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Government of Himachal Pradesh  
Department of Industries

No. Ind-II(A)18-1/2006-II

Dated: Shimla-2, the

13-12-2011.

**NOTIFICATION**

In exercise of the powers vested under Section 3 of the HP Public Service Guarantee Act, 2011, the Governor, Himachal Pradesh is pleased to notify the following services, Designated Officers and Ist Appellate Authority and stipulated time limits relating to the Industries Department, Himachal Pradesh for the purpose of the Act ibid:-

Sr. No.	Public Service	Designated Officer to provide service	Stipulated time	First Appellate Authority
1.	Acknowledgement of Entrepreneurship Memorandum Part-I	General Manager DIC / Deputy Director / Member Secretary SWCA (Single Window Clearance Agency)	6 working days provided that application is received with all prescribed documents as per Annexure-A	Director of Industries
2.	Acknowledgement of Entrepreneurship Memorandum Part-II	General Manager DIC / Deputy Director / Member Secretary SWCA (Single Window Clearance Agency)	30 working days provided that application is received with all prescribed documents as per Annexure-B	Director of Industries
3.	Issue of Essentiality Certificate	Director of Industries	45 working days (30 days GM+15 days at Directorate) provided that application is received with all prescribed documents as per Annexure-C	Principal Secretary (Industries) to the Govt. of H.P.
4.	Issue of Certificate of Approval (Registration) of lessee under minor mineral rules.	Mining Officer	6 working days provided that application is received with all prescribed documents as per Annexure-D	Director of Industries
5.	Registration of firms, Suppliers etc. with Store Purchase Organisation	Additional Controller of Stores	15 working days provided that application is received with all prescribed documents as per Annexure-E	Director of Industries

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6.	Registration partnership of Firms	Additional Controller of Stores, H.P.	7 working days provided that application is received with all prescribed documents as per Annexure-F	Director of Industries
7.	Registration of Sericulture Farmer / Entrepreneur/ NGO / Society/ SHG involved in Sericulture & Silk Industry in the State	Divisional Sericulture Officer	7 working days provided that application is received with all prescribed documents as per Annexure-G	Director of Industries

**Second Appellate Authority.**

State Information Commissioner has been notified Second Appellate Authority under Section 2(h).

By Order

*[Signature]*

AJAY TYAGI

Principal Secretary (Inds.) to the Government of Himachal Pradesh.

Endst. No. Ind-II(A)18-1/2006-II Dated: Shimla-2, the 13-12-2011.

Copy to :-

1. The Secretary to Governor, Himachal Pradesh, Raj Bhawan, Shimla-2.
2. The Pr. Secretary to Chief Minister, HP, Shimla-2.
3. The Sr. Private Secretary to Chief Secretary, H.P., Shimla-2.
4. All Administrative Secretaries to the Govt. of HP Shimla-2.
5. The Principal Secretary (AR) to the Government of Himachal Pradesh, Shimla-2
6. The Controller (Printing), HP Govt. Press, Ghora Chowki, Shimla-5, publication in the Rajpatra (Extra Ordinary).
7. The Director Industries, HP, Shimla-171001 with a request to upload this in the departmental web site and display on notice board also.
8. The Section Officer, Industry-A Section, HP Secretariat, Shimla-2.
9. Guard File.

*[Signature]*  
Deputy Secretary (Inds.) to the Government of Himachal Pradesh.

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"List of documents required to be submitted with an application for the service"

Public Service: Acknowledgement of Entrepreneurship Memorandum-Part-I

1. Application on the prescribed format for EM-I.
2. A copy of the Project report.
3. A copy of Power of Attorney/Board Resolution/Society Resolution, wherever applicable while signing as Partner/Managing Director or Authorised Person.
4. A certified /notarized copy of the Partnership Deed /Memorandum of Association / Articles of Association in case of Medium Enterprises.

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"List of documents required to be submitted with an application for the service"

Public Service: Acknowledgement of Entrepreneurship Memorandum- Part-II

1. Application on the prescribed format for EM-II four sets.
2. A copy of the Consent to establish from State Pollution Control Board.
3. A Copy of Project Report duly approved by the Industries Department/General Manager/DIC/Member Secretary, SWCA with details of all the parameters like as bio-data of the promoters; items of manufacturing, organization of the unit, land requirement, power requirement, proposed employment, project cost, wages/salaries to the industrial workers as per notified by the State Govt. etc
4. A copy of the Registered Partnership Deed/Limited Liability Partnership deed/Memorandum and Article of Association with Certificate of Registrar of Companies, if applicable.
5. Authority of the unit/firm or Board Resolution of the Company
6. Revenue papers of the land, a copy of the permission granted under section-118 of the H.P. Tenancy and Land Reforms Act, 1972/lease deed executed/permission of the Govt. for rented accommodation etc.
7. NOC/consent of the TCP/SADA/BBNDA to establish the proposed industrial unit in the proposed land, if applicable.
8. A copy of General Power of Attorney(s), if applicable.
9. Land utilization/ site plan map prepared and signed by any approved Architect/Chartered Engineer indicating complete area details such as details of area covered under different industrial activities, total plot area & built up/covered area in square meters and % age of the built up/covered area.
10. Purchase Bills of the Machinery. GR for the transportation of Machinery alongwith Form ST-26
11. Power release certificate from HPSEB Ltd.
12. If power connection has not been provided, a copy of the permission to install the DG Set and to energise the same.
13. A copy of the applicable licence such as drug licence, BIS Licence, FPO etc.
14. Copies of CST/GST registration certificates.
15. A copy of the Consent to operate from State Pollution Control Board.
16. Affidavit regarding date of Production.
17. Copies of first raw material bills.
18. A copy of the first sale invoice.
19. List of workers employed alongwith Bonafide Himachali certificates of the Himachali workers.
20. Certificate of Chartered Engineer certifying the installed Capacity.
21. Certificate of Chartered Accountant certifying the investment made.

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"List of documents required to be submitted with an application for the service"

Public Service: Issue of Essentiality Certificate

1. Copy of Provisional Registration of the unit granted by Industries Department.
2. Copy of Project Report duly approved by the Industries Department/General Manager DIC/Member Secretary, SWCA with details of all the parameters like as bio-data the promoters, items of manufacturing, organization of the unit, land requirement power requirement, proposed employment, project cost, wages/salaries to the industrial workers as per notified by the State Govt. etc
3. Registered Partnership Deed/Memorandum of Articles with Certificate of Registrar Companies
4. Authority of the unit/firm or Board Resolution of the Company
5. Agreement to sell/ purchase between the owner(s) of the proposed land and the purchaser proprietorship concern/ partnership firm/ company/ society etc. through Proprietor/ Partner /Director/ Authorized Signatory indicated the following points.
  - (i) Date of Agreement
  - (ii) Place of the Agreement
  - (iii) Name (s) and address (s) of the owner (s) of the proposed land.
  - (iv) Name of the industrial unit as per Registration granted by the Industries Department.
  - (v) Rate of the land
  - (vi) Total price of the proposed land
  - (vii) Complete details of land, Khata/ Khatoni Nos., Khasra Nos. and location of land as per Jamabandi/ Revenue Record of the concerned land.
  - (viii) Validity of the Agreement.
6. Affidavit (s) of the owner(s) of the proposed land indicating the following points:-
  - (i) Name(s) of the owners of the land as per Revenue Record
  - (ii) After selling the proposed land he/they will not become landless in the State of H.P. In case he/ they rendered landless in future, he/ they will not claim any land/ benefit under any scheme prepared for the landless persons in the State of H.P.
  - (iii) Complete land details, Khata/ Khatoni Nos, Khasra Nos. location of land as per Jamabandi/ Revenue Record of the concerned land.
  - (iv) Name of the purchaser unit/ firm/ Company as per Registration granted by the Industries Department and name & Address of its Proprietor/ Partner/ Managing Director.
7. Affidavit of the Proprietor/ Partner/ Director/ Managing Director/ Authorized Signatory of the purchaser unit indicating the following points:-
  - (i) Name(s) of the owners of the land as per Revenue Record.
  - (ii) Name of the purchaser unit/firm/company as per Registration granted by the Industries Department and name & address of its Proprietor/Partner/Managing Director.
  - (iii) Complete land details, Khata/Khatoni Nos., Khasra Nos., location of land as per Jamabandi/Revenue Record of the concerned land.
  - (iv) The proposed land is fit to be used for the installation of the proposed industry.
  - (v) Undertaking to use the proposed land for the installation of the proposed industry only.
  - (vi) Neither the purchaser (s) nor the purchaser unit/firm/company has earlier purchased/acquired any land with the permission of the State Govt. of H.P. under clause (h) of sub section 2 of section 118 of the H.P. Tenancy & Land Reforms Act 1972 of the installation of the proposed industry.



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8. Fresh Jamabandi of the proposed land issued by the concerned Patwari clearly indicating ownership of the proposed land and land details. All the entries should be made in Jamabandi.
9. Tatima of the proposed land issued by the concerned Patwari clearly indicating the Khasra Nos. of the proposed land and its details.
10. NOC/consent of the TCP/SADA/BBNDA to establish the proposed industrial unit in the proposed land, if applicable. The details of the proposed land and use of the said land should also be mentioned in this NOC.
11. NOC of the concerned Bank/Financial Institution in favour of the owner (s) of the proposed land for sale of land, if the proposed land is mortgaged with any Bank/Financial Institution.
12. General Power of Attorney(s) executed by the owner (s) of the land registered by the registrar, if applicable.
13. Land utilization/ site plan map prepared and signed by any approved Architect/Chartered Engineer indicating complete area details such as details of area covered under different industrial activities, total plot area & built up/covered area in square meters and % age of the built up/covered area.
14. Certificate of Chartered Engineer certifying the requirement of the land of the project and its justification & utilization, if the proposed land is exceeding 2000 square meters (2.5 bighas) supported with site layout plan.
15. In case of issuance of Essentiality Certificate for the **additional land**, the case should also be accompanied by the following documents alongwith other documents required for issue of an Essentiality Certificate:-
  - (i) Copy (s) of Essentiality Certificate (s) and copy (s) of permission(s) u/s 118.
  - (ii) Affidavit of the purchaser indicating complete details of the land purchase earlier with the permission of the State Govt. u/s 118 and purpose of additional land.
  - (iii) Justification of additional land alongwith specific recommendations of the recommending authority.
  - (iv) Land Use Map indicating details and utilisation of land earlier purchased and also details and utilisation of additional area/land.
16. A Certificate of Halqua Patwari or his superiors to the effect that the seller(s) retain the minimum land to be classified as "not landless" and will not become landless after the sale of the proposed land.

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" List of documents required to be submitted with an application for the service"

Public Service: Issue of Certificate of Approval (Registration) of leases under Miner Mineral Rules.

1. Treasury Challan for Rs. 500.00
2. Nationality Certificate

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"List of documents required to be submitted with an application for the service"

Public Service: Registration of firm for local manufacturer industrial unit a manufacturer/supplier with Store Purchase Organisation for rate contract.

D) Required documents for registration for Local manufacturer Industrial Units:-

1. Application on Enterprise Registration Form "A". (duly filled)
2. Registration fee worth Rs.500/- in shape of Indian Postal Orders in the name of Ad Controller of Stores, Shimla-171001.
3. An attested copy of Permanent Registration Certificate/ Entrepreneur Memorandum Part-II issued by the concerned General Manager, District Industries Centre/Member Secretary, Single Window Clearance Agency in H.P.
4. An attested copy of Fresh Eligibility Certificate issued by the concerned General Manager, District Industries Centre/Member Secretary, Single Window Clearance Agency in H.P.
5. An attested copy of No Due Certificate issued by the concerned General Manager, District Industries Centre/Member Secretary, Single Window Clearance Agency in H.P.
6. An affidavit of Non-blacklisting on the stamp paper of Rs.3/- duly attested by the Notary/Magistrate with effect that the firm has never been blacklisted by any Department/Board/Corporation of State Government/Central Government for the supply of sub-standard material in which the name of deponent's father, age of deponent and relation with the firm should also be indicated.
7. An attested copy of latest VAT/Sales Tax clearance certificate.

(In case of Partnership Firm registered under IPA, 1932)

8. An attested copy of Partnership Deed.
9. An attested copy of Power of attorney where the applicant/deponent has been authorized for signing on behalf of the firm for registration.

(In case of Company registered under Company Act, 1956)

10. An attested copy of Memorandum of Articles.
11. Resolution from the Board of Directors of Company where the applicant/deponent has been authorized for signing on the behalf of the Company for registration.
12. Any other document if needed may also be added and demanded as per Instructions/Notifications issued by the Government/Competent Authority from time to time.



**II) Required documents for registration as manufacturer/suppliers:-**

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1. Application on Enterprise Registration Form "A". (duly filled)
2. Registration fee worth Rs.500/- in shape of Indian Postal Orders in the name of Additional Controller of Stores, Shimla-171001.
3. Original/an attested copy of Authorization Certificate from the Principal Firm where the participating firm has been authorized to participate/quote the rates/supply the material on behalf of the Principal firm in Himachal Pradesh alongwith its validity.
4. An attested copy of manufacturing proof i.e. Permanent Registration Certificate/Entrepreneur Memorandum Part-II/Certificate of commencement of commercial production of Principal Manufacturing firm issued from the concerned Industries Department /General Manager, District Industries Centre and any other competent authority where the firm is registered as manufacturer for concerned items.
5. An attested copy of latest VAT/Sales Tax clearance certificate.
6. An affidavit of Non-blacklisting on the stamp paper of Rs.3/- duly attested by the Notary/Magistrate with effect that the firm has never been blacklisted by any Department/Board/Corporation of State Government/Central Government for the supply of sub-standard material in which the name of deponent's father, age of deponent and relation with the firm should also be indicated.
7. FDR of Rs.5,000/- as Permanent Earnest Money duly pledged in the name of Additional Controller of Stores, Shimla, Himachal Pradesh (171001) from a Schedule Commercial Bank with minimum validity of 5 years.

**(In case of Partnership Firm registered under IPA,1932)**

8. An attested copy of Partnership Deed.
9. An attested copy of Power of attorney where the applicant/deponent has been authorized for signing on behalf of the firm for registration.

**(In case of Company registered under Company Act,1956)**

10. An attested copy of Memorandum of Articles.
11. Resolution from the Board of Directors of Company where the applicant/deponent has been authorized for signing on the behalf of the Company for registration.
12. Any other document if needed may also be added and demanded as per Instructions/Notifications issued by the Government/Competent Authority from time to time.

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"List of documents required to be submitted with an application for the service"

Public Service: Required documents for registration of Partnership firm registered under Indian Partnership Act, 1932.

1. An attested copy of Partnership Deed on the stamp papers of Rs.22/- registered with the Sub-Registrar concerned in which Principal place of firm, Mode of business, validity of the firm etc. should also be mentioned.
2. Required fee Rs.3/- (By depositing under Head of Account-1475-800 of Central Economic Services Fee Under Indian Partnership Act, 1932 in Government Treasury through Challans) or by TR-5 in the office of Registrar of Firms/Sub-Registrar of Firms, H.P.
3. An affidavit with effect that the firm is not registered previously anywhere the office of Registrar of Firms/Sub-Registrar of Firms in H.P./India under Partnership Act, 1932 duly attested by Notary/Magistrate.
4. Application Form "I" duly filled in all respect in which signature of each partner should also be identified/verified by an Advocate/Notary/ Gazetted officer/Magistrate.
5. Any other necessary document if required under the provisions contained in the Indian Partnership Act, 1932 and for the satisfaction of the Registrar of Firms

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"List of documents required to be submitted with an application for the service"

Public Service: Registration of Sericulture Farmer/ Entrepreneur/NGO/ Society/S  
involved in Sericulture and Silk Industry in the State.

1. Application on the prescribed format including basis information.
2. Proof of Residence (Attested Copy).
3. Proof of land holding (Attested Copy).

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Government of Himachal Pradesh  
Department of Industries

No. Ind-II(A)18-1/2006-II

Dated: Shimla-2, the 12-1-2012.

Corrigendum

In this department Notification of even number dated 13/12/2011 vide which 7 services of the Industries Department has been notified under HP Public Service Guarantee Act, 2011, under the service mentioned at Sr. No. 6 i.e. registration partnership of firms and in Col. No. 2, the designated officer may be read as Additional Director of Industries-cum-Registrar of Firms/Deputy Director of Industries, Baddi & General Manager-cum-Deputy Registrar of Firms in place of Additional Controller of Stores, H.P. Accordingly, in Annexure-F, at point number 2 and 3, after the word Registrar of Firms/, the word Deputy Registrar of Firms in HP may be read in place of Sub-Registrar of Firms in HP. The revise detail at Sr. No. 6 shall be as follow:-

Sr. No.	Public Service	Designated Officer to provide service	Stipulated time	First Appellate Authority
6.	Registration Partnership of Firms	Additional Director of Industries-cum-Registrar of Firms/Deputy Director of Industries, Baddi & General Manager-cum-Deputy Registrar of Firms in their respective jurisdiction.	7 working days provided that application is received with all prescribed documents as per Annexure-F.	Director of Industries.

By Order,

AJAY TYAGI  
Principal Secretary (Inds.) to the  
Government of Himachal Pradesh.

Endst. No. as above

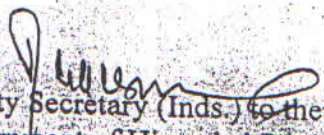
Dated: Shimla-2, the 12-1-2012.

1. The Secretary to Governor, Himachal Pradesh, Raj Bhawan, Shimla-2.
2. The Pr. Secretary to Chief Minister, HP, Shimla-2.
3. The Sr. Private Secretary to Chief Secretary, H.P., Shimla-2.

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4. All the Administrative Secretaries to the Govt. of HP, Shimla-2.
  5. The Secretary (AR) to the Government of Himachal Pradesh, Shimla-2.
  6. The Controller (Printing), HP Govt. Press, Ghora Chowki, Shimla-5, publication in the Rajpatra (Extra Ordinary).
  7. The Director Industries, HP, Shimla-171001 with a request to upload this in the departmental web site and display on notice board also.
  8. The Section Officer, Industry-A Section, HP Secretariat, Shimla-2.
  9. Guard File.

  
Deputy Secretary (Inds.) to the  
Government of Himachal Pradesh.

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Government of Himachal Pradesh  
Department of Industries

Dated: Shimla-2, the 16/6/2016.

No Ind-II(A)9-1/2014

Notification

In continuation of this department notification of even No dated 13.12.2011 and dated 26.5.2016, the Governor, Himachal Pradesh in exercise of the powers vested under Section 3 of the HP Public Services Guarantee Act, 2011 is pleased to notify the following service, Designated Officers, 1<sup>st</sup> Appellate Authority and stipulated time limit relating to the Industries Department, Himachal Pradesh for the purpose of the Act  
ibid:-

Sr No	Name of Service/Public Service	Designated Officer to provide Service	Stipulated Time	First Appellate Authority
1	Procedure for addressing investor grievances.	Additional Director /Joint Director/Deputy Director of Industries/GM, DIC.	The grievances shall be redressed within 15 days from the receipt as per Annexure-A	Director of Industries.

Second Appellate Authority

State Information Commissioner has been notified Second Appellate Authority under

Section 2 (h).

By Order

R.D. DHIMAN  
Pr. Secretary (Inds) to the  
Government of Himachal Pradesh

Dated: Shimla-2, the 16/6/2016

Endst No Ind-II(A)9-1/2014

Copy to:-

1. The Secretary to Governor, Himachal Pradesh, Raj Bhawan, Shimla-2
2. The Sr. Private Secretary to the Chief Secretary, HP, Shimla-2.
3. All the Administrative Secretaries to the Govt. of HP, Shimla-2.
4. The Secretary (ARO) to the Government of Himachal Pradesh, Shimla-2.
5. The Controller (Printing), HP Govt. Press, Ghora Chowki, Shimla-5.
6. The Director of Industries, HP, Shimla-171001 with the request to upload this in the departmental website and display on the notice board also.
7. The Additional Secretary (Inds) to the Government of Himachal Pradesh, Shimla-2.
8. Guard File

Deputy Secretary (Inds) to the  
Government of Himachal Pradesh





Government of Himachal Pradesh  
Department of Industries

No Ind-II(A)9-1/2014

Notification

Dated: Shimla -2 30/6/16

In continuation of this department notification No.-Ind-II(A)-18-1/2006-II dated 13.12.2011, the Governor, Himachal Pradesh in exercise of the powers vested under Section 3 of the HP Public Service Guarantee Act, 2011 is pleased to notify the following service, Designate Officers, 1<sup>st</sup> Appellate Authority and stipulated time limit relating to the Industries Department, Himachal Pradesh for the purpose of the Boiler Act -1923:

Sr. No	Name of Service/Public Service	Designated Officer to provide Service	Stipulated Time	First Appellate Authority
1	Issue of welder Qualification Certificate in Form XII after submission of satisfactory reports	Inspecting Authority	5 days	Chief Inspector of Boiler
2	Approval of design and manufacturing drawings for boilers and boiler components made in India	Inspecting Authority/ Competent Person	(i) 5 days for boilers components & boiler up to 20TPH capacity. (ii) 15 days for boilers above 20 TPH capacity.	-do-
3	Inspection during construction/ manufacture	Inspecting Authority	10 days	-do-
4	Issue of Certificate for manufacture and test	Inspecting Authority	(i) 3 Days for boiler components. (ii) 7 days for boiler	-do-
5	Recognition of repairs boilers & steam pipes	Chief Inspector of Boiler	30 days	-do-
6	Transfer of Memorandum of Inspection Book & Registration Book	Chief Inspector of Boiler	15 days	-do-

Note: Above time limits shall be applicable from the date of submission of complete details/documents.

Second Appellate Authority

State Information Commissioner has been notified Second Appellate Authority Section 2(h)

By Order

(R.D.Dhiman)

Pr. Secretary (Ind) to the  
Government of Himachal Pradesh

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Ensd:No.As above  
Copy to:-

Dated 30/6/16

1. The Secretary to Governor , Himachal Pradesh ,Raj Bhawan ,Shimla-2
2. The Additional Chief Secretary to the Chief Minister of H.P. Shimla -1
3. All the Administrative Secretary to the Govt of H.P.,Shimla -2
- ✓ 4. The Secretary (AR) to the Govt of Himachal Pradesh Shimla -2
5. The Controller (Printing )H.P.Govt Press ,Ghora Chowki ,Shimla -5
6. The Director of Industries ,Shimla -171001
7. The Additional Secretary (Inds) to the Govt. of Himachal Pradesh.
8. Guard File

  
Deputy Secretary (Ind)to the  
Government of Himachal Pradesh

12-7-16

AS (AR)

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