GOA

DEPARTMENT OF INDUSTRIES, TRADE AND COMMERCE

The name of the Directorate of Industries and Mines have been changed to the “Department of Industries, Trade and Commerce (DITC)” by the State Government vide notification No. 23/1/87-GA & C dated 6th Sept. 2002. With the above change, the Mines wing has been separated and formed into a separate Department of Mines. The Department of Industries, Trade and Commerce is concerned with the promotion, development and regulation of industries in the State of Goa. Goa traditionally was a rural economy with a strong mining base. Now, Goa with many developments has slowly transformed into a fast growing industrial centre. There are over 6945 small scale industries permanently registered with an employment potential of 48092 persons and investment potential of Rs. 335 crores. There are about 154 medium and large industries functioning with an employment potential of 22600 persons and investment potential of Rs. 2,368.26 crores. Administrative set-up: The Director of Industries, Trade and Commerce with the assistance of a General Manager (DIC) and two Assistant Directors is heading the Department of Industries. The functioning of the Department is divided into the following sections:

1. Establishment Section.
2. Accounts Section.
3. Planning and Statistical Section.
4. Registration Section.
5. Facilitation Counter.
6. Development – I Section and

1. Establishment Section: This Section deals with the administrative, establishment and logistic matters related to the Department. It is headed by the Assistant Director (Adm).

2. Accounts Section : This Section deals with the accounts matters related to the Department. It is headed by the Assistant Accounts Officer with other supporting staff.

3. Planning and Statistics Section: This Section is headed by Statistical Officer of Common Statistical Cadre and deals with the following works:

1. Formulation of Plan Schemes related to the Department of Industries, Trade and Commerce.
2. Monitoring the Plan Expenditure.
3. Collection of statistics on small scale industrial units in Goa.
4. Collection of data on production from the small scale industries, in order to study the progress of industrial production and also to compute the Index on Industrial Production (IIP). For this purpose, Government of India has set up a “Nucleus Cell” under the Planning and Statistics Section of the Department.
5. Provide various information to the interested parties as regards to the industrial units registered with this Department.

4. REGISTRATION SECTION
This Section is headed by Industries Inspectors for North Goa and South Goa Districts.

(1) Registration: Small Scale Industries Sector consists of Small Scale Industries (SSIs), Tiny and Small Scale Service and Business (Industry related) Enterprises (SSSBEs).

(a) Small Scale Industry is an industrial undertaking having investment in fixed assets in Plant & Machinery, whether held on ownership or on lease or on hire purchase, up to Rupees one Crore. However, the maximum ceiling limit varies for some specific items/products.

(b) Tiny Industry is an industrial undertaking having investment in fixed assets i.e. Plant and Machinery whether held on ownership or on lease or on hire purchase up to Rupees 25 Lakh.

(c) Small Scale Service and Business (Industry related) Enterprises (SSSBE) having investment in fixed assets, excluding land and building up to Rupees 10 Lakhs.

The Registration of units under SSI sector enables the entrepreneurs to take up all preliminary steps required to set up the unit, such as, to apply for loans, sheds/plots in Industrial Estates, power/water connection, to purchase/import plant and machinery, raw material, machinery on hire purchase basis, etc. It is done in two stages:

i) Provisional Registration, and

ii) Permanent Registration.

Provisional Registration
Provisional Registration Certificate is issued to a SSI unit, which is not in production and is not banned either by Government of India or Government of Goa, within a period of 24 hours, on application made in the prescribed format. This enables the unit to take up all preliminary steps to set up the units, such as, to apply for loans, sheds/plots in Industrial Estate, power connection, to purchase/import plant and machinery, raw material, machinery on hire purchase basis, etc. within the validity period of the Provisional Registration Certificate. The Director of Industries, Trade and Commerce, as well as, the General Manager (DIC) reserves the right to seek copies of Project Report and other relevant information required to ensure the types of raw materials proposed to be used in the manufacturing process, type of machinery involved and other aspects of the unit. The Provisional Registration Certificate (PRC) is valid for a period of five years from the date of issue and gets lapsed automatically on completion of five years or from the date the unit goes into commercial production, whichever is earlier.

Permanent Registration: The Provisional Registration is converted into Permanent Registration on confirming that the unit has taken all the effective steps, including installation of machinery and equipments, obtaining power/water connection, etc. and after the Registering Authority is satisfied that the unit has gone into commercial production and has produced all the necessary NOCs/Documents/clearances from the concerned Authorities and on submission of the requisite documents/information as per the check list mentioned in Annexure “I”. The application for issue of Permanent SSI Registration Certificate has to be submitted by the entrepreneur complete in all respects in the prescribed format costing
Rs.20/-, to the Directorate of Industries, Trade and Commerce. Such application received at
the facilitation counter is verified thoroughly by the Industries Inspector/Extension Officer
(Industries) and if any deficiency is observed, the entrepreneur is directed to furnish the
remaining documents/information. On receipt of such documents, the Industries
Inspector/Extension Officer (Industries) inspects the unit for physical verification of the
machinery, equipments and other assets of the factory/unit, verification of the documents,
etc and submits his Inspection Report within a period of 15 days, along with all the
documents to the General Manager (DIC), Directorate of Industries, Trade and Commerce,
Panaji. The Industries Inspector’s report and other documents are then further scrutinized by
the Registration Section of the Directorate and if found in order the case of Permanent
Registration is approved by the General Manager (DIC).

(II) High Powered Co-ordination Committee: The Government has set up a High Powered
Co-ordination Committee to cater to the infrastructural requirement of industrial units,
particularly in the medium and large-scale sector. All medium and large scale units,
including industrial units requiring release of substantial power, water, land and
infrastructural facilities and those prone to cause pollution have to seek specific approval of
H.P.C.C, by providing the required information in the prescribed format. The entrepreneurs
intending to set up Medium and Large Scale Industrial projects in the State of Goa have to
submit 16 sets of HPCC formats duly filled in. These applications are thereafter circulated
among all the HPCC members for obtaining their comments. Generally, the meeting is held
in consultation with the Hon’ble Chief Minister and Hon’ble Minister for Industries being
the Chairman and Vice Chairman of HPCC, respectively. Once the meeting is fixed, the
Director of Industries, Trade and Commerce, prepares the Agenda notes highlighting briefly
the comments and observations made by HPCC members. Thereafter, if there is enough
time, the agenda notes are forwarded to the HPCC members; otherwise, such agenda notes
are circulated among HPCC members on the date of meeting itself. If for some or other
reasons comments are not received from any of the above HPCC members, the same is
recorded in the Agenda Notes and the issues are sorted out with the HPCC members in the
meeting. After deliberating and discussing each of the case/application among the HPCC
members during the meeting held under the Chairmanship of Hon’ble Chief Minister, the
setting up to the projects coming up before HPCC are either approved, rejected or deferred
in the HPCC meeting, depending upon various factors such as requirement of water, land,
Power, employment potential, extent of pollution, if any, likely to be caused, etc. The draft
minutes of the HPCC meeting are then drawn by the Directorate which are subsequently
forwarded to the Hon’ble Chief Minister and Hon’ble Minister for Industries for their
approval through the Secretary (Industries). Once the draft Minutes are approved by the
Chairman of HPCC, the same are referred back to the Director of Industries, Trade and
Commerce, who in turn communicate the relevant and operative part of the minutes of
HPCC as applicable to the concerned entrepreneur/applicant and a mention is made that the
applicant shall obtain all the permissions and licenses as required under the law for setting
up and for the operation of the unit. Also the unit whose project is approved should take
effective steps to implement the project within a period of one year and should furnish
regularly quarterly progress reports in regard to the implementation of the project. Medium
and large Scale units which are exempted from the compulsory Industrial Licensing have to
file an Industrial Entrepreneurs Memorandum (IEM) in terms of Notification No.477 dated 25/7/1991 with Government of India, Ministry of Industry, Department of Industrial Policy and Promotion, Secretariat for Industrial Assistance (Industrial information, Memorandum Section), New Delhi, in the prescribed format, before setting up their unit. And those units in respect of which Industrial Licensing is compulsory, they have to apply for Industrial Licence to Government of India, Ministry of Industry, New Delhi for the unit to be set up and the product proposed to be manufactured. Composition of HPCC is appended to the charter as Annexure-II.

(III) Besides the work of registration, the Registration Section deals with the implementation of various Schemes under the new Industrial Policy, 2003. NEW INDUSTRIAL POLICY, 2003. The Government has recently announced the New Industrial Policy for the State of Goa. The mission of the New Industrial Policy, 2003, is to ensure accelerated industrial development, catalyze economic growth, ensure balanced regional growth, protect environment and above all create sustainable employment to local youth of the State. Consequent upon the announcement of the New Industrial Policy, the Department is implementing the following schemes:


Copies of Government Notifications giving details of the above schemes are appended to this charter as Annexure – IV.

1. Capital Contribution Scheme: The scheme envisages providing capital contribution to the existing functional units to venture out and expand. The scheme is designed to support local entrepreneurs, promote industrial units which venture out and develop special products, based on locally developed technology.

2. Share Capital to Local Entrepreneurs and Self Employed Scheme: The main objective of this scheme is to encourage local youth, preferably of Goan origin, to start income generating activities and to encourage self-employment. Under this scheme, share capital contribution is provided to the local youths for all the activities related to the industrial and self-employment opportunities, except, those which are falling under Red Category under the Industrial Policy and related to tobacco and liquor.

3. Preferential Purchase Incentives for Small Scale Industries Scheme: The scheme is intended to encourage and give boost to Small Scale Industries Sector. Under this scheme,
small scale units registered in the State of Goa are given special treatment in any tender floated by Government Departments or any purchases made by any Government Departments.

4. Interest Subsidy Scheme: The scheme envisages providing subsidy to new and tiny units in manufacturing sector on interest payable by them. The main objectives of the scheme are:
- a) To provide incentives to small industries for making their units financially viable.
- b) To promote industrial growth in the State and create an optimistic environment for the small investors and local entrepreneurs to invest.

5. Goa State Financial Incentives to the Industries for Certification and Patenting Scheme:
The scheme envisages encouraging the industrial units to obtain ISI certification and/or patent right on products and/or processes. Such units provide benchmark of excellence and serve as a model for others to emulate. Under the scheme, a maximum subsidy of Rs.2.00 lakhs per unit, once in a lifetime is given.

6. Incentives to Women Entrepreneurs Scheme: In order to encourage the employment opportunities for women entrepreneurs, the new Industrial Policy envisages special incentives to women under various schemes.

7. Early Bird Offer Scheme: The new Industrial Policy envisages additional benefits under various schemes to the units, which would be set up within one year from the date of release of the Industrial Policy.

8. The Goa State Employment Subsidy Scheme for the Industries: This subsidy is an innovative concept of supporting sustainable employment of local youth. The Scheme envisages providing subsidy to the industrial units, which have given 80% employment to the local youth.

9. Incentives to encourage Consumption of Local Raw Material Scheme: The Scheme envisages encouraging consumption of locally produced raw materials by offering incentives, which is in the form of subsidy in power and water bills.

10. The Goa State Export Market Development Scheme: In order to encourage Goan industry to improve export market, financial assistance in the form of interest free loan up to Rs.5 Lakhs, repayable over 5 years, is granted, provided the unit has been in operation for at least five years, has Import/Export Code and its turnover does not exceed Rs. 5 Crores during preceding 3 years.

5. Facilitation Counter The Government of Goa under the new Goa Industrial Policy, 2003, has formulated various new schemes for the benefit of industrial units in the State of Goa. With a view to assist the entrepreneurs, in filling the requisite forms, give information as regards to the various schemes implemented by the Department of Industries, Trade and Commerce, Government has set up a Facilitation Counter that is located on the Ground
Floor at the entrance of the Directorate of Industries, Trade and Commerce, Udyog Bhavan, Panaji, Goa.

Following facilities are provided at the counter for the entrepreneurs and the public in general:
1. Selling of application forms for Provisional/Permanent Registration of SSI units, other application forms for availing the benefits from the new schemes formulated under the Goa Industrial Policy 2003, Industrial Policy, and other priced publications pertaining to the Department of Industries, Trade and Commerce.
2. Providing to entrepreneurs, applicants and other interested parties, various other forms viz. PMRY application form, Annual Production Returns form, Check list for Permanent SSI Registration, Declaration of Common Ownership form, Manpower Requirements form, Human Resources Development Foundation form etc.
3. Providing information to the entrepreneurs as regards to the schemes implemented by the Directorate under the new Industrial Policy 2003, filling various application forms referred to above and assisting them in clarifying about the documents to be enclosed along with the applications.
4. Checking up all the filled in application forms and their enclosures as regards to Provisional / Permanent Registration of SSI Units, for loan under PMRY, applications for change of location, constitution, etc, in regard to SSI Units, at the entry point itself.

Development -I Section The Assistant Director (Industries) is the in charge of Development – I Section which deals with the following subjects: -

2. Issue of licenses on trading and manufacture of lubricating oil and greases,
3. Procurement of LPG/LDO/furnace oil.
4. Issue of license to carry on the profession of a processor.
5. Grants/Contribution to Handicraft Development Corporation.
6. Deen Dayal Swayamrojgar Yojana.
7. Grants/Contribution to Khadi and Village Board.

1. Issue of Manufacture’s Certificate under Household Electrical Appliances (Quality Control) Order, 1981. Any manufacturer of household electrical appliances requiring a Manufacturer’s Certificate has to apply to the Director of Industries, Trade and Commerce in the prescribed application form. On receipt of the application, it is checked whether the unit is registered permanently and whether the item in question falls within the prescribed items for which Manufacturer’s Certificate can be issued. In case they are covered under the specified above items and fulfill all the conditions, the Industries Inspector inspects the unit and draws two samples of the items manufactured from the unit for testing. One sample is sealed and sent to the Regional Testing Centre, Mumbai and the other is sealed and kept in the office. On receipt of the Test Report, the same is scrutinized and if the item confirms to the standard specifications, the Manufacturer’s Certificate is issued as per the Household Electrical Appliances (Quality Control) Order 1981, initially for a period of six months.
2. Issue of Licenses for sale of lubricating oil and greases. Application for license/renewal for sale of lubricating oils and greases should be accompanied by the following documents:
   i) Original receipt of payment of fees of Rs.25/-.  
   ii) NOC from Fire Services.  
   iii) NOC from Oil Company.  
   iv) NOC from Goa State Pollution Control Board.  

After all the above documents are furnished, the case is referred to the concerned Industries Inspector for inspection. The Industries Inspector visits the unit, investigates and submits his report within 7 days. License/Renewal is issued on receipt of Inspection Report.

3. Procurement of LPG/LDO/Furnace Oil: For the purpose of procurement of LPG/LDO/furnace oil, the SSI unit has to submit an application in quadruplicate in the prescribed form, which is scrutinized to check the following:
   i) Whether it is registered permanently.  
   ii) Whether it is holding valid Registration Certificate.  
   iii) Whether it has NOC from registered Oil Company.  
   iv) NOC from Directorate of Fire Services.  
   v) Consent to operate Order from Goa State Pollution Control Board.  

If all the above requirements are fulfilled, the case is referred for joint Inspection to SISI, Margao and the Industries Inspector, to assess the capacity of the unit and submit its report within 7 days, provided the party complies with all the formalities. On receipt of SISI report, a meeting of the State Level Committee comprising of the following members is convened to release the LPG/LDO/Furnace Oil subject to a minimum of 3 cases or 5 months time limit.
1. DITC. ........Convener  
2. Dy. Director, SISI, Margao ......Member  
3. The Divisional Manager of the concerned Oil Company. ......Member  
4. Issue of license to carry on the profession of a processor.

On receipt of the application form from the concerned industrial unit, inspection is jointly carried out by the following members:-
1. General Manager (DIC).  
2. Dy. Director of Civil Supplies.  
3. Assistant Controller of Legal Metrology.  
4. Representative of Oil Company.  

During inspection, samples of finished products manufactured are drawn in three sets. All the three sets are sealed and signed by the members. One is retained by the manufacture, the other is retained in the Head Office and the third one is sent to the Oil Company for testing/analysis. On receipt of the report, the license to carry on the business of a processor is granted to the party.

5. Grants/Contribution to Handicraft Development Corporation: The GHRSSIDC is set up to promote, assist and develop handicrafts, small scale and cottage industries by undertaking supply of raw materials, arranging for marketing their products, organizing handicrafts
exhibitions and providing guidance, training, etc. The Corporation runs sale counters and handicrafts emporia for sale of handicraft products. The Corporation also organizes and participates in handicrafts exhibition and fairs. The Corporation is helping the SSI units in procuring scarce raw materials such as iron and steel, polymers, etc. The Government provides financial assistance in the form of share capital contribution to the Corporation.

In addition to the above, the Corporation provides the following incentives:

1. Financial Assitances to Tiny Artisans. There are about 5000 traditional families engaged in the production of handicrafts in the State. This scheme is aimed at providing small loans to such artisans who are predominantly engaged in such trade. It is proposed to provide assistance in the form of working capital, marketing and training in order to encourage/ motivate upcoming artisans, thus providing gainful employment.

2. Home Processing, Repacking, Use of Day to Day Consumable Items. This scheme provides machinery know-how, training, and marketing support to the Goan unemployed youth and housewives. Locally available raw materials like chillies, turmeric, pepper, etc, are used for making the products.

6. Deen Dayal Swayamrojgar Yojana.

The scheme envisages providing loan/assistance to unemployed youth for taking up self employment activities such as information kiosks, cyber cafes, vending kiosks for selling vegetables, fruits, flowers, newspapers/magazines, etc. Preference is given to those who have passed 12th Standard in vocational stream or have done ITI course. The scheme is being implemented through the Goa Handicrafts, Rural & Small Scale Industries Development Corporation.

7. Grants/Contributions to Khadi and Village Industries Board.

The scheme envisages creating employment opportunities by promoting Khadi and Village Industries in the State through the Khadi and Village Industries Board. The Board is a statutory organization, which provides financial assistance in the form of loan and grants to entrepreneurs. So far, the Board is implementing the schemes formulated by the Khadi and Village Industries Commission on all India basis and the Government of Goa has to bear the cost of establishment. Presently, the Board in Goa implements only one scheme viz. ‘Margin Money Scheme’. Generally, 25% subsidy in the form of margin money is allowed. In case of women and weaker section, subsidy is to the tune of 30%.

8. Development-II Section

The Assistant Director (Industries) is the in charge of Development –II Section, which deals with the following subjects:
1. Rehabilitation of Sick Unit.
2. Sick Unit Revival and Rehabilitation Scheme.
3. Prime Minister’s Rojgar Yojana (PMRY)

1. REHABILITATION OF SICK UNIT: SSI units on getting sick, should approach the concerned Financial Institutions/Banks for re-habilitation package, who first examines the case in the light of RBI guidelines on sick units and if they find that the unit is actually sick and viable, then they place the same before the Sub-Committee of SLIIC, through the Chief Manager (Re-habilitation), State Bank of India. The case is then discussed in the Sub-Committee meeting held in the presence of the applicant and representatives of Financial Institutions/Bankers. In case the Sub-Committee is not able to arrive at some decision, the case is referred to the SLIIC Committee and their decision is final and binding on both the parties i.e. the SSI units and Financial Institutions. Following are the members of the SLIIC:
   1. Director of Industries, Trade and Commerce Chairman
   2. AGM, Reserve Bank of India, Regional Office, Mumbai Member
   3. Managing Director, EDC Member
   1. Director of Small Industries Service Institute, Margao Member
   2. General Manager (DIC) Member
   3. Regional Manager, MSFC Member
   4. President, GSIA Member
   5. Chief Manager, Rehabilitation, State Bank of India Member Secretary/Convenor.

2. SICK UNIT REVIVAL AND REHABILITATION SCHEME:

Recognizing the need to revive and rehabilitate those sick industrial units that are employment oriented, the Policy document proposes for setting up of appropriate mechanisms for both SSIs and Large & Medium Scale Industries to identify and help the process of rehabilitation. A package of the incentives is being provided for their revival and rehabilitation under the Sick Unit Revival and Rehabilitation Scheme. The Government also will formulate an “Exit and Closure Policy” for those industries, which are sick and cannot be salvaged.

3. GRANTS-IN-AID TO THE MUNICIPAL CORPORATION/ COUNCILS AND VILLAGE PANCHAYATS

Under this scheme Goa Industrial Development Corporation collects various fees, taxes and other dues from the industrial houses falling within the jurisdiction of the notified areas of Industrial Estates. These Taxes/fees are collected as per the statements received from the concerned Municipal Corporation/Council and Village Panchayat within whose jurisdiction the notified areas of Industrial Estates are situated. The above amount collected by GIDC is deposited in the Government Treasury under the Budget Head of DITC who in turn makes adequate provisions in the Budget Estimates towards the release of Grants-in-Aid to the Municipal Councils/Corporation and Village Panchayats
4. PRIME MINISTER'S ROJGAR YOJANA (PMRY)

The Government of India instituted this scheme in the year 1993. Educated unemployed youth having passed VIIIth Std. and above in the group of 18-35 years in general and with a relaxation of 10 years for SC/STs, Ex-serviceman, physically handicapped, and Woman, can avail loan under the scheme upto Rs. 1 lakhs for a business sector without producing a collateral security and Rs. 2 lakhs for other activities. The economically viable activities including agriculture and allied activates such as horticulture, piggery, poultry, fishing, etc. but excluding direct agricultural operations like rising crop, purchase of manure, etc. are covered under the scheme. The Task Force Committee recommends the proposal of the beneficiaries to the Nationalized Banks after due scrutiny. The banks in turn finance the beneficiaries to set up their own venture. Following are the members of Task Force Committee:

1. General Manager (DIC) Chairman
2. Regional Manager, State Bank of India, Regional Office, Panaji-Goa. Member
3. Representative of Goa Chamber of Commerce & Industries Member
4. Director of Small Industries Service Institute, Margao Member
5. Chief Manager (Lead Bank), North District Member
6. Manager (Lead bank), South District Member
7. Director of Employment Member
8. Director of Social Welfare Member
9. Managing Director, Goa State SC & OBC Finance Development Corporation Member
10. Representative of Goa Small Industries Association Member
11. Assistant Director of Industries Member Secretary

SUBSIDY SECTION

The Goa State Investment Subsidy Scheme, 1990: - This scheme was implemented w.e.f. 1.10.1990. Under the scheme, subsidy is provided to the industrial units registered on or after 1.10.1988. Although the said scheme was discontinued by the Government w.e.f. 31.3.2003, the Department is in the process of clearing the pending cases. Year-wise number of beneficiaries under the scheme is as follows:

<table>
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<th>Number of beneficiaries</th>
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<td>2</td>
<td>1992-93</td>
<td>268.83</td>
<td>133</td>
</tr>
<tr>
<td>3</td>
<td>1993-94</td>
<td>298.00</td>
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<tr>
<td>9</td>
<td>1999-00</td>
<td>0.80</td>
<td>10</td>
</tr>
</tbody>
</table>
INSTITUTIONAL NETWORK

I. Goa Industrial Development Corporation: Goa Industrial Development Corporation has been established for the purpose of securing land and assisting in the rapid and orderly establishment of industries in Industrial Areas and Industrial Estates.

II. Economic Development Corporation: The Economic Development Corporation Ltd. has emerged as a leading financial institution promoted by the Government. EDC has traditionally assisted in the development of industries and service sector in Goa.

III. Goa Handicrafts Rural and Small Scale Industries Development Corporation: GHRSSIDC has been set up with an intention to promote the traditional arts and crafts fashioned by Goan artisans. Besides this, the Corporation performs various other functions such as, procurement and distribution of indigenous and imported raw materials and also assist the SSI units to procure raw materials and market their products.

IV. Khadi and Village Industries Board: The Board is a statutory organization which provides financial assistance in the form of loan and grants to entrepreneurs.

V. The Goa State Infrastructure Development Corporation: This Corporation has been set up as a special purpose vehicle with the basic aim to further develop infrastructure in a time-bound manner.

VI. Goa Tourism Development Corporation: This Corporation was established to specifically promote tourism and related a activities in the State of Goa. Goa is the first to accord industry status to the Tourism sector. Special emphasis is being laid to develop echo-tourism, Heritage tourism, Adventure tourism, Medical tourism and Event tourism.

VII. Goa Horticulture Corporation: One of the areas the Corporation explores is the possibility to promote investments in export-oriented projects such as the cultivation of exotic fruits and vegetables, cut flowers etc. The Corporation also attempts to reduce the dependence of the hospitality sector for such material on regions outside the State. The Corporation is also entrusted with development of horticulture estate and establishment of sale outlets for local produce through Krishi Ghars.
OTHER IMPORTANT INFORMATION INFRASTRUCTURAL FACILITIES

1. Ready Built sheds and plots: There are 20 Industrial Estates set up in the State of Goa. Major infrastructural facilities such as ready built sheds, plots on long lease basis, are provided in above Industrial Estates by Goa Industrial Development Corporation (GIDC), located at GIDC Building, Patto, Panaji Goa.

2. Purchase of Raw Material: Facilities for purchase of raw material are available with Goa Handicrafts Rural & Small Scale Industries Development Corporation (GHRSSIDC), located at Neuginagar Complex, Panaji-Goa.

3. Project Feasibility Report: Technical guidance and help in preparing project feasibility report is available at Small Industries Service Institute (SISI), located opposite Konkan Railway Station, Margao-Goa.

4. Supply of Machines on Hire-Purchase Basis:- Industrial finance by way of supply of machines on hire purchase basis to the SSI units is available at National Small Industries Corporation (NSIC), located at Om Datta Bhavan, Opposite Hotel Nova Goa, Panaji Goa.

5. Growth Centre: The State has set up a Growth Centre at Verna Plateau in South Goa District. The Growth Centre is located in 300 hectares of land. The Growth Centre has adequate infrastructure facilities in terms of water, power, communication, roads, banks etc. List of Officers and their telephone numbers.

Telephone numbers No. Name of Officers and Designation Office Residence
1. Shri. Yatindra M. Maralkar, Director of Industries, Trade and Commerce 2222241, 2426698 2226114
2. Shri. Prasad V. Lolayekar, General Manager (DIC) 2226377, 2422268 2420787
3. Shri. V.P. Signapurker, Statistical Officer. 2422268 (Ext.26) 2444585
4. Shri. Rui M.R. de Araujo, Industries Officer. 2422268 (Ext. 30) 2459793
5. Shri. Ramesh G. Naik, Assistant Accounts Officer. 2422268 (Ext.33) 2711721

Other important telephone numbers:
1 Confederation of Indian Industry 2422790-6
2 Customs and Central Excise 2437057
3 Directorate of Food and Drugs Administration 2220245
4 Directorate of Health Services 2225561
5 Directorate of Mines 2426431
6 Directorate of Panchayats 2222586
7 Economic Development Corporation 2224938
8 Electricity Department 2224680
9 Excise Department 2425593
10 Forests Department 2424352
11 GDD Khadi & Village Industries Board 2221452
12 Goa Industrial Development Corporation, Panaji Goa 2437470-3
13 Goa Chamber of Commerce & Industry 2424252
Documents required to be produced at the time of Permanent Registration

1. N.O.C. from the Directorate of Health Services/Primary Health Centre/Urban Health Centre /valid consent order to operate from Goa State Pollution Control Board as the case may be, except in case of items specifically exempted by the Government under specific order/Notification from time to time.

2. The unit listed under green category shall be exempted from above. In such cases only Departmental N.O.C. for establishment of the unit is required to be produced.

3. N.O.C./ Trade License from Municipality/Village Panchayat/Corporation for the units established outside the Industrial Estate.

4. N.O.C. from the owner of the premises in the prescribed format.

5. House tax payment receipt or any other documentary evidence like electricity bill, water charges bill, a letter from Municipality or Panchayat, etc.

6. Partnership Deed in respect of Partnership Firm duly registered with Registrar of Firms. Memorandum of Association and Articles of Association in respect of Private Limited /Limited Company, duly registered before Registrar of Companies.

7. Excise license from Commissioner of Excise for liquor units, (alcohol based products.)


9. Fruit Product Order for soft drinks and any fruit based products.

10. License from the Directorate of Food and Drugs Administration for food, drugs and pharmaceutical products.

11. License from the Inspectorate of Factories and Boilers for the unit having 10 or more workers without power connection. In such cases, the acknowledgement of the application by the Inspectorate of Factories and Boilers would serve the purpose. Note: The units having
9 or less workers with or without power connection, will have to obtain license from the Labour Department under the Shops and Establishment Act.

12. Construction license and occupancy certificate from Village Panchayat/ Municipality /Corporation for new construction for the units located outside the Industrial Estate. In case of the units located inside the Industrial Estate, NOC for issue of permanent registration from Goa Industrial Development Corporation is required.

13. Lease Deed / Agreement if the factory premises is obtained on lease outside Industrial Estate.

14. N.O.C. from the Captain of Ports or Marmugao Port Trust, as the case may be, in respect of Marine Industry.

15. N.O.C. from the Chief Conservator of Forests for cane and wood based industry.

16. NOC from the Directorate of Mines for mud, basalt based products like bricks, crushing units and products manufactured out of minerals.

17. Bills of machinery/ equipments installed at the factory premises.

18. In case of second hand machinery, evidence of purchase or affidavit in that respect and valuation report from certified Engineer.

19. Electricity bill in the name of unit. In case of rented premises the electricity bill in the name of house owner and N.O.C./ consent letter from house owner.

20. First sale bill in regard to each of the products manufactured.

21. Statement of raw materials consumed with first raw material purchased bills, wherever applicable.

22. Common ownership declaration in the prescribed format.

23. Statement of manpower requirement in the prescribed format.

24. Human Resource Development Foundation form duly filled in the prescribed format.

25. Certificate from Competent Authority that the area is non-agricultural in nature, in respect of units of crushing of basalt/stones (crushers). The DITC who is the Registering Authority reserves the right to seek any other documents/information from the units according to the nature and circumstances of each case, for the purpose of investigation/inquiry and for processing the applications relating to the issue of Permanent Registration Certificate to the industrial unit.
Annexure – II
Members of High Powered Co-ordination Committee (HPCC)
1. Hon’ble Chief Minister Chairman
2 Hon’ble Minister for Industries Vice Chairman
3 Chief Secretary Member
4 Secretary (Industries) Member
5 Chief Electrical Engineer, Electricity Department Member
6 Chief Engineer, Public Works Department Member
7. Chief Inspector of Factories and Boilers Member
8 Managing Director, Goa Industrial Development Corporation. Member
9 Managing Director, Economic Development Corporation Member
10 Member Secretary, Goa State Pollution Control Board Member
11 Chief Town Planner, Town & Country Planning Department. Member
12 Director of Industries, Trade and Commerce. Member Secretary
Annexure - III

Prescribed rates of various forms sold at the Facilitation Counter.

<table>
<thead>
<tr>
<th>Sr.No.</th>
<th>Name of the Scheme</th>
<th>Form No.</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Form for Capital Contribution Scheme, 2003</td>
<td>M-01</td>
<td>Rs.25.00</td>
</tr>
<tr>
<td>2.</td>
<td>Form for Share Capital to Local Entrepreneurs &amp; Self Employed, 2003.</td>
<td>M-02</td>
<td>Rs.25.00</td>
</tr>
<tr>
<td>3.</td>
<td>Form for Interest Subsidy Scheme, 2003.</td>
<td>M-03</td>
<td>Rs.25.00</td>
</tr>
<tr>
<td>4.</td>
<td>Form for Incentive for Certification &amp; Patenting Scheme, 2003</td>
<td>M-04</td>
<td>Rs.25.00</td>
</tr>
<tr>
<td>5.</td>
<td>Form for Incentive to Women Entrepreneurs Scheme, 2003</td>
<td>M-05</td>
<td>Rs.25.00</td>
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<td>6.</td>
<td>Form for Incentives to encourage Consumption of Local Raw Material Scheme, 2004.</td>
<td>M-08</td>
<td>Rs.25.00</td>
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<tr>
<td>7.</td>
<td>Form for Goa State Export Market Development Scheme, 2004.</td>
<td>M-09</td>
<td>Rs.25.00</td>
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<tr>
<td>9.</td>
<td>Application form for Provisional Registration of SSI Unit.</td>
<td>-</td>
<td>Rs.10.00</td>
</tr>
<tr>
<td>10.</td>
<td>Application form for Permanent Registration of SSI Unit.</td>
<td>-</td>
<td>Rs.20.00</td>
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<tr>
<td>11.</td>
<td>Goa Industrial Policy.</td>
<td>-</td>
<td>Rs.35.00</td>
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</table>

COMPLAINTS AND GRIEVANCES

For any complaint or grievance, the following officers may be contacted: The Headquarters of the Department of Industries, Trade and Commerce and the offices of the Director, DITC and General Manager (DIC) are on the first floor of Udyog Bhavan, near Police Head Quarters, Panaji Goa. For details and any enquiry about the schemes and various incentives provided, the in-charge of the FACILITATION COUNTER, Shri. Rui M. R. de Araujo, Industries Officer, may be contacted. The Facilitation Counter is situated at the entrance of the DITC premises.

1. Shri Yatindra M. Maralkar, Director of Industries, Trade and Commerce & Public Grievance Officer

2. Shri Prasad V. Lolayekar, General Manager (DIC) Contact Officer for CITIZEN’S CHARTER Shri V. P. Singnapurker, Statistical Officer