

Documents Required for Single Window Services

S.No.	Name of Service	Documents Required
Labour Department		
1.	Factory Plan approval under the Factories Act, 1948	<ol style="list-style-type: none"> Brief description of process along with List of Raw material with quantity to be used in manufacturing process Drawings - As per rule 3-A of Madhya Pradesh Factories Rules, 1962, site plan drawn to scale not less than 1:500 and plan, elevation, cross section, of various buildings including all details relating to door, windows, ventilators, emergency exits, lay out of plant & machinery drawn to scale not less than 1:100. (Only upload pdf generated by AutoCAD software.). Details of materials used for building construction and roofing
2.	Factory license under the Factory Act, 1948	<p>General documents: For Non - Hazardous Category</p> <ol style="list-style-type: none"> Proof of Ownership/possession of Premises (Sale Deed/Rent Deed/Lease Deed etc.) Proof of being Occupant (Proprietor / Partners in the Firm / List of Director of Company + Memorandum & Article of Associations) Stability certificate Form no.-2 issued by a competent person Copy of self-cess assessment Form-1 under BOCW Act, 1996 <p>Additional documents: For Hazardous Category</p> <ol style="list-style-type: none"> Proof of submission of On-Site Emergency Plan. If Pressure vessels and lifting machines are installed, Test Report issued by Competent Persons in case of solvent plants - Plant fitness certificate and operator fitness certificate issued by a competent person is also required. A copy of Bill issued by Madhya Pradesh Electricity Board as a proof for installed horse power Name & Max Quantity of Chemicals & Raw Material to be used and stored in premises.

3.	Permission for engaging contractor for labour under provision of The Contracts Labour (Regulation and Abolition) Act, 1970	<ol style="list-style-type: none"> 1. Any one photo Identify of applicant Voter ID/ Aadhaar/ Driving License/ Passport or PAN card (PDF Format) 2. Certificate in Form V issued by Principal Employer under Rule 21 (2) of Permission for engaging contractor for contract labour under provision of The Contract Labour (Regulation and Abolition) Act, 1970
4.	Registration of Establishment under the Inter-state Migrant Workers Act 1979	<ol style="list-style-type: none"> 1. Photo identity proof of applicant – (Voter ID, Aadhaar, Driving License, Passport, PAN Card (any one)) 2. Any one for address / place proof of Principal Employer / Contractor Establishment (any one) <ul style="list-style-type: none"> • Rent agreement • Electricity Bill • Telephone Bill • Ownership deed • Partnership deed • Memorandum of Association 3. Contract in case of Partnership firm and Copy of Memorandum of Association in case of Limited company
5.	Registration of principal employer's establishment under provision of The Contracts Labour (Regulation and Abolition) Act, 1970	<ol style="list-style-type: none"> 1. Applicant photo ID (any one voter ID, Aadhaar card, Driving License, either Passport or PAN) (in PDF Format) 2. For the authentication of place and address of shop & establishment copy of any one <ol style="list-style-type: none"> a) Rent Agreement b) Telephone bill c) Electric payment d) Ownership deed* e) Partnership deed* f) Memorandum of Association* (*If these documents have many pages than scan and upload only consistent information pages only in PDF format) 3. Contract in case of partner in partnership firm and Copy of memorandum of association in case of Limited company.
6.	Registration of Shop and Commercial Establishments under MP Shops and Establishments Act 1958	<ol style="list-style-type: none"> 1. Applicant photo ID (any one voter ID, Aadhaar card, Driving License, either Passport or PAN) (in PDF Format) 2. For the authentication of place and address of shop & establishment copy of any one <ul style="list-style-type: none"> • Rent Agreement • Telephone bill • Electric payment

		<ul style="list-style-type: none"> • Ownership deed* • Partnership deed* • Memorandum of Association* <p>(*If these documents have many pages than scan and upload only consistent information pages only in PDF format)</p> <p>3. Photograph of shop/ establishment in which name panel is visible. (JPG/ PDF format)</p> <p>4. Partnership deed / MOU (PDF) - In case of Company / Partnership firm</p>
7.	Registration under The Building and Other Construction Workers (Regulation of Employment and Conditions of Service) Act, 1996	<p>1. Applicant any one photo ID (any one voter ID, Aadhaar card, Driving License, either Passport or PAN) (in PDF Format)</p> <p>2. For the authentication of Construction Establishment place and address copy of any one</p> <ul style="list-style-type: none"> • Rent Agreement • Telephone bill • Electric payment • Ownership deed • Partnership deed • Memorandum of Association <p>3. Copy of contract in case of partnership firm OR In case of Company Ltd copy of memorandum of association (PDF Format)</p>
Department of Industrial Policy & Investment Promotion		
8.	Registration and renewal under Boiler Act 1923 to work as erector/ repairer /manufacturer	<p>1. Form XVIII</p> <p>2. Details of Machinery</p> <p>3. Details of Manpower</p> <p>4. Details of Employed Welders</p> <p>5. Registration Certificate</p> <p>6. Details of Workshop</p> <p>7. Details of Power(Electricity)</p>
9.	Registration under Boiler Act 1923	<p>Boiler</p> <ol style="list-style-type: none"> 1. Form 2D 2. IBR Certificate form : II (1) or II (2) 3. Form III 4. Form III C 5. Form IVA <p>Small Industrial Boiler</p> <ol style="list-style-type: none"> 1. Form 2D 2. Form XVII <p>Economizer</p> <ol style="list-style-type: none"> 1. Form 2D

		<ol style="list-style-type: none"> 2. Form VII 3. Form VIII
10.	Transfer of Boiler under Boiler Act 1923	<ol style="list-style-type: none"> 1. Form 2D 2. Certificate of Welder 3. Details of Supervisor
11.	Land Allotment	<ol style="list-style-type: none"> 1. Self Declaration For MSME or IEM or Industry License 2. Project Profile or Executive Report 3. Layout Plan <p>Additional documents if Constitution is "Partnership" or "LLP" company</p> <ol style="list-style-type: none"> 4. Partnership Deed <p>Additional Documents If Constitution is "Co-operative Society"</p> <ol style="list-style-type: none"> 5. Co-Operative Society Registration 6. Society Resolution for Authorised Signatory or Power of Attorney 7. Society Resolution for Establishing the project <p>Additional Documents if Constitution is "Private Limited" or "Public Limited Company"</p> <ol style="list-style-type: none"> 5. Board Resolution for Authorised Signatory or Power of Attorney 6. Board Resolution for Establishing the project 7. Memorandum and Articles of Association of the Company <p>NOTE: Application without these attachment and advance payment of premium are liable to be rejected.</p>
12.	Allocation of Water for Industrial Areas by MPIDC	<ol style="list-style-type: none"> 1. Possession Letter (Land)
13.	Building Plan Approval	<ol style="list-style-type: none"> 1. Required details (annex. A 2 to A 7) as prescribed in MPBVR – 2012 2. Valid license of architect / engineer 3. Receipt of current year property tax 4. Receipt of application fee, labour welfare fee, roof water harvesting fees and other fees prescribed by the competent authority 5. Key Plan/ Combined Site Plan & Layout Plan 6. Building Plans

14.	Investment Promotion Assistance (IPA) (Incentive)	<ol style="list-style-type: none"> 1. CA Certificate for Investment in fixed assets (Head-wise). 2. CE Certificate for Investment in Building and other civil work. 3. Board resolution in favour of authorized signatory. 4. IEM Part-A issued by DIPP, Ministry of Commerce & Industries, Govt. of India. 5. IEM Part-B issued by DIPP, Ministry of Commerce & Industries, Govt. of India. 6. Affidavit regarding total employment (including employees bonafide resident of MP and employees outside of M.P.) 7. Electricity Consumption Bill of current month 8. Power load sanction with connection details. 9. Affidavit under Madhya Pradesh Investment Promotion Scheme 2014 (As per Annexure-3) 10. Raw material first purchase bill 11. Raw Material sales bill. 12. Certificate of Incorporation. 13. Delay condonation letter in case of application filed after 90 days of date of commencement of production. 14. GST Registration Certificate 15. Photocopy of sanction letter from the central financial/State financial Institution etc. sanctioning loan and other financial assistance towards meeting the cost of the project, certified by a Director of the company. 16. Cancelled cheque or first page of passbook. 17. Project Report (in case of first application) <p>Service Specific</p> <ol style="list-style-type: none"> 1. CA Certificate for Investment in Plant & Machinery upto the date of commencement commercial production (Appendix-6)
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		<ol style="list-style-type: none"> 2. CE Certificate for Investment in Plant & Machinery upto the date of commencement commercial production 3. In case of expansion, CA Certificate for Investment made in Plant & Machinery before Expansion/Diversification and Investment made in Plant & Machinery under Expansion/Diversification. 4. In case of expansion, CE Certificate for Investment made in Plant & Machinery before Expansion/Diversification and Investment made in Plant & Machinery under Expansion/Diversification. 5. Affidavit regarding month-wise total employment (including employees bonafide resident of M.P. and Outside of M.P.) 6. Total production & sales value in applied year. If the application is for upcoming years then production and sales figures of previous years. Photocopy of related GST return and CA Certificate. 7. Total export quantity and value in the year. 8. Copy of License issued by Food and Drug Controller (for food processing units). <p>For Claim Form</p> <ol style="list-style-type: none"> 1. Affidavit regarding month-wise total employment (including employees bonafide resident of M.P. and Outside of M.P.) 2. Total production & sales value in applied year. If the application is for upcoming claim years then production and sales figures of all previous years. Photocopy of related 3. GST return and CA Certificate. 4. Total export quantity and value in the year.
Madhya Pradesh Pollution Control Board		
15.	Consent to Establish (under Water Act 1974 & Air Act 1981)	<ol style="list-style-type: none"> 1. Land allotment letter/land allotment LOI 2. Satellite imagery of project / industry site 3. Layout plan of the project/industry
16.	Consent to Operate (under Water Act 1974 & Air Act 1981)	<ol style="list-style-type: none"> 4. Project report including complete details of manufacturing process / raw materials 5. NOC of Gram Sabha / Local body 6. Article of Association memorandum of Under standing

		<p>7. Compliance of Environment clearance conditions (If applicable)</p> <p>Documents for Water Consent (As applicable)</p> <p>8. Effluent/Sewage Treatment Plant</p> <p>9. Technical Report on ETP/STP</p> <p>10. Drawing of ETP/STP</p> <p>11. Permission of CGWA (If applicable)</p> <p>12. Water Cess returns (if applicable)</p> <p>Documents for Air Consent (As applicable)</p> <p>13. Technical Specification of Air Pollution Control Arrangements</p> <p>14. Schematic Diagram of Monitoring Facility (Port Hole & Plate form with Spiral ladder)</p> <p>Documents for Authorization for Hazardous Waste (As Applicable)</p> <p>15. Details of SLF/Incinerator (If applicable)</p> <p>16. List of hazardous waste generated</p> <p>17. Form – 4 & 13</p>
17.	Authorization for Hazardous and other waste (Management and Trans boundary Movement) Rules, 2016	<p>1. Land allotment letter/land allotment LOI</p> <p>2. Satellite imagery of project / industry site</p> <p>3. Layout plan of the project/industry</p> <p>4. Project report including complete details of manufacturing process / raw materials</p> <p>5. NOC of Gram Sabha / local body</p> <p>6. Article of Association memorandum of Under standing</p> <p>7. Compliance of Environment clearance conditions (If applicable)</p>
18.	Authorization under E - Waste (Management) Rules, 2016	<p>1. Agreement with Collection Centre</p> <p>2. Agreement with Producer</p> <p>3. Details of storage for dismantled e-waste</p> <p>4. Agreement with Recycler</p> <p>5. Details of Facilities for Recycling</p> <p>6. Details of storage for raw materials and recovered materials</p>
19.	Authorization under Section 16 of Solid waste Management Rules 2016	<p>1. Site clearance (local body)</p> <p>2. Proof of Environmental Clearance</p> <p>3. Consent for establishment</p> <p>4. Agreement between municipal authority and operating agency</p>

		<p>5. Investment on the project and expected return</p> <p>6. Utilization program for waste process (Product utilization)</p> <p>7. Methodology for disposal</p> <p>8. Details on solid waste processing/ recycling/ treatment/ disposal facility</p> <p>9. Details of methodology or criteria followed for site selection</p>
20.	Authorization for Bio – Medical Waste Management	<p>1. Land Documents like registration/lease/rent deed</p> <p>2. Details of method of treatment and disposal</p> <p>3. Map of bio-medical waste disposal site in case of health care establishment having own bio-medical waste treatment and disposal facility</p> <p>4. Layout map showing drainage network</p> <p>5. Flow chart of Effluent Treatment plant in case of Health Care Establishments (HCEs) having 100 & more</p> <p>6. Last authorization order issued by the Board (in case of Renewal)</p> <p>7. Compliance to the conditions stipulated order issued by the Board (in case of renewal cases only)</p> <p>8. Agreement with Common Bio-medical Waste Treatment & Disposal Facility (CBWTDF) (authorized by Board) where the bio-medical waste generated by the HCEs are handed over to the CBWTDF</p>
21.	Registration for Manufacturers of Plastic Raw Materials under Plastic Waste (Management and Handling) Rules	<p>1. Details of Unit registered with the DIC or DCSSI of the State Government or UT</p> <p>2. List of producers and quantum of raw materials supplied to producers</p>
22.	Registration for Producers and Brand Owners under Plastic Waste (Management and Handling) Rules, 2011	<p>For Producers</p> <p>1. Flow diagram of manufacturing process showing input and output in terms of products and waste generated including for captive power generation and water</p> <p>2. List of personnel or brand Owners to whom the products will be supplied</p> <p>3. List of person supplying plastic to be used as raw material to manufacture carry bags or plastic sheet of like or multilayered packaging</p>

		<p>4. Unit registered with the District Industries Centre of the State Government or Union territory</p> <p>5. Valid consent under the Air (Prevention and Control of Pollution) Act, 1981</p> <p>6. Valid consent under the Water (Prevention and Control of Pollution) Act, 1974</p> <p>For Brand Owners</p> <p>1. Unit registered with the District Industries Centre of the State Government or Union territory</p> <p>2. Valid consent under the Air (Prevention and Control of Pollution) Act, 1981</p> <p>3. Valid consent under the Water (Prevention and Control of Pollution) Act, 1974</p> <p>4. List of person supplying plastic to be used as raw material to manufacture carry bags or plastic sheet of like or multi-layered packaging</p>
23.	Registration of Units engaged in Processing or recycling of Plastic Waste under Plastic Waste (Management and Handling) Rules	<p>1. Flow diagram of the manufacturing process with flow diagram of each product</p> <p>2. Details for waste collection and transportation</p> <p>3. Analysis report of characterization of waste generated (including leachate test if applicable)</p>
Food, Civil Supplies and Consumer Protection Department (Controller Weights & Measures)		
24.	License as Manufacturer of Weights & Measures	<p>1. Completely filled and signed self-declaration and Consent letter form</p> <p>2. Model Approval Document from Govt. of India/Application submitted for model approval to Govt. of India</p> <p>3. PAN CARD</p> <p>4. AADHAR CARD</p> <p>5. Proof of Educational Qualification (Optional)</p> <p>6. Certificate of Registration under Shops and Establishment Act. (Optional)</p> <p>7. Electricity Bill of Premise(Optional)</p>

		<p>8. Name and AADHAR No of all the workers/Employees engaged in Manufacturing.(Self Attested) (Optional)</p> <p>9. Registration certificate from Industries department if registered as factory/Unit (Optional)</p> <p>10. GST/Professional Tax Registration Number/IT Number (Optional)</p>
25.	License as Dealer of Weights and Measures	<p>1. Declaration and Memorandum of Letter in relation to the records and description of the premises showing the area of the premises square meters</p> <p>2. Applicant's agreement with manufacturer and manufacturer authorized by manufacturer / manufacturer and manufacturer's license granted by manufacturer (if contracted with authorized dealer)</p> <p>3. Registration of the establishment</p> <p>4. Completely filled and signed self-declaration and Consent letter form</p> <p>5. Electricity Bill</p>
26.	License as Repairer of Weights and Measures	<p>1. Declaration and Memorandum of Letter in relation to the records and description of the premises showing the area of the workshop in square meters</p> <p>2. The letter of the Deputy Controller or Assistant Controller certifying efficiency by measuring the weight</p> <p>3. Details of the facility of various tests in the workshop, details of the equipment used, description of loan artefacts given in return and details of the tools used in repair work</p> <p>4. Registration of the establishment</p> <p>5. Electricity bill</p> <p>6. Academic qualification certificate</p> <p>7. Completely filled and signed self-declaration and Consent letter form</p>
27.	Registration as Packers/Importer of	<p>1. Certificate of Registration under Shops and Establishment</p>

	Weights and Measures	Act 2. Electricity Bill of Premise
Energy Department		
28.	Electricity Connection (HT)	1. Registration Deed of Land 2. Partnership Deed / Proof of proprietor / certificate of registration of company
29.	Inspection of Installation by Chief Electrical Inspector	1. Single Line Diagram 2. List of equipment 3. Work completion report
30.	Electricity Connection (LT)	1. Registration Deed of Land 2. PAN and Aadhaar of Applicant
31.	Net Metering and Grid Connected Rooftop, other RE Systems & Small Solar Photovoltaic Systems	1. Latest Electricity Bill 2. Single Line Diagram
Urban Development and Housing Department		
32.	NOC from Fire Department	1. Ownership Document (Lease Deed / Registry (Summarized copy) / Khasra) 2. Building Fire Plans (each floor), Elevation Plan of Building, Section Plan of Building 3. Certificate of Fire Consultant Qualification (If not listed in Department Website) 4. Checklist (53 Points) certified by the fire consultant , owner or authorized person as per rules 5. Approval letter and Approved Building plan (each floor) by competent Authority (Scanned in original size) 6. Approval letter and Approved layout plan (each floor) by competent Authority (Scanned in original size)

33.	Trade License	<ol style="list-style-type: none"> 1. Government ID proof (Voter ID/PAN Card/Driving license /Aadhar Card /Rent Agreement / Partnership deed) 2. Self-certificate/Affidavit
34.	Renewal Trade License	<ol style="list-style-type: none"> 1. NA
35.	Water Connection	<ol style="list-style-type: none"> 1. Affidavit for proof of property 2. ID Proof
36.	Tree Felling NOC	<ol style="list-style-type: none"> 1. Property tax receipt 2. Water Tax receipt 3. Allotment copy (In case of Govt. plot) 4. Document for Ownership of property (Mandatory)
Department of Micro, Small and Medium Enterprises		
37.	Land Allotment	<ol style="list-style-type: none"> 1. Self-Declaration For MSME /EM Part1 / IEM / Industry License 2. Board Resolution for Authorised Signatory / Power of Attorney 3. Board Resolution for Establishing the project 4. Co-Operative Society Registration 5. Memorandum and Articles of Association of the Company 6. Partnership Deed 7. Society Resolution for Authorised Signatory / Power of Attorney 8. Society Resolution for Establishing the project 9. Layout Plan of the Proposed Construction Site 10. Project Profile/ Executive Report 11. PAN Card
38.	Building Plan Approval	<ol style="list-style-type: none"> 1. Document of ownership (Lease deed) 2. Zonal NOC / Nazul NOC / BDA / MPHB 3. Railways / Airport society NOC 4. AutoCAD Drawing 5. Old building permission + drawings (If Applicable) (Optional) 6. Planning Permission (If Applicable) (Optional) 7. Structural details (If Applicable) (Optional) 8. Firefighting details (If Applicable) (Optional) 9. Certificate from Architect 10. Site Assessment report 11. Lease rent / maintenance challan

		12. Certificate from architect for earthquake proof building
Public Health and Family Welfare Department		
39.	Retail Sale Drug License	<p>1. Shop/Firm constitutional related documents</p> <ul style="list-style-type: none"> • In case of Firm - partnership deed • In case of private Limited/ Limited -list of Directors, Firm <p>MOA and COI etc.</p> <p>2. Appointment letter of Registered Pharmacist(s) (if applicant and Registered Pharmacist person are different)</p> <p>3. Layout of Shop/Firm Premises</p> <p>4. Declaration of applicant</p> <p>5. Declaration regarding person responsible for sale and stock of schedule X drugs</p> <p>6. Electricity bill of Shop/Firm premises</p> <p>7. Identity proofs (specified in the application)</p> <p>8. Photograph and signature of applicant.</p> <p>9. Photograph of Shop/Firm with furniture</p> <p>10. Proof of Ownership/Rent Agreement with actual land owner.</p> <p>11. Purchase bill of refrigerator (if applicable)</p> <p>12. Qualification Mark Sheet (SSC, HSC & Graduation)</p> <p>13. Residential Proof</p> <p>14. Schedule X drugs storage facility provided with lock and key.</p> <p>15. Identity Proof of Recognized Person 1 (Mentioned in Layout of Shop/Firm premises).</p> <p>16. Identity Proof of Recognized Person 2 (Mentioned in Layout of Shop/Firm premises).</p> <p>Registered Pharmacist/Competent Person Documents List</p> <ol style="list-style-type: none"> 1. Affidavit of Registered Pharmacist(s) 2. Identity proofs (specified in the application) 3. Photograph and signature of Registered Pharmacist(s) 4. Qualification Mark Sheet of Registered Pharmacist (SSC, HSC & Diploma or Graduation). 5. Residential Proof. 6. Pharmacist Registration Certificate both sides.

40.	Wholesale Drug License	<p>1. Shop/Firm constitutional related documents (like in case of Firm partners it's deed, in case of private Limited/ Limited list of Directors, Firm MOA and COI etc.).</p> <p>2. Appointment letter of Registered Pharmacist(s) (if applicant and Registered Pharmacist person are different).</p> <p>3. Layout of Shop/Firm Premises (Annexure 11)</p> <p>4. Appointment letter of Competent Person(s) (if applicant and competent person are different)</p> <p>5. Declaration of applicant (Annexure 7).</p> <p>6. Declaration regarding person responsible for sale and stock of schedule X drugs.</p> <p>7. Electricity bill of Shop/Firm premises.</p> <p>8. Identity proofs (specified in the application).</p> <p>9. Photograph and signature of applicant.</p> <p>10. Photograph of Shop/Firm with furniture.</p> <p>11. Proof of Ownership/Rent Agreement with actual land owner.</p> <p>12. Qualification Mark Sheet (SSC, HSC & Graduation) if available.</p> <p>13. Residential Proof.</p> <p>14. Schedule X drugs storage facility provided with lock and key.</p> <p>15. Identity Proof of Recognized Person 1 (Mentioned in Layout of Shop/Firm premises).</p> <p>16. Identity Proof of Recognized Person 2 (Mentioned in Layout of Shop/Firm premises).</p> <p>Registered Pharmacist/Competent Person Documents List</p> <p>1. Affidavit of Competent Person (s)</p> <p>2. Affidavit of Registered Pharmacist(s)</p> <p>3. Consent letter of Competent Person(s)</p> <p>4. Drugs Sale License copy along with Declaration of the person who issued the experience certificate</p> <p>5. Identity proofs (specified in the application)</p> <p>6. Photograph and signature of Competent</p> <p>7. Photograph and signature of Registered Pharmacist(s)</p> <p>8. Qualification Mark Sheet (SSC, HSC & Diploma or</p>
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		<p>Graduation) as applicable.</p> <p>9. Qualification Mark Sheet of Registered Pharmacist (SSC, HSC & Diploma or Graduation).</p> <p>10. Residential Proof.</p> <p>11. Experience certificate of Competent Person (minimum 4 years' experience with matriculation or 1 year experience with graduation) Or Pharmacist Registration Certificate both sides (if applicable).</p>
41.	Retail Sale Drug License Renewal (Retention)	<p>1. Layout of Shop/Firm Premises</p> <p>2. Declaration of applicant</p> <p>3. Identity proofs (specified in the application)</p> <p>4. Photograph and signature of applicant</p> <p>5. Photograph of Shop/Firm with furniture</p> <p>6. Residential Proof</p> <p>7. Drugs Sale License (Form 20)</p> <p>8. Drugs Sale License (Form 21)</p> <p>9. Drugs Sale License (Form 20-F)</p> <p>10. Renewal Certificate (if available)</p> <p>11. Dully filled and signed Form 19.</p> <p>Registered Pharmacist/Competent Person Documents List</p> <p>1. Consent letter of Registered Pharmacist(s)</p> <p>2. Identity proofs (specified in the application)</p> <p>3. Pharmacist Registration Certificate both sides.</p> <p>4. Photograph and signature of Registered Pharmacist(s)</p> <p>5. Qualification Mark Sheet of Registered Pharmacist (SSC, HSC & Diploma or Graduation).</p> <p>6. Residential Proof</p>
42.	Retention of Wholesale Drug License	<p>1. Drugs sales License form copy 20-B</p> <p>2. Layout of Shop/Firm Premises</p> <p>3. Renewal Certificate (if available)</p> <p>4. Declaration of applicant</p> <p>5. Dully filled and signed Form 19</p> <p>6. Identity proofs (specified in the application).</p> <p>7. Photograph and signature of applicant</p> <p>8. Photograph of Shop/Firm with furniture</p> <p>9. Residential Proof.</p> <p>10. Drugs sale license copy (21-B)</p> <p>11. Dully filled and signed Form 19-C</p> <p>12. Drugs sale license copy (20-G)</p>

		<p>Registered Pharmacist/Competent Person Documents List</p> <ol style="list-style-type: none"> 1. Consent letter of Registered Pharmacist(s). 2. Pharmacist registration certificate both side(If applicable) 3. Identity proofs (specified in the application). 4. Photograph and signature of Competent 5. Photograph and signature of Registered Pharmacist(s) 6. Residential Proof. 7. Qualification Mark sheet (SSC, HSC, Graduation & diploma)
43.	Granting of Drug Manufacturing License	<ol style="list-style-type: none"> 1. Registration Deed of Land 2. Partnership Details / Article of Association (AOA) & Memorandum of Association (MOA) /Proof of Proprietor <p>Product Specific documents</p> <ol style="list-style-type: none"> 1. Pharmacopial Monograph 2. Method of Analysis / Brief Manufacturing process/ Process <p>Flowchart/ Reaction scheme</p> <ol style="list-style-type: none"> 3. Master Manufacturing Formula / List of Equipment / List of <p>Raw Materials(for Bulk Drugs)</p> <ol style="list-style-type: none"> 4. Stability Data 5. Bio Equivalence Study / Any other related document <p>Document Briefcase</p> <ol style="list-style-type: none"> 1. Plan of premises (Mandatory) 2. Document regarding rental premises/own premises/lease deed etc. (Mandatory) 3. Current list of technical staff and their appointment letter, consent letter and approval certificate and affidavit (regarding full time working and simultaneously not working in other company) of approved Manufacturing Chemist(s). (Mandatory) 4. Affidavit(s) from the applicant (Proprietor/Partner/Director) regarding obtaining any drug licence earlier, prosecution and conviction if any under the drug & cosmetics act/rules. (Mandatory)



	<p>5. Appointment letter, consent letter and Approval Certificate and affidavit (regarding full time working and simultaneously not working in other company) of approved Analytical Chemist(s) for Quality Control. If he is not an approved Analytical Chemist then his application for approval as Analytical Chemist along with the degree/diploma and experience certificate shall also be submitted. (Mandatory)</p> <p>6. Details of dedicated storage facility for manufactured drug(s) under this licence. (Mandatory)</p> <p>7. List of plant and machinery for manufacturing (section wise) with their purchase bills. (Mandatory)</p> <p>8. Medical examination report of employees. (Mandatory)</p> <p>9. List of equipment's for quality control with their purchase bills. (Mandatory)</p> <p>10. Raw Water Analysis Report. (Mandatory)</p> <p>11. Document about electricity connection. (Mandatory)</p> <p>12. NOC from Competent Local Authority like gram panchayat, Nagar palika or nagar nigam if not in industrial area. (Mandatory)</p> <p>13. Document regarding Air/water consent from pollution control board where applicable. (Mandatory)</p> <p>14. Photocopy of Registration/Acknowledgement from district industries centre if applicable. (Mandatory)</p> <p>15. Details of Proprietor/List of Directors (as on date) (in case of Private Limited/Public Limited)/Members (in case of Society/Co-operative Society/Trust)/ Partners (in case of partnership firm) along with address ID proof and telephone numbers. (Mandatory)</p> <p>16. Site Master file. (Mandatory)</p> <p>17. List of Standard Operating Procedures (SOP). (Mandatory)</p> <p>18. Document related to constitution of the firm- Article of Association (in case of Private Limited/Public Limited company), partnership deed (in case of partnership firm).</p>
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		<p>(Mandatory)</p> <p>19. Introduction Letter from two Licensee. (Mandatory)</p> <p>20. Details of dedicated storage facility for manufactured drug(s) under this licence. Applicable Only for 25-F,28-B (Mandatory)</p> <p>21. Document regarding ownership (proprietorship/ partnership firm/company). (In case of firm/company list of Directors with as on Date). (Optional)</p> <p>22. Consent letters from the approved testing laboratory if applicable. Optional</p> <p>23. Factory Licence. (Optional)</p> <p>24. Project financing information(Optional)</p> <p>25. Marketing arrangement information. (Optional)</p> <p>26. Power of attorney in favour of the person who would sign the application form on behalf of the company. (Optional)</p> <p>27. HVAC validation. (Optional)</p> <p>28. Water validation. (Optional)</p> <p>29. Air validation (AHU) (Optional)</p> <p>30. Steam validation. (Optional)</p> <p>31. Area validation. (Optional)</p>
44.	Renewal (Retention) of Drug Manufacturing License	1. NA
WRD Department (Irrigation)		
45.	Water allocation from Natural/Government created water sources	<p>1. Registration/Lease deed of land</p> <p>2. Aadhaar/PAN of applicant</p> <p>3. Partnership Details / Article of Association (AOA) & Memorandum of Association (MOA) /Proof of Proprietor</p> <p>4. Index Map showing location of source</p>
Department of Commercial Tax		
46.	Professional Tax Employer Registration	1. NA