



Government of West Bengal
Department of Agriculture
N A B A N N A

ORDER

Sub: Removal/replacing unnecessary documents for issuance of License under Insecticides Act, 1968 and Insecticides Rules through online Insecticide licensing system.

In context of enhancing Ease of Doing Business (EoDB), the undersigned is issuing this order for reduction of requirement of documents for issuance of License under Insecticides Act, 1968 and Insecticides Rules after thorough review through online Insecticide licensing system.

It is related to following two types of Licenses namely-

- i) License to sell, stock or exhibit for sale or distribute insecticides (including Household Pesticides)
- ii) License to Stock and use of insecticides for commercial pest control Operations

At present 20 (twenty) mandatory documents are required. Now by this order the number of required documents are reduced to 16 (Sixteen), details of which are mentioned in the following table.

Requirement of documents at present & its significance	Removal/replacing unnecessary documents& its significance
<ol style="list-style-type: none">1. Pan Card Details – <i>For business purpose and IT compliance</i>2. Qualification Certificate – <i>For Compliance with IA,1968</i>3. Mark sheet- <i>For Compliance with IA,1968</i>4. Consent of Expert : <i>For agreement to provide service continuously /uninterruptedly</i>5. Cash Memo/ credit memo for purchasing of respiratory devices (Musk) – <i>To ensure health concern of the employee is addressed properly.</i>6. Cash Memo/ credit memo for purchasing of protective clothing (Apron) <i>To ensure health concern of the employee is addressed properly.</i>7. Self-undertaking stating that store location is not situated in residential area and no food items are stored in same location: <i>For controlling pollution & contamination of food by hazardous chemicals.</i>8. Current Tax Receipt/Property tax from municipality/Municipal Corporation (from: BL&LRO /Corporation/ Municipality): <i>For identification of present owner of the land.</i>9. Photocopy of Porcha / deed as a proof of ownership/possession (Relevant pages having i. Name of the parties concerned, ii. Validity, iii. Schedule of property (Owner's) for verification of land/Business place :- <i>For verification of land.</i>10. Land conversion if land classification found other than Bastu/Karkhana/Godowon/ Commercial etc,- <i>For identification of category of land.</i>11. Agreement Deed with owner as mentioned in Porch /Property tax document (Relevant pages having 1. Name of the parties concerned, 2. Validity, 3. Schedule of property: <i>For verification of rent details.</i>12. Current rent Receipt- <i>Status and validity of rental house.</i>13. Authorization from Board of Directors for applying for getting insecticide licence (In case of companies)-<i>For identification of the Applicant by the Board.</i>14. List of board of directors along with email IDs (In case of Companies):- <i>For directors' details.</i>15. CIN Certificate (In case of companies)- <i>For Authentication to run the business in a state.</i>16. Aadhaar Card- <i>Applicant's Personal details.</i>17. EPIC/Voter Card (Self/One of the Partner in case of Partnership Firm/Authorized person in case of Company) – <i>For Address proof.</i>18. Current Trade License (check nature of trade, address, to whom issued and date of issue)- <i>For NOC to run the business in a local area with nature of products.</i>19. Principal Certificate (check format, to whom issued, whether have state license or not, validity etc.)-<i>Compliance with IA,1968.</i>20. Challan for Fees- <i>Compliance with IA,1968.</i>	<ol style="list-style-type: none">a) <u>Removal of documents</u><ol style="list-style-type: none">1. Pan Card Details- <i>As PAN is verified while issuing GSTIN</i>2. EPIC/Voter Card (Self/One of the Partner in case of Partnership Firm/Authorized person in case of Company) – <i>Any residential proof may be considered including Aadhaar, Electricity bill, Ration card etc.</i>3. Cash Memo/ credit memo for purchasing of respiratory devices (Musk) – <i>It is to be verified by office/ inspector during the processing of the case</i>4. Cash Memo/ credit memo for purchasing of protective clothing (Apron) – <i>It is to be verified by office/ inspector during the processing of the case</i>5. List of board of directors along with email IDs (In case of Companies)- <i>Not required, as the applicant is already approved by BoD.</i>b) <u>Replacement of Document</u><p>Uploading of GSTIN is mandatory.</p>c) Only Parcha (RoR) now be accepted for application and there will be no option for uploading deed- <i>As it is the only proof of possession of Land parcel.</i>

This order will be enforced after necessary modification in the online licensing portal of <https://matirkatha.wb.gov.in> or with effect from 15th Feb 2025, whichever is earlier. This has been properly vetted by the legal cell of the department.

Sd/-

Memo. No. 127 - NAB

Dated - 12/02/2025

Copy forwarded for information to :-

- 1) The Director of Agriculture, Govt. of West Bengal, Jessop Building, Kol-01
- 2-23) The Deputy Director of Agriculture (Admin), All districts.
- 24) Sourav Guha Thakurta, Senior Vice President (Business Development) & Chief Information Officer, WEBEL, Kolkata - 700 091

Joint Secretary

Department of Agriculture, Govt. of West Bengal