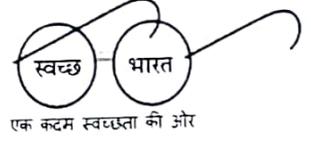




## EAST DELHI MUNICIPAL CORPORATION

Public Health Department  
Udyog Sadan, 419 Patparganj  
Industrial Area, Delhi-110092



No. ADDC-MHO/EDMC/HO/2022/06

Dated: 01-4-2022

### Office Order

#### Sub: Simplification of Health Trade License Policy-3

In the territorial jurisdiction of the East Delhi Municipal Corporation following simplification of Health Trade Policy- 3 is incorporated to facilitate the traders to invest and operate Health trades in the conforming sites in the territorial jurisdiction of the EDMC, which is as under:

- i. E-SLA period for grant of Health Trade License is reduced from 60 days to 30 working days.
- ii. For new Health trades including for eating establishments and lodging and boarding houses, trader will fill up online application with uploading mandatory documents and auto generate PROVISIONAL LICENSE certificate after payment of the requisite fees (Registration fee-one time, processing- Rs. 1000/- per annum and License fee- @ Rs. 50 per sq mts up to 3 years). By 30 working days period (day of generation of provisional HTL will be zero day), hierarchy of inspecting, proposing and approving officials should complete the process to generate Regular Health Trade license.

The Provisional License Certificate will be valid for 30 working days from the date of generation.

In case within 30 working days of applying online application for new license is not attained logical end, Deemed license will be automatically generated.

Deemed Health Trade license scrutiny period of 15 days over and above the E-SLA period of 30 working days has been provided to attain logical end either by confirming deemed license as regular Health trade license or to revoke deemed license, if the trade is non-compliant for granting of Health trade license.

Responsibility will be fixed for failure to process the application within E-SLA period i.e. 30 working days.

1. After generation of the provisional license certificate by the Health Trade Operator, concerned official/inspector shall visit the site and furnish his report regarding any violation of policy /guidelines of the Health Trade license. He shall also verify the site according to the documents furnished by the applicant.

2. If there is any violation, department shall revoke the license and take action immediately.
  3. Concerned official/Inspector shall be directly accountable /responsible for any connivance or false report.
- iii. For Renewal of Health trade license including eating establishments and lodging and boarding houses, trader will complete the online application with uploading mandatory documents required for the tenure of the license renewal and auto generate Regular Health Trade License after payment of the requisite fees. Mandatory inspection has to be ensured by the concerned officials at least once during that financial year.
1. After generation of the regular license by the Health trade operator, concerned official/inspector shall visit the site and furnish his report regarding any violation of policy /guidelines of the Health Trade license during that financial year. He shall also verify the site according to the documents furnished by the applicant.
  2. If there is any violation, department shall revoke the license and take action immediately.
  3. Concerned official/Inspector shall be directly accountable /responsible for any connivance or false report.

This is issued with the approval of the Hon'ble Mayor vide order dated 31.03.2022 in anticipation of approval of the Corporation.

  
**Addl. MHO**  
Dr. D. Somashekar  
I/C Addl. MHO(PH)  
Public Health Department  
East Delhi Municipal Corporation

**Copy to:**

1. DHO, Shahdara South/North zone
2. DHO(HQ)-II
3. All PHIs/APHIs through zone DHO
4. AO, IT

**Copy for information:**

1. PS to Hon'ble Mayor, EDMC for information of the Hon'ble Mayor
2. PS to Chairman, Standing Committee for information of the Chairman, Standing Committee
3. Addl. Commissioner (Health)
4. Deputy Commissioner, Shahdara South/North zone
5. PS to the Commissioner