

Procedure for Renewal of License under The Factories Act, 1948

Step	Form	Documents to Be	Timelines
Submit application online in Form 2 available online • Before 15 January of the year preceding which previous licence expired – No late fee • Post 30 th June – Licence is revoked and applicant has to apply for Reinstatement of Licence with Affidavit stating reasons and licence may or may not be reinstated	Form VII available online	E-GRAS Treasury Fee Challan /Online Banking Fee payment	Apply before 15 January of the year preceding which previous licence expired
Application received at respective Receiving Clerk's login. Application form and attachments are verified and forwarded online to respective Inspector of Factories with	----	----	30 days from the date of submission of complete application along with requisite fee
Review of application and site inspection (optional) by the concerned Inspector of Factories (IF)	----	----	
Renewal Factory Licence is issued by IF with intimation to DCIF and CIF	Online generation of Factory Licence	----	
<ul style="list-style-type: none"> • 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. 			

Procedure for Renewal of Licence under Factories Act, 1950

Step 1:

- Through Jharkhand Single Window at www.advantage.jharkhand.gov.in
- Create Account -> Login -> Apply for Factory Licence Renewal under Factories Act
- Required Items: Mobile Number and Email Id

Or

- Through Labour Department's 'Shramadhan' Portal www.shramadhan.jharkhand.gov.in
- Applicant creates login id and password at Shramadhan and applies for Factory Registration under "Services".
- Create Account -> Login -> Services -> Factories Act -> Online Renewal -> Submit Renewal Request
- Required Items: Mobile Number and Email Id

Step 2:

- Applicant has to apply for Renewal and proceed to payment if previous licence was issued online.
Or
- If previous licence or renewal was issued manually, then applicant has to provide details for data capture.

Applicant has to start filling form and provide:

Online Form II Details (if Licence or previous renewal was issued offline)

- 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

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

Step 5 : Review by the concerned Inspector of Factories (IF)

Step 6 : Renewal licence is issued online by IF with intimation to Deputy Chief Inspector of Factories (DCIF) and Chief Inspector of Factories (CIF).

- 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