

Guidelines for certification of NTFP products by NCE

**NTFP Centre of Excellence,
Agartala**

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Why NCE Certification?

- Specifying **quality** of NTFP Products
- Assurance of genuineness to retail consumers and wholesale **buyers**
- Quality assurance will facilitate **marketing** of value added NTFP products
- Banks and financial institutions will have greater confidence to lend working **capital** to value addition units and clusters
- **Revenue** source for NCE in the form of certification fee & cost of tags, labels & stickers
- There **is** a demand for such certification.
- **Products**: Brooms, handicrafts, medicinal plants products, bamboo, planting materials, etc.

Dimensions of NCE Certification

- Standard **specification**
- **Sustainable** harvest
- Involvement of **JFMCs** to identify ‘products from people’s forests (**PFPF**)’
- No **child** labour
- **Eco-friendly** products: little or no carbon footprints
- **Fair** wages
- **Tagline**: “Buy NCE certified products- help people who protect your forests”

Chapter I: Preliminary

As per the provisions of the TFIPAP **MoD** dated 5 December 2006 [**para 2.9(2)(2) &(3)**], the NTFP Centre of Excellence (NCE) hereby makes the following Guidelines, namely:-

- 1.Short title, application and commencement.-(1)**
These may be called the NCE Certification **Guidelines, 2015.**
- (2) They shall come into effect on the 1st day of August 2015.**
- (3) These Guidelines shall apply to institutions or persons who are engaged in production, sale or trading of NTFP and NTFP value added products.**

Definitions

2. Definitions.-In these Guidelines, unless the context otherwise requires, -

- (a) “verifying agency” means an agency engaged by the NCE under these Guidelines;**
- (b) “Committee” means the NCE Certification Committee;**
- (c) “Form” means a form specified in these Guidelines;**
- (d) “unit” means any concern engaged in production or sale or trading or combination of these in NTFPs;**
- (e) “NCE Certification” means Certification as specified by the NCE Certification Committee and registered under these Guidelines authenticating the genuineness of NTFP Products to be used by a unit;**
- (f) “product” means any product made from or using NTFP;**
- (g) “Marketing agency” includes an organisation with which the NCE has forged links for marketing products of NTFP.**

Chapter II: Of using NCE Certification

- 3. Use of NCE Certification.-** Any institution or person engaged in the business of sale of NTFP may get their product **marked** under NCE Certification and such NTFP or NTFP product shall bear a NTFP Certification tag, label or **sticker** issued under these Guidelines.
- 4. Obligations of disclosures of institutions or persons to public.-** Every institution or person engaged in the business of sale of NTFP or NTFP products on receipt of NCE Certification, shall **display** name of the producing institution, year and place of production and such other **information on the products** as may be necessary to harness its unique selling proposition and also keep the record of the physical construction details and **inform customers** on demand.

Obligation

5. **General obligation.**– (1) Every institution or person, having NCE Certification registration, shall **attach** NCE Certification tag or label or both as may be decided by the NCE from time to time **on every piece** of NTFP and NTFP products.
- (2) Every institution or person producing NTFP shall maintain a **register of artisans** which shall be made available for inspection by the NCE or the Committee or any other agency authorised by the NCE, as the case may be.
- (3) Every institution or person producing NTFP shall maintain raw materials **procurement register** indicating source and quantity of raw materials procured and issued to artisans, **conversion register** indicating raw materials consumed and finished goods produced and goods **despatch register**.

Obligation ...

(4) Every institution or person shall submit to the NCE location-wise **monthly returns** indicating closing stock of raw material and finished goods in physical term through the officers of the concerned **DFO**, who may record their observations on the same while countersigning such returns.

(5) The institution or person which is found to be not properly maintaining the stock registers with the stock that is actually found in that institution or person shall be responsible to provide **explanation** to the NCE for such discrepancy and be liable for action as to **suspension or cancellation of its right** to use NTFP Certification.

(6) The NCE may require the institution or person to maintain such **other records** as may be required for the purpose of implementation of these Guidelines and the institution or person shall be liable to comply with such directions as may be given by the NCE from time to time.

Chapter III: Of institution or person dealing in NTFP or NTFP Products

- 6. Pre-condition for user of NTFP Certification.- (1) Any institution or person desirous of **manufacturing or trading** of NTFP with NCE tag may procure NTFP and NTFP products from **JFMCs or an institution** or person having a valid NTFP Certification registration issued under these Guidelines and shall declare and display the source of procurement of such NTFP.
(2) Any institution or person desirous of obtaining NTFP Certification registration shall file the application in **Form I** to the NCE Certification **Committee**.
(3) Any institution or person which applied for obtaining or renewal of NTFP Certification registration shall subject itself to **test/ sample checking** as specified under these Guidelines.

Chapter IV: Constitution of Committees and its functions

7. **Constitution of NCE Certification Committee.**- The **NCE shall constitute** a NCE Certification **Committee** for the purpose of **issuance** of NTFP Certification ensuring genuineness of NTFP and NTFP products for the purposes of performing the functions specified.
8. **Composition of NCE Certification Committee.** The NCE Certification Committee shall consist of the following Chairperson and members, namely:-
 - (a) **Director** NCE – Chairperson ex officio;
 - (b) Regional Director (**CFLE**), Agartala – member ex officio;
 - (c) Chief Executive Officer, **State KVI Board**– members ex officio;
 - (d) One representative each from **three JFMC of the Districts on rotation** – members;
 - (e) One representative from the **user organization** – member ex officio;
 - (f) **Two DFOs by rotation** – members ex officio.
 - (g) **Two persons**, having experience of NTFP markets, to be nominated by **Chairman, NCE Board** of Management for a term not exceeding **two years**.- members

Committee...

9. **Functions of Committees.**– The NCE Certification Committee shall perform the following **functions**, namely:-
 - (a) to **issue**, renew, suspend, cancel and restore NCE Certification registration;
 - (b) to lay down procedures and methods for **testing** of NTFP and NTFP products;
 - (c) to conduct **spot inspection** and the like related to NCE Certification;
 - (e) to receive any **complaint** filed by institutions or persons **aggrieved** by any of the activities or actions of verifying agencies or Marketing agencies and take decision therein.
 - (f) to manage the programme for NCE Certification **process** verification and sample testing to be done by verifying agencies;
 - (g) to issue NCE Certification **tag**, label or sticker to the authorised agency appointed by the NCE for distribution;
 - (h) to perform such other function **incidental** thereto, with the **approval** of NCE Board of Management.

10. **Office of Committee.**- The office of the NCE Certification Committee shall be at the headquarters of the NCE and will be **serviced by NCE**.

Committee ...

- 11. Meetings of Committee.-** (1) The NCE Certification Committee shall meet at such intervals as may be decided by the Chairman of the Committee.
- (2) The Chairperson of the Committee shall decide the agenda of the meeting in advance.
- (3) The Chairperson, and in his absence, a member chosen by the members present from among themselves shall preside over the meeting of the Committee.
- (4) One-third of the members or five of the members, whichever is more, of each Committee shall constitute the quorum for the meeting.
- (5) If at any meeting of the Committees there is no quorum, the Chairperson at such meeting shall adjourn the meeting to another date, and the business at such an adjourned meeting may be disposed of irrespective of the number of members attending the adjourned meeting;

Provided that the adjourned meeting shall be fixed for a date not less than seven days later and that all members are informed of the date, time and place of such adjourned meeting.

Chapter V: Verifying agencies

12. **Engagement of verifying agencies.**- (1) The NCE, in consultation with **appropriate agencies** including the Bureau of Indian Standards, the National Accreditation Board and any other organisation approved by the appropriate Government for the purpose, shall engage such verifying agencies, as the NCE may consider necessary to undertake the verification and testing of NTFP and NTFP products.
- (2) The NCE shall, while screening and recommending any verifying agency for engagement, ensure the representation of **at least two persons** from any organisation referred to in sub-clause (1).
- (3) The verifying agency shall be paid such **fee** for its engagement as the NCE may decide from time to time.

Verifying ...

13. **Eligibility of verifying agencies.**-Any person registered under the Societies Registration Act, 1860, the Indian Trusts Act, 1882, the Companies Act 1956, the Limited Liability Partnership Act, 2008, or under any State law for the time being in force, having at least five years of experience in the textile related activities including site verification, data collection and testing of samples, **or a Government agency**, shall be eligible for engagement as verifying agencies.

14. **Functions of verifying agencies.**-The functions of the verifying agencies shall be -
 - (a) to conduct on **site verification** at the premises of institutions' or persons' production centres for ensuring the compliance of specified standards;
 - (b) to conduct or arrange, as may be necessary, **testing of samples** of NTFP and NTFP products produced or sold by institutions or persons, through **Government recognised laboratories** registered by the Central or State Governments, to ensure genuineness of NTFP;
 - (c) any other incidental or **ancillary function** assigned to it by the NCE in consultation with the NCE Certification Committee.

Chapter VI: Registration of NCE Certification

- 15. Procedure for registration of NCE Certification.-** (1) Any institution or person desirous of registering for NCE Certification shall make an **application** in the form and manner as specified in sub-clause (2).
- (2) The application for NCE Certification shall be made -
- (a) in Form I, in case of **registration** of NCE Certification
 - (b) in Form II, in case of **renewal** of registration NCE Certification, along with the fee fixed by the NCE from time to time
- (3) The application received under this regulation shall be **scrutinised by the Committee** and thereafter shall undergo through a **verification** process to ascertain compliance to the Standards specified for the purpose by the Committee.
- (4) Every applicant shall **undergo** the process of screening, verification and testing of samples by verifying agencies.

Registration

- (5) The applicant who complies with all the conditions laid down under these Guidelines shall be issued or renewed, as the case may be, NCE Certification registration.
- (6) The institution or person on registration of NCE Certification shall be **authorised to use NCE Certification tag, label or sticker.**
- (7) Registration of NCE Certification shall be **renewed every year** and application for renewal shall be submitted **two months** prior to its date of expiry in the Form specified in paragraph (b) of sub-clause (2).
- (8) In case of breach or **non compliance** of any provisions of these Guidelines, the NCE may, after giving a reasonable opportunity to the institution or person to be heard, **suspend or cancel** the registration of the institution or person and thereby the right to use the NCE Certification tag, label or sticker.

Chapter VII: Suspension and cancellation of NCE Certification Registration

16. Suspension of NCE Certification Registration.–

(1) In case of any violation of any provisions of these Guidelines, the NCE Certification Committee after giving **notice** of not less than **one month** to the violator, shall **suspend** the right to use NCE Certification granted to institution or person in accordance with these Guidelines, for a period not exceeding six months:

Provided that the Committee may extend the period of suspension for a further period of six months and failure to rectify the violations shall lead to cancellation of the NCE Certification.

(2) The institution or person whose right to use NCE Certification tag or label has been suspended, may file an application before the NCE for **revocation** of the order of suspension on payment of a **fee** prescribed by the NCE from time to time.

Suspension ...

- (3) The NCE on receipt of an application shall proceed to hear the aggrieved institution or person and pass such **order** as it may deem fit within a period of **sixty days** from the date of receipt of appeal.

- (4) In case of **two consecutive** instances of **violations** by any institution or person, its authorisation to use NCE Certification tag or label shall be **deemed** to have been **cancelled** and in such case the office of the NCE shall take into its custody all NCE Certification tag or label issued to the institution or person without refund of cost of tag or label.

- (5) The NCE Certification Committee may **cancel** the NCE Certification registration of an institution or person which in its opinion has ceased functioning for a period of one financial year or which is found to be **defunct** or has not applied for renewal of NCE Certification.

Grievances ...

17. Grievance redress in case of suspension or cancellation of NCE Certification.-(1) The institution or person, as the case may be, aggrieved by the decision of suspension or cancellation of a NCE Certification by the NCE Certification Committee, may, within a period of **thirty** days from the date of such order, prefer an **appeal** before the **Chairman** of the **NCE Board** of Management for revocation of suspension or cancellation of the NCE Certification, as the case may be.

(2) The Chairman NCE Board of Management, after giving a reasonable opportunity of hearing to the aggrieved institution or person, shall, within a period of **thirty** days from the date of receipt of this appeal, **dispose** off the appeal.

Chapter VIII: Miscellaneous

18. Procuring of NCE Certification tag, label or sticker.- (1) On registration of NCE Certification every institution or person shall have the **right to use** NCE Certification tag or label on all NTFP and NTFP products at positions specified by the NCE.
- (2) Institution or person shall be supplied NCE Certification tag, label or sticker from time to time by the Committee for the purpose of use of the tag, label or sticker at the **price fixed by the Committee**.
- (3) Every institution or person shall request to the NCE at least **sixty** days prior to the procurement of NCE Certification tag, label or sticker and the Committee, as the case may be, on receipt of such request from person shall arrange to supply within a period of **thirty** days.

Complaints

- 19. Complaints related to NCE Certification.-** (1) Any complaints relating to NTFP and NTFP products or **misuse** of NTFP Certification tag or label may, within **fifteen** days of its purchase, be reported to the institution or person from where NTFP and NTFP products have been **purchased**.
- (2) The institution or person shall record such complaint and provide an **acknowledgment** to the complainant.
- (3) The institution or person shall, within a period not exceeding ten working days from the date of receipt of the complaint, **resolve** the complaint.
- (4) If the complainant is not satisfied with the redressal of the complaint, he may lodge a **formal complaint** with the **Director** of the NCE, as the case may be.
- (5) The Director of the NCE, shall dispose of the complaint as early as possible but not more than **thirty** working days from the date of receipt of the complaint.
- (6) The Director NCE shall forward a **report** on the complaint and its resolution to the Chairman NCE Board of Management within **forty five** days from the date of receipt of a complaint.

Complaints ...

- 20. Complaints related to verifying agency and marketing agency.**-(1) Any institution or person aggrieved by any action or measure taken by the verifying agency or Marketing agency may file a complaint within a period of **thirty** days, before the NCE Certification Committee and the NCE Certification Committee, after giving such institution or person and the verifying agency and Marketing agency a reasonable opportunity of hearing, shall dispose of the complaint.
- (2) Any institution or person aggrieved by the order of the NCE Certification Committee under sub-regulation (1), may, within a period of **thirty** days from the date of such order, prefer an appeal to the Chairman of the NCE Board of Management.
- (3) The **Chairman** NCE Board of Management shall, on receipt of an appeal under sub-regulation (2), after giving an opportunity of hearing to the parties pass such **order** as he may consider appropriate including discontinue of engaging the verifying agency or Marketing agency for such period or periods or reduction of any amount payable to them, as he may deem fit.

Form I

[See Clause 15(2)]

NCE Certification Reg No.
(to be given by NCE)

Application for registration for use of NCE Certification Mark for the year

1. Name of the applicant:
2. Address:
3. Product:
4. Source of raw material:
5. No. of workers employed:
6. Turnover:
7. Location of stock of raw materials:
8. Location of finished good:
9. Declaration:

I, s/o, of
Authorized by for the purpose, hereby apply for NCE certification for the product as detailed above. I undertake to abide by the terms and conditions of NCE Certification Guidelines notified by NTFP Centre of Excellence, Agartala vide and as may be modified from time to time. I hereby enclose a demand draft No dated for Rs as application fee for the NCE Certification.

I further undertake to offer my premises to be inspected anytime by agency authorized by NCE for the purpose of registration of my unit for use of NCE Certification mark. I further undertake that in case of any violation of the Certification Guidelines by my unit, my registration will be liable to be cancelled by NCE.

Signature:
Name:
Dated:

Form II
[See Clause 15(2)]

NCE Certification Reg No.

Application for renewal of registration for use of NCE Certification Mark for the year

1. Name of the applicant:
2. Address:
3. Product:
4. Source of raw material:
5. No. of workers employed:
6. Turnover:
7. Location of stock of raw materials:
8. Location of finished good:
9. Declaration:

I, s/o, of
Authorized by for the purpose, hereby apply for renewal of NCE certification for the product as detailed above. I undertake to abide by the terms and conditions of NCE Certification Guidelines notified by NTFP Centre of Excellence, Agartala vide and as may be modified from time to time. I hereby enclose a demand draft No dated for Rs as application fee for the NCE Certification.

I further undertake to offer my premises to be inspected anytime by agency authorized by NCE for the purpose of registration of my unit for use of NCE Certification mark. I further undertake that in case of any violation of the Certification Guidelines by my unit, my registration will be liable to be cancelled by NCE.

Signature:
Name:
Dated:

The NCE Logo



Thank you.