

NEW DELHI MUNICIPAL COUNCIL
PALIKA KENDRA: NEW DELHI
HEALTH LICENSING DEPARTMENT

OFFICE ORDER

No. D-940/Director (H/L)/2023

Dated: 11.12.2023

In supersession of Office Order No. D/417/Dir. (Health Licensing)/2023 dated 30.06.2023 and in anticipation of approval of Council to the Agenda Item No. 12 (Health Licensing) dated 29.11.2023, the revised requirement of documents for Grant/Renewal of health license is as under:-

Grant of Health License

A. Duly filed online application form having following information/documents as specified in the modified portal (except document mentioned at point no. xiii):-

(i)	Proof of identity; Aadhaar Card or in case the applicant does not have Aadhar Card, an alternative identification proof which may include-Passport, Voter Identification Card, PAN Card or Driving License
(ii)	Proof of address; Aadhar or Voter ID or Passport or Electricity Bill or Landline Telephone Bill or Rent/Lease Deed or Property Ownership documents
(iii)	Certificate of Incorporation of Proprietorship, LLP, Partnership, Limited Private Ltd., Public Ltd., Company
(iv)	Names of Directors & Current DIR - 12 & Board Resolution for conducting business
(v)	Nomination of authorized signatory/applicant on letter head (Board Resolution)
(vi)	Proof of ownership/occupancy/tenancy/lease of premises of the Establishment, (registered sale deed, registered lease/rent deed, GPA, Gift deed, Conveyance deed, Allotment letter/ tenancy document establishing the tenancy of the applicant)
(vii)	PAN of the Proprietor/Company/Firm
(viii)	Medical Certificate of the employees with photographs
(ix)	Sanction or Approved or As built plan/Site Plan of the premises/establishment for grant of health license in the NDMC area. In case of as built/site plan the same should be duly signed by an architect registered with Council of Architecture.
(x)	Common undertaking in the format already uploaded on the modified unified portal
(xi)	Receipt of the property tax deposit from private properties owners/lease holders or receipt of the license fees for properties leased by NDMC. NOC/comments from Tax Deptt. where property tax dues are pending on the said premises will be sought through inter-departmental processing of file in NDMC
(xii)	NOC from Delhi Fire Services required on the NDMC Portal wherever applicable.
(xiii)	Duly filed affidavit in the prescribed format for provisionally giving health license in such Estate-I property cases , the renewal application of which is pending on the part of Estate-I Deptt. due to policy revision issue.

For Renewal of Health License

B. Duly filed online application form as specified in the modified portal (except document mentioned at point no. vii):-

(i)	Copy of previous health license
(ii)	Medical Certificate of the employees with photographs
(iii)	Nomination of authorized signatory/applicant on letter head (Board Resolution)
(iv)	Common undertaking in the format already uploaded on the modified unified portal
(v)	Proof of ownership/occupancy - valid in-effect proof of ownership/occupancy/tenancy document submitted by the applicant for the grant of Health license by NDMC in past.
(vi)	NOC from Delhi Fire Services required on the NDMC Portal (wherever applicable)
(vii)	Duty filled affidavit in the prescribed format for provisionally giving health license in such Estate-I property cases , the renewal application of which is pending on the part of Estate-I Deptt. due to policy revision issue.

2. For grant/renewal cases, the condition of medical examination/tests as stated in Para (ii) of Office Order dated 23.03.2021 will remain the same i.e. "The applicant/license is given option to obtain the Medical Fitness Certificate for the staff (engaged by applicant to work in the premises to run the trade) from any Government Hospital and tests report from CGHS/NDMC empanelled private labs in addition to NDMC.

3. Health License will now be given for a period of 3 years for grant as well as renewal cases initially in such a way that their co-terminus validity will be upto 31.03.2026.

4. Provisional health license may be considered on case-to-case basis where settlement of issues such as outstanding dues etc. are pending.

5. This issues with the approval of Chairman, NDMC.


(Kritika Choudhary)
Director (Health Licensing)

Copy to:-

- i. PS to Chairman, NDMC
- ii. PA to Secretary, NDMC
- iii. CMO/SMO/MO of Public Health Department
- iv. Jt. Director (HL)
- v. AO(Licensing)
- vi. All Market Associations
- vii. JD/DD (IT Deptt.): for uploading the same on NDMC website
- viii. Dy. Director (H/L)