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GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
DIRECTORATE OF INDUSTRIAL SAFETY & HEALTH
LABOUR DEPARTMENT
D- Block, IInd Floor, 5, SHAM NATH MARG, DELHI-110054

F. No. 27(26)/CIF/Lab/2016 | 2629

Dated:- 05/09/18

OFFICE ORDER

The following procedure for approval of building plan and registration & grant of licence of factories shall be followed with immediate effect:-

Procedure for approval of building plan of factories

The building plan for approval of a site of a factory as per Rule 3-A of the Delhi Factories Rules, 1950 shall be accepted online only through MCD portal. No building plan shall be accepted and approved offline/manually. The following relevant details in building plan as per Rule 3-A of the said rules shall be checked by the Chief Inspector of Factories:-

1. Provisions of water storage exclusively for firefighting purpose and means of escape in case of fire.
2. Positioning of plant & machinery.
3. Provisions of natural lighting, ventilation and separate Latrine accommodation for male and female workers.
4. Flow chart of manufacturing process.
5. Demolition/vacant plot certificate wherever applicable.

If applicant fails to mention/submit above details in the online building plan, then the same will be referred back within seven working days.

The Chief Inspector of Factories shall approve/reject the application within fifteen days of receipt of building plan at the CIF dashboard of MCD portal.

Procedure for Registration & Grant of Licence of factories

The following documents shall be checked and taken on record for grant of licence under the Factories Act, 1948 and rules made there-under in addition to the application received from the occupier of factories along with Form no. 2 and requisite fee:-

1. List of Partners/Directors with their residential address.
2. NOC from other partners or Board Resolution by Directors for nomination of occupier as per sections 2(n) and 7 of the Factories Act, 1948.
3. Proof/Supporting documents of Occupier as Director/Partner/Proprietor of the factory.

4. Existing building plan in duplicate of any existing premises in accordance with rule 3A of Delhi Factories Rules, 1950 which was not previously approved by this Directorate for taken into use as a factory, is to be submitted along with the application.
5. Proof of sanctioned load of electricity (copy of electricity bill).
6. Proof of occupancy (copy of rent agreement/ownership proof).
7. Flow chart of manufacturing process.
8. List of raw materials used in manufacturing process.
9. List of machineries installed in the premises.
10. Such other particulars as the Chief Inspector may require.

The Registration & Grant of Licence of factories shall be issued, or in case of any deficiency in the documents, the same shall be communicated/referred back to the management within one month from the date of receipt of application. No licence shall be granted/amended or de-registered without physical verification of the premises. This order shall supersede the earlier orders in this regard.

This order issues with the approval of Competent Authority and shall come into force with immediate effect.


(S. Pandia Rajan)
Director (ISH)

1. All Deputy Directors (ISH)
2. All Assistant Directors (ISH)
3. All Dealing Assistants



Copy forwarded to:-

1. Secretary to the Hon'ble Minister of Labour, GNCTD.
2. PA to Secretary-cum-Commissioner (Labour).
3. PA to Addl. Labour Commissioners.
4. System Analyst (Labour Department) - with the request to upload this order on the website of Labour Department.
- ✓ 5. Guard file.