





**INSPECTION REPORT CUM  
EVALUATION CARD FOR THE  
RANKING CATEGORIZATION  
REGISTRATION/RENEWAL OF  
PROCESSING PLANTS**

**RSSOPCA/FORMAT-25**  
**Issue No. 1      Rev. No. 00**  
**Effective Date :01/10/2017**  
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|        |   |   |  |
|--------|---|---|--|
| (i)    | For raw seed -(a)Own godown-<br>Capacity.....qtl,L.....xW.....xH.....feet<br>(b)Hired godown-<br>Capacity.....qtl,L.....xW.....xH.....feet  | 2 |  |
| (ii)   | For Graded seed. –<br>(a)Own godown-<br>Capacity.....qtl,L.....xW.....xH.....feet<br>(b)Hired godown-<br>Capacity.....qtl,L.....xW.....xH.....feet  | 2 |  |
| (iii)  | For finally packed seed. –<br>(a)Own godown-<br>Capacity.....qtl,L.....xW.....xH.....feet<br>(b)Hired godown-<br>Capacity.....qtl,L.....xW.....xH.....feet                                      | 2 |  |
| (iv)   | For Undersize seed. –<br>(a)Own godown-<br>Capacity.....qtl,L.....xW.....xH.....feet<br>(b)Hired godown-<br>Capacity.....qtl,L.....xW.....xH.....feet   | 2 |  |
| (v)    | For Failed seed lots. –<br>(a)Own godown-<br>Capacity.....qtl,L.....xW.....xH.....feet<br>(b)Hired godown-<br>Capacity.....qtl,L.....xW.....xH.....feet   | 2 |  |
| (vi)   | Separate stack for separate crop/variety & class of seed.<br>Seed stakes are proper (like proper distance from the<br>godown wall between two stacks, easy removal of<br>particular lot. etc.). | 2 |  |
| (vii)  | Farmer-wise Identification Code No.<br>/Crop/Variety/Class/Stage on raw seed/ undersize seed<br>bags.   | 3 |  |
| (viii) | Intake register is available; all entries are recorded<br>including moisture of raw seed correctly/properly.  | 2 |  |
| (ix)   | For Chemicals & other hazardous material  | 2 |  |
| (x)    | For Sieves/screens, tools & other spare parts   | 2 |  |
| (xi)   | For Processing material-(a) fresh (b) condemned.<br>(c) Label seed.   | 2 |  |
| (xii)  | Separate Breeder & Foundation seed storage.   | 2 |  |
| (xiii) | Bulk seed bags found with lot number  | 2 |  |
| (xiv)  | Godown,plant building is well cross aerated   | 2 |  |
| (xv)   | Stack cards on each stack   | 1 |  |
| (xvi)  | Fumigation & chemical spray charts  | 1 |  |
| (xvii) | Height of seed stack is not more than-<br>-For Soybean 8 to 10 bags (50 kg capacity)  | 4 |  |

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|-------|--|-----------|--|
|       | -Other crops 15 bags (50 kg capacity)  |           |  |
|       | <b>TOTAL</b>   | <b>35</b> |  |
| 3.    | <b>FACILITY FOR CERTIFICATION STAFF</b>  |           |  |
| (i)   | Separate room/ Cabin   | 3         |  |
| (ii)  | Almirah & big box for safe storage of tags, Certification records & Guard samples.   | 3         |  |
| (iii) | Proper sitting arrangement like Chair & table.   | 2         |  |
| (iv)  | Proper aeration (Ceiling/ table fan etc.).   | 2         |  |
|       | <b>TOTAL</b>   | <b>10</b> |  |
| 4.    | Separate & proper toilet for Gents & Ladies.   | 2         |  |
| 5.    | Clean drinking water arrangement for staff & labours   | 2         |  |
| 6.    | <b>Machine &amp; other equipments in working condition with all safety measures for working staff.</b>   |           |  |
| (i)   | Separate Pre-cleaner/Scalper<br>(Make/model No.....)<br>(Manufacturing year .....)<br>(Capacity..... qtl/hr.,..... .qtl/shift of 8 hours)<br>(Type/condition .....)                                      | 3         |  |
| (ii)  | Seed Grader cleaner (i) Two screen or<br>(ii)Four or more screens<br>(Make/model No.....)<br>(Manufacturing year .....)<br>(Capacity..... qtl/hr.,..... .qtl/shift of 8 hours)<br>(Type/condition .....) | 4 or<br>5 |  |
| (iii) | Indent cylinder<br>(Make/model No.....)<br>(Manufacturing year .....)<br>(Capacity..... qtl/hr.,..... .qtl/shift of 8 hours)<br>(Type/condition .....)   | 3         |  |
| (iv)  | Gravity separator<br>(Make/model No.,.....)<br>(Manufacturing Year.....)<br>(Capacity..... qtl/hr.,..... .qtl/shift of 8 hours)<br>(Type/condition .....)  | 3         |  |
| (v)   | Seed Treater (mechanical or manual )<br>(Make/model No.,.....)<br>(Manufacturing Year.....)<br>(Capacity..... qtl/hr.,..... .qtl)<br>(Type/condition .....)  | 1         |  |
| (vi)  | Moisture meter :Electronic/digital<br>(Make/model No.,.....)<br>(Manufacturing Year.....)<br>(Type/condition .....)  | 3         |  |
| 7.    | Bag closers at least 2<br>Heavy duty.....<br>Light duty....  | 4         |  |

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|-----|--|-----|--|
|     | (Make/model No.,.....)<br>(Manufacturing Year.....)<br>(Type/condition .....   |     |  |
| 8.  | Vacuum/Air compressor cleaner<br>(Make/model No.,.....)<br>(Manufacturing Year.....)<br>(Type/condition .....  | 1.5 |  |
| 9.  | Available No. of (a) Wooden pallets.....<br>(b) Iron pallets .....in perfect condition.  | 4   |  |
| 10. | Weighing machines<br>(make/model No.,.....)<br>(Manufacturing Year.....)<br>(Type/condition .....) <ul style="list-style-type: none"> <li>a. Weigh Bridge, capacity.....qtl,Number.....</li> <li>b. Plate form balance, capacity...qtl,Number.....</li> <li>c. Tripod balance, capacity...qtl,Number.....</li> <li>e. Pan balance, capacity.....qtl,Number.....</li> <li>f. valid upto.....</li> </ul> With proper number of weights duly stamped by Weight & Measurement Department | 4   |  |
| 11. | Available following sieves size for cleaner/grader, top or bottom screen(duly stamped the type & size of aperture)<br>s.no., sieve size numbers Type of machine <ul style="list-style-type: none"> <li>i)</li> <li>ii)</li> <li>iii)</li> <li>iv)</li> </ul>   | 3   |  |
| 12. | Chemical sprayer machine<br>(make/model No.,.....)<br>(Manufacturing Year.....)<br>(Type/condition .....   | 2   |  |
| 13. | Fumigation facility-<br>(i)Hired<br>Name&address of pest controller firm.....<br>Tele phone/Mobile No.<br>(ii) Own arrangement <ul style="list-style-type: none"> <li>a. Fumigation/ Tarpaulins cover<br/>No..... Size L.....xW.....feet.</li> <li>b. Godown fumigation facility</li> </ul>  | 2   |  |
| 14. | Mask and gloves- number available for the workers .....  | 1   |  |
| 15. | Seed sample triers.<br>Size..... Number.....Type <ul style="list-style-type: none"> <li>i.</li> <li>ii.</li> </ul>   | 2   |  |

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|       | iii.  |           |  |
| 16.   | Fire extinguisher<br>Make/Model.....<br>Manufacturer name.....<br>Numbers.....<br>Validity up to.....   | 4         |  |
| 17.   | First Aid Box with required medicines in validity period<br>Yes/No  | 3         |  |
| 18.   | Alternate power arrangement Yes/No  | 2.5       |  |
|       | <b>TOTAL</b>  | <b>55</b> |  |
| 19.   | <b>DISPLAY BOARDS:</b>  |           |  |
| 20.   | Board showing -Processing Plant/ Seed Producers name<br>with allotted Plant No.   | 1.0       |  |
| 21.   | No smoking sticker  | 0.5       |  |
| 22.   | Police station tel. No.   | 0.5       |  |
| 23.   | Fire brigade Telephone tel. No.   | 0.5       |  |
| 24.   | Ambulance/ Hospital Tel. No.  | 0.5       |  |
| 25.   | O/I residence Tel.No.& mobile No.   | 0.5       |  |
| 26.   | Child labour yes/No..   | 0.5       |  |
| 27.   | Other legal requirements if any.  | 0.5       |  |
| 28.   | seed license No. & validity date  | 0.5       |  |
|       | <b>TOTAL</b>  | <b>5</b>  |  |
| 29.   | <b>OTHER DESIRED REQUIREMENTS</b>   |           |  |
| (i)   | Qualified technical staff available like M.Sc.<br>Botany/B.Sc Ag./ITI trained persons.<br>S.N.      Name      qualification<br>a.<br>b.<br>c.<br>d.   | 2         |  |
| (ii)  | Hygienic working condition for all the working<br>personals.  | 1         |  |
| (iii) | Cleanness in seed storage, processing plant & around the<br>storage and processing plant (including identification,<br>disposal of unserviceable/ junked material and invalid/<br>valid expired chemicals). | 3         |  |
| (iv)  | Copy of Machinery/equipment bills/ validity certificate<br>and other legal documents are enclosed   | 2         |  |
| (v)   | Proper space around seed godwns for the free<br>movement of vehicles is available.  | 2         |  |
| (vi)  | Cleanness in seed storage, processing plant & around the<br>storage and processing plant (including identification,<br>disposal of unserviceable/ junked material and invalid/                              | 5         |  |

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|       |   |            |  |
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|       | valid expired chemicals). Present & previous year performance of plant, eco friendly arrangement surrounding the plant.   |            |  |
| (vii) | Present & previous year performance, Commitance towards implementation of Act/ Rule/ IMSCS/ Guidelines / direction/office order to ensure quality seed certification at processing plant. Eco friendly arrangement surrounding the plant. | 10         |  |
|       | <b>TOTAL</b>  | <b>25</b>  |  |
|       | <b>GRAND TOTAL</b>  | <b>150</b> |  |

**ESSENTIAL REQUIREMENTS-**

These are some compulsory requirements for the registration/ renewal/ rating of Processing plant-

1. Covered building (Pucca) with sufficient space for Processing and Storage.
2. Grader with required screens.
3. Indent cylinder/ Gravity separator.
4. Moisture meter.
5. Wooden/ Iron pallets.
6. Exhaust/ Ceiling fans in required number.
7. Toilets & Drinking water facilities.
8. Facility for Certification Staff.
9. Weighing machines & required weights duly stamped (within validity) by W/M Deptt.
10. Farmers Code No. on raw & undersize seed bags.
11. Seed treator.
12. Vaccum cleaner/ Air compressor.
13. Pre-cleaner.

**NEGATIVE MARKING**

If following conditions which affect the quality of seed are observed at the Processing plant negative marks shall be allotted to concerned plant.

|    |   |               |
|----|---|---------------|
| 1. | Different varieties and class of seed stored in same stack.   | (-) 05        |
| 2. | Stack size more than recommended height.  | (-) 05        |
| 3. | Seed stored without pallets.  | (-) 05        |
| 4. | Bulk seed/Undersize seed stored without code/Lot No. on bags.   | (-) 05        |
| 5. | Label seed/commercial grain is stored in the same stack with F/S or C/S or in vicinity to these seed stack. | (-) 05        |
|    | <b>TOTAL</b>  | <b>(-) 25</b> |

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|  |                                   |
|--|-----------------------------------|
| Comments of Inspection authority   |                                   |
| Date of Inspection   |                                   |
| Signature of Plant Manager/Officer Incharge                                | Signature of Inspection authority |
| Recommendation of Officer Incharge of Unit concerned for approval/ Renewal |                                   |

Allotment of rating to the Processing plant.

| Total marks allotted to the plant | Negative marks if any | Actual marks obtained by the plant | Category/ rank of the plant. |
|-----------------------------------|-----------------------|------------------------------------|------------------------------|
|                                   |                       |                                    |                              |

Observation of Officer Incharge concerned

.....

Date.....

Signature of Officer Incharge

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| <b>S.NO.</b> | <b>Minimum Marks Required</b>  | <b>Category/ rank of the plant</b> |
|--------------|--|------------------------------------|
|              | 135 and above<br>(but minimum 65 % marks in building, machine &equipment section is essential for registration/renewal, if not get minimum marks in these parameters /factors ,plant will not be eligible for registration/renewal.)               | AA+                                |
|              | 125 and more but bellow 135<br>(but minimum 65 % marks in building, machine &equipment section is essential for registration/renewal, if not get minimum marks in these parameters /factors ,plant will not be eligible for registration/renewal.) | AA                                 |
|              | 120 and more but bellow 125<br>(but minimum 65 % marks in building, machine &equipment section is essential for registration/renewal, if not get minimum marks in these parameters /factors ,plant will not be eligible for registration/renewal.) | A+                                 |
|              | 100 and more but bellow 120<br>(but minimum 65 % marks in building, machine &equipment section is essential for registration/renewal, if not get minimum marks in these parameters /factors ,plant will not be eligible for registration/renewal.) | A                                  |
|              | 90 and more but bellow 100<br>(but minimum 65 % marks in building, machine &equipment section is essential for registration/renewal, if not get minimum marks in these parameters /factors ,plant will not be eligible for registration/renewal.)  | B+                                 |
|              | 80 and more but bellow 90<br>(Not eligible for registration/ renewal, But eligible for a grace period of 15 days for improvement. After improvement may offer for reinsertion along with decided inspection fee.)                                  | B                                  |
|              | Bellow 80<br>(Not liable for registration/renewal and reinsertion)   | C                                  |