

HARYANA GOVERNMENT
INDUSTRIES & COMMERCE DEPARTMENT
NOTIFICATION

Dated 03rd February, 2016

No 49/53/2005-41B1. In pursuance of the resolve of Government to provide Single Window Service under one Roof for Time Bound Clearances of new Projects and accelerating the pace of investment in the state, sanctioning special packages for Mega projects and approving any policy initiative, the Governor of Haryana is pleased to establish the Haryana Enterprise Promotion Board (HEPB). The Haryana Enterprises Promotion Board will have a Governing Council consisting of followings:

1.	Chief Minister, Haryana	Chairman
2.	Finance Minister	Member
3.	Industries Minister	Member
4.	Town and Country Planning Minister	Member
5.	Public Works Minister	Member
6.	Labour Minister	Member
7.	Environment & Forests Minister	Member
8.	Chief Secretary	Member
9.	Principal Secretary to Chief Minister	Member
10.	Principal Secretary Industries	Member- Secretary

2. The HEPB may co-opt any member if so required, for proper and effective discharged of its functions.
3. Under the supervision and guidance of Haryana Enterprises Promotion Board (HEPB) two tier system shall function for project clearances:
 - i. **Empowered Executive Committee** - Projects with investment more than Rs.10 crore and involving CLU cases of more than one acre land will be cleared by the Empowered Executive Committee of the Council under Principal Secretary to Chief Minister with administrative secretaries of Town & Country Planning, Industries & Commerce, Public Health Engineering Department, Environment, Forests, Public Works Department (Building & Roads) & Finance. The Empowered Executive Committee will exercise concurrent powers of competent authorities of 14 departments as per Annexure-1. The Empowered Executive Committee (EEC) will work under the overall supervision and guidance of HEPB headed by Chief Minister. Principal Secretary Industries will be Chief Executive Officer (CEO) of the Haryana Enterprises Promotion Board (HEPB) with Director of Industries as the Deputy Chief Executive Officer (Dy.CEO). The Secretarial support to the HEPB and Empowered Executive Committee will be provided by the Secretariat headed by CEO of HEPB.
 - ii. **District Level Clearance Committee** - Projects with an investment upto Rs.10 crore and Change of Land Use (CLU) cases upto one acre in conforming zones will be cleared by District Level Clearance Committee headed by Deputy Commissioner.

4. Functions of Haryana Enterprises Promotion Board (HEPB).

4.1 HEPB shall provide overall policy guidance and direction and perform the following functions, namely: -

- i. It shall be the apex body for all matters relating to the Industrial development in the state;
- ii. It shall be responsible for approving the regulations and procedures of the HEPB and allocating such functions to the Empowered Executive Committee and the CEO which are not otherwise specified;
- iii. It shall be responsible for creation, sanction, abolition and re-designation of posts required for effective functioning of the Empowered Executive Committee and District Level Clearance Committee (DLCC);
- iv. It shall regularly monitor, supervise and review the functioning of the Empowered Executive Committee (EEC) and District level Clearance Committee (DLCC);
- v. It shall approve the annual budget, accounts and reports including the audit reports of EEC

5. Empowered Executive Committee

5.1 Under the provision of Haryana Enterprises Promotion Policy Chapter 4, Para 4.11 (b) there shall be an Empowered Executive Committee to clear the projects with an investment more than Rs. 10 crore and involving CLU cases of more than one acre land and guide, monitor and review the functioning of Haryana Enterprises Promotion Centre (HEPC).

5.2 The Empowered Executive Committee shall consist of the following:

1.	Principal Secretary to CM	Chairman
2.	Additional Chief Secretary/Principal Secretary, Town & Country Planning	Member
3.	Additional Chief Secretary/ Principal Secretary, PHED	Member
4.	Additional Chief Secretary/ Principal Secretary, PWD (B&R)	Member
5.	Additional Chief Secretary/Principal Secretary, Finance	Member
6.	Additional Chief Secretary/Principal Secretary, Industry	Member cum CEO of EEC
7.	Additional Chief Secretary /Principal Secretary, Environment	Member
8.	Additional Chief Secretary /Principal Secretary, Forest	Member
9.	Director General Industries & Commerce	Deputy CEO of the EEC

5.3 The Empowered Executive Committee may invite the concerned Administrative Secretary or any other officer of a Department as a special invitee to discuss and finalize and specific proposal or issue of such Department.

5.4 The Empowered Executive Committee may co-opt any other member, if so required, for proper and effective discharge of its functions.

5.5 The Secretariat of Empowered Executive Committee shall function from the office of Director General Industries & Commerce having a special centre as Haryana Enterprises Promotion Centre (HEPC). Additional Chief Secretary/ Principal Secretary, Industries & Commerce will be Chief Executive Officer (CEO) of HEPC with Director General of Industries & Commerce as the Deputy (CEO).

5.6 Functions of Empowered Executive Committee:-

- i) It shall regularly monitor, supervise and review the functioning of the HEPC;
- ii) It shall be responsible for recommending to the Haryana Enterprises Promotion Board (HEPB) investment proposals that seek fiscal and other incentives outside the package of Fiscal Incentives for Haryana Enterprises Promotion Policy-2015. The Haryana Enterprises Promotion Board (HEPB) shall be empowered to approve any such incentives, or any relaxation or exemptions.
- iii) It shall be responsible for organizing campaigns, events, conferences and meeting for promoting Haryana as an investment destination both in India and abroad;
- vi) It shall carry out such other functions as may be assigned to it by the Haryana Enterprises Promotion Board (HEPB) or the State Government; and
- v) It may refer any matter or issue to the Government or Haryana Enterprises Promotion Board (HEPB) with its recommendations or suggestions, if considered necessary.

6. Coordination Committee

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

7. Powers of Empowered Executive Committee (EEC)

7.1 Subject to overall control and superintendence of the Haryana Enterprises Promotion Board, the Empowered Executive Committee shall exercise the powers of 14 departments in respect of 45 services mentioned in Annexure-1. The concerned department shall delegate the concurrent powers under their respective Acts/ Rules/Orders through specific notification to the Empowered Executive Committee or the officers of the department on deputation with Haryana Enterprises Promotion Centre, (Secretariat of EEC) as an Empowered Officer to grant clearances/sanction/ NOC/certificates at par with the competent authority of the department except the approvals/sanction, currently being granted at the level of CM and for those services wherein, powers are vested with the elected body/council. The power of the EEC shall also include the approvals of incentives under the provision of Haryana Enterprise Promotion Policy-2015.

7.2 The Empowered Executive Committee shall grant approvals within 30 days of each stage of clearance mentioned in the Annexure-1.

7.3 In case any clearance is not issued within the stipulated time i.e maximum 30 days as mentioned in above para then the deemed clearance certificate may be issued by the CEO of Empowered Executive Committee about such clearance.

- 7.4 The State Government may devolve upon it any other powers, if so required, through appropriate notification.
- 7.5 These delegation of powers shall be exercised by EEC and facilitated by the Haryana Enterprises Promotion Centre (HEPC) up to the stage/date of Commencement of Production/ Operations of project. Thereafter all clearances shall be accorded by the concerned Department/ Regulatory Authority/Agency/ Boards/Corporations/Organizations.
- 7.6 EEC shall meet must once, every fortnights to grant sanctions/clearances to projects proposals submitted in HEPC and processed by the secretariat EEC may meet earlier also at the direction of Chairman, EEC.
- 8. The Haryana Enterprises Promotion Centre (HEPC) will be empowered for the following:-**
- 8.1 To act as a Single Point Contact Agency to provide information, guidance and hand holding services for venture location by prospective entrepreneurs particularly with regard to various sanctions/approval needed for implementation of the projects, availability of land and present level of infrastructure in the State and to assist entrepreneurs in submission of applications for approvals/registration to different organizations. This centre will have complete data base on availability of land, water, power, finance etc. and norms, rules and regulations of all the institutions engaged in industrial development. This agency would showcase Haryana as an ultimate destination for investment.
- 8.2 The Haryana Enterprises Promotion Centre shall consist of the representatives of State Level Promotional Institutions.
- 8.3 All the powers vested with the 14 departments for statutory clearances for 45 services mentioned in annexure-1 will be transferred to the Empowered Executive Committee of the Haryana Enterprises Promotion Board (HEPB) to provide clearances at one point required for establishment and operation of industrial undertakings new and old projects.
- 8.4 A system of online clearances will be put in place by creating an e-biz Haryana portal where Composite Application form can be submitted by an investor for 45 services with most frequent industry interface for seeking/ securing online clearances/sanction/ permits/ NOCs in the HEPC.
- 9. Internal Regulations**
- 9.1 The Empowered Executive Committee shall make and observe such procedure and regulations for Haryana Enterprises Promotion Centre 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 by the State Government for information.
- 10. Functions of the Chief Executive Officer (CEO).**
- i) He shall receive process and approve all investment proposals including new investments, modernization, up-gradation and expansion of existing industrial units of more than Rs.10 crore or involving CLU cases of more than 1 acre after the approval from Empowered Executive Committee.

- ii) He shall coordinate all efforts of the State Government to encourage new investment and its actualization in the State in respect of all sectors of trade, commerce and industry;
- iii) He 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) He shall communicate requisite approval granted by the Empowered Executive Committee Subject to fulfillment of conditions specified for necessary statutory and other approvals;
- v) He shall notify and devolve upon the applicants, whose proposals are approved by the Empowered Executive Committee, incentives as per the Package of Haryana Enterprises Promotion Policy-2015 under relevant sections of appropriate laws in keeping with the powers devolved upon it through specific notifications under such laws;
- vi) He shall review and monitor investment in various projects in keeping with the approvals granted by it;
- vii) He shall carry out or cause to be carried out investment audit and requisite inspections of the proposals approved by it;
- viii) He shall resolve all inter-departmental matters and coordinate with the concerned departments qua a new investment proposal through the various officers of line departments placed with the HEPB;
- ix) He shall prepare and submit its quarterly reports on investment promotion in the State to the HEPB for information and review and shall submit its annual report to the State Government in the Department of Industries & commerce after it is seen and approved by the HEPB;
- x) He shall assist a project proposal applicant for new investments in the State in such a manner as it may consider appropriate to ensure that the investment was made at the earliest possible; and
- xi) He shall authenticate all documents on behalf of the Haryana Enterprises Promotion Centre (HEPC), in connection with due discharge of functions of the HEPC with the prior competent approvals.

11. Officers/ Employees of the HEPC

- 11.1 The HEPC will work under the overall supervision and guidance and direction of the Additional Chief Secretary/ Principal Secretary cum Chief Executive Officer of HEPB with Director of Industries as Deputy CEO.
- 11.2 The CEO shall discharge all such functions as are assigned or may be assigned to him.
- 11.3 The HEPB may create such other posts and appoint such other officers and employees thereon, as it may consider necessary for efficient discharge of its functions.
- 11.4 The posts created and officers appointed by the HEPB shall amongst others, include:
 - a) Principal Secretary Industries, Department of Industries & Commerce as CEO of HEPC, Chandigarh.

- b) An officer not below the rank of Director of Industries, Department of Industries & Commerce as Deputy CEO, HEPC, Chandigarh and Delhi office
- c) An officer not below the rank of Chief Town Planner in the Department of Town and Country Planning;
- d) An officer not below the rank of Additional Labour Commissioner in the Department of Labour; + 01 District Labour Commissioner
- e) An officer not below the rank of Additional Director in the Department of Urban Local Bodies, Haryana; + 01 Joint Commissioner from Municipal Corporation
- f) An officer not below the rank of Joint Commissioner Excise & Taxation in the Department of Excise and Taxation; + 01 DETC
- g) An officer not below the rank of Additional Director, Factories in the Department of Factories; + 01 Deputy Director
- h) An officer not below the rank of General Manager in the Haryana State Industrial & Infrastructure Development Corporation; + 02 DGM
- i) An officer not below the rank of Senior Town Planner in the Haryana Urban Development Authority;
- j) An officer not below the rank of a Chief Engineer in the Haryana Pollution Control Board; + one Executive Engineer/Regional Officer, HSPCB
- k) An officer not below the rank of Chief Conservator of Forests in the Department of Forests;
- l) An officer not below the rank of General Manager in DOSCOM/ Uttar/Dakshin Haryana Bijli Vitran Nigam Ltd.; + 01 DGM
- m) An officer not below the rank of Joint Controller, Finance & Accounts in the Department of Finance;
- n) An Officer not below the rank of District Revenue officer.
- o) An officer not below the rank of Additional Director in Department of Industries & Commerce, Haryana for Chandigarh and Delhi office + 02 Joint Director(s) of Industries.

11.5 The services of the officers noted above shall be placed with the HEPC on deputation 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 Empowered Executive Committee shall be authorized to delegate the powers with respect to that particular officer/department/organization to any other officer of the HEPC. 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 HEPC. However, this will not entitle him any additional financial benefit on this account.

11.6 The conditions of service of officers and other employees as appointed in the HEPC and their functions and duties shall be such as may be specified by the HEPC. However, the officers as mentioned in para 11.4 above whose services are placed with the HEPC on deputation shall continue to be governed under

the relevant rules and regulations of their respective cadres in their parent departments/organizations.

11.7 As far as possible, the officers and employees of the HEPC other than those mentioned in para 11.4, shall also be taken on deputation recruited on contractual basis on such terms and conditions as approved by the Empowered Executive Committee of HEPC. The detail of the same is annexed as annexure-2.

11.8 The CEO of the HEPC shall exercise the powers of supervision and control over all the officers and employees of the HEPC. He shall sign all the contracts of the employees after due sanction of the competent authority. He shall also be the competent authority to sign all documents, approvals and sanctions granted or issued by the HEPC.

12. Meetings

12.1 The HEPB shall meet as often as required to carry out its functions but it shall meet at least once in six months.

12.2 Likewise, the Empowered Executive Committee of the Board shall meet as often as may be required to carry out the task assigned to it but it shall meet at least once in two months.

12.3 The members of the HEPB and the Empowered Executive Committee shall be entitled for reimbursement of traveling expenses and daily allowance as may be decided by the HEPB but not less than the entitlement of its CEO.

13. Financing of the HEPC

13.1 The HEPC shall be funded by the State Government in the Department of Industries & Commerce, Haryana by way of Grant in Aid.

13.2 The HEPC may receive such fee or charges on the proposals processed by it as may be specified.

13.3 The HEPC may maintain a separate bank account of its receipts and expenditure which shall be audited annually by the statutory and government auditors.

13.4 The HEPC shall finalize its quarterly and annual receipts and expenditure accounts within 30 days from the close of the relevant quarter/year.

13.5 The delegation of financial powers shall be as under:

- a) Haryana Enterprises Promotion Board level - full powers
- b) Empowered Executive Committee level - Upto Rs 1 crore
- c) Chief Executive Officer level - Upto Rs 10 lacs

14. Powers to Remove Difficulties

14.1 If any difficulty arises in proper discharge of its functions, the Chief Executive Officer shall make a reference to the Empowered Executive Committee with its suggestions/ proposals to remove such difficulties and the decision of the Empowered Executive Committee in this regard shall be binding, subject to ratification by the Haryana Enterprises Promotion Board.

15. Powers to issue Directions

15.1 The State Government in the Department of Industries & Commerce, Haryana shall, if so required, have the powers to issue policy directions to the HEPC on matters assigned to it and all such directions shall be binding on the HEPC.

16. Powers to Delegate

- 16.1 The HEPB may delegate any of its powers to the Empowered Executive Committee or the Chief Executive Officer as the case may be through a specific resolution in connection therewith.

17 District Level Clearance Committee (DLCC):

- 17.1 As per the provision of 4.11(C) Enterprises Promotion Policy- 2015, Projects with an investment upto Rs.10 crore or CLU cases upto 1 acre in conforming zones will be cleared by District Level Clearance Committee headed by Deputy Commissioner for the respective district under the supervision and guidance of Haryana Enterprises Promotion Board. The DLCC shall consist of the followings:

1. Deputy Commissioner of the district concerned	Chairman
2. Deputy General Manager, Uttar Haryana Bijli Vitran Nigam/ Dakshin Haryana Bijli Vitran Nigam	Member
3) Deputy Excise and Taxation Commissioner	Member
4) District Town Planner	Member
5) District Level Officer of the Haryana State Pollution Control Board	Member
6) District Labour Commissioner	Member
7) District Revenue Officer (DRO)	Member
8) Assistant Director Industrial Safety O/o Labour Commissioner-cum-Chief Inspector,Factories	Member
9) District Level Officer of State Drug Controller	Member
10) Estate Officer HSIIDC /HUDA	Member
11) District Level Officer of Haryana Urban Local Bodies department	Member
12) District Level Officer of Weights and Measures Of Food and Supply department	Member
13) District Level Officer of the Ayush Department	Member
14) District Level Officer from the Department of Non-conventional Energy and Renewable Energy	Member
15) Joint Director/Deputy Director, District Industries Centre.	Member Secretary

- 17.2 **Nodal agency:-** The office of Joint Director/Deputy Director of District shall Act as Nodal agency of the District level clearance committee of the concerned District.

- 17.3 The District Level Clearance Committee shall consider the applications for clearances submitted by an investor for 45 services mentioned in Annexure 1 of the notification.

18 Composite Application form (CAF), processing and monitoring of CAF

1. Every applicant seeking to apply for clearances required for establishment or operation of an Industry mentioned in Annexure 1 of notification shall apply through online portal of Department of Industries. The CAF of the project upto the investment of Rs. 10 crore or CLU cases upto 1 acre in conforming zone will be sent online to the Nodal agency of the concerned District and the relevant part of the same shall be sent by Nodal agency to the concerned authority/

office for necessary clearance/approval/ report on the same day or on second day after its receipt.

2. 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.
3. The authority may ask for additional information from the applicant within 7 days only through the nodal agency and with its approval.
4. The concerned department shall delegate the concurrent powers under their respective Acts/ Rules/Orders through specific notification to the officers of the department posted at the district headquarter as an Empowered Officer to grant clearances/sanction/NOC/certificates at par with the competent authority of the department except the approvals/sanction, currently being granted at the level of CM and for those services wherein, powers are vested with the elected body/council.
5. The time limit shall be applicable from the date of the additional information has been furnished by the applicant for approval of clearance by the concerned authority.
6. In case the application is rejected or approved with modifications by the authority than DLCC shall examine such orders passed by the authority and if the committee considers that there are valid grounds for a change in such decisions, it shall take a decision which shall be binding on the authority as per 11(1) of the Haryana Industrial Promotion Act,2005.
7. The deemed clearance certificate shall be issued by the Member-Secretary of District Level Clearance Committee on the approval of DLCC in such cases wherein the clearances are not issued within the prescribed period as per 11.1 of Haryana Industrial Promotion Act,2005.
8. In case the clearance of the particular services is not provided within time limit as prescribed in the annexure-1 annexed with the notification i.e. time prescribed 30 days for all three stages of the 45 services then the applicant may opt to file complaint against the authority of the concerned department under Right to Service Act,2015 by which the clearance was to be issued. The State Govt. has already notified 119 such services under the Right to Service Act,2015.

19 Meeting of District Level Clearance Committee.

1. The District Level Clearance Committee shall meet at least once in a week at district headquarters or at such other place as the Chairman may specify from time to time to transact its business and it can meet more than 1 time if the work load requires so.
2. Details of all the Composite Application Forms received from entrepreneurs prior to the ensuing meeting shall be placed before the DLCC.
3. The Member Secretary 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, application cleared with modifications, rejected, information regarding the date on which application deemed to have been approved in the case of deemed approvals and other observations, if any received from the authority for the transaction of business in the said meeting.

4. Member-Secretary shall also communicate the date, time place of the meeting to the entrepreneurs, whose cases are included in the agenda.
5. All the members and invitees of the District Level Clearance Committee shall attend the meeting in person and shall not depute their representatives.
6. The District Level Clearance Committee shall examine all the proposals places before it and take appropriate decisions.
7. The Member - Secretary of the Committee shall within three days circulate the proceedings of the meeting after taking approval of the Chairman.
8. Within two days of circulation of the proceedings of the meeting, the Member-Secretary shall communicate the decision of the Committee to the authorities and the entrepreneur concerned.
9. The authority shall grant or issue the necessary clearances within three days of the Committee.

20 Deemed Clearance.

1. In case of applications pending with authorities concerned beyond the time limit, the committee shall examine all such applications and **pass orders for issuance of deemed clearance** which shall be binding on the authorities as per 11(1) of Haryana Industrial Promotion Act,2005.
2. As per the provision of Chapter 4 of para 4.1.2 of Haryana Enterprises Promotion Policy-2015 all the clearances shall be delivered within 30 days for all 3 stages mentioned in the annexure-1 appended to the notification except wherein the clearances are required from Government of India.
3. The certificate of deemed clearance shall be issued by the nodal agency of DLCC in the certificate of deemed clearance annexed as Annexure 'A'

Dated, Chandigarh
26.01.2016

Devender Singh
Principal Secretary to Govt. of Haryana,
8Industries & Commerce Department

List of Stage-I, II and III services included for development of software of Single Window under one roof.

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.	UHBVNL & DHBVNL (Power Department)	Stage-I	a. Load sanctioning and agreement for temporary connection.
		Stage-II	a. Load sanctioning and Release of permanent

			electric connection
7.	Labour Department	Stage-II	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> a. VAT Registration b. CST Registration
9.	Department of Health Services	Stage-II	<ul style="list-style-type: none"> a. Drug License for Allopathic Medicine
10.	Ayush Department	Stage-II	<ul style="list-style-type: none"> a. Drug License for Ayurvedic Medicine
11.	HSIIDC	Stage-I	<ul style="list-style-type: none"> a. Allotment of plots
		Stage-II	<ul style="list-style-type: none"> a. Building plan approval b. Issue of plinth level certificate c. Permission for mortgage of plot d. Temporary water connection
		Stage-III	<ul style="list-style-type: none"> a. Issue of completion/occupation certificate b. Release of permanent water connection & Sewerage connection
12.	Non-Conventional Energy/ Renewal Department	Stage-II	<ul style="list-style-type: none"> 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 & Commerce Department	Stage-II	<ul style="list-style-type: none"> a. Registration under Boiler Act
14.	Power Department	Stage-III	<ul style="list-style-type: none"> a. Certification of Electrical installation by Chief Electrical Inspector.

II. Other Officers and Staff of the Haryana Enterprises Promotion Centre (HEPC).

- a) Personal Staff with CEO (01 PS (on deputation), 01 Driver (on contract); 01 Peon (outsource) - **(01 on deputation and 02 on outsource)**
- b) Personal Staff with Deputy C.E.O. (01 No) PS (on deputation), 01 Driver (on contract), 01 Peon (Outsource)- **(01 on deputation and 02 outsource)**
- c) The HEPC will have following cells for allocation of work.
 - I- **Administrative cell:** It will look after the work of personnel & administration, Logistics, Legal, and Finance & Accounts related matters of the HEPC and headed by the Additional Director/Joint Director, Industries Department, Haryana .
 - II- **Investor Facilitation cell :** It will be the first point of contact with the investors and will also take care of the online investor portal and do facilitation work for the investors and headed by the Additional Director, Industries Department, Haryana.
 - III- **Regulatory cell:** It will deal with the all regulatory clearances/ requests of the investor and will help in final sanctioning/ approval/registration/certification/NOCs/Consent etc. All the officers posted with HEPC of the regulatory departments shall work in this cell.
 - IV- **Incentive cell :** It will process the request/applications for the incentives received from the investors/industrial units and approve the same as per the Enterprises Promotion Policy-2015. All incentives related orders/notifications will be issued by this cell and shall send to the concerned department for necessary action at their level. The officers posted with HEPC shall look after the work of finalisation of incentives relating to their department. For example, the cases of Electricity duty exemption shall be undertaken by the officer of Power Department.
 - V- **Knowledge cell :** The Knowledge Partner of the Department of Industries shall be associated with this cell. This cell also looks into the good practices in India, global best practices, to access areas of improvements, liaison with other departments, to get updates on new regulations & policies, marketing & branding initiatives including preparation of marketing collaterals and designing presentations to assist the Departments/investors.
 - VI- **IT Cell :** For providing online service and update the mechanism of the Single Window Service under one roof, the IT firm shall be engaged.

The work of above cells shall be looked after by these senior officers

- i) **Administrative Cell:** 01 Additional Director/Joint Director on regular basis with 01 PA. 04 officers (either on deputation or on contract basis) on contract basis (HR, Legal, IT, Finance & Accounts) 01 Manager with one Executive with each officer.

Total 01 Additional Director/Joint Director, 4 officers, 04 Managers, 01 PA, 04 Executives - 14

ii) **Investor Facilitation Cell:** 02 DGMs (on deputation basis) 04 Investment Facilitating Officer (all on contract basis)
Total : 02 DGMs, 04 IFOs. - 6

iii) **Regulatory Cell:** 10 Senior Officers (on deputation) with 05 Nos. Personal Staff from common pool (on deputation) 01 Junior officers (on deputation) with each Senior Officer & Junior Officer will share 01 Executive.
Total: 10 Sr. Officers, 10 Jr. Officers, 05 PAs, 10 Executives - 35 Nos.

iv) **Incentives cum Knowledge Cell:**
 ➤ 01 Additional Director/Joint Director on regular basis with 01 PA on deputation
 ➤ 01 Joint Director (incentives) with 01 Jr. Officer (on deputation basis) and one Executive (on contract) each
 • Excise & Taxation Department: Officer not below the rank of DETC.
 • Urban Local Bodies Department: Officer not below the rank of Dy. Director.
 • Department of Power: Officer not below the rank of XEN
 • Department of Revenue: Officer not below the rank of DRO
 • Department of Finance: Officer not below the rank of ACFA
 ➤ DGM (IT) with 02 Managers with 02 Programmers
Total: 01 Additional Director/Joint Director, 06 Officers, 03 Managers, 01 PA, 08 Executives.

iii) **Summary of Staff of the HEPC**

S.No.	Name of Position/Post	Nature of Employment	Number of Posts
1	CEO	Regular (Ex-Officeo)	1
2	Deputy CEO,	Regular (Ex-Officeo)	1
3	Private Secretary (PS)	Deputation	2
4	Personal Assistant (PA)	Deputation	12
5	Senior Officers	Deputation	12
6	Junior Officers	Deputation	12
7	Executives/Investor Facilitation Officer	Contract	12
		Total	52

Regular: 02, Deputation: 38, Contractual: 12

IV. In Addition

- For Housekeeping - Model of outsourcing will be adopted for 12 peons or as per need.
- For Travel of officers & Staff - Outsourcing & fixed travelling allowance will be provided & 05 Pool Car Drivers (on contract)
- For Mobile/Landline Phone - Fixed allowance will be provided.

No. 49/53/2005-41B1

Dated: 03.02.2016

A copy is forwarded to the Chairman and all the members of the committee for information and necessary action.

Superintendent Industries-I
For Principal Secretary to Govt. Haryana
Industries & Commerce Department

No. 49/53/2005-41B1

Dated: 03.02.2016

A copy is forwarded to the Controller, Printing and Stationery Department Haryana, Chandigarh with the request to publish the notification in the extra ordinary Gazette of the Haryana Government immediately and supply 20 copies thereof to this department for record.

Superintendent Industries-I
For Principal Secretary to Govt. Haryana
Industries & Commerce Department

No. 49/53/2005-41B1

Dated: 03.02.2016

A copy is forwarded to the Principal Secretary to Govt. Haryana, Finance Department vide U.O.No.1/16/2012-1FD-III dated 10.08.2015 for information.

Superintendent Industries-I
For Principal Secretary to Govt. Haryana
Industries & Commerce Department

To

The Principal Secretary to Govt. Haryana,
Finance Department

No. 49/53/2005-41B1

Dated: 03.02.2016

No. 49/53/2005-41B1

Dated: 03.02.2016

A copy is forwarded to the Director General, Industries & Commerce Department, Haryana for information and necessary action.

Superintendent Industries-I
For Principal Secretary to Govt. Haryana
Industries & Commerce Department

CERTIFICATE OF DEEMED CLEARANCE

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 Haryana Government notification bearing No 49/53/2005-41B1.Joint Director/Deputy Director, District Industries Centre ----- 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 implementation of the project/ operation of the unit so far as aforesaid clearance is concerned. You will have to abide by all the terms and conditions as contained n the Act/ rules governing the aforesaid clearance.

Dated the

Name of the Nodal Agency.