

[pic]

Science, Agriculture



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INTRODUCTION 1 PURPOSE The purpose of this document is to provide: -

Detail the AS-IS and To-Be processes. - The document that becomes an input
for design document. - A reference document for designer, developers and
tester. - Detail document to understand requirement of E-certification for
Livestock / Livestock Products based on requirement received from Ministry
of Agriculture. - To understand manual procedures, constraints, assumptions
& dependencies etc. for e-certification of livestock & livestock product as
well as integration requirement of PQIS with stakeholders & custom. - Details
related to automated electronic certification for import & export (PQIS, AQIS)
services into the umbrella of CAP (Central Agriculture Portal). 1 INTENDED

AUDIENCE The intended audiences for this document are: - Department of
Agriculture and Cooperation, Ministry of Agriculture - PSC Issuing Authorities
- Importers and Exporters of Agriculture produce, Livestock & Fisheries within
the country - Animal Quarantine and Certification Services Station - Customs
Department - Director General of Foreign Trade, Department of Commerce,
Ministry of Commerce - Agricultural & Processed Food Products Export
Development Authority (APEDA) - Marine Products Export Development
Authority (MPEDA) - Vegetable Fruit Promotion Council, Export Promotion
Councils - Export Commodity Board - Food Safety and Standards Authority of

India (FSSAI) - Analysts, designers, developers, testers and auditors for the automated systems to be developed. - All relevant users, who would want references regarding the system.

2 SCOPE OF WORK

The scope of the document is to identify the software requirement specification relating to:-

- Automated workflow based application for various quarantine activities taken up by Animal Quarantine Station.
- Issuance of electronic certificate to Importer/Exporter
- Integration of PQIS with Customs department and to develop the search option with other stakeholder to check/view authenticity of certification data
- The various information which will be available are as follow on AQIS web page:-
 - o Certification procedure
 - o Inspection authorities
 - o Fees and charges
 - o Quarantine requirements
 - o Detail of prohibited items (Animal quarantine order)
 - o Restricted & Free Livestock / Livestock Product
- Online payment facility for application fee and inspection fee etc.
- SMS alerts for status of Application to Importer/Exporter.
- Database on country wise phyto sanitary requirements.
- Entire value chain of agriculture commodity to be linked for single point of information.
- Our study is to identify a provision to develop application capturing PSC number in case when export consignment is returned.
- To identify the possibility of translating the phyto sanitary condition of foreign countries language into English using Google translator or other translation facilities available on internet.
- Mechanism for grievance management with regards to e-certification of Importer/Exporter within the central government framework.

3 DEFINITIONS, ACRONYMS AND ABBREVIATIONS

| AC | Assistant Commissioner | | AD | Active Directory | | Admin | Administrator | | ADDL | Animal Disease Diagnostic Laboratory | | AGM | Assistant General Manager | |

APEDA | Agricultural And Processed Food Export Development Authority | |
AQC | Animal Quarantine Certificate | | AQCS | Animal quarantine
Certification Service | | AQIS | Animal Quarantine Information System | | BOE
| Bill of Exchange | | BOS | Bill of Shipment | | CAP | Central Agriculture Portal
| | CD | Compact Disk | | CDB | Coconut Development Board | | CSS |
Cascading Style Sheet | | DADF | Department of Animal Husbandry, Dairying
& Fisheries | | DC | Deputy Commissioner | | DDG | Deputy Director General |
| DGFT | Director General Of Foreign Trade | | DMI | Directorate of Marketing
and Inspection | | DOH | Department of Horticulture | | DOB | Date of Birth | |
DPPQS | Directorate of Plant Protection Quarantine & Storage | | DAC |
Directorate of Agriculture Cooperation | | DT | Director Trade | | ECB | Export
Commodity Board | | EIC | Export Inspection Council | | FAQ | Frequently
Asked Question | | FDC | Fishery Development Commissioner | | FK | Foreign
Key | | FPI | Food Processing Industries | | FSSAI | Food Safety & Standard
Authority of India | | FY Division | Fishery Division | | GIS | Graphic
Information System | | GP Stock | Grand Parental Stock | | GUI | Graphical
user Interface | | HOD | Head of Department | | HSADL | High Security Animal
Disease lab | | I/E | Importer / Exporter | | IEC | Import/Export code | | IP |
Import Permit | | IRO | Import Release order | | IT | Information Technology | |
ITC-HS Code | Indian Trade Certification based on Harmonized System Code |
| JD | Joint Director | | JS | Joint Secretary | | K. G | Kilogram | | LAN | Local
Area Network | | LS | Livestock | | LSP | Livestock Product | | L. T | Liter | | LH
Division | Live Husbandry Division | | MIS | Management Information System |
| MPEDA | Marine Product Export Development Authority | | NBPGR | National
Bureau of Plant Genetic Resources | | NeGP | National e-Governance Program

| | NIC | National Informatics Centre | | NOC | No Objection Certificate | |
NPPO | National Plant Protection Organization | | NPQS | National Plant
Quarantine Station | | OS | Operating System | | PK | Primary Key | | PP | Plant
Protection | | PQS | Plant Quarantine Station | | PSC | Phyto Sanitary
Certificate | | S. No. | Serial Number | | SIP | Sanitary Import permit | | SMS |
Short Message Service | | SO | Section Officer | | SRS | Software Requirement
Specification | | SSL | Secure Socket Layer | | URL | Uniform Resource Locator
| 4 REFERENCES Delhi, NCR - Dr. A K Choubey, NIC - Mr. Shahid Hassan, NIC -
Dr. S K Dutta, Assistant Commissioner(Trade), NIC - Mr. Raman, Trade
Department, NIC - Dr. R K Gupta, Assistant Commissioner (AH Department),
NIC - Mr. Siddiqui, Research Officer(Fishery Department) - Mr. DDK Sharma
joint director (PP), PQS, Faridabad - Mr. Raman Malik, Arbro Pharmaceuticals
- Dr. J P Singh, NPQS - Mr. Adesh Mohan, FSSAI, Delhi - Mr. Sunil Kumar
(Sectary), APEDA, Delhi - Mr. MP Vijay (AGM), APEDA, Delhi - Dr. Mandilk, EIC
- Dr. Vijay Kumar Teotia, Quarantine Officer, Animal Quarantine, Delhi States:
Assam: - Study Report on Electronic Certification of Exports & Imports
prepared by D. I. O, Dhubri Himanchal Pradesh - Mr. B. S. Negi, Directorate of
Horticulture, Shimla - Mr. Kishore Chand Azad, Senior Marketing Officer,
Shimla Jharkhand: - Officer from Plant Protection Division, Ranchi Madhya
Pradesh - Dr. Nagarajan, Senior Scientist, High Security Animal Decease Lab,
Bhopal. - Dr. Sandeep Bhatia, Senior Scientist, High Security Animal Decease
Lab, Bhopal. Karnataka - Mr. Manickam, Deputy Director, Plant Pathology,
Bangalore - Ms. Roopa, Director of Agriculture, Plant Pathology department,
Bangalore. Maharastra - Mr. Shiv Sagar Verma, Deputy Director (PP), PQS,
Mumbai - Dr. Sahdeo D. Bhosale, Quarantine Officer, Animal Quarantine,

Mumbai Kerala - Mrs. Usha Singh (Systems Analyst, MPEDA Cochin) - Mr. Ajithan (Upper Divisional Clerk, PQS) - Dr. Ramani GopalaKrishnan (Deputy Director, CDB Cochin) - Mr. Vasanth Kumar (Statistical Investigator, CDB Cochin) - Mrs. M. Priya (Statistical Assistant) - Mr. Jnanadevan (Deputy Director (Marketing), Cashew & Cocoa Development) WEB Source - <http://plantquarantineindia.nic.in>; <http://plantquarantineindia.org> - <http://ppqs.gov.in>; <http://dadf.gov.in> - www.hpsamb.nic.in Documents - Presentation, DPR and document shared by NIC 5 OVERVIEW Plant Quarantine Certification Service Export or Import certification (PSC/IP/IRO) is essential for agriculture commodity to ensure that the commodity which coming to India or going out of India is free from pests and diseases. Plant Quarantine is mandatory for import of any plant material under the provisions of destructive insect & pests act 1914. Plant Quarantine Certification Service is already operational since 2011 and its website is <http://plantquarantineindia.nic.in> . Animal Quarantine Certification Service The purpose of the Animal Quarantine and certification (AQC) is to prevent the ingress of livestock and poultry exotic to India as per provisions of livestock importation Act, 1898. The Electronic Certification for Import & Export Will Lead to:- - Reduce the technical personnel's time in entering the application details in the system. - Reduce the process time of the application. - Optimize the employee's performance. - Provide status update on export/import certification applications. - Provide information on export/import certification procedure. As of now the information dissemination process runs manually. The Ministry of Agriculture came up with the plan under NeGP plan to integrate various components and systems

which can talk and handshake to each other to make the whole process run with seamless manner. Overall information system flow: [pic] Diagram 1:

Overall information system OVERALL DESCRIPTION 1 PRODUCT PERSPECTIVE

1. Automation of existing manual backend processes of Animal Quarantine Certification (AQC) for issuance of SIP and Quarantine clearance certificate for Import/Export to decrease the lead time in processing applications and to provide most up to date information on a. Sanitary Import Permit to Importer b. Issuance of Animal Quarantine Certificate for Export c. Issuance of Animal Quarantine Certificate for Import 2. Information on Fee/Charges of Treatment/Lab/Inspection 3. Information exchange from the stake holders to get the required information. 4. Enable online payment facility 5. Mechanism for grievance management with regards to a specific activity / process within the central government framework. 6. SMS Based alerts and information dissemination. 7. Information on restricted and free products 8. Integration of PQIS application with Customs to exchange information & to develop search option with other stake holders. Apart from the transactional system mentioned above, following are the other categories the system will have: 1

KNOWLEDGE MANAGEMENT APPLICATION 1 CONTENT MANAGEMENT | S. No.

Web Application Content Sub Content 1. About Live Stock Importation Act Service Charter, Client Satisfaction Survey, Animal Quarantine Organization Chart, Feedback 2. Exports Export inspection & certification procedure, Time schedules for clearance, Fee & charges, Circular issued to export certifying authority. 3. Laws Laws related to Livestock/Livestock Product 4. Import Animal order & amendments, Issuance of the sanitary import permit, Import inspection & clearance,

Procedure of | | | quarantine inspection, Time schedules for clearance, Fee & | | | charges, List of Livestock /LSP Division to require Animal | | | Quarantine clearance, Sampling & health certificate request| | | form | | 5. | Contact us | All the office addresses | | 6. | Related link | All the general users, importer/exporter would click on the| | | related link to get the information about all the | | | stakeholders available on the AQIS web page through | | | hyperlink. | 2 DATABASE MANAGEMENT | S No. | Sub Content | | 1. | Database on requirements for import & export of Livestock /LSP | | 2. | Database of AQC notified laboratories | | 3. | Database on importer & exporter | | 5. | Database on commodity, country & port | | 6. | Providing access of PSC to NPPO of other countries | | 7. | FAQ on export & import procedure for Livestock /LSP & related government schemes | | 8. | Resolution of personalized queries | 3 SMS MANAGEMENT | 1. | SMS alert sent to exporter or importer after scrutiny of document in case of deficiency (IP/PSC/SIP/AQC) | | 2. | SMS based information for IP/PSC issued or rejected in case of PQIS and NOC/Provisional AQC /Final AQC issued or rejected | | | in case of AQIS. | 4 PAYMENT GATEWAY INTEGRATION | S. No. | Payment online ----- through payment gateway ----- Availability of services online 24 X 7 (99. 9%) uptime | | 1. | The payment gateway would be used by the Importer / Exporter Importer | | | To make payment for import / export certification like IP, PSC, AQC, SIP. This will facilitate the payment to be made| | | through net banking, debit card, credit card, cash and draft | 2 SYSTEM INTERFACES :- The system shall so be designed in such a manner that there should be linkages with other existing systems. The automated application shall be a web based application / interface which will be incorporated with features

like certificate generation with the facility of viewing them online. These results shall be made available in CAP for quick dissemination of results. Besides this, there will also be push SMS's to the different stakeholders informing them about the various information's within the system

[pic]Diagram 2: System Interface 3 USER INTERFACES:- Web based Graphical User Interface (GUI) will be provided. Portal will be completely menu driven and user friendly. The GUI consists of the various Input forms, output screens along with the help files provided as per the requirement. [pic] Diagram 3:

User Interface 4 HARDWARE INTERFACES No specific hardware interface would be required for this application. The following hardware interfaces are required to access the portal: Computer System: any x86 based computer

Printer: A Laser Printer will be needed to take the various outputs of the system time to time. 5 SOFTWARE INTERFACES At Client End: Base OS: Any Windows/Linux based operating system or any other system having graphical user interface based Operating System Browser: Internet Explorer

6. 0 or above, Mozilla Firebox, Google Chrome or Opera At Server End: Base OS — Will be decided later at the development stage Framework - Will be decided later at the development stage Technology Platform — Will be decided later at the development stage Database - Will be decided later at the development stage Browser — Internet Explorer 6. 0 or above 2. 1. 6

COMMUNICATIONS INTERFACES The Application will work on Local Area Network (LAN) or Internet also. Along with this, the system will interact with the SMS Gateway server to push SMS to different stakeholders and emails servers also to send the automated emails generated from the system to various stakeholders of the system 2. 1. 7 MEMORY CONSTRAINTS The

proposed system will be suitably performed on any system. However, lower primary memory will not debar the system from running but performance might not reach up to expected level. There is no such need in major secondary memory availability, so it is not constrained.

2. 1. 8 OPERATIONS

During the course of application usage, general user including CAP users will not be required perform any operation other than system features.

Applications and portals will be hosted at Data Centre in secured government domain. Normal maintenance operations such as backup will be scheduled and automated and will be looked into by the system

administrators in case of any recovery is to be done. User initiations not needed. No additional data processing operations by the users would be

required except the system interactive options.

2. 1. 9 SITE ADAPTATION REQUIREMENTS

The application proposed will be developed as a web based application. For running the application the computer system having a basic GUI based Operating System and browsers will be required as minimum requirements along with internet connectivity. Skilled manpower along with data entry operators at various locations like centre, states and other offices at different level will be required to upload and update the information/data.

2 PRODUCT FUNCTIONS(CURRENT AS IS BUSINESS PROCESSES) The existing information on e-certification to Exporter/ Importer linkage: [pic] Diagram 4:

E-certification to Exporter/ Importer linkage 1 ANIMAL QUARANTINE

CERTIFICATION PROCEDURES The major objective of the Animal Quarantine and certification Station (AQCS) is to prevent the ingress of livestock and poultry exotic to India as per provisions of livestock importation Act, 1898. It is essential to obtain the appropriate NOC from this body prior to transport of

pets- dogs and cats, live chicks and other livestock products through air travel or sea route. [pic] Diagram 5: Certificate Issuance Authorities Trade Division: This division does the process for issuing SIP which is requiring for importing of livestock product. Animal Quarantine Station: This station does the process for issuing quarantine certification for importing as well as exporting of LS & LSP. There are three categories of LS/LSP under the Stock Importation Act 1898 1. Free 2. Restricted and 3. Prohibited 1. Free Category: There are Livestock's/Livestock Products which are free to import into India from other countries for which sanitary import permit is required. 2. Restricted Category: There are Livestock's/Livestock Products which are restricted, the import into India of these products shall be allowed only against a license issued by DGFT. 3. Prohibited Category: The department of Animal Husbandry and Dairying has banned the import of Livestock's/Livestock Products from selected countries due to the outbreak of virus or disease. The following processes are being followed by DADF and Animal Quarantine Certification Station manually 1. Issuance of Sanitary import permit (being issued from DADF) a. Issuance of SIP: Case 1 (Meeting Case) b. Issuance of SIP: Case 2 (Fast Track Case) c. Issuance of SIP: Case 3 (On-file Case) 2. Collection of fee/charges for treatment/lab/vaccination from Importer/Exporter 3. Issuance/Rejection of Animal Quarantine Certificate in case of Import for a. Livestock b. Livestock Product c. Pet Animal (Dog/Cat) 4. Issuance/Rejection of Animal Quarantine Certificate in case of Export for a. Livestock b. Livestock Product c. Pet Animal (Dog/Cat) Existing Process of each section has been described below: 1 ISSUANCE OF SANITARY IMPORT PERMIT: This section contains the work flow that how an importer can get the

Sanitary import permit for Livestock Product from DADF. The Sanitary import permit shall be issued by DADF for import of livestock product and for livestock; license will be issued from DGFT & verified by DADF. The import permit shall lay down the specific condition that will have to be fulfilled in respect of consignment, including pre shipment certification and quarantine checks. The permit shall also specify the post — import requirements with regard to quarantine inspections, sampling & testing. The import permit issued shall be valid for a period of six month. There are two type of forms which importer has to fill depends upon the use of import product. Form A: - Application for permit to import livestock products for personal consumption. Form B: - Application for permit to import livestock product for trading/Marketing. There are three Cases for Issuance of SIP [pic] Diagram 6: Type of SIP 1 Issuance of SIP Process (Meeting case) - Application along with documents sent to section officer for scrutiny if all the relevant documents are attached then section officer forwards the application to AC trade for verification. - If all the relevant documents are not attached with the application then section officer sends back the application to the importer. - AC trade verifies all the documents and sent it to the divisional head for comments. - If the application is for Dairy Product then the application will go to Dairy division and LH Division - If the application is for Meat feather, GP stock then the application will to LH division. - If the application is for fishing items then the application will go to FY division. - Each department process the application - Dairy division - Agenda received from trade division by asst. commissioner. - Comments prepared by asst. commissioner. - Comments sent to technical officer for input if any. - Comments sent to DDG for

approval. - If not approved correction made by AC and comment finalized. - If approved final comment will be discussed in meeting with trade division. - LH division - Agenda received from trade division by asst. commissioner. - Comments prepared by ass. Commissioner. - Comments sent to deputy commissioner for input if any. - Comment sent to JS for input if any. - Comment sent to JS divisional head for approval. - If not approved correction made by AC trade and comment finalized. - If approved final comment will be discussed in meeting with trade division. - FY division - Agenda received from trade division by fishery research officer - Comments prepared by fishery research officer. - Comments sent to fishery development commissioner for input if any. - Comment sent to JS divisional head for approval. - If not approved correction made by AC trade and comment finalized. - If approved final comment will be discussed in meeting with trade division. - After receiving comments from all the divisions, AC trade will call the meeting with all the divisional head and puts agenda. - If JS trade approves the agenda then application sends back to AC trade for signature - After signature of AC trade SIP issued to the importer. - If JS Trade not approved the agenda/comments on SIP then letter issued to importer with reason for not issuing the SIP. Work Flow for Issuance of Sanitary Import Permit: Case-1 (Meeting Case) [pic] Diagram 7: Meeting Case 2 Issuance of SIP Process (Fast Track) - Application along with documents sent to section officer for scrutiny if all the relevant documents are attached then section officer forwards the application to AC Trade for verification. - If all the relevant documents are not attached with the application then section officer sends back the application to the importer. - AC Trade verifies all the documents & sends it

to Director Trade for approval. - If Director Trade approves then approved application sends back to AC Trade for signature. - After signature AC Trade issues SIP to the importer. - If Director Trade not approved the application/document then letter issued to importer with reason for not issuing the SIP. Work Flow for Issuance of Sanitary Import Permit: Case-2 (Fast Track) [pic] Diagram 8: Fast Track Fast Track process items are as follows: 1. Fish Feed 2. Fish Food 3. Whey Protein 4. Cheese 5. Hilsa 6. Bovine Serum 3 Issuance of SIP Process (On File) - Application along with documents sent to section officer for scrutiny if all the relevant documents are attached then section officer forwards the application to AC Trade for verification. - If all the relevant documents are not attached with the application then section officer sends back the application to the importer. - AC Trade verifies all the documents & sends it to divisional head for comments. - If the application is for Dairy Product then the application will go to Dairy division and LH Division both - If the application is for Meat feather, GP stock then the application will to LH division. - If the application is for fishing items then the application will go to FY division. - Each department process the application Dairy division - Agenda received from trade division by asst. commissioner. - Comments prepared by asst. Commissioner. - Comments sent to technical officer for input if any. - Comment sent to DDG for approval. - If not approved correction made by AC Trade and comments finalized. - If DDG approved then final comments will be discussed in meeting with trade division. LH division - Agenda received from trade division by asst. commissioner. - Comments prepared by asst. Commissioner. - Comments sent to deputy commissioner for input if any. - Comment sent to

JC for input if any. - Comment sent to JS (divisional head) for approval. - If JS approved then final comments will be discussed in meeting with trade division. - If not approved correction made by AC and comments finalized FY division - Comments prepared by fishery research officer. - Comments sent to fishery development commissioner for input if any. - Comment sent to JS (divisional head) for approval. - If approved final comments will be discussed in meeting with trade division. - If not approved correction made by AC Trade and comment finalized - After receiving comments from all the divisions, AC Trade will call the meeting with all the divisional head and puts agenda. - Director trade receives comments from all divisional heads if he approves then approved application/document sends back to AC Trade for signature. - After signature of AC trade SIP issued to the importer. - If Director Trade not approved the application/document then letter issued to importer with reason for not issuing the SIP. Work Flow for Issuance of Sanitary Import Permit: Case-3(On file) [pic] Diagram 9: On File Suggestions: - Post import condition should be computerized this will improve the time & speed of the process. It will eliminate the process of internal file movement within the department. - Back and forth movement of the file should be there in the application to undo the wrong movement of file. Animal Quarantine Certification Station: Animal Quarantine Certification Station does certification process for quarantine clearance of Livestock, Livestock Product & Pet Animal in case of Import & Export. [pic] Diagram 10: AQCS There is no fee/charge for Issuance of SIP or AQCS certification. Fee for treatment/lab/vaccination if required during the quarantine certification process for livestock/livestock product will be paid by the Importer/Exporter.

In case of livestock, 30 days observation fee at quarantine station has to pay by the Importer. Example: for a horse the observation fee is Rs. 250 per day per horse. Similarly the observation fee may vary, depends on the livestock.

In case of livestock treatment/vaccination at quarantine station if required will be paid by the Importer/Exporter. In case if Lab test is required for sample of livestock/livestock product then Importer/Exporter has to pay the Lab fee to the quarantine officer by Cheque and the payment will be made when the sample is taken. 2 ISSUANCE OF ANIMAL QUARANTINE CLEARANCE

CERTIFICATE IN CASE OF IMPORT No Objection Certificate for import of companion animals (only pet dogs and cats) into India. Import of animals (birds, mammals, fish or reptiles) or animal products (meat-raw or processed- skin, hoof, feather, shuttlecock, buttons etc.) other than the above including laboratory animals will necessitate the procurement of an import license/sanitary import permit from a competent authority(DGFT)/AQCS prior to issuance of the NOC from the AQCS. 1 Import of Livestock This section contains the work flow that how an importer can get the Animal Quarantine Certificate for Livestock from AQCS. - First information: the importer or his/her authorized representative should contact the animal quarantine officer in advance about the intended import consignment. - The details pertaining to the same must be physically submitted to the office of the AQCS on a prescribed format of the office along with photocopies of the following o Veterinary certificate/ Health certificate of the animal issued only by the designated veterinary officer of the exporting country confirming the health status of the animal and its fitness for the export/ travel. This certificate should be only in English (or bilingual with one language as

English). o Details of vaccination. o Copies of the passport and travel ticket of the owner of the animal. - After satisfactory verification of the above documents, the AQCS office will issue the NOC for import of the animal consignment which needs to be carried physically along with the animal. - On arrival at Sea port/ Airport, the importer will report to the quarantine officer with the original copies of all the above listed documents for obtaining a provisional Quarantine Clearance Certificate which will be issued upon satisfactory verification of the documentation and the physical health of the animal. - After quarantine clearance from custom, the quarantine officer will bring the livestock/animal to the quarantine station for 30 days for health observation, and importer has to pay the fee for 30 days observation to quarantine station. - On satisfactory completion of 30 days of home quarantine, the importer must contact the AQCS office for final clearance of the animal from the quarantine angle.

Work Flow of Animal Quarantine Certification for Livestock in Case of Import: [pic] Diagram 11: As-Is of AQC for Livestock Import Documents to be attached along with the application for advance NOC/Clearance of Livestock: 1) DGFT License, if any. 2) SIP, if any. 3) Testing fee & accommodation charges, if any. 4) Custom related documents. 5) Advance copy of Official Health Certificate from the Country of Origin as per the Indian Health Protocol.

2 Import of Livestock Product This section contains the work flow that how an importer can get the Animal Quarantine Certificate for Livestock Product from AQCS. Livestock products include meat and meat products of different types that comprise fresh, chilled and frozen meat as well as tissue or organs of poultry, pig, sheep and goat. It also consists of egg and egg powder; milk and milk goods; pet foods

of animal origin and embryos, ova or semen of cows, sheep and goats. No livestock product may be imported into India without a valid sanitary import permit. All livestock products with valid sanitary import permits may be brought into India only through seaports or airports where Animal Quarantine and Certification Services Stations are situated. These stations are located in the cities of Delhi, Mumbai, Kolkata and Chennai. When livestock products arrive at the checkpoint, they will be checked by the Officer-in-charge of the Animal Quarantine and Certification Services Station or any other veterinary officer duly approved by the Department Of Animal Husbandry and Dairying.

- Application filled along with documents sent to quarantine officer for scrutiny if all the relevant documents are attached, NOC issued before lifting the livestock from the country of origin. - If all the relevant documents are not attached with the application then quarantine officer sends back the application to importer with reason for not granting NOC. - As per the import guidelines/conditions of the country all the health related documents will be checked by the quarantine officer. - If all the relevant document & guidelines/conditions are met, issue of AQC clearance certificate release with or without sampling/testing - If all the relevant document & guidelines/conditions are not met then deportation / destruction of livestock product as per case (whichever required). - If with sampling / testing is required then sampling is taken from the consignment for testing and AQC issued to the importer. - If the consignment is not require sampling / testing or not require quarantine clearance then - AQC issued to the importer after examination of paper and consignment. Work Flow of Animal Quarantine Certification for Livestock Product in Case of Import: [pic] Diagram 12: As-Is

of AQC for Livestock product Import Documents to be attached along with the application for Clearance of Livestock Products: 1) DGFT License, if any. 2) SIP, if any. 3) Testing fee if any. 4) Custom related documents. 5) Advance copy of Official Health Certificate from the Country of Origin as per the Indian Health Protocol. 6) Examination and sampling.

3 Import of Pet Animal (Dog / Cat) - First information: the importer or his/her authorized representative should contact the animal quarantine officer in advance about the intended import consignment. - The details pertaining to the same must be physically submitted to the office of the AQCS on a prescribed format of the office along with photocopies of the following - Veterinary certificate/ Health certificate of the animal issued only by the designated veterinary officer of the exporting country confirming the health status of the animal and its fitness for the export/ travel. This certificate should be only in English (or bilingual with one language as English). - Pet passport with details of vaccination. - Copies of the passport and travel ticket of the owner of the animal. - After satisfactory verification of the above documents, the AQCS will issue the NOC for import of the animal consignment before lifting the animal from the country of origin, which needs to be carried physically along with the animal. - If Documents are incomplete during verification then NOC will not be issued to importer with reason. - On arrival at airport, the importer will report to the quarantine officer with the original copies of all the above listed documents for obtaining a provisional Quarantine Clearance Certificate which will be issued upon satisfactory verification of the documentation and the physical health of the animal. - On satisfactory completion of 30 days of home quarantine, the importer must contact the AQCS for final clearance of the

animal from the quarantine angle. - Final quarantine health certificate issued to the importer. Work Flow of Animal Quarantine Certification for Pet Animal (Dog / Cat) in Case of Import: [pic] Diagram 13: As-Is of AQC for Pet Animal Import

3 ISSUANCE OF ANIMAL QUARANTINE CERTIFICATE IN CASE OF EXPORT

This section contains the work flow that how an Exporter can get the Animal Quarantine Certificate for Livestock from AQCS. The major objective of the Animal Quarantine and certification Station (AQCS) is to prevent the ingress of livestock and poultry exotic to India as per provisions of livestock importation Act, 1898. It is essential to obtain the appropriate clearance from this body prior to transport of pets- dogs and cats, live chicks and other livestock products through air travel or sea route.

- 1 export of Livestock Health Certificate/ Export fitness Certificate on standard format or as is required by the importing country — within the jurisdiction of this office — towards facilitation of export of live animal as per the international requirements.

- Application filled along with documents sent to quarantine officer for scrutiny/check all relevant documents are attached, as per the export guidelines/norms of India.
- If all the relevant documents are not attached with the application then quarantine officer sends back the application to the exporter with reason for not granting AQC health certificate communicated to the exporter.
- If all the relevant document & guidelines/norms are met, then quarantine officer will see the requirement when AQC health certificate is to be issued, after quarantine observation & testing or without quarantine observation & testing as per the protocol of importing country and exporting norms of India.
- If with quarantine observation & testing is require then o Quarantine observation done and

sample taken for testing o Sample sent to lab for testing - If test report is OK then AQC health certificate issued to the exporter and if test report is not satisfactory then exporter will be informed through a letter with reason for not granting AQC health certificate - If without quarantine observation & testing is require then o After examination of the documents & health of livestock, AQC health certificate will be issued to the exporter. Work Flow of Animal Quarantine Certification for Livestock in Case of Export: [pic] Diagram 14: As-Is of AQC for Livestock Export Documents to be attached along with the application for Certification of Livestock: 1) DGFT License, if any. 2) Testing fee & accommodation charges, if any. 3) Custom related documents. 4) Copy of Official Health requirement of importing Country. 5) Other applicable norms of India. 2 export of Livestock Product This section contains the work flow that how an Exporter can get the Animal Quarantine Clearance Certificate for Livestock Product from AQCS. - Application filled along with documents sent to quarantine officer for scrutiny/check all relevant documents are attached, as per the export guidelines/norms of India. - If all the relevant documents are not attached with the application then quarantine officer sends back the application to the exporter with reason for not granting AQC health certificate communicated to the exporter. - If all the relevant document & guidelines/norms are met, then quarantine officer will see the requirement when AQC health certificate is to be issued, after quarantine observation & testing or without quarantine observation & testing as per the protocol of importing country and exporting norms of India. - If with quarantine & testing is require then o Sample taken for testing and registration done as per the protocol and exporting norms of India o Sample

sent to lab for testing - If test report is OK and other records are satisfactory then AQC health certificate issued to the exporter and if test report is not satisfactory then exporter will be informed through a letter with reason for not granting AQC health certificate - If without quarantine & testing is require then o After inspection of consignment / representative samples and examination of the documents, AQC health certificate will be issued to the exporter. Work Flow of Animal Quarantine Certification for Livestock Product in Case of Export: [pic] Diagram 15: As-Is of AQC for Livestock Product Export Documents to be attached along with the application for Certification of Livestock Products: 1) DGFT License, if any. 2) Testing, if any. 3) Custom related documents. 4) Copy of Official Health requirement of importing Country. 5) Other applicable norms of India. Note: In Case of pet animal (Dog/Cat), any person can bring / carry less than or equal to two pet animals from other country into India for personal purpose in case of import/export. 3 export of Pet Animal (Dog / Cat) - The exporter must contact the AQCS before the expected date of export with the completed application form and the following documents/information. o Health record of the animal (pet passport) with vaccination details and serum antibody profile (if applicable) o Copy of import license and export permit (if applicable) o Copy of health and Zoo sanitary requirements of the importing country of the requirements as mutually agreed upon. o Travel ticket and a copy of the passport of the owner of the pet. - Or as per the SIP of the importing country testing/inspection/vaccination done - If testing/inspection/vaccination report is satisfactory then - AQC health certificate will be issued to the exporter else reason for not granting AQC health certificate is communicated to the

exporter. Work Flow of Animal Quarantine Certification for Pet Animal (Dog / Cat) in Case of Export: [pic] Diagram 16: As-Is of AQC for Pet Animal Export

As-Is of Mumbai: In case of Animal Quarantine, they are following the same process of import and export as followed by Delhi office only the different formats are being used by them to issue AQC. Formats from Mumbai are attached in the Annexure number- 14, 15, 6, 17, 19, 20, 21, 22, 36

As-Is of Bangalore: There is no Animal quarantine office in Bangalore, they directed to Chennai office for any kind of information related to animal quarantine.

As-Is of Madhya Pradesh: HSADL lab, Bhopal is Animal quarantine test lab; they are using their own software to generate lab test reports for AQCS and importer. Test reports are being sending to AQCS/importer via email/hard copy. Our scope is identifying if any linkage can be developed to see HSADL lab test report if required by AQCS, which can be done only when they are using any application.

Customs Department: Central Board of Excise and Customs (CBEC) is a part of the Department of Revenue under the Ministry of Finance, Government of India. It gives the custom clearance for import/export of livestock/ livestock product/plant/plant material.

MPEDA: The Marine Products Export Development Authority (MPEDA) was constituted in 1972 under the Marine Products Export Development Authority Act 1972 (No. 13 of 1972). The role envisaged for the MPEDA under the statute is comprehensive - covering fisheries of all kinds, increasing exports, specifying standards, processing, marketing, extension and training in various aspects of the industry. MPEDA functions under the Ministry of Commerce, Government of India and acts as a coordinating agency with different Central and State Government establishments engaged in fishery production and

allied activities. They shared these two websites: [www. MPEDA. com](http://www.MPEDA.com) , [www. empeda. nic. in](http://www.empeda.nic.in) DGFT: Directorate General of Foreign Trade is a government organization in India responsible for the formulation of Exim guidelines and principles for Indian importers and Indian exporters of the country. Before 1991, DGFT was known as the Chief Controller of Imports & Exports (CCI&E). Some of the major functions of DGFT and its regional offices through out the country are as follows: - To implement the Exim Policy or Foreign Trade Policy of India by introducing various schemes and guidelines through its network of DGFT regional offices thought-out the country. DGFT perform its functions in coordination with state governments and all the other departments of Ministry of Commerce and Industry, Government of India. - To Grant Exporter Importer Code Number (IEC) to Indian Exporter and Importers. IEC Number is a unique 10 digit code required by the traders or manufacturers for the purpose of import and export in India. DGFT IEC Codes are mandatory for carrying out import export trade operations and enable companies to acquire benefits on their imports/exports, Indian customs, export promotion council's etc in India. - DGFT permits or regulate Transit of Goods from India or to countries adjacent to India in accordance with the bilateral treaties between India and other countries. - To promote trade with neighboring countries. - To grant the permission of free export in Export Policy Schedule 2. - DGFT also play an important role in controlling DEPB Rates. - Setting standard input-output norms is also controlled by the DGFT. - Any changes or formulation or addition of new codes in ITC-HS Codes are also carried out by DGFT (Directorate General of Foreign Trade). FSSAI: Issues the food safety license to importer as per the standard mention on

their website, without the license any importer will not be able to apply for SIP. NPQS & FSSAI both require search option/ web service to verify the certificate issued by them. AQCS: This body regulates the export of Livestock & Livestock products from Animal Quarantine facilities. It is essential to obtain the appropriate permits from this body prior to transport of pets- dogs and cats, live chicks and other livestock products through air travel. FPI: The Ministry of Food Processing Industries, set up in July 1988, is the main central agency of the Government responsible for developing a strong and vibrant food processing sector. The functions of the Ministry can be broadly classified under policy support and development activities: a) Formulation and implementation of policies for food processing sector with overall national priorities and objectives. b) Facilitating creation of conducive environment for healthy growth of the food-processing sector. c) Promoting rationalization of tariffs and duties relating to food processing sector. DADF: Department of Animal Husbandry Dairying & Fisheries (DADF) is responsible for matters relating to livestock production, preservation, protection and improvement of stocks, dairy development. The main focus of the department is on: a) Preservation & Protection of livestock through provision of health care. b) Strengthening of central livestock farms (Cattle, Sheep and Poultry). c) Expansion of aquaculture in fresh, brackish water, welfare of fisher folk, etc. According to the TO-BE process all the stakeholders will be integrated through search option & custom will be integrated by web services/ftp. The URL of all the stake holders will be in related link option on AQIS webpage to directly access.

2 PLANT QUARANTINE CERTIFICATION PROCEDURES

1. Plant/Plant material application PQIS is fully operational and

have been issued approximately 2 lacs PSC through the PQIS application (e-certification) till date, its web site is <http://plantquarantineindia.nic.in> .

Specific Variations in Processes & Formats : As-Is of Mumbai: They are using PQIS application in Plant Quarantine office. Formats from Mumbai are attached in the Annexure number- 6, 7, 8, 9, 10, 11, 12, 13 National Plant Quarantine Service: NPQS is also using the PQIS application & requires integration of their running application with custom to share BOE (Bill of Entry) to verify all the import items. As-Is of Bangalore: PQIS application is being used in plant quarantine office Bangalore. Referred these two websites. 1. <http://plantquarantineindia.org/> 2. <http://plantquarantineindia.nic.in/PQISMain/Default.aspx> In PSC issuing authority office, manual process is being followed for issuances of phyto sanitary certificate. As-Is Cochin: Common Concern None of the department was informed about the NeGP project. 2. There are few stakeholders of PQIS from where the inputs have been taken during the requirements gathering for integration of PQIS application with the stakeholders. The stakeholders, their functions and how the PQIS can be linked/integrated to its stakeholders are studied, are given below: . APEDA: Main function is to do the registration of exporter for which they issued RCMC number to them. This is valid for 5years. They do testing for rice & grapes as per importing country requirements, because without testing certificate issued by APEDA exporter can not export the goods to other country. Apart from grapes & rice they issue the certificate for peanut, pomegranate, ground nut & for plant product. The entire certificate issued by them through online application except meat plant certificate which is being issued manually. The certificate (RCAC) issued by them is valid for 3 months.

NPQS require search option/ web service on APEDA application to verify RCMC & RCAC certificates issued by them. RCAC format is attached in the annexure- 33 EIC: Issues health certificate for following six products basmati rice, fish, honey, milk products, poultry meat & egg products for Europe, Russia, Vietnam and Bangladesh as per government mandate. Exporter should attach the EIC health certificate issued by EIC with PSC before exporting his goods to other country. NPQS require search option/ web service to verify certificate data issued by EIC. ARBRO pharmaceuticals: is testing laboratory, which does testing & enters test report data on APEDA application. Similarly, through APEDA search option we can authenticate the certificate issued by laboratory. Coconut Development Board They provided the website: 1. <http://www.coconutboard.nic.in> in Cashew-nut and Cocoa Development They provided the website: 1. <http://www.dccd.gov.in> all info available here. Cashew Export Promotion Council They provided the website: <http://cashewindia.org> Pesticide Residue Lab (Ultra Lab Bangalore): This Ultra lab does Pesticide Residue Analysis of different agriculture commodities PSC issuing Authority:- PSC issuing authority is part of PQS department. They are authorized by the department to issue the PSC certificate on their behalf. PQS: Directorate of Plant Protection, Quarantine & Storage, Department of Agriculture & Cooperation has recently got developed a web portal <http://plantquarantineindia.nic.in> for on-line registration of Exporters and Importers of agricultural commodities seeking the following services:- - Issuance of Import Permit - Issuance of Import Release Order - Issuance of Phytosanitary Certificate NBPGR: The National Bureau of Plant Genetic Resources has its Headquarters at New Delhi Objectives of NBPGR - To plan,

organize, conduct and coordinate exploration and collection of indigenous and exotic plant genetic resources. - To undertake introduction, exchange and quarantine of plant genetic resources. To characterize, evaluate, document and conserve crop genetic resources and promote their use, in collaboration with other national organizations. - To develop information network on plant genetic resources. - To conduct research, undertake teaching and training, develop guidelines and create public awareness on plant genetic resources. DMI: The Directorate of marketing and inspection implements the agricultural marketing programs of the Union Government under the supervision and control of Union Ministry of Agriculture. It aims at bringing integrated development of marketing of agricultural and allied produce in the country. It is headed by Agricultural Marketing Adviser to the Government of India (AMA). It maintains a close liaison between Central and State Governments through its Branch Head office at Nagpur, 11 Regional Offices and 37 sub-offices spread all over the country. It has a network of 22 Regional Agmark Laboratories with Central Agmark Laboratory at Nagpur as apex laboratory. DPPQS: Director The Directorate of Plant Protection, Quarantine & Storage established under Department of Agriculture & Co-operation of Ministry of Agriculture, Government of India. The ongoing activities assigned under the scheme include: - To issue import permits (IP) with additional declarations and special conditions to facilitate safe imports of agricultural products. - To undertake quarantine inspection and laboratory testing of plants and plant material to ensure freedom from exotic pests. - To undertake phytosanitary certification (for issuance of Phytosanitary Certificates (PSCs); 150 Nos. of Officers from Central/ State/ UT

Governments have been authorized for this purpose. - To undertake fumigation/disinfestations/disinfections of commodities to control infestation/infection. - To undertake certification of post-entry quarantine facilities and inspection of imported growing plants and plant material; 41 Nos. of Inspection Authorities have been designated. - To support Export market access for India's Agriculture products from the phytosanitary point of view. - To facilitate safe global trade in agriculture by assisting the producers and exporters by providing a technically competent and reliable phytosanitary certificate system to meet the requirements of trading partners. - To provide Grants-in-aid to Designated Inspection Authorities to meet the travel expenses and also to State PSC issuing authorities for equipping them with minimal equipments required for ex