

SERVICES TO CITIZEN
FACTORIES & BOILERS ORGANISATION,
Labour Department, Government of Tripura.

SERVICE PROCEDURES FOR FACTORIES

Name of the Department	FACTORIES & BOILERS ORGANISATION, Labour Department, Government of Tripura.
Communication Address	FACTORIES & BOILERS ORGANISATION, P.N.Complex, Gorkhabast, P.O; Kunjabon, Agartala, Tripura – 799006. Website – www.factory.tripura.gov.in Fax - 0381 232 3915 Email ID – cifbtrp@yahoo.co.in Phone – 0381 232 3915
Name of the Services	Approval of factory plan drawing, Registration of factory and Issuance of factory licence for operation and Renewal of factory licence.
Whom to approach for this service (Designated Officer)?	Inspector of Factories & Boilers / Chief Inspector of Factories & Boilers
Procedure involved to get this service	<ol style="list-style-type: none"> 1. Intending person is to submit the application (Form-5) in triplicate along with required documents and treasury challan depositing fee of Rs. 100/- to the Head Office / Jurisdictional officer, 2. Application received against receipt acknowledgement, 3. Spot inspection and verification of documents, 4. If found satisfactory, submitted to Registering authority for approval of plan drawing & Registration, 5. After approval of plan drawing, Form-6 in triplicate is to be submitted by the applicant with treasury challan depositing required fee for grant of licence, 6. If found not satisfactory, observations are communicated, 7. Receive corrected revised application by the Head Office / Jurisdictional officer, 8. Submitted to Registering authority for Registration and issuing of licence, 9. License granted for operation.
Form to be submitted to get this service	Form- 5 & 6 in triplicate as per Tripura Factories Rules, 2007.
Who are eligible to get this service	Industrialist (Occupiers of the factories registered under the Factories Act), Trade unions, employees and general public.
Documents to be enclosed with the request for approval of plan drawing	<ol style="list-style-type: none"> 1. Duly filled in application (Form-5) in triplicate, 2. In case of partnership – Valid partnership deed & list of partners, 3. In case of public or limited company – List of Directors, certificate of incorporation of the company, Resolution of Board of Directors, etc. 4. In case of company owned by Central or State govt. undertaking – Govt. order for having appointed the Occupier, 5. Treasury challan of prescribed fee deposited,

	<p>6. In case of hazardous factory, details of the approval of On-site Emergency Plan approved by the department.</p> <p>7. Document in proof of citizen of India,,</p> <p>8. Land document – sale deed / lease deed, etc.</p> <p>9. Land diversion certificate from competent authority, if applicable,</p> <p>10. Process Flow chart,</p> <p>11. Consent certificate from State Pollution Control Board,</p> <p>12. Site Plan of factory showing details as per guidelines,</p> <p>13. NOCs, if applicable, etc.</p>
Fee/Charges to be paid to get the service	Fee depends upon number of workers, installed capacity of Horse Power / Killo-watt as per fee schedules – A, B & C of Rule 7 of the Tripura Factories Rules, 2007 to be paid through treasury challan. (Amount to be paid to the Head of Account - 0230 Labour and Employment, 104-Fees realized under the Factories Act, 1948).
Maximum number of days to wait to get this service delivered	75 Working Days
Whom to approach as an appeal (Competent Officer), if the service is not delivered in time or rejected by officer	Inspector of Factories & Boilers (District / Jurisdictional Officer)
Maximum number of days to wait to get the decision of the Competent Officer	30 Working Days
Whom to approach as 2nd appeal (Appellate Authority), if the decision of the Competent officer is not acceptable or not implemented?	Chief Inspector of Factories & Boilers
Maximum no. of days to wait to get the decision of Appellate Authority	30 Working Days
Other information Website (if on-line)	www.factory.tripura.gov.in
Documents for Renewal of factory licence	Form-6, Original factory licence & treasury challan depositing fee are required to be submitted on or before 31 st October without additional fee for maximum 3(three) years at a time .

WORK FLOW FOR FACTORIES

Steps	Description	Timelines	Designation
01.	RECIPT OF REQUEST AGAINST ACKNOWLEDGEMENT	1	Dealing Clerk
02.	ENTRY INTO THE CHALLAN REGISTER AND PUT UP TO THE OFFICER	2	Dealing Clerk
03.	SPOT INSPECTION AND VERIFICATION OF DOCUMENTS	7	Inspector
04.	IF FOUND SATISFACTORY, APPLICATION IS GIVEN TO THE CASE WORKER TO MAKE PROPOSAL FOR RECOMMENDATION TO APPROVAL AUTHORITY	2	Inspector
05.	PROPOSAL IS SENT TO REGISTERING AUTHORITY BY POST	2	Dealing Clerk
06.	RECEIPT OF RECOMMENDED PROPOSAL AT THE OFFICE OF THE REGISTERING AUTHORITY	5	Dealing Clerk
07.	ENTRY INTO THE REVENUE REGISTER AND PUT UP TO THE OFFICER	3	Dealing Clerk
08.	REGISTRATION ACCORDED, IF FOUND SATISFACTORY	2	Chief Inspector
09.	PREPARATION OF FAIR COPIES	2	Dealing Clerk
10.	SENDING THE REGISTERED LICENSE TO THE JURISDICTIONAL OFFICE	3	Dealing Clerk
11.	IF FOUND NOT SATISFACTORY, OBSERVATIONS ARE COMMUNICATED TO THE JURISDICTIONAL OFFICE UNDER COPY TO THE APPLICANT	7	Chief Inspector
12.	OBSERVATIONS ARE COMMUNICATED TO THE FACTORY MANAGEMENT BY THE JURISDICTIONAL OFFICER	3	Inspector
13.	OBTAINING REVISED DOCUMENTS FROM THE MANAGEMENT	15	Dealing Clerk
14.	VERIFICATION OF REVISED DOCUMENTS	1	Inspector
15.	RESUBMISSION OF THE PROPOSAL TO THE REGISTERING AUTHORITY FOR REGISTER BY POST	2	Dealing Clerk
16.	RECEIPT OF CORRECTED / REVISED APPLICATION ALONGWITH REVISED DOCUMENTS FROM THE JURISDICTIONAL OFFICE AND ENTRY INTO THE REGISTER AND PUT UP TO THE OFFICER	7	Dealing Clerk
17.	REGISTRATION ACCORDED, IF FOUND SATISFACTORY AND DESPACH THE FACTORY LICENSE BY POST	3	Chief Inspector
18.	RECEIPT OF THE FACTORY LICENSE AT THE JURISDICTIONAL OFFICE. AFTER ENTERING THE IFNORMATION DESPACH TO THE APPLICANT	5	Dealing Clerk
19.	FOR RENEWAL OF FACTORY LICENCE	15	Dealing Clerks, Inspector, Chief Inspector