

## CERTIFICATION PROCESS BY LOCAL GROUP

PGS-India certification process involves following steps and all the actions need to be uploaded in PGS-India Net from time to time.

- a. **Group Meetings** – Irrespective of the cropping season and cropping cycles, each group is expected to meet at least 6 times a year and fill proceedings of such meetings in meeting register. All local group members are expected to participate in at least three of such meetings.

To fill training register proceed as follows:

Login to your group home page by entering user ID and pass word

Click “Group meeting register”

Click “Entry in Meeting register”

Group Meeting Register form opens

- Select date of meeting
- While pressing Ctrl key click on names of members present
- List important issues discussed
- Give details if any input was approved
- If peer appraisals are not planned click NO
- If peer appraisals planned then click YES
- By clicking on members make committees and name them. You can make 2 committees in 5 member group one comprising of 2 members and another of 3 members. For larger groups you can make more committees

Click SUBMIT

Final meeting register page is displayed.

If it is correct then Click CONFIRM, if there is some error then click edit, go back and make necessary correction, again SUBMIT and CONFIRM.

The submitted data can be viewed from View Group Meeting Register

Once submitted no editing is possible

Organize six such meetings in a year and submit six such reports

Please ensure that all important issues are discussed in these meetings and decisions are taken. RC will verify the process depending upon the issues discussed and decisions made in such meetings.

- b. **Group Trainings**

Irrespective of the cropping season and cropping cycles, each group is expected to organize at least one to two key training a year on important aspects of crop

management and problem solutions by inviting some experts may be a practicing organic farmer, a member from RC or ZC or PGS Secretariat or from local agriculture department or university. Fill proceedings of such trainings in training register. All local group members are expected to participate in such trainings.

To fill training register proceed as follows:

Login to your group home page by entering user ID and pass word

Click "Training register"

Click "Entry in Training register"

Training Register form opens

- Select date of meeting
- While pressing Ctrl key click on names of members present
- Fill details of venue
- Give details of important subjects covered
- Fill name of experts invited with their designation and address

Click SUBMIT

Final training register page is displayed.

If it is correct then Click CONFIRM, if there is some error then click edit, go back and make necessary correction, again SUBMIT and CONFIRM.

The submitted data can be viewed from View Training Register

Once submitted no editing is possible

Please ensure that all important issues are discussed in these trainings and documented. RC will verify the process depending upon the issues discussed and suggestions implemented, recorded and discussed in such trainings.

### c. Peer Appraisals for Crop Production

Go to home page of Local group

Click Peer Appraisal for Crop Production

Click Peer Appraisal Crop Production Worksheet

#### **“Peer Inspection / Appraisal Worksheet PART 1” opens**

Select from drop down list

Farmer Name

Season

Year

By pressing ctrl key select peer appraisers by clicking on their name

In Farmers detail

Click farmer status. If PGS Green then specify the current month under conversion in text box

In item No 2 and 3 if there is no change then click NO

If there is change then click YES and enter changes in text box below

Select the name of family member present

Select the date of inspection

Click SUBMIT

#### **“Peer Inspection / Appraisal Worksheet PART 2” opens**

There are 13 questions related to standard compliances. Read carefully each question, ask the reply from the farmer, verify that the reply matches to ground reality and is visible on the farm. Discuss with all the team members and fill unanimously agreed reply.

Reply can be subjective in some cases while it may be yes or no

If the team is fully satisfied that all standard requirements related to that question has been met fully then click YES.

If there is any violation then click NO

In case if team feels that there is reasonable compliance of standards but not fully or there are some deficiencies then click ADVISORY and fill details in text box in next column.

Once all the columns are filled please recheck for accuracy and correctness, because once the form is submitted no editing will be possible

Once sure Then Click SUBMIT

Peer Inspection / Appraisal Worksheet PART 3 opens

Fill all columns from 1 to 8 in the similar manner

Check for accuracy and correctness

Click SUBMIT

Last part of the peer appraisal form opens

If this is first appraisal then on  
Actual Production of Previous Season Click NOT APPLICABLE

If the peer appraisals have been done in the previous season then click  
Actual Production of Previous Season APPLICABLE

In previous season details fill actual production and other details  
Verify from the farmer about actual production, use, sale and balance  
quantity available.

Now fill expected production details for current season

First select crop category  
Then select crop

Fill production details

Repeat process with another crop

If required click add more crops

Finally discuss with all the team members and recommend you decision

Section farmers status as

- If all standard requirements are met and there is no non-compliance and no serious advisory and farmer has successfully completed the stipulated conversion period, then select PGS ORGANIC
- If all standard requirements have been met as above but farmer is still under conversion period and/ or some minor non-compliances

- are there and number of advisories are many (but none is likely to affect the organic character of process) then select PGS GREEN
- In case if there are some major or serious non-compliances or there are major negligence in standards adoption then select NOT APPROVED

When done. Please recheck the production details  
Thoroughly discuss about the recommended status  
If all are satisfied then

Click SUBMIT

Your Peer Appraisal form is successfully submitted

Click GO TO HOME PAGE

And similarly fill other farmer members Peer Appraisal sheets

Continue the process till all farmers' Peer appraisals are duly filled and submitted.

Again click GO TO HOME PAGE

**d. Local Group Summary decision**

Once all the peer appraisals are submitted for that particular season then click GROUP SUMMARY DECISION

Click GROUP SUMMARY DECISION

Summary decision form opens

Select season

Select certification team

List of farmers along with their area and status are displayed

If everything is OK then click SUBMIT

Message is displayed

**Local Group Summary Worksheet Data successfully submitted**

## **Guidelines for Submission of Application by NGOs and private agencies for authorization as Regional Council**

(Central and State Government Agencies need to apply directly to NCOF and their online account will be created by the PGS Secretariat)

On PGS-India home page

Click LOGIN

Click regional Council

Click Register as New Regional Council Click [Signup](#)

Registration Form-1 For Regional Council opens

Fill name of organization (it should be the same as registered in legal documents)

Upload the logo of your organization  
(This is important as it will be printed on the scope certificates)

Fill details in application form as per instructions

Once done, check details for correctness

Click SUBMIT

Registration Form-2 For Regional Council opens

For first four columns prepare documents separately and upload their scanned copies. Copies of certificates of experience can also be uploaded. As the space provided is only for one document for each subject, therefore all the documents being submitted for one issue be converted into one document and then uploaded.

Select area of operation.

(One RC is normally approved for one state and the agencies need to select only that state in which they are registered. NGOs, Multi state NGOs, cooperatives and registered companies can apply for more than one state provided they have their functional offices in each of these states).

If applicant organization has obtained support of already registered Local groups, then enter their LG codes.

In case if groups have been made but they have not been registered with any RC then provide their details under the last column under “Any other information”

Upload operational manual (model operational manual available on PGS-India home page.

Once done, recheck for correctness

Click CONTINUE

Registration Form-3 For Regional Council opens

This form seeks details of persons

Fill details as per instructions.

Wherever required upload the CV of concerned persons as PDF or JPG file

Once done recheck for correctness

Click SUBMIT

Following window will appear

**Your request has been Successfully submitted to PGS-  
India Secretariat**

Your Provisional Registration number : **000000**

Note \*: Please Save this Provisional registration number for  
account Activation related Enquiry

**Acceptance of the application and authorization award will be communicated by the PGS-India Secretariat along with User ID and Password.**

**With the provided User ID and Password the new Regional Councils can login in their account.**

**After login they can change their password. USER ID cannot be changed**

