

STEPS TO BE TAKEN TO SET UP MICRO & SMALL SCALE ENTERPRISES

Preparation work for implementation of project :	<ul style="list-style-type: none"> ▶ Conduct adequate market survey to ascertain the viability of the project/marketability of goods or services proposed to be manufactured. ▶ Select location / site of the industrial unit. ▶ Prepare the Scheme / Project.
1 st Step :	<p>(i) Apply to the D.I.C. for issuance of Acknowledgement of Entrepreneur’s Memorandum (Part-I) for proposed industry. Application Forms may be obtained from the office of D.I.C. / Sub-D.I.C. or downloaded from www.msme.org. Application, in quadruplicate, have to be submitted after filling up properly.</p> <p>(ii) Simultaneously apply for N.O.C. from Pollution angle to the D.I.C. (if the proposed industry falls within the pollution category of Green and Orange) or to the West Bengal Pollution Control Board, Durgapur / Asansol Office for “Red Category” and “Special Red Category”.</p> <p>(iii) Simultaneously apply for “Land Conversion” Certificate (if it is required) to the S.D.L. & L.R.O. through the concerned B.L. & L.R.O.</p> <p>(iv) Simultaneously apply for technical vetting of the Scheme / Project to D.I.C. / MSMEDI / WBFC or any authorized organization.</p>
2 nd Step :	Approach Bank / Financial Institution either directly or through the D.I.C. / K.V.I.B. / W.B.F.C. / Youth Department, if the scheme covers within the purview of PMEGP / BSKP etc. with vetted project and pollution clearance or land conversion certificate (or receipt of fees deposited towards conversion).
3 rd Step :	Apply to West Bengal State Electricity Distribution Ltd. / D.P.L. etc. for power connection at the unit.
4 th Step :	After the sanction and disbursement of the scheme by the Banks / Financial Institution is over, move on to implement the project.
5 th Step :	After the implementation of the project, approach D.I.C. for E.M. (Part-II) Acknowledgement.
6 th Step :	Once the commercial production of the industrial unit is started (and if the unit has not received any benefit under any subsidy oriented scheme, and if the date of commencement of production is after 01.04.2007), the entrepreneur may apply for subsidy under WBIS 2007.