

Standard Operating Procedures and Checklists

1.1 Department of Local Self Government

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. Application form for building permit/regularization 2. INR 5 court fee 3. 1:400 scale drawing Building Plan and Site Plan 4. Declaration by applicant as per form given in KPBR/KMBR 5. Certificate of site plan and building plan by Registered Architect/Building Designer/ Engineer/ Town Planner/ Supervisor 6. 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. 7. Proof of ownership of the site 8. Copy of licence of the Architect/Building Designer/ Engineer/ Town Planner/ Supervisor.
Process description	<ul style="list-style-type: none"> — Step 1: Submission of application form for building permit to Local Body (Panchayat/Municipality/Corporation) along with the checklist, fire plans, civil plans, challan for fee payment and affidavit by promoter. — Step 2: Verification of boundaries of the site and ownership of the site by Local Body secretary or authorized officer — Step 3: Verification of building plan and site plan by Technical Wing of Local Body — Step 4: Forwarding of application by Local Body to Department of Town and Country Planning for issue of Layout Approval; Forwarding of application by Local Body to Department of Fire and Rescue Services for issue of initial NOC and to Department of Health Services (if applicable) for clearance for District Medical Officer — Step 5: Issue of building or development permit by Local Body upon receipt of NOCs from departments mentioned in Step 4
Procedure for Fees payment	Direct payment at Local Body Office
List of Reference Documents	<ol style="list-style-type: none"> 1. Kerala Municipality Building Rules 2. Kerala Panchayat Building Rules
Time line for	15 days (exclusive of the time taken by Departments of Town &

completing the process	Country Planning, Fire & Rescue Services and Health Services to provide their NOCs)
Checking of Application Status	Available only at Municipalities where SANKETHAM software is used for building plan approval.

Application for	Occupancy Certificate
Mandatory supporting documents required	<ol style="list-style-type: none"> 1. Application on white paper 2. Building Permit 3. Completion certificate by owner 4. Completion certificate by Registered Architect/Building Designer/ Engineer/ Town Planner/ Supervisor 5. 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 — Step 2: Site Inspection by Assistant Engineer of Local Body — Step 3: Issue of occupancy certificate by Secretary of Local Body
Procedure for Fees payment	Direct payment at Local Body Office
List of Reference Documents	Kerala Municipality Building Rules Kerala Panchayat Building Rules
Time line for completing the process	15 days
Checking of Application Status	Not available

Application for	Issue of Dangerous and Offensive Trades and Factories Licence
Mandatory supporting documents required	<ol style="list-style-type: none"> 1. Application Form 2. Licence from Factories and Boilers (if the establishment is covered under the Factories Act 1948) 3. Clearance from District Medical Officer 4. Final NOC from Department of Fire and Rescue 5. 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 — Step 2: Site Inspection by Secretary of Local Body and Health Inspector — Step 3: Issue of D&O Licence by Local Body
Procedure for Fees payment	Direct payment at Local Body Office

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	Not available

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.
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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.

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.

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

1.2 Department of Health

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

Application for	Clearance from District Medical Officer (Fitness Certificate)
Mandatory supporting documents required	<ol style="list-style-type: none">1. Application as per Form 12. 1:400 scale site plan of a radius of 50 metres of the establishment3. Proof of ownership of land (Land tax receipt for owned land or lease deed for leased land)4. INR 5 court fee stamp
Process description	<ul style="list-style-type: none">— Step1: Submission of application at the office of District Medical Officer— Step 2: Site inspection by Technical Assistant— Step 3: Issue of clearance by District Medical Officer
Procedure for Fees payment	Payment to be made at the Treasury.
List of Reference Documents	<ol style="list-style-type: none">1. Travancore – Cochin Public Health Act 1955 (From districts from Trivandrum to Thrissur – excluding Chavakkad)2. Madras Public Health Act 1939 (For the rest of Kerala).
Time line for completing the process	30 days
Checking of Application Status	Not available

2. Standard Operating Procedure for Approver

Application for	Clearance from District Medical Officer (Fitness Certificate)
Mandatory supporting documents required	<ol style="list-style-type: none"> 1. Application letter written on a white paper 2. 1:400 scale site plan of a radius of 50 metres of the establishment
List of Reference Documents	<ol style="list-style-type: none"> 1. Travancore – Cochin Public Health Act 1955 (From districts from Trivandrum to Thrissur – excluding Chavakkad) 2. Madras Public Health Act 1939 (For the rest of Kerala).
Time line for completing the process	<p>30 days – for normal applications</p> <p>45 days – if the application is accompanied by a complaint from the public against granting permission to the proposed enterprise.</p>
Departmental Work Flow	<p>Local Body -> Office of the District Medical Officer (Tapal) -> C2 Section of DMO -> Assistant DMO/Junior Administrative Medical Officer for assigning an official for inspection -> Technical Assistant for Inspection -> C2 Section for drafting of order -> Verification of Order by Assistant DMO -> Junior Superintendent for signing and issuing of order on behalf of the DMO.</p>

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.

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. Correctness of the details mentioned in the application with regard to location and boundaries of the site.
 - B. Collection, treatment, storage and disposal of effluents
 - C. Compliance to hygiene requirements as specified by the governing acts
 - D. Sources of pollution and mechanism in place to control the same in the interest of health and safety of employees and the public.
 - E. Type of ownership of land (owned/leased)
 - F. Current state of land and measures that need to be taken to make it suitable for construction (eg: levelling 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.

Name of Department	Kerala Water Authority
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1.3 Kerala Water Authority

1. Standard Operating Procedure for Applicant

Application for	Clearance for Water Connection
Mandatory supporting documents required	<ol style="list-style-type: none"> 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
Process description	<p>Step 1: Submission of application form along with supporting documents.</p> <p>Step 2: 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: Submission of road cutting application by Water Authority</p> <p>Step 5: Payment of road cutting fees by the promoter</p> <p>Step 6: Completion and submission of report through a plumber after plumbing work verified.</p> <p>Step 7: Issue of work order by the Kerala Water Authority</p> <p>Step 8: Charging of connection (water supply provided)</p>
Procedure for Fees payment	Payment of fees directly to department
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	Not available

2. Standard Operating Procedure for Approver

Application for	Clearance for Water Connection
Mandatory supporting documents required	<input type="checkbox"/> Application Form <input type="checkbox"/> The ownership certificate from the local body/copy of building permit. <input type="checkbox"/> Land tax, Building tax payment record. <input type="checkbox"/> Road Cutting permission from PWD. <input type="checkbox"/> Permit of inside installation <input type="checkbox"/> Four copies of site plan (prepared by a licensed plumber of KWA) <input type="checkbox"/> Two passport size photo <input type="checkbox"/> 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

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

1.4 Electrical Inspectorate

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

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
Process description	<p>Step 1: Submission of Electrical Scheme along with supporting documents.</p> <p>Step 2: Payment of scrutiny fees at any Government Treasury in Kerala or online through e-Treasury website</p> <p>Step 3: Scrutiny of electrical scheme, all relevant drawings and other supporting documents submitted by Electrical Inspectorate</p> <p>Step 4: Submission of revised schemes as per the corrections 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</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	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	20 Days if no revision is required, additional 10 from submission of revised schemes in case of revision
Checking of Application Status	Not available
Key Contact Person from department	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 — Test Certificate of HT/EHT equipment by Manufacture — Energy meter, Relays & CT Test Certificate
Process description	Step 1: Completion of electrical installation work and submission of report by the contractor Step 2: Payment of Inspection Fees at Electrical Inspectorate Step 3: Scrutiny of work completion report and supporting documents submitted by Electrical Inspectorate Step 4: Site Inspection by Electrical Inspectorate Step 5: Issue of non-conformity report (If needed) Step 6: Submission of compliance report Step 7: Issue of Safety Certificate and Sanction for Energization
Procedure for Fees payment	Payment of scrutiny fees at any Government Treasury in Kerala or online through e-Treasury website. — 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	10 days
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

2. Standard Operating Procedure for Approver

Application for	Electrical Scheme Approval
Mandatory supporting documents required	<ul style="list-style-type: none"> <input type="checkbox"/> A covering letter, with court fee stamp worth INR 1/- affixed. <input type="checkbox"/> Authorization Letter from the client authorizing the Electrical contractor to carry out the work giving brief particulars of the scheme, drawings, enclosures <input type="checkbox"/> Copy of the Electrical contractors License <input type="checkbox"/> Calculation of scrutiny fee <input type="checkbox"/> Soil Resistivity Certificate (only for HT Installations) <input type="checkbox"/> Original Challan/ Receipt of remittance <input type="checkbox"/> Fault level calculation (only for HT Installations) <input type="checkbox"/> Earthing calculation (only for HT Installations) <input type="checkbox"/> Bus Duct design (only for HT Installations) <input type="checkbox"/> Schematic drawings <input type="checkbox"/> A/C Calculations (if applicable) <input type="checkbox"/> Proforma and Checklist
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	20 Days if no revision required, additional 10 from submission of revised schemes in case of revision
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	1. 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
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	10 days
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. Checklist of Documents For 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

For 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

1.5 Labour Department

Name of Department	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"> Application form printout D/O License from local body/Lease agreement Challan receipt for the payment of registration fee as prescribed
Process description	<p>Step 1: Submission of online application and application ID generation (Within 60 days from the date on which the establishment commences operations). http://lc.kerala.gov.in/index.php?option=com_wrapper&view=wrapper&Itemid=75</p> <p>Step 2: Challan download and payment of fees at treasury http://lc.kerala.gov.in/index.php?option=com_wrapper&view=wrapper&Itemid=75</p> <p>Step 3: Upload payment details using computer generated id (challan number, date amount, treasury)</p> <p>Step 4: Submission of application along with supporting documents to labour department.</p> <p>Step 5: Verification of application and supporting documents by Department of Labour.</p> <p>Step 6: Site Inspection</p> <p>Step 7: Issue of registration</p> <p>Step 8: Applicant can download registration certificate after the issue of certificate post inspection http://lc.kerala.gov.in/index.php?option=com_wrapper&view=wrapper&Itemid=75</p> <p>Renewal</p> <p>Step1: Submit online application for renewal using computer generated registration number (within 30 days of expiry of present registration). http://lc.kerala.gov.in/index.php?option=com_wrapper&view=wrapper&Itemid=75</p>

	<p>5</p> <p>Step 2: Challan download and payment of fees at treasury http://lc.kerala.gov.in/index.php?option=com_wrapper&view=wrapper&Itemid=75</p> <p>Step 3: Upload payment details using computer generated id (challan number, date amount, treasury)</p> <p>Step 4: Submission of application along with supporting documents to labour department.</p> <p>Step 5: Verification of application and supporting documents by Department of Labour.</p> <p>Step 6: Site Inspection</p> <p>Step 7: Issue of registration</p> <p>Step 8: Applicant can download registration certificate online after the issue of certificate post inspection http://lc.kerala.gov.in/index.php?option=com_wrapper&view=wrapper&Itemid=75</p>
Procedure for Fees payment	Challan download and payment of fees at treasury
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	<p><i>Available in the URL</i> http://lc.kerala.gov.in/index.php?option=com_wrapper&view=wrapper&Itemid=75</p>
Key Contact Person from department	Technical Support Number: 180042555214

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Application for	Licensing of Contractor under Contract Labour Act 1970
Mandatory supporting documents required	<ul style="list-style-type: none"> 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
Process description	<p>Step 1: Submission of online application and application ID generation http://lc.kerala.gov.in/index.php?option=com_wrapper&view=wrapper&Itemid=75</p> <p>Step 2: Challan download and payment of fees and security deposit at treasury http://lc.kerala.gov.in/index.php?option=com_wrapper&view=wrapper&Itemid=75</p> <p>Step 3: Upload payment details using computer generated id (challan number, date amount, treasury)</p> <p>Step 4: Submission of application along with supporting documents to labour department.</p> <p>Step 5: Verification of application and supporting documents by Department of Labour.</p> <p>Step 6: Site Inspection</p> <p>Step 7: Issue of registration</p> <p>Step 8: Applicant can download license from web portal http://lc.kerala.gov.in/index.php?option=com_wrapper&view=wrapper&Itemid=75</p> <p>Renewal</p> <p>Step1: Submit online application for renewal using computer generated license number (within 30 days of expiry of present registration). http://lc.kerala.gov.in/index.php?option=com_wrapper&view=wrapper&Itemid=75</p> <p>Step 2: Challan download and payment of fees at treasury http://lc.kerala.gov.in/index.php?option=com_wrapper&view=wrapper&Itemid=75</p>

	<p>Step 3: Upload payment details using computer generated id (challan number, date amount, treasury)</p> <p>Step 4: Submission of application along with supporting documents to labour department.</p> <p>Step 5: Verification of application and supporting documents by Department of Labour.</p> <p>Step 6: Site Inspection</p> <p>Step 7: Issue of registration</p> <p>Step 8: Applicant can download license from web portal. http://lc.kerala.gov.in/index.php?option=com_wrapper&view=wrapper&Itemid=75</p>
Procedure for Fees payment	Challan download and payment of fees and security deposit at treasury
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 16/713
Time line for completing the process	On the same date of submission of application
Checking of Application Status	<p><i>Available in the URL</i> http://lc.kerala.gov.in/index.php?option=com_wrapper&view=wrapper&Itemid=75</p>
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"> • Application form print out. • Employer agreement with contractor. • Challan receipt for the payment of registration fee as prescribed
Process description	<p>Step 1: Submission of online application and application ID generation http://lc.kerala.gov.in/index.php?option=com_wrapper&view=wrapper&Itemid=75</p> <p>Step 2: Challan download and payment of fees and security deposit at treasury http://lc.kerala.gov.in/index.php?option=com_wrapper&view=wrapper&Itemid=75</p> <p>Step 3: Upload payment details using computer generated id (challan number, date amount, treasury)</p> <p>Step 4: Submission of application along with supporting documents to labour department.</p> <p>Step 5: Verification of application and supporting documents by Department of Labour.</p> <p>Step 6: Site Inspection</p> <p>Step 7: Issue of registration</p> <p>Step 8: Applicant can download registration certificate after the issue of certificate post inspection http://lc.kerala.gov.in/index.php?option=com_wrapper&view=wrapper&Itemid=75</p> <p>Renewal</p> <p>Step1: Submit online application for renewal using computer generated license number (within 30 days of expiry of present registration). http://lc.kerala.gov.in/index.php?option=com_wrapper&view=wrapper&Itemid=75</p> <p>Step 2: Challan download and payment of fees at treasury http://lc.kerala.gov.in/index.php?option=com_wrapper&view=wrapper&Itemid=75</p> <p>Step 3: Upload payment details using computer generated id (challan number, date amount, treasury)</p> <p>Step 4: Submission of application along with supporting documents to labour department.</p> <p>Step 5: Verification of application and supporting documents by Department of</p>

	<p>Labour.</p> <p>Step 6: Site Inspection</p> <p>Step 7: Issue of registration</p> <p>Step 8: Applicant can download registration certificate after the issue of certificate post inspection</p> <p>http://lc.kerala.gov.in/index.php?option=com_wrapper&view=wrapper&Itemid=75</p>
Procedure for Fees payment	Challan download and payment of fees at treasury
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	<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

Application for	Registration under Building and Other Construction Workers Act 1996
Mandatory supporting documents required	<ul style="list-style-type: none"> • Application form 1 print out. • Challan receipt for the payment of registration fee as prescribed
Process description	<p>Step 1: Submission of online application and application ID generation</p> <p>http://lc.kerala.gov.in/index.php?option=com_wrapper&view=wrapper&Itemid=75</p>

Step 2: Challan download and payment of fees and security deposit at treasury
http://lc.kerala.gov.in/index.php?option=com_wrapper&view=wrapper&Itemid=75

Step 3: Upload payment details using computer generated id (challan number, date amount, treasury)

Step 4: Submission of application along with supporting documents to labour department.

Step 5: Verification of application and supporting documents by Department of Labour.

Step 6: Site Inspection

Step 7: Issue of registration

Step 8: Applicant can download registration certificate after the issue of certificate post inspection

http://lc.kerala.gov.in/index.php?option=com_wrapper&view=wrapper&Itemid=75

Renewal

Step1: Submit online application for renewal using computer generated license number (within 30 days of expiry of present registration).

http://lc.kerala.gov.in/index.php?option=com_wrapper&view=wrapper&Itemid=75

Step 2: Challan download and payment of fees at treasury

http://lc.kerala.gov.in/index.php?option=com_wrapper&view=wrapper&Itemid=75

Step 3: Upload payment details using computer generated id (challan number, date amount, treasury)

Step 4: Submission of application along with supporting documents to labour department.

Step 5: Verification of application and supporting documents by Department of Labour.

Step 6: Site Inspection

Step 7: Issue of registration

Step 8: Applicant can download registration certificate after the issue of certificate

	<p>post inspection</p> <p>http://lc.kerala.gov.in/index.php?option=com_wrapper&view=wrapper&Itemid=75</p>
Procedure for Fees payment	Challan download and payment of fees at treasury
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	<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

Application for	Registration under Motor Transport Workers Act 1961
Mandatory supporting documents required	<ul style="list-style-type: none"> • Application form print out • Copy of RC Book • Challan receipt for the payment of registration fee as prescribed
Process description	<p>Step 1: Submission of online application and application ID generation http://lc.kerala.gov.in/index.php?option=com_wrapper&view=wrapper&Itemid=75</p> <p>Step 2: Challan download and payment of fees and security deposit at treasury http://lc.kerala.gov.in/index.php?option=com_wrapper&view=wrapper&Itemid=75</p> <p>Step 3: Upload payment details using computer generated id</p>

(challan number, date amount, treasury)

Step 4: Submission of application along with supporting documents to labour department.

Step 5: Verification of application and supporting documents by Department of Labour.

Step 6: Site Inspection

Step 7: Issue of registration

Step 8: Applicant can download registration certificate after the issue of certificate post inspection

http://lc.kerala.gov.in/index.php?option=com_wrapper&view=wrapper&Itemid=75

Renewal

Step1: Submit online application for renewal using computer generated license number (within 30 days of expiry of present registration).

http://lc.kerala.gov.in/index.php?option=com_wrapper&view=wrapper&Itemid=75

Step 2: Challan download and payment of fees at treasury

http://lc.kerala.gov.in/index.php?option=com_wrapper&view=wrapper&Itemid=75

Step 3: Upload payment details using computer generated id (challan number, date amount, treasury)

Step 4: Submission of application along with supporting documents to labour department.

Step 5: Verification of application and supporting documents by Department of Labour.

Step 6: Site Inspection

Step 7: Issue of registration

Step 8: Applicant can download registration certificate after the issue of certificate post inspection

http://lc.kerala.gov.in/index.php?option=com_wrapper&view=wrapper&Itemid=75

Procedure for Fees payment	Challan download and payment of fees at treasury
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 date of submission of application
Checking of Application Status	<i>Available in the URL</i> http://lc.kerala.gov.in/index.php?option=com_wrapper&view=wrapper&Itemid=75
Key Contact Person from department	Technical Support Number: 180042555214

Application for	Registration under Inter-State Migrant Workmen (Re & Cs) Act 1979
Mandatory supporting documents required	<ul style="list-style-type: none"> • Application form print out, • Work agreement • Challan receipt for the payment of registration fee as prescribed
Process description	<p>Step 1: Submission of online application and application ID generation http://lc.kerala.gov.in/index.php?option=com_wrapper&view=wrapper&Itemid=75</p> <p>Step 2: Challan download and payment of fees and security deposit at treasury http://lc.kerala.gov.in/index.php?option=com_wrapper&view=wrapper&Itemid=75</p> <p>Step 3: Upload payment details using computer generated id (challan number, date amount, treasury)</p> <p>Step 4: Submission of application along with supporting documents to labour department.</p> <p>Step 5: Verification of application and supporting documents by Department of Labour.</p>

	<p>Step 6: Site Inspection</p> <p>Step 7: Issue of registration</p> <p>Step 8: Applicant can download registration certificate after the issue of certificate post inspection http://lc.kerala.gov.in/index.php?option=com_wrapper&view=wrapper&Itemid=75</p> <p>Renewal</p> <p>Step1: Submit online application for renewal using computer generated license number (within 30 days of expiry of present registration). http://lc.kerala.gov.in/index.php?option=com_wrapper&view=wrapper&Itemid=75</p> <p>Step 2: Challan download and payment of fees at treasury http://lc.kerala.gov.in/index.php?option=com_wrapper&view=wrapper&Itemid=75</p> <p>Step 3: Upload payment details using computer generated id (challan number, date amount, treasury)</p> <p>Step 4: Submission of application along with supporting documents to labour department.</p> <p>Step 5: Verification of application and supporting documents by Department of Labour.</p> <p>Step 6: Site Inspection</p> <p>Step 7: Issue of registration</p> <p>Step 8: Applicant can download registration certificate after the issue of certificate post inspection http://lc.kerala.gov.in/index.php?option=com_wrapper&view=wrapper&Itemid=75</p>
<p>Procedure for Fees payment</p>	<p>Challan download and payment of fees at treasury</p>
<p>List of Reference Documents</p>	<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

	<ul style="list-style-type: none"> 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	<i>Available in the URL</i> http://lc.kerala.gov.in/index.php?option=com_wrapper&view=wrapper&Itemid=75
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"> Application form printout, Certificate by principal employer in Form VI Challan receipt for the payment of license fee
Process description	<p>Step 1: Submission of online application and application ID generation http://lc.kerala.gov.in/index.php?option=com_wrapper&view=wrapper&Itemid=75</p> <p>Step 2: Challan download and payment of fees at treasury http://lc.kerala.gov.in/index.php?option=com_wrapper&view=wrapper&Itemid=75</p> <p>Step 3: Upload payment details using computer generated id (challan number, date amount, treasury)</p> <p>Step 4: Submission of application along with supporting documents to labour department.</p> <p>Step 5: Verification of application and supporting documents by Department of Labour.</p> <p>Step 6: Site Inspection</p>

	<p>Step 7: Issue of registration</p> <p>Step 8: Applicant can download License from web portal http://lc.kerala.gov.in/index.php?option=com_wrapper&view=wrapper&Itemid=75</p> <p>Renewal</p> <p>Step1: Submit online application for renewal using computer generated license number (within 30 days of expiry of present registration). http://lc.kerala.gov.in/index.php?option=com_wrapper&view=wrapper&Itemid=75</p> <p>Step 2: Challan download and payment of fees at treasury http://lc.kerala.gov.in/index.php?option=com_wrapper&view=wrapper&Itemid=75</p> <p>Step 3: Upload payment details using computer generated id (challan number, date amount, treasury)</p> <p>Step 4: Submission of application along with supporting documents to labour department.</p> <p>Step 5: Verification of application and supporting documents by Department of Labour.</p> <p>Step 6: Site Inspection</p> <p>Step 7: Issue of registration</p> <p>Step 8: Applicant can download license from web portal. http://lc.kerala.gov.in/index.php?option=com_wrapper&view=wrapper&Itemid=75</p>
Procedure for Fees payment	Challan download and payment of fees at treasury
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 date of submission of application

Checking of Application Status	<i>Available in the URL</i> http://lc.kerala.gov.in/index.php?option=com_wrapper&view=wrapper&Itemid=75
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"> • Application form printout • D/O License from local body/Lease agreement • Challan receipt for the payment of registration fee as prescribed
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 date of submission of application
Departmental Work Flow	Clerk -> Registering Authority for grant of registration (Assistant Labour Officer)

Application for	Licensing of Contractor under Contract Labour Act 1970
Mandatory supporting documents required	<ul style="list-style-type: none"> • 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
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 date of submission 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"> • Application form print out. • Employer agreement with contractor. • Challan receipt for the payment of registration fee as prescribed
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 date of submission 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. • Challan receipt for the payment of registration fee as prescribed
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 date of submission 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"> • Application form print out • Copy of RC Book • Challan receipt for the payment of registration fee as prescribed
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 date of submission 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
Mandatory supporting documents required	<ul style="list-style-type: none"> • Application form print out, • Employer agreement with contractor • Challan receipt for the payment of registration fee as prescribed
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 date of submission 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"> • Application form printout, • Certificate by principal employer in Form V • Challan receipt for the payment of license fee as prescribed

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 date of submission 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

1.6 Food, Safety and Standards Authority of India

Name of Department	Food Safety and Standards Authority of India
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1. Standard Operating Procedure for Applicant

Application for	Registration of Food Business
Mandatory supporting documents required	<p>Declaration by promoter with the following documents:</p> <ol style="list-style-type: none"> 1. Photo 2. ID proof 3. D&O License from Local Body (if any)
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>Step 3: The Registering Authority may either grant registration or reject it with reasons recorded in writing or issue notice for inspection, within 7 days of receipt of an application for registration.</p> <p>Step 4: Inspection is done to ensure the safety, hygiene and sanitary conditions of the premises as contained in Part I of Schedule 4</p> <p>Step 5: Grant of Registration certificate and photo identity card within 30 days.</p> <p>Renewal</p> <p>Step 1: 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> <p>Step 2: The Registering Authority may either grant registration or reject it with reasons recorded in writing or issue notice for inspection, within 7 days of receipt of an application for registration.</p> <p>Step 3: Inspection is done to ensure the safety, hygiene and sanitary</p>

	conditions of the premises as contained in Part I of Schedule 4 Step 4: Grant of Registration certificate and photo identity card within 30 days.
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	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.
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

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 Equipment 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>
<p>Process description</p>	<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>Step 3: Scrutiny of application form, fees paid and supporting</p>

	<p>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.</p> <p>Step 4: Issue of application ID by DO</p> <p>Step 5: DO issues directions to FSO to inspect the premises</p> <p>Step 6: Report submitted by FSO to DO if no defects noticed. In case defect noticed, FSO shall issue notice and the applicant shall rectify the defects within 30 days.</p> <p>Step 7: Grant of license based on inspection report.</p> <p>Renewal</p> <p>Step 1: 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> <p>Step 2: DO issues directions to FSO to inspect the premises</p> <p>Step 3: Report submitted by FSO to DO if no defects noticed. In case defect noticed, FSO shall issue notice and the applicant shall rectify the defects within 30 days.</p> <p>Step 4: Grant of license based on inspection report.</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	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	<p>Joint Commissioner of Food Safety Office of Commissioner of Food Safety, Thycaud P.O., Thiruvananthapuram-695014, Tel: 0471-2322833, 2322844</p>

2. Standard Operating Procedure for Approver

Application for	Registration of Food Business
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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)
List of Reference Documents	— 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 Equipment and Machinery along with the number, installed capacity and horse power used. 5. Photo ID 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

	<p>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>
<p>List of Reference Documents</p>	<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>
<p>Time line for completing the process</p>	<p>60 days from the date of issue of an application ID number.</p>
<p>Departmental Work Flow</p>	<p>Designated Officer is the issuing authority for License. DO/FSO conduct inspection before the grant of license.</p>

3. Checklist of Documents

For Registration of Food Business

- Declaration by promoter
- Photo

- ID proof
- D&O License from Local Body (if any)

For 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 Equipment and Machinery along with the number, installed capacity and horsepower 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	Kerala State Electrical Board
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1.7 Kerala State Electricity Board

1. Standard Operating Procedure for Applicant

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. Self-addressed & stamped envelope / post card. 8. 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"> 9. Service Connection Agreement.
Process description	<p>Step 1: Application for energizing after work completion along with required supporting documents and payment of estimated cost at approved rate for those cases where distance between meter point and post is within 35 metres.</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	Direct payment at office
List of Reference Documents	Kerala Electricity Supply Code 2014
Time line for completing the	30 days from the date of submission of completed application

process	(application complete in all respects including payment of cost and security).
Checking of Application Status	Not available
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. Self-addressed & stamped envelope / post card. 8. 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"> 9. 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.

1.8 Registration Department

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

Application for	Property Registration
Mandatory supporting documents required	<ol style="list-style-type: none"> 1. Document on proper Stamp Paper, prepared either by a licensed document writer/advocate or by Claimant/Executant 2. Copy of the deed in filing sheet issued by the Department (to be kept as record with Registration department) 3. Copy of the deed to be attached with the application for mutation of transaction 4. Form IB (to be a part of the document and its copy) if building is also transferred 5. Form I (Rule 3 of Prevention of Undervaluation Rules) 6. Application for TRR (Mutation) (To be forwarded to the Revenue Department through online) 7. Form No 58 – Declaration regarding Excess land – To be signed by both the parties 8. Form 60 (IT) – If any of the parties do not hold PAN card and the transaction amount exceeds 10 Lakhs 9. NOC issued by the Collector, in case the property is restricted from transacting. 10. Required Registration fees 11. Original/Copies of previous Title Deeds 12. Identity Proof
Process description	<p>Step 1: Preparation of sale deed</p> <p style="padding-left: 40px;">Option 1 - Preparation of deed on proper stamp paper with the help of a Licensed Document Writer/Advocate by paying his charges.</p> <p style="padding-left: 40px;">Option 2 – Download model deed from website and prepare the deed with necessary modification by the parties to the transaction and prepare the final document signed by Executant/Claimant on proper stamp paper (<i>Model deeds can be downloaded from www.keralaregistration.gov.in/pearlpublic</i>)</p> <p style="text-align: center;"><i>(Stamp duty according to the value of transaction or fair</i></p>

	<p><i>value of the property whichever is higher is to be imposed on all documents. For verification of fair value the party may visit www.igr.kerala.gov.in)</i></p> <p>Step 2 : Signing of Document by the parties and witnesses, affixing Photographs and Thumb Impression on the document.</p> <p>Step 3: User Registration in the department portal. (www.keralaregistration.gov.in/pearlpublic)</p> <p>Step 4: After registration login to portal.</p> <p>Step 5: Submit details of document to be registered</p> <ol style="list-style-type: none"> 1. Selection of available time slot (Token) 2. Enter details of document like, Details of the person who will present the document for registration, Details of Executant, Claimant, Title Deed, Property, Stamp Papers used, witnesses for the transaction etc. of Presentation details, Document details, Claimant details, etc. 3. Submit the document details and get the acknowledgement slip. <p>Step 6 : Present the original deed with annexures on the date and time allotted. The Executants in the document shall also be present in the stipulated time at the office with exact Registration Fee required and obtain receipt for the same.</p> <p>Step 7: Appear before the Registering Officer along with necessary identity proof for registration process. (Hearing by the Registering Officer, affixing thumb impression in the proper registers, remitting the necessary registration fee etc.)</p> <p>Step 9: Completion of registration process and collection of original deed back after three days.</p> <p>Step 10: Submission of attested copy of document along with application for mutation (TRR Application) to the Village Officer for mutation. (For districts where online mutation process is yet to be implemented)</p>
<p>Procedure for Fees payment</p>	<p>Stamp Duty payment - By way of purchase of Stamp paper from Licensed Stamp Vendors or from Treasury</p> <p>Fee payment - Direct payment at Sub Registry Office</p>
<p>List of Reference Documents</p>	<ol style="list-style-type: none"> 1. Indian Registration Act, 1908 and The Registration Rules (Kerala), 1958 2. Indian Registration (Filing of True Copies) Rules 1967

	<ol style="list-style-type: none"> 3. The Kerala Stamp Act, 1959 and The Kerala Stamp Rules, 1960 4. The Kerala Document Writers and Scribes Licence Rules, 1960 5. Transfer of Property Act, 1955 6. Transfer of Revenue Registry Rules 1966 7. Relevant provisions under the Income Tax Act.
Time line for completing the process	3 days for Property Registration
Checking of Application Status	Since slot is booked in advance, the party can visit the Registering office on the date and time allotted along with required documents. Hence checking of application status not required.
Key Contact Person from department	P.K.Sajan Kumar, Joint Inspector General, 9496428824, Phone/ Letter

2. SOP for Approver

Application for	Property Registration
Mandatory supporting documents required	<ol style="list-style-type: none"> 1. Document on proper Stamp Paper, prepared either by a licensed document writer/advocate or by Claimant/Executant 2. Copy of the deed in filing sheet issued by the Department (to be kept as record with Registration department) 3. Form IB (to be a part of the document and its copy) if building is also transferred 4. Form I / TRR form/Form No.58/ Form No.60 and other applicable forms shall be generated from the system itself. 5. NOC issued by the Collector, in case the property is restricted from transacting. 6. Transaction id after remitting the fee online. 7. Original/Copies of Title Deeds 8. Identity Proof (System shall be able for backend verification of the ID)
List of Reference Documents	<ol style="list-style-type: none"> 1. Indian Registration Act, 1908 and Registration Rules (Kerala), 1958 2. Indian Registration (Filing of True Copies) Rules 1967 3. The Kerala Stamp Act, 1959 and The Kerala Stamp Rules, 1960 4. The Kerala Document Writers and Scribes Licence Rules, 1960 5. Transfer of Property Act, 1955 6. Transfer of Revenue Registry Rules 1966 7. Relevant Income Tax Provisions
Time line for completing the process	<p>3 days for the registration of property</p> <p>7 days for the completion of mutation process</p>
Departmental Work Flow	<ol style="list-style-type: none"> 1. Sub Registrar – Receives the Document presented for registration and forwards it to the clerk for verification 2. Clerk – Verifies the Copy of the deed and online data with the

details in the Original Deed with the copy and online data. If any mismatch is found, the same will be brought to the notice of Registering Officer who will reject the online data and return the document for resubmission.

3. Sub Registrar (To be Scenario)

- After successful verification, the clerk forwards the document and connected papers to the Sub Registrar for registration. He will verify the document for proper stamp duty and registration fee and will accept the registration.
- The parties to the document will be identified by the Registering Officer and will record their admission to the document by capturing their photo and thumb impression electronically.
- If sufficient stamp duty is already paid, the document will be registered instantly.
- If shortage of stamp duty is due to non-compliance of Fair Value, the party will be given notice to pay the deficit within 7 days and on payment of deficit, the document will be registered.
- If shortage of stamp duty is due to other reasons, the document will be sent to the Collector (District Registrar) for determining proper stamp duty and necessary orders will be issued by him. On compliance of his orders, the document will be registered.
- Registered deed will be forwarded to the Clerk for transcription.

4. Clerk – Transcribes the procedures recorded on the document to the office copy of the document and submits to the sub Registrar.

5. Sub Registrar – After authenticating the copy of the document, the original deed will be issued to the party.

3. Checklist of Documents

- Document on proper Stamp Paper, prepared either by a licensed document writer/advocate or by Claimant/Executant
- Copy of the deed in filing sheet issued by the Department (to be kept as record with Registration department)
- Copy of the deed to be attached with the application for mutation of transaction
- Form IB (to be a part of the document and its copy) if building is also transferred
- Form I (Rule 3 of Prevention of Undervaluation Rules)
- Application for TRR (Mutation) (To be forwarded to the Revenue Department through online or the parties as the case may be)

- Form No 58 – Declaration regarding Excess land – To be signed by both the parties
- Form 60 (IT) – If any of the parties do not hold PAN card and the transaction amount exceeds 10 Lakhs
- NOC issued by the Collector, in case the property is restricted from transacting.
- Required Registration fees
- Original/Copies of Title Deeds
- Identity Proof

1.9 Department of Town and Country Planning

Name of Department	Department of Town and Country Planning
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1. Standard Operating Procedure for Applicant

Application for	Layout Approval for Issue of Building and Development Permit
Mandatory supporting documents required	1. 1:400 scale drawing Building Plan and Site Plan
Process description	<ul style="list-style-type: none"> — Step1: Forwarding of approved civil plans by Local Body to Office of Regional Town Planner — Step 2: Verification of documents and site inspection — Step 3: Issue of layout approval by Regional Town Planner (for area up to 1000 square metres) ; Forwarding of verification report with comments to Office of Chief Town Planner — Step 4: Issue of Layout Approval by Chief Town Planner
Procedure for Fees payment	No fee payment by the applicant
List of Reference Documents	<ol style="list-style-type: none"> 1. Kerala Municipality Building Rules 2. Kerala Panchayat Building Rules
Time line for completing the process	15 days
Checking of Application Status	Not available

2. Standard Operating Procedure for Approver

Application for	Layout Approval for Issue of Building/Development permit
Mandatory supporting documents required	1. 1:400 scale drawing Building Plan and Site Plan
List of Reference Documents	1. Kerala Municipality Building Rules 2. Kerala Panchayat Building Rules
Time line for completing the process	15 days
Departmental Work Flow	At office of District Town Planner: Inward Section -> District Town Planner (to assign the file to a member of staff) -> Assistant/Deputy Town Planner or Surveyor for verification and site inspection -> District Town Planner for verification and issue of order

1.10 Factories and Boilers

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

Application for	Factory Plan Approval
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	<p>Step1: Login to online portal of Department of Factories and Boilers Kerala (https://idms.fabkerala.gov.in/fabnet/UserLogin.do). New users may register using the “New Registration” link in the same URL. New registrants will require the following:</p> <ul style="list-style-type: none"> • Recent passport size photograph (20-50 kb file size) • Scanned signature (10 – 20 KB file size) • Scanned ID proof -Aadhar, passport, driving licence, election ID card (100-200 kb file size) • Valid email id • Valid mobile number <p>— Step 2: Select the name of the Factory for which the plan approval permit is required.</p> <p>— Step 3: Select “New Permit” in the workspace tab</p> <p>— Step 4: Enter the mandatory details of the factory.</p> <p>— Step 5: Upload the scanned copies of mandatory supporting documents.</p> <p>— Step 6: Choose the payment method and pay the required fee online</p> <p>— Step 6: Submit the application</p> <p>— Step 7: Review of application at the office of the Regional Joint Director</p> <p>— Step 8: Site Inspection by Factory Inspector</p> <p>— Step 9: Issue of permit after satisfactory site inspection</p> <p>— Step 10: Once the permit is issued, the downloadable version shall be available on the user’s home page.</p>
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	90 days from the date of submission of completed application.
Checking of Application Status	Available in the home page of the URL - https://idms.fabkerala.gov.in/fabnet/UserLogin.do

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 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"> — Step 1: Login to online portal of Department of Factories and Boilers Kerala (https://idms.fabkerala.gov.in/fabnet/UserLogin.do). — Step 2: Select the name of the Factory for which the licence is required. — Step 3: Select “New Licence” in the workspace tab — Step 4: Enter the mandatory details of the factory. — Step 5: Upload the scanned copies of mandatory supporting documents. — Step 6: Choose the payment method and pay the required fee online — Step 6: Submit the application — Step 7: Review of application at the office of the Regional Joint Director — Step 8: Site inspection by Factory Inspector — Step 9: Issue of licence after satisfactory site inspection — Step 10: 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	Available in the home page of the URL - https://idms.fabkerala.gov.in/fabnet/UserLogin.do

2. Standard Operating Procedure for Approver

Application for	Factory Plan Approval
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)
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) → Joint Director (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

	<p>Government or Local Authority for government run factories.</p> <ol 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 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.

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)

1.11 Fire and Rescue Services

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

Application for	Fire Safety Clearance for Site – Consent to Establish
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 application cum checklist to Local Body (Panchayat/Municipality/Corporation) for initial clearance from Fire and Rescue Services along with the required copies of fire plans, civil plans, challan for fee payment and affidavit by applicant — Step 2: Approval of civil plans by Local Body — Step 3: Forwarding of application cum checklist to Fire and Rescue Department Station Office by Local Body with a covering letter. — Step 4: Site Verification and preparation of site verification report — Step 5: Scrutiny of site verification report and application cum checklist — Step 6: Issue of initial clearance for site <p>Application forms, checklists and affidavits for different buildings is available in the following URL : http://www.fire.kerala.gov.in/index.php/fire-safety-clearance/application-cum-checklist</p>
Procedure for Fees payment	Challan payment at Treasury in the head of account “0070-60-109-99”
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 – 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>

	Above 45 metres height – 38 days
Checking of Application Status	<i>Not available</i>
Key Contact Person from department	Building Height Below 10 metres - concerned Assistant Divisional Officer Building Height 10 metres and above and up to 24 metres - concerned Divisional Officer Building Height above 24 metres- Director Technical, Headquarters, TVM

Application for	Certificate of Approval – Consent to Establish
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>— Step1: Submission of application cum checklist to Fire and Rescue Station office concerned (If initial Clearance is obtained).</p> <p style="text-align: center;">Or</p> <p>— Submission of application cum checklist for certificate of approval (final approval) to local body from Fire and Rescue Services along with the fire plans, civil plans, challan for fee payment and affidavit. (if initial clearance from Fire and Rescue Services is not obtained)</p> <p>— Step 2: Forwarding of application cum checklist along with other documents approved by LSGD/Corporation Secretary to Fire and Rescue Station Office concerned with a cover letter by Local Body on request (if initial clearance is not obtained)</p> <p>— Step 3: Ensuring the completion of the civil construction and firefighting installations in the buildings by Fire and Rescue Station Officer concerned through site visit.</p> <p>— Step 5: Building Inspection by board of officers, verification as per checklist and testing of FFFI provided in the building.</p> <p>— Step 6: Scrutiny of verification report and supporting documents</p> <p>— Step 6: Issue of Certificate of Approval (final Clearance)</p> <p>Application forms, checklists and affidavits for different buildings is available in the following URL : http://www.fire.kerala.gov.in/index.php/fire-safety-</p>

	clearance/application-cum-checklist
Procedure for Fees payment	Challan payment at Treasury in the head of account “0070-60-109-99”
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	Not available
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 – Consent to Establish
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	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.

Application for	Certificate of approval (Final NOC)
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)
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 – 45 days</p> <p>Above 24 metres height – 45 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>

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

1.12 Kerala State Pollution Control Board

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: Login to Kerala State Pollution Control Board's Online Consent Management and Monitoring System (OCMMS) (http://krocmms.nic.in/KSPCB/) First time registrants may register using the "New Industry Registration" link in the same URL. — Step 2: Fill the application form for the type of industry for which consent is sought – Industrial Establishments, Hospitals & Healthcare Institutions and Hotels & Commercial Establishments. — Step 3: Take a printout of the completed application form and submit the same at the District Pollution Control Board office along with the demand draft for consent fee. — Step 4: Review of application and supporting documents by the Pollution Control Board — Step 5: Site inspection by the Pollution Control Board — Step 6: Grant of consent by the Pollution Control Board based on pre-defined criteria. (Copy of the Consent to Establish can be downloaded by the promoter from OCMMS)
Procedure for Fees payment	Demand Draft (Online payment gateway will be operation from 1 st November 2016)
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</p>

	The Plastic Waste Management Rules, 2016 The Solid Waste Management Rules, 2016
Time line for completing the process	4 months from the date of submission of completed application is the maximum time
Checking of Application Status	Available in the home page of the URL - http://krocmms.nic.in/KSPCB/
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: Login to Kerala State Pollution Control Board’s Online Consent Management and Monitoring System (OCMMS) (http://krocmms.nic.in/KSPCB/) First time registrants may register using the “New Industry Registration” link in the same URL. — Step 2: Fill the application form for the type of industry for which consent is sought – Industrial Establishments, Hospitals & Healthcare Institutions and Hotels & Commercial Establishments. — Step 3: Take a printout of the completed application form and submit the same at the District Pollution Control Board office along with the demand draft for consent fee. — Step 4: Review of application and supporting documents by the Pollution Control Board — Step 4: Site inspection by the Pollution Control Board — Step 5: Grant of consent by the Pollution Control Board based on pre-defined criteria. (Copy of the Consent to Establish can be downloaded by the promoter from OCMMS)

Procedure for Fees payment	Demand Draft (Online payment gateway will be operational from 1 st November 2016)
List of Reference Documents	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
Time line for completing the process	4 months from the date of submission of completed application is the maximum time
Checking of Application Status	Available in the home page of the URL - http://krocmms.nic.in/KSPCB/

1. 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	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
Time line for completing the process	120 days (4 months)

Departmental Work Flow

District Office:

Help Desk -> Assistant Engineer -> Assistant Environmental Engineer -> Environmental Engineer -> Forwarded to Regional Office/Head Office if District Office is not the consent issuing authority.

Regional Office:

Assistant Engineer/Assistant Environmental Engineer -> Senior Environmental Engineer/Chief Environmental Engineer

Head Office:

Assistant Engineer/Assistant Environmental Engineer -> Environmental Engineer -> Chief Environmental Engineer -> Member Secretary -> Chairman

2. 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.

3. 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.

1.13 Coastal Zone Management Authority

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 CRZ notification 2011) • 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 • Site plan and Building Plan • Challan for fees paid
Process description	<ul style="list-style-type: none"> — Step 1: Submission of application along with supporting documents — 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

Procedure for Fees payment	Direct payment through treasury
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)
Checking of Application Status	<i>Not available</i>
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 CRZ notification 2011) • 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 • Site plan and Building plan • Challan for fees paid

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)

2. Verification Process

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

- A. Whether permissible activity as per notification
- B. If permissible, whether the proposal satisfies the conditions laid down in CRZ Notification.
- C. Location of the project and whether it falls in the hazard zone as mapped by Ministry of Environment and Forests/National Disaster Management Authority
- D. Impact on water bodies or land surface that affects drainage or run-off
- E. Loss of native species or genetic diversity in the area
- F. Human population influx and its impact
- G. Impoundment, damming, culverting, realignment or other changes to the hydrology of watercourses or aquifers
- H. Closure or diversion of existing transport routes or infrastructure leading to changes in traffic movements
- I. Use of hazardous substances or materials
- J. Probability of occurrence of water borne diseases
- K. Impact on local communities, fisherfolk and their livelihood, dwelling units of traditional local communities
- L. Facilities for solid waste management and hazardous waste management
- M. Air, water and noise pollution management plan

Checklist of mandatory documents to be submitted

- Form-1 (Annexure-IV of the CRZ notification 2011)

- 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
- Site plan and Building plan
- Challan for the fee paid

1.14 Department of Forest

Name of Department	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 application as per Form II — Step 2: Site inspection by authorized forest officer with jurisdiction of the concerned area — Step 3: Granting of permission by authorized forest officer — Step 4: Filing of declaration by the applicant for transporting the trees after cutting — Step 5: Site inspection by authorized forest officer with jurisdiction of the concerned area — Step 6: Issuance of permit for transportation
Procedure for Fees payment	Payment of application fee (15 Rs + tax) directly to the department.
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	Not available
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"> — Step1: Submission of application as per Form V — Step 2: Verification of application and forwarding to Advisory Committee by authorized forest officer. — Step 3: Inspection of the trees proposed to be felled, by the Advisory Committee. — Step 4: Evaluation of the application based on site inspection — Step 5: Issue of permit to the applicant
Procedure for Fees payment	Payment of application fee (15 Rs + tax) directly to the department.
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	Not available
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	<p>Step1: Submission of application along with supporting documents and application fees as prescribed to Authorized officer</p> <ul style="list-style-type: none"> • Any person running a sawmill or a wood based industrial unit under a licence obtained from the Local Self Government Institution as on 30th October, 2002 shall, apply to the Authorized Officer in Form No IA for obtaining licence. • Any person intending to obtain licence to establish a new saw mill or other wood based industrial unit after the commencement of these rules shall apply to the Authorized Officer in Form No. I B for obtaining licence. <p>Step2: Verification of application, supporting documents and fees paid by the authorized officer. Authorized officer may conduct inspection to verify the facts submitted by the applicant. Forwarding of application for the issue of no objection certificate by central empowered committee or state level committee (advisory committee) basis the wood availability report as the case may be.</p>

	Step3: Issue of license in Form 2A/2B as the case may be.
Procedure for Fees payment	2 Options for the payment of fee - Directly to the department (Demand Draft) - Through e-treasury
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	Not available
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	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	Clerk-----Range Officer (Normal) Clerk-----Range Officer-----Clerk-----Supervisor-----DFO (Rare Cases)

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	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	<p>Clerk-----Authorized Officer (normal case)</p> <p>Clerk-----Authorized Officer-----Advisory committee----- Authorized Officer (as the case may be)</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.

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.

2. 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
 - Electricity Connection documents

1.15 Department of Mining and Geology

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	<p><u>Initial documents</u></p> <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. <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 application in prescribed format with necessary documents and application fee.</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</p>

	<p>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 major minerals), Quarry Safety Fund (for minor minerals), District Mineral Foundation Trust Fund (for both major and minor minerals)</p> <p>Step 13: Issue of mineral transit passes</p> <p>Step 14: Submission of returns</p>
Procedure for Fees payment	Payment at treasury
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)
Checking of Application Status	Not available

2. SOP for Approver

Application for	Mineral Concession
Mandatory supporting documents required	<p><u>Initial documents</u></p> <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. <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. <p>Other clearances as the case maybe</p>
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)

3. Checklist

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.

Other clearances as the case maybe