

Outreach Brochure

**A user friendly guide for
existing and prospective investors
of Andhra Pradesh**



CENTRE FOR GOOD GOVERNANCE

Knowledge ● Technology ● People

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Abbreviations and Acronyms

APSFC	Andhra Pradesh State Financial Corporation
APIIC	Andhra Pradesh Industrial Infrastructure Corporation
SWS	Single Window System
DT&CP	Directorate of Town and Country Planning
CCLA	Chief Commissioner of Land Administration
APTRANSCO	AP Transmission Corporation of Andhra Pradesh
HMWS&SB	Hyderabad Metropolitan Water Supply and Sewerage Board
APIDC	Andhra Pradesh Industrial Development Corporation
APPCB	Andhra Pradesh Pollution Control Board
SSI	Small Scale Industry
DIC	Districts Industries Centre
IE / IDA	Industrial Estate / Industrial Development area
APGST	Andhra Pradesh General Sales Tax
CST	Central Sales Tax
MoE&F	Ministry of Environment and Forests
GoI	Government of India
FPO	Food Product Order
GoAP	Government of Andhra Pradesh
MW	Mega watts
PPP	Purchasing Power Parity
SES	Super entrepreneurs scheme
GES	Good entrepreneurs scheme
SSES	Senior successful entrepreneurs' scheme
IFCI	Industrial Finance Corporation of India
IDBI	Industrial Development Bank of India
ICICI	Industrial Credit and Investment Corporation of India
HITEC	Hyderabad Information Technology and Engineering Consultancy
PMRY	Prime Minister's Rozgar Yojana
L&M	Large & Medium



DGS&D	Directorate General of Supplies & Disposals
ISO	International Organisation for Standardisation
BIS	Bureau of Indian Standards
EAU	Entrepreneurial Assistance unit
ADB	Asian Development Bank
IFC	International Finance Corporation
CDC	Citizens Development Corps
DEG	Deutsche Investitions Entwicklungsgesellschaft mbh
OCB	Overseas Corporate Body
STP	Software Technology Park
EHTP	Electronic Hardware Technology Park
CRZ	Coastal Regulation Zone
EIA	Environmental Impact Assessment
ISU	Industrial Statistics Unit
FIPB	Foreign Investment Board of India
EPZ	Export Promotion Zone
SIA	Secretariat for Industrial Assistance

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The Outreach Brochure Team

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The team worked under the overall supervision and guidance of Dr P.K. Mohanty, Director General & Executive Director, CGG.

The Commissionerate of Industries, GoAP and Responsive government workstream of CGG will be happy to receive any comments you have regarding this document and its use by the prospective entrepreneurs.



Preface

The Outreach brochure is an attempt towards making Andhra Pradesh (AP) an investor-friendly state for better business performance, growth and prosperity in the entire state. Andhra Pradesh offers good investment climate (World Bank study), economic and political stability, low labour cost, large potential market, best infrastructure and pro-investment attitude of the Government. AP offers a well-balanced and competitive package of incentives to investors in comparison with other states. AP is also among the first few Indian states to carry out successful economic and structural reforms, which have improved economic performance and promoted sustainable growth.

In order to promote speedy processing of the various licences and certificates, government introduced the AP Industrial Single Window Clearance Act No. 17 of 2002. To receive and process applications within a time-bound framework, the government has constituted two nodal agencies, one at the district-level and the other at the state-level. There are four committees that have been entrusted with the task of approving, reviewing and monitoring the application process. The District Committee, chaired by District Collector, approves undertakings with investment below Rs. 1 crore (i.e. small scale industry) and the State Committee, chaired by the Commissioner of Industries, approves application with investment above Rs. 1 crore (i.e. large and medium scale industry). In case of rejections of clearances or approvals of large and medium units with modification under the state laws by the concerned authority, the District Committee forwards it to the State Committee and the latter may forward it to Empowered Committee. The Empowered Committee, headed by the Chief Secretary to Government, passes appropriate orders referred to it by the State Committee and when necessary refers the application to the State Board for decision. The State Board, chaired by the Chief Minister, is the final authority on the matter and passes appropriate orders on the application referred to it. The real benefit of the Single Window Clearance (SWC) Act is the provision of deemed approval and, to a limited extent, the time limits set under the Act for various clearances.

The brochure will help investor in knowing the procedures and clearances/approvals required by him to set up an industry in AP. The brochure is intended to be self-contained, while at the same time not being an exhaustive reference manual on all legal, administrative and other regulatory aspects of the industrial environment. It is written in simple everyday English intelligible to the layman, while covering all essential information. It contains only minimum information in legal language and has, as far as possible, avoided complicated diagrams and schedules. Further it spells out the mandate (or reason for existence) of each department, as the focus is on gaining clarity on the functions and responsibilities of the various participating departments whose clearances are necessary in starting and running of an industry and services offered by it. For the convenience of prospective investors, it contains the major forms that will be needed to be filled at different stages for setting up an industry.

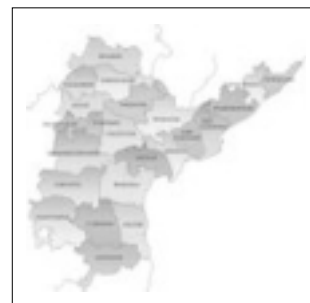
The brochure is divided into six chapters: first chapter provides information on Andhra Pradesh as an attractive investment destination, second chapter highlights the entire process of Single Window System, third chapter details steps to start an industry, chapter 4 explains implementation steps, chapter 5 enumerates steps for commencing commercial production and chapter six provides information on post implementation steps.

CHAPTER 1

Andhra Pradesh - An Attractive Investment Destination

I.1. A brief profile

Andhra Pradesh (AP) is the fifth largest State with an area of 2,76,754 sq. km, accounting for 8.4 % of India's territory with 76.7 million population. AP is strategically located in the Indian sub-continent and the State has the longest coastline (972 km) among all the States in India. Its capital, Hyderabad, occupies a central location and is well connected with the rest of the world through its seaports on the eastern coast and its international airport. Well-established air, road, and railway networks link it to the rest of India.



AP has bountiful natural resources. Endowed with fertile land, water and conducive agro-climatic conditions, it is an agriculturally-prosperous state. Nearly 75% of its area is covered by the river basins of the Godavari, Krishna and Pennar, and their tributaries. There are 17 small rivers like the Sarada, Nagavali, Musi, etc. Godavari and Krishna are the two major perennial rivers, and with their extensive canal system, provide assured irrigation.

As per the latest figures, AP occupies second position in energy versus other states in India. Presently it has an installed capacity for generating 10,329 MW of energy, the second highest in the country and many projects are under implementation to generate 13,452 MW by 2007. In 2001, it was at third position with installed capacity for generating 7,238 MW. First position was occupied by Maharashtra with 13,074 MW and second position by Gujarat with 7,362 MW.

Among all Indian States, AP has progressed the farthest in reforming its energy sector (privatisation, separation of generation from transmission and distribution).

Vast natural gas reserves found in Krishna-Godavari basin with 47 million standard cubic metres per day have opened up immense possibilities for environment-friendly industrial and socio-economic development in AP. In terms of industrial development, AP has progressed rapidly. Its gross state domestic product (in PPP) was \$150 billion during 2002; the State has thus emerged as one of the most attractive investment destinations, ranking third in India.



I.2. High potential sectors

AP's strength lies in its fully diversified industrial base, with the thrust on high-tech sectors, including information technology, pharmaceuticals, and biotechnology. Traditional sectors such as textiles, leather, minerals, and food processing are also being further developed for high value addition.



I.3. Competitive investment climate

The State has an exclusive financial institution, Andhra Pradesh State Financial Corporation (APSFC), for providing finance to small scale industries. Apart from this, 5,322 commercial banks are functioning in the state in rural and urban areas. The state has a good network of specialized SSI branches for extending assistance to small and tiny industry.

On the Industrial infrastructure front, the State has taken many initiatives for development of Industrial infrastructure for the consistent growth. Government in association with Andhra Pradesh Industrial Infrastructure Corporation (APIIC) has initiated a set of prestigious projects that include industrial infrastructure, social infrastructure and infrastructure for the specific sectors. The state has already set up 272 industrial estates in association with APIIC and the following specialized parks are under various stages of implementation;

- Agri Bio-tech Park
- Agri Export Zones
- Food Processing Park
- Gems and Jewellery Park
- Hardware Park
- HITEC City
- ICICI Knowledge Park
- Leather Parks
- Marine Bio-tech Park
- Pharma City
- SP Bio-tech Park
- Special Economic Zone

The state has one major port at Visakhapatnam which handles largest tonnage among all Indian ports and minor ports at Kakinada, Krishnapatnam, Vadarevu and Gangavaram.

The State has undertaken wide-ranging measures to nurture its industries: simplified, less restrictive regulations, labour and fiscal reforms and various incentives. In line with this objective, the State has enacted a law for single-window clearances. It is the first State in the country to have a law for single-window clearances, which ensures that all clearances to investors are given within a fixed period. The State has been qualified as “flexible” in its approach to labour regulations and “good” for its simplification of rules and regulations (World Bank, 2003). It introduced the self-certification concept, “common annual returns” in place of multiple returns with simplified registers, and zero inspection regime through accredited agencies.

There are 35 accredited agencies for inspection of lifting equipment and pressure vessels under Factories Act. Some of the approved competent persons are given below.



1. Sri L.S.Prabhu
6-6-439/4, Gandhinagar
Secunderabad
2. Sri P.S.Mohan Rao
A-305, Balaji Indraprastha
New Bakoram
Gandhi Nagar, Hyderabad
3. Sri A.Nagaraju
50-1-41/2
Ist Floor, A.S.Rao Nagar
Seethammadhara
Visakhapatnam-13
4. Sri R.Rajgopal
O/o.Eenanag
355 (13), West Maredipally
Secunderabad-26

As part of its continuing search for ways to ensure a better quality of life, the State has been in the forefront in building its intellectual capital. The Government has helped to establish, a number of centres of excellence for training and research: the Indian School of Business, the Indian Institute of Information Technology, the National Academy for Construction and the Knowledge Park are part of this knowledge revolution. Every year 3,50,000 skilled graduates pass out from universities, and 80,000 engineering graduates from engineering schools. Another 10,078 management students graduate from management institutions every year. About 23% of India's software professionals within and outside the country are from Andhra Pradesh.

It is the endeavour of the Government of Andhra Pradesh (GoAP) to create a conducive environment for industrial growth by providing necessary support and services.

CHAPTER 2

Single Window Industrial Clearances System

II.1. An Introduction

A ONE-STOP-SHOP for firm entry

Single window Industrial Clearances System or SWS in short is a ONE-STOP-SHOP for potential and prospective investors. Every industry needs certain approvals/clearances to start the business. At entry level, investors do not necessarily understand all the rules and regulations. The complexity of rules and procedures baffles the entrepreneurs. The geographical remoteness of agencies requires the investors to put extra effort to get the required permissions to start a business.



The complexity of the rules and procedures baffles the ordinary citizen when he visits the office even for a minor work. He hardly has any idea as to which branch he needs to approach, in what manner he is supposed to present the application, what documents are supposed to accompany the application or as to when would he receive the desired reply. The ignorance of the common man and the indifference of the administrative machinery jointly contribute to his hardships. The single window system is a positive step towards helping the common man to get his work done without causing him hardship and sparing him the agony of red-tapism.

The entry level barriers also cause delays in implementing projects and lead to cost escalation. The entrepreneurs want a system with nil transaction costs, predictable timeframes and streamlined regulatory processes at a single access point for all start-up services.

SWS for industries is a concept to provide all entry level services to entrepreneurs at a single point, within a fixed timeframe leading to hassle-free approvals in a transparent manner. Thus, the concept of “ONE-STOP-SHOP” in the form of Single Window was born.

II.2. AP SWS Act

With this background, the GoAP made a law to give approvals by government departments through single window with minimum interface with Government departments. AP was the first State in the country to have a law to process entry of firms through one window with set time periods (given in Table-1) and system of “deemed provisions” if time limits for approvals are not met by the government departments concerned (given in Table-2). It is mandatory on the part of the departments to accept the applications for approvals/clearances through Single Window only and not to accept any applications directly. The important provisions of the Act are:

- Self certification and check memo for enclosure of all documents according to check memo
- Specific time limits to each department for issuing the approvals
- Deemed provision in respect of some approvals
- Nomination of one official from each of the participating departments



- Additional information to be sought only once before expiry of the time limit by the competent authorities
- Decentralization of decision-making by creating district and state level nodal agencies
- Fortnightly review by the district and state clearance committees
- Review at the highest level by the Chief Secretary / Chief Minister.

Table-1

S. No.	Department	Service	Time
1	Panchayat Raj Department	Site and Building Plan Approval	7 days
2	Urban Development Authority	Site and Building Plan Approval	7 days
		Change of Land Use	45 days
3	Town & Country Planning	Site and Building Plan Approval	7 days
		Change of land use	45 days
4	Municipality	Site and Building Plan Approvals	7 days
		Change of Land use	45 days
5	Factories Department	Approval of Factory Plans	7 days
		License	7 days
6	Chief Commissioner of Land Administration (CCLA)	Acquisition/Alienation of Government land	45 days
7	Distribution Companies (APTRANSCO)	Power feasibility and connection	7&23 days
8	HMWS & SB	Sanction of Water supply and connection	7&23 days
9	Irrigation Department	Permission to draw water from rivers/public tanks	30 days
10	Commercial Taxes Department	APGST & CST Registrations	7 days
11	APIIC	Allotment of Land / Shed in IE/IDA	
		Upto 1000 sq. m	7 days
		Above 1000	21 days
12	Andhra Pradesh Industrial Development Corporation (APIDC)	Sanction of Term Loan & Equity	21 days
13	Registrar of Firms	Firm Registration	7 days

S. No.	Department	Service	Time
14	Andhra Pradesh Pollution Control Board (APPCB)	Consent for establishment Green Orange Red Consent for Operation Green Orange Red	7 days 21 days 45 days 7 days 21 days 45 days
15	Fire Services Department	No objection certificate	15 days
16	Excise Department	Permission for establishment of distillery Licence for possession and use of RS Licence for possession and use of DS	30 days 7 days 7 days
17	District Collector	Licence for use of chlorate of potash	7 days
18	Drug Control Administration Department	Licence for manufacturing bulk drugs / formulations/ cosmetics	No time limits fixed
19	Commissioner of Indian Medicines and Homeopathy	Licence to manufacture Ayurvedic/Homeo/Siddha/Unani	No time limits fixed
20	Boiler Department	Registration under Boilers Act	No time limits fixed
21	Civil Supplies Department	Licence to import and Storage of Petroleum /Diesel /Naptha	No time limits fixed



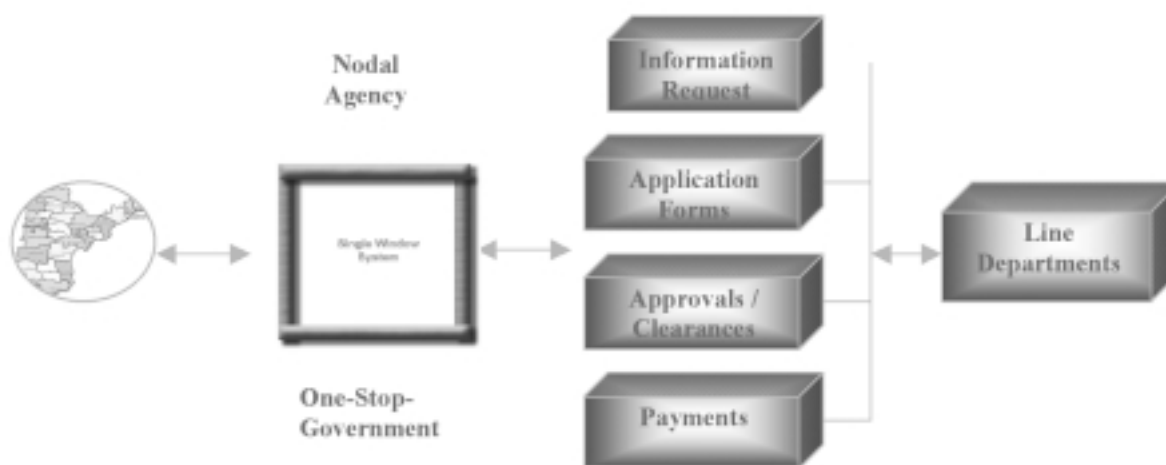
Table-2

S. No.	Name of the Clearance	Conditions
1	Permission of Gram Panchayat	No time limit fixed
2	Building Permission /Licence from Municipality	No time limit fixed
3	a) Power Feasibility/Power Connection	Deemed approval would be subject to payment of required fee
4	Licence for possession and use of Rectified Spirit and Denatured spirit	No time limit fixed
5	Registration under APGST/CST	On deemed approval, the appropriate committee would allot temporary number
6	a.Sanction of Water Supply through HMWS&SB b.Water Connection	Deemed approval would be subject to payment of required fee
7	a.Sanction of Water Supply from other agencies b.Water Connection	Deemed approval would be subject to payment of required fee
8	Food Grain Licence	No time limit fixed

II.3. Operation of SWS

The single window provides full access to the service delivery network of the government to entrepreneurs through one access point. The concept of the single window is given below pictorially (Chart 1).

Chart 1 - To set up an industry anywhere in A.P.



Government have notified and constituted nodal agencies and committees to receive process and monitor applications under Single Window Act. All small scale industries (SSIs) need to submit the application to the District Industries Center (DIC) of the district concerned and the large, medium and mega projects to Commissionerate of Industries (CoI). The nodal agency receives applications and forwards them to the departments concerned and then pursues the applications.

Twenty-five departments of State and Central governments are covered by the Act and most of the approvals required to start business are brought under single window. This Act covers approvals, clearances, permissions required by an industrial undertaking till it starts commercial production. The list of services available under Single Window is indicated below.

A. Permissions required before establishing a Factory

- 1 Permission from gram panchayat for site and buildings
- 2 Permission from municipality for site and buildings
- 3 Permission from urban development authority for site and buildings
- 4 Permission from DT&CP for site and buildings
- 5 Approval of plans from factories department
- 6 Acquisition of land other than Industrial Estate (IE)/Industrial Development Area (IDA)
- 7 Alienation of government land
- 8 Feasibility certificate for extension of power and power supply by Discom
- 9
 - a. Sanction of water supply from local bodies
 - b. Sanction of water supply from HMWS&SB
 - c. Permission from irrigation department to draw water from rivers / public tanks
- 10 Andhra Pradesh General Sales Tax (APGST) registration and Central Sales Tax (CST) registration
- 11 Allotment of land /shed in IE/IDA by APIIC
- 12 Sanction of term loan and equity by APIDC
- 13 Registration of firms
- 14 Consent for establishment from APPCB
- 15 No Objection Certificate (NoC) from Fire Services Department
- 16 Establishment of distillery
- 17 Licence for manufacturing bulk drugs
- 18 Licence for manufacturing drug formulations.
- 19 Licence for manufacturing cosmetics.
- 20 Licence for manufacturing ayurvedic / homeo / siddha / Unani.



B. Permissions required for operation of the Industry

1. Factories department licence
2. Licence to import and storage of petroleum/ diesel / naptha
3. Registration under Boilers Act
4. Consent for operation under Air Act from APPCB
5. Consent for operation under Water Act from APPCB
6. License for possession and use of rectified spirit (RS)
7. License for possession and use of denatured spirit (DS)
8. License to obtain and use of chlorate of potash.

II.4. Process and Review in SWS

The processing of the application under Single Window is given in Chart 2.



Note: CAF - Common Application Form, NA - Nodal Agency, CA - Competent Authorities

The clearances/approvals not covered under Single Window have to be obtained from the departments concerned directly.

The review of the progress of applications in the single window is done fortnightly and all members of the committee compulsorily attend the meeting with complete information.

E-initiative

A web-enabled package allows the entrepreneur to monitor the status of his application on-line in the single window. A user password is given to entrepreneurs and he can find out the status of the application by login number. It also enables the heads of the departments to know the status of the pending proposals to pursue with the competent authority for final disposal.



II.5. Authority responsible for SWS - Commissionerate of Industries (CoI)

Main objective of the department includes promoting investment in the state, providing right environment for capability and productivity building of the industry. The department regulates the industrial growth by market processes, ensures pollution-free growth of industries, and creates employment and increase self-employment opportunities for the youth in the state. Lastly, it provides an interface of industry with other government and non-government agencies.



Services undertaken

The department enables entrepreneur to get different industrial approvals and clearances from various departments at a single point through Single Window System (SWS). The SWS is already explained in detail in Chapter 2.

S. No.	Clearance/ Approval	Type	To approach	Time limit (range)
1.	Single Window Application	Small scale ¹	GM, DIC	Between 7 - 45 days
2.	Single Window Application	L&M scale ²	CoI, Hyderabad	Between 7 - 45 days

Approach to Issue these Approvals/Licences listed above

The approach involved is, assisting and guiding entrepreneurs to set up industrial units, sanctioning of incentives to eligible industrial undertakings, arranging financial assistance to educated unemployed

¹ Investment less than Rs. 1 crore in plant & machinery.

² Investment more than Rs. 1 crore in plant & machinery.



youth from banks under PMRY scheme, marketing assistance and rehabilitation of sick industrial units.

II.6. Future plan of action - Electronic interface

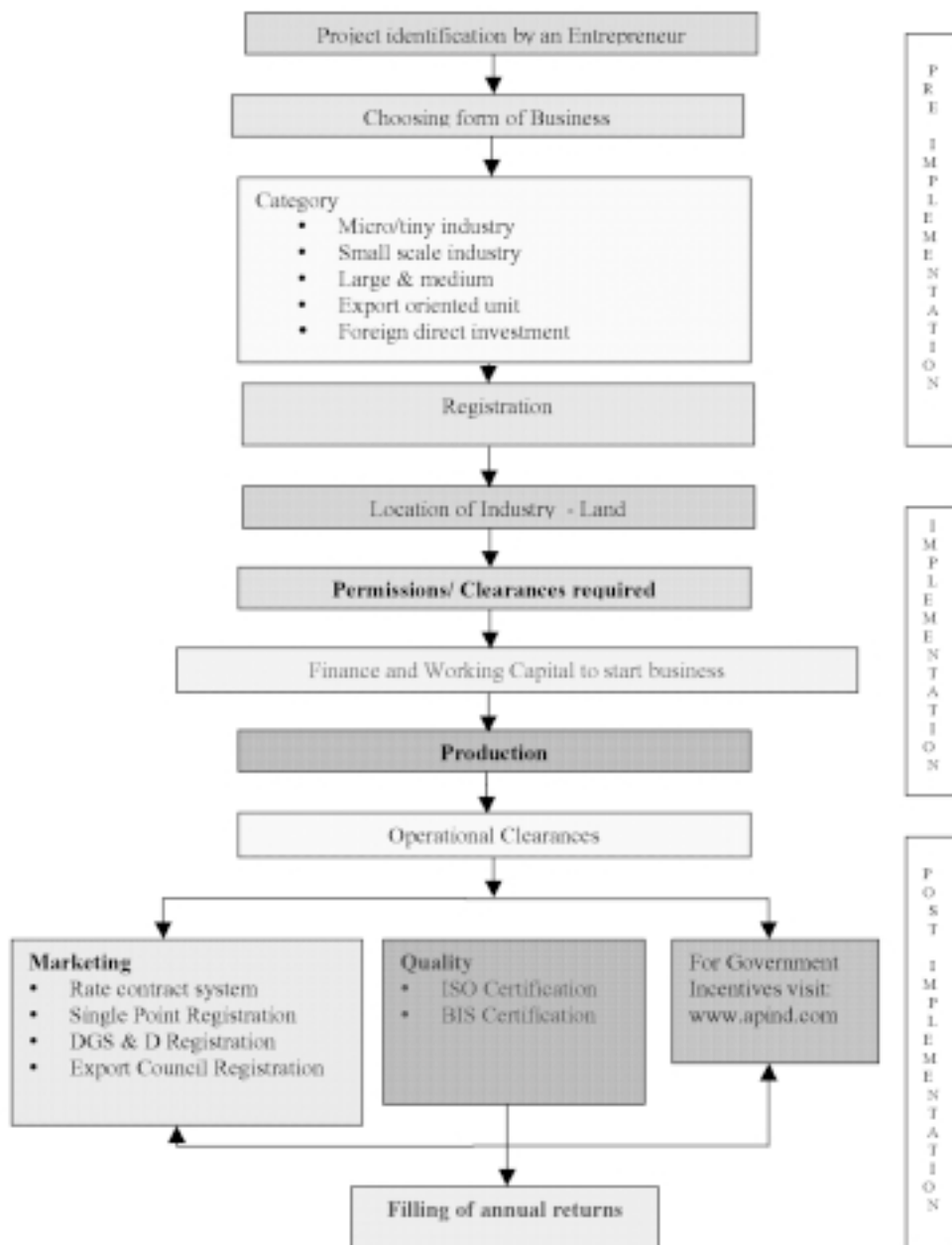
Industries department is planning to have a complete electronic interface with the citizens by developing G 2 G (Government to Government) and B 2 G (Business to Government) transaction system. As of now, all application forms are available on-line in PDF format and the entrepreneur can download the application and submit off-line to the nodal agency.

In G 2 G interface, all the government departments will be connected through a network with nodal agency for transfer and retrieval of applications with attachments off-line, whereas, B 2 G package provides complete interface with user through which the applicant can file the application with online payment and retrieval after approval.

CHAPTER 3

Steps to start an industry

The initial steps involves: project identification, choosing the type of business, product choice, preparing project report, obtaining permissions and clearances, applying to the financial institutions / banks etc., for sanction of term loan / working capital loan. After establishment, operational clearances for production, marketing, quality certification and government incentives are required to be taken from the authorities concerned.



This chapter deals with “pre-implementation steps” involved in starting of an industry, followed by chapter 4 & chapter 5 which explains “implementation steps”, and chapter 6 explains “post-implementation steps”.

III.1. Pre-implementation steps

Step I: Project Identification

Selection of feasible project is crucial for success of any industry. The following organizations help the entrepreneurs with project ideas and the entrepreneur has to do his/her own survey to find out the viability of particular activity in the area where he wants to set up the industry.

- Commissionerate of Industries, Hyderabad
- District Industries Centre of the District concerned
- A.P.I.T.C.O, Hyderabad
- Technology Bureau for Small Enterprises (TBSE);
<http://www.techsmall.com/>
- Asian and Pacific Centre for Transfer of Technology (APCTT);
<http://www.apctt.org/>
- Council of Scientific and Industrial Research (C.S.I.R) Laboratories;
www.csir.res.in/
- Other Private Consultancy Services
- Small Industries Service Institute, Balanagar, Hyderabad.

Step II: Choosing Form of Business

Businesses can be classified into three following types:

Sole proprietorship - is defined as where generally only one person funds the business activities. For this type of business, no name registration is required under the Companies Act.

Partnerships - where two or more people band together to finance or run a venture. For a partnership company, the company needs to execute partnership deed with the partners. All such companies have to register with Registrar of firms as indicated in the Single Window procedures at page 32.



Limited companies - where it is possible for many thousands to subscribe for a share in business ownership and, in theory at least, in its governance and direction. There are in fact two types of limited companies. The first is a public limited company (plc) which has a minimum authorised and allotted share capital, may invite the public to subscribe for its shares. Any company which is not ‘public’ is called ‘private’. Any limited company either private limited or public limited has to be registered with Registrar of Companies, Government of India to get Certificate of Incorporation as indicated below. Firms need to prepare Memorandum of Association (MoA) and articles of association alongwith required fees to get Certificate of Incorporation.

A minimum of two shareholders for a private limited company and up to seven shareholders for public limited and one of them as Managing Director is required to form a company.

The MoA is the company's charter. It states the company's name; the situation of its registered office; its share capital; the fact that liability is limited and, most importantly, the object for which the company has been formed. The articles of association are a document containing the internal regulations of the company, the relationship of the company to its shareholders and the relationship between the individual shareholders. The Certificate of Incorporation is the document which the Registrar of Companies issues to the company after approving Memorandum of Association and Articles of Association. Application forms and detailed procedure are available at the website: www.ap-it.com.

For further details, please contact:

Registrar of Companies
2nd Floor, Kendriya Sadan
Sultan Bazar
Hyderabad.

Step III: Category

Based on the investment limit on the plant and machinery, industries have been classified into following types:

- Tiny / SSI
- Large & Medium (L&M) Industry
- Export-Oriented Unit (EOU)
- Foreign Direct Investment (FDI).

Basic Definitions

- Tiny industry - an industry having investment in plant and machinery up to Rs.25 lakhs
- SSI - an industry having investment in plant and machinery above Rs.25 lakhs and up to Rs. 100 lakhs. Certain notified activities namely stationery, hosiery, bulk drugs are allowed upto Rs.500 Lakhs
- L&M Industry - an industry having investment in plant and machinery above Rs. 100 lakhs
- EOU - an industry which exports 100% of its products proposed to be manufactured
- FDI - Foreign Direct Investment to different sectors like pharmaceuticals, telecom, Information technology, etc. in AP.

Step IV: Registration of an industry

IV.1. Registrations of Tiny/SSI

Provisional Registration of Tiny/SSI industry can be obtained online at website www.aponline.gov.in by following the instructions indicated below:

- Click Registration in the About Services Dropdown Box
- Register as new user with user ID and Password



- Fill in the application and follow the instructions
- On complete filling up of application, click submit button
- On submission, provisional registration will be generated which can be printed.

IV.2. Registration / Enrollment of L&M Scale Industries

Products manufactured under L&M scale sector have been categorized into two type i.e. licensable and non-licensable sector. The licensable sector includes (i) Industries reserved for the public sector (See Annexure I), (ii) Industries retained under compulsory licensing (See Annexure II), (iii) Items of manufacture reserved for the small scale sector (See Schedule III - List of Items Reserved for Exclusive Manufacture in Small Scale Sector at:

<http://www.smallindustryindia.com/publications/reserveditems/resvex.htm>) and (iv) Locational restriction - Industrial Licence is required if the proposed location is within 25 KMs, from the Standard Urban Area limits of city unless, it is to be located in an area designated as an "industrial area". Electronics, computer software and printing and any other industry, which may be notified in future as "non-polluting industry", are exempted from such locational restriction. Non-Licensable Sector covers all other activities other than the licensable items which fall under Non-Licensable category.

IV.2.1. Industrial Entrepreneur Memorandum (IEM)

All industrial undertakings falling under non-licensable category are required to submit IEM in the prescribed proforma which can be downloaded from the website of Secretariat for Industrial Assistance (SIA) (<http://indmin.nic.in>).

The IEM should be submitted to the Entrepreneurial Assistance Unit (EAU) of the SIA in person or by post. A computer acknowledgement containing the SIA Registration Number (for future reference) will be issued across the counter immediately, if delivered in person, or sent by post, if received through post. No further approval from SIA is required.

The IEM should be submitted along with a crossed demand draft for Rs.1000/- drawn in favour of "The Pay & Accounts Officer, Department of Industrial Development, Ministry of Industry", payable at the State Bank of India, Nirman Bhawan Branch, New Delhi up to 10 items proposed to be manufactured in the same unit. For more than 10 items and up to 10 additional items an additional fee of Rs.250 need to be paid through crossed demand draft.

In case of any amendment/modifications, a fresh IEM, along with the prescribed fee has to be filed for which a fresh acknowledgement will be issued.

All industrial undertakings are required to file information in Part 'B' of IEM at the time of commencement of commercial production to EAU in SIA. No fee is required for filing part B. All industrial undertakings whether exempted or not from compulsory industrial licensing, are statutorily required to submit a monthly production return in the proforma at the following address every month, so as to reach the Industrial Statistics Unit (ISU) by 10th of the following month positively.

For application and further information contact:

Joint Director
Industrial Statistics Unit (ISU)
Department of Industrial Policy & Promotion
Room No. 326, Udyog Bhawan,
New Delhi - 110 011.
Fax: 011-2301 4564
E-mail: vishu@ub.nic.in

IV.2.2. Industrial Licence

All industrial undertakings subject to compulsory industrial licensing are required to submit an application in the prescribed format, which can be downloaded from the website of the SIA: <http://indmin.nic.in>

Application in Form FC-IL should be submitted to the EAU of the SIA, Department of Industrial Policy & Promotion, Ministry of Commerce & Industry, Udyog Bhawan, New Delhi - 110011.

The application should be submitted along with a crossed demand draft for Rs.2,500 drawn in favour of the Pay & Accounts Officer, Department of Industrial Development, Ministry of Industry, payable at, the State Bank of India, Nirman Bhawan, New Delhi. Industrial Licence is granted by the Government on the recommendation of the Licensing Committee which considers the application. Decisions on applications are usually taken in 4-6 weeks of filing the application.

IV.2.3. Carry on Business (COB) Licence

A COB licence is required when a small scale unit exceeds the prescribed small scale limit of investment in plant and machinery by way of natural growth and continues to manufacture small scale reserved item(s). Also, if exemption from industrial licensing granted for any item is withdrawn, the industrial undertakings who are manufacturing such item(s) require COB licence. The application for COB licence should be submitted in prescribed form to the SIA, Department of Industrial Policy and Promotion, along with a crossed demand draft for Rs.2,500 drawn in favour of the Pay & Accounts Officer, Department of Industrial Development, Ministry of Industry, payable at, the State Bank of India, Nirman Bhawan, New Delhi.

IV.2.4. Export Oriented Units (EOUs)

Applications in the prescribed form for 100 per cent EOUs should be submitted to the Development Commissioners (DCs) of the Export Processing Zones (EPZs) concerned for automatic approval and to the SIA for Government approval.

The application should be submitted along with a crossed demand draft for Rs.5,000 drawn in favour of the “Pay & Accounts Officer, Department of Commerce, Ministry of Commerce and Industry”, payable at the State Bank of India, Nirman Bhawan Branch, New Delhi.

All Industrial Undertakings are required to file information in Part ‘B’ of the Memorandum at the time of commencement of commercial production. The prescribed form is appended to Form IEM. This second Memorandum is also required to be filed with the EAU in SIA, but no fee is required to be paid.



IV.2.5. Foreign Direct Investment (FDI)

Approval of FDI is done in two ways viz. automatic route and government approval

A. Procedure for automatic route

FDI under automatic route is now allowed in all sectors, including the services sector, except for sectors where the existing and notified sectoral policy does not permit FDI beyond a specified ceiling. The sectors allowed for FDI and the investment ceilings are indicated below.

I. Manufacturing with 100% FDI under automatic route

- Cars and motor vehicles
- Refrigerator and fire fighting equipments
- Food processing
- Electronic Hardware
- Iron and steel
- Private Oil Refineries
- Agriculture tools and implements
- Fertilizers and pesticides
- Pollution control equipments
- Tyres and tubes
- Packaging products
- Construction Machinery
- Domestic air conditioners
- Electric motors, industrial electric furnaces
- Mining and Quarrying Machinery
- Steam engines and turbines
- Non-metallic mineral products
- Rice, oil mill machinery
- Chemical machinery
- Drugs and pharmaceuticals except those requiring industrial licensing
- Medical equipments
- Office computing and accounting machinery
- Printing scientific magazines, periodicals and journals
- Oil exploration.



II. Infrastructure with 100% FDI under automatic route

- Electricity Generation (except atomic energy)
- Electricity Transmission
- Electricity Distribution
- Mass Rapid Transport System
- Roads and Highways
- Toll Roads
- Vehicular Bridges
- Ports and Harbors
- Hotel and tourism
- Petroleum product pipelines
- Natural Gas/LNG pipelines.

III. Service Sector with 100% FDI under automatic route

- Advertising and films
- Computer related services
- Research and development services
- Construction and related engineering services
- Pollution control and management services
- Urban Planning and landscape services
- Architectural services
- Health related and social services
- Travel related services
- Road transport services
- Maritime transport services
- Internal waterways transport services
- Petroleum product marketing.

IV. Sectors with limits on FDI Caps

- Private banking (74%)
- Insurance (26%)
- Domestic airlines (40%)
- Basic and mobile services (49%)



- Print media (26%)
- Defence production (26%).

V. Sectors where FDI is prohibited

- Gambling, betting, lottery
- Retail Trade
- Agriculture Plantation, except tea plantation.

If the FDI investment is as per the investment caps, no prior approval is required for FDI under the Automatic Route. Only information to the Reserve Bank of India (RBI) within 30 days of inward remittances or issue of shares to Non-Residents is required. The RBI has prescribed a new form, Form FC-GPR (instead of earlier FC-RBI) for reporting shares issued to the foreign investors by an Indian company.

For further details please contact:

Chief General Manager,
Reserve Bank of India,
Foreign Investment and Technology Transfer Division,
Exchange Control Department,
Shaheed Bhagat Singh Road,
Mumbai - 400001.
Tel.: 91-22-2266 1603
Fax: 91-22-2266 5330

B. Government Approval

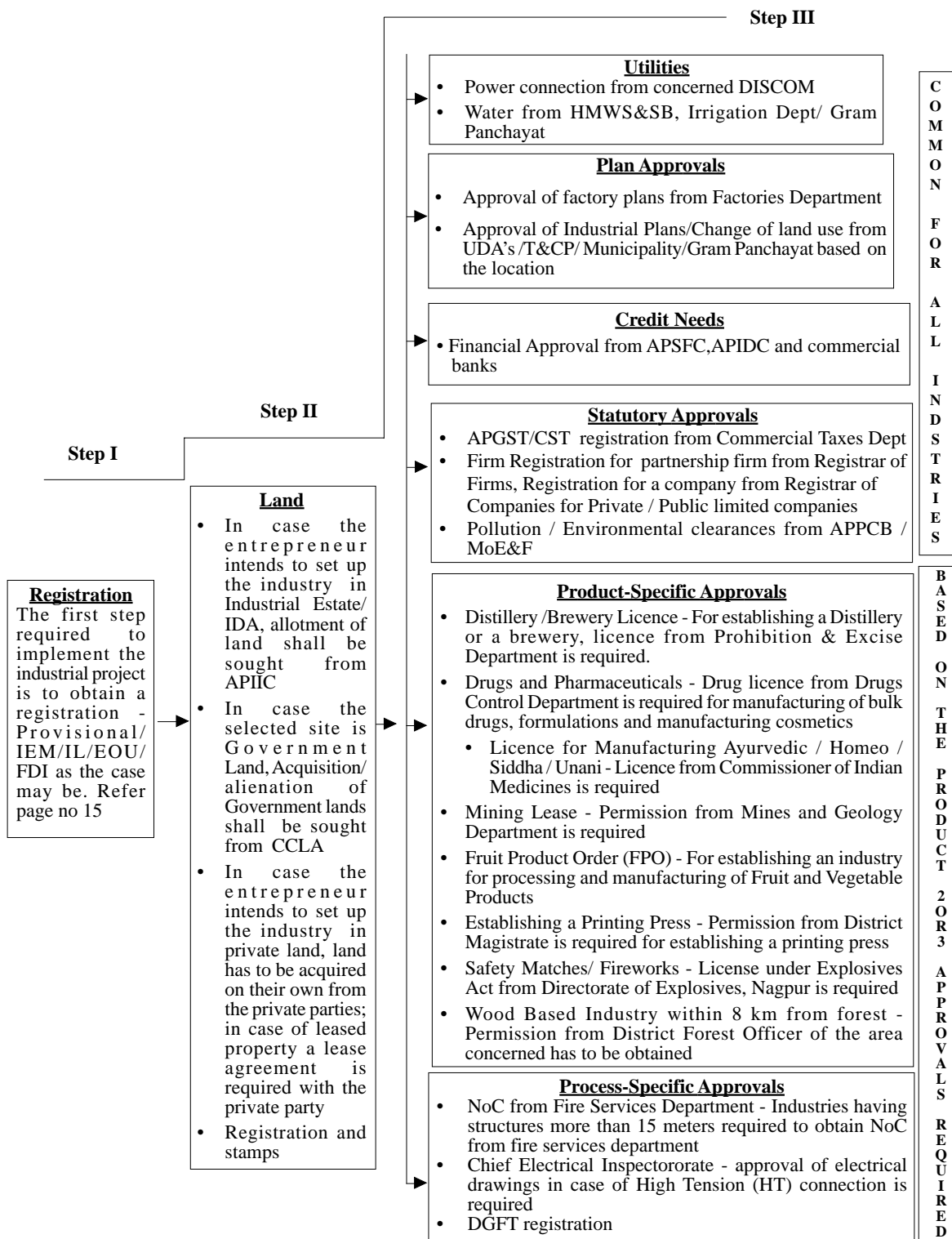
Proposed Foreign Investment not covered under the 'automatic route' are considered for Governmental Approval on the recommendations of the Foreign Investment Promotion Board (FIPB).

In case of foreign investors - Application for such cases are to be submitted in FC/IL form or on plain paper to Foreign Investment Promotion Board (FIPB) in Department of Economic Affairs, Ministry of Finance, Government of India (GoI) North Block, New Delhi 110 001.

In case of Non Resident Indians (NRIs) - NRIs are required to submit their proposals to the SIA department of Industrial Policy and Promotion, GoI for consideration of FIPB.

CHAPTER 4

Implementation Steps - A Roadmap



IV.1. Implementation steps

Step I

I. Registration

This is already covered in the earlier chapter.

Step II

II. Industrial land allotment

After deciding the issues of product, the next important question is where to set up the unit. The entrepreneurs may like to locate their industry in industrial estates / areas, parks, developed by state government or may like to acquire Government Land or to purchase private land.

In case the entrepreneurs want to set up the industry in private land, then they have to purchase the land directly from the private parties on their own.

In case of industrial estates and Government lands, procedure for allotment of land/shed in industrial estates or acquisition of private lands or alienation of Government land is given below.

II.1. Allotment of Land/Shed in Industrial Estate (IE)/Industrial Development Area (IDA) from Andhra Pradesh Industrial Infrastructure Corporation Ltd (APIIC)



Where to Apply

S. No.	Name of services	To approach	Time limit
1.	Allotment of Plot / Shed in IE / IDA	GM, DICs for Tiny/SSI	7 days (up to 1000 Sqm) 21 days (above 1000 Sqm)
2.	Allotment of Plot / Shed in IE / IDA	Commissionerate of Industries for L & M	7 days (up to 1000 Sqm) 21 days (above 1000 Sqm)
3.	Acquisition of private land	COI for L & M	45 days

Note: "Sqm" - square meters

Procedure for land/shed allotment

Entrepreneur requiring to purchase land/Shed from APIIC shall submit application form-C1 with the following documents to General Manager, DIC in case of SSI or to Commissioner of Industries, Andhra Pradesh, Hyderabad in case of L&M industries under Single Window Act.

1. Part C1 of Form-I³ ... 3 copies
2. Prov. SSI/IEM/LOI/EOU Registration Certificate
3. Partnership deed/Memorandum of Articles
4. Financial arrangements, if any
5. Total area required in acres

³ Form I mentioned here and later in the document refers to Form I of SWS application form.

6. Plot/Shed No..... Location.....

7. Details of fee paid.....

(Non Refundable Process Fee Rs. 250/- D.D. in favour of APIIC and EMD @ 10% of sale consideration)

**II.2. Acquisition of Land other than IE / IDA,
Alienation of Government Land from
Chief Commissioner of Land Administration
(CCLA)**



Where to Apply

S. No	Clearance / Approval	Type	To approach	Time limit
1.	Alienation of Government land / lease of surplus land or acquisition of private land	SSI	GM, DIC	45 days
2.	Alienation of Government land / lease of surplus land or acquisition of private land	L & M	Commission- erate of Industries	45 days

Procedure for Alienation/Acquisition

For alienation of Government land/ acquisition of private land, the entrepreneur shall submit common application form-I (Part-A) with the following documents to General Manager, DIC in case of SSI or to Commissioner of Industries, Andhra Pradesh, Hyderabad in case of L&M industries under Single Window Act.

- 1. Part A of Form-I .. 3 copies
- 2. Total area required in acres .. 3 copies
- 3. Village Plan .. 3 copies
- 4. Survey No.....and Location

II.3 Registration and Stamps Department (RSD)

Main objective of the department is to provide proof of title of public property. By registration the property gains public notice, prevents fraudulent transfers besides conferring legal status to the property.

The above objective of the department entitles it to provide following services as given in the table below.



Services provided

S. No.	Name of services	To approach	Time limit
1.	Market value assistance	RSD	Within 5 minutes
2.	Sale of stamps	RSD	Within 15 minutes
3.	Registration	RSD	Within 1 hour
4.	Document writing	RSD	Within 15 minutes
5.	Encumbrance certificate	RSD	Within 5 minutes

Step III. Utilities

III.1. Power

Power is one of the essential inputs for any industry. Based on the power requirements, industries are categorized into:

1. Low Tension Industries (up to 150 HP)
2. High Tension Industries (above 150 HP) and
3. Extra High Tension Industries (above 5000 KVA).

Any industry before seeking power connection should seek power feasibility certificate. Detailed procedure for power feasibility and power connection is given below.

Power feasibility and power connection from APTRANSCO - DISCOMS

Where to Apply

S. No.	Clearance / Approval	To approach	Time limit
1.	Issue of feasibility certificate /sanction of estimates	CoI for L&M and GM for SSI	Within 7 days
2.	Power connection	CoI for L&M and GM for SSI	Within 23 days

Procedure for getting power connection

Entrepreneur requiring to obtain power feasibility and connection for the industry shall submit common application form-I (Part-A) with the following documents to General Manager, DIC in case of SSI or to Commissioner of Industries, Andhra Pradesh, Hyderabad in case of L&M industries under Single Window Act.

- | | | |
|--|----|----------|
| 1. Part A of Form-I | .. | 5 copies |
| 2. Site Plan | .. | 3 copies |
| 3. List of Machinery with their rating | .. | 3 copies |
| 4. Village Plan | .. | 3 copies |

- | | | |
|--|----|--------|
| 5. Community Certificate in case of SC/ST entrepreneurs | .. | 1 copy |
| 6. Partnership deed/memorandum of Articles of Association | .. | 1 copy |
| 7. Fees to be paid as per estimates sanctioned and no fee is required to be paid at the time of filing the application | | |

III.2. Electrical Inspectorate

Chief Electrical Inspectorate has to give approval in case of HT connection, electrical drawings and load approvals. This organization is under the administrative control of the Energy Department of GoAP, headed by the Chief Electrical Inspector. Details of functions under various Acts and rules are as follows:

- Statutory Inspections of the Electrical Installation of Licensees and sanction holders.
- Inspection and issue of statutory approvals for extra high voltage (EHV) and high voltage (HV) installations of consumers
- Inspection and approval of electrical Installation in high rise buildings
- Annual Inspection of all EHV/HV consumer installations
- Issue of licences to electrical contractors.

Any industry falling under the category of High Tension (HT) and Extra High Tension (EHT) category need to obtain

- Approval of drawings by Electrical Inspectorate
- Final Sanction of Electrical Inspectorate

Applications can be had from Chief Electrical Inspectorate/Deputy Chief Electrical Inspectorate's office. For Installed Transformer Capacity above 1000 KVA, the application has to be submitted to Chief Electrical Inspectorate, Hyderabad and for all other cases the application has to be submitted to Deputy Chief Electrical Inspectorate's office / Electrical Inspector of the district concerned.

III.3. Water supply and connection

The water requirements of the industry can be met from the nearest source available besides utilizing ground water. If the location of the industry is in industrial estate/area, APIIC will supply water and in all other cases, applicant has to apply for sanction of water from the nearest source. For utilizing ground water, no permission is required. The procedure for sanction of water supply from different sources is indicated below.



III.3.1. Sanction of water supply and connection from Hyderabad Metropolitan

Water Supply and Sewerage Board (HMWS&SB)

Entrepreneurs proposing to set up an industry either in Hyderabad, Ranga Reddy, and Sanga Reddy will come under the purview of HMWS&SB.



Where to apply

S. No	Clearance / Approval	Type	To approach	Time limit
1.	Sanction of water supply	SSI	GM, DIC	7 days
	Water Connection (after payment of fee)	SSI	GM, DIC	23 days
2	Sanction of water supply	L & M	CoI	7 days
	Water Connection (After payment of fee)	L & M	CoI	23 days

Procedure for getting water supply and connection from HMWS&SB

Entrepreneur requiring to apply for water supply & connection from HMWS&SB shall submit common application form-I (Part-A) with the following documents to General Manager, DIC in case of SSI or to Commissioner of Industries, Andhra Pradesh, Hyderabad in case of L&M industries under Single Window Act.

- | | | | |
|----|---|----|----------|
| 1. | Part A of Form-I | .. | 2 copies |
| 2. | Registered sale deed of land | .. | 1 copy |
| 3. | Municipal Sanction plan | .. | 1 copy |
| 4. | Municipal Assessment/ Tax Receipt
(in case of existing industry) | .. | 1 copy |
| 5. | When applying for additional or
enhancement of connection, the copy of the
latest payment of the existing connection to be enclosed | .. | 1 copy |
| 6. | NOC from local body whenever required | .. | 1 copy |
| 7. | Site plan with land marks | .. | 1 copy |
| 8. | Process fee of Rs.500/- for 15 mm size
and Rs.1, 000/- for other sizes by way of D.D.
drawn in favour of M.D., HMWS&SB, Hyderabad | | |
| 9. | Fees to be paid as per the estimates sanctioned | | |

III.3.2. Permission to draw water from Irrigation Department



In case the industrial process requires water in bulk either from the rivers, canals or from public tanks, Irrigation Department is the sanctioning authority for sanctioning such water requirements.

S. No	Clearance / Approval	Type	To approach	Time limit
1.	Permission for drawal of water from Rivers/Public Tanks	SSI	GM, DIC	30 days
2.	Permission for drawal of water from Rivers/Public Tanks	L & M	CoI	30 days

Procedure for sanction of water supply from Irrigation Dept

Entrepreneur requiring to draw water from irrigation sources (river, public tanks, etc.) shall submit common application form-I (Part-A) with the following documents to General Manager, DIC in case of SSI or to Commissioner of Industries, Andhra Pradesh, Hyderabad in case of L&M industries under Single Window Act.

1. Part A of Form-I .. 2 copies
2. Quantity of water required
3. Name of Source
4. Particular of other schemes including drinking water scheme
(separate sheet to be attached)

IV.2. Approvals

IV.2.1. Plan approvals

Any industry whether small, medium or large shall obtain approval of plant layout and machinery drawings from Factories Department besides getting technical approval of industrial plans [site, buildings and machinery] from the local body concerned.



IV.2.1.1. Approval of Plans from Factories Department

Where to apply

S. No	Clearance / Approval	Type	To approach	Time limit
1.	Approval of Building Plan/ extensions/ addition/ modernization	Small scale	GM, DIC	Within 7 days
2.	Approval of Building Plan/ extensions/ addition/ modernization	L&M scale	CoI, Hyderabad	Within 7 days

Procedure for Approval of Plans

Entrepreneur requiring to obtain approval of plans shall submit common application form-I (Part-A) with the following documents to General Manager, DIC in case of SSI or to Commissioner of Industries, Andhra Pradesh, Hyderabad in case of L&M industries under Single Window Act.

1. Part A of Form-I .. 3 copies
2. Plant layout .. 3 copies
(1:400, 1:800, 1:1200 scale)
3. Detailed drawings .. 3 sets
(Blue prints-1:100 scale)
(Buildings and machinery)
4. Detailed process description .. 2 copies
5. Process flow chart .. 2 copies
6. Fee for Scrutiny of plans
.. Rs.1000/- for L&M (DD drawn in favour of Commissioner of Industries payable at Hyderabad)
.. Rs.100/- for SSI (DD drawn in favour of General Manager, DIC of the district concerned)

Or

Challan on the following Head of Account

Major Head	-	0230	Labour & Employment
Minor Head	-	104	Fee realised under Factories Act 1948
Sub Head	-	01	
Purpose	:		Scrutiny Fee.

Note: Plans should be signed by the Proprietor/Partners/Director of the firm.

IV.2.1.2. Technical approval from local body

Based on the location, the industry needs to obtain technical approval of industrial plans from any one of the following authorities

- Panchayat Raj and Rural Development Department
- Municipal Administration Department
- Urban Development Authorities (UDAs):HUDA/ VUDA/VGTMUDA/TUDA/KUDA
- Town & Country Planning Department
- APIIC.

IV.2.1.3. Technical Approval from Panchayat Raj and Rural Development Department**Where to Apply**

S. No	Clearance / Approval	Type	To approach	Time limit
1.	Approval of Building Plan and issue of NOC	SSI	GM, DIC	Within 7 days
2.	Approval of Building Plan and issue of NOC	L&M scale	CoI, Hyderabad	Within 7 days

Procedure for Technical Approval

Entrepreneur requiring to obtain permission and approval of building plans from Gram Panchayat shall submit common application form-I (Part-A) with the following documents to General Manager, DIC in case of SSI or to Commissioner of Industries, Andhra Pradesh, Hyderabad in case of L&M industries under Single Window Act.

- | | | | |
|----|--|----|----------|
| 1. | Part A of Form-I | .. | 2 copies |
| 2. | Village Plan | .. | 1 copy |
| 3. | Site Plan | .. | 1 copy |
| 4. | CFE from APPCB (if available) | .. | 1 copy |
| 5. | Detailed approved drawings from Factories Department (if power is above 75 HP, if available) | .. | 1 copy |
| 6. | Land documents / Pattadar Pass Book | .. | 1 copy |
| 7. | Building plan permission fee to GP and installation fee wherever applicable. | | |

Note: At the time of filing the application for GP, no fee is required to be paid. The applicant has to pay the fee as indicated by the GP concerned before clearing the approval.



IV.2.1.4. Technical Approval from Municipal Administration Department

Where to Apply

S. No	Clearance / Approval	Type	To approach	Time limit
1.	Technical Approval of Industrial Plans ⁴ and change of land use	SSI	GM, DIC	Within 7 days
2.	Technical Approval of Industrial Plans ⁵ and change of land use	L & M	CoI	Within 7 days

Procedure for Technical Approval

Entrepreneur requiring to obtain technical approval of site and building plans and change of land use from municipality shall submit common application form-I (Part-A) with the following documents to General Manager, DIC in case of SSI or to Commissioner of Industries, Andhra Pradesh, Hyderabad in case of L&M industries under Single Window Act.

- | | | | |
|----|-----------------------------------|----|--|
| 1. | Part A of Form-I | .. | 2 copies |
| 2. | Site Plan | .. | 2 copies |
| 3. | Topo Plan | .. | 2 copies |
| 4. | Village Plan | .. | 2 copies |
| 5. | Site, Building & Machinery | .. | 1 cloth/film print + 5 blue prints of layout drawing |
| 6. | Ownership documents of land | .. | 1 copy |
| 7. | Development charges and other fee | | |

IV.2.1.5. Technical Approval from Urban Development Authorities (UDAs)

HUDA /VUDA / VGTMUDA /TUDA / KUDA

Where to apply

S. No	Clearance / Approval	Type	To approach	Time limit
1.	Technical Approval of Industrial Plans and change of land use	SSI	GM, DIC	Within 7 days
2.	Technical Approval of Industrial Plans and change of land use	L & M	CoI	Within 7 days

Procedure for Technical Approval

Entrepreneur requiring to obtain technical approval of site and building plans / change of land use shall submit common application form-I (Part-A) with the following documents to General Manager, DIC in case of SSI or to Commissioner of Industries, Andhra Pradesh, Hyderabad in case of L&M industries under Single Window Act.

⁴ Project cost less than Rs. 1 Crore.

⁵ Project cost more than Rs. 1 Crore.

1. Part A of Form-I .. 2 copies
2. Site Plan .. 2 copies
3. Topo Plan .. 2 copies
4. Village Plan .. 2 copies
5. Site, Building & Machinery .. 1 cloth/film print +
5 blue prints of layout drawings
6. Ownership documents of land .. 1 copy
7. ULC clearance certificate/affidavit (if applicable)
8. Development charges and other fee

Note: At the time of filing the application, no fee is required to be paid. The applicant has to pay the fee as indicated by the authority concerned before clearing the approval.

IV.2.1.6. Technical Approval from Directorate of Town and Country Planning (DT&CP)

Where to apply

S. No.	Clearance / Approval	To approach	Time limit
1.	Technical approval of Industrial Plans ⁴ and change of land use	GM, DIC for SSI	Within 7 days
2.	Technical approval of Industrial Plans ⁵ and change of land use	CoI for L & M	Within 7 days

Procedure for Technical Approval

Entrepreneur requiring to obtain technical approval of site and building plans / change of land use from T&CP shall submit common application form-I (Part-A) with the following documents to General Manager, DIC in case of SSI or to Commissioner of Industries, Andhra Pradesh, Hyderabad in case of L&M industries under Single Window Act.

1. Part-A of Form-I .. 2 Copies
 2. A certificate from the G.P/Local Body .. 2 Copies
for 40ft minimum width Existing/Established/
Recognized approach road to the proposed site
 3. Topo Plan indicating developments of 100 mtrs radius .. 2 Copies
from the site. It shall indicate clearly the residential
colonies/educational/medical/religious institutions
- If proposed installations
- a. More than 10 Hectares : 30 mtrs from River, Lake, Nala
 - b. Less than 10 Hectares : 15 mtrs from River, Lake, Nala
 - c. Others : 9 mtrs from River, Lake, Nala



4. Site Plan indicating the layout of building .. 2 Copies
 - a. Setbacks
 - Front .. 3 Mtrs. .. 6 Mtrs. from National / State Highways.
 - Side .. 3 Mtrs.
 - Rear .. 6 Mtrs.
 - b. Parking .. 10% of the total built-up area
 - c. Scale of Drawings
 1. Site Plan drawn to a scale 1:400
 2. Survey Sketch/Village Plan/Master Plan Extract 1:1000
 3. Building Plan in scale 1:100
5. Registered ownership document, Pattadar Pass Book for the site under reference clearly mention therein schedule of boundaries and site measurements ..2 Copies
6. Particulars of payment of inspection and technical scrutiny fee of T&CP Department drawn in favour of D.T & C.P., A.P., Hyderabad.

* For every Acre Rs.100/- subject to a minimum of Rs.1000/-

Certificate to be issued by Gram Panchayat / Local Authority

This is to certify that the proposed installation by name _____ in Sy.Nos. _____ has been inspected and observed that it has 40 ft. existing road and away from River, Lake, Nala to a distance of 30 Mts., and No Residential Colonies, No Educational/Medical/Religious Institutions.

Signature and Designation of the Local Authority.

Note: The entrepreneur need to obtain technical approval either from Municipality or Urban Development Authority or Town & Country planning based on the location of industry. In case of Industrial Estate and IDAs, APIIC is the competent authority.

IV.2.2. Statutory Approvals

IV.2.2.1. APGST registration & CST registration from Commercial Taxes department

All industries have to register their units with Department of Commercial Taxes irrespective of their turnover. The APGST registration is required for selling products manufactured by the industry within the State, and CST registration is required in case of sales outside the State.

Where to Apply

S. No.	Clearance / Approval	To approach	Time limit
1.	APGST & CST Registration	GM, DICs for Tiny/ SSI	Within 7 days
2.	APGST & CST Registration	CoI for L & M	Within 7 days

Procedure for APGST & CST Registration

Entrepreneur requiring APGST/CST registration shall submit application form-B1/B2 with the following documents to General Manager, DIC in case of SSI or to Commissioner of Industries, Andhra Pradesh, Hyderabad in case of L&M industries under Single Window Act.

APGST Registration

1. Part B1 of Form-I .. 3 copies
2. Passport Photos of Proprietor /
Partners / Directors with specimen bio-data
Forms if more than 1 Director / Partner exists .. 2 copies
3. Partnership deed / Memorandum of Articles .. 2 copies
4. Land document / Rental Agreement .. 2 copies
5. Particulars of fee paid ..
.....
(Rs. 500/- for APGST and Rs.100/- for additional branch in the
form of DD drawn in favour of DCTO/ACTO)

CST Registration

1. Part B2 of Form-I .. 4 copies
2. Affix Court fee stamp of Rs. 25/- in case of CST Registration

IV.2.2.2. Registration of a Partnership Firm from Registrar of Firms

Where to Apply

S. No.	Clearance / Approval	To approach	Time limit
1.	Firms Registration	GM, DICs for Tiny/SSI	7 days
2.	Firms Registration	CoI for L & M	7 days

Procedure for Registering Partnership Firm

For registering a partnership firm with Registrar of Firms, Entrepreneur shall submit application form-C4 with the following documents to General Manager, DIC in case of SSI or to Commissioner of Industries, Andhra Pradesh, Hyderabad in case of L&M industries under Single Window Act.

1. Part C4 of Form-I .. 3 copies
2. Partnership deed .. 2 copies
3. Details of fee paid : ..

(Rs. 100/- for each partner in the form of D.D. drawn in favour of Registrar of Firms, of the District concerned.)



IV.2.3. Pollution Clearances

IV.2.3.1. Pollution Acknowledgement from DIC

All industries in Small Scale Sector other than 65 polluting small scale industries (See Annexure III, Part I) have been exempted from obtaining CFE/CFO from APPCB. All these industries shall obtain pollution acknowledgement from District Industries Centre which will be treated as Consent for Establishment (CFE) / Consent for Operation (CFO). The applicant can obtain the application form from the respective DICs and shall apply in that form with the required fee as indicated at Annexure IV Table A based on the category of the industry indicated at Annexure III.

IV.2.3.2. Consent for Establishment from (APPCB)

All large, medium and mega industries and small/tiny industries falling under 65 polluting industries need to obtain CFE from APPCB.



Where to Apply

S. No	Clearance / Approval	Type	To approach	Time limit
1.	CFE	SSI	GM, DIC	Green ⁶ -7 days, Orange ⁷ -21days, Red ⁸ - 45 days
2.	CFE	L&M	CoI	Green-7 days, Orange-21 days Red - 45 days

Procedure for CFE from APPCB

The investors/entrepreneurs requiring to obtain CFE from APPCB shall submit common application Form-I (Part-A) and C5 with the following documents to GM, DIC in case of SSI or to CoI, Andhra Pradesh, Hyderabad in case of L&M industries under Single Window Act.

- | | | |
|---|----|----------|
| 1. Part A & C5 of Form-I | .. | 3 copies |
| 2. Map indicating the site location with approach road including adjacent area on all four sides duly marking in Village Plan (Column No.3.3) | .. | 2 Copies |
| 3. Site layout plan to the scale clearly showing the Greenbelt provision (Column No.3.3) | .. | 2 copies |
| 4. Detailed Process Description and Flow Chart (Column No. 2.3.2) | .. | 2 copies |
| 5. Topo plan duly marking the location of the industry (Column No.3.9) | .. | 2 copies |
| 6. Effluent Treatment Details (Column No. 6.3) | .. | 2 copies |
| 7. Air Pollution Control Details & Design Details of stack height | | |

⁶ See Annexure III, Part II

⁷ See Annexure III, Part III

⁸ See Annexure III, Part IV

8. EIA report along with Executive Summary containing the salient features of the project both in English and Telugu for the projects required to go for public hearing and to obtain EC from MoE&F, GOI (Environment Impact Assessment (EIA) not required for pipeline projects) .. 20 copies
9. Environment Management Plan (EMP) for the industries listed in 29 categories (Not required to go in for public hearing) .. 2 copies
10. In case of pipeline projects, EMP including risk mitigation measures and on site Emergency plan .. 20 copies
11. Effluent disposable management in case of water pollution potential units
12. Restrictions imposed vide G.O. Ms.No.111 dt.8.3.96, G.O. Ms.No.62, dt. 28.4.99 and G.O. Ms.No. 148, dt. 18.12.2000 shall be checked (enclosed)
13. CFE Fee as per Annexure IV Table-A (separate fee to be paid for both Air and Water Acts irrespective of activity).

Note: Mode of payment-Demand Draft (D.D.) in favour of APPCB payable at Regional office concerned.

IV.2.3.3. Hazardous / bio-medical / municipal solid waste management authorisation from APPCB

The investors/entrepreneurs desiring to obtain hazardous/bio-medical/municipal solid waste management authorisation from APPCB shall submit an application to APPCB directly. The application forms can be had from the APPCB office.

The authority and time limits for various clearances are indicated below

S. No	Clearance / Approval	Type	To approach	Time limit
1.	Issuing of Hazardous Waste Management Authorization	SSI/L&M	APPCB	Within 30 days
2.	Issuing of Bio-Medical Waste Management Authorization	SSI/L&M	APPCB	Within 30 days
3.	Issuing of Municipal Solid Waste Management Authorization	SSI/L&M	APPCB	Within 30 days

IV.2.3.4. Environmental Clearance from Ministry of Environment and Forests (MoE&F), Government of India

The listed 30 categories of industries (See Annexure V) are required to approach MoE&F to obtain environmental clearance as per notification dated 27.01.2000 issued under E(P) Act, 1986.



Primary metallurgical industries such as iron and steel, aluminium, copper, zinc, lead and ferro alloys and electric arc furnace (mini steel plant) with investment of Rs.100 crores and above requires environmental clearance. Further, foundries require environmental clearance irrespective of investment limit.



Procedure for Environmental Clearance from MoEF

The application shall be made in the proforma specified at Annexure VI and shall be accompanied by a project report which should include an Environmental Impact Assessment Report/Environment Management Plan prepared in accordance with the guidelines issued by the Central Government (Annexure VII) in the MoE&F from time to time.

The proposals for seeking the environmental clearance except under the Coastal Regulation Zone (CRZ) Notification and mining cases may be sent directly to the Ministry. The mining cases and cases of environmental clearances under Coastal Regulation Zone Notification are to be sent to MoE&F through the State Government.

A public hearing is mandatory for all the 29 categories of activities which require environmental clearance from the MoE&F, GoI. The public hearing will be conducted by the State Pollution Control Boards on the basis of information made available to them by the project authorities, after giving due notice to the public. The public will also have access to the documents. The public hearing panel will consist of representatives of the State Pollution Control Boards, state government, district collector, local bodies, apart from three senior citizens of the area to be nominated by the district collector. The details of the public hearing will be made available to the MoE&F which will appraise the project thereafter.

For further information, please contact:

Ministry of Environment & Forests
Environmental Impact Assessment Division
Government of India
Paryawaran Bhawan, CGO Complex
Lodi Road, New Delhi - 110 003 INDIA
E-mail : secy@envfor.delhi.nic.in,
Website: www.dipp.nic.in or www.envfor.nic.in

IV.2.4. Product-specific approvals**IV.2.4.1. License for Establishment of Distillery from Prohibition and Excise Department****Where to Apply**

S. No	Clearance / Approval	Type	To approach	Time limit
1.	Issue of Licence for Establishment of Distillery	SSI	GM, DIC	30 days
2.	Issue of Licence for Establishment of Distillery	L&M	CoI	30 days

Procedure for Distillery licence

Entrepreneur requiring to obtain licence from excise department shall submit common application form C7 with the following documents to General Manager, DIC in case of SSI or to Commissioner of Industries, Andhra Pradesh, Hyderabad in case of L&M industries under Single Window Act.

Grant of Licence for a Distillery

- | | | | |
|----|--|----|----------|
| 1. | Part C7 of Form-I | .. | 3 copies |
| 2. | Letter of Intent (Revenue Dept.) | | |
| 3. | Site & Building plans | .. | 2 copies |
| 4. | Furnish Number of Stalls and their sizes | | |
| 5. | Authorization from local body | | |
| 6. | Approval of Inspector of Factories | | |
| 7. | Details of fee paid | | |

Fee Structure

- i. Application fee Rs. 200 for getting Permission from Govt.
- ii. a) Licence fee of Rs. 5,000 for grant of Licence to a Distillery
 - b) Bank guarantee for Rs. 75,000
 - c) Cash Deposit of Rs. 50,000

Mode of payment: D.D. drawn in favour of Commissioner of Prohibition and Excise

IV.2.4.2. Licence for Manufacturing Drugs

Any industry manufacturing 1. Bulk Drugs 2. Formulations 3. Cosmetics 4. Ayurveda/Sidha/Unani need to obtain Licence from the concerned authorities to ensure safety of public health as indicated in the following table.



S. No.	Licence	Nature of Licence	To approach
1.	Grant of Drugs manufacturing licences	Manufacturing units	GM, DIC for SSI and CoI for L & M
2.	Grant of Licence for formulations	Manufacturing units	GM, DIC for SSI and CoI for L & M
3.	Grant of licence for manufacturing of Cosmetics	Manufacturing units	GM, DIC for SSI and CoI for L & M
4.	Grant of Licence for manufacturing Ayurveda/ Sidha/Unani	Manufacturing units	GM, DIC for SSI and CoI for L & M

A. Licence for Manufacturing Drugs from Drugs Control Administration Procedure

Entrepreneur requiring to obtain licence for manufacturing bulk drugs shall submit common application C8 with the following documents to General Manager, DIC in case of SSI or to Commissioner of Industries, Andhra Pradesh, Hyderabad in case of L&M under Single Window Act.

1. Part C8 of Form-I .. 3 copies

All documents in duplicate

1. Plan and Layout of the premises showing the installation of machinery and equipment.
2. Attested copies of documents relating to the ownership/rent/lease
3. Declaration of the Proprietor/Partnership/Directors etc., in Affidavit I, attested copies of partnership Deed/Memorandum and Articles of Association
4. Affidavit-II attested by Notary regarding the name, address and other details of the persons responsible to the day-to-day affairs of the company and for the conduct of business along with his photograph duly attested.
5. Attested copy of ration card or passport or electoral card in support of proof of residential address of the responsible person.
6. Detailed list of manufacturing and analytical equipment with copies of purchase bills.
7. Attested copies of certificates of academic qualification, experience certificates, Bio-data and declarations of technical staff in the prescribed proforma with attested photos
8. Permission from the municipality or municipal corporation or panchayat authorities for construction and starting the Unit.
9. Clearance from Drugs Controller General (India), New Delhi in case of new drugs (Either Bulk drug or formulation) New drugs are defined under Rule 122 E of Drugs and Cosmetics Rules 1945
10. Permission from health authorities of the area for setting up the manufacturing facility.
11. Permission from A.P. Pollution Control Board

12. Brief manufacturing procedure and flow chart along with consumption Co-efficient effluents generated and their treatment for the drug applied for along with the methods procedure of Test/ Analysis

13. Details of Fee paid

(Rs. 7,500 in form of D.D. drawn in favour of Commissioner of Industries or General Manager/ DIC as the case may be (or)

Challan under the Head of Account 0210 - Medical and Public Health, 04- Public Health, 104- fees, fines etc.)

B. Licence for manufacturing formulations from Drugs Control Administration

Entrepreneur desiring to obtain licence for formulations shall submit common application C9 with the following documents to General Manager, DIC in case of SSI or to The Commissioner of Industries, Andhra Pradesh, Hyderabad in case of L&M industries under Single Window Act.

1. Part C9 of Form-I .. 3 copies

All documents in duplicate

2. Plan and Layout of the premises showing the installation of Machinery and Equipment
3. Attested copies of documents relating to the ownership/rent/lease
4. Declaration of the Proprietor/Partners/Directors etc., in Affidavit I
5. Affidavit-II attested by Notary regarding the name, address and other details of the person responsible for the day to day affairs of the company and for the conduct of business along with his photograph duly attested.
6. Attested copy of ration card or passport or electoral card in support of proof of residential address of the responsible person.
7. Detailed list of Manufacturing and Analytical Equipment with copies of purchase bills.
8. Attested copies of certificates of academic qualification, experience certificates, bio-data and declarations of technical staff in the prescribed proforma with attested photos
9. Permission from the municipality or municipal corporation or panchayat authorities for construction and starting the unit.
10. Clearance from Drugs Controller General (India), New Delhi in case of new drugs (either bulk drug or formulation). New drugs are defined under Rule 122 E of Drugs and Cosmetics Rules 1945
11. Permission from the Health Authorities of the area for setting up the manufacturing facility.
12. Consolidated list of formulations with packing particulars
13. Specimen Labels



14. Labels of similar Products in respect of non-Pharmacopoeia products.
15. Method of test/analysis for the finished products and also for the ingredients which are not official in any pharmacopoeia or any official compendia or Drug Standards.
16. Copies of monographs of drugs, which are not included in I.P.
17. Details of fee paid (Rs. 7,500 in form of D.D. drawn in favour of Commissioner of Industries or General Manager/DIC as the case may be

Or

Challan under the Head of Account 0210- Medical and Public Health, 04- Public Health, 104- fees, fines, etc.)

C. Licence for manufacturing cosmetics from Drugs Control Administration

Entrepreneur desiring to obtain licence for formulations shall submit common application C10 with the following documents to General Manager, DIC in case of SSI or to Commissioner of Industries, Andhra Pradesh, Hyderabad in case of L&M industries under Single Window Act.



1. Part C10 of Form-I .. 3 copies

All documents in duplicate

2. Plan and layout of the premises showing the installation of machinery equipment
3. Attested copies of documents relating to the ownership/rent/lease
4. Declaration of the proprietor/partners/directors etc., in affidavit attested copies of partnership deed/memorandum and articles of association
5. Affidavit-II attested by Notary regarding the name, address and other details of the person responsible to the day to day affairs of the company and for the conduct of business along with his photograph duly attested.
6. Attested copy of ration card or passport or electoral card in support of proof of residential address of the responsible person
7. Detailed list of manufacturing and analytical equipment with copies of purchase bills.
8. Attested copies of certificates of academic qualification, experience certificates, bio-data and declarations of technical staff in the prescribed proforma with attested photos
9. Permission from the municipality or municipal corporation or panchayat authorities for construction and starting the Unit
10. Clearance from Drugs controller General (India), New Delhi in case of new drugs (either bulk drug or formulation), - New drugs are defined under Rule 122 E of Drugs and Cosmetics Rules 1945
11. Permission from the Health Authorities of the area for setting up the manufacturing facility.
12. Permission from A.P. Pollution Control Board

13. Brief manufacturing procedure and flow chart along with consumption co-efficient effluents generated and their treatment for the drugs applied for along with the methods procedure of test / analysis.

14. Details of Fee paid

(Rs.2,500/- in the form of D.D. drawn in favour of Commissioner of Industries or General Manager/DIC as the case may be

Or

Challan under the Head of Account 0210- Medical and Public Health, 04- Public Health, 104-fees, fines etc.)

D. Licence for manufacturing Ayurvedic /Homeo / Siddha /Unani from Commissioner of Indian Medicines and Homeopathy

Entrepreneur desiring to obtain licence for formulations shall submit common application C11 with the following documents to GM, DIC in case of SSI or to CoI, Andhra Pradesh, Hyderabad in case of L&M industries under Single Window Act.



1. Part C 11 of Form - I

... 3 copies

All documents in duplicate

2. Plan of the premises with partitions and measurement specification etc.
3. Attested copies of documents relating to the ownership/rent lease
4. Declaration of the Proprietor/Partners/Directors etc., in Affidavit I, attested copies of partnership Deed/Memorandum and Articles of Association.
5. Detailed list of Manufacturing and Analytical Equipment as required for formulations applied.
6. Appointment letter to full time technical supervisor
7. Attested copies of certificates of academic qualification, experience certificate from Ayurvedic/Unani and declarations of Technical Staff in the prescribed proforma with photo duly attested.
8. List of Shastric Medicines and Xerox copies of concerned pages of reference book duly signed by F.T.S. with samples
9. Passport size photos each of proprietor and F.T.S.
10. Sales packed draft labels for each drug as per D&C Rules with different sizes, if any
11. Samples for each drug with sales pack draft labels with different sizes, if any.
12. Self addressed envelope with sufficient postal stamps for registered post
13. Clinical trial reports from (3) institutionally qualified Ayurvedic/Unani Practitioners as the case may be, on atleast 30 patients for each drug used orally as per the proforma guidelines.



14. Drug information in the quadruplicate in the following lines for Anubhutha Yogas (patent drugs) duly signed by the proprietor and F.T.S
- Name of the product
 - Formula shall contain Shastric/Tibbi Name, Part used and quantity
 - Detailed method of preparation
 - Purification of drugs wherever required
 - Indications (in Ayurveda/Unani terminology)
 - Dosage schedule in detail
 - Side-effects
 - Anti-dotes
 - Diet restriction, if any
15. Details of Fee paid:..... (Rs.100/- for Form 24C and Rs.60/- for Form 24D by way of Challan under the Head of Account 0210 - Medical and Public Health - 03 - Medical Education, Training and Research - 200 - Other System of Medicine - 77 - Other charges.

IV.2.4.3. Permission from Mines and Geology Department

Mines and Geology Department assists the entrepreneurs' in mineral exploration, promoting research & development; while ensuring safety and health of citizens, de-reservation of prospective areas of mineral wealth, attracting private capital from both domestic and foreign investors, ensuring proper vigilance and supervision of mining activities. The approvals/clearances undertaken by the Mines and Geology Department are indicated below.

S. No.	Clearance / Approval	To approach	Time limit
1.	Reconnaissance permits	MG	Within 60 days
2.	Prospecting licence	MG	Within 9 months
3.	Mineral leases	MG	Within 12 months
4.	Quarry leases	MG	No fixed time limits
5.	Approval of Mine plan	MG	No fixed time limits
6.	Transport permit	MG	No fixed time limits
7.	Dealer licence	MG	No fixed time limits

Procedure

An industry requiring any of the above clearances from Mines & Geology Department, shall submit prescribed application to the Mines and Geology Department directly. Forms can be downloaded from the website: www.apmines.com

IV.2.4.4. Fruit Product Order (FPO)

No industry shall carry on the business of a manufacture of fruit products including synthetic syrups, synthetic vinegar and aerated sweetened beverages except under and in accordance with the terms of an effective licence granted under FPO. For establishing an industry for processing and manufacturing of fruit and vegetable products need to file application as prescribed in Annexure VIII under FPO and refer to the guidelines for FPO (Annexure IX). The filled in application should be sent to the following address in the southern region.

Office of the Deputy Director (Fruit &Vegetable Preservation)

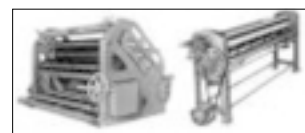
Rajaji Bhavan, Basant Nagar,

Chennai-600090 Tel: 044-24912421 Fax: 044-24912421

Website: <http://www.mofpi.nic.in/citizchart.htm>

IV.2.4.5. Establishing a Printing Press

Permission from District Magistrate is required for establishing a printing press in prescribed format.



IV.2.4.6. Safety Matches/ Fireworks



License under Explosives Act from Directorate of Explosives, Nagpur is required in prescribed format.



IV.2.4.7. Wood Based Industry

For wood based industry within 8 km from forest, permission from district forest officer of the concern area has to be obtained.



IV.2.5. Process-specific approvals

IV.2.5.1. No Objection Certificate (NoC) from Fire Services Department

All hazardous industries with structures above 15 meters need to obtain NoC from Fire Services Department to ensure fire protection, fire prevention measures and enforcement of safety measures in the respective industries.

Where to Apply

S. No	Clearance / Approval	Type	To approach	Time limit
1.	NOC from Fire Services Department	SSI	GM, DIC	15 days
2.	NOC from Fire Services Department	L&M scale	CoI	15 days

Procedure for NOC

An industry requiring an NoC from Fire Services Department shall submit application C6 of Form-I with the following documents to General Manager, DIC in case of small scale industries or to Commissioner of Industries, Andhra Pradesh, Hyderabad in case of L&M industries under Single Window Act

1. Part C6 of Form-I .. 4 copies
2. Plans of the industry with open space all round and exists with widths .. 5 Copies
3. Fire safety system proposed and the places where they are proposed to be installed (to be indicated in the plan)
 - a) Fixed Fire Fighting Installations-viz. Automatic detection and alarm system, sprinkler system, foam/dry powder installations, manual fire alarm system, water spray systems, etc.
 - b) Extinguishers
4. Measurement of the Fire Water Sump
5. Details of fee:

(Fire Precautionary fee Rs.10/ - Sq. mtrs for all multistoried buildings 15 mtrs. and above)

Mode of payment: D.D. in favour of AP Fire Services Department of the district concerned.

IV.5.2. Electrical Inspectorate

Chief Electrical Inspectorate has to give approval in case of HT connection, electrical drawings and load approvals. This organization is under the administrative control of the Energy Department of GoAP, headed by the Chief Electrical Inspector. Details of functions under various Acts and rules are as follows:

- Statutory Inspections of the Electrical Installation of Licensees and sanction holders.
- Inspection and issue of Statutory approvals for extra high voltage (EHV) and high voltage (HV) installations of consumers
- Inspection and Approval of Electrical Installation in high rise buildings
- Annual inspection of all EHV/HV consumer installations
- Issue of licences to electrical contractors.

Any industry falling under the category of high tension (HT) and extra high tension (EHT) category need to obtain:

- Approval of Drawings by Electrical Inspectorate
- Final Sanction of Electrical Inspectorate.

Applications can be had from concerned Chief Electrical Inspectorate/Deputy Chief Electrical Inspectorate's office. For installed transformer capacity above 1000 KVA, the application has to be submitted to Chief Electrical Inspectorate, Hyderabad and for all other cases the application has to be submitted to Deputy Chief Electrical Inspectorate's office / Electrical Inspector of the district concerned.

IV.2.5.3. Registration with Director General of Foreign Trade (DGFT)

Any industry required to import/export product manufactures must obtain an allotment called "Import/Export Code (IEC)" as per the Export & Import Policy (Application as per Annexure IX).

IEC application can be downloaded from <http://dgft.delhi.nic.in/> website by clicking "IEC formats" and is to be submitted to DGFT. All pages of the application are required to be signed by the applicant. Xerox copies of the supporting documents are required to be self attested. The following are the necessary documents to be enclosed along with the application for issue of Importer-Exporter Code Number.

- (a) Bank Receipt (in duplicate)/Demand Draft drawn in favour of the Foreign Trade Development Officer (Administration), O/o the Jt. DGFT, payable at Hyderabad, evidencing payment of application fee as prescribed.
- (b) Certificate from the Banker of the applicant firm (as per Annexure, X) indicating the name and designation of the bank officer.
- (c) One copy of passport size photograph of the applicant duly attested by the banker of the applicant.
- (d) A copy of Permanent Account Number issued by Income Tax authorities, duly attested by the applicant.
- (e) E-mail Id of the applicant firm.



The application fee for issue of IEC is Rs.1, 000/- (Rupees one thousand only), form as given in Annexure XI. This fee can be remitted by way of Treasury Challan (TR)/a crossed Demand Draft (DD) drawn in favour of “FTDO (Administration), office of the Joint Director, General of Foreign Trade, Hyderabad” payable at Hyderabad. For further details please contact:

Office of the Joint Director General of Foreign Trade
1st Floor, Kendriya Sadan, Sultan Bazar,
Hyderabad - 500 095.
Website: <http://dgft.delhi.nic.in/>

IV.2.6. Credit Needs

Securing adequate financial assistance in time to meet the full requirements of a project is an important task of an entrepreneur. Apart from APSFC, Industries Development Corporation (APIDC), there are number of commercial banks which finance industrial projects. Besides the above, SIDBI, IDBI, IFCI also extend financial assistance to industrial projects.



IV.2.6.1. Financial Assistance form APSFC

APSFC offers financial assistance for acquiring fixed assets like land, buildings and machinery and also working capital term loans to meet the working capital requirements of tiny, small and medium scale sectors. The limits for term loan and working capital are indicated below.



Services provided by the department - a. Term Loans

S. No.	Clearance / Approval	To approach	Time limit
Establishment - Traditional lines of activities⁹			
1.	Up to Rs. 20.00 lakhs	APSFC	Within 7 days
2.	Above Rs. 20.00 lakhs and up to Rs. 40.00 lakhs	APSFC	Within 15 days
3.	Above Rs. 40.00 lakhs and up to Rs. 100.00 lakhs	APSFC	Within 30 days
4.	Above Rs. 100.00 lakhs and up to Rs. 240.00 lakhs	APSFC	Within 40 days
5.	Above Rs. 240.00 lakhs	APSFC	Within 40 days
Establishment - Non traditional lines of activities¹⁰			
1.	Up to Rs. 15.00 lakhs	APSFC	Within 7 days
2.	Above Rs. 15.00 lakhs and up to Rs. 30.00 lakhs	APSFC	Within 15 days
3.	Above Rs. 30.00 lakhs and up to Rs. 100.00 lakhs	APSFC	Within 30 days
4.	Above Rs. 100.00 lakhs and up to Rs. 240.00 lakhs	APSFC	Within 40 days
5.	Above Rs. 240.00 lakhs	APSFC	Within 40 days

b. Working capital term loans

S. No.	Working capital term loan amount	To approach	Time limit
Establishment			
1.	Above Rs. 5.00 lakhs and up to Rs. 20.00 lakhs	APSFC	Within 7 days
2.	Above Rs. 20.00 lakhs and up to Rs. 40.00 lakhs	APSFC	Within 15 days
3.	Above Rs. 40.00 lakhs and up to Rs. 120.00 lakhs - In case of proprietary an partnership firms	APSFC	Within 30 days
4.	Above Rs. 40.00 lakhs and up to Rs. 240.00 lakhs - In case of limited companies	APSFC	Within 30 days
5.	Above Rs. 120.00 lakhs and up to Rs. 200.00 lakhs - In case of proprietary an partnership firms	APSFC	Within 40 days
6.	Above Rs. 240.00 lakhs and up to Rs. 500.00 lakhs - In case of limited companies	APSFC	Within 40 days



c. Term loans under SES / GES / A++ / A+ / SSES

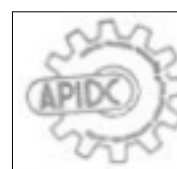
S. No.	Term Loan Amount	To approach	Time limit
Establishment			
1.	Up to Rs. 20.00 lakhs	APSFC	Within 7 days
2.	Above Rs. 20.00 lakhs and up to Rs. 40.00 lakhs	APSFC	Within 15 days
3.	Above Rs. 40.00 lakhs and up to Rs. 500.00 lakhs	APSFC	Within 30 days
4.	Above Rs. 500.00 lakhs	APSFC	Within 40 days

Procedure:

Entrepreneur requiring obtaining term loan and working capital from APSFC shall submit the prescribed application form to State Financial Corporation directly. The application forms can be had from APSFC.

IV.2.6.2. Sanction of Term Loan and Equity from Andhra Pradesh Industrial Development Corporation (APIDC)

Entrepreneur requiring to obtain term loan and equity from APIDC shall submit application form-C3 with the following documents to General Manager, DIC in case of SSI or to Commissioner of Industries, Andhra Pradesh, Hyderabad in case of L&M industries under Single Window Act.



- | | | |
|--|----|----------|
| 1. Part C3 of Form-I | .. | 3 copies |
| 2. Project Report | .. | 2 copies |
| 3. Proposed Balance Sheet | .. | 2 copies |
| 4. Quotations and Relevant documents in support to project cost estimates | | |
| 5. Details of fee paid | : | |
| a) Equity participation - 2.5% of amount applied | | |
| b) Term loan - 0.25% of amount applied | | |
| c) Appraisal of public issue - 0.25% of cost of the Project
(D.D. in favour of APIDC) | | |

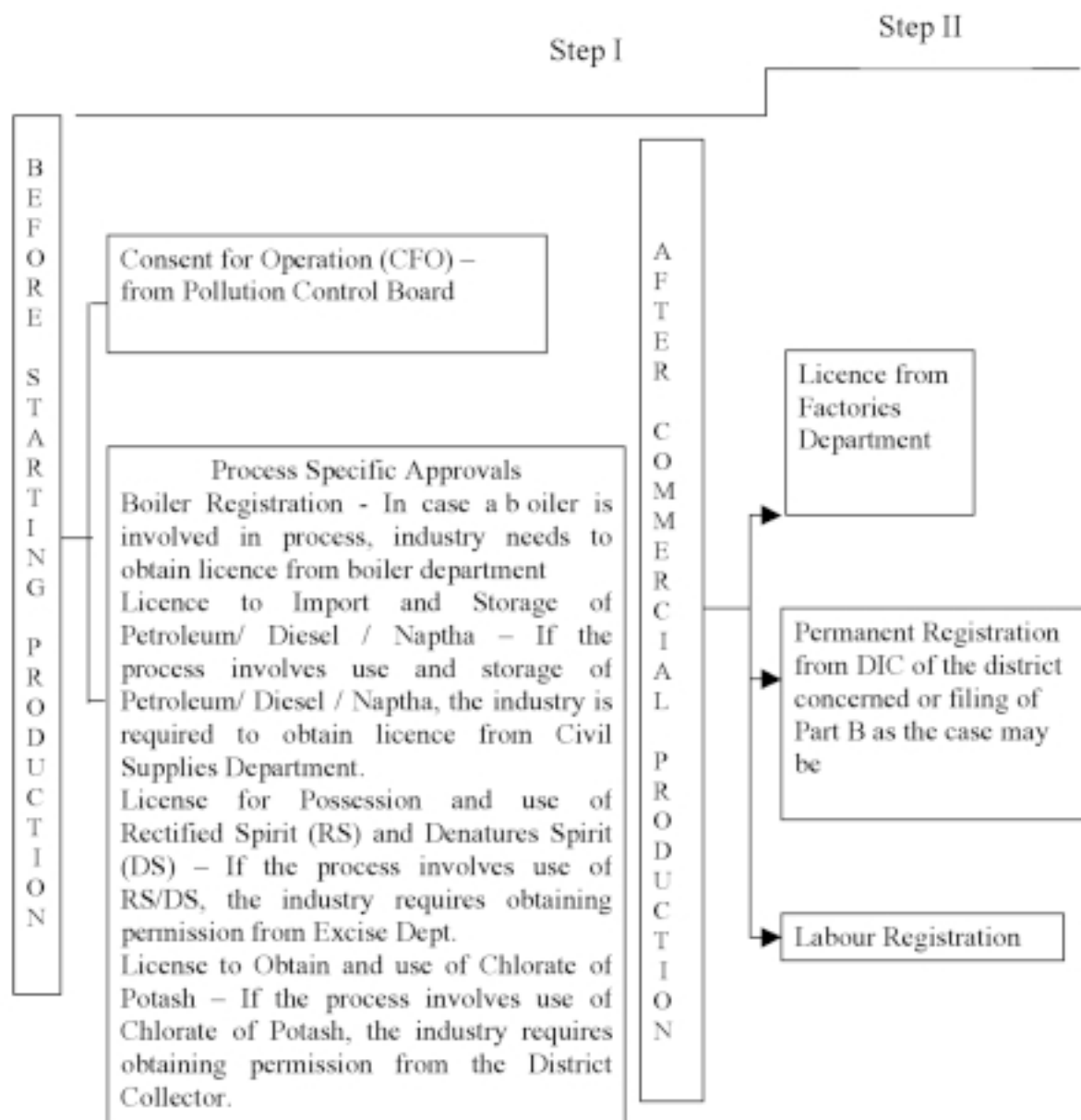
IV.2.6.3. Financial Assistance from Commercial Banks

Entrepreneur willing to obtain term loan and working capital from the nationalised commercial banks shall submit prescribed application form to the bank concerned. Entrepreneur can approach any nationalised bank, private bank or financial institutions for the loan.



CHAPTER 5

Commencing Commercial Production - A Roadmap



V.1. Step I - Before starting production

V.1.1. Consent for Operation (CFO) from APPCB

The investors/entrepreneurs are required to obtain CFO of the APPCB as required under Section 21 of the Air (Prevention and Control of Pollution) Act, 1981. Industry should acquire CFO before commencing the production. Industry has to ensure the completion of all compliances identified during CFE stage by APPCB before applying for CFO. Depending upon the Category of Industry in some cases industry should get clearance from MoE&F before applying for CFO. Board will do an inspection of the industry to check the adherence of industry for all the compliances identified during CFE.

CFO will be sanctioned to the industry after the Board is satisfied with the required condition of the industry. CFO fee will be computed based on the investment by the industry. After getting the CFO, industry can go ahead with the commencement of production. CFO certification will be valid for certain period, which will be indicated on the certificate. Industry should get the renewal of CFO one month before expiry of CFO certification.

Approvals / Clearances undertaken

S. No	Clearance / Approval	Type	To approach	Time limit
1.	CFO under Air & Water Act	SSI	GM ¹¹ , DIC	Green-7 days, Orange-21 days Red - 45 days
2.	CFO under Air & Water Act	L&M scale	CoI	Green-7 days, Orange-21 days Red - 45 days

Approach to issue approvals / clearances listed above

Entrepreneurs shall submit common application form part B1 and B2, Form -II for issue of CFO with the following documents to General Manager, DIC in case of SSI or to Commissioner of Industries, Andhra Pradesh, Hyderabad in case of L&M industries under Single Window Act.

Under Air Act

- | | | |
|--|----|----------|
| a) Part B1 of Form-II ¹² | .. | 4 copies |
| b) Index /Site Plan | .. | 3 copies |
| c) Topo Map | .. | 3 copies |
| d) Detailed layout plan of different processes and point source of Emissions and position of stacks & Chimneys | .. | 3 copies |
| e) Process Flow Sheet | .. | 3 copies |
| f) Latest analysis report | .. | 3 copies |

¹¹ GM, DIC has powers to issue acknowledgement for non-polluting categories of SSI industries other than 65 categories of industries, see Annexure Part I.

¹² Form II mentioned here and later in the document refers to Form II of SWS application form.

- g) Details of Air Pollution Control devices provided or proposed .. 3 copies
- h) Ambient Air Quality Report (if available) .. 3 copies
- i) Consent fee (as per Annexure IV Table D)
- j) A report on compliance of CFE conditions .. 2 copies
Under Water Act
 - a). Part B2 .. 4 copies
 - b). Index/Site Plan .. 3 copies
- c) Topo Map .. 3 copies
- d) Detailed layout plan of different processes and process Flow Sheet .. 3 copies
- e) Latest analysis report .. 3 copies
- f) Details of water Pollution Control devices provided or proposed .. 3 copies
- g) Consent fee (as per Annexure IV Table D)

V.1.2. Process-Specific Approvals

V.1.2.1. Registration under Boilers Act

Main objective of the registration includes ensuring proper design, manufacture, operation and maintenance of boilers as per the Acts¹³ in all types of industries starting from a tiny edible oil mill to a giant thermal power plant. This ensures safety of life and minimizes destruction around these boilers. The above objective of the department entitles it to issue the following approvals/clearances as given in the table below.



Where to Apply

S. No.	Clearance / Approval	To approach	Time limit
1.	Boiler Registration	SSI	GM, DIC
2.	Boiler Registration	L&M scale	Commissioner of Industries, Hyderabad

Procedure

Entrepreneurs shall submit common application form part A, Form -II for registration of Boiler with the following documents to General Manager, DIC in case of SSI or to Commissioner of Industries, Andhra Pradesh, Hyderabad in case of L&M industries under Single Window Act.

¹³ Indian Boilers Act (1923), Indian Boiler Regulations (1950), Andhra Pradesh (AP) Boilers Rules (1967), AP Economiser Rules (1959), AP Boiler Operation Engineers Rules (1959) and AP Boiler Attendant Rules (1956).



1. Part A of Form - II .. 2 copies
2. Rating and Specifications of the Boiler .. 2 copies
3. Particulars of Registration fee.....
(As per Annexure IV Table C)

V.1.2.2. Licence to Import and Storage of Petroleum / Diesel / Naptha from Civil Supplies Department

Where to Apply

S. No.	Clearance / Approval	To approach	Time limit
1.	Licence to import and store petroleum / Diesel / Naphta	SSI	GM, DIC
2.	Licence to import and store petroleum / Diesel / Naphta	L&M scale	Commissioner of Industries, Hyderabad

1. Licence to import and store petroleum Class A in quantity not exceeding 300 litres in storage shed or approved bin.
2. Licence to import and store petroleum Class B other than in bulk and in quantity not exceeding 25,000 litres.
3. Licence to store and usage of Naptha.

Procedure

Entrepreneurs shall submit common application form part A, Form -II for issue of licence with the following documents to General Manager, DIC in case of SSI or to Commissioner of Industries, Andhra Pradesh, Hyderabad in case of L&M industries under Single Window Act.

- a) Part A of Form-II .. 3 copies
- b) SSI Registration / IEM / LOI / EOU .. 3 copies
- c) Affidavit on Rs. 10/- (Notary) .. 1 copy
- d) Site Map .. 3 copies
- e) APGST Certificate .. 3 copies
- f) Copy of the letter issued by the Oil companies .. 1 copy
- g) Sale Deed/Rental Deed .. 3 copies
- h) Explosive Licence .. 1 copy
- i) Relevant Fees Particulars.....
(Rs.500/- for Naptha storage and Rs.1,000/- for storage of HSD/LDO above 25,000 ltrs. By way of D.D. drawn in favour of Commissioner, Civil Supplies Department, Hyderabad.)

V.1.2.3. Prohibition & Excise Department**A. Licence for possession and use of Rectified Spirit Approvals / clearances undertaken**

S. No	Clearance / Approval	Type	To approach	Time limit
1.	Licence for possession and use of Rectified Spirit	SSI	GM, DIC	7 days
2.	Licence for possession and use of Rectified Spirit	L&M scale	Commissioner of Industries, Hyderabad	7 days

Approach to issue approvals / clearances listed above

Entrepreneurs shall submit common application B4 of Form -II for issue of licence with the following documents to General Manager, DIC in case of SSI or to Commissioner of Industries, Andhra Pradesh, Hyderabad in case of L&M industries under Single Window Act.

- | | | |
|--|----|----------|
| 1. Part B4 of Form - II | .. | 2 copies |
| 2. Base quota
(recommendation from Commissioner of Industries) | .. | 1 copy |
| 3. Agreement (in form RS-V) | .. | 1 copy |
| 4. Counterpart Agreement (RS-V) | .. | 1 copy |
| 5. Plans of the Plant | .. | 1 copy |
| 6. Process Description | .. | 1 copy |
| 7. List of plant and machinery | .. | 1 copy |
| 8. Prov.SSI/IEM/IL/EOU | .. | 1 copy |
| 9. Proposals from Assistant Commissioner- Director,
Distilleries and Breweries - Commissioner,
Prohibition & Excise Office | .. | 1 copy |
| 10. Security Deposit/Prescribed Fee | | |

(Security deposit Rs.15000/- and Licence Fee of Rs.500/- in the form of DD drawn in favour of Commissioner of Industries or General Manager as the case may be

Or

Challan under the Head of Account - Major Head ..0039

Minor Head ..106

Commercial Spirit Sub Head .. 01)



B. Licence for possession and use of Denatured Spirit Approvals / clearances undertaken

S. No	Clearance / Approval	Type	To approach	Time limit
1.	Licence for possession and use of Rectified Spirit	SSI	GM, DIC	7 days
2.	Licence for possession and use of Denatured Spirit	L&M scale	Commissioner of Industries, Hyderabad	7 days

Approach to issue approvals / clearances listed above

Entrepreneurs shall submit common application B5 of Form -II for issue of licence with the following documents to General Manager, DIC in case of SSI or to Commissioner of Industries, Andhra Pradesh, Hyderabad in case of L&M industries under Single Window Act.

I. For manufacture of French Polish, Warnish Thinners, Metal Polish, Soaps

- | | | |
|---|----|----------|
| 1. Part B5 of Form - II | .. | 2 copies |
| 2. Recommendation from Commissioner of Industries | .. | 1 copy |
| 3. List of Plant & Machinery | .. | 1 copy |
| 4. Process Report | .. | 1 copy |
| 5. Plans of the Plant | .. | 1 copy |
| 6. List of Directors | .. | 1 copy |
| 7. Licence Fee | .. | 1 copy |

Rs.50/- per annum in the form of D.D. drawn in favour of CoI or GM as the case may be (or)

Challan under the Head of Account - Major Head ..0039
 Minor Head ..106
 Commercial Spirit
 Sub Head .. 01)

II. For Industrial purpose as solvents and reagents

- | | | |
|---|----|----------|
| 1. Part B5 of Form - II | .. | 2 copies |
| 2. Recommendation from Commissioner of Industries | .. | 1 copy |
| 3. List of Plant & Machinery | .. | 1 copy |
| 4. Process Report | .. | 1 copy |
| 5. Plans of the Plant | .. | 1 copy |
| 6. List of Directors | .. | 1 copy |

7. Proposals from Assistant Commissioner (D) - .. 1 copy
Director, Distilleries and Breweries Office -
Superintendent, Prohibition & Excise office
8. Permission to licence of D.S.XI & D.SXI. A granted by C.P.E to Prohibition and
Excise Superintendent concerned
9. Allotment of D.S. to D.S.XI and D.S.XI.A licence holders
10. Allotment request
11. Concerned Supplier letter
12. D.S.Certificate
13. Utilisation Confirmation Certificate
14. Utilisation Certificate
15. Excise Verification Certificate
16. Licence Fee
(Rs.100 /- per annum in the form of DD drawn in favour of Commissioner
of Industries or General Manager as the case may be
Or
Challan under the Head of Account - Major Head ..0039
Minor Head ..106
Commercial Spirit
Sub Head .. 01)

V.1.3. Licence to obtain and use of Chlorate of Potash from District Collector - Clearance other than Single Window

Approvals / clearances undertaken

S. No	Clearance / Approval	Type	To approach	Time limit
1.	Licence to obtain and use of Chlorate of Potash	Small scale	GM, DIC	7 days
2.	Licence to obtain and use of Chlorate of Potash	L&M scale	Commissioner of Industries, Hyderabad	7 days

Approach to issue approvals / clearances listed above

No prescribed format is available. One can apply on a plain sheet with full details of one's own company and the purpose for use of Chlorate of Potash.



V.2. Step II - Post-commercial production

V.2.1. Registration and Issue of Permanent Licence from Factories Department

Approval / Clearance Undertaken

S. No	Clearance / Approval	Type	To approach	Time limit
1.	Registration & Issue of Permanent license for New factories - Manufacturing Process	SSI	GM, DIC	Within 7 days
2.	Registration & Issue of Permanent license for New factories - Manufacturing Process	L&M scale	CoI	Within 7 days

Approach to issue approvals / clearances as listed above

Entrepreneurs shall submit common application form part A, Form -II for issue of permanent licence with the following documents 30 days in advance from the proposed date of starting manufacturing process to General Manager, DIC in case of SSI or to Commissioner of Industries, Andhra Pradesh, Hyderabad in case of L&M industries under Single Window Act.

1. Part A of Form -II .. 3 copies

2. Directors List

3. Annual License Fee (As per the Annexure IV Table B)

4. Mode of Payment

..D.D.drawn in favour of Commissioner of Industries, payable at Hyderabad or

D.D. drawn in favour of GM, DIC

Or

Challan on the following

Head of Account

Major Head - 0230 Labour & Employment

Minor Head - 104 Fee realised under Factories Act 1948

Sub Head - 01

Purpose : Factory Licence Fee

NOTE: The applicant should enclose Stability Certificate signed by

- A Member of the Institution of Engineers (India) or any other Institution of Civil / Structural / Chemical / Architectural Engineers
- Civil Engineers of Public Works, Electricity or Highways Department including retired Engineers not below the rank of Executive / Divisional Engineer.

V.2.2. Permanent registration and Part B of IEM

Permanent registration for SSI- After the industry is commissioned, applications in the prescribed form can be made for permanent registration with DIC of the District concerned. This application can be had from the DIC on payment of Rs.10. The following documents should be enclosed along with the application.

1. Land documents
2. Memorandum of Association and Articles of Association along with certificate of incorporation in case of private and public limited companies
3. Commencement of Business in case of Public Limited companies
4. Copy of the partnership deed along with certificate of registration issued by the registrar of firms
5. Provisional SSI Registration in original
6. Approval of plans from the Factories Department
7. Consent for operation from APPCB or pollution acknowledgement from DIC
8. APGST & CST certificates
9. Power release certificate along with bill from the date of commencement of production
10. First sale bill
11. Other licences which are specific in location and product aspects

For Part B of IEM for L&M refer to Chapter 3.

V.2.3. Labour Department (LD) - Clearance other than Single Window

Objective of the Department

Main objective of the department are three fold: i) maintenance of harmonious industrial relations ii) enforcement of labour enactments and iii) quasi-judicial work under labour laws. The above objective of the department entitles it to issue following approvals/clearances as given in the table below.



Approvals / Clearances Undertaken

S. No.	Term Loan Amount	Type	To approach	Time limit
Establishment				
1.	Registrations of Licences ¹⁴	Any	LD	Within 7 days
Operation				
1.	Verification of application for registration of a trade union	Any	LD	Within 21 days
2.	Registration of a trade union	Any	LD	Within 14 days
3.	Attending to complaints on non-implementation of labour laws	Any	LD	Within 14 days
4.	Disposal of cases under all labour laws	Any	LD	Within 6 months

¹⁴ Under AP Shops and Establishment Act (1988), Motor Transport workers Act (1961), Contract labour (Regulation and abolition) Act (1970) and Beedi & Cigar workers (Condition of employment) Act (1966).

CHAPTER 6

Post Implementation Steps

VI.1. Marketing

VI.1.1. Rate Contract System

In order to encourage the establishment and growth of local small scale industrial units, 17 items manufactured by local SSI units within the State have been identified under rate contract system by the government. These items are procured by the Government Department/ Corporation/Public Sector Undertakings/Autonomous Bodies / Zila Parishads / Municipalities, etc. The purchasing departments can buy their requirements in respect of 17 items from the approved SSI suppliers under Rate Contract System.

List of items covered under Rate Contract System are indicated below:

(1) Steel Furniture (2) Absorbent & Non-Absorbent Cotton (3) Phenyle and Detergent Liquid & Powder (4) Tarpaulins (5) Electrical Chokes, Condensers, Starters and Fittings (6) Ferric & Non-Ferric Alum (7) Room Air Coolers (8) Aluminium Utensils (9) Dust Bins & Wheel Barrows (10) Manhole Covers (11) Sewing Machines (12) I.V. and Blood Donor Sets (13) Sterile Cotton (14) Stainless Steel Utensils (15) Antiseptic Lotion & Lysol (16) Quality Control and Lab. Equipment /Instruments / Chemicals. (17) Coir Mats, Mattings and Other Coir Based Products.

VI.1.2. Single Point Registration

The Government is the single largest buyer of a variety of goods. To conduct proper marketing of items from the small scale sector, the Government Stores Purchase Programme was launched. National Small Industries Corporation Limited (NSIC) registers SSI units under Single Point Registration scheme for participation Government Purchases.

All industries that are registered with Directorate of Industries as small scale units and have commercial and technical competence to produce stores for supply to the Government Departments such as DGS&D, Railways, Defence, Department of Posts, Department of Telecommunications, Central / State Government Departments, Central Government Departments, Central / State Government Public sector Undertakings / Enterprises, State Electricity Boards, etc., conforming to ISI or such standards as required by the Government Buying agencies and are in continuous production of stores for a minimum period of one year, are eligible for registration with NSIC under its Single Point Registration Scheme. This scheme entitles the SSI units to get the following facilities:

- Issue of tender set free of cost
- Exemption from payment of EMD
- Waiver of security deposit
- Price preference up to 15%.



How to Apply

Small Scale Units have to apply on the prescribed Application Forms in triplicate to the General Manager, NSIC, 203, Sri Dattasai Complex, RTC 'X' Road, Musheerabad, Hyderabad.

Procedure

The duly filled application form is to be submitted in triplicate along with the following enclosures:

1. Application Processing fee (by Bank Draft / Pay Order in favour of NSIC Ltd.) Two demand Drafts: One of Rs. 4000/- in favour of the concerned Regional & Branch Office and another one of Rs. 1000/- in favour of concerned Small Institute for Technical Inspection to be sent along with application form.
2. If space is less, information in separate sheets in the form of annexure duly signed by authorised signatory under his seal may be provided.
3. All copies of documents and affidavits are required to be certified by Ist Class Magistrate or Notary Public except in cases where it is mentioned that the document is to be certified by Director(s) / Partner(s) / Proprietor / Karta and Chartered Accountant.
4. Complete details and specifications of the individual items for which registration has been sought must be indicated. If Indian Standard specifications or any other standards are available for any items the same should be indicated.
5. Copies of the supply order received and executed from DGS&D and Government Departments should be attached.
6. Copies of the periodic test reports conducted on the items for maintaining the quality from any Govt. approved Test House / Lab, should be attached.
7. SSI units must indicate any testing facilities available with them for routine tests and acceptance test.
8. Following documents must be enclosed with the application form:
 - a. Permanent SSI registration certificate with the Directorate of Industries clearly indicating the Factory Address and items / groups of items for which registered.
 - b. Rent receipt / Rent deed / Lease Deed / Sale Deed / Affidavit of the ownership / Legal possession of the Factory Premises.
 - c. Current Income Tax Clearance Certificate (ITCC) of the unit.
 - d. Proof of ownership of the plant & Machinery and Raw Material.
 - e. Balance Sheet, Trading Account and Profit & Loss Account Statement of the SSI Unit for the last three years duly signed by the authorised person and certified by the Chartered Accountant.
 - f. Statement showing the results of operation for the last three years duly signed by the authorised person under his seal.

- g. Bankers Report
 - h. Certificate duly signed with his seal from the Proprietor / Authorised Partner / Director of the SSI unit whether or not they have any link with large scale units and / or other manufacturing units. In case the links are there, details must be specified.
9. The application must be signed by
- a. Proprietor in case of Proprietorship unit.
 - b. All the partners or the partner holding General Power of attorney in case of partnership unit.
 - c. Managing Director or any one of the Directors authorised by the Board of Directors of the unit in case of a Private Limited d by the Board of Directors of the unit in case of a Private Limited / Limited SSI unit.
10. Additional documents to be submitted
- a. In case of Private Limited / Limited SSI unit: -Certificate of Incorporation duly authenticated. -Memorandum & Articles of Association duly authenticated. -Names of sitting Directors and their Residential Addresses and their share-holdings.
 - b. In case of partnership unit: -Partnership Deed. -General Power of Attorney in favour of one of the Partners. -Form 'A' from Registrar of Firms showing the names of Partners.
 - c. In case of Cooperative Societies: -Certificate of Registration of Societies. -Society's Byelaws / Regulations etc. -Names of members, their residential addresses and share-holdings -Current Certificate of Registrar of Society that the Society is still functioning and is working satisfactorily. -Details of Authorised Share capital and Subscribed Share Capital. -Details of Moveable and Immovable Property Owned of Moveable and Immovable Property Owned by the Society. -Resolution of Society for seeking registration with NSIC under Single Point Registration Scheme. -Resolution in favour of Signatory of the Application Form and documents.

For further details, contact:

Regional Manager
203, Sri Dattasai Complex,
RTC 'X' Road, Musheerabad,
Hyderabad.
Andhra Pradesh
Tel: ++91-40-27121422, 27126646
Fax: ++91-4027617777
Email: rohyd@nsicindia.com
Website: www.nsic.nic.in

VI.1.3. Directorate General of Supplies & Disposals (DGS&D)

DGS&D, being the Central Purchase Organisation of Government of India, has a system of registering firms for supply of various stores as approved contractors. The main object of registration of firms as approved contractors is to have a broad-based panel of technically capable, financially sound and



reliable sources of supply to which enquiries can be addressed for Government purchases. The stores purchased by departments of Government of India, State Governments, Public Undertakings, etc., through DGS&D cover almost all areas of industrial production.

Eligibility & categories for registration

All firms, who are in the business of manufacturing, stocking or marketing of stores are eligible for DGS&D registration if otherwise suitable, subject to specific conditions or restrictions stipulated in this document.

Benefits of DGS&D Registration

- Rate contracts for Govt. purchases concluded with registered firms.
- Registered firms granted exemption from earnest money/security deposit.
- Tender enquiries are supplied free of cost to small-scale units.
- Issue of advanced tender notices to concerned registered firms.

The application for firms who supply indigenous stores can be obtained from the designated registration centres at Hyderabad of QA Wing. The application fee may be deposited in cash at the counters of DGS&D at Headquarters or its Quality Assurance Circles/Registration circles and the cash receipt obtained from cash counter is to be attached with the application form in original.

For firms supplying stores of foreign origins, the application forms could be obtained from the Registration Branch at DGS&D, New Delhi. The firms located in the following countries, list given below can purchase the application forms directly from the Indian Embassy/High Commission/Missions located in their country against payment of an amount equivalent to the cost of the application form in local currency.

List of countries: U.S.A, U.K., Sweden, Australia, Germany, Belgium, Switzerland, The Netherlands, Italy, Denmark, Austria, Japan and France.

The processing fee may be paid by a crossed demand draft on any Scheduled Bank drawn in favour of DGS&D, New Delhi. The firms may also deposit the fee in the Reserve Bank of India by a treasury challan indicating the following particulars:

Head of Account: 057 Supplies and Disposals,

Minor Head: "Other Receipts"

Sub-detailed Head "Other Items"

Adjustable by the Chief Controller of Accounts, Department of Supply,
New Delhi.

For further details, contact:

Director(QA),DGS&D,
Kendriya Sadan,
Ground Floor,
Sultan Bazar,
Hyderabad-500 195.
(Ph.040-4737355)
Website: <http://dgsnd.nic.in/regguid.htm>

VI.1.4. Export Promotion Councils (EPC's)

There are 18 export promotion councils to assist exporters with overseas marketing, exchange trade delegations and provides information on export opportunities. For overseas buyers, EPC's help in locating right supplier, provide credibility reports and arrange alliances and help to establish tie-ups in third countries. Contact details of these councils are provided at Annexure XII.

VI.2. Quality Certification

VI.2.1. International Standardization Organization (ISO)

ISO is a network of the national standards institutes of 148 countries, on the basis of one member per country, with a Central Secretariat in Geneva, Switzerland, that coordinates the system. ISO is a non-governmental organization. ISO occupies a special position among public and private sectors.

Therefore, ISO is able to act as a bridging organization in which a consensus can be reached on solutions that meet both the requirements of business and the broader needs of society, such as the needs of stakeholder groups like consumers and users.

What 'international standardization' means

When majority of products or services in a particular business or industry sector conform to International Standards, a state of industry-wide standardization can be said to exist. This is achieved through consensus agreements between national delegations representing all the economic stakeholders concerned - suppliers, users, government regulators and other interest groups, such as consumers. They agree on specifications and criteria to be applied consistently in the classification of materials, in the manufacture and supply of products, in testing and analysis, in terminology and in the provision of services. In this way, International Standards provides a reference framework, or a common technological language, between suppliers and their customers - which facilitates trade and the transfer of technology.

How to recognize an ISO standard

An ISO standard can be anything from a four-page document to one several hundred pages long and, in the future, will increasingly be available in electronic form. It carries the ISO logo and the designation, "International Standard". In most cases, it is published in A4 format - which is itself one of the ISO standard paper sizes.

The big, wide world of ISO standards

Between 1947 and the present day, ISO published more than 13,700 International Standards. ISO's work programme ranges from standards for traditional activities, such as agriculture and construction, through mechanical engineering, to medical devices, to the newest information technology developments, such as the digital coding of audio-visual signals for multimedia applications.

What makes ISO 9000 and ISO 14000 so special?

The ISO 9000 and ISO 14000 families are among ISO's most widely known and successful standards ever. ISO 9000 has become an international reference for quality requirements in business to business dealings, and ISO 14000 helps organizations to meet their environmental challenges.



For Further details, visit website: <http://www.iso.org/>.

VI.2.2. BIS Certification

The Bureau of Indian Standards, empowered through a legislative Act of the Indian Parliament, known as the Bureau of Indian Standards Act, 1986, operates a product certification scheme. The certification allows the licensees to use the popular ISI Mark, which has become synonymous with quality products for the Indian and neighboring markets over the past more than 40 years. Presently more than 17000 licences are in operation covering about 1100 products.

The BIS product certification scheme is essentially voluntary in nature, and is largely based on ISO Guide 28. The guide provides general rules for third party certification system of determining conformity with product standards through initial testing and assessment of a factory quality management system. Further, its acceptance is followed by surveillance that takes into account the factory quality management system and testing of samples from factory and open market. Although the scheme itself offers voluntary licensing, the Government of India, on considerations of public health and safety, and mass consumption has enforced mandatory certification on various products.

Operational areas

The BIS Product Certification Scheme is open to manufacturers in all countries without discrimination. While a licence can be granted for any Indian standard specifying product characteristics, which is amenable to certification, the broad areas of technologies now under certification are:

- Textiles
- Chemicals and pesticides
- Rubber and plastic products
- Cement and concrete products
- Basic metals and fabricated metal products
- Machinery and equipment
- Electrical, electronics and optical equipment
- Automotive components
- Agriculture, food, beverages and tobaccos
- Leather products
- Wood products
- Paper and pulp products
- Testing instruments
- Building materials
- Pumping, irrigation, drainage and sewage equipment.

How to Apply

Manufacturer desirous for obtaining the licence shall submit prescribed application form (Annexure XIII) with a fee Rs. 1,000.

The form along with the fee should be submitted to the Branch Office, at the following address: 5-8-56 C, L.N. Gupta Marg, Nampally Station Road, Hyderabad 501 001, along with the following documents.

- a. Location map of factory and factory layout
- b. Documentation authenticating the premises of manufacture
- c. Lists of manufacturing equipment and testing facilities available
- d. Scheme of testing and inspection in use, or any proposed to be used, together with an undertaking to follow the scheme approved by BIS after grant of licence
- e. An undertaking to pay the prescribed marking fee from the date of grant of licence
- f. An undertaking to follow all terms and conditions of grant of licence and to suspend marking with immediate effect in the event of suspension or cancellation of licence
- g. A flow chart describing the sequence of production and inspection stages
- h. Details of technical personnel available.

Preliminary Inspection:

- Preliminary inspection of the unit is carried out on a mutually agreed date, which should be called within a month of registration. During this inspection the firm's manufacturing capability and controls, quality control techniques, facilities available and the technical skills of the personnel are evaluated. Samples of products are tested and also drawn for testing in BIS or other recognized laboratories.
- Preliminary visits are charged to the applicant at the rate of Rs 4,000 per day for first visit and Rs. 3,000 for subsequent visits. Testing charges have to be paid by the applicant as per the laboratories' rate schedules.
- During the preliminary inspection, the Scheme of Testing and Inspection is discussed with the applicant's management.

For further information, visit www.bis.org.in.

VI.2.3. Patents and Trademarks

PATENTS/TRADemarks

What it is a patent?

A Patent is an intellectual property right relating to inventions and is the grant of exclusive right, for limited period, provided by the Government to the patentee, in exchange of full disclosure of his invention, for excluding others, from making, using, selling, importing the patented product or process producing that product for those purposes. The purpose of this system is to encourage inventions by promoting their protection and utilization so as to contribute to the development of industries, which



in turn, contributes to the promotion of technological innovation and to the transfer and dissemination of technology. Under the system, Patents ensure property rights (legal title) for the invention for which patent have been granted, which may be extremely valuable to an individual or a Company. One should make the fullest possible use of the Patent System and the benefits it provides. Patent right is territorial in nature and a patent obtained in one country is not enforceable in other country. The inventors/their assignees are required to file separate patent applications in different countries for obtaining the patent in those countries.

Legislation

The Patent System in India is governed by the Patents Act, 1970 (No. 39 of 1970) as amended by the Patents (Amendment) Act, 2002 and the Patents Rules, 2003 effective from 20-05-2003 in India.

Administration

The Patent Office, under the Department of Industrial Policy & Promotion, Ministry of Commerce & Industry, performs the statutory duties in connection with the grant of patents for new inventions and registration of industrial designs. Patent Offices is located at Chennai to deal with applications for patents originating from southern region.

Types of patents

- a) Ordinary Patents
- b) Patents of Addition (granted for Improvement or Modification of the already patented invention for the unexpired term of the main patent).
- c) Convention applications with priority date, claiming on the basis of filing in Convention Countries
- d) National Phase Applications under PCT.

Who may apply?

Application may be made by the inventor, either alone or jointly with another, or his/their assignee, legal representative of deceased inventor or assignee are entitled to apply.

What is patentable invention?

Under the Patents Act, an invention means “a new product or process involving an inventive step and also capable of being made or used in the industry”. It means the invention to be patentable should be technical in nature and should meet the following criteria -

- i) Novelty: The matter disclosed in the specification is not published in India or elsewhere before the date of filing of the patent application in India.
- ii) Inventive Step: The invention is not obvious to a person skilled in the art in the light of the prior publication / knowledge / document.
- iii) Industrially applicable: Invention should possess utility, so that it can be made or used in the industry.

Documents required for filing an application

- 1) Application form in duplicate (prescribed Form 1 or 1A).
- 2) Provisional or complete specification in duplicate. If the provisional specification is filed, it must be followed by the complete specification within 12 months/15 months with extension (prescribed Form 2).
- 3) Drawing in duplicate (if necessary).
- 4) Abstract of the invention in duplicate.
- 5) Information & undertaking listing the number, filing date & current status of each foreign patent application in duplicate (prescribed Form 3).
- 6) Priority document (if priority date is claimed) in convention application.
- 7) Declaration of inventor-ship where provisional specification is followed by complete specification or in case of convention application (prescribed Form 5).
- 8) Power of attorney (if filed through Patent Agent).
- 9) Fee (to be paid in cash/by cheque/by demand draft) (refer to prescribed Schedule I).

(Note: The cheque or demand draft should be payable to the “Controller of Patents” drawn on any schedule bank at a place where the appropriate office is situated).

For Further Details, contact:

The Patent Office Branch
61, Wallajah Road
Chennai.
Website: <http://www.indiapatent.net/patent.htm>.

Trademark

What is Trade mark?

A trade mark popularly known as brand name, is an identification symbol which may be a word, a device, a label or numeral, etc., or a combination thereof used in the course of trade to enable the purchasing public to distinguish one trader's goods from similar goods of other traders.

Procedure to be followed before applying for registration:

- a. It is advisable to conduct a market survey through an investigating agency etc., to ascertain whether any identical or deceptively similar mark is used for the same goods by any other person in the market.
- b. It is advisable not to imitate another person's trade mark or any other well known trade mark even if the goods are different.
- c. Before applying for registration it is desirable to obtain preliminary advice regarding the distinctiveness of your mark from the Registrar by making a request on form TM-55 with a prescribed fee of Rs. 50.



- d. Also a request can be made on form TM-54 with a prescribed fee of Rs. 50 to the Trade Marks Registry to obtain an official report to ascertain whether any identical or deceptively similar trade mark exists on the Register or pending for registration for the same goods.
- e. Also a personal inspection or search through the records of the Trade Marks Registry on payment of a prescribed fee of Rs. 50 per hour may be done.

How is registration obtained in India?

By filing an application in the prescribed form with fee of Rs. 300 in one of the five offices of the Trade Marks Registry located at Mumbai, Chennai, Delhi, Kolkata and Ahmedabad depending on the place where the applicant resides or has his principal place of business. The application is examined to ascertain whether it is distinctive and does not conflict with existing registered or pending trade marks and examination report issued. If it is found to be acceptable then it is accepted and advertised in the Trade Marks Journal to allow others to oppose the registration. If there is no opposition or if the opposition is decided in favour of the applicant then the mark is registered and a certificate of registration is issued.

How to apply for registration of a Trade Mark?

After following the above procedure an application for trade mark may be made in the prescribed form with prescribed fee of Rs. 300 at the appropriate office of the Trade Marks Registry. The appropriate office means the office within whose territorial limits the applicant has his principal place of business in India. In case of foreign applicants the place mentioned as the address for service in India will determine the appropriate office at which the application should be filed.

For further details, visit website: <http://www.indiapatent.net/trademark.htm>.

VI.3. Government Incentives

In keeping with its objective to promote industries and encourage entrepreneurship, the Government of Andhra Pradesh offers a range of incentives, depending on the category and location. Large investors also benefit from special incentives in addition to general incentives.



VI.3.1. Industrial incentives

1. Infrastructure facilities such as roads, electricity, water, drainage, etc., to be provided at the door step of the proposed industry in the areas identified by the State Government as Industrial Areas.
2. Government also facilitates creation of allied infrastructure such as telecommunication facilities including internet connectivity and information kiosks, transportation links from industrial areas to towns (bus service), housing complexes nearer to industries, container depots, and exhibition halls by promoting private participation.
3. An Industrial Infrastructure Development Fund (IIDF) of Rs. 100 crores was created starting in the year 2000-2001, with provision for necessary step up in fund provision in the subsequent

years. This money may be used only when there is no provision for taking up the infrastructure works under the regular budget/ programmes of the concerned line department.

4. 10% of the IIDF may be spent on technology development, cluster development and market support systems for the SSI and Tiny sector such as providing corpus for establishment of technical institutions, incubation centers, etc.
5. Whenever industries are located in places other than industrial area (isolated areas), the Government will share the cost of infrastructure up to 25% or Rs.100 lakhs whichever is less, if such a location is otherwise justified.
6. Captive power generation will be allowed for all industrial units.
7. In order to ensure that there are no power cuts or tripping, dedicated feeders and dedicated lines will be laid by the APTRANSCO for all existing and proposed industrial areas and industrial estates.
8. Up to 10% water from existing projects and new projects will be reserved for industrial purposes including existing industrial units.
9. 50% exemption will be allowed on Stamp Duty, and Registration Fee and Transfer Duty of lands meant for industrial use. There is a provision for exemption of stamp duty and registration fee for loan agreements, credit needs, mortgages and hypothecation deeds executed by the industries in favour of banks or financial institutions.
10. Government proposes to phase out subsidies. However, 20% investment subsidy on capital investment on land, buildings and plant and machinery up to a maximum of Rs. 20 lakhs will be given as subsidy to eligible SSI and tiny units.
11. Out of 20% investment subsidy, 50% upto a maximum of Rs. 10 Lakhs will be given as cash subsidy.
12. The balance subsidy of 50% upto a maximum of Rs. 10 lakhs will be provided for the following purposes:
 - a) Import of new (not second hand) machinery
 - b) Training of entrepreneurs
 - c) Training of workers
 - d) Testing and certification facilities for raw material and finished products.
13. An additional Cash Subsidy of 10% on Capital Investment subject to a limit of Rs.10.00 lakhs will be given to SC/ST entrepreneur in eligible SSI and Tiny Units.

VI.3.2. Electronics Hardware Technology Park (EHTP) / Software Technology Park (STP) Schemes



In order to provide impetus to the electronics industry, to enhance its export potential and to develop an efficient electronic component industry, EHTP & STP schemes offer a package of incentives and facilities. The scheme is administered by the Department of Electronics, Government of India. The scheme's salient features are:



- Duty free imports are permitted for all types of goods including capital goods required by EHTP / STP units for their production provided they are not items in the negative list of imports of the EXIM Policy.
- Second-hand capital goods can also be imported by EHTP / STP units in accordance with the EXIM Policy.
- The entire production should be exported to hard currency areas. Sales in the domestic tariff area (DTA) are permissible as per the norms decided by Department of Electronics and are also subject to fulfillment of value addition criterion prescribed.
- Units should operate in custom bonded premises.
- Tax holiday is admissible for such units for a block of five years in the first eight years of operation.
- Deemed export benefits are also admissible.
- 100% foreign equity participation is permissible under the scheme.
- The minimum value addition for software components is 60%.

Procedure

Applications for setting up units under EHTP / STP Schemes should be submitted to the Secretariat for Industrial Approvals, Department of Industrial Policy & Promotion along with a crossed demand draft of Rs.2500 if the item of manufacture requires a Letter of Intent or Rs.1000 if the item of manufactures does not require a Letter of Intent. This should be drawn in favour of the “Pay & Accounts Officer, Department of Industrial Development, Ministry of Industry”, payable at the State Bank of India, Nirman Bhavan, New Delhi.

For detail information visit the following websites:

Software Technology Parks of India (Hyderabad)

<http://www.stph.net>

Software Technology Parks of India

<http://www.stpi.soft.net>

VI.3.3. Incentives for IT units

Visit the Department of IT & Communications, Government of Andhra Pradesh’s website <http://www.ap-it.com/incentives.html>.

VI.3.4. Incentives for Bio-Tech Units

- Concessional rate of 1% sales tax for products manufactured and sold by Biotech units located in Bio Technology Park, Turkapally (V), Ranga Reddy District up to 31.3.2010 (GO Ms No 841 Revenue (CT II) Department dated 20.11.2000).
- Providing land for lease or as equity.
- Rebate on land cost @ Rs.20,000 per job created.

- Permitting Bio Informatic Centres without locational restriction Exemption from Statutory power cuts.
- Prohibition of location / expansion of certain polluting industries within a distance of 25 KMs from Revenue village limits of Turkapally (GO Ms No 148 Environment, Forest, Science & Technology (ENV) Department dated 18.12.2000)

Besides providing general incentives, the Government is also offering a special package of incentives on sectoral basis which includes;

- Food Processing Policy
- Textile Policy

For more information, visit <http://www.apind.com/incentives.html>.

VI.3.5. Incentives for Food Processing Units

Some of the incentives are mentioned below, for other details visit www.apind.com and refer to operational guidelines of the food policy.

- **10% additional subsidy under the AP state food processing policy** - All the Agro Food Processing Industries (except Rice Mills), which were sanctioned, released Central Grant of 25% subsidy on or after 14/11/2003 by Government of India are eligible for sanction of additional subsidy of 10% on Central Grant upto a maximum of Rs.5.00 lakhs.
- **Reimbursement of 50% stamp duty:** 50% of Stamp duty for Land Registration and documentation duty paid by the food processing industries established on or after 14/11/2003 shall be reimbursed by the Commissioner of Industries.
- **Interest subsidy for food processing industries:** All the food processing industries established in Food Parks shall be eligible for sanction of 5% interest subsidy on total working capital loan subject to a maximum of Rs.2.00 lakhs per year for a period of one year. In respect of industrial units established outside parks shall be eligible for sanction of 5% interest subsidy on total working capital loan subject to maximum of Rs.1.00 lakh per year for period of one year.
- **Interest subsidy against 50% exports of installed capacity:** Any food processing industry which exports a minimum of 50% of its installed capacity shall be eligible for sanction of 5% interest subsidy on working capital loan, subject to a maximum of Rs.2.00 lakhs for a period of two years.
- **Subsidy for mechanized grading / sorting / sizing machines / packaging especially for exportable products:** The beneficiary purchasing mechanized equipment for grading / sorting / sizing machines / packaging for these processing activities at farm-gate especially for exportable products on or after 14/11/2003, shall be eligible for sanction of 50% subsidy on the cost of equipment subject to a ceiling of Rs.3.00 lakhs.
- **Subsidy for dryers:** The beneficiary purchasing mechanized drying equipment for perishable produce especially for exportable products on or after 14/11/2003 shall be eligible for sanction of 25% subsidy on the cost of equipment subject to a ceiling of Rs.2.00 lakhs.



- **Refund of input tax on exports made:** Sales tax on inputs (other than fuel) used by food processing units shall be adjusted against the tax payable on the sales of the finished products sold within the State or in the course of inter-state trade on which CST is leviable. In respect of exports made by the food processing industries, the input tax shall be refunded by the COI.
- **25% air freight subsidy:** Export units shall be eligible for 25% Air Freight subsidy on actual cost on Air Freight for exports, subject to a ceiling of Rs.2.00 lakhs per annum.

VI.3.6. Filing of annual returns

Any industry after commencing regular production need to file annual statutory returns as indicated below.

1. Sales Tax Returns with the Commercial Taxes Officer of the Concerned District. For more details, visit website: <http://www.apvatonline.com/>.
2. Income Tax Returns with Income Tax Department. For more details, visit website: <http://www.incometaxindia.gov.in/>.
3. Common annual return with Factories Department of the concerned district in regard to factories & labour regulations.
4. Central excise returns with Central Excise Department wherever required for more details, visit website: <http://www.cbec.gov.in/>.
5. Filing of annual performance report with District Industries Centre.

Annexures



Annexure I

List of Industries reserved for the Public Sector

1. Atomic Energy
2. Railway Transport

Annexure II

List of industries for which industrial licensing is compulsory under Industries (Development & Regulation) Act, 1951

1. Distillation and brewing of alcoholic drinks.
2. Cigars and cigarettes of tobacco and manufactured tobacco substitutes.
3. Electronic Aerospace and Defence equipment: all types.
4. Industrial explosives including detonating fuses, safety fuses, gun powder, nitrocellulose and matches.
5. Hazardous chemicals.
 - a) Hydrocyanic acid and its derivatives
 - b) Phosgene and its derivatives
 - c) Isocyanates and diisocyanates of hydrocarbon, not elsewhere specified (example: Methyl Isocyanate)
6. Drugs and Pharmaceuticals (according to modified Drug Policy issued in September, 1994 and subsequently amended in February, 1999)

All Industrial undertakings also need to file information in Part 'B' of the Memorandum at the time of commencement of commercial production. The prescribed form is appended to Form IEM. This second Memorandum has also to be filed with the EAU in SIA, but no fee is required.



Annexure III

APPCB categorisation of industries

The APPCB has categorised the industries into Green, Orange and Red categories based on the pollution potential and their expected impact on the environment. The categorization of the industries is as follows:

Part I - 65 Polluting Industries

The Government of A.P. had delegated powers to General Manager, District Industries Centre to issue acknowledgement to non-polluting categories of SSI industries other than the following 65 categories of industries:

- 1 Cement
- 2 Asbestos and Asbestos products
- 3 Refractories & Ceramic products
- 4 Calcium Carbide
- 5 Mining Projects other than minerals
- 6 Lime Manufacture
- 7 Dry Coal processing / mineral processing industries like Or sintering / benefaction, pelletization, pulverization, etc.
- 8 Coke making, coal liquefaction and fuel gas making industries
- 9 Stone Crushers
- 10 Fermentation and Distillery units
- 11 Basic Drugs and Pharmaceuticals
- 12 Sugar
- 13 Fertilisers (Smeller units) & Micro nutrients
- 14 Dye & Dye Intermediates
- 15 Sulphuric Acid
- 16 Petrochemical Intimidates (such as DMT, Caprolactum LAP etc.,)
- 17 Industrial explosives (including detonating fuse, safety fuse, nitrocellulose, Electric Detenators, gun powder, etc.)
- 18 Hydrocyanic acid and its derivatives
- 19 Alkalies (such as Soda ash, precipitation calcium carbonate, potassium hydroxide, etc.)
- 20 Paints, pigments and varnishes
- 21 Resins
- 22 Photographic chemicals
- 23 Processes involving chlorinated Hydrocarbon

- 24 Pesticides, Insecticides, Fungicide and Herbicides (Technical and Formulation)
- 25 Potassium Permanganate
- 26 Metallic sodium
- 27 Manufacturing of Lubricating oils
- 28 Grinding of Zirconium Oxide
- 29 Pulp, Paper Board and News Print
- 30 Tanneries
- 31 Synthetic Rubber
- 32 Butyl Rubber Tyres and Tubes
- 33 Retreading of all types of tyres
- 34 Iron and Steel Production
- 35 Extraction and recovery of Zinc / Copper, Aluminium and Lead
- 36 Metal Castings and Foundries
- 37 Ferro Alloys
- 38 Industries involving operations such as pickling, degreasing, nitriding and phosphating.
- 39 Nickel and Cadmium Batteries
- 40 Storage batteries (integrated with manufacture of Oxide, Lead and Lead antimony alloy)
- 41 Incineration plant for hazardous and non-hazardous wastes
- 42 Electroplating and Galvanizing
- 43 Welding fluxes and electrodes
- 44 Manufacture of power driven pumps, compressors, refrigeration units, fire fighting equipment etc., (excluding assembling units)
- 45 Industrial gases (Nitrogen, Oxygen, Carbondioxide, Hydrogen, Acetylene, etc.)
- 46 Glue and Gelatine
- 47 Chlorine, Flourine, Bromine, Iodine and their compounds
- 48 Glass and Glassware.
- 49 Textiles (excluding handlooms and power-looms upto 50 hp)
- 50 Textiles, Dyeing and Printing
- 51 Surgical Cotton and Sanitary Napkins
- 52 Milk Products (skimmed milk, paseturised milk, condensed milk, milk powder and baby food)
- 53 Soap and Detergents (except cottage soap and detergent industries)
- 54 Vanaspathi, Hydrogenated and refined and solvent extracted oils
- 55 Aqua culture project more than 5 hectares
- 56 Slaughtering of animals, rendering of hones and processing
- 57 Processing of fish and prawn
- 58 Fruits and Vegetables Processing



- 59 Cashew Nut industries
- 60 Tobacco redrying
- 61 Paraboiled Rice Mill
- 62 Barium Carbonate & Barium based products
- 63 Oil reclamation units
- 64 Cashew Industries
- 65 Chemical Industries.

Part II: List of Industries under GREEN Category

- 1 Wasting of used sand by hydraulic discharge
- 2 Atta-Chakkics
- 3 Rice mullors
- 4 Steeping and processing of grains
- 5 Mineralised water
- 6 Dal mills
- 7 Bakery products, Biscuits confectionery
- 8 Groundnut decorticating (dry)
- 9 Supari (Betelnut) and masala grinding
- 10 Chilling plants and cold storages
- 11 Ice-cream or Ice-making
- 12 Tailoring and garment making
- 13 Cotton and woolen hosiery
- 14 Apparel making
- 15 Handloom weaving
- 16 Shoelace manufacturing
- 17 Gold and silver thread zari work
- 18 Gold and silver smithy
- 19 Leather footwear and leather products excluding tanning and hide processing
- 20 Musical instruments manufacturing
- 21 Sports goods
- 22 Bamboo and cane products (only dry operations)
- 23 Cardboard or corrugated box and paper products (paper or pulp manufacturing excluded)
- 24 Insulation and other coated papers (Paper or pulp manufacturing excluded)
- 25 Scientific and mathematical instruments
- 26 Furniture (wooden and steel)
- 27 Assembly of domestic electrical appliances
- 28 Radio assembling

- 29 Fountain pens
- 30 Polythene, plastic and PVC goods through extrusion moulding
- 31 Rope (cotton and plastic)
- 32 Carpet weaving
- 33 Assembly of air coolers, conditioners
- 34 Assembly of bicycles, baby carriage and other small non-motorised vehicles
- 35 Electronics equipment (Assembly)
- 36 Toys
- 37 Water softening and demineralised plants
- 38 Paint (by mixing process only)
- 39 Candles
- 40 Carpentry (excluding saw mill)
- 41 Oil ginning/expelling (no hydrogenation / refining)
- 42 Jobbing and machining
- 43 Manufacture of steel trunks and suitcases
- 44 Paper pins and U-clips
- 45 Block making for printing
- 46 Optical frames
- 47 Powerlooms / handlooms (without dyeing & bleaching)
- 48 Printing press
- 49 Garments stitching , tailoring
- 50 Thermometer making
- 51 Footwear (rubber)
- 52 Plastic processed goods
- 53 Medical and surgical instruments.
- 54 Electronic and Electrical goods
- 55 Rubber goods industry
- 56 Manufacture of concrete railway sleepers
- 57 Light engineering (Small Scale)
- 58 Manufacture of Made Up Textiles Goods such as Curtains, Mosquito Nets, Mattresses, Bedding Materials, Pillow Cases, Bags, Decorative Yokes, etc.
- 59 Manufacturing of Metal Building Components such as Grills, Gates, Doors and Window Frames, Water Tanks, Wire Nets, etc. (Use of coal not Permitted)
- 60 Manufacturing of Structural Stone Goods, Stone Dressing and Polishing (Stone Crushing I Stone Quarrying Will not be Permitted)
- 61 Surgical and Medical Products Excluding prophylactics and latex products



- 62 Industrial gases namely air, oxygen, nitrogen, argon, helium. carbondmoxide, nitrous oxide
- 63 Manufacture of synthetic detergent soaps (formulation)
- 64 Coconut Desiccated powder
- 65 Poultry farm
- 66 Manufacture of soaps involving process without generation of trade effluent.(saponification of fats and fatty acids only)
- 67 Manufacture of bidis
- 68 Manufacture of fly ash bricks
- 69 Hand made paper
- 70 Aluminum utensils (excluding polishing / acid cleaning)

Part III: List of Industries under ORANGE Category

- 1 Manufacture of mirror from sheet glass and photo framing
- 2 Cotton spinning and weaving
- 3 Automobile servicing and repair stations.
- 4 Hotels and restaurants.
- 5 Flour mills (excluding Domestic Aatta Chakki)
- 6 Malted food
- 7 Food including fruits and vegetable processing
- 8 Pulping and fermenting of coffee beans
- 9 Instant tea/coffee, coffee processing.
- 10 Non- alcoholic beverages (soft drinks)
- 11 Fragrances and industrial perfumes
- 12 Food additives, nutrients and falvors
- 13 Fish processing
- 14 Organic nutrients
- 15 Surgical and medical products not involving effluent / emission generating processes.
- 16 Laboratory-wares
- 17 Wire drawing (cold process) and bailing straps
- 18 Stone crushers
- 19 Laboratory chemicals involving distillation, purification process
- 20 Tyres and tubes vulcanisation, vulcanisation, retreading moudling.
- 21 Pesticides/Insecticides/Fungicides/Herbicides!Agrochemical formulation.
- 22 NPK Fertilisers/ Granulation
- 23 Pharmaceuticals formulation
- 24 Khandsari sugar
- 25 Pulverizing units

- 26 Aqua Culture
- 27 Cashew nut processing units (dry process)
- 28 Oil reclamation units
- 29 Herbal Extraction
- 30 Granite industry
- 31 Hatcheries
- 32 Paper boards using waste paper
- 33 Plant nutrients (only manure)
- 34 Coir industries
- 35 Engraving, etching, block making of glass
- 36 Parboiled rice mill
- 37 Cement Clinker grinding units (up to 50 T/day) Sulphur grinding units
- 38 Sago units
- 39 Production of Bricks, Tiles, Mangalore tiles, crucible etc..
- 40 Waste paper based units
- 41 Egg tray moulding
- 42 Ready mix concrete units
- 43 Chilly grinding units
- 44 Manufacture of mosquito coils
- 45 Jute mills
- 46 Poultry feed and pet food
- 47 Agarbattis (excluding cottage industries)
- 48 Sawmills
- 49 Plywood / veneers manufacturing
- 50 Cotton ginning, spinning and weaving
- 51 Lead acid battery re-conditioning assembling
- 52 Manufacture of synthetic detergent intermediates (other than formulated synthetic detergent products)
- 53 Manufacture of soaps (process generating trade effluent)
- 54 Optical fiber cable Jelly filled telephone cables
- 55 Production of cosmetics (excluding usage of flammable gases or solvents)



Part IV: List of Industries under RED category

Sl. Industry I Product / Activity

No

- 1 Distillery including Fermentation industry
- 2 Sugar (excluding Khandsari)
- 3 Fertiliser
- 4 Pulp & Paper (Paper manufacturing with or without pulping)
- 5 Chlor alkali
- 6 Pharmaceuticals (Basic) (excluding formulation)
- 7 Dyes and Dye-intermediates
- 8 Pesticides (Technical) (excluding formulation)
- 9 Oil refinery (Mineral oil or Petro refineries)
- 10 Tanneries
- 11 Petrochemicals (Manufacture of and not merely use of as raw material)
- 12 Cement and large size clinker grinding units (above 50 T/day)
- 13 Thermal Power Plants
- 14 Iron and Steel (Involving processing from ore/scrap/Integrated steel plants)
- 15 Zinc smelter
- 16 Copper smelter
- 17 Aluminium smelter
- 18 Tyres and tubes Vulcanisation / Retreading / moudling
- 19 Synthetic rubber
- 20 Glass and fiber glass production and processing
- 21 Industrial carbon including electrodes and graphite blocks, activated carbon, carbon black, etc.
- 22 Paints and varnishes (excluding blending mixing)
- 23 Pigments and intermediates
- 24 Synthetic resins
- 25 Petroleum products involving storage, transfer or processing
- 26 Lubricating oils, greases or petroleum- based products
- 27 Synthetic fiber including rayon, tyre cord, Polyester filament yarn.
- 28 Surgical and medical products involving prophylactics and latex.
- 29 Synthetic detergent and soap
- 30 Photographic films and chemicals
- 31 Chemical, petrochemical and Electrochemicals including manufacture of acids such as Sulphuric Acid, Nitric Acid, Phosphoric Acid, etc
- 32 Chlorates, perchlorates and peroxides
- 33 Glue and gelatin
- 34 Yarn and textile processing involving scouring, bleaching, dyeing, printing or an effluent/ emission generating process

- 35 Vegetable oils including solvent extracted oils. hydro-generated oils
- 36 Industry or process involving metal treatment or process such as pickling, surface coating, paint baking, paint stripping, heat treatment, phosphating or finishing, etc.
- 37 Industry or process involving electroplating operations
- 38 Asbestos and asbestos-based industries
- 39 Slaughter houses and meat processing units
- 40 Fermentation industry including manufacture of yeast, beer, etc.
- 41 Steel and steel products including coke, plants involving use of any of the equipment's such as blast furnace, open hearth furnace, induction furnace or arc furnace etc or any of the operations or processes such as heat treatment, acid pickling, rolling or galvanizing, etc.
- 42 Incineration plants
- 43 Power generating plants (excluding D.G. Sets)
- 44 Lime manufacturing
- 45 Tobacco products including cigarettes and tobacco processing
- 46 Dry coal processing' Mineral processing industries like ore sintering, palletization, etc.
- 47 Phosphate rock processing plants
- 48 Coke making, coal liquefaction, coaltar distillation or fuel gas making
- 49 Phosphorous and its compounds
- 50 Explosives including detonators, fuses, etc.
- 51 Fire crackers
- 52 Processes involving chlorinated hydrocarbons
- 53 Chlorine, fluorine, bromine, iodine and their compounds
- 54 Hydrocyanic acid and its derivatives
- 55 Milk processing and dairy products (Integrated Project)
- 56 Industry or process involving foundry operations
- 57 Potable alcohol (IMFL) by blending or distillation of alcohol
- 58 Anodizing
- 59 Ceramic refractories
- 60 Lead processing and battery reconditions & manufacturing including lead smelting
- 61 Hot Mix Plants
- 62 Hospitals
- 63 Mining and ore-benefaction
- 64 Nickel and cadmium batteries
- 65 Nuclear power and related projects such as heavy water plants. nuclear fuel complex, rare earths. Nuclear fuel
- 66 Bio-Technology Unit
- 67 Asphaltic roofing sheets and allied products
- 68 Cement bonded particle boards
- 69 Common effluent treatment plant (CETP)



- 70 Silicon Carbide Manufacturing (mineral Processing)
- 71 Automobile manufacturing / assembling
- 72 Heavy engineering
- 73 Electro-thermal products (artificial abrasives, calcium carbide etc..)
- 74 Straw board
- 75 Industrial gases namely (a) chemical gases: Acetylene. Hydrogen. Phosphine. (b) Hydrocarbon Gases: Methane. Butane, Ethane. Propane
- 76 Cooking of fibers, digesting
- 77 Alumina storage, handling and transportation
- 78 Production of Arsenic
- 79 Production of non-ferrous metals
- 80 Ship breaking units
- 81 Paint removers
- 82 Printing and copying with liquid toner
- 83 Production or use of materials niade with silicones (excluding cements)
- 84 Production or use of plastics or raw materials for them
- 85 Production of cosmetics (involving usage of flammable gases or solvents)
- 86 Production, formulation or use of wood preservatives.
- 87 LPG Storage and Bottling facilities
- 88 Production of alloys
- 89 Production / use of cadmium
- 90 Production or use of latex
- 91 Extraction of Amino acids from hair
- 92 Petro - chemical Intermediates
- 93 Manufacture of Furfural
- 94 Petroleum products manufacturing and oil / crude oil / residues re-processing
- 95 Acid / Alkali storage, handling and transportation
- 96 Highway projects
- 97 Port, Harbours, Air ports (except minor ports and harbour)
- 98 River valley projects including hydel power, major irrigation and their combination including flood control
- 99 Tar Roads in Forest areas
- 100 Dredging Operation
- 101 All Tourism Projects between 200 M - 500 Meters of High Tide Line or at locations with an elevation of more than 1000 meters

Annexure IV

Investment Rs in crores	TABLE A Consent for Establishment Fee Structure											
	Red Category				Orange Category				Green Category			
	Rate of fees on investment (%) (Rounding off to nearest Rs. 100	With minimum amount of Rs.	Rate of fees on investment (%) (Rounding off to nearest Rs. 100	With minimum amount of Rs.	Rate of fees on investment (%) (Rounding off to nearest Rs. 100	With minimum amount of Rs.	Rate of fees on investment (%) (Rounding off to nearest Rs. 100	With minimum amount of Rs.	Rate of fees on investment (%) (Rounding off to nearest Rs. 100	With minimum amount of Rs.	Rate of fees on investment (%) (Rounding off to nearest Rs. 100	With minimum amount of Rs.
0 to 0.025	0.4000000	0.00	0.0300000	0.00	0.2000000	0.00	0.0150000	0.00	0.1000000	0.00	0.00	0.00
above 0.025 to 0.25	0.0800000	1000.00	0.0600000	800.00	0.0400000	500.00	0.0300000	400.00	0.0200000	300.00	0.0200000	300.00
above 0.25 to 0.50	0.0500000	2000.00	0.0375000	1500.00	0.0250000	1000.00	0.0187500	800.00	0.0125000	500.00	0.0125000	500.00
above 0.50 to 1.00	0.0500000	2500.00	0.0375000	1900.00	0.0250000	1300.00	0.0187500	900.00	0.0125000	600.00	0.0125000	600.00
above 1.00 to 3.00	0.0500000	5000.00	0.0375000	3800.00	0.0250000	2500.00	0.0187500	1900.00	0.0125000	1300.00	0.0125000	1300.00
above 3.00 to 5.00	0.0600000	15000.00	0.4500000	11300.00	0.0300000	7500.00	0.0225000	5600.00	0.0150000	3800.00	0.0150000	3800.00
above 5.00 to 10.00	0.0600000	30000.00	0.4500000	22500.00	0.0300000	15000.00	0.0225000	11300.00	0.0150000	7500.00	0.0150000	7500.00
above 10.00 to 25.00	0.0300000	60000.00	0.2250000	45000.00	0.0150000	30000.00	0.0112500	22500.00	0.0075000	15000.00	0.0075000	15000.00
above 25.00 to 50.00	0.0200000	75000.00	0.0150000	56300.00	0.0100000	37500.00	0.0075000	28000.00	0.0050000	18800.00	0.0050000	18800.00
above 50.00 to 100.00	0.0150000	100000.00	0.0125000	75000.00	0.0075000	50000.00	0.0062500	37500.00	0.0037500	25000.00	0.0037500	25000.00
above 100.00 to 500.00	0.0060000	150000.00	0.0045000	125000.00	0.0030000	75000.00	0.0022500	56000.00	0.0015000	37500.00	0.0015000	37500.00
above 500.00 to 1000.00	0.0050000	300000.00	0.0037500	225000.00	0.0025000	150000.00	0.0018750	110000.00	0.0012500	75000.00	0.0012500	75000.00
above 1000.00 to 5000.00	0.0014000	500000.00	0.0010500	375000.00	0.0007000	250000.00	0.0005250	187000.00	0.0003500	125000.00	0.0003500	125000.00
above 5000.00 to 10,000.00	0.0010000	700000.00	0.0007500	525000.00	0.0005000	350000.00	0.0003750	262500.00	0.0002500	175000.00	0.0002500	175000.00
above 10,000 to 20,000	0.0010000	1000000.00	0.0007500	750000.00	0.0005000	500000.00	0.0003750	375000.00	0.0002500	250000.00	0.0002500	250000.00
above 20,000	0.0010000	2000000.00	0.0007500	1500000.00	0.0005000	1000000.00	0.0003750	750000.00	0.0002500	500000.00	0.0002500	500000.00

Note: Consent for Establishment Fee has to be paid actually under Water Act 1974 and Air Act 1981 separately with the above rates, if the Industry is having both air and water pollution. If any industry is having water pollution only they have to pay only one fee with the above rates. Similarly, if any industry is having only air pollution they have to pay only one fee with the above rates. The Hazardous waste generating industries have to pay consent for operation / renewal fee under Water Act and Air Act separately and they need not pay any separate fees for the authorisations to be issued under the Hazardous Waste (Management and Handling) Rules 1989.

Mode of Payment: Demand Draft drawn in favour of APPCB payable at concerned Regional office.



TABLE B
G.O. Ms, No. 59, Labour, Employment, Training, Factories (Lab II) Department Dt. 08.09.2001

Quantity of Max. H.P/KW Installed	Maximum Number of Persons to be employed on Any Day during the year													
	9	20	50	100	150	250	500	1000	1500	2000	3000	5000	10000	Above 10000
	AMOUNT OF ANNUAL LICENCE FEE TO BE PAID IN RUPEES													
Nil	200	400	700	1400	1800	2400	3000	4500	-	-	-	-	-	-
20/15	400	700	1400	1800	2400	3000	4500	6500	7500	9000	10500	12500	16000	18000
50/37	600	1400	1800	2400	3000	4500	6500	7500	9000	10500	12500	16000	18000	20000
100/75	1200	1800	2400	3000	4500	6500	7500	9000	10500	12500	16000	18000	20000	22000
150/112	1600	2400	3000	4500	6500	7500	9000	10500	12500	16000	18000	20000	22000	26000
250/188	2000	3000	4500	6500	7500	9000	10500	12500	16000	18000	20000	22000	26000	29000
500/373	2400	4500	6500	7500	9000	10500	12500	16000	18000	20000	22000	26000	29000	32000
1000/1746	-	6500	7500	9000	10500	12500	16000	18000	20000	22000	26000	29000	32000	35000
1500/1119	-	7500	9000	10500	12500	16000	18000	20000	22000	26000	29000	32000	35000	40000
2000/1492	-	9000	10500	12500	16000	18000	20000	22000	26000	29000	32000	35000	40000	45000
3000/2238	-	10500	12500	16000	18000	20000	22000	26000	29000	32000	35000	40000	45000	75000
5000/3730	-	12500	16000	18000	20000	22000	26000	29000	32000	35000	40000	45000	75000	100000
10000/7460	-	21000	23000	25000	27000	30000	33000	36000	40000	45000	50000	75000	100000	125000
20000/14920	-	23000	25000	27000	30000	33000	36000	40000	45000	50000	75000	100000	125000	175000
Above 20000/14	-	25000	27000	30000	33000	36000	40000	45000	50000	75000	100000	125000	175000	250000

Note: 1) This Schedule of License fee / Renewal fee shall come into force from the licensing year 2001. Those who have already paid the license fee for the year 2001 and beyond shall pay the 2) For deposits of difference of fee between the old and revised rates in respect of the year 2001 and beyond, the specified time for the purpose of the rule 4,5 and 6 shall be on or before the expiry of 3) In Case of Payment of difference of license fee after expiry of two months from the date of publication of the above schedule in the official Gazette a simple interest @ 2% per month or part of 4) Other Factories not notified under Section 85(J) having power and less than 10 workers and non power factories with less than 20 workers need not pay license fee.



TABLE C
A. BOILER REGISTRATION FEE

With effect from 21.7.1999	Regulation No. 385 (In Rupees)
For Boiler rating not exceeding 10 Square Metres	600-00
For Boiler rating exceeding 10 Sq.M. but not exceeding 30 Sq.M.	800-00
For Boiler rating exceeding 30 Sq.M. but not exceeding 50 Sq.M.	900-00
For Boiler rating exceeding 50 Sq.M. but not exceeding 70 Sq.M.	1100-00
For Boiler rating exceeding 70 Sq.M. but not exceeding 90 Sq.M.	1300-00
For Boiler rating exceeding 90 Sq.M. but not exceeding 110 Sq.M.	1500-00
For Boiler rating exceeding 110 Sq.M. but not exceeding 200Sq.M.	1700-00
For Boiler rating exceeding 200 Sq.M. but not exceeding 400 Sq.M.	1900-00
For Boiler rating exceeding 400 Sq.M. but not exceeding 600 Sq.M.	2200-00
For Boiler rating exceeding 600 Sq.M. but not exceeding 800 Sq.M.	2400-00
For Boiler rating exceeding 800 Sq.M. but not exceeding 1000 Sq.M.	2700-00
For Boiler rating exceeding 1000 Sq.M. but not exceeding 1200 Sq.M.	3200-00
For Boiler rating exceeding 1200 Sq.M. but not exceeding 1400 Sq.M.	3600-00
For Boiler rating exceeding 1400 Sq.M. but not exceeding 1600 Sq.M.	4200-00
For Boiler rating exceeding 1600 Sq.M. but not exceeding 1800 Sq.M.	4500-00
For Boiler rating exceeding 1800 Sq.M. but not exceeding 2000 Sq.M.	5000-00
For Boiler rating exceeding 2000 Sq.M. but not exceeding 2200 Sq.M.	5400-00
For Boiler rating exceeding 2200 Sq.M. but not exceeding 2400 Sq.M.	6000-00
For Boiler rating exceeding 2400 Sq.M. but not exceeding 2600 Sq.M.	3600-00
For Boiler rating exceeding 2600 Sq.M. but not exceeding 2800 Sq.M.	6800-00
For Boiler rating exceeding 2800 Sq.M. but not exceeding 3000 Sq.M.	7200-00

Above 3000 Sq. M for every 200 Sq. M or part thereof And additional fee of Rs. 200/-

TABLE D
Consent for Operation / Renewal - Fee Structure

Investment Rs in crores	Red Category			Orange Category				Green Category	
	Rate of fees on investment (%) (Rounding off to	With minimum amount of Rs.	Rate of fees on investment (%) (Rounding	With minimum amount of Rs.	Rate of fees on investment (%) (Rounding	With minimum amount of Rs.	Rate of fees on investment (%) (Rounding	With minimum amount of Rs.	
0 to 0.025	0.200000	0.00	0.015000	0.00	0.100000	0.00	0.075000	0.00	
above 0.025 to 0.25	0.040000	500.00	0.030000	400.00	0.020000	300.00	0.015000	100.00	
above 0.25 to 0.50	0.025000	1000.00	0.018750	800.00	0.012500	500.00	0.009350	300.00	
above 0.50 to 1.00	0.025000	1300.00	0.018750	1000.00	0.012500	700.00	0.009350	400.00	
above 1.00 to 3.00	0.025000	2500.00	0.018750	1900.00	3.012500	1300.00	0.009350	700.00	
above 3.00 to 5.00	0.030000	7500.00	0.022500	5700.00	0.015000	3800.00	0.011250	1900.00	
above 5.00 to 10.00	0.030000	15000.00	0.022500	11300.00	0.015000	7500.00	0.011250	3800.00	
above 10.00 to 25.00	0.015000	30000.00	0.011250	22500.00	0.007500	15000.00	0.005600	7500.00	
above 25.00 to 50.00	0.010000	37500.00	0.007500	26200.00	0.005000	18800.00	0.003750	9400.00	
above 50.00 to 100.00	0.007500	50000.00	0.006250	37500.00	0.003750	25000.00	0.002800	12500.00	
above 100.00 to 500.00	0.003000	75000.00	0.002250	62500.00	0.001500	37500.00	0.001100	18800.00	
above 500.00 to 1000.00	0.002500	150000.00	0.0018750	112500.00	0.001250	75000.00	0.0009350	37500.00	
above 1000.00 to 5000.00	0.0007000	250000.00	0.0005250	187500.00	0.0003500	125000.00	0.0002625	62500.00	
above 5000.00 to 10,000.00	0.0005000	350000.00	0.0003750	262500.00	0.0002500	775000.00	0.0001875	131300.00	
above 10,000 to 20,000	0.0005000	500000.00	0.0003750	375000.00	0.0002500	250000.00	0.0001875	125000.00	
above 20,000	0.0005000	1000000.00	0.0003750	750000.00	0.0002500	500000.00	0.0001875	250000.00	

Note: Consent for Establishment Fee has to be paid actually under Water Act 1974 and Air Act 1981 separately with the above rates, if the Industry is having both air and water pollution. If any industry is having water pollution only they have to pay only one fee with the above rates, Similarly, if any industry is having only air pollution they have to pay only one fee with the above rates. The Hazardous waste generating industries have to pay consent for operation / renewal fee under Water Act and Air Act separately and they need not pay any separate fees for the authorisations to be issued under the Hazardous Waste (Management and Handling) Rules 1989.

Annexure V

Industries which require permission from MoE&F, Government of India

The following 30 categories of industries are required to approach MoE&F to obtain Environmental Clearance as per notification dated 27.01.2000 issued under E(P) Act, 1986. (Website: <http://envfor.nic.in/divisions/iass/notif/eia.htm>)

- 1 Nuclear Power and related projects such as Heavy Water Plants, Nuclear fuel complex, rare earths.
- 2 River Valley projects including hydel power, major irrigation and their combination including flood control.
- 3 Ports, Harbours, Airports (except minor ports and harbors)
- 4 Petroleum Refineries including crude and product pipelines.
- 5 Chemical Fertilizers (Nitrogenous and Phosphatic other than single super phosphate)
- 6 Pesticides (Technical).
- 7 Petrochemical complexes (Both Olefinic and Aromatic) and Petro-chemical intermediates such as DMT, Caprolactam, LAB etc. and production of basic plastics such as LDPE, HDPE, PP, PVC.
- 8 Bulk drugs and pharmaceuticals.
- 9 Exploration for oil and gas and their production, transportation and storage.
- 10 Synthetic Rubber.
- 11 Asbestos and Asbestos products.
- 12 Hydrocyanic acid and its derivatives.
- 13 (a) Primary metallurgical industries (such as production of Iron and Steel, Aluminium, Copper, Zinc, Lead and Ferro Alloys).
(b) Electric arc furnaces (Mini Steel Plants).
- 14 Chlor-alkali industry.
- 15 Integrated paint complex including manufacture of resins and basic raw materials required in the manufacture of paints.
- 16 Viscose Staple fibre and filament yarn.
- 17 Storage batteries integrated with manufacture of oxides of lead and lead antimony alloy.
- 18 All tourism projects between 200-500 meters of High Tide Line or at locations with an elevation of more than 1000 meters with investment of more than Rs.5.00 crores.
- 19 Thermal Power Plants.



- 20 Mining projects (major minerals) with leases more than 5 hectares.
- 21 Highway Projects.
- 22 Tarred Roads in Himalayas and / or Forest areas.
- 23 Distilleries.
- 24 Raw Skins and Hides.
- 25 Pulp, Paper and Newsprint.
- 26 Dyes
- 27 Cement.
- 28 Foundries (individual)
- 29 Electroplating.
- 30 Meta Amino Phenol (Notification dt.27.01 .2000)

The notification will not be applicable

- a) For any item falling under entry numbers 1,2,3,4,5,7,9,10,13,14,16,17,19,21,25 and 27 if the investment is less than Rs.100.00 crores for new projects and less than Rs.50.00 crores for expansion / modernization Projects.
- b) For any item reserved for SSI section with investments less than Rs. 1.00 crores.

Annexure VI

MoE&F Application Form

1. Name and Address of the project proposed:
 1. Location of the project:
 - Name of the place:
 - District / Tehsil:
 - Latitude/ Longitude:
 - Nearest Airport/Railway Station:
 2. Alternate sites examined and the reasons for selecting the proposed site:
 3. Does the site conform to stipulated land use as per local land use plan:
 2. Objectives of the project:
 1. Land Requirement:
 - Agricultural Land:
 - Forest land and Density of vegetation:
 - Other(specify):
 2.
 - Land use in the Catchment/within 10 kms radius of the proposed site:
 - Topography of the area indicating gradient, aspects and latitude:
 - Erodibility classification of the proposed land:
 3. Pollution sources existing in 10 km radius and their impact on quality of air, water and land:
 4. Distance of nearest National Park/Sanctuary/Biosphere Reserve/Monuments/Heritage Site/ Reserve Forest:
 5. Rehabilitation plan for quarries/borrow areas:
 6. Green belt plan:
 7. Compensation Afforestation Plan:
 3. Climate and Air Quality:
 1. Windrose at site:
 2. Max/Min/Mean annual temperature:
 3. Frequency of inversion:
 4. Frequency of cyclones/tornadoes/cloud burst:
 5. Ambient air quality data:



6. Nature and concentration of emission of SPM, Gas(CO,CO₂,NO_x,CH_n,etc.) from the project:
4. Water balance:
 1. Water balance at site:
 2. Lean season water availability;
- Water Requirement:
 3. Source to be tapped with competing users (River,Lake,Ground,Public Supply):
 4. Water quality:
 5. Changes observed in quality and quantity of ground water in the last 15 years and present charging and extraction details:
 - Quantum of waste water to be released with treatment details:
 - Quantum of quality of water in the receiving body before and after disposal of solid wastes:
 - Quantum of waste water to be released on land and type of land:
 - Details of reservoir water quality with necessary Catchment Treatment Plan:
 - Command Area Development Plan:
5. Solid Wastes:
 1. Sources of Noise and Vibrations:
 2. Ambient Noise Level:
 3. Noise and Vibration control measures proposed:
 4. Subsidence problem if any with control measures:
 6. Power requirement indicating source of supply: Complete environmental details to be furnished separately, if captive power unit is proposed:
 7. Peak labour force to be deployed giving details of:
 1. Endemic health problems in the area due to waste water/air/soil borne diseases:
 2. Health care system existing and proposed:
8.
 1. Number of villages and population to be displaced:
 2. Rehabilitation Master Plan:
9. Risk Assessment Report and Disaster Management Plan:
 1. Environmental Impact Assessment:
 2. Environment Management Plan:
 3. Detailed Feasibility Report:

4. Duly filled in questionnaire:

Report prepared as per guidelines issued by the Central Government in the MoEF from time to time:

5. Details of Environment Management Cell:

I hereby give an undertaking that the data and information given above are true to the best of my knowledge and belief and I am aware that if any part of the data/information submitted is found to be misleading at any stage, the project be rejected and the clearance given, if any, to the project is likely to be revoked at our risk and cost.

Signature of the applicant
with name and full address.

Given under the seal of
Organisation on behalf of
whom the applicant is signing.

Date:

Place:

In respect to item for which data are not required or is not available as per the declaration of project proponent, the project would be considered on that basis.



Annexure VII

Environmental Impact Assessment (EIA)

1. The purpose of Environmental Impact Assessment (EIA) is to identify and evaluate the potential impacts (beneficial and adverse) of development and projects on the environmental system. It is a useful aid for decision-making based on understanding of the environment implications including social, cultural and aesthetic concerns which could be integrated with the analysis of the project costs and benefits. This exercise should be undertaken early enough in the planning stage of projects for selection of environmentally compatible sites, process technologies and such other environmental safeguards.
2. While all industrial projects may have some environmental impacts all of them may not be significant enough to warrant elaborate assessment procedures. The need for such exercises will have to be decided after initial evaluation of the possible implications of a particular project and its location. The projects which could be the candidates for detailed EIA include the following:-
 - Those which can significantly alter the landscape, land use pattern and lead to concentration of working and service population;
 - Those which need upstream development activity like assured mineral and forest products supply or downstream industrial process development;
 - Those involving manufacture, handling and use of hazardous materials;
 - Those which are sited near ecologically sensitive areas, urban centers, hill resorts, places of scientific and religious importance; and
 - Industrial Estates with constituent units of various types which could cumulatively cause significant environmental damage.
3. The EIA should be prepared on the basis of the existing background pollution levels vis-à-vis contributions of pollutants from the proposed plant. The EIA should address some of the basic factors listed below:
 - Meteorology and air quality

Ambient levels of pollutants such as Sulphur Dioxide, oxides of nitrogen, carbonmonoxide, suspended particulate matters, should be determined at the center and at three other locations on a radius of 10 km with 120 degrees angle between stations. Additional contribution of pollutants at the locations are required to be predicted after taking into account the emission rates of the pollutants from the stacks of the proposed plant, under the following meteorological conditions prevailing in the area.

- Hydrology and water quality
- Site and its surroundings
- Occupational safety and health

- Details of the treatment and disposal of effluents(liquid, air and solid) and the methods of alternative uses
- Transportation of raw material and details of material handling
- Control equipment and measures proposed to be adopted.

Preparation of *Environmental Management Plan* is required for formulation, implementation and monitoring of environmental protection measures during and after commissioning of projects.



Annexure VIII

Application Form for FPO

The First Schedule

From 'A'

See clause 5(1)

Application for Licence under the Fruit Products Order,1955

1. Name and address of the applicant.

1(a) Name of the managing director, directors, proprietors, partners, etc.

2. Address of the factory/firm.

2 (a) Address of godown / stores of finished products.

3. Description of the fruit products which the applicant wishes to manufacture/relabel. *

4. Period for which licence is required _____

5. Plan of the factory and list of equipments _____

6. (a) whether any power is used in manufacture of fruit products. If so, state the exact horse power used _____

- (b) Installed capacity per 8 hour shift* _____
7. Licence fee paid during the previous year _____
8. Total value of Fruit Product Manufactured/relabelled* during the previous year _____
9. I/We hereby undertake to comply with all the provisions of the fruit products of the Fruit Products Order, 1955.
10. I/We have forwarded a sum of Rupees _____ in respect of the licence fee due according to the provisions of Fruit Products Order ,1955.

Signature(s) of the applicant (s)

* Strike out whichever is inapplicable.



Annexure IX

Guidelines for FPO

No person shall carry on the business of a manufacture of fruit products including synthetic syrups, synthetic vinegar and aerated sweetened beverages except under and in accordance with the terms of an effective licence granted to him under FPO.

Category-wise area requirement, annual production limit and licence fee for one terms or part thereof (Ref. Clause 5(2) and part I(B) of the Second Schedule of Fruit Products Order, 1955 are as follows:

Category	For manufacturing premises (In Sq. metres)	For storage and office purpose (In sq. metres)	License fees for one term or part thereof	Annual production permissible per calendar year
Home scale 'B'	25	25	Rs.100/-	Up to 10 M.T.
Cottage scale	60	60	Rs.250/-	Above 10 M.T. but less than 50 M.T.
Small scale 'A'	100	100	Rs.400/-	Above 50 M.T. but less than 100 M.T. with installed capacity not exceeding 1 M.T./day.
Small scale 'B'	150	150	Rs.600/-	Below 250 M.T. with installed capacity not exceeding 2 M.T. per day.
Large scale	300	300	Rs.1500/-	Above 250 M.T. with installed capacity exceeding 2 M.T. per day.

Note:

- (1) Area occupied by machinery shall not be more than 50% of the manufacturing area.
- (2) The minimum height of the factory premises under Home Scale 'B' and Cottage Scale categories are 10 feet and for small scale & large scale categories 14 feet.

Every manufacturer shall manufacture fruit products in conformity with the sanitary requirements and appropriate standards of quality and composition specified in the Second Schedule of FPO.

The Second Schedule

Part 1(a): Sanitary requirements of a factory of fruit products

1. The Premises shall be adequately lighted, ventilated & cleaned by white washing/colour washing or oil painting.
2. Windows & all openings shall be well screened with wire-mesh & the doors fitted with automatic closing springs, roof shall be permanent, floor cemented.
3. The equipments and the factory shall not be used for manufacture of repugnant products like fish, meat, eggs, etc. However, permission may be granted as a special case if arrangements are made for disinfection of premises after changing from meat products to fruit products (one month idle gap will be required for changeover).
4. The premises shall be located in a sanitary place with open surroundings, preferably in industrial area/estates. The premises shall not be used as or communicated directly with residence.
5. Adequate arrangements for cleaning equipments, machinery, containers tables and raw materials shall be provided.
6. Copper brass or iron equipments, containers or vessels are not permitted, in the preparation, packing or storage of fruit products, only aluminium, stainless steel, glass or tins equipment are allowed.
7. The water used shall be potable and shall be got examined chemically and bacteriologically by a public Health Laboratory (if no municipal water is available at the premises). The water sample should be drawn for such examination by the public Health Authority of the area where the premises is located or should be drawn in the presence of the above authority. Free flowing tap water of 1 kilo litre per day shall be made available.
8. Adequate drainage system and provisions for disposal of refuse shall be made.
9. Sufficient number of latrine & urinals shall be provided for workers.
10. Wherever cooking is done on open fire, proper outlets for so smoke/steam etc. like chimney, exhaust fan, etc., shall be provided.
11. The workers engaged in the factory shall be healthy and shall be medically examined, inoculated and vaccinated whenever required.
12. The workers shall be provided with aprons, headwears, gloves, etc., and shall be personally neat and tidy.

Part 1(B): Qualifications of technical staff

Production shall be supervised by a person possessing one of the following qualifications:

Small scale:

- (1) B.Sc. with Chemistry/Agriculture as one of the subjects.
- (2) A Diploma or a certificate in fruit preservation or a course of at least 3 months duration from a recognised institution.



Large scale:

- (1) B.Sc.(Tech.) with Food Technology/Chemical Engineering with at least one year experience in fruit preservation factory.
- (2) B.Sc. with CFTRI Diploma or Diploma of Kalamassery (Kerala Government) Polytechnic.
- (3) B.Sc. with Chemistry/Agriculture with three years experience in fruit preservation factory.

Minimum equipments & machinery for unit operation

1.	Washing of raw materials	1) Rectangular tanks with false bottom of not less than 20 gallons capacity
2.	Washing of bottles	1) Tanks having not less than 40 gallons capacity. 2) Bottle washing machine, brushes (*machine, rack, trolley). 3) Buckets (* Sterlising tanks).
3.	Preparation of Fruit/Veg.	1) 2-1/2 Ft. high table with aluminium/ steel top having area not less than 20 Sq. ft. 2) Not less than 12 trays. 3) Stainless steel knives. 4) Equipment for blanching
4.	Juicing, pulping & Mising	1) Juice extractor of basket press (* pulping machine/hydraulic press). 2) Steet sieve. 3) Vessels of not less than 100 litres capacity.
5.	Processing	1) Furnace/Gas stoves (* Boiler) 2) Vessels/Steam jacket kettle. 3) Ladle. 4) Thermometer, hydrometer (Refractometer) 5) Sensitive balance for weighing chemicals, colour, etc.
6.	Fermentation	1) Barrels/Carboys/Earthen jars.
7.	Filling & sealing	1) Mugs/Funnels (* Filling machine). 2) Crown cork machine/R.O. sealing machine. 3) Weighing balance.

8.	Exhausting, Processing for cans & bottles.	<ol style="list-style-type: none"> 1) Tanks with crates/Exhaust Box. 2) Double Seamer/Semi-automatic can sealer. 3) Cooling tanks with crates/cranes. 4) Pressure cooker / retorts / sterilizing equipments. 5) Incubator/pressure can tester. 6) * Pasteuriser.
9.	Carbonation or aeration	<ol style="list-style-type: none"> 1) Power driver aerated machine or semi-automatic aerating and sealing machine.

Note - * Required for Small Scale and Large Scale units only.



Annexure X

Application format for allotment of Importer-Exporter code (IEC)

APPENDIX - 3

APPLICATION FORM FOR ALLOTMENT OF IMPORTER-EXPORTER CODE (IEC) NUMBER AND MODIFICATION IN PARTICULARS OF AN EXISTING IEC NO. HOLDER

- Note:
1. Please see paragraph 2.12 of the Policy and Paragraph 2.9 of this Handbook.
 2. Please read the general instructions given at Appendix 1 before filling this application.

(FOR OFFICE USE ONLY)

File Number: _____ Date: _____ IEC No. allotted: _____

1. Application for (please tick)

A. Allotment of IEC No. [____] (B) Modification in particulars : __:
of existing IEC No. holder

2. Name and address of the applicant.

(Registered Office in case of limited companies, and Head Office for others)

:

.....

PIN [] [] [] [] [] []

3. Address of all the Branches/ Divisions/ Units/ factories located in India and abroad.

1. 3.

PIN [] [] [] [] [] [] PIN [] [] [] [] [] []

2. 4.

PIN [] [] [] [] [] [] PIN [] [] [] [] [] []

4. E-Mail of the applicant

(for communication with DGFT):

:

5. PAN details:
 - a) Permanent Account Number [XXXXXXXXXX]
(PAN):
 - b) Issuing authority
6. A. Date of birth of individual
(in case of proprietorships)
B. Date of incorporation
(in case of companies)
C. Date of formation (In case of others)
7. In case the application is for modification in existing IEC, give:
 - a) Existing IEC No.
:
 - b) Nature of modification required and details thereof
:
.....
8. Particulars of Fees Paid:
 - (i) Bank Receipt/Demand Draft No.
:
 - (ii) Name of Bank & Branch of issue
:
.....
:
 - (iii) Amount (in Rs.)
:
9. Details of Proprietor/Partner(s)/Director(s)/Karta/Trustees to be given in the following manner:
 - (a) Name
 - (b) Father's Name
 - (c) Residential address
 - (d) Email address
 - (e) Telephone

(NOTE: Attach extra sheet wherever required)



10. In case of proprietorship, kindly indicate the total number and details of IEC(s) held by the proprietor.

:

.....

.....

DECLARATION/UNDERTAKING

1. I/We hereby declare that the particulars and the statements made in this application are true and correct to the best of my/our knowledge and belief and nothing has been concealed or held therefrom.
2. I/We full understand that any information furnished in the application if proved incorrect or false will render me/us liable for any penal action or other consequences as may be prescribed in law or otherwise warranted.
3. I/We undertake to abide by the provisions of the Foreign Trade (Development and Regulation) Act, 1992, the Rules and Orders framed thereunder, the Export and Import Policy, Handbook of Procedures and any other documents issued under the Exim Policy.
4. I/We hereby declare that this application is made by me/us in the name of Registered/Head office and I/we have not obtained or applied for Importer Exporter Code Number previously in this name from any office of the DGFT/Development Commissioner (Not applicable for existing IEC number holder).
5. I hereby certify that I am authorised to verify and sign this declaration as per Paragraph 9.9 of the Policy.
6. I/we hereby certify that none of the Proprietor/ Partner(s)/ Director(s)/Karta/Trustees of the firm or company is a Proprietor/Partner(s)/Director(s)/Karta/Trustees of the firm/Company, which has come to the adverse notice of DGFT.
7. (Strike out whichever is not applicable)
 - a. The Proprietor/Partner(s)/Director(s)/Karta/Trustee, as the case may be, of the firm/company is/are not associated as Proprietor/ Partner(s)/Director(s)/Karta/Trustee in any other firm/ company, which is in the caution list of RBI.
 - b. The Proprietor/Partner(s)/Director(s)/Karta/Trustee as the case may be of the firm/company is/are associated as Proprietor/Partner(s)/Director(s)/Karta/Trustee in any other firm/company, which is in the caution list of RBI.
8. (Strike out whichever is not applicable)
 - a. There is no non-resident interest in the firm/company and no non-resident investment with or without repatriation benefits has been made in the company.
 - b. There is non-resident interest in the firm/company and no non-resident investment without repatriation benefits in the firm/ company is held with the general/specific permission of RBI. (In case of specific RBI approval, a self certified copy may also be furnished).

- c. There is non-resident interest in the firm/company and non resident investment with repatriation benefits in the firm/company is held with the specific permission of RBI. (In case of specific RBI approval, a self certified copy may also be furnished).

Photograph of the
applicant attested
by the banker

Name: Designation:

Official Address:

Tele.No.:

Residential Address:

Email address :

Place:

Date :

Documents to be enclosed with the application form:

1. Bank Receipt (in duplicate)/Demand Draft evidencing payment of application fee in terms of Appendix-29.
2. Certificate from the Banker of the applicant firm (as per Annexure-1 to this form)
3. Two Copies of Pass Port size photographs of the applicant duly attested by the banker of the applicant.
4. A copy of Permanent Account Number issued by Income Tax Authorities, duly attested by the applicant.

Note:

Where the applicant declares that they are associated with firms/companies caution listed by RBI they will be allotted IE Code Number but with an additional condition that they can export only with RBI's prior approval and they should approach RBI for the purpose.



APPENDIX - 2

PROFILE OF EXPORTER/ IMPORTER

FOR OFFICIAL USE

File No: _____ Date: _____

Note: To be submitted once alongwith the first application and to be submitted subsequently only in case of any change in the information already submitted. RLAs to enter this information in the computer so as to dispense with the need of repetitive declaration.

1. Name of the applicant :.....
2. Address of the applicant :.....
 (Registered Office in:.....
 case of limited companies:.....
 and Head Office for others:.....
 for others)
 Tele No.:.....
 Fax No :.....
 Email address:
3. IEC No.Date of Issue Issuing Authority
4. Nature of the concern. (please tick the appropriate column):
 Proprietorship [], Partnership [] Private Limited company [] Public limited company [],
 HUF [], Trust [], Others []
5. Details of Proprietor/Partner(s)/Director(s)/Karta/Trustees to be given in the following manner:
 - (a) Name
 - (b) Father's Name
 - (c) Residential address
 - (d) Email address
 - (e) Telephone
 (NOTE: Attach extra sheet wherever required)
6. Please tick the appropriate column.
 - (1) Manufacturer Exporter []
 - (2) Merchant Exporter []

- (3) Service provider []
- (4) Merchant cum Manufacturer []
- (5) Trust []
- (6) Others (please specify)

7. Status Code (Pl.tick the appropriate column)

Export House [] Trading House [], Star Trading House [], Super Star
Trading House [], None []

Relevant Certificate

No.

Issuing Date:

Valid upto:

8. RCMC No. Date of Issue

Valid upto Issuing Authority

Place:

Signature of the Proprietor/Partner(s)/

Director(s)/Karta/Trustee.....

Date:.....

Name

Designation



Annexure XI

Bank's Certificate format ANNEXURE.1 TO APPENDIX.3

BANK'S CERTIFICATE (To be issued on the official letter head of the Bank)

Ref No.

To

.....
.....
.....
.....

(Name and address of the licensing authority)

Sir/ Madam,

We certify that M/s.....

(Name and Address of the applicant)

are maintaining a Savings Bank Account / Current Account (tick
whichever is applicable) No. with us since

.....

(Signature of the Banker)

Name

Designation

Date:

Place:

Official stamp

APPENDIX - 6A

FORMAT FOR DEPOSIT OF APPLICATION FEE

Bank Receipt Number

and date

Receipt of Cash paid into the Central Bank of India at

TO BE FILLED IN BY THE REMITTER					To be filled in by the department officer of the bank	
By whom tendered	Name, designation and address of the person on whose behalf money is paid	Full particulars of the remittance and of authority (if any)	Amount Rs. P.	Head of account	Accounts officer by whom adjustable	Order to the Bank*
Name				1453 foreign trade export promotion - minor head - 102 import licence application fee	Pay and Accounts officer (Name of station)	Date, correct receipt and grant receipt (signature and full description of the officer ordering the money to be paid in)
Signature						
Rupees: (in words)						



* To be used only in the case of remittance to the Bank through Department Officer

Cashier Accountant Date Bank officer

NOTE:-

1. Particulars of money tendered should be given below.
2. In case where direct credits at Bank are permissible the Column "Head of Account" will be filled in by the Bank Officer or Pay and Accounts Officer as the case may be, on the receipt of Bank's daily statement

PARTICULARS	AMOUNT	
	Rs.	P.
Coins		
Notes (with details)		
Cheque (with details)		
Total Rs.		

For further details visit website: <http://dgft.delhi.nic.in/>

Annexure XII

Contact details regarding Export Promotion Councils

1. ENGINEERING EXPORT PROMOTION COUNCIL
Contact Person: Chairman
Address : World Trade Centre. 14/IB, Ezra Street, Kolkata-700 001.
Tel. : (91)33-263080/81/82/83/84/85
Fax : (91)33-2258968
E-Mail : eepc-ho@eepc.ho.cmc.net.in
WebSite: <http://www.eepc.gov.in>
2. OVERSEAS CONSTRUCTION COUNCIL OF INDIA
Contact Person: Chairman
Address : H-118, Himalaya House, 11th Floor, 23, Kasturba Gandhi Marg, New Delhi-110 001
Tel. : (91)11-3312936/3327550
Fax : (91)11-3312936
Website : <http://www.projectexports.com/>
3. BASIC CHEMICALS, PHARMACEUTICALS AND COSMETICS EXPORT PROMOTION COUNCIL
Contact Person: Chairman
Address : Jhansi Castle, 4th floor, 7-Cooperage Road, Mumbai-400 039
Tel. : (91)22-2021288/2021330/2026549, Fax : (91)22-2026684
Website: <http://www.chemexcil.gov.in>
4. CHEMICALS AND ALLIED PRODUCTS EXPORT PROMOTION COUNCIL
Contact Person: Chairman
Address : World Trade Centre, 14/IB, Ezra Street, Kolkata-700 001.
Tel. : (91)33-267733/34/35, 267082
Fax : (91)33-2255070
Website: <http://www.capexil.com>
5. COUNCIL FOR LEATHER EXPORTS PROMOTION COUNCIL
Contact Person: Chairman
Address : 3rd floor, CMDA Tower-2 Gandhi Irwin Bridge Road, Egmore, Chennai-600 008
Tel. : (91)44-8594367-71(5 lines)
Fax : (91)44-8594363/64
E-Mail : cle@vsnl.com
Website : <http://www.leatherindia.org>



6. SPORTS GOODS EXPORT PROMOTION COUNCIL

Contact Person: Chairman

Address : 1-E/6, Swami Ram Tirth Nagar, Jhandewalan Extn.

New Delhi-100 055

Tel. : (91)11-525695/529255

Fax : (91)11-7532147

Website: <http://www.sportsgoodsindia.org/>

7. GEM AND JEWELLERY EXPORT PROMOTION COUNCIL

Contact Person: Chairman

Address : Diamond Bazar, 5th floor, 391-A, Dr.D.Bhadkamkar Marg, Mumbai-400 004

Tel. : (91)22-3871135/3888004

Fax : (91)22-3868752

Website: <http://gjepec.org>

8. SHELLAC EXPORT PROMOTION COUNCIL

Contact Person: Chairman

Address : World Trade Centre, 14/IB Ezra Street, Kolkata-700 001

Tel. : (91)33-2482070

Fax : (91)33-2484046

9. CASHEW EXPORT PROMOTION COUNCIL

Contact Person: Chairman

Address : Post Box No.1709,Chittor Road, Ernakulam South., Cochin-682 016

Tel. : (91)484-351973/361459

Fax : (91)484-370973

10. PLASTICS EXPORT PROMOTION COUNCIL

Contact Person: Chairman

Address : Crystal Tower, Crystal Co-operative Housing Society(Ltd.),

Gundwali Road No. 3, Offsin M.V.Road, Andheri(East)

Mumbai-400 005

Tel. : (91)22-2184474/2184569

Fax : (91)22-2184810

E-Mail : plexcon@giasbm01.vsnl.net.in

plexho@bom3.vsnl.net.in

Website: <http://www.plexcon.org>

Textiles Sector:

1. APPAREL EXPORT PROMOTION COUNCIL

Contact Person: Chairman

Address : NBCC Towers,15 Bhikaji Cama Place, New Delhi - 110 066.

Tel. : (91) 11-883351/ 6888505/ 6888656/ 6888300/ 6884578

Fax : (91) 11-6168584

Website : <http://www.aepc.com>

2. **CARPET EXPORT PROMOTION COUNCIL**
Contact Person: Managing Director
Address : 101-A/1, Krishna Nagar, (Behind Govt. Sr. Sec. School), Safdarjung Enclave, New Delhi 110029.
Tel. : (91) 11-602742/601024, Fax : (91) 11-6115299/6847903.
Website: <http://www.indiancarpets.com>
3. **COTTON TEXTILE EXPORT PROMOTION COUNCIL**
Contact Person: Chairman Address : Engineering Centre, 5th Floor, Mumbai - 400 004.
Tel. : (91) 22-3632910/11/12/13, Fax : (91) 22-3932914
Website : <http://www.texprocil.com>
4. **EXPORT PROMOTION COUNCIL FOR HANDICRAFTS**
Contact Person: Chairman
Address : 6, Community Centre, IInd Floor, Basant Lok, Vasant Vihar, New Delhi - 110 057.
Tel. : (91) 11-6875377/60087, Fax : (91) 11-606144
E-Mail : secy.epch@access.net.in
Website : <http://www.epcd.asiansources.com>
5. **HANDLOOM EXPORT PROMOTION COUNCIL**
Contact Person: Chairman
Address: 18, Cathedral Garden Road, Nunagambakkam, Chennai 600 034.
Tel. : (91) 44-8276043/8278879, Fax : (91) 44-8271761
Website: <http://www.hepcindia.com>
6. **THE INDIAN SILK EXPORT PROMOTION COUNCIL**
Contact Person: Chairman
Address: 62, Mittal Chambers, 6th Floor, Nariman Point, Mumbai - 400 021.
Tel. : (91) 22-2025866,2027662,2049413, Fax : (91) 22-2874606
7. **SYNTHETIC & RAYON TEXTILE EXPORT PROMOTION COUNCIL**
Contact Person: Chairman
Address: Resham Bhavan, 78, Veer Nariman Point Road, Mumbai - 400 020.
Tel. : (91) 22-2048797/2048690
Fax : (91) 22-2048358
Website: <http://www.synthetictextiles.com>
8. **WOOL & WOOLENS EXPORT PROMOTION COUNCIL**
Contact Person: Chairman
Address: 312/714, Ashoka Estate, 24, Barakhamba Road, New Delhi - 110001.
Tel. : (91) 11-3315512/3315205
Fax : (91) 11-3314626



Annexure XIII

Application format for Licence under BIS Act, 1986

FORM 1

[See regulation 3]

APPLICATION for LICENCE

to use the STANDARD MARK under the

BUREAU OF INDIAN STANDARDS ACT, 1986

THE DIRECTOR GENERAL
 BUREAU OF INDIAN STANDARDS
 MANAK BHAVAN
 9 BAHADUR SHAH ZAFAR MARG
 NEW DELHI 110002

1. *I/We, carrying on business at _____

(full business address) under the style of _____

(full name of individual or firm) hereby apply for a licence under the BUREAU OF INDIAN STANDARDS ACT, 1986, to use the Standard Mark in respect of the article/process which conforms to the Indian Standard listed below:

a) **Article _____

Type(s) _____

Size(s) _____ Grade(s) _____

_____ Related Indian

Standard _____

b) **Process _____

Related Indian Standard

IS: _____

Title _____

IS: _____

Title _____

2. The above article is/manufactured by _____
_____ process is carried out _____
_____ Name of factory on the premises situated at _____

(address)

*Strike out one not applicable.

**Only one of the two items under (a), (b) may be covered by one application; strike out the other.

3. a) The composition of the top Management of my/our firm is as follows:

Sl No.	Name	Designation
1.		
2.		
3.		
4.		
5.		

b) I/We undertake to intimate to the Bureau any change in the above composition as soon as it takes place.

4. I/We hereby enclose an attested copy/photo copy of the certificate of incorporation issued by the Registrar of Firms or Societies/Director of Industries (In case of Small Scale Units) or similar other documents authenticating the name of the firm and its manufacturing premises.

5. a) My/Our factory is equipped with the machines, tools, etc. as mentioned in the enclosed list.

b) I/We have testing arrangements as per enclosed list and as per IS: _____

OR

The following testing arrangements as per IS: _____ are still to be made:

c) Details of Technical Personnel employed:

Sl No.	Name	_____ Qualification	Job
1.			
2.			
3.			
4.			
5.			

6. a) The Trade-Mark(s)/Brand Name(s) used by us are as follows:



b) I/We intend to apply Standard Mark on the following Trade-Mark(s)/Brand Name(s):

c) Registration No. and Date of the Trade-Mark(s)/Brand Name(s) proposed to be covered under Standard Mark :

OR

In case of non-registration, I/We enclose documentary evidence in form of publicity/packing material, etc. in support of the Trade-Mark(s)/Brand Name(s)

7. Production figures of the said article/process and the value thereof to the best of my/our knowledge and estimates are as follows:

Year	Production	Unit	Value Rs.
Last Year from _____			
to _____			
Current year from _____ to _____ (estimate)			

8. In order to ensure conformity of the said article/process to the related Indian Standard

* I/We have in use/propose to use the Scheme of Inspection and Testing described in the Statement attached hereto. Routine records of all the inspections and tests are being/will be kept in the form detailed in the statement. I/We further undertake to modify, amend or alter my/our Scheme of Inspection and Testing to bring it in line with that which may be specified by you from time to time.

* I/We have at present no Scheme of Inspection and Testing in operation. I/We, however, undertake to put in operation any such scheme as recommended by the Bureau.

9. I/We agree to pay the marking fee as prescribed by the Bureau and that agree to by me/us; applicable from the date of the grant of the licence.

10. Should any initial enquiry be made by the Bureau, I/We agree to extend to the Bureau all reasonable facilities at my/our command and I/We also agree to pay all expenses of the said enquiry, including charges for testing, as and when required by the Bureau.

I/We request that the preliminary inspection of my/our factory may be carried out by _____ (indicate date)

OR

I/we shall intimate the time, date, etc, suitable for carrying out the preliminary inspection as soon as production of the article applied for is undertaken and I/We are ready for drawal of samples.

11. a) Certified that earlier I/We had applied and the application No. was _____. It did not mature into a licence because of _____

b) Certified that earlier I/We held CM/L No. _____ which was lapsed/cancelled because of _____ vide letter No. _____ dated _____ from Bureau.

*c) I/We have not been convicted under the Bureau of Indian Standard Act, 1986 in any court of law and neither any prosecution is pending.

OR

The details of convictions/prosecutions pending under the said Act are as under:

d) I/We have never been warned/advised by the Bureau of Indian Standards for any of our actions violative of the Bureau of Indian Standards Act.

OR

The details of warning/advice received by me/us for violating the Bureau of Indian Standards Act are as under:

12. I/We undertake that should any of the information supplied above in the application form is found to be wrong, the application may be rejected forthwith.

13. Should the licence be granted and as long as it will remain operative, I/We hereby undertake to abide by all the terms and conditions of the licence and the regulations prescribed under the aforesaid Act. In the event of the licence being suspended or cancelled, I/We also undertake to cease with immediate effect to use the Standard Mark on any article covered by the licence and to withdraw all relevant advertising matters and to take such other steps as may be necessary to fulfill the provisions of the aforesaid regulations.



Dated this _____ Day of _____ One thousand nine
hundred and _____

Signature _____

Name _____

Designation _____

For and on behalf of _____

(Name of the firm)

SEAL OF FIRM

*Inserted vide G.S.R. No. 524(E) Dated 9th August 1991.

Annexure XIV

Key Contacts

Principal Secretary to Government
Industries and Commerce Dept
II Floor, D Block, Secretariat
Hyderabad - 500022
Phone : 91-040-23454449
Fax: 91-040-23452985
email: prsecy_cip_inds@ap.gov.in

Secretary (SSI)
Industries and Commerce Dept.
II Floor, D Block, Secretariat
Hyderabad - 500022
Phone : 91-040- 23450508
Fax: 91-040-23450456

Commissioner of Industries
Chirag Ali Lane, Abids,
Hyderabad - 500 001
Phone No. 91-040-23441666
Fax: 91-040-23441611
email: comm_inds@ap.gov.in
Website: www.apind.com

Managing Director
Andhra Pradesh State Financial Corporation
(APSFC)
Chirag-ali-lane
Hyderabad -500001
Ph : 040-23202143
Fax : 040-23202972

VC & MD
Andhra Pradesh Industrial Development
Corporation (APIDC)
I Floor, Parishram Bhavan
Basheerbagh
Hyderabad.
Ph: 040-23235355
Fax : 040-23235516

Principal Secretary to Government
Department of Information Technology and
Communications,
3rd floor, D-Block, Secretariat
Hyderabad - 500 022.
Phone : +91-040-23456401
Fax: +91 - 40 23450103
email: prlsecy_it&c@ap.gov.in
Website: www.ap-it.com,

Secretary to Govt, Youth Advancement, Tourism
& Culture Department
221A, I Floor,D Block, Secretariat
Hyderabad - 500022
Tel: 91-040-23456717 / 23450079
Fax: 91-040-23450068, 23454966
email: aptourism@hotmail.com
Website: www.aptourism.com

Chairman & Managing Director
A.P. Tourism Development Corporation Ltd,
Tourism house, 3-5-891,
Himayatnagar,Hyderabad - 500 029
Tel: 91-040-23262151,52,53
Fax: 91-040-23261801
email: aptdc@satyam.net.in

Secretary to Government
Department of Transport, Roads & Buildings
J Block, Secretariat
Hyderabad 500 022
Ph/Fax: 91-040-23450104

Agri Production Commissioner & Principal
Secretary,
1st Floor, D- Block, Secretariat
Hyderabad - 500 022
Ph/ Fax: +91-40-23457086



Director of Handlooms & Textiles and
Development Commissioner
Apparel Export Park
BRKR Building
Hyderabad
Ph/ Fax: +91 -40-23224542
email: handlooms_textiles@apts.gov.in

Director of Factories
1-10-17, Ashok Nagar
Hyderabad - 500 020
Phone No. 91-040-27632467
Fax: 91-040-27632467

Director of Boilers
Plot No. B/5, Durgabhai Deshmukh colony,
Near Shivam
Hyderabad -7
Ph/ Fax : 040 - 27427423

Chief Commissioner (Land alienation)
Nampally Station road,
Hyderabad.
Phone : +91-040-23201371, 23205555
Fax: +91- 040 - 23201435
email: ccla_rev@ap.gov.in

Commissioner of Panchayat Raj & Rural
Development
PR Bhavan, Urdu Hall lane,
Himayat Nagar,
Hyderabad - 500029
Phone : 91-040-23224265
Fax: 91-040-23228467
email: cprre@ap.nic.in, cprre@ap.gov.in

Principal Secretary to Government
Municipal Administration & Urban
Development Authority
AP Secretariat
Hyderabad - 500022
Phone : 91-040- 23450622
Fax: 91-040-23450622
email: prlsecy_maud@ap.gov.in

Director
Town and Country Planning Department
AC Guards
Opposite Mahaveer hospitals
Hyderabad - 500 001
Phone No. 91-040-2339151/23323176
Fax: 91-040-23313941

Municipal Administration
Commissioner & Director
IV Floor, MCH Complex,
Tank Bund Road,
Hyderabad
Tel: 91-040-23220876
Fax: 91-040-23261724
email:c&dma@ap.gov.in

Managing Director
Hyderabad Metro Water supply & Sewerage
Board Khairatabad, Hyderabad - 500 004
Tel: 91-040-23442844
Fax: 91-040-23442855
Email: md@hyderabadwater_gov.in

Chairman & Managing Director
Southern Power Distribution Company of AP
Limited
D.No. 19-3-13(M), Renigunta Road,
Tirupati
Tel: 08574-256673
Fax: 08574-252563

Chairman & Managing Director
Northern Power Distribution Company of AP
Limited
Opp. REC Petrol Pump,
Chaitanya Puri, Khajipet,
Warangal
Tel: 08712-2431432

Chairman & Managing Director
Eastern Power Distribution Company of AP
Limited
APEPDC Ltd,
Visakhapatnam
Ph : 0891-2737678

Chairman & Managing Director
Central Power Distribution Company of AP
Limited
CPDCL, II Floor,
Singareni Bhavan,
Red Hills, Hyderabad
Tel: 91-040-23431018
Fax: 91-040-23372590
Email: apcpdcl@rediffmail.com

The Member Secretary,
Andhra Pradesh Pollution Control Board
AP Pollution Control Board
HUDA Complex, Maitrivanam,
Hyderabad
Tel: +91-40-23730567
Fax: +91-40-23733261
email: msapspcb@hyd2.dot.net.in
Website: www.apspcb.org

Commercial Taxes Department
Opp. Gandhi Bhavan, Nampally,
Hyderabad
Tel: 91-040-24732351
Fax: 91-040-24618912
Email: commissionercct@ap.gov.in

VC & MD
Andhra Pradesh Industrial Infrastructure
Corporation
Parishrama Bhavan, Basheerbagh,
Hyderabad
Tel: 91-040-23230234/ 23233596
Fax: 91-040-23240205
Email: vcmd_infra@ap.gov.in

Director General, Fire Service
BRK Building,
Tank Bund Road, Hyderabad
Tel: 91-040-23221371
Fax: 91-040-23260081
Email: dirgnl_fireacr@ap.gov.in

Commissioner
Prohibition and Excise Department
CT&Excise Building, II Floor,
Opp. Gandhi Bhavan, Nampally,
Hyderabad
Tel: 91-40-24603308
Fax: 91-40-24602136

Director General
Drug Control Administration dept
38, Vengala Rao nagar colony,
Hyderabad
Tel: 91-040-23713563
Fax: 91-040-23713563

Commissioner of Indian Medicines &
Homeopathy
D.No. 8-1-14, Opp. Passport Office,
Market Street, Secunderabad - 3
Tel: 91-040-27705464
Fax: 91-040-27713307
Email: comm._imh@hmf.ap.gov.in

Commissioner
Civil Supplies
Civil supplies Bhavan, Somajiguda,
Hyderabad - 82
Tel: 91-040-23310617/23310462
Fax: 91-040-23318456
Email: apccs@ap.nic.in

Inspector General
Registration & Stamps
Golconda Cross roads,
Musheerabad, Hyderabad
Tel: 91-040-27637666
Fax: 91-040-27637665
Email: igrs@igrsmail.ap.gov.in

Vice Chairman & Managing Director, LIDCAP
Darga Hussainia Hawalia,
Near Golconda post,
Old Bombay Road,
Gachibowli
Hyderabad
Tel: +91-40-23568976
Fax: +91-40-23568690



Director
Mines & Geology
Department of Mines and Geology
BRK Building
Tankbund Road
Hyderabad 500 029
Tel: 91-040-23220649
Fax:91-040-23225519

Engineer-in-Chief
Irrigation and Command Area Development
Department
Irrigation Department
Erramanjil, Hyderabad
Tel: +91-04-23391189
Fax: +91-04-23390744

District Industries Centers in the State					
No.	District	General Manager	Office Address	Phone No	E-mail address
1	Srikakulam	Ch. Satyanarayana	7-4-30, New Colony	08942-225895	gmdic_sklm@inds.ap.gov.in
2	Vizianagaram	M.Anna Rao	Industrial Estate	08922-225478	gmdic_vznm@inds.ap.gov.in
3	Vizag	L Laxman	Industrial Estate	0891-2558166 0891-2558165	gmdic_vsk@inds.ap.gov.in
4	East Godavari	V.R.V.R.Naik	Industrial Development Area, Kakinada	0884-2344139 0884-2374291	gmdic_eg@inds.ap.gov.in
5	West Godavari	V.Sathyanarayana	Near Collectrate, Eluru	08812-230354 08812-231435	gmdic_wg@inds.ap.gov.in
6	Krishna	D. Thrimurthulu	Jawahar Auto Nagar, Vijayawada	0866-2555104 0866-2553673	gmdic_krsn@inds.ap.gov.in
7	Guntur	B. Panduranga rao	Opp. Collectorate	0863-2234864 0863—2234931	gmdic_gnt@inds.ap.gov.in
8	Prakasham	V.Srinivasam	Nellore Road, Ongole	08592-233042	gmdic_prk@inds.ap.gov.in
9	Nellore	Sudershan Babu	Industrial Estate	0861-2328658 0861-2324489	gmdic_nlr@inds.ap.gov.in
10	Chittoor	B. Subba Rao	Industrial Estate	08572-228224 94402 74004	gmdic_ctr@inds.ap.gov.in
11	Ananthapur	N Subba Rao	DPAP Compound	08554-240005 08554-236232	gmdic_atp@inds.ap.gov.in
12	Kurnool	S. Chand Basha	B-Camp	98518-230212 98518-233598	gmdic_cdp@inds.ap.gov.in
13	Cuddapah	S Kutubuddin	Income Tax Road, Smit Road.	08562-252269 08562-244159	gmdic_knl@inds.ap.gov.in
14	Nizamabad	Ch.Rama Rao	Near Collectorate	08462-237153	gmdic_nzbd@inds.ap.gov.in
15	Adilabad	K Ramulu	Near Collectrate	08732-226450 08732-226660	gmdic_adb@inds.ap.gov.in
16	Karimnagar	P.Sambasiva Rao	Industrial Estate	08722-240378 08722-240916	gmdic_kmnr@inds.ap.gov.in

District Industries Centers in the State					
No.	District	General Manager	Office Address	Phone No	E-mail address
17	Mahaboobnagar	Azmath Khan	Industrial Estate	08542-242292 08542-242088	gmdic_mbnr@inds.ap.gov.in
18	Nalgonda	K. Govinda Reddy	DIC, Nalgonda	08682-223078 08682-223417	gmdic_nlg@inds.ap.gov.in
19	Warangal	M.Laxmaiah	Industrial Estate, Mulug Road	08712-2427134	gmdic_wgl@inds.ap.gov.in
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Annexure XV

SWS Application Guidelines and Forms enclosed.

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