



Directorate of
Factories & Boilers,
Govt. of Odisha

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1. Introduction

This document describes the user-level functional requirements of the Labour & ESI Department application. The system will be a robust application with state-of-art features. The system would encompass services rendered by Labour Directorate and Directorate of Factories and Boilers. Some services within State Action Plan would also be orchestrated through this system.

The application will have a portal interface and will be supported with features like search (single sign on, personalization, forms, checklists, approvals, currency of registration/ licence governed) under different acts governed by the Labour department. It is also envisaged that the Portal would provide Management Dashboard with Analytical reports to abet the officials in reviewing the various services rendered by the Department; assisting in taking informed decision and analysing the performance of different offices operating in the state of Odisha and thereby assisting Directorate of Factories & Boilers under Department of Labour & ESI to meet its objectives which as stated as below:

- Enforcement of Provisions of Factories and Boilers Act
- Ensuring Industrial Safety & Accidental Prevention
- Time Bound and Transparent delivery of Services under the Statue in a User Friendly Manner

The portal would serve as a façade to provide services to both internal and external stakeholders of the ecosystem in timely, cost effective and transparent manner and thereby abet in improving the ranking of **“Ease of Doing Business”** for the state.

This portal can be accessed by multiple individuals accessing and sharing information, documents, reports etc. and to the extent possible eliminate the need of the businesses to visit government office for service request.

The Portal would be accessible through browser as well mobile devices. It would features such as analytics features, Information Rights management, workflow management, enterprise service bus, notification and alerts etc.

It is also envisaged that some functionalities viz., Inspection would also have a mobile application, in addition to the browser based delivery channel.

Annexure: FRS F&B

1.1. Overall Functional Architecture

The overall Functional Architecture of the System would be as shown in the schematic below:

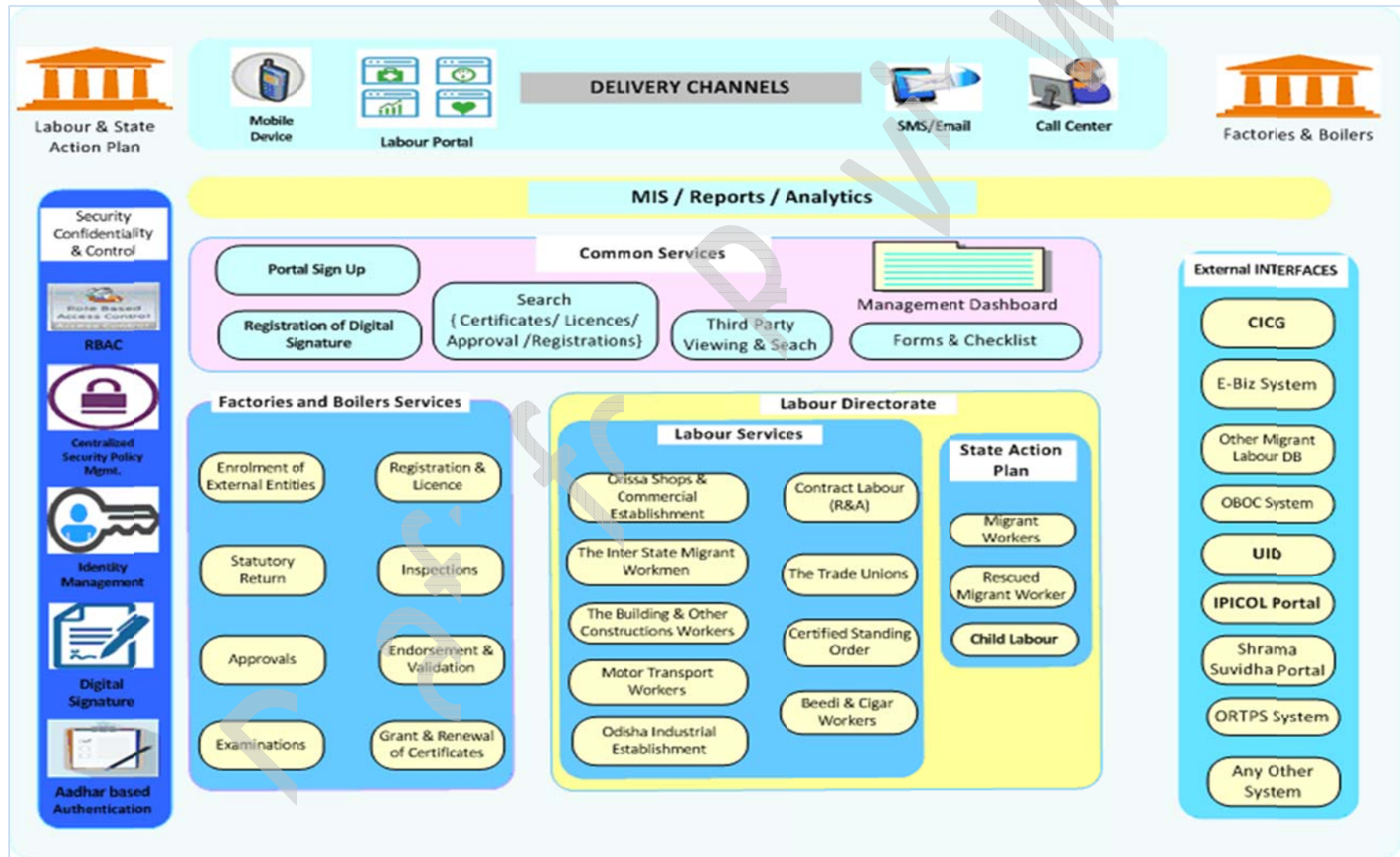


Fig 1: High Level Overall Functional Architecture

Annexure: FRS F&B

1.2. Functional Architecture: Factories and Boilers

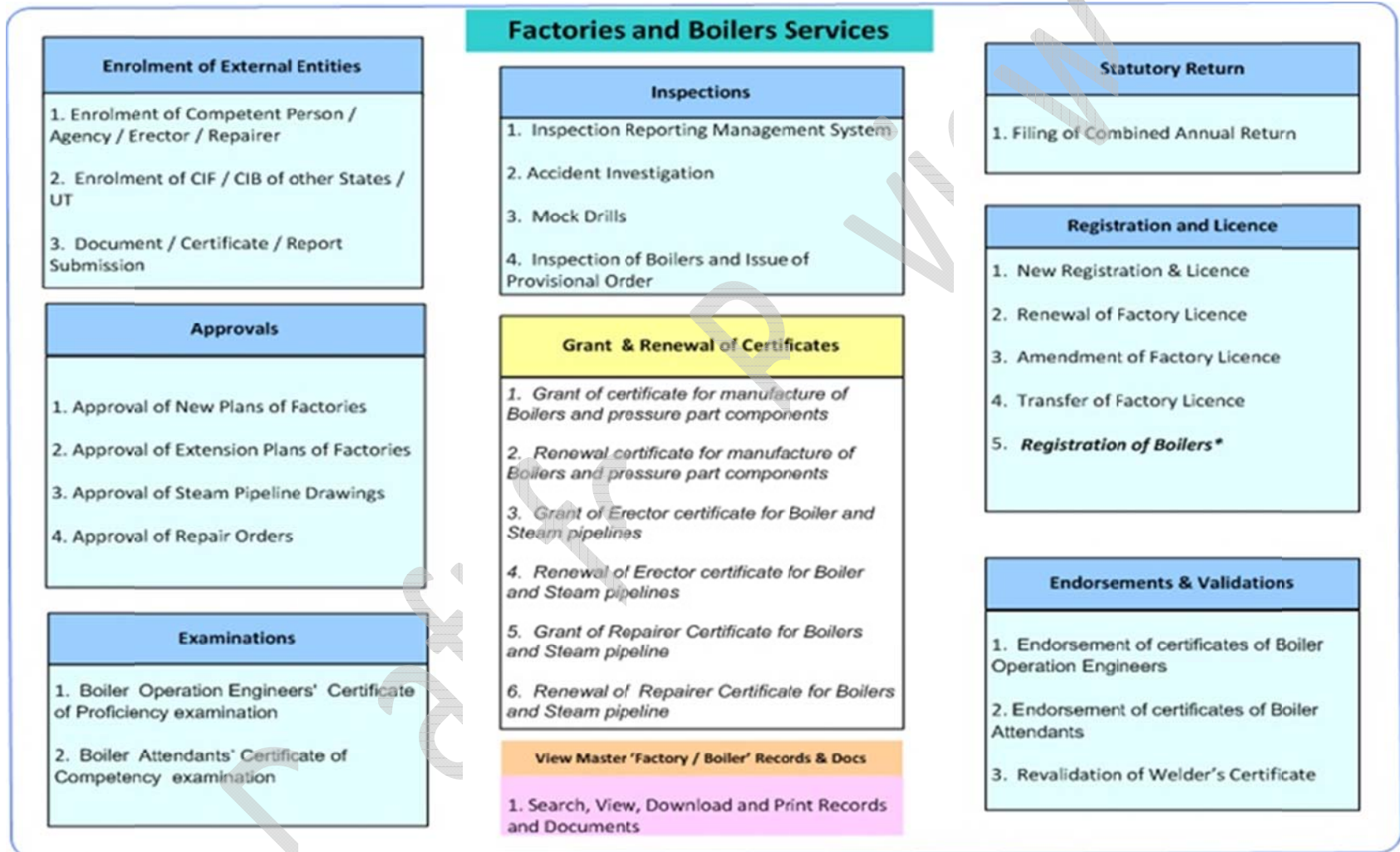


Fig 2: High Level Factories and Boilers Functional Architecture

Annexure: FRS F&B

1.3. Indicative Functional Modules

Service Group		Service
1.	Enrolment of External Entities	1. Enrolment of Competent Person / Agency / Erector/ Repairer
		2. Enrolment of CIF / CIB of other States / UTs
		3. Certificate / Document / Report Submission by Enrolled Entities
2.	Statutory Return	1. Filing of Combined Annual Return
3.	Statutory Inspection	1. Inspection Reporting Management System
		2. Accident Investigation
		3. Mock Drill
		4. Inspection of Boilers & Issue of Provisional Order / Certificate / Grant of short duration certificate under the Boilers Act, 1923
4.	Statutory Approvals	1. Approval of New Plan of Factories
		2. Approval of Extension Plan of Factories
		3. Approval of Steam Pipeline Drawings
		4. Approval of Repair Order
5.	Endorsements and Validations	1. Endorsement of Certificates of Boiler Operations

Annexure: FRS F&B

Service Group		Service
		Attendant's issued by Other States
		2. Endorsement of Certificates of Boiler Operations Engineer's Certificate issued by Other States
		3. Revalidation of Welders Certificate
6.	Registration and Licence	1. New Registration and Licence
		2. Renewal of Factory Licence
		3. Amendment of Factory Licence
		4. Transfer of Factory Licence
		5. Registration of Boilers*
7.	Examination	1. Boiler Operation Engineers' Certificate of Proficiency examination
		2. Boiler Attendants' Certificate of Competency examination
8.	Grant & Renewal of Certificates*	1. Grant of certificate for manufacture of Boilers and pressure part components 2. Renewal certificate for manufacture of Boilers and pressure part components 3. Grant of Erector certificate for Boiler and Steam pipelines 4. Renewal of Erector certificate for Boiler and Steam pipelines

Annexure: FRS F&B

Service Group		Service
		5. Grant of Repairer Certificate for Boilers and Steam pipeline
		6. Renewal of Repairer Certificate for Boilers and Steam pipeline

**The work flow would follow a life cycle approach where Application can be made online with supporting documents, payments can be made online. Successful submission would provide a Tracking Number to the Applicant to track the application.*

Review/ scrutiny/ inspection / approval would be undertaken through the system. Outcome of the application would be provided through SMS/ Email/ Portal.

The system will follow the approach of identifying the creator, editor and approver of the data respectively. The workflow of data entry shall have role based access control for the data entry operators, and other stakeholders.

All the above-mentioned modules transfer data and interact with each other. The integration requirements and the detailed functional requirements are mentioned in subsequent sections of this document. The functional requirement section has been written in system perspective, i.e it will depict the behaviours of the system upon various conditions and workflow processes.

For exchanging data with external agencies for purposes like registration, CIF Inspection, etc., the system will have interfaces to municipal corporation, e-Biz, UID, CICG and any other relevant agency.

The system is designed in a manner that it can be accessed through any device such as desktop/laptop and compatible mobile devices and can be accessed both over the SWAN/ VPN and the public Internet.

The system will have necessary security features like role based access control, identity management and a centralized security policy.

Annexure: FRS F&B

2. Common Service

2.1. Portal Sign Up

2.1.1. Applicant and / or Business Details

Applicant and / or Business Details	
User types the URL of the Portal in the desktop / laptop / device. System has internet connectivity and the page gets loaded	
Sign Up as a User in the Portal	
S No	Functional Requirements
1.	<ul style="list-style-type: none"> - Ability to capture the personal details including but not limited to: <ul style="list-style-type: none"> i. First Name, Middle Name & Last Name ii. Fathers / Mother's / Spouse Name iii. Gender iv. Date of Birth (DD/ MM/ YYYY) <ul style="list-style-type: none"> a. Address : Shop Number / House / Building Number ; Street Name; Mohalla / Colony/ Suburb; Block / District Name, State and Country ; Pin/ Post Code b. Email id(s) c. Mobile Number(s)
For Foreign Nationals (Additional Information to be captured)	
2.	<ul style="list-style-type: none"> - Ability to capture the Passport number along with it's place of issuance, 'dates of Issuance and expiry'
3.	<ul style="list-style-type: none"> - Ability to capture the Unique Identifier, name of the Unique Number relevant to that Country
4.	<ul style="list-style-type: none"> - Ability to register the Digital Signature of the Applicant
Business Details	
5.	<ul style="list-style-type: none"> - Ability to capture Business Details including but not limited to: <ul style="list-style-type: none"> a. Name of the firm / business b. ROC Number, if any c. Business Organization type – Sole Proprietor, Partnership, Pvt Ltd Co, Ltd. Co, Co / HUF etc. d. PAN Number e. TIN Number

Annexure: FRS F&B

Applicant and / or Business Details	
User types the URL of the Portal in the desktop / laptop / device. System has internet connectivity and the page gets loaded	
Sign Up as a User in the Portal	
	f. GST Number
6.	- Ability to capture the username and check it's availability
7.	- Ability to capture if the Applicant has transacted business with the Directorate
8.	- Ability to highlight and prompt the Applicant to fill mandatory fields in the portal

Annexure: FRS F&B

2.1.2. Applicant (Having License / Registration)

Applicants License or Registration Details	
Licence or Registration details, if Applicant has transacted business with Directorate	
S No	Functional Requirements
9.	- Ability to capture the Licence or Registration details issued under the Governing Act(s) along with its validity
10.	- Ability to attach and Upload the Registration / Licence
11.	- Ability to perform Aadhar based Authentication provided by CCA Empaneled e Sign Providers such as NSDL or C-DAC or others
12.	- Ability to submit the Licence or Registration

Annexure: FRS F&B

2.1.3. Applicant Authentication

Applicant Authentication	
User types the URL of the Portal in the desktop / laptop / device. System has internet connectivity and the page gets loaded	
Authentication of User (Both National and Foreign National)	
S No	Functional Requirements
For Applicants Residing in India (either of PAN or Aadhar based Authentication or both)	
13.	- Ability to perform Online PAN Validation by Third Party Service Provider such as NSDL
14.	- Ability to perform Aadhar based Authentication provided by CCA Empaneled e Sign Providers such as NSDL or C-DAC or others
15.	- Ability to send instructions to Third Party System (CDAC or NSDL or others etc.) to send OTP through SMS or email
16.	- Ability to capture the OTP received by the user and validate with the Third Party System
Case : Validation Successful	
17.	- Ability to send email to the registered email id of the applicant
18.	- Ability to Register the Digital Signature of the User (Optional)
19.	- User logs on to the registered email id; clicks on the link provided; system navigates to the portal
20.	- Ability to allow the user to create new password
21.	- Ability to upload passport size digital photograph
For Foreign Nationals (On Successful Registration of Digital Signature)	
22.	- Ability to send email to the registered email id of the applicant
23.	- User logs on to the registered email id; clicks on the link provided; system navigates to the portal
24.	- Ability to allow the user to create new password
25.	- Ability to upload passport size digital photograph

Annexure: FRS F&B

Applicant Authentication	
User types the URL of the Portal in the desktop / laptop / device. System has internet connectivity and the page gets loaded	
Authentication of User (Both National and Foreign National)	
	Case: Validation Unsuccessful
26.	- Ability to disallow signing up in the Portal

Annexure: FRS F&B

2.1.4. MIS Report

Portal Sign Up	
Illustrative List of MIS reports (Not Exhaustive)	
S No	MIS Report
Rp.1	- List of Users Signed Up the Portal group by Country, State, District, Sub Division, Pin / Post Code etc.
Rp.2	- List of User from foreign nationalities signed up the Portal group by Country, Age, Gender etc.
Rp.3	- List of User who have transacted business with the Department group by Directorate, Governing Act
Rp.4	- List of Users who have not transacted business with the Department group by Directorate
Rp.5	- List of Total Aadhaar and / or PAN Based Authentication performed
Rp.6	- Demographic profile of Users grouped by Age, Gender, Country , State, District etc.

Annexure: FRS F&B

3. Enrolment of External Entities

3.1. Enrolment of Competent Person / Agency / Erector/ Repairer

3.1.1. Details of Competent Person / Agency / Erector/ Repairer

Details of Competent Person / Agency / Erector/ Repairer	
User types the URL of the Portal in the desktop / laptop / device. System has internet connectivity and the page gets loaded	
Applicant applies for enrolment in the system along with Certificate Issued by Directorate	
S No	Functional Requirements
1.	<ul style="list-style-type: none">- Ability to select the Governing Act for which the user intends to become a Competent Person / Competent Agency / 'Erector with Class' / 'Repairer with Class'<ul style="list-style-type: none">a. Factories Actb. Boilers Actc. Any Other Act
2.	<ul style="list-style-type: none">- Ability to capture the personal details including but not limited to:<ul style="list-style-type: none">a. First Name, Middle Name & Last Nameb. Fathers / Mother's / Spouse Namec. Genderd. Date of Birth (DD/ MM/ YYYY)e. Address : Shop Number / House / Building Number ; Street Name; Mohalla / Colony/ Suburb; Block / District Name, State and Country ; Pin/ Post Codef. Email id(s)g. Mobile Number(s)
3.	<ul style="list-style-type: none">- Ability to capture Business Details including but not limited to:<ul style="list-style-type: none">a. Name of the firm / businessb. ROC Number, if anyc. Business Organization type – Sole Proprietor, Partnership, Pvt Ltd Co, Ltd. Co, Co / HUF etc.d. PAN Numbere. TIN Numberf. GST Numberg. Aadhar Card Number
4.	<ul style="list-style-type: none">- Ability to register the Digital Signature of the Competent Person / Authorized Person of the Competent Agency / Erector/ Repairer

Annexure: FRS F&B

Details of Competent Person / Agency / Erector/ Repairer	
User types the URL of the Portal in the desktop / laptop / device. System has internet connectivity and the page gets loaded	
Applicant applies for enrolment in the system along with Certificate Issued by Directorate	
Existing Competent Person / Agency / Erector/ Repairer	
5.	- Ability to capture the details of the Certificate such as Competent Person under the Governing Act, Name and Designation of the Issuing Officer, Directorate Office Name, Date of Issue, Validity of the Certificate etc.
6.	- Ability to check if an application with same Certificate details has been applied or not
7.	- Ability to allow only one application for a particular Certificate details to apply for Enrollment
8.	- Ability to attach and Upload the Certificate Issued by Directorate
9.	- Ability to resubmit additional document / or provide clarification
10.	- Ability to Digitally Sign the Completeness and Correctness of the Application
11.	- Ability to Digitally Sign the Application and submit
12.	- Ability to make online payment, if any
13.	- Ability to send Notification (SMS / Email / Portal) to about submission of Application for Enrollment with date and time stamp along with a Tracking Number

Annexure: FRS F&B

3.1.2. A Review / Validation by Directorate

Review/ Validation by Directorate Official	
Directorate User types the URL of the Portal in the desktop / laptop / device. System has internet connectivity and the page gets loaded	
Review / Validation of Application and attached Certificate by Applicant	
S No	Functional Requirements
14.	- Ability to generate notification about new application for enrolment as Competent Person / Agency / Erector/ Repairer
15.	- Ability to download the peruse the Application, download the attached Certificate
16.	- Ability to send notification to submit additional document or clarification, if required
17.	- Ability to peruse the application and approve / modify / reject the application for Enrollment as Competent Person / Agency / Erector

Annexure: FRS F&B

3.1.3. Application Outcome

Applicant Outcome	
User types the URL of the Portal in the desktop / laptop / device. System has internet connectivity and the page gets loaded	
Validation and Application Outcome	
S No	Functional Requirements
	Successful Application
18.	- Ability to generate Notification (SMS / Email / Portal) about the successful outcome with date and time stamp to the Applicant
19.	- Ability to generate Digitally Signed 2D Bar Coded Certificate of Enrollment in a Pre-Printed Stationery under the relevant Governing Act
20.	- Ability to send the Digitally Signed 2D Bar Coded Certificate of Enrollment in a Pre-Printed Stationery as an email attachment to the registered email id of the Applicant and in the Portal Account
21.	- Ability to send email link with Username in the registered email id of the Applicant to create a Portal Account
22.	- Ability to send SMS to the Applicant to create Account in the Portal
23.	- Ability to disable any application with same Certificate details to apply for enrolment as Competent Person / Agency / Erector/ Repairer

Annexure: FRS F&B

3.1.4. Create Portal Account & Download Enrolment Certificate

Create Portal Account and Download Enrollment Certificate	
User types the URL of the Portal in the desktop / laptop / device. System has internet connectivity and the page gets loaded	
Create Portal Account and Download Enrollment Certificate	
S No	Functional Requirements
24.	- User logs on to the registered email id; clicks on the link provided; system navigates to the portal
25.	- Ability to allow the user to create new password
26.	- Ability to upload passport size digital photograph
27.	- Ability to perform Aadhar based Authentication provided by CCA Empaneled e Sign Providers such as NSDL or C-DAC or others
28.	- Ability to send Notification (SMS / Email / Portal) Password Hint Template for downloading the Enrollment Certificate as Competent Person / Agency / Erector.
29.	- Ability to download the Certificate of Enrollment under the Governing Act
30.	- Ability to send Notification (SMS/ Email / Portal) about the creation of Portal Account to the Directorate Official

Annexure: FRS F&B

3.1.5. MIS Reports

Enrollment of Competent Person / Agency / Erector	
Illustrative List of MIS reports (Not Exhaustive)	
S No	MIS Report
Rp.1	- List of application for Enrolment with Directorate group by Governing Act, Roles (Competent Person/ Agency / Erector with class / Repairer with class) under different stages of Application Processing
Rp.2	- List of application for Enrollment where clarification or additional document was requested
Rp.3	- List of Successful and Unsuccessful Application group by Governing Act, Roles (Competent Person/ Agency / Erector)
Rp.4	- List of Successful Application where Portal Account has been created by the Applicant

Annexure: FRS F&B

3.2. Enrolment of CIF / CIB of other States / UTs

3.2.1. Details of CIF / CIB

Competent Officer of Issuing State Details	
User types the URL of the Portal in the desktop / laptop / device. System has internet connectivity and the page gets loaded	
CIB / CIF of Other State	
S No	Functional Requirements
1.	<ul style="list-style-type: none">- Ability to capture the personal details including but not limited to:<ul style="list-style-type: none">a. First Name, Middle Name & Last Nameb. Fathers / Mother's / Spouse Namec. Genderd. Date of Birth (DD/ MM/ YYYY)e. Email idf. Mobile Number
2.	<ul style="list-style-type: none">- Ability to capture Official details including but not limited to:<ul style="list-style-type: none">a. Official Designationb. Office Addressc. Fax Number / Telephone Numberd. URL of the Department / Directoratee. Employee Idf. Aadhar Card Number
3.	<ul style="list-style-type: none">- Ability to upload Posting / Notification / Office Order authorizing him to perform the role of CIF / CIB
4.	<ul style="list-style-type: none">- Ability to register the Digital Signature of the Competent Person / Authorized Person of the CIF / CIB
5.	<ul style="list-style-type: none">- Ability to resubmit additional document / or provide clarification, if required
6.	<ul style="list-style-type: none">- Ability to send Notification (SMS / Email / Portal) to about submission of Application for Enrollment with date and time stamp along with a Tracking Number

Annexure: FRS F&B

3.2.2. Application Review

Application Review	
Directorate User (Receiving Officer) types the URL of the Portal in the desktop / laptop / device. System has internet connectivity and the page gets loaded <u>Enters Login / Password and Captcha and logs in to the System / Other mode of validating credentials</u>	
System allocates the application to the Relevant Directorate Officials based on Authority to Act and Jurisdiction.	
S No	Functional Requirements
Check the Completeness and Correctness of the Application and Supporting Documents	
7.	- Ability to display Notification about Application for Amendment or Cancellation of Registration to the Directorate User
8.	- Ability to display Notification about New Document attached or clarification provided by the Application at any stage of Application Processing
9.	- Ability to allow the Directorate User to review and verify the correctness and completeness of the application
10.	- Ability to allow the Directorate User (Receiving Officer) to ascertain the correctness and completeness of the Application inclusive of the supporting document and provide remarks (through in the form of drop down, text, Combo text, check box etc. as required)
11.	- Ability to allow the Directorate User (Receiving Officer) to write remarks and save and forward it to the another Directorate User (Registering Officer)

Annexure: FRS F&B

3.2.3. Review / Validation by Directorate

Review/ Validation by Directorate Official	
Directorate User types the URL of the Portal in the desktop / laptop / device. System has internet connectivity and the page gets loaded	
Review / Validation of Application and attached Certificate by Applicant	
S No	Functional Requirements
12.	- Ability to generate notification about new application for Enrolment as CIF / CIB
13.	- Ability to download the peruse the Application, download the attached Certificate
14.	- Ability to send notification to submit additional document or clarification
15.	- Ability to peruse the application and approve / modify / reject the application for Enrollment as CIF/CIB

Annexure: FRS F&B

3.2.4. Create Portal Account & Download Enrolment Certificate

Create Portal Account and Download Enrolment Certificate	
User types the URL of the Portal in the desktop / laptop / device. System has internet connectivity and the page gets loaded	
Create Portal Account and Download Enrollment Certificate	
S No	Functional Requirements
16.	- User logs on to the registered email id; clicks on the link provided; system navigates to the portal
17.	- Ability to allow the user to create new password
18.	- Ability to upload passport size digital photograph
19.	- Ability to perform Aadhar based Authentication provided by CCA Empaneled e Sign Providers such as NSDL or C-DAC or others
20.	- Ability to send Notification (SMS / Email / Portal) Password Hint Template for downloading the Registration /Licence Certificate
21.	- Ability to download the Certificate of Enrollment as CIF / CIB
22.	- Ability to send Notification (SMS/ Email / Portal) about the creation of Portal Account to the Directorate Official

Annexure: FRS F&B

3.2.5. MIS Reports

Enrollment of CIF / CIB	
Illustrative List of MIS reports (Not Exhaustive)	
S No	MIS Report
Rp.1	- List of application for Enrolment with Directorate group by Governing Act, State / UT under different stages of Application Processing
Rp.2	- List of application for Enrollment where clarification or additional document was requested
Rp.3	- List of Successful and Unsuccessful Application group by Governing Act, State / UT
Rp.4	- List of Successful Application where Portal Account has been created by CIF / CIB

Annexure: FRS F&B

3.3. Certificate / Document / Report Submission by Enrolled Entities

3.3.1. Certificate / Document / Report Submission by Enrolled User

Reports Submission by Enrolled User	
Enrolled User types the URL of the Portal in the desktop / laptop / device. System has internet connectivity and the page gets loaded	
<u>Enters Login / Password and Captcha and logs in to the System / Other mode of validating credentials</u>	
Submission of Reports by Enrolled User	
S No	Functional Requirements
1.	- Ability to enter the Registration Number or Licence Number of the business (Factory Owner)
2.	- Ability to auto-populate the details of the Business (Factory Owner)
3.	- Ability to select the Governing Act under which the Report would be submitted
4.	- Ability to upload the Report / Document for or on behalf of the Business (Factory Owner) such as <ol style="list-style-type: none">Stability CertificateSafety and Health Policy, if submittedOnsite Emergency Plan, if requiredAny other document
5.	- Ability to digitally sign the uploaded document
6.	- Ability to provide Digitally Signed Self Declaration about the correctness and completeness of the Uploaded Document
7.	- Ability to give a unique number to each document submitted in the portal
8.	- Ability to send Notification (SMS /Email / Portal) to the Business (Factory Owner) about the submission of the Document / Certificate

Annexure: FRS F&B

3.3.2. View & Download of Certificate / Document / Report by Directorate User

View and Download by Directorate User	
Directorate User types the URL of the Portal in the desktop / laptop / device. System has internet connectivity and the page gets loaded	
View and Download of document / report / certificate submitted by Enrolled User	
S No	Functional Requirements
31.	- Ability to generate notification about submission of new document in the portal by a Competent Person / Agency / Erector
32.	- Ability to download the peruse the document

Annexure: FRS F&B

3.3.3. MIS Reports

Report Submission by Enrolled User	
Illustrative List of MIS reports (Not Exhaustive)	
S No	MIS Report
Rp.1	- List of Reports / Documents / Certificate submitted by Enrolled User group by Governing Act, Registration Number / Licence Number date and time

Annexure: FRS F&B

4. Statutory Return

4.1. Filing of Combined Annual Return

4.1.1. Form Fill Up & Submission

Form Fill Up and Submission	
<p>Authorized User types the URL of the Portal in the desktop / laptop / device. System has internet connectivity and the page gets loaded</p> <p><u>Enters Login / Password and Captcha and logs in to the System</u></p> <p><u>Note1: Registration / Licence documents have been digitized and the details reside in the system.</u></p> <p><u>Note2: Details of Industrial Classification as per National Industrial Classification, Central Statistical Organization, Government of India has also been digitized for each Industrial Company</u></p> <p>System allows Authorized User to fill Combined Annual Return and Submit to Directorate</p>	
S No	Functional Requirements
1.	- Ability to send Reminders / Notifications (SMS/ Email / Portal) to submit the Combined Annual Return from a certain date in a pre-defined frequency before a pre-decided Cut-Off Date for such submission
2.	- Ability to auto-populate the Factory details (non-editable) such as Name, Address, Date of Commencement, Authorized Occupier or Factory Manager etc. in relevant e-Form (Currently - Form 21)
3.	- Ability to auto-populate the Registration Number, Industrial Classification of the Factory (non- editable) in e-Form(Currently - Form 21)
4.	- Ability to Fill remaining fields of the e-Form (Currently - Form 21) with system prompting for filling the mandatory fields
5.	- Ability to prompt the Applicant to fill mandatory fields in the e-Form (Currently - Form 21)
6.	- Ability to Digitally Sign the e-Form (Currently - Form 21) once all the mandatory fields are filled by the Applicant
7.	- Ability to Digitally Self Declaration about the correctness and completeness of the Application (Optional, if the Applicant has Digital Signature)
8.	- Ability to save the application at any stage of form / data filling and fill it later
9.	- Ability to re submit Combined Annual Return, if suggested by the Directorate User

Annexure: FRS F&B

Form Fill Up and Submission	
<p>Authorized User types the URL of the Portal in the desktop / laptop / device. System has internet connectivity and the page gets loaded</p> <p><u>Enters Login / Password and Captcha and logs in to the System</u></p> <p><u>Note1: Registration / Licence documents have been digitized and the details reside in the system.</u></p> <p><u>Note2: Details of Industrial Classification as per National Industrial Classification, Central Statistical Organization, Government of India has also been digitized for each Industrial Company</u></p>	
	before a pre-decided date
10.	- Ability to perform Aadhar based Authentication provided by CCA Empaneled e Sign Providers such as NSDL or C-DAC or others
11.	- Ability to submit the duly filled in e-Form (Currently - Form 21)
12.	- Ability to send Acknowledgement Receipt for successful submission of the Combined Annual Return with a Unique Tracking Number (SMS/Email / Portal) with date and time stamp
13.	- Ability to mark the Acknowledgment as "On Time Submission" or "Late Submission" based on the date of Submission and the pre-decided last date of Submission
14.	- Ability to send a copy of the Submitted Combined Annual Return (Email / Portal) to the Applicant

Annexure: FRS F&B

4.1.2. Data Validation of Combined Annual Returns

Form Fill Up and Submission	
<p>Authorized User types the URL of the Portal in the desktop / laptop / device. System has internet connectivity and the page gets loaded</p> <p><u>Enters Login / Password and Captcha and logs in to the System</u></p> <p><u>Note1: Registration / Licence documents have been digitized and the details reside in the system.</u></p> <p><u>Note2: Details of Industrial Classification as per National Industrial Classification, Central Statistical Organization, Government of India has also been digitized for each Industrial Company</u></p>	
System allows Authorized User to fill Combined Annual Return and Submit to Directorate	
S No	Functional Requirements
15.	- Ability to send Reminders / Notifications (SMS/ Email / Portal) to submit the Combined Annual Return from a certain date in a pre-defined frequency before a pre-decided Cut-Off Date for such submission
16.	- Ability to auto-populate the Factory details (non-editable) such as Name, Address, Date of Commencement, Authorized Occupier or Factory Manager etc. in relevant e-Form (Currently - Form 21)
17.	- Ability to auto-populate the Registration Number, Industrial Classification of the Factory (non- editable) in e-Form(Currently - Form 21)
18.	- Ability to Fill remaining fields of the e-Form (Currently - Form 21) with system prompting for filling the mandatory fields
19.	- Ability to prompt the Applicant to fill mandatory fields in the e-Form (Currently - Form 21)
20.	- Ability to Digitally Sign the e-Form (Currently - Form 21) once all the mandatory fields are filled by the Applicant
21.	- Ability to Digitally Self Declaration about the correctness and completeness of the Application (Optional, if the Applicant has Digital Signature)
22.	- Ability to save the application at any stage of form / data filling and fill it later
23.	- Ability to re submit Combined Annual Return, if suggested by the Directorate User before a pre-decided date
24.	- Ability to perform Aadhar based Authentication of the User provided by Third Party Service Providers such as NSDL or C-DAC
25.	- Ability to submit the duly filled in e-Form (Currently - Form 21)

Annexure: FRS F&B

Form Fill Up and Submission

Authorized User types the URL of the Portal in the desktop / laptop / device. System has internet connectivity and the page gets loaded

Enters Login / Password and Captcha and logs in to the System

Note1: Registration / Licence documents have been digitized and the details reside in the system.

Note2: Details of Industrial Classification as per National Industrial Classification, Central Statistical Organization, Government of India has also been digitized for each Industrial Company

26.	- Ability to send Acknowledgement Receipt for successful submission of the Combined Annual Return with a Unique Tracking Number (SMS/Email / Portal) with date and time stamp
27.	- Ability to mark the Acknowledgment as " On Time Submission " or " Late Submission " based on the date of Submission and the pre-decided last date of Submission
28.	- Ability to send a copy of the Submitted Combined Annual Return (Email / Portal) to the Applicant

Annexure: FRS F&B

4.1.3. MIS Report

Portal Sign Up	
Illustrative List of MIS reports (Not Exhaustive)	
S No	MIS Report
Rp.1	- List of Combined Annual Reports Filed at any time group with Directorate Jurisdictions, Districts, Sub Division , Pin Code, Industry Category etc.
Rp.2	- List of Combined Annual Reports Filed within the Pre – Defined Cut off Date group with Directorate Jurisdictions, Districts, Sub Division , Pin Code, Industry Category etc.
Rp.3	- List of Combined Annual Reports filed after the Cut Off Date group with Directorate Jurisdictions, Districts, Sub Division , Pin Code, Industry Category etc.
Rp.4	- List of Combined Annual Reports which were reviewed by Directorate Officers group with Directorate Jurisdiction Officers, Designations, , Districts, Sub Division , Pin Code, Industry Category etc
Rp.5	- List of Combined Annual Returns where clarifications / data resubmission was suggested by the Directorate Officer group with Directorate Jurisdictions, Districts, Sub Division , Pin Code, Industry Category
Rp.6	- List of Combined Annual Returns where Resubmissions were done within the revised time, group by Directorate Jurisdictions, Districts, Sub Division , Pin Code, Industry Category
Rp.7	- List of Combined Annual Returns where Resubmissions were done beyond the cut off date group by Directorate Jurisdictions, Districts, Sub Division , Pin Code, Industry Category
Rp.8	- Any Other User Defined Report

5. Statutory Inspections

5.1. Inspection Reporting Management System

5.1.1. Schedule Inspection

5.1.1.1. Regular Inspections

Regular Inspection	
<p>Directorate User types the URL of the Portal in the desktop / laptop / device. System has internet connectivity and the page gets loaded</p> <p><u>Enters Login / Password and Captcha and logs in to the System</u></p> <p><u>Note: Registration / Licence documents have been digitized and the details reside in the system</u></p> <p><u>Note2: Details of Industrial Classification as per National Industrial Classification, Central Statistical Organization, Government of India has also been digitized for each Industrial Company</u></p> <p><u>Note3: System has record of Factory and their Category of Industry</u></p> <p><u>Note 4: System has the list of Factories listed with CIF and Inspections conducted by CIF for a given year</u></p> <p><u>Note 5: System has the list of Factories registered with CIF(Coordinated by Industries department)</u></p>	
<p>Regular Inspection Scheduling for Registered Factories</p> <p>by Directorate Officials and System Based</p>	
S No	Functional Requirements
1.	<ul style="list-style-type: none"> – Ability to interface with CIF System to exchange data (bi-directional) about the ‘Inspections conducted by CIF’ or ‘Directorate of Factories and Boilers’
Inspection Scheduling by Directorate Officials	
2.	<ul style="list-style-type: none"> – Ability to display the Factories not inspected by CIF
3.	<ul style="list-style-type: none"> – Ability to schedule inspection of Factory not inspected by CIGG
4.	<ul style="list-style-type: none"> – Ability to schedule Inspection Regular Inspection of ‘Registered Factories’
5.	<ul style="list-style-type: none"> – Ability to capture the reason and the Inspection Schedule & Time
6.	<ul style="list-style-type: none"> – Ability to schedule the Inspection based on availability of Inspecting Officials on the date and time with no conflict with previous Inspection scheduled timelines
7.	<ul style="list-style-type: none"> – Ability to identify any specific Inspecting Official and assign to the Inspection

Annexure: FRS F&B

Regular Inspection	
<p>Directorate User types the URL of the Portal in the desktop / laptop / device. System has internet connectivity and the page gets loaded</p> <p><u>Enters Login / Password and Captcha and logs in to the System</u></p> <p><u>Note: Registration / Licence documents have been digitized and the details reside in the system</u></p> <p><u>Note2: Details of Industrial Classification as per National Industrial Classification, Central Statistical Organization, Government of India has also been digitized for each Industrial Company</u></p> <p><u>Note3: System has record of Factory and their Category of Industry</u></p> <p><u>Note 4: System has the list of Factories listed with CIF and Inspections conducted by CIF for a given year</u></p> <p><u>Note 5: System has the list of Factories registered with CIF(Coordinated by Industries department)</u></p>	
	Process or remove from Inspection Process
8.	<ul style="list-style-type: none"> – Ability to form a Inspecting Team (with contact details) to carry out specified Inspection
Inspection Scheduling by System	
9.	<ul style="list-style-type: none"> – Ability to generate Inspection Schedule based on predefined parameters such as <ul style="list-style-type: none"> a. Category of Industry such as MAH, Factories with Hazardous Manufacturing Process, Risk Profile of Factories such as High, Medium, Low, Sector Specific Factories, Carry Out Mock Drill etc. b. Inspection already completed c. Any other parameter(s)
10.	<ul style="list-style-type: none"> – Ability to schedule the Inspection based on availability of Inspecting Officials on the date and time with no conflict with previous Inspection scheduled timelines

Annexure: FRS F&B

5.1.1.2. Inspections on Complaints or Special Purpose

Schedule Inspection on Complains or Special Purpose	
<p>Directorate User types the URL of the Portal in the desktop / laptop / device. System has internet connectivity and the page gets loaded</p> <p>Enters Login / Password and Captcha and logs in to the System</p> <p><u>Note: Registration / Licence documents have been digitized and the details reside in the system</u></p> <p><u>Note2: Details of Industrial Classification as per National Industrial Classification, Central Statistical Organization, Government of India has also been digitized for each Industrial Company</u></p> <p><u>Note3: System has record of Factory and their Category of Industry</u></p> <p><u>Note 4: System has the list of Inspections conducted by CIF for a given year</u></p> <p><u>Note 5: System has the list of Factories registered with CIF(Coordinated by Industries department)</u></p>	
Inspection Scheduling for Registered Factories for specific purpose & Unregistered Factories (Regular Inspection by Directorate Officials and System Based)	
S No	Functional Requirements
	Inspection Scheduling by Directorate Officials
11.	<ul style="list-style-type: none"> – Ability to schedule inspection of Factory on amongst others for the following reasons <ul style="list-style-type: none"> a. Complaints Enquiry b. Regular Inspection of Unregistered Factories c. Special Inspection & Inspections due to other Reasons
12.	<ul style="list-style-type: none"> – Ability to capture the reason and the Inspection Schedule & Time
13.	<ul style="list-style-type: none"> – Ability to schedule the Inspection based on availability of Inspecting Officials on the date and time with no conflict with previous Inspection scheduled timelines
14.	<ul style="list-style-type: none"> – Ability to identify any specific Inspecting Official and assign to the Inspection Process or remove from Inspection Process
15.	<ul style="list-style-type: none"> – Ability to form a Inspecting Team (with contact details) to carry out specified Inspection

Annexure: FRS F&B

5.1.2. Notification to Inspecting Officials & Factory Owner

Notification to Inspecting Officials / Factory Owners	
Directorate User types the URL of the Portal in the desktop / laptop / device. System has internet connectivity and the page gets loaded	
<u>Note: Registration / Licence documents have been digitized and the details reside in the system</u>	
<u>Note2: Details of Industrial Classification as per National Industrial Classification, Central Statistical Organization, Government of India has also been digitized for each Industrial Company</u>	
<u>Note3: System has record of Factory and their Category of Industry</u>	
Notification to Inspecting Officials about the Inspection Schedule	
S No	Functional Requirements
16.	– Ability to send Notification (SMS / Email / Portal) to relevant Inspecting Officials based on Jurisdiction & Authority about the Inspection Schedule
17.	– Ability to block Notification to Factory Owners by Directorate Users with ability to capture remarks
18.	– Ability send Notification to the identified Inspection Official / Others who has been assigned to the Inspection Process
19.	– Ability to date and time stamp the Notification

Annexure: FRS F&B

5.1.3. Inspection Process

5.1.3.1. Inspecting Officials, Factory Representatives

Inspecting Officials and Factory Representatives	
<p>Directorate User types the URL of the Portal in the desktop / laptop / device. System has internet connectivity and the page gets loaded</p> <p><u>Enters Login / Password and Captcha and logs in to the System</u></p> <p><i>Note: Registration / Licence documents have been digitized and the details reside in the system</i></p> <p><i>Note2: Details of Industrial Classification as per National Industrial Classification, Central Statistical Organization, Government of India has also been digitized for each Industrial Company</i></p> <p><i>Note3: System has record of Factory and their Category of Industry</i></p>	
Data Capture @ Inspection Process using Field Going Devices (Works Online and Offline Mode)	
S No	Functional Requirements
20.	<ul style="list-style-type: none"> – Ability to capture the details of the Inspecting Officials based on login credentials along with geo tags
21.	<ul style="list-style-type: none"> – Ability to auto- populate the details of the Factory where Inspection would be carried out
22.	<ul style="list-style-type: none"> – Ability to auto-populate the Industry classification, category of Industry of the Factory where Inspection would be carried out
23.	<ul style="list-style-type: none"> – Ability to capture the dates on which Inspection was carried out
24.	<ul style="list-style-type: none"> – Ability to generate a Comprehensive Check List (clear elicitation of mandatory fields along with other fields) where data / images and remarks would be captured
25.	<ul style="list-style-type: none"> – Ability to capture data as per the Comprehensive Check List in the form of drop down, check box, combo.text, image box and remarks box etc.
26.	<ul style="list-style-type: none"> – Ability to capture narrative in the form of free flow text for any parameter of in the Comprehensive Check List
27.	<ul style="list-style-type: none"> – Ability to record violations and non-compliances, take pictures of violations and non-compliances (time and geo tagged), and write remarks against such violations & non-compliances, as applicable
28.	<ul style="list-style-type: none"> – Ability to prompt to fill in data as per mandatory fields in the Comprehensive Check List

Annexure: FRS F&B

Inspecting Officials and Factory Representatives	
<p>Directorate User types the URL of the Portal in the desktop / laptop / device. System has internet connectivity and the page gets loaded</p> <p>Enters Login / Password and Captcha and logs in to the System</p> <p><u>Note: Registration / Licence documents have been digitized and the details reside in the system</u></p> <p><u>Note2: Details of Industrial Classification as per National Industrial Classification, Central Statistical Organization, Government of India has also been digitized for each Industrial Company</u></p> <p><u>Note3: System has record of Factory and their Category of Industry</u></p>	
29.	– Ability to save the application at any stage of form / data filling and fill it later
30.	– Ability to perform Aadhar based Authentication provided by CCA Empaneled e Sign Providers such as NSDL or C-DAC or others
31.	– Ability to generate Inspection Report with details of Violations and Non-Compliance
32.	– Ability to attach the Violations and Non-Compliances with relevant images (time and geo tagged)
33.	– Ability to scan and attach any other documents, if required
34.	– Ability to capture the “Dateline” to submit “ Compliance Report by the Occupier / Manage of Factory ”
35.	– Ability to Digitally Sign the Inspection Report with detail of Violations and Non-Compliance
36.	– Ability to send Notification(SMS / Email/ Portal) to the Directorate Official and Factory Owner to download the Inspection Report with details of Violations and Non-Compliance
37.	– Ability to allow the Inspecting official to edit within predefined time hours (6 hrs) of submission the Inspection Report and resubmit as new version
38.	– Ability to make the latest submission as the relevant and final Inspection Report

Annexure: FRS F&B

5.1.3.2. Data Capture @ Inspection Site

Data Capture @ Inspection Site	
Directorate User types the URL of the Portal in the desktop / laptop / device. System has internet connectivity and the page gets loaded	
Data Capture @ Inspection Site using Field Going Devices (Works Online and Offline Mode)	
S No	Functional Requirements
39.	– Ability of the Inspection workflow to allow the Inspecting Officials to decide the navigation to capture the Inspection data under various categories
40.	– Ability to add, delete, append, modify data, create customized category to capture data and label such category
41.	– Ability to add / remove / edit rows / columns / tables/ take pictures and tag to any Inspection category or parameter etc.
Factory, Occupier / Factory Manager, Licence Details and Emergency Plan	
42.	– Ability to auto-populate and Factory details such as Name, Address, Category (MAH under of 2(cb) or dangerous operation under 87 Factory Act)etc.
43.	– Ability to review and provide narrative about the Category of Factory (MAH under section 2(cb) or section 87 of Factory Act
44.	– Ability to auto-populate the Occupier / Factory Manager details
45.	– Ability to auto-populate the Licence details such as End date of Licence, Installed Power, total number of manpower etc.
46.	– Ability to capture the details of approved Emergency Plan by Competent Person or otherwise
47.	– Ability to review and provide narrative about the Emergency Plan based on category of Factory (MAH under section 2(cb) or section 87 of Factory Act
48.	– Ability to capture the details of Mock Drills conducted, if applicable
49.	– Ability to append / add department / divisions / Units, as required and applicable, and capture the details
Details of Raw Material and Finished Goods	
50.	– Ability to capture the details of raw material and the storage amount of hazardous goods, if applicable

Annexure: FRS F&B

Data Capture @ Inspection Site	
Directorate User types the URL of the Portal in the desktop / laptop / device. System has internet connectivity and the page gets loaded	
51.	– Ability to capture the details of Finished Goods
Pollution Clearance	
52.	– Ability to capture the details of NOC / Consent from State Pollution Control Board
Statutory Approvals	
53.	– Ability to capture statutory approvals for buildings / structures, extension plan, manpower etc.
54.	– Ability to take picture for all such buildings / structures / plans for which approval has not been taken and upload it in the system
Manpower	
55.	– Ability to capture the details of aggregate Manpower under categories such as Regular, Contractual, Casual, Male, Female
56.	– Ability to capture the details of shift wise Manpower under categories such as Regular, Contractual, Casual, Male, Female
Amenities for Workers	
57.	– Ability to capture the details such as availability to Latrines & Urinals, washing places, first aid, fire extinguisher etc., ambulance room and van, rest room and canteen etc. along with their locations
Workplace Practice	
58.	– Ability to capture about availability of Welfare Officer with contact details and designation
59.	– Ability to capture names and availability of registers such as ‘Notice of Period’, ‘Adult Worker Register’, ‘Leave Worker’, ‘log books’, ‘Over Time’, ‘Over Time Slip’, ‘Accident Register’, ‘Compensatory Holiday’, ‘Cautionary Notice etc.
60.	– Ability to append fields to capture details for capturing notices / registers / slips etc. for each department/ division, unit etc. of the Factory
Health	
61.	– Ability to capture details such as Health Policy and Practice in the Factory, Status of

Annexure: FRS F&B

Data Capture @ Inspection Site	
Directorate User types the URL of the Portal in the desktop / laptop / device. System has internet connectivity and the page gets loaded	
	Health Check Up of Workers
62.	– Ability to capture Occupational Disease and study on ergonomics
	Safety
63.	– Ability to capture safety related details such as number of name and details of Safety Officers, fire hydrants, landing valves, first aid boxes, safety items issued to workers etc.
64.	– Ability to capture the details of Safety Audit System, number of Audits undertaken, if applicable; Safety Committee and meetings details, Safety Trainings undertaken; details of Safety Investigation Carried Out, Number and Frequency of Mock Drills

Annexure: FRS F&B

5.1.4. Compliance & Dateline

Compliance & Check Up	
<p>Factory Owner / Directorate User types the URL of the Portal in the desktop / laptop / device. System has internet connectivity and the page gets loaded <u>Enters Login / Password and Captcha and logs in to the System</u></p> <p><i>Note: Registration / Licence documents have been digitized and the details reside in the system</i></p> <p><i>Note2: Details of Industrial Classification as per National Industrial Classification, Central Statistical Organization, Government of India has also been digitized for each Industrial Company</i></p> <p><i>Note3: System has record of Factory and their Category of Industry</i></p>	
Notification to Inspecting Officials about the Inspection Schedule	
S No	Functional Requirements
Download Inspection Report	
65.	<ul style="list-style-type: none"> – Ability to view and download the Inspection Report with details of Violations and Non-Compliance
66.	<ul style="list-style-type: none"> – Ability to notify the Directorate Official that Inspection Report with details of Violations and Non-Compliance has been viewed or downloaded by the Factory Owner
Upload Compliance Action, Dateline, Grace Time and Threshold Time	
67.	<ul style="list-style-type: none"> – Ability to send reminders (SMS/ Email / Portal) to upload Compliance Report to the Portal before Dateline in a predefined frequency
68.	<ul style="list-style-type: none"> – Ability to allow the Directorate User to extend Dateline by providing Grace Time
69.	<ul style="list-style-type: none"> – Ability to allow Directorate User to Issue 2D Bar Coded Digitally Signed Show Cause to the Authorized Factory User, if Compliance Report has not been filed within Dateline plus Grace Time and the Threshold Time to submit Compliance Report
70.	<ul style="list-style-type: none"> – Ability to allow Directorate User to Initiate Action, if the Compliance Report has not been filed within Threshold Time
Compliance Report Submitted	
71.	<ul style="list-style-type: none"> – Ability to Authorized Factory User to upload Compliance action / report against each Violation and Non Compliance item along with Remarks
72.	<ul style="list-style-type: none"> – Ability to upload image (time and geo tagged) for each Compliance action against

Annexure: FRS F&B

Compliance & Check Up	
<p>Factory Owner / Directorate User types the URL of the Portal in the desktop / laptop / device. System has internet connectivity and the page gets loaded <u>Enters Login / Password and Captcha and logs in to the System</u></p> <p><u>Note: Registration / Licence documents have been digitized and the details reside in the system</u></p> <p><u>Note2: Details of Industrial Classification as per National Industrial Classification, Central Statistical Organization, Government of India has also been digitized for each Industrial Company</u></p> <p><u>Note3: System has record of Factory and their Category of Industry</u></p>	
	each Violation and Non Compliance item, as applicable
73.	– Ability to prompt Authorized Factory User to provide action each Violation & Non-Compliance Item
74.	– Ability to save the application at any stage of form / data filling and fill it later
75.	– Ability to perform Aadhar based Authentication provided by CCA Empaneled e Sign Providers such as NSDL or C-DAC or others
76.	– Ability to generate Compliance Report with Images and Remarks against each Violation and Non-Compliance item
77.	– Ability to Digitally Sign the Compliance Report and submit it with date and time stamp
78.	– Ability to send a copy of the Compliance Report to the Authorized Factory User (Email / Portal) along with Date and Time Stamp
79.	– Ability to send Notification to Directorate Officials and Authorized Factory User about submission of Compliance Report

Annexure: FRS F&B

5.1.5. Check Up Inspection

Check Up Inspection	
<p>Directorate User types the URL of the Portal in the desktop / laptop / device. System has internet connectivity and the page gets loaded</p> <p>Enters Login / Password and Captcha and logs in to the System</p> <p><u>Note: Registration / Licence documents have been digitized and the details reside in the system</u></p> <p><u>Note2: Details of Industrial Classification as per National Industrial Classification, Central Statistical Organization, Government of India has also been digitized for each Industrial Company</u></p> <p><u>Note3: System has record of Factory and their Category of Industry</u></p> <p><u>Note 4: Compliance Report Uploaded by the Factory Owner</u></p>	
Decision on Check Up Inspection and Further Action	
S No	Functional Requirements
80.	– Ability to peruse and download the Compliance Report submitted by the Authorized Factory User
81.	– Ability to compare the compliance with the Violation(s) and Non Compliance(s) pointed out in the Inspection Report
82.	– Ability to allow the Directorate User to capture whether the Compliance Report is satisfactory or otherwise, with ability to write remarks
83.	– Ability to allow the Directorate User to decide whether Check Up Inspection is required or not with the ability to write remarks
84.	– Ability to allow the Directorate User (Supervisor) to approve / modify / reject the decision to pursue Check Up Inspection or otherwise
Case I: Check Up Inspection Required	
85.	– Ability to schedule day for Check Up Inspection for the Factory
86.	– Ability to send Notifications to Inspecting Officials & Factory User about the Check Up Inspection Schedule
87.	– Ability to carry out <u>Inspection Process</u>
88.	– Ability to generate Check Up Inspection Violations & Non Compliance Report along with Dateline for Check Up Inspection Compliance
89.	– Ability to Digitally Sign 2D Bar Coded Check Up Inspection Violations & Non

Annexure: FRS F&B

Check Up Inspection	
<p>Directorate User types the URL of the Portal in the desktop / laptop / device. System has internet connectivity and the page gets loaded</p> <p><u>Enters Login / Password and Captcha and logs in to the System</u></p> <p><u>Note: Registration / Licence documents have been digitized and the details reside in the system</u></p> <p><u>Note2: Details of Industrial Classification as per National Industrial Classification, Central Statistical Organization, Government of India has also been digitized for each Industrial Company</u></p> <p><u>Note3: System has record of Factory and their Category of Industry</u></p> <p><u>Note 4: Compliance Report Uploaded by the Factory Owner</u></p>	
	Compliance Report (Edit submitted report within x hours)
Case II: Check Up Inspection Not Required	
90.	<ul style="list-style-type: none"> – Ability to allow the Directorate User to write remarks for reasons for non-requirement of Check Up Inspection
Compliance Report Analysis	
91.	<ul style="list-style-type: none"> – Ability to compare the compliance with the Violation(s) and Non Compliance(s) pointed out in the Inspection Report
92.	<ul style="list-style-type: none"> – Ability to allow the Directorate User to record whether the Compliance Report is satisfactory or otherwise, with ability to write remarks
93.	<ul style="list-style-type: none"> – Ability to approve Compliance Report, in case, the Violations and Non Compliances are rectified, as applicable
94.	<ul style="list-style-type: none"> – Ability to allow Directorate User to Initiate Action, if the Compliance Actions are not satisfactory

Annexure: FRS F&B

5.1.6. Information Dissemination and Regulatory Compliance

Information Dissemination and Regulatory Compliance	
Directorate User types the URL of the Portal in the desktop / laptop / device. System has internet connectivity and the page gets loaded <u>Enters Login / Password and Captcha and logs in to the System</u>	
Outcome of Inspection Process	
S No	Functional Requirements
95.	– Ability to send Notification (SMS/ Email / Portal) to Authorized Factory User about the Outcome of Inspection Process and Check Up Inspection Process), if applicable
96.	– Ability to send Notification (SMS/ Email / Portal) to concerned Directorate Officials / Authorized Factory User to “Initiate Action”, if applicable
97.	– Ability to publish in the Portal about the Action Taken against the said Factory
98.	– Ability to send Notification (SMS/ Email / Portal) to Authorized Factory User to initiate process for Approval for extension plan
99.	– Ability to send Notification (SMS/ Email / Portal) to Authorized Factory User to initiate process for Amendment of Factory Licence

Annexure: FRS F&B

5.1.7. MIS Reports

Inspection Management Reporting System	
Illustrative List of MIS reports (Not Exhaustive)	
S No	MIS Report
Rp.1	- Dashboard of Types of Factories, factories Inspected / Not Inspected / Frequency of Inspection / Major Violations
Rp.2	- Detail Schedule of Inspections with their current stage, Industry category type / Sector etc.
Rp.3	- List of Factory where Inspections are scheduled group by Directorate Jurisdiction, Directorate Officer, Factory Category, Industrial Classification, Inspection Type etc.
Rp.4	- List of Factory where Inspections are under different stages group by Directorate Jurisdiction, Directorate Officer, Factory Category, Industrial Classification, Inspection Type etc.
Rp.5	- List of Factory where Inspection Reports have been submitted group by Directorate Jurisdiction, Directorate Officer, Factory Category, Industrial Classification, Inspection Type etc.
Rp.6	- List of Factory where Compliance Reports have been submitted group by Directorate Jurisdiction, Directorate Officer, Factory Category, Industrial Classification, Inspection Type etc.
Rp.7	- List of Factory where Compliance Reports have not been submitted along with Dateline group by Directorate Jurisdiction, Directorate Officer, Factory Category, Industrial Classification, Inspection Type etc.
Rp.8	- List of Factory against whom Show Cause has been issued group by Directorate Jurisdiction, Directorate Officer, Factory Category, Industrial Classification, Inspection Type etc.
Rp.9	- List of Factory against whom Legal Action has been initiated group by Directorate Jurisdiction, Directorate Officer, Factory Category, Industrial Classification, Inspection Type etc.
Rp.10	- List of Factories where Check Up Inspection was carried out group by Directorate Jurisdiction, Directorate Officer, Factory Category, Industrial Classification, Inspection Type etc.
Rp.11	- Report on List of Factories where Check Up Inspection was not carried out group by Directorate Jurisdiction, Directorate Officer, Factory Category, Industrial Classification, Inspection Type etc.

Annexure: FRS F&B

Inspection Management Reporting System	
Illustrative List of MIS reports (Not Exhaustive)	
Rp.12	- Report on Actions on Non Compliance group by Directorate Jurisdiction, Directorate Officer, Factory Category, Industrial Classification, Inspection Type etc.
Rp.13	- Report on List of Factory which have Violations and Non Compliances group by Directorate Jurisdiction, Directorate Officer, Factory Category, Industrial Classification, Inspection Type etc.
Rp.14	- Report on List of Factory which should undertake Approvals and Amendment o Factory Licence
Rp.15	- Accident Analysis Report
Rp.16	- Integration of Onsite Offsite plan
Rp.17	- Annual Administrative Report
Rp.18	- Report on Number of Fatal Accidents / Non Fatal Accidents / Serious Accidents/ Dangerous Occurrence group by Directorate Jurisdiction, Directorate Officer, Factory Category, Industrial Classification, Inspection Type etc.
Rp.19	- Accident Analysis – Body part wise / Cause wise / sector wise / etc. group by registered / unregistered - details of casualty – demography
Rp.20	- List of Factories against which Action Taken by Directorate – (Prosecution / Warnings / etc.) group by Directorate Jurisdiction, Directorate Officer, Factory Category, Industrial Classification, Inspection Type etc.
Rp.21	- Number of Prohibition Orders issued
Rp.22	- Report on Mock Drills Scheduled and – Conducted – Pending group by Directorate Jurisdiction, Directorate Officer, Factory Category, Industrial Classification, Inspection Type etc.
Rp.23	- Report on Mock Drills – nature – Toxic Release / Fire / Explosion group by Directorate Jurisdiction, Directorate Officer, Factory Category, Industrial Classification, Inspection Type etc.
Rp.24	- Report on Number of Onsite Plan prepared / Accepted / Updated group by Directorate Jurisdiction, Directorate Officer, Factory Category, Industrial Classification, Inspection Type etc.
Rp.25	- Report on Number of Offsite Plans prepared / Accepted / Updated group by Directorate Jurisdiction, Directorate Officer, Factory Category, Industrial Classification, Inspection Type etc.

Annexure: FRS F&B

5.2. Mock Drills

5.2.1. Schedule

Schedule Inspection – Mock Drills	
<p>Factory/ Directorate User types the URL of the Portal in the desktop / laptop / device. System has internet connectivity and the page gets loaded</p> <p><u>Enters Login / Password and Captcha and logs in to the System</u></p> <p><i>Note 1: Registration / Licence documents have been digitized and the details reside in the system</i></p> <p><i>Note 2: Details of Industrial Classification as per National Industrial Classification, Central Statistical Organization, Government of India has also been digitized for each Industrial Company</i></p> <p><i>Note 3: System has record of Factory and their Category of Industry</i></p> <p><i>Note 4: System has the list of Inspections conducted by CIF for a given year</i></p> <p><i>Note 5: System has the list of Factories registered with CIF(Coordinated by Industries department)</i></p>	
Inspection Scheduling – System Based and by Directorate Officials	
S No	Functional Requirements
	Scheduling by Directorate Officials / Factory User - Mock Drills Category I: Witnessed by Directorate Officials
1.	– Ability to schedule Mock Drills which would be conducted by Occupier /Factory Manager
2.	– Ability to capture the Type of Mock Drill such as <ol style="list-style-type: none"> a. Fire b. Explosion c. Toxic Gas Leakage d. Others (Specify)
3.	– Ability to revise the schedule of Mock Drill
4.	– Ability to schedule the Inspection based on availability of Inspecting Officials with no conflict with previously scheduled Inspections
5.	– Ability to identify any specific Inspecting Official and assign to the Inspection Process or remove from Inspection Process
6.	– Ability to form a Inspecting Team (Government side, Special Invitee along with contact details) to carry out the specified Mock Drill

Annexure: FRS F&B

Schedule Inspection – Mock Drills	
<p>Factory/ Directorate User types the URL of the Portal in the desktop / laptop / device. System has internet connectivity and the page gets loaded</p> <p>Enters Login / Password and Captcha and logs in to the System</p> <p><u>Note 1: Registration / Licence documents have been digitized and the details reside in the system</u></p> <p><u>Note 2: Details of Industrial Classification as per National Industrial Classification, Central Statistical Organization, Government of India has also been digitized for each Industrial Company</u></p> <p><u>Note 3: System has record of Factory and their Category of Industry</u></p> <p><u>Note 4: System has the list of Inspections conducted by CIF for a given year</u></p> <p><u>Note 5: System has the list of Factories registered with CIF(Coordinated by Industries department)</u></p>	
Scheduling by Directorate Officials / Factory User - Mock Drills Category II: Conducted and witnessed by Factory Employees	
7.	<ul style="list-style-type: none"> – Ability to schedule Mock Drills which would be conducted by Occupier /Factory Manager
8.	<ul style="list-style-type: none"> – Ability to revise the schedule of Mock Drill
Scheduling by System : Mock Drill I - Witnessed by the Directorate Officials	
9.	<ul style="list-style-type: none"> – Ability to generate Mock Drill Schedule based on predefined parameters such as <ol style="list-style-type: none"> a. Category of Industry such as MAH, Factories with Hazardous Manufacturing Process, Risk Profile of Factories such as High, Medium, Low, Sector Specific Factories, Carry Out Mock Drill etc. b. Mock Drill 1 already completed c. Any other parameter(s)
Scheduling by System : Mock Drill 2 - Conducted and witnessed by Factory	
10.	<ul style="list-style-type: none"> – Ability to generate Mock Drill Schedule based on predefined parameters such as <ol style="list-style-type: none"> a. Category of Industry such as MAH, Factories with Hazardous Manufacturing Process, Risk Profile of Factories such as High, Medium, Low, Sector Specific Factories, Carry Out Mock Drill etc. b. Mock Drill 2d already completed c. Any other parameter(s)

Annexure: FRS F&B

5.2.2. Notification

Notification to Inspecting Officials / Factory Owners	
Directorate User types the URL of the Portal in the desktop / laptop / device. System has internet connectivity and the page gets loaded	
<u>Note1: Registration / Licence documents have been digitized and the details reside in the system</u>	
<u>Note2: Details of Industrial Classification as per National Industrial Classification, Central Statistical Organization, Government of India has also been digitized for each Industrial Company</u>	
<u>Note3: System has record of Factory and their Category of Industry</u>	
Notification to Inspecting Officials about the Inspection Schedule	
S No	Functional Requirements
11.	– Ability to send Notification (SMS / Email / Portal) to relevant Inspecting Officials based on Jurisdiction & Authority about the Inspection Schedule
12.	– Ability to block Notification to Factory Owners by Directorate Users with ability to capture remarks
13.	– Ability send Notification to the identified Inspection Official / Others who has been assigned to the Inspection Process
14.	– Ability to date and time stamp the Notification

Annexure: FRS F&B

5.2.3. Data Capture @ Mock Drill (Assessment Form)

Data Capture for Mock Drill	
Directorate / Factory User types the URL of the Portal in the desktop / laptop / device. System has internet connectivity and the page gets loaded	
Data Capture @ Mock Drills using Field Going Devices (Works Online and Offline Mode)	
S No	Functional Requirements
15.	– Ability to classify the Mock Drill in different categories
16.	– Ability to capture details of Mock Drill in a standard format as per Check List
17.	– Ability to send Notifications(SMS / Email / Portal) about the Mock Drill Start and Mock Drill End, as applicable, of the Mock Drill process to the Directorate Officials with date and time stamp
18.	– Ability to capture the information for Mock Drills as per Check List /
19.	– Ability to auto-populate the details of the Factory such as Name & Address of the Factory, Name of Occupier / Factory Manager; Licence Details
20.	– Ability to auto-populate the Industry classification, category of Industry of the Factory where Inspection would be carried out
21.	– Ability to auto-populate the details of Inspecting Officials witnessing the Mock Drills, as applicable
22.	– Ability to capture the details of Factory Personnel (Mutual Aid Partners & Management)participating in the Mock Drills
23.	– Ability to date and time stamp the actual start and end of the Mock Drill Process
24.	– Ability to capture the information such as a. Quantity of Hazardous Chemicals / Substances stored and Handled
25.	– Ability to capture the hazards anticipated
26.	– Ability to capture the details of support received such as (Fire Tenders, Ambulance, Manpower, vehicles, Fire Fighting Equipment etc.)
27.	– Ability to capture the Emergency Scenario in free flow text & in structured format
28.	– Ability to capture the Sequence of Events with details such as
29.	– Ability to capture Event Details such as “Spotting of Emergency”, “Reporting to Works main controller/ Site Controller”, “Declaration of Emergency/ Blowing of