

Government of Pakistan  
Ministry of National Food Security and Research  
Federal Seed Certification and Registration Department

**GOVERNMENT PROCEDURES – EASE OF DOING BUSINESS**

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## **Introduction to FSC&RD**

Federal Seed Certification and Registration Department is an attached department of the Ministry of National Food Security and Research. FSC&RD provides seed quality regulatory services to the public and private seed sectors in the country. The department has 27 field stations and laboratories throughout Pakistan with its headquarters at Islamabad.

## **Existing Seed Regulatory Legal and Institutional Framework**

- a) Existing Seed Regulatory framework in the country comprises following acts and rules;
  - i) Seed Act, 1976 along with amendments made in 2015;
  - ii) Seed (Business Regulation) Rules, 2016;
  - iii) Seed (Registration) Rules, 1987 along with amendments made from time to time;
  - iv) Seed (Truth in Labeling) Rules, 1991 along with the amendments;  
and
  - v) Pakistan Fruit Plant Certification Rules, 1998 along with amendments;
  
- b) Institutional framework is as follows;
  - i) Federal Seed Certification and Registration Department responsible for implementation of the seed regulatory framework throughout Pakistan/
  - ii) National Seed Council-a seed policy forum at Federal Level;
  - iii) Provincial Seed Councils-policy forums at provincial levels;
  - iv) Public Sector Seed Corporation (Punjab and Sindh Seed Corporations);
  - v) National Seed Companies (786 in NOs);
  - vi) Multinational Seed Companies (4 in NOs);
  
- a) **LIST OF FUNCTIONS OF FSC&RD WHICH START WITH AN APPLICATION**
  - i. Registration of a Plant Variety
  - ii. Certification of seeds
    - a) Crop inspection
    - b) Seed sampling and testing
    - c) Issuance of tags
  - iii. Enlisting of a plant variety
  - iv. Seed Quality Analysis of imported seed consignments for issuance of Release orders
  - v. Registration of Fruit Plant Nurseries
  - vi. Registration to do seed business
  - vii. Registration of Seed Processing Units

**b) STEPS INVOLVED, DOCUMENTS REQUIRED AND TIME TAKEN TO PERFORM EACH FUNCTION**

**A) Summary of Procedures, No. of Steps and Time Taken**

Sr.	Procedures	No. of Steps taken	Time Taken
1	Registration of Plant Varieties	7 Steps	2 years 6 months
2.	Certification of Seeds	9 steps	One crop season
3.	Enlisting of Plant Varieties or hybrids	4 steps	4 months
4.	Seed Quality Analysis of imported seed consignments for issuance of release order	3-4 steps	10 days
5.	Registration of Fruit Plant Nurseries	4 steps	2 months 20 days
6.	Registration to do seed business	6 steps	5 months 20 days
7.	Registration of seed processing units	4 steps	3 months 15 days

**B) Detail for performing each procedural step along with timeline**

**i) Registration of a Plant Variety**

Documents/Fees required	Steps	Timeline	Remarks
i) Application for registration ii) Botanical description of variety iii) Seed sample of candidate line For Rabi crops upto 15 <sup>th</sup> Sep For Kharif Crops upto 15 <sup>th</sup> March iv) In case of GM/Br. Crop variety, permission by National Biosafety Committee to conduct commercial trials v) Submission of Fee @Rs.10,000/entry	<b>Step 1:</b> examination of application	Within 3 working days of receipt of application	Application to be returned if; i) with deficiencies or not on format; ii) Seed sample not intact or sow-able; iii) Permission from NBC not sought.
	<b>Step 2:</b> coding of received seed samples/supply to DUS centre of FSC&RD	Within 7 W/days of receipt of sample	In case seed does not germinate, or the seed sample got damaged during transit storage or transport, the applicant will be requested to redeem the seed sample
	<b>Step 3:</b> Conducting of DUS trials for two crop seasons by FSC&RD	Two crop seasons or two years	i) Applicant to be informed of variations noted in characters or application to be rejected if gross

			variations observed in DUS ii) Applicant to be informed of completion of DUS
In case of GM/Bt. Crop variety following documents shall be required; i) Undertaking that no gene or gene sequence involving terminator technology has been used; ii) Certificate from NBC to the effect that the subject GM/Bt trait has no adverse effects on environment, soil, human or animal and plant health and life; and iii) Two years performance data from the concerned organization.	<b>Step 4:</b> Registration of variety by the Federal Seed Registration Committee	Within 3 months of completion of DUS trials	In case the variety is not registered by FSRC, the concerned applicant shall be informed of the decision immediately.
	<b>Step 5:</b> Notification of varieties in official gazette upon approval by FSRC	Within 30 w/days of the approval by FSRC	Copy of the gazette notification circulated to each applicant and concerned organizations
	<b>Step 6:</b> Issuance of Registration Certificate	Within 15 w/days of issuance of gazette notification of variety	Circulation of registration certificate to the applicant/breeder
	<b>Step 7:</b> Entry of a registered and notified plant variety into the National Register of Crop varieties	Within 10 w/days of gazette notification	

## ii) Certification of Seeds

Documents required	Steps	Timeline	Remarks
i) Request on form 01 for crop inspection ii) List of growers to be submitted as per following schedule; Punjab/KPK rabi crops upto 28 <sup>th</sup> Feb kharif crops upto 31 <sup>st</sup> July Siindh/Balochistan	<b>Step 1:</b> i) Scrutiny of submitted list and details by the respective field stations of FSC&RD	i) within 30 w/days  ii) within 40-	Rejection of crop/field in writing upon not meeting the requirements of certification standards, source verification etc

rabi crops upto 15 <sup>th</sup> Feb kharif crops upto 15th July iii) Documents in favour of source verification	ii) crop inspection by FSC&RD	50 w/days of the application received	
	<b>Step 2:</b> issuance of crop inspection report	Within 10 w/days of the crop inspection done	
i) Request on form 03 for seed sampling before processing ii) Documents and details of seed store/field, its location, No. of bags etc	<b>Step 3:</b> i) Seed sampling ii) Issuance of lot number	Within 15 w/days of the request received	Rejection of sampling in case seed samplers is not satisfied with the lot homogeniosity
	<b>Step 4:</b> Deliverance of seed sample to the Seed Analyst and request for carrying out seed testing before processing	Within 2 w/days of the receipt of sample	
	<b>Step 5:</b> Testing and issuance of provisional seed testing report by the concerned seed analyst/laboratory	Within 30 w/days of the receipt of the sample	If seed lot is rejected, applicant is restrained from procuring the seed lot
Request on form 06 for seed sampling after processing along with details of store and details of quantity of seed lot	<b>Step 6:</b> Seed sampling for Laboratory analysis	Within 15 w/days of the receipt of the request for seed sampling	
	<b>Step 7:</b> Seed Analysis	Within 30 w/days of the receipt of the seed sample	
	<b>Step 8:</b> issuance of final seed testing report on form 04	Within 3 days of the completion of seed testing	In case the seed lot does not meet the seed testing standards as prescribed for the seed category requested, the seed lot will be rejected

Request for issuance of tags	<b>Steps 9:</b> issuance of certification tags by the office incharge of the laboratory concerned	Within 7 w/days of the final results of acceptance or issuance of seed analysis report	
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### iii) Enlisting of Plant Varieties

Documents required	Steps	Timeline	Remarks
i) Application for enlisting ii) Authorization certificate by the principal exporting company/breeder iii) Essential characters of the variety to be enlisted iv) Catalogue or official document of the principal company for traceability; v) Data of adaptability testing for two seasons in Pakistan vi) Recommendation of the VEC or VEC sub-Committee for enlistment; vii) Certified reference sample of the variety to be enlisted viii) Enlisting fee of Rs.10,000/entry	<b>Step 1:</b> examination of application before submitting to the enlisting committee	Within 7 working days of the application received	In case of deficiencies, the application shall be returned with observations
	<b>Step 2:</b> Approval for enlisting of a variety or hybrid by the VEC or its Sub-committee	Within 90 w/days of the receipt of application	
	<b>Step 3:</b> Entry of enlisted varieties in the National Register of enlisted varieties by FSC&RD	Within 7 w/days of the decision of enlistment	
	<b>Step 4:</b> Circulation of the list of enlisted varieties	Within 15w/days of each meeting of the Committees for enlistment	

**iv) Seed Quality Analysis of imported seed consignment for issuance of Release Order**

<b>Documents required</b>	<b>Steps</b>	<b>Timeline</b>	<b>Remarks</b>
i) Request for sampling the consignment ii) Submission of invoice, packing list, phytosanitary certificate, NON GMO certificate, authorization certificate in case of agent iii) Labeling details of the consignment	<b>Step 1:</b> taking seed sample by the seed inspector	Within 3 w/days of the request received	Sampling to be refused in case; i) it does not meet labeling requirements as prescribed; ii) The variety is not enlisted by FSC&RD
	<b>Step 2:</b> Release of consignment upon seed quality analysis	Within 7 w/days of the samples delivered to the laboratory	Consignment shall be released on first count of germination test subject to provision of undertaking
	<b>Step 3:</b> issuance of Seed analysis report	Within 14 w/days of the completion of the seed analysis	i. Release order to be issued in case it meets requirements of Seed (Truth in Labeling) Rules, 1991; ii. the importers to be informed in writing not to distribute the rejected seed consignment; ii. All seed inspectors to be informed of the rejected seed lot by providing details thereof

**v) Registration of Fruit Plant Nurseries**

<b>Documents required</b>	<b>Steps</b>	<b>Timeline</b>	<b>Remarks</b>
Submission of application for registration along with information as required under Fruit Plant Certification Rules, 1998	<b>Step 1:</b> examination of application	Within 7 w/days of receipt of application	Application to be returned in case of deficiencies
	<b>Step 2:</b> Verification and Recommendation by the Regional Fruit Plant Registration	Within 30 w/days of the referral to the committee	Nurseries not recommended to be informed accordingly;

	Committee		
	<b>Step 3:</b> Registration of recommended nurseries by the Federal Committee	Within 30 w/days of the recommendation by the Regional committee	Nurseries not granted registration to be informed accordingly
	<b>Step 4:</b> Issuance of Registration Certificate to Nursery	Within 15 w/days of the decision made regarding registration of the nursery	Circulation of certificate to all registered nurseries

**vi) Registration to do Seed Business**

<b>Documents required</b>	<b>Steps</b>	<b>Timeline</b>	<b>Remarks</b>
Request to be submitted to FSC&RD for availability of name and brand name	<b>Step 1:</b> FSC&RD to convey in writing the status of availability of name/brand name	Within 7 w/days of the request received	No application shall be accepted without furnishing proof of availability of name and brand name as issued by FSC&RD
i) Application for registration of local seed producer, seed importer, seed exporter ii) Documents required for registration to do seed business	<b>Step 2:</b> FSC&RD Headquarter shall examine the application and refer the completed ones to the concerned Regional Director for verification of Infrastructure; Physical assets; Antecedents and other details provided by the applicant	Within 15 w/days of the application received	Application with deficiencies shall be returned
	<b>Step 3:</b> Supply of verification report by the Regional Directorates to FSC&RD Headquarter	Within 30 w/days of the referral by FSC&RD	Cases not verified shall be returned with observations;
	<b>Step 4:</b> Approval	Within 60	Companies not granted



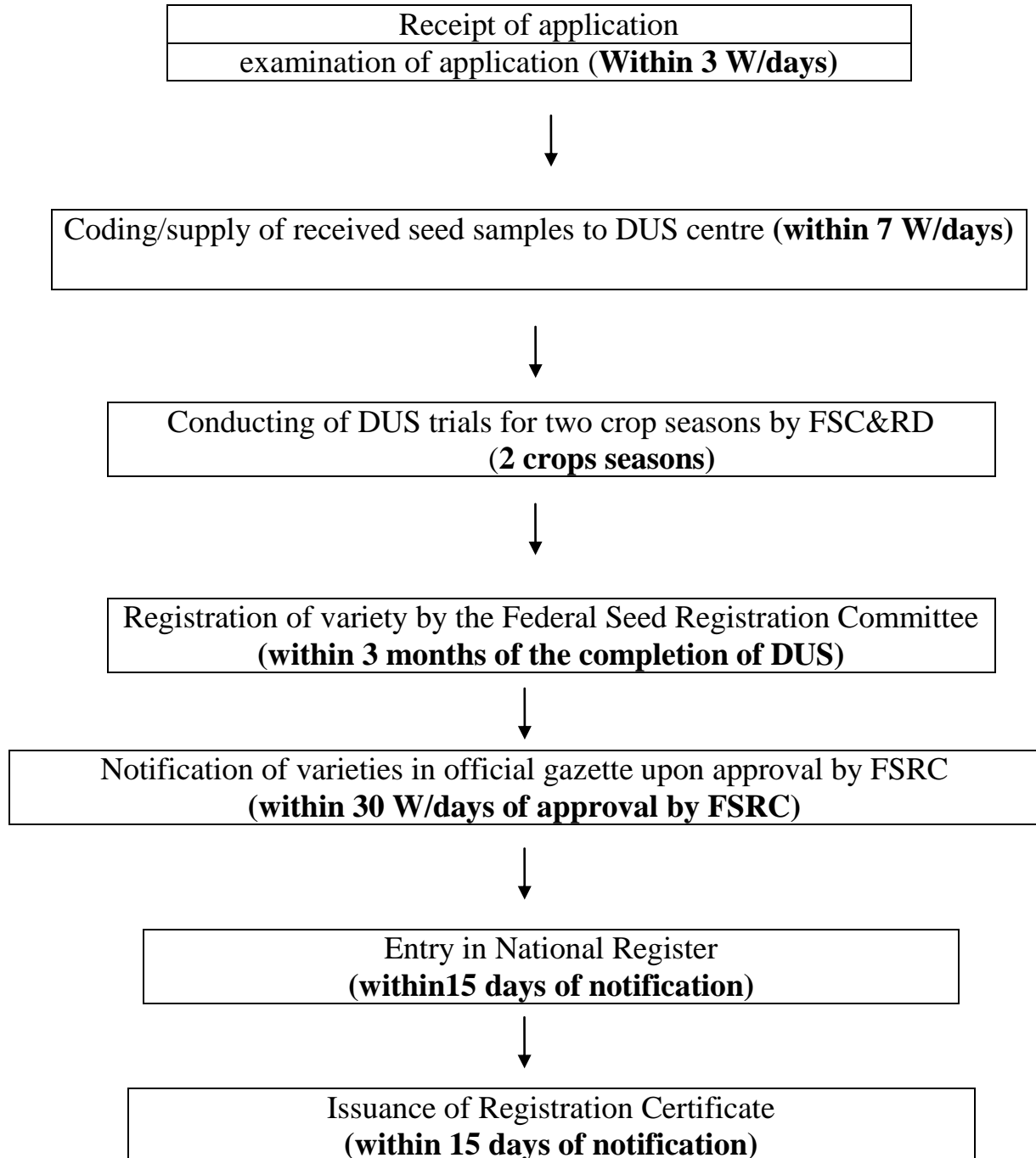
	by the Working Group of the Ministry for grant of permission to do seed business for a period of five years	w/days after the verification is complete	registration shall be informed accordingly;
Submission of fee at the following rate; Rs.75000 for seed importer Rs.50000 for local seed producer	<b>Step 5:</b> issuance of certificate to do seed business by the Ministry	Within 30 w/days of the decision made by the WG of the Ministry	The companies failing to submit the prescribed fee shall not be issued any certificate
Renewal of the registration already granted by the Working Group subject to;  i) Application for renewal to DG, FSC&RD ii) Verification/progress report by the concerned Regional Directorate of FSC&RD iii) Renewal fee at the following rate; Rs.40000 for seed importer Rs.25000 for local seed producer	<b>Step 6:</b> FSC&RD to issue Certificate for the Renewal of permission to do seed business	Within 30 w/days of the receipt of application	The renewal shall not be made; v) If the applicant does not fulfill the requirements as prescribed under section 22B of the Seed Act, 1976 and seed (Business Regulation) Rules, 2016; vi) The applicant fails to submit the renewal fee vii) Case to be submitted in next meeting of the working group for review by the WG

**vii) Registration of Seed Processing Units**

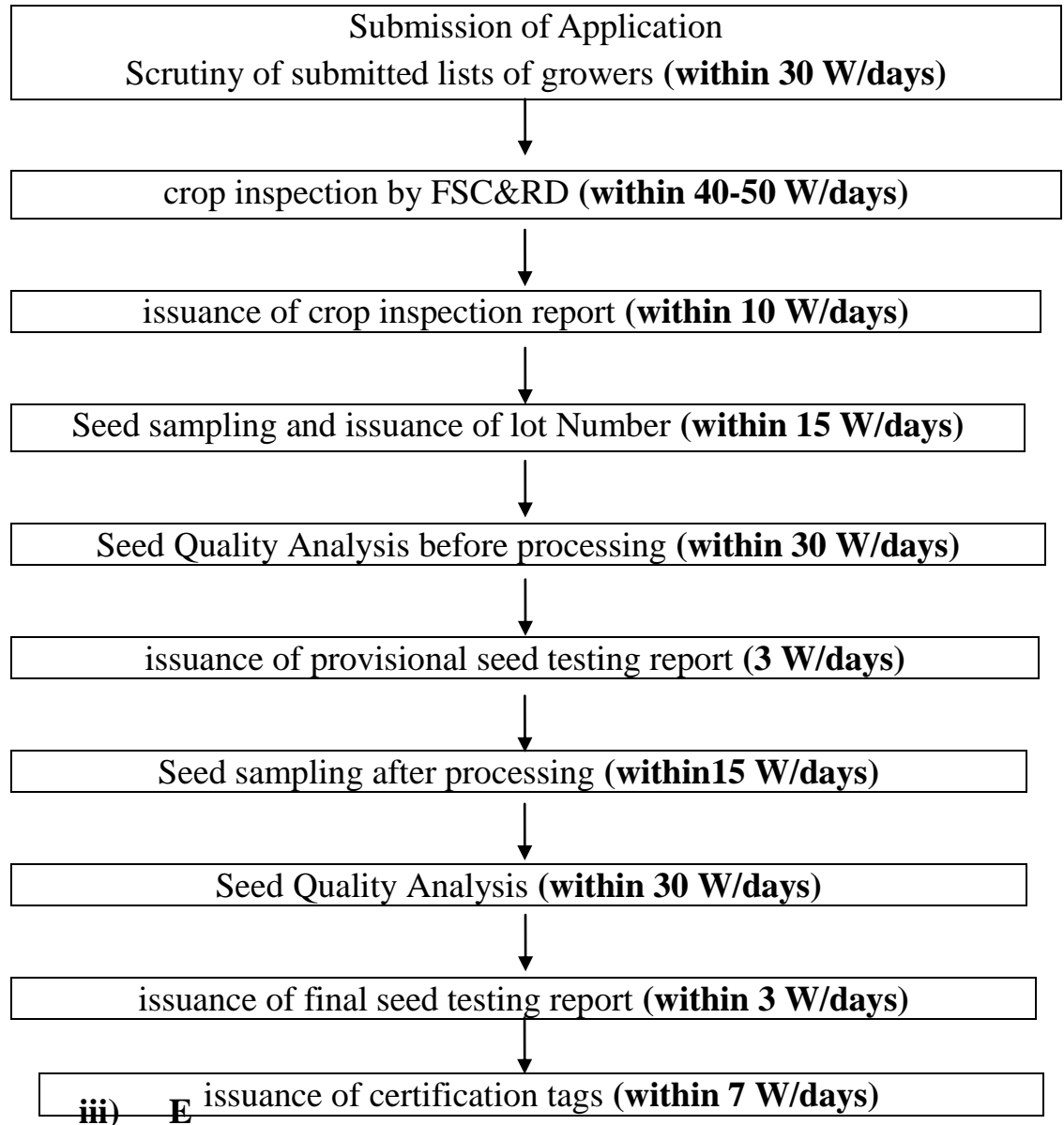
<b>Documents required</b>	<b>Steps</b>	<b>Timeline</b>	<b>Remarks</b>
Application for registration of Seed Processing Units;	<b>Step 1:</b> Examination of the application	Within 15 w/days of the receipt of application	The application shall be returned in case of deficiencies;
	<b>Step 2:</b> Physical Verification by Regional Directorates of FSC&RD	Within 30 w/days of the referral	Cases not physically verified shall be rejected
	<b>Step 3:</b> Submission of completed and verified cases to the Ministry for permission to be registered	Within 30 w/days of the completion of the case	
Submission of fee of Rs.10,000	<b>Step 4:</b> Issuance of Registration Certificate	Within 30 w/days of the approval of the case	

c) Flow Charts along with timelines at each step

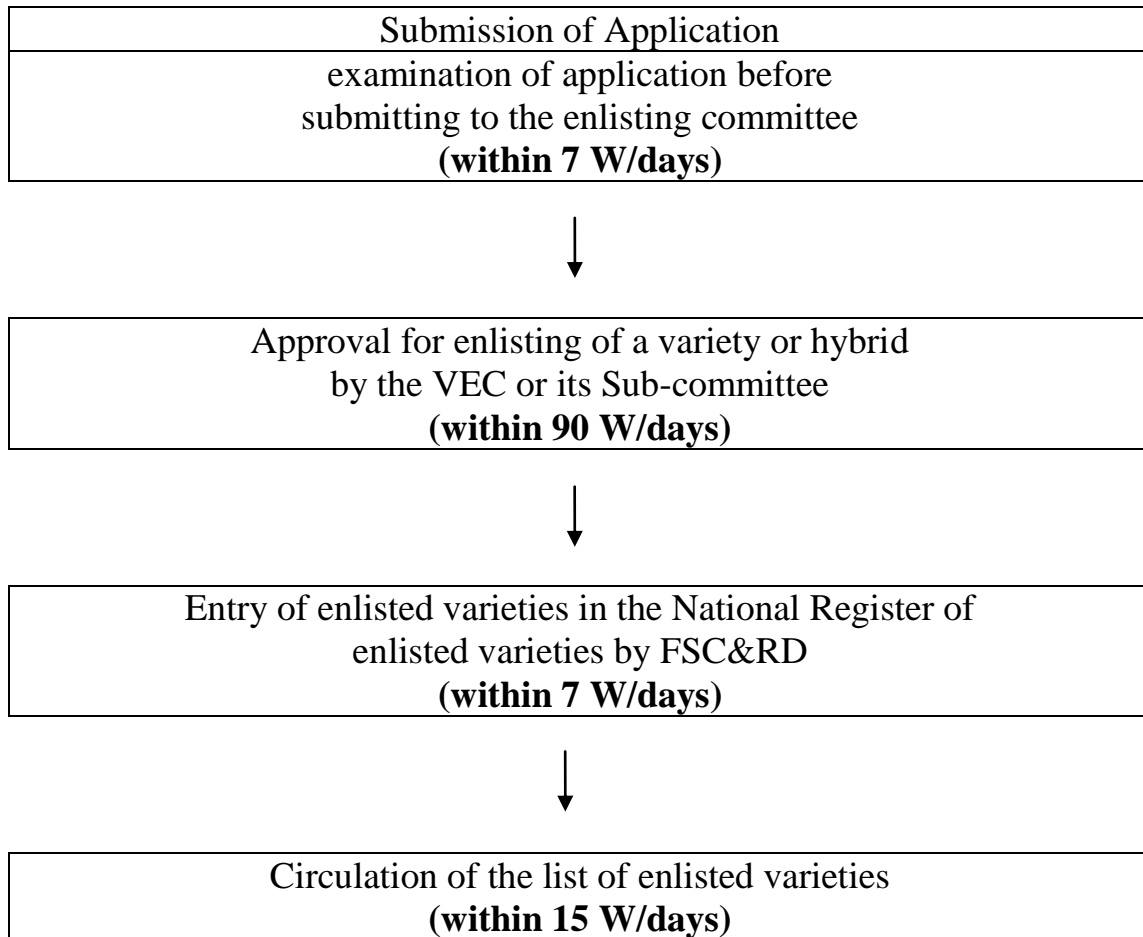
i) **Registration of Plant Varieties**



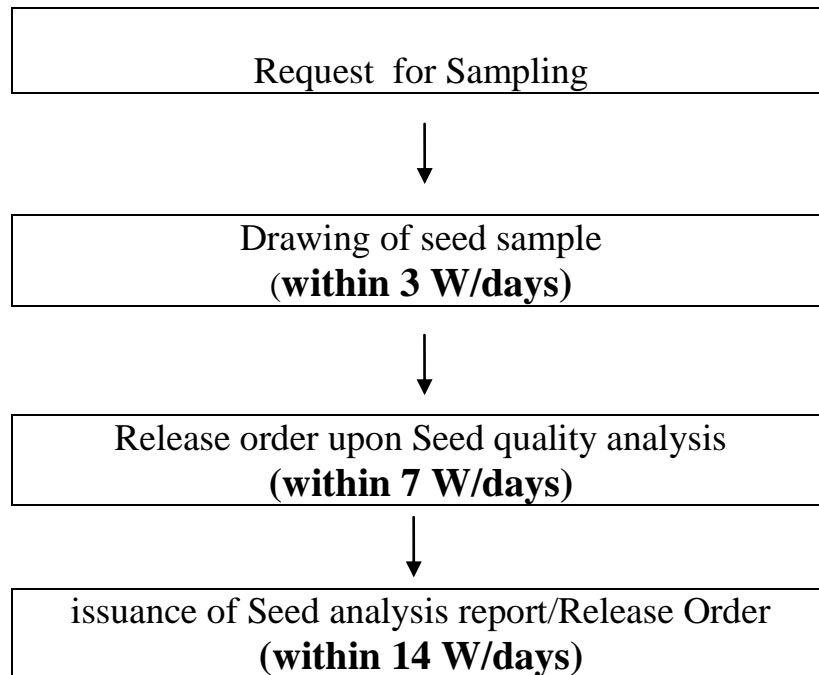
**ii) Certification of Seeds**



### iii) Enlisting of Plant Varieties



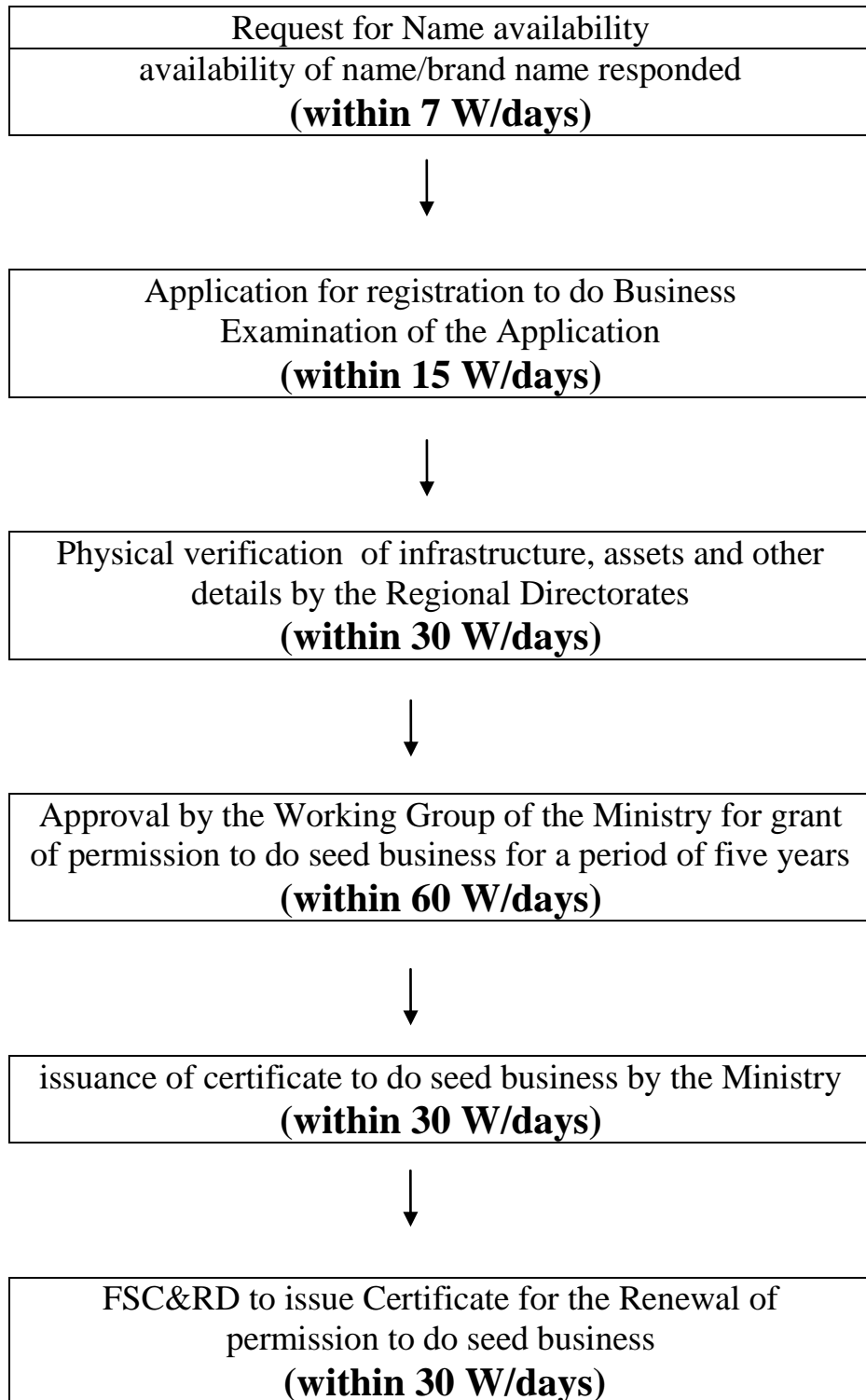
**iv) Seed Quality Analysis of imported seed consignment for issuance of Release Order**



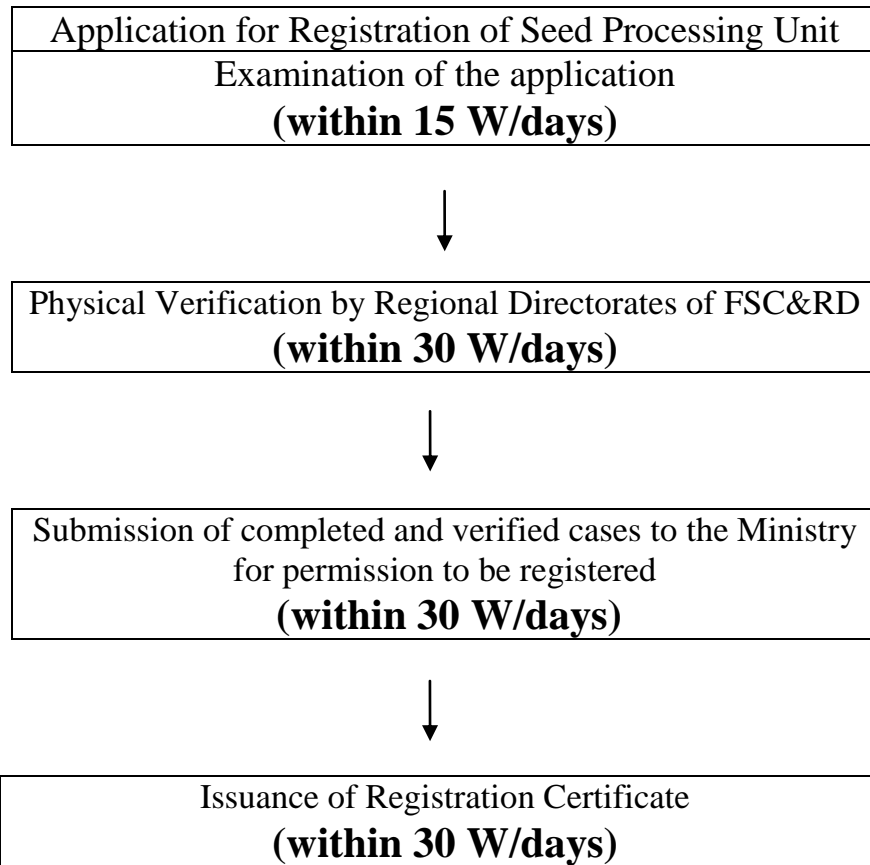
**v) Registration of Fruit Plant Nurseries**



## vi) Registration to do Seed Business



**vii) Registration of Seed Processing Units**





- d) Systematic Provision of Information to the applicant on status of application**
- i) All applicants shall be acknowledged the receipt of application and informed about its acceptance for further process or return of application with a checklist of observations and deficiencies on the postal address, through ‘SMS’ or a phone call on the number as provided in the application;
  - ii) Information on all critical stages during processing of the application is provided to the applicant. Following stages have been identified in this regard;
    - a) Registration of Plant varieties**
      - aa) acceptance of application or return with deficiencies;
      - ab) inclusion of variety in 1<sup>st</sup> and 2<sup>nd</sup> year DUS trial and completion of trial;
      - ac) approval of registration case by FSRC
      - ad) notification of variety in official gazette
      - ae) entry in National Register
      - af) issuance of Registration Certificate
    - b) Certification of Seeds**
      - bb) acceptance of crop inspection
      - bc) issuance of seed quality report
      - bd) issuance of certification tags
    - c) Enlisting of Plant variety**
      - cc) acceptance of application or return of it with observations/deficiencies
      - cd) approval by committee for enlistment
      - ce) entry in National Register
    - d) Release of Seed Consignments**
      - dd) delivery of seed sample to the lab
      - de) release of consignment
      - df) issuance of seed quality analysis report
    - e) Registration of Fruit Plant Nursery**
      - ee) acceptance of application or rejection of it with observations and deficiencies
      - ef) recommendation by the Regional Fruit Plant Registration Committee
      - eg) Registration by the Federal Committee
      - eh) issuance of registration certificate
    - f) Registration to Do Seed Business**
      - ff) acceptance of application or rejection of it with observations and deficiencies
      - fg) verification report by the Regional Directorate

- fh) registration by the Working Group
- fi) issuance of Registration Certificate

**g) Registration of Seed Processing Units**

- gg) acceptance or rejection of application with observations and deficiencies
- gh) approval by the ministry
- gi) issuance of certificate of registration

iii) All applicants are encouraged to lodge complaints, if any, in writing to the Director General, FSC&RD at the following address;

Director General,  
Federal Seed Certification and Registration Department,  
Mauve Area, G-9/4, Islamabad  
Ph: 051 9260126  
Fax: 051 9260234  
Email: [dg.fscrd@yahoo.com](mailto:dg.fscrd@yahoo.com)

**e) Notification of Processes for Public Information**

- i) The process are notified on the website of the department i.e. [www.federalseed.gov.pk](http://www.federalseed.gov.pk);
- ii) The information on the processes is shared in hard and soft copies with all the public and private sector research institutes, extension departments, seed associations, farmers' organizations, business forums, seed breeders, seed producers, distributors, importers, processors, nursery men as well as national and international development partners.