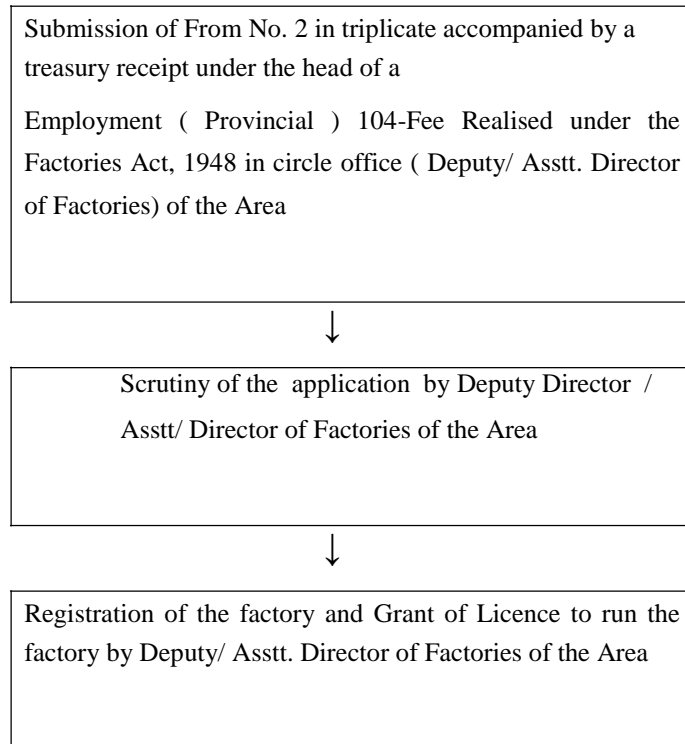


Registration , Grant of Licence and Renewal of Licence to run the Factory under The Factories Act, 1948→ (As per DIPP Action Plan No. 125 ,126 ,160 and 161)

Work Flow Diagram



Note:- It has similar Process flow and same Form No . 2 to be filled for the renewal of licence accompanied by a treasury receipt.

Procedure:-

The employer has to obtain licence 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 upto Ten Years (Rule 7,8,10 and 14 of Punjab Factories Rules, 1952) .the occupier shall, atleast fifteen days before he begins to occupy or use any premises as a factory, send written notice in form no.2 alongwith requisite fee. Registration and Licence is granted within 15 days of time after receipt of complete application / documents.

Documents Required for Registration and grant / renewal of Licence .

- a) Application in Form No. 2 (In triplicate in case of offline mode). (Annexure-E)
- b) The receipt of payment of fees as specified in the schedule (Annexure F) under rule 8.

- c) Old licence if any.
- d) Incorporation document.
- e) Documents regarding occupation of the premises.

Time Line:-

- 1) Registration and licence will be granted with in 15 days of time as per RTS notification no. 5/27/2014-2GR-2(PF)/668042/1 dated 15-01-2016 (Service No. 227-235) .
- 2) Renewal of licence will be done within 60 days of time as per RTS notification no. 5/27/2014-2GR-2(PF)/668042/1 dated 15-01-2016 (Service No. 227-235) .

Annexure-E

FORM - 2

APPLICATION FOR REGISTRATION AND GRANT OR RENEWAL OF LICENCE FOR THE YEAR..... AND NOTICE OF OCCUPATION SPECIFIED IN SECTIONS 6 AND 7
(To be submitted in triplicate in case of offline mode)

- 1. Full name of the factory with factory license number if already registered before :

- 2. (a) Full postal address and situation of the factory :
(b) Full postal address to which communications Relating to factory should be sent :

- 3. Nature of manufacturing process or processes –
(a) Carried on in the factory during the last twelve months (In the case of factories already in existence) :
(i) To be carried on in the factory during the next Twelve months (in the case of all factories) :

- 4 Names and values of principal products manufactured During the last twelve months (in the case of factories already in existence) :

- 5. (i) Maximum number of workers proposed to be employed in any one day during the year :
(ii) Maximum number of workers employed on any one day during the last twelve months (In the case of factories already in existence) :
(iii)Number of workers to be ordinarily employed in the factory:

- 6. (i) Nature and total amount of power (H.P.) Installed or :

proposed to be installed :

(ii) Maximum amount of power (H.P.) proposed to be used :

7. Full name and residential address of the person and name of father who shall be the manager of the factory for the purposes of the Act :

8. Full name and residential address of the occupier and name of father : -

(i) The Proprietor of the factory in case of a private firm or proprietary concern:

(i(a) Partner in case of partnership firm/ concern:

(ii) Directors in case of a public limited liability company or firm:

(iii) Where a managing agent has been appointed the name of the managing agents 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 factory:

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 a factory constructed or extended after the date of commencement of the rules: –

(a) Reference number, and date of approval of the plans for site whether for old or new building and for construction or extension of factory by the State Government/ 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. (a) Amount of fee paid Rs. :

(b) In case of payment in Treasury -

(i) name of Treasury :

(ii) date of payment; and :

(iii) challan number(challan to be enclosed) :

Signature of occupier:

Signature of manager: Date:

Date :

Notes:

1. This form should be completed in ink in block letters or typed.

2. If 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.
3. If any of the persons named against item 8 is minor, that fact should be clearly stated.
4. In the 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 should be supplied only in respect of that person.
5. In the case of a factory where a managing agent or agents have been appointed as occupiers under the Indian Companies Act, 1913, information required in item 8 should be supplied only in respect of that person or persons.

Annexure F

Licence Fee Schedule.

Fees for the grant of licence 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
Upto 20	450	750	1500	3000	4500	7500	10,500
20 upto 50	675	1500	2250	4500	7500	10,500	15,000
50 upto 100	1500	2250	3000	7500	10,500	15,000	18,000
101 upto 250	2250	3000	6000	10,500	15,000	18,000	22,500
251 upto 500	3000	4500	7500	12,000	18,000	22,500	30,000
501 upto 1000	4500	6000	10,500	15,000	22,500	30,000	37,500
Above 1000	6000	10,500	15,000	22,500	30,000	37,500	45,000

PART III
GOVERNMENT OF PUNJAB
DEPARTMENT OF LABOUR

NOTIFICATION

The 12th June, 2015

No. G.S.R.40/C.A.63/1948/S.112/Amd.(33)/2015.-With reference to the Government of Punjab, Department of Labour, Notification No. G.S.R.8/C.A.63/1948/S.112/Amd./2015, dated 17th March, 2015 and in exercise of the power conferred by section 112 of the Factories Act, 1948 (Central Act No.63 of 1948), and all other powers enabling him in this behalf, the Governor of Punjab is pleased to make the following rules further to amend the Punjab Factory Rules, 1952, namely:-

RULES

1. These rules may be called the Punjab Factory (Second Amendment) Rules, 2015.
2. They shall come into force on and with effect from the date of their publication in the Official Gazette.
3. In the Punjab Factory Rules, 1952 (hereinafter referred to as the said rules), in rule 8,-
 - (i) in sub-rule (1), for the words "one year or five years" the words "one year or any further period upto ten years" shall be substituted; and
 - (ii) in sub-rule (2), -
 - (a) for the words "five years," and "five times" the words "more than one year" and "multiplied by the number of years," shall respectively be substituted;
 - (b) for the existing Schedule, the following Schedule shall be substituted, namely:-

~ SCHEDULE

Fees for the grant of licence 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						
	Upto 30	From 21 to 50	From 51 to 100	From 101 to 250	From 251 to 500	From 501 to 1000	Above 1000
Upto 30	450	750	1500	3000	4500	7500	10,500
21 upto 30	675	1500	2250	4500	7500	10,500	15,000
51 upto 100	1500	2250	3000	7500	10,500	15,000	18,000
101 upto 250	2250	3000	6000	10,500	15,000	18,000	22,500
251 upto 500	3000	4500	7500	12,000	18,000	22,500	30,000
501 upto 1000	4500	6000	10,500	15,000	22,500	30,000	37,500
Above 1000	6000	10,500	15,000	22,500	30,000	37,500	45,000"

(iii) in sub-rule (3), for the words " five years , or ten years " the words "one year, or any number of years upto ten years," shall be substituted.

3 In the said rules, in rule 10, in sub-rule (2) for the words "one year or five years" the words "one year or any further period upto ten years" shall be substituted ;

VISWAJEET KHANNA,
Principal Secretary to Government of Punjab,
Department of Labour.

RECEIPT CHALLAN

(Form PTR 16, Rule 107 of PTR Volume)

(For use of Treasury only)

Serial No.: _____

Date: _____

(To be filled in by the tenderer)

By Whom Tendered: _____

Purpose of Deposit: _____

Amount (in figures) Rs. _____ (in words) Rs. _____

Treasury / Sub
Treasury Code

(Name of the Treasury/ Sub Treasury)

DDO Code

(whose behalf Money
deposited)

(Designation of the DDO)

Plan/ Non
Plan/CSS

("P" for Plan, "N" for Non-Plan, "S" for CSS)

Major Head

Sub-Major Head

Minor Head

Sub Head

(Complete Head of Account)

(Signature of Tenderer)

(For use of Department of Treasury Only)

Order to the Bank

Correct

Receipts and Gross Receipt

Department Officer or DTO/ TO (With Seal)

Received Rs. _____ (in words) _____

Authorised Signatory of the Bank

(Details of the Money Deposited)

1.	Drawee Bank	Branch	Cheque/ Draft No.	Dated	Cash Details		Rupees	Paise
					Rs.			
1.					Rs.	1000 X		
2.					Rs.	500 X		
3.					Rs.	100 X		
4.					Rs.	50 X		
5.					Rs.	20 X		
6.					Rs.	10 X		
7.					Rs.	5 X		
8.					Rs.	2 X		
9.					Rs.	1 X		
10.					Coins			
TOTAL								

Notes

1. A Separate Challan may be used for every complete Head of Account.
2. Incomplete / Incorrect Challan or Challan not verified by the Department are liable to be rejected by the Bank.