

BRIEF PROCEDURE OF SWIFT-DIC-SINGLE WINDOW INVESTOR FRIENDLY TIME BOUND SYSTEM
APPROVED BY DEVELOPMENT COMMISINER/SECRETARY INDUSTRIES

A.BRIEF OF PRESENT SWIFT SET UP-

Chairman/Secretary- Secretary Industries/DOI.

Head of Office- GMDIC (HO)

Swift Incharge/Nodal Officer-Shri Jignesh.S.Patel, PMDIC/Nodal officer DIC/MSMEs/NON MSMEs

Swift Assistant-LDC, DIC

Swift Data Entry Operator/Delevery-Shri Denis Nunes, DIC

B.BRIEF SWIFT PROCEDURE-

The applications for all Industries related permissions are received at one place SWIFT DIC & the responses from the various departments shall be sent to SWIFT DIC so the same in Original can be collected from the SWIFT DIC itself by the Applicants/Entrepreneurs/Investors. This is to ensure that the Applicants/Entrepreneurs/Investors will not be required to visit various offices to peruse their applications.

1. The Applicants/Entrepreneurs/Investors are advised on how to fill up the applications. They are also being provided with the check list of documents which are required to be submitted with different applications.
2. The Applicants/Entrepreneurs/Investors are advised on procedural aspects. Answers to other investment related questions shall also being provided.
3. On every MONTH Open House Sessions shall be held by the Secretary of Industries, DD & DNH. In these sessions all issues pertaining to various applications pending with various departments can be discussed & resolved.
4. On every week the weekly Consolidated Pending status reports of all clearances shall be sent to Secretary Industries by GMDIC.
5. Weekly Status Reports by all Dealing Head shall be furnished to SWIFT DIC by Every Thursday by 1.00PM. The acknowledgement letter to be issued by the SWIFT DIC on the same day & it shall reflect the date on which the decision on the application can be available from the SWIFT DIC. The monitoring of the entire system including pending status report is done through computers.

C.THE FOLLOWING PROCEDURE IS FOLLOWED AT THE WINDOW LOCATED IN DIC OFFICE, SILVASSA-

1. Applications received at the SWIFT DIC between 10.00 AM to 1.00 PM on any working day i.e. from MONDAY TO FRIDAY only for various permissions. Acknowledge being issued between 3.00PM & 4.00PM. All applications shall be delivered to all concerned on the same day between 4.00pm to 5.00PM.
2. The applications are checked for completeness with reference to the check-list of documents required to be submitted with each application. SWIFT INCHARGE/NODAL OFFICERS shall scrutiny the application documents. Data operator shall make the entry of the application and take print out of Acknowledgement to be issued. All SWIFT DIC related typing work shall be done by LDC. The Copies of these check-lists will be available at the SWIFT DIC.
3. The complete applications are accepted and entered in the computer as well as in the relevant register (maintained separately for each permission in registers supplied for the purpose). An acknowledgement letter with Acknowledgement number is given to the Applicants/Entrepreneurs/Investors. This acknowledgement number is specific to an Applicants/Entrepreneurs/Investors unit irrespective of the number of the stages in which the different applications are received from it. The acknowledgement letter it is also mention the date on which the permission applied for can be obtained.

4. In the afternoon of the same day, the applications received at the SWIFT DIC being delivered to the concerned departments. The signature of receiving person is obtained in the register mentioned. The department is maintaining the information in the register supplied to them.
 5. **The response of all the departments to SWIFT DIC shall be strictly in the form of:**
 - a. **Permission Granted.**
 - b. **Permission Not Granted/Rejection (with detailed reasons)**
 - c. **Query Raised**
 6. The concerned department shall have to communicate their above response directly to the SWIFT DIC. The response of the department will be entered at the window in the computer against the original entry and in the relevant register.
 7. If the response of the department is (a) or (b) to be delivered at the SWIFT DIC to be given to the person authorized in this behalf by the Applicants/Entrepreneurs/Investors unit and his signature will be obtained in the register referred to above against the relevant entry. However, if the response of the department is (C) i.e. if a query has been raised, it is entered at the SWIFT DIC as an outstanding query.
 8. The response shall be received at the SWIFT DIC between 10.00 a.m. to 1.00 p.m. on any working day. If the query is received before the due date, a new due date will be fixed shifting the original due date by the time taken to answer the query. However if a department defaults and the query is received after the due date, the department will get a relatively short period of 3 days after the receipt of the reply of the applicant to the query, to take a decision. The reply of the applicant is sent to the concerned department as mentioned above. The entry regarding receipt of reply to the query shall be mentioned in the register both at the SWIFT DIC and in the concerned department.
 9. The department is directed to raise all queries at one time only. The department is also advised to raise the query as soon as they can. Further, the query must be explicitly stated so that the person at the window can decide if the query has been specifically answered or not. The reply to the query shall not be accepted by the SWIFT DIC if it is not satisfactory. Once a reply has been accepted, save in exceptional circumstances, there will be no further queries raised. **At this stage, the department can send its decision in either of the following two forms.**
 - a. **Permission Granted, or**
 - b. **Permission Not Granted/Rejection (with detailed reasons)**
 10. **Two copies of above response shall be sent to the SWIFT-DIC. One copy shall be handed over to the Applicants/Entrepreneurs/Investors (and his signature obtained) and the other shall be keep it in the GUARD FILE to be maintained. The reply shall also be entered in the computer.**
 11. To ensure that the departments adhere to the above directions the computer automatically generate department wise pending status report case wise of applications where the reply from the department has not come within the set time limit.
Due note of this information will be taken by the reporting officers while writing the ACRs
- ✓ **PLAESE SEE HERE ENCLOSURES FOR LATEST WEEKLY SCHEDULE, TIME LIMIT, REPORTING & REVIEW IN ANNEXURES-II, III, IV**

ANNEXURE-II

WEEKLY STATUS REPORT SENDING PERFORMA BY EVERY THURSDAY EVENING BY ALL DEALING HEAD PERMISSION
WISE UNIT WISE

A.PERMISSION-X

<u>NO</u>	<u>NAME OF UNIT</u>	<u>DATE OF SUBMISSION AS PER SWIFT ACKNOWLEDGE</u>	<u>DUE DATE AS PER THE SWIFT DIC MINUTES DATED- 21-08-2012</u>	<u>NOS OF DAYS PENDING</u>
1				
2				
3				
4				

B.PERMISSION-Y

<u>NO</u>	<u>NAME OF UNIT</u>	<u>DATE OF SUBMISSION AS PER SWIFT ACKNOWLEDGE</u>	<u>DUE DATE AS PER THE SWIFT DIC MINUTES DATED- 21-08-2012</u>	<u>NOS OF DAYS PENDING</u>
1				
2				
3				
4				

C-PERMISSION-Z

<u>NO</u>	<u>NAME OF UNIT</u>	<u>DATE OF SUBMISSION AS PER SWIFT ACKNOWLEDGE</u>	<u>DUE DATE AS PER THE SWIFT DIC MINUTES DATED- 21-08-2012</u>	<u>NOS OF DAYS PENDING</u>
1				
2				
3				
4				

ETC.....

ANNEXURE-III

WEEKLY SCHEDULE
FOR STATUS REVIEW REPORT
FOR PENDANCY RELATED TO INDUSTRIAL CLEARANCES
SWIFT-DIC, GMDIC, SILVASSA

SUBJECT-SCHEDULE OF WEEKLY STATUS REVIEW REPORT

REFERENCE-MINUTES OF MEETING HELD ON DATE-17-07-2012 & 03-08-2012, ISSUED ON DATE-21-08-2012.

<u>NO</u>	<u>ACTION</u>	<u>BY DAY</u>	<u>DEALING HEAD/NODAL OFFICER</u>
1	WEEKLY FURNISHING OF STATUS REPORTS OF PENDANCY OF ALL DEPARTMENTS-PERMISSION WISE,CASE WISE,NOS OF PENDING DAYS,REASON ETC. STATUS IN TABLE FORM TO BE SENT TO GMDIC/SWIFT-DIC,SILVASSA	BY EVER THURSDAY BY 1.00PM	ALL DEALING HEAD THROUGH THEIR DESIGNATED/APPOINTED NODAL OFFICER ONLY WITH COPY OF PERMISSION GRANTED OR LETTER OF REJECTION OR LETTER OF QUERY AS THE CASE MAY BE.
2	CONSOLIDATED & COMPILED STATUS REPORTS OF ALL DEPARTMENT TO BE SENT TO DEVELOPMENT COMMISSIONER/SECRETARY INDUSTRIES	BY EVERY NEXT FRIDAY BEFORE NOON I.E BY 12.00PM	GMDIC/DOI
3	ALL DEALING HEAD THOSE HAVE NOT COMPLIED WITH THE MINUTES DIRECTION DATED-21-08-12 SHALL APPEAR BEFORE DEVELOPMENT COMMISSIONER/SECRETARY INDUSTRIES IN PERSON FOR EXPLANATION FOR NON COMPLIANCES	ON EVERY NEXT TUESDAY AT 4.30 PM IN HIS CHAMBER/ HALL OF DC/SEC(I)	ALL DEALING HEAD THOSE HAVE FAILED TO COMPLY WITH MINUTES DIRECTION AS PER SWIFT-DIC, GMDIC WEEKLY STATUS REPORT AS PER SR.NO-2 ABOVE.
4	MONTHLY OPEN HOUSE/REVIEW MEETING WITH ALL INDUSTRIAL ASSOCIATIONS/INDUSTRIES,ALL DEALING HEADS UNDER THE CHAIRMANSHIP OF DEVELOPMENT COMMISSIONER/SECRETARY INDUSTRIES	EVERY MONTH AND AS PER THE DATE & TIME GIVEN	HONARABLE DEVELOPMENT COMMISSIONER/SECRETARY INDUSTRIES

ANNEXURE-IV

*TIME LIMIT(NET WORKING DAYS I.E EXCLUDING SATURDAYS,SUNDAYS & HOLIDAYS) OF VARIOUS PERMISSIONS PROCESSED THROUGH SWIFT, DIC, SILVASSA, DNH REFER MINUTES OF THE MEETING DATED-17-07-2012 BY HELD UNDER THE CHAIRMANSHIP OF HONARABLE DEVELOPMENT COMMISSIONER/SECRETARY INDUSTRIES MINUTES ISSUED ON 21-08-2012

<u>NO</u>	<u>PERMISSION/CLAEARNCES</u>	<u>*TIME LIMIT AS PER SWIFT</u>	<u>HEAD OF OFFICE</u>
<u>1</u>	<u>DISTRICT INDUSTRIES CENTRE</u>		<u>GMDIC</u>
A	IN PRINCIPAL CLEARANCES-NEW LSI UNIT (NON-MSME/LSI)	10	
B	PROVISIONAL PERMISSION FOR TRANSFER OF LEASE RIGHT OF PLOTS/ SUBLETTING PERMISSION AT GOVERNMENT INDUSTRIAL ESTATES	05	
C	FINAL TRANSFER ORDER IN CASE GOVERNMENT INDUSTRIAL ESTATES	05	
D	LUBE LICENSE UNDER LUBRICATING OIL AND GREASE CONTROL RULES	20	
<u>2</u>	<u>POLLUTION CONTROL COMMITTEE</u>		<u>MS- PCC</u>
A	CONSENT TO ESTABLISH/OPERATE/ RENEWAL		
	a) WHITE LIST INDUSTRIES	07	
	b) GREEN LIST INDUSTRIES	07	
	c) ORANGE LIST INDUSTRIES	45	
<u>3</u>	<u>ELECTRICITY DEPARTMENT</u>		<u>EE-ELECTRICITY</u>
A	FINAL CONSENT TO USE DG SET	10	
B	TEMPORARY ELECTRIC CONNECTION PERMISSION	15	
C	LT POWER		
	a) DEMAND NOTICE/SANCTION	15	
	b)ACTUAL RELAESE OF POWER/FINAL RELAESE-PART-B	15	
D	HT POWER		
	a) DEMAND NOTICE/SANCTION	25	
	b)ACTUAL RELAESE OF POWER/FINAL RELAESE-PART-B	25	

4	<u>PLANNING & DEVELOPMENT AUTHORITY/ SILVASSA MUNICIPAL COUNCIL</u>		<u>MS-PDA / CO-SMC</u>
A	CONSTRUCTION PERMISSION	21	
B	OCCUPANCY CERTIFICATE	20	
C	APPROVAL OF LAY OUT PLAN	10	
D	CERTIFICATE OF FINAL LAYOUT PLAN AS PER THE APPROVED PLAN	10	
<u>5</u>	<u>CHIEF INSPECTOR OF FACTORIES & BOILERS</u>		<u>CIF & B</u>
A	LICENSE UNDER THE FACTORIES ACT-1948	25	
<u>6</u>	<u>SALES TAX/ VALUE ADDED TAX</u>		<u>ST/AC.VAT</u>
A	REGISTRATION UNDER ST/CST/VAT	21	

ANNEXURE-V

SUMMARY OF NON COMPLIANCES BY DEALING HEAD
FOR INDUSTRIAL CLEARANCES
SWIFT-DIC, GMDIC, SILVASSA

SUBJECT-SUMMARY OF TOTAL CONTINEOUS NON COMPLIANCES BY DEALING HEAD

REFERENCE-MINUTES OF MEETING HELD ON DATE-17-07-2012 & 03-08-2012, ISSUED ON DATE-21-08-2012.

<u>NO</u>	<u>DESIGNATION OF DEALING HEAD</u>	<u>NOS OF TIMES FAILED TO COMPLIED WITH THE MINUTES</u>
1	THE MEMBER SECRETARY,PCC,DDDNH,SILVASSA	
2	THE MEMBER SECRETARY,PDA,DNH,SILVASSA	
3	THE CHIEF OFFICER,SMC,DNH,SILVASSA	
4	THE EXECUTIVE ENGINEER,ELECTRICITY DEPT,SILVASSA	
5	THE DEPUTY COMMISSIONER,VAT,DNH,SILVASSA	
6	THE CHIEF INSPECTOR OF FACTORIES & BOILERS,DNH,SILVASSA	
7	THE GMDIC,DNH,SILVASSA	

