

Director (I.T.)  
Dy No. 1403  
Date: 20/01/23  
IT Dept., South Delhi Municipal Corporation



Addl. Commissioner (AAT)  
Dy. No. 1660  
Date: 19/1/23  
MCD, Civic Centre, New Delhi-2

**MUNICIPAL CORPORATION OF DELHI**  
OFFICE OF THE MHO-I  
12<sup>th</sup> Floor, Dr. SPM Civic Center  
JLN Marg, New Delhi-110002

Admin Officer (IT)  
Dy. No. 2871  
Date: 08/02/23  
IT Dept., South Delhi Municipal Corporation

No. PS/MHO-I/MCD/HQ/2023/192

Date: 18/01/2023

**ORDER**

It has come to notice of the undersigned that traders dealing with Health Trades are facing problems in filling the online applications, due to lack of information /instructions. The traders are filling the application form and making wrong entries to get license especially instants licenses.

Therefore, Addl. MHO-II is directed to prepare guidelines for filling the forms and upload all the circulars, orders and technical instructions online so that traders do not commit mistakes while filling the application form and getting the Health Trade Licenses. The exercise must be completed within a week time.

*[Signature]*  
18/1/2023  
MHO-I

• Addl. MHO-II

**Copy to:**

• Director IT with request to upload the orders, circulars and technical instructions.

**Copy for information to:**

1. Addl. Commissioner (IT)
2. Addl. Commissioner (PH)
3. ADG (IT)
4. PS to Commissioner

*[Signature]*  
DIR (IT)  
AO (IT)

*[Signature]*  
20/01

*[Signature]*  
20/01/23  
2nd