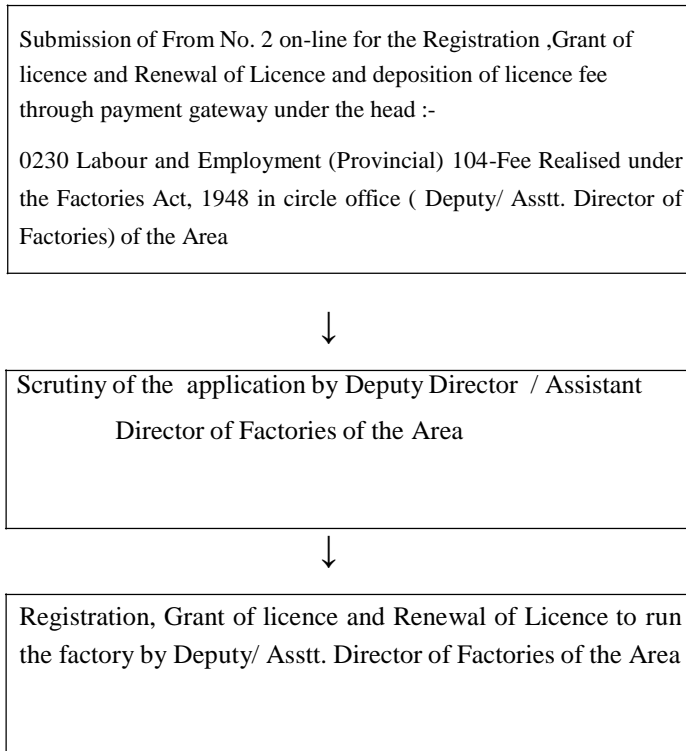


Registration , Grant of Licence and Renewal of Licence to run the Factory under The Factories Act, 1948→

Work Flow Diagram



Note:- It has similar Process flow and same Form No . 2 to be filled on-line for the renewal of licence and deposition of licence fee through payment gateway.

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. (Annexure-E)
- b) Deposition of licence fee through payment gateway 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

- 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
- (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.) In words
and date of payment

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 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
(LABOUR BRANCH)

NOTIFICATION

The 29th October, 2014

No. G.S.R. 58/C.A.63/1948/S.112/Amd.(31)/2014.-With reference to the Government of Punjab, Department of Labour, Notification No. G.S.R.38/C.A.63/1948/S.112/Amd./ 2014, dated the 25th June, 2014, and in exercise of the powers 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. (1) These rules may be called the Punjab Factory (Second Amendment) Rules, 2014.
- (2) They shall come into force on and with effect from the date of their publication in the Official Gazette.
2. In the Punjab Factory Rules, 1952 (hereinafter referred to as the said rules), in rule 8,-
 - (i) for sub-rule (1), the following sub-rule shall be substituted, namely:-

“(1) No licence shall be granted or renewed by the Chief Inspector or any other officer appointed by the State Government, under sub-section (2-A) of section 8 of the Act and specially empowered in this behalf by the State Government, unless the notice specified in section 7 of the Act has been given. A licence for a factory shall be granted by the Chief Inspector or the said officer in Form 4 on payment of the fees as specified in sub-rule (2)” ; and

(ii) in sub-rule (2), for the existing Schedule, the following Schedule shall be substituted, namely,-

" SCHEDULE

Maximum number of workers to be employed on any day during the year Fees for the grant of licence for a factory for one year

| Quantity Kilo Watt installed (Max Kilo Watt) | Upto | 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 |
| 21 upto 50 | 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" |

3. In the said rules, in rule 9, in sub-rule (4), for the words "twenty-five rupees", the words "one hundred rupees" shall be substituted.
4. In the said rules, in rule 11, in sub-rule (3), for the words "twenty-five rupees", the words "one hundred rupees" shall be substituted.
5. In the said rules, in rule 13, for the words "twenty-five rupees," the words "one hundred rupees" shall be substituted.
6. In the said rules, in rule 14, for the words " paid into the authorized branch of State Bank of India" the words " deposited in the authorized branch of any bank" shall be substituted.

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