

# STANDARD OPERATING PROCEDURE (SOP)

Registration of Boilers under  
The Boilers Act, 1923

**Department of Labour and Employment**

Government of J&K

### Name of Service

Registration 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	Scanned copy of boiler folder containing certificates of manufacture and tests of all Boiler mountings and fittings	PDF	Yes
2	Scanned copy of drawings of boiler and steam pipeline	Pdf	Yes
3	Scanned copy of layout of steam pipeline	PDF	Yes
4	Scanned copy of certificate of competency of boiler attendant	PDF	Yes
5	Scanned copy of welder's qualification certificate approved under IBR 1950.	PDF	Yes
6	Purchase bill/Transfer Letter from DoB/CIB of the Boiler	JPEG	Yes
7	Partnership deed/MOA, if applicable.	PDF	Yes
8	Passport size Photograph of owner/Occupier.	JPEG	No
9	ID proof of the applicant (Aadhaar Card/Pan Card/Ration card/Driving Licence)	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/-
4	For boiler rating exceeding 30 sq. Meters but not exceeding 50 sq. Meters.	Rs. 2700/-

#	Fees for Registration and Renewal of Boilers	
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/-
18	For boiler rating exceeding 2000 sq. Meters but not exceeding 2200 sq. Meters.	Rs. 16200/-

#	Fees for Registration and Renewal of Boilers	
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.**

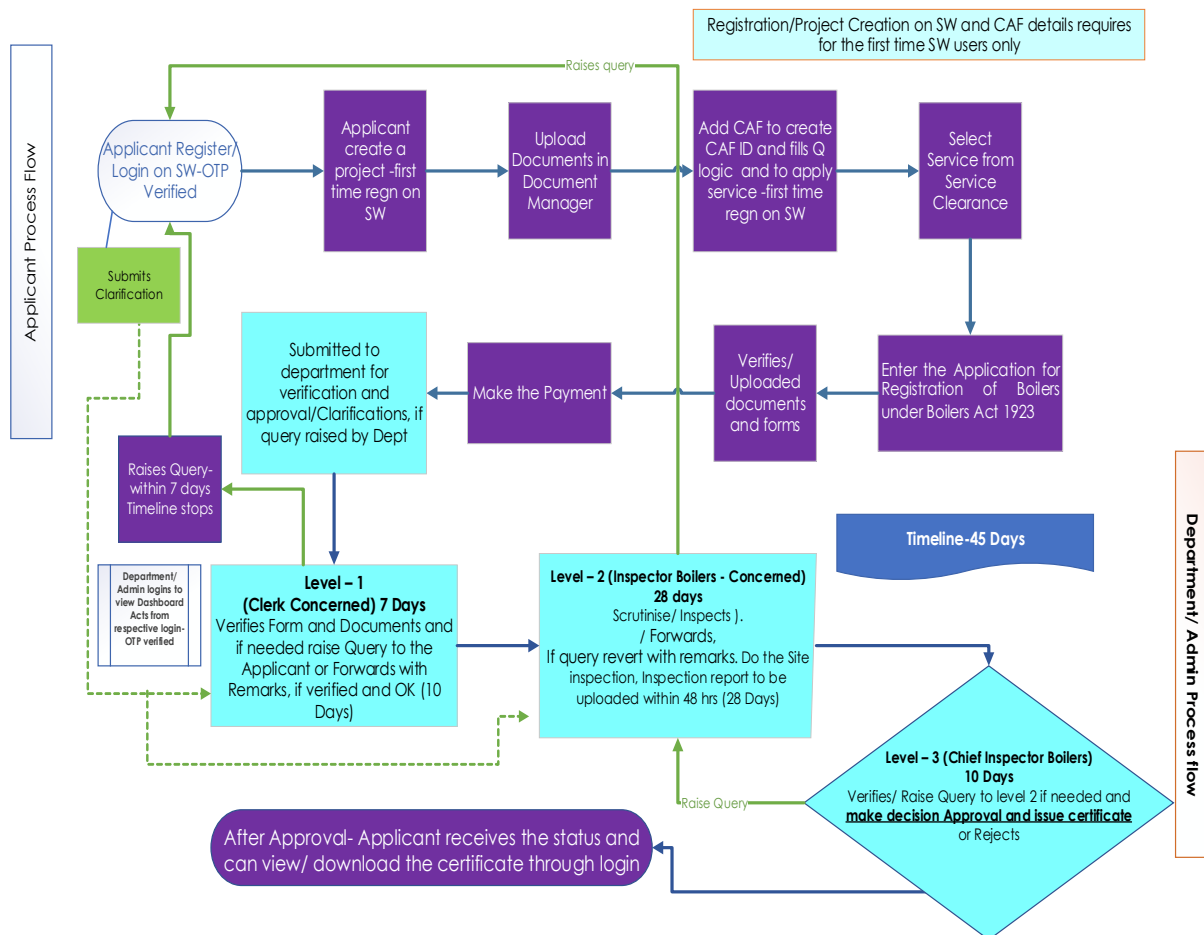
#	Fees for Inspection of Boilers for Renewal of Registration	
1	For Small Industrial Boilers as per Chapter XIV of Regulations	Rs. 1000/-
2	For boiler rating not exceeding 10 sq. Meters.	Rs. 1600/-
3	For boiler rating exceeding 10 sq. Meters but not exceeding 30 sq. Meters.	Rs. 2100/-
4	For boiler rating 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/-

#	Fees for Inspection of Boilers for Renewal of Registration	
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/-
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/-

#	Fees for Inspection of Boilers for Renewal of Registration	
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





## Step by Step Procedure for the application for Registration of Boiler under The Boilers Act, 1923 from Applicant and Department side along with timelines

### Applicant Side:

- 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 Registration of Boilers.
- VIII. Make payment of necessary application processing fees online using your debit card/ credit card/ net banking facility

### Department Side:

- 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. **(Timeline 7 days)**
- XII. If there is no deficiency the Clerk shall recommend the application to Inspector Boilers having jurisdiction of the area, who is turn will conduct the Physical inspection of the Site and submit the inspection report within **28** working days to Chief Inspector Boilers. **(Timeline 28 days)**  
If there is no deficiency the Chief Inspector Boilers shall issue or reject the same within **10** working days **(Timeline 10 days)**
- XIII. The certificate can be downloaded from the applicant login.

### Form Fields:

#	Section	Caption Name	Type of Field	Mandatory (Yes/No)
1.	Establishment Details	Name of the establishment where boiler is installed	Alpha/numeric	Yes
2.		Address	Alpha/numeric	Yes
3.		City	Alpha	Yes
4.		District	Alpha/Dropdown	Yes
5.		Circle*	Alpha/numeric	Yes
6.		Pin code: *	Numeric	Yes
7.		Nature of work which is carried on this establishment*	Alpha/numeric	Yes
8.		Boiler Rating (in sq. meters)	Numeric	Yes
9.	Documents	Scanned copy of boiler folder containing certificates of manufacture and tests of all Boiler mountings and fittings	Upload Option	Yes
10.		Scanned copy of drawings of boiler and steam pipe line	Upload Option	Yes
11.		Scanned copy of layout of steam pipe line	Upload Option	Yes
12.		Scanned copy of certificate of competency of boiler attendant	Upload Option	Yes
13.		Scanned copy of welder's qualification certificate approved under IBR 1950*	Upload Option	Yes
14.		A copy of SSI/large & Medium Unit Memorandum filed with DIC.	Upload Option	Yes
15.		The request from the unit for boiler installation and subsequent registration of boiler.	Upload Option	Yes
16.		Boiler Purchase Bill.	Upload Option	Yes



#	Section	Caption Name	Type of Field	Mandatory (Yes/No)
17.		Partnership deeds/Memorandum and Articles of Association.	Upload Option	Yes
18.		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
19.		Other supporting documents if any	Upload Option	No

**Risk Categorization pertaining to Labour Department**

i. J&K State Pollution Control Board

As defined by Government Order No 82-SPCB of 2018 dated 22-052018. Priorities of industries will be as follows:

Category	Inspection Schedule Based on Risk/pollution	
Red Category (High Risk)	<ul style="list-style-type: none"> <li>17 Categories of highly polluting industries as categorized by JKSPCB.</li> <li>Red Category of Industries other than those mentioned above</li> </ul>	Three months (Quarterly basis) Half Yearly
Orange Category	Orange Category of Industries	Once in a year
Green Category (Low Risk)	Green Category of Industries	Once in two years
	Exemption from inspection	To be inspected only in case of Public Complaints, Legal Cases and other mandatory requirements.

ii. Department of Labour and Employment

- As defined by Government Order No 56-L&E of 2018 dated 26-7-2018.
- For boilers, as defined by government from time to time.
- The risk based inspection of the Labour and Employment department is as follows:



Category	Name of the Category	Inspection schedule based on risk/pollution	
I	<b>Highly Hazardous:</b> All factories posing high risk to workers and general public i.e. having off-site and which would require outside help to combat serious accident.	Fertilizer, LPG (Bottling and Storage), Pesticides, Chemical and Pharmaceutical units and other red category units.	Once in six Months
II	<b>Moderately Hazardous:</b> All factories with medium hazard i.e. having on-site risk	Solvent Extraction Plants, Hydrogenating Plants, Paper Mills,	Once in six Months

	only and wherein the accidents could be controlled by the resources on the plant itself or with the help of neighboring units.	Chlorine, Distilleries, Breweries and Sugar Factories.	
III	<b>Less Hazardous:</b> All factories except (i) & (ii) with less hazardous potential i.e. where accidents can be controlled by unit by own resources.	Factories covered under S 85 of the Factories Act 1948.	Once in a year
A	Factories involving mechanical and health hazards.	Rule framed under 21(2) Factories Act 1948 including Paper Mills, Textile Mills, Ice Plants/ Cold Storages, Thermal Power stations and Primary Metallurgical producing units i.e. Zinc, Cadmium, Lead, Mercury Nickel, Aluminum, Copper and Steel.	Once in a year
B	Factories involving health hazards.	Tanneries, Paper Mills not using Chlorine, Board Mills and factories employing 20 or more workers excepting Brick Kiln, Electronic Goods, Printing Press and Saw Mills.	Once in a year
C	Factories which are less prone to accidents	Not included in categories A & B	Once in a year



iii. Food, Civil Supplies and Consumer Affairs Department

As defined under the Legal Meteorology (General Rules) 2011. However, following High Risk category establishments shall come under the preview of JKCIS:

- a. Non- Automatic weighing Instruments
- b. Dispensing Units
- c. Automatic Gravimetric Filling Instruments

Sd/-  
(Manoj Kumar Dwevidi) IAS  
**Commissioner Secretary to the Government  
Industries and Commerce Department**

No: IND/DIC-102/2014-III

Dated: 28.01.2021

Copy to the:-

1. All Financial Commissioners.
2. Principal Secretary to the Lieutenant Governor.
3. Director General, J&K Institute of Management, Public Administration and Rural Development, Jammu.
4. Commissioner/ Secretaries to the Government, Labour & Employment Department.
5. Joint Secretary (J&K), Ministry of Home Affairs, Government of India.
6. Director, Information J&K.
7. Administrative Secretary, Food Civil Supplies and Consumer Affairs Department.
8. Director, Archives, Archaeology and Museums.
9. Member Secretary, Jammu & Kashmir State Pollution Control Board.
10. Private Secretary to Commissioner/ Secretary to the Government, Industries and Commerce Department.
- ✓ 11. In-charge website, I&C Department.
12. Notification file.

  
(Sartaj Hussain Madni)  
Deputy Secretary to the Government

## 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))