

GOVERNMENT OF MAHARASHTRA
DIRECTORATE OF INDUSTRIES
DISTRICT INDUSTRIES CENTRE, RATNAGIRI

Phone No.02352-222254
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CITIZEN CHARTER

Sr. No	Schemes implemented/ Services rendered by D.I.C.	Prescribed documents to be submitted to DIC	Time limit prescribed after completion of documents.
01	<p><u>FINANCIAL SCHEMES</u></p> <p>Prime Minister's Rojgar Yojana</p> <p><u>Eligibility</u></p> <p>1.Minimum 8th Std. passed. 2.Age limit 18 to 35 years.(in case of woman, Ex-serviceman, BC candidates, Handicapped-18 to 45 years. 3.Family income up to Rs.40,000/- 4.Minimum 3 years residence of Ratnagiri.</p>	<p>Prescribed application form dully filled in, Passport Size Photograph, Educational Qualification certificate (minimum 8th Std. passed), Rationing Card, Employment Card, Rent agreement/Consent letter, NOC from local authority, Declaration in prescribed proforma, any other related documents about business</p>	<p>15 days.</p>
02	<p>Seed Money Scheme</p> <p><u>Eligibility</u></p> <p>1.Minimum 7th Std. passed. 2.Age limit 18 to 50 years 3.Minimum 15 years residence of Maharashtra. 4.Applicant should be unemployed.</p>	<p>Prescribed application form dully filled in, Passport Size Photograph, Educational Qualification certificate (minimum 7th Std. passed), Rationing Card, Employment Card, Rent agreement/Consent letter, NOC from local authority, Declaration in prescribed proforma, any other related documents about business</p>	<p>I) Sponsoring of the application to Bank within 8 days.</p> <p>II) Sanction of Seed Money Loan after receipt of loan sanction order from bank-7days</p> <p>III) Disbursement of seed money after receipt of 2nd Deed of Hypothecation-15 days.</p>
03	<p>District Industries Centre Loan scheme</p> <p><u>Eligibility</u></p> <p>1.Registered MicroEnterprises (Mfg/Service) 2.Population of the Town up to 1 lakh as per 1991 Census.</p>	<p>As above.</p>	<p>As above.</p>

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01	<p><u>DEVELOPMENT SCHEME</u></p> <p>1.Filling of Memorandum under MSMED Act, 2006 for establishment of Micro/Small/Medium/Manufacturing/ Service Enterprises-</p> <p>1.Acknowledgement for proposed enterprise Part I.</p> <p>2.Acknowledgement for existing enterprise Part II.</p>	<p>1.Prescribed Application form dully filled in duplicate for Part I</p> <p>2.Prescribed Application form dully filled in duplicate for Part II</p>	<p>Within a day.</p> <p>Within 2 days (if received by Post within 3 days)</p>
02	<p><u>Registration of I.T.Units and Bio-Technology unit</u></p>	<p>1) Acknowledgement of Memorandum filled with DIC under MSMED Act, 2006 for I.T.Hardware/I.T.Software/I.T. Service enterprises.</p> <p>2) Certificate from designated Agencies for I.T. Software enterprises</p> <p>3) NOC from Local Authority.</p> <p>4) Employment of Local Person form dully filled in.</p>	<p>As above</p>
03	<p><u>Stamp Duty Exemption Certificate for new unit & expansion of the existing unit</u></p>	<p>1. Prescribed application form dully filled in.</p> <p>2.Affidavit in prescribed format on Rs.100/-Stamp Paper.</p> <p>3. Acknowledgement of Memorandum filled with DIC under MSMED Act, 2006.</p> <p>4.NOC from Local Authority.</p> <p>5.Bank Loan Sanction letter.</p>	<p>3-Days.</p>
04	<p><u>C.S.P.O. REGISTRATION</u></p>	<p>1.Application in prescribed format dully filled in.</p> <p>2.Income Tax clearance certificate</p> <p>3 Last 3 years statement of accounts</p> <p>4.NOC from Local authority</p> <p>5.Documents of constitution.</p> <p>6. Acknowledgement of Memorandum filled with DIC under MSMED Act, 2006.</p>	<p>15-days</p>
05	<p><u>License under Lubricating Oil & Grease Order 1987.</u></p>	<p>1.Application in prescribed format dully filled in.</p> <p>2.Application fee of Rs.25/- by D.D. drawn in favour of General Manager, D.I.C.,Ratnagiri.</p> <p>3.Affidavit in prescribed format on Rs.100/-Stamp Paper</p> <p>4.NOC from Local Authority.</p> <p>5.Storage License.</p> <p>6.Certificate from Dealer/Company.</p>	<p>10-days</p>

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06	<u>Recommendation Raw Material</u>	1. Prescribed application form dully filled in. 2. Affidavit in prescribed format on Rs.100/-Stamp Paper. 3. Acknowledgement of Memorandum filled with DIC under MSMED Act, 2006.	7 days.
07	<u>Recommendation of Reimbursement of expenditure incurred for obtaining ISO 9000 Certification.</u>	1. Prescribed application form dully filled in (available on Website-smallindustry.com) and documents prescribed in the annexure to application form.	7 days
08	<u>Package scheme of Incentives 2001.</u>	<p>A) Documents required for issue of L.O.I</p> <ol style="list-style-type: none"> 1. Detail Project Report 2. Land 7/12 abstract/ index II / plot Possession receipt 3. Lease deed (registered) at list for 30 years 4. Registered purchase deed 5. N.A. Permission for industrial / commercial use 6. N.A Sanad 7. NOC from grampachyat / Nagarparishad <p align="center">Constitution</p> <ol style="list-style-type: none"> 8. Partnership 9. Firm registration 10. Memorandum Article of association 11. By laws of coop. Society and registration certificate 12. SSI Registration certificate provisional / Permanent <p>B) Documents required for Eligibility Certificate for Special Incentives</p> <ol style="list-style-type: none"> 13. Bank Term loan sanctioned letter 14. Project appraisal report from bank 15. Information in Annexure IV from Bank 16. C.A. Certificate Annexure II, III, V. 17. Architect Certificate Annexure I 18. Building plan approval from Town Planning Authority / Ex.Engineer Engineer MIDC / Sarpanch & Gramsevek Local Authority 19. Factory Building construction Estimate 20. Water Supply sanction letter / Declaration reg.own water Supply arrangement. 21. Electricity Load sanction letter . 22. Electric Load release letter 23. First Electric Bill 24. First 3 Sale bill 25. Fist 3 raw material purchase bills. 	Within 30 days after completion of documents.

		<p>26. 15 days production abstract / 1st page of RGI excise register.</p> <p>27. Declaration regarding commencement of production</p> <p>28. Excise registration certificate</p> <p>29. License under various acts (if applicable)</p> <p>30. M.P.C.B. consent / NOC</p> <p>31. Statement of account</p> <p>32. Agreement in prescribed format on Rs. 100/- Stamp Paper.</p> <p>Addl. Documents requirement for expansion Unit.</p> <p>1. Xerox copies of eligibility certificate received under earlier Scheme.</p> <p>2. Statement of accounts for base year and further 2 year</p> <p>3. Sales tax challan copies and statement showing the S.T Incentive available (Year wise)</p> <p>4. Board Resolution / declaration regarding commencement of Expansion programme..</p>	
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Place : Ratnagiri

Date : 28th February, 2007

General Manager,
District Industries Centre,Ratnagiri