

Operational Guidelines for Functioning of the Facilitation Cell

1.0 Introduction

The Government of Odisha has attached top priority to enhance the manufacturing growth in the state and its contribution to the state GDP. One of the key reforms undertaken to improve the investment climate is to facilitate and guide the investors setting up industrial units in the state. To strengthen the investor facilitation, the Government has constituted dedicated Investor Facilitation Cells at the State and District levels vide Industries Department Notification no. 19374000032015 - 4086 dt.23.06.2015 with requisite mandate. The key objective of the Facilitation Cell is to guide the investors, assess the project proposals and follow up for timely approvals for establishment & operation of the units. The Facilitation Cell aims to provide focused attention in actualizing the investments on the ground through a “one stop” facilitation process.

2.0 Facilitation Cell at IPICOL and DICs

2.1 State Level Facilitation Cell:

- i) The state level Facilitation Cell at IPICOL shall be chaired by CMD, IPICOL and convened by CGM/GM, IPICOL. The main functions of the cell shall be to:
 - a) guide & mentor investors
 - b) assess the project, land and utility requirements
 - c) assist the investors in filing Combined Application Form
 - d) follow-up on approvals from respective line Departments beyond the powers delegated to the members
 - e) any other function as directed by Government in Industries Department/the State Level Single Window Clearance Authority / Nodal Agency

- ii) The following members shall be deputed on a full-time basis to the Facilitation Cell with appropriate delegation to provide necessary approvals within their delegated power. The officers shall also be responsible to follow-up with their parent Departments to facilitate approvals/clearances within the timelines prescribed in Odisha Industries (Facilitation) Rules 2005 (OIFR 2005) / Odisha Right to Public Service Act 2012 (ORPSA 2012). Facilitation Cell shall co-opt officers from other Departments and/or experts as and when required.

Designation	Department
General Manager	IDCO
General Manager	OPTCL
Senior Environmental Engineer	SPCB
Deputy Director	Factories & Boilers
Superintending Engineer	Water Resources Department
*One co-opted member from Industries Association having national presence to be nominated by Principal Secretary Industries	
Other co-opted members from concerned Department/ experts as may be necessary	

**Tenure of the member will be decided by Industries Department. The member shall attend the weekly meetings of the Facilitation Cell. The prime responsibility of the member will be to handhold & mentor prospective entrepreneurs, provide feedback on the ground realities and make suggestions for improved functioning of the Facilitation Cell*

- iii) **Project Assessment:** The project proponent shall provide information as prescribed in the application form (**Annexure 1**) for assessment of the project. The Facilitation Cell shall assess the project giving due consideration to the view point of the line Departments represented in the committee.

- iv) **Land and Utility Assessment:** The Facilitation Cell shall assess the land and utility requirements for each of the projects based on the information furnished by the proponent and norms for the particular industry. In respect of applications of Green category of industries/projects to be established in IDCO industrial estate, the Facilitation Cell will process and dispose the applications which will be ratified in the next meeting of the SLSWCA.
- v) For projects outside the industrial estates of IDCO, the Facilitation Cell shall submit its recommendation to the SLSWCA/High Level Clearance Authority (HLCA). Based on the decision of the SLSWCA/HLCA, IDCO shall initiate the land allotment/acquisition process, as applicable, for the project.
- vi) The Investor Facilitation Cell shall put in place a mechanism to mentor and guide the entrepreneurs by meeting them on a fixed day of every week to provide guidance and advice on setting up industries / expansion / approvals/ grant of incentives etc. If required, the project proponents may be requested to make presentation of their proposal / status to the Investor Facilitation Cell.
- vii) Any other function as directed by SLSWCA/ HLCA/ Government in Industries Department.

2.2 District Level Facilitation Cell at DICs

- i) A District Level Facilitation Cell shall be set up at the respective RICs/DICs and chaired by the GM, RIC/DIC. The main functions of the cell shall be to:
 - a) guide & mentor investors
 - b) assess the project, land and utility requirements
 - c) assist the investors in filing Combined Application Form
 - d) follow-up on approvals from respective line Departments beyond the powers delegated to the members

e) any other function as directed by Government in Industries Department/the State Level Single Window Clearance Authority / Nodal Agency

ii) The following officers shall constitute the Facilitation Cell & they will meet on a fixed day of every month (subsequent day in case the designated day is a holiday) with appropriate delegation to provide necessary approvals within their delegated power. The officers shall also be responsible to follow-up with their head offices to facilitate approvals/clearances within the timelines prescribed in Odisha Industries (Facilitation) Rules 2005(OIFR 2005) / Odisha Right to Public Service Act 2012(ORPSA 2012) beyond their delegated power. Facilitation Cell shall co-opt officers from other Departments and/or experts as and when required.

Designation	Department
General Manager	DIC/RIC
Divisional Manager	IDCO
Regional Officer	SPCB
Deputy Director	Factories & Boilers
Assistant Manager/Manager –DIC	Convener
*One co-opted member from Industries Associations of the district on rotation to be selected by the District Collector with recommendation of GM, RIC/DIC	
Other co-opted members from concerned Department/ experts as may be necessary	

**The tenure of the member will normally be for a year & can be extended by another year on recommendation the GM, RIC/DIC. The member will attend the monthly meetings of Facilitation Cell. The prime responsibility of the member will be to handhold & mentor prospective entrepreneurs, provide feedback on the ground realities and make suggestions for improved functioning of the Facilitation Cell*

iii) **Project Assessment:** The project proponent shall provide information as prescribed in the application form (**Annexure 1**) for assessment of the project. The Facilitation Cell shall assess the project taking into the views of the line Departments represented in the committee.

iv) **Land and Utility Assessment:** The Facilitation Cell shall assess the land and utility requirements for each of the projects based on the information furnished by the proponent and names for the particular industry. In respect of applications of Green category of industries/projects to be established in IDCO industrial estate, the Facilitation Cell will process and dispose the applications which will be ratified in the next meeting of the DLSWCA.

v) For projects outside the industrial estates of IDCO, the Facilitation Cell shall submit its recommendation to the DLSWCA. Based on the decision of the DLSWCA, IDCO shall initiate the land allotment/acquisition process, as applicable, for the project.

vi) Any other function as directed by the District Level Single Window Clearance Authority (DLSWCA)/ Government in Industries / MSME Department

3.0 Processing of Applications

3.1 Assessment of Land & Utilities

- 1) Applicant seeking to set up a unit in the State without having any land or having less than 25% of the requisite land shall apply to the respective Nodal Agency (IPICOL/DIC) through an Application Form as specified in Annexure I. The designated officer of the Nodal Agency will carry out a preliminary examination to ensure that the application is complete before issuing acknowledgement.
- 2) After the initial scrutiny, the designated officer of the Nodal Agency shall forward the fully completed Application Form within one (1) working day to the Convener of the Facilitation Cell.

- 3) The Facilitation Cell shall scrutinize, assess and process the application for approval by the District/ State Level Single Window Clearance Authority and High Level Authority, as specified in Annexure II.
- 4) The convener of the Facilitation Cell, if required, may ask for additional information from the applicant only once not later than five (5) days from the date of receipt of the Application Form for preliminary assessment of the project. The applicant shall furnish the additional information within five (5) to the convener of the Facilitation Cell to ensure completeness of the Application Form and to facilitate project assessment.
- 5) In case, the Facilitation Cell refers any particular application to the concerned Department(s), the Department should convey its views within seven (7) days from the receipt of the application.
- 6) If no response is received from the Department/applicant within the timelines given above, the Facilitation Cell is authorized to process the application on merit and place it before the Single Window Agency for its decision.
- 7) The State/District Level Single Window Clearance Authority shall dispose the application within 30 days of receipt by the Nodal Agency. In case of Green category projects, applications will be disposed within 15 days. The list of industries under Green Category is placed at Annexure-III.

3.2 Facilitating Project Clearances

- 1) Every applicant who has at least 25% land in possession/allotted shall be encouraged to apply in the Combined Application Form (CAF).
- 2) Post the project approval by the respective Single Window Clearance Authority, the Facilitation Cell shall guide the project proponent in submission of Combined Application Form to facilitate project clearances from the concerned Departments for establishment and operations of the industry.
- 3) The Nodal Agency through the Facilitation Cell shall endeavor to facilitate and follow up on the project approvals

from the concerned Departments within the timelines prescribed in the OIFR 2005 / ORPSA-2012.

- 4) Facilitation Cell shall conduct sensitization programs at regular intervals to build awareness on Single window clearances and applicable incentives.

3.3 Assistance for Deemed Approval

- 1) The Facilitation Cell shall assist the Nodal Agency in according the deemed approvals for the projects for which the clearances are not issued by any authority as per the specified timelines prescribed in the OIFR-2005 or as amended from time to time.
- 2) Further, the Facilitation Cell shall follow up with the concerned Department to accord formal clearance where ever such deemed approval is accorded.

N.B: 'days' mentioned are 'working days' only.

Annexure I

Preliminary Project Assessment Application

1. Company Details		
A	Name of the Company	
B	Correspondence Address	Corporate Office Address
	Address Line 1:	Address Line 1:
	Address Line 2:	Address Line 2:
	Address Line 3:	Address Line 3:
	City:	City:
	PIN Code:	PIN Code:
	State:	State:
	Country:	Country:
	Phone Number:	Phone Number:
	Mobile Number:	Mobile Number:
	Fax Number:	Fax Number:
	Email ID:	Email ID:
C	Constitution of Company (PSU/Private Sector Undertaking/Co-operative/ Partnership/Others):	
D	Company Registration Details (Date, Place and Registration No.):	
E	CIN, if applicable:	
F	PAN:	
G	TIN/VAT, whatever is applicable:	
H	Number of employees in the company:	
2. Promoter Details		
A	Name of Promoter	
B	Position (Managing Director/CEO/Managing Partner/Other (please specify)	
C	Board of Directors	
D	Shareholding Pattern. Please attach the details	

		Last 3 Years		
A	Annual Turn Over			
B	Profit Before Tax			
C	Net Worth			
D	Reserves and Surplus			
E	Share Capital			
3. Details of Existing Industry				
A	Name, if different from (1)			
B	Location of the Industry			
C	Whether located in IDCO Industrial Estate, If yes please furnish the name of the estate			
D	Extent of Land in acres	-----Acres		
E	Nature of activity			
F	Capacity (MT, Litres, Kg, etc.)			
G	Installed capacity of Power			
H	Source of Power Supply (Grid, CPP, IPP, etc.). If own please specify the capacity of CPP			
I	Existing raw material arrangements. Please provide details			
4. Proposed activity details				
A	Sector of Activity			
B	NIC Code, if known			
C	Proposed annual capacity (MT, Litres, Kg, etc. whatever applicable)			
E	Any regulatory approvals obtained			
F	Any fiscal incentive availed earlier			
5. Proposed fixed capital investment (INR crore)				
A	Land			
B	Building			
C	Plant & Machinery			
D	Others			
	Total Project Cost			

6. Means of finance (INR crore)			
A	Bank/Institutional Finance		
B	Equity Contribution		
C	FDI		
D	Subsidy/Grant		
E	Others		
7. Proposed employment			
		Existing (NA if not applicable)	Proposed (NA if not applicable)
A	Managerial		
B	Supervisory		
C	Skilled		
D	Unskilled		
E	Others		
	Total Employment		
8. Land requirement			
A	Prospective location of land (Area/District Name)		
B	Extent of land required (in acres)		
C	Whether land is required in IDCO Industrial Estate or within the Land Bank of IDCO? If yes, please mention the name of the industrial estate or the land schedule of land bank		
D	Whether the proposed land is being acquired by the company directly? Yes/ No		
E	If the land is to be acquired by IDCO, please specify the land schedule area, if available		
9. Power requirement			
A	Temporary connection (During construction)		
i	Power required (Yes/No)		
ii	If yes, load demand (in KW)		
iii	Expected demand start date (MM/DD/YY)		

B	Regular connection (During production)		
i	Power required (Yes/No). If No, please provide details as mentioned in (c)		
ii	New load demand (in KW)		
iii	Type of Process (Batch/Continuous)		
C	If you planning to set up a Captive Power Plant (CPP) or drawing from power from an Independent Power Producer (IPP), please provide the following details: Capacity of the Plant in MW, if CPP		
10. Water requirement			
		Existing	Proposed
i	Requirement (KL per day)		
ii	Existing allocation, if any		
iii	Please provide source of water		
iv	<ul style="list-style-type: none"> • Ground Water • Surface Water 		
v	Please provide details of Rain water harvesting and water conservation measures being proposed by the company		
11. Wastewater management			
A	Provide details of waste water management <ul style="list-style-type: none"> • Treatment technology • Quantum of recycling of waste water • Management of Hazardous waste, if any 		
12. Proposed project schedule			
A	Start of Project Construction (MM/DD/YY)		
B	Start of Production (MM/DD/YY)		

LIST OF ENCLOSURE(S)

(Please indicate Y or N or NA in the box for 'Yes' or 'No' or 'Not Applicable' as the case maybe against the respective clearances required)

1. Company Related

- PAN card of the company
- TIN/VAT number certificate, if available
- MoA/Partnership Deed Attachment / EMI/IEM
- Certificate of incorporation/registration
- Net worth certified by a CA
- Annual Report of the Company for the last Financial Year (if applicable)
- Feasibility Report of the proposed project.

2. Covering letter

3. Self-Certification

Declaration of Self Certification to be filed along Application Form

IS/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,District to manufacture-----or to provide -----services.
2. We certify that the particulars furnished in the Application Form are true, correct, and complete to the best of our knowledge and undertake to adhere to the declarations made there under. The firm/ company shall be made liable for penal action if the particulars furnished are found to be false/ incorrect or incomplete and our failure to adhere to the declarations made.

Place:
Date:

Name & Signature of Proprietor/ Managing Partner/
Managing Director/ Authorised Signatory

Annexure II

Assessment Format for Land and Utilities

1. Name of the Project	
2. Registered Office & Administrative Office with contact details	
3. Incorporation Details	
4. Commencement of Business	
5. IEM/EM Registration Details	
6. Proposed Location	
7. Nature of Activities proposed	
8. Project Background & Rationale	
9. Details of promoters and Management	<ul style="list-style-type: none">• Board of Directors• Senior Management Professionals
10. Shareholding pattern	
11. Financial Details of the company for the last 3 years	<ul style="list-style-type: none">• Turnover• Profit Before Tax• Net Worth
12. Details of associate companies	<ul style="list-style-type: none">• Parents companies/associate concerns• Operational history in terms of establishment, location, nature of operations

13. Technical Details of the project	<ul style="list-style-type: none"> Broad scope of the project Process Flow Technology Product/By products 																							
14. Project Cost	<table border="1" data-bbox="571 443 1386 831"> <thead> <tr> <th data-bbox="571 443 738 566">S. No</th> <th data-bbox="738 443 1002 566">Items</th> <th data-bbox="1002 443 1225 566">Amount (Rscore)</th> <th data-bbox="1225 443 1386 566">% Share</th> </tr> </thead> <tbody> <tr> <td data-bbox="571 566 738 633"></td> <td data-bbox="738 566 1002 633"></td> <td data-bbox="1002 566 1225 633"></td> <td data-bbox="1225 566 1386 633"></td> </tr> <tr> <td data-bbox="571 633 738 701"></td> <td data-bbox="738 633 1002 701"></td> <td data-bbox="1002 633 1225 701"></td> <td data-bbox="1225 633 1386 701"></td> </tr> <tr> <td data-bbox="571 701 738 768"></td> <td data-bbox="738 701 1002 768"></td> <td data-bbox="1002 701 1225 768"></td> <td data-bbox="1225 701 1386 768"></td> </tr> <tr> <td data-bbox="571 768 738 831">Total</td> <td data-bbox="738 768 1002 831"></td> <td data-bbox="1002 768 1225 831"></td> <td data-bbox="1225 768 1386 831"></td> </tr> </tbody> </table>				S. No	Items	Amount (Rscore)	% Share													Total			
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S. No	Sources	Amount (Rscore)	% Share																					
	Total																							
16. Financial viability of the project	<ul style="list-style-type: none"> Based on the feasibility report 																							
17. Land, Water and Power Requirement/ Assessment	<ul style="list-style-type: none"> As per the norms devised for various sectors, if available <table border="1" data-bbox="549 1536 1361 1753"> <thead> <tr> <th data-bbox="549 1536 772 1603">S. No</th> <th data-bbox="772 1536 1027 1603">As per Feasibility Report</th> <th data-bbox="1027 1536 1361 1603">As assessed by the Nodal Agency</th> </tr> </thead> <tbody> <tr> <td data-bbox="549 1603 772 1648">Land in acres</td> <td data-bbox="772 1603 1027 1648"></td> <td data-bbox="1027 1603 1361 1648"></td> </tr> <tr> <td data-bbox="549 1648 772 1715">Water in MLD/cusecs</td> <td data-bbox="772 1648 1027 1715"></td> <td data-bbox="1027 1648 1361 1715"></td> </tr> <tr> <td data-bbox="549 1715 772 1753">Power in MW</td> <td data-bbox="772 1715 1027 1753"></td> <td data-bbox="1027 1715 1361 1753"></td> </tr> </tbody> </table>				S. No	As per Feasibility Report	As assessed by the Nodal Agency	Land in acres			Water in MLD/cusecs			Power in MW										
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Water in MLD/cusecs																								
Power in MW																								
18. Raw material linkages	<ul style="list-style-type: none"> Plan for raw material arrangements 																							

19. Expected impacts of the project	<ul style="list-style-type: none"> • Total investment • Production capacity • Direct Employment- Skilled/ Unskilled • Indirect employment, if provided • Exports, if any • Ancillary and downstream potential
20. Environmental and social impacts	(As per the documents submitted by the proponent and assessment of the competent authority)
21. Implementation Schedule/Time frame	
22. Markets /Segments and marketing arrangements, if any	

Recommendation

The application submitted by M/s ----- is scrutinized and appraised. The proposal is in compliant with Industrial Policy Resolution and other conditions. The Competent Authority may approve the project and allot land to the extent of ----acres in ----- subject to the terms and conditions.

Name and Designation of the
Nodal Agency along with Seal

Annexure-III

**A comprehensive list of Green Category Industries as notified
by the Govt. of Odisha in F & E Department vide order no.
6194, dated 24.04.2007 and order no. 13131, dated 16.07.2012**

1. Apparel making
2. Assembly of air coolers, conditioners
3. Assembly of bicycles, baby carriage and other small vehicles non-motorised
4. Atta-chakkies.
5. Bakery products, biscuits confectionery.
6. Bamboo and cane products (only dry operations)
7. Block making for printing.
8. Bulk Cement terminal.
9. Cardboard or corrugated box and paper products (Paper or pulp manufacturing excluded)
10. Carpet weaving.
11. Chilling plants and cold storage.
12. Cotton and woolen hosiery.
13. Dal mills.
14. Electronic and electrical goods.
15. Electronics equipment (Assembly)
16. Footwear (rubber and PVC)
17. Fountain pens
18. Garments stitching, tailoring
19. Gold and silver smithy.
20. Gold and silver thread zari work.
21. Groundnut decorticating (dry).
22. Ice-cream or Ice-making
23. Industrial Gases, namely. Air, Oxygen, Nitrogen, Argon, Helium, Carbon Dioxide, Nitrous Oxide
24. Insulation and other coated papers (Paper or pulp excluded). manufacturing

25. Jobbing and machining.
26. Leather footwear and leather products excluding tanning and hide processing
27. Light engineering
28. Manufacture of formulated synthetic detergent products.
29. Manufacture of soaps involving process without generation of trade effluent (saponification of fats and fatty acids only).
30. Medical and surgical instruments
31. Mineralised water.
32. Musical instruments manufacturing
33. Oil ginning/expelling (no hydrogenation/ refining)
34. Optical frames.
35. Paint (by mixing process only)
36. Paper pins and U-clips.
37. Plastic & PVC processed goods
38. Polythene, plastic and P VC goods through injection/ extrusion moulding
39. Power looms/ handlooms (without dyeing & bleaching)
40. Printing press.
41. Radio assembling
42. Rice millers.
43. Rope (cotton and plastic).
44. Rubber goods industry
45. Scientific and mathematical instruments
46. Shoelace manufacturing
47. Sports goods
48. Steeping and processing of grains.
49. Supari (Betelnut) and masala grinding
50. Thermometer making
51. Toys
52. Wasting of used sand by hydraulic discharge
53. Water softening and de-mineralized plants.
54. Fly ash based product manufacturing unit.