

**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI**  
**LABOUR DEPARTMENT**  
**5, SHAM NATH MARG, DELHI-110054**

F. No. 27(26)/CIF/Lab/16/4146

Dated:-02-12-16

**OFFICE ORDER**

**Subject: Ease of doing business - simplification of**

**(i) Procedure for approval of building plan of factories**

**(ii) Procedure for registration & grant of licence of factories**

In view of ease of doing business initiative, the labour department of NCT of Delhi shall follow the following procedure for the subject cited above:

**Procedure for approval of building plan of factories**

The building plans for approval of a site 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. Latrine accommodation and water provisions exclusively for firefighting.
2. Position of plant & machinery.
3. Provisions of natural lighting, ventilation and means of escape in case of fire.

If applicant fails to submit above requirement in the building plan, then same will be referred back in 3 working days.

The Chief Inspector of Factories shall approve/reject the application within 7 days of receipt of same at the CIF dashboard of MCD portal.

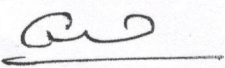
**Procedure for registration & grant of licence of factories**

The following documents shall be checked for grant of licence under the Factories Act, 1948 and rules made thereunder during online submission of application alongwith Form no. 2 and requisite fee through e-biz portal of Govt. of India:

1. Flow chart of manufacturing process
2. List of Partners/List of Directors
3. Undertaking from the Occupier

The same procedure/submission of documents shall be adopted for grant of licence to the management who choose to submit the registration papers offline/ manually.

The Registration & Grant of Licence of factories shall be issued, and in case of any deficiency in the documents, the same shall be communicated/referred back to the management within 15 days from the date of receipt of application. The application may be rejected within 3 working days if the premises does not constitute a factory; such as IT centre, Godown, Trading units, Call centre & Shopping malls etc. No physical verification/inspection is required for the above.

  
**(Dr. R. C. Meena)**  
**Spl. Labour Commissioner**

**Copy to:**

1. Secretary to Labour Minister, PS to Secretary (Labour), PS to Spl. Labour Commissioner.
2. Chief Inspector of Factories/ Dy. Chief Inspector of Factories/ Inspector of Factories.
3. Manufacturer Association.
4. Senior System Analyst (IT) –with the request to upload on labour deptt website.



**SELF DECLARATION BY THE OCCUPIER OF THE FACTORY**

**FOR GRANT OF LICENCE UNDER THE FACTORIES ACT, 1948**

(Please note that no item can be left blank)

1. I, ..... hereby declare that I am the Director (in case of limited liable co.)/Partner (in case of partnership firm)/Proprietor (in case of Proprietorship)/Chief executive (in case of govt. organization) of M/s .....located at .....
2. That I hereby submit that the "Site and Building Plan" of the Premises located at above address is approved by the Chief Inspector of Factories vide reference no. ....dated..... I have filled this reference no. at Sr. No. 10(a) of Form No. 2 submitted by me. I also declare that the Horse Power mentioned at Sr. No. 6(i) of Form No. 2 is the installed Horse Power in my Premises.
3. That I submit that the covered area of my building is ..... Square feet (excluding area covered by plant and machinery) and I have proposed for employment of maximum ..... no. of workers in the factory as mentioned at Sr. No. 5(i) of Form No. 2.
4. That I shall comply with all health, safety and welfare statutory requirements as envisaged in the provisions of the Factories Act, 1948 and Rules framed there under. I shall be fully responsible for breach of any provisions of the said Act and Rules.

My personal contact details are as follows:-

- i. Name of the Occupier
- ii. Aadhar Card No
- iii. Email ID
- iv. Mobile No

I hereby declare that the above information is correct to the best of my of knowledge and belief and nothing has been concealed in any manner whatsoever. If undertaking furnished by me found to be wrong at any stage, I shall be liable for penal action as provided under the provisions of Factories Act, 1948 & Rules framed thereunder, Indian Penal code and other relevant Laws.

Seal of the factory

(Signature of occupier)