



OFFICE OF THE COMMISSIONER
GUWAHATI MUNICIPAL CORPORATION
PANBAZAR: GUWAHATI-01

No: GCS/AC/Misc/02/2020/15

Date: 31 / 3 / 2021

To,

1. Senior Medical Officer
Guwahati Municipal Corporation.
2. i/c Deputy Commissioner
(C/Z, E/Z, S/Z, W/Z, D/Z & L/Z)
Guwahati Municipal Corporation.

Sub:- Regarding relevant documents in issuance of Trade licence.

Sir/Madam,

In view of smooth delivery of public services, you are hereby requested to ask for the following documents from the applicant along with the other relevant documents for issuing Trade Licences.

1. Affidavit of undertaking for no criminal charges.
 2. Affidavit of undertaking for court case in respect of the property or person against whom the trade licence is sought for.
 3. NOC for transfer of ownership.
- This is for your information and necessary action.

Yours faithfully,

Addl. Commissioner
Guwahati Municipal Corporation
Guwahati

Dated: / / 2021

Memo No. GCS/AC/Misc/02/2020/15 -A

Copy to:-

1. The Joint. Commissioner I, Guwahati Municipal Corporation for information.
2. The Joint. Commissioner II, Guwahati Municipal Corporation for information.
3. The Collector, Guwahati Municipal Corporation for information.
4. The Senior Medical Officer, Guwahati Municipal Corporation for information.
5. The Law Officer, Guwahati Municipal Corporation for information.
6. All i/c Deputy Commissioners, C/Z, S/Z, D/Z, L/Z, W/Z & E/Z, for information and necessary action.
7. Office file.

Addl. Commissioner
Guwahati Municipal Corporation
Guwahati

Handwritten notes and signatures on the left margin:
- "Party" (circled)
- "4.21"
- "Kallita"
- "all TL"
- "8/4/2021"
- "8/9/21"
- "Sams"
- "Kallita"
- "8/4/21"
- "8/4/2021"
- "8/4/21"