is true to the best of my knowledge. I also hereby declare that during peer appraisal I will fully cooperate with the peer reviewers and provide true information to the best of my and my family’s knowledge and I will keep my information up to date with any changes occurred during the process.

Date

Signature of farmer



**FARMER HISTORY SHEET**

Paste a photo of farmer
-------------------------------

**Farmer's Personal Details**

1. Name of Farmer :
2. Father/Husband Name:
3. 12 Digit Adhaar No :
4. Category (Gen/OBC/SC/ST)
5. Farmer Age:
6. Gender (Male /Female)
7. Mobile No.:
8. Bank Account Name
9. Bank Ac. Number
10. Bank IFSC Code
11. Email ID

**Address as per any Govt. Issued ID card**

1. District
2. Block
3. Sub District
4. Village / Town
5. House Number
6. Landmark

**Registration for**

1. Certification Registration For (Field Crops / Live Stock / Wild Crops / Beeking ).....

**Farmer Land & Other Information**

1. Total Area (In HA.).....
2. Offered for organic area (Ha ).....
3. Land Ownership (Rented /Own / Lease ).....
4. Plot No: ..... Area of Plot (in HA) .....
5. Khasra No. ....
6. Latitude in DD ..... Longitude in DD :.....
7. Livestock Details: Name (Cow/Buffalo/Sheep/Poultry/etc.,) ..... and its Numbers .....
8. Irrigated land non irrigated land .....
9. Irrigation Methods adopted: .....
10. Name of Machineris & Equipment's/Tools details .....
11. Number of Godam / Storage Unit if exists.....
12. Capacity of Godam /Storage Unit .....
13. Name of Compost/Manure making facility.....and its production .....quantity  
Tonnes /year
14. Last date of use of chemical /prohibited substances.....
15. Name of Processing Facility if exists .....
16. If Any other facility details .....

## Previous one-year cultivated crops and its practices details for Rainy Season

Details						
Name of Crops						
Area in Ha						
<b>Fertilizer(Chemical /Biofertilizer ) used</b>						
Name of chemical Fertilizer used	No. of bags used	Weight per Bag (kg/bag)	Name of Biofertilizer used	No. of /pockets /Bottles bags used	Weight per /pockets /Bottles bags used (Lire/ kg)	
<b>Plant Protection Used</b>						
Name of Chemicals used	Quantity (Kg/Litre)	Name of Botanical tracts used	Quantity (Kg/Litre)	Name of Bio-pesticides used	Quantity (Kg/Litre)	
<b>Any other inputs Used (Compost/Green manuring /Vermiwash/ITKs etc.,)</b>						
Name of Input	Quantity (Kg/Litre)	Name of Input	Quantity (Kg/Litre)	Name of Input	Quantity (Kg/Litre)	

## Previous one-year cultivated crops and its practices details for Winter Season

Details						
Name of Crops						
Area in Ha						
Fertilizer(Chemical /Biofertilizer ) used						
Name of chemical Fertilizer used	No. of bags used	Weight per Bag (kg/bag)	Name of Biofertilizer used	No. of /pockets /Bottles bags used	Weight per /pockets /Bottles bags used (Lire/ kg)	
Plant Protection Used						
Name of Chemicals used	Quantity (Kg/Litre)	Name of Botanical extracts used	Quantity (Kg/Litre)	Name of Bio-pesticides used	Quantity (Kg/Litre)	
Any other inputs Used (Compost/Green manuring/ Vermiwash / ITKs etc.)						
Name of Input	Quantity (Kg/Litre)	Name of Input	Quantity (Kg/Litre)	Name of Input	Quantity (Kg/Litre)	

## Previous one-year cultivated crops and its practices details for Summer Season

Details						
Name of Crops						
Area in Ha						
<b>Fertilizer(Chemical /Biofertilizer ) used</b>						
Name of chemical Fertilizer used	No. of bags used	Weight per Bag (kg/bag)	Name of Biofertilizer used	No. of /pockets /Bottles bags used	Weight per /pockets /Bottles bags used (Lire/ kg)	
<b>Plant Protection Used</b>						
Name of Chemicals used	Quantity (Kg/Litre)	Name of Botanical extracts used	Quantity (Kg/Litre)	Name of Bio-pesticides used	Quantity (Kg/Litre)	
<b>Any other inputs Used (Compost/Green manuring/Vermiwash/ITKs etc.,)</b>						
Name of Input	Quantity (Kg/Litre)	Name of Input	Quantity (Kg/Litre)	Name of Input	Quantity (Kg/Litre)	

## Endorsement of Local Group / Individual Farmer

Particulars	Detail address & Remarks
Name of Endorsing Agency (State Government Authority / Regional Council/ Local PGS Group)	
Name of Individual / Group being Endorsed	
Date of Endorsement	
Group/ Individual is competent enough to under take PGS-India programme as per guidelines	Yes / NO
Constitution of the group/Individual farmers fulfils the requirement of PGS-India programme and the members are trusted with proven dedication for organic	Yes / NO
Farmer / Few member of the group are fully aware about PGS standards, operational requirements and can undertake peer appraisals	Yes / NO
Please provide details that how the individual / group is propose to undertake on-line data uploading work through	Own / Through Regional council / SP /FA/ State Government agency

I/We \_\_\_\_\_(name and address of endorsee) is /are convinced that the group/Individual farmer as mentioned above fulfils the minimum requirements as per PGS-India operational guidelines, at least few members/farmer is/are well versed with the standards and peer appraisal strategy and can carry forward the implementation strategy of PGS-India organic guarantee scheme. The members of the group/farmer is/are known and can be trusted. I/We considered for grant of registration under PGS-India programme.

Date

Place

Signature

(Name and address of the endorsee)

### Terms of reference for Registered Individual Farmer / Local Groups under PGS-India Programme

1. The Individual Farmer/Group on being registered as PGS-India Individual Farmer (herein after referred as IF/LG) shall ensure that it has provided a copy of the following documents to the Regional Council:
  - a. Application form of Individual Farmer/Group for registration
  - b. Name/ List of farmer members with a copy of individual application form and duly signed PGS-India pledge
  - c. Individual member's farm history sheet in prescribed perform.
  - d. In case, if all the members/ individual farmer are not converting their entire land holding and cattle/Animal husbandry to bring under organic in one go, then detailed conversion plan of fulfilling the requirement within 24 months
  - e. Agreement to be entered into with RC.
2. There is a mandatory requirement of group's/Individual farmer endorsement by any other registered PGS-India Group or by State Govt Agriculture/ Horticulture Department's District Officer or by RC itself or by Zonal council.
3. At the time of Registration each Individual Farmer needs to obtain following documents from the RC
  - a. Copy of PGS-India operational manual
  - b. Copy of PGS-India standards in local language
  - c. Copy of all the forms, peer appraisal sheets and Group / Individual Farmer summary sheet in local language
  - d. Individual Farmer/Group operating manual, developed by RC along with the checklists (if any developed by RC)
  - e. List of the services and activities to be provided to IF/ LG by the RC.
  - f. RCs shall also facilitate availability of technical literature on crop management, nutrient management, plant protection or any other such issues as needed by farmers.
4. The Individual Farmer/LG shall make all out efforts to promote organic farming and work towards image building and confidence building among its members and other stakeholders of organic farming and consumers
5. If an Individual Farmer/LG is having only five members then each member shall be the part of certification team. But if the group is large then each Individual Farmer need to elect its certification team comprising of five members as Follows:
  - o Group leader
  - o Training and meeting coordinator
  - o Peer review facilitator
  - o Documentation In-charge
  - o Public relation and RC Coordinator

Certification team is elected every year with the post of Group Leader being rotated.

All efforts should be made to ensure that each and every member of the group/individual farmer is active participant in peer review process.

Capacity building of farmers is an important component of PGS-India Programme each Individual Farmer shall ensure adequate capacity building measures in consultation with group leaders/ RCs for total compliance of standards. At least 2 members of each group need to be properly trained by RC.

In cases where Individual Farmer do not have access to computer or internet or Individual Farmer are unable to upload the data, RCs/SP/FA need to help them in developing their capacities or obtain the entire data in hard copy and upload in the website. In such cases Individual Farmer need to provide all information to RCs/SP/FA in hard copy on paper.

Individual Farmer shall ensure that the members of RCs shall participate in Individual Farmer group meetings, Individual Farmer key training programmes and some peer appraisal visits to assess the strength of the group/Farmer and to help them improve their implementation processes.

Although entire PGS data shall be on-line in the PGS-India website, but each Individual Farmer shall also ensure that original hard copies of the records such as Individual Farmer summary sheets, peer appraisal sheets, Individual Farmer application with each member history sheet are also maintained in hard copy in separate member files at Individual Farmer office.

Individual Farmer shall prepare half yearly calendar of activities (such as trainings, capacity building programmes, peer appraisals etc) and intimate all group members and RC for effective coordination.

Individual Farmer shall also prepare annual or half yearly crop calendar before every sowing season with details of activities to be taken and intimate to RC in time.

As per the requirement each Individual Farmer shall meet at least 2-4 times a year (2 for perennial crop group and 4 times a year for annual crop group) compulsory meetings at key times of the year depending on the season, the crops, etc. One/two for peer appraisal planning and one/two for decision making and maintain attendance register and details of meeting proceedings. Each and every member is required to participate in at least half of such meetings. Participation of members in such meetings reflects the commitment of the member to the programme and an important step for endorsement of certification decision by RC.

To keep on building the competence of the members, Individual Farmer need to organize some key field day trainings. Proceedings, details of such trainings along with attendance is also an important component for endorsement of certification decision by RC.

Individual Farmer shall provide full access to all the documents, records and information, including their fields and members for surveillance, monitoring and groups' competence assessment to representatives of RCs/SP/FA/ Zonal Councils or PGS-India Secretariat at any point of time during their visits.

Individual Farmer shall ensure mutual recognition and support among different Individual Farmer at regional and national level by studying each other's processes and functioning and by having surveillance in each other's areas.

In case if any Individual Farmer wanted to leave and desire to join other RC, then the group need to apply to the concerned RC or in case if RC is not cooperating then to Zonal Council for No Objection Certificate with full reason and justification. On being satisfied RC/ ZC can allow Individual Farmer to join other RC. In such cases after obtaining NOC from RC/ ZC, they can apply for registration to other RC with a copy of NOC. Entire record pertaining to that group shall be transferred to the new RC on their request without any prejudice or condition, what-so-ever.

Entire Certification process to be followed by Individual Farmer is as follows:

## **Certification Process by LG / Individual Farmer (Individual Farmer)**

### **Step 1**

- I. Form a group comprising of minimum 5 farmers (belonging to close by villages with continuous territory)/ in case individual farmer can participate independently with local available nearby LGs
- II. Collect registration and farm history sheet from all the members.
- III. Obtain copies of PGS Standards and PGS operational documents from nearest RC and distribute to all the members. These documents can also be downloaded from PGS website.
- IV. Convene the meeting of all the members and ask all the members to sign the pledge.
- V. Prepare Individual Farmer/LG operational manual detailing requirement of documents to be maintained by farmers, peer appraisal methodology and checkpoints to be assessed, based on the broad guidelines of PGS-India norms
- VI. Ensure that members have committed/farmer to convert their entire land holding and livestock to organic. In case if some members propose to convert their land in phases then draw appropriate strategies to distinctly separate such units with organic ones. Also chalk out a plan for phased conversion and get it approved by Regional Council. As per PGS-India norms each member has to bring his entire land holding with livestock within 24 months from the date of registration in the group.
- VII. If a farmer under PGS-India group fails to convert his entire land holding and livestock within the stipulated 24 months' time, then he will not be eligible for PGS organic certification and shall continue to remain under conversion.
  - a. Invite already registered another Individual Farmer to verify the group formation and obtain necessary recommendations. In case if there is no other PGS-Individual Farmer close by, then contact local SP/FA/State Agriculture office, demonstrate the group's strength on organic and obtain endorsement. Alternatively apply to the RC and request RC to undertake verification.
- VIII. The Individual Farmer need to be approved only once and no further renewal is needed. If there are repeated problems (missing paperwork, a random pesticide inspection turns up a problem, a random oversight inspection turns up a problem, etc) Then they could get disbanded/ sanctioned and have to re-apply and could get re-entry only after taking necessary correction and thorough verification by RC.
- IX. Register the group on-line on PGS Website. In case if the group do not have access to computer and internet, then services of a local computer operator/ internet cafe can be taken. Alternatively fill all the forms and submit to RC for uploading the information on PGS website.
- X. Enter into agreement with the RC for services to be availed on payment basis (as per mutual agreement).

### **Step 2**

- I. Follow the PGS guidelines on group meetings, key field trainings and knowledge sharing.
- II. Keep vigil on neighboring farmer's farms and if some non-compliances are noticed then inform other group members during group meetings/Individual farmer case RC do regular inspection
- III. Ensure timely organization of training programmes in collaboration with RC/SP/FA/ZC/ICAR etc., .
- IV. Invite practicing organic farmers and other local experts for problem solving in management issues such as in nutrient management, pest management etc during key trainings and meetings.
- V. Maintain attendance register for meeting and key field trainings



- VI. If member farmers are using or propose to use off-farm inputs then verify their organic status, discuss in meetings and endorse or prohibit their use. Use of such inputs without group's/RC/ZC approval shall be treated as non-compliance.

### Step 3

- I. Chalk out peer appraisal schedule and constitute peer appraisal groups/members. Each peer inspection should have minimum 3 peer appraisers. Depending upon the number of farmers there can be any number of appraisal teams comprising of three or more members. At least one member in the appraisal team must be literate and well versed in filling the appraisal forms. In case of Individual certification participation of RC staff/members in peer inspection is must.
- II. Reciprocal review between two-member group farms is not allowed (i.e. A reviews the B and B reviews A).
- III. Invite other LG group peer reviewers or representatives of consumers/ traders or local State Agriculture Department officer as invited member of the peer group (but their participation is not mandatory). This may increase the trust and credibility of the group/Individual Guarantee.
- IV. Complete peer review of all the farms at least once in each season. Ensure that all farms have been reviewed objectively.
- V. Discuss review reports in the meetings and decide upon the organic status of each farm one by one.
- VI. Segregate farmer/s who have fulfilled all the requirements and consider them for grant of certificate
- VII. Discuss about the non-complying farmer/s and depending upon the nature and gravity of non-compliances issue sanctions.

### Step 4

- I. Appraisal paper work is checked for completeness and an Individual Farmer/LG Summary Worksheet is prepared.
- II. Group or certification committee decides on certification and declares status of certification
- III. Enter all details on-line in PGS website and send signed copy of the peer inspection cum summary worksheet to the RC. Alternatively send all details in hard copy along with signed copy of summary sheet to RC for uploading the data into PGS website.
- IV. Regional Council check details provided in hard copy or on-line. While deciding on approval RC takes into consideration surveillance report (if any done), complaints received, residue analysis report etc. RC cannot decide on inclusion or non-inclusion of specific farmers based on information provided, it can decide only on approval or non-approval of certification of the Individual Farmer as a whole. On being satisfied, grants necessary approval on-line.
- V. Individual Farmer prints certificate from PGS website and distribute to individual farmers. Alternatively, Individual Farmer requests RC to print the certificates and send to Group leader for distribution.

Only the farmers which have completed full conversion period without any major or serious non-compliance be declared as "PGS-Organic". Farmers which have one or more major non-compliance or are under conversion period will be declared as "PGS-Green". Only the crops sown after joining the group, taking the PGS pledge in conformity of PGS standards and fully conforming to the PGS standard

requirements as per the recommendations of peer reviewers shall qualify for “PGS-Green”. 3 continuous advisory on same issue can shift the status of member.

**Time limit for grant of certification decision**

The RC needs to decide on certification request within 15 days from the date of uploading the Individual Farmer-summary sheet or submitting the hard copy of the group decision to RC. If RC fails to endorse the decision of the Individual Farmer or otherwise, within 15 days, then ZC need to intervene and decide the issue within next 7 days. In case if ZC also fails to intervene and decide in time then the group can approach PGS Secretariat for decision.

Signature .....  
Name of Lead Resource person / Group Leader:.....  
Date .....

**Application for Local Group (LG) Registration with Regional Council**

To

The \_\_\_\_\_ (Name of Regional Council)

Address \_\_\_\_\_

**Sub:- Request for registration of Individual / Local Group under PGS-India programme.**

Sir,

We the members of the ..... (name and Address of local group) ..... are willing to join the PGS-India programme as Local Group to develop an organic participatory guarantee system for our produce. Details of the group are as follows:

Name of the Group leader r \_\_\_\_\_

Total number of farmers (Enclose list of farmers, duly signed by each member) \_\_\_\_\_

Total area to be covered \_\_\_\_\_

Copy of application and PGS pledge in respect of individual farmer members are enclosed at S.No \_\_\_\_\_ to \_\_\_\_\_.

Farm History sheet complete in all respects individually for each farmer is enclosed at S.No. \_\_\_\_\_ to \_\_\_\_\_.

We the members of the \_\_\_\_\_ (name of the local group) collectively and individually declare that:

- We have read and understand the PGS-India programme thoroughly and declare that the group is in a position to carry out all the activities of Local Group, as specified under PGS-India operational manual.
- We have obtained the copy of PGS-India operational manual and PGS-India Standards and have explained to all the members. A copy of standards in the local language has also been provided to each member.
- Each member has signed the PGS pledge in front of the group members and we collectively undertake to ensure that all the members will follow the PGS-India guidelines in letter and spirit.
- \_\_\_\_\_ members of the group (enclose the list with name and addresses) have undergone the training on PGS-India programme and are in a position to act as peer reviewers.
- We undertake to convene the meetings of the Group at least once in two months (at least 6 times a year) to discuss the progress of the programme and to share the experience of each other earned from contacts, trainings or otherwise.
- All the farmers have committed to bring their entire land holding along with cattle under PGS-India programme in \_\_\_\_\_ months time.
- We undertake to abide by the guidelines and instructions of the PGS-India programme and the instructions/ guidelines of Regional Council issued from time to time.

- We undertake to abide by the decision of the Regional Council and shall work towards image building of the programme.
- For administrative purpose we have elected/ constituted our Certification team comprising of following members and we authorise the certification team members to undertake all documentary requirement as and when needed as per the requirement of PGS-India programme.
- Besides certification decisions, the role and responsibility of each team members is mentioned against each:
  - Shri \_\_\_\_\_ Group Leader
  - Shri \_\_\_\_\_ Training and meeting coordinator
  - Shri \_\_\_\_\_ Peer review facilitator
  - Shri \_\_\_\_\_ Documentation In-charge
  - Shri \_\_\_\_\_ Public relation and RC Coordinator
- For data uploading on PGS-India Website we have necessary facilities and competence available at our end and shall be doing by our own

Or

We have hired the services of agency (Give name of the agency) for data uploading and the concerned agency has obtained all necessary details from RC.

Or

We request the Regional Council to kindly provide all such facilities and for the same we shall be providing all the details in hard copy to Regional council.

The \_\_\_\_\_ (Name of RC) is hereby requested to kindly accept our group as authorized local group and grant us with necessary registration, User ID and Pass word etc.

Signature & Name

Member 1      Member 2      Member 3      Member 4      Member5

**Group Leader Signature**

**Name** \_\_\_\_\_

**Proceedings and attendance Register for Meetings**

1. PGS Local Group Name.....

2. Total number of members.....

3. Date and time of meeting.....

4. Important issues discussed and planning done (if any)

.....  
.....

5. Number of peer appraisals completed since last meeting.....

6. Peer appraisals planned for next two months.....

.....

7. Proposal for any input approval or query on problem solving (give brief)

.....  
.....

8. Any other specific issue raised and discussed

.....  
.....

Decisions made (if any)

.....

Members present in meeting

S.No.	Name of Farmer	Signature



**Peer Inspection / Field Inspection Appraisal Worksheet**

1. Local Group Name
2. Local Group Code No
3. Total Area (Ha)
4. Peer Appraisal for the Season
5. Year
6. Month
7. Per appraisers / Decision making committee members name:
8. Name of External appraisers participated in peer inspection :

Sl.No.	Name	Mobile Number	Address	Members from (RC/State/ Govt./Consumer/Trader/ other )

9.Period for which peer Appraisal done :

From (DD/MM/YYYY).....to (DD/MM/YYYY).....

10. Crop production details

Sl.No.	Farmers name	Area Sown	Crop name	Expected Yield (Qt)	Utilized for Self consumption (Qt)	Total quantity Left for marketing (Qt)

11. Peer inspection assessment of all group members in a group based on 10 points and sanctions if any if farmer done any faults in organic farming

Sl.No.	Peer Inspection assessment subject	<u>Name of farmer</u> done faults /not followed standards	Recommended advisory points	Details of advisory points
1	Habitat Management			<ol style="list-style-type: none"> <li>1. <b>No diversity plantations</b> – Need integration of diversity plantations for diversified habitat creation</li> <li>2. <b>No rain water conservation</b> – Measures needed to harvest and conserve rainwater</li> <li>3. <b>Split production</b> – Non-organic farm area should also be brought under organic Parallel production – Produce of same crop in organic and non-organic to be handled with adequate measures and no parallel production to be taken in future</li> <li>4. Other Reason specify :..... .....</li> </ol>
2.	Diversity			<ol style="list-style-type: none"> <li>1. Only monocropping done – Monocropping to be replaced with multi-cropping from next season</li> <li>2. Intercropping and crop rotations not being followed – Integrate legume intercropping and adopt 3-4 years crop rotations in each plot</li> <li>3. Green manuring not done – Take up green manuring atleast once in 2-3 years</li> <li>4. Organic manures not being used – Use organic manures in appropriate quantity to maintain soil fertility</li> <li>5. Other Reason please</li> </ol>



				specify:..... ..... .....
3	Integration of Live Stock			<ol style="list-style-type: none"> <li>1. No livestock – Maintain livestock to meet dung-urine requirements</li> <li>2. Using livestock products from off-farm sources – Threat to integrity. Maintain your own livestock</li> <li>3. Other Reason specify :..... ..... .....</li> </ol>
4	Soil and water conservation			<ol style="list-style-type: none"> <li>1. Management is prone to soil erosion – Integrate conservation measures to avoid soil erosion</li> <li>2. Practices pose threat for soil and water contamination – Avoid practices contributing to soil and water contamination</li> <li>3. Burning of crop residue/ biomass on fields – No biomass burning to be done from next season</li> <li>4. Clearing of forest for cultivation – It is prohibited activity. The yield of the affected area will not qualify for organic</li> <li>5. Other Reason specify :..... .....</li> </ol>
5	Contamination Control			<ol style="list-style-type: none"> <li>1. Prone to rain water contamination but so far no signs of contamination – Minor non-compliance - raise protective bunds</li> <li>2. Evidences of rain water contamination from conventional fields – Major non-compliance</li> <li>3. No or inadequate buffer zone – major non-compliance</li> <li>4. Storing harvested/ final produce in same storage</li> </ol>

				<p>without adequate separation but are identified separately – Improve storage conditions with well-defined separations – Minor non-compliance</p> <p>5. Storage conditions inadequate and pose threat to integrity – Major non-compliance</p> <p>6. Used same threshing floor/ farm machinery without cleaning – Major non-compliance</p> <p>7. Other Reason specify:..... .....</p> <p>8.</p>
6	Seed and Planting material			<p>1. Used non-organic seeds with chemical treatment – Major non-compliance</p> <p>2. Used purchased seed but no clarity on chemical treatment – Major non-compliance</p> <p>3. Used purchased seed, not treated but did not get approval of group – Minor non-compliance – Please follow standard norms in future</p> <p>4. Used GMO seeds/planting material – major non-compliance</p> <p>5. Other Reason specify :..... ..... .....</p>
7	Fertilization			<p>1. Off-farm compost/ organic manure used without verification of quality – Major non-compliance</p> <p>2. Compost/ dung-urine slurry was made on-farm not fermented/ composted fully – Minor non-compliance – Fermentation process should be followed in future</p>

				<ol style="list-style-type: none"> <li>3. Off farm inputs used but do not have detail/ approval for its compliance to standards – Major non-compliance</li> <li>4. Suspected use of chemical fertilizer – Major non-compliance</li> <li>5. Suspected use of prohibited substances (hormones, off farm input contaminated with chemicals or off-farm input of undefined composition and not approved under NPOP – Major non-compliance</li> <li>6. Suspected usage of fertilizing product having GMO ingredients/ raw materials</li> <li>7. Suspected usage of sewage/ sludge, human excreta or their products – Major non-compliance</li> <li>8. Human excreta found in field – Minor non-compliance – Take adequate measures</li> <li>9. Other Reason specify :..... .....</li> </ol>
8	Pest Management			<ol style="list-style-type: none"> <li>1. Suspected use of chemical pesticide, hormones, growth promoters or any other prohibited substance – Major Non-compliance</li> <li>2. Used purchased organic pesticide but not approved under NPOP – Major non-compliance</li> <li>3. Use of formulation having ingredients from GMO source – Major non-compliance</li> <li>4. Use of chemical fumigants in storage – Major non-compliance</li> <li>5. Other Reason specify :..... .....</li> </ol>

				.....
9	Cleaning of tools and equipment's			<ol style="list-style-type: none"> <li>1. All Agricultural equipments, tools, ware houses, stores, handling area, processing units etc are decontaminated</li> <li>2. Entire operating and handling area of products after harvest is kept free from pests and contamination through proper cleaning / washing</li> <li>3. Other Reason specify : ..... ..... .....</li> </ol>
10	Storage and Transport			<ol style="list-style-type: none"> <li>1. Organic products shall not be stored and transported together with inorganic</li> <li>2. No synthetic preservatives, chemicals, fumigants etc or storage aid shall be used</li> <li>3. Bulk stores for organic product should be separate from conventional product stores and clearly labeled to that effect</li> <li>4. Material used for packaging not contaminating organic food</li> <li>5. Products unless there is no chances of contamination or co-mingling</li> <li>6. The packages shall be closed in such a manner that substitution of the content cannot be achieved without manipulation or damage of the seal</li> <li>7. Separate storage in time and space both for inputs and farm produce is maintained</li> <li>8. Other Reason specify : ..... .....</li> </ol>

			.....
<b><u>List of Non Compiling members (farmers not followed PGS Standards )</u></b>			
Sl. No.	Name of Farmer	Major or Minor faults (Point 1 to 6 : Considered as Minor : PGS green status varies, it can be reduced Point 7 to 10 : considered as Major no certificate will be issued )	Status of conversion period as per last scope certificate (PGS Green 1/2/3/4/5/6 or PGS Organic)
<b>Declaration</b>			
<p>We the members / decision committee members of the local group, .....hereby declare that we have evaluated all the peer appraisal sheets for each and every member and presented the observations after thorough valuation. We the members / decision committee members of the local group..... hereby declare that the entire PGS-INDIA procedures have been applied in true spirit without any bias and partiality in an independent and transparent manner. We the members / Decision committee members of the local group understand that if any information is found not to be true then the certification status of the entire group will be liable to be cancelled.</p>			
<p><b>Signature of group Leader</b>  <b>Name of group Leader</b> .....  Date :</p>			

**Format for Physical Inspection of LG by RC**

1.	Name of Group and LG Code and Date of registration	
	Date of last inspection (should not be beyond 24 months)	
2.	Date of current inspection With GPS enabled system	
3.	Name of the inspector of RC	
4.	Members present during inspection Select	
5.	Upload GPS tagged photo of the meeting (through GPS tagging app)	
6.	Check following:	
i)	Does Group complied the requirement of mandatory meetings in last 12 months.	<b>Yes No</b> (If No, indicate deficiency and give advisory)
ii)	Does Group complied the requirement of training (at least one in last 12 months)	<b>Yes No</b> (If No, indicate deficiency and give advisory)
iii)	Hard copy of peer appraisals of at least last four seasons duly signed.	<b>Yes No</b> (If No, indicate deficiency and give advisory)
iv)	Check randomly LG members and their GPS location of farms of minimum 50% farmers including Mobile No./Aadhar No. in case of PKVY farmers.	<b>Matches Not Matches</b> (If no GPS details available then upload GPS details by visiting farmers' fields including Mobile No./Aadhar No.)
v)	Check for knowledge of LG members on PGS-India procedures	<b>Satisfied Not satisfied</b> (If not satisfied, give advisory)
vi)	Verify the last (recent) peer appraisal summary sheet physically by visiting fields and by discussing with members	<b>Agree Not agree</b> (If not agree, list points of disagreement)  Select the list of points of Peer appraisal sheet (give list here from Habitat management till Storage and transport)

7.	Are you satisfied that LG is meeting all PGS-India standard requirements and is operating the PGS-India certification process in letter and spirit	<b>Yes</b> <b>No</b> (if no, then list out non-compliances. Prepare a report and get the same signed by the LG members present and give a copy to them)
8.	Final decision of RC	

Note : Once in year every group must be physical inspected by RC and upload the same time to time under PGS-INDIA webportal

**Signature** .....

**Name of Head / In charge** .....

**Regional**                      **Council**                      **for**                      **PGS**                      **in** .....

**Authorization**                      **No.**                      **-** .....

**Date of Issue** .....

**LOCAL GROUP SUMMARY WORKSHEET**

(To be submitted to the Regional Council for certification decision approval) List of Local Group Farms to be Certified this Calendar Year

Calendar Year: \_\_\_\_\_ Season .....

LOCAL GROUP LG No. # \_\_\_\_\_

Total number of farmers.....

1. Number of farmers fully conforming to certified status of peer inspections (list enclosed ...numbers / PGS-INDIA organic)
2. Number of farmers granted in-conversion (List enclosed as....Numbers/ PGS-INDIA Green )
3. Number of farmers sanctioned (List enclosed as....numbers not eligible for certification)

**Certification decision**

We the members of the above said Local Group hereby Individually and collectively declare that members listed at A have achieved the PGS certified status (PGS Organic) and fully conformed all the requirements.

We individually and collectively declare that farmers at B are granted with In-conversion status (PGS Green – Grown without chemicals).

Details of expected produce under PGS-Organic and PGS-Green are given at Annexure I.

Regional Council is requested to kindly approve our certification decision. All required information including peer appraisal sheets have been up-loaded on PGS website and is available for review.

We all group members undertake to abide by the decision of the Regional Council.

**Signature**

LOCAL GROUPLADER / Representative name \_\_\_\_\_

Contact Information: \_\_\_\_\_

Date :.....

***The Right of Appeal***

In case of certification approval denial by Regional Council the Local Group can make an appeal to the National Council or to NAC through PGS Secretariat within 2 weeks of the date of notification of the certification denial by the Regional Council OR to the Appellate authority designated by the NAC.



**Processor Registration Format**

1. Name of Person : \* Individual / Farmer / Local Group
2. Company Name\*
3. State, District, Block, sub block, village,
4. Area / Locality
5. Pin Code
6. Area / Locality
7. Plot Number
8. Mobile
9. Email
10. Regional Council under which Sought Registration
11. Registration No
12. PAN Card Number : Enclose Copy Of Pan Card
13. GST Number : Enclose Copy Of Pan Card
14. TAN Number : Enclose Copy Of Pan Card
15. FSSAI Registration/ License No : Enclose Copy Of Pan Card

**Peer Inspection/Appraisal Worksheet for Processing and Handling**

Date					
Month					
Year					
Inspection for the Season:					
Processor Name :					
Processor Code					
Name of RCs Inspector					
<b>Peer appraisers/ decision making committee :*</b>					
<b>Name</b>	<b>Address</b>			<b>Status (Govt. Officer / RC/Trader /Others )</b>	
status of conversion period as per last scope certificate : *				<b>New Applicant / Approved one</b>	
<b>Proposed in Organic System Plan (OSP)</b>				<b>Approved by Peers</b>	
Processed Product	Processing Type	Expected Monthly Production	Expected Annual Production	Expected Monthly Production	Expected Annual Production
Is there any change in organic system plan, approved for the year :				YES / NO	
<b>Standard *</b>	Does Processor comply to the requirement *			<b>Non-compliances</b>	<b>Status</b>
	Organic storage area is separate and no chance of contamination			YES / NO	Minor
	Adequate separation measures in place to prevent mixing/ comingling			YES / NO	Minor
	Whether adequate arrangements made to prevent contact with p 63 substances			YES / NO	Minor

	Does up to 95% raw materials are PGS/NPOP certified organic. Allowed additives and processing aids included	YES / NO	Minor
	For ingredients of non-agricultural origin, whether guidelines of NPOP are being adhered	YES / NO	Major
	Whether any GMO product or irradiation used	YES / NO	Major
	Whether entire processing process complies to PGS standards	YES / NO	Major
	Whether equipment/tools and contact surfaces are being cleaned before and after the start of processing and cleaning agents used are permissible	YES / NO	Major
	Whether adequate arrangements are made to keep the premises free from pests and diseases and pest control measures comply the PGS standards	YES / NO	Major
	Whether full requirements are being met for packaging and labeling	YES / NO	Major
	Whether final products are traded in packaged retail packs or in loose in bulk but adequate arrangements made for their clear identification at all stages	YES / NO	Major

**List of Non-Compliance**

**Compliant To Standards**

Sr. No.	Standard not followed	Sanction Status (Minor /Major)	Advisory
Date of summary decision			

**Signature .....**

**Name of Head / In charge .....**

**Regional Council for PGS in .....**

**Authorization No. - .....**

**Date of Issue .....**

Photo of  
farmer

Format-14

### Format for submitting Success Story of Farmer

1. General Information of farmers: Postal address (Village, Block, District, State), Mobile No., Email etc.,
2. Area and Crops taken up by farmer
3. Area and crops taken up under organic farming
4. When started organic farming – Date & Year
5. Which Certification System adopted: A. PGS-INDIA certification promoted by NCOF or TPC under NPOP promoted by APEDA
6. Conversion Status: C1, C2, C3 in case of TCP and PGS-INDIA Green or PGS-INDIA Organic in case of PGS
7. On farm organic inputs prepared and used: Abstract of procedure preparation and application
8. Off farm organic inputs preparation, If any: Abstract thereof and its application details
9. Special Achievements with regard to production
  - I. How the cultural practices impacted on production
  - II. How the usage of Agricultural Inputs impacted on production
  - III. What are the package and practices adopted and impact on production
  - IV. Any other practices that supported for impact on production
10. Details of increase in production or productivity per hectare or acre
11. Achievements in Marketing
  - Marketing in local market – Abstract
  - Tie up with FPOs or Buyers for marketing details - Abstract
  - Processing and packing details if any - Abstract
  - Brand building - Abstract
  - Javikkheti marketing - Abstract

Send the 4-5 good photographs and 10 Minutes video of farmer on any of above aspects

**Annual Report submission by RCs**

1. Name of RC: Authorization date, Authorization expiry
2. Contact Postal Address :
3. Head Contact Details:
4. In charge Contact details
5. Subject of expert staff in RCs
6. Introduction about organization
7. PGS certification progress :

Sl No.	Name of Sates	Year					
		Area (ha)	Total number of farmers	Total groups	Total certificates issued-PGS Green	Total certificates issued-PGS Organic	Grand Total certificate issued

8. Jaivik kheti certification progress : Sates wise, Year wise (From Starting to end), number of individual farmers registered, pending farmers for registration, products for sale
- 9.

Sl No.	Name of Sates	Year			
		Number of farmers	Number of group	Number of products registered	Total Quantity (Qt)

10. Area of operation:

Sl No.	Name of Sates	Year .....							
		area	farmers	group	certificates issued-PGS Green in 1 <sup>st</sup> year	certificates issued-PGS Green in 2 <sup>nd</sup> year	certificates issued-PGS Green 3 <sup>rd</sup> year	certificates issued-PGS Organic	Grand Total certificate issued

11. Quality testing  
Number of samples tested (Few Reports copy enclosed)
12. Laboratory establishment if any
13. Implementation of Government Schemes Details

Sl No.	Name of Sates	Scheme name	Year					
			Area	farmers	group	certificates issued-PGS Green	certificates issued-PGS Organic	Total

14. Major achievements : brief details need to submitted

15. Progress in processing and handling

Sl No.	Name of Sates	Name of Processing units approved	Address of Processor	Organic System Plan APPORVED For	Year	Date of Physical inspection done	Status of Processor (Active / Non Active)	Any Sanction issued, If any

16. Number of soil sample tested: Total Number of Samples tested, Any significant changes observed and there details hereof and few sample reports may be enclosed

17. Physical inspection / Monitoring and evaluation of LGs

Sl No.	Name of Sates	Name of LGs /Individual Farmer	LG code /Farmer Code	Date of Physical inspection done	Status (Active / Non Active )	Sanctions imposed if any

18. TPC details if done

Sl No.	Name of Sates	Year				
		Total area (ha)	Total Number of farmers	Total Number of group	Name of Crop certified	Number of certificates issued-

19. Success Stories of farmers: As per format -14 to be prepared separately and time to tome submit to NCOF

20. Future plans and Goals of RC to promote PGS certification

21. Financial support obtained from State and Central government and Fees collected from non scheme farmers

Sl No.	Name of Sates	Year					
		Total Financial support received	Total farmers handled	Total Area covered (ha)	Total number of non Scheme farmers enrolled	Fees / ha charged	Total Fees collected (in Rs.)

22. Suggestions for improvements PGS certification to be provided to NCOF

23. Number of training and meeting conducted as per PGS website format

24. Number books and pamphlets and other activities of publication done (copy of the same attached and submitted to NCOF )
25. Finance audit reports of RC of the current / latest year may enclosed with reports

A brief write up prepared based on above points in annual report RC for each year and soft /scanned copy along with seal and signature with covering letter addressing to Director, NCOF , Ghaziabad may be submitted through online or offline for reviewing each RC activities

# PGS-India Standards

## General Note

PGS-India standards have been defined in tune with National Standards for Organic Production (NSOP) prescribed under National Programme for Organic Production (NPOP) to maintain uniformity in organic production process and quality of organic products in the country. For ease of functioning and understanding, standards are presented here in easy to understand and simplified form. For further clarification and correct interpretation readers may refer to National Programme for Organic Production available at [http://apeda.gov.in/apedawebsite/organic/ORGANIC\\_CONTENTS/National\\_Programme\\_for\\_Organic\\_Production.htm](http://apeda.gov.in/apedawebsite/organic/ORGANIC_CONTENTS/National_Programme_for_Organic_Production.htm) as amended from time to time.



## Appendix 1

### Organic Crop Production

#### 1. Scope

Crop production standards prescribed here refer to cultivation of any agricultural and non-agricultural crops/plants for the production of food and fibre and their derivatives or by-products and collection of non-timber wild harvest produce from natural forests.

#### 2. Habitat Management and General Requirements

- a. Maintain sufficient diversity on farm through maintenance of diversity plantations, biological nitrogen fixation bushes and trees on farm boundary or as hedge rows. Integration of randomly located multipurpose trees on farm bunds and in utility spaces help in creation of habitat for maintenance and survival of different beneficial life forms.
- b. Integration of agro-forestry, if feasible should be considered
- c. Adequate measures should be adopted to conserve and harvest rain water
- d. Preferably the entire land holding with livestock should be converted to organic according to these standards.
- e. If it is not possible to convert the entire farm (split production) then the measures must be in place to ensure that organic and non-organic parts are clearly and continuously separate.
- f. Simultaneous production of same crop (parallel production) in organic and non- organic needs to be avoided.

#### 3. Diversity Management

- a. Organic farming systems should avoid monocropping and ensure continuously changing farm diversity. Diversity is also a key to maintain soil fertility and to effectively manage the pressure from insects, diseases and weeds. Diversity should also help in maintaining or increasing soil organic matter, soil fertility, microbial activity and general soil health.
- b. Diversity can be achieved by adopting mixed cropping, intercropping and crop rotations. Cover crops, trap crops and multi-layered farming practices are also effective tools for diversity management. Soil fertility can be maintained by integration of legumes or deep rooted plants in cropping systems, frequent use of green manures, planned rotations and fertilization with organic inputs.

#### 4. Integration of livestock

As organic farming systems largely depend upon farming system approach, therefore it is important to integrate livestock along with crop production. This will not only help in overall farm diversity but will also ensure continuous availability of dung and urine for manuring and soil fertility management.

#### 5. Soil and Water Conservation

- a. Soil and water resources to be managed in sustainable manner and measures to be taken to prevent erosion and salination of soil, excessive and improper use of water and the pollution of ground and surface water.
- b. Clearing or destruction of forest is prohibited, burning of straw or biomass shall be restricted to minimum
- c. Measures to be in place to prevent land degradation and pollution of ground and surface water.

#### 6. Contamination Control

- a. Adequate measures to be taken to prevent contamination through water, air drift, mixing or comingling through:
- b. Raised bunds and escape channels to prevent rain water runoff from non- organic fields
- c. Buffer zones between organic and non-organic farms
- d. Separate storage in time and space both for inputs and farm produce
- e. Cleaning of machines and tools while using in organic farm
- f. Any other measure suggested by the group/ certification programme

## **7. Conversion requirements**

- a. For a farm and its crop production products to be certified organic, it is mandatory that the farm and entire farming operations of organic production unit has under gone a period of conversion, complying with all the standard requirements for following period:
  - i. 36 months for perennial plants
  - ii. 24 months for plants/ crops other than perennials
- b. In cases where de-facto requirements under these standards have been met for several years and the same can be verified from available documents, conversion period can be reduced to 12 months at the discretion of Regional Council.
- c. In default organic areas where there is no history of prohibited substances use and administration has imposed the ban on use of such substances and adequate measures are in place to prevent entry of such prohibited substances, the requirement of conversion period can be dispensed with. But such exception can be granted only by the PGS Secretariat on recommendations of RC after physical verification.

## **8. Seeds and planting material**

- a. All seeds and planting material shall be certified organic. When certified organic seed and planting materials are not available (Local group need to ensure non-availability), chemically untreated conventional seed and planting material can be used.
- b. Use of Genetically modified seed/ planting material/ transgenic plants, microorganisms (GMO) or their products, directly or indirectly are strictly prohibited

## **9. Soil fertility and nutrient management**

- a. Green manuring, legume cover crop/ intercropping, multi cropping, effective crop rotations and recycling of organic farm generated plant biomass through composting or mulching should form the basis of nutrient management
- b. Sufficient quantities of biodegradable material of plant or animal origin should be used
- c. Biodegradable material of plant/animal origin must be composted through aerobic composting method where pile temperature has been maintained between 131<sup>o</sup> and 170<sup>o</sup> F for minimum 5 days.
- d. Raw dung-urine products should be used only after controlled fermentation
- e. Mined mineral fertilizers in their natural composition can be used. In case of micronutrient deficiency, micronutrients can be used mixed with compost.
- f. Off-farm/ purchased inputs should be evaluated before use by the group to ensure that no prohibited

substances have been used in their making and method of production is physical, mechanical or biological.

- g. Off-farm/industry produced inputs approved by NPOP accredited certification body as approved input for use in organic farming can be used without further approval of the group.
- h. Microbial preparations such as biofertilizers, biodynamic preparations, EM solutions etc can be used.
- i. Use of mineral nitrogen and all synthetic fertilizers, chemical hormones, synthetic growth promoters, directly or indirectly are prohibited.
- j. Use of sewage, sludge, human excreta or their products are prohibited

#### **10. Insect pest, disease and weed management**

- a. Insect pest and disease management should rely primarily on best management practices such as balanced soil fertility management, use of crops and varieties resistant to pests and adapted to local situations, diversity management, effective crop rotations, multi-cropping/ intercropping, green manures, manipulation of planting and sowing time and habitat manipulation through diversified plots, hedge rows, insectary plants, trap crops etc.
- b. Pest problems may also be controlled through physical, mechanical and biological approaches such as (but not limited to):
  - i. Removal of infested plants/ parts,
  - ii. Collection and destruction of egg masses
  - iii. Use of light traps, yellow and blue sticky traps, pheromone traps
  - iv. Mechanical such as tilling, scrapping, hoeing
  - v. Biological such as release of pest predators, parasites, pathogens, installation of bird perches,
- c. In cases where cultural and preventive approaches are not sufficient and there is imminent threat to the crop then plant protection products derived from plant or animal origin and prepared by using physical, mechanical or biological methods can be used. Products approved for use in organic farming by certification bodies accredited under National Programme for Organic Production (NPOP) can also be used.
- d. Natural mined products and biological products such as microbial biopesticides can be used
- e. On-farm produced plant extracts, oils or fermented products can be used provided no synthetic ingredients is used in such preparations,
- f. Weed management can be done through mulching with biodegradable material, mowing, livestock grazing, hand or mechanical weeding, flame, heat or electrical means or by using plastic or other synthetic mulches, provided that such mulches are removed from the field after harvest.
- g. Use of synthetic herbicides, fungicides, insecticides and other chemical preparations including synthetic plant growth regulators and synthetic dyes are strictly prohibited. Use of genetically engineered organisms or products are also prohibited.

#### **11. Collection of non-cultivated products of plant origin from wild habitats and forests**

- a. The collection of wild plants and parts thereof and products including Tusser cocoon, Honey, Lac, Medicinal Plants and Herbs, Roots and tuber, grown naturally, and in forest shall be certified as

organic provided:

- i. It is derived from a designated area for collection, clearly depicted in the map and is permitted by the forest department or state department, which is subject to inspection,
- ii. The collection areas have not received any treatment with products other than those authorised for use in organic production,
- iii. The collection area shall be at appropriate distance from conventional farming and sources of pollution and contamination,
- iv. The products are derived from a stable and sustainable environment and total collection shall not exceed the sustainable yield of the ecosystem or threaten the existence of plant and species.

## **Appendix 2**

### **Organic Livestock Production and Beekeeping**

#### **1. Scope**

Livestock standards prescribed here refer to any domestic and domesticated animal including bovine (including buffalo, Mithun and Yak), ovine, porcine, caprine, rabbits, poultry, insects and bees and/ or any other animal notified by the FSSAI from time to time, raised for food/fibre or in the production of food and fibre, their derivatives and by-products. The products of hunting or fishing or wild animals shall not be considered part of livestock standards.

#### **2. General principles**

Organic livestock production in general is a land based activity and shall be an integral part of organic farm unit and management of livestock shall be in consistent with the principles of organic farming and shall base on:

- a. Natural breeding;
- b. Protection of animal health and welfare;
- c. Fed with organic feed and fodder;
- d. Access to grazing in organic fields;
- e. Freedom to express natural behaviour;
- f. Reduction of stress and
- g. Prohibition of use of chemically synthesized allopathic veterinary drugs, antibiotics, hormones, growth boosters, feed additives etc

Landless livestock production where the operator does not have organically managed land and/ or has not established a written cooperation agreement with another certified organic operator in compliance of the rules specified in Appendix 1 of these rules is prohibited.

In cases where traditional rearing system of the farm and/ or adverse climatic conditions does not allow easy access to pastures, livestock may be produced through providing organic feed certified under these rules, provided the indoor and outdoor space requirements, specified under these rules are fully met (Clause 6).

### **3. Choice of Breeds, Source and Origin**

#### **3.1 Choice of Breeds**

The choice of livestock and poultry, breeds, strains and breeding methods shall be consistent with the principles of organic farming, taking into account, in particular, the following:

- i. their adaptation to the local climatic conditions and
- ii. their vitality and resistance to diseases

#### **3.2 Sources/ Origin**

- i. Animals must have been born or hatched on organic farms;
- ii. Livestock and poultry raised on non-organic units shall be subjected to prescribed conversion period;

### **4. Livestock Identification**

- i. Each animal/ herd/ batch shall bear unique identification number. Large animals including bovine, ovine, caprine, porcine etc shall bear individual number in the form of tag, while poultry birds and small mammals shall be identified with herd/ flock/ batch;
- ii. Identification devices on the animals can be printed ear tags, RFID tags, Barcodes or any other suitable tag which is clearly visible.

### **5. Housing and Management**

- i. The housing and day-to-day management of the animal, maintenance of sanitation, hygiene, bio-security and environment shall be planned to suit the behavioural needs of the livestock and poultry and shall provide for sufficient space to ensure free movement and opportunity to express normal patterns of behaviour;
- ii. Livestock shall have access to open area and adequate housing to protect from adverse conditions
- iii. Housing for Livestock and Poultry shall not be necessary in areas where appropriate climatic conditions exist to enable animals to live outdoors;
- iv. The outdoor stocking density of livestock kept on pasture, grassland, or other natural or semi-natural habitats, must be low enough to prevent degradation of the soil and over-grazing of vegetation.
- v. Housing of poultry in cages shall not be permitted;
- vi. In the case of laying hens, manipulation of day length may be permitted through the use of artificial lights;
- vii. The keeping of rabbits in cages shall not be permitted. If required for comfort and safety rabbits may be temporarily confined, for example overnight, in cages or hutches. Continuous confinement is prohibited;
- viii. Rabbits shall have space to run, hop and dig, and to sit upright on their back legs with ears erect.
- ix. For further details and understanding on housing requirements Annex 1 and related clauses in Appendix 2 and Annex 1 of Appendix 2 under chapter 3 of National Programme for Organic Production (NPOP) may be referred. Requirements allowed or prohibited under these rules shall also be deemed allowed and prohibited under these rules.

### **6 Conversion Period for Animal Production**

- i. Simultaneous conversion of livestock and poultry and land used for raising feed/fodder within the same unit should be a preferred approach. Land for production of feed, fodder, pasture, grazing etc shall be certified organic as per the provisions specified for crop production;
- ii. In cases, where the land and livestock conversion is not simultaneous then the livestock shall undergo following conversion period before certifying their products as PGS-organic:
  - a. **Bovine including buffalo**

- i. Meat products: Twelve (12) months;
- ii. Calves for meat production: Six (6) months;
- iii. Milk products: Six (6) months.

**b. Ovine and caprine (Sheep & Goat)**

- i. Meat products: Six (6) months;
- ii. Milk products: Six (6) months.

**c. Pig**

- i. Meat products: Six (6) months.

**d. Small mammals (such as Rabbits)**

- i. Meat products: From the second week after their birth to the entire life span as determined by the accredited Certification Body.

**e. Poultry**

- i. Meat products: from the second day of hatching to the entire life span;
- ii. Eggs : Six (6) weeks.

**7 Feed**

Livestock and poultry shall be fed with organic feed and fodder. Fodder grown on land undergone for minimum period of 12 months can be treated as organic for feeding purpose.

During the operations, the products shall maintain their organic status provided that livestock and poultry are fed with at least 85% for ruminants and 80% for non- ruminants calculated on a dry matter basis, feed obtained from organic sources that have been produced in compliance with crop production standards.

Following products shall not be included nor added to the feed given to farm animals:

- Synthetic growth promoters or stimulants
- Synthetic appetisers
- Preservatives, except when used as a processing aid
- Artificial colouring agents
- Urea
- Farm animal by-products (e.g. abattoir waste) to ruminants
- Droppings, dung or other manure (all types of excreta) even if technologically processed
- Feed subjected to solvent (e.g. hexane), extraction (soya and rape seed meal)
- Feed prepared with the addition of other chemical agents
- Pure amino acids
- Genetically engineered organisms or products thereof

Vitamins, trace elements and supplements shall be used from natural origin when available in appropriate quantity and quality.

For further details and understanding on feed, fodder and feed supplements including their processing Annex 2 and related clauses in Appendix 2 under chapter 3 of National Programme for Organic Production

(NPOP) may be referred. Requirements allowed or prohibited under these rules shall also be deemed allowed and prohibited under these rules.

### **Specific Criteria for Additives and Processing Aids:**

- i. The supplements should be derived from natural sources;
- ii. Feed processing aid supplements like binders, anti-caking agents, emulsifiers, stabilizers, thickeners, surfactants, coagulants if used should be from natural sources;
- iii. Antioxidants: only from natural sources shall be permitted;
- iv. Preservatives: only natural acids are allowed;
- v. Colouring agents (including pigments), flavors, odor masking agents and appetite stimulants: only natural sources are allowed;
- vi. Probiotics, enzymes and microorganisms are allowed but should not be from genetically modified sources;
- vii. Any synthetic chemicals, such as, antibiotics, coccidiostat, medicine, growth promoters or any other substance supplemented for purpose to stimulate growth or production shall not be fed to the organic livestock & poultry;
- viii. Silage additives, additives for enriching crop residues and processing aids may not be derived from genetically engineered/modified organisms or products thereof, and may be comprised of only:
  - a. Sea salt;
  - b. Coarse rock salt;
  - c. Yeasts;
  - d. Enzymes;
  - e. Whey;
  - f. Sugar; or sugar products such as molasses, jaggery, grain bran;
  - g. Honey;
  - h. Lactic, acetic, formic and propionic bacteria, or their natural acid product when the weather conditions do not allow for adequate fermentation and their use to be approved by the accredited Certification Body.

### **8 Health Care**

- i. The organic livestock & poultry, in general, should follow the basic principles of preventive health and productivity management wherein the focus would be on preventing diseases, detecting underlying fertility and production problems and its correction primarily on correcting management, nutrition and sanitation. The health care shall be based on the following broad principles:
  - a. The choice of appropriate breeds suitable to environment
  - b. Practices focused on encouraging strong resistance to disease and prevention of infections;
  - c. The use of good quality organic feed, together with regular exercise and access to fodder/roughages, and/or open-air runs;
  - d. Appropriate stocking density;
- iii. The use of veterinary medicinal products in organic farming shall comply with the following principles:
  - a. All vaccinations required by law of the land shall be permitted.
  - b. Where specific disease or health problems occur, therapeutic use of veterinary drugs are permitted under prescription and supervision of a registered veterinarian, provided that the double the mandatory withdrawal periods as prescribed for that drug is followed. In drugs where withdrawal period is not

- prescribed, a minimum of 48 hours of withdrawal period shall be observed;
- c. For purpose of treatment and prevention of diseases herbal/phyto- therapeutic (excluding antibiotics), homeopathic or ayurvedic products shall be preferred to allopathic veterinary drugs or antibiotics;
  - d. In case alternative therapeutic or preventive measures are unlikely to be effective allopathic veterinary drugs or antibiotics may be used under the responsibility and supervision of a veterinarian.
  - iv. The use of allopathic veterinary drugs or antibiotics or drugs derived from genetically modified source for preventative treatments and for enhancing productivity or fertility is prohibited;
  - v. Hormonal treatment may only be used for therapeutic reasons and under veterinary supervision;
  - vi. Growth stimulants, agents or substances used for the purpose of stimulating growth or production shall not be permitted.

For further details and understanding on common diseases, withdrawal periods for allopathic medicines and agents allowed for sanitation and disinfection under Annex 3, 4 and 5 and related clauses in Appendix 2 under chapter 3 of National Programme for Organic Production (NPOP) may be referred. Requirements allowed or prohibited under these rules shall also be deemed applicable under these rules.

### **Standard Requirement for Bee Keeping**

As bee keeping is considered a part of animal husbandry, general principals of animal husbandry shall also apply on bee keeping. In addition following requirements shall also be met:

#### **i. Construction of Apiaries and Beehives**

- a. Apiary boxes shall be made from untreated wood and not exposed to prohibited substances
- b. The hives shall be made of the natural material to avoid contamination to the environment and the apiculture products.
- c. The bee wax for the new foundations shall be sourced from organic production units.
- d. Only natural products such as propolis, wax and plant oils shall be used in the hives.
- e. Queen bees to be sourced from organic apiaries

#### **ii. Apiary Management**

- a. The apiaries shall be placed within a radius of 3 kms from the organic farms. These conditions shall not apply when the farms are not in flowering stage or when the hives are in the dormant condition.
- b. An apiary site shall be as close to a natural source of clean hygienic water and bee flora as far as possible, protected from wind, direct sunlight, severe heat, severe cold, rain, wild animals, ants, termites and sources of pollution and contamination exposure to insecticides or toxic fumes or poisonous chemicals. An apiary shall not be located in unclean areas or at a site where the presence of bees is likely to cause public nuisance. It shall be 5 m away from public path or highway.
- c. The number of honey bee colonies kept in such an apiary shall be limited to optimum in relation to forage resources within the same flight, range, so as to avoid over stocking

#### **iii. Conversion period**

- a. The conversion period shall not apply when bees are grown in wild and in natural conditions.
- b. One-year conversion period shall apply to those bee colonies/apiaries which are reared.
- c. During conversion the bee colonies shall be placed in isolation and the foundation comb shall be made from organic wax.
- d. The conversion period for apiaries shall not apply in the case of renovation of apiaries



#### **iv. Feeding**

Artificial feeding is not allowed. But in cases of dearth or under adverse climatic conditions bees can be fed with organic honey or organic sugar for limited period of time.

#### **v. Health care**

- a. Veterinary medicines/ antibiotics shall not be used in bee keeping and no repellents consisting of prohibited substances be used when working with the bees.
- b. For pest and disease control and for hive disinfection use of caustic soda, lactic, oxalic, acetic, formic acids, sulphur, etheric oils and Bacillus thuringensis are allowed.

#### **vi. Transport/Migration**

- a. In case of non-availability of forage, migrate the colonies to nearest sources of organic forage from farm(s) or forest(s) through individual or collective migration.

#### **vii. Product extraction**

- a. Honey shall be extracted only when the combs are sealed by the honey bees.
- b. Honey shall never be extracted from brood combs.
- c. At the end of the flow, and after the honey has been extracted, the empty combs shall be got cleared of honey bees and preserved carefully in supers in a cool, dry, rat-proof enclosures with suitable preservatives against wax moth and other insect pests.
- d. At time of harvest, repellent consisting of prohibited substances (chemical synthetic repellents) shall not be used, except smoke.
- e. Excessive smoke shall not be used as it may taint the flavour of honey or otherwise spoil it.

## Appendix 3

### Processing and Handling

#### 1. Scope

The Processing and Handling standards, procedures and conditions laid down under these rules shall apply to all procedures and operations taken up after the harvest of the crop/livestock products (excluding primary processing such as drying, cleaning, grading etc on the farm) till it is finally packed in retail packs, including (but not limited to) physical, mechanical or biological processing, packaging, storing, ware housing and transportation. Livestock product processing such as pasturing and packing of milk, defatting of milk, curd making, butter, ghee, paneer, chees making etc shall be covered under processing and handling and shall not constitute primary processing

#### 2. General Requirement

##### 2.1 For Local Groups

Any food processing, handling and storage of organic products, on-farm and/or off- farm or under hired facilities away from the farm can be certified under PGS, provided the entire operation is carried out under the supervision of PGS Local Group and the items/ materials to be processed are the direct produce of the PGS group. If required many PGS groups can make their federation and get their federation registered with RC for collective processing, handling and storage. Necessary guidelines for making federation and handling of products from different groups will be laid down by the concerned RC.

##### 2.2 For Individual Processing and Handling units away from group

For PGS-India organic certification individual processing and handling units need to register their units with authorised Regional Councils and obtain necessary certification after mandatory physical inspection and approval by RC. Such certification will be similar to third party certification as envisaged under National Programme for Organic Production (NPOP).

#### 3. Organic Management Plan or Organic System Plan

The PGS Local groups or individual processing and handling operators seeking PGS- India certification under food processing and handling standards shall submit an organic Management plan to the Regional Council. Organic Management Plan shall be updated annually. The management plan should include.

- i. Description of practices and procedures to be performed
- ii. Details of recipe, list of substances/inputs used during production, storage and handling indicating their composition, source, locations where it will be used and documentation of commercial availability as applicable.
- iii. Description of management practices and separation measures to prevent commingling of organic and non-organic products during parallel processing and handling

#### 4. Specific Requirements

- i. Pollution/ contamination sources shall be identified and contamination/ co- mingling avoided.
- ii. Processing and handling of organic products shall be done separately in time and place from handling and processing of non-organic products.
- iii. All products shall be adequately identified through the whole process by appropriate labelling.

## 5. Facility Pest Management

The facilities such as ware houses, stores, handling area, processing units etc shall undertake necessary process for decontamination, cleaning or disinfection to keep the entire operating and handling area free from pests. These may include (but not limited to).

- i. Good manufacturing practices, ensuring cleanliness and hygiene.
- ii. Use practices like physical barriers, sound, ultra-sound, light and UV-light, traps (including pheromone traps and static bait traps), temperature control, controlled atmosphere and diatomaceous earth.
- iii. Treatments with pest regulating agents must be regarded as the last resort.
- iv. Following measures shall be used in order of priority: -
  - Preventive methods such as disruption, elimination of habitat and access to facilities
  - Mechanical, physical and biological methods
  - Pesticidal substances allowed for organic processing in Appendix 5 under Chapter 3 of National Programme for Organic Production (NPOP) provided it is ensured that organically produced products/ingredients do not come in contact with such substances.
  - Other substances used in traps
- v. Irradiation is prohibited.
- vi. No direct or indirect contact between organic products and prohibited substances. (e.g. pesticides). In case of doubt, it shall be ensured that no residues are present in the organic product.
- vii. Persistent or carcinogenic pesticides and disinfectants are not permitted.

## 6. Ingredients

- i. All ingredients and additives of agriculture origin shall be PGS-organic.
- ii. Water and salt may be used without any restriction.
- iii. For the production of fermentation / microbiological products the medium shall be composed of organic ingredients.
- iv. Commercial microbial formulations for use as inoculants in such processes can be used.
- v. In cases where ingredients of organic agriculture origin are not available or some ingredients of non-agriculture origin (preservatives, additives and processing aids) are to be used then the guidelines provided in Appendix 5 of chapter 3 under NPOP may be followed.
- vi. Use of genetically modified organisms or their products are prohibited
- vii. Minerals, vitamins and similar other ingredients of chemical origin shall not be used.
- viii. Ethylene gas is permitted for ripening.

## 7. Processing Methods

- ii. All processing equipment and machinery should be properly washed and made contamination free before using for organic processing.
- iii. All processing equipment and filtration aids shall be free from contamination and shall not release any substance that may negatively affect the organic integrity
- iv. Measures should be in place to prevent co-mingling and contamination of organic produce with non-organic.
- v. Processes approved under PGS-India organic are: mechanical and physical, biological, smoking, extraction, precipitation and filtration. Extraction shall be done with water, ethanol, plant and animal oils, vinegar, carbon-di-oxide, nitrogen or carboxylic acids. All such solvents/ extraction liquid shall be of food grade.

- vi. Irradiation is not allowed

## **12. Product Composition for Organic Food**

- i. Single ingredient products may be certified as "PGS-India Organic" when all standard requirements have been met.
- ii. Multi ingredient products where 100% of all ingredients are of PGS-India organic origin, products may be labelled as "Organic" when all standard requirements have been met in respect of all ingredients.
- iii. Multi ingredient products where not all ingredients, including additives, are of organic origin may be labelled in the following way :
  - Where a minimum of 95% by weight of its ingredients of agricultural origin are organic including allowed additives, processing aids and preservatives (as allowed under Appendix 5 of NPOP), products may be certified as "organic".
  - Where less than 95% but not less than 70% by weight of its ingredients of agricultural origin are organic, products may not be called "organic" and can only be certified as "made with organic ingredients".

## **IV. Added water and salt shall not be included in the percentage calculations of organic ingredients .Storage & Transport**

- i. Organic products shall not be stored and transported together with inorganic products unless they are properly packed and labelled and physically separated from each other with no chances of contamination or co-mingling.
- ii. Control measures should ensure that organic products do not come in contact with the in-organic products and prohibited substances during storage, transportation and processing.
- iii. No synthetic preservatives, chemicals, fumigants etc or storage aid shall be used. Use of controlled temperature, cooling, freezing, drying, humidity control through mechanical means and fumigation with nitrogen or carbon-di-oxide gas is permitted. Ethylene gas is permitted for ripening.
- iv. Organic products shall be stored at ambient temperature. Permitted methods for storage are: Controlled atmosphere, Cooling, Freezing, Drying and Humidity regulation
- v. Product integrity should be maintained during storage and transportation of organic products.
- vi. Where only part of the unit is certified and other products are non-organic, the organic products should be stored and handled separately to maintain their identity.
- vii. Bulk stores for organic product should be separate from conventional product stores and clearly labelled to that effect.

## **13. Packaging**

- i. Biodegradable, recyclable, reusable systems and eco-friendly packaging materials shall be used wherever possible
- ii. Material used for packaging shall not contaminate food.
- iii. The packages shall be closed in such a manner that substitution of the content cannot be achieved without manipulation or damage of the seal.

# FSS (Organic Foods) Regulations, 2017

- Section 22 of the Food Safety Standards Act, 2006 has the provision to regulate manufacture, distribute, sell or import “**organic foods**” which have been defined as food products that have been produced in accordance with specified organic production standards.
- Food Safety and Standards (Organic Foods) Regulations, 2017 based on two systems of certification i.e. National Programme for Organic Production (NPOP) and Participatory Guarantee System (PGS-India) have been notified in the Gazette of India on 29.12.2017.
- All the Organic Food Business Operator shall comply with all the provisions of these **Regulations by 1st July, 2018.**



**Online PGS-INDIA webportal** (<http://pgsindia-ncof.gov.in>) : Even though there are large numbers of farmers involved in organic farming under PGS-INDIA certification, their information properly not documented and information about farmers and agencies working are visible all public domain which is a limiting factor for the expansion of organic marketing. In order to establish information access to all domain of people Government of India launched PGS-INDIA online

The screenshot shows the PGS-INDIA online webportal interface. At the top, it features the Government of India emblem and the text "Participatory Guarantee System for India (Decentralized Organic Farming Certification System) Department of Agriculture, Cooperation &amp; Farmers Welfare Ministry of Agriculture and Farmers Welfare, Government of India". There are logos for PGS-INDIA GREEN and PGS-INDIA ORGANIC. A navigation bar includes links for HOME, PGS INDIA, OPERATIONAL MANUAL, OPERATIONAL STRUCTURE, ZONAL COUNCIL, REGIONAL COUNCIL, LOCAL GROUP, and LOGIN. The main content area has a "Welcome" message with a "Prayer" icon and the PGS-INDIA Certification logos. On the right, there are statistics: "TOTAL GROUPS : 40869 FARMERS : Approved : 1113182, Not Approved : 21033, Total : 1134215" and "CERTIFICATES GENERATED : Active : 1422364, Expired : 887930, Total : 2310294 AREA OFFERED FOR ORGANIC FARMING (IN HA.) : 720343.37". Below these are buttons for "Consumer Verification" and "Reports". A secondary navigation bar lists "FACILITATION AGENCY / SERVICE PROVIDER", "LARGE AREA CERTIFICATION", "INDIVIDUAL FARMER", "PROCESSOR", "PKVY", and "JAIVIK KHETI". A "Notice" section at the bottom contains several green buttons with text like "Approved Operation Area of RC and FA/SP Regading", "Approved RC and FA/SP as Per PGS-India Revised Guidelines -Regading", "Submission of undertake by RCs with regard to conflict of", "The list of out going Regional Councils under PGS-INDIA system", "Organic E-Marketing (www.jaivikkheti.in)", and "Know About Organic Food &amp; Certification".

webportal (<http://pgsindia-ncof.gov.in>) on 15<sup>th</sup> July , 2015. All the details of farmer's / regional councils are available in this website, and all information is accessible to public domain. The consumer product verification was also enabled in this webportal. Any public can track their products from where it has obtained and also details of producer/farmers who has grown the products on PGS-INDIA webportal.

**Online marketing of PGs Certified products.** The javikkheti.in webportal is meant for promotion of PGS certified farmers directly market their certified products through online and for it there is dedicated webportal has been developed and functional at present.



### Factors for success of PGS in India

In spite of tremendous investment and efforts in promotion of third party certification system, due to its prohibitively high cost it is still beyond the reach of small farmers and is also unaffordable to even large farmers if high premiums are not assured. In market there is growing awareness and consumers are inclined to accept organic foods, but high premiums deter them to buy organic products on regular basis. In such a scenario, it is essential that a farmer empowering system with consumers participation based on mutual trust is developed and put in place with some credibility support from Government and institutions. Following can be the determining factors for success of PGS in India

- Low Direct Cost
- Minimal Paperwork
- Regionally Appropriate
- Peer Appraisals instead of Professional Third Party Inspections
- Farmers, Regional Groups, NGO's and other Support Organizations in a Horizontal Network without hierarchies
- Building a Movement
- Credible Organic Guarantee
- Mutual Recognition and Support between Regional PGS Groups
- Subtext of training and support built into the system
- Empowers the farmer with increased capacity building
- Empowers the farmer through increased marketing opportunities
- Millions of Acres, Millions of Farms

## Products for Use in Fertilising and Soil Conditioning (NPOP Standards )

"**restricted**" means that the conditions and the procedure for use shall be subjected to condition. Factors such as contamination, risk of nutritional imbalances and depletion of natural resources shall be taken into consideration.

Inputs	Condition for use
<b>Matter Produced on an Organic Farm Unit</b>	
Farmyard & poultry manure, slurry, cow urine	Permitted
Crop residues and green manure	Permitted
Straw and other mulches	Permitted
<b>Matter Produced Outside the Organic Farm Unit</b>	
Blood meal, meat meal, bone meal and feather meal without preservatives	Restricted
Compost made from any carbon based residues (animal excrement including poultry)	Restricted
Farmyard manure, slurry, cow urine (preferably after control fermentation and/or appropriate dilution) "factory" farming sources not permitted	Restricted
Fish and fish products without preservatives	Restricted
Guano	Restricted
Human excrement	Prohibited
By-products from the food and textile industries of biodegradable material of microbial, plant or animal origin without any synthetic additives	Restricted
Peat without synthetic additives	Prohibited for soil conditioning
Sawdust, wood shavings, wood provided it comes from untreated wood	Permitted
Seaweed and seaweed products obtained by physical processes extraction with water or aqueous acid and/or alkaline solution	Restricted
Sewage sludge and urban composts from separated sources which are monitored for contamination	Restricted
Straw	Restricted
Vermicasts	Restricted
Animal charcoal	Restricted
Compost and spent mushroom and vermiculate substances	Restricted
Compost from organic household reference	Restricted
Compost from plant residues	Permitted

By products from oil palm, coconut and cocoa (including empty fruit bunch, palm oil mill effluent (pome), cocoa peat and empty cocoa pods)	Restricted
By products of industries processing ingredients from organic agriculture	Restricted
<b>Minerals</b>	
Basic slag	Restricted
Calcareous and magnesium rock	Restricted
Calcified seaweed	Permitted
Calcium chloride	Permitted
Calcium carbonate of natural origin (chalk, limestone, gypsum and phosphate chalk)	Permitted
Mineral potassium with low chlorine content (e.g. sulphate of potash, kainite, sylvinite, patenkali)	Restricted
Natural phosphates (e.g. Rock phosphates)	Restricted
Pulverised rock	Restricted
Sodium chloride	Permitted
Trace elements (Boron, Ferrous, Manganese, Molybdenum, Zinc)	Restricted
Wood ash from untreated wood	Restricted
Potassium sulphate	Restricted
Magnesium sulphate (Epson salt)	Permitted
Gypsum (Calcium sulphate)	Permitted
Silage and silage extract	Permitted excluding Ammonium silage
Aluminum calcium phosphate	Restricted
Sulphur	Restricted
Stone meal	Restricted
Clay ((bentonite, perlite, zeolite)	Permitted
<b>Microbiological Preparations</b>	
Bacterial preparations (biofertilizers)	Permitted
Biodynamic preparations	Permitted
Plant preparations and botanical extracts	Permitted
Vermiculite	Permitted
Peat	Permitted



## Products for Plant Pest and Disease Control

"restricted" means that the conditions and the procedure for use shall be subjected to conditions.

Inputs	Condition for use
<b>Substances from plant and animal origin</b>	
<i>Azadiracta indica</i> (neem preparations)	Permitted
Neem oil	Restricted
Preparation of rotenone from <i>Derris elliptica</i> <i>Lonchocarpus</i> , <i>Thephrosia spp</i>	Restricted
Gelatine	Permitted
Propolis	Restricted
Plant based extracts – garlic, pongamia etc.	Permitted
Preparation on basis of pyrethrins extracted from <i>Chrysanthemum cinerariaefolium</i> , containing possibly a synergist <i>Pyrethrum cinerafolium</i>	Restricted
Preparation from <i>Quassia amara</i>	Restricted
Release of parasite predators of insect pests	Restricted
Preparation from <i>Ryania species</i>	Restricted
Inputs	Condition for use
Tobacco tea	Prohibited
Lecithin	Restricted
Casein	Permitted
Sea weeds, sea weed meal, sea weed extracts, sea salt and salty water	Restricted
Extract from mushroom (Shitake fungus)	Permitted
Extract from Chlorella	Permitted
Fermented product from <i>Aspergillus</i>	Restricted
Natural acids (vinegar)	Restricted

<b>Minerals</b>	
Chloride of lime/soda	Restricted
Clay (e.g. bentonite, perlite, vermiculite, zeolite)	Permitted
Copper salts / inorganic salts (Bordeaux mix, copper hydroxide, copper oxychloride) used as a fungicide depending upon the crop and under the supervision of accredited Certification Body	Restricted
Mineral powders eg : stone meal	Prohibited
Diatomaceous earth	Restricted
Light mineral oils	Restricted
Permanganate of potash	Restricted
Lime sulphur (calcium polysulphide)	Restricted
Silicates, clay (Bentonite)	Restricted
Sodium bicarbonate	Restricted
Inputs	Condition for use
Sulphur (as a fungicide, acaricide, repellent)	Restricted
<b>Microorganism used for biological pest control</b>	
Viral preparation (eg. Granulosis virus, Nuclear Polyhedrosis Virus etc.	Permitted
Fungal preparations ( <i>Trichoderma spp.</i> )	Permitted
Bacterial preparations ( <i>Bacillus spp</i> )	Permitted
Parasites, Predators and sterilized insects	Permitted
<b>Others</b>	
Carbon dioxide and nitrogen gas	Restricted
Soft soap (potassium soap)	Permitted
Ethyl alcohol	Prohibited
Homeopathic and Ayurvedic preparations	Permitted
Herbal and biodynamic preparations	Permitted
<b>Traps</b>	
Physical methods (Chromatic traps, Mechanical traps, sticky traps and Pheromones	Permitted

# FSS (Organic Foods) Regulations, 2017

- Section 22 of the Food Safety Standards Act, 2006 has the provision to regulate manufacture, distribute, sell or import “**organic foods**” which have been defined as food products that have been produced in accordance with specified organic production standards.
- Food Safety and Standards (Organic Foods) Regulations, 2017 based on two systems of certification i.e. National Programme for Organic Production (NPOP) and Participatory Guarantee System (PGS-India) have been notified in the Gazette of India on 29.12.2017.
- All the Organic Food Business Operator shall comply with all the provisions of these **Regulations by 1st July, 2018.**



Jaivik Bharat



## Online Marketing of Certified Organic Produce <https://www.jaivikkheti.in>



Jaivik Kheti

The new way of healthy living

Jaivikkheti portal is a one stop solution for facilitating organic farmers to sell their organic produce and promoting organic farming and its benefits. This portal caters various stakeholders like local groups, individual farmers, buyers and input suppliers. Learn more.

<b>List and Address of National and Regional Organic Farming Centres / Zonal Councils with states of their jurisdiction</b>
<p>Director / PGS-INDIA Executive Secretary National Centre of Organic Farming, PGS-Secretariat, Sector 19, Kamla Nehru Nagar, GHAZIABAD - 201 002. Phone No. 0120-2764906, 2764212; Fax:0120-2764901 Web: <a href="http://ncof.dacnet.nic.in">http://ncof.dacnet.nic.in</a> Email: <a href="mailto:nbdc@nic.in">nbdc@nic.in</a></p>
<p>Regional Director National Centre of Organic Farming, (HQ) Sector 19, Hapur Road, Kamla Nehru Nagar, GHAZIABAD - 201 002. Phone No. 0120-2764906, 2764212; Fax:0120-2764901 Web: <a href="http://ncof.dacnet.nic.in">http://ncof.dacnet.nic.in</a> Email: <a href="mailto:nbdc@nic.in">nbdc@nic.in</a> UTTAR PRADESH, UTTARAKHAND, DELHI AND RAJASTHAN</p>
<p>Regional Director Regional Centre of Organic Farming, Kannamangala Cross, Whitefield – Hosekote Road, Kadugodi Post, BENGALURU-560067 (Karnataka). Phone No. 080- 28450503 Email: <a href="mailto:biofkk06@nic.in">biofkk06@nic.in</a>, <a href="mailto:rcofbgl@gmail.com">rcofbgl@gmail.com</a> Karnataka, Kerala, Tamilnadu, Pondicherry and Lakshdweep</p>
<p>Regional Director Regional Centre of Organic Farming, Plot No-23 (P), Khandagiri-Chandaka Road, Near Kalinga Studio Chowk, Ghatikia, P.O-Mahalaxmi Vihar, Bhubaneswar-751029 Phone No. 0674-2721281, Email: <a href="mailto:biofor04@nic.in">biofor04@nic.in</a> Area of Jurisdictions : Odisha , West Bengal ,and Andman &amp; Nicobar</p>
<p>Assistant Director Regional Centre of Organic Farming, Kisan Bhawan, Sector 14, Panchkula-134 109 (Haryana). Phone No. 0172-2564460, Email: <a href="mailto:biofhr05@nic.in">biofhr05@nic.in</a> Area of Jurisdictions : Haryana, Himachal Pradesh, Punjab, Jammu &amp; Kashmir</p>
<p>Regional Director Regional Centre of Organic Farming, Langol Road, Lamphelpat, IMPHAL-795 004 (Manipur). Phone No. 0385-2413239 Email: <a href="mailto:biofmm01@nic.in">biofmm01@nic.in</a> Assam, Arunachal Pradesh, Meghalaya, Mizoram, Manipur, Nagaland, Tripura , Sikkim</p>
<p>Regional Director Regional Centre of Organic Farming, 67/1, Keshav Smriti, Lakshmipur, Shatabdipuram, Behind Muskan Plaza, Jabalpur 482002 , Madhya Pradesh Phone 0761-2971234 Email: <a href="mailto:biofmp06@nic.in">biofmp06@nic.in</a> Area of Jurisdictions : : Madhya Pradesh, Chhattisgarh,</p>
<p>Regional Director Regional Centre of Organic Farming, New Secretariate Building, East Wing, Civil Lines, NAGPUR-440 001. Phone No. 0712-2561459, Email: <a href="mailto:biofmh10@nic.in">biofmh10@nic.in</a> , Area of Jurisdictions : Maharashtra,, Andhra Pradesh, Telangana</p>
<p>Regional Director Regional Centre of Organic Farming, APIC, Podium Level, Krishi Bhawan, Sector 10-A, Gandhinagar-382010 (Gujarat). Phone No. 7923257465 email : <a href="mailto:ad-gnagar@ncof.dacnet.nic.in">ad-gnagar@ncof.dacnet.nic.in</a> Area of Jurisdictions : : Gujarat, Goa, Daman &amp; Diu, Dadar &amp; Nagar Haveli</p>
<p>Regional Centre Of Organic Farming, Central Potato Research Station Campus, Sahaynagar, Jagdev Path, Patna-801506 (Bihar) ; Phone Number : 0612-2452022 ; Email ; <a href="mailto:rcof.pat-agri@gov.in">rcof.pat-agri@gov.in</a> Area of Jurisdictions : Bihar, Jharkhand</p>