Single Window Portal

Registration and Renewal of Boilers under The Boilers Act, 1923

Directorate of Factories & Boilers, Labour & ESI Department, Govt. of Odisha

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Introduction

Industries Department of the Govt. of Odisha has developed the online *Single Window Portal* in order to facilitate 'Ease of Doing Business' and foster a conducive business environment in the State. It acts as a single window for clearances from 15 state departments, leveraging technology to bring in transparency, improve efficiency and extend time-bound clearances to the investors.

The *Single Window Portal* allows seamless integration with portals of different government departments thereby eliminating the need to fill forms multiple times, ensuring time-bound clearance, as well as ensuring single login credential for all applications. It acts as a one-stop solution for information, registration, approvals, e-payment and application tracking for clearances/approvals. It also provides updated information relating to relevant rules, regulations, orders and policy initiatives and schemes for guiding the investors. In addition to this, the portal sends alerts, via email and SMS, to applicants about the progress on their submitted applications.

Other key features are:

- Information regarding status of approved proposals, proposed investments and pending applications.
- An online grievance redressal and feedback mechanism, to timely address issues faced by investors.
- Existing online systems such as Land Bank (GO iPLUS), Central Inspection Framework and Automated Post Allotment Application (APAA), and the CSR portal are integrated into the *Single Window Portal*, making it a one-stop-shop for a plethora of services.

This document is intended to serve as a User Manual for grant of "Registration and Renewal of Boilers under The Boilers Act, 1923" service from the Directorate of Factories & Boilers, Labour & ESI Department, Govt. of Odisha.

General Instructions

Based on the geographical location of the factory and the no. of employees proposed to be employed, and the application will be routed to the designated Assistant Director of Factories & Boilers for processing the document and conducting inspection. The date of inspection is set by the department. On the said date, thorough inspection is made, material and construction is verified with drawing and certificates. If the thorough inspection is satisfactory, the applicant is informed to prepare the boiler for hydraulic tests. After satisfactory hydraulic test of boiler, the Asst. Director of Factories & Boiler prepares registration documents and forwards the registration documents (Memorandum of Inspection book, Memorandum of Registration book) to the Director of Factories & Boilers, Odisha, attaching declaration of inspection etc. for registration of the inspected boiler. Upon receipt of the registration documents, the Director of Factories & Boilers will scrutinize the documents and if everything is found to be in order, will give the approval. Once approved, the boiler is registered and the certificate will be available for download from the portal.

Prior to applying to this service, if the applicant has applied for PEAL, the first section of the Registration and Renewal of Boilers under The Boilers Act, 1923 will get auto-populated from the PEAL form. Applicant who did not fill the PEAL form, will have to fill all the fields.

Fields marked with "*" are mandatory and should be filled in before submitting the form on the single window portal. Leaving fields blank in the Form is not allowed. In case applicants wish not to enter data in a field, they can put "NA" if it is a text/description field or a "o", if it is a numeric field. In case of errors, the form will show an error message. The applicant may correct the data and save the form again.

Some of the fields can accept multiple values. If the applicant wishes to furnish more than one item, he may use the "+" button to add more rows. Similarly, if he wishes to remove a row, he may use "x" button.

Applicants can attach documents in digital format as documentary evidences which the department will use for verification. Clicking on the choose button will let them select the document to be uploaded. Before submitting the document, they needs to ensure that all the information furnished by them is satisfactory and correct to the best of their knowledge and understanding. After checking that the information furnished in all the fields are in order, they can submit the application by clicking on the 'Submit' button.

After the form is successfully submitted, applicants can pay the required fees based on the rating of the Boiler, either online or offline. Boiler Rating is the number of square meters (to the nearest whole number) in the heating surface of the boiler. The required fee to be paid with the application under Sub-section (1) of Section 7 of the Act shall be:

Boiler Rating	Fees required to be paid for Registration
Not exceeding 10 sq. mtrs.	720
Exceeding 10 sq. meters but not exceeding 30 sq. mtrs.	960
Exceeding 30 sq. meters but not exceeding 50 sq. mtrs.	1080
Exceeding 50 sq. meters but not exceeding 70 sq. mtrs.	1320
Exceeding 70 sq. meters but not exceeding 90 sq. mtrs.	1560
Exceeding 90 sq. meters but not exceeding 110 sq. mtrs.	1800
Exceeding 110 sq. meters but not exceeding 200 sq. mtrs.	2040
Exceeding 200 sq. meters but not exceeding 400 sq. mtrs.	2280
Exceeding 400 sq. meters but not exceeding 600 sq. mtrs.	2640
Exceeding 600 sq. meters but not exceeding 800 sq. mtrs.	2880
Exceeding 800 sq. meters but not exceeding 1000 sq. mtrs.	3240
Exceeding 1000 sq. meters but not exceeding 1200 sq. mtrs.	3840
Exceeding 1200 sq. meters but not exceeding 1400 sq. mtrs.	4320
Exceeding 1400 sq. meters but not exceeding 1600 sq. mtrs.	5040

Boiler Rating	Fees required to be paid for Registration
Exceeding 1600 sq. meters but not exceeding 1800 sq. mtrs.	5400
Exceeding 1800 sq. meters but not exceeding 2000 sq. mtrs.	6000
Exceeding 2000 sq. meters but not exceeding 2200 sq. mtrs.	6480
Exceeding 2200 sq. meters but not exceeding 2400 sq. mtrs.	7200
Exceeding 2400 sq. meters but not exceeding 2600 sq. mtrs.	7560
Exceeding 2600 sq. meters but not exceeding 2800 sq. mtrs.	8160
Exceeding 2800 sq. meters but not exceeding 3000 sq. mtrs.	8640
Above 3000 sq. meters	for every 200 sq. mtrs, or part
	thereof, an additional fee of
	Rs. 240 shall be charged

If they wish to pay offline, they may choose the 'Over the Counter' option on the Cyber Treasury payment gateway. A challan with the account details of the department will then be generated. The applicant will take the hard copy of the challan to the nearest branch of the bank selected and deposit the amount either by Cash, or by means of Demand Draft. Once the fee is processed by the bank, the bank will send a transaction ID via SMS, which then will have to be entered on the Cyber Treasury portal to complete the application process.

Upon payment the applicant will receive an SMS & Email notification with the application number from the single window portal.

Checklist of Documents

The applicant will need to attach the following document with the application:

1. Scanned copy of Signature of Applicant

Timeline

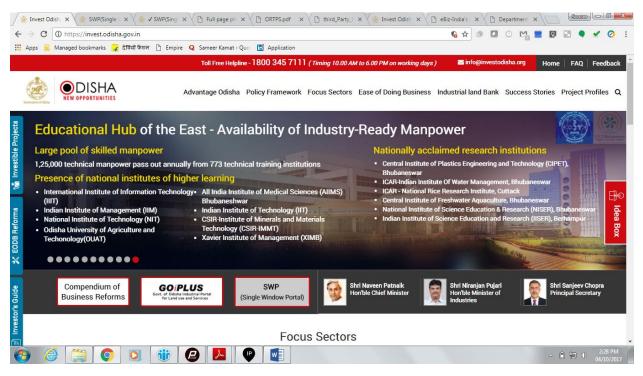
Registration and Renewal of Boilers under The Boilers Act, 1923 is provided within 30 working days from the date of submission of application. The department can however raise queries on the application within 7 working days of receipt of application.

Field Instructions

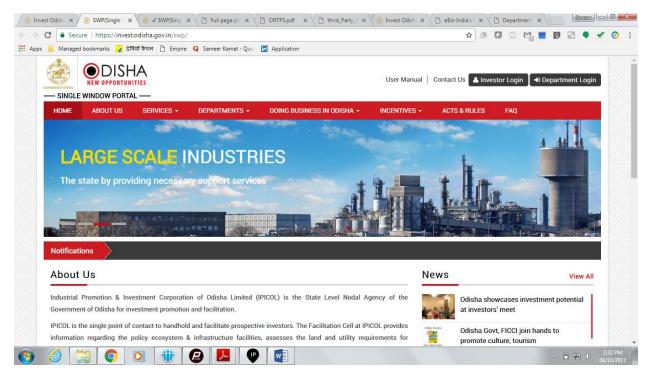
<u>Sl.</u> <u>No.</u>	Field Name	Instructions
1	Is it small industrial boiler as	Select whether the Boiler is a small industrial boiler as per
1	per Chapter XIV?	Chapter XIV of the Indian Boilers Act, 1923
		Select whether the applicant is an Agent or the Owner. Enter
2	Details of the Applicant	Name, Address and contact details of the Owner/Agent.
		District and Block can be selected from the dropdown list.
0	Address of the Factory	Enter the address of the factory. District, Block and
3	Address of the Factory	Subdivision can be selected from the dropdown list.
4	Type of Boiler	Enter the type of Boiler. Eg. Fire-tube, water-tube, high-
4	Type of Boiler	pressure, etc.
5	Age of Boiler	Auto-calculated from the Year of Manufacture of the Boiler

Application Procedure

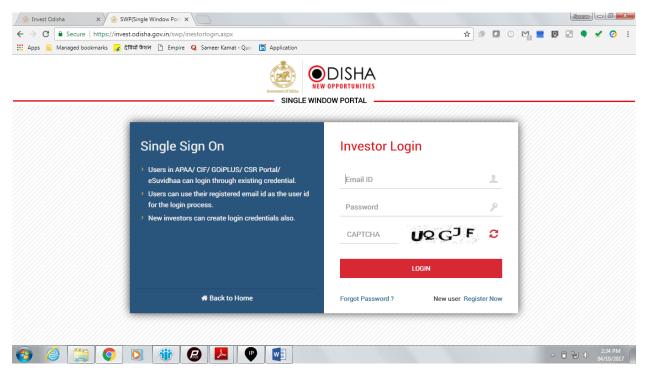
1. Applicants will go to the URL: <u>https://investodisha.gov.in</u>



2. Clicking on the SWP (Single Window Portal) block will take the applicant to the Single Window Portal.



3. Applicant will click on 'Investor Login' to sign-in into the Single Window Portal. The following login page opens up.



4. Existing users of APAA/CIF/GO-iPLUS/CSR Portal/eSuvishaa can log into the Single Window Portal using the same credentials. New applicants can register themselves on the portal by clicking on the 'Register Now' button. The users have to fill the registration form and verify themselves by entering the OTP sent to the mobile number entered.

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5. Upon registration/logging in, the applicant can view their dashboard.

6. In the 'Services' section, the applicant can view the list of services offered by the Single Window Portal.

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7. From the list of services, applicant can apply to the service "Registration and Renewal of Boilers under The Boilers Act, 1923" by clicking on which allows the applicant to fill in the required details. After filling up the form, the applicant can submit the form by clicking on the "Submit" button.

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Name of Factory/Establishment : Where the Boiler is Situated ?*		Date of inspection desired*	:	ST
Description Of Boiler				
(a) Type* :		(b)Name of the Manufacture*	:	
(c) Place of Manufacture* :		(d) Year of Manufacture*	: Year	•
(e) Age of the Boiler (In Years)*		(f) Maker's/Work's Number*	:	
(g) Heating Surface area (In Square Meter)*		(h)Working Pressure (In Kg Per Square Centimeter)*	:	
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	(g) Heating Surface area (In Square Meter)*	:	(h)Working Pressure (In Kg Per Square Centimeter)*	:							
	(ī) Evaporation Capacity (In Kg Per Hour)*	:	Distance of the factory in km from office of Factories & Boilers*	:							
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While filling up the application form, the applicant can upload scanned copies of required documents in the respective fields. Application fee will be calculated automatically based on the information filled by the applicant and displayed at the bottom of the form.

8. Upon submission, the applicant will confirm payment of fees by clicking on the 'Pay Now' button.

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9. The page redirects to the payment gateway. The applicant, after confirming that the amount displayed on the page is correct, can select the mode of payment from the available options. (Net Banking/Debit Card/Credit Card/Over the Counter)

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10. Applicants can select the bank of their preference and proceed to payment.

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11. If the mode of payment is online (Net Banking/Credit Card/Debit Card), upon clicking the 'Make Payment' button, the page will be redirected to the selected bank's payment portal.

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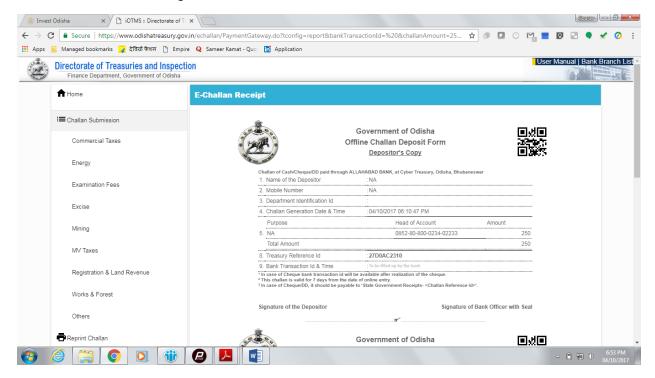
12. Applicant can fill in their details and pay the requisite amount at their selected bank's payment portal.

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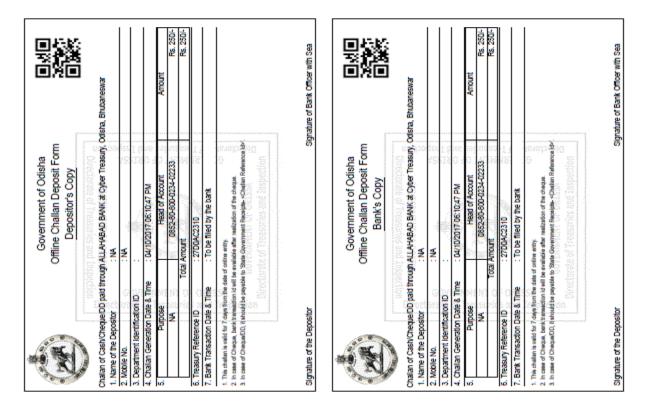
13. If the mode of payment is offline (Over the Counter), the applicant can generate the Challan for that transaction by clicking the 'Generate Challan' button. The page will be redirected to the selected bank's payment portal.

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14. A downloadable e-Challan receipt will be displayed mentioning the head of account and the amount to be paid.



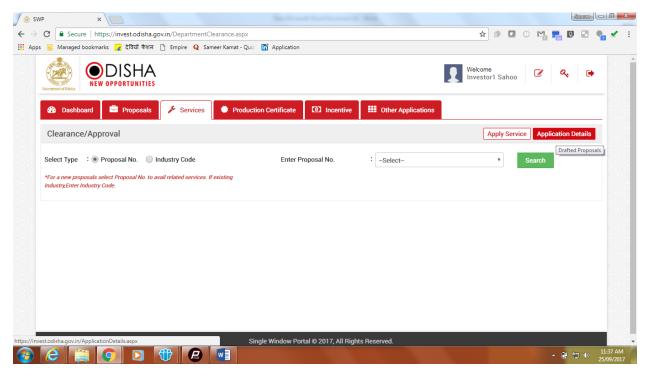
The applicant can take the copy of the challan to the nearest branch of the bank selected and pay the amount.



15. Upon successful payment an Application No., Transaction ID and a Challan Reference ID will be generated and the page will be redirected the Single Window Portal. The following acknowledgement appears on the screen. An SMS/Email notification is also be sent to the applicant with all the details from the single window portal.

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	Challan Amount	Your Payment Successful	
	Bank Transaction Id	102244656589	
	Challan Ref Id	27D0A5D23A	
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16. Applicants can go to the Services button on the Menu bar and click on "Application Details" to check the status of their application.



17. Applicants can track and monitor the status of all applications done through the Single Window Portal. Departments may raise queries on the application within 7 days of its submission. As and when queries are raised, the 'Query Status' column gets updated. Applicant can view and reply to the queries on an application by clicking on "Query Raised". Applicant is notified via email/SMS about the query raised at this stage.

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SINo.	Department Name Labour & ESI Department (Directorate of Factories & Boilers)	Service Name License under The Boilers Act, 1923 & its renewal	Applicant Name Pradeep Sahoo	Application No 20171012510003	On			Application	View	Download	d
	Labour & ESI Department (Directorate of	License under The Boilers Act, 1923 & its			On 12/09/2017	Status Query	Detail	Application Status	View Detail	Download	d
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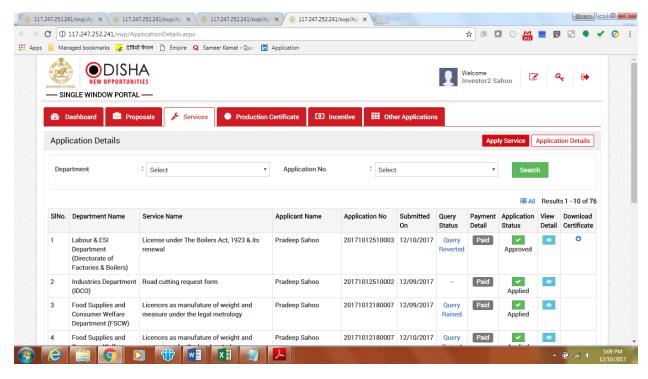
18. Applicant can submit additional information/documents sought by the department. Multiple files can be uploaded in response. After uploading all the required documents, the query can be resolved by clicking on the "Submit" button.

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19. The documents uploaded by the applicant in response to the query will be forwarded to the department for scrutiny. The query status on the 'Application Details' page gets updated to 'Query Reverted'.

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SINo.	Department Name	Service Name	Applicant Name	Application No	Submitted On	Query Status	Payment Detail	All Application Status		Download
SINo.	Department Name Labour & ESI Department (Directorate of Factories & Boilers)	Service Name License under The Boilers Act, 1923 & its renewal	Applicant Name Pradeep Sahoo	Application No 20171012510003	On			Application	View	Download
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1	Labour & ESI Department (Directorate of Factories & Boilers) Industries Department	License under The Boilers Act, 1923 & its renewal	Pradeep Sahoo	20171012510003	On 12/09/2017 12/09/2017	Status Query Reverted	Detail Paid	Application Status Applied	View Detail	Download

20. Once the application is processed and approved, the status of the application will read "Approved" and the applicant can download the final signed certificate by clicking on the
Obstruction of the "Download Certificate" section.



Approval Procedure

Application for Registration and Renewal of Boilers under The Boilers Act, 1923 - Directorate of Factories & Boilers

