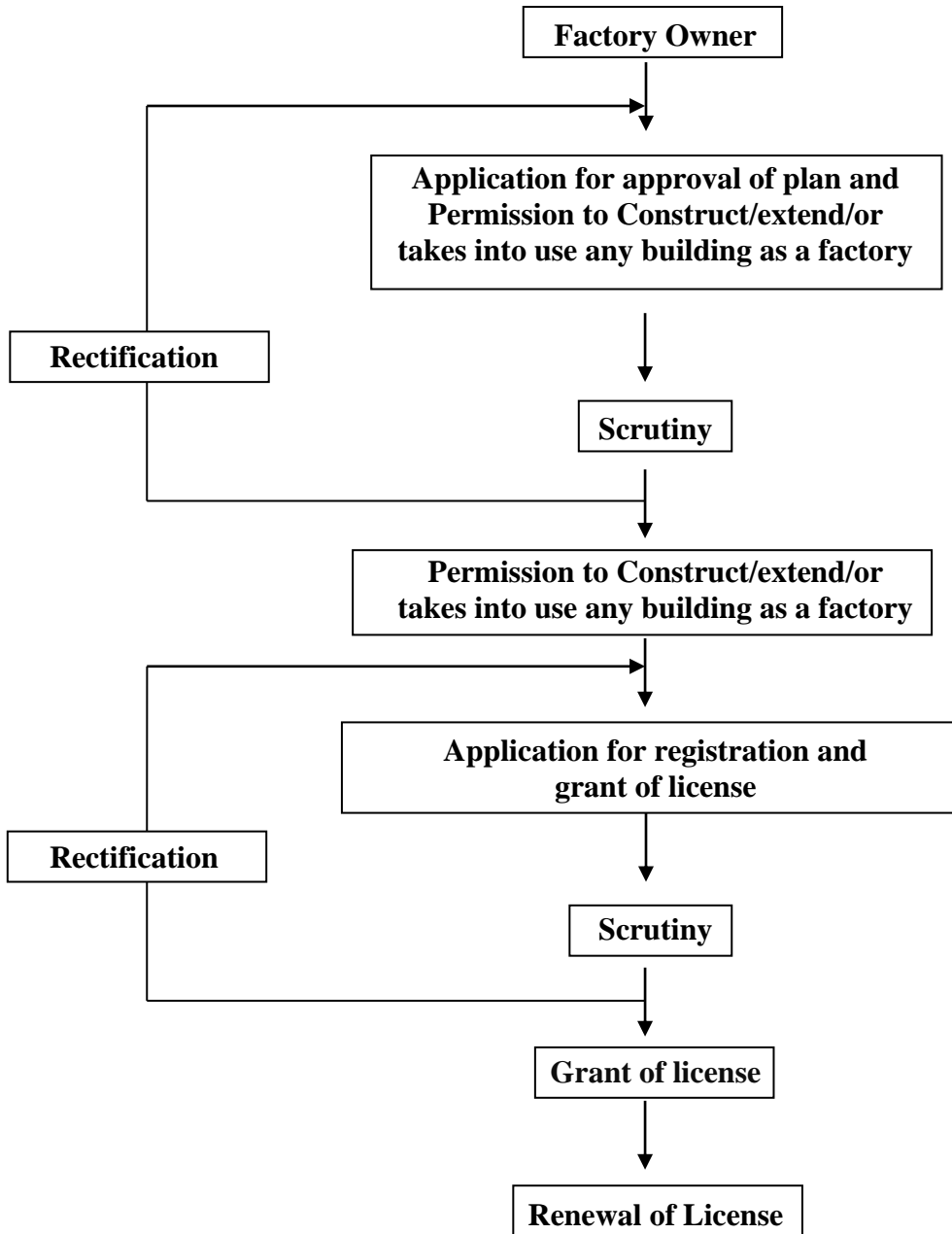


Flow Chart for Registration of Factories.



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

No site shall be used for the location of a factory or no building in a factory should be constructed, reconstructed, extended or taken into use as a factory or part of a factory unless previous permission in writing is obtained from the Chief Inspector of Factories.

Application for such permission shall be made in Form No-1 which shall be accompanied by the following documents: -

1. Form No-1.
2. Flow-chart of manufacturing process.
3. List of machinery.
4. Site Plan of the factory.
5. Building drawings including elevations, Plans & cross sections.
6. Machine lay out.
7. Latest/ valid copy of NOC from Nagaland Pollution Control Board
8. Latest/ valid copy of NOC from Chief Fire Officer Nagaland regarding fire safety.
9. Copy of drug license issued by Drug Controller, Nagaland in case of pharmaceutical unit.
10. Resolution passed by Board of Directors in which one of the Directors has been declared as occupier or resolution passed by partners in case of firm in which one of the partners has been declared as occupier OR declaration of proprietor in case of proprietorship concern.
11. List of Directors/Partners (Parentage and complete residential addresses of Directors/Partners may be clearly mentioned).
12. Memorandum and Articles of Association in case of company.
13. Legible copy of partnership deed duly attested by Magistrate or Notary in case of partnership concern.
14. In case of proprietorship concern, name, parentage and complete residential address of proprietor is required to be given through declaration which is attested either by Magistrate or by Notary
15. Copy of Jamabandi of the site on which the factory is situated. If the factory is situated in rented premises, copy of rent deed may be submitted. In case of factory situated in industrial area, copy of allotment letter regarding plot may be submitted. If the factory is situated in leased premises, copy of leased deed may be submitted.
16. In case of permission for construction on a vacant plot, an Affidavit is required to be given by the owner of the plot that the plot is vacant. The affidavit should also state as to whether any previous Approval of the Director of Factories for construction/extension have been obtained or not, In case the same have been obtained, the particulars of Approval for construction/extension along with a photocopy of the previous Approval is required to be enclosed. In case of approval of plan for extension, a copy of the previous approved plan, with Approval letter is also be enclosed besides other documents mentioned above.

Note:-

****. All the documents are required to be signed by the occupier.***

****.All the drawings are required to be signed by the occupier as well as Chartered Engineer/Chartered Architect.***

to natural lighting. Ventilation and means of escapes in case of fire. The plan shall also clearly indicate the position of the plant and (c) such other particulars as the Chief Inspector may require.

Application for registration and grant of license. -

The occupier or manager of every factory coming within this scope of this Act after its commencement shall submit to the Chief Inspector an application in triplicate in Form No.2 for the registration of the factory and grant of license.

List documents required for registration and licencing of factory.

1. Form No.2
2. Certificate of Stability duly signed by the Chartered Engineer/Chartered Architect.
3. Treasury challan for deposit of registration fee for the factory in the Government treasury under the head of account "L&E-0230- in favour of Chief Inspector.
4. Copy of power sanction certificate from concerned authorities.

[FORM No. 2

[See Rule 4 (1), 7(2) and 12]

**APPLICATION FOR REGISTRATION AND GRANT OF LICENSE,
RENEWAL OF LICENCE AND NOTICE OF OCCUPATION SPECIFIED IN
SECTIONS 6 & 7 (TO BE SUBMITTED IN TRIPLICATE).**

FOR YEAR/YEARS **FACTORY LICENCE NO.**.....

1. Full name of the factory :
2. (a) Full postal address and situation of the factory :
Phone No.
- (b) Full address to which communication relating :

to the factory should be sent
3. Nature of manufacturing process/processes

(a) carried on in the factory during the last twelve
months (in case of factories already in existence) :

(b) to be carried in the factory during the next :
twelve months (in case of all factories)
4. Names and values of the products manufactured :
during the next twelve months

(in case of factories already in existence)

5. (i) Maximum number of workers proposed to be employed on any one day during the year, applied for : Men Women
- (ii) Maximum number of workers employed on any one day during the last twelve months (in case of factories already in existence) : Men Women
- (iii) Number of workers to be ordinarily employed in the factory :
6. (a) Nature and Total amount of power installed (H.P. of motors) :
- (i) Installed :
- (ii) Proposed to be installed :
- (b) K.W. of Electric Factories or attached Power Houses or Heating Circuits.
7. Full name & residential address of the person who shall be the Manager of the factory for the purpose of the Act :
8. Full name and residential address of the Occupier i.e. :
- (i) The Proprietor of the Factory in case of the Private Firm / Proprietary] concern :
- (ii) Any one of the individual partner/name and residential address of other partners. :
- (iii) The Director in case of a Public Limited Company or Firm :
- (iv) The Managing Director and Directors of a Private Company :
- (v) In case of factories owned or controlled by the Central Government/State Government or any Local Authority, the person or persons :

appointed to manage the affairs of the factory by
the Central Government, the State Government
or the Local Authority as the case may be
(The appointment order of such person or
occupier shall be enclosed)

9. Full name & address of the owner of the premises :
or building (Including the precincts thereof
referred to in Section 93)
10. In case of a factory constructed or extended, after the :
date of the commencement of these rules
- (i) Reference number and date of approval of the :
plans for site, for old or new buildings and for
construction or extension of factory by the
Chief Inspector ; and ,
- (ii) Reference number and date of the arrangements, :
if any, made for disposal of trade waste & effluents
and the name of the authority granting such approval,
copy of certificate to be enclosed.
10. Amount of fee Rs..... (Rupees.....)
paid into
the Treasury/Bank on vide
Challan/D.D/Cheque No. (enclosed)

(SIGNATURE OF THE OCCUPIER)

(SIGNATURE OF THE MANAGER)

(NAME IN BLOCK LETTERS)

(NAME IN BLOCK LETTERS)

Date:

Date.

Note :

1. *This Form should be completed in legible ink in Block letters or typed*

2. *If power is not used at the time of filling up this Form, but is introduced later, the facts should be communicated to the Inspector of Factories and Chief Inspector immediately.*
3. *If any of the person named at column No. 8 is a minor, deaf and dumb, the fact should be clearly stated.*
4. *In case the column No. 8 is inadequate to fill in the required information, a separate sheet shall be appended to the same which should be attested by the Occupier.*
5. *All the documents are required to be signed by the occupier.*

Grant of license. –

(1) A license for a factory shall be granted for a period not exceeding three years by The Chief Inspector in Form 4 prescribed for the purpose and on payment of the fees specified in the Schedule hereto.

Provided that, where the Chief Inspector refused to grant or renew a license, he shall record in writing the reasons for such refusal and communicate the same to the occupier.

(2) Every license granted or renewed under this Chapter shall remain in force up to the 31st of December of the year for which the license is granted or renewed.

Renewal of license:-

An application for the renewal of license for a period not exceeding 3(three) years shall be made in Form 3 accompanied by a treasury receipt, and shall be submitted not less than 30 days before the date on which the license expires. If the application, complete in all respects, is so made, the premises shall be held to be duly licensed until such date as the Chief Inspector, Deputy Chief Inspector of Factories or the Inspector of Factories renews the license. The fees for the renewal of license for one year shall be the same as for the grant thereof. Every license renewed under this rule shall remain in force upto the 31st December of the year for which the license is renewed.

List documents required for renewal of license

1. Form No.3
2. Original Licence
3. Treasury Challan in original regarding deposit of renewal fee.
4. If there is increase or decrease in no. of workers, then Rs.100/- is to be deposited as amendment fee.
5. If there is increase or decrease in power load, then Rs.100/- is to be deposited as amendment fee.
6. If there is change of occupier, then Rs.100/- is to be deposited as amendment fee.
7. If there is change in name of the factory, then Rs.100/- is to be deposited as amendment fee.
8. If there is change of occupier the following documents are required to be submitted:-
 - (a) *In case of partnership concern*
 - (i) List of partners(ii) Copy of partnership deed(iii) Resolution passed by partners in which one of partner has been appointed as occupier
 - (b) *In case of a company*

(i) List of Directors(ii) Resolution passed by Board of Directors in which one of director has been appointed as occupier

9. If there is change in the name of factory, the following documents are required to be submitted:-

(a) In case of company

(i) Certificate from Registrar of Companies regarding change of name. (ii) Memorandum and Article of Association of new company.(iii) List of Directors.(iv) Resolution passed by Board of Director in which one of Director has been appointed as occupier.

(b) In case of Firm

(i) Certificate from Registrar of firm regarding change of name. (ii) List of Partners. (iii) Copy of partnership deed. (iv) Resolution passed by Board of partners in which one of partner has been appointed as occupier.

Form 3

(See rules 5, 8 and 11)

Application for License/Renewal of License of a Factory

1. Full name of the factory

2. Full postal address and the situation of the factory

3. Full address to which communication shall be carried (where the factory address serves the purposes of communication also this information need not be given)

3(A). A flow chart of the manufacturing process in its process supplemented by a brief description of the process in its various stages, list of the raw materials used, intermediate products, including emission of toxic gases etc., finished products, by-products, their quantities, methods of storage and handling, loading and transport and details of the arrangements for the disposal of trade waste and effluents, control or eliminate them.

4. Maximum number of workers to be employed on any day during the year

5. Installed H.P.

5-A. The period (not exceeding five years) for which license or renewal of license is applied for.

6. Name and residential address of occupier

7. Name and residential address of manager

8. Amount of fee (Rupees) paid vide treasury chalan/crossed cheque/postal order/on or by book adjustment vide order No. dated

9. Signature of occupier

10. Signature of manager

Date

GOVERNMENT OF NAGALAND
LABOUR AND EMPLOYMENT DEPARTMENT
NAGALAND: KOHIMA

NOTIFICATION

Dated Kohima, the 15th June, 2000.

NO. LAB - 1/24/2000. In partial modification of this Department Notification of even No. L&E - 1/4/86 dated. 29th September, 1989 and in exercise of the powers conferred under Section 6 of the Factories Act, 1948, the Governor of Nagaland hereby revises the rates payable for registration and renewal of factories as appended in Schedule - I in the state of Nagaland with effect from the date of issue of this Notification.

(TOVILI SEMA)
Secretary to the Government of Nagaland.
Labour & Employment Department
Nagaland, Kohima.

NO. LAB - 1/24/2000.

// Dated Kohima, the 15th June, 2000.

Copy to: -

1. The publisher, Nagaland Gazette for publication in the next issue of the Gazette.
2. P.S to Minister of Labour & Employment for information of the hon'ble Minister.
3. P.S to Chief Secretary, for information to the Chief Secretary.
4. All Commissioners & Secretaries/ Additional Secretaries.
5. All Heads of the Departments.
6. The Joint Labour Commissioner, Nagaland, Kohima.
7. The Deputy Chief Inspector of Factories & Boilers, Nagaland, Kohima.
8. All DCs/ ADCs.
9. All the Factories in Nagaland.

(TOVILI SEMA)
Secretary to the Government of Nagaland.

SCHEDULE - 01

SCALE OF FEES PAYABLE FOR REGISTRATION AND RENEWAL OF FACTORY LICENSES IN THE STATE OF NAGALAND.

Total maximum power installed. in H.P.	Maximum number of persons to be employed on any one day during the year.									
	Up to 5	6 to 15	16 to 50	51 to 100	101 to 250	251 to 500	501 to 750	751 to 1,000	1,001 to 2000	Above 2000
Nil.	120	300	500	700	900	1,500	2,000	4,000	6,000	8,000
Up to 05	300	500	700	900	1,500	2,000	4,000	6,000	8,000	10,000
Up to 15	500	700	900	1,500	2,000	4,000	6,000	8,000	10,000	12,000
Up to 50	700	900	1,500	2,000	4,000	6,000	8,000	10,000	12,000	14,000
Up to 100	900	1,500	2,000	4,000	6,000	8,000	10,000	12,000	14,000	16,000
Up to 250	1,500	2,000	4,000	6,000	8,000	10,000	12,000	14,000	16,000	18,000
Up to 500	2,000	4,000	6,000	8,000	10,000	12,000	14,000	16,000	18,000	20,000
Up to 1,000	4,000	6,000	8,000	10,000	12,000	14,000	16,000	18,000	20,000	22,000
Up to 2,000	6,000	8,000	10,000	12,000	14,000	16,000	18,000	20,000	22,000	24,000
Up to 5,000	8,000	10,000	12,000	14,000	16,000	18,000	20,000	22,000	24,000	26,000
Above 5001.	10,000	12,000	14,000	16,000	18,000	20,000	22,000	24,000	26,000	28,000

(Fees payable in Rupees).

GOVERNMENT OF NAGALAND
LABOUR AND EMPLOYMENT DEPARTMENT
NAGALAND: KOHIMA

N O T I F I C A T I O N

Dated Kohima, the 15th June, 2000.

NO. LAB - 1/23/2000. In exercise of the powers conferred under Sections 6 & 2k (iii) of the Factories Act, 1948, the Governor of Nagaland hereby prescribes the fees payable for Registration and Renewal of Power Generating, Power Transforming and Power Transmitting Stations as appended in Schedules - I & II in the State of Nagaland with effect from the date of issue of this Notification.

(TOVILI SEMA)
Secretary to the Government of Nagaland.
Labour & Employment Department
Nagaland, Kohima.

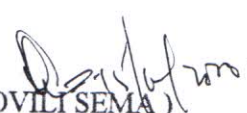
NO. LAB - 1/23/2000.

//

Dated Kohima, the 15th June, 2000.

Copy to: -

1. The publisher, Nagaland Gazette for publication in the next issue of the Gazette.
2. P.S to Minister of Labour & Employment for information of the hon'ble Minister.
3. P.S to Chief Secretary for information to the Chief Secretary.
4. All Commissioners & Secretaries/ Additional Secretaries.
5. All Heads of the Departments.
6. The Joint Labour Commissioner, Nagaland, Kohima.
7. The Deputy Chief Inspector of Factories & Boilers, Nagaland, Kohima.
8. All DCs/ ADCs.
9. All Power Generating, Power Transforming and Power Transmitting Stations in the State Nagaland.


(TOVILI SEMA)
Secretary to the Government of Nagaland.

SCHEDULE - I
SCALE OF FEES PAYABLE FOR REGISTRATION/ RENEWAL OF POWER GENERATING STATIONS.

General Capacity (in Megawatts).	Maximum number of workers to be employed on any one day during the year. (Fees in Rupees).				
	Up to 50.	51 to 100.	101 to 500.	501 to 1,000.	1,001 and above.
Up to 20.	10,000.	12,000.	14,000.	16,000.	20,000.
Above 20 up to 50.	12,000.	14,000.	16,000.	18,000.	22,000.
Above 50 up to 100.	14,000.	16,000.	18,000.	20,000.	24,000.
Above 100 up to 250.	16,000.	18,000.	20,000.	22,000.	26,000.
Above 250 up to 500.	18,000.	20,000.	22,000.	24,000.	28,000.
Above 500.	20,000.	22,000.	24,000.	26,000.	30,000.

SCHEDULE - II
SCALE OF FEES PAYABLE FOR REGISTRATION/ RENEWAL OF POWER TRANSFORMING/ TRANSMITTING STATIONS.

General Capacity (in Kilowatts).	Maximum number of workers to be employed on any one day during the year. (Fees in Rupees).					
	Up to 10.	11 to 20.	21 to 50.	51 to 100.	101 to 250.	251 and above.
Up to 10.	2,000.	2,500.	3,000.	3,500.	4,000.	5,000.
11 to 20.	2,500.	3,000.	3,500.	4,000.	4,500.	5,500.
21 to 50.	3,000.	3,500.	4,000.	4,500.	5,000.	6,000.
51 to 100.	3,500.	4,000.	4,500.	5,000.	5,500.	6,500.
101 to 250.	4,000.	4,500.	5,000.	5,500.	6,500.	7,000.
251 to 500.	4,500.	5,000.	5,500.	6,000.	6,500.	7,500.
501 to 750.	5,000.	5,500.	6,000.	6,500.	7,000.	8,000.
751 and above.	5,500.	6,000.	6,500.	7,000.	7,500.	8,500.