



भारत सरकार

Government of India

कृषि और किसान कल्याण मंत्रालय

Ministry of Agriculture & Farmers Welfare

कृषि और किसान कल्याण विभाग

Department of Agriculture and Farmers Welfare

राष्ट्रीय जैविक एवं प्राकृतिक खेती केंद्र

**NATIONAL CENTRE FOR ORGANIC AND NATURAL FARMING**

हापुड रोड कमला नेहरू नगर गाजियाबाद 201002/Hapur Road, Kamla Nehru Nagar, Ghaziabad-201002

Web : <http://ncof.dacnet.nic.in> Email : [nbdc@nic.in](mailto:nbdc@nic.in) 0120-2764906, 2764212



मिसिल सं. -10(6)2019/PGS Cert/ 1140-1141

दिनांक- 23/05/2023

**परिपत्र/CIRCULAR**

All Authorized Regional Councils (RCs) under PGS India programme are hereby advised to submit Regional council renewal format-cum-Annual information sheet (Annexure 1) and Annual Report (Annexure 2) to PGS- India Secretariat / NCONF latest by 5<sup>th</sup> June, 2023.

(डॉ गगनेश शर्मा)/Dr Gagnesh Sharma  
निदेशक, Director

Copy to:

1. All authorized Regional Councils
2. RCONFs (Ghaziabad, Bengaluru, Bhubnaeswar, Nagpur, Imphal)

**Regional Council Renewal format- cum- Annual information Sheet  
(To be filled for duration 01.04.2022 to 31.03.2023):**

**Name of Regional Council**

**Name of Head and contact number**

**Name of Incharge and contact number**

S.NO.	PARTICULARS	Details
1.	Number of Staff in main office (indicate number only) i. PGS-auditor-cum-data-entry-operator ii. PGS System facilitator iii. Quality Manager iv. Training staff v. Field inspector	
2.	Infrastructure for running the certification system (indicate number only) i. Number of computers ii. Printer iii. Internet facility iv. Tables/Desks v. Storage facility for offline docs (Almirah etc)	
3.	Head office and all branch office address details with GPS location	
4.	Experience in organic management practices and certification system Number of years	
5.	Promotion of PGS-India certification through literature preparation in local language (indicate number of copies prepared) i. Pamphlets/Leaflets ii. Operational Manual/Quality Manual	
6.	Number of Training conducted for support to existing and new Local groups in procedure and documentation (indicate number only)	
7.	Physical inspection/evaluation of local Groups i. Number of Local groups completed first physical inspection within 2 years of registration ii. Number of Local groups evaluated every year(%)	
8.	Total no of active Local groups	
9.	Total no of LGs issued continuous certificates	
10.	Total no of LGs not issued certificates	
11.	No of farmers issued Non Compliance	
12.	Total no of active Individual farmers	
13.	Total no of PGS Green certificates generated for Local Groups	
14.	Total no of PGS Organic certificates generated for Local Groups	
15.	Total no of PGS Green certificates generated for Individual farmers	
16.	Total no of PGS Organic certificates generated for Individual farmers	
17.	Number of processors registered	
18.	Number of Processors completed physical inspection	
19.	Number of livestock registered	
20.	Number of Scope Certificate generated for Livestock	
21.	Number of Scope tested for Pesticide residue analysis	
22.	Number of farmers/LGs left Regional Council	
23.	Number of farmers/LGs dropped by Regional Council	
24.	Number of Staff left with details of staff name and designation	
25.	Any change in ownership details	
26.	Submission of statutory reports at regular interval: (Indicate Number of submission of reports and feedback as asked for by State and Central Govt)	

27.	Attending trainings, meetings and refreshers organized by State and Central Govt. (indicate Name of training)	
28.	Membership of reputed national and international organic association accreditation/certification agency including ISO	
29.	Inspection and certification procedures Well defined inspection and certification procedures are available in OP and QM (Yes/No)	
30.	If undertaking off-farm processing and handling certification/ Large Area Certification (Yes/No)	

*Note: Every year RC need to submit report to NCONF Ghaziabad by 30<sup>th</sup> April.*

**Signature of the Head of RC**

**Date:**



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

17. Physical inspection / Monitoring and evaluation of LGs

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

18. TPC details if done

Sl No.	Name of Sates	Year			Crop details	certificates issued-	Total
		area	farmers	group			

19. Success Stories of farmers: As per format -

20. Future plans and Goals

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

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

22. Suggestions for improvements PGS certification

23. Number of training and meeting conducted (Enclose a few pictures)

24. Number books and pamphlets and other activities (Enclose formats)

25. Finance audit reports of the year may enclosed with reports (RC/organization input)

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