

Doing Business in Maharashtra - 2016



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Introduction

A recent study by ASSOCHAM has revealed that Maharashtra has received the highest outstanding investment share in December 2014. Maharashtra has retained its premier position as the leading investment destination over the years. In the past two years, Government of Maharashtra has taken progressive steps such as incentivizing the industry, developing better industrial and urban infrastructure and easing of the regulatory environment. Due to this, the investment climate Maharashtra has improved consistently. This “Doing Business in Maharashtra – 2015” guide has been prepared with the intention to facilitate the investors and provide a detailed description of the approvals required in starting of business in Maharashtra.

The guide includes a step by step approach towards the approvals/permission/clearances required at different stages of starting a business. The guide will provide the key details of each of the approvals/permission/clearances such as approval authority, application forms required, supporting document, fee and mode of payments, contact details, and timelines amongst others.

The major feature of the guide is the flowchart which will give ‘easy to recognize’ approvals required to start a business. This guide intends to provide a detailed insight into the ease of doing business in the Maharashtra.

Assumption:

The guide has made following assumption for setting up a manufacturing unit in Maharashtra:

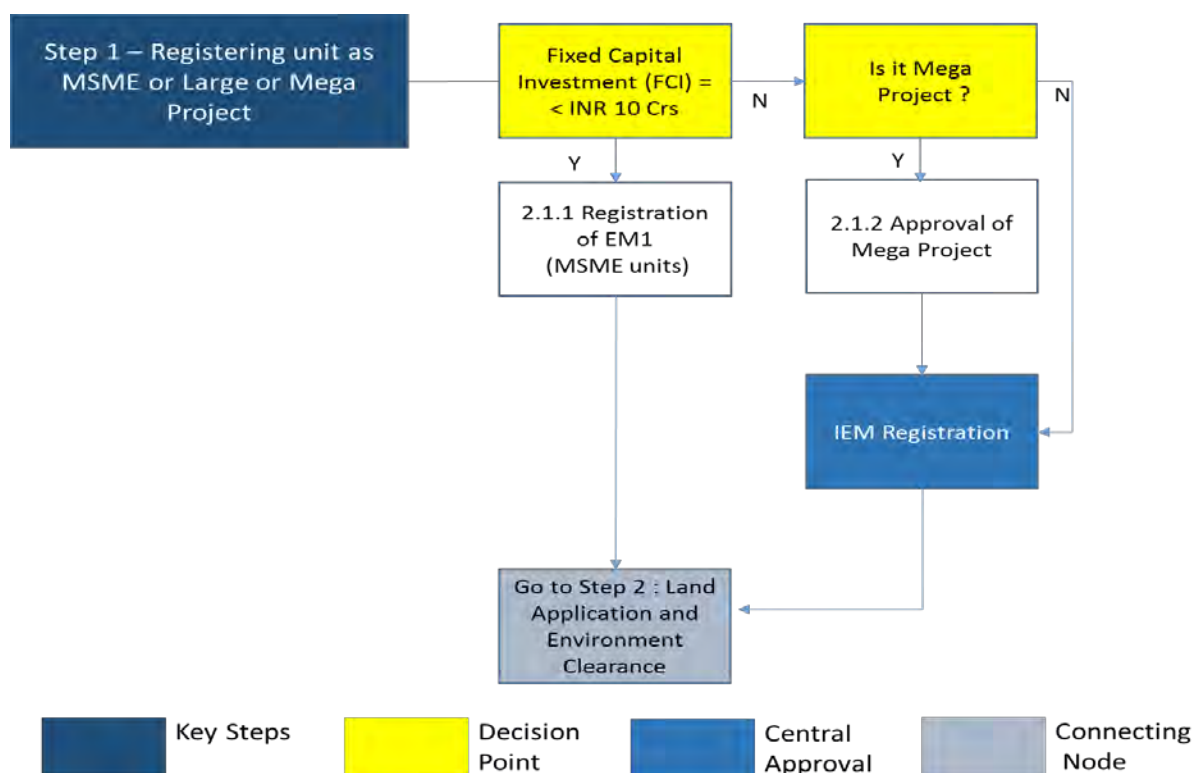
1. Company has incorporated as an Indian manufacturing company
2. Relevant registrations with Central Authorities are complete
3. The industry would be set up in MIDC areas
4. The detailed list of approval include only State Level approvals

1 Starting a Business in Maharashtra (MIDC areas)

This guide has categorized the approvals/permission/clearances into four key stages. They are as given below:

1. Registration as MSME or Large or Mega project
2. Land Application and Environment Clearance
3. Pre-Commissioning Stage (Approvals for setting up a plant)
4. Post-Commissioning State (Pre-Production Stage)

2 Registering unit as MSME or Mega or Large Projects



For starting a manufacturing unit in Maharashtra, the first step for the company is to register themselves as MSME or Mega or Large Projects. This would benefit the units to apply for various incentives available under Government of Maharashtra's Package Scheme of Incentives – 2013 (PSI – 2013) and other sector specific policies.

2.1 Algorithm

1. If the fixed capital investment is less than INR 10 crores, apply for registration of EM1 (MSMEs) with the respective District Industrial Centre under whose jurisdiction the unit comes.
2. If the project falls under the Mega Project or Large as per the PSI – 2013, apply for Mega project with Industries. Subsequently, Unit shall also apply for Registration of IEM with Government of India.
3. If the project falls under the Large Scale Project as per the PSI – 2013, apply for Registration of IEM with Government of India.

Following is the details of the approvals required for the registering of the units.

2.1.1 Registration of Entrepreneur Memorandum I

1	Name of Service	Filing of Entrepreneur Memorandum -1 Under Section 8 of the Micro, Small and Medium Enterprises Development (MSMED) Act, 2006.
2	Issuing Authority	District Industry Centre, Department of Industries, Govt. of Maharashtra DIC Industry Inspector – of Concerned Area.
3	Description	MSMED act was established to provide for facilitating the promotion and development and enhancing the competitiveness of micro, small and Medium enterprises. It also serves the purpose of concentrating on the related matters of MSM enterprises and to extend the scope of benefits from SSI undertaking and ancillary industries to MSM enterprises.
4	Applicability Criteria	The memorandum may be filed by all three categories of enterprises with the District Industries Centre in the jurisdiction of which the enterprise is (or, is proposed to be) located. The form of Memorandum is in two parts. Any person who intends to establish a micro, small or medium enterprise engaged in providing or rendering of services may file or those who want to establish medium enterprise engaged in the production or manufacture of products shall file Part 1 of the Entrepreneurs Memorandum to District Industries Centre.
5	Document Required	<ul style="list-style-type: none"> • Application form • Processing Fee as applicable. • Proof in support of Company - Partnership Deed / Memorandum of Association / Article of Association (for Medium Scale Enterprises). • Power of Attorney / Board Resolution / Society Resolution, wherever applicable, while signing as Partner / Managing Director or Authorized Person.
6	Key Steps	<ul style="list-style-type: none"> • The entrepreneur submits completed forms along with required documents and fees to the Udyog Setu Counter. • DIC Industries inspector verifies documents submitted and enters product code as per type of industry and issue an acknowledgement. If the application is successful, EM number is allotted and certificate is issued.
7	Time Line	As per citizen charter, this approval takes around 7 days to process.

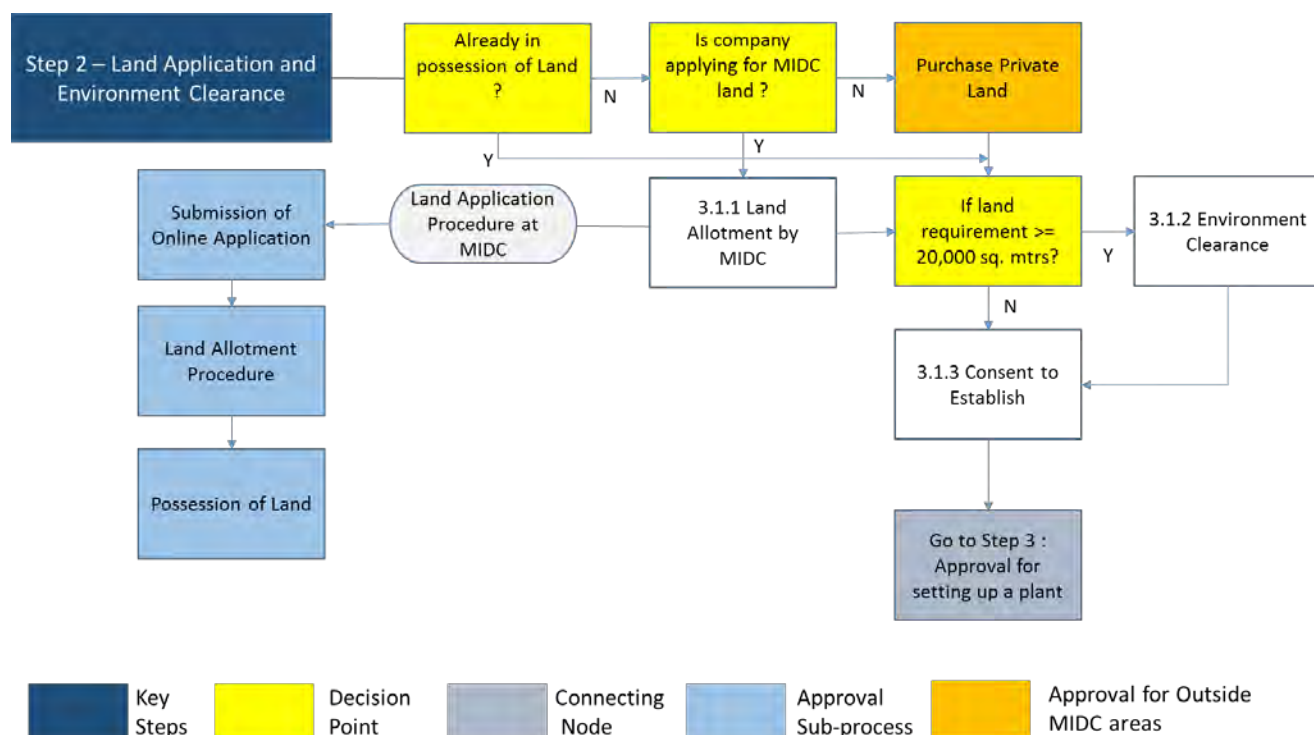
8	Other Remarks	<ul style="list-style-type: none"> • Submission of Additional Documents (MoU, Article of Association, Partnership deed) required during application submission in case of "Medium" category industry. • The following form basis of evaluation: <ul style="list-style-type: none"> ❖ The unit has obtained all necessary clearances whether statutory or administrative. e.g. drug license under drug control order, NOC from Pollution Control Board, etc. ❖ Unit does not violate any locational restrictions in force, at the time of evaluation. ❖ Value of plant and machinery is within prescribed limits. ❖ Unit is not owned, controlled or subsidiary of any other industrial undertaking as per notification. • If the filing is completed satisfactorily, the enterprise stands to gain timely payment with respect to supply of goods. This means that the buyer shall make payment on or before the date agreed upon between him and the enterprise in writing or within a period of 15 days from the day goods are delivered. However, the period of credit cannot go beyond 45 days from the date of delivering products. • Also, only after successful registration, the enterprise can be eligible for various exemptions such as Stamp Duty.
9	Annexure	<ul style="list-style-type: none"> • Application Form

2.1.2 Approval of Mega Project

1	Name of Approval/ NoC/License/ Registration	Approval of Mega Project
2	Competent authority	Industries Department, Govt. of Maharashtra
3	Stage	Pre-Commissioning
4	Service Level Agreement / Number of Days	Offer letter for mega project shall be decided on a case to case basis
5	Details of HoD	Principal Secretary, Industries
6	Department Tel. No. / Toll free No	02222027281, 02222025393
7	Website	www.maharashtra.gov.in
8	Approving Authority	Principal Secretary, Industries. Only in exceptional cases, the decision is made by High Power Committee under the chairmanship of Hon. Chief Secretary, Govt. of Maharashtra
9	Supporting Documents Required	<ul style="list-style-type: none"> • Application in prescribed format and details of project • Fiscal and Non-fiscal demands
10	Fee & Mode of Payment	No fees

11	Regional Offices / Form Submission at	Industries Department, Mantralaya, Mumbai				
12	Criteria for acceptance		Taluka/Area Classification	Admissible Fixed Capital Investment (INR in Crores) equal to / exceeding	Direct Employment (number of persons) equal to / exceeding	
		Mega Industrial Unit	A&B	750	1500	
			C	500	1000	
			D & D+	250	500	
			Naxalism Affected Area and No Industry Districts	100	250	
		Ultra Mega Industrial Unit	Entire State	1500	3000	
13	Special Conditions/ Remarks	Industrial Units satisfying the minimum threshold limits of fixed Capital Investment or Direct Employment as prescribed in the table above				
14	Annexures	<ul style="list-style-type: none"> Annexure – I Application form 				

3 Land Application and Environmental Clearances



Note: Land Application shall be applied along with unit registration

For any manufacturing unit, land is must for setting up an industry. For this, the unit can apply for land in the MIDC areas or purchase a private land. Subsequently, based on the industrial activity, the industries have to apply for environment clearance as per the Environment Protection Rules. These clearances required from the environment department are mandatory before applying for the building construction permits

3.1 Algorithm

1. If the unit is proposed to set up within MIDC areas, then application for land should be submitted to MIDC. After following due procedure, MIDC will issues Offer Letter. This approval will include the NOC for power connection.
2. Apply for Environment Clearance if the land requirement is greater than 20,000 sq.mt else they can apply for Consent to Establish for starting the building construction activity.
3. Apply for Consent to Establish to obtain permission to establish any industry or process.

3.1.1 Allotment of Land

1	Name of Approval / NoC/ License / Registration	Land Allotment is sanctioned under Section 3 Subsection 6 of Disposal of Land and Regulation, 1975															
2	Competent Authority	Maharashtra Industrial Development Corporation (MIDC)															
3	Stage	Pre-Commissioning Stage															
4	SLA/ Number of Days	21 days as per the Citizen Charter															
5	Details of the HoD	Chief Executive Officer MIDC, Udyog Sarathi, Mahakali Caves Road, Andheri (E), Mumbai - 400 093 Tel: 91-022-26870073															
6	Department Tel. No. / Toll free No	Maharashtra Industrial Development Corporation, Respective Regional Office, Land Department Kindly refer to Annexure V for applicable regional office location															
7	Website & E Mail	Website: http://www.midcindia.org Then go to 'Entrepreneur Zone' -> E Forms -> All Services -> Land Department - Services -> Online Land Application E mail ID and Contact Details: Kindly refer to Annexure V for applicable regional officer email address and contact number															
8	Approving Authority	Regional officer of concerned area. Kindly refer to Annexure V for regional officer location and Annexure VII for Approving Authority for more details															
9	Supporting Documents Required	There are 17 key documents to be submitted as supporting documents. Kindly refer to Annexure IIIa for details															
10	Fee & Mode of Payment	The Payment of Appropriate Processing Fees depending on land area in sq. m. <table border="1"> <thead> <tr> <th></th><th>Fees as per land required (in square meters)</th><th>Amount (in rupess)</th></tr> </thead> <tbody> <tr> <td>1</td><td>Up to 10,000 sq mtrs</td><td>2000</td></tr> <tr> <td>2</td><td>10,000 to 20,000 sq.mtrs</td><td>4000</td></tr> <tr> <td>3</td><td>20,000 to 40,000 sq.mtrs</td><td>5000</td></tr> <tr> <td>4</td><td>Above 40,000 sq.mtrs</td><td>10,000</td></tr> </tbody> </table> The payment can be made online or by 'Demand Draft'. Kindly refer to Annexure IV for more details		Fees as per land required (in square meters)	Amount (in rupess)	1	Up to 10,000 sq mtrs	2000	2	10,000 to 20,000 sq.mtrs	4000	3	20,000 to 40,000 sq.mtrs	5000	4	Above 40,000 sq.mtrs	10,000
	Fees as per land required (in square meters)	Amount (in rupess)															
1	Up to 10,000 sq mtrs	2000															
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3	20,000 to 40,000 sq.mtrs	5000															
4	Above 40,000 sq.mtrs	10,000															

11	Form Submission At	Maharashtra Industrial Development Corporation Respective Regional Office, For details kindly refer to Annexure V for details Or You can also apply online: Application form for Land Allotment
12	Criteria for acceptance	<ul style="list-style-type: none"> • Filled form in hard copy (if the application is submitted online, take a printout of online application and submit a hard copy of the same as well) • List of supporting documents as per Annexure III • The service is applicable for any size and any category of industry and limited to industries having their geographical location within MIDC area
13	Special Conditions/Remark	<ol style="list-style-type: none"> 1. Applicant to Pay Appropriate Processing Fees depending on land area in square meters 2. Once Offer letter is sanctioned with total cost of land, Entrepreneur is required to submit the Earnest Money Deposit (25% of land cost. Kindly refer to Annexure VIII for more details) within 15 days of receipt of Offer letter. If Entrepreneur fails to do the payment after 15 days, Offer Letter is declared invalid
14	Annexures	<ul style="list-style-type: none"> • Annexure Ia -- Application Form (Format for offline submission) • Annexure Ib -- Application Form (Format for online submission) • Annexure IIa -- Sample Filled Application Form (Format for offline submission) • Annexure IIb -- Sample Filled Application Form (Format for online submission) • Annexure IIIa -- Supporting Documents • Annexure IIIb -- Form 'B' • Annexure IIIc -- Detailed Project Report (DPR) • Annexure IIId -- Circular for list of Documents Required for Land Allotment • Annexure IV -- Fee Structure • Annexure V -- Regional Office location • Annexure VI -- Citizen Charter • Annexure VII -- Approving Authority • Annexure VIII -- Circular for Earnest Money Deposit value • Annexure IX -- FAQs under Disposal of Land Regulation, 1975

3.1.2 Environment Clearance

1	Name of Approval / NoC/ Licence/ Registration	Environmental Clearance under sub-rule (3) of Rule 5 of the Environment (Protection) Rules, 1986
2	Competent Authority	State Environment Impact Assessment Authority (SEIAA)
3	Stage	Pre-Commissioning Stage
4	SLA/ Number of Days	165 Days (As per Citizen Charter)
5	Details of the HoD	Principal Secretary, Environment Department, Government of Maharashtra Mumbai 400 032. Ph. - 022 22026767 Fax -022 22029388
6	Department Tel. No. / Toll free No	Environment Department Government Of Maharashtra 15th Floor, New Administrative Building, Mantralaya, Mumbai - 400 032. SEAC-I: 022-22819517 SEAC-II: 022-22029388 SEAC-III/SEIAA: 022-22855082 Director, Environment Department 15th Floor, New Administrative Building, Mantralaya 022-22029388
7	Website & eMail	Website – https://ec.maharashtra.gov.in E mail ID: SEAC – mahaseac@gmail.com SEIAA – seiaa.mah@gmail.com
8	Approving Authority	State Environment Impact Assessment Authority (SEIAA)
9	Supporting Documents Required	<p>Projects (Other than Construction Projects)</p> <ul style="list-style-type: none"> • Consolidated statement • Prefeasibility report • Proposed TOR (only for B1 projects) • 4 hard copies of EIA study report as per ToR (only for B1 projects) <p>The application form can be found at : https://ec.maharashtra.gov.in/</p> <p>A filled application form is attached as Annexure 1</p>

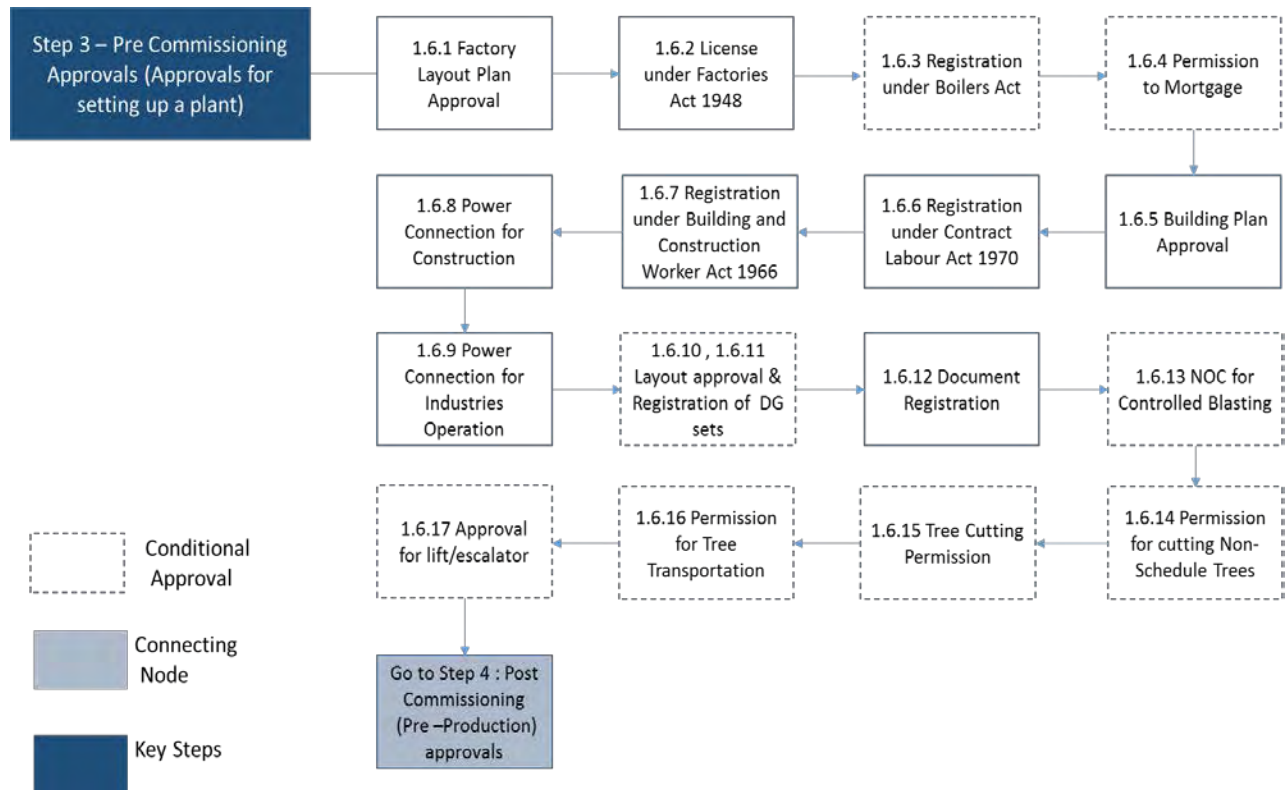
10	Fee & Mode of Payment	<div>Mode of Payment is RTGS</div> <table><tr><th>Amount of Capital Investment</th><th>Fees</th></tr><tr><td>1 to 50 Cr</td><td>1 lakhs</td></tr><tr><td>50 to 100 Cr</td><td>3 lakhs</td></tr><tr><td>100 – 500 Cr</td><td>5 lakhs</td></tr><tr><td>500 – 1000 Cr</td><td>10 lakhs</td></tr><tr><td>1000 Cr +</td><td>15 lakhs</td></tr></table>	Amount of Capital Investment	Fees	1 to 50 Cr	1 lakhs	50 to 100 Cr	3 lakhs	100 – 500 Cr	5 lakhs	500 – 1000 Cr	10 lakhs	1000 Cr +	15 lakhs
Amount of Capital Investment	Fees													
1 to 50 Cr	1 lakhs													
50 to 100 Cr	3 lakhs													
100 – 500 Cr	5 lakhs													
500 – 1000 Cr	10 lakhs													
1000 Cr +	15 lakhs													
11	Form Submission at:	Mumbai Environment department, Room No. 217, 2nd floor, Mantralaya Annexe, Mumbai 400 032												
12	Criteria for acceptance	<ul style="list-style-type: none">• Duly filled form (Please check sample filled form attached) as per Annexure-II which contains sample filled in details about the information that needs to be filled within the application form• List of supporting documents as per point no. 8 which needs to be submitted with the application form												
13	Special Conditions/Remarks:	<ul style="list-style-type: none">• The validity of an Environmental clearance is 5 years• The project proponent has to submit half-yearly compliance reports on 1st June and 1st December of each calendar year• In case of expansion or modernization of existing projects, the proponent has to apply for an Environmental clearance afresh (For details refer to Annexure 5 - FAQ – 13)												
14	Annexures	<ul style="list-style-type: none">• Annexure I – Application form• Annexure II – Sample filled form• Annexure III – Fee Structure• Annexure IV – Citizen Charter• Annexure V – FAQ												

3.1.3 Consent to Establish

1	Name of Approval/NOC/ License/ Registration	Consent to Establish
2	Competent Authority	Maharashtra Pollution Control Board
3	Stage	Pre-Commissioning Stage
4	SLA/ Number of Days	Refer to Annexure VI for detailed information
5	Details of the HoD	Member Secretary, M.P.C. Board, Kalpataru Point, 3rd and 4th floor, Opp. CineMax Theatre, Sion (E), Mumbai-400 022
5	Department Tel. No. / Fax	Telephone - 022-24020781 / 24014701 / 24010437 Fax - 022-24024068
6	Website & e-Mail	Website - http://mpcb.gov.in/index.php E mail ID - enquiry@mpcb.gov.in

7	Approving Authority	Depending on Category and Investment: Sub-Regional Officer/ Regional Officer/ Member Secretary/ Consent Appraisal Committee (Refer to Annexure VII for detailed information)
8	Supporting Documents Required	Refer to Annexure III for detailed information
9	Fee & Mode of Payment	The entrepreneurs need to pay the consent fees to the Board as per the statement given below. These fees are payable in form of Demand Draft at any Nationalised bank at respective Sub-Regional office or Regional office or at head quarter along with the completed prescribed form. (Refer to Annexure IV for detailed information)
10	Form Submission at	Refer to Annexure V for detailed information
11	Criteria for acceptance	<ul style="list-style-type: none"> • Duly filled form (Refer to Annexure II for sample filled form) • List of supporting documents as per Annexure III
12	Special Conditions/Remarks	Please refer to Annexure A for list of industries excluded from delegation of consent and authorization management to regional officers http://mpcb.gov.in/consentmgt/waterairact.php#delegation
13	Annexures	<ul style="list-style-type: none"> • Annexure I Application Form: Application form to get Consent to Establish • Annexure II Sample Filled Form: Filled form incorporating necessary details mentioned in the application form • Annexure III Supporting Documents: List of documents that should be submitted along with the application form • Annexure IV Fee Structure: Amount of fee applicant should pay based on Capital Investment • Annexure V Regional and Sub-Regional Wise Office details: Details of the offices where the application form needs to be submitted based upon the location of the construction site in Maharashtra • Annexure VI Citizen Charter: Timelines for processing the application • Annexure VII Approving Authority List: Details of the approving authority based on Category and Investment • Annexure VIII Frequently Asked Question: Frequently asked questions for applicant in case of any query or clarification related to application submission and approval

4 Pre- Commissioning State – Approvals for setting up a plant



Manufacturing units build their plant before starting of their operation. However, various statutory permissions/approvals/clearances are required from different departments/government bodies before starting of the construction activity. Some of the permissions are optional based on the requirement of the industry.

4.1 Algorithm

1. Apply for factory plan approval to the Directorate of Industrial Safety and Health
2. Apply for registration of license under the factories act from the Directorate of Industrial Safety and Health
3. If you want to install boilers in the unit, apply for Registration of Boilers to the Directorate of Stream Boilers else skip this step
4. If permission is required for the loan purchased for land, apply for permission of mortgage to the MIDC
5. Apply for Building plan approval to the MIDC – This approval will include approval for effluent treatment plant & sewerage treatment plant, drainage plan approval, Provisional fire approval and water supply connection.
6. Apply for registration under the Contract Labour act to the Commissioner of Labour, if Labour will be contracted for industry operations.
7. Apply for registration under the Building and Construction Act 1966 to the Commissioner of Labour, if labours to be employed for the construction activity

8. Apply for power connection for the construction site to the Maharashtra State Electricity Distribution Company Limited
9. Apply for power connection for the industrial operation to the Maharashtra State Electricity Distribution Company Limited
10. Apply for Layout approval of DG sets and registration for DG sets to the Chief Engineer (Energy Department) , if DG sets would be used for carrying out industrial operations
11. If full Stamp duty exemption is not applicable, Stamp duty and Registration fee (Document Registration) has to be paid to Department of Registration and Stamp in order to register the property
12. If applicable , seek NOC for controlled blasting from the Revenue Department
13. If applicable, seek permission from the Revenue Department for cutting of Non-Schedule Tress
14. If applicable , seek permission from Tree Authority for cutting of Schedules Trees
15. If applicable , seek permission from Tree Authority for permission of transportation of trees
16. If ground water is required for industrial purpose , seek permission from ground water body
17. If lift/escalator is required to be built , seek permission from the Chief Engineer (Electrical Department)

4.1.1 Factory Layout Plan Approval

1	Name of Approval/ NoC/License/ Registration	Factory Plan Layout Approval under Factory Act 1948
2	Competent Authority	Labour Department
3	Stage	Pre-Commissioning Stage
4	SLA/ Number of Days	60 Days for Chemical Factories & 45 days for Other Factories (As per Citizen Charter)
5	Details of the HoD	Director, Directorate of Industrial Safety & Health Kamgar Bhavan, 5th floor, C-20, E Block, Opp. Reserve Bank, BKC, Bandra (E), Mumbai-51.
6	Department Tel. No. / Toll free No	Tel No. 022 -2657 2504 / 2657 2509 / 2657 2522 / 2657 2558. Fax No. 022 - 2657 3892.
7	Website & e-Mail	Website: http://mahakamgar.gov.in E mail ID - dish.maharashtra@gmail.com
8	Approving Authority	Director, Directorate of Industrial Safety and Health Maharashtra

9	Supporting Documents Required	<p>Every application shall be accompanied by</p> <ul style="list-style-type: none"> Plans (Site, Building layout, machinery layout and cross sectional elevation of building)(two copies each) <ul style="list-style-type: none"> Site Plan drawn to scale 1:500 showing the site of factory and immediate surroundings including adjacent buildings and structure, roads, drains etc. Building Plan, elevation, cross sectional elevation to scale 1:100 including all relevant details like natural lighting, ventilation, means of escape in case of fire etc. Machinery layout to scale 1:100 shall clearly indicate position of machines/equipment, passages. List of Raw Material (including solvents/fuels/chemicals used if any) with maximum storage capacity and mode of storage, handling List of Finished products, Intermediate products including emission of toxic gases and by-products along with maximum quantities, method of handling, loading & transport. Process flow chart Description of Manufacturing Process Details of likely hazards involved and methods to control them. Material Safety Data Sheets in respect of hazardous chemicals. Process & Instrumentation Diagram. Details of Chemical reactions carried out if any. Details of firefighting arrangements proposed to be made. Allotment letter from MIDC/ NOC from Local authority
10	Fee & Mode of Payment	<ul style="list-style-type: none"> Court fee stamp of Rs. 10 to be affixed on Form-1
11	Regional Offices/Form Submission at	<ul style="list-style-type: none"> Refer to Annexure III – Region and District wise Offices details for form submission which contains details of the offices where the application form needs to be submitted based upon the location of the factory in Maharashtra
12	Criteria for acceptance	<ul style="list-style-type: none"> Duly filled form (Please check sample filled form attached) as per Annexure-II which contains sample filled in details about the information that needs to be filled within the application form & questionnaire. List of supporting documents as per point no. 8 which needs to be submitted with the application form
13	Special Conditions /Remarks:	<p>Every plan approval layout shall be subject to the following conditions, namely:</p> <ol style="list-style-type: none"> The plan layout approval shall be non-transferable; The plan layout for factories shall not, on any day, be different from the specified plan layout for which the approval is given Application shall be either personally delivered to the layout approval officer or sent to him by registered post

14	Annexure	<ul style="list-style-type: none"> • Annexure I- Form 1 & Questionnaire: Application form for Factory Plan Layout Approval: Application form and questionnaire to get approval for the factory plan layout under the Factories Act 1948 • Annexure II- Sample filled form: Sample filled in details about the information that needs to be filled within the application form & questionnaire • Annexure III- Region and District Wise offices details for form submission: Details of the offices where the application form needs to be submitted based upon the location of the factory in Maharashtra • Annexure IV- Frequently asked questions under Factories Act, 1948: Frequently asked questions for applicant in case of any query/clarification regarding submission of application form and approval of plan layout
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4.1.2 Factory License under Factories Act

1	Name of Approval/NoC/License/Registration	Factory License under Factories Act 1948
2	Competent Authority	Labour Department
3	Stage	Pre-Commissioning Stage
4	SLA/ Number of Days	120 Days (As per Citizen Charter)
5	Details of the HoD	Director, Directorate of Industrial Safety & Health Kamgar Bhavan, 5th floor, C-20, E Block, Opp. Reserve Bank, BKC, Bandra (E),
6	Department Tel. No. / Toll free No	Tel No. 022 -2657 2504 / 2657 2509 / 2657 2522 / 2657 2558. Fax No. 022 - 2657 3892.
7	Website & e-Mail	Website: http://mahakamgar.gov.in E mail ID: dish.maharashtra@gmail.com
8	Approving Authority	Director, Directorate of Industrial Safety and Health Maharashtra

9	Supporting Documents Required	<p>Every application shall be accompanied by</p> <ul style="list-style-type: none"> • Court Fee Stamp of: Rs. 10 • Application in triplicate in Form 2 for registration of the Factory and Grant of License for a period not exceeding 10 years • Declaration Form, about date of commencement of manufacturing process in prescribed format • Challan/Fee receipt, Original copy of Challan of license fees paid + one-self certified Xerox copy of challan • Electricity Bill as a proof for installed H.P. • Proof for Ownership of Premises (Owned/Rented/Leased etc.) (In case of owned-7/12 extract, tax receipt, In case of factory located in M.I.D.C.- a allotment letter from M.I.D.C., In case of Rented/Leased-a lease deed) • Proof of Residence of Occupier ship: • In Case of Public Limited/Private Limited Company: <ul style="list-style-type: none"> ○ A certified copy of MOA, A copy of List of Directors with residential address certified by company secretary. ○ A copy of Board Resolution nominating one of the Director as an Occupier certified by the Company Secretary. • In case of Partnership Firm. <ul style="list-style-type: none"> ○ Partnership Deed with duly Registered from Register of Firms. ○ NOC for other partner for accord one partner an Occupier • In case Central/State Government Organization, an Order issued by an appropriate authority/G.R. with respect to the nomination of an Occupier. • A Copy of Letter of Approval of Plan by DISH.
10	Fee & Mode of Payment	<ul style="list-style-type: none"> • Refer to Annexure III- Factory License Fee Structure for details about the fee based upon the category of the factory • Through Challan
11	Regional Office/ Form Submission at	<ul style="list-style-type: none"> • Refer to Annexure IV- Region and District wise office details for form submission which contains details of the offices where the application form needs to be submitted based upon the location of the factory in Maharashtra
12	Criteria for acceptance	<ul style="list-style-type: none"> • Duly filled form (Please check sample filled form attached) as per Annexure-II which contains sample filled in details about the information that needs to be filled within the application form • List of supporting documents as per point no. 8 which needs to be submitted with the application form
13	Special Conditions/Remarks:	<p>Every factory license issued under Factories Act 1948 shall be subject to the following conditions, namely:</p> <ol style="list-style-type: none"> 1. The factory license shall be non-transferable; 2. Same as provided in these rules, the fees paid for the grant of license shall be non-refundable 3. Application shall be either personally delivered to the license officer or sent to him by registered post

14	Annexure	<ul style="list-style-type: none"> • Annexure I - Form 2 for Registration and Grant of Factory License and Renewal of factory license under Factories Act, 1948: Application form to register and seek license or renew factory license for new/existing factory in Maharashtra • Annexure II - Sample filled form: Sample filled in details about the information that needs to be filled within the application form • Annexure III - Maharashtra Factories License Fee Structure with effect from 2013: Details of amount of fee which applicant needs to submit • Annexure IV - Region and District wise office details for form submission: Details of the offices where the application form needs to be submitted based upon the location of the factory in Maharashtra • Annexure V - FAQ under Factories Act, 1948: Frequently asked questions for applicant in case of any query/clarification regarding submission of application form and grant of license
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4.1.3 Registration of Boilers

1	Name of Approval / NoC/ License/ Registration	Registration of Boiler/Economizer under The Boiler Act, 1923 (Pls refer Point 1 & 2 in FAQ)
2	Competent Authority	Directorate of Steam Boiler
3	Stage	Pre-commissioning stage
4	SLA/ Number of Days	39 Days (As per Citizen Charter)
5	Details of the HoD	Directorate of Boiler Kamgar Bhavan, 7th floor, C-20, E Block, Opp. Reserve Bank, BKC, Bandra (E), Mumbai-400051.
6	Department Tel. No. / Toll free No	Phone: 022 - 2657 1198 / 2657 1304 / 2657 1352 / 2657 1201. Fax: 022 - 2657 1283.
7	Website & eMail	Website: http://mahakamgar.gov.in E-mail : dsbmumbaiho@gmail.com
8	Approving Authority	Directorate of Steam Boiler

9	Supportin Documents Required	<p>Every duly filled application form shall be accompanied by makers paper (Pls Refer Point 3 ,5 & 7 in FAQ)</p> <p>Duly filled in Form (II , III , III-C, IV-A) with details as requested (Annexure II)</p> <ul style="list-style-type: none"> • Hard copies of the Maker's papers • Inspection request letter specifying date for site visit (Annexure I) • Receipt Challan for prescribed fees (Online payment available a t gras.mahakosh.gov.in)
10	Fee & Mode of Payment	Refer Annexure III
11	Regional Offices / Form Submission at	Refer Annexure – IV
12	Criteria for Acceptance	<ul style="list-style-type: none"> • Satisfactory inspection (Hydraulic Test & Steam Test
13	Special Conditions/ Remarks:	<p>Registration:-</p> <ul style="list-style-type: none"> ✓ Directorate of Boiler provides Provisional order with validity of six months. The organization has to request for final inspection in six months validity. In case of if validity is expiring then a request for extension of validity can be placed with the department. ✓ Registration is valid for one year. The validity starts from the Provisional order issuance date
14	Annexure:	<ul style="list-style-type: none"> • Annexure – I Draft request letter for Boiler Registration Inspection • Annexure – II Formats (Form II , III , III-C, IV-A) for submitting the Boiler Makers details • Annexure – III Fees and Mode of Payment • Annexure – IV Address Details of the Boiler offices. Applicant can visit to nearest office for form submission. • Annexure – V Frequently asked questions for applicant in case of any query/clarification regarding submission of boiler registration request

4.1.4 Permission to Mortgage

1	Name of Approval / NoC/ License / Registration	Permission to Mortgage
2	Competent Authority	Maharashtra Industrial Development Corporation (MIDC)
3	Stage	Pre-Commissioning Stage
4	SLA/ Number of Days	15 days as per the Citizen Charter

5	Details of the HoD	Shri. Bhushan Gagrani, (I.A.S.), Chief Executive Officer MIDC, Udyog Sarathi, Mahakali Caves Road, Andheri (E), Mumbai - 400 093 Tel: 91-022-26870073 Fax: 91-022-26871587
6	Department Tel. No. / Toll free No	Maharashtra Industrial Development Corporation, Respective Regional Office, Land Department Kindly refer to Annexure VI for applicable regional office location
7	Website & E Mail	Website: http://www.midcindia.org Then go to 'Entrepreneur Zone' -> E Forms -> All Services -> Land Department Services -> Permission to Mortgage E mail ID: Kindly refer to Annexure VI for applicable regional officer email address and contact number
8	Approving Authority	Regional officer of concerned area Kindly refer to Annexure VI for regional officer location
9	Supporting Documents Required	Refer to Annexure III for more details
10	Fee & Mode of Payment	N.A
11	Form Submission At	Maharashtra Industrial Development Corporation Respective Regional Office, For details kindly refer to Annexure VI for more details Or You can also apply online: Permission to Mortgage form
12	Criteria for acceptance	The service is applicable for any size and any category of industry & limited to industries having their geographical location within MIDC area
13	Special Conditions/Remarks :	1. Entrepreneur should ensure that the plot is leased from MIDC before applying for Permission to Mortgage 2. Entrepreneur is required to first acquire a detailed loan sanction letter issued by Financial Institute and a NOC(s) from Financial Institute(s), if mortgage permission is granted previously. In absence of any of these documents, MIDC will not be able to process the application further

14	Annexure	<ul style="list-style-type: none"> • Annexure I – Application form • Annexure II – Sample filled Application form • Annexure III – Supporting Documents • Annexure IV – Citizen Charter • Annexure V – List of Financial Institutes • Annexure VI -- Regional Office Location • Annexure VII -- FAQs
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4.1.5 Building Plan Approval

1	Name of Services	Building Plan Approval
2	Competent Authority	Engineering Dept., MIDC
3	Description	MIDC is appointed as Special Planning Authority (SPA) under Subsection 1A of Section 40 of Maharashtra Regional and Town Planning Act (MRTP), 1966 and MIDC Development Control Regulations are derived from Clause (d) of Subsection 3 of Section 40 of MRTP Act of 1966 conferring sanctioning authority to MIDC within MIDC area. Building Plan Approval ensures that constructions of building (industry / plant / factory etc.) are built and inspected are in strict compliance of D.C. Regulations, 2009 of MIDC. In absence of approvals from MIDC Entrepreneur is unable to perform any constructions on MIDC land.
4	Applicability Criteria	The service is applicable for any size and any category of industry & limited to industries having their geographical location within MIDC area
5	Document Requirement	<ul style="list-style-type: none"> • Online Application through IFC Portal. • Agreement to Lease / Deed of Possession. • Possession receipt. • Detailed Drawings in metric system which should include Block Plan. Typical Floor Plan, Elevation Plan showing exits, etc. • Duly filled form of Supervision from Architect. • Duly filled form of appointment of Structural Engineer. • Duly filled form of acceptance by Structural Engineer. • Duly filled form of supervision by Structural Engineer. • Provisional Fire Clearance. • Payment of Development & Scrutiny Charges to Accounts, MIDC post positive assessment of application. • No Dues from Accounts Dept., MIDC. • MPCB Consent (if applicable). • Letter of Extension of Time Limit (if applicable). • LOI from Director of Ind. regarding IT Part/Units (if applicable).

6	Key Steps	<ul style="list-style-type: none">Once Entrepreneur applies for the service & submits pre-requisite documents along with building plans of facility(s), the following key steps are carried out <table><tr><th>Steps</th><th>Process Name</th><th>Authority</th><th>Action/Decision</th></tr><tr><td>1.</td><td>Document Scrutiny</td><td>Assistant Engineer (AE)</td><td>Reviews – (a) List of Building Drawings; (b) Certificates provided by Lic. Architect and Structural Engineer. In case any shortcoming AE will revert to applicant & submits review report to Deputy Engineer - SPA (DE - SPA) with remarks</td></tr><tr><td>2.</td><td>Compliance with MIDC DC Rules</td><td>Deputy Engineer - SPA (DE - SPA)</td><td>Reviews – (a) Review report & remarks; (b) compliance with MIDC DC Rules. DE – SPA provides sanctions on file & instructs to AE to calculate development & scrutiny charges</td></tr><tr><td>3.</td><td>Calculation of development & scrutiny charges</td><td>Assistant Engineer (AE)</td><td>Charges are notified to Entrepreneur post sanction from DE – SPA. Entrepreneur to pay the required charges</td></tr></table> <ul style="list-style-type: none">Application & Building Plans are scrutinized under guidance of Executive Engineer (depending on availability of Executive Engineer for concerned region) or Deputy Engineer.If application is positively assessed Entrepreneur is notified of appropriate Development & Scrutiny Charges. Post payment of charges Building Plan Approval is granted to Entrepreneur.	Steps	Process Name	Authority	Action/Decision	1.	Document Scrutiny	Assistant Engineer (AE)	Reviews – (a) List of Building Drawings; (b) Certificates provided by Lic. Architect and Structural Engineer. In case any shortcoming AE will revert to applicant & submits review report to Deputy Engineer - SPA (DE - SPA) with remarks	2.	Compliance with MIDC DC Rules	Deputy Engineer - SPA (DE - SPA)	Reviews – (a) Review report & remarks; (b) compliance with MIDC DC Rules. DE – SPA provides sanctions on file & instructs to AE to calculate development & scrutiny charges	3.	Calculation of development & scrutiny charges	Assistant Engineer (AE)	Charges are notified to Entrepreneur post sanction from DE – SPA. Entrepreneur to pay the required charges
Steps	Process Name	Authority	Action/Decision															
1.	Document Scrutiny	Assistant Engineer (AE)	Reviews – (a) List of Building Drawings; (b) Certificates provided by Lic. Architect and Structural Engineer. In case any shortcoming AE will revert to applicant & submits review report to Deputy Engineer - SPA (DE - SPA) with remarks															
2.	Compliance with MIDC DC Rules	Deputy Engineer - SPA (DE - SPA)	Reviews – (a) Review report & remarks; (b) compliance with MIDC DC Rules. DE – SPA provides sanctions on file & instructs to AE to calculate development & scrutiny charges															
3.	Calculation of development & scrutiny charges	Assistant Engineer (AE)	Charges are notified to Entrepreneur post sanction from DE – SPA. Entrepreneur to pay the required charges															
7	Time Line	15 days as per the Citizen Charter																
8	Other Remarks	<ul style="list-style-type: none">Applicant to Pay of Development & Scrutiny Charges to Accounts, MIDC post positive assessment of application.In case at any region, Executive Engineer is unavailable, then Deputy Engineer can grant Building Plan Approval to Entrepreneur.In case of any query(s) Entrepreneur may be asked to submit or provide clarification through Licensed Architect.In the event any query(s) or complexion remains unresolved at Deputy Engineer & Executive Engineer level then query(s) is extended to Chief Engineer / Special Planning Authority for final resolve of query(s).																
9	Dependency on other approvals	<p>From MIDC</p> <ol style="list-style-type: none">Land Allotment LetterPossession LetterProvisional Fire ClearanceLetter of Extension of Time Limit (if applicable). <p>From Other Agencies</p> <ol style="list-style-type: none">MPCB –Consent to establish (if applicable)LOI from Director of Ind. regarding IT Part/Units (if applicable)Registration of Boiler from Directorate of Boiler (if applicable)Sanction from Air Port Authority (if required).																

4.1.6 Registration under Contract Labour Act 1970

1	Name of Approval / NoC/ Licence/ Registration	Registration Certificate under Contract Labour (Regulation And Abolition) Act, 1970														
2	Competent Authority	Labour Department														
3	Stage	Pre-Commissioning Stage														
4	SLA/ Number of Days	30 Days (As per Citizen Charter)														
5	Details of the HoD	Commissioner of Labour Kamgar Bhavan, 4th floor, C-20, E Block, Opp. Reserve Bank, BKC, Bandra (E), Mumbai-51.														
6	Department Tel. No. / Toll free No	Tel No.022 - 26573833 / 26573733 / 26573869 / 26573872 / 26573783 / 26572937. Fax No. 022 – 2657 3892.														
7	Website & eMail	Website: http://mahakamgar.gov.in E mail ID: mahalabourcommr@gmail.com														
8	Approving Authority	Assistant Commissioner Labour (ACL)														
9	Supporting Documents Required	Every duly filled application form (Pleases refer to Annexure – II) shall be accompanied by <ul style="list-style-type: none">A challan receipt showing payment of the fees for the plan approval layout														
10	Fee & Mode of Payment	<ul style="list-style-type: none">The fees to be paid for the grant of a certificate of registration under section 7 shall be as specified below, If the number of workmen proposed to be employed on contract on any day:<table><tr><th>No. of Workers</th><th>Registration Fees</th></tr><tr><td>20</td><td>200</td></tr><tr><td>21-50</td><td>500</td></tr><tr><td>51-100</td><td>1000</td></tr><tr><td>101 – 200</td><td>2000</td></tr><tr><td>201 – 400</td><td>4000</td></tr><tr><td>401 & above</td><td>5000</td></tr></table>Through Challan	No. of Workers	Registration Fees	20	200	21-50	500	51-100	1000	101 – 200	2000	201 – 400	4000	401 & above	5000
No. of Workers	Registration Fees															
20	200															
21-50	500															
51-100	1000															
101 – 200	2000															
201 – 400	4000															
401 & above	5000															
11	Regional Offices / Form Submission at	Refer to Annexure IV – Region and District wise Offices details for form submission														
12	Criteria for Acceptance	<ul style="list-style-type: none">List of supporting documentsDuly filled form (Please check sample filled form attached) with below details<ul style="list-style-type: none">✓ the name and address of the establishment✓ the maximum number of workmen to be employed as contract labour in the establishment✓ the type of business, trade, industry, manufacture or occupation which is carried on in the establishment✓ such other particulars as may be relevant to the employment of contract labour in the establishment														

13	Special Conditions/Remarks:	<ul style="list-style-type: none"> • Circumstances in which application for registration may be rejected <ul style="list-style-type: none"> ➤ If any application for registration is not complete in all respects, the registering officer shall require the principal employer to amend the application so as to make it complete in all respects. • If the principal employer, on being required by the registering officer to amend his application for registration, omits or fails to do so, the registering officer shall reject the application for registration • Application shall be either personally delivered to the registering officer or sent to him by registered post
14	Annexure	<ul style="list-style-type: none"> • Annexure – I Contract Labour (R&A) Worker Registration Form (New) : Application form to get approval for the registration under The Contract Labour (Regulation and Abolition) Act, 1970 • Annexure – II Contract Worker Registration (Filled): Filled form incorporating necessary details mentioned in the application form • Annexure – III Contract Labour (R&A) Amendment Form (New) : Furnished by principal employer for incremental change in number of Labours or any change in the contractors • Annexure – IV Region and District Wise Offices Details: Details of the offices where the application form needs to be submitted based upon location of the establishment • Annexure – V Frequently Asked Questions (FAQs) : Frequently asked questions for applicant in case of any query/clarification regarding contract labour Act

4.1.7 Registration under Building & other Construction Workers (BOCW) Act, 1996

1	Name of Approval / NoC/ Licence/ Registration	Registration under Building & other Construction Workers (BOCW) Act 1996
2	Competent Authority	Labour Department
3	Stage	Post and Pre-Commissioning Stage
4	SLA/ Number of Days	30 Days (As per Citizen Charter)
5	Details of the HoD	Commissioner of Labour Kamgar Bhavan, 4th floor, C-20, E Block, Opp. Reserve Bank, BKC, Bandra (E), Mumbai-51.
6	Department Tel. No. / Toll free No	Tel No.022 - 26573833 / 26573733 / 26573869 / 26573872 / 26573783 / 26572937.
7	Website & eMail	Website: http://mahakamgar.gov.in E mail ID: maalalabourcommr@gmail.com
8	Approving Authority	Assistant Commissioner Labour (ACL)

9	Supporting Documents Required	Every duly filled application form (Please refer Annexure – I) shall be accompanied by <ul style="list-style-type: none">• A challan receipt showing payment of the fees for the plan approval layout												
10	Fee & Mode of Payment	<ul style="list-style-type: none">• The fees to be paid for the grant of a certificate of registration under section 7 shall be as specified below, If the number of workmen proposed to be employed on contract on any day:<table><tr><td>No. of workers</td><td>Registration Fees</td></tr><tr><td>Upto 50</td><td>250</td></tr><tr><td>Exceeds but does not exceeds 100</td><td>500</td></tr><tr><td>Upto 100 but does not exceeds 300</td><td>1000</td></tr><tr><td>Upto 300 but does not exceeds 500</td><td>2000</td></tr><tr><td>Exceeds 500</td><td>2500</td></tr></table> <p>Through Challan</p>	No. of workers	Registration Fees	Upto 50	250	Exceeds but does not exceeds 100	500	Upto 100 but does not exceeds 300	1000	Upto 300 but does not exceeds 500	2000	Exceeds 500	2500
No. of workers	Registration Fees													
Upto 50	250													
Exceeds but does not exceeds 100	500													
Upto 100 but does not exceeds 300	1000													
Upto 300 but does not exceeds 500	2000													
Exceeds 500	2500													
11	Regional Offices / Form Submission at	Refer to Annexure IV – Region and District wise Offices details for form submission												
12	Criteria for Acceptance	<ul style="list-style-type: none">• Duly filled form (Please check sample filled form attached)• List of supporting documents (Please refer Point no 8)												
13	Special Conditions/Remarks:	<p>Every certificate of registration issued under rule 24 shall be subject to the following conditions, namely:</p> <ol style="list-style-type: none">1. The certificate of registration shall be non-transferable;2. The number of workmen employed as building workers in an establishment shall not, on any day, exceed the maximum number specified in the certificate of registration; and Same as provided in these rules, the fees paid for the grant of registration certificate shall be non- refundable <p>Application shall be either personally delivered to the registering officer or sent to him by registered post</p>												
14	Annexure	<ul style="list-style-type: none">• Annexure – I New Form for BOCW Registration: Application form to get approval for the registration under Building & other Construction Workers (BOCW) Act, 1996• Annexure – II Sample Filled application Form for BOCW Registration: Filled form incorporating necessary details mentioned in the application form• Annexure – III New Form for BOCW Amendment : Furnished by establishment for registering any change• Annexure – IV Region and District Wise Offices Details: Details of the offices where the application form needs to be submitted based upon location of the establishment• Annexure – V Frequently Asked Questions (FAQs) BoCW : Frequently asked questions for applicant in case of any query/clarification regarding Registration under Building & other Construction Workers (BOCW) Act, 1996												

4.1.8 Power connection for Construction

1	Name of Approval/ NoC/License/ Registration	Power connection for Construction
2	Approving authority	Executive Engineer/Superintendent Engineer/Chief Engineer
3	Stage	Pre-Commissioning Stage
4	Service Level Agreement / Number of Days	15 to 196 days
5	Details of HOD	Maharashtra State Electricity Distribution Company Limited, Hongkong bank building, M.G. road, fort, mumbai-400 001
6	Department Tel. No. / Toll free No	P.B.X : 022-22619100/22619200/22619300 Fax:022-22619699
7	Website	:: MAHADISCOM - Maharashtra State Electricity Distribution Co. Ltd ::
8	Supporting Documents Required	Please refer to Annexure III for supporting documents required
9	Fee & Mode of Payment	<p>The fees to be paid depends on whether the connection is High tension (HT), Low tension (LT) or a Three phase. The tariff for different supply of connection (LT and HT) is given on the website. Please refer to Annexure IV for more details</p> <p>The mode of payment for Industrial power connections can be Online with net banking or debit/credit card and also through over the counter payments at their regional and local offices.</p>
10	Regional Offices / Form Submission at	Please refer to Annexure II for Regional and District wise locations
11	Criteria for acceptance	<ul style="list-style-type: none"> • Duly filled form • List of supporting documents attached with the application as per point no. 9 • A certain amount of security money has to be deposited
12	Special Conditions/Remarks	<p>Every new power connection that is established by any industry under MAHADISOCM shall be subjected to the following conditions, namely:</p> <ol style="list-style-type: none"> 1. There is an amount of security deposit that has to be made before establishing a connection 2. The documents provided for a new connection must not be falsified and there must be no misuse of the connection provided 3. Safety measures must be taken before establishing a new connection

13	Annexures	<ul style="list-style-type: none"> • Annexure – I Application Form for New Electricity Connection (Form A1) • Annexure – II Regional and sub-regional office location - This Annexure contains all the address with telephone numbers and email ids for the respective circle the investor is applying in • Annexure – III Supporting Documents required Attached with this Annexure is the list of supporting documents that is required for an Industrial connection • Annexure – IV Tariff rates for HT & LT The tariff rates for Industrial Power connection for HT & LT • Annexure – V Frequently asked questions (FAQs) for applicant in case of any query/clarification regarding establishing a new connection
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4.1.9 Power connection for Industrial Operation

1	Name of Approval/ NoC/License/ Registration	Power connection for Industrial Operations
2	Approving authority	Executive Engineer/Superintendent Engineer/Chief Engineer
3	Stage	Pre-Commissioning Stage
4	Service Level Agreement / Number of Days	15 to 196 days
5	Details of HOD	Maharashtra State Electricity Distribution Company Limited, HONGKONG BANK BUILDING, M.G. ROAD, FORT, MUMBAI-400 001
6	Department Tel. No. / Toll free No	P.B.X : 022-22619100/22619200/22619300 Fax:022-22619699
7	Website	:: MAHADISCOM - Maharashtra State Electricity Distribution Co. Ltd ::
8	Supporting Documents Required	Please refer to Annexure III for supporting documents required
9	Fee & Mode of Payment	<p>The fees to be paid depends on whether the connection is High tension (HT), Low tension (LT) or a Three phase. The tariff for different supply of connection (LT and HT) is given on the website. Please refer to Annexure IV for more details</p> <p>The mode of payment for Industrial power connections can be Online with net banking or debit/credit card and also through over the counter payments at their regional and local offices.</p>
10	Regional Offices / Form Submission at	Please refer to Annexure II for Regional and District wise locations

11	Criteria for acceptance	<ul style="list-style-type: none"> Duly filled form List of supporting documents attached with the application as per point no. 9 A certain amount of security money has to be deposited
12	Special Conditions/Remarks	<p>Every new power connection that is established by any industry under MAHADISOCM shall be subjected to the following conditions, namely:</p> <ol style="list-style-type: none"> There is an amount of security deposit that has to be made before establishing a connection The documents provided for a new connection must not be falsified and there must be no misuse of the connection provided Safety measures must be taken before establishing a new connection
13	Annexures	<ul style="list-style-type: none"> <u>Annexure – I</u> Application form for Industrial Connection (Form A1) Application form for establishing a new Industrial Connection <u>Annexure – II</u> Regional and sub-regional office location - This Annexure contains all the address with telephone numbers and email ids for the respective circle the investor is applying in <u>Annexure – III</u> Supporting Documents required Attached with this Annexure is the list of supporting documents that is required for an Industrial connection <u>Annexure – IV</u> Tariff rates for HT & LT The tariff rates for Industrial Power connection for HT & LT <u>Annexure – V</u> Frequently asked questions (FAQs) for applicant in case of any query/clarification regarding establishing a new connection

4.1.10 Layout approval for DG Set

1	Name of Approval / NoC/ Licence/ Registration	Registration and Commissioning of Diesel Generator Set
2	Competent Authority	Chief Engineer (Electrical) <i>(Please refer FAQ Point 2)</i>
3	Stage	Pre-commissioning stage
4	SLA/ Number of Days	Installation Approval: 7 Days Operational Approval: 7 Days
5	Details of the HoD	Chief Electrical Engineer New Administrative Building, 2nd Floor, RC Marg, Chembur East, Mumbai - 400071, Mumbai Construction Circle.
6	Department Tel. No. / Toll free No	Phone: +(91)-22-25222093, 25223349
7	Website & eMail	Website: http://mahapwd.com

8	Approving Authority	Chief Electrical Engineer <i>(Please refer FAQ Point 3)</i> New Administrative Building, 2nd Floor, RC Marg, Chembur East, Mumbai - 400071, Mumbai Construction Circle.
9	Supporting Documents Required	<p>For DG Set Commissioning Approval:</p> <ol style="list-style-type: none"> 1. Diesel Generator Installation Layout with seal and stamp of Licensed contractor 2. Diesel Generator Makers Paper & Test reports <p>For DG Set Registration at Head Office (Mumbai)</p> <ol style="list-style-type: none"> 1 Application Form A 2 Sanction letter issued by electrical inspector for commissioning of generator set. 3 Registration certificate issued by Industries Department 4 Electrical Bill 5 Test Reports of DG set
10	Fee & Mode of Payment	Department does not charge any fees for DG Set commissioning and registration approval.
11	Regional Offices / Form Submission at	<p>Field offices are authorized to issue the commissioning approval. (Refer: Annexure:)</p> <p>Registration approval is issued from Mumbai Office only: Installation and Approval is issued from: New Administrative Building, 2nd Floor, RC Marg, Chembur East, Mumbai - 400071, Mumbai Construction Circle.</p>
12	Criteria for Acceptance	Satisfactory inspection and owners must have followed all the safety parameters while installing the Diesel Generator Set.
13	Special Conditions/Remarks:	<ul style="list-style-type: none"> • Commissioning approval is issued from the field offices. • Registration from all over the state is issued from Mumbai Office only. • The installation & maintenance of Diesel Generator Set should be carried out by the Licensed contractor only
14	Annexures:	<ul style="list-style-type: none"> • Annexure – I Application Forms for Commissioning Approval. • Annexure – II Filled in Application Forms for commissioning Approval • Annexure – III Address details of the PWD offices • Annexure – IV Frequently asked questions

4.1.11 Registration of Diesel Generation Sets

1	Name of Approval / NoC/ Licence/ Registration	Registration and Commissioning of Diesel Generator Set
2	Competent Authority	Chief Engineer (Electrical) <i>(Please refer FAQ Point 2)</i>
3	Stage	Pre-commissioning stage
4	SLA/ Number of Days	Installation Approval: 7 Days Operational Approval: 7 Days

5	Details of the HoD	Chief Electrical Engineer New Administrative Building, 2nd Floor, R C Marg, Chembur East, Mumbai - 400071, Mumbai Construction Circle.
6	Department Tel. No. / Toll free No	Phone: +(91)-22-25222093, 25223349
7	Website & eMail	Website: http://mahapwd.com
8	Approving Authority	Chief Electrical Engineer <i>(Please refer FAQ Point 3)</i> New Administrative Building, 2nd Floor, R C Marg, Chembur East, Mumbai - 400071, Mumbai Construction Circle.
9	Supporting Documents Required	<p>For DG Set Commissioning Approval:</p> <ol style="list-style-type: none"> 1. Diesel Generator Installation Layout with seal and stamp of Licensed contractor 2. Diesel Generator Makers Paper & Test reports <p>For DG Set Registration at Head Office (Mumbai)</p> <ol style="list-style-type: none"> 1 Application Form A 2 Sanction letter issued by electrical inspector for commissioning of generator set. 3 Registration certificate issued by Industries Department 4 Electrical Bill 5 Test Reports of DG set
10	Fee & Mode of Payment	Department does not charge any fees for DG Set commissioning and registration approval.
11	Regional Offices / Form Submission at	<p>Field offices are authorized to issue the commissioning approval. (Refer: Annexure:)</p> <p>Registration approval is issued from Mumbai Office only: Installation and Approval is issued from: New Administrative Building, 2nd Floor, RC Marg, Chembur East, Mumbai - 400071, Mumbai Construction Circle.</p>
12	Criteria for Acceptance	Satisfactory inspection and owners must have followed all the safety parameters while installing the Diesel Generator Set.
13	Special Conditions/Remarks:	<ul style="list-style-type: none"> • Commissioning approval is issued from the field offices. • Registration from all over the state is issued from Mumbai Office only. • The installation & maintenance of Diesel Generator Set should be carried out by the Licensed contractor only
14	Annexures:	<ul style="list-style-type: none"> • Annexure – I Application Forms for Commissioning Approval. • Annexure – II Filled in Application Forms for commissioning Approval • Annexure – III Address details of the PWD offices • Annexure – IV Frequently asked questions

4.1.12 Document Registration

1	Name of Approval/ NoC/License/ Registration	Document Registration
2	Approving authority	Sub Registrar, Department of Registration and Stamps
3	Stage	Post Commissioning Stage
4	Service Level Agreement / Number of Days	1 Day
5	Details of HoD	Office of the Inspector General of Registration and Controller of Stamps, Ground Floor, Opposite Vidhan Bhavan (Council Hall), New Administrative Building,
6	Department Tel. No. / Toll free No	Phone: 8888007777
7	Website	Department of Registration and Stamps, Government of Maharashtra
8	Supporting Documents Required	<ol style="list-style-type: none"> 1. Original document 2. Duty/Fees <ol style="list-style-type: none"> a. Stamp Duty b. Registration Fees c. Document Handling Charges 3. When the document is executed through Power of Attorney, <ol style="list-style-type: none"> a. Original Power-of-Attorney (for verification) b. Certified copy of Power-of-Attorney (as part of document/for record) c. Declaration, in the prescribed form, of the existence (as on this day) of the Power-of-Attorney. [The format of Declaration is available on the website www.igrmaharashtra.gov.in, in 'Forms' under 'Downloads' column.] 4. Original Photo-Identity cards (along with the self-attested photocopies thereof) of : <ol style="list-style-type: none"> a. all the parties appeared for execution of document, and b. all the persons appeared for verification of identity of the parties. 5. Original PAN Cards (along with the self-attested photocopies thereof) of all the transacting parties in case of document pertaining to transfer of immovable property of value of Rs 10 lakh or more. 6. NoC /Sanction letter from the Competent Authority if the transaction is prohibited by any Act. 7. If the document attracts Stamp Duty on the market value of the subject matter property, the proofs prescribed as per the Valuation Guidelines. [Valuation Guidelines are available on the website of the Department of Registration and Stamps at www.igrmaharashtra.gov.in under 'Publications' column.] This list is in general in nature, for some document additional papers may be required depending on the type of document.

9	Fee & Mode of Payment	<ol style="list-style-type: none"> 1. Stamp Duty as per Maharashtra Stamp Act [Maharashtra Stamp Act is available on the website www.igrmaharashtra.gov.in, in 'Act under 'Publications' column.] 2. Registration Fees as per Registration Fees Table [Registration Fees Table is available on the website www.igrmaharashtra.gov.in, in 'Fee Structure' under 'Publications' column.] <ol style="list-style-type: none"> 1. Document Handling Charges - Rs.20 per page <p>Mode of Payment:</p> <ol style="list-style-type: none"> 1. Stamp Duty - E-Payment through GRAS (Govt. Receipt Accounting System) or by Franking or by Stamp Paper 2. Registration Fees - E payment through GRAS system or in Cash up to Rs.300 3. Document Handling Charges - in Cash <p>(For more information about GRAS, please visit https://gras.mahakosh.gov.in)</p>
10	Regional Offices / Form Submission at	<ul style="list-style-type: none"> • The document affecting the immovable property should be submitted for registration, in that office of Sub Registrar in whose jurisdiction some or entire part of the property mentioned in the document to be registered is situated. In the case of concurrent jurisdiction, such documents can be registered in any office of the Sub Registrar in that jurisdiction. <p>(The notifications regarding the Jurisdiction of the Sub Registrar offices are available on the website www.igrmaharashtra.gov.in, at Publication > Notifications> Registration> Sub Registrar Jurisdiction- Under Sec 5.]</p> <ul style="list-style-type: none"> • Documents which do not affect immovable property can be registered in that office of Sub Registrar in whose jurisdiction the parties may be residing, or in the area of jurisdiction of that office of Sub Registrar where the document might have been executed, or that office of Sub Registrar which might be found convenient by the parties.

11	Criteria for acceptance	<p>For accepting the document for registration the general criteria are:</p> <ul style="list-style-type: none"> • It should be properly stamped; • It should be presented within the prescribed time*, and in the proper office; • It should be presented by a competent person**; • If the transaction which is indented by the document, is prohibited by any existing act of Central or State Government, then the true copy of requisite permission or No Objection Certificate from the Competent Authority under the said act, has been attached along with the document and that the document is not written in contradiction with any vital term or condition mentioned in that permission or No Objection Certificate. <p>*According to Section 23 of Registration Act, 1908, all documents, excluding Will, can be presented for registration within four months from executing/signing the document. Due to urgency of situation or due to unavoidable circumstances (e.g. serious illness, riots/natural calamity) if it has not been possible to present the document for registration within four months, according to Section 25 such a document can be presented for registration in the next four months by paying prescribed fine.</p> <p>**As per Section 32 of Registration Act, 1908, any one party from the executing (signatories) or claimant (beneficiary) parties can present the document to Sub Registrar for registration. Similarly a Special Power of Attorney holder of such party can present document for registration.</p>
12	Special Conditions /Remarks:	For detail information citizen can Visit www.igrmahhelpline.gov.in OR Call on 8888 00 7777 (between 7 am to 9 pm on all days)
13	Annexures	<ul style="list-style-type: none"> • Annexure – I Citizen Charter (includes Annexure II)

4.1.13 NOC for Controlled Blasting

1	Name of Approval/Noc/License /Registration	NOC for controlled blasting for Excavation
2	Competent Authority	Revenue Department
3	Stage	Pre-Commissioning Stage
4	SLA/ Number of Days	60 Days (As per Citizen Charter)
5	Details of the HoD	Resident Deputy Collector of every district office across Maharashtra State Refer Annexure-III for detailed list of district offices and their contact details
6	Department Tel. No. / Toll free No	Refer Annexure-III for Telephone number for District Collector office of every district across Maharashtra

7	Website & eMail	Website – Refer Annexure-III for Web URL of District offices across Maharashtra
8	Approving Authority	<ul style="list-style-type: none"> Resident Deputy Collector (District Office)
9	Supporting Documents Required	<p>Every application shall be accompanied by</p> <ul style="list-style-type: none"> Area Map Latest copy of 7/12 Lease or Rent Agreement from applicant if land ownership in not with him NOC from Gram Panchayat/BDO Location Plan of the Area Work-order & Sub-contracting agreement (If applicable) Short Firer License copy Explosive License copy Explosive Transport License copy
10	Fee & Mode of Payment	<ul style="list-style-type: none"> Court Fee Stamp of Rs. 5/- needs to be affixed in the application. No fees is required for controlled blasting NoC
11	Form Submission at	<ul style="list-style-type: none"> Refer to Annexure III – Region and District wise Offices details for form submission based upon the location of the applicant
12	Criteria for acceptance	<ul style="list-style-type: none"> Duly filled form (Please check sample filled form attached in Annexure-II) List of supporting documents as per point no. 8 that needs to be submitted at the time of application submission.
13	Special Conditions/Remarks:	<p>The NOC is issued subjected to the following conditions:</p> <ol style="list-style-type: none"> The blasting operations should be carried out only between sunrise & sunset The explosives to be transported through explosive vans from magazine to the blasting site. After the blasting operation is over, the balance explosives should be returned to the magazine before sunset. The blasting operation should be carried out with the help of approved blaster holding valid Shot Firer Permit Before carrying out the blasting operation the nearest police station should be informed. The applicant will be responsible for damage of public lives and property any wilful conduct or negligence occurs. This NOC is issued on a condition to obtain a necessary permission from Dy. Chief Controller of explosives & Maharashtra Pollution Control Board if required

14	Annexures	<ul style="list-style-type: none"> • Annexure I- Application Form: Application form which needs to be submitted on plain paper with required supporting documents at the local distinct office of the applicant • Annexure II- Sample Filled application form: Filled form incorporating necessary details mentioned in the application form • Annexure III- Region and District Wise offices with details for form submission: Region and District wise Offices details for form submission based upon the location of the applicant in Maharashtra • Annexure IV- Frequently Asked question (FAQs) for NoC to be given under The Explosives Act 1884: Frequently asked questions for applicant in case of any query/clarification regarding submission or process for grant of NoC.
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4.1.14 Permission of Cutting of Non-Schedule Trees under Maharashtra Felling of Tree Act

1	Name of Approval / NoC/ Licence/ Registration	The Maharashtra Felling of Trees Regulation Act 1964
2	Competent Authority	Forest Department
3	Stage	Pre-Commissioning Stage
4	SLA/ Number of Days	60 Days (As per Citizen Charter)
5	Details of the HoD	Mr. Rishikesh Ranjan, I.F.S (Chief Conservator of Forests -Forest Regulation) Office of Principal Chief Conservator of Forest Van Bhanvan, Ramgiri Road,Civil Lines Nagpur, Maharashtra 440 001
6	Department Tel. No. / Toll free No	Tel No. 0712 2555673. Fax No. 0712 2550675
7	Website & eMail	Website: http://mahaforest.gov.in E mail ID: ccfprot_ngp@sancharnet.in
8	Approving Authority	Range Forest Officer

9	Supporting Documents Required	<ul style="list-style-type: none"> • Certificate from Talathi • Land map of tree felling area • 7/12 from Talathi(specifying no. of trees) • Gaon Namina 8A from Talathi • Village map • NOC from adjacent land owner • NOC from Round officer • Id of applicant • Caste Certificate from Tahasildar/Nayab Tahsildar • Affidavit to plant 2 times the trees applied for felling <ul style="list-style-type: none"> • If 7/12 is in name of more than one person then consent letter from each person with photo • NOC from agriculture officer • List of Mark trees for felling <ul style="list-style-type: none"> • Application specifying details of trees in each survey. When the private land is adjoining Govt. land certificate from TLR with map is essential • Adhikar Abhilekh/Ferfar Patra From Tahsildar <ul style="list-style-type: none"> • Land and trees on the land with ownership certificate from Tahasildar (Bhogwatdar-1) , from SDO for (Bhogwatdar-2) • Survey Map (Bandhobast/Punarmojani Map) • Chatusima Certificate (Survey No. with name)
10	Regional Offices / Form Submission at	<ul style="list-style-type: none"> • At every Range Forest Office
11	Criteria for Acceptance	<ul style="list-style-type: none"> • List of supporting documents (Refer to Annexure III) • Duly filled form I (Refer to Annexure I)
12	Special Conditions / Remarks	<ul style="list-style-type: none"> • Tree felling permission is valid for 1 month. • If tree officer fails to inform the applicant his decision within 60 days, permission shall be deemed to have been granted.
13	Annexure :	<ul style="list-style-type: none"> • Annexure I Application Form • Annexure II Filled Application Form • Annexure III List of Supporting Document(In Practice) • Annexure IV List of Supporting Document (Proposed) • Annexure V Address of Regional Forest offices • Annexure VI Citizen Charter • Annexure VII Frequently Asked Questions

4.1.15 Permission for cutting trees

1	Name of Approval / NoC/ Licence/ Registration	The Maharashtra Felling of Trees Regulation Act 1964
2	Competent Authority	Forest Department
3	Stage	Pre Commissioning Stage
4	SLA/ Number of Days	60 days (As per Citizen Charter)
5	Details of the HoD	Mr. Rishikesh Ranjan, I.F.S (Chief Conservator of Forests -Forest Regulation) Office of Principal Chief Conservator of Forest Van Bhanvan,Ramgiri Road,Civil Lines Nagpur, Maharashtra 440 001
6	Department Tel. No. / Toll free No	Tel No. 0712 2555673. Fax No. 0712 2550675
7	Website & eMail	Website: http://mahaforest.gov.in E mail ID: ccfprot_ngp@sancharnet.in
8	Approving Authority	Range Forest Officer
9	Supporting Documents Required	<ul style="list-style-type: none"> • Certificate from Talathi • Land map of tree felling area • 7/12 from Talathi(specifying no. of trees) • Gaon Namina 8A from Talathi • Village map • NOC from adjacent land owner • NOC from Round officer • Id of applicant • Caste Certificate from Tahasildar/Nayab Tahsildar • Affidavit to plant 2 times the trees applied for felling • If 7/12 is in name of more than one person then consent letter from each person with photo • NOC from agriculture officer • List of Mark trees for felling • Application specifying details of trees in each survey. When the private land is adjoining Govt. land certificate from TLR with map is essential • Adhikar Abhilekh/Ferfar Patra From Tahsildar • Land and and trees on the land with ownership certificate from Tahasildar (Bhogwatdar-1) , from SDO for (Bhogwatdar-2) • Survey Map (Bandhobast/Punarmojani Map) • Chatusima Certificate (Survey No. with name)
10	Regional Offices / Form Submission at	At every Range Forest Office
11	Criteria for Acceptance	<ul style="list-style-type: none"> • List of supporting documents (Refer to Annexure III) • Duly filled form I (Refer to Annexure I)

13	Special Conditions/Remarks:	<ul style="list-style-type: none"> Tree felling permission is valid for 1 month. If tree officer fails to inform the applicant his decision within 60 days, permission shall be deemed to have been granted. Forester, the transit permission given by DFO becomes invalid.
14	Annexure :	<ul style="list-style-type: none"> Annexure I Application Form Annexure II Filled Application Form Annexure III List of Supporting Document(In Practice) Annexure IV List of Supporting Document (Proposed) Annexure V Address of Regional Forest offices Annexure VI Citizen Charter Annexure VII Frequently Asked Questions

4.1.16 Permission for Tree Transportation

1	Name of Approval / NoC/ Licence/ Registration	Bombay Forest Rules 1942, Rule 66 (Transit Pass)
2	Competent Authority	Forest Department
3	Stage	Pre Commissioning Stage
4	SLA/ Number of Days	N/A
5	Details of the HoD	Mr. B.S.K.Reddy, I.F.S (Additional Chief Conservator of Forests –Protection) Office of Principal Chief Conservator of Forest Van Bhanvan, Ramgiri Road,Civil Lines Nagpur, Maharashtra 440 001
6	Department Tel. No. / Toll free No	Tel No. 0712 2555673 Fax No. 0712 2550675
7	Website & eMail	Website: http://mahaforest.gov.in E mail ID: ccfprot_ngp@sancharnet.in
8	Approving Authority	Division Forest Officer and Range Forest Officer
9	Supporting Documents	Tree felling permission
10	Regional Offices / Form Submission at	Range Forest Office
11	Fee & Mode of Payment	NA
12	Criteria for Acceptance	<ul style="list-style-type: none"> Valid tree felling permission from forest department/revenue department/municipal corporation Duly filled application and tree log measurement form

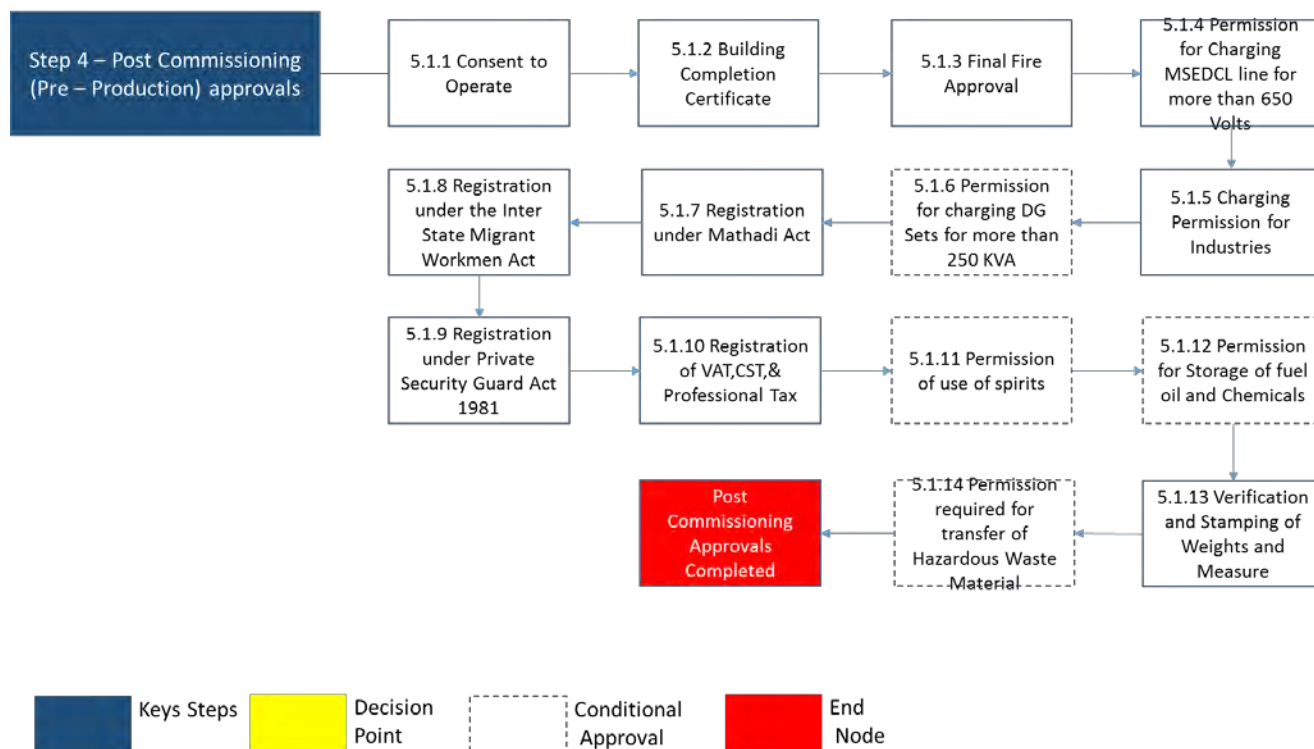
13	Special Conditions/Remarks:	<ul style="list-style-type: none"> Tree felling permission is valid for 1 month. Applicant has to cut the tree within same time frame otherwise the permission will be void. Transit permission given by DFO is valid for 15 days. The final transit order is given by Forester at site location. If final order is not given within 15 days by Forester, the transit permission given by DFO becomes invalid.
14	Annexure :	<ul style="list-style-type: none"> Annexure I Application and Tree Log Measurement Form Annexure II Filled Application Form Annexure III Address of Regional Forest offices Annexure IV Frequently Asked Questions

4.1.17 Approval for Lift/Escalator used for passenger

1	Name of Approval / NoC/ Licence/ Registration	Lift Installation and Operational License Approval (Please refer FAQ Point 1)
2	Competent Authority	Chief Engineer (Electrical) (Please refer FAQ Point 2)
3	Stage	Pre Commissioning Stage
4	SLA/ Number of Days	Installation Approval: 4 weeks Operational Approval: 4 Weeks
5	Details of the HoD	Chief Electrical Engineer New Administrative Building, 2nd Floor, Rc Marg, Chembur East, Mumbai - 400071, Mumbai (Construction Circle)
6	Department Tel. No. / Toll free No	Phone: +(91)-22-25222093, 25223349
7	Website & eMail	Website: http://mahapwd.com
8	Approving Authority	Chief Electrical Engineer (Please refer FAQ Point 3) New Administrative Building, 2nd Floor, Rc Marg, Chembur East, Mumbai - 400071, Mumbai Construction Circle.
9	Supporting Documents Required	1 Form A (For Installation Approval) 2 Form A1 (For Installation Approval) 3 Architecture Certificate 4 Certified building drawing 5 RCC Consultant Stability Certificate 6 Lift Approved Drawing 7 Form B (For Operational License) 8 Form B1 (For Operational License)

10	Regional Offices / Form Submission at	Installation and Approval is given from below mentioned Mumbai office only. New Administrative Building, 2nd Floor, R C Marg, Chembur East, Mumbai - 400071, Mumbai (Construction Circle)
11	Fee & Mode of Payment	Refer Annexure III
12	Criteria for Acceptance	Satisfactory inspection and owners must have followed all the safety parameters while installing the lift.
13	Special Conditions/Remarks:	<ul style="list-style-type: none"> • Installation approval and operational license from all over the state is given from Mumbai Office only • The installation & maintenance of lift should be carried out by the licensed contractor only.
14	Annexure :	<ul style="list-style-type: none"> • Annexure – I Application Forms for Installation and Operational License Approval. • Annexure – II Filled in Application Forms for Installation and Operational License Approval • Annexure – III Fees and Mode of Payment for Installation, Operational License and Annual Inspection • Annexure – IV Frequently asked questions

5 Post-Commissioning Stage



A set of defined approval/permission/clearance required to set up an industry before the commencement of the factory operation. After successful completion of the pre-commissioning approvals, companies shall acquire the necessary approvals/permissions/clearances for operationalizing the units. Some of the permissions are optional based on the requirement of the industry.

5.1 Algorithm

- 1 Apply for Consent to operate to MPCB before the start of the operation. Consent to operate has to be renewed regularly
- 2 Apply for Building Completion Certificate to the MIDC
- 3 Apply for Final Fire Approval to the MIDC
- 4 Apply for permission for charging MSDCL line more than 650 Volts to the MSDCL
- 5 Apply for charging permission for industries
- 6 If Diesel Generator sets are required , apply for permission for charging Diesel Generator sets for more than 250 KVA
- 7 Apply for registration under Mathadi Act to the Labour Department
- 8 Apply for registration under the Inter State Migrant Workmen Act to the Labour Department
- 9 Apply for registration under the Private Security Guard Act to the Private Security Board
- 10 Apply for registration fo VAT, CST and Professional Tax to the Sales Tax Department
- 11 If use of spirit is required, apply for permission for use of spirits to the State Excise Department
- 12 If storage of fuel oil and chemical is required , apply for permission for storage of fuel oil and chemical
- 13 Apply for verification and stamping of weights and measure to the Legal Meteorology department
- 14 If waste will include hazardous waste as defined in [Hazardous Waste \(M&H \) Rules](#) , apply for permission of transfer of hazardous waste material

5.1.1 Consent to Operate

1	Name of Approval / NoC/ Licence/ Registration	Consent to Operate
2	Competent Authority	Maharashtra Pollution Control Board
3	Stage	Post Commissioning & Pre Production Stage
4	SLA/ Number of Days	Refer to Annexure VI for detailed information
5	Details of the HoD	Member Secretary, M.P.C. Board, Kalpataru Point, 3rd and 4th floor, Opp. CineMax Theatre, Sion (E), Mumbai-400 022
6	Department Tel. No. / Toll free No	Telephone - 022-24020781 / 24014701 / 24010437 Fax - 022-24024068
7	Website & eMail	Website - http://mpcb.gov.in/index.php E mail ID - enquiry@mpcb.gov.in
8	Approving Authority	Depending on Category and Investment: Sub-Regional Officer/ Regional Officer/ Member Secretary/ Consent Appraisal Committee (Refer to Annexure VII for detailed information)
9	Supporting Documents Required	Refer to Annexure III for detailed information
10	Regional Offices / Form Submission at	Refer to Annexure V for detailed information
11	Fee & Mode of Payment	The entrepreneurs need to pay the consent fees to the Board as per the statement given below. These fees are payable in form of Demand Draft at any Nationalised bank at respective Sub-Regional office or Regional office or at head quarter along with the completed prescribed form. (Refer to Annexure IV for detailed information)
12	Criteria for Acceptance	<ul style="list-style-type: none"> Duly filled form (Refer to Annexure II for sample filled form) List of supporting documents as per Annexure III.
13	Special Conditions/Remarks	<ul style="list-style-type: none"> Please refer to Annexure A for list of industries excluded from delegation of consent and authorization management to regional officers (http://mpcb.gov.in/consentmgt/waterairact.php#delegation) <p>The term of consent to operate for Red, Orange and Green category of Industry is one, two and three years respectively. The industries can also obtain the consent for extended period up to 5 terms by paying proportionate fees.</p>

14	Annexure	<ul style="list-style-type: none"> • Annexure I Application Form: Application form to get Consent to Establish • Annexure II Sample Filled Form: Filled form incorporating necessary details mentioned in the application form • Annexure III Supporting Documents: List of documents that should be submitted along with the application form • Annexure IV Fee Structure: Amount of fee applicant should pay based on Capital Investment • Annexure V Regional and Sub-Regional Wise Office details: Details of the offices where the application form needs to be submitted based upon the location of the construction site in Maharashtra • Annexure VI Citizen Charter: Timelines for processing the application • Annexure VII Approving Authority List: Details of the approving authority based on Category and Investment • Annexure VIII Frequently Asked Question: Frequently asked questions for applicant in case of any query or clarification related to application submission and approval
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5.1.2 Building Completion Certificate

1	Name of Approval / NoC/ License / Registration	Building Completion Certificate (B.C.C)/ Occupancy Certificate (O.C.)
2	Competent Authority	Maharashtra Industrial Development Corporation (MIDC)
3	Stage	Post-Commissioning Stage
4	SLA/ Number of Days	21 days as per the Citizen Charter
5	Details of the HoD	Chief Executive Officer MIDC, Udyog Sarathi, Mahakali Caves Road, Andheri (E), Mumbai - 400 093 Tel: 91-022-26870073 Fax: 91-022-26871587
6	Department Tel. No. / Toll free No	Maharashtra Industrial Development Corporation, Respective SPA Office, SPA Department, Kindly refer to Annexure VI for applicable SPA office location - SPA Office Location

7	Website & E Mail	<p>Website: http://www.midcindia.org Then go to 'Entrepreneur Zone' -> E Forms -> All Services -> SPA Department – Services -> Building Completion Certificate(BCC)/ Occupancy Certificate</p> <p>E mail ID: Kindly refer to Annexure VI for applicable SPA officer email address and contact number - SPA Office Email and Contact Number</p>
8	Approving Authority	Executive Engineer/ Deputy Engineer /Assistant Planner/Assistant Architect with SPA powers. Kindly refer to Annexure V Page No. 4 for Area wise Approving Authority
9	Supporting Documents Required	List of documents that is to be submitted. Kindly refer to Annexure IIIa for more Details: Supporting Documents list
10	Fee & Mode of Payment	In the case construction is as per approved building plan fees is not applicable else if deviations are found in approved building plan, then development charges, scrutiny charges, compounding charges and Labour Cess maybe applicable
11	Form Submission At	<p>Maharashtra Industrial Development Corporation, Respective SPA Office, For details kindly refer to Annexure V for details</p> <p>Or</p> <p>You can also apply online: Application form for Building Completion Certificate</p>
12	Criteria for acceptance	<ul style="list-style-type: none"> The service is applicable for any size and any category of industry within MIDC area and also where MIDC is declared as SPA
13	Special Conditions/Remarks	<ol style="list-style-type: none"> In case of any query(s) Entrepreneur may be asked to submit or provide clarification through Licensed Architect and Structural Engineer In case, during site inspection if Special Planning Authority (SPA) of concerned industrial area finds any deviation in the structure as against sanctioned Building Plan Approval, then incremental development charges, compounding charges, scrutiny charges and Labour Cess are notified to Entrepreneur for payment. Please note that construction should be within the permissible Floor Space Index (FSI) limit. Entrepreneur will get Building Completion Certificate once incremental charges are paid subject to submission of revised Building Plan followed by acceptance of application

14	Annexures	<ul style="list-style-type: none"> • Annexure I – Application Form • Annexure II – Sample Filled Application Form • Annexure IIIa – Supporting Documents • Annexure IIIb – Form No. 10 format • Annexure IIIc – Form No. 14 format • Annexure IIId – Form No. 8 format • Annexure IV – Citizen Charter • Annexure V -- Approving Authority • Annexure VI – SPA office location • Annexure VII – FAQs under Maharashtra Regional and Town Planning Act, 1966
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5.1.3 Final Fire Approval

1	Name of Service	Final Fire Clearance is provided under Fire Prevention and Life Safety Measures Act, Maharashtra 2009.
2	Issuing Authority	Fire Dept., MIDC Fire Officer (Divisional / Deputy / Chief – Depending on built-up area & height of building).
3	Description	Fire Prevention and Life Safety Measures Act, Maharashtra 2009 is implemented to provide elaborative norms regarding fire safety; to regulate the fire department and to increase its efficiency and transparency. The approval impacts other mandatory approvals & certificates like 'Building Completion Certificate, Consent to Operate, obtaining Sewerage Connection, etc.'
4	Applicability Criteria	The service is applicable for any size and any category of industry & limited to industries having their geographical location within MIDC area.
5	Document Required	<ul style="list-style-type: none"> • Offline Application through manual application submission / Online Application for the service through IFC Portal. • Receipt of the payment of Fire Protection Fund Fees and Additional Fire Protection Fund Fees paid to MIDC. • As built area statement from Licensed Architect with floor wise area and indicating total cover area on each floor. • Certificate of Compliance with Provisional Fire Approval submitted by License Agency appointed by company. • No Dues Certificate from MIDC Accounts Dept. (Only if charges are paid w.r.t incremental construction).
6	Key Steps	<ul style="list-style-type: none"> • Once Entrepreneur applies for the service & submits pre-requisite documents, application is reviewed by concerned Fire Officer & documents are scrutinized. • Document scrutiny is followed by mandatory physical inspection & testing of fire system installed in the facility / building by concerned fire officer. • If application is positively assessed with positive site inspection & testing of fire safety installments Entrepreneur is granted Final Fire Clearance by Fire Dept., MIDC • Incremental charges are calculated in case of any discrepancy.

7	Time Line	<ul style="list-style-type: none">15 days from date of application submission.								
8	Other Remarks	<ul style="list-style-type: none">Entrepreneur has to install Fire Safety arrangements from MIDC authorized & licensed 'Licensing Agencies'. Entrepreneur has to install Fire Safety arrangements from these Licensing Agencies & acquire certificate in the form of 'Form A' to be eligible to apply for Final Fire Clearance Certificate.Sanctioning Authority of Provisional Fire Clearance is dependent on built-up area & building height & details of which are as follows:<table><tr><th>Sanctioning Authority</th><th>Details</th></tr><tr><td>Divisional Fire Officer</td><td>Built-up area upto 10,000 sq. mtrs & building height upto 24 mtrs</td></tr><tr><td>Deputy Fire Officer</td><td>Built-up area upto 15,000 sq.mtrs & building height upto 30 mtrs</td></tr><tr><td>Chief Fire Officer</td><td>Built-up area beyond 15,000 sq.mtrs & building height beyond 30 mtrs</td></tr></table> <p>No processing fee for Final Fire Approval.</p>	Sanctioning Authority	Details	Divisional Fire Officer	Built-up area upto 10,000 sq. mtrs & building height upto 24 mtrs	Deputy Fire Officer	Built-up area upto 15,000 sq.mtrs & building height upto 30 mtrs	Chief Fire Officer	Built-up area beyond 15,000 sq.mtrs & building height beyond 30 mtrs
Sanctioning Authority	Details									
Divisional Fire Officer	Built-up area upto 10,000 sq. mtrs & building height upto 24 mtrs									
Deputy Fire Officer	Built-up area upto 15,000 sq.mtrs & building height upto 30 mtrs									
Chief Fire Officer	Built-up area beyond 15,000 sq.mtrs & building height beyond 30 mtrs									
9	Dependency on other Approvals	<p>From MIDC</p> <ul style="list-style-type: none">Provisional Fire ClearanceBuilding Plan Approval.								

5.1.4 Permission for Charging MSEDCL line more than 650 Volts

1	Name of Approval/ NoC/License/ Registration	Permission for Charging MSEDCL line more than 650 Volts
2	Approving authority	Executive Engineer/Superintendent Engineer/Chief Engineer
3	Stage	Pre-Commissioning Stage
4	Service Level Agreement / Number of Days	15 to 196 days
5	Details of HOD	Maharashtra State Electricity Distribution Company Limited, HONGKONG BANK BUILDING, M.G. ROAD, FORT, MUMBAI-400 001
6	Department Tel. No. / Toll free No	P.B.X : 022-22619100/22619200/22619300 Fax:022-22619699
7	Website	:: MAHADISCOM - Maharashtra State Electricity Distribution Co. Ltd ::
8	Supporting Documents Required	Please refer to Annexure III for supporting documents required

9	Fee & Mode of Payment	<p>The fees to be paid depends on whether the connection is High tension (HT), Low tension (LT) or a Three phase. The tariff for different supply of connection (LT and HT) is given on the website. Please refer to Annexure IV for more details</p> <p>The mode of payment for Industrial power connections can be Online with net banking or debit/credit card and also through over the counter payments at their regional and local offices.</p>
10	Regional Offices / Form Submission at	Please refer to Annexure II for Regional and District wise locations
11	Criteria for acceptance	<ul style="list-style-type: none"> • Duly filled form • List of supporting documents attached with the application as per point no. 9 • A certain amount of security money has to be deposited
12	Special Conditions/Remarks	<p>Every new power connection that is established by any industry under MAHADISOCM shall be subjected to the following conditions, namely:</p> <ol style="list-style-type: none"> 4. There is an amount of security deposit that has to be made before establishing a connection 5. The documents provided for a new connection must not be falsified and there must be no misuse of the connection provided 6. Safety measures must be taken before establishing a new
13	Annexures	<ul style="list-style-type: none"> • Annexure – I Application form for Industrial Connection (Form A1) Application form for establishing a new Industrial Connection • Annexure – II Regional and sub-regional office location - This Annexure contains all the address with telephone numbers and email ids for the respective circle the investor is applying in • Annexure – III Supporting Documents required Attached with this Annexure is the list of supporting documents that is required for an Industrial connection • Annexure – IV Tariff rates for HT & LT The tariff rates for Industrial Power connection for HT & LT • Annexure – V Frequently asked questions (FAQs) for applicant in case of any query/clarification regarding establishing a new connection

5.1.5 Charging Permission for Industries

1	Name of Approval / NoC/ License / Registration	Charging Permission for Industries
2	Competent Authority	Chief Engineer, Energy Department (Electrical Inspectorate)
3	Stage	It can be Pre-Commissioning Stage/Post-Commissioning Stage/Both

4	SLA/ Number of Days	7 Days
5	Details of the HoD	New Administrative Building, 3rd Floor, Rc Marg, Chembur East, Mumbai - 400071, Mumbai Construction Circle
6	Department Tel. No. / Toll free No	Office - +91-22-25222093 Fax - +91-22-25243968
7	Website & E Mail	N.A.
8	Supporting Documents Required	The applicant needs to submit the following documents along with the application for Inspection: <ul style="list-style-type: none"> • ER Test Report • Transformer test report • CT PT Test report • MSEDCL Sanction
9	Fee & Mode of Payment	As Applicable
10	Regional Offices / Form Submission At	Region and District Offices
11	Criteria for acceptance	<ul style="list-style-type: none"> • Duly filled form • List of supporting documents attached with the application as per point no. 9
12	Special Conditions/Remarks	<p>Every new power connection that is established by any industry under MAHADISOCM shall be subjected to the following conditions, namely:</p> <ol style="list-style-type: none"> 1. The documents provided for a new connection must not be falsified and there must be no misuse of the connection provided 2. Safety measures must be taken before establishing a new connection.

5.1.6 Permission for charging Diesel Generator Sets for more than 250 KVA

1	Name of Approval / NoC/ Licence/ Registration	Permission for charging Diesel Generator Sets for more than 250 KVA
2	Competent Authority	Chief Engineer (Electrical) <i>(Please refer FAQ Point 2)</i>
3	Stage	Post Commissioning Stage
4	SLA/ Number of Days	Installation Approval: 7 days Operational Approval: 7 days
5	Details of the HoD	Chief Electrical Engineer New Administrative Building, 2nd Floor, Rc Marg, Chembur East, Mumbai - 400071, Mumbai Construction Circle.
6	Department Tel. No. / Toll free No	Phone: +(91)-22-25222093, 25223349

7	Website & eMail	Website: http://mahapwd.com
8	Approving Authority	Chief Electrical Engineer (Please refer FAQ Point 3) New Administrative Building, 2nd Floor, Rc Marg, Chembur East, Mumbai - 400071, Mumbai Construction Circle.
9	Supporting Documents Required	For DG Set Commissioning Approval: <ol style="list-style-type: none"> 1. Diesel Generator Installation Layout with seal and stamp of Licensed contractor 2. Diesel Generator Makers Paper & Test reports For DG Set Registration at Head Office (Mumbai) <ol style="list-style-type: none"> 1. Application Form A 2. Sanction letter issued by electrical inspector for commissioning of generator set. 3. Registration certificate issued by Industries Department 4. Electrical Bill 5. Test Reports of DG set
10	Regional Offices / Form Submission at	Field offices are authorized to issue the commissioning approval. (Refer: Annexure:) Registration approval is issued from Mumbai Office only: Installation and Approval is issued from: New Administrative Building, 2nd Floor, RC Marg, Chembur East, Mumbai - 400071, Mumbai Construction Circle.
11	Fee & Mode of Payment	Department does not charge any fees for DG Set commissioning and registration approval.
12	Criteria for Acceptance	Satisfactory inspection and owners must have followed all the safety parameters while installing the Diesel Generator Set.
13	Special Conditions/Remarks:	<ul style="list-style-type: none"> • Commissioning approval is issued from the field offices. • Registration from all over the state is issued from Mumbai Office only. • The installation & maintenance of Diesel Generator Set should be carried out by the Licensed contractor only
14	Annexure :	<ul style="list-style-type: none"> • Annexure – I Application Forms for Commissioning Approval. • Annexure – II Filled in Application Forms for commissioning Approval • Annexure – III Address details of the PWD offices • Annexure – IV Frequently asked questions

5.1.7 Registration under Mathadi Act

1	Name of Approval / NoC/ Licence/ Registration	Registration under Mathadi Act
2	Competent Authority	Chairman/Chairperson of the Respected Mathadi Board

3	Stage	Post Commissioning Stage
4	SLA/ Number of Days	15 days
5	Details of the HoD	Chairman/Chairperson of the Respected Mathadi Board
6	Department Tel. No. / Toll free No	There are 36 Mathadi Boards are existing in State
7	Website & eMail	Website: http://mahapwd.com
8	Approving Authority	Chairman/Chairperson of the Respected Mathadi Board
9	Supporting Documents Required	Documents to be attached with the application form: 1 Document of Registration of Establishment either Factory Act or Shops & Establishment Act (APMC License if Trading in APMC) 2 Documents regarding nature of business (Proprietorship/Partnership/Company Registration)
10	Fee & Mode of Payment	Rs 25 through cross cheque on the name of Board
11	Criteria for Acceptance	Satisfactory inspection and owners must have followed all the safety parameters while installing the Diesel Generator Set.
12	Special Conditions/Remarks:	<ul style="list-style-type: none"> • Duly filled form • The documents submitted must not be falsified
13	Annexures	<ul style="list-style-type: none"> • Annexure I Application Form • Annexure II List of Regional Offices

5.1.8 Registration under the Inter State Migrant Workmen Act

1	Name of Approval / NoC/ License / Registration	Registration of the establishment under the Inter State Migrant Workmen Act 1979
2	Stage	Post-Commissioning Stage
3	Details of the HoD	Commissioner of Labour Kamgar Bhavan, 4th floor, C-20, E Block, Opp. Reserve Bank, BKC, Bandra (E), Mumbai-51.
4	Department Tel. No. / Toll free No	Tel No. Common Lines 022 - 26573833 / 26573733 / 26573869 / 26573872 / 26573783 / 26572937. Fax No. 022 - 2657 3892. Labour Commissioner's PA 022 26572922 / 26572925, Additional Commissioner's PA 022 26573844 E mail ID - mahalabourcommr@gmail.com
5	Website & E Mail	Department Of Labour - Govt. of Maharashtra
6	Supporting Documents Required	Below documents need to be attached with the application form: <ul style="list-style-type: none"> • Address proof of the establishment attached. • ID Proof of the Principle Employer attached. • Details of the manager of the contractor at the worksite mentioned. • Details of the directors/partners (in case of companies/firms) mentioned. • Details of the other person in-charge responsible for the supervision and control of the establishment. • Wok-order agreement with contractor attached. • Contractor's details mentioned. • Number of migrant workmen employed through each contractor mentioned. • Affidavit/declaration on stamp paper of Rs. 100 attached. • The Challan/fee receipt
10	Fee & Mode of Payment	Payment is made through bank challan or in cash at labour offices.
11	Form Submission At	Refer to Annexure II – Region and District wise Offices details
12	Criteria for acceptance	<ul style="list-style-type: none"> • Duly filled application form • List of supporting documents attached with the application as per point no. 8
13	Special Conditions/Remarks	NA

14	Annexures	<ul style="list-style-type: none"> • Annexure I – Application Form • Annexure II – Regional and District wise office location
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5.1.9 Registration under Private Security Guard Act 1981

1	Name of Approval / NoC/ License / Registration	Registration under Private Security Guards Act 1981
2	Competent Authority	Chairman, Security Guards Board
3	Stage	Post-Commissioning Stage
4	SLA/ Number of Days	2 days
5	Details of the HoD	Chairman, Security Guards Board D-301/E-301, Sanpada Railway Station Complex, Sanpada, Navi Mumbai 400 705.
6	Department Tel. No. / Toll free No	Tel. Nos. : 022-27751385 / 022-27751386 Fax : (022)27751387 E-mail : sgb_sanpada@yahoo.co.in
7	Website & E Mail	http://www.securityguardsboard.in
8	Approving Authority	Chairman of the Security Guards Board
9	Supporting Documents Required	Documents to be attached with the application form: <ul style="list-style-type: none"> 1. Copy of License under the Factory Act/Shops & Establishment Act 2. List of Directors of the Factory or Establishment and /or name & Address of CEO/COO 3. Address proof i.e. copy of Electricity Bill/Telephone Bill
10	Fee & Mode of Payment	Fees of Rs. 1000 /- By Cheque /Demand Draft in favour of Security Guards Board
11	Form Submission At	D-301/E-301, Sanpada Railway Station Complex, Sanpada, Navi Mumbai 400 705.
12	Criteria for acceptance	<ul style="list-style-type: none"> • Registration needs to be done by the Principal Employer within 30 days of commencement of business.S • Duly filled form bearing Seal of the Organization • The documents submitted must not be falsified

13	Special Conditions/Remarks	<ul style="list-style-type: none"> Registration needs to be done by the Principal Employer within 30 days of commencement of business.S Duly filled form bearing Seal of the Organization The documents submitted must not be falsified
14	Annexures	<ul style="list-style-type: none"> Annexure – I Application form – Application form (Form must be printed on ledger paper)

5.1.10 Registration of VAT, CST & Professional Tax

1	Name of Service	Filing for VAT and CST Registration Under the Maharashtra Value Added Tax Act, 2002 and Central Sales Tax Act 1956.
2	Issuing Authority	Maharashtra Sales Tax Department Sales Tax Officer, Registration and Central Repository.
3	Description	<p>This Act came into force on the 1st April 2005, is applicable to the whole of the State of Maharashtra. This is a mandatory requirement for any industry/ dealer (any person, company or firm engage in sale and purchase of goods). No dealer shall, while being liable to pay tax under this Act, be engaged in the business as a dealer, unless he possesses a valid certificate of registration as provided by this Act. VAT registration is required for any business that is into sales either by way of trading, manufacturing, whether individuals, partnerships, companies, or other forms of businesses. On completion of the formalities, a Tax Identification Number (TIN) is granted.</p> <p>The Central Sales Tax Act, 1956 is enforced when a sale or purchase of goods takes place in the course of inter-State trade or commerce or outside a State or in the course of import into or export from India. There is common application form for registration under VAT and CST Act, State has authorized concern Sale Tax Officer to issue registration. CST registration is important for any enterprise that is into inter-state sale. CST arises in the state from which goods are sold.</p>
4	Applicability Criteria	This is applicable to all industries.

5	Document Required	<ul style="list-style-type: none"> • Online Application for the service through “Mahavat” system. • Copy of Partnership Deed, Memorandum and Articles of Association, as the case may be • Proof of permanent residential address. • Antecedents of Proprietor / Partners or Directors. • Copy of ownership deed / rent receipts of place of business/place of residence, leave and license agreement or consent letter if sub-tenant. • Copy of rationing card of Proprietor/Partners with photocopy of the first and last pages. • Two latest passport size photographs of the Applicant. • Copy of certificate under Municipal Act, Factory Act, Shop and Establishment Act and other Licences as applicable. • Copy of Income Tax Order, if any, and a copy of PAN Card. • Latest Returns / Challans position in case of shifting of place of business and change in the constitution. • Required Court Fee Stamp for CST Registration Certificate application except for shifting. • Challan in original in payment of registration fees. • Requirement specific for registration on account of change in the constitution or transfer of business: <ul style="list-style-type: none"> ❖ Copy of Partnership Deed, Dissolution Deed, or Transfer Deed as the case may be ❖ Latest Returns / Challans position ❖ A copy of the last assessment order ❖ No dues certificate from the dealer.
6	Key Steps	<p>Once Entrepreneur applies for the service online (CST and VAT) an acknowledgment containing date and time for attending before Sales Tax officer along with code/designation and address of Registering Authority is generated.</p> <ul style="list-style-type: none"> • During the appointment, the sales tax inspector takes personal interview and scrutinizes all input documents for discrepancy. In case of no discrepancy, he forwards the same to Sales Tax officer for scrutiny and determining if inspection of place of business is required. • In case of inspection is required, the same is conducted. If no discrepancies, registration is granted else application is rejected and applicant is notified with reasons.
7	Time Line	As per citizen charter, 15 days if there is no site inspection required, otherwise it takes around 2-3 months.
8	Other Remarks	<p>The following are some of benefits of having a VAT and CST registration:</p> <ul style="list-style-type: none"> • After VAT registration TIN No. is generated. • Tax invoices can be issued to other parties only with TIN no. • Increases credibility as some businesses prefer dealing with suppliers that are VAT- registered. • A registered entrepreneur has to pay actual sales Tax @ 4% only on goods purchased by him whereas an unregistered dealer is charged @ 10%. • A registered entrepreneur also gets exemption from CST in certain cases <u>on filling certain forms to which an unregistered dealer is not eligible</u>

9	Dependency on other Approvals	<ul style="list-style-type: none"> DISH- Factory layout plan approval (if required) – External. Inspection report of Area Inspector – Internal.
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5.1.11 Permission of use of spirit

1	Name of Approval / NoC/ License / Registration	Permission to use of Spirit under The Bombay Prohibition Act 1949		
2	Competent Authority	State Excise Department		
3	Stage	Pre-Commissioning Stage/ Post-Commissioning Stage		
4	SLA/ Number of Days	120 Days (As per Citizen Charter)		
5	Details of the HoD	Commissioner, Maharashtra State Excise Department Old Custom House, 2nd Floor, State Bhagat Singh Marg Near Horniman Circle, Fort		
6	Department Tel. No. / Toll free No	Tel No. 022 -22640801/22640802/22660152		
7	Website & E Mail	Website -- http://stateexcise.maharashtra.gov.in E mail ID – excise_commissioner@mahaonline.gov.in		
8	Approving Authority		Approving Authority	Quantity (possessed or manufactured)
			Collector Office	Less than 1 lakhs litres
			Commissioner Maharashtra State Excise	Between 1 lakh litres and 5 lakh litres
			Secretary to Government , Home Department	More than 5 lakhs litres
9	Supporting Documents Required	Every application shall be accompanied by <ul style="list-style-type: none">• Application form on company letterhead (Refer Annexure I,II,III,IV)• A challan receipt of Rs. 500/- for Manufacturing of Alcohol• A Challan receipt of Rs. 10/- for Possession of Alcohol• Layout of the project (in 4 copies in blue print) including details of equipment• Details of Manufacturing process• Details of company/partnership or Memorandum of articles & Articles of association with company registration certificate• Detail project report (including availability of raw material)• No Objection Certificate (N.O.C) from Maharashtra Pollution Control Board• Details of Foreign Investment if any• N.O.C from other departments of State/Central Government i.e. Non- Agriculture or Corporation which ever is applicable• Details of water supply for the project• Details of Electric Supply for the project• Affidavit regarding non defaulter of income tax/sales tax.• Copy of Valid FL-3/E-License		

10	Fee & Mode of Payment	<ul style="list-style-type: none"> Rs. 500/- to be submitted along with Application Form for Manufacturing Alcohol/Spirit Rs. 10/- to be submitted along with Application Form for possession of alcohol/spirit Refer Annexure IX- For License Fee Structure which contains information about the fee that needs to be paid for license to be given Payment of application fees is through Challan Payment of License fee is done by RTGS/NEFT online payment
11	Form Submission At	<ul style="list-style-type: none"> Refer to Annexure X – Region and District wise Offices details for form submission which contains contact details of the offices where the application form needs to be submitted based upon the location of the applicant in Maharashtra
12	Criteria for acceptance	<ul style="list-style-type: none"> Duly filled form (Please check sample filled form attached in Annexure V, VI, VII, VIII) List of supporting documents as per point no. 9
13	Special Conditions/Remarks	<p>Every permission/license shall be subject to the following conditions, namely:</p> <ol style="list-style-type: none"> The permission for use of spirit shall be non-transferable; The permission to use of spirit is to be given for the amount of spirit mentioned in the application form and not exceed that amount. Application shall be either personally delivered to the Approving authority or sent to him by registered post
14	Annexures	<ul style="list-style-type: none"> Annexure I: Application Form P.L. A- Application form for license to manufacture potable liquor: Application form to get license to setup and operate manufacturing of potable liquor within Maharashtra Annexure II: Application Form C.L. A- Application form for license to manufacture country liquor: Application form to get license to setup and operate manufacturing of country liquor within Maharashtra Annexure III: Application Form B.R. A- Application form for license to construct and work a brewery to manufacture beer or manufactory to manufacture wine within Maharashtra Annexure IV: Application Form RS II- Application form for license for possession and use of rectified spirit including absolute alcohol for industrial, medicinal, scientific and other similar purposes within Maharashtra Annexure V: Sample Filled application form for P.L. A: Filled form incorporating necessary details mentioned in the application form Annexure VI: Sample Filled application form for C.L. A: Filled form incorporating necessary details mentioned in the application form Annexure VII: Sample Filled application form for B.R. A: Filled form incorporating necessary details mentioned in the application form

5.1.12 Permission for storage of fuel oil and Chemicals

1	Name of Approval / NoC/ License / Registration	Permission for Storage of fuel oil and chemical
2	Competent Authority	Revenue Department
3	Stage	Post Commissioning Stage
4	SLA/ Number of Days	60 days (as per citizen charter)
5	Details of the HoD	Resident Deputy Collector of every district office across Maharashtra State Refer Annexure-III for detailed list of district offices and their contact details
6	Department Tel. No. / Toll free No	Refer Annexure-III for Telephone number for District Collector office of every district across Maharashtra
7	Website & E Mail	Website – Refer Annexure-III for Web URL of District offices across Maharashtra
8	Approving Authority	<ul style="list-style-type: none"> Resident Deputy Collector (District Office)
9	Supporting Documents Required	<p>Every application shall be accompanied by</p> <ul style="list-style-type: none"> Area Map Latest copy of 7/12 Lease or Rent Agreement from applicant if land ownership is not with him NOC from Gram Panchayat/BDO Location Plan of the Area Contract agreement if any Land allotment letter Storage go down details capacity, location Go down plan approval where chemicals/fuel oils are to be kept Details of quantity of fuel oil/chemical kept
10	Fee & Mode of Payment	<ul style="list-style-type: none"> Fees of Rs. 500/- needs to be submitted with the application Payment of fee is through challan
11	Form Submission At	<ul style="list-style-type: none"> Refer to Annexure III – Region and District wise Offices details for form submission based upon the location of the applicant
12	Criteria for acceptance	<ul style="list-style-type: none"> Duly filled form (Please check sample filled form attached in Annexure-II) List of supporting documents as per point no. 9 that needs to be submitted at the time of application submission.

12	Special Conditions/Remarks	<p>The license/permission is issued subjected to the following conditions:</p> <ol style="list-style-type: none"> 1. The permission for storage of fuel oil and chemical shall be non-transferable. 2. The quantity of fuel oil and storage should not exceed the quantity for which the license/permission is issued. 3. The applicant has to submit the application personally to the approving authority. The details of the Act and legal provision for the Legal Metrology department are available on the websites: Legal Metrology Organization, Food, Civil Supplies and Consumer Protection Department (Govt Of Maharashtra), India. Ministry of Consumer Affairs, Food and Public Administration, Govt. of India
13	Annexures	<ul style="list-style-type: none"> • Annexure I- Application Form: Application form which needs to be submitted on plain paper with required supporting documents at the local distinct office of the applicant • Annexure II- Sample Filled application form: Filled form incorporating necessary details mentioned in the application form • Annexure III- Region and District Wise offices with details for form submission: Region and District wise Offices details for form submission based upon the location of the applicant in Maharashtra • Annexure IV- Frequently Asked question (FAQs): Frequently asked questions for applicant in case of any query/clarification regarding submission or process for grant of license.

5.1.13 Verification and Stamping of Weights and Measures

1	Name of Approval / NoC/ License / Registration	Verification and Stamping of Weights and Measures
2	Competent Authority	Controller of Legal Metrology, Maharashtra State, Mumbai
3	Stage	<p>License for Weights and Measures:</p> <ul style="list-style-type: none"> • For Manufacturer, Repairer and Sellers: Pre-Commissioning Stage • For Stamping of weights: Post Commissioning Stage
4	SLA/ Number of Days	Ranges from 15 – 30 days
5	Details of the HoD	Controller of Legal Metrology Office of the Controller of Legal Metrology, Maharashtra State Government Barak No.7, Free press Journal Marg, Nariman Point, Mumbai – 400021
6	Department Tel. No. / Toll free No	Telephone - 022 2204 4952 / 022 2288 6666 / 022 2204 5706 / 022 2202 3354
7	Website & E Mail	Home Page - Legal Metrology Organization E mail ID - dyclm-mh@gov.in, dclmms@yahoo.in

8	Approving Authority	<p>Licenses for Weights and Measures:</p> <ul style="list-style-type: none"> For Manufacturers – Controller For Repairers – Dy. Controller For Sellers – Assistant Controllers For Stamping – Inspectors
9	Supporting Documents Required	<ul style="list-style-type: none"> For manufacturers – Approval of model from Director of Legal Metrology, Government of India Name(s) and address(es) of proprietor Partners / Managing Director or Directors in case of Limited company, along with their father's/husband's name. Factory Act/Shops and Establishments Act, Municipal Trade license & NOC in case applicant is from rural area Nature of business activities at present Names and educational qualification of qualified personnel The monogram or trademark intended to be imprinted Details of loan (if any) Detail of organization ownership Electricity bill VAT / Professional Tax / CST certification
10	Fee & Mode of Payment	Please refer to Annexure II for more details regarding the fee & mode of payment
11	Form Submission At	Please refer to Annexure III for more details regarding the regional offices/Form submission
12	Special Conditions/Remarks	<p>The details of the Act and legal provision for the Legal Metrology department are available on the websites:</p> <p>Legal Metrology Organization, Food, Civil Supplies and Consumer Protection Department (Govt Of Maharashtra), India.</p> <p>Ministry of Consumer Affairs, Food and Public Administration, Govt. of India</p>
13	Annexures	<ul style="list-style-type: none"> Annexure – I Application Form for stamping of weights and measures Annexure – II Fee and Mode of Payment Annexure – III Regional office locations Annexure - IV FAQs

5.1.14 Permission for transfer of Hazardous Waste Material

1	Name of Approval / NoC/ License / Registration	Permission required for transportation of hazardous material
2	Competent Authority	Member Secretary , MPCB
3	Stage	Post - Commissioning Stage
4	Details of the HoD	Maharashtra Pollution Control Board, Kalpataru Point, 3rd and 4th floor, Opp. Cine Planet, Sion Circle, Mumbai-400 022

5	Department Tel. No. / Toll free No	Telephone - 022-24020781 / 24014701 / 24010437 Fax - 022-24024068 Email Id - Enquiry.mpcb.gov.in
6	Website & E Mail	Maharashtra Pollution Control Board
7	Fee & Mode of Payment	Authorization fee of Rs.7500 is to be paid for a period of 5 years The mode of payment is through DD at the Sub-Regional offices of the Board along with completely filled application form
8	Form Submission At	Please refer to Annexure IV for more details regarding the regional offices/Form submission
9	Special Conditions/Remarks	<ul style="list-style-type: none"> •Duly filled form •The documents submitted as per point number 9 must not be falsified
10	Annexures	<ul style="list-style-type: none"> • Annexure – I Application form • Annexure – II Regional and Sub-Regional wise office details • Annexure – III FAQS

For feedback, write to us at: feedback@midcindia.org

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