

USER MANUAL

for

Permit Request for Factory Owners

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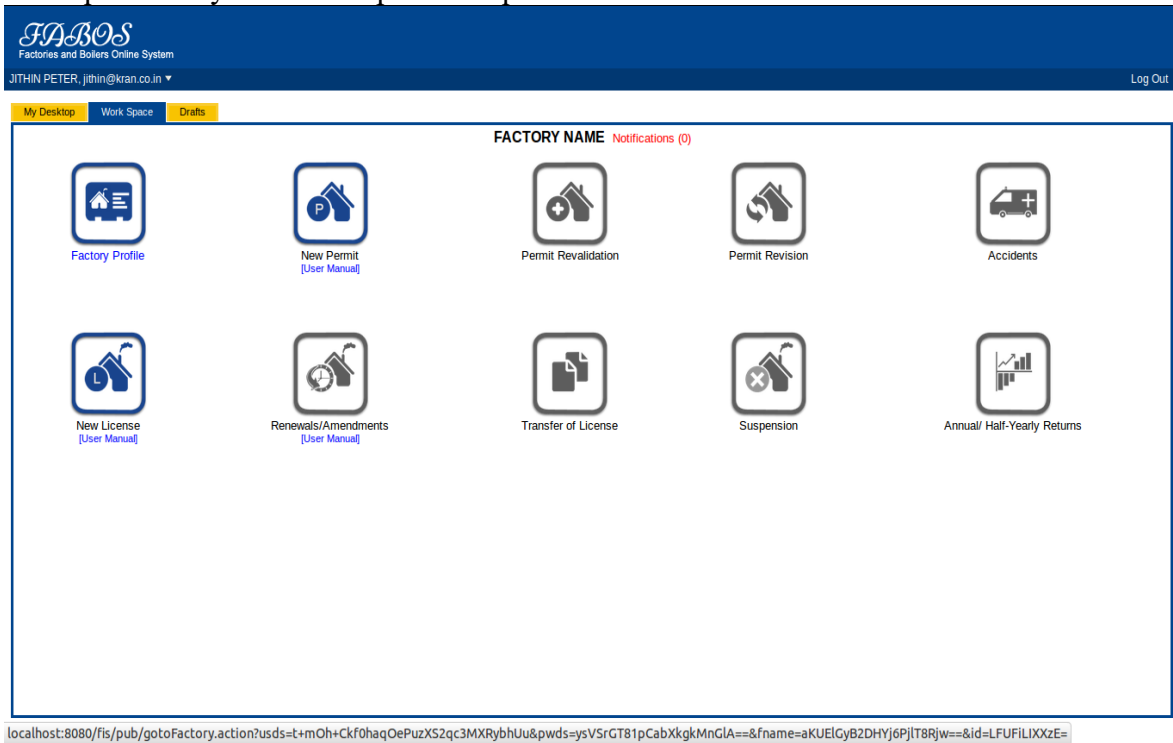
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Permit Request

1. Permit Request

1.1 Permit request

For Permit request first you click on permit request button.



1.2 Factory details

On clicking the permit request the following page will be displayed. Here the details of the factory need to be filled up, such as Name, Email, Mobile no, Factory name, Region, Division, District, Village, Factory type, etc. All the Mandatory fields are marked using * . After filling the factory details click on **Continue** button.

The screenshot shows the 'Permit Request Factory Details' form in the FABOS system. The form is titled 'Permit Request Factory Details' and includes a navigation bar with 'Factory Details', 'Form 1', 'Documents Enclosed', 'Payment Details', and 'Particulars Enclosed'. The form is divided into two columns. The left column contains fields for 'Occupier Name' (JITHIN PETER), 'Email' (jithin@kran.co.in), 'Mobile' (9633813999), 'Factory Name', 'Region' (Kollam), 'Division' (Thiruvananthapuram), 'District' (Thiruvananthapuram), 'Village' (Kavadiyar), 'Survey No', 'Power' (KW), 'Male Workers', 'Factory Type' (Section 2m), and 'Sector'. The right column contains fields for 'Occupier Address', 'Factory Address', 'Taluk' (Thiruvananthapuram), 'Panchayat/Municipality/Corporation' (Panchayath), 'Area (Extend of Land)' (Are), and 'Stand By' (KVA). A 'Continue' button is located at the bottom of the form. The form is marked with asterisks (*) for mandatory fields.

Permit Request Factory Details	
New Permit/Permit Regularization * <input checked="" type="radio"/> New Permit <input type="radio"/> Permit Regularization	
Occupier Name *	JITHIN PETER
Email	jithin@kran.co.in
Mobile	9633813999
Factory Name *	Factory Name
Region *	Kollam
Division *	Thiruvananthapuram
District *	Thiruvananthapuram
Village *	Kavadiyar
Survey No *	
Power *	
Male Workers *	
Factory Type	Section 2m
Sector *	...Select...
Occupier Address *	
Factory Address *	
Taluk *	Thiruvananthapuram
Panchayat/Municipality/Corporation *	<input checked="" type="radio"/> Panchayath <input type="radio"/> Corporation <input type="radio"/> Municipality
Area (Extend of Land) *	
Stand By *	
Female Workers *	
<input type="button" value="Continue"/>	

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Permit Request for Factory Owners

1.3 Form 1

Form1 contains the application form for permission to construct, or extent or take into use any building as a factory. Mandatory fields are marked using *. It is possible for the user to take the print out of the below form by clicking the link **Print Form1** . After filling the details in Form1 click on **Continue** button to proceed to the next page.

FABOS
Factories and Boilers Online System

JITHIN PETER, jthin@kran.co.in Log Out

My Desktop Work Space Drafts

Factory Details **Form 1** Documents Enclosed Payment Details Particulars Enclosed

FORM 1
(Prescribed under Rule 3)

APPLICATION FOR PERMISSION TO CONSTRUCT, EXTENT OR TAKE INTO USE ANY BUILDING AS A FACTORY

Constructing of a new building Extending an existing building Taking into use any building as a factory

JITHIN PETER
Kran

(a) Name : **FACTORY NAME**

(b) Address : **11**

(a) Distance from Nearest Police Station :

(b) Distance from Nearest Railway Station/Steamer Ghat:

(c) Distance from Nearest Public Hospital:

5. Whether already registered as factory
(b) If yes, (1) Registration No.
(2) Registration Number.
(3) Date of renewal of licence

(c) Does it fall in hazardous category under Section 2(c)?

(d) If so, has site been approved U/s 41A?

(e) If so, date of approval

6. Particulars of plant to be installed
* To be enclosed only if the site has not been appraised in terms of Section 41A.

ENCLOSURES

(a) Flow chart of the manufacturing process

(b) Brief description of the process in its various stages.

(c) Plan, in triplicate, drawn to scale Showing

(i) the site of the factory and immediate surroundings including adjacent buildings and other structures, roads, drains etc.

(ii) the plan, elevation and necessary cross-sections of the various building indicating all relevant details relating to natural lighting, ventilation and means of escape in case of fire. The plans shall also clearly indicate the position of the plant and machinery, aisles and passage-ways.

(d) Such other particulars as required by the Chief Inspector at the time of submission of the application.

[Print Form-1] **Continue**

1.4 Document enclosed

Here you need to attach the Documents in the given drop down list **Documents to be Attached**. The documents can be browsed and attached by clicking **Upload** button. Mandatory fields are marked using *. The attached documents can be viewed in the below **Documents** list. After attaching the documents click on **Continue** to proceed.

FABOS
Factories and Bokers Online System
JITHIN PETER, jithin@kran.co.in Log Out

My Desktop Work Space Drafts

Factory Details Form 1 Documents Enclosed Payment Details Particulars Enclosed

Permit Request Documents Enclosed (Documents should be in pdf format)

Site plan in 100m radius scale(1:400)	Browse...	No file selected.	Upload
Plan Section Deviation of each building scale(1:100)	Browse...	No file selected.	Upload
Machine Layout Plan	Browse...	No file selected.	Upload
Flow chart & brief description of Manufacturing Process	Browse...	No file selected.	Upload
NOC from town planner (If Applicable)	Browse...	No file selected.	Upload
Site approval order from government (In case of MAH)	Browse...	No file selected.	Upload
NOC from PCB (If Applicable)	Browse...	No file selected.	Upload

Documents

Sl. No	Attachment Name	Approval Date	Approval Number	File
Continue				

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1.5 Payment details

Payment Details page - enter the plinth area and now the fee to be paid will be automatically calculated and displayed. Mandatory fields are marked using *.

Click on **Proceed With E-Payment** button to go forward with payment.

The screenshot shows the 'Permit Request Payment Details' page in the FABOS system. The page has a blue header with the FABOS logo and 'Factories and Bidders Online System'. Below the header, there is a navigation bar with 'My Desktop', 'Work Space', and 'Drafts'. The main content area has tabs for 'Factory Details', 'Form 1', 'Documents Enclosed', 'Payment Details', and 'Particulars Enclosed'. The 'Payment Details' tab is active, showing a table with the following data:

Permit Request Payment Details	
Total Plinth Area *	201 m ²
Confirm Total Plinth Area *	201 m ²
Fee to paid	1312.50 Rsl

Below the table, there is a button labeled 'Proceed With E-Payment'.

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Permit Request for Factory Owners

1.6 Particulars enclosed

Click on **Particulars Enclosed** tab where you need to fill the permit request particulars enclosed.

Mandatory fields are marked using *. Click on **Save** button to save the details. After filling the details the user can take the print out of the same.

The screenshot shows the FABOS web application interface. At the top, there is a blue header with the FABOS logo and the text 'Factories and Boilers Online System'. Below the header, the user's name 'JITHIN PETER, jithin@kran.co.in' and a 'Log Out' link are visible. The main content area has a navigation bar with tabs: 'My Desktop', 'Work Space', and 'Drafts'. Under 'Work Space', there are sub-tabs: 'Factory Details', 'Form 1', 'Documents Enclosed', 'Payment Details', and 'Particulars Enclosed'. The 'Particulars Enclosed' tab is active, displaying a form titled 'Permit Request Particulars Enclosed'. The form includes several sections: 'Particulars' with checkboxes for 'Building', 'Site', 'Section view', 'Layout Machinery', 'Details of Latrines', 'Septic Tank/leach pit', and 'Rain Water Storage/Artificial Percolation tank'; 'Total No of sheets in one set *' with a text input field; 'Whether any Boilers' with a dropdown menu set to 'No'; 'Add Manufacturing Process & NIC Code' with a link to '(List of Nic Code)', a text input for 'Manufacturing Process', and a text input for 'NIC Code' with '[Add]' and '[View]' buttons; and a large text area for 'Manufacturing Process & NIC Code'. At the bottom of the form, there are buttons for '[Print Checklist]', '[Preview]', and 'Save'.

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