



MUNICIPAL CORPORATION OF DELHI

Central Licensing and Enforcement Cell
21st Floor, Dr. SPM Civic Centre,
J. L. Nehru Marg, New Delhi-110002



No. DC/CL&EC/MCD/2026/D-52

Date: - 15.05.2026

To,
The Director (IT),
24th Floor, Dr. SPM Civic Centre,
Municipal Corporation of Delhi-110002

Sub: Integration of General Trade/Storage License Fee Payment with the Property Tax Portal.

Please refer to this office order No. AC/MCD/CL&EC/2026/D-26 dated 30.04.2026, whereby it has been decided that the payment of General Trade/Storage Licence fee shall be made simultaneously with the payment of Property Tax through the Property Tax portal. The receipt generated upon such payment shall be treated as a valid General Trade/Storage Licence under Section 417 of the DMC Act-1957 for the premises concerned and contain appropriate endorsement to this effect.

2. Accordingly, the IT Deptt. is requested to make a separate link for payment of 15% General Trade/Storage Licence fee of the total Property Tax on the Property Tax portal. Following information may be sought at the time of making General Trade/Storage Licence payment :-

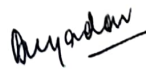
- (a) Owner(s) of Trade :- Self/Tenant (UPIC Number)
- (b) Details of trade to be operated in the premises, i.e. :-
 - (i) Name with photograph
 - (ii) Address proof of trade (rent agreement/electricity bill etc)
 - (iii) Front fascia trade
 - (iv) Area of trade in sq. mtr.
- (c) Numbers of trades being carried out in premises
- (d) Description of trades (as per drop down menu):-

These details must be reflected on the General Trade/Storage Licence receipt as the same is to be treated as General Trade/Storage Licence and will be required for record/revenue and inspection by the CL&EC (HQ) and Zonal offices.

3. The General Trade/Storage Licence already issued will remain valid for the period of their validity. The service of new licence and renewal of licence be closed on the existing portal. However, the existing portal will be remain alive for the purpose of resolving cases relating to amendment/dispute in existing licences. It will also be used for the purpose of identifying defaulters for non-renewal of licences and recovery.

4. The new facility which is being initiated on property tax portal, will be accessible to the CL&EC (HQ) for monitoring of General Trade/Storage Licence record and receipts. If any change in respect of owner of trade or trade description, etc. is sought, it may be done after due approval from Deputy Commissioner, (CL&EC) in the similar manner as is being done now.

This issues with the approval of worthy Commissioner/MCD.


Deputy Commissioner
Central Licensing & Enforcement Cell

ANIL KUMAR YADAV
Dy. Commissioner
CL & EC/MCD

Copy to :-

1. PS. to Commissioner, MCD :- for kind information of the Worthy Commissioner.
2. Addl. Commissioner, CL&EC (HQ).
3. All Zonal DCs.