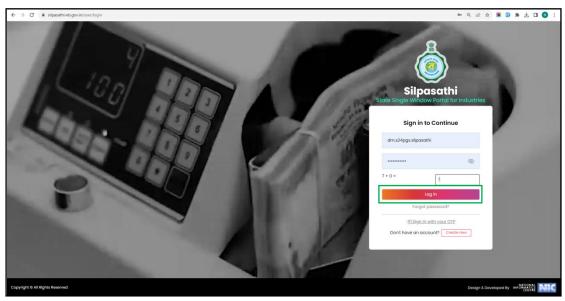
# SOP for Administrative approval of NOC for Commencement of Construction of Green Fire Cracker Manufacturing Unit

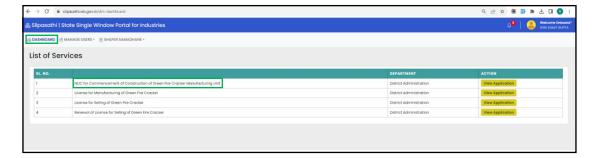
## 1. Process for the concerned District Magistrate

The concerned District Magistrate logs in with the respective user credentials:

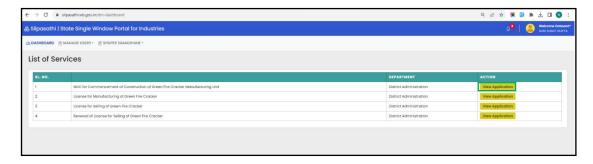




Once done, the concerned DM will have the dashboard visible with the list of application duly submitted for the NOC for Commencement of Construction of Green Fire Cracker Manufacturing Unit.



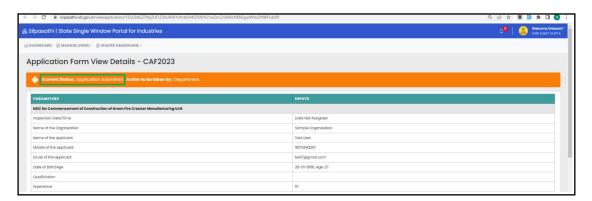
The DM clicks on 'View application' of the service as mentioned in the below screenshot:



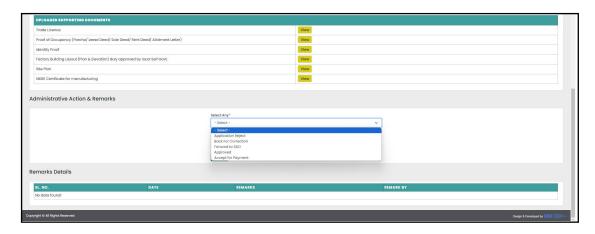
The DM clicks on 'View details' of the concerned application that needs to be worked upon.



Once done, the DM is directed to the details page where the application status is visible as mentioned in the below screenshot:



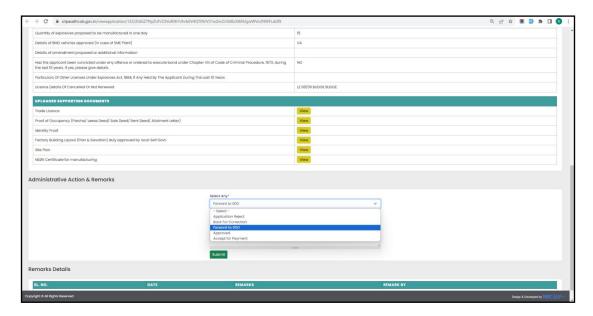
For further process, the DM scrolls down to Administrative Action & Remarks section and selects the list of actions to be taken , from the drop down menu as mentioned in the below screenshot.

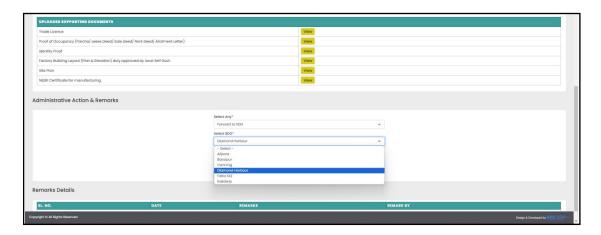


Based on the application, the DM holds the privilege to:

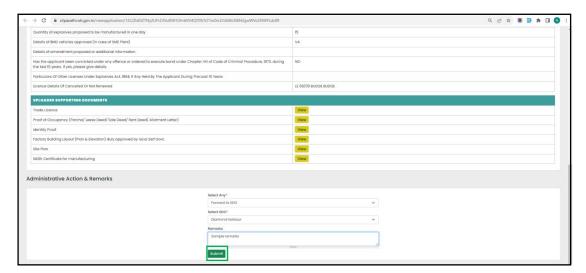
- 1. Reject the application
- 2. Send back the application to the applicant for certain modifications (like additional details or documents)
- 3. Forward to the concerned SDO (Sub Divisional Officer)
- 4. Approve (Subject to changes)
- 5. Accept for Payment (Subject to changes)

Once the application is ready for further proceedings, the DM sends the application the concerned SDO (Sub Divisional Officer) of the respective sub-division. Kindly refer to the screenshot below:





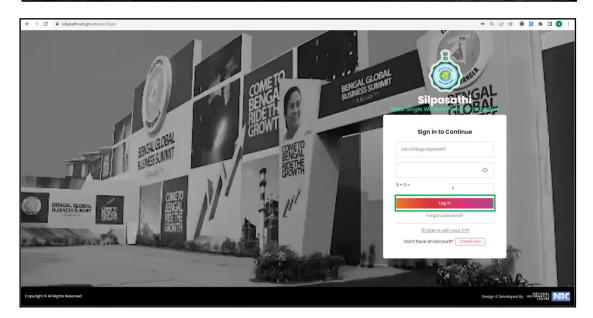
Once the action by the DM is taken and selection of the respective SDO is complete, DM can add remarks (if any) and finally submit the application by clicking on the 'Submit' button. Please refer to the below mentioned screenshot:



## **Process for the concerned Sub Divisional Officer**

The concerned Sub Divisional Officer logs in with the respective user credentials:





Once done, the concerned SDO will have the dashboard visible with the list of application duly submitted for the NOC for Commencement of Construction of Green Fire Cracker Manufacturing Unit.



The SDO clicks on 'View application' of the service as mentioned in the below screenshot:



The SDO clicks on 'View details' of the concerned application that needs to be worked upon.



Once done, the SDO is directed to the details page where the application status is visible as mentioned in the below screenshot:



For further process, the SDO scrolls down to Administrative Action & Remarks section and selects the list of actions to be taken, from the drop down menu as mentioned in the below screenshot.



Based on the application, the SDO holds the privilege to:

- 1. Forward to Department Inspector for Inspection
- 2. Provide recommended notes (Subject to changes)

Once the application is ready for further proceedings, as auto generated inspection date and time is generated to carry out the inspection successfully. The SDO can modify the date and time if necessary. Kindly refer to the screenshot below:



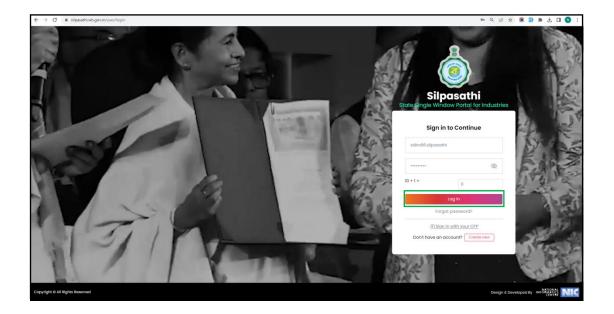
Once the action is taken, the SDO can add remarks (if any) and finally submit the application by clicking on the 'Submit' button. Please refer to the below mentioned screenshot:



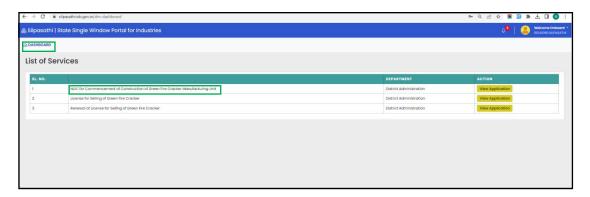
### 3.1: Process for the concerned District Land and Land Reforms Officer

The concerned District Land and Land Reforms Officer (SDLRO) logs in with the respective user credentials:





Once done, the concerned SDLRO will have the dashboard visible with the list of application duly submitted for the NOC for Commencement of Construction of Green Fire Cracker Manufacturing Unit.



The SDLRO clicks on 'View application' of the service as mentioned in the below screenshot:



The SDLRO clicks on 'View details' of the concerned application that needs to be worked upon.



Once done, the SDLRO is directed to the details page where the application status is visible as mentioned in the below screenshot:



For further process, the SDLRO scrolls down to Administrative Action & Remarks section and selects the list of actions to be taken, from the drop down menu as mentioned in the below screenshot.

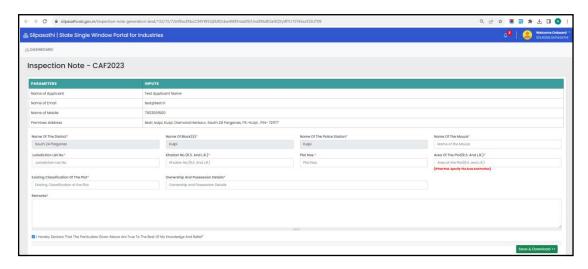


Based on the application, the SDLRO holds the privilege to provide Inspection notes (Subject to changes).

Kindly refer to the screenshot below:



Sample Inspection note:



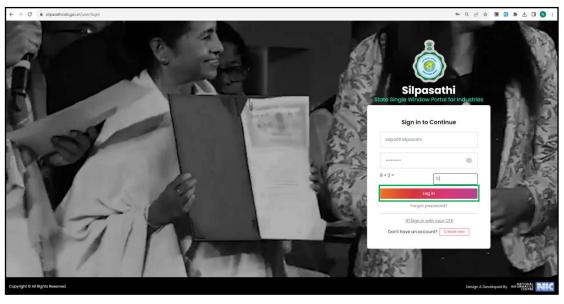
Once the action is taken, the SDLRO can add remarks (if any) and finally submit the application by clicking on the 'Submit' button. Please refer to the below mentioned screenshot:

Administrative Action & Remarks	
	Select Anyl  Becommended Note  Remarks  Sorgia remarks
	Document/file title* Inspection furticules verification
	Independent Processor  Citizone Rile   lo file chosen
	Submit

### 3.2: Process for the concerned Sub-Divisional Police Officer

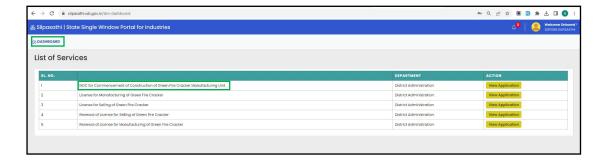
The concerned Sub-Divisional Police Officer (SDPO) logs in with the respective user credentials:





Once done, the concerned SDPO will have the dashboard visible with the list of application duly submitted for the NOC for Commencement of Construction of Green Fire Cracker

Manufacturing Unit



The SDPO clicks on 'View application' of the service as mentioned in the below screenshot:



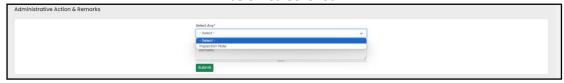
The SDPO clicks on 'View details' of the concerned application that needs to be worked upon.



Once done, the SDPO is directed to the details page where the application status is visible as mentioned in the below screenshot:



For further process, the SDPO scrolls down to Administrative Action & Remarks section and selects the list of actions to be taken , from the drop down menu as mentioned in the below screenshot.

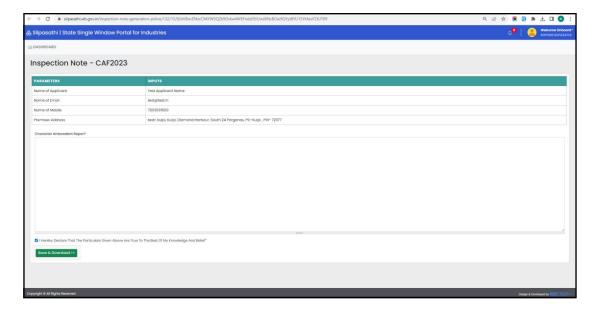


Based on the application, the SDPO holds the privilege to provide Inspection notes (Subject to changes).

#### Kindly refer to the screenshot below:



#### Sample Inspection note:



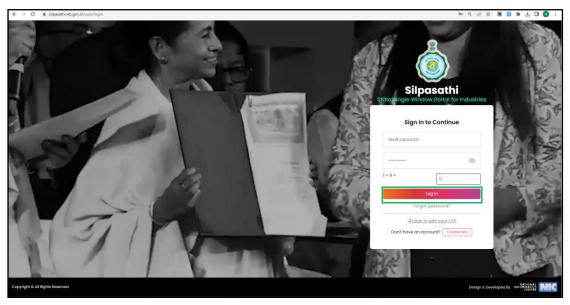
Once the action is taken, the SDPO can add remarks (if any) and finally submit the application by clicking on the 'Submit' button. Please refer to the below mentioned screenshot:



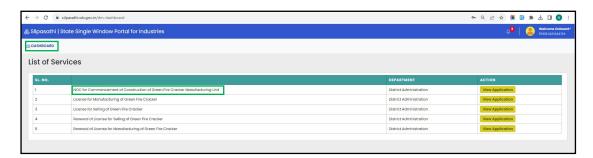
### 3.3: Process for the concerned Fire official

The concerned Fire Official logs in with the respective user credentials:

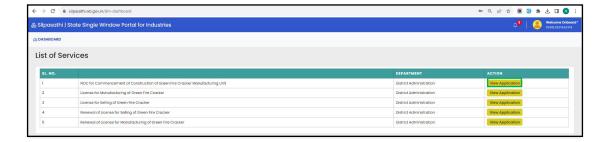




Once done, the concerned Fire Official will have the dashboard visible with the list of application duly submitted for the NOC for Commencement of Construction of Green Fire Cracker Manufacturing Unit.



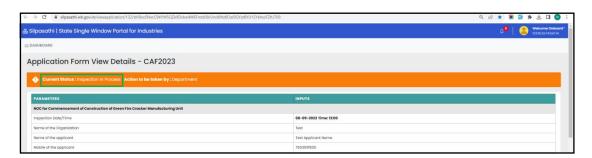
The Fire Official clicks on 'View application' of the service as mentioned in the below screenshot:



The Fire Official clicks on 'View details' of the concerned application that needs to be worked upon.



Once done, the Fire Official is directed to the details page where the application status is visible as mentioned in the below screenshot:



For further process, the Fire Official scrolls down to Administrative Action & Remarks section and selects the list of actions to be taken, from the drop down menu as mentioned in the below screenshot.



Based on the application, the Fire Official holds the privilege to provide Inspection notes (Subject to changes).

Kindly refer to the screenshot below:



#### Sample Inspection note:





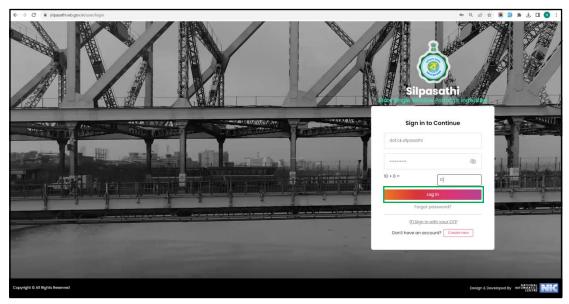
Once the action is taken, the Fire Official can add remarks (if any) and finally submit the application by clicking on the 'Submit' button. Please refer to the below mentioned screenshot:



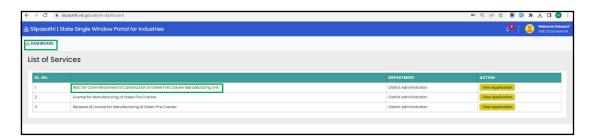
### 3.4: Process for the concerned Factory official

The concerned Factory Official logs in with the respective user credentials:





Once done, the concerned Factory Official will have the dashboard visible with the list of application duly submitted for the NOC for Commencement of Construction of Green Fire Cracker Manufacturing Unit.



The Factory Official clicks on 'View application' of the service as mentioned in the below screenshot:



The Factory Official clicks on 'View details' of the concerned application that needs to be worked upon.



Once done, the Factory Official is directed to the details page where the application status is visible as mentioned in the below screenshot:



For further process, the Factory Official scrolls down to Administrative Action & Remarks section and selects the list of actions to be taken, from the drop down menu as mentioned in the below screenshot.

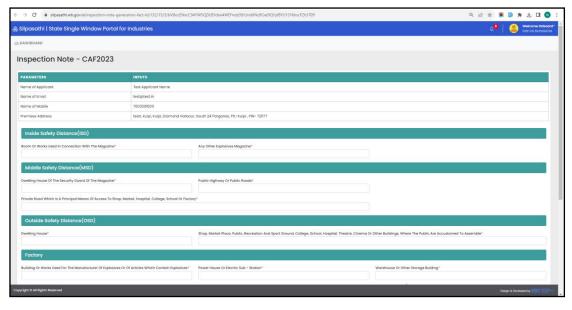


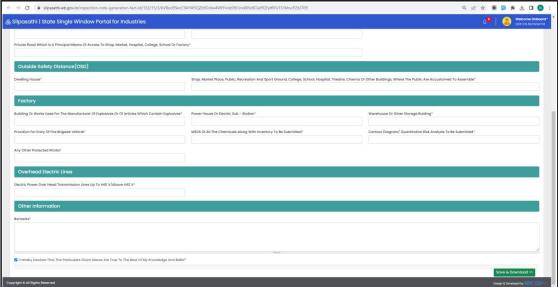
Based on the application, the Factory Official holds the privilege to provide Inspection notes (Subject to changes).

Kindly refer to the screenshot below:



#### Sample Inspection note:





Once the action is taken, the Factory Official can add remarks (if any) and finally submit the application by clicking on the 'Submit' button. Please refer to the below mentioned screenshot:

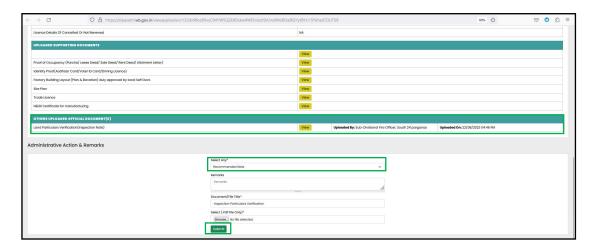


# After respective officials upload their respective Inspection Note, SDO will see all the notes and provide recommendation

#### SDO account as shown in the below mentioned screenshot:

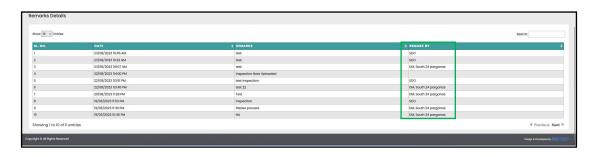
The highlighted sections indicates:

- 1. All respective Inspection Notes
- 2. Select "Recommendation Note"
- 3. Submit



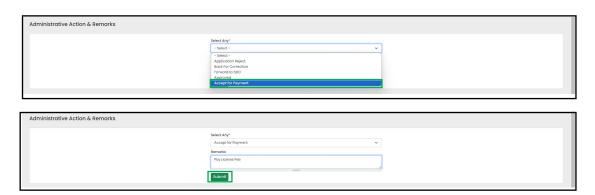
#### Status is updated as mentioned in the screenshots below:



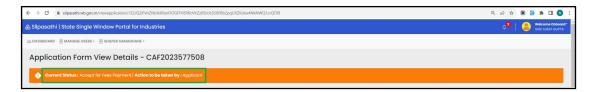


#### After Inspection and Recommendation Notes are submitted, DM will Accept Fee Payment

#### DM account as shown in the below mentioned screenshot: DM sends Payment Notification to Applicant.



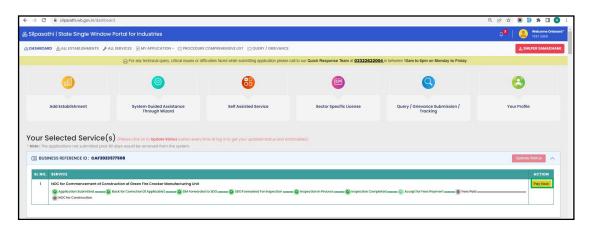
Once the DM clicks on the submit button, the application status is automatically updated as mentioned in the screenshot below:



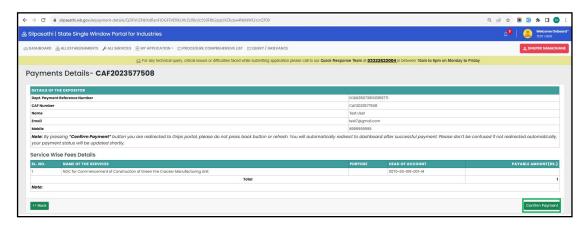
Applicant now has to pay the License Fee

Applicant account as shown in the below mentioned screenshot:

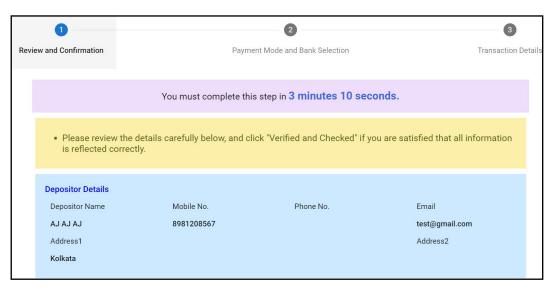
Applicant clicks on the 'Pay Now' button

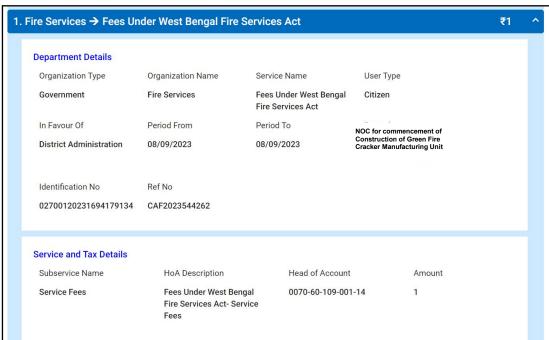


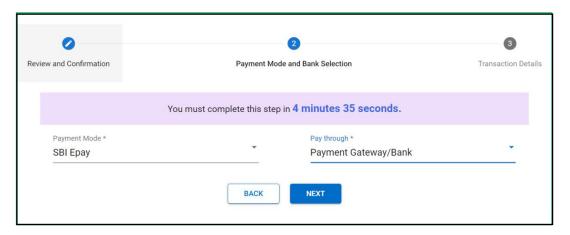
#### Applicant clicks on the 'Confirm payment' button

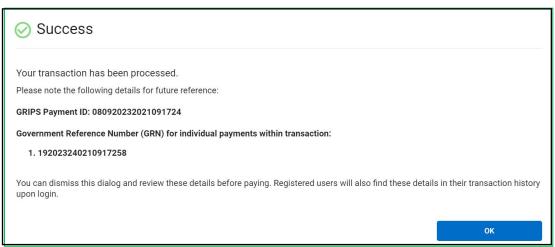


## Once done, applicant will be directed to the official GRIPS portal for proceeding with the payment process. Please refer to the below mentioned screenshots:

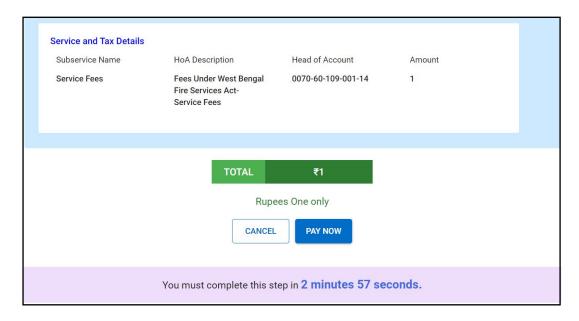










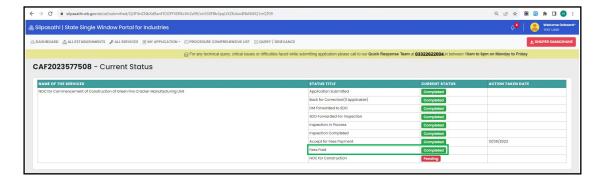


Payment Success message will be displayed once the payment is done, as mentioned in the below screenshot:



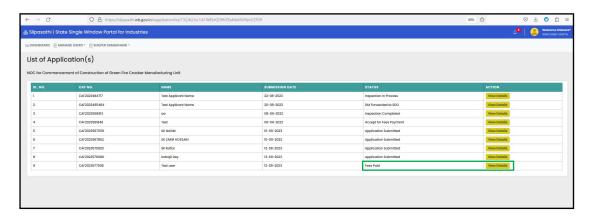
Applicant account with Payment status successfully updates:



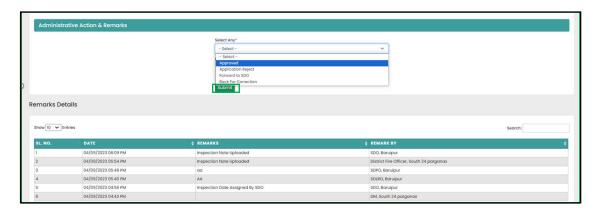


#### **DM to approve Application & issue License accordingly**

DM account as shown in the below mentioned screenshot:



#### Approve/ Reject after selecting the respective application and click on the 'Submit' button



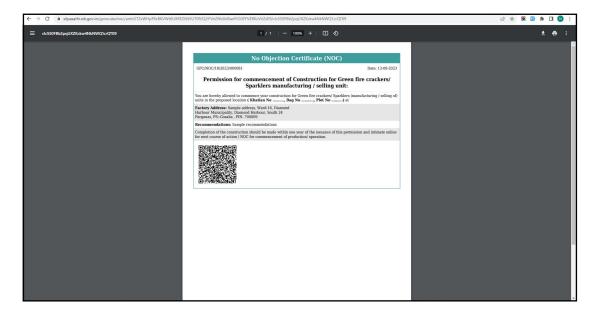
#### Click on the 'Generate & Download NOC' to process further:



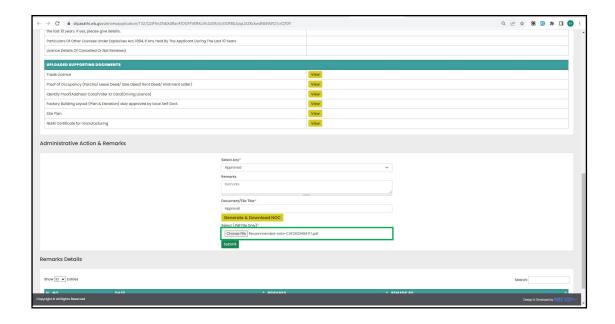
## DM writes Recommendation before issuing License. Once done, DM clicks on the 'Save and Download' button



Below is the downloaded NOC



DM uploads the downloaded NOC as mentioned in the screenshot below:



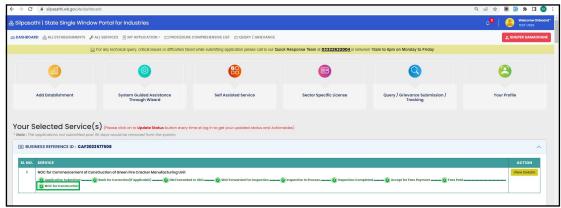
#### Once done, the status is updated accordingly in the DM account



#### After DM issues the license, Applicant can Download the License

#### Applicant account mentioned below:

#### Click on the 'View details' button



#### Click on the 'Download License' button



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