

The nomenclature of the Directorate of Industries and Mines has been changed to the "Directorate of Industries, Trade and Commerce" (DITC) by the State Government vide notification No.23/1/87-GA & C dated 6th September, 2002. With the above change, the Mines wing has been separated and formed into a separate Department of Mines & Geology.

The Department of Industries, Trade and Commerce is concerned with the promotion, development and regulation of industries in the State of Goa.

The State of Goa envisages catalyzing economic growth through accelerated industrial development. The mission is to create sustainable employment opportunities mainly to the people of Goa. It also includes environment friendly industrial development ensuring balanced growth of regions, a facilitative regime that explores and unleashes the energies of the private sector to create an environment in which industry, both existing and new, can prosper.

The Director of Industries, Trade and Commerce is the Head of the Department and is assisted by the General Manager (DIC) and two Assistant Directors.

1. Establishment Section

1. Administrative

This Section deals with the administrative and logistic matters related to the Department. It is headed by the Assistant Director (Adm).

2. Public Grievances

- i. The Director is the Public Grievances Officer for this Directorate.
- ii) Redressal of Public Grievances on Tuesdays between 10.00 a.m. to 1.00 p.m.

2. Accounts Section

This Section deals with the accounts matters related to the Department. It is headed by the Assistant Accounts Officer with other supporting staff.

3. Planning and Statistics Section

This Section is headed by the Statistical Officer who deals with the following works:-

- i) Formulation of Annual Plans and Five Year Plans.
- ii) Preparation of RE/BE on Plan Schemes.
- iii) Monthly, quarterly and yearly monitoring of Plan Expenditure.
- iv) Collection of statistics on Micro, Small and Medium Enterprises for furnishing the information for the publications brought out by various Departments/organizations.
- v. Collection of data on production from the Micro, Small and Medium Enterprises, for computing the Index on Industrial Production (IIP).
- vi) Work related to Right to Information Act.
- vii) Conduct of Census and Surveys of Industries.

- viii) Preparing Material for Budget Speech & Action taken Reports thereon.
- ix) Preparing material for Governor's Address
- x) Annual Administrative Report.
- xi) Yearly Performance Budget.
- xii) Explanatory Memorandum on Demands of Grants related to the Department.
- xiii) Provide varied information to the interested parties **with reference to** the industrial units registered with this Department.

4. Registration Section

1. This Section is divided into two parts viz Registration (North) and Registration (South) Sections, which are headed by Functional Manager (North) and Functional Manager (South) respectively.
2. It deals with the work of receiving and acknowledging Part-I and Part-II of the Entrepreneurs Memorandum **(EM)**, filed under the Micro, Small and Medium Enterprises Act, 2006.
3. The Form of Entrepreneur's Memorandum is in two parts:-

E.M. Part - I

- a) Any person who intends to establish a Micro, Small and Medium Enterprise engaged in the production/manufacture of products or providing/rendering of services may file Part-I of the Entrepreneur's Memorandum to the District Industries Centre, which is headed by the General Manager (DIC).

b) The new MSMED Act, 2006, the term “industry” has been replaced by “Enterprise” with a view to emphasize the importance of service sector enterprises in the country. Under this Act, enterprises have been broadly classified into two categories viz:

i) **Manufacturing Enterprises**

ii) **Service Enterprises.**

i) **Manufacturing Enterprises** have been defined in terms of investment in Plant and Machinery (excluding land and buildings) and further classified into:

* Micro Enterprises – investment up to Rs. 25 lakh.

* Small Enterprises – investment above Rs. 25 lakh and up to Rs. 5 crore.

* Medium Enterprises- investment above Rs.5 crore and up to Rs.10 crore.

ii) **Service Enterprises** - have been defined in terms of their investment in equipment and further classified into:

* **Micro Enterprises** – investment up to Rs.10 lakh.

* **Small Enterprises** – above Rs.10 lakh and up to Rs.2 crore

* **Medium Enterprises** – above Rs. 2 crore and up to Rs.5 crore

Acknowledgement for E.M. Part-I is issued **within 10 minutes** if complete in all aspects.

The Director of Industries, Trade and Commerce, as well as, the General Manager (DIC) reserve the right to seek Project Report and other relevant information

required to ensure the types of raw materials proposed to be used in the manufacturing process, type of machinery involved and other aspects of the unit.

E.M. Part-II

- i. E.M. Part-II shall be filed within 2 years after starting of the activity and for which E.M. Part-I has been acknowledged.
- ii. E.M. Part-I is invalidated if E.M. Part-II not filed within the period specified above.
- iii. DITC will issue acknowledgement for filling E.M.Part-II after confirming that the enterprise has taken all the effective steps like installation of machinery and equipments, obtaining power/ water connection etc. and that the enterprise has gone into commercial production, and has produced all the necessary NOC's, Documents/Clearances from the concerned authorities as per the check list mentioned in Annexure I.
- iv. E.M. Part-II is to be filed by the entrepreneur complete in all respects in the prescribed format costing Rs.50/- to the Directorate of Industries, Trade and Commerce.
- v. Application for E.M. Part-II received at the Facilitation Counter is verified thoroughly by the Industries Inspector/Extension Officer (Industries) and if any deficiency is observed, the entrepreneur is directed to furnish the remaining documents/information.
- vi. The Industries Inspector/Extension Officer (Industries) inspects the unit for physical verification of the machinery, equipments and other assets of the factory/unit, verification of the documents, etc.

- vii. Inspection report is submitted within a period of 15 days, along with all the documents to the General Manager (DIC), Directorate of Industries, Trade and Commerce, Panaji.
- viii. If the report and documents are found in order after the scrutiny, acknowledgement for filling E.M. Part-II is issued.

5. High Powered Co-ordination Committee (HPCC)

The HPCC Section deals with matters related to the setting up of large scale Industrial projects.

1. The Government has set up a High Powered Co-ordination Committee to cater to the infrastructural requirement of industrial units, particularly in the large scale sector headed by the Hon'ble Chief Minister.
2. All large scale units, including industrial units requiring release of substantial power, water, land and infrastructural facilities and those prone to cause pollution have to seek specific approval of HPCC, by providing the required information in the prescribed format.
3. The entrepreneurs intending to set up Large Scale Industrial projects in the State of Goa have to submit 16 sets of HPCC formats duly filled in as per the check-list attached therewith at **Annexure-II**.
4. Once the project is approved by the HPCC, the unit should set up its project within a period of two years from the date of the approval letter.
5. Quarterly progress report on the implementation of the progress should be submitted, once the unit has been set up and gone into commercial production; it should furnish its progress report in the HPCC progress report format.

6. If the unit fails to undertake any steps to implement its project within the stipulated period of two years, the approval given is treated as lapsed/withdrawn.

Government vide Order No.3/49/2003-IND dated 12-01-2004 has issued instructions with the concurrence of Finance Department vide U.O No.1/922(F)/2003 for revision of Registration fees/form charges of large scale industrial units as stated below.

- i) Large Scale Industries with investment Rs.5,000/- less than 25 crore with HPCC Clearance.
- ii) Large Scale Industries with investment Rs.10,000/- more than Rs. 25 crore with HPCC Clearance.

* Large scale units which are exempted from the compulsory Industrial Licensing have to file an Industrial Entrepreneurs Memorandum (IEM) in terms of Notification No.477 dated 25-07-1991 with Government of India, Ministry of Industrial Policy and Promotion, Secretariat for Industrial Assistance(Industrial information, Memorandum Section) , New Delhi in the prescribed format, before setting up their unit.

* And those units in respect of which Industrial Licensing is compulsory, they have to supply for Industrial Licence to Government of India, Ministry of Industry, New Delhi, for the unit to be set up and the product proposed to be manufactured.

6. New Scheme Section

This section deals with the implementation of various schemes formulated under the Goa Industrial Policy, 2003, and is headed by the Assistant Director (Industries).

The Government announced the Goa Industrial Policy in the year 2003. The mission of the Goa Industrial Policy, 2003, is to ensure accelerated industrial

development, catalyze economic growth, ensure balanced regional growth, protect environment and above all, create sustainable employment to local youth of the State.

Consequent upon the announcement of the Goa Industrial Policy, the following schemes were notified:-

1. Capital Contribution Scheme, 2003.
2. Share Capital to Local Entrepreneurs and Self-Employed Scheme, 2003.
3. Preferential Purchase Incentives for Small Scale Industries Scheme, 2003.
4. Interest Subsidy Scheme, 2003.
5. Goa State Financial Incentives to the Industries for Certification and Patenting Scheme, 2003.
6. Incentives to Women Entrepreneurs Scheme, 2003.
7. The Goa State Employment Subsidy Scheme, 2003.
8. Incentives to encourage Consumption of Local Raw Material Scheme, 2004.
9. Goa State Export Market Development Scheme, 2004.

1. **Capital Contribution Scheme**

The scheme envisages providing capital contribution to the existing functional units to venture out and expand. The scheme is designed to support local entrepreneurs, promote industrial units which venture out and develop special products, based on locally developed technology.

2. **Share Capital to Local Entrepreneurs and Self Employed Scheme.**

The main objective of this scheme is to encourage local youth, preferably of Goan origin, to start income generating activities and to encourage self-employment. Under this scheme, 50 percent interest free share capital contribution is provided to the beneficiaries of Chief Minister Rozgar Yojana, which is being implemented by the Economic Development Corporation for local youths to take up activities related to the industrial and self-employment opportunities, except, those which are falling under Red Category under the Industrial Policy and related to tobacco and liquor.

3. **Preferential Purchase Incentives for Small Scale Industries Scheme.**

The scheme is intended to encourage and give boost to Small Scale Industries Sector. Under this scheme, small scale units registered in the State of Goa are given special treatment in any tender floated by Government Departments or any purchases made by any Government Departments.

4. **Interest Subsidy Scheme.**

The scheme envisages providing subsidy to new and tiny units in manufacturing sector on interest payable by them. The main objectives of the schemes are:-

1. To provide incentives to small industries for making their units financially viable.
2. To promote industrial growth in the State and create an optimistic environment for the small investors and local entrepreneurs to invest.

5. **Goa State Financial Incentives to Industries for Certification and Patenting Scheme.**

The scheme envisages encouraging the industrial units to obtain ISI certification and/or patent right on products and/or processes. Such units provide benchmark of excellence and serve as a model for others to emulate. Under the Scheme, a maximum subsidy of Rs 2 lakh per unit, once in a lifetime is given.

6. **Incentives to Women Entrepreneurs Scheme.**

In order to encourage the employment opportunities for women entrepreneurs, the Goa Industrial Policy envisages special incentives to women under various schemes.

7. **The Goa State Employment Subsidy Scheme.**

This subsidy is an innovative concept of supporting sustainable employment of local youth. The Scheme envisages providing subsidy to the industrial units, which have given 80 percent employment to the local youth.

8. **Incentives to encourage Consumption of Local Raw Material Scheme.**

The Scheme envisages encouraging consumption of locally produced raw materials by offering incentives, which is in the form of subsidy in power and water bills.

9. The Goa State Export Market Development Scheme

In order to encourage Goan industry to improve its export market, financial assistance in the form of interest free loan up to Rs 5 lakh, repayable over 5 years, is granted, provided the unit has been in operation for at least five years, has Import/Export Code and its turnover does not exceed Rs 5 crore during preceding 3 years.

7. Subsidy Section

The Goa State Investment Subsidy Scheme, 1990 was implemented w.e.f. 01-10-1990. Under the Scheme, subsidy is provided to the Industrial Units registered on or after 01-10-1988. Although the said scheme was discontinued by the Government w.e.f.31-03-2003, all the cases have been placed before the State Level Committee for approval/rejection, however the Department is in the process of clearing the appeal applications which have been received from the aggrieved entrepreneurs by placing the same in the next State Level Committee Meeting.

8. Development-I Section

The Assistant Director (Industries) is in charge of Development-I Section which deals with the following subjects:-

1. Issue of licenses for sale of lubricating oil and greases.
2. Grants/Contribution to Handicraft Development Corporation.
3. Goa Youth Rojgar Yojana.
4. Subsidy for Clay Idol Makers.

5. Grants/Contribution to Khadi and Village Board.
6. Setting up of Special Economic Zones.
7. Setting up of Industrial Parks.
8. Assistance for Development of Infrastructure.
9. Assistance to Food Processing Units.

1. Issue of Licenses for Sale of Lubricating Oil and Greases

Application for license/renewal for sale of lubricating oils and greases should be accompanied by the following documents:-

- i. Original receipt of payment of fees of Rs.25/-.
- ii. NOC from Fire Services.
- iii. NOC from Oil Company.
- iv. NOC from Goa State Pollution Control Board.

After all the above documents are furnished, the case is referred to the concerned Industries Inspector for inspection. The Industries Inspector visits the unit, investigates and submits his report within 7 days. License/Renewal is decided upon on receipt of Inspection Report.

2. Grants/Contribution to Handicraft Development Corporation

The GHRSSIDC is set up to promote, assist and develop handicrafts, Medium Micro and Small as well as cottage industries by undertaking supply of raw materials, arranging for marketing their products, organizing handicrafts

exhibitions and providing guidance, training etc. The Corporation runs sale counters and handicrafts emporia for sale of handicraft products. The Corporation also organizes and participates in handicrafts exhibition and fairs. The Corporation is helping the Medium, Micro and Small in procuring scarce raw materials such as iron and steel, polymers, etc. The Government provides financial assistance in the form of share capital contribution to the Corporation.

In addition to the above, the Corporation provides the following incentives:

1. Financial assistances to tiny Artisans

There are about 5000 traditional families engaged in the production of handicrafts in the State. This scheme is aimed at providing small loans to such artisans who are predominantly engaged in such trade. It is proposed to provide assistance in the form of working capital, marketing and training in order to encourage/motivate upcoming artisans, thus providing gainful employment.

2. Home Processing, Repacking, Use of Day to Day Consumable items

This scheme provides machinery know-how, training, and marketing support to the Goan unemployed youth and housewives. Locally available raw materials like chilies, turmeric, pepper, etc, are used for making the products.

3. Goa Youth Rozgar Yojana

The earlier scheme, “Deendayal Sawayam Rojgar Yojana” has been renamed as the “Goa Youth Rozgar Yojana” vide Govt. order dated 14-08-2006. The scheme envisages providing loan/assistance to unemployed youth for taking up self employment activities such as information kiosks, cyber cafes, vending kiosks for selling vegetables, fruits, flowers, newspapers/magazines, etc. Preference is given to those who have passed 12th Standard in Vocational Stream or have done an ITI course. The scheme is being implemented through the Goa Handicrafts, Rural & Small Scale Industries Development Corporation.

4. Subsidy for Clay Idol Makers

Pottery and clay idol making has been a traditional Goan cottage industry since time memorable, these idols are used in important Goan festivals like Ganesh Chaturthi, Christmas etc.

Under this scheme, subsidy is given to those idols which are produced in Goa by local artisans registered with the Corporation and sold to the public.

The subsidy given under this scheme is to the extent of Rs.100/- per idol of not less than one foot in height.

5. Grants/Contributions to Khadi and Village Industries Board.

The scheme envisages creating employment opportunities by promoting Khadi and Village Industries in the State through the Khadi and Village Industries Board. The Board is a statutory organization, which provides financial assistance in the form of loan and grants to entrepreneurs. So far, the Board is implementing the schemes formulated by the Khadi and Village Industries

Commission on all India basis and the Government of Goa has to bear the cost of establishment. Presently, the Board in Goa implements only one scheme viz. 'Margin Money Scheme'. Generally, 25 percent subsidy in the form of margin money is allowed. In case of women and weaker sections, subsidy is to the tune of 30 percent.

6. Setting up of Industrial Parks.

Assistance for Development of Infrastructure. Under this scheme, the Government of India provides funds for the States for development of Export Infrastructure. The main objective of the scheme is to involve the State in export by providing assistance for creating appropriate infrastructure for the development and growth of export. The Goa Industrial Development Corporation has been appointed the nodal and implementing agency. The Director of Industries, Trade and Commerce is designated as the Convener of State Level Export Promotional Committee (SLEPC).

8. Assistance to Development of Infrastructure

9. Assistance to Food Processing Units.

9. Development-II Section

The Development II section which is headed by the Assistant Director is assigned with the following activities and functions:

1. Prime Minister's Employment Generation Programme (PMEGP) Scheme:-

The self employment loan scheme of Prime Minister's Rozgar Yojana which was under implementation up to 31st March, 2008 has been integrated with the Rural Employment Generation Programme of Govt. of India and a new self employment scheme namely Prime Minister's Employment Generation Programme (PMEGP) has been brought out for **implementation** from the month of October 2008 with the aim to promote Micro, Small Industrial and Service Enterprises. The scheme will be implemented **by DIC of the Directorate** in association with the KVIC, KVIB and the Nationalized Banks.

2. Payment of Compensations to the Village Panchayats and Municipal Councils for the Notified area:

As per the Notifications No. 15/14/92-IND dated 20-02-2001 issued by Govt. of Goa on notified Industrial Areas the taxes and fees collected by Goa Industrial Development Corporation from the Industrial houses located in the jurisdiction of the notified Industrial areas the Panchayats and Municipal Councils of these areas are paid compensation against the receipt of these taxes and fees. The statements of remittances are processed in this section to prepare distribution statements for seeking reconciliation from the designated Panchayats, Municipal Councils and GIDC and obtain sanction from Govt. to disburse the compensation amount to the civic bodies as per the notification issued by Directors Panchayats and Municipal Administration.

3. Recovery & Liquidation of loans given to Industrial Units

This section deals with the recovery and Liquidation of loans given to Industrial Units under the following schemes

- (a) State's Aid to industries Loan Scheme 1965.
- (b) Seed margin Money Loan Scheme 1990
- (c) Sales Tax Deferment Loan Scheme 1989-90

The outstanding balance of loans is maintained by the Directorate of Accounts and individual loan cases are being processed by this section. No loan was disbursed after the year 1998. The recovery of loan is being carried out as per the terms and conditions incorporated in the respective schemes and guidelines received from Govt. from time to time.

4. Rehabilitation of Sick Industries.

The draft scheme of rehabilitation prepared by the designated Committee has been accepted by the Government and has been notified on 12-6-2008. Under the Goa Sick Industrial Unit Revival and Rehabilitation Schemes, 2008 the units which are permanently registered with the Directorate of Industries, Trade & Commerce, which has a minimum of 5 years in operation in manufacturing activity and investment in plant and machinery to the limit of Rs 5 crore and in case these units go sick, then they are eligible to get relief under this scheme.

The aim of this scheme is to assist these units to come out of the state of sickness, facilitate timely rehabilitation and protect the employment that has already been generated by the unit. The banks and the financial institutions with which the industrial unit is a loanee, have to prepare a feasibility report to rehabilitate the unit in phases integrating therein the relief and concessions available from their offices as per the RBI guidelines and the State Government Department under this scheme.

On the outstanding electricity charges, the payments are given deferment and all penalties are waived. The dues of the Commercial taxes are deferred for 2 years and no penalties are levied. The taxes which occurred during the period of rehabilitation is also allowed deferment. Similar benefit is also available for the dues payable as water charges to Public Works Department (PWD).

The State Government has appointed a Committee to scrutinize the application received under this scheme.

The measures to be adopted by the State Govt. in case of Medium and Large Industries seeking rehabilitation through the Board of industrial and Financial reconstruction, New Delhi, is also dealt by this section.

10. Facilitation Counter

The Government of Goa under the new Goa Industrial Policy, 2003, has formulated various new schemes for the benefit of industrial units in the State of Goa. With a view to assist the entrepreneurs in filling the requisite forms, give information as regards the various schemes implemented by the Department of Industries, Trade and Commerce, the Government has set up a Facilitation Counter in the Directorate which is

located on the Ground Floor at the entrance of the Directorate of Industries, Trade and Commerce, Udyog Bhavan, Panaji-Goa.

Following Facilities are provided at the counter for entrepreneurs and the public in general:

1. Selling of application forms for filling Part-I and Part-II of Entrepreneurs Memorandum, other application forms for availing the benefits of various schemes formulated under the Goa Industrial Policy, 2003 Citizen's Charter and other priced publications pertaining to the Department of Industries, Trade and Commerce.
2. Providing to entrepreneurs and other interested parties, various other forms viz. forms for filling Part-I and Part-II of Entrepreneurs Memorandum. The forms for the New Schemes will be provided as and when notified by the Government.
3. Providing information to the entrepreneurs as regards the schemes which are implemented by the Directorate under the Goa Industrial Policy 2003, filling various application forms referred to above and assisting them in clarifying about the documents to be enclosed along with the applications.
4. Scrutiny of the application forms filled as regards to filling of Part-I and Part- II of Entrepreneurs Memorandum, applications for change of location, constitution, of the units with reference to Medium Micro and Small Enterprises, all at the entry point itself.

INSTITUTIONAL NETWORK

1. Goa Industrial Development Corporation

Goa Industrial Development Corporation has been established for the purpose of securing land and assisting in the rapid and orderly establishment of industries in Industrial Areas and Industrial Estates.

2. Economic Development Corporation

The Economic Development Corporation Ltd. has emerged as a leading financial institution promoted by the Government. EDC has traditionally assisted in the development of industries and service sector in Goa.

3. Goa Handicraft Rural and Small Scale Industries Development Corporation

GHRSSIDC has been set up with an intention to promote the traditional arts and crafts fashioned by Goan artisans. Besides this, the Corporation performs various other functions such as, procurement and distribution of indigenous and imported raw materials and also assist the Micro, Small and Medium Enterprises to procure raw materials and market their products.

4 Khadi and Village Industries Board

The Board is a statutory organization which provides financial assistance in the form of loan and grants to entrepreneurs .

5. The Goa State Infrastructure Development Corporation.

This Corporation has been set up as a special purpose vehicle with the basic aim to further develop infrastructure in a time-bound manner.

6. Goa Tourism Development Corporation

This Corporation was established to specifically promote tourism and related activities in the State of Goa. Goa is the first to accord industry status to the Tourism sector. Special emphasis is being laid to develop eco-tourism, Heritage tourism, Adventure tourism, Medical tourism and Event tourism.

7. Goa Horticulture Corporation

One of the areas the Corporation explores is the possibility to promote investments in export-oriented projects such as cultivation of exotic fruits and vegetables, cut flowers etc. The Corporation also attempts to reduce the dependence of the hospitality sector for such material on regions outside the State. The Corporation is also entrusted with development of horticulture estate and establishment of sale outlets for local produce through Krishi Ghars.

OTHER IMPORATANT INFORMATION

Infrastructural facilities:-

1. **Ready Built sheds and plots.**

There are 20 Industrial Estates set up in the State of Goa. Major infrastructural facilities such as ready built sheds, plots on long lease basis, are provided in above Industrial estates by Goa Industrial Development Corporation (GIDC), located at GIDC Building Patto, Panaji-Goa.

2. **Purchase of Raw Material**

Facilities for purchase of raw material are available with Goa Handicrafts Rural & Small Scale Industries Development Corporation (GHRSSIDC), located at Neuginagar Complex, Panaji-Goa.

3. **Project Feasibility Report.**

Technical guidance and help in preparing project feasibility report is available at Micro, Small and Medium Enterprise Institute (MSME-DI), located opposite Konkan Railway Station, Margao-Goa.

4. **Supply of Machines on Hire-Purchases Basis.**

Industrial Finance by way of supply of machines on hire purchase basis to the Micro, Small and Medium Enterprises is available at National Small Industries Corporation(NSIC), located at Shirjie Complex, Vth Floor, St. Inez, Panaji, Near Manoshanti Hotel.

5. **Growth Centre**

The State has set up a Growth Centre at Verna Plateau in South Goa District. The Growth Centre is located in 300 hectares of land. The Growth Centre has adequate infrastructure facilities in terms of water, power, communication, roads, banks etc.

List of Officers and their telephone numbers.

Sr. No.	Name of Officers and Designation	Telephone numbers Office
1.	Director of Industries, Trade and Commerce	2222241 , 2426698
2.	General Manager (DIC)	2226377, 2422268
3.	Assistant Director (Industries)	2422268 (Ext.36)
4.	Assistant Director, (Administration)	2422268 (Ext.24)
5.	Statistical Officer Planning and Statistic Section	2422268 (Ext.26)
6.	Functional Manager (North)	2422268 (Ext. 23)

7.	Functional Manager (South)	2422268 (Ext. 30)
8.	Assistant Accounts Officer.	2422268 (Ext.33)

Other important telephone numbers:

Sr. No.	Name of Organization/Institute	Office telephone Number
1	Confederation of Indian Industry	2422790-6
2	Customs and Central Excise	2437057
3	Directorate of Food and Drugs Administration	2224639
4	Directorate of Health Services	2225561
5	Directorate of Mines	2426431
6	Directorate of Panchayats	2432826
7	Economic Development Corporation	2224938
8	Electricity Department	2224680
9	Excise Department	2420045
10	Forest Department	2224747
11	GDD Khadi & Village Industries Board	2221452
12	Goa Industrial Development Corporation, Panaji Goa	2437470-3
13	Goa Chamber of Commerce & Industry	2424252
14	Goa Handicrafts Rural & Small Scale Industries Dev. Corp.	2228157
15	Goa Small Industries Association	2438395

16	Goa State Pollution Control Board	2438567
17	Inspectorate of Factories and Boilers	2226181
18	Labour Department	2437081
19	National Small Industries Corporation	2220540
20	Public Works Department	2226407
21	Sales Tax Department	2422757
22	Small Industries Service Institute	2705092-3
23	Town and Country Planning Department	2221925

Annexure - I

Documents required to be produced at the time of Permanent Registration

1. N.O.C. from the Directorate of Health Services/Primary Health Centre/Urban Health Centre /valid consent order to operate from Goa State Pollution Control Board as the case may be, except in case of items specifically exempted by the Government under specific order/Notification from time to time.
2. The unit listed under green category shall be exempted from above. In such cases only Departmental N.O.C. for establishment of the unit is required to be produced.
3. N.O.C./ Trade License from Municipality/Village Panchayat/Corporation for the units established outside the Industrial Estate.
4. N.O.C. from the owner of the premises in the prescribed format.
5. House tax payment receipt or any other documentary evidence like electricity bill, water charges bill, a letter from Municipality or Panchayat, etc.
6. Partnership Deed in respect of Partnership Firm duly registered with Registrar of Firms. Memorandum of Association and Articles of Association in respect of Private Limited /Limited Company, duly registered before Registrar of Companies.
7. Excise license from Commissioner of Excise for liquor units, (alcohol based products.)

8. Meat Product Order for meat products.
9. Fruit Product Order for soft drinks and any fruit based products.
10. License from the Directorate of Food and Drugs Administration for food, drugs and pharmaceutical products.
11. License from the Inspectorate of Factories and Boilers for the unit having 10 or more workers without power connection. In such cases, the acknowledgement of the application by the Inspectorate of Factories and Boilers would serve the purpose.

NOTE:-

The units having 9 or less workers with or without power connection, will have to obtain license from the Labour Department under the Shops and Establishment Act.

1. Construction license and occupancy certificate from Village Panchayat/ Municipality /Corporation for new construction for the units located outside the Industrial Estate. In case of the units located inside the Industrial Estate, NOC for issue of permanent registration from Goa Industrial Development Corporation is required.
2. Lease Deed / Agreement if the factory premises is obtained on lease outside Industrial Estate.
3. N.O.C. from the Captain of Ports or Marmugao Port Trust, as the case may be, in respect of Marine Industry.
4. N.O.C. from the Chief Conservator of Forests for cane and wood based industry.
5. NOC from the Directorate of Mines for mud, basalt based products like bricks, crushing units and products manufactured out of minerals.
6. Bills of machinery/ equipments installed at the factory premises.
7. In case of second hand machinery, evidence of purchase or affidavit in that respect and valuation report from certified Engineer.
8. Electricity bill in the name of unit. In case of rented premises the electricity bill in the name of house owner and N.O.C./ consent letter from house owner.
9. First sale bill in regard to each of the products manufactured.
10. Statement of raw materials consumed with first raw material purchased bills, wherever applicable.
11. Common ownership declaration in the prescribed format.
12. Statement of manpower requirement in the prescribed format.

13. Human Resource Development Foundation form duly filled in the prescribed format.
14. Certificate from Competent Authority that the area is non-agricultural in nature, in respect of units of crushing of basalt/ stones (crushers).

The DITC who is the Registering Authority reserves the right to seek any other documents/information from the units according to the nature and circumstances of each case, for the purpose of investigation/inquiry and for processing the applications relating to the issue of Permanent Registration Certificate to the industrial unit.

Annexure - II

Members of High Powered Co-ordination Committee (HPCC)

1.	Hon`ble Chief Minister	Chairman
2	Hon`ble Minister for Industries	Vice Chairman
3	Chief Secretary	Member
4	Secretary (Industries)	Member
5	Chief Electrical Engineer, Electricity Department	Member
6	Chief Engineer, Public Works Department	Member
7.	Chief Inspector of Factories and Boilers	Member
8	Managing Director, Goa Industrial Development Corporation.	Member
9	Managing Director, Economic Development Corporation	Member
10	Member Secretary, Goa State Pollution Control Board	Member
11	Chief Town Planner, Town & Country Planning Department.	Member
12	Director of Industries, Trade and Commerce.	Member

Secretary

Annexure - III

Prescribed rates of various forms sold at the Facilitation Counter.

Sr.No.	Name of the Scheme	Form No.	Price
1.	Form for Capital Contribution Scheme, 2003	M-01	Rs.25.00
2.	Form for Share Capital to Local Entrepreneurs & Self Employed, 2003.	M-02	Rs.25.00
3.	Form for Interest Subsidy Scheme, 2003.	M-03	Rs.25.00
4.	Form for Incentive for Certification & Patenting Scheme, 2003	M-04	Rs.25.00
5.	Form for Incentive to Women Entrepreneurs Scheme, 2003.	M-05	Rs.25.00
6.	Form for Incentives to encourage Consumption of	M-08	Rs.25.00

	Local Raw Material Scheme, 2004.		
7.	Form for Goa State Export Market Development Scheme, 2004.	M-09	Rs.25.00
9	Application form for EM Part -I	-	Rs.50 .00
10	Application form for EM Part -II	-	Rs.50.00
11	Goa Industrial Policy.	-	Rs.35.00

COMPLAINTS AND GRIEVANCES

For any complaint or grievance, the following officers may be contacted:

1. Director of Industries, Trade and Commerce

&

Public Grievance Officer

2. General Manager (DIC)

The Headquarters of the Department of Industries, Trade and Commerce and the offices of the Director, DITC and General Manager (DIC) are on the first floor of Udyog Bhavan, near Police Head Quarters, Panaji Goa.

For details and any enquiry about the schemes and various incentives provided, the Assistant Director (Industries) or Industries Inspector at the Facilitation Counter which is situated at the entrance of the DITC premises may be contacted. The Facilitation Counter is situated at the entrance of the DITC premises.