



**MP Trade & Investment Facilitation Corporation Ltd.**  
(Government of Madhya Pradesh Undertaking)



**MPTRIFAC (MP Trade and Investment Facilitation Corporation)** is acting as the Single Window Secretariat for Investment promotion and facilitation in the state since 2004. MP TRIFAC has developed an ICT (Information & Communication Technology) enabled single window system, which allows the investor to apply online for various approvals required to setup a business in the state. The timelines for the approvals /services provided through single window portal are mentioned below. These timelines are notified under Public Service Guarantee Act.

**Citizen Charter for Single Window System Services**

Sr. No	List of Services	Timeline
<b>A</b>	<b>Commerce, Industry &amp; Employment Department</b>	
1	Allotment of Land a. Issuance of Letter of Intent - 15 Days b. Issuance of Allotment order - 7 Days c. Execution of Lease deed - 30 Days d. Possession - 7 Days	59 Days
2	Water Connection by AKVN	15 Days
3	Building Permission by AKVN	30 Days
4	Registration of Boilers	30 Days
5	Boiler Inspection & Renewal	17 Days
6	Permission to Transfer Boiler	15 Days
7	Registration under Boiler Act to work as Erector	30 Days
8	Registration under Boiler Act to work as Manufacturer	30 Days
9	Renewal under Boiler Act to work as Erector	30 Days
10	Renewal under Boiler Act to work as Manufacturer	30 Days
11	Permission for Manufacturing of Boilers under Boilers Act	15 Days
12	Fiscal incentives (As per policy) a. In principal sanction letter for incentives/assistance - 3 Days b. Granting and Disbursal of applicable incentives i Determination of eligibility of incentives/assistance - 60 Days ii Disbursement under VAT/CST( 01.07.2017 onwards reimbursement under GST)- 60 Days iii Interest Subsidy for Large Textile Units – 45 Days iv Reimbursement on expenditure for infrastructure development - 45 Days v Assistance on establishment / development of industrial park - 45 Days vi Capital Subsidy for setting up of ETP/STP etc. for large units (Green Industrialization) - 45 Days	
<b>B</b>	<b>Labour Department</b>	
13	Registration under Shops & Establishment Acts	30 Days (Provisional 1 Day)

14	Renewal under Shops & Establishment Acts	30 Days
15	Permission for engaging contractor for labour	30 Days
16	Factory License (under hazardous & non- hazardous category)	30 Days
17	Renewal of Factories License	30 Days
18	Factory Building Plan Approval	30 Days
19	Registration under The Building and Other Construction Workers (BOCW)	30 Days
20	Registration certificate of Establishment Inter State Migrant Workmen (RE&CS) Act,1979	30 Days
<b>C</b>	<b>Energy Department</b>	
21	Electricity Connection - HT (East, West, Central Zone)	7 Days
<b>D</b>	<b>Urban Development &amp; Environment Department</b>	
22	Fire NOC (No Objection Certificate)	60 Days
<b>E</b>	<b>Pollution Control Board</b>	
23	Consent to Establish ( Under Water Act & Air Act)	45 Days
24	Consent to Operate ( Under Water Act & Air Act)	45 Days
25	Authorization under Hazardous Waste Rules	45 Days
26	Consent to Operate Renewal (Under Water & Air Act)	45 Days - Red Category Self-Certification -Green & Orange Category
<b>F</b>	<b>Food and Civil Supplies (Controller Weights and Measures)</b>	
27	License as Manufacturer of Weights and Measures	45 Days
28	License as Dealer of Weights and Measures	30 Days
29	License as Repairer of Weights and Measures	30 Days
30	Registration as Packers/Importer of Weights and Measures	7 Days