

## Registration and Grant/Renewal of Licence for Factories

1.	<b>Name of Approval / NOC/ Licence/ Registration</b>	Registration and Grant/Renewal of Licence for Factories
2.	<b>Competent Authority</b>	Chief Inspector of Factories
3.	<b>Applicability Criteria</b>	Occupiers of Factories
4.	<b>Stage</b>	Before carrying out manufacturing process
5.	<b>Time Limit (Number of days)</b>	30 days
6.	<b>Documents required</b>	Application in Form 2 (Annexure – I) along with particulars as per Annexure III (which includes payment of licence fee)
7.	<b>Form Submission</b>	Online Portal( <a href="https://serviceonline.gov.in/">https://serviceonline.gov.in/</a> ) to be accessed through the website of Labour Department, Puducherry ( <a href="https://labour.py.gov.in">https://labour.py.gov.in</a> )
8.	<b>Procedure for getting Approval / NOC/ Licence/ Registration</b>	Inspector of Factories inspects the factory for verification. If found as per the plans approved by CIF, forwards the application to Chief Inspector of Factories through Joint Chief Inspector of Factories for approval.
9.	<b>Fee &amp; Mode of Payment</b>	As per rule 4 ( Table under Annexure II) through online portal <a href="https://gras.py.gov.in">https://gras.py.gov.in</a>

## Annexure I

(Space for court fee Stamp Rs.1-50)

### FORM-2

(Prescribed under rules 4,5 and 11)

#### Application for registration and grant of renewal of licence for the year.....and notice of occupation specified in Sections 6 and 7

1. Full name of the factory with factory licence number of already registered ...
2. (a) Full postal address and situation of the factory ...  
(b) Full address to which communications relating to the factory should be sent ...
3. Nature of manufacturing process/processes- ...  
(a) carried on in the factory during the last twelve months (in the case of factories already in existence), and ...  
(b) to be carried on in the factory during the next twelve months (in the case of all factories) ...
4. Name and values of principal products manufactured during the last twelve months ...
5. (i) Maximum number of workers proposed to be employed on any one day during the year ...  
(ii) Maximum number of workers employed on any one day during the year ...  
(iii) Number of workers to be ordinarily employed in the factory ...
6. (i) Nature and total amount of power (horsepower) installed ...  
(ii) Maximum amount of power (horsepower) proposed to be used (including existing) ...
- 6A Number of calendar year(s) for which grant or renewal of licence is required (indicate the exact calendar year/years) ...
7. Full name and residential address of the person who shall be the manager of the factory for the purpose of the Act ...
8. Full name and residential address of the occupier- ...  
(i) The proprietor of the factory in case of the private firm/proprietary concern ...  
(ii) Directors in the case of a public limited liability company/firm ...  
(iii) Where a managing agent has been appointed, the name of managing ...

- agent and directors thereof
- (iv) Shareholders in case of a private company where no managing agents have been appointed ...
- (v) The Chief Administrative head in case of a Government or local fund authority ...
9. Full name and address of the owner of the premises or building (including the precincts thereof) referred to in section 93 ...
10. In the case of factory constructed or extended after the date of the commencement of the rules-
- (a) Reference number and date of approval of the plans for old or new building and for construction or extension of factory by the Chief Inspector ...
- (b) Reference number and date of approval of the arrangements, if any, made, for the disposal of trade waste and effluents and the name of the authority granting such approval ...
11. Amount of fee Rs.....(Rupees.....  
 ..... ) paid in.....  
 ..... Treasury on.....vide Chalan  
 No..... dated.....  
 (Enclosed)

*Signature of Manager.*

*Signature of Occupier.*

Date:

Date:

## ANNEXURE II

Total Horse Power Installed inclusive of Mobile equipments	Maximum number of persons to be employed on any day during the year										
	9	20	50	100	250	500	1000	2000	5000	10000	Above 10000
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)
Fees payable in Rupees											
Nil HP	400	800	1,200	1,600	3,600	5,400	12,000	18,000	33,000	48,000	60,000
Upto 10 HP	800	1,200	1,600	2,400	5,400	9,000	24,000	36,000	54,000	72,000	90,000
Above 10 HP upto 50 HP	1,200	1,600	2,400	3,600	9,000	14,400	36,000	54,000	72,000	90,000	1,08,000
Above 50 HP upto 129 H.P	1,600	2,400	3,600	6,000	14,400	24,000	54,000	72,000	90,000	1,08,000	1,20,000
Above 129 HP upto 250 HP	2,400	3,600	6,000	9,600	24,000	36,000	72,000	90,000	1,08,000	1,20,000	1,32,000
Above 250 HP upto 500 HP	3,600	6,000	8,000	12,800	36,000	48,000	90,000	1,08,000	1,20,000	1,32,000	1,44,000
Above 500 HP upto 1000 HP	6,000	6,400	12,800	24,000	48,000	60,000	1,08,000	1,20,000	1,32,000	1,44,000	1,56,000
Above 1000 HP upto 2000 HP	6,400	12,800	24,000	32,000	60,000	72,000	1,20,000	1,32,000	1,44,000	1,56,000	1,68,000
Above 2000 HP upto 5000 Hower Power	12,800	24,000	32,000	40,000	72,000	84,000	1,32,000	1,44,000	1,56,000	1,68,000	1,80,000
Above 5000 HP upto 7500 HP	24,000	32,000	40,000	48,000	84,000	96,000	1,44,000	1,56,000	1,68,000	1,80,000	1,92,000
Above 7500 HP upto 10000 HP	32,000	40,000	48,000	56,000	96,000	1,08,000	1,56,000	1,68,000	1,80,000	1,92,000	2,04,000
Above 10000 HP	40,000	48,000	56,000	64,000	1,08,000	1,20,000	1,68,000	1,80,000	1,92,000	2,04,000	2,16,000

### **Annexure- III**

1. Form 2 duly filled in and signed by the occupier and manager
2. Remittance of licence fee in commensurate with number of workers and motive power (as per annexure II)
3. Stability Certificate obtained from competent person / institution, recognized by the Chief Inspector of Factories, Puducherry.
4. Compliance to other conditions of the plan approval, which includes submission of Test Certificate in case of special machines.
5. List of workers proposed to be engaged.
6. Declaration of the occupier in the case of organizations other than proprietary concern.