

INVESTOR GUIDE

Government has been taking many pro-active steps for improving the Ease of Doing Business in the State to attract investments to the State. Government has now further streamlined procedures for granting clearances by amending several Acts, Rules and executive orders, and stipulated timelines for disposal of applications for clearances. In this process, Government of Kerala has decided to bring more transparency in the inspection procedures by introducing a comprehensive inspection system in the State.

Government has implemented an Information Technology enabled platform for providing clearances required for starting, running and winding up an industry / Enterprise. The online integrated platform will enable investors to obtain clearances/ approvals/ renewals (as the case may be) within 30 days from the date of submission of the completed applications along with requisite supporting documents.

In order to make ease of Government procedures and to ensure transparency and enable a conducive business environment, Government is continuously striving to strengthen its systems.

The online portal aims to eliminate the need to physically interact with regulatory authorities by providing for online filing, document submission and tracking of applications. It also allows payments to be made electronically to obtain timely clearances / approvals / renewals online-

A. Clearance Mechanism

Clearances for all new industrial units / enterprises or expansion of existing industrial units / enterprises will be dealt with at the State, District and Industrial Area level Boards respectively. The proposals for clearances for Micro and Small Enterprises will be dealt with at District Level, whereas for Medium, Large and Mega Projects the proposals for clearances will be processed at the State Level. However, for industries / enterprises in the various Industrial Parks of the State, will be processed by the respective Industrial Area Boards.

B. Coverage of Approvals, Clearances and Renewals

For starting and running an industry / enterprise different clearances may be required in the Pre-Enterprise stage and Pre-operation stage.

C. Application Forms

Every applicant applying for Clearance/ No objection Certificate/ License for an industry shall apply in the Common Application Form. If a specific clearance is not covered by the Common Application Form, the applicant shall file additional form/forms, as the case may be. The completed Common Application/ Additional Form shall be submitted/ uploaded along with relevant enclosures, certificates and fees online.

D. Procedure for filing applications

The applications will be accepted and transferred either physically and / or electronically to respective Competent Authorities as well as track & monitor status of the application. Under this system the following procedures shall be followed-

- i. The applicant shall register either through the online single window portal or submit the documents to the Kerala State Industries Development Corporation Ltd. (KSIDC); the nodal agency for single window clearance in the State.
- ii. In cases of online registration, applicant will be given a unique ID and password for future reference.
- iii. Once the user logs in, he/she may create a new project and proceed to Questionnaire and Common Application Form.
- iv. The user shall be directed to the application of the respective department upon selection of departments where the user is required to select the required service, which he/she wishes to apply for. The basic information entered in the CAF shall be pre-populated in the respective fields of the department's form.
- v. After submitting the application on the department's page, the user will be redirected to the CAF where the application ID will be populated and the user can proceed for payment through e- treasury/ Payment Gateway.
- vi. After successful payment the user will be redirected to the single window portal. Acknowledgement number generated will be communicated to the user as well as the Department.
- vii. All competent authorities will be provided online access to the Portal through a secure user ID and password, to process the applications forwarded to them.
- viii. Upon receipt of application the competent authority shall scrutinize the application form and supporting documents submitted. The competent authority may ask for clarification through the online mechanism
- ix. The competent authority shall process the application and communicate the decision (approve/reject the request along with his comments) within the prescribed time limit.

- x. Once the request is approved by the concerned department, the applicant can take a download of the approval
- xi. Applicant will be given an option to file for all clearances at one/ multiple times.
- xii. Parallel Processing of clearances will be allowed to expedite closure of application process and the concerned departments shall issue clearances subject to obtaining other mandatory clearances.
- xiii. At each stage of the application, an email and SMS alerts will be sent to the applicant. The User dashboard shall display department-wise status of applications and shall be auto updated when status of an application is changed by the Department
- xiv. Every approval/ certificate will be given a unique Single Desk Approver ID which can be used for third party verification of approvals in public domain.
- xv. In case of physical submission of documents, the normal procedures in processing the document will be followed.

E. Procedure for issuance of Composite Licences

The State Board, District Board or Industrial Area Board as the case may be on receipt of composite application along with recommendations of the departments / agencies concerned (i.e., after all clearances having been issued by the concerned departments / agencies), shall issue a composite licence to the applicant in the form prescribed for establishing and running an enterprise in the State. The composite licence such issued by the respective Boards shall be binding on all authorities concerned and shall be valid for a period of five years from the date of its issue, provided if an enterprise is being established on a rented/leased premises the validity of the composite licence shall expire on the expiry of the lease/rental period or five years whichever is earlier. The composite licences such issued shall not be cancelled by the concerned authorities without the consent of the respective Boards.

All composite licences issued under this section shall be renewed for a period of five years at a time on submission of an application along with the prescribed fee, within fifteen days from the date of receipt of such application.

F. Procedure for issuance of Deemed Approval

The State Board, District Board or Industrial Area Boards shall issue the clearance, license, certificate or renewal thereof as the case may be within thirty working days from the date of receipt of the application by the concerned Board. If no clearance, licences, certificates or renewal thereof as the case may be is issued or the said application is not rejected within the said time limit, the clearance, licence, certificate or

renewal thereof as the case may be shall be deemed to have been issued after the expiry of said period of thirty days.

The decision shall be communicated in writing to the applicant informing about the deemed approval and its validity, with a copy to the Competent Authority/Department. The deemed approval shall be valid till the Approving Department / Competent Authority issues the regular clearance / approval and will automatically become void from the date of issuance of such regular clearance / approval.

G. Review and Monitoring

The progress of the Single Window Portal shall be reviewed and monitored in consonance with the Single Window Policy. Government notified Empowered Committee under the Chairmanship of Chief Secretary.

Government notified Investment Promotion Facilitation Cell under the Chairmanship of Managing Director, Kerala State Industrial Development Corporation Ltd. The Investment Promotion Facilitation Cell (IPFC) shall comprise officials from respective approving departments / agencies (Competent Authorities), empowered to act as single point contact for all investment related clearances. All officials nominated to the Cell shall have full powers of their respective Competent Authorities to the limited extent of carrying pre-scrutiny and according deemed approval on behalf of the Competent Authority, in case the concerned approving department does not provide clearance within their specified timeline.

The Cell shall submit monthly reports to the Honorable Chief Minister and the Chief Secretary on the performance. The Cell shall be solely responsible for giving all clearances in a time-bound manner to investors.

H. Central Inspection Agency and Inspection Procedure

IPFC shall also act as a Central Inspection Agency for undertaking compliance inspections of concerned departments / agencies.

All the concerned departments / agencies to notify a list of inspecting officers to ensure the effective implementation of the inspection mechanism in the respective areas. Enterprises / Industries to be categorized as Low Risk, Medium Risk and High Risk depending upon the provisions as provided in their respective Acts and the concerning Rules.

An online inspection system may allocate Enterprises to the inspecting officers and vice versa, randomly. In cases of inspection of an Enterprise by an inspecting officer in the area other than his/her jurisdiction, the inspecting officer having administrative jurisdiction shall take up follow up action.

The online system may ensure that the same Enterprise is not allotted to the same inspector twice consecutively, in cases where there are more than one inspecting officers having the same jurisdiction.

The frequency of inspection may be fixed based on risk based classification as specified below-

- i. In cases of High Risk Industries / Enterprise(s) - the inspections shall be conducted annually.
- ii. For Medium Risk Industries / Enterprise(s) - the inspections shall be conducted only once in two years.
- iii. For Low Risk Industries / Enterprise (s)- the inspections shall be conducted only once in three years.

The Inspection Report may be uploaded in the online system by the concerned Inspecting Officers within 48 hours of the completion of the inspection. The Inspection Reports of at least the previous two years may be uploaded in the online system at all points of time.

In this regard, necessary notifications may be sent to the concerned officials of the Enterprise s / industries, so that he / she may view / download the inspection report. In cases of defects, the official will be required to take corrective action and upload compliance report within 15 days.

A single joint inspection under the various Department/Agencies may be tried and ensured in order to avoid multiple site visits and hassles for the concerned Enterprise / industry.

The concerned departments / agencies may also notify a detailed checklist of documents required for inspections. Also, the following inspection procedures may form the basis for all kinds of compliance based inspections being undertaken by the aforementioned departments / agencies from time to time; however, the departments / agencies may also notify their specific inspection procedures as required based on the mandated rules and regulations.

The authorities concerned shall have the right to conduct inspection of the enterprise periodically, but not exceeding one year at a time, and enquire whether the enterprise has violated any provisions of the Act or Rules and if any violation is noticed by the authorities concerned or the information given in the application for the grant of composite licence is found to be false, the authority concerned may recommend to the Board to cancel the composite licence for noncompliance of any conditions imposed on issue of such licences or violation of any provisions of Act or Rules, and on receipt of such recommendation, the Board shall cancel the composite licence and may impose a penalty on such enterprises after issue of a show cause notice and after considering any submission, if any, made by such enterprises.

I. Penalties

Any applicant who fails to comply with the conditions or undertaking given in the Portal to the Nodal Agency or other department or authorities shall be liable to conviction / punishment as per the extant legal provisions.

Further, designated official(s) of the concerned Competent Authority not complying with the defined timelines for providing clearances, without sufficient and reasonable cause, shall be liable for imposition of penalty as per their respective service rules. Provided that the designated officer(s) of the Competent Authority shall be given a reasonable opportunity of being heard before any penalty is imposed.

J. Grievance/ Appeal

If the clearance or license or certificate applied for before the District Board or Industrial Area Board has been refused or recommended with modification, the aggrieved person may, within thirty days from the date of receipt of such refusal or recommendation from the District Board or Industrial Area Board, file an appeal to the state board against such order, in the manner prescribed.

The State Board may, if it is considered necessary call for additional details and on production of such details and after giving an opportunity of being heard to the aggrieved person and the authority concerned, shall dispose of such appeal within a period of thirty days from the date of filing the appeal. The decision of the State Board on such appeal shall be final.

Any person aggrieved by the decision of the State Board may appeal to the Government within thirty days from the date of such decision by the State Board and the decision of the Government on such appeal shall be final.

K. Government Directions

The Government may from time to time issue to the State Board or a District Board or an Industrial Area Board or an Industrial Township Authority such general or special directions of policy as they may deem necessary or expedient for the purpose of carrying out the objects of this Act and the State Board or the District Board or the industrial area board, or the Industrial Township authority, as the case may be, shall be bound to follow and act upon such directions.

**Approvals/ Clearances necessary in Pre-establishment and Pre-operations stages
from various Departments and Agencies of Government of Kerala and their
timelines.**

Sl. No.	Department/Agencies	Service	Timeline
1	Department of Local Self Government	Issue of Building and Development Permit	15 days
		Occupancy Certificate	15 days
		Issue of Dangerous and Offensive Trades and Factories Licence	7 days
2	Department of Health	Clearance from District Medical Officer (Hospital, Clinic, Para- medical Institution and Clinical laboratories and other healthcare institution)	30 days
3	Kerala Water Authority	Water Connection	15 days in urban area and 30 days in rural area
4	Electrical Inspectorate	Electrical Scheme Approval	15 days
		Issue of Safety Certificate for Energizing the Connection	10 days
5	Department of Labour	Registration under Shops and Establishment Act	Spot Approval
		License to Contractor under Contract Labour Act	
		Registration of Principal Employer under Contract Labour Act	
		Registration under Building and Other Construction Workers Act	
		Registration under Motor Transport Workers Act	
		Registration under Inter-State Migrant Workmen (Re & Cs) Act	
		License to Contractors under Inter-State Migrant Workmen (Re & Cs) Act	
6	Food Safety and Standards Authority of India	Registration of Food Business	30 days
		Licensing of Food Business	60 days
7	Kerala State Electricity Board	Energizing of electrical connection	30 days

8	Registration Department	Property Registration	3 days
9	Revenue Department	Mutation process	7 days
10	Department of Town and Country Planning	Layout Approval	30 days
11	Factories and Boilers	Factory Plan Approval	90 days
		Issue of Factory Licence	60 days
12	Fire and Rescue Services	Fire Safety Clearance for Site - Initial Clearance	Buildings up to 10 metres height- 18 days
			10 - 16 metres height - 18 days
			16 - 24 metres height - 28 days
			24 - 45 metres height - 43 days
			Above 45 metres height - 38 days
		Certificate of Approval - Final Clearance	Buildings up to 10 metres height- 25 days
			10 - 16 metres height - 27 days
			16 - 24 metres height - 25 days
			Above 24 metres height - 45 days
13	Kerala State Pollution Control Board	Consent to Establish	120 days
		Consent to Operate	120 days
14	State Environment Impact Assessment Authority	Environmental Clearance	105 days
15	Coastal Zone Management Authority	Coastal Regulatory Zone (CRZ) clearance	120 days
16	Department of Forest	Permission for cutting and transporting any specific trees from a notified area	20 days

		Permission for cutting, removal and disposal of specified trees standing on non-forest areas, owned, controlled or vested in Local Self Government Institutions	14 days
		License to establish sawmill and other wood based industrial units	90 days
17	Department of Mining and Geology	Quarrying Permit	90 days (granite building stone, laterite building stone, ordinary earth, ordinary clay)
			180 days (all other applications)
18	Department of Legal Metrology	Packer/Importer Registration	60 days
		Licence for Manufacturer/Dealer/Repairer	60 days

Common Application Form

Promoter Details

1.1 Name	First Name	Middle Name	Last Name
	Auto fill	Auto fill	Auto fill
1.2 Gender	Auto fill		
1.2 Aadhaar Number	Auto fill		
1.3 PAN Number	Auto fill		
1.4 Communication Address	Current Address	Permanent Address	
	Auto fill	Auto fill	
City	Auto fill	Auto fill	
District	Auto fill	Auto fill	
State	Auto fill	Auto fill	
Pin code	Auto fill	Auto fill	
Mobile Number	Auto fill		
Email ID	Auto fill		
1.4 Applicant Photo	Option for uploading Photo of applicant		
1.5 DOB	Calender Input		

Project Details

2.1 Type of Sector	Auto fill	Previously entered in Questionnaire
2.2 Size of Industry	Drop down	Micro, Small, Medium, Large Enterprise.
2.3 Project Type	Auto Fill	Previously entered in Questionnaire
2.4 Proposed Fixed Capital Investment (in lakhs)		
Land Cost	Type In	Enter land cost
Building cost	Type In	Estimated building cost
Plant and Machinery Cost	Type In	Enter plant and machinery cost
Other Cost	Type In	Enter other costs if applicable
Total Cost	Auto Sum	
2.5 Means of Finance		
Bank/Institutional Finance	Type In	
Equity Contribution	Type In	
FDI	Type In	

Other	Type In	
Government Grant	Type In	
2.6 Proposed Employment		
Direct Male	Auto Fill	Previously entered in Questionnaire
Indirect Male	Auto Fill	Previously entered in Questionnaire
Direct Female	Auto Fill	Previously entered in Questionnaire
Indirect Female	Auto Fill	Previously entered in Questionnaire
Total Employment	Auto Sum	
2.7 Total Power Required per day in KW	Auto Fill	Previously entered in Questionnaire
2.8 Total Water required per day in KL	Auto Fill	Previously entered in Questionnaire
2.9 Expected annual effluent quantity	Type In	
2.10 Expected annual solid waste quantity	Type In	
2.11 Product Name	Type In	Table format in case production involves multiple products
2.12 Raw materials required	Type In	Table format in case production involves multiple raw materials
2.13 Estimated installed capacity	Type in	
2.14 Do you require land in industrial area	Auto Fill	Previously entered in Questionnaire
2.15 Total Proposed Project Area	Auto Fill	Previously entered in Questionnaire
2.16 Intended Location for Enterprise (District)	Auto Fill	Previously entered in Questionnaire
If yes, select the industrial park in which you intend to establish your enterprise	Auto Fill	
Do you require land for starting up enterprise in Industrial Parks	Auto Fill	
If yes, Extend of Land Required for Starting up enterprise in Industrial Parks	Auto Fill	
Do you require built up area for starting up enterprise in Industrial Parks	Auto Fill	
If yes, specify the built up area	Auto Fill	

required for starting up enterprise in Industrial Parks		
2.17 Location details for Enterprise establishing in own land	Auto Fill	Previously entered in Questionnaire
Nature of possession of premises	Auto Fill	Previously entered in Questionnaire
Extend of land	Auto Fill	Previously entered in Questionnaire
Type of Land	Auto Fill	Previously entered in Questionnaire
Survey Number	Auto Fill	Previously entered in Questionnaire. Possession certificate and land tax receipt attached.
Taluk	Auto Fill	Previously entered in Questionnaire
Village	Auto Fill	Previously entered in Questionnaire
Corporation/Municipality/Gram Panchayat	Auto Fill	Previously entered in Questionnaire
Pin code	Auto Fill	Previously entered in Questionnaire
2.18 Total expected annual turnover in Cr	Auto Fill	Previously entered in Questionnaire
2.19 Expected start date of Project Construction	Calendar Input	Select from the calendar provided
2.20 Expected start date of trial production	Calendar Input	Select from the calendar provided
2.21 Expected start date of Operation	Calendar Input	Select from the calendar provided

Enterprise Details

3.1 Entity Name	Type in/ Auto fill	Auto fill in case registration done by existing Enterprise
3.2 Entity Type	Auto fill	Previously entered in Questionnaire
3.3 Promoter/MD Name	Auto fill	Previously entered in Questionnaire
3.4 Designation	Type in/ Auto fill	Auto fill in case registration done by existing Enterprise
3.5 Number of Directors/Promoters/MDs/CEO	Type in	Table format

3.6 PAN number	Typein/ Auto fill	Auto fill in case registration done by existing Enterprise
3.7 TIN number	Type in	
3.8 VAT number	Type in	
3.9 CST number	Type in	
3.10 Central Excise Registration number	Type in	
3.11 IEC No.(Importer Exporter Code Number)	Type in	
3.12 GSTIN registration number	Type in	
3.13 Communication address of registered office	Type in/ Autofill	Auto fill in case registration done by existing Enterprise
3.14 Communication address of head quarters	Type in/ Autofill	Auto fill in case registration done by existing Enterprise
3.15 Land Phone number	Type in/ Autofill	Auto fill in case registration done by existing Enterprise
3.16 Fax	Typein	
3.17 MoA/Partnership Deed	Attachment	Attach Deed/MoA
3.18 ROC number	Type in	
3.19 ROC Date	Calender Input	
3.20 Certificate of Registration	Attachment	Attach certificate
3.21 Official Website URL	Type in	
3.22 Total number of Bank Accounts maintained by the applicant for conducting business	Drop down	Option to be provided to enter bank details in table format which include following parameters Account number, Type of account, Name of Bank, IFSC code, Branch and address of the bank, PIN Code , State

Building Permit

Building Permit			
SL No	Information/Parameter	Input Type	Remarks
1	Name in Capital Letters	Auto fill	Auto populated from data entered in CAF and portal

Building Permit			
SL No	Information/Parameter	Input Type	Remarks
2	Address		
	Permanent	Auto fill	Auto populated from data entered in CAF and portal
	To which communication are to be sent	Auto fill	Auto populated from data entered in CAF and portal
3	Nature of development/construction	Drop down	(i) Division of plot (ii) New construction (iii) Reconstruction (iv) Alteration (v) Addition / Extension (vi) Digging of well (vii) Change in occupancy (viii) Erection of Telecommunication tower / other structure (ix) Demolition
4	Details of plot		
	Survey Number	Auto fill	Auto populated from data entered in CAF and portal
	Extent	Auto fill	Auto populated from data entered in CAF and portal
	Nature of ownership	Type in	Attach Proof
	Number and date of deed / document	Type in	
	Registrar's Office	Type in	
	Sub Division	Type in	
	Ward Number	Type in	
	No: of the nearest building	Type in	
	Revenue Village	Auto fill	Auto populated from data entered in CAF and portal
	Taluk	Auto fill	Auto populated from data entered in CAF and portal
	District	Auto fill	Auto populated from data entered in CAF and portal
5	Occupancy	Drop down	Residential Group A1, educational etc
6	Whether Government or Quasi Government.	Yes/No	
7	Plinth area of the proposed building	Type in	Option for entering details floor wise

Building Permit			
SL No	Information/Parameter	Input Type	Remarks
8	Maximum height of building in metres	Auto fill	Auto populated from data entered in CAF and portal
9	If the application is for regularisation		
	Whether completed or not	Type in	
	If not completed, the stage of construction	Type in	
10	Details of Permit / Approved Plan already obtained	Type in	
11	Name and address of developer		
12	Site Plan	Attachment	Attach Site Plan
13	Building Plan	Attachment	Attach Building plan
14	Certificate and Undertaking of plan from eligible certifier	Attachment	Attach certificate and Undertaking
15	Self-declaration	Attachment	Attach Self-declaration
16	Details of fee paid		Option for fees payment to be done online
	Amount (in Rupees)	Type in	
	Number and date of receipt	Type in	

Factories and Boilers

Factories and Boilers			
Sl No	Information/Parameter	Input Type	Remarks
1	Application for	Drop Down	a) Constructing of a new building b) Extending an existing building c) Taking into use any building as a factory
2	Applicant's name	Auto fill	Auto populated from data entered in CAF and portal
	Residential address	Auto fill	
3	Full name and postal address of the factory		
	Name of Factory	Auto fill	Auto populated from data entered in CAF and portal
	Address of Factory	Auto fill	

Factories and Boilers			
Sl No	Information/Parameter	Input Type	Remarks
	Town or village	Auto fill	
	District	Auto fill	
	Pin Code	Auto fill	
4	Please indicate also following details		
	Nearest Police Station & distance	Type in	
	Nearest Railway Station	Type in	
	Nearest Public Hospital	Type in	
5	Whether already registered as factory	Yes/No	
	If yes,		
	Registration No.	Type in	
	Licence No.	Type in	
	Date of renewal of licence	Type in	
	Does it fall in hazardous category under Section 2(cb)	Yes/No	Link to view the list to be provided
	If so, has site been approved U/s 41A?	Yes/No	
	Is so, date of approval	Type in	
6	Particulars of plant to be installed	Attachment	To be enclosed only if the site has not been appraised in terms of Section 41A.
7	Enclosures		
	Flow chart of the manufacturing process	Attachment	The plans shall also clearly indicate the position of the plant and machinery, aisles and passageways.
	Brief description of the process in its various stages.	Attachment	
	Plan, in triplicate, drawn to scale Showing	Attachment	
	1. The site of the factory and immediate surroundings, including adjacent buildings and other structures, roads, drains etc.		
	2. The plan, elevation and necessary cross sections of the various buildings indicating all relevant details relating to natural lighting, ventilation and means of escape in case of fire.		

Fire and Rescue

Fire and Rescue

Sl No	Information/Parameter	Input Type	Remarks
1	Applicant Details		
	Applicant Name	Auto fill	Auto populated from data entered in CAF and portal
	Permanent Address with PIN Code	Auto fill	
	Communication Address with PIN Code	Auto fill	
	Contact No(Mobile)	Auto fill	
	Email Id	Auto fill	
	Contact No(Landline)	Auto fill	
	Name of the Institution	Auto fill	
2	Site Details		
	Survey No.	Auto fill	Auto populated from data entered in CAF and portal
	Village	Auto fill	
	Taluk	Auto fill	
	District	Auto fill	
	Corporation/ Municipality/ Grama Panchayath	Auto fill	
	Nearby Permanent Landmark	Type in	
3	Building Details- Details of the Proposed Building		
	Height (in meters) as per KMBR / KPBR	Auto fill	
	Total Plinth Area (in sq m)**(Including basement Floors)	Auto fill	
	No. of Floors (Including basement Floors)	Type in	
	Total Floor Area (in sq m) ** (Including basement Floors)	Type in	
	Building Details- Details of the Existing and Proposed Building		
	Height (in meters) as per KMBR / KPBR	Auto fill	
	Total Plinth Area (in sq m)**(Including basement Floors)	Type in	
	No. of Floors (Including basement Floors)	Type in	
	Total Floor Area (in sq m) ** (Including basement Floors)	Type in	
	Built up area	Type in	
	Floor-wise area details of the Existing and Proposed Building		Option to attach table
	Floor No	Type in	
	Plinth Area(in Sq m)		

Fire and Rescue			
Sl No	Information/Parameter	Input Type	Remarks
	Existing, if any.	Type in	
	Proposed	Type in	
	Total	Type in	
	Floor Area(in Sq m)		
	Existing, if any	Type in	
	Proposed	Type in	
	Total	Type in	
4	Fee/Chalan Amount Calculation		
	Total Fee* = Total Plinth Area (m2) x Rate/sqm	Auto calculate	
5	Payment Details		
	Chalan No.	Type in	
	Date of payment (DD/MM/YYYY)	Type in	
	Name of Treasury	Type in	
	Paid Amount(in Rs)	Type in	
6	Technical Section		
	Clearance from Electric Lines		
	Low & Medium Voltage Line		
	Vertical Clearance (in mtr)	Type in	
	Horizontal Clearance (in mtr)	Type in	
	High Voltage Line		
	Total Line Capacity(in kV)	Type in	
	Vertical Clearance(in mtr):	Type in	
	Horizontal Clearance (in mtr):	Type in	
	Access		
	Minimum width of access road (in mtr)	Type in	
	Whether the Location plan of the proposed building mentions the following details		
	Details of approach road	Type in	
	Visible land mark on either sides and opposite to the plot	Type in	
	The width of the Approach Road at its narrowest portion and the distance from the narrowest portion to the building	Type in	
	Miscellaneous		

Fire and Rescue			
Sl No	Information/Parameter	Input Type	Remarks
	Are there any adjacent Building/ Land of Nuclear Installation/ Nuclear Waste Dumping Site which may pose threat in respect of Fire Safety to the Proposed Building?	Type in	
	If above answer is Yes, Whether the Location plan of the proposed building show the required details.	Type in	
	Structural Details		
	Staircase		
	Total No: of staircases in the building	Type in	
	No: of main staircases in the building	Type in	
	No of Fire escape staircases in the building	Type in	
	Whether all staircases are continuous from ground floor to the terrace level?	Type in	
	Whether all staircases are constructed of non combustible materials	Type in	
	Whether any living Space, Store or other Fire Risk area is directly opened to staircases (Flights and Midlanding)?	Type in	
	Whether any electrical shaft/ AC ducts/ gas pipes etc is passing through or opening at staircase(Flights and Midlanding)?	Type in	
	Whether any staircase is constructed around a lift shaft?	Type in	
	Whether any staircase is constructed with hollow combustible material?	Type in	
	Whether any lift opens into any staircase(Flights and Midlanding)?	Type in	
	Whether the treads of the staircases are constructed and maintained in a manner to prevent slipping?	Type in	
	Whether any staircase is of completely enclosed type?	Type in	
	If answer to above question(12) is Yes,Whether the completely enclosed type staircase is a pressurized staircase?	Type in	

Fire and Rescue			
Sl No	Information/Parameter	Input Type	Remarks
	Whether external stair/ fire-escape stair is separate, removed and away from the internal stair?	Type in	
	Whether the Fire escape staircases are directly connected to the ground as well as to the public/common areas of all floors?	Type in	
	How many sides of the Fire Escape/ External stair cases have abutting with external wall?	Type in	
	Whether any spiral Stairway is provided in the Building as Fire Escape Stairway?	Type in	
	If answer is Yes, diameter of the spiral stair.	Type in	
	Staircase Specifications		
	Main Staircase		
	Width of staircase	Type in	
	Width of tread	Type in	
	Height of riser	Type in	
	Height of hand rails	Type in	
	Fire Escape staircase		
	Width of staircase	Type in	
	Width of tread	Type in	
	Height of riser	Type in	
	Height of hand rails	Type in	
	No of steps per Flight	Type in	
	Exit requirements		
	Number of exit doors of the building	Type in	
	Whether minimum 2 exits are provided for every floor / Section, including basement used for Industrial purpose or uses incidental thereto	Type in	
	Whether all means of exits towards staircases/ Exit doors are adequately and naturally ventilated?	Type in	
	Whether signages are installed to guide the occupants to reach all means of exits?	Type in	

Fire and Rescue			
Sl No	Information/Parameter	Input Type	Remarks
	Whether all signs posted to guide the occupants are illuminated (24 X 7) with an alternate source of Power supply or made in such glowing/luminous material?	Type in	
	Travel Distance		
	What is the maximum travel distance to an emergency exit?	Type in	
	Emergency and Escape Lighting		
	Whether adequate illumination with alternate power supply is provided for safe movement of persons towards and through the exits?	Type in	
	Whether adequate illumination with alternate power supply is provided for locating fire alarm call points and fire fighting equipments?	Type in	
	Whether emergency lighting is independently connected and can be operated by one switch on the ground floor which is easily accessible to Fire Fighters?	Type in	
	Basements		
	Whether the building is provided with basement floor	Type in	
	If answer to above question is Yes, How many number of basement floors are proposed in the building?	Type in	
	Number of exits provided to basements	Type in	
	If no: of basement floor is more than 1, Whether each basement has total ventilation not less than 2.5 % of the floor area evenly distributed around the perimeter of the basement?	Type in	
	If no: of basement floor is more than 1, Whether Mechanical Smoke Extractors are provided in case of multilevel basement with alternate source of power supply?	Type in	

Fire and Rescue			
Sl No	Information/Parameter	Input Type	Remarks
	Whether any part of building lower than the ground has direct accessibility from outside?	Type in	
	Service Ducts and shafts		
	Whether all Internal Service Ducts and Shafts are properly enclosed by fire resistant masonry walls and doors?	Type in	
	Whether all Internal Service Ducts/Shfts are properly sealed and Fire Stopped at all Floor Levels?	Type in	
	Whether all Internal Service Ducts and Shafts have a vent opening at the top with area between 1/4th and 1/2 of the area of the shaft?	Type in	
	Compartmentation of Large Areas		
	Whether compartmentation* of large area is implemented for preventing fire and smoke entering from one area to another?	Type in	
	Static Water Storage Tank (Only for buildings where Wet Riser system is required)		
	Whether alternative water supply/replenishment at a rate of 1000 LPM for UG Tank provided?	Type in	
	No: of manholes provided for inspection, repair and suction hose insertion	Type in	
	Provisions Exclusively for Industrial Buildings		
	Whether there is any Storage, use and handling of Gasoline, fuel oil and other flammable liquids.	Type in	
	If yes, clearance as per Petroleum Act & Rules is obtained	Type in	
	Whether the building is having Boiler room or a heating plant	Type in	
	If yes, whether it is separated from the rest of the building	Type in	

Fire and Rescue			
Sl No	Information/Parameter	Input Type	Remarks
	Whether all the areas inside the building are open to the atmosphere or with enough ventilation facilities	Type in	
	If the answer to the above question is "N", whether proper venting facilities are provided for all the areas of the building.	Type in	
	Whether the floor area is divided in to rooms	Type in	
	If yes, whether two exits each is provided for every such rooms	Type in	
	Portable fire fighting Equipment/Fixed Installations	Type in	
	Minimum Requirement for fire fighting installations (Built up area up to 50M2)		
	Whether fire safety installations proposed/installed conform to relevant Indian Standards?	Type in	
	Whether Portable fire Extinguisher-BIS-2190 installed?	Type in	
	Whether First Aid Hose reel-3844/1989 installed?	Type in	
	Whether Automatic Sprinkler system-BIS-15105 is installed in entire building?	Type in	
	What is the capacity of Terrace tank? (in ltr)	Type in	
	What is the Terrace Pump capacity?	Type in	
	Whether Fire Brigade Inlet is installed in the building?	Type in	
	Minimum Requirement for fire fighting installations (Built up area more than 50 M2 and up to 150M2)		
	Whether fire safety installations proposed/installed conform to relevant Indian Standards?	Type in	
	Whether Portable fire Extinguisher-BIS-2190 installed?	Type in	
	Whether First Aid Hose reel-3844/1989 installed?	Type in	

Fire and Rescue			
Sl No	Information/Parameter	Input Type	Remarks
	Whether Automatic Sprinkler system-BIS-15105 is installed in entire building?	Type in	
	Whether Automatic Detection and Alarm System – BIS 2189/1989 & 2175/1988 is installed?	Type in	
	What is the capacity of Terrace tank? (in ltr)	Type in	
	What is the Terrace Pump capacity?	Type in	
	Whether Fire Brigade Inlet is installed in the building?	Type in	
	Minimum Requirement for fire fighting installations (Built up area more than 150 M2 and up to 300M2)		
	Whether fire safety installations proposed/installed conform to relevant Indian Standards?	Type in	
	Whether Portable fire Extinguisher-BIS-2190 installed?	Type in	
	Whether First Aid Hose reel-3844/1989 installed?	Type in	
	Whether Wet Riser is installed?	Type in	
	Whether Automatic Sprinkler system-BIS-15105 is installed in entire building?	Type in	
	Whether Automatic Detection and Alarm System – BIS 2189/1989 & 2175/1988 is installed?	Type in	
	What is the capacity of Under Ground Static Storage Tank? (in ltr)	Type in	
	What is the capacity of Terrace tank? (in ltr)	Type in	
	What is the Terrace Pump capacity?	Type in	
	Whether Jockey Pump of capacity 180 LPM is installed?	Type in	
	Whether One Electric Pump of capacity 1620 LPM is installed?	Type in	
	Whether one Stand-by Pump (Diesel or 'Electrical with DG Backup') of capacity 1620 LPM is installed?	Type in	

Fire and Rescue			
Sl No	Information/Parameter	Input Type	Remarks
	Whether Fire Brigade Inlet is installed in the building?	Type in	
	Minimum Requirement for fire fighting installations (Built up area more than 300 M2 and up to 500M2)		
	Whether fire safety installations proposed/installed conform to relevant Indian Standards?	Type in	
	Whether Portable fire Extinguisher-BIS-2190 installed?	Type in	
	Whether First Aid Hose reel-3844/1989 installed?	Type in	
	Whether Wet Riser is installed?	Type in	
	Whether Yard Hydrant is installed?	Type in	
	Whether Automatic Sprinkler system-BIS-15105 is installed in entire building?	Type in	
	Whether Automatic Detection and Alarm System – BIS 2189/1989 & 2175/1988 is installed?	Type in	
	Whether Manually Operated electric Fire alarm system – BIS-2189 installed?	Type in	
	What is the capacity of Under Ground Static Storage Tank? (in ltr)	Type in	
	What is the capacity of Terrace tank? (in ltr)	Type in	
	What is the Terrace Pump capacity?	Type in	
	Whether Jockey Pump of capacity 180 LPM is installed?	Type in	
	Whether One Electric Pump of capacity 1620 LPM is installed?	Type in	
	Whether one Stand-by Pump (Diesel or 'Electrical with DG Backup') of capacity 1620 LPM is installed?	Type in	
	Whether Fire Brigade Inlet is installed in the building?	Type in	
	Minimum Requirement for fire fighting installations (Built up area more than 500 M2)		

Fire and Rescue			
Sl No	Information/Parameter	Input Type	Remarks
	Whether fire safety installations proposed/installed conform to relevant Indian Standards?	Type in	
	Whether Portable fire Extinguisher-BIS-2190 installed?	Type in	
	Whether First Aid Hose reel-3844/1989 installed?	Type in	
	Whether Wet Riser is installed?	Type in	
	Whether Yard Hydrant is installed?	Type in	
	Whether Automatic Sprinkler system-BIS-15105 is installed in entire building?	Type in	
	Whether Automatic Detection and Alarm System – BIS 2189/1989 & 2175/1988 is installed?	Type in	
	Whether Manually Operated electric Fire alarm system – BIS-2189 installed?	Type in	
	What is the capacity of Under Ground Static Storage Tank? (in ltr)	Type in	
	What is the capacity of Terrace tank? (in ltr)	Type in	
	What is the Terrace Pump capacity?	Type in	
	Whether Jockey Pump of capacity 180 LPM is installed?	Type in	
	Whether One Electric Pump of capacity 2280 LPM is installed?	Type in	
	Whether one Stand-by Pump (Diesel or 'Electrical with DG Backup') of capacity 2280 LPM is installed?	Type in	
	Whether Fire Brigade Inlet is installed in the building?	Type in	
	Automatic High Velocity Water Spray Emulsifying System		
	Whether indoor oil-cooled transformers present in the building?	Type in	
	If answer to above question is Y, Whether Automatic High Velocity Water Spray Emulsifying System is provided in accordance with IS 3034:1993?	Type in	

Fire and Rescue			
Sl No	Information/Parameter	Input Type	Remarks
	Fixed Foam Installation		
	Whether oil storage area of boilers are present in the basement?	Type in	
	If answer to above question is Y, Whether Fixed foam Installation system is provided?	Type in	
	Whether cable tunnels and confined areas are present in the building?	Type in	
	If answer to above question is Y, Whether Fixed Foam Installation system is provided or not?	Type in	
	Carbon Dioxide Fire Extinguishing System		
	Whether there is an area in building where water or foam cannot be used, or areas of special fire risk/essential applications?	Type in	
	If answer to above question is Y, Whether Fixed CO2 system provided or not in accordance with IS 6382:1994?	Type in	
	Marking of equipment		
	Whether all the metal fittings of Sprinkler system, if any, and all the fire extinguishers are having BIS Marking?	Type in	
	Fire Station/Cabinet		
	No of Fire Station/Cabinet provided in the building	Type in	
	Whether all Fire Stations/ Cabinets are clearly marked 'FIRE' with luminous signs powered by UPS?	Type in	
7	Enclosure		
	Approved Civil plan	Attachment	Approved by LSGD secretary and Engineer
	Affidavit	Attachment	
	Fire system plan	Attachment	

Pollution Control Board

Kerala State Pollution Control Board

Sl No	Information/Parameter	Input Type	Remarks
1	General Information of Industry/Enterprise		
	Postal address	Auto fill	Auto populated from data entered in CAF and portal
	PIN	Auto fill	
	Telephone	Auto fill	
	Fax	Type in	
	e-mail	Auto fill	Auto populated from data entered in CAF and portal
	website	Auto fill	
	Built up area (ownership & Area in hectare)	Auto fill	
	Free area (ownership & Area in hectare)	Auto fill	
	Survey no.	Auto fill	
	Village	Auto fill	
	Taluk	Auto fill	
2	If on lease		
	Address of lessor	Type in	
	Ward No & Name	Type in	
	Panchayat/Municipality/Corporation	Type in	
	District	Type in	
3	Management	Auto fill	Auto populated from data entered in CAF and portal
4	Scale	Auto fill	
5	Category	Auto fill	
6	Particulars of last clearance obtained		
	Consent from Water Act		
	Grant/Refusal	Type in	
	Number	Type in	
	Date	Type in	
	Validity	Type in	
	Consent from Air Act		
	Grant/Refusal	Type in	
	Number	Type in	
	Date	Type in	
	Validity	Type in	
	Authorisation under HW Rules		
	Grant/Refusal	Type in	
	Number	Type in	
	Date	Type in	
	Validity	Type in	
	Registration under Plastic Rules		

Kerala State Pollution Control Board			
Sl No	Information/Parameter	Input Type	Remarks
	Grant/Refusal	Type in	
	Number	Type in	
	Date	Type in	
	Validity	Type in	
7	Date of Commissioning	Auto fill	
8	Nearest building/ water body within 100 m (250 m from stone crusher)		
	From factory building		
	Ownership	Type in	
	Use	Type in	
	Distance in meter	Type in	
	From Effluent Treatment Plant		
	Ownership	Type in	
	Use	Type in	
	Distance in meter	Type in	
	Dug well/ tube well/ pond		
	Ownership	Type in	
	Use	Type in	
	Distance in meter	Type in	
	Stream/river/lake/backwater/sea		
	Ownership	Type in	
	Use	Type in	
	Distance in meter	Type in	
9	Raw materials (including fuels & lubricants) and products		
	Raw material	Auto fill	Auto populated from data entered in CAF and portal
	Unit	Auto fill	
	Quantity per day	Auto fill	
	Product	Auto fill	
	Unit	Auto fill	
	Quantity per day	Auto fill	
10	In case if manufacture of plastic carry bag/ container (plastic Manufacture and Useage Rules)		
	Carry bag virgin		
	Quantity	Type in	
	Minimum Size	Type in	
	Status of compliance with rule 5 6 7 and 8	Type in	

Kerala State Pollution Control Board			
Sl No	Information/Parameter	Input Type	Remarks
	Carry bag recycled		
	Quantity	Type in	
	Minimum Size	Type in	
	Status of compliance with rule 5 6 7 and 8	Type in	
	Containers virgin		
	Quantity	Type in	
	Minimum Size	Type in	
	Status of compliance with rule 5 6 7 and 8	Type in	
	Total Manpower	Auto fill	
	Working season (from..to..)	Type in	
	No. of Working days per year	Type in	
	Number of staff quarters within the premises	Type in	
	Number of residents	Type in	
	Details on:	Type in	
	Gross fixed capital investment (in lakhs)*	Auto fill	
	Amount	Type in	
	Mode of Payment	Type in	
	Period	Type in	
11	WATER WASTE MANAGEMENT		
	Water consumption details (consumption I/d required for each)		
	Cooling (non-contact)	Type in	
	Cooling (contact), humidification	Type in	
	Boiler feed	Type in	
	Domestic (incl sanitation and canteen)	Type in	
	Processing	Type in	
	Formulation	Type in	
	Irrigation (including gardening)	Type in	
	Others (specify)	Type in	
	Sources of water with quantity	Auto fill	
	Effluent treatment details	Attachment	
	Effluent quantity and quality		
	Outlet Number	Type in	
	Quantity m3/d	Auto fill	
	Parameter	Type in	

Kerala State Pollution Control Board			
Sl No	Information/Parameter	Input Type	Remarks
	Unit	Type in	
	Concentration	Type in	
	Receipient Body	Type in	
	Recycle/ Reuse of treated waste water		
	Quantity, I/d	Type in	
	Use	Type in	
	Water Budget (diff between water consumption and effluent generated)	Type in	
	Details of rain water harvesting	Type in	
12	AIR POLLUTION MANAGEMENT		
	Fuel consumption		
	Coal	Type in	
	LSHS	Type in	
	Furnance oil	Type in	
	Diesel	Type in	
	Others (specify)	Type in	
	Fugitive emission		
	Sources	Type in	
	Control measures	Type in	
	Stack details		
	Stack No.	Type in	
	Material of Construction	Type in	
	Height (in m)	Type in	
	Diameter (in cm)	Type in	
	Equipment	Type in	
	Capacity	Type in	
	Type	Type in	
	Quantity (tpd or kld)	Type in	
	Emission details		
	Stack No.	Type in	
	Design flow Nm3/h	Type in	
	PM	Type in	
	SO2	Type in	
	NOX	Type in	
	CO	Type in	
	Others	Type in	
	Emission control & monitoring		
	Stack No	Type in	

Kerala State Pollution Control Board			
Sl No	Information/Parameter	Input Type	Remarks
	Port Hole (Y/N)	Select	
	Platform (Y/N)	Select	
	Ladder (Y/N)	Select	
	Continuous (Y/N)	Select	
	Periodic (Y/N)	Select	
	Source	Type in	
	Control Measures	Type in	
	Ambient air quality (applicable for large scale red category units only)		
	Location	Type in	
	SPM	Type in	
	SO2	Type in	
	NOX	Type in	
	RSPM	Type in	
	H2S	Type in	
	Others	Type in	
	Sound dB(A)- Daytime (6 am to 10 pm)	Type in	
	Sound dB(A)- Night time (10 pm to 6 am)	Type in	
13	SOLID WASTE MANAGEMENT		
	Activity for which authorisation is sought	Auto fill	
	Details of hazardous waste as defined in the Hazardous Wastes Rules		
	Type of Waste	Type in	
	Category of waste	Type in	
	Quantity	Type in	
	Quality	Type in	
	Mode of Storage	Type in	
	Mode of Treatment	Type in	
	Mode of Disposal	Type in	
	Details of Registration obtained from Central PCB Isolated storage of hazardous chemicals		
	Chemical	Type in	
	Use	Type in	
	Mode of Storage	Type in	
	Capacity in t	Type in	

Kerala State Pollution Control Board			
Sl No	Information/Parameter	Input Type	Remarks
	Whether emergency plans are prepared for taking		
	on-site measures	Type in	
	off-site measures	Type in	
	Non Hazardous waste management		
	Garbage		
	Quantity	Type in	
	Storage	Type in	
	Treatment	Type in	
	Disposal	Type in	
	ETP Sludge (Non Hazardous)		
	Quantity	Type in	
	Storage	Type in	
	Treatment	Type in	
	Disposal	Type in	
	Others		
	Quantity	Type in	
	Storage	Type in	
	Treatment	Type in	
	Disposal	Type in	
	Green belt details	Type in	
	Details on letigations pending, if any, against pollution due to your Enterprise	Type in	
	Details of separate energy meters, if provided, for pollution control equipments	Type in	
	Details of stand by power, if provided, for pollution control equipments	Type in	
	Any other pertinent matter	Type in	
14	Enclosures		
	Site plan showing residences, water bodies, roads and structures within 100 metres radius (250 metres for crusher industry)	Attachment	
	Affidavit on INR 50 stamp paper or chartered accountant's certificate as evidence on gross fixed capital investment.	Attachment	

Kerala State Pollution Control Board			
Sl No	Information/Parameter	Input Type	Remarks
	Layout plan showing location of effluent treatment plant and outlets in A3/ A4 size	Attachment	
	Flow diagram of effluent treatment plant	Attachment	
	Analysis reports of effluents – water and air emissions and sound level	Attachment	

Department of Labour

Labour Department: Registration under Kerala Building and Other Construction Workers Act			
Sl No	Information/Parameter	Input Type	Remarks
1	District Name	Autofill	
2	Registration Office	Type in	
3	Place	Autofill	Auto populated from data entered in CAF and portal
4	Name of the Enterprise	Autofill	
5	Address of the Enterprise	Autofill	
6	Postal Address of the Enterprise	Autofill	
7	Project Intended/Location (with Address)	Autofill	
8	Maximum No of Building Workers	Type in	
9	No. of Male Employees	Type in	
10	No. of Female Employees	Type in	
11	Full Name & Permanant Address (if any) of the Enterprise	Autofill	Auto populated from data entered in CAF and portal
12	Employer Name	Autofill	
13	Employer Address	Autofill	
14	Name of Manager	Type in	
15	Address of Manager	Type in	
16	Nature of Work	Type in	
17	Date Commencement of Work	Type in	
18	Date of Completion of Works	Type in	
19	Email	Auto fill	Auto populated from data entered in CAF and portal
20	Mobile Number	Auto fill	

Electrical Inspectorate

Electrical Inspectorate: Electrical Scheme Approval

Sl No	Information/Parameter	Input Type	Remarks
1	Particulars of Installation		
	Name of the consumer	Auto fill	Auto populated from data entered in CAF and portal
	Address to which communications are to be sent	Auto fill	
	Location of installation	Auto fill	
	Name of Street	Auto fill	
	Corporation / Town / Village	Auto fill	
	District	Auto fill	
	Pin	Auto fill	
	Address of the KSEB Major section	Auto fill	
	Power requirements	Auto fill	
	Nature of load.	Auto fill	
	Name of the Contractor Licence No.	Type in	
	Name of the Supervisor Permit number	Type in	
2	Technical		
	Details of the EHT/ HT Installation	Type in	
	(To be furnished only when there is addition alteration on the HT side.)	Type in	
	Sub-station	Type in	
	Transformer Capacity Voltage	Type in	
	Indoor / Outdoor	Type in	
	HV	Type in	
	Terminals	Type in	
	Tap changer Type of cooling	Type in	
	LV	Type in	
	HV On bushing / Cable end box	Type in	
	LV On bushing / Cable end box On load / Off load	Type in	
	H.T. Switch gear	Type in	
	Type	Type in	
	Voltage	Type in	
	Current	Type in	
	Rupturing capacity.	Type in	
	Protection details Releases relay	Type in	
	Details of MV installations:	Type in	
	Main L.T. Switch gear Type	Type in	
	Voltage	Type in	
	Current.	Type in	
	Rupturing capacity.	Type in	

Electrical Inspectorate: Electrical Scheme Approval			
Sl No	Information/Parameter	Input Type	Remarks
	Protection details Releases I relay	Type in	
	Motor and other equipments	Type in	
	Distribution mains	Type in	
	Capacitors	Type in	
3	Details of Generator		
	Engine Capacity	Type in	
	Generator Capacity	Type in	
	Voltage	Type in	
	RPM	Type in	
	Drawing	Attachment	
4	Switch gear		
	Type	Type in	
	Voltage	Type in	
	Current	Type in	
	Rupturing capacity.	Type in	
	Protection details Releases / relay	Type in	
5	Equipment		
	Are all equipment constructed and erected in accordance with IS specifications and code of practice	Yes/No	
	Do all equipment satisfy the condition of the supplier?	Yes/No	
	Are the equipment to be erected entirely within the property of the consumer	Yes/No	
6	Enclosures		
	Site plan showing point of commencement of supply for New installation	Attachment	
	Physical layout HT equipment Panel Boards Equipment	Attachment	
	(Plan and elevation of the above equipment with their clearances should be furnished in the drawing.)	Attachment	
	Trench Details	Attachment	
	Schematic layout of equipment	Attachment	
	Sectional elevation of switch gears with erection details	Attachment	
	Earthing arrangement	Attachment	

Electrical Inspectorate: Electrical Scheme Approval			
Sl No	Information/Parameter	Input Type	Remarks
7	Scrutiny Fee Details		
	Name of Treasury	Type in	
	Chalan No.	Type in	
	Date	Type in	
	Amount	Type in	
8	General Other accompaniments		
	Soil Resistivity as certified by Electrical Inspector (attach a copy)	Attachment	
	(Only for transformer' installations.)	Attachment	
	Bus duct design	Attachment	
	Earthing calculation	Attachment	
	Protection scheme.	Attachment	
9	Whether advance copy of scheme is submitted to Chief Electrical Inspector (For drawing submitted at Electrical Inspector's office)	Yes/No	
10	Whether the contractor is authorised to observe the required formalities and make modification in the schemes as recommended by Electrical Inspectorate.	Yes/No	

Kerala State Electricity Board

Kerala State Electricity Board			
Sl No	Information/Parameter	Input Type	Remarks
Application for Low Tension Connection			
1	Name of applicant	Auto fill	Auto populated from data entered in CAF and portal
	If connection is required for an Organisation		
	Name of Organisation	Auto fill	
	Designation of Applicant		
2	Address of premises where electricity connection is required		
	Name of Building	Auto fill	
	Building Number	Auto fill	
	Lane / street	Auto fill	
	Place / Land mark	Auto fill	
	District	Auto fill	
	Village	Auto fill	

Kerala State Electricity Board			
Sl No	Information/Parameter	Input Type	Remarks
	Survey No.	Auto fill	
	Pin Code	Auto fill	
	E mail	Auto fill	
	Present address (for communication)		
	Name of Building	Auto fill	
	Building Number	Auto fill	
	Lane / street	Auto fill	
	Place / Land mark	Auto fill	
	District	Auto fill	
	Pin Code	Auto fill	
	Mobile number	Auto fill	
	Land phone number	Type in	
3	Purpose of Supply	Drop down	Domestic Commercial Industrial Agricultural Others
4	Status of applicant	Drop down	Owner/Tenant
5	Connected Load(kW)	Auto fill	
6	PAN No	Auto fill	
7	AADHAR No	Auto fill	
8	Whether other properties need to be crossed over	Yes/No	
	If YES, whether consents obtained in all cases	Yes/No	
	Whether internal distribution is carried out by promoter	Yes/No	
9	Preferences of applicant		
	If applicant desires a particular Date of Inspection, specify the Date	Calendar input	
	No of Phases Required	Drop Down	(1 phase / 3 phase)
	Whether consumer opt to purchase meter (as per CEA approved specification)	Yes/No	
	Whether applicant wishes to remit security deposit and expenses for connection along with application (Only for WP service not requiring	Yes/No	

Kerala State Electricity Board			
Sl No	Information/Parameter	Input Type	Remarks
	poles)		
10	Enclosure		
	Proof of Identity	Attachment	
	Proof of ownership	Attachment	
	Letter of Authorisation	Attachment	
	Consent from Owner	Attachment	
	Details of Property Crossing / Property Crossing Consents	Attachment	
	Test Certificate of metering equipment	Attachment	
	Dimensioned sketch of the premise	Attachment	
Application for Service Connections			
1	Name of applicant	Auto fill	
	If connection is required for an Organisation		
	Name of Organisation	Auto fill	
	Designation of Applicant		
2	If in industrial area / SEZ etc		
	Name of the authority / developer of area / SEZ		
3	Category	Drop down	Individual /Proprietary Partnership Private Ltd Public Ltd Society Govt Department Govt undertaking
4	Address of premises where electricity connection is required		
	Name of Building	Auto fill	
	Building Number	Auto fill	
	Lane / street	Auto fill	
	Place / Land mark	Auto fill	
	District	Auto fill	
	Village	Auto fill	
	Survey No.	Auto fill	
	Pin Code	Auto fill	

Kerala State Electricity Board			
Sl No	Information/Parameter	Input Type	Remarks
	E mail	Auto fill	
	Present address (for communication)		
	Name of Building	Auto fill	
	Building Number	Auto fill	
	Lane / street	Auto fill	
	Place / Land mark	Auto fill	
	District	Auto fill	
	Pin Code	Auto fill	
5	Status of applicant	Drop down	Owner/Tenant
6	Whether Power Intensive or not	Yes/No	
7	Whether other properties need to be crossed over	Yes/No	
	If YES, whether consents obtained in all cases	Yes/No	
8	Purpose of Supply	Drop down	Domestic Commercial Industrial Agricultural Others
9	Type of Connection	Drop down	Permanent Temporary Seasonal
	If temporary / seasonal		
	From	Calender input	
	To	Calender input	
10	Connected Load (kW)	Auto fill	
	Contract Demand (kVA)	Auto fill	
11	PAN No	Auto fill	
12	AADHAR No	Auto fill	
13	Area of the premise		
	Constructed area (m2)	Auto fill	
	Plot size (m2)	Auto fill	
14	Whether the unit has been in operation earlier? (If YES, details may be provided separately)	Yes/No	
15	Preferences of applicant(Optional)		

Kerala State Electricity Board			
Sl No	Information/Parameter	Input Type	Remarks
	If applicant desires a particular Date of Inspection, specify the Date	Calender input	
	Whether a Dedicated Feeder is required	Yes/No	
	If Dedicated feeder is availed, whether Protected Load Status is sought	Yes/No	
	Whether consumer wishes to purchase meter (as per CEA approved specification)	Yes/No	
16	Enclosure		
	Proof of Identity	Attachment	
	Proof of ownership	Attachment	
	Agreement	Attachment	
	Letter of Authorisation	Attachment	
	Consent from Owner	Attachment	
	Dimensioned sketch	Attachment	
	Details of Property Crossing & Consents	Attachment	
	Test Certificate of metering equipment	Attachment	

Kerala Water Authority

Kerala Water Authority			
Sl No	Information/Parameter	Input Type	Remarks
1	Name of Applicant	Auto fill	Auto populated from data entered in CAF and portal
2	Address for communication	Auto fill	
3	Address of premises to which connection is required		
	a. Building No	Type in	
	b. House Name	Auto fill	
	c. Street/Lane	Auto fill	
	d. Post Office	Auto fill	
	e. Pin Code	Auto fill	
	f. Survey No.	Auto fill	
	g. Near House No	Type in	
	h. Near KWA Consumer No.	Type in	
	i. Telephone No. (if any)	Auto fill	

Kerala Water Authority			
Sl No	Information/Parameter	Input Type	Remarks
4	Category of connection required	Drop down	Domestic- Single Dwelling unit, Multi dwelling units, Govt. School, Govt. Hospital , Others (specify) Non-domestic- Multipurpose, Industrial Specify the Industry, Special Casual Construction Exhibition/Fairs etc., Others (specify)
5	Quantity of water required per day		
	1. Expected quantity required / day	Auto fill	
	II. If alternate source available, give details	Type in	
6	Building Details		
	1. Building Permit No. & date:	Type in	
	2. Plinth area:	Auto fill	
7	Present stage of construction	Drop down	Not started/Partially completed/Completed/Occupied
8	Details of plumbing Works		
	1. Inside installation done or not	Type in	
	2. Approval No. & date if done	Type in	
	3. Size of connection required	Type in	
	4. No. of taps	Type in	
	5. No. of flushing cisterns	Type in	
	6. No. of other tapping points	Type in	
	7. Total outlets	Type in	
9	Water connection is to a sump or not	Yes/No	
	If yes, give the details,		
	1. Size (LxBxH)/Capacity : 2.	Type in	
	2. Material of construction :	Type in	
	3. Water tightness test conducted or not :	Type in	
	4. Details of pumping system	Type in	
10	Details of previous connections at site, if any	Type in	

Kerala Water Authority			
Sl No	Information/Parameter	Input Type	Remarks
11	Whether the applicant is an existing consumer of Kerala Water Authority	Yes/No	
	If yes, give the details,		
	1. Consumer Number/s:	Type in	
	2. Section:	Type in	
	3. Subdivision	Type in	
12	List of enclosures		
	1. Plumbing plan	Attachment	
	2. Ownership Certificate from local body	Attachment	
	3 Declaration by applicant	Attachment	
	4 Declaration by plumber	Attachment	
13	Details of Plumber		
	a. Name:	Type in	
	b. Name of firm	Type in	
	c. Address	Type in	
	d. License No.	Type in	

Ground Water Authority

Ground Water Authority			
Sl No	Information/Parameter	Input Type	Remarks
1	General Information		
	Name of the industry	Auto fill	
	Location details of the Industrial unit (attach site plan and location map)	Auto fill/ Attachment	
	Communication address	Auto fill	
	Salient features of the industrial activity	Auto fill	
	Land use details of the existing/ proposed industrial unit premises	Type in	
	Drainage in the area (River/nala, etc.)	Type in	
	Source of availability of surface water for industrial use	Auto fill/ Attachment	
	Average Annual Rainfall in the area	Type in	

Ground Water Authority			
Sl No	Information/Parameter	Input Type	Remarks
	Township/village within 2 Km radius of the industrial unit	Type in	
	Whether ground water utilization for:	Drop Down	a. Expansion programme of existing industry b. New Industry
2	Details of requirement/recycled water use age (Enclose flow chart of the activities and requirement of water at each stage)		
	Net water requirement	Type in	
	Ground Water utilization	Type in	
	Surface water utilization	Type in	
	Proposed/ existing water supply from any agency	Type in	
	Break up of water requirement and use age	Attachment	Chart
	Breakup of Recycled water usage		
	a. Quantity of treated water available	Type in	
	b. Reuse in industrial activity	Type in	
	c. Reuse of green belt development	Type in	
	d. Other Use	Type in	
	Total	Type in	
3	Details of existing/proposed ground water abstraction structures	Attachment	Chart
	Ground Water availability (Enclose a comprehensive report/note on ground water condition/ ground water quality in and around the area)	Attachment	

Ground Water Authority			
Sl No	Information/Parameter	Input Type	Remarks
	Details of rainwater harvesting/artificial recharge measures for the ground water recharge in the area. If the firm has proposed to take up rainwater harvesting/recharge outside the industrial unit premises, then provide NOC from the concern authority/agency where the harvesting measures are proposed, if already implemented, details may be furnished. (attach report on comprehensive and feasibility rainwater harvesting/recharge proposal)	Attachment	
	Copy of referral letter from SPCB/ Bureau of India Standard/Ministry of Environment and Forest/ other statutory agencies may be annexed in case referred or obtained	Attachment	
	Have you applied for groundwater clearance permission earlier from CGWA/State Govt Agency	Attachment	
	Undertaking	Attachment	

Forest Department

Forest Department: cutting a specified tree or transporting timber of a specified tree from a non-forest land and non-notified area			
Sl No	Information/Parameter	Input Type	Remarks
1	Proof of ownership of the trees/ timber	Attachment	
2	Number of trees to be cut	Type in	
3	List showing the species of tree/s proposed to be cut or list of logs to be transported, as the case may be, with Girth, Breadth, and Height of the tree/s (1.4 m from ground level)	Type in	Option for attaching table in case there are multiple items
4	Quantity of timber	Type in	

Forest Department: cutting a specified tree or transporting timber of a specified tree from a non-forest land and non-notified area			
Sl No	Information/Parameter	Input Type	Remarks
5	Reasons for seeking permission to cut the tree/s	Type in	
6	Place to which timber to be transported and purpose:	Type in	
7	Place, Date	Type in	
8	Declaration	Attachment	
Declaration to be filed for transporting timber of specified trees cut from a non-forest land within the notified areas			
1	Name and address of the applicant	Auto fill	
2	Sy. No. and extent of the field/s on which the tree is proposed to be cut, uprooted or burnt stand	Auto fill	
3	Name of the Village/Taluk/Block and District	Auto fill	
4	Proof of ownership of the timber	Attachment	
5	List showing the logs to be transported (to be numbered serially)	Type in	Option for attaching table in case there are multiple items
6	Purpose for which the timber is proposed to be transported	Type in	
7	Place to which timber to be transported	Type in	
8	Place, Date	Type in	
9	Declaration	Attachment	

FORMAT

Composite Licence issued from State Board/District Board/Industrial Area Board

COMPOSITE LICENCE

Certified that all necessary Clearance/ No objection Certificate/ Licence in respect of M/s.....
..... (Name and address of the Industrial Undertaking), application number.....dated.....th day of month year in Survey Nos. Of Village of TalukDistrict in Industrial Area/ Plot/ Estate/ Growth Centers/ Park/ Industrial Township Authority has been obtained through the online single window portal, specified in Annexure 1, for conducting the activity of in exercise of the powers conferred on this Board by Section 26 and 27 of Kerala Industrial Single Window Clearance Boards and Industrial Township Development Area Act, 1999 under Section 10 of the said Act.

This Composite Licence is issued today theth day of month year under the seal of undersigned.

(Seal)

Name:

Designation:

Industrial Area Board/ District Board/ State Board/ Industrial Township Authority.

(Delete which are not applicable.)

Annexure 1

SI No	Department Name	Clearance/ No objection Certificate/ Licence	Date of Issue	ID
<>	<>	<>	<>	<>
<>	<>	<>	<>	<>

DEEMED APPROVAL FORMAT

GOVERNMENT OF KERALA

Certificate issued from State Board/District Board/Industrial Area Board

CERTIFICATE

Certified that necessary clearance/ No objection Certificate/Licence in respect of M/s.....
(Name and address of the Industrial Undertaking) in Survey Nos. Of
Village of..... TalukDistrict..... In
..... Industrial Area/Plot/Estate/Growth
Centres/Park/Industrial Township Authority is deemed to have issued as per the
Resolution No..... dated of the meeting of the Industrial Area
Board/..... Industrial Township Authority for conducting the
activity of in exercise of the powers conferred on this Board by Section
26 and 27 of Kerala Industrial Single Window Clearance Boards and Industrial
Township Development Area Act, 1999 under Section 10 of the said Act.

This certificate is issued today theth day of month
year
under the seal of undersigned.
(Seal)

Name:

Designation:

Industrial Area Board/ District Board/ State Board/ Industrial Township Authority.
(Delete which are not applicable.)

Investor facilitation Cell- Detailed working procedure along with timelines for query handling, are as follows:

1. Query Recording and Handling Mechanism

One of the major functions of the Investor Facilitation cell will be to receive, document, analyze and respond to queries from various current and prospective Investors in the State. The complete process for Query recording and handling is described below:

A. Query Recording

Investors may please forward queries in this regard to the e-mail id: ipksidc@ksidcmail.org or contact concerned members listed in Kerala State Industries Development Corporation portal.

The investor while submitting the query must also submit or state the following details through the email or on the call

- Name
- District
- Phone number
- Description of the query
- Upload document (if applicable)
- SWIFT unique ID (if applicable/available)

B. Query Handling

- The submitted query will be received by the Investor Facilitation Cell
- The concerned officer must respond to the query within 7 days of the submission of complete query
- For queries through call, the response must be provided immediately by the designated officer over the phone itself. However, if they are not able to provide the response, the query must be entered into the portal and the officer must respond to the query within 7 days through call only

C. Time limits for Query Recording and Response:

All queries/clarifications related to investor's application are sought once and within 7 days of receiving the application.

Standard Operating Procedure and Checklist

Name of Department	Department of Local Self Government (Panchayats, Municipalities, Corporations)
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1. Standard Operating Procedure for Applicant

Application for	Issue of Building and Development Permit
Mandatory supporting documents required	<ol style="list-style-type: none"> 1:400 scale drawing Building Plan and Site Plan Declaration by applicant as per form given in KPBR/KMBR Certificate of site plan and building plan by Registered Architect/Building Designer/ Engineer/ Town Planner/ Supervisor Undertaking by Registered Architect/Building Designer/ Engineer/ Town Planner/ Supervisor that the building construction or land development will be carried out as per the approved plan. Proof of ownership of the site Copy of licence of the Architect/Building Designer/ Engineer/ Town Planner/ Supervisor.
Process description	<ul style="list-style-type: none"> — Step1: Submission of application form for building permit to Local Body (Panchayat/Municipality/Corporation) along with supporting documents and required fees through Single window portal. — Step 2: Quick verification by Local Body secretary or authorized officer — Step 3: Verification of boundaries of the site and ownership of the site by Local Body secretary or authorized officer — Step 4: Verification of building plan and site plan by Technical Wing of Local Body — Step 5: Issue of building or development permit by Local Body upon receipt of NOCs from departments mentioned through Single window portal.
Procedure for Fees payment	Online fee payment through single window portal.
List of Reference Documents	<p>Kerala Municipality Building Rules</p> <p>Kerala Panchayat Building Rules</p>
Time line for completing the	15 days (exclusive of the time taken by Departments of Town & Country Planning, Fire & Rescue Services and Health Services to

process	provide their NOCs)
Checking of Application Status	Application status tracking for the applicant available in single window portal

Application for	Occupancy Certificate
Mandatory supporting documents required	<ol style="list-style-type: none"> 1. Building Permit 2. Completion certificate by owner 3. Completion certificate by Registered Architect/Building Designer/ Engineer/ Town Planner/ Supervisor 4. Completion plan (1:400 scale)
Process description	<ul style="list-style-type: none"> — Step1: Submission of completion certificate by owner and completion certificate by Registered Architect/Building Designer/ Engineer/ Town Planner/ Supervisor through Single window portal — Step 2: Site Inspection by Assistant Engineer of Local Body — Step 3: Issue of occupancy certificate by Secretary of Local Body through Single window portal
Procedure for Fees payment	Online fee payment through single window portal.
List of Reference Documents	Kerala Municipality Building Rules Kerala Panchayat Building Rules
Time line for completing the process	15 days
Checking of Application Status	Application status tracking for the applicant available in single window portal

Application for	Issue of Dangerous and Offensive Trades and Factories Licence
Mandatory supporting documents required	<ol style="list-style-type: none"> 1. Licence from Factories and Boilers (if the establishment is covered under the Factories Act 1948) 2. Clearance from District Medical Officer 3. Final NOC from Department of Fire and Rescue 4. Consent to Operate from Pollution Control Board
Process description	<ul style="list-style-type: none"> — Step1: Submission of application form to local body along with clearances issued by other departments through Single window portal — Step 2: Site Inspection by Secretary of Local Body and Health Inspector — Step 3: Issue of D&O Licence by Local Body through Single window portal

Procedure for Fees payment	Online fee payment through single window portal.
List of Reference Documents	The Kerala Panchayat Raj (Issue of Licence to Dangerous and Offensive Trades and, Factories) Rules – 1996 Sections 232, 233 of Panchayati Raj Act
Time line for completing the process	7 days
Checking of Application Status	Application status tracking for the applicant available in single window portal

2. Standard Operating Procedure for Approver

Application for	Building and Development Permit
Mandatory supporting documents required	<ol style="list-style-type: none"> 1. Application form for building permit/regularization 2. 1:400 scale drawing Building Plan and Site Plan 3. Declaration by applicant 4. Certificate of site plan and building plan by Registered Architect/Building Designer/ Engineer/ Town Planner/ Supervisor 5. Undertaking by Registered Architect/Building Designer/ Engineer/ Town Planner/ Supervisor that the building construction or land development will be carried out as per the approved plan. 6. Proof of ownership of the site
List of Reference Documents	<ol style="list-style-type: none"> 1. Kerala Municipality Building Rules 2. Kerala Panchayat Building Rules 3. National Building Code 2005
Time line for completing the process	15 days
Departmental Work Flow	Receipt of application at Front Office and issue of acknowledgement -> Back Office for verification of ownership and boundaries -> Engineering Wing for inspection by Assistant Engineer -> Back office for drafting of order -> Secretary for signing of order.

Application for	Occupancy Certificate
Mandatory supporting documents required	<ol style="list-style-type: none"> 1. Building Permit 2. Completion certificate by owner 3. Completion certificate by Registered Architect/Building Designer/ Engineer/ Town Planner/ Supervisor
List of Reference Documents	<ol style="list-style-type: none"> 1. Kerala Municipality Building Rules 2. Kerala Panchayat Building Rules 3. National Building Code 2005
Time line for completing the process	15 days
Departmental Work Flow	Receipt of application at Front Office and issue of acknowledgement -> Back Office for verification of ownership and boundaries -> Engineering Wing for inspection by Assistant Engineer -> Back office for drafting of order -> Secretary for signing of order.

Application for	Dangerous and Offensive Trades Licence
Mandatory supporting documents required	<ol style="list-style-type: none"> 1. Application Form 2. Licence from Factories and Boilers 3. Clearance from District Medical Officer 4. Final NOC from Department of Fire and Rescue
List of Reference Documents	<ol style="list-style-type: none"> 1 The Kerala Panchayat Raj (Issue of Licence to Dangerous and Offensive Trades and, Factories) Rules – 1996 2 Sections 232, 233 of Panchayati Raj Act
Time line for completing the process	7 days
Departmental Work Flow	Receipt of application at Front Office and issue of acknowledgement -> Back Office for verification and drafting of order -> Secretary for signing of order.

3. Inspection Procedure:

A. Pre-Inspection

1. A quality check shall be done on the documents submitted by the applicant in terms of completeness and correctness of the information

B. Inspection

1. Inspection shall be made during regular working hours of the establishment / industry except when special circumstances indicate otherwise.
2. At the beginning of the inspection, the inspector shall locate the occupier / representative of the occupier / person in charge of the industry and inform about the purpose of the proposed inspection.
3. The inspector shall inspect the following:
 - A. Boundaries of the site and correctness of details furnished in proof of ownership
 - B. Setback of the building
 - C. Height of the building
 - D. Clearance from Electric lines
 - E. Width of Access Road
 - F. Open spaces around the building
 - G. Distance between central line of the street to the building
 - H. Coverage area
 - I. Floor Area Ratio
 - J. Height of rooms
 - K. Dimensions of staircases, doorways and windows
 - L. Adequacy of urinals, water closets etc. as per sanitation requirements
 - M. Nature of the land (Wetland, inclination etc.)
4. The inspector should collect photographic evidence if any non-compliance has been observed.
5. The inspector may seek information / clarifications or documentary evidence from the representative or occupier to ascertain the correctness of the application.
6. If any representative / occupier of the industry willfully delays or obstructs the inspector in carrying out inspection, the same shall be recorded in the inspection report for taking further necessary action in the matter.
7. At the end of the inspection, the Inspector may inform the representative of the industry about apparent non-compliance observed during inspection so that industry may initiate necessary corrective action wherever required.

C. Post Inspection

1. Inspection report should be submitted within 48 hours of completion of the inspection and a copy of the same should be issued to the establishment

2. All observations of the inspection along with photographic evidence of non-compliance should be included as part of the report.
3. Noncompliance areas should be listed in the report along with additional measures that need to be taken by the applicant to ensure compliance.
4. Noncompliance areas should be listed along with the relevant section of the Act/Rule or G.O. which it is violation of.

4. Checklist of Mandatory Documents

1 For Building Permit

- ☐ 1:400 scale drawing Building Plan and Site Plan
- ☐ Declaration by applicant
- ☐ Certificate of site plan and building plan by Registered Architect/Building Designer/ Engineer/ Town Planner/ Supervisor
- ☐ Undertaking by Registered Architect/Building Designer/ Engineer/ Town Planner/ Supervisor that the building construction or land development will be carried out as per the approved plan.
- ☐ Proof of ownership of the site

2 For Completion Certificate

- ☐ Building Permit issued before commencement of construction
- ☐ Completion certificate by owner
- ☐ Completion certificate by Registered Architect/Building Designer/ Engineer/ Town Planner/ Supervisor
- ☐ Completion Plan

3 For Dangerous and Offensive Trades Licence

- ☐ Application Form
- ☐ Licence from Factories and Boilers
- ☐ Clearance from District Medical Officer
- ☐ Final NOC from Department of Fire and Rescue
- ☐ Consent to Operate from Pollution Control Board

Name of Department	Factories and Boilers
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1. Standard Operating Procedure for Applicant

Application for	Factory Plan Approval
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Mandatory supporting documents required	<ol style="list-style-type: none"> 1. Flowchart of the manufacturing process 2. Description of the manufacturing process in various stages 3. 1:400 scale plan of the site of the factory and surroundings 4. Plan, elevation and cross section of the buildings of the factory in 1:200 scale 5. Drawings of machinery layout in 1:200 scale 6. Drawings of rainwater harvesting plant 7. NOC from pollution control board (Hazardous industries only) 8. NOC from Chief Town Planner (Hazardous industries only)
Process description	<ul style="list-style-type: none"> — Step 1: Submission of online application along with supporting documents and required fees through Single window portal. — Step 2: Review of application at the office of the Regional Joint Director — Step 3: Site Inspection by Factory Inspector — Step 4: Issue of permit after satisfactory site inspection — Step 5: Once the permit is issued, the downloadable version shall be available on the user's home page.
Procedure for Fees payment	Online payment through Single window portal
List of Reference Documents	<p>Factories Act 1948</p> <p>Kerala Factories Rules 2A,3,4,5,6,7,11 and 12C</p>
Time line for completing the process	90 days from the date of submission of completed application.
Checking of Application Status	Application status can be tracked through Single window portal

Application for	Issue of Factory Licence
Mandatory supporting documents required	<ol style="list-style-type: none"> 1. Stability certificate 2. Copy of plan approval permit 3. Company documents as applicable for the type of company: <ol style="list-style-type: none"> a. Ownership/proprietorship/partnership deed b. Memorandum and articles of association

	<ul style="list-style-type: none"> c. List of partners d. List of directors e. Copy of appointment order of Director/Managing Director/Chairman/ President/ in-charge appointed by Government or Local Authority for government run factories. <ul style="list-style-type: none"> 4. NOC from Pollution Control Board 5. NOC from Kerala Forest Department (if timber processing or tree felling is involved) 6. Copy of rental agreement/registered lease agreement or property tax receipt. 7. Power of attorney if the application is being submitted by someone else on behalf of the promoter.
Process description	<ul style="list-style-type: none"> — Step1: Submission of online application along with supporting documents and required fees through Single window portal. — Step 2: Review of application at the office of the Regional Joint Director — Step 3: Site inspection by Factory Inspector — Step 4: Issue of licence after satisfactory site inspection — Step 5: Once the licence is issued, the downloadable version shall be available on the user's home page.
Procedure for Fees payment	Online payment
List of Reference Documents	Factories Act 1948 Kerala Factories Rules 2A,3,4,5,6,7,11 and 12C
Time line for completing the process	60 days from the date of submission of completed application.
Checking of Application Status	Application status can be tracked through Single window portal

2. Standard Operating Procedure for Approver

Application for	Factory Plan Approval
Mandatory supporting documents required	<ul style="list-style-type: none"> 1. Flowchart of the manufacturing process 2. Description of the manufacturing process in various stages 3. 1:400 scale plan of the site of the factory and surroundings 4. Plan, elevation and cross section of the buildings of the factory in 1:200 scale 5. Drawings of machinery layout in 1:200 scale 6. Drawings of rainwater harvesting plant

	7. NOC from pollution control board (Hazardous industries only) 8. NOC from Chief Town Planner (Hazardous industries only)
List of Reference Documents	Factories Act 1948 Kerala Factories Rules 1957
Time line for completing the process	90 days
Departmental Work Flow	Online Application → Inspector → Clerk →Inspector →Joint Director→ SS/JS →Clerk → SS/JS → Joint Director → Director → Tapal Clerk→ Draftsman→Head Draftsman→ Inspector of factories & Boilers(HQ) → JointDirector (HQ)→ Director→ Order issued online for applicant

Application for	Issue of factory licence
Mandatory supporting documents required	<ol style="list-style-type: none"> 1. Stability certificate 2. Copy of plan approval permit 3. Company documents as applicable for the type of company: <ol style="list-style-type: none"> a. Ownership/proprietorship/partnership deed b. Memorandum and articles of association c. List of partners d. List of directors e. Copy of appointment order of Director/Managing Director/Chairman/ President/ in-charge appointed by Government or Local Authority for government run factories. 4. NOC from Pollution Control Board 5. NOC from Kerala Forest Department (if timber processing or tree felling is involved) 6. Copy of registered rental agreement/lease agreement or property tax receipt. 7. Power of attorney if the application is being submitted by someone else on behalf of the promoter.

List of Reference Documents	Factories Act 1948 Kerala Factories Rules 1957
Time line for completing the process	60 days
Departmental Work Flow	<p>For Section 85 Factories Online Application →Inspector/Additional Inspector→ Clerk→ Inspector/Additional Inspector →Joint Director→ SS/JS→ Clerk→ SS/JS→Joint Director→ ONLINE to Public</p> <p>For 2M Factories Online Application →Inspector/Additional Inspector→ Clerk→ Inspector/Additional Inspector →Joint Director→ SS/JS→ Clerk→ SS/JS→Joint Director→ Director → Tapal Clerk→Section Clerk→ JS→ Joint Director (HQ)→ Director→ ONLINE to Public</p>

3. Inspection Procedure:

A. Pre-Inspection

1. A quality check shall be done on the documents submitted by the applicant in terms of completeness and correctness of the information furnished with respect to the type of industry.
2. The inspector shall collect background information and previous compliance history (if available) of the applicant. This will enable the inspector to be familiar with the nature of operations of the industry and note down specific areas that may require more detailed investigation or verification during the inspection process.
3. The inspector shall obtain the following information about the industry from the Regional Office or the Head Office:
 - Location of the industry
 - Past consents issued to the industry
 - Previous inspection reports
 - Notices issued to the industry for non-compliance and track record of the industry with respect to carrying out orders from the Department
 - Line of activity of the industry
 - Manufacturing process of the industry

B. Inspection

1. Inspection shall be made during regular working hours of the establishment / industry except when special circumstances indicate otherwise.

2. At the beginning of the inspection, the inspector shall locate the occupier / representative of the occupier / person in charge of the industry and inform about the purpose of the proposed inspection.
3. The inspector shall inspect the following:
 - N. Boundaries of the site and compliance in terms of access, setback etc.
 - O. Height of the building
 - P. Manufacturing area
 - Q. Working conditions of the labourers
 - R. Storage area of raw materials and finished goods.
 - S. Disposal of wastes and effluents
 - T. Ventilation, lighting and temperature
 - U. Availability of drinking water
 - V. Availability of adequate, functional latrines and urinals
 - W. Fire-prevention precautions and fire-fighting mechanisms.
 - X. Maintenance of mandatory records and forms as stipulated by the Kerala Factories Rules and Factories Act
 - Y. <Department to mention other inspection items>
4. The inspector should collect photographic evidence if any non-compliance has been observed.
5. The inspector may seek information / clarifications or documentary evidence from the representative or occupier to ascertain the correctness of the application.
6. If any representative / occupier of the industry willfully delays or obstructs the inspector in carrying out inspection, the same shall be recorded in the inspection report for taking further necessary action in the matter.
7. At the end of the inspection, the Inspector may inform the representative of the industry about apparent non-compliance observed during inspection so that industry may initiate necessary corrective action wherever required.

C. Post Inspection

1. Inspection report should be submitted within 48 hours of completion of the inspection and a copy of the same should be issued to the factory.
2. All observations of the inspection along with photographic evidence of non-compliance should be included as part of the report.
3. Noncompliance areas should be listed in the report along with additional measures that need to be taken by the applicant to ensure compliance.
4. Noncompliance areas should be listed along with the relevant section of the Act/Rule or G.O. which it is violation of.

4. Checklist of Documents

A. For Factory Plan Approval

- ☐ Flowchart of the manufacturing process
- ☐ Description of the manufacturing process in various stages
- ☐ 1:400 scale plan of the site of the factory and surroundings
- ☐ Plan, elevation and cross section of the buildings of the factory in 1:200 scale
- ☐ Drawings of machinery layout in 1:200 scale
- ☐ Drawings of rainwater harvesting plant
- ☐ NOC from pollution control board (Hazardous industries only)
- ☐ NOC from Chief Town Planner (Hazardous industries only)

B. For Issue of Factory License

- ☐ Stability certificate
- ☐ Copy of plan approval permit
- ☐ Company documents as applicable for the type of company:
 - Ownership/proprietorship/partnership deed
 - Memorandum and articles of association
 - List of partners
 - List of directors
 - Copy of appointment order of Director/Managing Director/Chairman/President/ in-charge appointed by Government or Local Authority for government run factories.
- ☐ NOC from Pollution Control Board
- ☐ NOC from Kerala Forest Department (if timber processing or tree felling is involved)
- ☐ Copy of registered rental agreement/lease agreement or property tax receipt.
- ☐ Power of attorney if someone else on behalf of the promoter is submitting the application.

C. For Renewal of Factory License

For renewal of factory license, the following documents have to be submitted in addition to the documents mentioned under Issue of Factory License.

- ☐ Original License
- ☐ Revised permit, in case there is revision of details
- ☐ Stability Certificate (if modifications have been made to existing layout)

Name of Department	Fire and Rescue Services
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1. Standard Operating Procedure for Applicant

Application for	Fire Safety Clearance for Site
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Mandatory supporting documents required	<ol style="list-style-type: none"> 1. Relevant application cum checklist (3 nos) 2. Fire system plans (3 sets) 3. Original challan of fee payment at treasury 4. Affidavit by applicant 5. Civil plans (3 sets) duly approved by LSGD Engineer and Secretary
Process description	<ul style="list-style-type: none"> — Step 1: Submission of online application along with supporting documents and required fees through Single window portal. — Step 2: Verification of application and supporting documents by the Department official concerned — Step 3: Site inspection by the Department official concerned — Step 4: Grant of Fire Safety Clearance for Site by the Department based on pre-defined criteria through the single window portal.
Procedure for Fees payment	Online fee payment through single window portal.
List of Reference Documents	<ul style="list-style-type: none"> — Kerala Municipality Building Rules - 3B, 44, 53(3,4), 54(4a), 55(8a), 56(3j), 57(11a), 58(4a), 59(5a). — Kerala Panchayat Building Rules - 55(4), 56(5), 57(8), 58(12), 59(11a), 60(6), 61(6) — National Building Code 2005 - Part IV Fire & Life safety
Time line for completing the process	<p>Buildings up to 10 metres height- 18 days</p> <p>10 - 16 metres height - 18 days</p> <p>16 - 24 metres height - 26 days</p> <p>24 - 45 metres height - 43 days</p> <p>Above 45 metres height - 38 days</p>
Checking of Application Status	Application status tracking for the applicant available in single window portal
Key Contact Person from department	<p>Building Height Below 10 metres - concerned Assistant Divisional Officer</p> <p>Building Height 10 metres and above and up to 24 metres - concerned Divisional Officer</p> <p>Building Height above 24 metres- Director Technical, Headquarters, TVM</p>

Application for	Certificate of Approval
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Mandatory supporting documents required	<ol style="list-style-type: none"> 1. Fire Safety Clearance for Site (Initial Clearance) along with application cum checklist and fire system plans approved from Fire & Rescue Department. 2. Application cum checklist as built (3 copies) 3. Fire system plans as built (3 copies) 4. Original challan of fee payment at treasury 5. Affidavit by the applicant and concerned license 6. Civil plans as built (3 copies)
Process description	<p>Step 1: Submission of online application along with supporting documents and required fees through Single window portal.</p> <p>Step 2: Verification of application and supporting documents by the Department official concerned</p> <p>Step 3: Site inspection by the Department official concerned</p> <p>Step 4: Grant of Certificate of Approval by the Department based on pre-defined criteria through the single window portal.</p>
Procedure for Fees payment	Online fee payment through single window portal.
List of Reference Documents	<ol style="list-style-type: none"> 1. Kerala Municipality Building Rules - 3B, 44, 53(3, 4), 54(4a), 55(8a), 56(3j), 57(11a), 58(4a), 59(5a). 2. Kerala Panchayat Building Rules - 55(4), 56(5), 57(8), 58(12), 59(11a), 60(6), 61(6) 3. National Building Code 2005 - Section IV- Fire and Life Safety
Time line for completing the process	<p>Buildings up to 10 metres height- 20 days</p> <p>10 - 16 metres height - 27 days</p> <p>16 - 24 metres height - 45days</p> <p>Above 24 metres height - 45 days</p>
Checking of Application Status	Application status tracking for the applicant available in single window portal
Key Contact Person from department	<p>Building Height Below 10 metres - concerned Assistant Divisional Officer</p> <p>Building Height 10 metres and above and up to 24 metres - concerned Divisional Officer</p> <p>Building Height above 24 metres- Director Technical, Headquarters, TVM</p>

2. Standard Operating Procedure for Approver

Application for	Fire Safety Clearance for Site
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Mandatory supporting documents required	<ol style="list-style-type: none"> 1. Relevant application cum checklist (3 nos) 2. Fire system plans (3 sets) 3. Original challan of fee payment at treasury 4. Affidavit by applicant 5. Civil plans (3 sets) duly approved by LSGD Engineer and Secretary
List of Reference Documents	<ol style="list-style-type: none"> 1. Kerala Municipality Building Rules - 3B, 44, 53(3, 4), 54(4a), 55(8a), 56(3j), 57(11a), 58(4a), 59(5a). 2. Kerala Panchayat Building Rules - 55(4), 56(5), 57(8), 58(12), 59(11a), 60(6), 61(6) 3. National Building Code 2005 - Section IV- Fire and Life Safety
Time line for completing the process	<p>Buildings up to 10 metres height- 18 days</p> <p>10 - 16 metres height - 18 days</p> <p>16 - 24 metres height - 26 days</p> <p>24 - 45 metres height - 43 days</p> <p>Above 45 metres height - 38 days</p>
Departmental Work Flow	<p>Up to 10 metres-Local Body- Station Officer - Assistant Divisional Officer</p> <p>Above 10 metres and up to 16mtrs-Local Body - Station Officer-Divisional officer</p> <p>Above 16 metres and Up to 24 metres - local Body - Station Officer-Assistant Divisional Officer - Divisional officer</p> <p>Above 24 metres and Up to 45 metres - Local Body- Station Officer-Assistant Divisional Officer - Divisional officer - Director General or his nominee</p> <p>Above 45 metres - Local Body - Station Officer- Divisional officer - Director General or his nominee.</p>

Application for	Certificate of approval
Mandatory supporting documents	<ol style="list-style-type: none"> 1. Fire Safety Clearance for Site (Initial Clearance) along with application cum checklist and fire system plans approved from Fire & Rescue Department.

required	2. Application cum checklist as built (3 copies) 3. Fire system plans as built (3 copies) 4. Original challan of fee payment at treasury 5. Affidavit by the applicant and concerned license 6. Civil plans as built (3 copies)
List of Reference Documents	1. Kerala Municipality Building Rules - 3B, 44, 53(3, 4), 54(4a), 55(8a), 56(3j), 57(11a), 58(4a), 59(5a). 2. Kerala Panchayat Building Rules - 55(4), 56(5), 57(8), 58(12), 59(11a), 60(6), 61(6) 3. National Building Code 2005 - Section IV- Fire and Life Safety
Time line for completing the process	Buildings up to 10 metres height- 20 days 10 - 16 metres height - 27 days 16 - 24 metres height - 45 days Above 24 metres height - 45 days
Departmental Work Flow	Up to 10 metres -Local Body*- Station Officer - Assistant Divisional Officer Above 10 metres and up to 16mtrs - Local Body* - Station Officer- Divisional officer Above 16 metres and Up to 24 metres - Local Body* - Station Officer-Assistant Divisional Officer - Divisional officer Above 24 metres and Up to 45 metres - Local Body*- Station Officer-Assistant Divisional Officer - Divisional officer - Director General or his nominee Above 45 metres - Local Body* - Station Officer- Divisional officer - Director General or his nominee.

*Only if Fire Safety Clearance for Site (Initial Clearance) is not obtained.

3. Inspection Procedure:

A. Pre-Inspection

A preliminary checking shall be done on the documents submitted by the applicant in terms of completeness and status of the construction of the building and installation of FFFI with respect to the category of industry.

B. Inspection

1. Inspection shall be made during regular working hours of the establishment / industry except when special circumstances indicate otherwise.
2. At the beginning of the inspection, the inspector shall locate the occupier / representative of the occupier / person in charge of the industry and inform about the purpose of the proposed inspection.
3. The inspector shall inspect the following:
 - A. Boundaries of the site and compliance
 - B. Height of the building
 - C. Clearance from Electric lines
 - D. Width of Access Road
 - E. Safety of staircases as per criteria in the checklist (main staircases and fire escape staircases)
 - F. Exit pathways and signage to nearest exit
 - G. Emergency and escape lighting
 - H. Accessibility and ventilation of basements
 - I. Safety of service ducts and shafts
 - J. Compartmentalization of large areas
 - K. Availability of static water storage tank
 - L. Provisions for storage of flammable liquids and gases.
 - M. Installation of fire-fighting installations and alarm systems
 - N. Parameters as per checklist for the following
 - i) Fire Lift
 - ii) Fire Control Room
 - iii) Helipad
 - iv) Refuge Area
 - v) Open space for HRB
4. The inspector should collect photographic evidence if any noncompliance has been observed.
5. The inspection board may seek information / clarifications or documentary evidence from the owner or authorized representative or occupier to ascertain the correctness of the application.
6. If any applicant / authorized representative of the industry willfully delays or obstructs the inspector in carrying out inspection, the same shall be recorded in the inspection report for taking further necessary action in the matter.
7. At the end of the inspection, the Inspector may inform the representative of the industry about apparent non-compliance observed during inspection so that industry may initiate necessary corrective action wherever required.

C. Post Inspection

1. Decision based on inspection shall be taken within the time line.

2. All observations of the inspection along with photographic evidence of non-compliance should be included as part of the report.
3. Noncompliance areas should be listed in the report along with additional measures that need to be taken by the applicant to ensure compliance.
4. Noncompliance areas should be listed along with the relevant section of the checklist for which it is violation of.

4. Checklist of Documents

A. For Initial NOC

- ☐ Application form cum checklist
- ☐ Fire system plans
- ☐ Original challan of fee payment at treasury
- ☐ Affidavit by promoter
- ☐ Civil plans

B. For Final NOC

- ☐ Site Clearance Certificate (Initial NOC)
- ☐ Application form and checklist
- ☐ Fire system plans
- ☐ Original challan of fee payment at treasury
- ☐ Affidavit by promoter
- ☐ Civil plans

Name of Department	Kerala State Pollution Control Board
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1. Standard Operating Procedure for Applicant

Application for	Consent to Establish
Mandatory supporting documents required	<ol style="list-style-type: none"> 1. Printout of completed application form 2. Demand draft for payment of consent fee. 3. Site plan showing residences, water bodies, roads and structures within 100 metres radius (200 metres for crusher industry) 4. Affidavit on INR 100 stamp paper or chartered accountant's certificate as evidence on gross fixed capital investment. 5. Layout plan showing location of effluent treatment plant, outlets and emission sources, in A3/ A4 size. 6. Process flow diagram and proposal for effluent treatment plant with design details. Details of air pollution control measures proposed.

Process description	<ul style="list-style-type: none"> — Step 1: Submission of online application along with supporting documents and required fees through Single window portal. — Step 2: Verification of application and supporting documents by the Department official concerned — Step 3: Site inspection by the Department official concerned — Step 4: Grant of consent by the Pollution Control Board based on pre-defined criteria through the single window portal.
Procedure for Fees payment	Online fee payment through single window portal.
List of Reference Documents	<p>The Water (Prevention and Control of Pollution) Act, 1974 The Air (Prevention and Control of Pollution) Act, 1981 The Environment (Protection) Act, 1986 The Hazardous and Other Wastes (Management and Transboundary Movement) Rules, 2016 The Biomedical Waste Management Rules, 2016 The Plastic Waste Management Rules, 2016 The Solid Waste Management Rules, 2016</p>
Time line for completing the process	4 months from the date of submission of completed application is the maximum time
Checking of Application Status	Application status tracking for the applicant available in single window portal
Key Contact Person from department	Concerned District Officer – details available in Board's website

Application for	Consent to Operate
Mandatory supporting documents required	<ol style="list-style-type: none"> 1. Printout of completed application form 2. Demand draft for payment of consent fee. 3. Site plan showing residences, water bodies, roads and structures within 100 metres radius (200 metres for crusher industry) 4. Affidavit on INR 100 stamp paper or chartered accountant's certificate as evidence on gross fixed capital investment. 5. Layout plan showing location of effluent treatment plant, outlets and emission sources, in A3/ A4 size. 6. Process flow diagram and proposal for effluent treatment plant with design details. Details of air pollution control measures proposed. 7. Analysis reports of effluents – water and air emissions

	and sound level.
Process description	<ul style="list-style-type: none"> — Step 1: Submission of online application along with supporting documents and required fees through Single window portal. — Step 2: Verification of application and supporting documents by the Department official concerned — Step 3: Site inspection by the Department official concerned — Step 4: Grant of consent by the Pollution Control Board based on pre-defined criteria through the single window portal.
Procedure for Fees payment	Online fee payment through single window portal.
List of Reference Documents	<p>The Water (Prevention and Control of Pollution) Act, 1974</p> <p>The Air (Prevention and Control of Pollution) Act, 1981</p> <p>The Environment (Protection) Act, 1986</p> <p>The Hazardous and Other Wastes (Management and Transboundary Movement) Rules, 2016</p> <p>The Biomedical Waste Management Rules, 2016</p> <p>The Plastic Waste Management Rules, 2016</p> <p>The Solid Waste Management Rules, 2016</p>
Time line for completing the process	4 months from the date of submission of completed application is the maximum time
Checking of Application Status	Application status tracking for the applicant available in single window portal

2. Standard Operating Procedure for Approver

Application for	Consent to Establish/Consent to Operate
Mandatory supporting documents required	<ol style="list-style-type: none"> 1. Printout of completed application form 2. Demand draft for payment of consent fee. 3. Site plan showing residences, water bodies, roads and structures within 100 metres radius (200 metres for crusher industry) 4. Affidavit on INR 100 stamp paper or chartered accountant's certificate as evidence on gross fixed capital investment. 5. Layout plan showing location of effluent treatment plant, outlets and emission sources, in A3/ A4 size. 6. Process flow diagram and proposal for effluent treatment plant with design details. Details of air pollution control measures proposed.

	7. Analysis reports of effluents – water and air emissions and sound level.
List of Reference Documents	<p>The Water (Prevention and Control of Pollution) Act, 1974</p> <p>The Air (Prevention and Control of Pollution) Act, 1981</p> <p>The Environment (Protection) Act, 1986</p> <p>The Hazardous and Other Wastes (Management and Transboundary Movement) Rules, 2016</p> <p>The Biomedical Waste Management Rules, 2016</p> <p>The Plastic Waste Management Rules, 2016</p> <p>The Solid Waste Management Rules, 2016</p>
Time line for completing the process	120 days (4 months)
Departmental Work Flow	<p>District Office:</p> <p>Help Desk -> Assistant Engineer -> Assistant Environmental Engineer -> Environmental Engineer -> Forwarded to Regional Office/Head Office if District Office is not the consent issuing authority.</p> <p>Regional Office:</p> <p>Assistant Engineer/ Assistant Environmental Engineer -> Senior Environmental Engineer/Chief Environmental Engineer</p> <p>Head Office:</p> <p>Assistant Engineer/Assistant Environmental Engineer -> Environmental Engineer -> Chief Environmental Engineer -> Member Secretary -> Chairman</p>

3. Inspection Procedure:

a. Pre-Inspection

1. A quality check shall be done on the documents submitted by the applicant in terms of completeness and correctness of the information furnished with respect to the type of industry.
2. The inspecting officer shall collect background information and previous compliance history (if available) of the applicant. This will enable the inspecting officer to be familiar with the nature of operations of the industry and note down specific areas that may require more detailed investigation or verification during the inspection process.

- The inspector shall obtain the following information about the industry
 - Location of the industry
 - Past consents issued to the industry
 - Previous inspection reports
 - Notices issued to the industry for non-compliance and track record of the industry with respect to carrying out orders from the Department
 - Line of activity of the industry
 - Manufacturing process of the industry

b. Inspection

1. At the beginning of the inspection, the inspecting officer shall locate the occupier / his representative / person in charge of the industry and inform the purpose of the proposed inspection. The occupier of the shall extend all possible help to the inspecting official and shall appraise him of all the activities pertaining to the industry/unit.
2. The inspecting officer inspector shall inspect the following:
 - A. Correctness of the details mentioned in the application with regard to location and boundaries of the site.
 - B. Effluent generating sources and control systems
 - C. Effluent collection, treatment and disposal areas.
 - D. Sources of air pollution and control systems.
 - E. Sources of solid and hazardous wastes generation, storage and disposal methods
 - F. Operation and maintenance records of effluent treatment plant
 - G. Operation and maintenance records of equipment installed to control air and noise pollution
3. The inspecting officer shall verify the records of the establishment with regard to production capacity, control mechanisms taken to keep water and air pollution within permissible levels and mechanism for management of solid wastes.
4. The inspecting officer may seek information / clarifications or documentary evidence from the representative or occupier to ascertain the correctness of the application.
5. If any representative / occupier of the industry willfully delays or obstructs the inspecting officer in carrying out inspection, the same shall be recorded in the inspection report for taking further necessary action in the matter.
6. At the end of the inspection, the inspecting officer may inform the representative of the industry about apparent non-compliance observed during inspection so that industry may initiate necessary corrective action wherever required.

c. Post Inspection

1. Inspection report should be submitted within 4 days (excluding holidays) of completion of the inspection
2. All observations of the inspection should be included as part of the report.
3. Noncompliance areas should be listed in the report along with additional measures that need to be taken by the applicant to ensure compliance.

4. Checklist of Documents

For Application for Renewal of Consent to Establish/Consent to Operate

- ☐ Printout of completed application form
- ☐ Demand draft for payment of consent fee.
- ☐ Site plan showing residences, water bodies, roads and structures within 100 metres radius (200 metres for crusher industry)
- ☐ Affidavit on INR 100 stamp paper or chartered accountant's certificate as evidence on gross fixed capital investment.
- ☐ Layout plan showing location of effluent treatment plant, outlets and emission sources, in A3/A4 size.
- ☐ Process flow diagram and proposal for effluent treatment plant with design details. Details of air pollution control measures proposed.
- ☐ Analysis reports of effluents – water and air emissions and sound level.

Name Department	of	Labour Department
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1. Standard Operating Procedure for Applicant

Application for	Registration under Shops and Establishment Act 1960
Mandatory supporting documents required	<ul style="list-style-type: none"> • D/O License from local body/Lease agreement
Process description	<p>Step 1: Submission of application along with supporting documents, security deposit and prescribed fees to labour department through Single window portal (Within 60 days from the date on which the establishment commences operations).</p> <p>Step 2: Verification of application and supporting documents by Department of Labour.</p> <p>Step 3: Issue of registration through the single window portal</p>
Procedure for Fees payment	Online fee payment through single window portal.
List of Reference Documents	<ul style="list-style-type: none"> • Kerala Shops And Commercial Establishments Act, 1960 • Kerala Shops And Commercial Establishments Rules, 1961 • Kerala Shops And Commercial Establishments (Amendment) Ordinance, 2014 • Fee prescribed in S.R.O. No 572/2013 dated 16/7/13
Time line for completing the process	On the same date of submission of application
Checking of Application Status	Application status tracking for the applicant available in single window portal
Key Contact Person from department	Technical Support Number: 180042555214

Application for	Licensing of Contractor under Contract Labour Act 1970
Mandatory supporting documents required	<ul style="list-style-type: none"> • Certificate by principal employer in Form V • Challan receipt having remitted the prescribed security deposit
Process description	Step 1: Submission of application along with supporting documents, security deposit and prescribed fees to labour department through Single window portal

	<p>Step 2: Verification of application and supporting documents by Department of Labour.</p> <p>Step 3: Issue of registration through the single window portal</p>
Procedure for Fees payment	Online fee payment through single window portal.
List of Reference Documents	<ul style="list-style-type: none"> • Contract Labour (Regulation And Abolition) Act, 1970 • Kerala Contract Labour (Regulation And Abolition) Rules • Fees as prescribed in S.R.O. No 571/2013 dated 16/7/13
Time line for completing the process	On the same date of submission of application
Checking of Application Status	Application status tracking for the applicant available in single window portal
Key Contact Person from department	Technical Support Number: 180042555214

Application for	Registration of Principal Employer under Contract Labour Act 1970
Mandatory supporting documents required	<ul style="list-style-type: none"> • Employer agreement with contractor.
Process description	<p>Step 1: Submission of application along with supporting documents and prescribed fees to labour department through Single window portal</p> <p>Step 2: Verification of application and supporting documents by Department of Labour.</p> <p>Step 3: Issue of registration through the single window portal</p>
Procedure for Fees payment	Online fee payment through single window portal.
List of Reference Documents	<ul style="list-style-type: none"> • Contract Labour (Regulation And Abolition) Act, 1970 • Kerala Contract Labour (Regulation And Abolition) Rules 1974 • Fees as prescribed in S.R.O. No 571/2013 dated 16/7/13

Time line for completing the process	On the same date of submission of application
Checking of Application Status	Application status tracking for the applicant available in single window portal
Key Contact Person from department	Technical Support Number: 180042555214

Application for	Registration under Building and Other Construction Workers Act 1996
Mandatory supporting documents required	<ul style="list-style-type: none"> • Application form
Process description	<p>Step 1: Submission of application along with supporting documents and prescribed fees to labour department through Single window portal</p> <p>Step 2: Verification of application and supporting documents by Department of Labour.</p> <p>Step 3: Issue of registration through the single window portal</p>
Procedure for Fees payment	Online fee payment through single window portal.
List of Reference Documents	<ul style="list-style-type: none"> • Buildings And Other Construction Workers (Regulation Of Employment And Conditions Of Service) Act, 1996 • Building And Other Construction Workers (Regulation Of Employment And Conditions Of Service) Kerala Rules, 1998 • Fees As Prescribed In S.R.O. No 575/2013 dated 16/7/13
Time line for completing the process	On the same date of submission of application
Checking of Application Status	Application status tracking for the applicant available in single window portal

Key Person from department	Contact from Technical Support Number: 180042555214
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Application for	Registration under Motor Transport Workers Act 1961
Mandatory supporting documents required	<ul style="list-style-type: none"> • Copy of RC Book
Process description	<p>Step 1: Submission of application along with supporting documents and prescribed fees to labour department through Single window portal</p> <p>Step 2: Verification of application and supporting documents by Department of Labour.</p> <p>Step 3: Issue of registration through the single window portal</p>
Procedure for Fees payment	Online fee payment through single window portal.
List of Reference Documents	<ul style="list-style-type: none"> • Motor Transport Workers Act, 1961 • Kerala Motor Transport Workers' Rules, 1962 • Fees as prescribed in S.R.O. No 570/2013 dated 16/7/3
Time line for completing the process	On the same day of submission of application
Checking of Application Status	Application status tracking for the applicant available in single window portal
Key Person from department	Contact from Technical Support Number: 180042555214

Application for	Registration under Inter-State Migrant Workmen (Re & Cs) Act 1979
Mandatory supporting documents	<ul style="list-style-type: none"> • Work agreement

required	
Process description	<p>Step 1: Submission of application along with supporting documents and prescribed fees to labour department through Single window portal</p> <p>Step 2: Verification of application and supporting documents by Department of Labour.</p> <p>Step 3: Issue of registration through the single window portal</p>
Procedure for Fees payment	Online fee payment through single window portal.
List of Reference Documents	<ul style="list-style-type: none"> • Inter-State Migrant Workmen (Regulation Of Employment And Conditions Of Service) Act, 1979 • Kerala Inter-State Migrant Workmen (Regulation of Employment & Conditions of Service) Rules, 1983 • Fees as prescribed in S.R.O. No 575/2013 dated 16/7/13
Time line for completing the process	On the same day of submission of application
Checking of Application Status	Application status tracking for the applicant available in single window portal
Key Contact Person from department	Technical Support Number: 180042555214

Application for	License to Contractors under Inter-State Migrant Workmen (Re & Cs) Act 1979
Mandatory supporting documents required	<ul style="list-style-type: none"> • Certificate by principal employer in Form VI
Process description	<p>Step 1: Submission of application along with supporting documents and prescribed fees to labour department through Single window portal</p>

	<p>Step 2: Verification of application and supporting documents by Department of Labour.</p> <p>Step 3: Issue of registration through the single window portal</p>
Procedure for Fees payment	Online fee payment through single window portal.
List of Reference Documents	<ul style="list-style-type: none"> • Inter-State Migrant Workmen (Regulation Of Employment And Conditions Of Service) Act, 1979 • Kerala Inter-State Migrant Workmen (Regulation of Employment & Conditions of Service) Rules, 1983 • Fees as prescribed in S.R.O. No 575/2013 dated 16/7/13
Time line for completing the process	Application status tracking for the applicant available in single window portal
Checking of Application Status	<p><i>Available in the URL</i></p> <p>http://lc.kerala.gov.in/index.php?option=com_wrapper&view=wrapper&Itemid=75</p>
Key Contact Person from department	Technical Support Number: 180042555214

2. Standard Operating Procedure for Approver

Application for	Registration under Shops and Establishment Act 1960
Mandatory supporting documents required	<ul style="list-style-type: none"> • D/O License from local body/Lease agreement
List of Reference Documents	<ul style="list-style-type: none"> • Kerala Shops And Commercial Establishments Act, 1960 • Kerala Shops And Commercial Establishments Rules, 1961 • Kerala Shops And Commercial Establishments (Amendment) Ordinance, 2014 • Fee prescribed in S.R.O. No 572/2013 dated 16/7/13 • Inspection Checklist
Time line for completing the process	On the same day of application

Departmental Work Flow	Clerk -> Registering Authority for grant of registration (Assistant Labour Officer)
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Application for	Licensing of Contractor under Contract Labour Act 1970
Mandatory supporting documents required	<ul style="list-style-type: none"> • Certificate by principal employer in Form V
List of Reference Documents	<ul style="list-style-type: none"> • Contract Labour (Regulation And Abolition) Act, 1970 • Kerala Contract Labour (Regulation And Abolition) Rules • Fees as prescribed in S.R.O. No 571/2013 dated 16/7/13 • Inspection Checklist
Time line for completing the process	On the same day of application
Departmental Work Flow	Clerk -> Registering Authority for grant of registration (District Labour Officer)

Application for	Registration of Principal Employer under Contract Labour Act 1970
Mandatory supporting documents required	<ul style="list-style-type: none"> • Employer agreement with contractor.
List of Reference Documents	<ul style="list-style-type: none"> • Contract Labour (Regulation And Abolition) Act, 1970 • Kerala Contract Labour (Regulation And Abolition) Rules • Fees as prescribed in S.R.O. No 571/2013 dated 16/7/13 • Inspection Checklist
Time line for completing the process	On the same day of application
Departmental Work Flow	Clerk-> Registering Authority for grant of registration (District Labour Officer)

Application for	Registration under Building and Other Construction Workers Act 1996
Mandatory supporting documents required	<ul style="list-style-type: none"> • Application form print out.
List of Reference Documents	<ul style="list-style-type: none"> • Buildings And Other Construction Workers (Regulation Of Employment And Conditions Of Service) Act, 1996 • Building And Other Construction Workers (Regulation Of Employment And Conditions Of Service) Kerala Rules, 1998 • Fees As Prescribed In S.R.O. No 575/2013 dated 16/7/13 • Inspection Checklist
Time line for completing the process	On the same day of application
Departmental Work Flow	Clerk -> Registering Authority for grant of registration (District Labour Officer)

Application for	Registration under Motor Transport Workers Act 1961
Mandatory supporting documents required	<ul style="list-style-type: none"> • Copy of RC Book
List of Reference Documents	<ul style="list-style-type: none"> • Motor Transport Workers Act, 1961 • Kerala Motor Transport Workers' Rules, 1962 • Fees as prescribed in S.R.O. No 570/2013 dated 16/7/13 • Inspection Checklist
Time line for completing the process	On the same day of application
Departmental Work Flow	Clerk -> Registering Authority for grant of registration (Assistant Labour Officer)

Application for	Registration under Inter-State Migrant Workmen (Re & Cs) Act 1979
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Mandatory supporting documents required	<ul style="list-style-type: none"> • Employer agreement with contractor
List of Reference Documents	<ul style="list-style-type: none"> • Inter-State Migrant Workmen (Regulation Of Employment And Conditions Of Service) Act, 1979 • Kerala Inter-State Migrant Workmen (Regulation of Employment & Conditions of Service) Rules, 1983 • Fees as prescribed in S.R.O. No 575/2013 dated 16/7/13
Time line for completing the process	On the same day of application
Departmental Work Flow	Clerk -> Registering Authority for grant of registration (District Labour Officer)

Application for	License to Contractors under Inter-State Migrant Workmen (Re & Cs) Act 1979
Mandatory supporting documents required	<ul style="list-style-type: none"> • Certificate by principal employer in Form V
List of Reference Documents	<ul style="list-style-type: none"> • Inter-State Migrant Workmen (Regulation Of Employment And Conditions Of Service) Act, 1979 • Kerala Inter-State Migrant Workmen (Regulation of Employment & Conditions of Service) Rules, 1983 • Fees as prescribed in S.R.O. No 575/2013 dated 16/7/13 • Inspection Checklist
Time line for completing the process	On the same day of application
Departmental Work Flow	Clerk -> Registering Authority for grant of registration (District Labour Officer)

3. Verification/Inspection Procedure

- A. Scrutiny of information provided in the application form, supporting document and fees paid.
- B. Health and Welfare conditions
 - Canteens*

- Rest rooms
- First aid facilities
- Drinking water
- Hostel/ Accommodation
- Latrines and Urinals
- C. Register or record or notices required to be kept or exhibited
- D. Number and details of workers
- E. Whether registration with wage protection system

4. Checklist of Documents

A. Registration under Shops and Establishment Act 1960

- ☐ Application form printout
- ☐ D/O License from local body/Lease agreement
- ☐ Challan receipt for the payment of registration fee as prescribed

B. Licensing of Contractor under Contract Labour Act 1970

- ☐ Application form print out
- ☐ Certificate by principal employer in Form V
- ☐ Challan receipt for the payment of licensing fee as prescribed
- ☐ Challan receipt having remitted the prescribed security deposit

C. Registration of Principal Employer under Contract Labour Act 1970

- ☐ Application form print out.
- ☐ Employer agreement with contractor.
- ☐ Challan receipt for the payment of registration fee as prescribed

D. Registration under Building and Other Construction Workers Act 1996

- ☐ Application form print out.
- ☐ Challan receipt for the payment of registration fee as prescribed

E. Registration under Motor Transport Workers Act 1961

- ☐ Application form print out
- ☐ Copy of RC Book
- ☐ Challan receipt for the payment of registration fee as prescribed

F. Registration under Inter-State Migrant Workmen (Re & Cs) Act 1979

- ☐ Application form print out,
- ☐ Employer agreement with contractor
- ☐ Challan receipt for the payment of registration fee as prescribed

G. License to Contractors under Inter-State Migrant Workmen (Re & Cs) Act 1979

- ☐ Application form printout,
- ☐ Certificate by principal employer in Form V
- ☐ Challan receipt for the payment of licensing fee as prescribed

Name Department	of Electrical Inspectorate
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1. Standard Operating Procedure for Applicant

Application for	Electrical Scheme Approval
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Mandatory supporting documents required	<ol style="list-style-type: none"> 1. A covering letter, with court fee stamp worth INR 1/- affixed. 2. Authorization Letter from the client authorizing the Electrical contractor to carry out the work giving brief particulars of the scheme, drawings, enclosures 3. Copy of the Electrical contractors License 4. Calculation of scrutiny fee 5. Soil Resistivity Certificate (only for HT Installations) 6. Original Challan/ Receipt of remittance 7. Fault level calculation (only for HT Installations) 8. Earthing calculation (only for HT Installations) 9. Bus Duct design (only for HT Installations) 10. Schematic drawings 11. A/C Calculations (if applicable) 12. Proforma and Checklist
Process description	<p>Step 1: Submission of application along with supporting documents and required fees through Single window system.</p> <p>Step 2: Scrutiny of electrical scheme, all relevant drawings and other supporting documents submitted by Electrical Inspectorate officials.</p> <p>Step 3: Submission of revised schemes as per the corrections/clarifications specified by the Electrical Inspectorate</p> <p>Step 5: Site inspection if required and verification of revised schemes for conformity.</p> <p>Step 6: Issue of Electrical Scheme Approval through Single window portal.</p>
Procedure for Fees payment	<p>Payment of scrutiny fees at any Government Treasury in Kerala or online through e-Treasury website.</p> <p>— GO (Ms) No. 34/2012/PD Dated 31. 01. 2012</p> <p>— GO (Ms) No. 15 /2013/PD Dated 05. 04. 2013</p>
List of Reference Documents	<p>The Electricity Act 2003</p> <p>Central Electricity Authority (Measures relating to safety and electric supply) Regulation, 2010</p> <p>National Electric Code</p> <p>National Building Code</p> <p>Relevant Indian Standards</p> <p>Relevant IEC standards</p> <p>Kerala Cinema (Regulations) Rules 1988</p> <p>Kerala State Electricity Licensing Board Rules</p>

Time line for completing the process	10 days (For industries with connected load less than 1 MW)
Checking of Application Status	Not available
Key Contact Person from department	Department of Electrical Inspectorate, Office of the Chief Electrical Inspector, Housing Board Buildings, Shanti Nagar, TVM-1 0471-2330558/2331159

Application for	Issue of Safety Certificate for Energizing the Connection
Mandatory supporting documents required	1. Work completion report in prescribed format in accordance to the approved schemes along with following <ul style="list-style-type: none"> — Test Certificate of HT/EHT equipment by Manufacture — Energy meter, Relays & CT Test Certificate
Process description	<p>Step 1: Completion of electrical installation work and submission of application along with supporting documents and required fees through Single window system.</p> <p>Step 2: Scrutiny of work completion report and supporting documents submitted by Electrical Inspectorate</p> <p>Step 3: Site Inspection by Electrical Inspectorate</p> <p>Step 4: Issue of non-conformity report (If needed)</p> <p>Step 5: Submission of compliance report</p> <p>Step 6: Issue of Safety Certificate and Sanction for Energization through Single window system.</p>
Procedure for Fees payment	Payment of scrutiny fees at any Government Treasury in Kerala or online through e-Treasury website. <ul style="list-style-type: none"> — GO (Ms) No. 34/2012/PD Dated 31. 01. 2012 — GO (Ms) No. 15 /2013/PD Dated 05. 04. 2013
List of Reference Documents	The Electricity Act 2003 Central Electricity Authority (Measures relating to safety and electric supply) Regulation, 2010 National Electric Code National Building Code Relevant Indian Standards Relevant IEC standards

	Kerala Cinema (Regulations) Rules 1988 Kerala State Electricity Licensing Board Rules
Time line for completing the process	7 days (For industries with connected load less than 1 MW)
Checking of Application Status	Available in the URL
Key Contact Person from department	Department of Electrical Inspectorate, Office of the Chief Electrical Inspector, Housing Board Buildings, Shanti Nagar, TVM-1 0471-2330558/2331159

2. Standard Operating Procedure for Approver

Application for	Electrical Scheme Approval
Mandatory supporting documents required	<ol style="list-style-type: none"> 1. A covering letter, with court fee stamp worth INR 1/- affixed. 2. Authorization Letter from the client authorizing the Electrical contractor to carry out the work giving brief particulars of the scheme, drawings, enclosures 3. Copy of the Electrical contractors License 4. Calculation of scrutiny fee 5. Soil Resistivity Certificate (only for HT Installations) 6. Original Challan/ Receipt of remittance 7. Fault level calculation (only for HT Installations) 8. Earthing calculation (only for HT Installations) 9. Bus Duct design (only for HT Installations) 10. Schematic drawings 11. A/C Calculations (if applicable) 12. Proforma and Checklist
List of Reference Documents	<p>The Electricity Act 2003</p> <p>Central Electricity Authority (Measures relating to safety and electric supply) Regulation, 2010</p> <p>National Electric Code</p> <p>National Building Code</p> <p>Relevant Indian Standards</p> <p>Relevant IEC standards</p> <p>Kerala Cinema (Regulations) Rules 1988</p>

	Kerala State Electricity Licensing Board Rules
Time line for completing the process	10 days (For industries with connected load less than 1 MW)
Departmental Work Flow	Tapal Section—Section Clerk—Section Superintendent—Assistant Electrical Inspector---Deputy Electrical Inspector---Electrical Inspector---Deputy Chief Electrical Inspector---Additional Chief Electrical Inspector/ Chief Electrical Inspector.

Application for	Issue of Safety Certificate for Energizing the Connection
Mandatory supporting documents required	<ol style="list-style-type: none"> 1. Work completion report in prescribed format in accordance to the approved schemes along with following <ul style="list-style-type: none"> — Test Certificate of HT/EHT equipment by Manufacture — Energy Meter, Relays & CT Test Certificate
List of Reference Documents	<p>The Electricity Act 2003 Central Electricity Authority (Measures relating to safety and electric supply) Regulation, 2010 National Electric Code National Building Code Relevant Indian Standards Relevant IEC standards Kerala Cinema (Regulations) Rules 1988 Kerala State Electricity Licensing Board Rules</p>
Time line for completing the process	7 days (For industries with connected load less than 1 MW)
Departmental Work Flow	Tapal Section—Section Clerk—Section Superintendent—Assistant Electrical Inspector---Deputy Electrical Inspector---Electrical Inspector---Deputy Chief Electrical Inspector---Additional Chief Electrical Inspector/ Chief Electrical Inspector.

3. Verification/Inspection Procedure:

Electrical Scheme Approval

- A. Scrutiny of electrical scheme, all relevant drawings and other supporting documents submitted.

- B. Issue of non-conformity report if needed
- C. Site inspection if required
- D. verification of revised schemes for conformity
- E. Issue of Electrical Scheme Approval

Issue of Safety Certificate for Energizing the Connection

- A. Scrutiny of work completion report and supporting documents submitted.
- B. Site Inspection
- C. Issue of non-conformity report if any
- D. Submission of compliance report
- E. Issue of Safety Certificate and Sanction for Energization

4. Checklist of Documents

Electrical Scheme Approval

- ☐ A covering letter, with court fee stamp worth INR 1/- affixed.
- ☐ Authorization Letter from the client authorizing the Electrical contractor to carry out the work giving brief particulars of the scheme, drawings, enclosures
- ☐ Copy of the Electrical contractors License
- ☐ Calculation of scrutiny fee
- ☐ Soil Resistivity Certificate (only for HT Installations)
- ☐ Original Challan/ Receipt of remittance
- ☐ Fault level calculation (only for HT Installations)
- ☐ Earthing calculation (only for HT Installations)
- ☐ Bus Duct design (only for HT Installations)
- ☐ Schematic drawings
- ☐ A/C Calculations (If applicable)
- ☐ Proforma and Checklist

Issue of Safety Certificate for Energizing the Connection

- ☐ Work completion report in prescribed format in accordance to the approved schemes along with following
 - Test Certificate of HT/EHT equipment by Manufacture
 - Energy Meter, Relays & CT Test Certificate

Name of	Kerala State Electrical Board
Department	

Standard Operating Procedure and Checklist

1. Standard Operating Procedure for Applicant

Application for	Energizing of electrical connection
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Mandatory supporting documents required	<ol style="list-style-type: none"> 1. Proof of Identity (Photo Identity Card). 2. Proof of ownership or occupancy. In case of service connection for domestic purpose and for construction purpose approved plan / building permit issued by local body also is acceptable. In case of Service connection for agricultural purpose, possession certificate for land issued by revenue authority will be sufficient. 3. Sketch showing details of connected equipment, marked in building plan. 4. Test Certificate of Capacitor Banks, if applicable. 5. Test Certificate of metering equipment, if supplied by the consumer. 6. Test Completion Certificate. 7. Energization approval from the Electrical Inspector along with approved schematic diagram (applicable to high-rise buildings & HT, EHT connections and for certain LT installations). <p>Additional documents required for High Tension / Extra High Tension Services.</p> <ol style="list-style-type: none"> 8. Service Connection Agreement.
Process description	<p>For those cases where distance between meter point and post is within 35 metres.</p> <p>Step 1: Application for energizing after work completion along with required supporting documents and payment of estimated cost at approved rate through Single window portal.</p> <p>Other Cases</p> <p>Step 1: Application for energizing after work completion along with required supporting documents through Single window portal.</p> <p>Step 2: Field visit by competent official</p> <p>Step 3: Preparation of estimate by the department</p> <p>Step 4: Energizing of electrical connection after realization of estimated cost and security deposit.</p>
Procedure for Fees payment	Online fee payment through single window portal.
List of Reference Documents	Kerala Electricity Supply Code 2014
Time line for completing the process	30 days from the date of submission of completed application (application complete in all respects including payment of cost

	and security).
Checking of Application Status	Application status tracking for the applicant available in single window portal
Key Contact Person from department	General Helpline Number 1912

2. SOP for Approver

Application for	Energizing of electrical connection
Mandatory supporting documents required	<ol style="list-style-type: none"> 1. Proof of Identity (Photo Identity Card). 2. Proof of ownership or occupancy. In case of service connection for domestic purpose and for construction purpose approved plan / building permit issued by local body also is acceptable. In case of Service connection for agricultural purpose, possession certificate for land issued by revenue authority will be sufficient. 3. Sketch showing details of connected equipment, marked in building plan. 4. Test Certificate of Capacitor Banks, if applicable. 5. Test Certificate of metering equipment, if supplied by the consumer. 6. Test Completion Certificate. 7. Energization approval from the Electrical Inspector along with approved schematic diagram (applicable to high-rise buildings & HT, EHT connections and for certain LT installations). <p>Additional documents required for High Tension / Extra High Tension Services.</p> <ol style="list-style-type: none"> 8. Service Connection Agreement.
List of Reference Documents	Kerala Electricity Supply Code 2014
Time line for completing the process	30 days from the date of submission of completed application (application complete in all respects including payment of cost and security).
Departmental Work Flow	Assistant Engineer - > Assistant Executive Engineer

3. Verification/Inspection Procedure:

- A. Scrutiny of information provided in the application form, supporting document submitted
- B. Field Visit by competent official
 - Statutory Clearances are maintained
 - Connection load
 - Purpose of connection
 - Segregation of Power / Light
 - ELCB provided
 - Required consents obtained
 - Adequate Capacitors
 - Meter supplied by Consumer, If so test certificate
 - Phase adding is required (work involved in providing supply)
 - Post No, Number of poles, Transformer, Length of WP/OH, number of phases
- C. Preparation of estimate
- D. Energizing of electrical connection after realization of estimated cost and security deposit

4. Checklist of Documents

Energizing of electrical connection

- ☐ Proof of Identity (Photo Identity Card).
- ☐ Proof of ownership or occupancy. In case of service connection for domestic purpose and for construction purpose approved plan / building permit issued by local body also is acceptable. In case of Service connection for agricultural purpose, possession certificate for land issued by revenue authority will be sufficient.
- ☐ Sketch showing details of connected equipment, marked in building plan.
- ☐ Test Certificate of Capacitor Banks, if applicable.
- ☐ Test Certificate of metering equipment, if supplied by the consumer.
- ☐ Test Completion Certificate.
- ☐ Self-addressed & stamped envelope / post card.
- ☐ Energization approval from the Electrical Inspector along with approved schematic diagram (applicable to high-rise buildings & HT, EHT connections and for certain LT installations).

Additional documents required for High Tension / Extra High Tension Services.

- ☐ Service Connection Agreement.

Name Department	of	Kerala Water Authority
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Standard Operating Procedure and Checklist

1. Standard Operating Procedure for Applicant

Application for	Clearance for Water Connection
Mandatory supporting documents required	<ol style="list-style-type: none"> 1. The ownership certificate from the local body/copy of building permit. 2. Land tax, Building tax payment record. 3. Road Cutting permission from PWD. 4. Permit of inside installation 5. Four copies of site plan (prepared by a licensed plumber of KWA) 6. ID Proof
Process description	<p>Step 1: Submission of online application along with supporting documents and required fees through Single window portal.</p> <p>Step 2: Verification of application, supporting documents and submission of feasibility study by the department</p> <p>Step 3: Remittance of fees by promoter after the submission of feasibility report by assistant engineer.</p> <p>Step 4: Completion and submission of report through a plumber after plumbing work verified.</p> <p>Step 5: Issue of work order by the Kerala Water Authority</p> <p>Step 6: Charging of connection (water supply provided)</p>
Procedure for Fees payment	Online fee payment through single window portal.
List of Reference Documents	Kerala Water Supply and Sewerage Act 1986
Time line for completing the process	Providing water connection: Urban Area: 15 days Rural Area : 30 days
Checking of Application Status	Application status tracking for the applicant available in single window portal

2. Standard Operating Procedure for Approver

Application for	Clearance for Water Connection
Mandatory supporting documents required	<ol style="list-style-type: none">1. Application Form2. The ownership certificate from the local body/copy of building permit.3. Land tax, Building tax payment record.4. Road Cutting permission from PWD.5. Permit of inside installation6. Four copies of site plan (prepared by a licensed plumber of KWA)7. Two passport size photo8. ID Proof
List of Reference Documents	Kerala Water Supply and Sewerage Act 1986
Time line for completing the process	Providing water connection: Urban Area: 15 days Rural Area : 30 days
Departmental Work Flow	Assistant Executive Engineer (receives the application) -> Assistant Engineer (for conducting feasibility study) -> Assistant Executive Engineer (for approval for buildings up to 500 square metres or 5 units) -> Executive Engineer (for approval for buildings above 500 square metres or 5 units) -> Assistant Engineer (for issue of road cutting application) -> Assistant Executive Engineer (for issue of provisional approval notice) -> Assistant Engineer (for issuing the work order after receiving the plumber's completion report)

3. Checklist of Documents

Application for Water Connection

1. Application Form
2. The ownership certificate from the local body/copy of building permit.
3. Land tax, Building tax payment record.
4. Road Cutting permission from PWD.
5. Permit of inside installation
6. Four copies of site plan (prepared by a licensed plumber of KWA)
7. ID Proof

Name of Department	Ground Water Authority
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1. Standard Operating Procedure for Applicant

Application for	Permission for constructing well and extraction of ground water
Mandatory supporting documents required	<ol style="list-style-type: none"> 1. Application Form 2. Clearances from FSSAI, KSPCB etc., as the case maybe. 3. Location details of the unit (along with attachment of site and location map) 4. Report/ Note on Ground water availability, quality in and around area and note on water conditions 5. Copy of referral letter from SPCB/Bureau of Indian Standards/ Ministry of Environment and Forest/ other agencies in case referred or obtained, if not, reason thereof. 6. Copy of approval letter of state Govt. agency approving the infrastructure development to be attached 7. Report on the comprehensive and feasibility rainwater harvesting/recharge proposal 8. Project report prepared by the industry
Process description	<ul style="list-style-type: none"> — Step 1: Submission of online application along with supporting documents and required fees through Single window portal. — Step 2: Verification of application and supporting documents by the Department official concerned — Step 3: Site inspection and preparation of feasibility report by the Department official concerned — Step 4: Grant of permission to construct well through the single window portal. — Step 5: Intimating Department upon completion of construction — Step 6: Payment of fee by the applicant for conducting pumping and yield test — Step 7: Preparation and submission of report by the Department official concerned to District Committee/State Committee — Step 8: Grant of permission to extract ground water from the well through the single window portal.

Procedure for Fees payment	Online fee payment through single window portal.
List of Reference Documents	The Kerala Ground Water (Control And Regulation) Act, 2002
Time line for completing the process	Self-certification for infrastructure project with ground water extraction below 2500 LPD in Safe blocks. In all other cases 30 days.
Checking of Application Status	Application status tracking for the applicant available in single window portal

2. Standard Operating Procedure for Approver

Application for	Permission for constructing well and extraction of ground water
Mandatory supporting documents required	<ol style="list-style-type: none"> 1. Application Form 2. Clearances from FSSAI, KSPCB etc., as the case maybe. 3. Location details of the unit (along with attachment of site and location map) 4. Report/ Note on Ground water availability, quality in and around area and note on water conditions 5. Copy of referral letter from SPCB/Bureau of Indian Standards/ Ministry of Environment and Forest/ other agencies in case referred or obtained, if not, reason thereof. 6. Copy of approval letter of state Govt. agency approving the infrastructure development to be attached 7. Report on the comprehensive and feasibility rainwater harvesting/recharge proposal 8. Project report prepared by the industry
List of Reference Documents	The Kerala Ground Water (Control And Regulation) Act, 2002
Time line for completing the process	Self-certification for infrastructure project with ground water extraction below 2500 LPD in Safe blocks. In all other cases 30 days.

3. Verification/Inspection Procedure:

- A. Scrutiny of application form and supporting documents submitted.
- B. Investigation by Junior Head of geology/hydro geologist after the remittance of fees
- C. Pumping/Yield test by Junior Head of geology/hydro geologist after remittance of fees and test results submitted to area unit

- D. Preparation of pumping test report by Junior Head of geology/hydro geologist
- E. Evaluation by District level Committee
- F. Evaluation by State level Committee
- G. Grant of NOC

4. Checklist of Documents

- ☐ Application Form
- ☐ Clearances from FSSAI, KSPCB etc., as the case maybe.
- ☐ Location details of the unit (along with attachment of site and location map)
- ☐ Report/ Note on Ground water availability, quality in and around area and note on water conditions
- ☐ Copy of referral letter from SPCB/Bureau of Indian Standards/ Ministry of Environment and Forest/ other agencies in case referred or obtained, if not, reason thereof.
- ☐ Copy of approval letter of state Govt. agency approving the infrastructure development to be attached
- ☐ Report on the comprehensive and feasibility rainwater harvesting/recharge proposal
- ☐ Project report prepared by the industry
 - Bio Data of promoters
 - Details of site
 - Plant and machinery, Equipment, Furniture and Fixtures
 - Preliminary and Pre-Operative Expenses
 - Employees and their salary structure
 - Contribution analysis
 - Sales and direct expense per annum
 - Computation of depreciation
 - Computation of working capital
 - Cost of project and means of finance
 - Loan repayment schedule
 - Projected profitability statement
 - Projected cash flow statement
 - Abstract of capital and reserves
 - Projected balance sheet
 - Debt service coverage ratio
 - Interest coverage ratio
 - Other important ratio analysis

Name of Department	Department of Legal Metrology
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1. Standard Operating Procedure for Applicant

Process	Packer/Importer Registration
Mandatory supporting documents required	<ol style="list-style-type: none"> 1. Application form 2. Registration Fee payment receipt (Rs 750) 3. Trade Licence issued by Local body
Process description	<p>Step 1: Submission of application form along with supporting documents to Assistant Controller (Flying Squad) of concerned District after the payment of registration fee within 90 days of starting the packing/importing.</p> <p>Step2: Verification of application and supporting documents by Assistant controller and forwarding of application to Controller, Legal Metrology</p> <p>Step3: Issue of Registration by Controller, Legal Metrology</p>
Procedure for Fees payment	Payment can be done through e-treasury
List of Reference Documents	<p>Legal Metrology Act 2009</p> <p>Legal Metrology (Packaged Commodities) Rules 2011</p> <p>Rules 27, Rules 32</p>
Time line for completing the process	Within 60 working days
Checking of Application Status	Online provision currently not available
Key Contact Person from department	Assistant Controller (Flying Squad) of concerned District

Process	Licence for Manufacturer/Dealer/Repairer
Mandatory supporting documents required	<ol style="list-style-type: none"> 1. Application form 2. Licence Fee payment receipt (Rs 5000) 3. Trade Licence issued by Local body 4. Possession certificate, Rental/lease agreement 5. Receipt of land tax paid 6. Model approval from government of India

	<p>7. ID proof</p> <p>8. Photo</p>
Process description	<p>Step 1: In the case of Licence for Repairer/Dealer- Submission of application form along with supporting documents to Assistant Controller (Flying Squad) of concerned District after the payment of Licence fee.</p> <p>In the case of licence for Manufacturer- Submission of application form along with supporting documents to Regional Deputy Controller after the payment of Licence fee.</p> <p>Step2: Verification of application, supporting documents and other requirements for the purpose of Licence by Assistant controller/Regional Deputy Controller and forwarding of application to Controller, Legal Metrology.</p> <p>Step3: Site inspection and field verification by the concerned official</p> <p>Step4: Issue of Licence by Controller, Legal Metrology</p>
Procedure for Fees payment	Payment can be done through e-treasury
List of Reference Documents	Legal Metrology Act 2009 Section 23, Penalty for violation of this requirement is provided under section 45 and 46 of this Act.
Time line for completing the process	Within 60 working days
Checking of Application Status	Online provision currently not available
Key Contact Person from department	<p>Assistant Controller (Flying Squad) of concerned District for Dealer/Repairer Licence</p> <p>Regional Deputy Controller for Manufacturer licence</p>

2. SOP for Approver

Process	Packer/Importer Registration
Mandatory supporting	<p>1. Application form</p> <p>2. Registration Fee payment receipt (Rs 750)</p>

documents required	3. Trade Licence issued by Local body
List of Reference Documents	Legal Metrology Act 2009 Legal Metrology (Packaged Commodities) Rules 2011 Rules 27, Rules 32
Time line for completing the process	Within 60 working days
Departmental Work Flow	Assistant Controller-----Controller

Process	Licence for Manufacturer/Dealer/Repairer
Mandatory supporting documents required	<ol style="list-style-type: none"> 1. Application form 2. Licence Fee payment receipt (Rs 5000) 3. Trade Licence issued by Local body 4. Possession certificate, Rental/lease agreement 5. Receipt of land tax paid 6. Model approval from government of India 7. ID proof 8. Photo
List of Reference Documents	Legal Metrology Act 2009 Section 23, Penalty for violation of this requirement is provided under section 45 and 46 of this Act.
Time line for completing the process	Within 60 working days
Departmental Work Flow	<p>Assistant Controller-----Controller (For Dealer/Repairer Licence)</p> <p>Regional Deputy Controller-----Controller (For Manufacturer Licence)</p>

3. Verification/Inspection Procedure:

- Verification of application, supporting documents and other requirements
- Site inspection and field verification by the designated officer

4. Checklist of Documents

Packer/Importer Registration

- ☐ Trade Licence issued by Local body

Licence for Manufacturer/Dealer/Repairer

- ☐ Application form
- ☐ Licence Fee payment receipt (Rs 5000)
- ☐ Trade Licence issued by Local body
- ☐ Possession certificate, Rental/lease agreement
- ☐ Receipt of land tax paid
- ☐ Model approval from government of India
- ☐ ID proof
- ☐ Photo

Name of Department	Department of Mining and Geology
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1. Standard Operating Procedure for Applicant

Application for	Quarrying Permit
Mandatory supporting documents required	<u>Initial documents</u> <ol style="list-style-type: none"> 1. ID Proof 2. Land Tax Receipt. 3. Challan receipt countersigned by geologist. 4. Certificate from revenue department (officer not less than village officer designation) showing the demarcated boundaries of the area proposed for quarrying. 5. Copy of survey map attested by Village officer/authorised officer of revenue department/assistant survey director of survey and land records 6. Possession certificate. 7. NOC from Revenue Department, Local body Secretary, Forest Officer if the land belongs to revenue department, local body or forest department as the case may be. 8. Notarized consent letter from the owner of the land from which minor mineral is to be extracted (in case of

	<p>lease).</p> <p>9. Bank guarantee at a rate of INR 300 per square metre if pit filling using ordinary sand/clay is involved.</p> <p><u>In case of extraction of Granite</u></p> <ol style="list-style-type: none"> 1. Environmental Clearance 2. Consent to operate from PCB 3. D&O license from LSGD <p><u>Upon submission of mining plan</u></p> <ol style="list-style-type: none"> 1. Plan of the precise area showing the nature and extent of the mineral deposit, spots where the excavation is to be done, natural water course, limits of reserved and other forest areas and density of trees 2. The geological and lithological details of the precise area including mineral reserves; 3. The extent of manual quarrying or quarrying by the use of machinery and mechanical devices on the precise area; 4. Any other matter which the Government or the competent authority may require to provide in the mining plan
Process description	<p>Step 1: Submission of online application along with supporting documents and required fees through Single window portal.</p> <p>Step 2: Scrutiny of documents</p> <p>Step 3: Site Inspection</p> <p>Step 4: Demarcation of area where the department intends to issue concession and issue of letter of intent</p> <p>Step 5: Submission of mining plans by Recognized Qualified Person to the department.</p> <p>Step 6: Approval of Mining Plans</p> <p>Step 7: Submission of Environmental Clearance, Pollution Control Board consent, D&O licence, explosives licence from petroleum and explosive safety organization, sanction from Ministry of Mines (for certain major minerals)</p> <p>Step 8: Execution of concession lease on stamp paper</p> <p>Step 9: Registration of lease</p> <p>Step 10: Intimation of mine opening to Directorate General of Mine Safety</p> <p>Step 11: Submission of application for movement permit</p> <p>Step 12: Remittance of Royalty, Surface Rent, Security Deposit, Bank Guarantee, National Mineral Exploration Trust Fund (for</p>

	major minerals), Quarry Safety Fund (for minor minerals), District Mineral Foundation Trust Fund (for both major and minor minerals) Step 13: Issue of mineral transit passes Step 14: Submission of returns
Procedure for Fees payment	Online fee payment through single window portal.
List of Reference Documents	Kerala Minor Mineral Concession Rules 2015 Kerala Minerals (Prevention of Illegal Mining, Storage and Transportation) Rule 2015
Time line for completing the process	90 days (granite building stone, laterite building stone, ordinary earth, ordinary clay) -180 days (all other applications)
Checking of Application Status	Not available

2. SOP for Approver

Application for	Mineral Concession
Mandatory supporting documents required	<u>Initial documents</u> <ol style="list-style-type: none"> 1. ID Proof 2. Land Tax Receipt. 3. Challan receipt countersigned by geologist. 4. Certificate from revenue department (officer not less than village officer designation) showing the demarcated boundaries of the area proposed for quarrying. 5. Copy of survey map attested by Village officer/authorised officer of revenue department/assistant survey director of survey and land records 6. Possession certificate. 7. NOC from Revenue Department, Local body Secretary, Forest Officer if the land belongs to revenue department, local body or forest department as the case may be. 8. Notarized consent letter from the owner of the land from which minor mineral is to be extracted (in case of lease). 9. Bank guarantee at a rate of INR 300 per square metre if pit filling using ordinary sand/clay is involved. <u>In case of extraction of Granite</u>

	<ol style="list-style-type: none"> 1. Environmental Clearance 2. Consent to operate from PCB 3. D&O license from LSGD <p><u>Upon submission of mining plan</u></p> <ol style="list-style-type: none"> 1. Plan of the precise area showing the nature and extent of the mineral deposit, spots where the excavation is to be done, natural water course, limits of reserved and other forest areas and density of trees 2. The geological and lithological details of the precise area including mineral reserves; 3. The extent of manual quarrying or quarrying by the use of machinery and mechanical devices on the precise area; 4. Any other matter which the Government or the competent authority may require to provide in the mining plan.
List of Reference Documents	<p>Kerala Minor Mineral Concession Rules 2015</p> <p>Kerala Minerals (Prevention of Illegal Mining, Storage and Transportation) Rule 2015</p>
Time line for completing the process	90 days (granite building stone, laterite building stone, ordinary earth, ordinary clay) -180 days (all other applications)
Departmental Work Flow	Assistant Geologist -> Geologist -> Senior Geologist -> Deputy/Additional Director -> Director

Checklist of Documents

Initial documents

1. ID Proof
2. Land Tax Receipt.
3. Challan receipt countersigned by geologist.
4. Certificate from revenue department (officer not less than village officer designation) showing the demarcated boundaries of the area proposed for quarrying.
5. Copy of survey map attested by Village officer/authorised officer of revenue department/assistant survey director of survey and land records
6. Possession certificate.
7. NOC from Revenue Department, Local body Secretary, Forest Officer if the land belongs to revenue department, local body or forest department as the case may be.
8. Notarized consent letter from the owner of the land from which minor mineral is to be extracted (in case of lease).

9. Bank guarantee at a rate of INR 300 per square metre if pit filling using ordinary sand/clay is involved.

In case of extraction of Granite

1. Environmental Clearance
2. Consent to operate from PCB
3. D&O license from LSGD

Upon submission of mining plan

1. Plan of the precise area showing the nature and extent of the mineral deposit, spots where the excavation is to be done, natural water course, limits of reserved and other forest areas and density of trees
2. The geological and lithological details of the precise area including mineral reserves;
3. The extent of manual quarrying or quarrying by the use of machinery and mechanical devices on the precise area;
4. Any other matter which the Government or the competent authority may require to provide in the mining plan.

Name Department	of Forest Department
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1. Standard Operating Procedure for Applicant

Application for	Permission for cutting and transporting any specific trees from a notified area
Mandatory supporting documents required	<ol style="list-style-type: none"> 1. Ownership/ possession certificate, Lease agreement 2. ID proof
Process description	<ul style="list-style-type: none"> — Step 1: Submission of online application along with supporting documents and required fees through Single window portal. — Step 2: Verification of application and supporting documents by the Department official concerned. — Step 3: Site inspection by authorized forest officer with jurisdiction of the concerned area — Step 4: Granting of permission by authorized forest officer through the single window portal.
Procedure for Fees payment	Online fee payment through single window portal.
List of Reference Documents	Kerala Promotion of Tree Growth in Non-Forest Areas Rules 2011 – Rules 4(1), 4(2), 4(3) and 4(5)
Time line for completing the process	20 days
Checking of Application Status	Application status tracking for the applicant available in single window portal
Key Contact Person from department	Range Officer with jurisdiction of the concerned area

Application for	Permission for cutting, removal and disposal of specified trees standing on non-forest areas, owned, controlled or vested in Local Self Government Institutions
Mandatory supporting documents required	<ol style="list-style-type: none"> 1. Ownership/ possession certificate, Lease agreement 2. ID proof

Process description	<ul style="list-style-type: none"> — Step 1: Submission of online application along with supporting documents and required fees through Single window portal. — Step 2: Verification of application and supporting documents by the Department official concerned. — Step 3: Site inspection by authorized forest officer with jurisdiction of the concerned area — Step 4: Granting of permission by authorized forest officer through the single window portal.
Procedure for Fees payment	Online fee payment through single window portal.
List of Reference Documents	Kerala Promotion of Tree Growth in Non-Forest Areas Rules 2011 – Rules 7(1), 7(2)
Time line for completing the process	14 days
Checking of Application Status	Application status tracking for the applicant available in single window portal
Key Contact Person from department	Range Officer with jurisdiction of the concerned area

Application for	License to establish sawmill and other wood based industrial units
Mandatory supporting documents required	<ol style="list-style-type: none"> 1. Ownership/possession certificate, Lease agreement 2. ID proof 3. SSI registration/Factories and Boilers License 4. Electricity Connection documents
Process description	<ul style="list-style-type: none"> — Step 1: Submission of online application along with supporting documents and required fees through Single window portal. — Step 2: Verification of application and supporting documents by the Department official concerned. — Step 3: Site inspection by authorized forest officer with jurisdiction of the concerned area — Step 4: Granting of permission by authorized forest officer through the single window portal.
Procedure for Fees payment	Online fee payment through single window portal.
List of Reference Documents	Kerala Forest (Regulation of Sawmills and Other Wood Based

	Industrial Units) Rules 2012 (Rules 3,4,5,6,7,8,9)
Time line for completing the process	90 days
Checking of Application Status	Application status tracking for the applicant available in single window portal
Key Contact Person from department	Authorized Officer- Forest Officer

2. Standard Operating Procedure for Approver

Application for	Permission for cutting and transporting any specific trees from a notified area
Mandatory supporting documents required	<ol style="list-style-type: none"> 1. Ownership/possession certificate, Lease agreement 2. ID proof
List of Reference Documents	Kerala Promotion of Tree Growth in Non-Forest Areas Rules 2011 – Rules 4(1), 4(2), 4(3) and 4(5)
Time line for completing the process	20 days
Departmental Work Flow	<p>Clerk-----Range Officer (Normal)</p> <p>Clerk-----Range Officer-----Clerk-----Supervisor-----DFO (Rare Cases)</p>

Application for	Permission for cutting, removal and disposal of specified trees standing on non-forest areas, owned, controlled or vested in Local Self Government Institutions
Mandatory supporting documents required	<ol style="list-style-type: none"> 1. Ownership/possession certificate, Lease agreement 2. ID proof
List of Reference Documents	Kerala Promotion of Tree Growth in Non-Forest Areas Rules 2011 – Rules 7(1), 7(2).
Time line for completing the process	20 days

Departmental Work Flow	Clerk-----Range Officer (Normal) Clerk-----Range Officer-----Clerk-----Supervisor-----DFO (Rare Cases)
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Application for	License to establish sawmill and other wood based industrial units
Mandatory supporting documents required	<ol style="list-style-type: none"> 1. Ownership/ possession certificate, Lease agreement 2. ID proof 3. SSI registration/Factories and Boilers License 4. Electricity Connection documents
List of Reference Documents	Kerala Forest (Regulation of Sawmills and Other Wood Based Industrial Units) Rules 2012 (Rules 3,4,5,6,7,8,9)
Time line for completing the process	90 days
Departmental Work Flow	Clerk-----Authorized Officer (normal case) Clerk-----Authorized Officer-----Advisory committee-----Authorized Officer (as the case may be)

3. Inspection Procedure

A. Pre-Inspection

3. A quality check shall be done on the documents submitted by the applicant in terms of completeness and correctness of the information furnished.

B. Inspection

1. The inspector shall inspect the following:
2. Correctness of the details mentioned in the application with regard to location, types and number of trees.
3. The inspector should collect photographic evidence if any noncompliance has been observed.
4. The inspector may seek information / clarifications or documentary evidence from the applicant to ascertain the correctness of the application.
5. If the applicant or representative willfully delays or obstructs the inspector in carrying out inspection, the same shall be recorded in the inspection report for taking further necessary action in the matter.

6. At the end of the inspection, the Inspector may inform the applicant about apparent non-compliance observed during inspection so that necessary corrective action may be initiated wherever required.

C. Post Inspection

1. Inspection report should be submitted within 48 hours of completion of the inspection and a copy of the same should be issued to the establishment
2. All observations of the inspection along with photographic evidence of non-compliance should be included as part of the report.

4. Document Checklist

1. Permission for cutting and transporting any specific trees from a notified area

- ☐ Ownership/possession certificate, Lease agreement
- ☐ ID proof

2. Permission for cutting, removal and disposal of specified trees standing on non-forest areas, owned, controlled or vested in Local Self Government Institutions

- ☐ Ownership/possession certificate, Lease agreement
- ☐ ID proof

3. License to establish sawmill and other wood based industrial units

- ☐ Ownership/possession certificate, Lease agreement
- ☐ ID proof
- ☐ SSI registration/Factories and Boilers License

Name of Department	Food and Safety Department
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- ☐ Electricity Connection documents

D. Standard Operating Procedure for Applicant

Application for	Registration of Food Business
Mandatory supporting documents required	Declaration by promoter with the following documents: 1. Photo 2. ID proof 3. D&O License from Local Body (if any)
Process description	Step 1: Sign Up in the below mentioned URL to create user name and password. Valid Email id and mobile number is required to login. https://foodlicensing.fssai.gov.in/indexSL_KE.aspx Step 2: Online filling of application for Registration, payment of

	<p>fees, submission of supporting documents and signed copy of application form print out. (Fee structure, payment mode, documents required given in state portal) https://foodlicensing.fssai.gov.in/indexSL_KE.aspx</p> <p>Fees Structure URL: https://foodlicensing.fssai.gov.in/fees_structure.html#about-tab</p> <p>Renewal Step 3: Online filling of application for Registration, payment of fees, submission of supporting documents and signed copy of application form print out 30 days before expiry of registration https://foodlicensing.fssai.gov.in/indexSL_KE.aspx</p> <p>Fees Structure URL: https://foodlicensing.fssai.gov.in/fees_structure.html#about-tab</p>
Procedure for Fees payment	Online Payment (modes: online and e-treasury)
List of Reference Documents	<ul style="list-style-type: none"> — Food Safety and Standards Act, 2006 — Food Safety and Standards (licensing and registration of food businesses), Regulations 2011 — Refer Indian food code main category list to fill information regarding type of business in FLRS
Time line for completing the process	<p>The Registering Authority may either grant registration or reject it with reasons to be recorded in writing or issue notice for inspection, within 7 days of receipt of an application for registration.</p> <p>If inspection is carried out, registration is granted within 30 days.</p>
Checking of Application Status	https://foodlicensing.fssai.gov.in/indexSL_KE.aspx
Key Contact Person from department	<p>Joint Commissioner of Food Safety Office of Commissioner of Food Safety, Thycaud P.O., Thiruvananthapuram-695014, Tel: 0471-2322833, 2322844</p>
Application for	Licensing of Food Business

Mandatory supporting documents required	<ol style="list-style-type: none"> 1. Form-B duly completed and signed (in duplicate) by the proprietor/ partner or the authorised signatory 2. Blueprint/layout plan of the processing unit showing the dimensions in metres/square metres and operation-wise area allocation. 3. List of Directors with full address and contact details 4. Name and List of Equipments and Machinery along with the number, installed capacity and horse power used. 5. Photo I.D and address proof issued by Government authority of Proprietor/Partner/Director(s)/Authorised Signatory. (in case of private/public limited company) 6. List of food category desired to be manufactured. (In case of manufacturers). 7. Authority letter with name and address of responsible person nominated by the manufacturer along with alternative responsible person indicating the powers vested with them viz assisting the officers in inspections, collection of samples, packing & dispatch. (Refer section 66 of Food Safety and Standards Act 2006, form 9) 8. Analysis report (Chemical & Bacteriological) of water to be used as ingredient in food from a recognized/ public health laboratory to confirm the portability indicating the name of authorized representative of Lab who collected the sample and date of collecting sample 9. Proof of possession of premises. (Sale deed/ Rent agreement/ Electricity bill, etc.) 10. Partnership Deed/Affidavit/Memorandum & Articles of Association towards the constitution of the firm. 11. Copy of certificate obtained under Coop Act - 1861/Multi State Coop Act - 2002 in case of Cooperatives. 12. NOC from manufacturer in case of Re-labellers 13. Food Safety Management System plan or certificate if any, 14. Source of milk or procurement plan for milk including location of milk collection centres etc in case of Milk and Milk Products processing units. 15. Source of raw material for meat and meat processing plants. 16. Pesticide residues report of water to be used as ingredient in case of units manufacturing Packaged drinking water, packaged Mineral water and/or carbonated water from a recognised/ public health laboratory indicating the name of authorised
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	<p>representative of Lab who collected the sample and date of collecting sample, including source of raw water and treatment plan.</p> <p>17. Recall plan wherever applicable, with details on whom the product is distributed.</p> <p>18. NOCs from Municipality or local body and from State Pollution Control Board except in case of notified industrial area.</p> <p>19. Production unit photograph.</p> <p>Documents to be included for renewal or transfer of license given under other existing laws prior to these Regulations</p> <ol style="list-style-type: none"> 1. Any change in documents or information provided during grant of previous license. 2. Certificate or Plan of Food Safety Management System being adopted (for units under Central Licensing it has to be a certificate from accredited agencies). 3. List of workers with their medical fitness certificates. 4. Name, qualification and details of technical personnel in charge of operation.
Process description	<p>Step 1: Sign Up in the below mentioned URL to create user name and password. Valid Email id and mobile number is required to login. https://foodlicensing.fssai.gov.in/indexSL_KE.aspx</p> <p>Step 2: Online filling of application for Registration, payment of fees, submission of supporting documents and signed copy of application form print out (Fee structure, payment mode, documents required given in state portal). https://foodlicensing.fssai.gov.in/indexSL_KE.aspx</p> <p>Fees Structure URL: https://foodlicensing.fssai.gov.in/fees_structure.html#about-tab</p> <p>Renewal</p> <p>Step 3: Online filling of application for Registration, payment of fees, submission of supporting documents and signed copy of application form print out 30 days before expiry of registration https://foodlicensing.fssai.gov.in/indexSL_KE.aspx</p>

	Fees Structure URL: https://foodlicensing.fssai.gov.in/fees_structure.html#about-tab
Procedure for Fees payment	Online Payment (modes: online and e-treasury)
List of Reference Documents	<ul style="list-style-type: none"> — Food Safety and Standards Act, 2006 — Food Safety and Standards (licensing and registration of food businesses), Regulations 2011 — Refer Indian food code main category list to fill information regarding type of business in FLRS
Time line for completing the process	60 days from the date of issue of an application ID number.
Checking of Application Status	https://foodlicensing.fssai.gov.in/indexSL_KE.aspx
Key Contact Person from department	Joint Commissioner of Food Safety Office of Commissioner of Food Safety, Thycaud P.O., Thiruvananthapuram-695014, Tel: 0471-2322833, 2322844

2. Standard Operating Procedure for Approver

Application for	Registration of Food Business
Mandatory supporting documents required	Declaration by promoter with the following documents: <ol style="list-style-type: none"> 1. Photo 2. ID proof 3. D&O License from Local Body (if any)
List of Reference Documents	<ul style="list-style-type: none"> — Food Safety and Standards Act, 2006 — Food Safety and Standards (licensing and registration of food businesses), Regulations 2011

	— Refer Indian food code main category list to fill information regarding type of business in FLRS
Time line for completing the process	The Registering Authority may either grant registration or reject it with reasons to be recorded in writing or issue notice for inspection, within 7 days of receipt of an application for registration. If inspection is carried out, registration is granted within 30 days.
Departmental Work Flow	Food Safety Officer accepts the application online and issues registration certificate.

Application for	Licensing of Food Business
Mandatory supporting documents required	<ol style="list-style-type: none"> 1. Form-B duly completed and signed (in duplicate) by the proprietor/ partner or the authorised signatory 2. Blueprint/layout plan of the processing unit showing the dimensions in metres/square metres and operation-wise area allocation. 3. List of Directors with full address and contact details 4. Name and List of Equipments and Machinery along with the number, installed capacity and horse power used. 5. Photo I.D and address proof issued by Government authority of Proprietor/Partner/Director(s)/Authorised Signatory. (in case of private/public limited company) 6. List of food category desired to be manufactured. (In case of manufacturers). 7. Authority letter with name and address of responsible person nominated by the manufacturer along with alternative responsible person indicating the powers vested with them viz assisting the officers in inspections, collection of samples, packing & dispatch. (Refer section 66 of Food Safety and Standards Act 2006, form 9) 8. Analysis report (Chemical & Bacteriological) of water to be used as ingredient in food from a recognized/ public health laboratory to confirm the portability indicating the name of authorized representative of Lab who collected the sample and date of collecting sample 9. Proof of possession of premises. (Sale deed/ Rent agreement/ Electricity bill, etc.)

	<p>10. Partnership Deed/Affidavit/Memorandum & Articles of Association towards the constitution of the firm.</p> <p>11. Copy of certificate obtained under Coop Act - 1861/Multi State Coop Act - 2002 in case of Cooperatives.</p> <p>12. NOC from manufacturer in case of Re-labellers</p> <p>13. Food Safety Management System plan or certificate if any,</p> <p>14. Source of milk or procurement plan for milk including location of milk collection centres etc in case of Milk and Milk Products processing units.</p> <p>15. Source of raw material for meat and meat processing plants.</p> <p>16. Pesticide residues report of water to be used as ingredient in case of units manufacturing Packaged drinking water, packaged Mineral water and/or carbonated water from a recognised/ public health laboratory indicating the name of authorised representative of Lab who collected the sample and date of collecting sample, including source of raw water and treatment plan.</p> <p>17. Recall plan wherever applicable, with details on whom the product is distributed.</p> <p>18. NOCs from Municipality or local body and from State Pollution Control Board except in case of notified industrial area.</p> <p>19. Production unit photograph.</p> <p>Documents to be included for renewal or transfer of license given under other existing laws prior to these Regulations</p> <p>1. Any change in documents or information provided during grant of previous license.</p> <p>2. Certificate or Plan of Food Safety Management System being adopted (for units under Central Licensing it has to be a certificate from accredited agencies).</p> <p>3. List of workers with their medical fitness certificates.</p> <p>4. Name, qualification and details of technical personnel in charge of operation.</p>
List of Reference Documents	<p>— Food Safety and Standards Act, 2006</p> <p>— Food Safety and Standards (licensing and registration of food businesses), Regulations 2011</p> <p>— Refer Indian food code main category list to fill information regarding type of business in FLRS</p>
Time line for completing the	60 days from the date of issue of an application ID number.

process	
Departmental Work Flow	Designated Officer is the issuing authority for License. DO/FSO conduct inspection before the grant of license.

3. **Verification/Inspection Procedure:**

Registration of Food Business

- F. Scrutiny of application form, fees paid and supporting documents submitted.
- G. The Registering Authority may either grant registration or reject it with reasons to be recorded in writing or issue notice for inspection, within 7 days of receipt of an application for registration.
- H. Inspection is done to ensure the safety, hygiene and sanitary conditions of the premises as contained in Part I of Schedule 4
- I. Grant of Registration certificate and photo identity card within 30 days.

Licensing of Food Business

- F. Scrutiny of application form, fees paid and supporting documents by DO within 15 days. If additional documents required or if the application is incomplete Do shall issue notice to applicant to rectify the defects within 30 days.
- G. Issue of application ID by DO
- H. DO issues directions to FSO to inspect the premises
- I. Inspection is done to ensure the safety, hygiene and sanitary conditions of the premises as contained in Part II and III of Schedule 4
- J. Report submitted by FSO to DO if no defects noticed. In case defect is noticed FSO shall issue notice and the applicant shall rectify the defects within 30 days.
- K. Grant of license based on inspection report.

4. **Checklist of Documents**

Registration of Food Business

- ☐ Declaration by promoter
- ☐ Photo
- ☐ ID proof
- ☐ D&O License from Local Body (if any)

Licensing of Food Business

- ☐ Form-B duly completed and signed (in duplicate) by the proprietor/ partner or the authorised signatory
- ☐ Blueprint/layout plan of the processing unit showing the dimensions in metres/square metres and operation-wise area allocation.

- ☐ List of Directors with full address and contact details (in case of private/public limited company)
- ☐ Name and List of Equipments and Machinery along with the number, installed capacity and horse power used.
- ☐ Photo I.D and address proof issued by Government authority of Proprietor/Partner/Director(s)/ Authorised Signatory.
- ☐ List of food category desired to be manufactured. (In case of manufacturers).
- ☐ Authority letter with name and address of responsible person nominated by the manufacturer along with alternative responsible person indicating the powers vested with them viz assisting the officers in inspections, collection of samples, packing & dispatch. (Refer section 66 of food safety and standards act 2006, form 9)
- ☐ Analysis report (Chemical & Bacteriological) of water to be used as ingredient in food from a recognized/ public health laboratory to confirm the portability indicating the name of authorized representative of Lab who collected the sample and date of collecting sample
- ☐ Proof of possession of premises. (Sale deed/ Rent agreement/ Electricity bill, etc.)
- ☐ Partnership Deed/Affidavit/Memorandum & Articles of Association towards the constitution of the firm.
- ☐ Copy of certificate obtained under Coop Act - 1861/Multi State Coop Act - 2002 in case of Cooperatives.
- ☐ NOC from manufacturer in case of Re-labellers
- ☐ Food Safety Management System plan or certificate if any,
- ☐ Source of milk or procurement plan for milk including location of milk collection centres etc in case of Milk and Milk Products processing units.
- ☐ Source of raw material for meat and meat processing plants.
- ☐ Pesticide residues report of water to be used as ingredient in case of units manufacturing packaged drinking water, packaged Mineral water and/or carbonated water from a recognised/ public health laboratory indicating the name of authorised representative of Lab who collected the sample and date of collecting sample, including source of raw water and treatment plan.
- ☐ Recall plan wherever applicable, with details on whom the product is distributed.
- ☐ NOCs from Municipality or local body and from State Pollution Control Board except in case of notified industrial area.
- ☐ Production unit photograph.

Documents to be included for renewal or transfer of license given under other existing laws prior to these Regulations

- ☐ Any change in documents or information provided during grant of previous license.
- ☐ Certificate or Plan of Food Safety Management System being adopted (for units under Central Licensing it has to be a certificate from accredited agencies).
- ☐ List of workers with their medical fitness certificates.
- ☐ Name, qualification and details of technical personnel in charge of operation.

Name of Department	Coastal Zone Management Authority
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1. Standard Operating Procedure for Applicant

Application for	Coastal Regulatory Zone (CRZ) clearance
Mandatory supporting documents required	<ul style="list-style-type: none"> • Form-1 (Annexure-IV of the notification) • Rapid EIA Report including marine and terrestrial component except for construction projects listed under 4(c) and (d) • Comprehensive EIA with cumulative studies for projects in the stretches classified as low and medium eroding by MoEF based on scientific studies and in consultation with the State Governments and Union territory Administration; • Disaster Management Report, Risk Assessment

	<p>Report and Management Plan;</p> <ul style="list-style-type: none"> • CRZ map indicating HTL and LTL demarcated by one of the authorized agency (as indicated in para 2) in 1:4000 scale; • Project layout superimposed on the above CRZ map ; • The CRZ map normally covering 7km radius around the project site. • The CRZ map indicating the CRZ-I, II, III and IV areas including other notified ecologically sensitive areas; • No Objection Certificate from the concerned State Pollution Control Boards or Union territory Pollution Control Committees for the projects involving discharge of effluents, solid wastes, sewage and the like.; • Approval from tourism department if applicable • Approval from Ground Water Authority is applicable
Process description	<ul style="list-style-type: none"> — Step 1: Submission of online application along with supporting documents and required fees through Single window portal. — Step 2: Scrutiny of application by CZMA and decision by CZMA on the proposal <ul style="list-style-type: none"> a. recommendations to Ministry of Environment and Forest b. recommendations to SEIAA c. approval by CZMA and issue of clearance — Step 3: Evaluation of project by Ministry of Environment and Forests/State Environment Impact Assessment Authority based on recommendations from CZMA — Step 4: Issue of clearance by Ministry of Environment and Forests/State Environment Impact Assessment Authority through single window portal.
Procedure for Fees payment	Online fee payment through single window portal.
List of Reference Documents	<p>Coastal Regulation Zone Notification - 2011 Ministry of Environment and Forest.</p> <p>Fees as prescribed in S.O.(M.S) No 01/2015</p>
Time line for completing the process	120 days (60 days for providing recommendations after receipt of complete application and supporting documents + 60 days for issuing clearance by Ministry of Environment and Forests/State Environment Impact Assessment Authority)

Checking of Application Status	Application status can be tracked through the online single window portal.
Key Contact Person from department	Helpline Number 2548290

2. Standard Operating Procedure for Approver

Application for	Coastal Regulatory Zone Clearance
Mandatory supporting documents required	<ul style="list-style-type: none"> • Form-1 (Annexure-IV of the notification) • Rapid EIA Report including marine and terrestrial component except for construction projects listed under 4(c) and (d) • Comprehensive EIA with cumulative studies for projects in the stretches classified as low and medium eroding by MoEF based on scientific studies and in consultation with the State Governments and Union territory Administration; • Disaster Management Report, Risk Assessment Report and Management Plan; • CRZ map indicating HTL and LTL demarcated by one of the authorized agency (as indicated in para 2) in 1:4000 scale; • Project layout superimposed on the above CRZ map ; • The CRZ map normally covering 7km radius around the project site. • The CRZ map indicating the CRZ-I, II, III and IV areas including other notified ecologically sensitive areas; • No Objection Certificate from the concerned State Pollution Control Boards or Union territory Pollution Control Committees for the projects involving discharge of effluents, solid wastes, sewage and the like.; • Approval from tourism department if applicable • Approval from Ground Water Authority is applicable
List of Reference Documents	Coastal Regulation Zone Notification - 2011 Ministry of Environment and Forest. Fees as prescribed in S.O.(M.S) No 01/2015
Time line for completing the process	120 days (60 days for providing recommendations after receipt of complete application and supporting documents + 60 days for issuing clearance by Ministry of Environment and Forests/State Environment Impact Assessment Authority)

Departmental Work Flow	Reception(receives application)---Technical Section---Central Department (admin)-----KCZMA-----Central Department (admin)
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5. Verification Process:

The Coastal Zone Management Authority shall inspect/verify the following:

- Z. Whether permissible activity as per notification
- AA. Location of the project and whether it falls in the hazard zone as mapped by Ministry of Environment and Forests/National Disaster Management Authority
- BB. Impact on water bodies or land surface that affects drainage or run-off
- CC. Loss of native species or genetic diversity in the area
- DD. Human population influx and its impact
- EE. Impoundment, damming, culverting, realignment or other changes to the hydrology of watercourses or aquifers
- FF. Closure or diversion of existing transport routes or infrastructure leading to changes in traffic movements
- GG. Use of hazardous substances or materials
- HH. Probability of occurrence of water borne diseases
- II. Impact on local communities, fisherfolk and their livelihood, dwelling units of traditional local communities
- JJ. Facilities for solid waste management and hazardous waste management
- KK. Air, water and noise pollution management plan

6. Checklist of mandatory documents to be submitted

- Form-1 (Annexure-IV of the notification)
- Rapid EIA Report including marine and terrestrial component except for construction projects listed under 4(c) and (d)
- Comprehensive EIA with cumulative studies for projects in the stretches classified as low and medium eroding by MoEF based on scientific studies and in consultation with the State Governments and Union territory Administration;
- Disaster Management Report, Risk Assessment Report and Management Plan;

- CRZ map indicating HTL and LTL demarcated by one of the authorized agency (as indicated in para 2) in 1:4000 scale;
- Project layout superimposed on the above CRZ map ;
- The CRZ map normally covering 7km radius around the project site.
- The CRZ map indicating the CRZ-I, II, III and IV areas including other notified ecologically sensitive areas;
- No Objection Certificate from the concerned State Pollution Control Boards or Union territory Pollution Control Committees for the projects involving discharge of effluents, solid wastes, sewage and the like.;
- Approval from tourism department if applicable
- Approval from Ground Water Authority is applicable

Name of Department	Drugs Control Department
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1. Standard Operating Procedure for Applicant

Application for	Grant or Renewal of Retail/Bulk Drug Licence
Mandatory supporting documents required	<ol style="list-style-type: none"> 1. Application in Form 19/19A/19B/19C 2. Registration fee via online payment receipt of Rs. 3000/- 3. Document from local authority to prove ownership of premises 4. Pharmacist registration certificate 5. Declaration of the pharmacist 6. Option request 7. Affidavit in prescribed form 8. Attested copies of documents of constitution of the proposed firm 9. Covering letter with court fee stamp worth Rs.5/- 10. Proof for identity of the applicant 11. In the case of renewal application in addition to the above documents the previous renewal certificates in original/copy of original Drugs Licences are also to be attached 12. In the case of application made in form 19AA the attested copy of RC book of the vehicle is to be provided along with application 13. In the case of application in form 19A the questionnaire, Chelan, affidavit and attested copies of documents of constitution of the proposed firm , proof of identity etc are to be provided
Process description	<ol style="list-style-type: none"> 1. Registration with XLN software for obtaining ID and password 2. Uploading of documents into the software 3. E-submission of application 4. Submission of hardcopy of entire application to the concerned Assistant Drugs Controller/ Drugs Inspector office(Not mandatory) 5. Verification of the documents by the concerned Drugs Inspector 6. Pre-licensing inspection by Concerned Drugs Inspector 7. Issue of drug licence by Assistant Drugs Controller
Procedure for Fees payment	Payment can be done through e-treasury

List of Reference Documents	Drugs & Cosmetics Act,1940 & Rules,1945
Time line for completing the process	30 days
Checking of Application Status	Online provision available
Key Contact Person from department	Drugs inspector

Application for	Grant or Renewal of wholesale Drug Licence
Mandatory supporting documents required	<ol style="list-style-type: none"> 1. Application in Form 19/19B/19C 2. Registration fee via online payment receipt of Rs. 3000 3. Document from local authority to prove ownership of premises 4. Copy of SSIC/Degree Certificate or pharmacy Registration Certificate of Competent Person. 5. Declaration of the Competent Person 6. Declaration regarding the maintenance of Cold Chain and supporting documents, if drugs requiring cold storage are intended to be stocked/distributed 7. Affidavit in prescribed form 8. Attested copies of documents of constitution of the proposed firm 9. Covering letter with court fee stamp worth Rs.5/- 10. Proof for identity of the applicant 11. In the case of renewal application in addition to the above documents, the previous renewal certificates in original/copy of original Drugs Licences are also to be attached
Process description	<ol style="list-style-type: none"> 1. Registration with XLN software for obtaining ID and password 2. Uploading of documents into the software 3. E-submission of application 4. Submission of hardcopy of entire application to the concerned Assistant Drugs Controller /Drugs inspector office(Not mandatory) 5. Verification of the documents by the concerned Drugs Inspector 6. Pre-licensing inspection by Concerned Drugs Inspector

	7. Issue of drug licence by Assistant Drugs Controller
Procedure for Fees payment	Payment can be done through e-treasury
List of Reference Documents	Drugs & Cosmetics Act,1940 & Rules,1945
Time line for completing the process	30 days
Checking of Application Status	Online provision available
Key Contact Person from department	Drugs inspector

Application for	Manufacturing Licence for Drugs & Cosmetics
Mandatory supporting documents required	<ol style="list-style-type: none"> 1. Application in Form 24/24A/24B/24C/27/27A 2. Registration fee via online payment receipt of Rs. 7500/ 3. Plan of the premises 4. Declaration of technical staffs on manufacturing and testing 5. Documents to prove their qualification and experience 6. Details of products applied with their master formula records & SOPs (In the case of renewal details of products approved is also to be submitted) 7. In the case of renewal of licences the previous renewal certificate in original © of original Drugs Licences are to be attached. 8. By remitting Rs. 7500/- as the licence fee along with application of allopathic drugs (form 25, 27) a maximum of approval of 10 products could be obtained. For products beyond 10 numbers additional fee of Rs. 300/- is to be remitted
Process description	<ol style="list-style-type: none"> 1. Submission of hardcopy of entire application to the concerned Assistant Drugs Controller office, which is then forwarded to the Drugs Controller Office. (In case of notified medical devices & biologicals, application is then forwarded to CDSCO, Chennai/Delhi) 2. Verification of the documents by the concerned Regional/Senior Drugs Inspector 3. Pre-licensing inspection by Concerned Regional/Senior

	<p>Drugs Inspector (In case of notified medical devices & biological, joint inspection from office of State Drugs Controller & CDSCO)</p> <p>4. Issue of Manufacturing Licence for Drugs by the Drugs Controller (In case of notified medical devices & biologicals by State & Central Licensing authority)</p>
Procedure for Fees payment	Payment can be done through e-treasury
List of Reference Documents	Drugs & Cosmetics Act,1940 & Rules,1945
Time line for completing the process	28 days
Checking of Application Status	Online provision currently not available
Key Contact Person from department	Drugs Controller

Application for	Manufacturing Licence for Cosmetics
Mandatory supporting documents required	<ol style="list-style-type: none"> 1. Application in Form 31/31A 2. Registration fee via online payment receipt of Rs. 3500/ 3. Plan of the premises 4. Declaration of technical staffs on manufacturing and testing 5. Documents to prove their qualification and experience 6. Details of products applied with their master formula records & SOPs (In the case of renewal details of products approved is also to be submitted) 7. In the case of renewal of licences the previous renewal certificate in original or copy of original Drugs Licences are to be attached. 8. By remitting Rs. 3500/- as the licence fee along with application of allopathic drugs (form 25,27) a maximum of approval of 10 products could be obtained. For products beyond 10 numbers additional fee of Rs. 100/- is to be remitted

Process description	<ol style="list-style-type: none"> 1. Submission of hardcopy of entire application to the concerned Assistant Drugs Controller office, which is then forwarded to Drugs Controller Office 2. Verification of the documents by the concerned Regional/Senior Drugs Inspector 3. Pre-licensing inspection by Concerned Regional/Senior Drugs Inspector 4. Issue of Manufacturing Licence for Cosmetics by the Drugs Controller
Procedure for Fees payment	Payment can be done through e-treasury
List of Reference Documents	Drugs & Cosmetics Act,1940 & Rules,1945
Time line for completing the process	28 days
Checking of Application Status	Online provision currently not available
Key Contact Person from department	Drugs Controller

Application for	Blood Bank Licence
Mandatory supporting documents required	<ol style="list-style-type: none"> 1. Application in Form 27C 2. Registration fee via online payment receipt of Rs. 7500/- 3. Plan of the premises 4. Declaration of technical staffs 5. Documents to prove the qualification and experience of technical staffs 6. List of equipment provided 7. List of blood products required 8. Details of labels 9. Standard operating procedures for processing of whole blood/ preparation & testing of blood components 10. In the case of renewal of licences the previous renewal certificate in original/ copy of original Blood Bank Licences are to be attached.
Process description	<ol style="list-style-type: none"> 1. Submission of hardcopy of entire application to the Assistant Drugs Controller Office & Drugs Controller Office, which is then forwarded to CDSCO, Chennai/Delhi 2. Verification of the documents by concerned

	<p>Regional/Senior Drugs Inspector of Office of State Drugs Controller & CDSCO</p> <p>3. Pre-licensing joint inspection by concerned Regional/Senior Drugs Inspector of Office of State Drugs Controller & CDSCO</p> <p>4. Issue of blood bank licence by Central & State Licensing Authority</p>
Procedure for Fees payment	Payment can be done through e-treasury
List of Reference Documents	Drugs & Cosmetics Act,1940 & Rules,1945
Time line for completing the process	28 days
Checking of Application Status	Online provision is currently not available
Key Contact Person from department	Drugs Controller

2. Standard Operating Procedure for Approver

Application for	Grant or Renewal of Retail/Bulk Drug Licence
Mandatory supporting documents required	<ol style="list-style-type: none"> 1. Application in Form 19/19A/19B/19C 2. Registration fee via online payment receipt of Rs. 3000/- 3. Document from local authority to prove ownership of premises 4. Pharmacist registration certificate 5. Declaration of the pharmacist 6. Bill book request form 7. Affidavit in prescribed form 8. Self addressed envelope with postal stamps of Rs.27/- 9. Attested copies of documents of constitution of the proposed firm 10. Covering letter with court fee stamp worth Rs.5/- 11. Proof for identity of the applicant 12. In the case of renewal application in addition to the above documents the previous renewal certificates in original/copy of original Drugs Licences are also to be attached 13. In the case of application made in form 19AA the attested copy of RC book of the vehicle is to be provided along with application 14. In the case of application in form 19A the questionnaire, Chelan, affidavit and attested copies of documents of constitution of the proposed firm , proof of identity etc are to be provided
List of Reference Documents	Drugs & Cosmetics Act, 1940 & Rules, 1945
Time line for completing the process	30 days
Departmental Work Flow	<ol style="list-style-type: none"> 1.After pre licensing Inspection is completed, Drugs Inspector prepares the report in the software itself, either recommending the grant of licence or rejecting the application as the case may be and forward the application to the Assistant Drugs Controller 2.The hard copy of the application submitted to the Assistant Drugs Controller is also forwarded to the Drugs Controller 3. Assistant Drugs Controller checks the data in the software, which if found satisfactory, issues the drug licence 4. The licensee can take the print out of the e-signed licence from the software as and when he/she receives the automatically

	generated sms.
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Application for	Grant or Renewal of Wholesale Drug Licence
Mandatory supporting documents required	<ol style="list-style-type: none"> 1. Application in Form 19/19B/19C 2. Registration fee via online payment receipt of Rs. 3000 3. Document from local authority to prove ownership of premises 4. Copy of SSLC/Degree Certificate or pharmacy Regn Certificate of Competent Person. 5. Declaration of the Competent Person 6. Declaration regarding the maintenance of Cold Chain and supporting documents, if drugs requiring cold storage are intended to be stocked/distributed 7. Affidavit in prescribed form 8. Attested copies of documents of constitution of the proposed firm 9. Covering letter with court fee stamp worth Rs.5/- 10. Proof for identity of the applicant 11. In the case of renewal application in addition to the above documents, the previous renewal certificates in original/copy of original Drugs Licences are also to be attached
List of Reference Documents	Drugs & Cosmetics Act, 1940 & Rules, 1945
Time line for completing the process	30 days
Departmental Work Flow	<ol style="list-style-type: none"> 1. After pre licensing Inspection is completed, Drugs Inspector prepares the report in the software itself, either recommending the grant of licence or rejecting the application as the case may be and forward the application to the Assistant Drugs Controller 2. The hard copy of the application forwarded to the ADc also forwarded to the Drugs Controller 3. Assistant Drugs Controller checks the data in the software, which if found satisfactory, issues the drug licence 4. The licensee can take the print out of the e-signed licence from the software as and when he/she receives the automatically

	generated sms.
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Application for	Grant or Renewal of Licence for Manufacturing Drugs
Mandatory supporting documents required	<ol style="list-style-type: none"> 1. Application in Form 24/24A/24B/24C/27/27A 2. Registration fee via online payment receipt of Rs. 7500/ 3. Plan of the premises 4. Declaration of technical staffs on manufacturing and testing 5. Documents to prove their qualification and experience 6. Details of products applied with their master formula records & SOPs (In the case of renewal details of products approved is also to be submitted) 7. In the case of renewal of licences the previous renewal certificate in original © of original Drugs Licences are to be attached. By remitting Rs. 7500/- as the licence fee along with application of allopathic drugs (form 25,27) a maximum of approval of 10 products could be obtained. For products beyond 10 numbers additional fee of Rs. 300/- is to be remitted
List of Reference Documents	Drugs & Cosmetics Act, 1940 & Rules, 1945
Time line for completing the process	28 days
Departmental Work Flow	<ol style="list-style-type: none"> 1. Application submitted to Assistant Drugs Controller Office is forwarded to Drugs Controller Office. In case of notified medical devices & biologicals, application is forwarded from Drugs Controller Office to CDSCO, Chennai/ Delhi for joint inspection. 2. After verification of the documents, inspection of the premises is conducted by the concerned Regional/ Senior Drugs Inspector. In case of notified medical devices joint inspection by Office of State Drugs Controller & CDSCO 3. After completion of pre-licensing Inspection, Regional / Senior Drugs Inspector prepares the report, either recommending the grant of licence or rejecting the application as the case may be and the report is then

	<p>forwarded to the Drugs Controller</p> <p>4. Licence for Manufacturing Drugs is then issued by the Drugs Controller based on the recommendations in the inspection report. In case of notified medical devices & biologicals, licence is issued by state & Central Licensing Authority</p>
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Application for	Grant or Renewal of Licence for Manufacturing Cosmetics
Mandatory supporting documents required	<ol style="list-style-type: none"> 1. Application in Form 31/31A 2. Registration fee via online payment receipt of Rs. 3500/- 3. Plan of the premises 4. Declaration of technical staffs on manufacturing and testing 5. Documents to prove their qualification and experience 6. Details of products applied with their master formula records & SOPs (In the case of renewal details of products approved is also to be submitted) 7. In the case of renewal of licences the previous renewal certificate in original/ copy of original Drugs Licences are to be attached. 8. By remitting Rs. 3500/- as the licence fee along with application of allopathic drugs (form 25,27) a maximum of approval of 10 products could be obtained. For products beyond 10 numbers additional fee of Rs. 100/- is to be remitted
List of Reference Documents	Drugs & Cosmetics Act, 1940 & Rules, 1945
Time line for completing the process	28 days
Departmental Work Flow	<ol style="list-style-type: none"> 1. Application submitted to Assistant Drugs Controller Office is forwarded to Drugs Controller Office. 2. After verification of the documents, inspection of premises is conducted by the concerned Regional/ Senior Drugs Inspector 3. After completion of pre-licensing Inspection, concerned Regional/Senior Drugs Inspector prepares the report, either recommending the grant of licence or rejecting the application as the case may be and the report is forwarded to Drugs Controller 4. Licence for manufacturing cosmetics is then issued by State Licensing authority based on the Inspection report

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Application for	Grant or Renewal of Blood Bank Licence
Mandatory supporting documents required	<ol style="list-style-type: none"> 1. Application in Form 27C 2. Registration fee via online payment receipt of Rs. 7500/ 3. Plan of the premises 4. Declaration of technical staffs 5. Documents to prove the qualification and experience of technical staffs 6. List of equipments provided 7. List of blood products required 8. Details of labels 9. Standard operating procedures for processing of whole blood/ preparation & testing of blood components 10. In the case of renewal of licences the previous renewal certificate in original/ copy of original Blood Bank Licences are to be attached.
List of Reference Documents	Drugs & Cosmetics Act, 1940 & Rules, 1945
Time line for completing the process	28 days
Departmental Work Flow	<ol style="list-style-type: none"> 1. Application submitted to Assistant Drugs Controller Office & Drugs Controller Office is then forwarded to CDSCO, Chennai/ Delhi. 2. After verification of the documents, Joint inspection of premises is conducted by the office of State Drugs Controller & CDSCO 3. After completion of pre-licensing Inspection, inspection report, either recommending the grant of licence or rejecting the application as the case may be and the report is forwarded by CDSCO to State Drugs Controller 4. Licence issued by State Licensing authority based on recommendation in joint inspection report, is then forwarded to CDSCO, New Delhi for countersignature by DCG(I).

3. Verification/Inspection Procedure:

Verification – Verification of application form and supporting documents

Inspection – Inspection of the premises by the concerned Drugs Inspector

4. Checklist (for supporting documents)

- Document 1 – Grant/renewal of Retail/Bulk Drug Licence
- Document 2 – Grant /Renewal of Wholesale Drug Licence
- Document 3 – Grant/Renewal of Licence for Manufacturing Drugs
- Document 4 – Grant/Renewal of Licence for Manufacturing Cosmetics
- Document 5 – Grant/Renewal of Blood Bank Licence