

Sr No.	Name of the clearance / Approval	Type
1	License / Renewal of License for contractors under provision of The Contracts Labour Act	Pre-Operations
2	Registration / Renewal under the Building and Other Construction Workers Act	Pre-Operations
3	Registration and Grant of License under the Factories Act, 1948	Pre-Operations
4	Registration of establishments deploying inter-state migrant workmen	Pre-Operations
5	Registration of principal employers establishment under provision of The Contracts Labour Act	Pre-Operations
6	Registration under Shops & Establishments Act, 1988	Pre-Operations
7	Factory Plan Approval	Pre-Establishment
8	Boiler Registration	Pre-Operations
9	Boiler Renewal Certification	Renewals/Retentions/Alternation

License for Contractors under provision of The Contracts Labour (R & A) Act, 1970

1	Name of Approval / NoC/ License/ Registration	License for Contractors under provision of The Contracts Labour (R & A) Act, 1970
2	Competent Authority	Labour Department
3	Applicability Criteria	Every Contractor who employed 50 or more workers on any day of the preceding 12 months
4	Stage	Pre-operation
5	Timelines	20 days
6	Documents Required	1. Form-V issued by Principal Employer 2. Application should be submitted in triplicate in FORM IV 3. Copy of certification of Registration of Principal Employer
8	Procedure for getting license	1. Visit Single Desk Portal & register 2. Fill in the application form IV 3. Pay the fees along with security deposit online 4. Approval by the Authority. 5. Download the Certificate in FORM VI.
9	Fee & Mode of payment	If the number of workmen proposed to be employed on contract any day License Fee: Less than 20 workers : Not Eligible for license From 20 to 50 workers - Rs.113/- From 51 to 100 workers – Rs.225/- From 101 to 200 workers - Rs.450/- From 201 to 400 workers - Rs.900/- More than 400 workers - Rs.1125/- Security Fee for individual – 270 per worker
10	Validity of License	The License issued shall be valid for 1 years.

License for Contractors under provision of The Contracts Labour (R & A) Act, 1970

1	Name of Approval / NoC/ License/ Registration	License for Contractors under provision of The Contracts Labour (R & A) Act, 1970
2	Competent Authority	Labour Department
3	Applicability Criteria	The Act applies to every establishment of Principal Employer in which 50 or more workmen are employed or were employed during any day in the preceding 12 months as contract labour.
4	Stage	Pre-operation
5	Timelines	20 days
6	Documents Required	1. Form-V issued by Principal Employer 2. Application should be submitted in triplicate in FORM IV 3. Copy of certification of Registration of Principal Employer
8	Procedure for getting license	1. Visit Single Desk Portal & register 2. Fill in the application form IV 3. Pay the fees along with security deposit online 4. Approval by the Authority. 5. Download the Certificate in FORM VI.
9	Fee & Mode of payment	If the number of workmen proposed to be employed on contract any day License Fee: Less than 20 workers : Not Eligible for license From 20 to 50 workers - Rs.450/- From 51 to 100 workers – Rs.900/- From 101 to 200 workers - Rs.2400/- From 201 to 400 workers - Rs.3600/- More than 400 workers - Rs.4500/-
10	Validity of License	The License issued shall be valid for 1 years.

Registration under Building and Other Construction Workers (RE & CS) Act, 1996

1	Name of Approval / NoC/ License/ Registration	Registration under Building and Other Construction Workers (RE & CS) Act, 1996 and AP Rules, 1999
2	Competent Authority	Labour Department
3	Applicability Criteria	The Building and other Construction Workers (RE & CS) Act applies to every establishment which employs or had employed 10 or more building workers on any day of the preceding 12 months in any building or other construction work.
4	Stage	Pre-operation
5	Timelines	20 days
6	Documents Required	1. Application should be submitted in triplicate in Form I 2. Attach a copy of work order 3. Copy of Chalan
8	Procedure for getting license	1. Visit Single Desk Portal & register 2. Fill in the application form I 3. Pay the fees along with security deposit online 4. Approval by the Authority. 5. Download the Certificate in FORM II.
9	Fee & Mode of payment	The fees to be paid for the grant of a certificate of registration under rule 24 shall be as specified below, namely:- If the number of workers proposed to be employed as building workers, for a building or other construction work, on one day- Is up to 100: Not Eligible for license exceeds 100 but does not exceed 500 - Rs. 500/- exceeds 500– Rs. 1000/-
10	Validity of License	The License issued shall be valid for 1 years.

Registration and Grant of License under the Factories Act, 1948

1	Name of Approval / NoC/ License/ Registration	Registration and Grant of License under the Factories Act, 1948
2	Competent Authority	Chief Inspector of Factories, Inspector of Factories
3	Applicability Criteria	Once factory plan is approved, applicant establishes the factory and requests for factory license through SDP prior to starting of manufacturing process.
4	Stage	Pre-operation
5	Timelines	20 days
6	Documents Required	<ol style="list-style-type: none"> 1. Form II along with the paid challans. 2. Occupancy Certificate 3. Certificate regarding stability of the structure from a qualified structural engineer. 4. List of safety equipments / precautionary measures taken on site. (on company's letterhead and signed). 5. Machinery layout drawing architect approved. 6. A copy of the approved plan. 7. Provisions of Health, Safety and Welfare under the Factory Act, 1948. 8. A copy of ON SITE/OFF SITE PLANS if applicable/ signed statement on company's letterhead that it is not applicable. 9. Approval of the plans from the Chief Controller of Explosives, Nagpur in respect of the storage of Petroleum and Hazardous substances, if applicable /signed statement on company's letterhead that it is not applicable. 10. Self Certification by the Management whether the premises is Owned/Leased. 11. Project Report (including flow chart) (Signed). 12. Copy of land document (Form I & XIV) 13. A Copy of SSI Registration/Industrial Licence /In principle clearance in case of MSI/LSL. 14. Details of ETP, if any, (On company letterhead and signed). 15. A copy of Questionnaire duly filled and signed by the Manager and the Occupier.
8	Procedure for getting license	<ol style="list-style-type: none"> 1. Visit Single Desk Portal & register 2. Fill in the application form II 3. Pay the fees along with security deposit online 4. Approval by the Authority. 5. Download the Certificate.
9	Fee & Mode of payment	Fee:- As prescribed in the schedule:-

Registration under the Inter State Migrant Workmen (RE & CS) Act, 1979

1	Name of Approval / NoC/ License/ Registration	Registration under the Inter State Migrant Workmen (RE & CS) Act, 1979 and AP Rules, 1982
2	Competent Authority	Labour Department
3	Applicability Criteria	The Act applies to every establishment in which 5 or more interstate migrant workmen are employed or were employed during any day in the preceding 12 months.
4	Stage	Pre-operation
5	Timelines	20 Days
6	Documents Required	1. Application should be submitted in Triplicate FORM I
8	Procedure for getting license	<ol style="list-style-type: none"> 1. Visit Single Desk Portal & register 2. Fill in the application FORM I 3. Pay the fees along with security deposit online 4. Approval by the Authority. 5. Download the Certificate.
9	Fee & Mode of payment	<p>If the number of migrant workmen proposed to be employed in the establishment on any day-</p> <ol style="list-style-type: none"> (a) is 5 but does not exceed 20:- Rs. 60/- (b) exceed 20 but does not exceed 50 :- Rs.150/- (c) exceed 50 but does not exceed 100:- Rs.300/- (d) exceed 100 but does not exceed 200 :- Rs. 600/- (e) exceed 200 but does not exceed 400:- Rs. 1200/- (f) exceed 400 :- Rs. 1500/-

Registration under Shops & Establishments Act, 1988

1	Name of Approval / NoC/ License/ Registration	Registration under Shop & Establishment Act, 1988
2	Competent Authority	Labour Department
3	Applicability Criteria	Every Shop, Establishments, Commercial Establishments with premises where any business / trade is carried on or any service is rendered to customers includes a shop run by co-op societies, office, go down, store room, restaurant, hotel, lodging house, theatre or any public amusement or entertainment
4	Stage	Pre-operation
5	Timelines	15 days
6	Documents Required	<ol style="list-style-type: none"> 1. Application in Form I 2. Lease Agreement / Ownership documents 3. Fees / Copy of Challan 4. Copy of house taxes issue by the Panchayat or DMC 5. Photo of Shop 6. Aadhar Card 7. Pan Card 8. GST
8	Procedure for getting license	<ol style="list-style-type: none"> 1. Visit Single Desk Portal & register 2. Fill in the application FORM I 3. Pay the fees along with security deposit online 4. Approval by the Authority. 5. Download the Certificate in FORM II.
9	Fee & Mode of payment	<p>If the number of workmen proposed to be employed on contract on any day –</p> <ol style="list-style-type: none"> (a) employing no persons :- Rs. 20/- (b) employing 5 or less than five persons:- Rs. 40/- (c) employing more than five but less than 10 persons :- Rs. 150/- (d) employing 10 and above but less than 20 persons :- Rs. 300/- (e) For Hotels :- Rs. 600/-

Factory Plan approval under Factories Act, 1948

1	Name of Approval / NoC/ License/ Registration	Factory Plan approval under Factories Act, 1948
2	Competent Authority	Chief Inspector of Factories
3	Applicability Criteria	i. More than or equal to 20 workers, with use of power ii. More than or equal to 40 workers, without use of power
4	Timelines	15 days
4	Stage	Pre-Establishment
5	Documents Required	<ol style="list-style-type: none"> 1. Two sets of Factory building drawings showing the plans, Elevations Cross-sections, the location of site (duly signed by the Occupier and the Architect) and its surroundings along with Form no. 1. 2. Copy of Provisional registration –SSI / in principle clearance letter for MSI / LSI. (Not applicable for gala construction). 3. Project Report giving the list of machineries, flow process, manufacturing Process, raw materials, finished products and bye / intermediate products. (Not Applicable for gala construction). 4. Quantity and mode of storage of LPG, Petroleum fuels, hazardous substances, if any / signed statement on company's letter head that it is not applicable (Not Applicable for gala construction). 5. Position and the drawing of the Effluent Treatment Plant, if any / signed statement on company's letter head that it is not applicable (Not applicable for Gala construction). 6. Machinery lay out in the building drawings along with their respective power Rating (Not applicable for gala construction). 7. A copy of Questionnaire.
6	Procedure for getting license	<ol style="list-style-type: none"> 1. Visit Single Desk Portal & register 2. Fill in the application FORM I 3. Pay the fees along with security deposit online 4. Approval by the Authority. 5. Download the Certificate.

Boiler Registration

1	Name of Approval / NoC/ License/ Registration	Boiler Registration
2	Competent Authority	Chief Inspector of Factories
3	Stage	Pre-Establishment & Operation
4	Timelines	30 days
5	Documents Required	1. Application on Company Letter head 2. Fees as per the schedule 3. Plans of Pipeline 4. Original Document of Boiler
6	Procedure for getting license	1. Visit Single Desk Portal & register 2. Fill in the application FORM I 3. Pay the fees along with security deposit online 4. Approval by the Authority. 5. Download the Certificate.
7	Fees & Mode of Payment	As per annexure 1

Renewal for Boiler Registration

1	Name of Approval / NoC/ License/ Registration	Renewal for Boiler Registration
2	Competent Authority	Chief Inspector of Factories
3	Stage	Operation
4	Timelines	15 days
5	Documents Required	1. Application on Company Letter head 2. Fees as per the schedule 3. A copy of last Boiler License
6	Procedure for getting license	1. Visit Single Desk Portal & register 2. Fill in the application 3. Pay the fees along with security deposit online 4. Approval by the Authority. 5. Download the Certificate.
7	Fees & Mode of Payment	As per annexure 1