

**Government of Tripura**  
**Labour Department**  
**(Factories & Boilers Organisation)**

No. 2(345)-FB/EoDB/Vol.-II/2015/1389-95 Dated, Agartala, the 18<sup>th</sup> Oct., 2017

**NOTIFICATION**

**WHEREAS, "EASE OF DOING BUSINESS"** is a priority of the State Government;  
**AND WHEREAS,** there is a need for simplification of procedures for enabling factors clearances under various statutes and rules;  
**AND WHEREAS,** there is scope for hassle free statutory clearances for creating a conducive environment for rapid industrialization ;

Hence, the Government of Tripura hereby providing the Comprehensive list of required documents, Procedures and mandated clear Timelines in the website "[www.factory.tripura.gov.in](http://www.factory.tripura.gov.in)" as appended for mandatory utilizing the following services of the Factories & Boilers Organisation to facilitate Ease of Doing Business in the State for **Pre-establishment & Pre-operation of Factory / Boiler** under the Factories Act, 1948, Boilers Act, 1923 & Regulations and Rules made thereunder.

This system ensures that there will be no physical touch point for the activities such as online application submission, payment, tracking and monitoring for approval of plan drawing, registration & grant of factory licence. The user will be able to download the final signed approval certificates from the online portal through his user login. Procedures, comprehensive list of documents required, clear timelines for Factory/Boiler and third party verification of all above services for factory activities are also available in the above Departmental website.

*File 16-10-17*  
Deputy Secretary to the  
Government of Tripura.

Copy to:-

1. The P.A. to Minister, Labour etc. Department, Government of Tripura, Agartala for information of Hon'ble Minister.
2. The P. A. to Secretary, Labour Department, Government of Tripura, Agartala.
3. The Director, Deptt. of Industries & Commerce, Govt. of Tripura, Agartala.
4. The Chief Inspector of Factories & Boilers, Govt. of Tripura, Agartala.
5. The Additional Director, Directorate of Information Technology, Govt. of Tripura, Agartala for uploading the Notification heading with "**Notification for Pre-establishment & Pre-operation of Factory/Boiler**" in the department's website under '**Ease of Doing Business**'.
6. The Inspector of Factories - HQs/ West / Gomati / Unakoti Districts.
7. Guard File.

**Comprehensive Check list, Procedures & mandated Timelines  
for Approval /NOCs/ Consent etc. for 'Pre-establishment' of Factory/Boiler.**

<b>Check list for FACTORY</b>	<b>Check list for BOILER</b>
<ol style="list-style-type: none"> <li>1. Duly filled in application (Form-5),</li> <li>2. Plan-drawings of the factory showing details as per guidelines,</li> <li>3. Proof of deposited Fee amounting to Rs.150/-,</li> <li>4. Documents as Occupier:               <ol style="list-style-type: none"> <li>i) In case of partnership – Valid partnership deed &amp; list of partners,</li> <li>ii) In case of public limited or private limited company-List of Directors, certificate of incorporation of the company, Resolution of Board of Directors, etc.,</li> <li>iii) In case of private company- details of shareholders,</li> <li>iv) In case of company owned by Central or State govt. undertaking – Order for having appointed as Occupier.</li> <li>v) In case of co-op. society – president/secretary and other shareholders documents.</li> </ol> </li> <li>5. Document as a proof of citizen of India,</li> <li>6. Land document – sale deed / lease deed, etc.,</li> <li>7. Land diversion certificate from competent authority, if applicable,</li> <li>8. Flow Chart of the manufacturing process &amp; details of Machineries,</li> <li>9. Consent certificate from TSPCB/Local Administrative Body, if applicable,</li> <li>10. NOCs, if applicable,</li> <li>11. On-site Emergency Plan, if applicable,</li> <li>12. Other particulars, if required.</li> </ol>	<ol style="list-style-type: none"> <li>1. Submission of folder (Form II, Form III &amp; Form IV, drawings etc.),</li> <li>2. Form –B No. 1 duly filled in,</li> <li>3. Erector's documents for approval,</li> <li>4. Welder's documents for approval,</li> <li>5. Submission of Welding Procedure Specification (WPS),</li> <li>6. Submission of various test reports.</li> <li>7. Proof of payment of Fees.</li> </ol>
<b>PROCEDURES</b>	<b>PROCEDURES</b>
<ol style="list-style-type: none"> <li>1. Receipt of application with plan drawing &amp; other documents.</li> <li>3. Inspection and verification of documents,</li> <li>4. If found satisfactory, registering authority approves the plan drawing.</li> <li>5. Issuance of approved plan drawing number, etc.</li> </ol>	<ol style="list-style-type: none"> <li>1. Erection meeting between owner, erectors &amp; Director of Boilers.</li> <li>2. Scrutiny, technical calculation &amp; approval of drawings by the Director of Boilers.</li> <li>3. Approval of erectors &amp; welders.</li> <li>4. Ground inspection of all pressure parts.</li> <li>5. Simulation test.</li> <li>6. Inspection of Boiler drum, tack welding, joints, etc.</li> <li>7. Verification of various test reports.</li> <li>8. Hydraulic test after satisfactory erection.</li> </ol>
<b>TIMELINES FOR SERVICES</b>	<b>TIMELINES FOR SERVICES</b>
22 days	40 days

**Comprehensive Check list, Procedure & mandated Timelines  
for Approval /NOCs/ Consent etc. for 'Pre-operation' of Factory/Boiler.**

<b>Check list for FACTORY</b>	<b>Check list for BOILER</b>
1. On obtaining the approved of plan drawing, Form-6 is to be submitted by the applicant, 2. Proof of payment of required licence fees.	1. Submission of Form-III A. 2. Proof of payment of required licence fees.
<b>PROCEDURES</b>	<b>PROCEDURES</b>
1. Inspection, if any and verification of documents, 2. If found satisfactory, submitted to Licensing Authority , 3. Issuance of License with registration number for operation of factory.	1. Verification & approval of Form-III A. 2. Steam test within six months from the date of hydraulic test. 3. Allotment of Registration number. 4. Engrave of Registration No. on the pressure part of the Boiler. 4. Issuance of Final Operation certificate (Form-VI) for next 12 months from the date of hydraulic test.
<b>TIMELINES FOR SERVICES</b>	<b>TIMELINES FOR SERVICES</b>
30 days	10 days