

## User Manual – Factory Registration (Renewal Process)

MP Online Confidential

## Contents

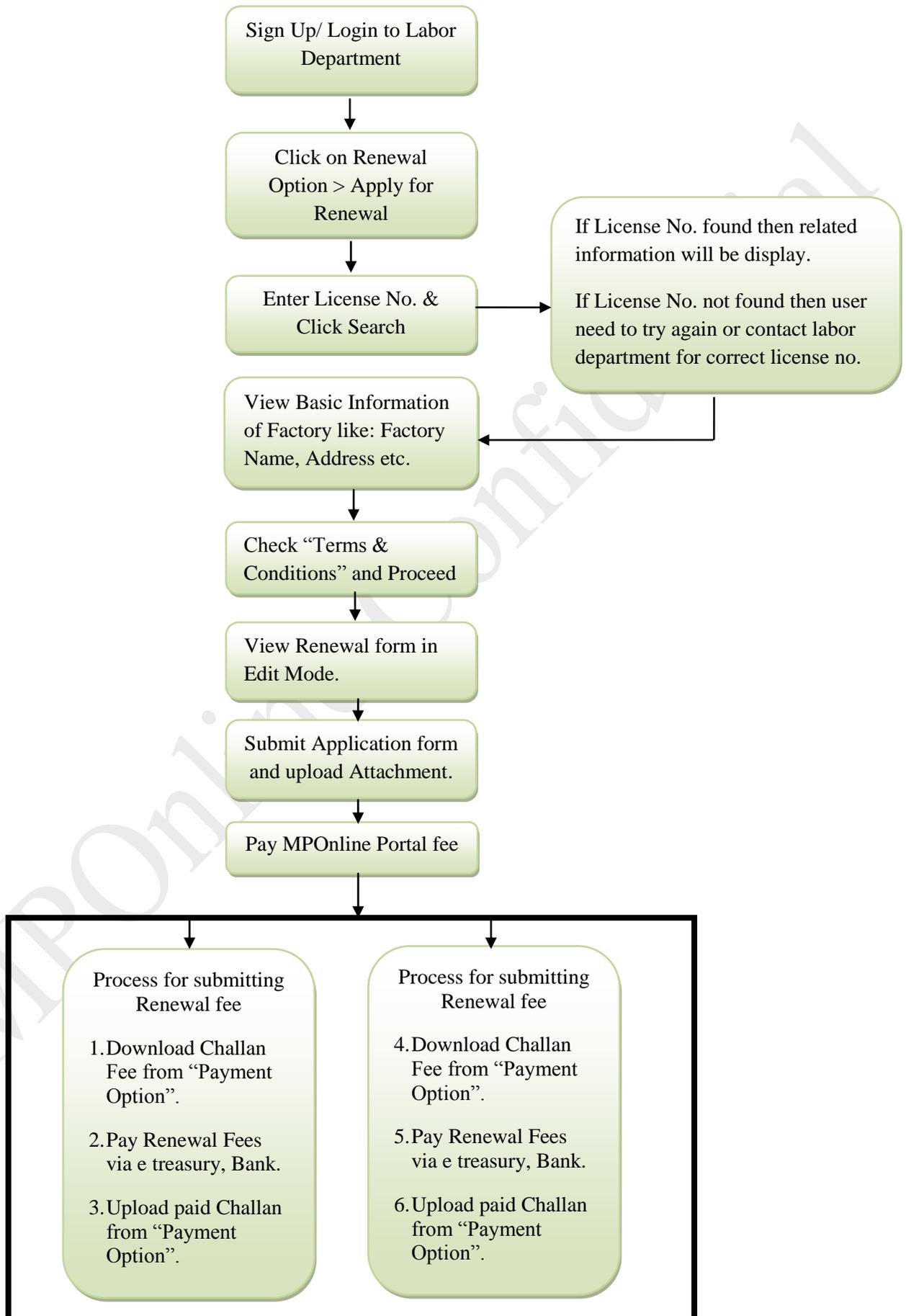
1. Introduction to Service.....	3
2. Process Flow .....	4
3. Screen Shots.....	5
4. Payment Mode .....	26
5. Users .....	26
7. Portal Charge and Commission.....	26
7. Generic FAQ's.....	26

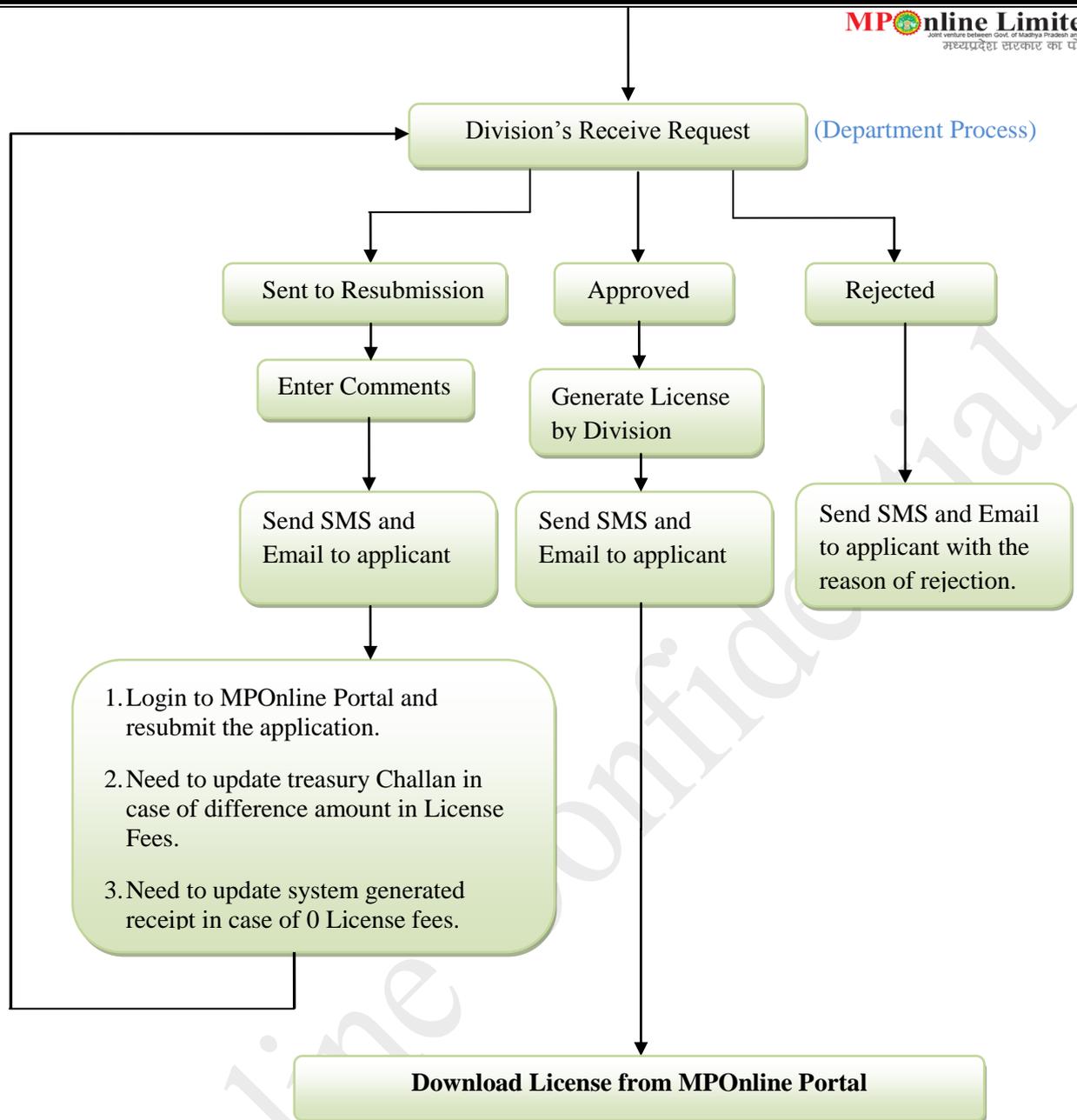
## 1. Introduction

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.

In renewal Process Applicant applies for renew factory license and according to details and year wise fees to be paid by applicants.

## 2. Process Flow





### 3. Screen Shots of Citizen End-

Type URL in Address Bar: <http://mponline.gov.in>.



Type URL in Address Bar:  
<http://mponline.gov.in>

# MPonline Limited

Joint venture between Govt of Madhya Pradesh & TCS

मध्यप्रदेश सरकार का पोर्टल



Done

Internet

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Friday, November 21, 2014 3:05:39 PM

- Home
- About MPOne
- Citizen Services
- Locate KIOSK/CSCs
- Apply for new KIOSK
- Grievances
- Contact us

Applications

Bill Payments

Counseling

Assessment

Religious

Reservation

Universities

Latest Releases

Click on Applications.



Notifications Now register your Grievance through SMS. To register

### KIOSK/Citizen Space

- Apply for new KIOSK
- Register as new Citizen
- Verify Payment

E-TRANSACTION COUNT

TOP 5 SERVICES

NEW ACTIVITIES

MPOne e-Transaction Count

Nov 01, 2014

Since April 27, 2007

CVRAMAN

Done



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Home > KIOSK Services

◆ Kiosk Profile	 AADHAR UID AADHAR	 AIIMS AIIMS	 ARUSHI DONATION ARUSHI ONLINE DONATION
◆ Activities			
◆ Advertisement			
◆ APNA CSC	 CG High Court High Court of Chhattisgarh	 Cgpsc CGPSC	 CGPSC Recruitment CGPSC Recruitment
◆ Applications >>>			
◆ Bill Payments	 CMO-DAMOH CMO-DAMOH	 CPCT Computer Proficiency Certification Test	Sorry Cyber Registration Dept No Pic Cyber Registration Dept
◆ Counseling			
◆ Online Asmnt	Sorry Cyber Treasury No Pic Cyber Treasury	 Directorate of Agricultural Engineering Establishment Of Custom Hiring Centers At Personal Area	 DPI DIRECTORATE OF PUBLIC INSTRUCTION
◆ Religious			
◆ Reservation	 eChallan eChallan	 Edenred Food Coupon Distribution System	 Elections Commission Elections Commission
◆ Universities			
	 Elections Commission Elections Commission	 FAC Labour Department	 FarmerWelfare Dept. Farmer Welfare Dept.
	 FDA FOOD AND DRUGS ADMINISTRATION	 FDA Food and Drugs Administration	 FDA Food and Drugs Administration
	 Firms and Society Firms and Society	Sorry Fishes No Pic Online Fishes Farm	 Horticulture Dept. Horticulture Depp.
	 IIFM IIFM	 LAND RECORD LAND RECORD	Sorry Madarsa Board No Pic Madarsa Board

Click on FAC (Labour Department).

स्किप | मुख्य सामग्री पर जाएँ | अ अ अ English

**एमपी ऑनलाइन लिमिटेड** **श्रम विभाग**  
मध्यप्रदेश शासन

Tuesday, October 20, 2015 11:15:43

मुख्य पृष्ठ | एमपीऑनलाइन के बारे में | नागरिक सेवाएँ | अधिकृत कियोस्क /सीएससी सूची | नवीन कियोस्क के लिए आवेदन | शिकायतें

सफे 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

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

SATPURA 11:20  
ENG 20-10-2015

New User can make user id and password for login.

स्किप | मुख्य सामग्री पर जाएँ | अ अ अ English

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शिकायतें | सफे करें  
 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"/>		
<a href="#">Check Availability</a>			
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](#)

MPOnline

Using Email id and details you can create a login for using this application.

Note: Email id will not change and future operation on factories can be done from this email id only.

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**एमपी ऑनलाइन लिमिटेड**  
Madhya Pradesh के लिए सर्वोत्तम ऑनलाइन सेवाएं  
मध्य प्रदेश सरकार का पोर्टल

श्रम विभाग  
मध्य प्रदेश शासन  
Wednesday, July 22, 2015 4:04:10 PM

मुख्य पृष्ठ एमपीऑनलाइन के बारे में नागरिक सेवाएँ अधिकृत कियोस्क /सीएससी सूची नवीन कियोस्क के लिए आवेदन

शिकायतें संपर्क करें  
New Registration For License of Factory Establishment & Planning

Sign In to your Account

User ID  
Password

**Message**  
User Created successfully.  
New User? Sign Up  
ok

Contact us  
Director, Industrial Health and Safety  
518 New Moti Bungalow  
MG Road Indore,  
Madhya Pradesh - 452001  
Contact No. 0731-2533482  
MPOnline Customer Care  
Contact No. 0755 - 4019400  
Fax No. 0755 - 4019000  
Mail ID : support@mponline.gov.in

मुख्य पृष्ठ नागरिक सेवाएँ अधिकृत कियोस्क /सीएससी सूची नवीन कियोस्क के लिए आवेदन शिकायतें संपर्क करें

User created successfully.

स्क्रिप | मुख्य सामग्री पर जाएँ | अ | अ | अ | एमपीऑनलाइन समाचार | English

श्रम विभाग  
मध्य प्रदेश शासन  
Tuesday, October 20, 2015 11:15:43

मुख्य पृष्ठ एमपीऑनलाइन के बारे में नागरिक सेवाएँ अधिकृत कियोस्क /सीएससी सूची नवीन कियोस्क के लिए आवेदन शिकायतें

संपर्क करें  
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Sign In to your Account

User ID  
Password  
Login  
New User? Sign Up Forgot Password?

Contact us  
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MG Road Indore,  
Madhya Pradesh - 452001  
Contact No. 0731-2544264  
MPOnline Customer Care  
Contact No. 0755 - 4019400  
Fax No. 0755 - 4019000

Using Email id and password login the application.

SATPURA

मध्य प्रदेश सरकार का पोर्टल Tuesday, October 20, 2015 11:20:16

मुख्य पृष्ठ एमपीऑनलाइन के बारे में नागरिक सेवाएँ अधिकृत कियोस्क /सीएससी सूची नवीन कियोस्क के लिए आवेदन शिकायतें

संस्कृत करें Welcome To Labour Department Logout

**Licensing under Factories act 1948**

New Registration Options

Renewal Options

Apply For Renewal

Resubmission for renewal of License

Print application & Payment Receipt

Upload Signed Copy of Applied Application

Search your License No. by Factory Name

Payment Options

**User Manuals**

License Fee schedule

**Track Application**

Application Number

**Approved Map or letter**

Application Number

Download Map

Download Letter

Click "Renewal Option" for factory renewal. Options are:

1. Apply for Renewal: Will open a form to renew the factory. License number / factory id is compulsory.
2. Resubmission of renewal of license: Use this button if department had sent your renewal application for resubmission.
3. Print Application: Use this button to take print out of the application form you had filled. Note: Without portal payment you can not use this service.
4. Upload signed copy of applied application: Do Signature on the print out and upload from this button.
5. Search your License number: Use this button to find your factory license number and factory id via factory name.

SATPURA

MPOnline Com...

**1. Apply for Renewal: Will open a form to renew the factory. License number / factory id is compulsory.**

Skip to Navigation | Skip to Main Content | A A A हिन्दी Login: Citizen | Kiosk | G2G

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**श्रम विभाग**  
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Home About MPOnline Citizen Services Locate KIOSK/CSCs Apply for new KIOSK Grievances

Service Home Logout

**FORM 4**  
 (Prescribed under Rules 6,7,9 & 10)  
 Application for registration and grant or renewal of license for the year and notice of occupation in section 6 and 7  
 (To be submitted in triplicate)

लाइसेंस नंबर से खोजें

Licence No  Search

Enter License No. and click search button to view all details.

Home MPOnline Website MPOnline सुचना MPOonline

Skip to Navigation | Skip to Main Content | A A A हिन्दी Login: Citizen | Kiosk | G2G

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**1. Factory Details**

Application No	FAC1500099	License No	
Factory Name	Shri Rajlaxmi Traders Ginning		
factory address	Awalda bagh Road, Gandhwani Distt - Dhar	Pin Code	454350
Applicant's name	AMIT GUPTA	Address	Awalda bagh Road, Gandhwani Distt - Dhar

The information furnished in this application and original documents scanned & uploaded by me along with this application are true to the best of my knowledge and belief and I shall be responsible for any kind of false or fraudulent information and my Registration will be liable to be cancelled or withheld in any such case without prior notice besides any other criminal/civil proceedings against me.

आगे बढ़ें

Check Factory details if details are correct then click the check box and proceed.

FORM 4

(Prescribed under Rules 6,7,9 & 10)  
Registration and grant or renewal of license for the year and notice of occupation in s  
(To be submitted in triplicate)

Some field is editable and we can update the details like Factory name and address.

Select License renewal year License from to License to year. For Example If you want to take license for one year i.e. for 2016. Select year 2016 on both dates.

Shri Rajlaxmi Traders Ginning

Factory Licence 's' member If already registered before \*  
Yes  License N

License from year \* 2016 License to year \* 2017

2 (A). Full postal address and situation of factory

Address *	Awalda bagh Road, Gandhwani Distt - Dhar	Pin Code *	454350
District *	Dhar	Division Office *	Indore Hq
Your Factory Address is same as your communication Address: <input type="checkbox"/>			

2 (B). Full postal address to which communication relating to factory should be sent

Address *	Awalda bagh Road, Gandhwani Distt - Dhar	Pin Code *	454350
State *	Select		
District *	438	Division Office *	IH

Save & Next

MPOnline

**FORM 4**  
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<<Back

**3. Full name and residential address of the occupier**

Full Name of the Occupier *	Shri Girdharilal Rathor	Father Name *	
Address *	Balaghat	Occupier Status *	Proprietor
State *	Select		
District *	457	Division Office *	J
Pin Code *	481001	Mobile No *	
Email Id *		Aadhar Number *	

**4. Full name and residential address of the owner of premises or building (including the precincts thereof) referred to in section 93**

Full Name of the Owner *	Shri Girdharilal Rathor		
Address *	Balaghat	Pin Code *	481001
State *	Select		
District *	457	Division Office *	J

Enter “\*” mandatory details and also update the previous details.

**5. Full name and residential address of the person who shall be the manager of factory for the purposes of the Act.**

Full Name of the Manager	Shri Girdharilal Rathor	Father Name	
Address	Balaghat	Pin Code	481001
State	Select		
District	457	Division Office	J
Mobile No		Email Id	

Save & Next

MPOnline



**FORM 4**  
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<<Back

6. 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) *	Na
(B) To be carried on in the factory during the next twelve months (in the case of all factories) *	Tiles and Ridges
(C) Whether it involves hazardous process as interoperated under Section 2(cb) (give details) *	No <input type="checkbox"/>
(D) Whether it involve any dangerous operation, wholly or partly, as declared under sub-rule (1) of the rule 107 under Section 87 (give details) *	No <input type="checkbox"/>
(E) Whether any chemical substance as specified under second schedule of the Act is used, handled, stored or processed thereat. *	No <input type="checkbox"/>

Save & Next

Fill and update manufacturing or processes and save.

**FORM 4**  
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<<Back

7. Names, quantities and values of principal products manufactured during the last twelve months (in the case of factories already in working)

S.No	Name	Quantity	Value	
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	Delete

+

**8. Worker Details**

Fee Schedule Applicable \*

(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 worker to be ordinarily employed in the factory \*

**9. Nature and total amount of power (HP)**

Installed Machinery Power in Horse Power  H.P.

10. Reference number (s) and date of approval/ allotment of site whether for old or new building and for construction or extension of factory by the State Government.

Reference number(s)  Date of approval (dd/mm/yyyy)

11. Reference number and date of approval of the factory plan by the competent authority and the name authority granting approval.

Reference number(s)

Name of Authority

12 (A) . Reference number(s) and date (s) of approval of Plans under Rule 3 of M.P. Factories Rules, 1962 by Chief Inspector of Factories, M.P

Reference number(s)  Date of approval (dd/mm/yyyy)

12 (B). Description of the factory premises approved as above and which consist of:

Description

Submit

In this section select the workers and Machinery H.P. and some other details. Challan fees for Renewal will be calculated as per calculation of year of renewal, workers quantity and Horse Power.

Fill and update details after that save.

संपर्क करें

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[Service Home](#) [Logout](#)

Document Briefcase

List of Document(s)

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. FAC1500127    Applicant Name: Dhanraj Kothri    Factory Name: Shri Ram Oil Mill

S.No.	Document Description	Select File to Attach	Upload File	Download File
1.*	Photograph of the Applicant	<input type="button" value="Choose file"/> No file chosen	<input type="button" value="Upload"/>	
2.*	Photo identity card of the Applicant	<input type="button" value="Choose file"/> No file chosen	<input type="button" value="Upload"/>	
3.*	Photo identity of the Manager	<input type="button" value="Choose file"/> No file chosen	<input type="button" value="Upload"/>	
4.*	Original Factory Licence	<input type="button" value="Choose file"/> No file chosen	<input type="button" value="Upload"/>	
5.	Proof of change in occupier / change in the name of company / change in power – to be provided, if applicable	<input type="button" value="Choose file"/> No file chosen	<input type="button" value="Upload"/>	
6.	अन्य १	<input type="button" value="Choose file"/> No file chosen	<input type="button" value="Upload"/>	
7.	अन्य २	<input type="button" value="Choose file"/> No file chosen	<input type="button" value="Upload"/>	
8.	अन्य ३	<input type="button" value="Choose file"/> No file chosen	<input type="button" value="Upload"/>	
9.	अन्य ४	<input type="button" value="Choose file"/> No file chosen	<input type="button" value="Upload"/>	

**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.

In this section List of Documents (Non Hazardous). Select and upload scan copy of original documents. Once uploaded "Proceed for payment" will be able to make MPOnline portal Fee.

Payment Receipt

Date:08/10/2015		Time :3:36 PM
Application No.	FAC1500162	
Kiosk Channel Id	K0799990054	
Transaction Id	15100806537911779545	
Payment Mode	Cash	
Factory Name	Amit Tiles	
Service Name	Renewal of Factory Registration	
Department Current Fee	6,569.00 (To be paid in Treasury)	
Portal Charge	50.00	
Total Payable Amount	50.00	

Here showing the applicant fees\* (To be paid in Treasury).

**IMPORTANT NOTICE :** To complete your registration please pay department fees to Treasury and upload duly signed copy of application. Follow below steps :

**Below is the Process for paying department fees to treasury :-**

1. Click on "Click to download challan copy" from this page or after login to Labour department from MP Online portal.
2. After Making Payment to treasury, Visit MPOnline portal, Login to Labour Department.
3. Submit treasury challan copy by clicking " Submit treasury challan copy"

**Below is the Process of uploading Duly sign registration form.**

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"

Click To Download Challan Copy

Print

Print Application & Payment Receipt

You need to pay Challan fee directly to treasury through Bank or <http://www.mptreasury.org/> . Use Button Click to Download Challan Copy. This will help you in finding Challan fee & Heads.

You can also find the same page through service home page Payment Option > Click to download challan copy.

You need to upload signed scan copy. Use Button Print application and payment receipt", This will help you in taking print of the form you had submitted. Take signature and upload the scan copy from service home page > renewal options > Upload sign copy.

You can also find the same page through service home page Payment Option > Print application and payment receipt.

\*Only Portal Charge will be paid Online through KIOSK or Online (Net Banking, Credit Card & Debit Card) and Department fees will be paid in Treasury.



FORM 4  
(Prescribed under Rules 6, 7, 9 & 10)  
Application for registration and grant or renewal of license for the year and notice of occupation in section 6 and 7  
(To be submitted in triplicate)  
Download Bank Challan Copy For Form 4

Search Application

Application Type	Challan For Form 4	Application No	
------------------	--------------------	----------------	--

- चुने
- Challan For Form 4
- Challan For Re-Submission Of Form 4
- Challan For Renewal Of License
- Challan For Renewal Of License (Re-Submission)

Select option 3 and 4 for renewal of form. **Option 3:** Download Challan copy for renewal challan Fee.  
**Option 4 :** Download Challan copy for renewal resubmission challan fee.  
**Note:** It is Compulsory to download and upload challan copy even for zero payment in renewal resubmission process



FORM 4  
(Prescribed under Rules 6, 7, 9 & 10)  
Application for registration and grant or renewal of license for the year and notice of occupation in section 6 and 7  
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Download Bank Challan Copy For Form 4

Search Application

Application Type	Challan For Form 4	Application No	FAC1500163
------------------	--------------------	----------------	------------

Search

Enter the application no. and search for format.

**FORM 4**  
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 Download Bank Challan Copy For Form 4

1 of 1 Find | Next

XX(A) A-7, Subsidiary Rule 19 and 22 under Treasury R  
 CHALLAN OF MONEY PAID INTO THE .....Indore..... TREASURY  
 (To be present at the treasury Single or Dup. or Triplicate as the case may be)

By Whom Bought	On what Account	Amount Rs. P
Shri Sanjay Wadhwa	Factory License and Registration fees Year 2016	6569 = 00
		Under Rupees in words 6570 = 00
		Total 6569 = 00
Head of Revenue	0230 Labour & Employment 104 Receipt under the Factories Act	Details Note Cash Total
Certified that the amount shown above has been entered in the departmental register of the head of revenue deposit.		
Dated	Departmental Officer	Signature of Tenderer
<b>FOR USE IN TREASURY</b>		
Examined	Received	Entered No.
Initials of Accountant	Signature of Treasurer	Signature of Accountant
Dated	Treasury Officer	Seal Seal

Save the format (.pdf, .xls,.doc etc.

**Note Challan fee and heads which will be used in payment to treasury.**

MP



List of Documents for Renewal

S.No.	Document Description	Upload Document
1	Factory Details	<input type="button" value="Choose File"/> Access requiti...orm V.1.1.2..pdf

After search the application then upload the signed file.

Upload your Documents

Application No.

Message

Document Uploaded Successfully.

Then message is showing "Document uploaded successfully."

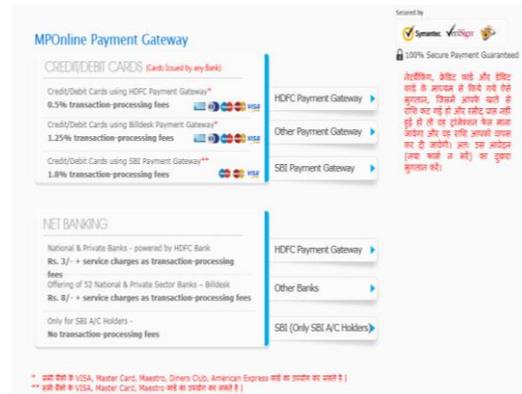
#### 4. Payment Mode-

In this application we two mode of Payment:

**Cash Payment using KIOSK**

**Online Payment Using CC/DC/NB**

Kiosk is MPOnline Franchises



#### 5. Users-

In this application we have two users.

1. Applicant
2. G2G User

#### 6. Portal Charge and commission-

**Portal Charge is Rs. 50/-**

- Through MPOnline Only Portal Charge will Pay and calculated payment will be paid to treasury.
- Calculation of Department fess on basis of Schedule (A,B,C), Worker (0-10, 10-20 etc.) ,Horse Power and Year of Renewal.
- In Renewal resubmission: Download challan copy to check the payment you need to make to treasury in resubmission process. You need to make payment in treasury and upload receipt from “payment options”. If there is zero payment in challan than upload the same chalan copy from “payment option”.