

No. 11026/01/2023-PMI-II(e-33756)  
Government of India  
Ministry of Chemicals & Fertilizers  
Department of Fertilizers)

Shastri Bhawan, New Delhi-1  
Dated: 11<sup>th</sup> October, 2024

OFFICE MEMORANDUM

**Subject: Revision in Standard Operating Procedures (SOPs) for stock verification and quality checking for Sales of bulk/packageged FOM/LFOM/PROM under MDA scheme- regarding.**

In continuation of this Department's O. M. No. 11017/29/2021-PMI-II dated 04.09.2024 on the the subject mentioned above, ther undersigned is directed to forward herewith the revised SOP for stock verification and quality checking for sales of bulk/packageged FOM/LFOM/PROM under MDA scheme for information and necessary action.

*Chk*  
11/10/24

[Sankara Subramonian V.]  
Under Secretary to Govt. of India  
Tel. No. 011-23073820

To

- (i) Secretary, Department of Agriculture & Farmers Welfare, Krishi Bhawan, New Delhi.
- (ii) Secretary, Ministry of Drinking Water & Sanitation, Pt. Deendayal 'Antyodaya' Bhawan, CGO Complex, Lodhi Road, New Delhi.
- (iii) Secretary, Ministry of Petroleum & Natural Gas, Shastri Bhawan, New Delhi.
- (iv) Secretary, Ministry of New & Renewable Energy, Atal Akshay Urja Bhawan, CGO Complex, Lodhi Road, New Delhi.
- (v) Secretary, Department of Expenditure (Ministry of Finance), North Block, New Delhi.
- (vi) Senior Adviser, NITI Aayog, NITI Bhawan, Sansad Marg, New Delhi.
- (vii) Secretary, Ministry of Housing & Urban Affairs, Nirman Bhawan, New Delhi.
- (viii) Secretary, Department of Animal Husbandry & Dairying (Ministry of Fisheries, Animal Husbandry & Dairying), Krishi Bhawan, New Delhi.
- (ix) Chief Secretaries of all States/UTs.
- (x) DG: ICAR
- (xi) Director (FS), Department of Fertilisers, Udyog Bhawan, New Delhi.
- (xii) Director (Agriculture)/Commissioner (Agriculture) of all State Governments/UTs Administration.
- (xiii) CMD/MD of all Fertiliser Marketing Companies.
- (xiv) CMD/MD of CBG Operators.
- (xv) State Energy Development Agencies
- (xvi) All Officers of Department of Fertilisers.
- (xvii) Director (NIC), Department of Fertilizers
- (xviii) Deputy Secretary (IT), Department of Fertilizers - for uploading on website
- (xix) Assistant Director (OL), Department of Fertilizers - for Hindi version

**Copy to:**

- (i) PS to Hon'ble Minister of Chemicals & Fertilizers
- (ii) PS to Hon'ble Minister of State for Chemicals & Fertilizers
- (iii) PPS to Secretary, Department of Fertilizers
- (iv) PPS to Additional Secretary & Financial Adviser, Department of Fertilizers
- (v) PPS to Additional Secretary, Department of Fertilizers

*SKV*  
*11/10/24*  
[Sankara Subramonian V.]  
Under Secretary to Govt. of India  
Tel. No. 011-23073820

**REVISED STANDARD OPERATING PROCEDURES (SOPs) FOR STOCK VERIFICATION AND QUALITY CHECKING OF SALES OF BULK/PACKAGED FOM/LFOM/PROM UNDER MDA SCHEME**

On the basis of suggestions received from DDWS and interaction with DA&FW, State Governments and CBG operators, Fertilizer companies, the following revised Standard Operating Procedures (SOPs) are being issued to streamline the CBG based products (FOM, LFOM & PROM) sales to farmers. These SOPs are to be followed by the States, CBG units & Fertilizer companies in letter and spirit.

A. General Directions

1. B1 (Quantity) and B2 (Quality) certificates are to be issued by the State agriculture department based on the stock at the units for each batch.
2. Gas production by CBG units may be taken as base for determining corresponding quantity of production of FOM/ LFOM for issuing B1.
3. Batch size may vary from unit to unit. The maximum size of the batch for FOM will be 2,000 tons and for LFOM 10,000 Ltrs.
4. The authorized officer(s) of State agriculture department should visit and verify the batch wise stock for checking of quantity and quality of the FOM/LFOM, after receipts of written request for sample verification from the CBG units through email to issue B-1 and B-2 certificates within the prescribed timeline of 45 days.
5. The State Governments shall undertake physical verification at the farmer's field to whom FOM/LFOM have been sold on random sample basis, not less than 5%.
6. B2 will be issued on the basis of NABL/State Labs Certificate.
7. Sale of fertilizers should be carried out from the stock for which quality certificate has already been issued by notified NABL accredited/State Lab.
8. The State Governments shall maintain records of verification for issuing the B1 and B2 certificates.
9. The rules /guidelines issued by Department of Agriculture & Farmers Welfare (DA&FW) including FCO, Indian Council of Agricultural Research (ICAR) including Dosages prescribed under PoP, Department of Drinking Water and Sanitation (DW&S), M/o Petroleum and Natural Gas (P&NG) and any other Government Department as applicable should be adhered to by the CBG operators and State Governments.

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B. One-time relaxation for issuing B1 & B2 for the sale of FOM/LFOM during the period 1<sup>st</sup> October, 2023 to 30<sup>th</sup> June, 2024:

1. B2 can be issued based on NABL certificates.
2. B1 can be issued based either on stock or sales verification
3. For the verification of quantity based on stock, the procedure mentioned at point 1-11 of Part - 'A' is to be followed.
4. For the verification of the quantity based on sales, all the three procedures mentioned below are mandatorily to be followed by the State Governments:
  - a. On the basis of the POS sale of the corresponding batch and period.
  - b. On the basis of physical verification at farmer's field to whom the stock has been sold.
  - c. On the basis of the weigh bridge receipt.

C. Procedure for release of payment (w.e.f 01.07.2024):

- i. Based on conversion factor, normated production of FOM/LFOM will be worked out and compared with actual production, and accordingly, CBG units will provide the Self Declaration to the Department regarding Production and PoS sale data;
- ii. Initial claim for release of subsidy under MDA for the sale of FOM/LFOM/PROM may be made based on NABL Quality Certificates & PoS sale details submitted by the claimant along with the Self Declaration of quantity on the same. 50% amount of the total claim of subsidy will be released on the basis of above documents.
- iii. Remaining 50% of the total claim will be released by D/o Fertilizers, subsequent upon issuance of B1 & B2 Certificates by State Agriculture Department, within 45 days from the date of first intimation/request to the State Agriculture Department for sampling of FOM/LFOM/ PROM by the claimants through e-mail.
- iv. If B1 and B2 certificates are not issued within 45 days by the State Agriculture Department, these certificates will be deemed to be issued and remaining 50% payment of total claim will be released by DoF.
- v. In case of discrepancy between the NABL certificates submitted along with the claims and B2 certificates issued by State Governments, due action for recovery of excess amount paid shall be initiated by DoF.

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- vi. MDA on FOM/LFOM/PROM can be claimed for the quantity sold through PoS to Farmers/Farmers Cooperatives/Farmers Producers Organizations (FPOs)/Panchayats/District Development Authorities (DDAs)/Central Public Works Department (CPWD)/ Govt. Departments/Non-Governmental Organizations (NGOs)/Resident Welfare Associations (RWAs) etc.
- vii. Certificate of the concerned Government agency in case of sale of FOM/LFOM/ PROM to the Government Organizations and the Certificate/Id proof recognised by the Government in case of sale of FOM/LFOM/PROM to Co-operatives/Non-Governmental Organizations (FPOs/Farmer Co-operatives/NGOs/ RWAs) will be required to be uploaded on the iFMS portal of DoF for the purpose of claiming MDA.

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