

IT Branch

Date :- 7/03/2015.

Sr. No.	Services Provided by the Office	Required Documents	Period of service after duly completed application	Name of the Officer who provide services	Appleat Authority for Complaint if service not provided within period
1.	Letter of Intent (LOI) to Private IT Park	<p>Application form duly fill up in prescribed format with following documents:-</p> <ol style="list-style-type: none"> <li>1. Partnership constitution deed with firm Registration Certificate or certified (Copy of Certificate of Incorporation Memorandum &amp; Article of Association</li> <li>2. Documents regarding Land (7/12) /In case where applicant is not a owner of the land               <ol style="list-style-type: none"> <li>a. Agreement with owner and land.</li> <li>b. Letter regarding acquisition of land.</li> </ol> </li> <li>3. Original copy of challan of Rs. 5000/- paid through RBI</li> <li>4. Zone confirmation certificate from</li> </ol>	7 days	<p>Joint Director of Industries (IT)</p> <p>Tel. No. 022-2202 8308</p> <p>Fax No.. 022 - 2202 6826</p> <p>Email-  <a href="mailto:svpatil.mum@gmail.com">svpatil.mum@gmail.com</a>  <a href="mailto:jtdir@maharashtra.gov.in">jtdir@maharashtra.gov.in</a></p>	<p>Development Commissioner (Inds.)</p> <p>Tel No. 022- 2202 8616</p> <p>Fax No. 022 -2202 6826</p> <p><a href="mailto:didci@maharashtra.gov.in">Email- didci@maharashtra, gov.in</a></p>

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		<p>concerned Asst. Director, Town Planning/ Approved Building plan from the competent authority for IT user/ Intimation of Disapproval (IOD) (from Mumbai Municipal Corporation)/</p> <p>◊Permission for commencement of building construction issued by the competent authority</p> <p>5. Supporting documents like letters from concerned agencies for supply of electric power, dedicated feeder line, last mile internet connectivity, stand-by power by DG set, etc.</p> <p>6. Affidavit as per prescribed format duly notaried on Rs. 100/- stamp paper.</p> <p>7. Certificate from</p>			

Sr. No.	Services Provided by the Office	Required Documents	Period of service after duly completed application	Name of the Officer who provide services	Appelate Authority for Complaint if service not provided within period
		<p>registered Architect indicating distribution of BUA to be used/utilized for I.T./ITES, support service sector with name of the developer and location of IT Park with Architect registration no. &amp; sea</p> <p>8. Project Report</p> <p>9. C.A. Certificate</p>			
2.	<b>De-novo</b> LOI to Private IT Park	<p>Application form duly fill up in prescribed format with following documents:-</p> <p>1. Copy of LOI &amp; Extensions.</p> <p>2. Original copy of challan of Rs. 5000/- paid through RBI</p> <p>3. (Approved Building Plan) / (IOD - Intimation of Disapproval)/ (Commencement</p>	7days	<p>Joint Director of Industries (IT)</p> <p>Tel. No. 022-2202 8308</p> <p>Fax No.. 022 - 2202 6826</p> <p>Email- <a href="mailto:svpatil.mum@gmail.com">svpatil.mum@gmail.com</a></p>	<p>Development Commissioner (Inds.)</p> <p>Tel No. 022- 2202 8616</p> <p>Fax No. 022 -2202 6826</p> <p><a href="mailto:didci@maharashtra.gov.in">Email- didci@maharashtra.gov.in</a></p>

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		<p>Certificate) /Occupation Certificate.</p> <p>4. Certificate from registered Architect indicating distribution of BUA to be used/utilized for I.T./ITES, support service sector with name of the developer and location of IT Park with Architect registration no. &amp; seal</p> <p>5. Supporting documents like letters from concerned agencies for supply of electric power, dedicated feeder line, last mile internet connectivity, stand-by power by DG set, etc.</p> <p>6. Affidavit as per prescribed format duly notaries on Rs. 100/- stamp paper.</p>		<a href="mailto:jtdir@maharashtra.gov.in">jtdir@maharashtra.gov.in</a>	

Sr. No.	Services Provided by the Office	Required Documents	Period of service after duly completed application	Name of the Officer who provide services	Appellate Authority for Complaint if service not provided within period
3.	Registration Certificate to Private IT Park	<p>Registration based on LOI :- Application form duly fill up in prescribed format with following documents:-</p> <ol style="list-style-type: none"> <li>1. Building Completion Certificate/ Occupancy Certificate.</li> <li>2. Original copy of challan of Rs. 5000/- paid through RBI</li> <li>3. Certificate from registered Architect indicating distribution of BUA to be used/utilized for I.T./ITES, support service sector with name of the developer and location of IT Park with Architect registration no. &amp; seal.</li> <li>4. Supporting documents like letters from concerned agencies for</li> </ol>	7 days	<p>Joint Director of Industries (IT)</p> <p>Tel. No. 022-2202 8308</p> <p>Fax No.. 022 - 2202 6826</p> <p>Email- <a href="mailto:svpatil.mum@gmail.com">svpatil.mum@gmail.com</a></p> <p><a href="mailto:jtdir@maharashtra.gov.in">jtdir@maharashtra.gov.in</a></p>	<p>Development Commissioner (Inds.)</p> <p>Tel No. 022- 2202 8616</p> <p>Fax No. 022 -2202 6826</p> <p><a href="mailto:didci@maharashtra.gov.in">Email- didci@maharashtra.gov.in</a></p>

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		<p>supply of electric power, dedicated feeder line, last mile internet connectivity, stand-by power by DG set, etc</p> <p>5. Copy of LOI/Registration obtained from competent authority.</p> <p>6. Affidavit as per prescribed format duly notarised on Rs. 100/- stamp paper.</p> <p><b><u>Following Documents required for Direct Registration :-</u></b></p> <p>1. Application form duly fill up in prescribed format</p> <p>2. (Building Completion Certificate) / (Occupancy Certificate).</p> <p>3. Original copy of challan of Rs. 5000/- paid</p>			

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		<p>through RBI</p> <p>4. Certificate from registered Architect indicating distribution of BUA to be used/utilized for I.T./ITES, support service sector with name of the developer and location of IT Park with Architect registration no. &amp; seal.</p> <p>5. Supporting documents like letters from concerned agencies for supply of electric power, dedicated feeder line, last mile internet connectivity, stand-by power by DG set, etc</p> <p>6. Copy of LOI/Registration obtained from competent authority.</p> <p>7. Partnership constitution deed with firm</p>			

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		Registration Certificate or certified (Copy of Certificate of Incorporation Memorandum & Article of Association 8. Documents regarding Land (7/12)/ In case where applicant is not a owner of the land a. Agreement with owner and land. b. Letter regarding acquisition of land. 9. Affidavit as per prescribed format duly notaries on Rs. 100/- stamp paper			
4.	NOC for Additional FSI to Private IT Park	Application form with following documents:- 1. Original copy of challan of Rs. 5000/- paid through RBI 2. Copy of Letter of Intent	5 days	Joint Director of Industries (IT)  Tel. No. 022-2202 8308  Fax No.. 022 - 2202 6826	Development Commissioner (Inds.)  Tel No. 022- 2202 8616 Fax No. 022 -2202 6826



Sr. No.	Services Provided by the Office	Required Documents	Period of service after duly completed application	Name of the Officer who provide services	Appelate Authority for Complaint if service not provided within period
		(LOI). <b>3.</b> Approved Building plan from the competent authority		Email- <a href="mailto:svpatil.mum@gmail.com">svpatil.mum@gmail.com</a>  <a href="mailto:jtdir@maharashtra.gov.in">jtdir@maharashtra.gov.in</a>	<a href="mailto:didci@maharashtra.gov.in">Email- didci@maharashtra.gov.in</a>
5.	Amendment in w.r.to BUA etc. to Private IT Park LOI	Application form with following documents:- <b>1.</b> Original copy of challan of Rs. 5000/- paid through RBI <b>2.</b> Copy of Letter of Intent (LOI). <b>3.</b> Approved Building plan from the competent authority	5 days	Joint Director of Industries (IT)  Tel. No. 022-2202 8308  Fax No.. 022 - 2202 6826  Email- <a href="mailto:svpatil.mum@gmail.com">svpatil.mum@gmail.com</a>  <a href="mailto:jtdir@maharashtra.gov.in">jtdir@maharashtra.gov.in</a>	Development Commissioner (Inds.)  Tel No. 022- 2202 8616 Fax No. 022 -2202 6826 <a href="mailto:didci@maharashtra.gov.in">Email- didci@maharashtra.gov.in</a>
6.	Extension for validity of LOI to	Application form with following documents:-	5 days	Joint Director of Industries (IT)  Tel. No. 022-	Development Commissioner (Inds.)

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	Private IT Park	<ol style="list-style-type: none"> <li>1. Original copy of challan of Rs. 5000/- paid through RBI</li> <li>2. Registered Architecture Certificate regarding progress of construction of IT Park Bldgs. and Bar Chart.</li> <li>3. Six Monthly Progress Report.</li> <li>4. Company Networth &amp; Balanch Sheet</li> <li>5. Details of developers in prescribed format</li> <li>6. Affidavit as per prescribed format duly notaries on Rs. 100/- stamp paper</li> </ol>		<p>2202 8308</p> <p>Fax No.. 022 - 2202 6826</p> <p>Email- <a href="mailto:svpatil.mum@gmail.com">svpatil.mum@gmail.com</a></p> <p><a href="mailto:jtdir@maharashtra.gov.in">jtdir@maharashtra.gov.in</a></p>	<p>Tel No. 022- 2202 8616</p> <p>Fax No. 022 -2202 6826</p> <p><a href="mailto:didci@maharashtra.gov.in">Email- didci@maharashtra.gov.in</a></p>
7.	Stamp Duty Exemption elegibility certificate for IT/ITES Units	<p>Application form duly fill up in prescribed format with following documents:-</p> <ol style="list-style-type: none"> <li>1. Affidavit as per prescribed format duly notaries on Rs. 100/- stamp paper</li> </ol>	5 days	<p>Joint Director of Industries (IT)</p> <p>Tel. No. 022- 2202 8308</p> <p>Fax No.. 022 - 2202 6826</p>	<p>Development Commissioner (Inds.)</p> <p>Tel No. 022- 2202 8616</p> <p>Fax No. 022 -2202 6826</p>

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		2. Certified Copy of Registration / other registration certificate issued by certified agency 3. Project Report 4. Draft of Sale/ Lease Deed 5. Layout Plan. 6. Certified Copy of Mortgage Deed 7. Board Resolution of authorized signatory. 8. Copy of LOI/ Registration obtained from competent authority		Email- <a href="mailto:svpatil.mum@gmail.com">svpatil.mum@gmail.com</a>  <a href="mailto:jtdir@maharashtra.gov.in">jtdir@maharashtra.gov.in</a>	<a href="mailto:didci@maharashtra.gov.in">Email- didci@maharashtra.gov.in</a>
8.	Electricity Duty Exemption eligibility certificate for IT/ITES Unit	Application form duly fill up in prescribed format with following documents:- 1. Affidavit as per prescribed format duly notaries on Rs. 100/- stamp paper 2. Sale/ Lease Deed 3. Partnership constitution	5 days	Joint Director of Industries (IT)  Tel. No. 022- 2202 8308  Fax No.. 022 - 2202 6826  Email-	Development Commissioner (Inds.)  Tel No. 022- 2202 8616 Fax No. 022 -2202 6826 <a href="mailto:didci@maharashtra.gov.in">Email- didci@maharashtra,</a>

Sr. No.	Services Provided by the Office	Required Documents	Period of service after duly completed application	Name of the Officer who provide services	Appellate Authority for Complaint if service not provided within period
		deed with firm Registration Certificate or certified (Copy of Certificate of Incorporation Memorandum & Article of Association 4. Proposed Project Report 5. Board Resolution of authorized signatory 6. Power Sanction Letter 7. 3 Months Electricity Bills 8. Documents regarding commencement certificate/ Work Order Copy 9. ELP- Form-I 10. Unit Registration Certificate		<a href="mailto:svpatil.mum@gmail.com">svpatil.mum@gmail.com</a>  <a href="mailto:jtdir@maharashtra.gov.in">jtdir@maharashtra.gov.in</a>	<a href="http://gov.in">gov.in</a>

माहिती तंत्रज्ञान शाखा

दिनांक :- 07/03/2015

सादर :-

विषय :- नागरीकांची सनद माहिती सादर करण्याबाबत.

उपरोक्त विषयाच्या अनुषंगाने नागरीकांची सनद संदर्भात माहिती तंत्रज्ञान शाखा / जैव तंत्रज्ञान शाखेची माहितीच्या इंग्रजी व मराठी प्रती सोबत जोडल्या आहेत.

उद्योग अधिकारी (मातं)

अतिरिक्त उद्योग संचालक