Single Window Portal

Application for Enrollment/ Renewal as a Boiler repairer/ Erector/ Manufacturer

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

Table of Contents

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 "Application for Enrollment/ Renewal as a Boiler repairer/ Erector/ Manufacturer" 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 Divisional Deputy Director/ Assistant Director of Factories & Boilers for assessment and conducting field verification. Upon approval, certificate for recognition as Boiler Manufacturer/ Erector/ Repairer will be issued to the applicant that will be valid throughout the State of Odisha.

Prior to applying to this service, if the applicant has applied for PEAL, the first section of the Application for Enrollment/ Renewal as a Boiler repairer/ Erector/ Manufacturer 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 "0", 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 either online or offline. The fees required to be paid is as follows:

Service	Fees required to be paid
Grant of Boiler Manufacturer/Erector/Repairer Certificate	20,000/-
Renewal of Boiler Manufacturer/Erector Certificate	5,000/-
Renewal of Boiler Repairer Certificate	
1. Special Type	7,500/-
2. Classes 1, 2 or 3	5,000/-

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 documents with the application:

1. Documents in respect of additional facilities
2. Experience Certificate and Declaration for all Supervisors, Operators/Fitters and Welders.
3. Scanned copy of Photo of Applicant
4. Scanned copy of Signature of Applicant

Timeline

Application for Enrollment as a Boiler repairer/ Erector/ Manufacturer is provided within 15 working days from the date of submission of application. Renewal as Boiler repairer/ Erector/ Manufacturer is provided within 7 days. The department can however raise queries on the application within 7 working days of receipt of application.

Field Instructions

Sl. No.	Field Name	Instructions
1	Applied For	Select if applying for Boiler Manufacturer, Erector or Repairer
2	Name & Address of the Applicant	Enter the name and address of the applicant. District and Block can be selected from the dropdown list.
3	Organization Details	Name and Address of the organization the applicant represents. District and Block can be selected from the dropdown list.
4	Details of Professional Experience	Enter Professional Experience of the Applicant in executing similar work.
5	Facilities at his command	Enter details of welding machines, plate bending machines, etc. at the command of the applicant. Enter as many units of such machines as available.
6	Details of Supervisors, Welders, Operators, etc.	Enter details of professional experience of all Supervisors, Welders and Operators/Fitters proposed to be engaged in the manufacturing/erecting/repairing the boiler

Application Procedure

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

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.
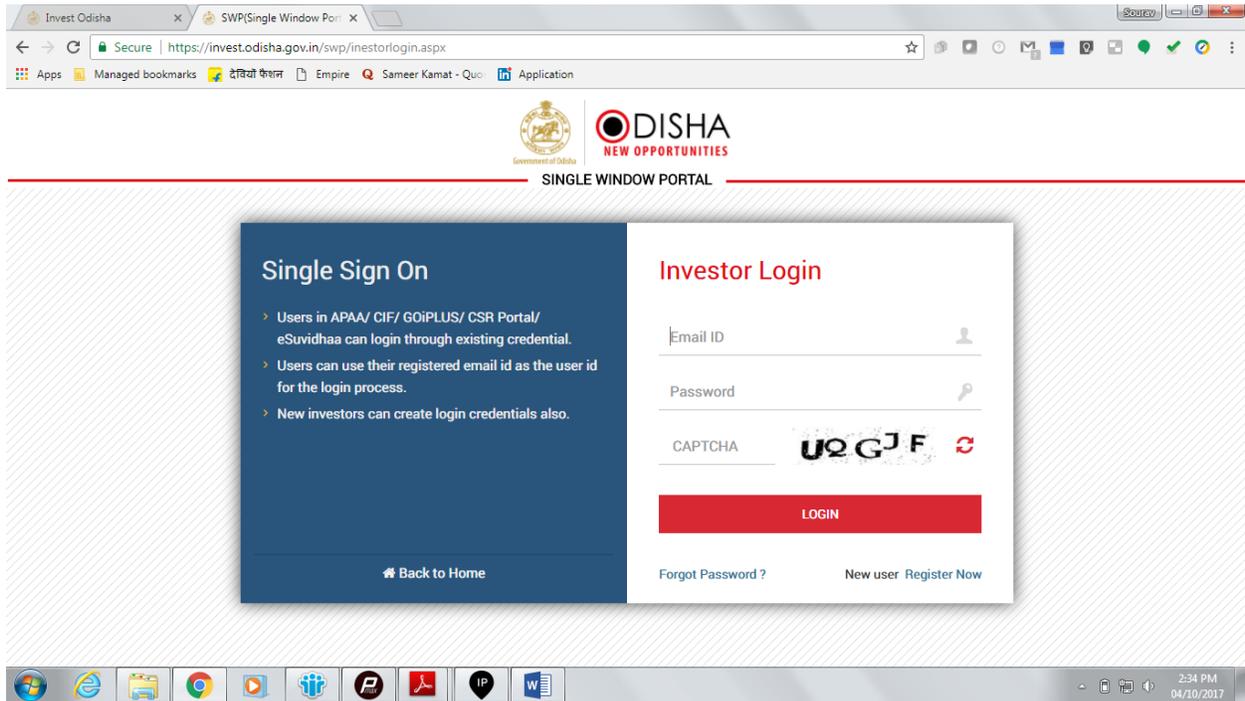
4. Existing users of APAA/CIF/GO-iPLUS/CSR Portal/eSuvishaa can log into the Single Window Portal using the same credentials. New applicants can register themselves on the portal by clicking on the 'Register Now' button. The users have to fill the registration form and verify themselves by entering the OTP sent to the mobile number entered.
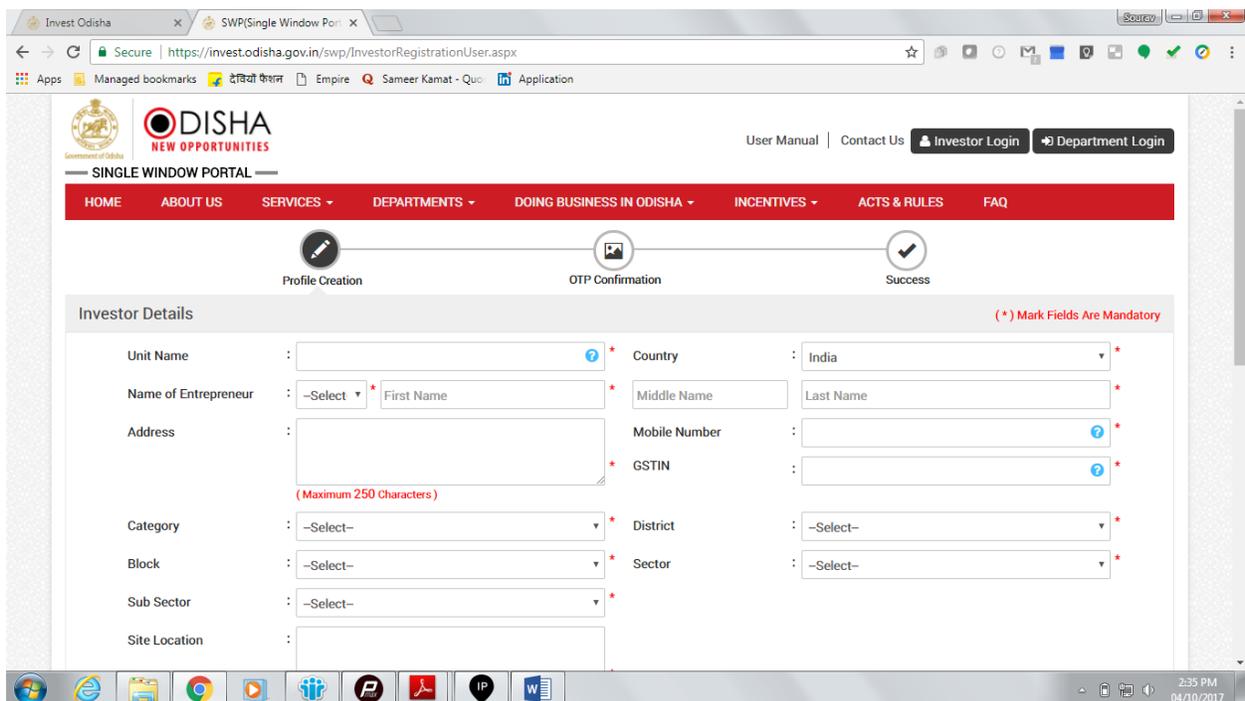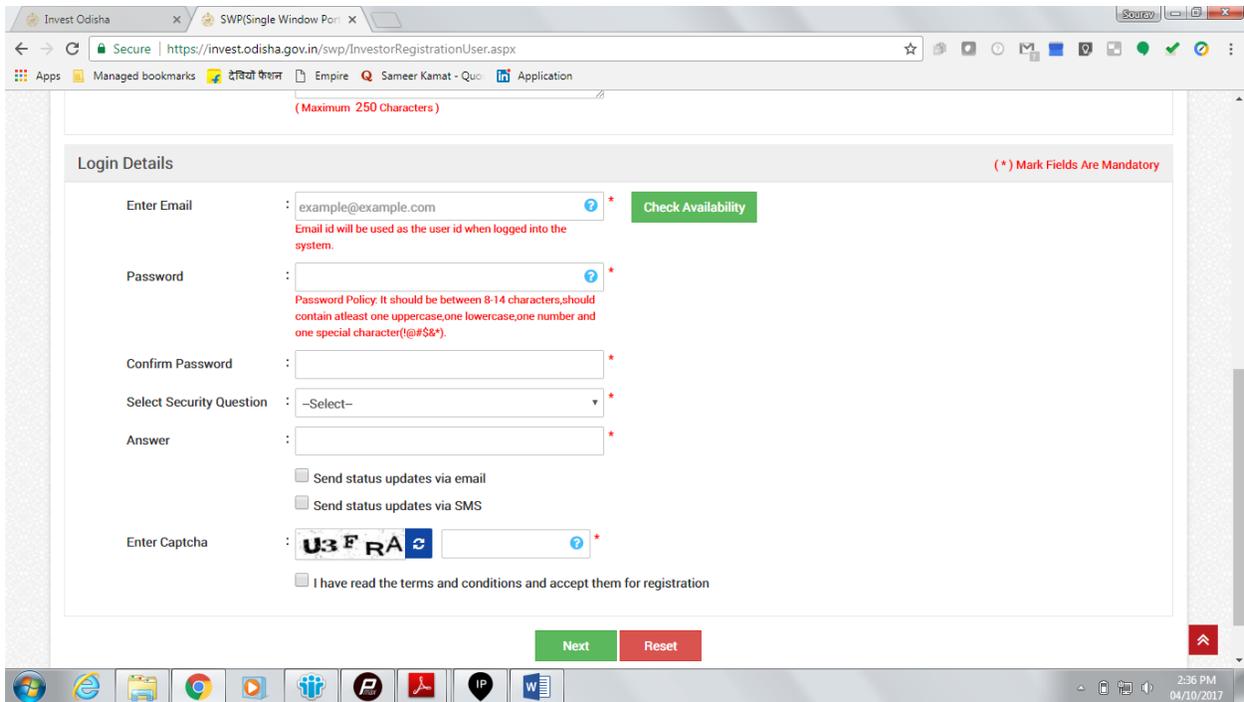
5. Upon registration/logging in, the applicant can view their dashboard.
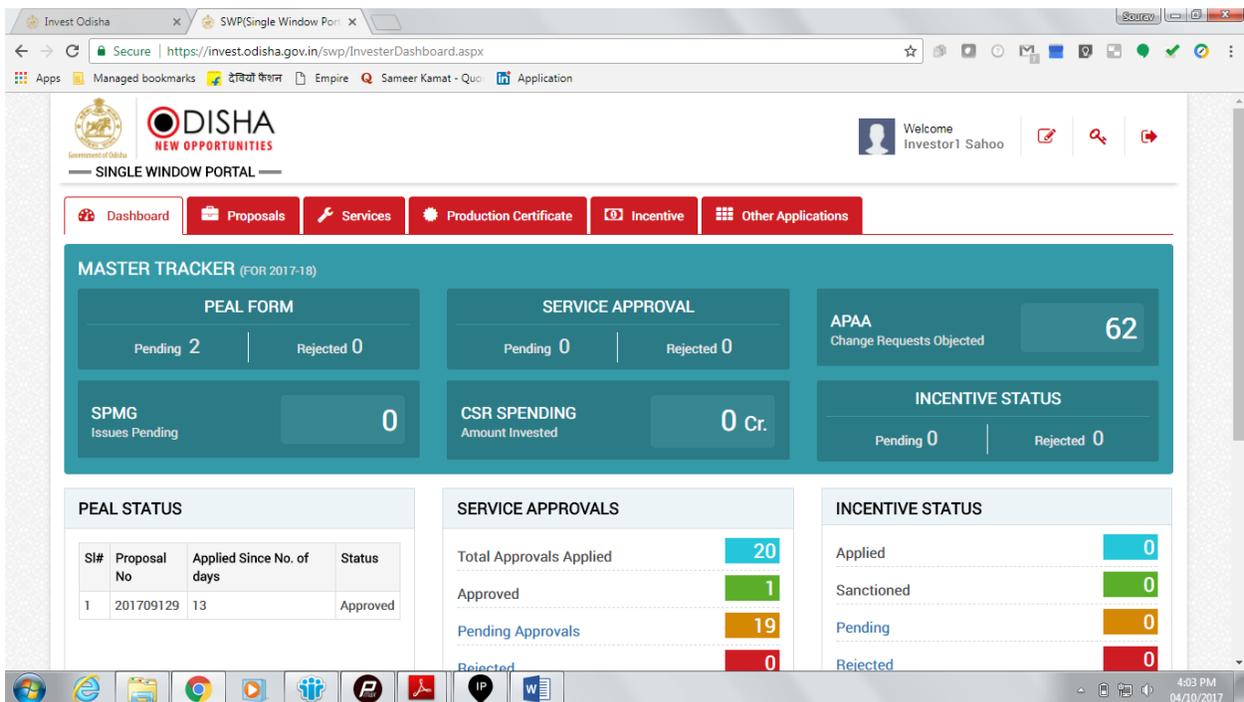
6. In the 'Services' section, the applicant can view the list of services offered by the Single Window Portal.

7. From the list of services, applicant can apply to the service "Application of Enrollment/ Renewal as a Boiler repairer/ Erector/ Manufacturer" by clicking on [checkbox]. The following form will open up, 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.

Permanent Address* :

District* : Select ▼

Block* : Select ▼

Address of correspondence* : ☐ Same as above

District* : Select ▼

Block* : Select ▼

Mobile Number* :

Email ID* :

Organization Details

Name of organization* :

Address of organization* : ☐ Same as above

District* : Select ▼

Block* : Select ▼

Details of Professional Experience *

	Name of the Organization	Period of service rendered From	Period of service Rendered To	Area of Responsibility	Details of work executed	
1						

Details of Professional Experience *

	Name of the Organization	Period of service rendered From	Period of service Rendered To	Area of Responsibility	Details of work executed	
1						

5. Membership of professional body if any* : ○ Yes ○ No

Facilities available at his command

(i) Welding Machine

	Details of Machinery available	Date of purchase	Place where it is kept	Remarks (Specify type,capacity)	
1					

(ii) Plate bending

	Details of Machinery available	Date of purchase	Place where it is kept	Remarks (Specify type,capacity)	
1					

https://invest.odisha.gov | https://invest.odisha.gov | https://invest.odisha.gov | https://invest.odisha.gov | https://invest.odisha.gov

https://invest.odisha.gov.in/swp/FormView.aspx?enc=ZxRa81esYKeILKaEg/apRmd8I02rdbYWpygpY374Ivf9XjkWhjPCgIRZ1L179Bh6

Apps | Managed bookmarks | देवियाँ फैशन | Empire | Sameer Kamat - Quo | Application

(ii) Plate bending

	Details of Machinery available	Date of purchase	Place where it is kept	Remarks (Specify type,capacity)	
1					

(iii) Flanging

	Details of Machinery available	Date of purchase	Place where it is kept	Remarks (Specify type,capacity)	
1					

Details-DateOfPurchase-PlaceWhereToPlace-Remark

(iv) Hand Tools

	Details of Machinery available	Date of purchase	Place where it is kept	Remarks (Specify type,capacity)	
1					

(v) Pneummatic tools

Details of Machinery available	Date of purchase	Place where it is kept	Remarks (Specify type,capacity)

---

https://invest.odisha.gov | https://invest.odisha.gov | https://invest.odisha.gov | https://invest.odisha.gov | https://invest.odisha.gov

https://invest.odisha.gov.in/swp/FormView.aspx?enc=ZxRa81esYKeILKaEg/apRmd8I02rdbYWpygpY374Ivf9XjkWhjPCgIRZ1L179Bh6

Apps | Managed bookmarks | देवियाँ फैशन | Empire | Sameer Kamat - Quo | Application

(v) Pneummatic tools

	Details of Machinery available	Date of purchase	Place where it is kept	Remarks (Specify type,capacity)	
1					

(vi)'X' Ray equipment

	Details of Machinery available	Date of purchase	Place where it is kept	Remarks (Specify type,capacity)	
1					

(vii) Heat Treatment facility

	Details of Machinery available	Date of purchase	Place where it is kept	Remarks (Specify type,capacity)	
1					

viii)Upload Attachment in respect of additional facilities if any *   :   Choose File   No file chosen
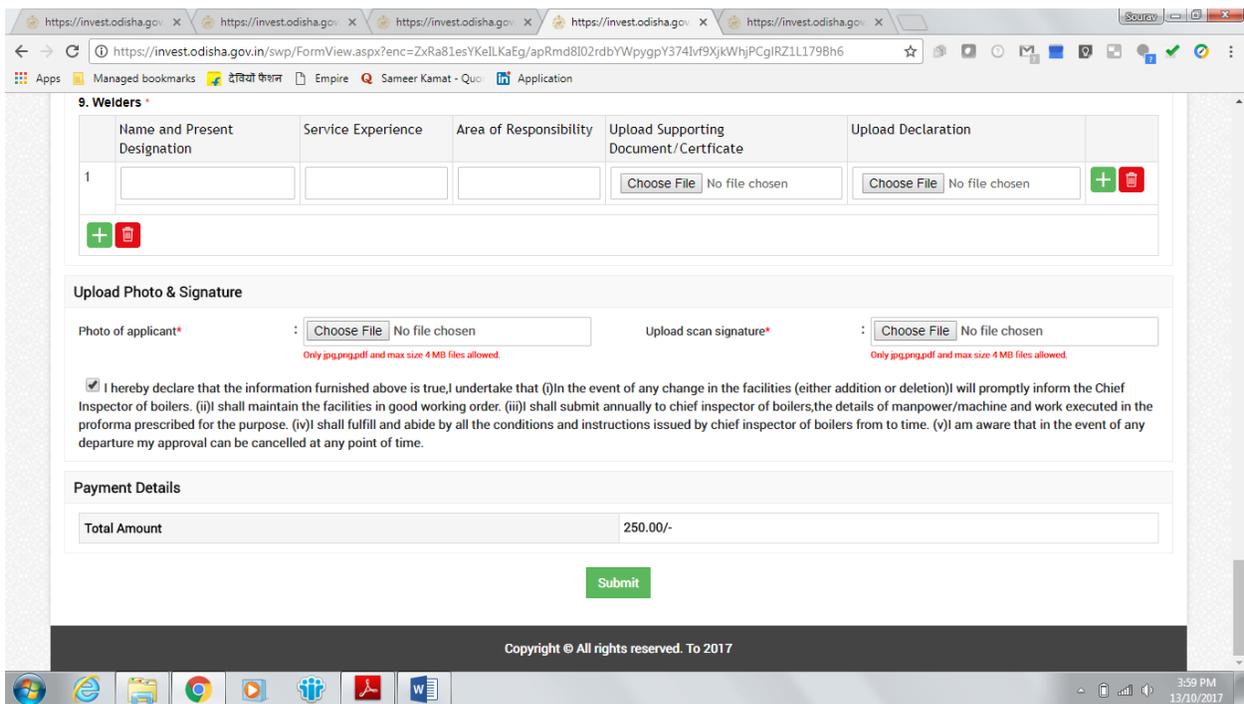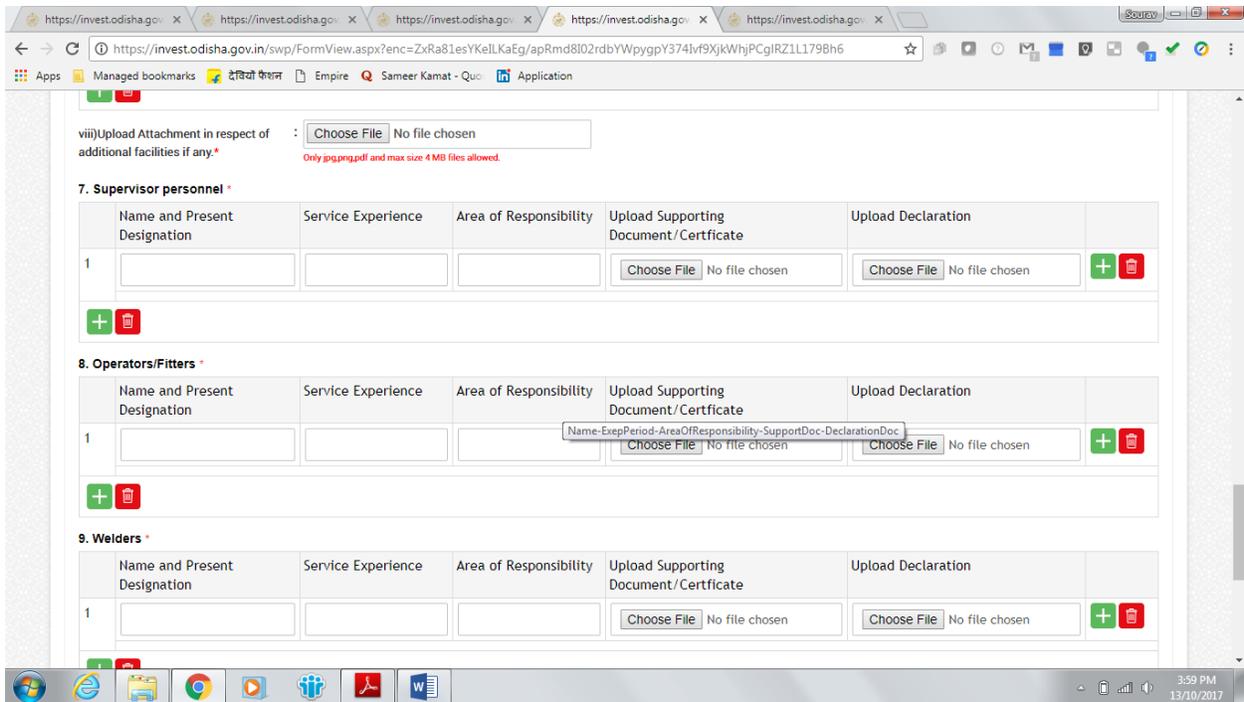
While filling up the application form, the applicant can upload scanned copies of required documents in the respective fields. Application fee will be calculated automatically based on the information filled by the applicant and displayed at the bottom of the form.

8. Upon submission, the applicant will confirm payment of fees by clicking on the 'Pay Now' button.
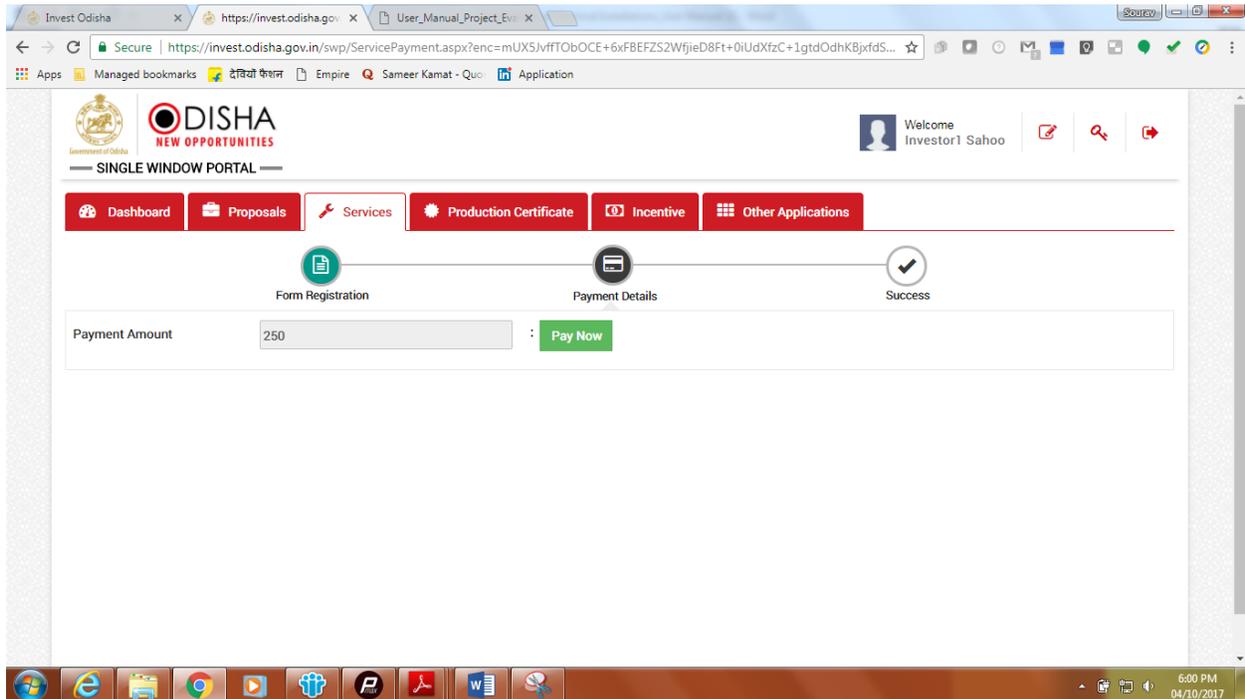
9. The page redirects to the payment gateway. The applicant, after confirming that the amount displayed on the page is correct, can select the mode of payment from the available options. (Net Banking/Debit Card/Credit Card/Over the Counter)
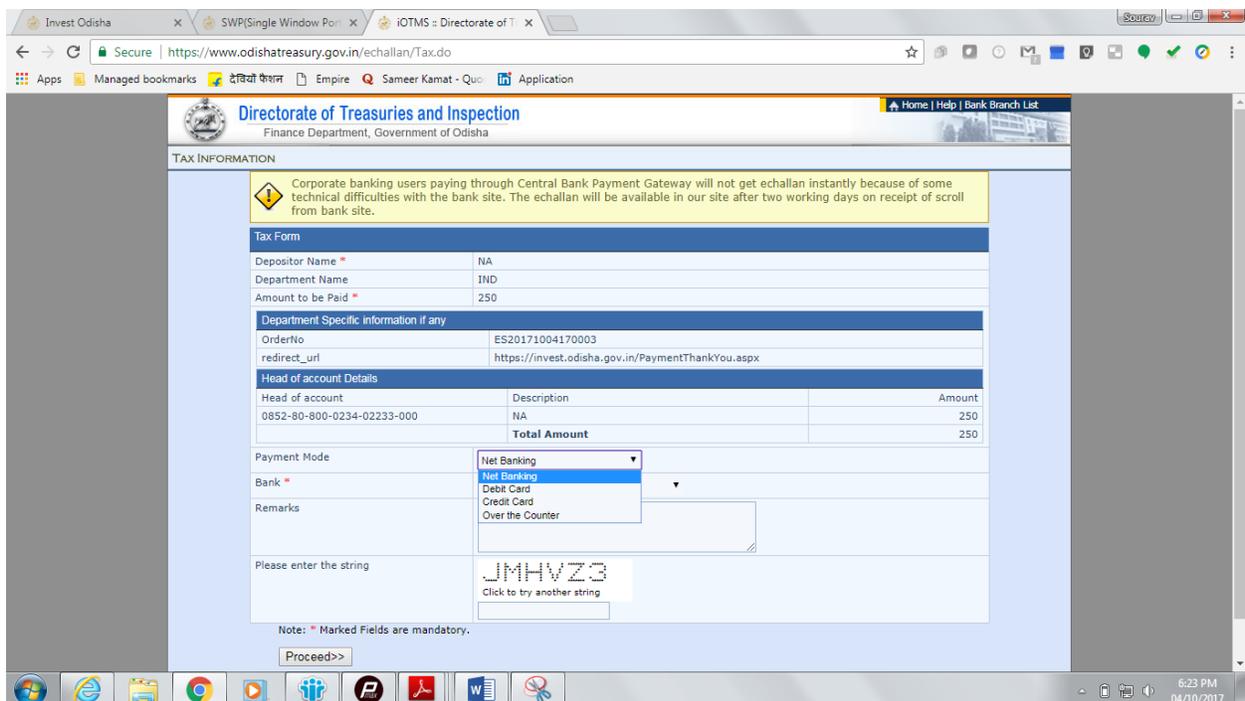
10. Applicants can select the bank of their preference and proceed to payment.
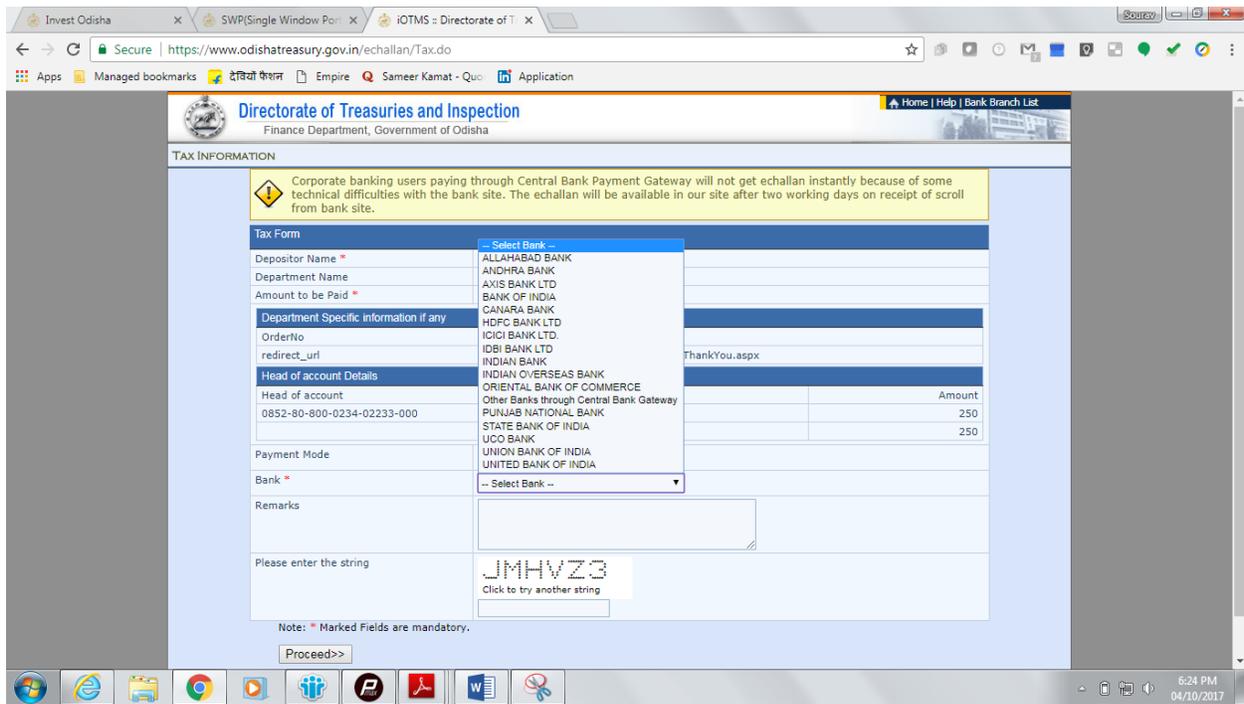
11. If the mode of payment is online (Net Banking/Credit Card/Debit Card), upon clicking the 'Make Payment' button, the page will be redirected to the selected bank's payment portal.
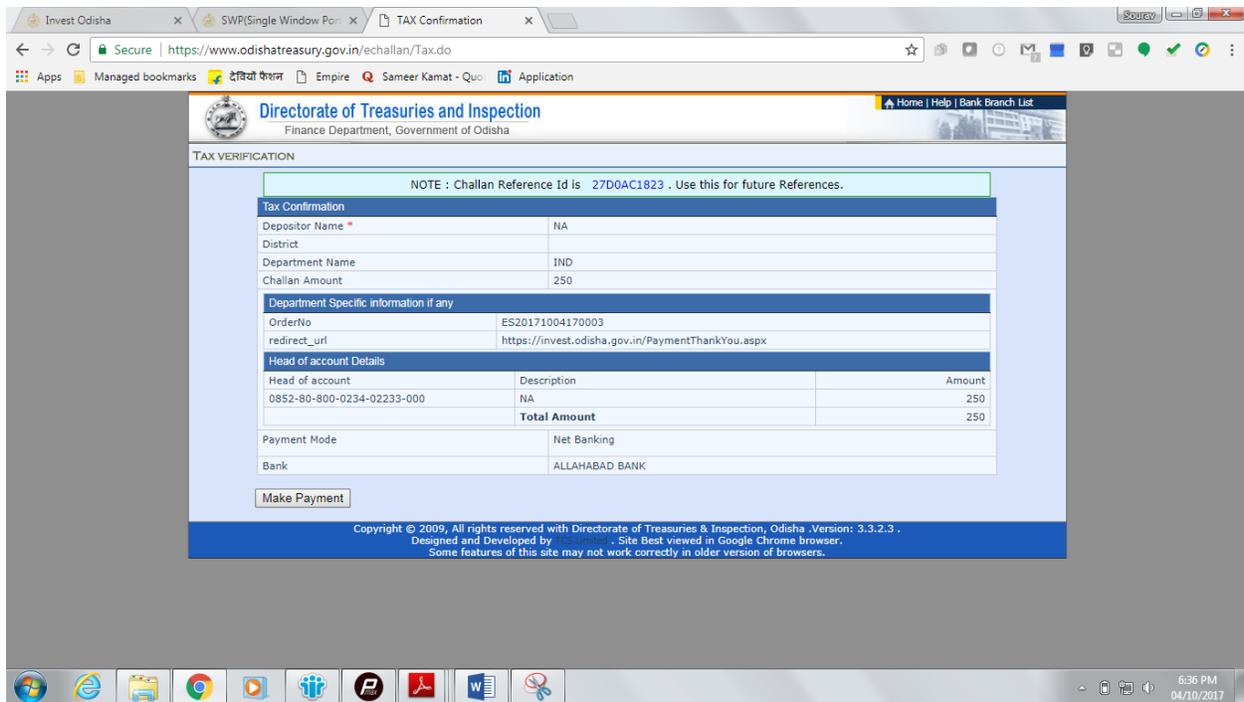
12. Applicant can fill in their details and pay the requisite amount at their selected bank's payment portal.
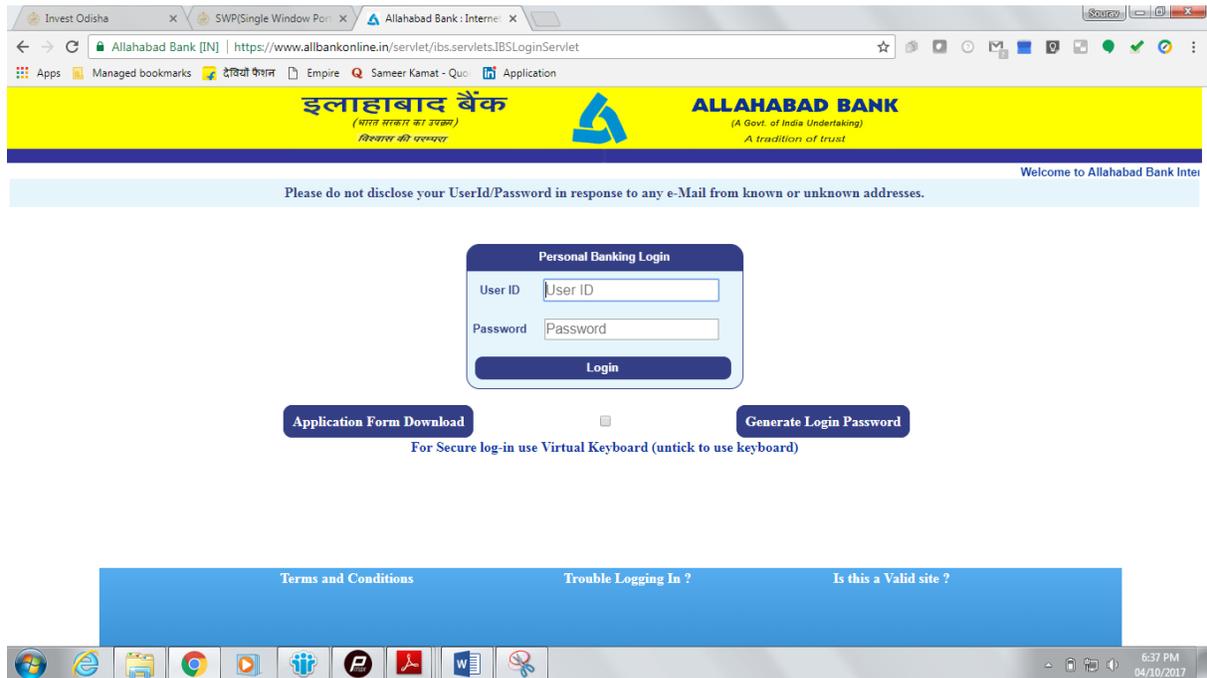
13. If the mode of payment is offline (Over the Counter), the applicant can generate the Challan for that transaction by clicking the 'Generate Challan' button. The page will be redirected to the selected bank's payment portal.
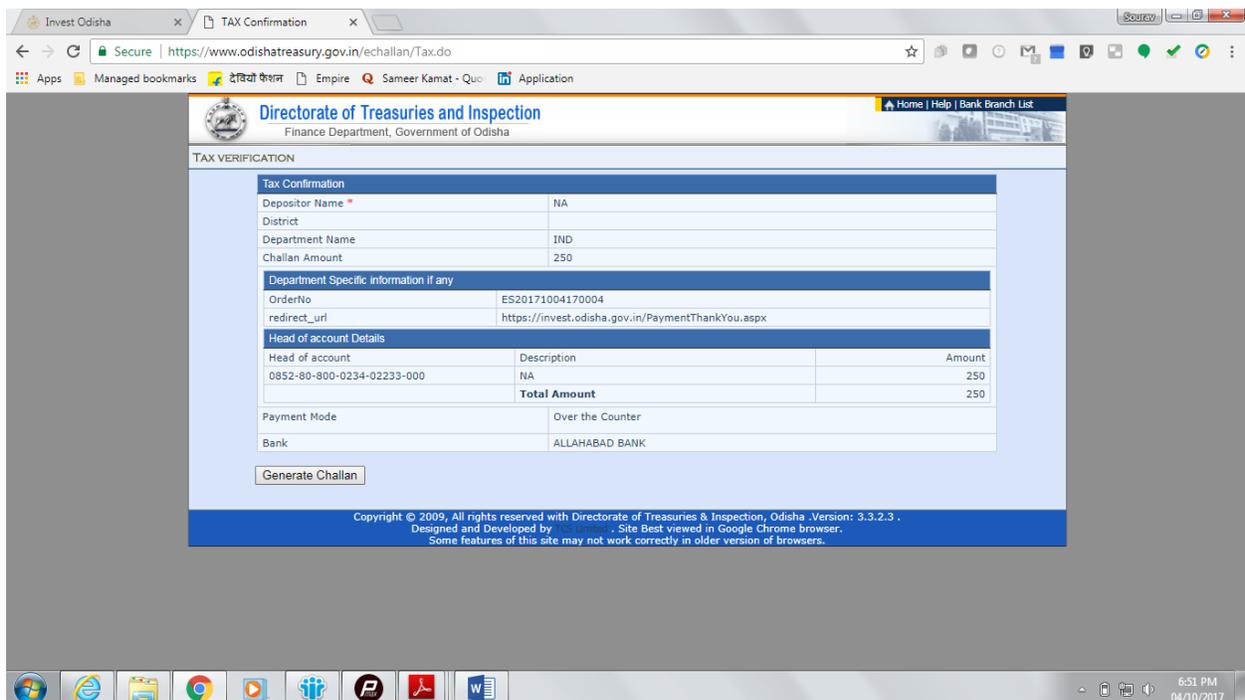
14. A downloadable e-Challan receipt will be displayed mentioning the head of account and the amount to be paid.

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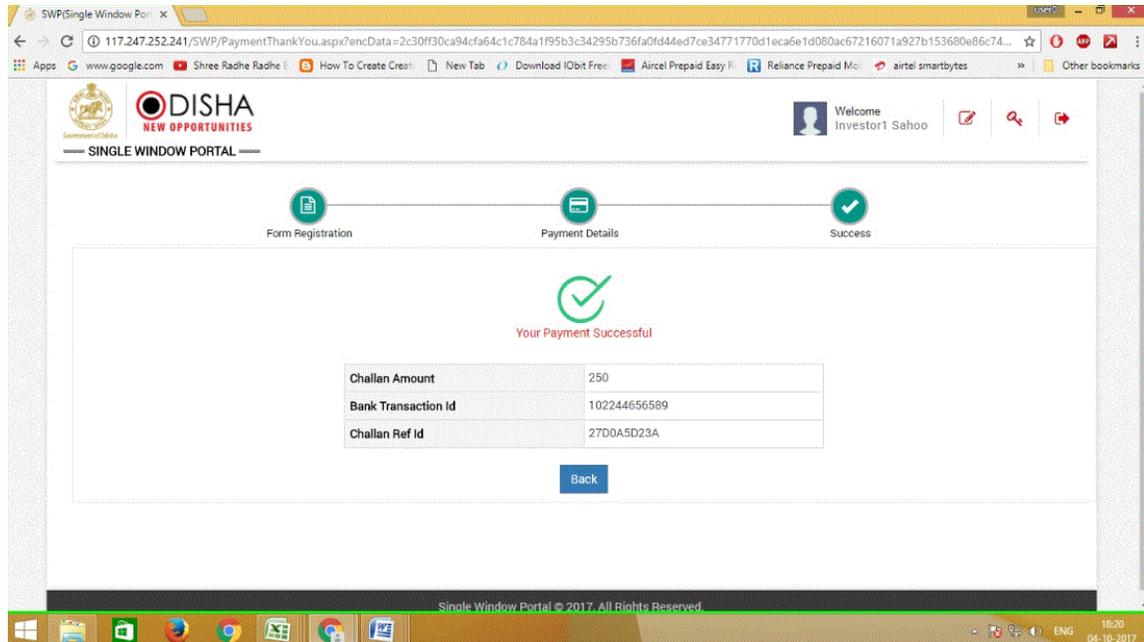
16. Applicants can go to the Services button on the Menu bar and click on "Application Details" to check the status of their application.
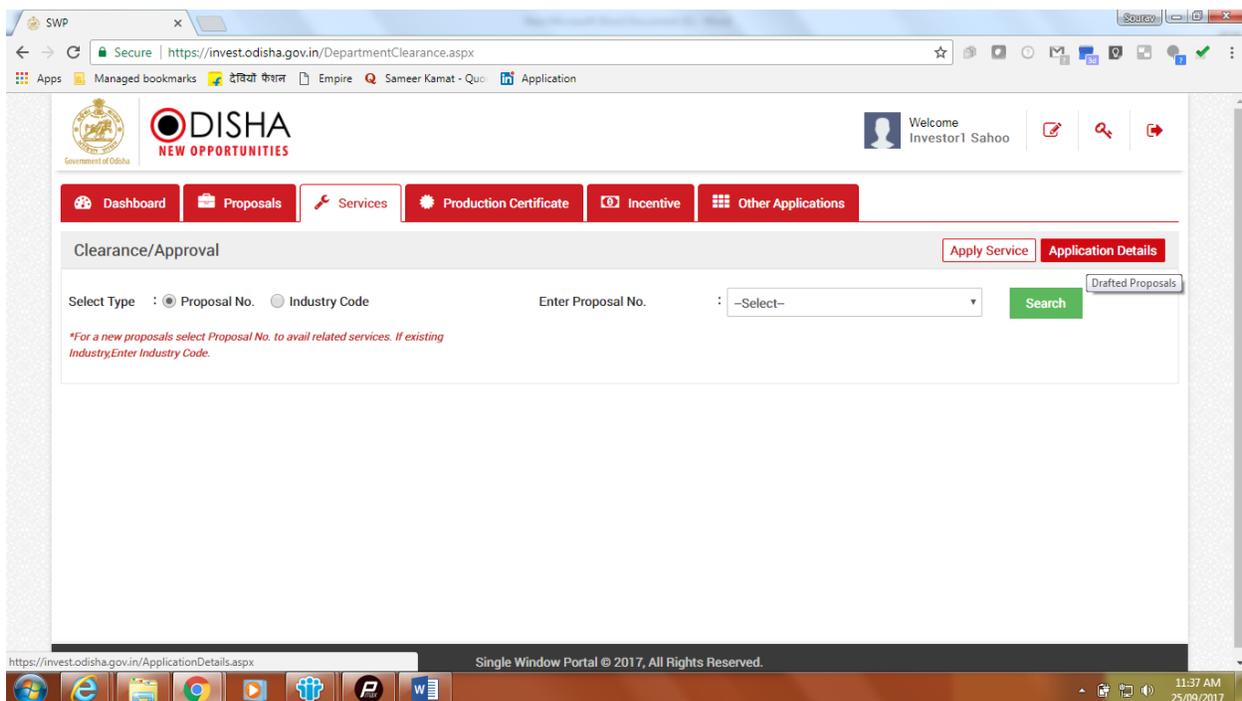
17. Applicants can track and monitor the status of all applications done through the Single Window Portal. Departments may raise queries on the application within 7 days of its submission. As and when queries are raised, the 'Query Status' column gets updated. Applicant can view and reply to the queries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

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.

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'.

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 ⬇ button in the "Download Certificate" section.

Approval Procedure

Application for enrolment/renewal as a Boiler Repairer/Erector/Manufacturer under The Boilers Act, 1923 - Directorate of Factories & Boilers

Applicant

Start → Submit Application with attachments & Make Payment

Receive Queries/ Comments via SMS/ email Notification

Receive SMS/email Notification

Receive SMS/ email Notification & Download Certificate

Receive SMS/email Notification

Single Window Portal

Process Payment & Forward Application to Department

Respond & Upload necessary Information / Documents

Forward Queries/ Comments

Send SMS/ email Notification

Send SMS/ Email Notification

Send SMS/ email Notification

Divisional Deputy Director/Zonal Assistant Director of Factories & Boilers

Receive & Scrutinize Application

Enter Queries/ Comments

Enter Acknowledgement

Upload Certificate

Additional Info req.? (within 7 days) — Yes / No

Conduct Field Verification

Prepare Report & Process Application

License to be issued? — Yes / No