

Government of Tripura
Labour Department
(Factories & Boilers Organisation)

PROCEDURE, CHECKLIST, FEES & TIMELINE

✓ **Consent for Establishment (CFE)**

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

❖ **Procedure:**

➤ **Submission of Application:**

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

➤ **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 uploads the inspection report to the Department.
- Based on the report, if all are in order, Chief Inspector of Factories & Boilers will sign and upload the approval in SWAAGAT portal.
- The entrepreneur can view and download the digital copy of the approval in his login.

❖ **Checklist of Documents to be submitted with the Application:**

- Plan drawing 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.
- Horse Power Details.
- Details of arrangements for the disposal of Trade waste and effluents.
- Land document – Sale deed/ Lease deed.

Contd.

- Documents related to Occupier:
 - In case of partnership – Valid partnership deed & list of partners.
 - 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.
 - 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.
- PAN card.
- Passport size photograph with signature.
- Land diversion certificate from competent authority, if applicable,
- NOCs, if applicable, etc.
- Previously approved plans and Reference Number of the Factory in case of additional construction or installation of machinery.
- 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.

❖ **Timeline:**

- Factory Plan Approval: 21 days.



✓ **Consent for Operation (CFO)**

2. Application for Registration and Grant of Factory License:

❖ **Procedure:**

➤ **Submission of Application:**

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

➤ **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 uploads the inspection report to the Department.
- Based on the report, if all are in order, Chief Inspector of Factories & Boilers will sign and upload the approval in SWAAGAT portal.
- The entrepreneur can view and download the digital copy of the approval in his login.

❖ **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 of the approved plans, if deviated from the approved Plan drawing.
- Documents, if any changes in occupier ship or land.
- Compliance Report on Statutory Provisions.
- Such other particulars as the Chief Inspector of Factories & Boilers may require.

❖ **Timeline:**

- Factory License: 30 days.



✓ **Consent for Operation (CFO)**

3. Application for Renewal of Factory License:

❖ **Procedure:**

➤ **Submission of Application:**

- The Entrepreneur shall submit application on-line through **SWAAGAT** (<https://swaagat.tripura.gov.in>).
- If data matched with previous data then system will allow for processing the submission of 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.
- If data not matched with previous data then the application is pre-scrutinized online at SWAAGAT to verify that the application is in full form with all required enclosures.
- The deficiencies, if any, in the application will be informed by the scrutinizing officers to the applicant.

➤ **Processing of the Application:**

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

❖ **Checklist of Documents to be submitted with the Application:**

- Scan copy of application duly signed by the Occupier and Manager with date and seal.
- Plan drawing of the factory and Reference Number of the approved plans, if deviated from the approved Plan drawing.
- Documents, if any changes in occupier ship or land.

❖ **Timeline:**

- Renewal of Factory License: 15 days.



Government of Tripura
Labour Department
(Factories & Boilers Organisation)

**:Fees payable for grant of Factory Licence and renewal of
Factory Licence and Boilers Licence:**

| 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 |
| 2 | Registration of Factories under the Factories Act, 1948 | As per Schedule A, B & C of Tripura Factories Rules, 2007. |
| 3 | Renewal of Factories Registration under the Factories Act, 1948 | |
| 4 | Amendment of Factory Licence | Rs.150.00 |
| 5 | Transfer of Factory Licence | @25% of fees originally payable for the grant or renewal of the licence subject to a minimum of Rs.150.00 and maximum of Rs.750.00 |
| 6 | Loss of Factory Licence | @25% of fees originally payable for the grant or renewal of the licence subject to a minimum of Rs.150.00 and maximum of Rs.750.00 |

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**:Fees payable for grant of Factory Licence and renewal of
Factory Licence:
Schedule A**

**Fees payable for grant of Factory Licence and renewal of Factory Licence 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) | | | | | | | | | | |
|--|--|----|--------|------------|----------|------------|------------|------------|--------------|--------------|--------------|
| | From | To | HP Nil | Up to 10HP | 11- 50HP | 51 – 100HP | 101– 250HP | 251– 500HP | 501 – 1000HP | 1001- 5000HP | above 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 Factory Licence and renewal of
Factory 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) | | | | | | | | | | | |
|--|--|----|------------|------------|-------------|-------------|--------------|---------------|----------------|-----------------|------------------|-----------------|
| | 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 | 50001- 100000 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 License and renewal of Factory License 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. | | | | | | | | Fees in Rs. | |
|---|-------------|--|------|------|------|------|------|------|-------|-------------|----|
| | | | | | | | | | | From | To |
| | 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 | |

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