

Sikkim State Organic Certification Agency  
(Govt. of Sikkim)

Scale of fee (Annual) for Organic Certification (for NPOP only) -2023

Category: individual/group/processor

(In Rs)

Sl no	Component		Farmer/individual operator	No	Group of farmers	Processors/traders
<b>A Base Fees (Non-Refundable)</b>						
1	Information and Application Packet				1000/-	
2	Initial Assessment and file charges				10000/-	
3	Registration	a	upto 4Ha	2000	<b>Members</b> 1.25 to 49: 5000	<b>Turnover:</b> 1.upto 12 lakh : 7500
		b	4Ha and above	5000	2.50 & Above: 10000	2.12 to above: 10000
<b>B Audit Fees</b>						
4	Inspection / Audit per Mandays	a	Upto 9.9 Ha	6000	25 to 100: 6000	upto 12 lakh : 7500
		b	10 Ha to 49Ha	7500	101 to 300: 7500	12 to 50 lakh: 10000
		c	>49Ha	10000	301 to 500 : 10000	>50 Lakh : 15000
5	Fee for travel time (per day, for >8hours)	A		2000/-	2000/-	2000/-
	For travel more than 8hours to 24hrs	B		6000/-	6000/-	6000/-
6	Travel expenses (including boarding, fooding, lodging & local conveyance, TA/DA, parking, Xerox/printing and communication charges)				Actual	
<b>C Certification Fees</b>						
7	Review (per man days) (minimum) /Report Preparation	a	Upto 49Ha	7500	1.Upto 50Ha: 5000 2. 51- 250Ha: 7500 3.251- 500Ha : 10000	15000/-
		b	Above 49Ha	10000	4.Above 500Ha:15000	
8	Certification (per man days) (minimum 1 day) * Any Additional days required due to operator mistakes and deficiency will be charged extra			10000	15000/-	15000/-
<b>D Other Costs/Fees</b>						
9	Scope certificate (per year)	a	upto to 10 Ha	750	1.25 to 100: 1000 2.101 to 200: 1500 3.201 to 300: 2000 4. 301 to 500 :3000	<b>Turnover :</b> Upto 10 lakhs: 1000
		b	>10 Ha	1000		10 lakhs to 30 lakhs : 2000 >30 lakhs:3000
10	Fees per Transaction Certificate (Domestic TC), if required					Rs. 1000/- per TC
11	Fees per Transaction Certificate (PTC/Export TC), if required					Rs. 2000/- per TC
12	Chemical Analysis, Residual Test, GMO - if required or done as random sampling					Actual Costs

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CEO,SSOCA

**Category: Wild Harvest and Organic Input Manufacturing Unit**

SI No	Component	Wild harvest			Organic input manufacturing unit
		Collection area Upto 500 Ha	>500 Upto 1000Ha	>1000 Upto 2500Ha	
1	Registration fee	5000	10000	20000	5000 per unit
2	Inspection (per man days)	10000 per day	15000 per day	20000 per day	10000 per day
3	Review (per man days) (minimum) /Report Preparation	10000 per day	10000 per day	15000 per day	15000 per day
4	Certification (per man days) (minimum)	10000 per day	15000 per day	20000 per day	15000 per day
5	Fee for travel time (per day, for >8hours)	2000/- per day	2000/- per day	2000/- per day	2000/- per day
	For travel more than 8hours	Rs. 6000/- per day	Rs. 6000/- per day	Rs. 6000/- per day	Rs. 6000/- per day
6	Travel expenses (including boarding, fooding/lodging & local conveyance, communication fees)	Actual	Actual	Actual	Actual
7	Scope certificate	1000	1000	1500	1000
8	Transaction certificate on NPOP (per copy), if required	1000	1000	1000	1000
9	Lab test charges (if required) soil, water & residue analysis of produce/products	Actual cost	Actual cost	Actual cost	Actual cost
10	Fee for appeals (per appeal)	100	200	300	500

**Note:**

1. Taxes will be extra, as applicable from time to time.
2. The Tariff/Fees is exclusive of taxes, operator/service provider needs to pay GST/service tax and any other applicable taxes/service charges as set out by concern Government/Department/Authority/Agency.

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3. An advance of 90% payment of overall estimated costs has to be paid in advance before inspection. Remaining cost (inclusive of all) is to be paid when the report is finalized, on the basis of the detailed invoice enclosed with the final report but before generation of final scope certificate.
4. Based on above fees structure, a detailed estimate of the overall cost will be send before each inspection. The Operator/Service Provider/Project Mandator has to approve the cost estimate before the inspection.
5. The rates are in Indian Rupees (INR) only.
6. Annual renewal registration fee will be 75 percent of registration cost (Registration Cost only) or as decided by the CEO-SSOCA, whose decision shall be final and binding.
7. Base fees/Renewal Fees/Travel-TA/DA cost is non-refundable.
8. If duplicate Scope or Transaction Certificate is demanded extra charges @ Rs. 1000/- per certificate will be levied.
9. Communication fees/Charges/Expenses include costs incurred by SSOCA towards telephone/mobile/internet/faxes/courier/photocopies/printing related to each project shall be borne by the concerned operator or concerned project only.
10. For Government Sponsored Grower Group Projects fees will be charged as per agreement for the project excluding additional/unannounced audit, TC charges and Lab Analysis as per actual for NPOP ( if any).
11. For Projects or Company or Institution having several ICS or Unit under them fees will be charged as per agreement for the project excluding additional/unannounced audit, TC charges and Lab Analysis (for NPOP) if any.
12. All projects renewal application should reach to SSOCA's Office before 90days of Expiry. Late fee for the renewal of the operators' Rs. 500/- before 45days of Expiry and Rs. 1000/- after expiry and during Grace Period shall be applicable.
13. If the operator is responsible for a necessary additional inspection (or re-inspection) –unannounced or announced Audit due to major deficiencies or doubt or complain (e.g. use of illicit means or additional inspections imposed by Certification Committee due to detection of serious non-compliances or due to other reasons for which operator is responsible) SSOCA reserves the right to levy additional fees. These will be calculated on the basis of costs thereby incurred (like daily rates for the inspector and Reviewer as well as of Certification Committee, travel costs, TA/DA, Logistics, lab costs, any other costs incurred etc.) or as decided by the CEO-SSOCA, whose decision shall be final and binding
14. Additional time for inspection, review and certification caused by missing or wrong information due to the operator's shortcomings, or for services not included in the initial offer will be charged extra to the client.
15. Above tariffs may vary from time to time. It is the responsibility of clients/operator/or all concerned to see the Fees Structure for latest updated Fees Structure.

#### **16. Refund Policy**

Refunds are based on the total certification fee (excluding base fees) for the operation and also based on the status of the application at the time of withdrawal or surrender.

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- 70% refund (excluding base fees) if the request to withdraw or update of the application comes prior to initial review by the Certification Expert of the application and organic system plan (OSP) received.
  - 50% refund (excluding base fees) if the request comes after certification expert has reviewed OSP, but before an Auditor has been assigned.
  - 50% refund (excluding base fees) if an applicant is found to be “non-certifiable” after initial review but before an Auditor has been assigned.
  - 25% refund (excluding base fees) if the request takes place after the operator file has been assigned to an Auditor but before the departure of Auditor for the scheduled audit.
  - 0% refund if update or application is withdrawn during or after inspection or non-submission of NC Closures within given deadline or stipulated time after Audit.
  - 0% refund if a Denial of Certification has been issued after inspection and review. The reason may be non-submission of NC Closures before stipulated time or expiry of grace period or six months of registration, non-receipt of data within six months of registration etc. Denial of Certification reason shall vary and is not limited to given reason, it can vary from case to case and decision of SSOCA’s Certification Committee shall be binding.
  - It shall be the sole discretion of CEO, SSOCA on refund related issues, refund policies or any other related matter regarding certification fees. Decision of CEO, SSOCA shall be final and binding upon the parties in all circumstances.
17. CEO-SSOCA reserves all rights to increase or decrease fees.
18. In case of confusion related to any interpretations of the conditions stipulated herein above, decision of CEO-SSOCA shall be final and binding.

Chief Executive Officer  
SSOCA

Approved By  
CEO,SSOCA