

STANDARD OPERATING PROCEDURE (SOP) Renewal of Manufacturer/ Repairer of Boiler, Pressure Vessel, Heat Exchanger, Economizer, Pipes, Tubes, Valves & Fittings under The Boilers Act, 1923.

Department of Labour and Employment

Government of J&K

Name of Service

Renewal of Manufacturer/Repairer of Boiler, Pressure Vessel, Heat Exchanger, Economizer, Pipes, Tubes, Valves & Fittings under The Boilers Act, 1923.

Name of Department

Department of Labour and Employment, GoJK.

Policy/Government Order

The Boilers Act, 1923.

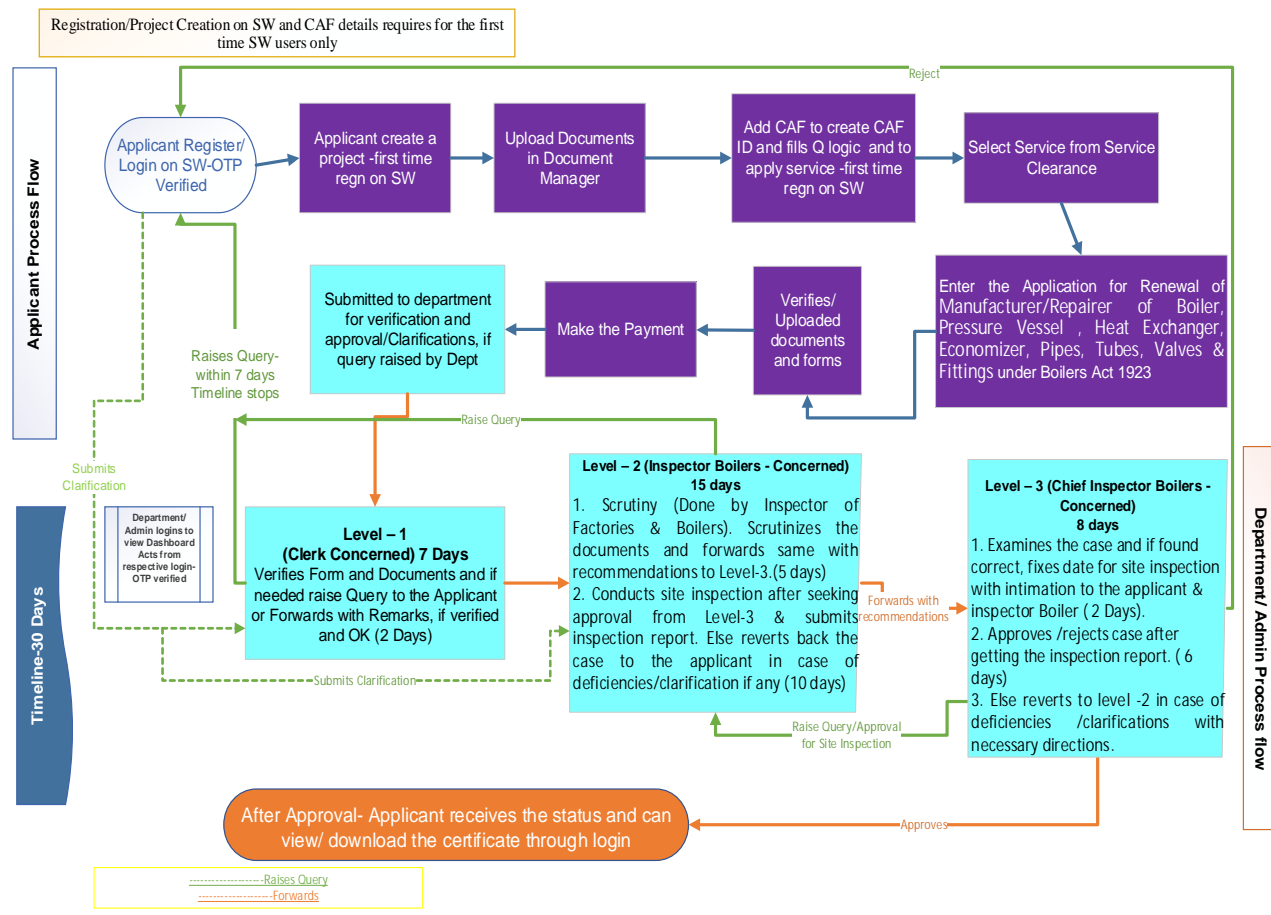
Documents Checklist

#	Document name	Type	Mandatory
1.	Copy of approval / last renewal	PDF	Yes
2.	List of works done during last year/two years	PDF	Yes
3.	Change in machinery, manpower, welders (wherever applicable) etc.	PDF	Yes
4.	List of Employees/Workers of Firm.	PDF	Yes
5.	List of newly appointed/ qualified welders (wherever applicable)	PDF	Yes
6.	Copies of newly appointed welders' certificates wherever applicable	PDF	Yes
7.	Other Supporting Documents, if any	PDF	Yes

Fees

#	Firm Type	Amount
(a)	For Approval of Firm for Pipe Fabrication.	Rs. 5000/-
(b)	For Approval of Firm as Boiler Repairer Firm.	
	Special Class Repairer	Rs. 15000/-
	Class I Repairer	Rs. 10000/-
	Class II Repairer	Rs. 5000/-
	Class III Repairer	Rs. 2500/-
(c)	For Approval of Firms for Manufacture of Boilers, Economizers, Pipes, Tubes, Pressure Vessels & HeatExchangers.	Rs. 20000/-
(d)	For Approval of Firms for Manufacture of Castings, Forgings, Valves, Cast, Forged & Plate flanges and such other fittings.	Rs. 5000/-

Process Flow: Renewal of Boiler Manufacturer under The Boilers Act, 1923



Procedure for the application for Renewal of Manufacturer/Repairer of Boiler, Pressure Vessel, Heat Exchanger, Economizer, Pipes, Tubes, Valves & Fittings 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 form, Applicant 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 Renewal of Manufacturer/Repairer of Boiler, Pressure Vessel, Heat Exchanger, Economizer, Pipes, Tubes, Valves & Fittings under The Boilers Act,1923.
- 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 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 will scrutinize the documents and give the recommendations to Chief Inspector Boilers within 5 working Days.
- XIII. Chief Inspector Boilers, if examines the case and fixes the date of inspection with the intimation to Inspector Boilers and Applicant within 2 working days.
- XIV. Inspector Boilers will conduct the Physical inspection of the Site and submit the inspection report within 10 working days to Chief Inspector Boilers.
- XV. If there is no deficiency the Chief Inspector Boilers shall issue or reject the same within 6 working days
- XVI. The certificate can be downloaded from the applicant login.

Form Fields:

#	Section	Caption Name	Type of Field	Mandatory (Yes/No)
1.	Renewal	Enter Old Existing Registration / Approval Certificate File*	Dropdown	Yes
2.		Previous Registration Number	Alpha/Numeric	Yes
3.		Annual Return Filled	Alpha/Numeric	Yes
4.	Establishment Details	Name of the establishment	Alpha/numeric	Yes
5.		Address	Alpha/numeric	Yes
6.		City	Alpha	Yes
7.		District	Alpha/Dropdown	Yes

#	Section	Caption Name	Type of Field	Mandatory (Yes/No)	
8.		Pin code: *	Numeric	Yes	
9.		Contact No	Numeric	Yes	
10.		Email Id	Alpha/Numeric	Yes	
11.		Year of establishment	Calendar	Yes	
12.		Workshop Details	Address	Alpha/numeric	Yes
13.			City	Alpha	Yes
14.	District		Alpha/Dropdown	Yes	
15.	Circle*		Alpha/numeric	Yes	
16.	Pin code: *		Numeric	Yes	
17.	Classification	Classification applied for	Dropdown	Yes	
18.	Establishment, other details	Type of jobs executed by the firm earlier with special reference to their maximum working pressure, temperature and the materials involved, with documentary evidence	Alpha/Numeric	Yes	
19.		Whether the firm has ever been approved by any Boilers' Directorate/Inspectorate? If so, give details	Radio Button	Yes	
20.		Has your request for recognition as a manufacturer/repairer under Indian Boiler Regulations, 1950 been rejected by any authority? If so, please give details	Radio Button	Yes	
21.		Whether having rectifier/generator, grinder, general tools and tackles, dye penetrant kit, expander and measuring instruments or any	Radio Button	Yes	

#	Section	Caption Name	Type of Field	Mandatory (Yes/No)
		other tools and tackles under regulation 392(5)(i)		
22.		Number of working sites to be handled by the firm simultaneously	Numeric	Yes
23.		Whether the firm is prepared to execute the job strictly in conformity with the regulations and maintain a high standard of work	Radio Button	Yes
24.		Whether the firm is prepared to accept full responsibility for the work done and is prepared to clarify any controversial issue, if required?	Radio Button	Yes
25.		Whether the firm is in a position to supply materials to required specification with proper test certificates if asked for	Radio Button	Yes
26.		Whether the firm has an internal quality control system of their own? If so, give details	Radio Button	Yes
27.	Detailed list of technical personnel with designation, educational qualifications and relevant experience who are permanently employed with the firm	Name of the Technical Person	Alpha/Numeric	Yes
28.		Designation	Alpha/Numeric	Yes
29.		Educational Qualification	Alpha/Numeric	Yes
30.		Work Experience (in years)	Numeric	Yes
31.	Documents	Copy of approval / last renewal	Upload Option	Yes

#	Section	Caption Name	Type of Field	Mandatory (Yes/No)
32.		List of works done during last year/two years	Upload Option	Yes
33.		Change in machinery, manpower, welders (wherever applicable) etc.	Upload Option	Yes
34.		List of Employees/Workers of Firm.	Upload Option	Yes
35.		List of newly appointed/qualified welders (wherever applicable)	Upload Option	Yes
36.		Copies of newly appointed welders' certificates wherever applicable	Upload Option	Yes
37.		Other Supporting Documents, if any	Upload Option	Yes

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)))

ANNEXURE A

Application Form/Questionnaire

1. (a) Registered name of the firm and its permanent address:
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.....
(b) Address of the workshop:
2. Year of establishment:
3. Classification applied for:-
 - (a) Special Class (For any boiler pressure)
 - (b) Class I (For boiler pressure upto 125 kg/sqcm.)
 - (c) Class II (For boiler pressure upto 40 kg/sqcm.)
 - (d) Class III (For boiler pressure upto 17.5 kg/sqcm.)
4. Type of jobs executed by the firm earlier with special reference to their maximum working pressure, temperature and the materials involved, with documentary evidence
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.....
.....
5. (a) Whether the firm has ever been approved by any Boilers' Directorate/ Inspectorate? If so, give details
.....
(b) Has your request for recognition as a manufacturer/repairer under Indian Boiler Regulations, 1950 been rejected by any authority? If so, please give details
.....
.....
6. Whether having rectifier/generator, grinder, general tools and tackles, dye penetrant kit, expander and measuring instruments or any other tools and tackles under regulation 392(5)(i)
.....
7. Detailed list of technical personnel with designation, educational qualifications and relevant experience (attach copies of documents) who are permanently employed with the firm
.....
.....

8. How many working sites can be handled by the firm simultaneously?
.....
.....
9. Whether the firm is prepared to execute the job strictly in conformity with the regulations and maintain a high standard of work?
.....
.....
10. Whether the firm is prepared to accept full responsibility for the work done and is prepared to clarify any controversial issue, if required?
.....
.....
11. Whether the firm is in a position to supply materials to required specification with proper test certificates if asked for?
.....
.....
12. Whether the firm has an internal quality control system of their own? If so, give details
.....

ANNEXURE B: (OUTPUT FORM FOR RENEWAL OF APPROVAL)

Approval No:

Renewal No:

Dated:

Firm Name

Firm Address

Sub: - Renewal of approval as a "Type of Approval & Category / Size" as per Indian Boiler Regulations, 1950 and its latest amendments.

Ref: - Your online application vide ID "Application ID" Dt: _____

With reference to your online application vide (Application ID), dated (Application Date), on above subject, I have to inform you that your approval as "Type of Approval & Category / Size recommended" as per Indian Boiler Regulation 1950 and its latest amendments is renewed for a period of two Years from the date of issuance of this renewal, subject to conditions laid down in letter of approval.

You are informed to submit your next application for renewal atleast two months before the expiry date.

(Name)

Chief Inspector of Boilers,

Jammu/Kashmir

Copy to:

1. Inspector of Boilers, Jammu / Kashmir (Send auto email)