	Factorie	s & Boilers
User Manual	Module	Approval for Factory Plan (Applicant)

# User Manual For Factories & Boilers

## (Approval for Factory Plan Registered/Unregistered)



	Factorie	s & Boilers
User Manual	Module	Approval for Factory Plan (Applicant)

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

Government of Goa, India	>> 📧 100 Days of Action >> 📧 Transforming Goa-Double Eng	
Goa Online Azzalisa	Covid-19 Home About Us~ Services~ Tracking~ Notification~ Login Register	
Login/Register	Login Login with OTP Register	
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the state	Enter Password      Required	
	Forgot Password?	
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	Enter the code shown above	
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	Site Designed, Developed & Maintained by GOA ELECTRONICS LIMITED	

Fig 1



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• After successful Login, the user needs to select Approval of plans (new/existing factories) under Services tab as shown in Fig 2.

Goa Online	15*	Revenue ~	Covid	My Menu ~	Home	About Us	Inbox v	Servic ~	es Tracking ~	Profile ~	Notification ~	Rashmi ~
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Cooperative Societies			ැබූ Ame	ndment of fa	<mark>ctory</mark> licen	ise	>		manufacturers/ packaged comm		nporters of	
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Factories & Boilers			දිරි Regis	stration of bo	oilers		>					
Fire & Emergency			<pre>{ô} Appr factories)</pre>	oval of plans	(new/exis	ting	>					
-				Fig	g 2							

• The user will then select Registered/Unregistered Factory & click on Proceed To Apply button as shown in Fig 3.



User Manual	Factories & Boilers				
User Manual	Module	Approval for Factory Plan (Applicant)			

Government of Goa, India					» 📧 Interr	ship Scheme fo	or students (	Screenreader Acce	ss 🕓 Technical Ass	
Goa Online Azedi ka	Covid-1	Home	About Us~	Inbox~	Services	Tracking~	Profile~	Notification~	My Menu~ 🖡	ahul ~
Application for revision in plan							use an	y building	as factory	or
Factories & Boilers Depart	ment				1. 1. 240			Red K.	Rais	
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Procedure to Apply		2. Fill in the	application fo	rm.	in and login.					
Documents required			he application formats to be u			a state of the state of a state	pplication tra	cking.		
Designated officials		and the second s	aring of submi tem generated	and the second	•			form tab hitted duly signed	by Occupier	
Downloads & Notificat	ions		I for Factory PI	,		ime-bound De	livery of Pub	lic Services Act)	Proceed to Apply	n III

#### Fig 3

• Select one of the option between apply as Individual or apply as Organization and click on Proceed to Apply button as shown in Fig 4.



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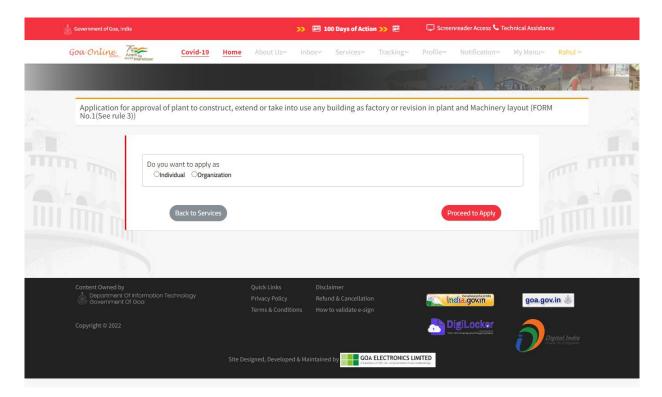


Fig 4



	er Manual Module Factories & Boilers Approval for Factory Plan (Applicant)	s & Boilers
User Manuai	Module	Approval for Factory Plan (Applicant)

• Provide all information under Occupier & Factory Details, Technical Details, additional Details & Questionaire Tabs as shown below in Fig 5 - Fig 8.

Appl No.1	ication for approval of plant to construct, exte (See rule 3))	nd or take into use any bui	lding as factory o	or revi	sion in plant and Machine	ry layout (FORM	_
_							_
	Communication will be sent to the following Mobile Numb toblie No.*:	er and email . Email Id:					
	9158308213	rahulnaik508@gmail.com					
1	Occupier & Factory details A	dditional details Questionnal	-				
		deneral deneral					
	Whether already registered as a factory?						
	What would you like to apply for - (Tick one or more, as ap	olicable)					
	Constructing a new building	Extending the existing build					
	Taking into use any building as a factory	Revision in Plant and Mach					
	Last approved plan no*: Plan no	Go Plan appri Da					
	Registration No*: Registration No	License No*:		Upto*: Valid	upto		
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	Name and complete address of the occupier of the fact Title*:	ory				🛓 Download Forma	
	Select 👻 Full name*:						
	First Name	Hiddle Name			Last Name		
	Occupier is one of the below": Select						
	Permanent residential address						
	State": GDA 👻						
	House/Premises/Building no*:	Locality/Nearest landmark*:					
	House No Tatuka":	Occupier locality/nearest land Village*:			Pincode':		
	Select ¥			*	Pincode		
	Landline/Contact no: Landline number	Mobile no*: Mobile no			Fax: Fax		
	Email ID: Email ID	Aadhaar no*: Aadhaar no			PAN Number*: PAN Number		
	Local residential address						
	Tick if same as above permanent residential address State*:						
	GDA 👻						
	House/Premises/Building no*: House No	Locality/Nearest landmark*: Enter Locality/Nearest Landm	ark				
	Taluka': Select	village*:		~	Pincode*: Pincode		
	Landline No/Phone No:						
	Europhie Number Full name and postal address of factory including phore	e no.					
	Name of the factory*:			_			
	Name of the factory Is the factory/establishment situated in industrial est	tata?					
	Constitution of factory*:	Type of factory":					
	Select v	Select Village*:		~	Pincode*:		
	Select 👻			~	Pincode		
	Plot no:	Survey no :			Subdivision no :		
	Plot No			~			~
	Locality*: Locality				Phone no": Contact No		
	Email ID:	Fax:			PF number:		
	Email ID	Fax			PF no.		
	GSTIN no: GSTIN no.	PAN": FAN			Udyog aadhaar/EM Part II: Udyog aadhaar/EM Part II		
	Please indicate the following details:						
	Nearest police station*:	Nearest railway station*:			Nearest public hospital*:		
	~			*			*
		Save dr	aft				

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Oser Maridat	Module	Approval for			
		Factory Plan			
		(Applicant)			

oa Online	75	Covid-19	Home	About Us~	Inbox~	Services	Tracking~	Profile	Notificati	on∽ My Menu	✓ Rahul ✓
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	n for approval of p	plant to constru	uct, exten	d or take int	o use any	building as fa	ictory or revi	sion in pla	ant and Mach	inery layout (FC	DRM
No.1(See r	ule 3))										
* Commi	nication will be sent to	o the following Mol	hile Number	andemail							
Mobile N		o the following more	one runnber	Email Id:							
9158308				rahulnaik508	@gmail.com						
Occup	ier & Factory details	Technical deta	ils Add	litional details	Questio	nnaire					
Does th	e factory fall in THE FI	RST SCHEDULE uni	der section 2	(cb) of the fact	ories Act,1948	L		OYES	NO	📥 Download	l Format
	ous manufacturing pro 985.(Details given in A		carried on or	to be carried o	in as per Rule	131 of the Goa F	actories	Oyes	.●NO	📥 Download	1 Format
Do you large fa	have approval for proj ctories)	iect proposal by Hij	gh Powered (	Co-ordinating (	Committee(ap	plicable for new	and existing	No	*		
Whethe factorie	r N.O.C. from Director; s)	ate of Industries is	obtained(ap	plicable for nev	v and existing	micro small or i	nedium	OYES	.●NO		
	r N.O.C from local auth opy of approved plans					nt Corporation a	long with	Oyes	●NO		
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	r N.O.C. from Petroleu						ng storing	No	~		
explosi	/e or petroleum substa	ances substances is	s obtained(a)	oplicable for ne	ew and existin	g factories)					
	r N.O.C from Directora s is obtained(applicab			tration for phar	maceutical a	nd foods and foo	ds and drugs	No	~		
	r N.O.C. from Captain ned(applicable for nev			or shipyard,doo	ks or any site	near port river,t	anks,sea etc	No	~		
	oplicant or occupier ap ion appointing one of					attach Annexure	Board	Oyes	•NO	📩 Download	l Format
List of f	nished products manu	ufactured in the fac	tory (applica	able for new fac	tories and in	case of existing					
factorie	s if there is any change	e in finished produ	ct) *							📥 Download	Format
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Fig 6

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User Manual	Factories & Boilers				
User Manual	Module	Approval for Factory Plan (Applicant)			

Gover	rnment of Goa, India . Policies/Acts/Rules now live	for public feedback	>> 🜆 The National Single Window	Screenreader Access	C Technical Assistance	
Goa	Online Aradika Aradika Aradika	me About Us~	Inbox~ Services~ Trackin	g~ Profile~ Notificatio	n∽ My Menu∽ <mark>Rahul</mark> ∙	
					The I	
Ar	pplication for approval of plant to construct.	extend or take int	o use any building as factory or	evision in plant and Machi	nery layout (FORM	_
	plication of approval of plant to construct	, extend of take in	o use any building as factory of	evision in plant and machi	nery tayout (FORM	
- 1						-
	* Communication will be sent to the following Mobile	Number and email .				
	Mobile No.*: 9158308213	Email Id:	@gmail.com	1		
	5136306213	Tanumaikoud	le gman.com			
	Occupier & Factory details Technical details	Additional details	Questionnaire			
				I		
	Whether list of chemicals/oils/solvents/gases that ar hereto. (applicable for new factories and in case of e			No 🗸	📥 Download Format	
	Whether arrangement is approved by the pollution of	ontrol board? if yes,end	close the copy of the approval of the	No 🗸	📩 Download Format	
	arrangements made for the disposal of trade waste a Is the statistical data obtained from Architect/Engine		er Annexure–IV	Yes 🗸	🛓 Download Format	
	is the statistical data obtained non-vicinteer/engine	ier to be submitted as p		Yes 🗸	Download Format	
	List of other power/steam equipments along with th	eir details.			🛓 Download Format	
	Power Osteam					
	Name of the equipment*: Name of the equipment		pacity/rating*: capacity/rating	A	סס	
	Power/Steam/Both	Power/steam ed	quipment	Details	Modify	
			No Records Found			
	Whether raw materials imported?			Not applicable 🗸	📥 Download Format	
	Major accident hazard installation/chemical unit*:	Select.	×			
	List of safety fittings, equipments, devices and the m Guidelines for preparing plans	leasures to be adopted	with the list of protective wears.	Download Format Download Format		
	List of machines and equipments			La Download Format		
	List of raw material used in the manufacturing proce	SS		📩 Download Format		
			Save draft			
	Previous				Next	
					1	
	tent Owned by Department Of Information Technology Covernment Of Goo		Disclaimer Refund & Cancellation		goa.gov.in 💧	
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	Factories & Boilers				
User Manual	Module	Approval for Factory Plan (Applicant)			

### Fig 7

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* Commun Mobile No.		esent to the fi	ollowing Mobile	Number and en							
91583082	13			rahu	lnaik508@gmai	il.com					
Occupie	r & Factory de	etails Te	chnical details	Additional	details 0	uestionnaire					
			s been started								
			s been comple								
			ss has commer	orkers with the a	id of encoded						
				e without aid	of power)		orkers without th	ne ald of powers			
With aid					Date	r:					
What is/v	vill be the max	ximum numb	er of workers e	mployed per day	? (Maximum, co	ounting all shifts	in the entire fac	tory)			
Ca	tegory					Total nur	nber of worker	s			
				Male					Female		
		G	1st	2nd	3rd	Other	G	1st	2nd	3rd	Other
Staff											
Permar Worker	ient										
	t Workers										
Daily W	ages										
Tempo	ary										
Watchn	nen/Security										
Appren	tice/Trainee										
Adolese	ent										
		0	0	0	0	0	0	0	0	0	0

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liser Manual	Factories & Boilers				
User Manual	Module	Approval for Factory Plan (Applicant)			

• After clicking Preview and Submit, select the Declaration and then click on Proceed to to upload documents as shown in Fig 9.



lication for approv (See rule 3))	al of plan	t to construct	t, extend or i	take into use	any buildin	g as factory o	or revision in	plant and M	lachinery lay	out (FORM	
Communication will b	e sent to the	following Mobile									
lobile No.*: 9158308213			Emai rahu	l Id: ılnaik508⊛gma	il.com						
Occupier & Factory details Technical details Additional details Questionnaire											
□Tick if the construe		as been started	2								
Tick if the construc											
Tick if the manufact				aid of power or i	more than 19 w	orkers without th	he aid of power	7			
(Enter either date With aid of power:	with aid of	power or dat		l of power) out aid of powe	r.						
@ 01-Aug-2022				Date							
What is/will be the ma	iximum numl	ber of workers er	nployed per da	y? (Maximum, co		s in the entire fac					
			Male					Female			
	G	1st	Shift 2nd	3rd	Other	G	1st	Shift 2nd	3rd	Other	
Staff	100	0	0	0	0	0	0	0	0	0	
Permanent Workers	0	0	0	0	0	0	0	0	0	0	
Contract Workers	0	0	0	0	0	0	0	0	0	0	
Daily Wages	0	0	0	0	0	0	0	0	0	0	
Temporary	0	0	0	0	0	0	0	0	0	0	
Watchmen/Security	0	0	0	0	0	0	0	0	0	0	
Apprentice/Trainee	0	0	0	0	0	0	0	0	0	0	
Adolescent	0	0	0	0	0	0	0	0	0	0	
TOTAL	100	0	0	0	0	0	0	0)	0	0	
What is/will be the ma	iximum numl	per of workers w	orking in the en	tire factory at a	ny one time?						
Male*:			Fem 0	ale*:							
Declaration by the a	at I am autho	rized to share the	e information fu	rnished on this	form and agree	that the above in	nformation is a	ccurate, true an	d complete. In c	ase any of the	
I nereby declare the above information is f cancellation of application	ound to be fa	lse or untrue or	misleading or m	nisrepresenting,	I am aware tha	t I may be held li	able for legal pr	oceedings unde	r the IT Act whic	ch may lead to	

Fig 9

• Select type of document, choose required file to upload and click on Upload button.

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User Manual	Factories & Boilers				
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Government of Goa, India	≫ 📧 100 Days of Action ≫ 📧 1 📮 Screenreader Access 📞 Technical Assistance
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Application for approval of plant to construct, extend or take No.1(See rule 3))	e into use any building as factory or revision in plant and Machinery layout (FORM
NO.1(See fulle 3))	
Choose & Upload Documents	Download Form No. 1 📩 Download document format 📩
(Select the type of document, browse & attach file and click on upload document)	Note: System generated Form No. 1 has to be duly signed by the Occupier and Manager which is
Type of Document*:	then to be uploaded. Kindly upload the documents as per the format shared above.
Select   Document*:	
• • • • • • • • • • • • • • • • • • •	List of Mandatory Documents  2 sets in original of blue print copy /CAD print (to be submitted in hard format to
	department)
Kindly upload only scanned copy of the original document	<ul> <li>Brief discription of the manufacturing process</li> </ul>
- Browse & Upload Document	Bherdiscription of the manufacturing process
Select File to upload*:	Chemicals / oils/ solvents/ gases list
Choose File No file chosen Upload	Clear
	<ul> <li>Details of safety fittings, equipments, devices and the measures to be adopted with the list of prot</li> </ul>
	Details of trade waste in the format given in the said form.
	X Downloaded Application form duly signed by Occupier/Manager (FORM NO.1)
	· · · · · · · · · · · · · · · · · · ·
	<ul> <li>Finished products list</li> </ul>
	× Machineries/ equipments list
	<ul> <li>N.O.C from Goa State Pollution Control Board (Consent to Establish / Consent to</li> </ul>
	Operate and Hazardous waste authorisation
	<ul> <li>N.O.C from Local Authority i.e. Municipality / Panchayat / Goa Industrial Development Corporational</li> </ul>
	X Ownership/lease
	X Raw materials list
	<ul> <li>Schematic flow chart of the manufacturing process</li> </ul>
	SSI Registration Certificate/E.M. Part-II/Udhyog Aadhaar
	<ul> <li>Statistical data to be submitted as per Annexure IV to be submitted in hard format along with blue prints.</li> </ul>

Fig 10

GOA ELECTRONICS LIMITED A Subsidiary of EOC Ltd., JA Government of Gaa Undertache ShramashaktiBhavan, Patto Panaji-Goa Tel : 0832-2435019/2437248 www.goalelectronics.co.in

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• On successful upload of all the mandatory documents select feedback and declaration and then click on Confirm & Submit button.

	>>> 📧 100 Days of Act 📮 Screenreader Access 📞 Technical Assistance
Goa Online The Covid-19 Home About Us~ Inbox	x× Services× Tracking× Profile× Notification× My Menu× Rahul×
	and the second the second of the
Application for approval of plant to construct, extend or take into use a	any building as factory or revision in plant and Machinery layout (FORM
No.1(See rule 3))	
Choose & Upload Documents (Select the type of document, browse & attach file and click on upload document)	Download Form No. 1 A Download document format A Note: System generated Form No. 1 has to be duly signed by the Occupier and Manager which is
Type of Document*:	then to be uploaded. Kindly upload the documents as per the format shared above.
Select   Document*:	List of Mandatory Documents
Select 🗸	<ul> <li>2 sets in original of blue print copy /CAD print (to be submitted in hard format to</li> </ul>
Upload jpg/pdf/png/jpgg files only, upload image fize should not exceed 10.23 MB	department)
Upload jog/potf jong/peg files only, upload image size should not exceed 10.23 MB Kindly upload only scanned copy of the original document	2 sets in original of blue print copy /CAD print (to be submitted in hard format to department) (sample.pdf)
- Browse & Upload Document	<ul> <li>Brief discription of the manufacturing process</li> </ul>
Select File to upload*:	Brief discription of the manufacturing process (sample.pdf)
Choose File No file chosen Upload Clear	<ul> <li>Chemicals / oils/ solvents/ gases list</li> </ul>
	List of chemicals / oils/ solvents/ gases that are stored, produced or discharged (sample.pdf)
Mindle months Facility at at	<ul> <li>Details of safety fittings, equipments, devices and the measures to be adopted with the list of prot</li> </ul>
Kindly provide Feedback 📢	Details of safety fittings, equipments, devices and the measures to be adopted with the list of prot     🔒
Did you face any of the following technical issues while applying for the service online?*	(sample.pdf)
Website uptime	<ul> <li>Details of trade waste in the format given in the said form.</li> </ul>
<ul> <li>Difficulty in locating the service</li> <li>Login issue</li> </ul>	Details of trade waste in the format given in the said form. (sample.pdf)
Difficulty in document uploading	<ul> <li>Downloaded Application form duly signed by Occupier/Manager (FORM NO.1)</li> </ul>
Payment gateway failure No issues faced	Downloaded Application form duly signed by Occupier/Manager (FORM NO.1) (sample.pdf)
No issues raced	✓ Finished products list
	List of finished products manufactured in the factory. (sample.pdf)
Declaration *	✓ Machineries/ equipments list
knowledge.	List of machineries/ equipments with their power rating in HP / Kilo watts. (sample.pdf)
Confirm & Submit	<ul> <li>N.O.C from Goa State Pollution Control Board (Consent to Establish / Consent to Operate and Hazardous waste authorisation</li> </ul>
	ILO. C from Goa State Pollution Control Board (Consent to Establish / Consent to Operate & Hazardous waste authorisation (sample.pdf)
	<ul> <li>N.O.C from Local Authority i.e. Municipality / Panchayat / Goa Industrial Development Corporational</li> </ul>
	N.O.C. from Local Authority i.e. Municipality / Panchayat / Goa Industrial Development.  Corporational (sample.pdf)
	✓ Ownership/lease
	Sale Deed (sample.pdf)
	✓ Raw materials list
	List of raw material used in the manufacturing process. (sample.pdf)
	<ul> <li>Schematic flow chart of the manufacturing process</li> </ul>
	Schematic flow chart of the manufacturing process (sample.pdf)
	<ul> <li>SSI Registration Certificate/E.M. Part-II/Udhyog Aadhaar</li> </ul>
	SSI Registration Certificate/E.M. Part II/Udhyog Aadhaar (sample.pdf)
	<ul> <li>Statistical data to be submitted as per Annexure IV to be submitted in hard format along with blue prints.</li> </ul>
	Statistical data to be submitted as per Annexure IV to be submitted in hard format along with blue m
	prints. (sample.pdf)

Fig 11

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GOA ELECTRONICS LIMITED

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User Manual	Module	Approval for Factory Plan (Applicant)			

• After clicking Confirm & Submit, click on Proceed to Pay in order to pay the fees online as shown in below Fig.

Government of Goa,	, India					»» [	🗐 100 Day	🖵 Screei	nreader Access 📞	Technical Assistanc		
Goa Onlin <u>e</u>	Azadi <sub>Ka</sub> Armit Mahotsav	Covid-19	Home	About Us~	Inbox~	Services	Tracking~	Profile~	Notification	∽ My Menu∽	Rahul ~	
							1		zita a	All a	2	
Application No.1(See ru		plant to cons	truct, exte	end or take into	o use any l	building as fa	actory or revi	sion in plant	and Machine	ry layout (FORM	l	A
	plication has b					Hanna an tao	on and the c					
The acknowle Close	edgement no. for yo	ur application is I	-AB2202	292. Kindly use	this acknowl	edgement no. to	o track the status	of your applica	tion.			1
NOTE : Your A	Application will not b	e considered for	processing u	until payment is ma	ade against ti	he same. Click o	on proceed to pay	ka		1.4		1111
Proceed	I To Pay											
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								D Now	igiLocker	2		
			Site De	signed, Developed	& Maintaine	d by	A ELECTRONICS L	a Under Enting:				

Fig 12

• On successful payment, provide intimation to the Department about sending of Blue prints copy in hard format and once application is approved by the Department user will be able to download certificate by clicking Download button as shown in below Fig.

	🏛 Factories & Boilers		
	Approval of factory Plan	31/07/2022 Date of Application	
	FAB2202292 Acknowledgement No	Certificate/Order is issued by the department. Latest Status	
		0 Download	1
	+ Track Status		

Fig 13

GOA ELECTRONICS LIMITED A Subsidiary of ECC Ltd. (A Covernment of Gas Undertacting) ShramashaktiBhavan, Patto Panaji-Goa Tel : 0832-2435019/2437248 www.goalelectronics.co.in