

A BRIEF GUIDELINE FOR SMALL ENTREPRENEURS

Illustrative Flow Chart of Actions/Steps

1. Identification of product/process/service after due market survey and analysis. Selection of name of the proposed enterprise. (*Avoid names connected in any way with Central Government or any State Government*).
2. Execution of partnership deed/Articles & Memorandum of Association and obtaining Certificate from the Registrar of Companies/Registration with the Registrar of Co-operatives in case of Co-operative Societies.
3. Apply to Corporation/Municipality/Panchayet for locational clearance and get certificate of enlistment/licence.
4. Apply in prescribed format to the West Bengal Pollution Control Board, PARIBESH BHABAN, 10A, Block-LA, Sector-III, Salt Lake City, Kolkata-700 091 for No Objection Certificate (NOC). For some specified group of items, NOC's are provided from DIC. (*Contact DIC for details beforehand*).
5. Apply to DIC in prescribed format (*available with DIC*) for Provisional/Temporary Registration.
6. Arrangement of land (*outright purchase or rented*). In case of lease-hold land for factory, at least 21 years terms may be preferred.
7. Obtain quotation of machinery and raw materials from Authorised Dealers/Manufactures.
8. Preparation of scheme/project report for the proposed item/items of production/process/service. (*Investment Employment ratio should be Rs. 50,000.00 : 01, to come under AEP Scheme of the Government*).

9. Apply to CESC or WBSEB in prescribed format available at DE/SE/SS office, alongwith trade licence, rent receipt, SSI Registration (*Provisional/Temporary*) Certificate, scheme etc., for electric power line in consultation with WBSEB/ CESC. (*Contact DIC with documentary evidences for recommendation for priority, if required*).
10. Submission of scheme/project report supported with current price quotation of machinery and raw materials, trade licence and other related papers to DIC/Directorate of C&SSI, West Bengal, N. S. Building, Kolkata-1/SISI, Government of India, 111 & 112, B. T. Road, Kolkata-35 for vetting.
11. Loan application to Financial Corporation/Commercial Bank through DIC, or directly as desired.
12. Apply to DIC for loan under Margin Money Scheme in scheduled format along with copy of Provisional/Temporary SSI Registration, copy of vetted scheme, Bio-data, copy of sanction advise of WBFC/Bank etc. in duplicate/triplicate as the case may be. Immediately contact DIC after sanction of Bank/WBFC.
13. Apply to the Commissioner, Commercial Taxes, 14, Beliaghata Road, Kolkata-15 in scheduled format (*available with S. T. Office*) endorsing a copy to the concerned CTO, Commercial Taxes for necessary registration.
14. Placement of order for supply of Machinery to the authorised dealers or manufacturers, after sanction of project in consultation with Bank/WBFC and DIC.
15. Construction of factory shed and building (*in case of own or lease hold land*) with prior approval of plan from appropriate authority of the area.
16. Installation of plant & machinery and electric power line.

17. Recruitment of staff and workers.
18. On commencement of production, apply to West Bengal Pollution Control Board, Kolkata for getting Pollution Clearance [*consent to operate (COO)*] from them. For some specified group of product apply to DIC. (*Contact DIC for details beforehand*).
19. Apply to DIC for PMT/FNL SSI Registration in prescribed format (*available with DIC to be procured on production of valid Trade Licence/Certificate of Enlistment*). Application for PMT/FNL SSI Registration is required to be submitted to DIC with all requisite documents positively within 6 (six) months from date of commencement of production to avail benefits of State Incentives Scheme.
20. Apply to National Small Industries Corporation Limited, 20, Abdul Hamid Street, Kolkata-60 in prescribed format for Single Point Registration for marketing assistance.
21. Apply to DIC in prescribed format for State Incentives (*to be obtained from DIC on production of PMT/FNL SSI Registration*). Application to be submitted to DIC with all requisite documents.
22. In case of installation of captive power generating set, permission to be obtained from the District Administration and NOC to be obtained from CESC or WBSEB and WBPCB. The D. G. set to be finally registered with the office of the Chief Electrical Inspector, 1, Harish Mukherjee Road, Kolkata-29.
23. Regular linkage with all the concerned agencies like Bank/ Financial Instt/DIC/SISI to provide feed back of information to them for guidance, if necessary.
24. In case of Expansion/Modernisation of the existing unit, prior approval of the expansion scheme/project from DIC/Directorate of C&SSI West Bengal/SISI Kolkata and

due recording of the same in PMT/FNL SSI Registration Certificate are required to be obtained. Application for recording the Implementation of Expansion/Modernisation should be submitted to DIC within six months from the date of Implementation of the Expansion/Modernisation Scheme, to avail benefit of State Incentives.

*For detailed information and
guidance please contact :*
Office Of The General Manager
District Industries Centre
24, Belilious Road, Howrah

*Some of the above may be
taken up simultaneously*