

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

No. D/69/DIA/H/L

Dated:- 1st May, 2018

All Traders Association of NDMC Area

Sub:- ON LINE PROCESS FOR HEALTH LICENCE IN NDMC AREA.

Sir,

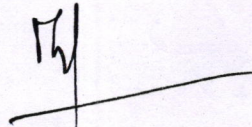
In order to reduce the delay in getting Health License from NDMC and to provide hassle free services to traders as a part of Ease of doing Business. This is to inform that NDMC has started the process the applications for grant of health licence through 'On Line' and it has been decided that from **1st May, 2018, onwards** no applications for grant of health would be received off line.

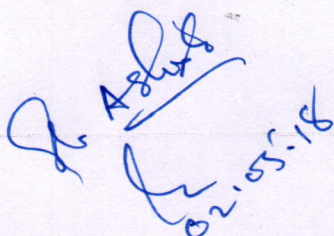
02. For the sake of helping Members of your Association, it is informed that following documents are essentially required while applying application for the licence:-

- (i) Copy of Adhar Card and PAN Card of applicant.
- (ii) Medical examination certificate of the employees;
- (iii) Self declaration on violation/unauthorized construction etc.
- (iv) Photocopy of last paid copy of Electricity and water supply bill;
- (v) Ownership documents (licence deed/registered sale deed or Tenancy Right etc.);
- (vi) NOC from the Fire Department of Delhi Government, if required;
- (vii) **Site Plan of Premises;**
- (viii) Sanction Plan or NOC from Architect Department for new construction/fresh grant.

03. The documents (i) to (vii) documents as indicated above are mandatory and need to be uploaded with the application while filling application through 'On Line' in the NDMC website www.ndmc.gov.in# online health licence and following functionalities available for filling the applications is as under:-

- (i) Application for New License




02.05.18

- (ii) Upload Deficiency Documents
- (iii) Print Duplicate Receipt
- (iv) Print Certificate
- (v) Pay Partial Balance Amount
- (vii) Application Status
- (viii) Application for Renewal of License
- (ix) Upload Renewal Deficiency Documents


04. In case any inconvenience while filling 'On Line' applications, the concerned staff in room No.1015, 10th Floor, NDMC, Palika Kendra, New Delhi may be contacted and Health Licensing Department will help the Applicants for filling the application Form during the initial phase of the process.

05. Further, it is also informed that all the applications received through the system till 15th of every month would be inspected by the Team deputed by NDMC in the third week of every month and by the end of the month the whole process would be completed for grant of health licence.

06. It is also informed that the Application once rejected by the High Empowered Committee, the same would not be reconsidered at least for the six months and hence it is advised that the application for grant of health licence need to be filed only when all the formalities are completed at the end of the applicant. The list of all approved cases would be published on Website of NDMC for information of applicants.

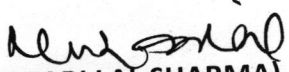
07. Needless to mention that all the health licence holders may be advised to maintain the adequate sanitary conditions at their restaurants and abide by all the health licence conditions strictly to avoid penal action/cancellation of the licence in the public interest.

08. It may also be impressed upon all the trading community that running restaurant / eating business unit in NDMC area without a valid Health License is illegal and hence liable to be sealed without any prior notice as per provision of Section 331 & 333 of NDMC Act 1994.



09. Any suggestions for improvement in the system are Welcome and may kindly be shared with us on e-mail – director.tax@ndmc.gov.in.

Yours faithfully,


(MURARI LAL SHARMA)
Director (Health Licensing)
011-23364699

Copy to:-

01. Director (PR), NDMC
02. Director (EBR)
03. Chief Architect
04. Director (Estate-I)
05. Director (Estate-II)
06. Director (Tax)
07. Director (Enforcement)
08. J.D(I.T) to upload on website

Copy for kind information to:-

01. CVO, NDMC
02. P.S to Secretary, NDMC
03. P.S to Chairperson

142594/2018 | Dir (Health Licensing)