

Site Plan approval & Licensing of Factories / Renewal / Amendment of License under Factories Act, 1948

Process flow

Updated in Jun 2024

Sr. No	Process Owner	Process Step	Process Step Description	Timeline (at each step)	Channels	Form Name
Step 1	Applicant	Applicant applies for License / Renewal / Amendment of License	Along with list of Mandatory documents: 1. Geo tagged image of the Factory. 2. Filled & Signed application form. 3. Photograph of applicant. (only in case of renewal) 4. Identity Proof (Copy of Voter ID/ Aadhar card/ Driving License/ Passport / PAN Card), (only in case of renewal) 5. Bank Challan or Receipt of Cyber Treasury. 6. Upload the mandatory documents.	Within 15 days of use of Factory premises by Occupier	MP-Online Portal (Self/ MPOne Kiosks)	Form-1A & 4
Step 2	Designated DIHS Officers (Director/ JD/DD/AD)	Scrutiny of Documents submitted by Applicant	HO / Respective Divisional IHS (Industries Health & Safety) office, securitize all the documents submitted by applicant. During the scrutiny if respective division office finds any shortcoming in the application submitted, they reject the application (Applicant can re-apply in that case).	Within 7 days of application submission date	On Departmental Portal (G2G login)	-
Step 3		Issuance of Digitally Signed Certificate	HO / Division Office issues Digitally signed certificate for the desired period as applied by the applicant (Max upto 10 years or more as the case maybe).		Through portal and intimation through SMS/Email.	-

Note:-

1. There is a provision for deemed approval for this service i.e. in case the officer fails to process the application within the defined timeline (i.e 7 working days), an auto-generated Licence Certificate is issued to the applicant.
2. The fees, procedure, and checklist of documents is applicable for all risk categories, sizes of firm irrespective of business location and domicile of the investors.
3. The Auto-renewal facility is also made available in case of no change of information in existing Factory license.