

Directorate of Public Health and Preventive Medicine: Procedure for obtaining NOC for Building Plan and Installation

1.	Competent Authority	Directorate of Public Health and Preventive Medicine																
2.	Stage	Pre - Establishment																
3.	Approving Authority	Deputy Director of Health Services (DDHS), Directorate of Public Health and Preventive Medicine																
3.	Procedure & Documents required	<p>1. Applicant to fill the online form on the Single Window Portal (SWP) with required details and submit following documents</p> <table border="1" style="width: 100%; border-collapse: collapse; margin: 10px 0;"> <thead> <tr> <th style="width: 5%;">Sl.</th> <th style="width: 55%;">Document / item</th> <th style="width: 15%;">No. of copies</th> <th style="width: 25%;">Mode of Submission</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1.</td> <td>Detailed Drawing Plan (Site Plan, Topo sketch, and Machinery installation plan)</td> <td style="text-align: center;">Three (3)</td> <td>Speed Post/ Courier. To be sent to concerned Block Health Supervisor</td> </tr> <tr> <td style="text-align: center;">2.</td> <td>Flow chart with detailed write up of processing from raw materials to end product</td> <td style="text-align: center;">One (1)</td> <td>Online, on the Single Window Portal</td> </tr> <tr> <td style="text-align: center;">3.</td> <td>Letter of Authorization for applicant from Board of Directors or owner in case of sole proprietorship</td> <td style="text-align: center;">One (1)</td> <td>Online, on the Single Window Portal</td> </tr> </tbody> </table> <p>2. The address of the concerned Block Health Supervisor (BHS) to which the required hardcopy documents are to be sent to by speed post/courier will be displayed in the bottom of the application form.</p> <p>3. For all documents sent via Speed Post/ Courier, the applicant needs to enter the tracking number and date of dispatch of documents on the SWP</p> <p>4. There is no fee to be paid by the applicant</p> <p>5. On receipt of the application, BHS will notify the applicant regarding the date of inspection through the SWP.</p> <p>6. After conducting inspection, BHS shall fill the online inspection report and initiate queries, and send it to DDHS for review.</p> <p>7. DDHS shall review the queries, modify if required, and send it to the applicant within 7 working days of receipt of documents.</p> <p>8. The applicant shall respond to the queries through the Single Window Portal itself.</p> <p>9. Once the query responses are received, DDHS shall issue the NOC for Building Plan and Installation or reject the application.</p> <p>10. The NOC is sent to the applicant through the SWP. The applicant shall download the NOC after logging in to the portal.</p> <p>Note: SMS and Email notifications are sent to the applicant after submission of application online, date of inspection scheduled and</p>	Sl.	Document / item	No. of copies	Mode of Submission	1.	Detailed Drawing Plan (Site Plan, Topo sketch, and Machinery installation plan)	Three (3)	Speed Post/ Courier. To be sent to concerned Block Health Supervisor	2.	Flow chart with detailed write up of processing from raw materials to end product	One (1)	Online, on the Single Window Portal	3.	Letter of Authorization for applicant from Board of Directors or owner in case of sole proprietorship	One (1)	Online, on the Single Window Portal
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		query raised by concerned authority, rejection of application, and issue of NOC
4.	Process Time *	15 working days
5.	Process Fee	No Fee applicable for this process.

*** Note:** The starting date with respect to the processing of applications shall be considered as the later of:

- a) The date on which the completed application form along with appropriate enclosures and processing fee was received by the competent authority; or
- b) The date on which any additional information or clarification or documents requested as part of application processing was received by the Competent Authority