

Annexue-VIII
FAQ

PROCEDURE OF ONLINE AMENDMENT OF LICENCE UNDER THE FACTORIES
ACT, 1948

Q1. Is there any restriction in amending licence?

Ans. Yes. Address of a licenced “Factory” can be amended if the factory is shifted only to **conforming industrial areas of Delhi**.

(However, licence of “Public Utility Services” such as Petrol Pumps, CNG Stations, DTC Depots etc. as per MPD-2021 can be amended irrespective of their locations.)

Q2. What are the types of amendments required in the already granted or renewed licence?

Ans. Amendment in licence is warranted, if the occupier of a factory needs to change the name of a factory/address of a factory/name of occupier/increase or decrease in number of workers stated in the licence/increase or decrease of electricity (HP) as specified in the licence.

Q3. Can all the above amendments mentioned at Answer 2 be applied at a time?

Ans. Yes. All amendments or a particular amendment of licence can be applied as per the requirement of the Occupier of the factory.

Q4. Who is authorized to apply for amendment of licence?

Ans. Only the Occupier of any Factory can apply for amendment of licence.

Q5. What is the amendment fee to be paid for getting licence amended?

Ans. For each amendment Rs. 100/- has to be paid. In addition to Rs. 100/- where change in no. of workers and change in electricity load (H.P.) are required, fee has to be paid as per fee chart mentioned below:-

H.P. Installed	Maximum number of workers to be employed on any day during the year							
	Upto 20	21 to 50	51 to 100	101 to 250	251 to 500	501 to 750	751 to 1000	Above 1000
	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.
Nil	100	200	400	1000	1600	3000	4000	5000
Upto 10	200	400	480	1200	2400	3600	4800	6000
Above 10 and upto 50	400	600	800	2000	4000	6000	8000	10000

Above 50 and upto 100	800	1000	1200	3000	6000	9000	12000	15000
Above 100	1200	1600	2000	4000	8000	12000	16000	20000

Note:

- i. **Fee will be auto-calculated by the system and to be paid online.**
- ii. The fee structure is based on number of workers and sanctioned electrical load for one year. In case of amendment of no. of workers and electricity load, fee slab will change and system will calculate the fee accordingly.
- iii. Balance fee will also be calculated by the system upto the year for which the licence is already issued or renewed earlier.
- iv. In case of increase in no. of workers and H.P., excess fee has to be paid by the occupier/applicant.
- v. In case of reduction in no. of workers and electricity load, the excess fee already paid will not be refunded.

Q6. Can amendment of licence be applied manually?

Ans. No. Only online application shall be entertained.

Q7. How to get registered in e-district portal to avail online service of amendment of licence?

Ans. **Present Occupier** (if previous occupier is changed) of any factory is required to get himself registered through “Citizen Registration Form” available at **e-District Delhi portal** and create his login ID and can avail this service.

Q8. What is the procedure to apply for amendment of licence which was issued online through e-district portal?

Ans. Present occupier will login with his ID in edistrict portal, select service of amendment of licence under the Factories Act, 1948 available under the heading “Labour Department” and mention FD No. of **already granted online licence** and fill up service specification details as per requirement of amendments, pay online auto-calculated amendment fee and balance fee by the system (in case of increase in no. of workers & H.P.) and also upload documents with respect to particular amendment of licence.

Q9. What is the procedure to apply for amendment of licence which was issued manually earlier?

Ans. If the licence has been issued or renewed **manually** earlier, present occupier will login with his ID in edistrict portal, select service of amendment of licence under the Factories Act, 1948 available under the heading “Labour Department” and mention FD No. of **already manually granted licence** and fill up service specification details and upload necessary documents and pay online auto calculated amendment fee by the system.

Q10. What are the documents to be uploaded for amendment of licence which was issued or renewed manually earlier?

Ans. The following documents are required to be uploaded:-

- i. Fill up on line “Service Specification Form”.
- ii. Online fees.
- iii. ID proof of Occupier and Manager.
- iv. List of Partners/Directors with their residential address as the case may be.
- v. 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 as the case may be.
- vi. Proof/supporting documents of Occupier as Director/ Partner/ Proprietor of the factory as the case may be.
- vii. Existing building plan in PDF format as per Rule 3A of the Delhi Factories Rules, 1950.
- viii. Latest electricity bill as a proof of sanctioned load of electricity in case of own premises or NOC from owner of the premises in case of rented premises.
- ix. Proof of occupancy (copy of rent agreement/ownership proof i.e. conveyance deed).
- x. Flow chart of manufacturing process.
- xi. List of raw materials used in manufacturing process.
- xii. List of machineries installed in the premises.
- xiii. Such other particulars or documents as communicated through online platform by the department, i.e. by the concerned district Dy. Director (ISH).

Q11. What are the documents to be uploaded for amendment of licence which was issued or renewed through online earlier?

Ans. Only the documents which are related to particular amendment of licence are required to be uploaded after filling online “Service Specification Form”. Documents required to be uploaded according to the amendment of licence is elaborated below:-

S. No.	Name of Amendment	Documents to be uploaded
1	Change in name of occupier	i. For Proprietorship Factory - GST registration. ii. For Partnership Factory- Partnership deed/ dissolution deed & NOC from other partners to new partner. List of partners with

		residential address. iii.For Directorship Factory - MOA, Board resolution to nominate new occupier, Form no.32/DIR-12, list of directors with residential address.
2	Change of constitution of factory (Prop. to partner/Director, Partner to prop./Director, Director to prop./partner)	As above.
3	Change in name of factory	As above.
4	Change in address of factory	i. Revised building plan of new premises. ii. Rent Agreement/Conveyance deed as the case may be. iii.Latest electricity bill (in case of owned building) or NOC from the owner of the premises (in case of rented premises).
5	Increase or decrease in no. of workers	-
6	Increase or decrease of electricity load (H.P.)	Latest electricity bill (in case of owned building) or NOC from the owner of the premises (in case of rented premises).

Q12. What is the procedure followed by the Department in amending the licence?

Ans. All online applications are scrutinized and in case of any defect the same will be communicated to the applicant online, pointing out the defects.

If the application is complete in all aspects, licence will be amended. Only in case of change of address of the factory and increase in no. of workers the factory premises shall be inspected to adjudge suitability for amendment of licence.

Q13. Is there any time limit to rectify/reply in case application submitted by applicant was found incomplete?

Ans. Yes. In case any document, information is sought from the applicant, the reply alongwith required documents should be uploaded by the applicant preferably within 03 days.

Q14. Whether online application for amendment of licence can be rejected?

Ans. Yes. If the information provided by the applicant through “Service Specification Details” of the online service is found to be incorrect, his/her application may be rejected. In such case, the licence fee shall be forfeited.

Hence, the applicant has to be very careful while filling the online “Service Specification Details”.

Q15. Once rejected, whether the application can be submitted again for obtaining licence?

Ans. Yes. An applicant can apply afresh by depositing auto-calculated licence fees again through online system. A new reference number will be generated. Please ensure that the defects pointed out earlier, on which the application was rejected, have been rectified before submission of fresh application.

Q16. Whether the amended licence will be sent by post?

Ans. No. A digitally signed licence can be downloaded from the dashboard of the applicant.

Q17. What has to be done in case of any difficulty arises in the process of submitting online application?

Ans. Applicant may send mail to salab.delhi@nic.in with difficulties faced during the process with screenshots.

Q18. What has to be done in case of any doubt regarding the required documents and information has to be uploaded regarding online amendment of licence?

Ans. Applicant may contact the following Dy. Directors:-

S. No.	Districts	Name of Officer	Mobile No.
1.	East, North-East	Sh. J.N. Jain	<u>9868614966</u>
2.	West, South-West, Central	Sh. S.P. Rana	<u>9717295551</u>
3.	South, New Delhi	Sh. P.K. Goswami	<u>9717295552</u>
4.	North, North-West	Sh. Pinkesh Kumar	<u>9868321010</u>

ELIGIBILITY CRITERIA

Premises engaged in “manufacturing process” employing 10 or more workers with the aid of power or, 20 or more workers without the aid of power will constitute a “factory”.

NODAL OFFICER DETAILS

Mr. Pinkesh Kumar –Dy. Director (ISH)
Directorate of Industrial Safety & Health,
Labour Department,
D-Block, 2nd Floor,
5, Sham Nath Marg,
Delhi-110054.

CONTACT DETAILS FOR THE SERVICES

Directorate of Industrial Safety & Health,
Labour Department,
D-Block, 2nd Floor,
5, Sham Nath Marg,
Delhi-110054.