Labour Department:

License under The Factories Act,1948

Provided as a service through 'SilpaSathi', the Online Single Window portal of the State (West Bengal)

User Manual

License under The Factories Act,1948 Provided as a service through 'SilpaSathi' the Online Single Window portal of State (WB)

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Introduction

This document is intended to serve as a User Manual for grant of the service **"License under The Factories Act,1948"** by **Labour Department, Govt. of West Bengal** through Single window of the State, 'SilpaSathi'. The service is integrated with the Single Window (SilpaSathi) and can be accessed through the SilpaSathi portal. This document has been designed as a user-friendly guide to assist applicants in filling their application forms. It will help them to familiarise with the entire procedure in a seamless manner for successful submission of application and download final Approval certificate from the SilpaSathi portal without the requirement of physical visit to the Department(s).

<u>**Salient Features of Silpasathi Portal:**</u>

- The Single Window Portal of the State of West Bengal (SilpaSathi) allows seamless integration with portals of different government departments thereby providing single login credential for various applications, eliminating the need to provide common information multiple times in different forms of various Departments, and ensuring all clearances are available from a single portal.
- It serves as a digital gateway for providing the necessary statutory compliances under the applicable Acts, Rules, Policies and Schemes of the Govt of West Bengal from a single portal.
- Business Entrepreneurs can get certificates and licences required for setting up and operating business in the State in a smooth and time-bound manner, smooth and time-bound manner, without the need to visit any government department or office.

About the Service

"License under The Factories Act,1948" by Labour Department is required for factory owners to ensure the safety of their workers and to start a manufacturing business in India. The Factories Act, 1948, is a legislation that provides for the welfare and safety of workers in factories. The license is issued by the Inspector of Factories, who ensures that the factory complies with the provisions of the Act. The online system has the following features without the requirement of physical visit to the Department: 1) Submission of Application 2) Online Payment of fees 3) Track Status of Application 4) Online Download of final approval certificate 5) Third Party Verification.

Comprehensive Checklist of Documents to be submitted online

The applicant is required to submit the following documents in order to apply for the service:

#	Documents Required	Detailed Description
1.	Authenticated copy of purchase Deed/Lease Deed/ Rent Receipt as the case may be in respect of the premises to be used as Factory	An authenticated copy of a purchase deed is a certified duplicate of the original document that confirms the transfer of ownership of a property from a seller to a buyer. A rent receipt is a document issued by a landlord or property manager to a tenant, confirming payment of rent.

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| #	Documents Required	Detailed Description
		A lease deed is a legal contract between a property owner (lessor) and a tenant (lessee) that outlines the terms and conditions of the property rental
2.	Authentication Copy of Consent to operate issued by WBPCB for the factories having a hazardous process defined under section 2(Cb) read with schedule I of factories Act,1948 as amended or a declaration for exempted category industries as notified by the West Bengal Pollution Control Board	A "Consent to Operate" (CTO) issued by the West Bengal Pollution Control Board (WBPCB) is a permit that allows a company or individual to operate an industrial unit or a source of pollution in the state of West Bengal, India.
3.	Company PAN Card (Pvt. Ltd. Co. / Ltd., Partnership Co.) or Pan Card of Proprietor/Owner.	Permanent Account Number
4.	Declaration, duly signed by the Occupier , showing the date starting of manufacturing process (exact date)along with number of workers engaged there in on the date installed power, as applicable.	A declaration duly signed by the occupier of a factory is a document that confirms the accuracy of the information provided, and that the occupier will comply with the conditions of the license
5.	Authentication copy of Trade Licence	A trade license is a permit or authorization issued by a government agency or regulatory body to an individual or business to engage in a specific trade or activity.
6.	Declaration, duly signed by the occupier, stating whether any process or activity of the factory is a hazardous process as defined under section 2(cb) read with Schedule I of the Factories Act,1948 as amended.	A declaration duly signed by the occupier of a factory is a document that confirms whether any process or activity of the factory is a hazardous process
7.	For Limited and Private Limited Company-Authenticated copy of Memorandum of Article of Association. For Partnership Firm-Authenticated copy of Partnership Deed	A memorandum of association (MOA) and articles of association (AOA) are essential documents for a company that define its structure, objectives, and internal management. A partnership deed is a legally binding document that outlines the terms and conditions of a business run by multiple people

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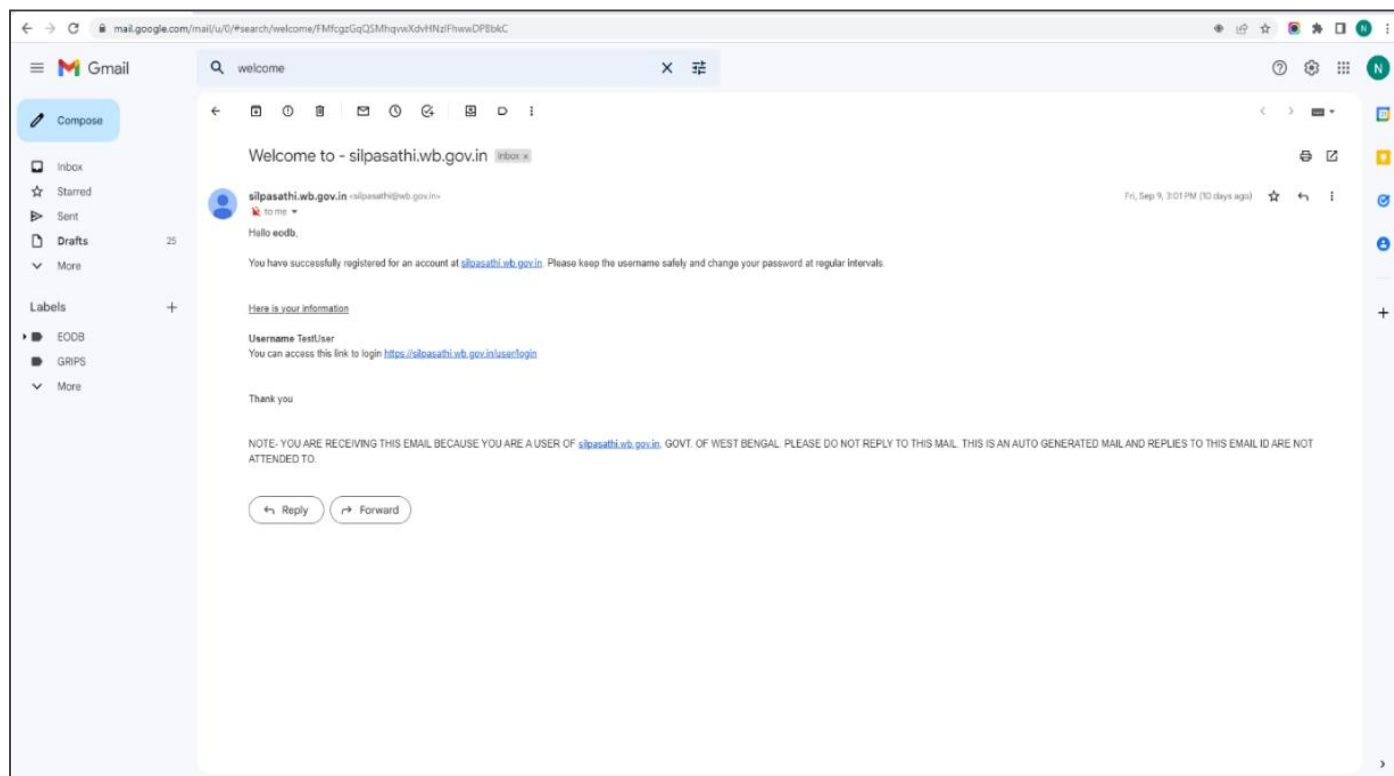
#	Documents Required	Detailed Description
8.	Health and Safety Policy, in case a hazardous process.	A health and safety policy is a document that outlines an organization's approach to managing health and safety in the workplace
9.	List of machinery along with HP/KW duly singed by the occupier	Detailed list of machineries along with specifications
10.	Other Supporting Documents	Additional documents as required

Timeline (WBRTPS)

"License under The Factories Act,1948" by Labour Department has an WBRTPS timeline of 65 days till approval by the authorities.

Instructions related to the application form

Sl. No.	Field Name	Instructions
Decision Making Section		
1.	Identify yourself as	Owner/ Industry / Factory / etc
2.	Does your Factory Use Power (Electrical / Mechanical/ Both)	Select Yes / No.
No. of Workers (Permanent)		
1.	Men	Enter number of men employed
2.	Women	Enter number of women employed
3.	Adolescent Male	Enter number of Adolescent (Male) employed
4.	Adolescent Female	Enter number of Adolescent (Female) employed
5.	Children Male	Enter number of Children (Male) employed
6.	Children Female	Enter number of Children (Female) employed
No. of Workers (Contractual)		
7.	Men	Enter number of men employed
8.	Women	Enter number of women employed
9.	Adolescent Male	Enter number of Adolescent (Male) employed

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Sl. No.	Field Name	Instructions
10.	Adolescent Female	Enter number of Adolescent (Female) employed
11.	Children Male	Enter number of Children (Male) employed
12.	Children Female	Enter number of Children (Female) employed
Factory Information		
1.	Name of the factory	Enter number of the factory/industry
2.	Ownership Type	Select from type of ownership (Public Ltd / Private Limited / PPP)
3.	Occupier Type	Director / Proprietor
4.	PAN of business establishment	Enter permanent account number
5.	GSTIN Number	Enter GST ID
6.	Udyog Aadhar Number	Enter Udyog Aadhar number details
7.	Trade License No.	Enter valid trade license number
8.	CIN No.	Enter CIN No.
9.	Factory Category	Select small, medium, large
10.	Previous Name of Factory	Previous Name of factory if available
Location of the Factory		
11.	Pin Code	Enter Pin Code
12.	State	Select State
13.	District	Select district
14.	Subdivision	Select Sub-division
15.	Estate Type	Select Industrial/ commercial
16.	Area Type	Select corporation / Municipality
17.	Corporation	Select Corporation area
18.	Ward	Enter ward No.
19.	Police Station	Select police stations
20.	Post Office	Select post office
21.	Mouza Name	Enter Mouza Name
22.	JL Number	Enter JL Number
23.	Factory Zone	Select Factory zone
24.	Address	Enter address
25.	Mobile No.	Enter Mobile No.
26.	Alternate Mobile Number	Enter alternate mobile No.
27.	Email Id	Enter email ID

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Sl. No.	Field Name	Instructions
Details of Occupier		
1.	First Name	Enter First Name
2.	Middle Name	Enter middle name
3.	Last Name	Enter last name
4.	Date of Birth	Enter date of birth
5.	Telephone Number	Enter telephone number
6.	Gender	Select gender (M/F)
7.	Email ID	Enter email id
Occupier Permanent Address		
1.	Country	Enter country name
2.	Pincode	Enter pincode
3.	State	Select state
4.	District	Select district
5.	Sub-division	Select sub-division
6.	Area Type	Select corporation / Municipality
7.	Corporation	Select Corporation area
8.	Ward	Enter ward No.
9.	Enter your House No.	Enter House No.
10.	Address	Enter address

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Application Process through SilpaSathi

1. Online Application submission along with online submission of documents

In order to complete the user registration, the applicant has log on to **https://silpasathi.wb.gov.in**/ and click on 'Apply online' button.
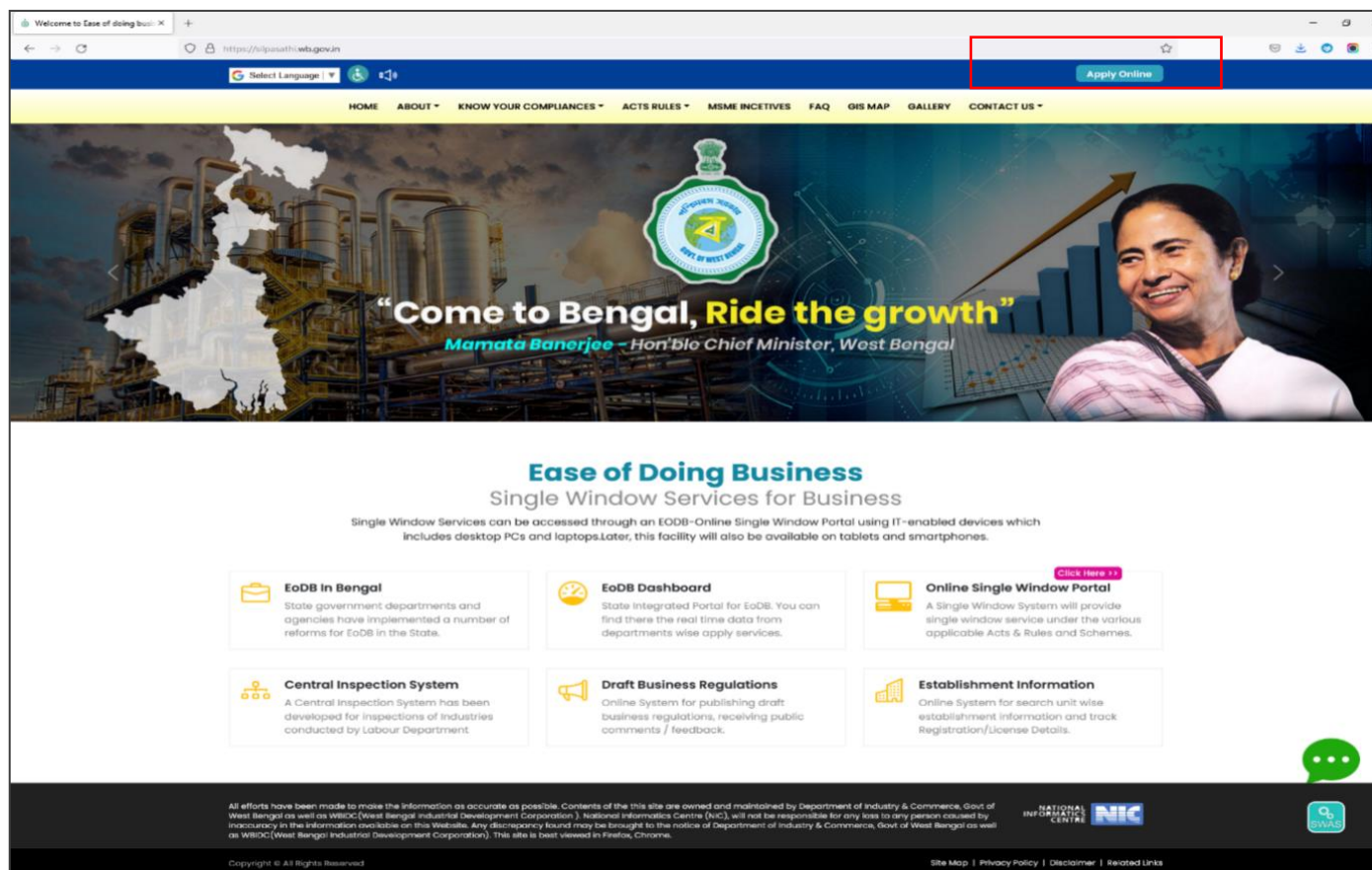
Applicant Log-in: The applicant needs to **select the required category** as illustrated in the screenshot below and **proceed for registration**.

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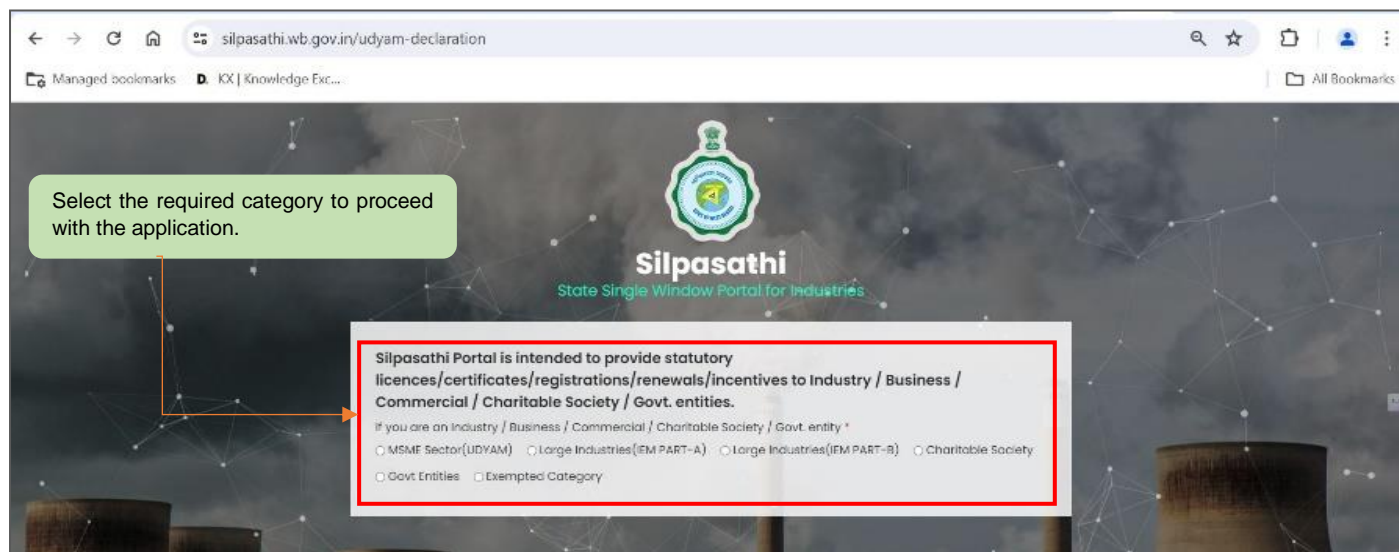
A sign-up window appears on the screen. The user has to select 'Create New' if he is a new user. An already registered user in SilpaSathi portal can fill in the username and password and login to the SilpaSathi portal.

The 'User Registration' window will appear with the relevant fields that the applicant needs to fill accurately and click on 'Register' as shown by the below screenshot. In case the applicant already has an account, click on the 'Sign In' button and login using valid **User ID, password and Captcha.**
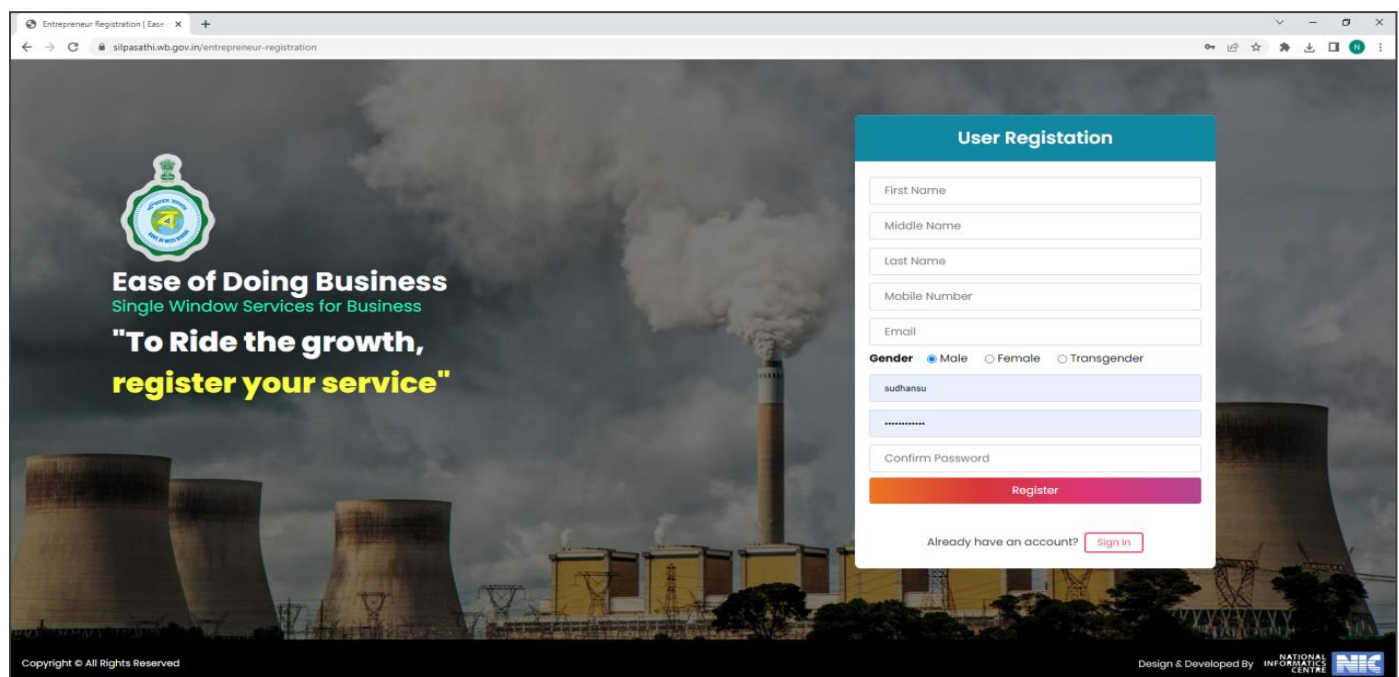
Applicants will receive email confirmation after registering into the single window portal. Please refer to the screenshot below:

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Online Application submission

Applicants will now be directed to the user dashboard for completing the further procedures. The following screenshots below illustrate the same.
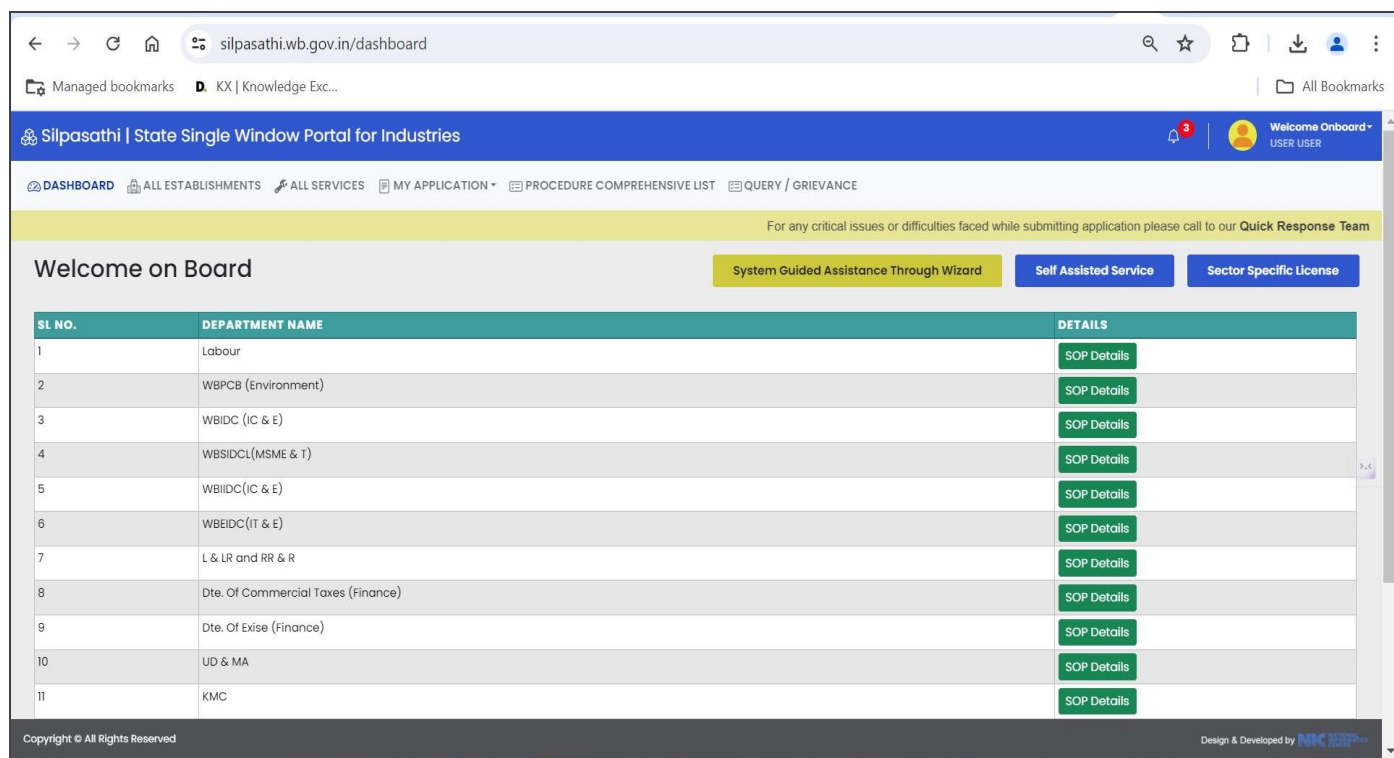
The applicant has to click on 'ALL SERVICES' to view the list of all services mapped with their corresponding departments.

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Once done, a list of services will appear. Applicants need to click on the checkbox adjacent to the service named **_"License under The Factories Act,1948" by Labour Department_**

After selecting the service **"License under The Factories Act,1948" by Labour Department**, the applicant has to click on **'Create CAF'.** Applicant's CAF ID will be created. The unique CAF ID is referred to as the common application form.

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Applicant's Dashboard

CAF ID generated.

Click on '*Apply Online'* to proceed with the application.

After clicking on '**_Apply Online'_** option, the applicant shall be redirected to the main application form. The applicant will have to fill in the required details and review the application form (screenshot below):

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Upon completion of the application process along with document submission, the applicant clicks on the *'Submit'* button for final submission of the application.

The document submission process has been described below. Please refer to the screenshots below for detailed illustrations.

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The applicant has to browse the required files in his system and upload them as described in the screenshots. A dialogue box appears after clicking on '**Browse'.** Once the required file is selected, the applicant has to click on **'Upload'** button to upload the files successfully.
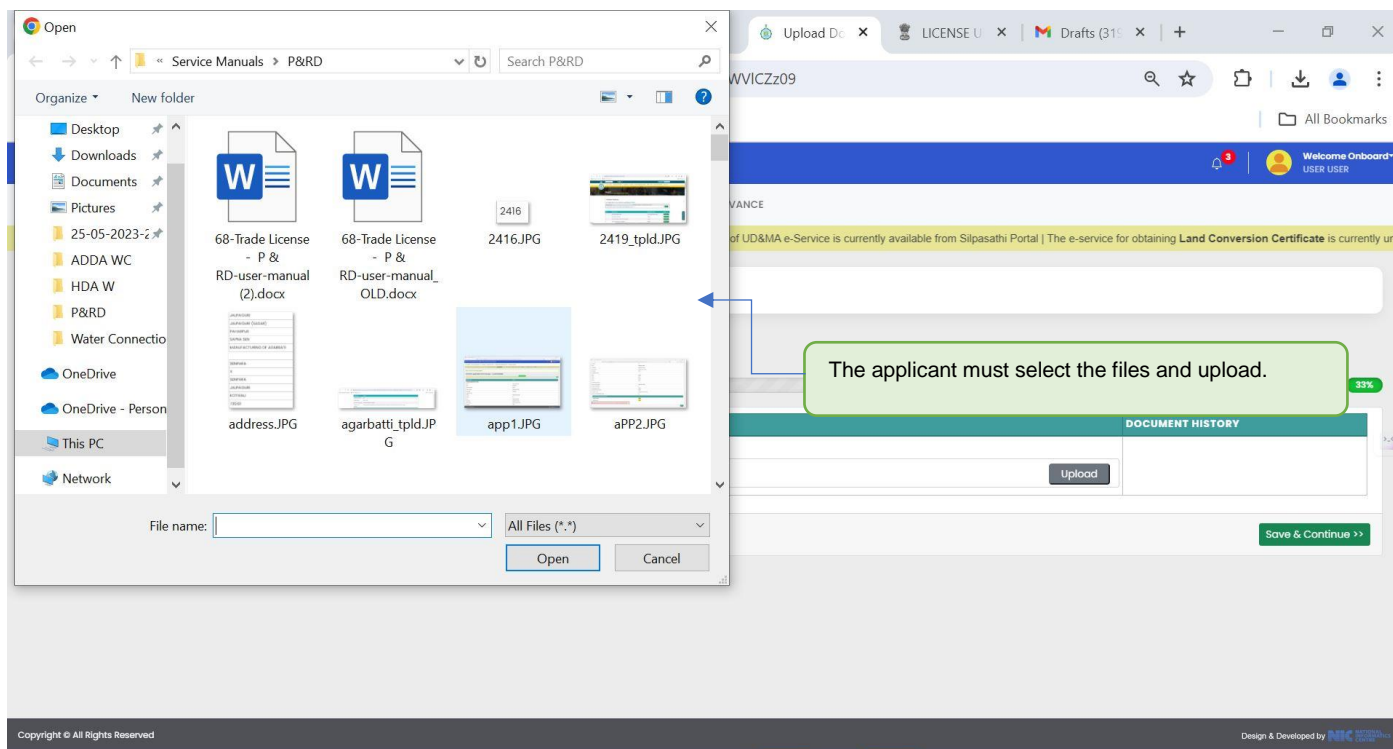
The applicant is required to upload **required documents** in **pdf format** as illustrated in the screenshots. After filling the application form and uploading the required documents the applicant has to click on '**Save and Continue'** to proceed with the application.

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The applicant shall review the filled in application form and proceed for final submission of application. Once reviewed, the applicant shall also be required to click on the Declaration checkbox on the bottom left of the application page before proceeding to 'Submit' button, as illustrated in the screenshots below.

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Application Form

Common Application Form Preview – CAF2022000253

Documents successfully uploaded.

Documents upload successful.

PARAMETERS	INPUTS
1. Factory Information	
Name of the Establishment	shrabani BC
Previous name of the factory	
Factory Type	Partnership Firm
PAN of the Business Establishment / Factory / Company	ALWPG5809L
GSTIN Number	33AADCS0472N1Z9
Udyog Aadhaar No	125484587878
Trade License No	01/TL/DJ/2021 1113
Energy Meter No	
CIN No	
2. Location of the factory	
Factory Zone	Barrackpore
Address	Ward-Ward-12, Municipality - Madhyamgram Municipality , Barasat, PS - Barasat , North 24 Parganas , PIN- 700123, West Bengal, 3No. Chandigarh , Madhyamgram
Nearest Landmark	
Estate Type	Industrial Estate
Telephone No.	
Mobile No.	9875512255
Telephone No.	
Mobile No.	9875512255
Alternate Mobile No.	
Fax No.	
Email Id	shrabani.bala@gmail.com
3. Address of the Registered office / Head office	
Address	Ward-Ward-12, Municipality - Madhyamgram Municipality , Barasat, PS - Barasat , North 24 Parganas , PIN- 700123, West Bengal, 3No. Chandigarh , Madhyamgram
4. Communication Address	
Address	Ward-Ward-12, Municipality - Barasat Municipality , Barasat, PS - Barasat , North 24 Parganas , PIN- 700128, West Bengal, kolkata

15. Worker Details (Total :: 7)

Permanent		Contactual	
Men	0	Men	0
Women	5	Women	0
Adolescents Male	0	Adolescents Male	2
Adolescent Female	0	Adolescent Female	0
Children Male	0	Children Male	0
Children Female	0	Children Female	0

UPLOADED SUPPORTING DOCUMENTS

Partnership Deed	View
Flow chart of the manufacturing process alongwith brief description.	View

☐ I hereby declare that the particulars given above are true to the best of my knowledge and belief *

Declaration Statement

Click for final submission.

Submit

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On clicking on '**Submit**' link, the following webpage appears post submission of application with updated Status.

The applicant /user shall be notified via SMS and email on his registered phone number and email id respectively. The applicant receives notifications at different stages of the application - application submission, application approval, etc.

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2. Online Payment of fees

The applicant is now required to pay the required fees based on the application filled by the applicant. The applicant has to click on '**Pay Now**' option and proceed with the payment procedure. The screenshot below provides an illustration:

Applicant's Dashboard

The applicant is redirected to the **GRIPS portal** to complete the payment process. The applicant shall be able to choose between various modes of payment methods for fees payment.

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The applicant has to **select right payment mode** and enter correct details in order to make successful payment.

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Choose payment method.

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The entire E-challan as downloaded from the system:

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After successfully payment of fees, the application status is updated.

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The applicant is required to upload CAF with digital signature.

Once the CAF is successfully submitted, the concerned application will be sent for inspection and subsequently after Approval by the authority, the applicant will receive in the online system the Registration certificate & License approved by the Department.

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The applicant can click on **'View'** and view CAF details.

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3. Track Status of Application

The applicant has to click on **'Check Status'** to view the latest status of the application.

Applicant's Dashboard

Click on **'Check Status'** to check the latest status of the application.

Note: Latest status can be seen any time through Applicant's Dashboard

Current status appears in the Status Dashboard (Screenshot below).

Latest status updated.

Note: Applicant can click on 'Check Status' at periodic intervals and can view the latest status of the application

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4. Online Download of final approval certificate

The applicant has to click on "**Download Certificate**" to view further.

> Click on *'Download Certificate'*

Note: Latest status can be seen any time through Applicant's Dashboard

The applicant shall now be able to download the final certificate after final approval of application. The applicant has to click on **'Download Certificate'** icon to download the Final Approval Certificate issued**.**

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The certificate as downloaded:

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Sample Registration Certificate

Directorate of Factories
Labour Department | Government of West Bengal

NEW SECRETARIAT BUILDINGS (8th floor)
1, KIRON SANKAR ROY ROAD, KOLKATA -700001

Registration Certificate

No.: 081/TP(N)/Z/2022/023043/TP(N)/25   Date: 25th Jul 2022

Registration certificate is hereby granted to **shrabani BC** situated at **3No. Chandigarh , Madhyamgram,Ward-12, Madhyamgram Municipality ,Barasat, PS - Barasat , PO - Panpara S.O (North 24 Parganas),North 24 Parganas , PIN- 700123, West Bengal** vide application reference no **CAF2022000253** dated the **13th Jul 2022** to constitute a **"FACTORY"** as defined **" Under Section 85 "** of the said Act. Consequently, the provisions of the following Acts and Rules are aplicable to your factory and must be adhered to:-

1) The Factories Act, 1948
2) The West Bengal Factories Rules, 1958
3) The Payment of Wages Act, 1936
4) The West Bengal Payment of Wages Rules, 1958
5) The Maternity Benifit Act, 1961

The Registration Number of the factory is **081/TP(N)/Z/2022** Date **25th Jul 2022**
The Classification No. of the factory is **CLS123**
The Licence No. of the factory is **023043/TP(N)**

Date of Amenability	Capacity (HP/KW)	Manpower	Fees Paid (Rs)	Payment Date
15th Jun 2022	0()	19	3000 (Three Thousand Rupees)	25th Jul 2022

The licence shall remain in force till **14th Jun 2023**

Name1 User1 (JD)
Joint Chief Inspector of Factories

This Registration Certificate is Computer generated and does not require any signature. For authenticity of this Certificate, please scan the QR Code on the top right corner.

Sample License

FORM-3
[See rules5(1),6(4),7(1) and 8(2)]
GOVERNMENT OF WEST BENGAL

DIRECTORATE OF FACTORIES

LICENCE TO WORK A FACTORY

Licence No. **023043/TP(N)** Reg. No. **081/TP(N)/Z/2022** . Date of amenability **15TH JUN 2022** H.P **0()** Worker **19** Fee Rs. **3000/-** Licence is hereby granted to **DEBDEEP GUHA & OTHERS**, valid only for the factory known as **SHRABANI BC** situated at **3NO. CHANDIGARH , MADHYAMGRAM, WARD-12, MADHYAMGRAM MUNICIPALITY ,BARASAT, PS - BARASAT , PO - PANPARA S.O (NORTH 24 PARGANAS),NORTH 24 PARGANAS , PIN- 700123, WEST BENGAL**, subject provisions of the Factories Act, 1948, and the rules made thereunder.

The licence shall remain in force till **14th Jun 2023**

Name1 User1 (JD)
The 25th Jul 2022   Joint Chief Inspector of Factories, West Bengal

for The Chief Inspector of Factories, West Bengal

RENEWALS

Valid up to	H.P	Worker	Fee for renewal	Date of payment	Late fee for renewal	Signature of Joint Chief Inspector of Factories, West Bengal

TRANSFERS

To whom transferred	Date of Transfer	Date of payment of transfer fee	Signature of Joint Chief Inspector of Factories, West Bengal

AMENDMENTS

Date of amendment	Amended worker	Amended H.P	Date of payment of Amendment fee	additional fee	Signature of Joint Chief Inspector of Factories, West Bengal

This Licence is Computer generated and does not require any signature. For authenticity of this Certificate, please scan the QR Code on the top right corner.

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5. Third Party verification details

Third party verification is a process by which any independent user / third party verifies an individual's license and registration details online check authenticity of the Certificate without logging into the portal.
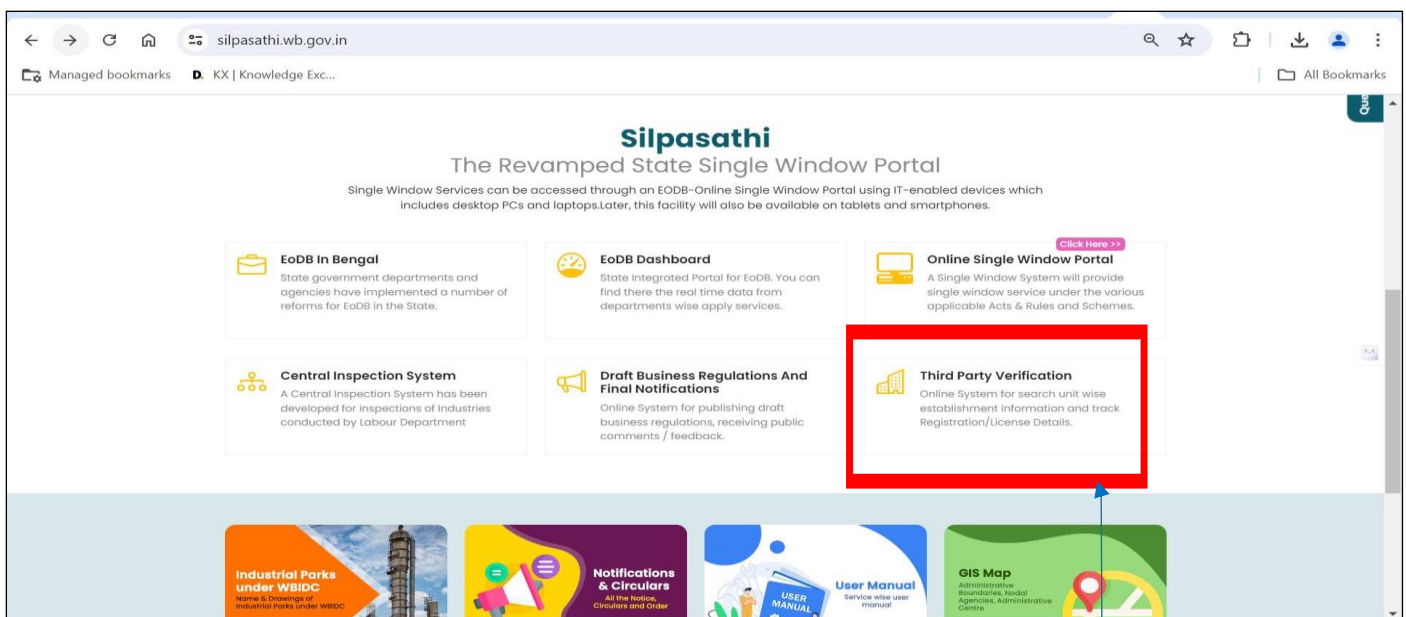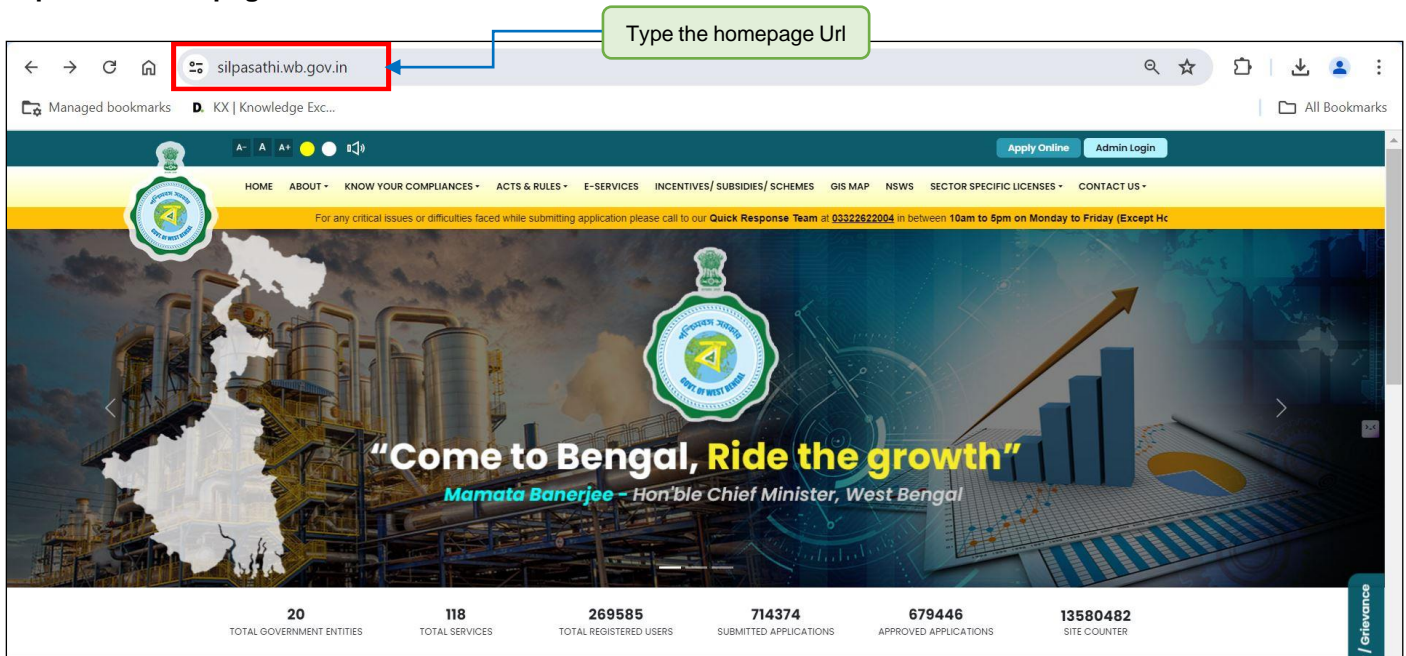
Third party verification process

The applicant or any user has to log in to **https://silpasathi.wb.gov.in**/.

A user (any third party) needs to click on '*Third party Verification'* section in the homepage and enter registration number / license number and then click on 'Search' link, for Verification of Certificate.

(Screenshots below):

SilpaSathi Homepage

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Applicant selects the service and then enter the Certificate/ Approval number in the text box beside it and clicks on 'Search' to view details of certificate.

User can also directly use this url

Enter Approval number/ CAF number to view details.

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The third party can view the details as illustrated below:

Parameter	Output
Approval Certificate number	23316
Application number	CAF2023032073
Legacy Portal Reference number	26824
Service Name	License under The Factories Act, 1948
Name of Enterprise to whom issued	SOKO INDUSTRIES PVT LTD
Address of enterprise to whom issued	Ward-Ward-32, Municipality - Bhatpara Municipality , Barrackpore, PS - Jagatdal , North 24 Parganas , PIN- 743126, West Bengal, Anandadham Building, 41/4/1, East Hartakitala Road, P.O.- Madral, P.S.- Bhatpara, North 24 Pgs, Pin-743126
Status	Issued/Certificate Delivered
Date of Approval	10-02-2023
Valid till (date)	01-12-2025