

PREAMBLE

Bye-Laws of "The Goa Agricultural Marketing Board," Margao-Goa made under Section 10 of the Goa Agricultural Produce Marketing (Development and Regulation) Act, 2007, and subject to the provisions of the Goa Agricultural Produce Marketing (Development & Regulation) Rules, 2010.

(A) DEFINITIONS

1. **Name of the Marketing Board :-** The name of the Marketing Board established under Section 10 of the Goa Agricultural Produce Marketing (Development and Regulation) Act, 2007, for the "Market Area" as defined in Bye-Law 2 (4) below shall be "The Goa Agricultural Marketing Board, Arlem, Raia, District South Goa as notified in Notification No 07.12.2007-LA dated 6th August 2007 published in page 977 of the Official Gazette Series I, No. 18 dated 06th August, 2007.
2. **Definitions :-** In these Bye-Laws, unless there is anything repugnant in the subject or context:-
 1. "Act" means the Goa Agricultural Produce Marketing (Development and Regulation) Act, 2007.
 2. "Rules" means the Goa Agricultural Produce Marketing (Development and Regulation) Rules, 2010.
 3. "Bye-Laws" means Bye-Laws of "The Goa Agricultural Marketing Board, Arlem, Raia-Goa".
 4. "Market Area" means the area notified as market area under section 4 of the Goa Agricultural Marketing (Development and Regulation) Act, 2007.
 5. "Market Yard" means the enclosures, buildings or locality which may be notified by the Government of Goa in the Official Gazette.
 6. "Sub Market Yard" or "Sub Yard" means the enclosures, buildings or localities which may be notified by the Government in the Official Gazette.
 7. "Agricultural Produce" means the produce notified under section 2 (a) of the Goa Agricultural Marketing (Development and Regulation) Act, 2007.
 8. "Marketing Board" means The Goa Agricultural Marketing Board, Arlem-Raia as established under section 10 of the Act for "Market Area" referred to in Bye-Law 2 (4) herein above.
 9. "Licensee" means any person who has appointed for registration or renewal of such registration in such manner and within such period as may be prescribed in the Act and Rules and which is granted by "The Goa Agricultural Marketing Board.
 10. Words and expressions used in the Goa Agricultural Produce (Marketing (Development and Regulation) Act, 2007 made there under and notified vide Notification No. 13/1/07-MR-MKT/RCS dated 26.08.2010 and not defined in these Bye-Laws shall have the same meaning and expression as assigned to them in the said Act and Rules made effective under Notification No. 13/1/07-MR-MKT/RCS dated 9.9.2010.

(B) LICENCES

3. Application for Licences:- All applications for registration or renewal thereof under the provision of Section 51 and Section 54 read with Rule 71 be made in the **FORM No. 'BM' & FORM No. 'BK'** respectively appended to these Bye-Laws.

4. Licence Fees:-

1. Subject to the provisions of Rule71, all persons willing to operate in the market yard or sub-Market yard in any place in the market area in relation to marketing of agricultural produce shall pay full fees to the Marketing Board at the following rates for each market year along with the application.

2. Rates of Licence Fee:- (Refer Rule 71 (2) (4) & (7))

Sr. No.	Class of Licence	Operation limits	Rates of licence Fee (per annum)	Rate of fee for Renewal of licence (per annum)
1.	Commission Agent	Operating in all notified agricultural Produce anywhere in the market area.	Rs. 500/-	Rs. 250/-
2.	"A" Class Trader	Operating in all notified agricultural Produce anywhere in the market area and having turnover of more than Rs.5,00,000/- annually.	Rs. 500/-	Rs. 250/-
3.	"B" Class Trader	Operating in all notified agricultural Produce anywhere in the market area and having turnover upto Rs. 5,00,000/- annually.	Rs. 300/-	Rs. 150/-
4.	"C" Class Trader	Operating in all agricultural Produce anywhere in the market area and having turnover below Rs.3,00,000/- annually.	Rs. 200/-	Rs. 100/-
5.	"A" Class Processor	Processing of notified agricultural Produce anywhere in the market area.	Rs.500/-	Rs. 250/-
6.	Assistant to Commission agent, or Trader	Anywhere in the market area	Rs. 300/-	Rs.150/-
7.	Weighman or Measurer or Counter	--- do ---	Rs. 100/-	Rs.50/-
8.	Warehouseman	--- do ---	Rs. 150/-	Rs. 75/-
9.	Hamal	--- do ---	Rs. 5/-	Rs. 5/-

5. Giving security/Guarantee and Agreement:-

- 1) All applications for registration made to the marketing Board under Rule 71 shall be accompanied by cash security or Bank or third persons guarantee or solvency certificate as prescribed by the marketing Board from time to time.
- 2) On receipt of willingness of the Marketing Board to grant the Registration under Rule 71 the applicant shall execute the necessary stamped agreement/bond in the prescribed form at his own cost on failure of which registration will not be granted finally. However, no such stamped agreement need be executed for the purpose of renewal of a Registration in which case the agreement/bond originally executed will stand valid.

6. Conversion of Licence/Registration:-

The licence/Registration shall be convertible from lower to higher category on payment of a transfer fee of Rs. 50/- and the excess amount representing the difference between the licence fee subject to fulfilment of all conditions of higher category licence.

7. Issue of Duplicate Licence/Registration Certificate:-

In the event of loss, destruction misplacement etc. of a licence/Registration Certificate, the owner of such a licence/Registration shall immediately report the fact to the Marketing Board in **FORM No. BE**. The Marketing Board on being satisfied that the licence/Registration Certificate was not lost, destroyed, misplaced etc. wilfully by the owner, shall order that a duplicate thereof shall be supplied, on payment of the fee of Rs.100/- Duplicate licences/Registration Certificate issued under this bye-law shall the word "DUPLICATE" written across, in ink.

8. Use of Badges and Tokens:-

1. Every weighman, measurer, counter, husker, hamal and every assistant to market functionaries shall be supplied, with a suitable badge along with the licence/Registration Certificate.
2. The deposit for the badge, required to be paid to the Marketing Board shall be Rs.100/-.
3. No licence/Registration holders who is supplied with a badge under bye-law 8 (1) shall operate anywhere in the market area without wearing the badge. Badges shall be worn only by the persons holding the licenses/registration in respect of which such badges are granted and are not in any case transferable. A breach of this clause may entail the suspension or cancellation of a licence/registration.
4. In case of loss, mutilation or any other defacement of the badge the Marketing Board shall be entitled to require the licensee/registration to reimburse the Marketing Board to the extent of the cost of manufacture of the badge.
5. In the event of non-renewal of a licence/ registration, the licensee/registration holder shall return the badge immediately in sound condition to the Marketing Board. For contravention of this clause the deposit shall be liable to be forfeited and the licensee/registration holder shall be liable to be punished.

9. Maintenance of records by licensee/registration holder and their prices and Inspection:-

1. Every trader, Commission agent, processor, weighman measurer, counter, warehouseman and other market functionaries shall keep records, registers, debit and credit account, purchase, sale and stock registers, account slips, weighman slips, bill books auction registers, market fee proformas and such other books in such forms as the Marketing Board may, from time to time direct.
2. Prices of all proformas, registers, books and other printed materials supplied to the licensee/registration holder by the Marketing Board shall be such, as the Marketing Board may specify from time to time.
3. The Licensee/registration holder shall render daily or monthly and quarterly returns required by the Marketing Board from the records maintained under Bye-law No. 9 (1).

(a) The Market fee shall be paid by the purchaser not later than 25th of the succeeding month.

(b) In case the licensee/registration holder is not able to make payment as at (a) above, the following procedure shall be followed.

The licensee/registration holder shall render quarterly returns of the first three quarters from the records maintained under Bye-Law No. 9 (1).

The returns of the 1st quarter of the Market Year i.e. April to June shall be submitted by the end of July alongwith the due Market Fee. The return of the 2nd quarter of the Market Year i.e. July to September, shall be submitted by the end of October, alongwith the due Market Fee. The return of 3rd quarter i.e. October to December shall be submitted by the end of January alongwith the due Market Fee. As regards 4th quarter, the return for the month of January shall be submitted before 28th February alongwith due Market Fee and return for the month of February and March alongwith the due Market Fee shall be submitted by 30th April. Interest @ 15% p.a. shall be levied on the Market Fee outstanding at the end of every quarter, with effect from 1st day of the Succeeding quarter, if not paid within the period stipulated above and in case of fees for the month of January, if not paid by end of February interest shall be charged w.e.f. 1st March.

4. The Licensee/registration holder shall present all the records maintained by him for inspection if required by the Chairman, Secretary or any servant of the Marketing Board, empowered in that behalf, the licensee/registration holder shall also allow them to enter his entire business premises for inspection.
5. For the purpose of Bye-Law 9 (4) the Chairman, Secretary or any other servant of Marketing Board, empowered in this behalf shall be entitled to:-
 - (a) Enter any of the business premises of the licensee/registration holder.
 - (b) Inspect any records, books, registers and copy of any of the information contained in the records or demand the records.
 - (c) Stop any of the vehicles entering into or moving out of the market area and inspect the goods and record with the vehicles.
6. Inspection of records under this Bye-Law shall be limited to the purpose of collection of information for which the said inspection is being conducted and information obtained as such shall be used only for legitimate purpose of the Marketing Board and to collect fees, dues etc. If any.

10. Conduct of licensees/registration holder:-

1. No licensee/registration holder shall deal with any unauthorised person in respect of declared agricultural produce in the market area.
2. For the purpose of Bye-Law 10 (1) "authorised person" means the licence/registration holder of the Marketing Board and the producer seller.
3. No commission agent or trader shall employ or continue in his service any licenced weighman, measurer, counter and husker or make payments in excess of the fixed market charges either in cash or in kind.
4. All the market functionaries shall abide by any arrangements which the Marketing Board may make, for ensuring the availability of their services as and when required.

11. Prevention of unauthorised person from operating market area.

The persons empowered to implement the provisions of Act, Rules and Bye-Laws, shall be entitled to demand the production of such proofs of his bonafides from any person suspected to be operating in the market area without proper authorisation

(C) MARKET FEE

12. Rate of market fee on agricultural produce:-

1. The Marketing Board is empowered to levy and collect fees on the agricultural produce marketed in the market area at the rates mentioned at Bye law No. 12(2).
2. Rates of fees to be levied and collected at the rate notified by the Government from time to time.

13. Recovery of fee on agricultural produce:-

Immediately after any agricultural produce is weighed, measured or counted, the purchaser shall pay the full fee as prescribed by the Marketing Board at the rates specified in the Bye-Law No. 12, before the commencement of working hours of the market on the next working day under any circumstances.

(D) SALE WEIGHMENT/MEASUREMENT/COUNTING/ ACCOUNT AND STORAGE

14. Bill to be issued to purchaser:-

Every commission agent shall, immediately after weighman or measurement or counting of agricultural produce, issue a bill to every purchaser in the **form No. BB** prescribed in the behalf and appended to these bye-laws.

15. Weighment/counting Slip, Bill and Account Slip.

1 Account slip to be issued to seller:-

Every commission agent employed by a seller and if no commission agent is employed, every purchaser, shall immediately after weighment, measurement or counting, prepare and issue an account slip in the **form No BC** appended to these by-Laws and give full account in respect of the produce sold to the seller or shall forward the same to him in his absence.

2 Weighment/counting slip , Bill, and sale register shall be maintained in **form no. BN,BO and BP** as appended to these bye-laws.

16. Acknowledgement for receipt of the produce:-

Every commission agent or purchaser shall immediately after the arrival of the produce for sale in his stall, record in the arrival register and issue an acknowledgement receipt to the person bringing the produce in the **form No.BD** appended to these bye-laws.

17. Method of sale:-

The method of sale of every declared agricultural produce shall be in accordance with the subsidiary rules made by the Marketing Board in the behalf. All the purchase or sale transactions made by any methods other than those prescribed shall be treated as unauthorised.

18. Retail sale:-

Definition and limit of retail sale: The limit of the daily retail sale of declared agricultural produce shall be as given below:-

Sr. No.	Name of the commodity	Limits for purchase transactions	Limits for maximum stock in hand on any particular day	Maximum limit for retail sale transaction
1.	Coconut	100 Nos.	200 Nos.	25 Nos.
2.	Betelnut	5 kgs.	15 kgs.	2 kg.
3.	Cashewnut	10 kgs	30 kgs	2 kg.
4.	Banana	500 Nos.	500 Nos.	100 Nos. or full bunch
5.	Pineapple	50 Nos.	50 Nos.	12 Nos.
6.	Cattle	No limit	No limit	No limit
7.	Papaya	50 Nos.	100 Nos.	10 Nos.
8.	Chickoo	25 Kgs.	50 Kgs.	2 Kgs.
9.	Oranges	500 N0s.	1000 Nos.	25 Nos.
10.	Grapes	5 basket of 10 kgs	10 baskets of 10 Kgs	10 Kgs
11.	Onion	1 bag of 50 kgs.	3 bags of 50 Kgs.	10 Kgs.
12.	Potato	1 bag of 50 kgs.	3 bags of 50 Kgs.	10 Kgs.
13.	Sweet Potato	1 bag of 50 kgs.	3 bags of 50 Kgs.	5 Kgs
14.	Brinjals	15 Kgs.	50 Kgs.	2 Kgs
15.	Chillies (Dry)	1 bag of 20 kgs.	5 bags of 20 Kgs.	5 Kgs.
16.	Butter	5 kgs	10 Kgs.	2 Kgs.
17.	Ghee	5 Kgs.	10 Kgs.	2 Kgs.
18.	Milk	15 Ltrs.	30 ltrs.	5 Ltrs.
19.	Mango	50 Kgs or 250 Nos.	100 Kgs or 500 Nos.	100 Kgs or 50 Nos.
20.	Watermelon	100 Kgs or 25 Nos.	200 Kgs or 50 Nos.	20 Kgs or 5 Nos.
21.	Mossambi	100 Kgs	200 Kgs.	25 Kgs

19. Units of Quotations:-

The quotations for the declared agricultural produce shall be in terms of following units:-

Sr. No.	Name of the Commodity	Unit of quotation
1.	Coconut	1000 nuts
2.	Betelnut	10 kgs
3.	Raw Cashewnut (including processed)	1 quintal
4.	Banana	1 quintal
5.	Pineapples	1 quintal
6.	Cattle	In Nos.
7.	Papaya	1 quintal
8.	Chickoo	1 quintal
9.	Oranges	1 quintal
10.	Grapes	10 Kgs.
11.	Onion	1 quintal
12.	Potato	1 quintal
13.	Sweet Potato	1 quintal
14.	Brinjals	10 Kgs.
15.	Chillies (Dry)	1 quintal
16.	Butter	1 Kgs.
17.	Ghee	1 Kgs.
18.	Milk	1 litre
19.	Mango	1 quintal
20.	Watermelon	1 quintal
21.	Mossambi	1 quintal

20. Instrument for weighing and measuring:-

1. Every commission agent trader, processor and warehouseman shall keep following weights and measures and weighing and measuring instruments for use in the market area or in any market therein.
 - a) Weights and weighing instruments to weigh one quintal at a time.
 - b) All weights from 1 gram to 300 kilo grams.
 - c) All measures and measuring instruments for liquids.
2. For the purpose of checking the weights and measures and weighing and measuring instruments, with the set of weights and measures and weighing and measuring instruments, kept by the Marketing Board during trading hours, the Secretary shall give all the necessary facilities on receipt of the fees to be fixed by the Marketing Board.
3. In case, the Marketing Board provides a weigh bridge, the charges for weighing shall be fixed by the Marketing Board.

21. Market charges:-

The Market charges for the services of the commission agent, trader, weighman, measurer, counter, husker and hamal and for the other services rendered in connection with the purchase and sale of agricultural produce shall be as under:

Sr. No	Name of the Commodity	Item of charges	Unit	Rate	Recoverable form	Nature of services to be rendered
1	2	3	4	5	6	7
1.	Coconut, Betelnut and Cashewnut	Commission	Per Rs. 100/- on sale proceeds	Rs. 2/-	Person who receives the services	Shall arrange for sale of agricultural produce.
2.	Betelnut & Cashewnut	Weighment	80 Kgs.	Re. 1/-	---do---	Shall weigh the produce (For weighing a bag up to 80 kgs weight 50pcs. Only
3.	i)Coconut ii) Betelnut	Husking ---do---	Per 1000 per kg	Rs. 250/- Rs. 5/-	---do--- ---do---	Removing the husk as required by the owner
4.	i)coconut ii) Betelnut	Counting & Grading Sieving	Per 1000 Per bag of 80 Kgs.	Rs. 200/- Rs. 2/-	---do--- ---do---	Counting and grading according to commercial grades and removing the dried and spoiled nuts. Sieving the betelnut in order to classify according to size.
5.	Coconut, Betelnut and Cashewnut	Hamali	Per bag (upto 80 kgs weight)	Rs. 2/-	---do---	Unloading the bags and stacking in the stall or godown, pouring the produce from the bags for sorting/ grading and refilling stitching and keeping on the balance.(For loading or unloading only Rs.)
6.	Coconut, Betelnut and Cashewnut	Godown rent	Per bag 80 kg.	Re. 1/- per day	Person who receives the services	For storing in the godown for every 24 hours or part

7.	i) Cashewnut	Cleaning and sorting	Per Quintal	Rs. 5/-	---do---	thereof. To remove the immature and useless nuts and foreign matter
	ii) Betelnut	---do---	---do---	Rs. 5/-	---do---	To remove khoka and damaged nuts and foreign matter.
8.	Coconut, Betelnut and Cashewnut	Gunny Bag Rent	Per bag	50 Rs. 5/-	---do---	Rent for standard size gunny bag per day of 24 hours or part thereof.

22. Storage of agricultural produce:-

1. Agricultural produce shall stored in any godown, open yard and any other place used for the purpose of storage in the market area and registered with the Marketing Board. For the purpose of registration of the place of storage, the Marketing Board shall charge @ Rs. 20 per Market year.
2. On receipt of an application in **form No.BF** for registration of any place as the place for storage of agricultural produce the Marketing Board shall, if it thinks fit, register the same and issue a certificate to that effect.
3. All places where agricultural produce is stored by its owner for his private and house hold use shall not be required to be registered under this bye-law.
4. The Marketing Board may issue such directions as it thinks necessary for the purpose of regulating the storage of agricultural produce. This provision is not applicable to the godowns belonging to the Central and state Warehousing Corporations.
5. All the licensed warehousemen shall take due care to protect the agricultural produce, stored, in their godowns against dampness, rain, insects, fire and birds. Insecticides and pesticides shall be applied on this produce from time to time. The facilities provided in this regard by the Marketing Board or the Central or State Warehousing Corporations shall be availed Fertilizers, poisonous materials, Chemicals and drugs should not be kept in close vicinity of Agricultural produce.

(E) ADMINISTRATION

23. Convening of Meetings:-

1. The Marketing Board meetings shall be convened once in a month, but the interval between two consecutive meetings shall not be more than 60 days.
2. Meetings of Board and Sub-Committees shall be convened by Secretary of the Marketing Board in consultation with the Chairman.
3. The State Marketing Officer himself or any other person authorised by him in this behalf shall convene meetings of the Marketing Board for transacting urgent business.
4. In case, more than 50% of the members of the Marketing Board make a written application for calling a meeting the Chairman shall call a meeting within 10 days from the receipt of such an application. If such a meeting could not be held within the specified period, the

members who have demanded the meeting to be convened shall intimate to the State Marketing Officer in writing and the State Marketing Officer shall convene such a meeting within 15 days from the receipt of the application. The State Marketing Officer or any person authorised by him in this behalf shall have the right to attend such meeting.

24. Notices of the Meetings:-

1. Seven days notice convening the meeting of the Marketing Board shall be given to each member. The notice shall specify the date, hour and place of the meeting and the agenda of the business to be transacted. A copy of notice shall also be sent to the State Marketing Officer or any other person authorised by him in this behalf. In case of meetings to be held for transacting urgent business, three days notice shall be deemed sufficient.
2. All notices of meetings shall be sent to all the members by the Secretary in consultation with the Chairman or in his absence with Vice-Chairman or in the absence of both any two members of the Marketing Board.
3. Clause (1) of this bye-law shall not apply in case of adjourned meetings for want of quorum. Notices of adjourned meeting containing, the time, place and date for the same shall be notified on the notice board. Such notifications on notice board shall be considered as a sufficient intimation to the members. The meetings, adjourned for want of quorum shall be convened on the 3rd day of such adjourned meeting at the time and place specified in the original notice.

25. Agenda of the Meeting

The secretary shall include in the agenda, all items proposed to be placed for the consideration of the Marketing Board by any member and all the items proposed on behalf of the administration of the Marketing Board prior to the date of issuing notices of the meeting containing the agenda.

26. Quorum of the Meeting:-

Out of the total strength of the members of the Marketing Board, ten members shall form a quorum.

27. Conduct of meeting:-

1. The Chairman in his absence, the Vice-Chairman of the Marketing Board or in the absence of both the member, elected by the members present at the meeting shall preside and regulate the course of all business at that meeting. During the course of business of such a meeting, if the Chairman or the Vice-Chairman present himself at that meeting, the member presiding shall handover the charge to the Chairman or the Vice-Chairman as the case may be. The presiding authority who so ever he/she may be shall regulate all the business of the meeting. He/she shall also have the power to take such action, as is necessary in his/her opinion, for the orderly conduct of the meeting.
2. The presiding authority shall decide all points regarding procedure and his/her decision in such cases shall be final.

3. All points of order raised by members shall be decided by the Chairman and his decision in such cases shall be final.

4. The presiding authority shall be entitled to speak and vote on all questions at the meeting.

5. Every member shall have only one vote but in case of equality of votes, the presiding authority shall have a second or casting vote.

28. Proposition and Amendments:-

1. Every proposition and amendment shall be duly proposed and seconded, except those propositions and amendments put forward by the presiding authority.

2. Every proposition and amendment duly proposed and seconded by presiding authority shall be immediately put in to writing. All such propositions whether passed or lost shall together with the names of the proposer and the seconder to be included in the minutes of the proceedings of such meeting.

3. All amendments to a proposition shall be moved in the order to which they are proposed and the original propositions as amended by the amendments carried shall be put to vote thereafter.

29. Manner of Voting:-

1. Voting may be by show of hands except when poll is demanded by 1/3rd members Names of members for and against a proposition shall be recorded in the minutes of the proceedings in all cases when voting has been taken by show of hands.

2. All questions which may come before the Board at any meeting shall be decided in accordance with the Act, Rules, Bye-Laws and subsidiary rules made thereunder by the vote of majority, of the members present at the meeting.

30. Reconsideration of propositions:-

Any propositions which have been moved and passed or lost at any meeting of the Marketing Board shall not be taken up for reconsideration in any subsequent meeting unless a period of at least three months has elapsed. However, due to some unavoidable reasons, if necessity arises to reconsider such propositions, consent of nine members at least is required for such reconsideration.

31. Language of proceeding at meetings:-

The proceedings of the meetings shall be conducted in English or in Marathi or in Konkani and recorded in English or in Marathi or in Konkani only.

32. Minutes of Meetings:-

1. The Secretary of the Marketing Board shall record all the proceedings of every meeting in the minute book under his signature.

2. The proceedings of every meeting of the Marketing Board as entered in the minute book under Rule 66 shall be read out at the subsequent meeting of the Marketing Board and shall be confirmed under the signature of the Chairman of the Marketing Board.

33. Appointments of Sub-Committees:-

1. The Chairman of the Marketing Board shall have power to appoint following Sub-Committees and other Sub-Committees as it deems fit and assign appropriate duties and power to them.

Name of Sub-Committee:-

1. Dispute Sub-Committee.
2. Service Sub-Committee.
3. Licence Sub-Committee.
4. Construction Sub-Committee.
5. Regulation Sub-Committee.
6. Grading Sub-Committee.

2. Meeting of Sub-Committees shall , except as otherwise provided in the Act, Rules and Bye-Law be conducted in accordance with the bye-laws prescribed for the conduct of meetings of the Marketing Board.

34. Marketing Board Fund and Expenditure:-

(1) In addition to the expenditure as provided in the Act, Rules and Bye-law the Marketing Board shall have powers to spend from the Permanent Fund, on the following items with prior approval of the State Marketing Officer.

- a. Miscellaneous expenditures
- b. Study tours.
- c. For the purpose of encouragement for development of sale and purchase of Agricultural produce in Market Area. For example Holding the exhibitions and demonstrations, posters, magazines, publication of booklets and taking up activities for facilitating purchase and sale of the booklets.
- d. Collection of information in connection with cost of production of agricultural Produce, establishment of grading laboratories and conducting research work.

(2) (1) All payments shall, as far as possible, be made by cheques, and receipts for all payments shall be obtained.

(2) Every cheque drawn on behalf of Marketing Board shall be signed by the Chairman and Secretary of the Marketing Board. In the absence of the Chairman, it shall be signed by the Vice-Chairman, and Secretary. In the absence of both, the Chairman and Vice-Chairman, it shall be signed by any member duly authorized by the Marketing Board and the Secretary and in the absence of the Secretary, it shall be signed either by both the Chairman and Vice-Chairman or by the Chairman and one of the members of the Marketing Board. All the Security stationary and Investments in form of Fixed Deposit, cheques etc. held by the

Marketing Board shall be in custody of Accounts Officer, in his/her absence, with Accountant of the Marketing Board.

(3) Except in the following cases, the Chairman shall not pass any bill, unless the expenditure detailed therein has received the previous sanction of the Marketing Board, namely;-

- (i) salaries and allowances of sanctioned establishment,
- (ii) payment for works and repairs sanctioned by Component authority.
- (iii) urgent expenditure for which there is budget provision without budgetary provision which does not exceed Rs. 20,000/-.

35. Allowance payable to Marketing Board Members:-

The Marketing Board shall have the powers to pay allowances to members of the Marketing Board for journeys undertaken by them for attending meetings or any other work of the Marketing Board at the following rates:-

a) Travelling allowances:-

- 1. i) Rail Journey:- First class A/c with actual fare.
- ii) Air journey:- AIR ticket for marketing Board Member as per actual fare.
- 2 Bus Journey:- A/c Luxury.
- 3 Journey by own vehicle:- Actual expenses incurred in petrol/diesel or rental.

b) Daily Allowance:-

- 1. Travelling within the Market area actual expenditure.
- 2. Travelling outside of Market area Rs. 1000/- plus actual lodging

c) Allowances for attending Meeting:-

- 1. For attending every meeting Rs 800/-
- 2. Transport allowance Rs. 500/- (per day)

36. Services rule and conditions for officers and servants of the Marketing Board:-

Subject to the provision of Section 42 of the Act, the Marketing Board shall have powers to employ the necessary number of officers and servants with the prior approval of the State Marketing Officer. All the rules regarding appointment of officers and servants, service conditions, provident fund, T. A. & D. A., pay scales, dearness allowances, travel concessions, leave salary, gratuities', pension, accident relief compensation, conveyance allowance, welfare fund etc., shall be at par with the Goa Government employees as per the Memorandum No. 117/1/94-MR/MKT/RCS/644 dated 23rd

April,1998 and subsequent circulars/notifications/memorandums etc. issued by Government of Goa from time to time.

37. Preservation of Records:-

The Marketing Board shall maintain all records and documents pertaining to its working in its office in safe custody and preserve different kinds of papers and documents upto the period indicated in the **Form No. BG** On expiry of the period specified, the Marketing Board shall decide the manner by which these records and documents should be disposed off.

38. Declaration of trading hours & holidays:-

1. The Marketing Board shall be open for trading on all days except on the days declared to be holidays during the following hours unless otherwise directed in accordance with clause (2) of this bye-law.

Sr. No.	Name of principal Market Or Sub-Market	Hours of Trading	Holidays
1	2	3	4
1.	Margao Principal Market	9.00 a.m. to 6.00 p.m.	Sunday
2.	Ponda Sub-Market	9.00 a.m. to 6.00 p.m.	Sunday
3.	Sanquelim Sub-Market	9.00 a.m. to 6.00 p.m.	Sunday
4.	Mapusa Sub-Market	9.00 a.m. to 6.00 p.m.	Sunday
5.	Curcholem Sub –Markert	9.00 a.m. to 6.00 p.m.	Sunday
6.	Canacona Sub-Market	9.00 a.m. to 6.00 p.m.	Sunday
7.	Valpoi Sub Market	9.00 a.m. to 6.00 p.m.	Sunday
8.	Pernem Sub-Market	9.00 a.m. to 6.00 p.m	Sunday

2 The Marketing Board shall prepare a list of holidays before commencement of every market year and publish it on the notice board of the Marketing Board as per the list of holidays declared by the Government of Goa.

3. The Chairman or in his absence Vice-Chairman, shall have the power to declare opening and closing hours for trading on any particulars day, other than the trading hours specified in the clause (1) of this bye-law.

39. Act, Rules and Bye-Laws for reference:-

The Marketing Board shall keep in its office, one copy each of the Act, rules and Bye-Laws and maintain upto date records of all notifications issued from time to time by the Government in respect of the Marketing Board. All such records shall be kept open for reference by any person during office hours (except on holiday) in the office of the Marketing Board.

40. Contravention of Bye-Laws:-

Contravention of any of these bye-laws shall on conviction, be punished as provided under section 61 & 62 of the Acts.

41. Sale of Bye-Laws:-

The Marketing Board shall make available for sale, copies of its bye-laws at a price to be fixed by the Marketing Board.

42. Movement of notified commodities outside the market area from the market area by the producer himself:-

The Marketing Board shall grant the permission for the movement of the notified commodities outside the market area by the Trader as provided under section 50 of the Act in the **Form No. BL** appended to these bye-laws. The producer however if desires for movement of the notified commodities outside the market area he/she shall to produce documents to that respect to the satisfaction of the concerned officials of the Marketing Board in **Form No. BH**.

43. Disputes and disputes settlement Registers:-

The Secretary shall maintain the Disputes Register and Register of Disputes settled by him in the **Form No. BI** and **Form No. BJ** respectively.

44. Powers of Marketing Board to make subsidiary Rules, under the bye-laws:-

The Marketing Board shall have powers to make subsidiary rules on the following subjects with the previous approval of the State Marketing Officer:-

1. Inspection of samples of arrived agricultural produce and preservation of stock of all such samples.
2. Fixation of variety and quality standards of agricultural produce and prevention of adulteration.
3. Fixation of grading and Agmarking charges and encouragement to the sale of graded and "Agmark" produce.
4. System of sale as provided under rules and unit of quotations.
5. System of production of sales account.
6. Settlement of disputes regarding sales, weighment, measurement, counting delivery and account of agricultural produce.
7. Submission of daily or periodical returns to the Marketing Board by the licenced/trader, commission agent, weighman etc.
8. Weight and measures, system of weighment and measurement, books, number of copies and their distribution to different agencies.
9. Qualifications and duties of market functionaries.
10. Rules, conditions, charges and rent for use of any places for business in the market area.

11. Movement of agricultural produce in the market area and stopping of vehicles, boats etc., carrying agricultural produce.

(F) Contract Farming

45. Contract Farming

1) Purchase of Produce under Contract Farming Agreement.-----The Contract Farming Sponsor on purchase of agricultural produce under the Contract Farming Agreement in the market area shall pay market fee as specified under Section 34 of the Act.

2) Recovery of loans and advances given by the Contract Farming Sponsor to the Contract Farming Producer

Loans and advances if any given by the contract farming sponsors to the contract farming producer shall be recovered only from sale proceeds of the agricultural produce and in no case by sale of the land regarding which the Contract Farming Agreement has been entered into.

3) Submission of Annual Accounts by Contract Farming Sponsor.

The Contract Sponsor shall submit annual accounts before 30th June every year, to the Sponsor Registering Authority in respect of all transactions undertaken by him during the previous market year.

4) Dispute Settlement Sub-Committee of Contract Farming.

(1) Any dispute arising out of the Contract Farming Agreement shall be referred for settlement to the disputes committee constituted under Section 46(5) (6) (7) (8) of the Act, by making an application in writing accompanied with a prescribed court-fee stamp for the purpose of settlement of dispute.

(2) The Dispute Settlement Sub Committee, after verification of the documents and after giving reasonable opportunity of being heard to the concerned parties shall give its decision within a period of thirty days.

5) Appeal against the decision of the Dispute Sub-Committee.

(1) Any person who is aggrieved by the decision/Order of the Dispute Settlement Sub Committee Order/decision may, within a period of thirty days from the date of Order/decision accompanied with a specified court- fee stamp and copy of such order/decision shall appeal to the Appellate Authority i.e. State Marketing Officer.

(2) The appellate authority i.e. State Marketing Officer, after giving reasonable opportunity of being heard to all the concerned parties and after verifying the records and documents, shall decide the appeal within a period of thirty days from the date of receipt thereof and the decision of the appellate authority shall be final.

FORM NO. BB
[See Bye law no. 14]
Bill to be issued to purchaser:-

Purchaser
Market Board
Office Copy

Sr. No. Date:
Name and address of the Commission Agent/Trader
Registration No. & Class
Name and address/es of purchaser
Agricultural Produce Rate per unit of
Rupees
Particulars of Weighment/
/measurement & Counting
Total Weight/Measure/Number
Total value of produce Amount of market fee
Commission Agent/Trader

FORM NO. BC
[See Bye law no. 15]

Account slip to be issued to seller

Purchaser
Market Board
Office Copy

Bill. No. Date:
Licence No. & Class
Name and address of the Commission Agent/Trader
Name and address/es of Producer/Trader

Name of the commodity	Wt in Kgs/Nos	Rate per Kgs/Nos	Value in Rs.
1.			
2.			
3.			
4.			
5.			
6.			
7.			

Received in cash/cheque No. _____ the sum of Rs. _____ (Rupees
_____ only)

Producers signature

Signature of Trader

FORM NO. BD
[See Bye law no. 16]
Acknowledgement for receipt of the produce

Producer
Office Copy

Sr. No. _____

Date: _____

Name of commission agent/Trader:.....

Business place :.....

Below mentioned agricultural produce brought by Shri.

..... resident of

..... on behalf of Shri resident of

..... in the vehicle bearing no. is received by me for the
purpose of sale.

Type of agricultural Produce

Qty/ nos

Signature of Commission agent/Trader

FORM NO. BE
[See Bye Law No. 7]

Form of Application for issue of Duplicate Registration

To,
The Secretary,
The Goa Agricultural Marketing Board,
Margao Main yard,
Raia-Salcete, Margao-Goa.

Sir,
I/We address, an individual/Partnership
firm/HUF/Private/Public limited company/Government undertaking/Co-operative
Society/NGO, holding Registration bearing No. _____ hereby inform that the
original Registration issued by your office has been lost/misplaced/soiled/mutilated.

In view of above, it is kindly requested to issue me/us DUPLICATE Registration/License.

Duplicate fee of Rs. _____ is paid by me/us.

Place:
Date:

Yours faithfully,

Signature of applicant

FORM NO. BF
 [See Bye law no. 22]
 Godown Registration Fee
 Form of Application for Godown Registration.

To,
 The Secretary,
 Goa Agricultural Marketing Board,
 Raia, Salcete-Goa.

I/We _____ resident of _____
 _____ hereby apply for the registration of following
 Godowns in my possession and suitable to store notified commodities. Registration fee of Rs.
 _____ is being paid for the market year _____ alongwith application.

Sr. No. & Address of the godown/s	Owned/Hired	Area in Sq. mtrs.
-----	-----	-----
-----	-----	-----
-----	-----	-----
-----	-----	-----
-----	-----	-----

Date: _____ Signature of Commission Agent/Trader
 ===== for office use =====

I hereby certify that the Godown Registration fee deposit of Rs. _____ under receipt
 No. _____ dated _____ has been received.

Date _____

Yard Incharge

Accountant's Signature

Dy. Secretary's Signature

Registration be made as per application

Date _____

Secretary's signature

Chairman/vice chairman

Registered and informed accordingly vide outward no. _____ dt. _____

Signature of Clerk

FORM NO. BG
(See Bye law no. 37)

Form of classification of papers, documents, registers and circulars pertaining to the working of the Marketing Board for preservation in safe custody.

Sr. No.	Name and description of papers, records, documents etc.	Classification of documents
1.	Act, Rules, Bye-laws and subsidiary rules made thereunder	A
2.	All notification published in the Govt. Gazette pertaining to the Marketing Board	A
3.	Proceeding books of meeting of Marketing Board and Sub Committees.	A
4.	Cash Book	A
5.	Dead Stock Register and library register	A
5.	Government Loan Register	A
7.	Property Register	A
8.	Inspection notes and audit reports of concerned officers and rectifications thereof.	A
9.	Plans and estimates of various constructions.	A
10.	Administration reports of working of Marketing Board	A
11.	Appointment of staff, their term of service, pay, conduct, punishment etc.	A
12.	Lease deeds and papers relating to registration of plots in principal or sub-market yards.	A
13.	Budget estimates of Income and Expenditure	B
14.	Ledger, personal ledger, licence register.	B
15.	Market Fee Register, Licence fee Register, Receipt books and files, Advance amount Register, Provident Fund Register, Quotations file.	C
16.	All files and registers regarding statistical information (information on all transaction and import & export of agricultural produce) Register on grading, dispute, arbitration cases, stationary register, periodical reports.)	C
17.	Applications received from Market functionaries, corresponding files, register of cheques, bank pass book, meeting attendance book.	C

18.	Register of counter foil, licence forms, application forms for licence, agreement bond, security bond executed by licensees, Individual files of licence holder and register of arrivals and despatches of construction materials.	C
19.	All types of receipt book, arrival and sale register, and auction register, weighment/counting slip, daily roll call and muster rill register, all types of records of weighment/measurers and counters. All type of information in prescribed forms received from licensees.	D
20.	<p>All records and documents specified in "A" Category Should be preserved permanently.</p> <p>All records and documents specified in "B" Category Should be preserved for 20 years.</p> <p>All records and documents specified in "C" Category Should be preserved for 10 years.</p> <p>All records and documents specified in "D" Category Should be preserved for 5 years.</p>	D

FORM NO. BH
[See bye law no 42]

Form of application for grant of permission to move the agricultural produce by the producer himself and form of certificate to be issued by the village Panchayat/Municipal council as the case may be.

Date:

To,
The Secretary,
Goa Agricultural Marketing Board,
Raia, Salcete-Goa.

Sir,

I Shri _____ hereby declare that I am a producer from _____ village of _____ Taluka _____ and engaged in the production of _____ wish to transport my produce of _____ quintals/thousand on _____ to _____ market for sale by turck/bus/boat no. _____. Therefore, permission may please be granted.

Date:

Signature of Producer

Gram Panchayat Certificate/Municipal Certificate

(Panchayat or municipal area which the producer belongs)

I hereby certify that Shri _____ resident of _____ village/town is having garden property in this village and engaged in the production of _____. his annual production of _____ is about _____ quintals/thousand.

Date:

Signature of Sarpanch/Chairperson/
Secretary/Chief Officer

On the strength of Grampanchayat/Municipal council certificate, permission may be granted to the applicant.

Date:

Secretary

Permission is granted

Chairman/vice Chairman

The applicant is communicate accordingly vide outward no. _____ dated _____

Signature of clerk

FORM NO. BI
[see bye law no. 43]
 Dispute Register

Sr.No.	Item	Particulars	Signature of secretary with date
1	2	3	4
1	Sl. No. of the dispute		
2	Date of reference		
3	Name and address of the referring party (Applicant)		
4	Name & address of the opponent		
5	Nature of dispute with particulars of the transactions and functionaries involved in it.		
6	Cause for reference (brief facts)		
7	Action taken by the secretary		
8	Whether the matter is amicably settled by the parties with the help of secretary		
9	Whether the matter is referred to the Arbitration and if so the names of the arbitrators or Umpire :-		
10	Decision, Order and award of the arbitrator or Umpire :-		
11	Whether the matter is sent to the Dispute Sub committee in appeal or an original proceedings :-		
12	Decision, Order and award of the dispute Sub committee :-		
13	Whether the decision of the dispute sub committee has been acted by the parties :		
14	If not, what action has been taken against the defaulting party either by committee or by parties :-		
15	Any other information		
16	Remarks :-		

FORM NO. BJ

[see bye law no. 43]

Register of dispute settled by the Secretary

Sr. No	Sl No of the dispute (from the dispute register)	Date of reference	Name & address of referring party	Name & address of the opponent	Nature of dispute with particulars of the transaction & functionaries involved	Method by which dispute is settled by the Secretary	Date of Settlement	Signature of the Secretary with date
1	2	3	4	5	6	7	8	9

FORM NO. BK

[See Byelaw No. 3]

Application Form for The Renewal of Licence Under Section 54

To,
The Secretary,
Goa Agricultural Marketing Board,
Raia, Salcete-Goa.

Sir,

I hereby request for the renewal of my licence. The necessary particulars are given below:-

- (1) Particulars of the private/consumer market, yard/other marketing infrastructure for which the Licence has been issued
- (2) Name of the applicant (with full particulars of the place of market yard)
- (3) Number of Licence
- (4) Date on which the licence expires
- (5) Period for which renewal is required
- (6) Fee paid Rs.
- (7) Penalty paid, if any, Rs.
- (8) Has the applicant (s) or where the applicant is a firm, has any member thereof singly or in collaboration with any body else, been,—
 - (a) granted any Licence in any other market area and his Licence has been suspended or cancelled. If so, when, where, for what period and for what reasons; or
 - (b) convicted of any offence involving moral turpitude. If so the date of conviction; or
 - (c) declared as an undischarged insolvent
 - (d) defaulter of not paying the dues to the Marketing Board.....

(1) I am enclosing demand draft No. dated amounting to Rs. on account of renewal fee.

(2) The particulars given above are true and correct to the best of my knowledge and belief.

Place:

Date:

Yours faithfully,

Signature of applicant

FORM NO. BL
[See bye law no 42]

AUTHORISATION

For movement of notified commodities outside the market area (Goa State)(issued under Section 50 of The Goa Agricultural Produce Marketing(Development & Regulation) Act, 2007

AUTHORISATION is hereby granted to M/s. _____
Producer/Trader of _____, holding bonafide licence of Goa Agricultural Marketing Board, bearing Registration no. _____ to despatch the following notified commodities to _____ market by rail/Boat/Bus/Truck no. _____
On(date) _____ through Mollem/Pollem/dodmargh/Keri/Dhargal checkpoint

Description of commodity

- | | |
|-----------------------------|-------|
| 1. Name of Commodity | _____ |
| 2. Total Quantity | _____ |
| 3. No of Bags | _____ |
| 4. Date of issue | _____ |
| 5. Place of issue | _____ |

Seal

Signature of issuing Authority

Note: This authorisation will remain valid for a period of ONE/THREE DAYS from the date of its issue.

Affix 2 passport size photos

Form of Application for Registration/Renewal of Registration of Market Functionaries

To,
The Secretary,
The Goa Agricultural Marketing Board,
Margao Main yard,
Raia-Salcete, Margao-Goa.

Sir,

I/We address, an individual/Partnership firm/HUF/Private/Public limited company/Government undertaking/Co-operative Society/NGO,submit the application for grant/renewal of Registration as(trader/commission agent/hamal/Weighmen/Assistant to Trader etc.) of the Goa Agricultural Marketing Board, Margao, Arlem, Raia, Salcete-Goa, for the Market year The particulars are furnished below:-

1.Address of the Business _____

2. Telephone No. _____ Mobile No. _____

3.Business Place/Yard _____

4. Name of Proprietor/Manager _____

5. Age _____

6. Residential address _____

1. Name of the partners in the business :-

NAME	AGE	ADDRESS	SIGNATURE
i)			
ii)			
iii)			
iv)			
v)			

2. Partnership Registration No. and date
.....

3. Name of Agricultural Produce in which applicant proposes to trade in
.....

I/We am/are submitting the following documents with this application.

- (i) Copy of Business Registration Certificate
- (ii) Copy of the partnership deed/registration/private/ public ltd. Company etc.
- (iii) Copy of memorandum of association/Article of Association/Bye-laws.

- (iv) Cash Security/security bond/ Bank guarantee for Rs.
(v) Amount of license fee of Rs. in cash/cheque.

UNDERTAKING

I/We undertake that I/We are not the defaulters of any of the provisions under the Goa Agricultural Produce Marketing (Regulation and Development) Act, 2007 and the Rules, 2010 and further undertake that I/We have not been convicted or held guilty for violation of the said Act and Rules and I/We also abide by the provisions of the said Act, Rules and Bye-laws and the conditions of Registration.

You are requested to grant Registration to me/us to function as _____
at _____

Place:

Date:

Yours faithfully,

Signature of applicant

RECOMMENDATION FOR ISSUE OF NEW/RENEWAL OF REGISTRATION

1. Name of the Market supervisor/Asst. secretary :

2. Name of Applicant & Address :

3. In case of new registration it may be
Stated whether he was a registration
holder of the Board for previous year,
if so give

a) Registration No. & class :

b) whether he has submitted
all the returns for the past year:

c) Whether he has paid all the market
fee/rent due, if not the outstanding
dues :

4. Whether any registration up gradation fee
is required to pay the previous year :

5. Whether he has violated any condition of
the registration, if so give details :

6. Whether any legal action was taken against
The party and result thereof :

7. Whether the applicant fall within the
Restricted area of the sub yard. :

8. Any other information for consideration/
Rejection of the registration.

9. Recommendations of Market Supervisor/
Asstt. Secretary to consider or reject the
Registration Application with reasons thereof :

10. All the pages of application form are verified
After going through all columns and found
Dully filled in. :

11. remarks if any :

Place :

Date :

Signature of Market Supervisor/Asst. Secretary
(Sub yard)

SECURITY BOND(to be executed on Rs. 20/- stamp paper)

Whereas Shri. _____ has applied for registration as commission agent/..... Class Trader from Goa Agricultural Marketing Board, Margao hereinafter referred to as the said Board and whereas the said Board has agreed to grant the said registration and other consideration to the said Shri. _____ on furnishing a Security Bond.

WHEREAS I, Shri _____ aged _____ years, son of _____ residing at House No. _____ occupation _____ and having annual income of Rs. _____ do hereby agree to undertake the responsibilities towards payment of dues, if any to the said Board or to the Government on behalf to the said _____ in the event of the non payment of dues, if any by the said Shri. _____ or his agent or successors to the said Board and/or its successor and assigns as the case may be, or in the event of the said Shri . _____ his agents or successors becomes liable to pay such sums of accounts or breaches and contravention of the Act, rules and bye laws and is hereby agreed by me.

1. That the Goa Agricultural Marketing Board, Margao shall be at liberty to grant the said Shri . _____ his agent or successors, such indulgence as it may think proper without discharging or impairing my liabilities hereunder.
2. That the authority to determine the dues in question and other charges/ expenses, if any thereto, shall rest exclusively with the said Board and that it shall be binding on me, my heirs, executors, administrators or legal representatives as my continuing guarantee to pay such dues as may be determined by the said Board.
3. That the liability on me shall not at any time exceed the sum of Rs. (Rupees _____ only)

Signed by Guarantor

Date:

Signature of Guarantor

Address :

WITNESSES

1. Name

Address :

Signature

2. Name

Address :

Signature

===== FOR OFFICE USE ONLY =====

I hereby certify that the license fee deposit/renewal fee of Rs. _____ under receipt No. _____ dated _____ has been received. All the columns of the application form duly filled and all the documents mentioned in the application are enclosed.

Date _____

Yard Incharge

Accountant's Signature

Dy. Secretary's Signature

Registration is accepted/ rejected vide resolution no. _____ dated _____

Date:

Signature of Secretary

As per Secretary's recommendation registration may be issued.

Signature of Chairman/Administrator

Registration No. _____ dated _____ is issued.

Date :

Clerk signature

FORM NO. BN
[See bye law no 15(2)]

Form of Weightment/counting Slip.

Purchaser
Commission Agent
Producer
Office copy

Sl No. _____

Date : _____

Goa Agricultural Marketing Board, Margao, Arlem Raia Salcete Goa

Name of the commission Agent :- _____
Name of Purchaser : _____
Name of Producer & Address: _____
Name of Weighman/counter _____ Place of delivery _____
Type of Agricultural Produce : _____ Quantity _____
Rate per Unit of _____ Rupees _____

Kg/No	Kg/No	Kg/No	Kg/No	Kg/No	Kg/No

**Total weight in kgs/
Total No.**

Commission agent/Purchaser/Weighman/Counter

FORM NO. BO
[See bye law no 15(2)]

Marketing Board
Purchaser
Office copy

Form of Sale Slip.

Sl No. _____

Date : _____

Name of Commission Agent/Trader _____

Name & Address of Purchaser _____

Name of Producer	Village	Name of Produce	Unit	Rate	Remarks

Marketing Board's Clerk/Grader

Purchaser

Commission Agent/Trader

FORM NO. BP
[See bye law no 15(2)]

Marketing Board
Office copy

Form of Sale Register.

Sl No. _____

Date : _____

Name of Commission Agent/Trader _____

Name of Producer	Village	Arrival Date Agri. Produce	Sale	Name of Pruchaser	Unit	Rate

Commission Agent/Trader

(MOHAN M. AMSHEKAR)
CHAIRMAN
The Goa Agricultural Marketing
Board, Margao.