

**Government of West Bengal  
Labour Department  
LW/MW Cell  
N.S.Buildings, 12<sup>th</sup> Floor  
1, K.S.Roy Road, Kolkata-700001  
Comp. No. 1371266**

No. LABR-1/743526/(LW/MW)/2026

Date:-13-02-2026

**NOTIFICATION**

**Whereas,** the State Government in pursuance of the Ease of Doing Business (EoDB) reforms, has issued notifications from time to time to rationalise compliance burden on business entities to improve ease of doing business in the state; and

**Whereas,** the State Government considers it fit to do so in the interest of public interest; and

**Whereas,** it is recommended, for ease of doing business, to reduce the documents required for obtaining approvals of plans or licences of factories.

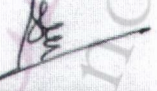
Now, therefore, the Governor is pleased to revise the documents required to be submitted while applying for availing the following services:

Sl. No.	Types of Services	Required documents
1.	Approval of Plan	<ol style="list-style-type: none"><li>1. Authenticated copy of Purchase Deed/Lease Deed/Rent Receipt as the case may be in respect of the premises to be used as factory.</li><li>2. Authenticated copy of Consent to establish from WBPCB.</li><li>3. Site plan, Floor plan and Sectional elevation along with Flow chart of the manufacturing process along with brief description.</li><li>4. Trade licence or any other documents from which it is clear that the name and address of the factory and the occupier is authentic.</li></ol>
2.	Registration & Licencing of Factories	<ol style="list-style-type: none"><li>1. Authenticated copy of Trade Licence.</li><li>2. Authentication Copy of Consent to operate issued by West Bengal Pollution Control Board in case of Red, Orange &amp; Green/White category.</li><li>3. For Limited and Private Limited company- Authenticated copy of Memorandum and Article of Association. For Partnership Firm- Authenticated copy of Partnership Deed along with list of directors/ partners.</li></ol>

		<p>4. List of machineries along with HP/KW duly signed by the occupier.</p> <p>5. Declaration duly signed by the occupier showing the date of starting of manufacturing process (exact date) along with no. of workers engaged therein on that date and installed power, as applicable.</p> <p>6. Health and Safety Policy, in case of hazardous process.</p>
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The notification will take immediate effect.

By the order of the Governor

  
**AVANINDRA SINGH**  
 Secretary  
 to the Government of West Bengal

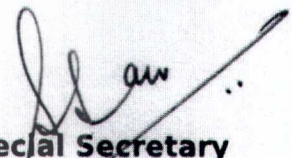
No. LABR-1/<sup>743526</sup> /1(5)/(LW/MW)/2026

Date:-13-02-2026

Copy forwarded for information to:-

1. OSD & EO Special Secretary & Labour Commissioner (In-charge), Government of West Bengal.
2. P.S to the Hon'ble MIC, Labour Department, Government of West Bengal.
3. The Director, Directorate of Factories, Government of West Bengal
4. Senior P.A to the Secretary, Labour Department, Government of West Bengal.

✓ 5. OFFICE COPY.

  
**Special Secretary**  
 to the Government of West Bengal