

**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)

30/11/26  
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 In-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                           |

*30/11*