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**GOVERNMENT OF UNION TERRITORY OF JAMMU & KASHMIR
OFFICE OF THE DEPUTY DIRECTOR HORTICULTURE (P&M) DEPARTMENT FRUIT AND
VEGETABLE MARKET NARWAL JAMMU**

No: - DDHJ/Esttb/2025-2026/3441-3445

Date: - 28.03.2026

NOTIFICATION

Subject: Online Services of Fresh & Renewal of Trade Licenses in Fruit & Vegetable (F&V) Markets across J&K.

It is hereby notified for the information of all concerned, traders, farmers, commission agents, and other stakeholders of Fruit & Vegetable (F&V) Markets across the Union Territory of Jammu & Kashmir that all applications for **issuance of Fresh as well as renewal of trade licenses** shall be accepted **only through online mode** via the **Jan Sugam Portal** with effect from **02.04.2026**.

No offline applications shall be entertained in this regard.

Further, under the provisions of the Public Service Guarantee Act (PSGA), all applications received online shall be processed and disposed of within a period of **21 days**, subject to fulfillment of prescribed requirements and verification as per the notified inspection checklist whereby the inspection report has to be uploaded within 24 hours from the receipt of the application.

Name of Service: - Fresh License for Carrying out Trade

SOP and change recommendation prepared in reference to

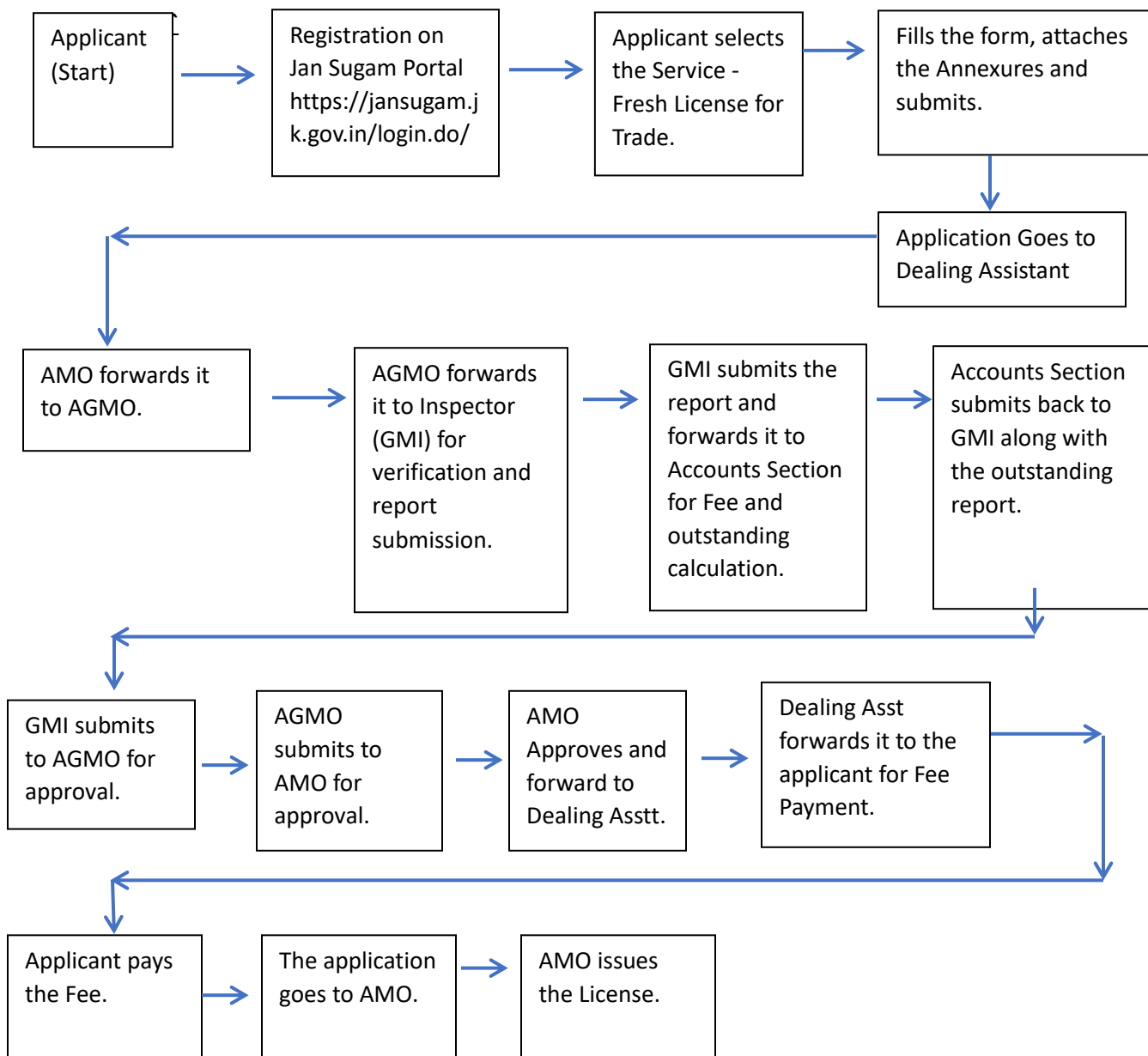
- BRAP Guidelines
- APMR Act, 1997 & Regulations 2007,
- JKPSGA Act, 2011,
- Single Window Act 2018-

Document prepared on the basis of meeting with officers of the Department of Horticulture Planning & Marketing.

The following documents are to be submitted online by the applicant: -

- Aadhaar card.
- Allotment order of Shop at Mandi.
- Possession letter of Shop at Mandi.
- Lease Deed of Shop at Mandi.
- Certificate from concerned Association (for Non-Allottee Trader).
- Production certificate from Agriculture /Horticulture Department (for Farmer).
- Other relevant documents like last 03-year Trading records / statement.

Process Flow for Fresh License for Carrying out Trade



Name of Service - Renewal of License for Trade

SOP and change recommendation prepared in reference to: -

- BRAP Guidelines
- APMR Act, 1997 & Regulations 2007,
- JKPSGA Act, 2011,
- Single Window Act 2018-

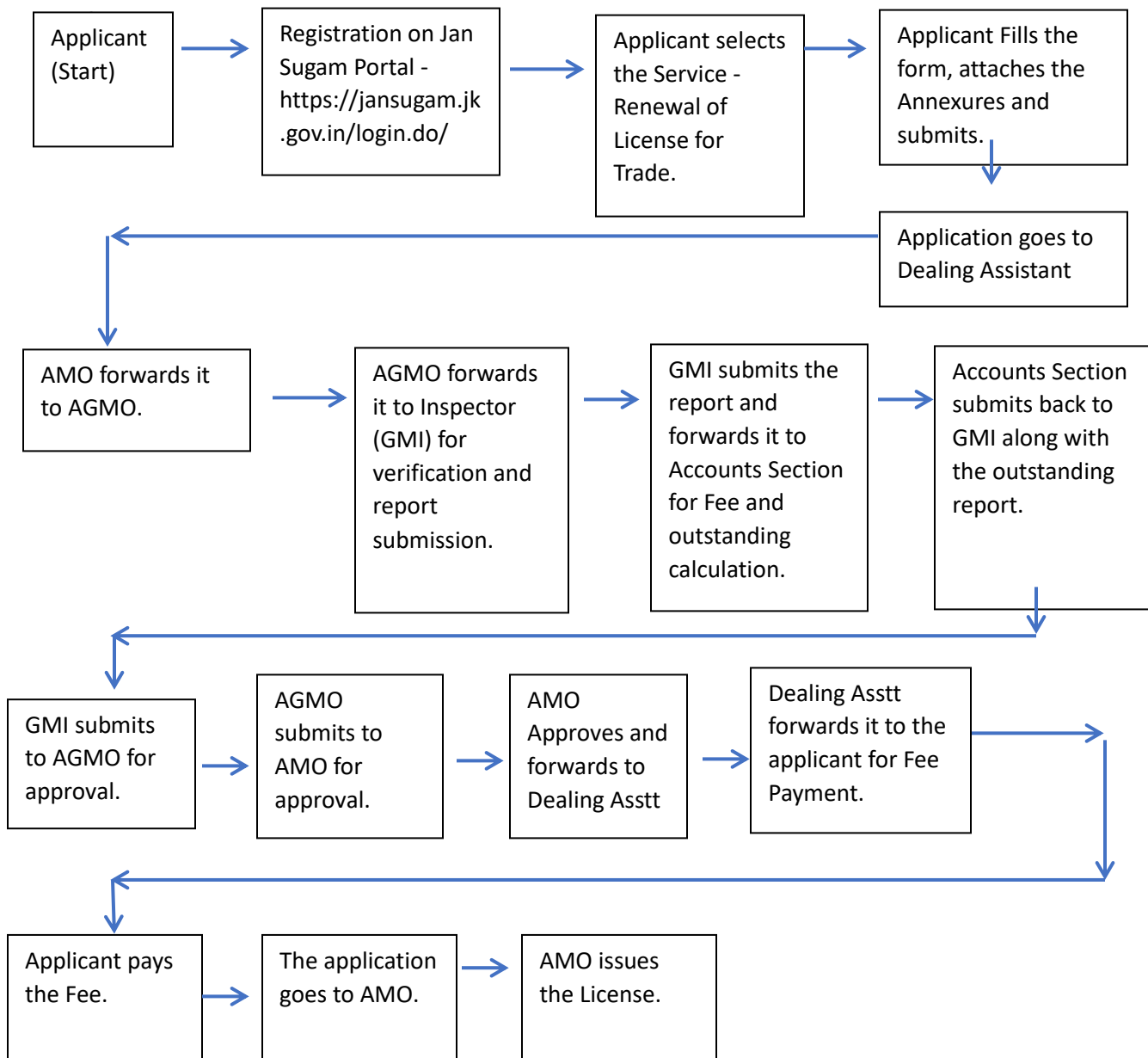
Document prepared on the basis of meeting with officers of the Department of Horticulture Planning & Marketing.

The following documents are to be submitted online by the applicant:-

- Copy of old License.
- Aadhaar card.
- Allotment order of Shop at Mandi.
- Possession letter of Shop at Mandi.

Other relevant documents like last year Trading records / statement

Process Flow for Renewal of License for Carrying out Trade



Applicants are advised to ensure that all required documents are correctly uploaded to avoid delays or rejection of their application.

For assistance, applicants may contact the concerned Area Marketing Officer(AMO)/ Assistant Grading Marketing Officer(AGMO) or Member Secretary of their respective F&V Market.

This notice is issued for strict compliance and wide publicity.

Sd/-

Director
Horticulture Planning & Marketing
Jammu & Kashmir

Copy to the: -

1. Secretary (T) Agriculture Production Department J&K Government for favour of kind information
2. Additional Secretary Agriculture Production Department J&K Government for favour of kind information
3. Deputy Director(s) (All) for favour of information
4. Area Marketing Officers (All) for information with the request to make wide publicity of this notification.
5. P.A. to Director for information of Director
6. Concerned File



Deputy Director
Horticulture Planning & Marketing