Online Licensing system for Seed/ Pesticide/ Fertilizer - The Department of Agriculture, Government of West Bengal
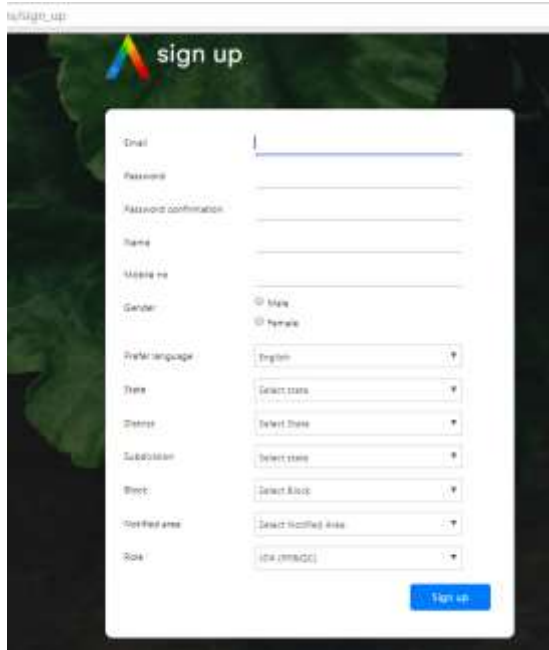
User Manual for The Department of Agriculture Users

1. How to Self-Register and Create Log-in IDs for official use
2. How to Log-in
3. How to assign appointment date for Document verification to applicant
   How to assign Date for Storage location verification to applicant
   How to assign Date for Sales location verification to applicant
4. How to nominate Inspectors for Storage/ Sales location verification
5. How To issue Letter of intent for Seed/ Insecticide/ Fertilizer

Details:

1. How to Self-Register and Create Log-in IDs for official users?

- This must be done from the URL link emailed to all DDA Admin
- After clicking on the link, fill up your official details

Standard process:

- Email: Give official email
- Password: Passwrd of your choice
- Name: Officer's full name
- Mobile number: Officers mobile number

If you are District level user:

- Select only district and Role (Designation)

If you are Sub-Division level user:

- Select District, Sub-Division and Role

If you are Block level user:

- Select District, Sub-Division, Block and Role

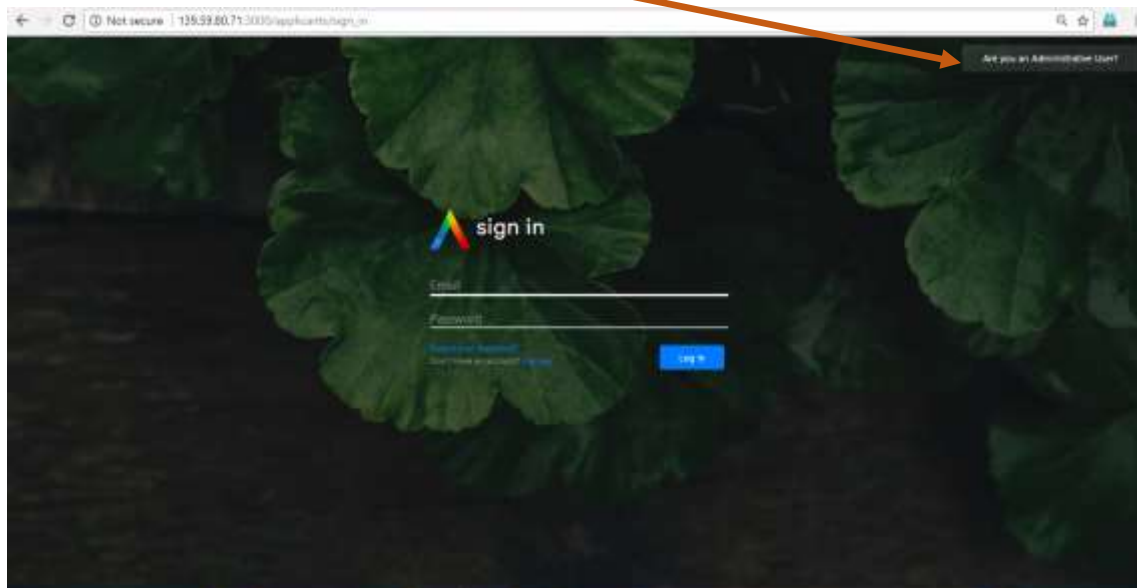Don't select Notified area, as it is applicable only for State level user for Seed licensing.

Please use your mobile number, since password change will be OTP verified.
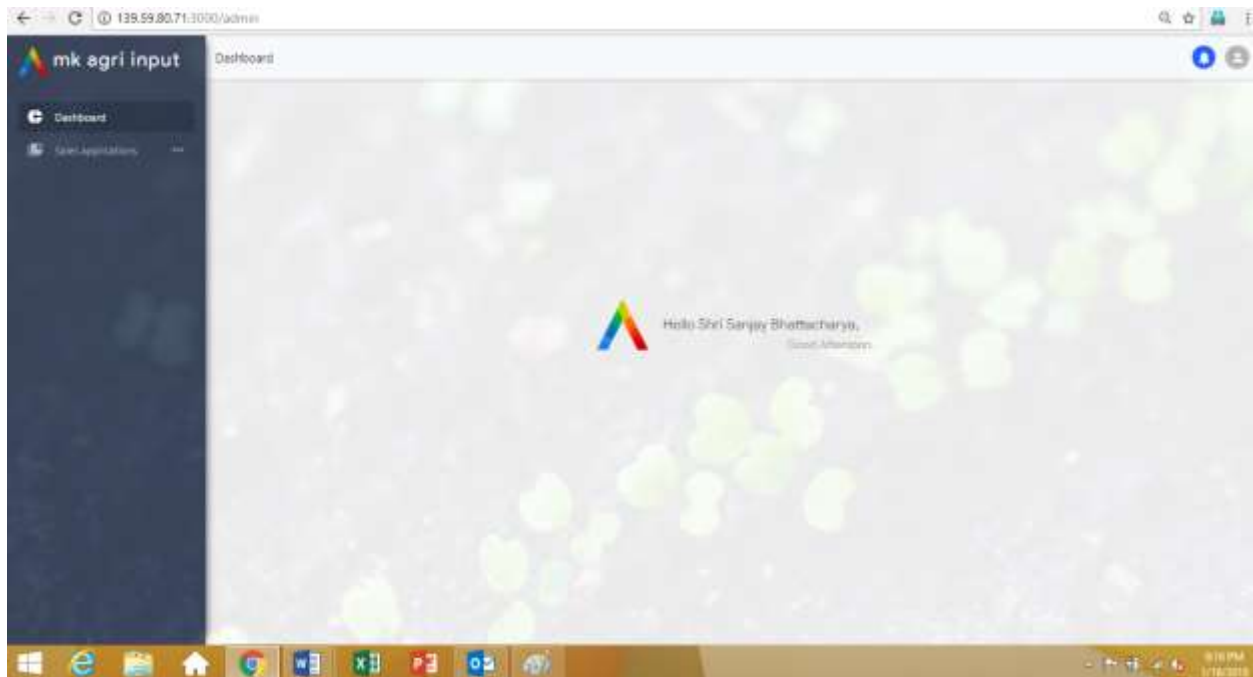
2. How to Log-in after Self Registration?

- Visit www.matirkatha.gov.in or www.matirkatha.net
- Click on the Online Licensing Window

- Click on 'Are you an administrative user?'. It will show "user Log-in"
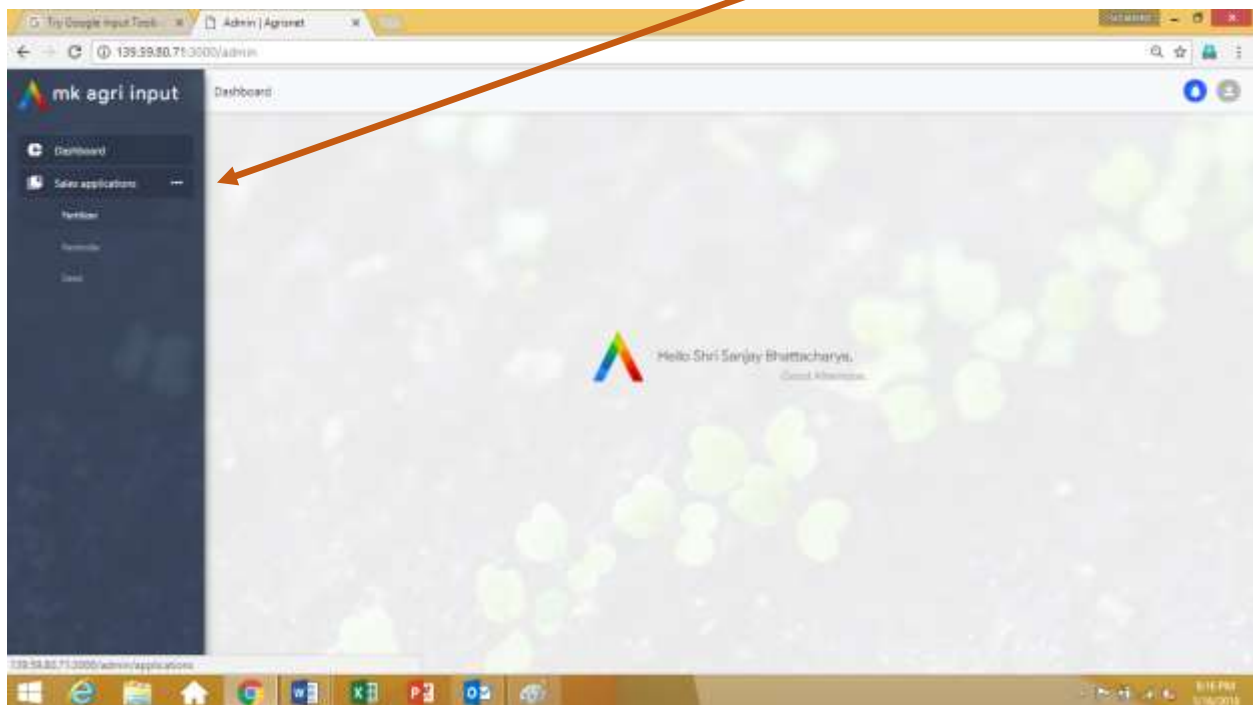- Now use your Log in ID (email) and password to Sign into the system.

Successful Log-in will show this Welcome screen. Dashboard components will be shown here in future.
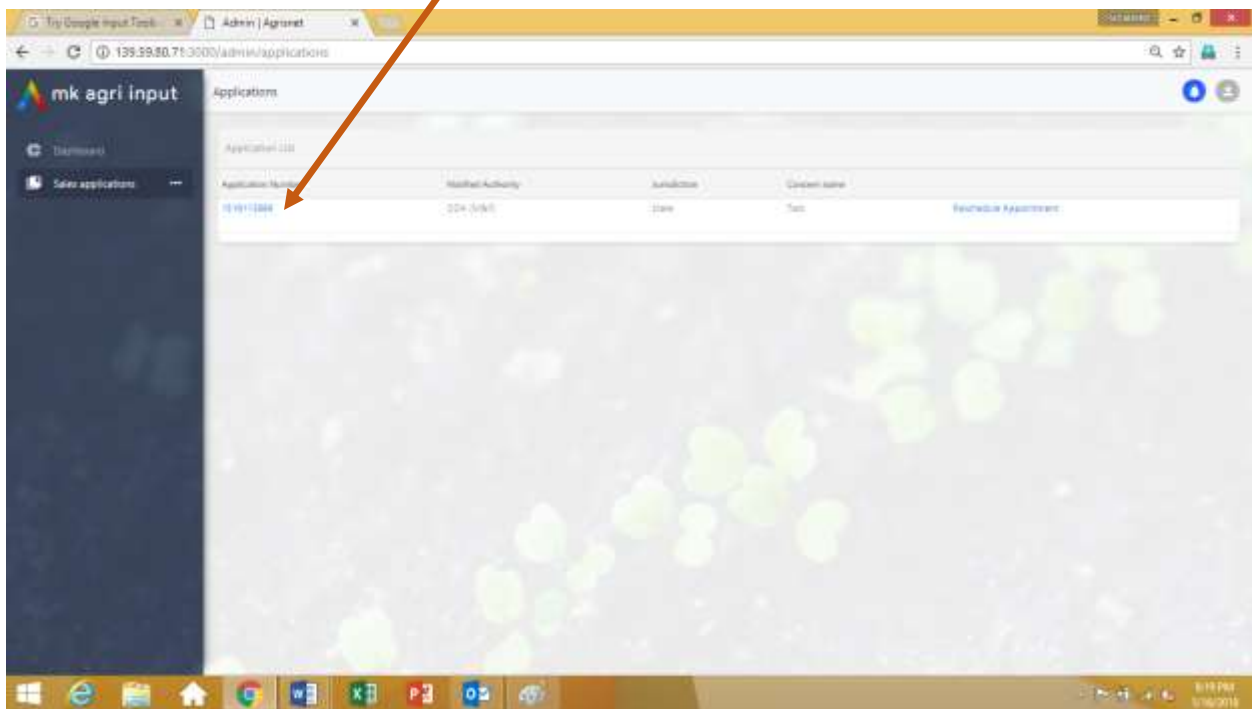

3. How to assign your appointment date for Document verification/ Storage Verification/ Sales location verification to applicant

To check submitted applications, Department user has to click on 'Sales Applications' and then respective section - Seed/ Pesticide/ Fertilizer

Pending applications will show in a list, Click on Application number (Follow arrow mark) to see details

On the following Application details page, notified authorities of each jurisdiction area can schedule his Appointment/ inspection date to applicant for Document/ Sales location/ Storage verification.

Alternatively, notified authorities can also nominate one inspector for verification.

This process will be explained in practical training sessions.

4. **How to nominate Inspectors for Storage/ Sales location verification**
5. **How To issue Letter of intent for (Seed/ Insecticide/ Fertilizer)**

This process will be explained in practical training sessions.

- Presently only new applications can be done for Seed/ Insecticide/ Fertilizer both for wholesale and retail license in different jurisdictions.
- Renewal/ Amendment etc. would be done once this version gets stabilized.