CIRCULAR

Sub: Mandate for conducting single, joint inspection by concerned authorities, as applicable, for granting construction permits in the Industrial Estates managed by Goa Industrial Development Corporation

In supersession of the Circular No. 3/02/2015-TND(Pt.II)/333 dated 5th September, 2018, except as respects things done or omitted to be done before such supersession, the Industries Department, Government of Goa, on being satisfied that it is necessary in the public interest so to do and basis the minutes of the meeting dated 21st December, 2018 on "Single Joint Inspection in Industrial Estates under EoDB", hereby publishes a Circular on the subject-captioned.

The Department of Industrial Policy and Promotion (DIPP), Ministry of Commerce & Industry, Government of India, has undertaken the initiative of Ease of Doing Business (EoDB). Government of Goa is committed towards implementation of the reforms recommended under the Ease of Doing Business programme as part of the Business Reform Action Plans that are published by DIPP.

To simplify the procedure of granting construction permits in all urban areas and IDCs, it has been recommended by DIPP to "mandate that a single, joint site inspection will be carried out by all concerned authorities such as Fire, Water and Sewerage, Electricity, Labour (such as Factory license) Department and other internal Departments".

Therefore, in order to implement the above reform, the Government of Goa, through this circular, mandates that a single, joint site inspection shall be conducted by all concerned authorities, as applicable, at the pre-construction stage for granting construction permits.

The departments that may be required to conduct such single, joint inspections at the pre-construction stage (including but not limited to) are as follows:

1. Goa Industrial Development Corporation
2. Directorate of Fire & Emergency Services
3. Health Department, as applicable
4. Any other department that may be applicable on a case-to-case basis as identified

Directorate of Health Services is required to mandatorily grant NOC prior to issuance of Construction License by the concerned authority whereas Inspectorate of Factories & Boilers is required to mandatorily grant Approval on Factory Plan in case the building to be erected is for the purpose of establishment of a factory. Directorate of Fire & Emergency Services is required to grant Initial NOC prior to issuance of construction license to the applicant by the concerned authority.

Directorate of Health Services and Directorate of Fire & Emergency Services may choose to conduct inspection on a case-to-case basis dependent on the application and supporting documentation whereas Inspectorate of Factories & Boilers may process application for “Approval of Factory Plan” on the basis of supporting documentation submitted.

The process for conducting single, joint inspection and grant of construction permit to be followed by the concerned departments is as mentioned below:

- Applicant may submit an application to Goa-IDC for grant of construction license along with the supporting documentation as required by Goa-IDC. Upon receipt of such documentation, Goa-IDC shall do a check against the already submitted templates of application forms and checklists provided by Directorate of Fire and Emergency Services, Inspectorate of Factories & Boilers and Directorate of Health Services. This must mandatorily include seven copies of the building plan for distribution to the concerned departments.

- If the required documentation pertaining to each of the departments are submitted in totality by 1600 hrs, the same shall be forwarded to the stakeholder departments on the same day mandatorily by way of both e-Mail and hard copy. In case of receipt of the necessary documentation post 1600 hrs, the same shall be distributed to the stakeholder departments within the next working day.

- In case the required documentation pertaining to each of the departments are not submitted by the applicant as determined by way of cross-checking against the checklists submitted by the concerned departments to Goa-IDC, the gaps in documentation shall be conveyed to the applicant with a request to share such missing documentation with Goa-IDC and thereafter the complete application will be accepted.

- It is imperative to convey to the applicant that the timeline for application processing at Goa-IDC’s end shall commence only post receipt of necessary decisions by the concerned departments.

- In case the applicant has availed the NOCs/ necessary approvals provided by the concerned departments by way of electronic medium, such NOC shall be submitted by the applicant to Goa-IDC along with application and necessary documentation as required by Goa-IDC.

- In case the above mentioned departments do not have a role to play in the concerning application, the same shall be communicated in writing to Goa-IDC within a time span of 4 working days of receipt of the concerned application and documentation.
• Queries, if any, on the applications and supporting documentation submitted to Directorate of Fire & Emergency Services, Directorate of Health Services and Inspectorate of Factories & Boilers shall be sent to the applicant by electronic means (e-Mail and/ or SMS and/ or software) without requesting the applicant to physically visit the department offices and under intimation to Goa-IDC, such that the timelines may be offset for such cases.

• Upon receipt of responses from the applicant (if applicable), the need for inspections to be conducted by the concerned departments shall be communicated to Goa-IDC within a timeline of T+4 working days (where T is the date of receipt of the applications and supporting documentation from Goa-IDC or the date of receipt of complete responses from the applicants to the complete satisfaction of the departments, in case of any query, whichever is later), else decisions (NOCs, in case of approval) of the concerned departments shall be shared with Goa-IDC pertaining to grant or denial of their respective services along with reasons of rejection, as the case may be, within a timeline of T+4 working days.

• In case of the need to conduct inspections, the same shall be scheduled on T+4th working day and Goa-IDC shall intimate the details of the inspection (namely, date, time, Estate, concerned factory etc.) on T+6th working day to the concerned departments that have sought inspections.

• The departments, namely, Goa-IDC, Directorate of Fire & Emergency Services and Directorate of Health Services, as applicable, shall jointly conduct an inspection while also continue to simultaneously process applications submitted to them via Goa-IDC or directly by the applicant either by way of online or offline mode.

• Thereafter, decisions (NOCs, in case of approval) of the concerned departments shall be shared with Goa-IDC pertaining to grant or denial of their respective services along with reasons of rejection, as the case may be, within a timeline of T+9 working days.

• Goa-IDC, basis the decisions of the stakeholder departments, shall either grant the construction permit or reject the application for construction permit within a timeline of T+10 working days, clearly mentioning the reasons of rejection, as the case may be.

It is therefore instructed to the above departments, namely, Health, Fire & Emergency Services and Factories & Boilers (and any other department that may be identified from time to time) that necessary application format/ prerequisites/ document checklist required by them to grant NOCs/ Approvals, may be shared with Goa-IDC immediately upon publication of this Circular so that the same may be intimated to the applicant for submission (in case the applicant does not avail the online facility for seeking the required NOCs/ approvals) to Goa-IDC.

Further, any department that provides NOC/ approval/ permission prior to issuance of construction license by Goa-IDC, shall intimate the same to Goa-IDC and their need to conduct inspections (if any), upon publication of this Circular with clear definition of conditions that may trigger their approvals (if conditional) so that such Departments may be considered for conducting single, joint inspections (if applicable) as well as for providing subsequent NOC/ approval/ permission post which Construction License may be issued by Goa-IDC.
Additionally, it is also mandated that inspections post construction of building and related to "Grant of Construction Permit" shall also be single and joint in nature with adherence to the timelines as mentioned below:

- Submission of Application by applicant notifying completion of work: T
- Date of communication of inspection schedule: Within T+3 working days
- Inspection date: T+4 working days
- NOCs/ Communication of decisions by the Departments: Within T+6 working days
- Grant of Occupancy certificate/ Decision on the application by Goa-IDC: Within T+8 working days

Goa-IDC shall grant Occupancy Certificates to the applicants only upon receipt of NOCs from the participating departments, as applicable.

All concerned departments shall take appropriate action accordingly.

(Sudhir Mahajan)
Secretary (Industries)

Copy to:

1. All Secretaries to the Government
2. All Heads of Departments’ offices
3. All Managing Directors/ Chief Executive Officers of Corporations/ Public Undertaking Government organizations