

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

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

22<sup>nd</sup> September, 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**

Please refer to this office letter of even no. **L&E (Fac) 9-281/07** dated **31.07.2014** on the subject cited above. In this context, it is once again reiterated that the department has operationalised the software namely OFRIS (On line Factory Registration Information System) with effect from 01.08.2014. The said software can be accessed on **[admis.hp.nic.in/ofris](http://admis.hp.nic.in/ofris)**. As per earlier letter referred above, the department will receive online applications w.e.f. 01.08.2014 for approval of building plans, registration and renewal of licence (year 2015 onwards). For this purpose, the occupier has to register himself one time in the said software in order to create authorized login and password. The units which are already registered have to apply for renewal of licence for 2015 only online and **no manual application will be accepted for renewal of factory licence for the year 2015.**

The already registered units are also required to get themselves registered so as to create authorized login and password and opt the option **Licence already issued.**


(Form 3) through OFRIS so as to get the system generated number and also for tracking status of application in future which will facilitate them for applying online renewal for the year 2015. The said task was required to be completed by 15.09.2014. But till date progress appears to be quiet slow.

It is also informed that last date for submission of renewal application as per past practice is 31.10.2014. It is therefore, once again requested that your member industries may once again be advised to ensure onetime account registration and enter the necessary details through OFRIS so that they can submit their application for renewal of licence before 31.10.2014 so as to avoid last minute rush and save themselves from congestion in the website (OFRIS) as well as avoiding of payment of late fee. The process of one time account registration and backlog entry regarding already approved building plans, factory registration in respect of already registered units may be positively completed by 10.10.2014.

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)	<a href="mailto:compop-lep-hp@nic.in">compop-lep-hp@nic.in</a>
	9418021031(M)	
Shri Amit K. Tanwar	01772624157(O)	<a href="mailto:ddf-hp@nic.in">ddf-hp@nic.in</a>
	9418490260(M)	

Yours Faithfully

  
(Amit Kashyap, IAS)  
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 **Shri Vijay Gupta, Principal System Analyst**, HP State NIC, HP, Shimla-171002.
- 3 **Shri Sanjay Sharma, Principal System Analyst**, HP State NIC, HP for uploading the circular in website by highlighting the same as "new".
- 4 **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. They are further directed not to verify the treasury challan manually and they may be asked to deposit the renewal fee through net banking system through e challan through OFRIS.
- 5 **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. They are further directed not to verify the treasury challan manually and they may be asked to deposit the renewal fee through net banking system through e challan through OFRIS.
- 6 **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. They are further directed not to verify the treasury challan manually and they may be asked to deposit the renewal fee through net banking system through e challan through OFRIS.

  
(Amit Kashyap, IAS)  
Labour Commissioner-cum-  
Chief Inspector of Factories  
Shimla, Himachal Pradesh