

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

**SERVICE PROCEDURES FOR BOILERS**

Name of the Department	FACTORIES & BOILERS ORGANISATION, Labour Department, Government of Tripura.
Communication Address	FACTORIES & BOILERS ORGANISATION, P.N.Complex, Gorkhabast, P.O; Kunjabon, Agartala, Tripura – 799006. Website – <a href="http://www.factory.tripura.gov.in">www.factory.tripura.gov.in</a> Fax - 0381 232 3915 Email ID – <a href="mailto:cifbtrp@yahoo.co.in">cifbtrp@yahoo.co.in</a> Phone – 0381 232 3915
Name of the Services	Registration of Boiler & issuance of Operation Certificate.
Whom to approach for this service (Designated Officer)?	Inspector / Chief Inspector of Factories & Boilers.
Step wise procedures are involved to get this service.	<ol style="list-style-type: none"> <li>1. Erection meeting between owner, erectors &amp; Director of Boilers.</li> <li>2. Submission of folder by the owner with Form-II, III &amp; drawings, etc.</li> <li>3. Scrutiny of folder by the Director of Boilers.</li> <li>4. Technical calculation &amp; approval by the Director of Boilers.</li> <li>5. Submission of Form-B No.-1 by the owner with fees.</li> <li>6. WPS to be submitted by the owner for approval.</li> <li>7. Application by the owner for approval of Erectors .</li> <li>8. All pressure parts to be offered for ground inspection before erection.</li> <li>9. Simulation test for each welding of pressure parts at site.</li> <li>10. Boiler drum to be offered for alignment inspection.</li> <li>11. Tack welding is to be inspected before final welding.</li> <li>12. Welded joints are to be inspected visually &amp; marking for Radiography.</li> <li>13. Radiography test reports are to be submitted by the owner before hydraulic test.</li> <li>14. Post weld heat treatment are to be done for relieving residual stresses.</li> <li>15. After satisfactory erection, hydraulic test is to be done.</li> <li>16. After hydraulic test of steam &amp; feed water pipe lines, the owner should submit Form-IIIA of pipe lines with fees for approval.</li> <li>17. After approval of Form-IIIA, Provisional Order (Form-V) is to be issued.</li> <li>18. Steam test to be conducted within six months from the date of hydraulic test.</li> <li>19. Registration number is to be allotted by the Director.</li> <li>20. Registration No. is required to be engraved on the pressure part of the Boiler.</li> <li>21. Final Operation certificate (Form-VI) to be issued by the Director for next 12 months from the date of hydraulic test.</li> </ol>

Who are eligible to get this services.	Industrialists (Occupiers of the factories registered under the Factories Act for use of boilers), Trade unions, employees and general public.
Documents to be enclosed with the request for approval / registration.	1. Folder related to boiler, 2. Certificates of erectors & Welders , 3.Boiler, Steam pipe & Feed pipes drawings, 4. WPS, 5. Treasury challans depositing fees as required, 6. Certificates of Material / Pressure parts (Manufacturers), etc.
Fee/Charges to be paid to get the services.	Fees to be paid through certified treasury challan as per the Boilers Act, Regulations & the Tripura Boilers Rules.
Maximum number of days to wait to get this service delivered	56 Working Days .
Whom to approach as an appeal (Competent Officer), if the service is not delivered in time.	Chief Inspector of Factories & Boilers
Maximum number of days to wait to get the decision of the Competent Officer	7 Working Days
Website for other information.	<a href="http://www.factory.tripura.gov.in">www.factory.tripura.gov.in</a>
Documents for Renewal of certificate / licence	Form-B No.-1, Original Operation certificate & treasury challan depositing fee are required to be submitted before the date of expiry of validity of operation certificate.

## WORK FLOW & TIMELINE FOR BOILERS

<b>Steps</b>	<b>Description</b>	<b>Timelines</b>	<b>Designation</b>
01.	SUBMISSION OF FOLDER BY THE OWNER	1	Owner
02.	RECEIPT OF FOLDER & ENTRY INTO THE REGISTER AND PUT UP TO THE OFFICER	2	Dealing Clerk
03.	ERECTION MEETING	1	Chief Inspector
04.	SCRUTINY, CALCULATION & APPROVAL OF DRAWINGS, ETC.	10	Inspector / Chief Inspector
05.	SUBMISSION OF FORM-B No. -1, WITH REQUISITE FEES THROUGH TREASURY CHALLAN BY THE OWNER	1	Owner
06.	RECEIPT OF FORM-B No. -1 & ENTRY INTO THE REVENUE REGISTER AND PUT UP TO THE OFFICER	3	Dealing Clerk
07.	SUBMISSION OF WPS & CERTIFICATE OF ERECTORS BY THE OWNER FOR APPROVAL	1	Owner
08.	SCRUTINY OF WPS & ERECTOR'S CERTIFICATE FOR APPROVAL	5	Inspector / Chief Inspector
09.	GROUND INSPECTIONS OF ALL PRESSURE PARTS TO BE OFFERED BY THE OWNER	1	Owner
10.	GROUND INSPECTIONS OF ALL PRESSURE PARTS BY THE INSPECTOR / CHIEF INSPECTOR	3	Inspector / Chief Inspector
11.	BOILER DRUM ALIGNMENT INSPECTION TO BE OFFERED BY THE OWNER	1	Owner
12.	BOILER DRUM ALIGNMENT INSPECTION	1	Inspector / Chief Inspector
13.	TACK WELDING INSPECTIONS BEFORE FINAL WELDING TO BE OFFERED BY THE OWNER	3	Owner
14.	TACK WELDING INSPECTION & JOINTS MARKING FOR RADIOGRAPHY TEST	3	Inspector / Chief Inspector
15.	RADIOGRAPHY TEST REPORTS TO BE SUBMITTED BY THE OWNER BEFORE HYDRAULIC TEST	3	Owner
16.	AFTER SATISFACTORY WELDING & ERECTION, HYDRAULIC TEST TO BE CARRIED OUT	1	Inspector / Chief Inspector
17.	AFTER HYDRAULIC TEST, FORM-IIIA OF PIPE LINES TO BE SUBMITTED BY THE OWNER WITH TREASURY CHALLAN OF FEES FOR APPROVAL	2	Owner
18.	RECEIPT OF FORM-IIIA & TREASURY CHALLAN ENTRY TO BE MADE IN THE REGISTER AND PUT UP TO THE OFFICER	2	Dealing Clerk
19.	FORM-IIIA TO BE CHEKED FOR APPROVAL & PROVISSIONAL ORDER IS TO BE ISSUED	3	Inspector / Chief Inspector
20.	REGISTRATION NUMBER IS TO BE ALLOTED FOR ENGAVING ON THE PRESSURE PART	1	Inspector / Chief Inspector
21.	STEAM TEST IS TO BE OFFER BY THE OWNER WITHIN SIX MONTHS FROM THE DATE OF HYDRAULIC TEST	1	Owner
22.	AFTER SUCCESSFUL STEAM TEST, OPERATION CERTIFICATE IS BE ISSUED FOR NEXT 12 MONTHS FROM THE DATE OF HYDRAULIC TEST	1	Inspector / Chief Inspector
23.	FOR RENEWAL OF OPERATION CERTIFICATE, FORM-B No.-1, ORIGINAL OPERATION CERTIFICATE WITH TREASURY CHALLAN DEPOSITING FEES TO BE SUBMITTED BY THE OWNER FOR ANNUAL HYDRAULIC TEST	1	Owner
24.	RECEIPT OF FORM-B No.-1, ENTRY TO BE MADE INTO THE REGISTETR AND PUT UP TO THE OFFICER	2	Dealing Clerk
25.	HYDRAULIC TEST TO BE CARRIED OUT	1	Inspector / Chief Inspector
26.	OPERATION CERTIFICATE TO BE ISSUED FOR NEXT 12 MONTHS	1	Chief Inspector