

## CHAPTER – 1

Introduction:

**The Right Information Act, 2005**, formulated & approved by the Govt. of India on 21<sup>st</sup> June 2005, the Act provide for setting out the practical regime of right to information for citizens to secure access to information under the control of public authorities, in order to promote transparency and accountability in the working of every public authority.

The Department of Industries & Commerce has brought out this handbook for Industrial Entrepreneurs, Artisans, Self Employment youths, Public, who intent to setup industry and seek information about the activities, incentives offered by the Dept from time to time. The procedure followed for each activity, powers of the officers and the decision making process for that activity has been elaborated in this handbook. Further the budget allocation for the plan schemes is given in this book. To keep the transparency, various subsidy schemes operated in the Dept. are detailed in the ensuing chapters.

The Director of Industries & Commerce (Public Information Officer), Pondicherry may be contacted for further current information.

***Office of the Director of Industries & Commerce  
Industrial Estate, Thattanchavady  
Pondicherry – 605 009***

***Phone & Fax – 0413-2248476  
Website: [www.industrypondicherry.com](http://www.industrypondicherry.com)  
e-mail: [indpondy@rediffmail.com](mailto:indpondy@rediffmail.com)***

## CHAPTER – 2

### Department of Industries & Commerce

This Dept. has been setup in this Union Territory of Pondicherry in order to promote/develop industries.

#### Objectives.

- To promote balanced and sustainable industrialisation among all the regions of the Union Territory of Pondicherry.
- To foster spirit of entrepreneurship among the people.
- Maximize employment to improve the standard of living of the people.
- To be a Friend, Philosopher and Guide to help the entrepreneurs realise their dream comes true.

#### Functions

- Measures to Promote Investment in Pondicherry.
- Issue of Provisional/ Permanent registration to Small-scale industries.
- Issue of location NOC/production certificate for the Medium and Large-scale industries.
- To support Industries by establishing industrial complexes/ Growth Centre/Estate.
- To provide information related to industries located in the Union Territory of Pondicherry and other industrial related Government Orders/Notification issued by the Govt. of India.
- To co-ordinate with other Government agencies to see the entrepreneurs project comes true.

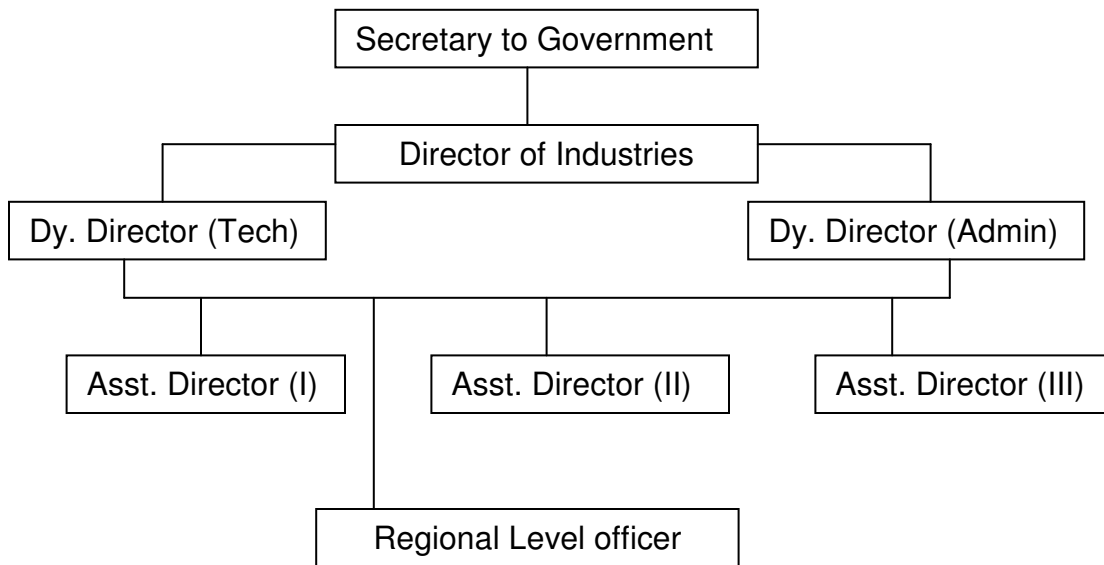
#### Response of the entrepreneurs

A special Post Box No. 303 has been opened by the Directorate of Industries & Commerce, in the Head Post Office to facilitate the public to send in their complaints/suggestions. A web site has also been hosted [www. \*\*industrypondicherry.com\*\*](http://www.industrypondicherry.com) to act as a bridge between the Dept. and the entrepreneurs.

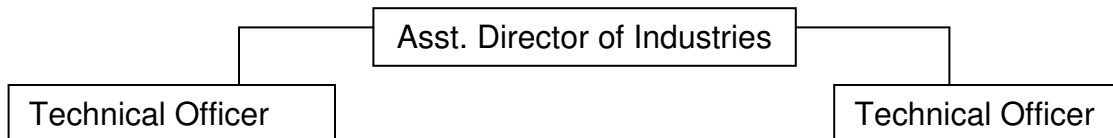
## Organization Structure

At the State Level, the Secretary to Government has appointed as the governing person of the Department and a directorate has been set up in the UT headquarters headed by the Director and the regional level Assistant Director & Technical officers are heading the regional offices. The diagram of the organizational structure is given below.

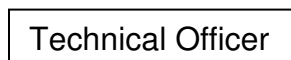
### STATE / DIRECTORATE LEVEL



### REGIONAL LEVEL (Karaikal)



### REGIONAL LEVEL (Mahe & Yanam)



## Contact addresses

| Sl. No. | Name and Designation                           | Address                          | Phone No.                       |
|---------|--|----------------------------------|---------------------------------|
| 1.      | Secretary to Govt.<br>(Industries & Commerce)  | Chief Secretariat<br>Pondicherry | 2334143<br>Fax: 0413-2334143    |
| 2.      | Director of Industries &<br>Commerce           | Thattanchavady<br>Pondicherry –9 | 2248476, 2248320<br>Fax 2248476 |
| 3.      | General Manager<br>District Industries Centre. | Thattanchavady<br>Pondicherry –9 | 2248987, 2248391/<br>2249392-93 |
| 4.      | Assistant Director of<br>Industries            | Kottucherry<br>Karaikal          | 04368-265438                    |
| 5.      | Technical Officer                              | Mahe                             | 0490-2333235                    |
| 6.      | Technical Officer                              | Yanam                            | 0884-2321257                    |

## Office working hours:

Morning 8.45 am to 1.00 pm

1.00 pm to 2.00 pm lunch time

Evening 2.00 pm to 5.45 pm

## CHAPTER – 3

### Powers and duties of Officers and Employees.

Designation  
Director of Industries & Commerce  
PONDICHERRY

|                          |                |  |
|--------------------------|----------------|--|
| Powers                   | Administrative | 1. The Director of Industries & Commerce is the Head of the Department and Controlling Officer in respect of all matters relating to the staff of this department. Industries & Commerce Department is the cadre controlling authority for the post of Technical Officer, including DIC. The Technical Officer is a Group-C post. The Director of Industries & Commerce is having full power to create the post of Technical Officer after following the usual procedure and approval of the Department of Administrative Reforms Wing / Finance Department as laid down in the recruitment rules. He is also having full powers to engage part time staff of this department after obtaining the approval of the Government for Administrative convenience. |
| Dy. Director (Technical) |                | 2. The Deputy Director will be incharge of Technical wing of the Directorate of Industries & Commerce. He will be assisted in his duties by the Assistant Directors, Technical Officers and other ministerial staff of this department. He is also Drawing and Disbursing Officer in respect of Estate & Census Wing.  |
| Dy. Director (Admn.)     |                | 3. The Dy. Director (Admn.) will be incharge of all Establishment and Accounts matters relating to the staff of this department. He will have two units under his control namely Establishment section and Accounts section. He is also the Drawing and Disbursing officer for the staff of Industries Department and he is acting as the Head of Office of the Directorate of Industries & Commerce. He will be assisted by Supdt. (Estt.) and Supdt. (Accts.) for all Administrative matters. Further he will be incharge of Industrial estates subjects.  |

|                          |  |  |
|--------------------------|--|--|
| Assistant Director – I   |  | 4. Deals with all subjects relating to Industrial units in certain areas namely Mannadipet, Bahour Commune and Karaikal Region. Further deals with issuing provisional / provisional NOC and Permanent SSI / Commencement of Production Certificate.   |
| Assistant Director – II  |  | 5. Deals with all subject matters relating Industrial Units in Oulgaret, Nettapakkam Commune Panchayat apart from Mahe and Yanam Regions. Also deals with all Estate and Census matters and issuing provisional / provisional NOC and Permanent SSI / Commencement of Production Certificate. The ministerial staff is assisting him in disposal of letters.   |
| Assistant Director – III |  | 6. Deals with all Industrial Units in Pondicherry, Ariyankuppam and Villianur Commune, Also deals with issuing provisional / provisional NOC and Permanent SSI / Commencement of Production Certificate. The ministerial staff is assisting him in disposal of letters.  |
| Supdt. (Ett.)            |  | 7. Superintendent (Estt.) is incharge of the Establishment unit. All the matters relating Posting and transfers of Officers / Officials, all kinds of Leave, Maintenance of Service Books Pension and other matters pertaining to Establishment unit, dealt by the clerks of the Establishment are routed thro' him for verification, correctness / accuracy and to follow the procedures laid down in the prescribed rule books such as FR, SR, GFR, Leave rules, Pension, C.C.A & Conduct rules etc. |

|                    |  |   |
|--------------------|--|---|
| Supdt. (Accts.)    |  | <p>8. The Superintendent (Accts.) is incharge of all kinds of bills relating to the staff of this department such as pay bill, TA bills contingent bills, M.R. bill, LTC, GPF bills, POL bills, Festival Advance bill, M.C. Advance, GPF advance including part final, and final payment of GPF, Cycle advance, Fan Advance, OTA and other items related to the staff of this department prepared by the staff working under his control are routed thro' him for verification, correctness and accuracy. Besides this verification of cash book / relevant registers, such as chalan register, UDP register, BTR, BDR, BCR Register and other relevant register maintenance in Account section are verified by him. Preparation of BE, RE, modification of figures under plan / non-plan are also checked by him. Reconciliation towards expenditure/ receipts sides, matters relating to PAC, Audit, and Inspection reports furnishing reply to Assembly Question dealt by various clerks in the Accounts section are routed thro' Supdt. (Accts.). Recovery of loans sanctioned to Entrepreneurs under various scheme earlier and correspondence thereof made with them are also routed thro' him.</p> |
| KARAIKAL           |  |   |
| Assistant Director |  | <p>The Assistant Director Kariakal is the Head of Office and controlling officer in respect of all matters relating to the staff of sub-office of Industries &amp; Commerce, Karaikal. He will be assisted in his duties by two LDC, peon, Gardener, Watchman, Part Time Sanitary Assistant and one Part Time Sanitary Helper. He is holding additional charge as drawing Officer under rule two (xii) of G.F.R in respect of the sub-office of Department of Science Technology &amp; Environment, Karaikal.</p> <p>He is issuing of provisional SSI registration to the newly proposed industries, Inspecting and recommending for issue of Permanent SSI Registration, Inspecting and recommending for sanction of subsidies for those who established industries under ST/SC and Women Entrepreneur</p>   |

|                         |  |   |
|-------------------------|--|---|
|                         |  | category and thrust area industries, recommending applications under single window scheme for obtaining clearances any other information required by Industries & Commerce Department,  |
| <b>MAHE</b>             |  |   |
| Technical Officer       |  | The Technical Officer, Mahe is over all control of branch of office of the Industries & Commerce Department, Mahe. He will be assisted in his duties by one LDC, one daily rated peon and one part time sanitary Assistant. He is issuing provisional / SSI Registration, collection of applications from industries forwarding the same & following up for obtaining clearances from various departments, inspection of industries for issue of Permanent Registration.  |
| <b>YANAM</b>            |  |   |
| Technical Officer       |  | The Technical Officer, Yanam is over all control of branch of office of the District Industries Centre, Yanam. He will be assisted in his duties by one UDC, one peon and three contingent paid staff. He is issuing of provisional SSI registration to the newly proposed industries, Inspecting and recommending for issue of Permanent SSI Registration, Inspecting and recommending for sanction of subsidies for those who established industries under ST/SC and Women Entrepreneur category and thrust area industries, recommending applications under single window scheme for obtaining clearances any other information required by Industries & Commerce Department, Technical Officer is inspecting and reporting the same to the authority. |
| <b>FINANCIAL POWERS</b> |  |   |
| <b>PONDICHERRY</b>      |  |   |
| Director                |  | 1. The Director is the Head of the Department and Controlling officer in respect of all matters relating to Industries & Commerce Department. He will operate the powers vested with him as Head of Department provided in the FRSR, GFR receipt and payment rules CCA, conduct rules, TA Rules Leave Rules, Pension Rules, LTC and other advances rules and other rules  |



|                      |  |   |
|----------------------|--|---|
|                      |  | <p>that are existing / issued by Government of Pondicherry / Government of India for governing the department. Under re-delegation of financial powers issued vide G.O.Ms.NO. 59/2003/F3 dated 11/2/2003, Delegation of powers amended Vide O.M.No 12011/1/97/F3 dated 28/2/2003, G.O.Ms. No. 82/2003/F3 dated 19/9/2003, G.O.Ms.No. 98/2004/F3 dated 12/1/2004 and other Financial Powers issued by Finance Department, Pondicherry from time to time.</p>   |
| Dy. Director (Admn.) |  | <p>1. The Dy. Director is the drawing &amp; Disbursing Officer to the staff of this department as Dy. Director (Admn.). Using the powers as laid down in the rules like FR, SR, GFR receipt and payments rules CCA, Conduct Rules, TA Rules, Leave Rules, Pension Rules, LTC Rules, MR Rules, HBA, MCA, OTA and other advances rules and other rules that existing / issued Government of Pondicherry / Government of India and also the amendments issued by Government from time to time.</p> <p>As Head of the Officer, re-delegation Financial Powers issued vide G.O.Ms.NO. 59/2003/F3 dated 11/2/2003. Delegation of powers amended vide O.M.No 12011/1/97/F3 dated 28/2/2003. G.O.Ms. No. 82/2003/F3 dated 19/9/2003. G.O.Ms. No. 98/2004/F3 dated 12/1/2004 and other Financial Powers issued by Finance Department, Pondicherry from time to time.</p> <p>Dy. Director is also having an amount of Rs. 2000/- as imprest amount.</p> |
| Dy. Director (Tech.) |  | <p>The Dy. Director (Tech.) is also the Drawing and Disbursing Officer in respect of the staff namely in Estate / Census unit containing 14 staff. He is also having Rs.500/- toward the Imprest amount.</p> <p>He is also having the powers re-delegation Financial Powers issued vide G.O.Ms.NO. vide G.O.Ms.NO. 59/2003/F3 dated 11/2/2003.</p> <p>Delegation of powers assented Vide O.M.No 12011/1/97/F3 dated 28/2/2003, G.O.Ms. No. 82/2003/F3 dated 19/9/2003, G.O.Ms. No. 98/2004/F3 dated 12/1/2004 and other Financial Powers issued by Finance Department,</p>  |

|                                  |  |   |
|----------------------------------|--|---|
|                                  |  | Pondicherry from time to time.  |
| <b>KARAIKAL</b>                  |  |   |
| Assistant Director<br>(Karaikal) |  | The Assistant Director, Karaikal is Drawing and Disbursing Officer for Industries & Commerce Department, Karaikal. The cash book maintained by the staff are checked in the capacity of DDO.  |
| <b>MAHE</b>                      |  |   |
| Technical Officer                |  | _NIL.   |
| <b>YANAM</b>                     |  |   |
| Technical Officer                |  | The Technical Officer, Yanam is Drawing and Disbursing Officer for District Industries Centre, Yanam and also Drawing Officer for the subsidies sanctioned by the Directorate of Industries & Commerce. The Cash book maintained by the staff are checked in the capacity of Technical Officer. |

## CHAPTER – 4

### Rules, Regulation followed by the Department for discharging the functions

#### The Industries (Development & Regulation ) Act. 1951

|    |  |   |
|----|--|---|
| 1. | Name of the Act / Rules  | The Industries (Development & Regulation ) Act. 1951  |
| 2. | Brief write-up of the document   | This is a Central Act formulated exclusively for the Development & Regulation of industries in India. The Ministry of Industries & Commerce, Govt. of India follows this Act and issues guidelines, instructions, delegation of powers from time to time to the Department of Industries of the State Governments. The Department follows the all the above in registration of small-scale industries in this UT. |
| 3  | From where one can get a copy of rules, regulations, instructions etc. | Ministry of Industries & Commerce<br>Udyog bhavan, New Delhi<br><br>Copy of the Act available in the Technical Library of this Department, Pondicherry for reference  |
| 4  | Fee charged for the above  | No fee collected  |

#### Interest on Delayed payment to Small scale and ancillary industrial undertakings Act 1993

|    |  |   |
|----|--|---|
| 1. | Name of the Act / Rules  | Interest on Delayed payment to Small scale and ancillary industrial undertakings Act 1993   |
| 2. | Brief write-up of the document   | This is a Central Act formulated exclusively for the Small-scale industries in India for the delayed and denied payment for the material supplied by that SSI to the medium & large scale industries, corporations etc. This Act facilitate the SSI to appeal to the Industrial Facilitation Council set up in the Department of Industries of each State for the delayed payment.<br><br>One such Industrial Facilitation Council is functioning in the Industries Department for assisting the small-scale industries in this UT. |
| 3  | From where one can get a copy of rules, regulations, instructions etc. | Ministry of Industries & Commerce<br>Udyog bhavan<br>New Delhi<br><br>Copy of the Act available in the Technical Library of this Department, Pondicherry for reference  |
| 4  | Fee charged for the above  | No fee collected  |



## CHAPTER – 5

### Public participation in formulation of policy / implementation of policy

#### FORMULATION OF POLICY

| S<br>l.<br>N<br>o. | Subject /Topic         | Is it mandatory to ensure public participation (Yes/No) | Arrangements for seeking public participation   |
|--------------------|------------------------|---|---|
| 1                  | Industrial policy      | No  | Meetings convened with the industrial associations and the other industrialists of Pondicherry are invited for offering suggestions |
| 2                  | Industrial Master Plan | No  | Meetings convened and the industrialists of Pondicherry are invited for offering suggestions  |

#### IMPLEMENTATION OF POLICY

| S<br>l.<br>N<br>o. | Subject /Topic         | Is it mandatory to ensure public participation (Yes/No) | Arrangements for seeking public participation |
|--------------------|------------------------|---|---|
| 1                  | Industrial policy      | No  | --  |
| 2                  | Industrial Master Plan | No  | --  |

## CHAPTER – 6

### Statement of the categories of documents are held by the Department

| Sl. No | Category of the document       | Name of the document and its introduction in one line  | Procedure to obtain the document   | Held by / under control of   |
|--------|--------------------------------|--|--|--|
| 1.     | SSI Registration (Provisional) | Initial registration given to a SSI for enable them to get other statutory clearances.               | Filing a application for a new registration<br><br>Letter for a duplicate copy   | Directorate of industries & Commerce, Pondicherry<br><br>Assistant Director of Industries Kariakal<br><br>Technical Officer Mahe & Yanam |
| 2.     | SSI Registration (Permanent)   | Final registration of a SSI to enable them to avail the benefits of the Govt. under various schemes. | Filing a application with necessary clearances for a new registration<br><br>Letter with a affidavit for a duplicate copy. | Directorate of industries & Commerce, Pondicherry  |

## CHAPTER – 7

### Statement of Boards, Council, Committees constituted by Industries Dept.

#### Committee for allotment of Plot & Sheds

|    |  |   |
|----|--|---|
| 1  | Name and address of the affiliated body  | Allotment Committee for allotment plots & sheds   |
| 2. | Type of Affiliated Body  | Committee   |
| 3  | Brief introduction of the affiliated body  | The Committee constituted for the allotment of plots and shed in the Industrial Estates of Government.  |
| 4  | Role of the affiliated body  | The Committee takes decision for allotment of sheds & plots in the Industrial estates of the Government   |
| 5  | Structure and Member composition   | 1. Secretary (Ind & Com) - Chairman<br>2. Director ( Ind & Com) – Member<br>3. General Manager, DIC – Member<br>4. Public representative – Member |
| 6  | Head of the Body   | Secretary (Ind & Com)   |
| 7  | Address of Main Office and Branches  | Department of Industries & Commerce   |
| 8  | Frequency of Meetings  | As when the vacancy arises in the estates   |
| 9. | Can public participate in the meetings   | Public representative is a Member of the Committee  |
| 10 | Are minutes of the meetings prepared   | Yes   |
| 11 | Are minutes of the meetings available to the public? If yes please provide information about the procedure to obtain them. | No. However the decision of the Committee is being communicated to the applicants.  |

#### Industry Facilitation Council

|    |   |   |
|----|---|---|
| 1  | Name and address of the affiliated body   | Industry Facilitation Council   |
| 2. | Type of Affiliated Body                   | Council   |
| 3  | Brief introduction of the affiliated body | The Council constituted for assisting the SSI for the delayed payment from the Medium & Large-scale industries. |
| 4  | Role of the affiliated body               | The Council delivers judgement for delayed payment to SSI by Large & Medium scale industries.                   |

|    |  |   |
|----|--|---|
| 5  | Structure and Member composition   | <ol style="list-style-type: none"> <li>1. Director (Ind &amp; Com) – Chairman</li> <li>2. General Manager, DIC</li> <li>3. General Manager, PIPDIC</li> <li>4. Lead District Manager</li> <li>5. Manager, SBI</li> <li>6. Asst. Commissioner, CT Dept.</li> <li>7. ASIUTOP, Pondicherry</li> <li>8. Association of Industries, Sedarapet</li> <li>9. Under Secretary Law, GOP</li> <li>10. REO of the regions</li> <li>11. Dy. Director (Ind &amp; Com) – Member Secretary</li> </ol> |
| 6  | Head of the Body   | Director (Ind & Com)  |
| 7  | Address of Main Office and Branches  | Department of Industries & Commerce, Pondicherry - 9  |
| 8  | Frequency of Meetings  | As when the petitions are received  |
| 9. | Can public participate in the meetings   | Industrial representatives are the Member of the Committee  |
| 10 | Are minutes of the meetings prepared   | Yes   |
| 11 | Are minutes of the meetings available to the public? If yes please provide information about the procedure to obtain them. | No. However the decision of the Committee is being communicated to the petitioners.   |

#### **State level Committee for subsidy**

|    |   |  |
|----|---|--|
| 1  | Name and address of the affiliated body   | State Level Committee for grant of subsidy for Thrust Area Industries  |
| 2. | Type of Affiliated Body                   | Committee  |
| 3  | Brief introduction of the affiliated body | The Committee constituted for scrutinise and recommend cases for subsidy   |
| 4  | Role of the affiliated body               | The Committee takes decision whether the unit is eligible for subsidy and also the eligibility of investment on plant & machinery.   |
| 5  | Structure and Member composition          | <ol style="list-style-type: none"> <li>1. Secretary (Ind &amp; Com) - Chairman</li> <li>2. Managing Director PIPDIC.</li> <li>3. Dy. Secretary/ Under Secretary, Finance Dept.</li> <li>4. HOD, Electronic Dept. PEC,</li> <li>5. Director of Agriculture</li> <li>6. HOD, Bio technology Dept., Pondicherry University</li> </ol> |



|    |  |  |
|----|--|--|
|    |  | 7. Director of Industries & Commerce - Member Secretary                            |
| 6  | Head of the Body   | Secretary (Ind & Com)  |
| 7  | Address of Main Office and Branches  | Department of Industries & Commerce  |
| 8  | Frequency of Meetings  | As when the applications received  |
| 9. | Can public participate in the meetings   | No   |
| 10 | Are minutes of the meetings prepared   | Yes  |
| 11 | Are minutes of the meetings available to the public? If yes please provide information about the procedure to obtain them. | No. However the decision of the Committee is being communicated to the applicants. |

#### **Industrial Promotion Committee (IPC)**

|    |   |  |
|----|---|--|
| 1  | Name and address of the affiliated body   | Industrial Promotion Committee   |
| 2. | Type of Affiliated Body                   | Committee  |
| 3  | Brief introduction of the affiliated body | The Committee constituted for scrutinise and recommend cases for setting up of industries  |
| 4  | Role of the affiliated body               | The Committee takes decision whether the unit can be set up in UT Pondicherry on various environmental, locational angles.   |
| 5  | Structure and Member composition          | 1. Secretary (Ind & Com) - Chairman<br>2. Superintending Engineer, Electricity Dept.<br>3. Labour Commissioner<br>4. Director, LAD<br>5. Director of Agriculture<br>6. Director, DSTE<br>7. Chief Town Planner, TCP Dept.<br>8. Member Secretary, PPA<br>9. Director of Industries & Commerce - Member Secretary |
| 6  | Head of the Body                          | Secretary (Ind & Com)  |
| 7  | Address of Main Office and Branches       | Department of Industries & Commerce  |
| 8  | Frequency of Meetings                     | Once in three weeks  |
| 9. | Can public participate in the meetings    | No   |

|    |  |  |
|----|--|--|
| 10 | Are minutes of the meetings prepared   | Yes  |
| 11 | Are minutes of the meetings available to the public? If yes please provide information about the procedure to obtain them. | No. However the decision of the Committee is being communicated to the applicants. |

## Chapter – 8

### Names, Designations and other particulars of the Public Information Officer

#### Assistant Public Information Officers:

| Sl No | Name             | Designation       | STD code | Phone No |         | Fax     | E mail | Address  |
|-------|------------------|-------------------|----------|----------|---------|---------|--------|--|
|       |                  |                   |          | Office   | Home    |         |        |  |
| 1     | K.Rajan          | Dy. Director      | 0413     | 2248320  | 2251889 | 2248476 |        | Directorate of Industries, Thattanchavady Pondicherry -9 |
| 2.    | J, Rajendiran    | Asst. Director    | 04368    | 265438   | -       | Nil     |        | Rural Industrial Estate, Kottucherry, Karaikal.          |
| 3.    | V. Amudhakumar   | Technical Officer | 0490     | 2332560  | -       | Nil     |        | DIC, Civic Complex Mahe                                  |
| 4     | M. Sambasiva Rao | Technical Officer | 0884     | 2321257  | -       | Nil     |        | DIC, Yanam   |

#### Public Information Officer:

| Sl No | Name                 | Designation | STD code | Phone No |         | Fax     | Email                     | Address  |
|-------|----------------------|-------------|----------|----------|---------|---------|---------------------------|--|
|       |                      |             |          | Office   | Home    |         |                           |  |
| 1     | Dr. Jayantakumar Ray | Director    | 0413     | 2248476  | 2253393 | 2248476 | Indpon dy@rediffmail ,com | Directorate of Industries, Thattanchavady Pondicherry -9 |

#### Department Appellate Authority

| Sl No | Name              | Designation        | STD code | Phone No |         | Fax     | Email | Address                        |
|-------|-------------------|--------------------|----------|----------|---------|---------|-------|--------------------------------|
|       |                   |                    |          | Office   | Home    |         |       |                                |
| 1     | S.Kumaraswamy IAS | Secretary to Govt. | 0413     | 2334143  | 2272855 | 2334143 |       | Chief Secretariat Pondicherry. |

## Chapter –9

Procedure followed in issue of Provisional / Permanent Registration/ Grant of subsidy

|     |  |  |
|-----|--|--|
| 9.1 | What is the procedure followed to take a decision for various matters? ( Rules & Regulations)  | <p>Guidelines of Ministry of Industry &amp; Commerce, Govt. of India being followed in the issue of provisional registration and permanent registration</p> <p>The grant of subsidy being processed on the basis of Govt. Order of the State / Central Govt.</p>   |
| 2   | What are the documented procedures / laid down procedures. Defined / Rules to arrive at a particular decision for important officer. | <p>Application form are available for Provisional / Permanent Registration.</p> <p>Registration are being issued based on the orders of the State Government on the environmental / locational/ power intensive/ water intensive / special cases.</p> <p>Applications are scrutinized by the various Committees such IPC, PPC etc. consist of various Govt. representatives and sent to Govt. for final approval if necessary.</p> |
| 3   | What are the arrangements to communicate the decision to the public  | By letter  |
| 4   | Who are the officers at various levels whose opinions are sought for the process of decision making.                                 | <p>Technical Officers<br/>Asst. Directors<br/>Dy. Directors<br/>Director</p> <p>Special cases:<br/><br/>Secretary to Govt.<br/>Minister for Industries<br/>Chief Minister<br/>Lieutenant Governor</p>  |
| 5   | Who is the final authority that wets the decision  | Director of Industries & Commerce  |

# Chapter 10

## Directory of Officers and Employees

| Sl. No | Name                      | Designation           | STD Code | Phone              |         | Fax          | E- Mail | address  |
|--------|---------------------------|-----------------------|----------|--------------------|---------|--------------|---------|--|
|        |                           |                       |          | Office             | Home    |              |         |  |
| 1.     | DR. JAYANTA KUMAR RAY     | DIRECTOR              | 0413     | 2248476            | 2253393 | 2248476      |         | OFFICE OF THE DIRECTOR OF INDUSTRIES, INDUSTRIES ESTATE THATTANCHAVADY PONDICHERRY – 9 |
| 2.     | I.B.GEORGE                | DY. DIRECTOR (ADMN.)  | -DO-     | 2247839            | 2222498 | -DO-         |         | -DO-   |
| 3.     | K. RAJAN,                 | DY. DIRECTOR (TECH.)  | -DO-     | 2245171            | 2251889 | -DO-         |         | -Do-   |
| 4.     | P. AUGUSTIN LUCIEN DIAGOU | ASSISTANT DIRECTOR    | -DO-     | 2248320<br>2248168 |         | -DO-         |         | -Do-   |
| 5.     | S. DINAKARAN              | ASSISTANT DIRECTOR    | -DO-     | -DO-               |         | -DO-         |         | -Do-   |
| 6.     | S. KANNAN,                | ASSISTANT DIRECTOR    | -DO-     | -DO-               |         | -DO-         |         | -Do-   |
| 7.     | V. MURALITHARAN           | SUPERINTENDENT GR-II. | -DO-     | -DO-               | 2248484 | -DO-         |         | -Do-   |
| 8.     | A. SELVARADJOU,           | SUPERINTENDENT GR-II  | -DO-     | -DO-               |         | -DO-         |         | -Do-   |
| 9.     | R. RAVISANKAR,            | TECHNICAL OFFICER     | 0143     | 2248320<br>2248168 |         | 0413-2248476 |         | -Do-   |
| 10.    | A. JEAN PIERRE,           | TECHNICAL OFFICER     | -DO-     | -DO-               |         | -DO-         |         | -Do-   |
| 11.    | V. MOHAN KUMAR            | TECHNICAL OFFICER     | -DO-     | -DO-               |         | -DO-         |         | -Do-   |
| 12.    | B. KRISHNAMOORTHY         | TECHNICAL OFFICER     | -DO-     | -DO-               |         | -DO-         |         | -Do-   |
| 13.    | A. COUPPOUSAMY            | TECHNICAL OFFICER     | -DO-     | -DO-               |         | -DO-         |         | -Do-   |
| 14.    | P. MUTHUKRISHNAN          | TECHNICAL OFFICER     | -DO-     | -DO-               |         | -DO-         |         | -Do-   |
| 15.    | P. RAJAGOPAL              | TECHNICAL OFFICER     | -DO-     | -DO-               |         | -DO-         |         | -Do-   |

### Other Regions

|     |                  |                   |       |         |  |  |  |  |
|-----|------------------|-------------------|-------|---------|--|--|--|--|
| 16. | J. RAJENDIRAN    | ASST. DIRECTOR    | 04368 | 265438  |  |  |  | RURAL INDUSTRIAL ESTATE, KOTUCHERRY KARAICAL |
| 17. | V.AMUDHAKUMAR    | TECHNICAL OFFICER | 0490  | 2332560 |  |  |  | DIC, Civic Complex Mahe                      |
| 18. | M. Sambasiva Rao | Technical Officer | 0884  | 2321257 |  |  |  | District Industries Centre, Yanam            |

## Chapter –11

### Monthly remuneration of the Officers & Employees

| Sl No | Name                      | Designation           | Monthly Remuneration (Rs.) | Compensatory Allowance | The procedure to determine the remuneration |
|-------|---------------------------|-----------------------|----------------------------|------------------------|---|
| 1.    | DR. JAYANTA KUMAR RAY     | DIRECTOR              | 18681                      | Nil                    | Monthly salary as fixed by the Govt.        |
| 2.    | I.B.GEORGE                | DY. DIRECTOR (ADMN.)  | 16568                      | Nil                    | -do-  |
| 3.    | K. RAJAN,                 | DY. DIRECTOR (TECH.)  | 21623                      | Nil                    | -do-  |
| 4.    | P. AUGUSTIN LUCIEN DIAGOU | ASSISTANT DIRECTOR    | 16568                      | Nil                    | -do-  |
| 5.    | S. DINAKARAN              | ASSISTANT DIRECTOR    | 16568                      | Nil                    | -do-  |
| 6.    | S. KANNAN,                | ASSISTANT DIRECTOR    | 16568                      | Nil                    | -do-  |
| 7.    | V. MURALITHARAN           | SUPERINTENDENT GR-II. | 13408                      | Nil                    | -do-  |
| 8.    | B. SELVARADJOU,           | SUPERINTENDENT GR-II  | 13745                      | Nil                    | -do-  |
| 9.    | R. RAVISANKAR,            | TECHNICAL OFFICER     | 13735                      | Nil                    | -do-  |
| 10.   | B. JEAN PIERRE,           | TECHNICAL OFFICER     | 13735                      | Nil                    | -do-  |
| 11.   | V. MOHAN KUMAR            | TECHNICAL OFFICER     | 14061                      | Nil                    | -do-  |
| 12.   | B. KRISHNAMOORTHY         | TECHNICAL OFFICER     | 13735                      | Nil                    | -do-  |
| 13.   | A. COUPPOUSAMY            | TECHNICAL OFFICER     | 13960                      | Nil                    | -do-  |
| 14.   | P. MUTHUKRISHNAN          | TECHNICAL OFFICER     | 13081                      | Nil                    | -do-  |
| 15.   | P. RAJAGOPAL              | TECHNICAL OFFICER     | 14388                      | Nil                    | -do-  |

#### Other Regions

|    |                  |                   |       |     |      |
|----|------------------|-------------------|-------|-----|------|
| 16 | J. RAJENDIRAN    | ASST. DIRECTOR    | 15971 | Nil | -do- |
| 17 | V.AMUDHAKUMAR    | TECHNICAL OFFICER | 13735 | Nil | -do- |
| 18 | M. Sambasiva Rao | TECHNICAL OFFICER | 14388 | Nil | -do- |

## Chapter – 12

### Budget allocated for Plan schemes

| Sl No | Name of the Scheme  | Activity  | Starting date of activity | Planned end date of activity | Amount Proposed (Rs in lakhs) | Amount released/ disbursed (Rs in lakhs) | Actual expenditure for last year (Rs in lakhs) | Responsible Officer for the scheme |
|-------|---|---|---------------------------|------------------------------|-------------------------------|--|--|------------------------------------|
| 1     | Development of Handicrafts                                      | Promotion of village industries                                 | 01/04/2005                | 31/03/2006                   | 112.87                        | 22.18                                    | 82.41  | GM DIC                             |
| 2     | Development of Khadi & Village Industries                       |   | - do-                     | - do-                        | 388.00                        | 3.65                                     | 339.02   | GM DIC                             |
| 3     | Development of coir industries                                  |   | -do-                      | -do-                         | 16.65                         | 1.67                                     | 14.05  | GM DIC                             |
| 4.    | Training  | Industrial training for unemployed youth                        | -do-                      | -do-                         | 218.74                        | 37.21                                    | 120.16   | GM DIC                             |
| 5     | Motivation of SC/ST/ women entrepreneurs                        | To encourage them to start industries                           | -do-                      | -do-                         | 100.00                        | 0.17                                     | 98.71  | Director (Ind & Com)               |
| 6     | Fiscal assistance to new industries                             | Attracting new industries to Pondicherry UT by granting subsidy | -do-                      | -do-                         | 25.00                         | 0  | 0  | Director (Ind & Com)               |
| 7.    | Marketing & Publicity   | To create market support for the products of Pondicherry.       | -do-                      | -do-                         | 93.00                         | 3.01                                     | 73.64  | GM DIC                             |
| 8     | Share Capital assistance to Public sector undertakings (PIPDIC) | To implement the infrastructure projects                        | -do-                      | -do-                         | 100.00                        | 0  | 0  | MD PIPDIC                          |

|    |  |                                       |      |      |         |         |         |                      |
|----|--|---------------------------------------|------|------|---------|---------|---------|----------------------|
| 9  | Development of Infrastructure for industrial promotion | For setting up of Growth centre & SEZ | -do- | -do  | 1310.00 | 0       | 400.00  | MD PIPDIC            |
| 10 | District Industries Centre                             | Administrative support of DIC         | -do- | -do- | 28.00   | 6.00    | 18.21   | GM DIC               |
| 11 | Assistance for restructuring of AFT of PTC             | Administrative & Modernisation of AFT | -do- | -do- | 1700.00 | 1100.00 | 1437.00 | MD AFT               |
| 12 | Incentive to Pollution Control Equipment               | Subsidy                               | -do- | -do- | 0.01    | 0       | 21.85   | Director (Ind & Com) |
| 13 | Strengthening of Directorate of Industries             | Administrative & others               | -do- | -do- | 27.73   | 3.89    | 23.38   | Director (Ind & Com) |



## Chapter – 13

### Manner of Execution of subsidy programme

|    |  |  |  |   |   |   |
|----|--|--|--|---|---|---|
| 1. | Name of the programme / scheme                   | 25% invest subsidy for SC/ST/ Women (for SSI units)          | Rent Subsidy                                 | Interest subsidy  | 20% Employment subsidy (applicable for Thrust area industries also)                       | 35% Investment subsidy for Thrust area industries   |
| 2. | Duration of the Programme / Scheme               | 2005-06  |  |   | 2005-06   | 2005-06   |
| 3. | Objective of the programme                       | To encourage to start industries                             |  |   | SC/ST/ Women/ Thrust area industries  | To promote Thrust area Industries   |
| 4. | Physical & Financial target (2004-05)            | 16 units<br>100 lakhs  |  |   | --  | 2 units   |
| 5. | Eligibility of Beneficiary                       | SC/ ST/ Women entrepreneurs                                  |  |   | SC/ST/ Women/ Thrust area industries  | Thrust area industries  |
| 6. | Pre- requisites for the benefit                  | Investment made on land, building & machinery after 27/03/02 | If the unit paying rent after 27/03/02       | Interest paid for loan after 27/03/02                       | Wages paid to workers After 02/08/2004  | Investment made on land, building & machinery after<br><br>IT industry- 06/11/2002<br><br>Thrust Area- 03/04/3003 |
| 7. | Procedure to avail the benefits of the programme | Apply in prescribed form                                     |  |   |   |   |
| 8. | Criteria for deciding eligibility                | Investment after 27/03/2002 on new investments (SSI Units)   | Rent paid after 27/03/02 (SSI units)         | Interest paid to Financial institution or Banks (SSI units) | At least 10% direct employment out of which 60% employment to local persons covered by PF | The industry should be a Thrust area industry   |
| 9. | Details of the benefits                          | 25 % subsidy max of Rs 25 lakhs                              | 50% for first two years<br>40% for the third | 25% of the annual interest paid to max of Rs                | 20% of wages of maximum of Rs 5 lakhs / per   | 35% / 20% on investment plant & machinery   |

|    |   |  |  |   |                    |   |
|----|---|--|--|---|--------------------|---|
|    |   |  | year<br>30% for<br>4 <sup>th</sup> & 5 <sup>th</sup><br>year<br>Max of Rs<br>5000 per<br>month | 75,000<br>per<br>annum                    | annum              | maximum of<br>Rs 30 lakhs/<br>Rs 20 lakhs<br>for SSI/<br>other<br>industry<br>receptively |
| 10 | Procedure for the distribution of the subsidy | Through banks & financial institutions or direct | Direct   | Through banks & financial institutions    | Direct             | Through banks & financial institutions or direct  |
| 11 | Where to apply or whom to contact             | To the Director of Industries & Commerce         |  |   |                    |   |
| 12 | Application fee                               | Nil  |  |   |                    |   |
| 13 | Other fees                                    | Nil  |  |   |                    |   |
| 14 | Application format                            | Available in the Directorate                     |  |   |                    |   |
| 15 | List of attachments                           | 1. Investment details<br>2. Auditor certificate  | Rent valuation from Revenue Dept. & Rent receipts with lease deed                              | Interest paid certificate from Financiers | Wages paid details | 1. Investment details<br>2. Auditor certificate   |
| 16 | Format of attachments                         | As per the Annexure of GO                        |  |   |                    |   |
| 17 | Where to contact for complaints               | Director of Industries & Commerce                |  |   |                    |   |
| 18 | Details of available fund                     | Rs 100 lakhs                                     |  |   |                    | Rs 25 lakhs   |

#### List of Beneficiaries of the scheme (2004-05)

| Sl No | Name of the Beneficiary          | Amount of subsidy | Criteria of selection                   | Address of the unit  |
|-------|----------------------------------|-------------------|---|--|
| 1     | S.K.Magaeswari, Partner,         | 820090            | Women Entrepreneur (Investment subsidy) | S.K.V Chemicals<br>16/2, Karasur, Villianur Commune.<br>Pondicherry                      |
| 2     | Tmt. Ramadevi, Proprietrix       | 37830             | -do-                                    | M/s Rama Lubricants<br>Manapet Road, Kanniya koil<br>Pondicherry                         |
| 3     | Tmt.V. Rajeswari, Proprietrix,   | 495250            | -do-                                    | M/s.Dhavamangaladevi Modern Rice Mill,<br>Kambalakarankuppam, Nettapakkam<br>Pondicherry |
| 4     | Tmt. Sumathi, Managing Director, | 2056970           | -do-                                    | M/s Metco Roof Private Ltd,<br>Thiruvandarkoil Village, Pondicherry.                     |

|     |                                     |         |                                       |   |
|-----|-------------------------------------|---------|---------------------------------------|---|
| 5   | Tmt. A. Ponnarasi, Proprietrix,     | 663270  | -do-                                  | M/s. Sri Balaji industries, Kalitheerthalkuppam, Thirubuvanai, Pondicherry                  |
| 6   | Tmt. Lakshmi Srikanth (Proprietrix) | 2418040 | -do-                                  | M/s KLAS Plot No. 28-32 , Kuramampet, Pondicherry   |
| 7   | Tmt. J. Anbarasi (Managing Partner) | 2202000 | -do-                                  | M/s. Jay Multi Tech, RS.No. 13214, Ramanathapuram Village, Villianur Commune, Pondicherry   |
| 8   | A.L Gayathri Proprietor             | 509000  | -do-                                  | M/s Srinivasa Chemical Enterprises RS No. 4/2 Sanyasikuppam Road Thirubuvanai Pondicherry   |
| 9.  | Tmt Swarna Proprietor               | 418380  | -do-                                  | M/s Sri Maruthi Exports No 1/338 Metagur Yanam  |
| 10  | S. Manjula Proprietor               | 48400   | Women entrepreneur (Interest subsidy) | M/s KLU Industries Uruvaiyar, Villianur Pondicherry   |
| 11  | A. Hema Proprietor                  | 30600   | -do-                                  | M/s Sathish Digital 5,G 100 feet Road Oladaikerapalayam, Pondicherry                        |
| 12  | M/s New OK Chips & Snacks           | 33826   | SC (Investment Subsidy)               | 47, Selavam nagar Olugaret, Pondicherry   |
| 13. | M/s Sundew Juice Products           | 42189   | -do-                                  | Pondicherry   |
| 14. | Tmt Saradha. B                      | 9906    | -do-                                  | Sri Elumalayan Complex Main Road, Kirumamapakkam Pondicherry                                |
| 15  | G. Vijayacoumary                    | 10000   | Women entrepreneurs (Rent Subsidy)    | M/s Siva Sakthi Enterprises No 7 Nethaji Strret, Lakhsmi nagar Karuvadikuppam, Pondicherry3 |

## Chapter –14

Particulars of Recipients of Concessions, permits or authorization

This Dept is not offering any concessions or permits or authorisation

## Chapter – 15

### **Norms set by the Department for registrations & Grant of subsidies**

#### **Definition of an Industry**

Small scale Industry (SSI) :

It is an industry which invest up to Rs 100 lakhs on the plant machinery. The registration of such industry is being done in the State Directorate of Industries.

Medium Scale Industry:

It is an industry which invests more than Rs 100 lakhs on plant machinery and the total project cost does not exceed Rs 500 lakhs. An Industrial Entrepreneur Memorandum (IEM) is being by the Ministry of Industry, Govt. of India.

Large Scale Industry :

It is an industry which invests more than Rs 100 lakhs on plant machinery and the total project cost exceeds Rs 500 lakhs. An Industrial Entrepreneur Memorandum (IEM) or Industrial Licence (IL) is being by the Ministry of Industry, Govt. of India.

#### **1. Procedure for Starting a Small Scale Industries**

1.1 For starting s Small Scale Industry other than the industries identified as those of highly polluting nature by PPC, entrepreneurs have to first apply to the Directorate of Industries and Commerce, Pondicherry ,Branch office at Karaikal ,sub-office at Mahe and Yanam, depending on the location of the unit for Provisional SSI Registration, in the form prescribed. In case of industries identified as those of highly polluting nature by PPC, entrepreneurs will have to first get clearances from the Pondicherry Pollution Control Committee through the Directorate of Industries and Commerce and then approach for provisional SSI registration after its clearance.

1.2 All the entrepreneurs irrespective of their size of investment, may approach the `Industrial Guidance Bureau` (Functioning in the District Industries Centre) for getting the requisite clearances expeditiously by filing an Common Application form.

1.3 The regional office of the District Industries Centre will make available to the entrepreneurs/ Industrialists, the prescribed application forms for obtaining clearances/ permissions from the following Departments (Photocopies and computerised forms in the format required by the concerned Department will also be accepted): -

- Municipality /Commune Panchayat, (in whose jurisdiction the industry is proposed to be set up.)
- Chief Inspector of Factories;
- Town and Country Planning Department;
- Pondicherry Planning Authority;
- Pondicherry Pollution Control Committee;
- Revenue Department;
- Agriculture department; and
- Electricity Department.

1.4 Duly filled in Common application forms in prescribed format along with required copies of the site, building & machinery layout plans and other relevant documents shall be submitted to the District Industries Centre or its regional office for obtaining Clearances / Permissions from the various Departments. The District Industries Centre or its regional office on receipt of the applications will forward the same to the concerned Department within three days of the receipt of the applications.

1.5 After installing machinery. entrepreneurs have to get licences from the concerned Municipality/ Commune Panchayat, Licence from Inspectorate of Factories and consent orders from the Department of Environment for operation of the unit.

1.6 After commencement of regular production, the entrepreneurs have to apply for Permanent SSI Registration to the Directorate of Industries and Commerce.

## **2. Procedure for Starting Large/ Medium Scale Industries**

2.1 For starting Large/ Medium Scale Industries, the entrepreneurs have to first apply/ file for Industrial Licence/ Industrial Entrepreneurs Memorandum with the Secretariat for Industrial Assistance in the Ministry of Industry, Government of India. After obtaining the Industrial Licence/ IEM acknowledgment from Government of India, for such Medium & Large scale industries which are not identified as highly polluting, entrepreneurs have to apply to the Directorate of Industries and Commerce for Provisional No objection Certificate for setting up of their unit.

2.2 In case of industries identified as those of highly polluting nature by PPCC, entrepreneurs will have to first get NOC from PPCC through the Director of Industries & Commerce and then approach for NOC.

2.3 Then the procedures as detailed in paras 1.3 and 1.5 have to be followed.

2.4 After commencement of regular production, the entrepreneurs have to approach the Directorate of Industries and Commerce for getting commencement of Production Certificate to avail Sales Tax exemption and other concessions.

### **3. Procedure for obtaining change in location, inclusion of additional activities in case of Small Scale Industries.**

*3.1 Before commencement of production:-* In case of Small Scale Industries the industrial unit has to submit a requisition letter to this effect along with the original certificate to the Directorate of Industries and Commerce/ branch office at Karaikal/ Sub- office at Mahe and Yanam, depending on the location of the unit. Then the changes have to be effected in the permissions/ NOC issued by Municipality / Commune Panchayat, Inspector of Factories and PPCC.

*3.2 After commencement of production:-* Initially the unit has to obtain NOC from the Directorate of Industries and Commerce to this effect and these the changes have to be effected in the licences issued by Municipality / Commune Panchayat, Inspector of Factories and PPCC. After obtaining those changes, Industries Department will make amendment in the Permanent Registration certificate.

### **4. Procedure for change in location, inclusion of additional activities in case of Large / Medium Scale Industries.**

4.1 At the first instance, the unit has to apply IEM/IL with Ministry of industry ,New Delhi, G.O.I., for the additional activities and then obtain NOC from the Directorate of Industries and commerce. In case of Large/ Medium scale industries, it is suffice to apply to the Directorate of Industries & Commerce with regard to change in location , as the location mentioned in IL/IEM is for the whole Union Territory of Pondicherry . Then the said clearances required for starting a new unit have to be obtained. Finally, the unit has to apply to the Directorate of Industries and Commerce for necessary changes inclusion in the Permanent Registration certificate or in the Production certificate as the case may be.

### **5. TIME BOUND CLEARANCES AND APPROVALS BY VARIOUS DEPARTMENTS WITH TIME LIMIT**

| Sl. No | Item /Activity  | Department./ Organisation.           | Time limit       |
|--------|---|--------------------------------------|------------------|
| 1.     | Issue of Provisional SSI Registration. Certificate<br>Issue of Provisional NOC to Medium/ Large Scale Industries of Non-Chemical and Non-polluting nature | Directorate of Industries & Commerce | 5 days<br>7 days |
| 2.     | Forwarding application to various departments for issue of Municipality/ commune Panchayat Permission under Single Window System                          | District Industries Centre           | 3 days           |
| 3.     | Issue of acknowledgement for receipt of application for issue of NOC from pollution   |                                      | 7 days           |

|    |   |  |  |
|----|---|--|--|
|    | angle in respect of green and orange categories.<br><br>Issue of NOC from pollution angle   | Pondicherry Pollution Control Committee (PPCC) | 6 weeks                                  |
| 4. | Site Clearance  | Town & Country Planning Department             | 1 month                                  |
| 5. | Approval of factory building and machinery layout   | Inspectorate of Factories and Boilers          | 1 month                                  |
| 6. | Permission for land use conversion/ground water clearance, outside the Industrial estate  | Agriculture Department                         | 1 month                                  |
| 7. | Power Feasibility certificate<br>Intimation of initial advice to Industries & Commerce Department in respect of High Tension Line<br>Energisation of Low Tension connections on receipt of application.<br>Energisation of High Tension connection on receipt of application. | Electricity Department                         | 1 month<br>15 days<br>1 month<br>3 month |
| 8, | Clearance under Revenue Acts wherever necessary   | Revenue Department.                            | 6 weeks                                  |
| 9  | Publication of proposals inviting objections , if any in the Gazette  | Government Press                               | 15 days                                  |
| 10 | Licence, where required   | Food & Drugs Administration.                   | 1 month                                  |
| 11 | Statutory permission establishment of the unit  | Municipality/ Commune Panchayat                | 2 months                                 |
| 12 | Statutory permission for establishment of the unit  | Municipality/ Commune Panchayat                | 45 days                                  |

**FOR COMMENCEMENT OF REGULAR PRODUCTION AFTER INSTALLATION OF PLANT AND MACHINERY**

|    |                 |                                 |         |
|----|-----------------|---------------------------------|---------|
| 13 | Licence         | Municipality/ Commune Panchayat | 1 month |
| 14 | Running Licence | Municipality/ Commune           | 1 month |



|    |  |                                      |                        |
|----|--|--------------------------------------|------------------------|
|    |  | Panchayat                            |                        |
| 15 | Consent for operation of the unit  | Department of Environment            | of weeks               |
| 16 | Issue of permanent SSI Registration<br>Issue of Commencement of production certificate in case of Large/ Medium Scale unit | Directorate of Industries & Commerce | 1 month<br><br>1 month |

Note : The above time schedule will run concurrently. This will also apply differently depending upon the nature of the Industries.

## 6. Procedure for claim subsidies

### A) Grant of Rent subsidy/ Interest Subsidy/ Special Investment subsidy & Employment subsidy for SC/ST/ Women entrepreneurs

In order to encourage SC/ST & women entrepreneurs to start industries in the Union Territory of Pondicherry, the Govt. is granting Rent Subsidy, Interest subsidy, special investment subsidy & employment subsidy. The details of subsidies and the eligibility criteria are shown below:

**Rent subsidy:** The SSI / Tiny units set up by SC/ST /women entrepreneurs on or after 27/03/2002 is eligible for rent subsidy for 5 years from the date of commencement of commercial production subject to a ceiling of Rs 5000/- per month as detailed below:-.

- a) First two years - 50% of the rent b) Third year- 40% of the rent c) 4th & 5th year - 30% of the rent

**Interest subsidy:** The SSI / Tiny unit set-up by SC/ST women entrepreneurs who have availed loan on or after 27/03/2002 from any Nationalised Bank, Financial Institutions, for creating fixed assets and working capital is eligible for grant of interest subsidy. The interest subsidy to the extent of 25% of the annual interest amount paid subject to a maximum limit of Rs 75,000/- per unit per annum in any financial year is admissible for 5 years from the date of commencement of commercial production.

**Special investment subsidy:** The SSI / Tiny unit or expansion of existing units set up or run by SC/ ST /Women entrepreneurs and investment made on or after 27/03/2002 on land, Building & Plant & machinery is eligible for the grant of 25% capital investment subsidy subject to a maximum limit of Rs 25 lakhs.

**Employment subsidy:** The SSI /Tiny units set by SC/ST & women entrepreneurs and commenced production on or after 02/08/2004 is eligible for the grant of 20% wage / Salary as employment subsidy for a period of 5 years subject to a maximum limit of Rs 5 lakhs per annum per unit.. The wage / employment subsidy is considered if the unit

provides direct employment to atleast 10 persons out of which 60% are local people and covered under Provident fund (PF).

General Conditions:

1. It should be a permanently registered SSI/Tiny unit with Industries & Commerce Dept.
2. The units engaged in manufacturing activities are only eligible for claiming subsidy.
3. Subsidy is admissible to the Industrial units fully owned by SC/ST & women entrepreneurs. In case of partnership and Pvt. Ltd industrial units, all the partners, share holders and board of directors shall belong to SC/ST/women, as the case may be.

Prescribed application forms are available in the Department of Industries & Commerce, Pondicherry/ Karaikal, and District Industries Centre, Mahe/ Yanam or at the web site of Industries Dept. ([www.industrypondicherry.com](http://www.industrypondicherry.com)) The claim should be made in the prescribed application form along with relevant support documents.

## **B) Incentives to Thrust Area Industries**

In order to attract more investment and to create more number of employment opportunities in the Union Territory of Pondicherry, the Government is granting capital Investment subsidy/Employment & Interest subsidies to the following Thrust area industries.

1. Information Technology
2. Electronic Industries
3. Bio-Technology Industries
4. Food Processing Industries
5. Agro Processing including Marine products
6. Leather products and Footwear
7. Light Engineering including Auto Components
8. Textiles including garments

Capital Investment Subsidy and Interest Subsidy: The new IT industries and other thrust area industries (both new and expansion/modernisation of existing units) which made investment on or after 06.11.2002 and 3.04.2003 respectively and commenced commercial production are eligible for the grant of subsidy at the rate of 20% and 35% respectively of the investment made on Plant and Machinery subject to a maximum of Rs.20.00 lakhs and Rs 30 lakhs respectively. Also, interest subsidy to the extent of 25% of the annual interest amount paid subject to a maximum limit of Rs 75,000/- per unit per annum in any financial year is admissible for 5 years from the date of commencement of commercial production.

Employment subsidy: Unit which have commenced production on or after 02/08/2004 is eligible for the grant of 20% wage / Salary as employment subsidy for a period of 5 years subject to a maximum limit of Rs 5 lakhs per annum per unit.. The wage / employment subsidy is considered if the unit provides direct employment to atleast 10 persons out of which 60% are local people and covered under Provident fund (PF).

General Conditions:

1. It should be a permanently registered unit.
2. Prescribed application forms are available in the Department of Industries & Commerce, Pondicherry/Karaikal, and District Industries Centre, Mahe/Yanam or at the web site ([www.industrypondicherry.com](http://www.industrypondicherry.com)). The claim should be made in the prescribed application form along with relevant support documents.
3. The unit which already availed such subsidy from Central/State Governments or from any other agencies for the above said purpose are not eligible

## Chapter – 16

### **Information available in an electronic form**

1. All the details of statistics, procedure, forms, GOs, and others particulars for an entrepreneurs are hosted in the Website of the department. It can be viewed in the following web address

[www.industrypondicherry.com](http://www.industrypondicherry.com)

2. The details of the industries functioning in the UT are kept in the computer as electronic directory.

3. The details of provisionally registered units are kept in electronic form.

4. The details of permanently registered units and its product of manufacture are kept in electronic form.

5. The format of all the applications for registration and grant of subsidy are available.

## Chapter – 17

### Particulars of the facilities available to citizens for obtaining information

#### Facilities available:

Technical library is established in the District Industries Centre for assessing the new entrepreneurs for updating their knowledge. Project reports are available for ready reference.

The website contains elaborate details of the Department, application formats, details of the schemes implemented by the department etc.

Publicity of the schemes and training programmes are given in the news papers / magazines.

Regular exhibitions are conducted in various places of the country for marketing the industrial and handicraft products.

Participation in various national and international special events to attract investors.

Directory of industries of Pondicherry is available for sale.

Citizen charters are also available for reference to the public

## Chapter – 18

### Other Useful Information

#### FREQUENTLY ASKED QUESTIONS

| Sl No | Question  | Answer  |
|-------|---|---|
| 1     | What is the area of Pondicherry   | 495 sq km   |
| 2     | What is the population of Pondicherry   | 9.74 Lakhs (2001 Census)  |
| 3     | What are the regions in Pondicherry   | Pondicherry<br>Karaikal<br>Mahe<br>Yanam  |
| 4     | What is the climate condition of Pondicherry  | Coastal<br>Min 28 C Max 34 C  |
| 5     | Is there any tax concession   | No  |
| 6     | What are the other incentives provided by the Govt. of Pondicherry                  | 25% Investment subsidy to SC/ST/Women entrepreneurs.<br><br>20% to 35% subsidy to Thrust area Industries  |
| 7     | Is the clearance/ licence are adhered to the time schedule                          | Yes, Maximum of 95 days for all clearances  |
| 8     | What are the industrial sector which Pondicherry Govt. thrust area for development. | Information Technology Electronic Industries<br>Bio-Technology Industries<br>Food Processing Industries<br>Agro Processing including Marine products<br>Leather products and Footwear<br>Light Engineering including Auto Components<br>Textiles including garments |
| 9     | What is the total area available / identified for industries                        | 1. Growth Centre (595 acres)<br>2. Electronic Park (50 acres)<br>3. Special Economic Zone ( 427 Hectares)   |
| 10    | Is industrial licence is required from Govt. of India                               | Only for the industries notified by the Govt. of India  |
| 11    | What is a SSI   | An SSI is an industry which has an investment less than Rs 1 crores on Plant and machinery  |
| 12    | Whether all SME are registered in the Dept of Industries and Commerce               | SSI are registered in the Directorate<br><br>Production Certificate are issued for the non SSI  |

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| 13 | Is Hotel declared as industry  | Yes (Large Scale)  |
| 14 | How many industrial estates are there                                    | 6 industrial estates   |
| 15 | Is there any SFC / Industrial Infrastructure Development Corporation     | PIPDIC a State Financial Corporation is functioning in the territory                             |
| 16 | Is adequate power available  | Yes  |
| 17 | What is the frequency of power failure /power cut                        | Only scheduled power interruption  |
| 18 | What are the pollution / environmental restriction imposed.              | The Govt. having a policy of promoting only less power, less water and non polluting industries. |
| 19 | What is the maximum power allotted within town limit                     | 20 HP  |
| 20 | What is the cost of labour per day                                       | Rs 80 to 100   |
| 21 | Is skilled labours available in Pondicherry                              | Yes  |
| 22 | Is there sufficient educational Institutional available in Pondicherry   | There are 7 Engg. Colleges and 3 ITI and other non technical institution are in Pondicherry      |
| 23 | Is Govt. allots ready made plots   | Yes (PIPDIC)   |
| 24 | What is the rent of Govt. shed per sq ft.                                | No vacant  |
| 25 | Is sufficient rented sheds available outside Industrial estate / area    | Land available   |
| 26 | What is the rent per sq ft of a rented shed outside                      | Rs 3 to 10   |
| 27 | What is the cost of Industrial land                                      | Rs 4 to 10 lahks   |
| 28 | What are the suggested industrial area in Pondicherry.                   | Non-pollutary and IT Industries  |
| 29 | What is the rent of residential building.                                | Rs 2000 to 10000 / month   |
| 30 | What is transport facilities available in Pondicherry                    | Very good transport facilities   |
| 31 | What are the incentives given for export unit.                           | Income tax, sales tax and excise duty concessions  |
| 32 | Is there any container service available in Pondicherry                  | Yes, there are 3 container handling depots are in and around Pondicherry                         |
| 33 | What are the recreation available in Pondicherry                         | Beach, Auroville, Chunambar Boat house<br>Restaurants and hotels                                 |
| 34 | What are the tourist resources and accommodation facility in Pondicherry | Many 3 star and non star & budget hotels are in Pondicherry                                      |
| 35 | What are the MNCS / Corporate functioning in Pondicherry                 | IBM, Acer, Whirlpool, Hindustan Lever, Foseco, Henkel, Wipro, Godrej and MRF etc.                |