

THE CITIZEN'S CHARTER FOR FISH AND FISHERY PRODUCTS SCHEME

A DECLARATION OF OUR COMMITMENT TO THE PROCESSORS / EXPORTERS

SI. No	KEY SERVICES	TIMELINES IN WORKING DAYS
1.	Scrutiny of application for fresh approval	15 days from receipt of the application from processor
2.	Scrutiny of application for renewal /additional facility/ change of name of existing approved establishment	5 days from receipt of the application from processor
3.	Assessment of the facility (for fresh approval) by the assessment panel of experts (APE)	20 days from receipt of the application (if application is in order) subject to the availability of external experts
4.	Correspondence with the scrutiny of the application for approval/renewal/additional facility/change of name received at S.O. from the processor, to be sent to H.O. for further action	07 days from receipt of the application from processor
5.	Informing the permission from HO to SO regarding conducting the APE	05 days from the receipt of the application from SO
6.	Conducting the APE (in renewal cases) after receiving the permission from H.O.	15 days from the receipt of the permission from HO
7.	Forwarding the recommendations for approval/renewal/additional facility/change of name by EIAs to EIC	7 days from date of APE
8.	If assessment panel of experts (APE) has not recommended for approval/renewal/additional facility/change of name then issuance of non-approval letter to the establishment	7 days from receipt of APE report
9.	Processing of application for approval/renewal/additional facility/change of name/ technologist approval received from EIAs to EIC	07 days
10.	Issuance of Health certificate by EIAs	2 days from receipt of completed application
11.	Assessment of technologist(s)	Once in a quarter / minimum 30 applications whichever is earlier at H.O/S.O. If I/C of Agency not available then DD, concerned may be nominated for the said work
12.	Issuance of approval/non- approval letter to the technologist(s)	15 days from the receipt of the assessment report
13.	Sending the request by H.O./S.O. to EIC for bringing the consignment back to India for issuance of letter to the importing authority	2 days
14.	Issuance of letter by EIC for bringing the consignment back to India	2 days
15.	Drawl of sample if requested by the processor/exporter	2 days
16.	CWI inspection of dried fish/fish maws	5 days
17.	Issuance of certificate of Inspection for CWI	5 days
18.	Inspecting the rejected consignment and drawl of sample	5 days
19.	Disposal of appeal by the processor/ exporter by EIC	30 days
20.	Issuance of permission to Merchant Exporter(s)	15 days from the receipt of the application complete in all respect