

## Document-1

### Comprehensive Checklist of Statutory Clearances

SI No	Clearances required	Concerned Deptt./ Agency	Pre-requisite documents	Nodal officer of the concerned Deptt.	Downloadable Forms
1	Documents of leased/owned land	TIDC/ Revenue Department	Lease Premium/Payment for property registration	MD, TIDC/ Sub-Registrar's Office	<a href="http://www.tidc.in/forms/land.pdf">http://www.tidc.in/forms/land.pdf</a> <a href="http://jami.tripura.gov.in">http://jami.tripura.gov.in</a>
2	No objection from local Authority	Agartala Municipal Council	Licence Fee – Rs. 2000, Citizenship Certificate, Partnership Deed , Site Plan, Upto date Holding Tax clearance Receipt, Clearance of Pollution Control Board	Assessor, Palace Compound	<a href="http://agartala.city.tripura.gov.in">http://agartala.city.tripura.gov.in</a>
3	Approval of Detailed Plan & Estimate	Agartala Municipal Council	Detailed Plan & Estimate	Assessor, Palace Compound	<a href="http://agartala.city.tripura.gov.in">http://agartala.city.tripura.gov.in</a>
4	i) Consent of Establishment ii)Consent to operate	Tripura State Pollution Control Board		Executive Engineer, Gorkha Basti, Agartala	<a href="http://www.tripura.nic.in/TSPCB">www.tripura.nic.in/TSPCB</a>
5	Clearances from Fire Service Department	Fire Service Department	Approval on Building	Authorized Officers of the rank of Station Officer and above	<a href="http://fireservice.tripura.gov.in">http://fireservice.tripura.gov.in</a>
6	Approval for Power connection	Tripura State Electricity	Application in prescribed Form	DGM, TSECL of the concerned	<a href="http://www.tsecl.gov.in">http://www.tsecl.gov.in</a>

		Corporation Ltd.		Division	
7	Certificate of Registration under VAT	Sales Tax Department	Application under TVAT Act	Commissioner of Taxes & Excise, Palace Compound	<a href="http://www.tripura.nic.in/taxes">www.tripura.nic.in/taxes</a>
8	Clearance for establishment of a factory	Factories & Boilers Organization	Application under the Factories Act	Inspector of Factories & Boilers Organization	<a href="http://www.tripura.nic.in/factories">www.tripura.nic.in/factories</a>
9	Entrepreneurship Memorandum (EM)	District Industries Centre	Prescribed Application Form Detail Project Report	General Manager	<a href="http://www.tripura.nic.in/">www.tripura.nic.in/</a>
10	Business Constitution	Registrar of Companies/Societies/Firms	Memorandum and Article of Association/ Registered Partnership Deed	RoC, Shillong/Registrar of Co-Operative Societies/Director of Industries & Commerce	<a href="http://www.industries.tripura.gov.in">www.industries.tripura.gov.in</a>
11	Trade License	Agartala Municipal Corporation Ltd.	I-Card, Property Tax receipt, NOC from owner etc.	Municipal Commissioner	<a href="http://agartalacity.tripura.gov.in">http://agartalacity.tripura.gov.in</a>