

## **Application Approval Procedure Renewal(Departmental)**

- Application is submitted to the Chief Inspector, Jaipur or Dy. Chief Inspector of Factories and Boilers (Alwar, Bhilwara, Jaipur, Jodhpur, Kota or Udaipur).
- Application is received online in Chief Inspector, Jaipur or Dy. Chief Inspector of Factories and Boilers (Alwar, Bhilwara, Jaipur, Jodhpur, Kota or Udaipur) office for further actions in following steps:-

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| Step 1 | Application is received by the designated clerk who forwards the application to the examining officer.  |
| Step 2 | Examining officer examines the application and attached documents.  |
| Step 3 | If any entry in form is invalid/not correct/not supported by the attached documents or any attached document is not readable or correct then the examining officer submit the comments to the Dy. Chief Inspector of Factories and Boilers/Chief Inspector of Factories and Boilers as the case may be. The query will be send online to user to comply with. |
| Step 4 | After getting a complete application/compliance the Chief Inspector, Jaipur or Dy. Chief Inspector of Factories and Boilers issues and generate online license with his/her original scanned signature pasted on it.  |
| Step 5 | User can download the signed approval.  |