

Department of Labour | www.wbfactoryonline.in/dashboard

Welcome, DEBJYOTI SANTRA

Directorate of Factories Government of West Bengal

Home | EODB | RTI | Licence Fees | Zone | Factories | Downloads | FAQ | Feedback | Photo Gallery | Important Links | Utility | Statistical Cell

PLAN APPROVAL | **NEW LICENCE & REGISTRATION** | RENEWAL LICENCE | AMENDMENT | TRANSFER LICENCE

APPLICATION FORMS/RETURNS

Sl. Form Name	Attachments	Apply
1. Common Application Form	View	Apply
2. Form 2	View	Apply
3. Form 22 (Annual Return)	View	Apply
4. Form IV (Annual Return)	View	Apply

*Form 2 individually applicable for upto 2015, from 2016 onwards Common Application Form(CAF) applicable.

MY APPLICATIONS/RETURNS

SI AIN	Details	Apply Date	Status & Remark
1. AP2016REG00026	Applied For: New Licensing Period: 10/06/2016 - 09/06/2019	23/06/2016 03:42 PM	SUBMITTED Details View Attachments
2. AP2016PLN00029	Applied For: Plan Approval	23/06/2016 01:18 PM	FORWARDED TO CONCERN AUTHORITY Remark: FORWARDED TO: JT. DIRECTOR / JT. C.F. Details View Attachments

FEES STRUCTURE

Upto 2015 | 2016 Onwards

Schedule A | Schedule A

MY FACTORIES

Add an Existing Factory

Factory Name	Reg. & Lic. Details	Address

Click Here

Department of Labour | www.wbfactoryonline.in/factory/applications/caf

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Directorate of Factories Government of West Bengal

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Applying for Registration and Grant of Licence/Renewal/Transfer/Amendment of Licence/Approval of Plan

CAF Applying for: New Licence & Registrati

Amiability Date: 10/06/2016

*You have to apply for all previous year from amiability year to current year

Licensing Year: 2016 Onwards

Is your factory has less than 10 workers? Yes No

Factory Category: Manufacture of rubber anc

Next

Provide details and click on next



Directorate of Factories Government of West Bengal

- Home
- EODB
- RTI
- Licence Fees
- Zone
- Factories
- Downloads
- FAQ
- Feedback
- Photo Gallery
- Important Links
- Utility
- Statistical Cell

Applying for Registration and Grant of Licence/Renewal/Transfer/Amendment of Licence/Approval of Plan

- CAF
- PART A (General Information)
- PART B (Plan Approval)
- PART C (Other than Plan Approval)
- Supporting Documents

Common Application Form
Application for Permission to construct, extend or take into use any building as a factory
&
Application for Registration and Grant or Renewal of Licence and Notice of Occupation specified in section 6 and 7 of the factories Act, 1948.
(See rules 3, 4, 6, 7, 8, 13)
✓ Unregistered / Registered
(Strike out which ever is not applicable)

All fields are required here. Please write NA for Not Applicable fields.

Period applying for to Zone

PART - A

A. GENERAL INFORMATION

1. (a) Full name of the factory : S.S.C
(b) Previous name of the factory (If different from the present name) : na

2. (a) Situation of the factory
Address : Sodepur Ramkrishnapur Ambikapur
Telegraph Office : na
Sub-divisional Headquarters : na
District : NORTH 24-PARGANAS
Post Office : GOKNA B.O Pin Code: 743293
Police Station : BAGDAH
Nearest Railway Station / Steamer Ghat : Khardha
(b) Address of the Registered Office / Head Office : 71, Santu Nagar

3. PAN Number of the factory under the Income Tax Act 1961 - : na

4. Address to which communications relating to the factory may be sent - : 201, ramkrishna nagar
Telephone No. : na
Mobile No. : 9903951283
FAX No. : na
Email ID : sanjay@gmail.com

5. Name, Age, Father's / Husband's name and present and permanent and residential address and P. S. of the occupier as per provision of Section 2(n) of the Act (a) Director in case of a company, (b) a partner in case of a firm or proprietor - Directors Partners Proprietor
Name in full : Sanjay Saha
Age : 35
Father's/Husband's Name : Somnath Saha
Present Address : Sodepur Ramkrishnapur Ambikapur
P.S. of Present Address : Ghola
Permanent Address : Sodepur Ramkrishnapur Ambikapur
P.S. of Permanent Address : Ghola
Telephone No. : na
Mobile No. : 9903951283
FAX No. : na
Email ID : sanjay@gmail.com

7. In case of Registered Factory please provide the following information:
(a) Classification No. : --Select--
(a) Registration No. :
(a) Licence No. :
(b) Date of issue of licence : dd/mm/yyyy

Note: 'Occupier' of a factory means the person who has ultimate control over the affairs of the Factory, as defined under the provisions of section 2(n) of the Factories Act, 1948 as Amended by the Factories (Amendment) Act, 1987.

NEXT Fillup Application Form and Click on Next

Applying for Registration and Grant of Licence/Renewal/Transfer/Amendment of Licence/Approval of Plan

- CAF
- PART A (General Information)
- PART B (Plan Approval)
- PART C(Other than Plan Approval)
- Supporting Documents

Common Application Form
Application for Permission to construct, extend or take into use any building as a factory
&
Application for Registration and Grant or Renewal of Licence and Notice of Occupation specified in section 6 and 7 of the factories Act, 1948.
(See rules 3, 4, 6, 7, 8, 13)
 Unregistered / Registered
(Strike out which ever is not applicable)
Successfully Saved.

All fields are required here. Please write NA for Not Applicable fields.

PART - C

9. Name and residential address of the owner of the premises occupied as a factory - : Sodepur Ramkrishnapur Ambikapur

10. Nature of the manufacturing process/processes
(a) Carried on in the factory during the preceding thirty six months(if the factory was then in existence) : na
(b) To be Carried on in the factory during the next thirty six months : na

11. Name, Age, Father's / Husband's name and present and permanent and residential address and P. S. of the Manager for the purpose of the Factories Act -
Name in full : Sanjay Saha
Age : 35
Father's/Husband's Name : Somnath Saha
Present Address : Sodepur Ramkrishnapur Ambikapur
P.S of Present Address : Ghola
Permanent Address : Sodepur Ramkrishnapur Ambikapur
P.S of Permanent Address : Ghola
Telephone No. : Na
Mobile No. : 9903951283
FAX No. : na
Email ID : sanjay@gmail.com

12. Name, Age, Father's / Husband's names and residential addresses of Directors / Partners / Proprietor

Sl.	Name in full	Age	Father's/Husband's Name	Address
(1)	Sanjay Saha	35	Somnath Saha	Sodepur Ramkrishnapur Ambikapur

P.S of Permanent Address : Ghola
Telephone No. : Na
Mobile No. : 9903951283
FAX No. : na
Email ID : sanjay@gmail.com

12. Name, Age, Father's / Husband's names and residential addresses of Directors / Partners / Proprietor

Sl.	Name in full	Age	Father's/Husband's Name	Address
(1)	Sanjay Saha	35	Somnath Saha	Sodepur Ramkrishnapur Ambikapur

13. (a) Nature and total amount of power installed or proposed to be installed (Total rated H.P In all cases except electricity generating station) - : 3000
1 HP = 0.746 KW
(b) In case of change in power installed state the date of change - : dd/mm/yyyy
(c) Total generating capacity in KW(In case of generation station) - : na

14. Maximum number of workers (Including staff, officers, contract labour etc.) likely to be employed in the factory on any day during the next thirty six months -

(i) Men	11	(ii) Women	5
(iii) Adolescents(over 15 but under 18 years of age) :		(b) Female	2
(a) Male	4		
(iv) Children (over 14 but under 15 years of age) :		(b) Female	3
(a) Male	7	Total	32

15. (a) Maximum number of workers (Including staff, officers, contract labours etc.) employed in the factory on any day during the previous thirty six months - : 0
(b) In case of changes in number of workers, state the date of change - : 02/06/2016

16. In case of a factory constructed or extended or taken into use after the date of commencement of the Rules
(a) Reference number and date of approval of plans by the State Government/ Approved Not Approved
Chief Inspector : na
(b) Reference number and date of approval of arrangements, if any, made for disposal of trade waste and effluents : na

17. Amount of fee / renewal fee (Gazette notification no 994LW/4L-5/15 Dt. 31/12/2015) **Fees Details** **Make Payment**

Sl.	Amount(Rs.)	Paid Date	Paid through	BRN Challan No.	GRN Challan No.
(1)	3000	08/06/2016	Grips	12345222	2232543

Paid for Period : 10/06/2016 To 09/06/2019

signature-11.png signature-11.png

SANJAY SAHA
Signature of the Manager
(Full name of the Manager in Block Letters should be stated)

SANJAY SAHA
Signature of the Occupier
(Full name of the Occupier in Block Letters should be stated)

Fillup Details and Click on Next

Department of Labour x Microsoft Word - applica x Inbox (1) - ashitycfwb x Government Receipt Port: x
https://wbfin.wb.nic.in/GRIPS/ValidUser.do?sessionid=PW1RXzyM1x2wC8qL0nqJp9KjXKQ1rQRFLp22RF9hqGytHbJ1dfgTl-1828670330

FINANCE DEPARTMENT GOVERNMENT OF WEST BENGAL

GRIPS (Government Receipt Portal System)

Payment through GRIPS PORTAL

Department/Directorate Easy Search

Select Department/Directorate:* Directorate of Factories

Select Service :* Registration/Licence fees,Leave Salary,Recov

PROCEED **CANCEL**

1. Select Directorate of factory
2. Select Registration/Licence fees
3. Click on "Proceed"

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Department of Labour x Microsoft Word - applica x Inbox (1) - ashitycfwb x Government Receipt Port: x
https://wbfin.wb.nic.in/GRIPS/Getpaymenttype.do

FINANCE DEPARTMENT GOVERNMENT OF WEST BENGAL

GRIPS (Government Receipt Portal System)

Payments through GRIPS portal
Directorate of Factories
Registration/Licence fees,Leave Salary,Recoveries,Sale Proceeds,Fees-Penalties-Confiscation

Note:(*)fields are mandatory

Depositor's Details

Depositor's Name:* Phone No: Mobile No:*

Address:* E-Mail:

User Type:* [--Select--] Licence No. :*

Payment Mode:* [--Select--]

PROCEED **CANCEL**

Fill up Details. Put Licence No. as "0000" for new Registration. Click on Proceed.

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FINANCE DEPARTMENT GOVERNMENT OF WEST BENGAL

GRIPS (Government Receipt Portal System)

Payments through GRIPS portal
Directorate of Factories

Registration/Licence fees, Leave Salary, Recoveries, Sale Proceeds, Fees-Penalties-Confiscation

Note: (*) fields are mandatory

Depositor's Details

Depositor's Name*: AMAL ROY Phone No: _____ Mobile No*: 9879543210
 Address*: SALT LAKE E-Mail: _____
 User Type*: Unregistered Licence No*: 000000
 Payment Mode*: Debit Card Payment

PROCEED CANCEL

Fill Up Amount Details

Factory Name*: _____ Factory Address*: _____
 From Date*: _____ To Date*: _____
 Remarks: _____

PAYMENT DETAILS			
SERVICE TYPE	HEAD OF ACCOUNT DESCRIPTION	HEAD OF ACCOUNT	AMOUNT[*]
Select	Select		0
TOTAL AMOUNT:			

SUBMIT

1. Provide Factory Details, Period for fees applicable,
2. Select Service Type "Registration fees"
3. Select Account Head.
4. Enter Amount.
5. Click on Submit.

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FINANCE DEPARTMENT GOVERNMENT OF WEST BENGAL

GRIPS (Government Receipt Portal System)

CONFIRM FOLLOWING INFORMATION

Directorate of Factories			
Registration/Licence fees, Leave Salary, Recoveries, Sale Proceeds, Fees-Penalties-Confiscation			
Depositor's Name*	AMAL ROY	Phone No	
Mobile No*	9879543210	Address*	SALT LAKE
Email		Depositor's Type*	Unregistered
Factory Name : *	DRSTECH	Licence No	000000
From Date : *	29/06/2016	To Date : *	29/06/2016
Payment Mode*	Debit Card Payment	Factory Address: *	SODEPUR
Remarks :			

CONFIRM AMOUNT DETAILS

PAYMENT DETAILS				
SERVICE TYPE	[Licence No]	HEAD OF ACCOUNT DESCRIPTION	HEAD OF ACCOUNT	AMOUNT[*]
Registration Fees	000000	Leave Salary Contribution of Officers Lent foreign Services-Registration Fees	0070-60-800-003-12	5566
Total Amount:				5566

BACK

Confirm Details.

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Department of Labour | Microsoft Word - applica | Inbox (1) - ashidyfwb | Government Receipt Port |

https://wbfin.wb.nic.in/GRIPS/confirmdata.do

FINANCE DEPARTMENT
GOVERNMENT OF WEST BENGAL
GRIPS (Government Receipt Portal System)

✓ Payment Details are Saved.Please Select a Bank

Following Banks are available to make payment using debit card through GRIPS PORTAL

- State Bank Of India
- UNITED BANK
- ICICI Bank
- Indian Overseas Bank

Select Bank Name

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https://wbfin.wb.nic.in/GRIPS/confirmdata.do#

FINANCE DEPARTMENT
GOVERNMENT OF WEST BENGAL
GRIPS (Government Receipt Portal System)

✓ Payment Details are Saved.Please Select a Bank

Following Banks are available to make payment using debit card through GRIPS PORTAL

Confirm Bank

You have to pay through selected bank using your debit card.
Are you sure?

Yes No

Click Yes

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https://wbfin.wb.nic.in/GRIPS/saveDataAndRedirectToBank.do?bank_nm=1

GOVERNMENT OF WEST BENGAL

GRIPS (Government Receipt Portal System)

(*) Please carry this receipt to bank for counter payment

Directorate of Factories
 Registration/Licence fees, Leave Salary, Recoveries, Sale Proceeds, Fees-Penalties-Confiscation
 Govt. Reference No(GRN): 102010129011154505 (Please NOTE this GRN for future reference)

Depositor's Name*	AMAL ROY	Phone No	
Mobile No*	9876543210	Address*	SALT LAKE
Email		Depositor's Type*	Unregistered
Factory Name :*	DRSTECH	Licence No	000000
From Date :*	29/08/2018	o Date :*	29/08/2018
Payment Mode*	Debit Card Pay	actory:Address*	SODEPUR
Remarks :			

Print this Page Second and Copy GRN No. for Future Reference

CONFIRM AMOUNT DETAILS

SERVICE TYPE	[Licence No]	HEAD OF ACCOUNT DESCRIPTION	HEAD OF ACCOUNT	AMOUNT[*]
Registration Fees	000000	Leave Salary Contribution of Officers Lent foreign Services-Registration Fees	0070-60-800-003-12	5566
Total Amount:				5566

[GO TO State Bank of India \(For Debit Card Payment\)](#)
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Do not Click on The Back Button

Click on This Link. Don't Refresh or press back button

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https://wbfin.wb.nic.in/GRIPS/gotobank.do

Please wait. Please Don't close the browser

Establishing secure connection...

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Windows Taskbar: ENG INTL 12:02 29-06-2016



WELCOME TO STATE BANK OF INDIA PAYMENT GATEWAY



Billing Information	
Merchant	STATE BANK GROUP
Website	http://www.sbi.co.in
Amount	Rs 1.00
Track ID	3524829062016

Payment Information	
Card Details	
Card Number	<input type="text"/>
Valid Thru / Expiry Date	MM ▼ YYYY ▼ Help?
Cardholder's Name	<input type="text"/>
PIN	<input type="text"/> What is PIN?
Enter the characters visible in the box below	<input type="text"/> Help?

9 2 H F Y

Provide Details and Click on Submit

Submit Cancel

Department of Labour :: X | www.wbfactoryonline.in/factory/applications/caf/S1JkeGFqMXdZVWXR0RveUtmCHNPUzFzSDGYmxBRjMycFdKcVZKalpzSDYrQmV3aUhTRzVCS284Zmo2aVJhZF...

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Directorate of Factories
Government of West Bengal

Home | EODB | RTI | Licence Fees | Zone | Factories | Downloads | FAQ | Feedback | Photo Gallery | Important Links | Utility | Statistical Cell

Applying for Registration and Grant of Licence/Renewal/Transfer/Amendment of Licence/Approval of Plan

CAF

PART A (General Information)

PART B (Plan Approval)

PART C (Other than Plan Approval)

Supporting Documents

Common Application Form
Application for Permission to construct, extend or take into use any building as a factory & Application for Registration and Grant or Renewal of Licence and Notice of Occupation specified in section 6 and 7 of the factories Act, 1948. (See rules 3, 4, 6, 7, 8, 13)
✓ Unregistered / Registered (Strike out which ever is not applicable)

Successfully Saved.
Your application will not be processed until you finally submit the form
To submit the form click on My Application

All fields are required here. Please write NA for Not Applicable fields.

Supporting Documents:

Authenticated document regarding deposition of fees.	Choose File	No fil...hosen
Authenticated copy of Purchase Deed/Lease Deed/Rent Receipt as the case may be in respect of the premises to be used as factory.	Choose File	No fil...hosen
Authenticated copy of Trade Licence.	Choose File	No fil...hosen
Authenticated copy of Consent to establish from WBPCB.	Choose File	No fil...hosen
Authenticated copy of Consent to operate issued by West Bengal pollution control Board or a Declaration for Exempted Category industries as notified by West Bengal pollution control Board.	Choose File	No fil...hosen
For Limited and Private Limited company-Authenticated copy of Memorandum of Article of Association. For Partnership Firm-Authenticated copy of Partnership Deed	Choose File	No fil...hosen
List of machineries along with HP/KW duly signed by the occupier.	Choose File	No fil...hosen
Declaration, duly signed by the occupier, showing the date of starting of manufacturing process (exact date) along with no. of workers engaged therein on that date and installed power, as applicable	Choose File	No fil...hosen
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.	Choose File	No fil...hosen
Health and Safety policy, in case a hazardous process is mentioned in the declaration as indicated in above document	Choose File	No fil...hosen
Flow chart of the manufacturing process alongwith brief description.	Choose File	No fil...hosen
Factory plan in duplicate for Kolkata/Howrah and 3 copies for regional offices.	Choose File	No fil...hosen

Add another Document

Your application will not be processed until you finally submit the form
To submit the form click on My Application

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Department of Labour :: X | PN2016000099...1224.pdf

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Directorate of Factories
Government of West Bengal

Home | EODB | RTI | Licence Fees | Zone | Factories | Downloads | FAQ | Feedback | Photo Gallery | Important Links | Utility | Statistical Cell

PLAN APPROVAL | **NEW LICENCE & REGISTRATION** | RENEWAL LICENCE | AMENDMENT | TRANSFER LICENCE

APPLICATION FORMS/RETURNS

Sl.	Form Name	Attachments	Apply
1	Common Application Form	View	Apply
2	Form 2	View	Apply
3	Form 22 (Annual Return)	View	Apply
4	Form IV (Annual Return)	View	Apply

*Form 2 individually applicable for upto 2015, from 2016 onwards Common Application Form(CAF) applicable.

MY APPLICATIONS/RETURNS

Sl	AIN	Details	Apply Date	Status & Remark
1.	AP2016PLN00029	Applied For: plan Approval	23/06/2016	FORWARDED TO CONCERN AUTHORITY Attachment
2.	NA	Applied For: New Licensing Period: 10/06/2016 - 09/06/2019	NA	SAVED APPLICATION Edit View & Print Discard Apply Now

1. Click to view and download PDF application form
2. Add Digital Signature on Downloaded Application Form

click to delete application

click to apply online

MY FACTORIES

Add an Existing Factory

Applying For: Common Application Form

are required fields.

Common Application Form
Application for Permission to construct, extend or take into use any building as a factory
Application for Registration and Grant or Renewal of Licence and Notice of Occupation specified in section 6 and 7 of the factories Act, 1948.
 (See rules 3, 4, 6, 7, 9, 13)
 Unregistered / Registered (Strike out whichever is not applicable)

PART - A

A. GENERAL INFORMATION

1. (a) Full name of the factory : S.S.C
 (b) Previous name of the factory (if different from the present name) : na

2. (a) Situation of the factory
 Address : Sodepur Ramkrishnapur Ambikapur
 Telegraph Office : na
 Sub-divisional Headquarters : na
 District : NORTH 24-PARGANAS
 Post Office : GOKNA B.O, Pin-743293
 Police Station : BAGDAH
 Nearest Railway Station / Steamer Ghat : Khardha
 (b) Address of the Registered Office / Head Office : 71, Saati Nagar

3. PAN Number of the occupier of factory under the Income Tax Act 1961 : na

4. Address to which communications relating to the factory may be sent -
 Telephone No. : 201, ramkrishna nagar
 Mobile No. : na
 FAX No. : 9903951283
 Email ID : sanjay@gmail.com

6. Name, Age, Father's / Husband's name and present and permanent and residential address and P. S. of the occupier as per provision of Section 2(a) of the Act (a) Director in case of a company, (b) a partner in case of a firm or proprietor
 Name in full : Director / Partner / Proprietor
 Age : Sanjay Saha : 35
 Father's/Husband's Name : Somnath Saha
 Present Address : Sodepur Ramkrishnapur Ambikapur
 P. S. of Present Address : Ghola
 Permanent Address : Sodepur Ramkrishnapur Ambikapur
 P. S. of Permanent Address : Ghola
 Telephone No. : na
 Mobile No. : 9903951283
 FAX No. : na
 Email ID : sanjay@gmail.com

7. In case of Registered Factory please provide the following information:
 (a) Classification No. :
 (b) Registration No. :
 (c) Licence No. :
 (d) Date of issue of licence :

PART - B
NOT APPLICABLE

8. Particulars of plant to be installed :
 This application shall be accompanied by the following documents:
 (a) A flow chart of the manufacturing process supplemented by a brief description of the process in its various stages
 (b) Plans, in duplicate, showing -
 (b) (i) The site of the factory and immediate surroundings including adjacent buildings and other structures, roads, drain etc.
 (b) (ii) The plan, elevation and necessary cross-sections of the various buildings, drawn to scale, indicating all relevant details relating to natural lighting, ventilation and means of escape in case of fire. The plans shall also clearly indicate the position of the plant and machinery, stairs and passageways

PART - C

9. Name and residential address of the owner of the premises occupied as a factory - : Sodepur Ramkrishnapur Ambikapur

10. Nature of the manufacturing process/processes
 (a) Carried on in the factory during the preceding twelve months (if the factory was then in existence) : na
 (b) To be Carried on in the factory during the next twelve months : na

11. Name, Age, Father's / Husband's name and present and permanent and residential address and P. S. of the Manager for the purpose of the Factories Act -
 Name : Sanjay Saha
 Age : 35
 Father's/Husband's Name : Somnath Saha
 Present Address : Sodepur Ramkrishnapur Ambikapur
 P. S. of Present Address : Ghola
 Permanent Address : Sodepur Ramkrishnapur Ambikapur
 P. S. of Permanent Address : Ghola
 Telephone No. : na
 Mobile No. : 9903951283
 FAX No. : na
 Email ID : sanjay@gmail.com

12. Name, Age, Father's / Husband's names and residential addresses of Directors / Partners / Proprietor

Sl	Name in full	Age	Father's/Husband's Name	Address
(1)	Sanjay Saha	35	Somnath Saha	Sodepur Ramkrishnapur Ambikapur

13. (a) Nature and total amount of power installed or proposed to be installed (Total rated H.P. in all cases except electricity generation station) : 3000 H. P.
 (b) In case of change in power installed state the date of change :
 (c) Total generating capacity in KW (in case of generation station) : na

14. Maximum number of workers (including staff, officers, contract labour etc.) likely to be employed in the factory on any day during the next thirty six months -
 (i) No of Men : 11 (ii) No of Women : 5
 (iii) Adolescents (over 15 but under 18 years of age) :
 (a) No of Male : 4 (b) No of Female : 2
 (iv) Children (over 14 but under 15 years of age) : (b) No of Female : 3
 (a) No of Male : 7 (b) No of Female : 3
 Total : 32

15. (a) Maximum number of workers (including staff, officers, contract labours etc.) employed in the factory on any day during the previous thirty six months : 0
 (b) In case of changes in number of workers, state the date of change : 02/06/2016

16. In case of a factory constructed or extended or taken into use after the date of commencement of the Rules
 (a) Reference number and date of approval of plans by : na
 the State Government / Chief Inspector
 (b) Reference number and date of approval of arrangements, if any, made for disposal of trade waste and effluents : na

17. Amount of fee / renewal fee

Sl	Amount (Rs.)	Paid Date	Paid through	BRN Challan No.	GRN Challan No.
(1)	3000	08/06/2016	Grips	12345222	2232543

Paid for Period : 10/06/2016 To 09/06/2019

Supporting Documents:

1. Authenticated document regarding deposition of fees. Attached
2. Authenticated copy of Purchase Deed/Lease Deed/Rent Receipt as the case may be in respect of the premises to be used as factory.
3. Authenticated copy of Trade Licence.
4. Authenticated copy of Consent to establish from WBPCB
5. Authenticated copy of Consent to operate issued by West Bengal pollution control Board or a Declaration for Exempted Category industries as notified by West Bengal pollution control Board.
6. For Limited and Private Limited company - Authenticated copy of Memorandum of Article of Association. For Partnership Firm - Authenticated copy of Partnership Deed
7. List of machineries along with HP/KW duly signed by the occupier
8. Declaration, duly signed by the occupier, showing the date of starting of manufacturing process (exact date) along with no. of workers engaged therein on that date and installed power, as applicable
9. Declaration, duly signed by the occupier, stating whether any process or activity of the factory is a hazardous process as defined under section 2(c)(b) read with Schedule I of the Factories Act, 1948 as amended.
10. Health and Safety policy, in case a hazardous process is mentioned in the declaration as indicated in above document
11. Flow chart of the manufacturing process alongwith brief description.
12. Factory plan in duplicate for Kolkata/Hovrah and 3 copies for regional offices.

Steps to follow:

1. Please click on "View & Print" from "My Application" then save the application form as PDF
2. Sign the PDF file digitally with your digital signature
3. Select the digitally signed file in below mentioned Application Form

Application Form 1992016-3.pdf

All the statements given above by me are correct and true and also, I shall be liable for penal action if any statement made above is found false/incorrect.

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PLAN APPROVAL **NEW LICENCE & REGISTRATION** RENEWAL LICENCE AMENDMENT TRANSFER LICENCE

APPLICATION FORMS/RETURNS

Sl.	Form Name	Attachments	Apply
1	Common Application Form	View	Apply
2	Form 2	View	Apply
3	Form 22 (Annual Return)	View	Apply
4	Form IV (Annual Return)	View	Apply

*Form 2 individually applicable for upto 2015, from 2016 onwards Common Application Form(CAF) applicable.

MY APPLICATIONS/RETURNS MESSAGE BOX

SI AIN	Details	Apply Date	Status & Remark
1. AP2016REG00026	Applied For: New Licensing Period: 10/06/2016 - 09/06/2019	23/06/2016 03:42 PM	SUBMITTED View Attachments Details Click to view Status of your application
	Applied For: Plan Approval	23/06/2016 01:18 PM	FORWARDED TO CONCERN AUTHORITY Details Remark: FORWARDED TO: JT. DIRECTOR / JT. CIF View Attachments

This is your Application No. Click to view acknowledgement

FEES STRUCTURE MAKE PAYMENT

Upto 2015 Schedule A 2016 Onwards Schedule A

MY FACTORIES Add an Existing Factory

Factory Name	Reg. & Lic. Details	Address

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APPLICATION FORMS/RETURNS

Sl.	Form Name	Attachments	Apply
1	Common Application Form	View	Apply
2	Form 2	View	Apply
3	Form 22 (Annual Return)	View	Apply
4	Form IV (Annual Return)	View	Apply

*Form 2 individually applicable for upto 2015, from 2016 onwards Common Application Form(CAF) applicable.

MY APPLICATIONS/RETURNS MESSAGE BOX

SI AIN	Details	Apply Date	Status & Remark
1. AP2016REG00026	Applied For: New Licensing Period: 10/06/2016 - 09/06/2019	NA	RESUBMIT REQUEST Details Remark: resubmit View Attachments SAVED APPLICATION Edit View & Print Re-submit
2. AP2016PLN00029	Applied For: Plan Approval	23/06/2016 01:18 PM	CERTIFICATE READY FOR DOWNLOAD Details Remark: ok

1. Modify application form by clicking on Edit
2. Download modified application form by clicking on View & Print
3. Add Digital Sign to downloaded application form
4. Click on Re-Submit to resubmit application

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Upto 2015 Schedule A 2016 Onwards Schedule A

MY FACTORIES Add an Existing Factory

Factory Name	Reg. & Lic. Details	Address

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Applying For: Common Application Form

Common Application Form
Application for Permission to construct, extend or take into use any building as a factory
Application for Registration and Grant or Renewal of Licence and Notice of Occupation specified in section 6 and 7 of the factories Act, 1948.
 (See rules 3, 4, 6, 7, 9, 12)
 Unregistered / Registered (Strike out whichever is not applicable)

PART - A

1. **GENERAL INFORMATION**

(a) Full name of the factory : S.S.C
 (b) Previous name of the factory (if different from the present name) : na

2. (a) Situation of the factory
 Address : Sodepur Ramkrishnapur Ambikapur
 Telegraph Office : na
 Sub-divisional Headquarters : na
 District : NORTH 24 PARGANAS
 Post Office : GOKNA P.O, Pin- 743293
 Police Station : BAGDAH
 Nearest Railway Station / Steamer Ghat : Khardha
 (b) Address of the Registered Office / Head Office : 71, Sauti Nagar
 PAN Number of the occupier of factory under the Income Tax Act 1961 - : na
 Address to which communications relating to the factory may be sent - : 201, ramkrishna nagar
 Telephone No. : na
 Mobile No. : 9903951283
 FAX No. : na
 Email ID : sanjay@gmail.com

3. Name, Age, Father's / Husband's name and present and permanent and residential address and P. S. of the occupier as per provision of Section 2(n) of the Act (a) Director in case of a company, (b) a partner in case of a firm or proprietor - : Director / Partner / Proprietor
 Name in full : Sanjay Saha
 Age : 35
 Father's/Husband's Name : Somnath Saha
 Present Address : Sodepur Ramkrishnapur Ambikapur
 P.S. of Present Address : Ghola
 Permanent Address : Sodepur Ramkrishnapur Ambikapur
 P.S. of Permanent Address : Ghola
 Telephone No. : na
 Mobile No. : 9903951283
 FAX No. : na
 Email ID : sanjay@gmail.com

7. In case of Registered Factory please provide the following information:
 (a) Classification No. :
 (b) Registration No. :
 (c) Licence No. :
 (d) Date of issue of licence :

PART - B
NOT APPLICABLE

Additional information for permission to construct, extend or take into use any building as a factory
 8. Particulars of plant to be installed
 This application shall be accompanied by the following documents:
 (a) A flow chart of the manufacturing process supplemented by a brief description of the process in its various stages
 (b) Plans, in duplicate, showing -
 (i) The site of the factory and immediate surroundings including adjacent buildings and other structures, roads, drain etc.
 (ii) The plan, elevation and necessary cross-sections of the various buildings, drawn to scale, indicating all relevant details relating to natural lighting, ventilation and means of escape in case of fire. The plans shall also clearly indicate the position of the plant and machinery, aisles and passageways

PART - C

9. Name and residential address of the owner of the premises occupied as a factory - : Sodepur Ramkrishnapur Ambikapur

10. Nature of the manufacturing process/processes
 (a) Carried on in the factory during the preceding twelve months (if the factory was then in existence) : na
 (b) To be Carried on in the factory during the next twelve months : na

11. Name, Age, Father's / Husband's name and present and permanent and residential address and P. S. of the Manager for the purpose of the Factories Act -
 Name : Sanjay Saha
 Age : 35
 Father's/Husband's Name : Somnath Saha
 Present Address : Sodepur Ramkrishnapur Ambikapur
 P.S. of Present Address : Ghola
 Permanent Address : Sodepur Ramkrishnapur Ambikapur
 P.S. of Permanent Address : Ghola
 Telephone No. : na
 Mobile No. : 9903951283
 FAX No. : na
 Email ID : sanjay@gmail.com

12. Name, Age, Father's / Husband's names and residential addresses of

Sl	Name in full	Age	Father's/Husband's Name	Address
(1)	Sanjay Saha	35	Somnath Saha	Sodepur Ramkrishnapur Ambikapur

13. (a) Nature and total amount of power installed or proposed to be installed (Total rated H.P. in all cases except electricity generation station) - : 3000 H. P.
 (b) In case of change in power installed state the date of change :
 (c) Total generating capacity in KW (in case of generation station) : na

14. Maximum number of workers (including staff, officers, contract labour etc.) likely to be employed in the factory on any day during the next thirty six months -

(a) No of Men	(b) No of Women	Total
(i) Adolescents (over 15 but under 18 years of age) : 4	(b) No of Female : 2	6
(ii) Children (over 14 but under 15 years of age) : 7	(b) No of Female : 3	10
		32

15. (a) Maximum number of workers (including staff, officers, contract labour, etc.) employed in the factory on any day during the previous thirty six months - : 0
 (b) In case of changes in number of workers, state the date of change - : 02/06/2016

16. In case of a factory constructed or extended or taken into use after the date of commencement of the Rules
 (a) Reference number and date of approval of plans by the State Government/ Chief Inspector : na
 (b) Reference number and date of approval of arrangements, if any, made for disposal of trade waste and effluents : na

17. Amount of fee / renewal fee

Sl	Amount (Rs.)	Paid Date	Paid through	BRN Challan No.	GRN Challan No.
(1)	3000	08/06/2016	Grips	12345222	2232543

 Paid for Period : 10/06/2016 To 09/06/2019

Supporting Documents:

1. Authenticated document regarding deposition of fees. Attached
2. Authenticated copy of Purchase Deed/L case Deed/Rent Receipt as the case may be in respect of the premises to be used as factory.
3. Authenticated copy of Trade Licence.
4. Authenticated copy of Consent to establish from WBPCB.
5. Authenticated copy of Consent to operate issued by West Bengal pollution control Board or a Declaration for Exempted Category industries as notified by West Bengal pollution control Board.
6. For Limited and Private Limited company- Authenticated copy of Memorandum of Article of Association. For Partnership Firm-Authenticated copy of Partnership Deed.
7. List of machineries along with HP/KW duly signed by the occupier.
8. Declaration, duly signed by the occupier, showing the date of starting of manufacturing process (exact date) along with no. of workers engaged therein on that date and installed power, as applicable.
9. 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.
10. Health and Safety policy, in case a hazardous process is mentioned in the declaration as indicated in above document.
11. Flow chart of the manufacturing process alongwith brief description.
12. Factory plan in duplicate for Kolkata/Howrah and 3 copies for regional offices.

Steps to follow:

1. Please click on "View & Print" from "My Application" then save the application form as PDF.
2. Sign the PDF file digitally with your digital signature.
3. Select the digitally signed file in below mentioned Application Form

Application Form : [Choose File | 10/06/2016 - 4.pdf](#)

All the statements given above by me are correct and true and also, I shall be liable for penal action if any statement made above is found false/incorrect.

Check on declaration

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Sl.	Form Name	Attachments	Apply
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4	Form IV (Annual Return)	View	Apply

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SI AIN	Details	Apply Date	Status & Remark
1. AP2016REG00026	Applied For: New Licensing Period: 10/06/2016 - 09/06/2019	23/06/2016 03:42 PM	RESUBMITTED View Attachments Details
2. AP2016PLN00029	Applied For: Plan Approval	23/06/2016 01:18 PM	CERTIFICATE READY FOR DOWNLOAD Remark: ok View Attachments Details

Print your acknowledgement

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4	Form IV (Annual Return)	View	Apply

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SI AIN	Details	Apply Date	Status & Remark
1. AP2016REG00026	Applied For: New Licensing Period: 10/06/2016 - 09/06/2019	23/06/2016 03:42 PM	ATTACHMENTS UPLOAD / REUPLOAD View Attachments Details
2. AP2016PLN00029	Applied For: Plan Approval	23/06/2016 01:18 PM	CERTIFICATE READY FOR DOWNLOAD Remark: ok View Attachments Details

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MY FACTORIES Add an Existing Factory

Factory Name	Reg. & Lic. Details	Address

Upto 2015 Schedule A 2016 Onwards Schedule A

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APPLICATION FORMS/RETURNS MY APPLICATIONS/RETURNS MESSAGE BOX

Form Title : Common Application Form

8	Declaration, duly signed by the occupier, showing the date of starting of manufacturing process (exact date) along with no. of workers engaged therein on that date and installed power, as applicable	Not Uploaded		
9	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.	Not Uploaded		
10	Health and Safety policy, in case a hazardous process is mentioned in the declaration as indicated in above document More	Upload	Upload/Re-Upload	
11	Flow chart of the manufacturing process alongwith brief description. More	Upload	Upload/Re-Upload	
12	Factory plan in duplicate for Kolkata/Howrah and 3 copies for regional offices.	Not Uploaded		

Valid Upto: DL: 31/12/2015 11:59:59 PM PARGANAS P. S.: KHARDAH

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APPLICATION FORMS/RETURNS MY APPLICATIONS/RETURNS MESSAGE BOX

Application Attachments

Application No : AP2016REG00026

Form Title : Common Application Form

Attachment Name : Health and Safety policy, in case a hazardous process is mentioned in the declaration as indicated in above document

Attachment File The_We...9.pdf

Select the file and Click on Submit

Valid Upto: DL: 31/12/2015 11:59:59 PM PARGANAS P. S.: KHARDAH

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Application Attachments

Application No : AP2016REG00026
Form Title : Common Application Form
Attachment Name : Flow chart of the manufacturing process alongwith brief description.

Attachment File 

Upto 2015 2016 Onwards

Schedule A Schedule A Factory Name Reg. & Lic. Details Address

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SI AIN	Details	Apply Date	Status & Remark
1. AP2016REG00026	Applied For: New Licensing Period: 10/06/2016 - 09/06/2019	23/06/2016 03:42 PM	ATTACHMENTS UPLOADED / REUPLOADED View Attachments
2. AP2016PLN00029	Applied For: Plan Approval	23/06/2016 01:18 PM	CERTIFICATE READY FOR DOWNLOAD Remark: ok View Attachments

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Upto 2015 2016 Onwards

Schedule A Schedule A

MY FACTORIES

Factory Name Reg. & Lic. Details Address

Add an Existing Factory

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4	Form IV (Annual Return)	View	Apply

*Form 2 individually applicable for upto 2015, from 2016 onwards Common Application Form(CAF) applicable.

MY APPLICATIONS/RETURNS

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SI AIN	Details	Apply Date	Status & Remark
1. AP2016REG00026	Applied For: New Licensing Period: 10/06/2016 - 09/06/2019	23/06/2016 03:42 PM	MESSAGE Details Remark: Do you have any female employee? View Attachments
2. AP2016REG00027	Applied For: New Licensing Period: 22/06/2016 -	23/06/2016 05:20 PM	FORWARDED TO CONCERN AUTHORITY Details Remark: REVERT BACK TO: REGISTRATION & PLAN SECTION

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Keywords Enter Keyword Posted Date From dd/mm/yyyy To dd/mm/yyyy Search

APPLICATION RELATED QUERY (APPLICATION NO.: AP2016REG00026)
Do you have any female employee?

Yes, 20

AREA INSPECTOR ONE
Posted on 23/06/2016 05:58 PM

SEND

APPLICATION RELATED QUERY (APPLICATION NO.: AP2016REN00103)
text message to applicant

Type your message and click on Send

Panchanan Ghosh
Posted on 06/06/2016 12:29 PM

Add a comment

APPLICATION RELATED QUERY (APPLICATION NO.: AP2016REN00085)
Documents checked and found ok

Pranab Roy, Registration Section

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Processing of application at Inspector of Factories Level

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Application Type: --Select-- Application No.: Enter Application No. Form Title: --Select--
 Zone: --Select-- District: --Select-- Post Office: --Select--
 Factory Name: Enter Unit Name Licence No. From: Enter Licence No. Licence No. To: Enter Licence No.
 From Date: 23/06/2016 To Date: dd/mm/yyyy Search

SI - AIN & File No. **Unit Details** **Applicant Details** **Application Details**

1. **Application No.:** AP2016REG00026 **Name:** S.S.C
File No.: PN2016000099 **Zone:** CC
Acknowledgement **Address:** Sodepur Ramkrishnapur Ambikapur, P. O. - GOKNA B.O, P. S. - BAGDAH, District: NORTH 24-PARGANAS
Applicant Name: DEBJYOTI SANTRA **Mobile No.:** 9733814462 **Email:** debjyoti.santra@hotmail.com
Application: View Attachments **Apply Date:** 23/06/2016 03:42 PM **Status Date:** 23/06/2016 03:59 PM
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Application Process

Application No.: AP2016REG00026 **File No.:** PN2016000099 **Applicant Name:** DEBJYOTI SANTRA
Status: RECEIVED RESUBMITTED APPLICATION on 23/06/2016 **Mobile No.:** 9733814462
Details **Email ID:** debjyoti.santra@hotmail.com

Application Forwarded to: AREA INSPECTOR ONE, Asst. Director / Inspector of Factories [Note Sheet](#) [View note sheet](#)

GRIPS Portal

Applications **Notification to Applicant**

Licensing Period: 10/06/2016 - 09/06/2019 Applying For: NEW Application Form
[RECEIVED RESUBMITTED APPLICATION](#) on 23/06/2016 [Details](#)

Supporting Documents

1. Authenticated document regarding deposition of fees. [Details](#)
 Pending Status: Satisfactory Remark:
 E-note(Office Use) Save

2. Authenticated copy of Purchase Deed/Lease Deed/Rent Receipt as the case may be in respect of the premises to be used as factory.
 Not Uploaded

Community Information System

CONTENT [click to View Uploaded Form](#) [Provide status of attachments](#)

Description	Page No.
Theoretical background & Definition of problem	02
Objective of Community Information System	07
Methodology Adopted To Data Collection And Updating	18
The Functional Requirements Of CIS	20

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Application Forward

Application No : AP2016REG00026

Forward / Send Back to * Director / CIF --Select--

E-note * Please Upload Digitally Signed Licence

AREA INSPECTOR ONE
Asst. Director / Inspector of Factories
Date 24/06/2016

Submit

Forwarded to concerned Authority for necessary processing

Statistical Cell

License Register >

pdf X

or / Inspector of Sheet View note sheet

Applications Notification to Applicant

Licensing Period: 10/06/2016 - 09/06/2019 Applying For: NEW

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APPLICATION FORMS/RETURNS

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3 Form 22 (Annual Return)	View	Apply
4 Form IV (Annual Return)	View	Apply

*Form 2 individually applicable for upto 2015, from 2016 onwards Common Application Form(CAF) applicable.

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SI AIN	Details	Apply Date	Status & Remark
1. AP2016REG00026	Applied For: New Licensing Period: 10/06/2016 - 09/06/2019	23/06/2016 03:42 PM	FORWARDED TO CONCERN AUTHORITY Details Remark: FORWARDED TO: JT. DIRECTOR / JT. CIF View Attachments
2. AP2016REG00027	Applied For: New Licensing Period: 22/06/2016 -	23/06/2016 05:20 PM	FORWARDED TO CONCERN AUTHORITY Details Remark: REVERT BACK TO: REGISTRATION & PLAN SECTION

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4 Form IV (Annual Return)	View	Apply

*Form 2 individually applicable for upto 2015, from 2016 onwards Common Application Form(CAF) applicable.

Application Status

Application No : AP2016REG00026

#	Status	Remark	Status Date	Updated By
1	SUBMITTED		23/06/2016 03:42 PM	DEBJYOTI SANTRA, Applicant
2	FORWARDED TO CONCERN AUTHORITY	FORWARDED TO: ASST. DIRECTOR / INSPECTOR OF FACTORIES	23/06/2016 03:59 PM	Pranab Roy, Registration Section
3	ATTACHMENTS UPLOAD / REUPLOAD		23/06/2016 04:22 PM	AREA INSPECTOR ONE, Inspector of Factories
4	ATTACHMENTS UPLOAD / REUPLOAD		23/06/2016 04:22 PM	AREA INSPECTOR ONE, Inspector of Factories
5	ATTACHMENTS UPLOADED / REUPLOADED		23/06/2016 04:26 PM	DEBJYOTI SANTRA, Applicant
6	RESUBMIT REQUEST	resubmit	23/06/2016 04:35 PM	AREA INSPECTOR ONE, Inspector of Factories

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Dashboard Welcome, DEBJYOTI SANTRA

APPLICATION FORMS/RETURNS

Sl.	Form Name	Attachments	Apply
1	Common Application Form	View	Apply
2	Form 2	View	Apply
3	Form 22 (Annual Return)	View	Apply
4	Form IV (Annual Return)	View	Apply

*Form 2 individually applicable for upto 2015, from 2016 onwards Common Application Form(CAF) applicable.

MY APPLICATIONS/RETURNS

5.	AP2016REG00026	Applied For: New Licensing Period: 23/06/2016 03:42 PM	CERTIFICATE READY FOR DOWNLOAD Details View Attachments
6.	AP2016REG00027	Applied For: New Licensing Period: 23/06/2016 05:20 PM	FORWARDED TO CONCERN AUTHORITY Details Remark: REVERT BACK TO: REGISTRATION & PLAN SECTION View Attachments

FEES STRUCTURE

Upto 2015	2016 Onwards
Schedule A	Schedule A
Schedule B	Schedule B
Schedule C	Schedule C

*For any inconvenience, please contact area inspector of nodal office. Gazette Notification No. 994LW/4L-5/15 dtd31/12/15

MY FACTORIES

Click to download your E-Certificate and E-Licence

Factory Name	Reg. & Lic. Details	Address
S.S.C Certificate Licence Inspections	Registration No.: 4321/PN/X/2016 on Dt. 10/06/2016 License No.: 654321 on Dt. 23/06/2016 Valid Upto: Dt. 09/06/2019 11:59:59 AM	Zone: CC Sodepur Ramkrishnapur Ambikapur District: NORTH 24-PARGANAS P. O.: GOKNA B.O P. S.: BAGDAH

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Department of Labour | Licence | Registration Certificate | Google | Inbox (2) - wbcoldstoredata

www.wbfactoryonline.in/factory/applications/factory/R3IRTnRRbWfRbTnodjVxy1ZOWIM1R01XTWNZWWo2bVpjUzIzb3VaQVJXZStVeFNUK0xmbmdkMm5naHZYTFVJWE

Dashboard Welcome, DEBJYOTI SANTRA

Directorate of Factories Government of West Bengal

Home EODB RTI Licence Fees Zone Factories Downloads FAQ Feedback Photo Gallery Important Links Utility Statistical Cell

My Factories

* are required fields

Factory Name*	<input type="text" value="Enter Factory Name"/>	Classification No.*	<input type="text" value="Select Classification..."/>
License Granted To*	<input type="text" value="License Granted To"/>	Registration No.*	<input type="text" value="Enter Registration No."/>
Zone*	--Select--	Registration Date*	<input type="text" value="dd/mm/yyyy"/>
Address*	<input type="text" value="Enter Address of Factory"/>	License No.*	<input type="text" value="Enter License No."/>
District*	--Select--	License Date*	<input type="text" value="dd/mm/yyyy"/>
Post Office*	--Select District First--	License Valid Upto Date*	<input type="text" value="dd/mm/yyyy"/>
Police Station*	--Select District First--	Registration Certificate*	<input type="button" value="Choose File"/> No file chosen
Plan Approval Det.	<input type="text" value="Plan Approval No."/> <input type="text" value="dd/mm/yyyy"/>	Licence*	<input type="button" value="Choose File"/> No file chosen
Plan Approval Cert.	<input type="button" value="Choose File"/> No file chosen		

Factory Name Reg. No. License No.

Sl.	Factory Name	Reg. & Lic. Details	Address
1	S.S.C	Registration No.: 4321/PN/X/2016 on Dt. 10/06/2016 License No.: 654321 on Dt. 23/06/2016 Valid Upto: Dt. 09/06/2019 11:59:59 AM	Sodepur Ramkrishnapur Ambikapur Zone: CC District: NORTH 24-PARGANAS P. S.: BAGDAH P. O.: GOKNA B.O, Pin: 743293 Zone: CC

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