

SCHEDULE

(see section 17)

**List of Services, Competent Officer, Time Limit for Disposal of
Application**

	Service	Competent Authority	Time Limit for Disposal*
1	2	3	4
Department of Science, Technology & Environment			
1.	Consent to Establish/ Operate under Air (Prevention and Control of Pollution) Act, 1974 – Green Category	Member Secretary, Puducherry Pollution Control Committee	15 days from the date of receipt of application
2.	Consent to Establish/ Operate under Water (Prevention and Control of Pollution) Act, 1974 – Green Category	Member Secretary, Puducherry Pollution Control Committee	15 days from the date of receipt of application
3.	Consent to Establish/Operate under Air (Prevention and Control of Pollution) Act, 1974 – Orange /Red Category	Member Secretary, Puducherry Pollution Control Committee	30 days from the date of receipt of application
4.	Consent to Establish/Operate under Water (Prevention and Control of Pollution) Act, 1974 – Orange / Red Category	Member Secretary, Puducherry Pollution Control Committee	30 days from the date of receipt of application
5.	Authorization under the Hazardous and Other Wastes (Management and Transboundary Movement) Rules, 2016	Member Secretary, Puducherry Pollution Control Committee	30 days from the date of receipt of application
6.	Registration under The E-Waste (Management and Handling) Rules, 2011	Member Secretary, Puducherry Pollution Control Committee	30 days from the date of receipt of application
7.	Registration under The Plastic Waste (Management and Handling) Rules, 2011	Member Secretary, Puducherry Pollution Control Committee	30 days from the date of receipt of application

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Labour Department			
8.	Approval of plan & permission to construct / extend / or take into use any building as a factory under The Factories Act, 1948	Chief Inspector of Factories & Boilers	30 days from the date of receipt of application
9.	Registration of Factories under The Factories Act, 1948/License	Chief Inspector of Factories & Boilers	30 days from the date of receipt of application
10.	Registration of Boilers under The Boilers Act, 1923	Chief Inspector of Factories & Boilers	30 days from the date of receipt of application
11.	Registration of Boiler Manufacturers under The Boilers Act, 1923	Chief Inspector of Factories & Boilers	30 days from the date of receipt of application
12.	License for contractors under provision of The Contracts Labour (Regulation and Abolition) Act, 1970	Labour Commissioner	30 days from the date of receipt of application
13.	Registration under The Shops and Establishment Act (including 365 days License)	Labour Commissioner	15 days from the date of receipt of application
14.	Registration of Principal Employer's Establishment under provision of The Contracts Labour (Regulation and Abolition) Act, 1970	Labour Commissioner	15 days from the date of receipt of application
15.	Registration under The Building and Other Construction Workers (Regulation of Employment and Conditions of Service) Act, 1996	Labour Commissioner	15 days from the date of receipt of application
16.	Registration of Establishment under the Inter State Migrant Workmen (RE&CS) Act, 1979	Labour Commissioner	15 days from the date of receipt of application

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PIPDIC			
17.	Allotment of Land in Industrial Estates / Parks	Managing Director - PIPDIC	30 days from the date of receipt of application
Town & Country Planning Department			
18.	Change in Land Use	Chief Town Planner	60 days from the date of receipt of application
19.	Certificate of Land Use	Chief Town Planner	30 days from the date of receipt of application
Planning Authority			
20.	Building Plan Approval	Member Secretary	30 days from the date of receipt of application
21.	Plinth Level Inspection	Member Secretary	5 days from the date of intimation
22.	Completion/Occupancy certificate	Member Secretary	25 days from the date of receipt of application
Public Works Department			
23.	Water Connection	Chief Engineer, PWD	30 days from the date of receipt of application
24.	Registration of Contractors for Works & Service	Chief Engineer, PWD	30 days from the date of receipt of application
25.	Sewer Connection	Chief Engineer, PWD	30 days from the date of receipt of application
26.	Certificate of non availability of Water	Chief Engineer, PWD	30 days from the date of receipt of application
Electricity Department			
27.	Obtaining Electricity Connection - HT	Superintending Engineer, Electricity Department	30 days from the date of receipt of application
28.	Obtaining Electricity Connection - LT	Superintending Engineer, Electricity Department	21 days from the date of receipt of application
29.	Approval for DG set Installation	Superintending Engineer, Electricity Department	30 days from the date of receipt of application

	Service	Competent Authority	Time Limit for Disposal*
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Local Bodies			
30.	Issue of Permission to establish industry/service/business	Commissioner	7 days from the date of receipt of clearances
31.	Registration for Trade License / License	Commissioner	10 days from the date of receipt of application
32.	Registration under Profession Tax	Commissioner	10 days from the date of receipt of application
33.	Sanction for Storage of Construction material	Commissioner	7 days from the date of receipt of application
34.	Movie shooting Permission	Commissioner	7 days from the date of receipt of application
35.	Registration of Hotels	Commissioner	10 days from the date of receipt of application
36.	Water Connection	Commissioner	30 days from the date of receipt of application
37.	Road Cutting Permission	Commissioner	7 days from the date of receipt of application
38.	Inspection carried out for Road cutting permission & Verification to ensure proper restoration	Commissioner	7 days from the date of receipt of application
39.	Signage License for Advertisement	Commissioner	30 days from the date of receipt of application
40.	Travel Agency	Commissioner	30 days from the date of receipt of application
41.	Tourism Events-Performance License	Commissioner	30 days from the date of receipt of application
Revenue & Disaster Management			
42.	Property Registration – Appointment Date	District Registrar / Sub Registrar	7 days from the date of receipt of application
43.	Property Registration – Issue of Registered Deed	District Registrar / Sub Registrar	3 days from the date of appointment
44.	Property Registration – Mutation	District Registrar / Sub Registrar	30 days from the date of Registration

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45.	Encumbrance Certificate	District Registrar / Sub Registrar	30 days from the date of Registration
46.	Measurement/Demarcation of Land	Director of Land & Survey	30 days from the date of Registration
47.	Registration under State Excise	Deputy Commissioner – State Excise	15 days from the date of receipt of application
48.	State Excise – Label Registration	Deputy Commissioner – State Excise	15 days from the date of receipt of application
49.	License under State Excise for Local Sale, Import and Export permit of Spirit and Indian Made Foreign Liquor (IMFL)	Deputy Commissioner – State Excise	30 days from the date of receipt of application
50.	Registration under Legal Metrology Act, 2009 / Weights & Measures	Controller of Legal Metrology	15 days from the date of receipt of application
51.	Certificate for verification of Weights & Measures	Controller of Legal Metrology	15 days from the date of receipt of application
52.	Registration under State Cinema Regulation Rules	District Collector	30 days from the date of receipt of application
53.	State Protected Monument – Movie Shooting Permission	District Collector	30 days from the date of receipt of application
54.	Permission from District Collector for Movie Shooting	District Collector	30 days from the date of receipt of application
55.	Cinematograph License & License for Screening Films (as applicable)	District Collector	30 days from the date of receipt of application
56.	State Excise License a. Wholesale vendor License b. Import Permits c. License for Retail Sale d. License for Setting up of Distilleries e. License for Setting up of Bottling Plant	Deputy Commissioner – State Excise	15 days from the date of receipt of application

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57.	NOC required for setting up of explosives manufacturing, storage, sale, transport	District Collector	30 days from the date of receipt of application
58.	NOC required for setting up of petroleum, diesel, Naphtha storage, sale, transport	District Collector	30 days from the date of receipt of application
59.	License for Sale of Crackers	District Collector	30 days from the date of receipt of application
60.	Mining Lease/ Composite License/Non-exclusive Reconnaissance Permit	District Collector	30 days from the date of receipt of application
61.	Issue of letter of Intent in case of fresh lease (for environmental clearance-category B2-Less than 5 acres)	District Collector	30 days from the date of receipt of application
62.	NOC for Soil excavation /filling	District Collector	30 days from the date of receipt of application
63.	Licensing for Auditorium/Places of Public Amusement/ Performance for Public Amusement (as Applicable)	District Collector	30 days from the date of receipt of application
64.	Resolution of Public Grievances	District Collector	30 days from the date of receipt of application
Health & Family Welfare Department			
65.	Registration for Provisional/Permanent certificate for clinical establishment under Clinical Establishments (Registration & Regulation) Act	Director	30 days from the date of receipt of application
66.	Registration under PC&PNDT Act,1994 (Amended,2003)(for 5 years)	Director	30 days from the date of receipt of application

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Department of Drugs Control			
67.	Retail Drug License (Pharmacy)	Drugs Controller	15 days from the date of receipt of application
68.	Wholesale Drug License	Drugs Controller	15 days from the date of receipt of application
69.	Granting of Drug Manufacturing License	Drugs Controller	30 days from the date of receipt of application
Food Safety			
70.	NOC for State License for Food Business	Dy Food Safety Commissioner	30 days from the date of receipt of application
71.	Health NOC for Food Registration Certificate	Dy Food Safety Commissioner	30 days from the date of receipt of application
Transport Department			
72.	Registration of Vehicles	Transport Commissioner	10 days from the date of receipt of application
73.	Transfer of vehicle registration	Transport Commissioner	10 days from the date of receipt of application
74.	Issuing Vehicle fitness certificate	Transport Commissioner	10 days from the date of receipt of application
75.	Grant of Permit – Taxi, Maxi Cab, Omni Bus	Transport Commissioner	15 days from the date of receipt of application
76.	Goods Carriage Permit	Transport Commissioner	10 days from the date of receipt of application
Commercial Taxes Department			
77.	Registration under GST	Commissioner, Commercial Taxes	3 days from the date of receipt of application
Registrar of Companies			
78.	Registration of Partnership Firms	Registrar of Companies	15 days from the date of receipt of application
79.	Registration of Societies	Registrar of Companies	15 days from the date of receipt of application
Fire Service Department			
80.	Fire License/NOC	Divisional Fire Officer	30 days from the date of receipt of application

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Forest & Wildlife Department			
81.	Certificate of Non-Forest Land	Conservator of Forest	15 days from the date of receipt of application
82.	Letter for Distance from Forest	Conservator of Forest	15 days from the date of receipt of application
Department of Information Technology			
83.	Mobile Tower Approval	Director	30 days from the date of receipt of application
Police Department			
84.	Movie Shooting Permission	Director General of Police	30 days from the date of receipt of application
Registrar of Co-operative Societies			
85.	Registration of Co-operative Societies	Registrar of Cooperative Societies	30 days from the date of receipt of application
Department of Agriculture & Farmers Welfare			
86.	Licenses/authorizations required for sale /storage of fertilizers under Essential Commodities Act, 1955 (in accordance with Fertilizer Control Order)	Director	30 days from the date of receipt of application
87.	Application for Grant of License under Insecticide Act, 1968 for manufacture, storage and sale of insecticides and pesticides	Director	30 days from the date of receipt of application
Ground Water Authority			
88.	NOC for Water abstraction from Central Ground Water Authority/Relevant Authority	Member Secretary	30 days from the date of receipt of application
Department of Civil Supplies & Consumer Affairs			
89.	Grant of License for 'Fair Price Shops' under the relevant act	Director	30 days from the date of receipt of application

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Department of School Education			
90.	Approvals for setting up Hostel	Director	30 days from the date of receipt of application
91.	Approvals for setting up and operating a Play school	Director	30 days from the date of receipt of application
92.	Registration of schools under Right to Education	Director	30 days from the date of receipt of application
93.	NOC for setting up of CBSE school	Director	30 days from the date of receipt of application
Directorate of Industries & Commerce			
94.	Investor Facilitation Centre/ Investment Promotion - Queries to be addressed	Director of Industries & Commerce	15 days from the date of receipt of application
95.	Incentives	Director of Industries & Commerce	30 days from the date of receipt of application
96.	Procurement	Director of Industries & Commerce	30 days from the date of receipt of application

* **All queries / clarification related to the application has to be sought within 7 days from the date of receipt of application, in one go.**

Renewals, wherever applicable in the above services, shall be issued within 7 days from the date of application, across the board.

Mis-submitted applications shall be redirected within 3 days by the mis-received Authority / Officer to concerned Authority/Officer.