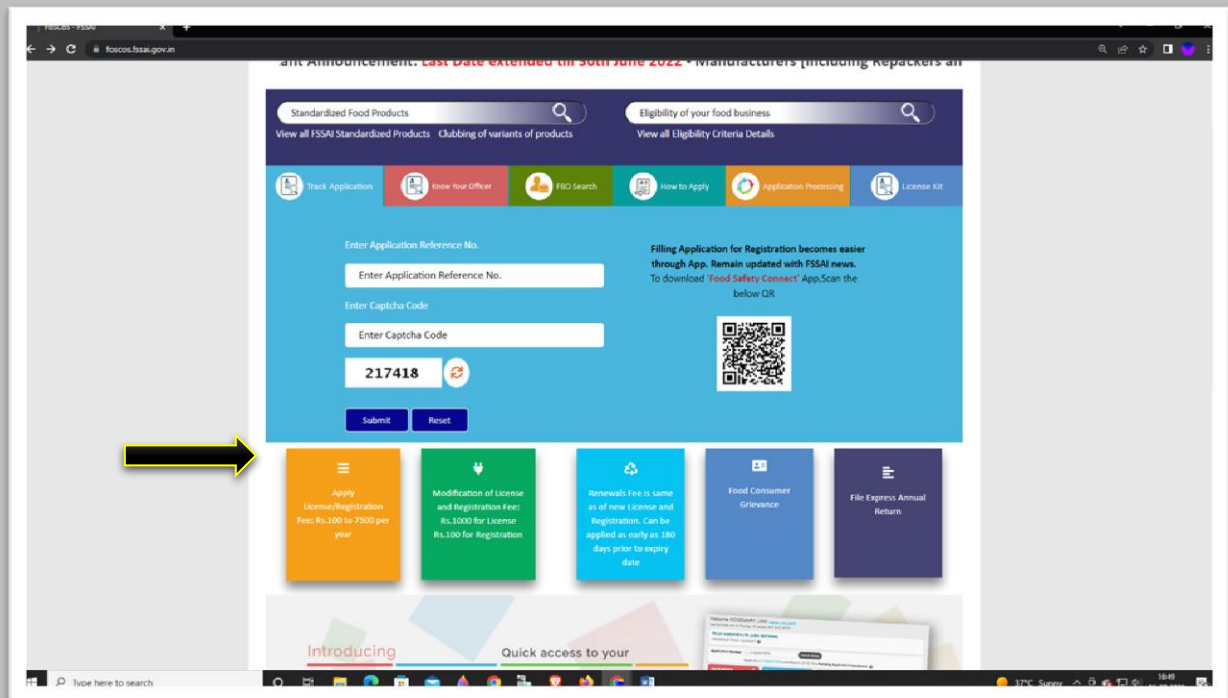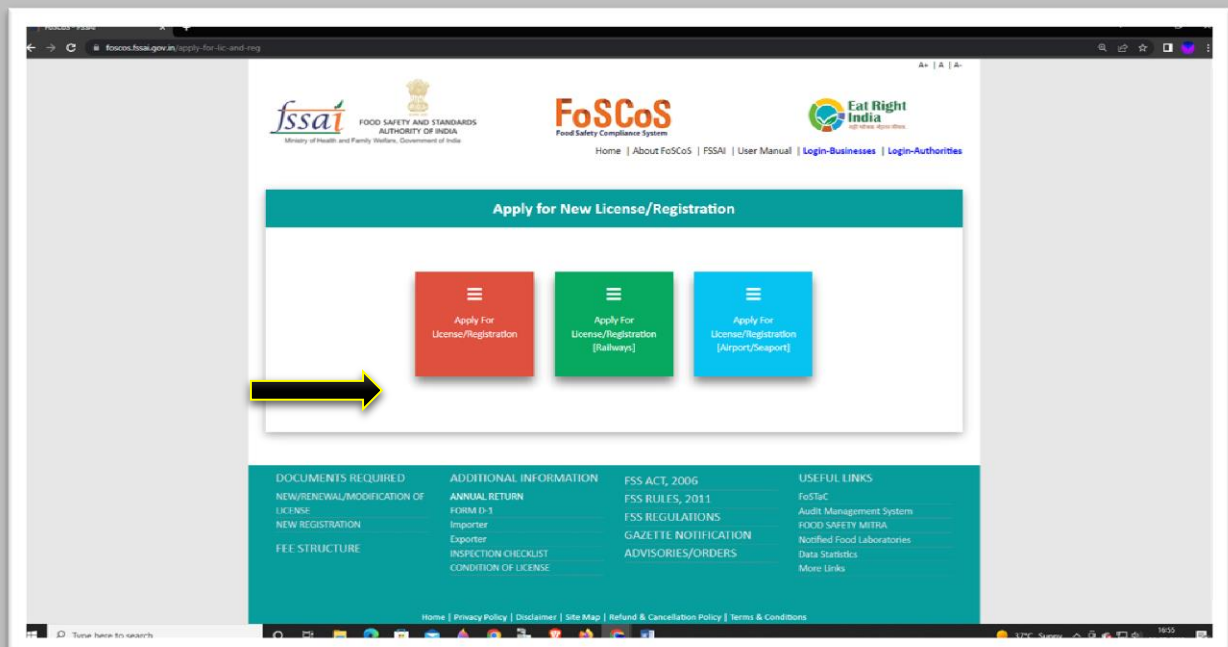# User Manual for applying License / Registration

to Manufacture Millet based Products

Step 1: User can log in by clicking on the box "Apply for License/Registration Fee: Rs.100 to 7500 per year" as shown in the figure below:

Step 2: Select option as "Apply for License/Registration [General]".

Step 3: Select the State where the business premise is located and proceed.

Step 4: Select the Kind of Business [KoB] – as applicable. [Read Definitions before making selection.]

e.g. General manufacturing KoB under "Manufacturer" head.

Read the Eligibility Criteria and Select Appropriate Option [Deciding criteria between Central License, State License and Registration] and Click on Proceed.

Step 6: System will assess the Eligibility Criteria. Proceed further by clicking "Click here to apply for Central/State license for all businesses".

Step 7: Fill the business premise related details and click on "Save & Next"

Step 8: Drag the red marker to the exact location of the premises and click 'OK'.

Step 9: Click on General manufacturing and fill mandatory fields.

Choose food category as 06- Cereals and Cereal Products -> Sub-food Category as 06.1 or 06.2 -> Select the Millet based product from the list.

For example - Finger millet (Ragi), Pearl Barley (Jau), Wholemeal barley powder or barley flour or choker yukt jau ka churan, Whole and decorticated pearl millet grains (Bajra), Bajra Flour (Pearl Millet Flour), JOWAR (Sorghum grains), Jowar Flour (Sorghum Flour) etc.

Then click on Save & Add.

Add Product

	Product Name
☑	Jawar [06.1]
☐	Bean [06.1]
☐	Soyabeans [06.1]
☑	Pearl Barley (Jau) [06.1]
☐	Wheat [06.1]
☐	Maize [06.1]
☐	Any other foodgrains [06.1]
☐	Unprocessed whole raw pulses (not for direct human consumption) [06.1]
☐	Oats [06.1]
☐	Quinoa [06.1]
☐	Durum Wheat [06.1]
☑	Finger Millet (Ragi) [06.1]
☑	Wholemeal barley powder or barley flour or choker yukt jau ka churan [06.1]
☐	Amaranth [06.1]
☐	Pulses (Lentil (Masur), Black gram (Urd), Green gram (Moong), Bengal gram (Chana or Chick pea) or Kabuli chana or Chhole or(green chick pea) hara chana, Red gram (Arhar), Horse gram (Kulthi), Field bean (Black, Brown, White), Sem, Peas dry (Matra), Soybean, Rajmah or Double beans or Broad beans or Black beans, Lobia or black eyed beans or black eyed white lobia, Moth bean (matki)) [06.1]
☑	Whole and decorticated pearl millet grains (Bajra) [06.1]
☐	Chia Seeds [6.1]
☐	Rice [06.1]
☑	JOWAR (Sorghum grains) [6.1]

General Manufacturing				⊖

Production Capacity (MT/Day) *

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Food Category	Sub-Food Category Name	Product	Kind of Business	Action
06 - Cereals and cereal products, derived from cereal grains, from roots and tubers, pulses,legumes and pith or soft core of palm tree, excluding bakery wares of food category 7.0	06.1 - Whole, broken, or flaked grain, including rice	Jawar [06.1]	Manufacturer - General Manufacturing	Delete
06 - Cereals and cereal products, derived from cereal grains, from roots and tubers, pulses,legumes and pith or soft core of palm tree, excluding bakery wares of food category 7.0	06.1 - Whole, broken, or flaked grain, including rice	Finger Millet (Ragi) [06.1]	Manufacturer - General Manufacturing	Delete
06 - Cereals and cereal products, derived from cereal grains, from roots and tubers, pulses,legumes and pith or soft core of palm tree, excluding bakery wares of food category 7.0	06.1 - Whole, broken, or flaked grain, including rice	JOWAR (Sorghum grains) [6.1]	Manufacturer - General Manufacturing	Delete
06 - Cereals and cereal products, derived from cereal grains, from roots and tubers, pulses,legumes and pith or soft core of palm tree, excluding bakery wares of food category 7.0	06.1 - Whole, broken, or flaked grain, including rice	Pearl Barley (Jau) [06.1]	Manufacturer - General Manufacturing	Delete
06 - Cereals and cereal products, derived from cereal grains, from roots and tubers, pulses,legumes and pith or soft core of palm tree, excluding bakery wares of food category 7.0	06.1 - Whole, broken, or flaked grain, including rice	Whole and decorticated pearl millet grains (Bajra) [06.1]	Manufacturer - General Manufacturing	Delete
06 - Cereals and cereal products, derived from cereal grains, from roots and tubers, pulses,legumes and pith or soft core of palm tree, excluding bakery wares of food category 7.0	06.1 - Whole, broken, or flaked grain, including rice	Wholemeal barley powder or barley flour or choker yukt jau ka churan [06.1]	Manufacturer - General Manufacturing	Delete
Select Food Category ⌄	Select Sub-Food Category ⌄	Add/Edit Product	Select ⌄	Save & Add

Important Information:
1. "Relabeller" means a food business operator who gets his/her product(s) manufactured/packed from a third party manufacturer/processor.
2. "Repacker" means a food business operator who repacks a food product into different sizes without changing or affecting the nature, composition or formulation of the food product.

Other Detail

Previous   Save & Next

Step 10: If you want to continue with the application, you are required to create login. Fill the required details t a

After creating the login details, Fill Form B and upload the documents required for the Manufacturing License [10].

Production Capacity Wise Fee:

- **State License [Milling Units having Production Capacity upto 1 MT/day] – Rs. 3000 per annum**
- **State License [Milling Units having Production Capacity more than 1 MT/day] – Rs. 5000 per annum**
- **Central License [Other than milling units] – Rs. 7500 per day**

In case of petty manufacturers having production capacity upto 100 Kg/day, only FSSAI Registration is required @Rs. 100 per year with only two documents.

List of Documents for License:

	B1: List of Documents for Manufacturers / Processors
	Sr. No. 1 to 10 – applicable for all Manufacturing/Processing KoBs
1.	List of Directors/Partners/Proprietor/Executive Members of Society/Trust with full address and contact details with nomination of authorized signatory*
2.	Photo I.D and address proof issued by Government authority of Proprietor/ Partner/ Director(s)/ Authorised Signatory.
3.	Proof of possession of premises. (Sale deed/ Rent agreement/ Electricity bill, etc.)
4.	Partnership Deed/Self Declaration for Proprietorship/Memorandum & Articles of Association towards the constitution of the firm/ Copy of certificate obtained under Coop Act - 1861/Multi State Coop Act - 2002 in case of Cooperatives.
5.	Form IX: Nomination of Person as per Clause 2.5 of FSS Rules, 2008 (Not applicable in case of Proprietor)*
6.	Blueprint/layout plan of the processing unit showing the dimensions in metres/square metres and operation-wise area allocation *
7.	Production unit photographs
8.	Name and List of Equipments and Machinery along with the number, installed capacity and horse power used*
9.	Analysis report (Chemical & Bacteriological) of water to be used as ingredient in food from a recognized/ public health laboratory to confirm the potability indicating the name of authorized representative of Lab who collected the sample and date of collecting sample. (Not applicable if water is not being used as ingredient)
10.	Recall Plan*

List of Documents for Registration:

1. Photo of the applicant

2. Government issued Photo ID such as AADHAAR, PAN, Voter ID etc.

3. Proof of Address of Businesses activity (if address is other than as mentioned in Photo ID Card)