

Record of Discussions - Single Desk Bureau meeting

**Date** : 14<sup>th</sup> November 2019 at 03:00 PM  
**Venue** : Conference Hall, O/o Commissioner of Industries  
**Officers Present** : The list of officers who has attended the meeting is appended as Annexure –I.

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The broad agenda of the meeting was to review the department wise performance of clearances, rejected and additional information cases on Single Desk Portal and action taken report for the previous SDB meeting held on 21<sup>st</sup> June 2019.

After the detailed discussions, the following decisions were taken:

1. To study the reasons for the low number of the labour registration applications through the SDP and submit an action plan for improving the industrial registrations – by 28<sup>th</sup> November 2019.

**Action:**  
Commissioner, Labour Department

2. To study the reasons for the low number of LT applications for the electricity connection registration applications through the SDP and submit an action plan for improving the industrial applications – by 28<sup>th</sup> November 2019.

**Action:**  
CMD, APSPDCL  
CMD, APEPDCL

3. To issue an alert/caution to the applicant prior to the submission of CFE on the requirement of compliance with the sighting guidelines (as applicable)- by 28<sup>nd</sup> November 2019.

**Action:**  
Member Secretary, AP  
PCB  
JD(EoDB),  
Industries

4. To clarify (if missing) the reasons stated for rejection/additional information cases in the SDP before 28<sup>nd</sup> November 2019.

**Action:** CEIG

5. To modify the 'additional information' provision in the SDP as follows by 22<sup>nd</sup> November 2019:

- a. To rename 'additional information' cases as 'missing information' cases and enable provision for entrepreneur (applicant) to upload the missing documents within 10 days.

**Action:** JD(EoDB), Industries

- b. If an application is kept under 'missing information' the measurement of SLA (days of application) shall be halted till the applicant submits the missing documents or 10 working days (whichever is earlier). The concerned authority shall take the approval decision based on the available information/missing documents submitted as per SLA.

**Action:** All Departments

6. To check for deviations in the process being followed for factory plan approval/registration in accordance to the Factories Act and suggest rectification steps (if any) – by 28<sup>th</sup> November 2019.

**Action:** Director, Factories

7. To ensure the compliance to all the pending cases beyond SLA/additional information cases in SDP by 23<sup>rd</sup> November 2019.

**Action:** ENC, Irrigation  
Member Secretary, AP PCB  
Commissioner, Civil Supplies

8. To provide the login facility to the District Excise Superintendents for approval of the allotment of DS to industries by 26<sup>th</sup> November 2019

**Action:** JD(EoDB), Industries  
Commissioner, Prohibition & Excise

9. To divide the current SDP service 'License for storage of petroleum, diesel and Naptha' into two components as follows based on the approval authority – by 28<sup>th</sup> November 2019:

- a. 'NoC for storage of petroleum, diesel and Naptha' to be issued by DRO of the District.  
b. 'License for storage of petroleum, diesel and Naptha' to be issued by Joint Collector of the District.

**Action:** JD(EoDB), Industries

10. To communicate the user manual of NoC & License for storage of petroleum, diesel and Naptha' to all districts – by 20<sup>th</sup> November 2019

**Action:** JD(EoDB), Industries

11. To conduct the district wise training workshop & refresher trainings to create awareness on BRAP 2019 reforms.

**Action:**

All Departments

12. To issue necessary notifications and implement measures to ensure no physical touch-points for all applications/clearances issued through the SDP by 28<sup>th</sup> November 2019.

**Action:** All Departments

Director of Industries.