

Approval of plan and permission to construct/extend/or take into use any building as a factory under the Factories Act, 1948

1	Name of Approval / NoC/ License/ Registration	Approval of plan and permission to construct/extend/or take into use any building as a factory under the Factories Act, 1948
2	Competent Authority	Chief Inspector of Factories
3	Applicability Criteria	i. More than or equal to 20 workers, with use of power ii. More than or equal to 40 workers, without use of power
4	Timelines	15 days
5	Stage	Pre-Establishment
6	Documents Required	<ol style="list-style-type: none"> 1. Two sets of Factory building drawings showing the plans, Elevations Cross-sections, the location of site (duly signed by the Occupier and the Architect) and its surroundings along with Form no. 1. 2. Copy of Provisional registration –SSI / in principle clearance letter for MSI / LSI. (Not applicable for gala construction). 3. Project Report giving the list of machineries, flow process, manufacturing Process, raw materials, finished products and bye / intermediate products. (Not Applicable for gala construction). 4. Quantity and mode of storage of LPG, Petroleum fuels, hazardous substances, if any / signed statement on company's letter head that it is not applicable (Not Applicable for gala construction). 5. Position and the drawing of the Effluent Treatment Plant, if any / signed statement on company's letter head that it is not applicable (Not applicable for Gala construction). 6. Machinery lay out in the building drawings along with their respective power Rating (Not applicable for gala construction). 7. A copy of Questionnaire.
7	Procedure for getting license	<ol style="list-style-type: none"> 1. Visit Single Desk Portal & register 2. Fill in the application FORM I 3. Approval by the Authority. 4. Download the Certificate.
8	Fees	No Fees
9	Validity of License	Lifetime

UT Administration Dadra & Nagar Haveli and Daman & Diu
Department of Labour & Employment
Daman

No. LE/DMN//BRAP-199/2020/169

Date: 09-06-2021

Read: Business Reforms Action Plan, 2020 (Reform No. **106 & 113**) issued by Department for promotion of Industry and Internal Trade & Industry, New Delhi.

ORDER

In pursuance of the reforms proposed by the Department of Promotion of Industry and Internal Trade & Industry, New Delhi, it is hereby mandated that no fees has to be paid by the applicant who applies for Registration of Boiler Manufacture and approval of plan and permission to construct / extend or take in to use any building as a Factory in the U.T of Dadra & Nagar Haveli and Daman & Diu.



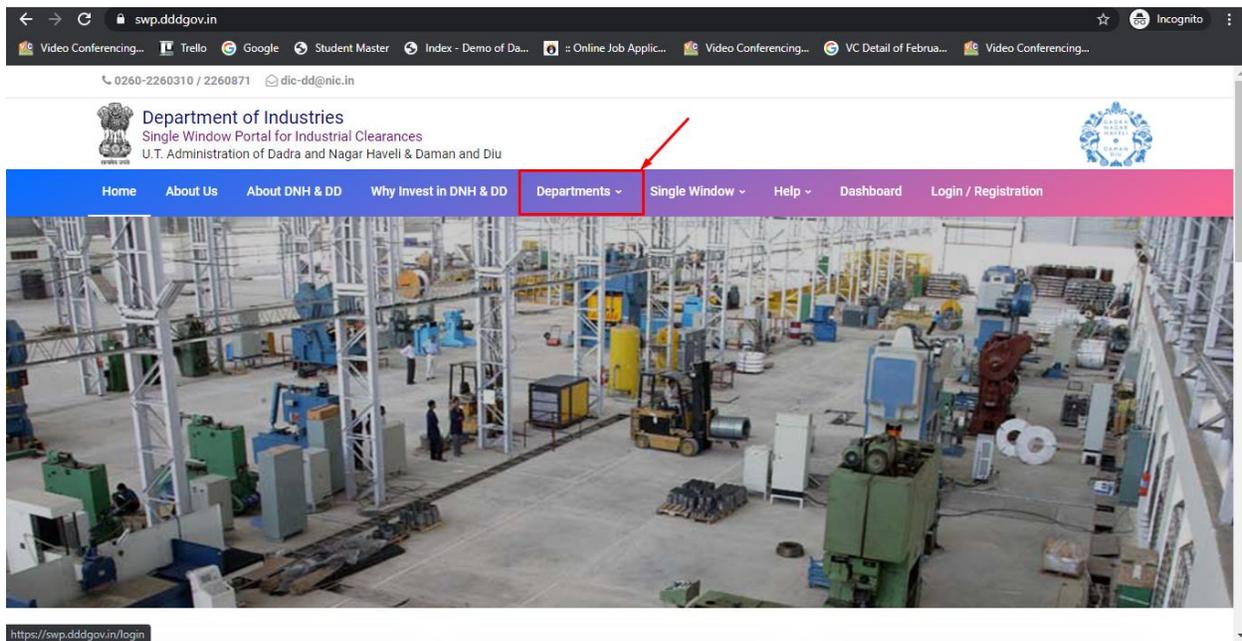
(Danish Ashraf, IAS)
Comm.Cum-Secretary (Labour)
DNH & DD

Copy to:-

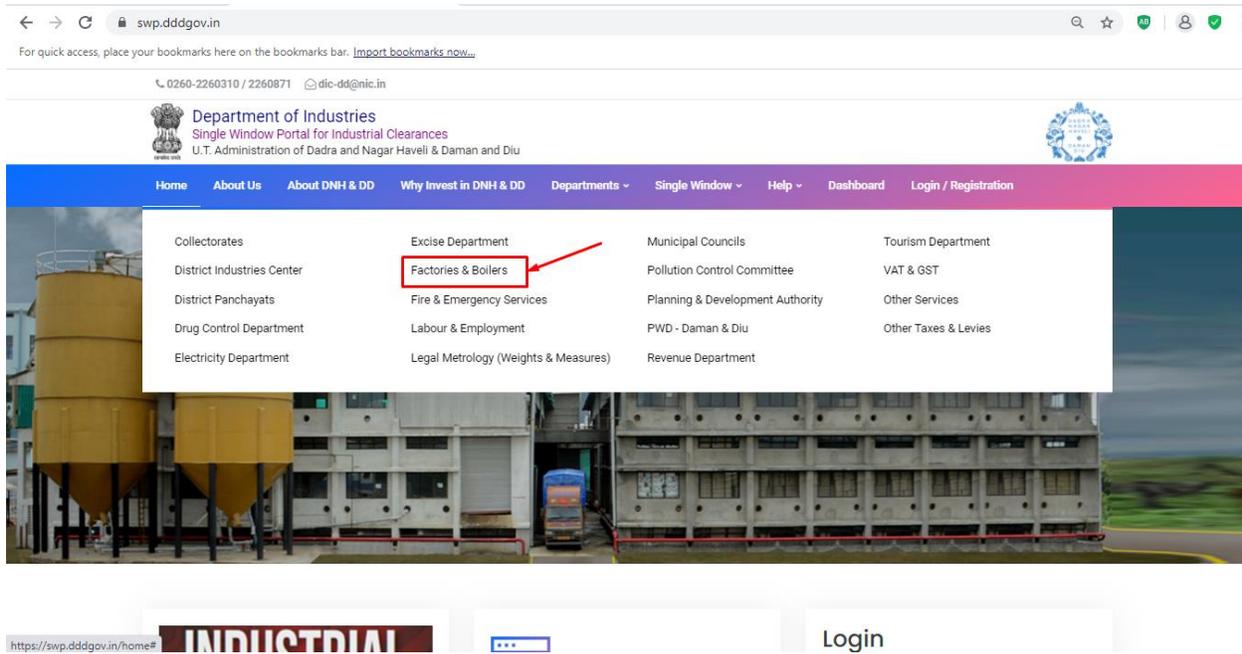
1. The Chief Inspector of Factories & Boilers , DNH & DD
2. The Addl. Commissioner (Labour), DNH/Daman /Diu
3. The Deputy Commissioner (Labour), DNH/Daman/Diu

User Guide for online filing of Approval of plan and permission to construct/extend/or take into use any building as a factory under the Factories Act, 1948

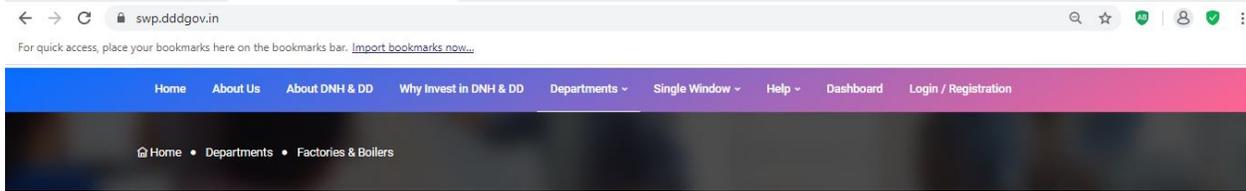
1. Open the website: <https://swp.dddgov.in/> and click on Department menu.



2. Click on Factories & Boiler Department from the menu.



3. From the Department's page, click on "Click here" for the Approval of plan and permission to construct/extend/or take into use any building as a factory under the Factories Act, 1948.

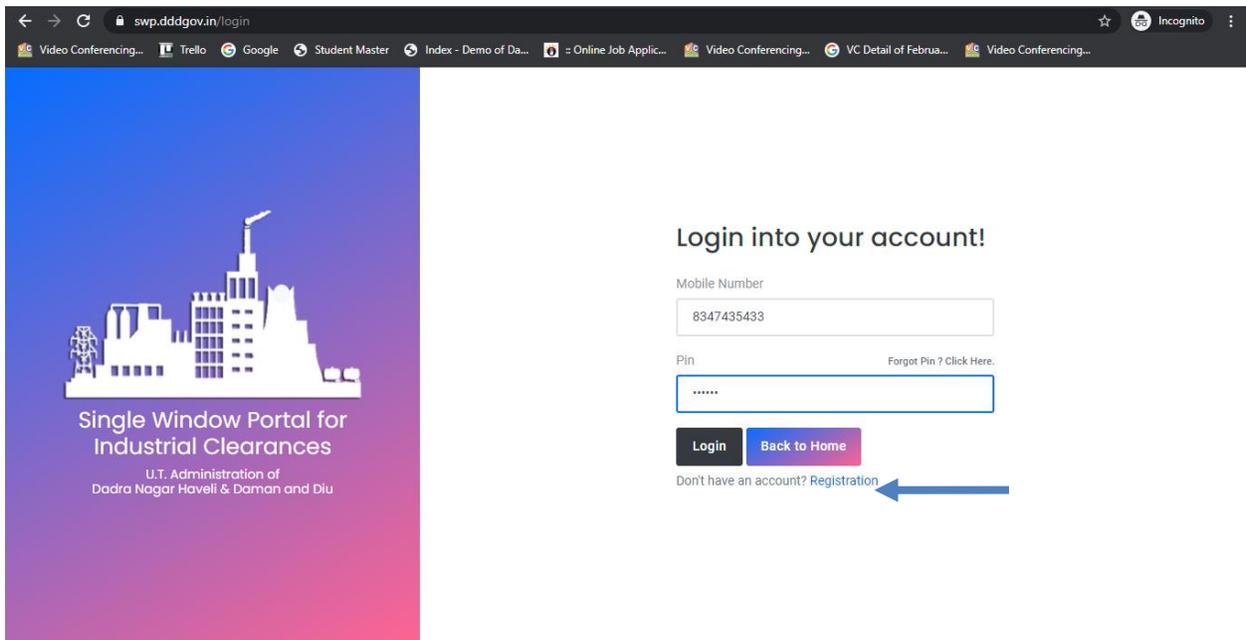


Department of Factories & Boilers

On the basis of recommendation made by the DIPP, Government of India and Information provided by the concern departments regarding Time lines and Competent Authority for necessary Clearances/NOCs/Permissions/Renewals, Single Window Agency hereby notifies the following Services, the time frames within which these are to be provided to the citizens, Competent Authority and deemed approval authority as per schedule given below:

Sr. No.	Name of Service	Apply Link	Department Name	Timeline (Working Days)	Fees / Procedure / Checklist	Designation of the Authority Responsible to Deliver the Services	1st Appellate Authority for Grievance Redressal	2nd Appellate Authority for Grievance Redressal
1	Registration of license under The Factories Act, 1948	Click Here	Factories & Boiler	20 Days	View	Labour Enforcement Officer.	Asst Labour Commissioner	Secretary
2	Renewal of license under The Factories Act, 1948	Click Here	Factories & Boiler	60 Days	View	Labour Enforcement Officer.	Asst Labour Commissioner	Secretary
3	Approval of plan and permission to construct/extend/or take into use any building as a factory under the Factories Act, 1948	Click Here	Factories & Boiler	15 Days	View	Labour Enforcement Officer.	Asst Labour Commissioner	Secretary
4	Registration of Boilers under The Boilers Act, 1923	Click Here	Factories & Boiler	30 Days	View	Labour Enforcement Officer.	Asst Labour Commissioner	Secretary

4. Enter your mobile number and the pin which was generated on your mobile number to login.



5. After login, click on Department & Services and on the search bar type **“Under Factory & Boiler Act”**. For the **“Approval of plan and permission to construct/extend/or take into use any building as a factory under the Factories Act, 1948”** click on **“click here”**.

The screenshot shows the EODB website interface. The user is logged in as Aishwarya Marwal. The search bar contains the text 'under fa'. The search results are displayed under the heading 'Under Factory & Boiler Act'. The results table is as follows:

No.	Name of Service	Timeline (Working Days)	Competent Authority	Deemed Approval Authority	Apply
1.	Registration of license under The Factories Act, 1948				Click Here
2.	Renewal of license under The Factories Act, 1948				Click Here
3.	Approval of plan and permission to construct/extend/or take into use any building as a factory under the Factories Act, 1948				Click Here
4.	Registration of Boilers under The Boilers Act, 1923				Click Here
5.	Renewal of Boilers under The Boilers Act, 1923				Click Here
6.	Registration of Boilers Manufactures under The Boilers Act, 1923				Click Here

6. Click on **“apply for Approval of plan and permission to construct/extend/or take into use any building as a factory under the Factories Act, 1948”**.

The screenshot shows the EODB website interface for the application form. The user is logged in as Aishwarya Marwal. The page title is 'Approval of plan and permission to construct/extend/or take into use any building as a factory under the Factories Act, 1948'. The breadcrumb trail is 'Home / Factory Building Plan Approval'. The 'Apply for New Factory Building Plan' button is highlighted. Below the button, there is a search bar and a table of applications:

Show 10 entries

No.	Application Number	Applicant Name	Factory Name	Factory Building	Submitted On	Status	Query Status	Action
1	FBP00001	test	test	20	24-12-2020	Application Submitted	-	+

Showing 1 to 1 of 1 entries

7. Fill the entire form and then click on submit button.

swp.dddgov.in

For quick access, place your bookmarks here on the bookmarks bar. [Import bookmarks now...](#)

EODB

Dashboard
Company Profile
Departments & Services
Change Pin
Logout

Logged User: Aishwarya Marwal

Approval of plan and permission to construct/extend/or take into use any building as a factory under the Factories Act, 1948

Home / Factory Building Plan Approval

Factory Building Plan Approval FORM 1 Prescribed Under Rule 3

1. Details Of Applicant

1.1 Name Of Applicant*
Enter Name Of Applicant !

1.2 Phone No. Of Applicant*
Enter Phone No. !

1.3 Email Of Applicant*
Enter Email !

1.4 Full Address of Applicant
Enter Full Address of Applicant !

2. Factory Details

2.1 Name Of Factory*
Enter Name Of Factory !

2.2 Factory Building*
Enter Factory Building !

2.3 Factory Street No./Sector*
Enter Factory Street No./Sector !

2.4 City*
Enter City !

2.5 Pincode*
Enter Pincode !

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EODB

Dashboard
Company Profile
Departments & Services
Change Pin
Logout

Logged User: Aishwarya Marwal

Enter Factory Street No./Sector !

Enter City !

Enter Pincode !

3. Situation Of Factory

3.1 District*
Enter District !

3.2 Town / Village*
Enter Town !

3.3 Nearest Police Station*
Enter Nearest Police Station !

3.4 Nearest Railway Station*
Enter Railway Station !

4. Particulars of Plant

4.1 Particulars Of Plant
Enter particulars of plant !

5. Two sets of Factory building drawings showing the plans, Elevations Cross sections, the location of site (duly signed by the Occupier and the Architect) and its surroundings along with Form no. 1.*
(Maximum File Size: 1MB) (Upload PDF Only)
Choose File No file chosen

6. Copy of Provisional registration -SSI / in principle clearance letter for MSI / LSI. (Not applicable for gala construction).*
(Maximum File Size: 1MB) (Upload PDF Only)
Choose File No file chosen

7. Project Report giving the list of machineries, flow process, manufacturing Process, raw materials, finished products and bye / intermediate products. (Not applicable for gala construction).*

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EODB Logged User: Aishwarya Marwal

- Dashboard
- Company Profile
- Departments & Services
- Change Pin
- Logout

(Maximum File Size: 1MB) (Upload PDF Only)
Choose File No file chosen

8. Quantity and mode of storage of LPG, Petroleum fuels, hazardous substances if any / signed statement on company's letter head that it is not applicable. (Not applicable for gala construction)*
(Maximum File Size: 1MB) (Upload PDF Only)
Choose File No file chosen

9. Position and the drawing of the Effluent Treatment Plant, if any / signed statement on company's letter head that it is not applicable. (Not applicable for gala construction)*
(Maximum File Size: 1MB) (Upload PDF Only)
Choose File No file chosen

10. Machinery lay out in the building drawings along with their respective power Rating. (Not applicable for gala construction)*
(Maximum File Size: 1MB) (Upload PDF Only)
Choose File No file chosen

11. A copy of Questionnaire.*
(Maximum File Size: 1MB) (Upload PDF Only)
Choose File No file chosen

12. Signature of Applicant*
(Maximum File Size: 1MB) (Upload JPG | PNG | JPEG | JFIF Only)
Choose File No file chosen

Save as a Draft Submit Application Close

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7. after clicking on submit button, you can see the tracking status of your application, Query Status and Action. Click on Action Button to view or to download your form.

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EODB Logged User: Aishwarya Marwal

- Dashboard
- Company Profile
- Departments & Services
- Change Pin
- Logout

Approval of plan and permission to construct/extend/or take into use any building as a factory under the Factories Act, 1948 Home / Factory Building Plan Approval

[Apply for New Factory Building Plan](#)

Show 10 entries Search:

No.	Application Number	Applicant Name	Factory Name	Factory Building	Submitted On	Status	Query Status	Action
1	FBP00001	test	test	20	24-12-2020	Application Submitted	-	

Showing 1 to 1 of 1 entries Previous 1 Next

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8. Click on Form 2 to view your application.

← → ↻ File | C:/Users/HELPDESK/Downloads/FORM-1%20(7).pdf

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Factory Building Plan Approval
FORM 1
Prescribed Under Rule 3

1	Name Of Applicant:	test
2	Phone No. Of Applicant:	8475213654
3	Email Of Applicant:	test@gmail.com
4	Full Address of Applicant:	Daman
5	Name Of Factory:	test
6	Factory Building:	20
7	Factory Street No./Sector:	12
8	City	daman
9	Pincode	396210
10	District	daman
11	Town / Village	daman
12	Nearest Police Station	daman
13	Nearest Railway Station	vegi
14	Particulars Of Plant	plastic

Signature of Applicant

9. For the payment of application fees, you have to pay the challan which will be send from the admin side after the approval of application. You can check that by clicking on the “action” button and click on “Pay Your Fees” .

← → ↻ swp.dddgov.in

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EODB

- Dashboard
- Company Profile
- Departments & Services
- Change Pin
- Logout

Logged User: Aishwarya Marwal

Approval of plan and permission to construct/extend/or take into use any building as a factory under the Factories Act, 1948

[Home](#) / [Factory Building Plan Approval](#)

[Apply for New Factory Building Plan](#)

Show entries Search:

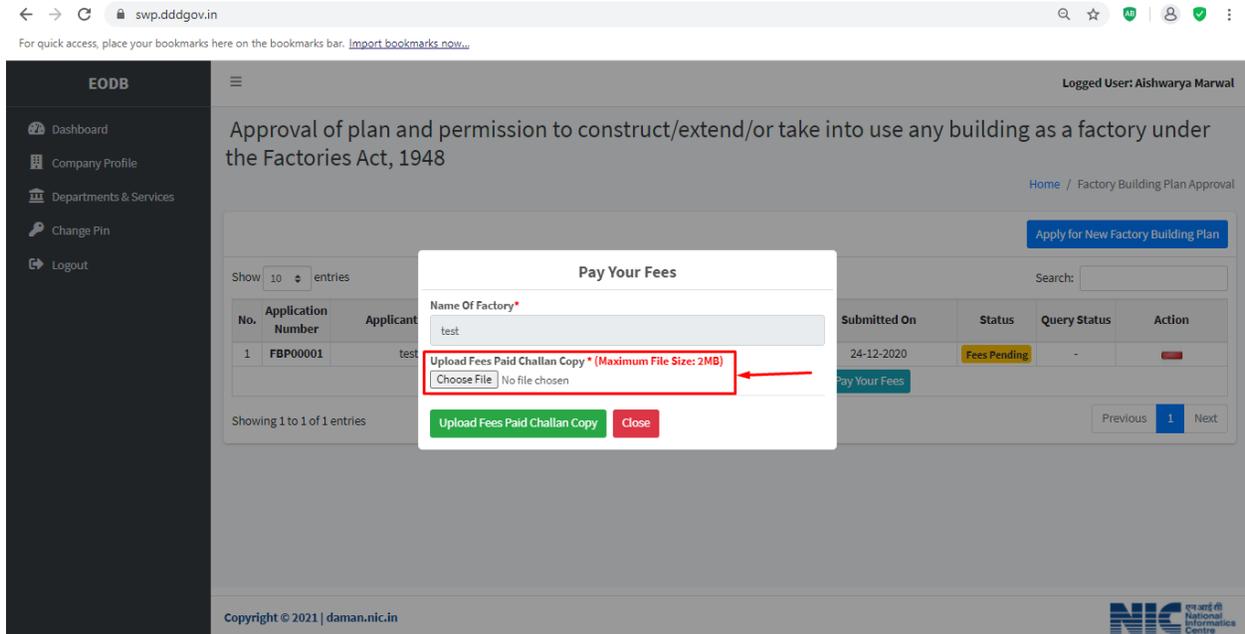
No.	Application Number	Applicant Name	Factory Name	Factory Building	Submitted On	Status	Query Status	Action
1	FBP00001	test	test	20	24-12-2020	Fees Pending	-	View Form-1 Payment Requested Pay Your Fees

Showing 1 to 1 of 1 entries Previous **1** Next

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 **NIC** एन आई सी
National
Information
Centre

10. After that, click on “pay your fees” option and popup box will open where you can upload your paid challan fees and then Click on “Upload Fees Paid Challan Copy”.

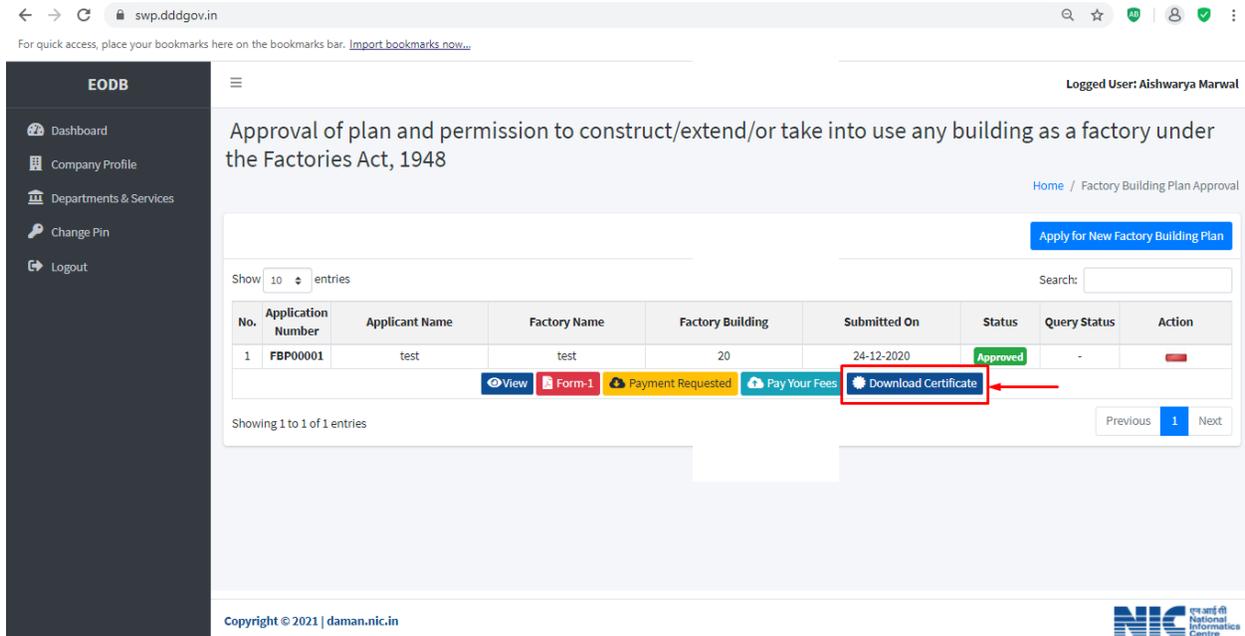


The screenshot shows the EODB portal interface. A modal window titled "Pay Your Fees" is open, displaying a form with the following fields:

- Name Of Factory*: test
- Upload Fees Paid Challan Copy * (Maximum File Size: 2MB): Choose File | No file chosen

Below the form are two buttons: "Upload Fees Paid Challan Copy" and "Close". A red arrow points to the "Upload Fees Paid Challan Copy" button. In the background, a table lists applications with columns: No., Application Number, Applicant Name, Submitted On, Status, Query Status, and Action. The first row shows application number FBP00001, submitted on 24-12-2020, with a status of "Fees Pending". A "Pay Your Fees" button is visible in the action column.

11. After uploading the paid challan copy, you can download the final certificate after getting approval from the Department .



The screenshot shows the EODB portal interface. A table lists applications with columns: No., Application Number, Applicant Name, Factory Name, Factory Building, Submitted On, Status, Query Status, and Action. The first row shows application number FBP00001, submitted on 24-12-2020, with a status of "Approved". A "Download Certificate" button is visible in the action column, highlighted with a red box and a red arrow. Other buttons in the action column include "View", "Form-1", "Payment Requested", and "Pay Your Fees".

12. Then Download your final signed certificate for the “Approval of plan and permission to construct/extend/or take into use any building as a factory under the Factories Act, 1948”.

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**U.T. Administration of
Dadra and Nagar Haveli and Daman and Diu**
Department of Labour
Daman and Diu

Prescribed Under Rule 3
Certificate of Factory Building Plan Approval

1. Registration Number	-- CIFS/FACT/DNH/2021/142
2. Name Of Factory	-- test
3. Valid Up To	-- 29-01-2024
4. Factory Building	-- 20
5. Factory Street No./Sector.	-- 12
6. City	-- daman
7. Pincode	-- 396210
8. District	-- daman


सत्यमेव जयते

Signature of Inspector

UT Administration of Dadra & Nagar Haveli and Daman & Diu
Department of Labour & Employment
Daman

No. LE/LI/DMN/BRAP/SW/2020/340

Date : 6-9-2020

Read : Business Reforms Action Plan, 2020 (Point Nos. 103,107,111,114, 121, 125, 130, 133 and 136) issued by the Department for Promotion of Industry and Internal Trade & Industry, Government of India, New Delhi

ORDER

As a part of State Reforms Action Plan 2020-21, the Department for Promotion of Industry and Internal Trade & Industry, Government of India, New Delhi has proposed to define clear timelines mandated through the Public Service Delivery Guarantee Act (or equivalent) legislation for approval of complete application for various services under labour laws.

2. The “**Samay Sudhini Seva**” has already been implemented by the UT Administration of Dadra & Nagar Haveli and Daman & Diu in order to ensure that the services are provided to the citizens in a prescribed timeline.

3. Therefore, the Single Window / Online System set up by the UT Administration of Dadra & Nagar Haveli and Daman & Diu shall accord deemed approvals / clearances / recommendation (as the case may be), in case the concerned approving department / authority does not provide clearances within their specified timelines as per “**Samay Sudhini Seva**” or prescribed time lines under applicable Laws / Regulations / Rules in respect of the following Services :-

Labour Department: -

Reform No.	Name of Services	Time Line (Working Days)	Competent Authority
121	License and renewal of license for contractors under provision of The Contracts Labour (Regulation and Abolition) Act, 1970	20 Days	LEO / Dy. Commissioner (Labour) / Dy. Collector
125	Registration under The Shops and Establishment Act (including 365-days license)	15 Days	Labour Inspector / LEO
130	Registration of principal employer's establishment under provision of The Contracts Labour (Regulation and Abolition) Act, 1970	20 Days	LEO / Dy. Commissioner (Labour) / Dy. Collector
133	The Building and Other Construction Workers (Regulation of Employment and Conditions of Service) Act, 1996	20 Days	Dy. Commissioner (Labour) / Dy. Collector
136	Registration/Renewal of establishment under the Inter State Migrant Workmen (RE&CS) Act, 1979	20 Days	Dy. Commissioner (Labour) / Dy. Collector

Department of Factories & Boilers:-

Reform No.	Name of Services	Time Line (Working Days)	Competent Authority
103	Registration of Factories under the Factories Act, 1948 / Factory Licence	20 Days	Chief Inspector of Factories & Boiler
107	Approval of Plan and permission to construct/extend/or take into use any building as a factory	15 Days	Chief Inspector of Factories & Boilers
111	Registration of Boilers under The Boilers Act, 1923	30 days	Chief Inspector of Factories & Boilers
	Renewal of Registration under The Boilers Act, 1923	15 days	Chief Inspector of Factories & Boilers
114	Registration of Boilers Manufactures under The Boilers Act, 1923	15 days	Chief Inspector of Factories & Boilers

Aforesaid Services are to be provided in prescribed time limit, failing which approval would be granted by Single Window / Online System to the applicant and Responsibility of the Officer/ Official shall be fixed for causing delay in providing services in time bound manner & necessary departmental proceeding may be initiated against the concern.

Further if any query / clarification related to investor's application, the concern department will communicate the same to the applicant once and within 7 days of receipt of the application.



(Danish Ashraf, IAS)
Secretary (Labour)
DNH & DD

To,
All the Labour Inspectors / LEO,
DNH & DD.

Copy to :-

1. The Addl. Commissioner (Labour), DNH / Daman / Diu
2. The Chief Inspector of Factories & Boilers, DNH & DD
3. The Deputy Commissioner (Labour), DNH / Daman / Diu