

Procedure/work flow for obtaining factory licence, renewal and approval of factory building

SL.No	Service Name	Workflow/Procedure
1	Factories licence	Factory Permit should not have expired
		a) Obtain Safety Certificate from Manipur Fire Service
		b) Obtain wiring compliance certificate from MSPDCL
		c) Obtain stability certificate of the factory building.
		d) Fill up Form 2 & 3
		e) Deposit factory licence fee.
		f) Submit
If documents are in order cause inspection. Submit inspection report. Process for grant of factory licence.		
2	Factory building plan approval	a) Download/Obtain Form I (required documents are listed in the form)
		b) Collect Jamabandi of the proposed site which should satisfy the following:
		i) The plot of land should be non agricultural.
		ii) In case the plot of land is not recorded in the name of the applicant; lease deed is to be enclosed.
		c) Obtain no objection certificate for the proposed site in respect of the type of factory and in the name of the proprietor from the immediate neighbours indicating therein the patta No. and CS Dag No. of the site. The NOC should invariably bear details (name, designation) and signature of a witness.
		d) Obtain no objection certificate for the proposed site in respect of the type of factory and in the name of the proprietor from the local authority indicating therein the patta No. and CS Dag No. of the site.
		e) Prepare site plan indicating the distance between each landmark/location of the proposed site which should further indicate the following:
		i) Location of the immediate neighbours listed as at b) above
		ii) Patta No. and Dag Chitha No. of the proposed site
		iii) Name of street/road.
		iv) A minimum of one prominent landmark from which direction to the proposed site can easily be identified.
		f) Prepare plant layout indicating the following
		i) Location of fire fighting equipments
		ii) Emergency escape route/passage
		iii) Location of machinery
iv) Distance from each machinery		

		g)	Obtain project report in respect of the proposed factory which amongst others should indicate the following:
		i)	Category of employees and numbers thereof.
		ii)	Description/capacity of machineries and numbers thereof.
		iii)	Total power requirement (HP/KW)
		iv)	Description of raw material and quantity thereof.
		h)	Obtain Consent to Establish from Manipur Pollution Control Board in case of factories requiring such document.
		i)	Deposit processing fees amounting to Rs. 1,000 (Rupees one thousand) in case of factories covered under Section 85 of the Factories Act, 1948, Rs. 5,000 (Rupees five thousand) in case of factories covered under Section 2m(i) of the Act and Rs. 7,000 (Rupees seven thousand) in case of factories covered under Section 2m(ii) and Rs. 10,000 (Rupees ten thousand) in case of factories requiring Site Appraisal Committee
		j)	Submit
	If documents are in order cause inspection. Submit inspection report. Process for grant of factory permit.		
3	Renewal under Factories licence.	a)	Obtain up to date Safety Certificate from Manipur Fire Service
		b)	Obtain up to date wiring compliance certificate from MSPDCL
		c)	Obtain up to date Consent from Manipur Pollution Control Board.
		d)	Fill form 2 & 3
		e)	Renewal fee
		i)	If form 2&3 is uploaded with the required documents 30(thirty) days before the expiry of the factory licence then deposit licence fee
		ii)	If form 2&3 is uploaded with the required documents after 30(thirty) days before the expiry of the factory licence then deposit licence fee plus late fine @ 25% of the fee payable.
		f)	Submit