

List of documents and procedure to apply for Self Certification Scheme

‘Self Certification Scheme’ formulated for the factories established in the state to liberalize the enforcement of the Factories Act, 1948 and to provide option of Self Certification Scheme for various returns to be submitted under the Act.

LAW FOR WHICH THE SCHEME IS VALID: This Self Certification Scheme shall be valid for the Factories Act, 1948 and rules made there under. ** Occupier of any factory can apply for self certification.

List of documents and procedure to apply for Self Certification Scheme-

Step 1	The occupier of the factory shall apply for Self Certification to the concerned authority of Factories & Boilers Inspection Department i.e. Dy. Chief Inspector/Sr. Inspector/ Inspector in the prescribed <u>Annexure-I</u>
Step 2	WHOM TO APPLY : Under the Self Certification Scheme, <ul style="list-style-type: none"> • The application for inclusion under the Self certification Scheme as per Annexure-I shall be made in duplicate addressed to the concerned authority of Factories & Boilers Inspection Department • With a copy to the Chief Inspector Factories & Boilers Rajasthan Jaipur. • The date shall mean the date on which application is received in the office of concerned Authority/ Chief Inspector of Factories & Boilers Rajasthan, Jaipur.
Step 3	Prescribed details in <u>Annexure-II</u>
Step 4	Undertaking by the occupier in <u>Annexure-III</u>
Step 5	Fees <ol style="list-style-type: none"> 1. Any occupier who opts for the Scheme shall deposit a security by way of account payee bank draft in favour of Chief Inspector of Factories & Boilers, Rajasthan Jaipur. 2. At the opening of this scheme, <ol style="list-style-type: none"> a. the security amount shall be Rs. 10000/- for Factories employing upto 100 workers, b. Rs. 20000/- for factories employing more than 100 and c. upto 250 workers and Rs. 50000/- for factories employing more than 250 workers.
Step 6	Any discrepancy in the application or enclosures shall be communicated to the applicant within 30 days from the receipt of the application in the office of the concerned authority of Factories & Boilers Inspection Department. If no discrepancy is so communicated, the applicant shall be deemed to have been enrolled under the Self-Certification Scheme.
Step 7	FILING OF RETURN : After being enrolled for the Self Certification Scheme, the concerned occupier shall file the Self-Certification Return in the prescribed Performa given at <ul style="list-style-type: none"> • <u>Annexure-IV</u> and • <u>Annexure-V.</u>

	The return can be filed between 1st of April to 30th of April every year on any working day between 10.30 A.M. to 4.30 P.M.
Step 8	<ul style="list-style-type: none"> • The returns in Annexure-IV and V shall also be filed in duplicate complete in all respect, • One copy shall be sent to the concerned authority and • One copy shall be sent to the Chief Inspector Factories & Boilers Rajasthan Jaipur. • The returns in Annexure-IV and V needs to be filed well in time as per this scheme. • The date shall mean the date on which application or return is received in the office of concerned Authority/ Chief Inspector of Factories & Boilers Rajasthan, Jaipur.
Step 9	VALIDITY OF SCHEME : Once opted for the Scheme, the same shall be valid for five years
Step 10	View notification of Self certification.