

Forms for obtaining licences/registration certificates and for claiming benefits under various subsidy schemes run by the department

- Haryana Cotton Ginning and Pressing Factories Act, 1992 (Act Of 1993) and their under rules, 2005.

LIST OF REQUIRED DOCUMENTS FOR GRANT OF NEW LICENCE

	PARTICULARS
1.	Form (a)
2.	Blue print firm(Map)scale-1''-40'
3.	Properties documents
4.	Power of attorney
5.	N.O.C. approved by district town planner or Gram Panchayat (village) .
6.	Treasury Challan fees deposit in Major head-0435 .
7.	Affidavit
8.	List partners along with partnership deed
9.	List of workers/staff
10.	N.O.C. of Haryana Fire & Emergency Services
11.	5 Photos

LIST OF REQUIRED DOCUMENTS FOR GRANT OF RENEWAL LICENCE

S.NO.	PARTICULARS
1.	Form (B)
2.	Treasury Challan fees deposit in major head-0435
3.	Photos

Fee details along with Major Head-sub Head

(a) Single Roller Gin	Rs. 50 per Single Roller Gin
(b) Double Roller Gin	Rs. 100 per Double Roller Gin
(C) Saw Gins	Rs.1000 per Saw Gins
(d) Press	Rs. 1000 per Cotton Press

Major Head- 0435

Head of Account- 0435-51-800-99-95 Other Miscellaneous

Office Name:- 1761- Marketing Officer, Haryana, Panchkula.

FORM A
{See rule-6(1)} proviso

**APPLICATION FOR RENEWAL OF THE LICENCE FOR WORKING COTTON
GINNING OR PRESSING FACTORY.**

1. Name of Applicant:
2. Licence No. And date of issue:
3. Press and ginning marks and location of the factory:
4. Name of manager or managing Proprietor:
5. Name and particulars of Licence:
6. Date on which Licence expires:
7. Year for which the renewal is requested:
8. (i) Addition or deletion, if any, proposed in machinery after grant of Licence for previous year:
9. Weather the licence was ever suspended/cancelled, if so, on what reason?

10. Free paid:

11. Justification for the renewal of licence which was previously suspended / cancelled:

Certified that the above facts are correct to the best of my knowledge and belief.

Place:

Date.....

Signature of the applicant
(Authorized Manager or managing partner or proprietor).

FORM B
{See rule-6(2)} proviso

**APPLICATION FOR RENEWAL OF THE LICENCE FOR WORKING COTTON
GINNING OR PRESSING FACTORY.**

1. Name of Applicant:
2. Licence No. And date of issue:
3. Press and ginning marks and location of the factory:
4. Name of manager or managing Proprietor:
5. Name and particulars of Licence:
6. Date on which Licence expires:
7. Year for which the renewal is requested:
8. (i) Addition or deletion, if any, proposed in machinery after grant of Licence for previous year:
9. Weather the licence was ever suspended/cancelled, if so, on what reason?

10. Free paid:

11. Justification for the renewal of licence which was previously suspended / cancelled:

Certified that the above facts are correct to the best of my knowledge and belief.

Place:

Date:.....

Signature of the applicant
(Authorized Manager or managing partner or proprietor).

FORM C
{See rule-6(4)}

FORM OF LICENCE FOR WORKING COTTON GINNING OR PRESSING FACTORY.

NO..... MO (H) 2013-2016

1. Station:
2. Ginning or/and pressing mark and the number of previous license
3. Name of proprietor: .
4. Name and style of the person or firm working the factory
5. Name, parentage, residence and address in full of applicant
6. Date from which the grant of licence takes effect:
7. Date on which the renewal of licence expires:
8. Any additional condition of the Renewal of licence:
9. Amount of fee paid:

10. This licence is issued for the working of:

(a)Single Roller Gin	1
(b) Double Roller Gin	
(C) Saw Gins	
(d) Press	
11. Remarks: - The licence shall be subject to the conditions appended on back page.

Place:

Date.....

**Licencing Officer cum Director of
Agriculture, Haryana, Panchkula.**

Conditions of licence:

- (a) The licensee shall comply with the provisions of the Haryana Cotton Ginning and Pressing Factories Act, 1992 (Act 16 of 1993) and the rules made thereunder.
- (b) The licensee shall not permit evasion or infringement of any of the provisions of the Act and shall report in writing to the licensing authority, any evasion or breach that comes to his knowledge.
- (c) The licensee shall ensure that the quality of ginned cotton is not impaired due to any defect in the construction or condition of machines or their improper working. The construction of the ginning and pressing factory, if done after the commencement of the rules, shall be in accordance with the plan and specifications as contained in the Appendix to the rules.
- (d) The licensee shall produce his licence on demand to the authority issuing it or renewing it or to any of the officers mentioned in sub rule (1) of rule 10.

There are six competent officers declared as inspecting Officers to enter and inspect any cotton ginning and pressing factory:-

- a) Director of Agriculture, Haryana.
- b) Additional Director of Agriculture, Haryana.
- c) Joint Director of Agriculture, (Cotton).
- d) Marketing Officer, Agriculture Department, Haryana.
- e) Deputy Director of Agriculture, of district concerned.
- f) Assistant Marketing Officers, Agriculture Department, Haryana.