

**UDYOG SAHAYAK - THE SINGLE CLEARANCE WINDOW**  
**Department of Industries and Commerce**  
Notification No. 15/43/96-5IB/4174.  
The 1st June, 1996

With a view to promoting the growth of Industry in the State, Government of Punjab have notified the 'Industrial Policy 1996',-vide No. 18/43/96-5-IB/2238, dated 20th march, 1996, which interalia, provides for time-bound sanctions/clearances for setting up industrial units in Punjab. Now therefore, to implement this policy, the Governor of Punjab is pleased to constitute an Empowered Committee with the following composition :-

**1. Composition :**

Chief Secretary	Chairman
Principal Secretary to Chief Minister	
Principal Secretary, Industries and Commerce	
Principal Secretary, Irrigation and Power	
Secretary, Environment	
Secretary, Housing and Urban Development	
Secretary, Labour	
Director of Industries, Punjab	Convener

The Chairman of the Committee may co-opt other Administrative Secretaries/State Government Officials, as and when required.

**2. Powers and Functions :**

The powers and functions of the Empowered Committee shall be as under:-

- a. To monitor sanction/clearances from the environmental, locational and other aspect to entrepreneurs setting up large and medium industries.
- b. To oversee the implementation of Industrial Policy, 1996, by the Department/Agencies concerned in the State Government.

**3. Procedures :**

- a. The Empowered Committee shall lay down its own procedure for the transaction of business and the decisions taken by it shall be implemented by Government/Agencies in the interest of promotion and growth of industry in the State.
- b. The entrepreneurs shall give information regarding inputs/clearances needed for the project in the **Composite Application Form** to Udyog Sahayak.
- c. Udyog Sahayak shall transmit composite applications received from entrepreneurs to the Department/Agency concerned for getting their approval/clearances within the time frame indicated in the Appendix.
- d. These cases, after due processing, would be put up to the Empowered Committee.

- e. The approval/clearance granted by the Empowered Committee shall be valid for two years. It shall be extended for one year in genuine cases, where delay had occurred due to the circumstances beyond the control of the entrepreneurs.
- f. The Empowered Committee shall meet once in a month or earlier, if necessary.

#### 4. Executive Committee

An Executive Committee with the following composition is hereby constituted to assist the Empowered Committee by monitoring the disposal of applications that are sent to the various Departments/Agencies for approval/clearance :-

Director of Industries, Punjab	Chairman
Managing Director, Punjab State Industrial Development Corporation Limited	Member
Managing Director, Punjab Small Industries & Export Corporation	Member
Managing Director, Punjab Financial Corporation	Member
Managing Director, Punjab State Electronics Development and Production Corporation Ltd.	Member
Chief Engineer Commercial, Punjab State Electricity Board, Patiala	Member
Chief Town Planner, Punjab	Member
Member Secretary, Pollution Control Board, Patiala	Member
Industrial Adviser-cum-Additional Director, Industries, Punjab	Member
Chief Coordinator, Udyog Sahayak	Member-Secretary

Beside, the Executive Committee shall also be competent to sanction expenditure, approve appointment to Udyog Sahayak and exercise administrative control over its staff. The Executive Committee shall meet once in a month.

#### 5. Secretariat of the Empowered Committee :-

Udyog Sahayak- the Industrial Facilitation unit of the State Government-shall act as the Secretariat of the Empowered Committee, as provided in the Punjab Government Notification No. 16/54/90-4IBI/7479, dated the 24th August, 1990. However, the staff deputed to Udyog Sahayak by various Government Departments/Corporation/Agencies shall continue to be borne on their strength and would be governed by their relevant service rules. They will be entitled to draw their pay and allowances and a special pay of 10% of their basic pay subject to a ceiling of Rs. 500 from their respective departments.

The total expenditure on the Udyog Sahayak shall be borne by the following Corporations in the proportion indicated against each :-

- (i) P.S.I.D.C. 30%
- (ii) P.S.I.E.C. 30%
- (iii) P.F.C. 30%
- (iv) P.S.E.D.P.C. 10%

**6. The Administrative Department of State Government** shall immediately issue necessary directions/instructions to the Head of Department/Agencies under their administrative control so that they assign top priority to the cases being sent by Udyog Sahayak under Single Window Clearance Scheme and immediately implement the orders of the Empowered Committee.

The constitution of Empowered Committee and Executive Committee and their functions shall be changeable at any time with the approval of Chief Minister.

**7. Single Window Committee at District Level :**

A Single Window Committee will function at District level with following composition

Deputy Commissioner Chairman Deputy Commissioner	Chairman
Environmental Engineer, Punjab Pollution Control Board	
Superintending Engineer/Executive Engineer of PSEB	
District Officer of Housing and Urban Development Authority.	
Assistant Director of Factories	
General Manager, District Industries Centre	Convener

The above Committee will provide sanctions/clearances of for setting up small scale Industrial units in the State. The Committee will meet once in a month or earlier, if necessary.

The notification issued, - vide No. 1063/US/CC/92 dated 18th November,1992, of the department of Industries, Punjab, stands superseded with immediate effect.

**Principal Secretary to Government of Punjab  
Department of Industries & Commerce**