

Services to be provided to citizen by Directorate of Industries
Branch Name : Package Scheme of Incentives, Directorate of Industries, Head Office

Sr. No.	List of services provided by Directorate	Documents required	No. of days require to provide service after receiving complete application	Service providing officer	Name of Officer with Tel No. & e-mail ID to whom complaint can be made if service is not provided within stipulated period
1	2	3	4	5	6
1	To issue Eligibility Certificate to Ultra Mega/Mega projects and Large Scale industries under Package Scheme of Incentive	a) Application form in Proforma-I & IV. b) Required documents 1.Govt.'s Offer Letter/ MoU (for Mega & Ultra Mega projects) 2.Registered Sale / Lease deed for land/ premises. 3.MIDC possession receipt / 7/12 extract / Index-II. 4.For land outside MIDC area NOC from Local Authority. 5.Zone confirmation from concerned developing department for land in industrial zone or N.A. permission for land outside industrial zone. 6. Registration of Partnership firm / Company / Society / Co-operative Society / Trust, as applicable. 7.Society Bye-Laws / MoU /Registered Partnership Deed /Registered Trustees Deed, as applicable. 8.Registration of Unit (IEM / LOI / 100% EOU / BT / IT Registration) 9.Conversion of Letter of Intent (LOI) to an Industrial License wherever required. 10.Environment Clearance from State Govt if applicable. or Ministry of GOI, if applicable. 11.Central / State Excise registration.	15 days	Superintending Industries Officer (PSI), Directorate of Industries	Additional Director of Industries Tel No. 022 – 22026755 E-mail : diadi@maharashtra.gov.in

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		<p>12. Explosive License, if applicable</p> <p>13. Power sanction letter / Captive Power Generation permission.</p> <p>14. MPCB Consent to establish /operate.</p> <p>15. Water Connection sanction, if applicable</p> <p>16. Building Plan Approval from competent authority along with copies of approved building plan.</p> <p>17. Term Loan Sanction letter from term lending Institution (s).</p> <p>18. Project Appraisal from Bank / Financial Institution / SICOM.</p> <p>19. Original Agreement on Rs. 100/- stamp paper duly notarized and one additional certified Xerox copy. (in prescribed format)</p> <p>20. Board Resolution for authorizing execution and signing of Agreements.</p> <p>21. Declaration of commencement of production alongwith</p> <p>i) First purchases bill.</p> <p>ii) First sales bill.</p> <p>iii) First electricity bill.</p> <p>iv) Copy of first page of Excise Register (State / Central).</p> <p>22. Declaration to be submitted by expansion units only</p> <p>a) Date of acquisition of 1st Fixed Assets for expansion project & expansion period</p> <p>b) Gross Block for the last Financial Year of expansion year.</p> <p>c) For 10% increase in employment - Copy of Provident Fund Registration and Provident</p>			

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		<p>Fund returns before and after expansion. d) For 25% increase in installed capacity - Balance-sheet of last financial year of expansion year. 23. C.A. Certificate of assets acquired on site and paid for it from date of application till date & with details of each head of investment (Annexure I to IV) 24. Technical Know-how Agreement alongwith receipts of cost of drawings and fees paid, if applicable. 25. Copies of registration (VAT & CST) 26. ELP-I returns duly attested by concerned District Industries Centre (DIC) 27. Self Certification Annexure VI on Rs.100 Stamp Paper 28. For employment based Mega Projects i) Affidavit for Employment Based Mega Projects (in prescribed format). ii) Declaration of previous and additional employment and local of persons their in format on letter head of the units. iii) Provident Fund returns before & after completion of employment criteria iv) ESIS and EPF Registration, if applicable and challans of provident fund paid (All legal documents must be affixed with embossed seal of the company)</p>			
2	Sanction Industrial Promotion Subsidy (IPS) claim of Ultra Mega/Mega Projects & Large Scale Industries	<p>Ultra Mega/Mega Projects : i) Application form in Annexure-A ii) Auditor's Certificate about MVAT and CST</p>	7 days	Superintending Industries Officer (PSI), Directorate of	Additional Director of Industries Tel No. 022 – 22026755 E-mail :

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		<p>paid during the claim period in Annexure B.</p> <p>iii) MVAT and CST returns filed for the claim period alongwith challans.</p> <p>iv) Resolution on the letterhead of the unit authorizing signatory to sign on the application and undertaking.</p> <p>v)Certificate about gross fixed assets in Annexure C.</p> <p>vi) Statutory sales-tax VAT auditor's report [Form No.704]</p> <p>vii) Anticipated claim of the next financial year in Annexure D.</p> <p>viii) Details of employment for the project in Annexure E.</p> <p>ix)Details of Captive Process Vendors (CPVs) in Annexure F.</p> <p>Large Scale Projects</p> <p>i) Application form in Annexure-A</p> <p>ii) Auditor's Certificate about VAT paid during the claim period in Annexure B.</p> <p>iii) MVAT and CST returns filed for the claim period alongwith challans.</p> <p>iv) Resolution on the letterhead of the unit authorizing signatory to sign on the application and undertaking.</p> <p>v) Certificate about gross fixed assets in Annexure C.</p> <p>vi) Statutory sales-tax VAT auditor's report [Form No.704]</p> <p>vii) Anticipated claim of the next financial year in Annexure D.</p>		Industries	diadi@maharashtra.gov.in

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3	Addenda to Eligibility Certificate issued to Ultra Mega/Mega Projects & Large Scale Industries under Package Scheme of Industries	Require information/ Documents/ License foe eg. i) Request letter from the unit (Additional investment/ Addition in product, change in constitution/ Transfer etc.) ii) Amended IEM OR iii) CA Certificate for assets acquired and paid for in investment period iv) If Change in name/constitution then revised Registration of Company/New Shareholding pattern & if required revised agreement	15 days	Superintending Industries Officer (PSI), Directorate of Industries	Additional Director of Industries Tel No. 022 – 22026755 E-mail : diadi@maharashtra.gov.in
4	Following are incentives for strengthening of Large Scale Industries under Package Scheme of Industries a) Water conservation b) Power conservation c) Measures taken to conserve / recycle water (on equipment) d) Measures taken for improving energy efficiency (on equipment)	i) Prescribed format – Annexure A ii) CA Certificate in prescribed format – Annexure 2 iii) Registered Affidavit in prescribed format on Rs.100/- Stamp Paper Annexure 3	7 days	Superintending Industries Officer (PSI), Directorate of Industries	Additional Director of Industries Tel No. 022 – 22026755 E-mail : diadi@maharashtra.gov.in
5	Stamp Duty Certificate under Package Scheme of Industries to Ultra Mega/Mega Projects & Large Scale Industries	i) Registered Affidavit in prescribed format on Rs.100/- Stamp Paper. ii) Project Report. iii) Copy of IEM or relevant registration certificate. iv) In case of MIDC land – Plot allotment letter and possession receipt.	2 to 5 days	Superintending Industries Officer (PSI), Directorate of Industries	Additional Director of Industries Tel No. 022 – 22026755 E-mail : diadi@maharashtra.gov.in

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		v) Land outside MIDC - 7/12 extract and Zone confirmation certificate or NOC from local authority. vi) Copy of Memorandum & Article of Association alongwith Certificate of Incorporation. vii) Copy of Term loan sanction letter from Financial Institution. viii) Registration Certificate for units located in IT /BT Park in Public or Non-Public sector. ix) Board Resolution to authorize the person to sign the documents.			