



***User Manual for Factory  
Licensing Application –  
Municipal Corporation of Delhi  
(MCD)***

## Table of Contents

<b>1.</b>	Introduction .....	3
<b>1.1.</b>	About Factory License (FL) .....	3
<b>1.2.</b>	Purpose .....	3
<b>1.3.</b>	Factory License Categories .....	3
<b>2.</b>	User Manual .....	4
<b>2.1.</b>	Citizen Dashboard.....	4
<b>2.2.</b>	Search Legacy Record .....	5
<b>2.3.</b>	Apply for New License.....	5
<b>2.4.</b>	Apply for Amendment .....	10
<b>2.5.</b>	Apply for Renewal- Renewal can be applied on expiry of License. ....	12
2.6	Apply for Surrender .....	13
2.7	Submit Deficiency .....	14
2.8	Check Rejection Remarks .....	15
<b>3.</b>	Factory License Fees and Charges.....	17
<b>3.1.</b>	Unified MCD Fee Chart while issuance of New License .....	17
3.2	Charges associated while Renewal of License.....	18
<b>3.2.</b>	Charges associated while Amendments of License.....	19
<b>3.3.</b>	Charges associated while Surrender of License .....	19
<b>4.</b>	Factory License Documents Required .....	19
<b>4.1.</b>	Documents are to be Submitted for Issuance of New Factory License .....	19
<b>5.</b>	Factory License Documents Required .....	<b>Error! Bookmark not defined.</b>
<b>5.1.</b>	Documents are to be Submitted for Issuance of New Factory license.....	<b>Error! Bookmark not defined.</b>
(a)	Conforming Industrial Area. ....	19
(b)	DDA/DSIDC/DI Built-up auction/allotted sheds. ....	19
(c)	Industries outside Industrial Area.....	20
(d)	Household category. ....	20
(e)	Local Commercial Category .....	20
5.2	Documents are to be Submitted for Renewal of Factory License .....	20
5.3	Documents are to be Submitted for Amendments of Factory License .....	20
5.4	Documents are to be Submitted for Surrender of Factory License .....	21

## 1. Introduction

### 1.1. About Factory License (FL)

Section 416 of the MCD Act, 1957 places an obligation power to obtain prior permission of Commissioner MCD in writing on the person desirous to establish in any premises or materially alter, enlarge or extend any factory, workshop or trade premises in which it is intended to employ, steam, electricity, water or other mechanical.

Once the permission is granted under this Section to install some machinery in a premise, it is also an obligatory to obtain a trade license as laid down under Section 417 (i) before starting the trade. In order to streamline the smooth and orderly growth of industries as per provisions of DMC Act, 1957, the Master Plan of Delhi & Pollution Control Committee, G.N.C.T.D., and as per directions/judgements delivered by the Supreme Court of India, the provisions are implemented in the NCT of Delhi to minimize the nuisance, health hazard and pollution for the orderly industrial growth in the NCT of Delhi. In order to achieve this, certain restrictions are imposed in form of licensing conditions for different categories of licenses.

### 1.2. Purpose

The purpose of the FL portal is: -

- Transformation of legacy process and afresh development of web application as per the current functional and technical requirements.
- Facilitate citizens with cashless, paperless, and faceless system.
- Advanced GUI of Online registration system can help the citizen to easily apply, renewal, amendment and surrender the factory license.
- Allows preservation of reporting forms in digital mode.
- Process oriented architecture which helps citizen to do easy registration for factory license without visiting MCD department from any internet point.

### 1.3. Factory License Categories

**License Validity Period** = One Year and valid up to 31-March of the Financial Year

Sl. No.	Trade Classification
1	Conforming (Industrial) Area
2	DDA/DSIDC/DI Built-up auction/allotted sheds
3	Industries Outside Industrial Area
4	Household Category
5	Local Commercial Category

## 2. User Manual

### 2.1. Citizen Dashboard

1. Dashboard provides listing of all factory registration records submitted by you alongwith key detail and status.

REGISTERED FACTORY LICENSE DETAILS													
SHOW 10 ENTRIES										SEARCH:			
S.No	Factory Registration Number	License Number	Request Number	Request Type	Company Status	Applicant Name	Factory/Trade Name	Trade Classification	Industry Type	Applied Date	Request Status	Action	
107	20102308108796934	FL23102014	2010230547171017	RENEWAL		MOHAN	INDIAN	DDA/DSIDC/DI BUILT UP AUCTION/ALLOTTED SHEDS	LABELS/STICKERS	23/10/2020	Request Rejected	+ ACTIONS	
108	20102308108796934	FL23102014	201023052609109	NEW		MOHAN	INDIAN	DDA/DSIDC/DI BUILT UP AUCTION/ALLOTTED SHEDS	LABELS/STICKERS	23/10/2020	License Issued	+ VIEW	
103	20102808108622284	FL28102027	201028110506106	NEW		SECOND	ABC	DDA/DSIDC/DI BUILT UP AUCTION/ALLOTTED SHEDS	CONTAINERS LIDS	28/10/2020	Request Rejected	+ ACTIONS	
70	20110800110388136	FL081120103	2011080337281129	SURRENDER		RAJESH KUMAR NEW	RAJESH PAN MASHALA	DDA/DSIDC/DI BUILT UP AUCTION/ALLOTTED SHEDS	ELECTRIC LAMP SHADES, FIXTURES	08/11/2020	License Surrendered	+ ACTIONS	
72	20110800110388136	FL081120103	2011080307541154	AMENDMENT		RAJESH KUMAR NEW	RAJESH PAN MASHALA	DDA/DSIDC/DI BUILT UP AUCTION/ALLOTTED SHEDS	ELECTRIC LAMP SHADES, FIXTURES	08/11/2020	License Issued	+ VIEW	
73	20110800110388136	FL081120103	201108022801111	NEW		RAJESH KUMAR	RAJESH PAN MASHALA	DDA/DSIDC/DI BUILT UP AUCTION/ALLOTTED SHEDS	PAN MASALA	08/11/2020	License Issued	+ VIEW	
74	20110801111694015	FL081120102	201108021101111	NEW		NAME OF APPLICANT CONFORMING	ATO Z TRADE	CONFORMING INDUSTRIAL AREA	ASSEMBLY AND REPAIR OF ELECTRONIC GOODS	08/11/2020	Request Under Process	+ ACTIONS	
31	20112801111686282		201128093801111	NEW				LOCAL COMMERCIAL CATEGORY	INFORMATION TECHNOLOGY ENABLED SERVICES	28/11/2020	Draft	+ ACTIONS	

#### To Know Important Instructions while filling Factory License

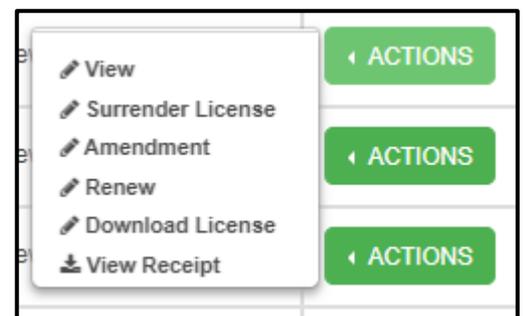
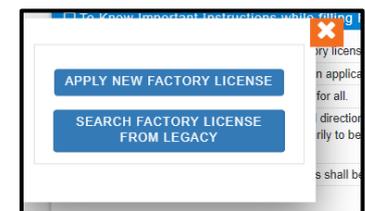
- ▶ All industrial unit Applicant must apply for factory license through MCD portal only.
- ▶ Applicants must submit correct details online in application formats.
- ▶ Registration of users/applicants is mandatory for all.
- ▶ Relevant provisions of DPCC, MPD-2021 and directions of Hon'ble Supreme Court of India in the matter of MC Mehta Vs UOI & Ors are necessarily to be complied with alongwith directions of Hon'ble NGT in various matters.
- ▶ Existing Labour Laws, Pollution Control Norms shall be applicable on all industrial units.

#### General Guidelines

- ▶ "Read (SOP) to understand flow of Factory License"
- ▶ "Read User Manual"
- ▶ "MPD - 2021"
- ▶ During scrutiny, if department finds any ambiguity in the application form, the application will be rejected and no refund of any fee will be made.
- ▶ Factory Licensing Department will not be responsible for multiple payments made by any applicant through online payment gateway. The issue shall be liable to be resolved between banker and applicant only.
- ▶ Applicants should download the payment receipts and copy of application for future reference.
- ▶ Penalty, as per provisions, for late renewal shall be applicable after 30th April every year.

[APPLY NEW FACTORY LICENSE](#) [SEARCH FACTORY LICENSE FROM LEGACY](#)

2. At the bottom of page, you can avail options for "Apply for New license" and "Search Legacy Record" after reading the Important instructions and General Guidelines
3. "Apply for New license" and "Search Legacy Record" Option can also be availed through menu bar
4. You can access various services using Action button such as Apply for Amendment, Renewal and Surrender based on request status alongwith download Provisional License, download payment receipt and download Final License etc.



## 2.2. Search Legacy Record

1. Searching can be done using –
  - License Number
  - Or
  - Factory/ Applicant Name
2. After filling the mandatory details mentioned below (minimum 2 characters are required to search), click on the Submit button.
3. If the data is available in respect of the entered searching parameters, it will be reflected.

SEARCH FROM OLD DATA

DETAILS OF FACTORY

LICENSE NUMBER \*

or

FACTORY NAME/ APPLICANT NAME \*

BACK RESET SUBMIT

FACTORY SEARCH DETAILS

SHOW  ENTRIES SEARCH:

Sl. No.	LICENSE NUMBER	Factory/Trade Name	Applicant Name	Category	Mobile Number	Issued Date	Expiry Date	Action
1	0217071448	M/S UTILITY FORMS PVT. LTD.	Mr Rajeev Mathur	CONFORMING INDUSTRIAL AREA	0146757575	12/02/2017	31/03/2021	<input type="button" value="ACTIONS"/>
2	0716071232	VICTOR COMPONENTS SYSTEMS (P)LTD	Mr PAWAN SHARMA	CONFORMING INDUSTRIAL AREA	9810031580	03/07/20	<input checked="" type="checkbox"/> Renew License	<input type="button" value="ACTIONS"/>

4. Click on the Actions button available against the concerned application and relevant options will appear like –Renew License.
5. Fill all required/ mandatory fields, attach relevant documents and submit the application after making payment.

## 2.3. Apply for New License

Using following steps, you can register to obtain New License:

1. In Menu Bar- Select “Apply New Factory License” Fill the application form correctly with all mandatory fields and click on Submit. It will not allow submission unless mandatory items are filled.
2. There are multiple sections available in the New Factory License Form i.e., Category

and Industry Details, factory and Premises Details, Personal Details, Trade Details, Factory Details, Building Plan details , DPCC/ Fire NoC Details and Upload Documents.

3. First section covers Trade category, Industry type and area etc. Industry type is dependent on Trade Category and Industry area only needs to be filled in case of 2 categories i.e., Confirming Industry Area and DDA/DSIDC/DI Built-up auction/allotted sheds.

The screenshot displays the 'APPLICATION FORM FOR NEW FACTORY LICENSE'. At the top, it states '(Fields Marked \* Are Mandatory)'. The form is divided into two main sections: 'CATEGORY' and 'INDUSTRIAL AREA AND TYPE'. In the 'CATEGORY' section, there are two dropdown menus: 'SELECT THE CATEGORY \*' with the selected value 'CONFORMING INDUSTRIAL AREA', and 'SELECT LICENSE PERIOD \*' with the selected value 'One Year'. The 'INDUSTRIAL AREA AND TYPE' section contains two dropdown menus: 'INDUSTRY TYPE \*' with the selected value 'ARCHITECTURAL AND ENGINEERING SERVICES', and 'INDUSTRIAL AREA \*' with the selected value 'COMPUTER COMPLEX OKHLA PH-II'.

4. Further, second section covers about factory Premises details such as Name of Trade/ Factory, Plot No., Floor, Factory Address, Factory Premises Pin code, Factory Under Zone, Factory Under Ward, Status of the Company. Relationship of Applicant with Factory, Authorized Signatory etc.

The screenshot shows the 'FACTORY / PREMISES DETAILS' section of the application form. It contains several input fields and dropdown menus: 'NAME OF THE TRADE/FACTORY \*' (text input: ENTER TRADE/FACTORY NAME), 'PLOT NUMBER \*' (text input: Enter Plot Number), 'FLOOR \*' (dropdown: Select Floor), 'FACTORY ADDRESS (HOUSE NO. / LANE / SECTOR / PLOT NO/ DISTRICT) \*' (text input: ENTER HOUSE NO. / LANE / SECTOR / DISTRICT), 'FACTORY PREMISES PIN CODE \*' (text input: Enter Factory Premises Pin Code), 'FACTORY UNDER ZONE \*' (dropdown: CENTRAL ZONE), 'FACTORY UNDER WARD \*' (dropdown: Select Ward), 'STATUS OF THE COMPANY \*' (dropdown: Select Status), 'RELATIONSHIP OF APPLICANT WITH FACTORY \*' (dropdown: Select Relationship), and 'AUTHORIZED SIGNATORY \*' (text input: Enter Authorized Signatory).

5. Next section covers Personal information as Name of Applicant, Father's Name, Photograph, Residential Address with Pin code, Phone number, email etc.

**PERSONAL DETAILS**

**NAME OF THE APPLICANT \***

**NAME OF APPLICANT'S FATHER/HUSBAND NAME \***

**UPLOAD YOUR PHOTOGRAPH ( IN JPEG/JPG FORMAT) \***  No file chosen

**RESIDENTIAL ADDRESS \***

**RESIDENTIAL ADDRESS PIN CODE \***

**MOBILE NO. \* 📞** India(91)

**E-MAIL \***

6. Next section covers information related of Trade in terms of Total Power Load and UPIC ID.

**TRADE DETAILS**

**TRADE FOR WHICH LICENSE IS REQUIRED \***

**TOTAL POWER LOAD REQUIRED \***

Power Watts Requirement	HP	Killo Watts
<b>Power Load *</b>	<input type="text"/>	<input type="text"/>
<b>Total</b>	<input type="text"/>	<input type="text"/>

**UPIC ID \* (Max Length 15 Character)**

**UPIC ID ADDRESS \***

Note: Total HP of Power Wattage will be less than or equal to 14 in case of Household

7. Next sections cover important information about Factory details, Building plan details and DPCC/ FIRE NOC Details. DPCC validity is also considered in validity of Provisional License (for fresh license only) if it is less than 90 Days from date of registration.

**FACTORY DETAILS**

**TOTAL NUMBER OF EMPLOYEES \***

**TOTAL LAND USED W.R.T. MASTER PLAN (IN SQ.MTRS) \***

**BUILDING PLAN DETAILS**

**BUILDING PLAN SANCTION LETTER NO \***

**DATE \***

**SANCTIONING AUTHORITY \* (max length 255 chars)**

**DPCC/FIRE NOC DETAILS**

**DPCC Sanction Date Should Be Under Previous Three Years**  
**Note: By Default, Final License Validity Will Be End Of The Financial Year (31st March) For All Categories.**  
**For All 4 Categories Except Household**  
**1. If Factory's Area Is Above 250 Sq. Mtr., Then Validity Of Final License Will Depend Upon DPCC Date And FIRE NOC Date Whichever Is Lesser.**  
**2. If Factory's Area Is Below 250 Sq. Mtr., Then Validity Of Final License Will Depend Upon DPCC Date If It Is Lesser**

**NAME OF THE TRADE \***

**DPCC SANCTION NO \***

**DPCC VALID UP TO DATE \* 📅**

**HAS EQUIPPED WITH FIRE FIGHTING EQUIPMENT AS PER THE SPECIFICATION OF DELHI FIRE SERVICE \***  
 Yes  No

**DPCC ISSUED DATE \* 📅**

**FIRE NOC VALID UP TO DATE**

Provisional license will be issued for Fresh License only in subject to following conditions: -

By default, provisional license validity will be for 90 Days for all categories from date of submission of application form.

- For all 4 categories except Household

1. If Factory's area is above 250 Sq. Mtr., Then validity of Provisional License will depend upon DPCC date and FIRE NOC date whichever is lesser,
  2. If Factory's area is below 250 Sq. Mtr., Then validity of Provisional License will depend upon DPCC date if it is lesser.
  3. DPCC Sanction No, Date and DPCC Valid UP To Date is mandatory.
8. Last section is Document section where all mandatory and required documents need to upload. After uploading all mandatory documents and filling mandatory information, click the confirmation check box and click Submit button to save details and proceed for further Fee Payment. "Save as Draft" can be used to save filled information and submit later on using Edit option available under Action button in Dashboard.

DOCUMENT REQUIRED TO BE SUBMITTED

**Note:**

A. Enclosures / Attachments Hereby Applicant Requested To Upload Self Attested Copies Of All The Documents

B. For Uploading Documents Max Size Should Be 2 MB And Scan Copy Should Be PDF Format Only

1. COMPANY DETAILS I.E, CERTIFICATE OF INCORPORATION/MOU,AUTHORITY LETTER IN NAME OF APPLICANT/NOC OF PARTNER WITH PARTNERSHIP DEED *	<input type="button" value="Choose File"/> No file chosen *
2. OWNERSHIP/REGISTERED OCCUPANCY PROOF IN SHAPE OF PERPETUAL DEED, LEASE DEED ALONGWITH NOC OF OWNER *	<input type="button" value="Choose File"/> No file chosen *
3. ADDITIONAL/OPTIONAL DOCUMENTS, IF ANY	<input type="button" value="Choose File"/> No file chosen
4. AADHAR CARD	<input type="button" value="Choose File"/> No file chosen
5. DPCC CONSENT *	<input type="button" value="Choose File"/> No file chosen *
6. FIRE NOC (IF AREA GREATER THAN 250 SQ. MT) *	<input type="button" value="Choose File"/> No file chosen *
7. BUILDING PLAN OR SANCTION LETTERS I.E, FORM C AND D	<input type="button" value="Choose File"/> No file chosen

I hereby verify that what has been stated above is true and correct to the best of my knowledge, and nothing has been concealed there from. That, I agree to the automatic notification of my request for consent / authorization / registration of my unit. I hold myself liable for perjury, Falsehood, misrepresentation or omission and / or falsification or act of dishonesty for any fraudulent, fake or tampered documents that have been submitted.

Note: Only PDF files can be uploaded with max. size of 2MB

Note:

1. Fire NOC Document will be non-mandatory in case of Household category and if Land Area is less than 250 Sq. mt. in other categories
  2. Additional Document is optional and can be uploaded as per requirement
9. On successful submission of the form, citizen will be redirected for Fee payment calculation page to re-verify the payment components and amount before proceeding to final payment. If all payment details are ok, then click on Submit button.

FACTORY DETAILS		
APPLICATION REFERENCE NO. *	REGISTRATION DATE *	NAME OF THE FACTORY *
240323322410294254	23-03-2024	TREE
NAME OF THE APPLICANT *	NAME OF THE FATHER/HUSBAND *	FACTORY ADDRESS *
TARUN	TEST	EWWEWW ERWEWE

PAYMENT DETAILS		
(A) PROCESSING FEE (RS.) *	(B) APPLICATION LICENSE FEE (RS.) *	(C) PERMISSION FEE (RS.) *
1000.00	0.00	1100.00
(D) = (A+C) LICENSE FEES (RS.) *	(E) ARREAR FEE (RS.) *	(F) LATE FEE (RS.)
2100.00	0.00	0.00
(G) ONLINE PAYMENT CONVENIENCE FEE (INCLUSIVE OF SERVICE TAX) (RS.) *	(H) TRANSACTION FEE (RS.) *	(I) = (D+E+F+G+H) TOTAL AMOUNT TO PAY (RS.) *
54.47 <small>(*2.5937% of the total amount)</small>	10.00	2165.00
INDUSTRY LICENCE PERIOD *	(J) = (I) NET PAYABLE AMOUNT (RS.) *	
FY -23-24	2165.00	

10. After verification, citizen will be redirected for payment and the fee, if applicable, can be paid using online payment gateway for debit/credit / Internet banking etc.

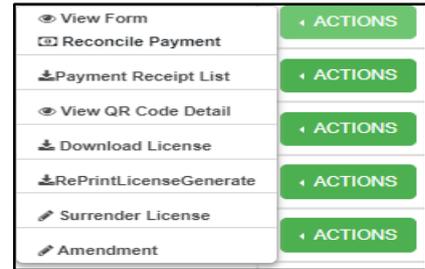
11. Once the payment process is completed, the application will be submitted for the approval of the respective MCD Official, you will be notified regarding approval or rejection through SMS. All the request will be assigned to Factory Inspector at first level for verification.

Note: In case your payment has been deducted but payment receipt is not available then then use "Reconcile Payment" option after 15 min.

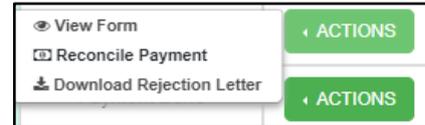
12. While application is under progress, you can download Payment receipt and Provisional License (for fresh license only) from Action button available in citizen Dashboard.

Note: For Category Industry type (Group F), Provisional License will not be issued.

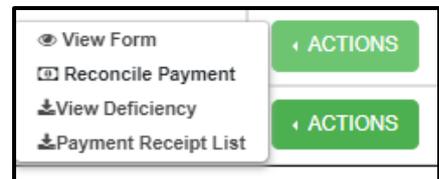
13. If application is approved, license will be available for download to the citizen in the dashboard under the Action Button available against the submitted application along with options for Amendment, Renewal and Surrender.



14. In case of request/ application rejection by MCD Officials, Rejection letter with rejection reason can be download from Actions button.



15. Similarly, if any deficiency is raised by MCD Officials then click on View Deficiency button, Click on rectify, upload deficient documents and submit the response for approval as per deficiency remarks given in deficiency letter.



## 2.4. Apply for Amendment

Note: Amendment can only be done if License is not expired.

1. If License is valid or not expired, Amendment option will be available to the citizen in the dashboard under the Actions button available against the approved application.



2. On selection of Amendment option, Amendment Form will open with all the allowed fields in editable mode.

APPLICATION FORM FOR AMENDMENT LICENSE

(Fields marked \* are mandatory)

SELECT THE CATEGORY \*

LICENSE NUMBER \*

---

**INDUSTRIAL AREA AND TYPE**

INDUSTRIAL TYPE \*       INDUSTRY AREA \*

---

**PERSONAL DETAILS**

NAME OF THE TRADEFACTORY * <input type="text" value="TEST"/>	NAME OF THE APPLICANT * <input type="text" value="NNN"/>	NAME OF APPLICANT'S FATHER/HUSBAND NAME * <input type="text" value="K0000"/>
UPLOAD YOUR PHOTOGRAPH ( IN JPEG/UGP FORMAT) * <input type="file" value="Choose file   No file chosen"/>	RESIDENTIAL ADDRESS * <input type="text" value="ASDASD"/>	RESIDENTIAL ADDRESS PIN CODE * <input type="text" value="333333"/>

3. Category cannot be changed but industry type can be changed. Also, Personal details such as name of Trade/ Applicant/ Applicant Father's or Husband's and photograph can also be changed.

4. Power consumption details can also be changed under Trade Details.

☰ TRADE DETAILS

TRADE FOR WHICH LICENSE IS REQUIRED \*

ARCHITECTURAL AND ENGINEERING SERVICES

TOTAL POWER LOAD REQUIRED \*

Power Watts Requirement	HP	Killo Watts
Power Load *	<input type="text"/>	<input type="text"/>
Total	<input type="text"/>	<input type="text"/>

UPIC ID \*(Max Length 15 Character)      UPIC ID ADDRESS \*

Enter UPIC Number.

5. Upload required documents, click the declaration and Click Submit Button

☰ DOCUMENT REQUIRED TO BE SUBMITTED

**Note:**

A. Enclosures / Attachments Hereby Applicant Requested To Upload Self Attested Copies Of All The Documents

B. For Uploading Documents Max Size Should Be 2 MB And Scan Copy Should Be Only PDF Format

1. UNDERTAKING ON COMPANY LETTER HEAD \*
2. ID PROOF (WITH PHOTOGRAPH) I.E. AADHAR CARD/VOTER ID/ PAN CARD/ VALID INDIAN PASSPORT/ PERMANENT DRIVING LICENSE, BANK PASS BOOK WITH PHOTOGRAPH AND SIGNATURE \*
3. ADDITIONAL/OPTIONAL DOCUMENTS, IF ANY
4. CONSENT FROM DPCC, IF ANY, AS PER NORMS LAID DOWN FOR THE APPLIED INDUSTRY \*
5. NOC/AUTHORITY IN FAVOR OF APPLICANT \*
6. RECEIPT FRAME \*
7. CONSTITUTION OF FIRMINCORPORATION CERTIFICATE IN CASE OF PUBLIC OR PRIVATE LIMITED COMPANY \*
8. DETAILS OF PROPOSED MACHINERY WITH H.P. RATING \*
9. COPY OF OLD LICENSE

Choose File No fil...osen \*

Choose File No fil...osen \*

Choose File No file chosen

Choose File No fil...osen \*

Choose File No file chosen

I hereby verify that what has been stated above is true and correct to the best of my knowledge, and nothing has been concealed there from. That, I agree to the automatic notification of my request for consent / authorization / registration of my unit. I hold myself liable for perjury. Falsehood, misrepresentation or omission and / or falsification or act of dishonesty for any fraudulent, fake or tampered documents that have been submitted.

6. On successful submission of the form, citizen will be redirected for Fee payment calculation page to verify the payment components and amount before proceeding to final payment. If all payment details are ok, then click on Submit and Pay button.

7. After verification, citizen will be redirected for payment and the fee, if applicable, can be paid using online payment gateway for debit/credit / Internet banking etc.

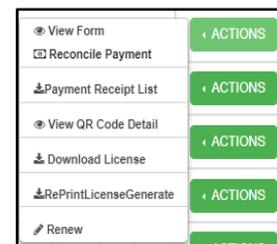
8. Once the payment process is completed, the application will be submitted for the

approval of the respective MCD Official, you will be notified regarding approval or rejection through SMS.

9. While application is under progress, you can download Payment receipt from Action button available in citizen Dashboard.
10. If application is approved, amended license will be available for download to the citizen in the dashboard under the Actions button available against the submitted application alongwith options for Amendment and Surrender. Renewal option comes only after expiry of license.
11. In case of request rejection by MCD Officials, Rejection letter with rejection reason can be download from Actions button.
12. Similarly, if any deficiency is raised by MCD Officials then click on View Deficiency button, click on rectify, upload deficient documents and submit the response for approval as per deficiency remarks given in deficiency letter.

## 2.5. Apply for Renewal- Renewal can be applied on expiry of License.

1. If license is expired, Renewal option will be available to the citizen in the dashboard under the Actions Button available against the approved application.
2. Renewal Form will open on selection of Renewal option with all the allowed fields in editable mode.
3. To renew the license, DPCC Sanction no., Date and Valid upto could be changed before submit request.



PROVIDE THE INFORMATION

FREE SPACE LEFT IN THE PREMISES (IN SQ.MTRS) *	AVAILABLE LAND FOR LOADING, UNLOADING OF LOAD AND VEHICLE PARKING (IN SQ.MTRS) *	
<input type="text" value="12"/>	<input type="text" value="23"/>	
No And Date Of Sanction Letter From Delhi Pollution Control Committee For Carrying Out Trade		
NAME OF THE TRADE *	DPCC SANCTION NO *	DATE *
<input type="text" value="sd"/>	<input type="text" value="23"/>	<input type="text" value="06/10/2020"/>
VALID UP TO *	HAS EQUIPPED WITH FIRE FIGHTING EQUIPMENT AS PER THE SPECIFICATION OF DELHI FIRE SERVICE *	
<input type="text"/>	<input checked="" type="radio"/> Yes	

4. Upload required documents, click the declaration and Click Submit Button.

**DOCUMENT REQUIRED TO BE SUBMITTED**

**Note:**

A. Enclosures / Attachments Hereby Applicant Requested To Upload Self Attested Copies Of All The Documents

B. For Uploading Documents Max Size Should Be 2 MB And Scan Copy Should Be Only PDF Format

1. ADDITIONAL/OPTIONAL DOCUMENTS, IF ANY

2. FIRE NOC (IF AREA GREATER THAN 250 SQ. MT)

3. DPCC \*

4. COPY OF OLD LICENSE

No file chosen  
 No file chosen  
 No file chosen \*  
 No file chosen

I hereby verify that what has been stated above is true and correct to the best of my knowledge, and nothing has been concealed there from. That, I agree to the automatic notification of my request for consent / authorization / registration of my unit. I hold myself liable for perjury, Falsehood, misrepresentation or omission and / or falsification or act of dishonesty for any fraudulent, fake or tampered documents that have been submitted.

5. On successful submission of the form, you will be redirected for Fee payment calculation page to re-verify the payment components and amount before proceeding to final payment. If all payment details are ok, then click on Submit button.
6. After verification, you will be redirected for payment and the fee, if applicable, can be paid using online payment gateway for debit/credit / Internet banking etc.
7. Once the payment process is completed, the application will be submitted for the approval of the respective MCD Official, you will be notified regarding approval or rejection via SMS.
8. While application is under progress, you can download Payment receipt from Action button available in citizen Dashboard
9. If application is approved, Renewal license will be available for download to the citizen in the dashboard under the Action tab available against the submitted application alongwith options for Amendment and Surrender.
10. In case of request rejection by MCD Officials, Rejection letter with rejection reason can be download from Actions button.
11. Similarly, if any deficiency is raised by MCD Officials then click on View Deficiency button, click on rectify, upload deficient documents and submit the response for approval as per deficiency remarks given in deficiency letter.

## 2.6 Apply for Surrender

Note: Surrender can be applied if license not expired.

1. If License is valid or not expired, surrender option will be available to the citizen in the dashboard under the Actions button available against the approved application.

View Form	+ ACTIONS
Reconcile Payment	+ ACTIONS
Payment Receipt List	+ ACTIONS
View QR Code Detail	+ ACTIONS
Download License	+ ACTIONS
RePrintLicenseGenerate	+ ACTIONS
Surrender License	+ ACTIONS
Amendment	+ ACTIONS

2. Surrender Form will open on selection of Surrender License option.
3. To surrender the license, upload the required documents, check mark the declaration and click on Surrender License Button.
4. On successful submission of the form, you will be redirected for Fee payment calculation page to re-verify the payment components and amount before proceeding to final payment. If all payment details are ok, then click on Submit button.
5. After verification, you will be redirected for payment and the fee, if applicable, can be paid using online payment gateway for debit/credit / Internet banking etc.
6. Once the payment process is completed, the application will be submitted for the approval of the respective MCD Official, you will be notified regarding approval or rejection via SMS.
7. While application is under progress, you can download Payment receipt from Action button available in citizen Dashboard.
8. If application is approved, surrender receipt will be available for download to the citizen in the dashboard under the Action tab available against the submitted application.
9. In case of request rejection by MCD Officials, Rejection letter with rejection reason can be download from Actions tab.
10. Similarly, if any deficiency is raised by MCD Officials then click on View Deficiency button, click on rectify, upload deficient documents and submit the response for approval as per deficiency remarks given in deficiency letter.

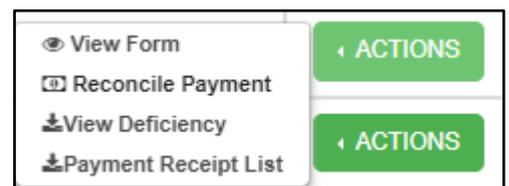
## 2.7 Submit Deficiency

Department may raise three types of Deficiency.

1. General/ Form level deficiency- In case any incorrect information entered by citizen in respective fields like Factory address, DPCC valid upto date, Fire NoC Date, HP etc.
2. Document Level- If any document is missing or blur or not clear.
3. Fee Deficiency- to recovery.

Following steps to submit response of Deficiency.

- a. If any deficiency is raised on request, click on “View Deficiency” under Action tab in Dashboard.



- b. Click on Rectify button, Deficiency form will open, check for Deficiency remarks in deficiency letter where deficient documents will be mentioned.

Sr. No.	Request Number	Date	Reminder	Action
1	Q-13032024-6264040	2024-03-13 16:16:11.567	<a href="#">View Reminder</a>	<a href="#">Rectify</a>
2	Q-13032024-9409997	2024-03-13 16:16:11.808	<a href="#">View Reminder</a>	<a href="#">Rectify</a>
3	Q-13032024-1211094	2024-03-13 16:16:12.027	<a href="#">View Reminder</a>	<a href="#">Rectify</a>

- c. Re-upload deficient documents and submit.

**DEFICIENCY RECTIFICATION REMARKS \***

Enter Deficiency Rectification Remarks

---

**DOCUMENT REQUIRED TO BE SUBMITTED**

**Note:**

A. Enclosures / Attachments Hereby applicant requested to upload self attested copies of all the documents

B. For uploading documents max size should be 2 MB and scan copy should be PDF format

- AFFIDAVIT TO THE EFFECT THAT THE BUILDING HAS BEEN CONSTRUCTED AS PER SANCTIONED PLAN \*
- A COPY EACH OF THE SANCTIONED BUILDING PLANS AND A COPY OF SANCTIONS LETTER \*
- CONTITUITION OF FIRM, IF ANY. IN CASE OF PUBLIC OR PRIVATE LIMITED COMPANY. \*
- DETAILS OF PROPOSED MACHINERY WITH H.P. RATING \*
- DPCC CONSENT \*
- FIRE NOC (IF AREA GREATER THAN 250 SQ. MT) \*
- PROOF OF OWNERSHIP FOR LEASE HOLD PLOTS BY DDA, DSIDC, DELHI GOVT., AND ANY OTHER GOVT AGENCY I.E. COPY OF LEASE DEED. IN CASE THE LEASE DEED HAS NOT BEEN EXECUTED , A COPY OF ACTION LETTER/ ALLOCATE LETTER/ POSSESSION LETTER. IN CASE OF FREEHOLD PROPERTY , COPY OF CONVEYANCE DEED IS TO BE SUBMITTED. \*
- ADDITIONAL DOCUMENT

No file chosen

I declare that the information provided by me in the application is true to the best of my knowledge and shall be liable for any action for wrong information provided by me under the SDMC rules.

## 2.8 Check Rejection Remarks

1. If request is rejected, then check Rejection letter under Actions button to view rejection remarks.

**MUNICIPAL CORPORATION OF DELHI**

Dr. Shyama Prasad Mukherjee Civic Centre ,  
Jawaharlal Nehru Marg, New Delhi-110002,

**Department of Factory Licenses**

**Ref No:** FL - 1710483672772      **Dated:** 15-03-2024

**REJECTION LETTER**

**To,**

CONCORDE MOTORS(INDIA) LIMITED A-31, MOHAN CO-OPERATIVE INDUSTRIAL ESTATE, MATHURA ROAD, NEW DELHI TILAK VIHAR DSIDC SHEDS 110044

**Sub: Rejection of your request FL - 1710483672772 dated 15-03-2024 for issuance of Factory License.**

**Dear Sir/Madam,**

Your Application **2403150288882195** for Factory License Registration is rejected due to following reasons :

amendment reject

**Your`s faithfully,**  
Karan Verma  
SYSTEM ADMINISTRATOR

## 2.9 Ward or zone name changed due to delimitation of 250 wards.

If there is any change in ward and zone name in existing application, then at the time of apply for next renewal/ Amendment etc correct ward and zone name reflected along with message shown to the concerned citizen. Like there is an application where in old ward name was “Nangloi Jaat” (as per old wards ) and new ward name- Nilothi (after delimitation of 250 wards. Accordingly zone name was mentioned as “Rohini zone and New zone – “Narela zone” so application gives pop-up message to the citizen i.e.

“Your Ward has been changed from old ward (NANGLOI JAAT) to New Ward- (Nilothi)

Your zone has been changed, from old zone (ROHINI ZONE) to new zone (NARELA ZONE).

FACTORY / PREMISES DETAILS		
<b>NAME OF THE TRADE/FACTORY *</b> M/S SNB GLOBAL PRIVATE LIMITED	<b>PLOT NUMBER. *</b> 232312	<b>FLOOR *</b> GROUND FLOOR
<b>FACTORY ADDRESS (HOUSE NO. / LANE / SECTOR /PLOT NO/ DISTRICT) *</b> F-90/26 OKHLA INDUSTRIAL AREA PH.-I N	<b>FACTORY PREMISES PIN CODE *</b> 110020	<b>FACTORY UNDER ZONE *</b> WEST ZONE
<b>FACTORY UNDER WARD *</b> NANGAL RAYA_two	<b>STATUS OF THE COMPANY *</b> Partnership Firm	<b>RELATIONSHIP OF APPLICANT WITH FACTORY *</b> Director
<b>Your Ward has been changed old ward is:- NANGAL RAYA</b>		

### 3. Factory License Fees and Charges

#### 3.1. Unified MCD Fee Chart while issuance of New License

Automatic Increase in all components of Factory license fees after completion of every three years.

**Above Rates and calculation effected from FY=2022-2023, accordingly 15% increment in all applicable Factory license fee will be effected in 2025-2026 and thereafter in 2028-2029. All components will be increased by 15% like Registration fees upto 5 HP will be 2300.**

##### For Issuance of New Factory License (Conforming Industrial Area) 2022-2025

HP (A)	Registration Fees (One Time) (B)	License Fee (One time) (C)	Application/ processing Fee (fixed) (D)	Unit charges (as per license period) (E)	Power load per HP (HP rate Rs. 50) (F)	Total
Up to 5 HP	2000.00/-	4000.00/-	1000	1000 * number of years (license period)	50 * Total HP * number of years (license period)	B+C+D+E+F
6 to 15 H.P	4000.00/-	8000.00/-				
16 to 50 H.P	25000.00/-	20000.00/-				
ABOVE 50 H.P	50000.00/-	40000.00/-				

##### For Issuance of New Factory License (Conforming Industrial Area) 2025 -2028 (after 15 % increment)

HP (A)	Registration Fees (One Time) (B)	License Fee (One time) (C)	Application/ processing Fee (fixed) (D)	Unit charges (as per license period) (E)	Power load per HP (HP rate Rs. 60) (F)	Total
Up to 5 HP	2300.00/-	4600.00/-	1150	1150 * number of years (license period)	60 * Total HP * number of years (license period)	B+C+D+E+F
6 to 15 H.P	4600.00/-	9200.00/-				
16 to 50 H.P	28750.00/-	23000.00/-				
ABOVE 50 H.P	57500.00/-	46000.00/-				

**Convenience Fee (Rs) = 2.5937% of the Total Amount**

**For Issuance of New Factory License (Household Area) 2022-2025**

HP (A)	Registration Fees (One Time) (B)	Application/ processing Fee (as epr license period) (C)	Unit charges (fixed) (D)	Power load per HP (HP rate Rs. 50) (E)	Total
Up to 5 HP	2000.00/-	1000 * number of years (license period)	1000	50 * Total HP * number of years (license period)	B+C+D+E+F
6 to 15 HP	4000.00/-				

**For Issuance of New Factory License (Conforming Industrial Area) 2025 -2028 (after 15 % increment)**

HP (A)	Registration Fees (One Time) (B)	Application/ processing Fee (as epr license period) (C)	Unit charges (fixed) (D)	Power load per HP (HP rate Rs. 50) (E)	Total
Up to 5 HP	2300.00/-	1150* number of years (license period)	1150	60 * Total HP * number of years (license period)	B+C+D+E+F
6 to 15 HP	4600.00/-				

**Convenience Fee (Rs) = 2.5937% of the Total Amount**

### 3.2 Charges associated while Renewal of License

**1. Renewal in one month prior and grace period i.e. March and April every year**

**a. Total Amount = Permission Fee + Processing Fee + Transaction Fee + Convenience Fee**

- i. Unit Charge = 1000 Fixed
- ii. Processing Fee = 1000 \* number of years
- iii. License Fee = H.P. rate × Total H.P + Unit Charge +Processing fee.
- iv. Transaction Fee = 10 (Fixed)

**2. Renewal after April and prior to ending of current financial year.**

**a. Total Amount = Permission Fee + Processing Fee + Transaction Fee + Late fee + Convenience Fee**

- i. License Fee = H.P. rate × Total H.P. + Unit Charge +Processing fee
- ii. Processing Fee = same as of Fee mentioned in Issuance of new license.
- iii. Late fee= license fee \*0.05 \* number of late months.
- iv. Transaction Fee = 10 (Fixed)
- v. Total Fee

### 3. Renewal after One year

a. **Total Amount = Permission Fee + Processing Fee + Transaction Fee + Late fee + Arrear + Convenience Fee**

- i. License Fee = H.P. rate × Total H.P. + Unit Charge + Processing fee
- ii. Processing Fee = same as of Fee mentioned in Issuance of new license.
- iii. Late fee = license fee \* 0.05 \* number of late months.
- iv. Transaction Fee = 10 (Fixed)
- v. Arrear = license fee of base year \* 0.05 \* number of late months \* 2

\* **Convenience Fee** (Rs) will be charged as 2.5937% of the Total Amount except late fee and arrear.

### 3.2. Charges associated while Amendments of License

**For all categories**

**(a) Application/Processing Fees** – Rs.1000.

**(b) Unit charges** – Rs. 1000

**(c) Power Load per HP** – 50 – HP rate x Total HP x number of years applied.

**(d) Amendment fees**- processing fee + Unit charge + Power Load per HP + 2.5937% of the total amount towards Online Payment Convenience Fee will be collected at the time of Submission of Application Form for Amendment of Factory License.

### 3.3. Charges associated while Surrender of License

**Conforming Industrial Area and Household category**

**Application/Processing Fees** Rs.1000 + 2.5937% of the total amount) towards Online Payment Convenience Fee will be collected at the time of Submission of Application Form for Surrender of Factory License.

## 4. Factory License Documents Required

### 4.1. Documents are to be Submitted for Issuance of New Factory License

#### (a) Conforming Industrial Area.

1. Ownership/registered occupancy proof in shape of perpetual deed, lease deed alongwith NOC of owner (complete chain of ownership not required).
2. Company details i.e., certificate of incorporation/MOU, authority letter in name of applicant/NOC of partner with partnership deed.
3. Building plan or sanction letters  
i.e. Form C & D.
4. Additional/Optional documents, if any.
5. DPCC consent.
6. Fire NOC (If premises come under purview above 250 sqm).

#### (b) DDA/DSIDC/DI Built-up auction/allotted sheds.

1. Ownership/registered occupancy proof in shape of perpetual deed, lease deed alongwith NOC of owner (complete chain of ownership not required).
2. Company details i.e., certificate of incorporation/MOU, authority letter in name of

- applicant/NOC of partner with partnership deed.
3. Building plan or sanction letters  
i.e. Form C & D.
  4. Additional/Optional documents, if any.
  5. DPCC consent.
  6. Fire NOC (If premises come under purview above 250 sqm).

### (c) Industries outside Industrial Area.

- 1 Ownership/registered occupancy proof in shape of perpetual deed, lease deed alongwith NOC of owner (complete chain of ownership not required).
- 2 Company details i.e., certificate of incorporation/MOU, authority letter in name of applicant/NOC of partner with partnership deed.
- 3 Aadhar Card.
- 4 Key plan/Site plan.
- 5 Additional/Optional documents, if any.
- 6 DPCC consent.
- 7 Fire NOC (If premises come under purview above 250 sqm).

### (d) Household category.

- 1 Ownership/registered occupancy proof /lease deed alongwith NOC of owner
- 2 Details applicant i.e. Photo ID proof.
- 3 Copy of electricity bill & Site plan/key plan.
- 4 Additional/Optional documents, if any.
- 5 Fire noc (if area greater than 250 sq. Mt)

### (e) Local Commercial Category

- 1 Ownership/registered occupancy proof /lease deed alongwith NOC of owner
- 2 Copy of electricity bill
- 3 Sanctioned building plan & site plan/key plan.
- 4 Aadhar Card.
- 5 DPCC consent
- 6 Certificate of safety of explosives.
- 7 Fire NOC (If premises come under purview above 250 sqm).
- 8 Additional/Optional documents, if any.

## 4.2 Documents are to be Submitted for Renewal of Factory License

- ✓ DPCC
- ✓ Fire NOC (If area greater than 250 Sq. Mt)

## 4.3 Documents are to be Submitted for Amendments of Factory License

- ✓ Constitution of firm/Incorporation certificate in case of public or private limited company. (for Change of constitution of firm)
- ✓ NOC/Authority in favor of applicant (for change of name of director/partner).
- ✓ Details of proposed machinery with H.P. rating. (For change in power load).
- ✓ Undertaking on company letter head.
- ✓ Consent from DPCC, If any, as per norms laid down for the applied industry (Required for all purposes and for change of trade)
- ✓ Additional Undertaking/indemnity Bond/affidavit as prescribed for clusters of industrial concentration earmarked for redevelopment into conforming industrial areas as per MPD-2021.

#### 4.4 Documents are to be Submitted for Surrender of Factory License

- ✓ UID
- ✓ Undertaking