



कृषि और प्रसंस्कृत खाद्य उत्पाद

निर्यात विकास प्राधिकरण

(वाणिज्य एवं उद्योग मंत्रालय, भारत सरकार)

**Agricultural and Processed Food Products  
Export Development Authority**

(Ministry of Commerce & Industry, Govt. of India)

APEDA/ORG/Circular/ 2016

6<sup>th</sup> April, 2016

Dear Certification Bodies and Operators,

**Subject : Shifting of farmers in a grower group**

Procedure has been approved by the National Accreditation Body for shifting of farmers in a grower group on Tracenet.

- i) The farmer of a certified grower group can shift to another grower group under the same or another Certification Body in the following cases:
  - If the farmers of a grower group do not want to continue with their existing grower group
  - If the service provider/mandator/trader discontinues his operations, but the farmers under his operations continue organic farming
- ii) In the above instances, the farmers who want to shift will place a request to their mandator for applying for No Objection Certificate (NOC) on Tracenet on their behalf. After receiving the NOC application from the mandator, the Certification Body after verifying the requirements, will issue the NOC.
- iii) If the Certification Body does not issue NOC to the mandator, the mandator can place a request to APEDA. APEDA will then verify the facts and if satisfied will facilitate the issuance of NOC.
- iii) If the mandator does not forward the NOC request of the farmers on Tracenet, the farmers can submit a collective request directly to the Certification Body. In such case, the Certification Body will provide the password of the grower group to one of the certified farmers (representative farmer) to apply for NOC.
- iv) If the farmers are unable to operate the software themselves, the Certification Body can facilitate the farmer to apply for NOC on Tracenet software and also to issue the NOC on Tracenet.
- v) If the mandator does not forward the NOC request of farmers and the Certification Body also does not provide the log in details to the representative farmer even after receipt of the collective request from them, then the representative farmers will place the collective request to APEDA. APEDA will then verify the facts and if satisfied will facilitate the issuance of NOC.

The accredited Certification Bodies and operators are required to follow the above procedure henceforth.

Yours faithfully,

(Dr. Tarun Bajor)

General Manager



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APEDA/ORG/Advisory/2016-17/01  
Dated: 30.5.2016

**Sub: Shifting of farmers in a Grower Group**

Dear Certification Bodies and Operators

This has reference to the circular dated 6<sup>th</sup> April, 2016 on the above mentioned subject. Consequent to the implementation of the new tracenet system, the procedure for shifting of farmers in the grower group on tracenet is as below:

- 1) The farmers in the certified group can shift to another grower group under the same or another certification body if they do not want to continue with the existing grower group.
- 2) If the service provider/ mandator/ trader discontinues his operations, but the farmers under his operations continue organic farming.
- 3) In the above instances, the farmers who want to shift will place a request to their mandator for applying for No Objection Certificate (NOC) on tracenet on their behalf, in case of mandator managed ICS. In case of self managed ICS, the ICS Manager will submit the NOC application on tracenet to CB. After receiving the NOC application from the ICS, the Certification Body after verifying the requirements, will issue the NOC.
- 4) If the mandator does not forward the NOC request of the farmers on Tracenet, the farmers can submit a collective request directly to the Certification Body. In such case, the certification body will give necessary directions to the mandator for issuance of NOC after verifying the authenticity of the request. If the mandator still does not forward the NOC request, the Certification Body can take appropriate action as per their sanction catalogue. Further, the Certification Body will facilitate the farmers to apply for NOC on tracenet and also issue the NOC.



5) If the mandator as well as the certification body do not facilitate the issuance of NOC, then the farmer can place request to APEDA. APEDA will verify the facts and if satisfied will facilitate the issuance of NOC.

6) The provision to change the mandator is available under the login of certification body only. ICS has to request the Certification Body to change the Managed by i.e. Self/Mandator with necessary documents which needs to be uploaded in the system. To provide login id and password to the new ICS manager, Certification Body has the facility to change the email id and mobile number under the registration menu any time to reset the password. Please refer to the user manual in CB login. May also contact tracenet helpdesk team in case of technical difficulty.

All the accredited Certification Bodies/ Operators are required to follow the above procedure.

Yours faithfully,

*Saswati Bose*  
30.5.16

Saswati Bose

Dy. General Manager