# **OFRIS**

## (Online Factory Registration Information System)

USER MANUAL FOR ONLINE FACTORY REGISTRATION



Directorate of Labour and Employment Government of Himachal Pradesh

New Himrus Building, Circular Road Shimla-171 001. Phone: 0177-2624157 Fax: 0177-2624209,2624305

Email: lep-hp@nic.in, lande-hp@nic.in

#### **Background of the Project/ Stakeholders:**

Department of Labour and Employment is responsible for the registration & renewal of licenses of factories under Factories Act, 1948. The premises where 10 or more workers are employed with use of power in manufacturing activities, 20 or more workers are employed without the use of power in manufacturing activities are necessary to registered under factories act 1948. Department maintains the record of each factory satisfying the conditions of Factories Act, 1948 regarding their workers, power consumptions, chemical usages and accept returns falling under various acts from those companies on periodical basis.

On core basis department provides two main permissions to the factories:

- 1. Building plan approval to construct new or use the existing building to run a Factory as per the specifications of the Act
- 2. Factory License To start the manufacturing process and recruit the manpower

However, prior to the Registration of the factory with Labour & Employment department, the applicant has to take approval from Industry Department also. Labour & Employment department and factories are the stakeholders.

Objective/ Why the Software Application:
 Being a very tedious and lengthy process, granting of License is often marred with many problem which are part of the manual system thereby making entire process time consuming and at times inefficient. The proposed software is intended to take care of problems in the manual system.

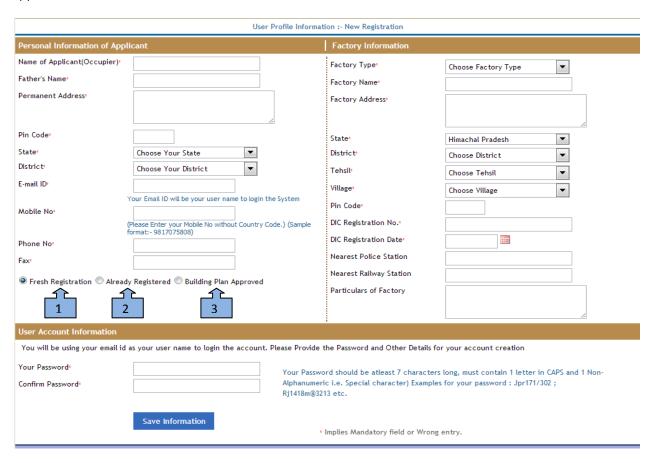
## **Objectives**

- To offer an automated & transparent interface for the approval of building plan and factory registration thereby ensuring to streamline the functioning of the whole process.
- Reduce the time span in the registration process factories and buildings plan approvals leading to in time completion of the job.
- Help department and factory owners to ascertain the status of application submitted and action being taken at every stage of the process.
- Offer an online interface for uploading of documents and have online correspondence/messages with the department.
- Doing away the needs to visit the Office of Labour & Employment not only during the process of registration but also at the time of renewals.
- Fair, transparent and in time process of registration to the satisfaction of all.

## **Types of Applications**

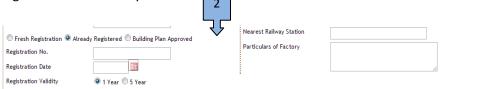
- 1. Backlog Applications
- 2. Building Plan Approval Applications
- 3. Factory Registration Applications
- 4. Factory Amendment Applications
- 5. Factory Renewal Applications

For Applying to different kinds of applications <u>Every Factory needs to create an Account with a valid email-id.</u> With a valid registered email-id and password, a factory can submit various applications.

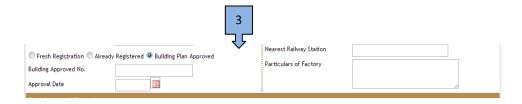


## Points to be noted during Account creation:

- 1. For Fresh Registration: For a new Factory Registration, Select Fresh Registration.
- 2. Already Registered Manually: For those Factories which are already registered with department manually, please Select Already Registered. Enter Registration No., Date of registration and validity.



3. Building Plan Approved Manually: For those factories having building plan approved manually, but not applied for Factory registration manually, select Building Plan Approved.



## **Types of Applications**

- 1. Backlog Applications: Backlog Applications can be of 2 types.
  - 1. Building Plan Approved Manually
  - 2. Factory Registered Manually

<u>Building Plan Approved Manually:</u> For those factories having building plan approved manually, Can Apply Online for Factory Registration. These Factories needs to enter their basic details online and then submit it to Department Online for verification. After verification by the Department, Factories are able to apply online for factory registration. In this case there is no need to send any documents to Department physically.

<u>Factory Registered Manually:</u> For those factories already registered manually with Department, Can apply online for Renewal, Amendments from time to time. A factory has to submit building plan approval application first, then after submitting it can submit Factory registration application to Department for verification.

After verification of Building plan approval, Factory Registration Application by Department A factory can now apply online for Renewal, Amendments from time to time.



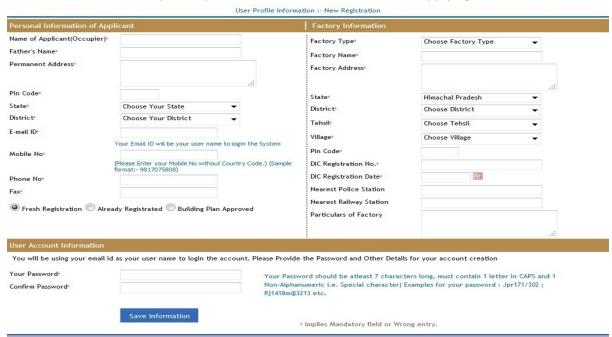
#### NOTE: IMPORTANT POINTS WHILE ENTERING BACKLOG FACTORY REGISTRATION

- 1. <u>Year of Registration</u>: When a factory Registered with L&E Department.
- 2. Renewal History: All factories registered manually, please enter at least three latest renewal entries. Eg. If factory is registered in 2005 with L&E Department then enter 2005 registration details in main forms like Form3, manager, occupier, manufacturing process etc. and then in renewal history enter at least 3 renewal information of factory name, occupier name, Max Power, Max manpower, validity information etc. means if Factory is now required to apply for renewal of 2014 then enter at least 2013,2012, 2011 renewal information.

#### **For a New Factory:**

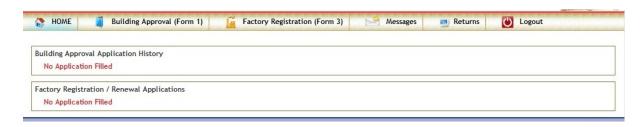
<u>1.Building Plan Approval Applications:</u> A Factory needs to obtain Building Plan Approval from L&E department before applying for factory registration. Steps to be followed as:

1. Account Creation: Every factory must have a valid e-mail-id before applying online.

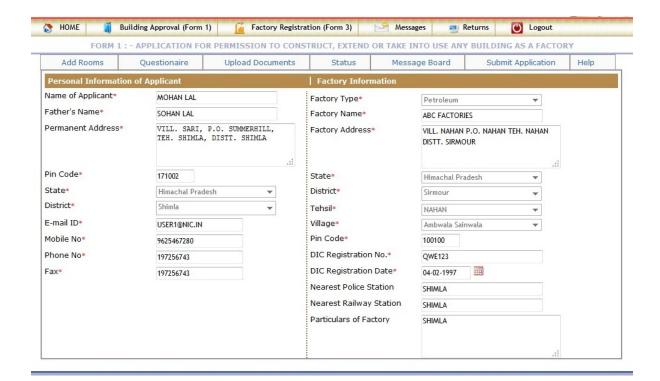


Fill the all mandatory fields and click save information. Then an email is sent for email verification. After Approval of Account by Department, A Factory can login now with email-id and Password entered.

3. After Login Applicant Screen shown as:



Click on **Building Plan Approval (Form 1)** link in menu bar. A screen appears as:

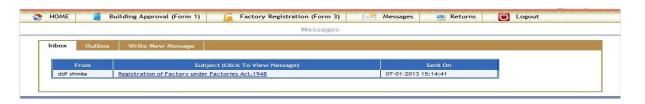


Then Fill the Add Rooms, Questionnaire and select documents sent to Department. STATUS shows the Filled Application status. Message board is used for any communication with Department. Then click on Submit to Submit Building plan Approval Application to Department. A unique reference no. is generated for every application. SMS as well as an email is sent to registered email-id.



After Submitting Application, take the Print of FORM1 and attach all relevant documents signed by occupier and sent it to L&E Department by post. It must reach to L&E department within 30 days otherwise application is rejected by System automatically.

Then Department starts the processing of Application after receiving supporting documents along with <u>form1</u>. If some shortcomings are founds during the scrutiny of application then an email is sent for shortcomings found and shortcomings are also listed in inbox of Message board.

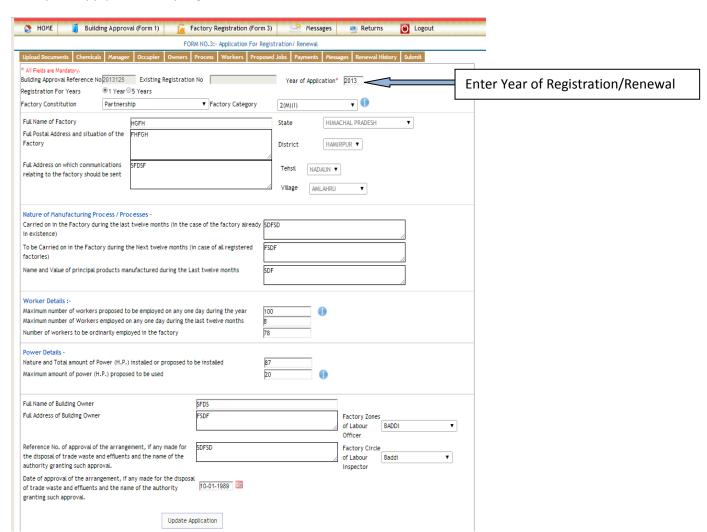


Application is now in edit mode and then a factory can send the shortcomings compliance to department through message board. If change is required in basic forms of Building Plan approval, then a Factory can change it online and resubmit it again. This process is continuing until all shortcomings are not removed.

Then Department can Approve or reject the application. After approval of Application, A factory can have a Building plan approval letter online. Current Status of application is available online and for any change in status an email as well as SMS is sent to Factory.



<u>Factory Registration Applications:</u> once the building plan has been approved by the Department, A factory can apply for Factory registration (Form 3).



## **Documents sent** to Department by post.

FORM 3 :Factory Registration/Renewal - Document Sent to Department

SI.No.	Document Title isComp		Sent	
1	Certificate of Stability	No	○ Yes ● No	
2	Declaration of Occupier	No	○ Yes ● No	
3	Article of Association / Memorundum of Association / Partnership Deed/Ownership Papers	No	○ Yes ● No	
4	Copy of Power Sanction certificate	No	○ Yes ● No	
5	Any Other Documents	No	○ Yes ● No	

Save

## **Add Manager Details**

	FORM 3 :Factor	y Registration/ Renewal -	Add Manager
Manager Name		Permanent Address	
E-Mail ID		Phone No.	
Fax		Mobile No.	
Photograph (only .jpg file)	Choose File No	file chosen	
PhotoID Card (only .jpg file)	Choose File No	file chosen	
Address Proof (only .jpg file)	Choose File No	file chosen	
	Submit		

## **Add Chemicals Details**

FORM 3 : Factory Registration/Renewal - Chemicals in Factory

Name of Chemical Allyl amine 

Quantity(in Kg) 

Save

## **Add Occupier Details**



#### **Add Owner Details**

Owner Title	Choose Owner Type ▼	Owner Name		Email ID	
Share (%)		Phone No		Fax	
Address			Save		
	The proprietor of the factory in case of p	private firm/propriet	ary concern.		
	The Partners of the factory in case of pr	ivate firm/Partnersh	ip concern.		
	Director in case of a public limited liabilit	y company/firm.			
	Where managing Agent has been appoint	ed, the name of the M	Nanaging Agent and Directo	rs thereof.	
	Shareholders in case of a private compan	y where no Managing	Agents have been appointe	d.	
	The Chief Administrative Head in case of		-		

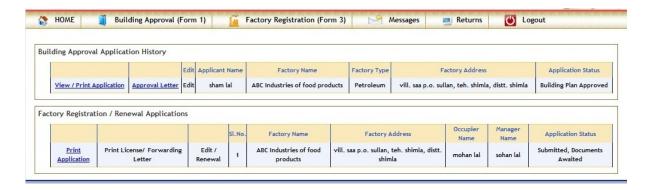
## **Add Process of Factory**

	FORM 3 :Fact	tory Registratio	on/Renewal -	Process Of Factory	
Division	Choose Division	•	Group	Choose Group	•
Class	Choose Class	v	Sub Class	Choose Sub Class	•
Brief Description		D.	Save		

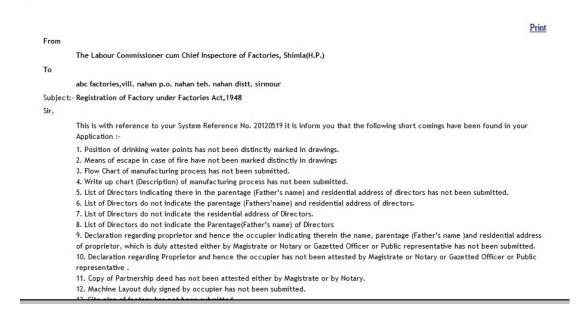
#### **Submit Application Status**



if all required forms are filled by factory, then submit it to Department online. After Submitting Application, take the Print of FORM3 and attach all relevant documents signed by occupier and sent it to L&E Department by post. It must reach to L&E department within 30 days otherwise application is rejected by System automatically.



Then Department starts the processing of Application after receiving supporting documents along with <u>form3</u>. If some shortcomings are founds during the scrutiny of application then an email is sent for shortcomings found and shortcomings are also listed in inbox of Message board.



Application is now in edit mode and then a factory can send the shortcomings compliance to department through message board. If change is required in basic forms of Building Plan approval, then a Factory can change it online and resubmit it again. This process is continuing until all shortcomings are not removed.

After Physical inspection by Department if shortcomings are found then they are conveyed by email as well as through Message board.

Then Department can Approve or reject the application. After approval of Application, A factory can have a Building plan approval letter online. Current Status of application is available online and for any change in status an email as well as SMS is sent to Factory.

After Approval of Registration, A factory can apply for renewal and amendment time to time in same process as in case of registration.