

Approval of plan and permission to construct/extend/or take into use any building as a factory under the Factories Act, 1948

1	Name of Approval / NOC/ License/ Registration	Approval of plan and permission to construct/extend/or take into use any building as a factory under the Factories Act, 1948
2	Competent Authority	Assistant Director/ Deputy Director/ Director of the Factories
3	Applicability Criteria	Applies to factory having 40 or more workers without power Factory having 20 or more workers with power.
4	Stage	Factory license should be got before commencement of manufacturing work in the factory.
5	SLA/ Number of Days	(i) 15 working days for non-hazardous factories; and (ii) 30 working days for hazardous and MAH factories;
6	Documents Required	(i) Factory building plan, which includes Site Plan, Detailed Plan and Sectional Elevation Plan of every room of factory; (ii) Form-1 (Particular of room in the factory); (iii) Questionnaire to Form-1; (iv) Certificate of Stability (Form-2) duly issued by Competent Person as authorized by Director of Factories; (v) A brief description of manufacturing process / Process Flow Chart; (vi) NOC of Fire Department; (vii) NOC of UPPCB; (viii) NOC from Local body (Nagar Nigam/Nagar panchayat/Notified Area); (ix) NOC from Explosive Department; (x) NOC from Electrical Safety Department; (xi) Proof of ownership of factory premises; (xii) Notification of Site; Safety Audit; (xiii) On site Emergency Plan.
7	Procedure for getting license	<p>Step-1 a) The applicant shall open the Online Single Window Portal using the address (www.niveshmitra.up.nic.in) b) Register in Online portal using their personal Details and Contact Details and login into the portal.</p> <p>Step-2 After logging into the web portal, the applicant shall fill the common application form and add a unit and then shall need to click on apply for Permissions/ NOC's/ License option and select the unit and select Approval of plan and permission to construct/extend/or take into use any building as a factory under the Factories Act, 1948</p> <p>Step-3 Then click on fill form for Approval of plan and permission to construct/extend/or take into use any building as a factory under the Factories Act, 1948 After completing all entries of the application, attach all required documents and submit the form.</p> <p>Step-4 User need to submit the form Registration and grant of license under The Factories Act, 1948 along with this and make payment.</p>

8	Fee & Mode of Payment	As per the Fee slab according to number of power being used in the factory and number of workers.
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1. Go to www.niveshmitra.up.nic.in and Click on “Register here”.
2. Fill up the sign-up form and verify mobile number and email-ID.
3. Now login with the credentials which are received in e-mail.
4. Create new password.
5. Now login with the new password.
6. Fill common application form and update personal details and entrepreneur details.
7. Then click on “New Unit Details” and fill all required information and verify your mobile number and email ID.
8. Now click on Apply for Permission/NOC/License and select the unit.
9. Now click on check box given beside Department of Labour and select Approval of plan and permission to construct/extend/or take into use any building as a factory under the Factories Act, 1948 Now click on Fill/view form.
10. Now fill the form and click on calculate fee button and submit it.
11. Then click on “Pay consolidated fee” option given on left panel and proceed for payment.
12. Once the application is submitted and payment is made successfully, application shows on department panel.
13. Departmental officer conducts an enquiry about the application and issues the building plan approval letter along with the license.