



GOVERNMENT OF THE PUNJAB
AGRICULTURE DEPARTMENT

Dated Lahore the 07th July, 2021

NOTIFICATION

No. AS (TF) 1-8-7/2021. Whereas it is expedient to revise terms and conditions for registration of pesticide distributors/renewal of registration in the Punjab with a view to promote ease of business; to remove impediments in the way of registration and to make the distributors accountable, the following terms and conditions are hereby issued under Rule (9)(4) of the Punjab Agricultural Pesticide Rules, 2018 for registration of pesticide distributors in Punjab.

1. Short Title, Extent and Commencement:

- i) These terms and conditions may be referred as the Terms and Conditions for Registration of Pesticide Distributors in Punjab, 2021.
- ii) These terms and conditions extend to whole of the Punjab.
- iii) These terms and conditions shall come into force at once.

2. Submission of Applications:

- i) Applications for registration as a pesticide distributor or for renewal of registration with the Punjab Agriculture Department shall be submitted by hand in the office of the DGA (PW&QCP)/ Registering Authority, Punjab, Lahore on prescribed Proforma (Appendix-A), through the Chief Executive Officer/Managing Partner/Proprietor/Authorized Representative (in case of public and private limited companies) of the company/firm/proprietor, as the case may be.
- ii) On activation of the requisite facility, applications shall be submitted online.
- iii) Such applications can be submitted throughout the year at the File Receiving Desk established in office of the Director General (PW&QCP), Punjab, Agriculture House, 21-Davis Road, Lahore.
- iv) The application shall be accompanied by the files in duplicate, complete in all respects (as prescribed in appendix B). Incomplete files shall not be entertained.

- v) All appointments, undertakings affidavits and agreements must be under the signature of the C.E.O of the company/Managing Partner of the firm/Sole Proprietor /Authorized representatives for public and private limited companies. Only such representatives are entitled for all type of correspondence with the Department and they are responsible for authenticity of documents of his company/firm/proprietor.
- vi) The applications for registration as pesticide distributor shall be submitted in black colour files whereas the applications for renewal of registration shall be submitted in blue colour files.
- vii) An applicant, before filing an application for registration or renewal of registration shall complete all the infrastructural requirements as per existing Rules and Regulations and instructions of the Department issued from time to time.
- viii) The company/firm/proprietor already having registration as a pesticide distributor shall submit its case for renewal of registration two months prior to the expiry date of registration.

3. Registration/ Renewal Fee:

- i) All kinds of registration/renewal fee shall be deposited in the State Bank of Pakistan in the form of Demand Draft in the name of the DGA (PW&QCP), Punjab, Lahore.
- ii) A registration fee of Rs 300,000/- (Rupees three hundred thousand only) for registration of pesticide distributor of company/firm/proprietor shall be payable.
- iii) A fee of Rs.100,000/- (Rupees one hundred thousand only) for renewal of registration of company/firm/proprietor shall be payable.
- iv) For online sale of pesticides, the company/ firm/ proprietor shall get registration certificate for online business of pesticides in Punjab.

4. Delay in Submission of Applications:

- i) The company/firm/proprietor who fails to submit its case for renewal within the stipulated period may avail a grace period of two months from



the date of expiry of registration subject to payment of fine at the rate of Rs. 10,000 per month.

- ii) The company/firm/proprietor who fails to submit its case for renewal within the grace period may file a representation before the Additional Secretary (Task Force) within one year of the date of expiry of registration for condonation of delay, stating the grounds for delay.
- iii) The Additional Secretary (Task Force), if satisfied, with the grounds of delay produced by the applicant, may allow submission of case for renewal of registration with imposition of fine of Rs. 15,000 per month for the entire period of delay.
- iv) If a company/firm/proprietor fails to submit its case for renewal of the registration within one year as stated in the preceding para, it may apply to the Secretary Agriculture for renewal of registration within two years of the date of expiry of registration.
- v) The Secretary Agriculture, if satisfied with the grounds of delay produced by the applicant, may allow submission of case for renewal of registration certificate with imposition of fine of Rs. 30,000 per month for the entire period of delay.
- vi) If a company/firm/proprietor fails to submit the case for renewal of the registration within two years as stated in the preceding para, its registration shall stand cancelled and the company/firm/proprietor shall apply for a new registration.


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5. Processing of Cases:

- i) The Deputy Director of Agriculture (Plant Protection), Punjab Lahore shall conduct preliminary scrutiny and submit the cases within 30 days before the concerned Sub-committee of the Expert Committee. In case of occurrence of discrepancies in the case for registration, department shall intimate the company/firm/proprietor within a week.
- ii) The company/firm/proprietor after receipt of intimation regarding discrepancies in documents shall remove those discrepancies within 30 days.

- iii) In case of failure to remove discrepancies within the stipulated time period, the case shall be rejected by Deputy Director of Agriculture (Plant Protection) Punjab, Lahore.
- iv) The company/firm/proprietor may file a representation within 30 days of the receipt of intimation before the Registering Authority against the rejection of application for registration/ renewal of registration.
- v) The Registering Authority may direct DDA (PP), Punjab Lahore to reconsider the case with imposition of fine of Rs. 10,000/.
- vi) The Sub-Committee of the Expert Committee shall conduct final scrutiny and physical verification of the infrastructure of the applicant company/firm/proprietor and shall submit its report to the office of the Registering Authority, within 60 days of receiving of the case.
- vii) The Sub-Committee of the Expert Committee shall conduct final scrutiny of the documents submitted by the company/firm/proprietor and shall conduct physical Inspection of the Infrastructure as per Appendix- C.
- viii) A company/firm/proprietor aggrieved of the findings of the report of the Sub-Committee of the Expert Committee may make a representation against those findings before the Registering Authority, within 30 days of receipt of intimation.
- ix) The Registering Authority shall decide the matter within 30 days of the making of the representation.
- x) In case the matter is decided in favour of the company/firm/proprietor, re-inspection shall be conducted by the sub-committee of the Expert Committee along with DDA (PP), Punjab Lahore within 30 days of the decision.
- xi) An amount of Rs. 35000/- shall be charged as re-inspection fee.
- xii) The Expert Committee shall decide the cases within 30 days.
- xiii) The decision of the Expert Committee shall be forwarded to the Secretary Agriculture for approval.



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- xiv) A company/firm/proprietor aggrieved of the recommendations of the Expert Committee may file a review petition before the Secretary Agriculture within 30 days of its approval.

6. Issuance of Registration Certificate

- i) The DDA (PP) shall issue certificate of registration within a week after approval of the recommendations by the Secretary Agriculture.
- ii) A registration certificate shall be issued in the name of the Chief Executive/Managing Partner/Director of company/firm/proprietor.

7. Registration Period

- i) The certificate for registration of a pesticide distributor shall be issued provisionally for one year.
- ii) The provisional certificate may be renewed for two years, and subsequent renewal may be made for a period of three years,
- iii) Each renewal shall be subject to satisfactory report of the Sub-committee of the Expert Committee on physical verification of infrastructure, scrutiny of documents, recommendations of the Expert Committee and approval by the Secretary Agriculture.

8. Change of Chief Executive Officer/Managing Partner/Proprietor/ Status

- i) A company, on change of its Chief Executive Officer, shall inform the Registering Authority of the new appointment and shall provide the relevant statutory return/form within a period of thirty days.
- ii) A company shall also provide its annual return (form A) to the Registering Authority within a period of thirty days of submission of the same with the SECP.
- iii) A partnership firm, on change of its partnership status, shall inform the Registering Authority of the incoming and outgoing partner, as the case may be, and shall provide the amended partnership deed and relevant statutory return/form within a period of thirty days.


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- iv) Upon change of status from a firm to a company, with the ownership remaining same, the Registering Authority may allow to continue registration in the name of the new company on provision of a copy of certificate of incorporation or similar documents issued by the SECP.
- v) In case of sale of the business by a sole proprietor, the purchaser shall obtain a new registration certificate. In case of violation of this condition, the registration of the concerned proprietor shall be cancelled after affording an opportunity of hearing.

9. Change in Infrastructure

- i) All companies/firms/proprietors shall, within thirty days of occurrence of any change in the following infrastructure, submit a request to the Department for change in their registration certificate:
 - a) Office premises
 - b) Warehouse address
- ii) The Registering Authority, if satisfied, may allow re-inspection of the infrastructure subject to payment of prescribed fee.
- iii) An amended registration certificate shall be issued after physical verification of such change by the concerned sub-committee.
- iv) In case of failure to intimate the Department about changes within the stipulated period, the company/firm/proprietor shall be fined Rs. 25,000/- (Twenty-five thousand only).


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10. Opening of Regional Stores

- i) A company/firm/proprietor may open regional stores across the Punjab in addition to their main store subject to fulfillment of their requirement as per law.
- ii) A company/firm/proprietor may apply to the Registering Authority for grant of permission for opening of regional stores on the prescribed form (Appendix-E).
- iii) The application shall be accompanied by the following documents:

- a) Registration Certificate;
- b) Regional-store contact & location of store;
- c) Appointment of a regional-store In charge;
- d) Installation of a board showing the name of company/firm/proprietor and mobile number of the Store In charge; and
- e) A company/firm/proprietor may use their stores as sale points for selling pesticides directly to the farmers at reduced prices.

Provided that the company/firm/proprietor shall abide by all rules and terms & conditions applicable in this regard.

11. Provision of Analytical Procedures/ Protocol Before Marketing of New Chemistry

No company/firm/proprietor shall not sell or offer for marketing/sale/distribution any new chemistry without providing analytical procedures/protocol to the Government Analyst.

12. Sale of Pesticides Through Authorized Dealers Only

- i) Every company/firm/proprietor shall provide complete list of registered pesticide dealers to the Registering Authority annually.
- ii) No company/firm/proprietor shall sell or offer for marketing/ sale/ distribution of its pesticides other than through their duly authorized dealers.
- iii) No company/firm/proprietor shall sell its pesticides without proper invoice.
- iv) All dealership certificates shall bear signature and by name stamp of CEO/ MD/ Proprietor or their Authorized Representative duly intimated to the Registering Authority.
- v) All pesticides supplied to the registered dealers shall be accompanied by invoice bearing the name of the authorized officer.



13. Payment of Salary Through Bank

At the time of renewal of registration certificate, the company/firm/ proprietor shall submit salary slips issued by a bank in respect of their technical staff for the entire period of previous registration.

14. Prohibition on Registration of Company/Firm/Proprietor with Identical Name

No company/firm/proprietor shall be registered with a name which contains words or expressions identical with or resembling or similar to the name of any other company/ firm/sole proprietor already registered as pesticide distributor.

15. Cancellation of Registration Certificate

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- i) In case three pesticide samples of a pesticide distribution company/firm/proprietor drawn from the warehouse are declared adulterated by the government analyst reports with in a calendar year, the registration certification of the firm shall be cancelled by the Registering Authority, subject to providing an opportunity of hearing.
 - ii) In case a company/firm/proprietor is found involved in obtaining registration through providing any misleading/ false information, the registration certificate of such company/firm shall be liable to be cancelled by the Registering Authority subject to providing an opportunity of hearing.
 - iii) In case a company/ firm/ proprietor fails to provide the information required by the Registering Authority within the prescribed period, per day fine of Rs. 1000/- shall be imposed after expiry of the prescribed period.
 - iv) A company/firm/proprietor aggrieved of the decision of the Registering Authority may make representation before the Additional Secretary (Task Force) within 30 days of the receipt of such decision.

16. Repeal and savings

- i) The SOP's issued vide this office notification NO. **AS(TF)1-8-2/2015** dated **09th Nov., 2016** are hereby repealed.

- ii) Notwithstanding the repeal of the SOP's specified in sub para (i), everything done, action taken, obligation, liability, penalty incurred, registration, inquiry or processing commenced, committee constituted or person appointed or authorized, jurisdiction or power conferred, and order or notification issued under any of the provisions of the said SOP's, shall, if not inconsistent with the provisions of these terms and conditions be continued and so far as may be deemed to have been respectively done, taken, incurred, commenced, appointed, authorized, conferred, made or issued under these terms and conditions.

SECRETARY AGRICULTURE

NO. & DATE EVEN:

Copy forwarded for information and necessary action:

- PO Secretary Agriculture Government of Punjab
- PO Secretary Agriculture Government of South Punjab
- PS to Additional Secretary (TF), Government of Punjab
- Director General Agriculture (PW&QCP), Punjab, Lahore
- Director General Agriculture (Ext. & AR.), Punjab, Lahore
- Director General Agriculture (Research), AARI, Punjab, Faisalabad.
- Deputy Director (Plant Protection), Punjab, Lahore
- All Conveners of the sub- Committees of the Expert Committees
- Chairman PCPA
- Executive Director Crop life Pakistan
- All Concerned



**ADDITIONAL SECRETARY (TASK FORCE)
AGRICULTURE DEPARTMENT**