

Sl. 160

Area: 6i. Renewal of license under The Factories Act, 1948

Recommendation: Ensure information on the procedure and a comprehensive list of all documents that need to be provided are available on the web site

URL: <http://www.wbfactoryonline.in/home/page/guidelines>

Screenshots:

### 1. Procedure

The screenshot shows a web browser window with the URL [www.wbfactoryonline.in/home/page/guidelines](http://www.wbfactoryonline.in/home/page/guidelines). The page title is "Guidelines for Online form submission for Registration & Licensing." The main content area is titled "1. Approval of Plan" and "2. Registration & Grant of Licence". Under "3. Renewal of Licence", there is a sub-section "Procedure" which is expanded to show a list of steps:

1. Login using User ID and Password (received after Online Registration).
2. Select service "Renewal of Licence".
3. Provide Basic Details that will be asked for.
4. 4a) Fill up Form-2 for Years preceding 2016 if renewal is pending for those years and. AND/OR

4b) Fill up Part - A & C of CAF for the years 2016 and thereafter (All fields to be filled up appropriately. Please write NA for fields where no information is to be mentioned). Form-2 and CAF will be saved in the "My application" section of applicant's Dashboard after successfully filling up all the data in the Form-2 and CAF and uploading of documents. Get information on the 'Fees' to be paid as per maximum no. of Workers employed/likely to be employed in each year, and installed machinery capacity from 'Fees Details' and make the requisite payment of Fees through "Make Payment option" available with Form-2 and CAF and enter the GRN and BRN along with date in the said column. Check for 'Late Fees / Penalty' as per date of payment before making the payment.

5. Select appropriate attachments/documents mentioned under 'DOCUMENTS' (scanned and saved previously) along with the filled up CAF.
6. Select 'My Applications' (to follow instructions appearing on the Screen).
7. Download earlier filled CAF from 'View & Print' option under "My Application>Returns".
8. 'Digitally Sign' the CAF.

### 2. Comprehensive List of documents

The screenshot shows the same web browser window as above. The "Document" section is expanded to show a list of required documents:

1. Authenticated document regarding deposition of fees.
2. Previous Licence
3. 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.
4. Form-32 or other to substantiate change in List of Directors, if any (to be uploaded through 'Add Another Document' option)

Below the document list, there are links for "Flow" and "User Manual". At the bottom of the page, there is a footer with the text: "© 2016, Developed by WIL. Page rendered in 0.1157 seconds."