

**Instruction Procedure to be followed for submission of common application form(CAF) for the purpose of registration and grant of licence under the provisions of the Factories Act,1948 read with W.B. Factories Rules,1958.**

1) First of all to submit the following documents prior to construction or taking into use any building on any site as a factory for approval of the Chief Inspector of Factories, WB in accordance with Rule 3 of WB Factories Rules 1958,-

An application as nearly as possible in Form No 1 accompanied by a flow chart of the manufacturing process, copy of consent to establish issued by WBPCB, and plans( in duplicate for factories under Kolkata jurisdiction and in triplicate for factories under district offices of this directorate) showing –

- i) the site of the factory and immediate surroundings including adjacent buildings and other structures, roads, drains etc and
- ii) the plan, elevation and necessary cross-sections of the various buildings drawn to scale indicating all relevant details relating to construction of walls and roofing, natural lighting, ventilation and means of escape in case of fire. The plans shall also clearly indicate the position of plant and machinery, aisles, and passage ways.

After scrutiny of the plans and the site plan, the same shall be finally approved by the Chief Inspector of Factories, WB if found in order. One set of the approved plans bearing approval no and date shall be handed over to the respective occupier of the factory.

Further as per Rule 4 of the said Rules, the occupier of every factory has to submit an application for registration and grant of licence as nearly as possible in Form no 2 duly signed by the occupier and manager of the factory in duplicate at least 15 days before he begins to occupy or use the premises as a factory. Such application shall be accompanied by the following documents:-

- i) original TR 7 showing payment of fees as per schedule A,B,C, whichever is applicable under the head of account “0230-Labour and Employment-00-104-fees realized under the Factories Act,1948” and account code- 023-000-104-00-116. In case of the factory to be covered under section 85 the licence fee is fixed amounting to Rs250 per calendar year at present.
- ii) authenticated copy of trade licence
- iii) authenticated copy of consent to operate issued by WBPCB,
- iv) document in support of the ownership of the premises(authenticated copy of land deed, rent receipt, lease agreement etc.)
- v) authenticated copy of E.S.I coverage letter, wherever applicable,
- vi) list of machinery showing individual horsepower/KW rating
- vii) authenticated copy of memorandum of articles of association & Form No 32 in case of change of Directors( both incoming and outgoing) in case of Pvt. Ltd./Ltd. company

OR

Copy of partnership deed in case of partnership firm

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viii) For factories owned or controlled by the central govt/state govt/local authority notification from the appropriate ministries /Dept. of the Govt. regarding appointment of occupier of the factory .