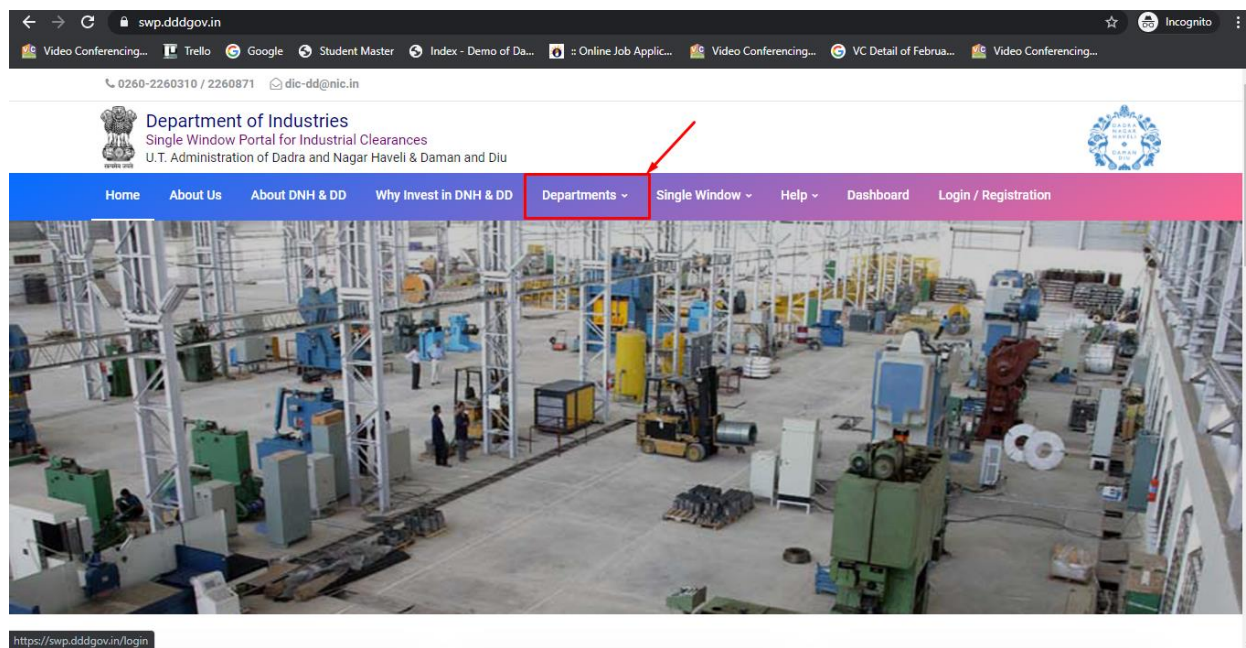
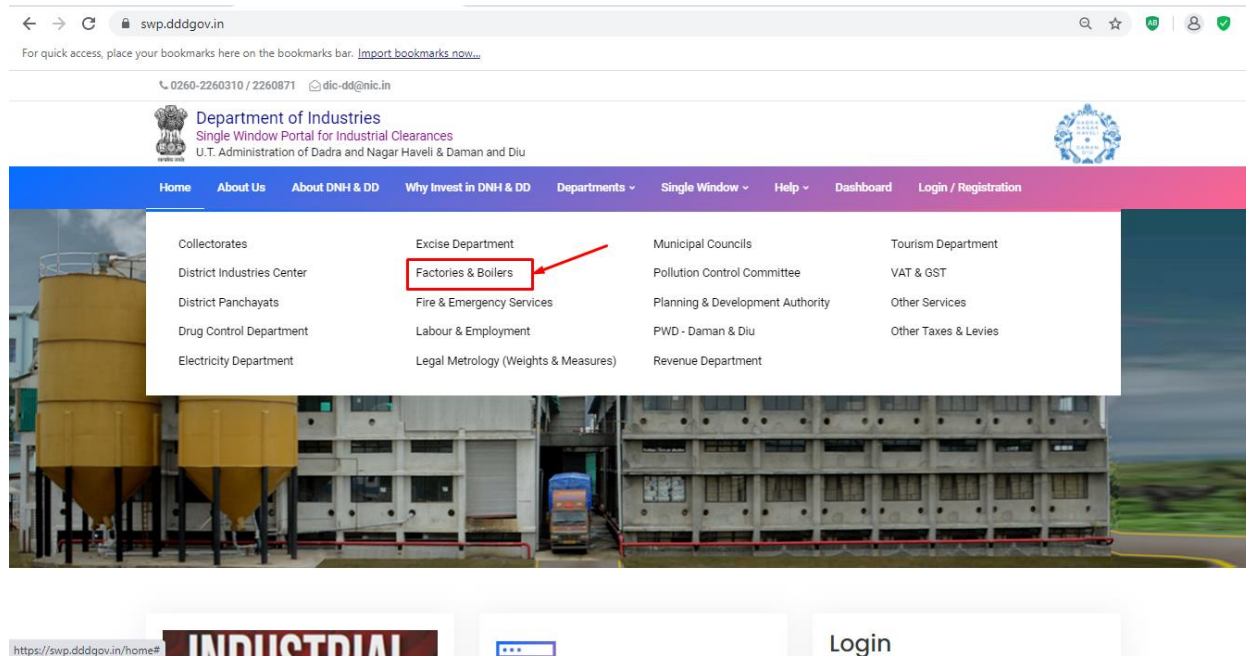


User Guide for online filing of Approval of plan and permission to construct/extend/or take into use any building as a factory under the Factories Act, 1948

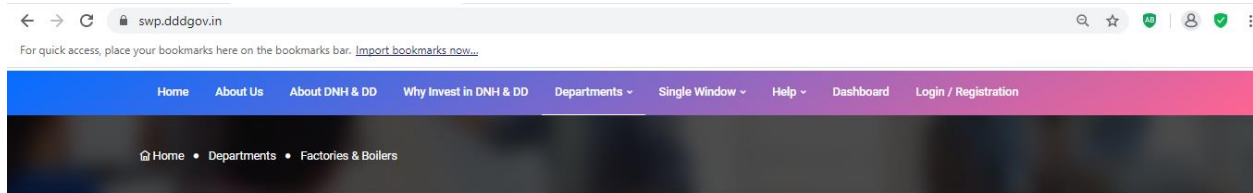
1. Open the website: <https://swp.dddgov.in/> and click on Department menu.



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.

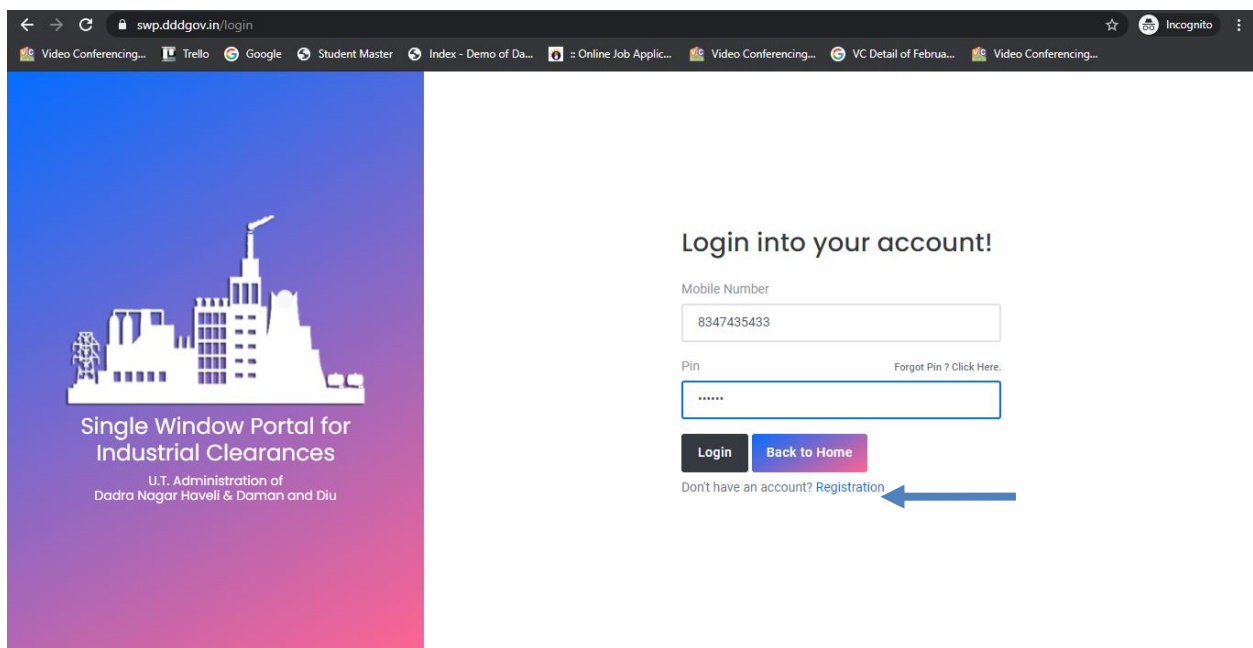


Department of Factories & Boilers

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 portal interface. The user is logged in as Aishwarya Marwal. The left sidebar contains navigation options: Dashboard, Company Profile, Departments & Services (highlighted with a red box), Change Pin, and Logout. The main content area is titled 'Departments & Services' and features a search bar with the text 'under fa'. Below the search bar, a table lists services under the 'Under Factory & Boiler Act' category. The table has columns for No., Name of Service, Timeline (Working Days), Competent Authority, Deemed Approval Authority, and Apply. The third row, 'Approval of plan and permission to construct/extend/or take into use any building as a factory under the Factories Act, 1948', has a 'Click Here' link highlighted with a red box. The footer includes the copyright notice 'Copyright © 2021 | daman.nic.in' and the NIC logo.

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 portal interface after clicking on the 'Click Here' link. The user is logged in as Aishwarya Marwal. The left sidebar contains navigation options: Dashboard, Company Profile, Departments & Services, Change Pin, and Logout. The main content area is titled 'Approval of plan and permission to construct/extend/or take into use any building as a factory under the Factories Act, 1948'. Below the title, there is a button labeled 'Apply for New Factory Building Plan' highlighted with a red box. Below the button, there is a table with columns for No., Application Number, Applicant Name, Factory Name, Factory Building, Submitted On, Status, Query Status, and Action. The first row shows an application with the number 'FBP00001', applicant name 'test', factory name 'test', factory building '20', submitted on '24-12-2020', and status 'Application Submitted'. The footer includes the copyright notice 'Copyright © 2021 | daman.nic.in' and the NIC logo.

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	-	+

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

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

Logged User: Aishwarya Marwal

(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.

← → ↻ 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](#)

[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	-	View Form-1

Showing 1 to 1 of 1 entries

Previous 1 Next

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NIC राष्ट्रीय सूचना विज्ञान केंद्र

8. Click on Form 2 to view your application.

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

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

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

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](#)

[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	-	<div>View Form-1 Payment Requested Pay Your Fees</div>

Showing 1 to 1 of 1 entries

Previous **1** Next

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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 sidebar on the left contains navigation links: Dashboard, Company Profile, Departments & Services, Change Pin, and Logout. The main header displays the user's name, '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'. A table lists application details. A 'Pay Your Fees' popup box is open, featuring a text input for 'Name Of Factory' (containing 'test'), a file upload section for 'Upload Fees Paid Challan Copy * (Maximum File Size: 2MB)' with a 'Choose File' button, and 'Upload Fees Paid Challan Copy' and 'Close' buttons at the bottom. A red arrow points to the 'Choose File' button.

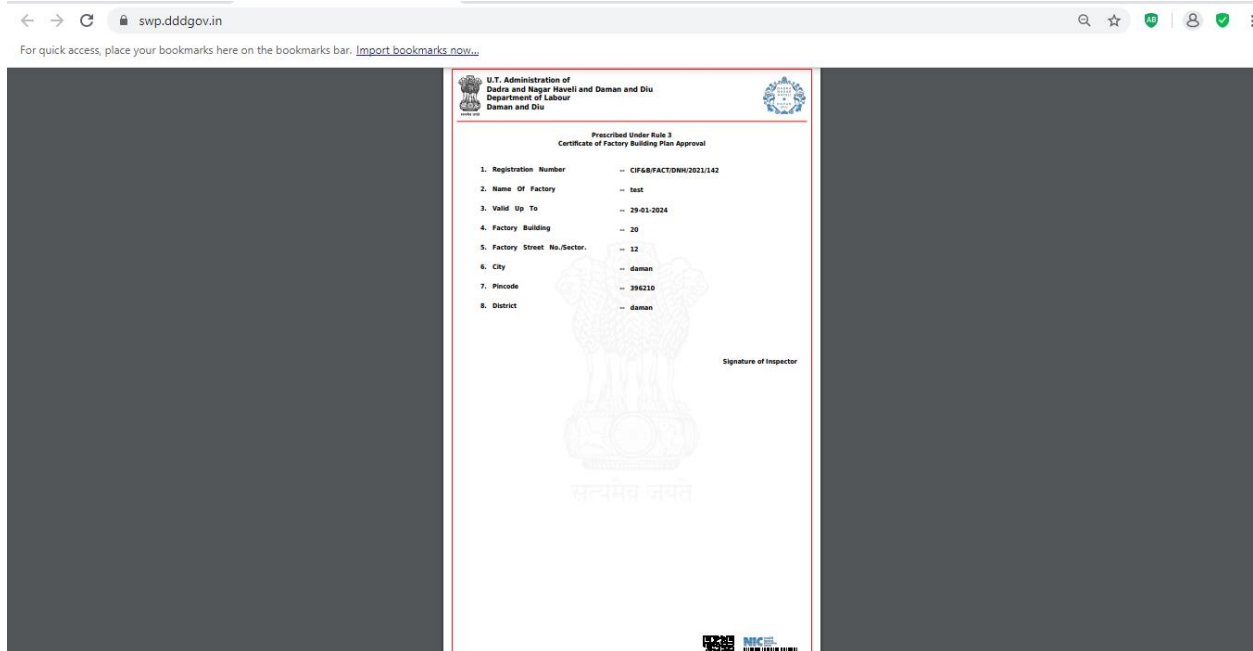
No.	Application Number	Applicant	Submitted On	Status	Query Status	Action
1	FBP00001	test	24-12-2020	Fees Pending	-	Pay Your Fees

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

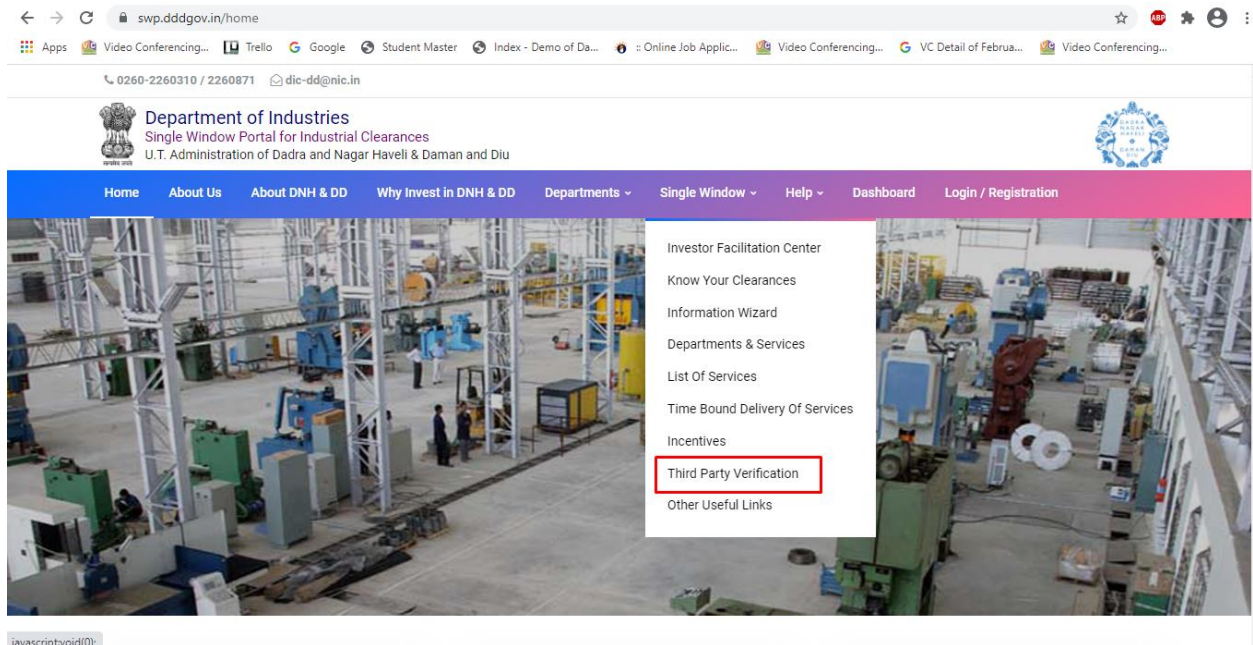
The screenshot shows the EODB portal interface after the application has been approved. The 'Status' in the table is now 'Approved'. The 'Action' column for the application includes buttons for 'View', 'Form-1', 'Payment Requested', 'Pay Your Fees', and 'Download Certificate'. A red arrow points to the 'Download Certificate' button.

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

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”.



13. For the Third Party Verification, Go to home page and click on Single Window menu and select Third Party Verification.





14. Enter the Barcode Number which is on the bottom of your certificate.

← → ↻ swp.dddgov.in/everify ☆ 🔒 ⚙️ 👤 ⋮

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 **Department of Industries**
Single Window Portal for Industrial Clearances
U.T. Administration of Dadra and Nagar Haveli & Daman and Diu



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Home • Single Window • Certificate Verification

Certificate Verification

Barcode / Certificate Number (9 Digit) ⓘ

330230143

Verify