

DIC Branch

Sr. No.	Service provided by Office	Essential Documents	Period of service to be provided after submitting fulfilled application	Officer who provide service	Telephone No. & Email ID of the officer if there is complaint about service not provided within time.
1	Loan application sponsored to Bank under District Industries Centre Loan Scheme.	<ol style="list-style-type: none"> 1. Application Form 2. School Leaving Certificate 3. Small Scale Industries Registration Certificate. 4. Ration Card/Residential Certificate 5. Population Certificate 6. Project Report 7. Quotation of plant & machinery 8. Proof of land 7/12 utara or Rent Agreement on Rs.100/- stamp paper. 9. NOC of Grampanchayat/Nagar Parishad/Municipal Corporation 10. Passport size two photos 11. IEM Part-I/Part-II 12. Experience Certificate 	15 days	General Manager	
2	Loan sanction from Bank then DIC Loan sanction	<ol style="list-style-type: none"> 1. Bank sanction letter 2. Second deed of mortgage Hypothecation 	2 days	General Manager	
3	Disbursement of DIC Loan	<ol style="list-style-type: none"> 3. 1. Stamp receipts 	Working three days after receipt of cheque from Treasury Office	General Manager	
4	Prime Ministers Employment	<ol style="list-style-type: none"> 1. Prescribed Form 2. Educational Certificates 	One month	General Manager	

	generation Programme	<ol style="list-style-type: none">3. Leaving certificate4. Ration Card/ Domicile5. Project Report6. Quotation7 . Proof of land 7/12 utara or Rent Agreement on Rs.100/- stamp paper.8. NOC of Grampanchayat/Nagar Parishad/Municipal Corporation9. Passport size two photos10. Experience Certificate11. EM-Part-I (if applicable)12. Affidavit in prescribed format.			
--	----------------------	--	--	--	--