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Department of Industries  
Government of Goa  
Secretariat, Porvorim - Goa, 403521

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C I R C U L A R

Sub: Mandate for conducting single, joint inspection by concerned authorities, as applicable, for granting construction permits in the Industrial Estates managed by Goa Industrial Development Corporation.

In supersession of the Circular No. 01/DITC/DEV.II/EODB/2017-18/Vol. IV/1703 dated 4<sup>th</sup> January, 2019, the Industries Department, Government of Goa, on being satisfied that it is necessary in the public interest so to do, hereby publishes a Circular on the subject-captioned.

2. The Department for Promotion of Industry and Internal Trade (DPIIT), Ministry of Commerce & Industry, Government of India, has undertaken the initiative of Ease of Doing Business (EoDB). Government of Goa is committed towards implementation of the reforms recommended under the Ease of Doing Business programme as part of the Business Reform Action Plans that are published by DPIIT.

3. To simplify the procedure of granting construction permits in all urban areas and Industrial Estates/areas, it has been recommended by DPIIT to "mandate that a single, joint site inspection will be carried out by all concerned authorities such as Fire, Water and Sewerage, Electricity, Labour (such as Factory license) Department and other internal Departments".

4. Therefore, in order to implement the above reform, the Government of Goa, through this circular, mandates that a single, joint site inspection shall be conducted by all concerned authorities, as applicable, at the pre-construction stage for granting construction permits.

5. The departments that may be required to conduct such single, joint inspections at the pre-construction stage (including but not limited to) are as follows:

- (i) Goa Industrial Development Corporation (Goa-IDC)
- (ii) Directorate of Fire & Emergency Services
- (iii) Health Department
- (iv) Any other department such as Inspectorate of Factories & Boilers that may be applicable on a case-to-case basis as identified

6. Applicant is required to mandatorily apply for NOC from Directorate of Health Services, Initial NOC from Directorate of Fire & Emergency Services and Approval of Factory Plan (in case the building to be erected is for the purpose of establishment of a factory and also covered under Inspectorate of Factories & Boilers) from Inspectorate of Factories & Boilers prior to issuance of Construction License by the concerned authority.

7. Directorate of Health Services and Directorate of Fire & Emergency Services may choose to conduct inspection on a case-to-case basis dependent on the application and supporting documentation whereas Inspectorate of Factories & Boilers may process application for "Approval of Factory Plan" on the basis of supporting documentation submitted.

8. The process for conducting single, joint inspection and grant of construction permit to be followed by the concerned departments is as mentioned below:

- (i) Applicant (if applicable) has to apply online for factory plan approval. Applicant may submit an application to Goa-IDC for grant of construction license along with the supporting documentation as required by Goa-IDC, Directorate of Fire and Emergency Services, and Directorate of Health. Upon receipt of such documentation, Goa-IDC shall do a check against the already submitted templates of application forms and checklists provided by Directorate of Fire and Emergency Services and Directorate of Health Services. This must mandatorily include eight copies of the building plan for distribution to the concerned departments drawn in accordance with their requirements along with (if applicable) acknowledgement number obtained during online application for factory plan approval from inspectorate of factories and boilers. Goa IDC to modify application form for construction license to include the field for acknowledgement number for factory plan approval. This form will be mandatorily filled

by applicants requiring approval of factory plan. The application form and supporting documentation is required to be submitted by the applicant to Goa-IDC as separate and clearly identifiable folders addressed to the Directorate of Fire and Emergency Services, Directorate of Health Services, Goa-IDC and Inspectorate of Factories & Boilers.

- (ii) In case, obtaining approval of factory plan from Inspectorate of Factories & Boilers is not applicable, then the applicant shall submit an undertaking to that effect to Goa-IDC citing the reason for non-applicability for the purpose of onward submission and seeking NOC from Inspectorate of factories & Boilers.
- (iii) If the required documentation pertaining to each of the departments are submitted in totality by 1300 hrs, the same shall be forwarded to the stakeholder departments on the next working day mandatorily by way of both e-Mail and hard copy. In case of receipt of the necessary documentation post 1300 hrs, the same shall be distributed to the stakeholder departments within the next to next working day. Goa-IDC shall forward the folder addressed to the Directorate of Health Services to the corresponding Public Health Centre as shall be the case with respect to the Taluka wherein the concerned Industrial Estate is located as the concerned public health officer is the competent authority.
- (iv) In case the required documentation pertaining to each of the departments are not submitted by the applicant as determined by Goa-IDC by way of cross-checking against the checklists submitted by the concerned departments to Goa-IDC, the non-enclosure of documents as per the checklist shared by the stakeholder departments shall be brought to the notice of the applicant instantly and the applicant shall be required to resubmit the application along with supporting documentation duly completed in all aspects.
- (v) It is imperative to convey to the applicant (at Goa-IDC's application receiving counter) that the timeline for application processing at Goa-



IDC's end and thereafter joint inspection shall commence only post receipt of necessary decisions by the concerned departments.

- (vi) In case the applicant has already availed "Approval of Factory Plan" by way of electronic medium, such approval along with the duly approved plan(s) provided by Inspectorate of Factories & Boilers shall be submitted by the applicant to Goa-IDC along with application and necessary documentation as required by Goa-IDC and other stakeholder departments.
- (vii) In case the above-mentioned departments do not have a role to play in the concerned application, the same shall be communicated in writing to Goa-IDC within a time span of 4 working days of receipt of the concerned application and documentation.
- (viii) Queries, if any, on the applications and supporting documentation submitted to Directorate of Fire & Emergency Services, Directorate of Health Services, and Inspectorate of Factories and Boilers shall be sent to the applicant by electronic means (e-Mail and/ or SMS and/ or software) without requesting the applicant to physically visit the department offices and under intimation to Goa-IDC, such that the timelines may be offset for Goa-IDC and the department raising the queries against such applications. However, the offset of timelines shall not be effected for other stakeholder departments that have not raised any query. In case of multiple departments raising queries on the same application, the offset to be effected for Goa-IDC shall be the maximum offset witnessed under such circumstance.
- (ix) Upon receipt of responses from the applicant (if applicable), the need for inspections to be conducted by the concerned departments shall be communicated to Goa-IDC within a timeline of T+4 working days (where T is the date of receipt of the applications and supporting documentation from Goa-IDC or the date of receipt of complete responses from the applicants to the complete satisfaction of the departments. in case of any query, whichever is later), else decisions (NOCs. in case of approval) of the concerned departments shall be shared with Goa-IDC via email pertaining to grant or denial of their respective services along with reasons of rejection, as the case may be.

within a timeline of T+4 working days. In case of Inspectorate of Factories & Boilers as the Department will not participate in inspection prior to construction, the Department will convey their approval or rejection or grant NOC as the case may be in T+12 working days.

(x) In case of the need to conduct inspections, the same shall be scheduled by on or before T+7<sup>th</sup> working day by Goa-IDC under intimation to all the concerned departments with details such as (date, time, Estate, address etc.) and complete the joint inspection by T+10<sup>th</sup> working day.

(xi) Thereafter, decisions (NOCs, in case of approval) of the concerned departments shall be shared with Goa-IDC pertaining to grant or denial of their respective services along with reasons of rejection, as the case may be, within a timeline of T+12 working days. If the concerned NOCs/permissions/rejection/comments are not received by Goa-IDC after joint inspection by T+12 days, the NOC/permission shall be deemed granted. However, the applicant shall continue to be liable for violation of the respective act which Goa-IDC will incorporate in their communication/permission to the applicant.

(xii) Goa-IDC, basis the decisions of the stakeholder departments, shall either grant the construction permit or reject the application for construction permit within a timeline of T+14 working days, clearly mentioning the reasons of rejection, as the case may be.

9 It is therefore instructed to the above departments, namely, Directorate of Fire & Emergency Services and Directorate of Health Services (and any other department that may be identified from time to time) that necessary application format/ prerequisites/ document checklist required by them to grant NOCs/ Approvals may be shared with Goa-IDC immediately upon publication of this Circular so that the same may be used for cross-checking the applications and supporting documentation as submitted by the applicant. Furthermore, the same may be uploaded on the respective department's website to create public awareness.

10. Further, any other department that provides NOC/ approval/ permission prior to issuance of construction license by Goa-IDC, shall intimate the same to Goa-IDC and their need to conduct inspections (if any), upon publication of this Circular with clear definition of conditions that may trigger their approvals (if conditional) so that such Departments may be considered for conducting single, joint inspections (if applicable) as well as for providing subsequent NOC/ approval/ permission post which Construction License may be issued by Goa-IDC.

11. Additionally, it is also mandated that inspections post construction of building and related to Occupancy certificate by Goa IDC shall also be single and joint in nature with adherence to the timelines as mentioned below:

- (i) Submission of Application by applicant notifying completion of work to Goa IDC along with necessary documentation required by Inspectorate of Factories and Boilers (if applicable), Directorate of Fire and Emergency Services, and Directorate of Health Services to Goa IDC.
  - (ii) Circulation of the concerned application by Goa IDC to respective departments via email/hard copy: T+2 working days
  - (iii) Date of communication of inspection schedule by Goa IDC: Within T+4 working days
  - (iv) Inspection date: T+5 working days
  - (v) NOCs/ Communication of decisions by the Departments: Within T+6 working days
  - (vi) Inspectorate of Factories & Boilers will issue NOC to enable Goa-IDC to grant occupancy certificate for the building to the applicant subject to construction of the building is in accordance with the plans approved by the Department and an online application for registration and grant of license has been prior to joint inspection along with compliance to the condition(s), if any, laid while factory plan approval
  - (vii) Demand Notice by Goa-IDC: Within T+7 working days
- OR
- (viii) Decision of rejection on the application by Goa-IDC: Within T+8 working days
  - (ix) Grant of Occupancy certificate by Goa-IDC upon payment by the applicant: Within 1 working day of payment by the applicant



12. All timelines specified above against various milestones, are applicable only upon resolution/ clearance of dependency on the applicant. Any activity/ step/ action, mentioned in the Circular above, as and when dependent on the applicant for initiation, processing and subsequent closure, shall cause the count of days to pause and shall be triggered/ resumed only when such activity/ step/ action to be initiated by the department staff is not awaiting any further action by the applicant.

13. All concerned departments shall take appropriate action accordingly.

14. This Circular issues after consultation with all the above departments.



(Nila Mohanan, IAS)  
Secretary (Industries)

Copy to:

1. All Secretaries to the Government
  2. All Heads of Departments / offices
  3. All Managing Director / Chief Executive Officers of Corporations/ Public Undertaking Government Organizations.
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