

**STANDARD OPERATING PROCEDURE AND CHECK LIST FOR PROVIDING SERVICE OF APPROVAL OF FACTORY PLAN TO THE APPLICANT WITHIN THE STIPULATED 'TIME LIMIT UNDER THE WEST BENGAL RIGHT TO PUBLIC SERVICES ACT,2013 & RULES FRAMED THEREUNDER**

**(See Rule 19 of WBRTPS Rule)**

**Purpose:** To provide approved plan to a factory in the State of West Bengal within the stipulated time limit under the West Bengal Right to Public Services Act, 2013 & rules framed there under.

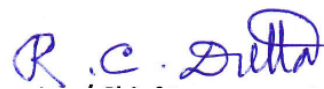
**Scope:** Applies to all factories falling under the purview of the Factories Act, 1948 as amended in the State of West Bengal.

**Procedure:**

1. Persons authorised by the designated officer (as approved by the controlling officer) shall receive the application and issue acknowledgement in Form No.1 prescribed under The West Bengal Right to Public Services act. 2013 & rules framed thereunder, subject to receipt of the enclosures as per annexed checklist.
2. The designated officer as well as officers higher in rank as per existing office procedure shall scrutinize the plan and other documents and visit the site as per requirement.
3. Information regarding recommendation or rectification or rejection of a plan (with reasons stated thereof), as applicable during the entire process of plan scrutiny will be intimated to the applicant within the stipulated period of service.
4. Information regarding rectification shall be informed to the applicant by way of "Letter for rectification" which is to be complied by the applicant within 7 days of the issue of the same, so as to provide the aforesaid service within the stipulated period, failing which the application will be liable for rejection.
5. The rejection under this Act (i.e. West Bengal Right to Public Services Act, 2013) shall not entail the applicant to claim any aberration from the provisions of the Factories Act, 1948 and Rules framed thereunder.
6. Once the application is rejected. the applicant will be required to submit a fresh application forthwith in compliance of the provisions of the Factories Act. 1948 and Rules framed thereunder.
7. Approved plan will be available in the Applicant Dashboard of the online portal of WB Factories. It is to be downloaded from the online portal by clicking on the designated link of the portal by the applicant.

**Checklist**

Sl.	Salient Points
1.	Duly filled in Common Application Form (Part A & Part B)
2.	Flow chart of the manufacturing process alongwith brief description
3.	Authenticated copy of Consent to establish from WBPCB.
4.	Factory plan.
5.	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 1 of the Factories Act.1948 as amended.



**O.S.D. & Ex-officio Director / Chief Inspector of Factories, W.B.**

**STANDARD OPERATING PROCEDURE AND CHECKLIST FOR PROVIDING SERVICE OF REGISTRATION AND GRANT OF LICENCE TO A FACTORY IN THE STATE OF WEST BENGAL WITHIN THE STIPULATED TIME LIMIT UNDER THE WEST BENGAL RIGHT TO PUBLIC SERVICES ACT, 2013 & RULES FRAMED THEREUNDER**

**(See Rule 19 of WBRTPS Rule)**

**Purpose:** To provide registration & grant of licence to a factory in the State of West Bengal within the stipulated time limit under the West Bengal Right to Public Services Act, 2013 & rules framed there under.

**Scope:** Applies to all factories falling under the purview of the Factories Act, 1948 as amended in the State of West Bengal.

**Procedure:**

1. Persons authorised by the designated officer (as approved by the controlling officer) shall receive the application and issue acknowledgement in Form No.1 prescribed under The West Bengal Right to Public Services act. 2013 & rules framed thereunder, subject to receipt of the enclosures as per annexed checklist.
2. The designated officer as well as officers higher in rank as per existing office procedure shall verify the application and other documents and visit the site as per requirement.
3. Information regarding recommendation or rectification or rejection of the application (with reasons stated thereof), as applicable during the entire process of verification of application will be intimated to the applicant within the stipulated period of service.
4. Information regarding rectification shall be informed to the applicant by way of "Letter for rectification" which is to be complied by the applicant within 7 days of the issue of the same, so as to provide the aforesaid service within the stipulated period, failing which the application will be liable for rejection.
5. The rejection under this Act (i.e. West Bengal Right to Public Services Act, 2013) shall not entail the applicant to claim any aberration from the provisions of the Factories Act, 1948 and Rules framed thereunder.
6. Once the application is rejected, the applicant will be required to submit a fresh application forthwith in compliance of the provisions of the Factories Act. 1948 and Rules framed there under alongwith the details of fees deposited in the earlier applications together with supporting documents.
7. Approved Registration and Licence will be available in the Applicant Dashboard of the online portal of WB Factories. It is to be downloaded from the online portal by clicking on the designated link of the portal by the applicant.

**Checklist**

Sl. No.	Salient Points
1	Duly filled in Common Application Form (Part A & Part C)
2	Authenticated documents regarding deposition of fees.
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	Authenticated Copy of Purchase Deed/Lease Deed/Rent Receipt as the case may be in respect of the premises to be used as factory.
5	Authenticated Copy of Trade Licence.
6	For Limited and Private Limited Company-Authenticated copy of Memorandum of Article of Association
7	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.
8	List of machineries along with HP/KW duly signed by the occupier
9	Health and Safety policy, in case a hazardous process
10	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 1 of the Factories Act.1948 as amended.
11	Authenticated copy of Consent to establish from WBPCB.
12	Company PAN Card (Pvt. Ltd. Co. / Ltd., Partnership Co.) or Pan Card of Proprietor/Owner
13	List of Directors / List of Partners



**O.S.D. & Ex-officio Director / Chief Inspector of Factories, W.B.**

**STANDARD OPERATING PROCEDURE AND CHECKLIST FOR PROVIDING SERVICE OF RENEWAL, AMENDMENT AND TRANSFER OF LICENCE TO A FACTORY IN THE STATE OF WEST BENGAL WITHIN THE STIPULATED TIME LIMIT UNDER THE WEST BENGAL RIGHT TO PUBLIC SERVICES ACT, 2013 & RULES FRAMED THEREUNDER**

**(See Rule 19 of WBRTPS Rule)**

**Purpose:** To provide renewal, amendment and transfer of licence to a factory in the State of West Bengal within the stipulated time limit under the West Bengal Right to Public Services Act, 2013 & rules framed there under.

**Scope:** Applies to all factories falling under the purview of the Factories Act, 1948 as amended in the State of West Bengal.

**A. Procedure:**

1. Application for renewal, amendment and transfer of licence is received through official online portal system of the Directorate of Factories.
2. Acknowledgement in Form No.1 prescribed under The West Bengal Right to Public Services Act. 2013 & rules framed thereunder is issued automatically on submission of the application.
3. Licence section shall verify the application based on the details received from the record section and forward to the designated officer.
4. The designated officer as well as officers higher in rank as per existing office procedure shall verify the application and other documents and visit the site as per requirement.
5. Information regarding recommendation or rectification or rejection of the application (with reasons stated thereof), as applicable during the entire process of verification of application will be intimated to the applicant within the stipulated period of service.
6. The rejection under this Act (i.e. West Bengal Right to Public Services Act, 2013) shall not entail the applicant to claim any aberration from the provisions of the Factories Act, 1948 and Rules framed thereunder.
7. Once the application is rejected, the applicant will be required to submit a fresh application forthwith in compliance of the provisions of the Factories Act. 1948 and Rules framed there under along with the details of fees deposited in the earlier applications together with supporting documents.
8. Once renewed, amended, transferred, factory name changed, the up to date licence shall be available in the official online portal system of the Directorate of Factories for downloading by the applicant.

**B. CHECK LIST**

SI.	Salient Points
1.	Duly filled in Common Application Form
2.	Authenticated documents regarding deposition of fees.
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.	Authenticated Copy of Purchase Deed/Lease Deed/Rent Receipt as the case may be in respect of the premises to be used as factory in case of transfer of licence.
5.	Authenticated Copy of Trade Licence in case of transfer of licence and change of name of the factory.
6.	For Limited and Private Limited company-Authenticated copy of Memorandum of Article of Association in case of transfer of licence.
7.	List of machineries along with HP/KW duly signed by the occupier in case of amendment of licence.
8.	Copy of concerned ROC Document in case of change of Directors/Copy of Partnership Deed in case of change of Partner
9.	Letter from the Occupier of the outgoing factory giving consent for transfer of valid licence held by him.



**O.S.D. & Ex-officio Direct& / Chief Inspector of Factories, W.B.**