

**U.T. ADMINISTRATION OF  
DADRA & NAGAR HAVELI AND DAMAN & DIU  
DIRECTORATE OF INDUSTRIES**

No.DIC/5(537)/SSS/2021/27

Date: 23.01.2021

**NOTIFICATION**

**Subject: - SAMAY SUDHINI SEVA - 2021.**

The Hon'ble Administrator of Union Territory of Dadra & Nagar Haveli and Daman & Diu is pleased to approve the revised "Samay Sudhini Seva-2021" for time-bound delivery of services to the public as per the guidelines given below:

**1. Definitions – In this Order, unless the context otherwise requires:**

1.1. "Applicant" means the person seeking time bound delivery of services in accordance with the Executive Order by submitting appropriate application along with necessary documents and payment of such charges as prescribed by the respective departments of the Union Territory of Dadra & Nagar Haveli and Daman & Diu.

1.2. "Samay Sudhini Seva" means the dedicated service implemented by the Administration of Dadra & Nagar Haveli and Daman & Diu for the purpose of tracking and monitoring of status of such applications and ensuring time bound delivery of services to the citizens.

1.3. Definition of other words and expressions used and not defined in this order shall have meanings respectively assigned to them by general usage.

**2. Submission of Application:**

2.1. Every applicant shall submit his application to the concerned department as prescribed in Schedule 1 in accordance with the format prescribed by the Department concerned along with necessary documents specified at Schedule-2. Such applications shall be submitted to the office of the department concerned in person/ online mode. In such departments where online facilitations is provided entry of the manual applications received need to be entered in the portal.

2.2. Once on receipt of such application along with the documents and fee as required, the official concerned of the department shall immediately scrutinize the application form and if the same is found in order, will upload the entire information of the application in the data base and generate the computerized application I.D. and convey the same to the applicant for tracking the status of his application on "Samay Sudhini Seva" portal through internet and for other references.



### **3. Queries and Clarifications:**

3.1 All queries which are raised online/offline regarding the application from the applicant/investor need to be recorded and addressed within a timeline of 15 days from the date of queries raised.

3.2 All queries/clarifications related to industrial applicants be sought once and within 7 days of receiving the application from the investor.

### **4. Tracking & Monitoring:**

4.1. By using the application I.D number obtained in the aforesaid manner, the applicant shall be entitled to access the status tracking on the dedicated portal of "Samay Sudhini Seva" Monitoring and tracking system specially designed and created by the Administration of Union Territory of Dadra & Nagar Haveli and Daman & Diu.

4.2. The Head of the Department or Head of the Office will track and monitor the delivery of services with regard to each application submitted and ensure that service is provided within the prescribed time. Provided further that it shall be lawful for the Head of the Department to devise in advance, a work flow with timelines for Government servants/Officials involved for each defined stage/stages for the time bound delivery of services.

### **5. Procedure for Grievance Redressal by HOD:**

5.1. In case of delay in providing of services under "Samay Sudhini Seva", in the first instance the applicant shall approach the competent authority in the department.

5.2. In the second instance the citizen can approach the concerned appellate authority as prescribed in Schedule-3.

The appellate authority will;

5.2.1. Determine the reason for not providing services within the stipulated time under "Samay Sudhini Seva".

5.2.2. Ensure corrective action is taken to prevent repeat of the breach of "Samay Sudhini Seva" timeline and fix responsibility to improve the service delivery of the Competent Authority.



## 6. Penalties:

6.1. The Designated Authority or the UT Appellate Authority may impose a lump sum penalty against a designated officer responsible for rendering of service to which the applicant is entitled, or against a Grievance Redressal Officer, for acting in a mala fide manner or for having failed to discharge his duties without any sufficient and reasonable cause, which shall not be less than one thousand rupees and may extend up to ten thousand rupees, which shall be recovered from the salary of the official against whom penalty has been imposed:

Provided that the concerned officer shall be given a reasonable opportunity of being heard before any penalty is imposed on him under this section.

6.2. On imposition of the penalty under subsection (1), the UT Appellate Authority or the Designated Authority, as the case may be, may, by order, direct that such portion of the penalty imposed under sub-section (1) shall be awarded to the appellant, as compensation as it may deem fit:

Provided that the amount of such compensation awarded shall not exceed the amount of penalty imposed under this section.

6.3. If any public servant is found guilty under sub-section (1), the disciplinary authority may initiate the disciplinary proceedings against such officer of the public authority, who, if proved to be guilty of a mala fide action in respect of any provision of this order, shall be liable to such punishment as decided by the disciplinary authority.

All the services covered under this order are based on relevant laws/Acts & Policies, to help government achieve its objectives and to facilitate citizens/businesses with minimum burden.

By the order and in the name of the  
Administrator of Dadra & Nagar Haveli and  
Daman & Diu



(S. Krishna Chaitanya)  
Director of Industries  
DNH and DD

Copy for information to:

1. P.S to Hon'ble Administrator, DNH & DD.
2. P.A. to Advisor to the Hon'ble Administrator, DNH & DD.
3. All Secretaries, DNH & DD.
4. All District Collectors, DNH & DD.
5. All Head of Offices of DNH & DD.



## LIST OF PUBLIC SERVICES

Sr.No.	Sub section No.	Name of Department	Name of Service	No. of Days required to deliver the services	Name & Designation (and Address) of the Competent Authority responsible to deliver the Services.
1	1	Collectorate	Issue of new Arm License and Renewal of Arm License for Individuals and Companies.	90	District Magistrate / Collector
	2		Application of license under rule 11 of the Dadra and Nagar Haveli & Daman and Diu Cinema ( Regulation of Exhibition by Video ) Rules, 1985 / Application for registration under Cinema Regulations for Cinema halls.	45	
	3		NOC for petroleum storage (Grant/amendment renewal/transfer of license to import and store petroleum products).	30	
	4		Permission for Non-Agriculture	90	
	5		Permission for Sale -NA	90	
	6		Permission for Sale of Land (Agriculture to Agriculture)	90	
	7		Grant/Amendment/Renewal of License to process and sell Explosive (Fire Crackers)	15	RDC / Sub-Divisional Magistrate.
	8		Issue of permission for Loud Speaker, Rally and any other functions i.e. Social/Religious / Academic / Sports / Cultural / Entertainment etc.	5	
	9		Issue of Character and Antecedent Certificates	30	Superintendent (Collectorate).
2	1	Mamlatdar	Application of Resident Certificate.	20	Mamlatdar
	2		Application for Domicile Certificate	20	
	3		Application for Caste Certificate	15	
	4		Application for Income Certificate	7	
	5		Application for OBC Certificate	15	
3	1	Survey & Settlement	Issue of Certified Map	30	Survey & Settlement Officer.
	2		Demarcation of Land in Rural Area	90	
	3		Demarcation of Land in Urban Area	60	
	4		Sub-Division of Agriculture Land	30	
	5		Sub-Division of NA Land	45	
	6		Amalgamation of Agriculture Land	40	
	7		Amalgamation of NA Land	40	
	8		Distinct Number of Agriculture Land	15	
	9		Distinct Number of NA Land	20	
	10		Change of Boundaries	90	
4	1	Police	Service Verification Local jurisdiction Outside jurisdiction	30	Deputy Superintendentt of Police
	2		Service Verification Local jurisdiction local jurisdiction	60	
5	1	DIC	Allotment of Industrial plots.	30 days from auction.	General Manager, DIC
	2		Provisional permission of plots situated in Government Ind. Estate.	7	
	3		Final Transfer permission of plots situated in Government Ind. Estate.	2	
	4		Subletting permission of plots situated in Government Ind. Estate.	7	
	5		NOC for Mortgage of Govt. Ind. Estate lease hold plots	2	
	6		Issue of Certificate under Electrical Appliance Act	5	
	7		Capacity Assessment of Unit	5	
	8		Issue of Lubricant License (through committee)	20	
	9		Recommendation of loan application under PMEGP Scheme (through committee)	20	
	10		Release of Subsidy under Industries Promotion Scheme	30	
6	1	Municipal Council	Issue of Birth Registration Certificate	5	Chief Officer
	2		Issue of Death Registration Certificate	5	
	3		Registration of Property	7	
	4		Income Certificate	5	
	5		Below Poverty Line Certificate	5	
	6		Transfer of property by Legal Heirships	60	
	7		Transfer of property by Sale-Deed	10	
	8		NOC for laying Over Head Cable Network	30	
	9		Advertisement Permission	15	
	10		Registration of Advertisement Agency	10	
	11		Permission for Shooting Movie/Video	5	
	12		No Due Certificate	3	
	13		Correction in Details of Property.	15	
	14		Tower and OFC laying Permission	45	
	15		Issuance of Construction permission for Residential/ Residential-Cum-Commercial & Industrial	60	

16	Issuance of Occupancy Certificate	45
17	New Water Connection	15
18	Temporary Structure permission for Marriage/ Function	10
19	Providing Water Tank for a function	3
20	Providing sewerage connection	30
21	Mobile Toilets on Rent	2
22	To provide Dustbin for function	3
23	Street Vendors License	90
24	Commercial Licence for Shops and Establishment / Trade License	7

7	1	DPO & CEO (DP)	Issue of Income Certificate	3	Panchayat Secretary of the concerned Gram Panchayat
	2		Issuance of House Certificate	1	
	3		Issue of Identity Certificate	2	
	4		Issue of No Objection Certificate	2	
	5		Registration of House	5	
	6		Transfer/change of Name in property.	7	
	7		Cancellation of House Number.	7	
	8		Pension to Divyang (Above age 18 to 59 years)	30	
	9		Pension to Widow (Above age 40 to 59 years)	30	
	10		Old age Pension (Above age 60 years)	30	
8	1	Electricity	Request for change of name in Domestic Connection	7	Executive Engineer
	2		Providing Domestic Electric Connection	24	
	3		Request for Meter Replacement in Domestic connection	7	
	4		Request for Testing of Meter in Domestic connection	15	
	5		NOC for installation of DG Set	5	
	6		Final permission to run DG Set	15	
	7		Temporary Electric connection permission for more than 1 day	15	
	8		New Industrial Low Tension connection	45	
	9		New Industrial High Tension connection	90	
	10		Issue of demand notice for new low tension power connection	10	
	11		Issue of demand notice for new High tension power connection	20	
	12		Actual release of new Low and High tension power connection after receipt of payment	35 days for LT & 70 days for HT	
	13		Temporary power connection for 24 hours or less than one day	1	
9	1	Labour & Employment.	Registration under the Shops & Establishment Act	1	LEO
	2		Renewal under the Shops & Establishment Act	1	
	3		Issue of Registration / Renewal Certificate for principal employer's establishment under provision of The Contracts Labour (Regulation and Abolition) Act, 1970	20	
	4		New Contract License.	20	
	5		New Registration Certificate under the Inter-State Migrant Worker Act.	20	
	6		New contract License under Interstate Migrant Worker Act.	20	
	7		Registration/Renewal under The Building and Other Construction Workers (Regulation of Employment and Conditions of Service) Act, 1996	20	
	8		Registration of Employment Identity Card X-10	2	
	9		Renewal of Employment Card	1	
	10		Recording of entries of additional qualification of the candidate in the Employment Card	1	
10	1	PDA	Issue of construction permission outside Municipality area	21	Member Secretary, PDA
	2		Issue of Occupancy Certificate outside Municipality area	30	
	3		Approval of Layout Plan	15	
	4		Completion Certificate of Layout Plan	10	
	5		Permission for use of civic properties	5	
11	1	PCC	Consent to Establish : Green Industries under Water Act and Air Act	30	Member Secretary, PCC
	2		Consent to Operate : Green Industries under Water Act and Air Act	30	
	3		Consent to Renewal : Green Industries under Water Act and Air Act	30	
	4		Consent to Establish : Orange Industries under Water Act and Air Act	60	
	5		Consent to Operate : Orange Industries under Water Act and Air Act	75	
	6		Consent to Renewal : Orange Industries under Water Act and Air Act	75	
	7		Consent to Establish : Red Industries under Water Act and Air Act	60	
	8		Consent to Operate : Red Industries under Water Act and Air Act	75	
	9		Consent to Renewal : Red Industries under Water Act and Air Act	75	
12	1	Transport	Issue of Learning License	After passing the necessary test.	Asstt. Director of Transport
	2		Issue of Driving License	Within 7 days from the date of passing the test of competence to drive.	
	3		Issue of Duplicate Driving License	Within 3 days from the date of payment of such fee.	
	4		Renewal of Driving License	Within 3 days from the date of payment of such fee.	
	5		Addition of another class in Driving License.	Within 7 days from the date of passing the test of competence to drive.	
	6		International Driving License	Within 3 days from the date of payment of such fee.	
	7		Change of Address of Driving License	Within 3 days from the date of payment of such fee.	
	8		Registration of Vehicle	Within 10 days after payment of fee and taxes.	
	9		Issue of Duplicate Registration Certificate	Within 7 days after payment of fees.	

10	Issue of Renewal of vehicle registration.	Within 6 days of passing the motor vehicle.
11	Transfer Ownership of Vehicles	Within 3 days after payment of fees.
12	No Objection Certificate	Within seven days from the receipt of police clearance.
13	Termination of Hypothecation from Registration Certificate	Within 3 days after payment of fees.
14	Additional Hypothecation from Registration Certificate	Within 3 days after payment of fees.

13	1	Agriculture	Soil Health Cards for farmers with soil fertility status	90	Deputy Director of Agriculture
			Grant of License under Insecticide Act, 1968.		
	2		a. Manufacture Insecticide Licence	30	
	3		b. Sale, Stock or Exhibit Insecticide License	30	
			Renewal of License under Insecticide Act, 1968.		
	4		a. Manufacture Insecticide Licence	30	
	5		b. Sale, Stock or Exhibit Insecticide License	30	
			Grant of Certificate of Registration under FCO (fertilize control order) 1985		
	6		a. Manufacture Insecticide Licence	30	
	7		b. Sale, Stock or Exhibit Insecticide License	30	
			Renewal of Certificate of Registration under FCO (fertilize control order) 1985		
14	1	Food & Civil Supply	New Ration Card	15	Deputy Secretary F&CS
	2		Renewal of Ration Card	15	
	3		Addition of Name in Ration Card	15	
	4		Cancellation of Ration Card and deletion of name form Ration Card	15	
	5		Correction or Change in Address	15	
15	1	Legal Metrology	Grant of Manufacturing License for Weights, Measures, Weighing & Measuring Instruments Under Legal Metrology Act, 2009	30	Deputy Secretary
	2		Grant of Dealers License for Weights, Measures, Weighing & Measuring Instruments Under Legal Metrology Act, 2009	30	
	3		Grant of Repairing License for Weights, Measures, Weighing & Measuring Instruments Under Legal Metrology Act, 2009	30	
	4		Renewal of Manufacturing License for Weights, Measures, Weighing & Measuring Instruments Under Legal Metrology Act, 2009	30	
	5		Renewal of Dealers License for Weights, Measures, Weighing & Measuring Instruments Under Legal Metrology Act, 2009	30	
	6		Renewal of Repairing License for Weights, Measures, Weighing & Measuring Instruments Under Legal Metrology Act, 2009	30	
	7		Grant of Registration under rule 27 of the Legal Metrology (Packaged Commodity) Rule, 2011	30	
16	1	Tourism	Registration of New Hotel or Guest House	21	Range Forest Officer (Tourism).
	2		Renewal of hotel or Guest house	21	
17	1	VAT	Registration of New Dealers	30	Asstt. VAT officer
	2		Registration Amendment	30	
	3		Cancellation of Registration Certificate	60	
	4		Rectification of Error/Mistake in Return DVAT 16	60	
	5		Issue of statutory Form	25	
18	1	Excise	Renewal of License	20	Asstt. Commissioner (Excise)
	2		Import Permit	5	
	3		Occasional License	7	
	4		Excise Verification Certificate	3	
19	1	Forest	Permission for Tree Felling under Preservation Act	30	Dy. Conservator of Forest (T)
20	1	Health	License for Fresh Pharmacy	15	DMHS
	2		Renewal License for Fresh Pharmacy	15	
	3		License for Manufacturing of Drugs	28	
	4		Renewal of Manufacturing License of Drugs	28	
	5		Add. of products in manufacturing license	28	
	6		Food Registration	10	
	7		Food License	30	
	8		Issue of Disability Certificate	7	
	9		Issue of Fitness Certificate	7	
	10		Issue of Unfit Certificate	7	
	11		Issue of Treatment Certificate	7	
	12		Application for Mediclaim or Life Insurance	7	
	13		Application regarding taking benefit of Rs. 5000 under Matru Samruddhi Yojna	7	
	14		Application regarding taking benefit for girl child of Rs. 41800 under Save the Girl Child Scheme	30	



21	1	Social Welfare	Application for issue of Identify Cards to Senior Citizens	7	Deputy Secretary
22	1	Fire & Emergency	Fire incident report / certificate various occupancies.	15	Station Fire Officer
	2		Renewal of Fire NOC Certificate for Industrial/high rise/commercial/hotel/building and other occupancies.	30	
	3		Final NOC Objection Certificate for Industrial/high rise/commercial/hotel/building and other occupancies.	30	
	4		PROVISIONAL No Objection Certificate for Industrial/high rise/commercial/hotel/building and other occupancies.	30	
23	1	PWD-II	Decision regarding Permission on Cutting Road	30	EE
24	1	Factories & Boilers	Registration of license under The Factories Act, 1948	20	Chief Inspector of Factories & Boilers
	2		Renewal of license under The Factories Act, 1948	60	
	3		Approval of plan and permission to construct/extend/or take into use any building as a factory under the Factories Act, 1948	15	
	4		Registration of Boilers under The Boilers Act, 1923	30	
	5		Renewal of Boilers under The Boilers Act, 1923	15	
	6		Registration of Boilers Manufactures under The Boilers Act, 1923	15	

CHECKLIST
<b>COLLECTORATE</b>
<b>ANNEXURE-1</b>
<b>CHECKLIST FOR NEW ARM LICENSE AND RENEWAL OF ARM LICENSE. (FORM II, III AND IV) FOR INDIVIDUALS AND COMPANIES.</b>
<ul style="list-style-type: none"> <li>• Proof of date of Birth.</li> <li>• Identification proof-Aadhar Card or in case the applicant does not have Aadhar card, a written declaration to be submitted in the Form of an Affidavit along with an alternative identification proof which may include- Passport, Voter Identification Card, PAN Card or identity card issued to the employees.</li> <li>• Residence proof in case the applicant does not possess Aadhar Card or Passport (Election card or Electricity bill or landline telephone bill or rent deed or lease deed or property documents or any other documents to the satisfaction of the licensing authority.</li> <li>• Firearms training certificate in Form S-1 (whenever made applicable by the Central Govt. by passing a general or special order).</li> <li>• Safe use and storage of firearms undertaking in Forms S-2.</li> <li>• Self-attested copies of the educational and professional qualification certificates from professional category applicants a specified in clause (a) of sub-rule (3) or rule 12.</li> <li>• Medical certificates about mental health and physical fitness in Form S-3.</li> <li>• In case of protection for destruction of wild animals which do injury to human beings or cattle and damage to crops , permit from the authority empowered under the wild life (Protection) Act, 1972 (53 of 1972).</li> </ul>
<b>ANNEXURE-2</b>
<b>CHECKLIST FOR ISSUE OF APPLICATION OF LICENSE UNDER RULE 11 OF THE DADRA AND NAGAR HAVELI &amp; DAMAN AND DIU CINEMA (REGULATION OF EXHIBITION BY VIDEO) RULES, 1985 / APPLICATION FOR REGISTRATION UNDER CINEMA REGULATIONS FOR CINEMA HALLS.</b>
<ul style="list-style-type: none"> <li>• Plan showing the proposed construction of Cinema.</li> <li>• Approved site plan of Building by ATP/PDA.</li> <li>• Certificate of SDPO regarding character of the licensee.</li> <li>• Document showing the ownership or tenancy of the place.</li> <li>• The consent from the Electricity Department/ DNHPDCL for availability of power.</li> </ul>
<b>ANNEXURE-3</b>
<b>CHECKLIST FOR NOC FOR PETROLEUM STORAGE (GRANT/AMENDMENT RENEWAL/TRANSFER OF LICENSE TO IMPORT AND STORE PETROLEUM PRODUCTS).</b>
<p>Application in prescribed Form-IX (4 copies).</p> <ul style="list-style-type: none"> <li>• Approved building plan (4 copies.)</li> <li>• Occupancy Certificate.</li> <li>• Copy of 7 x 12 of land.</li> <li>• Proposed map showing location of proposed tank of petroleum storage to be constructed (7 copies).</li> <li>• Copy of approved drawing and letter of drawing approved from Explosive Department from PESO, Nagpur.</li> <li>• * <b>Submit 04 Copies of each of the documents mentioned above.</b></li> </ul>
<b>ANNEXURE-4</b>
<b>CHECKLIST FOR PERMISSION FOR NON AGRICULTURE</b>
<ul style="list-style-type: none"> <li>• Application in prescribed Form No. VII.</li> <li>• Latest 7x12 of subject land.</li> <li>• VF:6 Showing all Mutation Entries.</li> <li>• Dus Taali.</li> <li>• Talati Dakhla.</li> <li>• Title Clearance Affidavit (Notarized).</li> <li>• Occupancy Rights (Kabja Hak).</li> <li>• Certified Map.</li> <li>• Proposed Map.</li> </ul>

<ul style="list-style-type: none"> <li>• Copy of NA Order if NA Permission granted earlier.</li> </ul>
<b>ANNEXURE-5</b>
<b>CHECKLIST FOR PERMISSION FOR SALE-NA.</b>
<ul style="list-style-type: none"> <li>• Application in prescribed Form No. XLIV &amp; VII</li> <li>• Latest 7x12 of subject land.</li> <li>• VF:6 Showing all Mutation Entries.</li> <li>• Dus Saali.</li> <li>• Talati Dakhla.</li> <li>• Title Clearance Affidavit (Notarized).</li> <li>• Occupancy Rights (Kabja Hak).</li> <li>• Certified Map.</li> <li>• Proposed Map.</li> <li>• Vaarsai Certificate.</li> <li>• NOC (Notarized) from all the legal heirs of the Seller.</li> </ul>
<b>ANNEXURE-6</b>
<b>CHECKLIST FOR PERMISSION FOR SALE OF LAND (AGRICULTURE TO AGRICULTURE)</b>
<ul style="list-style-type: none"> <li>• Application in prescribed Form No. XLIV</li> <li>• Latest 7x12 of subject land.</li> <li>• VF:6 Showing all Mutation Entries.</li> <li>• Dus Taali.</li> <li>• Talati Dakhla.</li> <li>• Title Clearance Affidavit (Notarized).</li> <li>• Occupancy Rights (Kabja Hak).</li> <li>• Certified Map.</li> <li>• Proposed Map.</li> <li>• Vaarsai Certificate.</li> <li>• NOC (Notarized) from all the legal heirs of the Seller.</li> <li>• Proof of Purchaser to be an agriculturist.</li> <li>• Proof of remaining agricultural land of Seller.</li> </ul>
<b>ANNEXURE-7</b>
<b>CHECKLIST FOR GRANT/AMENDMENT/RENEWAL OF LICENSE TO PROCESS AND SELL EXPLOSIVE (FIRE CRACKERS)</b>
<ul style="list-style-type: none"> <li>• Site Plan of the proposed premises (five copies). The plan should be drawn to scale and show full approach road net work to the premises, nearby land marks and safety distance from nearest protected works.</li> <li>• Construction Permission / Occupancy Certificate.</li> <li>• Proof ownership of the shop. If, the shop is on hire the consent letter of the owner be enclosed.</li> <li>• NOC from Municipal Council/Panchayat concerned.</li> </ul>
<b>ANNEXURE-8</b>
<b>CHECKLIST FOR ISSUE OF PERMISSION FOR LOUD SPEAKER, RALLY AND ANY OTHER FUNCTIONS I.E. SOCIAL /RELIGIOUS /ACADEMIC /SPORTS /CULTURAL /ENTERTAINMENT ETC.</b>
<ul style="list-style-type: none"> <li>• Police report (except in the case of Loud speaker permission) from concerned Police Stations.</li> </ul>
<b>ANNEXURE-9</b>
<b>CHECKLIST FOR ISSUE OF CHARACTER AND ANTECEDENT CERTIFICATES</b>
<ul style="list-style-type: none"> <li>• Police report from concerned Police Station.</li> </ul>
<b>MAMLATDAR</b>
<b>ANNEXURE-1</b>
<b>CHECKLIST FOR RESIDENT CERTIFICATE</b>
<ul style="list-style-type: none"> <li>• Attested copy to School leaving Certificate.</li> </ul>

<ul style="list-style-type: none"> <li>• Attested copy of Birth certificate.</li> <li>• Attested copy of Ration Card.</li> <li>• Service certificate from Employer on the Govt./company letter pad.</li> <li>• Attested copy of Photo identity card.</li> <li>• If none of these available, original report from Talati regarding residence.</li> </ul>
<b>ANNEXURE-2</b>
<b>CHECKLIST FOR DOMICILE CERTIFICATE</b>
<ul style="list-style-type: none"> <li>• Attested copy to School leaving Certificate.</li> <li>• Attested copy of Birth certificate.</li> <li>• Attested copy of Ration Card.</li> <li>• Service certificate from Employer on the Govt./company letter pad.</li> <li>• Attested copy of Photo identity card.</li> <li>• If none of these available, original report from Talati regarding residence.</li> </ul>
<b>ANNEXURE-3</b>
<b>CHECKLIST FOR CASTE CERTIFICATE</b>
<ul style="list-style-type: none"> <li>• Attested copy to School leaving Certificate.</li> <li>• Attested copy of Birth certificate.</li> <li>• Attested copy of Ration Card.</li> <li>• Service certificate from Employer on the Govt./company letter pad.</li> <li>• Attested copy of Photo identity card.</li> <li>• If none of these available, original report from Talati regarding residence.</li> <li>• Father's Caste Certificate.</li> </ul>
<b>ANNEXURE-4</b>
<b>CHECKLIST FOR INCOME CERTIFICATE</b>
<ul style="list-style-type: none"> <li>• Attested copy of Photo identity card.</li> <li>• Attested copy of Ration Card.</li> <li>• Original Certificate issued by concerned Panchayat/Silvassa Municipal Council.</li> <li>• Aadhar Card, Light Bill, Voting card.</li> <li>• IT Return/Form 16 or Salary Slip</li> <li>• 8A extract and 7X12</li> </ul>
<b>ANNEXURE-5</b>
<b>CHECKLIST FOR OBC CERTIFICATE</b>
<ul style="list-style-type: none"> <li>• Attested copy to School leaving Certificate.</li> <li>• Attested copy of Birth certificate.</li> <li>• Attested copy of Ration Card.</li> <li>• Service certificate from Employer on the Govt./company letter pad.</li> <li>• Attested copy of Photo identity card.</li> <li>• If none of these available, original report from Talati regarding residence.</li> <li>• Father's OBC's Caste Certificate.</li> <li>• Last 3 years Income Certificate.</li> </ul>
<b>SURVEY &amp; SETTLEMENT</b>
<b>ANNEXURE - 1</b>
<b>CHECKLIST FOR ISSUE OF CERTIFIED MAP</b>
<ul style="list-style-type: none"> <li>• 7*12 abstract.</li> <li>• Identity Proof of applicant (Aadhaar Card/ Voting Card/ Pan Card)</li> </ul>
<b>ANNEXURE - 2</b>
<b>CHECKLIST FOR DEMARCATION OF LAND IN RURAL AREA</b>
<ul style="list-style-type: none"> <li>• 7*12 abstract.</li> <li>• Identity Proof of applicant (Aadhaar Card/ Voting Card/ Pan Card)</li> <li>• Certified copy of Map.</li> </ul>
<b>ANNEXURE - 3</b>
<b>CHECKLIST FOR DEMARCATION OF URBAN IN RURAL AREA</b>
<ul style="list-style-type: none"> <li>• 7*12 abstract.</li> <li>• Identity Proof of applicant (Aadhaar Card/ Voting Card/ Pan Card)</li> <li>• Certified copy of Map.</li> </ul>
<b>ANNEXURE - 4</b>
<b>CHECKLIST FOR SUB-DIVISION OF AGRICULTURE LAND</b>

<ul style="list-style-type: none"> <li>• 7*12 abstract.</li> <li>• Identity Proof of applicant (Aadhaar Card/ Voting Card/ Pan Card)</li> <li>• Certified copy of Map.</li> <li>• Proposed Map.</li> </ul>
<b>ANNEXURE - 5</b>
<b>CHECKLIST FOR SUB-DIVISION OF NA LAND</b>
<ul style="list-style-type: none"> <li>• 7*12 abstract.</li> <li>• Identity Proof of applicant (Aadhaar Card/ Voting Card/ Pan Card)</li> <li>• Certified copy of Map.</li> <li>• Proposed Map.</li> <li>• N.A. order</li> <li>• C.P</li> <li>• O.C.</li> </ul>
<b>ANNEXURE - 6</b>
<b>CHECKLIST FOR AMALGAMATION OF AGRICULTURE LAND</b>
<ul style="list-style-type: none"> <li>• 7*12 abstract.</li> <li>• Identity Proof of applicant (Aadhaar Card/ Voting Card/ Pan Card)</li> <li>• Certified copy of Map.</li> <li>• Proposed Map.</li> </ul>
<b>ANNEXURE - 7</b>
<b>CHECKLIST FOR AMALGAMATION OF NA LAND</b>
<ul style="list-style-type: none"> <li>• 7*12 abstract.</li> <li>• Identity Proof of applicant (Aadhaar Card/ Voting Card/ Pan Card)</li> <li>• Certified copy of Map.</li> <li>• Proposed Map.</li> <li>• N.A. order</li> <li>• C.P</li> <li>• O.C.</li> </ul>
<b>ANNEXURE - 8</b>
<b>CHECKLIST FOR DISTINCT NUMBER OF AGRICULTURE LAND</b>
<ul style="list-style-type: none"> <li>• 7*12 abstract.</li> <li>• Identity Proof of applicant (Aadhaar Card/ Voting Card/ Pan Card)</li> <li>• Certified copy of Map.</li> <li>• Proposed Map.</li> </ul>
<b>ANNEXURE - 9</b>
<b>CHECKLIST FOR DISTINCT NUMBER OF NA LAND</b>
<ul style="list-style-type: none"> <li>• 7*12 abstract.</li> <li>• Identity Proof of applicant (Aadhaar Card/ Voting Card/ Pan Card)</li> <li>• Certified copy of Map.</li> <li>• Proposed Map.</li> <li>• N.A. order</li> <li>• C.P</li> <li>• O.C.</li> </ul>
<b>ANNEXURE - 10</b>
<b>CHECKLIST FOR CHANGE OF BOUNDARIES</b>
<ul style="list-style-type: none"> <li>• 7*12 abstract.</li> <li>• Identity Proof of applicant (Aadhaar Card/ Voting Card/ Pan Card)</li> <li>• Certified copy of Map.</li> <li>• Proposed Map.</li> </ul>
<b>POLICE</b>
<b>ANNEXURE - 1</b>
<b>CHECKLIST FOR SERVICE VERIFICATION LOCAL JURISDICTION OUTSIDE JURISDICTION</b>
<ul style="list-style-type: none"> <li>• Aadhar Card.</li> <li>• School Leaving Certificate.</li> <li>• Flat/House Tax Receipt.</li> <li>• Flat sale Deed.</li> </ul>

<ul style="list-style-type: none"> <li>• Passport copy.</li> <li>• Electric Bill.</li> <li>• BSNL Telephone Bill.</li> <li>• PAN Card.</li> </ul>
<b>ANNEXURE - 2</b>
<b>CHECKLIST FOR SERVICE VERIFICATION LOCAL JURISDICTION LOCAL JURISDICTION</b>
<ul style="list-style-type: none"> <li>• Election Card.</li> <li>• Ration Card.</li> <li>• School Leaving Certificate.</li> <li>• Birth Certificate.</li> <li>• Domicile Certificate.</li> <li>• Mamlatdar Residence Certificate.</li> <li>• Panchayat Residence Certificate.</li> </ul>
<b>DIC</b>
<b>ANNEXURE - 1</b>
<b>CHECKLIST FOR ALLOTMENT OF INDUSTRIAL PLOT</b>
<ul style="list-style-type: none"> <li>• Copy of Authority Letter/Board of Director's Resolution of company depending on constitution of the applicant.</li> <li>• Copy of Project profile.</li> <li>• Bank draft or payment confirmation towards earnest money and application fees.</li> <li>• Copy of proposed land utilization plan.</li> <li>• Copy of Partnership deed/memorandum of association/article of association depending on constitution of the applicant.</li> <li>• Document showing net worth or turnover of previous year and relevant experience.</li> <li>• Certificate issued by Directorate of industry and Export promotion council in case of 100% EOU.</li> <li>• Certificate in case of reserved category i.e SC/ST/PH.</li> <li>• Any other relevant document.</li> </ul>
<b>ANNEXURE - 2</b>
<b>CHECKLIST FOR PROVISIONAL PERMISSION OF PLOTS SITUATED IN GOVERNMENT IND. ESTATE.</b>
<p><b>SELLER/LESSEE</b></p> <ul style="list-style-type: none"> <li>• Request letter with details of manufacture items.</li> <li>• Details of Project Report.</li> <li>• Constitution of the Project viz. Memorandum and Article of Association/Partnership Deed.</li> <li>• Valid authorization to sign on behalf of Purchaser/Buyer.</li> </ul> <p><b>BUYER/SELLER</b></p> <ul style="list-style-type: none"> <li>• Request letter with details of manufacture items.</li> <li>• Details of Project Report.</li> <li>• Constitution of the Project viz. Memorandum and Article of Association/Partnership Deed.</li> <li>• Valid authorization to sign on behalf of Purchaser/Buyer.</li> </ul>
<b>ANNEXURE - 3</b>
<b>CHECKLIST FOR FINAL TRANSFER PERMISSION OF PLOTS SITUATED IN GOVERNMENT IND. ESTATE.</b>
<ul style="list-style-type: none"> <li>• Original 50% unearned premium challan paid receipt</li> <li>• Deed of Assignment Registered with Sub-Registrar, Silvassa</li> <li>• Original Valuation Report from Govt. Approved Valuer</li> <li>• Valid authorization to sign on behalf of Lessee</li> </ul>
<b>ANNEXURE - 4</b>
<b>CHECKLIST FOR SUBLETTING PERMISSION OF PLOTS SITUATED IN GOVERNMENT IND. ESTATE.</b>
<p><b>LESSEE</b></p> <ul style="list-style-type: none"> <li>• Request letter with reason to sale/transfer</li> <li>• Original 7 X 12 extract.</li> <li>• No Due Certificate from Mamlatdar/Patel Talati regarding land revenue.</li> </ul>

<ul style="list-style-type: none"> <li>• No Due Certificate from Electricity Department/last bill paid copy.</li> <li>• No Dues Certificate from Banks/Financial Institution/Bank regarding loan.</li> <li>• Panchayat tax receipt/No Dues Certificate from group Gram Panchayat/Municipality regarding panchayat tax.</li> <li>• Challan of lease rent from Lessee.</li> <li>• Occupancy Certificate, if there is factory building.</li> <li>• No Due Certificate from P.C.C., VAT, C.I.F. &amp; B. and Central Excise.</li> <li>• Valid authorization to sign on behalf of Lessee/Seller.</li> <li>• <b>SUB-LESSEE</b></li> <li>• Request letter with details of manufacture items.</li> <li>• Details of Project Report.</li> <li>• Constitution of the Project viz. Memorandum and Article of Association/Partnership Deed.</li> <li>• Valid authorization to sign on behalf of Sub-Lessee</li> </ul>
<b>ANNEXURE - 5</b>
<b>CHECKLIST FOR NOC FOR MORTGAGE OF GOVT. IND. ESTATE LEASE HOLD PLOTS</b>
<ul style="list-style-type: none"> <li>• Reason for obtaining loan from Bank.</li> <li>• Request original letter from Bank.</li> <li>• Valid authorization to sign on behalf of Lessee.</li> </ul>
<b>ANNEXURE - 6</b>
<b>CHECKLIST FOR ISSUE OF CERTIFICATE UNDER ELECTRICAL APPLIANCE ACT</b>
<ul style="list-style-type: none"> <li>• An application on letter head.</li> <li>• Authority letter of applicant.</li> <li>• DIC/SIA certificate of Permanent Registration/EM Part-II/IEM Part-B</li> <li>• Technical report form Electricity department for reconfirmation.</li> <li>• Micro, Small and Medium Enterprises certificate of Lab testing.</li> <li>• Micro, Small and Medium Enterprises Lab-test report.</li> <li>• BIS/SO certificate.</li> <li>• Valid Authorization to sign on behalf of lessee.</li> </ul>
<b>ANNEXURE - 7</b>
<b>CHECKLIST FOR CAPACITY ASSESSMENT OF UNIT</b>
<ul style="list-style-type: none"> <li>• Application in prescribed form along with DD.</li> <li>• DIC certificate Permanent Registration/EM Part-II/IEM Part-B.</li> <li>• Justification for raw material and production capacity.</li> <li>• Details of Raw material in table form.</li> <li>• Details of Equipment installed in table form.</li> <li>• Details of Plant &amp; Machinery installed in table form.</li> <li>• Manufacturing process and flow chart of the manufacturing process.</li> <li>• Purchase invoices of equipment and Plant &amp; machinery.</li> <li>• Valid Authorization to sign on behalf of lessee.</li> <li>• Consumption certificate from Central Excise/GST.</li> </ul>
<b>ANNEXURE - 8</b>
<b>CHECKLIST FOR ISSUE OF LUBRICANT LICENSE (THROUGH COMMITTEE)</b>
<ul style="list-style-type: none"> <li>• Application in prescribed form.</li> <li>• Rs. 25 challan.</li> <li>• Project Report.</li> <li>• List of Laboratory equipments/Bills.</li> <li>• Ownership of not Registered as PMT SSI Unit.</li> <li>• Memorandum &amp; Article of Association/Partnership Deed if not Registered as PMT SSI Unit.</li> <li>• PCC Consent.</li> <li>• NOC from Fire Department.</li> <li>• Storage capacity.</li> <li>• Valid Authorization to sign on behalf of lessee</li> </ul>
<b>ANNEXURE - 9</b>
<b>CHECKLIST FOR RECOMMENDATION OF LOAN APPLICATION UNDER PMEGP</b>



<b>SCHEME (THROUGH COMMITTEE)</b>
<ul style="list-style-type: none"> <li>• Affidavit on Rs.100/- Stamp paper (Duly attested by the Notary Public)</li> <li>• Standard application Form 2 copies.</li> <li>• Two passport size photograph (Self attested).</li> <li>• Proof of residence viz. copy of Ration card/Election card. Etc.</li> <li>• Qualification certificate / Experience certificate. <ul style="list-style-type: none"> <li>○ a) If Land / Building is in the name of applicant then Xerox copy of Deed/Registry should be submitted.</li> <li>○ b) If Land /Building is not in the name of applicant, then Lease Deed for minimum 10 years should be submitted.</li> <li>○ c) If Land /Building is hired on rent/lease, then copy of the rent agreement/lease minimum for 10 yrs should be attached along with photocopy of owner's Deed/Registry.</li> </ul> </li> <li>• Map of the proposed/existing building, lay out plan along with location identification.</li> <li>• Consent letter from concerned Bank.</li> <li>• In case of registered Society / Trust / Chief Officer, Municipality-operative / Registration certificate and By-laws of society and resolution passed for availing benefits under PMEGP.</li> <li>• Quotation of Machinery and raw material required for the proposed project.</li> <li>• Project Report (fulfill the norms PMEGP).</li> </ul>
<b>MUNICIPAL COUNCIL</b>
<b>ANNEXURE - 1</b>
<b>DOCUMENT REQUIRED FOR ISSUANCE OF BIRTH REGISTRATION CERTIFICATE</b>
<ul style="list-style-type: none"> <li>• Application form for birth &amp; death are available in Municipality Office or on website.</li> <li>• Proof of birth or death, in respect to whom the certificate is required (Certificate issued by hospital or affidavit in case of birth or death at home).</li> <li>• Identity Proof of applicant (Aadhaar card/Voter card/PAN card).</li> <li>• Email ID &amp; Mobile Number.</li> </ul>
<b>ANNEXURE - 2</b>
<b>DOCUMENT REQUIRED FOR ISSUANCE OF DEATH REGISTRATION CERTIFICATE</b>
<ul style="list-style-type: none"> <li>• Application form for birth &amp; death are available in Municipality Office or on website.</li> <li>• Proof of birth or death, in respect to whom the certificate is required (Certificate issued by hospital or affidavit in case of birth or death at home).</li> <li>• Identity Proof of applicant (Aadhaar card/Voter card/PAN card).</li> <li>• Email ID &amp; Mobile Number.</li> </ul>
<b>ANNEXURE - 3</b>
<b>DOCUMENT REQUIRED FOR REGISTRATION OF PROPERTY</b>
<ul style="list-style-type: none"> <li>• Application form is available in Municipality Office or on website.</li> <li>• 7 x 12 extract.</li> <li>• Occupancy Certificate.</li> <li>• Construction Permission.</li> <li>• Valuation Certificate for only properties constructed before year 2019.</li> <li>• Approved plan clearly showing built up area.</li> <li>• Old tax receipt, dakhla/house certificate if applicable.</li> <li>• Email ID &amp; Mobile Number.</li> </ul>
<b>ANNEXURE - 4</b>
<b>DOCUMENT REQUIRED FOR INCOME CERTIFICATE</b>
<ul style="list-style-type: none"> <li>• Application in prescribed form available in Municipality Office or on website.</li> <li>• Copy of Ration card.</li> <li>• 7 x 12 Extract/8A Form.</li> <li>• Income certificate from employer.</li> <li>• Bank Details or Income Tax Return for last 01 Assessment year.</li> <li>• Identity Proof of applicant (Aadhaar card/Voter card/PAN card).</li> <li>• Email ID &amp; Mobile Number.</li> </ul>

<b>ANNEXURE - 5</b>
<b>DOCUMENT REQUIRED FOR BELOW POVERTY LINE CERTIFICATE</b>
<ul style="list-style-type: none"> <li>• Application form available in Municipality Office or on website.</li> <li>• Copy of Ration card.</li> <li>• Passport size photograph (2 Nos.)</li> <li>• Identity Proof of applicant (Aadhaar card/Voter card/PAN card)</li> <li>• Email ID &amp; Mobile Number.</li> </ul>
<b>ANNEXURE - 6</b>
<b>DOCUMENT REQUIRED FOR TRANSFER OF PROPERTY BY LEGAL HEIRSHIPS</b>
<ul style="list-style-type: none"> <li>• Application in the Schedule –II form available in Municipality Office or on website</li> <li>• Death Certificate.</li> <li>• Affidavit.</li> <li>• Legal Heirship Certificate Issued by Mamlatdar or any Court.</li> <li>• Advertisement Copy of News Paper.</li> <li>• 7/12 Extract copy or Sale deed (which ever applicable).</li> <li>• Email ID &amp; Mobile Number.</li> </ul>
<b>ANNEXURE - 7</b>
<b>DOCUMENT REQUIRED FOR TRANSFER OF PROPERTY BY SALE-DEED</b>
<ul style="list-style-type: none"> <li>• Application in the Schedule –I form available in Municipality Office or on website.</li> <li>• Sale Deed/Gift Deed/Released Deed/Conveyance Deed.</li> <li>• Last Paid Tax Receipt, dakhala/house certificate.</li> <li>• Identity Proof of vender &amp; purchaser (Aardhar card/Voter card/PAN card).</li> <li>• Email ID &amp; Mobile Number.</li> </ul>
<b>ANNEXURE - 8</b>
<b>DOCUMENT REQUIRED FOR NOC FOR LAYING OVER HEAD CABLE NETWORK</b>
<ul style="list-style-type: none"> <li>• Application form available in Municipality Office or on website.</li> <li>• Latest Professional Tax Receipt.</li> <li>• Firm Registration certificate</li> <li>• Identity Proof of applicant (Aadhaar card/Voter card/PAN card).</li> <li>• Email ID &amp; Mobile Number.</li> </ul>
<b>ANNEXURE - 9</b>
<b>DOCUMENT REQUIRED FOR ADVERTISEMENT PERMISSION</b>
<ul style="list-style-type: none"> <li>• Application form available in Municipality Office or on website.</li> <li>• NOC from concern Owner from Private Property, if applicable.</li> <li>• Structure stability certificate</li> <li>• Photo copy of advertisement.</li> <li>• Email ID &amp; Mobile Number.</li> </ul>
<b>ANNEXURE - 10</b>
<b>DOCUMENT REQUIRED FOR REGISTRATION OF ADVERTISEMENT AGENCY</b>
<ul style="list-style-type: none"> <li>• Application form available in Municipality Office or on website.</li> <li>• Identity Proof.</li> <li>• Registration fee Rs.1000/-per year.</li> <li>• Email ID &amp; Mobile Number.</li> </ul>
<b>ANNEXURE - 11</b>
<b>DOCUMENT REQUIRED FOR PERMISSION FOR SHOOTING MOVIE/VIDEO.</b>
<ul style="list-style-type: none"> <li>• Application form available in Municipality Office or on website.</li> <li>• Identity Proof.</li> <li>• Institute registration certificate</li> <li>• Administrative charges Rs.1000/-</li> </ul>
<b>ANNEXURE - 12</b>
<b>DOCUMENT REQUIRED FOR NO DUE CERTIFICATE.</b>
<ul style="list-style-type: none"> <li>• Application form available in Municipality Office or on website.</li> <li>• Identity Proof.</li> <li>• Receipt of all the taxes paid in Municipality (Property tax, water tax, sewerage tax, professional tax etc.).</li> </ul>

<ul style="list-style-type: none"> <li>Email ID &amp; Mobile Number.</li> </ul>
<b>ANNEXURE - 13</b>
<b>DOCUMENT REQUIRED FOR CORRECTION IN DETAILS OF PROPERTY.</b>
<ul style="list-style-type: none"> <li>Correction form for online correction available at <a href="https://projects.mapmyindia.com/SilvassaPay/correctionFrmValidate">https://projects.mapmyindia.com/SilvassaPay/correctionFrmValidate</a> and for offline correction form is available at <a href="https://projects.mapmyindia.com/SilvassaPay/correctionFormImage">https://projects.mapmyindia.com/SilvassaPay/correctionFormImage</a></li> <li>Document as per requirement in correction.</li> </ul>
<b>ANNEXURE - 14</b>
<b>DOCUMENT REQUIRED FOR TOWER AND OFC LAYING PERMISSION</b>
<ul style="list-style-type: none"> <li>Application form available in Municipality Office or on website.</li> <li>Execution plan with layout.</li> <li>Structure stability certificate.</li> <li>Firm registration certificate</li> <li>NOC from concern Private Property Owner, if applicable.</li> <li>Identity Proof of applicant (Aadhaar card/Voter card/PAN card)</li> <li>Construction Permission &amp; Occupancy Certificate or 7x12 abstract, if applicable.</li> <li>Memorandum of Understanding.</li> <li>Map</li> <li>Road cutting estimate</li> </ul>
<b>ANNEXURE - 15</b>
<b>DOCUMENT REQUIRED FOR ISSUANCE OF CONSTRUCTION PERMISSION FOR RESIDENTIAL/ RESIDENTIAL-CUM-COMMERCIAL &amp; INDUSTRIAL</b>
<ul style="list-style-type: none"> <li>Building Plan (Proposed).</li> <li>N.A Order (photocopy)/ [if Gaonthan Plot (only 7/12)].</li> <li>7x12 Extract of land latest copy along with Sale/ Lease deed (Original copy).</li> <li>Certified Map – (Latest Original copy).</li> <li>Annexure (2 to 6 to be furnished by the Applicant/Architect/Structural Engineer) (Annexure 6 on Rs. 20/- Stamp Paper only).</li> <li>Copy of previously obtained approved plan, Construction Permission order &amp; plan and Occupancy Certificate with plan (in case of Revised Proposal).</li> <li>Copy of Approved Layout &amp; Completion Certificate (in case of plotted lands, Industrial Layout, Residential and Residential-cum-Commercial Layout).</li> <li>Labour Cess Certificate issued by RDC(S).</li> <li>Undertaking on Rs. 100/- Stamp Paper for Labour Cess.</li> <li>Provisional NOC of Fire Department if Commercial/High Rise/Residential cum Commercial/Industrial building etc.</li> <li>Key Plan (Location Plan), Site plan, service plan and Building plan giving details as required under DC Rule 2014.</li> <li>Copy of Deed of 'Right of Way' along with certified Map.</li> <li>Power of Attorney/ Authority letter on company letterhead to delegate signing power to the authorize person to grant Construction Permission.</li> <li>Site Photographs.</li> </ul>
<b>ANNEXURE - 16</b>
<b>DOCUMENT REQUIRED FOR ISSUANCE OF OCCUPANCY CERTIFICATE</b>
<ul style="list-style-type: none"> <li>Application Form in prescribed Proforma available in Municipality Office or on website.</li> <li>Copy of Approved Building Plan.</li> <li>Copy of Construction Permission Order along with plan(s).</li> <li>Architect's Completion Certificate &amp; Structural Stability Certificate issued by Structural Engineer (Annexure- 14 &amp; Annexure-15).</li> <li>Annexure-17 (Indemnity Bond) for Part Occupancy Certificate. (on Rs. 20/- Stamp Paper).</li> <li>Receipt of deposition of Labour Cess under the Building and Other Construction Workers (RE &amp; CS) Act, 1996. Bank Deposit Slip for depositing of Labour Cess 1% of total valuation of building construction.</li> <li>Labour Cess Certificate of Registration issued by RDC (S).</li> </ul>

<ul style="list-style-type: none"> <li>• Part-Occupancy Certificate (if applying for Full OC).</li> <li>• Submit existing plan copy (02 nos.) showing deviation from approved plan.</li> <li>• 7x12 Extract (Latest Original copy).</li> <li>• Certified Map (Latest Original copy).</li> <li>• Rain Water Harvesting System undertaking (with Architect's Certificate &amp; Photographs).</li> <li>• Undertaking of services provided in the premises/layout of constructed building from Registered Architect.</li> <li>• Property Valuation Report certified by Govt. Approved Valuer.</li> <li>• NOC issued by Department of Fire &amp; Emergency Services, DNH. (if applicable).</li> <li>• Site Photographs taken at various angles showing the site situation with all setbacks.</li> </ul>
<b>ANNEXURE - 17</b>
<b>DOCUMENT REQUIRED FOR NEW WATER CONNECTION</b>
<ul style="list-style-type: none"> <li>• Application Form in prescribed Proforma.</li> <li>• Identity Proof (any one).</li> <li>• Bank Passbook with Application.</li> <li>• Driving License.</li> <li>• PAN Card.</li> <li>• Passport.</li> <li>• Photo Identity Card Issued by any Govt. Agency.</li> <li>• Unique ID Card (UID/Aadhar Card).</li> <li>• Voter Card.</li> <li>• Property Ownership Document (any one).</li> <li>• Allotment Letter (private builder with registered sale deed/General power of attorney).</li> <li>• Electricity Bill.</li> <li>• House Tax Receipt. (Property ID)</li> <li>• Interim Court Order, If any.</li> <li>• Notarized power of attorney with complete chain.</li> <li>• Register Sale Deed.</li> <li>• Registered conveyance deed/General power of attorney.</li> <li>• Registered perpetual Lease deed.</li> <li>• Registered partition deed/family settlement deed.</li> <li>• Rented property – lease/Rent Agreement, NOC of Owner.</li> <li>• Special power of attorney with registered/Notarized agreement to sell and will.</li> <li>• Telephone Bill.</li> <li>• Will/NOC of the owner in favor of applicant.</li> <li>• In case of group connections, NOC from the concerned society.</li> </ul>
<b>ANNEXURE - 18</b>
<b>DOCUMENT REQUIRED FOR TEMPORARY STRUCTURE PERMISSION FOR MARRIAGE/ FUNCTION</b>
<ul style="list-style-type: none"> <li>• Application with the dimension details of temporary structure in prescribed proforma.</li> <li>• Identity Proof of applicant (Attested photocopy of Aadhar Card, Voter ID, PAN Card, Driving license – any one).</li> <li>• Registration of Establishment.</li> </ul>
<b>ANNEXURE - 19</b>
<b>DOCUMENT REQUIRED FOR PROVIDING WATER TANK FOR A FUNCTION</b>
<ul style="list-style-type: none"> <li>• Application in prescribed Proforma.</li> <li>• A proof of the function. (All type of Invitation Card's like Functions/Marriage ceremony &amp; etc.)</li> <li>• Security Deposit of Rs. 2000/- by online medium, Cheque, DD in favor of Chief Officer, Municipality or the person may e-mail giving all details to Municipality office.. Fee and Security Deposit shall be deposited with the application. In case of e-mail, online payment through bank transfer, or UPI may be done.</li> <li>• Permission issued by Municipality for temporary construction/Pandal.</li> <li>• NOC from concern Private Property Owner, if applicable.</li> </ul>
<b>ANNEXURE - 20</b>
<b>DOCUMENT REQUIRED FOR PROVIDING SEWERAGE CONNECTION</b>
<ul style="list-style-type: none"> <li>• Application in prescribed from.</li> </ul>

<ul style="list-style-type: none"> <li>• Identity Proof (any one).</li> <li>• Bank Passbook with Application.</li> <li>• Driving License.</li> <li>• PAN Card.</li> <li>• Passport.</li> <li>• Photo Identity Card Issued by any Govt. Agency.</li> <li>• Unique ID Card (UID/Aadhar Card).</li> <li>• Voter Card.</li> <li>• Property Ownership Document (any one).</li> <li>• Allotment Letter (private builder with registered sale deed/General power of attorney).</li> <li>• Electricity Bill.</li> <li>• House Tax Receipt.</li> <li>• Interim Court Order, If any.</li> <li>• Notarized power of attorney with complete chain.</li> <li>• Register Sale Deed.</li> <li>• Registered conveyance deed/General power of attorney.</li> <li>• Registered perpetual Lease deed.</li> <li>• Registered partition deed/family settlement deed.</li> <li>• Rented property – lease/Rent Agreement, NOC of Owner.</li> <li>• Special power of attorney with registered/Notarized agreement to sell and will.</li> <li>• Telephone Bill.</li> <li>• Will/NOC of the owner in favor of applicant.</li> <li>• Property ID</li> </ul>
<b>ANNEXURE - 21</b>
<b>DOCUMENT REQUIRED FOR MOBILE TOILETS ON RENT.</b>
<ul style="list-style-type: none"> <li>• Application form available in Municipality Office or on website.</li> <li>• Identity Proof of applicant (Aadhaar Card/ Voting Card/ Pan Card)</li> <li>• Security deposit of Rs. 2000/- (Online/Cheque/DD in favour of Chief Officer, Municipal Council).</li> <li>• Fees of Rs.500/- Per Day/Per Seat + transportation charges of Rs. 30/- Per km (Cheque/DD in favour of Chief Officer, Municipal Council).</li> </ul>
<b>ANNEXURE - 22</b>
<b>DOCUMENT REQUIRED FOR TO PROVIDE DUSTBIN FOR FUNCTION</b>
<ul style="list-style-type: none"> <li>• Application Form.</li> <li>• Identity proof.</li> <li>• Address proof.</li> <li>• Fee of Rs.2/Sq.mt. of function area (subject to minimum of Rs. 100/-) + Transportation charges of Rs. 100/- (Cash or Cheque/DD in favour of Chief Officer, Municipal Council).</li> </ul>
<b>ANNEXURE - 23</b>
<b>DOCUMENT REQUIRED FOR STREET VENDORS LICENSE</b>
<ul style="list-style-type: none"> <li>• Application form available in Municipality Office or on website.</li> <li>• Identity Proof of applicant (Aadhaar Card/ Voting Card/ Pan Card)</li> <li>• Proof of being dependent on vending activity as a means of livelihood (an undertaking for the same will be submitted by applicant).</li> <li>• Proof of vending for at least 6 months prior to the date of application.(if any)</li> <li>• Copy of cancelled cheque/bank passbook.</li> <li>• Fees of Rs. 50/- (Cash or Cheque/DD in favour of Chief Officer, Municipal Council).</li> </ul>
<b>ANNEXURE - 24</b>
<b>Document Required Commercial Licence For Shops And Establishment / Trade License</b>
<ul style="list-style-type: none"> <li>• Applicant's Aadhaar or PAN or Passport or Driving License or Election Card or Bank Passbook</li> <li>• Lease Agreement or Rent Agreement</li> </ul>
<b>DISTRICT GRAM PANCHAYAT&amp; CEO(DP)</b>
<b>ANNEXURE - 1</b>
<b>CHECKLIST FOR ISSUE OF INCOME CERTIFICATE</b>
<ul style="list-style-type: none"> <li>• Adhar Card/ Election Card / RationCard</li> <li>• Pay Slip (if salaried person)</li> </ul>

<ul style="list-style-type: none"> <li>• Affidavit</li> <li>• Electricity Bill</li> <li>• 7/12/8A Extract.</li> </ul>
<b>ANNEXURE - 2</b>
<b>CHECKLIST FOR ISSUANCE OF HOUSE CERTIFICATE</b>
<ul style="list-style-type: none"> <li>• House Tax Paid Receipt.</li> </ul>
<b>ANNEXURE - 3</b>
<b>CHECKLIST FOR ISSUE OF IDENTITY CERTIFICATE</b>
<ul style="list-style-type: none"> <li>• Aadhar Card / Election Card /Ration</li> <li>• House rent Receipt / Lease Agreement (If rentee)</li> <li>• Employee Service Certificate</li> </ul>
<b>ANNEXURE - 4</b>
<b>CHECKLIST FOR ISSUE OF NO OBJECTION CERTIFICATE</b>
<ul style="list-style-type: none"> <li>• Adhar Card /Election Card / Ration</li> <li>• House Number / Shop Number Certificate</li> <li>• Lease Agreement</li> <li>• House rent Receipt / Lease</li> <li>• Agreement (If rentee)</li> </ul>
<b>ANNEXURE - 5</b>
<b>CHECKLIST FOR REGISTRATION OF HOUSE</b>
<ul style="list-style-type: none"> <li>• Adhar Card / Election Card / Ration</li> <li>• Extract copy of 7/12</li> <li>• Copy of Construction Permission</li> <li>• Copy of Approved Plan</li> <li>• Copy of Valuation of the House.</li> <li>• Application ID Proof.</li> <li>• Form 1 &amp; 14.</li> <li>• Occupancy Certificate.</li> <li>• Fire NOC (if applicable).</li> <li>• Coast Guard Permission.</li> </ul>
<b>ANNEXURE - 6</b>
<b>CHECKLIST FOR TRANSFER/CHANGE</b>
<ul style="list-style-type: none"> <li>• Deed of Sale</li> <li>• Form 1 &amp; 14</li> <li>• Seller &amp; Buyer ID Proof</li> <li>• Hiership Certificate / NOC (if applicable)*</li> </ul>
<b>ANNEXURE-7</b>
<b>CHECKLIST FOR CANCELLATION OF HOUSE NUMBER</b>
<ul style="list-style-type: none"> <li>• Applicant ID proof.</li> <li>• Demolition certificate (if applicable)*</li> </ul>
<b>ANNEXURE - 8</b>
<b>CHECKLIST FOR PENSION TO DIVYANG (ABOVE AGE 18 TO 59 YEARS)</b>
<ul style="list-style-type: none"> <li>• Adhar Card /Election Card / Ration Card</li> <li>• Income and Caste Certificate issued by Mamlatdar</li> <li>• Domicile Certificate Issued by Mamlatdar</li> <li>• Xerox Copy of Bank Passbook (First Page)</li> <li>• Birth Date Proof certificate</li> <li>• Certificate of Disability issued by</li> <li>• Competent Medical Authority (More than 80%)</li> </ul>
<b>ANNEXURE - 9</b>
<b>CHECKLIST FOR PENSION TO WIDOW (ABOVE AGE 40 TO 59 YEARS)</b>
<ul style="list-style-type: none"> <li>• Adhar Card / Election Card / Ration Card</li> <li>• Income and Caste Certificate issued by Mamlatdar</li> <li>• Domicile Certificate Issued by Mamlatdar</li> <li>• Xerox Copy of Bank Passbook (First Page)</li> <li>• Birth Date Proof certificate</li> </ul>

<ul style="list-style-type: none"> <li>Death Certificate of Husband</li> </ul>
<b>ANNEXURE - 10</b>
<b>CHECKLIST FOR OLD AGE PENSION (ABOVE AGE 60 YEARS)</b>
<ul style="list-style-type: none"> <li>Adhar Card / Election Card / Ration Card</li> <li>Income and Caste Certificate issued by Mamlatdar</li> <li>Domicile Certificate Issued by Mamlatdar</li> <li>Xerox Copy of Bank Passbook (First Page)</li> <li>Birth Date Proof certificate</li> </ul>
<b>ELECTRICITY / DNHPDCL</b>
<b>ANNEXURE - 1</b>
<b>CHECKLIST FOR CHANGE OF NAME IN DOMESTIC CONNECTION</b>
<ul style="list-style-type: none"> <li>Sale Deed/Death Certificate.</li> <li>Municipality Certificate/Panchayat Certificate.</li> <li>ID Proof.</li> </ul>
<b>ANNEXURE - 2</b>
<b>CHECKLIST FOR DOMESTIC ELECTRIC CONNECTION</b>
<ul style="list-style-type: none"> <li>Municipality Certificate/Panchayat Certificate.</li> <li>ID Proof.</li> </ul>
<b>ANNEXURE - 3</b>
<b>CHECKLIST FOR METER REPLACEMENT IN DOMESTIC CONNECTION</b>
<ul style="list-style-type: none"> <li>Application Letter.</li> <li>Copy of Bill.</li> </ul>
<b>ANNEXURE - 4</b>
<b>CHECKLIST FOR TESTING OF METER IN DOMESTIC CONNECTION</b>
<ul style="list-style-type: none"> <li>Application Letter.</li> <li>Copy of Bill</li> </ul>
<b>ANNEXURE - 5</b>
<b>CHECKLIST FOR NOC INSTALLATION OF DG SET</b>
<ul style="list-style-type: none"> <li>Sale Deed /Lease Deed.</li> <li>Construction permission.</li> <li>Memorandum and Article of Association.</li> <li>Resolution / Authorization of Company.</li> <li>Power sanction letter.</li> <li>Copy of prescribed Undertaking.</li> <li>Affidavit.</li> </ul>
<b>ANNEXURE - 6</b>
<b>CHECKLIST FOR FINAL PERMISSION TO RUN DG SET</b>
<ul style="list-style-type: none"> <li>The consumer has to get his DG set installed &amp; submit work completion report as per I.E. Rules, and he has to get his DG set inspected by the Electrical inspector and produce an attested copy of the approval to the department along with the following documents.</li> <li>NOC for DG from Pollution Control Committee.</li> <li>RIO approval.</li> <li>Occupancy certificate.</li> </ul>
<b>ANNEXURE - 7</b>
<b>CHECKLIST FOR TEMPORARY ELECTRIC CONNECTION PERMISSION FOR MORE THAN 1 DAY</b>
<p>Temporary for construction.</p> <ul style="list-style-type: none"> <li>7X12 extract.</li> <li>Construction permission.</li> <li>ID proof.</li> <li>Work completion / Test report from licensed contractor along with list of Machinery.</li> </ul>
<b>ANNEXURE - 8</b>
<b>CHECKLIST FOR NEW INDUSTRIAL LOW TENSION CONNECTION</b>
<ul style="list-style-type: none"> <li>Udyog Aadhar Registration.</li> <li>ID proof of Authorized person.</li> <li>Proof of Land /Building.</li> <li>Lease deed / Rent deed/ Sale deed.</li> </ul>



<ul style="list-style-type: none"> <li>• Construction permission.</li> </ul>
<b>ANNEXURE - 9</b>
<b>CHECKLIST FOR NEW INDUSTRIAL HIGH TENSION CONNECTION</b>
<ul style="list-style-type: none"> <li>• Udyog Aadhar Registration.</li> <li>• ID proof of Authorized person.</li> <li>• Proof of Land /Building.</li> <li>• Lease deed / Rent deed/ Sale deed.</li> <li>• Construction permission.</li> </ul>
<b>ANNEXURE - 10</b>
<b>CHECKLIST FOR DEMAND NOTICE FOR NEW LOW TENSION POWER CONNECTION</b>
<ul style="list-style-type: none"> <li>• Occupancy certificate.</li> <li>• Bank guarantee/ Security deposit.</li> <li>• RIO approval.</li> <li>• Resolution / Authorization of company representative.</li> <li>• Work completion /Test report from Licensed contractor alongwith List of Machinery.</li> </ul>
<b>ANNEXURE - 11</b>
<b>CHECKLIST FOR DEMAND NOTICE FOR NEW HIGH TENSION POWER CONNECTION</b>
<ul style="list-style-type: none"> <li>• Occupancy certificate.</li> <li>• Bank guarantee/ Security deposit.</li> <li>• RIO approval.</li> <li>• Resolution / Authorization of company representative.</li> <li>• Work completion /Test report from Licensed contractor alongwith List of Machinery.</li> </ul>
<b>ANNEXURE - 12</b>
<b>CHECKLIST FOR ACTUAL RELEASE OF NEW LOW AND HIGH TENSION POWER CONNECTION AFTER RECEIPT OF PAYMENT</b>
<ul style="list-style-type: none"> <li>• Sale deed / 7X12 abstract.</li> <li>• Municipality certificate / Panchayat certificate.</li> <li>• Authority letter.</li> <li>• ID proof.</li> <li>• Last paid bill.</li> </ul>
<b>ANNEXURE - 13</b>
<b>CHECKLIST FOR TEMPORARY POWER CONNECTION FOR 24 HOURS OR LESS THAN 1 DAY</b>
<p>Temporary connection for Marriage:-</p> <ul style="list-style-type: none"> <li>• Marriage card / Invitation card.</li> <li>• ID proof.</li> <li>• Test report from Licensed contractor.</li> </ul>
<b>LABOUR</b>
<b>ANNEXURE - 1</b>
<b>CHECKLIST FOR NEW REGISTRATION UNDER THE SHOPS &amp; ESTABLISHMENT ACT</b>
<ul style="list-style-type: none"> <li>• Application in FORM – I</li> <li>• Original copy of Treasury Challan as prescribed from the Labour Department.</li> <li>• Copy of Sale Deed / lease agreement in respect of Shop / Establishment.</li> <li>• Copy of House Taxes issue by the Panchayat or Municipality as the case may be.</li> </ul>
<b>ANNEXURE - 2</b>
<b>CHECKLIST FOR RENEWAL OF REGISTRATION UNDER THE SHOPS &amp; ESTABLISHMENT ACT</b>
<ul style="list-style-type: none"> <li>• Application in FORM – IV.</li> <li>• Original copy of Treasury Challan as prescribed from the Labour Department.</li> <li>• Original Certificate of Registration under S &amp; E, Act.</li> </ul>
<b>ANNEXURE - 3</b>
<b>CHECKLIST FOR REGISTRATION / RENEWAL CERTIFICATE FOR PRINCIPAL EMPLOYER'S ESTABLISHMENT UNDER PROVISION OF THE CONTRACTS</b>

<b>LABOUR (REGULATION AND ABOLITION) ACT, 1970 :</b>
<ul style="list-style-type: none"> <li>• Application in FORM – I.</li> <li>• Original copy of Treasury Challan as prescribed from the Labour Department.</li> <li>• Copy of work agreement entered into between the Principal Employer and the contractor.</li> </ul>
<b>ANNEXURE - 4</b>
<b>CHECKLIST FOR NEW CONTRACT LICENCE</b>
<ul style="list-style-type: none"> <li>• Application in FORM – IV.</li> <li>• Original copy of Treasury Challan as prescribed for Labour License and Security deposit from the Labour Department.</li> <li>• Certificate issued by the Principal Employer to the contractor in FORM – V.</li> <li>• Details of contract workers in FORM – XIII.</li> <li>• Copy of Group Insurance policy / Workmen’s’ Compensation policy in respect of Contract Workers.</li> <li>• FORM- II Copy.</li> </ul>
<b>ANNEXURE - 5</b>
<b>CHECKLIST FOR NEW REGISTRATION CERTIFICATE INTER STATE MIGRANT WORKER ACT</b>
<ul style="list-style-type: none"> <li>• Application in FORM – I.</li> <li>• Original copy of Treasury Challan as prescribed from the Labour Department.</li> <li>• Copy of work agreement entered into between the Principal Employer and the contractor.</li> </ul>
<b>ANNEXURE - 6</b>
<b>CHECKLIST FOR NEW CONTRACT LICENCE INTER STATE MIGRANT WORKER ACT</b>
<ul style="list-style-type: none"> <li>• Application in FORM – V.</li> <li>• Original copy of Treasury Challan as prescribed for Labour License and Security deposit from the Labour Department.</li> <li>• Certificate issued by the Principal Employer to the contractor in FORM – VI.</li> <li>• Details of contract workers in FORM – XIII.</li> <li>• Copy of Group Insurance policy / Workmen’s’ Compensation policy in respect of Contract Workers.</li> <li>• FORM- II Copy.</li> </ul>
<b>ANNEXURE - 7</b>
<b>CHECKLIST FOR BUILDING AND OTHER CONSTRUCTION WORKERS (REIMBURSEMENT &amp; CS) ACT, 1996</b>
<ul style="list-style-type: none"> <li>• Form – I</li> <li>• DD as per Fees.</li> <li>• 7 X 12 copy.</li> </ul>
<b>ANNEXURE - 8</b>
<b>CHECKLIST FOR REGISTRATION OF EMPLOYMENT IDENTITY CARD</b>
<ul style="list-style-type: none"> <li>• Application form</li> <li>• Original Documents &amp; with Xerox copy self attested <ul style="list-style-type: none"> <li>▪ Educational Qualification Certificates</li> <li>▪ School Leaving Certificate</li> <li>▪ Domicile Certificate</li> <li>▪ Cast Certification / S.C/ S.T/ OBC</li> </ul> </li> </ul>
<b>ANNEXURE - 9</b>
<b>CHECKLIST FOR RENEWAL OF EMPLOYMENT CARD</b>
<ul style="list-style-type: none"> <li>• Original Employment card</li> </ul>
<b>ANNEXURE - 10</b>
<b>CHECKLIST FOR RECORDING OF ENTRIES OF ADDITIONAL QUALIFICATION OF THE CANDIDATE IN THE EMPLOYMENT CARD</b>
<ul style="list-style-type: none"> <li>• Application form.</li> <li>• Original Document of additional qualification with Xerox copy self attested.</li> </ul>
<b>PDA</b>
<b>ANNEXURE - 1</b>
<b>CHECKLIST FOR CONSTRUCTION PERMISSION OUTSIDE SMC AREA</b>

<ul style="list-style-type: none"> <li>• Application to the Authority for obtaining full OC/Part OC</li> <li>• Architect's Completion Certificate. Annexure-14.</li> <li>• Structural Stability Certificate issued by Engineer (Annexure-15)</li> <li>• Annexure-17(Indemnity Bond) for Part Occupancy Certificate on Rs. 20/- Stamp Paper with Notary.</li> <li>• Approved Construction Permission Order(Xerox copy).</li> <li>• Approved Drawing (zerox copy).</li> <li>• Occupancy Certificate if any granted earlier (zerox copy).</li> <li>• Existing CP orders granted earlier (zerox copy)</li> <li>• Copy of Labour Cess Certificate.</li> <li>• Copy of Valuation Certificate from Govt. Approved Valuer.</li> <li>• Bank Deposit receipt indicates deposit of Labour Cess amount in Govt. Account, with signature and stamp of approval of Assistant Engineer, PWD/Building Inspector, DNH/DD.</li> <li>• Submit existing building Plans copy with any type of deviation with Photographs.</li> <li>• Rain Water Harvesting System (with Architect's Certificate) and with Photographs.</li> <li>• 7 x 12 Abstract (Original)</li> <li>• Certified Map (ORIGINAL)</li> <li>• Fire NOCs For Industrial/Commercial/Residential – Commercial Buildings/High Rise Buildings/ Institutional Buildings etc. is required.</li> </ul>
<b>ANNEXURE - 2</b>
<b>CHECKLIST FOR OCCUPANCY CERTIFICATE OUTSIDE MUNICIPALITY AREA</b>
<ul style="list-style-type: none"> <li>• Applicant submits file in PDA office for Residential, Resi. cum Comm., High Rise, and Commercial etc buildings.</li> <li>• Applicant submit file in District Industry Centre (DIC), SWIFT window for Industrial Building.</li> <li>• Basic Documents as per DCR</li> <li>• Building Plan (Proposed)</li> <li>• N.A Order (Xerox copy)/ [ if Gaonthan Plot (only 7 x 12)]</li> <li>• 7x12 Nakal of land (original)</li> <li>• Certified Map (Original)</li> <li>• Annexure (2 to 6 to be furnished by the Applicant/Architect/Structural Engineer) (Annexure 6 on Rs. 20/- Stamp Paper only).</li> <li>• Copy of approved plan, Construction Permission Oder and Occupancy Certificate (in case of Revised Proposal) (Xerox copy).</li> <li>• Copy of Approved Layout (in case of plotted lands, (Industrial Lay-out and Residential cum Commercial Lay-out) (Xerox copy).</li> <li>• Completion Certificate of the layout (Xerox copy).</li> <li>• Labour Cess Certificate issued by RDC(S) (Xerox copy)</li> <li>• Undertaking on Rs. 100/- Stamp Paper for Labour Cess</li> <li>• Provisional NOC of Fire Department if Commercial/High Rise/Residential cum Commercial/Industrial building etc.</li> </ul>
<b>ANNEXURE - 3</b>
<b>CHECKLIST OF LAYOUT APPROVAL FOR RESIDNETIAL AND INDUSTRIAL PURPOSE.</b>
<ul style="list-style-type: none"> <li>• Application to Member Secretary (PDA), for Layout Plan Approval.</li> <li>• N A Order or Sanad (Xerox copy)</li> <li>• 7 x 12 abstract (original)</li> <li>• Certified Map issued by Survey &amp; Settlement Officer (Original)</li> <li>• Proposed Layout map in 3 copies with signed and sealed by Architecture and Owner.</li> <li>• Construction Permission order (Xerox copy) if any.</li> <li>• Existing Layout Approval order and Layout Completion Certificate (Xerox copy) if any for Revised Lay out Approval.</li> <li>• Occupancy Certificate/Part Occupancy Certificate (Xerox copy) if any.</li> <li>• Sub-Division order issued by Survey &amp; Settlement Officer of the said land (Xerox copy) if any.</li> </ul>
<b>ANNEXURE - 4</b>
<b>CHECKLIST OF LAYOUT COMPLETION CERTIFICATE FOR RESIDENTIAL/INDUSTRIAL PURPOSE</b>

<ul style="list-style-type: none"> <li>• Application to Member Secretary (PDA), for Layout Plan Approval.</li> <li>• Non-Agriculture (NA) Order Copy or Sanad Copy.</li> <li>• 7 x 12 abstract (original).</li> <li>• Original copy of Certified Map issued by Survey &amp; Settlement Officer (Original)</li> <li>• Copy of Construction Permission if any.</li> <li>• Copy of Approved Layout Plan and Order.</li> <li>• Copy of existing Layout Approval order and Layout Completion Certificate if any.</li> <li>• Copy of Occupancy Certificate in any.</li> <li>• Copy of Sub-Division order issued by Survey &amp; Settlement Officer of the said land (Xerox copy) if any.</li> </ul>
<b>ANNEXURE - 5</b>
<b>CHECKLIST FOR PERMISSION REGARDING USE OF DNHPDA'S CIVIC PROPERTIES</b>
<ul style="list-style-type: none"> <li>• Application to Member Secretary (PDA) obtaining permission regarding organizing function/event at Riverfront.</li> <li>• Applicable Fee to be paid to the PDA.</li> <li>• Copy of ID proof of Applicant.</li> </ul>
<b>PCC</b>
<b>ANNEXURE - 1</b>
<b>CHECK LIST – CONSENT TO ESTABLISH- GREEN CATEGORY</b>
<ul style="list-style-type: none"> <li>• Duly filled in application FORM No. XIII under Water Act*</li> <li>• Duly filled in application FORM No. I under Air Act *</li> <li>• Consent fee under Water Act and Air Act in the form of demand draft in favor of “Pollution Control Committee” payable at Silvassa or Daman.</li> <li>• Notarized affidavit in Twenty Rupee stamp paper giving details of capital investment including land, building and plant &amp; machinery without depreciation.</li> <li>• Notarized affidavit in Twenty Rupee stamp paper giving details of capital investment including land, building and plant &amp; machinery without depreciation.</li> <li>• Copy of Land sale/lease agreement.</li> <li>• Copy of Provisional registration/In principal clearance issued by District Industries Centre (DIC).</li> </ul> <p>Comprehensive project report including the following:  List of products to be manufactured;  (i) List of raw materials to be used (product-wise) &amp; quantity required per month.  (ii) List of plant &amp; machinery to be installed.  (iii) Details of Boilers/Thermic Fluid Heaters/DG Sets to be installed and their capacity, fuel to be used and fuel consumption.  (iv) Details of hazardous chemicals, chemical name and its Boiling Point (“C), Flash Point (“C) and storage capacity (Tones) at any given time. @  (v) Material Safety Data Sheet (MSDS) of hazardous chemicals as per Schedule 9 of the Manufacture, Storage and Import of Hazardous Chemicals Rules, 1989. @  (vi) Detailed manufacturing process (product-wise) including chemical reactions.  (vii) Process Flow Chart (product-wise).  (viii) Source of waste generation and its quantity.  (ix) Quality of effluent generation before and after treatment and discharge point.  (x) Details of Effluent Treatment Plant including design, blue print and treatment process.  (xi) Details of solid wastes generation (non-hazardous) - type, quantity and method of collection, storage, treatment and disposal.  (xii) Details of stack and the process equipment/machinery to be attached with it and “Air Pollution Control Devices” to be installed including blue print.  (xiii) Quantity and quality of stack emission before and after treatment.</p>
<ul style="list-style-type: none"> <li>• Application for details of hazardous waste generation- type, quantity, physical form, chemical composition and method of collection, storage, treatment and disposal. # #</li> <li>• Memorandum of Articles Association/Partner Ship Deed (Signed).</li> <li>• Authorization letter to sign/receive documents.</li> </ul>
<p>* No column in the application should be left blank. Words such as “as per project report”, “as given earlier” or other similar words should not be used while filling the application forms.  # The consent fee structure is on the basis of the capital investment, which include land, building, plant &amp; machinery without depreciation, Demand Draft for payment of consent fee shall made as</p>

<p>per Schedule V of Notification No. PCC/DMN/13-iii/1999- dated 03/05/1999.</p> <p>@ Please refer the Manufacture, Storage and Import of Hazardous Chemicals Rules, 1989 as amended from time to time</p> <p># # Please refer the Hazardous Waste (Management, Handling and Transboundary Movement) Rules, 2008 as amended from time to time.</p>
<b>ANNEXURE - 2</b>
<b>CHECK LIST – CONSENT TO OPERATE -GREEN CATEGORY</b>
<ul style="list-style-type: none"> <li>• Duly filled in application FORM No. XIII under Water Act *</li> <li>• Duly filled in application FORM No. I under Air Act *</li> <li>• Consent fee under Water Act and Air Act in the form of demand draft in favor of “Pollution Control Committee” payable at Silvassa or Daman. #</li> <li>• Notarized affidavit in Twenty Rupee stamp paper giving details of capital investment including land, building and plant &amp; machinery without depreciation.</li> <li>• Copy of “establishment consent” order issued under Water Act</li> <li>• Copy of “establishment consent” order issued under Air Act</li> <li>• Details of the pollution control system installed to treat water/air pollution including copy of ETP/APCD drawings.</li> </ul> <p>1. Application for Obtaining Authorization for Collection /Reception /Treatment /Transports / Storage /Disposal of Hazardous Wastes. (Form 1) # #</p> <p>2. Industry Data Sheet Format. (IDSF)</p> <p>3. Display Sign Board.</p>
Application as per FORM – I of Recycled Plastic Manufacturing and Usage (Amendment) Rules, 2003 for grant of registration for manufacturing of plastic carry bags and containers.
<b>ANNEXURE - 3</b>
<b>CHECK LIST – CONSENT TO RENEWAL- GREEN CATEGORY</b>
<ul style="list-style-type: none"> <li>• Duly filled in application FORM No. XIII under Water Act *</li> <li>• Duly filled in application FORM No. I under Air Act *</li> <li>• Consent fee under Water Act and Air Act in the form of demand draft in favor of “Pollution Control Committee” payable at Silvassa or Daman. #</li> <li>• Notarized affidavit in Twenty Rupee stamp paper giving details of capital investment including land, building and plant &amp; machinery without depreciation.</li> <li>• Copy of “operate or renewal consent” order issued under Water Act</li> <li>• Copy of “operate or renewal consent” order issued under Air Act</li> <li>• Six monthly Analysis Report of treated effluent from Effluent Treatment Plant.</li> <li>• Six monthly Stack Monitoring and Ambient Air Quality (within the factory premises) monitoring report</li> <li>• Environment Statement for the financial year ending 31ST March as per FORM V of the Environment (Protection) Rules, 1989.</li> </ul> <p>1. Application for Obtaining Authorization for Collection /Reception /Treatment /Transports / Storage /Disposal of Hazardous Wastes. (Form 1) # #</p> <p>2. Industry Data Sheet Format. (IDSF)</p> <p>3. Format for Maintaining Records of Hazardous Wastes by the Occupier or Operator at the Facility. (Form 3) # #</p> <p>4. Grant/ Renewal of Registration of Industrial Units Processing Environmentally Sound Management Facilities for Reprocessing/ Recycling. (Form 5) # #</p> <p>5. Form For Filling Annual Returns &amp; Records On Recyclable Hazardous Wastes By The Recyclers. (Form 6) # #</p> <p>6. Format for Maintaining Records of Hazardous Waste Imported &amp; Exported. (Form 10) # #</p> <p>7. Hazardous Waste Manifest. (Form 13) # #</p>
Application as per FORM – I of Recycled Plastic Manufacturing and Usage (Amendment) Rules, 2003 for grant of registration to manufacturing of plastic carry bags and containers along with copy of registration certificate issued earlier.
<b>ANNEXURE - 4</b>
<b>CHECK LIST – CONSENT TO ESTABLISH- ORANGE CATEGORY</b>
<ul style="list-style-type: none"> <li>• Duly filled in application FORM No. XIII under Water Act*</li> <li>• Duly filled in application FORM No. I under Air Act *</li> <li>• Consent fee under Water Act and Air Act in the form of demand draft in favor of “Pollution</li> </ul>

<p>Control Committee” payable at Silvassa or Daman.</p> <ul style="list-style-type: none"> <li>• Notarized affidavit in Twenty Rupee stamp paper giving details of capital investment including land, building and plant &amp; machinery without depreciation.</li> <li>• Notarized affidavit in Twenty Rupee stamp paper giving details of capital investment including land, building and plant &amp; machinery without depreciation.</li> <li>• Copy of Land sale/lease agreement.</li> <li>• Copy of Provisional registration/In principal clearance issued by District Industries Centre (DIC).</li> </ul> <p>Comprehensive project report including the following: List of products to be manufactured;</p> <p>(i) List of raw materials to be used (product-wise) &amp; quantity required per month.</p> <p>(ii) List of plant &amp; machinery to be installed.</p> <p>(iii) Details of Boilers/Thermic Fluid Heaters/DG Sets to be installed and their capacity, fuel to be used and fuel consumption.</p> <p>(iv) Details of hazardous chemicals, chemical name and its Boiling Point (“C), Flash Point (“C) and storage capacity (Tones) at any given time. @</p> <p>(v) Material Safety Data Sheet (MSDS) of hazardous chemicals as per Schedule 9 of the Manufacture, Storage and Import of Hazardous Chemicals Rules, 1989. @</p> <p>(vi) Detailed manufacturing process (product-wise) including chemical reactions.</p> <p>(vii) Process Flow Chart (product-wise).</p> <p>(viii) Source of waste generation and its quantity.</p> <p>(ix) Quality of effluent generation before and after treatment and discharge point.</p> <p>(x) Details of Effluent Treatment Plant including design, blue print and treatment process.</p> <p>(xi) Details of solid wastes generation (non-hazardous) - type, quantity and method of collection, storage, treatment and disposal.</p> <p>(xii) Details of stack and the process equipment/machinery to be attached with it and “Air Pollution Control Devices” to be installed including blue print.</p> <p>(xiii) Quantity and quality of stack emission before and after treatment.</p> <p>Application for details of hazardous waste generation- type, quantity, physical form, chemical composition and method of collection, storage, treatment and disposal. # #</p> <p>Memorandum of Articles Association/Partner Ship Deed (Signed).</p> <p>Authorization letter to sign/receive documents.</p> <p>* No column in the application should be left blank. Words such as “as per project report”, “as given earlier” or other similar words should not be used while filling the application forms.</p> <p># The consent fee structure is on the basis of the capital investment, which include land, building, plant &amp; machinery without depreciation, Demand Draft for payment of consent fee shall made as per Schedule V of Notification No. PCC/DMN/13-iii/1999- dated 03/05/1999.</p> <p>@ Please refer the Manufacture, Storage and Import of Hazardous Chemicals Rules, 1989 as amended from time to time</p> <p># # Please refer the Hazardous Waste (Management, Handling and Transboundary Movement) Rules, 2008 as amended from time to time.</p>
<b>ANNEXURE - 5</b>
<b>CHECK LIST – CONSENT TO OPERATE -ORANGE CATEGORY</b>
<ul style="list-style-type: none"> <li>• Duly filled in application FORM No. XIII under Water Act *</li> <li>• Duly filled in application FORM No. I under Air Act *</li> <li>• Consent fee under Water Act and Air Act in the form of demand draft in favor of “Pollution Control Committee” payable at Silvassa or Daman. #</li> <li>• Notarized affidavit in Twenty Rupee stamp paper giving details of capital investment including land, building and plant &amp; machinery without depreciation.</li> <li>• Copy of “establishment consent” order issued under Water Act</li> <li>• Copy of “establishment consent” order issued under Air Act</li> <li>• Details of the pollution control system installed to treat water/air pollution including copy of ETP/APCD drawings.</li> </ul> <p>1. Application for Obtaining Authorization for Collection /Reception /Treatment /Transports / Storage /Disposal of Hazardous Wastes. (Form 1) # #</p> <p>2. Industry Data Sheet Format. (IDSF)</p> <p>3. Display Sign Board.</p> <p>Application as per FORM – I of Recycled Plastic Manufacturing and Usage (Amendment) Rules, 2003 for grant of registration for manufacturing of plastic carry bags and containers.</p>
<b>ANNEXURE - 6</b>

<b>CHECK LIST – CONSENT TO RENEWAL- ORANGE CATEGORY</b>
<ul style="list-style-type: none"> <li>• Duly filled in application FORM No. XIII under Water Act *</li> <li>• Duly filled in application FORM No. I under Air Act *</li> <li>• Consent fee under Water Act and Air Act in the form of demand draft in favor of “Pollution Control Committee” payable at Silvassa or Daman. #</li> <li>• Notarized affidavit in Twenty Rupee stamp paper giving details of capital investment including land, building and plant &amp; machinery without depreciation.</li> <li>• Copy of “operate or renewal consent” order issued under Water Act</li> <li>• Copy of “operate or renewal consent” order issued under Air Act</li> <li>• Six monthly Analysis Report of treated effluent from Effluent Treatment Plant.</li> <li>• Six monthly Stack Monitoring and Ambient Air Quality (within the factory premises) monitoring report</li> <li>• Environment Statement for the financial year ending 31ST March as per FORM V of the Environment (Protection) Rules, 1989.</li> </ul> <ol style="list-style-type: none"> <li>1. Application for Obtaining Authorization /Reception /Treatment /Transports / Storage /Disposal of Hazardous Wastes. (Form 1) # #</li> <li>2. Industry Data Sheet Format. (IDSF)</li> <li>3. Format for Maintaining Records of Hazardous Wastes by the Occupier or Operator at the Facility. (Form 3) # #</li> <li>4. Grant/ Renewal of Registration of Industrial Units Processing Environmentally Sound Management Facilities for Reprocessing/ Recycling. (Form 5) # #</li> <li>5. Form For Filling Annual Returns &amp; Records On Recyclable Hazardous Wastes By The Recyclers. (Form 6) # #</li> <li>6. Format for Maintaining Records of Hazardous Waste Imported &amp; Exported. (Form 10) # #</li> <li>7. Hazardous Waste Manifest. (Form 13) # #</li> </ol> <p>Application as per FORM – I of Recycled Plastic Manufacturing and Usage (Amendment) Rules, 2003 for grant of registration to manufacturing of plastic carry bags and containers along with copy of registration certificate issued earlier.</p>
<b>ANNEXURE -7</b>
<b>CHECK LIST – CONSENT TO ESTABLISH- RED CATEGORY</b>
<ul style="list-style-type: none"> <li>• Duly filled in application FORM No. XIII under Water Act*</li> <li>• Duly filled in application FORM No. I under Air Act *</li> <li>• Consent fee under Water Act and Air Act in the form of demand draft in favor of “Pollution Control Committee” payable at Silvassa or Daman.</li> <li>• Notarized affidavit in Twenty Rupee stamp paper giving details of capital investment including land, building and plant &amp; machinery without depreciation.</li> <li>• Notarized affidavit in Twenty Rupee stamp paper giving details of capital investment including land, building and plant &amp; machinery without depreciation.</li> <li>• Copy of Land sale/lease agreement.</li> <li>• Copy of Provisional registration/In principal clearance issued by District Industries Centre (DIC).</li> <li>• Comprehensive project report including the following: List of products to be manufactured;             <ol style="list-style-type: none"> <li>(i) List of raw materials to be used (product-wise) &amp; quantity required per month.</li> <li>(ii) List of plant &amp; machinery to be installed.</li> <li>(iii) Details of Boilers/Thermic Fluid Heaters/DG Sets to be installed and their capacity, fuel to be used and fuel consumption.</li> <li>(iv) Details of hazardous chemicals, chemical name and its Boiling Point (“C), Flash Point (“C) and storage capacity (Tones) at any given time. @</li> <li>(v) Material Safety Data Sheet (MSDS) of hazardous chemicals as per Schedule 9 of the Manufacture, Storage and Import of Hazardous Chemicals Rules, 1989. @</li> <li>(vi) Detailed manufacturing process (product-wise) including chemical reactions.</li> <li>(vii) Process Flow Chart (product-wise).</li> <li>(viii) Source of waste generation and its quantity.</li> <li>(ix) Quality of effluent generation before and after treatment and discharge point.</li> <li>(x) Details of Effluent Treatment Plant including design, blue print and treatment process.</li> <li>(xi) Details of solid wastes generation (non-hazardous) - type, quantity and method of collection, storage, treatment and disposal.</li> <li>(xii) Details of stack and the process equipment/machinery to be attached with it and “Air Pollution Control Devices” to be installed including blue print.</li> </ol> </li> </ul>



(xiii) Quantity and quality of stack emission before and after treatment.
Application for details of hazardous waste generation- type, quantity, physical form, chemical composition and method of collection, storage, treatment and disposal. # # Memorandum of Articles Association/Partner Ship Deed (Signed). Authorization letter to sign/receive documents.
* No column in the application should be left blank. Words such as “as per project report”, “as given earlier” or other similar words should not be used while filling the application forms. # The consent fee structure is on the basis of the capital investment, which include land, building, plant & machinery without depreciation, Demand Draft for payment of consent fee shall made as per Schedule V of Notification No. PCC/DMN/13-iii/1999- dated 03/05/1999. @ Please refer the Manufacture, Storage and Import of Hazardous Chemicals Rules, 1989 as amended from time to time # # Please refer the Hazardous Waste (Management, Handling and Transboundary Movement) Rules, 2008 as amended from time to time.
<b>ANNEXURE - 8</b>
<b>CHECK LIST – CONSENT TO OPERATE -RED CATEGORY</b>
<ul style="list-style-type: none"> <li>• Duly filled in application FORM No. XIII under Water Act *</li> <li>• Duly filled in application FORM No. I under Air Act *</li> <li>• Consent fee under Water Act and Air Act in the form of demand draft in favor of “Pollution Control Committee” payable at Silvassa or Daman. #</li> <li>• Notarized affidavit in Twenty Rupee stamp paper giving details of capital investment including land, building and plant &amp; machinery without depreciation.</li> <li>• Copy of “establishment consent” order issued under Water Act</li> <li>• Copy of “establishment consent” order issued under Air Act</li> <li>• Details of the pollution control system installed to treat water/air pollution including copy of ETP/APCD drawings.</li> </ul> <p>1. Application for Obtaining Authorization for Collection /Reception /Treatment /Transports / Storage /Disposal of Hazardous Wastes. (Form 1) # #</p> <p>2. Industry Data Sheet Format. (IDSF)</p> <p>3. Display Sign Board.</p>
Application as per FORM – I of Recycled Plastic Manufacturing and Usage (Amendment) Rules, 2003 for grant of registration for manufacturing of plastic carry bags and containers.
<b>ANNEXURE - 9</b>
<b>CHECK LIST – CONSENT TO RENEWAL- RED CATEGORY</b>
<ul style="list-style-type: none"> <li>• Duly filled in application FORM No. XIII under Water Act *</li> <li>• Duly filled in application FORM No. I under Air Act *</li> <li>• Consent fee under Water Act and Air Act in the form of demand draft in favor of “Pollution Control Committee” payable at Silvassa or Daman. #</li> <li>• Notarized affidavit in Twenty Rupee stamp paper giving details of capital investment including land, building and plant &amp; machinery without depreciation.</li> <li>• Copy of “operate or renewal consent” order issued under Water Act</li> <li>• Copy of “operate or renewal consent” order issued under Air Act</li> <li>• Six monthly Analysis Report of treated effluent from Effluent Treatment Plant.</li> <li>• Six monthly Stack Monitoring and Ambient Air Quality (within the factory premises) monitoring report</li> <li>• Environment Statement for the financial year ending 31ST March as per FORM V of the Environment (Protection) Rules, 1989.</li> </ul> <p>1. Application for Obtaining Authorization for Collection /Reception /Treatment /Transports / Storage /Disposal of Hazardous Wastes. (Form 1) # #</p> <p>2. Industry Data Sheet Format. (IDSF)</p> <p>3. Format for Maintaining Records of Hazardous Wastes by the Occupier or Operator at the Facility. (Form 3) # #</p> <p>4. Grant/ Renewal of Registration of Industrial Units Processing Environmentally Sound Management Facilities for Reprocessing/ Recycling. (Form 5) # #</p> <p>5. Form For Filling Annual Returns &amp; Records On Recyclable Hazardous Wastes By The Recyclers. (Form 6) # #</p> <p>6. Format for Maintaining Records of Hazardous Waste Imported &amp; Exported. (Form 10) # #</p> <p>7. Hazardous Waste Manifest. (Form 13) # #</p>
Application as per FORM – I of Recycled Plastic Manufacturing and Usage (Amendment) Rules,

2003 for grant of registration to manufacturing of plastic carry bags and containers along with copy of registration certificate issued earlier.

## **TRANSPORT**

### **ANNEXURE - 1**

#### **CHECKLIST FOR LEARNING LICENSE**

- Apply online at Parivahan.gov.in along with Proof of address
- Age proof, Medical Certificate

### **ANNEXURE - 2**

#### **CHECKLIST FOR ISSUE OF DRIVING LICENSE**

- Apply online at Parivahan.gov.in along with Proof of address
- Age proof, Medical Certificate

### **ANNEXURE - 3**

#### **CHECKLIST FOR ISSUE OF DUPLICATE DRIVING LICENSE**

- Apply online at Parivahan.gov.in along with Proof of address
- Police Certificate

### **ANNEXURE - 4**

#### **CHECKLIST FOR RENEWAL OF DRIVING LICENSE**

- Apply online at Parivahan.gov.in along with Original Driving License, Proof of address
- Medical Certificate

### **ANNEXURE - 5**

#### **CHECKLIST FOR ADDITION OF ANOTHER CLASS IN DRIVING LICENSE**

- Apply online at Parivahan.gov.in along with Original Driving License, Proof of address
- Medical Certificate

### **ANNEXURE - 6**

#### **CHECKLIST FOR INTERNATIONAL DRIVING LICENSE**

- Apply online at Parivahan.gov.in along with Proof of address
- Age proof, Medical Certificate, Passport, Visa, Air Ticket

### **ANNEXURE - 7**

#### **CHECKLIST FOR CHANGE OF ADDRESS OF DRIVING LICENSE**

- Apply online at Parivahan.gov.in along with Original Driving License Proof of address

### **ANNEXURE - 8**

#### **CHECKLIST FOR REGISTRATION OF VEHICLE**

- [Application in Form 20](#)
- [Sales certificate in Form 21](#)
- Road worthiness certificate in [Form 22](#) from the manufacturers ([Form 22A](#) from the Body builder)
- Pollution under control certificate
- Valid insurance certificate
- Proof of address (Ration card, Electricity bill etc.)
- Design approval copy of STA in case Trailer or Semi-Trailer
- [Original sales certificate from the concerned authorities in Form 21 in the case of ex-army vehicle](#)
- Custom's clearance certificate along with license, and bond in case of imported vehicle
- Temporary registration, if any
- [Form 34 \(in case of HP endorsement\)](#)
- Copy of PAN card of [Form 60](#) and [Form 61](#) (as applicable) \*
- Permit proceedings in case of transport vehicle\*
- Municipal Corporation parking fee\*
- Dealer and manufacturer invoice\*
- Passport size photographs\*
- Proof of Date of Birth\*
- Chassis & Engine Pencil Print\*
- [Form CMV Form 22A in case of Body built vehicle \(EX. Goods vehicle, bus etc.\)](#)\*

<ul style="list-style-type: none"> <li>• Bonafide agriculture certificate issued by Tehsildar in case of registration of tractor-trailer unit used for agriculture*</li> <li>• Form-A under Taxation Act, 1997*</li> </ul>
<b>ANNEXURE - 9</b>
<b>CHECKLIST FOR ISSUE OF DUPLICATE REGISTRATION CERTIFICATE</b>
<ul style="list-style-type: none"> <li>• <a href="#">Application in Form 26</a></li> <li>• Police certificate</li> <li>• Pollution under control certificate</li> <li>• Valid insurance certificate*</li> <li>• Proof of address*</li> <li>• Challan clearance from traffic police &amp; Enforcement wing Transport Department in commercial vehicles*</li> <li>• Tax clearance from Accounts Department in commercial vehicles*</li> <li>• Attested copy of PAN Card or <a href="#">Form 60</a> &amp; <a href="#">Form 61</a>(as applicable)</li> <li>• Chassis &amp; Engine Pencil Print*</li> <li>• Signature Identification of owner*</li> <li>• Affidavit stating that RC is lost and has not been impounded*</li> </ul>
<b>ANNEXURE - 10</b>
<b>CHECKLIST FOR ISSUE OF RENEWAL OF VEHICLE REGISTRATION</b>
<ul style="list-style-type: none"> <li>• <a href="#">Application in Form 25</a></li> <li>• Pollution under control certificate</li> <li>• R.C. Book*</li> <li>• Fitness certificate*</li> <li>• Certificate of registration*</li> <li>• Proof for the payment of up-to-date road tax paid*</li> <li>• Insurance certificate*</li> <li>• Copy of PAN card or <a href="#">Form 60</a> &amp; <a href="#">Form 61</a> (as applicable) *</li> <li>• Chassis &amp; Engine Pencil Print*</li> <li>• Signature Identification of owner*</li> </ul>
<b>ANNEXURE - 11</b>
<b>CHECKLIST FOR TRANSFER OWNERSHIP OF VEHICLE</b>
<ul style="list-style-type: none"> <li>• <a href="#">Form 29</a></li> <li>• <a href="#">Form 30</a></li> <li>• Certificate of registration</li> <li>• Certificate of insurance</li> <li>• Certificate of pollution under control*</li> <li>• <a href="#">PAN card (seller and purchaser) or Form 60*</a></li> <li>• Chassis &amp; Engine Pencil Print*</li> <li>• Proof of Date of Birth of purchaser*</li> <li>• Proof of address*</li> <li>• R.C. Book</li> <li>• Purchaser's undertaking*</li> <li>• Passport size photograph*</li> <li>• Tax clearance certificate*</li> </ul>
<b>ANNEXURE - 12</b>
<b>CHECKLIST FOR NO OBJECTION CERTIFICATE</b>

<ul style="list-style-type: none"> <li>• <a href="#">Application in Form 28</a></li> <li>• Certified copy of the certificate of registration</li> <li>• Certified copy of the certificate of insurance</li> <li>• Evidence of payment of motor vehicle tax up-to-date</li> <li>• Pollution under control certificate</li> <li>• Chassis &amp; Engine Pencil Print*</li> <li>• Signature Identification of owner*</li> <li>• Police certificate</li> </ul>
<b>ANNEXURE - 13</b>
<b>CHECKLIST FOR TERMINATION OF HYPOTHECATION FROM REGISTRATION CERTIFICATE</b>
<ul style="list-style-type: none"> <li>• <a href="#">Application in Form 35</a></li> <li>• Certificate of registration</li> <li>• Allotment letter of the vehicle</li> <li>• Valid insurance certificate</li> <li>• Proof of address*</li> <li>• Pollution under control certificate*</li> <li>• R.C. Book*</li> <li>• Attested cop of PAN card or <a href="#">Form 60</a> and <a href="#">Form 61</a> (as applicable)</li> <li>• No Objection Certificate from financier*</li> <li>• Chassis &amp; Engine Pencil Print*</li> <li>• Signature Identification of owner*</li> </ul>
<b>ANNEXURE - 14</b>
<b>CHECKLIST FOR ADDITIONAL OF HYPOTHECATION FROM REGISTRATION CERTIFICATE</b>
<ul style="list-style-type: none"> <li>• <a href="#">Application in Form Form 34</a></li> <li>• Certificate of registration</li> <li>• Certificate from financier for having retained full dues from the financier (for deletion case only)</li> <li>• Proof of address*</li> <li>• Valid insurance certificate*</li> <li>• Pollution under control certificate*</li> <li>• R.C.Book*</li> <li>• Attested copy of PAN Card or <a href="#">Form 60</a> &amp; <a href="#">Form 61</a>(as applicable)</li> <li>• Chassis &amp; Engine Pencil Print*</li> <li>• Signature Identification of owner*</li> </ul>
<b>AGRICULTURE</b>
<b>ANNEXURE - 1</b>
<b>CHECKLIST FOR SOIL HEALTH CARDS FOR FARMERS WITH SOIL FERTILITY STATUS</b>
<ul style="list-style-type: none"> <li>• Copy of 7/12 extract.</li> <li>• Soil Sample with filled up information in prescribed form.</li> </ul>
<b>ANNEXURE - 2</b>
<b>CHECKLIST FOR APPLICATION FOR GRANT OF LICENSE UNDER INSECTICIDE ACT, 1968</b>
<b>MANUFACTURE INSECTICIDE LICENSE</b>
<ul style="list-style-type: none"> <li>• Application in prescribed form.</li> <li>• Attested copy of C.I.B. registration of Faridabad where product is registered.</li> <li>• Memorandum &amp; article of Association of the company ( if application is from public or private ltd. Company or partnership deed.</li> <li>• Consent order of the P.C.C. ( for operate) valid as on the date of application, along with the name of the products as per C.I.B. registration.</li> <li>• Registration of building in Panchayat ( if place/ building of his own) or lease agreement of the</li> </ul>

<ul style="list-style-type: none"> <li>place (if place/building is to be taken on hire).</li> <li>N.O.C. of the Group Gram Panchayat concerned.</li> <li>Udyam Registration Certificate.</li> <li>Authorization certificate of the company to make correspondence on behalf of the company.</li> </ul>
<b>ANNEXURE - 3</b>
<b>CHECKLIST FOR APPLICATION FOR GRANT OF LICENSE UNDER INSECTICIDE ACT, 1968</b>
<b>a. SALE, STOCK OR EXHIBIT INSECTICIDE LICENSE</b>
<ul style="list-style-type: none"> <li>Application in prescribed form.</li> <li>Valid license for manufacture of insecticides of the concerned States(in case of the application by manufacturing unit itself or Principal Certificates of the company(in case of dealership or distributorship)</li> <li>Memorandum &amp; Article of Association of the company ( if application is from public or private ltd. Company or partnership deed.</li> <li>Lease agreement of the place (if place/building is on hire) or registration of the building by the concerned Panchayats (if the place/building of his own).</li> <li>N.O.C. of the Group Gram Panchayat concerned.</li> <li>Location of the place where business is to be carried out.</li> <li>Authorization certificate of the company to make correspondence on behalf of the company</li> </ul>
<b>ANNEXURE - 4</b>
<b>CHECKLIST FOR APPLICATION FOR RENEWAL OF LICENSE UNDER INSECTICIDE ACT, 1968</b>
<b>a. MANUFACTURE INSECTICIDE LICENSE</b>
<ul style="list-style-type: none"> <li>Application in prescribed form.</li> <li>Original copies of license.</li> <li>Valid copy of the consent order of the P.C.C.</li> <li>Valid copy of lease agreement on stamp paper (if it is renewed) or last receipt of Panchayat Vera paid for the building.</li> </ul>
<b>ANNEXURE - 5</b>
<b>CHECKLIST FOR APPLICATION FOR RENEWAL OF LICENSE UNDER INSECTICIDE ACT, 1968</b>
<b>a. SALE, STOCK OR EXHIBIT INSECTICIDE LICENSE</b>
<ul style="list-style-type: none"> <li>Application in prescribed form.</li> <li>Original copies of license.</li> <li>Valid copy of the Manufacture license ( in case of application made by the manufacturing company ).</li> <li>Valid copy of the principal certificate in case of application made by the dealers/distributorship.</li> <li>Valid copy of lease agreement( if business is on rented place) or latest receipt of the Panchayat Vera if place is of his own )</li> </ul>
<b>ANNEXURE - 6</b>
<b>CHECKLIST FOR APPLICATION FOR GRANT OF CERTIFICATE OF REGISTRATION UNDER FCO (FERTILIZER CONTROL ORDER,1985)</b>
<b>a. MANUFACTURE FERTILIZER LICENCE</b>
<ul style="list-style-type: none"> <li>Application in prescribed form</li> <li>Valid copy of the consent order of the P.C.C.</li> <li>N.O.C. of the Group Gram Panchayat concerned.</li> <li>Authorization letter</li> <li>Lease agreement/ Occupancy Certificate</li> <li>Name of expert staff</li> <li>Laboratory facilities/list of lab instruments</li> </ul>
<b>ANNEXURE - 7</b>
<b>CHECKLIST FOR APPLICATION FOR GRANT OF CERTIFICATE OF REGISTRATION UNDER FCO (FERTILIZER CONTROL ORDER,1985)</b>
<b>a. SALE, STOCK OR EXHIBIT FERTILIZER LICENSE</b>
<ul style="list-style-type: none"> <li>Application in prescribed form</li> <li>N.O.C. of the Group Gram Panchayat concerned.</li> <li>Authorization letter</li> </ul>

<ul style="list-style-type: none"> <li>Lease agreement/ Occupancy Certificate</li> <li>Name of expert staff with education qualification</li> </ul>
<b>ANNEXURE - 8</b>
<b>CHECKLIST FOR APPLICATION FOR RENEWAL OF CERTIFICATE OF REGISTRATION UNDER FCO (FERTILIZER CONTROL ORDER,1985)</b>
<b>a. MANUFACTURE FERTILIZER LICENCE</b>
<ul style="list-style-type: none"> <li>Application in prescribed form</li> <li>Valid copy of the consent order of the P.C.C.</li> <li>N.O.C. of the Group Gram Panchayat concerned.</li> <li>Authorization letter</li> <li>Paid receipt of Panchayat Vera</li> <li>Name of expert staff with education qualification.</li> <li></li> </ul>
<b>ANNEXURE - 9</b>
<b>CHECKLIST FOR APPLICATION FOR GRANT OF CERTIFICATE OF REGISTRATION UNDER FCO (FERTILIZER CONTROL ORDER,1985)</b>
<b>a. SALE, STOCK OR EXHIBIT FERTILIZER LICENSE</b>
<ul style="list-style-type: none"> <li>Application in prescribed form</li> <li>N.O.C. of the Group Gram Panchayat concerned.</li> <li>Authorization letter</li> <li>Paid receipt of Panchayat Vera</li> </ul>
<b>FOOD &amp; CIVIL SUPPLY</b>
<b>ANNEXURE - 1</b>
<b>CHECKLIST FOR NEW RATION CARD</b>
<ul style="list-style-type: none"> <li>Application in prescribed form.</li> <li>Aadhar No. of all members.</li> <li>Address proof of DNH.(if from one given in Aadhar card).</li> <li>Family income &amp; non-existence of name in other Ration Card and all members are live and are living in DNH/Daman/Diu.</li> <li>Mobile No. of H.O.F. or all members (subject to availability) Part of application form.</li> <li>One passport size photograph.</li> <li>Bank Pass Book zerox in HOF.</li> </ul>
<b>ANNEXURE – 2</b>
<b>CHECKLIST FOR RENEWAL RATION CARD</b>
<ul style="list-style-type: none"> <li>Original Ration Card to be attached.</li> </ul>
<b>ANNEXURE – 3</b>
<b>CHECKLIST FOR ADDITION OF NAME IN RATION CARD</b>
<ul style="list-style-type: none"> <li>Original Ration Card to be attached.</li> <li>Application in prescribed form.</li> <li>Aadhar card, Self declaration from that person is live and are living in DNH/Daman/Diu &amp; non-existence of name in other Ration Card.</li> </ul>
<b>ANNEXURE – 4</b>
<b>CHECKLIST FOR CANCELLATION OF RATION CARD AND DELETION OF NAME FROM RATION CARD</b>
<ul style="list-style-type: none"> <li>Application in prescribed form.</li> <li>Death certificate in case of deletion due to death of any member of family.</li> </ul>
<b>ANNEXURE – 5</b>
<b>CHECKLIST FOR CORRECTION OR CHANGE IN ADDRESS</b>
<ul style="list-style-type: none"> <li>Original Ration Card to be submitted.</li> <li>Address proof of New Residence.</li> </ul>
<b>LEGAL METROLOGY ACT</b>
<b>ANNEXURE - 1</b>
<b>CHECKLIST FOR GRANT OF MANUFACTURING LICENSE FOR WEIGHTS, MEASURES, WEIGHING &amp; MEASURING INSTRUMENTS</b>
<ul style="list-style-type: none"> <li>Application in prescribed form LM-1.</li> <li>Attested copy of Model approval certificate issued by the GOI.</li> </ul>

<ul style="list-style-type: none"> <li>• Attested copy of proof of ownership of business premises/rent agreement.</li> <li>• Attested copy of power sanctioned letter.</li> <li>• Attested copy of Partnership deed.</li> <li>• Attested copy of Memorandum &amp; Article of Association.</li> <li>• Attested copy of Power of attorney of authorized signatory.</li> <li>• Attested copy of Project Report.</li> <li>• List of Raw Material required.</li> <li>• List of Machinery &amp; Tool required.</li> <li>• List of Weight &amp; Measures used and maintained.</li> <li>• Attested copy of Udyam Registration or N.O.C. from DIC office.</li> <li>• List of Directors/Partners of the company as amended time to time.</li> <li>• All documents as per information provided in the application form.</li> </ul>
<b>ANNEXURE - 2</b>
<b>CHECKLIST FOR GRANT OF DEALERS LICENSE FOR WEIGHTS, MEASURES, WEIGHING &amp; MEASURING INSTRUMENTS</b>
<ul style="list-style-type: none"> <li>• Application in prescribed form LD-1.</li> <li>• Attested copy of Model approval certificate issued by the GOI.</li> <li>• Attested copy of proof of ownership of business premises/rent agreement.</li> <li>• Attested copy of power sanctioned letter.</li> <li>• Attested copy of Partnership deed.</li> <li>• Attested copy of Memorandum &amp; Article of Association.</li> <li>• Attested copy of Power of attorney of authorized signatory.</li> <li>• Attested copy of Project Report.</li> <li>• List of Raw Material required.</li> <li>• List of Machinery &amp; Tool required.</li> <li>• List of Weight &amp; Measures used and maintained.</li> <li>• Attested copy of Udyam Registration or N.O.C. from DIC office.</li> <li>• List of Directors/Partners of the company as amended time to time.</li> <li>• All documents as per information provided in the application form.</li> </ul>
<b>ANNEXURE - 3</b>
<b>CHECKLIST FOR GRANT OF REPAIRING LICENSE FOR WEIGHTS, MEASURES, WEIGHING &amp; MEASURING INSTRUMENTS</b>
<ul style="list-style-type: none"> <li>• Application in prescribed form LR-1.</li> <li>• Attested copy of proof of ownership of business premises/rent agreement.</li> <li>• Attested copy of power sanctioned letter.</li> <li>• Attested copy of Partnership deed.</li> <li>• Attested copy of Memorandum &amp; Article of Association.</li> <li>• Attested copy of Power of attorney of authorized signatory.</li> <li>• Attested copy of Project Report.</li> <li>• List of Raw Material required.</li> <li>• List of Machinery &amp; Tool required.</li> <li>• List of Weight &amp; Measures used and maintained.</li> <li>• Attested copy of Udyam Registration or N.O.C. from DIC office.</li> <li>• List of Directors/Partners of the company as amended time to time.</li> <li>• Attested copy of Educational Qualification Certificate.</li> <li>• All documents as per information provided in the application form.</li> </ul>
<b>ANNEXURE - 4</b>
<b>CHECKLIST FOR GRANT OF MANUFACTURING LICENSE FOR WEIGHTS, MEASURES, WEIGHING &amp; MEASURING INSTRUMENTS</b>
<ul style="list-style-type: none"> <li>• Application in prescribed form LR-1.</li> <li>• Original License.</li> <li>• Copy of Receipt for fee remittance.</li> <li>• Periodical return as per Weight &amp; Measures Act.</li> <li>• Proof ownership of premises.</li> <li>• Rent Agreement.</li> </ul>



<ul style="list-style-type: none"> <li>• Copy of Power Attorney.</li> <li>• All documents as per information provided in the application form.</li> </ul>
<b>ANNEXURE - 5</b>
<b>CHECKLIST FOR GRANT OF DEALERS LICENSE FOR WEIGHTS, MEASURES, WEIGHING &amp; MEASURING INSTRUMENTS</b>
<ul style="list-style-type: none"> <li>• Applicant shall make an application addressed to the controller of Legal Metrology at CAMS (Computerized application Monitoring system) Single Window at the Office of The Deputy Commissioner, Food &amp; Civil Supply.</li> </ul>
<b>ANNEXURE - 6</b>
<b>CHECKLIST FOR GRANT OF REPAIRING LICENSE FOR WEIGHTS, MEASURES, WEIGHING &amp; MEASURING INSTRUMENTS</b>
<ul style="list-style-type: none"> <li>• Applicant shall make an application addressed to the controller of Legal Metrology at CAMS (Computerized application Monitoring system) Single Window at the Office of The Deputy Commissioner, Food &amp; Civil Supply,.</li> </ul>
<b>ANNEXURE - 7</b>
<b>CHECKLIST FOR GRANT OF REGISTRATION UNDER RULE 27 OF THE LEGAL METROLOGY (PACKAGED COMMODITY) RULE, 2011</b>
<ul style="list-style-type: none"> <li>• Applicant shall make an application addressed to the controller of Legal Metrology at CAMS (Computerized application Monitoring system) Single Window at the Office of The Deputy Commissioner, Food &amp; Civil Supply,.</li> </ul>
<b>TOURISM</b>
<b>ANNEXURE - 1</b>
<b>CHECKLIST FOR APPLICATION FOR REGISTRATION OF NEW HOSTEL OR GUEST HOUSE</b>
<ul style="list-style-type: none"> <li>• Application in Form II as per Tourist Trade Act.</li> <li>• True copy of Construction Permission order copy.</li> <li>• True copy of approved building plan.</li> <li>• 7 X 12 extract.</li> <li>• Copy of Sale deed/Lease agreement/Partnership etc.</li> <li>• Aadhar card copy of Owner, Manager, Employees etc.</li> <li>• Copy of other license/registration obtained.</li> <li>• Proof of Financial Soundness.</li> <li>• Pan Number.</li> <li>• Certified Map of site.</li> </ul>
<b>ANNEXURE - 2</b>
<b>CHECKLIST FOR RENEWAL OF HOSTEL OR GUEST HOUSE</b>
<ul style="list-style-type: none"> <li>• Application in Form II as per Tourist Trade Act.</li> <li>• Copy of Sale deed/Lease agreement/Partnership etc.</li> <li>• Aadhar card copy of Owner, Manager, Employees etc.</li> <li>• Copy of other license/registration obtained.</li> <li>• Proof of Financial Soundness.</li> <li>• Pan Number.</li> </ul>
<b>VAT</b>
<b>ANNEXURE - 1</b>
<b>CHECKLIST FOR REGISTRATION OF NEW DEALERS</b>
<ul style="list-style-type: none"> <li>• <b>PAN Card</b> (PAN Card of Company, Proprietor, Karta, or Directors as the case may be)</li> <li>• <b>Proof of incorporation of the applicant dealer</b> (Please select from the appropriate type of documents to be scanned as per your Constitution of Business) <ul style="list-style-type: none"> <li>• <b>HUF</b> : PAN Card of Karta.</li> <li>• <b>Proprietorship</b> : PAN Card of Proprietor.</li> <li>• <b>Partnership</b> : Partnership deed.</li> <li>• <b>PSU/Public/Private Limited/Government Company/Government Corporation</b> : Copy of MOA following page as below are required. : <b>Certificate of Incorporation, Certificate of Commencement of Business (if applicable), MOA First page and Last page, Articles of Association (First and last page).</b></li> <li>• <b>Cooperative Society/Government Society/Others</b> : Scanned copy of Formation deed(first and last page) <b>OR</b> Scanned copy of Trust deed <b>OR</b> Registration under Cooperative Societies</li> </ul> </li> </ul>

<p>Act.</p> <ul style="list-style-type: none"> <li>• <b>Government Department</b> : Scanned copy of Certificate of Head of Department.</li> <li>• <b>Photo(s)</b>: Photographs of the Authorized Signatory and Persons Having Interest in Business as per Annexure I should be uploaded.</li> <li>• Proof of Security Deposit (Please refer Section II below for further details).</li> <li>• In case of a dealer applying for registration and simultaneously opting for payment of tax under Composition scheme, please select the application in Form DVAT 01 along with this application.</li> <li>• Proof of identity of authorized signatory.</li> <li>• Others (if applicable)</li> </ul> <p>a. Lease Deed b. DIC Acknowledgment</p>
<b>ANNEXURE - 2</b>
<b>CHECKLIST FOR REGISTRATION AMENDMENT</b>
<ul style="list-style-type: none"> <li>• <b><u>Change of Location</u></b> <ol style="list-style-type: none"> <li>1. DVAT-07 (Application to amendment for change of location)</li> <li>2. Copy of Sale Deed/Lease Agreement.</li> </ol> </li> <li>• <b><u>Change of Ownership/ Constitution</u></b> <ol style="list-style-type: none"> <li>1. DVAT-07 ( Application for Change of Ownership/Constitution)</li> <li>2. Copy of Memorandum of Articles</li> <li>3. Partnership deed</li> </ol> </li> <li>• <b><u>Additional Place of Business</u></b> <ol style="list-style-type: none"> <li>1. DVAT-07 (Application for Additional Place of Business.</li> <li>2. Sale deed/ Lease deed</li> </ol> </li> <li>• <b><u>Additional Product</u></b> <ol style="list-style-type: none"> <li>1. DAVT-07 ( Application for additional Product)</li> <li>2. Acknowledge copy of Udyog Aadhar.</li> </ol> </li> <li>• <b><u>Change of Name</u></b> <ol style="list-style-type: none"> <li>1. DAVT-07 (Application for change of name.</li> <li>2. Copy of Register of Companies</li> </ol> </li> <li>• <b><u>Additional of Branch in Other State</u></b> <ol style="list-style-type: none"> <li>1. DVAT-07 ( Application for amendment)</li> <li>2. Registration copy of concerned state</li> </ol> </li> </ul>
<b>ANNEXURE - 3</b>
<b>CHECKLIST FOR CANCELLATION OF REGISTRATION CERTIFICATE</b>
<ul style="list-style-type: none"> <li>• DVAT-09 (application for cancellation of registration).</li> <li>• Original copy of Registration VAT and CST, Amendment, Exemption Certificate etc.</li> <li>• Copy of last Assessment order.</li> </ul>
<b>ANNEXURE - 4</b>
<b>CHECKLIST FOR RECTIFICATION OF ERROR/MISTAKE IN RETURN DVAT 16</b>
<ul style="list-style-type: none"> <li>• Copy of filing e-Return (DVAT-16)</li> <li>• Copy of challan if required.</li> </ul>
<b>ANNEXURE - 5</b>
<b>CHECKLIST FOR ISSUE OF STATUORY FORM</b>
<ul style="list-style-type: none"> <li>• Commodity shall be registered in registration certificate.</li> <li>• Endorsement copy of Lorry Receipt.</li> <li>• Copy of C Form.</li> <li>• Acknowledge copy of C Form.</li> <li>• Copy of invoices.</li> </ul>
<b>EXCISE</b>
<b>ANNEXURE – 1</b>
<b>CHECKLIST FOR RENEWAL OF LICENSE</b>
<ul style="list-style-type: none"> <li>• Letter Head.</li> <li>• Original License.</li> <li>• Nokarnama duly affixed photo with age and address.</li> </ul>
<b>ANNEXURE – 2</b>

<b>CHECKLIST FOR IMPORT PERMIT</b>
<ul style="list-style-type: none"> <li>• Application form duly affixed Court Fee Stamp Rs. 10/-.</li> <li>• Duty paid challan.</li> </ul>
<b>ANNEXURE – 3</b>
<b>CHECKLIST FOR OCCASIONAL LICENSE</b>
<ul style="list-style-type: none"> <li>• Application with invitation card, copy of Aadhar card of the applicant.</li> </ul>
<b>ANNEXURE – 4</b>
<b>CHECKLIST FOR EXCISE VERIFICATION CERTIFICATE</b>
<ul style="list-style-type: none"> <li>• Copy of Import Permit.</li> <li>• Export Pass.</li> <li>•</li> </ul>
<b>FOREST</b>
<b>ANNEXURE – 1</b>
<b>CHECKLIST FOR PERMISSION FOR TREE FELLING UNDER PRESERVATION ACT</b>
<ul style="list-style-type: none"> <li>• Property /occupancy document.</li> <li>• Plan of the property showing the survey number.</li> <li>• Enumeration list {duly signed by the applicant}.</li> <li>• Boundary list (duly signed by the applicant).</li> <li>• Latest index of land record issued by the Mamlatdar.</li> <li>• “No Objection Certificate” form Administrator of Comunidade.</li> <li>• “No Objection Certificate” form adjoining property owners.</li> </ul>
<b>MEDICAL</b>
<b>ANNEXURE – 1</b>
<b>CHECKLIST FOR LICENSE FOR FRESH PHARMACY</b>
<ul style="list-style-type: none"> <li>• Covering letter.</li> <li>• Self assessed checklist of documents.</li> <li>• Form -19.</li> <li>• Copy of ownership of premises/agreement of leave &amp; License/Lease agreement/Rent license.</li> <li>• Copy of Memorandum of Articles.</li> <li>• List of Director.</li> <li>• Copy of Plan of premises/Layout of location.</li> <li>• Certificates of Competent person/Supervisor in charge. <ul style="list-style-type: none"> <li>a. Copy of offer of appointment.</li> <li>b. Copy of consent/acceptance letter.</li> <li>c. Copy of experience certificate.</li> <li>d. Copy of mark statement.</li> <li>e. Affidavit of Pharmacist.</li> </ul> </li> <li>• Copy of Power of Attorney to sign the documents.</li> <li>• Photo identity proof.</li> <li>• Shop &amp; Establishment certificate.</li> </ul>
<b>ANNEXURE – 2</b>
<b>CHECKLIST FOR RENEWAL OF LICENSE FOR FRESH PHARMACY</b>
<ul style="list-style-type: none"> <li>• Covering letter.</li> <li>• Self assessed checklist of documents.</li> <li>• Form -19.</li> <li>• Copy of ownership of premises/agreement of leave &amp; License/Lease agreement/Rent license.</li> <li>• Copy of Memorandum of Articles.</li> <li>• List of Director.</li> <li>• Copy of Plan of premises/Layout of location.</li> <li>• Certificates of Competent person/Supervisor in charge. <ul style="list-style-type: none"> <li>f. Copy of offer of appointment.</li> <li>g. Copy of consent/acceptance letter.</li> <li>h. Copy of experience certificate.</li> <li>i. Copy of mark statement.</li> <li>j. Affidavit of Pharmacist.</li> </ul> </li> <li>• Copy of Power of Attorney to sign the documents.</li> </ul>

<ul style="list-style-type: none"> <li>• Photo identity proof.</li> <li>• Shop &amp; Establishment certificate.</li> </ul>
<b>ANNEXURE – 3</b>
<b>CHECKLIST FOR LICENSE FOR MANUFACTURING OF DRUGS</b>
<ul style="list-style-type: none"> <li>• Covering letter alongwith payment of application fee.</li> <li>• Self assessed checklist of documents.</li> <li>• Form 24 &amp; 27 (Maxi. 10 products should apply under each form).</li> <li>• Products list.</li> <li>• List of excipients.</li> <li>• Similar product.</li> <li>• Draft label.</li> <li>• Method of analysis.</li> <li>• Additional information form.</li> <li>• Copy of Memorandum of Articles.</li> <li>• List of Director with address.</li> <li>• Copy of Power of Attorney to sign the documents.</li> <li>• Copy of Plan approval.</li> <li>• NOC/Consent from SSI, Pollution.</li> </ul>
<b>ANNEXURE – 4</b>
<b>CHECKLIST FOR RENEWAL OF MANUFACTURING LICENSE OF DRUGS</b>
<ul style="list-style-type: none"> <li>• Covering letter alongwith payment of application fee.</li> <li>• Self assessed checklist of documents.</li> <li>• Form 24 &amp; 27 (Maxi. 10 products should apply under each form).</li> <li>• Products list.</li> <li>• List of excipients.</li> <li>• Similar product.</li> <li>• Draft label.</li> <li>• Method of analysis.</li> <li>• Additional information form.</li> <li>• Copy of Memorandum of Articles.</li> <li>• List of Director with address.</li> <li>• Copy of Power of Attorney to sign the documents.</li> <li>• Copy of Plan approval.</li> <li>• NOC/Consent from SSI, Pollution.</li> </ul>
<b>ANNEXURE – 5</b>
<b>CHECKLIST FOR ADD. OF PRODUCTS IN MANUFACTURING LICENSE</b>
<ul style="list-style-type: none"> <li>• Covering letter along payment of application fee.</li> <li>• Self assessed check list of documents.</li> <li>• Product list</li> <li>• List of excipients</li> <li>• Draft label</li> <li>• Method of Analysis <ul style="list-style-type: none"> <li>a. Finished products.</li> <li>b. Active raw material.</li> </ul> </li> <li>• Reference of Pharmacopoeia if finished product or Raw material is official in any Pharmacopoeia.</li> <li>• Copy of DCGI approval if applicable.</li> <li>• Similar products.</li> <li>• Additional information form.</li> <li>• Self declaration in prescribed format for export product only.</li> <li>• Manufacturing license copy.</li> <li>• List of approved technical persons.</li> <li>• Copy of Power of Attorney to sign the documents.</li> </ul>
<b>ANNEXURE – 6</b>
<b>CHECKLIST FOR FOOD REGISTRATION</b>
<ul style="list-style-type: none"> <li>• Proof of Expected Annual Turnover(self-attested)</li> <li>• List of Directors with full address and contact details (mandatory for</li> </ul>

<p>companies only)</p> <ul style="list-style-type: none"> <li>• Photo I.D and address proof issued by Government authority of Proprietor / Partner / Director(s)/ Authorized Signatory.</li> <li>• Analysis report (Chemical &amp; Bacteriological) of water to be used as ingredient in food from a recognized/ public health laboratory to confirm the potable.</li> <li>• Partnership Deed/Self Declaration for Proprietorship/Memorandum &amp; Articles of Association towards the constitution of the firm.</li> <li>• Form IX: Nomination of Persons by a Company alongwith the Board</li> </ul>
<b>ANNEXURE – 7</b>
<b>CHECKLIST FOR FOOD LICENSE</b>
<ul style="list-style-type: none"> <li>• ID proof.</li> <li>• Affidavit (Rs. 50 stamp paper Notary).</li> <li>• Rent agreement.</li> <li>• Medical fitness</li> <li>• Panchayat NOC / Municipality NOC</li> <li>• House No. certificate.</li> </ul>
<b>ANNEXURE – 8</b>
<b>CHECKLIST FOR ISSUE OF DISABILITY CERTIFICATE</b>
<ul style="list-style-type: none"> <li>• Application for Certificate to be filled by the applicant</li> <li>• Disability Certificate issued by the Doctor to the applicant.</li> </ul>
<b>ANNEXURE – 9</b>
<b>CHECKLIST FOR ISSUE OF FITNESS CERTIFICATE</b>
<ul style="list-style-type: none"> <li>• Application.</li> <li>• Medical report from hospital itself.</li> </ul>
<b>ANNEXURE – 10</b>
<b>CHECKLIST FOR ISSUE OF UNFIT CERTIFICATE</b>
<ul style="list-style-type: none"> <li>• Application.</li> <li>• Medical report from hospital itself.</li> </ul>
<b>ANNEXURE – 11</b>
<b>CHECKLIST FOR ISSUE OF TREATMENT CERTIFICATE</b>
<ul style="list-style-type: none"> <li>• Application.</li> <li>• Medical report from hospital itself.</li> </ul>
<b>ANNEXURE – 12</b>
<b>CHECKLIST FOR APPLICATION FOR MEDICLAIM OR LIFE INSURANCE</b>
<ul style="list-style-type: none"> <li>• Application.</li> <li>• Deficiency letter from Insurance company.</li> </ul>
<b>ANNEXURE – 13</b>
<b>CHECKLIST FOR APPLICATION REGARDING TAKING BENEFIT OF RS. 5000 UNDER MATRU SAMRUDDHI YOJNA</b>
<ul style="list-style-type: none"> <li>• Application.</li> <li>• Residential certificate.</li> <li>• Marriage registered certificate.</li> <li>• Government Institution certificate of delivery.</li> </ul>
<b>ANNEXURE – 14</b>
<b>CHECKLIST FOR APPLICATION REGARDING TAKING BENEFIT FOR GIRL CHILD OF RS. 41800 UNDER SAVE THE GIRL CHILD SCHEME</b>
<ul style="list-style-type: none"> <li>• Application.</li> <li>• Government Institution delivery certificate.</li> <li>• Wedding Card Original.</li> <li>• Marriage Registration certificate.</li> <li>• Mother Birth Certificate.</li> <li>• Girls child birth certificate.</li> <li>• Domicile certificate.</li> <li>• Ration card copy.</li> <li>• Election Card copy or Aadhar card.</li> <li>• Pan card.</li> </ul>

<b>SOCIAL WELFARE</b>
<b>ANNEXURE –1</b>
<b>CHECKLIST FOR IDENTIFY CARDS TO SENIOR CITIZENS</b>
<ul style="list-style-type: none"> <li>• Identity proof</li> <li>• Birth proof</li> <li>• Residential proof.</li> <li>• Address proof.</li> <li>• Blood group</li> <li>• Allergic to</li> <li>• In case of Emergency/Accident</li> <li>• 2 passport size photo.</li> </ul>
<b>FIRE &amp; EMERGENCY SERVICES</b>
<b>ANNEXURE-1</b>
<b>CHECK LIST FOR ISSUANCE OF FIRE INCIDENT REPORT / CERTIFICATE VARIOUS OCCUPANCIES</b>
<ul style="list-style-type: none"> <li>• Application form with attached relevant documents dully filled all columns without any correction.</li> <li>• Site plan of the land.</li> <li>• Copy of Police Panchnama</li> <li>• Certificate of Police FIR</li> <li>• Copy of FSL report</li> <li>• Copy of provisional/final NOC for occupancy of the building issued by the fire department.</li> <li>• Copy of construction permission of SMC/PDA</li> <li>• Copy of occupancy certificate of the building if any.</li> </ul>
<b>ANNEXURE-2</b>
<b>CHECK LIST FOR ISSUANCE OF RENEWAL OF FIRE NO OBJECTION CERTIFICATE FOR INDUSTRIAL / HIGH RISE / COMMERICAL / HOTEL / BUILDINGS AND OTHER OCCUPANCIES</b>
<ul style="list-style-type: none"> <li>• Application form dully filled all columns without any correction.</li> <li>• Copy of register of fire extinguisher maintained by the owner.</li> <li>• Certificate to be given by the owner or the occupier for maintenance of the fire prevention and life safety measures.</li> <li>• Certificate to be given by the fire contractor/agency regarding maintenance of fire fighting system.</li> <li>• An undertaking inform of declaration on plain papers attached with Residential and photo id proof.</li> <li>• Copy of fire No objection Certificate for construction permission issued by the Fire Department,</li> <li>• All copies of construction permission order issued by PDA/SMC.</li> <li>• Copy of final No objection Certificate for <b>occupancy</b> issued by the Fire Department,</li> <li>• Copy of occupancy certificate issued by the PDA/SMC</li> <li>• Complete Fire Fighting layout plan</li> <li>• Photographs of the fire fighting system</li> <li>• All copies of approved plan</li> <li>• Copy of last renewal of No objection Certificate issued by the Fire Department,</li> <li>• Project Report (Manufacturing details)</li> </ul>
<b>ANNEXURE-3</b>
<b>CHECK LIST FOR ISSUANCE OF FINAL NO OBJECTION CERTIFICATE FOR INDUSTRIAL / HIGH RISE / COMMERICAL / HOTEL / BUILDINGS AND OTHER OCCUPANCIES.</b>
<ul style="list-style-type: none"> <li>• Application form and relevant check lists dully filled all columns without any correction.</li> <li>• Copy of Provisional NOC for construction permission issued by the fire department.</li> <li>• All copies of approved plan</li> <li>• Complete Fire Fighting layout plan</li> <li>• Copy of construction permission order of SMC/PDA.</li> </ul>

<ul style="list-style-type: none"> <li>• Copy of part OC of the building if any</li> <li>• An undertaking inform of declaration on simple paper attached with Residential and photo id proof.</li> <li>• Certificate to be given by the fire contractor/agency who has done work of fire fighting system.</li> <li>• Photographs of the fire fighting system.</li> </ul>
<b>ANNEXURE-4</b>
<b>CHECK LIST FOR ISSUANCE OF PROVISIONAL NO OBJECTION CERTIFICATE FOR INDUSTRIAL / HIGH RISE / COMMERCIAL / HOTEL / BUILDINGS AND OTHER OCCUPANCIES</b>
<ul style="list-style-type: none"> <li>• Application form dully filled in all respect</li> <li>• Site plan and copy of 7x12 Nakal of the land.</li> <li>• All copies of proposed plan</li> <li>• An undertaking inform of Declaration on plain paper attached with Residential and photo id proof.</li> </ul>
<b>PWD-II</b>
<b>ANNEXURE-3</b>
<b>CHECKLIST FOR DECISION REGARDING PERMISSION ON CUTTING ROAD</b>
<ul style="list-style-type: none"> <li>• Request letter on letter head cutting reasons/purpose for road cutting. <ul style="list-style-type: none"> <li>* Water supply line.</li> <li>* Telephone lines.</li> <li>* Underground telephone cabling.</li> <li>* Electrical cables.</li> <li>* Underground drainage.</li> </ul> </li> <li>• Method of laying open trench/HDD method.</li> <li>• Map showing proposed alignment with details of cross section.</li> </ul>
<b>FACTORIES &amp; BOILERS</b>
<b>CHECKLIST FOR Registration of license under The Factories Act, 1948</b>
<ol style="list-style-type: none"> <li>1. Form II along with the paid challans.</li> <li>2. Occupancy Certificate</li> <li>3. Certificate regarding stability of the structure form a qualified structural engineer.</li> <li>4. List of safety equipments / precautionary measures taken on site. ( on company's letterhead and signed ).</li> <li>5. Machinery layout drawing architect approved.</li> <li>6. A copy of the approved plan.</li> <li>7. Provisions of Health, Safety and Welfare under the Factory Act, 1948.</li> <li>8. A copy of ON SITE/OFF SITE PLANS if applicable/ signed statement on company's letterhead that it is not applicable.</li> <li>9. Approval of the plans from the Chief Controller of Explosives, Nagpur in respect of the storage of Petroleum and Hazardous substances, if applicable /signed statement on company's letterhead that it is not applicable.</li> <li>10. Self Certification by the Management whether the premises is Owned/Leased.</li> <li>11. Project Report (including flow chart) (Signed).</li> <li>12. Copy of land document (Form I &amp; XIV)</li> <li>13. A Copy of SSI Registration/Industrial Licence /In principle clearance in case of MSI/LSL.</li> <li>14. Details of ETP, if any, (On company letterhead and signed).</li> <li>15. A copy of Questionnaire duly filled and signed by the Manager and the Occupier.</li> </ol>
<b>CHECKLIST FOR Renewal of license under The Factories Act, 1948</b>
<ol style="list-style-type: none"> <li>1. Application on Company Letter head</li> <li>2. Fees as per the schedule</li> <li>3. A copy of last Boiler License</li> </ol>
<b>CHECKLIST FOR Approval of plan and permission to construct/extend/or take into use any building as a factory under the Factories Act, 1948</b>
<ol style="list-style-type: none"> <li>1. Two sets of Factory building drawings showing the plans, Elevations Crosssections, the location of site (duly signed by the Occupier and the Architect) and its surroundings along with Form no. 1.</li> <li>2. Copy of Provisional registration –SSI / in principle clearance letter for MSI / LSI. (Not applicable for gala construction).</li> </ol>

3. Project Report giving the list of machineries, flow process, manufacturing Process, raw materials, finished products and bye / intermediate products. (Not Applicable for gala construction).
4. Quantity and mode of storage of LPG, Petroleum fuels, hazardous substances, if any / signed statement on company's letter head that it is not applicable (Not Applicable for gala construction).
5. Position and the drawing of the Effluent Treatment Plant, if any / signed statement on company's letter head that it is not applicable (Not applicable for Gala construction).
6. Machinery lay out in the building drawings along with their respective power Rating (Not applicable for gala construction).
7. A copy of Questionnaire.

**CHECKLIST FOR Registration of Boilers under The Boilers Act, 1923**

1. Application on Company Letter head
2. Fees as per the schedule
3. Plans of Pipeline
4. Original Document of Boiler

**CHECKLIST FOR Renewal of Boilers under The Boilers Act, 1923**

1. Application on Company Letter head
2. Fees as per the schedule
3. A copy of last Boiler License

**CHECKLIST FOR Registration of Boilers Manufactures under The Boilers Act, 1923**

1. Questionnaire for recognition as manufacturer of Boiler & Boiler components. (Annexure 1)
2. A copy Occupancy Certificate.
3. A copy of Factory License.
4. Copy of Plan of machinery layout alongwith list of equipment & machinery, tools & tackles and NDT facilities.
5. Details of qualification & experience of personnel employed (Certificates of welders are to be enclosed)
6. Few photographs of shop floor showing equipment, machinery and NDT facilities.



**AUTHORITIES FOR GREIVANCES REDRESSAL.**

<b>Sr No.</b>	<b>Name of Department.</b>	<b>Name and designation of the Competent Authority responsible to deliver services.</b>	<b>1st Appellate for Greivance Redressal.</b>	<b>2nd Appellate for Greivance Redressal.</b>
1	Collectorate	Superintendent (Collectorate).	Resident Deputy Collector.	Collector.
2	Mamlatdar	Mamlatdar	Resident Deputy Collector.	Collector.
3	Survey & Settlement	Survey and Settlement Officer.	Resident Deputy Collector.	Collector.
4	Police	Sub-Divisional Police Officer.	Superintendent of Police.	Inspector General of Police.
5	DIC	General Manager	Director (Industries)	Secretary
6	SMC	Chief Officer.	Director (Municipal Administration).	Secretary
7	DPO & CEO (DP)	Chief Executive Officer.	Director (Panchayat).	Secretary
8	Electricity	Executive Engineer.	Deputy Secretary (Power).	Secretary
9	Labour & Employment.	Labour Enforcement Officer.	Labour Commissioner.	Secretary
10	PDA	Executive Engineer.	Member Secretary (PDA).	Chairman.
11	PCC	Member Secretary		Chairman.
12	Transport	Assistant Director.	Director	Secretary
13	Agriculture	Deputy Director.	Director	Secretary
14	Food & Civil Supply	Deputy Secretary.	Director	Secretary
15	Legal Metrology	Deputy Secretary.	Director	Secretary
16	Tourism	Joint Director (Tourism).	Director	Secretary
17	VAT	Deputy Commissioner.	Joint Commissioner.	Commissioner
18	Excise	Deputy Commissioner.	Joint Commissioner.	Commissioner
19	Forest	Deputy Conservator.	Deputy Chief Conservator of Forest.	Chief Conservator of Forest.
20	Medical	Medical Superintendant.	Director	Secretary
21	Social Welfare	Deputy Secretary.	Director	Secretary
22	Fire & Emergency	Station Fir Officer.	Director	Secretary
23	PWD-II	Executive Engineer.	Superintending Engineer.	Secretary
24	Factories & Boilers	Chief Inspector of Factories & Boilers	Deputy Commissioner	Commissioner