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**GOVERNMENT OF MEGHALAYA  
LABOUR DEPARTMENT**

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**NOTIFICATION**

Dated Shillong, the 12<sup>th</sup> September, 2019

**No. LBG.77/2002/225** - In exercise of the powers conferred by Section 112 of the Factories Act, 1948 (Act No.63 of 1948), the Governor of Meghalaya hereby makes the following rules to amend the Meghalaya Factories Rules, 1980 as follows, namely :-

- Short title and commencement** – (1) These Rules may be called the Meghalaya Factories (Amendment) Rules, 2019.  
  
(2) They shall come into force from the date of their publication in the Official Gazette of Meghalaya.
- Amendment to Rule 6 of the Meghalaya Factories Rules, 1980** – In Rule 6 of the Principal Rules, Schedule A and B, appended, shall be substituted by the following new Schedules A & B accordingly, namely :-

**“SCHEDULE – A**

Scale of fees payable for grant of license and annual renewal thereof for factories defined under Section 2(m) and 85 of the Factories Act, 1948 other than electricity generating (or transforming) stations :

Quantity of maximum power installed. (K.W)	Number of maximum persons to be employed on any one day during the year & fees payable							
	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
	20	50	100	250	500	750	1000	Above 1000
	₹	₹	₹	₹	₹	₹	₹	₹
Nil	1020	1480	2350	3600	3880	5190	4650	4700
10	2040	2580	3240	3240	4510	5050	5580	6710
50	2680	3370	4000	4720	5300	5870	7090	9920
100	3520	4180	4950	5560	6170	7450	10480	12320
250	4350	5150	5820	6450	7830	11620	13010	14790
500	5350	6070	6760	8210	11580	13670	15610	17260
1000	6330	7040	8570	12140	14360	16420	18230	22240
Above 1000	10330	13230	15730	18080	20150	21930	23460	24610

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**SCHEDULE - B**

Scale of fees payable for grant of licence and annual renewal thereof for electricity generating (or transforming) stations :-

<b>Total installed capacity of the Generating/Transforming station (K.W)</b>	<b>Number of workers to be employed on any one day during the year</b>	<b>Fees payable (In Rupees)</b>
<b>1</b>	<b>2</b>	<b>3</b>
50	10 or above	630
100	-do-	1150
150	-do-	1380
300	-do-	1800
750	-do-	2160
1000	-do-	2450
5000	-do-	4040
10000	-do-	5400
50000	-do-	6720
Above 50000	-do-	8100

Sd/-  
D.P.Wahlang, IAS,  
Principal Secretary to the Government of Meghalaya  
Labour Department

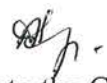
**Memo. No. LBG.77/2002/225-A**

**Dated Shillong, the 12<sup>th</sup> September, 2019**

Copy to :-

1. The P.S. to the Hon'ble Chief Minister for favour of kind information of the Hon'ble Chief Minister.
2. The P.S. to the Hon'ble Deputy Chief Minister, i/c Labour Department, for favour of kind information of the Hon'ble Deputy Chief Minister
3. The P.S. to all the Ministers for favour of kind information
4. The P.S. to the Chief Secretary for favour of kind information of the Chief Secretary.
5. The Additional Chief Secretary to the Government of Meghalaya, Finance for favour of information.
6. The P.S. to the Additional Chief Secretary/Principal & Secretary/Commissioner & Secretary/ Secretary of all Departments.
7. The P.S. to the Principal Secretary to the Government of Meghalaya, Labour Department for kind information of the Principal Secretary.
8. The Secretary to the Government of Meghalaya, Law (B) Department for favour of information.
9. Cabinet Affairs Department for information.
- ✓ 10. The Chief Inspector of Boilers & Factories, Meghalaya Shillong.
11. The Director of Printing & Stationery for publication in the Meghalaya Gazette.

By order, etc



Under Secretary to the Govt. of Meghalaya  
Labour Department

## CHECKLIST FOR REGISTRATION OF A FACTORY UNDER THE FACTORIES ACT, 1948

1. Application in Form No. 1
2. Application in Form No. 2
3. A) Flow Chart of the manufacturing Process.  
B) Brief description of the manufacturing Process.
4. Drinking water Fitness Report from Govt. Health Officer / Test Report
5. Drawing as per foot-note of Form No. 1:- in Duplicate.
6. Certificate of Stability Form, duly filled in.
7. A) Written Statement of the Owner of the Factory regarding General Health and Safety Policy of the Unit.  
B) Safety Committee (where applicable)
8. No Objection Certificate with regards to setting up of the Factory from the Local Headman (Appropriate) Author
9. Copy of Registration Certificate obtained from the Director of Industries, Govt. of Meghalaya.
10. Consent to Establish the Factory from the Meghalaya State Pollution Control Board.
11. Copy of Treasury Challans showing deposit of requisite fees for registration.
12. Others, if any (As per the type of Factory)

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**INSPECTION UNDER THE FACTORIES ACT**

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**FORM - 1**  
**Prescribed under Rule 4(2)**  
APPLICATION FOR PERMISSION TO CONSTRUCT, EXTEND OR TAKE INTO USE  
ANY BUILDING AS A FACTORY

1. Applicant's name, calling and address :
2. Full name and postal address of factory :
3. Situation of factory :
  - (a) Province :
  - (b) District :
  - (c) Town or Village :
  - (d) Nearest Police station :
  - (e) Nearest railway station or steamer ghat :
4. Particular of plants to be installed :

Signature of Applicant

Date:

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

- (a) a flow of the manufacturing process supplemented by a brief description of the process in its various stages;
- (b) plans, in duplicate, drawn to scale showing:-
  - (i) the site of the factory and immediate surroundings including adjacent building and other structures, roads, drains, etc. and,
  - (ii) the plan, elevation and necessary cross section sections of the various buildings indicating all relevant details relating 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
- (c) such other particulars as the Chief Inspector may require.

FORM 2

Prescribed under Rules 5, 8(2) and 14

APPLICATION FOR REGISTRATION AND GRANT OR RENEWAL OF LICENCE FOR THE YEAR.....AND NOTICE OF OCCUPATION SPECIFIED IN SECTIONS 6 AND 7.  
(to be submitted in duplicate)

1. (a) Full name of factory :
- (b) Factory licence number if already registered before: :
2. (a) Full postal address and situation of factory. :
- (b) Full postal address to which communications relating to factory should be sent. :
3. Nature of manufacturing process or processes— :
  - (a) carried on in the factory in the last twelve months (in the case of factories already in existence); and :
  - (b) to be carried on in the factory during the next twelve months (in the case of all factories). :
4. Names and values of principal products manufactured during the last twelve months (in the case of factories already in existence) :
 

	<u>Name</u>	<u>Value</u>
1.	.....	.....
2.	.....	.....
3.	.....	.....
5. (a) Maximum number of workers proposed to be employed on any one day during the year. :
- (b) Maximum number of workers employed on any one day during the last twelve months (in the case of factories already in existence). :
- (c) Number of workers to be ordinarily employed in the factory. :
6. (a) Nature and total amount of power (Kilowatts) :
  - (i) installed :
  - (ii) proposed to be installed :
- (b) Maximum amount of power (Kilowatts) proposed to be used :
7. Full name and residential address of the person who shall be the manager of the factory for the purposes of the Act. :
8. Full name and residential address of the occupier, that is— :
  - (a) the proprietor of the factory in case of : a private firm or proprietary concern
  1. ....
  2. ....
  3. ....
  4. ....
  5. ....
- (b) the Directors in case of public limited: liability company or firm.
  1. ....
  2. ....
  3. ....
  4. ....
  5. ....

- (c) (i) the managing agent in case whether a managing agent is employed. :
- (ii) The Directors of the above managing agent. : 1. ....
2. ....
3. ....
4. ....
- (d) the share holders in case of a private company where no managing agent is employed ; or : 1.....
- 2.....
- 3.....
- 4.....
- (e) the chief administrative head in case of a Government or local fund factory. :
9. Full name and address of the owner of the premises or building ( including the precincts thereof) referred to in Section 93. :
10. In the case of a factory constructed or extended after the date of commencement of the rules:-
- (a) reference number and date of aproval of the plans for site whether for old or new building and for construction or extension of factory by State Government / Chief Inspector; and :
- (b) reference number and date of aproval of the arrangements, if any, made for the disposal of trade waste and effluents and the name of the authority granting such aproval. :
11. (a) Amount of fees paid : Rs.....
- (b) In case of payment made in treasury—
- (i) name of treasury :
- (ii) date of payment; and :
- (iii) challan number (Challan to be enclosed) :

Signature of Occupier :

Date:

Signature of Manager :

Date:

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- Notes: 1. This form should be completed in ink in block letters or typed ;
2. If power is not used at the time of filling up of this form, but is introduced later, the fact should be communicated to the Chief Inspector of Factories immediately;
3. If any of the persons named against item 8 is minor, the fact should be clearly stated;
4. In case of a factory where under the provision to sub-section (1) and (2) of Section 100, a person has been nominated as the Occupier, information required in item 8 should be supplied only in respect of that person;
5. In case of a factory where a managing agent or agents have been appointed as Occupiers under the Indian Companies Act, 1956, information required in item 8 should be supplied only in respect of that person or persons.



Form of Certificate of Stability

- Name of the Factory:
2. Village and 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. Number of floors on which workers will be employed:

I have Inspected the premises of the Factory on..... and examined the building/buildings/and other structures. The details of the building/buildings and the structures are specified in the Schedule appended. I certify that it is/they are found to be structurally sound and that its/their stability will not be endangered by its/their use as factory/part of factory.

Signature: .

Qualification:

Address of Association:

The Certificate of stability referred to in sub-rule(1) shall be signed by one of the following categories of persons, namely:

- (i) A member of the Associate Member of Institute of the Civil Engineers.  
or
- (ii) A member of the Institute of Structural Engineers.  
or
- (iii) A full member or Associate Member of the Institute of Engineers(India).
- (iv) Civil Engineers of the public works, Electricity and Highways Department including retired Civil Engineers not below the rank of Executive Engineers".



**Name of Service:** License to work as a Factory/Factory license

***Procedure of application submission***

1. Applicant submits online application along with mandatory enclosures.
2. Application is reviewed by Inspector.
3. Inspector either raises queries to applicant or forwards the application to Senior Inspector.
4. Senior Inspector reviews the application and forwards to Deputy Chief.
5. Deputy Chief instructs the inspector to undertake inspection and informs applicant of inspection visit.
6. Inspection visit takes place and inspector uploads the inspection report.
7. Applicant uploads compliance report (on the basis of findings from inspection report).
8. In case if all deficiencies have been addressed by applicant, application is cleared by Senior Inspector.
9. Senior Inspector forwards the application to Deputy Chief.
10. Deputy Chief forwards the application to Chief.
11. Chief issues the License and applicant downloads the same.