



Labour Department Punjab

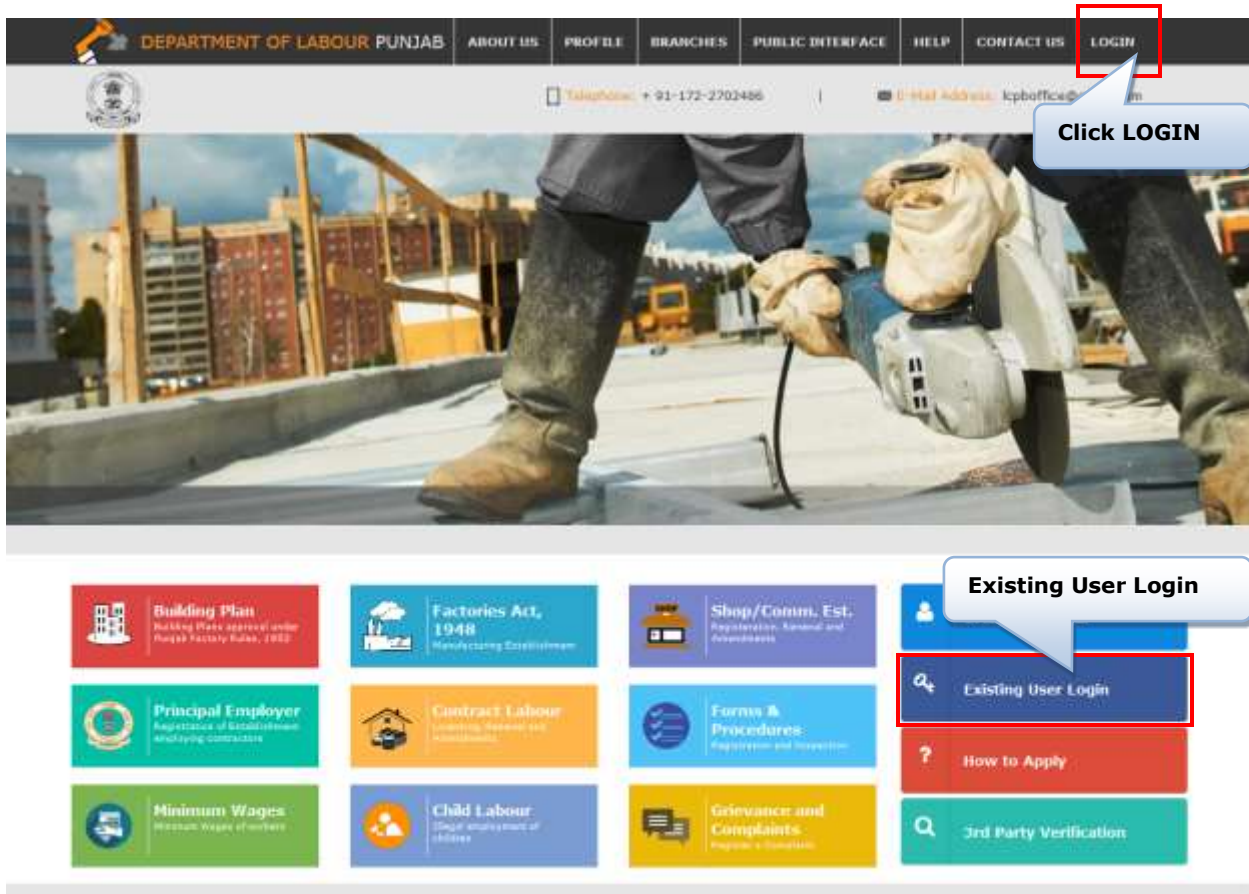
Registration/Grant of License/Renewal of Factory License
under Punjab Factory Rules, 1952 @ pblabour.gov.in

Introduction

This section provides online services to employer has to obtain license to run the factory as required under Section 6 of the Act and also will get it renewed for One year or any further period up to Ten Years (Rule 7,8,10 and 14 of Punjab Factories Rules, 1952). The occupier shall, at least 30 days before he begins to occupy or use any premises as a factory, send written notice in form no.2 along with requisite fee. Registration and License is granted within 30 days of time after receipt of complete application / documents.

Steps for Registration/Grant of License/Renewal of Factory License under Punjab Factory Rules, 1952 application submission @ pblabour.gov.in:

1. Open your web browser and go to <http://pblabour.gov.in> web portal, if applicant is new please refer **New User Registration** manual otherwise applicant (with provided username and password) has to go to login page either by clicking **LOGIN** menu at top right corner or **Existing User Login** button on home page of web portal as shown in screenshot below:

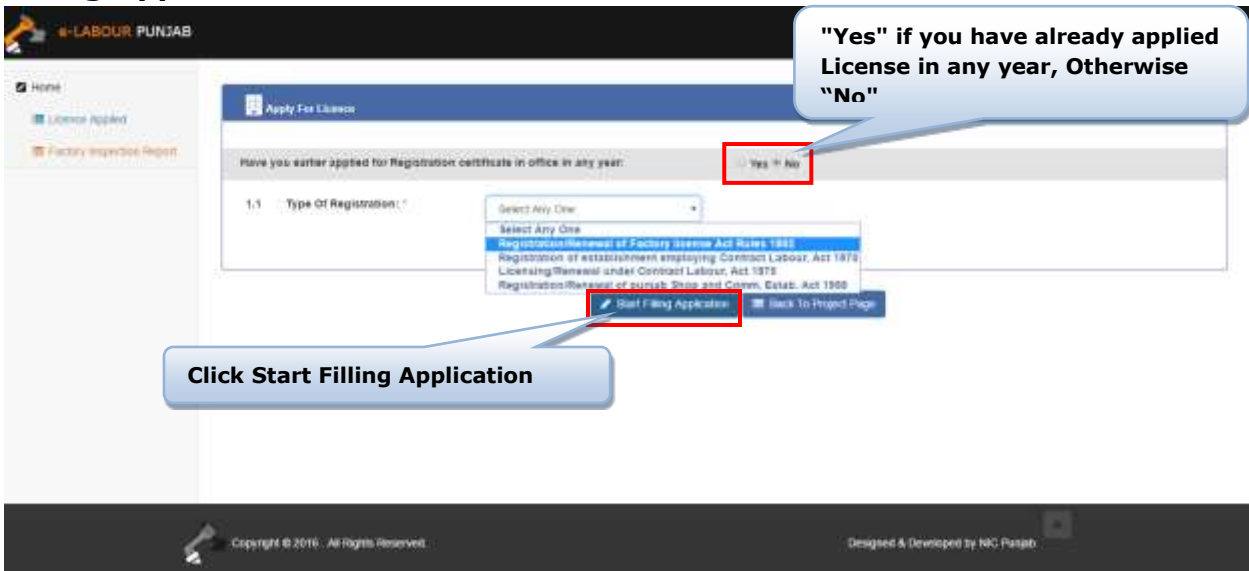




- To get into the system, please enter valid **Username, Password, Captcha** and click on **Submit** button on the screen as shown on screenshot below:



- Click on **Apply For License** button, in first step please select whether you have already applied for clearance. If factory Owner has already applied for license in office in any year then click on **Yes** and followed by entering license details which includes: License No, Validity Date, Number of Employees and Scan Copy of License in PDF, Otherwise click on **No** for New Clearance and type of Registration and click on **Start Filling Application** on the screen as shown in screenshot below:





- 4. Filling of Factory License application starts with instructions, read the instructions carefully and select **Name of Region**(District) from list and then select **Jurisdiction Area** carefully by reading the full details for filling as shown in screenshot below:

Name of Region(District) where your factory falls in

Jurisdiction Area of Your Region

Read the Instructions Carefully and then click on Start Filling Application

Factory License Application Form Instructions

Basic Instructions

- Fields with * are required to be filled compulsary
- The applicant will be linked to his email address for further communication. Hence, if you do not have email, create the same and provide it in your record.
- Before filling the **SAVE AND LOCK** button, the applicant is required to check carefully all the details which he has filled in the relevant fields. Once the information is submitted, no change is allowed to carry out.
- If the power is not used at the time of filling up this form, but is introduced later, the fact should be communicated to the Chief Inspector of Factories immediately.
- In case of a factory where under the proviso to sub-sections (1) and (2) of section 100, a person has been nominated as the occupier, information required in item 8 in registration form should be supplied only in respect of that person.
- If any of the persons named against item 8 in registration form is minor, that fact should be clearly stated.
- In the case of a factory where a managing agent and agents have been appointed as occupiers under the Indian Companies Act, VI of 1913, information required in item 8 in registration form should be supplied only in respect of the person or persons.

Fee Schedule for the Grant of License for a Factory for One Year

Quantity Kilo Watt Installed (Max Kilo Watt)	Maximum Number of workers to be employed on any day during the year						
	Up to 20	From 21 to 50	From 51 to 100	From 101 to 250	From 251 to 500	From 501 to 1000	Above 1000
Up to 20	450	750	1500	3000	4500	7500	10,000
21 up to 50	475	1600	2200	4500	7500	10,000	15,000
51 up to 100	1000	2200	3000	7500	10,000	15,000	18,000
101 up to 250	2200	3000	6000	10,000	15,000	18,000	22,000
251 up to 500	3000	4500	7500	12,000	18,000	22,000	30,000
501 up to 1000	4500	6000	10,000	15,000	22,000	30,000	37,000
Above 1000	6000	10,000	15,000	22,000	30,000	37,000	45,000

Necessary documents to fill the Registration Form

Please keep the following scanned documents ready with you for online registration:

- ✓ 5000 copy of name and address of principal products manufactured during the last twelve months.
- ✓ 5000 copy of Occupier's Information based on one of them:
 - + The proprietor of the factory in case of a private firm or proprietary concern
 - + Partner in case of partnership firm/business(Attach List Of Partners)
 - + Directors in case of a public limited liability company or firm (Attach List Of Directors)
 - + Where a managing agent has been appointed the name of the managing agents and Directors thereof
 - + Shareholders in case of a private company, where no Managing Agents have been appointed
 - + The Chief Administrative Head in case of a Government or local fund factory(Attach Authority From Government)
- ✓ Scanned copy of Manager Signature



5. In next step, please fill Form-2, for Factory License. Please note that at the end of the form, following buttons are there:

- i) **Save as Draft** - By pressing this button, the applicant can save entered information into **e-Labour** web portal. This information can be changed any time till investor presses **Save and Lock**.
- ii) **Save and Lock** - By pressing this button, the user will make final data save, no further editing shall be allowed. Before locking application, the **e-Labour** will ask for confirmation.

The screenshot shows a web form titled 'Factory License Form-2'. It includes sections for:

- Registration details (Type, Date, License No.)
- Factory location (Name, Address, State)
- Operational status (Started/Not started in last 12 months)
- Manufacturing process details (Name, Type)
- Employment statistics (Number of workers, gender distribution)
- Manager details (Name, Address, Contact)
- Factory building details (Name, Address)
- Signature and stamp area for the manager.

 At the bottom of the form, there are three buttons: 'Save as Draft', 'Save and Lock', and 'Back to Project Page'. The 'Save as Draft' and 'Save and Lock' buttons are enclosed in a red rectangular box.



- Final save will submit the application to concerned authority and allot a file no. and status of the file changed to **Factory License Application Submitted but fee pending**, please click on **Pay Now** button on screen as shown on screenshot below:

Application Form Submitted Successfully

Application for: Factory Applied on: 10-May-2017 10:46:25

Business Entity: N S T Industries Site Details: Industrial Area, Mohali
Manufacturing Process: Manufacturing of Abc Contact Person: navinder sharma, 9780447600, navinder.sharma@nic.in

Payment Details	
File No	20170511038
Applied Fee	Registration Of Factory License Without Map
Establishment Name	N S T Industries
Licence for	5-Year(s)
Status	Factory License Application Submitted but fee pending
Amount	11250.00
Submitted on	10-May-2017 10:56:08

Your application has been locked successfully. Please click on Pay Now to Complete your application.

Pay Now Back to Details

- Select **Payment Method**, as **Offline – On Desk Payment** and clearance for which applicant is paying and click **Proceed** button as selected on screenshot below:

Make Payment GO BACK

Application for: Factory Applied on: 10-May-2017 10:46:25

Business Entity: N S T Industries Site Details: Industrial Area, Mohali
Manufacturing Process: Manufacturing of Abc Contact Person: navinder sharma, 9780447600, navinder.sharma@nic.in

Fees Paid Fees Pending

Select Payment Method

Online - Through DSCB Payment Gateway Offline - On Desk Payment

Select forms for payment

Description	Statutory Fee	Balance Fee Due	Balance Fee Paid / Received	Total Fees
<input checked="" type="checkbox"/> Registration Of Factory License Without Map	₹ 11250.00	₹ 0	₹ 0.00 / ₹ 0	₹ 11250
Total	₹ 11250	₹ 0	₹ 0	₹ 11250

Proceed Back to Details



8. Enter the payment details (i.e Challan No., Payment Date, Bank, Payment Receipt and Comments) as shown on screenshot below:

Application for: Factory Applied on: 16-May-2017 10:46:25

Business Entity: H S T industries Site Details: Industrial Area, Mohali
Manufacturing Process: Manufacturing of Abc Contact Person: navinder sharma, 9790447600, navinder.sharma@nic.in

Payment Mode: Challan No NEFT / RTGS

Challan No.: Challan01

Payment Date: 01-May-2017

Bank: Bank of India

Attach Payment Receipt: [+ ATTACHMENT](#)
* In PDF format Less Than 4 MB
View Payment Receipt

Clearance	Statutory Fee	Balance Fee	Total Fee
Registration Of Factory License Without Map	₹ 11250.00	₹ 0.00	₹ 11250.00
Total	₹ 11250.00	₹ 0.00	₹ 11250.00

Comments: Factory Registration Payment

Submit

9. After giving payment details, thank you screen will come which denotes successful submission of application to concerned authority and status of the application will change to **Application Form Submitted and Fee Paid Offline** as shown on screenshot below:



Application Form Submitted Successfully

Thank You

Your Payment has been received and application successfully submitted to Department for processing with the following details.

Transaction Acknowledgement

File No: 20170511038

Applied For: Registration Of Factory License Without Map

Establishment Name: N S T Industries

License Applied For: 5 Year

Status: Application Form submitted and Fee Paid Offline

Submitted on: 10-May-2017 10:58:24

Amount: 11250.00

Transaction/Challan No: Challan01

Transaction/Challan Date: 01-May-2017 00:00:00

Bank Name: Bank of India

Download Acknowledgement Receipt [Download](#)

[Back to Details](#)

10. Click **Back to Details** button, it will show screen as shown in screenshot below:

e-LABOUR PUNJAB

Welcome to **narinder kumar sharma** (No Designation)

Home | Logout | Profile | Settings

Home

- License Applied
- Factory Inspection Request

Project Profile

[New Registration](#)

[Note] Click on **New Registration** if an Owner have more than one **Establishments / Factories / Contractors**

Factory: **narinder sharma** | **N S T Industries** | **8780447930**

Manufacturing of: **Abc** | **narinder.sharma@nic.in**

10-May-2017

File No.	Act Name	Submitted On	License	Validity	Processing Days	Status	Action
20170511038	Registration Of Factory License Without Map	10-May-2017 10:58:08	Download PDF	10May2017	30	Application Form submitted and Fee Paid Offline	In-Process

[Apply For License](#) [View all Licenses](#)

[Note] Click on Apply for **Registration of Factory License** under Punjab Factories Rules 1948, **Registration of Shop and Commercial** under Punjab Shop and Commercial Establi Act 1958, **Registration of Establishment employing contract workers/Principal Employer** under Contract Labour Act 1970, **Licensing of Contract Labour** under The Contract Labour (RM) Act 1970

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