

NEW DELHI MUNICIPAL COUNCIL,
OFFICE OF THE DIRECTOR (HEALTH LICENSING)
PALIKA KENDRA NEW DELHI

No. HL-1/Policy/De/2018

Dated:- 01/05/2018

OFFICE ORDER

With the approval of the competent authority, it has been decided that the health licence applications would be processed 'On Line' in order to bring transparency, Ease of Doing Business to Traders in NDMC as well as timely disposal of cases.

02. In the initial phase, following types of cases would need to be applied through 'On Line':-

A- Trade Category-Covered under section 331 of NDMC Act, 1994

- (i) Eating house
- (ii) Lodging house
- (iii) Hotel/guest house
- (iv) Boarding house
- (v) Tea shop with seating arrangement
- (vi) Coffee shop with seating arrangement
- (vii) Restaurant
- (viii) Canteens etc.
- (ix) Kiosks allotted by Estate Department

B- Trade Category- covered under section 332

- (i) Theater
- (ii) Circus
- (iii) Cinema house
- (iv) Dancing hall
- (v) Clubs
- (vi) Gyms

03. The following documents would be required for grant of health licence in respect of category A & B as indicated above:-

- (i) Aadhar Card
- (ii) Pan Card/TIN No.
- (iii) Ownership of property (Tenancy/Lease Deed/Regd purchase deed)
- (iv) Last Electricity and Water Bill Copy
- (v) NOC from Fire & (Tax, Estate for dues, if applicable)
- (vi) Sanction Plan/Site Plan
- (vii) Medical Fitness Certificate of staff as prescribed;



(viii) Undertaking/Self declaration as prescribed;

For Renewal

- (i) Old License Copy
- (ii) No dues certificate form Tax/Estate Deptt. as applicable
- (iii) Electric and Water connections bill (Last month Bill copy)
- (iv) Valid Fire NOC, if applicable
- (v) Medical Certificate of staff;

04. The following types of cases would be considered '**Off Line**' for grant of health licence are as under:-

(C) Trade Category- Covered under section 327&330 of NDMC Act, 1994

- (i) Hawking on cycle for un-cut fruits and vegetables etc.
- (ii) Water Trolley including refrigerated
- (iii) For sale of ice cream on trolley
- (iv) Chef cart.
- (v) Vengis
- (vi) Sale of milk on cycle
- (vii) Aerated water on hand cart
- (viii) Vegetables on cycle
- (ix) Uncut fruits on cycle
- (x) Ice cream on pushcart and sale of ice on hand cart
- (xi) Channa Moongphali
- (xii) Sale of food items from stalls/kiosks
- (xiii) DMS/mother dairy booth
- (xiv) General store
- (xv) Fruits/Vegetables/Packed Food
- (xvi) Small stalls/kIOSKS
- (xvii) Saloon/Barber shops

05. Documents required for grant of health license in respect of category mentioned in Category-C above are as under:-

- (i) Aadhar Card
- (ii) Pan Card
- (iii) Electricity/Water Bills copy, if required;
- (iv) Ownership documents (Tenancy/Lease deed/Purchase Deed) as applicable
- (v) Medical Certificate of staff etc.
- (vi) Undertaking/self declaration as prescribed;

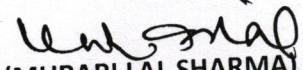


06. The Trade Licenses for Category-A&B would be issued after the approval of High Empowered Committee constituted vide Order No.157/D/PS/CP/17 dated 13/04/2017. In respect of **C- Category**, Director (Health Licensing) or J.D (Health Licensing) would be competent to issue Health License without referring the proposal to High Empowered Committee.

07. The applications received '**On Line**' by the 15th of the month, would be scrutinized and inspected by Concerned Department in 3rd Week of Month and the High Empowered Committee would meet in the last week of Month to consider all such cases. The whole process need to be completed in a month time.

08. It has also been observed that there is inordinate delay in issuing the health licenses by Department after the circulation of minutes and to avoid the same, it is also decided that Health Licenses are issued within three (3) working days after the minutes are issued. **Files are not required to put up again to the Secretary, NDMC for approval once it is approved by the High Empowered Committee.** However, in case any facts come to light of the Department which have bearing on the decision of the Committee, file should be put up again to the Secretary for appropriate decision.

09. All CMOs (Health Licensing) will ensure that the requisite documents are complete and requisite fee is paid as per the Council Resolutions before issuance of health licence as per the procedure detailed herein.


(MURARI LAL SHARMA)
Director (Health Licensing)

Copy to:-

Dr. R.N.Singh
CMO (Health Licensing)
Circle No.4,6,7 & 14

Dr. Ramesh Kumar
CMO (Health Licensing)
Circle No.1,2,3 & 5

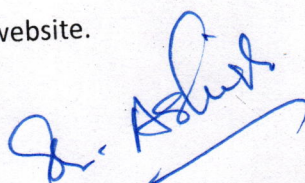
Copy for kind information to:-

01. P.S to Secretary, NDMC
02. P.S to Chairperson, NDMC
03. CVO, NDMC
04. J.D(I.T) for uploading on NDMC website.

Dr. Gunjan Sahai
CMO (Health Licensing)
Circle No.11, 12 & 13

Dr. Shakuntala Srivastava
CMO (Health Licensing)
Circle No.8,9 & 10

142581/2018/Dr Health Licensing


02.05.18