GOA - IDC

STANDARD OPERATING PROCEDURE-2

Procedure to be followed for issuance of Occupancy Certificate/Completion Order:

Sr.no.	Permission	Officer responsible	Time Frame In Days	Appellate Authority
1.	Application for Completion Order and Occupancy with plans and other documents as per **ANNEXURE-1** and **ANNEXURE -2** respectively(in total 7 sets) to be submitted. out of the 7 sets: (i) 4 sets as per the requirement of Goa-IDC and 37B committee. (ii) 1 set of application as per the requirement for NOC	General Manager (Engineering)	D	Managing Director Goa-IDC

	from the Health Department. Guidelines in this regard are annexed as **ANNEXURE-3** (iii) 1 set of application as per **ANNEXURE-4** for NOC from the Directorate of Fire & Emergency Services. (iv) 1 set of application as per **ANNEXURE-5** for NOC from the Inspectorate of Factories & Boilers. (**Note: The applicant should also compulsorily apply online to the Factories & Boilers)**			

2.	Date for joint inspection be fixed by the General Manager (Engineering) and communicate all concern. The date and time so fixed should not exceed 7 days from the receipt of the application.	General Manager (Engineering)	D+2	Managing Director Goa-IDC
3.	4 sets of the Application to be forwarded to the Field Manager of the Concerned Industrial Estate for Report, by the GM(Engg) with an intimation to the Dy Town Planner 37 B Committee. GM (Engg) to also communicate the date of joint inspection to be held by all the authorities concerned.	General Manager (Engineering)	D+2	Managing Director Goa-IDC.
4.	One set of the Application to be forwarded to the Health Officer of the Community Health Centre/Primary Health Centre for their NOC, by the GM(Engg) as per **ANNEXURE-6**	General Manager (Engineering)	D+2	Managing Director Goa-IDC
5.	One set of the Application as per Annexure-4 to be	General Manager (Engineering)	D+2	Managing Director Goa-IDC

	forwarded to the concerned office of the Directorate of Fire & Emergency Services for their NOC, by the GM(Engg) as per **ANNEXURE-6**			
6.	One set of the Application as per Annexure-5 to be forwarded to the concerned office of the Inspectorate of Factories & Boilers for their NOC, by the GM(Engg) as per **ANNEXURE-6**	General Manager (Engineering)	D+2	Managing Director Goa-IDC
7.	Intimation to be forwarded to the Estate Division for providing information as per the Check List at **ANNEXURE-7**, by the General Manager (Engineering)	General Manager (Engineering)	D+2	Managing Director Goa-IDC
8.	In charge of the Estate Division to submit the details as per the checklist to the General Manager (Engineering)	In charge of Estate Division	D+4	Managing Director Goa-IDC
9.	Joint Inspection to be held	By all concerned Authorities. "I"	I	
10.	Field Manager to submit the 4 sets with his report as per **ANNEXURE -8**	Field Manager	I+5	Managing Director Goa-IDC.

	,to the Dy Town Planner 37 B Committee through the General Manager (Engineering)			
11.	Meeting of the Committee Constituted under 37B to be fixed 2nd and 4th Thursday of every month.	Dy Town Planner 37 B Committee	M	Managing Director Goa-IDC/Chairman 37B Committee.
12.	Minutes to be recorded and finalized on the day of the meeting. Items which are approved to be processed.	Dy Town Planner 37 B Committee	M	Managing Director Goa-IDC/Chairman 37B Committee.
13.	Demand notice for Fees/Charges/Taxes to be issued.	Dy Town Planner 37 B Committee	M+2	Managing Director Goa-IDC/Chairman 37B Committee.
14.	Applicant to make the payments.		Within 15 days. Day of the payment will be treated as "P"	
15.	Upon payment of the demand fees , the Dy. Town Planner 37 B Committee to issue the Completion Order	Dy. Town Planner 37 B Committee	P+2	Managing Director Goa-IDC/Chairman 37B Committee.

	and after duly certification of the plans, forward the same to the General Manager Engineering, GoaIDC.			
16.	Receipt of NOC from the Health Department.		I+7	
17.	Receipt of NOC from the Fire Department		I+7	
18.	Receipt of NOC from the Factories and Boilers		I+7	
19.	Issuance of Occupancy Certificate.	General Manager (Engineering)	P+4 subject to receipt of NOC from the concerned Departments Or Within 2 days from the receipt of the required NOC's.	Managing Director Goa-IDC.

*Days referred to hereinabove are to be considered the working days.

****

SOP-2/ANNEXURE-1

APPLICATION TO GOA-IDC FOR OCCUPANCY CERTIFICATE.

Date:_____

From:_____,

_____,

(Full name and address of the allottee)

To,

The General Manager (Engineering)

Goa Industrial Development Corporation

Plot 13A/2, Patto Plaza,

Panaji, Goa.

Sir,

I/We hereby give notice that \, I/We have completed the construction work situated at_____in ward No._____ in pursuance of the sanction granted by the Goa Industrial Development Corporation vide Licence No._____dated:_____.

I/We am/are enclosing the following :-

a) Completion Order issued by PDA/TCPD/37B Committee.
b) Completion Certificate issued by Architect/Engineer/Town Planner /Landscape Architect/Urban Designer.
c) Revised plan incorporating deviations made during the execution (if applicable)
d) Structural stability Certificate along with a full set of "as built" structural drawings for records.

Kindly issue Occupancy Certificate at the earliest.

Yours Faithfully,

_____

Signature, name and address of Owner/allottee or his authorized agent.

Documents to be submitted for Occupancy certificate:-

Documents duly authenticated/signed as prescribed:

1. Application for Occupancy Certificate (Appendix C8)
2. Completion Order (issued by 37 B Committee)
3. Structural stability certificate (Appendix B5)
4. Completion certificate (Appendix B6)
5. Structural Drawing - (Appendix B5)
6. Copy of Approved Plan (Xerox)
7. Allotment order
8. Copy of Lease rent

SOP-2/ANNEXURE-2

APPLICATION FOR COMPLETION ORDER

Date:_____

From:_____

_____

(Full name and address of the allottee)

To,

The Member Secretary.

37-B Committee,

Goa Industrial Development Corporation,

_____,Goa.

Sir,

I/ We hereby given notice that I/We have completed the development work situated at _____ in ward No._____ in pursuance of the Development Permission/Technical clearance granted vide letter No._____ dated:_____.

I/We am/are enclosing the following :-

a) Completion Certificate issued by Architect/Engineer.
b) Revised plans incorporating deviations made during the execution (if applicable).
c) Structural stability Certificate along with a full set of "as built" structure drawings for records.

Kindly issue the completion order to enable me/us to obtain Occupancy Certificate.

Yours Faithfully,

_____

Signature, name and address of Owner/Allottee or his authorized agent.

SOP-2/ANNEXURE-3

GUIDELINES FOR COMMERCIAL/INDUSTRIAL ESTABLISHMENTS

In accordance with **Section 29 of Goa Public Health Act 1985:**

No commercial or industrial establishments, warehouses, storehouses, factories, workshops or any other establishments of any kind, shall be established, without permissions. Such permissions are to be obtained from the Health Officer/Medical Officer i/c of the respective Health Centre, at the time of starting such construction and also at the time of actually occupying such constructed premises on payment of such fees as may be notified by the Govt.

- Requirement and conditions for the construction and occupancy of premises:
  (i) The Local Health Authority will ensure that there is no pollution of air and water by obtaining consent to operate certificate from Goa State Pollution Control Board under Air and Water Act.
  (ii) There should be availability of adequate safe drinking water at the establishments.
  (iii) There should be availability of proper sanitary conveniences in proportion to the workforce.
  (iv)There should be availability of sufficient number of conveniences(Toilets) independent for male and female.

- The concerned establishment shall ensure that, nosullage or sewage to be let out into street. (In compliance to **Section 30 of Goa Public Health Act, 1985)**
- No injurious refuse to be discharged into public drain. (compliance to **Section 31 of Goa Public Health Act' 1985)**

- No water course, lake, tanks, sea water is polluted within five kilometres from the shore. (Compliance to **Section 32 of Goa Public Health Act, 1985)**

- Sewage treatment plant is mandatory for residential complexes having 50 flats/residential units and above. (compliance to **Goa Land Development and Building Construction (Amendment) Regulations, 2016.**

- Sewage treatment plant is mandatory in building plans of 10,000 sq. mtrs. area for construction of any commercial, industrial and even residential area. (In compliance to **order of Hon. Principal bench of National Green Tribunal, Principal Bench, New Delhi**).

Documents required during the proposed construction of establishments:

l. Ownership Documents
2. Approved plan with sanitary conveniences.
3. Licence/NOC from local authorities.

Documents required during occupancy:

1. Copy of the NOC from Local Health Authorities issued at the time of proposed construction.
2. Completion certificate from the appropriate authority.
3. Soak pit/Septik tank plan as per the capacity and dimensions
4. Certificate from Goa State pollution Control Boas wherever applicable

GOVERNMENT OF GOA
DIRECTORATE OF FIRE & EMERGENCY SERVICES
ST. INEZ, PANAJI – GOA

FORM-I

INITIAL NO OBJECTION CERTIFICATE

(The FORM-P shall be forwarded with an application addressed to the Director, Directorate of Fire and Emergency Services, St. Inez, Panaji – Goa)

INSTRUCTIONS FOR FILLING FORM-I

1. If more than one building is proposed, applicant should attach separate checklist for each building.
2. If an item in the checklist is complied with, mark **'Yes'** and if an item is not complied with, mark **'No'**. If an item is not applicable to the particular building, mark **'NA'** (Not Applicable).
3. In the pre-construction stage, relevant documents regarding Fire Prevention, Life Safety & Fire Protection Measures of the proposed building shall be attached as per **Form-I**.

----------xxx----------

FORM-I
(To be filled by the Applicant)

1.	Name of the Owner of the premises and address for correspondence (Provide Telephone Number, Fax, Email ID if any).	
2.	Authority approving the project and Approval Number	
3.	Name of the Building	
4.	Address of the Premises	
5.	Height of the Building	
6.	Area of the Plot	
7.	Number of the Floors	
8.	Floor Wise Built up Area	Basement Floor - Sq. mtrs Stilt Floor - Sq. mtrs Ground Floor - Sq. mtrs Upper Ground Floor - Sq. mtrs First Floor - Sq. mtrs Second Floor - Sq. mtrs Third Floor - Sq. mtrs Fourth Floor - Sq. mtrs Fifth Floor - Sq. mtrs Sixth Floor - Sq. mtrs Seventh Floor - Sq. mtrs Eight Floor - Sq. mtrs
9.	Total built up Area	:Sq. mtrs
10.	Open Area	:Sq. mtrs
11.	Type of Building Occupancy	
12.	Sub – Occupancy Type	

13.	Set backs	**Required (Sq. mtrs)**	**Existing (Sq. mtrs)**
	Front		
	Rear		
	Side		
14.	Surrounding of the Premises	North -	
		South -	
		East -	
		West -	
15.	Whether adequate passageway clearance of not less than 4.5 mtrs required for Fire Fighting Vehicles to enter the premises is provided? Indicate on the drawing and give cross reference to the drawing number.		
16.	Whether an arch or covered gate if constructed is having a clear head-room of not less than 5 mtrs? Indicate on the drawing and give cross reference to the drawing number.		
17.	Whether the surrounding area / road of the building is hard surfaced to carry maximum weight of fire engine ?		
18.	Whether the Service Ducts have been enclosed by wall of atleast 2 hours Fire Resistant Rating? Give details with relevant documents and give cross reference to the drawing number.		
19.	Whether the inspection door of the electrical shaft / duct is provided with 2 hours Fire Resistance? Give technical details with relevant documents.		

20.	Whether the Service Duct have been sealed at every floor with non-combustible materials with 1 hour fire Resistance Rating? Give technical details with relevant documents.	
21.	Whether the Air-Conditioning Ventilation System proposed to be installed confirm to (clause 3.4.8) of National Building of Code India, 2016 (Part 4 – Fire & Life Safety). Give technical details with relevant documents and give cross reference to the drawing number.	
22.	Whether the High Rise Building is proposed to be provided with Glass Facade? Give technical details with relevant documents and give cross reference to the drawing number.	
23.	Whether two Means of Escape one remote to each other are provided ? Identify the Main staircase & Fire Escape Staircase on the drawing and give cross reference to the drawing number	
24.	**Means of Escape (Give Details)**	
	(a) Number of Internal Staircases :	
	(b) Number of External Staircases:	
	(c) Width of Internal Staircases (Mtrs) :	
	(d) Width of External/Fire Escape Staircases (Mtrs) :	
	(e) Tread & Riser of Internal Staircase (Cms) :	
	(f) Tread & Risers of External/ Fire Escape Staircase (Cms) :	
25.	Whether Fire Door of 2 hours Fire Resistance with Panic Bar is provided at appropriate places along the escape route? Indicate on the drawing and give cross reference to the drawing number.	

26.	Whether Pressurization of staircase is adopted to protect escape routes. Give details with relevant documents to confirm to Clause 4.10 of National Building Code of India, 2005 (Part 4 Fire & Life Safety).	
27.	Whether Refuge Area of 15 m2 for building above 24 mtrs. to 39 mtrs. is provided ? Identify on the drawing and give cross reference to the drawing number.	
28.	Whether Fire Tower (above 8 storey or 24 mts height) is provided? Identify on the drawing and give cross reference to the drawing number.	
29.	Whether Fire Lift (with 8 Passengers) is provided? Mention the numbers of Lifts provided. Identify on the drawing and give cross reference to the drawing number.	
30.	Whether Fire Lift operates on alternate Power supply? Indicate the source of Alternate Power supply with technical details.	
31.	Whether car parking at the Basement have minimum two Ramps / Exits one remote to the other?	
32.	Whether the Basement Floor is Seperatly Ventilated and Mechanical Extraction and Smoke Venting system proposed. Give details with relevant documnets to confirm to (Clause 4.6.2) of National Building Code of India 2016(Part 4, Fire and Life Safety).	

33.	**FIRE FIGHTING INSTALLATIONS**	
33.1	Whether Wet Riser of 100 mm of minimum internal diameter is being provided? Give details on the drawing and give cross reference here to the drawing number.	
33.2	Whether Down Comer of 100 mm of minimum internal diameter is being provided ? Give details on the drawing and give cross reference here to the drawing number.	
33.3	Whether Wet Riser Cum Down Comer of 100 mm of minimum internal diameter is being provided ? Give details on the drawing and give cross reference here to the drawing number.	
33.4	Whether the Internal Hydrant / Landing Valves of 63 mm internal diameter is being provided on each floor with Hose Box having Reinforced Rubber Lined Hose (RRL) Type 'B' confirming to IS. 636/1988 and Hand Controlled Branch Pipe to cover each floor in the building. Give details on the drawing and give cross reference to the drawing number.	
33.5	Whether Hose Reel Hose confirming to IS: 884/1985 of not less than 19 mm diameter have been provided on the **Riser/ Down Comer** on every floor. Give details on the drawing and give cross reference to the drawing number.	
33.6	Whether Courtyard Fire Hydrants / External Hydrants of 150 mm are being provided ? Give details on the drawing and give cross reference to the drawing number.	

34	**Capacity of Water Tanks**		
34.1	Underground Water Tank (capacity in litres). Give Technical details on the drawing and give cross reference to the drawing number.		
34.2	Overhead Water Tank (capacity in litres). Give Technical details on the drawing and give cross reference to the drawing number .		
35	**Fire Pump Details**	Details	Capacity in Litre/Min.
35.1	Jockey Pump. (Give details on the drawing and give cross reference to the drawing number).		
35.2	Electric Main Pump. (Give details on the drawing and give cross reference to the drawing number).		
35.3	Sprinkler Pump. (Give details on the drawing and give cross reference to the drawing number).		
35.4	Stand-by Diesel Pump. (Give details on the drawing and give cross reference to the drawing number).		
36.	Whether Fire Brigade inlet are provided? Give details on the drawing and give cross reference to the drawing number.		
37.	Whether Fire Alarm Warning System conforming to BIS : 2189 / 2008 is being provided in the building? Give details on the drawing and cross reference to the drawing number (a) Whether the Alarm System is being provided in the Control Room or Other concpicious place on the Ground Floor and connected to both main and alternative power supply? (b) Whether Manual Call Point of Break Glass Type and Hooter is being provided near each staircase landing on every floor?		

6/7

38.	Whether suitable Smoke/ Heat/ Beam detectors is being provided and connected to the Fire Alarm System based on the class of occupancy and risk in the building. Give Technical details on the drawing and cross reference to the drawing number	
39.	Whether Automatic Sprinkler System is being provided wherever required as per class of of ocupancy and risk in the building? Give Technical details on the drawing and cross reference to the drawing number.	
40.	Whether the Automatic Sprinkler system is connected to separate water tank with deetails of pump capable of delivering water at adequate pressure? Give Technical details on the drawing and cross reference to the drawing number.	
41.	Whether Means of Escape is marked with Fire Safety Signages having Colour & Size confirming to IS:12349/1988. Indicate on the drawing and give cross reference to the drawing number.	
42.	Whether suitable First Aid Fire Extinguishers is being provided on each floor confirming to IS:15683/2006. Indicate on the drawing and give cross reference to the drawing number.	
43.	Whether Lighting protection is being provided as required under Part 8 Building Service Electrical & Allied installation – section 2 of National Building Code of India 2016 also confirm to Indian Standard (IS): 2309/1989.	
44.	Whether Barrier Free Access for disabled persons is being provided? Indicate on the drawing and give cross reference to the drawing number.	

Name of the Architect and Signature with Seal

Name of the Proprietor and Signature with Seal

FORM-U

I Shri, major in age, Partner/ Proprietor of_____ M/s,_____(address), do hereby state on oath as below:-

1. I am the developer of the proposed **Residential/Commercial/Residential cum Commercial building** situated at property bearing Survey No._____ of P.T Sheet No. _____, Chalta No. _____ within_ Municipal/ Panchayat limits of_____ .

2. I hereby undertake to abide by the in-built fire protection arrangements as per **National Building Code of India 2016 (Part 4 - Fire & Life Safety)** as amended from time to time for **Residential/Commercial/Residential cum Commercial building** as indicated in Annexure attached herewith.

(ANNEXURE - "A")

1 .....

I say that the contents of the above paras are true to my knowledge and nothing is suppressed.

Deponent

( )
For M/s.

Place:-
Date:-

GOVERNMENT OF GOA

DIRECTORATE OF FIRE & EMERGENCY SERVICES

ST. INEZ, PANAJI – GOA

FORM - F

FINAL NO OBJECTION CERTIFICATE

(The FORM -F shall be forwarded with an application addressed to the Director, Directorate of Fire and Emergency Services, St. Inez, Panaji – Goa for issue of Final No Objection Certificate)

INSTRUCTIONS FOR FILLING FORM - F

1. The applicant should make sure that all the Fire Prevention Life Safety and Fire Protection Measures recommended in the Initial No Objection Certificate are fully complied with.

2. If more than one building is proposed for Final No Objection Certificate then applicant should attach separate checklist for each building.

3. If an item in the checklist is complied with, mark **'Yes'** and if an item is not complied with, mark **'No'**. If an item is not applicable to the particular building, mark **'NA'** (Not Applicable).

4. Relevant documents regarding Fire Prevention, Life Safety & Fire Protection Measures in the building wherever required shall be attached as per **Form-F**.

5. The Director, Fire & Emergency Services or any such Officer designated by Director of Fire & Emergency Services will Physically verify and test the Fire Protection Measures by fixing up an inspection on suitable date before issue of Final No Objection Certificate.

----------**xxx**----------

FORM - F

(To be filled by the Applicant)

1.	Name of the Owner of the premises and address for correspondence (Provide Telephone Number, Fax, Email ID if any).			
2.	Name of the person to be notified incase of Emergency and his Tel .No.			
3.	Name of the Building			
4.	Address of the Premises			
5.	Height of the Building			
6.	Area of the Plot			
7.	Number of the Floors			
8.	Floor Wise Built up Area	Basement Floor	-	Sq. mtrs
		Stilt Floor	-	Sq. mtrs
		Ground Floor	-	Sq. mtrs
		Upper Ground Floor	-	Sq. mtrs
		First Floor	-	Sq. mtrs
		Second Floor	-	Sq. mtrs
		Third Floor	-	Sq. mtrs
		Fourth Floor	-	Sq. mtrs
		Fifth Floor	-	Sq. mtrs
		Sixth Floor	-	Sq. mtrs
		Seventh Floor	-	Sq. mtrs
		Eight Floor	-	Sq. mtrs
9.	Total built up Area			:Sq. mtrs
10.	Open Area			:Sq. mtrs
11.	Type of Building Occupancy			
12.	Sub – Occupancy Type			

13.	Set backs	**Required (Sq. mtrs)**	**Existing (Sq. mtrs)**
	Front		
	Rear		
	Side		
14.	Surrounding of the Premises	North -	
		South -	
		East -	
		West -	
15.	Whether adequate passageway clearance of not less than 4.5 mtrs required for Fire Fighting Vehicles to enter the premises is provided?		
16.	Whether an arch or covered gate if constructed is having a clear head-room of not less than 5 mtrs?		
17.	Whether the surrounding area / road of the building is hard surfaced to carry maximum weight of fire engine?		
18.	Whether the Service Ducts have been enclosed by wall of at least 2 hours Fire Resistant Rating?		
19.	Whether the inspection door of the electrical shaft / duct is provided with 2 hours Fire Resistance? Give details with relevant documents.		
20.	Whether the Service Duct have been sealed at every floor with non-combustible materials with 1 hour fire Resistance Rating? Give details with relevant documents.		

21.	Whether the Air-Conditioning Ventilation System installed confirms to (clause 3.4.8) of National Building of Code India, 2016 (Part 4 – Fire & Life Safety).	
22.	Whether the High Rise Building is provided with Glass Facade?	
23.	Whether two Means of Escape one remote to each other are provided ?	
24.	**Means of Escape (Give Details)**	
	(a) Number of Internal Staircases :	
	(b) Number of External Staircases:	
	(c) Width of Internal Staircases (Mtrs) :	
	(d) Width of External/Fire Escape Staircases(Mtrs) :	
	(e) Tread & Riser of Internal Staircase (Cms) :	
	(f) Tread & Risers of External/ Fire Escape Staircase (Cms):	
25.	Whether Fire Door of 2 hours Fire Resistance with Panic Bar is provided at appropriate places along the escape route? Give details with relevant documents.	
26.	Whether Pressurization of staircase is adopted to protect escape routes? Give details with relevant documents.	
27.	Whether Refuge Area of 15 m2 for building above 24 mtrs. to 39 mtrs. is provided ?	
28.	Whether Fire Tower (above 8 store y or 24 mts height) is provided?	
29.	Whether Fire Lift (with 8 Passengers) is provided ? Mention the numbers of Lifts provided with Fireman switch.	
30.	Whether Fire Lift operates on alternate Power supply? Give details with relevant documents.	

31.	Whether car parking at the Basement is provided with minimum two Ramps / Exits one remote to the other?	
32.	Whether the Basement Floor is Seperatly Ventilated and Mechanical Extraction and Smoke Venting system provided? Give details with relevant documents.	
33.	**FIRE FIGHTING INSTALLATIONS**	
33.1	Number of Wet Riser of 100 mm of minimum internal diameter provided.	
33.2	No. of Down Comer of 100 mm of minimum internal diameter provided.	
33.3	No. of Wet Riser-Cum-Down Comer of 100 mm of minimum internal diameter provided.	
33.4	(a) Number of Internal Hydrant / Landing Valves of 63 mm internal diameter provided.	
	(b) Number of Hose Boxes provided.	
	(c) Number of Reinforced Rubber Lined (RRL) Delivery Hoses provided.	
	(d)Number of Hand Controlled / Branch Pipes provided.	
33.5	Number of Hose Reel Hose provided on the **Riser/ Down Comer.**	
33.6	(a)Number of Courtyard Fire Hydrants / External Fire Hydrants provided.	
	(b) Number of Hose Boxes provided.	
	(c) No. of Reinforced Rubber Lined (RRL) Delivery Hoses provided.	
	(d) Number of Hand Controlled / Short Branch Pipes provided.	

34	**Capacity of Water Tanks**		
34.1	Underground Water Tank (capacity in litres).		
34.2	Overhead Water Tank (capacity in litres).		
35	**Fire Pump Details**	Details	Capacity in Litre/Min.
35.1	(a) Jockey Pump.		
	(b) Terrace Pump.		
35.2	Electric Main Pump.		
35.3	Sprinkler Pump.		
35.4	Stand-by Diesel Pump.		
36.	(a) Number of Fire Brigade inlet connection provided.		
	(b) Whether 2-Way or 4-Way		
37.	Whether Fire Alarm Warning System conforming to BIS : 2189 / 2008 is provided in the building?		
	(a) Location of Fire Alarm Panel (Control Room/Ground Floor/ Other)		
	(b) Number of Manual Call Points provided.		
	(c) Number of Hooters provided.		
38.	Whether suitable Smoke/ Heat/ Beam detectors is being provided and connected to the Fire Alarm System based on the class of occupancy and risk in the building?		
	(a)Number of Smoke Detectors floorwise.		
	(b) Number of Heat Detectors floor wise		
	(c) Number of Beam Detectors floor wise. (Attach separate sheet if required)		

39.	Whether Automatic Sprinkler System is being provided wherever required as per class of occupancy and risk in the building? (Attach separate sheet if required)	Floor	No. of Sprinklers	Type	Rating
40.	Whether the Automatic Sprinkler system is connected to separate water tank and details of pump capable of delivering water at adequate pressure.				
41.	Whether Means of Escape is marked with Fire Safety Signages having Colour & Size confirming to IS:12349/1988. Give floor wise details.				
42.	Whether the Portable First Aid Fire Extinguishers installed in the building are confirming to IS:15683/2006 provided in the building. Give details.	Type of Extinguisher	Capacity	Nos.	
43.	Whether Lighting protection is provided as required under Section II of Part 8 Building Services section 2 of Electrical & Allied installation of National Building Code of India 2016 also confirm to Indian Standard (IS):2309/1989.				
44.	Whether Barrier Free Access for disabled persons is provided?				
45.	Type and Details of Fire Protection system provided for Electrical Room/ Server Room/ UPS Room/ Battery Room/ Record Room/ Kitchen an other critical Areas.				

Name of the Architect/Consultant and Signature with Seal

Name of the Proprietor and Signature with Seal

SOP-2/ANNEXURE-5

Form fee Rs.100/- to be paid by cash against receipt	Affix Court Fee Stamp of Rs.10/-

FORM No. 1

(See rule 3)

APPLICATION FOR APPROVAL OF PLANS TO CONSTRUCT, EXTEND OR TAKE INTO USE ANY BUILDING AS FACTORY OR REVISION IN PLANT AND MACHINERY LAYOUT

(1) Application for – (*Tick one or more, as applicable*)

(a) Constructing a new building : _____

(b) Extending the existing building : _____

(c) Taking into use any building as a factory : _____

(d) Revision in Plant and Machinery Layout : _____

(2) Applicant's/Occupier's details in block letters

(a) Full Name :

(b) Permanent Residential Address :

_____

_____

FAX;

LANDLINE phone no.

MOBILE Phone No._____

(c) Local Residential Address (i). :

_____

_____

LANDLINE phone no.

(3) Full name and postal address of factory including phone No.

(a) Name : M/s._____

(b) Address :

FAX;

LANDLINE phone no.

(4) Please indicate also the following details:-

(a) Nearest police station : _____

(b) Nearest railway station : _____

(c) Nearest public hospital : _____

(5) (a) Whether already registered as a factory : Yes/No

(b) If yes,

(i) Registration No. : _____

(ii) Licence No. : GOA/_____

(iii) Valid upto : _____

(c) Does it fall in THE FIRST SCHEDULE under section 2 (cb) of the Factories Act, 1948. : Yes/No

If yes,

(i) State the category as per THE FIRST SCHEDULE of the Factories Act 1948. (Details given in Annexure VI hereto) : _____

(d) Dangerous Manufacturing Process or Operation carried on or to be carried on as per rule 131 of the Goa Factories Rules, 1985. (Details given in Annexure VII hereto) : _____
_____
_____
_____

(e) Approval for Project / Proposal by High Powered Co-ordination Committee.(For new and existing large factories) : _____

(f) N.O.C from Directorate of Industries.(For new and existing micro, small or medium factories) : _____

(g) N.O.C from Local Authority i.e. Municipality / Panchayat / Goa Industrial Development Corporation along with photo copy of approved plans.(For new and existing factories) _____

(h) N.O.C from Goa State Pollution Control Board as under: - _____

(i) For new factories, _____

Consent to Establish _____

(ii) For existing factories, _____

Air and Water Consent to Operate and Hazardous Waste Authorization _____

(i) N.O.C from Petroleum and Explosives Safety Organization in case of factories using / manufacturing / storing explosives or petroleum substances (For new and existing factories) _____

(j) N.O.C from Directorate of Foods and _____

Drugs Administration for pharmaceutical and foods and drugs factories (For new factories)

(k) N.O.C from Captain of Ports / Marmugao Port Trust for shipyard, docks or any site near river banks, sea, etc. (For new and existing factories) : _____

(6) **OTHER DOCUMENTS:**

(1) List of directors/partners in case of company/firm with their permanent address and telephone numbers.(For new factories and in case of existing factories if there is any change) : _____

(2) Board Resolution appointing one of the Directors/partners as Occupier of the factory. As per Annexure – I hereto.(For new factories and in case of existing factories if there is any change) : _____

(3) Ownership documents of the premises i.e. Sale Deed/Lease Deed.(For new factories and in case of existing factories if there is any addition / deletion of plot or survey no.) : _____

(4) List of raw material used in the manufacturing process

.(For new factories and in case of existing factories if there is any change in raw material) : _____

(5) List of finished products manufactured in the factory.(For new factories and in case of existing factories if there is any change in finished product) : _____

(6) Schematic flow chart of the manufacturing process.(For new factories and in case of existing factories if there is any change in manufacturing process) : _____

(7) Brief description of the manufacturing process.(For new factories and in case of existing factories if there is any change in such process) : _____

(8) List of chemicals/oils/ solvents/gases that are stored, produced or discharged to be given as per Annexure – II hereto .(For new factories and in case of existing factories if there is any change thereto) : _____

(9) Details of trade waste to be submitted as per Annexure – III hereto.(For new factories and in case of existing factories if there is any change thereto) : _____

(10) Statistical data to be submitted as per Annexure – IV hereto (to be obtained from Architect/Engineer) : _____

(11) Stability Certificate of the building/ shed / structure / work of engineering construction (to be obtained from Competent person approved by Chief Inspector of Factories) : _____

(12) Plans in duplicate in blue print / CAD print (Refer Annexure V hereto for guidelines of plan preparation) : _____

(13) Details of safety fittings, equipments, devices and the measures to be adopted with the list of protective wears : _____

(14) (i) List of machineries /equipments with their power rating in HP / kilo watts .(For new factories and in case of existing factories if there is any change) _____

(ii) List of other power / steam generating equipments along with their details. : _____

(15) List of raw materials imported indicating the name of the country from where it is imported and the quantity imported.(For new factories and in case of existing factories if there is any change) : _____

(16) Risk Analysis Report in case of Major Accident Hazard installation / Chemical Unit.(For new factories and in case of existing factories if there is any change) : _____

Rubber stamp and signature of the Occupier: _____

Name of Occupier: _____
(*in block letters*)

Date:-

Notes: (1) Applicant should be the occupier of the factory, as specified under the following circumstances: -

(a) The proprietor of proprietary concern, or

(b) Anyone of the individual partners of the firm by consent from all other partners.

(c) One of the directors of the company nominated by Board of directors by resolution.

(d) The person appointed by notification to manage the affairs of the factory, owned or controlled by the Central Government or State Government or a local authority.

(2) The application in this Form is not valid after 3 months from the date of submission, if plans are not approved.

(3) Application made by a person other than the occupier of a factory will not be entertained.

Q U E S T I O N N A I R E

(1) Has the construction work been started? If yes, when?

☐ No

☐ Yes On……

(2) Has the construction work been completed? If yes, when?

☐ No

☐ Yes On……

(3) Has the manufacturing process commenced? If yes, when?

☐ No

☐ Yes On……

How many workers were employed on the first day of the manufacturing activity?

(4) From which date you are employing more than 9 workers with the aid of power or more than 19 workers without the aid of power?

From ……

(5) What is/will be the maximum number of workers employed per day? (Maximum, counting all shifts in the entire factory)

Male: ……..

Female: …….

(6) What is/will be the maximum number of workers working in the entire factory at any one time?

Male: ……..

Female: …….

(7) How many workers are engaged in each dangerous manufacturing process or operation specified at serial no. 5 (d) of the Application?

	Dangerous operations	Workers Employed
(i).	……	……
(ii).	……	……
(iii).	……	……
(iv).	……	……

Name and Signature of the Occupier

Date: -

ANNEXURE - I

RESOLUTION

EXTRACT OF THE RESOLUTION PASSED IN THE BOARD OF DIRECTORS MEETING HELD ON ……AT…….

Resolved that Shri……Director of the Company is nominated as 'Occupier' for the Company's factory at Plot No……..Goa, for the purpose of the Factories Act, 1948 (Central Act No.63 of 1948) and the Rules framed thereunder.

Certified by Company Secretary or Chairman.

ANNEXURE - II

DETAILS OF OIL/SOLVENTS/PETROLEUM PRODUCTS/ CHEMICALS/GASES THOSE ARE STORED, PRODUCED OR DISCHARGED

Sr. No.	Name of the raw material/chemical/solvent etc.	Physical state at ambient temp.	Maximum quantity stored at a time in factory	Type/Mode of storage	Flash point in °C	Flammability	Toxicity	Exposure	Method of handling during manufacturing process
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)
	Raw materials Intermediate products Finished products								

NOTE:- The managements are advised to collect chemical data sheet from the Institute of Safety, Occupational Health and Environment on payment of specified charges.

Name and Signature of the Occupier

Date: -

ANNEXURE – III

(1)	What is the nature of trade waste resulting from manufacturing process? Its quantity per day	:	Solid	Liquid	Gases
(2)	Physical/Chemical characteristics at the point of disposal outside factory?	:			
(3)	What arrangement is made for the disposal of trade waste and effluents?	:			
(4)	Whether arrangement is approved by the Pollution Control Board? If yes, enclose the copy of the approval of the arrangements made for the disposal of trade waste and effluents?	:			

Name and Signature of the Occupier
Date:

ANNEXURE - IV

STATISTICAL DATA

Sr. No. of work room, office room, etc. marked on plan	Name of room in factory	Length, breadth and height (all in metres of each room)	Total volume of each room in cubic metres	Total volume occupied by machinery of each room in cubic metres	Floor area occupied by machinery in square metres	Breathing space in cubic metres	No. & size of door	No. & sizes of window opening in the outer wall (at working level)	No. & size of ventilation & other roof opening (above working level)	Total area of windows and doors in the outer wall in square metres (8+9)	Total area of opening above working level in square metres	Maximum No. of persons who may be employed in the room at a time	Other remarks if any with respect of special arrangements made for ventilation
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)

NOTE:- Breathing space of at least 14.2 cubic metres shall be provided for every worker employed in that room and no account shall be taken of any space which is more than 4.2 mts above the level of the floor of the room, for calculating the breathing space.

Signature of Architect/Engineer preparing the plans.

ANNEXURE - V

FOR REFERENCE OF OCCUPIER/ENGINEER/ARCHITECT – GUIDELINES FOR PREPARING PLANS

(1) Should be submitted in blue print drawing or CAD print.

(2) Should be in duplicate.

(3) Should be signed by Occupier and the Engineer/Architect indicating his registration number with rubber stamp.

(4) Should be drawn to scale, suitably dimensioned:-

(5) The site and block plan must be drawn to a scale of 1 cm = 5 mts. with North direction shown.

(6) The scale of building plans, elevations, equipment, layout, cross sections, must be drawn to a scale of 1 cm = 1 mt.

(7) All dimensions should be in metric systems.

(8) Should be prepared by a person having requisite qualifications such as an Architect registered with the Institution of Architects or Registered Engineer. Name and address of the Engineer/Architect to be given.

(9) Site plan should show immediate surroundings including adjacent buildings and other structures, roads, drains, etc., factory boundary should be shown in green including all its premises and precincts therein.

LAYOUT PLANS

(10) Should show all the departments, sections, aisles, stairs, floor openings, pits, reservoir sumps, tanks, boiler house, coal yard, generator room, effluent plant, work benches, workshop, passageways through the working room, etc. giving access to the means of escape in the case of fire and emergency.

(11) Should show placement of machinery and equipment, including lifting machines, pressure plants, furnace, etc., indicating the distance of at least 1 mt. between the machines, machines and adjacent walls, pillars, etc.

(12) Should show location of all the statutory facilities like latrines, urinals and washing facilities, cloak room, canteen, rest/shelter room, lunch room, first aid room, drinking water centre's, spittoons, etc., clearly marked and detailed plans with respect to each of these facilities.

(13) Should show all figures, dimensions, specifications, distances and necessary schedules of doors and windows, machineries and equipments on plans at proper places.

(14) Should show proposed changes of additions and alterations in the following distinctive colours:-

(i) Proposed extension in pink colour.

(ii) Proposed demolition in yellow colour.

TECHNICAL SPECIFICATIONS FOR FACTORY BUILDINGS

(1) SITE:-

While considering the factory site, it should be ensured that the proposed factory does not create any nuisance to the neighborhood including adjacent industries or the general population. In case a factory generating trade waste and effluents, then the care should be taken to see that the same are disposed off in a manner approved by the Goa State Pollution Control Board.

In case of industrial units having a potential danger of creating a major hazard that the factory should ensure that there is a green zone/clear distance around the factory including as per the directions given by the Court in regard to location safety aspects of factories.

(2) FLOOR :-

(i) Floor should be cemented.

(ii) There should be mastic flooring in flammable areas to eliminate sparks.

(3) HEIGHT :-

(i) Height of the building will vary depending upon the manufacturing process. However minimum height from floor to the lowest point of the roof should not be less than 3.75 mts.

(ii) For spans of building upto 12 mts. the height shall not be less than 3.75 mts. for spans between 12-21 mts. the height shall not be less than 4.25 mts.

(iii) In case of A/c rooms lesser height upto 2.12 mts. could be accepted depending upon the number of workers employed, size of the room, processes carried out, standby power supply, etc.

(4) WINDOWS AND SKYLIGHTS :-

(i) Sill height of windows at working level should not be more than 1 mt.

(ii) Windows should be fully openable outwards.

(iii) Should not be less than 152.5 x 91.5 cms.

(iv) Distance between the centres of consecutive windows should not exceed 2.4 mts.

(v) If natural lighting is inadequate, sufficient number of transparent sheets or glass tiles should be provided.

(vi) For building over 3.75 mts. height, every additional 3.75 mts. height is considered as one floor for providing additional openings.

(5) DOORS :-

(i) Minimum size should be 205 cms. X 120 cms.

(ii) Opening outside in the direction of nearest exit.

(6) EMERGENCY EXIT :-

(See rule 73 (10) of the Goa Factories Rules, 1985)

(i) At least one for every room

(ii) Should provide free and unobstructed passage.

(iii) Travel distance to the exit should not be more than 30 mts.

(iv) In case of those factories where high hazard materials are stored or used, the travel distance to the exit shall not exceed 22.5 mts.

(v) If any part of the factory building is above or below the level of the ground floor, then two or more external, separate and substantial stairways of fireproof material should be provided at diagonally opposite levels to provide direct access to the ground floor.

(vi) Stairway shall not have angle greater than 45o to the horizontal and width less than 90 cms.

(7) BREATHING SPACE :-

Breathing space of 14.2 cubic mts. /worker is required. Actual height upto 4.2 mts. should only be taken into account for calculating the breathing space (see Annexure – IV)

(8) OVERCROWDING :-

(i) Space for free movement :

(ii) In power factories at least 3.3 sq.mts. space is required for each worker.

(iii) Non-power factories, space required is 1.5 – 2.3 sq. mts. Space occupied by machinery and other fixtures not to be considered.

(iv) For workers who squate on the floor and work, space required per worker is 1.47 sq. mts. in addition to the space required for free movement.

(9) SPACING OF MACHINERY :-

Minimum 1 meter distance is to be allotted in between machinery and fixtures like planers, etc. whose traverse of the bed is towards the wall, then a clear space of at least 45 cms. between the wall and the maximum traverse of the bed with the largest size of the object to be turned should be left.

(10) VENTILATION :-

(See rule 24 of the Goa Factories Rules, 1985)

(i) Ventilation standard specified in the Act and the Rules thereunder shall generally be adhered to.

(ii) Openings in the wall should be at least more than 15% of the floor area.

(iii) Minimum air movement – 30 mts./min.

(iv) (a) every 3.75 mts. height is considered as one floor area.

(b) only openable window area is taken in consideration for ventilation.

(v) Ridge ventilators should be provided for the full length of the roof.

(vi) Roof extractors, ventilation cowl to be provided.

(vii) Openings or openable ventilators needed for each bay of north light roof.

(11) MEZZANINE FLOOR :-

(i) Sufficient head room over all working platforms is needed.

(ii) Platforms and stepways above floor level should be provided with hand rails on all the sides and toe boards.

(12) EXHAUST :-

Effective dust/fume/heat extraction system is necessary for local exhaust wherever painting buffing, heat processes, etc., are involved. Details of systems adopted to remove heat, dust, fume, vapour, smoke, gases, air-borne contaminants, radio-active waste, etc. should be given and should be shown in plans.

(13) ILLUMINATION AND ELECTRICAL FITTINGS :-

(i) Standard of lighting should be as per ISI specifications/rule 37 of the Goa Factories Rules, 1985.

(ii) All wiring should be of industrial type.

(iii) Flame-proof wiring and fittings to be provided in explosive environment.

(14) SANITARY FACILITITES :-

(see Rules 47 to 56 of the Goa Factories Rules, 1985)

(i) Separately for male and female workers.

(ii) Independent entry for male and female workers.

(iii) Well distributed in convenient places.

(iv) In following number:-

(a) Latrines:-

One for every 25 upto 100 workers and thereafter one for every 50 workers.

(b) Urinals:-

One for every 50 upto 500 workers and thereafter one for every 100 workers.

(15) WASHING FACILITITES :-

(see Rule 91 of the Goa Factories Rules, 1985)

(i) Separately for male and female workers.

(ii) Independent entry for male and female workers.

(iii) Well distributed in convenient places.

(iv) In following number:-

(a) Wash places:-

One for every 20 upto 200 workers and thereafter one for every 50 workers.

(b) Bathrooms:-

One for every 25 upto 100 workers and thereafter one for every 50 workers.

(16) ARRANGEMENT FOR DRYING OF WET CLOTHING AND KEEPING CLOTHING :-

(Applicable to factories listed under rule 92 of the Goa Factories Rules, 1985.)

Separately for male and female workers.

(17) CANTEEN :-

(Applicable to factories employing 250 and more workers. See Rule 96 of the Goa Factories Rules, 1985.)

(i) 1 sq. mt. per worker.

(ii) To accommodate 30% workers working at a time.

(iii) 15 mts. away from source of obnoxious dust, fumes or smoke, coal-stack, latrines, urinals, boiler house, ash dumps, noisy areas, etc.

(iv) Sufficiently lighted.

(v) Floor and inside walls upto a height of 1.2 mts. from the floor should be of smooth and impervious material.

(vi) Minimum height should be 3.75 mts.

(18) SHELTER/REST ROOM AND LUNCH ROOM :-

(Applicable to those employing 150 and more workers. See rule 103 of the Goa Factories Rules, 1985.)

(i) In addition to dining hall required under section 46.

(ii) 1.12 sq. mts. of floor area per worker.

(iii) Heat resistant material for wall and roof.

(iv) Minimum height should be 3.75 mts.

(19) CRECHE :-

(Applicable when female employment is 30 and more. See Rule 104 of the Goa Factories Rules, 1985.)

(i) 2 sq. mts. of floor area for child required.

(ii) Washing arrangement for children.

(iii) Sanitary facilities.

(iv) Cupboard for storage.

(v) Room for the nurse.

(vi) Playground suitably fenced.

(vii) Arrangement for storing milk, food, etc.

(viii) Mother's feeding room.

(ix) Minimum height should be 3.75 mts.

(x) Shall be away from source of obnoxious dust, fumes or smoke, coal-stack, latrines, urinals, boiler house, ash dumps, noisy areas, etc.

(20) AMBULANCE ROOM :-

(Applicable when 500 and more workers are employed) (See rule 95 of the Goa Factories Rules, 1985.)

(i) Minimum area 24 sq. mts.

(ii) Floor and walls of smooth, hard and impervious material.

(iii) Doctor's examination room.

(iv) Sitting room for visitors.

(v) Latrines, urinals and wash places.

(21) DRINKING WATER :-

(See rule 41 to 46 of the Goa Factories Rules, 1985.)

(i) 5 lts./worker/day.

(ii) Public water supply.

OR

(iii) Any other source approved by Health Authorities.

(iv) One water centre for every 150 workers.

(v) One on each floor.

(22) FIRE FIGHTING ARRANGEMENT :-

(See rule 73 of the Goa Factories Rules, 1985.)

(i) Fire hydrant in the form of 15 cms. diameter pipe to supply 500 lts. of water per minute, at a pressure not less than 7 kgs./sq. cms., to give flow for 100 minutes. Hydrant point shall be positioned at convenient location from store and other areas.

(ii) Fire extinguishers, fire buckets, etc.

(23) DECONTAMINATION FACILITIES :-

Decontamination facilities should be provided in accordance with rule 90 Q of the Goa Factories Rules, 1985.

ANNEXURE - VI

THE FIRST SCHEDULE

(see section 2(cb) of the Factories Act,1948)

LIST OF INDUSTRIES INVOLVING HAZARDOUS PROCESSES

(1). Ferrous metallurgical Industries
- Integrated Iron and Steel
- Ferro-alloys
- Special Steels

(2). Non-ferrous metallurgical Industries
- Primary Metallurgical Industries, namely, zinc, lead, copper manganese and aluminium

(3). Foundries (ferrous and non-ferrous)
- Castings and forgings including cleaning or smoothing/roughening by sand and shot blasting.

(4). Coal (including coke) industries.
- Coal, Lignite, Coke, etc.
- Fuel Gases (including Coal gas, Producer gas, Water gas)

(5). Power Generating Industries

(6). Pulp and paper (including paper products) industries

(7). Fertilizer Industries
- Nitrogenous
- Phosphatic
- Mixed

(8). Cement Industries
- Portland Cement (including slag cement, puzzolona cement and their products)

(9). Petroleum Industries
- Oil Refining
- Lubricating Oils and Greases

(10). Petro-chemical Industries

(11). Drugs and Pharmaceutical Industries
- Narcotics, Drugs and Pharmaceuticals

(12). Fermentation Industries (Distilleries and Breweries)

(13). Rubber (Synthetic) Industries

(14). Paints and Pigment Industries

(15). Leather Tanning Industries

(16). Electro-plating Industries

(17). Chemical Industries
- Coke Oven by-products and Coaltar Distillation Products
- Industrial Gases (nitrogen, oxygen, acetylene, argon, carbon-dioxide, hydrogen, sulphur-dioxide, nitrous oxide, halogenated hydro-carbon, ozone etc.)
- Industrial Carbon
- Alkalies and Acids
- Chromates and dichromates
- Leads and its compounds

- Electrochemicals (metallic sodium, potassium and magnesium, chlorates, perchlorates and peroxides)
- Electrothermal produces (artificial abrasive, calcium carbide)
- Nitrogenous compounds (cyanides, cyanamides and other nitrogenous compounds)
- Phosphorous and its compounds
- Halogens and Halogenated compounds (Chlorine, Fluorine, Bromine and Iodine)
- Explosives (including industrial explosives and detonators and fuses)

(18). Insecticides, Fungicides, herbicides and other Pesticides Industries
(19). Synthetic Resin and Plastics
(20). Man-made Fibre (Cellulosic and non-cellulosic) Industry
(21). Manufacture and repair of electrical accumulators
(22). Glass and Ceramics
(23). Grinding or glazing of metals
(24). Manufacture, handling and processing of asbestos and its products
(25). Extraction of oils and fats from vegetable and animal sources
(26). Manufacture, handling and use of benzene and substances containing benzene
(27). Manufacturing processes and operations involving carbon disulphide
(28). Dyes and Dyestuff including their intermediates
(29). Highly flammable liquids and gases.

ANNEXURE - VII

(see rule 131 of the Goa Factories Rules, 1985)

Dangerous manufacturing processes or operations

(1)	Schedule I	Manufacture of aerated water and processes incidental thereto.
(2)	Schedule II	Electrolytic plating or oxidation of metal articles by use of an electrolyte containing chromic acid or other chromium compounds.
(3)	Schedule III	Manufacture and repair of electric accumulators.
(4)	Schedule IV	Glass manufacture
(5)	Schedule V	Grinding or glazing of metals
(6)	Schedule VI	Manufacture and treatment of lead and certain compounds of lead.
(7)	Schedule VII	Generating petrol gas from petrol
(8)	Schedule VIII.	Cleaning or smoothing, roughening , etc. of articles by a jet of sand, metal shot or grit or other abrasive propelled by a blast of compressed air or steam.
(9)	Schedule IX	Liming and tanning of raw hides and skins and processes incidental thereto.
(10)	Schedule X	Certain lead processes carried on in printing presses and type foundries
(11)	Schedule XI	Manufacture of pottery.
(12)	Schedule XII	Chemical works
(13)	Schedule XIII	Manufacture of articles from refractory materials.
(14)	Schedule XIV	Handling and processing of asbestos, manufacture of any article of asbestos and any other process of manufacture or otherwise in which asbestos is used in any form.
(15)	Schedule XV	Handling or manipulation of corrosive substances.
(16)	Schedule XVI	Processing of cashew nuts
(17)	Schedule XVII	Compression of oxygen and hydrogen produced by the electrolysis of water.
(18)	Schedule XVIII	Process of extracting oils and fats from vegetables and animal sources in solvent extraction plants.
(19)	Schedule XIX	Manufacture or manipulation of manganese and its compounds.
(20)	Schedule XX	Manufacture or manipulation of dangerous pesticides.
(21)	Schedule XXI	Manufacture, handling and usage of benzene and substances containing benzene.
(22)	Schedule XXII.	Manufacturing process or operations in carbon disulphide plants.
(23)	Schedule XXIII	Manufacture or manipulation of carcinogenic dye intermediates.
(24)	Schedule XXIV	Operations involving high noise levels.
(25)	Schedule XXV	Manufacture of Rayon by Viscose Process.
(26)	Schedule XXVI	Handling and Processing of Highly Flammable liquids and flammable compressed Gases.
(27)	Schedule XXVII	Operations in Foundries
(28)	Schedule XXVIII	Fireworks manufactories and match factories
(29)	Schedule XXIX	Manipulation of stone or any other material containing free silica**".**

SOP -2/ANNEXTURE-6

To,

1. The Director,
   Directorate of Fire & Emergency Service,
   Campal Panaji-Goa 403 001.

2. The Chief Inspector,
   Inspectorate of Factories & Boilers,
   Althino, Panaji Goa- 403 001.

3. The Health Officer,
   Primary Health Centre,
   Valpoi -Goa.

Sub: Issue of NOC for Occupancy Certificate for M/s._____in plot nos. _____at _____ industrial Estate.

Sir,

M/s. _____ in plot no. _____at _____ Industrial Estate has submitted the proposal for issue of Occupancy Certificate. The file containing the requirements of your department as finished by the party is submitted herewith for perusal and with a request to have joint inspection on _____at _____am/pm.

Shri. _____Regional Manager (Mob no._____) and Shri. _____ (Mob. No _____), Field Manager, _____ shall assist and make available documents for joint inspection.

For needful please .

Yours Faithfully,

(Vijaykumar Honawad)
General Manager (Civil Engg.)

Encl: As above.

SOP-2/ANNEXURE-7

CHECK LIST

(The details to be filled up by Estate Division in Order to place the case before the 37-B Committee)

1. Name of Unit:-

2. Plot Area:-

3. Plot No and phase:-

4. Details of activities or product:-

5. Name of the Estate:-

6. Date of Allotment /or Transfer order:-

7. Transfer from and date (Cumulative):-

8. Date of lease deed and status of lease:-

   or

   Tri-partite lease deed Status of lease.

9. Present lease amount:-

10. Outstanding lease amount:-

11. Outstanding Premium (Include interest if any)

12. Whether lease deed is registered in the respective Registrar Office, if Yes, Furnish date.

13. Any other outstanding dues:-

14. Any other remarks.

Signature of the dealing hand

Signature of the Official In charge

SOP-2/ANNEXURE-8

No. Goa-IDC/
Dated: / /2021

*** REPORT***

Sub: **Issue of Occupancy certificate for M/s. _____ in plot no. _____ in phase ___ at _____ Industrial Estate**.

Approval of plans for proposed construction of factory shed/building and compound wall for M/s. _____ in plot no. _____ were approved vide letter no. _____ dated _____.

Now, with reference to _____dated _____, the file is scrutinized and site inspection was carried out and found that the said building is completed as per revised plans.

The site Inspection Report is as follows:

1. Date of Inspection:
2. Site Inspected along with:
3. Is the building constructed as per the plan approved vide ref. No._____, dated _____?- Yes/No.
4. Any other remark _____

The area for which the occupancy is sought is as under:-

Ground Floor	=	_____ m^2
Mezzanine	=	_____ m^2
	Total	_____ **m^2**

The necessary Engineer's completion certificate and structural stability certificate, Schedule-I, Affidavit attached by the party are enclosed herewith and same may be verified & the occupancy certificate may be issued.

Submitted for needful.

( )
Field Manager
_____ Industrial Estate

Encl: **as above**

A.M. ( )

R.M. ( )