

**Government of West Bengal
Directorate of Factories**

Online Single Window Clearance System

Permission to Set Up, Registration and Licensing of Factories

GUIDELINES

FACTORY AND FACTORY LICENCE

1. Any premises when used for carrying out any manufacturing process with the aid of power by employing 10 or more workers or without the aid of power by employing 20 or more workers, either directly or through any agency or a contractor, is defined as a 'factory'.
2. A factory can be run only with a license issued by the Chief Inspector of Factories (CIF), West Bengal, under the Factories Act, 1948.
3. Factory license can be obtained only after commencement of production.
4. a) Prior permission for construction of a factory or extension of an existing one can be obtained by submitting application in **Form -1**.
b) Registration and Licence can be obtained after commencement of production by submitting application in **Form-2**.

FORMS AND DOCUMENTS

4. Application in Form-1 must be accompanied by the following documents:
 - a) Plan of the factory premises (in triplicate)
 - b) Consent to Establish from W.B.P.C.B.
 - c) Flow chart of the manufacturing process with brief description.
5. Application in Form-2 must be accompanied by the following documents:
 - a) **Receipt** of deposit of requisite fees in the State Government Receipt Head.
 - b) Consent to Establish from West Bengal Pollution Control Board.
 - c) Copy of purchase deed/lease deed/ rent receipt as the case may be in respect of the premises to be taken to be used as a factory.
 - d) Trade Licence from Gram Panchayat or municipal body as the case may be.
 - e) Copy of Memorandum & Article of Association (for Ltd. or Pvt. Ltd. Co.) or Registered Partnership Deed (for Partnership firm)
 - f) Declaration of the date of commencement of manufacturing activities.
 - g) A list of all installed Plant & Machinery showing HP or KW of each.

FOR ONLINE APPLICATION

6. A link to the website <http://www.wbfactoryonline.in>> has been given where you can submit application online. Please go to the aforesaid website of the Directorate of Factories and read the instructions.

Register and Log In

7. You have to register yourself in the website by creating a unique identity with password, with the help of which you will be able to enter the website.

e-Filing of Application

8. You can submit application in Form-1 or Form-2 by opening the forms and submitting relevant information in the boxes.

Uploading required Documents

9. For submitting supporting documents, you should keep the scanned copy of the required documents (as listed above) ready in your computer before you go for e-filing of application. Such scanned copies should be in 'pdf' or 'jpeg' or 'gif' format. Total maximum digital size of all the pdf/jpeg/gif documents to be uploaded should not exceed 2 MB)
10. If some large documents (like large maps) cannot be scanned and copied in 'pdf' or 'jpeg' or 'gif' format, there will be no alternative but to submit the 'hard' copy of the same to the office of the Directorate by special messenger, or by Speed Post. You have to write your unique ID, generated at the time of accessing the website <www.wbfactoryonline.in>, and the date of submitting online application should be written on the body of the document. The envelope should be super-scribed with the words written in bold letters, "SUPPORTING DOCUMENTS FOR ONLINE APPLICATION MADE ON _____".
11. At the time of e-filing the application in Form-1 or Form -2, you will have to upload the scanned copy of the respective documents as attachments, as when you will be required by the online system.

Deposit of Fees

12. For deposit of fees, you have to read the fee table in the aforesaid website and use the facility in the same webpage to calculate what is payable by you.
13. Fees can be paid in the Treasury-linked bank of the Sub-Division Treasury or the District Treasury having jurisdiction over the site of your factory. Such payment in bank is to be made with 4 copies of Treasury Challan (TR Form-7). Such forms are available in the Bank free of cost.
14. Write the following State Government Receipt Head in all the 4 copies of the TR Form-7: *"0230-Labour and Employment - 00 - 104 - Fees realised under the Factories Act, 1948 - 001 - Fees collected under the Factories Act - 016"*.
15. On deposit, you will get a copy of the Treasury Challan, with the stamp of receipt of the bank branch. You will have to upload a scanned copy of this receipted Treasury Challan while submitting application in Form-2 online.
16. The Directorate has already enabled included in the electronic tax and fee deposit system of the State Government, named Government Receipt Portal System or GRIPS vide Finance Department Notification No 4631-F(Y) dated 8/9/2014.

17. CONTACT THE FOLLOWING OFFICERS FOR HELP

Sri S.Mitra ,Dy.CIF,WB & In charge (Statistics)	Tel+Fax-033-22274445 Mob No. 9831316007	swarupdcif@rediffmail.com
Sri D.Sarkar Dy.CIF,WB	Tel+Fax-033-22274445 Mob No. 9432050627	dipankardycifwb@rediffmail.com
Sri I. Chakrabarti, Statistician,Directorate of Factories, WB	Tel+Fax-033-22274445 Mob No. 9432060631	chakrabartiindranil3@gmail.com

18. OFFICES OF THE DIRECTORATE OF FACTORIES, WEST BENGAL

Head Office :

Office	Address
Head Office, Directorate of Factories (Office of the Chief Inspector of Factories)	New Secretariate Building, 8th Floor, 1, K.S. Ray Road, Kolkata - 1, Pin-700001 Tel+Fax-033-22103274 Mob No 9748301462 Mob No:-9477066874 e-Mail: info@wb.factoryonline.in
Extension Office-I, Directorate of Factories (Office of the Chief Inspector of Factories)	146/1, B.B Ganguly Street, Kolkata - 12, Pin-700012 033-2227-4445
Extension Office-II, Directorate of Factories (Office of the Chief Inspector of Factories)	620, Diamond Harbour Road, Kolkata - 34, Pin-700034

Branch Offices	Address	Area of Jurisdiction
The Deputy Chief Inspector of Factories, West Bengal. Directorate of factories	New Secretariat Buildings, 8 th Floor, 1, K. S. Ray Road, Kolkata- 700001 Tel+ Fax- 033-22103274 info@wb.factoryonline.in	Districts of Howrah, South 24 Parganas, Kolkata, North 24 Parganas (Part)
The Deputy Chief Inspector of Factories, Barrackpore	Saheed Mongal Panday Sarani, P.O. Barrackpore, Dist. North 24 Parganas, Pin:700120 Tel+Fax-033-25920727 Email - dycifbarrackpore@gmail.com Email-ifbarrackpore@gmail.com	District of North 24 Parganas (Part)

The Inspector of Factories, Kalyani,	D.C. Building Suit No. 10 (2 nd Floor), Kalyani, Naida. Pin-741235 Tel+Fax- 033-25829415 , Email:ifkalyani@gmail.com	Districts of Nadia, Murshidabad, Malda
The Inspector of Factories, Serampore,	57/A/2/1, G.T. Road P.O. Serampore, Dist. Hooghly, Pin-712201 Tel+Fax- 033-26522262 ifserampore@gmail.com	District of Hooghly
Sri K.C.Mondal Inspector of Factories, Haldia	Administrative Building, P.O. Durgachak, Dist. Purba Medinipur, Pin-721602 Tel+Fax- 03224-274105 ifhaldia@rediffmail.com	Districts of Purba Medinipur and Paschim Medinipur
The Inspector of Factories, Durgapur,	Administrative Building, City Centre (3 rd Floor), P.O. Durgapur, Dist. Burdwan, Pin-713216 Tel+Fax- 0343-2546010 ifdurgapur@gmail.com	Districts of Bankura and Burdwan (only Durgapur Sub- Division)
The Deputy Chief Inspector of Factories, Asansol	84, Dr. M.N.Saha Road, Formerly Hutton Road, P.O. Asansol, Dist. Burdwan, Pin-713301 Tel+Fax- 0341-2202644 ifasansol@gmail.com	Districts of Purulia, Birbhum and Burdwan (except Durgapur Subdivision)
The Inspector of Factories, Jalpaiguri	P.O. & District - Jalpaiguri, Pin-735101 Tel+Fax- 03561-230139 ifjalpaiguri@gmail.com	Districts of Darjeeling, Jalpaiguri, Coochbehar, Uttar Dinajpur, Dakshin Dinajpur

19. Name of Nodal Officers:

NAME	DESIGNATION	CONTACT INFORMATION
Sri A.K. Ghosal, Jt.CIF (Chemical), WB	Tel+Fax-033- 22103274 Mob No.9748301462	info@wbfactoryonline.in
Sri. T. Bandopadhyay Jt.CIF,WB	Tel+Fax-033- 22274445 Mob no.No9433475956	info@wbfactoryonline.in
Sri A. Sarkar, DY.CIF,WB	Tel+Fax-033- 22274445 Mob no. 9477066874	arindamdycifwb@rediffmail.com