

Rough Guidelines for availing the e-Services of Inspectorate of Factories under Ease of Doing Business (EODB) Platform by Service Plus.

*Note: (For New Registration of Factory Licence, both Form no. 1 and 2 is required);
(For Renewal of Factory Licence only Form No. 2 is required).*

Step 1- Registration in the portal:-

1. Please go to website “<http://eservices.assam.gov.in/>” or “<http://eodb.assam.gov.in/>”
2. **Go to – Register here.**
(There one have to register their factory giving the details with name of the factory, email id password etc), where OTP will be send to both the email address and Phone Number for verification). After completing this step by entering the OTP’s the registration process would be over. For Log in, the email id would be the user id and the password would be as given in registration.

Step 2 – Generation of UBIN (by Common Application Form):-

1. **Go to- Log in.** Give the username (email id used in registration) and Password (as given in registration). Then one would be logged in.
2. **Go to apply for services.** After logging in, please click on Apply for services and then go to view available services, where one can avail the services,
3. **Go to Common Application Form (to generate UBIN):** One has to apply in Common Application Form (by Department of Industries and Commerce) to generate UBIN.
 - a. **Common Application Form:-** Simply click at “Common Application Form” and fill up the details (*Please fill the mandatory fields correctly*), after clicking the submit button one has to attach documents like – Identity Proof, Address Proof, PAN card of the establishment, Authorisation letter, etc. (*hard copies of the documents may be required to be submitted if asked for*). After that one has to click the final submit button and an acknowledgement receipt will be received for online submission. The services (*generation of UBIN*) will be delivered within the specified time frame by the Department of Industries and Commerce.

Step 3 – Apply for Services: Factory Plan Approval, Factory Registration and Licensing, Amendment of Factory Licence, Transfer of Factory Licence, Renewal of Factory Registration and Licensing, Auto Renewal of Factory Licence.

1. After getting the UBIN from the Department of Industries and Commerce, one is eligible to apply for various services like, [Factory Plan Approval (Form 1); Factory Registration and Licensing (Form 2); Amendment of Factory Licence, Transfer of Factory Licence; Renewal of Factory Registration and Licensing, Auto Renewal of Factory Licence, etc].

(Note: For New Registration one has to fill up both Form 1 and Form 2. But for Renewal one has to fill up only Form 2.)

Please Log in (giving username and password) and click on Apply for services and then go to view available services, from where one can avail the services.

- a. **Factory Plan Approval (Form 1):-** To avail the service, please click at “Factory Plan Approval” and fill up the details (*Please fill the mandatory fields correctly*), after clicking the submit button one has to attach documents like - Attachment of Process flow chart, Brief write up of the factory process, land documents, No Objection Certificate, UBIN details etc. (*hard copies of the drawings are to be submitted offline to the Head Office, i.e. Chief Inspectorate of Factories, Assam, Betkuchi, Lohra, Guwahati – 781040, Assam*). After that one has to click the final submit button and an acknowledgement receipt will be received for online submission. The services will be delivered within 60 days if everything is found satisfactory.
- b. **Factory Registration and Licensing (Form 2):-** To avail the service, please click at “Factory Registration” and licensing and fill up the details (*Please fill the mandatory fields correctly*), after clicking the submit button one has to attach documents like - UBIN details etc. After that one has to click the final submit button (Make payment option will also occur, where online payment has to be done through GRAS portal) and then an acknowledgement receipt will be received for the online submission. The services will be delivered within 60 days if everything is found satisfactory.
- c. **Amendment of Factory Licence:-** To avail the service, please click at “Amendment of Factory Licence” and fill up the details (*Please fill the mandatory fields correctly*), after clicking the submit button one has to attach documents like – Previous Factory Licence, UBIN details etc. After that one has to click the final submit button (Make payment option will also occur, where online payment has to be done through GRAS portal) and then an acknowledgement receipt will be received for the online submission. The services will be delivered within 60 days if everything is found satisfactory.

- d. **Transfer of Factory Licence:-** To avail the service, please click at “Transfer of Factory Licence” and fill up the details (*Please fill the mandatory fields correctly*), after clicking the submit button one has to attach documents like – Previous Factory Licence, UBIN details etc. After that one has to click the final submit button (Make payment option will also occur, where online payment has to be done through GRAS portal) and then an acknowledgement receipt will be received for the online submission. The services will be delivered within 60 days if everything is found satisfactory.
- e. **Renewal of Factory Registration and Licencing:-** To avail the service, please click at “Renewal of Factory Registration and Licensing” and fill up the details (*Please fill the mandatory fields correctly*), after clicking the submit button one has to attach documents like – Previous Factory Licence, UBIN details etc. After that one has to click the final submit button (Make payment option will also occur, where online payment has to be done through GRAS portal) and then an acknowledgement receipt will be received for the online submission. The services will be delivered within 60 days if everything is found satisfactory.
- f. **Auto Renewal of Factory Licence:-** To avail the service, please click at “Auto Renewal of Factory Licence” and fill up the details (*Please fill the mandatory fields correctly*), and the data would be automatically fetched from the previous years renewed licence, After clicking the submit button one has to attach documents like – Previous Factory Licence, UBIN details etc. After that one has to click the final submit button (Make payment option will also occur, where online payment has to be done through GRAS portal) and the licence will be auto generated immediately if everything is found satisfactory.