

File No. L&E (Fac) 9-281/07

Government of Himachal Pradesh
Department of Labour & Employment
Dated, Shimla 171001

July, 2014

From

Labour Commissioner-cum
Chief Inspector of Factories, HP

To

- 1) President
BBN Industries Association
Single Window Clearance Agency,
Industrial Area, Near Fire Office,
Jharmajri, Baddi, District Solan, HP
- 2) President
Parwanoo Industries Association
C/O HPCED Building, Department
Of Industries Complex, Sector-1
Parwanoo, District Solan, HP
- 3) President
Drug & Pharma Association
C/O M/S Intergrated Laboratories Pvt Ltd.
Moginand, Kala Amb, District Sirmour, HP
- 4) President
Laghu Bharti Udyog Association
Biologics & Csotropics India Pvt Ltd
Nahan Road, Kala Amb, District Sirmour, HP
- 5) President
Industries Association Kala Amb
C/O Ruchira Papers Mills Pvt Ltd
Trilokpur Road, Kala Amb, District Sirmour, HP
- 6) President
Chamber of Commerce & Industries
Himachal Chamber of Commerce and Industries
Industrial Area Chamber House, Gondpur
Poanta Sahib, District Sirmour, HP
- 7) President
BBT Industries Association
Roshan Nagar, VPO Bathu, Tehsil Haroli
District Una, HP-174301

- 8) President
Haroli Block Industries
C/O Kaushal Roller Flour Mills Pvt Ltd
3-Industrial Area, Tahliwala, Una, HP
- 9) President
Mehatpur Industries Association
Spatia Chemicals, Block No. 76-77
Industrial Area, Mehatpur, District Una, HP
- 10) President
Gagret Industries Association
The Amb Sub-Division Industries Association
C/O JK Gases, 1A, Gagret, District Una, HP

Subject:- Online Factory Registration under Factories Act, 1948

On the above cited subject, it is to inform you that under Factories Act, 1948, Approval of Building Plan, Registration & Renewal is a mandatory requirement. At present the said processes are being done manually which results in considerable wastage of time & paper both at level of applicant as well as Government level. Applicant has to visit the office of Chief Inspector of Factories in order to ascertain the status of their application for approval of building plans, registration and renewal of licence. In order to computerize the entire process, the HP State NIC has developed software which is named as "OFRIS (Online Factory Registration Information System)" for online approval of Building plans, licensing and registration, renewal of licenses etc. The salient features of the new software are as under:-

- To offer an automated & transparent interface for the approval of building plan and factory registration thereby streamline the functioning of the whole process and at the same time to ensure legal compliances.
- Online payment of registration and renewal fee under Factories Act, 1948 through Net Banking thus doing away the visit of applicant to Bank, Treasury and officers of department for verification of challans.

- To reduce the time span in the registration process of factories and buildings plan approvals.
- To facilitate department and factory owners to ascertain the status of application submitted and action being taken at every stage of the process.
- Offer an online interface for uploading of documents and have online correspondence/messages with the department.
- Doing away the needs to visit the Office of Labour & Employment not only during the process of registration but also at the time of renewals.
- Fair, transparent and in time processing of various approvals to the satisfaction of all.
- Streamline and standardized the internal functioning of the department.
- Generation of various reports and returns and queries raised from time to time to the department from various quarters.
- Filling up of various statutory returns.

In order to implement the software, it has been decided by the department to commence online application for approval of Building plan, registration and renewal of licences.

You are therefore requested to advise your member industries to apply for online renewal and registration for the year 2015. The said software can be accessed on admis.hp.nic.in/ofris. Detailed guidelines regarding application process can be assessed at <http://admis.hp.nic.in/ofris/guidelines.aspx>

Please note that those establishments which are already registered manually will need to apply online for renewal by 15th September 2014 to enable department to process the application by 31st October 2014.

Your cooperation will be helpful to the department regarding implementation of new software. For further details the following officials of department may be contacted as per details given below:-

| Name of official | Contact Number | Email address |
|--|-----------------------|--|
| Shri Naresh Kumar, Computer Operator | 01772624209(O) | compop-lep-hp@nic.in |
| | 9418021031(M) | |
| Shri Amit K. Tanwar | 01772624157(O) | ddf-hp@nic.in |
| | 9418490260(M) | |
| Shri Mukesh Dhiman, Programmer, HP NIC.(For Technical Queries) | 9625467280(M) | mukesh.dhiman@nic.in |

Yours Faithfully

**Labour Commissioner-cum-
Chief Inspector of Factories
Shimla, Himachal Pradesh**

Copy to

- 1. The Principal Secretary (Labour & Employment)** to the Government of Himachal Pradesh, Shimla-171002, HP.
- 2. Director, Department of Industries, Udyog Bhawan, Bemloe, Shimla-1** for information.
- 3. Director, Information & Public Relation, Shimla-2, HP** with a request to give **press release** in leading news papers.
- 4. Shri Vijay Gupta, Principal System Analyst**, HP State NIC with the request to give link to OFRIS Software in the website of department as a “**New**”. The said circular may also be flashed in the website of department.
- 5. The Deputy Director (Factories), Una, District Una, HP** with the direction to aware the industrial units in his area to apply online for approval of Building plan, registration and renewal of licenses. The units which are already registered may be directed to start the backlog entries.
- 6. All Labour Officers** with the direction to aware the industrial units in his area to apply online for approval of Building plan, registration and renewal of licenses. The units which are already registered may be directed to start the backlog entries.
- 7. All Labour Inspectors** with the direction to aware the industrial units in his area to apply online for approval of Building plan, registration and renewal of licenses. The units which are already registered may be directed to start the backlog entries.
- 8. Computer Operator, Directorate of Labour & Employment** for information and compliance.

**Labour Commissioner-cum-
Chief Inspector of Factories
Shimla, Himachal Pradesh**