

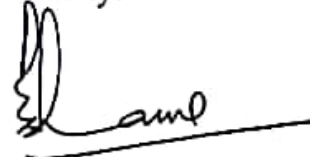
CIRCULAR

In order to make the working of DICs smooth, fair & transparent and ensure efficient delivery of services, the General Managers are enjoined upon to take following steps in their respective District Industries Centre;

1. **A Facilitation Cell** shall be created in the DICs to guide the visitors/ entrepreneurs about the Industrial Policies and Procedural Guidelines pertaining to the State/ Central incentive packages, Check lists for various procedures, for example completion of formalities related to the requirement - filing of online application on official website - www.udyogjk.com, to apply for land availability / Initial registration (EM Part-1) / Advance Registration (E.M. part-2)/power availability & sanctioning from PDD/ obtaining of Consent to Establish / Operate from SPCB, Toll exemption forms, change of constitution etc. and also guide to applying for PMEGP online. Two officers shall be detailed for this job, especially those who are well versed with Industrial Policies and Procedures. The IPOs/AEOs/BIs appointed recently may be detailed for this job. Before assigning them this duty it should be ensured that they have gone through the policies and procedures and are also well versed with the websites of the Department and related department(s) / organizations. A special training may be arranged for them if need be.
2. **Reception:** two officials shall be assigned this job. These officials should also be well versed with the policies and procedures. All the applications / grievances / documents etc., should be deposited at the reception and the deposition of documents directly with the concerned officers/ officials shall be avoided, especially by the agents etc. who deposit such documents on behalf of the Entrepreneurs. Only when it is utmost important to meet the concerned officer, shall the entrepreneur or his/her authorized person should be allowed to meet the concerned officer. The receptionist should ensure that the documents being deposited are indexed and page marked. The receptionist shall issue receipt duly acknowledging the documents received mentioning the index and total number of pages received. After proper diarizing, all the received documents should be placed before the General Manager, or in his absence an officer authorized by him, who shall mark the documents to the concerned officer duly putting on date. It will be duty of the concerned officer to ensure that the reference is put up in time bound manner. In case an officer goes on leave for more than four days, the General Manager shall assign the work to another officer. The safety and time bound process of the document shall be the responsibility of the concerned officer. The concerned officer/ official to whom application is marked shall immediately process the case and deliver as per the time frame mentioned in Industrial Policy-2016-26 and the Procedural Guidelines - 2017.
3. The General Managers shall distribute the works among the officers and officials judiciously and if any, officer / official proceeds on leave; the charge of the work allotted to him/her should be given to some other concerned officer/official till his return.

4. Entry of agents / middlemen in the DICs shall be restricted. General Managers shall ensure this.
5. The General Manager and field officers shall fix specific day(s) in a week exclusively for field visit; unannounced visit in the field should be avoided except in emergency case. This will ensure presence of Entrepreneurs at the factory premises at the time of field visit.
6. There should be a prominent notice board in the DICs. All public notices should be posted on the notice boards prominently. All relevant orders / notices should be hosted on their respective websites and copy of important orders / notices may also be sent to the Directorate for hosting on the website of the Directorate.

In case any help is required for implementation of this circular by the General Managers, the same shall be intimated to the undersigned immediately.



(Dr. Ravi Shankar Sharma) KAS
Director,
Industries & Commerce,
Jammu.

Dated: 01/06/2018.

No: Estt./J/C-33/307-13

Copy to the :-

1. Principal Secretary to the Government, Industries & Commerce Department, J&K Govt. Civil Sectt., Srinagar for information please.
2. OSD with the Hon'ble Deputy Chief Minister, Minister incharge Industries & Commerce, J&K Govt. Civil Sectt., Srinagar for information.
3. - 6 General Manager, District Industries Centre, Kathua/ Jammu/ Udhampur/ Samba for necessary action.
7. Chairman, Federation of Industries, Jammu for wide circulation please.
8. Notice Board / Website.

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