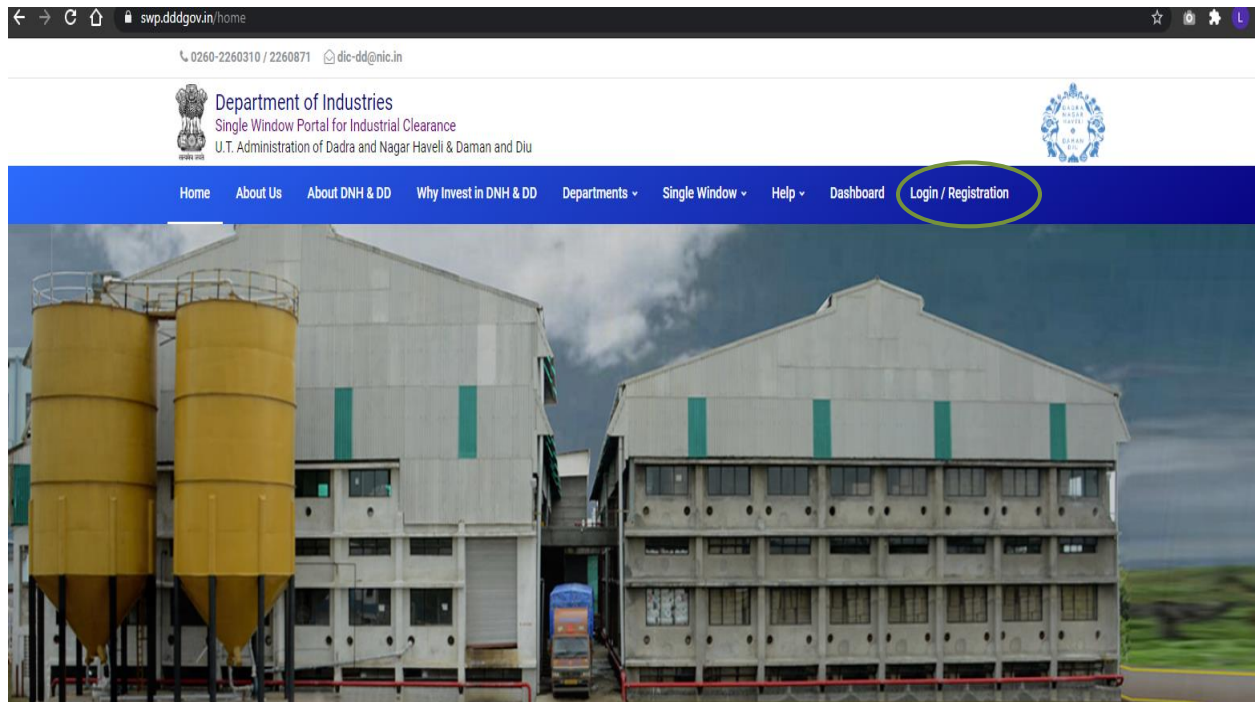


User Guide for online filing of Factory License for Registration of Factories under The Factories Act, 1948

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



2. Enter your mobile number and the pin which was generated on your mobile number to login. If you are new here, then click on Registration button.



Login into your account!

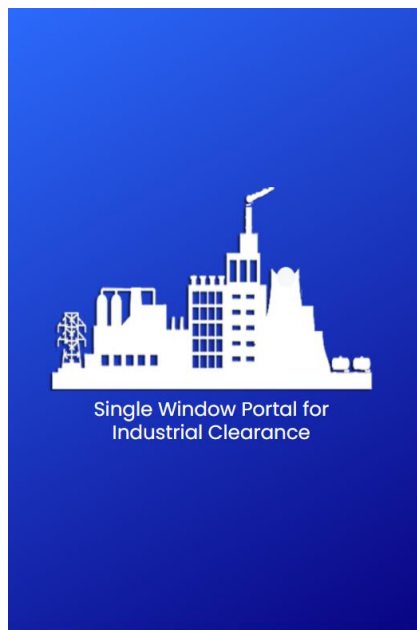
Mobile Number

Pin [Forgot Pin ? Click Here.](#)

[Login](#) [Back to Home](#)

[Don't have an account? Registration](#)

3. Enter your Name, Address, Mobile Number, Email and Captcha then click on Register.




Register your account!

Applicant Name

Applicant Address

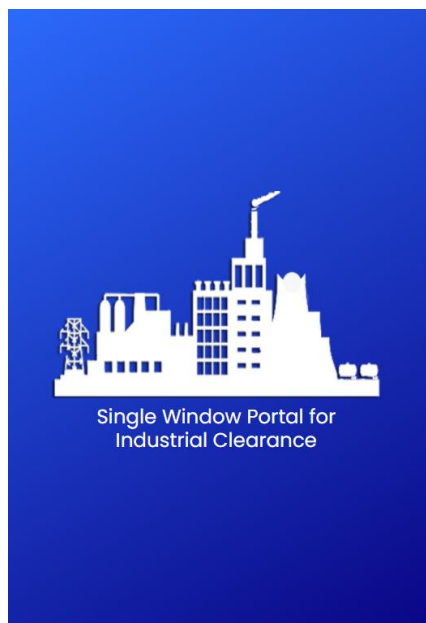
Mobile Number

Email



[Already have an account ? Login](#)

4. Once the Registration process is completed a verification link will be sent to your registered email id.



[Registration Details Submitted Successfully](#)

You have successfully submitted your registration details.

We have sent you an email verification link on your email address leladaman@gmail.com

Kindly verify your email address using verification link.

Note : If Mail is Not Received Your Inbox. Please Check the Spam.

5. Link will look something like the image given below. Click on that link and enter the PIN number which was sent on your registered mobile number. Then Click on login.

<https://swp.dddgov.in/confirmation?q=q3yLEYyCDYwUBK4Xf2T5BLegNsAjqTugdBU56mHy9qGYPzms5u>

6. Enter your Mobile Number and the PIN which was sent on your registered mobile number.



Login into your account!

Mobile Number

8866993957

Pin

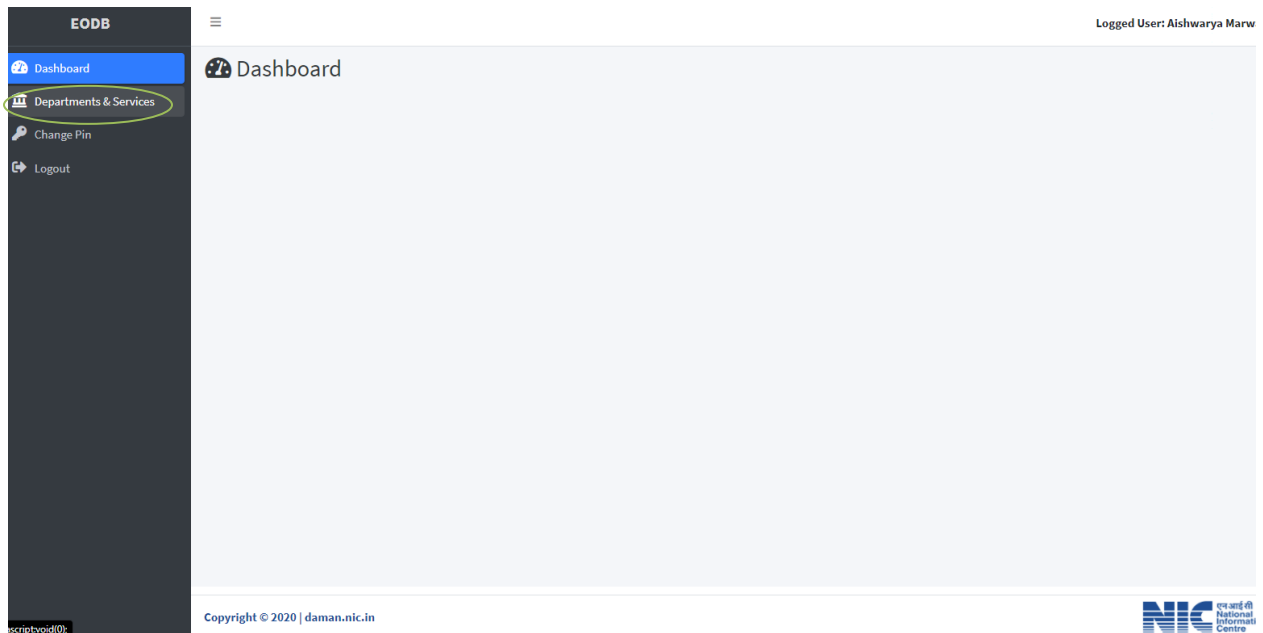
[Forgot Pin ? Click Here.](#)

Login

Back to Home

Don't have an account? [Registration](#)

7. After login, you can see the dashboard. Click on Department & Services.



8. Click on Factory License for Registration of Factories under The Factories Act, 1948 under the Factories Section.

EODB

Dashboard

Departments & Services

Change Pin

Logout

Logged User: Aishwarya Marwal

2.	Occupancy Certificate / Part Occupancy Certificate				Click Here
3.	Application for Inspection at Plinth level				Click Here
4.	Site Elevation				Click Here
5.	Zone Information				Click Here

Labour

No.	Name of Service	Timeline (Working Days)	Competent Authority	Deemed Approval Authority	Apply
1.	Under Shop & Establishment Act.				Click Here
2.	Under Contract Labour Act				Click Here
3.	Under BOCW Act				Click Here
4.	Under I.S.M.W. Act				Click Here
5.	Single Annual Return form				Click Here

Under Factory & Boiler Act

No.	Name of Service	Timeline (Working Days)	Competent Authority	Deemed Approval Authority	Apply
1.	Factories License				Click Here
2.	Factories Bldg. Plan Approval				Click Here
3.	Regis. Under Boiler Act				Click Here
4.	Boiler Manufactures				Click Here

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

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Dashboard

Departments & Services

Change Pin

Logout

Logged User: Aishwarya Marwal

Factories License

[Home](#) / [Factories License](#)

FORM- 2

Prescribed under rules 6 and 15

Application for registration and notice of occupation

Specified in section 6 and 7

1. Full name of factory*

Enter Full name of factory !

2. Full factory address to situation of factory

Enter Full factory address to situation of factory !

3. Full postal address to which communications Relating to factory should be sent *

Enter Full postal address to which communications Relating to factory should be sent !

4. Nature of manufacturing process carried on in the factory during the next twelve months *

Enter Nature of manufacturing process Nature of manufacturing process to be carried on in the factory di

5. Maximum number of workers proposed to be employed on any one day during the year*

Enter Maximum number of workers proposed to be employed on any one day during the year !

6. Factory Already exists ? ☐

7. Number of worker to be ordinarily employed in the factory*

Enter Number of worker to be ordinarily employed in the factory !

8. Nature and total amount of power to be Installed*

Enter Nature and total amount of power to be Installed !

9. Nature and total amount of power Proposed to be installed *

Enter Nature and total amount of power Proposed to be installed !

10. Maximum amount of power (H.P.) proposed to be used*

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Change Pin

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Logged User: Aishwarya Marwal

11. Full name and residential address of the person who shall be the manager of the factory for the purpose of the Act

Enter Full name and residential address of manager!

12. Full name and residential address of the Occupier *

Enter Full name and residential address of the Occupier !

13. The proprietor of the factory in case of a private firm or Proprietary concern.*

Enter The proprietor of the factory in case of a private firm or Proprietary concern. !

14. The share holders in case of a private company where no managing agent is employed *

Enter the share holders in case of a private company where no managing agent is employed !

15. The directors in case of a public limited liability company or firm

Sr.No.	Director Name	
1		

Add Director

16. The managing agent is employed

Sr.No.	the managing agent in case where a managing agent is employed	the directors of the above managing agent	
1			

Add Managing Agent

17. The chief administrative head in case of Government or factory run by a local authority or by any statutory corporation or body*

Enter the chief administrative head !

18. Full name and address of the owner of the premises or building (including the prints therefore) referred to in section 93*

Enter Full name and address of the owner !

19. Is factory constructed or extended after the commencement of these rules ? ☐

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केंद्र

EODB

Dashboard

Departments & Services

Change Pin

Logout

Logged User: Aishwarya Marwal

Enter The proprietor of the factory in case of a private firm or Proprietary concern. !

Enter the share holders in case of a private company where no managing agent is employed !

15. The directors in case of a public limited liability company or firm

Sr.No.	Director Name	
1		

Add Director

16. The managing agent is employed

Sr.No.	the managing agent in case where a managing agent is employed	the directors of the above managing agent	
1			

Add Managing Agent

17. The chief administrative head in case of Government or factory run by a local authority or by any statutory corporation or body*

Enter the chief administrative head !

18. Full name and address of the owner of the premises or building (including the prints therefore) referred to in section 93*

Enter Full name and address of the owner !

19. Is factory constructed or extended after the commencement of these rules ? ☐

20. Signature of Occupier*

(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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केंद्र

10. 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.

EODB

Dashboard

Departments & Services

Change Pin

Logout

Logged User: Aishwarya Marwa

Home / Factories License

Apply for New Factories License

Show 10 entries

Search:

No.	Application Number	Factory Name	Factory License No	Factory Address	Submitted On	Status	Query Status	Action
1	FL00001	test	test	test	22-12-2020	Application Submitted	-	<div>ViewForm-2</div>

Showing 1 to 1 of 1 entries

Previous1Next

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12. Click on Form 2 to download Final Factory License certificate.

FORM 2

Prescribed under rules 6 and 15

Application for registration and notice of occupation

Specified in section 6 and 7

1	(a) Full name of factory:			
	(b) Factory Licence number if already registered before:			
2	(a) Full factory address to situation of factory:			
	(b) Full postal address to which communications Relating to factory should be sent:			
3	Nature of manufacturing process or processes			
4	Name and values of principle products manufactured during the last twelve months (in the case of factories already in existence):	Sr No.	Name	Values
	(a) Carried on in the factory in the last twelve months (in the case of factories already existence) :			
	(b) to be carried on in the factory during the next twelve months (in the case of all factories) :			
5	(a) Maximum number of workers proposed to be employed on any one day during the year:			
	(b) Maximum number of workers employed on any one day during the last twelve months (in the case of factories already in existence):			
	(c) Number of worker to be ordinarily employed in the factory:			
6	(a) Nature and total amount of power (H.P.):			
	(i) Installed:			

	(ii) Proposed to be installed:									
7	Full name and residential address of the person who shall be the manager of the factory for the purpose of the Act:									
8	Full name and residential address of the Occupier:									
	(a) The proprietor of the factory in case of a private or Proprietary concern:									
	(b) The directors in case of a public limited liability company or firm:	<table border="1"> <tr> <td>Sr No.</td> <td colspan="2">Director Name</td> </tr> <tr> <td></td> <td colspan="2"></td> </tr> </table>			Sr No.	Director Name				
Sr No.	Director Name									
	(C) (i) the managing agent in case where a managing agent is employed (ii) the directors of the above managing agent:	<table border="1"> <tr> <td>Sr No.</td> <td>Managing Agent</td> <td>Director Of Managing Agent</td> </tr> <tr> <td></td> <td></td> <td></td> </tr> </table>			Sr No.	Managing Agent	Director Of Managing Agent			
Sr No.	Managing Agent	Director Of Managing Agent								
	(d) The share holders in case of a private company where no managing agent is employed:									
	(e) The chief administrative head in case of Government or factory run by a local authority or by any statutory corporation or body:									
9	Full name and address of the owner of the premises or building (including the prints therefore) referred to in section 93:									
10	In the case of a factory constructed or extended after the commencement of these rules:									
	(a) Reference number and date of approval of the arrangements, if any, made for the disposal of trade waste and effluent and the name of the authority granting such approval:	-----								

Signature of Occupier

Notes :-

Payment of Application:

Challan Print Report

Challan No. : 368

Challan of money paid into _____ (branch) **STATE BANK OF INDIA** (bank), **MOTI DAMAN**

To be filled in by the remitter

To be filled in by the Departmental Officer or at his instance

Name (& or designation) and address of the party (i.e. Tax payer etc.) crediting money	Challan Branch Name	Department/ Office from whose books the demand emanated	Full particulars of the nature of remittance and/or authority (if any)	Amount	Head of Account	Accounts Officer by whom adjustable	Order to the bank
MS NS ROLLING STEEL PVT LTD BHIMPORE DAMAN RENEWAL FEES FOR THE YEAR 2021 FOR 120 WORKERS AND 750 KVA	MOTI DAMAN	THE CHIEF INSPECTOR OF FACTORIES & BOILER Nani Daman [209713]	FEES REALISED UNDER THE FACTORY ACT [0230001040000]	12000	REALISED UNDER THE FACTORY ACT [0230001040000]	y and Accounts Office Daman[008998]	
Total :				12000			

(In words) Rupees: Twelve Thousand only

Received payment(in words) Rupees

Date: 15-12-2020

(REVERSE)

Particulars to be filled in by remitter			Amount	
			Rs.	P.
Cash			12000.000	0
Bank drafts(with details)				
Cheques(with details)				
PO(with details)				
Total			Rs. 12000.00	

मुख्य निरीक्षक
कारखानों और बॉयलर-दमण
Chief Inspector
of Factories & Boiler-Daman

