Plant Quarantine Information System (PQIS)
(http://plantquarantineindia.nic.in)

User Manual for Importers and Exporters

Directorate of Plant Protection, Quarantine & Storage
Department of Agriculture & Cooperation
Ministry of Agriculture
Government of India

Version 1.0
Release January, 2011

Application Software Developed by SRIT, Bangalore

Project Execution by
Agricultural Informatics Division
National Informatics Centre
Department of Information Technology
Ministry of Communications & Information Technology
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Executive Summary

The objective of the Plant Quarantine Information System is to provide an efficient and effective service, which fully satisfies our customers, such as importers, exporters, individuals and the Government. Plant Quarantine Information System facilitates Importers to apply online for Import Permit, Import Release Order and Exporters to apply online for Phyto-sanitary Certificate. Exporters and Importers can view the status of their application online and access history of his application during entire life cycle of the application. This will help in bringing transparency in functioning. Automation of background workflow processes will result in speedy processing of these applications saving time and workload. Availability of searchable information from related documents of Import (Plant Quarantine Order) and Exports (Export inspection and certification procedure) has made the reference to these documents easy for Importers and Exporters.
1. Guidelines

1.1 How to access website?

1. Invoke Internet Browser
2. Type [http://plantquarantineindia.nic.in](http://plantquarantineindia.nic.in) in address bar of the Internet Browser

3. The Screen will be displayed as above in Figure – 1.
4. User can access information on the website regarding Pre-requisites, procedures for importing and exporting plant material and plant products, etc. by clicking links displayed in left window of the home page.

1.2 How to Register Online?

1. After accessing home page as given in the steps above, click “Sign up” link in the login window as shown in Figure-2.
2. The screen will be displayed as given in Figure – 3.
3. The screen will be displayed as given in Figure – 3.
4. Enter your name.
5. While Importer / Exporter may register with any Plant Quarantine Station, provision for entering 5 addresses of his office locations has been given. Enter addresses.
6. Select Client type (Importer or Exporter)
7. Enter your IE Code (Import Export Code given by DGFT).
8. Enter Contact No.
9. Enter Mobile No.
10. Select Plant Quarantine Station where you desired to register.
11. Enter your e-mail Id.
12. For Credentials, Enter your desired login and password.
13. Specify your secret question and answer. It will be helpful in resetting your password, in case it is forgotten by you.
14. Type the code shown in the image displayed next to this field. This is necessary for avoiding cyber attacks and making website secured.
15. Fields against which * is marked are mandatory.
16. Complete the form and click the submit button.
17. After submitting, your request will be sent to respective Plant Quarantine Station.
18. Plant Quarantine Station after validating your details will activate your account. After activation you will receive e-mail message as “Your account has been activated.”
1.3 For Importers

1.3.1 How to login?

1. Login window is provided on the top right corner of the home page as shown in Figure-4.
2. Enter your login.
3. Enter your password.
4. Click “Login” button to Login into the system.
5. Welcome screen will be displayed as shown in Figure – 5
6. In case of Importer, the list of applications submitted by the importer will be listed on the screen. Importer can view his application, print it, know its current status, Fees details and payment status in this list.
Figure - 4 (Login Window)

Figure -5 (Importer’s screen)
1.3.2 How to Apply Online?

1.3.2.1 Import Permit

1. Login into the system as explained above.
2. Expand “Apply Online” link on as shown in Figure 6.
3. Importer can submit the following applications online for Import Permit by clicking the respective link –

   a. PQForm 1 - Application for **Permit to Import plants/plant products for consumption or processing**
   b. PQForm 2 - Application for **Permit to Import plants/plant materials for sowing/planting/propagation**
   c. PQForm 6 - Application for Permit to **Import soil/peat or Sphagnum moss or other growing media**
   d. PQForm 12 - Application for **Permit to import live insects/mites/nematodes/microbial cultures including algae/bio-control agents**

4. Fields against which * is marked are mandatory.
5. Fill the application.
6. You can save application for later submission by clicking “Save” Button or click “Submit” button to submit it.
7. You can print the application by clicking “Print” button.
8. You can view the “fee” by clicking “View fee calculations” link at the bottom of the screen.
Figure - 7 (PQ Form 1)
Application for Permit to Import Plant/Plant products for consumption or processing

Figure - 8 (PQ Form 2)
Application for Permit to Import plants/plant materials for sowing/planting/propagation
Figure - 9 (PQ Form 6)
Application for Permit to Import soil/peat or Sphagnum moss or other growing media

Figure - 10 (PQ Form 12)
Application for Permit to import live insects/mites/nematodes/microbial cultures including algae/bio-control agents
1.3.2.2 Import Release order

1. Login into the system as explained above.
2. Expand “Apply Online” link on as shown in Figure 6.
3. Click IRO – Application for Import Release Order
4. The form will be displayed as given in Figure – 11.
5. Fields against which * is marked are mandatory.
6. Fill the application.
7. You can save application for later submission by clicking “Save” Button or click “Submit” button to submit it.
8. You can print the application by clicking “Print” button.

![Figure - 11 (Import Release Order)](image)

1.3.2.3 Applying for Re-validation

1. Login into the system as explained above.
2. Expand “Apply Online” link on as shown in Figure 6.
3. Click Request for Revalidate.
1.3.3 How to know your application status?

1. Login into the system as explained above.
2. Expand “Application Status” link on as shown in Figure 12.

3. Different options are available to search your application and know the status. These are –
   a. Advance Search for Import Permit
   b. Advance Search for Import Release
   c. Search for Import permit by application number
   d. Search Import Release by application number
   e. View pending IP list
   f. View Pending IRO List

1.3.4 Import Permit – Applications list (Adv Search for IP)

After clicking the link “Adv. Search for IP”, screen is displayed as shown in Figure – 13. This list gives overview of Import permit applications of importers pending at various levels. By expanding the list by clicking the Down Double arrow link as shown in Figure-13 at particular level, you can access your application, click it and view the application processing life cycle by clicking “view” link as shown in Figure – 14.
Figure - 13 (Import Permit Applications pending at various levels list)

Figure - 14 (Import Permit application details, comments at various levels and History)
1.3.5 Import Permit – Search by Application Number ("Search IP")

After clicking the link “Search IP” the screen is displayed as in Figure – 15. Enter application number and click “Search” button. Your application details will be displayed. You can know the action at each level by clicking tabs “Application Details”, “Scrutiny Details”, “Billing Details” and “History”. History tab will display the entire life cycle of the application for Import permit.
1.3.6 Import Release Order – Applications list (Adv. Search for IR)

After clicking the link “Adv. Search for IR”, the screen is displayed as shown in Figure – 16. This list gives an overview of Import Release applications of importers pending at various levels. By expanding the list by clicking the Down Double arrow link as shown in Figure-17 at a particular level, you can access your application, click it and view the application processing life cycle by clicking “view” link.

Figure - 17 (Search Import Release Applications pending at various levels list)

Figure 18 (Advance Search for Import Release – Applications details)
1.3.7 Import Release – Search by Application Number (“Search IR”)

After clicking the link “Search IR” the screen is displayed as in Figure – 19. Enter application number and click “Search” button. Your application details will be displayed. You can know the action at each level by clicking tabs “Application Details”, “Scrutiny Details”, “Billing Details”, “Lab details”, “Treatment Details” and “History”. History tab will display the entire life cycle of the application for Import permit.

![Figure - 19 (Search Import Release by Application Number)](image)

![Figure - 20 (Search Import Release by Application Number – History Details)](image)
1.3.8 Import Permit – View pending list

After Clicking option “View Pending IP List”, the screen is displayed as given in Figure – 21.

![Figure - 21 (View pending Import Permit List)](image)

1.3.9 Import Release – View pending list

After Clicking option “View Pending IR List”, the screen is displayed as given in Figure – 21.

![Figure – 22 (View pending Import Release List)](image)
1.4 For Exporters

1.4.1 How to login?

1. Login window is provided on the top right corner of the home page as shown in Figure-23.
2. Enter your login.
3. Enter your password.
4. Click “Login” button to Login into the system.
5. Welcome screen will be displayed as shown in Figure – 24
6. In case of Exporter, the list of applications submitted by the Exporter will be listed on the screen. Exporter can view his application, print it, know its current status, Fees details and payment status in this list.

![Login Window](image.png)

Figure – 23 (Login Window)
Figure – 24 (Welcome Screen for Exporters)

Figure – 25 (Apply Online)
1.4.2 How to Apply Online?

1.4.2.1 Phyto Sanitary Certificates and Re-export

1. Login into the system as explained above.
2. Expand “Apply Online” link on as shown in Figure - 25.
3. Exporter can submit the following applications online for Import Permit by clicking the respective link –

   a. Phyto-Sanitary Certificates (Figure - 26)
   b. Re-Export (Figure - 27)

4. Fields against which * is marked are mandatory.
5. Fill the application.
6. You can save application for later submission by clicking “Save” Button or click “Submit” button to submit it.
7. You can print the application by clicking “Print” button.

Figure – 26 (Online application for Phyto-Sanitary Certificates)
1.4.3 How to know your application status?

1. Login into the system as explained above.
2. Expand “Application Status” link on as shown in Figure 28.

Figure – 27 (Online application for Re-Export)

Figure – 28 (Online application Status)
1.4.4 Phyto-Sanitary Certificates – Applications list (Adv. Search)

After clicking the link “Adv. Search”, screen is displayed as shown in Figure – 28. This list gives overview of applications for Phyto-Sanitary Certificates of exporters pending at various levels. By expanding the list by clicking the Down Double arrow link as shown in Figure- 29 at particular level, you can access your application, click it and view the application processing life cycle by clicking “view” link and it is displayed as in Figure 30.

Figure – 29 (Online application Status for Phyto-Sanitary Certificates)

Figure – 30 (Online application Status for Phyto-Sanitary Certificates)
1.4.5 Phyto-Sanitary Certificates – Search by Application Number ("Search PSC")

After clicking the link “Search PSC” the screen is displayed as in Figure – 32. Enter application number and click “Search” button. Your application details will be displayed. You can know the action at each level by clicking tabs “Application Details”, “Scrutiny Details”, “Billing Details” “Inspection Details”, “Lab details”, “Treatment Details” and “History”. History tab will display the entire life cycle of the application for Phyto-Sanitary Certificate.
1.4.6 Import Release – View pending list

After Clicking option “View Pending PSC List”, the screen is displayed as given in Figure – 33.

![Image of View Pending PSC List]

Figure – 33 (View Pending PSC List)

1.5 How to Change your password?

1. After accessing home page as given in the steps above, click “My profile” link in the login window as shown in Figure-34.

![Image of My Profile]

Figure – 34 (My Profile)
2. Click “Change Password” link. The screen will be displayed as given in Figure-35.
3. Change your password and click “Save” button.

**Figure – 35 (Change Password)**

### 1.6 How to Update your profile?

1. After accessing home page as given in the steps above, click “My profile” link in the login window as shown in Figure-34. Click Update Profile and screen will be displayed as Figure – 36. Update your profile and click “Update” button.

**Figure – 36 (Update Profile)**
1.7  Forgot your password?

1. Click “Forgot Password” link on the home page as shown in Figure – 37.
2. Enter your Login.
3. After entering your login you will be asked your secret question specified by you in your profile. (Figure – 38).
4. Enter answer and click “Mail me new password” button.
5. If your answer is correct, your password will be sent to your e-mail account.
2. **The Directorate of Plant Protection, Quarantine & Storage (D&PPQS)**

The Directorate of Plant Protection, Quarantine & Storage (D&PPQS) established under Department of Agriculture & Cooperation of Ministry of Agriculture, Government of India, is an apex plant protection organisation in the country having the following key functions:

- To enforce Plant Quarantine Regulations issued under The Destructive Insects & Pests Act, 1914 and amendments issued there under to prevent introduction & spread of exotic pests;
- To implement the provisions of The Insecticides Act, 1968 and rules framed there under for effective control over use of pesticides;
- To fulfill international commitment and obligations in respect of locust control and phytosanitary measures;
- To introduce and popularize innovative plant protection technologies such as integrated pest management (IPM) practices;
- To impart training in areas of plant protection technology, pesticide quality testing & pesticide residue analysis etc. ;
- To coordinate and liaise with State/Union Territory Governments in all matters relating to plant protection

The Plant Protection Adviser to the Government of India heads the Directorate of Plant Protection and Quarantine Station, which is located at N. H. IV, Faridabad-121001 (Haryana). The Directorate implements five central sector schemes in the area of plant protection viz., expansion of plant quarantine facilities, integrated pest management programmes, implementation of Insecticide Act, locust control and training in plant protection.

### 2.1 Plant Quarantine

Plant quarantine aims at preventing the introduction of exotic pests through imported seeds, plants and plant material and to contain the spread of exotic pest that are accidentally got introduced to the country by implementing the provisions of The Destructive Insects & Pests Act, 1914 and the regulations issued there under. The Joint Director (PP) heads the Plant Quarantine scheme. There are five regional plant quarantine stations at Amritsar, Kolkata, Chennai, New Delhi and Mumbai and 21 minor PQ stations functioning at various sea ports/airports and land borders.
## 2.2 Contact Details

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<td>0471-2474653 (O) E-mail: pqfs <a href="mailto:kl13@nic.in">kl13@nic.in</a></td>
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<td>Shri. Devandra Kumar Plant Protection Officer (E)</td>
<td>Plant Quarantine Station, Door.No.101,Plot No.110, IIInd Street,CGE Colony, TUTICORIN- 628 003 (Tamil Nadu)</td>
<td>0461-2377968(O) 0461-2326778(O) E-mail: <a href="mailto:pqfstn17@nic.in">pqfstn17@nic.in</a></td>
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<td>Shri.C.Elangovan Assistant Director (PP)</td>
<td>Plant Quarantine Station, Airport, TIRUCHIRAPALLI 620 047 (Tamil Nadu)</td>
<td>0431-2420970(O) 0431-2420190(O) E-mail:<a href="mailto:pqfstn13@nic.in">pqfstn13@nic.in</a></td>
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<td>Dr. Gautam Chatterjee, Deputy Director (PP)</td>
<td>Plant Quarantine Station, AGARTALA C/o State Biocontrol laboratory, State Agri.Research Complex, Datta Titta, Arundhuti Nagar,AGARTALA 799 003</td>
<td></td>
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<tr>
<td>Name and Designation</td>
<td>Postal Address</td>
<td>Phone, Fax, e-mail</td>
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<tr>
<td>Dr. J.P. Singh, Deputy Director (E)</td>
<td>Plant Quarantine Station, C/o. Land Customs Station, BANBASA Dist., Champawat, Uttarakhand</td>
<td>C/o. Land Customs Station 05943-264018</td>
</tr>
<tr>
<td>Dr. J.P. Singh, Deputy Director (E)</td>
<td>Plant Quarantine Station, SONAULI Distt. Maharajganj Uttar Pradesh</td>
<td>C/o. Land Customs Station 05522-238434</td>
</tr>
<tr>
<td>Dr. J.P. Singh, Deputy Director (E)</td>
<td>Plant Quarantine Station, RUPAIDIHAN Distt. Bahraich(Uttar Pradesh)</td>
<td>C/o. Land Customs Station 05253-240418</td>
</tr>
<tr>
<td>Dr. Brajesh Mishra, Plant Protection Officer (E)</td>
<td>Plant Quarantine Station, Dhamala Building, Rinking Pong Road, KALIMPONG- 734 301 , Darjeeling (DT) (West Bengal)</td>
<td>03552-255894(O) E-mail:<a href="mailto:pqfswb07@nic.in">pqfswb07@nic.in</a></td>
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<td>Shri S.K. Sanyal, Plant Protection Officer (E)</td>
<td>Plant Quarantine Station, Sukanta Park, (Near Pipe Road), Bangaon – 743 235, North 24 Parganas, West Bengal</td>
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<td>Dr. Brajesh Mishra, Plant Protection Officer (E)</td>
<td>Plant Quarantine Station, N.H.31-C, PANI TANKI, P.O.Dulal Jote, Distt. Darjeeling, West Bengal – 734 429</td>
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</tr>
<tr>
<td>Dr. P. Manikkam, Dy. Director (PP)</td>
<td>Plant Quarantine Station Air Cargo Complex, MSIL, Export Cargo Terminal 2nd Floor, Bangalore, Karnataka - 560017</td>
<td>080-25225003 (O)</td>
</tr>
</tbody>
</table>
3. Project Executing Agency – National Informatics Centre

NIC is a premier S&T Organization under the Department of Information Technology, Ministry of Communications and IT; Government of India and has 30 years of experience in catalyzing “Informatics for Development” in India; and work on the hypothesis “Trustworthy Networking and Information System reinforces commitment on productivity”. NIC is meeting the people needs through

- NICNET gateway for Internet/Intranet Access and NICNET Centres for Resources Sharing In Central, State and District Administrations;
- State Government Informatics Development Programme;
- District Informatics Development Programme;
- Mission Mode Projects in collaboration with Central and State Government Departments;

Agricultural Informatics Division of NIC headed by DDG, Shri M. Moni has been playing a vital role in diffusion of informatics in agriculture sector in collaboration with Department of Agriculture & Cooperation (DAC), Department of Animal Husbandry, Dairying and Fisheries and Department of Agricultural Research and Education under Ministry of Agriculture. AGRISNET, AGRIS, AGMARKNET, DACNET, DAIC, APHNET, ARISNET, PPIN, VISTARNET, SEEDNET, Agriculture Census, NavKrishi, RKVY, MMA etc are some of the major e-Governance programs being implemented by this Division. DAC has desired to give the responsibility of software development component of Agricultural Mission Mode Project under National e-Governance Plan to NIC. Under this project 18 services have been identified initially for provision of information through various delivery channels covering: quality inputs(pesticides, fertilizers, seeds); information on soil health, crop diseases, weather, market information, procurement points, infrastructure(marketing, storage, irrigation), good agricultural practices, training, etc.; electronic certification, scheme monitoring and advisory for implementation in seven states (Himachal Pradesh, Madhya Pradesh, Assam, Jharkhand, Maharashtra, Karnataka and Kerala. Apart from these services, more services covering - information on crop development programme & technologies, farm machineries & implements, droughts, livestock development, financial services, medicinal plants, patent, allied sectors, etc. are suggested by NIC for inclusion under NeGP-AMMP.

3.1 Contact Details

PPIN Project Directorate
Agricultural Informatics Division
National Informatics Centre
A-Block, CGO Complex, New Delhi 110 003
4. Application Software Development Agency - SRIT

SRIT is global IT Solutions Company. Telecoms IT (OSS, NMS & BSS), Digitized HealthCare, Environmental Health & Safety Sciences, e-Governance Solutions and Total Enterprise Solutions designed generally for all businesses & specifically for automotive, construction and education industries are the domains that it specialize in. SRIT offers world-class software products addressing these domains. Its Application Development Centre (ODC) develops software applications for several Fortune 1000 class companies such as The Boston Consulting Group (BCG), TUV Rheinland AG, MobiApps, American Telecare and the French Generics. Headquartered in Bangalore-India, it operates in 20 countries. SRIT is a part of the 32-year-old Sobha Enterprise which has 5000+ people, US$330million in annual revenues and US$2.2billion in market capitalization

4.1 Contact Details

Global Head Quarters: SRIT House, #113/1B, ITPL main Road, Kundalahalli, Bangalore 560037, India
<table>
<thead>
<tr>
<th>Acronym</th>
<th>Expanded Form</th>
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<tr>
<td>DAC</td>
<td>Department of Agriculture and Cooperation, Govt. of India.</td>
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<tr>
<td>DPPQS</td>
<td>Directorate of Plant Protection, Quarantine and Storage</td>
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<tr>
<td>DIA</td>
<td>Designated Inspecting Authority</td>
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<tr>
<td>G2G</td>
<td>Government to Government</td>
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<tr>
<td>G2C</td>
<td>Government to Customer</td>
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<tr>
<td>H/W</td>
<td>Hardware</td>
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<tr>
<td>ICT</td>
<td>Information and Communication Technology.</td>
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<td>IT</td>
<td>Information Technology.</td>
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<td>IRO</td>
<td>Import Release Order</td>
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<td>IP</td>
<td>Import Permit</td>
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<td>LAN</td>
<td>Local Area Network.</td>
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<td>MIS</td>
<td>Management Information System.</td>
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<td>NIC</td>
<td>National Informatics Centre.</td>
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<tr>
<td>NBPGR</td>
<td>National Bureau of Plant Genetic Resources</td>
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<td>NPQS</td>
<td>National Plant Quarantine Station</td>
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<td>PEO</td>
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<td>Plant Quarantine Information System</td>
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<td>SRIT</td>
<td>Sobha Renaissance Information Technology</td>
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<td>SRS</td>
<td>System Requirements Specification.</td>
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<td>PSC</td>
<td>Phyto Sanitary Certificate</td>
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<tr>
<td>POE</td>
<td>Point of Entry</td>
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<tr>
<td>DO</td>
<td>Duty Officer</td>
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