

FAQ's regarding Approval of Building Plans, Registration & Renewal of Factories Licenses.	
Question	Whether my establishment is covered under Factories Act, 1948?
Answer	Any factory wherein ten or more workers are working and in any part of which a manufacturing process is being carried on with the aid of power, or wherein twenty or more workers are working and in any part of which a manufacturing process is being carried on without the aid of power is covered under Factories Act, 1948.
Question	If my establishment is covered under Factories Act, 1948, what types of approvals are required to be obtained by me?
Answer	1. Approval of Building Plans. 2. Registration of Factory. 3. Renewal of Licence
Question	When I have to apply for approval of building plans and registration of factory?
Answer	1. Approval of Plans : Building Plans are required to be approved prior to construction. 2. Registration of Factory: Factory licence is to be obtained after completion of construction and before start of manufacturing process.
Question	Can I apply online for approval of factory building plans?
Answer	Yes, The department has operationalised the software namely ' OFRIS ' for the purpose w.e.f 01.08.2014 which can be accessed at admis.hp.nic.in/ofris
Question	Can I apply online for factory registration?
Answer	After getting your Building Plans approved by the Chief Inspector of Factories you can apply online for the factory Registration through OFRIS.
Question	Can I apply online for renewal of factory licence?
Answer	Yes, once you get your account activated through OFRIS and form 1 and form 3 verified from the department, you can apply for the online for renewal of your factory licence
Question	What is the fee for Registration & Renewal of licence?
Answer	Registration & Renewal fee will depend upon the maximum number of workers proposed to be employed on any one day during the year and maximum amount of power installed or proposed to be installed in your factory.
Question	How I can know about registration & renewal fee?

Answer	Payment of the fees is specified in the Schedule which is also available at the website of the department and can be accessed at http://himachal.nic.in/index1.php?lang=1&dpt_id=14&level=2&sublinkid=625&lid=834
Question	Can I apply for renewal of licence online, if my unit is already registered?
Answer	Yes, by opting the Licence Already Issued option during the activation of account through OFRIS, you can apply for the renewal of your factory licence
Question	Can I apply for online registration if my building plan is approved already manually?
Answer	Yes, by opting the Building Plan Approved option during the activation of account through OFRIS, you can apply for the Factory Registration.
Question	What steps I am supposed to take when my unit is already registered and if I have to apply for online renewal of licence?
Answer	After Account activation by opting Licence Already Issued option -----Submit Form 1-----Submit Form 3-----After Verification of Form 1 & Form 3----- Apply for online renewal of Factory Licence. Detailed guidelines can be accessed at http://admis.hp.nic.in/ofris/OFRIS.pdf
Question	What steps I am supposed to take when my building plan is approved manually & I have to apply for registration online?
Answer	After Account activation by opting Building Plan Approved option -----Submit Form 1. After Verification of Form 1 apply for online Registration of the factory. Detailed guidelines can be accessed at http://admis.hp.nic.in/ofris/OFRIS.pdf
Question	What is the procedure for knowing the online status of my application for Building Plans approval, Registration & Renewal?
Answer	After submitting the online application an unique reference number will be provided by the software. You can track your application by entering the reference number in search option
Question	What will be the time frame for approval of Building Plans & Registration of Factory and renewal of licence if all formalities are complete?
Answer	1. Approval of Plans -3 months, 2. Registration & Renewal of factory licence - Thirty days
Question	Is there any cut off date for the submission of renewal application?

Answer	Yes, every factory is required to submit renewal application by 31, October.
Question	What is the penalty for submitting renewal application after cutoff date?
Answer	If application for renewal is not received within the time, the license shall be renewed only on payment of late fee @25% in excess of the fee ordinarily payable for the licence
Question	For how many years, licence can be granted or renewed?
Answer	A licence for a factory shall be granted by the Chief Inspector for a period of 1 year or 5 years, as may be requested in the application.
Question	Can I deposit my registration & renewal fee online?
Answer	Yes, applicant can also make the online payment through Net Banking or Debit Card.
Question	Can I submit application for approval of shifting and approval of expansion plans online?
Answer	No, at this stage there is no online provision for the submission of shifting application and expansion plans approval application.
Question	Can I submit amendment application online?
Answer	Yes, applicant can apply online for the amendment
Question	Is there any fee for the amendment in Factory Licence?
Answer	For amendment of licence, if any required, Rs 100/- (One Hundred) per amendment will be charged.
Question	Is there any document required to be submitted for the amendment of Factory Licence?
Answer	Yes, certain documents are required to be uploaded and submitted for the amendment. For details you can also access at http://admis.hp.nic.in/ofris/common/RenewalInstructions.aspx
Question	Does the applicant requires to submit any physical document after submitting online application?
Answer	After submitting the online application applicant is required to submit the computer generated Form 3 duly signed by occupier as well as factory manager accompanied with challan vide which renewal fee has been deposited along with supporting documents for the amendment, if any to the Directorate of Labour & Employment, Himrus Building, Shimla-171001, HP by post.
Question	Shall I get the original factory licence online?

Answer	No, after online approval of factory licence by the Chief Inspector physical copy of factory licence will be dispatched by registered post
Question	Is there any document required for the approval of Building Plans?
Answer	Yes, certain documents are required to be submitted as per the check list provided at http://himachal.nic.in/index1.php?lang=1&dpt_id=14&level=2&sublinkid=624&lid=833
Question	Is there any document required for the Registration of Factory?
Answer	Yes, certain documents are required to be submitted as per the check list provided at http://himachal.nic.in/index1.php?lang=1&dpt_id=14&level=2&sublinkid=624&lid=833
Question	Is there any document required for the renewal of Factory Licence?
Answer	Yes, certain documents are required to be submitted as per the check list provided at http://himachal.nic.in/index1.php?lang=1&dpt_id=14&level=2&sublinkid=624&lid=833
Question	If may factory is registered already and licence is renewed for five years, then whether still I am required to be registered on OFRIS?
Answer	Yes, It will facilitate you to apply for online renewal and amendment if any.
Question	How I can get my approvals faster?
Answer	You will get approvals faster, if you submit your documents complete in all respects in one go.

Note:- These FAQ's are only are indicative and just to facilitate the applicant. For further details website of department http://himachal.nic.in/index.php?lang=1&dpt_id=14 and provisions of Factories Act, 1948 may be referred. These FAQ's do not construe any legal interpretation for which Factories Act, 1948 should be referred.