

SOP

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Annexure-I

Standing Operating Procedure for Cross-LoC Trade:

The Cross-LoC trade on Srinagar-Muzaffarabad and Poonch-Rawalakote routes is set to commence from 21st October 2008. As per the agreed modalities, the cargo shall be received at Kaman Post and Chakan-da-bagh crossing points and clearance shall be allowed from TFC Salamabad and TFC Chakan-da-bagh respectively. The truck movement on the above routes shall be allowed on every Tuesday and Wednesday between 0900 hours to 1600 hours. The drivers of the trucks would wear bright yellow and pink jackets/vests with 'Driver-Chakoti/Rawalakote' or 'Driver Salamabad/Chakan-da-bagh' inscribed, as applicable on the back. The list of items permitted to be traded from Salamabad to Chakoti and Chakan-da-bagh to Rawalakote is as per Annexure-A and the list of items permitted to be traded from Chakoti to Salamabad and Rawalakote to Chakan-da-bagh is as per Annexure B.

2. Clearance of Truck (Inward) : Each Truck Driver is required to carry a 'Truck Entry Permit' (TEP) in triplicate containing the picture ID of the driver driving the truck, his name, address, license number, details of the vehicle besides a certification that there is no contraband or dangerous material in the vehicle or consignment. The TEP shall be valid for a single entry. TEP format is at Annexure-C. A Cargo Manifest shall also be carried with each truck in the format specified in Annexure-D. Immigration Officers at Kaman Post & Chakkan-da-Bagh would check the TEP and keep a record of the drivers' entry & exit in a separate Register. At the time of entry, the driver would deposit a copy of TEP with the Immigration officer. He shall give the second copy to the TFO. On exit the third copy would be stamped "Exit" by the Immigration Officer.

2.1 Issue of Permit (Outward): The Carrier would apply to the Custodian (GM DIC Baramulla/ Poonch) for issuance of TEP in the prescribed format as in annexure-C. The Custodian would forward the said application to the JKP - designated officer for checking antecedents. The JKP would verify the antecedents and issue the TEP in triplicate to the applicant.

(Note: COS has approved that TFO will not be required to sign on the JKP certification that there is no contraband or dangerous material in the vehicle or consignment nor is he verifying any particulars of truck or the driver; hence the permit should be issued by JKP)

3. Each consignment of plants/ plant products for consumption purpose among the items listed at annexures- A & B would be accompanied by a 'plant health certificate'. Each such consignment would be inspected for pests including weeds and diseases. However, no fee would be levied for plant quarantine procedures.

For Receipt of Goods into J&K from across the LOC:

4. In case of cargo received from across the LOC at both the crossing points, only the Trucks carrying cargo that reach the LoC crossing points (Kaman Post & Chakkan- da- Bagh) before 1100 hrs should be allowed entry.

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5. The preliminary screening of documents of the cargo and the inspection of trucks shall be done at the crossing points i.e. Kaman Post & Chakkan -da- Bagh. The J&K Police will inspect the seal of the incoming vehicles, carry out a visual inspection and escort the vehicles to the TFCs at Salamabad and Chakkan- da- Bagh in a convoy.

6. On the trucks reaching the TFC, the Custodian shall arrange for unloading of the goods immediately after verification of seal and cargo manifest by TFO. The Trade Facilitation Officer (TFO) shall verify whether the Cargo Manifest with due certification is available along with related Invoice copies and whether the goods declared in Cargo Manifest are covered by the permitted list of items.

7. The goods shall be examined by the JKP from security and contraband angle before the goods are sent to the warehouse and the truck released by the TFO after rummaging by TFO & JKP. The custodian shall maintain a register to record the movement of the trucks. The register shall mention the details of the date and time of entry of the truck, registration number of truck, time of release and time of exit.

8. The original copy of the Cargo Manifest and Invoices covering the Cargo shall be retained by TFO and the truck shall be permitted to return after unloading of goods on same day. The clearance of goods shall be done on the same day based on the Invoice and the Cargo Manifest.

9. For consignments of plants/ plant products, the 'plant health certificate' would be required and the consignment inspected by the designated plant quarantine officer and release order issued as per format at annexure-E if the consignment is found to be free from pests. However, if any live infestation is found, the consignment would be rejected as per the format at annexure-F and shall be sent back.

10. For consignment of specified plants/ plant products, a 'permit' by the designated plant quarantine officer would also be required to be issued. The requirement of 'permit' for plants/ plant products is indicated at annexure-G. The application form for the 'permit' is at annexure-H. The 'permit' would be issued as per the format at annexure-I.

11. The goods shall be subject to examination by the TFO to verify whether it is covered by the permitted list of items and is as per declaration. The TFO may subject the cargo to scanning or physical examination, to the extent required, to satisfy himself that the cargo contains only the permitted goods. If the goods on examination are found to be not covered by the said list, they should be sent back by the same truck preferably on the same day. In case goods are found, which are in contravention of any law for the time being in force, the concerned agencies should be informed for taking necessary action. For example, the goods like arms, ammunitions, fake currency notes should be handed over to J&K Police for necessary action.

12. The invoice details and the clearance details shall be noted against each line in the Cargo Manifest by the TFO.

13. Uncleared goods will be disposed by the custodian after a period of 7 days for perishable goods and one month for other goods. The uncleared goods should be segregated and stored separately.

14. Once all the goods covered by a manifest are permitted clearance or otherwise duly dealt with, the cargo manifest shall be closed by the TFO and filed along with the related invoices.

15. Registers/records shall be maintained by the TFO separately covering the following details:

- Date, Truck no., Description, H.S details, quantity, value and details of consignee/consignor of the goods.
- Manifest receipt and closure register.

For Dispatch of Goods from J&K to across LOC:

16. The Cargo should reach the Custodian at Salamabad or Chakan-da-bagh, as applicable, one day in advance, along with invoice copies to be handed over to the Custodian. In case of consignments of plants/ plant products listed in annexure-A that require issue of a plant health certificate (Annexure-J), an application for the purpose as per the format in Annexure-K shall be submitted by the trader to the custodian.

17. The transport operator or his authorized representative shall present themselves before the TFO along with the truck in empty state and the driver after getting it security checked by 0900 hours on the day of dispatch of goods. JKP shall do rummaging of empty trucks to ensure that truck does not contain any contraband or dangerous materials. **The TEP shall be issued as per the procedure specified at Para 2.1 above.**

18. The custodian shall present the cargo for inspection and examination of the TFO who shall verify and ensure that cargo contains only the goods covered by the list of permitted items (Annexure- A). The TFO may subject the cargo to scanning or physical examination, to the extent required, to satisfy them that the cargo contains only the permitted goods. Any goods not found so covered shall not be allowed to be loaded in the truck.

18a. In case of consignments of plants/ plant products listed in annexure-A, a plant health certificate (Annexure-J) would be issued by the designated plant quarantine officer upon receiving an application for the purpose from the trader **through the custodian**, as per the format as per Annexure-K. **This certificate will be attached with Cargo manifest.**

19. The stuffing of cargo shall be done in the presence of TFO. On completion of the stuffing, the truck shall be sealed by the TFO with a one time tamper-proof bottle seal or lead seal. The transporter or his authorized representative shall submit cargo manifest (in duplicate) duly completed to the TFO. The manifest will be certified by the TFO in the manner specified in the manifest after cross verifying with the invoice copies and based on the physical examination already conducted. The TFO shall mention the number of the bottle seal//lead seal on the manifest. **After conducting their verification/checks, the JKP shall certify that there is no contraband or dangerous material in the vehicle or consignment. This certificate will be attached with the Cargo manifest. TFO shall retain the duplicate copy of Cargo manifest for his record.**

20. The TFO shall retain a copy of the truck entry permit, Cargo manifest and the related invoices. **The TFO shall forward the Cargo Manifest with due certification, invoices and enclose the TEP and Plant Health Certificate with the Truck.** The truck would then

commence movement under escort of security agency to Chakoti or Rawalakote, as the case may be.

21. Registers shall be maintained by the TFO separately covering the following details:

- Date, Truck no, Description, H.S. details, quantity, value and details of consignee/consignor of the goods
- Issue of bottle seals / lead seals, as appropriate.

22. The signatures of the panel of TFOs and seals would be exchanged. In case of Force majeure, the TFOs should get in touch with each other to resolve the matter as the situation demands. To facilitate this process, hotline between TFOs of both sides should be established.

23. The flow of trade, list of items agreed for trade and modalities for trade should be reviewed every quarter by the TFOs for each route and the recommendations shall be sent to the Department for further action.

24. Officers as designated by the Commissioner, Jammu & Kashmir, shall discharge the duties of Trade facilitation Officers.

25. The designated plant quarantine officer is authorized to relax any or all the plant quarantine procedures in the interest of the smooth trade, except the inspection of the consignments for presence live infestation. The relaxation would be permitted for an initial period of three months after which it will be reviewed.

26. The Deputy Commissioner, **Baramulla/Poonch** shall review all the arrangements and the functioning of the SOP regularly.

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Duties of Security Agency

For movement of goods from Chakoti to Salamabad

- Verification of truck entry permit at Kaman
- Verification of seal at Kaman
- Escort of truck(s) from Kaman to Salamabad
- Rummaging of truck
- Keeping guard over the truck and driver at Salamabad
- Escort of trucks back to Kaman

For movement of goods from Salamabad to Chakoti

- **Issue of Truck Entry Permit (TEP) after verification of antecedents of carrier/truck driver.**
 - Checking of empty truck and cargo from security and contraband angle and issue of certification thereof for attaching with cargo manifest
- Escort of trucks up to Kaman
- Overall security of the facility at Salamabad
- Database of drivers and support staff of the vehicles engaged in movement of goods

Similar duties for Poonch – Rawalakote trade

Duties of Custodian

- Providing infrastructure
 - Warehouses, office space, loading/unloading bays
 - Power supply including back-up
 - Segregation of received cargo (cargo inspected, not inspected) and cargo to be dispatched
 - Cargo handling/Loading/Unloading equipments and weigh bridge, if required
 - Security and safety of goods
- Licensing and managing porters
- Arranging for unloading and proper storing of the received cargo
- Presenting the cargo to TFO for inspection
- Handing over the received cargo to the consignee after all formalities are completed and allowed to be released
- Disposal of uncleared received cargo
- Receiving the cargo to be dispatched in advance with related invoice
- Arranging the loading of cargo after inspection by TFO
- Disposal of returned/rejected cargo
- **Safekeeping and custody of goods seized/detained by any agency**
- Maintenance of trade statistics

Duties of TFO

For movement of goods from Chakoti to Salamabad/ Rawalkote to Chakkan-da- Bagh

- Verification of Cargo manifest at TFC including the certification thereon

Examination of Cargo at TFC Salamabad to verify whether the goods are as per the agreed list and scanning of packages, wherever required.

- Notify the relevant agency if it is felt that any other law of the land is violated
- Allowing clearance after receiving the clearance from the officers authorized for issuance of Plant Health Certificates.
- Permitting custodian to handover the cleared goods **and dispose uncleared goods**
- Closure of manifest
- **Maintenance of prescribed registers/records.**

For movement of goods from Salamabad to Chakoti / Chakkan-da- Bagh to Rawalkote

- Examination of cargo preparatory to **his** certification and scanning of packages, wherever required.
- Supervision of stuffing the cargo in trucks
- Certification of cargo manifest **that goods are permitted as per agreed lists**
- Sealing of the truck
- **Maintenance of prescribed registers/records.**

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Annexure – A

ITEMS TO BE TRADED FROM SALAMABAD TO CHAKOTI AND
CHAKANDABAGH TO RAWALAKOTE

Sl.No.	Items	HS Code
1.	Carpets	
2.	Rugs	
3.	Wall Hangings	
4.	Shawls and stoles	
5.	Namdas	
6.	Gabbas	
7.	Embroidered items including crewel	
8.	Furniture including walnut furniture	
9.	Wooden handicrafts	
10.	Fresh fruits and vegetables	
11.	Dry fruits including walnuts	
12.	Saffron	
13.	Aromatic plants	
14.	Fruit bearing plants	
15.	Dhania, Moongi, Imli and Black Mushrooms	
16.	Kashmiri spices	
17.	Rajmah	
18.	Honey	
19.	Papier Mache products	
20.	Spring, Rubberised Coir/Foam Mattresses, cushions, pillows and quilts.	
21.	Medicinal Herbs	

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Annexure 'B'

ITEMS TO BE TRADED FROM CHAKOTI TO SALAMABAD AND
RAWALAKOTE TO CHAKANDABAGH

Sl.No.	Items	HS code
1.	Rice	
2.	Jahnamaz and Tusbies	
3.	Precious Stones	
4.	Gabbas	
5.	Namdas	
6.	Peshawari leather Chappals	
7.	Medicinal herbs	
8.	Maize and maize products	
9.	Fresh fruits and vegetables	
10.	Dry fruits including walnuts	
11.	Honey	
12.	Moongi	
13.	Imli	
14.	Black Mushroom	
15.	Furniture including walnut furniture	
16.	Wooden handicrafts	
17.	Carpets and rugs	
18.	Wall hangings	
19.	Embroidered items	
20.	Foam mattresses, cushions and pillows	
21.	Shawls and stoles	

Annexure-C

TRUCK ENTRY PERMIT
Crossing point Kaman Post / Chakkan-da-Bagh
(In triplicate)

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Photograph of the Driver

1. Name of the Driver
 2. Parentage
 3. License no. of the Driver
 4. Address of the Driver
 5. Details of the Vehicle
 6. Date of Exit/ Entry
 7. Certificate of the Designated Officer of the JKP
- "It is certified that there is no contraband or dangerous material in the vehicle or consignment."

Designated Officer , JKP

Stamp of the Immigration Officer

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Annexure -D

CARGO MANIFEST
(in triplicate)

Name and address of owner/operator.....

Date and Time of
Arrival.....

Vehicle Registration No.....

Station of arrival.....

CARGO

Way Bill No./Date	Number and Description of packages	Identifying mark & Numbers	Quantity & weight	Description of goods	Name of the Consignee/ Consignor	Clearance particulars(to be filled in Trade Facilitation Office	Remarks

For official use

Cargo Manifest delivered to TFO and entry
inward/outward permitted on

Goods in the consignment are as per the agreed list

TFO

Cargo Manifest closed on.....

TFO

I/We do hereby declare that the above
declaration contains a full and true account
of the particulars of the cargo carried in the
vehicle and that all the particulars furnished
in this report and documents submitted with
it are true to the best of my/our knowledge.
No goods have been unloaded or delivered
out of this vehicle since its departure from
the last station. I/We request permission for
entry onwards. Invoices of consignments
attached.

Signature of Owner/Operator
Date

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Annexure E

RELEASE ORDER

Ref. Number: _____

Date of Issue: _____

The following consignment of plant products referred to this station has been inspected and the same has been accorded quarantine clearance, as detailed below:

Description of consignment:

**Name of the consignment (Common/
botanical name)**

Quantity Wt /Nos.

**Number of Packages/
containers and mode
of packing**

**Distinguishing
Marks**

**Means of conveyance and date
of arrival**

Name of trader

Point of Entry

Bill number and date

**Date of sampling/ inspection/
fumigation or treatment**

Date

Place

(Name and Signature of Authorised technical officer)

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of Trade Facilitation Offic
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Annexure F

Rejection Order

Number _____

Date _____

Following consignment of plant products has been ordered for rejection as the same was found infested with pest. The details are as under:

Description of consignment

Name of the Commodity
(common name)

Botanical Name

Quantity Wt
/Nos.

Number of Packages/
containers

Distinguishing Marks

Trader

Means of conveyance and date of
arrival

Date of sampling/ inspection/ fumigation/ treatment

Nature of Violation

[1] Consignment on inspection found to be infested/ infected with a pest

[2] Consignment on inspection found to be contaminated with noxious weed species viz. _____

Action to be taken

The above stated consignment/ container shall be returned within three days from the date of issue of the order by the trader or his authorized agent.

Date

Place

(Name and signature of Authorised technical officer)

Deleted: Name & Counter-
signature of Trade
Facilitation Officer

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Annexure-G

Requirement of Permit and Plant Health Measures for Plants/Plant Products

S. No.	Plant species	Whether Permit required	Category of plant material	Additional declarations required to be incorporated into Plant Health Certificate	Special conditions
1.	<i>Oryza sativa</i> (Rice)	Yes	Grains for consumption	Free from Granary weevil (<i>Sitophilus granarius</i>)	Fumigation with Methyl bromide @ 32 g/cu. m at 21°C and above for 24 hrs under NAP and the treatment to be endorsed on Plant Health Certificate or by any other fumigant/substance in the manner approved by authorized officer for this purpose.
2.	Maize (<i>Zea mays</i>)	Yes	Grains for consumption or processing	Free from: (a) Ergot (<i>Claviceps gigantea</i>) (b) Larger grain borer (<i>Protophonus truncatus</i>) (c) Maize weevil (<i>Sitophilus zeamais</i>)	Fumigation with methyl bromide @ 32g/cu. m for 24 hrs., at 21°C and above under NAP and the treatment shall be endorsed on Plant Health Certificate or by any other fumigant/substance in the manner approved by the authorized officer.
3.	Dry Fruits (Plum, peach, cherry, apricot, almond, nectarine (<i>Prunus</i> spp.), Walnut (<i>Juglans regia</i>))	Yes	Dry fruits for consumption	Free from: (a) Mediterranean flour moth (<i>Ephestia kuehniella</i>) (b) Apricot chalcid (c) <i>Ephestia elutella</i> (Tobacco moth) (d) <i>Plodia interpunctella</i> (Indian male moth)	Fumigation with Methyl bromide @ 16g/cu. m for 24hrs at 21°C and above under NAP and the treatment shall be endorsed on the Plant Health Certificate or by any other fumigant/substance in the manner approved by the authorized officer for Almonds, fumigation by phosphine or by any other fumigant/ substance in the manner approved by the authorized officer for this

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					purpose so as to result in complete mortality of all life stages of quarantine pests mentioned in the column 4 and the treatment shall be endorsed on the Plant Health Certificate.
4.	Moong	Yes	Seeds for consumption or processing	Free from Bean bruchid (<i>Acanthoscelides obtectus</i>)	(i) Free from quarantine weed seeds (ii) Fumigation with Methyl bromide @32 g/cu m for 24 hrs at 21°C and above under NAP and the treatment shall be endorsed on Plant Health Certificate or by any other fumigant/substance in the manner approved by the authorized officer.
5.	Medicinal Herbs/ Imli/ Black Mushroom Wooden Handicraft / Wooden furniture / Wooden packing	No	<p>(a) Plant Health Certificate should accompany the declaration for freedom from pests</p> <p>(b) Fumigation for Medicinal herbs/ Imli with Methyl bromide @32 g/cu m for 24 hrs at 21°C and above under NAP and the treatment shall be endorsed on Plant Health Certificate or by any other fumigant/substance in the manner approved by the authorized officer.</p> <p>(c) Fumigation for Wooden Handicraft / Wooden Furniture/ Wooden packing with Methyl bromide @48 g/cu m for 24 hrs at 21°C and above under NAP and the treatment shall be endorsed on Plant Health Certificate or by any other fumigant/substance in the manner approved by the authorized officer.</p>		
6.	Fresh fruits & vegetables	Yes	These need to be specified by the authorities across LoC in order to determine the plant health certification conditions required for them for inward movement.		

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Annexure H

Application for permit for entry of plant products for consumption

(Issuing Authority)

I/We hereby make an application, for permission to bring the following plant products for consumption/processing:

- | | |
|--|--------------------------------|
| 1. Name & address of trader | 2. Name & address of seller |
| 3. Point of entry (Salamabad/ Chakkan-da-bagh) | |
| 4. Approximate date of arrival of consignment | 5. Means of conveyance |
| 6. Description of plant products
(Common /botanical name) | |
| 7. Quantity (Wt./Volume) | 8. No of packages |
| 9. Mode of packing | 10. Purpose of inward movement |
| 11. Particulars of documents, if any attached. | |

Declaration

I/We hereby declare that the information furnished above is correct and complete in all respects.

Date: _____
Place: _____

(Name & Signature of trader
or his authorized Agent)

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Annexure I

Permit for entry of Plant products for Consumption
across the LoC

Permit No. _____

Date of issue _____

Valid up to _____

I hereby grant permission for inward movement of the following plant products for consumption as detailed below:

1. Name & address of buyer

2. Name & address of seller

3. Point of entry

4. Description of plant products
(Common/Scientific Name)

5. Quantity (Wt./vol.)

6. No. of packages

7. Mode of packing

8. The above permission is granted subject to the following conditions:

(1) The consignment shall be accompanied by a Plant health Certificate issued by an authorized officer.

(2) Additional declaration for the freedom from:

- (a) _____
(b) _____
(c) _____
(d) _____

(3) The permit is not transferable.

(Seal)

Date : _____

Place: _____

Signature
Designation
Authorised Issuing Authority

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Annexure J

Trade Facilitation Office

Salamabad/Chakandabagh
Chakoti/Rawalekot

Emblem of the Organization	PLANT HEALTH CERTIFICATE		PHC No.
			Reg. No.
DESCRIPTION OF CONSIGNMENT			
1. Name & address of applicant		2. Declared name & address of buyer	
3. Declared means of conveyance		4. Declared point of entry (Name of Entry point)	
5. Distinguishing marks		6. Number & description of packages	
7. Name of produce/ Botanical name of plants		8. Quantity declared	
This is to certify that the plant products or other regulated articles described herein have been inspected and/or tested according to appropriate official procedures and are considered to be free from pests.			
DISINFESTATION AND/OR DISINFECTION TREATMENT			
9. Date:		10. Treatment:	
11. Chemical (active ingredients):		12. Duration & Temperature:	
13. Concentration:		14. Additional information:	
15. Additional declaration:			
16. Date:	Stamp of organization	Name and signature of technical officer of plant protection officer -----	
17. Place of issue			
18. Code No.			

Annexure K

Application for Inspection and Plant health Certification of Plant Products

To	For Office use: Receipt No. : Date of Receipt:	Registration No.: Date of Registration:
I/We, the applicant/the authorised agent of the applicant, herewith submit an application for inspection/disinfection/disinfestation and issue of Plant health Certificate for out ward movement of the goods described hereunder:		
Name & address of Seller :	Name & address of Buyer	For Office use
Commodity Name (Common/Botanical name)/HS Code:	Quantity (Wt. /Vol.):	Commodity status: <input type="checkbox"/> Prohibited <input type="checkbox"/> Restricted <input type="checkbox"/> Unrestricted
No. of pieces/packages/Container particulars:	Distinguishing marks:	Documents verified: <input type="checkbox"/> Permit <input type="checkbox"/> License
Nature of package product:	Means of conveyance:	<input type="checkbox"/> Invoice (specify)
Date & Place of inspection of goods:	Invoice/ Bill No. & date:	N.B.: Tick out appropriate entry
Value of commodity (Rs.):	Purpose : Propagation/Consumption (N.B: Strike out, which is not applicable).	Date: *Sign. of Staff
<p align="center">Declaration</p> <p>(1) I/We the applicant/ the authorised agent of the applicant, on behalf of M/s. _____ declare that the information furnished on this form, to the best of knowledge and belief is true, correct and complete in every respect.</p> <p>(2) I/We shall carry out the instructions given by the Plant Protection Adviser to the Govt. of India or any Officer duly authorised by him in this behalf in connection with inspection/fumigation/treatment of the consignment and issue of Plant health Certificate.</p> <p>(3) I/We shall provide any relevant information and related documents connected with outward movement of consignment and issue of Plant health Certificate.</p> <p>Date: _____ Seal _____</p> <p align="right">(_____) *Sign. of Applicant/Authorised Agent</p> <p>N.B. (1) Application should be submitted by the Applicant/his authorised agent in duplicate duly filled and complete. (2) Duplicate copy to be returned to the applicant/his authorised agent after endorsing the quarantine order. These conditions will not be applicable for on-line registration.</p>		

FOR OFFICE USE:

ORDER NO. : _

- (1) The applicant/authorised agent of the applicant are directed to present the consignment/containers/vessel lying at _____ for inspection/sampling on _____ at _____ by _____.
- (2) The applicant/authorised agent will provide necessary facilities to undertake inspection/sampling of consignment/container/vessel
- (3) The applicant/authorised agent of applicant is advised to produce the following documents viz., Permit / Invoice / Trade Contract/ specifications, if any for necessary securitization and issue of Plant health Certificate.

Date: _____

Station: _____

*(Name/Sign. Authorised officer)