

Steps for processing of applications for registration under WBSSIS 2013

FOR RC- I.

- 1) Application for RC- I is submitted online at WBIDC's web site by the company.
- 2) Hard copy of the same is submitted to the Directorate with documents to the Directorate within 15 days from online application.
- 3) Such hard copy of application with documents is endorsed to the Industrial Investigator on the same day.
- 4) Application is scrutinized with respect to provisions of the Schemes by Industrial Investigators and sends the same to the Asstt. Director. He then verifies documents and sends to Dy. Director and in the same manner Dy. Director sends to the Director.
- 5) If the required documents are not submitted / additional documents are required, Dy. Director informs the company with approval of the Director for submission of the same.
- 6) If all documents are submitted, RC- I is issued by the Director mentioning item name/ names and its capacity/ capacities with other relevant information as per the prescribed format of the Scheme.

FOR RC- II.

1. Application for RC- I is submitted online at WBIDC's web site by the company.
2. Hard copy of the same is submitted to the Directorate with documents.
3. Such hard copy of application with documents is endorsed to the Industrial Investigator on the same day.
4. Application is scrutinized with respect to provisions of the Schemes by Industrial Investigators and sends the same to the Asstt. Director. He then verifies documents and sends to Dy. Director and in the same manner Dy. Director sends to the Director.
5. If the required documents are not submitted/ additional documents are required, Dy. Director informs the company for submission of the same with approval of the Director.
6. If all documents are submitted, a joint inspection of the factory is conducted by the Director with the WBIDC with prior intimation to the company and obtains the views of the WBIDC.
7. Upon being satisfied with the information furnished by the unit, the Director issues final registration certificate, RC in Part- II.
8. Copy of RC- II is sent to the WBIDC for sanction and disbursement of benefit as per provision.
9. List of the Application Forms for various incentives are as follows:
 - Industrial Promotion Assistance (IPA)
 - Waiver of Electricity Duty (WED)
 - Incentive on Generation of Employment (EGS)
 - Refund of Stamp Duty (RSD)
 - Anchor Unit Subsidy (AU)
 - Patent Registration (PR)

10. Application form Submitted by the unit to MD, WBIDC for availing various incentive benefits will be sent directly to the dashboard of Dealing Officer (DO). Admin rights given to MD, ED, HOD to view status of applications submitted.

11. DO verifies the application submitted by the unit along with enclosures/ annexures

12. If the required documents are not submitted / additional documents are required, DO informs HOD and intimates the matter to the company for submission of the same.

13. Sanction of IPA

- a) Sales Tax Certificate issued by CCT awaited for IPA sanction are processed on receipt
- b) On receipt of Sales Tax Certificates, the same are uploaded by DO on WBIDC's website
- c) Assessment of incentives made by DO is placed to HOD -> ED-> MD for final approval of sanction.

14. Sanction of other Incentives

- a) On submission of all necessary documents, process for sanction (other than IPA) is made for EGS, RSD, AU, PR etc
- b) Assessment of incentives (other than IPA) made by DO is placed to HOD -> ED-> MD for final approval of sanction.

15. Issue of Sanction letter

- a) On MD's approval, ED signs sanction letter regarding admissible incentive

16. Procedure for Disbursement

- a) After G.O. on Fund allocation received from the Dept - Verification as to whether the unit is in operation and the nature of activity continues to be same
- b) Approval for disbursement from MD, WBIDC
- c) On approval of disbursement pay orders prepared by the DO and signed by DO, HOD and ED, WBIDC
- d) Pay orders are sent to F&A Division, WBIDC for release of payments.