

**GOVERNMENT OF MEGHALAYA  
LABOUR DEPARTMENT**

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**NOTIFICATION**

**Dated, Shillong, the 22<sup>nd</sup> December, 2020**

**No.LBG. 39/2014/Pt/256** : WHEREAS Ease of Doing Business is a priority of the Government of Meghalaya, in consonance with the Business Reform Action Plan of the Department for Promotion of Industry and Internal Trade, Ministry of Commerce & Industry, Government of India;

WHEREAS there is a need to simplify business regulations and ease of compliance of labour laws, and bring in transparency and accountability in the registration and renewals of factory licenses for factories occupiers/owners, to create a conducive environment for business investors and entrepreneurs in the State;

WHEREAS the provisions under Rule 8 of the Meghalaya Factories Rules, 1980 for renewal of factory license states that:-

- (1) A licence may be renewed by the Chief Inspector.
- (2) Every application for the renewal of a licence shall be in Form 2, in duplicate, and shall be made not less than two months before the date on which the licence expires, and, if the application is so made, the premises shall be held to be duly licensed until such date as the Chief Inspector renews the licence.
- (3) The same fee shall be charged for the renewal of a licence as for the grant thereof: Provided that if the application for renewal is not received within the time specified in sub-rule (2), the licence shall be renewed only on payment of a fee 25 percent in excess of the fee ordinarily payable for the licence.
- (4) Every licence renewed under this rule shall remain in force upto 31st December of the year for which the licence is renewed.

NOW, THEREFORE, the State Government has decided to introduce an online-based renewals system in the Office of the Chief Inspector of Boilers and Factories, Meghalaya and accordingly one web-based online system is developed, without the requirements for physical visits and submission of hard copies and to eliminate the hassles of physical visits for periodic renewals of factories licenses.

After careful examination of the matter, the Government of Meghalaya hereby decided to implement and switch over to the system of auto-renewal with regards to

1. Renewal of Factories Licenses under The Factories Act, 1948 and the Meghalaya Factories Rules, 1980

A. As a part of the auto-renewal system for the above provisions, the State Government has formulated the Procedure for Auto Renewal of Factories Licenses as follows:-

The Occupier / Factory Owner / Applicant have to follow the following steps to renew his/her Factory License

1. Register himself/herself on the Invest Meghalaya portal (<https://investmeghalaya.gov.in>) with his/her Name, Email Id, Mobile No.
2. After registering he/she has to login to the Invest Meghalaya portal (<https://investmeghalaya.gov.in>) with his / her registered Email ID and Password

3. After login to the portal he / she has to select the service - **Auto Renewal of Factories Licenses under the Factories Act, 1948 and the Meghalaya Factories Rules, 1980** under the tab **Auto Renewals**
  4. Fill the online application in prescribed Form-2 with details of Factory License Number, Full Name of Factory, No of worker, Power Usage, DG Set / Electricity Generating station, manufacturing process, etc.
  5. Upload all relevant documents like License Copy, Latest renewal details, etc.
  6. Pay renewal fees through online payment of Meghalaya Government using eGRAS
  7. After successful submission of Auto Renewal Application and online payment of renewal fees and penalty (if applicable) the system will Auto Generate the Renewal Factory License which the applicant has to download and keep it along with the Original Factory License for verification by the Department during future inspection.
- B. The details and information submitted in the online application should be declared to be correct and true by the Occupier / Factory Owner / Applicant.
- C. The system will Auto Generate the Renewal Factory License as per the required format.

This will take effect from the date of its publication in the official Gazette.

Sd/-  
Shri D.P. Wahlang, IAS,  
Principal Secretary to the Government of Meghalaya,  
Labour Department

**Memo No. LBG. 39/2014/Pt/256-A**

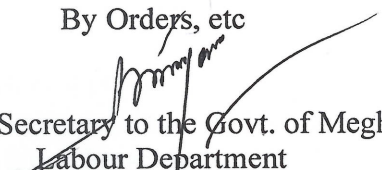
**Dated, Shillong, the 22<sup>nd</sup> December, 2020**

Copy to:

1. P.S. to the Chief Minister for kind information of the Hon'ble Chief Minister.
2. P.S. to the Deputy Chief Minister, in-charge Labour Department, for kind information of the Hon'ble Deputy Chief Minister.
3. The Secretary to the Government of India, Ministry of Labour and Employment, Shram Shakti Bhawan, New Delhi -110011, Email: [secy-labour@nic.in](mailto:secy-labour@nic.in)
4. The Secretary to the Government of India, Department for Promotion of Industry and Internal Trade, Ministry of Commerce & Industry, Udyog Bhawan, New Delhi -110011, Email: [secy-ipp@nic.in](mailto:secy-ipp@nic.in)
5. P.S. to the Chief Secretary for kind information of the Chief Secretary.
6. All Additional Chief Secretaries/Principal Secretaries/Commissioner & Secretaries/Secretaries
7. All Deputy Commissioners
8. The Chief Inspector of Boilers and Factories, Meghalaya, Shillong.
9. The Labour Commissioner, Meghalaya, Shillong.
10. The Director, Printing & Stationery, Meghalaya, Shillong for favour of publication in the next issue of Meghalaya Gazette.

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information

*Senior Informativ officer,  
NIC Meghalaya.*

By Orders, etc  
  
Deputy Secretary to the Govt. of Meghalaya  
Labour Department