



Service Name: Approval of Plans (Construct, Extend or Take into use any building as a factory or revision in Plant & Machinery layout or Revision of Site on which the Factory is Situated)

Brief about the service Approval of Plans for Factories refers to the mandatory regulatory process under the Factories Act, 1948, whereby the occupier of a factory must submit detailed architectural and structural plans of any new construction, extension, significant alteration, or modification of factory buildings and layouts to the Chief Inspector of Factories. This process ensures that the proposed plans comply with statutory safety, health, and welfare provisions designed to protect workers. The Chief Inspector reviews and either approves the plans if they meet legal requirements or requires revisions to ensure compliance before the factory can be constructed, extended, or modified.

Sr No	Particulars	Details
1.	Competent Authority	Inspectorate of Factories and Boilers
2.	URL/s	IFB: https://ifbgoa.goa.gov.in/ Goaonline: https://goaonline.gov.in/AppIn/UII/deptServices? DocId=FAB& ServiceId=FAB69
3.	Type of service	Pre-Establishment and in-operation in case there is any change
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	90 Days as per Section 6 (2) prescribed under The Factories Act, 1948
8.	Validity of approval	Till the time there is no change in previously approved plans
9.	Provision of Deemed Approval:	Yes. If no order is communicated to the applicant within 90 days, the approval is deemed to be granted in terms of Section 6 (2) prescribed under The Factories Act, 1948
10.	Renewal	Yes, in case there is any change
11.	Renewal - URL	Same as above.



1. Step by Step Procedure for approval of plans in respect of :-

(i) New factories to be registered under the Factories Act, 1948

#	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	Factory's Inspector (Engineering) does the initial scrutiny of all the relevant documents along with the plans and the application is forwarded to area Inspector of Factories (AIF) along with verification remarks for further verification.	90 days
11.		There are different Inspectors designated for each Taluka. Application will reflect on the concerned Area Inspector of Factories (AIF) Dashboard.	
12.		Upon further verification, Area Inspector of Factories forwards the application along with plans 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 application and one set of plans duly approved are issued to the applicant.	
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	--



(ii) Procedure for approval of plans pertaining to extension / expansion of factories registered under the Factories Act, 1948

#	Action by User Type	Stages/Steps	Time taken for approval
1.	User / Investor	Registers on the State Single Window Portal i.e., Goa online. Logs in to the Single window	--
2.		Navigates to Services - Ease of Doing Business - searches for Factories and Boilers and select the said service. Fills up the application form	--
3.		Uploads desired documents as mentioned in below of this document under document checklist.	--
4.	User/Investor	The applicant directed to the Online payment gateway to avail the service	Real time
5.		Makes online/Challan payment as per the fee schedule which is auto calculated in the online system	
6.	Single Window System	System generates an acknowledgement number which is further used for tracking by the user/investor	Real time
7.		System triggers an email and SMS to the user/investor with the acknowledgement number.	Real time
8.	Department	Factory's Inspector (Engineering) does the initial scrutiny of all the relevant documents along with the plans and the application is forwarded to area Inspector of Factories (AIF) along with verification remarks for further verification.	90 days
9.		There are different Inspectors designated for each Taluka. Application will reflect on the concerned Area Inspector of Factories (AIF) Dashboard.	
10.		Upon further verification, Area Inspector of Factories forwards the application along with plans to the Chief Inspector of Factories for evaluation	
11.		If needed, the Chief Inspector of Factories (CIF) directs the Area Inspector of Factories to conduct physical inspection of the factory and submit report.	
12.		Area Inspector of Factories conducts physical inspection of the factory and submits report.	
13.		CIF approves the application and one set of plans duly approved are issued to the applicant.	
14.	System	System triggers and email and SMS to the user / investor for downloading the certificate.	Real time
15.	User / Investor	User / Investor logs in to download the Certificate	--



2. Document Checklist

Checklist of documents: Following documents are required to avail the Approval of Plan for Factory:-

#	Document	Mandatory / Non-Mandatory
1.	Approval for the project / proposal by Goa-IPB (for large factories) / Udhyam Registration for Micro, Small or Medium factories	Mandatory
2.	Permission / Approval / NOC from Local Authority i.e. Municipal Corporation or Council / Panchayat / Goa Industrial Development Corporation along with photo copy of approved plans.	Mandatory
3.	Approval from Goa State Pollution Control Board as under: a) For New Factories, Consent to Establish b) For Existing Factories, Consent to Operate & Hazardous Waste Authorization.	Mandatory
4.	Approval / License from Petroleum and Explosives Safety Organization in case of factories using / manufacturing / storing explosives, flammable or non-flammable or toxic or non-toxic compressed gas, petroleum product or any other inflammable substance.	Mandatory, if applicable
5.	NOC from Directorate of Foods and Drugs Administration	Mandatory, if applicable
6.	NOC from Captain of Ports / Mormugao Port Trust	Mandatory, if applicable
7.	List of directors / partners in case of company / firm with their permanent address and telephone numbers.	Mandatory, if applicable
8.	Board Resolution appointing one of the Directors / Resolution appointing one of the Partners as Occupier of the factory as per Annexure - I hereto.	Mandatory, if applicable
9.	Ownership documents of the premises i.e. Sale Deed / Lease Deed / Sub-Lease Deed / Leave & License Agreement.	Mandatory
10.	List of raw material(s) used in the manufacturing process	Mandatory
11.	List of finished products manufactured in the factory.	Mandatory
12.	Schematic flow chart of the manufacturing process.	Mandatory
13.	Brief description of the manufacturing process.	Mandatory
14.	List of chemicals/oils/ solvents/gases that are stored, produced or discharged to be given as per Annexure - II hereto.	Mandatory, if applicable
15.	Details of trade waste to be given as per Annexure - III .	Mandatory, if applicable
16.	Statistical data as per Annexure - IV (to be obtained from Architect/Engineer)	Mandatory
17.	Stability Certificate of the building/ shed / structure / work of engineering construction in case of completion of construction work. (to	Mandatory, if applicable



#	Document	Mandatory / Non-Mandatory
	be obtained from recognised Competent Person / original Structural Engineer)	
18.	(i) List of machineries/equipment's with their power rating in HP. (ii) List of other power/steam generating equipment's along with the details.	Mandatory
19.	Details of safety fittings, equipment's, devices and measures to be adopted with the list of protective gears	Mandatory
20.	List of raw materials imported indicating the name of the country from where it is imported and the quantity imported	Mandatory, if applicable
21.	Risk Analysis Report in case of Major Accident Hazard installation / Chemical Unit.(For new factories and in case of existing factories if there is any change)	Mandatory, if applicable
22.	Plans in duplicate in blue print / CAD print signed by the occupier in original submitted in hard format. (Refer Annexure IV hereto for guidelines of plan preparation)	Mandatory

**** All the above said annexure are attached in the below mentioned PDF (gazette factories rules 1985) for reference while applying by the user.***



Approval of Plans Annexure under the Rules.pdf



3. Fees

Fee Applicable: Under rule 3 The Goa Factories Rules, 1985: [CHAPTER - I \(goa.gov.in\)](http://goa.gov.in)

Rs.2000/- per fresh application

Rules 3 to 14 prescribed under section 6 and Section 112

3. Approval of plans. – (1) No site shall be used for the location of a factory or no building in a factory shall be constructed, re-constructed, extended or taken into use as a factory or part of a factory or any other extension of plant or machinery shall be carried out in a factory unless previous permission in writing is obtained from the Chief Inspector of Factories. Application for such permission shall be made in Form 1 which 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 drawn to scale showing:-
 - (i) the site of the factory and immediate surroundings including adjacent buildings and other structures, roads, drains, etc.
 - (ii) the plan, elevation and necessary cross-sections of the various buildings, 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 passage ways; and
- (c) Such other particulars as the Chief Inspector may require:

Provided that the provisions of the above sub-rule (1) shall also apply to (a) any factory which was either in existence on the date of commencement of the Act or which has not been constructed or extended since then.

- (d) Where any flammable or non-flammable or toxic or non-toxic compressed gas or petroleum product or any other inflammable substance is intended to be possessed in a cylinder or a vessel or a tank in any factory, application for permission shall also be accompanied by an approval / license, if applicable, as required under the Gas Cylinders Rules, 2016 or the Static and Mobile Pressure Vessels (Unfired) Rules, 2016 or the Petroleum Rules, 2002 or the Inflammable Substances Act, 1952 (Act No.20 of 1952), as the case may be, as amended from time to time, from the authority concerned.

- (e) A treasury receipt showing payment of two thousand rupees towards the fees for the same, along with each such fresh application.


4. Risk-based Inspection based on classification (if any):

Not applicable



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 Approval of Plan is uniform for all types of establishments, irrespective of risk category, size of firm, business location or type of investor (Foreign or Domestic).