



HEALTH TRADE LICENSE [Co-Terminus Feature]

USER MANUAL



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TABLE OF CONTENTS

1	INTRODUCTION	3
2	WHAT IS CO-TERMINUS FEATURE?	4
3	WHAT DOES CO-TERMINUS FEATURE OFFER?	4

1 INTRODUCTION

1.1 ABOUT

Health Trade License (HTL) primarily an application to obtain license related to Eating, lodging establishment and Guest Houses business (in Delhi) etc., is a web-based application as a common solution for obtaining trade license from Public Health Department, Municipal Corporation of Delhi (MCD).

System provides secured access to users having user ID and password. A user having basic knowledge of computer and internet can work easily with application.

1.2 APPLICATION ACCESS

You can access online application of HTL by typing <https://mcdonline.nic.in> the address bar of the internet browser, and then select "Online Service" on the Home Page and select "Apply HTL-Eating Establishment & Boarding Lodging".



Fig.-1.1-New User Registration



2 WHAT IS CO-TERMINUS FEATURE?

Co-Terminus means that the validity of license will end at the same time as another. In health trade licensing application, a trader must get license from four different agencies i.e., Delhi Fire Service (DFS), Municipal Corporation of Delhi (MCD), Delhi Pollution Control Committee (DPCC) and Delhi Police (DP).

Often these licenses have different validities because the licenses provided by different agencies are valid for different numbers of years. So, a trader must go for individual renewal despite validity of other licenses.

Presently, four agencies provide licenses with valid as per below table:

Agencies	DFS	MCD/NDMC/ Cantonment Board	DPCC	DP
Validity of Licenses	3 Years	3 Years	10 Years	3 Years

3 WHAT DOES CO-TERMINUS FEATURE OFFER?

To reduce the multiple cycle of renewals for individual agencies, Govt. has come up with a provision of Co-Terminus. While applying renewals in Co-Terminus, irrespective of the validity of individual agency license, validity of all licenses shall end at same date and time.

Example:

Say, a trade license is having validity as per below table.

Agencies	DFS	MCD/NDMC/ Cantonment Board	DPCC	DP
Date of Expiry	31-Mar-26	31-Mar-24	31-Mar-27	31-Mar-25

If, on 01-Apr-2014, the trader applies for renewal in Co-Terminus as her/his license for MCD/NDMC/Cantonment Board has expired, the trader shall be provided license as per below:

- MCD/NDMC/Cantonment Board will provide license till 31-Mar-2027 (3 years)
- DFS will provide license till 31-Mar-2027 (1 years)
- Delhi Police will provide license till 31-Mar-2027 (2 years)

- DPCC will provide no license extension as license is valid up to 31-Mar-2027

Thus, if the trader opts to apply for renewal via Co-Terminus, all the licenses from various agencies shall terminate (get expired) on same date in a cycle of 3 years. Accordingly, the fee shall be charged for the extended period only.

(Govt. is trying to get the license validity of DPCC in a multiple of 3-years, i.e., despite 10-year license, 9-year or 12-year license shall be issued. Traders shall be updated accordingly.

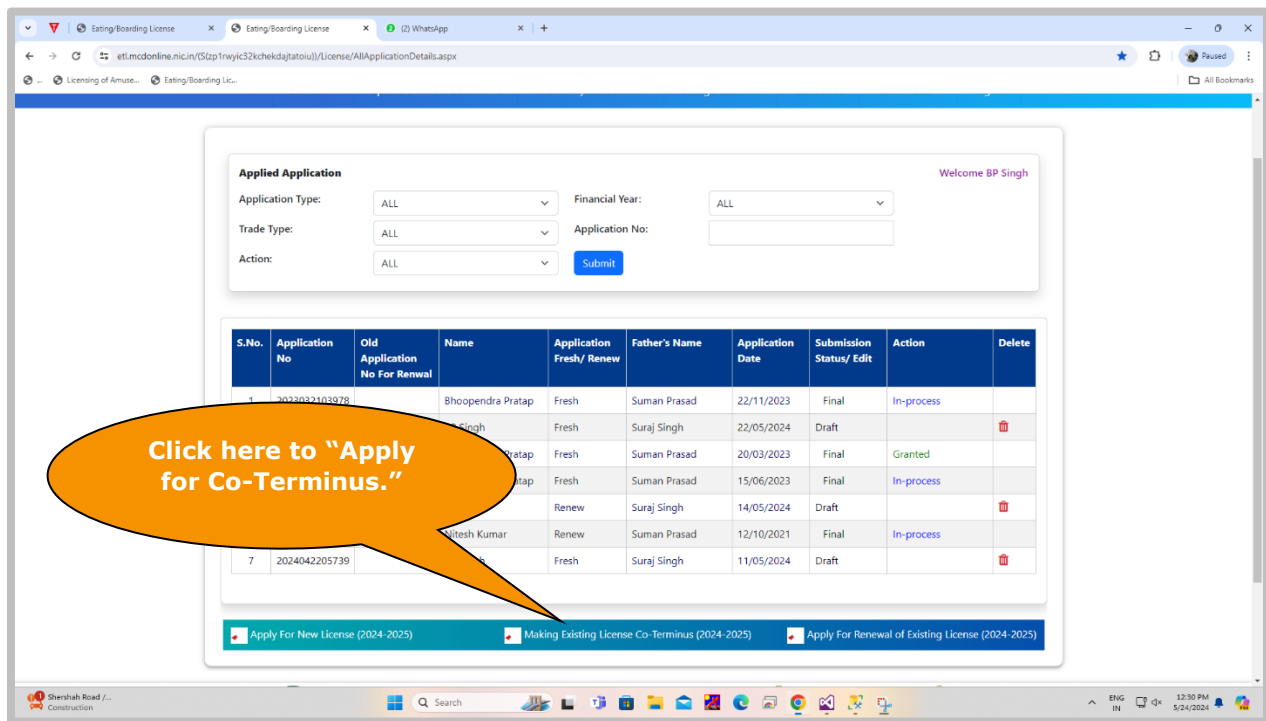


Fig.-3.1-New User Registration

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