



DEPARTMENT OF FACTORIES

Government of Andhra Pradesh

Registration and grant of License under the Factories Act, 1948: Detailed procedure and timelines

Certificate Issued			Timeline	
Factory Registration / License Approval			Within 7 days of application	
Step No.	Role	Step taken	Result	Details
1	Applicant	Visit Single Desk Portal (SDP) & log in	Applicant logged into Single Desk Portal (SDP)	Single Desk Portal (SDP) website: www.apindustries.gov.in Once factory plan is approved, applicant establishes the factory and requests for factory license through SDP prior to starting factory operations
2	Applicant	Fill pre-operations Common Application Form (CAF)	Common application form details captured (including required details for factory license)	Common process for all pre - operations applications through SDP
3	Applicant	Pay pre- operations CAF Challan through the SDP payment gateway	Payment processed	Payment is made through online payment gateway in SDP
4	Applicant	Upload documents for factory license	Documents uploaded	The following documents are to be uploaded online: <ul style="list-style-type: none">List of Directors/Partners with residential address.Stability Certificate Signed by:<ol style="list-style-type: none">A member of the institution of the Engineers (India) or any other institution of Civil Structural/ Chemical/ Architectural Engineers.Civil engineering of public works, electricity or highways department including retired engineers not below the rank of Executive/ Divisional Engineers.



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5	Applicant	Pay Challan through the SDP payment gateway	Payment processed	Payment is made through online payment gateway in SDP
6	Inspector	Factory is inspected	Inspection report uploaded on factory department website	Factories department website: http://factories.ap.gov.in/factories/#
7	Inspector	Provide approval for Non-hazardous factories	Factory license issued online which are valid unless duly cancelled	Applicant is sent an alert upon approval. Approval can be downloaded from SDP by applicant
8	Deputy Chief Inspector	Provide approval for Hazardous (Category B) factories	Factory license issued online which are valid unless duly cancelled. Every licensee shall, before the commencement of any calendar year, pay the annual licence fee for each calendar year or three times the annual license fee.	Applicant is sent an alert upon approval. Approval can be downloaded from SDP by applicant
9	Director of Factories	Provide approval for Hazardous (Category A) factories	Factory license issued online which are valid unless duly cancelled. Every licensee shall, before the commencement of any calendar year, pay the annual licence fee for each calendar year or three times the annual license fee.	Applicant is sent an alert upon approval. Approval can be downloaded from SDP by applicant



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Ushakrishna Indhara
Director of Factories
A.P Hyderabad.



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9	Director of Factories	Provide approval for Hazardous (Category A) factories	Factory license issued online which are valid unless duly cancelled. Every licensee shall, before the commencement of any calendar year, pay the annual licence fee for each calendar year or three times the annual license fee.	Applicant is sent an alert upon approval. Approval can be downloaded from SDP by applicant

Abala Kishore
Director of Factories
A.P Hyderabad.