

**DIRECTORATE OF INDUSTRIAL SAFETY AND HEALTH  
GOVERNMENT OF NCT OF DELHI  
LABOUR DEPARTMENT  
D-BLOCK, SECOND FLOOR, 5, SHAMNATH MARG DELHI - 110054**

**CIRCULAR**

Online services of registration and grant/renewal of licence is to be GO-LIVE shortly. That the last manual registration FD No. of factory has to be decided so that the consequent FD No. can be allotted to online grant of licence.

In view of above, the following tasks/procedures have to be completed on top priority:-

- i. A list of pending manually received applications for grant of licence shall be prepared as per enclosed format by concerned DA counter signed by concerned district Dy. Director (ISH).
- ii. Defect letters/reminders to all such managements, who have not rectified the defects so far has to be sent before 02.08.2019 with the information that their manual applications shall be treated as cancelled and registration fee shall be forfeited after 13.08.2019, if they fail to rectify the defects on or before 13.08.2019. Thereafter, licence can only be applied afresh through online system with registration fee.
- iii. Once online above services are launched, physical application shall not be entertained. However, as an interim arrangement, existing building plan as per Rule 3-A of the Delhi Factories Rules, 1950 alongwith online acknowledgement receipt of submission of application by the applicant shall be submitted manually in DISH till such time provision for uploading building plan is made in online system.
- iv. Dealing assistants shall put up all such pending files to concerned district Dy. Directors (ISH) on or before 30.07.2019 and defect letter if any should be issued immediately by concerned DD (ISH).
- v. All officers and ministerial staff shall check almirahs, pile up of files in their working areas and cupboards to ensure no such registration file is left without processing.

  
(S. Pandia Rajan)  
Director (ISH)

Dated: 26/07/19

No.F.27(81)/CIF/Lab/2019/ 2011

Copy for necessary action to:-

1. All Dy. Directors (ISH)
2. All Asstt. Directors (ISH)
3. All Dealing Assistants
4. DEOs
5. Guard file

**N.O.O.**

- ✓ 6. System Analyst-with the request to upload in Labour Department website.
7. PA-to-Secretary-cum-Commissioner (Labour)—for kind information.