

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

User Manual

For

Factories & Boilers

(Approval for Factory Plan Registered/Unregistered)



GOA ELECTRONICS LIMITED

A Subsidiary of EDC Ltd. (A Government of Goa Undertaking)

ShramashaktiBhavan, Patto Panaji-Goa Tel : 0832-2435019/2437248

www.goalelectronics.co.in

User Manual	Factories & Boilers	
	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.

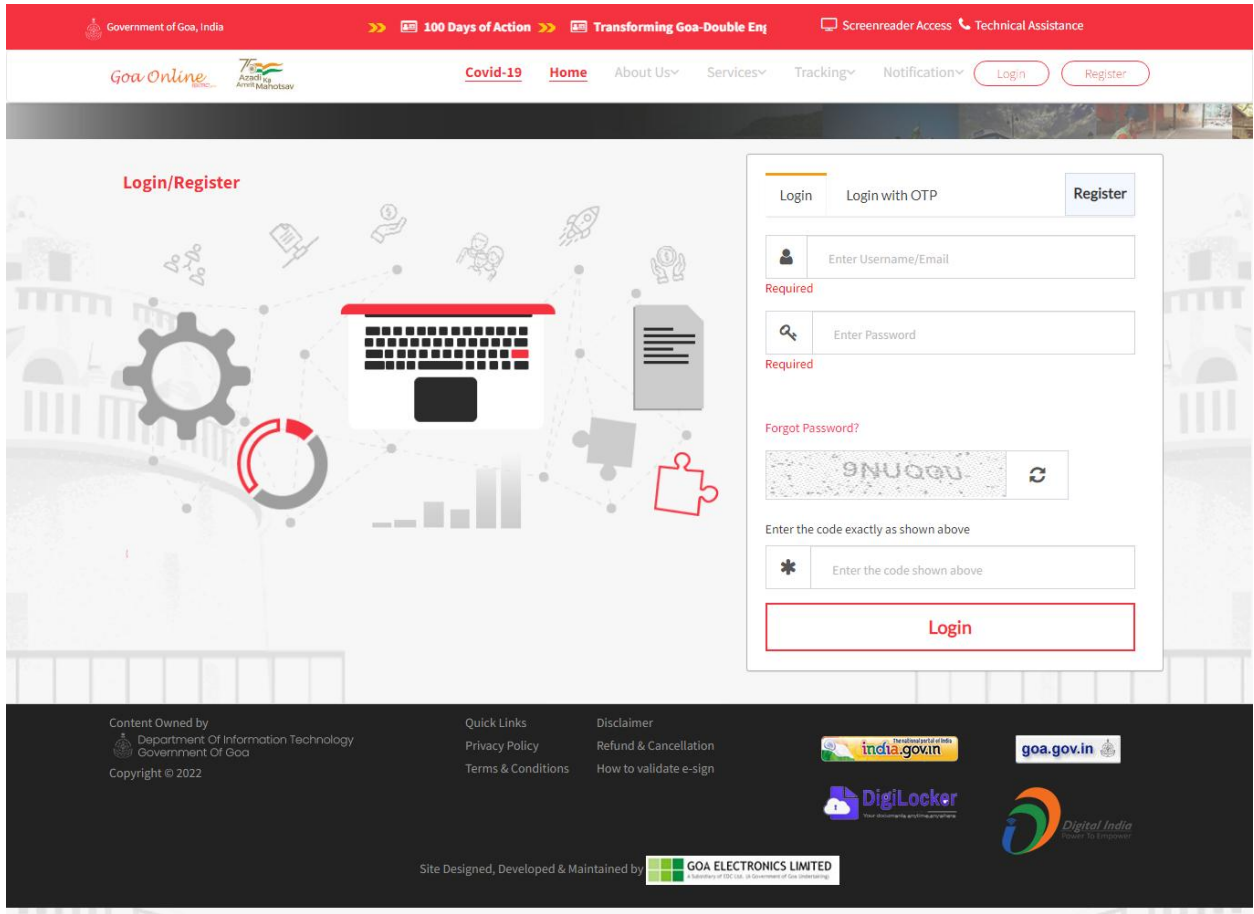


Fig 1

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

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

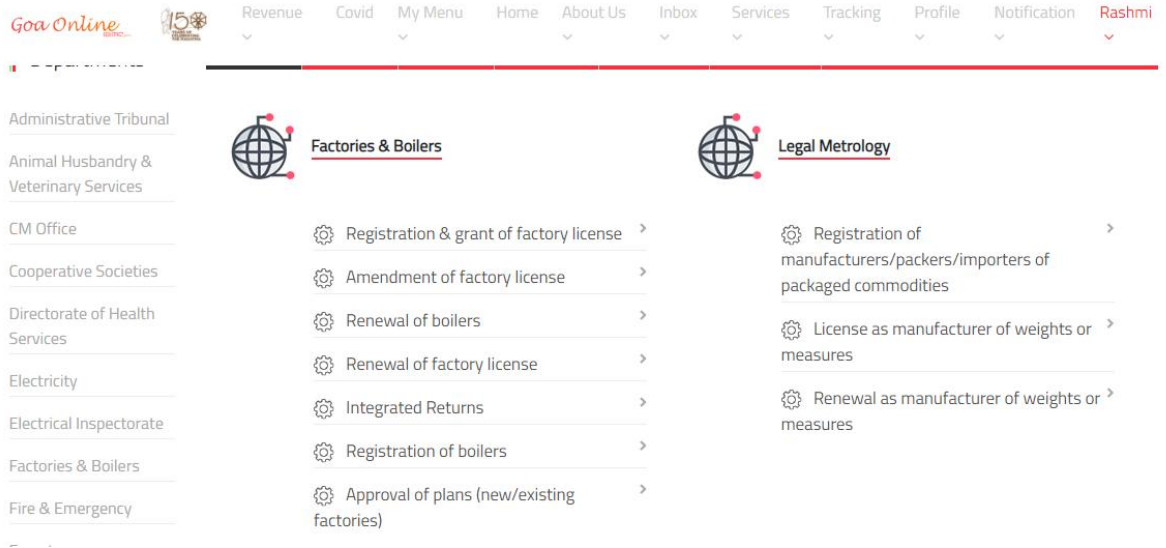


Fig 2

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

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

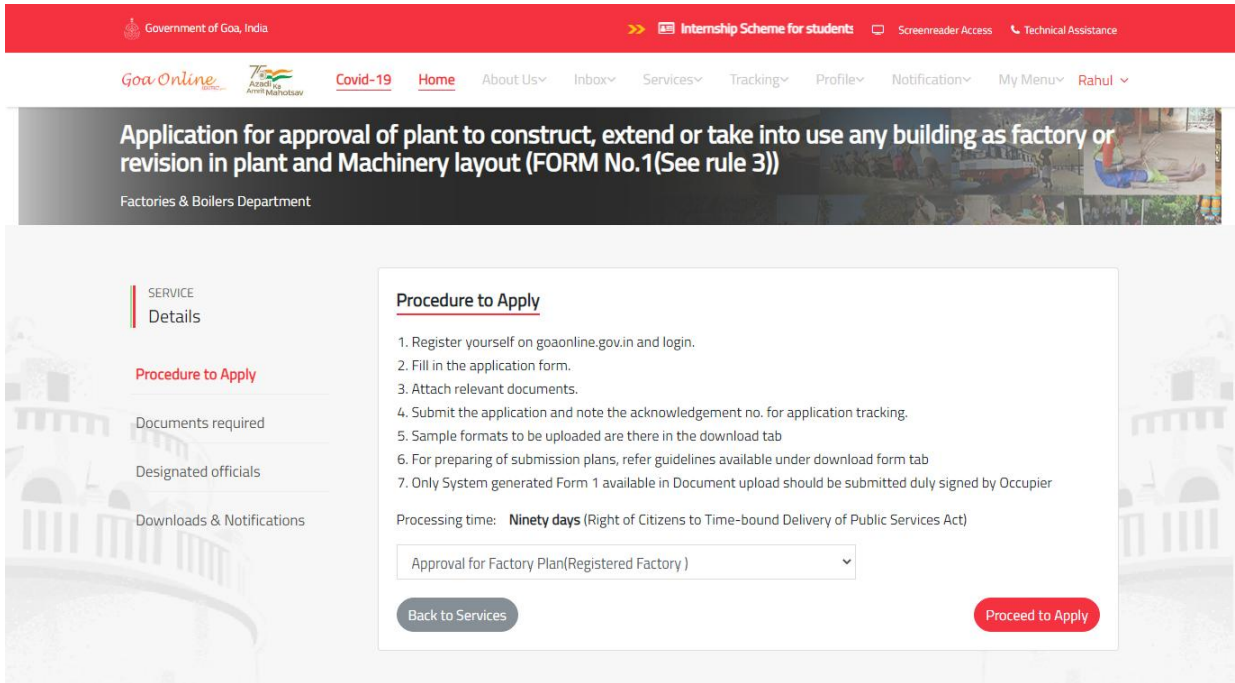


Fig 3

- 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.

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

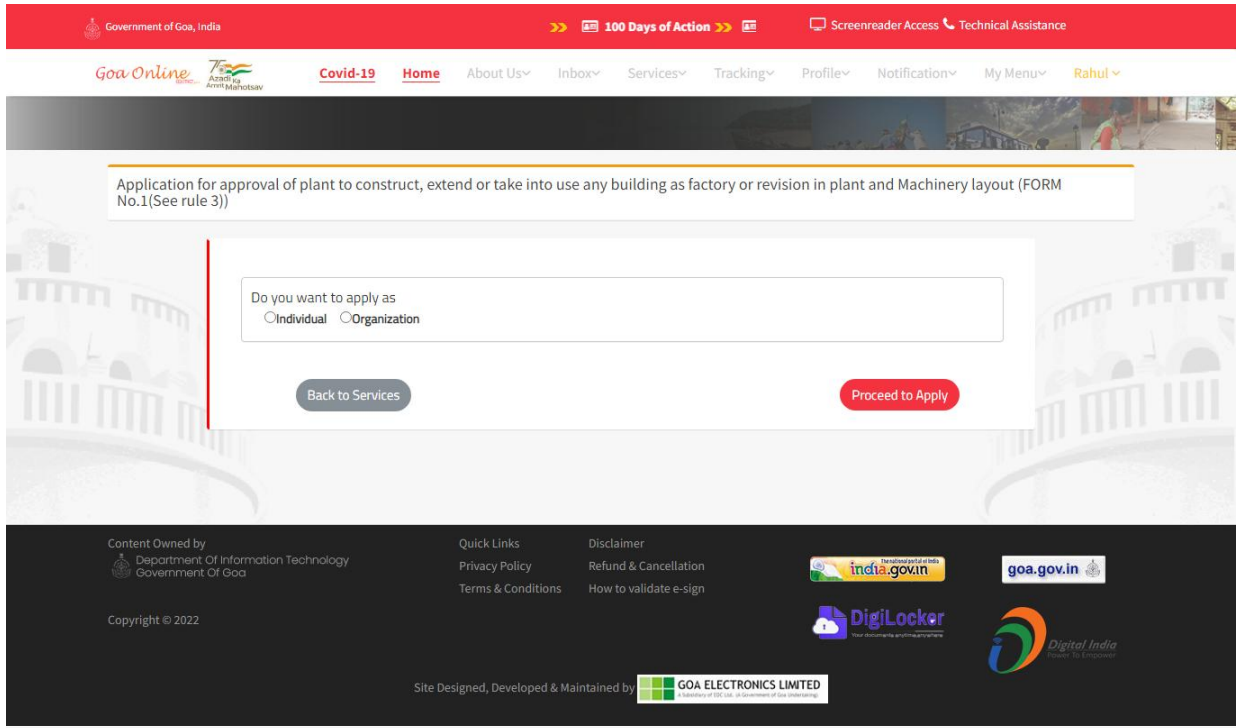


Fig 4

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

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

Government of Goa, India | 100 Days of Action >>> Transforming Goa-Double Engine Growth Highlight >>> | Screenreader Access | Technical Assistance

Goa Online | Covid-19 | Home | About Us | Inbox | Services | Tracking | Profile | Notification | My Menu | Logout

Application for approval of plant to construct, extend or take into use any building as factory or revision in plant and Machinery layout (FORM No.1(See rule 3))

* Communication will be sent to the following Mobile Number and email.

Mobile No.: 9158308213 | Email id: rajhulk50@gmail.com

Occupier & Factory details | Technical details | Additional details | Questionnaire

Whether already registered as a factory?
 YES NO

What would you like to apply for - (Tick one or more, as applicable)

Constructing a new building
 Extending the existing building
 Taking into use any building as a factory
 Revision in Plant and Machinery Layout

Last approved plan no.: [Plan no.] [Go] [Plan approval date]: [dated] [Go]

Registration No.: [Registration No.] | License No.: [License No.] | Valid upto: [Valid upto]

Name and complete address of the occupier of the factory [Download Format](#)

Taka*: [Select...]

Full name*: [First Name] [Middle Name] [Last Name]

Occupier is one of the below*: [Select...]

Permanent residential address

State*: [GOA]

House/Premises/building no*: [House No.] | Locality/Nearest landmark*: [Occasion locality/nearest landmark]

Taka*: [Select...] | Village*: [Village] | Pincode*: [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*: [GOA]

House/Premises/building no*: [House No.] | Locality/Nearest landmark*: [Enter Locality/Nearest Landmark]

Taka*: [Select...] | Village*: [Village] | Pincode*: [Pincode]

Landline No/Phone No: [Landline Number]

Full name and postal address of factory including phone no.

Name of the factory*: [Name of the factory]

Is the factory/establishment situated in industrial estate?

Constitution of factory*: [Select...] | Type of factory*: [Select...]

Taka*: [Select...] | Village*: [Village] | Pincode*: [Pincode]

Plot no: [Plot No] | Survey no: [Survey no] | Subdivision no: [Subdivision no]

Locality*: [Locality] | Phone no*: [Phone no]

Email ID: [Email ID] | Fax: [Fax] | Contact No: [Contact No]

GSTIN no: [GSTIN no] | PAN*: [PAN] | PF number: [PF no]

UDIN no: [UDIN no] | Udyog Aadhaar/EM Part I: [Udyog Aadhaar/EM Part I]

Please indicate the following details:

Nearest police station*: [Nearest police station] | Nearest railway station*: [Nearest railway station] | Nearest public hospital*: [Nearest public hospital]

[Save draft] [Next]

Fig 5

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

Government of Goa, India h Highlight >>> Swayampurna Goa 2.0 >>> Government Draft Policies/Acts/I Screenreader Access Technical Assistance

Goa Online Covid-19 Home About Us > Inbox > Services > Tracking > Profile > Notification > My Menu > Rahul >

Application for approval of plant to construct, extend or take into use any building as factory or revision in plant and Machinery layout (FORM No.1(See rule 3))

* Communication will be sent to the following Mobile Number and email .

Mobile No.*: Email Id:

Occupier & Factory details
Technical details
Additional details
Questionnaire

Does the factory fall in THE FIRST SCHEDULE under section 2(cb) of the factories Act,1948. YES NO [Download Format](#)

Dangerous manufacturing process or operation carried on or to be carried on as per Rule 131 of the Goa Factories Rules, 1985.(Details given in Annexure VII) YES NO [Download Format](#)

Do you have approval for project proposal by High Powered Co-ordinating Committee(applicable for new and existing large factories)

Whether N.O.C. from Directorate of Industries is obtained(applicable for new and existing micro small or medium factories) YES NO

Whether N.O.C from local authority i.e. Municipality Panchayat Goa Industrial Development Corporation along with photo copy of approved plans is obtained(applicable for new and existing factories) YES NO

Whether N.O.C. from Goa State Pollution Control Board as under is obtained for new factories,consent to establish

Whether N.O.C. from Petroleum and Explosives Safety Organization in case of factories using manufacturing storing explosive or petroleum substances substances is obtained(applicable for new and existing factories)

Whether N.O.C from Directorate of Foods and Drugs Administration for pharmaceutical and foods and foods and drugs factories is obtained(applicable for new factories)

Whether N.O.C. from Captain of Ports/Marmugao port trust for shipyard,docks or any site near port river,banks,sea etc is obtained(applicable for new and existing factories)

Is the applicant or occupier appointed as one of the Director/Partner of the factory (If yes attach Annexure I Board Resolution appointing one of the Directors/Partners as occupier of the factory) YES NO [Download Format](#)

List of finished products manufactured in the factory (applicable for new factories and in case of existing factories if there is any change in finished product) * [Download Format](#)

Name of the finished product/process *:

Category as per NIC code *:

[ADD](#)

Category as per NIC code	Name of the finished product/process	Modify
No Records Found		

Is the schematic flowchart of the manufacturing process attached.(applicable for new factories and in case of existing factories if there is any change in manufacturing process)*:

[Save draft](#)

[Previous](#)

[Next](#)

Fig 6

<h1>User Manual</h1>	<h2>Factories & Boilers</h2>	
	Module	Approval for Factory Plan (Applicant)

Government of Goa, India Policies/Acts/Rules now live for public feedback >>> The National Single Window Screenreader Access Technical Assistance

Goa Online 75th Anniversary Covid-19 Home About Us Inbox Services Tracking Profile Notification My Menu Rahul

Application for approval of plant to construct, extend or take into use any building as factory or revision in plant and Machinery layout (FORM No.1(See rule 3))

*** Communication will be sent to the following Mobile Number and email .**

Mobile No.*: Email Id:

Occupier & Factory details Technical details Additional details Questionnaire

Whether list of chemicals/oils/solvents/gases that are stored, produced or discharged to be given as per Annexure-II hereto. (applicable for new factories and in case of existing factories if there is any change thereto) [Download Format](#)

Whether arrangement is approved by the pollution control board? if yes,enclose the copy of the approval of the arrangements made for the disposal of trade waste and effluents. [Download Format](#)

Is the statistical data obtained from Architect/Engineer to be submitted as per Annexure-IV [Download Format](#)

List of other power/steam equipments along with their details. [Download Format](#)

Power Steam

Name of the equipment*: Volumetric capacity/rating*: ADD

Power/Steam/Both	Power/steam equipment	Details	Modify
No Records Found			

Whether raw materials imported? [Download Format](#)

Major accident hazard installation/chemical unit*: [Download Format](#)

List of safety fittings, equipments, devices and the measures to be adopted with the list of protective wears. [Download Format](#)

Guidelines for preparing plans [Download Format](#)

List of machines and equipments [Download Format](#)

List of raw material used in the manufacturing process [Download Format](#)

Save draft

Previous
Next

Content Owned by
Department of Information Technology
Government of Goa

Copyright © 2022

Quick Links
Privacy Policy
Terms & Conditions

Disclaimer
Refund & Cancellation
How to validate e-sign

Site Designed, Developed & Maintained by **GOA ELECTRONICS LIMITED**
A Subsidiary of EDC Ltd. (A Government of Goa Undertaking)

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

Fig 7

Government of Goa, India
low System has access to over 100 Central level approvals and State Single Window Sys
Screenreader Access Technical Assistance

Goa Online
Covid-19
Home
About Us
Inbox
Services
Tracking
Profile
Notification
My Menu
Rahul

Application for approval of plant to construct, extend or take into use any building as factory or revision in plant and Machinery layout (FORM No.1(See rule 3))

* Communication will be sent to the following Mobile Number and email .

Mobile No.: Email Id:

Occupier & Factory details Technical details Additional details **Questionnaire**

Tick if the construction work has been started?

Tick if the construction work has been completed?

Tick if the manufacturing process has commenced?

From which date you are employing more than 9 workers with the aid of power or more than 19 workers without the aid of power?

(Enter either date with aid of power or date without aid of power)

With aid of power: Without aid of power:

What is/will be the maximum number of workers employed per day? (Maximum, counting all shifts in the entire factory)

Category	Total number of workers									
	Male					Female				
	Shift					Shift				
	G	1st	2nd	3rd	Other	G	1st	2nd	3rd	Other
Staff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Permanent Workers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Contract Workers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Daily Wages	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Temporary	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Watchmen/Security	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Apprentice/Trainee	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Adolescent	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
TOTAL	0	0	0	0	0	0	0	0	0	0

What is/will be the maximum number of workers working in the entire factory at any one time?

Male*: Female*:

Preview & Submit

Previous

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

Fig 8

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

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

Application for approval of plant to construct, extend or take into use any building as factory or revision in plant and Machinery layout (FORM No.1[See rule 3])

* Communication will be sent to the following Mobile Number and email.

Mobile No.: Email id:

Occupier & Factory details Technical details Additional details **Questionnaire**

Tick if the construction work has been started?
 Tick if the construction work has been completed?
 Tick if the manufacturing process has commenced?

From which date you are employing more than 9 workers with the aid of power or more than 19 workers without the aid of power?
(Enter either date with aid of power or date without aid of power)

With aid of power: Without aid of power:

What is/will be the maximum number of workers employed per day? (Maximum, counting all shifts in the entire factory)

Category	Total number of workers									
	Male					Female				
	Shift					Shift				
	G	1st	2nd	3rd	Other	G	1st	2nd	3rd	Other
Staff	<input type="text" value="100"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Permanent Workers	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Contract Workers	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Daily Wages	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Temporary	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Watchmen/Security	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Apprentice/Trainee	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Adolescent	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
TOTAL	100	0	0	0	0	0	0	0	0	0

What is/will be the maximum number of workers working in the entire factory at any one time?
Male*: Female*:

Declaration by the applicant
 I hereby declare that I am authorized to share the information furnished on this form and agree that the above information is accurate, true and complete. In case any of the above information is found to be false or untrue or misleading or misrepresenting, I am aware that I may be held liable for legal proceedings under the IT Act which may lead to cancellation of application.

Fig 9

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

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

Application for approval of plant to construct, extend or take into use 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)

Type of Document*:

Select...

Document*:

Kindly upload only scanned copy of the original document

Browse & Upload Document

Select File to upload*:

No file chosen

Download Form No. 1

Note: System generated Form No. 1 has to be duly signed by the Occupier and Manager which is then to be uploaded.

Kindly upload the documents as per the format shared above.

List of Mandatory Documents

- ✘ 2 sets in original of blue print copy /CAD print (to be submitted in hard format to department)
- ✘ Brief description of the manufacturing process
- ✘ Chemicals / oils/ solvents/ gases list
- ✘ Details of safety fittings, equipments, devices and the measures to be adopted with the list of prot
- ✘ Details of trade waste in the format given in the said form.
- ✘ Downloaded Application form duly signed by Occupier/Manager (FORM NO.1)
- ✘ Finished products list
- ✘ Machineries/ equipments list
- ✘ N.O.C from Goa State Pollution Control Board (Consent to Establish / Consent to Operate and Hazardous waste authorisation)
- ✘ N.O.C from Local Authority i.e. Municipality / Panchayat / Goa Industrial Development Corporational
- ✘ Ownership/lease
- ✘ Raw materials list
- ✘ Schematic flow chart of the manufacturing process
- ✘ SSI Registration Certificate/E.M. Part-II/Udhyog Aadhaar
- ✘ Statistical data to be submitted as per Annexure IV to be submitted in hard format along with blue prints.

Fig 10

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

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

The screenshot displays the 'Application for approval of plant to construct, extend or take into use any building as factory or revision in plant and Machinery layout (FORM No.1(See rule 3))' interface. The main section is titled 'Choose & Upload Documents' and includes a 'Browse & Upload Document' button and an 'Upload' button. Below this is a 'Kindly provide Feedback' section with a list of technical issues and a 'Declaration' section with a 'Confirm & Submit' button.

Download Form No. 1 and **Download document format** links are provided. A note states: 'Note: System generated Form No. 1 has to be duly signed by the Occupier and Manager which is then to be uploaded. Kindly upload the documents as per the format shared above.'

List of Mandatory Documents:

- 2 sets in original of blue print copy /CAD print (to be submitted in hard format to department)
- 2 sets in original of blue print copy /CAD print (to be submitted in hard format to department) (sample.pdf)
- Brief description of the manufacturing process
- Brief description of the manufacturing process (sample.pdf)
- Chemicals / oils/ solvents/ gases list
- List of chemicals / oils/ solvents/ gases that are stored, produced or discharged (sample.pdf)
- Details of safety fittings, equipments, devices and the measures to be adopted with the list of prot
- Details of safety fittings, equipments, devices and the measures to be adopted with the list of prot (sample.pdf)
- Details of trade waste in the format given in the said form.
- Details of trade waste in the format given in the said form. (sample.pdf)
- Downloaded Application form duly signed by Occupier/Manager (FORM NO.1)
- Downloaded Application form duly signed by Occupier/Manager (FORM NO.1) (sample.pdf)
- Finished products list
- List of finished products manufactured in the factory. (sample.pdf)
- Machineries/ equipments list
- List of machineries/ equipments with their power rating in HP / Kilo watts. (sample.pdf)
- N.O.C from Goa State Pollution Control Board (Consent to Establish / Consent to Operate and Hazardous waste authorisation)
- N.O.C from Goa State Pollution Control Board (Consent to Establish / Consent to Operate & Hazardous waste authorisation (sample.pdf)
- N.O.C from Local Authority i.e. Municipality / Panchayat / Goa Industrial Development Corporational
- 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)
- Schematic flow chart of the manufacturing process
- Schematic flow chart of the manufacturing process (sample.pdf)
- SSI Registration Certificate/E.M. Part-II/Udhhyog Aadhaar
- SSI Registration Certificate/E.M. Part II/Udhhyog Aadhaar (sample.pdf)
- Statistical data to be submitted as per Annexure IV to be submitted in hard format along with blue prints.
- Statistical data to be submitted as per Annexure IV to be submitted in hard format along with blue prints. (sample.pdf)

Fig 11

User Manual	Factories & Boilers	
	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.

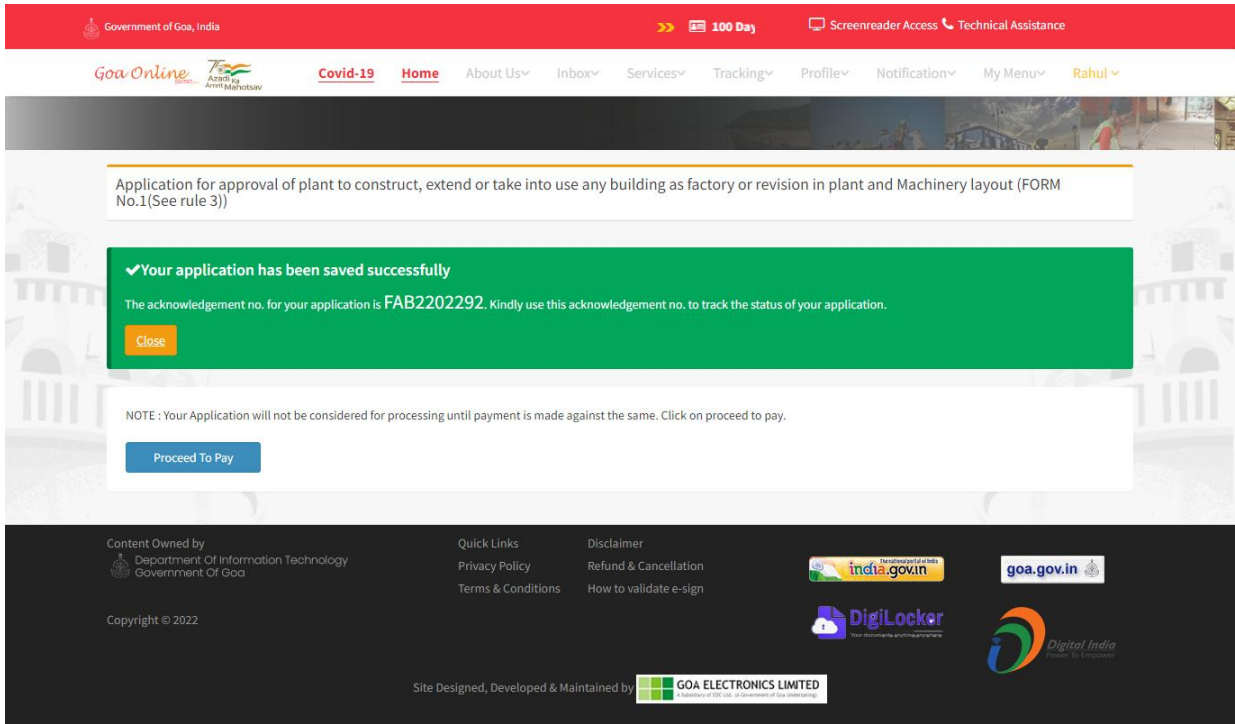


Fig 12

- 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.

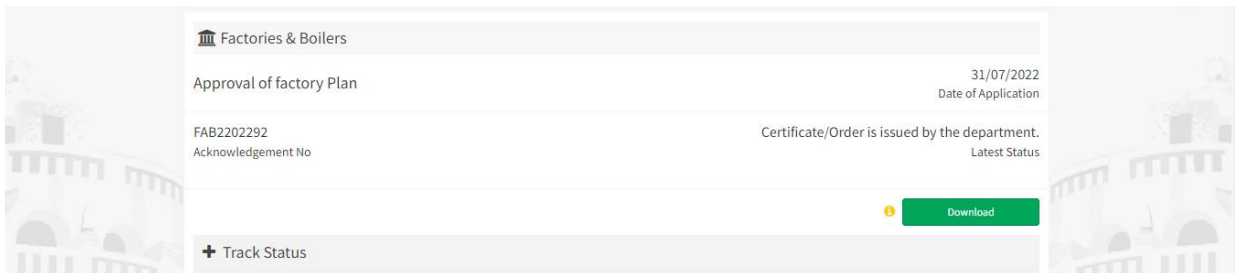


Fig 13