

11. DISTRICT INDUSTRIES CENTRE

The District Industries Centre is functioning mainly with the aim of promoting, facilitating and developing industrial growth in the territory. For the convenience of existing and new entrepreneurs, the Administration has identified various clearance needed and incorporated them in a computerized monitoring system called SWIFT (Single Window Invest Friendly Time Bound System). Activities are being monitored through Single Window. Applications are received at Single Window from 10.00 am to 1.00 p.m on all working days. Replies / certificates can be taken and enquires can be made from 2.30 p.m to 4.00 p.m. All the applicants are required to apply in the proper prescribed application form enclosing all necessary certified true copies or notarised documents, at the Single Window. Applicant can contact/ approach for any grievances to the General Manager, (DIC) and Director (Industries)/ Collector, Daman. Name of the activity / services provided are given below with the requirement of documents as well as maximum time prescribed for their disposal.

Sl. No.	Type of application	Documents required to be enclosed	Time period for disposal
11.1	Provisional Registration of SSI	<ol style="list-style-type: none"> 1 Application in prescribed form in duplicate 2 Affidavit (Notarised) in prescribed format and signed by the applicant 3 Project Report (signed by the applicant) 4 Partnership Deed/Memorandum of Articles of Association (Signed by the applicant) <p>The following supporting documents are required for location clearance :</p> <ol style="list-style-type: none"> 5. Sale Deed / Lease deed (True Copy) 6. Extract I & XIV (True Copy) 7. N.A Sanad order (if applicable) (True copy) 8. Sub-Division order (if applicable)(true copy) 9. Occupancy certificate from PWD, if it is in the Gala. <p><i>(Whatever is not applicable may be stated on company letter head and signed by the authorised signatory)</i></p>	4 working days

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Sl. No.	Type of application	Documents required to be enclosed	Time period for disposal
11.2	Permanent Registration of SSI	<ol style="list-style-type: none"> 1 Application form in prescribed performa 2 Provisional Registration certificate (True Copy) 3 Copy of Sales Tax registration (local) (True copy) 4 Copy of CST Registration (True Copy) 5. Copy of Project report 6. Extract of first 15 days purchase (on Company letter head and signed) 7. Extract of first 15 days sales (on Company letter head and signed) 8. Extract of first 15 days production(on Company letter head and signed) 9. Copy of machinery bills 10. Copy of three sales bills 11. Copy of shop and establishment license/ license to work a Factory (True Copy) 12. Copy of power release order (True Copy) 13. Copy of list of plant and machinery (on company letterhead, signed by the applicant) 14. Copy of employment undertaking (On company letterhead, signed by the applicant) 15. Copy of Muster Roll signed by the applicant 16. Copy of land documents /lease agreement / sale deed registered. (True copy) 17. Copy of partnership deed / memorandum of article of association (Signed by the applicant) 18. Copy of consent order to operate under water Act/ Air Act, if applicable (True copy) 19. Copy of plantation undertaking (On company letterhead & signed by the applicant) 20. Affidavit (Notarised) (Signed by the applicant) 21. Full occupancy certificate from PWD (Not part OC) (True Copy) 22. Sub -Division Order (True Copy) (If applicable) / (signed statement on company letterhead that it is not applicable) 23. Form I& XIV current (True Copy) 24. Sannad (True Copy) 	20 days

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Sl. No.	Type of application	Documents required to be enclosed	Time period for disposal
11.3	Principal clearance for MSI/LSI	<ol style="list-style-type: none"> 1. Acknowledgement from SIA alongwith copy of Memorandum filed with SIA (True copy) 2. Copy of project report (signed by the applicant) 3. Partnership deed/ Memorandum of Article of association (Signed by the applicant) <p>The following supporting documents are required for location clearance :</p> <ol style="list-style-type: none"> 4. Occupancy certificate in case unit is to be set up in already built building. 5. Sale Deed / Lease Deed (True Copy) 6. Extract of Form I& XIV (True Copy) 7. N.A Sannand Order (True Copy) 8. Sub-Division Order (if applicable) (True Copy) 9. Occupancy certificate if it is in an Gala /Bldg. <p align="center"><i>(Whatever is not applicable may be stated on company letter head and signed by the authorised signatory)</i></p>	4 working days
11.4	NOC for additional power	<ol style="list-style-type: none"> 1. Revised project report (Signed by the applicant) 2. List of machinery including required connected load (on company letterhead and signed by the applicant.) 3. In case operational unit, permanent/ provisional registration, SSI/MSI/LSI (True copy / signed statement on company letterhead that is not applicable by the applicant) 4. Statement as to whether the unit is located in a Gala, on company letterhead and signed by the applicant. <p align="center"><i>(Whatever is not applicable may be stated on company letter head and signed by the authorised signatory)</i></p>	

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The DIC also looks after the following works pertaining to the Industrial entrepreneurs :

Sl. No.	Type of application	Documents required to be enclosed	Time limit
1	ISO 9000 reimbursement	Annexures I,II & III as per format Copy of Permanent SSI Reg. Copy of ISDOP registration Expenditure statements with receipts & bills. Copy of ROC approval Copy of agreement executed with registration Authority.	No time limit prescribed
2	Manufacture certificate for quality control	Application in the prescribed format Sample of item manufactured Fees payable at the testing Centre.	No time limit prescribed
3	Assessment of scarce raw material	Application form DD for Rs.750/- Project report Mode of manufacture (details)	No time limit prescribed
4	Additional place of business (SSI Units) For MSI / LSI	Land documents such as Sale /Lease Deed, Form I and XIV, N.A Sannad order, occupancy certificate. Same as above plus acknowledgement from SIA alongwith a copy of memorandum filed with SIA	No time limit prescribed
5	Additional Unit (SSI) For MSI / LSI	All documents as required for provisional SSI registration certificate. All documents as required for in principle clearance of MSI/LSI	No time limit prescribed
6	Change of name of the Unit (SSI) For MSI / LSI	Resolution Certified copy of certificate from Registrar of Firms Acknowledgement from SIA alongwith a copy of memorandum filed with SIA plus certificate from the Registrar of Firms.	No time limit prescribed
7	Change of partnership	Partnership deed plus certificate from Registrar of Firms.	No time limit prescribed
8	Change of constitution	Proprietorship/ partnership / Memorandum of article of association documents	No time limit prescribed
9	Additional item (SSI only)	Project report Simple application	No time limit prescribed
10	Shifting of location i) SSI ii) MSI / LSI	Simple application plus all land documents including occupancy certificate As above, plus acknowledgement from SIA alongwith a copy of memorandum filed with SIA	No time limit prescribed

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Sl. No.	Type of application	Documents required to be enclosed	Time limit
11	Inclusion of additional machinery in Pmt. Reg. Certificate (SSI)	Simple application List of machinery alongwith bills and receipts	No time limit prescribed
12	Inclusion of additional item in permanent Reg. Certificate	Simple application PCC order to operate new products Statement for first 15 days of purchase / sale / production plus 3 sales bills	No time limit prescribed
13	Running certificate	Simple application , plus last 3 years balance sheet duly certified by the C.A and last 3 years statement of power consumption.	No time limit prescribed
14	Lube licence	Application in the prescribed format Chalan of Rs. 25/-	No time limit prescribed
15	Under Oil Pressure Stoves (Quality Control) Order 1997 and Under Lubricating oils and greases (Processing, supply and distribution Regulation) Order 1987.	Project report List of Laboratory equip / bills Ownership documents if not registered as SSI Unit Dealer letter from company i.e IPCL etc.. PPC consent order Storage capacity	No time limit prescribed
16	PMRY	Application in the prescribed format True copies of the following : School leaving certificate, SSC marksheet, Employment card, ration card, affidavit of income (original) project report alongwith quotation, caste certificate, annual income certificate, two passport size photographs	Target for Daman 35 and for Diu 15
17	Tribal Sub Plan / IRDP	The application forms as received through the BDO are processed and recommended for loan sanction	