



TAMIL NADU
BUSINESS FACILITATION ACT 2018
(ACT 7 OF 2018)

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TAMIL NADU
BUSINESS FACILITATION RULES 2017

**INDUSTRIAL GUIDANCE AND EXPORT PROMOTION BUREAU,
DEPARTMENT OF INDUSTRIES, GOVERNMENT OF TAMIL NADU**

www.easybusiness.tn.gov.in

The following Act of the Tamil Nadu Legislative Assembly received the assent of the Governor on the 25th January 2018, and is hereby published for general information:—

ACT No. 7 OF 2018.

An Act to support the State of Tamil Nadu, in its aspiration of being one of the most preferred investment destination in the country, by ensuring adequate information availability to the investors thereby enabling them to take informed decisions and to ensure single point receipt of applications for securing clearances that are required to establish or expand an enterprise and for clearances required during normal course of business including renewals in a time-bound manner and to provide for effective grievance redressal mechanism and fine in case of failure of Competent Authorities to act within a time limit and for matters connected therewith or incidental thereto.

WHEREAS it is expedient to provide for time-bound processing of applications and issue of clearances by various Competent Authorities of the State for establishing or expanding an enterprise for the promotion of economic development of the State and for an investor-friendly environment in the State and for matters connected therewith or incidental thereto;

BE it enacted by the Legislative Assembly of the State of Tamil Nadu in the Sixty-eighth Year of the Republic of India as follows:—

CHAPTER I.

PRELIMINARY.

1. (1) This Act may be called the Tamil Nadu Business Facilitation Act, 2018.
 (2) It extends to the whole of the State of Tamil Nadu.
 (3) It shall be deemed to have come into force on the 28th day of October 2017.

Short title,
 extent and
 commence-
 ment.

2. In this Act, unless the context otherwise requires,—

Definitions.

(a) “applicant” means a person duly authorized by an enterprise to file an application through Single Window Portal on behalf of the enterprise;

(b) “checklist” means the list of documents to be furnished by the applicant along with the Combined Application Form as may be prescribed;

(c) “clearances” means grant or issue of no-objection certificate, allotments, consents, approvals, permissions, registrations, enrolments, licences and the like, by any Competent Authority or authorities in connection with the setting up of an enterprise or expansion of an existing enterprise in the State and shall include all such approvals required till the enterprise starts commercial production and includes periodic renewals that may be required for such clearances;

(d) “Competent Authority” means any Department or Agency of the Government, Corporation, Board, Local Body or other authority established by the Government, which are entrusted with the powers or responsibilities to grant or issue clearances or incentives;

(e) “deemed approval” means a clearance deemed to have been given by the Competent Authority on the expiry of time limit for providing such clearance in the absence of sufficient and reasonable cause for not clearing the application within the time limit:

Provided that the deemed approval shall be subject to the approval of the Respective Committee under this Act;

(f) “department” means a department of the Government;

(g) “designated official” means an officer identified by a Competent Authority for processing of individual clearances in accordance with the rules made under this Act;

(h) "enterprise" means an undertaking that intends to engage in or is engaged in any or all of the activities, namely, manufacturing, processing or providing services;

(i) "Government" means the State Government;

(j) "Grievance Redressal Authority" means the Authority referred to in section 27;

(k) "Grievance Revisionary Authority" means the Authority referred to in section 27;

(l) "Guidance Bureau" means the Tamil Nadu Industrial Guidance and Export Promotion Bureau;

(m) "Incentive" means a financial package or a specific financial grant as may be specified by the Government;

(n) "MSME District Single Window Committee" means the Medium, Small and Micro Enterprises District Single Window Committee constituted under section 21;

(o) "MSME State Single Window Committee" means the Medium, Small and Micro Enterprises State Single Window Committee constituted under section 22;

(p) "MSME Investment Promotion and Monitoring Board" means the Medium, Small and Micro Enterprises Investment Promotion and Monitoring Board constituted under section 23;

(q) "Nodal Agency" means the agency referred to in section 3;

(r) "Notification" means a notification published in the *Tamil Nadu Government Gazette* and the word 'notified' should be construed accordingly;

(s) "prescribed" means prescribed by rules made under this Act;

(t) "pre-scrutiny" means the examination of applications received prior to its acceptance to assess its completeness as per the checklist, in such manner as may be prescribed;

(u) "Respective Committee" means one or more of the following, namely:—

(i) MSME District Single Window Committee;

(ii) MSME State Single Window Committee;

(iii) State Single Window Committee;

(iv) State Single Window Monitoring Committee;

(v) MSME Investment Promotion and Monitoring Board;

(vi) Investment Promotion and Monitoring Board;

(v) "State" means the State of Tamil Nadu;

(w) "single window portal" means the web portal developed and maintained by the Nodal Agency;

(x) "time limit" means the number of working days within which a final decision regarding issue of clearance to an enterprise shall be taken by a Competent Authority from the date of receipt of the application, complete in all aspects.

CHAPTER II.

NODAL AGENCY AT STATE AND DISTRICT LEVEL.

3. (1) For clearances that are required for setting up new enterprises or expansion of existing enterprises with proposed investment exceeding the amount notified under sub-section (1) of Section 5, the Guidance Bureau shall be the Nodal Agency at the State level.

Nodal Agency
at State and
District level.

(2) For clearances that are required for setting up new enterprises or expansion of existing enterprises with proposed investment upto the amount notified under sub-section (1) of section 5, the Office of the Regional Joint Director of Industries and Commerce in respect of Chennai district, and the District Industries Centre in respect of other districts shall be the Nodal Agency at the district level.

(3) Notwithstanding anything contained in sub-sections (1) and (2), the Government may notify any other authority or Board as a Nodal Agency, for any specified area with such powers and functions as may be specified in the notification.

4. (1) Under the superintendence, direction and control of the Government and Respective Committees, the Nodal Agency shall discharge the following functions, namely:—

Powers and
functions of
Nodal Agency.

(i) act as a single point of contact for all enterprises that require clearances and incentives as notified by the Government under section 6;

(ii) assist the applicants in completing the application forms;

(iii) arrange for pre-scrutiny of applications by convening meetings with representatives of Competent Authorities and address queries of investors;

(iv) on completion of pre-scrutiny,—

(a) accept those applications which are complete; or

(b) ask for additional information in case of incomplete applications, in accordance with the rules made under this Act;

(v) receive applications for clearances through single window portal;

(vi) act as a secretariat to the Respective Committees and support them in discharging their functions;

(vii) receive orders, either rejecting or accepting the application, from the Competent Authority and take appropriate action as may be prescribed;

(viii) redress the grievances of enterprises, if any, associated with the process of securing clearances and incentives under this Act and the rules made thereunder.

(2) The powers and functions of the Nodal Agency under this Act shall be in addition to the powers and functions discharged by it.

5. (1) The Government may, by notification from time to time, specify the investment limit upto which the application for clearances shall be made to the District Level Nodal Agency. All applications exceeding the said investment limit shall be made to the State Level Nodal Agency.

(2) Notwithstanding anything contained in sub-section (1), the Government may prescribe that all applications from enterprises in a specified area notified under this Act shall be made to the Nodal Agency notified for that specified area.

Clearances and incentives.	<p>6. The Government may prescribe the clearances and incentives in the rules made under this Act and may add or vary the clearances and incentives, from time to time.</p>
Application for clearances and incentives.	<p>7. Applications for clearances and incentives prescribed under section 6, shall be submitted through single window portal with such fee, including the fee payable to the Nodal Agency as may be prescribed and in such manner as may be prescribed.</p>
Power to call for additional information.	<p>8. (1) On receipt of an application, the Competent Authority shall have the powers to seek additional information or clarification, if required, from the applicant:</p> <p style="padding-left: 40px;">Provided that the additional information or clarification shall be sought for only once before the expiry of the time limit prescribed under section 11 and all correspondences relating to the additional information or clarification shall be routed through the single window portal, in such manner as may be prescribed.</p> <p style="padding-left: 40px;">(2) The Competent Authority shall pass an order either accepting or rejecting the application, through the single window portal.</p>
Combined Application Form.	<p>9. (1) The Government shall prescribe a Combined Application Form, either in physical or electronic format, which may consist of,—</p> <p style="padding-left: 80px;">(i) Forms under Central enactments without any change; and</p> <p style="padding-left: 80px;">(ii) existing Forms or new Forms in lieu of the existing Forms under State enactments.</p> <p style="padding-left: 40px;">(2) All Departments and the Competent Authorities concerned shall accept the Combined Application Form for processing and issue of required clearances.</p>
Self-certification.	<p>10. (1) Every enterprise shall furnish a self-certification, together with an undertaking that it shall comply with the provisions of the relevant Acts and the rules, in such Form as may be prescribed along with the application through single window portal.</p> <p style="padding-left: 40px;">(2) The self-certification furnished by the enterprise shall be accepted by the Competent Authority concerned for the purpose of grant of clearance.</p> <p style="padding-left: 40px;">(3) The enterprise shall be made liable for fine under section 28, if the particulars furnished by it are found to be false or incorrect or if the enterprise fails to adhere to the declarations made in the self-certification, at any point of time.</p>
Procedure and time limit for processing of applications.	<p>11. (1) Notwithstanding anything contained in any State law for the time being in force, the Government may prescribe,—</p> <p style="padding-left: 40px;">(a) the procedure for processing and disposal of applications;</p> <p style="padding-left: 40px;">(b) the time limit for raising queries, processing and disposal of applications by the Competent Authority.</p> <p style="padding-left: 40px;">(2) The Competent Authority shall pass orders on the application before the expiry of such time limit from the date of receipt of application, complete in all aspects.</p>
Deemed approval.	<p>12. (1) The Government shall prescribe the clearances in respect of which failure of the Competent Authority to pass final orders on the application within the prescribed time limit shall result in deemed approval.</p> <p style="padding-left: 40px;">(2) The enterprise may proceed to execute the work or take other action following the deemed approval, without contravening any of the provisions of the Acts, rules, bye-laws, notifications, standing orders, executive instructions, guidelines and the regulations made by the Competent Authority concerned for such clearances and as per the self-certification furnished by the enterprise under section 10.</p>

- 13.** The Respective Committee shall inform the applicant the date on which the application was received by the Competent Authority and the date on which it was deemed to have been approved. Information of deemed approval.
- 14.** (1) The Government may, by notification, specify the clearances for which inspections under the provisions of the applicable Acts, rules, orders or instructions shall be conducted by the Competent Authorities in accordance with such guidelines as may be prescribed. Inspection, exemption and delegation of powers.
- (2) The Government may, from time to time, by notification, specify the clearances for which exemption is granted from inspection and may also delegate the powers of inspection to any person or authority in respect of any specific clearance covered under this Act.

CHAPTER III.

STATE LEVEL COMMITTEES AND BOARD.

- 15.** (1) The Government shall, by notification, constitute a State Single Window Committee with the Executive Vice-Chairperson, Guidance Bureau as the Chairman, Company Secretary, Guidance Bureau as the Member Convener, the Competent Authorities concerned and not exceeding two persons from Trade Associations, Chambers of Commerce and Technical Experts, as members as may be prescribed. Constitution, powers and functions of State Single Window Committee.
- (2) The Competent Authorities who are Members of the State Single Window Committee shall attend all meetings personally and in case they are unable to attend the meeting, they may depute a senior level officer with a written authorization to take appropriate decision in the meeting.
- (3) The State Single Window Committee shall exercise the following powers and perform the following functions, namely:—
- (i) meet at such time and place, as the Chairman of the Committee may decide and transact business as per the prescribed procedure;
- (ii) review and monitor the processing of applications by the Competent Authorities;
- (iii) inform the applicant of the date on which the application was received by the Competent Authority and the date on which such application shall be deemed to have been approved under section 12;
- (iv) forward cases with remarks and relevant documents to the State Single Window Monitoring Committee for decision under section 18;
- (v) invite Competent Authorities or experts, who are not members of the committee, as special invitees for any meeting of the State Single Window Committee, as desired by the Chairman of the Committee; and
- (vi) exercise such other powers and perform such other functions as may be prescribed.
- 16.** (1) The Government shall, by notification, constitute a State Single Window Monitoring Committee with the Chief Secretary to Government as the Chairman, Secretary, Industries Department as the Member Convener and Secretaries of concerned departments as members. Constitution, powers and functions of State Single Window Monitoring Committee.
- (2) The members of the State Single Window Monitoring Committee shall attend all meetings personally and in case they are unable to attend the meeting, they may depute a senior level officer with a written authorization to take appropriate decision in the meeting.

(3) The State Single Window Monitoring Committee shall exercise the following powers and perform the following functions, namely:—

(i) meet at such time and place, as the Chairman of the Committee may decide and transact business as per the prescribed procedure;

(ii) review and monitor the status of processing of applications received through single window portal by the Competent Authorities and the State Single Window Committee;

(iii) review and monitor the status of resolution of enterprises' grievances that were registered using the single window portal with respect to clearances and incentives from the Competent Authorities concerned;

(iv) issue suitable directives to the Competent Authorities, wherever applicable which shall aid in resolution of the enterprises' grievances;

(v) consider and decide cases under sections 18 and 19;

(vi) forward cases with remarks and relevant documents to the Investment Promotion and Monitoring Board for decision under section 20;

(vii) review and monitor the approval status for incentives to all such categories of projects as specified by the Government, by notification;

(viii) invite Competent Authorities or experts, who are not members of the Committee, as special invitees for any meeting, as desired by the Chairman of the Committee; and

(ix) exercise such other powers and perform such other functions as may be prescribed.

Constitution,
powers and
functions of
Investment
Promotion
and
Monitoring
Board.

17. (1) The Government shall, by notification, constitute an Investment Promotion and Monitoring Board with the Chief Minister as the Chairman, Secretary, Industries Department as the Member Convener and such other members as may be prescribed.

(2) The Investment Promotion and Monitoring Board shall perform the following functions, namely:—

(i) meet at such time and place as the Chairman of the Board may decide and transact business as per the prescribed procedure;

(ii) review and monitor the disposal of applications by the State Single Window Committee, State Single Window Monitoring Committee and the Competent Authorities;

(iii) provide strategic direction and oversee the functioning of both the State Single Window Committee and the State Single Window Monitoring Committee;

(iv) periodically review the implementation and operational efficiency of the Single Window Mechanism in the State;

(v) consider and decide cases under section 20;

(vi) review any other issue related to investor facilitation as put forth by the State Single Window Committee or the State Single Window Monitoring Committee;

(vii) review policy issues related to investment promotion, facilitation and grounding;

(viii) review and monitor the approval status for incentives to all such categories of projects as specified by the Government, by notification; and

(ix) exercise such other powers and perform such other functions as may be prescribed.

(3) The orders passed by the Investment Promotion and Monitoring Board for issuing clearances to enterprises exceeding investment limits as may be notified under sub-section (1) of section 5 shall be final and binding on the State Single Window Committee, the State Single Window Monitoring Committee and the Competent Authorities.

18. (1) Notwithstanding anything contained in any State law for the time being in force, the State Single Window Committee may, either *suo motu* or on an application, examine any order passed by any Competent Authority, rejecting any clearance or approving it with modification, and if the State Single Window Committee considers that there are valid grounds for a change in such decision, it shall forward such case to the State Single Window Monitoring Committee with remarks and relevant documents for a decision.

Review of cases by State Single Window Committee.

(2) The State Single Window Monitoring Committee shall examine all cases referred to it by the State Single Window Committee and pass appropriate orders.

(3) The decision taken by the State Single Window Monitoring Committee shall be binding on the State Single Window Committee and the Competent Authorities.

19. Notwithstanding anything contained in any State law for the time being in force, the State Single Window Monitoring Committee may, either *suo motu* or on a reference, examine any order passed by the State Single Window Committee and pass appropriate orders as it deems fit and such orders shall be final.

Revision of cases by State Single Window Monitoring Committee.

20. Notwithstanding anything contained in any State law for the time being in force, the Investment Promotion and Monitoring Board may, either *suo motu* or on a reference, examine any order passed by the State Single Window Committee or the State Single Window Monitoring Committee and pass appropriate orders as it deems fit and such orders shall be final.

Revision of cases by Investment Promotion and Monitoring Board.

CHAPTER IV.

CONSTITUTION OF MSME DISTRICT SINGLE WINDOW COMMITTEE AND MSME STATE SINGLE WINDOW COMMITTEE.

21. (1) The Government shall, by notification, constitute an MSME District Single Window Committee with the District Collector as the Chairman, Regional Joint Director of Industries and Commerce as the Member Convener in respect of Chennai district, General Manager, District Industries Centre as the Member Convener for other districts with the Competent Authorities concerned and not exceeding two persons from Trade Associations, Chambers of Commerce and Technical Experts as members, as may be prescribed.

Constitution, powers and functions of MSME District Single Window Committee.

(2) The Competent Authorities who are members of the MSME District Single Window Committee shall attend all meetings personally and in case they are unable to attend the meeting, they may depute a senior level officer with a written authorization to take appropriate decision in the meeting.

(3) The MSME District Single Window Committee shall exercise the following powers and perform the following functions, namely:—

(i) meet at such time and place as the Chairman of the Committee may decide and transact business as per the prescribed procedure;

(ii) review and monitor the processing of applications by the Competent Authorities;

(iii) forward cases with remarks and relevant documents to the MSME State Single Window Committee for decision under section 24;

(iv) inform the applicant of the date on which the application was received by the Competent Authority and the date on which such application shall be deemed to have been approved under section 12;

(v) invite Competent Authorities or experts, who are not members of the Committee, as special invitees for any meeting of the MSME District Single Window Committee, as desired by the Chairman of the Committee; and

(vi) exercise such other powers and perform such other functions as may be prescribed.

Constitution, powers and functions of MSME State Single Window Committee.

22. (1) The Government shall, by notification, constitute an MSME State Single Window Committee with the Industries Commissioner and Director of Industries and Commerce as the Chairman, the Additional Director of Industries and Commerce as the Member Convener, and such other members from Competent Authorities concerned, as may be prescribed.

(2) The Competent Authorities, who are members of the MSME State Single Window Committee shall attend all meetings personally and in case they are unable to attend the meeting, they may depute a senior level officer with a written authorization to take appropriate decision in the meeting.

(3) The MSME State Single Window Committee shall exercise the following powers and perform the following functions, namely:—

(i) meet at such time and place as the Chairman of the Committee may decide and transact business as per the prescribed procedure;

(ii) review and monitor the processing of applications by the Competent Authorities;

(iii) review and monitor the disposal of applications by the MSME District Single Window Committee;

(iv) consider and decide cases under sections 24 and 25;

(v) forward cases with remarks and relevant documents to the MSME Investment Promotion and Monitoring Board for decision under section 26;

(vi) invite Competent Authorities or experts, who are not members of the Committee, as special invitees for any meeting of the MSME State Single Window Committee, as desired by the Chairman of the Committee; and

(vii) exercise such other powers and perform such other functions as may be prescribed.

Constitution, powers and functions of MSME Investment Promotion and Monitoring Board.

23. (1) The Government may, by notification, constitute an MSME Investment Promotion and Monitoring Board with the Minister for Rural Industries, Government of Tamil Nadu as the Chairman, Industries Commissioner and Director of Industries and Commerce as the Member Convener, and such other members as may be prescribed.

(2) The MSME Investment Promotion and Monitoring Board shall exercise the following powers and perform the following functions, namely:—

(i) meet at such time and place as the Chairman of the Board may decide and transact business as per the prescribed procedure;

(ii) review and monitor the disposal of applications by the MSME District Single Window Committee, MSME State Single Window Committee, and the Competent Authorities;

(iii) provide strategic direction and oversee the functioning of MSME District Single Window Committee and MSME State Single Window Committee;

(iv) consider and decide cases under section 26;

(v) review any other issue related to investor facilitation as put forth by the MSME District Single Window Committee or MSME State Single Window Committee;

(vi) exercise such other powers and perform such other functions as may be prescribed.

(3) The orders passed by the MSME Investment Promotion and Monitoring Board for issuing clearances to enterprises upto investment limits as may be notified under sub-section (1) of section 5, shall be final and binding on the MSME District Single Window Committee, MSME State Single Window Committee and the Competent Authorities.

24. (1) Notwithstanding anything contained in any State law for the time being in force, the MSME District Single Window Committee, may, either *suo motu* or on an application, examine any order passed by any Competent Authority, rejecting any clearance or approving it with modification, and if the MSME District Single Window Committee considers that there are valid grounds for a change in such decision, it shall forward such case to the MSME State Single Window Committee with remarks and relevant documents for a decision.

Review of cases by MSME District Single Window Committee.

(2) The MSME State Single Window Committee shall examine all cases referred to it by the MSME District Single Window Committee and pass appropriate orders.

(3) The decision taken by the MSME State Single Window Committee shall be binding on the MSME District Single Window Committee and the Competent Authorities.

25. Notwithstanding anything contained in any State law for the time being in force, the MSME State Single Window Committee may, either *suo motu* or on a reference, examine any orders passed by the MSME District Single Window Committee and pass appropriate orders as it deems fit and such orders shall be final.

Revision of cases by MSME State Single Window Committee.

26. Notwithstanding anything contained in any State law for the time being in force, the MSME Investment Promotion and Monitoring Board may, either *suo motu* or on a reference, examine any orders passed by the MSME District Single Window Committee or MSME State Single Window Committee and pass appropriate orders as it deems fit and such orders shall be final.

Revision of cases by MSME Investment Promotion and Monitoring Board.

CHAPTER V.

MISCELLANEOUS.

27. (1) All grievances related to processing of applications under this Act shall, in the first instance, be referred to such Grievance Redressal Authority as may be prescribed, within such period as may be prescribed.

Appeal and revision.

(2) The Grievance Redressal Authority shall, after following such procedure as may be prescribed, dispose of the appeal within such time as may be prescribed, either rejecting the appeal or taking such remedial action as may be prescribed, including imposition of fine under section 29.

(3) The enterprise or the Designated Official of the Competent Authority aggrieved by any order of the Grievance Redressal Authority may make an application for revision to the notified Grievance Revisionary Authority, within such time and in such manner as may be prescribed.

(4) The Grievance Revisionary Authority shall, after following such procedure as may be prescribed, dispose of the revision within such time as may be prescribed, either rejecting the revision or taking remedial action as may be prescribed including imposition of fine under section 29.

Offences and penalties.

28. (1) Any enterprise that fails to comply with the conditions or undertaking in the self-certification given to the Nodal Agency or other Department or authorities shall be punishable with fine which may extend to fifteen thousand rupees for the first offence and upto twenty-five thousand rupees for the second or subsequent offences. The fine so imposed shall be in addition to any other recourse which may be available under the applicable law.

(2) Where an offence under this Act is committed by an enterprise, the enterprise as well as every person in charge of, and responsible to, the enterprise for the conduct of its business at the time of commission of the offence, shall be deemed to be guilty of the offence and liable to be punished under this section.

(3) Notwithstanding anything contained in sub-section (2), where an offence under this Act has been committed with the consent or connivance of, or that commission of the offence is attributable to any neglect on the part of proprietor, managing partner, any director, manager, secretary or any other officer or authorized signatory, such proprietor, managing partner, director, manager, secretary or any other officer or authorized signatory shall also be deemed to be guilty of that offence and shall be liable to be punished under this section.

Explanation.— For the purpose of this section—

(a) “enterprise” means any body corporate and includes a firm or other association of individuals; and

(b) “director”, in relation to a firm, means a partner in the firm.

Imposition of fine for non-provision or delayed services.

29. (1) Every Competent Authority shall identify the Designated Official for processing of individual applications received in accordance with the rules made under this Act.

(2) All grievances shall be initially examined by the notified Grievance Redressal Authority and where the Grievance Redressal Authority is of the opinion that the Designated Official of the Competent Authority has failed to meet committed service levels without sufficient and reasonable cause, a fine not exceeding twenty-five thousand rupees may be imposed on the Designated Official:

Provided that the Designated Official of the Competent Authority shall be given a reasonable opportunity of being heard before any fine is imposed.

(3) Any fine imposed under sub-section (2) shall be collected in such manner as may be prescribed and shall be in addition to any other recourse available to the Government or the Competent Authority under applicable Service Rules:

Provided that no fine shall be imposed on the Designated Official of the Competent Authority more than once for the same case of non-provision or delay in provision of services.

Protection of action taken in good faith.

30. No suit, prosecution or other legal proceedings shall be instituted against, or damage claimed from, the Respective Committees or any employee of the Government acting under the direction of such Committee, for any action, which is in good faith, carried out or intended to be carried out, or for any order passed in good faith, in pursuance of this Act and the rules made thereunder.

Act to override other laws.

31. Save as otherwise provided in this Act, the provisions of this Act shall have effect notwithstanding anything inconsistent therewith contained in any other State law for the time being in force or any custom or usage or any instrument having effect by virtue of any such law.

32. If any difficulty arises in giving effect to the provisions of this Act, the Government may, by order, make provisions or give such directions, not inconsistent with the provisions of this Act, as may appear to it to be necessary or expedient for the removal of the difficulties:

Power to remove difficulties.

Provided that no such order shall be issued after the expiry of two years from the date of commencement of this Act.

33. The Government may, from time to time, issue to the Respective Committees such general or special directions as they may deem necessary or expedient for the purpose of carrying out the objects of this Act and the said Committee shall be bound to follow and act upon such directions.

Power to give directions.

34. (1) The Government may, by notification, make rules for carrying out all or any of the purposes of this Act.

Power to make rules.

(2) In particular, and without prejudice to the generality of the foregoing powers, the Government may make rules relating to the matters which may be or is required to be prescribed by rules.

(3) (a) All rules made under this Act shall be published in the *Tamil Nadu Government Gazette* and unless they are expressed to come into force on a particular day shall come into force on the day on which they are so published.

(b) All notifications issued under this Act shall, unless they are expressed to come into force on a particular day, come into force on the date on which they are so published.

(4) Every rule made or notification or order issued under this Act shall, as soon as possible after it is made or issued, be placed on the table of the Legislative Assembly and if, before the expiry of the session in which it is so placed or the next session, the Assembly makes any modification in any such rule or notification or order or the Assembly decides that the rule or notification or order should not be made or issued, the rule or notification or order shall thereafter have effect only in such modified form or be of no effect, as the case may be, so, however that any such modification or annulment shall be without prejudice to the validity of anything previously done under that rule or notification or order.

Repeal and saving.

35. (1) The Tamil Nadu Business Facilitation Ordinance, 2017 is hereby repealed.

Tamil Nadu Ordinance 7 of 2017.

(2) Notwithstanding such repeal, anything done, any action taken or any direction given under the said Ordinance, shall be deemed to have been done, taken or given under this Act.

(By order of the Governor)

S.S. POOVALINGAM,
Secretary to Government,
Law Department.



**TAMIL NADU
GOVERNMENT GAZETTE
EXTRAORDINARY** PUBLISHED BY AUTHORITY

No.351]

CHENNAI, SATURDAY, OCTOBER 28, 2017
Aippasi 11, Hevilambi, Thiruvalluvar Aandu-2048

Part III—Section 1(a)

**General statutory Rules, Notifications, Orders, Regulations, etc.,
issued by Secretariat Departments.**

NOTIFICATIONS BY GOVERNMENT

INDUSTRIES DEPARTMENT

FRAMING OF TAMIL NADU BUSINESS FACILITATION RULES, 2017

[G.O. (Ms.) No. 135, Industries (MIB1), 28th October 2017, ஐப்பசி 11, ஹேவிளம்பி,
திருவள்ளூர் ஆண்டு 2048.]

No. SRO A-46(j)/2017.

In exercise of the powers conferred by sub-section (1) of section 34 of the Tamil Nadu Business Facilitation Ordinance 2017 (Tamil Nadu Ordinance 7 of 2017), the Governor of Tamil Nadu hereby makes the following Rules:-

CHAPTER - I.

1. Short title.- These rules may be called the Tamil Nadu Business Facilitation Rules, 2017.

2. Definitions.- In these rules, unless the context otherwise requires, (1) 'Ordinance' means the Tamil Nadu Business Facilitation Ordinance, 2017 (Tamil Nadu Ordinance 7 of 2017);

(1) 'Acknowledgement' means the acknowledgement issued under these rules.

(2) 'Checklist' means the list of documents to be furnished by the applicant along with Combined Application Form;

(3) 'Form' means Form annexed with these rules;

(4) 'Clearance-specific application Form' means the Form prescribed by the concerned department delivering a notified service under the Ordinance, from time to time;

(5) 'MSME' means Micro, Small and Medium Enterprises;

(6) 'section' means section of the Ordinance;

(7) words and expressions used herein but not defined in these rules shall have the same meanings assigned to them in the Ordinance.

CHAPTER – II.

NODAL AGENCY AT STATE AND DISTRICT LEVEL AND BUSINESS FACILITATION PROCEDURES.

3. State level Nodal Agency. - The Tamil Nadu Industrial Guidance and Export Promotion Bureau shall be the Nodal Agency at the State level.

4. District-level Nodal Agency.- The Office of the Regional Joint Director of Industries and Commerce in respect of Chennai District and the District Industries Centre (DIC) in respect of other Districts, shall be the Nodal Agency at the district-level.

5. Powers and functions of Nodal Agency.- (1) The Nodal Agency at the State and District-level shall act as the secretariat to the Respective Committees at the State and District-level, respectively, constituted under the Ordinance. It shall identify individual officials for supporting the Respective Committees and also arranging for collecting and processing applications for clearances under the directions of the Respective Committees.

(1) The Nodal Agency at the State and District-level shall ensure adequate support to all applicants for submitting applications for clearances through single window portal, including making available information related to all application Form including the Combined Application Form, list of enclosures, requisite fee and mode of payment. This would include the applicable fee and the mode of payment, namely, online or pay orders or demand drafts or challans, payable to the Nodal Agency or Competent Authorities.

(2) Before submission of the application for service through single window portal, the applicant can approach the Nodal Agency with the filled-in application along with enclosures to ensure the correctness and completeness of the same. The Nodal Agency shall direct the designated official identified by the Competent Authority to meet as and when required to verify and check the following as part of the pre-scrutiny process for the purposes of assessing the completeness of the submitted application, namely:-

(i) Whether the application is complete in all respects, including the application forms and enclosures as per rule 9;

(ii) Whether self-certification as per rule 10 has been submitted;

(iii) Whether check-list, as specified in Annexure 1, filled correctly has been submitted;

(iv) Whether requisite pay orders or demand drafts or challans payable towards application fees on service to the Nodal Agency and Competent Authorities as per rule 7 have been enclosed.

6. Services covered under the Ordinance.- The following services would be offered through the single window portal, namely:-

(1) Pre-establishment clearances which are required prior to establishment of an enterprise as given in Annexure 2.1.

(2) Pre-operation clearances which are required prior to, or on commencement of, operation of an enterprise as given in Annexure 2.2.

(3) Renewal of clearances provided at either pre-establishment or pre-operation stage, which are required for continuing operations of an enterprise as given in Annexure 2.3.

(4) Incentives for eligible enterprises which shall be offered as given in Annexure 2.4.

(5) Other clearances covered under this Ordinance, as well as their renewal, which are currently not provided through the single window portal but shall be provided through the single window portal in a phased manner as given in Annexure 2.5.

7. Application fees for service through single window portal.- The fees payable under section 7 of the Ordinance would be as follows:-

(1) Fees payable to the individual Competent Authorities in respect of their clearances, as stipulated in their respective Acts or Rules or Regulations or Notifications.

(2) Processing fees as may be notified payable to the State Level Nodal Agency under the Ordinance.

(3) The fees payable above shall be paid either through pay order or demand draft or challan in favour of the respective Competent Authority or Nodal Agency or through the online payment facility made available at single window portal or Competent Authorities online system. However, the details of offline payment made shall be entered in the single window portal for the purposes of acceptance of application.

8. Request for additional information or clarifications.- The applicable time limit under sub-section (1) of section 8 and sub-section (1) of section 11 of the Ordinance, within which the Competent Authority concerned need to ask for any additional information or clarification from the applicant, shall be within 3 working days for those departments with processing time limit is less than 10 days and within 7 working days for those departments with time limit beyond 10 days as specified in rule 12, from the date of receipt of the application. In case, additional information or clarification is not sought for by the Competent Authority within the number of days as specified above, it will be construed that no additional information or clarification is required for processing the application. The Competent Authority shall ask for clarification or additional information from the applicant only once within the number of days as specified above, from the date of receipt of application.

9. Application Forms and enclosures.- (1) The Combined Application Form shall be as specified in Annexure 3 (at the pre-establishment stage) and Annexure 4 (at the pre-operation stage) to these rules. The Form will include select sections which may be specific to select clearances and would need to be submitted in the single window portal only if applicable.

(2) The list of enclosures for all categories of clearances under the Ordinance, along with the number of copies to be submitted in case of physical submission requirements, shall be as specified in Annexure 1 and would be made available on the single window portal.

(3) The above Forms, together with list of required enclosures, shall be made available by the Nodal Agency in hardcopy to the applicant on request in accordance with sub-rule (2) of rule 5.

10. Self-certification.- Every applicant shall submit with the application a self certification through the single window portal as required under sub-section (1) section 10 of the Ordinance in the template specified in Annexure 5 to these rules.

11. Procedure for applying for clearances and incentives.- All applications for securing clearances and incentives shall be received and processed through the single window portal. The said portal shall accept and electronically transfer the applications to the respective Competent Authority. Wherever applicable, the single window portal shall be integrated with the online system of the individual Competent Authorities to enable seamless exchange of information. The portal shall have provision to track and monitor the status of processing of applications.

(1) The applicant shall register through single window portal by entering the requisite details and by uploading requisite supporting documents required for registration.

(2) On completion of the registration, a unique ID and password shall be auto-generated by the portal and communicated to the applicant through e-mail or SMS for future reference.

(3) The applicant shall login to the single window portal using the unique ID and password.

(4) On logging in, the applicant shall respond to a set of objective questions related to the nature of the proposed enterprise and its operations.

(5) Based on the responses entered by the applicant, the portal shall indicate the list of pre-establishment and pre-operational clearances which are required to be secured by the enterprise to establish or operate. The applicant can choose to apply for all the clearances at one time or to apply for specific clearances at multiple times.

(6) In order to apply for the clearances, the applicant shall initially fill in, submit the online Combined Application Form and respective supporting enclosures, and pay the requisite processing fee, with details of payment captured in the portal.

(7) On submission of the application form complete in all respects, an acknowledgement will be issued to the applicant through the portal which will be used for tracking and monitoring the status of the application. The single window portal will also automatically forward it to the respective Competent Authority. The Respective Competent Authorities shall process the applications forwarded to them, by ensuring scheduling of inspections to be communicated to the applicant through the single window portal.

(8) In cases where the supporting documents have been sent by the applicant through speed post or courier, the applicant shall enter the tracking number and date of dispatch in the portal. The Respective Competent Authority shall update the date of receipt of such documents in the portal which shall be construed as reference date for applicable time limit for such clearance.

(9) In case the respective Competent Authority does not acknowledge the receipt of attachments within three working days of the dispatch as entered by the applicant in the portal, the fourth working day shall be construed as reference date for applicable time limit for such clearance.

(10) The applicable time limit under section 8 of the Ordinance, within which the concerned Competent Authority needs to ask for any additional information or clarification from the applicant shall be as per rule 8. In cases where the

application is not complete in all respects, list of additional information or clarification or documents required from the applicant will be specified by the Competent Authority and communicated to the enterprise through the single window portal within the time limits specified in rule 8.

(11) As part of processing of applications for clearance, no information or clarification or documents can be requested by the concerned Competent Authority over and above those specified in the enclosures specified in rule 9, with the exception of information or clarification or documents or installations or equipment which may be required to be checked at the time of physical inspections, if applicable.

(12) The Competent Authority shall process the application and communicate its decision through the portal either approving or rejecting along with necessary comments within the time limits specified under rule 12. The approval or rejection certificate shall be uploaded by the Competent Authority in the portal which will be routed to the applicant's login automatically.

(13) For all clearances applied through single window portal, there shall be a provision for the applicant to take a printout of the clearance issued by the Competent Authority with a unique identification number from the portal. This unique identification number serves to facilitate the verification of the clearance issued by the Competent Authority by any third party, if required.

(14) In cases where the Competent Authority has not processed the application within the stipulated time limits specified under rule 12, it shall be deemed to be approved in case of clearances specified under rule 13. For all other clearances, the application will be placed for consideration of the Respective Committee in the next meeting with a notice to the Competent Authority to explain the delay.

12. Time limits for processing.- The time limits for deciding on applications for clearances and incentives under sub-section (2) section 11 of the Ordinance shall be as specified in Annexure 2 to these rules. For the purpose of computation of time limit, the starting date shall be considered as the later of,-

(a) the date on which the completed application form together with appropriate Enclosures and processing fee was received by the Competent Authority; or

(b) the date on which any additional information or clarification or documents requested as part of application processing was received by the Competent Authority.

13. Deemed approvals.- The provisions of deemed approval under sub-section (1) of section 12 of the Ordinance shall be applicable to the clearances specified in Annexure 2.1 to these rules, in case the concerned Competent Authority fails to decide on the application within the time limit specified under rule 12. The Nodal Agency shall issue deemed approval to the applicant through single window portal with a copy to the respective Competent Authority, after obtaining concurrence of the Respective Committee.

14. Inspection and delegations under sub-section (2) of section 14 of the Ordinance.- (1) The concerned Competent Authority shall delegate the powers of inspection to Private Technical Experts or experts in Academic Institutions wherever feasible such as:-

(i) Appointment of Third Party Agencies to carry out the inspection of boilers and its components during manufacturing and during the period within which the boilers are in use.

(ii) Appointment of Electrical Contractor as per Central Electricity Authority (Measures Relating to Safety and Electric Supply) Regulation, 2010 to carry out electrical installation, supervision work.

(2) To expedite the processing of clearances specified in rule 6, where the issue of approval by a Competent Authority is linked to issue of clearance from other Competent Authority, all the concerned Competent Authority shall process the applications simultaneously on receipt of application in line with their respective rules and regulations. In such instances of linked clearances, the Competent Authority shall not wait for receipt of clearance from other Competent Authority prior to processing of application. The concerned Competent Authority for giving the clearance shall provide the same on receipt of clearance from other Competent Authority.

(3) The State Level Nodal Agency in consultation with Director of Town and Country Planning shall inform the concerned Competent Authorities sufficiently in advance about the date for inspection with a request to carryout inspections on the scheduled day.

Any case of non-adherence to the joint site inspection by the concerned Competent Authorities shall be communicated to the concerned Head of Department (HOD) for necessary action. In case it is ascertained by the HOD of the concerned Competent Authority that the Designated Official has failed to follow the joint inspection schedule without any valid reason, disciplinary action shall be initiated against the Designated Official.

The Competent Authorities shall be responsible for submitting the inspection report online within 48 hours of completion of inspection.

The above mentioned procedure shall be followed for all the applications made through the single window portal.

CHAPTER – III.

INSTITUTIONAL STRUCTURE FOR ENABLING BUSINESS FACILITATION FOR APPLICATIONS MADE TO STATE LEVEL NODAL AGENCY.

15. Composition and meetings of State Single Window Committee.- (1) The composition of the State Single Window Committee under sub-section (1) of section 15 of the Ordinance shall be as specified in Annexure 6 to these rules.

(2) The State Single Window Committee shall meet at least once in every two calendar weeks to process the applications and transact other business as required under sub-section (3) of section 15 of the Ordinance.

16. Composition and meetings of State Single Window Monitoring Committee.- (1) The composition of the State Single Window Monitoring Committee under sub-section (1) of section 16 of the Ordinance shall be as specified in Annexure 7 to these rules.

(2) The State Single Window Monitoring Committee shall meet once in every month to process the applications and transact other business under sub-section (3) of section 16 of the Ordinance.

17. Composition and meetings of Investment Promotion and Monitoring Board.- (1) The composition of the Investment Promotion and Monitoring Board under sub-section (1) of section 17 of the Ordinance shall be as specified in Annexure 8 to these rules.

(2) The Investment Promotion and Monitoring Board shall meet not less than twice a year to review and monitor the disposal of applications submitted through single window portal and transact other business under sub-section (2) of section 17 of the Ordinance.

CHAPTER – IV.

INSTITUTIONAL STRUCTURE FOR ENABLING BUSINESS FACILITATION FOR APPLICATIONS MADE TO DISTRICT LEVEL NODAL AGENCY.

18. Composition and meetings of MSME District Single Window Committee.- (1) The composition of the MSME District Single Window Committee under sub-section (1) of section 21 of the Ordinance shall be as specified in Annexure 9 to these rules.

(2) The MSME District Single Window Committee shall meet at least once in every two calendar weeks to process the applications and transact other business under sub-section (3) of section 21 of the Ordinance.

19. Composition and meetings of MSME State Single Window Committee.- (1) The composition of the MSME State Single Window Committee under sub-section (1) of section 22 of the Ordinance shall be as specified in Annexure 10 to these rules.

(2) The MSME State Single Window Committee shall meet once in every calendar month to process the applications and transact other business under sub-section (3) of section 22 of the Ordinance.

20. Composition and meetings of MSME Investment Promotion and Monitoring Board.- (1) The composition of the MSME Investment Promotion and Monitoring Board under sub-section (1) of section 23 of the Ordinance shall be as specified in Annexure 11 to these rules.

(2) The Investment Promotion and Monitoring Board shall meet once in every quarter of the year to review and monitor the disposal of applications submitted through single window portal, process the applications and transact other business under sub-section (2) of section 23 of the Ordinance.

CHAPTER – V.

MISCELLANEOUS.

21. Redressal of grievance.- (1) The Grievance Redressal Authority for redressal of grievance under sub-section (1) of section 27 of the Ordinance shall be the State Single Window Monitoring Committee for all applications submitted by enterprises with investment beyond the limits notified under sub-section (1) of section 5, to the Nodal Agency at the State level. For applications submitted by enterprises with investments up to the limits notified under sub-section (1) of section 5 to the Nodal Agency at the District-level, the Grievance Redressal Authority shall be the MSME State Single Window Committee.

(2) The applicable time limit for raising grievances to the Grievance Redressal Authority under sub-section (1) of section 27 of the Ordinance shall be within 30 days of,-

(i) rejection of application as per sub-rule (12) of rule 11;

(ii) expiry of stipulated time limits under sub-rule (14) of rule 11;

(iii) receipt of request for additional information or clarifications or documents as per rule 8 either for the second time or pertaining to information or clarification not included in the enclosures specified in sub-rule (2) of rule 9.

(3) The applicable time limit for the Grievance Redressal Authority for the disposal of appeal under sub-section (2) of section 27 of the Ordinance shall be within 30 days of receipt of the grievances.

(4) The Grievance Revisionary Authority for redressal of grievance under sub-section (3) of section 27 of the Ordinance shall be the Investment Promotion and Monitoring Board in cases where the State Single Window Monitoring Committee is the Grievance Redressal Authority and the MSME Investment Promotion and Monitoring Board in cases where the MSME State Single Window Committee is the Grievance Redressal Authority.

(5) The applicable time limit for revision under sub-section (3) of section 27 of the Ordinance to the Grievance Revisionary Authority shall be within 30 days of receipt of the orders issued by the Grievance Redressal Authority.

(6) All grievances or appeals under this Ordinance shall be submitted online through single window portal. All such grievances shall be duly acknowledged and a system generated unique tracking ID shall be communicated to the applicant. The grievance can be tracked on the single window portal using the unique tracking ID: Provided that the Grievance Redressal Authority or Grievance Revisionary Authority may admit the appeal on application for revision after the expiry of the period of 30 days if it is satisfied that the applicant was prevented by sufficient cause from filing an appeal or revision in time.

(7) Based on its findings, the Grievance Redressal Authority or Grievance Revisionary Authority, as the case may be, shall direct the designated official identified by the Competent Authority under sub-section (1) of section 29 of the Ordinance to provide the service within the specified period or may reject the grievance. Along with the order to provide service, the Grievance Redressal Authority or Grievance Revisionary Authority may also impose a fine under sub-section (1) of section 29 of the Ordinance after following due process.

22. Fines under section 28 and 29.- (1) The State Single Window Monitoring Committee shall, after following due process, impose fine as specified under section (1) of section 28 of the Ordinance on enterprises that exceed the notified investment limits and impose fine on Designated Official as specified under sub-section (2) of section 29 of the Ordinance and communicate the same to the concerned Enterprise or Designated Official, as the case may be, as applicable with intimation to the State-level Nodal Agency. The concerned Enterprise or Designated Official shall deposit the amount of such fine imposed with the State-level Nodal Agency within thirty days of the receipt of the communication.

(2) The MSME State Single Window Committee shall, after following due process, impose fine as specified under sub-section (1) of section 28 of the Ordinance on enterprises with investment up to notified limit and impose fine on Designated Official as specified under sub-section (2) of section 29 of the Ordinance and communicate the same to the concerned enterprise or Designated Official, as the case may be, as applicable with intimation to the District level Nodal Agency. The concerned enterprise or Designated Official shall deposit the amount of such fine imposed with the District-level Nodal Agency within thirty days of the receipt of the communication.

ANNEXURE 1

[See rule 5 (3) (iii), 9 (2)]

Checklist of Enclosures to be submitted with Application in Single Window Portal**Enclosures for Pre-Establishment Stage Clearances**

1	Planning Permission for the Factory buildings If Single Block of Building (any area/ extent)- Competent Authority is Regional Deputy Director (RDD), Directorate of Town and Country Planning (DT&CP) If more than Single Block of Building (Any area/ extent)- Competent Authority is Director, Head Office (HO), DT&CP		
#	Item	No. of copies to be sent to Concerned Competent Authority	Online (O)/ Speed Post (S)
	If the plot/ land is in approved industrial layout by SIPCOT/ SIDCO:		
1	Copy of documents (sale deed/lease deed/power of attorney) self-attested by the applicant.	RDD-2 Copies/ HO- 3 copies	(O) and (S)
2	Encumbrance certificate for 13 years (in original obtained up to the date which is not prior to 7 days from the date of submitting application).	RDD-2 Copies/ HO- 3 copies	(O) and (S)
3	If the applicant proposes to put up a culvert across the channel/ water course, then NOC of the concerned Government agency which is responsible for maintaining the water course has to be obtained.	RDD-2 Copies/ HO- 3 copies	(O) and (S)
4	Legal opinion (in original) on the land ownership by an advocate.	RDD-2 Copies/ HO- 3 copies	(O) and (S)
5	Structural stability certificate in Form A, B, C duly signed by the owner and including the architect & structural design engineer along with their seal and registration number.	RDD-2 Copies/ HO- 3 copies	(O) and (S)

6	NOC from Fire Service department has to be obtained.	RDD-2 Copies/ HO- 3 copies	(O) and (S)
7	<p>Affidavit of undertaking in Rs.20/- stamp paper of the following:</p> <p>(i) Form duly filled in for certificate for structural design sufficiency, with Affidavit of undertaking by developer, architect, and structural engineer about the structural stability aspects. (Done)</p> <p>(ii) Form duly filled in for supervision. (Done)</p> <p>(iii) Form duly filled in for certificate of work as per structural safety requirements.</p>	RDD-2 copies/ HO- 3 copies	(O) and (S)
8	<p>Drawing related checklist points:</p> <p>(a) Sewage Treatment Plant details shown in the drawing or certificate of availability of underground drainage facility from the Executive Officer or Commissioner in case of urban local bodies as the case may be, and in case of rural local bodies certificate of Block Development Officer (BDO) of Block Panchayats / Village Panchayats as the case may be.</p> <p>(b) Rain water harvesting system shown in the drawing.</p> <p>(c) Site plan in any scale between 1:400 to 1:800.</p> <p>(d) Detailed plan, elevation, sectional details in scale not less than 1:100.</p> <p>(e) Detailed drawing / plan showing design calculations for the columns including the position of the columns.</p> <p>(f) Topo sketch showing all existing developments surrounding the site for 100 metre radius, indicating all features & details as available in the village map and along with colour notation of master plan land use, if any, of the surrounding survey numbers.</p> <p>Note:</p> <ol style="list-style-type: none"> The applicant has to upload the AutoCAD drawing in the online portal of DTCP (https://dteponline.tn.gov.in/). Once the drawing is uploaded, the e-DCR number, e-DCR report and PDF copy of the Building Plan drawing will be generated. The applicant has to send the e-DCR number, e-DCR report, PDF copy of the Building Plan and a soft copy of the AutoCAD drawing uploaded in the DTCP website. 	RDD-2 Copies/ HO- 3 copies	Online- send e- DCR drawing in CAD and (S)

9	If the site lies in the area falling within the purview of Hill Area Conservation Authority (HACA), then the following shall be submitted: a. NOC from the Principal Chief Conservator of Forests b. NOC from the Chief Engineer (Agricultural Engineering) c. NOC from Assistant Director/ Deputy Director of Geology and Mining department of respective district level d. District Collector Site inspection remarks and specific recommendations e. Contour plan of the site	RDD-2 Copies/ HO- 3 copies	(O) and (S)
10	Copy of previously approved plan by DTCP for the site, (if any)	RDD-2 Copies/ HO- 3 copies	(O) and (S)
	If the plot/ land is in an area other than approved industrial layout by SIPCOT/ SIDCO:		(O) and (S)
1	Copy of documents (sale deed/lease deed/power of attorney) self-attested by the applicant.	RDD-2 Copies/ HO- 3 copies	(O) and (S)
2	Copy of Patta and adangal details should be verified by the department by accessing the database of the revenue department, if the details are not available in the database of revenue department then, NOC in original from Tahsildar about the patta and adangal details.	RDD-2 Copies/ HO- 3 copies Note: 1 original and rest photo copies.	(O) and (S)
3	Field Measurement Book (FMB)/ Town Survey sketch attested by competent official of concerned department.	RDD-2 Copies/ HO- 3 copies	(O) and (S)
4	Copy of Patta/ Chitta/ Town Survey Land Records (TSLR) in owner's name.	RDD-2 Copies HO- 3 copies	(O) and (S)
5	Encumbrance certificate for 13 years (in original obtained up to the date which is not prior to 7 days from the date of submitting application).	RDD-2 Copies/ HO- 3 copies	(O) and (S)
6	Approach road: Details of type, width and survey number of access road which is available for at least about 250m along the length of the road abutting the site should be	RDD-2 Copies/ HO- 3 copies	(O) and (S)

	indicated by the applicant and which shall be verified by the department by accessing the database of the revenue department. If the details are not available in the database of revenue department then Certificate of ownership, maintenance, type, width of access road should be obtained from the Executive Officer, Town Panchayat or Commissioner, Municipality/Corporation in case of urban local bodies, as the case may be. In case of rural local bodies, certificate to be obtained from the Block Development Officer (BDO) of Block Panchayats/ Village Panchayats as the case may be, who would issue such certificate based on the Road Register maintained by the local body.	Note: 1 Original copy and rest photo copies.	
7	Applicant to submit in Rs.20/- stamp paper- If the building is proposed to be located within 15 meters distance from the boundary of a water body or any channel (or) any type of water course the applicant shall submit an undertaking that necessary satisfactory arrangements would be made not to discharge any effluent into the nearby water body and contaminate it.	RDD-2 Copies/ HO- 3 copies Note: 1 Original copy and rest photo copies.	(O) and (S)
8	If the applicant proposes to put up a culvert across the channel/ water course, then NOC of the concerned Government agency which is responsible for maintaining the water course has to be obtained.	RDD-2 Copies/ HO- 3 copies Note: 1 Original copy and rest photo copies.	(O) and (S)
9	If the site lies within a distance of 30meters from Railway property boundary NOC from Railways has to be obtained.	RDD-2 Copies/ HO- 3 copies Note: 1 Original copy and rest photo copies.	(O) and (S)
10	NOC from Civil Aviation department (if required as per special rules for the vicinity of Civil Aerodromes), NOC from the competent authority of Air Force (if required as per the notification/ order of the concerned Air Force Authority in respect of the area in the vicinity of Air Force stations).	RDD-2 Copies/ HO- 3 copies Note: 1 Original copy and rest photo copies.	(O) and (S)

11	Legal opinion (in original) on the land ownership by an advocate.	RDD-2 Copies/ HO- 3 copies Note: 1 Original copy and rest photo copies.	(O) and (S)
12	If the applicant is not availing water connection from the concerned local body, an affidavit of undertaking in Rs.20 stamp paper by the applicant with the details of own Water supply arrangement, An affidavit of undertaking in Rs.20 stamp paper by the applicant with the details of ownership of land clearly stating the document wise extent of each survey number of land.	RDD-2 Copies/ HO- 3 copies Note: 1 Original copy and rest photo copies.	(O) and (S)
13	Structural stability certificate in Form A,B,C(enclosed in Annexure 1.1) duly signed by the owner and including the architect & structural design engineer along with their seal and registration number.	RDD-2 Copies/ HO- 3 copies Note: 1 Original copy and rest photo copies.	(O) and (S)
14	NOC from Fire Service department has to be obtained.	RDD-2 Copies/ HO- 3 copies Note: 1 Original copy and rest photo copies.	(O) and (S)
15	Affidavit of undertaking in Rs.20/- stamp paper of the following as per the templates in Annexure 1.2: (i). Form duly filled in for certificate for structural design sufficiency, Affidavit of Undertaking by developer, architect, structural engineer about the structural stability aspects. (ii). Form duly filled in for supervision. (iii). Form duly filled in for certificate of work as per structural safety requirements.	RDD-2 Copies/ HO- 3 copies	(O) and (S)

16	<p>Drawing related checklist points:</p> <ol style="list-style-type: none"> a. If the site is a wet or dry agriculture land, then proper drainage plan incorporating in the site plan shall be submitted. b. Sewage Treatment Plant details shown in the drawing or certificate of availability of underground drainage facility from the Executive Officer or Commissioner in case of urban local bodies as the case may be, and in case of rural local bodies certificate of Block Development Officer (BDO) of Block Panchayats / Village Panchayats as the case may be. c. Rain water harvesting system shown in the drawing. d. Site plan in any scale between 1:400 to 1:800. e. Detailed plan, elevation, sectional details in scale not less than 1:100. f. Detailed drawing / plan showing design calculations for the columns including the position of the columns. g. Topo sketch showing all existing developments surrounding the site for 100 metre radius, indicating all features & details as available in the village map and along with colour notation of master plan land use, if any, of the surrounding survey numbers <p>Note:</p> <p>The applicant has to upload the AutoCAD drawing in the online portal of DTCP (https://dtcponline.tn.gov.in/). Once the drawing is uploaded, the e-DCR number, e-DCR report and PDF copy of the Building Plan drawing will be generated.</p> <p>The applicant has to send the e-DCR number, e-DCR report, PDF copy of the Building Plan and a soft copy of the AutoCAD drawing uploaded in the DTCP website.</p>	RDD-2 Copies/ HO- 3 copies	(O) and (S)
17	<p>If the site lies in the area falling within the purview of Hill Area Conservation Authority (HACA), then the following shall be submitted:</p> <ol style="list-style-type: none"> a. NOC from the Principal Chief Conservator of Forests b. NOC from the Chief Engineer (Agricultural Engineering) c. NOC from Assistant Director/ Deputy Director of 	RDD-2 Copies/ HO- 3 copies	(O) and (S)

	Geology and Mining department of respective district level d. District Collector Site inspection remarks and specific recommendations e. Contour plan of the site		
18	If the site lies between 100m and up to 300m from the boundary of the area notified by Archaeological Survey of India (ASI), then NOC of the ASI shall be obtained and produced.	RDD-2 Copies/ HO- 3 copies	(O) and (S)
19	Copy of previously approved plan by DTCP for the site, if any	RDD-2 Copies/ HO- 3 copies	(O) and (S)

Annexure 1.1:**THE TAMIL NADU PUBLIC BUILDINGS (LICENSING) RULES, 1966****THE SCHEDULE FORM A**

[Form of application under sub-section(1)/sub-section(2) of section4 of the Tamil Nadu Public Buildings (Licensing) Act,1965 (Tamil Nadu Act XIII of 1965) referred to in rule 3 of the Tamil Nadu Public Buildings (Licensing)Rules, 1966.]

From

To

The Authority Concern,

Sir,

1. I intend/to use the building/to continue to use the existing public building/to use the existing building not at present used as a public building/which is situated in the site or plot of land Town or Revenue Survey No (or)₂ in the ward of division /village /taluk/ district and specified in the Statement enclosed, as a public building for a period of from the **to**

2.The year of construction and the present approximate cost of construction and the purpose for which it is to be used or is being used as Public building are also furnished in the statement accompanying this application.

3.I enclose a challan for Rs.....

4.I also enclose a certificate of structural soundness in the prescribed form furnished by the Engineer

Dated:

The Signature of the owner of the building

Enclosures:

(1) Statement.

STATEMENT ACCOMPANYING FORM –A

- 1) Name of the Building :
- 2) Name of the owner/In-charge :
- 3) Door No. of the Building, Location :
, Municipality / Panchayat
- 4) Year of construction :
- 5) Details of building :
- 6) Approximate cost of construction :
- 7) Purpose for which the building is
proposed to be used :
- 8) Purpose for which the building :
has hitherto been used
- 9) Type of structure :
- 10) Details of construction of the building
(Particulars the foundation soils,
Specification of the various parts under)
 - i) Foundation :
 - ii) Basement :
 - iii) Superstructure :
 - iv) Roof & Flooring :

 - v) Doors and Windows :

 - vi) No of Storey's
:
- 11) Period for which license is required :
- 12) No of persons to be accommodated :
- 13) Date of inspection :
- 14) Condition of Building (At Present) :
- 15) Authority Who have approved the :
Site for the construction of Buildings
- 16) Whether the Building are Structurally :
Sound
- 17) Any Partition walls intermediate Floor :
Floor which do not have proper support
- 18) Electrical Installation :
- 19) Any Adequate complied with Buildings :
- 20) Remarks :

BUILT UP AREA DETAILS:-

THE AREA DETAILS CAN REFERED FROM THE BASIC BUILDING PLAN

Dated:

Certified that no addition or alteration has been made to the existing building or portion of a building for which this application has been made. I under take to obtain a fresh license in case any addition or alteration is made to the existing building or portion of building. I also under take to obtain a fresh license if the purpose for which the license was granted for the use of the building or a portion of the building originally is changed or altered subsequently.

Signature of the owner of the building

Signature of the Engineer

FORM – B

(Form of certificate of structural under sub-section (4) of the Tamil Nadu Public Buildings (Licensing) Act, 1965 (Tamil Nadu Act 13 of 1965) referred to in Rule 4 of the Tamilnadu Public Building (Licensing) Rules 1966), I certify that; I have inspected the building mentioned in the statement and furnish below its salient technical features.

1. Foundation

- I.Depth below ground level :
II.Nature of soil met with at foundation level :
III.Over burden Pressure at foundation :
IV.Probable safe bearing capacity of :
Soil State met with at foundation

2. Super structure

1. Maximum stress in the most :
Critical section column
2. Nature of masonry and concrete :
it's safe permissible stress

The structural soundness of the building has been verified by me with reference to ISI loading standards 875 (latest version) and other relevant Indian standards code of practice and I declare that the building is structurally sound to be used as a public building for the purpose noted in the statement. A license may be granted for the period from to inclusive.

Date:

Signature of the Engineer

Note: Enclose similar details for other building also if necessary.

FORM - C

(FORM OF OPINION UNDER SUB-SECTION (10) OF SECTION 5 OF THE TAMIL NADU PUBLIC BUILDINGS (LICENSING) ACT, 1965 (TAMIL NADU ACT 13 OF 1965) REFERRED TO IN RULE 5 OF THE TAMILNADU PUBLIC BUILDINGS (LICENSING) RULES, 1966)

I have inspected the building specified in the statement above and I have satisfied myself that the building is structurally sound to be used as public buildings for the purpose specified in the statement. The structural soundness of the buildings has been verified taking into account the loading as per the latest Indian Standard 875. I am there fire of the opinion that a license may be granted for a period of three years

STATEMENT ACCOMPANYING THE CERTIFICATE OF STRUCTURAL SOUNDNESS

Location of building Door no street and	Age of building	purpose for which the building is certified for use	The period for which the building will be structurally sound	No of persons to accommodated	Remarks
					Periodical maintenance should be done
Whether the compound wall and nearby buildings is stable or not stable					No, Adjoining compound walls near to this buildings, nearby buildings are stable
Nearby there is fire able materials, hut houses, any inflammable items like (petrol bunk, gas godowns) within the limits					There is no fire able materials, hut houses, any inflammable items within the limits

Date:

Signature of the Engineer

Annexure 1.2:**FORM FOR CERTIFICATE FOR STRUCTURAL DESIGN SUFFICIENCY****(To be submitted before issue of Planning Permission)**

With respect to the building proposed/ construction (Door No.....,Road at S.No/T.S.No, Block No....., Village,..... Taluk), We certify that the structural plans of the building meet the structural safety requirements for all situations including natural disasters, as applicable, as stipulated under Part 6 Structural Design of the National Building Code of India and other relevant Codes; The design has been done after detailed soil test and we are satisfied as to the adequacy of soil test carried out and the information given therein is factually correct to the best of our knowledge understanding.

The land is fit for the proposed construction, it has been tested vide soil test report, No.....dt done by

Signature of Owner/ Builder with date	Signature of the Registered Engineer/ Structural Engineer Regn. No.	Signature of Architect &Regn. No	Signature of soil expert with Regn. No. of the Company or ST Regn. No.
Name:
Address:.....
Mobile No.....
E mail ID.....

FORM FOR SUPERVISION**(To be submitted before issue of Planning Permission)**

I hereby certify that the development, erection, re-erection or for making alteration in the building No. (Door No Road at S. No/T.S NoBlock No.,Village,Taluk, shall be carried out under our supervision and we certify that all the materials (type and grade) and the workmanship of the work shall be generally in accordance with the general and detailed specifications, as per NBC standards and to meet out the structural design of the proposed building.

We undertake not to continue construction without any supervision by our Site Engineer and submit the report to the local body.

1. Signature of Architect
Name of Architect with Reg No
Address of the Architect.....
2. Signature of Structural Engineer.....
Name of Structural Engineer with Reg No
Address of the Structural Engineer
3. Signature of Construction Engineer.....
Name of Construction Engineer with Reg No
Address of the Construction Engineer

Date:

Place:

(Address must also contain valid e-mail id and mobile number)

I certify to engage the above mentioned Engineers for the active period of building execution and I hereby assure to give revised certificate, In case of any change of Engineer, I would ensure no work is taken up in this period till required engineers are engaged by me.

In cases construction work is entrusted by a builder's agreement to 3rd Party. I would undertake to include condition as part of the agreement

Signature of Land Owner / Builder

**FORM FOR CERTIFICATE FOR EXECUTION OF WORK AS PER STRUCTURAL
SAFETY REUIREMENTS**

(To be submitted to Local body quarterly)

With respect to the building work of erection, re-erection or for making alteration in the
bidding No..... Or on / in Plot No.....Colony / Street (Door No
.....Road at S. No
...../
T.S.No.....Block No
.....,
.....Village,.....Taluk),

We certify that:

- a) That the building has been constructed according to the sanctioned plan and structural design thereof, which incorporates the provisions of structural safety as specified in Part 6 'Structural Design' of the National Building Code of India and other relevant Codes: and
- b) That the construction has been done under our supervision and guidance and adheres to the drawings and specifications submitted and records of supervision has been maintained.

Signature of owner/ builder with date

Name:

Address:

Mobile No:

E mail ID:

Signature of the Structural Engineer / Site Engineer
with Date and Registration No.

.....

.....

.....

.....

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.....

2. Building permit from local body under Municipal Administration and Water Supply (MA & WS) Department			
#	Item	No. of copies	Online (O)/ Speed Post (S)
1	Copy of the Sale deed document/Gift Deed/Lease Deed	1	S
2	Copy of Parent documents since 1975	1	S
3	Up to Date Encumbrance Certificate (EC) – for past 13 years period	1	O
4	Town Survey Land Records (TSLR) copy along with Chitta, Adangal	1	O
5	Building Drawings	3	S
6	Structural Stability certificate issued by the authorised licensed Engineer	1	O
7	Copy of Property Tax or vacant land tax receipt (Latest)	1	O
8	Previous approved building plan copy, if available (in case of expansion/ additional construction)	1	O
9	NOC from the following (Where ever required): a. Railway, b. Archaeological Survey of India (ASI), c. Housing board, d. Airport Authority of India (AAI), e. Pollution Control Board, f. Fire and Rescue Services Department g. Indian Airforce, h. Revenue Department	1	O
10	Topo Maps	1	S
11	Affidavits as per Annexure 1.3 and 1.4	1	O
12	Sewage Treatment Plant details shown in the drawing or certificate of availability of underground drainage facility from the Executive Officer or Commissioner in case of urban local bodies	1	O

13	If the site lies in the area falling within the purview of Hill Area Conservation Authority (HACA), then the copies of the following shall also be submitted: (i) NOC from the Principal Chief Conservator of Forests. (ii) NOC from the Chief Engineer (Agricultural Engineering). (iii) NOC from Assistant Director/ Deputy Director of Geology and Mining department of respective district level. (iv) Contour plan of the site.	1	O
14	Project Report Detailing the raw materials used, process of manufacturing	1	S
15	NOC from appropriate authorities (required if the land falls within 15 meters from any tank/ reservoir/ Water course/ river/ fresh water channel or well)	1	O
16	Copy of estimation for Labour Work (applicable only in case of Cottage Industries)	1	O

3. Planning Permission and Building permit, where applicable from local body under Municipal Administration and Water Supply (MA & WS) Department

#	Item	No. of copies	Online (O)/ Speed Post (S)
1	Form A duly filled as per template in Annexure 1.5, scanned and uploaded.	1	O
2	Form B duly filled as per template in Annexure 1.6, scanned and uploaded.	1	O
3	Copy of the Sale deed document/Gift Deed/Lease Deed	1	O
4	Copy of Parent documents since 1975.	1	S
5	Up to Date Encumbrance Certificate (EC) – for past 13 years period	1	O
6	Town Survey Land Records (TSLR) copy along with Chitta, Adangal.	1	O
7	Structural Stability certificate issued by the authorised licensed Engineer	1	O
8	Copy of Property Tax or vacant land tax receipt (latest)	1	O
9	Previous approved building plan copy, if available (in case of expansion/ additional construction)	1	O

10	NOC from the following (Where ever required): a. Railway, b. Archaeological Survey of India (ASI), c. Housing board, d. Airport Authority of India (AAI), e. Pollution Control Board, f. Fire and Rescue Services Department g. Indian Airforce, h. Revenue Department	1	O
11	Statistics forms duly filled by applicant as per template in Annexure 1.7	1	O
12	Topo maps (if required- in case of plot sub division or layout).	1	S
13	Affidavit as per Annexure 1.3 and 1.4 duly filled and signed	1	O
14	Sewage Treatment Plant details shown in the drawing or certificate of availability of underground drainage facility from the Executive Officer or Commissioner in case of urban local bodies as the case may be.	1	O
15	If the site lies in the area falling within the purview of HACA, then the following shall also be submitted: a. NOC from the Principal Chief Conservator of Forests. b. NOC from the Chief Engineer (Agricultural Engineering) c. NOC from Assistant Director/ Deputy Director of Geology and Mining department of respective district level, d. Contour plan of the site.	1	O
16	Project Report Detailing the raw materials used, process of manufacturing (in case of industries)	1	S
17	Reconstitution deed, if two plots are being reconstituted into a single plot.	1	O
18	Demolition deed, if an existing structure has to be demolished.	1	O
19	NOC from appropriate authorities (if required) (needed if the land falls within 15 meters from any tank/reservoir/Water course/river/fresh water channel or well)	1	O
20	Copy of estimation for Labour Work (applicable only in case of Cottage Industries)	1	O

Annexure 1.3:Affidavit for effluent release

I will never discharge any drainage water or effluent into nearby tank, reservoir, water-course, river, fresh water channel or well and also not contaminate any water bodies (as per Building rule-7, Tamil Nadu District Municipalities Building Rules, 1972).

This deed of Undertaking is executed by me on the day of 20..... with the full knowledge of the contents of this document.

DEPONENT

WITNESSES:-

Duly attested by the Notary Public

1.

2.

Annexure 1.4:**AFFIDAVIT****Form of undertaking to be executed by (1) Land Owner or (2) Registered Power of Attorney Holder as applicant and Licensed Building surveyor.**

This deed of undertaking executed at the
 day by
 Thiru./Tmt./Selvi..... Son / Daughter ofaged
 and residing at No. in
 favour of the Corporation / Municipality witnesses as follows:-

- 1) I have applied for the Planning and building permission for construction of building in survey ward no..... block no. T.S. No. or S.F.No..... Street / Road in Locality by submitting an application to the Corporation / Municipality street, in accordance with the Planning & building norms prescribed under prevailing Development & Building Rules. I am associated with project as Land Owner / Power or Attorney Holder / Builder / promoter. I assure that I will put up the construction only in accordance with the approved plan without any deviation and if any construction is later on found not in accordance with the approved plan and any unauthorized addition is made. I agree for the forfeiture of the fees collected when issuing Planning Permission, and also agree to demolish such a deviation marked by the Corporation / Municipality failing which apart from forfeiture of fees, Corporation / Municipality may demolish or cause to demolish such unauthorized or deviated constructions at the site under reference and recover the cost of demolition from me.
- 2) I am associated with this building as Applicant / Registered Power of Attorney. I am fully aware of the procedure through my Licensed building surveyor. I also assure that the Open Space around the building to be left for the usage of the building, including the car parking in ground floor will be kept as specified in the approved plan, and it will not be converted into any other use except for the purpose for which it is to be kept open. If any Structural modification or usage differ from the approved plan, the Commissioner, Corporation / Municipality is at liberty at any time to take action to remove any structural modification or usage and the expenses incurred by the Corporation / Municipality is recoverable from me for noncompliance of their request or order.

- 3) I further assure that I will not convert any place of the construction in contravention to approved plan, especially in respect of car parking as specified in the sanctioned plan. At any time in future, I will not convert the car parking on stilts by covering them fully, and use the car parking space for any other purposes. If any construction work in car parking place, converting it either as a flat or for any other purposes, is done either by me or by successor or by any other person to whom the said construction is transferred in future, without getting appropriate permission for doing so from the competent Authority, the Corporation / Municipality is at liberty at any time to take action to remove any structural modification or usage and the expenses incurred by the corporation is recoverable from me / my successor or from any other person to whom the said construction is transferred in future.
- 4) I hereby undertake that I am jointly responsible with the land Owner / Power of Attorney Holder / Builder / Promoter to carry out the development in accordance with the permission granted and also for payment or development charges, security deposit, scrutiny fee and for all other charges levied from time to time by the Corporation and also liable for penal provisions for developments made in contravention of the Development Control Rules and any other rule in force. I assure that I will not deviate / violate the space / setback / open space around the building.
- 5) I assure that I will put up the construction only in accordance with the approved plan without any deviation and violation and if it is found later on, that the construction is not in accordance with the plan and any unauthorized addition is made or any violation is noticed, I agree to the cancellation of the permission so granted, forfeiture of the fees, charges, whatever it may be remitted by me, and also agree to demolish the deviation portion at my cost by the City Municipal Corporation/ Municipality.
- 6) I am fully aware that if any information submitted by me is found incorrect and if any fraudulent activity is noticed by the Corporation / Municipality subsequently. I agree to the cancellation of the permissions so granted apart from taking action against me and the Licensed Building Surveyor.

This deed of Undertaking is executed by me on the day of 20..... with the full knowledge of the contents of this document.

DEPONENT

WITNESSES:-

Duly attested by the Notary Public

1.

2.

Annexure 1.5:**MF.No.1****Planning Permission Form [For Corporation /Municipality]**

Application under section 49 of the Tamil Nadu Town and Country Planning Act, 1971 for obtaining Permission for development of lands/building

From

Name of owner/The applicant

: Address

:

:

:

To

The Member Secretary Local Planning Authority

Local Planning Area/

The Commissioner

----- Municipality/Corporation

Date:

Sir,

I/We intend to develop land and /or to construct reconstruct/make alterations or addition to a building in Town/ Revenue Survey No. Door No. Extent Street or road name in the ward or Division and in accordance with the provisions under section 19 of the Tamil Nadu Town and Country Planning Act 1971, I forward herewith the triplicate

- a) A layout plan or site plan of the land proposed to be developed and /or on which the building is to be constructed/reconstructed/ altered or added showing the following particulars
- i) The correct boundaries of the lands for which the layout is prepared
 - ii) The Positions and dimensions of the individual building sites with their extent
 - iii) The extent, Survey numbers and the position of the lands in relation to neighboring streets and lands with information as to their respective names of numbers and widths and whether they are Public or Private
 - iv) The Principle and Secondary means of access from the existing Streets to the site or sites for building construction which I/We intend to provide
 - v) The direction, intended level and width of such street access and lane with sections
 - vi) The proposed street alignment and building lines for the existing and new streets to be formed
- vii) The width of carriage way and street margin intended to be left and the arrangements to be made for leveling, paving metalling, flagging, channeling, Serving, draining, lighting the street and lanes and the period within which the works will be executed
- viii) The Purpose for which each site is to be used and
- ix) The reservations proposed for common amenities and facilities
- b) The reservations proposed for common amenities and facilities
- A Plan or Plans of the building showing a ground plan, Plan of each floor and elevations and drawn to a scale of 1 centimeter to one meter (or any other scale of permitted by appropriate planning authority) and the character of utilization of the building whether pucca buildings or huts, residential buildings or shops, business premises, warehouses, religious buildings, factories, public buildings or any other buildings meant for particular uses.
- c) A key plan indicating the site in question in relation to surrounding area
- I/ We request that the development proposed may be approved and that permission may be accorded.

Signature of the Licensed Surveyor/ Chartered Engineer or Architect

Signature of the Land Owner or Building Surveyor or the applicant

L.B.S.No.....

CONDITIONS

1. I/We agree not be proceed with the development of my site/building/until permission is issued by the appropriate planning authority
2. I/We agree not to do any work otherwise than in accordance with the plan which have been approved by the appropriate planning authority
3. I/We agree to furnish any further information which has not already been given whenever the appropriate planning authority requires and provide such particulars to satisfy it that there are no objections they may lawfully be taken for the grant of permission
4. I/We agree to keep one of the approved plan at the site of the development at all times such plans are available at all times for the inspection of the appropriate planning authority or any officer authorized by him in that behalf.
5. I/We agree not to start execution of work unless/ I/ We obtained permit for laying out roads/ or building permit under the City Municipal Corporation Acts, Tamil Nadu District Municipalities Act, 1920 / Tamil Nadu Panchayats Act, 1994 or any other act regulating such developments or construction, as the case may be from the concerned local authority

Signature of the owner of the
land and building or the
applicant

Annexure 1.6:**BUILDING LICENSE APPLICATION FORM -MUNICIPALITY****APPENDIX A**

..... **Municipality**

*Application under Section 197, 204, 208, 213 or 215 as the case may be,
of the Tamil Nadu District Municipalities Act, 1920 (Tamil Nadu Act V of 1920).*

Rule 3(1) of the Tamil Nadu District Municipalities Building Rules, 1966.

From

Name of the owner or the applicant

Address

Sir,

I intend to construct/reconstruct/make alterations or addition to a building other than a hut, in the site or plot of land..... Town or Revenue Survey No..... Street or road name..... in the ward of division and in accordance with the provisions of section 197, 204, 208, 213 or 215 as the case may be and rules 3(1) of the Tamil Nadu District Municipalities Building Rules, 1972, I forward herewith in triplicate.

(a) A site plan of the land on which the building is to be constructed / reconstructed / altered or added (complying with the requirements of Appendix C of the rules); and

(b) A plan or plans of the building showing a ground plan of each floor, elevations and section (complying with the requirements of Appendix C of the rules); and

(c) A specification of work (complying with the requirements of Appendix D of the rules).

I intend to use the building only as a house/not as dwelling house but for the purpose of.....

I request that the site may be approved and that permission may be accorded to execute the said work.

Signature of the owner of the land and
building or the applicant.

Signature of the licensed builder.
Surveyor, architect or engineer.

CONDITIONS

(i) I agree not to proceed with the execution of the work until approval is signified by the Executive Authority under section 200 of the Tamil Nadu District Municipalities Act, 1920 (Tamil Nadu Act V of 1920) or permissions is granted by the said authority under section 201 or section 210, as the case may be, or by the Municipal Council under section 202 or section 211 of the said Act.

(ii) I agree not to do any work otherwise than in accordance with the site and building plans and specifications which have been approved or in contravention of any of the provisions of the Tamil Nadu District Municipalities Act, 1920 (Tamil Nadu Act V of 1920) or any rule, byelaw, order or other declaration made thereunder or of any direction or requisition lawfully given or made under the said Act, rules or byelaws.

(iii) I agree to make any alterations which may be required by any notice issued or by any order confirmed by the Executive Authority under section 205 or section 216 of the Tamil Nadu District Municipalities Act, 1920 (Tamil Nadu Act V of 1920), as the case may be.

(iv) I agree to keep one of the approved site plan and one set of copies of the sanctioned plans of the buildings at the site of the building at all times when the work is in progress and also agree to see that such plans are available and the building is open at all time for the inspection of the Executive Authority or any officer authorized by him in that behalf.

(v) I agree to give notice to the Executive Authority in accordance with section 89 of the Tamil Nadu District Municipalities Act, 1920 (Tamil Nadu Act V of 1920) and furnish a set of completion plans within fifteen days from the date of completion or occupation of the building., whichever is earlier”.

(vi) I also agree not to occupy the building that will be constructed or reconstructed by me, or cause or permit it to be occupied until I have obtained a certificate from an officer of the Public Health Department of the Municipality as required by sections 26 and 33 of the Tamil Nadu Public Health Act, 1939 (Tamil Nadu Act III of 1939).

Signature of the owner of the land and building or the applicant.

Annexure 1.7:**SCHEDULE FOR PUBLIC AND PRIVATE SECTOR****Government of India
Ministry of Urban Employment and Poverty Alleviation**

Schedule I/II – Return for the year ending 31st March..... (Schedule I is to filled by all field units of Central / State Construction Agencies and Central / State PSUs if the total cost of the projects undertaken, new or Continuing, costing Rs. 25,00,000 or more. Schedule II is to filled by all builders in the Class, I, II and selected Class III to VI towns)

-
- | | | |
|-----|--------------------------------------------------------------------------|------------------------------------------------------|
| 1. | Identification | I) Sector – Public / Private
II) Name of Project: |
| 2. | Location: Place

Town | Dist.

State: Tamil Nadu Rural / Urban |
| 3. | (I) Date of Commencement

(II) Total approved cost of the project: | |
| 4. | Executing Agency (Codes): | |
| 5. | Nature of Construction (Codes): | |
| 6. | Type of Buildings (Codes): | |
| 7. | Total Plinth Area of all the floors in Projects in Sq. Mt: | |
| 8. | Total floor Area of all the floors in Sq.Mt.: | |
| 9. | If Code I in item 6, than total No. of dwelling units in the project: | |
| 10. | No. of dwelling units in the project by: | |
| | I) EWS | |
| | II) LIG | |

III) MIG

IV) HIG

11. Whether project is completed (Codes):
12. If Code 1 & 2 in item 11, the date of completion of work:
13. Total Investment made in the project:

Item	Latest Approved Cost		Value of work Done During the Current year		Value of work done since beginning of work	
	Material	Labour	Material	Labour	Material	Labour
Building Portion						
Sanitary & Water Supply						
Electrical Fittings						

14. Remarks
-

Codes for:

Item 4: CPWD -1, MES – 2, Railways-3, P & T-4, Central PSU-5, State PSU-6, State PWD / Development Authority / Deptt.-7, Builder / Contractor-8, Private Individual – 9

Item 5: New 1, Additions-2, Alterations-3, Repairs-4.

Item 6: Family Residential-1, Non- Family Residential- 2, Industrial -3, Commercial -4, Institutional – 4, Institutional – 5, Others – 6.

Item 11: Started and Completed current year-1, Started in earlier year and Completed in current year-2, Ongoing from previous years-3, Started in Current year and continuing -4.

4. Factory Plan Approval under the Factories Act, 1948 from Directorate of Industrial Safety and Health (DISH)			
#	Item	No. of copies	Online (O)/ Speed Post (S)
1	Blue prints of Topo Plan, Site plan (1:400 Scale) , Detailed plan (1:100 Scale) of buildings along with the machinery installation details in triplicate	3	S
2	Process Flow Chart	1	O
3	Copy of supporting document for occupation of premises (Sale deed / Lease deed / Rental deed etc.,)	1	O
4	Proof of Identity of Occupier (Issued by a Government Authority)	1	O
5	Proof of Address of Occupier (Issued by a Government Authority)	1	O

5. Obtaining the Fire Safety – No Objection Certificate for Multi Storied Building (MSB) and Non-MSB from the Fire & Rescue Services Department			
#	Item	No. of copies	Online (O)/ Speed Post (S)
1	Requisition Letter addressed to Approving Authority with the signature of authorised signatory	1	O
2	Land ownership document copy (Rental Agreement/ Sale Deed including patta, chitta copy / Lease Deed)	1	O
3	Proposed Building Plan (Certified by a Panel Engineer approved by the Local Body) consisting of the following: i. Site Plan ii. Topo Plan	4	S

	iii. Elevation plan iv. Typical Floor plan v. Section drawing		
4	Proposed Fire Plan (Certified by a Panel Engineer approved by the Local Body)	4	S

6. Obtaining statutory approval for drawings from the Tamil Nadu Electrical Inspectorate			
#	Item	No. of copies	Online (O)/ Speed Post (S)
1	Copy of Memorandum and Articles of Association of the Company	1	O
2	Brief details of proposal for setting up new enterprise or expansion of existing enterprise	1	O
3	(i) Distribution Mains if any (Details of Line Supports and conductor size to be furnished)	1	O
4	(ii) Site plan showing point of supply, H.T. installation routes of main (Over Head & Under Ground) & Topo plan.	4	S
5	Plan and elevation of substation with clearance to nearby buildings or structures.	4	S
6	Schematic layout of the equipment.	4	S
7	Sectional elevation of switch gears with erection details.	4	S
8	Earthing arrangements.	4	S
9	If the building height exceeds 15m, Details of planning permit and drawing approval obtained from the DTCP / CMDA Authority	4	S
10	If the installation is having Ground +3 floors and above, Elevation drawing indicating the total height of the building.	4	S

7. Obtaining HT Connection from Tamil Nadu Generation and Distribution Corporation			
#	Item	No. of copies	Online (O), Speed Post (S)
If applicant is the owner of premise:			
1	Certified copy of proof of ownership such as sale deed/ partition deed/ gift settlement executed in favour of the applicant/ certified copy of court judgement/ Recent property tax receipt for the premises in name of applicant	1	O
2	Partnership deed in case the applicant is a partnership firm or Memorandum/ Articles of Association in case of companies registered under Companies Act and Letter/ Resolution authorising the signatory	1	O
If applicant is not the owner of premise:			
1	Consent letter from the owner of the premises OR Valid proof of occupancy along with the following: <ul style="list-style-type: none"> • Indemnity bond in Form 6 (as per template in Annexure 1.8) • Letter of acceptance to pay enhanced security deposit 	1	O
2	Partnership deed in case the applicant is a partnership firm or Memorandum/ Articles of Association in case of companies registered under Companies Act and Letter/ Resolution authorising the signatory	1	O

Annexure 1.8:**FORM-6**

(To be obtained in a stamped paper)

Indemnity Bond from the occupier when there is no consent letter from owner

Indemnity Bond to be furnished by an intending consumer who is not the owner of the premises and applies without the consent of the owner

DEED OF INDEMNITY

THIS DEED OF INDEMNITY EXECUTED ON THIS, THE DAY OF TWO THOUSAND by Thiru / Tmt. S/o. D/o. W/o. residing at Having office / workshop at hereinafter called the indemnifier (which terms shall mean and include executors, administrators, heirs, successors and assigns) to and in favour of the (name of Licensee and address), a body corporate, hereinafter called the Licensee (which terms shall mean and include its successors in office and assigns).

WHEREAS the consumer has taken on lease the premises in Door No. For the purpose of From Thiru / Tmt. S/o. D/o. W/o. residing at who is the owner of the above said premises.

AND WHEREAS the consumer has approached the said owner of the premises to give his / her consent in writing to avail of a service connection in his/her name for the purpose of his / her business.

AND WHEREAS the said owner is not available / has refused to give his/her consent in writing for the purpose.

AND WHEREAS the indemnifier has requested the Licensee to give a service connection in his/her name subject to execution of an indemnity bond by him / her indemnifying the Licensee against any damage or loss caused to the Licensee in respect of the service connection in his/her name.

AND WHEREAS in consideration of the acceptance of the above for a service connection in his/her name, the indemnifier hereby agrees to indemnify the Licensee against all proceedings, claims, demands, costs, damages, expenses which the Licensee may incur by reason of a fresh service connection given to the indemnifier without the consent of the owner of the premises. The indemnifier further undertakes to make good any sum that may be found to be and become payable to the Licensee with regard to all liabilities and claims personally as well as by means of both movable and immovable properties. The indemnifier agrees that the enhanced Security Deposit paid by him shall be adjusted against the arrears of current consumption charges but also

against any claim that may arise in the event of termination of the agreement prior to the expiry of the contracted period. The indemnifier further undertakes that the Licensee shall be at liberty to disconnect the service connection given to him/her, and also for loading the dues remaining unpaid by him/her to other service connection(s) that may stand in his/her name.

NOW THE CONDITION OF THE above written bond is such that if the indemnifier shall duly and faithfully observe and perform the above said conditions, then the above written bond shall be void, otherwise the same shall remain in full force.

8. Obtaining LT Connection from Tamil Nadu Generation and Distribution Corporation			
#	Item	No. of copies	Online (O)/ Speed Post (S)
1	Certified copy of proof of ownership such as sale deed/ partition deed/ gift settlement executed in favour of the applicant/ certified copy of court judgement/ Recent property tax receipt for the premises in name of applicant/ computer patta/ allotment letter/ ownership certificate issued by revenue department officials	1	O
2	In case of joint property, certified copies of proof of ownership such as legal heir certificate along with parent documents specified in (1) above and consent letters from co-owners. If consent letter is not produced, an indemnity bond with enhanced security deposit.	1	O
3	If the applicant is not the owner, consent letter from owner in Form 5 (template given in Annexure 1.9) or valid proof of occupancy and indemnity bond in Form 6 (template given in Annexure 1.8).	1	O

Annexure 1.9

FORM-5

Owner Consent Letter for getting New Supply

To
 The Designated Engineer
 (Address of the Licensee)

OWNER'S CONSENT LETTER

I have
 being the legal owner of the premises No.
 hereby agree as follows:-

I consent to the installation by you at the above mentioned premises tenanted by Thiru /
 Thirumathy
 of electric service cables, meters, wiring, fittings and
 other equipment for the supply of electricity (hereinafter called "The Installation")
 under the terms of an agreement between you and the tenant of the above said
 premises.

In the event of the above said tenant vacating the aforesaid premises, I shall give you
 due notice fifteen days advance to enable you to arrange for the termination of your
 contract with the aforesaid tenant failing which I shall be responsible for any loss
 that may accrue on that account.

Signed by the said

In the presence of

Witness Name

Address

9. Consent to Establish under the Water (Prevention and Control of Pollution) Act, 1974 from Tamil Nadu Pollution Control Board			
#	Item	No. of copies	Online (O)/ Speed Post (S)
1	A covering requisition letter stating the project status of the industry and activities clearly.	1	O
2	Copy of attested sale Deed /Lease Deed or any other relevant documents as proof to ensure possession of the site/factory for which application is made by the applicant.	1	O
3	Copy of attested Memorandum of Articles in case of Public/Private sectors or registered partnership deed in case of partnership company	1	O
4	Layout plan showing the location of various process equipment, utilities like boiler, generator etc., effluent treatment plant, outlet location, non-hazardous and hazardous waste storage yard	1	O
5	Topo sketch showing the distance of water bodies, roads, existing/proposed residential areas, agricultural lands, important religious locations, educational institutions, ancient monuments, archaeological places and other sensitive areas for 1 KM. radius from the units.	1	O
6	Detailed manufacturing process for each product along with detailed process flow chart	1	O
7	Details of Water Balance and wastewater balance for process	1	O
8	Details of Material balance for each products and process.	1	O
9	Land use classification certificate as obtained from CMDA/ DTCP/LPA.	1	O
10	Auditor's Certificate with break up details for the proposed Gross fixed Assets duly certified by a Chartered Accountant in the prescribed format.	1	O
11	Consent fee under Water Act payable to the Board.	1	O
12	Ground water clearance obtained from the competent Authority (If applicable).	1	O
13	Sewage Treatment Plant(STP) proposal which must contain	1	O

	details of design characteristics of sewage, treatment methodology, mode of disposal, design criteria for various units, detailed drawing of STP and its layout, diagram showing the hydraulic profile and mode of disposal of treated sewage and its adequacy(If applicable).		
14	Effluent Treatment Plant (ETP) proposal which must contain details including breakup quantity of water requirement with sources, breakup quantity of trade effluent, sources of trade effluent, characteristics of wastewater, treatment methodology, mode of disposal, design criteria for various units, detailed drawing of ETP and its layout, diagram showing the hydraulic profile and mode of disposal of treated effluent and its adequacy (If applicable).	1	O
15	Air pollution control (APC) measures proposal which must contain the details regarding fuels used, sources of emission, characteristics, concentration and quality of pollutant, proposal along with design criteria and drawing for the proposed APC measures, adequacy of APC measures and stack, odour/noise causing operations and its specific odour/noise control measures(If applicable).	1	O
16	In case of hazardous chemicals used as raw materials, the Material Safety Data Sheets (MSDS) should be enclosed for each and every item. If the quantity of the hazardous chemicals handled is more than the threshold limit, the unit shall furnish any one or combination of the following documents as required under the Manufacture, Storage, and Import of. Hazardous Chemicals (MSIHC) Rules (If applicable): (iii) Risk assessment report/Onsite emergency preparedness plan/Off site emergency preparedness plan.	1	O
17	In case of transport of hazardous chemicals, details of chemicals transported, method of transport and its safety measures (If applicable).	1	O
18	Industries attracting Environment Impact Assessment (EIA) Notification shall submit Environmental Clearance obtained from the Ministry of Environment & Forest (MOEF)/ State Environment Impact Assessment Authority (SEIAA) along with the EIA Report (If applicable).	1	O
19	Coastal Regulation Zone (CRZ) clearance obtained from the competent Authority (If applicable).	1	O

10. Consent to Establish under the Air (Prevention and Control of Pollution) Act, 1981 from Tamil Nadu Pollution Control Board			
#	Item	No. of copies	Online (O)/ Speed Post (S)
1	A covering requisition letter stating the project status of the industry and activities clearly.	1	O
2	Copy of attested sale Deed /Lease Deed or any other relevant documents as proof to ensure possession of the site/factory for which application is made by the applicant.	1	O
3	(iv) Copy of attested Memorandum of Articles in case of Public/Private sectors or registered partnership deed in case of partnership company	1	O
4	Layout plan showing the location of various process equipment, utilities like boiler, generator etc., effluent treatment plant, outlet location, non-hazardous and hazardous waste storage yard	1	O
5	Topo sketch showing the distance of water bodies, roads, existing/proposed residential areas, agricultural lands, important religious locations, educational institutions, ancient monuments, archaeological places and other sensitive areas for 1 KM. radius from the units.	1	O
6	Detailed manufacturing process for each product along with detailed process flow chart	1	O
7	Details of Water Balance and wastewater balance for process	1	O
8	Details of Material balance for each products and process.	1	O
9	Land use classification certificate as obtained from CMDA/DTCP/LPA.	1	O
10	Auditor's Certificate with break up details for the proposed Gross fixed Assets duly certified by a Chartered Accountant in the prescribed format.	1	O
11	Consent fee under Air Act payable to the Board.	1	O
12	Ground water clearance obtained from the competent Authority (If applicable).	1	O
13	Sewage Treatment Plant(STP) proposal which must contain details of design characteristics of sewage, treatment methodology, mode of disposal, design criteria for various units,	1	O

	detailed drawing of STP and its layout, diagram showing the hydraulic profile and mode of disposal of treated sewage and its adequacy(If applicable).		
14	Effluent Treatment Plant (ETP) proposal which must contain details including breakup quantity of water requirement with sources, breakup quantity of trade effluent, sources of trade effluent, characteristics of wastewater, treatment methodology, mode of disposal, design criteria for various units, detailed drawing of ETP and its layout, diagram showing the hydraulic profile and mode of disposal of treated effluent and its adequacy (If applicable).	1	O
15	Air pollution control (APC) measures proposal which must contain the details regarding fuels used, sources of emission, characteristics, concentration and quality of pollutant, proposal along with design criteria and drawing for the proposed APC measures, adequacy of APC measures and stack, odour/noise causing operations and its specific odour/noise control measures(If applicable).	1	O
16	In case of hazardous chemicals used as raw materials, the Material Safety Data Sheets (MSDS) should be enclosed for each and every item. If the quantity of the hazardous chemicals handled is more than the threshold limit, the unit shall furnish any one or combination of the following documents as required under the Manufacture, Storage, and Import of. Hazardous Chemicals (MSIHC) Rules (If applicable): Risk assessment report/Onsite emergency preparedness plan/Off site emergency preparedness plan.	1	O
17	In case of transport of hazardous chemicals, details of chemicals transported, method of transport and its safety measures (If applicable).	1	O
18	Industries attracting EIA Notification shall submit Environmental Clearance obtained from the Ministry of Environment & Forest (MOEF)/ State Environment Impact Assessment Authority (SEIAA) along with the Environmental Impact Assessment Report (If applicable).	1	O
19	Coastal Regulation Zone (CRZ) clearance obtained from the competent Authority (If applicable).	1	O

11. Registration of establishments deploying building and other construction workers under The Building and Other Construction Workers (Regulation of Employment and Conditions of Service) Act, 1996 with Directorate of Industrial Safety and Health			
#	Item	No. of copies	Online (O)/ Speed Post (S)
1	Copy of supporting documents for possession of premises (Sale deed / Lease deed / Rental deed etc.)	1	O
2	Proof for Employer Identity (Issued by a Government Authority)	1	O
3	Proof for Employer Address (Issued by a Government Authority)	1	O
4	Proof for Site in-charge Identity (Issued by a Government Authority)	1	O
5	Proof for Site in-charge Address (Issued by a Government Authority)	1	O
6	Copy of Memorandum and articles of Association under Companies Act / Partnership Deed	1	O
7	Copy of List of Directors	1	O
8	Copy of local body approval for construction	1	O

12. Obtaining permission for Change of land use for industrial purpose in un-planned areas from Local Body/ DT&CP			
#	Item	No. of copies	Online (O)/ Speed Post (S)
1	Copy of sale deed/lease deed/power of attorney (self-attested by the applicant.)	Single Block- 3 copies Multi Blocks- 4 copies	S
2	Approach Road: Certificate of ownership, maintenance, type and the width of access road abutting the site should be obtained from the Executive Officer, Town Panchayat or Commissioner, Municipality/Corporation in case of urban	Single Block- 3 copies Multi Blocks-	S

	local bodies, as the case may be. In case of rural local bodies, certificate to be obtained from the Block Development Officer (BDO) of Block Panchayats/ Village Panchayats as the case may be, who would issue such certificate based on the Road Register maintained by the local body	4 copies	
3	Documents attested by competent official of concerned department: Field Measurement Book (FMB)/ Town Survey sketch Patta/ Chitta/ Town Survey Land Records (TSLR) in owners' name.	Single Block- 3 copies Multi Blocks- 4 copies	S
4	Site plan in appropriate scale 1:400/800/1600	Single Block- 3 copies Multi Blocks- 4 copies	S
5	Proposed layout/sub-division plan. (In case of layout/sub-division proposal)	Single Block- 3 copies Multi Blocks- 4 copies	S
6	Topo plan showing all existing developments surrounding the site for 500 metre radius, indicating all features and details as available in the village map and along with colour notation of master plan land use, if any, of the surrounding survey numbers drawn to a scale not less than 1:2000.	Single Block- 3 copies Multi Blocks- 4 copies	S
7	Encumbrance certificate for 13 years issued not prior to 30 days from the date of submitting the application.	Single Block- 3 copies Multi Blocks- 4 copies	S
8	If there any water body like Kulam, Kuttai, Eri, Tank, channel, canal or any water course lying within the site and/or adjacent to the site channel as per the revenue records and/or as per the site conditions then,: a. it should be marked in the site plan and the topo plan b. If the water body is held under the private ownership of the applicant and if an alternative alignment is proposed for the canal/channel/water course shall be	Single Block- 3 copies Multi Blocks- 4 copies	S

	<p>shown in the site plan and which shall not obstruct the free flow of water to the adjacent lands.</p> <p>c. if the water body is held under the ownership of the Government and if an alternative alignment is proposed for the canal/channel/water course it shall be shown in the site plan and which shall not obstruct the free flow of water to the adjacent lands and in such cases No objection certificate (NOC) from the concerned department has to be obtained for proposing such an alternative alignment.</p> <p>d. If the water body is held under the ownership of the Government and if the applicant proposes to put up a culvert across the Canal/Channel/water course, then No objection certificate (NOC) of the concerned Government agency has to be obtained.</p> <p>e. if the applicant proposes to locate any plot for a building within 15 metre from the boundary of the canal/channel/water course, then No objection certificate (NOC) of the Commissioner/Executive Officer/Executive Authority of the local body has to be obtained and which shall be issued by the appropriate authority taking into consideration of various aspects and upon satisfying itself about the proposed arrangement for making the likely effluent discharge into the water body does not contaminate the water body.</p>		
9	<p>If the site lies within a distance of 30 metre from Railway property boundary and the applicant proposes to have plot for building within the area then No Objection Certificate (NOC) from Railways.</p>	<p>Single Block- 3 copies</p> <p>Multi Blocks- 4 copies</p>	S
10	<p>If the site lies within a distance of 90 metre from the boundary of burial ground/burning ground and the applicant proposes to have plot for building within the area:</p> <p>a. In case of urban local bodies viz., Corporation/Municipality/ Town Panchayat, No Objection Certificate (NOC) of Health officer of the local body has to be obtained for plots for building of use other than residential. In case of residential use,</p>	<p>Single Block- 3 copies</p> <p>Multi Blocks- 4 copies</p>	S

	<p>certificate from the Health officer of the local body has to be obtained stating that the burial ground/burning ground is not in use and is closed (for burial/burning) for the past five years.</p> <p>b. In case of rural local bodies viz., Village Panchayat, No Objection Certificate (NOC) of Executive Authority of the local body has to be obtained for plots for building of use other than residential. In case of residential use, certificate from the Executive Authority of the local body has to be obtained stating that the burial ground/burning ground is not in use and so closed (for burial/ burning) for the past five years.</p>		
11	If the site lies within a distance of 300 metres from the boundary of a live stone quarry or an abandoned stone quarry and the applicant proposes to locate plot for building in the area, then a certificate from the local body or the licensing authority concerned to that effect has to be obtained.	<p>Single Block- 3 copies</p> <p>Multi Blocks- 4 copies</p>	S
12	Site lies within a distance of 500 metres from the boundary of live stone crusher unit and the applicant proposes to locate plot for building in the area, then a certificate from the local body or the licensing authority concerned to that effect has to be obtained.	<p>Single Block- 3 copies</p> <p>Multi Blocks- 4 copies</p>	S
13	No Objection Certificate (NOC) from Civil Aviation department (if required as per special rules for the vicinity of Civil Aerodromes), No Objection Certificate (NOC) from the competent authority of Air Force (if required as per the notification/ order of the concerned Air Force Authority in respect of the area in the vicinity of Air Force stations). (In case of buildings other than ordinary building).	<p>Single Block- 3 copies</p> <p>Multi Blocks- 4 copies</p>	S
14	Legal opinion (in original) on the land ownership by Government Pleader/ Additional Government Pleader/ Special Government Pleader/ Government Advocate/ Public Prosecutor/ Advocate on panel of a local body/ Advocate on panel of any Nationalised Bank.	<p>Single Block- 3 copies</p> <p>Multi Blocks- 4 copies</p>	S
15	Affidavit of undertaking in Rs.20/- stamp paper by the applicant about the ownership of land clearly stating the document-wise, survey number-wise extent of each survey number of land.	<p>Single Block- 3 copies</p> <p>Multi Blocks- 4 copies</p>	S

16	If electric/telephone line passes through the site, undertaking in Rs.20/-stamp paper for realignment.	Single Block- 3 copies Multi Blocks- 4 copies	S
17	Structural stability certificate duly signed by the owner and including the architect & structural design engineer along with their seal and registration number. (In case of buildings other than ordinary building).	Single Block- 3 copies Multi Blocks- 4 copies	S
18	Affidavit of undertaking in Rs.20/- stamp paper of the following: Certificate for structural design sufficiency, Affidavit of Undertaking by developer, architect, structural engineer about the structural stability aspects, Certificate for effective supervision of the works, Certificate for the work to be carried out as per structural safety requirements. (In case of buildings other than ordinary building).	Single Block- 3 copies Multi Blocks- 4 copies	S
19	No Objection Certificate (NOC) from Fire Service department has to be obtained only in the cases of: a. Public buildings as defined under section 2(33) of the Town and Country Planning Act, 1971, commercial complex/mall, cinema theatre, kalyanamandapam, community hall, b. All categories of multi-storeyed buildings, industries and warehouses, c. Commercial buildings where explosives, fire crackers and other similar inflammable materials are handled/traded	Single Block- 3 copies Multi Blocks- 4 copies	S
20	Sewage Treatment Plant details shown in the drawing or certificate of availability of underground drainage facility from the Executive Officer or Commissioner in case of urban local bodies as the case may be, and in case of rural local bodies certificate of Block Development Officer (BDO) of Block Panchayats / Village Panchayats, as the case may be. (In case of buildings other than ordinary building)	Single Block- 3 copies Multi Blocks- 4 copies	S

21	Affidavit of undertaking in Rs.20/- stamp paper by the applicant about sufficient arrangement would be made by his own expenses through engaging a reputed firm for providing water supply and waste water disposal.(In case of buildings other than ordinary building)	Single Block- 3 copies Multi Blocks- 4 copies	S
22	Detailed structural design report with drawings and stability certificate duly considering seismic forces from a class I structural engineer and Affidavit in Rs.100/- stamp paper in format given in Annexure 1.10 to be provided by the owner and including the architect and structural design engineer along with their seal and registration number). (In case of Multi-storeyed buildings (MSB))	Single Block- 3 copies Multi Blocks- 4 copies	S
23	No Objection Certificate (NOC) from Civil Aviation department, if the height of the building exceeds 30 metres and the site is lying within 20 k.m. radius from the boundary of the Aerodrome. (In case of Multi-storeyed buildings)	Single Block- 3 copies Multi Blocks- 4 copies	S
24	In case of Multi-storeyed buildings and if the height of the building exceeds 60 metres (measured from the ground level), then structural stability certificate has to be obtained from any one of the following institutions: a. Indian Institute of Technology b. Anna University, c. National Institute of Technology, Tiruchirappalli, d. Structural Engineering Research Centre (SERC), Chennai	Single Block- 3 copies Multi Blocks- 4 copies	S
25	Rain water harvesting system shown in the drawing. (In case of buildings other than ordinary building).	Single Block- 3 copies Multi Blocks- 4 copies	S
26	Solar water heating system shown in the drawing. (In case of buildings other than ordinary building).	Single Block- 3 copies Multi Blocks- 4 copies	S

27	Detailed drawing/plan including design calculations for the columns, beams and all structural members of the structure including the position of the columns. (In case of Multi-storeyed buildings).	Single Block- 3 copies Multi Blocks- 4 copies	S
28	Complete Report including relevant drawings obtained from a competent Soil mechanics/Geo-technical Engineer of a reputed firm giving all the details of the soil investigations / tests carried out at the site necessary for the proposed MSB, details of suggested type of foundation, details of calculations for arriving at the adequacy of the safe bearing capacity of the soil for the proposed structure. (In case of Multi-storeyed buildings)	Single Block- 3 copies Multi Blocks- 4 copies	S
29	If the site lies in the Coastal Regulation Zone (CRZ), area notified by the Archaeological Survey of India (ASI) and any other declared prohibited area, then No Objection Certificate (NOC) of the concerned department has to be obtained.	Single Block- 3 copies Multi Blocks- 4 copies	S
30	<p>If the site lies in area falling within the purview of Hill Area Conservation Authority (HACA), then the following shall also be submitted:</p> <ol style="list-style-type: none"> a. No Objection Certificate (NOC) from the Principal Chief Conservator of Forests. b. No Objection Certificate (NOC) from the Chief Engineer (Agricultural Engineering). c. No Objection Certificate (NOC) from Assistant Director/ Deputy Director of Geology and Mining department of respective district level. d. Specific recommendation and Site inspection remarks of the concerned Regional Deputy Director of the Town and Country Planning. e. Site inspection report and specific recommendation of the District Collector. f. Recommendation of the Architectural, Aesthetics Aspects (AAA) Committee. (In case of site falling under the hill stations notified in the districts, namely, the Nilgiris, Dindigul and Salem). g. Contour plan of the site. 	Single Block- 3 copies Multi Blocks- 4 copies	S

Annexure 1.10**Format of Affidavit regarding stability of the building to be duly signed by the Architect, Owner and Structural Design Engineer in Rs.100/- stamp paper.**

Structural designs are made after conducting due soil test of the site as per National Building Code, 2005 so as to be safe against all natural calamities like earthquake etc., and the structure will be safe in all respects and we all are held responsible for the structural safety/ stability.

Signature of the applicant/ owner:

Signature of the Architect with seal and registration number:

Signature of the structural design engineer with seal and registration number:

13. Obtaining Water Connection from Chennai Metro Water Supply and Sewerage Board			
#	Item	No. of copies	Online (O)/ Speed Post (S)
1	Site plan	1	O
2	Sump drawing specifying height of sump	1	O
3	Ownership details (lease deed/ rent agreement/ sale deed/ etc.)	1	O

Enclosures for Pre-Operation Stage approvals / clearances

1. Obtaining Safety certificate from Tamil Nadu Electrical Inspectorate			
#	Item	No. of copies	Online (O)/ Speed Post (S)
1	Letter requesting issue of Safety Certificate (in Applicant's Letter Head)	1	O
2	Contractor's work completion report as per IS 732: 1989	1	O
3	Test certificate of E.H.V / H.V / cable / equipment manufacturer	1	O
4	Invoice of H.T. cable	1	O
5	Copy of appointment order of SCC holder	1	O
6	Copy of consent letter from SCC holder	1	O
7	Item wise compliance report as stipulated in the drawing scrutiny report	1	O
8	(v) Test certificate of E.H.V / H.V / cable / equipment manufacturer in Original	1	S
9	Invoice of H.T. cable. in Original	1	S
10	Document (if any) raised in the drawing scrutiny report	As applicable	S

2. Obtaining Factory Registration and Licensing under The Factories Act, 1948			
#	Item	No. of copies	Online (O)/ Speed Post (S)
1	Copy of supporting documents for occupation of premises (Sale deed / Lease deed / Rental deed etc.)	1	O
2	Proof for Occupier Identity (Issued by a Government Authority)	1	O
3	Proof for Occupier Address (Issued by a Government Authority)	1	O
4	Proof for Manager Identity (Issued by a Government Authority)	1	O

5	Proof for Manager Address (Issued by a Government Authority)	1	O
6	Copy of Memorandum and Articles of Association under Companies Act / Partnership Deed	1	O
7	List of Machinery with Horse Power Details	1	O

3. Obtaining the Completion Certificate from Fire and Rescue Services Department for MSB

#	Item	No. of copies	Online (O)/ Speed Post (S)
	Height of building above 17.25 metres /Building with more than single basement and height may be less than 17.25 metres (MSB)		
1	Requisition Letter addressed to Approving Authority with the signature of authorised signatory.	1	O
2	Copy of NOC received during Pre Establishment	1	O
3	Copy of Ownership proof or rental or lease agreement	1	O
4	Copy of approved building plan from Competent Authority (Local Body/ DTCP/ CMDA)	1	S

4. Obtaining the Fire And Rescue services License - from the Fire & Rescue Services Department

#	Item	No. of copies	Online (O)/ Speed Post (S)
	Height of building up to 17.25 metres (Non MSB)		
1	Requisition Letter addressed to Approving Authority with the signature of authorised signatory	1	O
2	Copy of NOC received during Pre Establishment	1	O
3	Copy of approved building plan from Competent Authority (Local Body/ DTCP/ CMDA)	1	S
4	Copy of Ownership proof or rental or lease agreement	1	O
	Height of building above 17.25 metres /Building with more than single basement and height may be less than 17.25		

	metres (MSB)		
1	Requisition Letter addressed to Approving Authority with the signature of authorised signatory.	1	O
2	Copy of Compliance Certification issued by Fire and Rescue Services Department	1	O
3	Copy of Ownership proof or rental or lease agreement	1	O
4	Copy of approved building plan from Competent Authority (Local Body/ DTCP/ CMDA)	1	S

5. Consent to Operate under the Water (Prevention and Control of Pollution) Act, 1974			
#	Item	No. of copies	Online (O)/ Speed Post (S)
1	A covering requisition letter stating the project status of the industry and activities clearly	1	O
2	Compliance statement on the Consent To Establish special conditions stipulated under Water & Air Acts	1	O
3	Auditor's Certificate with break up details for the actual Gross fixed Assets (final cost) duly certified by a Chartered Accountant in the prescribed format	1	O
4	Photographs of the provided measures of Effluent Treatment Plant/Air Pollution Control/ other compliances of conditions (If applicable).	1	O
5	Compliance statement on the Environment Clearance conditions stipulated under Environment Protection Act (If applicable).	1	O
6	Agreement with Common Treatment Storage and Disposal Facility (TSDF)/ Common Bio Medical Waste Treatment Facility (CBMWTF) (If applicable).	1	O

6. Consent to Operate under the Air (Prevention and Control of Pollution) Act, 1981			
#	Item	No. of copies	Online (O)/ Speed Post (S)
1	A covering requisition letter stating the project status of the industry and activities clearly	1	O
2	Compliance statement on the Consent To Establish special conditions stipulated under Water & Air Acts	1	O
3	Auditor's Certificate with break up details for the actual Gross fixed Assets (final cost) duly certified by a Chartered Accountant in the prescribed format	1	O
4	Photographs of the provided measures of Effluent Treatment Plant/Air Pollution Control/ other compliances of conditions (If applicable).	1	O
5	Compliance statement on the EC conditions stipulated under EP Act (If applicable).	1	O
6	Agreement with Common Treatment Storage and Disposal Facility (TSDF)/ Common Bio Medical Waste Treatment Facility (CBMWTF) (If applicable).	1	O

7. Authorization under the Hazardous and Other Wastes (Management and Transboundary Movement) Rules, 2016			
#	Item	No. of copies	Online (O)/ Speed Post (S)
1	Covering letter	1	O
2	List and Quality of Raw Materials Used	1	O
3	List and Quality of Products Manufactured	1	O
4	Manufacturing process and source of generation of Hazardous waste	1	O
5	Copy of Agreement made with the Treatment Storage and Disposal Facility (TSDF)	1	O
6	Copy of the latest Consent order/renewal issued	1	O

8. Boiler registration: Certificate for use of Boiler under The Boilers Act, 1923 – Directorate of Boilers			
#	Item	No. of copies	Online (O)/ Speed Post (S)
1	Data Booklet of the Boiler (Form II, III and IV as applicable – format given in Annexure 1.11) in Original	1	S
2	Applicable registration fee	1	O
3	Pipeline Drawings	3	S
4	Applicable Scrutiny Fee	1	O
5	Letter stating the “Name of the Approved Erector” who has been appointed by the Applicant to erect the Boiler	1	O

Annexure 1.11:**FORM II (1)****CERTIFICATE OF INSPECTION FOR SHOP ASSEMBLED BOILERS**

INSPECTING AUTHORITY: _____ Certificate
No. _____

We hereby certify that the _____ Boiler, built by M/s _____ under
Maker's number _____ was constructed under our supervision and inspected at
various stages of construction by the _____ Competent Person and that the construction and
workmanship were satisfactory and in accordance with the standard conditions for the design and
construction of boilers as per regulations framed under the Boilers Act, 1923.

The boiler is stamped on the _____ Shell Plate with stamp as shown hereunder:-

MAKER'S NAME	:	_____
MAKER'S NO.	:	_____ YEAR OF MAKE : _____
TESTED TO	:	_____ Kg./cm ² (g) ON : _____
W.P.	:	_____ Kg./cm ² (g)

COMPETENT PERSON'S OR INSPECTING AUTHORITY'S OFFICIAL STAMP

The boiler on completion was subjected to a Hydrostatic test pressure of _____ kg/cm² (g) in the presence of the Competent Person on _____ day of _____ and satisfactorily withstood the test.

All welded seams were subjected to destructive and Non-Destructive examination wherever applicable and found satisfactory.

We have satisfied ourselves that the construction and dimensions of the boiler are as shown in the Maker's Drawing Number _____ signed by us and that the particulars entered in Maker's certificate of manufacture in Form III countersigned by us are correct to the best of our knowledge and belief.

Signature of Competent Person

Signature of Inspecting Authority
Date and Seal

FORM II (2)

CERTIFICATE OF INSPECTION FOR SITE ASSEMBLED BOILERS

INSPECTING AUTHORITY: _____ Certificate No. _____

We hereby certify that the _____ boiler; built by M/s _____

Under Maker's Number _____ was constructed under our supervision and inspected at various stages of construction by the Competent Person and that the construction and workmanship were satisfactory and in accordance with the Standard Conditions for the design and construction of boilers as per regulations framed under the Boilers Act, 1923.

The Boiler components are stamped as per details below, wherever applicable.

Component Name	Drawing No.
----------------	-------------

Stamping Details

Maker's Name : _____
 Maker's Number: _____ Year of make: _____
 Tested to : _____ Kg/cm² (g) on _____
 W.P. : _____ Kg/ cm² (g)

Competent Person's or Inspecting Authority's Official Stamp

Samples of materials used in the constructions of the boiler were tested in the presence of the competent person and found to comply with the regulations.

All welded seams were subjected to destructive and Non-Destructive examination wherever applicable and found satisfactory.

We have satisfied ourselves that the construction and dimensions of the boiler are as shown in the Maker's Drawing Number _____ signed by us, and that the particulars entered in the Maker's certificate of manufacture in Form III countersigned by us are correct to the best of our knowledge and belief.

Signature of Competent Person

Signature of Inspecting Authority
Date and Seal".

FORM II-A**INSPECTING AUTHORITIES CERTIFICATE OF INSPECTION DURING
CONSTRUCTION IN RESPECT OF A BOILER MADE TO FOREIGN CODE FOR
EXPORT****Designation of Inspecting Authority**

We hereby certify that the type boilers; length diameter working pressure built by Messrs. under Shop No. was constructed under our supervision and inspected at various stages at construction by the Competent Person and that the design, construction and workmanship were satisfactory and in every respect in accordance with Code Specification. The boiler is stamped as under:

The boiler on completion was tested to in the presence of the Competent Person on and it satisfactorily withstood the test. Details of tests and inspections are furnished with this certificate.

We have satisfied ourselves that the design, construction and dimensions of the boiler are as shown in the Maker's Drawing No. approved and signed by us, and that the particulars entered in the Maker's Certificate of manufacture are correct to the best of our knowledge and belief.

Maker's certificate, signed by them and countersigned by us, as required by the Code/Specification, is enclosed.

Signature of Inspecting Authority

FORM II-B

**INSPECTING AUTHORITY CERTIFICATE OF INSPECTION DURING
CONSTRUCTION OF BOILERS FOR WHICH VARIATIONS FROM STANDARD
CONDITIONS HAVE BEEN PERMITTED**

Designation of Inspecting Authority

We hereby certify that the type boilers; length diameter working pressure built by Messrs. at under Shop Number was constructed under our supervision and inspected at various stages of construction by the Competent Person, and that the design, construction and workmanship were satisfactory and in accordance with the variations from the standard conditions laid down in the Indian Boiler Regulations, 1950, for material design and construction features have been permitted by the Board of Inspecting Authority under the Indian Boilers Act, 1923.

The Boiler is stamped on the front end plate with our stamp as shown hereunder:—

Maker's Name Year of Make Works Number Tested to on W.P. Competent Person's or Inspecting Authority's official stamp.

The boiler on completion was Subjected to a water pressure test of..... in the presence
The drum and header were of Competent Person on 20 and satisfactorily withstood the test.

*Samples of materials used in the construction of the boiler were tested in the presence of the Competent Person and found to comply with the requirements. All welded seams were subjected to physical tests and radiographic examination wherever applicable and found satisfactory.

Note: Strike off this paragraph where no such test have been carried out and the certificate in Form IV by a Well-Known Maker is intended to be furnished.

* Strike out which is not applicable.

We have satisfied ourselves that the constructions and dimensions of the boiler are as shown in the Maker's Drawing No. signed by us and that the particulars entered in the Maker's certificate of manufacture in Form III countersigned by us, are correct to the best of our knowledge and belief. Particulars of variations from the standard conditions laid down in the said regulations as permitted by the Board or Inspecting Authority are enclosed.

Signature of Inspecting Authority

Dated at this day of 20.....

**“FORM IIC
INSPECTING AUTHORITIES CERTIFICATE OF INSPECTION DURING ERECTION
[**

Designation of inspecting authority

We hereby certify that the.....type boilers working pressure.....kg/square cm built by Messrs..... At..... under makers number was erected under our supervision and inspected at various stages of erection by the Competent Person and that the erection and workmanship were satisfactory and in accordance with the Standard Conditions for construction of land boilers under the Indian Boilers Act, 1923.

All welded seams were subjected to post weld Heat treatment and Non-destructive examination wherever applicable and found satisfactory.

The boiler on completion of erection was subjected to a water pressure tests ofKg per Square cm in the presence of the Competent Person on.....and satisfactorily withstood the test. We have satisfied ourselves that the erection of the boiler are as shown in the Maker’s Drawing No.....are correct to the best of our knowledge and belief.

Signature of Competent Person

Signature of inspecting authority

Dated atthis..... Day of20..... ’.

FORM III

Constructor's Certificate of Manufacturer and Test

1. Description	Constructor's Name and address..... Manufactured for/Stock purposes Contract No. Type of Boiler Length overall Diameter inside Largest belt Design pressure Kg/cm ² Reheater Pressure -----Kg/ cm ² Maker Number of boiler Year of Make Total heating surface Sq. m Evaporation capacity (for calculation of relieving capacity of safety valves) Final Temperature of steam (Design) Superheater Outlet.....°C Reheater Outlet °C Brief description of boiler
----------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

2. Parts manufactured at the constructor's works	Name of Components(s)..... Drawing No..... Manufactured by Identification marks
-----------------------------------------------------	----------------------------------------------------------------------------------------------------------------

Part(s) manufactured, inspected at all stages of construction by
..... (Inspecting Authority).

Part(s) hydraulically tested and inspected after test by

3. Parts manufactured
outside the constructor's
works

Name of Components(s)
.....
Drawing No.....

Manufactured by
.....

Identification marks
.....

Part(s) manufactured, inspected at all stages of construction by
..... (Inspecting Authority).

Part(s) hydraulically tested and inspected after test by

Note: Similar information is to be furnished for each part manufactured outside the constructor's Works.

4. Construction

(a) The construction is in accordance with Chapter III/ V / X / XII / XIV of the Indian Boiler Regulations.

Number of longitudinal seams in shell/drum in each belt
.....

Number of longitudinal seams in furnace in each ring
.....

Number of circumferential seams in shell/drum
.....

(Including end seams)
.....

Number of circumferential seams in the furnace

Details of repairs, if any, carried out in welded seams during construction

Details of heat treatment

All welded seams were subjected to Radiographic examination to the satisfaction of the Inspecting Authority, where required.

Note : Strike out whichever is not applicable

5. Details of Drums/Shells

No.	Nomenclature	Nominal dia.	Length	Shell plate		Tube plate		Head			Manholes No. & Size	Hydrostatic test lbs./sp.in
				Thickness in mm.	Inside radius mm.	Thickness in mm	Inside radius mm	Thickness in mm	Type*	Radius of dish in. mm		
1	2	3	4	5	6	7	8	9	10	11	12	13

*Indicate (1) Flat (2) Dished (3) Ellipsoidal (4) Hemispherical.

7. Mountings

<i>No.</i>	<i>Nomenclature</i>	<i>Material</i>	<i>Type</i>	<i>No.</i>	<i>Size</i>
1.	Main stop valve				
2.	Auxiliary stop valves				
3.	Safety valves (a) (b) (c)				
4.	Blow down valves				
5.	Feed Check valves				

8. Details of the safety valves and test results (Regulation 4 (c) (Vii))

Manufacturer

.....

Identification marks of valves

.....

Maker's No.

.....

Type

.....

.....

Life (mm) Drawings Nos.

.....

Valves details:

Material

.....

Valve Seat

.....

Flat/Bevel

.....

Diameter of valve seating

.....

Valve Body:

Material

.....

Opening at neck

.....

Opening at outlet

.....

Springs:

Material

.....

Process of manufacture

.....

Chemical composition

.....

Dimensions:

Outside diameter of coil

.....

Section of wire

.....

Number of coils

.....

Free length of coils

.....

Test results:

Place of test Date

.....

Closing down pressure

.....

Remarks:

Does the valve chatter?

.....

Does the valve seat leak?

.....

Blow off pressure

.....

Type of valve and extract of test results

.....

Type of valve

.....

Place of test date

.....

Constant 'C' by test results

.....

Capacity of the valve for the intended blow off pressure

.....

*Signature of Maker's representative
witnessing tests*

INSPECTING AUTHORITY

9. Certified that the particulars entered herein in manuscript by us are correct and that parts and fittings in sections 2 to 9, against the names of which entries are made have been used in the construction and fittings of the boiler.

The particulars shown against the various parts used are in accordance with the enclosed certificates from the respective Makers.

The design of the boiler is that as shown in Drawing Nos.

The boiler has been designed and constructed to comply with the regulations under the Boilers Act, 1923, for a working pressure of Kg/cm² at our Works above-named and satisfactorily withstood a water test of Kg/cm² on the day of 20 in the presence of our responsible representative whose signature is appended hereunder.

Least pressure is for (name of the component) _____ and is _____ kg/cm² (g)

Maker's Representative

Maker _____

(Name, signature and stamp)

(Name, signature and stamp)

Name, signature and stamp of
Competent Person

Name, signature and stamp of
Inspecting Authority

Dated the day of 20.....”

FORM III-A

Certificate of Manufacture and test for Pipes

Certificate No. ----- Date: -----
 Name of part & Quantity
 Drawing No.
 Maker's name and address.....
 Customer's Name & Address.....
 Design pressure..... Kg/cm²
 Design temperature..... °C

RAW MATERIAL

Process of manufacture.....
 Fully Killed/rimmed.....
 Chemical composition.....
 Heat Number.....
 Size.....
 Test Certificate No. & Date.....
 Name of the Steel Maker.....
 Name of Inspecting Authority.....

PIPES

Process of manufacture.....
 Main dimensions.....
 Tolerances.....
 Specification.....
 Bend test on pipe or weld
 Flattening test.....
 Other tests.....
 Tensile strength.....
 Chemical Composition.....
 Heat treatment.....
 Hydraulic test..... Kg/cm²

Identification mark of Inspecting Authority/Well known pipe maker

NOTE. - In addition, the following information in respect of the material shall be furnished in a tabular form in conformity with the requirements of regulation 4(c) (VI) or the note thereto, as the case may be. The information may be given from the established test data or if the material is of standard quality an extract from the standard may be furnished instead.

Metal temperature°C	250	275	300	325	350	375	400	425	450	475	500	525	550	575	600
E_t															
S_c															
R_s															
MAWP															

Tensile strength at 20°C.

Where

E_t = Yield point at temperature t (0.2% proof stress)

** S_c = Average stress to produce an elongation of 1% (creep) in 100,000 hours at various working metal temperatures.

** S_r = Average and lowest stress to produce rupture in 100,000 hours at the various working metal temperatures.

MAWP = Maximum Allowable Working Pressure in Kg./cm²

Temperature range in the table may extend upto the limit of applicability of the material.

**The value of S_c and S_r need be furnished only in respect of Pipes intended to be used for working metal temperature above 454°C (850°F).

Certified that the particulars entered herein are correct. The particulars of fabricated component are shown in drawing No.

The pipe has been designed and constructed to comply with the Indian Boiler Regulations for a maximum working pressure of _____ Kg/cm² and maximum temperature of _____°C and satisfactorily withstood a water test of _____ Kg/cm² on the _____ day of _____ 20____, in the presence of our responsible representative whose signature is appended hereunder.

Maker's Representative
(Name and signature)

Maker _____
(Name and Signature)

We have satisfied ourselves that the _____ have been constructed in accordance with Indian Boiler Regulations 1950. The tests conducted on the samples taken from the finished pipes have been witnessed by us and the particulars entered herein are correct.

Name and signature of
Competent Person

Name and signature of
Inspecting Authority/Well Known Pipe Maker

Place _____

Date _____

NOTE (1). - This form is intended for the use of both pipe manufacturers and pipe fabricators. Only such of the columns or paragraphs that are applicable, or information that can be obtained and furnished from other certificates, need be filled or entered in this form.

NOTE (2).- In the case of fabrications made from steel pipes obtained from elsewhere, particulars in regard to the “material” and “pipes” shall be taken from similar forms of certificates obtained in respect of pipes and noted in the appropriate columns or paragraphs.

NOTE-(3). - For Stock and sale purpose, one Form shall be issued for not more than five pipes.

In the case of pipes made from steel, made and tested by well-known Steel Makers in India or other countries, particulars regarding the ‘material’ as certified by them in Form IV shall be noted in the appropriate columns or paragraphs of Raw material in this certificate.”.

FORM III-B**Certificate of Manufacture and Test for Tubes**

Certificate No. ----- Date: -----
 Name of part & Quantity.....
 Drawing No.....
 Maker's name and address.....
 Customer's Name & Address.....
 Design pressure..... Kg/cm²
 Design temperature..... °C

RAW MATERIAL

Process of manufacture.....
 Fully killed/rimmed.....
 Chemical Composition.....
 Heat Number.....
 Size.....
 Test Certificate No. & Date.....
 Name of the Steel Maker.....
 Name of Inspecting Authority.....

TUBES

Process of manufacture.....
 Main dimensions.....
 Tolerances.....
 Specification.....
 Tensile strength.....
 Chemical Composition.....
 Elongation percentage.....
 Bend test.....
 Flattening test.....
 Crushing test.....
 Flare test.....
 Flange test.....
 Other Tests
 Heat treatment.....
 Hydraulic test..... Kg/cm²
 Identification mark of Inspecting Authority/Well known tube maker

NOTE.- In addition, the following information in respect of the material shall be furnished in a tabular form in conformity with the requirements of Regulation 4(c)(vi) or the note thereto, as the case may be. This information may be given from the established test

data or if the material is of standard quality, an extract from the standard may be furnished instead.

Metal temperature°C	250	275	300	325	350	375	400	425	450	475	500	525	550	575	600
E _t															
S _c															
S _r															
MAWP															

Tensile strength at 20°C.....

Where

- E_t = Yield at temperature t (0.2% proof stress).
- **S_c = Average stress to produce an elongation of 1%(creep) in 100,000 hours at the various working metal temperatures.
- **S_r = Average and lowest stress to produce rupture in 100,000 hours at various working metal temperatures.
- MAWP = Maximum Allowable Working Pressure in Kg./cm²

Temperature range in the table may extend upto the limit of applicability of the material.

**The value of S_c and S_r need be furnished only in respect of tubes intended to be used for working metal temperature above 454°C (850°F).

Certified that the particulars entered herein are correct. The particulars of fabricated component are shown in drawing no.

The tube has been designed and constructed to comply with the Indian Boiler Regulations for a maximum working pressure of _____ Kg/cm² and maximum temperature of _____°C and satisfactorily withstood a water test of _____ Kg/cm² on the _____ day of _____ 20____, in the presence of our responsible representative whose signature is appended hereunder.

Maker's Representative
(Name and signature)

Maker _____
(Name and Signature)

We have satisfied ourselves that the _____ have been constructed in accordance with Indian Boiler Regulations 1950. The tests conducted on the samples taken from the finished tubes have been witnessed by us and the particulars entered herein are correct.

Name and signature of
Competent Person

Name and signature of
Inspecting Authority/Well Known Tube Maker

Place _____

Date _____

NOTE (1). - This form is intended for the use of both tube manufacturers and tube fabricators. Only such of the columns or paragraphs that are applicable, or information that can be obtained and furnished from other certificates, need be filled or entered in this form.

NOTE (2).- In the case of fabrications made from steel tubes obtained from elsewhere, particulars in regard to the “material” and “Tubes” shall be taken from similar forms of certificates obtained in respect of pipes and noted in the appropriate columns or paragraphs.

NOTE-(3). - For Stock and sale purpose, one Form shall be issued for not more than ten tubes.

In the case of tubes made from steel, made and tested by well-known Steel Makers in India or other countries particulars regarding the ‘material’ as certified by them in Form IV shall be noted in the appropriate columns or paragraphs of Raw material in this ‘certificate.’.

FORM III-C

Certificate of Manufacture and test of Boiler Mountings and Fittings

Certificate No. Date: -----
 Name of part...
 Quantity ----- SL No
 Drawing No.....
 Maker's name and address.....
 Customer's Name & Address.....
 Design pressure.....kg./cm²
 Design temperature..... °C

Metal temperature °C	25 0	27 5	30 0	32 5	35 0	37 5	40 0	42 5	45 0	47 5	50 0	52 5	55 0	57 5	60 0
MAWP															

MAWP = Maximum Allowable Working Pressure in Kg. /cm²

Hydraulic test pressure..... .Kg. /cm²
 Main dimensions.....
 Specification.....
 Inspecting Authority's Identification Marks.....
 Chemical composition.....
 Physical test results.....
 (i) Tensile strength.....
 (ii) Transverse bend test.....
 (iii) Elongation.....
 Other Tests.....

RAW MATERIAL

Process of manufacture.....
 Fully killed/rimmed.....
 Specification.....
 Heat Number.....
 Size.....
 Test Certificate No. & Date.....
 Name of the Maker.....
 Name of Inspecting Authority.....

Certified that the particulars entered herein by us are correct.

The _____ has been designed and constructed to comply with the Indian Boiler Regulations 1950 for a maximum working pressure of _____ kg./cm²

and maximum temperature of _____ °C and satisfactorily withstood a hydraulic test using water or kerosene or any other suitable liquid to a pressure of _____ kg./cm² on the _____ day of _____ 20__ in the presence of our responsible representative whose signature is appended hereunder:

Maker Representative
(Name and signature)

MAKER _____
(Name and Signature)

We have satisfied ourselves and the _____ has been constructed and tested in accordance with the requirements of the Indian Boiler Regulations, 1950. We further certify that the particulars entered herein are correct.

Name and signature of
Competent Person
Who witnessed the tests

Name and signature of
Inspecting Authority

Place _____
Date _____

- Note: (1) In the case of valve chest made and tested by well-known Foundries or Forges recognized by the Central Boilers Board in the manner as laid down in regulations 4A to 4H, particulars regarding the material as certified by them, in Form III-F / Form III-G & Form IV, shall be noted in the appropriate columns or paragraphs in the certificates and in case of certificates from Well Known Foundries or Forges is produced, such certificate may be accepted in lieu of the certificate from Inspecting Authority in so far as it relates to the testing of material specified in the Form.
- (2) In case of safety valves, details and test results as required in item No.8 of Form-III shall also be furnished duly signed by manufacturer and inspecting authority.
- (3) For Stock and sale purpose, one Form shall be issued for not more than fifty mountings and fittings.”

FORM III-D**CERTIFICATE OF MANUFACTURE AND TEST OF CASTINGS**

Certificate No. and date

Heat Number* and date of pouring

Maker's name and address

Customer's name and address

Drawing Nos.
.....

Description and quantity _____ S.No. _____

Foundry identification _____

Chemical composition

Heat treatment

Physical test results.

(i) Tensile strength

(ii) Transverse bend test

(iii) Elongation

(iv) Other tests

Certified that the particulars entered herein by us are correct. This satisfies the requirements of Indian Boiler Regulations, 1950.

Maker's Representative
(Name and signature)Maker _____
(Name and Signature)Name and signature of
Competent PersonName and signature of
Inspecting Authority/Well Known foundry

*for castings of size more than 100mm Heat number must be as Cast.”

FORM III-E**CERTIFICATE OF MANUFACTURE AND TEST OF FORGINGS**

Certificate No. and date

Heat Number

Details of raw material

Maker's name and address

Customer's name and address

Drawing Nos.
.....

Description and quantity _____ S.No. _____

Forge shop identification _____

Chemical composition

Heat treatment

Physical test results.

(i) Tensile strength

(ii) Transverse bend test

(iii) Elongation

(iv) Other tests

Certified that the particulars entered herein by us are correct. This satisfies the requirements of Indian Boiler Regulations, 1950.

Maker's Representative
(Name and signature)Maker _____
(Name and Signature)Name and signature of
Competent PersonName and signature of
Inspecting Authority/Well Known Forge."

FORM III-F

**CERTIFICATE OF MANUFACTURE AND TEST FOR (HEADERS,
DESUPERHEATERS/ATTEMPERATOR, BLOWDOWN TANK, FEEDWATER TANKS,
ACCUMULATOR, DEAERATOR)**

T.C.NO.:

DATE:

Name of the Part :

Maker's Name & Address :

Customer's Name & Address :

Drawing No. :

Design Pressure :
(Kg/cm²)

Process of Manufacture,
Material condition,
chemical composition,
Tensile Strength,
Tolerances,
Bend Test, Flattening Test
etc.

*Refer enclosed Raw
material Test
Certificates or Form
IV-A in lieu of Raw
material Test
Certificates*

Design Temp.(°C) :

Heat Treatment :

Hydraulic Test :
PressureNon-destructive :
Testing

Inspecting Authority Identification Mark:

Ite m No	PART NAME	MATERIA L SIZE	QUANTIT Y	MELT No.
0 1	PIPE			
0 2	END COVER			
0 3	STUBS			
0 4	BRANCH PIPES			
0 5				
0 6				

Certified that the particulars entered herein are correct.

The parts have been constructed to comply with the Indian Boiler Regulations for a working pressure of ----- and temperature of -----and satisfactorily withstood a water test of -- on the -
- **day** of -- in the presence of our responsible representative whose signature is appended hereunder.

Final Inspection Date:

Signature and Seal of Maker's Representative

Signature and Seal of Maker

Final Inspection Date:

We have satisfied ourselves that the..... have been constructed in accordance with Indian Boiler Regulations, 1950. The tests conducted have been witnessed by us, wherever applicable and the particulars entered herein are correct.

Name and Signature of
Competent Person

Name and Signature of
Inspecting Authority

Place :
Date:

FORM III- G**CERTIFICATE OF MANUFACTURE AND TEST FOR DISHED ENDS / END COVERS***T.C.NO.:**DATE:*

Name of the Part :

Maker's Name & Address :

Customer's Name & Address :

Drawing No. :

Design Pressure :
(Kg./cm²)Process of Manufacture,
Material condition,
chemical composition,
Tensile Strength,
Tolerances,
Bend Test, Flattening Test
etc.*Refer enclosed Raw
material Test
Certificates or Form
IV-A in lieu of Raw
material Test
Certificates*

Design Temp.(°C) :

Heat Treatment :

Hydraulic Test :
PressureNon-destructive :
Testing

Inspecting Authority Identification Mark:

ITEM No.	PART NAME	MATERIAL SIZE	QUANTITY	SPECN.	MELT No. / PLATE NO.	TC NO & DATE
01	PLATE / FORGING					

Certified that the particulars entered herein are correct.

Signature and Seal of Maker's Representative

Signature and Seal of Maker

Final Inspection Date:

We have satisfied ourselves that the _____ have been constructed in accordance with the Indian Boiler Regulations, 1950. The test conducted have been witnessed by us and the particulars entered herein are correct.

Name and Signature of
Competent Person

Name and Signature of
Inspecting Authority

Place :
Date :”

FORM IV

STEEL MAKER'S CERTIFICATE OF MANUFACTURE AND RESULTS OF TESTS

Designation of rolling mill

We hereby certify that the material described below has been made by M/s. by the process, as per specifications and rolled by and has been satisfactorily tested in the presence of our Test House Manager or his representative in accordance with the stipulated tests and tolerances.

For gothic bars/scalps, billets and hot rolled strips which are to be processed further by the same manufacturer for making tubes/pipes, the physical properties are not required to be mentioned by the steel manufacturer.

Date of tests 20.....

Ordered by

.....

Boiler Number

Signature or Initials

Test House Manager

Date

Order Number

RESULTS OF TESTS

<i>Charge Number</i>	<i>Brand & Number</i>	<i>Part of Boiler</i>	<i>Size of plate and bar</i>			<i>Number of pieces</i>	<i>Tensile breaking strength in tons per sq. in.</i>	<i>Elongation in inches</i>	<i>Bend Tests</i>	<i>Remarks</i>
			<i>Length Ft. in.</i>	<i>Breadth Ft. in.</i>	<i>Thickness or diameter in 32nds in.</i>					

Chemical analysis.....

Note: Where the steel is manufactured by a maker, who is not recognized as a Well-known Steel Maker, the certificate of test shall be signed by the Inspecting Authority.

FORM IV-A

**CERTIFICATE OF MANUFACTURE AND RESULTS OF TESTS IN LIEU OF
ORIGINAL TEST CERTIFICATES**

It is hereby certified that original Test Certificate contain the following information in respect of the material used in the manufacture of the boiler or components thereof bearing Makers Number according to Drawing Number :

<i>Boiler component</i>	<i>Quantity</i>	<i>size</i>	<i>Cast/Heat No. Plate No.</i>	<i>Steel Making Process</i>	<i>Specification</i>	
<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>	<i>5</i>	<i>6</i>	
<i>Name of Steel Maker/Part Maker</i>			<i>Certificate No. & Date</i>		<i>Heat Treatment</i>	
<i>7</i>			<i>8</i>		<i>9</i>	
<i>% Chemical Analysis CMnPSSi* other alloying elements</i>		<i>Yield strength (Kg/mm²)</i>	<i>U.T.S. (Kg/mm²)</i>	<i>Elongation % Gauge Length</i>	<i>Bend Test</i>	<i>Name of the inspecting authority</i>
<i>10</i>		<i>11</i>	<i>12</i>	<i>13</i>	<i>14</i>	<i>15</i>

*(Carbon, Maganese, Phosphorus, Sulphur, Silicon).

Certified that the particulars entered herein by us are correct. This satisfies the requirements of Indian Boiler Regulations, 1950.

Maker's Representative
(Name and signature)

Maker _____
(Name and Signature)

Name and signature of
Competent Person

Name and signature of
Inspecting Authority".

9. Registration of establishments deploying contractual workmen under provision of The Contracts Labour (Regulation and Abolition) Act, 1970 with Directorate of Industrial Safety and Health			
#	Item	No. of copies	Online (O)/ Speed Post (S)
1	Copy of contract agreement between employer and contractors	1	O

10. Registration of establishments deploying inter-State migrant workmen under the Inter State Migrant Workmen (RE&CS) Act,1979 with Directorate of Industrial Safety and Health			
#	Item	No. of copies	Online (O)/ Speed Post (S)
1	Copy of contract agreement between employer and contractors	1	O
2	Copy of contractor licence issued by concerned authority for recruitment of migrant workmen in home state.	1	O

11. License for manufacturer/ repairer/ dealer of weights and measures under Legal Metrology Act, 2009 from Labour Department			
#	Item	No. of copies	Online (O)/ Speed Post (S)
1	Proof of self-identity (any Government Authorized ID Proof (PAN Card/ Aadhar card etc.)	1	O
2	Proof of residential address of the owner of the establishment (Issued by a Government Authority)	1	O
3	Proof of Rental agreement or Building Ownership document	1	O

4	Proof of Blue print for building by register surveyor	1	S
5	Proof of Electricity Board (EB) card	1	O
6	Proof of No objection certificate from rental building owner	1	O
7	Prof of Model approval letter issued by The Director of Legal Metrology, New Delhi	1	O
8	List of Tools and test equipment applicable to the establishment as per circular dated 25.09.2005*.	1	O
9		1	O
10	Proof of Partnership Deed (if applicable)	1	O
11	Proof of Bank Statement(at least 3 months)	1	O
12	Proof of GST certificate	1	O
13	PDF or JPG file of the monogram or trade mark intended to be imprinted on weights and measures to be manufactured	1	O
14	Drawing of foundry/ workshop, if applicable	1	O
15	Details of facilities of steel casting and hardness testing of vital parts etc. or other means (if applicable)	1	O
16	Technical Qualification of the Manufacturer. i.Proof of Certificate (Diploma in Electrical, Mechanical, Electronics or ITI in Instrumentation) (Or) ii.Proof of Work Experience Certificate (Minimum 2 years in the related technical field)	1	O
17	Technical Qualification of the Repairer. i.Proof of Certificate (ITI in Instrumentation) (Or) ii.Proof of Work Experience Certificate (Minimum 1 year in the related technical field)	1	O

* Circular uploaded in the Labour Department Website,
<http://www.labour.tn.gov.in/Labour/labourlegislation.jsp#> and then click the following

Procedures for Licensing, Registration & Renewal

Instruction for Registration & Renewal under Legal Metrology - PDF

Enclosures for Renewal Stage Clearances

1. Renewal of Consent for Operation/Authorization (Air, Water & Hazardous Waste Act)			
#	Item	No. of copies	Online (O)/ Speed Post (S)
1	A covering requisition letter stating the project status of the industry and activities clearly.	1	O
2	Details of production capacity, actual products manufactured in month wise during the previous financial year	1	O
3	Details of changes if any in the quantity of sewage/trade effluent generated and mode of disposal of the same indicated against in the original consent order (If applicable).	1	O
4	Details of changes if any in the quantity of emission and number and height of chimney/stacks indicated against the original consent order (if applicable)	1	O
5	Details of changes if any in the name or in the management of the company (if applicable)	1	O
6	A consolidated report of analysis of the treated sewage/ trade effluent samples collected by TNPCB Officials during the previous financial year (if applicable)	1	O
7	Latest Report of Ambient Air Quality, Stack Monitoring and Noise Level Survey conducted through TNPCB lab during the previous financial year (if applicable)	1	O
8	Compliance report on the conditions of latest Hazardous waste Authorisation/Biomedical Waste Authorisation issued to the unit (If applicable)	1	O
9	Compliance report on the latest consent/renewal of consent order conditions stipulated under Water & Air Acts issued to the unit	1	O
10	The latest Audited Balance Sheet/Auditor's certificate showing the Gross Fixed Assets (GFA) without depreciation of the unit in the prescribed format	1	O
11	Consent fee under Water and Air Acts and water Cess fee under Water Cess Act payable to the Board	1	O

2. Renewal of Boiler Registration Certificate under the Boilers Act, 1923 with Directorate of Boilers			
#	Item	No. of copies	Online (O)/ Speed Post (S)
1	Copy of previous Boiler Registration Certificate	1	O
2	Proof of Fee payment to the Directorate of Boilers (Challan Copy)	1	O
3	Letter mentioning Date of readiness for Boiler inspection	1	O

3. Renewal of Factory License under The Factories Act, 1948 with Directorate of Industrial Safety and Health			
#	Item	No. of copies	Online (O)/ Speed Post (S)
1	Proof for Occupier Identity (Issued by a Government Authority) in case of change in Occupier	1	O
2	Proof for Occupier Address(Issued by a Government Authority) in case of change in Occupier	1	O
3	Proof for Manager Identity (Issued by a Government Authority) in case of change in Manager	1	O
4	Proof for Manager Address (Issued by a Government Authority) in case of change in Manager	1	O
5	Copy of Memorandum and articles of Association under Companies Act / Partnership Deed (In case of amendment in Company Details)	1	O
6	Copy of List of Directors (In case of amendment in Director Details)	1	O
7	List of Machinery with Horse Power details (In case of amendment in machinery details)	1	O

4. Renewal of License under the Legal Metrology Act, 2009 from Labour Department			
#	Item	No. of copies	Online (O)/ Speed Post (S)
1	Copy of previous License	1	O

5. Fire and Rescue Services License - Renewal			
#	Item	No. of copies	Online (O)/ Speed Post (S)
1	Requisition Letter addressed to Approving Authority with the signature of authorised signatory.	1	O
2	Copy of Existing Fire License due for renewal	1	O
3	If Height of building above 17.25 metres /Building with more than single basement and height may be less than 17.25 metres: <ul style="list-style-type: none"> • Site Plan • Elevation Plan • Floor Plan 	1	S

ANNEXURE 2**(See rule 6 and rule 12)****Annexure 2: List of Clearances and associated timelines for processing****2.1 Pre-Establishment Stage Clearances**

S.No	Name of the Clearance	Department	Permissible Time Limits
2.1.1	Planning Permission for the Factory Buildings from Chennai Metropolitan Development Authority / Directorate of Town & Country Planning under section 49 of the 'Tamil Nadu Town and Country Planning Act, 1971'*	Chennai Metropolitan Development Authority (CMDA)	Ordinary Building – 22 days Special Building – 33 days Multi-Storied Buildings – 66 days
		Directorate of Town and Country Planning (DT & CP)	Clearances given at Field Office level - 22 days Clearances given at Head Office level – 33 days Multi-Storied Buildings – 66 days Industry in Hilly Areas (HACA) – 66 days
2.1.2	Building Permit from:*		
	Greater Chennai Corporation under section 237 of 'The Chennai City Municipal Corporation Act, 1919', or	Greater Chennai Corporation	14 days
	Urban Local Body under section 197 of 'The Tamil Nadu District Municipalities Act, 1920', or	Urban Local Body	

S.No	Name of the Clearance	Department	Permissible Time Limits
	Village Panchayats under rule 3(1) and 4(1) of 'The Tamil Nadu Panchayats Building Rules, 1997'.	Village Panchayat	
2.1.3	Approval for Factory Plans from Directorate of Industrial Safety and Health (DISH) under rule 3(3) of the 'Tamil Nadu Factories Rules, 1950'*	Directorate of Industrial Safety and Health (DISH)	14 days
2.1.4	Fire Safety - No Objection Certificate from Fire & Rescue Services Department under rule 13 of the 'Tamil Nadu Fire Service Rules, 1990'*	Fire and Rescue Services	For Non-Multi Storied Buildings (Non-MSB): 15 days
			For Multi Storied Buildings (MSB): 30 days
2.1.5	Statutory Approval of Electrical Drawings from Tamil Nadu Electrical Inspectorate under regulation 36 and 43 of the 'Central Electricity Authority (Measures relating to Safety and Electric Supply) Regulations, 2010'*	Tamil Nadu Electrical Inspectorate	5 days
2.1.6	Power connection from Tamil Nadu Generation and Distribution Corporation under section 43 of The Electricity Act, 2003	Tamil Nadu Generation and Distribution Corporation (TANGEDCO)	<u>Low Tension:</u> (a) Involving no Extension or Improvement work- 7 days - 22 days. (b) Involving Extension & Improvement without Distribution Transformers - 44 days. (c) Involving Extension & Improvement with Distribution Transformers - 66 days. <u>High Tension:</u> (a) Involving

S.No	Name of the Clearance	Department	Permissible Time Limits
			Extension & Improvement - 44 days (b) Involving enhancement of Power Transformers / Addition of Power Transformers - 88 days (c) Involving commissioning of new substation - 132 days <u>Extra High Tension:</u> (a) Involving Extension & Improvement - 110 days (b) Involving enhancement of Power Transformers / Addition of Power Transformers - 132 days (c) Involving commissioning of new substation - 198 days
2.1.7	Water Connection from Chennai Metropolitan Water Supply and Sewerage Board under section 42 (3) and 45 (6b) of 'Chennai Metropolitan Water Supply and Sewerage Act, 1978'	Chennai Metropolitan Water Supply and Sewerage Board	For issue of Sanction order - 7 days. For effecting connection - 21 days.
2.1.8	Consent to Establish from Tamil Nadu Pollution Control Board under section 25 of 'The Water (Prevention and Control of Pollution) Act, 1974' and under section 21 of 'The Air (Prevention & Control of Pollution)	Tamil Nadu Pollution Control Board	Green Category: 30 days Orange Category: 30 days Red Small Category: 30 days

S.No	Name of the Clearance	Department	Permissible Time Limits
	Act, 1981'		Red Medium and Red Large Categories: 45 days
2.1.9	Registration of Establishments for Employing Building and Other Construction Workers from Directorate of Industrial Safety and Health under rule 24 of the 'Tamil Nadu Building and Other Construction Workers (Regulation of Employment and Conditions of Service) Rules, 2006'*	DISH	7 days
2.1.10	Change of Land Use for lands located in non-planned areas from Chennai Metropolitan Development authority / Directorate of Town & Country Planning under section 47-A of the 'Tamil Nadu Town and Country Planning Act, 1971'	Directorate of Town and Country Planning (DT & CP)	Clearances given at Field Office level - 22 days Clearances given at Head Office level - 33 days Multi-Storied Buildings - 66 days Industry in Hilly Areas (HACA) - 66 days

*Deemed approvals under sub-section (1) of section 12 of the Tamil Nadu Business Facilitation Ordinance, 2017 shall apply only to the clearances in serial Nos. 2.1.1 to 2.1.5 and 2.1.9.

2.2 Pre-Operation Stage Clearances

S.No	Name of the Clearance	Department	Permissible Time Limits
2.2.1	Final Safety Certificate from Tamil Nadu Electrical Inspectorate under regulation 43 of Central Electricity Authority (Measures relating to Safety and Electric Supply) Regulations, 2010	Tamil Nadu Electrical Inspectorate	7 days
2.2.2	Factory Registration and License from Directorate of Industrial Safety and Health under rule 4(6) of the 'Tamil Nadu Factories Rules, 1950'	Directorate of Industrial Safety and Health (DISH)	14 days
2.2.3	Fire & Rescue Services License from Fire & Rescue Services Department under rule 13 of the 'Tamil Nadu Fire Service Rules, 1990'	Fire and Rescue Services	For Non-Multi Storied Buildings (Non-MSB): 15 days
			For Multi Storied Buildings (MSB): 30 days
2.2.4	Consent to Operate from Tamil Nadu Pollution Control Board under section 25 of 'The Water (Prevention and Control of Pollution) Act, 1974' and under section 21 of 'The Air (Prevention & Control of Pollution) Act, 1981'	Tamil Nadu Pollution Control Board	Green Category: 30 days
			Orange Category: 30 days
			Red Small Category: 30 days Red Medium and Red Large Categories: 45 days
2.2.5	Authorization for Handling Hazardous Wastes from Tamil Nadu Pollution Control Board under rule 6 of 'Hazardous and Other Wastes (Management and Transboundary Movement) Rules, 2016'	Tamil Nadu Pollution Control Board	45 days

2.2.6	Boiler Registration and Issue of Certificate for the use of Boiler from Directorate of Boilers under section 7 of 'The Boilers Act, 1923'	Directorate of Boilers	15 days
2.2.7	Registration of Principal Employer Establishments for Employing Contractual Workmen from Directorate of Industrial Safety and Health under rule 18 (1) of 'Tamil Nadu Contract Labour (Regulation and Abolition) Rules, 1975'	Directorate of Industrial Safety and Health (DISH)	7 days
2.2.8	Registration of Principal Employer Establishments for Employing Inter-State Migrant Workmen from Directorate of Industrial Safety and Health under section 4 of the Inter State Migrant Workmen (Regulation of Employment and conditions of services) Act, 1979		7 days
2.2.9	License for Manufacturer/Repairer/Dealer of Weights or Measures from Labour Department under rule 11(1) of the 'Tamil Nadu Legal Metrology (Enforcement) Rules, 2011'	Labour Department	15 days

2.3 Renewal Stage Clearances

S.No	Name of the Clearance	Department	Permissible Time Limits
2.3.1	Renewal of Consent to Operate from Tamil Nadu Pollution Control Board under section 25 of The Water (Prevention and Control of Pollution) Act, 1974 and under section 21 of the Air (Prevention & Control of Pollution) Act, 1981	Tamil Nadu Pollution Control Board	Green Category: 30 days Orange Category: 30 days Red Small Category: 30 days Red Medium and Red Large Categories: 45 days
2.3.2	Renewal of Authorization for Handling Hazardous Wastes from Tamil Nadu Pollution Control Board under rule 6 of the 'Hazardous and Other Wastes (Management and Transboundary Movement) Rules, 2016'		45 days
2.3.3	Renewal of Certificate Authorizing the Use of Boiler from Directorate of Boilers under section 8 of 'The Boilers Act, 1923'	Directorate of Boilers	7 days
2.3.4	Renewal of Factories License from Directorate of Industrial Safety and Health under rule 7 of 'Tamil Nadu Factories Rules, 1950'	Directorate of Industrial Safety and Health (DISH)	7 days
2.3.5	Renewal of Fire & Rescue Services License under rule 13 of the 'Tamil Nadu Fire Service Rules, 1990'	Fire and Rescue Services	For Non-Multi Storied Buildings (Non-MSB): 10 days
			For Multi Storied Buildings (MSB): 15 days
2.3.6	Renewal of License for Manufacturer/Repairer/Dealer of Weights or Measures from Labour Department under rule 11(2) of the 'Tamil Nadu Legal Metrology (Enforcement) Rules, 2011'	Labour Department	10 days

2.4 Incentives

S.No	Name of the Clearance	Department	Permissible Time Limits
2.4.1	Issue of Eligibility Certificate from the date of inspection, and submission of additional details, if any, called for during the inspection	State Industries Promotion Corporation of Tamil Nadu Ltd	60 days
2.4.2	VAT refund/ Input Credit Certificate	Commercial Tax Department	30 days
2.4.3	Execution of Legal Documentation with Beneficiary, and disbursal of funds to Enterprise on receipt of funds from the Govt. of Tamil Nadu	State Industries Promotion Corporation of Tamil Nadu Ltd	30 days

2.5 Other Clearances and Renewals

S. No	Name of the Clearance	Department	Permissible Time Limits
2.5.1	Allotment of Land in SIPCOT/SIDCO Industrial Area	State Industries Promotion Corporation of Tamil Nadu (SIPCOT) / Small Industries Development Corporation (SIDCO)	60 days
2.5.2	License for Contractor for Employing Contractual Workmen, from Directorate of Industrial Safety and Health (DISH) under rule 23 of 'The Tamil Nadu Contract Labour (Regulation and Abolition) Rules, 1975'	Labour Department and Directorate of Industrial Safety and Health (DISH)	7 days
2.5.3	Renewal of License for Contractor for Employing Contractual Workmen, from Directorate of Industrial Safety and Health (DISH) under rule 29 of 'The Tamil Nadu Contract Labour (Regulation and Abolition) Rules, 1975'		7 days
2.5.4	License for Contractor for Employing Inter-State Migrant Workmen, from Directorate of Industrial Safety and Health (DISH) under section 8 of 'The Inter State Migrant Workmen (Regulation of Employment and conditions of services) Act, 1979'	Labour Department and Directorate of Industrial Safety and Health (DISH)	7 days
2.5.5	Renewal of License for Contractor for Employing Inter-State Migrant Workmen, from Directorate of Industrial Safety and Health (DISH) under rule 14(1) of the 'Inter State Migrant Workmen (Regulation of Employment and conditions of services) Central Rules, 1980'		7 days

2.5.6	Approval for Boiler Manufacturer from Directorate of Boilers under rule 48 of 'Tamil Nadu Boilers Rules 1972'	Directorate of Boilers	22 days
2.5.7	Renewal of Approval for Boiler Manufacturer from Directorate of Boilers under rule 48 of 'Tamil Nadu Boilers Rules 1972'		7 days
2.5.8	Approval for Boiler Erector from Directorate of Boilers under rule 48 of 'Tamil Nadu Boilers Rules 1972'	Directorate of Boilers	22 days
2.5.9	Renewal of Approval for Boiler Erector from Directorate of Boilers under rule 48 of 'Tamil Nadu Boilers Rules 1972'		7 days
2.5.10	Grant of a License to Sell, Stock or Exhibit or offer for Sale or Distribute Drugs from Food Safety and Drug Administration Department under section 18 of the 'Drugs and Cosmetics Act, 1940'	Food Safety and Drug Administration Department	22 days
2.5.11	Renewal of License to Sell, Stock or Exhibit or offer for Sale or Distribute Drugs from Food Safety and Drug Administration Department under section 18 of the 'Drugs and Cosmetics Act, 1940'		60 days
2.5.12	Grant of a License to Manufacture/ Loan License to Manufacture/ Repack for Sale or for Distribution of Drugs from Food Safety and Drug Administration Department under section 18 of the 'Drugs and Cosmetics Act, 1940'	Food Safety and Drug Administration Department	75 days
2.5.13	Renewal of License/ Loan License to Manufacture/ Repack for Sale or for Distribution of Drugs from Food Safety and Drug Administration Department under		120 days (applicable only to Licenses issued by State Licensing)

	section 18 of the 'Drugs and Cosmetics Act, 1940'		Authority)
2.5.14	Registration of Partnership Firms by Registration Department under section 58 of 'The Indian Partnership Act, 1932'	Registration Department	1 day
2.5.15	Registration of Societies by Registration Department under section 10 of 'The Tamil Nadu Societies Registration Act, 1975'	Registration Department	1 day
2.5.16	Issue of Trade License by Greater Chennai Corporation under section 279, 287, 288, 299(1), 304, and 309 respectively of 'The Chennai City Municipal Corporation Act, 1919'	Greater Chennai Corporation	15 days
	Issue of Trade License by Municipalities under section 249 of 'The Tamil Nadu District Municipalities Act, 1920'	Urban Local Body	
	Issue of Trade License by Village Panchayats under section 148 of 'The Tamil Nadu Panchayats Act, 1994'	Village Panchayat	
2.5.17	Issue of Assessment Number for Professional Tax by Greater Chennai Corporation under section 138-B of 'The Chennai City Municipal Corporation Act, 1919'	Greater Chennai Corporation	On the spot based on the submission of an online application and payment.
	Issue of Assessment Number for Professional Tax by Municipalities under section 124-D of 'The Tamil Nadu District Municipalities Act, 1920'	Urban Local Body	
	Issue of Assessment Number for Professional Tax by Village Panchayats under section 198-B of 'The Tamil Nadu Panchayats Act,	Village Panchayat	1 day

	1994'		
2.5.18	Water Connection from Tamil Nadu Water Supply and Drainage Board under 'Tamil Nadu Water Supply and Drainage Board Act, 1970'	Tamil Nadu Water Supply and Drainage Board (TWAD Board)	<p>Completion of pre-feasibility and intimation of rough cost to applicant – 22 days</p> <p>Completion of Detailed Project Report, clearance from Regional office and Head Office – 80 days</p> <p>Issue of Government Order by Industries Department for source clearance – 22 days</p> <p>Concluding of MoU between TWAD Board and the beneficiary – 22 days</p> <p>Administrative and Technical Approval by TWAD Board – 22 days</p> <p>Execution of work for water connection - 66 days to 264 days.</p>
2.5.19	Registration and mutation of land records from Revenue Department	Revenue Department	<p>Without Sub-division – 15 days</p> <p>With Sub-division – 30 days</p>

2.5.20	Permission for road cutting/ Right of Way from Chennai Municipal Corporation / Urban Local Body / Village Panchayat	Greater Chennai Corporation / Urban Local Body / Village Panchayat	7 Days
2.5.21	MSME Incentives such as Capital Subsidy, Low Tension Power Tariff Subsidy, Value Added Tax Subsidy, Generator Subsidy, and Back-ended Interest Subsidy:	District Industries Centre/ Regional Joint Director, Chennai	
	Issue of Sanction Order		30 days
	Disbursement of incentive to applicant after allotment of funds by the government		15 days
2.5.22	NOC for felling and selling of sandal wood trees	Department of Forest	37 days
2.5.23	NOC for prior intimation of felling of Red sanders, Black wood, Silver oak, Rose wood and Teak trees	Department of Forest	18 days
2.5.24	Property mark registration and issue of transit permit for Red Sander Wood	Department of Forest	Within the State: 32 days Outside the State: 42 days
2.5.25	Property mark registration and issue of transit permits for Non-exempt trees other than Red Sanders Trees/ Timber	Department of Forest	25 days
2.5.26	No Objection Certificate from Directorate of Public Health and Preventive Medicine	Directorate of Public Health and Preventive Medicine	15 days

ANNEXURE 3**(See sub-rule (1) of rule 9)****Combined Application Form (CAF) for Pre-Establishment**

Sl.No.	CAF for Pre- Establishment	Particulars
	Project Information	
1.0	Details of Industrial Unit (Proposed to be set-up)	
1.1	Name of the Industrial Unit	
1.2	Address of the Industrial Unit	
1.2.1	<i>Survey Field (SF) Number/ Re-Survey (RS) Number</i>	
1.2.2	<i>Revenue Village Name</i>	
1.2.3	<i>Local Body Type</i>	
1.2.4	<i>Local Body Name</i>	
1.2.5	<i>Ward Number</i>	
1.2.6	<i>Door Number/ Plot Number</i>	
1.2.7	<i>Street/ Road</i>	
1.2.8	<i>Area/ Locality</i>	
1.2.9	<i>Village / Town/ City</i>	
1.2.10	<i>Taluk Name</i>	
1.2.11	<i>District</i>	
1.2.12	<i>State</i>	
1.2.13	<i>Country</i>	
1.2.14	<i>Pincode</i>	
1.3	Contact details of the Industrial Unit	
1.3.1	<i>Telephone Number with STD code</i>	
1.3.2	<i>Fax Number with STD code</i>	
1.3.3	<i>Mobile Number:</i>	
1.3.4	<i>e-mail Address:</i>	
1.3.5	<i>Website Address:</i>	
1.4	Nature of Organization	
	<i>Proprietary</i>	
	<i>Partnership</i>	
	<i>Private Limited</i>	
	<i>Public Limited</i>	
	<i>Co-Operative</i>	
	<i>Others</i>	
1.5	Registration Number issued by Registrar of Companies (ROC)	

Sl.No.	CAF for Pre- Establishment	Particulars
1.6	Other Registration Details (please fill the relevant registration details)	
1.6.1	<i>Foreign Investment Promotion Board (FIPB) / Reserve Bank of India (RBI) Approval Number [Issued Date / Expiry Date]</i>	
1.6.2	<i>Industrial Entrepreneurs Memorandum Number [Issued Date / Expiry Date]</i>	
1.7	Proposed date of commencement of construction:	
1.8	Proposed date of commencement of commercial production:	
2.0	Details of Project Promoter(s)	
2.1	Name of the Promoter (s)	
2.2	Designation of the Promoter (s) (if applicable)	
2.3	Address of the Promoter (s)	
2.3.1	<i>Door Number/ Plot Number</i>	
2.3.2	<i>Street/ Road</i>	
2.3.3	<i>Area/ Locality</i>	
2.3.4	<i>Village / Town/ City</i>	
2.3.5	<i>District</i>	
2.3.6	<i>State</i>	
2.3.7	<i>Country</i>	
2.3.8	<i>Pincode</i>	
2.4	Contact details of the Project Promoter(s)	
2.4.1	<i>Telephone Number with ISD and STD code</i>	
2.4.2	<i>Fax Number with STD code</i>	
2.4.3	<i>Mobile Number:</i>	
2.4.4	<i>e-mail Address:</i>	
3.0	Details of Project Investment and Finance	
3.1	Details of Estimated Project Cost (INR Crores)	

Sl.No.	CAF for Pre- Establishment	Particulars
3.1.1	Land	
3.1.2	Building	
3.1.3	Plant and Machinery - Imported (Landed Cost)	
3.1.4	Plant and Machinery - Indigenous	
3.1.5	Miscellaneous Assets	
3.1.6	Contingencies, etc.,	
3.1.7	Others (Please Specify)	
3.1.8	TOTAL	
3.2	Means of Finance (INR Crores)	
3.2.1	Equity from Promoters - Domestic	
3.2.2	Equity from Promoters - Foreign	
3.2.3	Loan from Financial Institutions	
3.2.4	Others (Please Specify)	
3.2.5	Estimated Project Cost Total	
4.0	Details of Employment	
4.1	Skilled Labour	
4.2	Unskilled Labour	
4.3	Supervisory	
4.4	Total Number of Employees	
4.5	Number of Contract Employees	
4.6	Maximum number of workers proposed to be employed in the factory on any one day	
5.0	Details of Manufacturing	
5.1	Brief description of process technology used along with a flow chart (to be enclosed)	
	<i>Flow chart (Please enclose a flow chart in a separate sheet)</i>	
5.2	Do you have any foreign technical collaboration ?	
5.3	Whether the factory will be engaged in Dangerous Operations as indicated under rule 95 of Tamilnadu Factory Rules 1950 ?	
5.4	Line of manufacture	
5.4.1	Description of Item	

Sl.No.	CAF for Pre- Establishment	Particulars
5.4.2	<i>Installed Capacity</i>	
5.5	Raw Material Consumption	
5.5.1	<i>Description of Item</i>	
6.0	Details of Energy Consumption and Power requirement	
6.1	Source of Energy	
6.1.1	<i>Captive Generation (in kVA)</i>	
6.1.2	<i>Tamil Nadu Generation and Distribution Corporation Limited (TANGEDCO) Supply (in kVA)</i>	
6.2	Power Requirements from TANGEDCO	
6.2.1	<i>Temporary (during construction, in kVA)</i>	
6.2.2	<i>Permanent (production phase, in kVA)</i>	
6.2.3	Voltage rating at which HT supply is required:	
6.3	If captive power, fuel used for generation	
6.3.1	Fuel Type	
	<i>Coal</i>	
	<i>Oil / Diesel</i>	
	<i>Wood</i>	
	<i>Wind</i>	
	<i>Solar</i>	
	<i>Others (Please Specify)</i>	
7	Details of Water Requirement	
7.1	Industrial Use (Kilo Litres per Day)	
7.2	Domestic (Kilo Litres per Day)	
8	Other details	
8.1	Permanent Account Number (PAN) of the Enterprise	

Additional Forms for Pre-Establishment Clearances

1. Planning Permission from Directorate of Town and Country Planning

Sl.No.	DTCP-Planning permission for new Building	Remarks
1	Basic Entry	
1.1	Select District	Auto populated based on data in S.No.1.2.11 in CAF for Pre-Establishment
1.2	Select Survey No. Type	
1.3	Select Taluk	Auto populated based on data in S.No.1.2.10 in CAF for Pre-Establishment
2	Application Details	
2.1	Building Plan Type (Select from the drop down list)	
2.2	Building Category (Select from the drop down list)	
2.3	Planning Area/ Non Planning Area	
2.4	Survey No. Type	
2.5	No. of Revenue Village	
2.6	Approval Type (New/Revision/Renewal)	
3	Applicant Details	
3.1	Applicant Type (Select- Individual/Jointly/Partnership/Co-op society/Private Ltd/Limited/Government/Others)	Auto populated based on data in S.No.1.4 in CAF for Pre-Establishment
3.2	Applicant Name	Auto populated based on data in S.No.1.1 in Registration Details form
3.3	Address	Auto populated based on data in S.No. 2.1 - 2.8 in Registration Details form
3.4	Pincode	Auto populated based on data in S.No.2.9 in Registration Details form
3.5	Phone	Auto populated based on data in S.No.3.1 in Registration Details form
3.6	Mobile	Auto populated based on data in S.No.3.3 in Registration Details form
3.7	Email	Auto populated based on data in S.No.3.4 in Registration Details form
3.8	Website	
4	RO/CLPA/NTDA details	
4.1	CLPA/NTDA (Auto-populated)	

Sl.No.	DTCP-Planning permission for new Building	Remarks
5	Local body details	
5.1	Name of the District (Auto-populated)	
6	Area Details	
6.1	Site Area (in Acres)	
7	Survey No. details	
7.1	Name of the District	Auto populated based on data in S.No.1.2.11 in CAF for Pre-Establishment
7.2	Name of Taluk	Auto populated based on data in S.No.1.2.10 in CAF for Pre-Establishment
7.3	Name of the Revenue Village	Auto populated based on data in S.No.1.2.2 in CAF for Pre-Establishment
7.4	S.F.No/ R.S.No.	Auto populated based on data in S.No.1.2.1 in CAF for Pre-Establishment
8	Land Ownership details	
8.1	Registered Document No.	
8.2	Document Date	
8.3	Document Type	
8.4	Name of the Owner	
8.5	Total Extent	
8.6	Survey Number	
8.7	Extent	
9	Encumbrance details	
9.1	Registered Document No. (Auto-populated)	
9.2	Document Date (Auto-populated)	
9.3	Document Type (Auto-populated)	
9.4	Name of the Owner (Auto-populated)	
9.5	Total Extent (Auto-populated)	
9.6	Survey Number (Auto-populated)	
9.7	No.of EC's	
9.8	EC No. & Date	
9.9	Date From (dd/mm/yyyy)	
9.1	Date To (dd/mm/yyyy)	
9.11	Name of the Owner (c)	
9.12	Remarks	
9.13	Upload	
10	Patta details	
10.1	Patta No.	
10.2	Patta. Date (dd/mm/yyyy)	

Sl.No.	DTCP-Planning permission for new Building	Remarks
10.3	Name of the Owner (c)	
10.4	Extent (Acres)	
10.5	Extent (Hectares)	
10.6	Remarks	
10.7	Survey Number	
10.8	Upload	
10.9	Land Type	
10.10	Remarks	
11	Chitta details	
11.1	Chitta. Date (dd/mm/yyyy)	
11.2	Name of the Owner (c)	
11.3	Extent	
11.4	Extent (H)	
11.5	Remarks	
11.6	Survey Numbers	
11.7	Land Type	
11.8	Remarks	
12	Adangal details	
12.1	Pasali. No	
12.2	Name of the Owner (C)	
12.3	Extent	
12.4	Extent (H)	
12.5	Remarks	
12.6	Survey Numbers	
12.7	Land Type	
12.8	Remarks	
13	Tahsildar NOC Letter Details	
13.1	NOC Letter No.	
13.2	NOC Letter.Date (dd/mm/yyyy)	
13.3	Extent	
14	Legal Opinion details	
14.1	Issued By	
14.2	Letter No.	
14.3	Letter.Date (dd/mm/yyyy)	
14.4	Extent	
15	NOC Checklist	
15.1	PWD/EO NOC	
15.2	Revenue Authorities NOC	
15.3	NOC from Health Officer/ Executive Authority	
15.4	Mining NOC	
15.5	Crusher NOC	

Sl.No.	DTCP-Planning permission for new Building	<i>Remarks</i>
15.6	Avaition	
15.7	Fire NOC	
15.8	Principal conservator of Forest	
15.9	CE-Agriculture	
15.10	Geology and mining Dept.	
16	Avaiation NOC Letter Details	
16.1	NOC Letter No.	
16.2	NOC Letter.Date (dd/mm/yyyy)	
16.3	Extent	
17	Approach Road Details for the Proposed Layout	
17.1	Name of the road	
17.2	Leads To (From-To)	
17.3	Width of the road	
17.4	Average width of the road	
17.5	Minimum width abutting the site on both side of 250M (500M) from the both end of site	
17.6	Nature of the road	
17.7	Name of the connecting major road	
17.8	Road Maintained by	
17.9	Length of approach road with reference to major Road	
17.1	Ownership of the approach Road	

2. Form for High Tension Temporary Connection from Tamil Nadu Generation and Distribution Company (TANGEDCO)

Sl.No.	Online Application Filing Facility For Temporary High Tension Service Connection	Remarks
1	Application Category	
1.1	District	Auto populated based on data in S.No.1.2.11 in CAF for Pre-Establishment
1.2	Select your circle	
1.3	Select your section	
2	TSC HT Application	
2.1	Application Category	
2.2	Type of Ownership of property where supply is required (Select from the drop down list)	
2.3	Service Category (Select from the drop down list)	
2.4	Applicant Name / Organization Name	Auto populated based on data in S.No 1.1 in CAF for Pre-Establishment
2.5	Address where supply is to be effected	Auto populated based on data in S.No 1.2.6 - 1.2.14 in CAF for Pre-Establishment
2.6	Communication Address	Auto populated based on data in S.No. 2.1 - 2.9 in Registration Details form
2.7	Select the tariff	
2.8	Select the purpose of industry	
2.9	Select the Voltage rating at which H.T.Supply is required	Auto populated based on data in S.No.6.2.3 in CAF for Pre-Establishment
2.10	Mobile Number	Auto populated based on data in S.No.3.3 in Registration Details form
2.11	Email Address	Auto populated based on data in S.No.3.4 in Registration Details form
2.12	If Owner consent is submitted?	
2.13	If your firm is a partnership?	
2.14	If your company is registered under companies act?	
2.15	If your Industry is a Saw Mill Industry?	
2.16	Is your area is under Chennai Metro?	

3	Data on consumers load	
3.1	Estimated requirement now applied	Auto populated based on data in S.No.6.2.1 in CAF for Pre-Establishment
3.2	Brief details of industry to be served	
3.3	No of shifts	
3.4	Probable date of load maturing	
3.5	Remarks if any regarding essentiality of supply	

3. Form for New High Tension Service Connection from TANGEDCO

Sl.No.	Online Application Filing Facility For New High Tension Service Connection	Remarks
1	Application Category	
1.1	District	Auto populated based on data in S.No.1.2.11 in CAF for Pre-Establishment
1.2	Select your circle	
1.3	Select your section	
2	NSC HT Application	
2.1	Application Category	
2.2	Type of Ownership of property where supply is required (Select from the drop down list)	
2.3	Service Category (Select from the drop down list)	
2.4	Applicant Name / Organization Name	Auto populated based on data in S.No.1.1 in CAF for Pre-Establishment
2.5	Address where supply is to be effected	Auto populated based on data in S.No 1.2.6 - 1.2.14 in CAF for Pre-Establishment
2.6	Communication Address	Auto populated based on data in S.No. 2.1 - 2.9 in Registration Details form
2.7	Select the tariff	
2.8	Select the purpose of industry	
2.9	Select the Voltage rating at which H.T.Supply is required	Auto populated based on data in S.No.6.2.3 in CAF for Pre-Establishment
2.10	Mobile Number	Auto populated based on data in S.No.3.3 in Registration Details form
2.11	Email Address	Auto populated based on data in S.No.3.4 in Registration Details form
2.12	If Owner consent is submitted?	
2.13	If your firm is a partnership?	
2.14	If your company is registered under companies act?	
2.15	If your Industry is a Saw Mill Industry?	
2.16	Is your area is under Chennai Metro?	
3	Data on consumers load	
3.1	Estimated requirement now applied	Auto populated based on data in S.No.6.2.1 in CAF for Pre-Establishment
3.2	Brief details of industry to be served	
3.3	No of shifts	
3.4	Probable date of load maturing	
3.5	Remarks if any regarding essentiality of supply	

4. Form for Temporary Low Tension Service Connection from TANGEDCO

Sl.No.	Online Application Filing Facility For Temporary Low Tension Service Connection	Remarks
1	Application Category	
1.1	District	Auto populated based on data in S.No.1.2.11 in CAF for Pre-Establishment
1.2	Select your circle	
1.3	Select your section	
2	TSC LT Application	
2.1	Application Category	
2.2	Type of Ownership of property where supply is required (Select from the drop down list)	
2.3	Service Category (Select from the drop down list)	
2.4	Name	Auto populated based on data in S.No.1.1 in CAF for Pre-Establishment
2.5	Address where supply is to be effected	Auto populated based on data in S.No 1.2.6 - 1.2.14 in CAF for Pre-Establishment
2.6	Communication Address	Auto populated based on data in S.No. 2.1 - 2.9 in Registration Details form
2.7	Mobile Number	Auto populated based on data in S.No.3.3 in Registration Details form
2.8	Email Address	Auto populated based on data in S.No.3.4 in Registration Details form
2.9	Phase (Select from the drop down list)	
2.10	Select tariff (Select from the drop down list)	
2.11	The wiring completed on	
2.12	Is welding available? (Select from the drop down list)	
2.13	Is your area is under Chennai Metro?	

Sl.No.	Online Application Filing Facility For Temporary Low Tension Service Connection	Remarks
2.14	Select the type of building (Select from the drop down list)	
	<i>Whether under taking obtained from the consumer ? (Select from the drop down list)</i>	
	<i>Select the Permanent Tariff After Construction (Select from the drop down list)</i>	
2.15	I agree to take supply for _____ days/years and utilize the energy in the premises described hereunder or outside the premises for my bonafide use	
3	Load Requirements	
3.1	Lighting	
	<i>Lights</i>	
	<i>Fans</i>	
	<i>Convenient Wall Plugs</i>	
3.2	Domestic Electrical Apparatus	
	<i>Cooker</i>	
	<i>Water heaters</i>	
	<i>Refrigerator</i>	
	<i>Air conditioner</i>	
	<i>Other Purposes</i>	
3.3	Power Loads	
	<i>Domestic</i>	
	<i>Industrial</i>	
	<i>Welding</i>	
	<i>Convenient Wall plugs</i>	
3.4	Total Load Applied	

4. Form for New Low Tension Service Connection from TANGEDCO

Sl.No.	Online Application Filing Facility For New Low Tension Service Connection	Remarks
1	Application Category	
1.1	District	Auto populated based on data in S.No.1.2.11 in CAF for Pre-Establishment
1.2	Select your circle	
1.3	Select your section	
2	NSC LT Application	
2.1	Application Category	
2.2	Type of Ownership of property where supply is required (Select from the drop down list)	
2.3	Service Category (Select from the drop down list)	
2.4	Name	Auto populated based on data in S.No.1.1 in CAF for Pre-Establishment
2.5	Address where supply is to be effected	Auto populated based on data in S.No 1.2.6 - 1.2.14 in CAF for Pre-Establishment
2.6	Communication Address	Auto populated based on data in S.No. 2.1 - 2.9 in Registration Details form
2.7	Mobile Number	Auto populated based on data in S.No.3.3 in Registration Details form
2.8	Email Address	Auto populated based on data in S.No.3.4 in Registration Details form
2.9	Phase (Select from the drop down list)	
2.10	Select tariff (Select from the drop down list)	
2.11	The wiring completed on	
2.12	Is welding available? (Select from the drop down list)	
2.13	Is your area is under Chennai Metro?	

2.14	Select the type of building (Select from the drop down list)	
2.15	I agree to take supply for _____ days/years and utilize the energy in the premises described hereunder or outside the premises for my bonafide use	
3	Load Requirements	
3.1	Lighting	
	<i>Lights</i>	
	<i>Fans</i>	
	<i>Convenient Wall Plugs</i>	
3.2	Domestic Electrical Apparatus	
	<i>Cooker</i>	
	<i>Water heaters</i>	
	<i>Refrigerator</i>	
	<i>Air conditioner</i>	
	<i>Other Purposes</i>	
3.3	Power Loads	
	<i>Domestic</i>	
	<i>Industrial</i>	
	<i>Welding</i>	
	<i>Convenient Wall plugs</i>	
3.4	Total Load Applied	

5. Form for New Industrial Water Connection from Chennai Metro Water Supply and Sewerage Board (CMWSSB)

Sl.No.	Industrial Water Connection	Remarks
1	Legal Name of Company	Auto populated based on data in S.No.1.1 in CAF for Pre-Establishment
2	Address for Correspondence	Auto populated based on data in S.No. 2.1 - 2.9 in Registration Details form
3	Name of contact person	Auto populated based on data in S.No. 1.1 in Registration Details form
4	Mobile Number	Auto populated based on data in S.No. 3.3 Registration Details form
5	Landline Number	
6	Email Id	Auto populated based on data in S.No. 3.4 in Registration Details form
7	Type of category (Dropdown)	
	<i>1. Commercial (Non water intensive - Metered)</i> <i>2. Commercial (Water intensive - Metered)</i> <i>3. Private Hospital (Water intensive - Metered)</i> <i>4. Institutional (Metered)</i> <i>5. All others (Water Intensive - Unmetered)</i>	
8	Site Address	Auto populated based on data in S.No 1.2.6 - 1.2.14 in CAF for Pre-Establishment
9	Is this a new connection? (Select 'Yes'/ 'No')	
10	Is this an alteration to the existing water/ sewer connection? (Select 'Yes'/ 'No')	
11	Is this a reconnection of service for an existing water/sewer connection? (Select 'Yes'/ 'No')	
	If Yes, <i>1. Non Payment of Tax</i> <i>2. Non Payment of Charges</i> <i>3. Shifting</i> <i>4. Renewal of Existing Connection</i>	

Sl.No.	Industrial Water Connection	Remarks
12	Requirement of water in KLD (Kilo Litres per day)	
13	CMWSSB Area Number/ Chennai Corporation Zone Number (<i>Select from Zone 1 to Zone 15</i>)	
14	Division No./ Depot No	
15	Bill No. provided by Corporation/ Local Authority	
16	Annual Assessment value of property fixed by Chennai Corporation/ Local authority	
17	Has the internal plumbing work been completed? (<i>Select 'Yes'/'No'</i>)	
18 19	Are water/ sewer line available near the property? (<i>Select 'Yes'/'No'</i>) Work Type (Dropdown) 1. <i>Treated (Chloronated)</i> 2. <i>Secondary Treated Water</i>	

3. Form for Obtaining Drawing Approval from Tamil Nadu Electrical Inspectorate (TNEI)

Sl.No.	Tamil Nadu Electrical Inspectorate - Drawing Approval	Remarks
1	Project	
2	Generator capacity	
3	Basic details	
a.	Consumer name	Auto populated based on data in S.No.1.1 in CAF for Pre-Establishment
b.	Official address	Auto populated based on data in S.No. 2.1 -2.9 in Registration Details form
c.	Phone number	Auto populated based on data in S.No. 3.1 in Registration Details form
d.	Email address	Auto populated based on data in S.No. 3.4 in Registration Details form
4	Location of HV installation	
a.	Taluk	Auto populated based on data in S.No.1.2.10 in CAF for Pre-Establishment
b.	Village	Auto populated based on data in S.No.1.2.9 in CAF for Pre-Establishment
c.	Town	Auto populated based on data in S.No.1.2.9 in CAF for Pre-Establishment
d.	Street	Auto populated based on data in S.No.1.2.7 in CAF for Pre-Establishment
5	Power requirement with nature of load	
6	Sanction of load with authority (Copy of the TANGEDGO letter)	
7	Contractor details	
a.	Name	
b.	Address	
c.	License number	
d.	Validity	
8	Details of the contractor's electrical supervisor	
a.	Name	
b.	Supervisor competency certificate number (SCC)	
c.	Validity	

Sl.No.	Tamil Nadu Electrical Inspectorate - Drawing Approval	Remarks
9	Are all equipment and lines of the consumer proposed to be erected entirely within the property of consumer?	
10	Do all material and apparatus conform to the relevant specifications and ISI?	
11	Chairman / MD / Authorised signatory details	
a.	Name	
b.	Residential address	
c.	Mobile number	
d.	Email address	
e.	Telephone number	
12	Copy of memorandum and articles of association of the company	
13	Brief details of proposal	
14	Technical details	
14.1.	Details of EHV / HV installation	
a.	Substation (Indoor / Outdoor)	
	Rating of power transformers	
	Numbers	
	Voltage ratio	
b.	Transformer	
	Rating of transformers	
	Numbers	
	Voltage ratio	
c.	H.V. Switchgear	
	Normal current (A)	
	Rupturing capacity (kA)	
	Numbers	
d.	H.V. Alternator / Generator	
	Capacity (kVA)	
	Numbers	
	Voltage rating of alternator	
e.	H.V. Motor	
	Capacity (HP / kW)	
	Numbers	
	Voltage rating	
f.	H.V. Capacitor	
	Capacity (kVAr)	
	Numbers	

Sl.No.	Tamil Nadu Electrical Inspectorate - Drawing Approval	Remarks
	Voltage rating	
g.	Other HV Equipment	
	Capacity	
	Numbers	
14.2.	Details of M.V. installation	
a.	Alternator / Generator	
	Capacity (kVA)	
	Numbers	
	Voltage rating of alternator (V)	
b.	Three phase motor load	
	Capacity (HP / kW)	
	Numbers	
	Voltage rating (V)	
c.	Switch gears	
	Normal current (A)	
	Rupturing capacity (kA)	
	Numbers	
15	Do all equipment satisfy conditions of the supplier ?	
16	Distribution mains if any (Details of line supports and conductor size to be furnished)	
17	4 Sets of the following drawings signed by the consumer and contractor	
a.	Site plan showing point of supply, H.T. installation routes of main (O.H. & U.G.) & Topo plan	
	Drawing reference number	
	Number of drawings	
b.	Plan and elevation of substation with clearance to nearby buildings or structures	
	Drawing reference number	
	Number of drawings	
c.	Schematic layout of the equipments	
	Drawing reference number	
	Number of drawings	
d.	Sectional elevation of switch gears with erection details	
	Drawing reference number	
	Number of drawings	
e.	Earthing Arrangements	

Sl.No.	Tamil Nadu Electrical Inspectorate - Drawing Approval	<i>Remarks</i>
	Drawing Reference Number	
	Number of Drawings	
f.	If the Building Height Exceeds 15m, Details of Planning Permit and Drawing Approval Obtained from the DTCP / CMDA Authority	
	Drawing Reference Number	
	Number of Drawings	
g.	If the Installation is having G+3 Floor and above, Elevation Drawing Indicating the Total Height of the Building	
	Drawing Reference Number	
	Number of Drawings	
18	Have the equipment been received?	
19	Probable Date of Completion of Installation	
20	Type of Installation?	

4. Form for obtaining No Objection Certificate (NOC) from Fire and Rescue Services Department for Multi-Storied Building (17 meters and above)

#	Fire-No Objection Certificate for Multi Storied Building	Remarks
1	Building and address details	
1.1	Applicant Name	Auto populated based on data in S.No. 1.1 in Registration Details form
1.2	Building Name	Auto populated based on data in S.No.1.1 in CAF for Pre-Establishment
1.3	State	Auto populated based on data in S.No.1.2.12 in CAF for Pre-Establishment
1.4	District	Auto populated based on data in S.No.1.2.11 in CAF for Pre-Establishment
1.5	Taluk	Auto populated based on data in S.No.1.2.10 in CAF for Pre-Establishment
1.6	Revenue Village	Auto populated based on data in S.No.1.2.2 in CAF for Pre-Establishment
1.7	Door/Flat no	Auto populated based on data in S.No.1.2.6 in CAF for Pre-Establishment
1.8	Street no / name	Auto populated based on data in S.No.1.2.7 in CAF for Pre-Establishment
1.9	Pincode	Auto populated based on data in S.No.1.2.14 in CAF for Pre-Establishment
2	Contact Details	
2.1	Phone/Landline no. with STD code	Auto populated based on data in S.No.3.1 in Registration Details form
2.2	Mobile Number	Auto populated based on data in S.No.3.3 in Registration Details form
2.3	Email ID	Auto populated based on data in S.No.3.4 in Registration Details form
3	Number of floors with floor area	
3.1	Plot Area (area in sq.m)	
3.2	Basement (area in sq.m)	
3.3	Ground floor (area in sq.m)	
3.4	Mezzanine (area in sq.m)	
3.5	Total number of Floors	
	<i>Floor number</i>	
	<i>Floor area (in sq.m)</i>	
	<i>Areas of all the floors to be captured based on the value entered in 3.5</i>	

#	Fire-No Objection Certificate for Multi Storied Building	Remarks
3.6	Total floor area (in sq.m)	
3.7	Height of the building (in metres)	
3.8	Entrance (width in metres)	
3.9	Approach road (width in metres)	
4	Staircase details/ Means of Escape	
4.1	Number of staircase(s)	
	<i>Staircase number</i>	
	<i>Staircase width (in m)</i>	
	<i>Width of all the staircases to be captured based on the value entered in 4.2</i>	
	<i>Means of Escape Emergency Exit/ Normal Usage</i>	
5	No. of lifts and capacity of each, availability of service staircase, service lift etc. should be mentioned	
5.1	Number of lifts	
	<i>Lift Number</i>	
	<i>Lift Occupancy (in person)</i>	
	<i>Lift Capacity (in kgs)</i>	
	<i>Capacities of all the lifts to be captured based on the value entered in 5.1</i>	
6	Canteen details	
6.1	Nature of Occupancy (Educational / Assembly / Institutional / Office / Residential)	
6.2	Total number of canteens	
6.3	Canteen Locality	
6.4	Floors (Provide list of canteen existing floors separated by comma)	
6.5	LPG Cylinders count	
6.6	Total occupancy (no of persons)	
6.7	Parking areas (in sq.m)	
6.8	Sprinklers (Select 'Yes'/'No')	
6.9	Exposure hazard (Select 'Yes'/'No')	
7	Fire resistance of Infrastructure	
7.1	Fire resistance of construction materials (Select from the drop down list)	

#	Fire-No Objection Certificate for Multi Storied Building	Remarks
7.2	Self closing fire/smoke check doors (Select 'Proposed'/ 'Not applicable')	
7.3	Electrical Panels	
7.4	No. of doors	
	<i>Door Number</i>	
	<i>Door Name</i>	
	<i>Width (in metres)</i>	
	<i>Door Number, Door Name, Width (in metres) to be captured for all doors based on the value entered in 7.4</i>	
7.5	Fire resistance of the door (Select-1hr/ 2hr/3hr/4hr)	
7.6	Partitions (Select 'Proposed'/ 'Not applicable')	
7.7	Type of material	
7.8	False Ceiling (Select 'Proposed'/ 'Not applicable')	
7.9	Lining for air-conditioning ducts (Select 'Proposed'/ 'Not applicable')	
7.10	Insulation for air-conditioning ducts (Select 'Proposed'/ 'Not applicable')	
7.11	Paneling (Select 'Proposed'/ 'Not applicable')	
7.12	Surface finishes (Select 'Proposed'/ 'Not applicable')	
7.13	Enclosures for panels for electrical switches etc., and access doors to such enclosures (Select 'Proposed'/ 'Not applicable')	
8	Compartmentation details	
8.1	Ventilation (Select 'Natural Ventilation' / 'Mechanical Ventilation')	
8.2	Compartmentation (Select 'Proposed'/ 'Not applicable')	
8.3	No of partitions	
	<i>Partition Number</i>	
	<i>Size of partition (in sq.m)</i>	
	<i>Size of partition (in sq.m) to be captured for all the partitions based on the value entered in 8.3</i>	
9	Means of Entry	
9.1	Number of entries	

#	Fire-No Objection Certificate for Multi Storied Building	Remarks
	<i>Entry Number</i>	
	<i>Entry Width (in m)</i>	
	<i>Entry width (in m) to be captured for all the entries based on the value entered in 9.1</i>	
10	Other Safety Measures	
10.1	Electrical installations (Select 'Proposed'/ 'Not applicable')	
10.2	Type of installation (Select from the drop down list)	
10.3	Alternate lighting arrangements (Select 'Proposed'/ 'Not applicable')	
10.4	Back up timing (in hours)	
10.5	Room airconditioners (Select 'Proposed'/ 'Not applicable')	
10.6	Type of air conditioner (Select from the drop down list)	
11	Fire protection	
11.1	Lighting protections (Select 'Proposed'/ 'Not applicable')	
11.2	Hose Reel (Yes/ No)	
11.3	Hose reel with Down comer system (Select 'Proposed'/ 'Not applicable')	
11.4	Hose reel with Wetriser system (Select 'Proposed'/ 'Not applicable')	
11.5	Yard hydrant system (Select 'Proposed'/ 'Not applicable')	
11.6	Manual Call Point (Select 'Proposed'/ 'Not applicable')	
11.7	Portable fire extinguisher (Select 'Proposed'/ 'Not applicable')	
11.8	No. of fire extinguishers	
	<i>ABC (Number of Units and Capacity)</i>	
	<i>CO2 (Number of Units and Capacity)</i>	
	<i>DCP (Number of Units and Capacity)</i>	
	<i>Foam (Number of Units and Capacity)</i>	
	<i>Water CO2 (Number of Units and Capacity)</i>	
11.9	Fire service inlet (Select 'Proposed'/ 'Not applicable')	
11.10	Automatic sprinklers system (Select 'Proposed'/ 'Not applicable')	

#	Fire-No Objection Certificate for Multi Storied Building	Remarks
11.11	Smoke exhauster (Select 'Proposed'/ 'Not applicable')	
11.12	Water curtains (Select 'Proposed'/ 'Not applicable')	
11.13	Automatic Alarm system (Select 'Proposed'/ 'Not applicable')	
12	Fire pumps details	
12.1	No of main electrical pumps	
	<i>Electrical Pump Number</i>	
	<i>Capacity of main electrical pump (in LPM)</i>	
12.2	No. of diesel driven pump	
	<i>Diesel Pump Number</i>	
	Capacity of diesel driven pump (in LPM)	
12.3	No of jockey pumps	
	<i>Jockey Pump Number</i>	
	<i>Capacity of jockey pump (in LPM)</i>	
	Total number of pump(s)	
12.4	No. of terrace pump(s)	
	<i>Terrace Pump Number</i>	
	<i>Capacity of terrace pumps (in LPM)</i>	
12.5	Fire lift with Generator Supply (Select 'Proposed'/ 'Not applicable')	
12.6	Storage of diesel (in litres)	
13	Communication system	
13.1	Communication system (Select 'Proposed'/ 'Not applicable')	
13.2	Mode of communication (Select 'Wired'/'Wireless')	
13.3	Public address system (Select 'Proposed'/ 'Not applicable')	
13.4	Inter-communication system (Select 'Proposed'/ 'Not applicable')	
13.5	Illuminated signs (Select 'Proposed'/ 'Not applicable')	
13.6	Maintenance of fire protection installation equipments (Select 'Proposed'/ 'Not applicable')	
13.7	Equipment manufacturer name	
13.8	Equipment manufacturer address	

#	Fire-No Objection Certificate for Multi Storied Building	Remarks
13.9	Fire fighting training to staff (Select 'Proposed'/ 'Not applicable')	
13.10	Details of licenses (Select 'Applied' /'Issued')	
13.11	License Number	
13.12	Total Number of H.P. Machineries installed (in H.P.)	
14	Details of generator	
13.1	Have you provided generator (Select 'Proposed'/ 'Not applicable')	
13.2	H.P/KV of generator	
13.3	Quantity of diesel furnace oil stored (in Litre)	
13.4	Whether proper license obtained for such storage (Select 'Yes' / 'No')	
15	Extent of site and set-back around the building on all four directions (to be specified separately)	
15.1	North (in metres)	
15.2	South (in metres)	
15.3	East (in metres)	
15.4	West (in metres)	
16	Fire lift details	
16.1	No of fire lifts available	
16.2	Fire lift details	
	<i>Fire lift Number</i>	
	<i>Location of fire lift</i>	
	<i>Location of all the fire lifts to be captured based on the value entered in 9.1</i>	
	Alternate power supply for fire lift (Select- Feeder line / Generator)	
16.4	Whether alternate power supply is available for fire lifts, emergency lights and pumps of wetriser (their rated capacity) (Select 'Yes' / 'No')	
16.5	Whether fire safety officer is available round the clock and if so, whether his subordinates are trained by the local fire services (Select 'Yes'/'No')	

#	Fire-No Objection Certificate for Multi Storied Building	Remarks
16.6	Whether fire drill has been conducted and joint evacuation drill has been conducted by the security officer and the local fire service (Select 'Yes'/'No')	
17	Details of present inspections to comply table 7 in part IV of NBC of India 2016 Water supply details	
17.1	Water Supply	
	<i>Total Number of Terrace Tanks</i>	
	<i>Terrace tank</i>	
	<i>Terrace tank capacity</i>	
	<i>Total Number of Underground Tanks</i>	
	<i>Underground tank</i>	
	<i>Underground tank capacity</i>	
17.2	Fire Buckets with Stand (Select 'Proposed'/'Not applicable')	
17.3	Number of Fire Buckets	
18	Documents	
	Requisition Letter addressed to Approving Authority with the signature of authorised signatory	
	Land ownership document copy (Rental Agreement/ Sale Deed including patta, chitta copy / Lease Deed)	
	Proposed Building Plan (Certified by a Panel Engineer approved by the Local Body) consisting of the following:	
	i. Site Plan	
	ii. Topo Plan	
	iii. Elevation plan	
	iv. Typical Floor plan	
	v. Section drawing	
	Proposed Fire Plan (Certified by a Panel Engineer approved by the Local Body)	
19	Declaration	
	Certified that the above particulars furnished are true to the best of my knowledge	

5. Form for obtaining NOC from Fire and Rescue Services Department for Non Multi-Storied Building (Less than 17 meters)

#	Fire NOC for Non-MSB	Remarks
1	Premises number and name of the building	
1.1	Applicant Name	Auto populated based on data in S.No. 1.1 in Registration Details form
1.2	Building Name	Auto populated based on data in S.No.1.1 in CAF for Pre-Establishment
1.3	State	Auto populated based on data in S.No.1.2.12 in CAF for Pre-Establishment
1.4	District	Auto populated based on data in S.No.1.2.11 in CAF for Pre-Establishment
1.5	Taluk	Auto populated based on data in S.No.1.2.10 in CAF for Pre-Establishment
1.6	Revenue Village	Auto populated based on data in S.No.1.2.2 in CAF for Pre-Establishment
1.7	Door/Flat no	Auto populated based on data in S.No.1.2.6 in CAF for Pre-Establishment
1.8	Street no / name	Auto populated based on data in S.No.1.2.7 in CAF for Pre-Establishment
1.9	Pincode	Auto populated based on data in S.No.1.2.14 in CAF for Pre-Establishment
2	Contact Details	
2.1	Phone/Landline no. with STD code	Auto populated based on data in S.No.3.1 in Registration Details form
2.2	Mobile Number	Auto populated based on data in S.No.3.3 in Registration Details form
2.3	Email ID	Auto populated based on data in S.No.3.4 in Registration Details form
3	Occupant details	
3.1	Name of the Firm or Company or Business or Factory	Auto populated based on data in S.No.1.1 in CAF for Pre-Establishment
3.2	Name of the Proprietor/Owner	Auto populated based on data in S.No.2.1 in CAF for Pre-Establishment
3.3	Name of Rental / Leased Owner Name	
4	Description	
4.1	Nature of business, trade or process	

#	Fire NOC for Non-MSB	Remarks
4.2	No. of storage rooms	
4.3	No. of floors	
	<i>Floor no.</i>	
	<i>Quantity of load stored (in kgs)</i>	
	<i>Area of the floor (in sq.ft)</i>	
	<i>Floor No, Quantity and Area of the floor to be captured for all the floors based on the value entered in 4.3</i>	
4.4	Total Plot Area (sq.ft)	
4.5	Total Constructed Area (sq.ft)	
4.6	Commodities already licensed together with quantities (by municipality, state or central Government) state license number (Select 'To be provided' / 'Provided')	
4.7	License no.	
4.8	Date of issue	
4.9	Trade business or commodities applied for disapproved with reasons any (Select-To be provided/provided)	
4.10	Reason for disapproval	
5	Building	
5.1	Construction features (Fire resistance of the building (Select from the drop down list)	
6	General	
6.1	Fire Risk Level (Select from the drop down list)	
7	Particulars	
7.1	Number of storeys	
7.2	Number of basements	
7.3	Walls (Select from the drop down list)	
7.4	Doors (Select from the drop down list)	
7.5	Windows (Select from the drop down list)	
7.6	Verandahs (Select 'Yes'/'No')	
7.7	Balconies (Select 'Yes'/'No')	
7.8	Floors (Select from the drop down list)	

#	Fire NOC for Non-MSB	Remarks
7.9	False Ceiling (Select 'Yes'/'No')	
7.10	Roof (or Terrace) (Select from the drop down list)	
7.11	Number of staircases and position enclosed or open :	
	<i>Stair Case no.</i>	
	<i>Type of staircase (Select 'Enclosed'/'Open type')</i>	
	<i>No and Type of staircase to be captured for all the staircases based on the value entered in 7.11</i>	
7.12	Maximum height of roofing (metre)	
7.13	Other occupants within immediate 20 metres / all around the building (Select from the drop down list)	
8	Observation	
9.1	Width of road / street / lane :	
9.2	Accessibility for Fire engines (Select 'Yes'/'No')	
9	Side Set Back	
9.1	North (in metres)	
9.2	South (in metres)	
9.3	East (in metres)	
9.4	West (in metres)	
10	Nearest means of communication	
10.1	Telephone	
10.2	Alternative telephone	
10.3	Contact number of fire station	
10.4	Contact number of police chowki or station	
11	Installed fire-fighting equipments	
11.1	Hose reel	
11.2	Sprinklers	
11.3	Hydrant and Hose	
12	Fire detection	
12.1	Water Supply (Select from the drop down list)	
	<i>Total Number of Terrrace Tanks</i>	
	<i>Terrace tank</i>	

#	Fire NOC for Non-MSB	Remarks
	<i>Terrace tank capacity</i>	
	<i>Total Number of Underground Tanks</i>	
	<i>Underground tank</i>	
	<i>Underground tank capacity</i>	
12.2	Total Capacity of tank (in Litre)	
12.3	Fire Buckets with Stand (Select 'To be provided' / 'Provided')	
12.4	Number of Fire Buckets	
12.5	Fire detecting and alarm systems (Select 'To be provided' / 'Provided')	
12.6	Watchman (Select 'To be provided' / 'Provided')	
12.7	Watchman Shifts (Select from the drop down list)	
12.8	Fire extinguishers	
13	Documents	
	Requisition Letter addressed to Approving Authority with the signature of authorised signatory	
	Land ownership document copy (Rental Agreement/ Sale Deed including patta, chitta copy / Lease Deed)	
	Proposed Building Plan (Certified by a Panel Engineer approved by the Local Body) consisting of the following:	
	i. Site Plan	
	ii. Topo Plan	
	iii. Elevation plan	
	iv. Typical Floor plan	
	v. Section drawing	
	Proposed Fire Plan (Certified by a Panel Engineer approved by the Local Body)	
14	Declaration	
	Certified that the above particulars furnished are true to the best of my knowledge.	

6. Form for Factory Plan Approval from Directorate of Industrial Safety and Health (DISH)

#	Form No-1: Factory Plan Approval	Remarks
1	General Particulars	
1.1	Name of the Factory	Auto populated based on data in S.No.1.1 in CAF for Pre-Establishment
1.2	Sector (Select Public / Private)	
1.3	Nature of the Industry	Auto populated based on data in S.No.1.4 in CAF for Pre-Establishment
	Public (State Govt./ Central Govt./ State Quasi/ Central Quasi/ Others)	
	Private (Partnership/Proprietorship/ Limited Company/ Others)	
1.4	Whether registered in MSME? (Select Yes/No)	
1.5	LIN Number	
1.6	EPF Number	
1.7	ESI Number	
1.8	PAN Number	
2	Manufacturing Process	
2.1	Description of the Manufacturing Process	Auto populated based on data in S.No.5.1 in CAF for Pre-Establishment
2.2	Major Category (Select from the drop down list)	
2.3	Division (Select from the drop down list)	
2.4	Manufacturing Process (Select from the drop down list)	
2.5	National Industrial Classification Code Number	
3	Situation of the Factory	
3.1	Is the factory located in Flat/ apartment (Yes/No)	
3.2	Survey Number/ RS Number	Auto populated based on data in S.No.1.2.1 in CAF for Pre-Establishment
3.3	Door Number/ Plot Number	Auto populated based on data in S.No.1.2.6 in CAF for Pre-Establishment
3.4	Street/ Road	Auto populated based on data in S.No.1.2.7 in CAF for Pre-Establishment
3.5	Area/ Locality	Auto populated based on data in S.No.1.2.8 in CAF for Pre-Establishment

#	Form No-1: Factory Plan Approval	Remarks
3.6	Village / Town/ City	Auto populated based on data in S.No.1.2.9 in CAF for Pre-Establishment
3.7	Local Body Name	Auto populated based on data in S.No.1.2.4 in CAF for Pre-Establishment
3.8	District	Auto populated based on data in S.No.1.2.11 in CAF for Pre-Establishment
3.9	Local Body Type	Auto populated based on data in S.No.1.2.3 in CAF for Pre-Establishment
3.10	Ward Number	Auto populated based on data in S.No.1.2.5 in CAF for Pre-Establishment
3.11	Taluk	Auto populated based on data in S.No.1.2.10 in CAF for Pre-Establishment
3.12	State	Auto populated based on data in S.No.1.2.12 in CAF for Pre-Establishment
3.13	Pincode	Auto populated based on data in S.No.1.2.14 in CAF for Pre-Establishment
3.14	Country	Auto populated based on data in S.No.1.2.13 in CAF for Pre-Establishment
3.15	Nature of Occupation of Premises	
3.16	Nearest Railway Station	
3.17	Nearest Police Station	
3.18	GIS Latitude	
3.19	GIS Longitude	
4	Address for Communication	
4.1	Is the address related to a Flat / Apartment ? (Select Yes/No)	
	<i>Yes will generate address fields</i>	
4.2	Door Number/ Plot Number	Auto populated based on data in S.No.2.1 in Registration Details form
4.3	Street/ Road	Auto populated based on data in S.No.2.2 in Registration Details form
4.4	Area/ Locality	Auto populated based on data in S.No.2.3 in Registration Details form
4.5	Village / Town/ City	Auto populated based on data in S.No.2.4 in Registration Details form
4.6	District	Auto populated based on data in S.No.2.6 in Registration Details form
4.7	State	Auto populated based on data in S.No.2.7 in Registration Details form

#	Form No-1: Factory Plan Approval	Remarks
4.8	Country	Auto populated based on data in S.No.2.8 in Registration Details form
4.9	Pincode	Auto populated based on data in S.No.2.9 in Registration Details form
4.10	Landline Phone Number	Auto populated based on data in S.No.3.1 in Registration Details form
4.11	Mobile Number	Auto populated based on data in S.No.3.3 in Registration Details form
4.12	Fax Number	Auto populated based on data in S.No.3.2 in Registration Details form
4.13	Email ID	Auto populated based on data in S.No.3.4 in Registration Details form
4.14	Website	
5	Particulars of Occupier	
5.1	Salutations	
5.2	Initial	
5.3	First Name/ Main Calling Name	
5.4	Middle Name	
5.5	Last Name/ Surname	
5.6	Age	
5.7	Date of Birth	
5.8	Father's Name	
5.9	Mother's Name	
5.10	Gender	
5.11	Nationality	
5.12	Email Id	
5.13	Landline Phone Number	
5.14	Mobile Number	
5.15	Alternate Mobile Number	
5.16	Fax Number	
5.17	Aadhar (UID) Number	
5.18	DIN Number	
5.19	Date of Occupation	
	Present Address	
5.20	Are you residing in flat or apartment? (yes/ no)	
5.21	Door Number/ Plot Number	
5.22	Street/ Road	
5.23	Area/ Locality	
5.24	Village / Town/ City	
5.25	District	

#	Form No-1: Factory Plan Approval	Remarks
5.26	State	
5.27	Country	
5.28	Pincode	
	Permanent Address	
5.29	<i>If the permanent address is same as the present address click this box</i>	
5.30	Are you residing in flat or apartment? (yes/ no)	
5.31	Door Number/ Plot Number	
5.32	Street/ Road	
5.33	Area/ Locality	
5.34	Village / Town/ City	
5.35	District	
5.36	State	
5.37	Country	
5.38	Pincode	
	Identity/ Address Proof	
5.39	Proof of Address	
5.40	Address proof number	
5.41	Photo (Attachment)	
5.42	Photo ID Proof	
5.43	Photo ID Proof Number	
6	Particulars of Owner	
6.1	Owner same as occupier (Check box)	
6.2	Type of Ownership	Auto populated based on data in S.No.1.4 in CAF for Pre-Establishment
6.3	Salutations	
6.4	Initial	
6.5	First Name/ Main Calling Name	
6.6	Middle Name	
6.7	Last Name/ Surname	
6.8	Age	
6.9	Date of Birth	
6.10	Father's Name	
6.11	Mother's Name	
6.12	Gender	
6.13	Nationality	
6.14	Email Id	Auto populated based on data in S.No.2.4.4 in CAF for Pre-Establishment
6.15	Landline Phone Number	Auto populated based on data in S.No.2.4.1 in CAF for Pre-Establishment

#	Form No-1: Factory Plan Approval	Remarks
6.16	Mobile Number	Auto populated based on data in S.No.2.4.3 in CAF for Pre-Establishment
6.17	Alternate Mobile Number	
6.18	Fax Number	Auto populated based on data in S.No.2.4.2 in CAF for Pre-Establishment
6.19	Aadhar (UID) Number	
6.20	Present Address	
6.21	Are you residing in flat or apartment? (yes/ no)	
6.22	Door Number/ Plot Number	Auto populated based on data in S.No.2.3.1 in CAF for Pre-Establishment
6.23	Street/ Road	Auto populated based on data in S.No.2.3.2 in CAF for Pre-Establishment
6.24	Area/ Locality	Auto populated based on data in S.No.2.3.3 in CAF for Pre-Establishment
6.25	Village / Town/ City	Auto populated based on data in S.No.2.3.4 in CAF for Pre-Establishment
6.26	District	Auto populated based on data in S.No.2.3.5 in CAF for Pre-Establishment
6.27	State	Auto populated based on data in S.No.2.3.6 in CAF for Pre-Establishment
6.28	Country	Auto populated based on data in S.No.2.3.7 in CAF for Pre-Establishment
6.29	Pincode	Auto populated based on data in S.No.2.3.8 in CAF for Pre-Establishment
6.30	Permanent Address	
6.31	<i>If the Permanent address is same as the present address click this box</i>	
6.32	Are you residing in flat or apartment? (yes/ no)	
6.33	Door Number/ Plot Number	
6.34	Street/ Road	
6.35	Area/ Locality	
6.36	Village / Town/ City	
6.37	District	
6.38	State	
6.39	Country	
6.40	Pincode	
6.41	Identity/ Address Proof	
6.42	Proof of Address	
6.43	Address proof number	
6.44	Photo (Attachment)	

#	Form No-1: Factory Plan Approval	Remarks
7	Particulars of Director	
7.1	Salutations	
7.2	Initial	
7.3	First Name/ Main Calling Name	
7.4	Middle Name	
7.5	Last Name/ Surname	
7.6	Age	
7.7	Date of Birth	
7.8	Father's Name	
7.9	Mother's Name	
7.10	Gender	
7.11	Nationality	
7.12	Email Id	
7.13	Landline Phone Number	
7.14	Mobile Number	
7.15	Alternate Mobile Number	
7.16	Fax Number	
7.17	Aadhar (UID) Number	
7.18	DIN Number	
	Present Address	
7.19	Are you residing in flat or apartment? (yes/ no)	
7.20	Door Number/ Plot Number	
7.21	Street/ Road	
7.22	Area/ Locality	
7.23	Village / Town/ City	
7.24	District	
7.25	State	
7.26	Country	
7.27	Pincode	
	Permanent Address	
7.28	<i>If the Permanent address is same as the present address click this box</i>	
7.29	Are you residing in flat or apartment? (yes/ no)	
7.3	Door Number/ Plot Number	
7.31	Street/ Road	
7.32	Area/ Locality	
7.33	Village / Town/ City	
7.34	District	
7.35	State	
7.36	Country	

#	Form No-1: Factory Plan Approval	Remarks
7.37	Pincode	
	Identity/ Address Proof	
7.38	Photo	
7.39	Proof of Address	
7.40	Address proof number	
8	Particulars of present plans and previous approval	
8.1	Purpose for which plans are submitted	
	<i>Initial Approval</i>	
	<i>Specify the particulars of the additional construction</i>	
	<i>Specify the particulars of the additional installation</i>	
	<i>Specify the particulars of the changes in installation</i>	
8.2	Particulars of Previous plan approval	
	<i>Plan type</i>	
	<i>Approved by</i>	
	<i>Date of submission</i>	
9	Particulars of capacity and number of workers	
9.1	Total proposed capacity in Horse Power (incise of initial approval)	
	<i>Total proposed capacity in Horse Power</i>	
	<i>Total installed capacity in H.P. (incise of additional installations/ changes in installations)</i>	
	<i>Approved H.P. in earlier plans</i>	
	<i>Deletions</i>	
	<i>Additions</i>	
	<i>Total Horse Power</i>	
9.2	Maximum number of men proposed to employed on any one day in the factory	
	<i>Number of adult men</i>	
	<i>Number of adult women</i>	
	<i>Total number of workers</i>	
10	Particulars of Manufacturing Process	

#	Form No-1: Factory Plan Approval	Remarks
10.1	Description of manufacturing process	Auto populated based on data in S.No.5.1 in CAF for Pre-Establishment
10.2	Particulars of chemical storage with quantity	
	<i>If any Chemical Stored for the purpose of Manufacturing (Yes or No Tick Box)</i>	
	<i>Name of chemical</i>	
	<i>Type of storage</i>	
	<i>Place of storage</i>	
	<i>Unit of Measure</i>	
	<i>Storage Capacity</i>	
	<i>Capacity in progress</i>	
	<i>Maximum storage capacity</i>	
	<i>Purpose</i>	
10.3	Particulars of Dangerous Operations	
	<i>Whether the factory is engaged in dangerous operations under rule 95 of Tamil Nadu Factories Rules, 1950</i>	Auto populated based on data in S.No.5.3 in CAF for Pre-Establishment
10.4	Particulars of Hazardous Process	
	<i>Whether the Factory is Engaged in any Hazardous Process Indicated under section 2(cb) of Factories Act 1948 *</i>	
11	Documents	
11.1	Blue prints of Topo Plan	
11.2	Site plan (1:400 Scale)	
11.3	Detailed plan (1:100 Scale) of buildings along with the machinery installation details in triplicate	
11.4	Process Flow chart	
11.5	Hard Copies of supporting document for occupation of premises (Sale deed / Lease deed / Rental deed etc.,)	
11.6	Proof of Identity of Occupier	
11.7	Proof of Address of Occupier	
12	Submit Plan	

7. Form for Registration Of Establishments Employing Building or Other Construction Workers

#	Application For Registration Of Establishments Employing Building (Or) Other Construction Workers	Remarks
1	Particulars of Establishment	
1.1	Name of the Establishment	Auto populated based on data in S.No.1.1 in CAF for Pre-Establishment
1.2	Sector (Select Public / Private)	
1.3	Nature of the Establishment	Auto populated based on data in S.No.1.4 in CAF for Pre-Establishment
	Public (State Govt./ Central Govt./ State Quasi/ Central Quasi/ Others)	
	Private (Partnership/Proprietorship/ Limited Company/ Others)	
1.4	TAN Number	
1.5	LIN Number	
1.6	TIN Number	
1.7	EPF Number	
1.8	ESI Number	
1.9	PAN Number	
1.10	Service Tax Number	
1.11	Name of apartment/ house	
1.12	Type of Construction (Select from the drop down list)	
1.13	Nature of Construction (Select from the drop down list)	
1.14	Number of workers to be employed	
1.15	Maximum number of construction workers to be employed including contractors / sub contractors	
1.16	Estimated date of commencement of work	
1.17	Estimated date of completion of work	
1.18	Please tick if you are a Contractor / Sub Contractor to any Construction Establishment	
	Address for communication	
1.19	Is the address related to flat/ apartment (Yes/No)	
	<i>Yes will generate address fields</i>	
1.20	Door Number/ Plot Number	Auto populated based on data in S.No.2.1 in Registration Details form

#	Application For Registration Of Establishments Employing Building (Or) Other Construction Workers	Remarks
1.21	Street/ Road	Auto populated based on data in S.No.2.2 in Registration Details form
1.22	Area/ Locality	Auto populated based on data in S.No.2.3 in Registration Details form
1.23	Village / Town/ City	Auto populated based on data in S.No.2.4 in Registration Details form
1.24	District	Auto populated based on data in S.No.2.6 in Registration Details form
1.25	State	Auto populated based on data in S.No.2.7 in Registration Details form
1.26	Country	Auto populated based on data in S.No.2.8 in Registration Details form
1.27	Pincode	Auto populated based on data in S.No.2.9 in Registration Details form
1.28	Landline Phone Number	Auto populated based on data in S.No.3.1 in Registration Details form
1.29	Mobile Number	Auto populated based on data in S.No.3.3 in Registration Details form
1.30	Fax Number	Auto populated based on data in S.No.3.2 in Registration Details form
1.31	Email ID	Auto populated based on data in S.No.3.4 in Registration Details form
1.32	Website	
	Present Address of the Establishment	
1.33	<i>If the Present Address is same as Communication Address please click this box</i>	
1.34	Is the Address related to a Flat / Apartment ?	
1.35	Door Number / Plot Number	
1.36	Street / Road	
1.37	Area / Locality	
1.38	Village Town / City	
1.39	District	
1.4	State	
1.41	Country	
1.42	Pincode	
1.43	Email ID	
1.44	Landline Phone Number	
1.45	Mobile Number	
1.46	Fax Number	

#	Application For Registration Of Establishments Employing Building (Or) Other Construction Workers	Remarks
	Permanent / Registered Office address of the Establishment	
1.47	<i>If the Head Office Address is same as Present Address please click this box</i>	
1.48	Is the Address related to a Flat / Apartment ?	
1.49	Door Number / Plot Number	
1.50	Street / Road	
1.51	Area / Locality	
1.52	Village Town / City	
1.53	District	
1.54	State	
1.55	Country	
1.56	Pin Code	
1.57	Email Address	
1.58	Landline Phone Number	
1.59	Mobile Number	
1.60	Fax Number	
	Situation of Construction Site	
1.61	Is the construction work related to Buildings	
1.62	District Covered	
1.63	Survey Number / RS Number	Auto populated from CAF Pre-Establishment S.No.1.2.1
1.64	Door Number / Plot Number	Auto populated from CAF Pre-Establishment S.No.1.2.6
1.65	Street / Road	Auto populated from CAF Pre-Establishment S.No.1.2.7
1.66	Area / Locality	Auto populated from CAF Pre-Establishment S.No.1.2.8
1.67	Village Town / City	Auto populated from CAF Pre-Establishment S.No.1.2.9
1.68	Localbody Name	Auto populated from CAF Pre-Establishment S.No.1.2.4
1.69	Localbody Approval Number	
1.70	District	Auto populated from CAF Pre-Establishment S.No.1.2.11
1.71	State	Auto populated from CAF Pre-Establishment S.No.1.2.12
1.72	Country	Auto populated from CAF Pre-Establishment S.No.1.2.13

#	Application For Registration Of Establishments Employing Building (Or) Other Construction Workers	Remarks
1.73	Pin Code	Auto populated from CAF Pre-Establishment S.No.1.2.14
1.74	GIS Latitude	
1.75	GIS Longitude	
	Particulars of Contractors / Sub Contractors	
1.76	Name of the Establishment of Contractors / Sub Contractors	
1.77	Address of the Establishment of Contractors / Sub Contractors	
1.78	Nature of Work	
1.79	Number of Workers to be Employed by Contractor / Sub Contractor	
2	Particulars of the Employer	
2.1	Salutation	
2.2	Initial	
2.3	First name/ main calling Name	
2.4	Middle Name	
2.5	Last name / Surname	
2.6	Age	
2.7	Date of Birth	
2.8	Father's Name	
2.9	Mather's Name	
2.10	Gender	
2.11	Nationality	
2.12	e-Mail ID	
2.13	Landline Phone Number	
2.14	Mobile Number	
2.15	Alternate Mobile Number	
2.16	Fax Number	
2.17	DIN Number	
	Present Address	
2.18	Are you residing in Flat / Apartment? (Yes/ No)	
2.19	Door Number/ Plot Number	
2.20	Street/ Road	
2.21	Area/ Locality	
2.22	Village / Town/ City	
2.23	District	
2.24	State	
2.25	Country	

#	Application For Registration Of Establishments Employing Building (Or) Other Construction Workers	Remarks
2.26	Pincode	
	Permanent Address	
2.27	<i>If the Permanent address is same as the present address click this box</i>	
2.28	Are you residing in Flat / Apartment ? (Yes/ No)	
2.29	Door Number/ Plot Number	
2.30	Street/ Road	
2.31	Area/ Locality	
2.32	Village / Town/ City	
2.33	District	
2.34	State	
2.35	Country	
2.36	Pincode	
	Identity/ Address Proof	
2.37	Proof of Address	
2.38	Address Proof Number	
2.39	Upload Photo	
2.40	Photo Identity Proof	
2.41	Photo Identity Proof Number	
3	Particulars of the Site Incharge	
3.1	When there is no manager / person incharge appointed , Click this box to declare Employer himself as manager / person incharge (Tick)	
3.2	Salutation	
3.3	Initial	
3.4	First name/ main calling Name	
3.5	Middle Name	
3.6	Last name / Surname	
3.7	Age	
3.8	Date of Birth	
3.9	Father's Name	
3.10	Mother's Name	
3.11	Gender	
3.12	Nationality	
3.13	e-Mail ID	
3.14	Landline Phone Number	
3.15	Mobile Number	
3.16	Alternate Mobile Number	
3.17	Fax Number	

#	Application For Registration Of Establishments Employing Building (Or) Other Construction Workers	Remarks
	Present Address	
3.18	Are you residing in Flat / Apartment? (Yes/ No)	
3.19	Door Number/ Plot Number	
3.20	Street/ Road	
3.21	Area/ Locality	
3.22	Village / Town/ City	
3.23	District	
3.24	State	
3.25	Country	
3.26	Pincode	
	Permanent Address	
3.27	<i>If the Permanent address is same as the present address click this box</i>	
3.28	Are you residing in Flat / Apartment ? (Yes/ No)	
3.29	Door Number/ Plot Number	
3.30	Street/ Road	
3.31	Area/ Locality	
3.32	Village / Town/ City	
3.33	District	
3.34	State	
3.35	Country	
3.36	Pincode	
	Identity/ Address Proof	
3.37	Proof of Address	
3.38	Address Proof Number	
3.39	Upload Photo	
3.40	Photo Identity Proof	
3.41	Photo Identity Proof Number	
4	BOCW Application details	
	Particulars of Fees for Registration Certificate	
4.1	Maximum Number of workers to be Employed	
4.2	Mode of Payment	
	Particulars of Fees for Registration Certificate	
4.3	Minimum Number of Worker	
4.4	Maximum Number of Worker	
4.5	Registration Fees	

#	Application For Registration Of Establishments Employing Building (Or) Other Construction Workers	Remarks
5	Documents	
5.1	Copies of supporting documents for possession of premises (Sale deed / Lease deed / Rental deed etc)	
5.2	Proof for Employer Identity	
5.3	Proof for Employer Address	
5.4	Proof for Site in-charge Identity	
5.5	Proof for Site in-charge Address	
5.6	Copy of Memorandum of articles of Association under Companies Act / Partnership Deed	
5.7	Copy of List of Directors	
5.8	Copy of Partnership deed	
5.9	List of Partners	
5.10	Copy of Local body approval for construction	
6	Submit to Joint Director Industrial Safety & Health	

8. Form for obtaining Consent to Establish from Tamil Nadu Pollution Control Board (TNPCB)

#	Application for Consent to Establish	Remarks
1	Industry	
1.1	Industry Name	Auto populated based on data in S.No.1.1 in CAF for Pre-Establishment
1.2	Industry Location-Postal Address	Auto populated based on data in S.No.1.2.6 - 1.2.13 in CAF for Pre-Establishment
1.3	Pin Code	Auto populated based on data in S.No.1.2.14 in CAF for Pre-Establishment
1.4	Village	Auto populated based on data in S.No.1.2.9 in CAF for Pre-Establishment
1.5	SF No of the Industry location/Plot No in case of Govt Industrial Estates	
1.6	Local Body Type (Select from the drop down list)	Auto populated based on data in S.No.1.2.3 in CAF for Pre-Establishment
1.7	Local Body	Auto populated based on data in S.No.1.2.4 in CAF for Pre-Establishment
1.8	Scale of Industry	
1.9	Status (Select: Operational / Proposed / Closed)	
1.10	Date of commissioning	Auto populated based on data in S.No.1.8 in CAF for Pre-Establishment
1.11	Registration/License No	
1.12	Gross Fixed Assets-cost without Depreciation :(Rs in Lakhs)	
	<i>As on</i>	
1.13	Plant & Machinery cost without Depreciation :(Rs in Lakhs):	
1.14	Ownership of the industry (Select from the drop down list)	Auto populated based on data in S.No.1.4 in CAF for Pre-Establishment
1.15	Phone No. with code :	Auto populated based on data in S.No.1.3.1 in CAF for Pre-Establishment
1.16	Fax No. with code ::	Auto populated based on data in S.No.1.3.2 in CAF for Pre-Establishment
1.17	e-mail Address:	Auto populated based on data in S.No.1.3.4 in CAF for Pre-Establishment
1.18	Jurisdiction Office:	
2	Occupier's Details	
2.1	Registered Office Address	
2.2	Pin Code	

#	Application for Consent to Establish	Remarks
2.3	Occupier Name	
2.4	Occupier Designation	
2.5	Phone No. with code:	
2.6	Fax No. with code:	
2.7	Mobile No:	
2.8	e-mail Address:	
3	Other details	
3.1	Applicant Name	Auto populated based on data in S.No. 1.1 in Registration Details form
3.2	Designation (Select from the drop down list)	
	Correspondence Address	
3.3	Address/City:	Auto populated based on data in S.No. 2.1 - 2.4 in Registration Details form
3.4	Pin Code:	Auto populated based on data in S.No. 2.9 in Registration Details form
3.5	District:	Auto populated based on data in S.No. 2.6 in Registration Details form
3.6	Taluk	Auto populated based on data in S.No. 2.5 in Registration Details form
3.7	State	Auto populated based on data in S.No. 2.7 in Registration Details form
3.8	Phone No. with code	Auto populated based on data in S.No. 3.1 in Registration Details form
3.9	Fax No. with code	Auto populated based on data in S.No. 3.2 in Registration Details form
3.1	Mobile No:	Auto populated based on data in S.No. 3.3 in Registration Details form
3.11	e-mail Address:	Auto populated based on data in S.No. 3.4 in Registration Details form
3.12	Website Address:	
3.13	Total no. of average working days in a year	
3.14	Total no. of working shifts per day	
3.15	Land Status (Select Owned/Leased)	
3.16	Cost of Air Pollution control measures	
3.17	Cost of Water Pollution control measures	
3.18	Manufacturing process	Auto populated based on data in S.No.5.1 in CAF for Pre-Establishment
3.19	Total extent of Land Area (in	

#	Application for Consent to Establish	Remarks
	hectares)	
3.20	Ground coverage area of the industry (in hectares)	
3.21	Green belt/Irrigation area of the industry (in hectares)	
3.22	Solid waste Storage/disposal area (in hectares)	
3.23	Vacant area(Total area-(Buily Up Area+Solid waste area+Green Belt area))	
3.24	Total no. of Employees working per day(including contract workers)	Auto populated based on data in S.No. 4.6 in CAF for Pre-Establishment
3.25	Details of the habitation nearby	
	<i>Habitation Name</i>	
	<i>Distance (in km)</i>	
	<i>Population</i>	
3.26	Name of the nearby Roadways(Viz.):	
	<i>Select (NH/SH/ODR/MDR)</i>	
	<i>Name</i>	
3.27	Distance from the site	
3.28	Details of water bodies like lakes/rivers/canals within a radius of 1 KM and rivers within a radius of 5KM	
	<i>Name of the Water Source.</i>	
	<i>Distance (in m)</i>	
3.29	Land use classification of the site (Select from the drop down list)	
3.30	Authority which classified the land use- (Select from the drop down list)	
3.31	Name and Distance of the sensitive area like places of Archeological importance, national park, Wild Life Birds sanctuary , Marine National Park, Mangrove Forests,reserved forests ,marsh lands if any located within 10 KM radius of the unit:	
	<i>Name</i>	
	<i>Distance (in km)</i>	

#	Application for Consent to Establish	Remarks
3.32	Is the Unit is located with in 1 Km from marine coastal area(sea, estuaries, back waters), If Yes please mention the distance from the unit	
	<i>Distance of Marine coastal area from Unit (in meters)</i>	
3.33	Name and Address of all Directors/Partners	
	<i>Name</i>	Auto populated based on data in S.No. 2.1 in CAF for Pre-Establishment
	<i>Designation</i>	Auto populated based on data in S.No. 2.2 in CAF for Pre-Establishment
	<i>Address</i>	Auto populated based on data in S.No. 2.3.1 -2.3.8 CAF for Pre-Establishment
4	Apply for Consent	
4.1	Whether applying for first time to TNPCB	
4.2	Whether already applied	
4.2.1	<i>Enter old MIS File No already allotted by TNPCB</i>	
4.2.2	<i>Enter the previous consent/renewals issued dates by TNPCB along with the attachment of the copy of the consent order documents [Date of Application ; Consent Application (Consents/Renewals) ; Issued Date; Valid Date; Status and reason for pending if not issued; Attach Document]</i>	
5	Raw Material / Product Details	
5.1	Raw Materials Details	
5.1.1	<i>Raw-Materials Name</i>	Auto populated based on data in S.No. 5.5.1 CAF for Pre-Establishment
5.1.2	<i>Raw-Material Quantity</i>	
5.1.3	<i>Units</i>	
5.1.4	<i>Principal Use</i>	
5.2	Product Details	
5.2.1	<i>Product Name</i>	
5.2.2	<i>Quantity</i>	
5.2.3	<i>Unit</i>	
5.2.4	<i>End Use</i>	
5.3	By-Product Details	

#	Application for Consent to Establish	Remarks
5.3.1	<i>Name of By-Product</i>	
5.3.2	<i>Quantity</i>	
5.3.3	<i>Unit of Product</i>	
5.3.4	<i>End Use</i>	
5.4	Intermediate Product Details	
5.4.1	<i>Intermediate Product Name</i>	
5.4.2	<i>Quantity</i>	
5.4.3	<i>Unit</i>	
5.4.4	<i>End Use</i>	
5.5	Fuel Used Details	
5.5.1	<i>Name of Fuel</i>	Auto populated based on data in S.No. 6.3.1 CAF for Pre-Establishment
5.5.2	<i>Point of Use</i>	
5.5.3	<i>Quantity (in T/Day)</i>	
5.5.4	<i>Calorific Value</i>	
5.5.5	<i>Ash Content</i>	
5.5.6	<i>Sulphur Content</i>	
6	Water Consumption/Effluent	
6.1	Water Source Details	
6.1.1	<i>Source Type</i>	
6.1.2	<i>Source Name</i>	
6.1.3	<i>Quantity (KLD)</i>	
6.2	Water Consumption Details	
6.2.1	<i>Source Consumption</i>	
6.2.2	<i>Quantity (KLD)</i>	
6.3	Sewage Generation Details	
6.3.1	<i>Source</i>	
6.3.2	<i>Quantity (KLD)</i>	
6.4	Trade Effluent Generation Details	
6.4.1	<i>Source</i>	
6.4.2	<i>Quantity</i>	
6.5	Sewage Treatment Plant Details	
6.5.1	Treatment status	
6.5.2	<i>Name of the Treatment Unit</i>	
6.5.3	<i>No. of Units</i>	
6.5.4	<i>Dimensions in m (L*B*D)</i>	
6.6	Trade Effluent treatment plant Details	
6.6.1	<i>Treatment status</i>	
6.6.2	<i>Name of the Treatment Unit</i>	
6.6.3	<i>No. of Units</i>	
6.6.4	<i>Dimensions in m (L*B*D)</i>	

#	Application for Consent to Establish	Remarks
6.7	Sewage Disposal Details	
6.7.1	<i>Description of Outlet with location</i>	
6.7.2	<i>Quantity (KLD)</i>	
6.7.3	<i>Disposal</i>	
6.8	Trade Effluent Disposal Details	
6.8.1	<i>Description of Outlet with location</i>	
6.8.2	<i>Quantity (KLD)</i>	
6.8.3	<i>Disposal</i>	
7	Solid Wastes	
7.1	Non Hazardous Solid Wastes Details	
7.1.1	<i>Name of Solid Waste</i>	
7.1.2	<i>Quantity</i>	
7.1.3	<i>Unit</i>	
7.1.4	<i>Mode of Disposal</i>	
7.1.5	<i>Area of land earmarked for Storage/disposal</i>	
7.2	Hazardous Solid Wastes Details (Y/N)	
7.2.1	<i>Name of Process</i>	
7.2.2	<i>Name of Process Waste(Category No)</i>	
7.2.3	<i>Quantity (T/Year)</i>	
7.2.4	<i>Waste Type</i>	
7.2.5	<i>Waste Storage</i>	
7.2.6	<i>Waste Disposal</i>	
7.2.7	<i>Area earmarked for Storage/Disposal</i>	
8	Air Emission	
8.1	Point source emission with stacks Details	
8.1.1	<i>Stack No</i>	
8.1.2	<i>Source of emission</i>	
8.1.3	<i>Pollution Control measures</i>	
8.1.4	<i>Stack top dimension (in Metres)</i>	
8.1.5	<i>Stack Height above ground level(meters)</i>	
8.1.6	<i>Material of Construction</i>	
8.1.7	<i>Exit Gas Velocity (in M/S)</i>	
8.1.8	<i>Exit Gas Temp(in Deg C)</i>	
8.1.9	<i>Maximum Discharge(in m3/hr)</i>	
8.2	Fugitive emission / Noise Details	
8.2.1	<i>Source of Fugitive or Noise emission</i>	
8.2.3	<i>Type of emission</i>	

#	Application for Consent to Establish	Remarks
8.2.4	Pollution Control Measures	
8.2.5	Capacity	
9	Consent Fee Details	
9.1	Category:	
9.2	Gross Fixed Assets Cost :	
9.3	Consent Fee Applicable for per Act :	
9.4	Consent Fee Applicable under Water and Air Acts :	
9.5	Reason for deviation in payment :	
9.6	Consent Fee Remitted now:	

ANNEXURE 4**(See sub-rule (1) of rule 9)****CAF for Pre-Operation Stage**

Sl.No.	CAF for Pre- Operations	Remarks
	Project Information	
1.0	Details of Industrial Unit (Proposed to be set-up)	
1.1	Name of the Industrial Unit	Auto populated from CAF Pre-Establishment S.No.1.1
1.2	Address of the Industrial Unit	
1.2.1	<i>Survey Field (SF) Number/ Re-Survey (RS) Number</i>	Auto populated from CAF Pre-Establishment S.No.1.2.1
1.2.2	<i>Revenue Village Name</i>	Auto populated from CAF Pre-Establishment S.No.1.2.2
1.2.3	<i>Local Body Type</i>	Auto populated from CAF Pre-Establishment S.No.1.2.3
1.2.4	<i>Local Body Name</i>	Auto populated from CAF Pre-Establishment S.No.1.2.4
1.2.5	<i>Ward Number</i>	Auto populated from CAF Pre-Establishment S.No.1.2.5
1.2.6	<i>Door Number/ Plot Number</i>	Auto populated from CAF Pre-Establishment S.No.1.2.6
1.2.7	<i>Street/ Road</i>	Auto populated from CAF Pre-Establishment S.No.1.2.7
1.2.8	<i>Area/ Locality</i>	Auto populated from CAF Pre-Establishment S.No.1.2.8
1.2.9	<i>Village / Town/ City</i>	Auto populated from CAF Pre-Establishment S.No.1.2.9
1.2.10	<i>Taluk Name</i>	Auto populated from CAF Pre-Establishment S.No.1.2.10
1.2.11	<i>District</i>	Auto populated from CAF Pre-Establishment S.No.1.2.11
1.2.12	<i>State</i>	Auto populated from CAF Pre-Establishment S.No.1.2.12
1.2.13	<i>Country</i>	Auto populated from CAF Pre-Establishment S.No.1.2.13
1.2.14	<i>Pincode</i>	Auto populated from CAF Pre-Establishment S.No.1.2.14
1.3	Contact details of the Industrial Unit	

Sl.No.	CAF for Pre- Operations	Remarks
1.3.1	<i>Telephone Number with STD code</i>	Auto populated from CAF Pre-Establishment S.No.1.3.1
1.3.2	<i>Fax Number with STD code</i>	Auto populated from CAF Pre-Establishment S.No.1.3.2
1.3.3	<i>Mobile Number:</i>	Auto populated from CAF Pre-Establishment S.No.1.3.3
1.3.4	<i>e-mail Address:</i>	Auto populated from CAF Pre-Establishment S.No.1.3.4
1.3.5	<i>Website Address:</i>	Auto populated from CAF Pre-Establishment S.No.1.3.5
1.4	Nature of Organization	Auto populated from CAF Pre-Establishment S.No.1.4
	<i>Proprietary</i>	
	<i>Partnership</i>	
	<i>Private Limited</i>	
	<i>Public Limited</i>	
	<i>Co-Operative</i>	
	<i>Others</i>	
1.5	Registration Number issued by Registrar of Companies (ROC)	Auto populated from CAF Pre-Establishment S.No.1.5
1.6	Other Registration Details (please fill the relevant registration details)	
1.6.1	<i>Foreign Investment Promotion Board (FIPB) / Reserve Bank of India (RBI) Approval Number [Issued Date / Expiry Date]</i>	Auto populated from CAF Pre-Establishment S.No.1.6.1
1.6.2	<i>Industrial Entrepreneurs Memorandum Number [Issued Date / Expiry Date]</i>	Auto populated from CAF Pre-Establishment S.No.1.6.2
1.7	Proposed date of commencement of commercial production:	Auto populated from CAF Pre-Establishment S.No.1.8
2.0	Details of Project Promoter(s)	
2.1	Name of the Promoter (s)	Auto populated from CAF Pre-Establishment S.No.2.1
2.2	Designation of the Promoter (s) (if applicable)	Auto populated from CAF Pre-Establishment S.No.2.2
2.3	Address of the Promoter (s)	
2.3.1	<i>Door Number/ Plot Number</i>	Auto populated from CAF Pre-Establishment S.No.2.3.1
2.3.2	<i>Street/ Road</i>	Auto populated from CAF Pre-Establishment S.No.2.3.2

Sl.No.	CAF for Pre- Operations	Remarks
2.3.3	<i>Area/ Locality</i>	Auto populated from CAF Pre-Establishment S.No.2.3.3
2.3.4	<i>Village / Town/ City</i>	Auto populated from CAF Pre-Establishment S.No.2.3.4
2.3.5	<i>District</i>	Auto populated from CAF Pre-Establishment S.No.2.3.5
2.3.6	<i>State</i>	Auto populated from CAF Pre-Establishment S.No.2.3.6
2.3.7	<i>Country</i>	Auto populated from CAF Pre-Establishment S.No.2.3.7
2.3.8	<i>Pincode</i>	Auto populated from CAF Pre-Establishment S.No.2.3.8
2.4	Contact details of the Project Promoter(s)	
2.4.1	<i>Telephone Number with ISD and STD code</i>	Auto populated from CAF Pre-Establishment S.No.2.4.1
2.4.2	<i>Fax Number with STD code</i>	Auto populated from CAF Pre-Establishment S.No.2.4.2
2.4.3	<i>Mobile Number:</i>	Auto populated from CAF Pre-Establishment S.No.2.4.3
2.4.4	<i>e-mail Address:</i>	Auto populated from CAF Pre-Establishment S.No.2.4.4
3.0	Details of Project Investment and Finance	
3.1	Details of Estimated Project Cost (INR Crores)	
3.1.1	<i>Land</i>	Auto populated from CAF Pre-Establishment S.No.3.1.1
3.1.2	<i>Building</i>	Auto populated from CAF Pre-Establishment S.No.3.1.2
3.1.3	<i>Plant and Machinery - Imported (Landed Cost)</i>	Auto populated from CAF Pre-Establishment S.No.3.1.3
3.1.4	<i>Plant and Machinery - Indigenous</i>	Auto populated from CAF Pre-Establishment S.No.3.1.4
3.1.5	<i>Miscellaneous Assets</i>	Auto populated from CAF Pre-Establishment S.No.3.1.5
3.1.6	<i>Contingencies, etc.,</i>	Auto populated from CAF Pre-Establishment S.No.3.1.6
3.1.7	<i>Others (Please Specify)</i>	Auto populated from CAF Pre-Establishment S.No.3.1.7
3.1.8	<i>TOTAL</i>	

Sl.No.	CAF for Pre- Operations	Remarks
3.2	Means of Finance (INR Crores)	
3.2.1	<i>Equity from Promoters - Domestic</i>	Auto populated from CAF Pre-Establishment S.No.3.2.1
3.2.2	<i>Equity from Promoters - Foreign</i>	Auto populated from CAF Pre-Establishment S.No.3.2.2
3.2.3	<i>Loan from Financial Institutions</i>	Auto populated from CAF Pre-Establishment S.No.3.2.3
3.2.4	<i>Others (Please Specify)</i>	Auto populated from CAF Pre-Establishment S.No.3.2.4
3.2.5	<i>Estimated Project Cost Total</i>	
4.0	Details of Employment	
4.1	Skilled Labour	Auto populated from CAF Pre-Establishment S.No.4.1
4.2	Unskilled Labour	Auto populated from CAF Pre-Establishment S.No.4.2
4.3	Supervisory	Auto populated from CAF Pre-Establishment S.No.4.3
4.4	Total Number of Employees	Auto populated from CAF Pre-Establishment S.No.4.4
4.5	Number of Contract Employees	Auto populated from CAF Pre-Establishment S.No.4.5
4.6	Maximum number of workers proposed to be employed in the factory on any one day	Auto populated from CAF Pre-Establishment S.No.4.6
5.0	Details of Manufacturing	
5.1	Brief description of process technology used along with a flow chart (to be enclosed)	Auto populated from CAF Pre-Establishment S.No.5.1
	<i>Flow chart (Please enclose a flow chart in a separate sheet)</i>	
5.2	Do you have any foreign technical collaboration ?	Auto populated from CAF Pre-Establishment S.No.5.2
5.3	Whether the factory will be engaged in Dangerous Operations as indicated under rule 95 of Tamilnadu Factory Rules 1950 ?	Auto populated from CAF Pre-Establishment S.No.5.3
5.4	Line of manufacture	
5.4.1	<i>Description of Item</i>	Auto populated from CAF Pre-Establishment S.No.5.4.1
5.4.2	<i>Installed Capacity</i>	Auto populated from CAF Pre-Establishment S.No.5.4.2
5.5	Raw Material Consumption	

Sl.No.	CAF for Pre- Operations	Remarks
5.5.1	<i>Description of Item</i>	Auto populated from CAF Pre-Establishment S.No.5.5.1
6.0	Details of Energy Consumption and Power requirement	
6.1	Source of Energy	
6.1.1	<i>Captive Generation (in kVA)</i>	Auto populated from CAF Pre-Establishment S.No.6.1.1
6.1.2	<i>Tamil Nadu Generation and Distribution Corporation Limited (TANGEDCO) Supply (in kVA)</i>	Auto populated from CAF Pre-Establishment S.No.6.1.2
6.2	Power Requirements from TANGEDCO	
6.2.1	<i>Permanent (production phase, in kVA)</i>	Auto populated from CAF Pre-Establishment S.No.6.2.2
6.2.2	Voltage rating at which HT supply is required:	Auto populated from CAF Pre-Establishment S.No.6.2.3
6.3	If captive power, fuel used for generation	
6.3.1	Fuel Type	Auto populated from CAF Pre-Establishment S.No.6.3.1
	<i>Coal</i>	
	<i>Oil / Diesel</i>	
	<i>Wood</i>	
	<i>Wind</i>	
	<i>Solar</i>	
	<i>Others (Please Specify)</i>	
7	Details of Water Requirement	
7.1	Industrial Use (Kilo Litres per Day)	Auto populated from CAF Pre-Establishment S.No.7.1
7.2	Domestic (Kilo Litres per Day)	Auto populated from CAF Pre-Establishment S.No.7.2
8	Other Details	
8.1	PAN	Auto populated from CAF Pre-Establishment S.No.8.1

Additional Forms for Pre-Operation Clearances

1. Form for Completion Certificate from Fire and Rescue Services Department

#	MSB Compliance Certificate	Remarks
a	NOC Reference Number from DFRS *	
b	Planning Permission Approval Number from Competent Authority (Local Body, CMDA etc.)	
1	Building and address details	
1.1	Applicant Name	Auto populated from Registration Details Form S.No.1.1
1.2	Building Name	Auto populated from CAF Pre-Operation S.No.1.1
1.3	State	Auto populated from CAF Pre-Operation S.No.1.2.12
1.4	District	Auto populated from CAF Pre-Operation S.No.1.2.11
1.5	Taluk	Auto populated from CAF Pre-Operation S.No.1.2.10
1.6	Revenue Village	Auto populated from CAF Pre-Operation S.No.1.2.2
1.7	Door/Flat no	Auto populated from CAF Pre-Operation S.No.1.2.6
1.8	Street no / name	Auto populated from CAF Pre-Operation S.No.1.2.7
1.9	Pincode	Auto populated from CAF Pre-Operation S.No.1.2.14
2	Contact Details	
2.1	Phone/Landline no. with STD code	Auto populated from CAF Pre-Operation S.No.1.3.1
2.2	Mobile Number	Auto populated from CAF Pre-Operation S.No.1.3.3
2.3	Email ID	Auto populated from CAF Pre-Operation S.No.1.3.4
3	Number of floors with floor area	
3.1	Plot Area (area in sq.m)	
3.2	Basement (area in sq.m)	
3.3	Ground floor (area in sq.m)	
3.4	Mezzanine (area in sq.m)	
3.5	Total number of Floors	
	<i>Floor number</i>	
	<i>Floor area (in sq.m)</i>	

#	MSB Compliance Certificate	Remarks
	<i>Areas of all the floors to be captured based on the value entered in 3.5</i>	
3.6	Total floor area (in sq.m)	
3.7	Height of the building (in metres)	
3.8	Entrance (width in metres)	
3.9	Approach road (width in metres)	
4	Staircase details/ Means of Escape	
4.1	Number of staircase(s)	
	<i>Staircase number</i>	
	<i>Staircase width (in m)</i>	
	<i>Width of all the staircases to be captured based on the value entered in 4.2</i>	
	<i>Means of Escape (Tick Normal or Emergency)</i>	
5	No. of lifts and capacity of each, availability of service staircase, service lift etc. should be mentioned	
5.1	Number of lifts	
	<i>Lift Number</i>	
	<i>Lift Occupancy (in persons)</i>	
	<i>Lift Capacity (in Kg)</i>	
	<i>Capacities of all the lifts to be captured based on the value entered in 5.1</i>	
6	Canteen details	
6.1	Nature of Occupancy (Educational / Assembly / Institutional / Office / Residential)	
6.2	Total number of canteens	
6.3	Canteen Locality (Outside/ Inside)	
6.4	Floors (Provide list of canteen existing floors separated by comma)	
6.5	LPG Cylinders count	
6.6	Total occupancy (no of persons)	
6.7	Parking areas (in sq.m)	
6.8	Sprinklers (Select 'Yes'/'No')	
6.9	Exposure hazard (Select 'Yes'/'No')	
7	Fire resistance of infrastructure	
7.1	Fire resistance of construction materials (Select-1hr/ 2hr/3hr/4hr)	
7.2	Self closing fire/smoke check doors (Select 'Proposed'/ 'Not applicable')	
7.3	Electrical Panels	

#	MSB Compliance Certificate	Remarks
7.4	No. of doors	
	<i>Door Number</i>	
	<i>Door Name</i>	
	<i>Door Width (in metres)</i>	
	<i>Door Number, Door Name, Width (in metres) to be captured for all doors based on the value entered in 7.4</i>	
7.5	Fire resistance of the door (Select-1hr/2hr/3hr/4hr)	
7.6	Partitions (Select 'Proposed'/ 'Not applicable')	
7.7	Type of material	
7.8	False Ceiling (Select 'Proposed'/ 'Not applicable')	
7.9	Lining for air-conditioning ducts (Select 'Proposed'/ 'Not applicable')	
7.10	Insulation for air-conditioning ducts (Select 'Proposed'/ 'Not applicable')	
7.11	Paneling (Select 'Proposed'/ 'Not applicable')	
7.12	Surface finishes (Select 'Proposed'/ 'Not applicable')	
7.13	Enclosures for panels for electrical switches etc., and access doors to such enclosures (Select 'Proposed'/ 'Not applicable')	
8	Compartmentation details	
8.1	Ventilation (Select 'Natural Ventilation' / 'Mechanical Ventilation')	
8.2	Compartmentation (Select 'Proposed'/ 'Not applicable')	
8.3	No of partitions	
	<i>Partition Number</i>	
	<i>Size of partition (in sq.m)</i>	
	<i>Size of partition (in sq.m) to be captured for all the partitions based on the value entered in 8.3</i>	
9	Means of Entry	
9.1	Number of entries	
	<i>Entry Number</i>	
	<i>Entry Width (in m)</i>	
	<i>Entry width (in m) to be captured for all</i>	

#	MSB Compliance Certificate	Remarks
	<i>the entries based on the value entered in 9.1</i>	
10	Other Safety Measures	
10.1	Electrical installations (Select 'Proposed'/ 'Not applicable')	
10.2	Type of installation (Select from the drop down list)	
10.3	Alternate lighting arrangements (Select 'Proposed'/ 'Not applicable')	
10.4	Back up timing (in hours)	
10.5	Room airconditioners (Select 'Proposed'/ 'Not applicable')	
10.6	Type of air conditioner (Select from the drop down list)	
11	Fire protection	
11.1	Lighting protections (Select 'Proposed'/ 'Not applicable')	
11.2	Hose Reel (Yes/ No)	
11.3	Hose reel with Down comer system (Select 'Proposed'/ 'Not applicable')	
11.4	Hose reel with Wetriser system (Select 'Proposed'/ 'Not applicable')	
11.5	Yard hydrant system (Select 'Proposed'/ 'Not applicable')	
11.6	Manual Call Point (Select 'Proposed'/ 'Not applicable')	
11.7	Portable fire extinguisher (Select 'Proposed'/ 'Not applicable')	
11.8	No. of fire extinguishers	
	<i>ABC (Number of Units and Capacity)</i>	
	<i>CO2 (Number of Units and Capacity)</i>	
	<i>DCP (Number of Units and Capacity)</i>	
	<i>Foam (Number of Units and Capacity)</i>	
	<i>Water CO2 (Number of Units and Capacity)</i>	
11.9	Fire service inlet (Select 'Proposed'/ 'Not applicable')	
11.10	Automatic sprinklers system (Select 'Proposed'/ 'Not applicable')	
11.11	Smoke exhauster (Select 'Proposed'/ 'Not applicable')	
11.12	Water curtains (Select 'Proposed'/ 'Not	

#	MSB Compliance Certificate	Remarks
	applicable')	
11.13	Automatic Alarm system (Select 'Proposed'/ 'Not applicable')	
12	Fire pumps details	
12.1	No of main electrical pumps	
	<i>Electrical Pump Number</i>	
	<i>Capacity of main electrical pump (in LPM)</i>	
12.2	No. of diesel driven pump	
	<i>Diesel Pump Number</i>	
	<i>Capacity of diesel driven pump (in LPM)</i>	
12.3	No of jockey pumps	
	<i>Jockey Pump Number</i>	
	<i>Capacity of jockey pump (in LPM)</i>	
	Total number of pump(s)	
12.4	No. of terrace pump(s)	
	<i>Terrace Pump Number</i>	
	<i>Capacity of terrace pumps (in LPM)</i>	
12.5	Fire lift with Generator Supply (Select 'Proposed'/ 'Not applicable')	
12.6	Storage of diesel (in litres)	
13	Communication system	
13.1	Communication system (Select 'Proposed'/ 'Not applicable')	
13.2	Mode of communication (Select 'Wired'/'Wireless')	
13.3	Public address system (Select 'Proposed'/ 'Not applicable')	
13.4	Inter-communication system (Select 'Proposed'/ 'Not applicable')	
13.5	Illuminated signs (Select 'Proposed'/ 'Not applicable')	
13.6	Maintenance of fire protection installation equipments (Select 'Proposed'/ 'Not applicable')	
13.7	Equipment manufacturer name	
13.8	Equipment manufacturer address	
13.9	Fire fighting training to staff (Select 'Proposed'/ 'Not applicable')	
13.10	Details of licenses (Select 'Applied' /'Issued')	
13.11	License Number	
13.12	Total Number of H.P. Machineries	

#	MSB Compliance Certificate	Remarks
	installed (in H.P.)	
14	Details of generator	
13.1	Have you provided generator (Select 'Proposed'/ 'Not applicable')	
13.2	H.P/KV of generator	
13.3	Quantity of diesel furnace oil stored (in Litre)	
13.4	Whether proper license obtained for such storage (Select 'Yes' / 'No')	
15	Extent of site and set-back around the building on all four directions (to be specified separately)	
15.1	North (in metres)	
15.2	South (in metres)	
15.3	East (in metres)	
15.4	West (in metres)	
16	Fire lift details	
16.1	No of fire lifts available	
16.2	Fire lift details	
	<i>Fire lift Number</i>	
	<i>Location of fire lift</i>	
	<i>Location of all the fire lifts to be captured based on the value entered in 9.1</i>	
	<i>Alternate power supply for fire lift (Select-Feeder line / Generator/ Not Applicable)</i>	
16.4	Whether alternate power supply is available for fire lifts, emergency lights and pumps of wetriser (their rated capacity) (Select 'Yes' / 'No')	
16.5	Whether fire safety officer is available round the clock and if so, whether his subordinates are trained by the local fire services (Select 'Yes'/'No')	
16.6	Whether fire drill has been conducted and joint evacuation drill has been conducted by the security officer and the local fire service (Select 'Yes'/'No')	
17	Details of present inspections to comply Table 7 in part IV of NBC of India 2016	
	Water supply details	
17.1	Water Supply	
	<i>Total Number of Terrrace Tanks</i>	

#	MSB Compliance Certificate	Remarks
	<i>Terrace tank</i>	
	<i>Terrace tank capacity</i>	
	<i>Total Number of Underground Tanks</i>	
	<i>Underground tank</i>	
	<i>Underground tank capacity</i>	
17.2	Fire Buckets with Stand (Select 'Proposed'/ 'Not applicable')	
17.3	Number of Fire Buckets	
18	Documents	
	Requisition Letter addressed to Approving Authority with the signature of authorised signatory.	
	Copy of NOC received during Pre Establishment	
	Copy of Ownership proof or rental or lease agreement	
	Copy of approved building plan from Competent Authority (Local Body/ DTCP/ CMDA)	
	Ownership Proof to be auto-populated at this stage	
19	Declaration	
	Certified that the above particulars furnished are true to the best of my knowledge	

2. Form for obtaining Fire License from Fire and Rescue Services Department for Multi-Storied Building

#	Fire License and Registration for MSB	Remarks
1	Building and address details	
1.1	Applicant Name	Auto populated from Registration Details Form S.No.1.1
1.2	Building Name	Auto populated from CAF Pre-Operation S.No.1.1
1.3	State	Auto populated from CAF Pre-Operation S.No.1.2.12
1.4	District	Auto populated from CAF Pre-Operation S.No.1.2.11
1.5	Taluk	Auto populated from CAF Pre-Operation S.No.1.2.10
1.6	Revenue Village	Auto populated from CAF Pre-Operation S.No.1.2.2
1.7	Door/Flat no	Auto populated from CAF Pre-Operation S.No.1.2.6
1.8	Street no / name	Auto populated from CAF Pre-Operation S.No.1.2.7
1.9	Pincode	Auto populated from CAF Pre-Operation S.No.1.2.14
2	Contact Details	
2.1	Phone/Landline no. with STD code	Auto populated from CAF Pre-Operation S.No.1.3.1
2.2	Mobile Number	Auto populated from CAF Pre-Operation S.No.1.3.3
2.3	Email ID	Auto populated from CAF Pre-Operation S.No.1.3.4
3	Number of floors with floor area	
3.1	Plot Area (area in sq.m)	
3.2	Basement (area in sq.m)	
3.3	Ground floor (area in sq.m)	
3.4	Mezzanine (area in sq.m)	
3.5	Total number of Floors	
	<i>Floor number</i>	
	<i>Floor area (in sq.m)</i>	
	<i>Areas of all the floors to be captured based on the value entered in 3.5</i>	
3.6	Total floor area (in sq.m)	
3.7	Height of the building (in metres)	

#	Fire License and Registration for MSB	Remarks
3.8	Entrance (width in metres)	
3.9	Approach road (width in metres)	
4	Staircase details/ Means of Escape	
4.1	Number of staircase(s)	
	<i>Staircase number</i>	
	<i>Staircase width (in m)</i>	
	<i>Width of all the staircases to be captured based on the value entered in 4.2</i>	
	<i>Means of Escape (Tick Normal or Emergency)</i>	
5	No. of lifts and capacity of each, availability of service staircase, service lift etc. should be mentioned	
5.1	Number of lifts	
	<i>Lift Number</i>	
	<i>Lift Occupancy (in persons)</i>	
	<i>Lift Capacity (in Kg)</i>	
	<i>Capacities of all the lifts to be captured based on the value entered in 5.1</i>	
6	Canteen details	
6.1	Nature of Occupancy (Educational / Assembly / Institutional / Office / Residential)	
6.2	Total number of canteens	
6.3	Canteen Locality (Outside/ Inside)	
6.4	Floors (Provide list of canteen existing floors separated by comma)	
6.5	LPG Cylinders count	
6.6	Total occupancy (no of persons)	
6.7	Parking areas (in sq.m)	
6.8	Sprinklers (Select 'Yes'/'No')	
6.9	Exposure hazard (Select 'Yes'/'No')	
7	Fire resistance of infrastructure	
7.1	Fire resistance of construction materials (Select-1hr/ 2hr/3hr/4hr)	
7.2	Self closing fire/smoke check doors (Select 'Proposed'/ 'Not applicable')	
7.3	Electrical Panels	
7.4	No. of doors	
	<i>Door Number</i>	
	<i>Door Name</i>	
	<i>Door Width (in metres)</i>	

#	Fire License and Registration for MSB	Remarks
	<i>Door Number, Door Name, Width (in metres) to be captured for all doors based on the value entered in 7.4</i>	
7.5	Fire resistance of the door (Select-1hr/2hr/3hr/4hr)	
7.6	Partitions (Select 'Proposed'/ 'Not applicable')	
7.7	Type of material	
7.8	False Ceiling (Select 'Proposed'/ 'Not applicable')	
7.9	Lining for air-conditioning ducts (Select 'Proposed'/ 'Not applicable')	
7.10	Insulation for air-conditioning ducts (Select 'Proposed'/ 'Not applicable')	
7.11	Paneling (Select 'Proposed'/ 'Not applicable')	
7.12	Surface finishes (Select 'Proposed'/ 'Not applicable')	
7.13	Enclosures for panels for electrical switches etc., and access doors to such enclosures (Select 'Proposed'/ 'Not applicable')	
8	Compartmentation details	
8.1	Ventilation (Select 'Natural Ventilation' / 'Mechanical Ventilation')	
8.2	Compartmentation (Select 'Proposed'/ 'Not applicable')	
8.3	No of partitions	
	<i>Partition Number</i>	
	<i>Size of partition (in sq.m)</i>	
	<i>Size of partition (in sq.m) to be captured for all the partitions based on the value entered in 8.3</i>	
9	Means of Entry	
9.1	Number of entries	
	<i>Entry Number</i>	
	<i>Entry Width (in m)</i>	
	<i>Entry width (in m) to be captured for all the entries based on the value entered in 9.1</i>	
10	Other Safety Measures	

#	Fire License and Registration for MSB	Remarks
10.1	Electrical installations (Select 'Proposed'/ 'Not applicable')	
10.2	Type of installation (Select from the drop down list)	
10.3	Alternate lighting arrangements (Select 'Proposed'/ 'Not applicable')	
10.4	Back up timing (in hours)	
10.5	Room airconditioners (Select 'Proposed'/ 'Not applicable')	
10.6	Type of air conditioner (Select from the drop down list)	
11	Fire protection	
11.1	Lighting protections (Select 'Proposed'/ 'Not applicable')	
11.2	Hose Reel (Yes/ No)	
11.3	Hose reel with Down comer system (Select 'Proposed'/ 'Not applicable')	
11.4	Hose reel with Wetriser system (Select 'Proposed'/ 'Not applicable')	
11.5	Yard hydrant system (Select 'Proposed'/ 'Not applicable')	
11.6	Manual Call Point (Select 'Proposed'/ 'Not applicable')	
11.7	Portable fire extinguisher (Select 'Proposed'/ 'Not applicable')	
11.8	No. of fire extinguishers	
	<i>ABC (Number of Units and Capacity)</i>	
	<i>CO2 (Number of Units and Capacity)</i>	
	<i>DCP (Number of Units and Capacity)</i>	
	<i>Foam (Number of Units and Capacity)</i>	
	<i>Water CO2 (Number of Units and Capacity)</i>	
11.9	Fire service inlet (Select 'Proposed'/ 'Not applicable')	
11.10	Automatic sprinklers system (Select 'Proposed'/ 'Not applicable')	
11.11	Smoke exhauster (Select 'Proposed'/ 'Not applicable')	
11.12	Water curtains (Select 'Proposed'/ 'Not applicable')	
11.13	Automatic Alarm system (Select 'Proposed'/ 'Not applicable')	

#	Fire License and Registration for MSB	Remarks
12	Fire pumps details	
12.1	No of main electrical pumps	
	<i>Electrical Pump Number</i>	
	<i>Capacity of main electrical pump (in LPM)</i>	
12.2	No. of diesel driven pump	
	<i>Diesel Pump Number</i>	
	<i>Capacity of diesel driven pump (in LPM)</i>	
12.3	No of jockey pumps	
	<i>Jockey Pump Number</i>	
	<i>Capacity of jockey pump (in LPM)</i>	
	Total number of pump(s)	
12.4	No. of terrace pump(s)	
	<i>Terrace Pump Number</i>	
	<i>Capacity of terrace pumps (in LPM)</i>	
12.5	Fire lift with Generator Supply (Select 'Proposed'/ 'Not applicable')	
12.6	Storage of diesel (in litres)	
13	Communication system	
13.1	Communication system (Select 'Proposed'/ 'Not applicable')	
13.2	Mode of communication (Select 'Wired'/'Wireless')	
13.3	Public address system (Select 'Proposed'/ 'Not applicable')	
13.4	Inter-communication system (Select 'Proposed'/ 'Not applicable')	
13.5	Illuminated signs (Select 'Proposed'/ 'Not applicable')	
13.6	Maintenance of fire protection installation equipments (Select 'Proposed'/ 'Not applicable')	
13.7	Equipment manufacturer name	
13.8	Equipment manufacturer address	
13.9	Fire fighting training to staff (Select 'Proposed'/ 'Not applicable')	
13.10	Details of licenses (Select 'Applied' /'Issued')	
13.11	License Number	
13.12	Total Number of H.P. Machineries installed (in H.P.)	
14	Details of generator	
13.1	Have you provided generator (Select	

#	Fire License and Registration for MSB	Remarks
	'Proposed'/ 'Not applicable')	
13.2	H.P/KV of generator	
13.3	Quantity of diesel furnace oil stored (in Litre)	
13.4	Whether proper license obtained for such storage (Select 'Yes' / 'No')	
15	Extent of site and set-back around the building on all four directions (to be specified separately)	
15.1	North (in metres)	
15.2	South (in metres)	
15.3	East (in metres)	
15.4	West (in metres)	
16	Fire lift details	
16.1	No of fire lifts available	
16.2	Fire lift details	
	<i>Fire lift Number</i>	
	<i>Location of fire lift</i>	
	<i>Location of all the fire lifts to be captured based on the value entered in 9.1</i>	
	<i>Alternate power supply for fire lift (Select-Feeder line / Generator/ Not Applicable)</i>	
16.4	Whether alternate power supply is available for fire lifts, emergency lights and pumps of wetriser (their rated capacity) (Select 'Yes' / 'No')	
16.5	Whether fire safety officer is available round the clock and if so, whether his subordinates are trained by the local fire services (Select 'Yes'/'No')	
16.6	Whether fire drill has been conducted and joint evacuation drill has been conducted by the security officer and the local fire service (Select 'Yes'/'No')	
17	Details of present inspections to comply Table 7 in part IV of NBC of India 2016	
	Water supply details	
17.1	Water Supply	
	<i>Total Number of Terrrace Tanks</i>	
	<i>Terrace tank</i>	
	<i>Terrace tank capacity</i>	
	<i>Total Number of Underground Tanks</i>	

#	Fire License and Registration for MSB	Remarks
	<i>Underground tank</i>	
	<i>Underground tank capacity</i>	
17.2	Fire Buckets with Stand (Select 'Proposed'/ 'Not applicable')	
17.3	Number of Fire Buckets	
18	Documents	
	Requisition Letter addressed to Approving Authority with the signature of authorised signatory.	
	Copy of NOC received during Pre Establishment	
	Copy of Ownership proof or rental or lease agreement	
	Copy of approved building plan from Competent Authority (Local Body/ DTCP/ CMDA)	
	Ownership Proof to be auto-populated at this stage	
19	Declaration	
	Certified that the above particulars furnished are true to the best of my knowledge	

3. Form for obtaining Fire License from Fire and Rescue Services Department for Non Multi-Storied Building

#	Fire License and Registration for Non-MSB	Remarks
1	Premises number and name of the building	
1.1	Applicant Name	Auto populated from Registration Details Form S.No.1.1
1.2	Building Name	Auto populated from CAF Pre-Operation S.No.1.1
1.3	State	Auto populated from CAF Pre-Operation S.No.1.2.12
1.4	District	Auto populated from CAF Pre-Operation S.No.1.2.11
1.5	Taluk	Auto populated from CAF Pre-Operation S.No.1.2.10
1.6	Revenue Village	Auto populated from CAF Pre-Operation S.No.1.2.2
1.7	Door/Flat no	Auto populated from CAF Pre-Operation S.No.1.2.6
1.8	Street no / name	Auto populated from CAF Pre-Operation S.No.1.2.7
1.9	Pincode	Auto populated from CAF Pre-Operation S.No.1.2.14
2	Contact Details	
2.1	Phone/Landline no. with STD code	Auto populated from CAF Pre-Operation S.No.1.3.1
2.2	Mobile Number	Auto populated from CAF Pre-Operation S.No.1.3.3
2.3	Email ID	Auto populated from CAF Pre-Operation S.No.1.3.4
3	Occupant details	
3.1	Name of the Firm or Company or Business or Factory	Auto populated from CAF Pre-Operation S.No.1.1
3.2	Name of the Proprietor/Owner	Auto populated from CAF Pre-Operation S.No.2.1
3.3	Name of Rental / Leased Owner Name	
4	Description	
4.1	Nature of business, trade or process	
4.2	No. of storage rooms	
4.3	No. of floors	
	<i>Floor no.</i>	
	<i>Quantity of load stored (in kgs)</i>	

#	Fire License and Registration for Non-MSB	Remarks
	<i>Area of the floor (in sq.ft)</i>	
	<i>Floor No, Quantity and Area of the floor to be captured for all the floors based on the value entered in 4.3</i>	
4.4	Total Plot Area (sq.ft)	
4.5	Total Constructed Area (sq.ft)	
4.6	Commodities already licensed together with quantities (by municipality, state or central Government) state license number (Select 'To be provided' / 'Provided')	
4.7	License no.	
4.8	Date of issue	
4.9	Trade business or commodities applied for disapproved with reasons any (Select from the drop down list)	
4.10	Reason for disapproval	
5	Building	
5.1	Construction features (Fire resistance of the building (Select from the drop down list)	
6	General	
6.1	Fire Risk Level (Select from the drop down list)	
7	Particulars	
7.1	Number of storeys	
7.2	Number of basements	
7.3	Walls (Select from the drop down list)	
7.4	Doors (Select from the drop down list)	
7.5	Windows (Select from the drop down list)	
7.6	Verandahs (Select 'Yes'/'No')	
7.7	Balconies (Select 'Yes'/'No')	
7.8	Floors (Select from the drop down list)	
7.9	False Ceiling (Select 'Yes'/'No')	
7.10	Roof (or Terrace) (Select from the drop down list)	
7.11	Number of staircases and position enclosed or open :	
	<i>Stair Case no.</i>	
	<i>Type of staircase (Select 'Enclosed'/'Open type')</i>	
	<i>No and Type of staircase to be captured for all the staircases based on the value entered in 7.11</i>	

#	Fire License and Registration for Non-MSB	Remarks
7.12	Maximum height of roofing (metre)	
7.13	Other occupants within immediate 20 metres / all around the building (Select from the drop down list)	
8	Observation	
9.1	Width of road / street / lane :	
9.2	Accessibility for Fire engines (Select 'Yes'/'No')	
9	Side Set Back	
9.1	North (in metres)	
9.2	South (in metres)	
9.3	East (in metres)	
9.4	West (in metres)	
10	Nearest means of communication	
10.1	Telephone	
10.2	Alternative telephone	
10.3	Contact number of fire station	
10.4	Contact number of police chowki or station	
11	Installed fire-fighting equipments	
11.1	Hose reel	
11.2	Sprinklers	
11.3	Hydrant and Hose	
12	Fire detection	
12.1	Water Supply (Select from the drop down list)	
	<i>Total Number of Terrrace Tanks</i>	
	<i>Terrace tank</i>	
	<i>Terrace tank capacity</i>	
	<i>Total Number of Underground Tanks</i>	
	<i>Underground tank</i>	
	<i>Underground tank capacity</i>	
12.2	Total Capacity of tank (in Litre)	
12.3	Fire Buckets with Stand (Select 'To be provided' / 'Provided')	
12.4	Number fof Fire Buckets	
12.5	Fire detecting and alarm systems (Select 'To be provided' / 'Provided')	
12.6	Watchman (Select 'To be provided' / 'Provided')	
12.7	Watchman Shifts (Select from the drop down list)	
12.8	Fire extinguishers	

#	Fire License and Registration for Non-MSB	Remarks
13	Documents	
	Requisition Letter addressed to Approving Authority with the signature of authorised signatory	
	Copy of NOC received during Pre Establishment	
	Copy of Ownership proof or rental or lease agreement	
	Copy of approved building plan from Competent Authority (Local Body/ DTCP/ CMDA)	
14	Declaration	
	Certified that the above particulars furnished are true to the best of my knowledge.	

4. Form for Registration of Boilers with Directorate of Boilers

#	Registration of boilers under boilers act	Remarks
1	Company Details	
1.1	Full Name of Company	Auto populated from CAF Pre-Operation S.No.1.1
1.2	Owner's Name	Auto populated from CAF Pre-Operation S.No.2.1
2	Company Address	
2.1	State	Auto populated from CAF Pre-Operation S.No.1.2.12
2.2	District	Auto populated from CAF Pre-Operation S.No.1.2.11
2.3	Taluk	Auto populated from CAF Pre-Operation S.No.1.2.10
2.4	Revenue Village	Auto populated from CAF Pre-Operation S.No.1.2.2
2.5	Street Number/ Name	Auto populated from CAF Pre-Operation S.No.1.2.7
2.6	Building/ Door/ Flat Number	Auto populated from CAF Pre-Operation S.No.1.2.6
2.7	Pin Code	Auto populated from CAF Pre-Operation S.No.1.2.14
3	Contact Details	
3.1	Phone / Landline Number with STD code	Auto populated from CAF Pre-Operation S.No.1.3.1
3.2	Mobile Number	Auto populated from CAF Pre-Operation S.No.1.3.3
3.3	Email Address	Auto populated from CAF Pre-Operation S.No.1.3.4
4	Boiler Details	
4.1	Boiler Maker's Number	
4.2	Name of Boiler Maker	
4.3	Place of Make	
4.4	Year of Make	
4.5	Rating(Total Heating Surface Area in m2)	
4.6	Working Pressure	
4.7	Evaporation Capacity(Kg/ hr)	
4.8	Type of Boiler	
4.9	Description of Boiler	
4.10	Steam pipeline length in mm	

4.11	Is stream pipeline having Header?	
4.12	Header Count	

5. Form for obtaining Factory License from DISH

#	Form No - 2: Application for Factory License (initial / renewal)	Remarks
1	General Particulars	
1.1	Name of the Factory	Auto populated from CAF Pre-Operation S.No.1.1
1.2	Sector (Select Public / Private)	
1.3	Nature of the Industry	Auto populated from CAF Pre-Operation S.No.1.4
	Public (State Govt./ Central Govt./ State Quasi/ Central Quasi/ Others)	
	Private (Partnership/Proprietorship/ Limited Company/ Others)	
1.4	Whether registered in MSME ? (Select Yes/No)	
1.5	LIN Number	
1.6	EPF Number	
1.7	ESI Number	
1.8	PAN Number	
2	Manufacturing Process	
2.1	Description of the Manufacturing Process	Auto populated from CAF Pre-Operation S.No.5.1
2.2	Major Category (Select from the drop down list)	
2.3	Division (Select from the drop down list)	
2.4	Manufacturing Process (Select from the drop down list)	
2.5	National Industrial Classification Code Number	
3	Situation of the Factory	
3.1	Is the factory located in Flat/ apartment (Yes/No)	
3.2	Survey Number/ RS Number	Auto populated from CAF Pre-Operation S.No.1.2.1
3.3	Door Number/ Plot Number	Auto populated from CAF Pre-Operation S.No.1.2.6
3.4	Street/ Road	Auto populated from CAF Pre-Operation S.No.1.2.7
3.5	Area/ Locality	Auto populated from CAF Pre-Operation S.No.1.2.8
3.6	Village / Town/ City	Auto populated from CAF Pre-Operation S.No.1.2.9

#	Form No - 2: Application for Factory License (initial / renewal)	Remarks
3.7	Local Body Name	Auto populated from CAF Pre-Operation S.No.1.2.4
3.8	District	Auto populated from CAF Pre-Operation S.No.1.2.11
3.9	Local Body Type	Auto populated from CAF Pre-Operation S.No.1.2.3
3.10	Ward Number	Auto populated from CAF Pre-Operation S.No.1.2.5
3.11	Taluk	Auto populated from CAF Pre-Operation S.No.1.2.10
3.12	State	Auto populated from CAF Pre-Operation S.No.1.2.12
3.13	Pincode	Auto populated from CAF Pre-Operation S.No.1.2.14
3.14	Country	Auto populated from CAF Pre-Operation S.No.1.2.13
3.15	Nature of Occupation of Premises	
3.16	Nearest Railway Station	
3.17	Nearest Police Station	
3.18	GIS Latitude	
3.19	GIS Longitude	
4	Address for Communication	
4.1	Is the address related to a Flat / Apartment ? (Select Yes/No)	
	<i>Yes will generate address fields</i>	
4.2	Door Number/ Plot Number	Auto populated from CAF Pre-Operation S.No.1.2.6
4.3	Street/ Road	Auto populated from CAF Pre-Operation S.No.1.2.7
4.4	Area/ Locality	Auto populated from CAF Pre-Operation S.No.1.2.8
4.5	Village / Town/ City	Auto populated from CAF Pre-Operation S.No.1.2.9
4.6	District	Auto populated from CAF Pre-Operation S.No.1.2.11
4.7	State	Auto populated from CAF Pre-Operation S.No.1.2.12
4.8	Country	Auto populated from CAF Pre-Operation S.No.1.2.13
4.9	Pincode	Auto populated from CAF Pre-Operation S.No.1.2.14
4.10	Landline Phone Number	Auto populated from CAF Pre-

#	Form No - 2: Application for Factory License (initial / renewal)	Remarks
		Operation S.No.1.3.1
4.11	Mobile Number	Auto populated from CAF Pre-Operation S.No.1.3.3
4.12	Fax Number	Auto populated from CAF Pre-Operation S.No.1.3.2
4.13	Email ID	Auto populated from CAF Pre-Operation S.No.1.3.4
4.14	Website	
5	Particulars of Occupier	
5.1	Salutations	
5.2	Initial	
5.3	First Name/ Main Calling Name	
5.4	Middle Name	
5.5	Last Name/ Surname	
5.6	Age	
5.7	Date of Birth	
5.8	Father's Name	
5.9	Mother's Name	
5.10	Gender	
5.11	Nationality	
5.12	Email Id	
5.13	Landline Phone Number	
5.14	Mobile Number	
5.15	Alternate Mobile Number	
5.16	Fax Number	
5.17	Aadhar (UID) Number	
5.18	DIN Number	
5.19	Date of Occupation	
	Present Address	
5.20	Are you residing in flat or apartment? (yes/no)	
5.21	Door Number/ Plot Number	
5.22	Street/ Road	
5.23	Area/ Locality	
5.24	Village / Town/ City	
5.25	District	
5.26	State	
5.27	Country	
5.28	Pincode	
	Permanent Address	
5.29	<i>If the permanent address is same as the present address click this box</i>	

#	Form No - 2: Application for Factory License (initial / renewal)	Remarks
5.30	Are you residing in flat or apartment? (yes/no)	
5.31	Door Number/ Plot Number	
5.32	Street/ Road	
5.33	Area/ Locality	
5.34	Village / Town/ City	
5.35	District	
5.36	State	
5.37	Country	
5.38	Pincode	
	Identity/ Address Proof	
5.39	Proof of Address	
5.40	Address proof number	
5.41	Photo (Attachment)	
5.42	Photo ID Proof	
5.43	Photo ID Proof Number	
6	Particulars of Owner	
6.1	Owner same as occupier (Check box)	
6.2	Type of Ownership	
6.3	Salutations	
6.4	Initial	
6.5	First Name/ Main Calling Name	
6.6	Middle Name	
6.7	Last Name/ Surname	
6.8	Age	
6.9	Date of Birth	
6.10	Father's Name	
6.11	Mother's Name	
6.12	Gender	
6.13	Nationality	
6.14	Email Id	
6.15	Landline Phone Number	
6.16	Mobile Number	
6.17	Alternate Mobile Number	
6.18	Fax Number	
6.19	Aadhar (UID) Number	
6.20	Present Address	
6.21	Are you residing in flat or apartment? (yes/no)	
6.22	Door Number/ Plot Number	
6.23	Street/ Road	
6.24	Area/ Locality	

#	Form No - 2: Application for Factory License (initial / renewal)	Remarks
6.25	Village / Town/ City	
6.26	District	
6.27	State	
6.28	Country	
6.29	Pincode	
6.30	Permanent Address	
6.31	<i>If the Permanent address is same as the present address click this box</i>	
6.32	Are you residing in flat or apartment? (yes/ no)	
6.33	Door Number/ Plot Number	
6.34	Street/ Road	
6.35	Area/ Locality	
6.36	Village / Town/ City	
6.37	District	
6.38	State	
6.39	Country	
6.40	Pincode	
6.41	Identity/ Address Proof	
6.42	Proof of Address	
6.43	Address proof number	
6.44	Photo (Attachment)	
7	Particulars of Director	
7.1	Salutations	
7.2	Initial	
7.3	First Name/ Main Calling Name	
7.4	Middle Name	
7.5	Last Name/ Surname	
7.6	Age	
7.7	Date of Birth	
7.8	Father's Name	
7.9	Mother's Name	
7.10	Gender	
7.11	Nationality	
7.12	Email Id	
7.13	Landline Phone Number	
7.14	Mobile Number	
7.15	Alternate Mobile Number	
7.16	Fax Number	
7.17	Aadhar (UID) Number	
7.18	DIN Number	
	Present Address	

#	Form No - 2: Application for Factory License (initial / renewal)	Remarks
7.19	Are you residing in flat or apartment? (yes/no)	
7.20	Door Number/ Plot Number	
7.21	Street/ Road	
7.22	Area/ Locality	
7.23	Village / Town/ City	
7.24	District	
7.25	State	
7.26	Country	
7.27	Pincode	
	Permanent Address	
7.28	<i>If the Permanent address is same as the present address click this box</i>	
7.29	Are you residing in flat or apartment? (yes/no)	
7.3	Door Number/ Plot Number	
7.31	Street/ Road	
7.32	Area/ Locality	
7.33	Village / Town/ City	
7.34	District	
7.35	State	
7.36	Country	
7.37	Pincode	
	Identity/ Address Proof	
7.38	Photo	
7.39	Proof of Address	
7.40	Address proof number	
9	Particulars of Manufacturing Processes, Products and Horse Power Installations	
9.1	Nature of Manufacturing Process/ Processes (Select Yes/No)	
	<i>In case of 'Yes'- Carried on during preceding calendar year (in case of factories already in existence)</i>	
	<i>In case of 'No'- To be Carried on During the Calendar Year to Which this Application for License is Submitted</i>	
9.2	<i>If manufacturing process carried on during the preceding year is applicable click this box</i>	
9.3	Description of the Manufacturing Process	
9.5	Major Category	

#	Form No - 2: Application for Factory License (initial / renewal)	Remarks
9.6	Division	
9.7	Manufacturing Process	
9.8	National Industrial Classification Code Number	
9.9	<i>If manufacturing process is the same as the preceding year click this box</i>	
9.10	Description of the Manufacturing Process	
9.11	Major Category (Select from the drop down list)	
9.12	Division (Select from the drop down list)	
9.13	Manufacturing Process (Select from the drop down list)	
9.14	National Industrial Classification Code Number	
10	Particulars of Products manufactured during the preceding year	
10.1	Product Name	
10.2	Value in INR	
11	Particulars of Power in HP	
11.1	<i>Particulars of Power actually installed</i>	
	<i>Quantity in H.P.</i>	
	<i>Stand by H.P.</i>	
11.2	<i>Power proposed to be additionally installed</i>	
	<i>Quantity in H.P.</i>	
	<i>Stand by H.P.</i>	
	<i>Remarks</i>	
11.3	<i>Maximum quantity of H.P. that can be used</i>	
	<i>Total Quantity in H.P.</i>	
	<i>Total Stand by H.P.</i>	
	<i>Maximum quantity of H.P. that can be used in any one time during calendar year</i>	
12	Particulars payment of fees for pressure vessels and medical examination of workers	
12.1	<i>Pressure vessel testing fee payment details (Prescribed under Rule 56-B of Tamil Nadu Factories Rules, 1950)</i>	
	<i>Number of Pressure Vessels</i>	
12.2	<i>Medical examination fee payment details for workers employed in Dangerous Operations (Prescribed under Rule 95 of Tamil Nadu Factories Rules, 1950)</i>	

#	Form No - 2: Application for Factory License (initial / renewal)	Remarks
	<i>Number of workers employed in Dangerous Operations</i>	
	<i>Medical Examination Fee paid in INR</i>	
	<i>Name of the bank</i>	
	<i>Payment reference number</i>	
	<i>Date of Payment</i>	
12.3	<i>Medical examination fee payment details for workers employed in Canteens (Prescribed under Rule 67-A of Tamil Nadu Factories Rules, 1950)</i>	
	<i>Number of workers employed in Canteen</i>	
	<i>Medical Examination Fee paid in INR</i>	
	<i>Name of the bank</i>	
	<i>Payment reference number</i>	
	<i>Date of Payment</i>	
12.4	<i>Medical examination fee payment details for adolescent workers employed in Dangerous Operations (Prescribed under Rule 86-A of Tamil Nadu Factories Rules, 1950)</i>	
	<i>Number of adolescent workers employed in Dangerous Operations</i>	
	<i>Medical Examination Fee paid in INR</i>	
	<i>Name of the bank</i>	
	<i>Payment reference number</i>	
	<i>Date of Payment</i>	
13	Particulars of Number of Workers, period of license and fee payment	
	<i>Particulars of Number of Workers</i>	
13.1	Maximum number of workers proposed to be employed on any one day during the calendar year for which the application is made	Auto populated from CAF Pre-Operation S.No.4.6
	<i>Maximum number of workers proposed to be employed</i>	
13.2	Maximum number of workers actually employed on any one day during the preceding calendar	
	<i>Maximum number of workers actually employed on any one day during the preceding calendar</i>	
13.3	Number of workers ordinarily employed	

#	Form No - 2: Application for Factory License (initial / renewal)	Remarks
	<i>Number of workers ordinarily employed during the year</i>	
13.4	Period for which grant/ renewal for which application is submitted	
	<i>Number of years license applied for</i>	
13.5	Particulars of License fee payment	
	<i>Initial/ renewal license fee paid in INR</i>	
	<i>Mode of payment</i>	
14	Particulars of Plan approvals and contribution to Tamil Nadu Labour Welfare Fund	
14.1	Particulars of Plan approvals	
14.2	Particulars of contribution to Tamil Nadu Labour Welfare Fund	
	<i>Amount Remitted</i>	
	<i>Date</i>	
	<i>Mode of payment</i>	
	<i>Reference Number</i>	
15	Documents	
15.1	Copies of supporting documents for occupation of premises (Sale deed / Lease deed / Rental deed etc)	
15.2	Proof for Occupier Identity	
15.3	Proof for Occupier Address	
15.4	Proof for Manager Identity	
15.5	Proof for Manager Address	
15.6	Copy of Memorandum of articles of Association under Companies Act / Partnership Deed	
15.7	Copy of List of Directors	
15.8	Copy of Partnership deed	
15.9	List of Partners	
15.10	List of Machinery with Horse Power details	
16	Submit to Joint Director Industrial Safety & Health	

6. Form for Registration of establishments deploying contractual workmen, with DISH

#	Form No -1 Application for Registration of Establishments Employing Contract Labour	Remarks
1	General Particulars	
1.1	Name of the Factory	Auto populated from CAF Pre-Operation S.No.1.1
1.2	Sector (Select Public / Private)	
1.3	Nature of the Industry	Auto populated from CAF Pre-Operation S.No.1.4
	Public (State Govt./ Central Govt./ State Quasi/ Central Quasi/ Others)	
	Private (Partnership/Proprietorship/ Limited Company/ Others)	
1.4	Whether registered in MSME ? (Select Yes/No)	
1.5	LIN Number	
1.6	EPF Number	
1.7	ESI Number	
1.8	PAN Number	
2	Manufacturing Process	
2.1	Description of the Manufacturing Process	Auto populated from CAF Pre-Operation S.No.5.1
2.2	Major Category (Select from the drop down list)	
2.3	Division (Select from the drop down list)	
2.4	Manufacturing Process (Select from the drop down list)	
2.5	National Industrial Classification Code Number	
3	Situation of the Factory	
3.1	Is the factory located in Flat/ apartment (Yes/No)	
3.2	Survey Number/ RS Number	Auto populated from CAF Pre-Operation S.No.1.2.1
3.3	Door Number/ Plot Number	Auto populated from CAF Pre-Operation S.No.1.2.6
3.4	Street/ Road	Auto populated from CAF Pre-Operation S.No.1.2.7
3.5	Area/ Locality	Auto populated from CAF Pre-Operation S.No.1.2.8
3.6	Village / Town/ City	Auto populated from CAF Pre-

#	Form No -1 Application for Registration of Establishments Employing Contract Labour	Remarks
		Operation S.No.1.2.9
3.7	Local Body Name	Auto populated from CAF Pre- Operation S.No.1.2.4
3.8	District	Auto populated from CAF Pre- Operation S.No.1.2.11
3.9	Local Body Type	Auto populated from CAF Pre- Operation S.No.1.2.3
3.10	Ward Number	Auto populated from CAF Pre- Operation S.No.1.2.5
3.11	Taluk	Auto populated from CAF Pre- Operation S.No.1.2.10
3.12	State	Auto populated from CAF Pre- Operation S.No.1.2.12
3.13	Pincode	Auto populated from CAF Pre- Operation S.No.1.2.14
3.14	Country	Auto populated from CAF Pre- Operation S.No.1.2.13
3.15	Nature of Occupation of Premises (Select from the drop down list)	
3.16	Nearest Railway Station	
3.17	Nearest Police Station	
3.18	GIS Latitude	
3.19	GIS Longitude	
4	Address for Communication	
4.1	Is the address related to a Flat / Apartment ? (Select Yes/No)	
	<i>Yes will generate address fields</i>	
4.2	Door Number/ Plot Number	Auto populated from CAF Pre- Operation S.No.1.2.6
4.3	Street/ Road	Auto populated from CAF Pre- Operation S.No.1.2.7
4.4	Area/ Locality	Auto populated from CAF Pre- Operation S.No.1.2.8
4.5	Village / Town/ City	Auto populated from CAF Pre- Operation S.No.1.2.9
4.6	District	Auto populated from CAF Pre- Operation S.No.1.2.11
4.7	State	Auto populated from CAF Pre- Operation S.No.1.2.12
4.8	Country	Auto populated from CAF Pre-

#	Form No -1 Application for Registration of Establishments Employing Contract Labour	Remarks
		Operation S.No.1.2.13
4.9	Pincode	Auto populated from CAF Pre- Operation S.No.1.2.14
4.10	Landline Phone Number	Auto populated from CAF Pre- Operation S.No.1.3.1
4.11	Mobile Number	Auto populated from CAF Pre- Operation S.No.1.3.3
4.12	Fax Number	Auto populated from CAF Pre- Operation S.No.1.3.2
4.13	Email ID	Auto populated from CAF Pre- Operation S.No.1.3.4
4.14	Website	
5	Particulars of Occupier	
5.1	Salutations	
5.2	Initial	
5.3	First Name/ Main Calling Name	
5.4	Middle Name	
5.5	Last Name/ Surname	
5.6	Age	
5.7	Date of Birth	
5.8	Father's Name	
5.9	Mother's Name	
5.10	Gender	
5.11	Nationality	
5.12	Email Id	
5.13	Landline Phone Number	
5.14	Mobile Number	
5.15	Alternate Mobile Number	
5.16	Fax Number	
5.17	Aadhar (UID) Number	
5.18	DIN Number	
5.19	Date of Occupation	
	Present Address	
5.20	Are you residing in flat or apartment? (yes/ no)	
5.21	Door Number/ Plot Number	
5.22	Street/ Road	
5.23	Area/ Locality	
5.24	Village / Town/ City	

#	Form No -1 Application for Registration of Establishments Employing Contract Labour	Remarks
5.25	District	
5.26	State	
5.27	Country	
5.28	Pincode	
	Permanent Address	
5.29	<i>If the permanent address is same as the present address click this box</i>	
5.30	Are you residing in flat or apartment? (yes/no)	
5.31	Door Number/ Plot Number	
5.32	Street/ Road	
5.33	Area/ Locality	
5.34	Village / Town/ City	
5.35	District	
5.36	State	
5.37	Country	
5.38	Pincode	
	Identity/ Address Proof	
5.39	Proof of Address (Select from the drop down list)	
5.40	Address proof number	
5.41	Photo (Attachment)	
5.42	Photo ID Proof	
5.43	Photo ID Proof Number	
	6 Particulars of Manager	
6.1	When no Separate Manager is Appointed,Click this box to Declare Occupier as Manager (Check box)	
6.2	Salutations	
6.3	Initial	
6.4	First Name/ Main Calling Name	
6.5	Middle Name	
6.6	Last Name/ Surname	
6.7	Age	
6.8	Date of Birth	
6.9	Father's Name	
6.10	Mother's Name	
6.11	Gender	
6.12	Nationality	
6.13	Email Id	

#	Form No -1 Application for Registration of Establishments Employing Contract Labour	Remarks
6.14	Landline Phone Number	
6.15	Mobile Number	
6.16	Alternate Mobile Number	
6.17	Fax Number	
6.18	Aadhar (UID) Number	
	Present Address	
6.19	Are you residing in flat or apartment? (yes/ no)	
6.20	Door Number/ Plot Number	
6.21	Street/ Road	
6.22	Area/ Locality	
6.23	Village / Town/ City	
6.24	District	
6.25	State	
6.26	Country	
6.27	Pincode	
	Permanent Address	
6.28	<i>If the Permanent address is same as the present address click this box</i>	
6.29	Are you residing in flat or apartment? (yes/ no)	
6.30	Door Number/ Plot Number	
6.31	Street/ Road	
6.32	Area/ Locality	
6.33	Village / Town/ City	
6.34	District	
6.35	State	
6.36	Country	
6.37	Pincode	
6.38	Identity/ Address Proof	
6.39	Proof of Address	
6.40	Address proof number	
6.41	Photo (Attachment)	
7	Particulars of Contractor	E
	Particular of Contract Work	
7.1	Name of the Contractors Establishment	
7.2	Type of Contractors Establishment (Select from the drop down list)	
7.3	Nature of Work in Which Contract labour	

#	Form No -1 Application for Registration of Establishments Employing Contract Labour	Remarks
	to be Employed	
7.4	Number of Male Contract Workers	
7.5	Number of Female Contract Workers	
7.6	Maximum Number of Contract Workers	
7.7	Estimated Date of Commencement of Contract Work	
7.8	Estimated Date of Completion of Contract Work	
	Present Address	
7.9	Salutation	
7.10	Initial	
7.11	First name/ main calling Name	
7.12	Middle Name	
7.13	Last name / Surname	
7.14	Age	
7.15	Date of Birth	
7.16	Father's Name	
7.17	Mather's Name	
7.18	Gender	
7.19	Nationality	
7.20	e-Mail ID	
7.21	Landline Phone Number	
7.22	Mobile Number	
7.23	Aadhar (UID) Number	
	Present Address	
7.24	Is the Contractor residing in flat or apartment? (Yes/ No)	
7.25	Door Number/ Plot Number	
7.26	Street/ Road	
7.27	Area/ Locality	
7.28	Village / Town/ City	
7.29	District	
7.30	State	
7.31	Country	
7.32	Pincode	
	Permanent Address	
7.33	<i>If the Permanent address is same as the present address click this box</i>	
7.34	Is the contractor residing in flat or apartment? (yes/ no)	

#	Form No -1 Application for Registration of Establishments Employing Contract Labour	Remarks
7.35	Door Number/ Plot Number	
7.36	Street/ Road	
7.37	Area/ Locality	
7.38	Village / Town/ City	
7.39	District	
7.40	State	
7.41	Country	
7.42	Pincode	
	Identity/ Address Proof	
7.38	Photo	
7.39	Proof of Address	
7.40	Address proof number	
9	Submission of Contractor Registration Application	
9.1	Total number of workmen directly employed	
9.2	Maximum number of contract labour employed	
9.3	Mode of Payment (<i>Select from the drop down list</i>)	
	Demand Draft	
	<i>Demand Draft Number</i>	
	<i>Demand Draft Date</i>	
	<i>Name of the Bank</i>	
	Online Payment	
	<i>Name of the Bank</i>	
	<i>Payment Reference Number</i>	
	<i>Date of Payment</i>	
9.4	Registration Fees	
10	Documents	
10.1	Copies of contract agreement between employer and contractors	
11	Submit to Joint Director Industrial Safety & Health	

7. Form for Registration of establishments deploying inter-State migrant workmen, with DISH

#	Application for Registration of Establishment Inter-State Migrant Workmen Act 1979 and Inter-State Migrant Workmen (Tamil Nadu) Rules, 1983	Remarks
1	General Particulars	
1.1	Name of the Factory	Auto populated from CAF Pre-Operation S.No.1.1
1.2	Sector (Select Public / Private)	
1.3	Nature of the Industry	Auto populated from CAF Pre-Operation S.No.1.4
	Public (State Govt./ Central Govt./ State Quasi/ Central Quasi/ Others)	
	Private (Partnership/Proprietorship/ Limited Company/ Others)	
1.4	Whether registered in MSME ? (Select Yes/No)	
1.5	LIN Number	
1.6	EPF Number	
1.7	ESI Number	
1.8	PAN Number	
2	Manufacturing Process	
2.1	Description of the Manufacturing Process	Auto populated from CAF Pre-Operation S.No.5.1
2.2	Major Category (Select from the drop down list)	
2.3	Division (Select from the drop down list)	
2.4	Manufacturing Process (Select from the drop down list)	
2.5	National Industrial Classification Code Number	
3	Situation of the Factory	
3.1	Is the factory located in Flat/ apartment (Yes/No)	
3.2	Survey Number/ RS Number	Auto populated from CAF Pre-Operation S.No.1.2.1
3.3	Door Number/ Plot Number	Auto populated from CAF Pre-Operation S.No.1.2.6
3.4	Street/ Road	Auto populated from CAF Pre-Operation S.No.1.2.7
3.5	Area/ Locality	Auto populated from CAF Pre-Operation S.No.1.2.8
3.6	Village / Town/ City	Auto populated from CAF Pre-Operation S.No.1.2.9

#	Application for Registration of Establishment Inter-State Migrant Workmen Act 1979 and Inter-State Migrant Workmen (Tamil Nadu) Rules, 1983	Remarks
3.7	Local Body Name	Auto populated from CAF Pre-Operation S.No.1.2.4
3.8	District	Auto populated from CAF Pre-Operation S.No.1.2.11
3.9	Local Body Type	Auto populated from CAF Pre-Operation S.No.1.2.3
3.10	Ward Number	Auto populated from CAF Pre-Operation S.No.1.2.5
3.11	Taluk	Auto populated from CAF Pre-Operation S.No.1.2.10
3.12	State	Auto populated from CAF Pre-Operation S.No.1.2.12
3.13	Pincode	Auto populated from CAF Pre-Operation S.No.1.2.14
3.14	Country	Auto populated from CAF Pre-Operation S.No.1.2.13
3.15	Nature of Occupation of Premises (Select from the drop down list)	
3.16	Nearest Railway Station	
3.17	Nearest Police Station	
3.18	GIS Latitude	
3.19	GIS Longitude	
4	Address for Communication	
4.1	Is the address related to a Flat / Apartment ? (Select Yes/No)	
	<i>Yes will generate address fields</i>	
4.2	Door Number/ Plot Number	Auto populated from CAF Pre-Operation S.No.1.2.6
4.3	Street/ Road	Auto populated from CAF Pre-Operation S.No.1.2.7
4.4	Area/ Locality	Auto populated from CAF Pre-Operation S.No.1.2.8
4.5	Village / Town/ City	Auto populated from CAF Pre-Operation S.No.1.2.9
4.6	District	Auto populated from CAF Pre-Operation S.No.1.2.11
4.7	State	Auto populated from CAF Pre-Operation S.No.1.2.12
4.8	Country	Auto populated from CAF Pre-Operation S.No.1.2.13

#	Application for Registration of Establishment Inter-State Migrant Workmen Act 1979 and Inter-State Migrant Workmen (Tamil Nadu) Rules, 1983	Remarks
4.9	Pincode	Auto populated from CAF Pre-Operation S.No.1.2.14
4.10	Landline Phone Number	Auto populated from CAF Pre-Operation S.No.1.3.1
4.11	Mobile Number	Auto populated from CAF Pre-Operation S.No.1.3.3
4.12	Fax Number	Auto populated from CAF Pre-Operation S.No.1.3.2
4.13	Email ID	Auto populated from CAF Pre-Operation S.No.1.3.4
4.14	Website	
	5 Particulars of Occupier	
5.1	Salutations	
5.2	Initial	
5.3	First Name/ Main Calling Name	
5.4	Middle Name	
5.5	Last Name/ Surname	
5.6	Age	
5.7	Date of Birth	
5.8	Father's Name	
5.9	Mother's Name	
5.10	Gender	
5.11	Nationality	
5.12	Email Id	
5.13	Landline Phone Number	
5.14	Mobile Number	
5.15	Alternate Mobile Number	
5.16	Fax Number	
5.17	Aadhar (UID) Number	
5.18	DIN Number	
5.19	Date of Occupation	
	Present Address	
5.20	Are you residing in flat or apartment? (yes/no)	
5.21	Door Number/ Plot Number	
5.22	Street/ Road	
5.23	Area/ Locality	
5.24	Village / Town/ City	
5.25	District	

#	Application for Registration of Establishment Inter-State Migrant Workmen Act 1979 and Inter-State Migrant Workmen (Tamil Nadu) Rules, 1983	Remarks
5.26	State	
5.27	Country	
5.28	Pincode	
	Permanent Address	
5.29	<i>If the permanent address is same as the present address click this box</i>	
5.30	Are you residing in flat or apartment? (yes/no)	
5.31	Door Number/ Plot Number	
5.32	Street/ Road	
5.33	Area/ Locality	
5.34	Village / Town/ City	
5.35	District	
5.36	State	
5.37	Country	
5.38	Pincode	
	Identity/ Address Proof	
5.39	Proof of Address (Select from the drop down list)	
5.40	Address proof number	
5.41	Photo (Attachment)	
5.42	Photo ID Proof	
5.43	Photo ID Proof Number	
6	Particulars of Manager	
6.1	When no Separate Manager is Appointed,Click this box to Declare Occupier as Manager (Check box)	
6.2	Salutations	
6.3	Initial	
6.4	First Name/ Main Calling Name	
6.5	Middle Name	
6.6	Last Name/ Surname	
6.7	Age	
6.8	Date of Birth	
6.9	Father's Name	
6.10	Mother's Name	
6.11	Gender	
6.12	Nationality	
6.13	Email Id	

#	Application for Registration of Establishment Inter-State Migrant Workmen Act 1979 and Inter-State Migrant Workmen (Tamil Nadu) Rules, 1983	Remarks
6.14	Landline Phone Number	
6.15	Mobile Number	
6.16	Alternate Mobile Number	
6.17	Fax Number	
6.18	Aadhar (UID) Number	
	Present Address	
6.19	Are you residing in flat or apartment? (yes/no)	
6.20	Door Number/ Plot Number	
6.21	Street/ Road	
6.22	Area/ Locality	
6.23	Village / Town/ City	
6.24	District	
6.25	State	
6.26	Country	
6.27	Pincode	
	Permanent Address	
6.28	<i>If the Permanent address is same as the present address click this box</i>	
6.29	Are you residing in flat or apartment? (yes/no)	
6.30	Door Number/ Plot Number	
6.31	Street/ Road	
6.32	Area/ Locality	
6.33	Village / Town/ City	
6.34	District	
6.35	State	
6.36	Country	
6.37	Pincode	
6.38	Identity/ Address Proof	
6.39	Proof of Address	
6.40	Address proof number	
6.41	Photo (Attachment)	
7	Particulars of Director	
7.1	Salutations	
7.2	Initial	
7.3	First Name/ Main Calling Name	
7.4	Middle Name	
7.5	Last Name/ Surname	

#	Application for Registration of Establishment Inter-State Migrant Workmen Act 1979 and Inter-State Migrant Workmen (Tamil Nadu) Rules, 1983	Remarks
7.6	Age	
7.7	Date of Birth	
7.8	Father's Name	
7.9	Mother's Name	
7.10	Gender	
7.11	Nationality	
7.12	Email Id	
7.13	Landline Phone Number	
7.14	Mobile Number	
7.15	Alternate Mobile Number	
7.16	Fax Number	
7.17	Aadhar (UID) Number	
7.18	DIN Number	
	Present Address	
7.19	Are you residing in flat or apartment? (yes/no)	
7.20	Door Number/ Plot Number	
7.21	Street/ Road	
7.22	Area/ Locality	
7.23	Village / Town/ City	
7.24	District	
7.25	State	
7.26	Country	
7.27	Pincode	
	Permanent Address	
7.28	<i>If the Permanent address is same as the present address click this box</i>	
7.29	Are you residing in flat or apartment? (yes/no)	
7.3	Door Number/ Plot Number	
7.31	Street/ Road	
7.32	Area/ Locality	
7.33	Village / Town/ City	
7.34	District	
7.35	State	
7.36	Country	
7.37	Pincode	
	Identity/ Address Proof	
7.38	Photo	

#	Application for Registration of Establishment Inter-State Migrant Workmen Act 1979 and Inter-State Migrant Workmen (Tamil Nadu) Rules, 1983	Remarks
7.39	Proof of Address	
7.40	Address proof number	
8	Particulars of Contractor	
	Particular of Contract Work	
8.1	Whether you have Obtained Registration Certificate under Contract Labour Act (Tick)	
8.2	Name of the Contractors Establishment	
8.3	Type of Contractors Establishment (Select from the drop down list)	
8.4	Nature of Work in which Migrant Workmen to be Employed	
8.5	Estimated Date of Commencement of Contract Work	
8.6	Estimated Date of Completion of Contract Work	
8.7	Maximum Number of Migrant Workmen	
	State Wise Particulars of Migrant Workmen	E
8.8	Home State of Migrant Workmen	
8.9	License Number for Recruitment	
8.10	License Issuing Authority	
8.11	Date of Issue	
8.12	Number of Male Migrant Workmen	
8.13	Number of Female Migrant Workmen	
	Particulars of Contractor	
8.14	Salutation	
8.15	Initial	
8.16	First name/ main calling Name	
8.17	Middle Name	
8.18	Last name / Surname	
8.19	Age	
8.20	Date of Birth	
8.21	Father's Name	
8.22	Mather's Name	
8.23	Gender	
8.24	Nationality	
8.25	e-Mail ID	
8.26	Landline Phone Number	

#	Application for Registration of Establishment Inter-State Migrant Workmen Act 1979 and Inter-State Migrant Workmen (Tamil Nadu) Rules, 1983	Remarks
8.27	Mobile Number	
8.28	Aadhar (UID) Number	
	Present Address	
8.29	Is the Contractor residing in flat or apartment? (Yes/ No)	
8.30	Door Number/ Plot Number	
8.31	Street/ Road	
8.32	Area/ Locality	
8.33	Village / Town/ City	
8.34	District	
8.35	State	
8.36	Country	
8.37	Pincode	
	Permanent Address	
8.38	<i>If the Permanent address is same as the present address click this box</i>	
8.39	Is the contractor residing in flat or apartment? (yes/ no)	
8.40	Door Number/ Plot Number	
8.41	Street/ Road	
8.42	Area/ Locality	
8.43	Village / Town/ City	
8.44	District	
8.45	State	
8.46	Country	
8.47	Pincode	
	Identity/ Address Proof	
8.48	Photo	
8.49	Proof of Address	
8.50	Address proof number	
9	Inter-State Migrant Workmen Act Registration Application	
9.1	Total number of workmen directly employed	
9.2	Maximum number of contract labour employed	
9.3	Mode of Payment (<i>Select from the drop down list</i>)	
	Demand Draft	

#	Application for Registration of Establishment Inter-State Migrant Workmen Act 1979 and Inter-State Migrant Workmen (Tamil Nadu) Rules, 1983	Remarks
	<i>Demand Draft Number</i>	
	<i>Demand Draft Date</i>	
	<i>Name of the Bank</i>	
	Online Payment	
	<i>Name of the Bank</i>	
	<i>Payment Reference Number</i>	
	<i>Date of Payment</i>	
9.4	Registration Fees	
10	Documents	
10.1	Copies of contract agreement between employer and contractors	
10.2	Copies of contractor licence issued by concerned authority for recruitment of migrant workmen in home state	
11	Submit to Joint Director Industrial Safety & Health	

8. Form for obtaining Safety Certificate from TNEI

#	Tamil Nadu Electrical Inspectorate - Safety Certificate	Remarks
1	Drawing application reference number	
2	Applicant letter (in Letter head)	
3	Supporting documents	
3.1.	Contractor's work completion report as per IS 732: 1989	
3.2.	Test certificate of E.H.V / H.V / cable / equipment manufacturer	
3.3.	Invoice of H.T. cable	
3.4.	TANGEDCO work completed?	
3.5.	Copy of appointment order of SCC holder	
3.6.	Copy of consent letter from SCC holder	
3.7.	Itemwise compliance report as stipulated in the drawing scrutiny report, if any	

9. Form for obtaining License from Legal Metrology, Labour Department

#	Application form for licence as Manufacturer of weights and measures	Remarks
1	Name of the manufacturing concern for which licence is desired	Auto populated from CAF Pre-Operation S.No.1.1
2	Complete address of the Concern	Details to be taken from 1.2.6 to 1.2.14 in CAF.
3	Whether premises are owned / rented/ taken on lease/leave licence, duly supported by documents	
4	Date of establishment of workshop/factory	
5	Name(s) and address(s) along with their father's/ husband's name	
6	Name of Proprietor(s) and/ or Partners and Managing Director(s) in the case of limited company	Auto populated from CAF Pre-Operation S.No.2.1
7	The date and current registration number of factory/ shop/ establishment/Municipal Trade licence	
8	Nature of manufacturing activities at present	
9	The type of weights and measures proposed to be manufactured	
9.1	Weights	
9.2	Measures	
9.3	Weighing Instruments	
9.4	Measuring Instruments with details in each case.	
10	The number of persons employed / proposed to be employed	
10.1	Skilled	Auto populated from CAF Pre-Operation S.No.4.1
10.2	Semi-skilled	
10.3	Unskilled	Auto populated from CAF Pre-Operation S.No.4.2
10.4	Specialist trained in the line	
11	The monogram or trade mark intended to be imprinted on weights and measures to be manufactured	
12	Details of machinery, tools, accessories, owned and used for manufacturing weights, measures, etc.	
13	Details of foundry /workshop facilities	

#	Application form for licence as Manufacturer of weights and measures	Remarks
	arranged	
14	Facilities of steel casting and hardness testing of vital parts etc. or other means (Select 'Yes'/ 'Not Applicable')	
15	Availability of electric energy (Select 'Yes'/ 'No')	
16	Details of loan received from Government or Financial Institution. If so, give details (Select 'Yes'/ 'No')	
17	Name of bankers	
18	Value Added Tax/ Sales Tax Registration Number/ Central Sales Tax Number/ Professional Tax/ Registration Number/ Income Tax Number	
19	Have you applied previously for a manufacturer's licence? If so, when and with what results? (Select 'Yes'/ 'No')	
20 (a)	Whether the item(s) proposed to be manufactured will be sold within the State or outside the State or both <i>Select option</i> 1) Within state 2) Outside state 3) Both	
20 (b)	Details of Model Approval received from Government of India	
20 (c)	When can you produce for inspection samples of your products for which licence is desired?	
21	Self Declaration	
	Certified that I / We have read the Legal Metrology Act, 2009 (Central Act 1 of 2010) and the Tamil Nadu Legal Metrology (Enforcement) Rules, 2011 and agree to abide by the same and also the administrative orders and instructions issued or to be issued thereunder. I / We agree to deposit the Scheduled licence fees with Government as soon as required to do so by the Licensing Authority.	

#	Application form for licence as Manufacturer of weights and measures	<i>Remarks</i>
	All the information furnished above is true to the best of my/our knowledge.	
	<i>Place</i>	
	<i>Date</i>	
	<i>Signature of Applicant</i>	

10. Form for obtaining Authorization for Hazardous Waste from TNPCB

#	Application form for Authorization of units handling Hazardous Wastes	Remarks
1	General Details	
1.1	Hazardous waste handling/generation ?	
1.2	Occupier Name*:	
1.3	Designation*:	
1.4	Industry/TSDF-Location Postal Address:	Auto populated from CAF Pre-Operation S.No.1.2.6 to 1.2.14
1.5	Industry Name:	Auto populated from CAF Pre-Operation S.No.1.1
1.6	Category:	
1.7	Scale of Industry:	
1.8	Industry Type:	
1.9	Already applied for Authorisation?	
1.10	If Yes, please enter the details of previously issued authorization:	
1.11	Authorization now Applied For :	
1.12	Authorization Required for*:	
1.13	Whether the industry works general/2 shifts/round the clock?	
1.14	Provide copy of the Emergency Response Plan (ERP) which should address procedures for dealing with emergency situations (viz. Spillage or release or fire) as specified in the guidelines of Central Pollution Control Board. Such ERP shall comprise the following, but not limited to:	
1.15	Containing and controlling incidents so as to minimise the effects and to limit danger to the persons, environment and property;	
1.16	Implementing the measures necessary to protect persons and the environment;	
1.17	Description of the actions which should be taken to control the conditions at events and to limit their consequences, including a description of the safety equipment and resources available;	
1.18	Arrangements for training staff in the duties which they are expected to perform;	
1.19	Arrangements for informing concerned authorities and emergency services; and	

#	Application form for Authorization of units handling Hazardous Wastes	Remarks
1.20	Arrangements for providing assistance with off-site mitigatory action.	
1.21	Provide undertaking or declaration to comply with all provisions including the scope of submitting bank guarantee in the event of spillage, leakage or fire while handling the hazardous and other waste	
2	Hazardous waste Generation/ Handling Details	
2.1	Hazardous Waste Generation Details* (Add)	
2.2	Name of Process/ Class/Part	
2.3	Name of Hazardous waste (Category No)	
2.4	Name of Waste Constituents with concentration limits (Category No)	
2.5	Name of Basel No with description of Hazardous waste (Category No)	
2.6	Quantity	
2.7	Waste Type	
2.8	Waste Storage	
2.9	Waste Disposal	
2.10	Source of Waste Generation	
2.11	Physical Status	
2.12	Quantity stored at any time	
2.13	Quantity Accumulated as on 31st March	
3	HW Generators	
3.1	Are you a generator of hazardous waste ? (Yes/No)	
3.2	Products and By products manufactured Per Annum	
3.3	Process description including process flow sheet indicating inputs and outputs (raw materials, chemicals, products, by-products, wastes, emissions, waste water etc) please attach separate sheets :	
3.4	Details of characteristics and management of wastes within the plant:	
3.5	Hazardous and other wastes generated from storage of hazardous chemicals as defined under the Manufacture, Storage	

#	Application form for Authorization of units handling Hazardous Wastes	Remarks
	and Import of Hazardous Chemicals Rules, 1989.	
4	TSDF Operators	
4.1	Are you a TSDF operator ? (Yes/No)	
4.2	Location address of TSDF site	
4.3	Details of the Safe storage of the waste and storage capacity	
4.4	Details of the treatment processes and their capacities	
4.5	Details of the secured landfills	
4.6	Details of the Incineration, if any	
4.7	Details of the leachate collection and treatment system	
4.8	Details of the fire fighting systems	
4.9	Details of the environmental management plan including monitoring	
4.10	Details of the arrangement for transportation of waste from generators	
4.11	Details of any other activities undertaken at the Treatment, storage and disposal facility site	
4.12	Layout map of the TSDF	
4.13	Copy of prior Environmental Clearance	
5	Recyclers/ Pre-processors/Co-processors/Users	
5.1	Are you a recyclers or pre-processors or co-processors or users of hazardous or other wastes ? (Yes/No)	
5.2	Nature and quantity of different wastes received per annum from domestic sources or imported or both: (i) Hazardous and other waste types (ii) Passbook type (iii) Quantity (iv) Source (Domestic/Imported)	
5.3	Furnish installed capacity as per registration issued by the District Industries Centre or any other authorised Government agency	

#	Application form for Authorization of units handling Hazardous Wastes	Remarks
5.4	Details of secured storage of wastes including the storage capacity	
5.5	Process description including process flow sheet indicating equipment details, inputs and outputs (input wastes, chemicals, products, by-products, waste generated, emissions, waste water, etc.)	
5.6	Details of end users of products or by-products	
5.7	Details of pollution control systems such as Effluent Treatment Plant, scrubbers, etc. including mode of disposal of waste	
5.8	Details of occupational health and safety measures	
5.9	Has the facility been set up as per Central Pollution Control Board guidelines? If yes, provide a report on the compliance with the guidelines	
5.10	Arrangements for transportation of waste to the facility	

11. Form for obtaining Consent to Operate from TNPCB

#	Application for Consent to Operate	Remarks
1	Industry	
1.1	Industry Name	Auto populated from CAF Pre-Operation S.No. 1.1
1.2	Industry Location-Postal Address	Auto populated from CAF Pre-Operation S.No. 1.2.6 - 1.2.13
1.3	Pin Code	Auto populated from CAF Pre-Operation S.No. 1.2.14
1.4	Village	Auto populated from CAF Pre-Operation S.No. 1.2.9
1.5	SF No of the Industry location/Plot No in case of Govt Industrial Estates	
1.6	Local Body Type (Select from the drop down list)	Auto populated from CAF Pre-Operation S.No. 1.2.3
1.7	Local Body	Auto populated from CAF Pre-Operation S.No. 1.2.4
1.8	Scale of Industry	
1.9	Status (Select: Operational / Proposed / Closed)	
1.10	Date of commissioning	Auto populated from CAF Pre-Operation S.No. 1.7
1.11	Registration/License No	
1.12	Gross Fixed Assets-cost without Depreciation :(Rs in Lakhs)	
	<i>As on</i>	
1.13	Plant & Machinery cost without Depreciation :(Rs in Lakhs):	
1.14	Ownership of the industry (Select from the drop down list)	Auto populated from CAF Pre-Operation S.No. 1.4
1.15	Phone No. with code :	Auto populated from CAF Pre-Operation S.No. 1.3.1
1.16	Fax No. with code ::	Auto populated from CAF Pre-Operation S.No. 1.3.2
1.17	e-mail Address:	Auto populated from CAF Pre-Operation S.No. 1.3.4
1.18	Jurisdiction Office:	
2	Occupier's Details	
2.1	Registered Office Address	
2.2	Pin Code	
2.3	Occupier Name	
2.4	Occupier Designation	

#	Application for Consent to Operate	Remarks
2.5	Phone No. with code:	
2.6	Fax No. with code:	
2.7	Mobile No:	
2.8	e-mail Address:	
3	Other details	
3.1	Applicant Name	Auto populated from Registration Details Form S.No.1.1
3.2	Designation (Select from the drop down list)	
	Correspondence Address	
3.3	Address/City:	Auto populated from CAF Pre-Operation S.No. 1.2.6-1.2.9
3.4	Pin Code:	Auto populated from CAF Pre-Operation S.No. 1.2.14
3.5	District:	Auto populated from CAF Pre-Operation S.No. 1.2.11
3.6	Taluk	Auto populated from CAF Pre-Operation S.No. 1.2.10
3.7	State	Auto populated from CAF Pre-Operation S.No. 1.2.12
3.8	Phone No. with code	Auto populated from CAF Pre-Operation S.No. 1.3.1
3.9	Fax No. with code	Auto populated from CAF Pre-Operation S.No. 1.3.2
3.1	Mobile No:	Auto populated from CAF Pre-Operation S.No. 1.3.3
3.11	e-mail Address:	Auto populated from CAF Pre-Operation S.No. 1.3.4
3.12	Website Address:	
3.13	Total no. of average working days in a year	
3.14	Total no. of working shifts per day	
3.15	Land Status (Select Owned/Leased)	
3.16	Cost of Air Pollution control measures	
3.17	Cost of Water Pollution control measures	
3.18	Manufacturing process	Auto populated from CAF Pre-Operation S.No. 5.1
3.19	Total extent of Land Area (in hectares)	
3.20	Ground coverage area of the industry (in hectares)	
3.21	Green belt/Irrigation area of the industry (in hectares)	
3.22	Solid waste Storage/disposal area (in	

#	Application for Consent to Operate	Remarks
	hectares)	
3.23	Vacant area(Total area-(Buily Up Area+Solid waste area+Green Belt area))	
3.24	Total no. of Employees working per day(including contract workers)	Auto populated from CAF Pre-Operation S.No.4.6
3.25	Details of the habitation nearby	
	<i>Habitation Name</i>	
	<i>Distance (in km)</i>	
	<i>Population</i>	
3.26	Name of the nearby Roadways(Viz.):	
	<i>Select (NH/SH/ODR/MDR)</i>	
	<i>Name</i>	
3.27	Distance from the site	
3.28	Details of water bodies like lakes/rivers/canals within a radius of 1 KM and rivers within a radius of 5KM	
	<i>Name of the Water Source.</i>	
	<i>Distance (in m)</i>	
3.29	Land use classification of the site (Select from the drop down list)	
3.30	Authority which classified the land use-(Select from the drop down list)	
3.31	Name and Distance of the sensitive area like places of Archeological importance, national park, Wild Life Birds sanctuary , Marine National Park, Mangrove Forests,reserved forests ,marsh lands if any located within 10 KM radius of the unit:	
	<i>Name</i>	
	<i>Distance (in km)</i>	
3.32	Is the Unit is located with in 1 Km from marine coastal area(sea, estuaries, back waters), If Yes please mention the distance from the unit	
	<i>Distance of Marine coastal area from Unit (in meters)</i>	
3.33	Name and Address of all Directors/Partners	Auto populated from CAF Pre-Operation S.No.2
	<i>Name</i>	Auto populated from CAF Pre-Operation S.No.2.1
	<i>Designation</i>	Auto populated from CAF Pre-

#	Application for Consent to Operate	Remarks
		Operation S.No.2.2
	<i>Address</i>	Auto populated from CAF Pre-Operation S.No.2.3.1 - 2.3.8
4	Apply for Consent	
4.1	Whether applying for first time to TNPCB	
4.2	Whether already applied	
4.2.1	<i>Enter old MIS File No already allotted by TNPCB</i>	
4.2.2	<i>Enter the previous consent/renewals issued dates by TNPCB along with the attachment of the copy of the consent order documents [Date of Application ; Consent Application (Consents/Renewals) ; Issued Date; Valid Date; Status and reason for pending if not issued; Attach Document]</i>	
5	Raw Material / Product Details	
5.1	Raw Materials Details	
5.1.1	<i>Raw-Materials Name</i>	Auto populated from CAF Pre-Operation S.No.5.5.1
5.1.2	<i>Raw-Material Quantity</i>	
5.1.3	<i>Units</i>	
5.1.4	<i>Principal Use</i>	
5.2	Product Details	
5.2.1	<i>Product Name</i>	
5.2.2	<i>Quantity</i>	
5.2.3	<i>Unit</i>	
5.2.4	<i>End Use</i>	
5.3	By-Product Details	
5.3.1	<i>Name of By-Product</i>	
5.3.2	<i>Quantity</i>	
5.3.3	<i>Unit of Product</i>	
5.3.4	<i>End Use</i>	
5.4	Intermediate Product Details	
5.4.1	<i>Intermediate Product Name</i>	
5.4.2	<i>Quantity</i>	
5.4.3	<i>Unit</i>	
5.4.4	<i>End Use</i>	
5.5	Fuel Used Details	
5.5.1	<i>Name of Fuel</i>	Auto populated from CAF Pre-Operation S.No.6.3.1
5.5.2	<i>Point of Use</i>	
5.5.3	<i>Quantity (in T/Day)</i>	

#	Application for Consent to Operate	Remarks
5.5.4	<i>Calorific Value</i>	
5.5.5	<i>Ash Content</i>	
5.5.6	<i>Sulphur Content</i>	
6	Water Consumption/Effluent	
6.1	Water Source Details	
6.1.1	<i>Source Type</i>	
6.1.2	<i>Source Name</i>	
6.1.3	<i>Quantity (KLD)</i>	
6.2	Water Consumption Details	
6.2.1	<i>Source Consumption</i>	
6.2.2	<i>Quantity (KLD)</i>	
6.3	Sewage Generation Details	
6.3.1	<i>Source</i>	
6.3.2	<i>Quantity (KLD)</i>	
6.4	Trade Effluent Generation Details	
6.4.1	<i>Source</i>	
6.4.2	<i>Quantity</i>	
6.5	Sewage Treatment Plant Details	
6.5.1	Treatment status	
6.5.2	<i>Name of the Treatment Unit</i>	
6.5.3	<i>No. of Units</i>	
6.5.4	<i>Dimensions in m (L*B*D)</i>	
6.6	Trade Effluent treatment plant Details	
6.6.1	<i>Treatment status</i>	
6.6.2	<i>Name of the Treatment Unit</i>	
6.6.3	<i>No. of Units</i>	
6.6.4	<i>Dimensions in m (L*B*D)</i>	
6.7	Sewage Disposal Details	
6.7.1	<i>Description of Outlet with location</i>	
6.7.2	<i>Quantity (KLD)</i>	
6.7.3	<i>Disposal</i>	
6.8	Trade Effluent Disposal Details	
6.8.1	<i>Description of Outlet with location</i>	
6.8.2	<i>Quantity (KLD)</i>	
6.8.3	<i>Disposal</i>	
7	Solid Wastes	
7.1	Non Hazardous Solid Wastes Details	
7.1.1	<i>Name of Solid Waste</i>	
7.1.2	<i>Quantity</i>	
7.1.3	<i>Unit</i>	
7.1.4	<i>Mode of Disposal</i>	
7.1.5	<i>Area of land earmarked for</i>	

#	Application for Consent to Operate	Remarks
	<i>Storage/disposal</i>	
7.2	Hazardous Solid Wastes Details (Y/N)	
7.2.1	<i>Name of Process</i>	
7.2.2	<i>Name of Process Waste(Category No)</i>	
7.2.3	<i>Quantity (T/Year)</i>	
7.2.4	<i>Waste Type</i>	
7.2.5	<i>Waste Storage</i>	
7.2.6	<i>Waste Disposal</i>	
7.2.7	<i>Area earmarked for Storage/Disposal</i>	
8	Air Emission	
8.1	Point source emission with stacks Details	
8.1.1	<i>Stack No</i>	
8.1.2	<i>Source of emission</i>	
8.1.3	<i>Pollution Control measures</i>	
8.1.4	<i>Stack top dimension (in Metres)</i>	
8.1.5	<i>Stack Height above ground level(meters)</i>	
8.1.6	<i>Material of Construction</i>	
8.1.7	<i>Exit Gas Velocity (in M/S)</i>	
8.1.8	<i>Exit Gas Temp(in Deg C)</i>	
8.1.9	<i>Maximum Discharge(in m3/hr)</i>	
8.2	Fugitive emission / Noise Details	
8.2.1	<i>Source of Fugitive or Noise emission</i>	
8.2.3	<i>Type of emission</i>	
8.2.4	<i>Pollution Control Measures</i>	
8.2.5	<i>Capacity</i>	
9	Consent Fee Details	
9.1	Category:	
9.2	Gross Fixed Assets Cost :	
9.3	Consent Fee Applicable for per Act :	
9.4	Consent Fee Applicable under Water and Air Acts :	
9.5	Reason for deviation in payment :	
9.6	Consent Fee Remitted now:	

ANNEXURE 5**(See rule 10)****Self-Certification to be filled along with Combined Application Form**

(To be executed on a non-judicial stamp paper of Rs. 100/-)

I _____ S/o. _____ Aged years, Residing at
 _____ who is the (Designation) of
 M/s. _____, hereby give the following undertaking:

Compliance to all requirements for establishing the Enterprise

1. Our Enterprise is proposing to set up a project at _____
 _____ (Location) to manufacture / to provide services as
 mentioned below.
 - a.
 - b.
 - c.
 - d.
 - e.

2. We certify that the particulars furnished in the Combined Application Form are true, correct and complete to the best of our knowledge and undertake to adhere to the declarations made there under. The Enterprise shall be made liable for action as proposed under section 28 of Ordinance Tamil Nadu Ordinance No.7 of 2017, if the particulars furnished are found to be false / incorrect or incomplete and/ or on our failure to adhere to the declarations made.

Compliance to all requirements for commencement of operations:

1. The Enterprise hereby undertakes to abide by the conditions specified in each of the clearances and our failure to comply with the requirements / conditions of clearances shall result in withdrawal / cancellation of the clearances and further, will make us liable for legal action as specified under the respective Acts / Rules.

Compliance to all operational requirements on a regular basis:

2. The Enterprise undertakes to comply with all the provisions of applicable Acts / Rules / Regulations to our industry.
3. The Enterprise shall be liable for any losses to personal or public property caused due to provision of erroneous / inaccurate / false information by the Enterprise.

Place : *For* . M/s. _____,

Date : Authorised signatory

Name

Designation

ANNEXURE 6**(See sub rule (1) of rule 15)****Members of the State Single Window Committee**

Sr. No.	Members	Designation
1.	Executive Vice Chairperson, The Tamil Nadu Industrial Guidance and Export Promotion Bureau	Chairman
2.	Chairman, Tamil Nadu Generation and Distribution Corporation Limited	Member
3.	Chairman, Tamil Nadu Pollution Control Board	Member
4.	Commissioner of Municipal Administration	Member
5.	Commissioner of Commercial Taxes	Member
6.	Commissioner of Prohibition and Excise	Member
7.	Commissioner of Labour	Member
8.	Director General, Fire and Rescue Services Department	Member
9.	Director of Town & Country Planning	Member
10.	Member Secretary, Chennai Metropolitan Development Authority	Member
11.	Director of Town Panchayats	Member
12.	Director of Rural Development and Panchayat Raj	Member
13.	Director of Public Health and Preventive Medicine	Member
14.	Director of Industrial Safety and Health	Member
15.	Director of Boilers	Member
16.	Chief Electrical Inspector, Tamil Nadu Electrical Inspectorate	Member
17.	Engineer-in-Chief, Water Resource Organization, Public Works Department	Member
18.	Not exceeding two members from Trade Associations, Chambers of Commerce, or Technical Experts, as nominated by the Government	Member
19.	Company Secretary, The Tamil Nadu Industrial Guidance and Export Promotion Bureau	Member, Convener

Note: If the concerned Head of Department (HOD) mentioned above is unable to participate in the meeting, he shall nominate a Senior level Officer (not less than two levels below the HOD) from the department with requisite delegation of power to participate in such meeting, and take decision on his behalf.

ANNEXURE 7**(See sub-rule(1) of rule 16)****Members of the State Single Window Monitoring Committee**

Sr. No.	Members	Designation
1.	Chief Secretary to Government, Government of Tamil Nadu	Chairman
2.	Secretary to Government, Finance Department	Member
3.	Secretary to Government, Commercial Taxes and Registration Department	Member
4.	Secretary to Government, Revenue Department	Member
5.	Secretary to Government, Housing and Urban Development Department	Member
6.	Secretary to Government, Municipal Administration and Water Supply Department	Member
7.	Secretary to Government, Rural Development and Panchayat Raj Department	Member
8.	Secretary to Government, Labour and Employment Department	Member
9.	Secretary to Government, Environment and Forests Department	Member
10.	Secretary to Government, Energy Department	Member
11.	Secretary to Government, Public Works Department	Member
12.	Secretary to Government, Home Department	Member
13.	Executive Vice Chairperson, The Tamil Nadu Industrial Guidance and Export Promotion Bureau	Member
14.	Secretary to Government, Industries Department	Member, Convener

ANNEXURE 8**(See sub-rule (1) of rule 17)****Composition of the Investment Promotion and Monitoring Board (IPMB)**

Sr. No.	Members	Designation
1.	Hon'ble Chief Minister	Chairman
2.	Minister for Industries	Member
3.	Minister for Finance	Member
4.	Minister for Revenue	Member
5.	Chief Secretary to Government, Government of Tamil Nadu	Member
6.	Secretary to Government, Industries Department	Member, Convener
7.	Other nominations by the State Government, if any	Member

ANNEXURE 9**(See sub-rule (1) of rule 18)****Composition of the MSME District Single Window Committee**

Sr. No.	Members	Designation
1.	District Collector	Chairman
	District level Officers from the following Departments in Sl.nos. 2 to 14 and 16:	
2.	Tamil Nadu Generation and Distribution Corporation Limited	Member
3.	Corporation/ Municipality	Member
4.	Public Health and Preventive Medicine Department	Member
5.	Directorate of Town Panchayat	Member
6.	Tamil Nadu Pollution Control Board	Member
7.	Town & Country Planning / Chennai Metropolitan Development Authority, as applicable	Member
8.	Fire and Rescue Services Department	Member
9.	Rural Development and Panchayat Raj Department	Member
10.	Directorate of Industrial Safety and Health	Member
11.	Tamil Nadu Electrical Inspectorate	Member
12.	Directorate of Boilers	Member
13.	Labour Department	Member
14.	Chennai Metro Water Supply and Sewerage Board/ Water Resources Organisation, Public Works Department	Member
15.	Not exceeding two members from Trade Associations, Chambers of Commerce, or Technical Experts, as nominated by the Government	Member
16.	Regional Joint Director of Industries and Commerce in respect of Chennai District/ General Manager, District Industries Centre for other Districts	Member, Convener

ANNEXURE 10**(See sub-rule (1) of rule 19)****Composition of the MSME State Single Window Committee**

Sr. No.	Members	Designation
1.	Industries Commissioner and Director of Industries and Commerce	Chairman
2.	Chairman, Tamil Nadu Generation and Distribution Corporation Limited	Member
3.	Chairman, Tamil Nadu Pollution Control Board	Member
4.	Commissioner of Municipal Administration	Member
5.	Commissioner of Labour	Member
6.	Director General, Fire and Rescue Services Department	Member
7.	Director of Town & Country Planning or Member Secretary, Chennai Metropolitan Development Authority as applicable	Member
8.	Director of Town Panchayats	Member
9.	Director of Rural Development and Panchayat Raj Department	Member
10.	Director of Public Health and Preventive Medicine	Member
11.	Director of Industrial Safety and Health	Member
12.	Chief Electrical Inspector, Tamil Nadu Electrical Inspectorate	Member
13.	Director of Boilers	Member
14.	Engineer-in-Chief, Water Resources Organisation, Public Works Department	Member
15.	Additional Director of Industries and Commerce	Member, Convener

Note: If the concerned Head of Department (HOD) mentioned above is unable to participate in the meeting, he/ she shall nominate a Senior level Officer (not less than two levels below the HOD) from the department with requisite delegation of power to participate in such meeting, and take decision on his/ her behalf.

ANNEXURE 11**(See sub-rule (1) of rule 20)****Composition of the MSME Investment Promotion and Monitoring Board**

Sr. No.	Members	Designation
1.	Minister for Rural Industries	Chairman
2.	Chief Secretary to Government, Government of Tamil Nadu	Member
3.	Secretary to Government, Finance Department	Member
4.	Secretary to Government, Revenue Department	Member
5.	Secretary to Government, MSME Department	Member
6.	Industries Commissioner and Director of Industries and Commerce	Member, Convener
7.	Other nominations by the State Government, if any	Member

ATULYA MISRA
PRINCIPAL SECRETARY TO GOVERNMENT

/True copy //

SECTION OFFICER