

Introduction

Directorate of Factories is an important wing of the Labour Department, Punjab. This wing ensures the safety, health and welfare of the workers in the registered factories under the Factories Act, 1948. To ensure this the Government of India has enacted the Act namely Factories Act, 1948 and the Punjab Government has made rules under the Act as Punjab Factory Rules, 1952.

The units employing 10 or more workers with the use of power and 20 or more workers without the aid of power, are registered under the Factories Act, 1948. In addition to this the dangerous processes where the number of workers are even below 10, the State Government is competent to register such factories carrying out manufacturing process under Section 85 of the Factories Act, 1948.

The Department not only has a regulatory responsibility, but has been undertaking a host of promotional activities for betterment of working conditions in the factories. The enforcement officials are friend, philosopher & guide to the factories and are available to provide the managements with the required technical inputs as strategies to meet the challenges posed by the manufacturing process for an accident free workplace.

Stage-I Approval of Factory Building Plans:

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 documents.

Documents Required for Approval of Factory Building Plans.

- a) Application for approval of the plans shall be made in Form no. 1-C (Annexure-A) along with the following plans and documents in triplicate:-
- b) A certificate of approval from the local authority within the jurisdictional limits of which the site of the factory is situated or from the Improvement Trust, if the site of the factory falls under the jurisdiction of any Improvements Trust, or a certificate of approval from the Director, Town and Country Planning, Punjab or Executive Engineer P.W.D. (Buildings and Roads). Punjab, in case the site of the factory is any scheduled road, or 100 meter of any bye-pass, as required under the Punjab Scheduled Roads and Controlled Areas Restriction of Unregulated Development Act, 1963;
- 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) 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 person possessing qualifications prescribed for the grant of certificate of stability and shall be signed by the applicant.

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 has been sent by the occupier or manager of the factory to the Chief Inspector and accepted by him.

Stage- III Registration and Grant of Licence to run the Factory

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 Five 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 documents.

Documents Required for Registration and grant / renewal of Licence .

- a) Application in Form No. 2 (In triplicate). (Annexure-E)
- b) The receipt of payment of fees as specified in the schedule under rule 8.(Annexure-F) Old licence if any.
- c) Incorporation document.
- d) Documents regarding occupation of the premises.

