

# **The Spices Board Rules, 1987**

## **CHAPTER - I**

### **PRELIMINARY**

<b>RULE</b>	<b>Page</b>
1. Short title, extent and commencement	18
2. Definitions	18
3. Office of the Board	18

## **CHAPTER - II**

### **THE BOARD AND ITS COMMITTEES**

4. Constitution of the Board and the manner of filling vacancies among members	19
5. Term of Office of Members	20
6. Membership Roll	20
7. Change of Address	20
8. Resignation	21
9. Removal of Members	21
10. Vice-Chairman	21
11. Appointment of Committees	21
12. Functions of the Committees	23
13. Provision for constitution of a Special Committee	24

## **CHAPTER - III**

### **POWERS AND DUTIES OF CHAIRMAN**

14. Powers and duties of Chairman	24
-----------------------------------	----

## **CHAPTER - IV**

### **CERTIFICATE OF REGISTRATION**

15. Application for Certificate	25
16. Appeal	25

**CHAPTER - V**  
**FINANCE, BUDGET AND ACCOUNTS OF THE BOARD**

17. Budget Estimates	26
18. Accounts and Audit	27
19. Payment of fees	27
20. Annual Report	27

**CHAPTER - VI**

21. Return to be submitted to the Board by registered owner	27
Form I      Application for grant of Certificate of Registration/Renewal as Exporter of spices	28
Form II      Appeal against refusal to grant Certificate of Registration for commencing/carrying on the business of export of any spice	34
Form III     Form of Return to be submitted by Registered Cardamom Estate Owners	36
Form IV     Income and Expenditure Statement for the period ended	37
Form V      Balance Sheet	39
Form VI     Application for grant of Spice House Certificate	41
Form VII    Spice House Certificate	45

# The Spices Board Rules, 1987

GSR No. 115(E) In exercise of the powers conferred by Section 38 of the Spices Board Act, 1986 (10 of 1986), the Central Government hereby makes the following rules, namely;

## CHAPTER - I

### PRELIMINARY

#### 1. Short title and commencement:-

- (1) These rules may be called the Spices Board Rules, 1987.
- (2) \* They shall come into force on the date of their publication in the Official Gazette.

#### 2. Definitions :- In these rules, unless the context otherwise requires,-

- (a) "Act" means the Spices Board Act 1986 (10 of 1986);
- (b) "Board" means the Spices Board constituted under section 3 of the Act;
- (c) "Committee" means any of the committee appointed by the Board under Section 5;
- (d) "Form" means a form appended to these rules;
- (e) "Secretary" means Secretary to the Board appointed under section 4;
- (f) "Section" means a section of the Act;
- (g) "Vice-Chairman" means Vice-Chairman of the Board;
- (h) "Year" means the year commencing on the first day of April;
- (i) Words and expressions used herein and not defined but defined in the Act shall have the meanings respectively assigned to them.

#### 3. Office of the Board

The Office of the Board shall be located in Cochin, Kerala State

---

\* The Spices Board Rules 1987 were published in the Gazette of India, Extra - Ordinary dated 26 February 1987 in Part II Section 3 - Sub Section (i).

## CHAPTER II

### THE BOARD AND ITS COMMITTEES

#### 4. Constitution of the Board and the manner of filling vacancies among members

- (I) The composition of the Board shall be as follows:-
- (a) Chairman;
  - (b) three members of Parliament, of whom two shall be elected by the House of the People and one by the Council of States;
  - (c) three members to represent respectively the Ministries of the Central Government dealing with
    - (i) Commerce;
    - (ii) Agriculture, and
    - (iii) Finance;
  - (d) \*seven members to represent growers of spices;
  - (e) \*ten members to represent the exporters of spices;
  - (f) \*\*three members to represent the major spice producing States;
  - (g) four members, one each, to represent the following;
    - (i) \*\*\* The Planning Commission;
    - (ii) The Indian Institute of Packaging, Bombay;
    - (iii) The Central Food Technological Research Institute, Mysore;
    - (iv) \*\*\* The National Research Centre for Spices, Calicut.
  - (h) one member to represent spices labour interests.

---

\* Amended as per Govt. of India, Ministry of Commerce Notification No. GSR 74(E) dated 15 February 1990.

\*\* Amended vide Government of India, Ministry of Commerce Notification No. 661 (E) dated 17 July 1987.

\*\*\* Amended as per Govt of India, Ministry of Commerce, Notification No. GSR 74(E) dated 15 February 1990.

- (1) A. \* The Chairman shall be a person in the grade of the Joint Secretary to the Government of India and his appointment shall be made in consultation with the Establishment Officer of the Department of Personnel and Training, Ministry of Home Affairs, Government of India.
- (2) The Central Government may make such consultations as it thinks fit before appointing representatives of the interests specified in clauses (d) to (h).

**5.\*\* Term of office of members:-**

- (1) Save as hereinafter provided, a member of the Board shall hold office for such period not exceeding three years from the date of his appointment as may be specified in the notification appointing him as such:

Provided that a member elected or appointed under sub-rule (1) rule 4 shall cease to be such member if he ceases

- (i) to be a member of the House of Parliament by virtue of which he was elected;
- (ii) to hold the office by virtue of which he was appointed; or
- (iii) to represent the category from which he was appointed;
- (2) A member elected or appointed to fill a casual vacancy shall hold office so long as the member whose place he fills would have been entitled to hold office if the vacancy had not occurred.
- (3) \*\*\* “The Central Government may re-appoint a member of the Board for not more than two terms of office”.

**6. Membership roll:**

The Secretary shall keep a record of the names of members and their addresses.

**7. Change of Address**

A member shall keep the Secretary informed of any change in his address promptly. If he fails to inform the change of address, the address in the official records shall for all purposes be deemed to be his address.

---

\* Amended vide Government of India, Ministry of Commerce Notification No. 397 dated 29 June 1990.

\*\* Amended vide Government of India, Ministry of Commerce Notification No. 661 (E) dated 17 July 1987.

\*\*\* Amended Vide Govt. Notification G. S. R. 340(E) dated 29.3.93

**8. Resignation:**

- (1) A member may resign his office by a letter addressed to the Chairman.
- (2) The office of a member shall fall vacant from the date on which the resignation of such member is accepted or on expiry of thirty days from the date of the receipt of resignation by the Chairman, whichever is earlier.
- (3) The Chairman shall communicate the acceptance of the resignation of the member to the Board at its next meeting

**9. Removal of Members:**

The Central Government may remove any member from office:-

- (a) if he is of unsound mind and stands so declared by a competent Court; or
- (b) if he is an undischarged insolvent; or
- (c) if he is convicted of an offence involving moral turpitude; or
- (d) if, without the leave of the Chairman, he fails to attend three consecutive meetings of the Board; or
- (e) if he defaults in payments of any dues to the Board and is so declared by the Board.

**10. Vice - Chairman:**

- (1) The Board shall each year elect from among its members a member to be the Vice - Chairman of the Board for a period of twelve months commencing from the date of his election or, if the election is held before expiry of the term of office of an existing Vice-Chairman, from the date on which such Vice-Chairman shall vacate office.
- (2) In the event of the Vice-Chairman resigning his office as such or ceasing to be a member of the Board, the Board shall at its next meeting elect another member to be the Vice-Chairman for the unexpired portion of the term of Office of the Vice-Chairman elected under subrule (1).
- (3) If, however, the election is not held within a period of twelve months, the existing Vice-Chairman shall continue to hold office till the election is held.

**11. Appointment of Committees:**

- (1) The Committees appointed by the Board under section 5 may be either Executive or Advisory in character and shall exercise such powers and discharge such functions of the Board as may be decided by the Board in conformity with the provisions contained in the Act and these rules.

(2) The Board shall appoint every year the following Standing Committees to exercise such powers and discharge such functions as may be assigned to it under these Rules, namely :-

**(i) Executive Committee:**

This Committee shall consist of:

- (a) the Chairman of the Board who shall be the ex-officio Chairman of the committee;
- (b) the Vice-Chairman;
- (c) \*one of the members appointed under clause(f) of sub-rule (1) of rule 4 to be nominated yearly by rotation.
- (d) the member representing the Ministry of Central Government dealing with Finance;
- (e) The Secretary
- (f) a member to be elected from among the members referred to in clause (d) of sub -Rule (1) of Rule 4.
- (g) a member to be elected from among the members referred to in clause (e) of sub-Rule (1) of Rule 4

**(ii) Research and Development Committee for Cardamom:**

This committee shall consist of:-

- (a) the Chairman of the Board who shall be the ex-officio Chairman of the Committee;
- (b) the Vice Chairman;
- (c) \*\*one of the members appointed under clause (f) of sub-rule (1) of rule 4 to be nominated yearly by rotation.
- (d) the member representing the Ministry of Central Government dealing with Agriculture;
- (e) one member to represent ELETTARIA CARDAMOM MATON growers;
- (f) one member to represent AMOMUM SUBULATUM ROXB growers;
- (g) \*\*\*The National Research Centre for Spices, Calicut;
- (h) officer of the Board in-charge of Cardamom Research;
- (i) officer of the Board in-charge of Cardamom Development;

---

\* Amended vide Government of India Ministry of Commerce Notification No. 661(E) dated 17<sup>th</sup> July 1987.

\*\* Amended Vide Government of India, Ministry of Commerce Notification No. G. S. R. 503(E) dated 2<sup>nd</sup> May 89.

\*\*\* Amended as per Govt. of India, Ministry of Commerce, Notification No. G. S. R. 74(E) dated 15<sup>th</sup> February 1990

- (j) \* a member to be elected from among the members referred to in clause (e) of sub-Rule (1) of Rule 4.

**(iii) Market Development Committee for Spices:**

This Committee shall consist of:

- (a) The Chairman of the Board who shall be the ex-officio Chairman of the Committee;
  - (b) The Vice-Chairman;
  - (c) the Director, Central Food Technological Research Institute, Mysore;
  - (d) the member representing the Ministry of Central Government dealing with Commerce;
  - (e) three members to represent trade interests to be appointed by the Board from among themselves;
  - (f) an officer of the export Inspection Agency of India appointed by the Board;
  - (g) the officer of the Board dealing with Spices Market Development;
  - (h) \*\* two members to be elected from among the members referred to in clause (d) of sub Rule (1) of Rule 4.
- (3) The Board may appoint such other committees from time to time as may be deemed necessary.
- (4) The Chairman of any committee appointed by the Board may require any officer of the Board or invite any person or persons to attend such meetings of the committee but such person or persons shall have no power to vote.

**12. Functions of the Committees:**

- (a) Executive Committee:

This committee shall exercise the following functions:-

- (i) Such administrative matters as are delegated by the Board;
- (ii) Registration of traders and exporters, examination and acceptance of returns to be made by registered owners of estates, farms, gardens, processing units, publications of the statistics so collected, or of any portions thereof or extracts therefrom;
- (iii) Any other function assigned by the Board.

---

\* Amended vide Govt. of India, Ministry of Commerce Notification No. GSR 503 (E) dated 2<sup>nd</sup> May 89.

\*\* Amended vide Government of India, Ministry of Commerce Notification No. GSR 503 (E) dated 2<sup>nd</sup> May 1989 read with corrigendum No. GSR 47 dated 5<sup>th</sup> January 1990.

- (b) **Research and Development Committee for Cardamom**  
This committee shall exercise the following functions:-  
(i) formulation of projects for the development of cardamom;  
(ii) reviewing implementation of development projects;  
(iii) assigning priorities for research work to be undertaken by the Board;  
(iv) reviewing progress of research;  
(v) any other function assigned by the Board.
- (c) **Market Development Committee for Spices:**  
This Committee shall exercise the following functions:  
(i) monitoring of auctions of spices;  
(ii) formulation of projects for market development in internal markets and for exports;  
(iii) review of the market conditions relating to Spices;  
(iv) recommend to Board such matters as are necessary for streamlining of marketing of spices;  
(v) any other function assigned by the Board.

**13. Provision for constitution of a special committee:-**

The Board may set up a special committee for undertaking a specific work connected with its functions and appoint members including Chairman for such a committee.

**CHAPTER - III**

**POWERS AND DUTIES OF CHAIRMAN**

**14. Powers and duties of the Chairman:**

The Chairman shall have the following powers and duties:-

- (i) to grant leave to officers and employees of the Board including the Secretary;
- (ii) to prescribe duties of all officers and staff of the Board and exercise such supervision and disciplinary control as may be necessary;
- (iii) to sanction expenditure for contingencies, supplies and services and purchase of articles required for the working of the office of the Board;
- (iv) to require the Board or any Committee thereof to defer taking action in pursuance of any decision taken by the Board or the committee as the case may be pending a reference to the Central Government on such decision;
- (v) to take decision in respect of matters that cannot wait disposal by the Board or a Committee, as the case may be. The action taken by the Chairman shall be put up to the Board for post facto approval at its next meeting.

Provided that where the Board modifies or reverses the decision taken by the Chairman, such modification or reversion shall be without prejudice to the validity of any action taken before such modification or reversion.

#### CHAPTER - IV

#### CERTIFICATE OF REGISTRATION

##### Application for certification:

15.(1) An application for grant of certificate under section 12 shall be made to the Board in Form I.

(2) Every application for grant of certificate of registration shall be accompanied by a receipt evidencing the payment of fee of rupees two thousand for a block period of three years ending on the 31st August or part thereof. Renewal fee for such period shall be rupees one thousand.<sup>1</sup>

15(A)(1) <sup>2</sup>An exporter of spices who has his own or taken on rent or leased premises having facilities for cleaning, grading, processing, warehousing and packing as given in the Schedule annexed to these rules, may apply to the Board in Form-VI for grant of a Spice House Certificate. The Board on being satisfied as to the facilities available in the premises owned or taken on rent or lease for a period of not less than three years, shall issue a certificate in Form VII. If on inspection at any time, it is found that the exporter does not have such facilities, the Spice House certificate issued to him shall be cancelled.

(2) The Spice House Certificate shall be valid for three years from the date of issue.

Provided that the certificate shall be invalid for the period the exporter does not hold a valid Exporter Registration Certificate.

Provided further that the certificate shall be renewed if the exporter maintains the facilities referred to in sub-rule (1).

Appeal

16.(1) Any person aggrieved by an order of the Board made under section 13 may, within sixty days from the date of making of such order, appeal to the Central Government.

(2) Every appeal made under sub-section (1) shall be made in Form II and shall be accompanied by a copy of order appealed against and a receipt evidencing the payment of fee of rupees twenty five.

(3) On receipt of appeal under sub-rule (1), the Central Government shall, after giving a reasonable opportunity to the appellant of being heard, pass such order as it may deem fit.

---

<sup>1</sup>Amended by Govt. of India Notification No. GSR 661(E) dated 19.10.93 issued on F No. 7/2/93 EP (Agri V)

<sup>2</sup>Amended by Govt. of India Notification No. GSR 636 (E) dt. 10<sup>th</sup> Sept. 2002.

## **CHAPTER - V**

### **FINANCE, BUDGET AND ACCOUNTS OF THE BOARD**

#### **17. Budget Estimates:**

- (1) The Board shall, in each financial year, prepare a budget for the Spices Board for the next financial year and shall submit it for sanction to the Central Government on or before such dates as may be appointed from time to time by the said Government.
- (2) No expenditure shall be incurred until the budget is sanctioned by the Central Government and the sanction for that expenditure by the competent authorities is received.
- (3) The budget shall include a statement of:-
  - (i) the estimated opening balance;
  - (ii) the estimated receipts referred to in sub-section (1) of Section 21 of the Act;
  - (iii) the estimated expenditure classified under the following heads and sub-heads or such other heads and sub-heads as the Central Government may from time to time direct, namely:-

#### **Heads:-**

- a) Administration
- b) Production in respect of cardamom development
- c) Market Development
- d) Research
- e) Promotion and Publicity
- f) Statistics
- g) Works
- h) Promoting co-operative efforts for marketing of Spices
- i) Financial or other assistance in respect of spices for exports
- j) Plantation welfare

#### **Sub-heads**

- i) Pay of officers
  - ii) Pay of establishment
  - iii) Allowances, honoraria and the like; and
  - iv) Other charges contingencies and the like.
- (4) Supplementary estimates of expenditure, if any, shall be submitted for the sanction of the Central Government in such form and on such dates as may be directed by it in this behalf.

**18. Accounts and Audit:-**

- \* 1. The Board shall maintain proper accounts and other relevant records and prepare annual Income and Expenditure Statement and Balance Sheet in Forms IV, V prescribed by the Central Government in consultation with the Comptroller and Auditor General of India.
- 2. The accounts of the Board shall be audited by the Comptroller and Auditor General of India at such intervals as may be prescribed by him.
- 3. The Comptroller and Auditor General of India shall have the same rights and privileges and authority in connection with the audit of the accounts of the Board as he has in connection with the audit of general accounts and, in particular, shall have the right to demand production of books, accounts, connected vouchers and other documents and papers and to inspect any of the offices of the Board.
- 4. The accounts of the Board as certified by the Comptroller and Auditor General of India together with the audit report thereon shall be forwarded annually to the Central Government and that Government shall cause the same to be laid before each House of Parliament at a date not later than the dates specified in this behalf by the Central Government.

**19. Payment of fees:**

Any fees or amount payable to the Board under the Act or these rules shall be paid either by money order or demand draft drawn in favour of the Board or by Indian Postal Order payable to the Board at a Post Office in Cochin.

**20. Annual Report**

The annual report of the Board on its activities for every year shall be submitted to the Central Government as soon as possible after the close of the year, and, in any case not later than 30<sup>th</sup> September for being laid on the Tables of both Houses of Parliament.

**CHAPTER VI**

**RETURN TO BE SUBMITTED TO THE BOARD BY REGISTERED OWNER**

- 21.(1) Every registered owner shall submit an annual return in respect of each estate owned by him in Form III to the Board for the period from 1st August to 31st July every year. The return shall reach the Board by 16th\*\* August every year.
- (2) Non-submission of the returns in time will be punishable under section 26 of the Act.

---

\* Amended vide Govt. of India Ministry of Commerce Notification No. G. S. R. 503 (E) dated 2 May 89.

\*\* Amended vide Govt. of India, Ministry of Commerce Notification No. GSR 397 dated 29 June 1990



4. Date of Establishment Date   Month   Year

5. I.E. Code Number              
 (Attach self attested copy)  
 Date of issue

Place of issue

6. Sales Tax Registration  
 Attach self attested copy

GST

Date of issue

Place of issue

CST

Date of issue

Place of issue

\*7. Permanent Account No. PAN

8. Indicate whether the application is for renewal of the existing certificate or for a  Renewal  New new certificate  
 (Please ✓ where appropriate)

If for renewal, indicate

Certificate No.

Date of issue

Place of issue

Details of spices exported during the last three financial years

Year (April-March)	Name of Spices	Quantity exported (MT)	FOB value (Rs. Lakhs)

9. Details of fee remitted  
 Amount

Rs.

Mode of payment  
 (Please ✓ where appropriate)

Cash

Demand Draft



c. Category (Please ✓ where appropriate) [Attach details of share holding pattern and capital to support the category]

Size	Type	Ownership
<input type="checkbox"/> Small scale industry	<input type="checkbox"/> Private sector	<input type="checkbox"/> Multinational Corporation
<input type="checkbox"/> Medium scale industry	<input type="checkbox"/> Public sector	<input type="checkbox"/> Fully Indian owned company
<input type="checkbox"/> Large scale industry	<input type="checkbox"/> Co-operative	<input type="checkbox"/> Joint venture
<input type="checkbox"/> Others (specify)	<input type="checkbox"/> Others (specify)	<input type="checkbox"/> Others (specify)
<input type="text"/>	<input type="text"/>	<input type="text"/>

d. Is the processing unit a 100% EOU (Please ✓ where appropriate)  Yes  No

e. Location  EPZ  SEZ

Address

Building No.

Building Name

Street

City  PIN

State

f. Facilities available (Please ✓ where appropriate)

Cleaning	<input type="checkbox"/>
Grading	<input type="checkbox"/>
Sieving	<input type="checkbox"/>
Milling	<input type="checkbox"/>
Distillation	<input type="checkbox"/>
Extraction	<input type="checkbox"/>
Sterilization	<input type="checkbox"/>
Packaging	<input type="checkbox"/>
Others	<input type="checkbox"/>
Please specify	<input type="text"/>



c) Spice products exported/proposed to export with the above brand


16. Countries to which exported / intended to export


**DECLARATION**

I/We declare that the information given above are true to the best of my/our knowledge and belief and that I/We shall abide by the Spices Board Rules, 1987, the conditions laid down in the Spices Board (Registration as Exporter) Regulation 1989 and any instruction given by the Board from time to time regarding the conducting of business.

Signature

Place:

Name

Date:

Designation

(Seal)

- Note: 1. Application should be accompanied with prescribed fee and other documents.  
2. Fee once paid will not be refunded under any circumstances.  
3. Details of exports should be given separately for each of the spice.”

\* Amended vide Govt of India Notification No. 106 dated 21-6-2004

FORM - II

(See Rule 16)

**Appeal against refusal to grant Certificate of Registration for commencing/carrying on the business of export of any spice.**

To

The Secretary to the Government of India,  
Ministry of Commerce,  
New Delhi

The petition of/.....exporter(s) carrying on business or profession.....at .....

Your petitioner(s) applied; to (obtained sanction from) the Secretary of the Spices Board under Rule 15(1) of the Spices Board Rules for grant of Certificate under section 12 of the Spices Board Act 1986 for commencing or carrying on the business of export of any spice. The Secretary of the Spices Board has refused to grant such a certificate (withdrawn such a certificate already granted) for the reasons stated in his Order dated.....of which a copy is attached.

For the reason set out below your petition (s) submit (s) that the Certificate should be granted/ not be withdrawn and pray(s) that the Ministry of Commerce may be pleased to direct the Secretary of the Spices Board to grant the necessary Certificate/not to withdraw the Certificate

Grounds of Appeal

- 1.
  - 2.
  - 3.
- etc.

Date:

We/I the petitioner(s) named in the above petition do declare that what is stated therein is true to the best of our/my information and belief.

Signature

Address of the Applicant

.....  
.....  
.....

Notes: (1) Delete the inappropriate words or letters

- (2) The appeal should be accompanied by a fee of rupees twenty five. \*It is suggested that the fee should be credited in the treasury or a branch of the Reserve Bank of India obtaining a chalan from the Secretary of the Spices Board and the triplicate chalan sent to the Ministry with the appeal. The Ministry will not accept cheques, drafts, hundies or other negotiable instruments.

---

\* Amended vide Govt. of India, Ministry of Commerce Notification No. GSR 503 (E) dated 2 May 89.

FORM - III

(See Rule 21)

**Form of return to be submitted by Registered Cardamom Estate Owners**

1. Name and Postal address of the Estate Owner :
2. Name of the Estate :
3. Name of District/Taluk/Village in which the Estate is located :
4. Survey Numbers :
5. Registration No. & Date :
6. Registered area under cardamom :
7. Area abandoned as on 31.7.19 :
8. New extension of area as on 31.7.19 :
9. Total area under cardamom as on 31.7.19 :
10. Area under other crops as on 31.7.19 :
11. Area under Roads/Buildings/waste land as on 31.7.19 :
12. Total area of the Estate as on 31.7.19 (Total col. 9 10 11) :
13. Area replanted under cardamom during the year ending 31.7.19 :
14. Production of cardamom during the year ending 31.7.19 :
15. Number of labourers
  - a. Permanent.
  - b. Temporary
16. Amenities provided for the labourers
  - a. Hospitals
  - b. School
  - c. Labour lines
  - d. Others (Specify)

FORM - IV

(See Rule 18)

SPICES BOARD, COCHIN - 682 025

INCOME AND EXPENDITURE STATEMENT FOR THE PERIOD ENDED

Expenditure	Rs.	Ps.	Rs.	Ps.	Income	Rs.Ps.	Rs.Ps.
1	2	3	4	5	6	5	6
Administration No.					1. Proceeds of cess made over to the Board under Sec. 21 of the Spices Board Act. Less : Amount utilised for acquisition of the fixed assets.		
Publicity & Propaganda					2. Grant-in-aid paid to the Board by Government of India under Sec-20 of the Spices Board Act. Less : Amount utilised for acquisition of the fixed assets.		
Market Promotion					3. Grant in-aid received from other Agencies. 4. Fees levied in respect of licences issued under the Act.		
Statistics					5. Proceeds of sale of Cardamom seedlings.		
Plantation labour welfare Research (Small Cardamom)					6. Interest on loans granted to planters.		

Expenditure	Rs.	Ps.	Rs.	Ps.	Income	Rs.Ps.	Rs.Ps.
1	2	3	4	5	6		
Development (Small Cardamom)					7. Subscription to periodicals, advertisements, receipts, sale of cardamom from Research farms, proceeds of promotional sale of cardamom and other miscellaneous receipts etc.		
Research (Large Cardamom)							
Development (Large Cardamom)							
Others							
Depreciation as per Schedule appended.							

FORM - V

(See Rule 18)

SPICES BOARD COCHIN - 682 025

**BALANCE SHEET AS ON**

	Rs.	Ps.	Rs.	Ps.	Rs.	Ps.	Rs.	Ps.
Liabilities					Assets			
Loans taken from Government of India					Closing Balance			
Outstanding Liabilities					Outstanding Receipts			
Amount of Cess and Grants utilised for acquisition of fixed assets as on.....								
Add : Amount utilised during					Prepaid expenditure			
Reserve and surpluses					Advance to staff loans to planters			
					Co-operation			
					Land & Buildings			

Liabilities	Rs.	Ps.	Rs.	Ps.	Assets	Rs.	Ps.	Rs.	Ps.
					Motor vehicles				
					Furniture & Fittings				
					Laboratory Equipments				
					Research (Small Cardamom)				
					Research (Large Cardamom)				
					Other Assets				
					Publicity Research (Small Cardamom)				
					Departmental Nursery Scheme				
Excess of Income over Expenditure as on.....					Research (Large Cardamom)				
Less : Excess of expenditure over									
Income during					Development (Large Cardamom) Seed Farms.				





10. General hygienic facilities Available (Please ✓ where appropriate)  
(Please read the schedule attached before filling)

- i) Washing facilities  Yes  No
- ii) Detergents  Yes  No
- iii) Towels  Yes  No
- iv) Dressing room for workers  Yes  No
- v) Toilet facilities for males  Yes  No
- vi) Toilet facilities for females  Yes  No
- vii) Head gears for workers  Yes  No
- viii) Mouth cover for workers  Yes  No
- ix) Facilities for disposal of waste material  Yes  No
- x) Any other facilities (specify)  Yes  No

--

11. Product for which Spice House Certificate is applied for   
(Separate application for each spice product is required)

12. Facilities available  
Furnish details of facilities with equipment/machinery. If required attach additional sheet.

A. Cleaning	
B. Drying	
C. Processing	

D. Grading	
E. Packaging	
	Unit weight of packs
	Packing material
F. Ware housing	
G. Quality control	
H. Others (specify)	

#### DECLARATION

I/We, declare that the information given above are true to the best of my/our knowledge and belief. I/We have carefully read the provisions of the Spices Board Rules, 1987 and shall abide by them.

Signature

Name

Designation”

Place:

Date:

**FORM VII**

(See Rule 15A)

**SPICE HOUSE CERTIFICATE**

**SPICES BOARD**

(Ministry of Commerce, Government of India, Cochin - 25)

Number.....

45

M/s..... exporter of spices having Exporter Registration number are hereby granted this Spice House certificate on the basis of their facilities for cleaning, processing, grading, warehousing, packaging of spices/spice products.

This Certificate is valid up to the.....day of.....

Place : Cochin

Officer authorised by the Board

Date :

(Seal)

**No. “2SCHEDULE**

Minimum facilities required for spices and spice products processing units to qualify for Spice House Certificate

**I. PROCESSING:-**

1) Premises and surroundings	The surroundings shall be clean to avoid physical, chemical and microbial contamination and any hazard to the product in process or to the personnel employed in the unit. The immediate approaches to the premises shall be hard surfaced to prevent wind blown dust.
2) Building:	The building shall be of permanent nature with adequate lighting, providing protection from climatic hazards and laid out to prevent cross contamination of the material. Residential areas shall be separate to preclude contamination. Adequate measures shall be provided to protect food handling areas from insects, rodents and animals. Ceiling, walls and floor shall be smooth, impermeable to water and cleanable. The doors and windows shall be aligned properly and provided with insect proofing. Suitable exhaust vents shall be provided.
3) Change rooms:	There shall be separate change rooms for male and female workers near the entrance of the work area with required facilities. Clean working clothes, aprons, headgears and mouth covers should be provided/used while engaged in any process in the unit.
4) Machineries and Equipments:	There shall be suitable machinery for processing of spices in adequate number and capacity depending upon the raw material, process technology adopted and finished product. Machineries shall be kept in good conditions, well maintained.
5) Utensils, Work tables and containers:	Utensils, Work tables and containers used for edible materials shall be smooth, corrosion resistant and easy to clean. Utensils used for edible materials and non-edible materials shall be separate and shall be identified as such.
6) Boiler:	If steam is required for processing, boiler of suitable capacity shall be installed and shall meet the statutory regulation applicable to it.
7) Water:	Water used for processing and for sanitation purposes shall be potable and shall meet the relevant ISI specifications.
8) Effluent treatment:	There shall be suitable effluent treatment system meeting the relevant statutory regulations.

9) Maintenance:	There shall be documented maintenance schedule for the premises, building, machinery, instruments attached to machinery and monitoring and testing devices shall be calibrated.
10) Toilets:	There shall be adequate number of sanitary type toilets, with running water.

## II. CLEANLINESS, SANITARY AND HYGIENIC STANDARDS:

1) Hygiene of Personnel	a) The highest possible cleanliness shall be observed by personnel directly handling spices, food contact surfaces and packing material. Personnel shall be free from contagious diseases.
2) Hygiene in the unit	b) Food contact areas, floors, walls, partitions, ceilings and roof linings, machinery, equipments, utensils, toilets, sanitation facilities etc shall be kept clean and in good condition. The processing premises should be free from rodents, pests, insects, vermin, birds and animals and pets and the same should be documented. Rodenticides, pesticides, etc used shall not contaminate the area and shall be handled only by trained personnel.
3) Control of contamination from metal, glass, etc.	There shall be properly documented policy to control contamination from metal, glass, etc. All lighting should have proper protection covers.

## III. WAREHOUSING FACILITIES:

1) Raw material/ Finished goods storage:	There shall be raw material godown(s) of adequate space having tightly fitting doors, smooth floor and walls. Finished goods store shall have adequate facility including environmental conditions as required depending upon the material. Rodent and pest control arrangements shall be available in the storage.
2) Drying yard:	If mechanical dryers are used the same shall be suitable and of adequate capacity. If the fuel used is other than electricity, there shall not be any chance for contamination by the fuel material. In the absence of mechanical dryer of adequate capacity, there shall be drying yard of adequate space and the drying yard shall be smooth, having sufficient and suitable slope with facility for protection from birds and animals. The yard shall be skirted and there shall be facility for sanitizing feet and hand at the entrance.