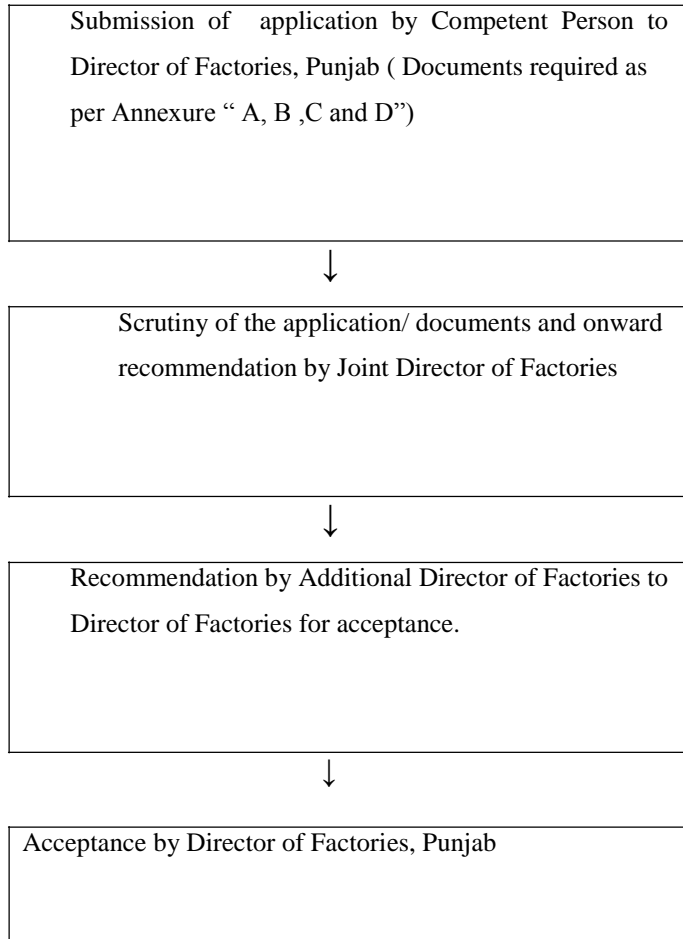


Approval of plan and permission to construct/extend or take into use any building as a factory under the Factories Act, 1948

Work Flow Diagramme



Procedure:-

The employer has to get approved the proposed building plans prior to construction of the factory from the Directorate of Factories in accordance with the provisions of Section 6 of the Act and rule 3-A,4, 5 and 6. If the premises is extended including plant and machinery, the proposed building plans of the extension will be got approved prior to construction. Acceptance of plans of new factory building is done within 30 days of time after receipt of complete Application / documents.

Documents Required for Approval of Factory Building Plans.

- a) Application for submission of the plans shall be made by the competent person in Form No.1-C (Annexure-A) along with the following plans and documents in duplicate in case of offline mode (countersigned by the Occupier or Manager as the case may be), to the Chief Inspector of factories.
- (b) a certificate of approval in respect of a site or a factory from the local authority, if such site is located in an area where notified or draft master plan does not exist and a certificate from an officer, who is not below the rank of District Town Planner, Department of Town Country Planning, concerning the classification of land use to the effect that such site falls in an industrial area or zone.
- c) Form No.1-D (Annexure-B) particulars of rooms in the factory.
- d) Form No.1-E (Annexure-C) and replies to questionnaire annexed thereto;
- e) Flow chart of the manufacturing process giving a brief description of the process in its various stages;
- f) Site plan drawn to a minimum scale of 1 cm. = 12 m. showing the exact location of the factory with respect to surrounding buildings, roads, drains, etc:
- g) Plans elevations, cross-sections drawn to a minimum scale of 1 cm. = 1.2 m. showing means of lighting, ventilation, fire escapes, position of plant and machinery, direction of opening of doors, drinking water points, roof materials, details of urinals latrines, washing places, facilities for storing and drying of workers clothing, rest-room and lunch-room , canteen and ambulance room; and
- h) Receipt of cess deposited under Building & Other Constructions Workers Welfare Cess Act, 1996 i.e 1% of the total cost of construction.
- i) Approval from Site Appraisal Committee if hazardous process is involved.
- j) Particulars of the plant to be installed.
- k) Such other particulars as may require in relation to the approval.
- l) The plans shall be certified by a competent person recognized by Chief Inspector of Factories , Punjab .

Time Line :- Acceptance of plans of new factory/extension in building/ amendment in building is done within 30 days of time as per RTS notification no. 5/27/2014-2GR-2(PF)/668042/1 dated 15-01-2016 (Service No. 227-235) after receipt of complete Application / documents.

FORM – 1-C

Prescribed under Rule 3-A

APPLICATION FOR SUBMISSION OF BUILDING PLANS TO CONSTRUCT,
EXTEND OR TAKE INTO USE ANY BUILDING AS A FACTORY

- 1. Name and address of the
Competent person :
- 2. Full name and postal address of factory :
- 3. Location of factory :

- State :
- District :
- Town or village :
- 4. Particulars of plant to be installed :

Signature of Competent Person

Date :

Annxure- B

Name of room in factory		
Length in Mt.		
Breadth in Mt.		
Maximum in Mt.	Height	Dimension in meter
Minimum in Mt.		
Average		
Total Area in Sq. Mt.		
Floor area occupied by machinery in the room		
Breathing space (contents incubic Mt.)		
Total volume of air in the room in cubic Mt.		
Number and size of the doors		
Number and size of window openings		Ventilation
Number and size of skylight openings		
Total Area in sq. Mt.		
Maximum capacity of the room		
Maximum number of persons intended to be employed in the room		
Whether the room is to be used as a work-room or for a storage-room		
Date of construction		
Remarks		

<p>FORM NO. 1-D (Prescribed under Rule 3)</p> <p>Name of Factory</p> <p>Particulars of rooms in the Factory</p>
--

Signature of Occupier:
Signature of Manager:

QUESTIONNAIRE ANNEXED To FORM NO. 1-E

(Prescribed under rule 3)

Careful attention to the questionnaire will assist in drawing up the plans in accordance with the law, and thus prevent delay in dealing with the plans.

Note. -- The site plan should be drawn to minimum scale of 12m =1 centimeter and the other plans drawn to a minimum scale of (120 cm. =1 cm.)

1. (a) Is the Form No. 1 E submitted filled in for all work-rooms, godowns, etc., which are proposed to be constructed or extended?
- (b) Is the sectional elevation of each room or shed, etc, shown separately?
- (c) Is the minimum height of every room, sheds, etc., shown clearly in sectional elevation?
- (d) Is the material of which the room is constructed indicated in the sectional elevation?
- (e) Are the position of various machines fitted or proposed to be fitted, shown in drawings together with their names?
- (f) Are the maximum number of persons working or proposed to be working in different rooms, sheds, etc. mentioned in the drawing?
- (g) Are all new buildings, parts of buildings or alterations in existing building shown by the boundaries duly marked by a distinctive colour?
2. Is the breathing space of a work room, sheds, etc. calculated as shown below?
 - (a) Floor area of a room multiplied by height of the room (the maximum height for calculation should not exceed 4.2 meters)
 - (b) Is the maximum number of persons shown as the lower Value of the two calculations shown below?
 - (i) Floor area of a room less area occupied by machinery in the room divided by 36.
 - (ii) Breathing space [as in (a) above] DIVIDED BY 500.
 - (c) Is the window and skylight area provided at the minimum rate of 1 sq. meter to every 15 sq. meter of floor area of room?

It is recommended that window and sky light may be provided one opposite another so as to provide best cross-ventilation.

3. Doors.

- (a) Is every work-room provided with at least 2 doors?
- (b) Is the minimum size of every door 1.95 meter X .90 meter?
- (c) Are all the doors opening outwards?

4. Fire-escapes: - If any factory building is of more than one storey-----

- (a) Are two fire-escapes provided on either side of building?
- (b) Are the fire-escapes accessible from every room in the building?

- (c) Is the material used in construction on the fire-escapes non-combustible?
- (d) Are the windows or doors giving access to an external staircase, arranged to open immediately from inside?

5. *Latrines and urinals.*

- (a) Are the latrines and urinals provided separately?
- (b) Are these sufficient to meet the requirements of section 19 read with Rules 42 & 47?
- (c) Is the minimum distance of the nearest building shown?
- (d) Is the minimum distance of the nearest well shown?
- (e) Is the surrounding ground up to at distance of 1.2 meter all round made of impermeable materials?
- (f) Is the surrounding ground raised to at least 15 centimeter above ground level?
- (g) Is any latrine, ventilator or opening in the proximity of any opening of main building?
- (h) Are these latrines flush type?
- (i) Are all the drains, pipes, and sewers for carrying sullage, sewage water effluent and waste products, running in factory premises constructed for impermeable material?
- (j) Are the drains of flush-type latrines connected to drainage system of the local board?
- (k) Is an efficient system of septic tanks provided, if no drainage system exists?
- (l) Are the latrines provided with roofing?

6. *Drinking Water -----*

- (a) Is the drinking water provided from a source provided by local board?
- (b) Is any well constructed in the premises of the factory for drinking water or humidification purposes?
- (c) Is the cylinder of the well pucca and impervious to wafer throughout and up to a depth not less than the lowest level of sub-soil water?
- (d) Are the position of water centers shown in the plans?

7. After showing the above details, the plans, site plan, this questionnaires and Form No. 1-E should be submitted in triplicate direct to the Chief inspector of Factories, Punjab, for approval.

8. A certificate of stability signed by a competent person having the qualifications laid down under Rules shall be submitted on Form No . 1-F before the manufacturing process with the aid of power is begun in the building.

Signature _____

Designation _____

Stage-II Submission of Stability Certificate:

No manufacturing process shall be carried on in any building or part of a building whether newly constructed, re-constructed or extended, or in any building which has been taken into use as a factory or part of a factory until a certificate of stability in respect thereof, in Form 1-F (Annexure-D) signed by a competent person, along with evolution report and balance of cess if any, has been sent by the occupier or manager of the factory to the Chief Inspector and accepted by him.

Annexure-D

FORM NO. 1-F

(See Rule-4)

1. Name of the Factory :
2. Village, Town and District in :
which the factory is situated.
3. Full Postal Address of :
the Factory.
4. Name of the Occupier of the :
Factory.
5. Nature of Manufacturing :
Process to be carried on in
the factory.
6. Number of floors on which :
workers will be employed

I certify that I have inspected the buildings the plans of which have been approved by the Chief Inspector vide his letter No..... dated.....and examined the various part including the foundations with special reference to the machinery, plant etc. that have been installed. I am of the opinion that the buildings which have been constructed are in accordance with the plans approved by the Chief Inspector vide his letter mentioned above, that they are structurally sound and that their use as a factory for the manufacture offor which the machinery, plant etc. installed in intended.

Signature.....

Qualification.....

Address.....