

Government of Tripura
Factories & Boilers Organisation

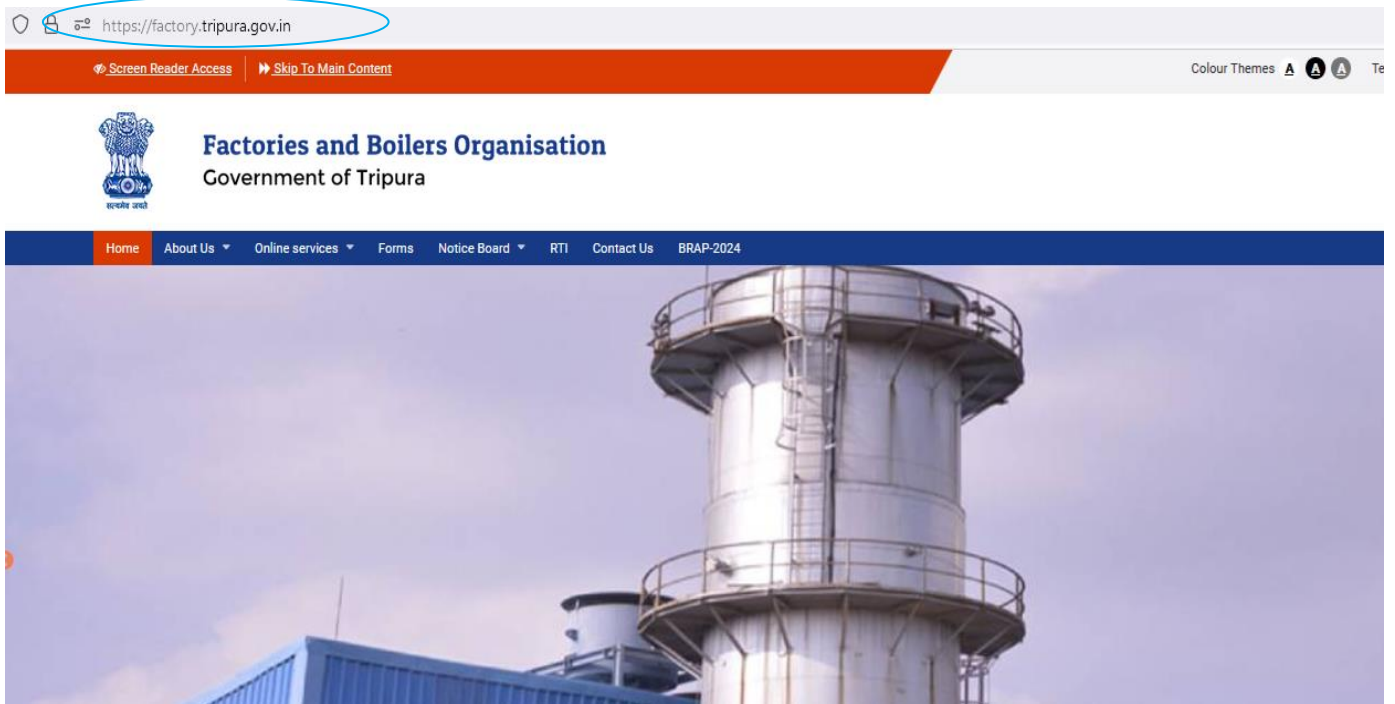


| Business Reforms Action Plan 2024-25 | |
|---|--|
| BRAP No. | 135 |
| Area | Labour Regulation Enablers |
| Sub-Area | Approval of plan and permission to construct/extend/or take into use any building as a factory. |
| Recommendation/Reform | Ensure that information is available on website on all necessary components for availing a service such as comprehensive list of documents required, procedure with stage wise details, cost and time for completion of each procedure/ step, searchable based on risk category, size of firm, business location and Foreign/ Domestic investor. |
| Applicable to Department(s) | Factories & Boilers Organisation |

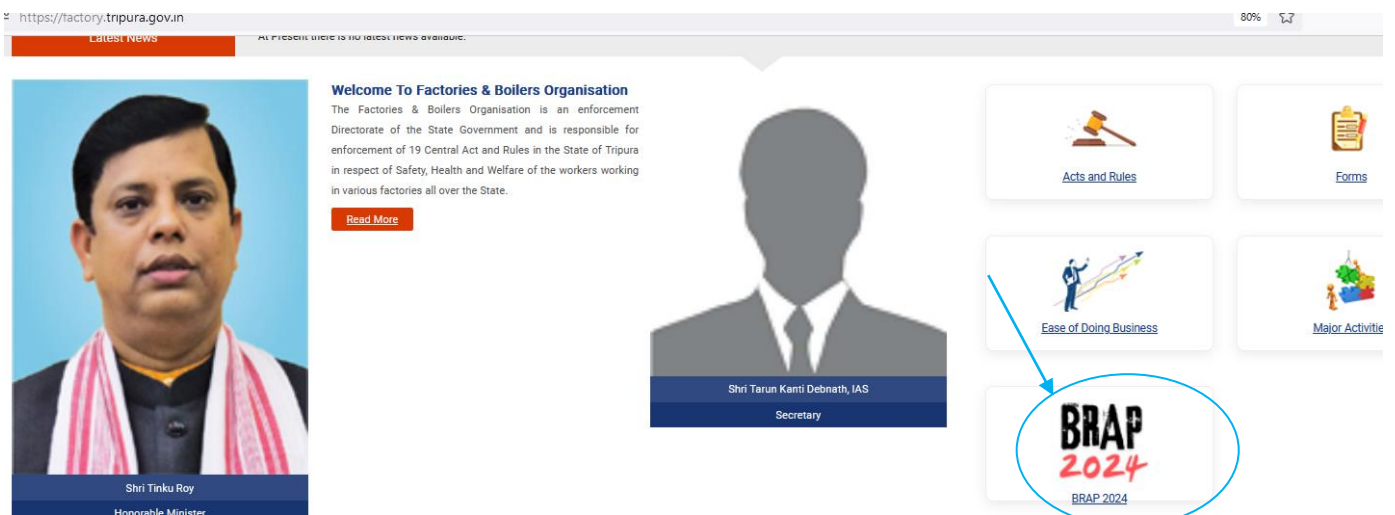
Compliance Supporting Documentation

| | | |
|---|--|---|
| Approach to reform | The intension of this reform to allow users to access information that is relevant to their respective category (i.e. small, medium or large), location (rural or urban), investor type (whether Foreign or Domestic). These divisions are to ensure that specific information such as variance in fees or steps involved for different categories, location wise or investor type is clearly displayed in the public domain. Such display will act as an aid for business looking to start business or existing businesses who are looking to expand or diversify into new areas. | |
| Act/GO/Circular/ Notification | The Tripura Industries (Facilitation), Rules, 2020 | F.No. DI/TIDA/4(31)/2019/Part-I/4727 dtd. 12.03.2020 |
| | The Tripura Industries (Facilitation) (Amendment) Rules, 2020 | F.No. DI/TIDA/4(35)/2020/20466 dtd. 03.12.2020 |
| | Factories & Boilers Notification | No.F.2(345)-FB/EoDB/BRAP/2024/878-84 dated, 09.09.2024. |
| URL | Link to Swaagat website | https://swaagat.tripura.gov.in/#/page/home |
| | Link to the swaagat ACTS & Rules notification page | https://swaagat.tripura.gov.in/#/page/acts-rules |
| | Direct link to The Tripura Industries (Facilitation) Rules, 2020 | https://swaagat.tripura.gov.in/assets/documents/SWAAGAT_Rule_Gazette_notification.pdf |
| | Direct link to The Tripura Industries (Facilitation) (Amendment) Rules, 2020 | https://swaagat.tripura.gov.in/assets/documents/The%20Tripura%20Industries%20(Facilitation)%20(Amendment)%20Rules,%202020.pdf |
| URL | Link to factories website | https://factory.tripura.gov.in/ |
| | Acts, GOs & Circulars page | https://factory.tripura.gov.in/notifications |
| | Direct link to the Factories & Boilers notification | |
| Screenshots of Process/documents | Copy of the notification is enclosed | |

Step-1. To view the Notification on Risk category, Size of firm, business location and Foreign / Domestic Investor etc., please visit the departmental website(<https://factory.tripura.gov.in/>)



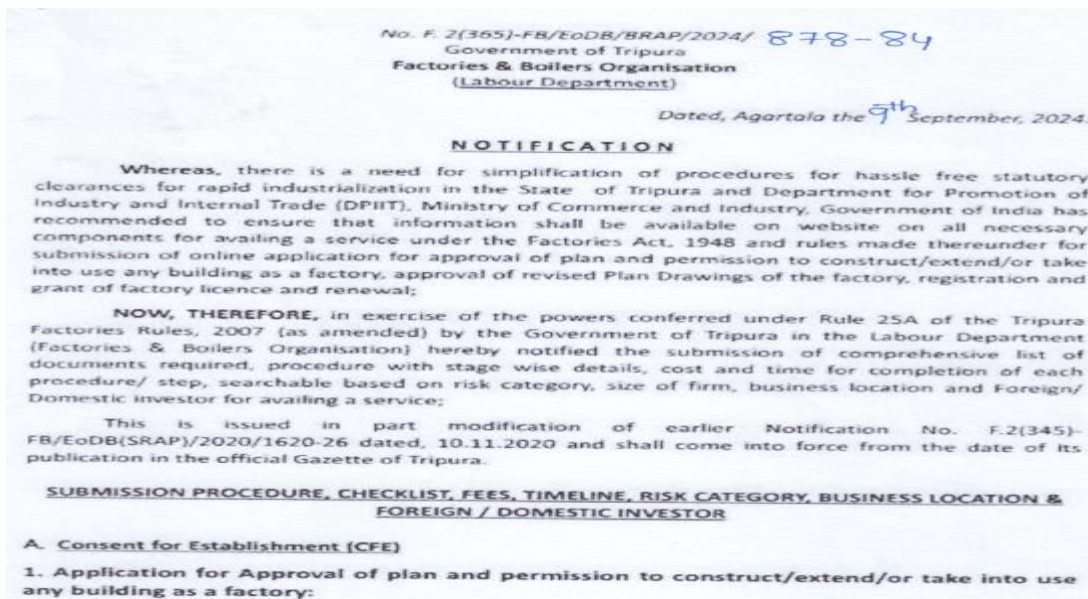
Step-2: Then Click on 'BRAP-2024'



Step-3: Then Go to Reform No-135, then click on 'VIEW'

| | | | | |
|-----|---------------------|--|---|----------------------|
| 132 | Factories & Boilers | Registration of Factories under The Factories Act, 1948 | Design and implement an online system and mandate the following features without the requirement of physical visit to the department: i. Submission of application ii. Payment of application fee iii. Track status of application iv. Download the final signed certificate v. Third party verification | View |
| 133 | Factories & Boilers | Registration of Factories under The Factories Act, 1948 | Ensure safety conditions are prescribed in line with the provision made in the OSH Code which permits women to work at night and in all occupations subject to their consent | |
| 134 | Factories & Boilers | Renewal of Factories Registration under The Factories Act, 1948 | Eliminate the requirement of renewal of registration or allow auto-renewal | View |
| 135 | Factories & Boilers | Approval of plan and permission to construct/extend/or take into use any building as a factory | Ensure that information is available on website on all necessary components for availing a service such as comprehensive list of documents required, procedure with stage wise details, updated cost and time for completion of each procedure/ step, searchable based on risk category, size of firm, business location and Foreign/ Domestic investor | View |

Step-4: Then Notification will appear



Secretary to the

Signed by Tarun Kant Government of Tripura

Debnath

Date: 09-09-2024 12:44:04

Copy to :

1. P. S. to the Hon'ble Minister, Labour etc. Department for kind information of the Hon'ble Minister.
2. P. S. to the Chief Secretary, Government of Tripura for kind information of the Chief Secretary.
3. The Chief Inspector of Factories & Boilers, Tripura, Agartala.
4. The Director, Dept. of Industries & Commerce, Govt. of Tripura, Agartala.
5. The Director, Directorate of Information & Technology, Tripura for uploading the Notification in the Website of Factories & Boilers Organisation.
6. The Manager, Tripura Government Press, Agartala with a request to publish the Notification in the next issue of Extra Ordinary Issue of Tripura Gazette.
7. Guard File.

Step-5: Procedure for submission of application: -

a) Procedure for Submission of Application:

- The Entrepreneur shall submit application 'on-line' through SWAAGAT (<https://swaagat.tripura.gov.in>).
- The online application is pre-scrutinized to verify that the application is in full form with all required enclosures.
- The deficiencies, if any, in the application shall be informed by the scrutinizing officers to the applicant.

b) Processing of the Application:

- If the application is found to be in order, the department will allocate an inspector to conduct an inspection.
- The inspector then upload the inspection report.
- Based on the report, if all are in order, Chief Inspector of Factories & Boilers shall approve and upload the approval in SWAAGAT portal.
- The entrepreneur can view and download the digital copy of the approval in his login.

Step-6 Documents required:-

C) Checklist of Documents to be submitted with the Application:

- Plan drawings of factory showing details as per guidelines of the department.
- Detailed building plan.
- Process Flow chart and write-up.
- List of raw materials to be used and intermediate & finished products.
- Motive Power in H.P./KW
- Details of arrangements for the disposal of Trade waste and effluents.
- Land document – Sale deed/ Lease deed.
- Documents related to Occupier:
 - o In case of partnership – Valid partnership deed & list of partners.
 - o In case of public or private limited company – Articles of Association, List of Directors, certificate of incorporation of the company, Resolution of Board of Directors, etc.
 - o In case of private company – List of shareholders.
 - o In case of factory owned by Central or State govt. undertaking – Govt. order for having appointed the Occupier.
 - o In case of Co-op. Society - Registered document, Resolution of Board, List of shareholders, President/Secretary.
- Citizenship Certificate or Permanent Resident Certificate.
- PAN card.
- Aadhaar card.
- Passport size photograph with signature.
- Land diversion certificate from competent authority, if applicable.
- Valid Pollution Consent.
- Forest Trade Licence and other NOCs, if applicable.
- NOCs of competent authority, if applicable, etc.
- For Hazardous Industries:
 - Proposed inventories of Chemicals used and stored.
 - On-site Emergency Plan & Off-site emergency plan (to be approved by the department).
- Such other particulars as the Chief Inspector of Factories & Boilers may require.

Step-7 Time line & Stage wise Details:-

d) Timeline: Approval of plan and permission to construct/extend/or take into use any building as a factory - 21 days.

e) Flow Chart of stagewise Details with cost and time

| Sl. | Stage | Timeline | Fees |
|---------------|---|----------------|-----------|
| 1. | Application submission by applicant | 0 Day | Rs. 150/- |
| 2. | Dealing Assistant | 03 days | --- |
| 3. | Investigator | 07 Days | --- |
| 4. | Inspector of Factories | 04 days | --- |
| 5. | Investigating Officer / Asst. Investigating Officer | 04 Days | --- |
| 6. | Chief Inspector of Factories & Boilers | 03 Days | --- |
| Total= | | 21 Days | |

Step-8 Risk category:-

f) Risk Category:

| Type of Risk | Factories/ Industries | Documents / Process / Fees etc. |
|--------------|--|---------------------------------|
| High Risk | 1) All Major accident Hazard Factories (MAH units) 2) All factories having "Hazardous Process" 3) All factories more than 50 workers 4) All Factories where is the risk of workers as mentioned in Third Schedule of the Factories Act, 1948 5) All Factories covered under Section 87 of the Factories Act, 1948 & Rule 160 of the Tripura Factories Rules, 2007, employing more than 20 workers 6) All factories where motive power is more than 100 H.P. | As per Sl. No. 1 |
| Medium Risk | 1) All factories more than 20 workers, but less than equals to 50 2) All factories covered under Section 87 of the factories Act, 1948 & Rule 160 of the Tripura Factories rules, 2007, employing less than 20 workers. | |
| Low Risk | All factories less than equals to 20 (not classified elsewhere). | |

Step-9 Size of Firm & Business Location:

g) Size of Firm

| No. of Workers Employees/ workers | Less than 20 | 20 to 50 | 51 and above | Documents/Process/Fees/ Timeline etc. as per Sl. No. 1 |
|-----------------------------------|--------------|----------|--------------|--|
| | | | | |

h) Business Location:

| Business Location | Industrial Estate | Urban | Rural |
|-------------------|---|-------|-------|
| | Documents to be submitted with the Application as per Sl. No.1(c) | | |

Step-10 Investor :-

i) Investor:

| Investor | Domestic Investor | Foreign Investor |
|----------|---|---|
| | Documents to be submitted with the Application as per Sl. No.1(C) | Documents to be submitted with the Application as per Sl. No.1(c) and permission from the authority of Govt. of India |

Step-11 Service wise Fees Payable:-

J) Fees payable for grant of Factory Licence and renewal of Factory License:

| Sl. | Description | Fees Payable |
|-----|--|---|
| 1 | Approval of plan and permission to construct/extend/or take into use any building as a factory | Rs.150.00 As per Schedule A, B & C of Tripura Factories Rules, 2007. |
| 2 | Approval of Revised Plan Drawings | |
| 3 | Amendment of Factory Licence | |
| 4 | Registration of Factory under the Factories Act, 1948. | |
| 5 | Renewal of Factory License under the Factories Act, 1948 | |

Page 3 of 7

"Schedule A"

Fees payable for grant of Factory Licence and renewal for all factories (Except Power Generating Stations and Electrical Sub Stations)

| Person to be employed on any day during the year | Quantity of Horse Power installed (Maximum HP) | | | | | | | | | | Fee in Rs. |
|--|--|----|--------|------------|----------|------------|------------|------------|--------------|--------------|------------|
| | From | To | HP Nil | Up to 10HP | 11- 50HP | 51 - 100HP | 101- 250HP | 251- 500HP | 501 - 1000HP | 1001- 5000HP | |
| Up to 9 | | | 150 | 225 | 375 | 750 | 1125 | 2250 | 3000 | 4500 | 6000 |
| 10 to 20 | | | 300 | 450 | 750 | 1125 | 2250 | 3000 | 4500 | 6000 | 7500 |
| 21 to 50 | | | 450 | 750 | 1350 | 2250 | 3000 | 4500 | 6000 | 7500 | 9000 |
| 51 to 100 | | | 1125 | 1500 | 2250 | 3000 | 4500 | 6000 | 7500 | 9000 | 10500 |
| 101 to 250 | | | 1500 | 2250 | 3000 | 4500 | 6000 | 7500 | 9000 | 10500 | 12000 |
| 251 to 500 | | | 2250 | 3000 | 4500 | 6000 | 7500 | 9000 | 10500 | 12000 | 13500 |
| 501 to 750 | | | 3000 | 4500 | 6000 | 7500 | 9000 | 10500 | 12000 | 13500 | 15000 |
| 751 to 1000 | | | 4500 | 6000 | 7500 | 9000 | 10500 | 12000 | 13500 | 15000 | 16500 |
| 1001 to 1500 | | | 6000 | 7500 | 9000 | 10500 | 12000 | 13500 | 15000 | 16500 | 18000 |
| 1501 to 2000 | | | 7500 | 9000 | 10500 | 12000 | 13500 | 15000 | 16500 | 18000 | 19500 |
| Above 2000 | | | 9000 | 10500 | 12000 | 13500 | 15000 | 16500 | 18000 | 19500 | 21000 |

"Schedule B"

Fees payable for grant of Licence and renewal of Licence for Electricity Generating Station only.

| Maximum no. of persons to be employed on any day during the year | Installed capacity of the generating station including auxiliary units (in KW) | | | | | | | | | | | Fees in Rs. |
|--|--|----|------------|------------|-------------|-------------|--------------|---------------|----------------|-----------------|-----------------|-------------|
| | From | To | Upto 50 KW | 51- 100 KW | 101- 200 KW | 201- 500 KW | 501- 1000 KW | 1001- 5000 KW | 5001- 10000 KW | 10001- 50000 KW | Above 100000 KW | |
| Up to 20 | | | 750 | 1125 | 2250 | 3000 | 4500 | 6000 | 15000 | 16500 | 19500 | 22500 |
| 21 to 100 | | | 1125 | 2250 | 3000 | 4500 | 6000 | 7500 | 16500 | 19500 | 22500 | 25500 |
| 101 to 300 | | | 2250 | 3000 | 4500 | 6000 | 7500 | 9000 | 19500 | 22500 | 25500 | 30000 |
| 301 to 600 | | | 3000 | 4500 | 6000 | 7500 | 9000 | 10500 | 21000 | 25500 | 30000 | 37500 |
| 601 to 1000 | | | 4500 | 6000 | 7500 | 9000 | 10500 | 12000 | 24000 | 30000 | 37500 | 45000 |
| above 1000 | | | 6000 | 7500 | 9000 | 10500 | 12000 | 13500 | 30000 | 37500 | 45000 | 54000 |

"Schedule C"

Fees payable for grant of Licence and renewal of Licence for Electricity transforming and transmitting station or Sub-station only.

| Maximum No of workers to be employed on any day during the year | Installed Transformer Capacity of the Transforming Stations/ Sub-Stations including auxiliary unit if any in KVA | | | | | | | | | |
|---|--|----|-----------|---------|---------|---------|----------|-----------|------------|-------------|
| | From | To | Up to 100 | 101-150 | 151-300 | 301-750 | 751-1500 | 1501-5000 | 5001-10000 | Above 10000 |
| Up to 20 | | | 500 | 750 | 1500 | 2000 | 3000 | 4000 | 10000 | 11000 |
| 21 to 100 | | | 750 | 1500 | 2000 | 3000 | 4000 | 5000 | 11000 | 13000 |
| 101 to 300 | | | 1500 | 2000 | 3000 | 4000 | 5000 | 6000 | 13000 | 15000 |
| 301 to 600 | | | 2000 | 3000 | 4000 | 5000 | 6000 | 7000 | 14000 | 17000 |
| 601 to 1000 | | | 3000 | 4000 | 5000 | 6000 | 7000 | 8000 | 16000 | 20000 |
| above 1000 | | | 4000 | 5000 | 6000 | 7000 | 8000 | 9000 | 20000 | 25000 |

2. Application for approval of Revised Plan drawing: -

[Procedure, documents, time line, risk category etc.:-](#)

2. Application for approval of Revised Plan Drawing:

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

a) **Procedure for Submission of Application:** - Same as Sl. No. 1

b) **Processing of the Application:** Same as Sl. No. 1

c) **Checklist of Documents to be submitted with the Application:**

- Approved Plan drawing of factory.
- New plan drawing showing details as per guidelines of the department.
- Horse Power Details.

d) **Timeline:** Factory Revised Plan Drawing Approval: 21 days.

e) **Flow Chart, Risk category, Size of firm, Business Location & Investor:** same as Sl. No. 1

3. Application for registration and Grant or Renewal of factory Licence:-

Procedure, documents, time line, risk category etc.:-

3. Application for Registration and Grant or Renewal Factory License:

- a) Procedure for Submission of Application: - Same as Sl. No. 1
- b) Processing of the Application: Same as Sl. No. 1
- c) Checklist 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 occupiership or land.

- Compliance Report on Statutory Provisions.
- NOC from Fire Department.
- Information of Boiler, if any.
- Such other particulars as the Chief Inspector of Factories & Boilers may require.

d) Timeline: Factory License: 30 days.

Stagewise Details, Fee Risk category etc.

e) Flow Chart of stagewise Details with cost and time

Registration of factory under the factories Act, 1948 with renewal (At a time)

| Sl. | Stage | Timeline | Fees |
|---------------|---|----------------|---|
| 1. | Application submission by applicant | 0 Day | As per Notification under the Tripura Factories Rules,2007 "Schedule A" "Schedule B" & "Schedule C" |
| 2. | Dealing Assistant | 05 days | --- |
| 3. | Investigator | 07 Days | --- |
| 4. | Inspector of Factories | 07 days | --- |
| 5. | Investigating Officer / Asst. Investigating Officer | 06 Days | --- |
| 6. | Chief Inspector of Factories & Boilers | 05 Days | --- |
| Total= | | 30 Days | |

f) **Risk category, Size of firm, Business Location & Investor**: same as Sl. No. 1

4. Application for Renewal of factory Licence:-

Procedure, documents, time line, risk category etc.:-

4. Application for Renewal of Factory License:

- a) Procedure for Submission of Application: - Same as Sl. No. 1
- b) Processing of the Application: Same as Sl. No. 1
- c) Checklist of Documents to be submitted with the Application: As same as 3 (c)
- d) Timeline: Renewal of Factory License: 07 days.

Auto renewal is accessible, if no data altered.

e) Flow Chart of stagewise Details with cost and time

Renewal of factory license:

| Sl. | Stage | Timeline | Cost |
|-------|---|----------|---|
| 1. | Application submission by applicant | 0 Day | As per Notification under the Tripura Factories Rules,2007 "Schedule A" "Schedule B" & "Schedule C" |
| 2. | Dealing Assistant | 02 days | --- |
| 3. | Investigator | 01 Days | --- |
| 4. | Inspector of Factories | 02 days | --- |
| 5. | Investigating Officer / Asst. Investigating Officer | 01 Day | --- |
| 6. | Chief Inspector of Factories & Boilers | 01 Day | --- |
| Total | | 07 Days | --- |

- f) Fees, Risk category, Size of firm, Business Location & Investor: same as Sl. No. 1