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

SERVICE PROCEDURES FOR FACTORIES

| Name of the Department | FACTORIES & BOILERS ORGANISATION, | | |
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| _ | Labour Department, Government of Tripura. | | |
| Communication Address | FACTORIES& BOILERSORGANISATION,P.N.Complex,Gorkhabast, P.O; Kunjabon, Agartala, Tripura – 799006.Website –www.factory.tripura.gov.inFax- 0381 232 3915Email ID – cifbtrp@yahoo.co.inPhone – 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 | 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, Application received against receipt acknowledgement, Spot inspection and verification of documents, If found satisfactory, submitted to Registering authority for approval of plan drawing & Registration, 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, If found not satisfactory, observations are communicated, Receive corrected revised application by the Head Office / Jurisdictional officer, Submitted to Registering authority for Registration and issuing of licence, 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 | Duly filled in application (Form-5) in triplicate, In case of partnership – Valid partnership deed & list of partners, | | |
| drawing | J. In case of public or limited company – List of Directors, certificate of incorporation of the company, Resolution of Board of Directors, etc. In case of company owned by Central or State govt. undertaking – Govt. order for having appointed the Occupier, Treasury challan of prescribed fee deposited, | | |

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

WORK FLOW FOR FACTORIES

| Steps | Description | Timelines | Designation |
|-------|--|-----------|--|
| 01. | RECIEPT 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 DESPATCH THE FACTORY LICENSE BY POST | 3 | Chief Inspector |
| 18. | RECEIPT OF THE FACTORY LICENSE AT THE JURISDICTIONAL OFFICE. AFTER ENTERING THE IFNORMATION DESPATCH TO THE APPLICANT | 5 | Dealing Clerk |
| 19. | FOR RENEWAL OF FACTORY LICENCE | 15 | Dealing Clerks, Inspector, Chief Inspector |