

Directorate of Industrial Safety and Health (DISH): Procedure for Registration of Factory and Licensing

1	Competent Authority	Directorate of Industrial Safety and Health (DISH)																									
2	Stage	Pre-operation																									
3	Approving Authority	<p>Registration - Additional Director, Industrial Safety and Health</p> <p>License - Joint Director, Industrial Safety and Health</p>																									
4	Procedure & Documents Required	<ul style="list-style-type: none"> Applicant to fill the online form on the SWP with the required details and submit the following documents: <table border="1"> <thead> <tr> <th>Sl .</th> <th>Document/ Item</th> <th>Mode of Submission: Online/ Speed Post</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Copy of supporting documents for occupation of premises (Sale deed/ Lease deed/ Rental deed etc.)</td> <td>Online, on the Single Window Portal</td> </tr> <tr> <td>2</td> <td>Proof for Occupier Identity (Issued by a Government Authority)</td> <td>Online, on the Single Window Portal</td> </tr> <tr> <td>3</td> <td>Proof for Occupier Address (Issued by a Government Authority)</td> <td>Online, on the Single Window Portal</td> </tr> <tr> <td>4</td> <td>Proof for Manager Identity (Issued by a Government Authority)</td> <td>Online, on the Single Window Portal</td> </tr> <tr> <td>5</td> <td>Proof for Manager Address (Issued by a Government Authority)</td> <td>Online, on the Single Window Portal</td> </tr> <tr> <td>6</td> <td>Copy of Memorandum and Articles of Association under Companies Act / Partnership Deed</td> <td>Online, on the Single Window Portal</td> </tr> <tr> <td>7</td> <td>List of Machinery with Horse Power Details</td> <td>Online, on the Single Window Portal</td> </tr> </tbody> </table> <ul style="list-style-type: none"> The applicant is to pay the concerned fee through the online payment gateway. The Joint Director may review the documents or forward the same to the Deputy Director or the Assistant Director for review. 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. Inspection is carried out at the Applicant's premises by officer who 		Sl .	Document/ Item	Mode of Submission: Online/ Speed Post	1	Copy of supporting documents for occupation of premises (Sale deed/ Lease deed/ Rental deed etc.)	Online, on the Single Window Portal	2	Proof for Occupier Identity (Issued by a Government Authority)	Online, on the Single Window Portal	3	Proof for Occupier Address (Issued by a Government Authority)	Online, on the Single Window Portal	4	Proof for Manager Identity (Issued by a Government Authority)	Online, on the Single Window Portal	5	Proof for Manager Address (Issued by a Government Authority)	Online, on the Single Window Portal	6	Copy of Memorandum and Articles of Association under Companies Act / Partnership Deed	Online, on the Single Window Portal	7	List of Machinery with Horse Power Details	Online, on the Single Window Portal
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		<p>reviewed the documents.</p> <ul style="list-style-type: none"> • If the inspection and documents are found to be satisfactory, a proposal for a registration number is prepared by the officer who conducted the inspection. The same is then forwarded to the Additional Director. • If the inspection was not found to be satisfactory, the application is rejected and the applicant is informed of the same on the SWP. • The Additional Director allots the corresponding registration number for the Applicant. The applicant is informed of the same on the SWP. • The license is issued to the Applicant by the Joint Director.
5	Process Time*	14 working days

*** 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