

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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