

Dated, Agartala, the 10th November, 2020.

NOTIFICATION

In exercise of the powers conferred under Rule 25A of the Tripura Factories Rules, 2007 (as amended) the Government of Tripura in Labour Department (Factories & Boilers Organisation) hereby notify the procedure, list of documents, timelines for delivery of services under the Factories Act, 1948 and Rules made thereunder for submission of online application for approval of plan drawing of factory, registration & grant of factory license and renewal.

1. Application for Approval of plan and permission to construct/extend/or take into use any building as a factory:

A. Procedure for submission of application:

- The Entrepreneur shall submit online application.
- The online application is to be verified whether all required documents are attached with fee details.
- The deficiencies, if any, will be informed by the scrutinizing officer to the applicant.

B. List of documents to be submitted with the application:

- Plan drawing of factory showing details as per guidelines of the department.
- Process Flow chart and write-up.
- List of raw materials to be used .
- Motive power details in H.P / KW.
- Land document – Sale deed/ Lease deed.
- Documents related to Occupier:
 - In case of partnership – Valid partnership deed
 - In case of public or private limited company – Articles of Association, Resolution of Board of Directors.
 - In case of private company – List of shareholders.
 - In case of factory owned by Central or State govt. undertaking – Govt. order for having appointed the Occupier.
 - In case of Co-op. Society - Registered document, Resolution of Board, list of shareholders, President/Secretary.
- Citizenship Certificate or Permanent Resident Certificate.
- Land diversion certificate from competent authority, if applicable,
- NOCs, if applicable, etc.
- Previously approved plans and Reference Number, if any.
- For Hazardous Industries:
 - Proposed inventories of Chemicals used and stored.
 - On-site Emergency Plan (to be approved by the department).
- Such other particulars as the Chief Inspector of Factories & Boilers may require.

C. Timeline: Factory plan approval: 21 days.

D. Fee: As per notification under the Tripura Factories Rules, 2007.

2. **Application for registration and grant of factory licence:**

A. **Procedure submission of application:** Same as 1A.

B. **List of documents to be submitted with the application:**

- Scan copy of filled up application duly signed by the Occupier and Manager with date and seal.
- Plan drawing of the factory and Reference Number, if any.
- Documents, if any changes in occupier ship or land.
- Such other particulars as the Chief Inspector of Factories & Boilers may require.

C. **Timeline:** Grant of factory licence : 30 days.

D. **Fee :** As per notification under the Tripura Factories Rules, 2007.

3. **Application for renewal of factory licence:**

A. **Procedure for submission of application:**

- The Entrepreneur shall submit online application.
- If data matched with previous data then system will allow for processing the submission of application for auto-renewal on deposition of fees and entrepreneur can view and download the digital copy of the approval in his login.
- Auto Renewal is not accessible if any violations observed in any particular factory.
- The deficiencies, if any, will be informed by the scrutinizing officer to the applicant.

B. **List of documents to be submitted with the application:** Online application with required fees.

C. **Timeline:** Auto Renewal of factory licence: 07 days.

D. **Fee :** As per notification under the Tripura Factories Rules, 2007.

By Order of the Governor

(Tasmita Debbarma)

Deputy Secretary to the
Government of Tripura

Copy to:-

1. P.S. to the Chief Secretary, Tripura for kind information of Chief Secretary.
2. The Spl. Secretary, Labour Department, Govt. of Tripura.
3. The Director, Dept. of Industries & Commerce, Govt. of Tripura.
4. The Chief Inspector of Factories & Boilers, Tripura, Agartala.
5. The Joint Director, Directorate of Information Technology, Tripura for uploading the **Notification** heading with the "**Procedure, List of documents & Timelines for factories**" in the Factories & Boilers Organisation's website under EoDB.
6. The Inspector of Factories, HQs/ West /Gomati / Unakoti District.
7. The Manager, Tripura Government Press, Agartala with a request to publish the **Notification** in the next issue of Extra Ordinary Issue of Tripura Gazette. 20 copies of the Notification may kindly be sent to this Department in due course for record.