



002879

No. F2 / 4593 /2020

Directorate of Industrial Safety  
and Health, Chennai - 32  
Dated: 27 .02.2020

### MEMORANDUM

Sub: Tamil Nadu Business Facilitation Act, 2018 and Rules,  
2017 - Single Window Applications - Necessary action -  
Requested - Regarding.

Ref: Industries Department D.O. Letter  
No.5579/MIB.2/2019-19, dated:10.02.2020.

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The attention of all the Additional Directors of Industrial Safety and Health & Joint Directors of Industrial Safety and Health(BOCW) of this Directorate is drawn to the reference cited, wherein Government has directed to strictly adhere to the following provisions of Tamil Nadu Business Facilitation Act & Rules.

1. Regarding query/clarification /need for further data, officers \ must comply with the following for single window applications:-
  - As per rule 8, Raise query/clarification only once - multiple queries are not permitted.
  - As per rule 8, query/clarification, if any, needs to be raised within timelines. The timeline is 3 working days for applications with processing time limit less than 10 days, and within 7 working days for applications with time limit beyond 10 days (from the date of receipt of application).

The timelines to raise such query/clarification for our Directorate of Industrial Safety and Health online services are as follows:

1. Plan Approval Factories Act - 7 days
  2. Registration & Licenses Factories Act - 7 days
  3. Registration with Contract Labour Act - 3 days
  4. Registration with Interstate Migrant Workers Act - 3 days
  5. Registration with Building & Other Constructions Act - 3 days
  6. Renewal of license - 3 days
- As per Sub-rule 10, Rule 11, the query/ clarification shall be raised online only through the single window portal. Queries through email, letter and telephonic requests are not allowed.

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in our  
website*

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2. As per Sub-rule 2 under Rule 14, competent authorities shall process their respective clearance without waiting for other linked clearances. Departments may give final clearance subject to other clearances.
  3. As per Sub-rule 12 under Rule 11, competent authorities shall accept or reject the application within the timelines specified in the Rules with reasons. The reason for rejection needs to be comprehensive and self-explanatory.

Hence, all the Additional Directors of Industrial Safety and Health & Joint Directors of Industrial Safety and Health (BOCW) are directed to take necessary action and instruct their subordinate officers to process the application received through Single Window Portal within the Stipulated Time Limit as prescribed under the Tamil Nadu Business Facilitation Act and Rules.

Further, they are instructed that the departmental action will be taken against the defaulted officer if the clearances issued belatedly beyond the time limit prescribed in the above said Rules.

- Acknowledgement of receipt of Memorandum should be sent to this office by return of post.

*S. Sankaranarayanan*  
27/2/20  
for Director of Industrial Safety and Health(FAC),  
Chennai-32.

To

1. All Additional Directors of Industrial Safety and Health.
2. Joint Directors of Industrial Safety and Health(BOCW), Chennai & Madurai

✓ Copy to

Managing Director / Chief Executive Officer,  
Tamil Nadu Industrial Guidance & Export Promotion Bureau  
19-A, SIPCOT Building,  
Rukmani Ladshmiipathy Road, Egmore,  
Chennai - 600 008.