

**Procedure for Registration and grant of license under The Factories Act, 1948**

Steps	Format	Documents to Be attached	Timelines
1. Applicant has to create a login id and password at <a href="http://advantage.jharkhand.gov.in">http://advantage.jharkhand.gov.in</a> and choose "Labour". Select "Registration and Grant of License under Factories Act, 1948" and fill the form. Online Registration form is submitted by applicant to the office of the Inspector of Factories (IF) of the area concerned.	Form No 2	<p>Treasury Challan of requisite fee or through online payment gateway</p> <p>Land paper (copy of the registered sale deed, registered lease deed , registered rent agreement).In case of lease deed and rent agreement consent of the owner his land, (in case of rent agreement, address proof of the owner is to be provided)</p> <p>ID proof of occupier</p> <p>Address proof of occupier</p> <p>ID proof of factory manger</p> <p>Address proof of factory manger</p> <p>In case of Public Ltd. Company.: List of Board of Directors, Memorandum and Article of Association, Resolution of the Board of Director regarding the occupier of the factory under section 2(n) of Factories Act 1948 and occupier must be a member of the Board</p> <p>In case of Proprietary Firm: No extra document</p> <p>In case of Partnership Firm: Partnership deed with list of partners</p> <p>In case of factory owned or control by the central government any state government or any local authority, name and address of the person appointed to manage the affairs of the factory</p> <p>CTE/CTO issued by Pollution Board of state</p> <p>Other papers as required by CIF/ DCIF/ IF</p>	-----
2. Scrutiny by office clerk	-----	-----	
3. Site visit by concerned Inspector of Factories (IF)	-----	-----	-----
4. Forwards recommendations to Deputy Chief Inspector of Factory for allotment of registration no	-----	-----	Within 12 days from the date of submission of application

5. Deputy Chief Inspector of Factory(DCIF) sends recommendation to Chief Inspector of Factor( CIF)	-----	-----	Within 8 days of receipt of recommendations from IF
6. Allotment of Registration number and issuance of licence with intimation to the concern of Deputy Chief Inspector of Factory(DCIF), or Inspector of Factories (IF)	-----	-----	Within 10 days from the date of receipt of recommendations from DCIF
<p>Online system sends SMS to respective officers and applicant at each 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.</p>			

## Procedure for Registration and Licence 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 Registration & Licence under Factories Act
- Required Items: Mobile Number and Email Id

### Step 2: Applicant has to start filling form and provide:

#### Online Form II Details

- Name and Address of factory
- Number of workers
- Total Power installed
- Brief of manufacturing process
- Generator capacity
- Transformer capacity
- Land Details
- Map approval letter number and date
- Details of Factory Manager: Name and address, Fathers name, Email id and Phone number  
Address proof, Id proof
- Occupier Details : Name, Father's Name, Address, Email id, Age, Phone Number
- Land / Building Owner details : Name, Father's name, Id proof and Address proof

## Attachments to be uploaded online

- Land Paper (copy of the registered sale deed, registered lease deed, registered rent agreement). In case of lease deed and rent agreement consent of the owner his land, (in case of rent agreement, address proof of the owner is to be provided)
- ID proof of Occupier
- Address proof of Occupier
- ID proof of Factory Manger
- Address proof of factory manger
- ID proof of Land / Building Owner
- Address Proof of Land / Building Owner
- Type of Firm by Ownership:
  - In case of Public Ltd. Company : List of Board of Directors, Memorandum and Article of Association, Resolution of the Board of Director regarding the occupier of the factory under section 2(n) of Factories Act 1948 and occupier must be a member of the Board
  - In case of Proprietary Firm: No extra document
  - In case of Partnership Firm: Partnership deed with list of partners
  - In case of factory owned or control by the central government, any state government or any local authority : Name and address of the person appointed to manage the affairs of the factory
- CTE/CTO issued by Pollution Board of State
- Copy of Project Report

**Step 3 :** Submit required fee online or through Treasury Challan

Required Items - Online Net Banking User Id and Password or Treasury Challan Number

**Step 4 :** Office Clerk verifies all documents and forwards with recommendations to IF

**Step 5 :** Site visit by the concerned Inspector of Factories (IF)

**Step 6 :** IF forwards recommendations to Deputy Chief Inspector of Factories (DCIF) for allotment of Registration Number within 12 days of submission of correct and complete application.

**Step 7 :** DCIF sends recommendation to Chief Inspector of Factories (CIF) within 8 days of receipt of recommendation from IF.

**Step 8 :** Allotment of Registration number and issuance of licence with intimation to the concerned DCIF / IF within 10 days from the receipt of recommendation from DCIF.

- 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 Technical Queries Contact

- **Single Window Helpdesk:**

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 :**

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

Telephone No: +91 73668 32929

### For Other Queries Contact

- Inspector of Factories Contact Details

#### FOR ENQUIRY OF FACTORIES ACT

1. Deoghar Circle:	9835148811
2. Dhanbad, Circle-1:	9430785707
3. Jamshedpur, Circle-1:	9431385959
4. Giridih Circle:	9431342818
5. Saraikela, Circle-1 & 2:	9431110301
6. Bokaro, Circle-2:	9431128110
7. Jamtara Circle:	9798635570
8. Dhanbad, Circle-2 & 3:	9934022103
9. Hazaribagh, Circle-1 & 2:	9905516600
10. Bokaro, Circle-1:	9431446867
11. Ranchi, Circle-2 & 3:	9334896082
12. Chaibasa Circle:	9162894782
13. Jamshedpur, Circle-2:	9470154292
14. Daltonganj Circle:	9835907580
15. Sahebganj Circle:	8674833735