**User Manual for Endorsement of**

**Organic Products For**

**Food Business Operators**



**Prepared By:**

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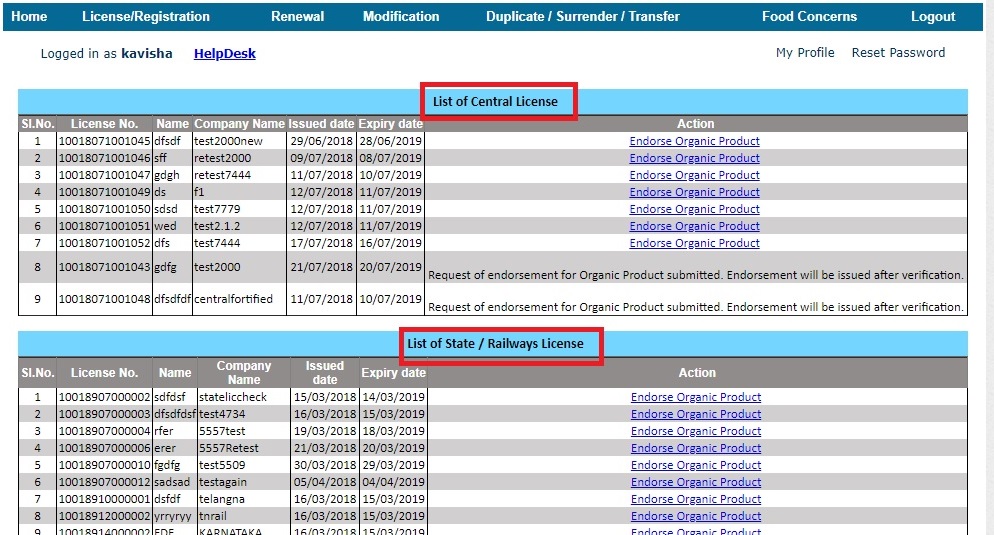
**Eastern Region**

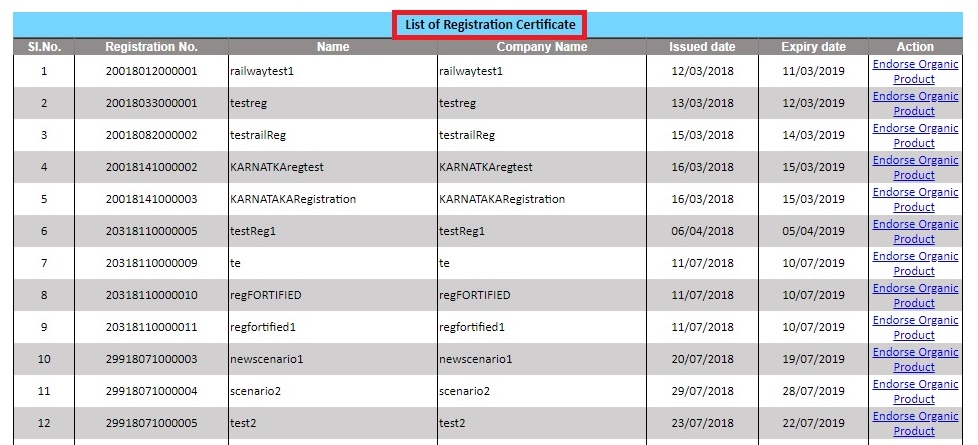
**Process Flow :**

Food Business Operator must select **“License/Registration”**>>**“Endorsement ( Organic)**” option to view the list of Central License , List of State/ Railway License or List of Registration Certificates .

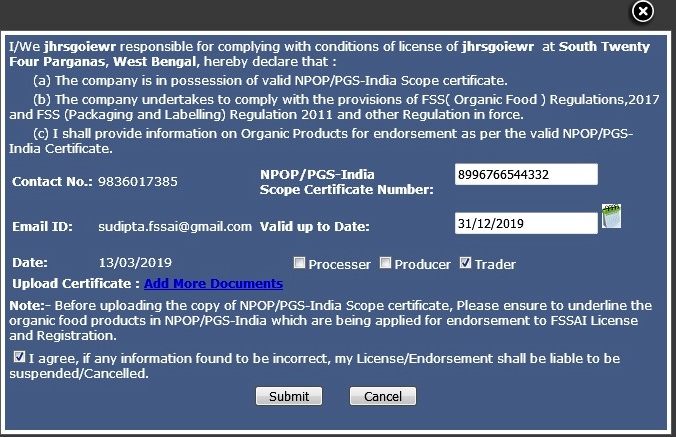


List of Licenses appear for endorsement (organic) as follows:



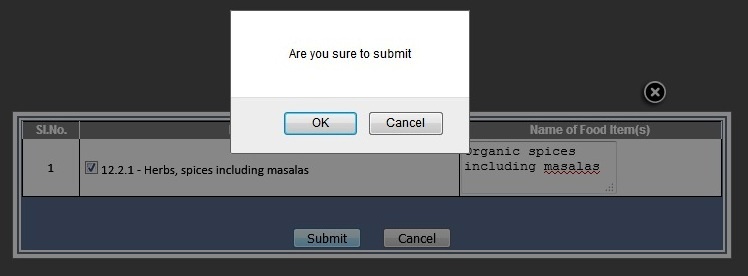


Now, when FBO seeking an Organic Endorsement of concerned License Number clicks in the Action section termed as **“Endorse Organic Product”, a declaration dialog box appears** where FBO needs to give the details of **“NPOP/PGS-India Scope Certificate Number** **and its validity** “then confirm the business type as –**Processer/Producer/Traders** and followed by **upload the NPOP certificate copy**. Then confirm for complying conditions of license by selecting **“I AGREE”** option and then Clicking on **“Submit”** Button**.**



On the Next Page the system will display the **“Food category”** and ask to select and enter the “**Name of the Food Item(s)”** and after that submit the same. After Clicking on submit button the system will again ask your Final Confirmation. This process is applicable for both the License and Registration.







After the concerned Endorsement for Organic Product is **“Submitted”**, Action section will show a message as **“Request of endorsement for Organic Product submitted. Endorsement will be issued after verification.”**For further status, Food Business Operator needs to keep checking the status for issuance of endorsement by concerned Official in action option of **“License/Registration”**>>**“Endorsement( Organic)**”.



After acceptance and issuance from the competent Authority, the status of the application will show as **“ORGANIC ANNEXURE”.**

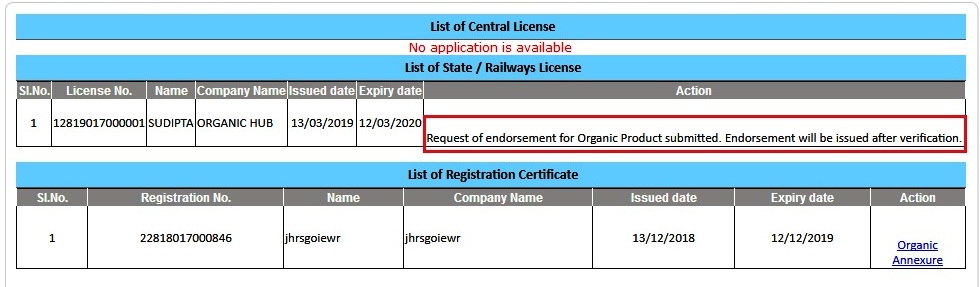


After clicking on the Organic annexure link- it will show **Jaivik Bharat Certificate** for the Organic Endorsement. The system will allow to download the Logo of Jaivik Bharat in PNG format.



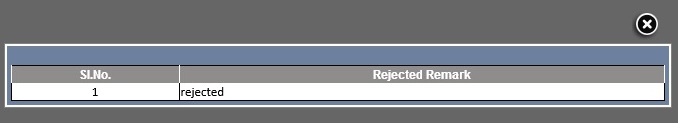
**Rejected application and re-apply Process:-**

After the concerned Endorsement for Organic Product is **“Submitted”**, Action section will show a message as **“Request of endorsement for Organic Product submitted. Endorsement will be issued after verification.”**

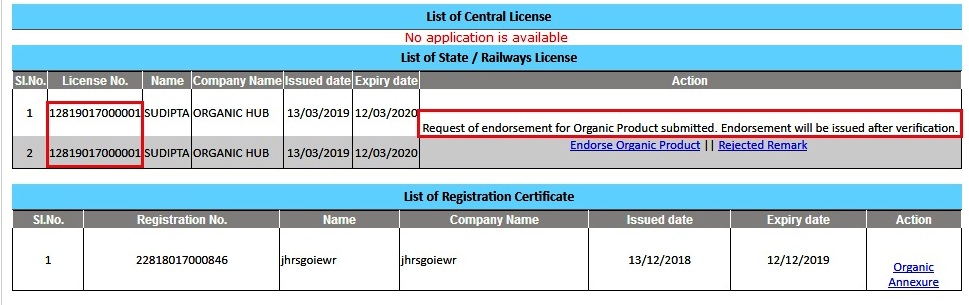


If the concerned Endorsement is rejected by the competent authority then it will show **“Rejected Remark” .**By clicking on the hyperlink it will show the remarks for rejection. At the same time the sytem will alow to apply again(marked in **Green color**).

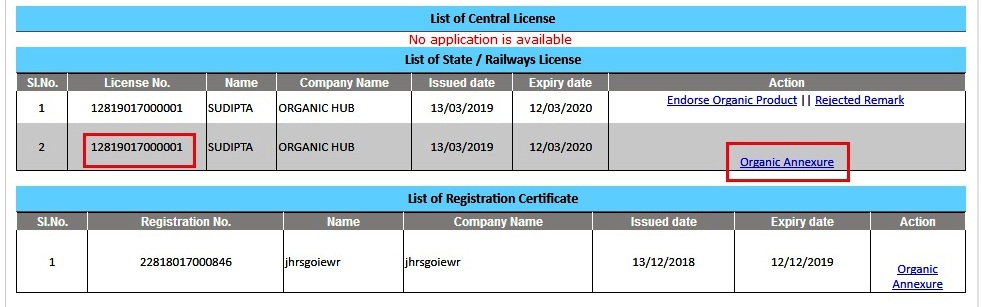


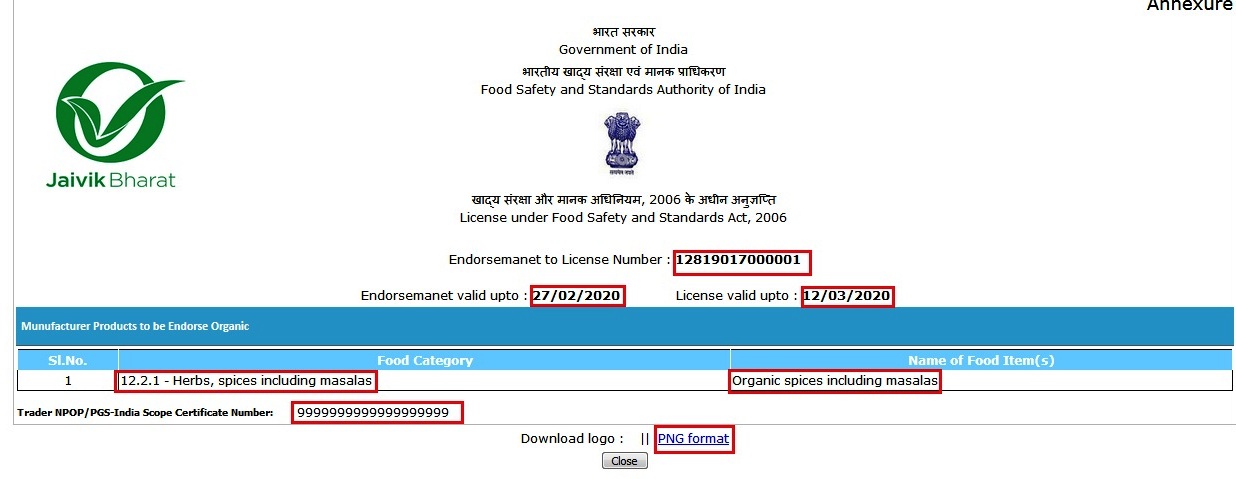


Then please apply again-



After acceptance it will display the **“Organic Annexure”.** Click on the same and download the certificate.





**End of the FBO user Manual**