

Name of Service

Renewal of Factories under The Factories Act, 1948.

Name of Department

Department of Labour and Employment, GoJK

Policy/Government Order

The Factories Act, 1948

Form Fields:

#	Section	Caption Name	Type of Field	Mandatory (Yes/No)
1.	Renew Factory License	Enter Old Existing Registration / Approval Certificate File*	Dropdown	Yes
2.		Previous Registration Number	Alpha/Numeric	Yes
3.		Annual Return Filled	Alpha/Numeric	Yes
4.	Factory Details	Full name of the factory	Alpha/numeric	Yes
5.		Previous Registration Number	Alpha/numeric	Yes
6.		Address	Alpha/numeric	Yes
7.		City	Alpha	Yes
8.		District	Alpha/Dropdown	Yes
9.		Circle*	Alpha/numeric	Yes
10.		Pincode: *	Numeric	Yes
11.	Location of the factory	Province	Alpha/numeric	Yes
12.		District	Alpha/Dropdown	Yes
13.		Town or Village	Alpha/numeric	Yes
14.		Nearest Railway Station	Alpha/numeric	Yes
15.		Nearest Steamer Ghat, if any	Alpha/numeric	Yes
16.	Postal address for communication	Address 1	Alpha/numeric	Yes
17.		Address 2	Alpha/numeric	Yes
18.		City	Alpha	Yes
19.		District	Alpha/Dropdown	Yes
20.		Pincode	Numeric	Yes
21.	Activity	Nature of Activity	Dropdown	Yes
22.	Nature of manufacturing processes			
23.		Manufacturing process carried on in the factory in the last twelve months	Alpha/Numeric	Yes

24.		Manufacturing process to be carried on in the factory during the next twelve months	Alpha/Numeric	
25.		Names and value of principal products to be manufactured during the next 12 months	Upload Option	Yes
26.	Nature of Power Generation			
27.		Power generation process carried on in the factory in the last twelve months	Alpha/Numeric	Yes
28.		Power generation process to be carried on in the factory during the next twelve months	Alpha/Numeric	Yes
29.	Workers employed	Maximum number of workers proposed to be employed during the year	Numeric	Yes
30.		Maximum number of workers employed during the last twelve months on any day	Numeric	Yes
31.		Number of workers ordinarily employed in the Factory	Numeric	Yes
32.	Power installed			
33.		Total rated horsepower (installed or to be installed)	Alpha/Numeric/Upload Option	Yes
34.		Maximum amount of power (H.P.) Proposed to be used*	Alpha/numeric	Yes
35.	Power generated			
36.		Total Installed Capacity of the Generating Plant in KW	Alpha/numeric	Yes
37.	Particulars of the Factory Manager	Full name of the person	Alpha	Yes
38.		Address	Alpha/Numeric	
39.		City	Alpha	Yes
40.		District	Dropdown	Yes
41.		Pincode	Numeric	Yes
42.		Contact Number	Numeric	Yes
43.	Particulars of Occupier	Full Name	Alpha	Yes
44.		Residential Address	Alpha/Numeric	Yes
45.		Full name of the owner	Alpha	Yes

46.	Particulars of owner of the premises or building	Address	Alpha/Numeric	Yes
47.		City	Alpha	Yes
48.		District	Dropdown	Yes
49.		Pincode	Numeric	Yes
50.	Land & Building	In the case of a factory constructed or extended after the date of the commencement of the Rules	Select Unit	Yes
51.		Reference number of approval of the plans for site whether for old or new building and or construction of extension of factory by the State Government/Chief Inspector	Numeric/Alpha	Yes
52.		Date of approval of the plans for site whether for old or new building and or construction of extension of factory by the State Government/Chief Inspector	Calendar	Yes
53.		Reference number of approvals of the arrangement if any made for the disposal of trade waste and effluent (NOC from JKPCB)	Numeric/Alpha	Yes
54.		Date of approval of the arrangement if any made for the disposal of trade waste and effluent (NOC from JKPCB)	Calendar	Yes
55.		Name of the authority granting approval of the arrangement if any made for the disposal of trade waste and effluent (NOC from JKPCB)	Alpha	Yes
56.	Industry Category	Choose Category based on your Industry	Select Option	Yes
57.	Type of Industry	Type of Industry	Select Option	Yes
58.	Documents	Certificate of consent to establish/operate from J&K State Pollution Control Board	Upload Option	Yes
59.		NOC/License from the concerned department/authority in case of saw mills, peeling of wood logs factories, explosive factory, arms and ammunition factory, drug and pharmaceuticals factory, brick kilns and stone crushers*	Upload Option	Yes

60.	Authorization letter of manager from the occupier	Upload Option	Yes
61.	Copy of power sanction certificate from Power Development Department	Upload Option	Yes
62.	Copy of safety certificate in duplicate indicating the safety measures adopted in the factory	Upload Option	Yes
63.	Passport size photographs of the Manager or Occupier	Upload Option	Yes
64.	Previous Registration Certificate		
65.	Other Supporting document, if any	Upload Option	No

Appendix

Form 2&3 (Combined) (See Rules 4 & 12)

Application for registration and grant or renewal of Licence for the year _____ and notice of occupation specified in sections 6&7 (to be submitted in triplicate)

1. Full name of the factory with licence number if already registered from before.
2. (a) Full postal address and situation of the Factory
(b) Full address to which communication Relating to the factory should be sent.
3. (a) Carried on the factory during the last twelve months in case of factories already in existence).
(b) To be carried on in the factory during the next twelve months (in case of all factories).
4. Names and value of principal products manufactured During the last 12 months.
5. (i) Maximum number of workers proposed to be employed on any one day during the year.
(ii) Maximum number of workers employed on Any day during the last 12 months
(iii) Number of workers to be ordinarily employed in the factory.
6. (i) Nature and total amount of power (H.P) installed of proposed to be in employed.
(iii) Maximum amount of power (H.P.) Proposed to be used.
7. Full name and residential address of the person who shall be the manager of the factory for the purpose of the Act.
8. Full name and residential address of the occupier.
 - (i) The proprietor of the factory case of private from Proprietary concern.
 - (ii) Directors, in case of public limited liability company/firm.
 - (iii) Where a Managing Agents has been appointed the name of managing Agents and Directors thereof.
 - (iv) Shareholders in case of Private Company where no managing agent have been appointed.
9. Full name and address of the owner of the premises or building (including the precincts thereof) referred to in section 93.
10. In the case of a factory constructed or extended after the date of the commencement of the Rules.
 - (i) Reference number and date of approval of the plans for site whether for old or new building and or construction of extension of factory by the State Government/Chief Inspector.
 - (ii) Reference number and date of approval of the arrangement if any made for the disposal of trade waste and effluent and the name of the authority granting such approval.
11. Amount fee Rs. _____ (Rupees _____)
 - (i) Paid in _____ Treasury on _____ vide Challan No _____
 - (ii) Dated _____ (Enclosed)

Signature of the Occupier

Signature of the Manager.

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Note:-

1. This form should be completed in ink in block letters or Type.
2. If power is not used at the time of filling up this form but is introduced later, the fact should be communicated to the Chief Inspector immediately.
3. If any of the persons named against item 8 is minor, the factory should be clearly stated.
4. In the case of factory, where under the proviso to sub-section (1) and (2) of section 100, a person has been nominated as the occupier, information required in item 8 should be supplied only in respect of that person.
5. In the case of factory where a managing agent or agents have been appointed as occupiers the Indian Companies Act.1923 (VII of 1923) information required in item 8 should be supplied only in respect of that person or persons.