

STANDARD OPERATING PROCEDURE (SOP)

Registration 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

Registration 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.

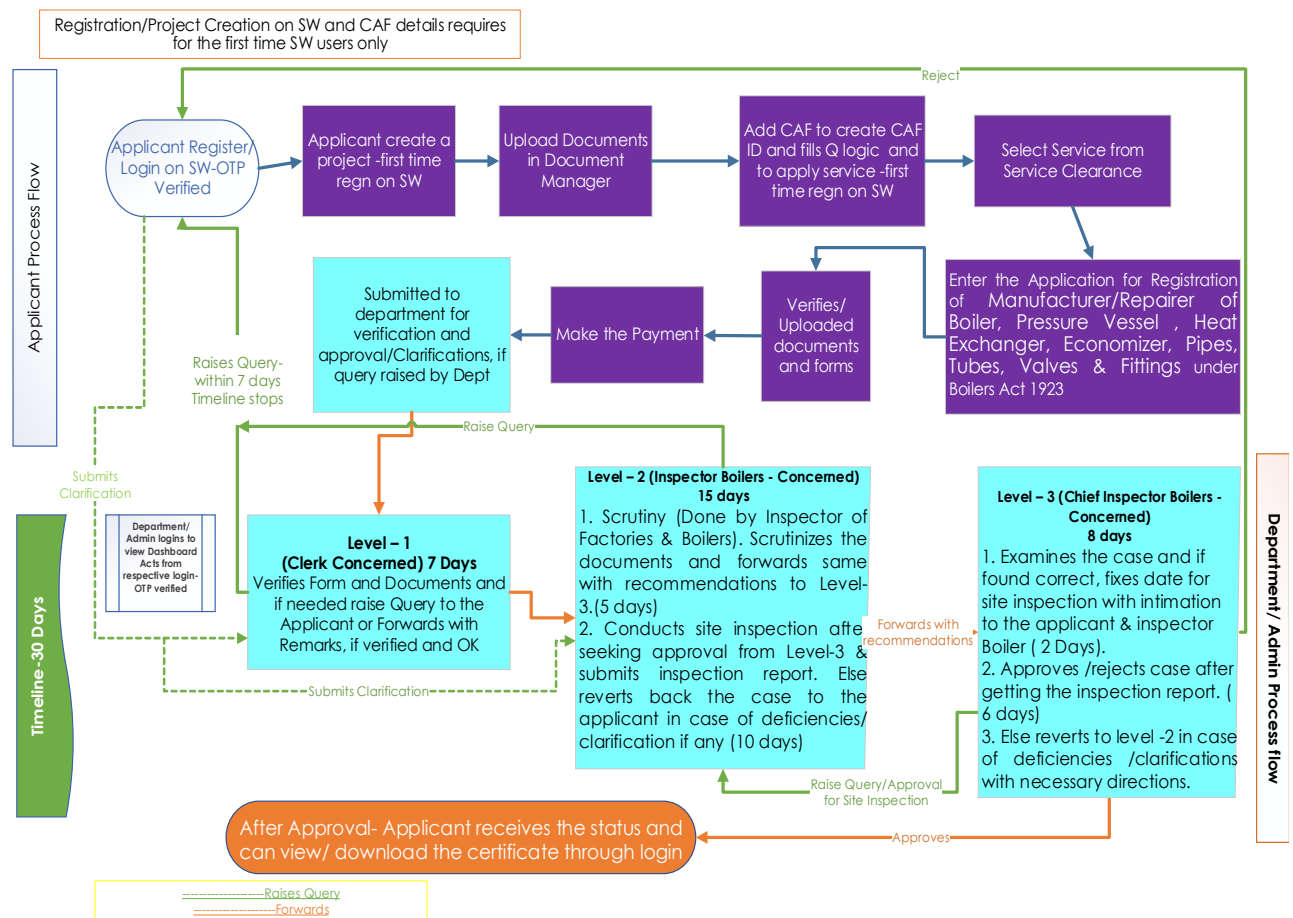
Documents Checklist

#	Document name	Type	Mandatory
1	Few photographs of plant and machinery	PDF/JPEG/JPG	Yes
2	Applicant's Photograph	PDF/JPEG/JPG	Yes
3	Applicant's Qualification details	PDF	Yes
4	Copy of NOC for the activities of firm from local authority/DIC to undertake manufacturing activities	PDF	Yes
5	Copy of Power Sanction Letter/Electricity bill	PDF	Yes
6	Copy of Plan of factory showing Machinery Layout	PDF	Yes
7	List of Employees/Workers of Firm.	PDF	Yes
8	List of IBR certified welders' details	PDF	Yes
9	Copies of welders' certificates wherever applicable	PDF	No
10	Certificate of consent to establish/operate from J&K State Pollution Control Board	PDF	Yes
11	List of previous works carried out	PDF	Yes
12	List of Tools and tackles with technical specifications, make, capacity etc	PDF	Yes
13	Lease Deed	PDF	Yes
14	Partnership Deed if applicable	PDF	No
15	Other Supporting Documents, if any	PDF	No

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: Registration of Boiler Manufacturer under The Boilers Act, 1923



Step by step Procedure for the application for Registration of Manufacturer/Repairer of Boiler, Pressure Vessel, Heat Exchanger, Economizer, Pipes, Tubes, Valves & Fittings under The Boilers Act,1923. through Single Window Clearance System from Applicant and Department side along with timeline.

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 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 Registration of Registration 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

Department side:

- 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. **(Timeline 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 **15** working Days. **(Timeline 15 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 **8** working days **(Timeline 8 days)**
- XVI. 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	Alpha/numeric	Yes
2.		Address	Alpha/numeric	Yes
3.		City	Alpha	Yes
4.		District	Alpha/Dropdown	Yes
5.		Pin code: *	Numeric	Yes
6.		Contact No	Numeric	Yes
7.		Email Id	Alpha/Numeric	Yes
8.		Year of establishment	Calendar	Yes
9.	Workshop Details	Address	Alpha/numeric	Yes
10.		City	Alpha	Yes
11.		District	Alpha/Dropdown	Yes
12.		Circle*	Alpha/numeric	Yes
13.		Pin code: *	Numeric	Yes
14.	Firm Type	Classification applied for	Dropdown	Yes
15.	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
16.		Whether the firm has ever been approved by any Boilers' Directorate/Inspectorate? If so, give details	Radio Button	Yes
17.		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

#	Section	Caption Name	Type of Field	Mandatory (Yes/No)
18.		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)	Radio Button	Yes
19.		Number of working sites to be handled by the firm simultaneously	Numeric	Yes
20.		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
21.		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
22.		Whether the firm is in a position to supply materials to required specification with proper test certificates if asked for	Radio Button	Yes
23.		Whether the firm has an internal quality control system of their own? If so, give details	Radio Button	Yes
24.		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
25.	Designation		Alpha/Numeric	Yes
26.	Educational Qualification		Alpha/Numeric	Yes
27.	Work Experience (in years)		Numeric	Yes

#	Section	Caption Name	Type of Field	Mandatory (Yes/No)
28.	Documents	Few photographs of plant and machinery	Upload Option	Yes
29.		Applicant's Photograph	Upload Option	Yes
30.		Applicant's Qualification details	Upload Option	Yes
31.		Copy of NOC for the activities of firm from local authority/DIC to undertake manufacturing activities	Upload Option	Yes
32.		Copy of Power Sanction Letter/Electricity bill	Upload Option	Yes
33.		Copy of Plan of factory showing Machinery Layout	Upload Option	Yes
34.		List of Employees/Workers of Firm.	Upload Option	Yes
35.		List of IBR certified welders' details	Upload Option	Yes
36.		Copies of welders' certificates wherever applicable	Upload Option	Yes
37.		Certificate of consent to establish/operate from J&K State Pollution Control Board	Radio Button	Yes
38.		List of previous works carried out	Upload Option	Yes
39.		List of Tools and tackles with technical specifications, make, capacity etc	Upload Option	Yes
40.		Lease Deed	Upload Option	Yes
41.	Partnership Deed if applicable	Upload Option	No	

#	Section	Caption Name	Type of Field	Mandatory (Yes/No)
42.		Other Supporting Documents	Upload Option	No

Risk Categorization pertaining to Labour Department

jkindcom@gmail.com

Phone / Fax No:- (J) 0191-2546195
(S) 0194-2485585

Government of Jammu and Kashmir
Industries & Commerce Department
Civil Secretariat, Jammu


NOTIFICATION

Jammu the 28th of January, 2021

Subject: The Jammu and Kashmir Central Inspection System (JKCIS).

1. For a proficient business environment, synergy in inspections of various agencies regulating business is necessary to ensure that all relevant risks are properly addressed during inspection process. However, UT agencies often carry out inspections in silos and refrain from sharing information with other Departments.
2. Hence, it is proposed to develop and implement a Central Inspection System (integrated risk based shared inspection system) covering Department of Industries and Commerce, Department of Labour and Employment, J&K State Pollution Control Board and Food, Civil Supplies and Consumer Affairs. Under the Central Inspection System (CIS) all the inspections prescribed under various Acts and Rules will be directly reported online by the Inspectorates to synchronize multiple inspections.
3. Now, in suppression of the Notification issued vide No: IND/DIC-102/2014-VIII dated 02.07.2019; revised guidelines are hereby notified which shall oversee the Central Inspection System covering Labour, Factories and Boilers, Legal Meteorology and Pollution Control Board.

I. The Inspection Framework:

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- i. The CIS online system will comprise of computerized list of units drawn from the Data Base of the Single Window Portal. The selection for inspection of an establishment would be done through computerized risk assessment. The risk levels will depend on sector, history of compliance, etc.
 - ii. The list of industries to be inspected would be prepared in accordance with the set parameters based on which an inspection calendar shall be prepared. The compliance inspection shall be executed by respective

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"> • 17 Categories of highly polluting industries as categorized by JKSPCB. • Red Category of Industries other than those mentioned above 	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

- a. As defined by Government Order No 56-L&E of 2018 dated 26-7-2018.
- b. For boilers, as defined by government from time to time.
- c. 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	Highly Hazardous: 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	Moderately Hazardous: 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	Less Hazardous: 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))

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
.....
.....
.....
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 FORMAT FOR GRANT OF APPROVAL

Approval No:.....

Dated:.....

Firm Name:

Firm Address:

Sub: - 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 _____, on above subject and subsequent visit of competent person of this Chief Inspectorate to your workshop on Dated_____, for the purpose of verification of your competency as "Type of Approval", I have to inform you that the same is found satisfactory.

You are now provisionally approved as manufacturing or repairing or fabrication as "Type of Approval & Category / Size" as per Indian Boiler Regulations, 1950 & The Jammu & Kashmir Boiler Rules, 2020 and its latest amendment under the supervision of this Chief Inspectorate for a period two Years from the date issuance of this approval Order subject to the following conditions;

1. The drawings for manufacturing / fabrication / repair / shall be submitted to this office and provisional approval should be obtained before commencement of fabrication.
2. All material such as tubes, plates, pipes, bars etc. must be offered for inspection (and tests if required) before fabrication, along with certificates as prescribed and inspection of weld preparation before welding.
3. Only such welders who possess valid certificates in Form XIII issued by a Competent Authority as listed in Appendix - I of Indian Boiler Regulation, 1950, shall be engaged for type, class, position and material of welding for which they are qualified.
4. Various stages of manufacturing / fabrication / repair, as laid down in Indian Boiler Regulation 1950, shall be offered for inspection.

5. You shall maintain an up-to-date record of welding personnel engaged on welding of pressure parts as required under regulation 613, of Indian Boiler Regulations, 1950. Such records shall be produced to Inspecting Officer whenever demanded.
6. Destructive tests of coupon plates and non-destructive tests of welded seams should be carried out as required; reports of same shall be submitted to this Chief Inspectorate, for scrutiny & acceptance. Records of such tests shall be properly maintained.
7. Pre and post weld heat treatment of welds shall be carried out wherever necessary as per Indian Boiler Regulations, 1950 and reports along with charts shall be submitted for scrutiny and acceptance.
8. Jobs undertaken must be adequately suitable with the capacity of plant and equipments, available with you.
9. On completion of fabrication of jobs the same shall be offered for hydraulic test./ final inspection
10. On satisfactory completion of the job, certificates should be prepared as prescribed under Indian Boiler Regulations, 1950 and shall be submitted along with stage inspection reports, destructive / non-destructive test reports, and raw material certificates and as built drawings etc. in duplicate to this office for counter-signature.
11. The Chief Inspector reserves the right of withdrawal of this approval without any prior notice, if quality and workmanship is not found satisfactory.
12. As per rule 72(4) of The Jammu & Kashmir Boiler Rules 2020, any change in design Production/Quality Control related staff, it shall be immediately informed to this office electronically or otherwise.
13. As per rule 76 of The Jammu & Kashmir Boiler Rules 2020, approval may be withdrawn if –
 - a. It is revealed that this approval is obtained by furnishing incorrect or false information
 - b. No manufacturing activity is carried out for a continuous period of six months.
14. Application for renewal of this approval shall be submitted to this office at least two months before its expiry date.
15. All instructions and directives given by this Chief Inspectorate shall be followed.

(Name)

Chief Inspector of Boilers,

Jammu/Kashmir

Copy to:

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