



Punjab Labor Department

Building Plan License Registration



Steps to Apply for Registration for Building Plan on e-Labour Punjab:

Below is Step by step procedure to register for Building Plan:-

Step 1: Go to pblabour.gov.in and click on Create New User

The screenshot shows the homepage of the e-Labour Punjab website. At the top, there is a navigation menu with links: DEPARTMENT OF LABOUR PUNJAB, ABOUT US, PROFILE, BRANCHES, PUBLIC INTERFACE, HELP, CONTACT US, and LOGIN. Below the menu, there is a header section with the department's logo, telephone number (+91-172-2702486), and email address (lcpboffice@gmail.com). The main content area features a large orange graphic with the text 'e-Labour' and a list of regulatory clearances:

- 1. Approval of Building Plans under rule 3-A of Punjab Factory Rules, 1952
- 2. Registration/Grant of License/Renewal of License under Punjab Factories Rules, 1952
- 3. Registration/Renewal/Amendment under The Punjab Shop and Commercial Establishments Act, 1948
- 4. Registration/Amendment of Establishment employing contractors
- 5. Licensing/Renewal/Amendment under The Contract Labour (Regulation and Abolition) Act, 1970

A callout bubble points to the 'Create New User' button in the sidebar, with the text 'Click on Create New User'. The sidebar contains several service tiles, with 'Create New User' highlighted by a red box. Other tiles include: Building Plan, Principal Employer, Minimum Wages, Factories Act, 1948, Contract Labour, Child Labour, Shop/Comm. Est., Forms & Procedures, Grievance and Complaints, Registered Industry Login, How to Apply License, and 3rd Party Verification.



Step 2: Enter the Basic details for creating Login to register a license then click on Submit Button.

New User Registration

* Username

* First Name


Middle Name

* Last Name

* Email

* Country

* Mobile No

Captcha **T6BFT5** 

Submit [Login Page](#) [Resend Email & OTP](#)

Click Here to Register



Step 3: Login Page


e-Labour, Punjab



List of Regulatory Clearances


1. Approval of Factory Building Plan Rules, 3-A
2. Registration/Grant of License/Renewal of License Punjab Factories Rules, 1952
3. Registration/Renewal/Amendment of Punjab Shops and Comm. Estab. Act, 1958
4. Registration/Amendment of Establishment Employing Contract Labour Act, 1970
5. Licensing/Renewal/Amendment under Contract Labour Act, 1970

For getting above clearances, please login

 Log in

* Username

* Password

Capthc **5 E L p 7 6** 


Submit [Create New User](#) [Forgot Password?](#)

Client's IP:


Click on Submit for Login



Step 4: After Creating Login Details by confirming email and mobile number, Please login with your respective login details by clicking on Login. After Login, the formal Steps to Register for a Building Plan will begin by entering basic details of Company/Factory and Owner. Below is the illustration of same process:-

 Project Profile
Mandatory Fields (*)
Max. Attachment Size: 4 MB

1 Personal Details

2.1	Name of Applicant *	<input type="text" value="Manish"/>	<input type="text" value="Middle Name"/>	<input type="text" value="Malhotra"/>
2.2	Applicant Photo	<input type="button" value="+ ATTACHMENT"/> <small>* In JPG or PNG format Less Than 4 MB</small>		
2.3	Applicant Signature *	<input type="button" value="+ ATTACHMENT"/> <small>* In JPG or PNG format Less Than 4 MB</small>		
2.4	Company/Factory Name *	<input type="text" value="Steel Works Limited"/>	2.5	Manufacturing Process *
2.6	Site Address(Location)*	<input type="text" value="Main Road Ludhiana"/>	 <input type="text" value="Raw Material and Manufacturing"/>	

3 Address

3.1	Name of City *	<input type="text" value="Ludhiana"/>	3.2	Pin Code *	<input type="text" value="456787"/>
3.3	Address Line 1 *	<input type="text" value="Main Road"/>	3.4	Address Line 2 *	<input type="text" value="Civil Lane"/>
3.5	Address Line 3	<input type="text"/>	3.6	Phone Number	<input type="text" value="STD Code"/> <input type="text" value="Phone No."/>
3.7	Mobile Number *	<input type="text" value="91"/> <input type="text" value="8146679953"/>	3.8	Fax Number	<input type="text"/>
3.10	Email Address *	<input type="text" value="jagi.kahlon07@gmail.com"/>	3.11	Alternate Email Address	<input type="text"/>



Step 5: The Next Step includes:

1.If factory Owner have already applied for license in office in any year then click on **Yes** and followed by entering license details which includes: License No and Scan Copy of License in PDF, Otherwise click on **No** for New Clearance.

2. Select the Name of Region(District) from list and then select Jurisdiction Area carefully by reading the full details .

Below is the illustration for same process.

The screenshot shows a web form titled "Apply For Licence" with a "Mandatory Fields (*)" label. The form contains the following fields and callouts:

- Have you earlier applied for Registration certificate in office in any year:** Radio buttons for "Yes" and "No". A callout bubble says: "select 'Yes' if you have already applied License in any year, Otherwise click on 'No'".
- 1.1 Type Of Registration:** A dropdown menu with "Approval of Factory Building Plan Rl" selected.
- 1.2 License No: *** A text input field containing "L453".
- 1.5 Scan copy of License/Certificate: *** A "+ ATTACHMENT" button with subtext "In PDF format Less Than 4 MB" and a "View Attachment" link.
- 1.6 Name of Region *** A dropdown menu with "Ludhiana" selected. A callout bubble says: "Select Name of Region(district) where your factory falls in". To the right of the dropdown, it says "Include: Ludhiana, jagraon, Samrala, Khanna".

Below the form is a table titled "List of Factory Circle":

Circle Name	Full Name Mobile no Email ID	Full Name Mobile no Email ID	Jurisdiction Area
<input checked="" type="radio"/> Ludhiana-1	jatinder Singh Bhatti 9646925266 jsb7525@rediff.com Assistant Director of Factory	Meena Kumari 7837746246 jsb7566@gmail.com Clerk	Whole of District S.A.S Nagar and District Ropar. Right side of Ambala Railway Line starting from Dholewal Chowk upto boundary of tehsil Ludhiana and from boundary of tehsil Ludhiana upto Gill Road then upto Gill Chowk (Campa Cola Chowk) and from Gill Chowk upto Dholewal Chowk excluding Industrial Area'B' . Left Side of Ambala Bye-Pass starting from G.T.Road upto Samrala Chowk, starting from Samrala Chowk, the left side of link road upto Dholewal Chowk railway crossing then from Dholewal Chowk railway crossing left side of Amritsar Ambala railway line upto Ambala Bye pass i.e Textile colony , Industrial Area'A' Transport nagar extension etc.
<input type="radio"/> Ludhiana-2	Gaurav Puri 7009322518 mohitsingla82@gmail.com Assistant Director of Factory	Mohit Singla 9780171847 gauravadf@gmail.com Assistant Director of Factory	Left side of road from Giaspura railway crossing up to Dharam Kanta and then from Dharam Kanta to M/s Aarti Steels Industries up to B.B.M.B Grid Sub-station on Chandigarh Road, starting from B.B.M.B Grid sub-station on Chandigarh road up to Boundry of Tehsil Ludhiana, then starting from boundry of Tehsil Ludhiana up to Tajpur road, from Tajpur Road upto Jalandhar Bye-Pass crossing ,then from crossing of Jalandhar Bye-pass up to Samrala Chowk and then left side of Chandigarh road up to B.B.M.B Grid sub-station and whole of
<input type="radio"/> Ludhiana-3	Gaurav Puri 9646015878 mohitsingla821@gmail.com Assistant Director of Factory	Gurdeep Dhillon 9417586788 gauravprody@gmail.com JuniorAssistant	

Select Jurisdiction Area of Your Region



☰ Rule 3-A, Approval of plans

Application for submission of plans shall be made by the competent person in Form No. 1-C along with the following plans and documents (Four sets) duly countersigned by the Occupier or Manager as the case may be to the Chief Inspector:-

- A. A certificate of approval in respect of a site of factory from the local authority, if such site is located in an area where notified of 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;"
- B. Form No. 1-E and replies to questionnaire annexed there to;
- C. Flow chart of the manufacturing process giving a brief description of the process in its various stages;
- D. Site Plan drawn to a minimum scale of 1cm. = 12 m. showing the exact location of the factories with respect to surrounding building, roads, drains etc.
- E. Plans, elevations, cross-sections drawn to a minimum scale of 1cm. = 1/2 m. showing means of lighting, ventilation, fire escapes, position of plant and machinery, direction of opening of doors, drinking water point, roof materials, details of urinals, latrines, washing place, facilities for storing and drying of workers clothing rest-room and lunchroom, canteen and ambulance room; and
- F.
 - i. The occupier or manager of the factory shall appoint an "Competent Person", for submission of Building Plan; and
 - ii. "Competent Person" shall make an application of self-certification (in writing), to the Chief Inspector, to the effect that the building plan being submitted is as per the Act and these rules.
- G. Such other particulars as the Chief Inspector may require in relation to the submission.
 - i. Receipt of Building cess as a proof of deposit in the building and others construction Workers Welfare Board of Chandigarh.
 - ii. Self-declaration regarding deposit of final/total I Building cess after the completion of building or even after the assessment made by the concerned authority.
 - iii. Any valid documents as a proof of date of construction (in case of already construction building).
 - iv. Copy of ownership data of the site.
 - v. Any valid documents as a proof of date of construction (in case of already construction building).
 - vi. Copy of ownership data of the site.
 - iii. Any valid documents as a proof of date of construction (in case of already construction building).
 - iv. Copy of ownership data of the site.

The Chief Inspector, if satisfied with the plan and documents attached along with the application given under sub-rule (3), shall retain one copy thereof in his office and send another copy to the inspector for necessary action.

📎 Necessary documents to fill the Registration Form

Please keep the following scanned documents ready with you for online registration. (*) files are Mandatory Files.

- ✓ Undertaking*
- ✓ Form No. 1-C*
- ✓ Process Flow Chart*
- ✓ Form No. 1-D*
- ✓ Form No. 1-E*
- ✓ Appointment letter of competent person*
- ✓ List of Machineries
- ✓ Other Documents

**Read the Instructions
Carefully and then click on
Start Filling Application**

📄 Start Filling Application

☰ Back To Project Page



Step 6: : Next step is to enter details of Building Plan, after filling the details, please Click on Save as Draft (save your application temporary and changes can be made) or Click on Save and Lock (lock your application and any change cannot be accepted as process of application will be started by department) .

Building Plan Approval
Mandatory Fields (*)
Max. Attachment Size: 4 MB

Date: 07-May-2017

To
Director Of Factories,
Labour Department Punjab,
SCO No. 87-88, Sector - 17 D,
Chandigarh - 160017

Subject: Application for submission of proposed Building Plan / Existing Building of **Satish Industries** under Factory Act. 1948 & Punjab Factory Rules 1952.

Dear Sir,

This is in reference to the subject cited above. In this regards Please find enclosed herewith Building Plans & Site Plans (Three Sets) dully certified by competent person along with following documents for your kind approval.

Competent Person / Architect* Sh. Rishi Garg

Name	Office Address	Mobile No.	License Expiry Date
Sh. Rishi Garg	S.C.O. No. 29, SST Nagar, Patiala	9814004598	24-Nov-2017

Is Building Constructed before 01-10-2008 (₹)

Building Cost (₹ In Lakhs)*
* 1% of proposed Building Cost

Undertaking* + ATTACHMENT
* In PDF format Less Than 4 MB
View Undertaking

Process Flow Chart* + ATTACHMENT
* In PDF format Less Than 4 MB
View Process Flow Chart

Form No. 1-D* + ATTACHMENT
* In PDF format Less Than 4 MB
View Form No. 1-D

Appointment letter of competent person* + ATTACHMENT
* In PDF format Less Than 4 MB
View Appointment Letter of Competent Person

Other Documents + ATTACHMENT
* In PDF format Less Than 4 MB

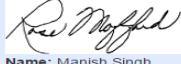
Building Information* Building Under Construction

Form No. 1-C* + ATTACHMENT
* In PDF format Less Than 4 MB
View Form No. 1-C

List of Machineries + ATTACHMENT
* In PDF format Less Than 4 MB
View Machinery Details

Form No. 1-E* + ATTACHMENT
* In PDF format Less Than 4 MB
View Form No. 1-E

Thanking You
Yours Faithfully



Name: Manish Singh
(for M/s. Satish Industries)

Address: Main Road
Ludhiana
Ludhiana, 324234
Punjab, India

Note: **Save as Draft** will save your Factory as temporary and changes can be made.
Save and Lock will lock your application and any change can not be accepted as process of application will be started by department.

Save as Draft
 Save and Lock
Back To Details

Click on Save as Draft or Save and Lock after entering the details

Step 7: : Check Details of your license and click on **Pay Now** Button .

Application Form Submitted Successfully

Application for: BuildingPlan Applied on: 07-May-2017 12:13:32

Business Entity: Satish Industries **Site Details:** Main road
Manufacturing Process: Producing Plastic **Contact Person:** Manish Singh, 9845632145, ddf@gmail.com

Payment Details

File No	20170543618
Applied For	Building Plan Approval
Establishment Name	Satish Industries
Status	Building Plan Application Submitted But Fee is Pending
Amount	45000.00
Submitted on	07-May-2017 12:16:45

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

Pay Now Back to Details

Step 8: :Select the mode of your made and click on Proceed .

Make Payment GO BACK

Application for: BuildingPlan Applied on: 07-May-2017 12:13:32

Business Entity: Satish Industries **Site Details:** Main road
Manufacturing Process: Producing Plastic **Contact Person:** Manish Singh, 9845632145, ddf@gmail.com

Fees Paid Fees Pending

P Select Payment Method

Online - Through OSCS Payment Gateway Offline - On Desk Payment

F Select forms for payment

Clearance	Statutory Fee	Balance Fee Due	Balance Fee Paid / Received	Total Fees
<input checked="" type="checkbox"/> Building Plan Approval	₹ 45000.00	₹ 0	₹ 0.00 / ₹ 0	₹ 45000
Total	₹ 45000	₹ 0	₹ 0	₹ 45000

Proceed Back to Details

Click on Proceed button process Payment



Step 9: :Enter the payment details and Click on Submit button .

Add Offline Payment Details GO BACK

Application for: **ContractLabour** Applied on: 07-May-2017 11:39:43

Business Entity: rtytry **Site Details:** rtyrty
Manufacturing Process: rtyrty **Contact Person:** Testdfg Testyrtyrty, 8146679953, jagi.kahlon07@gmail.com

Payment Mode: * Challan No NEFT / RTGS

Challan No. : *

Payment Date: *

Bank: *

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

	Statutory Fee	Balance Fee	Total Fee
Building Plan	₹ 9090.00	₹ 0.00	₹ 9090.00
Total	₹ 9090.00	₹ 0.00	₹ 9090.00


Comments: *

Submit

Click on Submit after entering Payment Details



Step 10: :Application for Building Plan has been submitted Successfully.

 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	20170543618
Applied For	Building Plan Approval
Establishment Name	Satish Industries
Status	Application Form submitted and Fee Paid Offline
Submitted on	07-May-2017 12:18:45

Amount	45000.00
Transaction/Challan No	43455
Transaction/Challan Date	10-May-2017 00:00:00
Bank Name	IDFC
Download Acknowledgement Receipt	Download Here

[Back to Details](#)



Step 11: Tracking and monitoring of application:

Project Profile

+ New Registration

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

sanchit jain
9638529639
sanchit@gmail.com

Small Industries Small Industries 29-Jun-2017

File No.	Act Name	Submitted On	Licence	Validity	Processing Days	Status	Action
PEF-20170691921	Building Plan Approval	29/Jun/2017			30	Application Form Submitted and Fee Paid Offline	In Process

Apply For Licence View all Licences

[Note]: Click on **Apply for Registration of Factory Licence** under Punjab Factories Rules 1948, **Registration of Shop and Commercial** under Punjab and Commercial Establ. Act 1958, **Registration of Establishment employing contract workers(Principal Employer)** under Contract Labour Act 1970, **Licencing of Contract Labour** under The Contract Labour (R&A) Act 1970

Click here to track and monitor your application where it is pending



Step 12: Track and monitor application for both officer and industry user.

Welcome to

Application Details

Status Description	Status Date	Sender	Receiver	Requested For
Application Form Submitted and Fee Paid Offline	Jul 6 2017 7:28AM	Industry Punjab	Jaspreet singh	Building Plan Approval under Factory Act 1948
Following objection noted. 1. Address is incorrect	Jul 6 2017 4:27PM	Jaspreet singh	Industry Punjab	Building Plan Approval under Factory Act 1948
Objection Resolved :Resolved	Jul 6 2017 4:29PM	Industry Punjab	Jaspreet singh	Building Plan Approval under Factory Act 1948
I have scrutinized the submitted application form for Approval of Building Plan. Submitted form is complete in all respect.	Jul 6 2017 4:40PM	Jaspreet singh	mona puri	Building Plan Approval under Factory Act 1948
The Case is Approved we may issue the requested service.	Jul 6 2017 4:40PM	mona puri	Jaspreet singh	Building Plan Approval under Factory Act 1948
We are pleased to inform you that requested service has been issued.	Jul 6 2017 4:41PM	Jaspreet singh	Industry Punjab	Building Plan Approval under Factory Act 1948

Close

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