



**ADITI**

Organic Certifications Pvt. Ltd.

Bengaluru

29<sup>th</sup> December, 2025

**Circular**

Ref. No.: ADITI/HO/2025/Circular/017

**Subject: Mandatory Farmer Verification in APEDA Tracenet – Roles, Procedure and Timelines**

Dear Esteemed Operator,

Greetings from Aditi Organic Certifications Pvt. Ltd.

This is to inform you about **the mandatory and time-bound farmer verification exercise** to be carried out in the **APEDA Tracenet system** for Grower Group certification.

Please note the following important instructions, which must be strictly complied with:

**1. Tracenet Verification Responsibility**

Farmer verification **must be carried out only through the Operator's Tracenet login/domain**.

**Any errors, discrepancies, or mismatches observed during verification will NOT be rectified by the APEDA Tracenet Helpdesk.**

**Therefore, accuracy at the time of verification is solely the responsibility of the Operator and the Internal Control System (ICS).**

**2. Mandatory Presence of ICS Manager**

**The ICS Manager must be physically present** during the entire farmer verification process.

The ICS Manager shall coordinate closely with the **Aditi-appointed Certification Body (CB)**

**Representative to ensure:**

- Correct farmer details are verified
- Authentic documents are reviewed
- Accurate data is updated and uploaded in Tracenet

**3. Verification Process & Location**

Farmer verification shall be conducted:

- At the **ICS Administration Office**, or
- **Within a 50 km radius** of the ICS Administration Office

During verification:

**Photographs of the farmer and the CB Representative must be captured LEGIBLY**

**Photos must be taken in the presence of the ICS Manager**

CB Representatives involved in this activity have been **adequately trained** by Aditi for Tracenet verification and data authentication.

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#### 4. Consequences of Non-Compliance

As communicated by **APEDA**: Farmers whose details **do not match**, or Farmers for whom **verification is not duly completed will NOT be migrated to the new Tracenet system.**

Such lapses shall be treated as **non-compliances**, which may attract **appropriate actions against the Grower Group**, as per applicable regulations.

#### 5. Deployment of Local Representatives

To ensure timely completion of this exercise:

Aditi may engage **local representatives with basic qualifications**

These representatives shall have **no conflict of interest with the concerned ICS**

Any **costing implications** related to this newly introduced APEDA Tracenet requirement shall be communicated separately, wherever applicable.

#### 6. Strict Adherence Required

This exercise is **time-critical and mandatory**. Operators are requested to extend full cooperation and ensure **100% compliance** to avoid adverse certification or regulatory implications.

For any procedural clarification, please coordinate with the Aditi Tracenet coordination team.

Thanking you for your cooperation.

Warm regards,

For Aditi Organic Certifications Pvt. Ltd.

**For ADITI ORGANIC CERTIFICATIONS PVT. LTD.**

Narayana Upadhyaya  
Managing Director