

**Government of Tripura  
Forest Department**

**NTFP Centre of Excellence, Agartala**

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**Certification Guidelines for NTFP Products**

**Notification**

Agartala, 01 August 2015

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, namely:-

**Chapter I**

**Preliminary**

1. **Short title, application and commencement.**-(1) These may be called the NCE Certification Guidelines, 2015.  
(2) They shall come into effect on the 1<sup>st</sup> 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.
2. **Definitions.**-In these regulations, 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 an 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.
5. **General obligation.-** (1) Every institution or person, having NCE Certification registration, shall attach NCE Certification tag/label or sticker 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 or NTFP products 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 or NTFP products 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.
  - (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 District Forest Officer, 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 regulations 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 selling NTFP Products may manufacture or purchase such products from JFMCs or an institution or person having a valid NTFP Certification issued under these regulations:
- (3) Any institution or person engaged in trading of NTFP may procure NTFP and NTFP products from JFMC 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.
- (4) Any institution or person desirous of obtaining NTFP Certification registration shall file the application in Form I to the NCE Certification Committee.
- (5) 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 committee 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 District on rotation - members;
- (e) One representative from the user organization - member *ex officio*;
- (f) Two DFOs by rotation - member *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

**9. Functions of Committee.**-(1) 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 as may be assigned to it by the Central NTFP Certification Committee.

**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:--

**11. Meetings of Committee-**

- (1) The NCE Certification Committee shall meet at such intervals as may be decided by the NCE.
- (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 Committee 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 the appropriate agencies including the Bureau of Indian Standards, the National Verifying Board or 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.

**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 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 of the compliance of specified standards,

- (b) to conduct or arrange 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 these guidelines 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.
- (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 regulations, 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 regulations, 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 regulations, 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, label or sticker 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.

(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, label or sticker.

(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.

#### **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, label or sticker on all NTFP and NTFP products at positions specified by the NCE.

(2) Institution or person shall be supplied NCE Certification tag or label from time to time by the Committee for the purpose of use of the tag or label at the price fixed by the Committee.

(3) Every institution or person shall request to the NCE at least ninety 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.

**19. Complaints related to NCE Certification.**-(1) Any complaints relating to NTFP and NTFP products or misuse of NTFP Certification tag, label or sticker 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 in Form III.

(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 shall forward a report on the complaint to the Chairman, NCE Board of Management within forty five days from the date of receipt of a complaint.

**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 and 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 of the NCE Board of Management shall, on receipt of an appeal under sub-clause (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.

**Annexure**

**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 renewal 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.

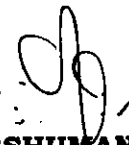
Signature: .....

Name: .....

Dated: .....

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*[Issued with the approval of Chairman, NCE Board of Management vide UO No. 350/PMU dated 29.7.2015 and vetting by Law Department vide UO No. 1199/Secy/Law/15 dated 22.7.2015.]*



**(ANGSHUMAN DEY)**

Conservator of Forests &  
Director, NTFP Centre of Excellence, Agartala.

Copy endorsed to:

1. Principal Chief Conservator of Forests & Head of Forest Force.
2. CEO & Project Director, Tripura JICA Project.
3. Managing Director, TFDPC Ltd.
4. Chief Conservator of Forests (Territorial).
5. Chief Conservator of Forests (Working Plan & Survey).
6. DCF (Headquarters) and Addl Secretary (Forests).
7. Regional Director, CFLE, Agartala.
8. DCF, Working Plan-I/ Working Plan-II, Research, Training Division.
9. District Forest Officer, West/ Sepahijala/ Khowai/ South/Gomati/ North/ Unakoti/ Dhalai District.
10. Sub-Divisional Forest Officer, Sadar/ Mandai/ Sonamura/ Bishalgarh/ Teliamura/ Khowai/ Bagafa/ Sabroom/ Amarpur/ Karbook/ Udaipur/ Kanchanpur/ Dharmanagar/ Kumarghat/ Kailashar/ Manu/ Ambassa Sub-division.

✓ 11. Notice Board, NTFP Centre of Excellence, Agartala/ NCE Website.



**(Angshuman Dey)**

Director  
NTFP Centre of Excellence.