

Directorate of Industrial Safety and Health (DISH): Procedure for Factory Plan Approval

1	Competent Authority	Directorate of Industrial Safety and Health (DISH)																										
2	Stage	Pre-establishment																										
3	Approving Authority	<p>Based on the number of workers and whether dangerous operations/ hazardous processes are involved, one of the following Authorities:</p> <ul style="list-style-type: none"> • Director, Industrial Safety and Health, or • Additional Director, Industrial Safety and Health, or • Joint Director, Industrial Safety and Health. 																										
4	Procedure & Documents Required	<ul style="list-style-type: none"> • Applicant to fill the online form on the Single Window Portal (SWP) with the required details and submit the following documents: <table border="1"> <thead> <tr> <th>Sl.</th> <th>Document/ Item</th> <th>No. of copies</th> <th>Mode of Submission: Online/ Speed Post</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Blue prints of Topo Plan, Site plan (1:400 Scale), Detailed plan (1:100 Scale) of buildings along with the machinery installation details in triplicate</td> <td>Three (3)</td> <td>Speed Post/ Courier. To be sent to the Joint Director, Industrial Safety and Health</td> </tr> <tr> <td>2</td> <td>Process Flow Chart</td> <td>One (1)</td> <td>Online, on the Single Window Portal</td> </tr> <tr> <td>3</td> <td>Copy of supporting document for occupation of premises (Sale deed/ Lease deed/ Rental deed etc.)</td> <td>One (1)</td> <td>Online, on the Single Window Portal</td> </tr> <tr> <td>4</td> <td>Proof of Identity of Occupier (Issued by a Government Authority)</td> <td>One (1)</td> <td>Online, on the Single Window Portal</td> </tr> <tr> <td>5</td> <td>Proof of Address of Occupier (Issued by a Government Authority)</td> <td>One (1)</td> <td>Online, on the Single Window Portal</td> </tr> </tbody> </table> <ul style="list-style-type: none"> • For all documents sent via Speed Post/ Courier, the applicant to enter the speed post number and date of dispatch on the SWP. • There is no fee to be paid by the applicant. • If the number of workers are less than or equal to 250, and no dangerous operations/ hazardous processes are involved the 			Sl.	Document/ Item	No. of copies	Mode of Submission: Online/ Speed Post	1	Blue prints of Topo Plan, Site plan (1:400 Scale), Detailed plan (1:100 Scale) of buildings along with the machinery installation details in triplicate	Three (3)	Speed Post/ Courier. To be sent to the Joint Director, Industrial Safety and Health	2	Process Flow Chart	One (1)	Online, on the Single Window Portal	3	Copy of supporting document for occupation of premises (Sale deed/ Lease deed/ Rental deed etc.)	One (1)	Online, on the Single Window Portal	4	Proof of Identity of Occupier (Issued by a Government Authority)	One (1)	Online, on the Single Window Portal	5	Proof of Address of Occupier (Issued by a Government Authority)	One (1)	Online, on the Single Window Portal
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		<p>application is reviewed by the Joint Director. In other cases, the application is processed by either of the following Authorities:</p> <ul style="list-style-type: none"> - Director, Industrial Safety and Health: if the number of workers are more than 1000, and dangerous operations/ hazardous processes are involved. - Additional Director, Industrial Safety and Health: if the number of workers are between 251 and 1000, and no dangerous operations/ hazardous processes are involved. <ul style="list-style-type: none"> • The application and the supporting documents are reviewed by the concerned authority as applicable and approved/ rejected. In case of any queries in the application form or supporting documents, queries shall be raised by the concerned authority through the SWP within 7 days from the receipt of documents. In such cases, the applicant shall respond to the queries through the SWP. • Based on the decision, a letter of plan approval/ rejection is sent to the applicant through the SWP. • Note: SMS and Email notifications are sent to an applicant after submission of documents online, query raised by the concerned authority, and approval/ rejection of factory plan.
5	Process Time*	14 working days
6	Processing Fees	Nil

*** Note:** The starting date with respect to the processing of applications shall be considered as the later of:

- a) The date on which the completed application form along with appropriate enclosures and processing fee was received by the competent authority; or
- b) The date on which any additional information or clarification or documents requested as part of application processing was received by the Competent Authority