

INSTRUCTIONS FOR FILLING UP OF COMMON APPLICATION

The Common Application is filed for obtaining clearances from departments concerned for the setting up of enterprises.

Following departments are covered under IGB, presently, for obtaining clearances

Chief Inspectorate of Factories & Boilers	Approval under Factories & Boilers Act
Department of Science, Technology & Environment (Puducherry Pollution Control Committee)	Clearance under pollution angle
Town & Country Planning Department	Site clearance
Puducherry Planning Authority	Building plan approval
Revenue Department	Clearance from Land Acquisition point of view

The common application may be filed online after reading the instructions. Requisite enclosures may either be attached or presented at the departments.

After checking for its suitability, the application will be forwarded online to the departments concerned. Clarifications / additional particulars sought by the departments may be attended to online through [know the application status](#) link or provided directly.

The departments will approve the application, lest it fulfils the conditions for the same.

The local bodies issue permission based on the responses for Gazette Notification for public objections and the above clearances from all departments concerned.

1. Fields marked (*) are mandatory.
2. Location of unit must be given with proper Door No., Street Name, Location Name and Village Name.
3. Proper Re-survey number must be mentioned in case of vacant site.
4. In case of existing building, Building Plan Approval obtained from Planning Authority has to be attached.
5. All products / services intended to be manufactured / provided with annual and shift based production capacity must be included.
6. **Fill the application with optimum details to avoid delay In processing**