

## Standard Operating Procedure and Checklist

Name of Department/Office	Office of the District Magistrate (Arms)
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Application Type: NoC

Standard Operating Procedure for Applicant

Application for	<b>NOC required for setting up of explosives manufacturing, storage, sale, transport</b>
Application Type	No Objection Certificate (NoC)
Mandatory supporting documents required(enclosures)	<ol style="list-style-type: none"> <li>1. Photograph of applicant</li> <li>2. Ownership of land (Lease deed or Agreement of Sale or Patta or any related document)</li> <li>3. Residence proof (EPIC or Aadhar or Certificate from Headman)</li> <li>4. NOC from Headman for proposed site for rural areas and NOC from Local Authority for urban areas</li> <li>5. Clearance certificate from Fire Department</li> <li>6. Details of site where explosives will be used and distance of site of use from the storage premises (Site layout)</li> <li>7. Clearance from Deputy Controller of Explosives</li> </ol> <p>In case of non-Tribal:</p> <ol style="list-style-type: none"> <li>8. Trading License</li> </ol> <p>In case where application is made by a person other than an individual:</p> <ol style="list-style-type: none"> <li>9. The names and addresses of the occupier as per rule 2 and directors or partners or members, as the case may be, and specimen signatures of authorised person to be attached.</li> <li>10. Proof of the status of the company to be attached.</li> </ol> <p>In case available:</p> <ol style="list-style-type: none"> <li>11. Approval required under rule 101 from the competent authority: (Note: Please enclose the approval letter, approved drawing(s), other enclosures, if any)</li> </ol>
Process description	<ul style="list-style-type: none"> <li>➤ Step 1: Applicant fills the online form addressing to District Magistrate along with Enclosures; and receives an acknowledgement</li> <li>➤ Step 2: Dealing Assistant reviews the application and enclosures; and forwards to Magistrate Incharge - Arms</li> <li>➤ Step 3: Magistrate Incharge - Arms reviews and forwards to Additional District Magistrate (ADM)</li> <li>➤ Step 4: ADM either asks applicant to provide clarification or rejects the application with remarks shared with applicant or in case of go ahead, instructs Magistrate Incharge - Arms to undertake inspection</li> <li>➤ Step 4: Magistrate Incharge - Arms informs applicant about the date of inspection</li> <li>➤ Step 5: Inspection visit take place involving representative(s) from DM office, State Pollution Control Board, Police, Public Works Department and applicant; Magistrate Incharge - Arms uploads inspection report</li> <li>➤ Step 6: In case if applicable, applicant addresses the observations from inspection report</li> <li>➤ Step 7: ADM reviews the file and forwards to DM</li> </ul>

	<ul style="list-style-type: none"> <li>➤ Step 8: DM issues NoC and uploads</li> <li>➤ Step 9: Applicant downloads the NoC</li> </ul>
Procedure for Fees payment	No application fees.
List of Reference Documents	Explosives Act, 1884
Timeline for completing the process	90 days
Checking of Application Status	Application status can be tracked through Single window portal
Departmental Workflow	Applicant >DM>Magistrate Incharge - Arms>ADM>Inspection (involving officials from DM office, State Pollution Control Board, Police, PWD and Applicant) > Magistrate Incharge - Arms > ADM > DM

#### A. Inspection Procedure:

##### A. Pre-Inspection

1. A quality check shall be done on the documents submitted by the applicant in terms of completeness and correctness of the information furnished by Dealing Assistant.
2. Verification of compliance of submitted document done by Dealing Assistant.

##### B. Inspection

1. Authenticity of land document
2. Site of the location of the Explosives magazine
3. Fencing
4. Storage capacity
5. Human habitation
6. Road Connection
7. Overhead power transmission
8. NOC from Headman for proposed site for rural areas and NOC from Local Authority for urban areas

##### C. Post Inspection

1. Inspection report would be uploaded post completion of the inspection and a copy of the same provided to the applicant.
2. All observations of the inspection along with photographic evidence of non-compliance should be included as part of the report.
3. Noncompliance areas should be listed in the report along with additional measures that need to be taken by the applicant to ensure compliance.

##### D. Checklist of Documents for Inspection

1. Land document proving bona fide possession
2. NOC from Headman for the proposed site plan for rural areas and NOC from local authority for

urban areas