

Dir/IT



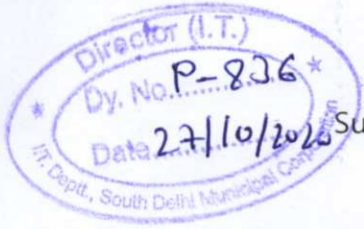
SOUTH DELHI MUNICIPAL CORPORATION
OFFICE OF THE ADDL. COMMISSIONER (REVENUE)

Dr. Shyama Prasad Mukherjee Civic Centre, E-1 Block (6th Floor),
Jawaharlal Nehru Marg, New Delhi-110002

No. 40/ Addl. Commr. (RS)/2020

Dated : 23/10/2020

OFFICE ORDER



Sub: **Simplification & Reduction of existing compliances/ process while granting Licenses / Permissions**

The Government of India, Ministry of Commerce and Industry (Department for Promotion and Industry and Internal Trade) vide their D.O. letter No. P-25020/10/2020-EODB dated 10.08.2020 followed by various communication required reduction of existing compliances/process while granting licenses/permissions. The Chief Secretary, GNCTD on 21/10/2020, has reviewed the progress of reducing the compliance burden during the course of granting licenses and permissions and further decided to simplify and reduce the existing forms of granting licenses and permissions.

2. Therefore, in consultation with the concerned departments and upon review of the existing formalities, documents and timelines for granting licenses/permissions, it has been decided to revise the department wise requirement of documents and timelines to reduce the burden of compliance/process for granting licenses/permissions.

3. The department wise revised requirement of documents and timeline shall be as follows:-

1. Factory License issue of licence and its Renewal as per **Annexure-I**
2. Registration for Advertisement and permissions by the advertisement department as per **Annexure-II**
3. Documents for mutation of immovable property by the property tax department as per **Annexure-III**

4. No inspection shall be carried out at the time of issue/renewal of licence and inspection may be carried out post issuance of licences/permissions on random basis.

5. The concerned departments are directed to strictly adhere to the revised requirement of documents and timeline for grant of licenses/permission.

This issues with the approval of the Competent Authority.

23/10

(RANDHIR SAHAY)

Addl. Commissioner (Revenue)

28/10
Actd
Uswalki
28/10/20
Prg Assf (IT)

Encl : as above

Copy to :

1. All Addl. Commissioners
2. Municipal Chief Auditor/CVO/Mpl Secy, North DMC.
3. All Heads of the Departments
4. All Zonal Deputy Commissioners.
5. PS to Commissioner/ SDMC- for information of Commissioner, South DMC
6. PS to Commissioner/ NDMC- for information of Commissioner, North DMC
7. Director (IT) with request to upload this order on the website.
8. Guard file/Office copy

Copy forwarded for favour of information to :

1. Hon'ble Mayor, South DMC
2. Hon'ble Deputy Mayor, South DMC
3. Hon'ble Chairman/Standing Committee, South DMC
4. Hon'ble Deputy Chairman/Standing Committee, North DMC

FACTORY LICENSING DEPARTMENT

Number of Documents		Timeline/No. of Days	
Existing	Revised	Existing	Revised
Total No. of 5 documents.	Total No. of 3 document revised .i.e.	Immediate provisional license is generated and if not rejected after scrutiny of documents within 45 days then it is deemed to be approved finally	Immediate provisional license and time of scrutiny is revised to be reduced to 30 days
<ol style="list-style-type: none"> 1. Ownership/In case of tenant tenancy agreement 2. Undertaking 3. Affidavit 4. Approved Building plan 5. Fire NOC if Applicable 6. NOC from DPCC 	<ol style="list-style-type: none"> 1. Ownership/In case of tenant tenancy agreement 2. Fire NOC if applicable 3. NOC from DPCC *Affidavit and 4. undertaking can be dispensed and self declaration is sufficient 		
<p><u>Renewal of issued license:-</u> Instant renewal on payment of renewal fee, and submission of NOC from fire and DPCC</p>			

ADVERTISEMNET DEPARTMENT

Sl. No.	Category	Existing	Revised	Existing	Revised
a)	Advertise ment for all categories (Regis- tration)	Total No. of 11 documents. 1. Constitution of firm 2. Application fee receipt. 3. Photograph of applicant 4. Proof of occupation of premises 5. Proof of residence. 6. Proof of financial turnover 7. Proof of Authorization to sign and submit application if applicable 8 Affidavit 9 Indemnity Bond 10 Turnover certificate 11 Networth certificate	Total no. of documents 5 1. Constitution of firm 2. Proof of occupation of premises 3. Proof of residence. 4. Proof of financial turnover 5. Proof of Authorization to sign and submit application if applicable	30 days	10 days
(b)	Shop/Self Signages	No. of documents required are 4 1 Address Proof 2 Proof of establishment	No. of revised documents are 4 1 Copy of transport authority permit 2 Copy of RC 3 Copy of insurance	Immediate	Immediate on real time basis

		<ol style="list-style-type: none"> 3. Affidavit 4. Certificate of product display 	<ol style="list-style-type: none"> 4. Photograph of the vehicle 	15 days	7 days
(c)	Logo through Vehicles:-	<p>No. of documents required are 7</p> <ol style="list-style-type: none"> 1. Copy of transport authority permit. 2. Copy of RC 3. Copy of Insurance certificate 4. PUC 5. ID card of owner 6. Vehicle fitness certificate 7. Photograph of the vehicle 			
(d)	Building Wraps on Malls and Cinema Halls	<p>No. of documents required 10</p> <ol style="list-style-type: none"> 1. Sanctioned Building plan 2. Supporting documents to show the building is commercial 3. Copy of Master plan indicating that the building is on commercial street 4. NOC from owner 5. NOC from fire 	<p>No. of documents required 5</p> <ol style="list-style-type: none"> 1. Sanctioned Building plan 2. NOC from owner 3. NOC from fire department 4. NOC from traffic police 5. Proof of insurance under public liability 	Existing is 30 days	Revised is 10 days

		department 6. NOC from traffic police 7. No dues certificate from SDMC 8. Indemnity Bond 9. Proof of insurance under public liability. 10. Affidavit.			
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ASSESSMENT & COLLECTION DEPARTMENT

Category	Existing	Revised	Existing	Revised
For Mutation	Existing number of documents is 5. 1. Proof of ownership 2 Proof payment of Property tax 3 Indemnity Bond 4 Affidavit 5 Application	No. of documents revised are 3 as affidavit and Indemnity can be dispensed with	30 days	21 days