



ABSTRACT

Micro, Small and Medium Enterprises – Budget Announcement for the year 2015-2016 - “A common investment portal for MSME investors to serve as Single Window Clearance Mechanism to improve the ease of doing business” - Formation of Review Committee for Simplification of forms - Formation of State Level Single Window Clearance Committee - Implementation of Online Single Window Portal - Orders issued.

MICRO, SMALL AND MEDIUM ENTERPRISES (D2) DEPARTMENT

G.O.(Ms).No. 13

Dated: 16.02.2016

திருவள்ளூர் ஆண்டு 2047

மன்மத வருடம், மாசி 4

Read:

1. Budget Speech of Hon'ble Chief Minister dated 25.03.2015.
2. From Industries Commissioner and Director of Industries and Commerce, File No.28262/DIC/2015.

ORDER

In the Budget Speech dated 25.03.2015, the Hon'ble Chief Minister had announced on the floor of the Assembly that “a common investment portal will be created for MSME investors to serve as Single Window Clearance Mechanism to improve the ease of doing business”.

2. The Industries Commissioner and Director of Industries and Commerce has suggested that the portal may be operationalized in 3 Phases as detailed below:

Phase 1 :

- a. The applicant has to register by furnishing basic information and create username and password.
- b. Using the username and password, the applicant has to fill the online Single Window application. Using the information furnished by the applicant the portal will guide as to the departments from which clearances/ No Objection Certificates are required.
- c. Once it is finalized, the entrepreneur has to take the pdf format of all applications pertaining to the line departments along with the Single

Window System (SWS) Acknowledgement. The entrepreneur has to submit the signed copy of the application along with all supportive documents to the concerned District Industries Centre.

- d. District Industries Centre will scrutinize the submitted application and forward the same to the concerned line department.
- e. Line department can login into Single Window Portal using their password. The application forwarded to each of the line department can be viewed. The processing of the submitted application will be carried out by the line department internally.
- f. At the end of process, the line department will record the processing result i.e. Accepted / Rejected/Returned. In case of rejection / returning, the reason shall be mentioned by the department in the respective column.
- g. On receipt of physical copy of approval from all line departments concerned, the District Industries Centre will forward the same to the concerned Local Body for final approval.
- h. The Local Body will send the approval details back to the District Industries Centre manually and it will be updated in the Single Window Clearance portal by the concerned District Industries Centre.
- i. Single Window Committee meeting headed by District Collector will be convened every month to dispose the pending Applications.
- j. The Applicant may view the status of the Application at any point of time.
- k. Various Management and Information System (MIS) Reports may be generated at all levels for the effective monitoring.

Phase II :

- a. Integration of line departments portals which are operational through online mode with Single Window Portal through web service/any other feasible options.
- b. The data filed in the common application format of the Single Window portal will be migrated to the concerned line department's online portal.
- c. A physical copy of the supporting document along with the pdf format of the online filed application received from the applicant will be sent to the line department concerned by District Industries Centre.
- d. The line department will process the application at their end.
- e. The outcome of the processing details will be pushed back to the Single Window portal by the concerned line department.

- f. On receipt of physical copy of approvals from all line departments concerned, the District Industries Centre will forward the same to the concern Local Body for final approval.
- g. The Local Body will send the approval details back to the District Industries Centre manually and it will be updated in the Single Window Clearance portal by the concerned District Industries Centre.
- h. Single Window Committee meeting headed by District Collector will be convened every month to dispose the pending applications.

Phase III :

- a. Integration of remaining line departments' portal with the Single Window portal and the process will be same as mentioned in Phase II
 - b. Inclusion of additional services in Single Window Portal for ease of doing business.
 - c. Introduction of digital signature
 - d. Introduction of email and sms alerts to the line department.
 - e. Introduction of Single Payment Option
3. The Industries Commissioner and Director of Industries and Commerce has further recommended that a **Review Committee for Single Window** may be constituted under the Chairmanship of Additional Chief Secretary to Government, Micro, Small and Medium Enterprises Department, Industries Commissioner and Director of Industries and Commerce as Member Convener and with the following Members.
- I. Additional Chief Secretary to Government, Industries Department / Representative.
 - II. Additional Chief Secretary / Chairman, Tamil Nadu Pollution Control Board.
 - III. Principal Secretary / Chairman & Managing Director, Tamil Nadu Generation and Distribution Corporation Ltd.,
 - IV. Member Secretary, Chennai Metropolitan Development Authority.
 - V. Director of Municipal Administration.
 - VI. Director of Rural Development.
 - VII. Director of Town and Country Planning.
 - VIII. Director of Town Panchayats
 - IX. Director of Industrial Safety and Health.
 - X. Chief Electrical Inspector to Government
 - XI. Director of Fire & Rescue Services
 - XII. Director of Public Health and Preventive Medicine
 - XIII. Director of Boilers.
 - XIV. President, TANSTIA.

XV. Any other domain expert / Departmental Officer may be invited as Special Invitee.

3.1 Functions of the Review Committee for Single Window

- a. To examine the existing forms for getting various clearances/ No Objection Certificates by the Micro, Small and Medium Enterprises for building approvals and device a simplified form.
- b. To examine and reduce the number of enclosures required.
- c. To identify and recommend weeding out of all redundant processes/ procedures involved in issuing clearances/ No Objection Certificates.
- d. To review and revise the existing time lines prescribed for processing and disposal of applications by the competent authorities wherever possible.
- e. To ensure providing necessary formats and the parameters which decide requirement of clearance/ No Objection Certificate from the concerned departments, and also technical data required for integration to the Single Window Portal development team by the concerned departments.
- f. Coordinating in launching of full-fledged single window portal which includes online filing, online forwarding to all line departments, online processing, online issue of clearances, enabling online tracking of application status and enabling real time monitoring at all levels.
- g. Any other issues related to process re-engineering as deemed fit to be discussed, with the permission of the Chairman of the committee.

4. The Industries Commissioner and Director of Industries and Commerce has also recommended that a **State Level Single Window Clearance Committee** exclusively for Micro, Small and Medium Enterprises may be constituted under chairmanship of the Additional Chief Secretary to Government, Micro, Small and Medium Enterprises Department, Industries Commissioner and Director of Industries and Commerce as Member Convener and with the following Members.

- I. Additional Chief Secretary / Chairman, Tamil Nadu Pollution Control Board.
- II. Principal Secretary / Chairman and Managing Director, Tamil Nadu Generation and Distribution Corporation Limited,
- III. Member Secretary, Chennai Metropolitan Development Authority.
- iv. Director of Municipal Administration.
- v. Director of Rural Development.
- vi. Director of Town and Country Planning.
- vii. Director of Town Panchayats.
- viii. Director of Industrial Safety and Health.
- ix. Chief Electrical Inspector to Government.
- x. Director – Fire & Rescue Services
- xi. Director, Public Health and Preventive Medicine.
- xii. Director of Boilers.
- xiii. President, TANSTIA
- xiv. Any other domain expert.

The Chairman of the State Level Single Window Clearance Committee may include any other Member as and when necessary arises.

Functions of the State Level Single Window Clearance Committee:

- a. The Committee may be convened not less than once in 3 months.
- b. To review the pending applications if any beyond the time limit prescribed at district and state level as below:
 - a) Department wise pendency
 - b) District wise pendency
- c. To review the clearances / No Objection Certificates issued belatedly beyond the time limit prescribed and recommend to the concerned Department to take departmental action against the defaulted officer.
- d. Any other issues related to Micro, Small and Medium Enterprises as deemed fit to be discussed, with the permission of the Chairman of the committee.

5. Accountability for delay

The present system of Single Window Clearance does not contain any provision for fixing accountability for delays in issuing clearances to the Micro, Small and Medium Enterprises within the time limit prescribed. It impairs the effectiveness and efficiency functioning of the Single Window System. Industries Commissioner and Director of Industries and Commerce has therefore suggested that the Departmental action may be initiated against the officers who default in granting timely approvals more than thrice in a year and timely disposal of applications received under Single Window system should be considered as one of the criteria for assessing the performance of the officer while writing his/her Annual Confidential Report.

6. In view of the above, the Industries Commissioner and Director of Industries and Commerce has requested the Government orders on the following:

- i) for executing the Online Single Window Portal in three phases described in para 2.
- ii) for the constitution of Review Committee for Single Window Clearance system for simplification of forms and procedures.
- iii) for the constitution of State Level Single Window Clearance Committee for periodical review.
- iv) For fixing accountability for unjustified delay.
- v) To Provide fund of Rs.26.45 lakh for computerization and connectivity of District Industries Centres.

7. The Government after careful examination has accepted the recommendations of the Industries Commissioner and Director of Industries and Commerce as mentioned in para 2,3,4 & 5 above and issued the following orders:

- i) Setting up of single window clearance portal for all Industries and its operationalisation in 3 phases proposed in para 2 above.
- ii) Constitution of Review Committee for Single Window Clearance system for simplification of forms and procedures as mentioned in para 3 above.
- iii) Constitution of State Level Single Window Clearance Committee for periodical review as mentioned in para 4 above.
- iv) Concerned authorities may take action for the delay as proposed in para 5 above.

8. Orders regarding the funds will be issued separately.

(BY ORDER OF THE GOVERNOR)

**JAGMOHAN SINGH RAJU
ADDITIONAL CHIEF SECRETARY TO GOVERNMENT**

To
The Additional Chief Secretary / Industries Commissioner and
Director of Industries and Commerce,
Thiru Vi Ka Industrial Estate,
Guindy, Chennai - 32.
The Additional Chief Secretary to Government,
Industries Department,
Chennai - 9
The Additional Chief Secretary to Government,
Finance Department,
Chennai - 9.
The Principal Secretary to Government,
Environment and Forest Department,
Chennai - 9.
The Principal Secretary to Government,
Home Department,
Chennai - 9.
The Principal Secretary to Government,
Municipal Administration and Water Supply,
Chennai - 9.
The Secretary to Government,
Housing and Urban Development Department,

Chennai - 9.

The Secretary to Government,
Rural Development and Panchayat Raj Department,
Chennai - 9.

The Secretary to Government,
Labour and Employment Department
Chennai - 9.

The Principal Secretary / Chairman and Managing Director,
Tamil Nadu Generation and Distribution Corporation Limited, Chennai.

All Additional Chief Secretaries/ Principal Secretaries / Secretaries to Government,
Secretariat, Chennai - 9.

All Head of Departments.

All District Collectors.

Copy to

The Private Secretary to Additional Chief Secretary to Government,
Micro, Small and Medium Enterprises Department, Chennai-9.

The Micro, Small and Medium Enterprises (Budget/OP) Department,
Chennai-9.

Stock file / Spare copy.

// FORWARDED BY ORDER //

SECTION OFFICER

