



**NORTH DELHI MUNICIPAL CORPORATION**  
**Public Health Department**  
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No. Add/MHO/2020/D- 290

DT: 21. 09.2021

**OFFICE ORDER**

**Subject: - Simplification of Health Trade Licence Policy with extension of term for grant/ renewal of Health Trade Licences for 3 years for various categories on MHA Portal.**


In pursuance of the directions issued under "Ease of doing Business" and subsequent meetings held in this regard, the following facilitations for Grant/ Renewal of Health Trade Licences are approved:-

**1. Periodicity-**

- (a) The periodicity for Grant of New Health Trade Licence on MHA Portal** would be 3 Years subject to payment of applicable cumulative licence fee for the desired duration. Further, for Provisional Health Trade Licence the applicant will have to submit receipts towards payment of Conversion Charges, Property Tax and other charges applicable as per rule. The trader has to ensure timely payment of Conversion Charges, Property Tax and other charges applicable as per rule for respective periods for which the licence is granted.
  - (b) The periodicity for Renewal of Existing Health Trade Licences** would be 3 Years subject to payment of applicable licence fee for the desired duration. Further, for Provisional Health Trade Licence the applicant will have to submit receipts towards payment of Conversion Charges, Property Tax and other charges applicable as per rule. The trader has to ensure timely payment of Conversion Charges, Property Tax and other charges applicable as per rule for respective periods for which the licence is renewed.
2. In case of Amendment in Health Trade, amendment fee as applicable will have to be paid by applicant.
  3. The Licence Fee for Grant/ Renewal of Health Trade Licence will be levied @ 3 times of the existing one-year licence fee. Further, 15% rebate on the Licence Fee will be applicable both for the grant and renewal of Health Trade Licence. In the event of discontinuation of the Health Trade, the licensee will be entitled for refund of Licence Fee only for the remaining complete Financial Year and not for the remaining months of ongoing Financial Year. If the Licence is used even for a fraction of Financial Year it

4. This will be applicable to the sanction/renewal of health trade license that would be sanctioned/renewed after the approval of the proposal by the Corporation. The existing health trade licenses will continue as it is till next renewal.
5. The above Grant/ Renewals of Health Trade Licences would be subject to validity of Fire NOC/DPCC Clearance/ SAI certificate and any other requirement specific for individual trade wherever applicable.
6. The reduced requirement of documents has already been uploaded on MHA portal as well as North DMC website.
7. The period for processing of Grant of New Health Trade Licence/Renewal would be 60 days as per prevailing e-SLA guidelines. Further, if no decision is taken by approving authority within stipulated period the Health Trade Licence would deemed to have been sanctioned/renewed for the period applied for by the applicant, subject to payment of Licence Fee & availability of Fire NOCs & other statutory requirement.
8. The periodic random inspections shall continue to be conducted by the DHOs/ area PHIs for compliance of Technical & Legal formalities as per DMC Act, 1957 and action as necessary shall be initiated for any shortcoming, if any.

This issues with the approval of chairman standing committee/Mayor, North Delhi Municipal Corporation, in anticipation of the approval of the Corporation.

  
21/09/2021  
Addl. MHO(PH)  
North DMC

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All DHO, North DMC

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