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28/9/18

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OFFICE OF THE GUWAHATI MUNICIPAL CORPORATION
HEALTH BRANCH::LAKHTOKIA
GUWAHATI

No. GHL/248/2014-15/3320

Date : 27/9/18

ORDER

In order to streamline the process of issuance of health related NOC/TL etc and in continuation of the order dtd:18/9/2018 ,the following procedures are to be followed by all concerned to avoid inconvenience to the traders:-

Sl. No	Name of trades	Documents Required	Category	Remarks
1	Hotel/Lodge, Paying guest, Hostel, Guest house, Polyclinic Nursing Home/ Hospital, Diagnostic Centre, Nursing School, Paramedical School and other such health institution, Bar cum restaurant, Pub, Banquet Hall, Community Hall, Conference Hall, Bibah Bhawan, Oyo hotels/lodge, Hookah bar	1. Land documents (Namjari/Jamabandi) 2. Commercial holding tax paid receipt 3. Building Permission(NOC) 4. Rent Agreement for rented house 5. Approved plan 6. Fire NOC 7. Garbage Agreement from concerned NGO 8. NOC from DCP(Traffic) for parking and sensitive business 9. Partnership deed if it is partnership tr. 10. Registration Certificate with Memorandum if it is under Company Act 11. ID proof 12. BMW agreement (for hospital, diagnostic centre etc) 13. Bar licence from Excise Department, Kamrup(M), Guwahati. 14. Clinical establishment certificate. 15. Clearance from Pollution Control Board. 16. Occupancy Certificate with 'As built Plan' N.B - Sl no 13-16 is mandatory during issuance of Trade Licence.	Above G+2 and exceeding 30 beds/seats	-After receipt of file from concerned DC, Sr. Medical Officer will take -Comment from AP after conducting hygiene inspection -Sr. M.O. will issue NOC after realization of NOC fees after approval & signature of NOC from Commissioner. -A copy of NOC will be marked to concerned DC for issuance of TL after realization of TL fees
2	(i) All the above trades at (1) except Bibah Bhawan, (ii) Spa Saloon, Unisex, Beauty Parlour, Sweet karkhana, Bakery, Clinic, Dental clinic, Physiotherapy, Yoga and Gym (above 2000 sqft)	-All the above documents - Qualification certificate for (Spa Saloon unisex, Beauty parlour etc) -DICC for (karkhana & bakery)	Below G+2 and less than 30 beds/seats	- After receipt of file from concerned DC, Sr. Medical Officer will -Comment on hygiene - Comment from AP as and when required -Sr. Medical Officer will approve and issue N.O.C. after realization of NOC fees. -A copy of NOC will be marked to concerned DC for issuance of TL after realization of TL fees
3	Industries, Factories	-All the above documents (1-11) -Electricity load -DICC	Above 20 HP and 10 workers	After receipt of file from concerned DC, Sr. Medical Officer will take -Comment from AP after conducting hygiene inspection -Sr. M.O. will issue NOC after realization of NOC fees after approval & signature of NOC from Commissioner. A copy of NOC will be marked to concerned DC for issuance of TL after realization of TL fees