

**Central Services**

#	Department	Service	Contact Person	Contact Number	Email Address	Address of department
1	Department of Industrial Policy & Promotion (DIPP)	Industrial Entrepreneur Memorandum	Deputy Director, DIPP	+91-11 2306 3816	<a href="mailto:sasikumar.s@gov.in">sasikumar.s@gov.in</a>	Ministry of Commerce & Industry, Government of India, Room No. 37 B, Udyog Bhawan City: New Delhi Pin Code: 110 011 State: Delhi
2		Industrial License	Shri Arun Mahendru Senior Development Officer, DIPP	+91 11 23062635	<a href="mailto:a.mahendru@nic.in">a.mahendru@nic.in</a>	Sr. Development Officer, Industrial License, DIPP  Ministry of Commerce & Industry, Government of India,  Room no. 475, Udyog Bhawan  City: New Delhi  Pin Code: 110 011
3	Reserve Bank of India (RBI)	Reporting of FC-GPR	Monika Pahadekar, Manager Foreign Investment Division	+91 22 - 22601000	<a href="mailto:mpahadekar@rbi.org.in">mpahadekar@rbi.org.in</a>	Reserve Bank of India Address: Central Office, Fort, City: Mumbai Pin Code: 400 001 State: Maharashtra
4		Reporting of Advance Foreign Remittance	Monika Pahadekar, Manager Foreign Investment Division	+91 22 - 22601000	<a href="mailto:mpahadekar@rbi.org.in">mpahadekar@rbi.org.in</a>	Reserve Bank of India Address: Central Office, Fort, City: Mumbai Pin Code: 400 001 State: Maharashtra
5		Reporting of FC-TRS	Monika Pahadekar, Manager Foreign Investment Division	+91 22 - 22601000	<a href="mailto:mpahadekar@rbi.org.in">mpahadekar@rbi.org.in</a>	Reserve Bank of India Address: Central Office, Fort, City: Mumbai Pin Code: 400 001 State: Maharashtra

6	Ministry of Labour	Registration under Contract Labour Act, 1970	Shri DP Singh, CLC	+91-9810555390	<a href="mailto:p.devendra@nic.in">p.devendra@nic.in</a>	Ministry of Labour and Employment, Shram Shakti Bhawan  Rafi Marg, New Delhi-110001
7		Registration under Building and other construction workers act	Shri DP Singh, CLC	+91-9810555390	<a href="mailto:p.devendra@nic.in">p.devendra@nic.in</a>	Ministry of Labour and Employment, Shram Shakti Bhawan  Rafi Marg, New Delhi-110001
8		Registration under Inter-State Migrant Workmen	Shri DP Singh, CLC	+91-9810555390	<a href="mailto:p.devendra@nic.in">p.devendra@nic.in</a>	Ministry of Labour and Employment, Shram Shakti Bhawan  Rafi Marg, New Delhi-110001
9	Dept of Heavy Industry	Issue of custom duty concession certificate	Industrial Adviser, DHI	011-23063176	<a href="http://dhi.nic.in/">http://dhi.nic.in/</a>	Department of heavy industry Udyog Bhavan, New Delhi-110011
10	Ministry of Company Affairs (MCA)	MCA Name Availability	Ashish Kushwaha, Director, Ministry of Corporate Affairs	0124-4832500	<a href="mailto:appl.helpdesk@mca.gov.in">appl.helpdesk@mca.gov.in</a>	MINISTRY OF CORPORATE AFFAIRS Address: A Wing, Shastri Bhawan, Rajendra Prasad Road, City: New Delhi Pin Code: 110 001 State: Delhi
11		MCA Director Identification Number	Ashish Kushwaha, Director, Ministry of Corporate Affairs	0124-4832500	<a href="mailto:appl.helpdesk@mca.gov.in">appl.helpdesk@mca.gov.in</a>	MINISTRY OF CORPORATE AFFAIRS Address: A Wing, Shastri Bhawan, Rajendra Prasad Road, City: New Delhi Pin Code: 110 001 State: Delhi

12		Certificate of Incorporation	Ashish Kushwaha, Director, Ministry of Corporate Affairs	0124-4832500	<a href="mailto:appl.helpdesk@mca.gov.in">appl.helpdesk@mca.gov.in</a>	MINISTRY OF CORPORATE AFFAIRS Address: A Wing, Shastri Bhawan, Rajendra Prasad Road, City: New Delhi Pin Code: 110 001 State: Delhi
13		Issuance of Name Reservation - LLP	Ashish Kushwaha, Director, Ministry of Corporate Affairs	0124-4832500	<a href="mailto:appl.helpdesk@mca.gov.in">appl.helpdesk@mca.gov.in</a>	MINISTRY OF CORPORATE AFFAIRS Address: A Wing, Shastri Bhawan, Rajendra Prasad Road, City: New Delhi Pin Code: 110 001 State: Delhi
14		Issue of Certificate of Incorporation - LLP	Ashish Kushwaha, Director, Ministry of Corporate Affairs	0124-4832500	<a href="mailto:appl.helpdesk@mca.gov.in">appl.helpdesk@mca.gov.in</a>	MINISTRY OF CORPORATE AFFAIRS Address: A Wing, Shastri Bhawan, Rajendra Prasad Road, City: New Delhi Pin Code: 110 001 State: Delhi
15	Employee State Insurance Corporation (ESIC)	ESIC Registration	DIRECTOR (ICT)	+91 - 11-23234092	<a href="mailto:esic-hqrs@esic.in">esic-hqrs@esic.in</a>	Panchdeep Bhawan, Comrade Inderjeet Gupta (CIG) Marg,  New Delhi - 110 002
16	Employee Provident Fund Organization (EPFO)	Employer Registration with EPFO	Harsh Kaushik Ji	8588866468	<a href="mailto:harsh.kaushik@epfindia.gov.in">harsh.kaushik@epfindia.gov.in</a>	14, Bhikaiji Cama Place, Bhavishya Nidhi Bhawan, New Delhi-110066
17	Central Board of Direct Taxes (CBDT)	Issue of Permanent Account Number- NSDL	Director, PAN	020- 2721 8080	<a href="mailto:tininfo@nsdl.co.in">tininfo@nsdl.co.in</a>	Income Tax Department, Central Board of Direct Taxes (CBDT), New Delhi-110055.

18		Issue of Permanent Account Number-UTIITSL	PAN PDC Incharge	022-67931300	<a href="mailto:manoj.dash@utiitsl.com">manoj.dash@utiitsl.com</a>	Income Tax Department, Central Board of Direct Taxes (CBDT), New Delhi-110055.
19		Issue of Tax Deduction & Collection Account Number	Director, TAN	020- 2721 8080	<a href="mailto:tininfo@nsdl.co.in">tininfo@nsdl.co.in</a>	Income Tax Department, Central Board of Direct Taxes (CBDT), New Delhi-110055.
20		Changes or correction in PAN data-NSDL	Director, Correction of PAN	020- 2721 8080	<a href="mailto:tininfo@nsdl.co.in">tininfo@nsdl.co.in</a>	Income Tax Department, Central Board of Direct Taxes (CBDT), New Delhi-110055.
21	Director General of Foreign Trade (DGFT)	Issue of Importer Exporter Code	Shri. Ajay Srivastava, Joint DG	011-23062484	<a href="mailto:sanjay@nic.in">sanjay@nic.in</a>	Directorate General of Foreign Trade (DGFT) Udyog Bhawan, H-wing, Gate No-02, Maulana Azad Road, New Delhi - 110001
22	Petroleum and Explosives Safety Organization (PESO)	License for Possession and Sale or Possession and Use of Explosives	Dr.Sudarshan Kamal, Dr.S K Dixit	0712-2512094, 0712-2512006	<a href="mailto:explosives@explosives.gov.in">explosives@explosives.gov.in</a> ; <a href="mailto:skamal@explosives.gov.in">skamal@explosives.gov.in</a>	Chief Controller of Explosives A Block CGO Complex Fifth floor Seminary Hills, Nagpur-(Maharashtra) -440006
23	Ministry of Environment and Clearance	Application for ToR	Mr. R. K. Pathak Senior Technical Director	011-24695407	<a href="mailto:rkpathak@nic.in">rkpathak@nic.in</a>	3rd floor, Vayu wing, Indira Paryawaran Bhawan, Jor Bagh Road, Delhi - 110003
24		Application for Environmental Clearance	Mr. R. K. Pathak Senior Technical Director	011-24695407	<a href="mailto:rkpathak@nic.in">rkpathak@nic.in</a>	3rd floor, Vayu wing, Indira Paryawaran Bhawan, Jor Bagh Road, Delhi - 110003

25	MCA, CBDT, MoLE	Joined up services COI - TAN - PAN - ESIC - EPFO	<p><b>MCA</b> Contact Number: 0124 4832500, Contact Number- DIN Cell: 92659720983</p> <p><b>CBDT</b> PAN/TDS Call Centre: 020- 2721 8080</p> <p><b>ESIC</b> Contact Numbers: +91 - 11-23234092/ 93/ 98, 23235496, 23236051, 23235187, 23236998</p> <p><b>EPFO</b> Contact Number- 9868257458</p>	<p><b>MCA</b> Address:appl.helpdesk@m ca.gov.in</p> <p><b>CBDT</b> Address:tininfo@nsdl.co.i n</p> <p><b>EPFO</b> onlinecode@epfindia.gov. in</p> <p><b>ESIC</b> E-mail : esic-hqrs@esic.in</p>	<p><b>MCA</b> Ministry of Corporate Affairs (MCA), 'A Wing', Shastri Bhawan Rajendra Prasad Road New Delhi-110 001</p> <p><b>CBDT</b> Director General of Income-tax (Systems), E-2, A.R.A. Centre, Jhandewalan Extn., New Delhi -110055.</p> <p><b>ESIC</b> Employees' State Insurance Corporation (ESIC) Panchdeep Bhawan, Comrade Inderjeet Gupta (CIG) Marg, New Delhi-110 002 India</p> <p><b>EPFO</b> EPFO Head Office 14, Bhikaiji Cama Place, Bhavishya Nidhi Bhawan, New Delhi-110 066 India</p>
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26	MCA, CBDT, MoLE	Joined up services NA - DIN - COI - TAN - PAN		<p><b>MCA</b> Contact Number: 0124 4832500, Contact Number- DIN Cell: 92659720983</p> <p><b>CBDT</b> PAN/TDS Call Centre: 020- 2721 8080</p> <p><b>ESIC</b> Contact Numbers: +91 - 11-23234092/ 93/ 98, 23235496, 23236051, 23235187, 23236998</p> <p><b>EPFO</b> Contact Number- 9868257458</p>	<p><b>MCA</b> Address:appl.helpdesk@mca.gov.in</p> <p><b>CBDT</b> Address:tinfo@nsdl.co.in</p> <p><b>EPFO</b> onlinecode@epfindia.gov.in</p> <p><b>ESIC</b> E-mail : esic-hqrs@esic.in</p>	<p><b>MCA</b> Ministry of Corporate Affairs (MCA), 'A Wing', Shastri Bhawan Rajendra Prasad Road New Delhi-110 001</p> <p><b>CBDT</b> Director General of Income-tax (Systems), E-2, A.R.A. Centre, Jhandewalan Extn., New Delhi -110055.</p> <p><b>ESIC</b> Employees' State Insurance Corporation (ESIC) Panchdeep Bhawan, Comrade Inderjeet Gupta (CIG) Marg, New Delhi-110 002 India</p> <p><b>EPFO</b> EPFO Head Office 14, Bhikaiji Cama Place, Bhavishya Nidhi Bhawan, New Delhi-110 066 India</p>
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27	MoLE (Ministry of Labour and Employment)	Unified Registration under 5 Labour Acts(ESIC, EPFO, CLA, BOCW, ISMW)	Shri DP Singh, CLC	+91-9810555390	<a href="mailto:p.devendra@nic.in">p.devendra@nic.in</a>	Ministry of Labour and Employment, Shram Shakti Bhawan  Rafi Marg, New Delhi-110001
<b>State Services</b>						
<b>Odisha</b>						
1	Department of Industries	Project Evaluation	Shri Basant Kumar Das	+91-9439359999	<a href="mailto:basantkdash@gmail.com">basantkdash@gmail.com</a>	IPICOL Industrial Promotion and Investment Corporation of Odisha Ltd. IPICOL House Janpath, Bhubaneswar - 751022 Phone: 0674 – 2542601
2	Industrial Development Corporation	Allotment of Land/Shed in Industrial Estate/ Area	Shri Sushanta Kumar Mohanty	+91-9437153773	<a href="mailto:cgmland@idco.in">cgmland@idco.in</a>	IDCO Odisha Industrial Infrastructure Development Corporation (Govt. of Odisha undertaking) IDCO Tower, Janpath, Bhubaneswar – 22

3	Municipal Corporation	Permission for Site and Building	Shri Subhendu Mishra	+91-9861015567	<a href="mailto:dtpodisha@gmail.com">dtpodisha@gmail.com</a>	Name : Shri Subhendu Mishra Designation:Chief Town Planner Full Address:Directororate of Town planning Power House Squire, Adjacent to Commisinrate police, Bhubaneswar: 751001, Odisha
4	Water Resource Department	Permission to draw Water for Industries-Ground Water	Shri Bibhuti Dhal	+91-9438296573	<a href="mailto:dhalbibhutibhusan@gmail.com">dhalbibhutibhusan@gmail.com</a>	Name : Shri Bibhuti Dhal Designation: Director, Water allocation Full Address: Office of the Engineer in Chief, Water Resources, Bhubaneswar, Odisha
5	Water Resource Department	Permission to draw Water for Industries-Surface Water	Shri Bibhuti Dhal	+91-9438296574	<a href="mailto:dhalbibhutibhusan@gmail.com">dhalbibhutibhusan@gmail.com</a>	Name : Shri Bibhuti Dhal Designation: Director, Water allocation Full Address: Office of the Engineer in Chief, Water Resources, Bhubaneswar, Odisha
6	Factories Department	Approvals of plan under Factories Act 1948	Shri Ramesh Behera	+91-9437318802	<a href="mailto:factblrs.orissa@yahoo.com">factblrs.orissa@yahoo.com</a>	Name : Shri Ramesh Behera Designation: Asst Director Full Address: Directorate of Factories & Boilers, Janpath Road, Near Gurudwara, Unit



						3, Kharvel Nagar, Bhubaneswar, Odisha 751001 Landline Number: 0674- 2394334
7	Factories Department	Factories License under Factories Act 1948	Shri Ramesh Behera	+91-9437318802	<a href="mailto:factblrs.orissa@yahoo.com">factblrs.orissa@yahoo.com</a>	Name : Shri Ramesh Behera Designation: Asst Director Full Address: Directorate of Factories & Boilers, Janpath Road, Near Gurudwara, Unit 3, Kharvel Nagar, Landline Number: 0674- 2394334
8	Labour Department	Registration of establishment employing Contract Labour	Smt. Bharathi	+91-9437155088	<a href="mailto:sithabharati@gmail.com">sithabharati@gmail.com</a>	Name : Smt. Bharathi Designation: Asst Labour Commissioner Full Address: Shrama Bhawan, Janpath Road, Near Gurudwara, Unit 3, Kharvel Nagar, Bhubaneswar, Odisha 751001
9	Labour Department	Registration under Shops and Establishment Act	Smt. Bharathi	+91-9437155089	<a href="mailto:sithabharati@gmail.com">sithabharati@gmail.com</a>	Name : Smt. Bharathi Designation: Asst Labour Commissioner Full Address: Shrama Bhawan, Janpath Road, Near Gurudwara, Unit 3, Kharvel Nagar, Bhubaneswar, Odisha 751001

10	Directorate of Town and Country Planning	Completion cum occupancy certificate	Shri Subhendu Mishra	+91-9861015567	<a href="mailto:dtpodisha@gmail.com">dtpodisha@gmail.com</a>	Name : Shri Subhendu Mishra Designation:Chief Town Planner Full Address:Directorarote of Town planning Power House Squire, Adjacent to Commisinrate police, Bhubaneswar: 751001, Odisha
11	Directorate of Boilers	Registration under Boilers Act	Shri Ramesh Behera	+91-9437318802	<a href="mailto:factblrs.orissa@yahoo.com">factblrs.orissa@yahoo.com</a>	Name : Shri Ramesh Behera Designation: Asst Director Full Address: Bhubaneswar, Odisha Landline Number: 0674-2394334
12	State Power Distribution Company	Application For New Power Connection	Smt. Amrita	+91-9438906040	<a href="mailto:dmu_gridco@optcl.co.in">dmu_gridco@optcl.co.in</a>	Name : Smt. Amrita Designation:Head DMU Full Address:Discom Monitoring Unit, GRIDCO, Janpath, Bhubaneswar: 751022, Odisha
13	Commercial Taxes Department	Application for registration under Odisha Value Added Tax Rule	Shri Dipankar Sahu	+91-9439020483	<a href="mailto:dcctitp@odishatax.gov.in">dcctitp@odishatax.gov.in</a>	Name : Shri Dipankar Sahu Designation:Deputy Commissioner of Commercial Taxes Full Address: Banijyakar Bhawan Old Secretariate Compound Cuttack - 753 001. ODISHA

14	Commercial Taxes Department	Application for registration under Section 7(1) or 7(2) of The Central Sales Tax Act	Shri Dipankar Sahu	+91-9439020483	<a href="mailto:dcctitp@odishatax.gov.in">dcctitp@odishatax.gov.in</a>	Name : Shri Dipankar Sahu Designation:Deputy Commissioner of Commercial Taxes Full Address: Banijyakar Bhawan Old Secretariate Compound Cuttack - 753 001. ODISHA
15	Pollution Control Board	Consent to establish under Water Act, 1974 and the Air Act, 1981	Smt. Mamta Pattnaik	+91-9437039652	<a href="mailto:ocmms@ospboard.org">ocmms@ospboard.org</a>	Name : Smt. Mamta Pattnaik Designation: ENV.ENGINEER Full Address:State Pollution Control Board Paribesh Bhawan, A/118, Nilakantha Nagar, Unit - VIII, Bhubaneswar - 751012, Odisha
16	Pollution Control Board	Consent to operate under Water Act, 1974 and the Air Act, 1981	Smt. Mamta Pattnaik	+91-9437039652	<a href="mailto:ocmms@ospboard.org">ocmms@ospboard.org</a>	Name : Smt. Mamta Pattnaik Designation: ENV.ENGINEER Full Address:State Pollution Control Board Paribesh Bhawan, A/118, Nilakantha Nagar, Unit - VIII, Bhubaneswar - 751012, Odisha
<b>Andhra Pradesh</b>						

1	Ground Water Department	Permission to draw Ground Water	Director, Ground Water	+91-040-23223220	<a href="mailto:apsgwd@sify.com">apsgwd@sify.com</a>	Ground Water Department 8th Floor, 'B' Block, B.R.K.R.Bhavan, Tank Bund Road, Hyderabad - 500063
2	Department of Factories	Approvals of plans from Factories Department	Director of Factories	+91- 40-23261305(Telefax)	<a href="mailto:directorfactoriesap@gmail.com">directorfactoriesap@gmail.com</a>	DIRECTOR OF FACTORIES 5th FLOOR, B BLOCK, B.R.K.R. BHAVAN, NEAR TANKBUND, HYDERABAD
3	Department of Factories	Factories License	Director of Factories	+91- 40-23261305(Telefax)	<a href="mailto:directorfactoriesap@gmail.com">directorfactoriesap@gmail.com</a>	DIRECTOR OF FACTORIES 5th FLOOR, B BLOCK, B.R.K.R. BHAVAN, NEAR TANKBUND, HYDERABAD
4	Department of Factories	Filing of Annual Returns under Factories Act, 1948	Director of Factories	+91- 40-23261305(Telefax)	<a href="mailto:directorfactoriesap@gmail.com">directorfactoriesap@gmail.com</a>	DIRECTOR OF FACTORIES 5th FLOOR, B BLOCK, B.R.K.R. BHAVAN, NEAR TANKBUND, HYDERABAD

5	Fire Department	No Objection Certificate from Fire Service Department	Director General of Fire Services	+91-40-23442955	<a href="mailto:ap_firechief@yahoo.com">ap_firechief@yahoo.com</a> ;	Andhra Pradesh Fire Service Department 1st Floor, B Block, , Boorgula Ramakrishna Rao Bhavan, , Tank Bund Road, Hyderabad, Andhra Pradesh INDIA
6	Department of Industries	Industrial Incentives	Department of Industries (DOI)	+91-40-23441686	<a href="mailto:jd_cc@inds.ap.gov.in">jd_cc@inds.ap.gov.in</a>	Department of Industries  Chirag Ali Lane, Abids  Hyderabad - 500001
7	Department of Industries	Scarce raw material allotment - Allotment of Coal	Commissionerate of Industries (COI)	+91-40 23441600-06	<a href="mailto:comm_inds@ap.gov.in">comm_inds@ap.gov.in</a>	Department of Industries Chirag Ali Lane, Abids Hyderabad - 500001
8	Department of Industries	Registration of Micro, Small and Medium Enterprises (MSME)	Commissioner of Industries	+91-40-23441686, 91-40-23441600 - 05 Extn-211	<a href="mailto:jd_cc@inds.ap.gov.in">jd_cc@inds.ap.gov.in</a>	Department of Industries Chirag Ali Lane, Abids Hyderabad - 500001
9	Department of Industries	Site and Building Plan Approval from Municipality	Metropolitan Commissioner	+91-40- 27003313	<a href="mailto:hmdahyd@hmda.gov.in">hmdahyd@hmda.gov.in</a>	Hyderabad Metropolitan Development Authority  Block 'A', District Commercial Complex,  Tarnaka, Secunderabad -

						500017. Andhra Pradesh, India.
10	Pollution Control Board	No Objection Certificate from Pollution Control Board	Commissionerate of Industries (COI)	+91 040 23441600-06	<a href="mailto:comm_inds@ap.gov.in">comm_inds@ap.gov.in</a>	Department of Industries Chirag Ali Lane, Abids Hyderabad - 500001
11	Department of Industries	License for manufacturing Bulk Drugs and Formulations	Director General	+91-9490153301, 9959224401	<a href="http://dca.ap.nic.in/">http://dca.ap.nic.in/</a>	Drugs Control Administration, vengalraonagar, Hyderabad-500 038.
12	Department of Town & Country Planning	Site Plan Approval from TCP	Director (DTCP)	+91-40-23393151, 91-40-23323176	<a href="mailto:Dir_T&amp;CPlng@ap.gov.in">Dir_T&amp;CPlng@ap.gov.in</a>	Director of Town and Country Planning,  2nd Floor, Maithrivihar Complex,  Ameerpet,  Hyderabad - 500 038
13	Commercial Taxes Department	Issue of Registration Certificate under Value Added Tax	Commissioner (CTD)	+91-40-24618912	<a href="mailto:cct@apct.gov.in">cct@apct.gov.in</a>	Commercial Taxes Department,  C.T Complex,  Nampally,  Hyderabad - 500 001

14	Commercial Taxes Department	Issue of Registration Certificate under Central Sales Tax and Value Added Tax	Commissioner (CTD)	+91-40-24618912	<a href="mailto:cct@apct.gov.in">cct@apct.gov.in</a>	Commercial Taxes Department, C.T Complex, Nampally, Hyderabad - 500 001
<b>Delhi</b>						
1	BSES Yamuna Power Ltd.	Application for New Power Connection	Head Officer, BYPL	011- 39999808	<a href="mailto:bypl.customercare@relianceada.com">bypl.customercare@relianceada.com</a>	DL-BYPL Head Office, BSES Yamuna Power Ltd., Shakti Kiran Building, Karkadooma, New Delhi-110092
2	Labour Department	Factories Returns Filing	Director, Labour	011-23973756	<a href="mailto:ciflab.delhi@nic.in">ciflab.delhi@nic.in</a>	Office of the Labour Commissioner Government of NCT of Delhi 5, Sham Nath Marg Delhi - 110054