

Approval of Plans and permission to construct / extend / or take into use any building as a factory

1.	Name of Approval / NOC/ Licence/ Registration	Approval of Plans
2.	Competent Authority	Chief Inspector of Factories
3.	Applicability Criteria	Occupiers of Factories
4.	Stage	Before setting up in the case of fresh approval and before carrying out any alterations and additions in the case of revised plan approval.
5.	Time Limit (Number of days)	30 days
6.	Documents required	Application in Form 1c (Annexure – IV) along with particulars as Annexure - V
7.	Form Submission	Online Portal(https://serviceonline.gov.in/) to be accessed through the website of Labour Department,Puducherry (https://labour.py.gov.in)
8.	Procedure for getting Approval / NOC/ Licence/ Registration	Verifies if the provisions of Factories Act, 1948 are complied with, which includes inspection at site (if necessary). If yes, the application is forwarded to Chief Inspector of Factories through Joint Chief Inspector of Factories for approval
9.	Fee & Mode of Payment	Fees for scrutiny of plans submitted online through https://gras.py.gov.in as per the schedule below:- Small scale Industries – Rs 250/- Medium Scale Industries – Rs 2000/- Large scale Industries – Rs 5000/-

Annexure IV

Form-1C

(Prescribed under rule 3)

**Application for permission to construct, extend or take into use any building as a
Factory**

1. Applicant's name ...
 Calling (Designation) ...
 Address (Residential/official) ...
2. Full name and postal address of the factory ...
3. Situation of the factory-
 Extent of land ...
 State ...
 Commune ...
 Town or Village ...
 Nearest police station ...
 Nearest railway station or ...
 Steamer shaft
4. Particulars of plant to be installed ...
5. No. of shifts proposed to be worked ...
6. No. of workers to be employed per shift ... Men.....Women.....
7. No. of H.P. to be installed ...
8. State whether SSI, MSI or LSI ...

(Space for Rs.1.50 Court fee stamp)

Date:

Signature of the applicant

Annexure - V

This application shall be accompanied by the following documents:

- (a) A flow chart of the manufacturing process supplemented by a brief description of process in its various stages.
- (b) Plans, in triplicate, drawn to scale, showing-
 - (i) The site of the factory and immediate surrounding including adjacent building and other structures, roads, drains etc., and
 - (ii) The plans, elevation and necessary cross-sections of the various buildings, 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 and machinery aisles and passage ways, and
- (c) Such other particulars as the Chief Inspector may require, which shall include, proof of remittance of Cess to Puducherry Building and other Construction Workers Welfare Board.