

**LIST OF DOCUMENTS NEEDED & PROCEDURE FOR  
GRANT OF BOILER MANUFACTURER CERTIFICATE  
UNDER THE BOILERS ACT, 1923**

**NEW APPLICATION:**

**DOCUMENTS:-**

1. Application in form E duly filled in and signed by Proprietor/ Partner/ Share Holder/ Director etc.
2. Receipted copy of treasury challan showing deposit of Rs. 20,000/- ( Rupees Twenty thousand) credited into provisional Head Account i.e. 0230 Labour and Employment Non-Plan- 103 Fees of Inspection of Steam Boilers-0058 Inspection of Steam Boilers,-02067-Inspection Fees.
3. Supporting documents of firm.
  - a. Partnership deed / Registration Certificate of ROC / Web generated list of Directors / Search report
  - b. ID Proof of Proprietor / Partners / Directors such as Aadhar / Voter ID / Pan Card / Passport / Driving Licence.
  - c. Photograph of applicant
  - d. Copy of Land records of the workshop
4. List Manufacturing Jobs carried out as per col. 4 of form -E
5. List of equipments available with agency giving detail as per col. 6 of form -E
6. Degree Certificate of Engineering qualification of the designated Engineer along with appointment letter and experience Certificate.
7. Welder Certificate of IBR welders proposed to be deployed by the agency.
8. List of engineers, supervisors, operators, fitters and IBR Welders along with their declaration in the prescribed proforma appended to form-E duly certified by the applicant.

**ORTPS Act, 2012:-**

The service has been proposed for disposal within 15 days under the ORTPS, Act 2012.

P.T.O.

**PROCEDURE:**

On receipt of duly filled in application and documents, the receiving official opens a file & puts up to the designated scrutiny officer with his comments. The scrutiny officer does preliminary assessment of the application and puts up file to the approving authority with his comments proposing a field verification report from concerned Divisional Deputy Director of Factories and Boilers/ Zonal Asst. Director of Factories and Boilers about suitability of the firm for grant of certificate for recognition as Boiler Manufacturer. After approval by Approving Authority the letter is issued to respective field officers calling for field verification in time bound manner.

On receipt of field verification report, the receiving official again puts up the file to designated scrutiny officer. The scrutiny officer evaluates the application afresh in view of inputs in field verification report & submits the file to the approving authority with his comments if any.

The approving authority approves or rejects the application based on merit and suitability on case to case basis and decision is communicated to the applicant.

After approval, certificate for recognition as Boiler Manufacturer is issued to the applicant in prescribed proforma.

**LIST OF DOCUMENTS NEEDED & PROCEDURE FOR  
RENEWAL OF BOILER MANUFACTURER CERTIFICATE  
UNDER THE BOILERS ACT, 1923**

**RENEWAL APPLICATION:**

**DOCUMENTS:-**

2. Application in form E duly filled in and signed by Proprietor/ Partner/ Share Holder/ Director etc.
2. Receipted copy of treasury challan showing deposit of Rs. 5,000/- ( Rupees Five thousand) credited into provisional Head Account i.e. 0230 Labour and Employment Non-Plan- 103 Fees of Inspection of Steam Boilers-0058 Inspection of Steam Boilers,-02067-Inspection Fees.
3. List Manufacturing Jobs carried out as per col. 4 of form -E
4. List of equipments available with agency giving detail as per col. 6 of form -E
5. Copy of welder Certificate of IBR welders deployed by the agency.
6. List of engineers, supervisors, operators, fitters and IBR Welders along with their declaration in the prescribed proforma appended to form-E duly certified by the applicant.
7. Original Boiler Manufacturer Certificate issued in past.

**ORTPS Act, 2012:-**

The service has been proposed for disposal within 7 days under the ORTPS, Act 2012.

**PROCEDURE:**

On receipt of duly filled in renewal application and documents, the receiving official puts up in concerned file to the designated scrutiny officer with his comments. The scrutiny officer after necessary scrutiny of documents puts up file to the approving authority with his comments. The approving authority accords approval based on merit on case to case basis and decision is communicated to the applicant.

After approval, certificate for recognition as Boiler Manufacturer duly renewed is issued to the applicant in prescribed proforma.

Form No. 'E'  
 [See Rule 7A (i) of O.B.Rules]  
**APPLICATIONS OF ENROLMENT/RENEWAL AS A BOILER REPAIRER /  
 ERECTOR / MANUFACTURER**

1. Name and Permanent address of the applicant
2. Name and address of the organization
3. Applicant's calling
4. Details of professional experience  
 (in chronological order) work

Name of the organization	Period of service rendered	Area of responsibility	Details of work executed

5. Membership of any professional body if any
6. Facilities available at his command

Details of Machines available	Date of purchase	Place where it is kept	REMARKS (Specify type, number capacity)

- i) Welding machine
- ii) Plate bending
- iii) Flanging
- iv) Hand tools
- v) Pneumatic tools
- vi) 'X' Ray equipment
- vii) Heat treatment facility

**7. Supervisor personnel**

Name	Service experience	Present designation	Area of responsibility

**8. Operators / Fitters**

Name	Service experience	Present designation	Area of responsibility

9. Welders -

Name	Service experience	Present designation
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10. Name of the Supervisors/Operators/Fitters/Welders whose declarations have been attached.

11. Declaration by the applicant -

I ..... hereby declare that the information furnished above is true, I undertake that

- (i) In the event of any change in the facilities (either addition or deletion) I will promptly inform the Chief Inspector of Boilers.
- (ii) I shall maintain the facilities in good working order.
- (iii) I shall submit annually to Chief Inspector of Boilers, the details of manpower / machine and work executed in the proforma prescribed for the purpose.
- (iv) I shall fulfil and abide by all the conditions and instructions issued by Chief Inspector of Boilers from time to time.
- (v) I am aware that in the event of any departure my approval can be cancelled at any point of time.

Signature of the applicant

DECLARATION BY THE EMPLOYEES

(Each employee must give declaration in this form)

I ..... hereby declare that I am employed with M/s. .... as an .....

That in the event of any change in the above arrangement or in the event of my leaving the organization, I shall promptly notify the Chief Inspector of Factories and Boilers.

Signature of the employee