

**Directorate of Boilers: Procedure for Boiler Registration and Issue of Certificate for the use of Boiler**

1	Competent Authority	Directorate of Boilers
2	Stage	Pre-operation
3	Approving Authority	Director of Boilers, Tamil Nadu
4	Procedure & Documents Required	<ul style="list-style-type: none"> <li>• Applicant to fill the online form on the Single Window Portal.</li> <li>• Every application shall accompanied by the necessary registration fee and scrutiny fee (to be paid online).</li> <li>• The following documents are to be sent by speed post/ courier: <ul style="list-style-type: none"> <li>○ Data booklet of the Boiler in original (Form II, III &amp; IV and other Form as applicable).</li> <li>○ Layout of steam and other related pipelines in isometric view in tri plicate along with material test certificate in original.</li> <li>○ Name of the approved erector who is going to erect the Boiler.</li> </ul> </li> <li>• On receipt of the application and the hard copies, Director of Boilers shall enter the date of receipt of the application on the portal.</li> <li>• The Director of Boilers shall review the application along with the documents submitted and shall forward the application to the Deputy Director of Boilers/ Senior Assistant Director of Boilers along with his queries (if any).</li> <li>• The Deputy Director of Boilers shall also review the application and documents and raise queries (if any) along with the queries of the Director of Boilers to the applicant, within 7 days on receipt of the application.</li> <li>• The Deputy Director of Boilers/ Senior Assistant Director of Boilers shall also mention the pipeline inspection fee to be paid on the portal and request the applicant to mention the date of readiness for inspection.</li> <li>• Once the applicant mentions the date of readiness for inspection, the Deputy Director of Boilers/ Senior Assistant Director of Boilers shall inspect the boiler and the pipelines. Post-inspection the Deputy Director of Boilers / Senior Assistant Director of Boilers shall upload the inspection report and send the application with his recommendations to the Director of Boilers.</li> <li>• The Director of Boilers, Tamil Nadu, shall approve the Provisional Order (valid only for 6 months) within 15 days or reject the application.</li> <li>• The Director of Boilers shall issue a Registration Number to the applicant who shall engrave the number on the Boiler and confirm readiness for the steam test. On completion of the steam test the Registration certificate shall be issued. <ul style="list-style-type: none"> <li>○ A licence issued or renewed under the Act shall neither be</li> </ul> </li> </ul>

		<p>saleable nor transferable.</p> <ul style="list-style-type: none"> <li>○ The reasons for the refusal, if applicable shall be mentioned in the order and communicated to the applicant through the portal.</li> </ul>
5	Process Time*	15 working days (up to Provisional Order issue only)
6	Process Fees	Based on Equipment

**\* Note:** The starting date with respect to the processing of applications shall be considered as the later of:

- a) The date on which the completed application form along with appropriate enclosures and processing fee was received by the competent authority; or
- b) The date on which any additional information or clarification or documents requested as part of application processing was received by the Competent Authority