TARIFF Structure

Annual Charges for Inspection and Certification of Organic products under NPOP

		Scopes					
		Production unit			Processing unit	Trading unit	Input manufacturer
Sr. No.	Component (Rs.)	Individual farmer	Grower group	Wild collection			
1	Onsite Inspection Fee (Rs.) (per man-day)	12000	12000	15000	20000	15000	20000
2	Travel Cost (Rs.)	As per actual	As per actual	As per actual	As per actual	As per actual	As per actual
3	Certification Fee (Rs.)	12000	20000	20000	20000	15000	20000
4	Transaction Certificate Fee (Rs.) (Domestic)	1000	1000	1000	1000	1000	NA
	Transaction Certificate Fee (Rs.) (Export)	NA	NA	NA	2500	2500	NA
5	Additional Cost (Rs.)						
a)	Investigation Charges	15000	25000	25000	25000	25000	25000
b)	Label Assessment (per product)						
	(Single Ingredient) (i) up to 20 products per scope cycle	NA	NA	NA	750	750	1000
	(ii) more than 20 products per scope cycle	NA	NA	NA	500	500	
	Label Assessment (per product) (Multi Ingredient)						
	(i)up to 20 products per scope cycle	NA	NA	NA	1500	1500	2000
	(ii) more than 20 products per scope cycle	NA	NA	NA	1000	1000	
	Scope Certificate Amendment (Per Amendment Up to 10 products)	1000	1000	1000	1000	1000	NA
6	Analysis & Residue Testing (Rs.)	As per actual	As per actual	As per actual	As per actual	As per actual	As per actual

TARIFF Structure

Note: (i) For onsite inspection of Grower Groups, number of man days shall not exceed 7

excluding travel time.

(ii) A “man day” will constitute minimum 8 hours of audit work (excluding lunch break),

(iii) In case of operators transferred through NOC due to suspension/termination/sanction of its Certification Body, the Certification fess is to be reduced to 50% in cases where the existing certification has been valid for more than six months.

TARIFF Structure

Travel policy of Auditors under NPOP Standards

***Important note**

a. Travel shall be undertaken in a cost-effective, transparent, accountable, and impartial manner by auditors
b. Auditors for audit purposes shall utilize economical and reasonable modes of transportation wherever feasible.
c. Travel and accommodation arrangements shall ordinarily be made by CU India. However, in exceptional circumstances, for reasons to be recorded in writing, the operator shall facilitate the accommodation bookings. However, in all cases payments for travel and accommodation shall be made by CU India.
d. Auditors shall maintain proper documentary and evidentiary records related to travel and inspection activities.

Approval for Tour:

a. Prior approval of CU India shall be mandatory before commencement of audit activities.
b. The approved tour programme shall clearly indicate the purpose of journey, place of visit, duration, mode of travel, and estimated expenditure.
c. Any deviation from the approved tour programme shall require separate approval from CU India.

Modes of Travel:

Sr. No.	Mode of travel	Provision / Guidelines
1	Air	A) Journey beyond 500 km or involving more than 10–16 hours by road shall be permitted in urgent cases, for long-distance travel, or where travel by rail or road is not feasible. B) Economy Class airfare shall be admissible. C) Boarding passes, air tickets, and related supporting documents shall be mandatory for reimbursement of airfare claims.
2	Train	A) Rail travel entitlement for journeys within 500 km or involving less than 10 hours by road shall generally include AC II Tier, AC III Tier. B) Eligibility shall be determined based on the employee's category/grade and the nature of official duty. C) Original tickets/receipts shall be submitted for reimbursement purposes.
3	Bus/road	A) For journeys between 50–250 km by road, preference shall be

TARIFF Structure

		given to public transport, AC buses, app-based taxi services, shared conveyance, and economical road transport wherever feasible. B) Auditors using office vehicles, rented vehicles, or shall obtain prior approval from the competent authority of CU India. C) Fuel bills, toll receipts, parking receipts, FASTag records, and other supporting documents shall be maintained for reimbursement purposes.

Note: *Air Travel mode may be allowed for urgent inspections/ unplanned inspections in exceptional cases.*

Local Conveyance:

a. Local transportation expenses incurred for audit purposes shall be reimbursable subject to submission of supporting bills/receipts.
b. Reimbursement for use of personal vehicle/local conveyance during official duty shall be allowed at rates ranging from Rs. 15/- per km to Rs. 25/- per km, subject to approval and supporting records.

Accommodation and lodging:

a. Economical and reasonable accommodation shall be preferred for audit purpose.
b. The reimbursement for Lodging and Boarding shall be on actual basis, the bills/ vouchers shall be produced by auditor.

Sr. No.	Classification of cities/ town	Upper ceiling limit (INR excluding GST)
1	**Category- X (Population 50 Lakhs & above):** Delhi, Mumbai, Kolkata, Chennai, Bengaluru, Hyderabad, Pune, Ahmedabad.	*4000.00*
2	**Category- Y (Population 5 lakhs to 50 lakhs):** Vijaywada, Nellor, Guwahati, Patna, Chandigarh, Durg-Bhilai Nagar, Raipur, Rajkot, Jamnagar, Bhavnagar, Vadodara etc.	*3000.00*
3	**Category- Z (Population below 5 lakhs):** other cities and towns.	*2500.00*

Insurance and Safety:

a. Travel/Medical insurance coverage for employees/auditors undertaking official travel shall be ensured by CU India.
b. Necessary safety and welfare measures shall be followed during official travel and inspections.
c. Auditors shall immediately report any accident, damage, or incident occurring during official travel.

Submission and Settlement of Claims

TARIFF Structure

a. TA/DA claims shall be submitted in the prescribed format along with original bills, receipts, boarding passes, invoices, tickets, inspection records, photographs, and other supporting documents.
b. Claims shall generally be submitted within 30 working days from completion of the official tour.
c. Reimbursement shall be processed only after verification and approval by the competent authority of CU India.
d. Approval of the competent authority of CU India shall be mandatory for settlement of reimbursement claims.

Responsibilities of Employees:

a. Auditors shall ensure economical utilization of travel resources.
b. Auditors shall maintain integrity, confidentiality, and impartiality during official assignments.
c. Auditors shall maintain all evidentiary documents related to inspections, travel, sampling, boarding, and local conveyance for audit and reimbursement purposes.
d. Submission of false, manipulated, or unsupported claims will attract disciplinary action as per organizational rules.