

STANDARD OPERATING PROCEDURE FOR REGISTRATION OF NURSERY OPERATOR AND SEED CERTIFICATION



**Royal Government of Bhutan
Ministry of Agriculture and Forests
Thimphu: Bhutan**

July 2020

FOREWORD

The Seeds Act of Bhutan 2000 under Section 21.2 empowers the Ministry of Agriculture and Forests to adopt Seed Rules and Regulations to administer the Act and implement the provisions contained therein. Further, the Ministry of Agriculture and Forests pursuant to Sections 14(1) and 14(2) of the Act and Section 34 of the Seed Rules and Regulations of Bhutan 2018, designates Bhutan Agriculture and Food Regulatory Authority (BAFRA) as the Seed Certification Agency to implement seed certification activities in the country.

The primary objectives of seed certification are to ensure production and sale of high-quality notified/released varieties of seeds to farmers and growers, which is true to identity, high in purity and germination and free from pests and diseases. Besides, it also supports in promoting seed industry in the country for enhancing income and livelihood of people who are into seed business. In recent years, the number of entity (ies) taking up seed business has been on rise; thus, it becomes important to raise awareness to those interested who wishes to register as nursery operator for seed certification as per the aforementioned regulations.

Therefore, the Department of Agriculture in collaboration with Bhutan Agriculture and Food Regulatory Authority, Department of Livestock and Department of Forests and Park Services is pleased to bring forth the “Standard Operating Procedure for registration of nursery operator and seed certification”, with an anticipation that it will help in understanding seed certification requirements and facilitate in smooth registration process for nursery operations.

This SOP is endorsed by the 112th RNR GNHC committee meeting on 8 July 2020.

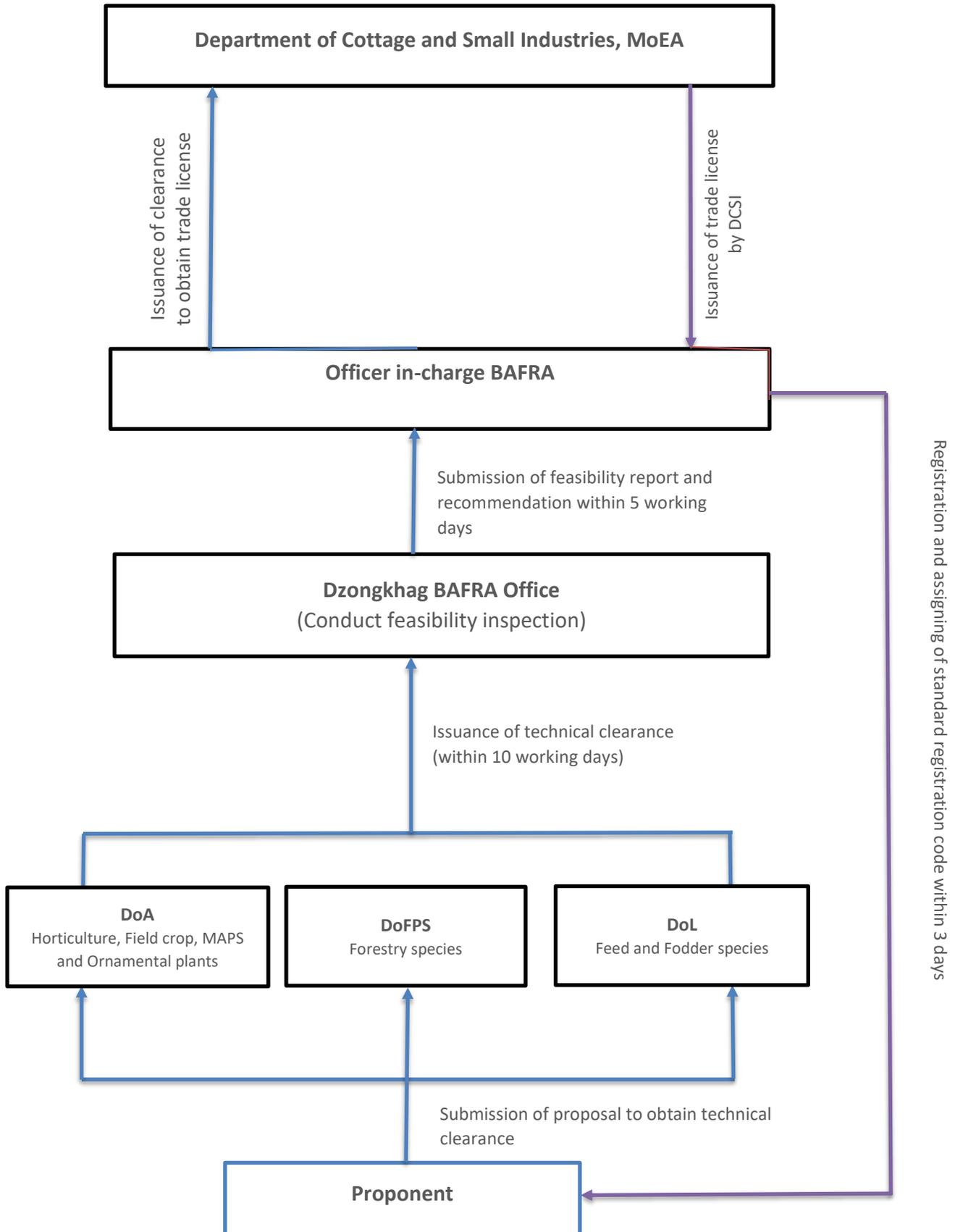


Director
Department of Agriculture,
Ministry of Agriculture and Forests
Thimphu: Bhutan

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Schematic Diagram on Procedure for Registration of Nursery Operation



1. Procedure for Registration of Nursery Operation

1.1 The interested applicant who intends to start seed business shall obtain a technical clearance from the concerned department depending on their scope of seed business as below.

- a) Department of Agriculture shall issue technical clearance for horticulture, medicinal and aromatic plants, ornamental, field crops as prescribed in **Annexure IA, IB & IC**.
- b) Department of Forests and Park Services will be responsible for issuing technical clearance for forestry species.
- c) Department of Livestock will be responsible for issuing technical clearance for feed and fodder species.

The concerned Department shall issue technical clearance within 10 working days with effect from the date of receiving the proposal.

1.2 After obtaining technical clearance from the concerned Department, the applicant shall submit an application to the respective Dzongkhag BAFRA Office for a recommendation letter to establish and operate nursery.

1.3 Upon receiving the application, BAFRA official shall conduct feasibility inspection of the proposed nursery site within 5 working days following the “checklist or minimum requirement for issuance of clearance for nursery establishment” as prescribed in **Annexure II**.

1.4 Subsequent to submission of feasibility inspection report and recommendation to the Officer In-charge, BAFRA (**Annexure III**), the Officer In-charge shall verify and issue Clearance letter to the proponent within 2 working days as prescribed in **Annexure IV**.

1.5 Applicant will then submit an application to the Department of Cottage and Small Industries (DCSI), Ministry of Economic Affairs along with the copy of technical clearance from the respective Department and Clearance letter (**Annexure IV**) of BAFRA for obtaining business license to operate nursery.

1.6 Technical centers operating seed business under the concerned departments shall directly register with BAFRA.

1.7 After obtaining business license from DCSI, the applicant shall submit application (**Annexure V**) for registration to the concerned BAFRA office.

1.8 Upon fulfillment of the requirements, the applicant shall be registered as the nursery operator and accordingly assigned with the standard registration number/code within 3 working days

prescribed in **Annexure VI**. The registration number/code as prescribed in **Annexure VII** will be the identity of operator for making any future correspondence with BAFRA vis-à-vis to certification activities.

1.9 BAFRA field office shall share the information with the BAFRA Head Office for updating in the seed certification central registry and with other concerned department for reference.

2. Procedure for Seed Certification

2.1. Registered nursery operator shall submit an application to the concerned BAFRA office requesting a seed certificate for sale of seed as per the format prescribed in **Annexure VIII**.

2.2. BAFRA shall conduct field visits during critical production stages following the “Guideline for field and seed inspection” to ensure and verify that the Minimum Seed Standard of Bhutan, 2019 or Bhutan Organic Standard and/or Organic Seed Standard are met.

2.3. In case the nursery operator has contract seed growers, they should maintain the growers’ details and shall provide it to BAFRA for the purpose of inspection and monitoring.

2.4. The Inspection team shall prepare inspection and recommendation reports as prescribed in **Annexure XI** and **Annexure X**, respectively.

2.5. BAFRA shall collect seed sample from registered seed nursery and send the sample to Central Seed Testing Laboratory to carry out quality test as per the minimum seed standard requirements. Compliance to the minimum seed standard requirements, BAFRA shall issue seed certificate authorizing sale as in the format prescribed in **Annexure XI**.

2.6. If the Seed test result from the CSTL is not agreeable to the proponent, BAFRA shall submit the sample to Referee Seed Testing Laboratory for validation.

2.7. BAFRA shall monitor and evaluate the quality of certified seeds and share the monitoring and evaluation report with the respective Departments.

2.8. The Nursery Operators shall grow only those notified kinds and varieties of seeds approved by the National Seed Board.

2.9. The certified seeds for sale/trade shall be always accompanied by a copy of valid seed certificate issued by BAFRA.

ANNEXURE

(letter head to be inserted)

Annexure I A: Technical clearance form to be issued by Dzongkhag Agriculture (Project value up to Nu. 1 million)

TECHNICAL CLEARANCE

Name of the proponent:	CID No.:	Village:
Gewog:	Dzongkhag:	
Project value:	Nursery location:	
Name of the nursery:		
Relevance	Yes []	No []
Technical feasibility	Feasible []	Not-feasible []
Recommendation	Recommended []	Not Recommended []

Based on the assessment of the reviewer's report, the proposal is hereby **approved/not approved** by the committee for **Nursery Operation**.

The Dzongkhag Agriculture sector shall provide technical backstopping during implementation of projects wherever necessary.

1. ADAO
Name & Signature

2. Dzongkhag Agriculture Officer
Name & Signature

DZONGDAG

(letter head to be inserted)

Annexure 1B: Technical clearance to be issued by Agriculture Research and Development Centers (Project value between Nu. 1 - 5 million)

TECHNICAL CLEARANCE

Name of the proponent:	CID No.:	Village:
Gewog:	Dzongkhag:	
Project value:	Nursery location:	
Name of the nursery:		
Relevance	Yes []	No []
Technical feasibility	Feasible []	Not-feasible []
Recommendation	Recommended []	Not Recommended []

Based on the assessment of the reviewer's report, the proposal is hereby **approved/not approved** by the committee for **Nursery Operation**.

The ARDC shall provide technical backstopping during implementation of projects wherever possible.

1. Focal Officer
Name & Signature

2. Program Officer
Name & Signature

PROGRAM DIRECTOR

(Letter head to be inserted)

Annexure 1C: Technical clearance to be issued from Department of Agriculture, HQ, (Project value above Nu. 5 million)

TECHNICAL CLEARANCE

Name of the proponent:	CID No.:	Village:
Gewog:	Dzongkhag:	
Project value:	Nursery location:	
Name of the nursery:		
Relevance	Yes []	No []
Technical feasibility	Feasible []	Not-feasible []
Recommendation	Recommended []	Not Recommended []

Based on the assessment of the reviewer's report, the proposal is hereby **approved/not approved** by the committee for **Nursery Operation**.

The Department of Agriculture shall provide technical backstopping during implementation of the projects wherever possible.

1. Focal Officer
Name & Signature

2. Chief (APD/ARED/AED)
Name & Signature

DIRECTOR

Annexure II: Check list or minimum requirement to be used by BAFRA for issuance of clearance for nursery establishment license

1. Facilities

a. Land

Type of Nursery	Minimum required land (Ac.)
Fruit Plants	0.25
Ornamental	0.05
Forest/Fodder	0.10
Integrated	0.50

b. Nursery house,

c. Reliable irrigation facilities and water source

d. Adequate tools and implement

e. Store/adequate facilities for seed dealers (direct import and distribution)

2. Manpower

a. Labor (family or hired)

b. Skilled manpower with basic knowledge on nursery production and operation (confirmation of work experience/training).

iii. Type of seeds and seedlings intended to trade

iv. Technical clearance from the relevant department

Annexure III: Feasibility inspection report format

FEASIBILITY INSPECTION REPORT

Name of the Nursery:	
Address:	
Contact No:	
Nursery Category:	

Date of Inspection:	Inspection Team:
	a) (Team Leader)
	b) (Team Member)
	c) (Team Member)

Details of Observation/Findings:

Sl. No.	Checklist or minimum requirement for issuance of clearance for nursery license	Observations/ Findings
	1. Facilities	
	a. Land Note: Fruit Plants = 0.25 Acre Ornamental = 0.05 Acre Forest/Fodder = 0.10 Acre Integrated = 0.50 Acre	
	b. Nursery House (e.g. poly-house, sheds, etc.)	
	c. Reliable irrigation facilities and water source	
	d. Adequate tools and implement	
	e. Store facilities for seed dealers	
	2. Manpower	
	a. Labour (family or hired)	
	b. Skilled labour with basic knowledge on nursery production and operation	
	3. Type of seeds/seedlings intended to trade	
	4. Technical clearance from concerned Department	

Recommendation: _____

Signature

Name (Team Leader):

Signature

Name (Nursery Representative):

Annexure IV: Clearance for licensing of nursery establishment

Office ref. no.

Date:

To

The Director General

DCSI, MoEA

Thimphu

Subject: Clearance for Licensing of Nursery Establishment

Respected Dasho,

This is to inform that in accordance with the Seed Act of Bhutan 2000 and the Seed Rules and Regulations of Bhutan 2018, (Name of Dzongkhag), BAFRA Office had conducted feasibility inspection of nursery facilities of the proponent mentioned below on dated (Date of onsite inspection):

Name & Address of the Applicant:

Contact Number:

CID Number:

Site Address of the Nursery Establishment:

Category of Nursery (Agro-Forestry/ Ornamental/Fruits and Nuts, Fodder):

Upon fulfillment of the requirements in the above-mentioned rules, we are pleased to issue a clearance to the proponent for establishing nursery and for further processing with your office for obtaining the business license

Officer In-charge
BAFRA

Cc:

1. The Director General, BAFRA, MoAF, Thimphu for kind information.
2. Concern individual for necessary action.

Annexure V: Registration form for seed grower (private/government)

Form for Standard Registration Number (Private/Government)

Name of Seed company/Nursery...

Name of Owner:

CID No:

Contact No:

License No:

Location

a. Area (Acre):

b. Village:

c. Gewog:

d. Dzongkhag:

Type of Nursery/Seed Grown (tick the relevant)

a. Annual

b. Bi-annual

c. Perennial

Plant/Seed

SN	Local/Common Name	Scientific Name	Variety	Source of Seed	Quantity at initial phase	Remark

Signature of the Applicant

Annexure VI: Nursery registration number

Issuance of Standard Registration Number

To
The Proprietor,

BAFRA has registered your nursery as follows:

To be filled by Authority (location, license no. and name of holder, etc.)

Registration Number awarded: BAFRA/Dz. Code/NR-01/_____ dated _____

Signature
Name of the Inspector, BAFRA
Designation
Official Seal

Signature
Officer In-charge, BAFRA

Annexure VII: Dzongkhag registration code

Dzongkhag Nursery Registration Code

SN	Dzongkhag	Nursery Dzongkhag Code
1	Bumthang	BAFRA/MoAF/BM/00
2	Chukha	BAFRA/MoAF/CH/00
3	Dagana	BAFRA/MoAF/DA/00
4	Gasa	BAFRA/MoAF/GA/00
5	Haa	BAFRA/MoAF/HA/00
6	Lhuentse	BAFRA/MoAF/LH/00
7	Mongar	BAFRA/MoAF/MG/00
8	Paro	BAFRA/MoAF/PA/00
9	Pemagatshel	BAFRA/MoAF/PG/00
10	Punakha	BAFRA/MoAF/PU/00
11	Samdrupjongkhar	BAFRA/MoAF/SJ/00
12	Samtse	BAFRA/MoAF/SA/00
13	Sarpang	BAFRA/MoAF/SR/00
14	Thimphu	BAFRA/MoAF/TH/00
15	Trashigang	BAFRA/MoAF/TG/00
16	Trashiyangtse	BAFRA/MoAF/TY/00
17	Trongsa	BAFRA/MoAF/TR/00
18	Tsirang	BAFRA/MoAF/TS/00
19	Wangduephodrang	BAFRA/MoAF/WP/00
20	Zhemgang	BAFRA/MoAF/ZH/00
SN	Dungkhag	Nursery Dungkhag code
1	Phuentsholing	BAFRA/MoAF/CH/01/00
2	Dagapela	BAFRA/MoAF/DA/01/00
3	Lhamoyzingkha	BAFRA/MoAF/DA/02/00
4	Nanglam	BAFRA/MoAF/PG/01/00
5	Bangtar	BAFRA/MoAF/SJ/01/00
6	Jomotsangkha	BAFRA/MoAF/SJ/02/00
7	Samdrupcholing	BAFRA/MoAF/SJ/03/00
8	Chengmari	BAFRA/MoAF/SA/01/00
9	Dorokha	BAFRA/MoAF/SA/02/00
10	Sibsoo	BAFRA/MoAF/SA/03/00
11	Gelephu	BAFRA/MoAF/SR/01/00
12	Linzhi	BAFRA/MoAF/TH/01/00
13	Sakteng	BAFRA/MoAF/TG/01/00
14	Thrimshing	BAFRA/MoAF/TG/02/00
15	Wamrong	BAFRA/MoAF/TG/03/00
16	Pangbang	BAFRA/MoAF/ZH/01/00

Annexure VIII: Application form for seed certification

Application Form for Seed Certification

To
The Officer Incharge,
BAFRA _____

I/we, the seed producers, herewith submit an application for issuance of seed certification for the following seed/planting materials as per prescribed standards:

Name and address of applicant

Details of seed/planting material

Sl No.	Crop	Variety	Seed Source	Quantity(kg/No)	Purpose (Internal/external Supply)

Duration/validity of the certificate:

Fee for certification:

Annexure IX: Inspection form

Inspection Report for Seeds/Nursery Certification

Name of owner: _____

Registration no.: _____

Location: _____

Contact no.: _____

Date of Inspection:	Type of Inspection: Seed/Nursery
Inspection Team:	
1) Plant Inspector (Team leader):	
2) Team member:	
3) Team member:	

Detail of Observations:

Sl. No.	Observations	Actions

Annexure XI: Seed certificate

Office Ref. No.

Date:

SEED CERTIFICATE

This certificate is hereby granted to Mr./Mrs..... holder of Trade License No.....and Nursery Registration No.....of (name of BAFRA Office) for internal/external supply of seed /planting materials. This certificate has been issued for complying with the Minimum Seed Standard of Bhutan, 2019 for the following seed/planting materials:

Crop:

Variety:

Quantity:

Date of issue:

Expiry Date:

Certification Officer

BAFRA

Name:

Designation:

Official Seal

Technical working group:

1. Ganga Maya Rizal, DoL
2. Sonam Yonten, BAFRA
3. Yeshi Lhamo, BAFRA
4. Ngawang, DoA

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