

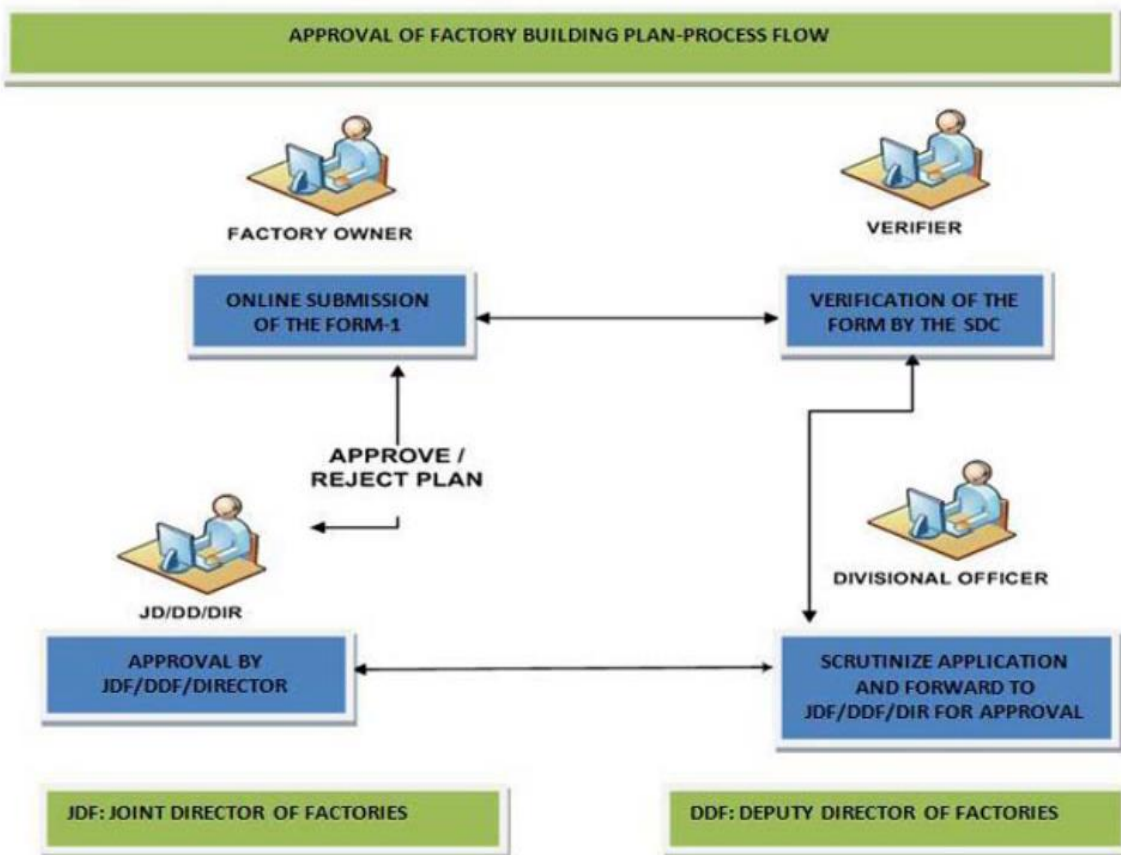
Service Procedures, List of documents and Timelines

Factory Building Plans (Non-Hazardous)

- 1) Logon to FBIS website, from the main page select service and choose Form No.1 for approval of plan.
- 2) Applicant should attach all the mandatory documents required, fill the Form completely and submit. After submitting, a unique case number is generated for further reference and tracking. The applicant would be provided an option for checking status through "Application Status-Status (Factory)" option.
- 3) Payment Option: - Plan approval fee can be paid through Challan or Online using Khajane-II link, and details have to be specified in online application.

Upon Scrutiny, necessary approval will be given after inspecting the site/factory. The approval will be accorded online and Signed Copy of the approval letter will be uploaded, to be downloaded by the applicant.

Go to login page -> Select Services-Factories -> Click on Approval of Plans -> Choose a Region -> Choose a Division -> Click on Next -> Fill the Form completely -> Click Next -> Choose a Company Type -> Upload all the mandatory Documents -> Click on Submit -> your Unique Case number is Generated -> To print your Form Click on Print.



Documents be uploaded/submitted under the Factories Act, 1948 (Mandatory Documents to be Submitted along with Application Form No.1):

- 1) Stability certificate in form no – 1a (for existing factory buildings only)
- 2) Questionnaire
- 3) Brief description and flow chart of the manufacturing process

- 4) Land sale deed or lease deed or rental deed or possession certificate or letter from local body as applicable
- 5) Factory plan
- 6) Fee paid challan
- 7) Consent form KSPCB in case of hazardous factories

Factory Building Plans (Hazardous)

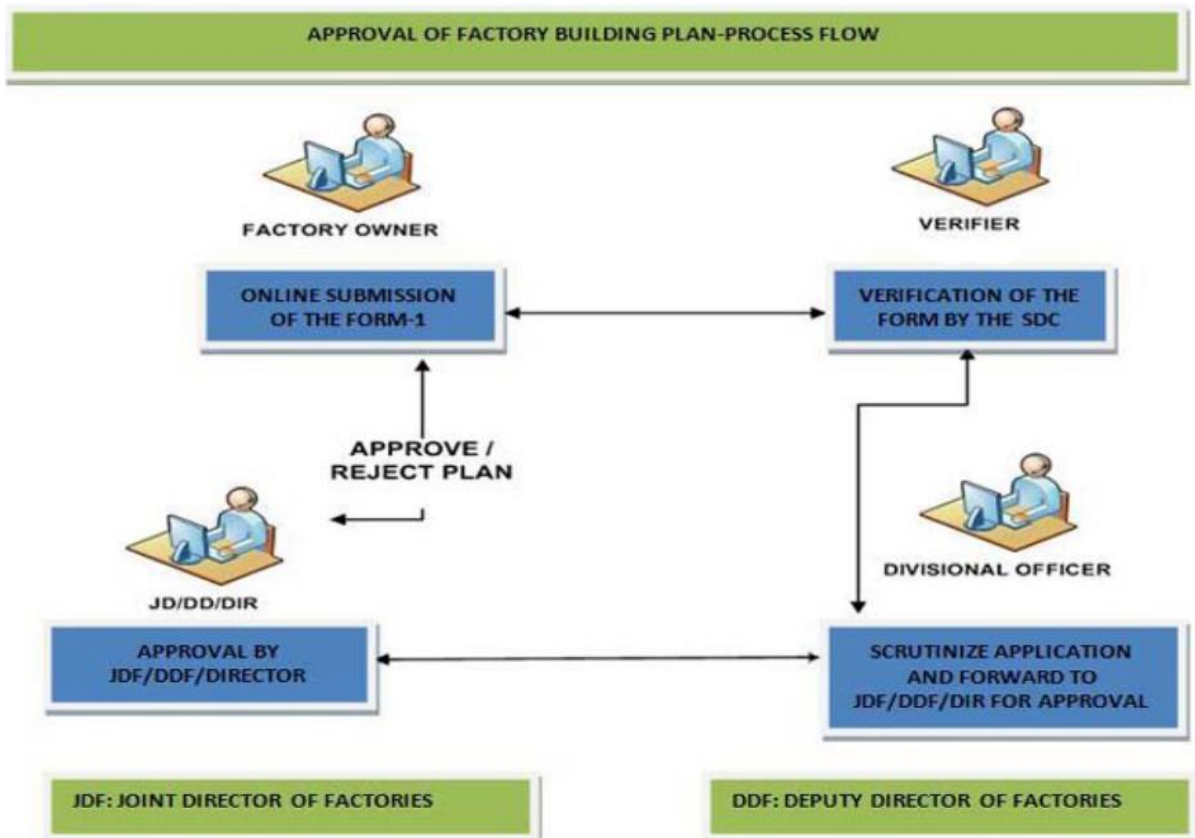
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- 5) Factory plan
- 6) Fee paid challan
- 7) Consent letter of KSPCB in respect of factories involving hazardous process or storage and handling of hazardous materials.
- 8) In case of hazardous factory details of approval of on-site emergency plan approved by the department.

Step	Description	No. of Days	Designation
1	Receipt of proposal online by the case worker	1.00	Case Worker
2	Entry into the challan register/ plan special register and forward to the officer for verification of documents & inspection	2.00	Case Worker
3	Spot inspection and verification of documents	30.00	Inspector
4	If found satisfactory, application is given to the case worker to make proposal for recommendation to approval authority if found satisfactory, the application is forwarded with recommendation to the approving authority for approval. if found not satisfactory, observations are communicated to the applicant. Receive corrected / revised application along with revised plan / documents from the applicant. If found satisfactory, the application is forwarded with recommendation to the approving authority for approval. If found not satisfactory, the application is forwarded with recommendation to the approving authority for rejection.	27.00	Inspector
5	Make entry into the plan special register. If found satisfactory, approval is accorded online and the signed copy of the approval letter is uploaded for the user to download. If found not satisfactory, observations are communicated to the applicant. Receive corrected / revised application along with revised drawings / documents from the factory management through the jurisdictional officer. If found satisfactory, approval is accorded online and the signed copy of the approval letter is uploaded for the user to download. If found not satisfactory, application is rejected.	30.00	Director

Service Timeline: 90 working days

- 1) In case of Proprietorship Firm – a valid GST registration certificate or certificate obtained from dept. Of industries and commerce or any other document as proof of ownership or in case of partnership firm – list of partners with residential addresses along with partnership deed or in case of private limited or public limited company – list of directors with residential addresses along with certificate of Incorporation of the Company & Memorandum and article of association and form no. 32/12 or Board resolution for every change in directors or in case of company owned by central or state government or public sector undertaking, government order of appointment of occupier under the Factories Act
- 2) Fee paid challan

Service Timeline: 90 working days

Registration of Factories and Issue of License (Hazardous)

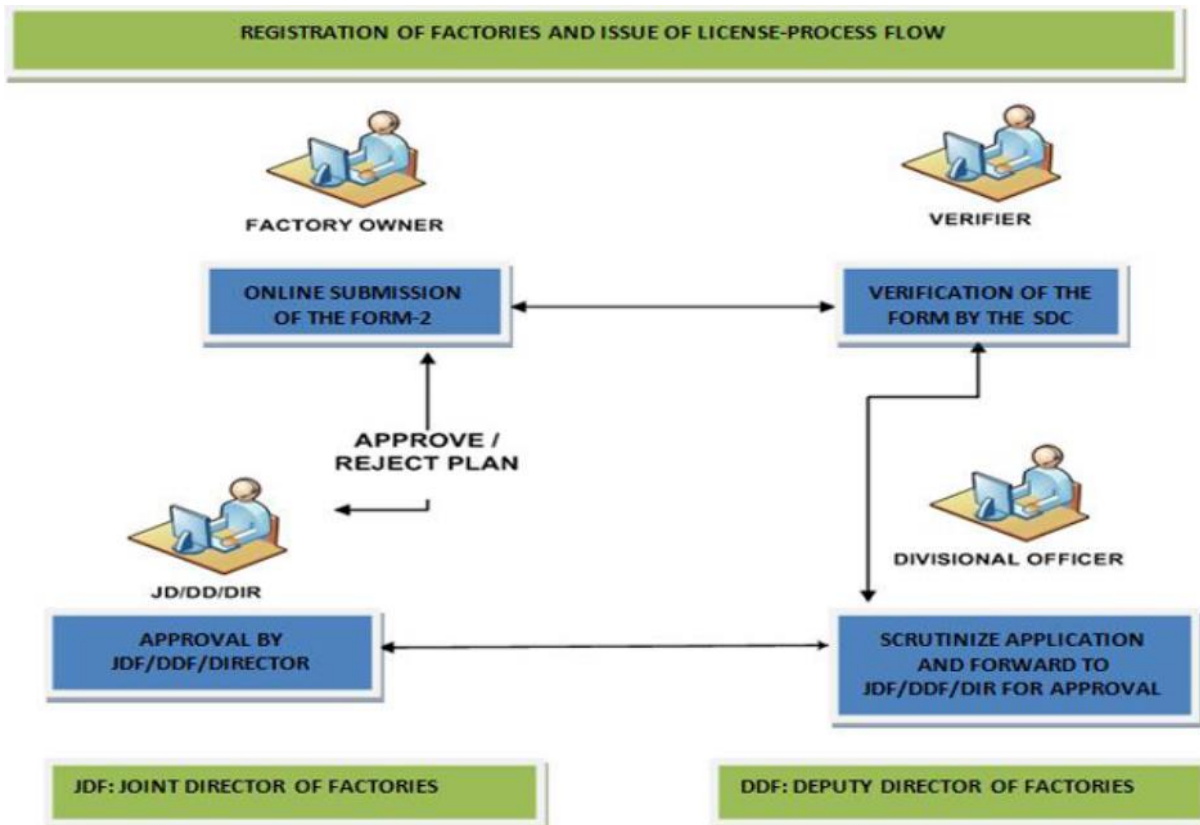
1) After log in, from the main page select Service-Factories and choose Registration of Factories and Issue of License.

2) Applicant should attach all the mandatory documents required, fill the form completely and submit. After submitting, a unique case number is generated for further reference and tracking. The applicant would be provided an option for checking status through "Application Status-Status (Factory)"

3) Payment Option: - Plan approval fee has to be paid Online using Khajane-II, and the challan details have to be specified in online application.

4) Upon Scrutiny, necessary approval will be given after inspecting the site/factory. The approval will be accorded online and Signed Copy of the approval letter will be uploaded, to be downloaded by the applicant.

Go to login page -> Select Services-Factories -> Click on Registration of Factories and Issue of license -> Choose a Region -> Choose a Division -> Click on Next -> Fill the Form completely -> Pay the fee appearing in the form -> Click Next -> Choose a Company Type -> Upload all the mandatory Documents -> Click on Submit -> your Unique Case number is Generated -> To print your Form Click on Print.



Forms to be submitted under Factories Act (Mandatory Documents to be submitted along with Form No.2 for Registration and Grant of License)

1) In case of proprietorship firm – a valid GST registration certificate or certificate obtained from dept. of industries and commerce or any other document as proof of ownership or in

case of partnership firm – list of partners with residential addresses along with partnership deed or in case of private limited or public limited company – list of directors with residential addresses along with certificate of incorporation of the company & Memorandum and article of association and form no. 32/12 or board resolution for every change in directors or in case of company owned by central or state government or public sector undertaking, government order of appointment of occupier under the factories act

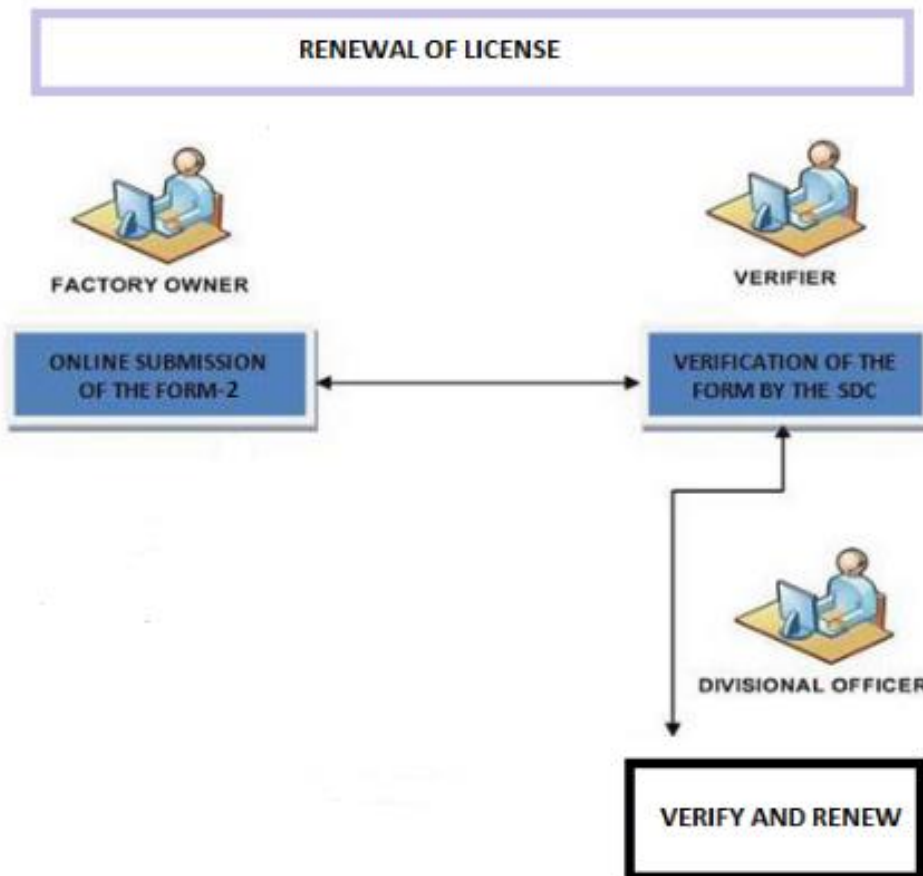
2) Fee paid Challan

Step	Description	No. of Days	Designation
1	Receipt of proposal online by the case worker	1.00	Case Worker
2	Entry into the challan register/ registration special register and forward to the officer for verification of documents	2.00	Case Worker
3	Spot inspection and verification of documents	30.00	Inspector
4	If found satisfactory, application is given to the case worker to make proposal for recommendation to approval authority if found satisfactory, the application is forwarded with recommendation to the approving authority for approval. if found not satisfactory, observations are communicated to the applicant. Receive corrected / revised application along with documents from the applicant. If found satisfactory, the application is forwarded with recommendation to the approving authority for approval. If found not satisfactory, the application is forwarded with recommendation to the approving authority for rejection.	27.00	Inspector
5	Make entry into the registration special register. If found satisfactory, approval is accorded online and the signed copy of the approval letter is uploaded for the user to download. If not satisfactory, the application will be rejected.	30.00	Director

Renewal of Factory License

- 1) On Selecting on the requisite service - Renewal of license, Form No.2 of the factory will be populated.
- 2) Applicant shall fill up the Form No.2 for Renewal completely.
- 3) Payment option: Fee can be paid through khajane-2 online service & details of the payment shall be entered in the online application.
- 4) Upon submission a Unique case number shall be generated for future reference and tracking. The applicant has the option for checking the status in the " Application Status-Status (Factory)"

Go to login page->Enter user name and password->Select services-factories->Click on Renewal of license-> Fill in the necessary fields in FORM NO.2 For Renewal->Pay the fee Online through Khajane-II-> Upload Mandatory Documents to be submitted as mentioned in Form-> Fill the Challan details regarding fee payment->Submit the Form->your unique case number will be generated.



Documents to be submitted under Factories Act Mandatory documents to be submitted along with Form No. 2 for Renewal of License.

- 1) Fees paid challan
- 2) List of partners/directors residential addresses

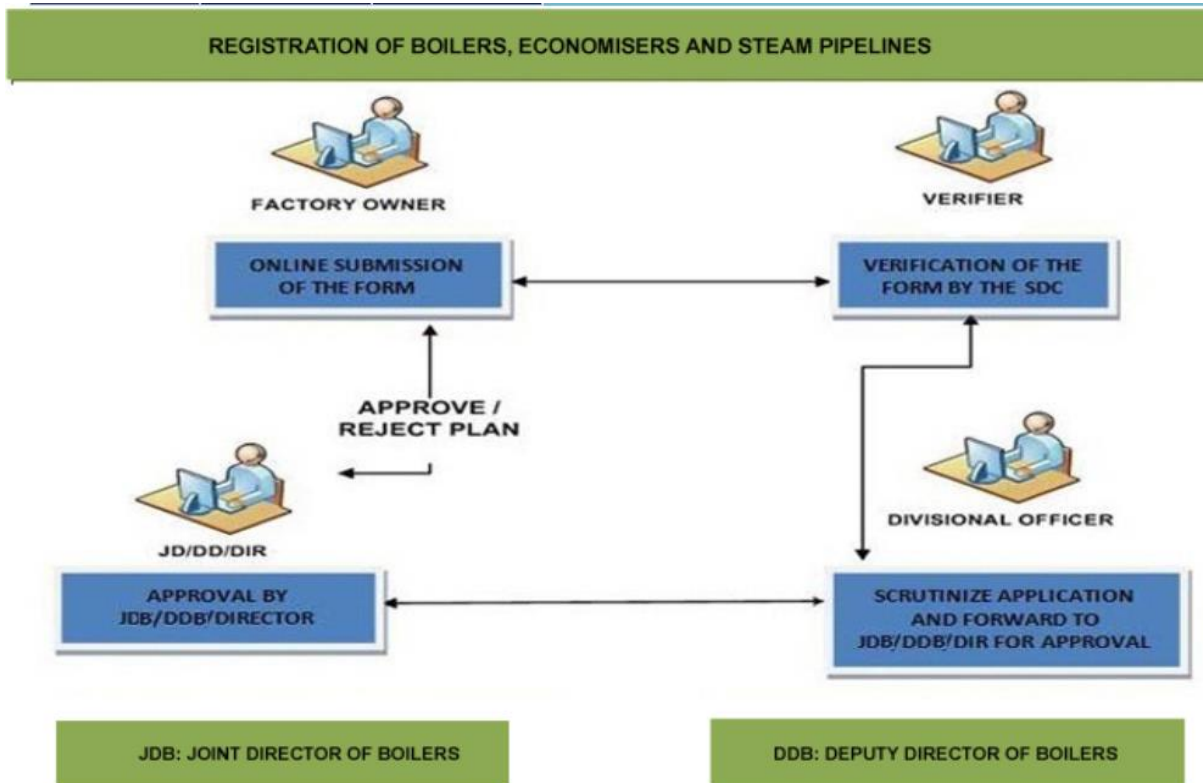
Step	Description	No. of Days	Designation
1	Receipt of proposal online by the case worker	1.00	Case Worker
2	Entry into the inward challan register special register and put up to the officer	9.00	Case Worker
3	Verification of documents, if found satisfactory approval is accorded online and the signed copy of the approval letter is uploaded for the user to download. if found not satisfactory, observations are communicated to the applicant.	10.00	Inspector
4	Receive corrected / revised application along with revised documents from the applicant. verification of documents,	30.00	Inspector
5	If found satisfactory approval is accorded online and the signed copy of the approval letter is uploaded for the user to download. if found not satisfactory, application is rejected	10.00	Inspector

Service Timeline: 60 working days

Registration of Boilers, Economisers and Steam pipelines

Go to login page->Enter user name and password->select Services-Boilers->select Registration Of Boilers->select Required Boiler type->Fill in the necessary details for the Boiler type you select-> After filling the form upload the mandatory documents required->Enter the fee/charge paid details->click on submit->You will get your unique case number and GSC number->click on print option to print your form.

Upon Inspection by the authorities you will be issued License for your Boiler, Economizer or Steam pipe line



Documents to be submitted for the Registration of Boilers

- 1) Form No. II/IIB OR XVII
- 2) Form No. III in case of water tube/package boilers
- 3) Form No. IIIA
- 4) Form No. IIIC
- 5) Radiography report in case of water tube/package boilers
- 6) Stress relieving report in case of water tube boilers
- 7) Fee paid challan

Step	Description	No. of Days	Designation
1	Receipt and verification of application entry into the challan register and forward to the officer for approval of documents and inspection.	1.00	Case Worker
2	Fix inspection date and communicate to owner online.	5.00	Inspector
3	Final hydraulic test inspection by concerned jurisdictional officer	5.00	Inspector

4	Issue of certificate permitting for use.	2.00	Inspector
5	Registration proposal / report forwarded to DOB by the concerned jurisdictional officer	7.00	Inspector
6	Receipt of registration proposal at DOB office.	10.00	Others
7	Inward entry and verification of attachments	8.00	Case Worker
8	Case entry and verification of report and forward to ADB	9.00	Case Worker
9	Scrutiny of proposal / report by ADB and forward to JDB	8.00	Assistant Director
10	Verification of proposal / report by JDB and forward to DOB for orders.	8.00	Joint Director
11	Approval accorded if found satisfactory or else orders passed for corrective action on registration proposal / report to jurisdictional officer.	8.00	Director
12	Approval is accorded online and forwarded for signature of DOB. JDB to sign in case of steam pipe line registration.	8.00	Joint Director
13	The signed copy of the final approval letter is uploaded for the user to download or else proposal with observations returned for corrective action to jurisdictional officer.	6.00	Director
14	Observations and original boiler documents returned to jurisdictional officer for corrective action / resubmission.	5.00	Case Worker

Service Timeline: 90 working days

Approval of Boiler and Pressure part Manufacturing drawing/Steam pipeline and pipeline layout drawings

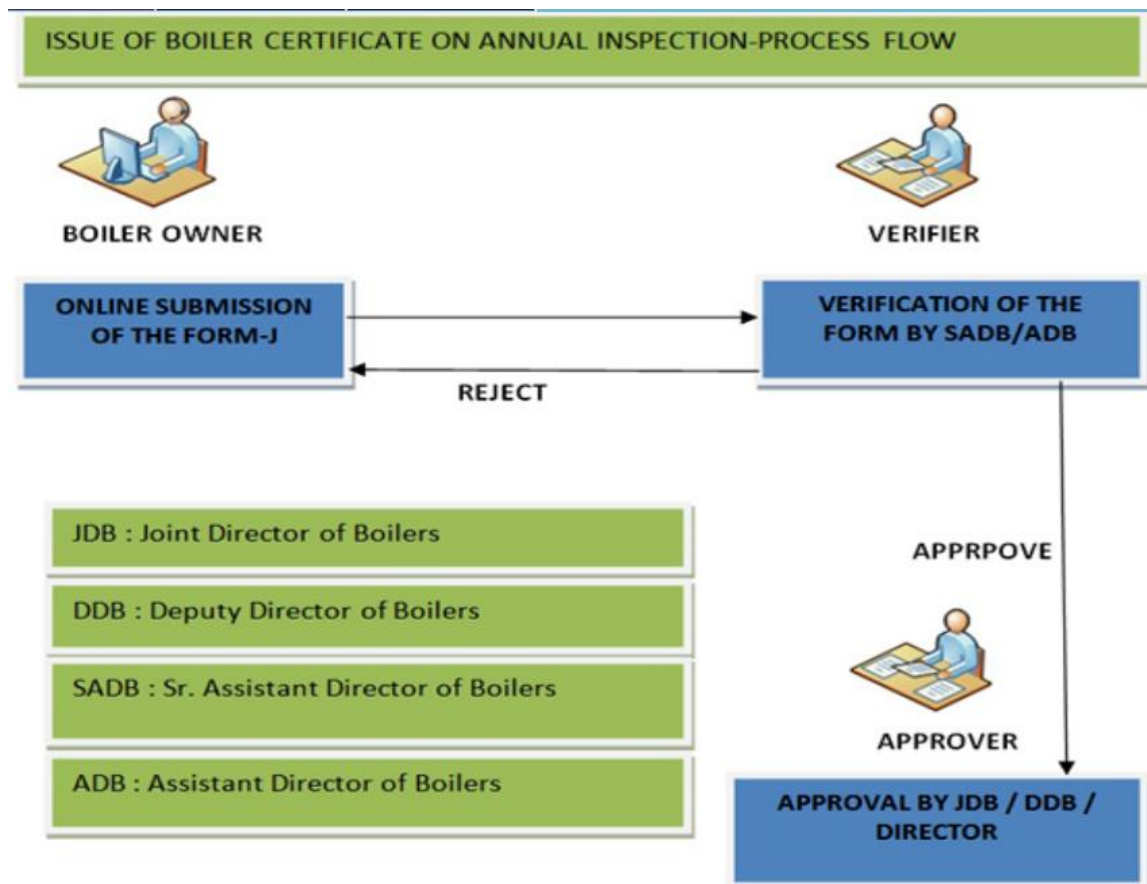
Step	Description	No. of Days	Designation
1	Receipt of drawings, entry into the inward register and sent to Boiler section case worker	5.00	Case Worker
2	Entry in case register, fee register and file put up to ADB	5.00	Case Worker
3	Scrutiny of drawings by ADB and put up to JDB	9.00	Assistant Director
4	Verification of drawings by JDB and put up to DOB.	9.00	Joint Director
5	Approval accorded if found satisfactory or else rejected and drawings returned for corrective action	9.00	Director
6	Preparation of final order by case worker. verification by JDB and put up to DOB	9.00	Joint Director
7	Final signature of DOB (in case of steam pipeline layout drawings by JDB)	9.00	Director
8	Approved drawings or drawings with observations received by concerned case worker and sent to the owner from despatch section	5.00	Case Worker

Service Timelines: 60 working days

Issue of Boiler Certificate on Annual Inspection (Renewal of Boilers)

- 1) Application in Form-J with inspection fees shall be made no earlier than 15 days prior to the date of inspections desired to the Jurisdictional officer.
- 2) Inspection date fixed and communicated to the owner.
- 3) Jurisdictional officer inspects the Boiler and certifies if found satisfactory or else communicates to the owner reasons for not certifying the Boiler.
- 4) Certificate to use the Boiler or reasons for rejection communicated to the owner.

Go to login page->enter username and password->Select services-Boilers->Issue of boiler certificate on annual inspection->Select heating surface->Select taluk->The division is automatically displayed (based on heating surface)->Click on next->Fill all the required fields->Click on submit->Click ok->Your Unique case number is generated->To print your form, click on "Click here to print your forms"->Choose your id->Click on "print" Form will be displayed->Click on "print" to print your form



Documents to be submitted for annual inspection of Boilers (Renewal)

- 1) Fees paid Challan

Step	Description	No. of Days	Designation

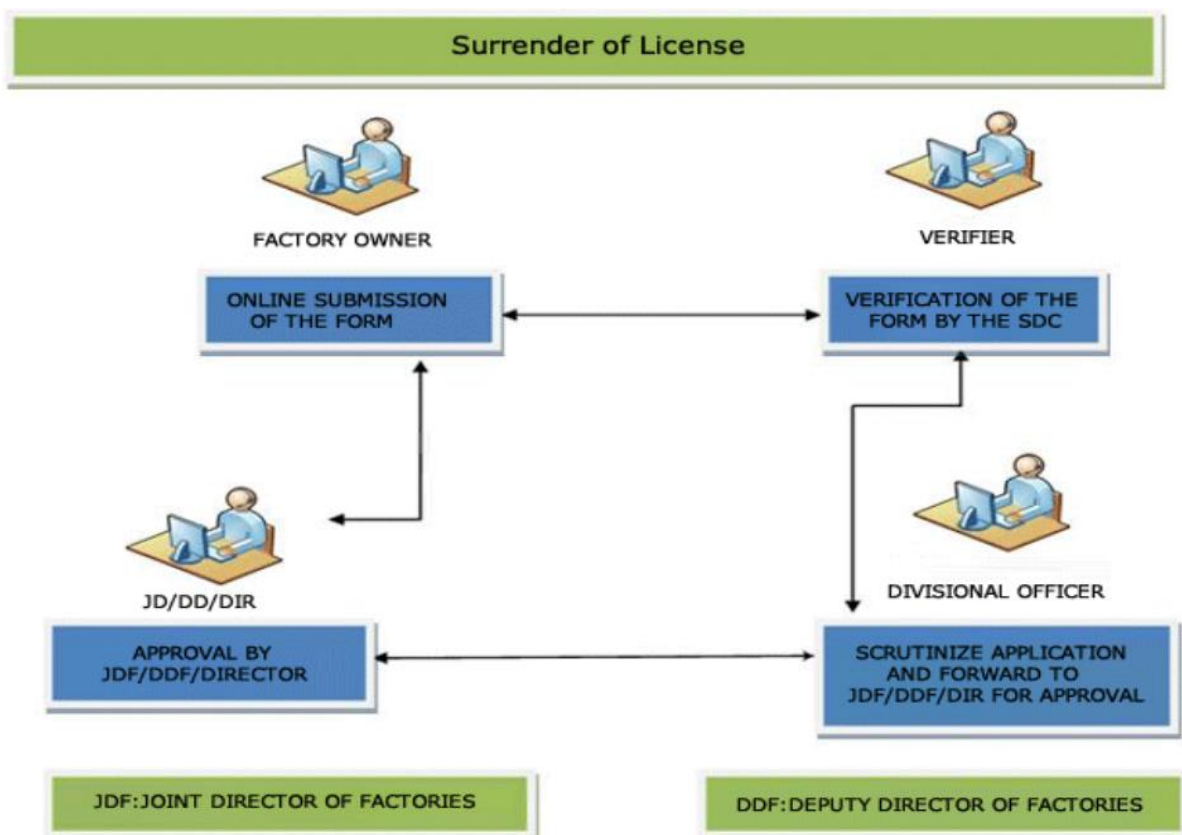
1	Receipt of application online from owner with Form-J and fee paid challan. verification and forward online to jurisdictional officer for fixing date of inspection	1.00	Case Worker
2	Fix inspection date and communicate to owner online.	2.00	Inspector
3	Conduct inspection of boiler.	11.00	Inspector
4	Issue of certificate for use if found satisfactory online and signed document uploaded for user to download.	2.00	Assistant Director
5	Communicate the reasons for not certifying if not found satisfactory – online.	1.00	Case Worker

Service Timelines: 17 working days

Surrender of License

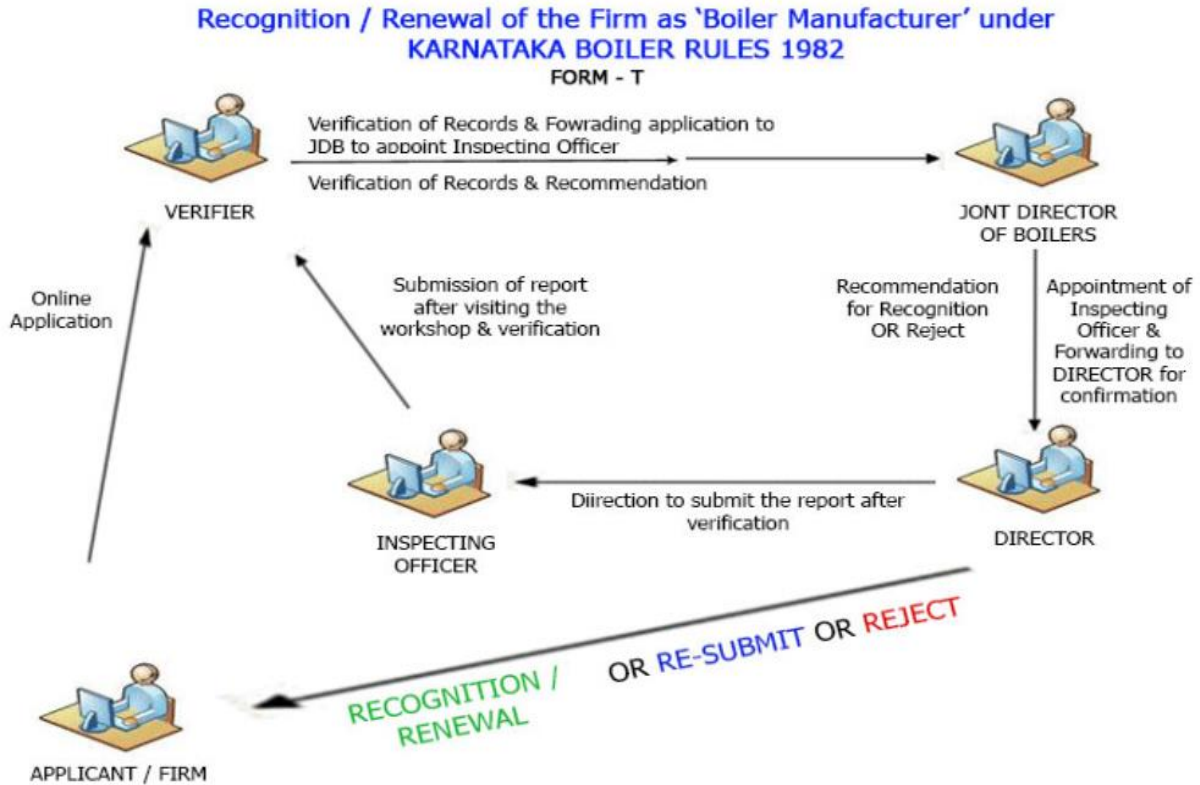
- 1) On Selecting on the requisite service, Surrender of License form will appear.
- 2) Applicant can fill up the form completely and submit. A Unique case number shall be generated for future reference and tracking. The applicant has the option for checking the status of his application in the "Application Status" option which has been provided in the homepage.
- 3) Application can also be signed by clicking on digitally sign button.

Go to login page->Select services-factories->Click on Closure of factory->Click on Surrender of License->Fill all the required fields->click on submit->You will get your unique case number->click on print option to print your form-> Click on Digitally sign button



Recognition of Boiler/ Boiler Component manufacturer and renewal thereof

Go to login page->Select services-boilers->Click on Recognition / Renewal for Boiler Manufacturer-->Fill all the required fields of Form T ->click on submit to go to step 2->You will get page 2 of Form T and upload all required documents specified.->Once all required files uploaded, click on submit button-> You will get unique case no. for your application



List of documents required for Certificate for recognition as Boiler manufacturer and renewal thereof

- 1) Ownership document of the workshop by the firm
- 2) Original IBR welder certificates possessed by the firm
- 3) List of the Engineers/Technical staff and skilled workers possessed by the firm
- 4) List of machineries ,equipments, tools and tackles possessed by the firm
- 5) List and copies of registration certificates, licenses etc issued to the firm by government agencies viz.DIC,BESCOM,GST,PAN etc
- 6) Fees payment challan

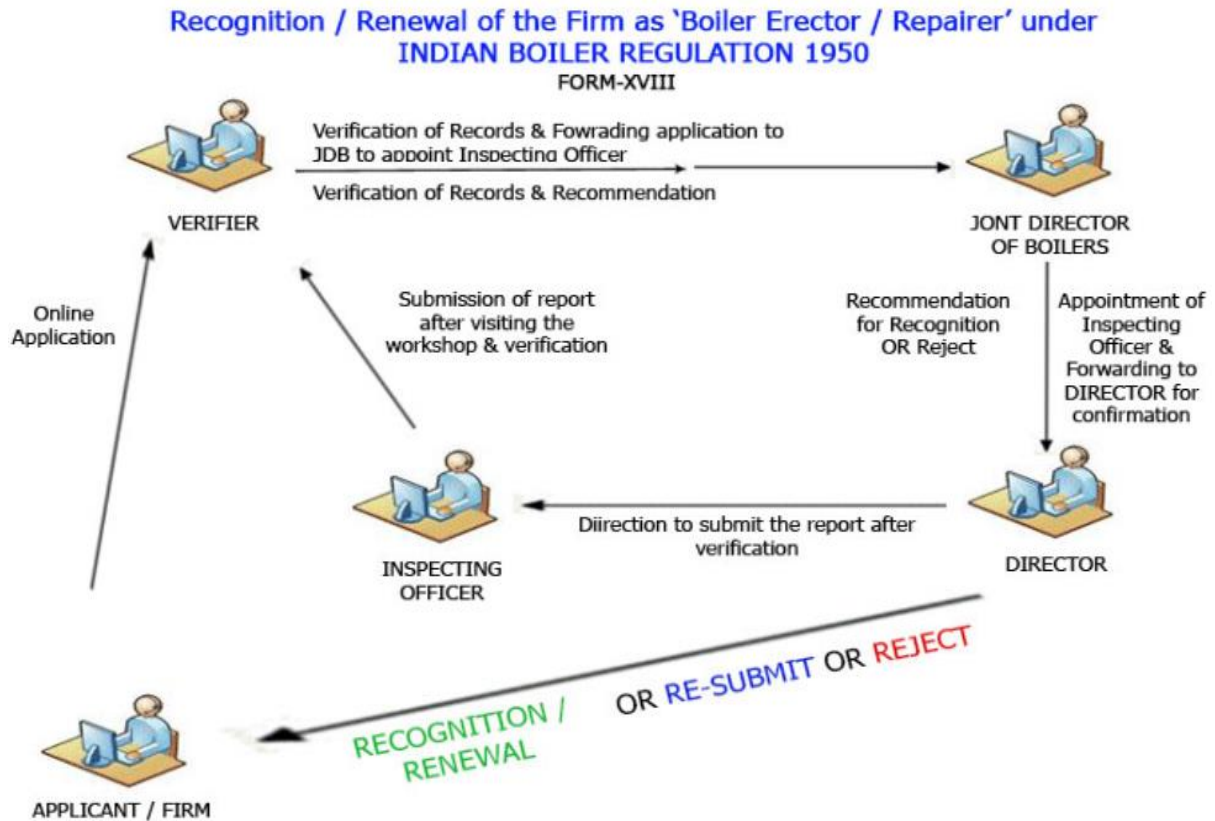
Step	Description	No. of Days	Designation
1	Receipt of online application, verification and forward to Joint Director.	3.00	Case Worker
2	Verification by Joint Director of boilers and submit to director of boilers with recommendation of inspecting officer for acceptance, if application found in order or else recommend for rejection.	3.00	Joint Director
3	Order on appointment of inspecting officer for verification of capacity and capability of the firm or otherwise.	3.00	Director

4	Communication to applicant and the inspecting officer online and intimation regarding the acceptance of application and spot verification for assessment or rejection with reasons thereof.	2.00	Case Worker
5	Submission of assessment report by inspecting officer to Director of Boilers about firm's capacity and capability online.	5.00	Inspector
6	Verification of assessment report and forward to Joint Director for scrutiny and recommendation.	2.00	Case Worker
7	Verification of IO report by Joint Director of Boilers and forward to director of boilers for orders.	3.00	Joint Director
8	Order of recognition or rejection on the recommendation of Joint Director by Director of Boilers.	3.00	Director
9	Order of recognition or rejection as the case may be generated online and forwarded to director of boilers through Joint Director of Boilers for signature.	4.00	Case Worker
10	Issue and uploading of the recognition certificate or rejection letter online for downloading of the same by the applicant.	2.00	Case Worker

Service Timelines: 30 working days

Recognition of Boiler Erector or Repairer and renewal thereof

Go to login page->Select services-boilers->Click on Recognition / Renewal for Boiler Erector-
->Fill all the required fields of Form XVIII->Click on submit to go to step 2->You will get page 2 of Form 18 and upload all required documents specified.->Once all required files uploaded, click on submit button-> You will get unique case no. for your application



List of documents required for Certificate for recognition as Boiler erector/repairer and renewal thereof

- 1) Ownership document of the workshop by the firm
- 2) Original IBR welder certificates possessed by the firm
- 3) List of the Engineers/Technical staff and skilled workers possessed by the firm
- 4) List of machineries ,equipments, tools and tackles possessed by the firm
- 5) List and copies of registration certificates, licenses etc issued to the firm by government agencies viz.DIC,BESCOM,GST,PAN etc
- 6) Fees payment challan

Step	Description	No. of Days	Designation
1	Receipt of online application, verification and forward to Joint Director.	3.00	Case Worker
2	Verification by Joint Director of Boilers and submit to director of boilers with recommendation of inspecting officer for acceptance, if application found in order or else recommend for rejection.	3.00	Joint Director
3	Order on appointment of inspecting officer for verification of capacity and capability of the firm or otherwise.	3.00	Director

4	Communication to applicant and the inspecting officer online and intimation regarding the acceptance of application and spot verification for assessment or rejection with reasons thereof.	2.00	Case Worker
5	Submission of assessment report by inspecting officer to director of boilers about firm's capacity and capability online.	5.00	Inspector
6	Verification of assessment report and forward to Joint Director for scrutiny and recommendation.	2.00	Case Worker
7	Verification of IO report by Joint Director of Boilers and forward to Director of Boilers for orders.	3.00	Joint Director
8	Order of recognition or rejection on the recommendation of Joint Director by Director of Boilers.	3.00	Director
9	Order of recognition or rejection as the case may be generated online and forwarded to director of boilers through Joint Director of Boilers for signature.	4.00	Case Worker
10	Issue and uploading of the recognition certificate or rejection letter online for downloading of the same by the applicant.	2.00	Case Worker

Service Timelines: 30 working days