

**Procedure for Approval of plan and permission to construct / extend or take into use any building as a factory under the Factories Act, 1948 (More than 50 employees)**

Step	Form	Documents to be attached	Timelines
1. Applicant submits an application, documents, and maps online through Jharkhand Single Window website by creating login id and password.	Online Form 1	<p><b>Mandatory Upload of all documents, No hard copy</b></p> <ul style="list-style-type: none"> <li>• PAN Card and Address Proof</li> <li>• A flowchart of the manufacturing process supplemented by a brief description of this process in its various stages</li> <li>• List of Plant &amp; Machinery</li> <li>• Project Report</li> <li>• Land Paper Proof: A copy of the registered sale deed / registered lease deed / registered rent agreement. In case of lease deed or rent agreement- consent of the owner of land. In case of rent agreement, address proof of owner is to be provided.</li> <li>• Plan in .dwg format drawn to scale to be uploaded showing: <ul style="list-style-type: none"> <li>i. Site Plan: The site of the factory and immediate surroundings including adjacent building(s) and other structures, roads, drains etc;</li> <li>ii. Plan elevation and cross-section: The plan elevation and necessary cross-sections of various buildings indicating all relevant details related to natural lighting, ventilation and means of escape in case of fire. The plans shall also clearly indicate the position of the plant machinery, aisles, and passage way</li> </ul> </li> </ul>	-----
2. Site visit by concerned Inspector of Factories (IF)	-----	-----	30 days from the date of submission of complete application
3. IF forwards recommendations online to DCIF	-----	-----	
4. Site visit by DCIF (optional)	-----	-----	
5. Forwarding application to Chief Inspector of Factories (CIF) with recommendations	-----	-----	
6. Map approval is issued with conditions* (if any) by CIF office with intimation to IF and DCIF * Conditions mentioned by CIF in the approval should be complied by applicant	-----	-----	
<ul style="list-style-type: none"> <li>• Online system sends SMS to respective officers and applicant at each stage of progression.</li> <li>• In case of any clarifications, the applicant is informed on actions to be taken and start date will be after all the clarifications have been received.</li> <li>• Online application process requires no physical touch point.</li> </ul>			

## Procedure for Approval of plan and permission to construct / extend or take into use any building as a factory under the Factories Act, 1948 (50 or less employees)

Step	Form	Documents to be attached	Timelines
1. Applicant submits an application, documents, and maps online through Jharkhand Single Window website by creating login id and password.	Online Form 1	<p><b>Mandatory Upload of all documents, No hard copy</b></p> <ul style="list-style-type: none"> <li>• PAN Card and Address Proof</li> <li>• A flowchart of the manufacturing process supplemented by a brief description of this process in its various stages</li> <li>• List of Plant &amp; Machinery</li> <li>• Project Report</li> <li>• Land Paper Proof: A copy of the registered sale deed / registered lease deed / registered rent agreement. In case of lease deed or rent agreement- consent of the owner of land. In case of rent agreement, address proof of owner is to be provided.</li> <li>• Plan in .dwg format drawn to scale to be uploaded showing:               <ol style="list-style-type: none"> <li>i. Site Plan: The site of the factory and immediate surroundings including adjacent building(s) and other structures, roads, drains etc;</li> <li>ii. Plan elevation and cross-section: The plan elevation and necessary cross-sections of various buildings indicating all relevant details related to natural lighting, ventilation and means of escape in case of fire. The plans shall also clearly indicate the position of the plant machinery, aisles, and passage way</li> </ol> </li> </ul>	-----
2. Site visit by concerned Inspector of Factories (IF)	-----	-----	30 days from the date of submission of complete application
3. Forwarding recommendations online to DCIF	-----	-----	
4. Site visit by DCIF (optional)	-----	-----	
5. Map approval is issued online with conditions* (if any) by DCIF office with intimation to IF and CIF * Conditions mentioned by DCIF in the approval should be complied by applicant	-----	-----	
<ul style="list-style-type: none"> <li>• Online system sends SMS to respective officers and applicant at each stage of progression.</li> <li>• In case of any clarifications, the applicant is informed on actions to be taken and start date will be after all the clarifications have been received.</li> <li>• Online application process requires no physical touch point.</li> </ul>			

## Procedure for Factory Plan Approval under Factories Act, 1950

### Step 1:

- Through Jharkhand Single Window for Industries
- Applicant creates an account at Jharkhand Single Window at [www.advantage.jharkhand.gov.in](http://www.advantage.jharkhand.gov.in) And applies for Combined Application Form (CAF).
- Create Account -> Login -> Apply for CAF -> Apply for **Factory Plan Approval** under Factories Act
- Required Items: Mobile Number and Email Id

### Step 2: Applicant has to start filling form and provide: Online Form I Details

- Factory Basic Details
- Applicant Details
- Factory Address Details

### Attachments to be uploaded online (Mandatory Upload of all documents, No hard copy)

- PAN Card and Address Proof
- A flowchart of the manufacturing process supplemented by a brief description of this process in its various stages
- List of Plant & Machinery
- Project Report
- Land Paper Proof: A copy of the registered sale deed / registered lease deed / registered rent agreement. In case of lease deed or rent agreement- consent of the owner of land. In case of rent agreement, address proof of owner is to be provided.
- Plan in .dwg format drawn to scale to be uploaded showing:
  - i. Site Plan: The site of the factory and immediate surroundings including adjacent building(s) and other structures, roads, drains etc;
  - ii. Plan elevation and cross-section: The plan elevation and necessary cross-sections of various buildings indicating all relevant details related to natural lighting, ventilation and means of escape in case of fire. The plans shall also clearly indicate the position of the plant machinery, aisles, and passage way

**Step 3:** Site visit by the concerned Inspector of Factories (IF)

**Step 4:** IF forwards online recommendations to Deputy Chief Inspector of Factories (DCIF)

**Step 5:** Site visit by DCIF (Optional)

**Step 6:** DCIF sends recommendation to Chief Inspector of Factories (CIF) after receipt of recommendation from IF if number of employees is 50 or more. When number of employees is less than 50, DCIF approves / rejects Factory Plan Approval application with conditions\* (if any).

**Step 7:** When number of employees is 50 or more, Factory Plan Approval is issued with conditions\* (if any) by CIF with intimation to IF and DCIF.

\* Conditions mentioned by CIF in the approval should be complied by the applicant

- Online system sends SMS to respective officers and applicant at each stage of progression.
- In case of any clarifications, the applicant is informed on actions to be taken and start date will be after all the clarifications have been received.
- Online application process requires no physical touch point.

## Useful Contact:

### For Queries Contact

- **Single Window Helpdesk:** (Both Technical and Functional)

Office Timing : 10:00 AM to 6:00 PM (Monday to Friday)

Telephone No: 0651-6556666

Email: singlewindow-jh@gov.in

Single Window Department of Industries, Mines & Geology

3rd Floor, Nepal House, Doranda Ranchi, Jharkhand – 834002

- **Shramadhan Helpdesk :** (For Old applications filed through Shramadhan)

Office Timing : 10:00 AM to 6:00 PM (Monday to Friday)

Telephone No: +91 73668 32929