



Service Name: Registration & Grant of Factory License under the Factories Act, 1948

Brief about the service: Registration and grant of factory license involve the legal processes through which factories are formally recognized and authorized to operate. Under laws such as the Factories Act, 1948, the establishments engaging in manufacturing activities must register with the appropriate authorities

Sr No	Particulars	Details
1.	Competent Authority	Inspectorate of Factories and Boilers
2.	URL/s	IFB: https://ifbgoa.goa.gov.in/ Goaonline: Goa Online, Government of Goa, India
3.	Type of service	Pre-Establishment
4.	Act / Rule	The Factories Act, 1948
5.	Service mode:	Online through Goa-online
6.	Online mode notification	IPB: Notification_2.PDF (goaonline.gov.in) IFB: Order-regarding-Online-Services.pdf (goa.gov.in)
7.	Timeline for approval	21 Days as per Section 19 (1) prescribed under The Goa (Right Of Citizens To Time-Bound Delivery Of Public Services) Act, 2013
8.	Validity of approval	One year and can renew it up to 10 years
9.	Provision of Deemed Approval:	Not Applicable
10.	Renewal	One year and can renew it up to 10 years (if expansion is not there)
11.	Renewal - URL	https://goaonline.gov.in/Apply/UII/deptServices?_DocId=FAB&_ServiceId=FAB71



1. Step by Step Procedure for Registration & Grant of Factory License with timeline

#	Action by User Type	Stages/Steps	Time taken for approval
1.	User / Investor	Registers on the State Single Window Portal i.e., Goa online	--
2.		Logs in to the Single window	--
3.		Navigates to Services - Ease of Doing Business - searches for Factories and Boilers and select the said service	--
4.		Fills up the application form	--
5.		Uploads desired documents as mentioned in below of this document under document checklist.	--
6.	User/Investor	The applicant directed to the Online payment gateway to avail the service	Real time
7.		Makes online/Challan payment as per the fee schedule which is auto calculated in the online system	
8.	Single Window System	System generates an acknowledgement number which is further used for tracking by the user/investor	Real time
9.		System triggers an email and SMS to the user/investor with the acknowledgement number.	Real time
10.	Department	Labour Inspector (Engineering) does the initial scrutiny of all the relevant documents along with the application and the application is forwarded to area Inspector of Factories along with verification remarks for further verification.	21 working days
11.		There are different Inspectors designated for each Taluka. Application will reflect on the concerned Area Inspector of Factories Dashboard.	
12.		Upon further verification, Area Inspector of Factories forwards the application to the Chief Inspector of Factories for evaluation	
13.		If needed, the Chief Inspector of Factories (CIF) directs the Area Inspector of Factories to conduct physical inspection of the factory and submit report.	
14.		Area Inspector of Factories conducts physical inspection of the factory and submits report.	
15.		CIF approves the registration and applicant is issued Registration & Grant of Factory License	
16.	System	System triggers and email and SMS to the user / investor for downloading the certificate.	Real time
17.	User / Investor	User / Investor logs in to download the Certificate	--



2. Document Checklist

Checklist of documents: Following documents are required to avail the Registration & Grant of Factories License.

#	Document	Mandatory / Non-Mandatory
1.	Documentary / objective evidence in respect of compliance to the condition(s), if any, laid during approval of factory plans	Mandatory



2. Fees

Fee Applicable: Under The Goa Factories Rules, 1985: [CHAPTER - I \(goa.gov.in\)](http://goa.gov.in)

Quantity of H. P. Installed (Maximum H.P.)	MAXIMUM NUMBER OF WORKERS TO BE EMPLOYED ON ANY DAY DURING THE YEAR									
	Upto 9	From 10 to 20	From 21 to 50	From 51 to 150	From 151 to 250	From 251 to 500	From 501 to 1000	From 1001 to 2500	From 2501 to 4000	4001 and Above
	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.
Nil	0	400	700	3000	4000	8000	16000	32000	48000	63000
Upto 10	600	1100	2700	6000	8000	12000	24000	48000	63000	78000
Above 10 but not above 50	800	3000	4000	8000	12000	16000	32000	59000	72000	86000
Above 50 but not above 100	3000	4000	6000	12000	16000	24000	40000	70000	78000	94000
Above 100 but not above 500	6000	7000	10000	24000	32000	40000	59000	78000	94000	109000
Above 500 but not above 1000	10000	11000	20000	32000	44000	52000	78000	94000	109000	125000
Above 1000 but not above 2000	14000	19000	26000	44000	52000	63000	86000	109000	125000	146000
Above 2000 but not above 5000	19000	26000	44000	52000	63000	86000	109000	125000	146000	159000
Above 5000 but not above 10000	28000	37000	65000	77000	94000	129000	172000	198000	212000	238000
Above 10000	41000	56000	97000	114000	146000	198000	251000	291000	317000	357000



3. Risk-based Inspection based on classification:

The factories registered under The Factories Act, 1948 shall undergo physical inspection by the Inspector of Factories as under: -

(1) Mandatory inspection shall be in case there is an occurrence of a fatal accident or accident of serious nature or dangerous occurrence takes place during the said year or any specific complaint / grievance is received regarding violation of the law during the said year.

(2) Routine inspection shall be as per the following frequency giving due intimation / notice to the Occupier / Manager prior to the inspection:

(i) Once in a year for the factories which are categorized as “major accident hazard (MAH) installations” as defined under clause (ja) of rule 2 of the Manufacture, Storage and Import of Hazardous Chemicals Rules, 1989, as amended from time to time

(ii) Once in two years for the factories -

- wherein the “hazardous process” defined under clause (cb) of section 2 of the Factories Act, 1948 is involved or carried out; and
- involving isolated storage and industrial activity at a site handling (including transport through carrier or pipeline) of hazardous chemicals less than the threshold quantities specified in column 3 of Schedules 2 and 3 of the Manufacture, Storage and Import of Hazardous Chemicals Rules, 1989 but greater than 100 litres or kg at a time;


(iii) Once in three years for the factories other than specified in clause (i) and (ii) above but licensed to employ more than 50 workers.

(iv) Once in five years for the factories other than specified in clause (i) and (ii) above but licensed to employ less than 50 workers.



5. Service Mode:

The Registration & Grant of Factories License is mandated to be submitted and processed online. The order from the Department mandating the same is given below: [Order-regarding-Online-Services.pdf \(goa.gov.in\)](#)



Government of Goa
Inspectorate of Factories and Boilers
Altinho, Panaji, Goa – 403 001


Ph no. 0832-2227670 / 2404852 Fax no. 0832-2404853
Website: www.ifbgoa.gov.in Email: ifb.goa@nic.in / ci-ifb.goa@nic.in
Ref. No. CIF/20(Part)/S-II/2018/2181 **Dated: 31.08.2018 (Bhadra 09, 1940)**

ORDER

In pursuance to the recommendations under the Business Reforms Action Plan for the States, under the Ease of Doing Business, issued by the Department of Industrial Policy & Promotion, Ministry of Commerce & Industry, Government of India, the Government of Goa hereby makes available online the following services of the Inspectorate of Factories and Boilers, Altinho, Panaji, Goa on e-District Portal <https://goaonline.gov.in> and are mandated to be submitted through online mode only with immediate effect:

- (i) Application for approval of plans of a Factory (New / Existing) under the Factories Act, 1948;
- (ii) Application for Registration & Grant of Factory License under the Factories Act, 1948.
- (iii) Application for amendment of Factory License under the Factories Act, 1948;
- (iv) Application for Renewal of Factory License; under the Factories Act, 1948;
- (v) Application for Registration of Boiler under the Boilers Act, 1923;
- (vi) Application for Issue of Certificate for Use of a Boiler (renewal) under the Boilers Act, 1923.

**By Order and in the name of
the Governor of Goa**


(VIVEK P. MARATHE)
Chief Inspector of Factories & Boilers
and Ex-Officio Joint Secretary

Copy to:

1. PS to Hon'ble Minister (Factories & Boilers), Secretariat, Porvorim, Goa for information.
2. The Secretary (Factories & Boilers), Secretariat, Porvorim, Goa for information.
3. The Director, Directorate of Industries, Trade & Commerce, Udyog Bhavan, 1st floor, Panaji, Goa for information.
- ✓ 4. All the Inspector of Factories (by name) for information and necessary action
5. All the Inspector of Boilers (by name) for information and necessary action
6. Labour Inspector (Engineering) for information and necessary action
7. The Director, Department of Printing Press and Stationery, Panaji Goa with a request to publish the same in the next issue of the Official Gazette.
8. The Director, Department of Information and Publicity, Udyog Bhavan, 3rd Floor, Panaji, Goa with a request to publish the same in the local newspapers for general information of the public.
9. Notice Board, Inspectorate of Factories & Boilers, Altinho, Panaji, Goa
10. Office copy



The circular from Goa-IPB mandating the same is given below :[Notification 2.PDF \(goaonline.gov.in\)](#)



GOA INVESTMENT PROMOTION AND FACILITATION BOARD (GOA-IPB)
1ST FLOOR, SPACES, EDC PATTO PLAZA, PANAJI, GOA – 403 001
Email: ceo-ipb.goa@gov.in / ipb.goa@gmail.com

No. 15/2019/Goa-IPB/EoDB/515

Dated: 25/01/2021

MEMORANDUM

In furtherance of the notification No.3/02/2015-IND/64 dated 25/01/2021 issued by the Department of Industries, Government of Goa, the Goa Investment Promotion and Facilitation Board (Goa-IPB), State's implementation agency for Ease of Doing Business, hereby issues the following mandates as outlined below:-

1) Further to point 3 of the above mentioned notification, the online system for Public Consultation has been implemented in the State to ensure the following for all proposed regulations in the State:

- i. Legal basis
- ii. Necessity
- iii. Business friendly policies
- iv. The drafts of proposed acts, rules or regulations should be made available for a minimum period of 30 days

All departments of the State Government are to note the above four points while drafting and proposing any legislation, rules or regulations.

2) Furthermore, the online single window system and all online services should have the following features:

- i. End-to-end online application and submission
- ii. Online payment and document submission
- iii. Online status tracking and department comments
- iv. Online certificate issuance and download
- v. Facility for online verification of certificates/ licenses/ permits by third parties

All Departments of the State Government and their IT vendors concerned should make sure that any service made online should have above mentioned features for the online systems used and developed by them.


(Vandana Rao, IAS) 25.01.21
Chief Executive Officer,
Goa Investment Promotion &
Facilitation Board



To,

- 1) All HODs of Government Departments.
- 2) The State Coordinator, National Informatics Centre, Goa State Centre, Parasio De Goa, H-Block, Porvorim-Goa.
- 3) The Chief Executive Officer, Goa Electronics Limited, Junta House, Panaji-Goa.

Copy to:

- 1) PA to Industries Minister, Minister Block, Secretariat, Porvorim-Goa.
- 2) PA to Chief Secretary, Secretariat, Porvorim-Goa.
- 3) PA to Secretary (Industries), Secretariat, Porvorim-Goa.

Additional Remarks: The procedural steps indicated above for registration and grant of license is uniform for all types of establishments, irrespective of risk category, size of firm, business location or type of investor (Foreign or Domestic).