

ALL DOCUMENTS, SUBMITTED AS PER
CHECKLIST SHOULD BE SIGNED BY
AUTHORISED SIGNATORY. PHOTOCOPIES
OF DOCUMENTS SHOULD BE ATTESTED BY
GAZETTED OFFICER OR SOME OTHER
AUTHORITY COMPETENT TO ATTEST THE
DOCUMENTS AND SHOULD BE SIGNED BY
AUTHORISED SIGNATORY CERTIFYING IT
TO BE A TRUE COPY OF ORIGINAL
DOCUMENT.

Check List No.

2

Check List for

In principle Clearance for MSI/LSI

Flag No.	Description of Documents
1	Application in prescribed formate.
2	Copy of Acknowledgement of IEM/Industrial Licence.
3	Copy of Application filed with Ministry of Industry for obtaining IEM/IL.
4	Constitution of the concern viz. Memorandum of Articles of Association/partnership deed etc.
5	Board Resolution authorising applicant to apply on behalf of the company/power of attorney/authority letter signed by Managing Director or Chairman of the company all partners of the firm. Project report giving following details. They may be flagged as given below.
7	Proposed invesment in land, building and machineries.
8	Details of machineries with their valuation.
9	Rawmaterial requirements.
10	Process of manufacturing.
11	Power requirement with list of machineries and their respective power rating.
12	Industrial Water requirements

Reference :-

Checklist No.2

4

Formate for:-

In Principle Clearance for MSI/LSI

on the letter head of the company/firm

To,

The General Manager,
District Industries Centre,
Dadra & Nagar Haveli,
Silvassa.

Dated:

Subject: Grant of In Principle Clearance for MSI/LSI

Sir,

We propose to setup an MSI/LSI in the Union Territory of Dadra & Nagar Haveli. The details of the proposed unit are as follows:

- 1 Proposed Location:
- Estimated Power requirement:
- No. of acknowledgement of IEM/
- No. of Industrial Licence.

I am enclosing along with this application the following documents:

- 1 Copy of Acknowledgement of IEM/Industrial Licence.
- 2 Copy of Application filed with Ministry of Industry for obtaining IEM/IL.
- 3 Constitution of the concern Viz. Memorandum of Articles of Association/partnership deed etc.
- 4 Board Resolution authorising applicant to apply on behalf of the company/power of attorney/authority letter signed by Managing Director or Chairman of the company all partners of firm.
- Project report giving following details. They may be flagged as given below:
 - 6 Proposed investment in land, building and machineries.
 - 7 Details of machineries with their valuation.
 - 8 Raw material requirements.
 - 9 Process of manufacturing.
 - 10 Power requirement with list of machineries and their respective power rating.
 - 11 Industrial Water requirement, if any.
 - 12 Proposed employment.

Yours faithfully,

Authorised Signatory

Check List No. 5

Check List for Release of Power
(A) application for release of Power

Flag No. Description of Documents

1 Application form one each for motive & Lighting for LI (one for HI). duly affixed with one repee court fee stamp.

2 Covering letter indicating whether applicant will set up transformer and lines at his own cost in case power is not available from existing transformer (format of letter prescribed).

3 Board Resolution authorising applicant with specimen signature attested by all partners/directors, MD or chairman.

4 Construction Permission.

5 Check List for Release of Power (B) actual release of Power
Provisi Resol In principle clearance for ms1/411 F.L.M.D.L.

1 Declaration that agreement has been executed, Proof of payment as per demand notice.

2 Work completion/Test report from licensed contractor with receipt no entered & photocopy or receipt.

3 Consent to operate DG set from PCC if applicable/signed statement on company's letter head that it is not applicable.

4 ~~X~~ Consent to operate unit from PCC. ✓

5 Sales Tax/CSI registration.

6 Central Excise lincense if applicable/signed statement on company's letter head that it is not applicable.

7 Permission under any product specific Act which may be applicable/signed statement on compan's letter head that it is not applicable.

8 ~~X~~ Panchayat Certificate

9 License under Factory Act/signed statement on company's letter head that it is not applicable.

10 Occupancy Certificate. ✓ ✓

11 Test report from authorised contractor with copy of receipt for test report fees.

SWIFI SYSTEM

Reference :- Check List No.5 for release of Power.

Formate of Letter :- Flag No.(A)2

on the letter head of company/firm.

Dated:

To,

The Engineer,
Electricity Department,
Admn.of Dadra & Nagar Haveli,
SILVASSA.

Sub: Release of Power

Sir,

I/We have applied for release of H.P./KVA Power.
I/We hereby state that I/We will/will not set up /Iranstormer
& Lines at my/our own cost in case power is not available from
existing transtormer.

Thanking you,

Yours faithfully,

For (Name of the Company/Firm).

Authorised Signatory

Directorate of Industries, Dadra & Nagar Haveli.

(P.T.O.)

Check List No.

10

Check List for Final Permission to use DG set

Flag No.	Description of Documents
1	Application in prescribed format duly affixed with one rupee Court Fees Stamp.
2	Name plate of DG set installed of Generator/Alternator.
3	Manufacturers Test Certificate.
4 ✓ ✓	On principle permission to install DG set from GM, DIC.
5	Work completion/test report including Earth Test Certificate and layout drawing issued by licensed Electrical Contractor alongwith the meter testing certificate issued by the Executive Engineer (Electricity) DNH, Silvassa.
6	Approval of Electrical Inspector, ROI, Goa.
7	Affidavit in the prescribed protorma.
8	Board Resolution authorising applicant to sign documents on behalf of the company/authority signed by all partners of the firm.
9	Consent to operate DG set from PCC if applicable/signed statement on company's letter head that it is not applicable.
10	Consent to operate unit from PCC.
11	Sales Tax/CSI registration.
12	Central Excise license if applicable/signed statement on company's letter head that it is not applicable.
13	Permission under any product specific Act which may be applicabe/signed statement on company's letter head that it is not applicable.
14	Panchayat Certificate.
15	License under Factory Act/signed statement on company's letter head that it is not applicable.
16	Occupancy Certificate.

Reference :- Check list No.10

Format for :- Final Permission to use DG Set

On the letterhead of the company/firm

To,

The Executive Engineer (Els.)
Dadra & Nagar Haveli,
Silvassa.

Dated:

Subject: Final Permission to use DG set

Ref:- In principle consent letter No. _____ Dt. _____

Issued by GM(DIC), DNH.

Sir,

As per the above, in principle, we have got installed the DG set of _____ capacity from M/s. _____ license Electrical Contractor at our premises viz. _____ (Full address).

We request you to issue Final Consent for operating the DG set to enable to check the same. We are herewith submitting the following document/informations.

- 1 Name plate of DG set installed of Generator/Alternator.
- 2 Manufacturers Test Certificate.
- 3 General clearance for release of power/use of DG set from GM, DIC.
- 4 Work completion/test report including Earth Test Certificate and layout drawing issued by licensed Electrical Contractor alongwith the meter testing certificate issued by the Executive Engineer (Electricity) DNH, Silvassa.
- 5 Approval of Electrical Inspector, ROI, Goa.
- 6 Affidavit in the prescribed proforma. (Overleaf)
- 7 Board Resolution authorising applicant to sign documents on behalf of the company.

We further states that we are/not 66KV consumer and willing to pay supervision and other charges as may be levied by the Electricity Department.

Yours faithfully,

Authorised Signatory

Directorate of Industries, Dadra and Nagar Haveli

Revised

AFFIDAVIT

I/We _____ S/o _____ agr _____ occupation
 Proprietor/Partner and authorised signatory/Manager and authorised
 signatory of M/s _____ situated at _____ Resident
 of _____ do hereby solemnly affirm and swear that,

- 1 Our company i.e. M/s _____ has obtained all necessary permissions required by the Administration and we have not violated any rules of the Administration.
- 2 Further activities i.e. the construction activities taken up by us are strictly as per our approved plans and construction permission issued to us under letter No. _____ dtd. _____. The industries Department has also issued N.O.C. under their letter Nos. _____ dtd. _____. The attested copies of the above letters are submitted for your record.
- 3 Further we have undertaken that we have not violated any procedure of statutory requirements of the local Administration or any other Central/State U.I. Govt./Administration.
- 4 In case if it is found at any time in future that we have violated any of the procedure of Central/State/U.I. Govt./Administration, then Electricity Department may disconnect our power supply or cancel our Diesel set Generator permission without issuing notice any without prejudice to the other rights of the Administration and I/We will not object for the same.
- 5 I have complied with all condition laid down by pollution control committee in their consent to establish/operate DG set.

Date :-

Name of the company and

Place:-

Person signing said affidavit.

VERIFICATION

I _____ do hereby verify that the contents of the above affidavit are true and correct to the best of my personal knowledge and belief. Hence, I put my signature on this affidavit i.e. today on _____ in token thereof.

Date:-

Place:-

DEPONENT

Check List No. **11**

Check List for **Temporary Connection**

(A) Lighting (upto 2KVA)

contract CD before LD

Flag No.	Description of Documents
1	Application in prescribed form duly affixed with one rupee Court Fees Stamp.
2	Copy of provisional registration-SSI/In principle clearance letter for MSI/LSI.
3	Proof of ownership of land/building/lease deed/rent deed/sale deed. Any person giving lease deed or Rent deed of the place of business should submit proof of ownership of land/building of the Lessor/Land lord.
4	DD in name of Executive Engineer(Elec.) DNH of Rs.2000/- (if up to 1 KVA) & Rs.5,000/- (Otherwise)
5	Work completion/test report of Licensed contractor.

(B) Construction & Lighting (Upto 5 KVA)

after 9

1	Application in Prescribed Form
2	Copy of provisional registration-SSI-In principle clearance letter for MSI/LSI.
3	Proof of ownership of land/building/lease deed/rent deed/sale deed. Any person giving lease deed or Rent deed of the place of business should submit proof of ownership of land/building of the Lessor/Land lord.
4	DD in name of Executive (Elet.) DNH of Rs.5,000/- (upto 2 KVA) & Rs.10,000/-(Otherwise)
5	Work completion/test report of Lincensed contractor.
6	Construction Permission

(C) Extension

1	Simple Application
2	Previous order
3	DD as perschedule given above, whenever applicable.

Reference:- Checklist No.11
Format for:- Temporary Connection-Lighting (up to 2KVA)
Construction & Lighting (up to 5 KVA)

On the letter head of the company/firm

To,
The Executive Engineer(Ele),
Dadra & Nagar Haveli,
Silvassa.

Dated :

Sub: Temporary Connection-Lighting (upto 2
KVA)/Construction & Lighting (up to 5KVA)

Sir,

We may please be granted Temporary Connection for
_____KVA for Lighting/Construction and Lighting at _____
(full address)

We are enclosing following documents:

- 1 Copy of provisional registration-SSI/In principle clearance letter for MSI/LSI
- 2 Proof of ownership of land/building/lease deed/rent deed/sale deed. Any person giving lease deed or Rent deed of the place of business should submit proof of ownership of land/building of the Leessor/Land lord.
- 3 DD in name of Executive Engineer(Elec.) DNH of Rs.2,000/-(up to 1 KVA)Rs.5000/- (up to 2KVA) & Rs.10,000/-(otherwise)
- 4 Work completion/test report of Lincensed contractor
- 5 Construction Permission.

Yours faithfully,

Authorised Signatory

Directorate of Industries

Revised