

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 (ii) 30 working days for hazardous and MAH factories							
6	Documents Required	SL.N	For Non-Hazardous Factories	SL.N	For Hazardous Factories	SL.N	For Major Accident Hazard (MAH) units		
		1	Site Map with Detailed Plan and Process Flow Diagram	1	Site Map with Detailed Plan and Process Flow Diagram	1	Site Map with Detailed Plan and Process Flow Diagram		
		2	Form-1 with Questionnaire	2	Form-1 with Questionnaire	2	Form-1 with Questionnaire		
		3	Certificate of Stability	3	Certificate of Stability	3	Certificate of Stability		
		4	Khatauni or Registry (for self-owned factory)/ Rent Agreement (for rented factory)	4	Khatauni or Registry (for self-owned factory)/ Rent Agreement (for rented factory)	4	Khatauni or Registry (for self-owned factory)/ Rent Agreement (for rented factory)		
		5	Proprietorship Deed (for Proprietorship firm)/Partnership Deed and Resolution (for Partnership firm) /LLP deed and Resolution (for LLP firm)/Memorandum and Article of Association, List of Directors with Resolution (for Pvt.Ltd/Ltd firm)	5	Proprietorship Deed (for Proprietorship firm)/Partnership Deed and Resolution (for Partnership firm) /LLP deed and Resolution (for LLP firm)/Memorandum and Article of Association, List of Directors with Resolution (for Pvt.Ltd/Ltd firm)	5	Proprietorship Deed (for Proprietorship firm)/Partnership Deed and Resolution (for Partnership firm) /LLP deed and Resolution (for LLP firm)/Memorandum and Article of Association, List of Directors with Resolution (for Pvt.Ltd/Ltd firm)		
		6	NOC from Fire Deptt	6	NOC from Fire Deptt	6	NOC from Fire Deptt		
		7	NOC from Pollution Board	7	NOC from Pollution Board	7	NOC from Pollution Board		
		8	NOC from local authority (in case of factory is out of industrial areas)	8	NOC from local authority (in case of factory is out of industrial areas)	8	NOC from local authority (in case of factory is out of industrial areas)	8	NOC from local authority (in case of factory is out of industrial areas)
				9	License/NOC under Petroleum Rules, 1976	9	License/NOC under Petroleum Rules, 1976	9	License/NOC under Petroleum Rules, 1976
				10	On-Site Emergency Plan	10	On-Site Emergency Plan	10	On-Site Emergency Plan
				11	NOC of Electrical Safety Deptt	11	NOC of Electrical Safety Deptt	11	NOC of Electrical Safety Deptt
				12	Notification of Site				

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.
9	Process with stage wise Detail for Approval	<p>Category - Non Hazardous, Hazardous, Major Hazardous Size of Firm - 20 or more Workers Business Location - Area of UP Investor Type - Foreign/Domestic Note - Time for completion of procedure as per service guarantee act is as per nature of factory. (a) For non hazardous factory 15 days (b) For hazardous and major hazardous factory 30 days</p>

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.