

Procedure for application of Registration of Factories under The Factories Act, 1948

Name of Service	Registration of Factories under The Factories Act, 1948
Authority/Department	Department of Labour and Employment
Act/Rule	The Factories Act, 1948
Service Condition (i.e. Who requires this service?)	Registration of Business units, Factories, industries who Comes under the purview of Factories Act, 1948
Application Method	Online (http://www.jklabour.com)
List of prescribed documents to be submitted	<ul style="list-style-type: none"> • Certificate of consent to establish/operate from J&K State Pollution Control Board. • NOC/Licence from the concerned department/authority in case of sawmills, peeling of wood logs factories, explosive factory, arms and ammunition factory, drug and pharmaceuticals factory, brick kilns and stone crushers. • Authorization letter of manager from the occupier. • Copy of power sanction certificate from Power Development Department. • Copy of safety certificate in duplicate indicating the safety measures adopted in the factory. • Passport size photograph of the Manager or Occupier. • ID proof of the applicant (Aadhaar Card/Pan Card/Ration card/Driving Licence). • Any Other supporting documents, if any
Application Processing Fee (if any) and Mode of Payment	<ul style="list-style-type: none"> • Application Fees is to be paid online using any of the available payment options like Net Banking, Credit Card, Debit Card, etc. • The Application Fees is as per criteria defined on next page*.
Key Approving Authority	Chief Inspector Factories, Department of Labour and Employment.
Whether prior inspection is required for this approval	Yes
Prescribed Timeline for service delivery (from date of application)	30 Days

Application Processing Fee

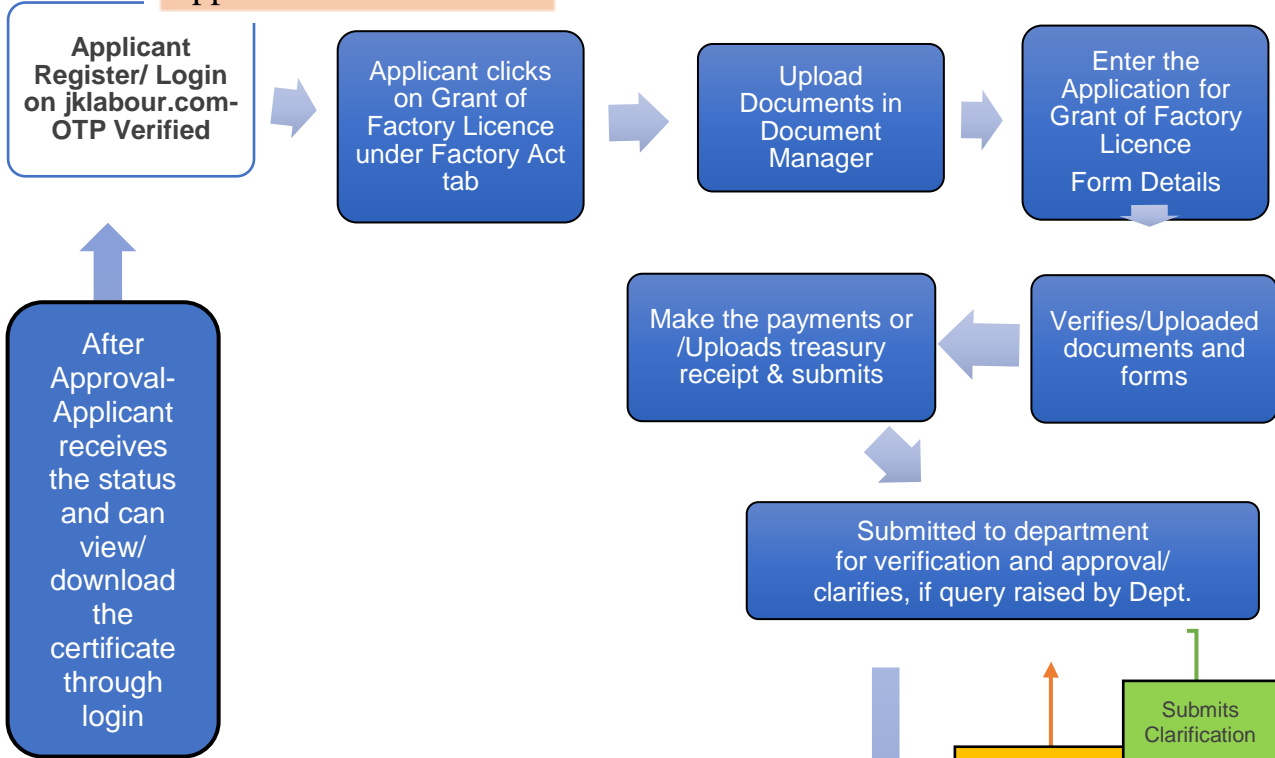
Quantity of H.P installed	Minimum number of workers employed on any day during the year						
	20	50	100	250	500	750	1000
Nil	200	380	680	1580	3080	4580	6080
10	250	430	730	1630	3130	4630	6130
50	450	630	930	1830	3330	4830	6330
100	700	880	1180	2080	3580	5080	6580
250	1450	1630	1930	2830	4330	5830	7330
500	2700	2880	3180	4080	5580	7080	8580
1000	5200	5380	5680	6580	8080	9580	11080
1500	7700	7880	8180	9080	10580	12080	13580
2000 & Above	10200	10380	10680	11580	13080	14580	16080

Application Procedure

- I. Applicant registers himself/herself on Departmental portal <http://www.jklabour.com/>. If already registered on the portal then login with the registered user id and password
- II. Applicant clicks on the Grant of Factory Licence under Factory Act tab.
- III. Before filling the form, Applicant will be given instructions about the documents required to submit along with the form. You need to upload these documents before filling the form.
- IV. Now you can apply for Application for Factory licence.
- V. Make payment of necessary application processing fees online using your debit card/ credit card/ net banking facility
- VI. Filled application form will be submitted to Concerned Clerk
- VII. After online receipt of application form for issuance of Factory licence with all the necessary documents mentioned above the Concerned Clerk shall scrutinize the application alongwith uploaded documents
- VIII. In case of deficiency Clerk shall report the deficiency to the applicant within ten working days.
- IX. If there is no deficiency the Clerk shall recommend the application to Inspector Factories having jurisdiction of the area, who in turn will conduct the Physical inspection of the Site and submit the inspection report within five days to Scrutiny officer.
- X. Scrutiny officer (Clerk) will scrutinize the application and in case of deficiency Clerk shall report the deficiency to the inspector within seven working days.
- XI. If there is no deficiency the Clerk shall recommend the application to Chief Inspector Factories if satisfied shall issue or reject the same within Seven working days
- XII. The certificate can be downloaded from the applicant login.

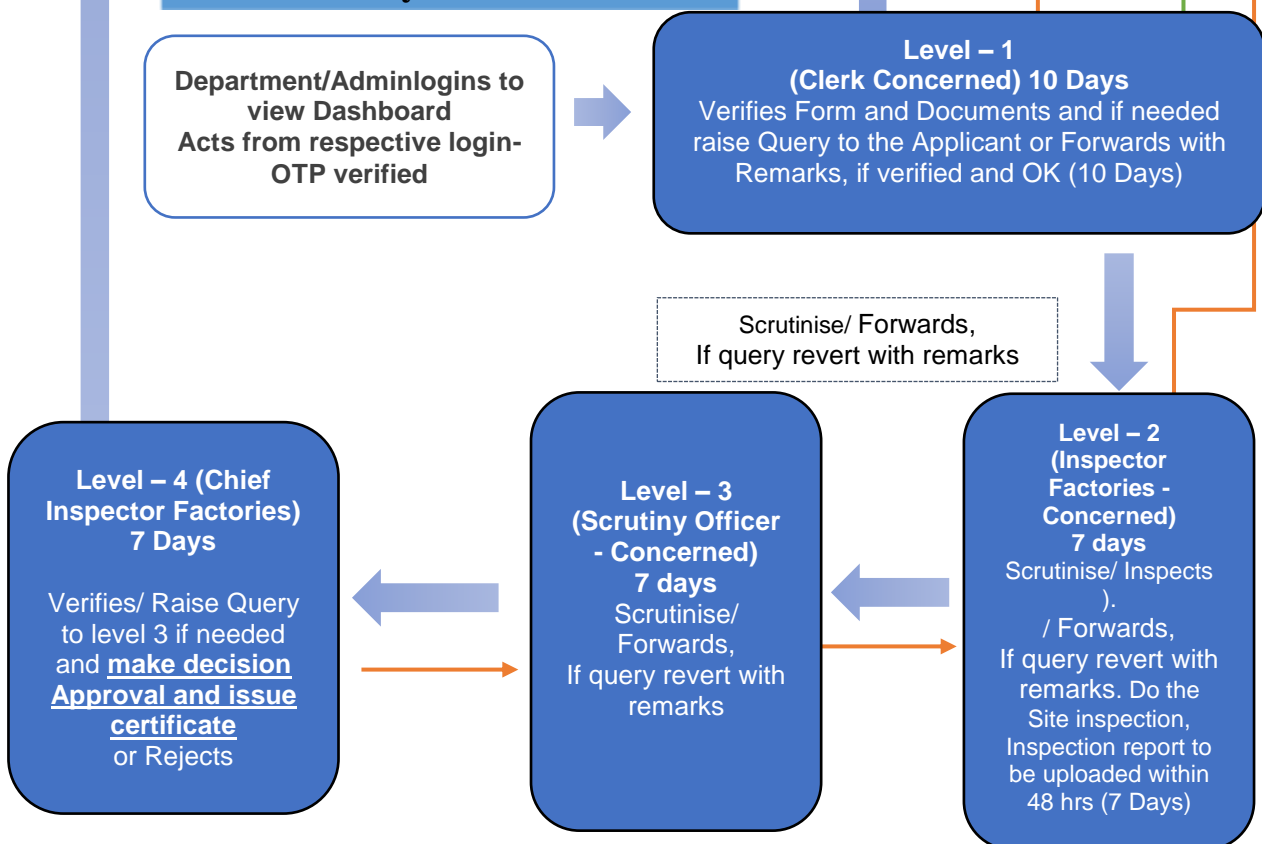
Process Flow: Application for Factory Licence

Applicant Process flow



Department/ Admin Process flow

Timeline 30 days



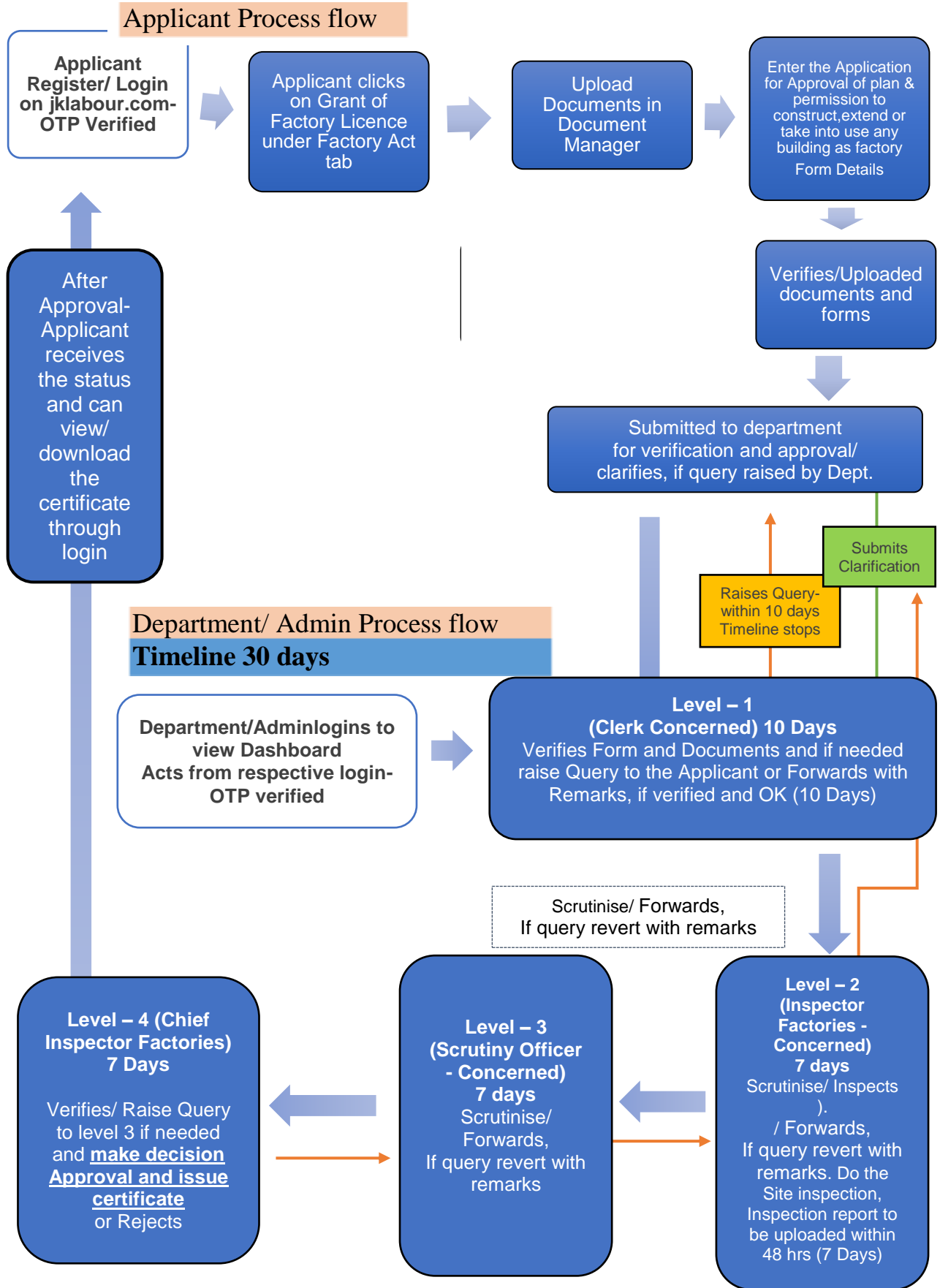
Procedure for application of Approval of plan and permission to construct/extend/or take into use any building as a factory

Name of Service	Approval of plan and permission to construct/extend/or take into use any building as a factory
Authority/Department	Department of Labour and Employment
Act/Rule	The Factories Act, 1948
Service Condition (i.e. Who requires this service?)	Approval for permission to construct/extend/or take into use any building as a factory of Business units, Factories, industries who comes under the purview of Factories Act, 1948
Application Method	Online (http://www.jklabour.com)
List of prescribed documents to be submitted	<ul style="list-style-type: none"> • Flow chart of the manufacturing process • Write-up chart of manufacturing process • List of machinery. • Consent to establish from PCB/ PCC. • Plans drawn to scale showing Site Plan of the factory showing immediate surroundings including adjacent buildings and other structures, roads, drains, etc. • Plans drawn to scale showing 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 plant and machinery, aisles and passageways. • Detailed Project Report • Company related documents in case of public limited company: such as: List of Board of Directors, MoA and AoA, Board of Directors resolution regarding appointment of occupier of the factory under section 2(n) of the Factories Act, 1948 and occupier must be a member of the board. • Land Papers of the factory/proof of ownership of land (Copy of registered sale deed/ lease deed/rent agreement)Partnership deed in case of partnership firm. • Copy of registration from Department of Industries • ID proof of the applicant (Aadhaar Card/Pan Card/Ration card/Driving Licence). • Passport size Photograph. • Any other supporting document
Application Processing Fee (if any) and Mode of Payment	<ul style="list-style-type: none"> • No Application fee is required.
Key Approving Authority	Chief Inspector Factories, Department of Labour and Employment.
Whether prior inspection is required for this approval	Yes
Prescribed Timeline for service delivery (from date of application)	30 Days

Application Procedure

- I. Applicant registers himself/herself on Departmental portal <http://www.jklabour.com/>. If already registered on the portal then login with the registered user id and password
- II. Applicant clicks on the Approval for Building plan/permission under Factory Act tab.
- III. Before filling the form, Applicant will be given instructions about the documents required to submit along with the form. You need to upload these documents before filling the form.
- IV. Now you can apply for Approval of plan and permission to construct, extend or take into use any building as factory.
- V. Make payment of necessary application processing fees online using your debit card/ credit card/ net banking facility
- VI. Filled application form will be submitted to Concerned Clerk
- VII. After online receipt of application form for Approval of plan and permission to construct, extend or take into use any building as factory with all the necessary documents mentioned above the Concerned Clerk shall scrutinize the application along with uploaded documents
- VIII. In case of deficiency Clerk shall report the deficiency to the applicant within ten working days.
- IX. If there is no deficiency the Clerk shall recommend the application to Inspector Factories having jurisdiction of the area, who in turn will conduct the Physical inspection of the Site and submit the inspection report within 5 days to Scrutiny officer.
- X. Scrutiny officer (Clerk) will scrutinize the application and in case of deficiency Clerk shall report the deficiency to the inspector within seven working days.
- XI. If there is no deficiency the Clerk shall recommend the application to Chief Inspector Factories if satisfied shall issue or reject the same within Seven working days
- XII. The certificate can be downloaded from the applicant login.

Process Flow: Application for Approval of plan and permission to construct, extend or take into use any building as factory



Procedure for application of Registration of Boilers under The Boilers Act, 1923

Name of Service	Registration of Boilers under The Boilers Act, 1923
Authority/Department	Department of Labour and Employment
Act/Rule	The Boilers Act, 1923
Service Condition (i.e. Who requires this service?)	Registration of Boilers of Business units, Factories, industries who Comes under the purview of Boilers Act, 1923
Application Method	Online (http://www.jklabour.com)
List of prescribed documents to be submitted	<ul style="list-style-type: none"> • Scanned copy of boiler folder containing certificates of manufacture and tests of all Boiler mountings and fittings. • Scanned copy of drawings of boiler and steam pipe line. • Scanned copy of layout of steam pipe line. • Scanned copy of certificate of competency of boiler attendant. • Scanned copy of welder's qualification certificate approved under IBR 1950. • Purchase bill/Transfer Letter from DoB/CIB of the Boiler. • Partnership deed/MOA, if applicable. • Passport size Photograph of owner/Occupier. • ID proof of the applicant (Aadhaar Card/Pan Card/Ration card/Driving Licence)
Application Processing Fee (if any) and Mode of Payment	<ul style="list-style-type: none"> • Application Fees is to be paid online using any of the available payment options like Net Banking, Credit Card, Debit Card, etc. • The Application Fees is as per criteria defined on next page*.
Key Approving Authority	Chief Inspector Boilers, Department of Labour and Employment.
Whether prior inspection is required for this approval	Yes
Prescribed Timeline for service delivery (from date of application)	45 Days

Application Processing Fee**A. Fees for registration and renewal of Boilers:**

For Small Industrial Boilers as per Chapter XIV of Regulations	Rs. 1200/-
For boiler rating not exceeding 10 sq. metres.	Rs. 1800/-
For boiler rating exceeding 10 sq. metres but not exceeding 30 sq. metres.	Rs. 2400/-
For boiler rating exceeding 30 sq. metres but not exceeding 50 sq. metres.	Rs. 2700/-
For boiler rating exceeding 50 sq. metres but not exceeding 70 sq. metres.	Rs. 3300/-
For boiler rating exceeding 70 sq. metres but not exceeding 90 sq. metres.	Rs. 3900/-
For boiler rating exceeding 90 sq. metres but not exceeding 110 sq. metres.	Rs. 4500/-
For boiler rating exceeding 110 sq. metres but not exceeding 200 sq. metres.	Rs. 5100/-
For boiler rating exceeding 200 sq. metres but not exceeding 400 sq. metres.	Rs. 5700/-
For boiler rating exceeding 400 sq. metres but not exceeding 600 sq. metres.	Rs. 6600/-
For boiler rating exceeding 600 sq. metres but not exceeding 800 sq. metres.	Rs. 7200/-
For boiler rating exceeding 800 sq. metres but not exceeding 1000 sq. metres.	Rs. 8100/-
For boiler rating exceeding 1000 sq. metres but not exceeding 1200 sq. metres.	Rs. 9600/-
For boiler rating exceeding 1200 sq. metres but not exceeding 1400 sq. metres.	Rs. 10800/-
For boiler rating exceeding 1400 sq. metres but not exceeding 1600 sq. metres.	Rs. 12600/-
For boiler rating exceeding 1600 sq. metres but not exceeding 1800 sq. metres.	Rs. 13500/-
For boiler rating exceeding 1800 sq. metres but not exceeding 2000 sq. metres.	Rs. 15000/-
For boiler rating exceeding 2000 sq. metres but not exceeding 2200 sq. metres.	Rs. 16200/-
For boiler rating exceeding 2200 sq. metres but not exceeding 2400 sq. metres.	Rs. 18000/-
For boiler rating exceeding 2400 sq. metres but not exceeding 2600 sq. metres.	Rs. 18900/-
For boiler rating exceeding 2600 sq. metres but not exceeding 2800 sq. metres.	Rs. 20400/-
For boiler rating exceeding 2800 sq. metres but not exceeding 3000 sq. metres.	Rs. 21600/-

NOTE: For the boiler rating exceeding 3000 sq. meters, an additional fee of Rs. 600/- for every additional 200 sq. metres or part thereof shall be charged.

B. Fees for Inspection of Boilers for Renewal of Registration:

For Small Industrial Boilers as per Chapter XIV of Regulations	Rs. 1000/-
For boiler rating not exceeding 10 sq. metres.	Rs. 1600/-
For boiler rating exceeding 10 sq. metres but not exceeding 30 sq. metres.	Rs. 2100/-
For boiler rating exceeding 30 sq. metres but not exceeding 50 sq. metres.	Rs. 2400/-
For boiler rating exceeding 50 sq. metres but not exceeding 70 sq. metres.	Rs. 2700/-
For boiler rating exceeding 70 sq. metres but not exceeding 90 sq. metres.	Rs. 3400/-
For boiler rating exceeding 90 sq. metres but not exceeding 110 sq. metres.	Rs. 4000/-
For boiler rating exceeding 110 sq. metres but not exceeding 200 sq. metres.	Rs. 4500/-
For boiler rating exceeding 200 sq. metres but not exceeding 400 sq. metres.	Rs. 5000/-
For boiler rating exceeding 400 sq. metres but not exceeding 600 sq. metres.	Rs. 5800/-
For boiler rating exceeding 600 sq. metres but not exceeding 800 sq. metres.	Rs. 6300/-
For boiler rating exceeding 800 sq. metres but not exceeding 1000 sq. metres.	Rs. 7100/-
For boiler rating exceeding 1000 sq. metres but not exceeding 1200 sq. metres.	Rs. 8400/-
For boiler rating exceeding 1200 sq. metres but not exceeding 1400 sq. metres.	Rs. 9500/-
For boiler rating exceeding 1400 sq. metres but not exceeding 1600 sq. metres.	Rs. 11100/-
For boiler rating exceeding 1600 sq. metres but not exceeding 1800 sq. metres.	Rs. 11900/-
For boiler rating exceeding 1800 sq. metres but not exceeding 2000 sq. metres.	Rs. 13200/-
For boiler rating exceeding 2000 sq. metres but not exceeding 2200 sq. metres.	Rs. 14300/-
For boiler rating exceeding 2200 sq. metres but not exceeding 2400 sq. metres.	Rs. 15800/-
For boiler rating exceeding 2400 sq. metres but not exceeding 2600 sq. metres.	Rs. 16600/-
For boiler rating exceeding 2600 sq. metres but not exceeding 2800 sq. metres.	Rs. 18000/-
For boiler rating exceeding 2800 sq. metres but not exceeding 3000 sq. metres.	Rs. 19000/-

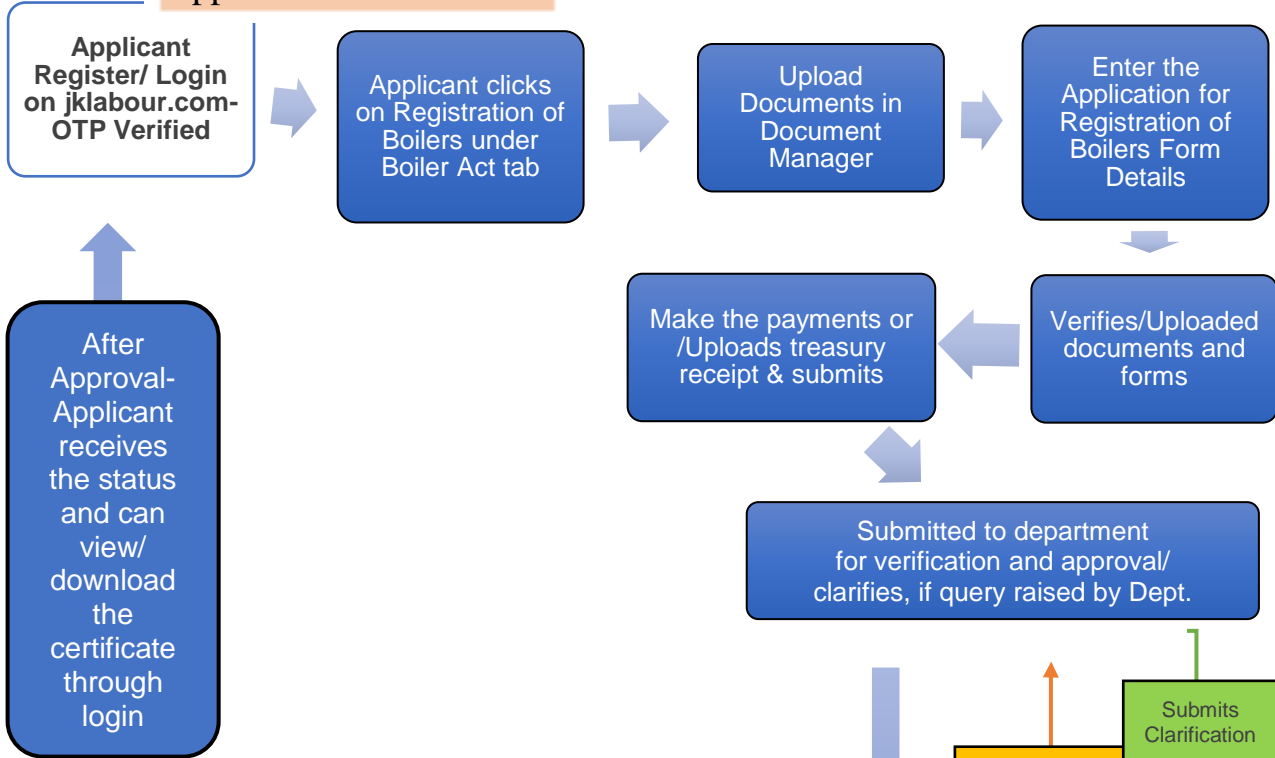
NOTE: For the boiler rating exceeding 3000 square meters, an additional fee of Rs.500/- for every additional 200 sq. metres or part there of shall be charged.

Application Procedure

- I. Applicant registers himself/herself on Departmental portal <http://www.jklabour.com/>. If already registered on the portal then login with the registered user id and password
- II. Applicant clicks on the Registration of Boilers under Boiler Act tab.
- III. Before filling the form, Applicant will be given instructions about the documents required to submit along with the form. You need to upload these documents before filling the form.
- IV. Now you can apply for Registration of Boilers.
- V. Make payment of necessary application processing fees online using your debit card/ credit card/ net banking facility
- VI. Filled application form will be submitted to Concerned Clerk
- VII. After online receipt of application form for issuance of Registration of Boilers with all the necessary documents mentioned above the Concerned Clerk shall scrutinize the application alongwith uploaded documents
- VIII. In case of deficiency Clerk shall report the deficiency to the applicant within ten working days.
- IX. If there is no deficiency the Clerk shall recommend the application to Inspector Boilers having jurisdiction of the area, who in turn will conduct the Physical inspection of the Site and submit the inspection report within twenty-five days to Chief Inspector Boilers.
- X. If there is no deficiency the Chief Inspector Boilers shall issue or reject the same within ten working days
- XI. The certificate can be downloaded from the applicant login.

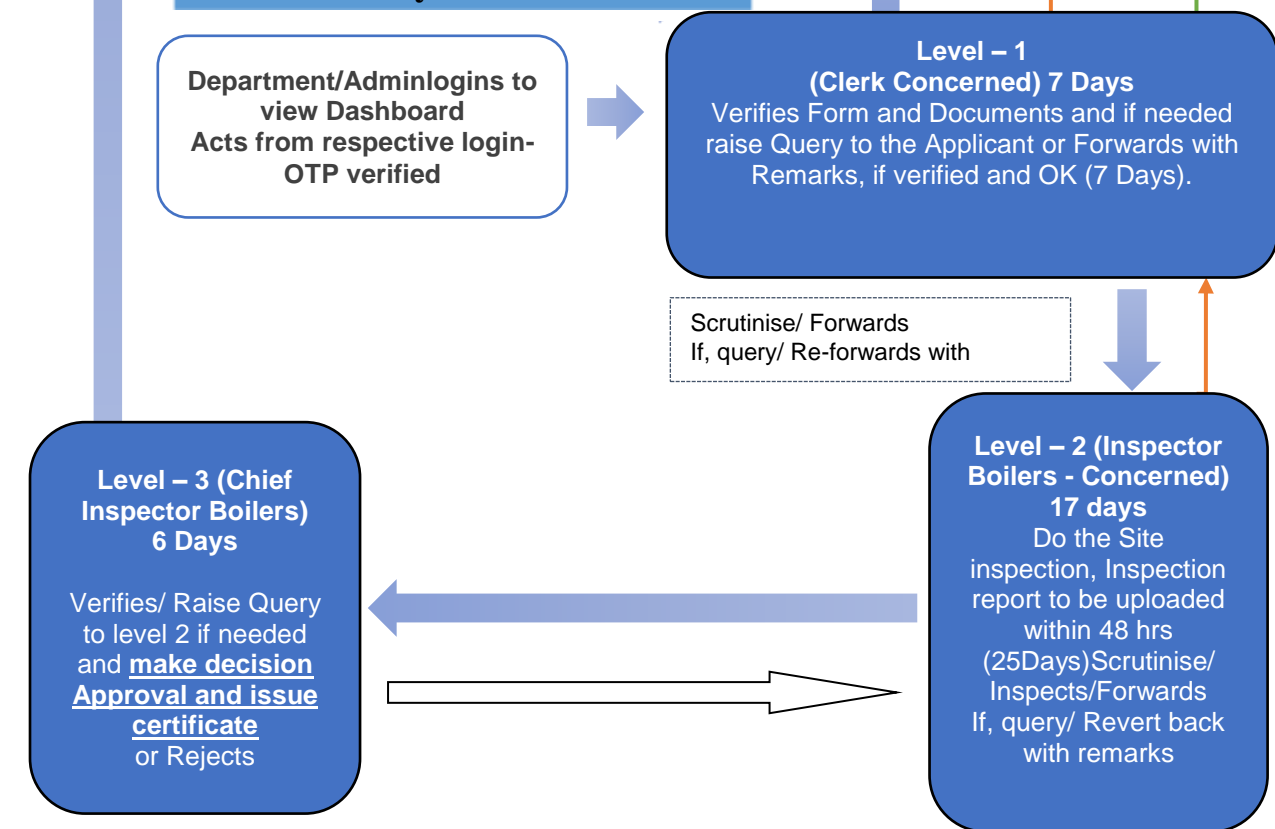
Process Flow: Application for Registration of Boilers

Applicant Process flow



Department/ Admin Process flow

Timeline 30 days



Procedure for application of Renewal of Boilers under The Boilers Act, 1923

Name of Service	Renewal of Boilers under The Boilers Act, 1923
Authority/Department	Department of Labour and Employment
Act/Rule	The Boilers Act, 1923
Service Condition (i.e. Who requires this service?)	Renewal of Boilers of Business units, Factories, industries who Comes under the purview of Boilers Act, 1923
Application Method	Online (http://www.jklabour.com)
List of prescribed documents to be submitted	<ul style="list-style-type: none">• Registration/ previous renewal certificate of Boiler.• Scanned copy of certificate of competency of boiler attendant.• ID proof of the applicant (Aadhaar Card/Pan Card/Ration card/Driving Licence)
Application Processing Fee (if any) and Mode of Payment	<ul style="list-style-type: none">• Application Fees is to be paid online using any of the available payment options like Net Banking, Credit Card, Debit Card, etc.• The Application Fees is as per criteria defined on next page*.
Key Approving Authority	Chief Inspector Boilers, Department of Labour and Employment.
Whether prior inspection is required for this approval	Yes
Prescribed Timeline for service delivery (from date of application)	30 Days

Application Processing Fee**A. Fees for registration and renewal of Boilers:**

For Small Industrial Boilers as per Chapter XIV of Regulations	Rs. 1200/-
For boiler rating not exceeding 10 sq. metres.	Rs. 1800/-
For boiler rating exceeding 10 sq. metres but not exceeding 30 sq. metres.	Rs. 2400/-
For boiler rating exceeding 30 sq. metres but not exceeding 50 sq. metres.	Rs. 2700/-
For boiler rating exceeding 50 sq. metres but not exceeding 70 sq. metres.	Rs. 3300/-
For boiler rating exceeding 70 sq. metres but not exceeding 90 sq. metres.	Rs. 3900/-
For boiler rating exceeding 90 sq. metres but not exceeding 110 sq. metres.	Rs. 4500/-
For boiler rating exceeding 110 sq. metres but not exceeding 200 sq. metres.	Rs. 5100/-
For boiler rating exceeding 200 sq. metres but not exceeding 400 sq. metres.	Rs. 5700/-
For boiler rating exceeding 400 sq. metres but not exceeding 600 sq. metres.	Rs. 6600/-
For boiler rating exceeding 600 sq. metres but not exceeding 800 sq. metres.	Rs. 7200/-
For boiler rating exceeding 800 sq. metres but not exceeding 1000 sq. metres.	Rs. 8100/-
For boiler rating exceeding 1000 sq. metres but not exceeding 1200 sq. metres.	Rs. 9600/-
For boiler rating exceeding 1200 sq. metres but not exceeding 1400 sq. metres.	Rs. 10800/-
For boiler rating exceeding 1400 sq. metres but not exceeding 1600 sq. metres.	Rs. 12600/-
For boiler rating exceeding 1600 sq. metres but not exceeding 1800 sq. metres.	Rs. 13500/-
For boiler rating exceeding 1800 sq. metres but not exceeding 2000 sq. metres.	Rs. 15000/-
For boiler rating exceeding 2000 sq. metres but not exceeding 2200 sq. metres.	Rs. 16200/-
For boiler rating exceeding 2200 sq. metres but not exceeding 2400 sq. metres.	Rs. 18000/-
For boiler rating exceeding 2400 sq. metres but not exceeding 2600 sq. metres.	Rs. 18900/-
For boiler rating exceeding 2600 sq. metres but not exceeding 2800 sq. metres.	Rs. 20400/-
For boiler rating exceeding 2800 sq. metres but not exceeding 3000 sq. metres.	Rs. 21600/-

NOTE: For the boiler rating exceeding 3000 sq. meters, an additional fee of Rs. 600/- for every additional 200 sq. metres or part thereof shall be charged.

B. Fees for Inspection of Boilers for Renewal of Registration:

For Small Industrial Boilers as per Chapter XIV of Regulations	Rs. 1000/-
For boiler rating not exceeding 10 sq. metres.	Rs. 1600/-
For boiler rating exceeding 10 sq. metres but not exceeding 30 sq. metres.	Rs. 2100/-
For boiler rating exceeding 30 sq. metres but not exceeding 50 sq. metres.	Rs. 2400/-
For boiler rating exceeding 50 sq. metres but not exceeding 70 sq. metres.	Rs. 2700/-
For boiler rating exceeding 70 sq. metres but not exceeding 90 sq. metres.	Rs. 3400/-
For boiler rating exceeding 90 sq. metres but not exceeding 110 sq. metres.	Rs. 4000/-
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For boiler rating exceeding 1800 sq. metres but not exceeding 2000 sq. metres.	Rs. 13200/-
For boiler rating exceeding 2000 sq. metres but not exceeding 2200 sq. metres.	Rs. 14300/-
For boiler rating exceeding 2200 sq. metres but not exceeding 2400 sq. metres.	Rs. 15800/-
For boiler rating exceeding 2400 sq. metres but not exceeding 2600 sq. metres.	Rs. 16600/-
For boiler rating exceeding 2600 sq. metres but not exceeding 2800 sq. metres.	Rs. 18000/-
For boiler rating exceeding 2800 sq. metres but not exceeding 3000 sq. metres.	Rs. 19000/-

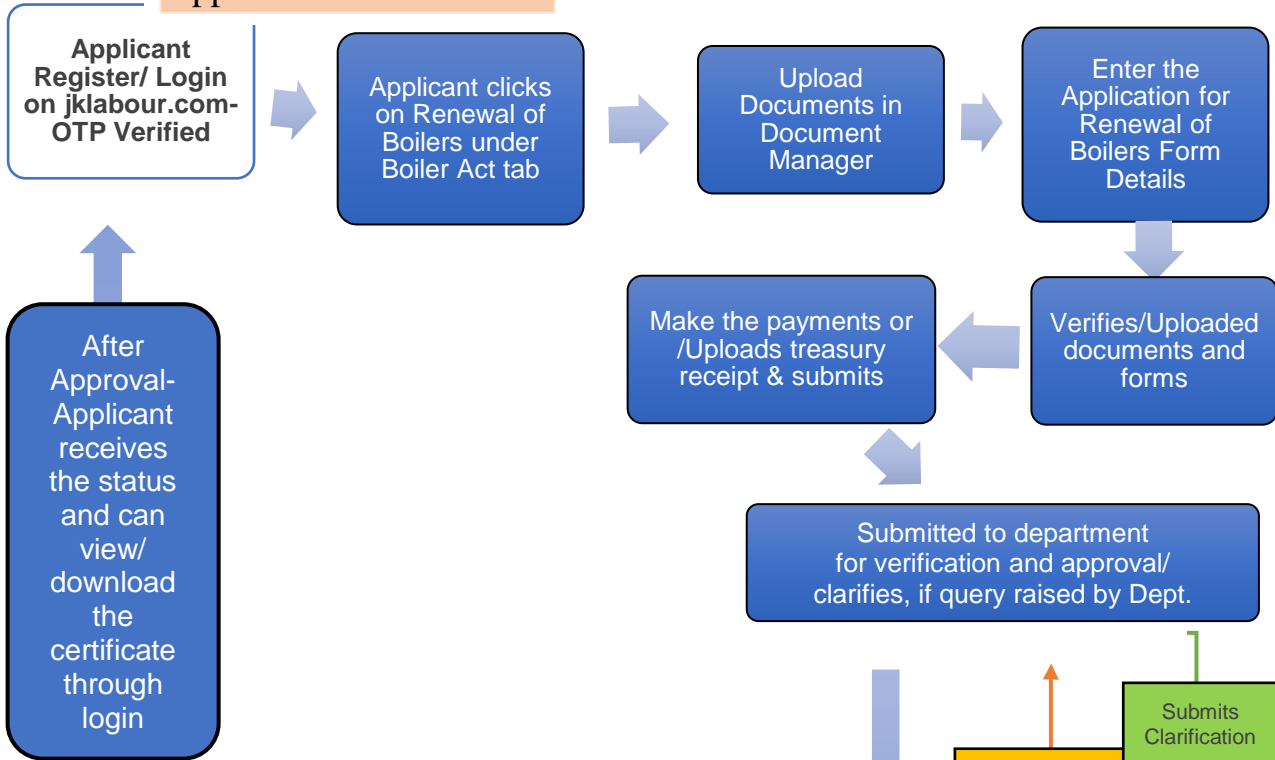
NOTE: For the boiler rating exceeding 3000 square meters, an additional fee of Rs.500/- for every additional 200 sq. metres or part there of shall be charged.

Application Procedure

- I. Applicant registers himself/herself on Departmental portal <http://www.jklabour.com/>. If already registered on the portal then login with the registered user id and password
- II. Applicant clicks on the Renewal of Boilers under Boiler Act tab.
- III. Before filling the form, Applicant will be given instructions about the documents required to submit along with the form. You need to upload these documents before filling the form.
- IV. Now you can apply for Renewal of Boilers.
- V. Make payment of necessary application processing fees online using your debit card/ credit card/ net banking facility
- VI. Filled application form will be submitted to Concerned Clerk
- VII. After online receipt of application form for issuance of Renewal of Boilers with all the necessary documents mentioned above the Concerned Clerk shall scrutinize the application alongwith uploaded documents
- VIII. In case of deficiency Clerk shall report the deficiency to the applicant within ten working days.
- IX. If there is no deficiency the Clerk shall recommend the application to Inspector Boilers having jurisdiction of the area, who in turn submit the report within five days to Chief Inspector Boilers.
- X. If there is no deficiency, the Chief Inspector Boilers shall issue or reject the same within fifteen working days
- XI. The certificate can be downloaded from the applicant login.

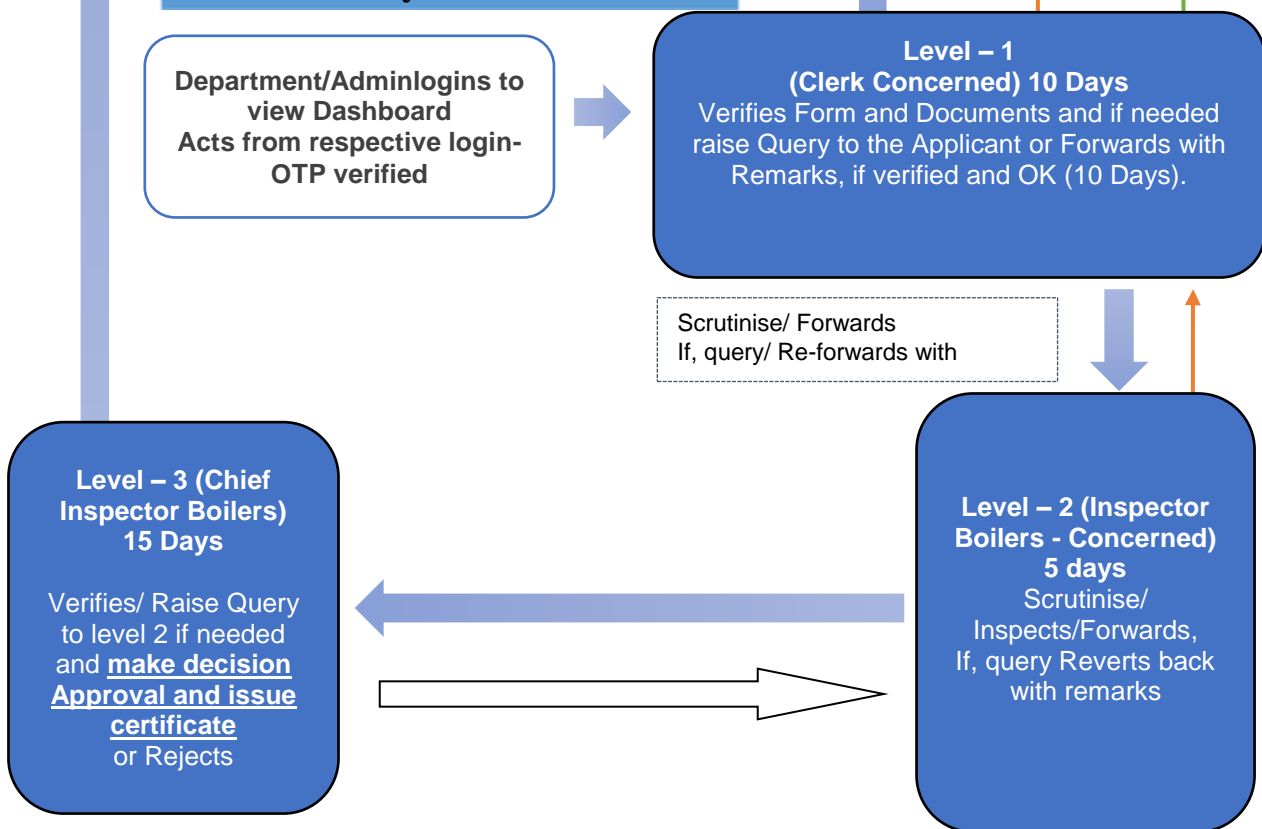
Process Flow: Application for Renewal of Boilers

Applicant Process flow



Department/ Admin Process flow

Timeline 30 days



Procedure for application of Registration/renewal of Boiler/Boiler Accessories & Mountings Manufactures under The Boilers Act, 1923

Name of Service	Registration/ renewal of Boiler/Boiler Accessories & Mountings Manufactures under The Boilers Act, 1923
Authority/Department	Department of Labour and Employment
Act/Rule	The Boilers Act, 1923
Service Condition (i.e. Who requires this service?)	Approval as Boiler/Boiler Accessories & Mountings of Business units, industries under purview The Boilers Act, 1923
Application Method	Online (http://www.jklabour.com)
List of prescribed documents to be submitted	<ul style="list-style-type: none"> • Company/firms profile. • Copy of NOC obtained from the local authority to undertake manufacturing of Boilers. • Copy of power sanction/ latest electricity bill from PDD/PDC, • Copy of plan of Machinery layout. • List of employees of Firm. • Copy of Welders Certificates where applicable. • Certificate of incorporation /partnership deed/MOA as applicable. • List of plant machinery. • Consent to establish from PCB/PCC. • Factory Site Plan. • Approved certificate from Boiler Inspectorate/Boiler Directorate of any other State/UT, (if any). • Passport size Photograph of owner/Occupier. • ID proof of the applicant (Aadhaar Card/Pan Card/Ration card/Driving Licence). • ID Proof of qualified Engineer on the rolls of Establishment. • Any other Supporting documents.
Application Processing Fee (if any) and Mode of Payment	<ul style="list-style-type: none"> • Application Fees is to be paid online using any of the available payment options like Net Banking, Credit Card, Debit Card, etc. • The Application Fees is as per criteria defined on next page*.
Key Approving Authority	Chief Inspector Boilers, Mechanical Engineering Department, :PWD(R&B)
Whether prior inspection is required for this approval	Yes
Prescribed Timeline for service delivery (from date of application)	30 Days

A. Fees for approval and renewal:

S.No.	Firm Type	Amount
(a)	(i) For Approval of Firm for Pipe Fabrication. (ii) For Renewal of Approval as Pipe Fabrication Firm.	Rs. 5000/- Rs. 5000/-
(b)	(i) For Approval of Firm as Boiler Repairer Firm. Special Class Repairer Class I Repairer Class II Repairer Class III Repairer (ii) For Renewal of Approval as Boiler Repairer Firm. Special Class Repairer Class I Repairer Class II Repairer Class III Repairer	Rs. 15000/- Rs. 10000/- Rs. 5000/- Rs. 2500/- Rs. 7500/- Rs. 5000/- Rs. 2500/- Rs. 1250/-
(c)	(i) For Approval of Firms for Manufacture of Boilers, Economizers, Pipes, Tubes, Pressure Vessels & Heat Exchangers. (ii) For Renewal of Approval of Firms for Manufacture of Boilers, Economizers, Pipes, Tubes, Pressure Vessels & Heat Exchangers.	Rs. 20000/- Rs. 10000/-
(d)	(i) For Approval of Firms for Manufacture of Castings, Forgings, Valves, Cast, Forged & Plate flanges and such other fittings. (ii) For Renewal of Approval of Firms for Manufacture of Castings, Forgings, Valves, Cast, Forged & Plate flanges and such other fittings.	Rs. 5000/- Rs. 3000/-
(e)	(i) For Approval of Materials Testing Laboratory. (ii) For Renewal of Approval of Materials Testing Laboratory.	Rs. 5000/- Rs. 3000/-
(f)	(i) For Approval of Firm for Manufacture of Welding Electrode. (ii) For Renewal of Approval of Firm for Manufacture of Welding Electrode.	Rs. 5000/- Rs. 3000/-

C. Fees for testing of Pressure Gauges – A fee of Rs. 250/- shall be charged for testing and certification of pressure Gauge with dial of not more than 150 mm and Rs. 500/- for exceeding 150 mm dial.

D. Fees for inspection of pipes. – The fees for inspection of pipes shall be charged in accordance with the following scales:-

- (a) For fabricated pipes of nominal bore not exceeding 100 mm inclusive of all fittings; except fittings like steam separator, de-super heater, steam receiver, feed water heater and separately fired super heater shall be Rs. 500/- for 30 metres or part thereof.
- (b) For fabricated pipes of nominal bore exceeding 100 mm inclusive of all fittings except fitting like steam separator, de-super heater, steam receiver, feed water heater and separately fired super heater shall be Rs.1200/- for 30 metres or part thereof.
- (c) Fee for inspection of fabricated fittings like steam separator, de-super heater, steam receiver, blow down tank, separately fired super heater and pressure

reducing station during installation shall be charged at Rs. 2500/- per fitting.

E. Fees for inspection of boiler tubes shall be Rs. 360 per metric tonne or part thereof.

F. Fees for inspection of valves shall be charged as under: -

- | | |
|---|----------------------|
| a. Upto and including 25 mm. | Rs. 20/- per piece |
| b. Over 25 mm and upto and including 100 mm | Rs. 60/- per piece |
| c. Over 100 mm and upto and including 100 mm. | Rs. 400/- per piece |
| d. Over 250 mm. | Rs. 1000/- per piece |

G. Fees for inspection of flanges shall be charged as under: -

(i) for forged and cast flanges: -

- | | |
|--|-----------|
| (a) Upto and including 25 mm for a batch of 50 or part thereof. | Rs. 300/- |
| (b) Upto and including 25 mm for a batch of 100 or part thereof. | Rs. 520/- |
| (c) Over 25 mm upto and including 50 mm for a batch of 50 or part thereof. | Rs. 580/- |
| (d) Over 50 mm upto and including 100 mm for a batch of 25 or part thereof. | Rs. 580/- |
| (e) Over 100 mm upto and including 250 mm for a batch of 10 or part thereof. | Rs. 620/- |
| (e) Over 250 mm for a batch of 5 or part thereof. | Rs. 720/- |

(ii) Fees for inspection of plate flanges shall be charged at half the rates as specified in clause (H) (i) above.

H. Fees for inspection of fittings –

(a) Fees for inspection of forged pipe fittings shall be charged at the rates specified under clause (H) for forged and cast flanges.

(b) Fees for inspection of pipe fittings other than forged pipe fittings shall be charged at the rate two times as specified under clause (H) for forged and cast flanges.

I. Fees for inspection of feed water heaters- (a) Fees for inspection of feed water heaters shall be charged at Rs. 10,000/- per heater.

J. Inspection fees for all types of coils, namely, economizer coils, superheater coils, reheater coils – The inspection fees shall be charged at four times the fee for renewal of certificate on the basis of surface area as provided in rule 43 (3).

K. Scrutiny fees for approval of drawings – Scrutiny fees for approval of different drawings shall be charged as under :-

- | | |
|---|--|
| (a) Pipe lines | Rs.200 for every 30 metres or part thereof subject to a minimum of Rs. 5000/-. |
| (b) Valve | Rs. 300/- for each category. |
| (c) Fittings | Rs. 300/- for each category. |
| (d) Boiler | Equal to the inspection fee of the boiler as specified in clause (3). |
| (e) De-super heater, Steam receiver, Separator. | Rs. 1000/- for each category |

- L.** Fees for testing of welders – Fees for testing of welders intending to get themselves qualified in accordance with the requirements of Chapter XIII of the Indian Boiler Regulations, 1950 shall be charged as Rs. 600/-.
- M. Fee for copy of registration book:** – The fee for a copy of Registration Book excluding inspection notes and calculations shall be Rs. 100/-.
- N. Duplicate certificate fees:** Fees for duplicate certificates shall be charged as under:

(a) Certificate in Form No. III-A, III-B, III-C and VI	Rs. 200/- each
(b) Certificate in Form No. II, III and IV	Rs. 300/- each
(c) Certificate of qualified welders	Rs. 200/- each
(d) Certificate of competency or Proficiency	Rs. 200/- each

- O. Fee for endorsement:** - Fee for endorsement shall be charged as below and shall be borne by the applicant or sponsor, as the case may be. The certificate shall be endorsed by the concerned Chief Inspector of Boilers of the union territory of Jammu and Kashmir.

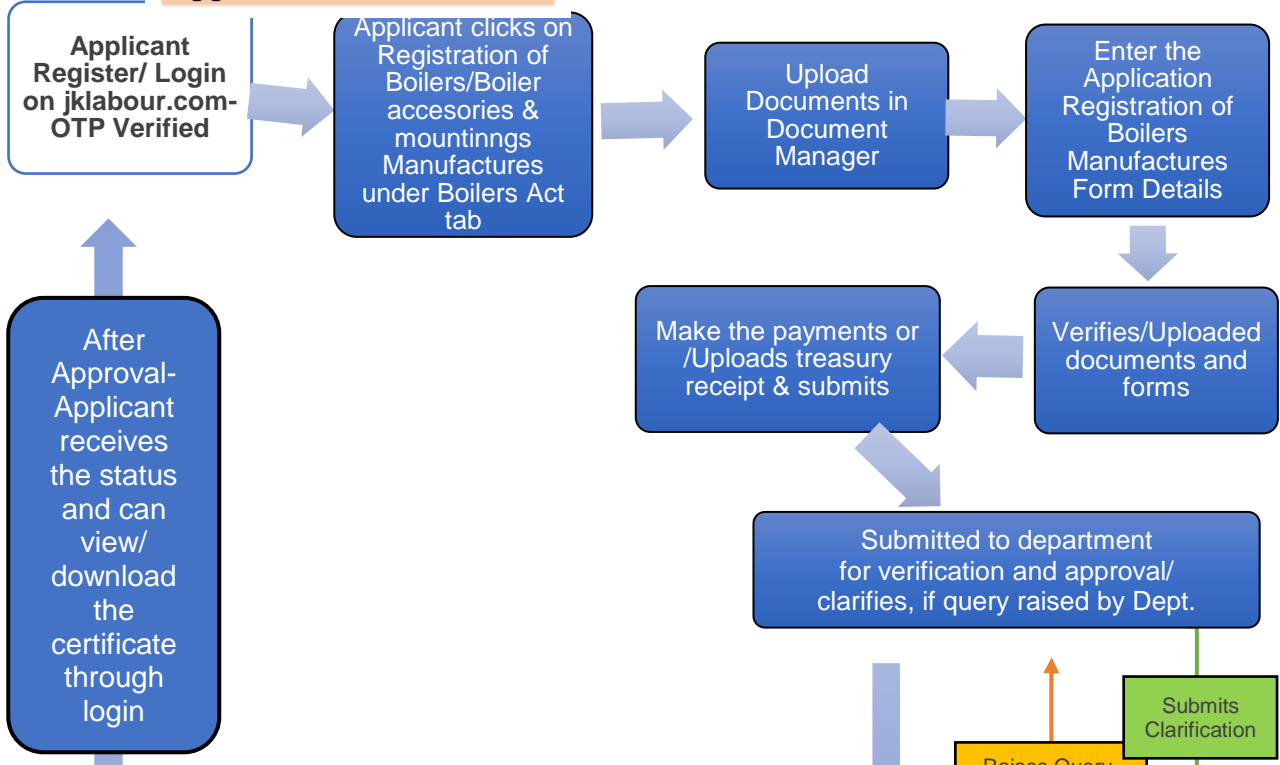
(a) Special Class Boiler Repairer	Rs. 5000/-
(b) Class I Boiler Repairer	Rs. 4000/-
(c) Class II Boiler Repairer	Rs. 2000/-
(d) Class III Boiler Repairer	Rs. 1000/-
(e) Welders Certificate each.	Rs.200/-

Application Procedure

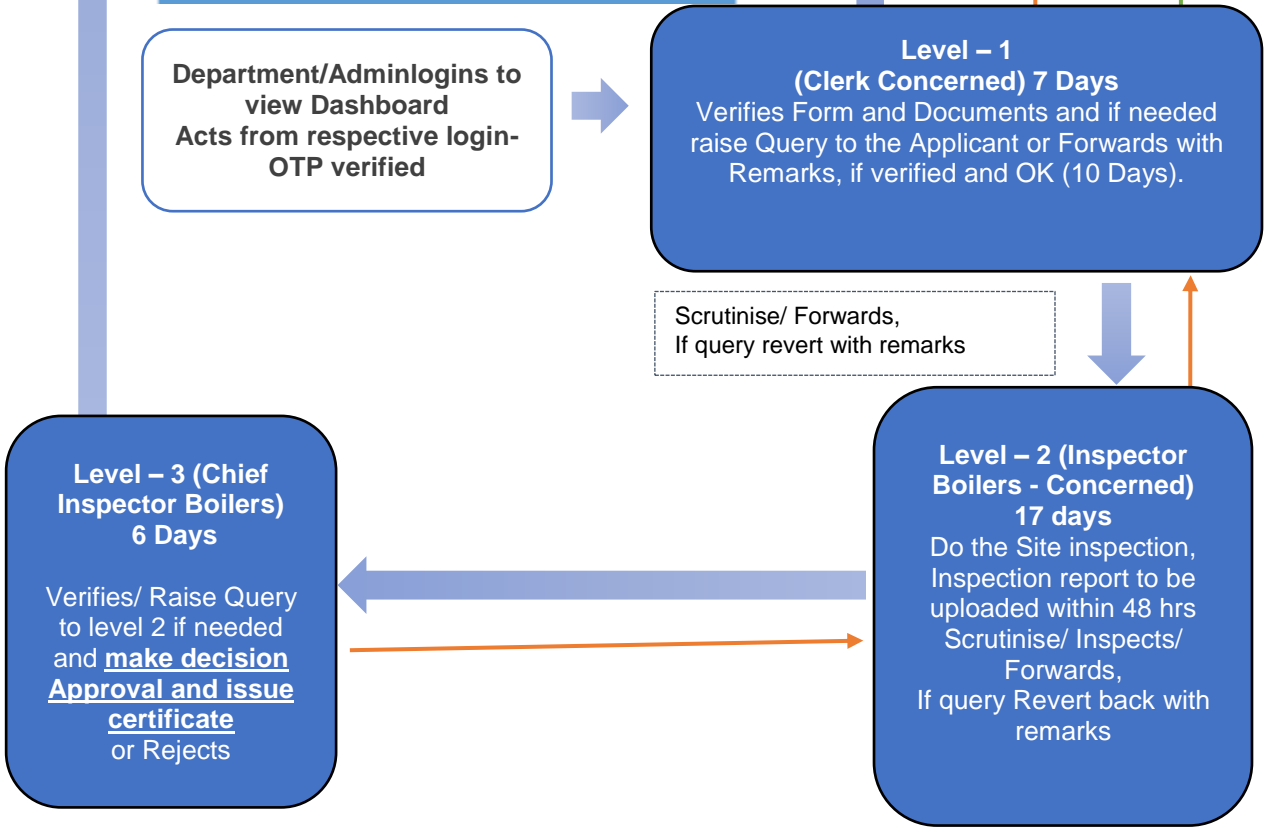
- I. Applicant registers himself/herself on Departmental portal <http://www.jklabour.com/>. If already registered on the portal then login with the registered user id and password
- II. Applicant clicks on the Registration of Boilers Manufactures under Boilers Act tab.
- III. Before filling the form, Applicant will be given instructions about the documents required to submit along with the form. You need to upload these documents before filling the form.
- IV. Now you can apply for Application for Registration of Boilers Manufactures.
- V. Make payment of necessary application processing fees online using your debit card/ credit card/ net banking facility
- VI. Filled application form will be submitted to Concerned Clerk
- VII. After online receipt of application form for Registration of Boilers Manufactures with all the necessary documents mentioned above the Concerned Clerk shall scrutinize the application alongwith uploaded documents
- VIII. In case of deficiency Clerk shall report the deficiency to the applicant within ten working days.
- IX. If there is no deficiency the Clerk shall recommend the application to Inspector Boilers having jurisdiction of the area, who is turn will conduct the Physical inspection of the Site and submit the inspection report within twenty five days to Chief Inspector Boilers.
- X. Chief Inspector Boilers if satisfied shall issue or reject the same within ten working days
- XI. The certificate can be downloaded from the applicant login.

Process Flow: Application for Registration of Boilers/ Boiler Accessories & Mountings Manufactures

Applicant Process flow



Department/ Admin Process flow Timeline 45 days



Procedure for application of License for contractors under provision of The Contracts Labour (Regulation and Abolition) Act, 1970

Name of Service	License for contractors under provision of The Contracts Labour (Regulation and Abolition) Act, 1970
Authority/Department	Department of Labour and Employment
Act/Rule	The Contracts Labour (Regulation and Abolition) Act, 1970 [SRO 583 & SRO 56]
Service Condition (i.e. Who requires this service?)	Contractors/Establishment for License for contractors under provision of The Contracts Labour (Regulation and Abolition) Act, 1970
Application Method	Online (http://www.jklabour.com)
List of prescribed documents to be submitted	<ul style="list-style-type: none"> • Certificate from the Principal Employer (Certificate format under as Form V) • List of Workers/Employees • Photograph of Contractor/Employer • Aadhaar Card / Election Card / Driving License of Contractor/Employer • CDR/FDR @ Rs.90 per Worker/Employee pledged to Licensing Officer (Assistant Labour Commissioner concerned) • Allotment order, if any
Application Processing Fee (if any) and Mode of Payment	<ul style="list-style-type: none"> • Application Fees is to be paid online using any of the available payment options like Net Banking, Credit Card, Debit Card, etc. • The Application Fees is as per criteria defined on next page*.
Key Approving Authority	Inspector-concerned, Department of Labour and Employment.
Whether prior inspection is required for this approval	Yes
Prescribed Timeline for service delivery (from date of application)	15 Days

FORM V

Form of certificate by Principal Employer Certificate that I have engaged the applicant (name of the contractor)

.....
a contractor in my establishment I undertake to be bound by all the provisions of the Contract Labour (Regulation and Abolition) Act, 1947 and the Contract Labour (Regulation and Abolition) State Rules, 1970 insofar, as the provisions are applicable to me in respect of the employment of contract Labour by the applicant in any establishment.

**Signature of Principal Employer
Name and Address of Establishment**

Place:

Date:

Application Processing Fee

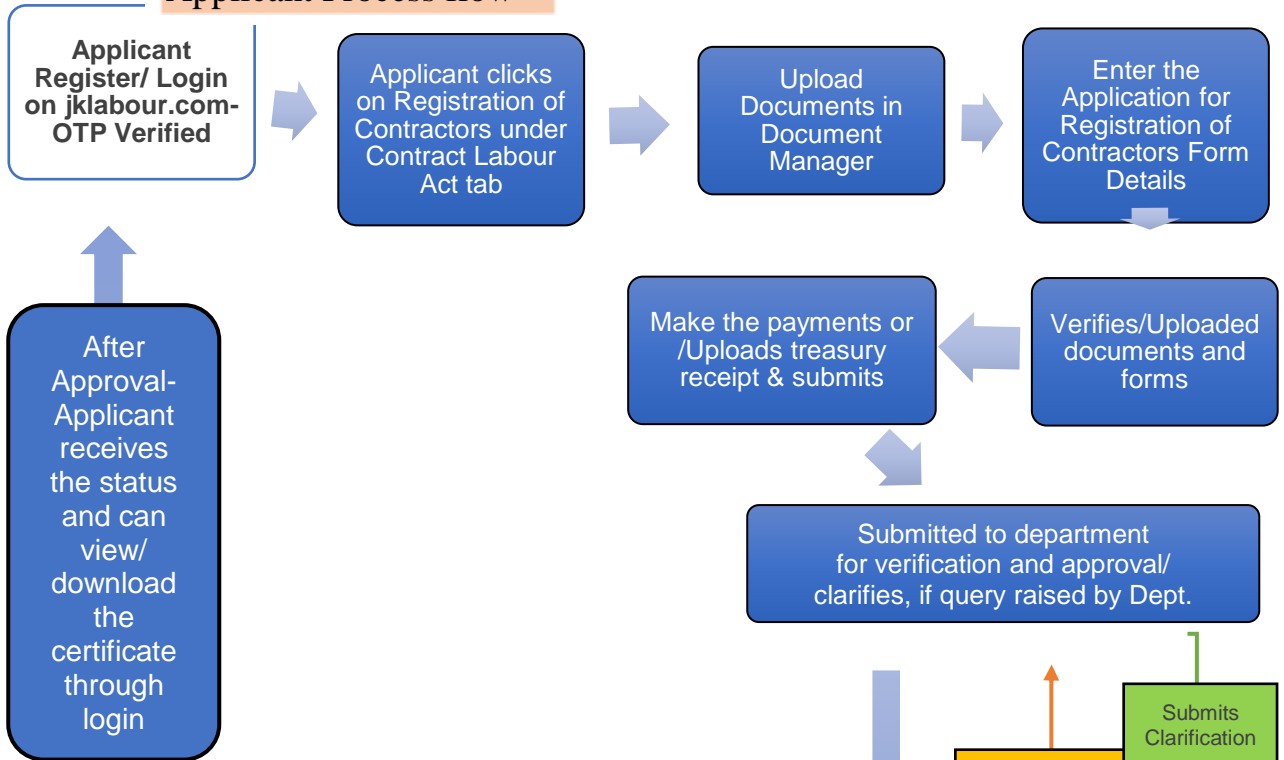
S.No.	Workers to be employed by contractor	Fees
1	Upto 20	Rs.15
2	21-50	Rs.37.50
3	51-100	Rs.75
4	101-200	Rs.150
5	201-400	Rs.300
6	More than 400	Rs.375

Application Procedure

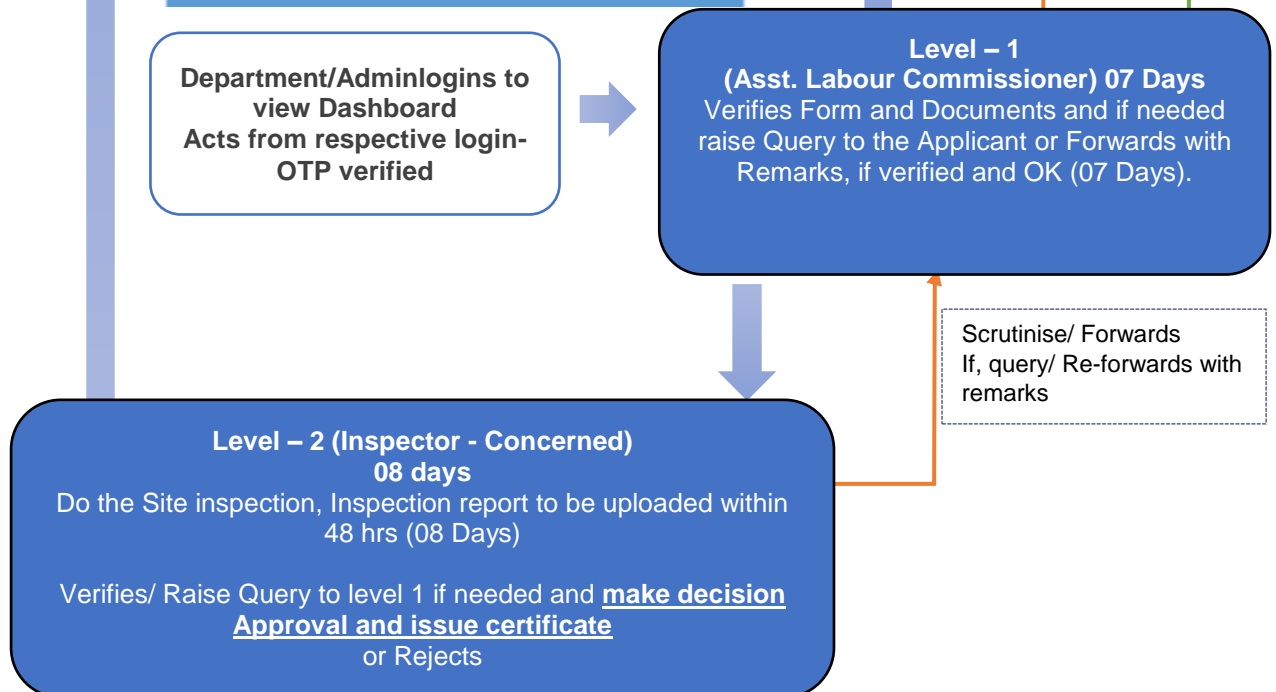
- I. Applicant registers himself/herself on Departmental portal <http://www.jklabour.com/>. If already registered on the portal then login with the registered user id and password
- II. Applicant clicks on the Registration of Contractors under Contract Labour Act tab.
- III. Before filling the form, Applicant will be given instructions about the documents required to submit along with the form. You need to upload these documents before filling the form.
- IV. Now you can apply for Application for Registration of Contractors.
- V. Make payment of necessary application processing fees online using your debit card/ credit card/ net banking facility
- VI. Filled application form will be submitted to Assistant Labour Commissioner.
- VII. After online receipt of application form for Registration of Contractors with all the necessary documents mentioned above the Assistant Labour Commissioner shall scrutinize the application alongwith uploaded documents
- VIII. In case of deficiency Assistant Labour Commissioner shall report the deficiency to the applicant within seven working days.
- IX. If there is no deficiency the Assistant Labour Commissioner shall recommend the application to Inspector-Concerned having jurisdiction of the area, who is turn will conduct the Physical inspection of the Site and submit the inspection report within eight days.
- X. Inspector if satisfied shall issue or reject the same within eight working days
- XI. The certificate can be downloaded from the applicant login.

Process Flow: Application for License for contractors

Applicant Process flow



Department/ Admin Process flow Timeline 15 days



Procedure for application of Registration under The Shops and Establishment Act (including 365 days license)

Name of Service	Registration under The Shops and Establishment Act (including 365 days license)
Authority/Department	Department of Labour and Employment
Act/Rule	The Shops and Establishments act, 1966
Service Condition (i.e. Who requires this service?)	Owners/proprietors/managers of Shops/Establishment of under The Shops and Establishment Act, 1966
Application Method	Online (http://www.jklabour.com)
List of prescribed documents to be submitted	<ul style="list-style-type: none"> • Rent Deed / Affidavit • Photograph of the Employer • Aadhaar Card / Election Card / Driving License of the Employer • Partnership Deed, if applicable • Photograph of Business Premises / Unit • GST Certificate or any other registration from competitive authority, if applicable
Application Processing Fee (if any) and Mode of Payment	<ul style="list-style-type: none"> • Application Fees is to be paid online using any of the available payment options like Net Banking, Credit Card, Debit Card, etc. • The Application Fees is as per criteria defined on next page*.
Key Approving Authority	Inspector Labour, Department of Labour and Employment.
Whether prior inspection is required for this approval	Yes
Prescribed Timeline for service delivery (from date of application)	15 Days

Application Processing Fee

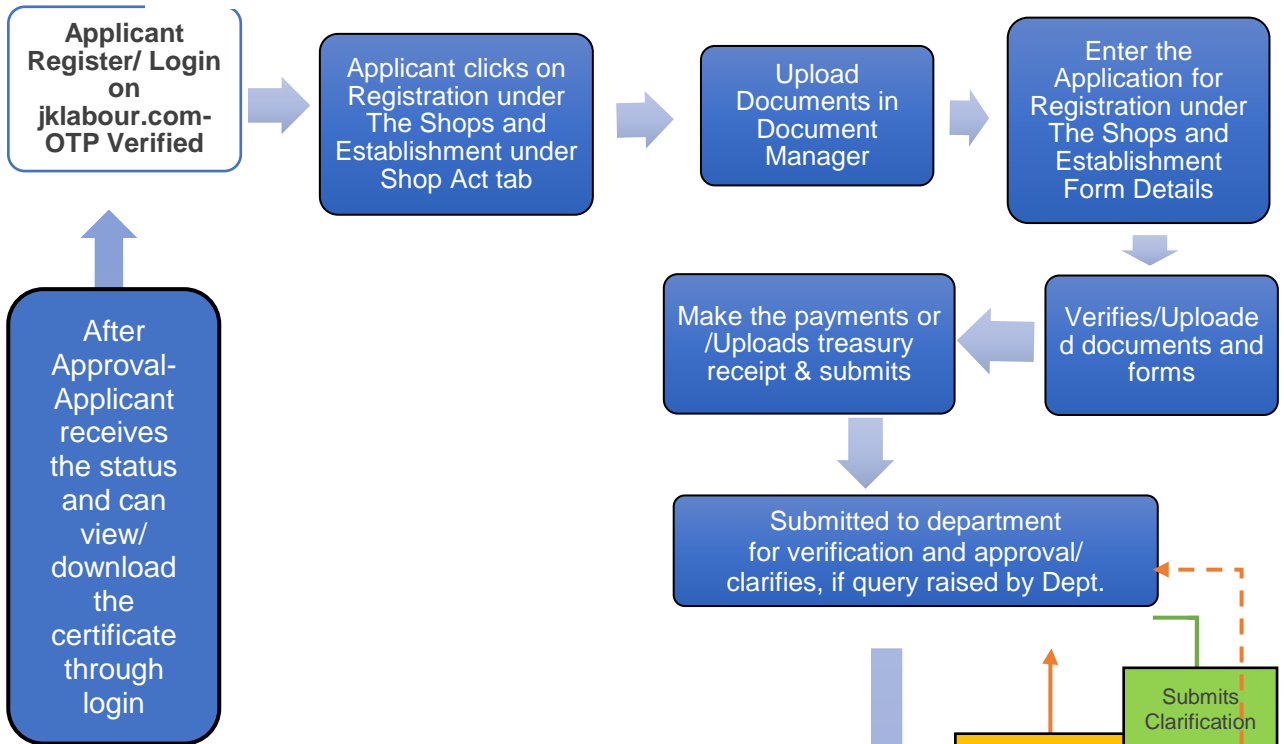
S.No.	Category	Fee per annum
1	<i>Hotel (A&E), Nursing Homes, Cinema Halls, Privately managed Educational Institutions (+ 2 level and above), Privately managed Professional Colleges and Institutions, Petrol Pumps, Insurance Companies excluding Life Insurance Corporation, Financial Institutions, Banks excluding Reserve Bank of India and State Bank of India, Chartered Accountant Chamber, and Wine Shops, Vehicle Show Rooms, Gas Agencies, (Not covered under Factories Act).</i>	Rs.2000
2	<i>Computer Training Centres, Jewellers, STD/ISD/PCO Centres, Health Fitness Centres, Health Clinics, X-Ray / Ultra Sound / ECG Centres, Hostels (C&D Categories), Banquet Halls (Janjgahars), Cable Operators, Medical Agencies, Agencies other than Medical Agencies, Privately managed High Schools, Ice Factories (Not covered under Factories Act).</i>	Rs.1000
3	<i>Privately managed Middle Schools</i>	Rs.800
4	<i>Clinical Laboratories, Privately managed Primary Schools, Beauty Parlours, Tent & Light houses, Ice Candy (Not covered under Factories Act).</i>	Rs.500
5	<i>Shops and Commercial Establishments employing 20 or more workers.</i>	Rs.2000
6	<i>Shops and Commercial Establishments employing 10 to 19 workers.</i>	Rs.1000
7	<i>Shops and Commercial Establishments employing 5 to 9 workers.</i>	Rs.500
8	<i>Shops and Commercial Establishments employing 3 to 4 workers.</i>	Rs.300
9	<i>Shops and Establishments employing less than 3 workers.</i>	Rs.150
10	<i>Shops and Commercial Establishments run by the Owners without any employees.</i>	Rs.50

Application Procedure

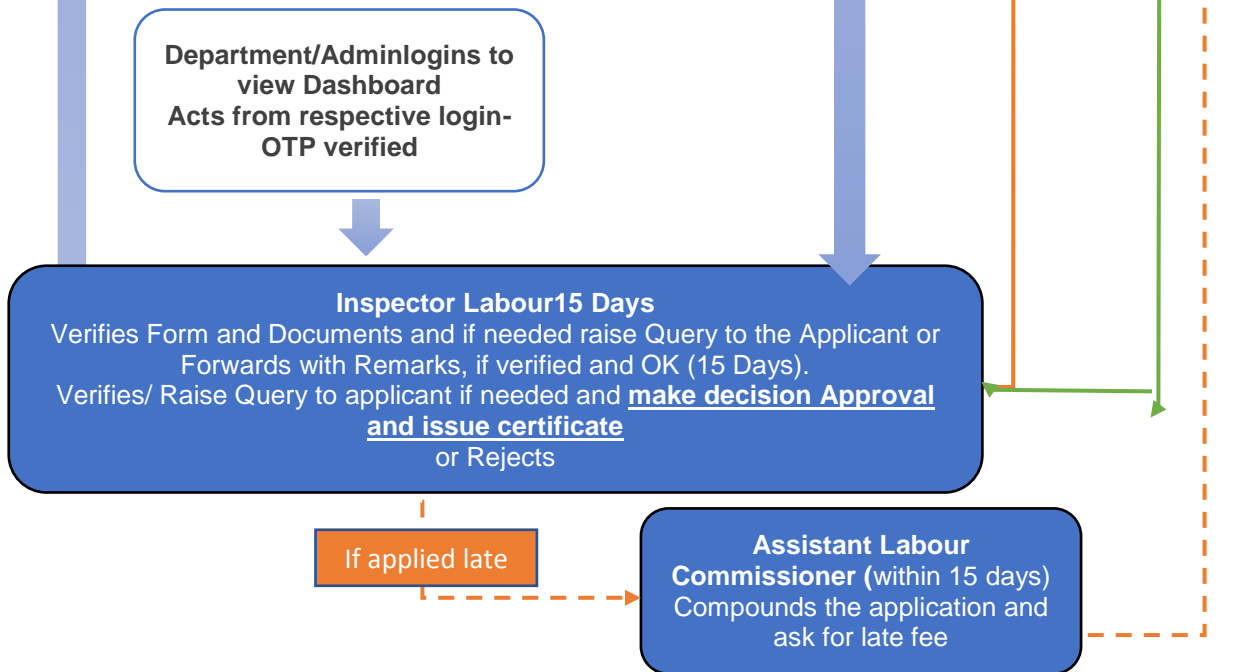
- I. Applicant registers himself/herself on Departmental portal <http://www.jklabour.com/>. If already registered on the portal then login with the registered user id and password
- II. Applicant clicks on the Registration of Shops and Establishment under Shops Act tab.
- III. Before filling the form, Applicant will be given instructions about the documents required to submit along with the form. You need to upload these documents before filling the form.
- IV. Now you can apply for Application for Registration under The Shops and Establishment.
- V. Make payment of necessary application processing fees online using your debit card/ credit card/ net banking facility
- VI. Filled application form will be submitted to Inspector Labour
- VII. After online receipt of application form for Registration under The Shops and Establishment with all the necessary documents mentioned above the Inspector Labour shall scrutinize the application along with uploaded documents
- VIII. In case of deficiency Inspector Labour shall report the deficiency to the applicant within fifteen working days.
- IX. If there is no deficiency the Inspector Labour shall issue or reject the same within fifteen working days
- X. If the applicant delays the registration, then the application is compounded by the Assistant Labour Commissioner and returned to the applicant.
- XI. The applicant has to submit the necessary compound fee and resubmit the application to Inspector Labour
- XII. The certificate can be downloaded from the applicant login.

Process Flow: Application for Registration under The Shops and Establishment

Applicant Process flow



Department/ Admin Process flow Timeline 15 days



Procedure for application of Registration of principal employer's establishment under provision of The Contracts Labour (Regulation and Abolition) Act, 1970

Name of Service	Registration of principal employer's establishment under provision of The Contracts Labour (Regulation and Abolition) Act, 1970
Authority/Department	Department of Labour and Employment
Act/Rule	The Contracts Labour (Regulation and Abolition) Act, 1970
Service Condition (i.e. Who requires this service?)	Establishments/Principal Employers for Registration of principal employer under provision of The Contracts Labour (Regulation and Abolition) Act, 1970
Application Method	Online (http://www.jklabour.com)
List of prescribed documents to be submitted	<ul style="list-style-type: none"> • List of Contractors with following details about each Contractor - Full Name, Potal Addresses, Nature of work for which the contract labour are to be recruited or employed, Maximum number of contract labour to be employed on any day through contractor, Estimated date of commencement of work under contractor, Estimated date of termination of employment of contract labour under contractor • Photograph of Principal Employer • Aadhaar Card / Election Card / Driving License of Principal Employer
Application Processing Fee (if any) and Mode of Payment	<ul style="list-style-type: none"> • Application Fees is to be paid online using any of the available payment options like Net Banking, Credit Card, Debit Card, etc. • The Application Fees is as per criteria defined on next page*.
Key Approving Authority	Inspector-concerned, Department of Labour and Employment.
Whether prior inspection is required for this approval	Yes
Prescribed Timeline for service delivery (from date of application)	15 Days

Application Processing Fee

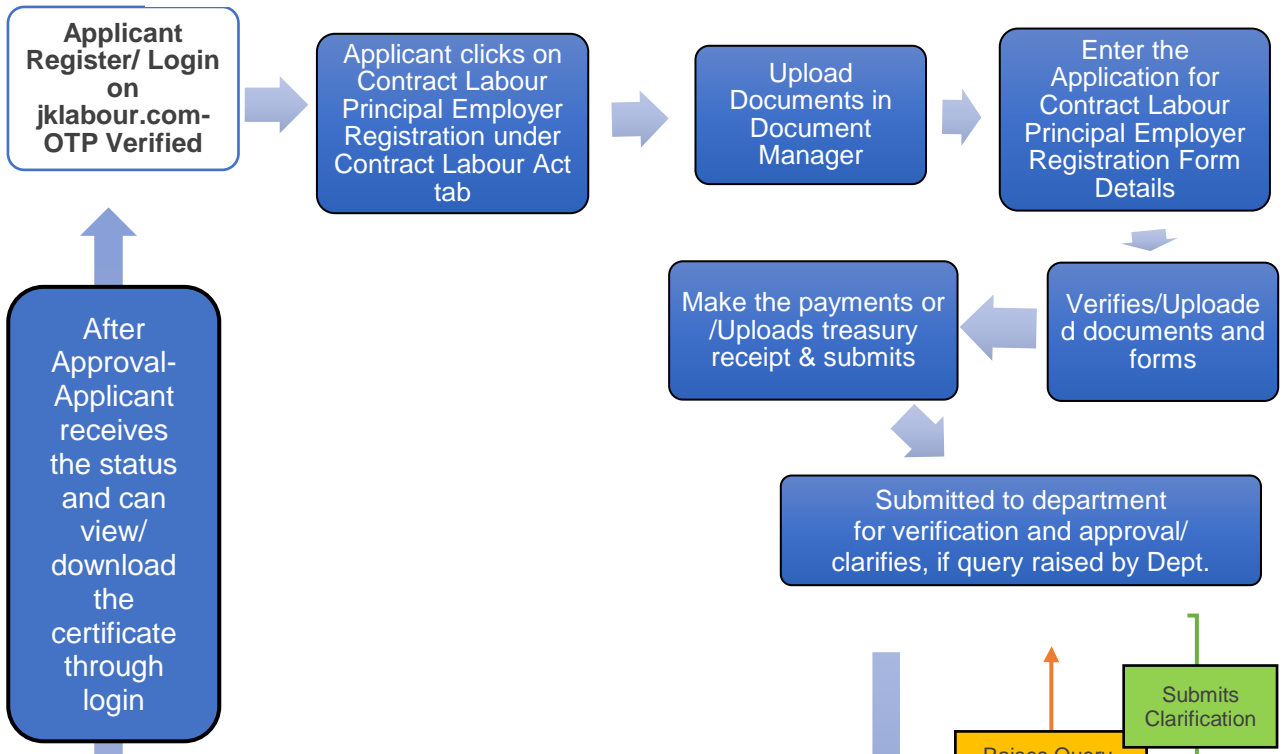
S.No.	Workers to be Employed	Fees
1	Upto 20	Rs.60
2	21-50	Rs.150
3	51-100	Rs.300
4	101-200	Rs.600
5	201-400	Rs.1200
6	More than 400	Rs.1500

Application Procedure

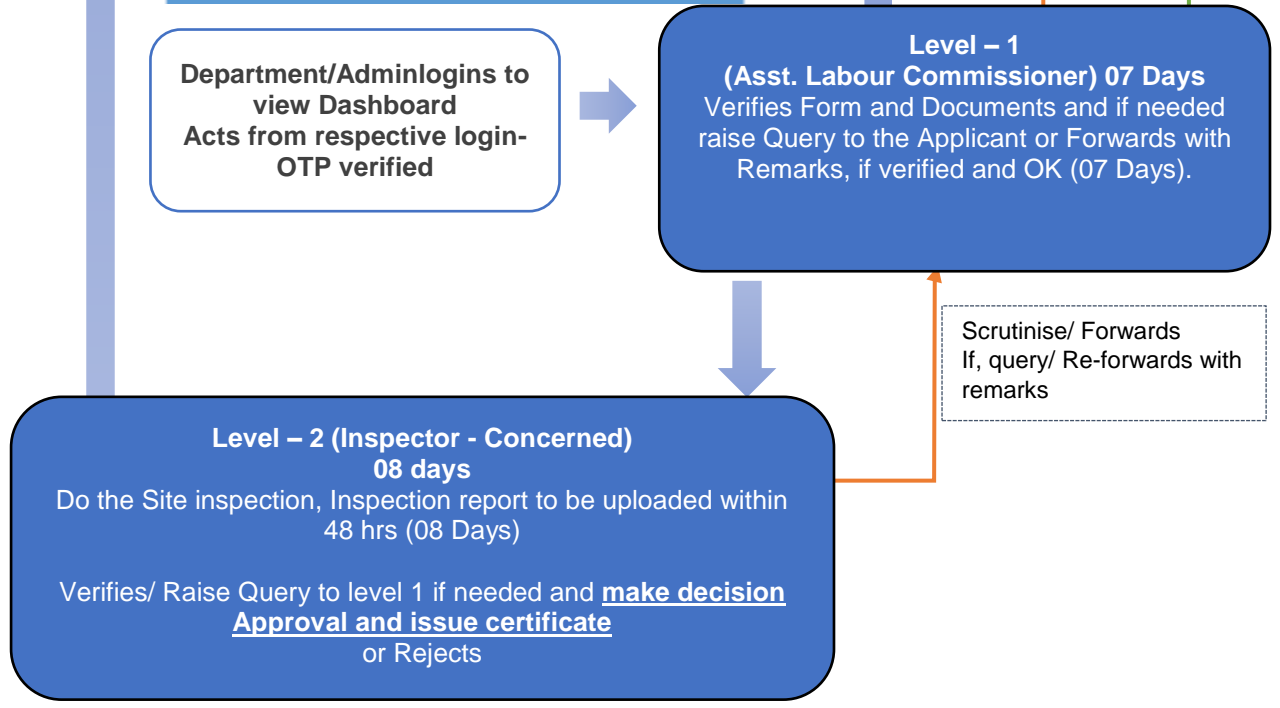
- I. Applicant registers himself/herself on Departmental portal <http://www.jklabour.com/>. If already registered on the portal then login with the registered user id and password
- II. Applicant clicks on the Contract Labour Principal Employer Registration under Contract Labour Act tab.
- III. Before filling the form, Applicant will be given instructions about the documents required to submit along with the form. You need to upload these documents before filling the form.
- IV. Now you can apply for Application for Registration of principal employer's establishment.
- V. Make payment of necessary application processing fees online using your debit card/ credit card/ net banking facility
- VI. Filled application form will be submitted to Assistant Labour Commissioner.
- VII. After online receipt of application form for Registration of principal employer's establishment with all the necessary documents mentioned above the Assistant Labour Commissioner shall scrutinize the application along with uploaded documents
- VIII. In case of deficiency Assistant Labour Commissioner shall report the deficiency to the applicant within seven working days.
- IX. If there is no deficiency the Assistant Labour Commissioner shall recommend the application to Inspector-Concerned having jurisdiction of the area, who in turn will conduct the Physical inspection of the Site and submit the inspection report within eight days.
- X. Inspector if satisfied shall issue or reject the same within eight working days
- XI. The certificate can be downloaded from the applicant login.

Process Flow: Application for Registration of principal employer's establishment

Applicant Process flow



Department/ Admin Process flow
Timeline 15 days



Procedure for application of Registration under The Building and Other Construction Workers (Regulation of Employment and Conditions of Service) Act, 1996

Name of Service	Registration under The Building and Other Construction Workers (Regulation of Employment and Conditions of Service) Act, 1996
Authority/Department	Department of Labour and Employment
Act/Rule	The Building and Other Construction Workers (Regulation of Employment and Conditions of Service) Act, 1996
Service Condition (i.e. Who requires this service?)	Establishments/Contractors for Establishment employing Building Workers under Building and other Construction Workers (RE &CS) Act, 1996
Application Method	Online (http://www.jklabour.com)
List of prescribed documents to be submitted	<ul style="list-style-type: none"> • Allotment Order • List of Workers/Employees • Photograph of the Contractor • Aadhaar Card / Election Card / Driving License of the Contractor
Application Processing Fee (if any) and Mode of Payment	<ul style="list-style-type: none"> • Application Fees is to be paid online using any of the available payment options like Net Banking, Credit Card, Debit Card, etc. • The Application Fees is as per criteria defined on next page*.
Key Approving Authority	Inspector-concerned, Department of Labour and Employment.
Whether prior inspection is required for this approval	Yes
Prescribed Timeline for service delivery (from date of application)	30 Days

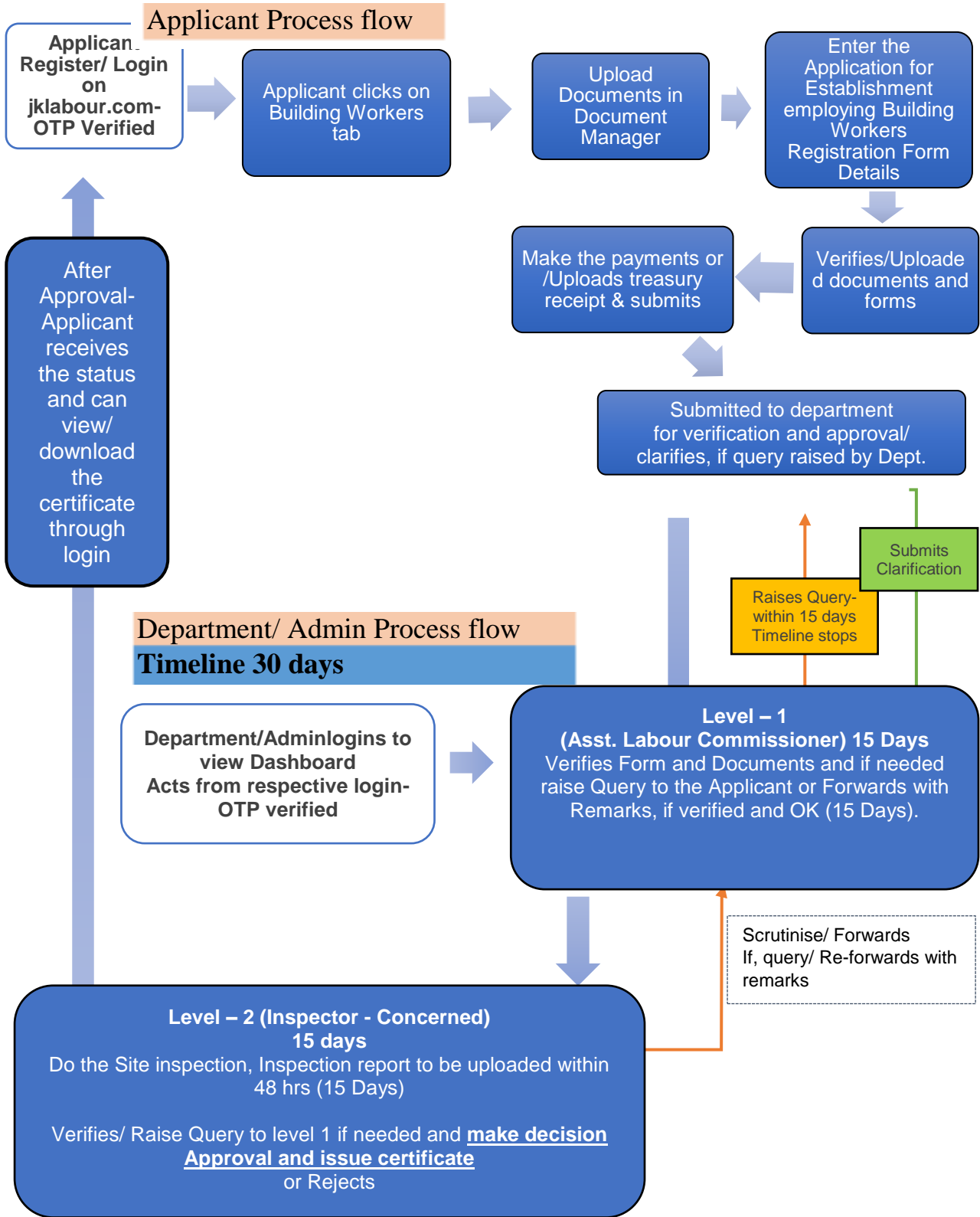
Application Processing Fee

S.No.	Workers to be Employed	Fees
1	Upto 100	Rs.300
2	101-500	Rs.1,000
3	More than 500	Rs.5,000

Application Procedure

- I. Applicant registers himself/herself on Departmental portal <http://www.jklabour.com/>. If already registered on the portal then login with the registered user id and password
- II. Applicant clicks on the Establishment employing Building Workers Registration under Building workers tab.
- III. Before filling the form, Applicant will be given instructions about the documents required to submit along with the form. You need to upload these documents before filling the form.
- IV. Now you can apply for Establishment employing Building Workers Registration.
- V. Make payment of necessary application processing fees online using your debit card/ credit card/ net banking facility
- VI. Filled application form will be submitted to Assistant Labour Commissioner.
- VII. After online receipt of application form for Establishment employing Building Workers Registration with all the necessary documents mentioned above, the Assistant Labour Commissioner shall scrutinize the application along with uploaded documents
- VIII. In case of deficiency Assistant Labour Commissioner shall report the deficiency to the applicant within fifteen working days.
- IX. If there is no deficiency the Assistant Labour Commissioner shall recommend the application to Inspector-Concerned having jurisdiction of the area, who in turn will conduct the Physical inspection of the Site and submit the inspection report within fifteen days.
- X. Inspector if satisfied shall issue or reject the same within fifteen working days
- XI. The certificate can be downloaded from the applicant login.

Process Flow: Establishment employing Building Workers Registration



Procedure for application of Registration of establishment under the Inter State Migrant Workmen (RE&CS) Act,1979

Name of Service	Registration of establishment under the Inter State Migrant Workmen (RE&CS) Act,1979
Authority/Department	Department of Labour and Employment
Act/Rule	Inter State Migrant Workmen (RE&CS) Act,1979
Service Condition (i.e. Who requires this service?)	Contractor/Establishment for Registration of establishment under the Inter State Migrant Workmen (RE&CS) Act,1979
Application Method	Online (http://www.jklabour.com)
List of prescribed documents to be submitted	<ul style="list-style-type: none"> • List of Contractors • Photograph of Principal Employer • Aadhaar Card / Election Card / Driving License of Principal Employer
Application Processing Fee (if any) and Mode of Payment	<ul style="list-style-type: none"> • Application Fees is to be paid online using any of the available payment options like Net Banking, Credit Card, Debit Card, etc. • The Application Fees is as per criteria defined on next page*.
Key Approving Authority	Inspector-concerned, Department of Labour and Employment.
Whether prior inspection is required for this approval	Yes
Prescribed Timeline for service delivery (from date of application)	15 Days

Application Processing Fee

S.No.	Workers to be Employed	Fees
1	Upto 20	Rs.150
2	21-50	Rs.375
3	51-100	Rs.750
4	101-200	Rs.900
5	201-400	Rs.3000
6	More than 400	Rs.3750

Application Procedure

- I. Applicant registers himself/herself on Departmental portal <http://www.jklabour.com/>. If already registered on the portal then login with the registered user id and password
- II. Applicant clicks on the Principal Employer Employing Migrant Labour Registration under Inter State Migrant Worker tab.
- III. Before filling the form, Applicant will be given instructions about the documents required to submit along with the form. You need to upload these documents before filling the form.
- IV. Now you can apply for Principal Employer Employing Migrant Labour Registration.
- V. Make payment of necessary application processing fees online using your debit card/ credit card/ net banking facility
- VI. Filled application form will be submitted to Assistant Labour Commissioner.
- VII. After online receipt of application form for Principal Employer Employing Migrant Labour Registration with all the necessary documents mentioned above, the Assistant Labour Commissioner shall scrutinize the application alongwith uploaded documents
- VIII. In case of deficiency Assistant Labour Commissioner shall report the deficiency to the applicant within seven working days.
- IX. If there is no deficiency the Assistant Labour Commissioner shall recommend the application to Inspector-Concerned having jurisdiction of the area, who in turn will conduct the Physical inspection of the Site and submit the inspection report within eight days.
- X. Inspector if satisfied shall issue or reject the same within eight working days
- XI. The certificate can be downloaded from the applicant login.

Process Flow: Registration of establishment under the Inter State Migrant Workmen (RE&CS) Act,1979

