

OFRIS

(Online Factory Registration Information System)

USER MANUAL FOR ONLINE FACTORY REGISTRATION



Directorate of Labour and Employment
Government of Himachal Pradesh

New Himrus Building, Circular Road
Shimla-171 001.

Phone: 0177-2624157

Fax: 0177-2624209,2624305

Email: lep-hp@nic.in , lande-hp@nic.in

Background of the Project/ Stakeholders :

Department of Labour and Employment is responsible for the registration & renewal of licenses of factories under Factories Act, 1948. The premises where 10 or more workers are employed with use of power in manufacturing activities, 20 or more workers are employed without the use of power in manufacturing activities are necessary to registered under factories act 1948.

Department maintains the record of each factory satisfying the conditions of Factories Act, 1948 regarding their workers, power consumptions, chemical usages and accept returns falling under various acts from those companies on periodical basis.

On core basis department provides two main permissions to the factories:

1. *Building plan approval* to construct new or use the existing building to run a Factory as per the specifications of the Act
2. *Factory License* To start the manufacturing process and recruit the manpower

However, prior to the Registration of the factory with Labour & Employment department, the applicant has to take approval from Industry Department also. Labour & Employment department and factories are the stakeholders.

- **Objective/ Why the Software Application:**

Being a very tedious and lengthy process, granting of License is often marred with many problem which are part of the manual system thereby making entire process time consuming and at times inefficient. The proposed software is intended to take care of problems in the manual system.

- **Objectives**

- To offer an automated & transparent interface for the approval of building plan and factory registration thereby ensuring to streamline the functioning of the whole process.
- Reduce the time span in the registration process factories and buildings plan approvals leading to in time completion of the job.
- Help department and factory owners to ascertain the status of application submitted and action being taken at every stage of the process.
- Offer an online interface for uploading of documents and have online correspondence/messages with the department.
- Doing away the needs to visit the Office of Labour & Employment not only during the process of registration but also at the time of renewals.
- Fair, transparent and in time process of registration to the satisfaction of all.

Types of Applications

1. Backlog Applications
2. Building Plan Approval Applications
3. Factory Registration Applications
4. Factory Amendment Applications
5. Factory Renewal Applications

For Applying to different kinds of applications **Every Factory needs to create an Account with a valid email-id.** With a valid registered email-id and password, a factory can submit various applications.

User Profile Information :- New Registration

Personal Information of Applicant		Factory Information	
Name of Applicant(Occupier)*	<input type="text"/>	Factory Type*	<input type="text" value="Choose Factory Type"/>
Father's Name*	<input type="text"/>	Factory Name*	<input type="text"/>
Permanent Address*	<input type="text"/>	Factory Address*	<input type="text"/>
Pin Code*	<input type="text"/>	State*	<input type="text" value="Himachal Pradesh"/>
State*	<input type="text" value="Choose Your State"/>	District*	<input type="text" value="Choose District"/>
District*	<input type="text" value="Choose Your District"/>	Tehsil*	<input type="text" value="Choose Tehsil"/>
E-mail ID*	<input type="text"/>	Village*	<input type="text" value="Choose Village"/>
Mobile No*	<input type="text"/>	Pin Code*	<input type="text"/>
Phone No*	<input type="text"/>	DIC Registration No.*	<input type="text"/>
Fax*	<input type="text"/>	DIC Registration Date*	<input type="text"/>
<input checked="" type="radio"/> Fresh Registration <input type="radio"/> Already Registered <input type="radio"/> Building Plan Approved		Nearest Police Station	<input type="text"/>
Your Email ID will be your user name to login the System		Nearest Railway Station	<input type="text"/>
(Please Enter your Mobile No without Country Code.) (Sample format: - 9817075808)		Particulars of Factory	<input type="text"/>

1 **2** **3**

User Account Information

You will be using your email id as your user name to login the account. Please Provide the Password and Other Details for your account creation

Your Password*	<input type="text"/>	Your Password should be atleast 7 characters long, must contain 1 letter in CAPS and 1 Non-Alphanumeric i.e. Special character) Examples for your password : Jpr171/302 ; Rj1418m@3213 etc.
Confirm Password*	<input type="text"/>	

* Implies Mandatory field or Wrong entry.

Points to be noted during Account creation:

1. For Fresh Registration: For a new Factory Registration, Select **Fresh Registration**.
2. Already Registered Manually: For those Factories which are already registered with department manually, please Select **Already Registered**. Enter Registration No., Date of registration and validity.

2

<input type="radio"/> Fresh Registration <input checked="" type="radio"/> Already Registered <input type="radio"/> Building Plan Approved	Nearest Railway Station	<input type="text"/>
Registration No.	Particulars of Factory	<input type="text"/>
Registration Date		
Registration Validity		

Registration Validity: 1 Year 5 Year

3. Building Plan Approved Manually: For those factories having building plan approved manually, but not applied for Factory registration manually, select **Building Plan Approved**.

3

Fresh Registration
 Already Registered
 Building Plan Approved

Building Approved No.

Approval Date

Nearest Railway Station

Particulars of Factory

Types of Applications

1. **Backlog Applications: Backlog Applications can be of 2 types.**

1. **Building Plan Approved Manually**
2. **Factory Registered Manually**

Building Plan Approved Manually: For those factories having building plan approved manually, Can Apply Online for Factory Registration. These Factories needs to enter their basic details online and then submit it to Department Online for verification. After verification by the Department, Factories are able to apply online for factory registration. In this case there is no need to send any documents to Department physically.

Factory Registered Manually: For those factories already registered manually with Department, Can apply online for Renewal, Amendments from time to time. A factory has to submit building plan approval application first, then after submitting it can submit Factory registration application to Department for verification.

After verification of Building plan approval, Factory Registration Application by Department A factory can now apply online for Renewal, Amendments from time to time.

HOME Building Approval (Form 1) Factory Registration (Form 3) Messages Returns Logout

Building Approval Application History
Building Plan Already Approved(manually).Please enter the Details of Approved Plan for Updation purpose so that same can be verified by Department.

Factory Registration / Renewal Applications
Factory is Already Registered(manually).Please enter the Latest Details of Registration for Updation purpose so that same can be verified by Department.

HOME Building Approval (Form 1) Factory Registration (Form 3) Messages Returns Logout

Building Approval Application History
Building Plan Submitted For Verification.

Factory Registration / Renewal Applications
Factory is Already Registered(manually).Please enter the Latest Details of Registration for Updation purpose so that same can be verified by Department.

NOTE: IMPORTANT POINTS WHILE ENTERING BACKLOG FACTORY REGISTRATION

1. **Year of Registration:** When a factory Registered with L&E Department.
2. **Renewal History:** All factories registered manually, please enter at least three latest renewal entries. Eg. If factory is registered in 2005 with L&E Department then enter 2005 registration details in main forms like Form3, manager, occupier, manufacturing process etc. and then in renewal history enter at least 3 renewal information of factory name, occupier name, Max Power, Max manpower, validity information etc. means if Factory is now required to apply for renewal of 2014 then enter at least 2013,2012, 2011 renewal information.

For a New Factory:

1. Building Plan Approval Applications: A Factory needs to obtain Building Plan Approval from L&E department before applying for factory registration. Steps to be followed as:

1. Account Creation: Every factory must have a valid e-mail-id before applying online.

User Profile Information :- New Registration

Personal Information of Applicant		Factory Information	
Name of Applicant(Occupier)*	<input type="text"/>	Factory Type*	Choose Factory Type <input type="button" value="v"/>
Father's Name*	<input type="text"/>	Factory Name*	<input type="text"/>
Permanent Address*	<input type="text"/>	Factory Address*	<input type="text"/>
Pin Code*	<input type="text"/>	State*	Himachal Pradesh <input type="button" value="v"/>
State*	Choose Your State <input type="button" value="v"/>	District*	Choose District <input type="button" value="v"/>
District*	Choose Your District <input type="button" value="v"/>	Tehsil*	Choose Tehsil <input type="button" value="v"/>
E-mail ID*	<input type="text"/>	Village*	Choose Village <input type="button" value="v"/>
Your Email ID will be your user name to login the System		Pin Code*	<input type="text"/>
Mobile No*	<input type="text"/>	DIC Registration No.*	<input type="text"/>
(Please Enter your Mobile No without Country Code.) (Sample format:- 9817075808)		DIC Registration Date*	<input type="text"/>
Phone No*	<input type="text"/>	Nearest Police Station	<input type="text"/>
Fax*	<input type="text"/>	Nearest Railway Station	<input type="text"/>
<input checked="" type="radio"/> Fresh Registration <input type="radio"/> Already Registered <input type="radio"/> Building Plan Approved		Particulars of Factory	<input type="text"/>

User Account Information

You will be using your email id as your user name to login the account. Please Provide the Password and Other Details for your account creation

Your Password*	<input type="text"/>	Your Password should be atleast 7 characters long, must contain 1 letter in CAPS and 1 Non-Alphanumeric i.e. Special character) Examples for your password : Jpr171/302 ; Rj1418m@3213 etc.
Confirm Password*	<input type="text"/>	

* Implies Mandatory field or Wrong entry.

Fill the all mandatory fields and click save information. Then an email is sent for email verification. After Approval of Account by Department, A Factory can login now with email-id and Password entered.

3. After Login Applicant Screen shown as:

HOME | Building Approval (Form 1) | Factory Registration (Form 3) | Messages | Returns | Logout

Building Approval Application History
No Application Filled
Factory Registration / Renewal Applications
No Application Filled

Click on **Building Plan Approval (Form 1)** link in menu bar. A screen appears as:

HOME Building Approval (Form 1) Factory Registration (Form 3) Messages Returns Logout

FORM 1 :- APPLICATION FOR PERMISSION TO CONSTRUCT, EXTEND OR TAKE INTO USE ANY BUILDING AS A FACTORY

Add Rooms Questionnaire Upload Documents Status Message Board Submit Application Help

Personal Information of Applicant		Factory Information	
Name of Applicant*	MOHAN LAL	Factory Type*	Petroleum
Father's Name*	SOHAN LAL	Factory Name*	ABC FACTORIES
Permanent Address*	VILL. SARI, P.O. SUMMERHILL, TEH. SHIMLA, DISTT. SHIMLA	Factory Address*	VILL. NAHAN P.O. NAHAN TEH. NAHAN DISTT. SIRMOUR
Pin Code*	171002	State*	Himachal Pradesh
State*	Himachal Pradesh	District*	Sirmour
District*	Shimla	Tehsil*	NAHAN
E-mail ID*	USER1@NIC.IN	Village*	Ambwala Sainwala
Mobile No*	9625467280	Pin Code*	100100
Phone No*	197256743	DIC Registration No.*	QWE123
Fax*	197256743	DIC Registration Date*	04-02-1997
		Nearest Police Station	SHIMLA
		Nearest Railway Station	SHIMLA
		Particulars of Factory	SHIMLA

Then Fill the **Add Rooms**, **Questionnaire** and select **documents** sent to Department. **STATUS** shows the Filled Application status. **Message board** is used for any communication with Department. Then click on **Submit** to Submit Building plan Approval Application to Department. A unique reference no. is generated for every application. SMS as well as an email is sent to registered email-id.

HOME Building Approval (Form 1) Factory Registration (Form 3) Messages Returns Logout

Building Approval Application History

		Edit	Applicant Name	Factory Name	Factory Type	Factory Address	Application Status
View / Print Application	Approval Letter	Edit	Mohan Lal	abc factories	Petroleum	vill. nahan p.o. nahan teh. nahan distt. sirmour	Submitted, Documents Awaited

Form 1
Form 1A
Factory Questionnaire
Renewal Applications
No Application entered

After Submitting Application, take the Print of FORM1 and attach all relevant documents signed by occupier and sent it to L&E Department by post. It must reach to L&E department **within 30 days** otherwise application is rejected by System automatically.

Then Department starts the processing of Application after receiving supporting documents along with **form1**. If some shortcomings are founds during the scrutiny of application then an email is sent for shortcomings found and shortcomings are also listed in inbox of Message board.

HOME Building Approval (Form 1) Factory Registration (Form 3) Messages Returns Logout

Messages

From	Subject (Click To View Message)	Sent On
ddf shimla	Registration of Factory under Factories Act, 1948	07-01-2013 15:14:41

Application is now in edit mode and then a factory can send the shortcomings compliance to department through message board. If change is required in basic forms of Building Plan approval, then a Factory can change it online and resubmit it again. This process is continuing until all shortcomings are not removed.

Then Department can Approve or reject the application. After approval of Application, A factory can have a Building plan approval letter online. Current Status of application is available online and for any change in status an email as well as SMS is sent to Factory.

HOME	Building Approval (Form 1)	Factory Registration (Form 3)	Messages	Returns	Logout		
Building Approval Application History							
View / Print Application	Approval Letter	Edit	Applicant Name	Factory Name	Factory Type	Factory Address	Application Status
		Edit	sham lal	ABC Industries of food products	Petroleum	vill. saa p.o. sullan, teh. shimla, distt. shimla	Building Plan Approved
Factory Registration / Renewal Applications							
No Application Filled							

Factory Registration Applications: once the building plan has been approved by the Department, A factory can apply for Factory registration (Form 3).

HOME	Building Approval (Form 1)	Factory Registration (Form 3)	Messages	Returns	Logout						
FORM NO.3:- Application For Registration/ Renewal											
Upload Documents	Chemicals	Manager	Occupier	Owners	Process	Workers	Proposed Jobs	Payments	Messages	Renewal History	Submit
* All Fields are Mandatory.											
Building Approval Reference No		2013125		Existing Registration No				Year of Application*		2013	
Registration For Years		<input checked="" type="radio"/> 1 Year <input type="radio"/> 5 Years									
Factory Constitution		Partnership		Factory Category		2(M)(I)					
Full Name of Factory		HGFGH				State		HIMACHAL PRADESH			
Full Postal Address and situation of the Factory		FHFGH				District		HAMIRPUR			
Full Address on which communications relating to the factory should be sent		SFDSF				Tehsil		NADAUN			
						Village		AMLAHRU			
Nature of Manufacturing Process / Processes -											
Carried on in the Factory during the last twelve months (in the case of the factory already in existence)		SFDS									
To be Carried on in the Factory during the Next twelve months (in case of all registered factories)		FSDF									
Name and Value of principal products manufactured during the Last twelve months		SDF									
Worker Details :-											
Maximum number of workers proposed to be employed on any one day during the year		100									
Maximum number of Workers employed on any one day during the last twelve months		8									
Number of workers to be ordinarily employed in the factory		78									
Power Details -											
Nature and Total amount of Power (H.P.) installed or proposed to be installed		87									
Maximum amount of power (H.P.) proposed to be used		20									
Full Name of Building Owner		SFDS									
Full Address of Building Owner		SFDF				Factory Zones of Labour Officer		BADDI			
Reference No. of approval of the arrangement, if any made for the disposal of trade waste and effluents and the name of the authority granting such approval.		SFDSF				Factory Circle of Labour Inspector		Baddi			
Date of approval of the arrangement, if any made for the disposal of trade waste and effluents and the name of the authority granting such approval.		10-01-1989									
<input type="button" value="Update Application"/>											

Enter Year of Registration/Renewal

Documents sent to Department by post.

FORM 3 :Factory Registration/Renewal - Document Sent to Department

Sl.No.	Document Title	isCompulsory	Sent
1	Certificate of Stability	No	<input type="radio"/> Yes <input checked="" type="radio"/> No
2	Declaration of Occupier	No	<input type="radio"/> Yes <input checked="" type="radio"/> No
3	Article of Association / Memorandum of Association / Partnership Deed/Ownership Papers	No	<input type="radio"/> Yes <input checked="" type="radio"/> No
4	Copy of Power Sanction certificate	No	<input type="radio"/> Yes <input checked="" type="radio"/> No
5	Any Other Documents	No	<input type="radio"/> Yes <input checked="" type="radio"/> No

Save

Add Manager Details

FORM 3 :Factory Registration/ Renewal - Add Manager

Manager Name	<input type="text"/>	Permanent Address	<input type="text"/>
E-Mail ID	<input type="text"/>	Phone No.	<input type="text"/>
Fax	<input type="text"/>	Mobile No.	<input type="text"/>
Photograph (only .jpg file)	<input type="button" value="Choose File"/> No file chosen		
PhotoID Card (only .jpg file)	<input type="button" value="Choose File"/> No file chosen		
Address Proof (only .jpg file)	<input type="button" value="Choose File"/> No file chosen		
	<input type="button" value="Submit"/>		


Add Chemicals Details

FORM 3 :Factory Registration/Renewal - Chemicals in Factory

Name of Chemical	<input type="text" value="Allyl amine"/>
Quantity(in Kg)	<input type="text"/>
	<input type="button" value="Save"/>

Add Occupier Details

FORM 3 :Factory Registration/ Renewal - Add Occupier

Please See instructions 

Occupier Name	<input type="text"/>	Permanent Address	<input type="text"/>
E-Mail ID	<input type="text"/>	Phone No.	<input type="text"/>
Fax	<input type="text"/>	Mobile No.	<input type="text"/>
Photograph (only .jpg file)	<input type="button" value="Choose File"/> No file chosen		
PhotoID Card (only .jpg file)	<input type="button" value="Choose File"/> No file chosen		
Address Proof (only .jpg file)	<input type="button" value="Choose File"/> No file chosen		
	<input type="button" value="Submit"/>		

Add Owner Details

FORM 3 :Factory Registration/Renewal - Owners List

Owner Title	<input type="text" value="Choose Owner Type"/>	Owner Name	<input type="text"/>	Email ID	<input type="text"/>
Share (%)	<input type="text"/>	Phone No	<input type="text"/>	Fax	<input type="text"/>
Address	<input style="width: 100%;" type="text"/>				
<input type="button" value="Save"/>					

* The proprietor of the factory in case of private firm/proprietary concern.
 * The Partners of the factory in case of private firm/Partnership concern.
 * Director in case of a public limited liability company/firm.
 * Where managing Agent has been appointed, the name of the Managing Agent and Directors thereof.
 * Shareholders in case of a private company where no Managing Agents have been appointed.
 * The Chief Administrative Head in case of government or local fund factory.

Add Process of Factory

FORM 3 :Factory Registration/Renewal - Process Of Factory

Division	<input type="text" value="Choose Division"/>	Group	<input type="text" value="Choose Group"/>
Class	<input type="text" value="Choose Class"/>	Sub Class	<input type="text" value="Choose Sub Class"/>
Brief Description	<input style="width: 100%;" type="text"/>		
<input type="button" value="Save"/>			

Submit Application Status

FORM 3 :Factory Registration/ Renewal - Submit Application Online

Your Application cannot be Submitted to the Department for Persual, ShortComings are Listed

This Check / Status Document is providing you the tentitive pendency of completion of the Factory Registration Application. Please read the Requirements Details Carefully provided as annexures.

Formality To be Completed	Status	System Remarks
1. Manager	Pending	
2. Occupier	Pending	
3. Payments	Completed	Proposed Fee: 2000 Fee entered:6000/-P.A.
4. Process For Factory	Pending	

if all required forms are filled by factory , then submit it to Department online. After Submitting Application, take the Print of FORM3 and attach all relevant documents signed by occupier and sent it to L&E Department by post. It must reach to L&E department **within 30 days** otherwise application is rejected by System automatically.

HOME	Building Approval (Form 1)	Factory Registration (Form 3)	Messages	Returns	Logout
------	----------------------------	-------------------------------	----------	---------	--------

Building Approval Application History

View / Print Application	Approval Letter	Edit	Applicant Name	Factory Name	Factory Type	Factory Address	Application Status
View / Print Application	Approval Letter	Edit	sham lal	ABC Industries of food products	Petroleum	vill. saa p.o. sullan, teh. shimla, distt. shimla	Building Plan Approved

Factory Registration / Renewal Applications

Print Application	Print License/ Forwarding Letter	Edit / Renewal	Sl.No.	Factory Name	Factory Address	Occupier Name	Manager Name	Application Status
Print Application		Edit / Renewal	1	ABC Industries of food products	vill. saa p.o. sullan, teh. shimla, distt. shimla	mohan lal	sohan lal	Submitted, Documents Awaited

Then Department starts the processing of Application after receiving supporting documents along with **form3**. If some shortcomings are found during the scrutiny of application then an email is sent for shortcomings found and shortcomings are also listed in inbox of Message board.

[Print](#)

From
The Labour Commissioner cum Chief Inspector of Factories, Shimla(H.P.)

To
abc factories,vill. nahan p.o. nahan teh. nahan distt. sirmour

Subject:- Registration of Factory under Factories Act,1948

Sir,

This is with reference to your System Reference No. 20120519 it is inform you that the following short comings have been found in your Application :-

1. Position of drinking water points has not been distinctly marked in drawings.
 2. Means of escape in case of fire have not been marked distinctly in drawings
 3. Flow Chart of manufacturing process has not been submitted.
 4. Write up chart (Description) of manufacturing process has not been submitted.
 5. List of Directors indicating there in the parentage (Father's name) and residential address of directors has not been submitted.
 6. List of Directors do not indicate the parentage (Fathers'name) and residential address of directors.
 7. List of Directors do not indicate the residential address of Directors.
 8. List of Directors do not indicate the Parentage(Father's name) of Directors
 9. Declaration regarding proprietor and hence the occupier indicating therein the name, parentage (Father's name)and residential address of proprietor, which is duly attested either by Magistrate or Notary or Gazetted Officer or Public representative has not been submitted.
 10. Declaration regarding Proprietor and hence the occupier has not been attested by Magistrate or Notary or Gazetted Officer or Public representative .
 11. Copy of Partnership deed has not been attested either by Magistrate or by Notary.
 12. Machine Layout duly signed by occupier has not been submitted.
 13. Fire plan of factory has not been submitted.
-

Application is now in edit mode and then a factory can send the shortcomings compliance to department through message board. If change is required in basic forms of Building Plan approval, then a Factory can change it online and resubmit it again. This process is continuing until all shortcomings are not removed.

After Physical inspection by Department if shortcomings are found then they are conveyed by email as well as through Message board.

Then Department can Approve or reject the application. After approval of Application, A factory can have a Building plan approval letter online. Current Status of application is available online and for any change in status an email as well as SMS is sent to Factory.

After Approval of Registration, A factory can apply for renewal and amendment time to time in same process as in case of registration.