

COMBINED APPLICATION FORM, As per OIFA Act,2004 and OIFA Rules, 2005

To streamline entire process of receipt of Combined Application Form for setting up new industries the following decisions have been taken. All concerned are required to observe the procedure and maintain the records. Sri R.P. Panda GM(SW) will co-ordinate all CAF /SLNA related activities.

1. CAF along with enclosures (check list) will be received by Sri R.K.Sahoo and in his absence, it will be received by Sri M.K.Kar, Dy Manager(DB)/ DGM(DB).
2. In case of CAF submitted by hand, the scrutiny needs to be carried out in presence of the applicant / representative of the applicant. If incomplete, the same is to be completed by the applicant or give sufficient reasons for non-submission of information. If the representative fails to complete the information a correspondence as indicated below may be handed over to him to furnish the information. In case there is any gap in mandatory data on CAF sent through post, a mail will be sent to the investor for furnishing the same at the earliest. This will be entered in a Register of incomplete applications with the following Headings.

Sl.	Name of the Industry	Location	Product	Info' to be furnished	Letter no & Date	Reminder No. & Date	Status
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3. Complete CAF(Hard copy) with [requisite papers and fees](#) on receipt need to be scrutinized, entered in the Register of Application as prescribed in SCHEDULE IV- Rule 5(2) of OIFA Rules,2005. This register is to be signed by the Receiving Officer (Sri R. K. Sahoo or Sri M.K.Kar) and countersigned by DGM(DB) everyday as per the Rule 5(3). Acknowledgement in Schedule-V as per Rule 5(4) is to be issued by the Receiving officer.
4. Within one working day (7 working hours) it needs to be sent to Accounts Division with specific advice note under the sub-head "CAF – Project name – Application Number – Date of submission".
5. For the time being the NIIT trainee will work under Sri R.K. Sahoo. He will enter the CAF data on PMIS Database within 2 working days.

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6. Within 2 working days of receipt, CAF needs to be sent to the division handling the sector as per the Office Order No. SJ/FT -348(B) / 3570 dated 29.10.07 and action to be taken by the division.
7. CAF files are to be maintained in respective divisions and memoranda to the committee shall be prepared by them and placed before CGM/MD for approval as per the Flow Chart. (Enclosed)
8. Compilation of memoranda to SLSWCA / HLCA meeting will be continued with Sri S.K. Samartha. Sri Samartha will maintain separate registers to list the cases submitted to SLSWCA and HLCA as below

Sl	Date of SLSWCA	Application Number	Name of the Unit	Name of the Division	Dt of receipt from the Divn	Status from the Minute	Date of dispatch to Deptts	Date of dispatch to Divisions
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9. On receipt of minutes of the SLSWCA / HLCA meeting relevant portions are to be sent to respective Divisions within a day.
10. The Divisions will send the CAF along with necessary papers to BPC.
11. Communications to various Government agencies for clearance with relevant portions of CAF are to be sent by BPC division and office copies of the same may be sent to the Divisions for necessary further action and communication to the entrepreneur.
12. Proper record of all these cases with details of Government agencies, date of dispatch, documents sent are to be maintained by Sri S.K.Samartha in the Register for necessary action in Nodal officers' meeting.
13. A copy of the SLSWCA minutes is to be sent to DGM(DB) at ipicol@sancharnet.in for updating CAF status and for centralized record.
14. SLNA meetings with concerned project officers, SLNA officers and nodal officers will be continued as per practice on Monday. This will be dealt by Sri S.K. Samartha. He will maintain the attendance followed by important decisions of the meeting in a Register. (Printed copies from computer may be pasted.).

To streamline processing of application the following decisions have been taken. All concerned are required to observe the procedure and maintain the records.

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1. On receipt of minutes of the SLSWCA / HLCA meeting relevant portions are to be sent to respective Divisions and the entrepreneur.
2. The Divisions will send the CAF along with necessary papers to BPCC.
3. Communications to various Government agencies for clearance with relevant portions of CAF are to be sent by BPCC division and office copies of the same may be sent to the Divisions for necessary further action.
4. Proper record of all these cases with details of Government agencies, date of dispatch, documents sent are to be maintained by Sri S.K.Samartha in a Register for necessary action in Nodal officers' meeting.
5. A copy of the SLSWCA minutes is to be sent to DGM(DB) at ipicol@sancharnet.in for updating CAF status and for centralized record.