

[Authorised English Translation]

HARYANA GOVERNMENT
INDUSTRIES AND COMMERCE DEPARTMENT

Notification

The 14th July, 2016

No.S.O.21/H.A.6/2016/S.17/2016.— In exercise of the powers conferred by section 17 of the Haryana Enterprises Promotion Act, 2016 (6 of 2016), the Governor of Haryana hereby makes the following rules, namely: -

1. (1) These rules may be called the Haryana Enterprises Promotion Rules, 2016. Short title.
(2) They shall come into force on date of their publication in the Official Gazette.
2. In these rules, unless the context otherwise require,- Definitions.
(a) "Act" means the Haryana Enterprises Promotion Act, 2016 (6 of 2016);
(b) "Form" means a form appended to these rules; and
(c) "Section" means a section of the Act.
3. (1) The Haryana Enterprise Promotion Board shall consist of the following members, Haryana Enterprise
Promotion Board.
(Section 3).
namely:-

Serial Number	Particulars	Designation
1.	Chief Minister	Chairman
2.	Finance Minister	Member
3.	Industries Minister	Member
4.	Tourism Minister	Member
5.	Public Works Minister	Member
6.	Labour Minister	* Member
7.	Environment and Forests Minister	Member
8.	Chief Secretary	Member
9.	Principal Secretary to Chief Minister	Member
10.	Administrative Secretary, Industries and Commerce	Member Secretary.

(2) The Haryana Enterprise Promotion Board shall meet as and when required at Chandigarh or at such other place as the Chairman may specify from time to time to transact its business. Quorum of minimum three members would be required to convene a meeting.

(3) The Haryana Enterprise Promotion Board may co-opt any other Member if so required, for proper and effective discharge of its functions. The Governing Council may invite the concerned Administrative Secretary or any other officer of such Department or any other person as a special invitee to discuss and finalize any specific proposal or issue.

(4) The Haryana Enterprise Promotion Board shall make and observe such procedure and regulations as it may consider necessary and proper to transact its business to achieve the assigned task including matters concerning finance, accounts and personnel. Such procedure and regulations shall be notified to the State Government for information.

(5) All the proposals relating to customized package of incentives for mega, ultra mega projects and the projects having investment of ₹ 100 crore or more shall be considered by the Haryana Enterprise Promotion Board for grant of clearances on the recommendations of the Empowered Executive Committee. All such Online Composite Application Forms received from entrepreneurs at least fifteen days prior the ensuing meeting shall be placed before the Haryana Enterprise Promotion Board for its approval.

(6) The Haryana Enterprise Promotion Board shall exercise concurrent powers of competent authorities of 14 departments for grant of statutory clearness for the services as mentioned in **Annexure-1**. Further, the Haryana Enterprise Promotion Board shall also exercise concurrent powers of competent officers of various such authorities for grant of such clearances for such services as may be notified.

(7) The Member Secretary shall by issuing a meeting notice, convene a meeting of Haryana Enterprise Promotion Board indicating the date, time and place of the meeting. He shall enclose agenda and notes highlighting therein details of the applications cleared, applications cleared with modifications, rejected, information regarding the date on which application has been deemed to have been approved in the case of deemed clearances and other observations, if any, received from the authority for the transaction of business in the said meeting. He shall send a notice of meeting at least three days in advance.

(8) The Member Secretary shall also send communication intimating the date, time and place of the meeting of Haryana Enterprise Promotion Board to the entrepreneurs, whose cases are included in the agenda.

(9) All the members and invitees of the Haryana Enterprise Promotion Board shall attend the meeting in person. In case the member is pre-occupied with other important engagement or business, he shall, with the prior permission of the Chairperson, depute the senior most officer to attend the meeting on his behalf with full briefing of the departmental views.

(10) The Haryana Enterprise Promotion Board shall examine all the proposals placed before it and take appropriate decisions.

(11) The Member Secretary of the Haryana Enterprise Promotion Board shall circulate the proceedings of the meeting within three days after taking approval of the Chairman.

(12) Within three days of circulation of the proceedings of the meeting, the Member Secretary shall communicate the decision of the Haryana Enterprise Promotion Board to the authorities and the entrepreneur concerned.

(13) The Haryana Enterprise Promotion Centre shall issue the necessary clearances within three days of the receipt of orders of the Haryana Enterprise Promotion Board.

Empowered
Executive
Committee.
(Section 4).

4. (1) The Empowered Executive Committee (EEC) working under the aegis of Haryana Enterprise Promotion Board shall consist of the following members, namely:-

Serial Number	Particulars	Designation
1.	Principal Secretary to Chief Minister	Chairman
2.	Administrative Secretary, Industries and Commerce Department.	Member-cum-Chief Executive Officer
3.	Administrative Secretary, Town and Country Planning Department.	Member
4.	Administrative Secretary, Environment Department.	Member
5.	Administrative Secretary, Forest Department.	Member
6.	Administrative Secretary, Public Works (Building and Roads) Department.	Member
7.	Administrative Secretary, Finance Department.	Member
8.	Administrative Secretary, Public Health Engineering Department.	Member
9.	Administrative Secretary, Power Department.	Member
10.	Administrative Secretary, Urban Local Bodies Department.	Member
11.	Administrative Secretary, Labour Department.	Member
12.	Managing Director, Haryana State Industrial and Infrastructure Development Corporation Limited.	Additional Chief Executive Officer-cum-Member.
13.	Director General or Director of Industries and Commerce.	Deputy Chief Executive Officer-cum-Member Secretary.

(2) The Empowered Executive Committee shall meet at least once in a month at Chandigarh or at such interval or such other place as the Chairman may specify from time to time to transact its business. Quorum of minimum three members shall be required to convene a meeting.

(3) The Empowered Executive Committee may co-opt any other Member if so required, for proper and effective discharge of its functions. The Empowered Executive Committee may invite the concerned Administrative Secretary or any other officer of such Department or any other person as a special invitee to discuss and finalize any specific proposal or issue.

(4) The Empowered Executive Committee shall make and observe such procedure and regulations as it may consider necessary and proper to transact its business to achieve the assigned task including matters concerning finance, accounts and personnel. Such procedure and regulations shall be notified to the State Government for information.

(5) The Empowered Executive Committee shall exercise concurrent powers of competent authorities of 14 departments for grant of statutory clearness for the services as mentioned in **Annexure-1**. Further, the Empowered Executive Committee shall also exercise concurrent powers of competent officers of various such authorities for grant of such clearances for such services as may be notified.

(6) The Empowered Executive Committee may appoint from time to time, such Sub-Committee(s) as may be considered necessary, to assist it in carrying out its functions and facilitate investments in the State.

(7) All the projects having investment of ₹ 10 crore or more but less than ₹ 100 crore and involving Change of Land Use cases of more than one acre land shall be considered by the Empowered Executive Committee for grant of clearances and incentives. Details of all such Online Composite Application Forms received from entrepreneurs at least fifteen days prior the ensuing meeting shall be placed before the Empowered Executive Committee.

(8) The Member Secretary of the Empowered Executive Committee shall by issuing a meeting notice, convene a meeting of Empowered Executive Committee indicating the date, time and place of the meeting. He shall enclose agenda and notes highlighting therein details of the applications cleared, applications cleared with modifications, rejected, information regarding the date on which application has been deemed to have been approved in the case of deemed clearances and other observations, if any, received from the authority for the transaction of business in the said meeting. He shall send a notice of meeting at least three days in advance.

(9) The Member Secretary of the Empowered Executive Committee shall also send communication intimating the date, time and place of the Empowered Executive Committee meeting to the entrepreneurs, whose cases are included in the agenda.

(10) All the members and invitees of the Empowered Executive Committee shall attend the meeting in person. In case the member is pre-occupied with other important engagement or business, he shall, with the prior permission of the Chairperson, depute the senior-most officer to attend the meeting on his/her behalf with full briefing of the departmental views.

(11) The Empowered Executive Committee shall examine all the proposals placed before it and take appropriate decisions regarding grant of clearances/ deemed clearances.

(12) The Member Secretary of the Empowered Executive Committee shall circulate the proceedings of the meeting within three days after taking approval of the Chairman.

(13) Within three days of circulation of the proceedings of the meeting, the Member Secretary shall communicate the decision of the Empowered Executive Committee to the authorities and the entrepreneur concerned.

(14) The Haryana Enterprise Promotion Centre shall issue the clearances within three days of the receipt of decision of the Empowered Executive Committee.

(15) The Empowered Executive Committee shall be the final authority in granting clearances. The clearances given by the Empowered Executive Committee shall be binding on the authorities concerned and such authorities shall issue the requisite clearances to the entrepreneur within stipulated time.

Haryana
Enterprise
Promotion
Centre.
(Section 5).

5. (1) To provide secretarial service to the Haryana Enterprise Promotion Board and the Empowered Executive Committee, the Haryana Enterprise Promotion Centre shall be constituted comprising of the following members:-

- (a) The Administrative Secretary, Industries and Commerce shall be a Chief Executive Officer to carry out its day-to-day functions. Managing Director, Haryana State Industrial and Infrastructure Development Corporation Limited shall be the Additional Chief Executive Officer and Director General or Director, Industries and Commerce Department shall be the Deputy Chief Executive Officer of the Haryana Enterprise Promotion Centre.
- (b) The Chief Executive Officer shall discharge all such functions as are assigned or may be assigned to him from time to time.
- (c) The Haryana Enterprise Promotion Board may create such other posts and Haryana Enterprise Promotion Centre may appoint such other officers and employees thereon, as it may consider necessary for efficient discharge of its functions. The Chief Executive Officer of the Haryana Enterprise Promotion Centre shall be authorized to prescribe the qualifications, experience, pay-scales etc. of various posts of Haryana Enterprise Promotion Centre and shall seek the approval of the Empowered Executive Committee for the same.
- (d) The posts created and officers appointed by the Haryana Enterprise Promotion Centre shall amongst others, include those as mentioned in **Annexure-2**.

(2) The services of the officers noted above shall be placed with the Haryana Enterprise Promotion Centre on deputation/ secondment by the concerned administrative departments/ organizations. In case an officer from the above mentioned list is not placed on deputation by concerned department / organization, the Chief Executive Officer of Empowered Executive Committee shall be authorized to delegate the powers with respect to that particular officer/department/organization to any other officer of the Haryana Enterprise Promotion Centre. In case the department/organization is unable to provide the officer of the rank mentioned above, the deputed officer shall be deemed to be in the rank mentioned above till he remains on deputation with Haryana Enterprise Promotion Centre. However, this shall not entitle him any additional financial benefit on this account.

(3) Besides the officers and employees of the Haryana Enterprise Promotion Centre other than those mentioned in clause (d) of sub-rule (1) above, the initial staff of the Haryana Enterprise Promotion Centre shall be taken on deputation/ recruited on contractual basis on such terms and conditions as approved by the Chief Executive Officer of Empowered Executive Committee.

(4) The conditions of service of officers and other employees as appointed in the Haryana Enterprise Promotion Centre and their functions and duties shall be such as may be specified by the Haryana Enterprise Promotion Centre. However, the officers as mentioned in clause (d) of sub-rule (1) above whose services are placed with the Haryana Enterprise Promotion Centre on deputation or secondment, shall continue to be governed under the relevant rules and regulations of their respective cadres in their parent departments/organizations.

(5) Insofar as possible, the officers and employees of the Haryana Enterprise Promotion Centre other than those mentioned in clause (d) of sub-rule (1), shall also be taken on deputation/ Secondment or recruited on contractual basis on such terms and conditions as approved by the Haryana Enterprise Promotion Board.

(6) The Chief Executive Officer of the Haryana Enterprise Promotion Centre shall exercise the powers of supervision and control over all the officers and employees of the Haryana Enterprise Promotion Centre. He shall sign all the contracts of the employees after due sanction of the Empowered Executive Committee. He shall also be the competent authority to sign all documents, approvals and sanctions granted or issued by the Empowered Executive Committee.

6. The Haryana Enterprise Promotion Centre shall perform the following functions, namely:-
- (i) It shall process investment proposals including new investments, modernization, up-gradation and expansion of existing projects having investment more than ₹ 10 crore;
 - (ii) It shall coordinate all efforts of the State Government to encourage new investment and its actualization in the State in the focus sectors;
 - (iii) It shall receive or cause to be received applications for new investment both from private and public agencies, and examine and process the same for all necessary statutory and other approvals;
 - (iv) It shall receive or cause to be received applications for grant all the approvals for establishment of industrial parks in private sector as may be notified, and examine and process the same for all necessary statutory and other approvals;
 - (v) On approval from the Haryana Enterprise Promotion Board / Empowered Executive Committee, it shall issue requisite approvals if the proposal is broadly covered under the Incentives Package in the Enterprises Promotion Policy-2015 subject to fulfillment of conditions specified for necessary statutory and other approvals;
 - (vi) On approval from the Haryana Enterprise Promotion Board / Empowered Executive Committee, it shall grant clearances in cases where all necessary statutory and other approvals are received or deemed to have been received;
 - (vii) On approval from the Haryana Enterprise Promotion Board / Empowered Executive Committee, it shall issue Certificate of Eligibility for incentives in keeping with the Package of Incentives for Enterprises Promotion Policy-2015;
 - (viii) On approval from the Haryana Enterprise Promotion Board / Empowered Executive Committee, it shall disburse the incentives as per the Incentives Package under the Enterprises Promotion Policy-2015;
 - (ix) It shall review and monitor investment in various projects where the approvals were granted by Haryana Enterprise Promotion Board / Empowered Executive Committee/ District Level Clearance Committee;
 - (x) It shall carry out or cause to be carried out investment audit and requisite inspections of the proposals approved by it;
 - (xi) It shall refer the cases where these are not fully covered under the Package of Fiscal Incentives for Enterprises Promotion Policy-2015 to the Empowered Executive Committee with its recommendations/ observations;
 - (xii) It shall assist various authorities whose powers are devolved upon it under various Legislations, Acts, Rules and Regulations in evolving a procedure in carrying out annual audit of the proposals approved by it during a financial year. The Administrative Department shall, report non-compliance, if any, to the Empowered Executive Committee to ensure the desired compliance in a time-bound manner;
 - (xiii) It shall ensure compliance or removal of discrepancies if any pointed out by the authorities in their respective annual audit, after due deliberations and interaction with the project proposer/investor. It shall, however not allow or ask the authorities to directly interact with the investors, who would be legally bound to meet with all the requirements of relevant laws as applicable to a project;
 - (xiv) It shall resolve all inter-departmental matters and coordinate with the concerned authorities qua a new investment proposal through various officers of line authorities placed with the Haryana Enterprise Promotion Centre;
 - (xv) It shall prepare and submit its quarterly reports on investment promotion in the State to the Haryana Enterprise Promotion Board for information and review and shall submit its annual report to the State Government in the Department of Industries and Commerce after it is approved by the Haryana Enterprise Promotion Board; and
 - (xvi) It shall assist the project applicants for new investments in the State in such a manner as it may consider appropriate to ensure that the investment is made at the earliest possible.

Functions of Haryana
Enterprise Promotion
Centre.
(Section 5).

District Level
Clearance
Committee.
(Section 8).

7. (1) The District Level Clearance Committee at district level shall consist of following members, namely:-

Serial Number	Particulars	Designation
1.	Deputy Commissioner of the concerned district	Chairman
2.	Superintending Engineer, Uttar Haryana Bijli Vitran Nigam/ Dakshin Haryana Bijli Vitran Nigam	Member
3.	Deputy Excise and Taxation Commissioner	Member
4.	District Town Planner	Member
5.	Regional Officer of the Haryana State Pollution Control Board.	Member
6.	Deputy/Assistant Labour Commissioner	Member
7.	District Revenue Officer (DRO)	Member
8.	Assistant Director, Industrial Safety O/o Labour Commissioner-cum-Chief Inspector of Factories	Member
9.	Drug Inspector	Member
10.	Estate Officers of HSIIDC and HUDA	Member
11.	Executive Officer, Municipal Committee/Joint Commissioner Municipal Corporation	Member
12.	District Food and Supply Controller	Member
13.	District Level Officer of Ayush Department	Member
14.	District Level Officer from the Department of Non-conventional Energy and Renewable Energy	Member
15.	District Forest Officer	Member
16.	Joint Director/ Deputy Director, District Industries Centre	Member Secretary

(2) The District Level Clearance Committees shall meet at least once in a month at district headquarters or at such interval or at such other place as the Chairman may specify from time to time to transact its business. Quorum of minimum three members would be required to convene a meeting.

(3) The District Level Clearance Committees may co-opt any other Member if so required, for proper and effective discharge of its functions. The District Level Clearance Committees may invite the concerned officer of such Department or any other person as a special invitee to discuss and finalize any specific proposal or issue.

(4) The District Level Clearance Committees shall make and observe such procedure and regulations as it may consider necessary and proper to transact its business to achieve the assigned task including matters concerning finance, accounts and personnel. Such procedure and regulations shall be notified to the State Government for information.

(5) The District Level Clearance Committees shall work under the overall supervision and guidance of the Empowered Executive Committee. The authorities shall delegate their powers to the respective members of the District Level Clearance Committees for grant of clearances under their respective Acts, rules or regulations, if any, for approval of projects with investment upto ₹ 10 crore or for grant of Change of Land Use permission for an area upto 1 acre in the conforming zone. The secretarial support to District Level Clearance Committee shall be provided by the District Industries Centre.

(6) The District Level Clearance Committees may from time to time appoint, such Sub-Committee(s) as may be considered necessary, to assist it in carrying out its functions and facilitate investments in the State.

(7) All the projects having investment upto ₹ 10 crore and involving Change of Land Use cases of up to one acre land in conforming zone shall be considered by the District Level Clearance Committee for grant of clearances and incentives. Details of all the Online Composite Application Forms received from entrepreneurs at least fifteen days prior the ensuing meeting shall be placed before the District Level Clearance Committees.

(8) The Member Secretary of the District Level Clearance Committee shall by issuing a meeting notice, convene a meeting of District Level Clearance Committee indicating the date, time and place of the meeting. He shall enclose agenda and notes highlighting therein details of the applications cleared, applications cleared with modifications, rejected, information regarding the date on which application has deemed to have been approved in the case of deemed clearances and other observations, if any, received from the authority for the transaction of business in the said meeting. He shall send a notice of meeting at least three days in advance.

(9) The Member Secretary of the District Level Clearance Committee shall also send communication intimating the date, time and place of the District Level Clearance Committee meeting to the entrepreneurs, whose cases are included in the agenda. All the members and invitees of the District Level Clearance Committee shall attend the meeting in person. In case the member is pre-occupied with other important engagement or business, he shall depute the senior-most officer to attend the meeting on his behalf with full briefing of the departmental views.

(10) The District Level Clearance Committee shall examine all the proposals placed before it and take appropriate decisions regarding grant of clearances/ deemed clearances.

(11) The Member Secretary of the District Level Clearance Committee shall within three days circulate the proceedings of the meeting after taking approval of the Chairman.

(12) Within three days of circulation of the proceedings of the meeting, the Member Secretary of the District Level Clearance Committee shall communicate the decision of the District Level Clearance Committee to the authorities and the entrepreneur concerned.

(13) The District Industries Centre shall issue the clearances within three days of the receipt of decision of the District Level Clearance Committee.

8. (1) Every applicant seeking to apply for clearance(s) relating to such authorities required for establishment of a new project or expansion of an existing enterprise shall apply to the Nodal Agency in the relevant part(s) of the Online Composite Application Form. Maximum time limit for grant of the clearance(s) relating to services of such authorities as specified in **Annexure-1** shall be 30 days.

Online Composite
Application Form.
(Section 9).

(2) The application shall be accompanied by requisite fee as prescribed in the various laws/ Acts / regulations, applicable.

(3) Before issuing acknowledgement, the authorized representative of the Nodal Agency shall allot an Identity Number on the Online Composite Application Form and ensure that;

- (i) the application is complete in all respects;
- (ii) all relevant and prescribed documents have been uploaded;
- (iii) the prescribed fees receipts have been deposited;
- (iv) undertaking as mentioned in **Annexure-3** has been furnished by the applicant;
- (v) the check list has been filed correctly and signed by the applicant.

(4) The authority shall process the application and send its orders sanctioning or rejecting the application, as the case may be, to the nodal agency so that the same can be given to the applicant. The authority may ask for additional information in one lot and not in piecemeal manner from the applicant within five working days only through the Nodal Agency. The responsibility of securing and obtaining additional information will rest with the Nodal Agency and in such cases the total time taken for deciding the application shall not exceed the time period prescribed for granting such clearances under the Right to Service Act, 2014 plus fifteen days at the most. In any case, the total additional time period (in addition to the time period prescribed under the Right to Service Act, 2014) shall not exceed 15 days, after which deemed clearance provision shall apply.

Deemed
clearances.
(Section 11).

9. The provision of deemed clearances under sub-section (1) of section 12 of the Act shall be applicable to the clearances as indicated in **Annexure-1**. In case the Concerned Authority fails to pass orders on the application within the time frame, the Empowered Executive Committee/ District Level Clearance Committees shall issue the letter of deemed clearance as indicated in **Annexure-4**.

10. The time limit for grant of clearance shall be applicable from the date of submission of the application for the grant of clearances.

Finances.

11. Financing of the Haryana Enterprise Promotion Board. –

(1) The Haryana Enterprise Promotion Board shall be funded by the State Government in the Department of Industries & Commerce, Haryana by way of Grant in Aid. Management of the funds received by the Haryana Enterprise Promotion Board shall be with the Haryana Enterprise Promotion Centre. The funds required for smooth functioning of the District Level Clearance Committees shall be provided by the Haryana Enterprise Promotion Centre.

(2) The Haryana Enterprise Promotion Centre may maintain a separate bank account of its receipts and expenditure which shall be audited annually by the statutory and Government auditors.

(3) The Haryana Enterprise Promotion Centre shall finalize its quarterly and annual receipts and expenditure accounts within thirty days from the close of the relevant quarter of the year.

(4) The delegation of financial powers shall be as under:

- (a) Empowered Executive Committee level - full power;
- (b) Chief Executive Officer level – Upto ₹ 1 crore;
- (c) Additional Chief Executive Officer level – Upto ₹ 50 lakh;
- (d) Deputy Chief Executive Officer level – Upto ₹ 30 lakh.

Appeals.
(Section 14).

12. (1) Every appeal shall be accompanied by a fee of rupees two thousand five hundred payable online. The appeal shall be presented either in person or by an agent duly authorized.

(2) The appellate authority shall, after giving a reasonable opportunity of being heard to the appellant, pass such order, as it deems fit. The orders of the appellate authority shall be final.

(3) Every order passed by the appellate authority shall be communicated to the appellant within a period of fifteen days from the date of the order.

List of services of 14 departments to be given in time bound manner.

[See rule 3 (6)]

Stage I - Project Initiation Stage (14 Nos. of Services)

Stage II - Before Construction Stage (15 nos. of Services)

Stage III - Before Commencement of Commercial Production (15 nos. of Services)

Sr. No.	Name of Department	Stage	Services
1.	Town and Country Planning	Stage-I	a. Change of land use in Industrial Zone; b. NOC for establishment of unit under Urban Area Act; c. NOC for unit falling outside controlled / urban area; d. License for brick kilns, charcoal kilns, stone crushers.
		Stage-II	a. Building plan approval
		Stage-III	a. Occupation/ completion certificate
2.	Urban Local Bodies	Stage-I	a. Change of land use within Municipal Limit
		Stage-II	a. Approval of building plan b. Issuance of temporary water connection c. Approval for scheme of fire NOC
		Stage-III	a. NOC for fire service b. Issuance of Trade License under Section 330 for factory, workshop or trade remises. In which it is intended to employ steam, electricity, water or other mechanical power. c. Issuance of permanent water/sewerage connection. d. Occupation/completion certificate
3.	Environment Department	Stage-I	a. Environmental clearance (EC) under Aravali Notification 1992 & 1999 b. Environment clearance from State/Central Environment Impact Assessment Authority
4.	Haryana State Pollution Control Board	Stage-I	a. Consent for establishment under Water Act, 1974 and the Air Act, 1981 b. Registration/Authorization under e-waste (Management & Handling) Rules, 2011 c. Registration for Recycle/reprocessing under Hazardous waste (Management Handling and Trans Boundary and Movement) Rules, 2008 d. Registration under Plastic Manufacture, Sale and Usage Rules, 1999
		Stage-III	a. Consent to operate under Water Act, 1974 and the Air Act, 1981 b. Authorization under Bio Medical Waste (Management & Handling) Rules, 1998
5.	Forest Department	Stage-I	a. Forest clearance for approach public entry/exit and diversion of forest land
6.	Uttar Haryana Bijli Vitran Nigam/ Dakshin Haryana Bijli Vitran Nigam (Power Department)	Stage-I	a. Load sanctioning and agreement for temporary connection.
		Stage-II	a. Load sanctioning and Release of permanent electric connection

Sr. No.	Name of Department	Stage	Services
7.	Labour Department	Stage-II	a. Approval of factory plan under the Factories Act, 1948 – Safety Wing b. Registration of Principal Employers establishment and License for contractor under provision of Contract Labour Act, 1970 – Labour Wing
		Stage-III	a. Factory registration/license under Factories Act, 1948 – Safety Wing b. Shop registration under Shops and Establishment Act – Labour Wing
8.	Excise and Taxation	Stage-I	a. VAT Registration b. CST Registration
9.	Department of Health Services	Stage-II	a. Drug License for Allopathic Medicine
10.	Ayush Department	Stage-II	a. Drug License for Ayurvedic Medicine
11.	Haryana State Industrial and Infrastructure Development Corporation	Stage-I	a. Allotment of plots
		Stage-II	a. Building plan approval b. Issue of plinth level certificate c. Permission for mortgage of plot d. Temporary water connection
		Stage-III	a. Issue of completion/occupation certificate b. Release of permanent water connection & Sewerage connection
12.	Non-Conventional Energy/ Renewal Department	Stage-II	a. Registration & approval for setting up of Biomass based power projects in the State b. Registration & approval for setting up of Solar power projects in the State.
13.	Industries and Commerce Department	Stage-II	a. Registration under Boiler Act
14.	Power Department	Stage-III	a. Certification of Electrical installation by Chief Electrical Inspector.

**Details of the officers/officials to be deputed on deputation /contractual basis in the Haryana Enterprise
Promotion Centre
[See rule 5(1)(d)]**

Sr. No.	Name of Position/Post	Nature of Employment	Department	Number of Posts
1.	Chief Executive Officer, Chandigarh (Principal Secretary Industries, Department of Industries & Commerce)	Regular	Industries and Commerce Department	01
2.	Additional Chief Executive Officer (MD,HSIIDC)	Regular	-do-	01
3.	Deputy Chief Executive Officer (Director General or Director of Industries, Department of Industries & Commerce)	Regular	Industries and Commerce Department	01
Senior Officers				
1.	Chief Town Planner	Deputation	Department of Town & Country Planning	01
2.	Additional Labour Commissioner	Deputation	Labour	01
3.	Chief Town Planner	Deputation	Urban Local Bodies	01
4.	Additional Excise & Taxation Commissioner	Deputation	Excise & Taxation	01
5.	Additional Director	Deputation	Factories (Labour)	01
6.	General Manager	Deputation	Haryana State Industrial and Infrastructure Development Corporation	01
7.	Environmental Engineer	Deputation	Haryana State Pollution Control Board	01
8.	Chief Conservator	Deputation	Forest	01
9.	General Manager	Deputation	Uttar Haryana Bijli Vitran Nigam/ Dakshin Haryana Bijli Vitran Nigam	01
10.	Joint Controller	Deputation	Finance Department	01
11.	District Revenue Officer	Deputation	Revenue Department	01
12.	Additional Director/ Joint Director	Regular	Industries and Commerce Department	01
Junior Officers/ Officials				
13.	Deputy Director (Labour)	Deputation	Labour Department	01
14.	Assistant Town Planner	Deputation	Urban Local Bodies	01
15.	DETC/ETO (Hq.)	Deputation	Excise & Taxation	01
16.	Deputy Director (S&F)	Deputation	Labour Department (Factories Wing)	01
17.	Deputy General Manager	Deputation	Haryana State Industrial and Infrastructure Development Corporation	02

Sr. No.	Name of Position/Post	Nature of Employment	Department	Number of Posts
18.	Assistant Environmental Engineer	Deputation	Haryana State Pollution Control Board	01
19.	Deputy General Manager	Deputation	Uttar Haryana Bijli Vitran Nigam/ Dakshin Haryana Bijli Vitran Nigam	01
20.	Deputy Director/ Assistant Director	Regular	Industries Department	02
21.	District Town Planner/ Assistant Town Planner	Deputation	Town and Country Planning	01
22.	Assistant Town Planner	Deputation	Urban Local Bodies	01
23.	Divisional Forest Officer	Deputation	Forest	01
24.	Under Secretary	Deputation	Finance Department	01
25.	Revenue Officer	Deputation	Revenue Department	01
26.	Private Secretary (PS)	Deputation	From Secretarial Staff	02
27.	Personal Assistant (PA)	Deputation	Each from concerned Department	02
	Total			36

Note: - Regular and deputation staff shall get salary / T.A./D.A. from their respective departments/ organization.

Additional Staff on Contract Basis through Outsourcing:

Sr. No.	Name of Position/Post	Nature of Employment	No. of Posts
1.	Investors Facilitation Officer	On contract through Outsourcing	05
2.	Manager (Legal)	On contract through Outsourcing	01
3.	Manager (Finance & Accounts)	On contract through Outsourcing	01
4.	Manager (IT)	On contract through Outsourcing	01
5.	Programmer / Networking Engineer	On contract by HARTRON	01
6.	Executive	On Contract through Outsourcing	05
7.	Peons	Contract through Outsourcing	06
8.	Drivers	Contract through Outsourcing	04
	Total		24

(UNDERTAKING)
[See rule 8(3)(iv)]

Annexure -3

I.....S/o,D/o,W/o.....Aged.....
Residing at.....who is the (Designation).....of
M/s.....hereby give the following undertaking:

1. Our firm/company is proposing to set up a project at (complete address) to manufacture/to provide services as mentioned below:
 - 1.
 - 2.
 - 3.
 - 4.
2. We certify that the particulars furnished in the Common Application Form are true, and correct and complete to the best of our knowledge and undertake to adhere to the declarations made thereunder. The firm/company shall be made liable for penal action as proposed under section 12 if the particulars furnished are found to be false/ incorrect or incomplete and on our failure to adhere to the declarations made.
3. The firm/company hereby undertake to abide by the conditions specified in each of the clearances and our failure to comply with the requirement/conditions of clearances shall result in withdrawal/ cancellation of the clearances and further, shall make us liable for legal action as specified under the respective Acts/rules.
4. The firm/company undertake to comply with all the provisions of applicable Acts/ rules/regulations to our industry.
5. Any losses to personal or public property caused due to wrong certification by the firm/company shall be liable to be borne by the firm/company.

Place:
Date:

For.....
Authorized Signatory.....
Name.....
Designation.....

CERTIFICATE OF DEEMED CLEARANCE
[See rule 9]

Annexure-4

To

M/s.....
.....

This refers to your application I.D. No. dated..... for the grant of
.....(name of the clearance).....

In exercise of the powers conferred by section 11, the Nodal Agency at is
pleased to intimate that the clearance referred to above is deemed to have been issued with effect from..... You
may go ahead with the establishment of a new project or expansion of an existing enterprise so far as aforesaid
clearance is concerned. You shall have to abide by all the terms and conditions as contained in the Act/rules
governing the aforesaid clearance.

Dated the

Name of the Nodal Agency

DEVENDER SINGH,
Principal Secretary to Government of Haryana,
Industries and Commerce Department.