

## **REGISTRATION & GRANT OF LICENCE UNDER FACTORIES ACT,1948.**

### **A. PROCEDURE FOR REGISTRATION OF NEW FACTORY:**

An applicant applies with duly filled in Form No-2, a set of documents as per list given below and fee prescribed in proper head of Account in shape of Treasury Chalan in the office of Director of Factories & Boilers, Odisha, Bhubaneswar. On receipt of application, the same is diarised after signature of DAK. The designated Dealing Clerk opens a new file and puts up for Scrutiny. After scrutiny, if the documents are found in order it is processed for approval by the competent Authority. If shortcomings are observed then, the applicant is communicated to submit compliance in a time bound manner. Once the corrected and wanting documents are received from the applicant, it is processed in file for approval of Competent Authority. After approval, a registration certificate and a license duly signed by the Competent Authority are sent by post to the applicant with a covering letter.

### **B. PROCEDURE FOR RENEWAL OF FACTORY LICENSE:**

An applicant applies with duly filled in Form No-2 and fee prescribed in proper head of Account in shape of Treasury Chalan in the office of Director of Factories & Boilers, Odisha, and Bhubaneswar. On receipt of application, the same is diarised after signature of DAK. The designated Dealing Clerk opens a new file and puts up for Scrutiny. After scrutiny, if the documents are found in order it is processed for approval by the competent Authority. If shortcomings are observed then, the applicant is communicated to submit compliance in a time bound manner. Once the corrected and wanting documents are received from the applicant, it is processed in file for approval of Competent Authority. After approval the renewed copy of license duly signed by the Competent Authority is sent by post to the applicant with a covering letter.