

Incentives under Industrial Policy

1. Name of Approval/ NoC/License/ Registration	Incentives under Industrial Policy (Stamp Duty Exemption Certificate, Package Scheme of Incentives, Industrial Promotion Subsidy)
2. Approving authority	Directorate of Industries
3. Stage	SDEC – Pre-establishment PSI – Post - operation IPS – Post operation
4. Service Level Agreement / Number of Days	SDEC – 7 days PSI – 30 days IPS – 15 days
5. Details of HoD	Directorate of Industries, New Administrative Building, 2nd Floor, Madame Cama Road, Opp. Mantralaya, Mumbai – 400032
6. Department Tel. No. / Toll free No	022 - 22028100/22044107
7. Website	https://maitri.mahaonline.gov.in/
8. Approving Authority	Development Commissioner(Industries) (HO level) General Manager(DIC level) Joint Director (RO level)
9. Supporting Documents Required	SDEC – Please refer to Annexure I PSI – Please refer to Annexure II IPS – Please refer to Annexure III
<p>Annexures:</p> <p>Annexure I – Documents required for SDEC Annexure II – Documents required for PSI Annexure III – Documents required for IPS Annexure IV – End to end process flow Annexure V – Timelines</p>	

ANNEXURE I – List of Supporting Documents Required

STAMP DUTY EXEMPTION CERTIFICATE

Stamp Duty Exemption Certificate/Stamp Duty Exemption Mortgage/Stamp duty exemption certificate and land purchase
(Land outside MIDC) Industrial Zone confirmation Certificate from authority/NA Permission for industry/application copy filed under Section 44A of Maharashtra Land Revenue Code in schedule 6A with concerned authority where RDP/Draft RDP does not exist
(Land outside MIDC) Latest 7/12 abstract of land
(Land in MIDC) Offer / Allotment letter from MIDC
Self-certification cum undertaking on Rs.100 stamp paper (Annexure I)
Project Profile
Board Resolution in case of company/ Power of Attorney in case of Partnership/ Authorizing signatory to sign application and self-certification
Plot Transfer Order (in case of transfer of plot) for MIDC
Bank loan - loan sanction letter from financial institution
Sale Certificate for immovable and movable properties from Bank
Permission to purchase Agricultural land exceeding 10 Hectares for Bonafide Industrial Use under Section 63 (1)(A) of Bombay Tenancy and Agricultural Land Act, 1948 (BTAL Permission)
Offer Letter for Mega Project
Offer Letter for Mega / Ultra Project

ANNEXURE II -- List of Supporting Documents Required

PACKAGE SCHEME OF INCENTIVES

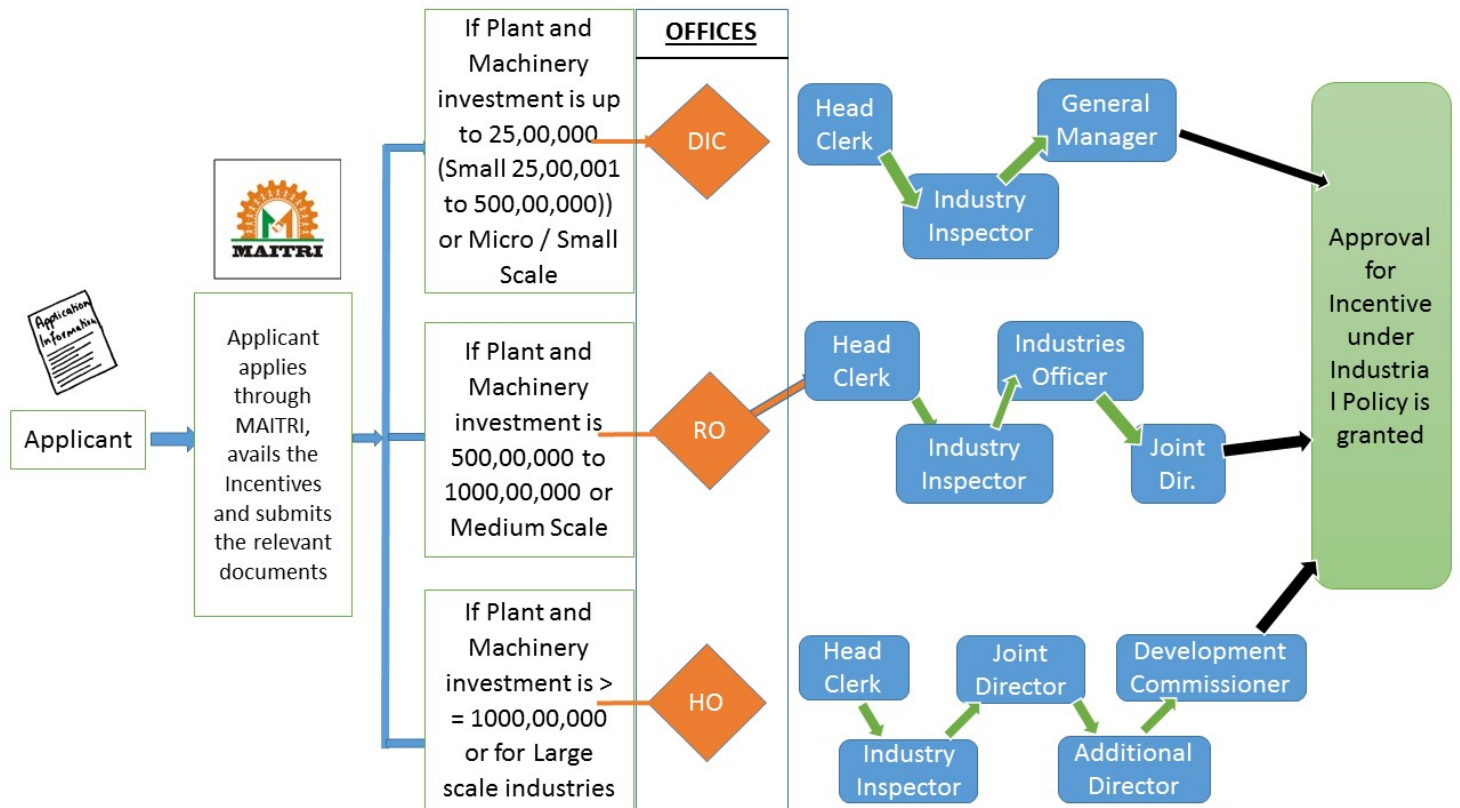
Package Scheme of Incentives (Eligibility Certificate) (Packaged Scheme Incentive)
Project Report
Power Sanction Letter
Power Bill Copy after start of commencement production
First Sale Bill after start of commencement production
Purchase bill of raw material
IEM Part B with copy of memorandum
ELP Form
Chartered engineer certificate
Architect certificate for cost of construction
Project appraisal report form Financial Institution/SICOM etc.
Self-Certificate on Rs. 100 Stamp Paper
MVAT and CST registration
MPCB consent to establishment
MPCB Consent to operate
Building plan approval from Competent Authority
Agreement Notarized
CA Certificate
IEM (Part B) Certificate
Board Resolution
Bank Loan Sanction letter
PF Document
Excise Document
Auditor's Certificate (Annexure II)
List of Plant & Machinery (Annexure III)
Certificate for loan disbursement from the concerned Bank (Annexure IV)
Certificate of an Approved Valuer in case of imported second hand assets
Agreement for Technical Know-how
Registration of Employees for Apprenticeship Certificate
State Excise License in case of Distillery Project
Employment Affidavit on Rs.100/- stamp paper for Employment based mega project
Permission for installation of DG sets (100 KVA and Above)
Others Documents
Agreement

ANNEXURE III – List of Supporting Documents Required

INDUSTRIAL PROMOTION SUBSIDY

Industrial Promotion Subsidy
Application for Industrial Promotion Subsidy (IPS) in Annexure A
Auditor's Certificate about VAT & CST Liability in Annexure B.
MVAT and CST returns filed for the claim period.
Challans for Taxes paid
Resolution on the letterhead of the unit authorizing signatory to sign on the application and undertaking.
Certificate about gross fixed assets in Annexure C.
Anticipated VAT and CST liability in Annexure D.
Statutory sales-tax VAT auditor's report [Form No.704]
Follow up Reports for the Claim period
Agreement
Application form for incentives under Para 4.9 (A) & (B)-Appendix – A
Application for Power Tariff Subsidy Appendix – B

ANNEXURE IV – End to end process flow



End to end Process for Incentives under Industrial Policy

Incentives under Industrial Policy is provided by Directorate of Industries. These are the three approvals given under Incentives scheme.

- Packaged scheme Incentive(PSI) - EC
- Industrial Promotion Subsidy
- Stamp duty exemption certificate

The end to end process for all the three approvals is the same. Below we will get the detailed procedure for the same:

Based on Manufacturing Industry's (Plant and machinery) investment range, the above mentioned application is routed to the various offices

1) For Micro/Small Industries(Plant and machinery investment up to 25,00,000 (Small 25,00,001 to 500,00,000))

The application is routed to the respective DIC (District Industry Center) office, where the industry is located in.

- The application gets scrutinized at

- a. **Head Clerk** - Head clerk scrutinizes the application, checks the attached documents, give his comments and forwards the application to the Industry Inspector level for further processing.
- b. **Industry Inspector** - Industry Inspector reviews the application/reviews the clerks comments/checks the attached documents. If all is Ok, he forwards the application to the General Manager, DIC
 - II can make internal queries to head clerks for any doubts to which head clerks has to reply to the query.
 - II can make external query to the end user for any doubts/changes in the application/requirement of Additional document. External user has to reply to the query for further processing.
- c. **GM level** - General manager reviews the application/reviews the clerks/Industry inspectors comments/checks the attached documents. If all Ok, He may grant PSI(EC)/IPS/SDCEC certificate
 - GM can make internal queries to head clerk/II for any doubts to which head clerks/II has to reply to the query.
 - GM can make external query to the end user for any doubts/changes in the application/requirement of additional document. External user has to reply to the query for further processing.

2) For Medium scale Industries (Plant and machine investment 500, 00,000to 1000, 00,000) any of the above the application

The application is routed to the respective DIC's Regional office (RO), where the industry is located in.

— The application gets scrutinized at:

- a. **Head Clerk** - Head clerks scrutinizes the application, checks the attached documents, give his comments and forwards it to the Industry Inspector level for further processing.
- b. **Industry Inspector** - Industry Inspector reviews the application/reviews the clerks comments/checks the attached documents. If all Ok, the inspector will forward the application to the General Manager, DIC
 - II can make internal queries to head clerks for any doubts to which head clerks has to reply to the query.
 - II can make external query to the end user for any doubts/changes in the application/requirement of additional document. External user has to reply to the query for further processing.
- c. **Industry officer** - Industry Officer (IO) reviews the application/reviews the clerks/II comments/checks the attached documents. If all Ok, the officer will forward the application to Joint Director, DIC
 - IO can make internal queries to head clerk/II for any doubts to which head clerks has to reply to the query.
 - IO can make external query to the end user for any doubts/changes in the application/requirement of additional document. External user has to reply to the query for further processing.
- d. **Joint Director** - (JDI) of Industry (RO) reviews the application/reviews the clerks/II/IO comments/checks the attached documents. If all Ok, the JDI can grant PSI(EC)/IPS/SDEC certificate to user.
 - JDI can make internal queries to head clerk/II/IO for any doubts to which head clerk/II/IO has to reply to the query
 - JDI can make external query to the end user for any doubts/changes in the application/requirement additional document. External user has to reply to the query for further processing.

3) For Large scale Industries (Plant and machine investment > = 1000, 00,000) any of the above the application routed to the Head Office (HO).

— The application gets scrutinized at:

- a. Head Clerk** - Head clerks scrutinizes the application, checks the attached documents, give his comments and forwards it to the Industry Inspector level for further processing.
- b. Industry Inspector** - Industry Inspector reviews the application/reviews the clerks' comments/checks the attached documents. If all Ok, the inspector will forward the application to the General Manager, DIC
 - II can make internal queries to head clerks for any doubts to which head clerks has to reply to the query.
 - II can make external query to the end user for any doubts/changes in the application/requirement of additional document. External user has to reply to the query for further processing.
- c. Joint Director (JDI) of Industry (RO)** - reviews the application/reviews the clerks/II/IO comments/checks the attached documents. If all Ok, the JDI can forward the application to Additional director of Industries (ADI) for further processing.
 - JDI can make internal queries to head clerk/II/IO for any doubts to which head clerk/II/IO has to reply to the query
 - JDI can make external query to the end user for any doubts/changes in the application/requirement additional document. External user has to reply to the query for further processing.
- d. Additional director of Industry (HO)(ADI)**- reviews the application/reviews the clerks/II/IO/JDI's comments/checks the attached documents. If all Ok, ADI can forwards the application to Development Commissioner for further processing.
 - ADI can make internal queries to head clerk/II/IO/JDI for any doubts to which head clerk/II/IO/JDI has to reply to the query.
- e. Development Commissioner (Industries) (HO)** reviews the application/reviews the clerks/II/IO/JDI/ADI's comments/checks the attached documents. If all Ok, DC can approve the application to grant PSI/IPS/SDEC certificate to user
 - DC can make internal queries to head clerk/II/IO/JDI/ADI for any doubts to which head clerk/II/IO/JDI/ADI has to reply to the query.
 - DC can make external query to the end user for any doubts/changes in the application/requirement of additional document. External user has to reply to the query for further processing.

ANNEXURE V – Timelines

<https://aaplesarkar.mahaonline.gov.in/pdf/IND.pdf>

शासन निर्णय क्रमांक: मलोह-२०१५/प्र.क्र.७७/उद्योग-६.

**उद्योग, ऊर्जा व कामगार विभाग शासन निर्णय क्रमांक:- मलोह-२०१५/प्र.क्र.७७/उद्योग-६.
सहपत्र-"अ"**

(विकास आयुक्त (उद्योग) उद्योग संचालनालय, यांनी अधिसूचित करावयाच्या सेवांचा तपशिल)

अ. क्र.	लोकसेवेचे नाव	सेवा देण्याचा कालावधी	सेवा पुरविणारा अधिकारी	प्रथम अपील अधिकारी	द्वितीय अपील अधिकारी
१	सामुहिक प्रोत्साहन योजना २०१३ अंतर्गत मुद्रांक शुल्क माफीचे प्रमाणपत्र	७ दिवस	अधिक्षकीय उद्योग अधिकारी/उद्योग उपसंचालक/ महाव्यवस्थापक	अतिरिक्त उद्योग संचालक/ उद्योग सहसंचालक	विकास आयुक्त (उद्योग)/अतिरिक्त उद्योग संचालक
२	सामुहिक प्रोत्साहन योजना २०१३ अंतर्गत पात्रता प्रमाणपत्र अदा करणे.	३० दिवस	अधिक्षकीय उद्योग अधिकारी/उद्योग उपसंचालक/ महाव्यवस्थापक	अतिरिक्त उद्योग संचालक/ उद्योग सहसंचालक	विकास आयुक्त (उद्योग)/अतिरिक्त उद्योग संचालक
३	सामुहिक प्रोत्साहन योजना २०१३ अंतर्गत औद्योगिक प्रोत्साहन अनुदानाच्या दाव्यास मंजूरी.	१५ दिवस	अधिक्षकीय उद्योग अधिकारी/उद्योग उपसंचालक/ महाव्यवस्थापक	अतिरिक्त उद्योग संचालक/ उद्योग सहसंचालक	विकास आयुक्त (उद्योग)/अतिरिक्त उद्योग संचालक
४	मुंबई कुळ वहिवाट व शेत जमीन कायदा १९४८ सुधारणा १९९४ अंतर्गत खऱ्याखऱ्या औद्योगिक प्रयोजनांसाठी १० हेक्टरपेक्षा जास्त शेतजमीन खरेदीसाठी आवश्यक असलेली पूर्व परवानगी.	१५ दिवस	उद्योग उपसंचालक	अतिरिक्त उद्योग संचालक	विकास आयुक्त (उद्योग)
५	खाजगी माहिती तंत्रज्ञान उद्यानांना इरादापत्र देणे.	१० दिवस	उद्योग सहसंचालक /उद्योग उपसंचालक/ महाव्यवस्थापक.	अतिरिक्त उद्योग संचालक/ उद्योग सहसंचालक	विकास आयुक्त (उद्योग)/अतिरिक्त उद्योग संचालक

Sr no	Name of Public Service	Time period for providing the service	Officer Providing the service	First Appellate Officer	Second Appellate Officer
1	Stamp Duty Exemption certificate under Group Incentive Scheme 2013	7 days	Superintending Industries officer / Deputy Director / General Manager	Additional Director Industries / Joint Director Industries	Development Commissioner (Industries / Additional Director Industries)
2	issuing eligibility certificate under Group Incentive Scheme 2013	30 days	Superintending Industries officer / Deputy Director Industries / General Manager	Additional Director Industries / Joint Director Industries	Development Commissioner (Industries / Additional Director Industries)
3	Approval of industrial incentive grant certificate under Group Incentive Scheme 2013	15 days	Superintending Industries officer / Deputy Director Industries / General Manager	Additional Director Industries / Joint Director Industries	Development Commissioner (Industries / Additional Director Industries)
4	prior permission necessary for purchase of agricultural land exceeding 10 hectares for genuine industrial purposes under Mumbai Easement and Farm Lands act 1948 amendment 1994	15 days	Deputy Director Industries	Additional Director Industries	Development Commissioner (Industries)
5	Issuing letter of Intent to private Information Technology parks	10 days	Joint Director Industries / Deputy Director Industries / General Manager	Additional Director Industries / Joint Director Industries	Development Commissioner (Industries / Additional Director Industries)
6	Issuing Registration certificate to private Information Technology factors	7 days	Joint Director Industries / Deputy Director Industries / General Manager	Additional Director Industries / Joint Director Industries	Development Commissioner (Industries / Additional Director Industries)
7	Issuing letter of Intent to private Bio Technology factors	10 days	Joint Director Industries / Deputy Director Industries / General Manager	Additional Director Industries / Joint Director Industries	Development Commissioner (Industries / Additional Director Industries)
8	Issuing Registration certificate to private Bio Technology factors	7 days	Joint Director Industries / Deputy Director Industries / General Manager	Additional Director Industries / Joint Director Industries	Development Commissioner (Industries / Additional Director Industries)