

Single Window Portal

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

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

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## Table of Contents

Introduction .....	2
General Instructions .....	2
Checklist of Documents.....	3
Timeline .....	4
Field Instructions .....	4
Application Procedure.....	5
Approval Procedure.....	19

## 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:

<b>Service</b>	<b>Fees required to be paid</b>
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

<u>Sl. No.</u>	<u>Field Name</u>	<u>Instructions</u>
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

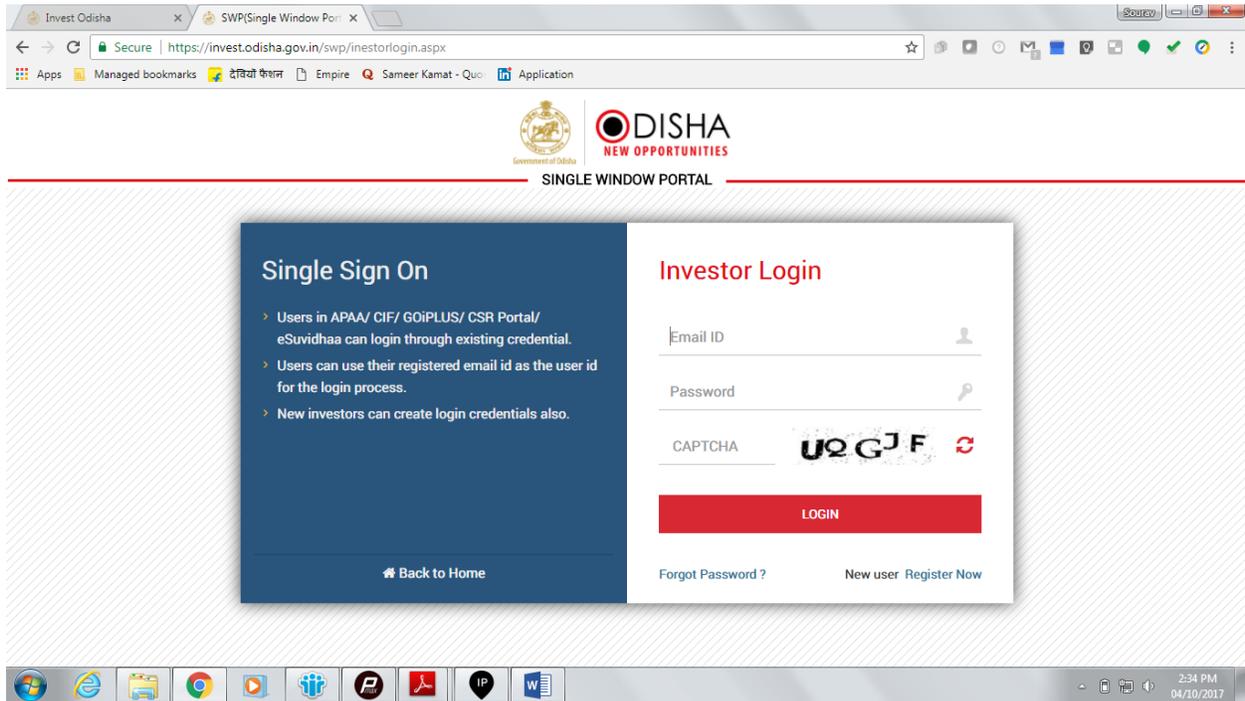
1. Applicants will go to the URL: <https://investodisha.gov.in>

The screenshot shows the homepage of the Invest Odisha website. The browser address bar displays <https://invest.odisha.gov.in>. The website header includes the Odisha Government logo, the text "ODISHA NEW OPPORTUNITIES", and navigation links for "Advantage Odisha", "Policy Framework", "Focus Sectors", "Ease of Doing Business", "Industrial Land Bank", "Success Stories", and "Project Profiles". A prominent banner titled "Educational Hub of the East - Availability of Industry-Ready Manpower" features two columns of text. The left column, "Large pool of skilled manpower", states that 1,25,000 technical manpower pass out annually from 773 technical training institutions and lists national institutes of higher learning such as IIT, IIM, NIT, and OAU. The right column, "Nationally acclaimed research institutions", lists organizations like CIPET, ICAR, NISER, and IISER. Below the banner are three highlighted blocks: "Compendium of Business Reforms", "GO/PLUS Govt. of Odisha Industrial Portal for Land use and Services", and "SWP (Single Window Portal)". To the right of these blocks are portraits and names of government officials: Shri Naveen Patnaik (Hon'ble Chief Minister), Shri Niranjan Pujari (Hon'ble Minister of Industries), and Shri Sanjeev Chopra (Principal Secretary). A "Focus Sectors" section is partially visible at the bottom. The browser's taskbar at the bottom shows various application icons and the system clock indicating 2:28 PM on 04/10/2017.

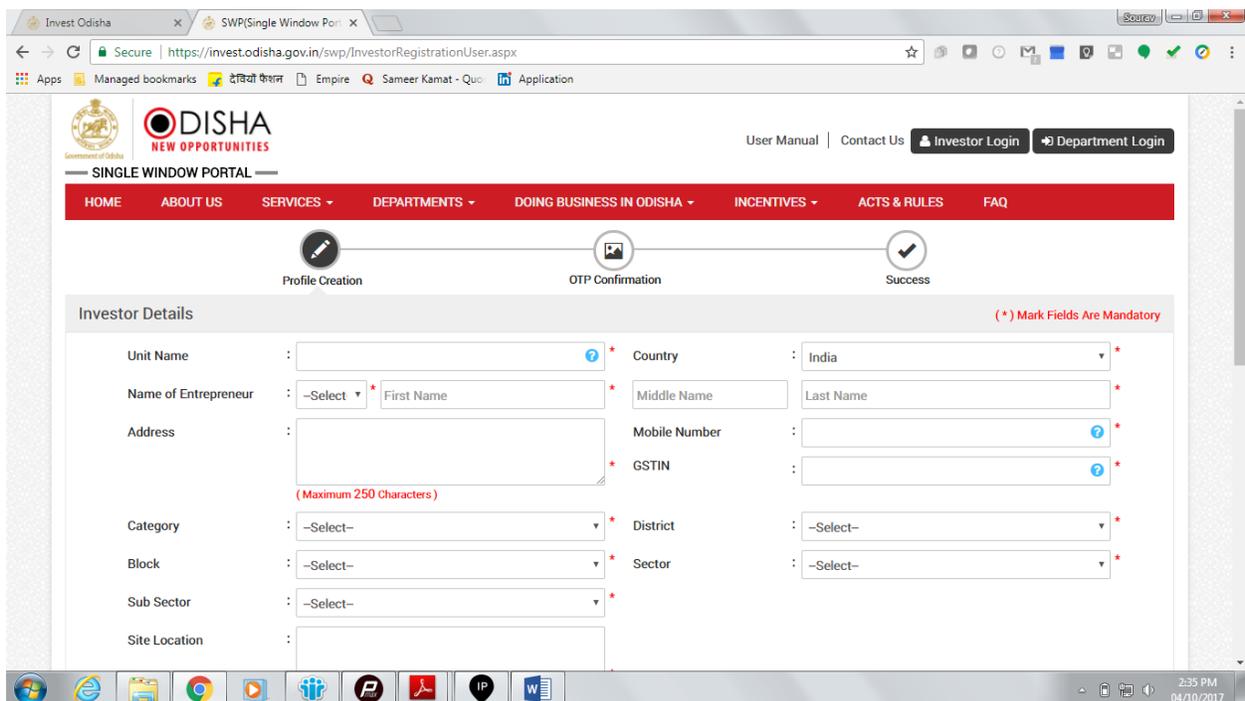
2. Clicking on the SWP (Single Window Portal) block will take the applicant to the Single Window Portal.

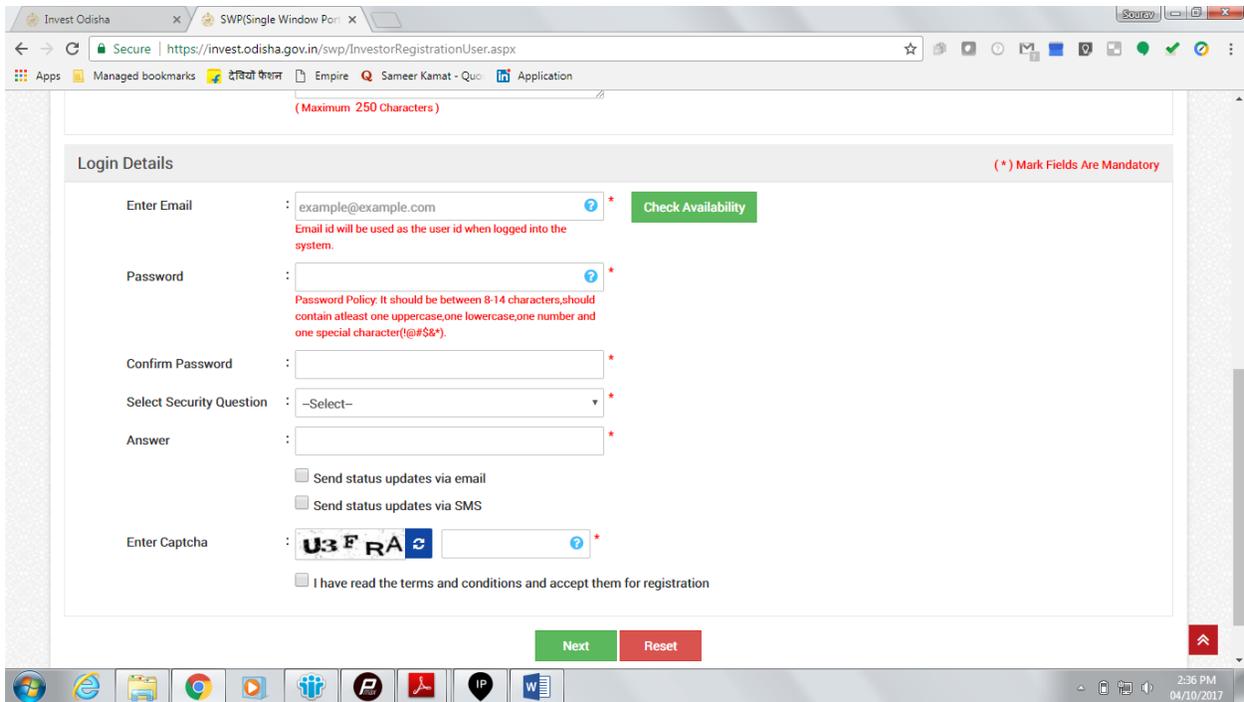
The screenshot shows the Single Window Portal website. The browser address bar displays <https://invest.odisha.gov.in/swp/>. The website header includes the Odisha Government logo, the text "ODISHA NEW OPPORTUNITIES", and navigation links for "User Manual", "Contact Us", "Investor Login", and "Department Login". A prominent banner titled "LARGE SCALE INDUSTRIES" features the text "The state by providing necessary support services" and a background image of an industrial facility. Below the banner is a "Notifications" section. The main content area is divided into two columns: "About Us" and "News". The "About Us" section describes the Industrial Promotion & Investment Corporation of Odisha Limited (IPICOL) as the State Level Nodal Agency of the Government of Odisha for investment promotion and facilitation. The "News" section includes a headline "Odisha showcases investment potential at investors' meet" and another "Odisha Govt, FICCI join hands to promote culture, tourism". The browser's taskbar at the bottom shows various application icons and the system clock indicating 2:32 PM on 04/10/2017.

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

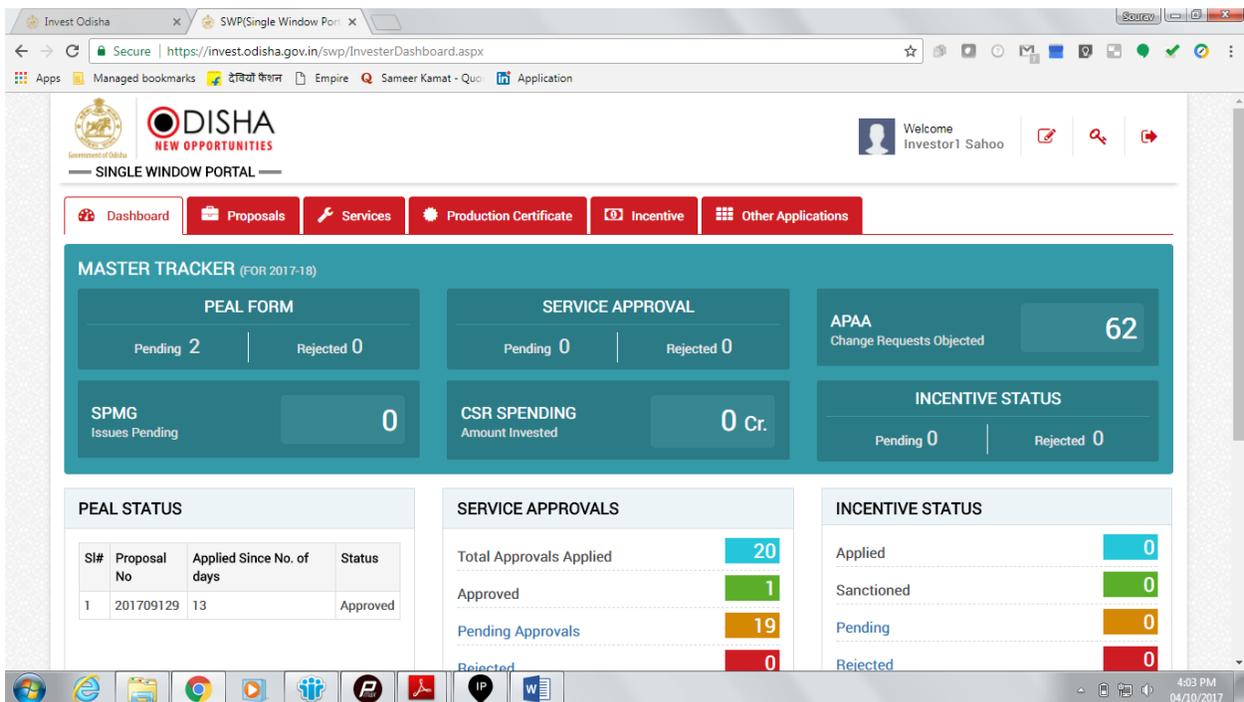


4. Existing users of APAA/CIF/GO-iPLUS/CSR Portal/eSuvishaa can log into the Single Window Portal using the same credentials. New applicants can register themselves on the portal by clicking on the 'Register Now' button. The users have to fill the registration form and verify themselves by entering the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

The screenshot shows the DISHA Single Window Portal interface. The user is logged in as 'Investor1 Sahoo'. The 'Services' menu is active. Below the navigation bar, there are buttons for 'Apply Service' and 'Application Details'. A search section allows filtering by 'Proposal No.' or 'Industry Code'. A table lists the following services:

Sl#	Department	Services	Application Fee	Apply Now
1	Commercial Tax Organization	Registration for Professional Tax	NA	<input checked="" type="checkbox"/>
2	Department of Energy	Power Connection Application	NA	<input checked="" type="checkbox"/>
3	Department of Energy	Certification of Electrical Installation by Chief Electrical Inspector	NA	<input checked="" type="checkbox"/>
4	Food Supplies and Consumer Welfare Department (FSCW)	Licences as manufacture of weight and measure under the legal metrology	50000.00	<input checked="" type="checkbox"/>
5	Housing and Urban Development Department (H UD)	Building plan approval	NA	<input checked="" type="checkbox"/>
6	Housing and Urban Development Department (H UD)	Trade licensing	NA	<input checked="" type="checkbox"/>

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 . 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.

The screenshot shows the 'Form Registration' step of the application process. The user is logged in as 'Investor2 Sahoo'. The 'Services' menu is active. The form is titled 'Application of Enrollment/Renewal as a Boiler repairer/Erector/manufacturer' and includes the following fields:

Department of Labour & ESI  
Directorate of Factories & Boilers  
Government of Odisha  
Form No. E

Applied For\* :  Boiler Manufacturer  Boiler Erector  Boiler Repairer

Type\* :  New  Renewal

Applicant Details

Name of the applicant\* :

Permanent Address\* :

3. Applicant's Calling (Designation)\* :

District\* :

Block\* :

https://invest.odisha.gov.in/swp/FormView.aspx?enc=ZxRa81esYKeLKaEg/apRmd8I02rdbYWpygpY374lvf9XjkWhjPCgIRZ1L179Bh6

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	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="+"/> <input type="button" value="X"/>

https://invest.odisha.gov.in/swp/FormView.aspx?enc=ZxRa81esYKeLKaEg/apRmd8I02rdbYWpygpY374lvf9XjkWhjPCgIRZ1L179Bh6

**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	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="+"/> <input type="button" value="X"/>

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

**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	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="+"/> <input type="button" value="X"/>

**(ii) Plate bending**

	Details of Machinery available	Date of purchase	Place where it is kept	Remarks (Specify type, capacity)	
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="+"/> <input type="button" value="X"/>

https://invest.odisha.gov.in/swp/FormView.aspx?enc=ZxRa81esYKeLKaEg/apRmd8I02rdbYWpygpY374lv9XjkWhjPCgIRZ1L179Bh6

**(ii) Plate bending**

	Details of Machinery available	Date of purchase	Place where it is kept	Remarks (Specify type, capacity)	
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="+"/> <input type="button" value="X"/>

**(iii) Fianging**

	Details of Machinery available	Date of purchase	Place where it is kept	Remarks (Specify type, capacity)	
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="+"/> <input type="button" value="X"/>

Details-DateOfPurchase-PlaceWhereToPlace-Remark

**(iv) Hand Tools**

	Details of Machinery available	Date of purchase	Place where it is kept	Remarks (Specify type, capacity)	
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="+"/> <input type="button" value="X"/>

**(v) Pneumatic tools**

	Details of Machinery available	Date of purchase	Place where it is kept	Remarks (Specify type, capacity)	
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="+"/> <input type="button" value="X"/>

3:59 PM 13/10/2017

https://invest.odisha.gov.in/swp/FormView.aspx?enc=ZxRa81esYKeLKaEg/apRmd8I02rdbYWpygpY374lv9XjkWhjPCgIRZ1L179Bh6

**(v) Pneumatic tools**

	Details of Machinery available	Date of purchase	Place where it is kept	Remarks (Specify type, capacity)	
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="+"/> <input type="button" value="X"/>

**(vi)'X' Ray equipment**

	Details of Machinery available	Date of purchase	Place where it is kept	Remarks (Specify type, capacity)	
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="+"/> <input type="button" value="X"/>

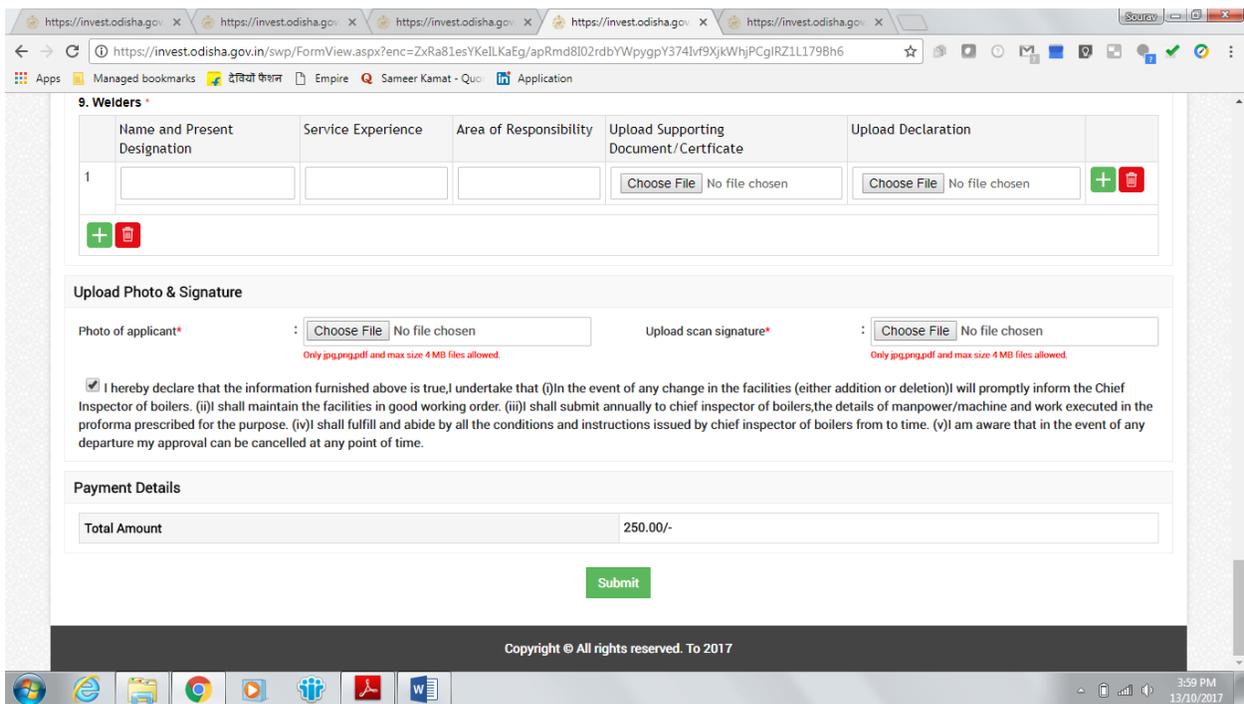
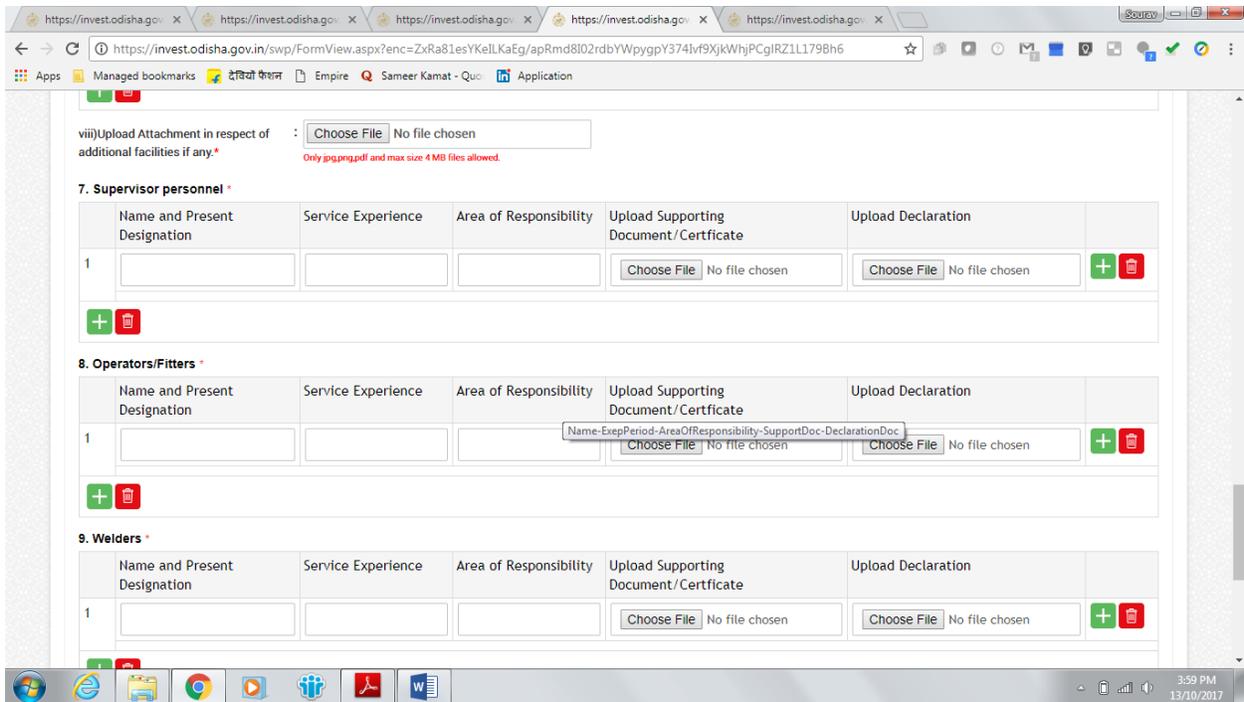
**(vii) Heat Treatment facility**

	Details of Machinery available	Date of purchase	Place where it is kept	Remarks (Specify type, capacity)	
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="+"/> <input type="button" value="X"/>

viii) Upload Attachment in respect of :  No file chosen

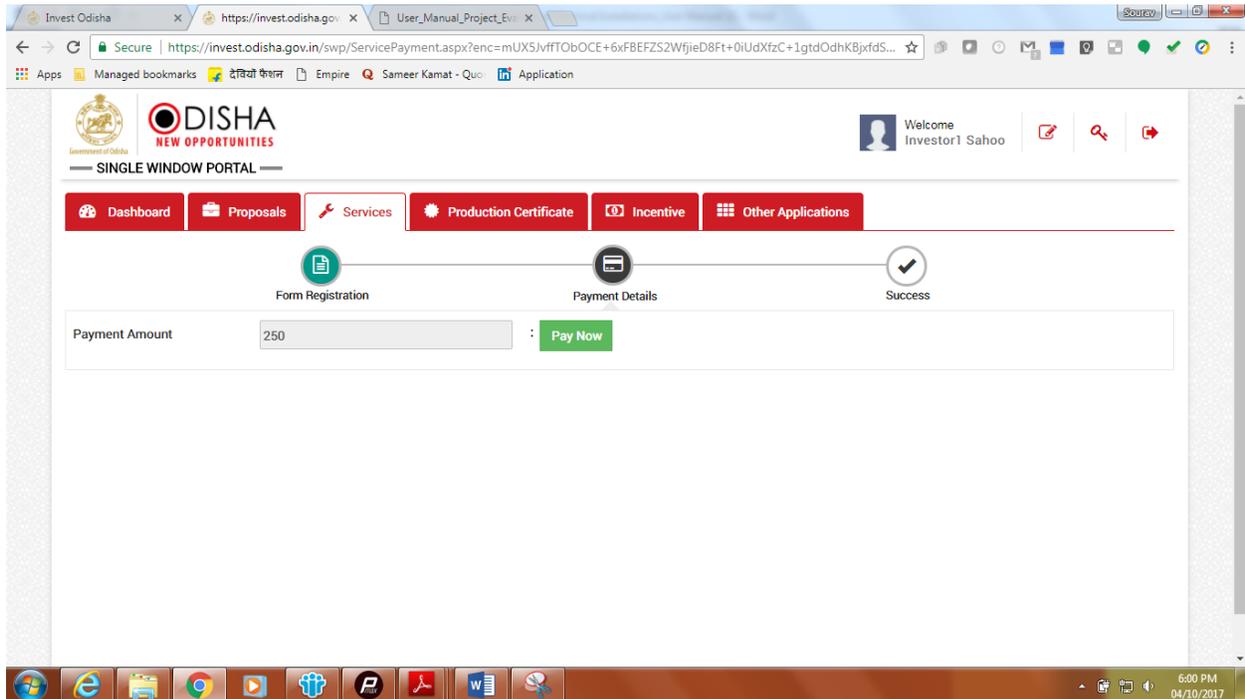
additional facilities, if any\*

3:59 PM 13/10/2017

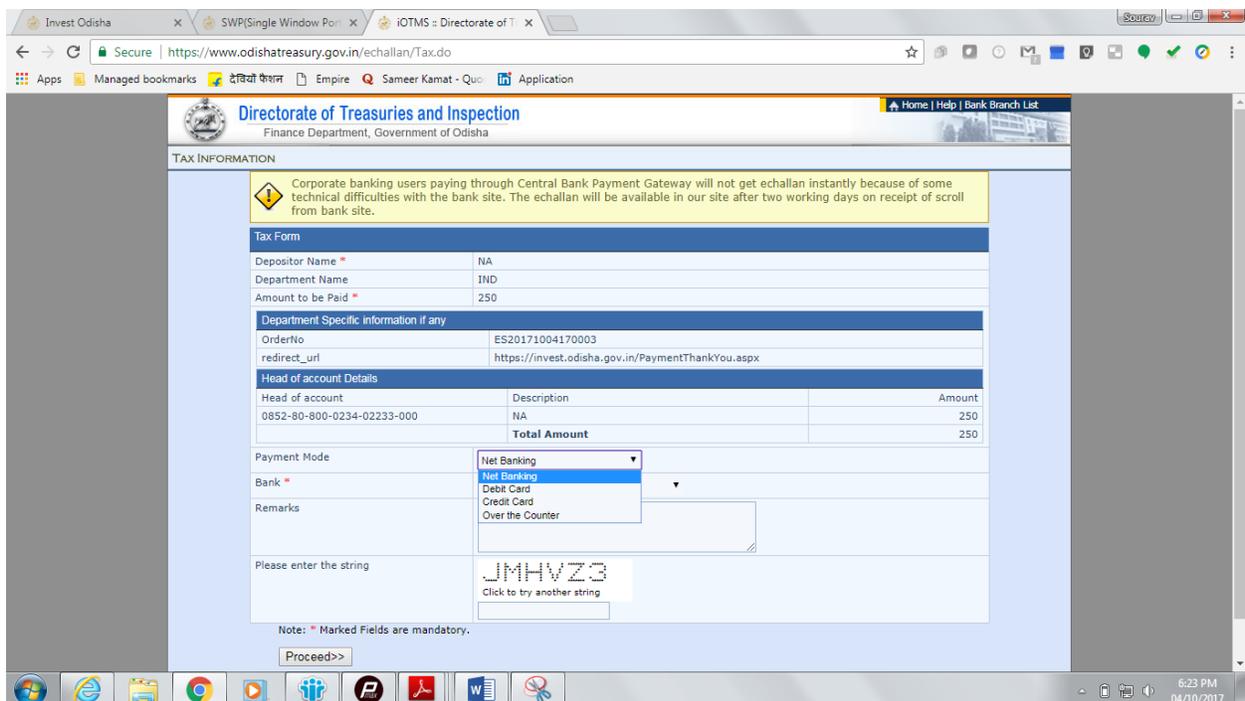


While filling up the application form, the applicant can upload scanned copies of required documents in the respective fields. Application fee will be calculated automatically based on the information filled by the applicant and displayed at the bottom of the form.

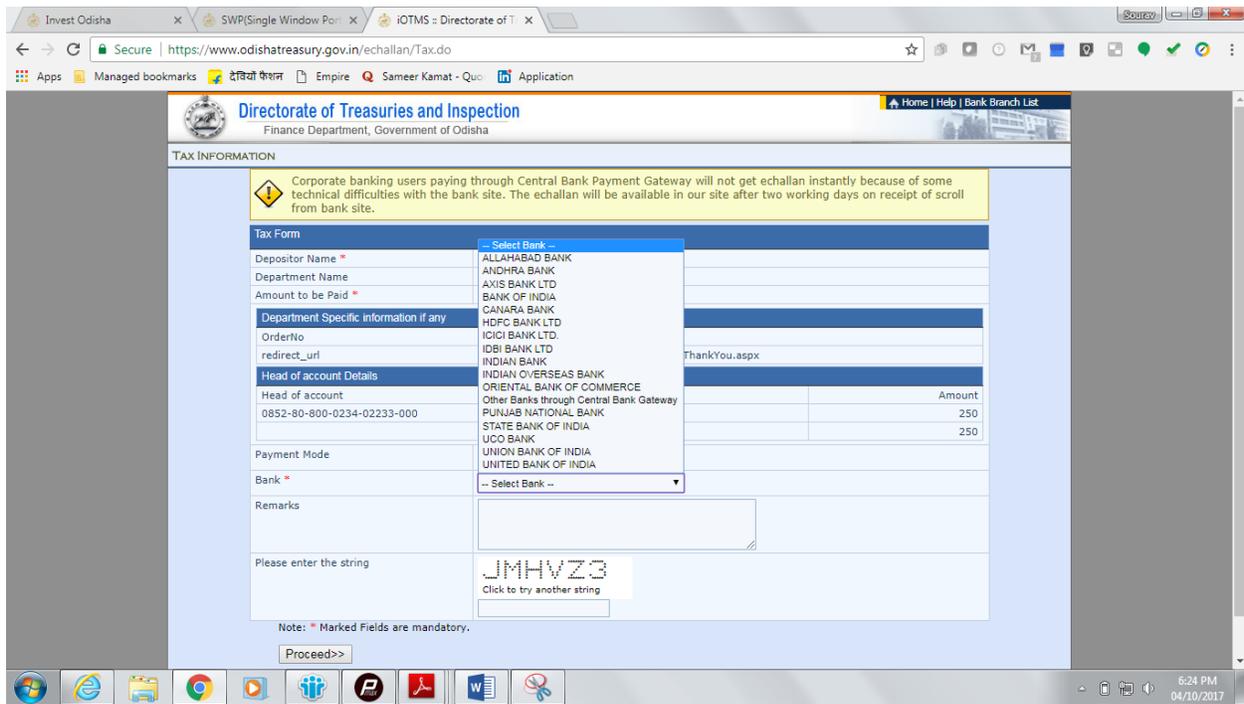
8. Upon submission, the applicant will confirm payment of fees by clicking on the 'Pay Now' button.



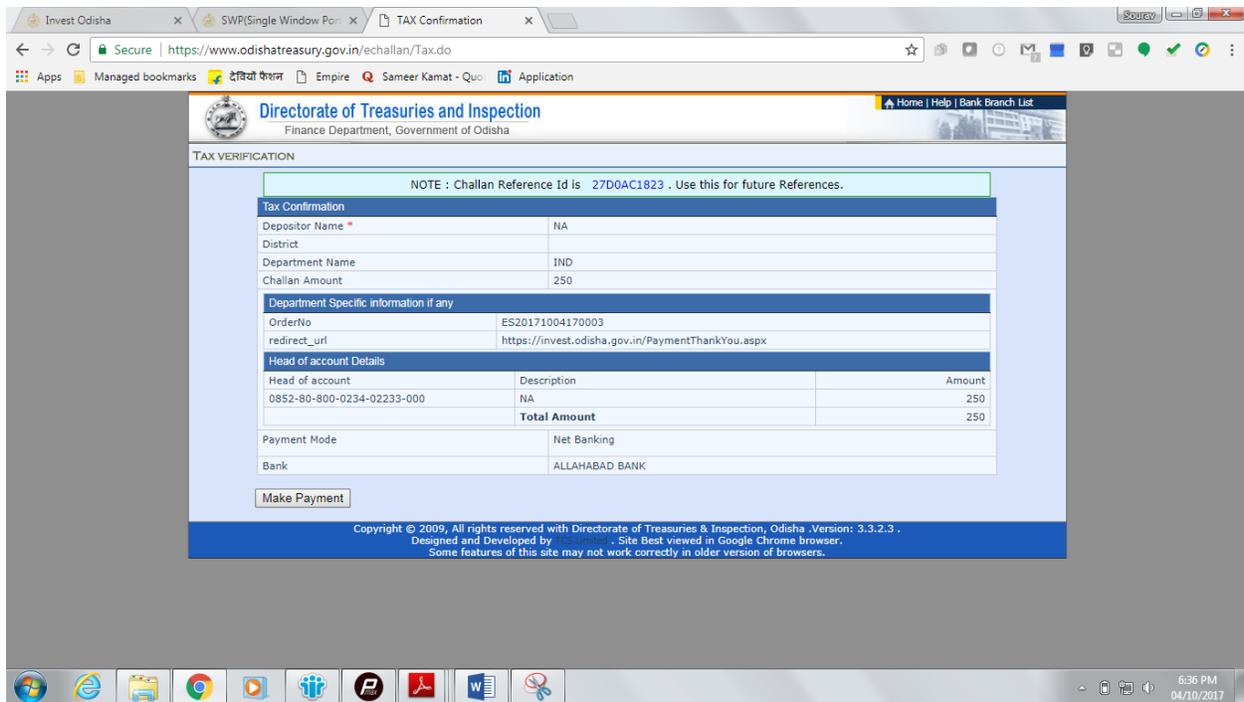
9. The page redirects to the payment gateway. The applicant, after confirming that the amount displayed on the page is correct, can select the mode of payment from the available options. (Net Banking/Debit Card/Credit Card/Over the Counter)



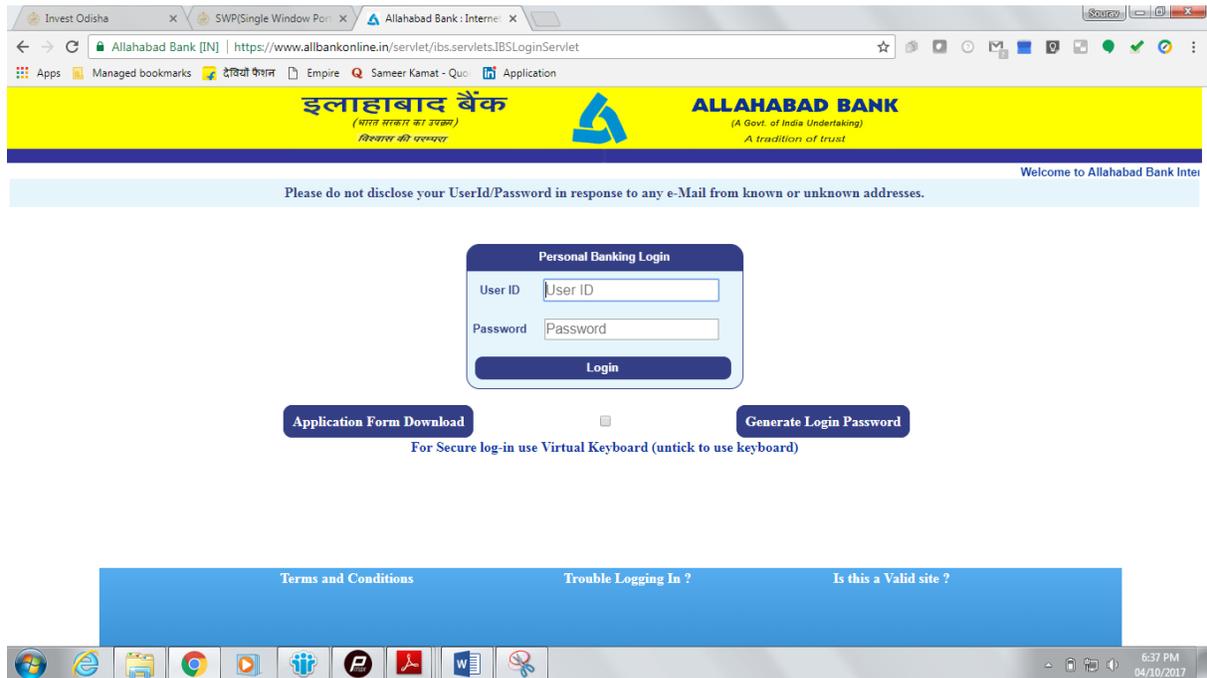
10. Applicants can select the bank of their preference and proceed to payment.



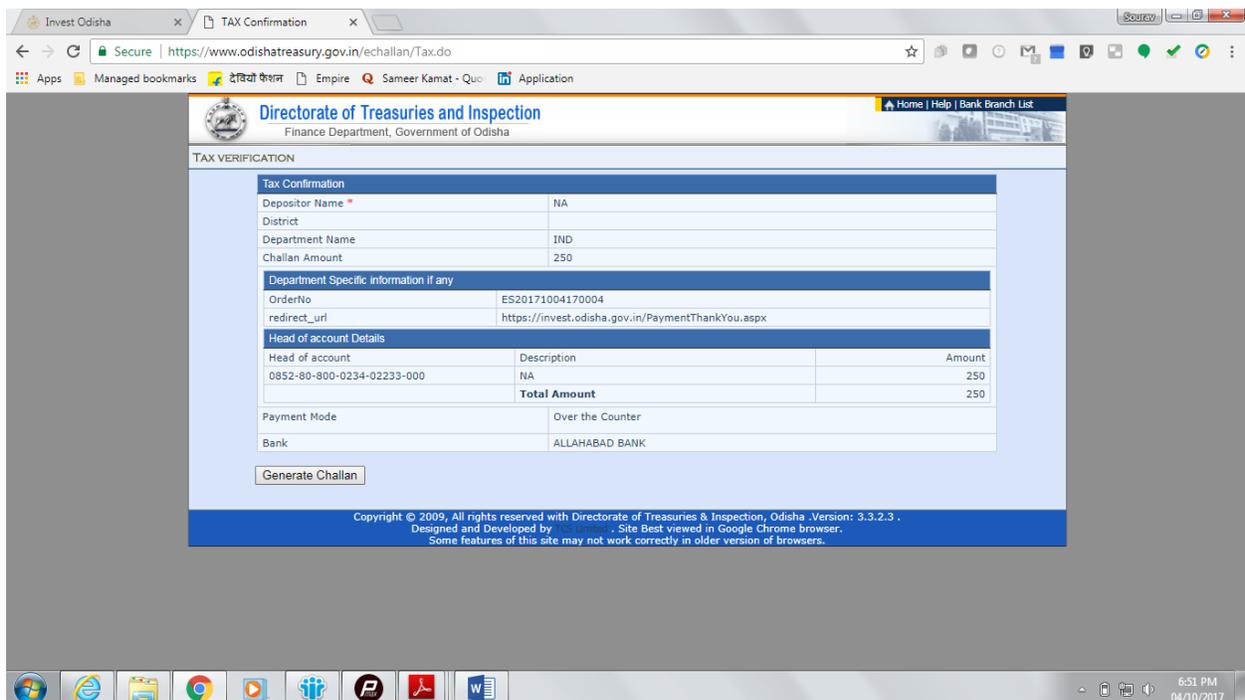
11. If the mode of payment is online (Net Banking/Credit Card/Debit Card), upon clicking the 'Make Payment' button, the page will be redirected to the selected bank's payment portal.



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 screenshot shows a web browser displaying the Directorate of Treasuries and Inspection website. The page title is "E-Challan Receipt". The header includes the Government of Odisha logo and the text "Government of Odisha Offline Challan Deposit Form Depositor's Copy". A QR code is visible in the top right corner. The main content area contains the following details:

Challan of Cash/Cheque/DD paid through ALLAHABAD BANK, at Cyber Treasury, Odisha, Bhubaneswar

1. Name of the Depositor : NA  
 2. Mobile Number : NA  
 3. Department Identification Id :  
 4. Challan Generation Date & Time : 04/10/2017 06:10:47 PM

Purpose	Head of Account	Amount
NA	0852-80-800-0234-02233	250
Total Amount		250

8. Treasury Reference Id : 27D0AC2310  
 9. Bank Transaction Id & Time : To be filled up by the bank

1. In case of Cheque bank transaction id will be available after realization of the cheque.  
 2. This challan is valid for 7 days from the date of online entry.  
 3. In case of Cheque/DD, it should be payable to 'State Government Receipts- <Challan Reference Id>'.

Signature of the Depositor \_\_\_\_\_ Signature of Bank Officer with Seal \_\_\_\_\_

Government of Odisha

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

This is a physical copy of the "Government of Odisha Offline Challan Deposit Form Depositor's Copy". It features a QR code in the top left corner and the Government of Odisha logo in the bottom left. The form contains the following information:

Challan of Cash/Cheque/DD paid through ALLAHABAD BANK, at Cyber Treasury, Odisha, Bhubaneswar

1. Name of the Depositor : NA  
 2. Mobile No. : NA  
 3. Department Identification ID :  
 4. Challan Generation Date & Time : 04/10/2017 06:10:47 PM

Purpose	Head of Account	Amount
NA	0852-80-800-0234-02233	Rs. 250/-
Total Amount		Rs. 250/-

5. Treasury Reference ID : 27D0AC2310  
 7. Bank Transaction Date & Time : To be filled by the bank

1. This challan is valid for 7 days from the date of online entry.  
 2. In case of Cheque, bank/transaction id will be available after realization of the cheque.  
 3. In case of Cheque/DD, it should be payable to 'State Government Receipts- <Challan Reference Id>'.

Signature of the Depositor \_\_\_\_\_ Signature of Bank Officer with Seal \_\_\_\_\_

This is a physical copy of the "Government of Odisha Offline Challan Deposit Form Bank's Copy". It features a QR code in the top left corner and the Government of Odisha logo in the bottom left. The form contains the following information:

Challan of Cash/Cheque/DD paid through ALLAHABAD BANK, at Cyber Treasury, Odisha, Bhubaneswar

1. Name of the Depositor : NA  
 2. Mobile No. : NA  
 3. Department Identification ID :  
 4. Challan Generation Date & Time : 04/10/2017 06:10:47 PM

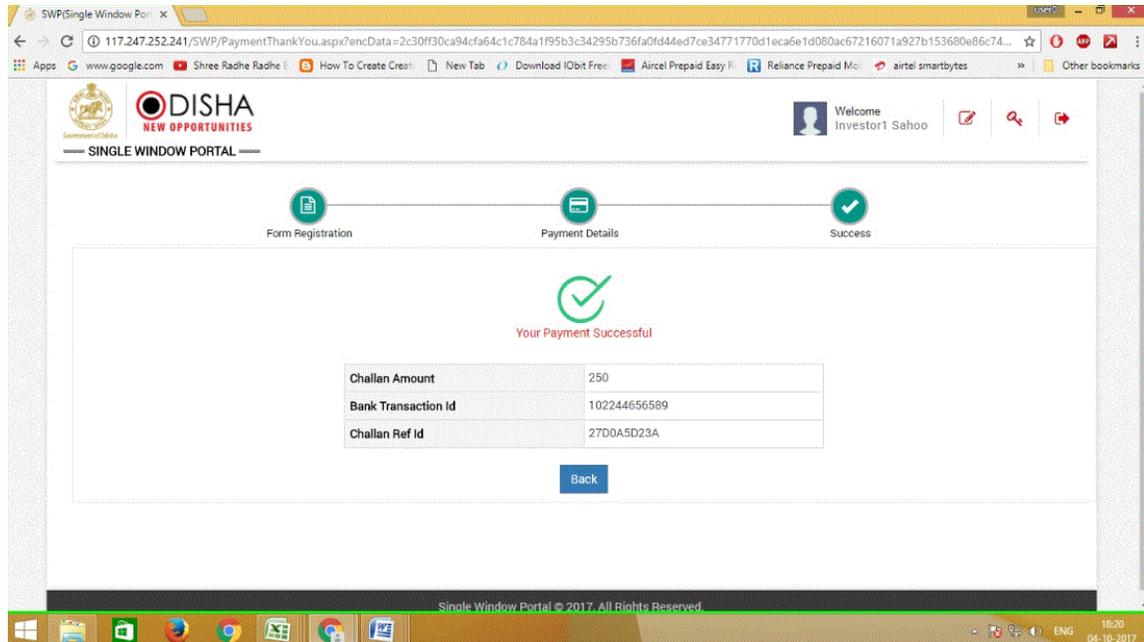
Purpose	Head of Account	Amount
NA	0852-80-800-0234-02233	Rs. 250/-
Total Amount		Rs. 250/-

5. Treasury Reference ID : 27D0AC2310  
 7. Bank Transaction Date & Time : To be filled by the bank

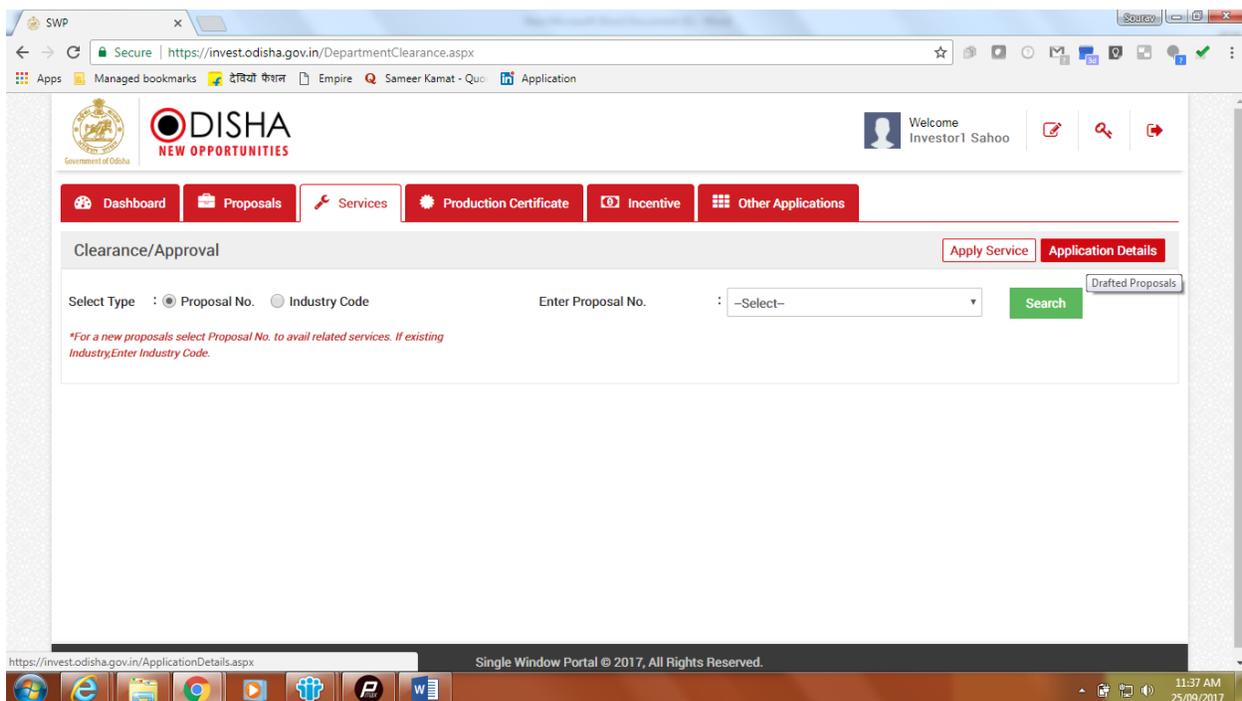
1. This challan is valid for 7 days from the date of online entry.  
 2. In case of Cheque, bank/transaction id will be available after realization of the cheque.  
 3. In case of Cheque/DD, it should be payable to 'State Government Receipts- <Challan Reference Id>'.

Signature of the Depositor \_\_\_\_\_ Signature of Bank Officer with Seal \_\_\_\_\_

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.

The screenshot shows the DISHA Single Window Portal interface. The user is logged in as 'Investor2 Sahoo'. The main navigation menu includes Dashboard, Proposals, Services, Production Certificate, Incentive, and Other Applications. The 'Application Details' section is active, showing a search filter for Department and Application No. Below the search filter is a table with the following data:

SIno.	Department Name	Service Name	Applicant Name	Application No	Submitted On	Query Status	Payment Detail	Application Status	View Detail	Download Certificate
1	Labour & ESI Department (Directorate of Factories & Boilers)	Boilers Manufacture & Renewal Certificate	Pradeep Sahoo	20171012510003	12/09/2017	Query Raised	Paid	Applied		
2	Industries Department (IDCO)	Road cutting request form	Pradeep Sahoo	20171012510002	12/09/2017	-	Paid	Applied		
3	Food Supplies and Consumer Welfare Department (FSCW)	Licences as manufacture of weight and measure under the legal metrology	Pradeep Sahoo	20171012180007	12/09/2017	Query Raised	Paid	Applied		
4	Food Supplies and	Licences as manufacture of weight and	Pradeep Sahoo	20171012180007	12/10/2017	Query	Paid	Applied		

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.

The screenshot shows the DISHA Single Window Portal interface. The user is logged in as 'Investor2 Sahoo'. The main navigation menu is the same as in the previous screenshot. The 'Application Status Details' section is active, showing the following information:

Department Name : Labour & ESI Department (Directorate of Factories & Boilers)  
 Applicant Name : Pradeep Sahoo  
 Application Status : Applied

Service Name : Boilers Manufacture & Renewal Certificate  
 Application No. : 20171012180007  
 Download Certificate : NA

The 'Query' section shows the 'Query Status' as 'Raised'. Below it is a 'Revert Query' section with a text area for 'Response Details'.

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'.

The screenshot shows the DISHA Single Window Portal interface. The user is logged in as 'Investor2 Sahoo'. The navigation menu includes Dashboard, Proposals, Services, Production Certificate, Incentive, and Other Applications. The 'Application Status Details' section displays the following information:

- Department Name: Labour & ESI Department (Directorate of Factories & Boilers)
- Service Name: Boilers Manufacture & Renewal Certificate
- Applicant Name: Pradeep Sahoo
- Application No.: 20171012180007
- Application Status: Applied
- Download Certificate: NA

The 'Query' section shows a status of 'Raised'. Below it, the 'Revert Query' section is empty, with a text area for 'Response Details' and a note: 'Maximum 1000 characters left!'.

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.

The screenshot shows the DISHA Single Window Portal interface with a search filter applied. The 'Application Details' section displays a table with the following data:

SlNo.	Department Name	Service Name	Applicant Name	Application No.	Submitted On	Query Status	Payment Detail	Application Status	View Detail	Download Certificate
1	Labour & ESI Department (Directorate of Factories & Boilers)	Boilers Manufacture & Renewal Certificate	Pradeep Sahoo	20171012510003	12/10/2017	Query Reverted	Paid	Approved		
2	Industries Department (IDCO)	Road cutting request form	Pradeep Sahoo	20171012510002	12/09/2017	-	Paid	Applied		
3	Food Supplies and Consumer Welfare Department (FSCW)	Licences as manufacture of weight and measure under the legal metrology	Pradeep Sahoo	20171012180007	12/09/2017	Query Raised	Paid	Applied		
4	Food Supplies and	Licences as manufacture of weight and	Pradeep Sahoo	20171012180007	12/10/2017	Query	Paid			

# Approval Procedure

