

**BRIEF DESCRIPTION ABOUT THE FUNCTIONALITY OF
DISTRICT INDUSTRIES CENTRE**

The District Industries Centre is functioning mainly with the aim of promoting, facilitating & developing industrial growth in the territory. This office carries out the registration of Micro, Small and Medium Enterprises on basis of which further activities such as issue of electricity connection, pollution clearance, Health clearance, Factory license etc. are being issued by the concerned departments.

Initially the unit is registered under Entrepreneurs Memorandum Part – I, on the basis of duly filled application form, affidavit, project Report, ownership details and documents regarding location clearance etc. Once the unit becomes operational after obtaining various clearances, Entrepreneurs Memorandum Part – II registration is carried out.

In addition, DIC carries out the following activities:

1. In principle clearance of LSI.
2. NOC for additional power
3. Change of constitution.
4. Change of name
5. Shifting of location.
6. Inclusion of new items.
7. Additional place of business.
8. Inclusion of additional machinery.
9. Manufacturer's certificate for quality control.
10. Assessment of scarce raw material.
11. ISO 9000 Reimbursement.
12. Running Certificate
13. Implementation of Prime Minister's Employment Generation Programme.

It also carries out assessment of capabilities of the Industrial Units to recommend release of materials and power supply etc. from the concerned agencies. Issue of import licenses after processing of applications is also done by the DIC.

INDUSTRIAL PROFILE OF DAMAN AND DIU (U.T.)

Prior to delinking not much industrial development had taken place in Daman & Diu, though this area was declared industrially backward area. Before delinking, there were 206 Industrial units, out of which 40 were in Diu and remaining 166 were in Daman District.

After de-linking, special boost was given for development of Industrial sector and now, there are altogether 2908 numbers of Industrial Units and the breakup is as follows: (up to March 2011)

- 1. Micro Enterprises: 267 Nos.
- 2. Small Enterprises: 2569 Nos.
- 3. Medium Enterprises: 286 Nos.
- 4. Large Scale Industries: 65 Nos.

TOTAL: 3187 Nos

The number of exporting Units in this District is approximately 30 and the main items exported are Readymade Garments, Plastic goods, Pharmaceuticals, perfumes etc.

**11. DISTRICT INDUSTRIES CENTRE
CITIZEN'S CHARTER**

The District Industries Centre, is functioning mainly with the aim of promoting facilitating & developing, industrial growth in the Territory. For the convenience of existing and new entrepreneurs, the Administration has identified various clearances needed and incorporated them in a computerized monitoring system called **SWIFT** (Single Window Investor Friendly Time-Bound System). Activities are being monitored through Single Window. All applications are received at Single Window from 10:00 a.m. to 1:00 p.m. on all working days. Replies/certificates can be received and enquiries can be made from 2:30 p.m. to 4:00 p.m. All the applicants are required to apply in the proper prescribed application form enclosing all necessary certified true copies or notarized documents, as the case may be, at the Single Window. Applicant can contact/approach for any grievances to the General Manager, (DIC) and Director of Industries, Daman. Name of the activity/services provided are given below with the requirement of document as well as maximum time prescribed for their disposal.

Sr. No.	Name of Applications	Documents to be enclosed	Time of disposal
11.1.	ENTREPRENEURS' MEMORANDUM NUMBER 1) Micro Ent. Part-I 2) Small Ent. Part-I 3) Medium.Ent Part- I	1. E. M. in prescribed form (4 copies) 2. Project Report (Signed by the applicant) 3. Partnership Deed/Memorandum & Articles of Association (Signed by the applicant) The following supporting documents are Required for location clearance. 4. Sale of Deed/Lease deed (True copy) 5. Extract I & XIV (True copy) 6. N.A. Sanad order {If applicable}(True copy) 7. Sub-Division order (if applicable)(True copy 8. Occupancy Certificate from P.W.D. <i>(Whatever is not applicable may be stated on company letterhead and signed by the authorised signatory.)</i>	5 days

11.2	<p>ENTREPRENEURS' MEMORANDUM NUMBER</p> <p>1) Micro Ent. Part-II 2) Small Ent. Part-II 3) Medium Part II</p>	<ol style="list-style-type: none"> 1. E. M. form in prescribed perform. 2. E.M. Part-I 3. Copy of VAT Registration (Local) [True copy] 4. Copy of C.S.T. Registration (True copy) 5. Copy of Project Report 6. Extract of first 15 days purchase (on company letter head and signed) 7. Extract of first 15 days sales (on company letter head and signed. 8. Extract of first 15 days production (on company letter head and signed. 9. Copy of machinery bills 10. Copy of three sales bills 11. Copy of shop and establishment license/ license to work a factory(True copy) 12. Copy of power release order (True copy) 13. Copy of list of plant and machinery (on company letterhead, signed by the applicant 14. Copy of employment undertaking (on company letterhead, signed by the applicant) 15. Copy of Muster Roll signed by the applicant 16. Copy of land documents/lease agreement/ sale deed registered (True copy) 17. Copy of partnership deed memorandum of article of association (signed by the applicant) 18. Copy of consent order to operate under Water Act/Air Act, if applicable (True copy) 19. Copy of Plantation undertaking (on company letterhead & signed by the applicant) 20. Affidavit (Notarised) (Signed by the applicant) 21. Full occupancy certificate from PWD (Not part OC) (True Copy). 22. Sub-Division order (True Copy) (If applicable)/ signed statement on company letterhead that it is not applicable. 23. Form 1 & XIV current (True Copy) 24. Sanad (True Copy) 	20 days
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11.3	IN PRINCIPAL CLEARANCE FOR LSI	<ol style="list-style-type: none"> 1. Acknowledgement from SIA alongwith copy of Memorandum filled with SIA (True copy) 2. Copy of Project report (Signed by the applicant) 3. Partnership deed/Memorandum of Article of association (signed by the applicant) 4. Occupancy certificate in case unit is to be set up in already built building. 5. Sale deed/Lease Deed (True copy) 6. Extract of Form 1 & XIV (True copy) 7. N.A. Sanad Order (True copy) 8. Sub-Division Order (if applicable) (True copy). 9. Occupancy certificate if it is in a Gala/ Building. <p><i>(Whatever is not applicable may be stated on company letterhead and signed by the authorised signatory.)</i></p>	No time limit prescribed
11.4	NOC for additional power	<ol style="list-style-type: none"> 1. Revised Project report (signed by the applicant. 2. List of machinery including required connected load (on company letterhead and signed by the applicant) 3. In case operational unit, Micro/Small/Medium (True copy/signed statement on company letterhead that is not applicable by the applicant) 4. Statement as to whether the unit is located in a Gala, on company letterhead and signed by the applicant. <p><i>(Whatever is not applicable may be stated on company letterhead and signed by the authorised signatory.)</i></p>	

11. DISTRICT INDUSTRIES CENTRE (contd..)

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

Sl. No.	Type of application	Documents required to be enclosed	Time limit
1.	ISO 9000 reimbursement	Annexure, I, II & III as per format Copy of E.M. (Part-II) Acknowledgement. Copy of ISO registration Expenditure statement with receipts & Bills. Copy of ROC approval Copy of agreement executed with registration Authority.	No time limit prescribed
2	Manufacture Certificate for quality control	Application in the prescribed format Sample of item manufactured Fees payable at the testing Centre.	No time limit prescribed
3	Assessment of scarce raw material	Application Form Demand Draft for Rs. 750/- Project Report Mode of manufacture (details)	No time limit prescribed
4	Additional place of business (Micro Small, Medium)	Land documents such as Sale/Lease Deed, Form I and XIV, N.A. sanad order, occupancy certificate. Same as above plus acknowledgement from SIA along with copy of memorandum filed with SIA	No time limit prescribed
5	Additional Unit (Micro, Small, Medium)	All documents as required for E.M. Part-I, (Micro, Small, Medium)	No time limit prescribed
6	Change of name of the Unit	Resolution. Certified copy of certificate from Registrar of Firms. Acknowledgement from SIA along with a copy of memorandum filed with SIA plus certificate from the Registrar of Firms	No time limit prescribed

7	Change of Partnership	Partnership deed, plus certificate from Registrar of Firms	No time limit prescribed
8	Change of constitution	Proprietorship/partnership/Memorandum of article of association documents	No time limit prescribed
9	Additional items (Provisionary) (Micro, Small, Medium)	Project Report Simple application	No time limit prescribed
10	Shifting of location (Micro, Small, Medium & Large)	Simple application plus all land document including occupancy certificate As above, plus acknowledgement from SIA along with a copy of memorandum filed with SIA	No time limit prescribed
11	Inclusion of additional machinery in the E.M.	Simple application List of machinery along with bills and receipts.	No time limit prescribed
12	Inclusion of additional items in E.M. Part II	Simple application PCC order to operate new products Statement for first 15 days of purchase/sale/production, plus 3 sales bills	No time limit prescribed
13	Running certificate	Simple application, plus last 3 years balance sheet duly certified by the C.A. and last 3 years statement of power consumption.	No time limit prescribed
14	Lube license	Application in the prescribed format Challan of Rs. 25/-	No time limit prescribed

15	Under oil pressure stoves (Quality control) order 1997 and under lubricating oils and greases (processing supply and distribution Regulation) order 1987.	Project Report List of Laboratory equipments/bills Ownership documents if not registered as Micro, Small or Medium Enterprises Dealer letter from company i.e. IPCL etc.. PCC consent order Storage capacity	No time limit prescribed
16	PMEGP	Application in the prescribed format True copies of the following: School Leaving Certificate, SSC mark sheet, Employment card, ration card, affidavit of income (original) project report along with quotation, caste certificate, annual income certificate, two passport size photographs.	Annual target of 10 as allotted by Govt. of India for the year 2010-11 for Daman & Diu.
17	Self employment in service oriented units (TSP)	The application forms as received through the BDO are processed and recommended for loan sanction.	Annual target of 30 Benf.