



**MUNICIPAL CORPORATION OF DELHI**  
**Public Health Department**  
**12<sup>th</sup> Floor, Dr. SPM Civic Center,**  
**JLN Marg, New Delhi-110002**

**No. MHO/MCD/2025/D-184**

**Dated: - 18/03/2025**

**Office Order**

Competent Authority vide order dated 27.02.2025 approved the following General Terms and conditions of the Health Trade license and self declaration/undertaking by the applicant/licensee:

- i. The Municipal Health Trade license certificate availed is restricted within the domain of regulatory actions of the Public Health Department to ensure operation of the Health trade under sanitary and hygienic conditions by complying with the technical conditions prescribed for the Health trades.
- ii. This license will completely indemnify the MCD for any incidence of fire. Fire Safety Standards are to be taken care of by the licensee. Applicant who is seeking for HTL shall obtain fire NOC before applying for Municipal HTL. Licensee will be squarely responsible for fire safety of the premises and meeting other regulatory requirement as applicable.
- iii. The Health Trade License does not confer any legal/ownership right and cannot be used for any other purpose for which license is generated.
- iv. The license does not entitle for regularization of any unauthorized construction.
- v. The licensee shall permit the authorized officer of MCD to inspect the licensed premises consequent to issue of health license under question at all reasonable time and without notice during the tenure/ validity of license.
- vi. The license should be displayed at the conspicuous part of the property.
- vii. Whenever the licensed premises are vacated, the licensee shall inform to the concerned authorized officer of MCD and liable to return/surrender the license to MCD. Failure to do so shall make him/her ineligible for issue of license in future, without getting cleared all previous dues.
- viii. The licensee should regularly clean the premises & removed filth or refuse on daily basis and also pay the necessary charges which are required as per the Solid Waste Management Rules Bye Laws.
- ix. The license is not transferable and it should be used by the person and for the premises alone for which/whom it is granted. It should not be used by unauthorized

person. In case of death, the license can be transferred to the legal heirs on merit and on the basis document of the case.

- x. No vested right is created in the name of the legal heir unless the said license is mutated/transferred in the name of other after death of the original licensee.
- xi. The licensee shall make separate storage arrangement for the articles which are intended for human consumption and which are poisonous or likely to contaminate other items within the premises.
- xii. The licensee shall ensure that no act is being done in the licensed premises which shall lead to danger to life or property, nuisance etc.
- xiii. Licensee shall either do not permit any negligent act, which is likely to cause fire or otherwise endanger the public safety in the licensed premises.
- xiv. The licensee shall not encroach i.e. no table, chair, kadhai etc. should be placed on Public land in any manner.
- xv. The license is subject to all terms and conditions imposed at time of grant of health trade license and also imposed from time to time. If it is found that the activity is not permissible, then license shall stand revoked without any further communication and MCD shall be kept harmless for the same.
- xvi. The grant of license does not abdicate the licensee from responsibilities as towards complying with the provisions of DMC Act, 1957 as amended from time to time or any other law for the time being in force.
- xvii. The licensee shall not be allowed to run any trade which is prohibited by any Act/Law/Government order/ Directions from any Court of Law/MPD-2021.
- xviii. The license is liable to be cancelled, if the trade premises are found to be contrary to the provisions of MPD-2021/ Delhi Special Provision Act, 2011 as amended from time to time.
- xix. The health trade license is premises specific. Any change in the premises including addition/alteration or ownership will amount to revocation of license issued.
- xx. The license is liable to be cancelled in any case, if any of the statement made in common undertaking affidavit, document found, otherwise.
- xxi. The health trade license issued is subject to the validity of documents & common undertaking submitted by the applicant. Any violation to the technical instructions & bye-laws for the health trades will result in revocation of the license and MCD will not be liable for the same.
- xxii. Health Trade License Certificate availed will confine the regulatory role of the Public Health Department independent of the Fire safety Certificate. However, dependency on Fire Safety Certificate from Delhi Fire Service (DFS) for designated Health trades (mandated for Fire Safety Certificate as per DFS Rules) will be maintained only during grant of fresh Health Trade License. Validity of Municipal Health Trade

License will be up to the validity of Fire Safety Certificate in such Health Trades. If Fire Safety Certificate is not renewed, the validity of Municipal Health Trade License will cease to exist automatically after expiry of fire safety certificate, even if Health Trade License is granted beyond the expiry of Fire safety certificate.

- xxiii. Licensee will be squarely responsible for fire safety of the premises and also other regulatory Stake Holders will have to fulfill their regulatory roles as per their domain of actions.
- xxiv. As per the domain of regulatory actions, operation of the Health trade under sanitary and hygienic conditions by complying with the technical conditions prescribed for the Health trades under the Health Bye Laws will be ensured and accordingly indemnify MCD against any incidence of fire accidents.
- xxv. Random inspection of the trade premises can be carried out by the authorized officials of the Public Health Department at any time. Inspection may not be compulsory during the renewal of the license for fourth/fifth and sixth financial years, but, compulsory after completion of the license cycle of six financial years.
- xxvi. Health Trade License will not have any bearing on ownership and cannot be used for settlement of ownership dispute. It is also not entitled for regularization of any unauthorized construction.

**Self-Declaration/Undertaking By The Applicant/Licensee**

- That the trade for which HTL has been applied is approved/permitted in the basement in the sanctioned plan by Building Department & Fire NOC has been obtained from Delhi Fire Service Department.
- That I will not held MCD responsible or liable for any action against me by authority, arising from or out of the grant of the said health trade license and completely indemnify/ keep harmless of MCD of any action that may be taken or proposed to be taken by any of the authority of Government Department or any Court of Law.
- That I undertake to ensure that no pollution will be caused by running the above said health trade at the above said premises and in case at any stage, it comes to the notice of MCD or any Statutory Authority that the unit /establishment is causing pollution of any kind, I/we shall be liable for action under any provision of law.

This is issued with prior approval of the Competent Authority.

  
Municipal Health Officer

**Distribution:-**

1. All zone DHOs
2. DHO(HQ)-II





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**No. MHO/MCD/2025/D- 186**

**Dated: - 18/03/2025**

**Office Order**

Competent Authority vide order dated 27.02.2025 approved the following:

- a. For all Health trades, where inspection is mandatory, applicant/licensee will have choice to avail license certificate validity for six financial years, after paying requisite license fee or can avail license certificate having validity compulsorily for three financial years and further may opt up to fourth/fifth/sixth financial years by self-certification, after paying requisite license fee without mandatory inspection during renewal.
- b. Validity of Health trades under instant Health Trade License category can be availed by the applicant/licensee from existing up-to three financial years to up-to six financial years.

This is issued with prior approval of the Competent Authority.

  
**Municipal Health Officer**

**Distribution:-**

1. Deputy Director, NIC
2. Consultant NIC
3. O/c

**Copy for information to:**

1. PS to Commissioner for information of Commissioner
2. Addl. Commissioner (PH)
3. DDG, NIC-MCD-Requested to make changes in HTL software for enabling to issue increased tenure of validity of the Health Trade License
4. Addl.MHO-II



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**No. MHO/MCD/2025/D- 185**

**Dated: - 18/03/2025**

**Office Order**

Competent Authority vide order dated 27.02.2025 approved the enclosed process flows of HTL-I other applications for a. restricting duplicate Health Trade License applications and b. reapplication for rejected Health Trade license applications applied by the Health traders.

  
**Municipal Health Officer**

Enclosure as above:

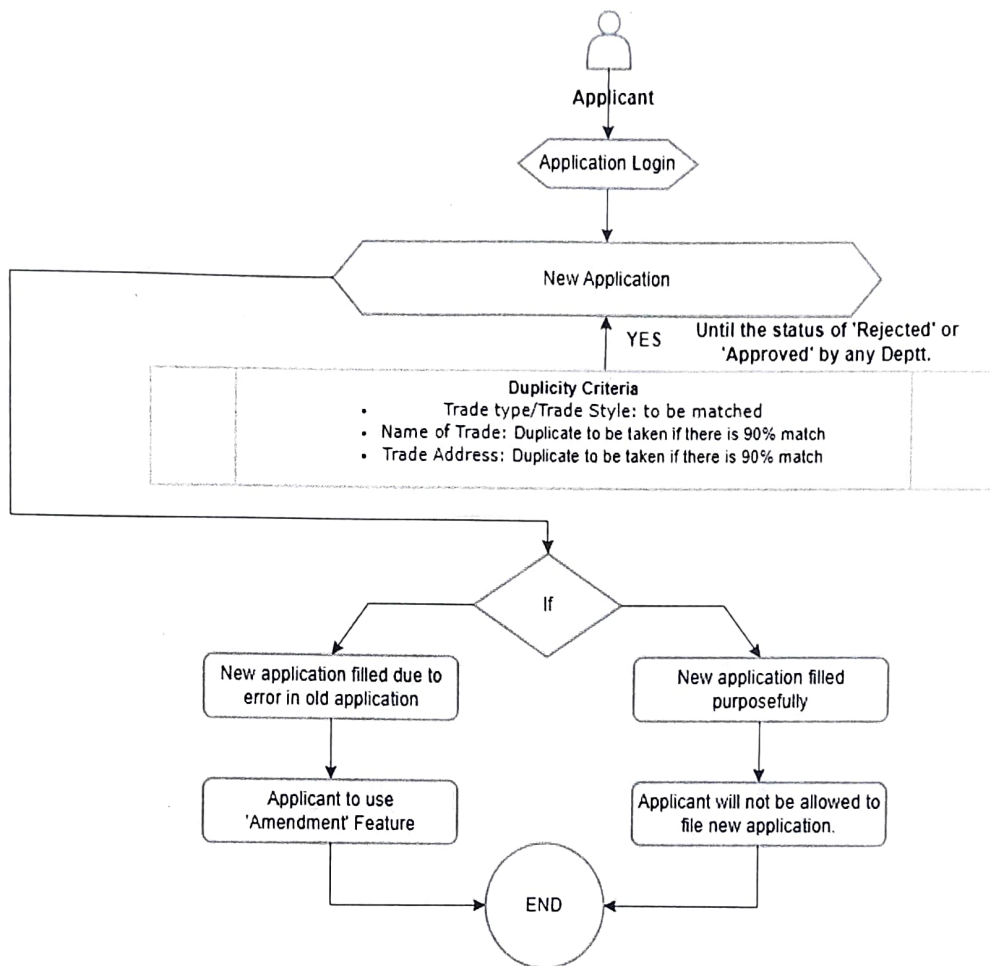
**Distribution:-**

1. Deputy Director, NIC
2. Consultant NIC
3. O/c

**Copy for information to:**

1. PS to Commissioner for information of Commissioner
2. Addl. Commissioner (PH)
3. MHO
4. DDG, NIC- Requested to make changes in the process flows as approved
5. Addl.MHO-II
6. DHO(HQ)-II

## HTL : Process Flow for Restricting Duplicate Application



## HTL : Process Flow for Re-Application for Rejected Applications

