

## **REVISED POLICY AND PROCEDURE FOR RENEWAL OF HEALTH**

### **LICENSE TO BE EFFECTIVE FROM 01<sup>ST</sup> OCTOBER, 2014.**

- It is informed that for running the business of Lodging Houses/Eating Houses/Restaurants/Hotels/Coffee Houses/Tea Shops/Kiosks/Cinema House/Theaters/ Meat shop / Petrol Pump/ Service Station/ Atta Chakki, Laundry/Printing Press etc. in New Delhi Municipal Council (NDMC) area, it is mandatory to have a valid license under Section 325/327/330/331/332 of NDMC Act, 1994. Such licenses are granted for one financial year and thereafter renewal is made for three years. Applications for renewal are required to be submitted before the expiry of the license period.
- To discourage the practice of late submission of applications for renewal of license, NDMC has decided to impose penalties and take strict legal action against defaulters, who fail to renew their licenses timely and operate their business without a valid license.
- However, to avoid any inconvenience to the licensees, an opportunity is being provided for the renewal of license **upto 30<sup>th</sup> September, 2014** after which no premises/business without a valid license shall be allowed to operate and the defaulters will face heavy penalty besides sealing of premises under the rules.

For the information of operators /owners, the main highlights of the revised policy and procedure for renewal of health licenses for the above mentioned entities is as under:

1. The application for renewal of health license will be allowed without imposition of any penalty or late fee if it is received in the Month of March or by 30<sup>th</sup> April i.e up to one month after the expiry of health license. Grace period of one month will be allowed from the date of expiry of the license.
2. The application for renewal of license, received after expiry of license and grace period, will be treated as application for fresh grant of license and will be valid for the financial year in which the application for renewal is made. Processing fee, as applicable in the case of fresh grant of license, will be charged.
3. In addition to above, late fee will also be charged in the cases where an application is received after 30<sup>th</sup> April of a financial year in the manner given below :-
  - (a) For the application for renewal, received after 30<sup>th</sup> April and within 1 year from date of expiry of health license, Late Fee Charges @ 5% of License fee per month will be charged.
  - (b) For the application for renewal of health license, received after one year from date of expiry of license, late fee charges will be double the Annual License Fee for every expired year plus 5% of License Fee per month for part months, if any  
(i.e. Late Fee = License Fee X 2 X No. of years + (5% of License Fee X part months, if any).
  - (c) NDMC shall continue taking action in case the premises are found operating without any valid license and where no application for grant of health license has been made by the owners/operators.
  - (d) Till 30<sup>th</sup> September 2014 an opportunity is being given to existing health license holders to get their health license renewed on payment of additional processing

fee equal to the processing fee applicable for grant of license in addition to renewal processing fee. The applications for renewal of license received upto 30<sup>th</sup> September, 2014 will not be charged any late fee/penalty.

It is further informed that in order to facilitate the grant/renewal of license, the Health License Branch is organizing a week long **special camp** for receipt of applications for the grant /renewal of license from 30<sup>th</sup> August, 2014 to 6<sup>th</sup> September, 2014 at the following locations for speedy renewal/grant of health licenses:

Sl. No.	Special Camp Venue	Date	Time
1.	NDMC Palika Health Complex, Ground Floor, Dharam Marg, Near Malcha Market, New Delhi.	From 30 <sup>th</sup> August to 6 <sup>th</sup> September, 2014.	9 AM to 5 PM
2.	Conference Hall. First Floor New Delhi, City Centre, Palika Kendra, Jai Singh Road, New Delhi.		

Applicants may also obtain application forms and submit the same in the Licensing Branch at Room No. 1015, 10<sup>th</sup> Floor, NDMC Palika Kendra, New Delhi. The format for application for grant/renewal of license is also available on NDMC website ([www.ndmc.gov.in/departments/publichealth](http://www.ndmc.gov.in/departments/publichealth)) which can be downloaded or filed online.

In case of any query/assistance, Sh. S.K.Chopra, SI may be contacted on Ph. No. 9650343474/23367671.

Sd/-  
Director (Health Licensing), NDMC

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