

TIME FRAME SCHEDULE FOR DIFFERENT STATUTORY COMPLIANCES

Sl.	Department	Service	Time frame	Reference memo/notification
1.	Land & Land Reforms	Mutation	21 days	324-LP/1A-12/13 dated 05.02.2015.
		Conversion	30 days	
2.	MSME&T	Entrepreneurs Memorandum -1	Same day	
		Entrepreneurs Memorandum -2	Same day	
3.	Environment/ Pollution	Consent to Operate for Green Category	15 days	1543-4A-6/2015, Dated 01.06.2015
		Consent to Operate for Orange Category	30 days	
		Consent to Operate for Red Category	60 days	
		Commercial Utilization of Bio Resources	45 days	1669-4A-6/2015 dated 12.06.2015
		Submission of inspection report	72 hours	
4.	Fire &Emergency Services	Furnishing report of Fire Occurrence to the assurance company or other person	15 days	1525/FES/N/2E-131/2013, Dated 11.11.2013
		Fire Safety Certificate	60 days	
		Fire License	60 days	
		License for letting of rockets	60 days	
		Temporary structure	15 days	
5	WBSEDCL/CESC	Inspection for grant of electricity connection	3 days	CMD/09, Dated 31.03.2015
		Issuance of Quotation	3 days	
		Granting of industrial connection	15 days	
6	Labour	Registration of Establishment of Principal Employer the Contract Labour (Regulation and Abolition) Act 1970	30 days	Notification no 1688-GE/G/3A-20/2014, Kolkata dated 11 th June ,2015
		Licensing of Contractors under the Contract Labour (Regulation and Abolition) Act 1970	30 days	
		Registration of Shops and Establishments under West Bengal Shops and Establishments Act,1963	30 days	
		Registration of establishment under the buildings & others construction works (regulation of employment and conditions of services Act, 1996	30 days	
		Registration of establishment of Principal Employer under the Inter-State Migrant Workmen	30 days	
		Licensing of Contractors under the Inter-State Migrant Workmen (Regulation of Employment and condition of services Act, 1979)	30 days	
		Registration of the Motor Transport undertakings under the Motor Transport Worker Act, 1961	30 days	
		Licensing of Industrial Premises under the Beedi & cigar workers (conditions of employment) Act, 1966	90 days	
		Issuance of registration certificate as per the Trade Unions Act, 1926	42 days	
		Issuance of provisional order of Boiler under Form-V	15 days	
		Issuance of Final Certificate of Boiler under Form-VI	180 days	
		Examination of Boiler under registration	30 days	
		Inspection of Boilers for renewal of certificates	15 days	
		Approval of factory plan	40 days	
		Registration and grant of license under the Factories Act, 1948	65 days	
		Submission of inspection report	72 hours	221-IR/3C-04/2015(Pt.) dated 03.03.2015

Sl.	Department	Service	Time frame	Reference memo/notification
7	Water Resources Investigation & Development Department	Extraction of ground water for industrial purpose with pump set capacity upto 10HP subject to rate of extraction not exceeding 50 cubic meter per hour from each well for 10 hours running per day	30 days	
		Extraction of ground water for industrial purpose with pump set capacity upto 25HP subject to rate of extraction not exceeding 100 cubic meter per hour from each well for 10 hours running per day	21 days	
		Extraction of ground water for industrial purpose with extraction rate more than 100 cubic meter per hour from each well for 10 hours running per day	15 days	969-WI/P/MI/1W-06/2015 dated 22.07.2015.
8	Panchayat & Rural Development Department	Issuance of certificate of registration (Trade License)	15 days	437/SS/PN/O/I/3R-5/03(Pt.-II), Dated 11.06.2015
		Issuance of certificate of registration for a trade of special nature	15 days	439/SS/PN/O/I/3R-6/2004(Pt.-II), Dated 11.06.2015
		Building plan sanction for industries by Gram Panchayat	15 days	436/SS/PN/O/I/3R-5/03 (Pt. II) dated 11.06.2015
		Building plan sanction by Gram Panchayat when vetting is required by Panchayat Samiti or Zilla Parishad	30 days	
		Building plan sanction by Gram Panchayat when departmental vetting is required.	60 days	
		NOC for construction of drainage system for storm water/ sewage by Gram Panchayat	15 days	
		Building plan sanction by Panchayat Samiti	30 days	438/SS/PN/O/I/3R-5/03 (Pt. II) dated 11.06.2015
		Building plan sanction by Panchayat Samiti when vetting is required by Zilla Parishad	30 days	
		Building plan sanction by Panchayat Samiti when departmental vetting is	60 days	
NOC for construction of drainage for storm water/ sewage by Panchayat Samiti within the jurisdiction of a Development Authority	15 days			
9	Municipal Affairs Department	Building plan sanction for industries in ULBs	15 days	548/MA/O/C-4/3R-4/2015 (Pt.II) dated 10.08.2015
10	Irrigation & Waterways Department	Allocation of surface water	30 days	198-I dated 03.06.2015
		- At Director level	15 days	
		- High Level Interdepartmental Committee (HLIDC)	9 days	
		- Secretary level		