

## PROFORMA FOR WEBSITE

- 1 Name of the Department : District Industries Centre, Moti Daman  
2 Head of the Office/ : General Manager, District Industries Centre  
Contact Person :  
3 Contact Address : District Industries Centre, Fort Area  
Moti Daman – 396 220.  
4 Telephone Number : 0260-2230871, 0260-2230310  
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6 Email Address : dicdaman@ymail.com  
7 Any other contact details : --  
8 The brief description about : As per Annexure I, enclosed  
functionality of the  
department  
9 List and description of the : 1) Acknowledgement (Part-I) of Micro  
service/ Schemes to the Small & Medium Enterprises  
public 2) Acknowledgement (Part-II) of Micro  
Small & Medium Enterprises  
3) PMEGP Scheme  
10 Major Achievements so far :  
11 If functionality of the : In addition, DIC carries out the following  
department touches to the activities:  
public directly then:  
\* The list of task/activities 1. In principle clearance of LSI.  
\* The required procedures 2. NOC for additional power  
for different tasks 3. Reimbursement for ISO certificate.  
\* The list of pre-requisites 4. Manufacturer's certificate for quality  
for certain procedures. control.  
\* The required forms with 5. Capacity Assessment of scarce raw  
instructions like how to fill material.  
and whom to submit etc. 6. Addition/incorporation of adjoining  
premises of unit.  
7. Additional Unit (Micro, Small, Medium)  
8. Change of name of the unit  
9. Change/retirement of Partners/ Proprietor.  
10. Change of constitution.  
11. Inclusion/enhancement of new  
manufacturing items & production  
capacity.  
12. Shifting/change of location.  
13. Inclusion of additional machinery.  
14. Graduation & confirmation of units.  
15. Factory running certificate/continuation  
certificate  
16. Lube license/Renewal.  
17. Discontinuation of manufacturing items  
18. Quality Control under Lubricating Oil &  
grease (processing, supply & distribution)  
19. De-registration of units  
20. Fixing of Location in E.M.  
Acknowledgement.  
21. Amalgamation/Merger/De-merger of units.  
22. Take-over of the Unit  
23. Implementation of PMEGP scheme.

- 12 Any other details of public interest not covered in above. : Industrial Profile of Daman & Diu (U.T.) (Annexure-II), Enclosed
- 13 Citizen's charter of the department : Copy enclosed (Annexure-III)
- 14 Pictures/photographs of the Dept. Office/Building : Not available
- 15 All the information sought under RTI Act, Categorically : Suo motu disclosure of 17 manuals under section 4 of RTI Act, 2005 has been implemented.

Place: DAMAN

Dated: 31 / 01 / 2014

*S Bawa*  
31/1/14  
( Seema Bawa )  
General Manager, DIC,  
Daman.

BRIEF DISCRIPTION ABOUT THE FUNCTIONALITY OF DISTRICT  
INDUSTRIES CENTRE

The District Industries Centre has been established primarily with the aim of promoting, facilitating & developing industrial growth in the Union Territory. This office carries out the registration of Micro, Small and Medium Enterprises on basis of which further activities such as issue of power connection, pollution clearance, health clearance, Factory license etc. are being issued by the concerned departments.

Initially the unit is acknowledged 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 Acknowledgement is issued to it.

In addition, DIC carries out the following activities:

1. In principle clearance of LSI.
2. NOC for additional power
3. Reimbursement for ISO certificate.
4. Manufacturer's certificate for quality control.
5. Capacity Assessment of scarce raw material.
6. Addition/incorporation of adjoining premises of unit.
7. Additional Unit (Micro, Small, Medium)
8. Change of name of the unit
9. Change/retirement of Partners/Proprietor.
10. Change of constitution.
11. Inclusion/enhancement of new manufacturing items & production capacity.
12. Shifting/change of location.
13. Inclusion of additional machinery.
14. Graduation & confirmation of units.
15. Factory running certificate/continuation certificate
16. Lube license/Renewal.
17. Discontinuation of manufacturing items
18. Quality Control under Lubricating Oil & grease (processing, supply & distribution)
19. De-registration of units
20. Fixing of Location in E.M. Acknowledgement.
21. Amalgamation/Merger/De-merger of units.
22. Take-over of the Unit
23. Implementation of PMEGP scheme.

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. Applicants can contact/approach for any grievances to the General Manager, (DIC) and Director of Industries, Daman.

**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 delinking, special boost was given for development of industrial sector and now, there are altogether **3271** numbers of industrial units and the breakup is as follows: (up to 31/12/2013)

Sr. No.	Type of industries	Investment Rs. in crore	No. of Registered Units
1.	Micro Enterprises	Up to Rs. 25 lakhs	328
2.	Small Enterprises	Above Rs. 25 lakh and upto Rs.5 crore	2580
3.	Medium Enterprises	Above Rs. 5 crore and upto Rs. 10 crore	290
4.	Large Scale Industries	Above Rs.10 crore	73
	<b>TOTAL</b>		<b>3271</b>
5.	No. of Industrial Estates in Daman	--	39
6.	Capital Investment	Rs. In Crore (Approximately)	4227.51
7.	Employment	Nos. (Approximately)	82526

The main manufacturing activities of the industries in U.T. of Daman are as follows:

Sr. No.	Name of Products	No. of Units
1.	Rubber & plastic products	1312
2.	Electrical machinery & electronic products	272
3.	Textile & readymade garments	259
4.	Paper & paper products	256
5.	Basic metals & engineering products	97
6.	Pharmaceutical products	79
7.	Food & beverage products	48
8.	Stationery units	20
9.	Stone quarry	14
10.	Lubricant oil & grease	11
11.	Wood based & furniture units	10
12.	Services	02
13.	Hotel & restaurants	01
14.	Other products	890
	<b>TOTAL</b>	<b>3271</b>

## DISTRICT INDUSTRIES CENTRE

### CITIZEN'S CHARTER

#### 1) SWIFT SYSTEM

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. Applicants 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
1.	ENTREPRENEURS' MEMORANDUM NUMBER  1) <b>Micro</b> Enterprise Part-I  2) <b>Small</b> Enterprise Part-I  3) <b>Medium</b> Enterprise Part-I	<ol style="list-style-type: none"><li>1. E. M. in prescribed proforma (4 copies)</li><li>2. Project Report (Signed by the applicant)</li><li>3. Partnership Deed/Memorandum &amp; Articles of Association (Signed by the applicant)</li></ol> The following supporting documents are Required for location clearance: <ol style="list-style-type: none"><li>4. Sale of Deed/Lease deed (True copy)</li><li>5. Extract I &amp; XIV (True copy)</li><li>6. N.A. Sanad order {If applicable}(True copy)</li><li>7. Sub-Division order (if applicable)(True copy)</li><li>8. Occupancy Certificate from P.W.D. if it is in the Gala.</li></ol> <i>(Whatever is not applicable may be stated on company letterhead and signed by the authorized signatory.)</i>	07 days

2.	<p>ENTREPRENEURS' MEMORANDUM NUMBER</p> <p>1) <b>Micro</b> Enterprise Part-II</p> <p>2) <b>Small</b> Enterprise Part-II</p> <p>3) <b>Medium</b> Enterprise Part-II</p>	<ol style="list-style-type: none"> <li>1. E. M. form in prescribed proforma.</li> <li>2. E.M. Part-I</li> <li>3. Copy of VAT Registration (Local) [True copy]</li> <li>4. Copy of C.S.T. Registration (True copy)</li> <li>5. Copy of Project Report</li> <li>6. Extract of first 15 days purchase (on company letter head and signed)</li> <li>7. Extract of first 15 days sales (on company letter head and signed.</li> <li>8. Extract of first 15 days production (on company letter head and signed.</li> <li>9. Copy of machinery bills</li> <li>10. Copy of three sales bills</li> <li>11. Copy of shop and establishment license/ license to work a factory(True copy)</li> <li>12. Copy of power release order (True copy)</li> <li>13. Copy of list of plant and machinery (on company letterhead, signed by the applicant</li> <li>14. Copy of employment undertaking (on company letterhead, signed by the applicant)</li> <li>15. Copy of Muster Roll signed by the applicant</li> <li>16. Copy of land documents/lease agreement/ sale deed registered (True copy)</li> <li>17. Copy of partnership deed memorandum of article of association (signed by the applicant)</li> <li>18. Copy of consent order to operate under Water Act/Air Act, if applicable (True copy)</li> <li>19. Copy of Plantation undertaking (on company letterhead &amp; signed by the applicant)</li> <li>20. Affidavit (Notarized) (Signed by the applicant)</li> <li>21. Full occupancy certificate from PWD (Not part OC) (True Copy).</li> <li>22. Sub-Division order (True Copy) (If applicable)/ signed statement on company letterhead that it is not applicable.</li> <li>23. Form 1 &amp; XIV current (True Copy)</li> <li>24. Sanad (True Copy)</li> </ol>	25 days
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**DISTRICT INDUSTRIES CENTRE (contd..)**

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

1.	IN PRINCIPLE CLEARANCE FOR LSI	<ol style="list-style-type: none"> <li>1. Acknowledgement from SIA alongwith copy of Memorandum filled with SIA (True copy)</li> <li>2. Copy of Project report (Signed by the applicant)</li> <li>3. Partnership deed/Memorandum of Article of association (signed by the applicant)</li> <li>4. Occupancy certificate in case unit is to be set up in already built building.</li> <li>5. Sale deed/Lease Deed (True copy)</li> <li>6. Extract of Form 1 &amp; XIV (True copy)</li> <li>7. N.A. Sanad Order (True copy)</li> <li>8. Sub-Division Order (if applicable) (True copy).</li> <li>9. Occupancy certificate if it is in a Gala/ Building.</li> </ol> <p style="text-align: center;"><i>(Whatever is not applicable may be stated on company letterhead and signed by the authorized signatory.)</i></p>	20 days
2.	NOC for additional power	<ol style="list-style-type: none"> <li>1. Revised Project report (signed by the applicant.</li> <li>2. List of machinery including required connected load (on company letterhead and signed by the applicant)</li> <li>3. In case operational unit, Micro/Small/ Medium (True copy/signed statement on company letterhead that is not applicable by the applicant)</li> <li>4. Statement as to whether the unit is located in a Gala, on company letterhead and signed by the applicant.</li> </ol> <p style="text-align: center;"><i>(Whatever is not applicable may be stated on company letterhead and signed by the authorized signatory.)</i></p>	No time limit prescribed

Sr. No.	Type of application	Documents required to be enclosed	Time limit
3.	ISO 9000 reimbursement Certificate	1)Annexure, I, II & III as per format 2)Copy of E.M. (Part-II) Acknowledgement. 3) Copy of ISDOP registration 4) Expenditure statement with receipts & Bills. 5) Copy of ROC approval 6) Copy of agreement executed with registration Authority.	No time limit prescribed
4.	Manufacture Certificate for quality control	1) Application in the prescribed format 2) Sample of item manufactured 3) Fees payable at the testing Centre.	No time limit prescribed
5.	Capacity Assessment of scare raw material	1) Application Form 2) Demand Draft for Rs. 5000/- for Micro Enterprises, Rs. 7500/- for Small Enterprises and Rs. 10000/- for Medium Enterprises. 3) Project Report 4)Mode of manufacture (details)	No time limit prescribed
6.	1) Additional adjoining place of business (Micro Small, Medium)	1) Land documents such as Sale/Lease Deed, Form I and XIV, N.A. sanad order, occupancy certificate.	No time limit prescribed
7.	Additional Unit (Micro, Small, Medium)	All documents as required for E.M. Part-I, (Micro, Small, Medium), Unit should Apply for new Acknowledgement Number.	No time limit prescribed
8.	Change of name of the Unit	1) Board Resolution/Agreement 2) Certified copy of certificate from Registrar of Firms.	No time limit prescribed
9.	Change/retirement of Partners/Proprietor	1)Partnership deed, plus certificate from Registrar of Firms	No time limit prescribed
10.	Change of constitution	1)Proprietorship/partnership/Memorandum of article of association documents	No time limit prescribed
11.	Inclusion of additional items and production capacity/Enhancement of production capacity	1) Simple application 2) Revised Project Report	No time limit prescribed
12.	Shifting/change of location (Micro, Small, Medium)	1) Simple application plus sale/lease deed and all land document including occupancy certificate	No time limit prescribed



13.	Inclusion of additional machinery in the E.M.	1) Simple application 2) List of machinery along with bills and receipts.	No time limit prescribed
14.	Graduation & confirmation of units	1)Details of Plant & machineries 2)Revised Project Report	No time limit prescribed
15	Factory Running certificate	1) 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
16	Lube license/Renewal	1) Application in the prescribed format 2) Challan of Rs. 25/-	No time limit prescribed
17	Discontinuation of manufacturing items	1) Simple application 2) Revised Project Report	No time limit prescribed
18	Under Oil Pressure Stoves (Quality Control) order 1997 and under lubricating oils and greases (Processing supply and distribution Regulation) order 1987	1)Project Report 2) List of laboratory equipment/bills 3)Ownership documents if no registered as Micro, Small or Medium Enterprises 4)Dealer letter from company i.e. IPCL etc. 5)PCC consent order 6)Storage capacity	No time limit prescribed
19	De-registration	Original Registration certificate issued by DIC	No time limit prescribed
20	Fixing of location in E.M. Acknowledgement	1)Simple application 2) All land documents Sale/Lease Deed, Form I and XIV, N.A. sanad order, occupancy certificate. etc.	No time limit prescribed
21	Amalgamation/Merging/De-merging of the Units	1) MOA/AOA 2) High Court Order 3) agreement/Board resolution	No time limit prescribed
22	Take-over of the Unit	Business transfer agreement/Board resolution, Memorandum of Understanding/assignment of goodwill, BR	No time limit prescribed

23	<p><b><u>PMEGP:</u></b></p> <p>Prime Minister's Employment Generation Programme</p>	<p>The Govt. of India, Ministry of MSME, New Delhi introduced a new credit linked subsidy programme called Prime Minister's Employment Generation Programme (<b>PMEGP</b>) by merging two scheme that were Prime Minister's Rojgar Yojana (PMRY) and Rural Employment Generation Programme (REGP) for generation of employment opportunities through establishment of Micro, Small and Medium Enterprises in rural as well as urban areas. The new scheme PMEGP is a Centrally Sponsored Scheme for which DIC is the Implementing Agency. Being implementing agency DIC is recommending authority for granting of Loans to beneficiary for Industry, trade and service to lead banks.</p> <p>The Task Force, under the chairmanship of District Magistrate/Deputy Commissioner/Collector will hold <b>quarterly</b> meeting with the Banks at district level to review the status of the project proposals.</p> <p>1) Application in the prescribed format. 2) True copies of the following: Residence Cert. Qualification/Experience Cert. Proof of land/building, Map of proposed bldg. NOC and population cert. from Panchayat, cast Cert. Consent letter from Bank, quotation of Machinery &amp; raw material, Project report &amp; two passport size photographs.</p> <p>Subsidy for General category 25% in Rural area &amp; 15% in Urban area, for SC/ST/OBCs/ Minorities/Women, Ex-Servicemen &amp; Phy. Handicapped 35% in rural &amp; 25% in urban area. Financial assistance upto Rs.25.00 lakh for manufacturing section &amp; Rs.10.00 lakh for service/Business Sector.</p> <p>The maximum cost of the project/unit admissible under manufacturing sector is <b>Rs.25 Lakhs</b> &amp; business/service sector <b>Rs.10 Lakhs</b>.</p>
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**NOTE: All LSI units should apply for any amendment in their units along with acknowledgement from SIA, New Delhi.**