

**Administration of  
Union Territory of Dadra & Nagar Haveli  
District Industries Centre, Department of Industries  
Ground Floor, Udyog Bhavan, 66 KVA Road, Aml, Silvassa-396 230  
Tel No.0260-2643122/2642367, E-mail ID [dic-dnh@nic.in](mailto:dic-dnh@nic.in)**

No. DIC/DNH/SWA/2017-18/1376

Dated 6 /10/2017

**ORDER**

The U.T. Administration of Dadra & Nagar Haveli has adopted the Industrial Policy-2015 with an aim to ensure sustained industrial growth through various innovative initiatives so as to further improve the conducive industrial climate in the territory and to provide global competitive edge to the industries.

2. In this regard, the U.T. Administration desires to further extend the Ease of Doing Business (EoDB) by setting up an agency called "Single Window Agency" which is 'An effective single window system and that serves as a single point of contact for setting up a business'. This agency is to be mandated to be a single point of contact for all business start-up licensing, so that entrepreneurs do not have to visit multiple agencies. This agency will provide speedy processing for issuance of various licenses, clearances and certificates required for setting up of business-manufacturing / service-units.

**3. Constitution of Single Window Agency**

The U.T. Administration of Dadra & Nagar Haveli, after careful examination, hereby orders to establish a Single Window Agency with the following officials as members:

(i)	Secretary (Industries), Dadra & Nagar Haveli	Chairperson
(ii)	Collector, DNH.	Member
(iii)	Dy. Secretary (Labour)	Member
(iv)	Resident Deputy Collector, Silvassa	Member
(v)	Director (Industries) / General Manager, DIC, DNH	Member Convener

The Chairperson may call any or all of the following members as "Empowered Member" as per requirement of Agenda items of the meeting:-

(i)	Member Secretary, PCC, DNH	Member
(ii)	Commissioner GST, DNH	Member
(iii)	Director (Medical & Health), DNH	Member
(iv)	Executive Engineer, PWD Road, DNH	Member
(v)	Executive Engineer, PWD Water supply & Irrigation, DNH	Member
(vi)	Member Secretary, PDA, DNH	Member
(vii)	Chief Officer SMC, DNH	Member



(viii)	Chief Executive Officer, DP, DNH	Member
(ix)	Mamlatdar & Sub-Registrar, DNH	Member
(x)	Executive Engineer, DNHPDCL	Member
(xi)	Chief Inspector of Factories & Boilers, CIF&B, DDDNH	Member
(xii)	Director of Fire & Emergency Services, DNH	Member
(xiii)	Inspector of Weights & Measure, DNH	Member

#### 4. Definitions :

In this order, unless the context otherwise requires -

- i) "Deemed Clearance" means grant or issue of no-objection certificate, allotments, consents, approvals, permissions, registrations, enrollments, licences and the like, by any competent authority or authorities in connection with the setting up of an industrial undertaking in the UT of Dadra & Nagar Haveli and shall include all such clearances required till the industrial undertaking starts commercial production. The deemed clearance will be valid till the issuance of regulation clearance on rejection by the Competent Authority.
- ii) "Competent Authority" means any department or agency of the Government, Authorized Agency or other local body, which are entrusted with the powers and responsibilities to grant or issue clearances.
- iii) "Single Window Agency" means a single point of contact for setting up a business and proving all business start-up licensing in case of delay on other issues.
- iv) "Industrial Undertaking" means an undertaking engaged in manufacturing or processing or both or providing service or doing any other business or commercial activity as may be specified by the UT Administration of Dadra & Nagar Haveli.
- v) "Pre-Scrutiny" means examination of an application to verify the completeness by all means, prior to issuance of acknowledgement by the Nodal Agency.
- vi) "Nodal Agency" means the District Industries Centre, DNH.

#### 5. Power and Functions of Single Window Agency:-

The following are the power and functions of the Single Window Agency.

- i) The Single Window Agency shall be headed by the Chairperson and place of meeting may be decided as per the requirement/convenience. In case the Chairman is unable to attend the meeting, he/she may depute a senior level officer to take appropriate decision in the meeting. The Agency shall comprise officials from respective approving Departments (Competent Authorities), empowered to act as single point contact for all investment related clearances.



- ii) The District Industries Centre, Dadra & Nagar Haveli shall be the nodal agency for overall monitoring of receipt of applications and will provide secretarial support to the Single Window Agency, as the case may be.
- iii) Under the superintendence, direction and control of the committee, the nodal agency shall acknowledge all applications, filed before the Committee and shall forward the applications to the concerned competent authority.
- iv) The Nodal Agency shall pursue the timely clearance of the applications with the competent authority.
- v) The Nodal Agency shall carry out pre-scrutiny of all applications received on the Single Window/Desk Portal and forward it to the competent authorities concerned for the approval.
- vi) Single Window Agency shall accord deemed clearance (as the case may be), in case the approving department concerned does not provide clearance within their specified timelines as per "Samay Sudhini Seva" or prescribed time line under applicable Laws/Regulations/Rules.
- vii) The Single Window Agency shall meet, every week or as and when required, to monitor and to accord the deemed clearance of pending cases/applications.
- viii) All officials nominated to the Agency shall have full powers of their respective Competent Authorities or the departments to the limited extent of carrying pre-scrutiny and to accord the deemed clearance on behalf of the Competent Authority, in case of breach of specified timeline. The Agency shall be empowered for giving all clearances in a time-bound manner to investors.

**6) Procedure for issuance of Deemed Approval :**

- i) In cases wherein the Approving Department / Competent Authority has not accorded clearance / approvals within the stipulated timeline as per Act/Rules of departments concerned; in such cases, the Agency shall issue the deemed clearance to the applicant informing about the deemed approval and its validity, with a copy to the Competent Authority/Department.
- ii) The deemed clearance is for delayed disposal of application through the single window system for business manufacturing / service providing units only.
- iii) The deemed clearance shall be valid till the Approving Department /

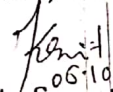
application with reason. Deemed clearance will automatically become void from the date of issuance of such regular clearance/approval/rejection.

- iv) The Nodal Agency shall inform the applicant of the date on which the application was received by the competent authority, department wise date by which the approvals should be accorded.
- v) The Single Window Agency and the Nodal Agency may issue Guidelines/SOP/Check list for the applications/procedures for NOC/Permissions in accordance with applicable Laws/Rules/Regulations etc.

7. The UT Administration of Dadra & Nagar Haveli may, issue to the Agency such general or special direction of policy as may be deemed necessary or expedient for the purpose of carrying out the objective of any Act/Rules/Policy, etc.

This is issued with the approval of the Hon'ble Administrator, Daman & Diu and Dadra & Nagar Haveli vide Diary No. 253894 dated 28.09.2017.

.By order and in the name of  
The Administrator, Dadra & Nagar Haveli,

  
06.10.17  
Deputy Secretary(Ind),  
DNH

To,  
All members of the Agency from the Department concerned.

Copy to,

1. P.A to the Hon'ble Administrator, Secretariat, DNH, Silvassa.
2. P.A to the Advisor of Hon'ble Administrator, Secretariat, DNH, Silvassa.
3. The President, Federation of Industries Association, DNH, Silvassa.
4. The President, Silvassa Industries Association, DNH, Silvassa.
5. The President, Dadra & Nagar Haveli Industries Association, DNH, Silvassa.
6. The President, Silvassa Industries and Manufactures Association, DNH, Silvassa.
7. The President, Hoteliers Association, DNH, Silvassa.
8. The President, Wine Merchant Association, DNH, Silvassa.