

## User Manual – Factory Registration Form 1A

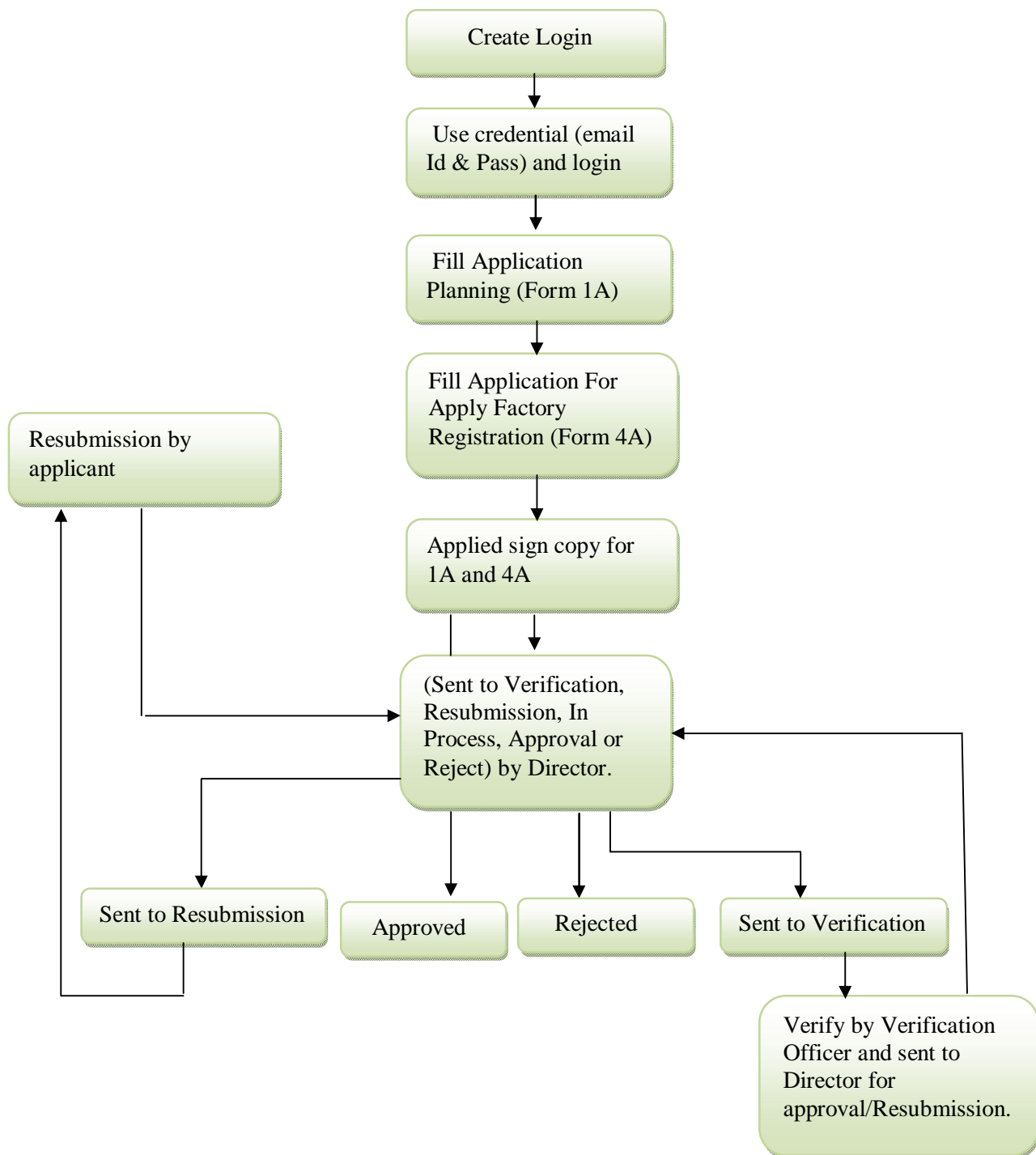
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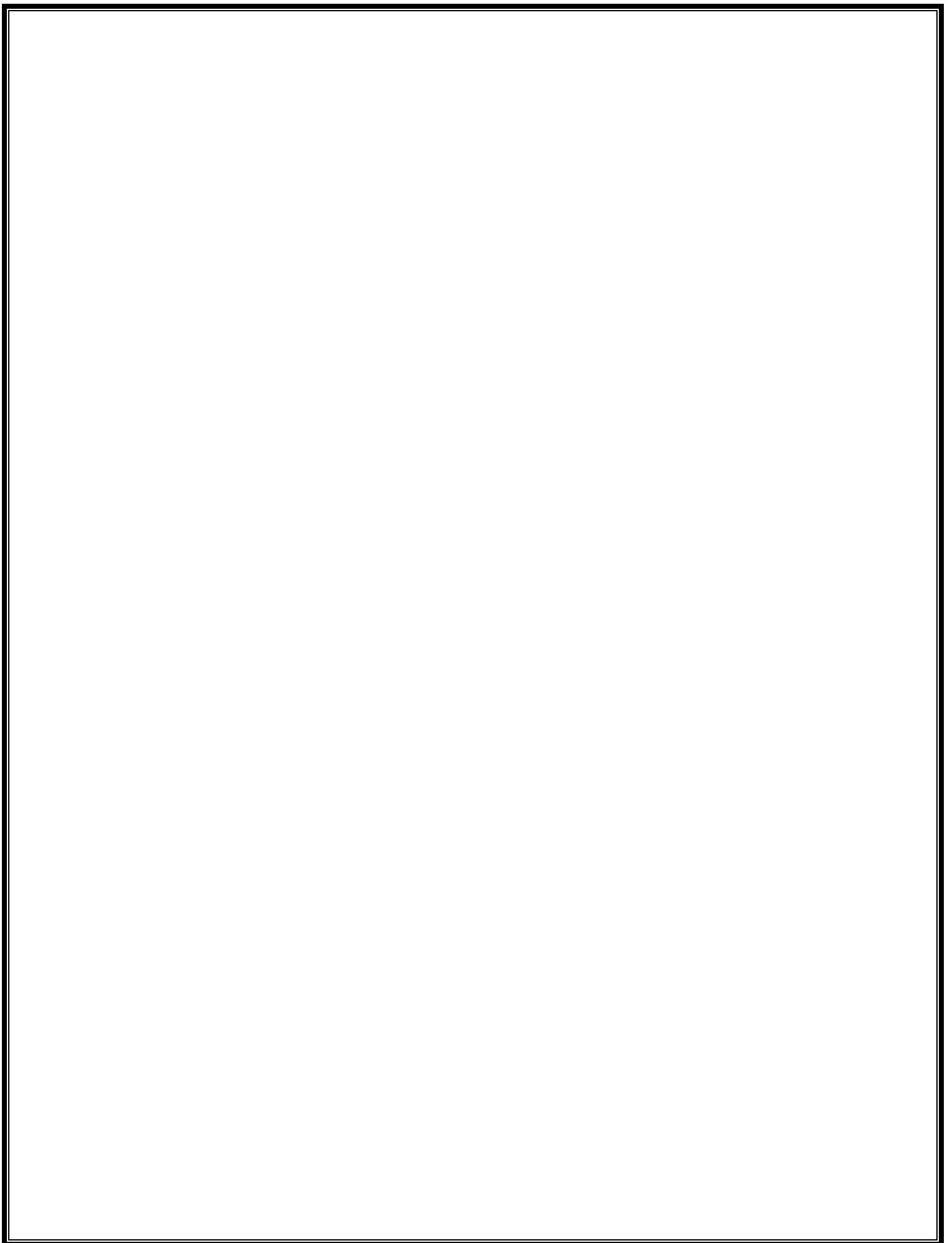
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## 1. Introduction

The State Government is empowered to declare that all or any of the provisions of the Act shall apply to any place wherein manufacturing process carried out irrespective of number of workers employed therein. Madhya Pradesh Government has made this act applicable to stone crushers, slate pencil factory, Rice mill, Oil mill, saw mills, chuna bhatti, Factories using asbestos ,certain industries which use hazardous chemicals, and certain processes carried out using flammable solvents by publishing a notification, even if the number of workers employed therein are less than 10. Occupier is not allowed to use any of these premises as a 'factory' unless he has obtained a valid factory licence.

## 2. Process Flow





# FORM 1A

मुख्य पृष्ठ | हिन्दी | मुख्य सामग्री पर जाएं | English लॉगिन

एमपी ऑनलाइन लिमिटेड  
ISO/IEC 27001:2013 Certified  
भारत सरकार एवं एन.एम.डी.सी.एल. लिमिटेड का पूर्ण रूप से  
अपना प्रवेश करके लॉगिन करें

डिजिटल इंडिया  
अप्रैल 31 2016 12:12:06 PM

हमारे बारे में - नागरिक सेवाएँ - अधिकृत किनोस्क/टीएससी सुची - किनोस्क/नागरिक हेतु - संपर्क करें -

### Approval of Plans & Factory Licensing Services under FACTORIES ACT,1948

Note: If you have not yet created your User ID, please register using "New User? Signup" to avail Online Services of Directorate of Industrial Health & Safety, Madhya Pradesh

#### Sign In to your Account

User ID (Email Address)

Password

Login

[New User? Sign Up](#) [Forgot Password?](#)

#### Contact us

**Director, Industrial Health and Safety**  
518 New Moti Bungalow  
MG Road Indore,  
Madhya Pradesh - 452001  
Contact No. 0731-2544264

**MPOnline Customer Care**  
Contact No. 0755 - 4019400  
Fax No. 0755 - 4019000

#### Verify Factory License

Application/License Number

Verify

#### Verify Factory Plan Approval

Application Number

Verify Plan Approval

उपयोग करने की शर्तें  
गोपनीयता नीति  
भुगतान नियम और शर्तें  
रद्द / वापसी नीति  
डिस्कवरी

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वेबसाइट की पूरी तरह से देखने के लिए अनुकूलित इंटरनेट एक्सप्लोरर 10.0, ऑपेरिंग सिस्टम/ब्राउज़र और प्रदान किए गए उपकरण करें (विज़र 1024x768)

For Create a New user Click Sign Up

मुख्य पृष्ठ | हिन्दी | मुख्य सामग्री पर जाएं | English लॉगिन

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### Create Profile for Factory Establishment

#### New User Registration - Personal Details

First Name *	<input type="text"/>	Last Name *	<input type="text"/>
Date of Birth *	<input type="text"/>	Mobile Number *	<input type="text"/>
Email Id *	<input type="text"/>		
	Check Availability		
Password *	<input type="password"/>	Re-enter Password *	<input type="password"/>

Password can be Alphanumeric only(eg. A-Z 0-9) with minimum length upto 6 characters.

[Back](#) [Register](#)

मुख्य पृष्ठ  
नागरिक सेवाएँ  
किनोस्क/टीएससी स्थिति  
आम सवाल  
कैरियर  
संपर्क करें  
प्रतिक्रिया  
एमपीऑनलाइन सर्वे

एमपीऑनलाइन वेबसाइट  
जनसम्पर्क विभाग मध्य प्रदेश  
मध्य प्रदेश शासन  
मुख्य मंत्री सहायता कोष  
म. प्र. राज्य इलेक्ट्रॉनिक विकास निगम

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गोपनीयता नीति  
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रद्द / वापसी नीति  
डिस्कवरी

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Fill the Form and register a new user.

<https://www.mponline.gov.in/Portal/CancellationRefundPolicy.aspx> SATPURA

**Approval of Plans & Factory Licensing Services under FACTORIES ACT,1948**

Note: If you have not yet created your User ID, please register using "New User? Signup" to avail Online Services of Directorate of Industrial Health & Safety, Madhya Pradesh

**Sign In to your Account**

User ID (Email Address)

Password

**Login**

[New User? Sign Up](#)   [Forgot Password?](#)

**Contact us**

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518 New Moti Bungalow  
 MG Road Indore,  
 Madhya Pradesh - 452001  
 Contact No. 0731-2544264

**MPOnline Customer Care**

Contact No. 0755 - 4019400  
 Fax No. 0755 - 4019000

**Verify Factory License**

Application/License Number

**Verify**

**Verify Factory Plan Approval**

Application Number

**Verify Plan Approval**

Enter User Id & Password and click login.

Welcome To Labour Department Logout

महत्वपूर्ण सूचना: 29 फरवरी

**Licensing under Factories act 1948**

New Registration Options

**Apply For Drawing Approval (Form 1A)**

**Apply For Factory Registration (Form 4)**

Application For Re-Submission

Continue with Drafted Application Form 1A

Continue with Drafted Application Form 4

Print application & Payment Receipt

Upload Signed Copy of Applied Application

Renewal Options

**User Manuals**

License Fee schedule

Regist. for Non Hazardous Category

Registration for Hazardous Category

List of Competent Persons

Verify License Digital Signature

How to Renew License

Renewal Fee Chart

Approval of Plan

**Track Application**

Application Number

**Submit**

**Download Factory Licence**

Application Number

**Download Licence**

**Download Renewed Licence**

Application Number

**Download Renew Licence**

Click Apply for Drawing Approval (Form1A)

## फॉर्म 1A

1. फॉर्म 1(A) ऑनलाइन आवेदन सबमिट करें।
2. पोर्टल फीस का पेमेंट करें।
3. फॉर्म 1(A) ऑनलाइन आवेदन का प्रिंट लें।
4. प्रिंट किए गए ऑनलाइन आवेदन फॉर्म पर निर्धारित स्थान पर हस्ताक्षर कर एमपीऑनलाइन पोर्टल पर उपलब्ध श्रम विभाग की लिंक पर "अपलोड साइन कॉपी ऑफ अफ्लाइड एप्लिकेशन" पर जाकर अपलोड करें।

**ध्यान दें:** हमारे द्वारा ऊपर दिये गये निर्देश सावधानी पूर्वक पढ़ लिये गये हैं।

सुनिश्चित करें

Click on  
Confirm  
button.

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Site best viewed in Microsoft Internet Explorer 10+, Mozilla Firefox and Google Chrome in 1024x768 resolution.

<http://www.mponline.gov.in/Portal/Services/FactoryReg/frmPlanApproval.aspx>

CVRAMAN



Service Home Logout

### 1. Applicant Details

Applicant's name \*  Father's Name \*

### 2. Address of the Applicant on which he desires to be communicated in this regard

Address \*  Pin Code \*   
State \*    
District \*   Division Office \*    
Mobile No \*  Email Id \*   
Aadhar Number

### 3. Full Name And Postal Address of Factory

Factory Name \*   
Address \*  Pin Code \*   
District \*   Division Office \*

### 4. Situation of the factory located/ to be located on in Road/ Railway

Address \*  Pin Code \*   
District \*   Division Office \*

Save & Next

Fill all personal and factory details and save &next.

<<Back

5. The Manufacturing Process

(A) To be carried (if new factory)/being carried (if exist) (give description) \*

(B) Whether it involves Hazardous processes as interpreted under Section 2(cb) (give details) \*

(C) Whether it involves wholly or partly any dangerous operations as declared in sub-rule (i) of the Rule 107 under Section 87 (give details) \*

**CHAPTER IX**  
**Special Provisions**  
**Rules prescribed under section 87**  
**107. Dangerous manufacturing processes or operations**  
**107 (1) The following manufacturing processes or operations when carried on any factory are declared to be dangerous operations under section 87**

- |   |  |
|---|--|
| <input type="checkbox"/> Manufacture of aerated water and processes incidental thereto.                     | <input type="checkbox"/> Electrolytic plating or Oxidation of metal articles by use of an electrolyte containing chromic acid or other chromium compounds.   |
| <input type="checkbox"/> Manufacture and repair of electric accumulator.                                    | <input type="checkbox"/> Glass manufacture.  |
| <input type="checkbox"/> Grinding or glazing of metals.   | <input type="checkbox"/> Manufacture and treatment of lead and certain compounds of lead.  |
| <input type="checkbox"/> Generating Petrol gas from petrol.   | <input type="checkbox"/> Highly flammable liquids and flammable compressed gases.  |
| <input type="checkbox"/> Liming and tanning of raw hides and skins and processes incidental thereto.        | <input type="checkbox"/> Lead process carried in printing press and types foundries.   |
| <input type="checkbox"/> Chemical works.  | <input type="checkbox"/> Manufacture of Pottery.   |
| <input type="checkbox"/> Manufacture or manipulation of dangerous pesticides.                               | <input type="checkbox"/> Manufacture or manipulation of carcinogenic dye intermediates.  |
| <input type="checkbox"/> Operations involving high noise levels.  | <input type="checkbox"/> Manufacture of Rayon by viscose process.  |
| <input type="checkbox"/> Operations in Foundries.   | <input type="checkbox"/> Sodium, Potassium, Iron, Aluminium, Cobalt, Nickel, Copper, Arsenic, Antimony, Chromium, Zinc, Selenium, Magnesium, Cadmium, Mercury, Beryllium, and their organic and inorganic Salts, Alloys, Oxides and Hydroxides   |
| <input type="checkbox"/> Ammonia, Ammonium hydroxide and salt of ammonium                                   | <input type="checkbox"/> The organic and inorganic compounds or sulfurous, sulfuric, nitric, nitrous, hydrochloric hydrofluoric, hydroiodic, hydrosulfuric, hydrobromil boric  |
| <input type="checkbox"/> Cyanogen compounds, cyanide compounds cyanate compounds                            | <input type="checkbox"/> Phosphorus and its compounds other than organo phosphorus insecticides  |
| <input type="checkbox"/> Chlorine.  | <input type="checkbox"/> hydrogen sulphide is evolved by the decomposition or metallic sulphides or hydrogen sulphide is used in the production of such sulphides  |
| <input type="checkbox"/> bleaching powder is manufactured or chlorine gas is produced in chloralkali plants | <input checked="" type="checkbox"/> Gas tar or coal tar or bitumen or shale oil asphalt of any residue of such tar is distilled or is used in any process of chemical manufacture  |
| <input type="checkbox"/> tar based synthetic colouring matters or their intermediates are produced          | <input checked="" type="checkbox"/> Nitric acid is used in the manufacture of nitro compounds  |
| <input checked="" type="checkbox"/> Explosives are produced with the use of nitro compounds                 | <input type="checkbox"/> aliphatic or aromatic compounds or their metallic and non - metallic derivatives or substituted derivatives, such as chloroform, ethylene glycol, formaldehyde, benzyle chloride, phenol, methyl ethyle ketone peroxide, cobalt, carbonyl, tungsten carbide etc. are manufactured or recovered. |

If yes for (C), Whether provisions of installation/arrangements to be made according to the relevant Schedule have been incorporated in the plan.

Save & Next

Check all the details and according to the factory and save & next.

[<<Back](#)

### 6. Worker Details

(A) Number of workers to be employed in each room of the factory \*

(B) Whether provision of amenities and facilities required to all workers according to the Act and the Rules made thereunder have been taken care of in the plans \*

### 7. Machinery Details

(A) Whether lifts/hoists/lifting machines of any kind installed/ to be installed in the plans (give details) \*

(B) If yes for (A) whether provisions according to the Act and the Rules there under, have been taken care of in the plan (give details) \*

### 8. Working Details

(A) Whether any worker will be required to work at different floors or at a height from where he is likely to fall or work at a congested place due to machines or fittings or in a confined space, pit or sumps ? (give details) \*

(B) If so, Whether provision of arrangements to be made for access, escape and ensure safety, in accordance to the Act and the Rules thereunder have been taken care of in the plans ? (give details) \*

### 9. Emergency Exit Details

(A) Whether there is any possibility of escape of dangerous fumes/gases or explosion ? If so whether provision on suitable arrangements to be made according to the Act and Rules thereunder have been taken care of in the plans ? (give details) \*

### 10. What materials are used/to be used for construction of

(A) Building (give details) \*  (B) Roofing (give details) \*

### 11. Your Industry Falls Under "Factory Act 1948"

Select Factory Type \*  Select Worker Expected \*

All mandatory details fill and Submit the application.

### FORM 1-A

(Prescribed under Rule 3-A)

Application for approval of plans and for permission to construct/extend/or take into use any building as a factory  
(Particulars of the drawings submitted along with particulars of information submitted according to the requirement of Rule 3-A)

Welcome to Briefcase functionality for form 1 - A. Do upload available documents with you and click on upload button. You can upload remaining document of form 1 A via paid and unpaid application button after sign in.

Please Upload Mandatory Document while Applying for New/Renew License

**Note: Only .Jpeg, .Jpg and .pdf files are allowed to upload (upto 10 MB Size.)**

Application No. FAC1611724 Applicant Name: APPLICANT NAME

S.No.	Document Description	Select File to Attach	Upload File	Download File
1.*	Flow chart / Brief description of process	<input type="text" value="Browse..."/>	<input type="button" value="Upload"/>	
2.*	Drawings - As per rule 3-A of Madhya Pradesh Factories Rules, 1962, site plan drawn to scale not less than 1:500 and plan, elevation, cross section, of various buildings including all details relating to door, windows, ventilators, emergency exits, lay out of plant & machinery drawn to scale not less than 1:100. (Only Upload pdf generated by AutoCAD software.)	<input type="text" value="Browse..."/>	<input type="button" value="Upload"/>	
3.*	List of Raw material with quantity to be used in manufacturing process	<input type="text" value="Browse..."/>	<input type="button" value="Upload"/>	

Upload the entire required document.

**IMPORTANT NOTICE :** Please upload your duly signed copy of the applied forms to finally submit the application.

Below is the process :-

1. Print applied form via Button "Print application & Payment Receipt" from service home page.
2. Sign the hard copy, Scan it to pdf and upload it via Button "Upload signed copy of applied application" from service home page.

After that click proceed to payment.



### Payment Receipt

Date: 25/05/2016

Time : 5:13 PM

Application No. FAC1611725

Kiosk Channel Id K0799990054

Transaction Id 16052556900831055618

Payment Mode Cash

Factory Name tests

Service Name Factory Drawing

Department Current Fee 0.00

Portal Charge 200

Total Payable Amount 200



**IMPORTANT NOTICE :** To complete your Drawing approval process please upload duly signed copy of form. Follow below steps :-

**Below is the Process of uploading Duly sign drawing approval form (Form 1A).**

1. Click on "Print application & Payment receipt" from this page or after login to Labour department from MP Online portal.
2. Download the Registration form by entering Factory application Number.
3. Upload the sign copy after login to Labour Department from MP Online portal and click on "Upload Signed copy of Applied Application"

Print

Print Application & Payment Receipt

After Payment it is showing receipt. We can print payment receipt and application.

**FORM 1-A**

(Prescribed under Rule 3-A)

Application for approval of plans and for permission to construct/extend/or take into use any building as a factory

**1. Applicant Details**

Applicant's name *	TEST	Father's Name*	TESTS
--------------------	------	----------------	-------

**2. Address of the Applicant on which he desires to be communicated in this regard**

Address *	tests	Pin Code *	465465
District *	Bhopal	Division Office *	Bhopal
Mobile No *	9981593674	Email Id *	atul.kathane@mponline.gov.in
Aadhar Number			

**3. Full Name And Postal Address of Factory**

Factory Name *	tests		
Address *	tets	Pin Code *	456465
District *	Bhopal	Division Office *	Bhopal

**4. Situation of the factory located/ to be located on in Road/ Railway**

Address *	testats	Pin Code *	456445
District *	Bhopal	Division Office *	Bhopal

**5. The Manufacturing Process**

(A) To be carried (if new factory)/being carried (if exists) (give description) *	tstest
(B) Whether it involves Hazardous processes as interpreted under Section 2(cb) (give details) *	No
(C) Whether it involves wholly or partly any dangerous operations as declared in sub-rule (i) of the Rule 107 under Section 87 (give details) *	Yes

**CHAPTER IX**

**Special Provisions**

**Rules prescribed under section 87**

**107. Dangerous manufacturing processes or operations**