Labour Department, Chhattisgarh

User Guide for Online Registration and Availing Department Services

Table of Contents

1 About the Department

The Labour Department of Chhattisgarh aims to provide world class environment to the investors in Chhattisgarh. The department offers following services online for the ease of investors thereby improving ease of doing business in the state:

1. Approval of plan and permission to construct/extend/or take into use any building as a factory under the Factories Act, 1948
2. Registration and grant of license under The Factories Act, 1948
3. License for contractors under provision of The Contracts Labour (Regulation and Abolition) Act, 1970
4. Registration of principal employer's establishment under provision of The Contracts Labour (Regulation and Abolition) Act, 1970
5. Registration under The Building and Other Construction Workers (Regulation of Employment and Conditions of Service) Act, 1996
6. Renewal of license under The Factories Act, 1948
7. Renewal of license for contractors under provision of The Contracts Labour (Regulation and Abolition) Act, 1970

The above services are available online on the departmental website http://cglabour.nic.in/. The other services apart from listed above will be provided as it is by the department.

The user guide contains below information regarding each service:

1. General guidelines for Users: Who needs to fill optional/compulsory
2. Complete list of documents required
3. Stepwise process and timeline for online registration of Users
4. Download of the certificates
5. Sample application forms in annexure
6. Third Party verification

1.1 Registration Single Window

For availing the facility of online services of various department of Chhattisgarh, users will have to register online. An e-dashboard will be generated for the user from which the services of Labour Department can be availed.

Registration is a two steps process:

Step 1 User Registration: User registers himself once with Single window (SW) and creates an account.

Step 2 Unit Registration: User can register their units after logging into the Single Window.

User manual for approval of plan and permission to construct/extend/or take into use any building as a factory under the Factories Act

Each unit after registration will have a unique ID called "UdyamAkanksha Number" (UAN). All the incentives applicable to the specific unit and online application for various approvals can be availed through this UAN.

1.2 Steps to reach the Labour Department e-dashboard

1. Registration & Generation of Login Credentials for Single Window & Generate UdyamAkanksha Number
   i. Go to http://cglabour.nic.in/
   ii. Login using single window login credentials

User manual for approval of plan and permission to construct/extend/or take into use any building as a factory under the Factories Act

iii.   After successful login, the system will ask for UdyamAkanksha Number (Unit Number) as follows, enter UAN of the establishment for which you are applying online services, click on Submit.

Welcome To Labour Department
Thank you to using single window login

User_Id: pratik512

UdyamAakanksha/Unit number: 11103126660256   Submit

iv.   After submitting UAN, the dashboard of Labour department opens up, showing services available through SW

User manual for approval of plan and permission to construct/extend/or take into use any building as a factory under the Factories Act

1.3 Approval of plan and permission to construct/extend/or take into use any building as a factory under the Factories Act, 1948

1.3.1 General Information

Who needs to apply?	Owner of Factory, occupier
When to apply	Before starting construction of factory or in case of expansion of factory
Where to apply	Department website, http://cglabour.nic.in/
Total time for closing of application from the day of application	90 days from the day of successful application submission.
Validity of the certificate issued	Lifetime from the date of issue
Reference	Factory's Act 1948 http://cglabour.nic.in/ShramAyukt/KarkhanaAdhiniyam.aspx
Download approval certificates	Go to http://cglabour.nic.in/ Login to Single Window, enter UAN, select a service , click download

1.3.2 Documents required to complete the application

    I.   Land ownership document- Registry certificate for own land, Lease for land on rent from private owners or industries department
    II.   NOC from local bodies
    III.   Ownership of factory : Proprietor, Partnership deed or company (Memorandum of Article of Association 6C)
    IV.   List of Directors
    V.   Manufacturing process & Flowchart
    VI.   Drawings of Factory as Rule 3A(1) (Refer CG Factory Rules 1962)
    VII.   Consent to Establish for water & air
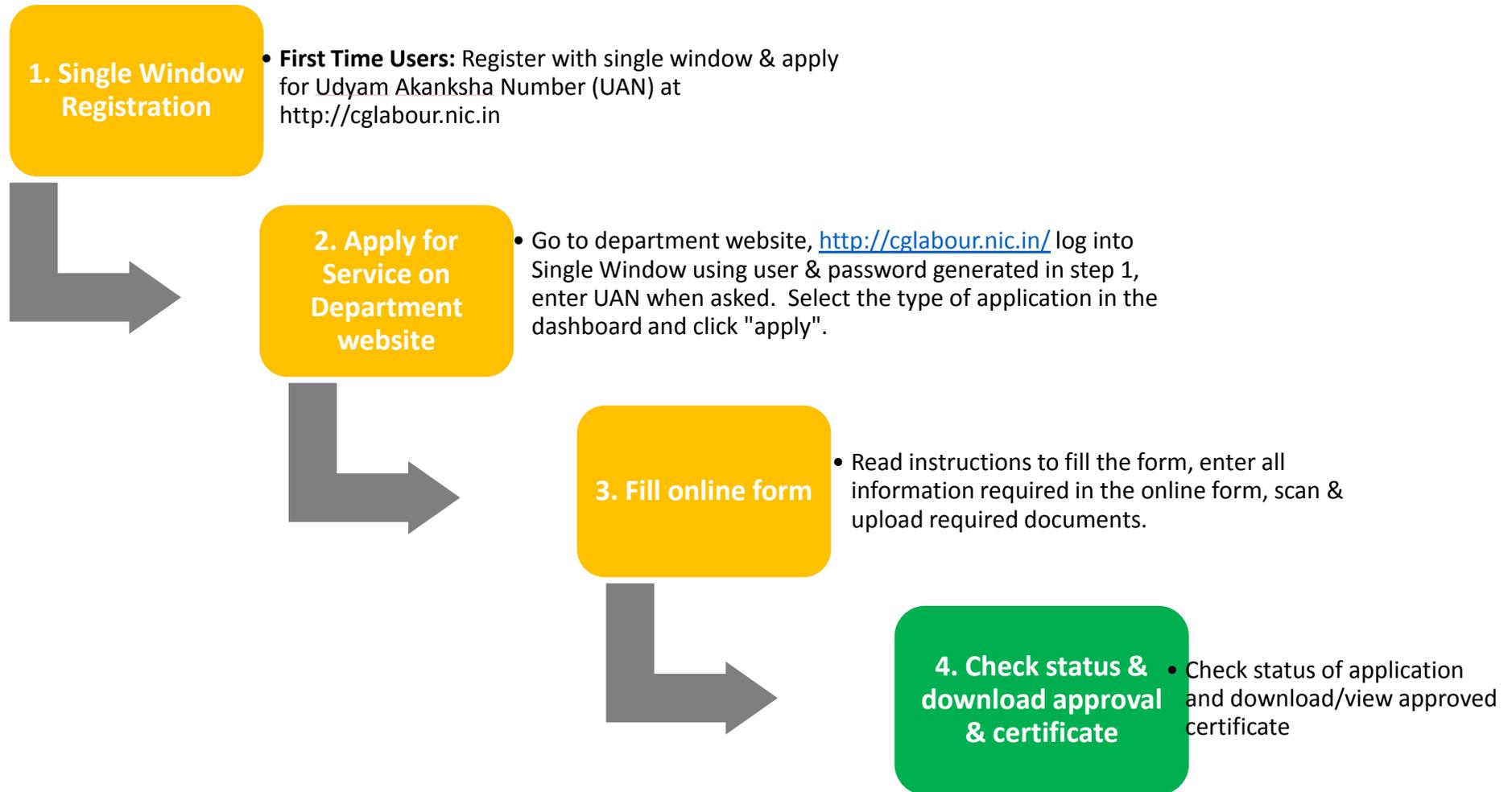   VIII.   For hazardous industries compulsory to attach **Onsite Emergency Plan**.

1.3.3 Stepwise process and timeline for online registration of Users

Timeline

Status of application	Timeline
Issue of certificate	Within 30 days of successful submission of application

User manual for approval of plan and permission to construct/extend/or take into use any building as a factory under the Factories Act

Stepwise Process

1. Single Window Registration

- **First Time Users:** Register with single window & apply for Udyam Akanksha Number (UAN) at http://cglabour.nic.in

2. Apply for Service on Department website

- Go to department website, http://cglabour.nic.in/ log into Single Window using user & password generated in step 1, enter UAN when asked. Select the type of application in the dashboard and click "apply".

3. Fill online form

- Read instructions to fill the form, enter all information required in the online form, scan & upload required documents.

4. Check status & download approval & certificate

- Check status of application and download/view approved certificate

i. Open the e-Dashboard of Labour department
ii. Click on "Apply" under Factory Plan Approval(Form 1-A)

User manual for approval of plan and permission to construct/extend/or take into use any building as a factory under the Factories Act

i.   Fill the form with accurate information and upload the necessary documents, then click "save & proceed" at the bottom of the page

User manual for approval of plan and permission to construct/extend/or take into use any building as a factory under the Factories Act

FORM 1-A

(Prescribed under Rule 3A)

Application for approval of plans and for permission to construct/extend/or Take in to use any building as a factory.

1. Applicant's Name & Post	Applicant's Name Post
2. Address of applicant on which he desires to communicated in this regard	Address
3. Full Name and postal address of factory	Factory Name Postal Address
4. Situation of the factory to be located:Village-	Village
Mobile No.	Mobile No.
Email-ID	Email-ID
District	--चुनिये-- ▼

5. The manufacturing process;

a) Carried on in the factory in the last 12 months (in the case of factory already in existence)

b) To be carried on in the factory during the next twelve months (in the case of all factories)

c) Whether it involves Hazardous process as interpreted under section 2[cb](give details)

d) Whether it involves dangerous operation, wholly or partly, as declared under subrule(1) of the rule 107 under section 7(give details)

e) Whether any chemical substance as specified under second schedule of the Act, is used, handled, stored or processed there at.

6. Number of workers to be employed in each room of the factory

A) Whether provision of amenities and facilities required to all workers according to the act and rules made hereundar have been taken care of in the plans — give details

7. Whether lifts/hoists/lifting achines of any kind installed/ to be installed in the plans.(give details) — give details

8. (A) Whether any worker will be required to work at any different floors or at a height from where he is likely to fall or work at a congested place due to machines or fittings or in a confined space, pit or sumps? (give details) — (A)

(B) if so, Whether provision of arrangements to be made for access, escape and ensure safety, in accordance to the Act and Rules hereunder have been taken care of in the plans — (B)

9. Whether there is any possibility of escape of dangerous fumes/gases or explosion? If so whether provisions on suitable arrangements to be made according to the Act and Rules hereunder have been taken care of in the plans? — provisions

10. What materials are used/to be used for construction of:

a) Building(give details) — Building

b) Roofing(give details) — Building

11. Perticulars of the drawings submitted along with particulars of information submitted according to the requirement of Rules 3 A:

1. Layout plan(3 Sets) ☐
2. Details Map(3 Sets) ☐

Save

1.3.4   Online payment through e-Challan

i) To pay applicable fees online by e-Challan, click on "e-Challan" link. Upon clicking, a page will appear as below:

ii) Provide details and select applicable heads of account. Select bank from the drop down list and click on "Submit" button.

iii)   Upon confirming the details, the page will redirect to the bank's online banking page. Pay online using internet banking and after successful payment, you will get treasury reference number.
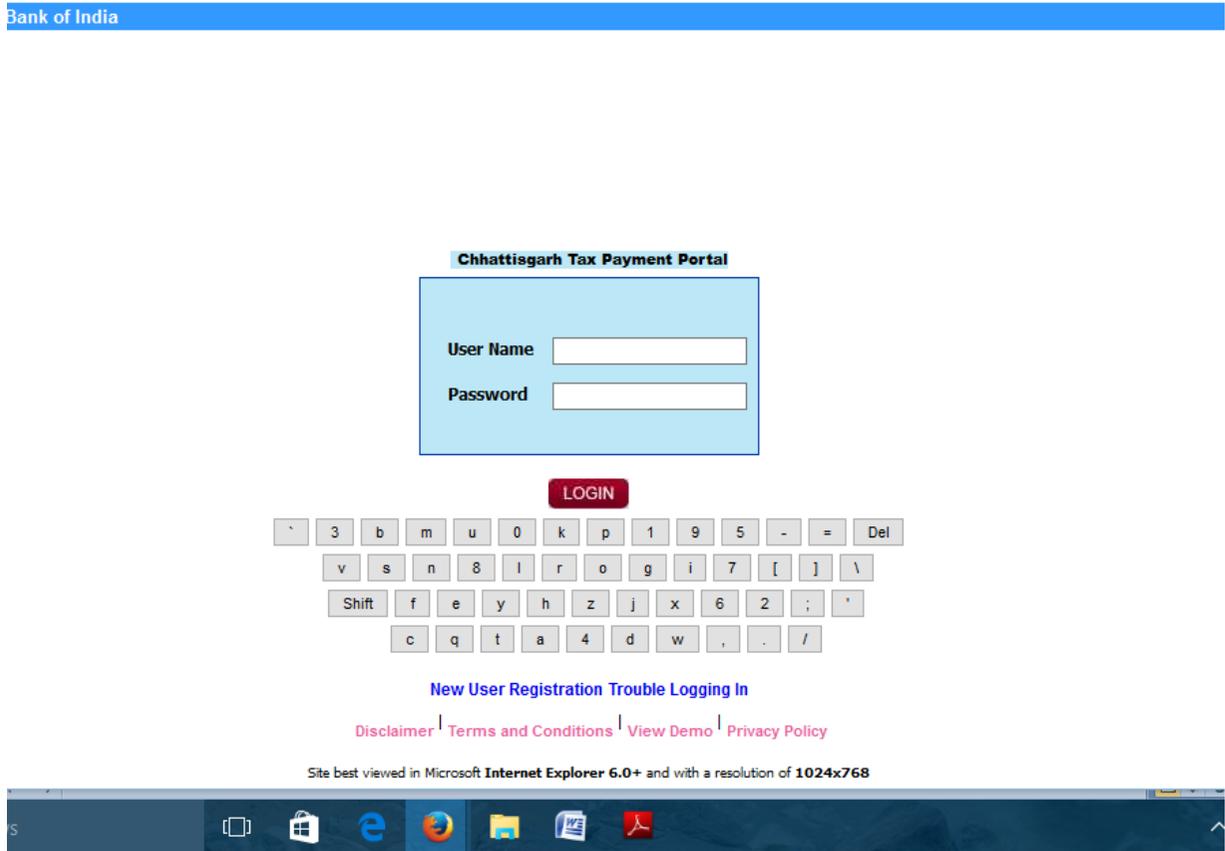
iv) Enter the treasury reference number in the field provided and your application will be submitted to the department.

User manual for approval of plan and permission to construct/extend/or take into use any building as a factory under the Factories Act

ii. After this the status of your application becomes "Pending" in the dashboard

iii. On approval of the application, the status will changed to approved and user can download/view the certificates from the "Download" in the e-dashboard.

1.3.5 Download of the certificates

On submission of complete application, certificate can be downloaded from Single Window Login by clicking download in the dashboard under the service. A sample certificate is available in here. (Annexure 1)

User manual for approval of plan and permission to construct/extend/or take into use any building as a factory under the Factories Act

1.4 Third Party Verification

1. Visit the URL for verification http://cglabour.nic.in/factory/SearchFormA_1.aspx

2. Provide the detail (like Permission number/ certificate number/ Licence Number) and click on submit

3. System would authenticate the details.

2 Annexure 1

A. Format of Factory Plan Approval

संचालनालय, औद्योगिक स्वास्थ्य एवं सुरक्षा, रायपुर, छत्तीसगढ़
इन्द्रावती भवन, ब्लॉक – तीन, द्वितीय तल, नया रायपुर
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क्रमांक / DY.CIF/NAKSHA/I(H)/VI/60/2015/ RPR/HQ/ 1883, रायपुर, दिनांक   31.12.2015

प्रति,

अधिभोगी / प्रबंधक
मेसर्स जय जगदम्बा पेपर इण्डस्ट्रीज,
ख0नं0– 463 / 29, उरला औद्योगिक क्षेत्र, रायपुर,
जिला–रायपुर (छ0ग0)

विषय :–   कारखाना भवन के नक्शे अनुमोदन बाबत् ।
                                --00--

उपरोक्त उल्लेखित कारखाने के नक्शों की एक प्रति छ0ग0 कारखाना नियम 1962 के नियम 3A(1) के प्रावधानानुसार निम्न शर्तों के साथ अनुमोदित की जाकर इस पत्र के साथ भेजी जा रही है :–

01.   यह अनुमोदन कारखाने के साईट या स्थल का अनुमोदन नहीं है ।
02.   यह अनुमोदन जमीन संबंधी किसी भी दावे को प्रमाणित नहीं करता ।
03.   यह अनुमोदन किसी भी भवन, स्ट्रक्चर के डिजाईन तथा लोड बियरिंग केपेसिटी तथा किसी भी मशीन या उपकरण के डिजाईन तथा तकनीकि क्षमताओं आदि के लिए नहीं है ।
04.   यह अनुमोदन भवन निर्माण के लिए अथवा अन्य सामग्री प्रदाय करने के संबंध में गारंटी नहीं देता ।
05.   कारखाना अधिनियम 1948 तथा छ0ग0 कारखाना नियमावली 1962 के अंतर्गत आवश्यक व्यवस्थाएं जो इन नक्शों में दर्शायी नहीं गई है से यह अनुमोदन आदेश, मुक्ति नहीं देता । उनका पूरा पालन किया जाना आवश्यक है ।
06.   कारखाने में एफ्ल्यूएन्ट्स तथा ट्रेडवेस्ट संबंधी योजना आपको स्थानीय पब्लिक अधिकारी अथवा पब्लिक इंजीनियर, छत्तीसगढ़ शासन रायपुर, पर्यावरण संरक्षण मण्डल अथवा संबंधित अन्य विभागों से पृथक से नियमानुसार अनुमोदन कार्यवाही किया जाना आवश्यक है ।
07.   कारखाने के प्रांगण में मूत्रालय तथा सेप्टिक टैंक पद्धति से शौचालय की व्यवस्था करना पुरूष तथा महिला श्रमिकों के उपयोग हेतु छ0ग0 कारखाना नियमावली 1962 के नियम 50 से 54 के अनुसार की जावेगी ।
08.   विनिर्माण प्रक्रिया चालू करने के पूर्व निर्धारित प्रपत्र–2 स्टेबिलिटी सर्टिफिकेट प्रस्तुत करें ।

संलग्न–नक्शे – 02 नग.

उप मुख्य कारखाना निरीक्षक
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User manual for approval of plan and permission to construct/extend/or take into use any building as a factory under the Factories Act