

Steps to Set Up an Enterprise

The Scenario in the present scenario of industrialization, the task of motivating the future generation entrepreneurs is the focus of attention throughout the State. Considering the real need, the Directorate of Micro & Small Scale Enterprises, wants to adopt more intensive services for elimination of communication gap. Before planning to go for setting up of any micro & small enterprise strong determination and calculated risk taking ability are must and form the basic strength of it and the proponent. The product identification should be in respect of its technical and economic aspects and particularly its smooth marketability. Prime consideration in most of the products should be availability of local raw materials, skill and items in and around the zone of operation may be tried into.

	Steps to follow :
	Identification of product / process / service after due market survey and analysis. Selection of Name of the proposed Enterprise (Avoid names connected in any way with Central Govt. or any State Govt.)
	Execution of partnership deed / Articles & Memorandum of Association and obtaining Certificate from the Register of Companies / Registration with the Register of Co-Operatives in case of Co-operative Societies.
	Apply to Corporation / Municipality / Panchayat for locational clearance and get certificate of enlistment / license.
	File Entrepreneurs memorandum –I to District Industries Centre in prescribed format (available with District Industries Centre).
	Apply in prescribed format to the District Industries Centre, Hooghly for No-Objection Certificate (NOC) in respect of green and orange categories of industries. For red category industries apply to West Bengal Pollution Control Board, Paribesh Bhaban, 10A, Block-LA, Sector-III, Salt Lake City, Kolkata – 700 091 or its Regional Office at Dankuni for No-Objection Certificate (NOC)
	Arrangement of land (outright purchase or rented).
	Obtain quotation of machinery and raw materials from Authorized Dealers / Manufacturers.
	Preparation of scheme / project report for the proposed item / items of production / process / service.
	Apply to CESC or WBSEDCL in prescribed format available at Group Supply Office / DM / RM office, along-with Trade License, Rent receipt, Acknowledgement against EM-I, scheme etc., for electric power line in consultation with WBSEDCL / CESC. (Contact District Industries Centre with documentary evidences for recommendation for priority, if required).

	Submission of scheme / project report supported with current price quotation of machinery and raw materials, trade license and other related papers to DIC / Directorate of M & SSE, West Bengal, N. S. Building, 9th Floor 1, K. S. Roy Road, Kolkata - 700 001 / MSME-DI, Government of India, 111 & 112, B. T. Road, Kolkata - 700 108 for vetting.
	Loan application to Financial Corporation / Commercial Bank through DIC, or directly as desired.
	Apply to the Commissioner, Commercial Taxes, 14, Beliaghata Road, Kolkata – 700 015 in scheduled format (available with S.T. Office) endorsing a copy to the concerned CTO, Commercial Taxes for necessary registration for VAT.
	Placement of order for supply of Machinery to the authorized dealers or manufacturers, after sanction or project in consultation with BANK / WBFC and DIC.
	Construction of factory shed and building (in case of own or lease hold) with prior approval of plan from appropriate authority of the area.
	Installation of Plant & Machinery and Electric Power Line.
	Recruitment of Staff & Workers.
	Apply for Fire License & Storing of Hazardous Chemicals to the Directorate of Fire & Emergency Service, Mirza Galib Street, Kolkata-16 or its regional office.
	File Tax return to Income Tax Department and Excise Department of your respective area.
	Filing Entrepreneurs Memorandum Part-II to District Industries Centre in prescribed format (available with DIC) preferably within 3 months from the date of commencement of commercial production to avail benefits of State Incentive Scheme.
	On commencement of production, apply to DIC for Green Category of Industrial enterprise / West Bengal Pollution Control Board, Hooghly Regional Office, Dankuni for getting Pollution Clearance (Consent to Operate [COO]) from them.
	Apply to National Small Industries Corporation Limited, 20 Abdul Hamid Street, Kolkata- 700 069 in prescribed format for single point registration for marketing assistance.
	In case of installation of captive power generating set, permission to be obtained from the District Administration and NOC to be obtained from CESC or WBSEB and WBPCB. The D. G. set to be finally registered with the office of the Chief Electrical Inspector, New Secretariat Buildings (12 th . Floor) 1, K.S. Roy Road, Kolkata – 700 001.
	Regular linkage with all the concerned agencies like Bank / Financial Institution/ DIC/

	MSME-DI to provide feedback of information to them for guidance, if necessary.
	In case of Expansion / Modernization of the existing unit, prior approval of the expansion scheme / project from DIC/ Directorate of M & SSE, West Bengal / MSME-DI, Kolkata and due information of the same in EM-II are required to be obtained.

For detailed information and guidance please contact the Office of the General Manager, District Industries Centre ,Hooghly or Concern Industrial Development Office posted at Block Development Officer's office.