

ANNEXURE

SINGLE WINDOW CLEARANCE

(Please read instructions before filling up this form)

Project Promoters should fill this common application form for Single Window Clearance and send 10 copies duly signed to:

The Regional Joint Director, Chennai-600 002/
The General Manager, District Industries Centre.

1. Local Body Clearance									
2. Environmental Clearance from TNEB									
3. Reclassification of Land Use									
4. Power Connection(Temporary/Permanent)									
5. Registration under Factories Act									
6. Others									
1. Name and Address of Industrial Project (Proposed to be set up)	PROJECT INFORMATION								
	<table style="width: 100%; border: none;"> <tr> <td style="text-align: center; width: 50%;">Telephone</td> <td style="text-align: center; width: 50%;">Fax</td> </tr> <tr> <td style="text-align: center;"><input type="text"/></td> <td style="text-align: center;"><input type="text"/></td> </tr> <tr> <td style="text-align: center;"><input type="text"/></td> <td style="text-align: center;"><input type="text"/></td> </tr> <tr> <td style="text-align: center;"><input type="text"/></td> <td style="text-align: center;"><input type="text"/></td> </tr> </table>	Telephone	Fax	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Telephone	Fax								
<input type="text"/>	<input type="text"/>								
<input type="text"/>	<input type="text"/>								
<input type="text"/>	<input type="text"/>								
2. Nature of your organization	<input type="checkbox"/> Proprietary <input type="checkbox"/> Partnership <input type="checkbox"/> Private Limited <input type="checkbox"/> Public Limited <input type="checkbox"/> Co-operative <input type="checkbox"/> Others								
Project Status	<input type="checkbox"/> New Project <input type="checkbox"/> Expansion <input type="checkbox"/> Diversification								
2.1. Name and Address of Project promoters									

3. LINE OF MANUFACTURE

Sl.No.	Item of Description	Installed Capacity	Unit Capacity

3.2. TNGST & CST Registration Nos.

4.0. ESTIMATED PROJECT COST (Rs.in lakhs)

Land	
Building	
Plant & Machinery i) Imported (Land cost)	
ii) Indigenous	
Miscellaneous Assets	
Contingencies, etc.	
Total	

4.1. Means of Finance (Rs.in lakhs)
Equity from promoters

Domestic

Foreign

Loans from
Financial Institutions

TIDCO's Equity if

Others (Pl.Specify)

Total

5.0. Registration (Please fill the one applicable)	FIPB/RBI Approval No. Date IEM No. Date Permanent/ Provisional SSI No. Date EOU Regn.No. Date	<table border="1"> <tr><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td></tr> </table>															
5.1. Amount of foreign Investment (in lakhs) Foreign Equity (%)																	
5.2. Expected date of commencement of construction	<table border="1"> <tr><td></td></tr> </table>																
5.3. Expected date of commencement of commercial production	<table border="1"> <tr><td></td></tr> </table>																
6.0. EMPLOYMENT	Skilled labour <input type="checkbox"/> Supervisory <input type="checkbox"/> Unskilled labour <input type="checkbox"/> Male <input type="checkbox"/> Management <input type="checkbox"/> Female <input type="checkbox"/> Total(Direct) <input type="checkbox"/> (Indirect) <input type="checkbox"/>																
6.1. Maximum number of workers proposed to be employed in the factory on any one day.																	
6.2. Whether factory will be having any process vessels? If yes, No.of such vessels may be indicated.																	
6.3. Whether the Factory is engaged in dangerous operations as indicated under rule 95 of Tamil Nadu Factory Rules 1950?																	
7.0. RAW MATERIAL CONSUMPTION:																	
<table border="1"> <thead> <tr> <th data-bbox="180 1396 318 1465">Serial Number</th> <th data-bbox="318 1396 816 1465">Item of Description</th> <th data-bbox="816 1396 1122 1465">Daily consumption at full capacity</th> <th data-bbox="1122 1396 1433 1465">Unit Capacity</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Serial Number	Item of Description	Daily consumption at full capacity	Unit Capacity													
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8.0. MANUFACTURING PROCESS:	
8.1. Please give a brief description of process technology used with a flow chart.	
	Flow chart (Pl. enclose a Flow chart in a separate sheet)
8.2. Do you have any foreign technical collaboration?	<input type="checkbox"/> Yes <input type="checkbox"/> No
8.3. If the process Technology involves usage of Steam, the details of Steam Generator, i.e. Boiler details and Capacity should be furnished	
9.0. ENERGY CONSUMPTION (POWER REQUIRED FOR THE PROJECT)	
9.1. Source	Implant <input type="text"/> TNEB Supply <input type="text"/>
9.2. If energy is generated implant, fuel used for consumption	Fuel: <input type="checkbox"/> Coal <input type="checkbox"/> Oil/Diesel <input type="checkbox"/> Natural Gas <input type="checkbox"/> Wood <input type="checkbox"/> Others (Please specify)
Quantity (Annual)	
Power requirements from TNEB (In KVA)	
Temporary (During construction)	
Permanent (Production Phase)	
9.3. Contracted maximum demand in KVA	
9.3.1. Required power supply line	<input type="checkbox"/> 11 KV or 22 KV <input type="checkbox"/> 33 KV <input type="checkbox"/> 110 KV <input type="checkbox"/> 220 KV
9.3.2. Voltage rating at which HT supply is required	

9.4. Connected load in KW						
9.4.1. Load Factor						
Data on consumer load: (for both new supply and additions to be connected to existing load or if maximum demand exceeds 50 KW)						
Details	As on date	Additional sanction	Estimated load required now applied for	Total	No.of shifts	Probable date of load maturing
Maximum demand in						
Notified connected load in KW/HP						
9.5. Aggregate installed capacity of the transformers to be installed						
9.6. Proposed maximum working hours						
9.7. Expected month of trial production						
9.8. Probable date of requirement of power supply						
Construction phase						
Commercial production						
9.9. Details of Plant and Machinery with HP of prime movers (please enclose list) Total HP of Prime Movers						
9.10. Chief Electrical Inspectorate (for approval of drawings showing the method of Construction and layout of HV/EHV installations)						
9.10.1. Names of contractors (with Licence details) carrying out the installation and the name and the Certificate number of supervisor under whose supervision the work will be executed.						
9.10.2. Technical: Details of the HV/EHV						
(a) Sub-Station				<input type="checkbox"/> Indoor	<input type="checkbox"/> Out door	
(b) Transformer				Serial No.	KVA Voltage Ratio	
				1.		
				2.		
				3.		

(c) Generator (fuel used) KVA Voltage Ratio	
(d) Switch gear (details of normal and rupturing capacity should be furnished)	
(e) Whether parallel operation of generator with TNEB grid proposed? How is excess energy, if any, proposed to be disposed?	
(f) Are all equipment constructed in accordance with the specification and code of practices of the Bureau of Indian Standards?	
(h) Other Equipment:	
(i) Overhead Distribution mains, if any (Details of line support and conductor size to be furnished)	
(ii) Are these to be erected entirely within the premises of consumer?	
9.10.2. Drawing in (in triplicate):	
(1) Site Plan showing point of commencement of supply, Location of sub-station, Generator Room, Building Housing other equipment	
(2) Schematic layout of equipment	
(3) Physical layout of equipment	
(4) Plan and elevation of Sub-Station and Generator Room	
(5) Earthing Arrangements	
MEDIUM VOLTAGE INSTALLATIONS:	
(1) Name of the Contractor (with licence details) carrying out the installation.	
(2) Name and Address	
(3) SSC No. and validity Consent letter in the format to be enclosed	
9.10.3. Remittance of fee towards the inspection under Rule 63 of Indian Electricity Rule 1956. (Original Challan to be enclosed and details furnished)	Amount Rs. Challan No.

<p>9.10.4. Original Manufacturer's Test Certificate (for HV Test Results) for EHV/HV equipment and HV cables are to be enclosed.</p>	<p>Enclosures:</p> <ul style="list-style-type: none"> <input type="checkbox"/> o Land ownership/Lease deed or allotment letter from SIDCO/SIPCOT/TACID, etc. <input type="checkbox"/> o Copy of NOC/Consent from Tamil Nadu Pollution Control Board if already obtained. <input type="checkbox"/> o Authorisation from company to signatory to sign HT application, etc. <input type="checkbox"/> o Split up details connected load. 												
<p>10.0. LOCATING IN PRIVATE LAND:</p>													
<p>10.1. If private land is identified outside industrial park, then enclose sketch of identified land specifying its location.</p>													
<p>Name of the Panchayat or Village, S.No. of the land and name of the Village may be given.</p>													
<p>Is the land situated within any municipality or Municipal Corporation/Cantonment Jurisdiction?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>												
<p>If yes, Name of the Municipality/Municipal Corporation/Cantonment.</p>													
<p>Whether the land is located near the following institutions:</p>	<table border="0"> <tr> <td><input type="checkbox"/> Coastal Estuary</td> <td><input type="checkbox"/> River/Lakes</td> </tr> <tr> <td><input type="checkbox"/> Landlocked</td> <td><input type="checkbox"/> Hilly Terrain</td> </tr> <tr> <td><input type="checkbox"/> Reservoirs</td> <td><input type="checkbox"/> Burial Ground</td> </tr> <tr> <td><input type="checkbox"/> Railway Bounder</td> <td><input type="checkbox"/> Aerodrome</td> </tr> <tr> <td><input type="checkbox"/> Temple/Historical Monument</td> <td><input type="checkbox"/> Educational Institutions</td> </tr> <tr> <td colspan="2" style="text-align: center;"><input type="checkbox"/> Hospitals</td> </tr> </table> <p>If yes, then indicate the distance in Kilometre</p> <div style="border: 1px solid black; width: 100%; height: 15px;"></div>	<input type="checkbox"/> Coastal Estuary	<input type="checkbox"/> River/Lakes	<input type="checkbox"/> Landlocked	<input type="checkbox"/> Hilly Terrain	<input type="checkbox"/> Reservoirs	<input type="checkbox"/> Burial Ground	<input type="checkbox"/> Railway Bounder	<input type="checkbox"/> Aerodrome	<input type="checkbox"/> Temple/Historical Monument	<input type="checkbox"/> Educational Institutions	<input type="checkbox"/> Hospitals	
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<p>10.2. Please enclose a topographical plan showing the following details:</p>	<ul style="list-style-type: none"> o Clear demarcation of nearest water source and agricultural lands. o Residential areas and Villages nearby. o Name of the abutting road and its status (Public/Private) 												
<p>10.3. Area proposed to be developed now in first phase (within first 3 years, in acres).</p>													
<p>Area proposed to be developed in second phase.</p>													

10.4. Do you need Government assistance in acquiring land?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
LAND USE RECLASSIFICATION:		
10.4.1. Name of the local Planning Area		
10.4.2. Approach Road (width/WBM or BT or earthen/maintaining Authority).		
10.4.3. Extend of land Sl.No. (in acres)		
10.4.4. (a) Master Plan:		
(1) Present Stage		
(2) Proposed land use as per Master Plan		
(3) Present usage of land		
(4) Land use variation requested for		
(b) DDP/TP Scheme.		
(1) Name of the Scheme		
(2) Stage of Scheme		
(3) Proposed land use as per scheme		
(4) Variation to type of land use Requested		
10.4.5. (i) Whether site lies in Heritage town.		
(ii) If yes, distance between the site and heritage site.		
10.4.6. (i) Whether site lies in Archaeologically important area.		
(ii) If yes, distance between the site and Archaeology declared area in Kms.		
10.4.7. (i) Whether site lies in CRZ?	<input type="checkbox"/> CRZ 1	<input type="checkbox"/> CRZ 2 <input type="checkbox"/> CRZ 3
(ii) If yes, where it lies		
10.4.8. Surrounding land/building use		
10.4.9. Whether Burial ground/Burning ground lies within 90 metre.		

10.4.10. Whether site lies in catchment.	
10.4.11. Impact on infrastructure due to proposed land use variation.	
(1) Transport	
(2) Drinking Water	
(3) Drainage	
(4) Electricity	
(5) Public Open Space	
10.4.12. Authenticated Topo Sketch within 500 metre radius.	
10.4.13. Authenticated Extract of Master Plan/DD Plan.	
10.4.14. Authenticated Site Plan with measurements.	
10.4.15. FMB Sketch	
10.4.16. Copy of Chitta, Patta, document copies.	
10.4.17. Objections and Suggestions.	
10.4.18. Court action, if any.	

11. LOCAL BODY APPROVAL AND FIRE SERVICE CLEARANCE AND REGISTRATION UNDER FACTORIES.

PLEASE SEE NOTE APPENDED INDICATING DETAILS OF ENCLOSURES/PLANS TO BE FURNISHED ALONGWITH THIS APPLICATION.

Please enclose to this form specified number of copies as mentioned below drawn to a metric scale by a qualified Engineer/Draftsman duly signed by him and also by the applicant showing:

1. Detailed building plan, elevation and section of the proposed factory sheds, layout and type of machines proposed to be installed in the particular shed with horsepower, drawn to scale 1 : 100 indicating.	6 copies
2. Site plan drawn to a Scale of 1 : 400 showing length and breadth of the site and also location of the road which gives direct access to the site indicating the width of the road. The Access is must. The access should be of a minimum width of 12 metres. The site plan should indicate front, rear, and side set-backs clearly along with extent of site purchased for establishing industry. (This plan should indicate surrounding features and development eg:- road network, electrical lines, water supply lines, Sewerage and drainage lines in layout within 100 metres radius in case of sites falling under UDA limits.	6 copies
3. Topo detailed plan, showing the development around the proposed site within a radius of 500 metres and drawing to scale of 1 : 500	6 copies
4. Village Plan indicating the site with the Survey Nos. on which the industry is proposed.	6 copies
* Drawings to be signed by licensed surveyor/Registered architect. (You are advised to keep one copy of each of the plans mentioned above for your record). In addition following documents also should be furnished.	
5. Ownership documents of the site duly authenticated and if the site is taken on lease, the copy of registered lease deed is to be furnished, in case of private lands and possession certificate in case of	

- * In case of Private land copies of ownership document dating prior to 5.8.1975.
- * Duly authenticated FMB sketch / Handing over sketch.

DECLARATION

We hereby declare that we will install and operate pollution control equipment required to meet the standards prescribed by the Board and we will not commence production until such pollution control equipment is installed and ready for operation we will obtain from Board before going into production.

Signature of promoter or Authorized person

Place:

Date :

Topo Plan

EIA Report (to be submitted by Industries whose project cost is above Rs.50 Crores)

Risk Analysis report HAZOP/MCA/on site management plan.

*(To be submitted by Industry manufacturing/handling/storing Hazardous Chemicals listed in the Scheduled 1,2,&3 manufacturer, Storage and import of Hazardous Chemicals Rules,1989).

Space for
affixing Rs.2/-
court Fee Stamp

FORM NO.1

(Prescribed Under Rule 9)

(To be submitted in triplicate for Registration under Factories Act)

1. Applicant's/Occupiers Name :
Applicant's/Occupiers Calling :
Applicant's/Occupiers Address :
2. Full Name & Postal Address of Factory :
3. Situation of the Factory and :
S. Nos. :
State :
District :
Town/Village :
Nearest Police Station :
4. Purpose for which Plans are sent (State :
whether Initial Approval / Additional
Construction / Change in Installation)
5. If the Plans have been approved earlier, give :
the number and date of approval of previous
plan relevant to the present plans except in the
case of initial approval.
6. Details of present proposal with reference to :
Item No.4. The details are given in Annexure.
7. Total Installed Capacity in Horse Power :
(Including the present plans)
8. Maximum No. of Workers proposed to be :
employed in the Factory.

Signature with Seal.

SINGLE WINDOW CLEARANCE CHECK SLIP.

Sl. No.	Particulars	No.of copies
1.	Single Window Clearance application form	6
2.	E.M.Acknowledgement Part – I	6
3.	Land document	6
4.	Patta, Chitta, Adangal & FMB sketch (Each)	6
5.	Encumbrance Certificate	6
6.	NOC from Panchayat	6
7.	Pollution Control Board Clearance	6
8.	MOU / Partnership Deed	6
9.	Site Plan and Topo Plan (Blue Print) (Each)	15

1.	Whether the Plan Title mentioned with Survey Nos	
2.	Whether Topo Sketch enclosed with scale 1:1600 with 500 ft radius with land utility	
3.	Whether the plan was drawn by Dip. In Civil Enggr.& Site plan with 1:400 scale	
4.	Whether Applicant signed in all plan copies.	
5.	Whether Machinery Details with HP noted in the plan	
6.	Whether No. of Labours noted in the plan	
7.	Whether are Temple, School, Hospital, and Highways etc. as per G.O.	

Directorate of Town and Country Planning

Check list for applications related to special building, group housing, etc.

PART-I: Application with enclosures at the time of receiving (to be given by applicant)

1.	Application duly signed by the applicant (Addressed to RDD/Member Secretary/CTCP (Court fee stamp affixed)	Yes / No
2.	Planning permission from duly filled by applicant and licenced building surveyor (if the area lies in planning area)	Yes / No
3.	Notary public attested copy of documents (sale deed / lease deed / power of attorney)	Yes / No
4.	VAO attested FMB / Town Surveyor attested town survey sketch of the site	Yes / No
5.	VAO attested – Chitta, Adangal 'A' register copy and patta / Town surveyor attested TSLR	Yes / No
6.	Encumbrance certificate for 13 years (in original upto date)	Yes / No
7.	VAO attested 'A' register copy and FMB sketch of the existing road (if applicable) If NH/SH lies as approach road – NOC from NH/SH	Yes / No
8.	Government pleader opinion about land ownership – original	Yes / No
9.	Affidavit undertaking for Water supply arrangement from applicant (in Rs.20/- stamp paper)	Yes / No
10.	Stability certificate in Form A,B and C	Yes / No
11.	NOC from Tahsildar (in original) in the prescribed format	Yes / No
12.	NOC from fire department	Yes / No
13.	NOC from ELCOT (in case of IT building)	Yes / No
14.	STP report and drawing	Yes / No
15.	Rain Water harvesting report and drawing	Yes / No
16.	Solar water heating system shown in the drawing	Yes / No
17.	Site plan in any scale between 1:400 to 1:800	Yes / No
18.	Detailed plan, elevation, sectional details in scale not less than 1:100	Yes / No
19.	Topo plan giving details within 500 meter radius in scale not less than 1:2000	Yes / No