



Municipal Corporation of Delhi
Department of Veterinary Services
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J.L.N. Marg, New Delhi-110002
011-23226725

No.488/ADVS-II/MCD/2023

Dated:20.12.2023

OFFICE ORDER

The Corporation vide its Resolution No.87 dated 31.10.2023 resolved that "*proposal of the Commissioner as contained in his letter No.F.33/Dir.(V.S.)/MCD/237/C&C dated 12-10-2023, approval for policy for the grant of New/Renewal of license to the Meat shops, Meat Processing, Packaging/Storage Plants/Factories/Units and registration of Platforms/Thadas allotted by the Delhi Development Authority/Government agencies for the sale of Chicken and Fish in the jurisdiction of Municipal Corporation of Delhi* " is accorded.

The Policy and its annexure(Annexure-A containing the General and Technical Guidelines/SOPs) are forwarded to all concerned for further necessary action.

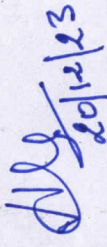
As above

All Zonal DDs(VS)/VOs

Copy for kind information to:

1. Addl.Commissioner(Vet.)
2. Addl.Director(VS)-I
3. ADC(VS)
4. PS to Commissioner/MCD for kind information of the Commissioner

Copy to: Director(IT) with the request to please get upload the Policy and its Annexure on MCD's website.


20/12/23
Addl.Director(VS)-II

MUNICIPAL CORPORATION OF DELHI
VETERINARY SERVICES DEPARTMENT

SUB: - POLICY FOR THE GRANT OF NEW/RENEWAL OF LICENSE TO THE MEAT SHOPS, MEAT PROCESSING, PACKAGING/STORAGE PLANTS/ FACTORIES/UNITS AND REGISTRATION OF PLATFORMS/THADAS ALLOTTED BY THE DELHI DEVELOPMENT AUTHORITY/GOVERNMENT AGENCIES FOR THE SALE OF CHICKEN AND FISH IN THE JURISDICTION OF MUNICIPAL CORPORATION OF DELHI.

All the three erstwhile Municipal Corporations i.e. South DMC, North DMC, and East DMC had approved their own policy for the grant of license to the meat shops and meat processing plants running under their jurisdiction. Accordingly, the license to the meat shops and meat processing plants/meat storage units were being issued by the Veterinary Services Department of the respective Corporation in accordance with the terms and conditions of the policy approved by them.

The location, size and height of the meat shop and fee structure/penalties under the policy of each Corporation were different. Consequent upon the unification of the MCD it is imperative to rationalize the fee structure/penalties and other parameters especially location, size and height of the meat shop, a fresh uniform policy is required.

Further, the Delhi Development Authority and other Government agencies have allotted platforms/thadas for the sale of chicken and fish. For the monitoring, regularization/control of these platforms/thadas falling in the jurisdiction of the MCD, they are required to be registered. At present there is no policy for the registration of these platforms/thadas.

The following policy is accordingly proposed:-

Short Title

This policy would be called as "Policy for grant of new/renewal of license to the meat shops, meat processing, packaging/storage plants/factories/units and registration of platforms/thadas allotted by the Delhi Development Authority/Government Agencies for sale of chicken and fish in the jurisdiction of Municipal Corporation of Delhi."

The policy shall deal with the sale of meat of Buffalo, Sheep, Goat, Pig, Poultry(Chicken) and Fish in the jurisdiction of Municipal Corporation of Delhi.


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Municipal Corporation of Delhi

Commencement:

The policy shall come into effect immediately after the issuance of the notification/office order by the Department of Veterinary Services, MCD and would be in supersession of all the previous policies.

A. MEAT SHOP

(I) Fee and Penalties

1. The fee for grant/renewal of license to the meat shops shall be as under:-

Sl. No.	Validity period of license	Fee for grant of New License	Fee for renewal of License	Processing fee
1.	One year	Rs.07,000/-	Rs.07,000/-	Rs. 500/-
2.	Two year	Rs.12,000/-	Rs.12,000	Rs. 500/-
3.	Three year	Rs.18,000/-	Rs.18,000/-	Rs. 500/-

2. Fee for transfer of license in the name of legal heir after death of the licensee shall be Rs.5,000/- and the processing fee will be of Rs. 500/- (Total Rs.5,500/-).
3. If the meat shopkeeper does not get the license renewed within the grace period of two months i.e. by 31st May, late fee @ Rs.2000/- (Rs. Two thousand only) per month shall be charged in addition to the renewal fee.
4. If slaughtering of poultry is found outside any meat shop or in an open area/roadside pavements/without license, a fine of Rs.100/- per slaughtered/dressed poultry bird each time shall be imposed on the meat shopkeeper. In addition to the realization of fine, the articles being used for storage and dressing of poultry shall also be seized.
5. Similarly, a fine of Rs. 2000/- (Rs.Two thousand only) will also be imposed for each offence on the persons found selling the fish on the road side pavements/open areas. In addition to the realization of the fine, the articles being used for the storage and cutting of fish shall also be seized.
6. If any person is found slaughtering of animals illegally or selling the meat of the animals slaughtered illegally, a fine/composition fee @ Rs.2500/- (Rs.Two thousand five hundred only) per sheep/goat and Rs.10,000/- (Rs. Ten thousand only) per buffalo and Rs.4,000/- (Rs. Four thousand only) per buffalo calf shall be realized/recovered each time.
7. If a meat shop/premises is sealed due to any violation of the provision of this policy, an amount of Rs.20,000/- (Rs.Twenty thousand only) shall be charged as processing fee for de-sealing for the first time. If, the same meat shop is sealed subsequently on account of violation of terms and conditions of the Policy or due to any other reason whatsoever, an amount of Rs.50,000/- (Rs.Fifty thousand only) each time shall be charged for de-sealing of the meat shop from the meat shopkeeper.

8.

Provision for Increase in applicable License Fee, Processing fee,

Late Fee, Fine and Penalties after every three years: All fees and penalties mentioned in this policy shall be increased by 15% (rounded to next rupee in multiple of Rs. 10/-) of the base fee/penalties proposed in this policy, after every three financial years calculated from the date of the base year of the grant of license/last date of renewal of license, as the case may be. For example, the next increase in Meat Shop License fee and penalties will be effective from 01.04.2026, 01.04.2029, 01.04.2032 and so on.

9. If the license holder wants to stop the meat trade business at any time, the license can be surrendered by him online by depositing the processing fee of Rs.500/- and the license fee/penalty due, if any.
10. Amendments can be allowed with the approval of licensing authority for meat shop license with the prior deposition of processing fee of Rs.500/-.

(II) Location of Meat Shop in respect of religious places

1. Considering the sentiments of people visiting the religious places, following will be complied with while granting the new license to the meat shops.

a) The minimum distance between the meat shop and a temple/mosque/Gurudwara/religious place/cremation ground/burial ground **shall not be less than 150 meters**, if measured from either side/corner/front side/back side of the meat shop. Only the temple/religious place of adequate size as mentioned in this Policy or confirmed by the Gurudwara Prabandhak Committee, Delhi/concerned managing committee, where general public regularly visits to offer their prayers would be considered as religious place for applying this condition. This restriction shall not apply in case of a temple/religious place having the size lesser than mentioned in the Policy whether or not the public visit to offer their prayers to such temple/Gurudwara/religious place.

b) The condition of **150 meters** distance from Masjid (Mosque) will be applicable in case of pork shop only i.e. licenses to the mutton/chicken/fish and buffalo meat shops can be granted, if they are situated less than 150 meters distance from the Mosque provided that the same is permitted by the Imam/Managing Committee of the Mosque.

c) If a person is running the meat shop without license prior to the construction of a temple/Gurudwara/mosque/religious place and applies for grant of license after construction of temple/Gurudwara/mosque/religious place, the distance as mentioned above in this policy shall be taken into consideration while considering the application for grant of license to the meat shop.


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- d) The condition of distance of temple/Gurudwara/mosque/religious place from the meat shop would not be implemented in case of renewal of licenses, which have been issued before the date of approval of this policy by the corporation. In other words, if a temple/Gurudwara/religious place/mosque comes into existence after the grant of license to the meat shop, the factor of distance shall not be taken into account at the time of renewal of license of that meat shop.
2. The license for a meat shop to sell the meat of species of animals mentioned in this policy (Except of pork) can be granted if it exists in or around the premises of a Masjid provided that the applicant encloses "No Objection certificate" from the Masjid Committee or Imam of the Masjid alongwith the application form.
3. The criteria of religious place, as contained under Para No.16 (b) of the Public Notice of 2002-2003 from the Excise Commissioner, Govt. of NCT of Delhi shall be adopted, which is as follows.
- "For the purposes of Clause (1) above, a religious place would imply a religious place having a pucca structure with a covered area of more than 400 square feet."
4. The distance of the religious place from the meat shops shall be measured through the public pathway/road only. The distance of the meat shops from religious place shall not be measured through the property of other owners/occupiers.

(III) Size and Height

The maximum size of the meat shop in the residential areas would be of 20 sq. meter as mentioned in the Master Plan Delhi 2021. There will be no restriction on the maximum size for meat shop in commercial areas or mixed land use notified roads.

The size of the meat shops based on the type of the meat is to be sold at the shop will be as given below: -

S.No.	Category	Description	Size	Height
1.	A	(a) Sheep & Goat(Mutton) or (b) Chicken or (c) Fish	60 Sq.ft.	9 feet
2.	B	(a) Sheep/ goat (Mutton) and Chicken or (b) Chicken and Fish or (c) Sheep/goat (Mutton) and fish	80 Sq.ft.	9 feet
3.	C	Buffalo only	100 Sq.ft.	9 feet
4.	D	Pork(Pig meat) only	60 Sq.ft.	9 feet
5.	E	Three species i.e., Fish, Chicken and Mutton (Sheep/Goat).	120 Sq.ft.	9 feet



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**B. MEAT PROCESSING, PACKAGING & STORAGE PLANTS/
FACORIES/UNITS**

(I) Fee and Penalties

1. The fee for the grant/renewal of license to the meat storage unit/meat processing plant shall be as under:-

Sl. No.	Validity period of license	Fee for grant of New License	Fee for renewal of License
1.	One year	Rs.50,000/-	Rs.50,000/-
2.	Two year	Rs. 1 lakh	Rs. 1 lakh
3.	Three year	Rs. 1.5 lakh	Rs. 1.5 lakh

2. The processing fee for the grant and renewal of the license shall be Rs. 500/- (Rs. Five Hundred).
3. Fee for transfer of license in the name of legal heir after the death of the licensee shall be Rs. 5,000/- (Rs.Five thousand only) and a processing fee of Rs. 500/- (Total Rs. 5500/-) (Rs.Five thousand and five hundred only).
4. If the applicant/licensee of the meat processing plant/unit does not get his license renewed within the grace period of two months i.e. by 31st May each year, he shall pay the late fee @ Rs.5000/- (Rs.Five thousand only) w.e.f. 1st April of that year and for each subsequent month till the date of renewal.
5. If, meat storage unit/meat processing plant is sealed due to any violation of the provision of this policy, an amount of Rs. 50,000/- (Rs.Fifty thousand only) shall be charged as processing fee for de-sealing for the first time. If, the meat unit is sealed again, an amount of Rs.1,00,000/- (Rs.One lakh only) each time shall be charged as processing fee for de-sealing from the meat unit/owner.

6. Provision for Increase in applicable License Fee, Processing fee,

Late Fee, Fine and Penalties after every three years: All fees and penalties mentioned in this policy shall be increased by 15% (rounded to the next rupee in multiple of Rs. 10/-) of the base fee/penalties proposed in this policy, after every three financial years calculated from the date of the grant of license/last date of renewal of license, as the case may be. For example, the next increase in Meat Shop License fee and penalties would be effective from 01.04.2025, 01.4.2028, 01.4.2031 and so on.

Size and Height

The license to the Meat Processing Plant for the storage of raw meat shall be granted, as per size of Meat Processing Plant/Storage of Raw meat as per the Factory Licensing and APEDA norms, in the areas declared


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commercial by the Municipal Corporation/State Government/Central Government or any other local Government body provided that the license to the Meat Storage Unit/Meat Processing Plant has also been granted by the Factory Licensing Department of MCD and minimum size should not be less than 150 sq. feet.

(ii) Walls should be waterproof and made of nontoxic materials, crevices free, paved with impervious material up to a height of 6 feet for meat (sheep or goat or poultry or pork) and upto 6.5 feet (buffalo).

(iii) Height of the raw meat processing hall(s) should be minimum 10 feet with air-conditioning facility.

C. REGISTRATION OF PERSONS TO SELL MEAT OF CHICKEN OR FISH ON THE DDA/GOVT. AGENCIES ALLOTTED PLATFORMS/THADAS AT DIFFERENT LOCATIONS IN THE JURISDICTION OF MCD VIZ. DABRI MOR, CHITRANJAN PARK ETC.

The registration for the sale of chicken/fish on the platforms/thada allotted by the DDA or any other Govt. agency specifically for this purpose will be done subject to the following conditions...

The conditions of age above 18 years, medical fitness and fee/penalty structure for grant/renewal of license of meat shop as mentioned in the Meat Shop License Policy will also be applicable for the registration of DDA/Govt. Agencies allotted platforms/thadas for the purpose of selling meat of either chicken or fish.

Other conditions would be as under:-

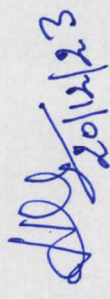
- (i) the registration of DDA/Govt. agencies allotted platforms/thadas for sale of either chicken or fish can be done in the name of allottee or holder or occupier of the thada/platform and in no way entitles the applicants for ownership of platforms/thada in any form or manner and if at any stage before or after the registration it is found that the applicant has applied with improper/false documents, the registration will be deemed cancelled immediately with legal proceeding against the applicant/vendor.
- (ii) from the allotted platform/thada either poultry (chicken) or fish is allowed to be sold.
- (iii) top of the platform/thada allotted should be covered temporarily (with metro sheets or any other firm/safe material) with height of at least 9 feet from the floor level and should not be open to sky, with arrangement for light and water etc.


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there should be a number on each and every platform/thada to be given by the department after the registration is done irrespective of the DDA/Govt. Agency number given at the time of allotment.

- (v) this structure in no way should be misconstrued as a shop or covered teh bazari and does not entitle its allottee/holder/occupier of any ownership rights and this arrangement of registration of platform/chicken for sale of chicken or fish can be reviewed by the authorities as per the requirements/exigencies of the situation.
- (vi) platform/thada should have the exact size as allotted by the DDA or any other govt agency/department without any encroachment on public land.
- (vii) the chicken or fish waste, after the dressing, will have to be properly collected in a closed lid waste container by the owner without any spillage on the ground/surrounding area and ensure the disposal of the bio waste through agencies approved by the Govt. of NCT of Delhi. There should be proper channel of the platform/thada washings to the sewer nearby.
- (viii) if the vendor wants to sell the already dressed chicken he will have to keep it in cold/ice box to prevent its spoilage and will not keep it for overnight i.e. all the chicken meat or fish has to be sold/disposed off by the vendor on the same day.

The General and Technical Guidelines/SOPs are annexed herewith as Annexure-A.

 20/12/23

Additional Director(VS)-II
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Additional Director (V.S.)
Municipal Corporation of Delhi

Annexure-A

SUBJECT:- GENERAL AND TECHNICAL GUIDELINES/SOPs FOR GRANT OF NEW/RENEWAL OF LICENSE TO THE MEAT SHOPS, MEAT PROCESSING, PACKAGING/STORAGE PLANTS/FACTORIES/UNITS IN THE JURISDICTION OF MUNICIPAL CORPORATION OF DELHI .

1. Applications for the grant of new licenses for the meat shops from the applicants would be received through the online mode on MCD website www.mcdonline.nic.in and would be disposed off within 60 days from the date of receipt of application by the Licensing Authority.
2. The license to the meat processing, packaging/storage plants/factories/ units shall be granted online.
3. The application for the renewal of licenses would also be received online on the MCD website www.mcdonline.nic.in and would be disposed off by the Licensing Authority within 60 days from the date of receipt of the application.

A. MEAT SHOP

(I) Terms & conditions-

1. All meat sellers in the jurisdiction of Municipal Corporation of Delhi (MCD) will have to obtain license for their shops at the zonal level from the Department of Veterinary Services for the sale of meat of the species as permitted in the policy i.e. sheep, goat, buffalo, chicken, pig (pork) and fish. The meat of other species of animals shall not be allowed for sale in the meat shops.
2. No person shall sell the meat at a Meat Shop without a valid Veterinary Trade License in the jurisdictional area of the MCD.
3. The license to the meat shops would be issued on regular basis only. No license to any meat shop shall be granted on ad-hoc/temporary basis.
4. Keeping of live poultry birds and their slaughtering/dressing shall be allowed at the licensed meat shops as of now there is no Government Approved Slaughter House/Dressing Plant of poultry in Delhi. However, the shopkeeper has to have adequate space for the purpose of slaughtering/dressing of poultry at a corner/separate place inside the meat shop which should be properly tiled, having drainage to the sewer, facility of running water and adequate lighting. Keeping of live poultry birds and their slaughtering/dressing outside the shop shall not be allowed. This arrangement shall continue till such a time the slaughter house/dressing plant for poultry is made operational by any

government authority in Delhi. Thereafter keeping of live poultry birds and their slaughtering/dressing at meat shop shall not be allowed.

5. In order to maintain the retail character of meat shop, the owner shall not misuse his premises largely for keeping of poultry cages alongwith live poultry birds inside the meat shop to do the sale-purchase of live poultry birds and/or their slaughtering/dressing at wholesale level business.
6. If any complaint is received from Delhi Airport Authority regarding the disposal of waste of slaughtered/dressed poultry in an open area posing a threat to the aircrafts/public safety, the license granted to such meat shop in the air-funnel area/zone shall be reviewed and revoked.
7. The applicant shall, inter-alia, furnish all documents/information required for the grant/renewal of license as the case may be.
8. The applicant shall have the option to apply for a license of one year validity period, two years validity period and three years validity period.

9. With the advancement in marketing of meat and meat products it is observed that meat shops are coming up which are selling processed raw meat/meat products, such meat shops have to obtain the license from MCD on fulfilling the additional following terms & conditions required for grant of license to meat shops:-

- (i) In case raw meat of sheep/goat is also sold then it should have its source from the MCD approved slaughter house in Delhi.
- (ii) The processed raw meat in packaged form shall be procured from a source/company which is approved by the Govt. authority/agency for manufacturing and distribution of raw meat and meat products and such packaged raw meat/meat products should be kept under prescribed temperatures from -10 degree Celsius to -18 degree Celsius as per the products storage specification. The meat processing unit of the vendor supplying processed and/or packaged raw meat or meat products should be equipped with all technical infrastructure of men & machinery besides appropriate building structure and should not be less than 150 sq.ft.in area.
- (iii) If the processed/packaged raw meat/meat products are sold in a mall/commercial hyper market then the owners/their authorized signatories will have to apply for the license and can sell the meat/meat products only after it is granted by the licensing authority. In such cases the storage of meat/meat products should be separated.



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10. Each license shall,
- a) Unless cancelled, be valid for a period of one year from the date of issuance up to 31st March of that-year unless cancelled earlier, however, the applicant will have the option to obtain the license for two year validity and three year validity. Also this is in view of the implementation of "Ease of doing business" initiative of Govt. of India.
- b) Be renewable w.e.f 1st April annually or for two years or three years as the case may be. There would be a grace period of two months i.e. upto 31st May each year for the renewal of license without paying any penalty. The penalty will be levied w.e.f. 1st June onwards, if the license is not renewed within the grace period i.e. by 31st May, the penalty @ Rs.2000/- per month would be levied/charged from 1st April, of that year.
11. The licensee would allow free access to the Zonal Dy. Director (VS)/Zonal Veterinary Officer/Dy. Director (VS) of Central Meat Raid Team/Veterinary Officer of Central Meat Raid Team or any other official authorized by the Commissioner, Municipal Corporation of Delhi for the inspection of the meat shop.
12. Where the applicant is refused the license, he will be given the right to appeal.
13. No person with communicable/skin disease or infection shall be granted the license. The applicant will submit/upload a medical certificate issued by a qualified Medical practitioner along with application form to this effect that the applicant is not suffering from any communicable/skin disease or infection.
14. The minimum age for the grant of license to the meat shop shall be 18 years.
15. The applicant will have to submit any one of the documents as a proof of age issued by any Govt. authority i.e. Birth certificate, voters ID Card/Passport/Adhaar Card/Driving license.
16. License shall be renewed only on the submission of the required documents and deposition of fees/penalties etc.
17. The Hon'ble Supreme Court vide orders dated 29.09.2006 has allowed twenty four categories of trades in residential areas and the same have been notified in the Master Plan 2021 (Section 15.6.3), the meat/poultry/fish shop is one of them. Accordingly, the license to the meat shops running on the ground floor of residential areas up to a maximum of 20 Sqm would also be granted subject to the completion of all other terms and conditions.

18. The license to the meat shops shall be granted in commercial areas, residential areas including Non-conforming/Unauthorized regularized colonies subject to the fulfillment of the relevant terms and conditions. In residential areas, the licenses shall be granted to the meat shops located on the ground floor only up to the maximum size of 20 Sqm. In commercial areas, the license to the Meat shops shall be issued at all approved floors if the proper drainage facilities and water supply is available. In commercial areas/mixed land used notified roads the ceiling of size of 20 Sqm. area shall not be applicable. No license to the meat shops in the basements shall be granted in any area commercial or residential or conforming/non-conforming. However, the application for the grant of new license to the meat shop will not be considered if the land on which it exists is a Public Land/Government Land/Encroached Land.
19. Every person employed for handling of meat at the meat shop shall be medically examined by the registered medical practitioners (under Delhi Medical Council) and it shall include examination of sputum and x-ray of the chest for tuberculosis every year. The medical examination shall also include examination of stool for protozoan and helminth infestations for those parasites transmitted by ingestion, and also for the presence of entero pathogenic Escherichia coli, Salmonella, Shigella species and Vibrio cholera. The medical report will be enclosed/uploaded by the applicant while applying for the license (fresh/renewal) of the meat shop.
20. It would be the responsibility of the meat shop owner/license holder to maintain proper hygiene inside the shop including personnel hygiene of the workers.
21. The floor and other articles at the shops should be washed with appropriate disinfectant/detergent/sanitizer/hot water.
22. The meat shopkeeper/licensee shall keep refrigerator/freezing cabinet of adequate size at the meat shop and would ensure that it is well cleaned and is functional.
23. The carcasses at the meat shop shall not be allowed to be covered with wet-clothes.
24. The meat shopkeeper/licensee shall not slaughter any animal at the meat shop. If the slaughtering of animals is found at any meat shop/premises, the same shall be sealed on the spot by the zonal Dy. Director (VS)/Zonal Veterinary Officer/Dy. Director (VS) of Central Meat Raid Team/Veterinary Officer of Central Meat without issuance of any show cause notice to its owner/licensee and without approval of any authority.



25. The meat obtained from the authorised Slaughter House of Municipal Corporation of Delhi shall only be sold at the meat shops. If upon inspection, it is found that the meat procured from unauthorised source/meat obtained from outside Delhi or of illegally slaughtered animals is being sold at the licensed meat shop, fine/composition fee as mentioned in this policy revised from time to time, shall be imposed on the licensee/meat shopkeeper each time, provided that the meat is fit for human consumption. If the meat is found unfit for human consumption or meat shopkeeper/ licensee refuses to pay the fine, such meat shall be seized and destroyed by the Zonal Dy. Director (VS)/Zonal Veterinary Officer/Dy. Director (VS) of Central Meat Raid Team/Veterinary Officer of Central Meat Raid Team as deemed fit under the circumstances.
26. If any person is found running the meat shop without license the Zonal Dy. Director (VS)/Zonal Veterinary Officer will take prosecution action under the relevant section of DMC Act 1957 and issue show cause notice to the shop keeper thereby giving seven days time to close down the trade. If the shopkeeper does not close down the shop within seven days, it will be sealed immediately by the Zonal Dy. Director (VS)/Zonal Veterinary Officer.
27. If any person is found selling meat at the meat shop even after the revocation of the license, the Zonal Dy. Director (VS)/Veterinary Officer/Dy. Director (VS)/Veterinary officer of Central Meat Raid Team shall seal the shop on the spot without any notice.
28. Delhi Agricultural Cattle Preservation Act 1994 (DACP Act), which is administered by Govt. of Delhi, prohibits slaughtering of cow or its progeny or keeping/storage of meat of cow/cow progeny in Delhi. If the Zonal Dy. Director (VS)/ Veterinary Officer/Dy. Director (VS)/Veterinary officer of Central Meat Raid Team or any Veterinary Doctor of Municipal Corporation of Delhi upon inspection of any premises/meat shop observes slaughtering of cow or its progeny, shall immediately inform the police and the Director (Animal Husbandry), GNCTD or Veterinary Officer of area Veterinary Hospital of Govt. of NCT, Delhi. The Zonal Dy. Director (VS)/Zonal Veterinary Officer/Dy. Director (VS)/ Veterinary Officer of Central Meat Raid Team of MCD shall seal such premises/shop immediately on the spot if cow/cow progeny slaughtering is found at the meat shop/premises and the license of the meat shop shall be revoked by the licensing authority forthwith. However, in case it is found that meat suspected cow/cow progeny is kept inside the meat shops then the Veterinary Doctor of Animal Husbandry Department, GNCTD shall as per his observation lift the meat samples of suspected meat for laboratory examination laid down under the provisions of DACP Act with the request to police to register a case against the meat shop owner/persons if the laboratory report confirms the sample of meat from cow/cow progeny origin and the licensing authority shall also seal the said meat shop.



29. If any meat shop/premises is sealed by the Officer of Central Meat Raid Team, the Zonal DD (VS)/VO shall immediately be apprised about such action through a proper official note giving details of the meat shop/premises sealed along with photographs, reason of sealing and date of sealing etc. A letter for watch and ward of the sealed shop shall also be sent to the concerned SHO immediately by the Central Meat Raid Team. The zonal Dy. Director (VS)/Veterinary Officer will process the file for desealing for such cases.
30. The premises/meat shop sealed on the ground of slaughtering of cow or its progeny or keeping/storage of meat of cow or its progeny shall remain sealed till the outcome of the decision/orders of the Hon'ble court.
31. The licensee shall keep a copy of the license at the licensed meat shop. However, the license holder/occupier shall also show the original license upon being asked by the zonal Dy. Director (VS)/any other Veterinary Doctor appointed by MCD.
32. The Zonal Dy. Director (VS) or any other Veterinary doctor appointed by MCD, by whatever designation known can seize and destroy the meat which appears unfit for the human consumption upon inspection.
33. If live poultry birds and fish are seized during action against illegal meat/poultry/fish sellers, the Zonal Dy. Director (V.S.)/Zonal Veterinary Officer/Dy. Director (V.S.)/Veterinary officer of Central Meat Raid Team or any other Veterinary Doctor/Veterinary Inspector appointed by M.C.D. shall dispose off such live poultry birds/fish by way of auction after such seizure.
- If nobody comes to participate in the auction process, the zonal Dy. Director (V.S.)/zonal veterinary officer/Dy. Director (V.S.)/Veterinary officer of Central Meat raid Team/Veterinary Inspector shall be at liberty to dispose off the live poultry birds and fish in any manner whatsoever deemed fit and proper under the circumstances.
34. Storage of hides, skins, hooves un-cleaned gut will not be allowed in the meat shops.
35. No live animal shall be kept inside the meat shop, if found, however, the same shall be seized and disposed off accordingly.
36. In case the applicant is a tenant, he would submit No Objection Certificate and rent agreement from the owner of the shop/property at the time of applying for the grant of license for the first time only. However, if required the rent agreement may be asked by the Licensing Authority while renewal is done.
37. No Objection Certificate from the Managing Committee and/or Imam of the Masjid would be required, if the license is applied for a shop situated in the compound/building of a Masjid (Mosque).

38. The Zonal Dy. Director (VS)/Zonal Veterinary officer shall renew the existing license even if a dispute is pending in any court of law relating to the property on the basis of required documents. However, the renewal/further continuance of such license shall be subject to the outcome of the court case.

39. It is mandatory for the license holder to fix a display board above the entrance of meat shop indicating Jhatka or Halal (the method of slaughtering of animal) and type of meat (species of animal i.e. Buffalo, sheep, goat, chicken and pig) being sold from the shop. If upon inspection, any violation is found in this regard, the Zonal Dy. Director (VS)/Zonal veterinary officer will issue a show cause notice to the licensee to stop the violation within 15 days. If the licensee fails to comply with the notice within the stipulated period the Zonal Dy. Director (VS)/Zonal veterinary officer shall revoke the license of the meat shop. If such violation is noticed by the officers of CMRT the zonal DD (VS)/VO shall be immediately apprised through official note for action against the shop keeper.

(II) Infrastructure of the Meat Shop

1. The meat shop shall be structurally stable and sound (pucca). No license will be granted to a shop having temporary structure or is open to sky.
2. The walls of the meat shop up to the minimum height of "6" ft. (six feet) from the floor level shall be made of impervious material (glazed tiles or hygienic panels/other such material etc.).
3. The floor should be made of impervious and non-slippery materials with adequate slope for proper cleaning of the shop.
4. All tables, racks, shelves, boards, etc. shall have zinc/aluminium/stainless steel/marble-granite top to facilitate proper cleaning.
5. There should be provision of continuous supply of potable water inside the meat shop. In case the water supply is intermittent adequate storage arrangement would be made by the meat shopkeeper.
6. The Entry Door of the shop should be of dark glass.
7. No carcasses shall be kept at the meat shop in the manner that they are in the public view from the outside.
8. No cooking of the meat or other eatable items shall be allowed in the meat shop.

9. The meat shop should be provided with the facility of proper ventilation, at-least one electric fan and one exhaust fan must be there in the shop(Non A/C Shop).
10. The rails and hanging hooks, if provided for hanging carcasses, should be of non-corrosive metal.
11. The shop should be connected to the sewer line to drain out the water properly after cleaning of the shop. If there is no sewer connection, the license to such meat shops may be granted provided that the applicant submits an affidavit/undertaking to this effect that he will maintain cleanliness inside as well as around his shop and no water/blood/blood stained water would come out on the road that may cause inconvenience to the residents.
12. The meat shop shall not be used for residential purpose. Further, it would not have any access/passage/door/entry/exit with any other residential/commercial or any other premises/area.

(III) Equipment and Accessories

- (a) The meat shop should have suitable arrangement for fly proofing in the form of air-curtains or flytraps etc.
- (b) It will have a refrigerator of adequate size for maintaining a temperature of refrigerator or freezer to prevent spoilage of meat.
- (c) The weighing balance shall be made of stainless steel or nickel coated pans. The knives, tools and hooks to be used shall be made of stainless steel/rust free.
- (d) There should be a provision of geyser in the meat shop to have hot water at a temperature not less than 82- degree Celsius to clean the premises and equipment used in the meat shop.
- (e) Washbasin made of stainless steel/porcelain shall be provided with liquid soap dispenser or other soap and nail brush for thorough cleaning of hands.
- (f) The chopping block should preferably be of food-grade synthetic material, which does not contaminate the meat. If the block is wooden, it should be of hardwood trunk, which is solid enough and should not contaminate the meat.
- (g) A waste bin with a pedal operated cover shall be provided in the meat shop for collection of waste material.



(IV)

Transportation of meat

- a) The meat shopkeeper shall transport the meat in hygienic conditions in a container specially meant for transporting the meat to avoid any dust and contamination of the meat from authorized slaughter house in Delhi to his shop.
- b) Under no circumstances, carcasses will be transported in the vehicles used for commuting human beings.

(V)

Pest Control

The meat shop should have adequate arrangements for the control of insects/rodents within the premises and should be free from insects, birds, rodents and other vermins. Banned items of insecticides/pesticides/rodenticides shall not be used at the meat shop.

(VI)

Non - Transferability of the license

1. The license shall be non-transferable in respect to location of the meat shop.
2. Transfer of existing License is permissible only in case of death of the license holder.
3. The legal heir of the deceased needs to inform the Municipal Corporation of Delhi about the death of the existing License holder within two months from the death of the license holder in writing.
4. Where the license holder expired, the License shall continue in full force and the legal heir can use it for the remaining period of validity subject to the following conditions :
 - i) Proper intimation has been given to the MCD in writing within two months of the death of the license holder.
 - ii) In case remaining validity of License exceeds more than one year from the date of death of license holder, the legal heir is bound to apply online for the transfer of License in his/her name through the Amendment Option on the MCD Portal.
 - iii) In case the validity of the existing License expires within six months of the death of license holder, the legal heir requires to apply online for the renewal of license in the name of existing owner on MCD Portal. After the renewal, the legal heir shall have to apply again for the transfer of



License in his/her name through the Amendment Option on MCD Portal before the expiry of the validity of the renewed license.

5. In all such cases, the decision of the department would be final.

(VII) SURRENDER OF LICENSE

If the license holder wants to stop the meat trade business at any time, the license can be surrendered by him on line by depositing the requisite fee of and the license fee/penalty due, if any.

(VIII) AMENDMENTS

Following amendments can be allowed with the approval of licensing authority for meat shop license with the prior deposition of requisite fee:

- a) Name and Photograph of owner. (in case of Death case along with below fields)
- b) Change in Residential Address.
- c) Mobile number.
- d) Date of Birth
- e) Father's name
- f) Name of Unit/ Shop
- g) Type of Constitution

(IX) POWER TO REVOKE THE LICENSE

The Dy. Director (VS) or zonal Veterinary Officer can at any time revoke the license by giving a 15 days show cause notice in the following situations:-

- (a) The license has been obtained by fraudulent means or by misrepresentation of facts, documents etc at any point of time.
- (b) there has been any contravention (whether by commission or omission) of any provision of this policy or of any Regulation made there under, or
- (c) the holder of a license has not, within a reasonable time, complied with the requirements of a notice served to the licensee,
- (d) if upon inspection of the meat shop/investigation, it is found that the licensee has violated any of the provisions/terms and conditions mentioned in the policy or has concealed the information while submitting the application form to obtain the license.



(X)

POWERS TO SEAL AND DE-SEAL THE MEAT SHOPS

1. The sealing of the meat shops found violating the provisions of this policy shall be done by the zonal Dy. Director (VS) or Veterinary Officer. The Dy. Director (VS)/Veterinary Officer of the Central Meat Raid Team shall also be empowered to seal a meat shop or any other premises in the following circumstances:
 - (i) If illegal slaughtering of animals is found during the inspection.
 - (ii) If a meat shop is found functional even after revocation of the license.
2. The competent authority for de-sealing of the meat shops shall be the Zonal Dy. Commissioner.

(XI)

APPEAL AGAINST REFUSAL AND REVOCATION OF LICENSE

1. Whenever the Zonal Dy. Director (VS)/Zonal Veterinary officer refuses to grant or renew, or revokes the license of the meat shop, the applicant/holder of such license may, within 30 days from the date of the order of the refusal or revocation as the case may be, appeal to the Dy. Commissioner of the concerned zone against such refusal or revocation.
2. On receiving the appeal under this section, the Dy. Commissioner of the zone shall give a reasonable opportunity of being heard and after considering all material facts on record either—
 - (a) dismiss the appeal, or
 - (b) allow the appeal and direct the Zonal Dy. Director (VS)/VOs to grant or renew or re-instate the license.

(XII)

REQUIREMENTS OF DOCUMENTS FOR GRANT OF LICENSE TO THE MEAT SHOPS

Each applicant will enclose self attested photocopies of following documents while applying for grant of new license to the meat shop.

- i. Application in a prescribed format. **(As per Veterinary Trade License Online format)**
- ii. Proof of the residence and photo identity of the applicant (Passport/Voters Identity Card/driving license/Aadhar Card issued by Govt. body)
- iii. Proof of the ownership or legal occupancy (GPA/Special power of attorney, conveyance deed etc whether notary attested or registered in sub registrar office). If the applicant is tenant then rent/lease agreement of the meat shop along with the proof of ownership.



- iv. One blue print of the design of shop with measurements plan, Key plan, site plan etc.
- v. NOC from the owner of the shop, if the shop for which license is applied is on rent/lease basis.
- vi. Proof of the electric & water supply to the shop.
- vii. Proof of age of the applicant.
- viii. Medical certificate of fitness from a registered medical practitioner and medical documents as mentioned in the policy.
- ix. No Objection certificate from the managing committee and or Imam of the Masjid if the license is applied for a shop situated in the compound/building of a Masjid (Mosque).

(XIII) REQUIRED DOCUMENTS TO BE UPLOADED ONLINE FOR RENEWAL OF LICENSE OF THE MEAT SHOP

- i. Filled in renewal application form. (As per **Veterinary Trade License Online format**)
- ii. Medical certificate of fitness from a registered medical practitioner and medical reports as mentioned in the Policy.
- iii. Copy of the renewal of the previous year.
- iv. Proof of deposition of required fee and penalties, if any.

B). GUIDELINES/SOPs FOR GRANT OF NEW/RENEWAL OF LICENSE TO THE RAW MEAT PROCESSING, PACKAGING/STORAGE PLANTS/FACTORIES/UNITS

1. The raw meat processing, packaging, storage plants/factories/units running under the jurisdiction of MCD will obtain meat trade license from the Dy. Director(VS)/Veterinary Officer of the concerned zone for processing and packaging & storage of raw meat of the species of animals permitted in this policy i.e. buffalo meat or sheep/goat meat or poultry meat or pigs (pork) or fish only.
2. Applications for grant and renewal of licenses will be received online on the MCD website <https://mcdonline.nic.in>
3. The license for processing of meat (Veterinary Trade License) can be granted in the name of followings:-
 - a) It is a prerequisite condition that the owner of the meat processing unit/factory must have license to operate from factory license



department of MCD, for obtaining license to the meat processing units. However, the proprietor himself or his representative/tenant having a company (partnership or private limited) can himself or through an authorized signatory of his company can apply for the meat processing license from the Veterinary Services Department.

b) Leading partner in the company (Partnership Company)

A registered partnership deed signed by both/all partners giving NOCs in favour of lead partner seeking license is pre-requisite vis-à-vis license from Factory Licensing Department in name of leading partner to operate the factory.

c) Private Limited Company

The owner of the company having pre-requisite of license from Factory Licensing Department can himself or through an authorized signatory of the company. (As declared in memorandum of article of company) can apply for the Veterinary Trade License.

4. The above guidelines/SOPs to run the meat processing, packaging/storage units will be applicable both in case of grant of fresh licenses as well as renewal of the existing licenses.
5. The applicant shall have the option to apply for a license of one year validity period, two years validity period and three years validity period.
6. The applicant should have a license from the Factory Licensing Department of MCD prior to applying for the grant/renewal of license for the purpose. The application for license to the meat processing, packaging and storage plant/unit shall be rejected if the pre-requisite factory license is in the name of other person.
7. The terms & conditions mentioned at points 10, 12, 13, 14, 15, 19, 24, 25, 26, 28, 30, 31, 32,34,35 & 39 for the licensing of the meat shops are common to meat processing, packaging and storage units and thus shall also be followed by the licensee for seeking the license for meat processing, packaging and storage plants & are not repeated here for the sake of brevity.
8. The license for processing, packaging and storage of meat will be granted only in respect of the floors for which the applicant/licensee has already taken license from the Factory Licensing Department or any other department.
9. The applicant/licensee shall have to ensure all labour laws applicable in the jurisdiction of Delhi.



10. There should be an agreement between the applicant seeking the license for meat processing and the lessee of the MCD approved Slaughter House therein mentioning the approx. quantity of meat to be supplied by the lessee and received by the licensee for the processing and packaging on daily basis. This would be applicable in both cases whether meat processing done for domestic purpose or for export purpose.
11. If the owner/operator of meat processing plant intends to process the raw meat of pork or chicken or fish for domestic consumption, the raw meat shall be procured from Govt. authorized slaughter house/source only.
12. If the applicant/licensee of meat processing plant intends to do processing, packaging and storage of the raw meat for export to a foreign country, the raw meat shall have to be procured from MCD approved Slaughter House which is also approved by APEDA. The license from APEDA in the name of applicant/licensee shall be another mandatory prerequisite for obtaining a license for meat processing plant/storage besides license to operate the factory issued from the Factory Licensing Department of MCD.
13. The vehicles for transportation of meat shall be covered and refrigerated to avoid contamination.
14. Processing, packaging & storage of meat of one species i.e. either buffalo meat or sheep/goat meat or chicken as mentioned in the Veterinary Trade License is allowed and processing & storage of meat of species other than mentioned in the license is not allowed & shall entail revocation of license at any point of time and in such case the unit will be sealed by the Dy. Director(VS)/zonal Veterinary Officer.
15. On violation of the terms and conditions of the policy, the zonal Dy. Director (VS)/Zonal Veterinary Officer shall issue a show cause notice to the owner/operator/license- holder of the meat storage unit/meat processing plant, thereby giving him fifteen (15) days' time to comply with the terms and conditions laid down in the policy. If upon inspection, it is found that he has still not complied with the terms and conditions of the licensing policy, the Zonal Dy. Director (VS)/Zonal Veterinary Officer will seal the meat storage unit/meat processing plant and revoke the license with the approval of the Zonal Dy. Commissioner.



16. The applicant ought to have adequate infrastructure and man power to handle and process the peak quantity of meat at his premises and has to submit the documents on the following:-

- (a) Processing capacity of the unit.
- (b) Average quantity of meat to be received on daily basis.
- (c) Details of vehicles engaged for the transportation of meat from MCD approved Slaughter House to the processing unit.
- (d) Names, addresses alongwith IDs (aadhar card/voter ids etc) of all the staff whether male or female being engaged by the applicant/licensee for processing and packaging of meat with medical fitness certificate of each and every staff.

17. There should be a proper dress/uniform for all the working staff engaged in the operations of meat processing i.e. mask, gloves, shoes, apron etc. There should be separate changing rooms for male and female meat handling staff to change the dress.

18. There should be adequate arrangements of separate toilets for male and female staff deployed by the licensee in the operations of unit.

19. There should be arrangement for washing of hands.

20. There should be adequate arrangements for cleaning, washing and disinfecting the premises of the processing plant/unit with continuous supply of hot and cold water.

21. It is mandatory for the license holder to fix a display board above the entrance of meat processing unit indicating Jhatka or Halal (i.e. the meat processed is obtained by that method of slaughtering of animal) and type of meat (species of animal i.e. Buffalo, sheep, goat, chicken and pig) being sold from the premises. If upon inspection, any violation is found in this regard, the Zonal Dy. Director (VS)/Zonal veterinary officer will issue a show cause notice to the licensee to stop the violation within 15 days. If the licensee fails to comply with the notice within the stipulated period the Zonal Dy. Director (VS)/Zonal veterinary officer shall revoke the license of the meat shop. If such violation is noticed by the officers of CMRT the zonal DD (VS)/VO shall be immediately apprised through official note for action against the meat processing unit.

22. The liquid effluent must be treated in the Effluent Treatment Plant to meet out the peak load of the processing plant. Whereas the solid meat waste including bones has to be disposed off scientifically and the applicant/licensee ought to have arrangement of his own for the same with agreement to this effect with the agency hired by him for the disposal of the solid meat waste.



23. The applicant/license holder of the meat processing plant would allow the Zonal Dy. Commissioner /Director (Veterinary Services)/Zonal Dy.Director(VS)/Zonal Veterinary Officer or any other officer of MCD to inspect the meat storage unit/meat processing plant/premises at any time.
24. There should be arrangement of continuous supply of electricity and water in the premises.
25. The Zonal Dy. Director (VS)/ Zonal Veterinary Officer will carry out regular inspections of all meat processing, packaging & storage units/plants situated in his zonal area.
26. The license shall be non-transferable in respect to the location and any such purported transfer shall be void and of no effect.
27. The terms & conditions mentioned in this Policy shall also apply for renewal of Veterinary Trade Licenses granted to the existing meat processing, packaging & storage factories/units.
28. The license to the Meat Processing Plant for the storage of raw meat shall be granted, as per size of Meat Processing Plant/Storage of Raw meat as per the Factory Licensing & APEDA norms, in the areas declared industrial/commercial by the Municipal Corporation/State Government/Central Government or any other local Government body provided that the license to the Meat Storage Unit/Meat Processing Plant has also been granted by the Factory Licensing Department of MCD and minimum size should not be less than 150 sq. feet.
29. Floors should be made up of waterproof, non-absorbent, washable, non-slippery and nontoxic materials and should be easy to clean with gradient for drainage.
30. Doors should have smooth non-absorbent surfaces, be self-closing and be close fitting type.
31. Walls should be waterproof & made of nontoxic materials, crevices free, paved with impervious material up to a height of "6" feet for meat (sheep or goat or poultry or pork) and upto "6.5" feet (buffalo).
32. Height of the raw meat processing hall(s) should be minimum "10" feet with air-conditioning facility.
33. Floors, walls, windows, doors and ceilings - should be constructed and designed in a manner as to avoid accumulation of dust and microbes. Insect screen must be provided on windows and doors.



34. Exclusive facilities for cleaning and disinfection of knives, cleavers, saw and other implements used for deboning, processing, packaging etc should be available.
35. All the tables, racks, shelves, boards, trolleys, meat cutting machines or equipments used in the processing, handling, keeping & carrying meat shall have stainless steel tops for proper cleaning and sterilization.
36. Provision for separate office for the Admin staff.
37. Processed meat should be packed hygienically. It must be free from foreign bodies to avoid hazards.
38. There should be adequate number of chillers, deep freezer, blast freezer and plate freezer in the meat processing unit in proportion to the processing capacity of the unit which should be maintained properly.
39. The lifts/chutes should be properly maintained in good working condition and duly certified by the inspector of lifts GNCTD.
40. **Lighting**- Adequate natural or artificial lighting should be provided in the meat processing unit wherever needed, the lighting should not alter the colors and the quality of meat.
41. **Ventilation**- There should be proper ventilation facility at the Meat Processing Plant. Exhaust fans should be installed wherever necessary. Ventilation openings should have insect screen or protective enclosure of non-corrosive material.
42. **Equipment and Vessels** - All equipments, implements and vessels used for processing of meat and meat products should be of food graded stainless steel to ensure normal cleaning and disinfection.

(II) Cleaning and sanitation of processing unit (Operation Part):

- I. The premises of meat processing unit should have no objectionable dust, smoke and obnoxious odours. Debris and solid waste of the facilities should be collected and discarded in pedal-operated covered bins. There should be no spill over of meat waste on the floors. Facilities should be cleaned with hot water. Floors and walls should be cleaned & disinfected daily. Ceilings should be cleaned as and when required.



- II. Facilities for the Storage of Waste, Offals and inedible material should be provided away from the processing rooms and should be disposed off to an agency with supporting document of agreement.
- III. Meat handlers should clean and sanitize hands, gloves, knives and other hand tools, cutting and chopping boards etc as necessary during processing.
- IV. All equipments, tables and contact surfaces be disinfected before and after operations.
- V. Every person engaged in meat processing unit should maintain a high degree of personal hygiene and cleanliness on duty, and should at all times while so engaged wear suitable protective clothing including head covering, gloves, masks and foot wear, all of which should be regularly washed unless designed to be disposed off properly after every single use. Uninterrupted supply of hot and cold potable water should be ensured at all times.
- VI. Tobacco, chewing and spitting, must be prohibited in every part of meat processing unit used for the preparation, handling, packaging or transportation of meat.
- VII. Toilets should not open directly on to meat handling areas. These areas should be well lit and ventilated. Sufficient toilet(s) shall be provided and should always be neat and clean.
- VIII. Sensor equipped taps are preferable over elbow or hand operated ones.
- IX. First aid facility should readily be available to all workforces.

(III)

PEST CONTROL

- (a) There should be an effective and continuous programme for the control of insects, birds, rodents and other vermins inside the premises.
- (b) Handling and Storage of Hazardous substances - Usage of pesticides etc. should be in a manner so that they do not cause contamination of meat and meat product i.e. they should be stored in a separate and safe area.
- (c) Receipts of payments to Pest control should be preserved by the Licensee.



(IV)

LABORATORY AND TECHNICAL STAFF

An in house functional laboratory should be in place at the premises with services of a qualified technical staff for checking the contamination/microbial load of the raw meat and finished meat/meat products. This facility can be outsourced also by the applicant/licensee at his/its own cost.

(V)

POWER TO SEAL AND DE-SEAL THE MEAT STORAGE UNIT/MEAT PROCESSING PLANT

- i. Sealing of the meat storage unit/meat processing plant will be done by the Zonal Dy. Director (V.S.)/Zonal Veterinary Officer with the approval of the concerned Dy. Commissioner.
- ii. The de-sealing of the meat storage unit/meat processing plant will be done by the zonal Dy. Director (V.S.)/Zonal Veterinary Officer with the approval of the Addl. Commissioner, In-charge of the Zone.

(VI)

REQUIREMENTS OF DOCUMENTS FOR GRANT OF NEW LICENSE TO THE MEAT PROCESSING, PACKAGING/STORAGE PLANTS/ FACTORIES/UNITS

Each applicant will enclose following documents while applying first time for the grant of new license for the meat processing, packaging/storage plants/factories/units

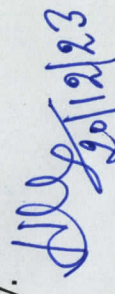
- i. Application in the prescribed format. **(As per Veterinary Trade License Online Format)**
- ii. Proof of the residence and photo identity of the applicant (Passport/ Voters Identity Card/Aadhar Card/driving license/PAN Card etc. issued by Govt. body)
- iii. Proof of the ownership or legal occupancy (GPA/Special power of attorney, conveyance deed etc whether notary attested or registered in sub registrar office) or if the applicant is tenant then rent/lease agreement.
- iv. NOC from the rest of partners alongwith partnership deed if the company is run by partners.
- v. Authorization letter alongwith memorandum of article in case the applicant is from Pvt Ltd Company.
- vi. Proof of source of supply of raw meat/agreement with the supplying agency.



- vii. One blue print of the design and drawings of the meat processing plant/unit with measurements plan, Key plan, site plan etc.
- viii. Copy of the valid license granted to the meat processing plant/unit by the Factory Licensing Department/other department of MCD and APEDA if the applicant intends to export the processed meat besides agreement with the lessee of Ghazipur Slaughter House .
- ix. Proof of the electricity and water supply.
- x. Proof of age of the applicant.
- xi. Medical fitness certificate(issued by registered medical practitioner under Delhi Medical Council) of the applicant and each and every staff to be engaged for handling of meat for processing, packaging and storage thereby certifying that the staff engaged is free from any communicable disease.
- xii. Details alongwith registration numbers of vehicles being engaged for the transportation of meat from MCD approved Slaughter House to the meat processing unit.
- xiii. Proof of deposition of required fee and penalties, if any.

(VII) DOCUMENTS REQUIRED FOR RENEWAL OF LICENSE TO THE MEAT PROCESSING PLANT/UNITS

- i. Filled in renewal application form **(As per Veterinary Trade License Online Format)**
- ii. Copy of the valid license granted to the meat processing plant/unit by the Factory Licensing Department/any other department and APEDA if the applicant intends to export the processed & packaged meat.
- iii. Proof of source of supply of raw meat from authorized slaughter house in Delhi alongwith the agreement with lessee of authorized slaughter house.
- iv. Medical fitness certificate (issued by registered medical practitioner under Delhi Medical Council) of the applicant and of each and every staff to be engaged for handling of meat for processing, packaging and storage thereby certifying that the staff engaged is free from any communicable disease.
- v. Proof of deposition of required fee and penalties, if any.



**Additional Director(VS)
Municipal Corporation of Delhi**

Dr. Hemant Kaushik
Additional Director (V.S.)
Municipal Corporation of Delhi