

User Manual	Factories & Boilers	
	Module	Half Yearly Return (Form 35) (Applicant)

# User Manual

## For

# Factories & Boilers

### (Half Yearly Return)



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[www.goalelectronics.co.in](http://www.goalelectronics.co.in)

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<b>User Manual</b>	<b>Factories &amp; Boilers</b>	
	<b>Module</b>	<b>Half Yearly Return (Form 35) (Applicant)</b>

- User needs to enter username, password & captcha code in order to login into goaonline portal as shown in Fig 1.

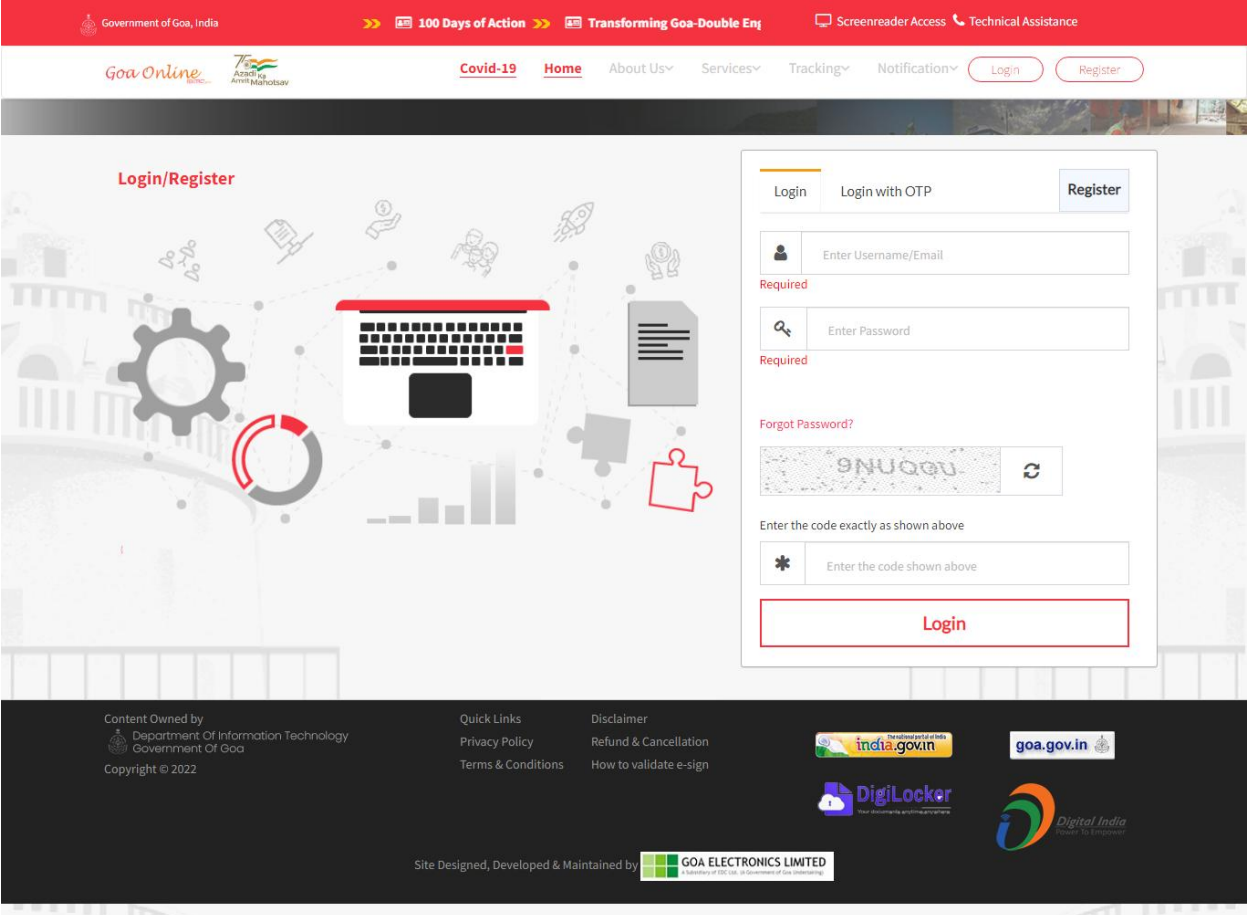


Fig 1

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- After successful Login, the user needs to select Integrated Returns under Services tab as shown in Fig 2.

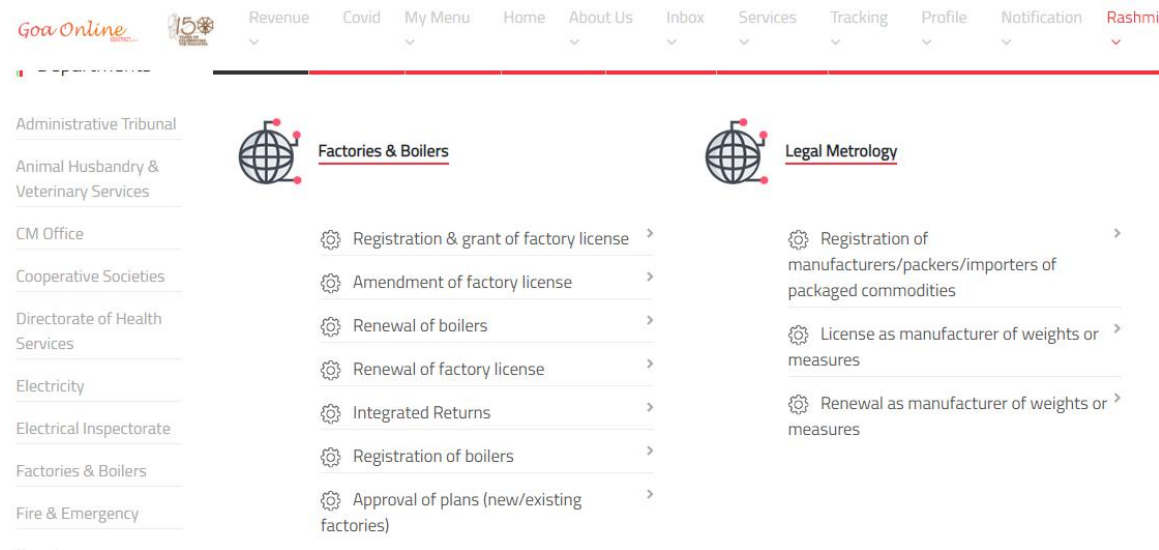


Fig 2

- The user will then click on Proceed To Apply button as shown in Fig 3.

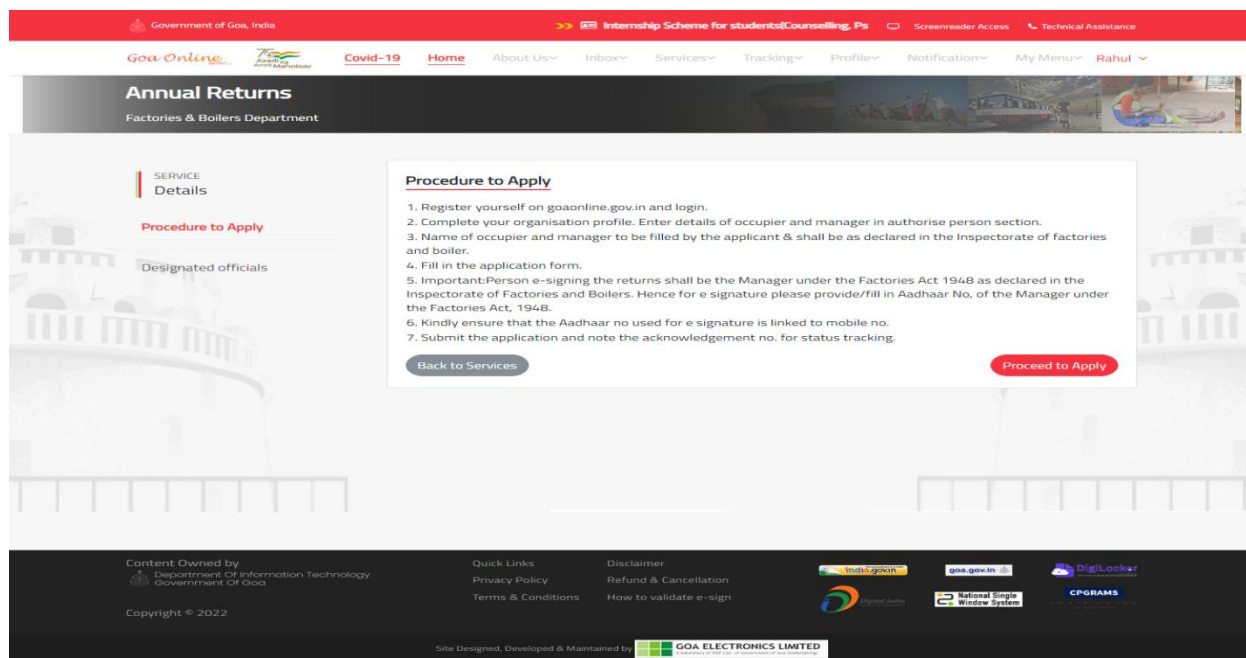


Fig 3

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- Click on File new Returns button as shown in Fig 4.

The screenshot shows the 'Online Returns Home' page. At the top, there is a navigation bar with 'Goa Online' and '75th Anniversary' logos, and a menu with items like 'Covid-19', 'Home', 'About Us', 'Inbox', 'Services', 'Tracking', 'Profile', 'Notification', 'My Menu', and 'Rahul'. Below the navigation bar, there is a section for 'Online Returns Home' with a contact information box: 'For any Technical clarification or assistance : Please call +91-9225905914 Timing: Monday to Friday: 10:00 AM to 05:30 PM or Send email to services[dot]goa[at]gov[dot]in'. The main content area features a 'List Of Returns Filed' section with a dropdown menu for 'Choose return' and a 'File New Returns' button. Below this is a table listing various returns filed by different organizations, including 'HELPLINE SERVICES (C-312,FONDVEM, RIBANDAR TISWADI GOA)' and 'MRS MERLYN A PINTO D COSTA (ADDRESS)'. The table columns are: Organisation, Year, Acknowledgement No, Date, Status, Return File, and Remarks. At the bottom of the table, there are navigation arrows: '<< < | > >>'. The footer contains copyright information, quick links, disclaimer, and logos for 'india.gov.in', 'goa.gov.in', 'DigiLocker', 'National Single Window System', and 'CPGRAMS'. It also states 'Site Designed, Developed & Maintained by GOA ELECTRONICS LIMITED'.

Fig 4

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- Select Company Name, Calendar Year & Unit/Factory/Branch and then click on File New Returns.

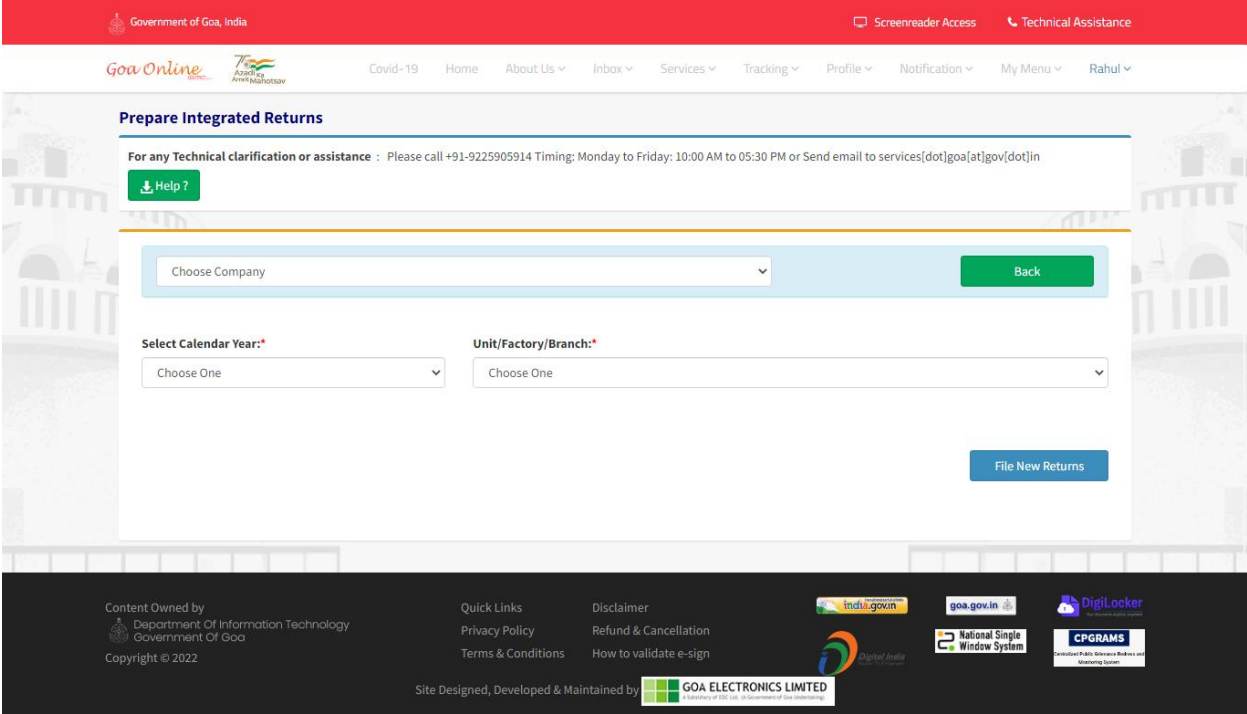


Fig 5

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- Select name and address of occupier and manager respectively, file return against as: Factories Act and Type of Return as : Half Yearly Return and then click on Save & Proceed.

**Part I : Prepare and Submit Returns**

For any Technical clarification or assistance : Please call +91-9225905914 Timing: Monday to Friday: 10:00 AM to 05:30 PM or Send email to services[dot]goa[at]gov[dot]in

Helpline Services Ack no : - Year : 2021 Back

**General Part**

Company Name : **Helpline Services** Returns for the year : **2021**

Address : **C-312,Fondvem, Ribandar Tiswadi Goa Chimbel Tiswadi North Goa GOA**

Telephone : Fax :

Mobile : Email :

Category of establishment : **Private Limited Company**

Factory Identification Number

**Please Note** : In case employer/principal employer/ contractor/occupier is not available kindly add in organisation profile (authorised representative).

**Select Name and Address of the Employer/Principal Employer/Contractor**( Select atleast one record)

Select	Role	Name	Address
<input checked="" type="radio"/>	Managing Director	Rahul Rohidas Naik	H.no.6/1 Gimona wada NA Betqui Ponda South Goa GOA

**Select Name and Address of the manager or person responsible for the supervision and control of the establishment**( Select atleast one record)

Select	Role	Name	Address
<input checked="" type="radio"/>	Managing Director	Rahul Rohidas Naik	H.no.6/1 Gimona wada NA Betqui Ponda South Goa GOA

**File return against:**

Labour act  Factories act  Both

**Type of Returns:**

Half yearly

**Save & Proceed**

Fig 6

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- Fill in all the required details under: Factory Details, NIC Code Details & Hazard Details and then click on Submit button.

**Half Yearly Online Returns**    Application Date : 31-Jul-2022    Acknowledgement No : F052202255    [Back](#)

For any Technical clarification or assistance :Please call +91-9225905914 Timing: Monday to Friday: 10:00 AM to 05:30 PM or Send email to services.goa@gov.in

**Factory details** ✓

Registration number of the factory\*     Licence number of the factory\*     Name of the factory\*

Section of the Act under which the factory is covered\*

Section 2(m)(i)     Section 2(m)(ii)     Section 85 chemical     Section 85 non-chemical

Note: In case Employer/Principal Employer/Contractor/Occupier/Manager is not available kindly add the same in organisation profile(Authorised Representative).Name of the occupier and Manager to be selected by the applicant shall be as declared in the Inspectorate of Factories and Boilers

Select Name and Address of the Employer/Principal Employer/Contractor/Occupier\*

Select	Designation	Name	Address
<input checked="" type="radio"/>	Managing Director	Rahul Rohidas Naik	H.no.6/L Gimona wada NA Betqui Ponda South Goa GOA

Select Name and Address of the manager or person responsible for the supervision and control of the establishment\*

Select	Designation	Name	Address
<input checked="" type="radio"/>	Managing Director	Rahul Rohidas Naik	H.no.6/L Gimona wada NA Betqui Ponda South Goa GOA

**Factory address**

District     Taluka     Village

Pin code     Plot No     Survey No

Subdivision No     Locality

**Industry\***

Nature of industry\*     NIC code number\*

[Add](#)

Sr No.	Nature of Industry	NIC code no	Action
1	Manufacturing of Ice Creams	01114 - Growing of pulses (dal) and other leguminous crops such as peas and beans, not used as oilseeds	<a href="#">✎</a> <a href="#">✖</a>

<< < > >>

[Edit](#)

**NIC code details** ✓

**Hazard details** ✓

NOTE:Person e-signing the returns shall be the manager under the Factories Act 1948 as declared in the Inspectorate of Factories and Boilers. Hence for e-signature upon submit please provide Aadhaar number of manager under the Factories Act 1948

[Submit](#)    [Return to dashboard](#)

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Fig 7

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- After clicking Submit, PDF will be generated of form 35 which needs to be E signed by the Manager of the Factory by clicking on E sign button as shown in Fig 8.

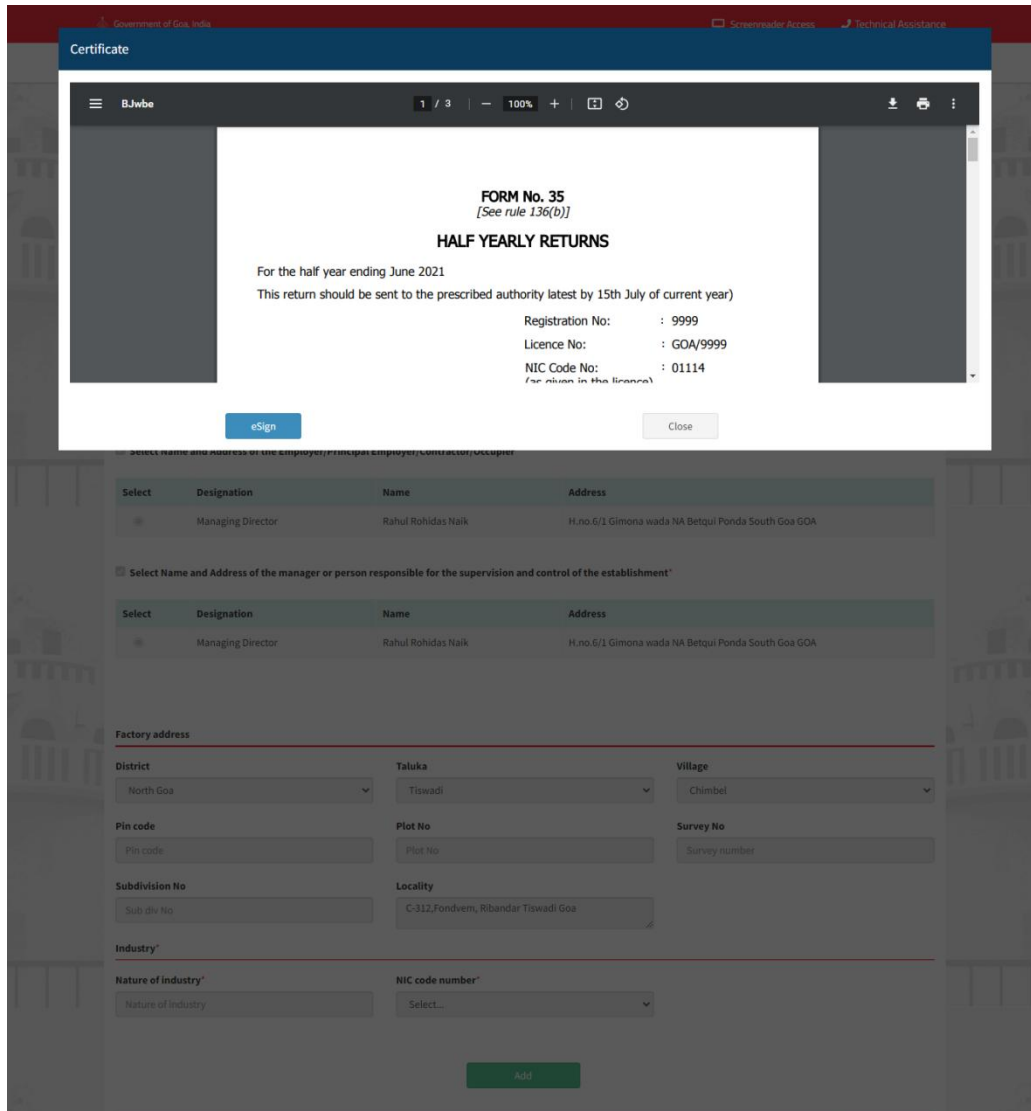


Fig 8

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- On click of Esign button page will redirect to Aadhaar portal where user needs to enter Aadhar number and click on Get OPT button as shown in Fig 9.



Fig 9

- Enter the received OTP, select Declaration & then click on Submit button.



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- On successful E sign application will be submitted to department and user can download soft copy of returns(Preview Report Online Returns) from track status as shown shown in below Fig.

