

## श्रम अधीक्षक का कार्यालय, मधेपुरा

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प्रेषक,

श्रम अधीक्षक  
मधेपुरा।

सेवा में,

जिला सूचना विज्ञान अधिकारी  
मधेपुरा।

मधेपुरा, दिनांक 21.07.16

विषय :- सिंगल विंडो सिस्टम हेतु श्रम संसाधन विभाग द्वारा दिये जाने वाले लाइसेंस से संबंधित कागजात को वेबसाईट पर अपलोड करने से संबंधित प्रतिवेदन।

प्रसंग :- महाप्रबंधक, जिला उद्योग केन्द्र, मधेपुरा का ज्ञापांक-253, दिनांक 09-07-2016

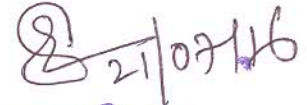
महाशय,

उपर्युक्त विषयक प्रासंगिक पत्र के संबंध में कहना हे कि जिलाधिकारी महोदय द्वारा बैठक में दिये गये निदेश के आलोक में, सिंगल विण्डो सिस्टम हेतु श्रम संसाधन विभाग द्वारा दिये जाने वाले लाइसेंस से संबंधित कागजात वेबसाईट पर अपलोड करने हेतु उपलब्ध करायी जा रही है। कृपया वेबसाईट पर अपलोड करने का कष्ट किया जाए।

सूचनार्थ एवं कार्यार्थ प्रेषित।

अनुलग्नक : यथोक्त।

विश्वासभाजन



श्रम अधीक्षक  
मधेपुरा

## A. Procedure for approval of plan and permission to construct, extend or take into use any building as factory under the Factories Act, 1948

### A.1. Introduction

<b>Name of Service</b>	Procedure for approval of plan and permission to construct, extend or take into use any building as factory under the Factories Act, 1948
<b>Authority/Department</b>	Chief Inspector of Factories, Labour Wing, Labour Resource Department
<b>Regulatory Framework</b>	The Factories Act, 1948 The Bihar Factories Rules, 1950
<b>Service Condition (i.e. Who requires this service?)</b>	Businesses, industries who wish to construct, extend or use any building as factory.
<b>Application Method</b>	Both Online and Manual; <i>(Please visit the site <a href="https://www.bihar.gov.in/service_lrd">https://www.bihar.gov.in/service_lrd</a> for making the online application)</i>
<b>List of prescribed documents to be submitted</b>	<ol style="list-style-type: none"> <li>1. Application in prescribed format (Form -1)</li> <li>2. Plans in 3 copies, drawn to scale, showing the site of the factory and immediate surroundings include adjacent building and other structure, roads, drains etc. The plan, elevation, side view and necessary cross section of the various building indicating all relevant details relating to natural lighting, ventilation and means of escape in case of fire. The plan shall also clearly indicate the position of the plant machinery, aisles and passage way.</li> <li>3. Brief description of manufacturing process and process flow chart of manufacturing process</li> <li>4. List of plant and machinery</li> <li>5. List of raw materials</li> <li>6. Consent to Establish/ Consent to Operate from Bihar State Pollution Control Board</li> <li>7. Land papers of the factory/ Proof of ownership of land (Copy of registered sale deed, lease deed and rent agreement). In case of lease deed or rent agreement, consent of the owner of the land.</li> <li>8. Company related documents such as Memorandum and Article of Association/ List of Directors/ Board of Directors resolution regarding appointment of occupier/ Partnership Deed</li> <li>9. In case of Government/ Government owned/undertaking factories, letter of appointment of occupier from the concerned Ministry</li> <li>10. NOC/License from concerned department/authority in case of saw mills, peeling of wood logs factories, explosive factory, arms and ammunition factory, drug and pharmaceuticals factory, brick kilns and stone crusher</li> <li>11. For banned/ regulated items, permission from the respective Department is necessary.</li> <li>12. ID Proof of the applicant/authorized representative (Aadhar Card/ PAN Card)</li> <li>13. Any other documents specifically requested by IF/Deputy IF/CIF</li> </ol>
<b>Application Processing Fee (if any) and Mode of Payment</b>	No fees applicable
<b>Application to be submitted at: (Manual application)</b>	Inspector of Factories
<b>Key Approving</b>	Chief Inspector of Factories

Authority	
Whether prior inspection is required for this approval	Yes
Prescribed Timeline for service delivery (from date of application)	15 working days. (Notification No2072 dated 16/07/2015) Please note that the application processing may take longer if there are queries on the application.

## A.2. Application and approval procedure

#	Process details
1.	Keep the hard copy (for manual application)/ scanned copy (for online application) of all the necessary documents as per the checklist/ list of prescribed documents mentioned above. Go to <i>Step 2 if you are applying online or Step 5 for manual application.</i>
2.	<b>Online Application (Currently not available online but will be made available shortly)</b> Register yourself on the website <a href="https://www.bihar.gov.in/service_lrd">https://www.bihar.gov.in/service_lrd</a> . If you are already registered on the portal then login with the registered user id and password.
3.	Open the application form for "Permission to construct, extend or take into use any building as a factory" and fill in the details related to your establishment.
4.	Upload all the relevant documents as per the abovementioned checklist and submit the form.
5.	<b>Manual Application</b> Fill in the prescribed application form (Form-1 as per the Factories Act.). Attach all the relevant documents as per the abovementioned checklist and submit the form at the office of concerned Inspector of Factories. Go to Step 6.
6.	<ul style="list-style-type: none"> <li>• Filled application form will be scrutinized by the concerned Inspector of Factories followed by site visit.</li> <li>• In case there is any query related to application (such as insufficient documents, incorrect information etc.) the same would be communicated to the applicant. If the query is not answered, the application would not be processed and may be summarily rejected.</li> <li>• In case there is no query or the query is resolved, concerned Inspector of Factories would conduct site inspection.</li> </ul>
7.	Inspector of Factories forwards the application with recommendation to Deputy Chief Inspector of Factories for necessary processing.
8.	Deputy Chief Inspector of Factories will review and forward the application to Chief Inspector of Factories (CIF) with necessary recommendations.
9.	Chief Inspector of Factories will review the application and approve the map. Issue the approved map along with necessary compliance conditions.
10.	Once the application is approved, a copy of the approved map with approval conditions will be sent by the office of the Chief Inspector of Factories to the applicant's office and the office of the concerned Inspector of Factories. In case of online applications, the approved map along with approval conditions can be downloaded from the website after logging into the portal by the applicant.

