

Citizens Charter of District Industries Centre, Port Blair

Sl. No.	Services / Works being provided	Documents required	Officer(s) responsible for disposal of the services	Time frame for disposal	Appellate Officer
1.	Online Udyog Aadhaar Memorandum under MSMED Act-2016	Nil	Functional Manager (EI) Industries Promotion Officer (Handicrafts)	Real Time Application	General Manager, DIC, Port Blair
2.	<p>Prime Ministers Employment Generation Programme.</p> <p>Processing of application after issue of press release intimating date of convening the District Level Task Force Committee Meeting.</p> <p>Forwarding of online applications among the participating banks after vetting the Project reports / scheme for sanction and disbursement.</p>	<ol style="list-style-type: none"> 1. Online application in prescribed format along with recent photograph. 2. Consent letter from concerned Bank. 3. Proof of residency / Population certificate (if applicable) 4. Proof of ownership of location of activity. 5. Copy of educational certificate / work experience. 6. Copy of caste / category certificate. 7. Copy of licenses / registration (if applicable) 8. In-case of society / Trust / Cooperative Society, the copy of Registration Certificate, Bye-Laws, Resolution passed for obtaining loan under PMEGP. 9. Price list / Quotation of Plant & Machinery / Equipments including Raw materials proposed to be used in the project. 10. Project Report of the concerned activity. 11. Copy of EDP Certificate, in case the Entrepreneur had already undergone EDP Training for a period not less than 10 days. 	<p>Economic Investigator, DIC Port Blair</p> <p>Industries Promotion Officer (Cr.)</p> <p>Functional Manager</p>	30 days	General Manager, DIC, Port Blair



		<p>12. Income Tax Return for last one year in-case of second loan for up-gradation.</p> <p>13. Annual Account certificate by Chartered Accountant for last 03 years in-case of second loan for up-gradation..</p> <p>14. Udyog Aadhaar Registration Certificate in-case of second loan for up-gradation.</p> <p>15. Previous sanction letter issued by Bank in-case of Second Loan for up-gradation.</p> <p>16. Bank certificate / No dues certificate showing full loan repayment in-case of second loan for up-gradation.</p> <p>17. GST Registration certificate in case of second loan for up-gradation.</p>		
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