

OFFICE OF THE DIRECTOR OF FACTORIES::TELANGANA::HYDERABAD

Cir. Memo. No. A1/ 6798/2015

Dated: 26.08.2017

**Sub:** Establishment – Factories Department – Make in India – Department of Industrial Policy and Promotion – Ease of Doing Business – Recommendations on action points – Certain instructions – Issued – Regarding.

**Ref:** 1. G.O.Ms.No. 36, dated: 17.06.2015 of Industries and Commerce (IP&NF) Department.  
2. G.O.Ms.No. 9, dated: 12.04.2017 of Labour, Employment, Training & Factories (Labour) Department.  
3. G.O.Ms.No. 21, dated: 06.06.2017 of Labour, Employment, Training & Factories (Labour) Department.  
4. G.O.Ms.No.50, dated: 28.07.2017 of Industries and Commerce (IP&NF) Department.

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All the Deputy Chief Inspectors of Factories and Inspectors of Factories are already aware that the Government of Telangana has been taking several steps to facilitate “Ease of Doing Business” so as to catalyze creation of employment opportunities while ensuring Safety, Health, Welfare and Social Security for every worker. In this connection, the following modified instructions are issued.

- The filing of applications for clearance under TS-iPASS was made online from June, 2015. The approval of plans, Registration, Grant and Renewal of Licences, Amendment and transfer of licence, shall be made through **Online only**.
- The procedure and documents required for above services is available in the online system of TSFACTORIES portal.

**Approval of Plan and Permission to Construct/ Extend/ or Take into Use Any Building as a Factory**

**Required Documents**

1. Self certification Form. (Download the form check list for application under Act & Rules in the Home page)
2. Registration Deed ( Registered Sale ,lease/Rental deed)
3. Mutation Order.
4. Combined building plan including all floors.
5. Combined site plan.
6. Partnership deed or Articles of Association.
7. Flowchart.
8. Pan/ Aadhar card.

***Additional Attachments: In case of plan extension / modification on factory building plans.***

1. Previously approved plans have to be annexed.

***Fee***

- Rs. 100 in case of Small Scale Industries.
- Rs. 1,000 for all other Industries.

***Timelines***

1. Approval of plans within 7 days from date of submission of complete application.

➤ All the plans of Hazardous factories and Non-Hazardous factories proposed to install **above 500 HP** shall be approved by the Director of Factories. In case of Non Hazardous factories with **less than 500HP**, plans shall be approved by the Deputy Chief Inspector of Factories of the concerned regions. **Further, the same procedure shall be adopted while approving factory plans, in case of additional constructions and additional installation of Horse power.**

**Registration and Grant of Licence**

***Required Documents***

1. Partnership deed or Articles of Association along with the list of Directors.
2. Process Flow Chart.
3. Plant Layout.
4. Land Ownership Document (Registered Sale or Rental Deed)
5. Process Flowchart.
6. Pan/ Aadhar card.

***Fee***

1. As per Factory Licence Fee Schedule.

***Timelines***

1. Factory License - 7 Days.

**In case of Major Accident Hazardous factories, all applications pertaining to grant, amendment and transfer of licence shall be received, processed and issued by the Director of Factories**

In case of other hazardous and 2 (cb) factories, all applications pertaining to the grant, amendment and transfer of license shall be received, processed and issued by the Deputy Chief Inspector of Factories of the concerned regions.

**Renewal of Factory license shall be through online only and the time limit is 3 days.**

**Fee:**

As per Licence fee schedule vide G.O.Ms. No. 77, dated: 28.12.2016 of LET&F (LABOUR) Department.

**Amendment of Licence (Change in Number of Workers/ Change in HP / Factory Name)**

**Required Documents**

1. For change in the number of workers and/or change in installed Horse Power:
  1. Copy of Original License Form-4.
  2. Reference number of the latest Plan approved by the Director of Factories.
2. For change in the Name of the Factory:
  1. Copy of Original License Form-4.
  2. Certificate from Registrar of Companies affecting the change MoAA (in case of a company), Partnership deed (in case of a partnership firm), sale deed/transfer deed (in case of proprietary firm).

**Fee**

1. Amendment fee Rs. 50/- to be paid.
2. Difference amount in licence fee as per the proposed HP and workers.
3. For Change in the Name of the Factory, the fee is Rs. 50/-.

**Timelines**

1. 7 days from the date of submission of complete application

**Transfer of Licence (Change in Occupier / Manager)**

**Required Documents**

1. For change in the Name of Manager:

No documents are required to be submitted.
2. For change in the Name of Occupier:
  - a. Occupier's Photograph.
  - b. Copy of Original license Form - 4.
  - c. Latest list of Partners/Directors.
  - d. In case of change of Directors, submit Form. 32 of 'The Companies Act, 2013'.
  - e. Partnership Deed/ Articles of Association, where relevant.
  - f. Registered Sale Deed/Lease Deed.

**Fee**

1. For change in the Name of Manager, there is no fee.
2. For change in the Name of Occupier, the fee is Rs. 50/-.

**Timelines**

1. 7 days from date of submission of complete application.

## Inspection of Factories

- The Government decided to bring or more transparency in the inspection procedures of factories while introducing computer system risk assessment based inspections with random allocation of inspecting officers the risk clarification is as under.

- The High Risk category of the Factories is as follows:

1.	Major Accident Hazardous Factories
2	Factories covered under Section 87 (Dangerous Operations) & Rule 95 of the Factories Act 1948 and Rules made there under
3	Factories covered under Section 89 (Notice or certain diseases) & Rule 97 of the Factories act, 1948 and Rules made there under
4	Factories covered under Section 2(cb) (list of Industries Involving Hazardous Process) of the Factories Act, 1948 and Rules made there under.
5	Factories where more than 150 workers are employed

The above said Factories will be inspected once in every year.

- a) The Low Risk Factories are the Factories under Section 85 (1) of the Factories Act, 1948 employing less than 10 workers (if working with the aid of power) and more than 20 workers (if working without the aid of power) and they will be inspected once in 5 years.

- b) The remaining Factories (those which do not fall under the above two categories) shall be classified as Medium Risk and they will come up for inspection once in 2 years. There is an option for the Medium Risk Category Factories to opt for the Self-Certification scheme. In such a case, the Factory will be inspected only once within 5 year ( as in case of Low Risk Category Factories).

- No officer shall inspect any factory in his/ her respective circle / region or in the state until he /she receives a computer based inspection schedule.
- The officers who receive inspection schedule for the successive / coming month shall have to send intimation to the factory management by e-mail in the format enclosed.
- The officers shall upload their inspection report within **24 hours** of inspections in their circles / region.
- To conduct interactive meetings with the managements of the factories employing less than 150 workers at Industrial cluster areas and enlighten them about Self certification Scheme.
- The officer who receives a compliant on any factory shall intimate to Director of Factories and the Director of Factories will decide whom to send for inspection, based on the category of factory.
- Show Cause Notices shall be issued for the following contraventions found during the inspections.

1. Not taking Approval of Plans from the Director of Factories
2. If there are plan deviations like not constructing the buildings as per the approved plans from the Director of Factories and any other Additional constructions & installations without taking prior permission from the Director of Factories, Telangana, Hyderabad.
3. Licence Fee Defaulter factories.
4. Safety contraventions which may lead to accidents like non provision of guards, Non provision of Safety measures in Chemical Industry to Reactors, Centrifuges, Dryers etc., not providing fire Hydrant System etc.,
5. Not providing welfare amenities like Rest shed, canteen, crèche, OHC, not recruiting the Welfare officer if the workers strength is 500 and above, not recruiting Medical officer as per Rule 61(SC) B for hazardous factories, non hazardous with 500 workers and above and not recruiting Safety Officers by factories with 1000 or more workers.
6. Not conducting Periodical medical examination to the workers (Regular and Contract), specially in stone crushing, Asbestos, Dust prone, bulk drug and pharmaceutical factories.
7. Non compliance with leave with wages and overtime regulations in case of major factories.

  
Director of Factories (FAC) 28/8/17

To

1. All the Deputy Chief Inspectors of Factories.
2. All the Inspectors of Factories.

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