OFFICE OF THE SECRETARY-CUM-COMMISSIONER (LABOUR)
LABOUR DEPARTMENT, GOVT. OF NCT OF DELHI
5, SHAM NATH MARG, CIVIL LINES, DELHI-110054

F.NO:SAIT/Lab/e-District/2020/718-720 Dated:- 07/10/26

Sub: Circulation of Standard Operating Procedure (SOP) for correction/rectification requests in service of Renewal/Amendment of Licence for Contractor under Contract Labour (R&A) Act, 1970 on e-District portal.

Offline requests are received in Labour Department, GNCTD from the Applicant to correct/rectify the inadvertent error made during the application stage. In order to ensure uniformity, transparency and time-bound disposal of such rectification requests, the Standard Operating Procedure (SOP) has been formulated.

All concerned officers/officials are hereby directed to ensure that requests for correction/rectification are dealt with strictly in accordance with the enclosed SOP. The District In-charge (JLCs/DLCs) concerned shall ensure proper scrutiny and verification of the applicant's request and supporting documents before forwarding the complete case for approval.

This issues with the prior approval of the Secretary-cum-Commissioner (Labour)

07/10/2026

(Utpal Kumar Sinha)
Additional Labour Commissioner

To

1. All District In-charges (JLCs/DLCs), Labour Department, GNCTD.
2. Assistant Director (IT), Labour Department, GNCTD

Copy to:
PPS to Secretary-cum-Commissioner (Labour), Labour Department.

STANDARD OPERATING PROCEDURE (SOP)

Procedure for Correction/Rectification of Applicant Details in e-District Portal

1. Purpose

This SOP lays down a uniform, transparent and time-bound procedure for dealing with offline requests for correction/rectification of information submitted by applicants on the e-District Portal, exclusively for the e-District service of Renewal/Amendment of Licence for Contractor under Contract Labour (R&A) Act, 1970:

2. Guiding Principles

a. Genuine Error: Rectification shall ordinarily be considered where available records establish that the incorrect entry resulted from an inadvertent clerical, typographical or data-entry error.

b. Documentary Evidence: The proposed correction shall be supported by relevant documents.

c. No Unauthorized Substantive Change: The rectification mechanism shall not be used to introduce a new contract, change the identity of the contractor/principal employer, change the nature of the contract or otherwise make an unauthorized substantive alteration.

d. Field-specific Correction: Only the field specifically approved for correction shall be rectified.

3. Procedure

Step 1 – Submission of Correction Request

After noticing an error in the submitted application, the applicant shall approach the concerned District in-charges (JLCs/DLCs) with a written hardcopy request and supporting documentary evidence clearly indicating:

Existing data to be replaced by Proposed Corrected data

Step 2 – Scrutiny and Verification by District Inn-charges (JLCs/DLCs)

The District In-charges (JLCs/DLCs) shall examine the original application, merit of applicant's request, existing and proposed entries, supporting documents and other relevant records.

Timeline: 2 working days.

Step 3 – Forwarding of Complete Case

After verification, the District In-charges (JLCs/DLCs) shall prepare and forward the complete case to the Additional Labour Commissioner/Competent Authority with a specific recommendation through e-office only.

Timeline: 2 working days.

Step 4 – Approval by Competent Authority

The Additional Labour Commissioner/Designated Officer shall:

- examine the complete case:
- seek further clarification/documents;
- direct further verification.
- Approve/reject the proposed correction;

Timeline: 5 working days.

Step 5 – Authorization by IT Branch

After receipt of approval, the IT Branch authorizes the required application to be rectified.

Timeline: 3 working days.

Step 6 – Rectification by District In-charges (JLCs/DLCs).

The concerned District In-charge (JLCs/DLCs) shall rectify the application strictly in accordance with the approval and shall ensure that only the approved field is changed.

Timeline: 2 working days.

4. Stage-wise Timeline

Sl. No.	Stage	Responsibility	Timeline
1	Applicant submits written hardcopy request for correction along with supporting documents to concerned District Office	Applicant	At the earliest after noticing the error
2	Receipt, scrutiny and verification of request along with required documents	Concerned District In-charge (JLCs/DLCs)	2 working days
3	Forwarding of complete verified case to competent authority for approval with specific recommendation through e-office only	Concerned District In-charge (JLCs/DLCs)	2 working days
4	Examination, further clarification, verification and approval/rejection	Additional Labour Commissioner /Designated Officer	5 working days
5	Authorize Concerned Concerned District In-charge (JLCs/DLCs) to Rectify the application in e-District portal.	IT Branch	3 working days
6	Rectification of approved field in e-District application and verification	Concerned District In-charge (JLCs/DLCs)	2 working days