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राजस्थान राज-पत्र
विशेषांक

साधिकार प्रकाशित

RAJASTHAN GAZETTE

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राज्य सरकार तथा अन्य राज्य प्राधिकारियों द्वारा जारी किये (सामान्य आदेशों, उप विधियों आदि को सम्मिलित करते हुए)
सामान्य कानूनी नियम।

FACTORIES & BOILERS INSPECTION DEPARTMENT NOTIFICATION

Jaipur, July 31, 2013

G.S.R. 41 .-Whereas the draft of the Rajasthan Factories (Amendment) Rules, 2013 were published as required under section 115 of the Factories Act 1948 (Central Act No. 63 of 1948) vide notification of the Factories & Boilers Inspection Department, number G.S.R. 110 dated 11-02-2013, in the Rajasthan Gazette, Extraordinary, Part-4(ga), Sub-part (I), inviting objections and suggestions from all persons likely to be affected thereby, before expiry of the period of forty five days from the date on which copies of the Gazette containing the said notification were made available to the public.

And whereas, copies of the Gazette in which the said notification was published were made available to the public on the 18.04.2013.

And whereas, no objections or suggestions were received on the said Draft Rules

Now, therefore, in exercise of the powers conferred by section 112 of the Factories Act, 1948 (Central Act No. 63 of 1948), the State Government hereby makes the following rules further to amend the Rajasthan Factories Rules, 1951, namely:-

1. Short title and commencement.- (1) These rules may be called the Rajasthan Factories (Amendment) Rules, 2013.

(2) They shall come into force on and from the date of their final publication in the Official Gazette.

2. Amendment of rule 2.- In rule 2 of the Rajasthan Factories Rules, 1951, hereinafter referred to as the said rules, after the

existing clause (l), the following new clause (m) shall be added, namely:-

“(m) “non-hazardous process” means process which is not covered under clause (cb) of section 2 or section 87 of the Act or the Rajasthan Control of Industrial Major Accident Hazards Rules, 1991.”

3. Deletion of rule 3.- The existing rule 3 of the said rules shall be deleted.

4. Substitution of rule 3A.- The existing rule 3A of the said rules, shall be substituted by the following, namely:-

“3A. Submission and approval of plans.- (1) No site shall be used for the location of a factory or no building in a factory be constructed, extended or taken into use as a factory or part of a factory unless previous permission in writing is obtained from the Chief Inspector.

(2) Application for such permission shall be made in Form No. 1 to the Chief Inspector or in such manner as prescribed under Rajasthan Enterprises Single Window Enabling and Clearance Act, 2011 (Act No.7 of 2011) which shall be accompanied by the following documents, namely:-

- (i) A flow chart of the manufacturing process supplemented by a brief description of the process in its various stages;
- (ii) Plans in triplicate drawn to scale showing-
 - (a) the site of the factory and immediate surroundings including adjacent building and other structures, roads, drains, etc., drawn to a scale not less than 1cm=10 meters or drawn to a lower scale with the permission of Chief Inspector; and
 - (b) the plans, 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 the plant and machinery, aisles and passage ways, and shall be drawn to a scale not less than 1cm =2 meters or drawn to a lower scale with the permission of Chief Inspector;
- (iii) Such other documents as the Chief Inspector may require; and

(iv) In case of factory involving hazardous process covered under clause (cb) of section 2, the detailed policy with respect to the health and safety of the workers employed therein shall be submitted as specified in sub-section (2) of section 41-B of the Act.

(3) Factories employing up to 50 workers and are involving non hazardous process shall also submit an application in Form No. 1-A along with Form No.1.

(4) If Chief Inspector is satisfied that the plans are in consonance with the requirements of the Act, he shall, subject to such conditions as he may specify, approve them by signing and returning to the applicant one copy of each plan, or he may call for such other particulars as he may require to enable such approval to be given."

5. Substitution of rule 3B.- The existing rule 3B of the said rules, shall be substituted by the following, namely:-

"3B. Prohibition of use of premises as factory without license.- An occupier shall not use any premises as a factory or carry on any manufacturing process in a factory unless a license has been issued in respect of such premises and is in force for the time being:

Provided that if a valid application for grant of license has been submitted and the required fee has been paid, the premises shall be deemed to be duly licensed until such date as the Chief Inspector grants or renews the license or refuses in writing to grant or renew the licence."

6. Substitution of rule 3C.- The existing rule 3C of the said rules, shall be substituted by the following, namely:-

"3C. Certificate of Stability.- (1) No manufacturing process shall be carried on in any building of a factory constructed, reconstructed or extended, or in any building which has been taken into use as a factory or part of a factory until a certificate of stability in respect of each building or block of building in the form given below has been sent by the occupier or manager of the factory to the Chief Inspector and accepted by the Chief Inspector.

Form of Certificate of Stability

1. Name of the factory
2. Village, town and district in which the factory is situated

3. Full postal address of the factory
4. Name of the occupier of the factory.....
5. Nature of manufacturing process to be carried on in the factory
6. Name and description of building / block of building.....
7. Year of construction
8. Manufacturing process to be carried out in the building/ block of building.....
9. Number of floors on which workers will be employed

I certify that I have inspected the building / block of building and carried out the required tests, the plans of which have been approved by the Chief Inspector in his letter No..... dated and examined the various parts including the foundations with special reference to the machine, plant etc., that have been installed, I am of the opinion that the building / block of building which have been constructed/ reconstructed /extended / taken to be use is/are in accordance with the plans approved by the Chief Inspector in his letter mentioned above, that it / they/ is/are structurally sound and that its / their stability will not be endangered by its /their use as factory/part of factory for the manufacture of for which the machinery, plant, etc. installed are intended.

Signature with Name, address,
Qualification and Contact details
of Competent Person

Enclosures:

- (1) Details of Competency Certificate issued by Chief Inspector
- (2) Test reports"

7. Substitution of rule 4.- The existing rule 4 of the said rules, shall be substituted by the following, namely:-

"4. Notice of occupation of a factory and application for its registration and grant of license.- (1) The occupier of every factory coming within the scope of the Act, after its commencement shall submit to the Chief Inspector notice of occupation and application in triplicate in Form No. 2 or submit an

application as per the provisions of the Rajasthan Enterprises Single Window Enabling and Clearance Act, 2011 for the registration of the factory and grant of a license therefore for a period not exceeding 10 years. Every application submitted under this sub-rule shall be accompanied with proof of payment of fee specified in sub-rule (2):

Provided that the Occupier of a place to which the provisions of the Act are made applicable by the notification under section 85 of the Act shall submit an application within 30 days of the date of that notification.

(2) Every such application shall be accompanied by a treasury receipt or a Bank Draft or online payment certificate as approved by the State Government for payment of the fee as specified in the Schedule A or B below:-

SCHEDULE - A

Scale of fees payable per year for original licence or renewal of licence for the factories other than electricity generating, transforming or transmitting factories -

(i) Fee payable for renewal in rupees,-

Quantity of H.P. installed (Max) up to	Maximum number of persons to be employed on any day during the year											
	Upto 9	10 to 20	21 to 50	51 to 100	101 to 250	251 to 500	501 to 750	751 to 1000	1001 to 1500	1501 to 2000	2001 to 3000	Above 3000
NIL	0	200	400	850	1200	2050	3100	4550	5150	6200	8250	10350
10	200	400	850	1350	2050	3100	4100	6200	7550	8550	11000	13800
50	400	850	1350	2050	3100	4100	6200	8250	10350	13100	14450	17250
100	850	1350	2050	3100	4100	6200	8250	10350	13100	14450	17250	20700
250	1200	2050	3100	4100	6200	8250	10350	13100	14450	17250	20700	25850
500	2050	3100	4100	6200	8250	11000	14450	17250	20700	25850	31050	34500
1000	3100	4100	6200	8250	11000	14450	17250	20700	25850	31050	34500	37950
2000	4100	5150	7550	11000	14450	17250	20700	25850	31050	34500	37950	41400
5000	5150	6200	8250	13100	17250	20700	25850	31050	34500	37950	41400	43100
10000	6200	7550	11000	15150	20700	25850	27600	32400	37950	41400	43050	46200
15000	8250	9300	13800	18600	24800	29650	34500	39300	46200	48300	51650	55200
20000	10350	12400	17900	24800	33100	40000	41400	53800	62100	64400	69000	75900
Above 20000	23000	27800	36100	41850	46900	52900	58400	62100	64400	69000	75900	80500

- (ii) The scale of fees payable for original licence shall be 50% more than the renewal of licence above.

SCHEDULE – B

Scale of fees payable per year for original licence or renewal of licence by all electricity generating and transforming factories.

- (i) Generating and transforming (including converting) Station (Factories):-

	Fees Payable in Rupees		
	Total Installed Generating Capacity In K.W.	Generating stations	Transforming (including converting) stations
	1	2	3
Not exceeding	50	300	150
Not exceeding	100	550	300
Not exceeding	150	650	450
Not exceeding	300	900	550
Not exceeding	500	1150	650
Not exceeding	750	1600	900
Not exceeding	1000	1800	1150
Not exceeding	2500	2300	1700
Not exceeding	5000	3450	2300
Not exceeding	10000	4000	2850
Not exceeding	25000	4600	3450
Not exceeding	50000	6900	4600
Not exceeding	75000	9200	5750
Not exceeding	100000	11500	7400
Not exceeding	150000	13800	9200
Not exceeding	200000	16100	11500
Not exceeding	300000	18400	14950
Over	300000	23000	18400

- (ii) Transmitting factories :
All transmitting stations

Rs. 1150 /-

EXPLANATION:

1. Where an electricity generating factory includes a transmitting or converting station or plant meant for receiving, transforming, converting or transmitting or electric power supplied from a source outside the generating station and which is not meant for transforming, converting or transmitting of power generated in the generating station itself, the fees payable shall be the sum of fees payable by the generating, transforming (including converting) and transmitting stations respectively calculated separately as if they were separate factories.
2. If any generating, transforming, converting or transmitting station is situated in a factory for which licence fees has been prescribed in Schedule B and if it is meant for supplying power only to the said factory exclusively and is a part of the said factory the fees will be payable in accordance with Schedule A and not Schedule B and on the basis of the total rated horse power installed in the factory."

8. Substitution of rule 5.- The existing rule 5 of the said rules, shall be substituted by the following, namely:-

"5. Grant of License.- (1) The Chief Inspector may, on application being made to him under sub-rule (1) of rule 4 and on payment of fees prescribed in sub-rule (2) of rule 4 and on being satisfied that there is no objection to the grant of license applied to register the factory and grant a license for a period not exceeding 10 years at a time in Form No. 4 to the applicant to use as factory such premises as are specified in the application and subject to compliance with such conditions as are specified in the license:

Provided that, subject to the provisions of sub-section (3) of section 6 of the Act, the Chief Inspector may refuse to register the factory and grant of a license, if he is satisfied,-

- (i) that the plans of the site and building and machinery layout have not been duly approved by

- the Chief Inspector except in the case of factories involving non hazardous process and employing up to 50 workers;
- (ii) that the factory has not been constructed in accordance with the plans approved by the Chief Inspector or in non compliance with the conditions subject to which the plans are approved;
 - (iii) that material requirements of the relevant provisions specified in the Schedules to rule 100 in relation to the factory concerned have not been complied with; or
 - (iv) that there is imminent danger to life in the factory due to explosive material or inflammable or toxic dust, gas or fumes, and effective measures, in his opinion have not been taken to remove the danger.

(2) Subject to the provisions hereinafter contained with respect to cancellation and unless earlier renewed under rule 7, every such license shall remain in force until the 31st day of March next following and shall then expire."

9. Substitution of rule 6.- The existing rule 6 of the said rules, shall be substituted by the following, namely:-

"6. Amendment of license.- (1) A license granted under rule 5 or renewed under rule 7 may be amended by the Chief Inspector.

(2) A licensee shall be required to have the license amended if there is change in the name of the factory, Director, Partner, Occupier or Proprietor or expansion of production facility, or if the factory for which the license is granted exceeds the limits specified in the license in regard to horse power or the number of persons employed, or any change or addition or deletion in manufacturing process which differs from the original license.

(3) A licensee who desires to have his license amended shall submit it to the Chief Inspector with an application in Form No. 2 stating the nature of the amendment and reasons therefor.

(4) The fees for the amendment of a license shall be hundred rupees plus the amount, if any, by which the fee that would have been payable if the license had originally being issued in the amended form exceeds the fee originally paid for the license.

(5) In case of any administrative or processing error on the part of Licensing Authority, no amendment fees shall be levied."

10. Substitution of rule 7.- The existing rule 7 of the said rules, shall be substituted by the following, namely:-

"7. Renewal of License.- (1) An application for the renewal of license for a period not exceeding 10 years shall be made to the Chief Inspector / Dy. Chief Inspector in Form No.2 in triplicate accompanied by a Treasury receipt or Bank Draft or online payment certificate as approved by the State Government, as the case may be, for payment of the fees specified in the Schedule A & B under rule 4, so as to reach him not later than 31st January of the year on which the licence is due to expire:

Provided that where a factory commences work on or after the 1st day of February in any year, application for renewal of license shall be made on or before the 1st day of April next following.

Provided further that, the period for which the license is applied for is one year or more but does not exceed 10 years, the fees payable per year shall be at the rates specified in Schedule A & B under rule 4.

(2) On receipt of the application under sub-rule (1), the Chief Inspector / Dy. Chief Inspector may, if he is satisfied that there is no objection to the renewal of license, renew the same for a period not exceeding 10 years at a time or may, after recording his reasons, refuse the renewal of license applied for any of the grounds specified in proviso to sub-rule (1) of rule 5:

Provided that if the period for which the license is applied for is one year or more but does not exceed 10 years, the fees payable per year shall be at the rates specified in the Schedule A & B under rule 4.

Provided further that where the application for the renewal of the license is made after the expiry of the due date specified in sub-rule (1) it may be renewed on payment of an additional fee of 25 percent of the fee payable for the renewal of the license.

(3) Every license renewed under this rule shall remain in force up to 31st March of the year for which the license is renewed."

11. Substitution of rule 7A.- The existing rule 7A of the said rules, shall be substituted by the following, namely:-

"7A. When license deemed to be granted or renewed.- Where an application for the grant or for renewal of license is duly made in accordance with these rules, the factory in respect of which the license is to be granted or renewed, as the case may be, shall be deemed to be duly licensed until such license is granted or

renewed or until an intimation that the grant or renewal of the license has been refused, is communicated to such person.

Explanation: For the purpose of this rule, an application for the grant or renewal of a license shall be deemed to have been duly made only if it is in the prescribed Form No. 2 and is filled in with all relevant particulars and further is accompanied by a treasury receipt or Bank Draft or online payment certificate as approved by the State Government, as the case may be, for payment of the fees in accordance with the Schedule A & B under rule 4."

12. Substitution of rule 8.- The existing rule 8 of the said rules, shall be substituted by the following, namely:-

"8. Transfer of License.- (1) The holder of a license may at any time before the expiry of the license, apply for permission to transfer his license to another person.

(2) Such application shall be made in Form No. 2 to the Chief Inspector, who shall if approves of the transfer, enter upon the license under his signature an endorsement to the effect that license has been transferred to the person named.

(3) A fee of one hundred rupees shall be charged on each such application.

(4) An application for transfer of licence shall be, as far as possible, decided within a period of 30 working days."

13. Substitution of rule 11.- The existing rule 11 of the said rules, shall be substituted by the following, namely:-

"11. Mode of payment of fees.- (1) Every application under these rules shall be accompanied by a treasury receipt showing that the appropriate amount of fees has been paid into local treasury under the head of account, "0230-Labour and Employment, 104-Fees realized under the Factories Act" or Bank Draft or online payment certificate as approved by the State Government for the appropriate amount of fees drawn in favour of Chief Inspector:

Provided that in case of a government factory, payment of appropriate amount of fees shall be made in the same manner as payment of amount due by one Government Department to another are ordinarily made.

(2) If an application for the grant, renewal or amendment of a license is rejected, the fees paid shall be refunded to the applicant.

(3) Where such application is granted, any amount paid by the applicant in excess of the prescribed fee shall be refundable only after the expiry of one year from the date of such grant or the same may be adjusted against payment of any fees due for the next succeeding year."

14. Substitution of rule 11A.- The existing rule 11A of the said rules, shall be substituted by the following, namely:-

"11A. Suspension of license.- (1) If the occupier of the factory notifies his intention to close the operation of the factory from a specific date in writing to the Chief Inspector that the premises in respect of which license is issued shall not be used for the working of the factory, the Chief Inspector may suspend the license in respect of such factory.

(2) A license suspended under sub-rule (1) may be renewed on receipt of an application for renewal in Form No. 2 accompanied by the license, for the remaining part of the year, on payment of surcharge of 10 percent, in addition to the fees specified in these rules. "

15. Deletion of rule 12.- The existing rule 12 of the said rules shall be deleted.

16. Substitution of rule 12B.- The existing rule 12B of the said rules, shall be substituted by the following, namely:-

"12B. Guidelines instructions and records.- (1) Without prejudice to the general responsibility of the occupier to comply with the provisions of section 7 (A) of the Act, Chief Inspector may, from time to time, issue guidelines and instructions regarding the general duties of the occupier relating to health, safety and welfare of all workers while they are at work in the factory.

(2) The occupier shall maintain such records in a visible place in the factory (canteen and/or entrance and/or any other frequently visited location of the workers), as may be prescribed by the Chief Inspector in respect of monitoring of working environment in the factory."

17. Substitution of FORM No.1.- The existing FORM No. 1 appended to the said rules, shall be substituted by the following, namely:-

“FORM No. 1

(See Rule 3A)

Application for permission to construct, extend or take into use any building or premises as a factory

1. Details of Occupier			
(a) Name:			
(b) Address (office):			
(c) Address (residential):			
(d) Contact number, if any:			
2. Details of factory			
(a) Full name:			
(b) Address with pin code:			
(c) District:			
(d) Town or village:			
(e) Nearest railway station			
(f) Nearest Police Station			
(g) Phone number, if any:			
3. Particulars of plant to be installed & Manufacturing process			
4. Maximum number of Workers		Male	Female
(To be employed)			
5. Details of			
(a) Raw material			
(b) Intermediate product/by product			
(c) Final Product			
6. Use of Chemicals in the manufacturing process, if any			
S. No.	Trade name:	Chemical name:	Maximum storage at any time:

7. NOTE'

- a. In case of any change in the above information, Department shall be informed in writing within 30 days.

- b. Seal bearing "authorized signatory" shall not be used on any document

Place: _____

Date: _____

Signature of occupier with seal: _____

(Name)

CHECKLIST

NOTE: This application shall be accompanied by the following documents:-

1. A flow chart of the manufacturing process supplemented by a brief description of the process in its various stage.
2. Plans, in triplicate, drawn to scale as per rule 3A, showing:
 - (i) the site of the factory and immediate surroundings including adjacent buildings and other structures, roads, drains, etc.; and
 - (ii) the building & machinery layout plan, elevation and necessary cross-sections of the various buildings indicating all relevant details relating to natural lighting, ventilation, means of escape in case of fire (see rule 63) and any other provisions as mentioned in Chapter III "Health", Chapter IV "Safety" and Chapter V "Welfare" of the Factories Act, 1948 and rules made there under. The plans shall also clearly indicate the position of the plant and machinery, aisles and passage-ways.
3. Documents related to the ownership of the land:
 - (i) RIICO lease deed / Land use conversion document (in case land is not in RIICO industrial area); and
 - (ii) Rent deed / lease deed
4. Safety & Health Policy:

- (i) in case of factory covered under clause (cb) of section 2 of the Factories Act, 1948; or
 - (ii) in case of factories covered under Rajasthan Control of Industrial Major Accident Hazards Rules, 1991 (RCIMAH). Submission of additional information / documents required under rule 7 of these rules.
5. Photo ID and address proof of the Occupier.
 6. Such other particulars as the Chief Inspector may require.
 7. Every page of the Documents submitted along with the Form should be self attested by the Occupier along with date.
 8. Any correction made in the Form should be duly signed by the Occupier."

18. Insertion of new FORM No. 1A.- After the existing FORM No. 1, so substituted, the following new FORM No. 1A shall be inserted, namely:-

"FORM No. 1A

(See Rule 3A)

Application for factories carrying out non hazardous process and employing upto 50 workers

(To be filled by the occupier on a non-judicial stamp paper of Rs 10/-)

I _____ S/o _____
R/o _____ and Occupier
of M/s _____ hereby state as under:-

1. That I have applied for registration of my factory in the name of M/s _____ situated at (Complete address of _____ the _____ factory)
2. That I have gone through the Factories Act, 1948 & rules made thereunder and have fully understood the contents of the Act & Rules and undertake to abide by the same.
3. That I shall employ upto 50 workers.
4. That I shall inform and submit relevant necessary documents as per Act and Rules, in case of :
 - (i) change of building & machinery layout;
 - (ii) change in manufacturing process;

- (iii) addition of any manufacturing process, covered under clause (cb) of section 2 or section 87 of the Factories Act, 1948 or Rajasthan Control of Industrial Major Accident Hazards Rules, 1991; or
- (iv) employment of more than 50 workers.

Place:

Date:

Signature of Occupier:

VERIFICATION

I the above named Occupier do hereby further solemnly affirm that the contents given above are true to the best of my knowledge.

Place:

Date:

Signature of Occupier"

19. Substitution of FORM No. 2.- The existing FORM No. 2, appended to the said rules, shall be substituted by the following, namely:-

“FORM No. 2

(See Rule 4, 5, 6, 7, 8)

Application for registration / renewal / amendment / transfer of licence and notice of occupation as specified in section 6 and 7
(To be submitted in triplicate)

1. Period of licence:

1.	YEAR (s) for which licence is applied for	From	To
----	---	------	----

2. General Information:

2a.	Full name of the factory	
2b.	Factory registration number (if already registered)	RJ -

3. Address and contact information:

3a.	Full postal address along with pin code and telephone Number of the factory	
3b.	Full postal address along with pin code for communications (if differ from above)	

4. Nature of manufacturing processes:

4a.	Date of start of production (for registration)	
4b.	Manufacturing process carried on in the factory in the last twelve months	
4c.	Manufacturing process to be carried on in the factory during the next twelve months	
4d.	Details of product (s) manufactured during the last twelve months	

5. Workers employed:

5a.	Maximum number of workers proposed to be employed during the year	Male	Female	Total
5b.	Maximum number of workers employed during the last twelve months on any day			
5c.	Number of workers ordinarily employed in the factory			

6. Power installed:

6a.	Total rated horse power (installed or to be installed) (attach sanction load and first electricity bill)	
6b.	Maximum amount of Power (H.P) proposed to be used	

7. Particulars of Factory Manager:

7.	Name and address of the person who shall be the Factory Manager (if appointed) of the factory for the purposes of the Act	Name Residential address Contact No. (if any)	
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8. Particulars of Occupier:

8a.	Name and address of the occupier (in case of a private firm.) <i>Attach list of partners with complete details, (in case of partnership firm)</i>	Name Residential Address Contact No. (if any)	
8b.	Name and address of the Director in case of a private/ public limited company (attach list of Director with details)	Name Residential Address Contact No. (if any)	
8c.	Full name and residential address of the Managing Agent in case where a managing agent is appointed by the Central	Name Address Contact No. (if any)	

	Government / State Government / Local authority as Occupier		
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9. Land & Building:

9a.	Full name and address of the owner of the premises or building (including the precincts thereof) (<i>referred to in section 93 of the Act</i>)	Name	
		Address	
		Contact No. (if any)	
9b.	Reference number and date of approval of the plans for site, whether for old or new building and for construction or extension of factory by the State Government / Chief Inspector		

10. Disposal of wastes and effluents:

10.	Reference number and date of approval of the arrangements, if any made for the disposal of trade waste and effluents and the name of the authority granting such approval.	
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11. Fees Details:

11.	Total amount of fees paid	Rs.	
11a.	In case of payment in treasury (<i>Original Challan to be enclosed</i>)	Name of Bank & Branch	
		Challan number	
		Date	
11b.	In case of payment by Demand Draft (Demand Draft shall be in favour of the Chief Inspector of Factories & Boilers, payable at Jaipur)	Name of Bank	
		Demand Draft number	
		Date of Demand Draft	
11c.	In case of online payment,		

- b. Seal bearing "authorized signatory" shall not be used on any document.

Place: _____

Date: _____

Signature of Factory Manager with seal: _____
(Name)

Signature of occupier with seal: _____
(Name)

VERIFICATION

I the above named Occupier do hereby further solemnly affirm that the contents given above are true to the best of my knowledge.

Place: _____

Date: _____

Signature of Occupier

CHECKLIST

NOTE: This application shall be accompanied by the following documents:-

1. This form should be completed in block letters or typed.
2. Every page of the form should be signed by the Occupier.
3. If power proposed is not used at the time of filling up this form, but is introduced later, the fact should be communicated to the Chief Inspector of Factories and Boilers immediately.
4. If any of the persons named against items 7(a) and 7(b) is minor, the fact should be clearly stated along with documents.
5. Any correction made in the Form should be duly signed by the Occupier or the Factory Manager.
6. List of documents to be enclosed :
 - (i) Latest List of partners / Latest List of Directors.
 - (ii) In case of change of Directors submit Form No. 32 of the Companies Act, 1956.
 - (iii) Partnership deed / Memorandum of Articles of Association.
 - (iv) Land ownership documents .
 - (v) RIICO lease deed .

- (vi) Land use conversion document (in case land is not in RIICO industrial area).
- (vii) Rent deed / lease deed.
- (viii) Load sanction copy & First electricity bill for registration.
- (ix) latest electricity bill for renewal.
- (x) Photo ID and address proof of the Occupier and the Factory Manager.

7. Every page of the Documents submitted along with the Form should be self attested by the Occupier or the Factory Manager along with date."

[F-3(1) legal/F&B/2013/942]

By Order of the Governor,

D.K. Chaudhary,

**Chief Inspector cum Deputy Secretary,
Factories & Boilers Inspection Department.**

Government Central Press, Jaipur.