

STANDARD OPERATING PROCEDURE (SOP)

Renewal of Boilers under
The Boilers Act, 1923

Department of Labour and Employment

Government of J&K

Name of Service

Renewal of Boilers under The Boilers Act, 1923.

Name of Department

Department of Labour and Employment, GoJK.

Policy/Government Order

The Boilers Act, 1923.

Documents Checklist

#	Document name	Type	Mandatory
1.	Registration/ previous renewal certificate of Boiler	PDF	Yes
2.	Scanned copy of boiler folder containing certificates of manufacture and tests of all Boiler mountings and fittings	PDF	Yes
3.	Scanned copy of drawings of boiler and steam pipeline	PDF	Yes
4.	Scanned copy of layout of steam pipeline	PDF	Yes
5.	Scanned copy of certificate of competency of boiler attendant	PDF	Yes
6.	Scanned copy of welder's qualification certificate approved under IBR 1950.	PDF	Yes
7.	Application on letterhead stating Boiler Registration Number.	PDF	Yes
8.	Photocopy of PAN Card of the owner.	PDF	Yes
9.	ID proof of the applicant (Aadhaar Card/Pan Card/Ration card/Driving License)	PDF/JPEG	Yes

Fees

#	Fees for Registration and Renewal of Boilers	
1	For Small Industrial Boilers as per Chapter XIV of Regulations	Rs. 1200/-
2	For boiler rating not exceeding 10 sq. meters.	Rs. 1800/-
3	For boiler rating exceeding 10 sq. Meters but not exceeding 30 sq. Meters.	Rs. 2400/-

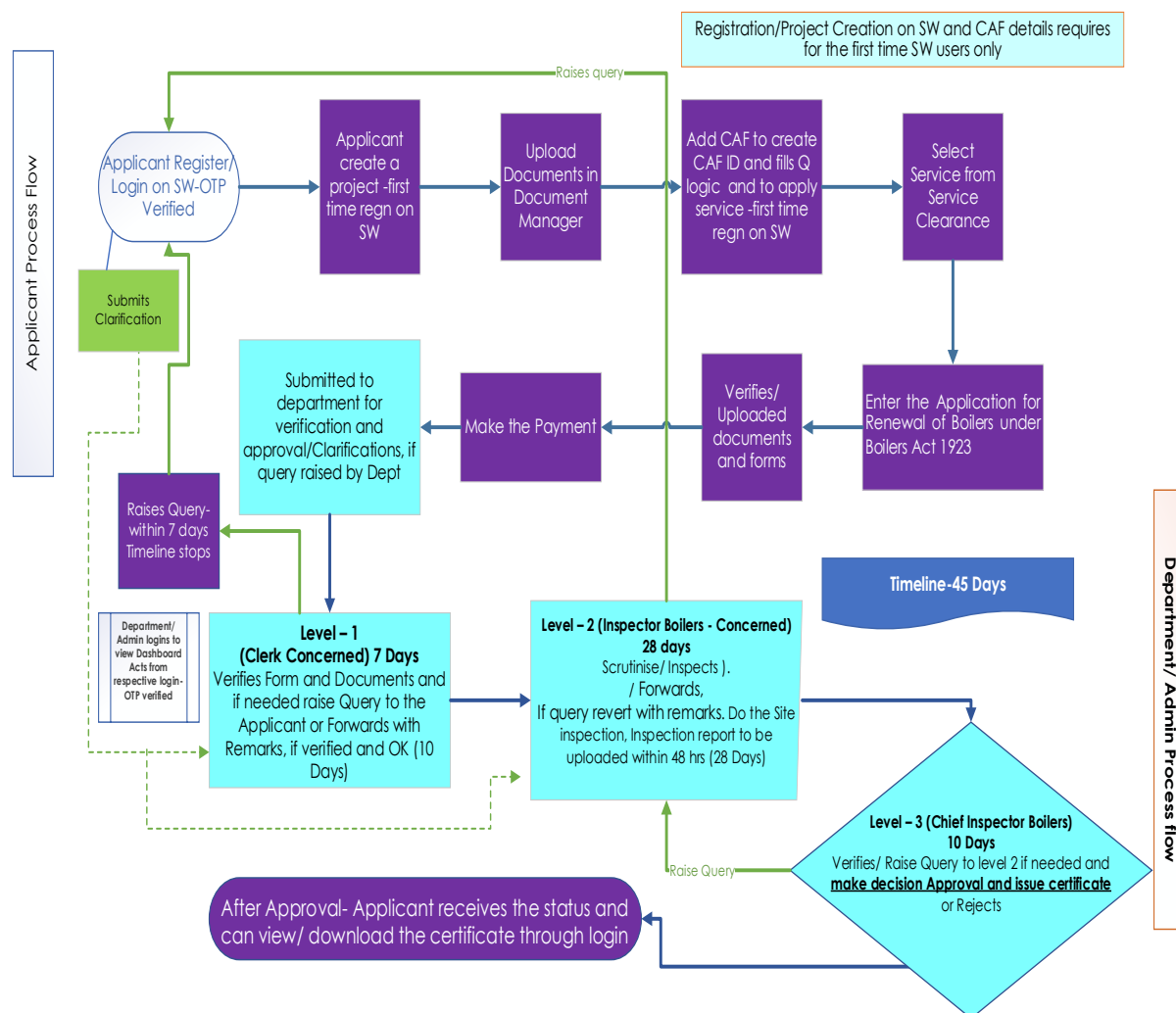
#	Fees for Registration and Renewal of Boilers	
4	For boiler rating exceeding 30 sq. Meters but not exceeding 50 sq. Meters.	Rs. 2700/-
5	For boiler rating exceeding 50 sq. Meters but not exceeding 70 sq. Meters.	Rs. 3300/-
6	For boiler rating exceeding 70 sq. Meters but not exceeding 90 sq. Meters.	Rs. 3900/-
7	For boiler rating exceeding 90 sq. Meters but not exceeding 110 sq. Meters.	Rs. 4500/-
8	For boiler rating exceeding 110 sq. Meters but not exceeding 200 sq. Meters.	Rs. 5100/-
9	For boiler rating exceeding 200 sq. Meters but not exceeding 400 sq. Meters.	Rs. 5700/-
10	For boiler rating exceeding 400 sq. Meters but not exceeding 600 sq. Meters.	Rs. 6600/-
11	For boiler rating exceeding 600 sq. Meters but not exceeding 800 sq. Meters.	Rs. 7200/-
12	For boiler rating exceeding 800 sq. Meters but not exceeding 1000 sq. Meters.	Rs. 8100/-
13	For boiler rating exceeding 1000 sq. Meters but not exceeding 1200 sq. Meters.	Rs. 9600/-
14	For boiler rating exceeding 1200 sq. Meters but not exceeding 1400 sq. Meters.	Rs. 10800/-
15	For boiler rating exceeding 1400 sq. Meters but not exceeding 1600 sq. Meters.	Rs. 12600/-
16	For boiler rating exceeding 1600 sq. Meters but not exceeding 1800 sq. Meters.	Rs. 13500/-
17	For boiler rating exceeding 1800 sq. Meters but not exceeding 2000 sq. Meters.	Rs. 15000/-

#	Fees for Registration and Renewal of Boilers	
18	For boiler rating exceeding 2000 sq. Meters but not exceeding 2200 sq. Meters.	Rs. 16200/-
19	For boiler rating exceeding 2200 sq. Meters but not exceeding 2400 sq. Meters.	Rs. 18000/-
20	For boiler rating exceeding 2400 sq. Meters but not exceeding 2600 sq. Meters.	Rs. 18900/-
21	For boiler rating exceeding 2600 sq. Meters but not exceeding 2800 sq. Meters.	Rs. 20400/-
22	For boiler rating exceeding 2800 sq. Meters but not exceeding 3000 sq. Meters.	Rs. 21600/-
NOTE: For the boiler rating exceeding 3000 sq. meters, an additional fee of Rs. 600/- for every additional 200 sq. Meters or part there of shall be charged.		

#	Fees for Inspection of Boilers for Renewal of Registration	
1	For Small Industrial Boilers as per Chapter XIV of Regulations	Rs. 1000/-
2	For boiler rating not exceeding 10 sq. Meters.	Rs. 1600/-
3	For boiler rating exceeding 10 sq. Meters but not exceeding 30 sq. Meters.	Rs. 2100/-
4	For boiler rating exceeding 30 sq. Meters but not exceeding 50 sq. Meters.	Rs. 2400/-
5	For boiler rating exceeding 50 sq. Meters but not exceeding 70 sq. Meters.	Rs. 2700/-
6	For boiler rating exceeding 70 sq. Meters but not exceeding 90 sq. Meters.	Rs. 3400/-
7	For boiler rating exceeding 90 sq. Meters but not exceeding 110 sq. Meters.	Rs. 4000/-
8	For boiler rating exceeding 110 sq. Meters but not exceeding 200 sq. Meters.	Rs. 4500/-
9	For boiler rating exceeding 200 sq. Meters but not exceeding 400 sq. Meters.	Rs. 5000/-

#	Fees for Inspection of Boilers for Renewal of Registration	
10	For boiler rating exceeding 400 sq. Meters but not exceeding 600 sq. Meters.	Rs. 5800/-
11	For boiler rating exceeding 600 sq. Meters but not exceeding 800 sq. Meters.	Rs. 6300/-
12	For boiler rating exceeding 800 sq. Meters but not exceeding 1000 sq. Meters.	Rs. 7100/-
13	For boiler rating exceeding 1000 sq. Meters but not exceeding 1200 sq. Meters.	Rs. 8400/-
14	For boiler rating exceeding 1200 sq. Meters but not exceeding 1400 sq. Meters.	Rs. 9500/-
15	For boiler rating exceeding 1400 sq. Meters but not exceeding 1600 sq. Meters.	Rs. 11100/-
16	For boiler rating exceeding 1600 sq. Meters but not exceeding 1800 sq. Meters.	Rs. 11900/-
17	For boiler rating exceeding 1800 sq. Meters but not exceeding 2000 sq. Meters.	Rs. 13200/-
18	For boiler rating exceeding 2000 sq. Meters but not exceeding 2200 sq. Meters.	Rs. 14300/-
19	For boiler rating exceeding 2200 sq. Meters but not exceeding 2400 sq. Meters.	Rs. 15800/-
20	For boiler rating exceeding 2400 sq. Meters but not exceeding 2600 sq. Meters.	Rs. 16600/-
21	For boiler rating exceeding 2600 sq. Meters but not exceeding 2800 sq. Meters.	Rs. 18000/-
22	For boiler rating exceeding 2800 sq. Meters but not exceeding 3000 sq. Meters.	Rs. 19000/-
NOTE: For the boiler rating exceeding 3000 square meters, an additional fee of Rs.500/- for every additional 200 sq. Meters or part there of shall be charged		

Process Flow: Registration of Boiler under The Boilers Act, 1923



Procedure for the application for Registration of Boiler under The Boilers Act, 1923

- I. Applicant registers himself/herself on single window system <http://www.singlewindow.jk.gov.in>. If, already registered on the portal then login with the registered user id and password
- II. Applicants get the registration information on registered email id and registered mobile number.
- III. Your first step is to create a Project (a Project can be your new or existing Business/Industry).
- IV. Once a Project is created, you can fill the Common Application Form for the Project where all the common details required for the project are filled.
- V. Once CAF Id is created, from all the available Forms, click on the Form/Registration you want to apply for.

- VI. Before filling the forms, you will be given instructions about the documents required to submit along with the form. You need to upload these documents before filling the form.
- VII. Now you can apply for Renewal of Boilers.
- VIII. Make payment of necessary application processing fees online using your debit card/ credit card/ net banking facility
- IX. Filled application form will be submitted to Concerned Clerk
- X. After online receipt of application form for issuance of Registration of Boilers with all the necessary documents mentioned above the Concerned Clerk shall scrutinize the application along with uploaded documents
- XI. In case of deficiency Clerk shall report the deficiency to the applicant within 7 working days.
- XII. If there is no deficiency the Clerk shall recommend the application to Inspector Boilers having jurisdiction of the area, who in turn will conduct the Physical inspection of the Site and submit the inspection report within 28 working days to Chief Inspector Boilers.
- XIII. If there is no deficiency the Chief Inspector Boilers shall issue or reject the same within 10 working days
- XIV. The certificate can be downloaded from the applicant login.

** Applicant needs to apply 2 months prior to the date of completion of Registration.*

Form Fields:

#	Section	Caption Name	Type of Field	Mandatory (Yes/No)
1.	Renew Boiler License	Enter Old Existing Registration / Approval Certificate File*	Upload Option	Yes
2.		Previous Registration Number	Alpha/numeric	Yes
3.		Annual Return Filled	Pop Up	Yes
4.	Establishment Details	Name of the establishment where boiler is installed	Alpha/numeric	Yes
5.		Address	Alpha/numeric	Yes
6.		City	Alpha	Yes
7.		District	Alpha/Dropdown	Yes
8.		Circle*	Alpha/numeric	Yes
9.		Pin code: *	Numeric	Yes
10.		Nature of work which is carried on this establishment*	Alpha/numeric	Yes
11.		Boiler Rating (in sq. meters)	Numeric	Yes

#	Section	Caption Name	Type of Field	Mandatory (Yes/No)
12.	Documents	Scanned copy of boiler folder containing certificates of manufacture and tests of all Boiler mountings and fittings	Upload Option	Yes
13.		Scanned copy of drawings of boiler and steam pipe line	Upload Option	Yes
14.		Scanned copy of layout of steam pipe line	Upload Option	Yes
15.		Scanned copy of certificate of competency of boiler attendant	Upload Option	Yes
16.		Scanned copy of welder's qualification certificate approved under IBR 1950*	Upload Option	Yes
17.		A copy of SSI/large & Medium Unit Memorandum filed with DIC.	Upload Option	Yes
18.		The request from the unit for boiler installation and subsequent registration of boiler.	Upload Option	Yes
19.		Boiler Purchase Bill.	Upload Option	Yes
20.		Partnership deeds/Memorandum and Articles of Association.	Upload Option	Yes
21.		Do you want to transfer boiler records from other state under J&K Boiler Act SVT. 1991(1934 A.D.)	Radio Button	Yes
i	Submission of application with last certificate of Boiler	Upload Option	Yes	
ii	Letter from Seller	Upload Option	Yes	
iii	On receipt of letter from DoB/CIB of concerned State.	Upload Option	Yes	
22.	Other supporting documents if any	Upload Option	No	

Do's and Don'ts

Do's

1. Ensure that relevant document as mentioned in the Standard Operating Procedure is uploaded at appropriate place.
2. Reply at the earliest or in 7 days to the clarification raised by the Department Officer for the Application.
3. Raise grievances on Single Window, if Approval is not granted within specified timeline.
4. Download your Approval certificate/ License/Registration etc. from the portal only.

Don'ts

1. There is no need to visit the Dept. for approval or any clarification.
2. Don't submit any physical hard copy of document to the Dept.
3. Don't upload irrelevant documents in the Application which is not mentioned in the Document Checklist

References:

1. The Boilers Act, 1923 ([THE BOILERS ACT, 1923 \(dpiit.gov.in\)](http://dpiit.gov.in))
2. PSGA General Administration Department, Jammu & Kashmir.
([showpdf.aspx \(jkgad.nic.in\)](http://showpdf.aspx (jkgad.nic.in)))