

LICENCES OR CLEARANCES REQUIRED TO SETUP / RUN INDUSTRIES / ENTERPRISES UNDER MICRO AND SMALL SECTOR

Before according necessary approval for any assistances, the authority concerned demands that the entrepreneur should obtain the necessary clearances and/or licenses, as may be required as per statues from the relevant authorities relating to various Acts and rules framed thereunder. An illustrative list of such licences / clearances vis-a-vis the issuing authorities against each category of enterprise is given below :

Sl No.	Type of Licences / clearances	Issuing Authority	Type of groups of Industries requiring licences
A. GENERAL FOR ALL GROUP			
1	Trade licence or Trade Certificate of Enlistments	Concerned ' Gram Panchayat' , ' Municipality' or ' Notified Authority'	All types/groups of industry/Trade etc.
2	Health licence/Food licence	Concerned/municipality	All types/groups of industries attract health precautions
3	VAT Registration	Commercial Tax Office Beliaghata, Calcutta & Branch Office of Assistant C.T.O. at District Level	Almost every group of industries, excluding those specifically exempted.
4	Central Excise a) Registration b) Clearance	a) Commissioner of Central excise, Poddar Court, Calcutta b)Asst.Commissioner, Branch Office, at the respective district	Exclusive list not available. Illustratively, Bidi (Scale or production) plywood, chemicals, paints, paper, paper board, glass, glass bottles, containers, plastic and polymer products, m/c mfg., consumer durables, printing ink, printing m/c & its accessories, oils & fertilizers vegetagle oil, electronics.
5	Pollution Control a) No objection certificate b) Environment protection / Prevention and Pollution Control – Water / Air c) Consent	i)West Bengal Pollution Control Board, Paribesh Bhawan, Bldg. No.10A, Block-LA, Sector-III, Salt Lake City, Kolkata-98 ii)Environmental Engineer, WBPCB, How.Regnl.Office, 7,Haradev Bhattacharjee Ln, Shibpur,Howrah-711102 iii)DIC for some specified category.	Industries falling under Special Red, Red, Orange & Green Categories (list available with DIC)
6	Licences/Registration under the Factories Act, 1948, otherwise, memorandum to be filled to the central secretariate.	a)Chief Inspector of Factories/ Labour Commissioner, N.S.Bldgs., Kolkata b) District Inspector of Factories.	Specified group of industries employing 10 & above with power or 20 & above without power and 50 or 100 respectively in case of small scale.

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7	Employees state Insurance and Provident Fund clearances	a) Director / ESI, Grant Lane, Kolkata b)Commissioner/Asst. Commissioner Public Provident Fund Park Street, Kolkata. c)Employees Provident Fund Organisation, Sub-Regional Office, 24,Bellious Rd, How-1	Industries attracting the relevant provisions of the respective acts and rules framed thereunder.
8	Professional Tax	Professional Tax Commissioner, Kolkata	Any type / group of business (industries/service/trade)
B. PRODUCT BASED			
9	Dangerous/hazardous items Dealing/manufacturing licence	Panchayat Samity	Industries of Chemical groups
10	Fire Licence a) Licence b)No objection certificate (as per range of use)	a) Directorate of Fire Service, Free school Street, Kolkata b) Deptt. Of LGUD, Stephen House, Kolkata c)District Magistrate d)Panchayet & Municipality	Colour, Paints, Hazardous chemi-cals, printing ink, Paraffin, Camphor, Sulphur, Spirit, FO, LPG, Bitumen Plastic & Polymer products, Jute, paper & allied items, oils & fertilizer, vegetable oil, kerosene oil etc. etc.
11	Food Processing Order / Licence	Food Processing & Horticulture Industries Corpn. Of West Bengal, Mayukh Bhawan, Salt Lake City, Kolkata-91.	Fruits & Vegetable preservation activity & products out of them.
12	Drugs & Cosmetics License	a) Department / Drug Centre, CMS Bldg, 141, AJC Rd, Kolkata-14 b)Drug Controller, Colootola Street, Kolkata-12 (other than Alophatic)	Drugs & Pharmaceutical based items and cosmetics group
13	Forest License	Divisional Forest Officer	Saw Mill / katha out of Khoir Wood / Plywood veneer / wood panel products / match box / boxes / industrial packing case out of wood.
14	Explosive Clearance a)License b)No objection certificate c)Clearance	a)Controller of Explosives, 8, Esplanade East, Kolkata-69 b) District Authority	a) Fire Works b) Match Sticks c) Furnace Oil (as per range of storing)
15	Husking / Milling licence	District Controller of Food & Supply	Paddy husking Agricultural rice milling
16	Quarry Permit / Royalty	DLLRO of the District	Brick / Tiles & Mineral Based product

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C. LOCATION BASED			
17	Clearance under Town and country planning Act	a) Zilla Parishad b) Notified Area Development Authority	All industries going in for land under possession & construction for business.
18	Urban Land Ceiling Clearance	a)Sub-Divisional Officer b)DLLRO	Industries having excess vacant land under possession.
19	Conversion of land (Clearance) & Mutation	a) BLLRO of the Block b)DLLRO of the District c)Panchayet/Municipality	Any industry having land in possession.
D. EQUIPMENT BASED			
20	Installation of Diesel Generating set Clearance / Permission and Registration	a) Commercial Officer, Power Deptt., Harish Mukherjee Rd, Kolkata b)Inspector of District Level	Any type/group of business (industry / service / trade)
21	Boiler Registration Certificate	Chief Inspector of Boiler New Secretariat Bldg, Kol-1	All types of industries using Boiler
E. STORAGE OF E.C.			
22	a) Licence b) Permit c)No objection certificate	a) District Controller of Food & Supply b) Sub-Divisional Officer c)District Magistrate	Industries using commodities under ' Essential Commodities Classification' in terms of the relevant Act.

LGUD=Local Government and Urban Development, FO=Furnace Oil, LPG=Liquid Petroleum Gas, DLLRO=District Level Land Revenue Officer, EC=Essential Commodities.