

No. F. 2(365)-FB/EoDB/BRAP/2024/ 878-84  
Government of Tripura  
Factories & Boilers Organisation  
(Labour Department)

Dated, Agartala the 9<sup>th</sup> September, 2024.

**NOTIFICATION**

Whereas, there is a need for simplification of procedures for hassle free statutory clearances for rapid industrialization in the State of Tripura and Department for Promotion of Industry and Internal Trade (DPIIT), Ministry of Commerce and Industry, Government of India has recommended to ensure that information shall be available on website on all necessary components for availing a service under the Factories Act, 1948 and rules made thereunder for submission of online application for approval of plan and permission to construct/extend/or take into use any building as a factory, approval of revised Plan Drawings of the factory, registration and grant of factory licence and renewal;

NOW, THEREFORE, in exercise of the powers conferred under Rule 25A of the Tripura Factories Rules, 2007 (as amended) by the Government of Tripura in the Labour Department (Factories & Boilers Organisation) hereby notified the submission of comprehensive list of documents required, procedure with stage wise details, cost and time for completion of each procedure/ step, searchable based on risk category, size of firm, business location and Foreign/ Domestic investor for availing a service;

This is issued in part modification of earlier Notification No. F.2(345)-FB/EoDB(SRAP)/2020/1620-26 dated, 10.11.2020 and shall come into force from the date of its publication in the official Gazette of Tripura.

**SUBMISSION PROCEDURE, CHECKLIST, FEES, TIMELINE, RISK CATEGORY, BUSINESS LOCATION & FOREIGN / DOMESTIC INVESTOR**

**A. Consent for Establishment (CFE)**

**1. Application for Approval of plan and permission to construct/extend/or take into use any building as a factory:**

**a) Procedure for Submission of Application:**

- The Entrepreneur shall submit application 'on-line' through SWAAGAT (<https://swaagat.tripura.gov.in>).
- The online application is pre-scrutinized to verify that the application is in full form with all required enclosures.
- The deficiencies, if any, in the application shall be informed by the scrutinizing officers to the applicant.

**b) Processing of the Application:**

- If the application is found to be in order, the department will allocate an inspector to conduct an inspection.
- The inspector then upload the inspection report.
- Based on the report, if all are in order, Chief Inspector of Factories & Boilers shall approve and upload the approval in SWAAGAT portal.
- The entrepreneur can view and download the digital copy of the approval in his login.

**C) Checklist of Documents to be submitted with the Application:**

- Plan drawings of factory showing details as per guidelines of the department.
  - Detailed building plan.
  - Process Flow chart and write-up.
  - List of raw materials to be used and intermediate & finished products.
  - Motive Power in H.P./KW
  - Details of arrangements for the disposal of Trade waste and effluents.
  - Land document – Sale deed/ Lease deed.
  - Documents related to Occupier:
    - In case of partnership – Valid partnership deed & list of partners.
    - In case of public or private limited company – Articles of Association, List of Directors, certificate of incorporation of the company, Resolution of Board of Directors, etc.
    - In case of private company – List of shareholders.
    - In case of factory owned by Central or State govt. undertaking – Govt. order for having appointed the Occupier.
    - In case of Co-op. Society - Registered document, Resolution of Board, List of shareholders, President/Secretary.
  - Citizenship Certificate or Permanent Resident Certificate.
  - PAN card.
  - Aadhaar card.
  - Passport size photograph with signature.
  - Land diversion certificate from competent authority, if applicable.
  - Valid Pollution Consent.
  - Forest Trade Licence and other NOCs, if applicable.
  - NOCs of competent authority, if applicable, etc.
  - For Hazardous Industries:
    - Proposed inventories of Chemicals used and stored.
    - On-site Emergency Plan & Off-site emergency plan (to be approved by the department).
    - Such other particulars as the Chief Inspector of Factories & Boilers may require.
- d) **Timeline:** Approval of plan and permission to construct/extend/or take into use any building as a factory : 21 days.

**e) Flow Chart of stagewise Details with cost and time**

Sl.	Stage	Timeline	Fees
1.	Application submission by applicant	0 Day	Rs. 150/-
2.	Dealing Assistant	03 days	---
3.	Investigator	07 Days	---
4.	Inspector of Factories	04 days	---
5.	Investigating Officer / Asst. Investigating Officer	04 Days	---
6.	Chief Inspector of Factories & Boilers	03 Days	---
<b>Total=</b>		<b>21 Days</b>	

f) **Risk Category:**

Type of Risk	Factories/ Industries	Documents / Process / Fees etc.
High Risk	1) All Major accident Hazard Factories (MAH units) 2) All factories having "Hazardous Process" 3) All factories more than 50 workers 4) All factories where is the risk of workers as mentioned in Third Schedule of the Factories Act, 1948 5) All Factories covered under Section 87 of the Factories Act, 1948 & Rule 160 of the Tripura Factories Rules, 2007, employing more than 20 workers 6) All factories where motive power is more than 100 H.P.	As per Sl. No. 1
Medium Risk	1) All factories more than 20 workers, but less than equals to 50 2) All factories covered under Section 87 of the factories Act, 1948 & Rule 160 of the Tripura Factories rules, 2007, employing less than 20 workers.	
Low Risk	All factories less than equals to 20 (not classified elsewhere).	

g) **Size of Firm**

No. of Workers Employees/ workers	Less than 20	20 to 50	51 and above	Documents/Process/Fees/ Timeline etc. as per Sl. No. 1

h) **Business Location:**

Business Location	Industrial Estate	Urban	Rural
	Documents to be submitted with the Application as per Sl. No.1(c)		

i) **Investor:**

Investor	Domestic Investor	Foreign Investor
	Documents to be submitted with the Application as per Sl. No.1(C)	Documents to be submitted with the Application as per Sl. No.1(c) and permission from the authority of Govt. of India

J) **Fees payable for grant of Factory Licence and renewal of Factory License:**

Sl.	Description	Fees Payable
1	Approval of plan and permission to construct/extend/or take into use any building as a factory	Rs.150.00
2	Approval of Revised Plan Drawings	
3	Amendment of Factory Licence	
4	Registration of Factory under the Factories Act, 1948.	As per Schedule A, B & C of Tripura Factories Rules, 2007.
5	Renewal of Factory License under the Factories Act, 1948	

**"Schedule A"**

**Fees payable for grant of Factory Licence and renewal for all factories  
(Except Power Generating Stations and Electrical Sub Stations)**

Person to be employed on any day during the year	Quantity of Horse Power installed (Maximum HP)									Fee in Rs.	
	From	To	HP Nil	Up to 10HP	11- 50HP	51- 100HP	101- 250HP	251- 500HP	501 - 1000HP		1001- 5000HP
Up to 9			150	225	375	750	1125	2250	3000	4500	6000
10 to 20			300	450	750	1125	2250	3000	4500	6000	7500
21 to 50			450	750	1350	2250	3000	4500	6000	7500	9000
51 to 100			1125	1500	2250	3000	4500	6000	7500	9000	10500
101 to 250			1500	2250	3000	4500	6000	7500	9000	10500	12000
251 to 500			2250	3000	4500	6000	7500	9000	10500	12000	13500
501 to 750			3000	4500	6000	7500	9000	10500	12000	13500	15000
751 to 1000			4500	6000	7500	9000	10500	12000	13500	15000	16500
1001 to 1500			6000	7500	9000	10500	12000	13500	15000	16500	18000
1501 to 2000			7500	9000	10500	12000	13500	15000	16500	18000	19500
Above 2000			9000	10500	12000	13500	15000	16500	18000	19500	21000

**"Schedule B"**

**Fees payable for grant of Licence and renewal of Licence for Electricity Generating Station only.**

Maximum no. of persons to be employed on any day during the year	Installed capacity of the generating station including auxiliary units (in KW)										Fees in Rs.	
	From	To	Upto 50 KW	51- 100 KW	101- 200 KW	201- 500 KW	501- 1000 KW	1001- 5000 KW	5001- 10000 KW	10001- 50000 KW		50001- 100000 KW
Up to 20			750	1125	2250	3000	4500	6000	15000	16500	19500	22500
21 to 100			1125	2250	3000	4500	6000	7500	16500	19500	22500	25500
101 to 300			2250	3000	4500	6000	7500	9000	19500	22500	25500	30000
301 to 600			3000	4500	6000	7500	9000	10500	21000	25500	30000	37500
601 to 1000			4500	6000	7500	9000	10500	12000	24000	30000	37500	45000
above 1000			6000	7500	9000	10500	12000	13500	30000	37500	45000	54000

**"Schedule C"**

**Fees payable for grant of Licence and renewal of Licence for Electricity transforming and transmitting station or Sub-station only.**

Maximum No of workers to be employed on any day during the year	Installed Transformer Capacity of the Transforming Stations/ Sub-Stations including auxiliary unit if any in KVA									
	From	To	Up to 100	101-150	151-300	301-750	751-1500	1501-5000	5001-10000	Above 100000
Up to 20			500	750	1500	2000	3000	4000	10000	11000
21 to 100			750	1500	2000	3000	4000	5000	11000	13000
101 to 300			1500	2000	3000	4000	5000	6000	13000	15000
301 to 600			2000	3000	4000	5000	6000	7000	14000	17000
601 to 1000			3000	4000	5000	6000	7000	8000	16000	20000
above 1000			4000	5000	6000	7000	8000	9000	20000	25000

**2. Application for approval of Revised Plan Drawing:**

Application for Approval of revised plan drawing for permission to construct/extend/or take into use any building as a factory:

- a) **Procedure for Submission of Application:** - Same as Sl. No. 1
- b) **Processing of the Application:** Same as Sl. No. 1

**C) Checklist of Documents to be submitted with the Application:**

- Approved Plan drawing of factory.
- New plan drawing showing details as per guidelines of the department.
- Horse Power Details.
- d) **Timeline:** Factory Revised Plan Drawing Approval: 21 days.
- e) **Flow Chart, Risk category, Size of firm, Business Location & Investor:** same as Sl. No. 1

**B. Consent for Operation (CFO)**

**3. Application for Registration and Grant or Renewal Factory License:**

- a) **Procedure for Submission of Application:** - Same as Sl. No. 1
- b) **Processing of the Application:** Same as Sl. No. 1
- c) **Checklist of Documents to be submitted with the Application:**
  - Scan copy of filled up application duly signed by the Occupier and Manager with date and seal.
  - Plan drawing of the factory and Reference Number, if any.
  - Documents, if any changes in occupiership or land.

- Compliance Report on Statutory Provisions.
- NOC from Fire Department.
- Information of Boiler, if any.
- Such other particulars as the Chief Inspector of Factories & Boilers may require.

d) **Timeline:** Factory License: 30 days.

e) **Flow Chart of stagewise Details with cost and time**

Registration of factory under the factories Act, 1948 with renewal (At a time)

Sl.	Stage	Timeline	Fees
1.	Application submission by applicant	0 Day	As per Notification under the Tripura Factories Rules,2007 "Schedule A" "Schedule B" & "Schedule C"
2.	Dealing Assistant	05 days	---
3.	Investigator	07 Days	---
4.	Inspector of Factories	07 days	---
5.	Investigating Officer / Asst. Investigating Officer	06 Days	---
6.	Chief Inspector of Factories & Boilers	05 Days	---
<b>Total=</b>		30 Days	

f) **Risk category, Size of firm, Business Location & Investor:** same as Sl. No. 1

4. **Application for Renewal of Factory License:**

- a) **Procedure for Submission of Application:** - Same as Sl. No. 1
- b) **Processing of the Application:** Same as Sl. No. 1
- c) **Checklist of Documents to be submitted with the Application:** As same as 3 ( c )
- d) **Timeline:** Renewal of Factory License: 07 days.

Auto renewal is accessible, if no data altered.

e) **Flow Chart of stagewise Details with cost and time**

Renewal of factory license:

Sl.	Stage	Timeline	Cost
1.	Application submission by applicant	0 Day	As per Notification under the Tripura Factories Rules,2007 "Schedule A" "Schedule B" & "Schedule C"
2.	Dealing Assistant	02 days	---
3.	Investigator	01 Days	---
4.	Inspector of Factories	02 days	---
5.	Investigating Officer / Asst. Investigating Officer	01 Day	---
6.	Chief Inspector of Factories & Boilers	01 Day	---
<b>Total</b>		07 Days	---

f) Fees, Risk category, Size of firm, Business Location & Investor: same as Sl. No. 1

By order and in the name of Governor of Tripura

Secretary to the

Signed by Tarun Kant Government of Tripura.

Debnath

Date: 09-09-2024 12:44:04

Copy to :

1. P. S. to the Hon'ble Minister, Labour etc. Department for kind information of the Hon'ble Minister.
2. P. S. to the Chief Secretary, Government of Tripura for kind information of the Chief Secretary.
3. The Chief Inspector of Factories & Boilers, Tripura, Agartala.
4. The Director, Dept. of Industries & Commerce, Govt. of Tripura, Agartala.
5. The Director, Directorate of Information & Technology, Tripura for uploading the Notification in the Website of Factories & Boilers Organisation.
6. The Manager, Tripura Government Press, Agartala with a request to publish the Notification in the next issue of Extra Ordinary Issue of Tripura Gazette.
7. Guard File.