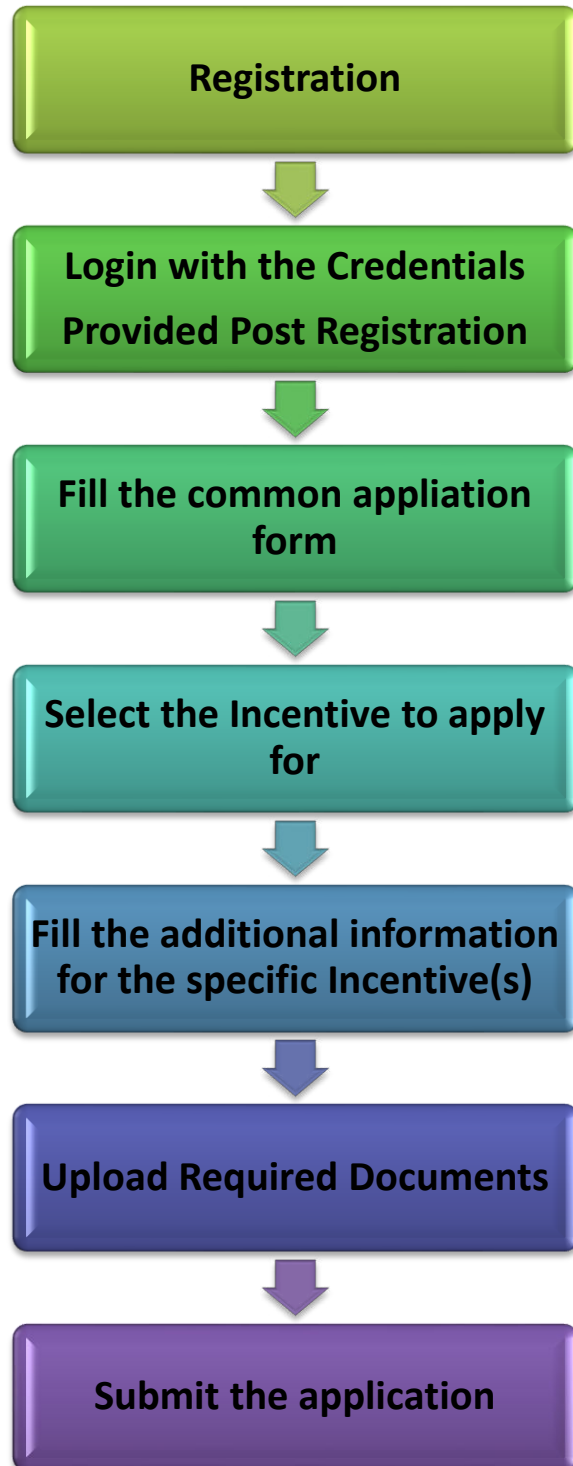
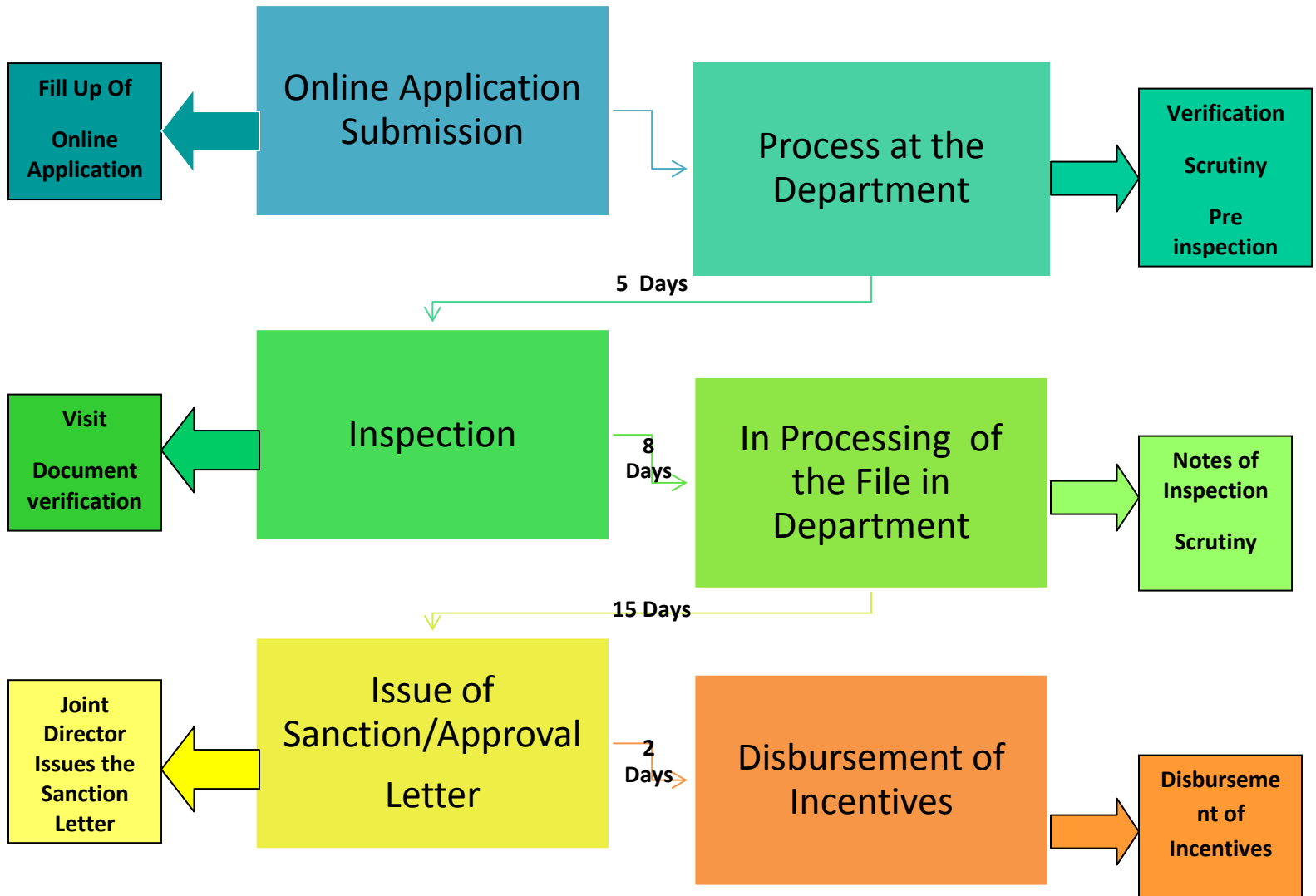


INCENTIVES APPLICATION PROCESS



INCENTIVES DISBURSEMENT PROCESS



S.No.	Services
1.	Sanction of Investment Promotion subsidy for Micro, Small and Medium Enterprises
2.	Stamp Duty Exemption and Registration Fees Concession Certificate
3.	Agricultural Produce Marketing Cess Exemption Certificate
4.	Entry Tax Exemption Certificate
5.	Electricity Duty Exemption Certificate
6.	Issue of IEM Part-I Acknowledgment for Micro, Small and Medium Enterprises
7.	Issue of IEM Part-II Acknowledgement for Micro, Small and Medium Enterprises
8.	Issue of Sanction order for Interest Subsidy to New Micro Manufacturing Enterprises
9.	Issue of Sanction order for land Conversion fine Reimburesment(for projects upto Rs. 50 cr)
10.	Recommendation of applications received under Prime Ministers Employnment Generation programme to Banks through District Task Force Committee

1. Sanction of Investment Promotion subsidy for Micro, Small and Medium Enterprises

1. DULY FILLED IN APPLICATION IN THE PRESCRIBED FORMAT AS IN ANNEXURE – 4.
2. ORIGINAL STATEMENT OF FIXED ASSETS IN PRESCRIBED FORMAT, DULY CERTIFIED BY THE CONCERNED FINANCIAL INSTITUTION AS IN ANNEXURE – 5.
3. ORIGINAL INVESTMENT CERTIFICATE ISSUED BY KSFC/KSIIDC/BANK/OTHER FINANCIAL RBI RECOGNISED INSTITUTIONS IN PRESCRIBED FORMAT AS IN ANNEXURE -6.
4. ORIGINAL CERTIFICATE FROM CHARTERED ENGINEER/ARCHITECT IN PRESCRIBED FORMAT IN RESPECT OF INVESTMENT MADE IN BUILDING AS IN ANNEXURE-7.
5. FORM OF DECLARATION REGARDING EMPLOYMENT OF LOCAL PERSONS IN THE PRESCRIBED FORMAT AS IN ANNEXURE-8.

Documents to be enclosed with the request

6. A COPY OF THE PROJECT REPORT DULY SIGNED BY THE PROMOTER
7. COPY OF LAND DOCUMENTS/ RECORDS
8. COPY OF TERM LOAN SANCTION ORDERS FROM KSFC/ KSIIDC/ BANK/ OTHER RBI RECOGNISED FINANCIAL INSTITUTIONS.
9. COPY OF FIRST SALE INVOICE
10. COPY OF IEM ACKNOWLEDGEMENT – PART - II.
11. COPY OF REGISTERED PARTNERSHIP DEED / MEMORANDUM AND ARTICLES OF ASSOCIATION/ BYELAWS
12. COPY OF CASTE CERTIFICATES IN RESPECT OF SC/ST AND APPROPRIATE CERTIFICATE/ DOCUMENTS IN RESPECT OF PHYSICALLY CHALLENGED/ EX-SERVICEMEN ENTREPRENEURS.
13. COPY OF POWER SANCTION/SERVICE LETTER.
14. COPY OF VAT REGISTRATION CERTIFICATE.

	<p>15. COPY OF APPROVED BUILDING PLAN ALONG WITH CONSTRUCTION LICENSE</p> <p>16. COPY OF LICENSE OBTAINED FROM LOCAL AUTHORITY</p> <p>17. ESI/EPF REGISTRATION COPY WHEREVER APPLICABLE.</p> <p>18. DETAILS OF EXISTING INVESTMENT IN CASE OF UNIT UNDER EXPANSION /MODERNISATION/DIVERSIFICATION, WHEREVER APPLICABLE.</p> <p>19. DETAILS OF INVESTMENT SUBSIDY ALREADY SANCTIONED AND RELEASED TO THE UNIT, IF ANY AND WHEREVER APPLICABLE.</p>
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Work Flow

Step	Description	No. of Days	Designation
1	APPLICATION RECEIVED AT KGSC WILL BE SUBMITTED TO JOINT DIRECTOR FOR PERUSAL/INITIAL AND THEN ENTERED IN THE INWARD REGISTER AND IT IS THEN SENT TO THE CONCERNED CASE WORKER	1.00	Stenographer
2	CASE WORKER OPENS A NEW FILE OR PROCESSES IN THE CONCERNED EXISTING FILE AND VERIFIES THE APPLICATION AND THEN SUBMITS THE FILE TO THE NEXT HIGHER OFFICER I.E., ASSISTANT/DEPUTY DIRECTOR (AD/DD) AS PER THE STAFFING PATTERN OF THE RESPECTIVE OFFICE	4.00	Case Worker

3	CONCERNED OFFICER I.E., AD/DD VERIFIES THE PROPOSAL AND SUBMITS THE FILE WITH THEIR OPINION TO THE JOINT DIRECTOR.	3.00	Deputy Director District Industries Centre
4	JOINT DIRECTOR VERIFIES THE PROPOSAL AND HE HIMSELF OR HIS SUBORDINATE OFFICER VISIT WILL THE UNIT FOR PHYSICAL VERIFICATION.	5.00	Joint Director
5	IF ELIGIBLE, AD/DD WILL PLACE THE PROPOSAL BEFORE THE DLC(DISTRICT LEVEL COMMITTEE) FOR APPROVAL	15.00	Deputy Director District Industries Centre
6	JOINT DIRECTOR WILL ISSUE THE SANCTION ORDER.	2.00	Joint Director

2. Stamp Duty Exemption and Registration Fees Concession Certificate

- I) FOR REGISTRATION OF LEASE CUM SALE DEED IN CASE OF SHED, LAND AND PLOT ALLOTTED BY KIABD/KSSIDC/KEONICS/KSSIIDC/INDUSTRIAL CO-OPERATIVE/APPROVED PRIVATE INDUSTRIAL ESTATE(DLSWCC/SLSWCCC APPROVED PROJECTS)**

	<p>1. APPLICATION IN PLAIN PAPER OR LETTER HEAD.</p> <p>COPY OF IEM ACKNOWLEDGMENT PART-I OR PART-II OR</p>
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Documents to be enclosed with the request

2. INDUSTRIAL LICENCE OR 100 PERCENT EOU CERTIFICATE OR EOU CERTIFICATE
3. COPY OF THE PROJECT REPORT DULY SIGNED BY THE PROMOTER.
4. COPY OF THE DLSWCC/SLSWCCC APPROVAL OBTAINED BY THE UNIT.
5. COPY OF SHED /LAND ALLOTMENT ORDER / POSSESSION CERTIFICATE.
6. COPY OF LEASE DEED /LEASE-CUM-SALE DEED.
7. DETAILS OF EXISTING INVESTMENT IN CASE OF UNIT UNDER EXPANSION/MODERNISATION/DIVERSIFICATION.
8. FORM OF DECLARATION REGARDING EMPLOYMENT OF LOCAL PERSON IN ANNEXURE-8 IN CASE OF EXISTING UNIT.

Work Flow

Step	Description	No. of Days	Designation
1	APPLICATION RECEIVED AT KGSC WILL BE SUBMITTED TO JOINT DIRECTOR FOR PERUSAL/INITIAL AND THEN ENTERED IN THE INWARD REGISTER AND IT IS THEN SENT TO THE CONCERNED CASE WORKER	1.00	Stenographer
2	CASE WORKER OPENS A NEW FILE OR PROCESSES IN THE CONCERNED EXISTING FILE AND VERIFIES THE APPLICATION AND THEN SUBMITS THE FILE TO THE NEXT HIGHER OFFICER I.E., ASSISTANT/DEPUTY DIRECTOR (AD/DD) OR AS PER THE STAFFING PATTERN OF THE RESPECTIVE OFFICE	3.00	Case Worker
3	CONCERNED OFFICER I.E., AD/DD VERIFIES THE PROPOSAL AND SUBMITS THE FILE WITH THEIR OPINION TO THE JOINT DIRECTOR.	3.00	Deputy Director District Industries Centre
4	JOINT DIRECTOR VERIFIES THE PROPOSAL AND IF ELIGIBLE HE WILL ISSUE THE CERTIFICATE. OFFICER OF DIC MAY VISIT THE UNIT FOR PHYSICAL VERIFICATION IF NECESSARY.	3.00	Joint Director

II) FOR REGISTRATION OF LOAN AGREEMENTS, CREDIT DEEDS, MORTGAGE AND HYPOTHICATION DEED(DLSWCC/SLSWCCC Approved Projects)

Documents to be enclosed with the request

1. APPLICATION IN PLAIN PAPER OR LETTER HEAD.

COPY OF IEM ACKNOWLEDGMENT PART-I OR PART-II OR
2. INDUSTRY LICENCE OR 100 PERCENT EOU OR EOU

CERTIFICATE
3. COPY OF THE PROJECT REPORT DULY SIGNED BY THE

PROMOTER.
4. COPY OF DLSWCC/ SLSWCC APPROVALS OBTAINED BY THE

UNIT, IF ANY.
5. COPY OF THE TERM LOAN SANCTION ORDER FROM THE BANK

OR FINANCAL INSTITUTIONS.
6. DETAILS OF EXISTING INVESTMENT IN CASE OF UNIT UNDER

EXPANSION/MODERNISATION/DIVERSIFICATION.
7. FORM OF DECLARATION REGARDING EMPLOYMENT OF LOCAL

PERSON IN ANNEXURE-8 IN CASE OF EXISTING UNIT.

Work Flow

Step	Description	No. of Days	Designation
1	APPLICATION RECEIVED AT KGSC WILL BE SUBMITTED TO JOINT DIRECTOR FOR PERUSAL/INITIAL AND THEN ENTERED IN THE INWARD REGISTER AND IT IS THEN SENT TO THE CONCERNED CASE WORKER	1.00	Stenographer
2	CASE WORKER OPENS A NEW FILE OR PROCESSES IN THE CONCERNED EXISTING FILE AND VERIFIES THE APPLICATION AND THEN SUBMITS THE FILE TO THE NEXT HIGHER OFFICER I.E., ASSISTANT/DEPUTY DIRECTOR (AD/DD) OR AS PER THE STAFFING PATTERN OF THE RESPECTIVE OFFICE	3.00	Case Worker
3	CONCERNED OFFICER I.E., AD/DD VERIFIES THE PROPOSAL AND SUBMITS THE FILE WITH THEIR OPINION TO THE JOINT DIRECTOR.	3.00	Deputy Director District Industries Centre
4	JOINT DIRECTOR VERIFIES THE PROPOSAL AND IF ELIGIBLE HE WILL ISSUE THE CERTIFICATE. OFFICER OF DIC MAY VISIT THE UNIT FOR PHYSICAL VERIFICATION IF NECESSARY.	3.00	Joint Director

III) FOR REGISTRATION OF LAND PURCHASED UNDER SECTION 109 OF KLR ACT.(DLSWCC/SLSWCCC Apporved Projects)

Documents to be enclosed with the request

1. APPLICATION IN PLAIN PAPER OR LETTER HEAD.

COPY OF IEM ACKNOWLEDGMENT PART-I OR PART-II OR
2. INDUSTRIAL LICENCE OR 100 PERCENT EOU CERTIFICATE OR

EOU CERTIFICATE

COPY OF THE PROJECT REPORT DULY SIGNED BY THE
3. PROMOTER.
4. COPY OF DLSWCC/ SLSWCC APPROVALS OBTAINED BY THE

UNITS.

COPY OF APPROVAL ORDER OBTAINED FROM REVENUE
5. DEPARTMENT UNDER SECTION 109 OF KLR ACT FOR

PURCHASE OF LAND.
6. DETAILS OF EXISTING INVESTMENT IN CASE OF UNIT UNDER

EXPANSION/MODERNISATION/DIVERSIFICATION.
7. FORM OF DECLARATION REGARDING EMPLOYMENT OF LOCAL

PERSON IN ANNEXURE-8 IN CASE OF EXISTING UNIT.

Work Flow

Step	Description	No. of Days	Designation
1	APPLICATION RECEIVED AT KGSC WILL BE SUBMITTED TO JOINT DIRECTOR FOR PERUSAL/INITIAL AND THEN ENTERED IN THE INWARD REGISTER AND IT IS THEN SENT TO THE CONCERNED CASE WORKER	1.00	Stenographer
2	CASE WORKER OPENS A NEW FILE OR PROCESSES IN THE CONCERNED EXISTING FILE AND VERIFIES THE APPLICATION AND THEN SUBMITS THE FILE TO THE NEXT HIGHER OFFICER I.E., ASSISTANT/DEPUTY DIRECTOR (AD/DD) OR AS PER THE STAFFING PATTERN OF THE RESPECTIVE OFFICE	3.00	Case Worker
3	CONCERNED OFFICER I.E., AD/DD VERIFIES THE PROPOSAL AND SUBMITS THE FILE WITH THEIR OPINION TO THE JOINT DIRECTOR.	3.00	Deputy Director District Industries Centre
4	JOINT DIRECTOR VERIFIES THE PROPOSAL AND IF ELIGIBLE HE WILL ISSUE THE CERTIFICATE. OFFICER OF DIC MAY VISIT THE UNIT FOR PHYSICAL VERIFICATION IF NECESSARY.	3.00	Joint Director

IV) FOR REGISTRATION OF ABSOLUTE SALE DEED IN CASE OF SHED, LAND AND PLOT ALLOTTED BY KIABD/KSSIDC/KEONICS/KSSIIDC/INDUSTRIAL CO-

OPERATIVE/APPROVED PRIVATE INDUSTRIAL ESTATE(DLSWCC/SLSWCCC Approved Projects)

Documents to be enclosed with the request

1. APPLICATION IN PLAIN PAPER OR LETTER HEAD.

COPY OF IEM ACKNOWLEDGMENT PART-I OR PART-II OR
2. INDUSTRIAL LICENCE OR 100 PERCENT EOU CERTIFICATE OR

EOU CERTIFICATE
3. COPY OF THE PROJECT REPORT DULY SIGNED BY THE

PROMOTER.
4. COPY OF DLSWCC/ SLSWCC APPROVALS OBTAINED BY THE

UNITS, IF ANY.
5. COPY OF SHED /LAND ALLOTMENT ORDER / POSSESSION

CERTIFICATE.
6. COPY OF DRAFT FINAL SALE DEED/ ABSOLUTE SALE DEED.
7. FORM OF DECLARATION REGARDING EMPLOYMENT OF LOCAL

PERSON IN ANNEXURE-8 IN CASE OF EXISTING UNIT.

	<p>8. COPY OF LEASE DEED /LEASE-CUM-SALE DEED</p> <p>COPY OF STAMP DUTY EXEMPTION CERTIFICATE OBTAINED</p> <p>9. DURING REGISTRATION OF LEASE DEED/LEASE CUM SALE DEED IF ANY.</p>
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Work Flow

Step	Description	No. of Days	Designation
1	APPLICATION RECEIVED AT KGSC WILL BE SUBMITTED TO JOINT DIRECTOR FOR PERUSAL/INITIAL AND THEN ENTERED IN THE INWARD REGISTER AND IT IS THEN SENT TO THE CONCERNED CASE WORKER	1.00	Stenographer
2	CASE WORKER OPENS A NEW FILE OR PROCESSES IN THE CONCERNED EXISTING FILE AND VERIFIES THE APPLICATION AND THEN SUBMITS THE FILE TO THE NEXT HIGHER OFFICER I.E., ASSISTANT/DEPUTY DIRECTOR (AD/DD) OR AS PER THE STAFFING PATTERN OF THE RESPECTIVE OFFICE	3.00	Case Worker
3	CONCERNED OFFICER I.E., AD/DD VERIFIES THE PROPOSAL AND SUBMITS THE FILE WITH THEIR OPINION TO THE JOINT DIRECTOR.	3.00	Deputy Director District Industries Centre
4	JOINT DIRECTOR VERIFIES THE PROPOSAL AND IF ELIGIBLE HE WILL ISSUE THE CERTIFICATE. OFFICER OF DIC MAY VISIT THE UNIT FOR PHYSICAL VERIFICATION IF NECESSARY.	3.00	Joint Director

V) FOR REGISTRATION OF LEASE CUM SALE DEED IN CASE OF SHED, LAND AND PLOT ALLOTTED BY KIABD/KSSIDC/KEONICS/KSSIIDC/INDUSTRIAL CO-OPERATIVE/APPROVED PRIVATE INDUSTRIAL ESTATE(SHLCC Approved Projects)

<p>Documents to be enclosed with the request</p>	<ol style="list-style-type: none">1. APPLICATION IN PLAIN PAPER OR LETTER HEAD. COPY OF IEM ACKNOWLEDGMENT PART-I OR PART-II OR2. INDUSTRIAL LICENCE OR 100 PERCENT EOU CERTIFICATE OR EOU CERTIFICATE COPY OF THE PROJECT REPORT DULY SIGNED BY THE3. PROMOTER.4. COPY OF SHLCC APPROVAL OBTAINED BY THE ENTREPRISE.
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	<p>5. COPY OF SHED /LAND ALLOTMENT ORDER / POSSESSION CERTIFICATE.</p> <p>6. COPY OF LEASE DEED /LEASE-CUM-SALE DEED</p> <p>7. DETAILS OF EXISTING INVESTMENT IN CASE OF UNIT UNDER EXPANSION/MODERNISATION/DIVERSIFICATION.</p> <p>8. FORM OF DECLARATION REGARDING EMPLOYMENT OF LOCAL PERSON IN ANNEXURE-8 IN CASE OF EXISTING UNIT.</p>
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Work Flow

Step	Description	No. of Days	Designation
1	APPLICATION RECEIVED AT KGSC WILL BE SUBMITTED TO JOINT DIRECTOR(ID) FOR PERUSAL/INITIAL AND THEN ENTERED IN THE INWARD REGISTER AND IT IS THEN SENT TO THE CONCERNED CASE WORKER	1.00	Stenographer
2	CASE WORKER OPENS A NEW FILE OR PROCESSES IN THE CONCERNED EXISTING FILE AND VERIFIES THE APPLICATION AND THEN SUBMITS THE FILE TO THE NEXT HIGHER OFFICER I.E., ASSISTANT/DEPUTY DIRECTOR (AD/DD).	3.00	Case Worker

3	CONCERNED OFFICER I.E., AD/DD VERIFIES THE PROPOSAL AND SUBMITS THE FILE WITH THEIR OPINION TO JOINT DIRECTOR(ID) REQUIRED DOCUMENTS WILL BE OBTAINED FROM THE CONCERNED DIC,IF NECESSARY.	3.00	Administrative officer
4	JOINT DIRECTOR (ID) VERIFIES THE PROPOSAL AND IF ELIGIBLE HE WILL ISSUE THE CERTIFICATE WITH THE APPROVAL OF COMMISSIONER(ID).	3.00	Joint Director

VI) FOR REGISTRATION OF LOAN AGREEMENTS,CREDIT DEEDS, MORTGAGE AND HYPOTHICATION DEED(SHLCC Approved Projects)

Documents to be enclosed with the request	<ol style="list-style-type: none"> 1. APPLICATION IN PLAIN PAPER OR LETTER HEAD. COPY OF IEM ACKNOWLEDGMENT PART-I OR PART-II OR 2. INDUSTRIAL LICENCE OR 100 PERCENT EOU CERTIFICATE OR EOU CERTIFICATE 3. COPY OF THE PROJECT REPORT DULY SIGNED BY THE PROMOTER. 4. COPY OF SHLCC APPROVALS OBTAINED BY THE INDIVIDUAL ENTREPRISES IF ANY. 5. COPY OF THE TERM LOAN SANCTION ORDER FROM THE BANK OR FINANCAL INSTITUTIONS.
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	<p>6. DETAILS OF EXISTING INVESTMENT IN CASE OF UNIT UNDER EXPANSION/MODERNISATION/DIVERSIFICATION.</p> <p>7. FORM OF DECLARATION REGARDING EMPLOYMENT OF LOCAL PERSON IN ANNEXURE-8 IN CASE OF EXISTING UNIT.</p>
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Work Flow

Step	Description	No. of Days	Designation
1	APPLICATION RECEIVED AT KGSC WILL BE SUBMITTED TO JOINT DIRECTOR(ID) FOR PERUSAL/INITIAL AND THEN ENTERED IN THE INWARD REGISTER AND IT IS THEN SENT TO THE CONCERNED CASE WORKER	1.00	Stenographer
2	CASE WORKER OPENS A NEW FILE OR PROCESSES IN THE CONCERNED EXISTING FILE AND VERIFIES THE APPLICATION AND THEN SUBMITS THE FILE TO THE NEXT HIGHER OFFICER I.E., ASSISTANT/DEPUTY DIRECTOR (AD/DD).	3.00	Case Worker
3	CONCERNED OFFICER I.E., AD/DD VERIFIES THE PROPOSAL AND SUBMITS THE FILE WITH THEIR OPINION TO JOINT DIRECTOR(ID) REQUIRED DOCUMENTS WILL BE OBTAINED FROM THE CONCERNED DIC,IF NECESSARY.	3.00	Administrative officer
4	JOINT DIRECTOR (ID) VERIFIES THE PROPOSAL AND IF ELIGIBLE HE WILL ISSUE THE CERTIFICATE WITH THE APPROVAL OF COMMISSIONER(ID).	3.00	Joint Director

VII) FOR REGISTRATION OF LAND PURCHASED UNDER SECTION 109 OF KLR ACT.(SHLCC Apporved Projects)

Documents to be enclosed with the request

1. APPLICATION IN PLAIN PAPER OR LETTER HEAD.
COPY OF IEM ACKNOWLEDGMENT PART-I OR PART-II OR
2. INDUSTRIAL LICENCE OR 100 PERCENT EOU CERTIFICATE OR EOU CERTIFICATE
3. COPY OF THE PROJECT REPORT DULY SIGNED BY THE PROMOTER.
4. COPY OF SHLCC APPROVALS OBTAINED BY THE INDIVIDUAL ENTREPRISES IF ANY.
5. COPY OF APPROVAL ORDER OBTAINED FROM REVENUE DEPARTMENT UNDER SECTION 109 OF KLR ACT FOR PURCHASE OF LAND.

	<p>6. DETAILS OF EXISTING INVESTMENT IN CASE OF UNIT UNDER EXPANSION/MODERNISATION/DIVERSIFICATION.</p> <p>7. FORM OF DECLARATION REGARDING EMPLOYMENT OF LOCAL PERSON IN ANNEXURE-8 IN CASE OF EXISTING UNIT.</p>
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Work Flow

Step	Description	No. of Days	Designation
1	APPLICATION RECEIVED AT KGSC WILL BE SUBMITTED TO JOINT DIRECTOR(ID) FOR PERUSAL/INITIAL AND THEN ENTERED IN THE INWARD REGISTER AND IT IS THEN SENT TO THE CONCERNED CASE WORKER	1.00	Stenographer
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3	CONCERNED OFFICER I.E., AD/DD VERIFIES THE PROPOSAL AND SUBMITS THE FILE WITH THEIR OPINION TO JOINT DIRECTOR(ID) REQUIRED DOCUMENTS WILL BE OBTAINED FROM THE CONCERNED DIC,IF NECESSARY.	3.00	Administrative officer
4	JOINT DIRECTOR (ID) VERIFIES THE PROPOSAL AND IF ELIGIBLE HE WILL ISSUE THE CERTIFICATE WITH THE APPROVAL OF COMMISSIONER(ID).	3.00	Joint Director

VIII) FOR REGISTRATION OF ABSOLUTE SALE DEED IN CASE OF SHED, LAND AND PLOT ALLOTTED BY KIABD/KSSIDC/KEONICS/KSSIIDC/INDUSTRIAL CO-OPERATIVE/APPROVED PRIVATE INDUSTRIAL ESTATE(SHLCC Approved Projects)

<p>Documents to be enclosed with the request</p>	<ol style="list-style-type: none">1. APPLICATION IN PLAIN PAPER OR LETTER HEAD. COPY OF IEM ACKNOWLEDGMENT PART-I OR PART-II OR2. INDUSTRIAL LICENCE OR 100 PERCENT EOU CERTIFICATE OR EOU CERTIFICATE3. COPY OF THE PROJECT REPORT DULY SIGNED BY THE PROMOTER.4. COPY OF SHLCC APPROVAL OBTAINED BY THE UNITS, IF ANY. COPY OF SHED /LAND ALLOTMENT ORDER / POSSESSION5. CERTIFICATE.6. COPY OF DRAFT FINAL SALE DEED/ ABSOLUTE SALE DEED.
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	<p>7. FORM OF DECLARATION REGARDING EMPLOYMENT OF LOCAL PERSON IN ANNEXURE-8 IN CASE OF EXISTING UNIT.</p> <p>8. COPY OF LEASE DEED /LEASE-CUM-SALE DEED</p> <p>COPY OF STAMP DUTY EXEMPTION CERTIFICATE OBTAINED</p> <p>9. DURING REGISTRATION OF LEASE DEED/LEASE CUM SALE DEED IF ANY.</p>
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Work Flow

Step	Description	No. of Days	Designation
1	APPLICATION RECEIVED AT KGSC WILL BE SUBMITTED TO JOINT DIRECTOR(ID) FOR PERUSAL/INITIAL AND THEN ENTERED IN THE INWARD REGISTER AND IT IS THEN SENT TO THE CONCERNED CASE WORKER	1.00	Stenographer
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3	CONCERNED OFFICER I.E., AD/DD VERIFIES THE PROPOSAL AND SUBMITS THE FILE WITH THEIR OPINION TO JOINT DIRECTOR(ID) REQUIRED DOCUMENTS WILL BE OBTAINED FROM THE CONCERNED DIC,IF NECESSARY.	3.00	Administrative officer
4	JOINT DIRECTOR (ID) VERIFIES THE PROPOSAL AND IF ELIGIBLE HE WILL ISSUE THE CERTIFICATE WITH THE APPROVAL OF COMMISSIONER(ID).	3.00	Joint Director

3. Agricultural Produce Marketing Cess Exemption Certificate

I) APMC cess Exemption Certificate for New Units (DLSWCC/SLSWCC Approved projects)

	<ol style="list-style-type: none"> 1. APPLICATION IN PLAIN PAPER OR LETTER HEAD 2. COPY OF THE IEM ACKNOWLEDGEMENT PART II OR INDUSTRIAL LICENSE 3. COPY OF TERM LOAN SANCTION ORDER, IF ANY 4. COPY OF FIRST SALE INVOICE 5. COPY OF THE PROJECT REPORT DULY SIGNED BY THE PROMOTER.
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Documents to be enclosed with the request

6. COPY OF SLSWCC/DLSWCC APPROVAL LETTER, IF ANY.
7. LAND DOCUMENTS/ RECORDS
8. LIST OF MACHINERIES AND THEIR INSTALLED CAPACITIES.
9. COPY OF CFO FROM KSPCB, WHEREVER APPLICABLE.
10. ECC ISSUED BY DFEE, GOK / MOEF, GOI, WHEREVER APPLICABLE.
11. COPY OF LICENSE AND PLAN APPROVAL ISSUED BY DEPT. OF FACTORIES AND BOILERS, WHEREVER IS APPLICABLE.
12. FORM OF DECLARATION REGARDING EMPLOYMENT OF LOCAL PERSON IN ANNEXURE-8 .

Work Flow

Step	Description	No. of Days	Designation
1	APPLICATION RECEIVED AT KGSC WILL BE SUBMITTED TO JOINT DIRECTOR FOR PERUSAL/INITIAL AND THEN ENTERED IN THE INWARD REGISTER AND IT IS THEN SENT TO THE CONCERNED CASE WORKER	1.00	Stenographer
2	CASE WORKER OPENS A NEW FILE OR PROCESSES IN THE CONCERNED EXISTING FILE AND VERIFIES THE APPLICATION AND THEN SUBMITS THE FILE TO THE NEXT HIGHER OFFICER I.E., ASSISTANT/DEPUTY DIRECTOR (AD/DD) AS PER THE STAFFING PATTERN OF THE RESPECTIVE OFFICE	3.00	Case Worker
3	CONCERNED OFFICER I.E., AD/DD VERIFIES THE PROPOSAL AND SUBMIT THE FILE WITH THEIR OPINION TO JOINT DIRECTOR.	2.00	Deputy Director District Industries Centre
4	JOINT DIRECTOR VERIFIES THE PROPOSAL, IF IT IS ELIGIBLE, HE WILL ISSUE THE CERTIFICATE WITH THE APPROVAL OF COMMISSIONER FOR INDUSTRIAL DEVELOPMENT	4.00	Joint Director

II) APMC cess Exemption Certificate for Expansion/Modernization/Diversification units (DLSWCC/SLSWCC Approved projects)

Documents to be enclosed with the request

1. APPLICATION IN PLAIN PAPER OR LETTER HEAD
 2. COPY OF THE IEM ACKNOWLEDGEMENT PART II OR INDUSTRIAL LICENSE
 3. COPY OF TERM LOAN SANCTION ORDER, IF ANY
 4. COPY OF FIRST SALE INVOICE
 5. COPY OF THE PROJECT REPORT DULY SIGNED BY THE PROMOTER.
 6. COPY OF SLSWCC/DLSWCC APPROVAL LETTER, IF ANY.
 7. LAND DOCUMENTS/ RECORDS
 8. LIST OF MACHINERIES AND THEIR INSTALLED CAPACITIES.
 9. COPY OF CFO FROM KSPCB.
- ECC ISSUED BY DFEE, GOK / MOEF, GOI ECC ISSUED BY DFEE,

	<p>10. GOK / MOEF, GOI, WHEREVER APPLICABLE.</p> <p>11. COPY OF LICENSE AND PLAN APPROVAL ISSUED BY DEPT. OF FACTORIES AND BOILERS, WHEREVER IS APPLICABLE.</p> <p>12. DETAILS OF EXISTING INVESTMENT IN CASE OF UNIT UNDER TAKING EXPANSION/MODERNISATION/DIVERSIFICATION.</p> <p>13. FORM OF DECLARATION REGARDING EMPLOYMENT OF LOCAL PERSON IN ANNEXURE-8 IN CASE OF EXISTING UNIT.</p>
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Work Flow

Step	Description	No. of Days	Designation
1	APPLICATION RECEIVED AT KGSC WILL BE SUBMITTED TO JOINT DIRECTOR FOR PERUSAL/INITIAL AND THEN ENTERED IN THE INWARD REGISTER AND IT IS THEN SENT TO THE CONCERNED CASE WORKER	1.00	Stenographer
2	CASE WORKER OPENS A NEW FILE OR PROCESSES IN THE CONCERNED EXISTING FILE AND VERIFIES THE APPLICATION AND THEN SUBMITS THE FILE TO THE NEXT HIGHER OFFICER I.E., ASSISTANT/DEPUTY DIRECTOR (AD/DD) AS PER THE STAFFING PATTERN OF THE RESPECTIVE OFFICE	3.00	Case Worker

3	CONCERNED OFFICER I.E., AD/DD VERIFIES THE PROPOSAL AND SUBMIT THE FILE WITH THEIR OPINION TO JOINT DIRECTOR.	2.00	Deputy Director District Industries Centre
4	JOINT DIRECTOR VERIFIES THE PROPOSAL, IF IT IS ELIGIBLE, HE WILL ISSUE THE CERTIFICATE WITH THE APPROVAL OF COMMISSIONER FOR INDUSTRIAL DEVELOPMENT	4.00	Joint Director

III) APMC cess Exemption Certificate for New Units (SHLCC Approved projects)

	<ol style="list-style-type: none"> 1. APPLICATION IN PLAIN PAPER OR LETTER HEAD 2. COPY OF THE IEM ACKNOWLEDGEMENT PART II OR INDUSTRIAL LICENSE 3. COPY OF TERM LOAN SANCTION ORDER, IF ANY 4. COPY OF FIRST SALE INVOICE 5. COPY OF THE PROJECT REPORT DULY SIGNED BY THE PROMOTER.
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Documents to be enclosed with the request

6. COPY OF SHLCC APPROVAL LETTER, IF ANY.
7. COPY OF LAND DOCUMENTS/ RECORDS
8. LIST OF MACHINERIES AND THEIR INSTALLED CAPACITIES.
9. COPY OF CFO FROM KSPCB, WHEREVER APPLICABLE.
10. ECC ISSUED BY DFEE, GOK / MOEF, GOI, WHEREVER APPLICABLE.
11. COPY OF LICENSE AND PLAN APPROVAL ISSUED BY DEPT. OF FACTORIES AND BOILERS, WHEREVER IS APPLICABLE.
12. FORM OF DECLARATION REGARDING EMPLOYMENT OF LOCAL PERSON IN ANNEXURE-8 .

Work Flow

Step	Description	No. of Days	Designation
1	APPLICATION RECEIVED AT KGSC WILL BE SUBMITTED TO JOINT DIRECTOR(ID) FOR PERUSAL/INITIAL AND THEN ENTERED IN THE INWARD REGISTER AND IT IS THEN SENT TO THE CONCERNED CASE WORKER	1.00	Stenographer
2	CASE WORKER OPENS A NEW FILE OR PROCESSES IN THE CONCERNED EXISTING FILE AND VERIFIES THE APPLICATION AND THEN SUBMITS THE FILE TO THE NEXT HIGHER OFFICER I.E., ASSISTANT/DEPUTY DIRECTOR (AD/DD).	3.00	Case Worker
3	CONCERNED OFFICER I.E., AD/DD VERIFIES THE PROPOSAL AND SUBMITS THE FILE WITH THEIR OPINION TO JOINT DIRECTOR(ID) REQUIRED DOCUMENTS WILL BE OBTAINED FROM THE CONCERNED DIC,IF NECESSARY.	2.00	Administrative officer
4	JOINT DIRECTOR (ID) VERIFIES THE PROPOSAL AND IF ELIGIBLE HE WILL ISSUE THE CERTIFICATE WITH THE APPROVAL OF COMMISSIONER(ID).	4.00	Joint Director

IV) APMC cess Exemption Certificate for Expansion/Modernization/Diversification units (SHLCC Approved projects)

1. APPLICATION IN PLAIN PAPER OR LETTER HEAD

Documents to be enclosed with the request

2. COPY OF THE IEM ACKNOWLEDGEMENT PART II OR INDUSTRIAL LICENSE
3. COPY OF TERM LOAN SANCTION ORDER, IF ANY
4. COPY OF FIRST SALE INVOICE
5. COPY OF THE PROJECT REPORT DULY SIGNED BY THE PROMOTER.
6. COPY OF SHLCC APPROVAL LETTER, IF ANY.
7. LAND DOCUMENTS/ RECORDS
8. LIST OF MACHINERIES AND THEIR INSTALLED CAPACITIES.
9. COPY OF CFO FROM KSPCB.
10. ECC ISSUED BY DFEE, GOK / MOEF, GOI ECC ISSUED BY DFEE, GOK / MOEF, GOI, WHEREVER APPLICABLE.

	<p>11. COPY OF LICENSE AND PLAN APPROVAL ISSUED BY DEPT. OF FACTORIES AND BOILERS, WHEREVER IS APPLICABLE.</p> <p>12. DETAILS OF EXISTING INVESTMRNT IN CASE OF UNIT UNDER TAKING EXPANSION/MODERNISATION/DIVERSIFICATION.</p> <p>13. FORM OF DECLERATION REGARDING EMPLOYMENT OF LOCAL PERSON IN ANNEXURE-8 IN CASE OF EXISTING UNIT.</p>
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Work Flow

Step	Description	No. of Days	Designation
1	APPLICATION RECEIVED AT KGSC WILL BE SUBMITTED TO JOINT DIRECTOR(ID) FOR PERUSAL/INITIAL AND THEN ENTERED IN THE INWARD REGISTER AND IT IS THEN SENT TO THE CONCERNED CASE WORKER	1.00	Stenographer
2	CASE WORKER OPENS A NEW FILE OR PROCESSES IN THE CONCERNED EXISTING FILE AND VERIFIES THE APPLICATION AND THEN SUBMITS THE FILE TO THE NEXT HIGHER OFFICER I.E., ASSISTANT/DEPUTY DIRECTOR (AD/DD).	3.00	Case Worker

3	CONCERNED OFFICER I.E., AD/DD VERIFIES THE PROPOSAL AND SUBMITS THE FILE WITH THEIR OPINION TO JOINT DIRECTOR(ID) REQUIRED DOCUMENTS WILL BE OBTAINED FROM THE CONCERNED DIC,IF NECESSARY.	2.00	Administrative officer
4	JOINT DIRECTOR (ID) VERIFIES THE PROPOSAL AND IF ELIGIBLE HE WILL ISSUE THE CERTIFICATE WITH THE APPROVAL OF COMMISSIONER(ID).	4.00	Joint Director

4. Entry Tax Exemption Certificate

1) Entry Tax Exemption Certificate for new units under Implementation phase (DLSWCC/SLSWCC Approved projects)

	<ol style="list-style-type: none"> 1. APPLICATION IN PLAIN PAPER OR LETTER HEAD COPY OF THE IEM ACKNOWLEDGEMENT PART I OR 2. INDUSTRIAL LICENSE OR 100 PERCENT EOU CERTIFICATE OR EOU CERTIFICATE. 3. COPY OF THE PROJECT REPORT, DULY SIGNED BY THE PROMOTER. 4. VAT REGISTRATION COPY
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Documents to be enclosed with the request

5. LAND DOCUMENTS/ RECORDS
6. TERM LOAN SANCTION ORDER, IF ANY
7. COPY OF PARTNERSHIP DEED/ MEMORANDUM AND ARTICLES OF ASSOCIATION/ BYE-LAWS.
8. COPY OF FIRST PURCHASE ORDER PLACED FOR MACHINERY LIST OF PLANT AND MACHINERIES AND OTHER EQUIPMENTS WITH THEIR VALUES REQUIRED FOR IMPLEMENTATION OF THE PROJECT
9. COPY OF LICENSE AND PLAN APPROVAL ISSUED BY DEPT. OF FACTORIES AND BOILERS.
10. COPY OF CFE ISSUED FORM KSPCB
11. ECC ISSUED BY DFEE, GOK/MOEF, GOI IF APPLICABLE
- 12.

	13. APPROVAL FORM ENERGY DEPARTMENT IN CASE OF CO-GENERATION PLANTS
	14. APPROVAL FORM SECRETARY(SUGAR) COMMERCE AND INDUSTRIES DEPARTMENT IN CASE OF SUGAR PLANTS

Work Flow			
Step	Description	No. of Days	Designation
1	APPLICATION RECEIVED AT KGSC WILL BE SUBMITTED TO JOINT DIRECTOR FOR PERUSAL/INITIAL AND THEN ENTERED IN THE INWARD REGISTER AND IT IS THEN SENT TO THE CONCERNED CASE WORKER	1.00	Stenographer
2	CASE WORKER OPENS A NEW FILE OR PROCESSES IN THE CONCERNED EXISTING FILE AND VERIFIES THE APPLICATION AND THEN SUBMITS THE FILE TO THE NEXT HIGHER OFFICER I.E., ASSISTANT/DEPUTY DIRECTOR (AD/DD) OR AS PER THE STAFFING PATTERN OF THE RESPECTIVE OFFICE	3.00	Case Worker
3	CONCERNED OFFICER I.E., AD/DD VERIFIES THE PROPOSAL AND SUBMITS THE FILE WITH THEIR OPINION TO THE JOINT DIRECTOR.	3.00	Deputy Director District Industries Centre

4	JOINT DIRECTOR VERIFIES THE PROPOSAL AND IF ELIGIBLE HE WILL ISSUE THE CERTIFICATE. OFFICER OF DIC MAY VISIT THE UNIT FOR PHYSICAL VERIFICATION IF NECESSARY.	3.00	Joint Director
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II) Entry Tax Exemption Certificate for expansion/modernization/diversification units under implementation phase (DLSWCC/SLSWCC Approved projects)

	<ol style="list-style-type: none"> 1. APPLICATION IN PLAIN PAPER OR LETTER HEAD COPY OF THE IEM ACKNOWLEDGEMENT PART I OR 2. INDUSTRIAL LICENSE OR 100 PERCENT EOU CERTIFICATE OR EOU CERTIFICATE. 3. COPY OF THE PROJECT REPORT, DULY SIGNED BY THE PROMOTER. 4. COPY OF SLSWCC/DLSWCC APPROVAL LETTER, IF ANY. 5. COPY OF LICENSE AND PLAN APPROVAL ISSUED BY DEPT. OF FACTORIES AND BOILERS WHEREVER APPLICABLE.
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Documents to be enclosed with the request

6. APPROVAL FROM ENERGY DEPT. IN CASE OF CO-GENERATION PLANTS.
7. APPROVAL FROM SECRETARY (SUGAR), COMMERCE AND INDUSTRIES DEPT. IN CASE OF SUGAR PLANTS
8. COPY OF CFE ISSUED BY KSPCB, WHEVERE APPLICABLE.
9. LAND DOCUMENTS/ RECORDS
10. TERM LOAN SANCTION ORDER, IF ANY
11. VAT REGISTRATION COPY
12. COPY OF PARTNERSHIP DEED/ MEMORANDUM AND ARTICLES OF ASSOCIATION/ BYE-LAWS.
13. LIST OF PLANT AND MACHINERY AND OTHER EQUIPMENTS WITH THEIR VALUES REQUIRED FOR IMPLEMENTATION OF THE PROJECT

	<p>14. COPY OF FIRST PURCHASE ORDER PLACED FOR MACHINERY</p> <p>DETAILS OF EXISTING INVESTMENT IN CASE OF UNITS</p> <p>15. UNDERTAKING EXPANSION/ DIVERSIFICATION/ MODERNISATION</p> <p>16. FORM OF DECLARATION REGARDING EMPLOYMENT OF LOCAL PERSONS IN ANNEXURE-8</p> <p>17. ECC ISSUED BY DFEE, GOK/MOEF, GOI, WHEREVER APPLICABLE.</p>
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III) Entry Tax Exemption Certificate for new units under Operational phase (DLSWCC/SLSWCC Approved projects)

	<p>1. APPLICATION IN PLAIN PAPER OR LETTER HEAD</p> <p>COPY OF THE IEM ACKNOWLEDGEMENT PART I OR</p> <p>2. INDUSTRIAL LICENSE OR 100 PERCENT EOU CERTIFICATE OR EOU CERTIFICATE .</p>
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Documents to be enclosed with the request

3. COPY OF THE PROJECT REPORT, DULY SIGNED BY THE PROMOTER
4. VAT REGISTRATION COPY
5. LAND DOCUMENTS/ RECORDS
6. TERM LOAN SANCTION ORDER, IF ANY
7. COPY OF PARTNERSHIP DEED/ MEMORANDUM AND ARTICLES OF ASSOCIATION/ BYE-LAWS.
8. COPY OF FIRST SALE INVOICE
9. COPY OF LICENSE AND PLAN APPROVAL ISSUED BY DEPT. OF FACTORIES AND BOILERS, WHEREVER APPLICABLE.
10. COPY OF CFO ISSUED FORM KSPCB
11. ECC ISSUED BY DFEE, GOK/MOEF, GOI, WHEREVER APPLICABLE.

12. APPROVAL FORM ENERGY DEPARTMENT IN CASE OF CO-GENERATION PLANTS
13. APPROVAL FORM SECRETARY(SUGAR) COMMERECE AND INDUSTRIES DEPARTMENT IN CASE OF SUGAR PLANTS
14. COPY OF DLSWCC/SLSWCC APPROVAL LETTER, IF ANY
15. FORM OF DECLERATION REGARDING EMPLOYMENT OF LOCAL PERSONS IN ANNEXURE-VIII.
16. INVESTMENT CERTIFICATE FROM THE BANKS/FINANCIAL INSTITUTIONS AS PER ANNEXURE-6 OR CA CERTIFICATE AS PER ANNEXURE-9.
17. STATEMENT OF DETAILS OF ANNUAL REQUIRMENTS OF RAW MATERIALS/INPUTS/COMPONENTS/CONSUMABLES FOR WHICH ENTRY TAX EXEMPTION TO BE CLAIMED

Work Flow

Step	Description	No. of Days	Designation
1	APPLICATION RECEIVED AT KGSC WILL BE SUBMITTED TO JOINT DIRECTOR FOR PERUSAL/INITIAL AND THEN ENTERED IN THE INWARD REGISTER AND IT IS THEN SENT TO THE CONCERNED CASE WORKER	1.00	Stenographer
2	CASE WORKER OPENS A NEW FILE OR PROCESSES IN THE CONCERNED EXISTING FILE AND VERIFIES THE APPLICATION AND THEN SUBMITS THE FILE TO THE NEXT HIGHER OFFICER I.E., ASSISTANT/DEPUTY DIRECTOR (AD/DD) OR AS PER THE STAFFING PATTERN OF THE RESPECTIVE OFFICE	3.00	Case Worker
3	CONCERNED OFFICER I.E., AD/DD VERIFIES THE PROPOSAL AND SUBMITS THE FILE WITH THEIR OPINION TO THE JOINT DIRECTOR.	3.00	Deputy Director District Industries Centre
4	JOINT DIRECTOR VERIFIES THE PROPOSAL AND IF IT IS ELIGIBLE HE WILL ISSUE THE CERTIFICATE. OFFICER MAY VISIT THE UNIT FOR PHYSICAL VERIFICATION IF NECESSARY	3.00	Joint Director

IV) Entry Tax Exemption Certificate for expansion /modernization /diversification units under operational phase (DLSWCC/SLSWCC Approved projects)

1. APPLICATION IN PLAIN PAPER OR LETTER HEAD
COPY OF THE IEM ACKNOWLEDGEMENT PART I OR
2. INDUSTRIAL LICENSE OR 100 PERCENT EOU CERTIFICATE OR
EOU CERTIFICATE.
3. COPY OF THE PROJECT REPORT, DULY SIGNED BY THE
PROMOTER.
4. VAT REGISTRATION COPY
5. LAND DOCUMENTS/ RECORDS
6. TERM LOAN SANCTION ORDER, IF ANY
7. COPY OF SLSWCC/DLSWCC APPROVAL LETTER, IF ANY
8. COPY OF LICENSE AND PLAN APPROVAL ISSUED BY DEPT. OF
FACTORIES AND BOILERS WHEREVER APPLICABLE.

Documents to be enclosed with the request

9. APPROVAL FROM ENERGY DEPT. IN CASE OF CO-GENERATION PLANTS
10. APPROVAL FROM SECRETARY (SUGAR), COMMERCE AND INDUSTRIES DEPT. IN CASE OF SUGAR PLANTS
11. COPY OF CFE ISSUED BY KSPCB, WHEREVER APPLICABLE.
12. COPY OF PARTNERSHIP DEED/ MEMORANDUM AND ARTICLES OF ASSOCIATION/ BYE-LAWS
13. LIST OF PLANT AND MACHINERY AND OTHER EQUIPMENTS WITH THEIR VALUES REQUIRED FOR IMPLEMENTATION OF THE PROJECT
14. COPY OF FIRST PURCHASE ORDER PLACES FOR MACHINERY
15. COPY OF FIRST SALE INVOICE.

	<p>16. DETAILS OF EXISTING INVESTMENT IN CASE OF UNITS UNDERTAKING EXPANSION/ DIVERSIFICATION/ MODERNISATION</p> <p>17. FORM OF DECLARATION REGARDING EMPLOYMENT OF LOCAL EMPLOYMENT IN ANNEXURE-8</p> <p>18. ECC ISSUED BY DFEE, GOK/MOEF, GOI IF APPLICABLE</p>
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Work Flow			
Step	Description	No. of Days	Designation
1	APPLICATION RECEIVED AT KGSC WILL BE SUBMITTED TO JOINT DIRECTOR FOR PERUSAL/INITIAL AND THEN ENTERED IN THE INWARD REGISTER AND IT IS THEN SENT TO THE CONCERNED CASE WORKER	1.00	Stenographer
2	CASE WORKER OPENS A NEW FILE OR PROCESSES IN THE CONCERNED EXISTING FILE AND VERIFIES THE APPLICATION AND THEN SUBMITS THE FILE TO THE NEXT HIGHER OFFICER I.E., ASSISTANT/DEPUTY DIRECTOR (AD/DD) OR AS PER THE STAFFING PATTERN OF THE RESPECTIVE OFFICE	3.00	Case Worker

3	CONCERNED OFFICER I.E., AD/DD VERIFIES THE PROPOSAL AND SUBMITS THE FILE WITH THEIR OPINION TO THE JOINT DIRECTOR.	3.00	Deputy Director District Industries Centre
4	JOINT DIRECTOR VERIFIES THE PROPOSAL AND IF IT IS ELIGIBLE HE WILL ISSUE THE CERTIFICATE. OFFICER MAY VISIT THE UNIT FOR PHYSICAL VERIFICATION IF NECESSARY.	3.00	Joint Director

V) Entry Tax Exemption Certificate for new units under Implementation phase (SHLCC Approved projects)

	<ol style="list-style-type: none"> 1. APPLICATION IN PLAIN PAPER OR LETTER HEAD. COPY OF THE IEM ACKNOWLEDGEMENT PART I OR 2. INDUSTRIAL LICENSE OR 100 PERCENT EOU CERTIFICATE OR EOU CERTIFICATE . 3. COPY OF THE PROJECT REPORT, DULY SIGNED BY THE PROMOTER 4. VAT REGISTRATION COPY
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Documents to be enclosed with the request

5. LAND DOCUMENTS/ RECORDS
6. TERM LOAN SANCTION ORDER, IF ANY
7. COPY OF PARTNERSHIP DEED/ MEMORANDUM AND ARTICLES OF ASSOCIATION/ BYE-LAWS.
8. COPY OF FIRST PURCHASE ORDER PLACED FOR MACHINERY LIST OF PLANT AND MACHINERY AND OTHER EQUIPNMENTS WITH THEIR VALUES REQUIRED FOR IMPLEMENTATION OF THE PROJECT
9. COPY OF LICENSE AND PLAN APPROVAL ISSUED BY DEPT. OF FACTORIES AND BOILERS.REQUIRED FOR IMPLEMENTATION OF THE PROJECT WHWREVER APPLICABLE
10. SHLCC APPROVAL COPY
- 11.

	<p>12. COPY OF CFE ISSUED FORM KSPCB</p> <p>13. ECC ISSUED BY DFEE, GOK/MOEF, GOI IF APPLICABLE</p> <p>14. APPROVAL FORM ENERGY DEPARTMENT IN CASE OF CO-GENERATION PLANTS</p> <p>15. APPROVAL FORM SECRETARY(SUGAR), COMMERCE AND INDUSTRIES DEPARTMENT, IN CASE OF SUGAR PLANTS.</p>
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Work Flow

Step	Description	No. of Days	Designation
1	APPLICATION RECEIVED AT KGSC WILL BE SUBMITTED TO JOINT DIRECTOR(ID) FOR PERUSAL/INITIAL AND THEN ENTERED IN THE INWARD REGISTER AND IT IS THEN SENT TO THE CONCERNED CASE WORKER	1.00	Second Division Assistant
2	CASE WORKER OPENS A NEW FILE OR PROCESSES IN THE CONCERNED EXISTING FILE AND VERIFIES THE APPLICATION AND THEN SUBMITS THE FILE TO THE NEXT HIGHER OFFICER I.E., ASSISTANT/DEPUTY DIRECTOR (AD/DD).	3.00	Case Worker

3	CONCERNED OFFICER I.E., AD/DD VERIFIES THE PROPOSAL AND SUBMITS THE FILE WITH THEIR OPINION TO JOINT DIRECTOR(ID) REQUIRED DOCUMENTS WILL BE OBTAINED FROM THE CONCERNED DIC,IF NECESSARY.	3.00	Administrative officer
4	JOINT DIRECTOR (ID) VERIFIES THE PROPOSAL AND IF ELIGIBLE HE WILL ISSUE THE CERTIFICATE WITH THE APPROVAL OF COMMISSIONER(ID).	3.00	Joint Director

VI) Entry Tax Exemption Certificate for expansion/modernization/diversification units under implementation phase (SHLCC Approved projects)

	<ol style="list-style-type: none"> 1. APPLICATION IN PLAIN PAPER OR LETTER HEAD. COPY OF THE IEM ACKNOWLEDGEMENT PART I OR 2. INDUSTRIAL LICENSE OR 100 PERCENT EOU CERTIFICATE OR EOU CERTIFICATE . 3. COPY OF THE PROJECT REPORT DULY SIGNED BY PROMOTER 4. COPY OF SHLCC APPROVAL LETTER, IF ANY 5. LAND DOCUMENTS/ RECORDS
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Documents to be enclosed with the request

6. TERM LOAN SANCTION ORDER, IF ANY
7. VAT REGISTRATION COPY
8. COPY OF PARTNERSHIP DEED/ MEMORANDUM AND ARTICLES OF ASSOCIATION/ BYE-LAWS.
9. COPY OF LICENSE AND PLAN APPROVAL ISSUED BY DEPT. OF FACTORIES AND BOILERS.
10. .LIST OF PLANT AND MACHINERY AND OTHER EQUIPMENTS WITH THEIR VALUES REQUIRED FOR IMPLEMENTATION OF THE PROJECT
11. .COPY OF FIRST PURCHASE ORDER PLACES FOR MACHINERY
12. COPY OF CFE ISSUED FROM KSPCB
13. DETAILS OF EXISITING INVESTMENT IN CASE OF UNITS
13. UNDERTAKING EXPANSION/ DIVERSIFICATION/ MODERINISATION

	<p>14. FORM OF DECLARATION REGARDING EMPLOYMENT OF LOCAL PERSONS IN ANNEXURE-8</p> <p>15. ECC ISSUED BY DFEE, GOK/MOEF, GOI WHEREVER APPLICABLE</p>
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Work Flow

Step	Description	No. of Days	Designation
1	APPLICATION RECEIVED AT KGSC WILL BE SUBMITTED TO JOINT DIRECTOR(ID) FOR PERUSAL/INITIAL AND THEN ENTERED IN THE INWARD REGISTER AND IT IS THEN SENT TO THE CONCERNED CASE WORKER	1.00	Second Division Assistant
2	CASE WORKER OPENS A NEW FILE OR PROCESSES IN THE CONCERNED EXISTING FILE AND VERIFIES THE APPLICATION AND THEN SUBMITS THE FILE TO THE NEXT HIGHER OFFICER I.E., ASSISTANT/DEPUTY DIRECTOR (AD/DD).	3.00	Case Worker
3	CONCERNED OFFICER I.E., AD/DD VERIFIES THE PROPOSAL AND SUBMITS THE FILE WITH THEIR OPINION TO JOINT DIRECTOR(ID) REQUIRED DOCUMENTS WILL BE OBTAINED FROM THE CONCERNED DIC,IF NECESSARY.	3.00	Administrative officer

4	JOINT DIRECTOR (ID) VERIFIES THE PROPOSAL AND IF ELIGIBLE HE WILL ISSUE THE CERTIFICATE WITH THE APPROVAL OF COMMISSIONER(ID).	3.00	Joint Director
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VII) Entry Tax Exemption Certificate for new units under Operational phase (SHLCC Approved projects)

	<ol style="list-style-type: none"> 1. APPLICATION IN PLAIN PAPER OR LETTER HEAD COPY OF THE IEM ACKNOWLEDGEMENT PART II OR 2. INDUSTRIAL LICENSE OR 100 PERCENT EOU CERTIFICATE OR EOU CERTIFICATE WHICHEVER IS APPLICABLE 3. COPY OF THE PROJECT REPORT, DULY SIGNED BY PROMOTER 4. VAT REGISTRATION COPY 5. LAND DOCUMENTS/ RECORDS 6. TERM LOAN SANCTION ORDER, IF ANY 7. COPY OF PARTNERSHIP DEED/ MEMORANDUM AND ARTICLES OF ASSOCIATION/ BYE-LAWS.
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Documents to be enclosed with the request

8. COPY OF FIRST SALE INVOICE
9. COPY OF SHLCC APPROVAL LETTER

STATEMENT OF ANNUAL REQUIRMENTS OF RAW MATERIALS/
10. INPUTS/ COMPONENTS/ CONSUMABLES FOR WHICH ENTERY

TAX EXEMPTION TO BE CLAIMED
11. COPY OF LICENSE AND PLAN APPROVAL ISSUED BY DEPT. OF
FACTORIES AND BOILERS WHEREVER APPLICABLE.
12. COPY OF CFO ISSUED FORM KSPCB
13. ECC ISSUED BY DFEE, GOK/MOEF, GOI WHEREVER
APPLICABLE.
14. APPROVAL FORM ENERGY DEPARTMENT IN CASE OF CO-
GENERATION PLANTS

	15. APPROVAL FORM SECRETARY(SUGAR) COMMERCE AND INDUSTRIES DEPARTMENT IN CASE OF SUGAR PLANTS
	16. FORM OF DECLARATION REGARDING EMPLOYMENT OF LOCAL PERSONS IN ANNEXURE-8
	17. INVESTMENT CERTIFICATE FROM THE BANKS/FINANCIAL INSTITUTIONS AS PER ANNEXURE-6 OR CA CERTIFICATE AS PER ANNEXURE-9.

Work Flow

Step	Description	No. of Days	Designation
1	APPLICATION RECEIVED AT KGSC WILL BE SUBMITTED TO JOINT DIRECTOR FOR PERUSAL/INITIAL AND THEN ENTERED IN THE INWARD REGISTER AND IT IS THEN SENT TO THE CONCERNED CASE WORKER	1.00	Stenographer
2	CASE WORKER OPENS A NEW FILE OR PROCESSES IN THE CONCERNED EXISTING FILE AND VERIFIES THE APPLICATION AND THEN SUBMITS THE FILE TO THE NEXT HIGHER OFFICER I.E., ASSISTANT/DEPUTY DIRECTOR (AD/DD).	3.00	Case Worker

3	CONCERNED OFFICER I.E., AD/DD VERIFIES THE PROPOSAL AND SUBMITS THE FILE WITH THEIR OPINION TO JOINT DIRECTOR(ID) REQUIRED DOCUMENTS WILL BE OBTAINED FROM THE CONCERNED DIC,IF NECESSARY.	3.00	Administrative officer
4	JOINT DIRECTOR (ID) VERIFIES THE PROPOSAL AND IF ELIGIBLE HE WILL ISSUE THE CERTIFICATE WITH THE APPROVAL OF COMMISSIONER(ID)..	3.00	Joint Director

VIII) Entry Tax Exemption Certificate for expansion/modernization/diversification units under operational phase (SHLCC Approved projects

	<ol style="list-style-type: none"> 1. APPLICATION IN PLAIN PAPER OR LETTER HEAD COPY OF THE IEM ACKNOWLEDGEMENT PART II OR 2. INDUSTRIAL LICENSE OR 100 PERCENT EOU CERTIFICATE OR EOU CERTIFICATE WHICHEVER IS APPLICABLE 3. COPY OF THE PROJECT REPORT, DULY SIGNED BY PROMOTER 4. VAT REGISTRATION COPY
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Documents to be enclosed with the request

5. LAND DOCUMENTS/ RECORDS
6. TERM LOAN SANCTION ORDER, IF ANY
7. COPY OF SHLCC APPROVAL LETTER, IF ANY
8. COPY OF LICENSE AND PLAN APPROVAL ISSUED BY DEPT. OF FACTORIES AND BOILERS, WHEREVER APPLICABLE.
9. APPROVAL FROM ENERGY DEPT. IN CASE OF CO-GENERATION PLANTS
10. APPROVAL FROM SECRETARY (SUGAR), COMMERCE AND INDUSTRIES DEPT. IN CASE OF SUGAR PLANTS
11. COPY OF CFE ISSUED FROM KSPCB
12. COPY OF PARTNERSHIP DEED/ MEMORANDUM AND ARTICLES OF ASSOCIATION/ BYE-LAWS

STATEMENT OF ANNUAL REQUIREMENTS OF RAW MATERIALS/

13. INPUTS/ COMPONENTS/ CONSUMABLES FOR WHICH ENTRY
TAX EXEMPTION TO BE CLAIMED

14. .COPY OF FIRST SALE INVOICE.

.DETAILS OF EXISTING INVESTMENT IN CASE OF UNITS

15. UNDERTAKING EXPANSION/ DIVERSIFICATION/
MODERNISATION

16. .FORM OF DECLARATION REGARDING EMPLOYMENT OF LOCAL
PERSONS IN ANNEXURE-8

17. .ECC ISSUED BY DFEE, GOK/MOEF, GOI, WHEREVER
APPLICABLE.

Work Flow

Step	Description	No. of Days	Designation
1	APPLICATION RECEIVED AT KGSC WILL BE SUBMITTED TO JOINT DIRECTOR(ID) FOR PERUSAL/INITIAL AND THEN ENTERED IN THE INWARD REGISTER AND IT IS THEN SENT TO THE CONCERNED CASE WORKER	1.00	Stenographer
2	CASE WORKER OPENS A NEW FILE OR PROCESSES IN THE CONCERNED EXISTING FILE AND VERIFIES THE APPLICATION AND THEN SUBMITS THE FILE TO THE NEXT HIGHER OFFICER I.E., ASSISTANT/DEPUTY DIRECTOR (AD/DD).	3.00	Case Worker
3	CONCERNED OFFICER I.E., AD/DD VERIFIES THE PROPOSAL AND SUBMITS THE FILE WITH THEIR OPINION TO JOINT DIRECTOR(ID) REQUIRED DOCUMENTS WILL BE OBTAINED FROM THE CONCERNED DIC,IF NECESSARY.	3.00	Administrative officer
4	JOINT DIRECTOR (ID) VERIFIES THE PROPOSAL AND IF ELIGIBLE HE WILL ISSUE THE CERTIFICATE WITH THE APPROVAL OF COMMISSIONER(ID).	3.00	Joint Director

5. Electricity Duty Exemption Certificate

	1. APPLICATION ON LETTER HEAD OR PLAIN PAPER
	2. COPY OF IEM ACKNOWLEDGMENT PART- 2

Documents to be enclosed with the request	<ol style="list-style-type: none"> 3. FIRST SALE INVOICE 4. LAND DOCUMENT/ RECORDS 5. COPY OF POWER SANCTON LETTER AND SERVICE LETTER WITH R.R.NO AND DATE 6. COPY OF THE FIRST ELECTRICITY BILL WITH RECEIPT 7. COPY OF THE LATEST ELECTRICITY BILL WITH RECEIPT
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Work Flow

Step	Description	No. of Days	Designation
1	APPLICATION RECEIVED AT KGSC WILL BE SUBMITTED TO JOINT DIRECTOR FOR PERUSAL/INITIAL AND THEN ENTERED IN THE INWARD REGISTER AND IT IS THEN SENT TO THE CONCERNED CASE WORKER	1.00	Stenographer
2	CASE WORKER OPENS A NEW FILE OR PROCESSES IN THE CONCERNED EXISTING FILE AND VERIFIES THE APPLICATION AND THEN SUBMITS THE FILE TO THE NEXT HIGHER OFFICER I.E., ASSISTANT/DEPUTY DIRECTOR (AD/DD) OR AS PER THE STAFFING PATTERN OF THE RESPECTIVE OFFICE	1.00	Case Worker

3	CONCERNED OFFICER I.E., AD/DD VERIFIES THE PROPOSAL AND SUBMITS THE FILE WITH THEIR OPINION TO THE JOINT DIRECTOR.	1.00	Deputy Director District Industries Centre
4	JOINT DIRECTOR VERIFIES THE PROPOSAL AND IF ELIGIBLE HE WILL ISSUE THE CERTIFICATE. OFFICER OF DIC MAY VISIT THE UNIT FOR PHYSICAL VERIFICATION IF NECESSARY.	2.00	Joint Director

6. Issue of IEM Part-I Acknowledgment for Micro, Small and Medium Enterprises

Documents to be enclosed with the request	<p>NO DOCUMENTS ARE REQUIRED FOR ISSUE OF IEM PART I .</p> <p>HOWEVER IF ANY INCONSISTENCY WITH THE PREVAILING</p> <ol style="list-style-type: none"> 1. LAWS/RULES ETC., A SEPARATE LETTER WILL BE SENT TO THE ENTERPRISE BY THE CONCERNED ISSUING AUTHORITY FOR COMPLIANCE OF THE SAME.
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Work Flow

Step	Description	No. of Days	Designation
1	APPLICATION RECEIVED AT KGSC WILL BE SUBMITTED TO JOINT DIRECTOR FOR PERUSAL/INITIAL AND THEN ENTERED IN THE INWARD REGISTER AND IT IS THEN SENT TO THE CONCERNED CASE WORKER	0.25	Stenographer
2	CASE WORKER OPENS A NEW FILE OR PROCESS IN THE CONCERNED EXISTING FILE AND VERIFIES THE APPLICATION AND THEN SUBMITS THE FILE TO THE NEXT HIGHER OFFICER I.E., ASSISTANT/DEPUTY DIRECTOR (AD/DD) AS PER THE STAFFING PATTERN OF THE RESPECTIVE OFFICE	0.25	Case Worker
3	CONCERNED OFFICER I.E., AD/DD VERIFIES THE PROPOSAL AND SUBMITS THE FILE WITH THEIR OPINION TO THE JOINT DIRECTOR.	0.25	Deputy Director District Industries Centre
4	JOINT DIRECTOR VERIFIES THE PROPOSAL AND IF ELIGIBLE ,CERTIFICATE WILL BE ISSUED	0.25	Joint Director

7. Issue of IEM Part-II Acknowledgement for Micro, Small and Medium Enterprises

Documents to be enclosed with the request	<p>NO DOCUMENTS ARE REQUIRED FOR ISSUE OF IEM PART II .</p> <p>HOWEVER IF ANY INCONSISTENCY WITH THE PREVAILING</p> <p>1. LAWS/RULES ETC., A SEPARATE LETTER WILL BE SENT TO THE ENTERPRISE BY THE CONCERNED ISSUING AUTHORITY FOR COMPLIANCE OF THE SAME.</p>
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Work Flow

Step	Description	No. of Days	Designation
1	APPLICATION RECEIVED AT KGSC WILL BE SUBMITTED TO JOINT DIRECTOR FOR PERUSAL/INITIAL AND THEN ENTERED IN THE INWARD REGISTER AND IT IS THEN SENT TO THE CONCERNED CASE WORKER	0.25	Stenographer
2	CASE WORKER OPENS A NEW FILE OR PROCESS IN THE CONCERNED EXISTING FILE AND VERIFIES THE APPLICATION AND THEN SUBMITS THE FILE TO THE NEXT HIGHER OFFICER I.E., ASSISTANT/DEPUTY DIRECTOR (AD/DD) AS PER THE STAFFING PATTERN OF THE RESPECTIVE OFFICE	0.25	Case Worker

3	CONCERNED OFFICER I.E., AD/DD VERIFIES THE PROPOSAL AND SUBMITS THE FILE WITH THEIR OPINION TO THE JOINT DIRECTOR.	0.25	Administrative officer
4	JOINT DIRECTOR VERIFIES THE PROPOSAL AND IF ELIGIBLE ,CERTIFICATE WILL BE ISSUED	0.25	Joint Director

8. Issue of Sanction order for Interest Subsidy to New Micro Manufacturing Enterprises

Documents to be enclosed with the request	<ol style="list-style-type: none"> 1. Application on letterhead / plain paper 2. IEM Part- 2 3. BANK / FINANCIAL INSTITUTION TERM LOAN SANCTION LETTER 4. INVESTMENT CETRIFICATE IN THE PRESCRIBED FORM FROM BANK/ FINANCIAL INSTITUTION AS IN ANNEXURE-6 5. COPY OF THE FIRST SALE INVOICE
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	6. CERTIFICATION FROM THE BANK FOR CLAIMING INTEREST SUBSIDY AS IN ANNEXURE -43
	7. FIXED ASSETS INVESTMENT DETAILS AS IN ANNEXURE-5

Work Flow			
Step	Description	No. of Days	Designation
1	APPLICATION RECEIVED AT KGSC WILL BE SUBMITTED TO JOINT DIRECTOR FOR PERUSAL/INITIAL AND THEN ENTERED IN THE INWARD REGISTER AND IT IS THEN SENT TO THE CONCERNED CASE WORKER	1.00	Stenographer
2	CASE WORKER OPENS A NEW FILE OR PROCESSES IN THE CONCERNED EXISTING FILE AND VERIFIES THE APPLICATION AND THEN SUBMITS THE FILE TO THE NEXT HIGHER OFFICER I.E., ASSISTANT/DEPUTY DIRECTOR (AD/DD) AS PER THE STAFFING PATTERN OF THE RESPECTIVE OFFICE	4.00	Case Worker
3	CONCERNED OFFICER I.E., AD/DD VERIFIES THE PROPOSAL AND SUBMITS THE FILE WITH THEIR OPINION TO THE JOINT DIRECTOR.	5.00	Deputy Director District Industries Centre

4	JOINT DIRECTOR VERIFIES THE PROPOSAL HIMSELF ANDHIS SUBORDINATE OFFICER, IF ELIGIBLE WILL PLACE THE PROPOSAL BEFORE THE DLC(DISTRICT LEVEL COMMITTEE) FOR APPROVAL	18.00	Joint Director
5	JOINT DIRECTOR WILL ISSUE THE SANCTION ORDER.	2.00	Joint Director

9. Issue of Sanction order for land Conversion fine Reimburesment(for projects upto Rs. 50 cr)

	<ol style="list-style-type: none"> 1. APPLICATION IN PLAIN PAPER OR LETTER HEAD. 2. COPY OF IEM ACKNOWLEDGMENT PART III OR INDUSTRY LICENCE 3. COPY OF APPROVED BUILDING PLAN ALONG WITH CONSTRUCTION LICENSE 4. COPY OF LAND DOCUMENTS/ RECORDS 5. COPY OF LAND CONVERSION ORDER ISSUED BY REVENUE DEPARTMENT AND COPY OF PAYEMNT RECEIPT MADE FOR LAND OF CONVERSION
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Documents to be enclosed with the request

6. COPY OF THE PROJECT REPORT DULY SIGNED BY THE PROMOTER
7. COPY OF THE SINGLE WINDOW CLEARANCE COMMITTEE APPROVALS OBTAINED
8. COPY OF POWER SANCTON LETTER AND SERVICE LETTER WITH R.R.NO AND DATE
9. COPY OF FIRST SALE INVOICE
10. COPY OF LAYOUT MAP SHOWING THE LAND UTILIZATION IN RESPECT OF INDIVIDUAL ENTERPRISES AND APPROVED LAYOUT IN RESPECT OF PRIVATE INDUSTRIAL AREAS
11. COPY OF PARTNERSHIP DEED/ MEMORANDUM AND ARTICLE OF ASSOCIATION/ BYE-LAWS.

Work Flow

Step	Description	No. of Days	Designation
1	APPLICATION RECEIVED AT KGSC WILL BE SUBMITTED TO JOINT DIRECTOR FOR PERUSAL/INITIAL AND THEN ENTERED IN THE INWARD REGISTER AND IT IS THEN SENT TO THE CONCERNED CASE WORKER	1.00	Stenographer
2	CASE WORKER OPENS A NEW FILE OR PROCESSES IN THE CONCERNED EXISTING FILE AND VERIFIES THE APPLICATION AND THEN SUBMITS THE FILE TO THE NEXT HIGHER OFFICER I.E., ASSISTANT/DEPUTY DIRECTOR (AD/DD) AS PER THE STAFFING PATTERN OF THE RESPECTIVE OFFICE	4.00	Case Worker
3	CONCERNED OFFICER I.E., AD/DD VERIFIES THE PROPOSAL AND SUBMITS THE FILE WITH THEIR OPINION TO THE JOINT DIRECTOR.	5.00	Deputy Director District Industries Centre
4	JOINT DIRECTOR VERIFIES THE PROPOSAL HIMSELF AND HIS SUBORDINATE OFFICER, IF ELIGIBLE WILL PLACE THE PROPOSAL BEFORE THE DLC(DISTRICT LEVEL COMMITTEE) FOR APPROVAL	18.00	Joint Director
5	JOINT DIRECTOR WILL ISSUE THE SANCTION ORDER.	2.00	Joint Director

10. Recommendation of applications received under Prime Ministers Employment Generation programme to Banks through District Task Force Committee

<p>Documents to be enclosed with the request</p>	<ol style="list-style-type: none">1. APPLICATION IN PRESCRIBED FORMAT ALONG WITH RECENT PASSPORT PHOTO2. PROJECT REPORT3. AGE PROOF DOCUMENT4. EDUCATIONAL QUALIFICATION DOCUMENTS5. EDP TRAINING CERTIFICATE IF ANY6. VOTER ID OR RATION CARD COPY7. POPULATION CERTIFICATE OF UNIT PROPOSED TO ESTABLISH (RURAL CERTIFICATE)8. LIST OF MACHINERIES TO BE PURCHASED9. CASTE CERTIFICATE FOR SC / ST /OBC/MINORITY
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10.

PHYSICALLY HANDICAPPED CERTIFICATE / EX-SERVICEMEN
CERTIFICATE

Work Flow

Step	Description	No. of Days	Designation
1	VERIFICATION OF PMEGP APPLICATION BY CASE WORKER(IF THE APPLICANT HAS ENCLOSED ALL REQUIRED DOCUMENTS OK ELSE REJECT THE APPLICATION)	5.00	Case Worker
2	ENTERING DETAILS OF APPLICATION INTO SALALA WEBSITE	3.00	Others
3	E-TRACKING OF APPLICATION	10.00	Others
4	INTERVIEW ARRANGEMENT(SENDING INTERVIEW LETTER TO CANDIDATES, MEMBERS OF TASKFORCE, INTERVIEW- DISTRICT LEVEL TASK FORCE COMMITTEE MEETING)	22.00	Deputy Director District Industries Centre
5	FINALISATION DLTFC PROCEEDINGS AND CANDIDATED LIST, RECOMMENDING THE APPLICATION TO VARIOUS BANKS.	20.00	Joint Director