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**TECHNICAL
INSTRUCTIONS
AND
BYE-LAWS
FOR
TRADE LICENCES**



**HEALTH DEPARTMENT
MUNICIPAL CORPORATION OF DELHI**

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- (1) Large Hotels and Restaurants.
- (2) Lodging Houses and Sarais.
- (3) Factories manufacturing articles of food and drink.
- (4) Cinemas—permanent and temporary.
- (5) Buffaloe meat shops.
- (6) Reharies dealing with seasonal trades like Ice-cream, Cold water etc.
- (7) Mobile canteens dealing in food & drink.
- (8) Dairy Plants.
- (9) Pharmaceutical firms.
- (10) Offensive trade like manufacture of bone meal, pesticide, s/i septicides/ disinfectants, tanneries etc.

D.C. (Health):

Licence for Mobile Catering Van within the limits of M.C.D. areas is issued by D.C. (Health) in accordance with the conditions laid down by the Corporation vide its Resolution No. 1235 dated 15-3-1971 under Section 420 of the D.M.C. Act on recommendations of M.H.O.

Recently it has been decided that ad hoc licences for such trades which were in existence on or before 30-6-1977 in residential areas be granted subject to the fulfilment of the technical instructions of those trades.

List of trade licenceable under Section 415, 417, 420 and 421 of the D.M.C. Act is reproduced below:—

Under Section 415 of the D.M.C. Act :

All licences for carrying on the trade of a butcher, fish monger poultryer or importer of flesh intended for human food or use of any place for the sale of flesh, fish or poultry intended for human food under Section 415 of the D.M.C. Act shall be issued by the Health Deptt.

Under Section 417 (1) (a) of the Act :

Carrying out any of the following trades or operations connected with trade not covered by the definition of a factory.

S. No. of the XIth Schedule for (Part-I)	Name of the Trade
(1) Baking.	
(5) Cloth, yarn of leather in idigo or in other colours, dyeing or Printing of.	
(6) Cloth or yarn Bleaching.	
(7) Eating or a catering establishment.	

- (8) Grain parching.
- (9) Groundnut seeds, tamarind seeds or any other seeds.
- (10) Hair dressing Saloon or a barber's shop.
- (11) Hides or skins, whether raw or dried, tanning, pressing or packing.
- (12) Laundry Shop.
- (15) Lodging House.
- (19) Sweet meat shop except in premises already licenced as an eating House.

(xviii) Washerman's Trade.

- (21) Manufacturing/Parching, packing, pressing, cleansing, cleaning, boiling, melting, grinding or preparing by any process whatever any of the following articles:—

- (21) (i) Aerated water.
- (vi) Bones.
- (21) (xxii) Fat.
- (21) (xxvii) Ghee.
- (21) (xxxi) Ice (including dry ice).
- (21) (xxxii) Insecticide or disinfectants.
- (21) (xxv) Linseed Oil.
- (21) (xxxviii) Offal.
- (21) (xi) Oil other than petroleum & non-edible oil either by mechanical power or by hand power or ghani-driven.
- 21 (xli) Pharmaceutical or medical products.
- (21) (lii) Sugar.
- (21) (liii) Sweet meat and confectionary goods.
- (21) (liv) Tallow-Charbi.

Supplementary schedule prescribed by the Cm. vide Office Order No. 1027 Sl./LC dated 8-9-1959 (U)/S-417 (A) (b). Any purpose which is in the opinion of the Cm., dangerous to life, health or property or likely to create a nuisance.

- (4) Cold Storage.
- (8) Hosiery manufacturing.
- (13) Lense grinding.
- (19) Tobacco Mfg., and Sale.

Trade Licenceable under Section 417 (1) (c) of the Corporation Act:

Keeping horses, cattle or other quadruped animals or birds for transport or sale or hire or for sale of the produce thereof.

S. No. of Eleventh Schedule (Part-II):

- (3) Asafocida.
- (6) Blood.
- (7) Bones, bonemeal or bone powder.
- (8) Camphor.
- (15) Chillies.
- (24) Chopra.
- (32) Fat.
- (37) Fish (Dry).
- (52) Hides (Dried).
- (53) Hides (Raw).
- (54) Hoofs.
- (55) Horns.
- (67) Oilal.
- (68) Oil, other than petroleum.
- (85) Skins (Raw and dried).

Section 420 of the D.M.C. Act:

Licences for hawking articles through water-trolleys, Ice cream trolleys, Catering vans and also Vehicles like Trucks, Tempos, Three-wheeler Scooters, Hand-cart and Rickshaws.

Trade Licenceable under Section 421 of the D.M.C. Act:

- (1) Restaurant
- (2) Hotel.
- (3) Boarding House
- (4) Tea Shops
- (5) Coffee House
- (6) Cafe
- (7) Refreshment room or any place where public are admitted for repose or for the consumption of any food or drink or any place where food is sold or prepared for sale.

As regards licences or articles covered under P.F.A. Rules, 1956 the same shall be issued under relevant sections of the D.M.C. Act. Details of such trades are given as under:—

1. Sec. 415 Eggs. ✓
2. S.c. 417 Preparation of Ice.

“ Sale of Ice.
 “ Edible animal body fats such as beef fat.
 “ Mutton fat, goat fat and lard.
 “ Refrigerated Water Cooling Plant.
 “ Preparation of Ice-cream.
 “ Sweetening agents such as Sugar, Gur or Jaggery.
 “ Spices and condiments, whole or ground, including saffron, curry powder, mustard seeds.

S.c. 421 Mfg. and sale, stocking, distribution of:

- (i) Milk & Milk product. ✓
- (ii) Sweetcs, preserves. ✓
- (iii) Dhabyas.
- (iv) Ghee (Wholesale & Retail).
- (v) Edible Oils (Wholesale & Retail).
- (vi) Atta, Dal.
- (vii) Aerated Water (preparation).
- (viii) Aerated Water (Sale). ✓
- (ix) Biscuit & Bakery. ✓
- (x) Fruit/Sugar cane juice. ✓
- (xi) Edible vegetable Oil.
- (xii) Edible fats including margarine.
- (xiii) Pulses, grams, nuts, starches, sago, suji, flours, such as maida, besan and articles made out of flour including Bakery products (cooked).
- (xiv) Non-alcoholic beverages such as carbonated water.
- (xv) Coca and Chicory.
- (xvi) Flavouiring agents, anti-oxidants, emulsifying and stabilising agents and preservatives permitted for use in food & food containers and wrappers.

- (xvii) Artificial sweetners.
- (xviii) Savoury.
- (xiv) Ice Candies.
- (xx) Edible gelatin.
- (xxi) Molasses.
- (xxii) Coconut.
- (xxiii) Silver leaf for human consumption.
- (xxiv) Any other articles of food and drinks not classified.

S.L. Chadha,
Brigadier
Municipal Health Officer

Government of India

DELHI GAZETTE

DELHI ADMINISTRATION

EXTRAORDINARY: PUBLISHED BY AUTHORITY

MUNICIPAL CORPORATION OF DELHI

NOTIFICATION

DELHI THE 10th January, 1964

No. 3 (2)/61-Law-Corp.: The following bye-laws relating to the regulation of Hotels, Lodging House and other places made by the Delhi Municipal Corporation in exercise of the powers conferred by Section 481 (1) J (14) of the Delhi Municipal Corporation Act, 1957 (66 of 1957) are hereby published for general information the same having been approved by the Central Government as required by Sub-Section (1) of Section 483 of the said Act.

BYE-LAWS

1. (i) These bye-laws may be called the Delhi Municipal Corporation Regulation of Hotels, Lodging Houses and similar places bye-laws, 1964.
- (ii) They shall come into force on the 1st day of April, 1964.
2. In these Bye-Laws:
 - (i) 'Licencee' means a person granted a licence under Sub-section (1) of Section 421 of the Act.
 - (b) 'Act' means the Delhi Municipal Corporation Act, 1957 (66 of 1957).

Lodging Houses:

3. For the purpose of bye-laws 4 to 8 'Lodging Houses' shall mean any Srai, Hotel, Boarding House for the general public, Rest Houses, or unlicensed emigration depot or any other place where visitors are received and provided with sleeping accommodation on payment and shall include religious and charitable institutions or 'Ran Baseras maintained and supervised by the Government or the Corporation.
4. Every licensee of a Lodging Houses shall cause his name to be registered as such in the Office of the Delhi Mpl. Corporation and shall also furnish to the Commissioner of the Corporation the following information in writing:—
 - (a) The position of his Lodging House.
 - (b) The number of rooms reserved for lodgers in such houses.

5. Every licensee of Lodging House shall be required to make his Lodging House to conform to the following requirements:—

- (a) The minimum height of every room intended for the use of the lodging shall not be less than 10 ft.
- (b) The minimum specification floor area of each such room shall not be less than 80 sq. ft.
- (c) Ventilation shall be provided for each such room by means of windows, gratings or other opening exclusive of the doors, having a combined area equal to not less than one tenth of the floor area of the room, provided that nothing herein shall in any way be deemed to waive the requirements of any bye-laws for the regulation of buildings in general which may from time to time be enforced within the limits of the Corporation.

6. Every licensee of a Lodging House, who may be so required by the Commissioner, shall keep a register in which he shall cause to be entered the names and addresses of all residents and inmates of his lodging house, and the dates of their arrival, departure and such other information as the Commissioner may prescribe.

7. The licensee of a Lodging House shall when it comes to his notice immediately report to the Commissioner, the occurrence of any infectious disease therein and shall take measures to keep any person suffering from such disease isolated from all other lodgers unless the cause has been investigated by the Commissioner.

8. No licensee of a Lodging House shall offer his Lodging House or any part of it to be occupied, if he knows or has good reason to believe that it has been occupied by a person suffering from any infectious disease, until such Lodging House or part of it and every article therein likely to contain infection has been disinfected to the satisfaction of the Commissioner.

RESTAURANT, TEA SHOP, COFFEE HOUSE, REFRESHMENT ROOM AND EATING HOUSE

9. All licensees, who sell or expose for sale savouries, sweets or other articles of food shall put up a notice board at a conspicuous place showing separate lists of the articles which have been cooked in ghee or edible oil or hydrogenated vegetable oils, or other fats.
10. No licensee shall employ in his business premises any person who is suffering from any infectious, contagious or loathsome disease.
11. No licensee shall manufacture, store or expose for sale or permit the same of any articles of food in any premises not effectively separated to the satisfaction of the Commissioner from any privy, urinal, sullage drain, or place of storage of foul and waste matter.
12. Every licensee shall ensure that all vessels used for the storage or manufacture of the articles intended for sale shall have proper cover to avoid contamination.

13. Every licensee who sells any food shall display a notice board containing the Articles which he is exposing or offering for sale.
14. The licensed premises shall at all reasonable hours be open for inspections by the Commissioner or the officers appointed by him in this behalf.
15. The licensee shall ensure that the licensed premises and surroundings are always kept in a clean condition, that no refuse or garbage is allowed to remain about them and that it is put in a covered tub or receptacle and finally deposited into the Municipal bin.
16. The occupier of the licensed premises or his servants shall at all times be cleanly dressed.
17. Unwholesome article or materials considered unfit for human consumption shall not be kept by the licensee for sale on the premises.
18. The licensee shall cause the floor and drains of the licensed premises and every bench, table, stall or other articles used or kept on the licensed premises or other place on which the articles are manufactured or prepared or exposed for sale to be washed and thoroughly cleaned every day.
19. The licensee shall cause every part of the internal surface of the walls and roof or the ceiling of the licensed premises to be thoroughly lime washed at least once a year.
20. The licensee shall comply with all reasonable requirements which the Commissioner may make to ensure the sanitary fitness of the licensed premises.
21. The licensee shall not carry on or permit to be carried on any other trade in the licensed premises except the trade mentioned in the licence.
22. The licensee shall keep the licensed premises structurally fit for the purpose for which the licence is granted, that is to say:
 - (a) the premises shall have a stone cement or other impervious floor with a 3 ft. cement skirting ;
 - (b) the walls shall be properly plastered and lime washed ;
 - (c) the premises shall be provided with a drain. The whole floor shall be made of impervious material and so allow all liquid to flow off by the drain which must be connected to the Municipal sewer or the Municipal drain, where no sewer exists ;
 - (d) the premises shall not be used as living or sleeping rooms ;
 - (e) there shall be no direct communications between the premises and any room used as a sleeping or living room or with latrine or urinal.

23. The place of manufacture shall be completely* protected by the licensee by suitable wire-gauze panels and self-closing doors and he shall see that any process of heating or cooking is carried out in a cooking range or Chullah having proper chimney and flue for the escape of smoke.
24. Every utensil or container meant for use for preparing or containing any article of food intended for sale or ingredients for the preparation of such articles of food shall be properly tinned and kept by the licensee at all times clean and in good order and repair.
25. No licensee shall use for manufacturing, preparing or storing any food or ingredient of food intended for sale any utensil or container which is made of such material or the material of which is in such a stage as is likely to injure such food or render it noxious.
26. The licensee shall not use or permit to be used in the manufacture of articles of food, any water except water obtained from the water supply from such source as may be approved by the Commissioner.
27. The licensee shall display the licence on the licensed premises.
28. The licensee shall see that kitchen of the manufacturing place has proper flue over the Bhetties and no Bhatti is allowed to be put up outside the shop and even on licensed Tekhats.
29. Proper washing arrangements for the used utensils shall be provided by the licensee inside the premises as per directions of the Commissioner.
30. The licensee shall ensure that food handlers are protected against Small-pox, Cholera and Typhoid and that certificate is displayed in the shop to this effect.
31. Articles of food and drink exhibited for sale shall be kept by the licensee in clean utensils properly protected from dust and flies all the 24 hours.

Penalty:

32. Whoever contravenes any of the provisions of these bye-laws shall be punishable with fine which may extend to five hundred and in the case of continuing contravention, with an addition a fine which may extend to twenty rupees for every day during which such contravention continues after conviction for the first such contravention.

Eating House or a Catering Establishment (under Section 417/421 of D.M.C. Act):

1. Catering Establishment is a premises where public is admitted for repose or for consumption of any food or drink or any place where food is sold or prepared for sale. It includes, Eating Houses, Tea shops, Refreshment Rooms, Restaurants, Dhabs, Snack Bars, Canteens, Barbecues, Hotels and Motels.
2. The premises shall be structurally sound and kept in good state or repairs at all times.
3. The floor and walls upto a height of one metre shall be made of impervious smooth concrete material and the corners rounded to facilitate thorough washing and cleaning of the premises.
4. The floor area shall not be less than 9 sq. metres and the height not less than 3 meters.
5. The premises shall be drained into a sewer, and where there is no sewer, into a surface drain to the satisfaction of the Health Authorities.
6. The premises shall be well ventilated and adequately lighted.
7. Continuous supply of safe water shall be ensured in the premises. In case of intermittent water supply adequate storage arrangements shall be made.
8. The premises shall be completely fly-proof, preferably with double doors, outer door opening outwards and fitted with springs to ensure their self closing.

9. Sinks with a draining board, detergent and hot water shall be provided to ensure proper cleaning of utensils, crockery and cutlery. there will be a separate place for washing pots and pans.
10. Adequate number of wash-hand basins made of porcelain/stainless steel shall be provided alongwith soap and a nail brush for thorough cleansing of hands. Clean and dry towels shall be kept for the use of customers.
11. The walls and ceiling shall be white/colour washed every six months, and the wood work shall be painted every year.
12. The premises shall be kept cool and comfortable by sufficient number of fans/coolers.
13. A refuse bin of a adequate size with a pedal operated cover shall be provided in the premises for collection of waste material. This shall be emptied, and washed daily with a disinfectant.
14. All tables, racks, shelves, boards etc. shall have zinc/aluminium/stainless steel/marble/sunmica top to facilitate proper cleaning.
15. Sign-board shall be prominently displayed at the premises indicating the nature of cooking medium being used.
16. The floor and skirtd walls shall be washed daily with a disinfectant like phenyle at the close of day's business.
17. The premises shall be kept free from all insects by an insectidal spray having knock-down effect at the close of day's business. No spraying shall be done during the conduct of business, but instead fly swats/fleps used to kill spray flies getting into the premises.
18. The premises shall not be used for residential purposes, nor it shall communicate with any residential quarter. No personal belongings like clothing, bedding, shoes etc., shall be kept in the premises.
19. No person suffering from contagious or infectious disease shall be employed in the establishment. All persons working in the premises shall be medically examined and immunized against cholera and enteric group of fevers at the time of issue/renewal of licence. The certificate of medical fitness and immunization shall be displayed prominently in the shop alongwith the licence.
20. A high standard of personal hygiene shall be maintained by workers at all times. No smoking, chewing and snuff shall be allowed in the premises.
21. No food shall be served to the customers outside the premises, nor it shall be served on leaves and papers except white unprinted paper plates.
22. There will be no smoke nuisance in the kitchen.
23. Chipped enamelled containers will not be used. Stainless/aluminium containers e.g. mugs, jugs, trays etc., will preferably be used.
24. Brass utensils will be frequently provided with in lining.

25. There will be proper arrangements for storage of dry rations, tinned stuff and other raw materials.
26. Failure to comply with any of these instructions may entail legal action against the defaulters and even result in cancellation of licence.

Baking Unit (D.M.C. Act, 1957, Section-417):

1. A baking unit (Bakery) shall mean any building or portion of a building in which baking for sale of bread, biscuits, cakes, pastries or other such food or any operation subsidiary or preparatory to baking is carried out.
2. The premises shall be structurally sound, and kept in good state of repair at all times.
3. The premises shall be rendered completely fly proof preferably with double doors and outer door opening outwards and fitted with springs to ensure their self-closing. It shall also be made rodent and bird proof. No pets shall be allowed in the premises at any time.
4. The premises shall be kept free from cockroaches and other vermin at all times.
5. The premises shall be well ventilated and adequately lighted.
6. The floor/area shall not be less than 9 sq. metres and the height not less than 3 metres.
7. The floor and walls upto a height of one metre shall be made of smooth impervious concrete material and the corners shall be rounded to facilitate washing and cleaning of the premises. The ceiling shall be kept clean and free from cob-webs.
8. The premises shall be maintained in a good state of repairs and cleanliness. Whenever required, it shall be white/colour washed, painted and disinfected. The premises shall be kept free of smell by using deodorants. At least six months, it shall be white/colour washed regularly or earlier, if required.
9. The walls and ceiling shall be white/colour washed every six months and the wood work shall be painted every year.
10. All tables, racks, shelves, boards etc. shall have zinc/aluminium/stainless steel/marble/summita top to facilitate proper cleaning. All surfaces coming into contact with good shall be smooth and free from pits, dents, cracks, crevices and loose scales.
11. The stores for raw materials shall be free from dampness by providing damp proof measures.
12. Adequate measures shall be taken to reduce hazards of heat radiation/condition by using fire proof and heat resistant lining of the oven and chimney, wherever required.

13. The oven mouth shall open inside the bakery premises and not outside. Feeding/stoking operations shall be carried out from within the premises. The chimney from the oven fed with conventional fuel shall be at a height of 2 metres higher than the highest building in the vicinity.
14. Continuous supply of safe water shall be ensured in the premises. In case of intermittent water supply, adequate storage arrangement shall be made.
15. No ash pit shall be allowed within the premises. A waste bin of adequate size with a pedal operated cover shall be provided in the premises for collection of waste material. This shall be emptied and washed daily.
16. All equipment shall be kept clean, washed and dry at the close of day's business to ensure freedom from growth of mould/fungi and infestation. All equipments shall be placed well away from the walls to allow proper inspection.
17. Sinks and troughs used for washing ingredients shall not be used for washing hands.
18. The containers shall be clean and stacked in a manner which does not allow contamination of products.
19. All food handlers shall be medically examined at initial employment and periodically every three months thereafter including laboratory examination wherever indicated. A record of such examinations shall be maintained. Persons suffering from communicable diseases or who are carriers shall be prohibited from working in premises.
20. All food handlers shall keep their finger nails trimmed clean and wash their hands with soap detergent and water before commencing work and every time after using toilet. Paper/towel towels shall be used for wiping hand dry. Adequate number of wash hand basins made of pore lain/stainless steel shall be provided and kept clean.
21. All employees shall be provided with clean uniforms/aprons and head gears while at work. Separate lockers and change room/place shall also be provided.
22. Eating, chewing, smoking, spitting and nose blowing shall be prohibited within the premises.
23. Sufficient and suitable sanitary conveniences shall be provided and kept clean. There shall not be any direct communication with processing unit.
24. Bare hands shall not be used for handling bakery products at any stage. No product shall be kept in the open except in the show case. Clean grease/butter paper polythene bags shall be provided. Used and printed paper shall not be allowed for any purposes in the Unit.
25. Failure to comply with any of these instructions may entail legal action against the defaulters, and even result in revocation of the licence.

Barber's Shop/Hair Dressing Saloon (Under Section 417 of D.M.C. Act):

1. The premises shall be structurally sound.
2. The floor and walls upto a height of one metre shall preferably be made of smooth impervious concrete material.
3. The height of the premiss shall not be less than 3 metres.
4. The floor area shall be a minimum of six square metres for one chair, and two square metres for every additional chair.
5. The premises shall be drained into a sewer and where there is no sewer into a surface drain to the satisfaction of Health authorities.
6. The premises shall be well ventilated and adequately lighted.
7. The walls and ceiling shall be white/colour washed every year and wood work painted every two years. The premises shall be kept in a good state of repairs at all times.
8. Continuous supply of safe water shall be ensured in the premises. In case of intermittent water supply adequate storage arrangements shall be made.
9. A wash-hand basin made of porcelain/stainless steel shall be provided alongwith soap and a nail brush for thorough cleaning of hands. The wash-hand basin shall be kept clean at all times.
10. Sufficient number of fans shall be provided to keep the premises cool and comfortable.
11. Furniture shall be clean, comfortable and free from Bed-bugs and vermins.
12. All tables, racks, shelves, boards etc., shall have zinc/aluminium/stainless steel/marble summica top to facilitate proper cleaning.
13. The floor and skirted walls shall be thoroughly cleaned daily.
14. Adequate seating arrangements for waiting customers shall be provided in the premises.
15. All workers shall wear clean overalls and head gear while at work.
16. Adequate First-Aid arrangements shall be made available in the premises to attend to minor cuts.
17. Adequate arrangements for storing clean and dirty linen separately shall be provided.
18. All implements shall be kept clean and sharp. Razors, Scissors and Clippers shall be kept in 22% Cresol, Dettol or Chlorosol lotion when not in use during working hours. Before use they shall be washed with clean water. The rest of the time they shall be kept clean and protected with vaseline. Combs shall be kept clean and dry. Shaving brushes, after each shave, shall be washed in 1% Soda solution and then washed in water. Razors shall be wiped in a clean towel every time.

19. The head rest of the Barber-chair shall be protected by a clean paper/cloth and a fresh piece shall be used for each individual.
20. Separate clean face towels and sheets shall be used for each customer.
21. A waste-bin with a pedal operated cover shall be provided in the premises for collection of waste cotton wool, clipped hair and other waste material.
22. All employees working in the premises shall be medically examined. The certificate of medical fitness shall be displayed prominently along with the licence.
23. Customers suffering from communicable skin diseases shall not be entertained.
24. The premises shall not be used for residential purposes nor it shall communicate with any residential quarter. No personal belongings like clothing, bedding, shoes etc. shall be kept in the premises.
25. A high standard of personal hygiene shall be maintained by workers at all times. No smoking, chewing and snuff shall be allowed in the premises.
26. Failure to comply with any of these instructions may entail legal action against the defaulters and even result in cancellation of licence.

Grains/Seed Parching (D.M.C. Act, Section 417 1) (a):

1. The premises shall be structurally sound.
2. The premises shall be kept free from insects and rodents at all times.
3. The premises shall be white/colour washed atleast once every year or earlier if required.
4. The minimum floor space of 9 sq. metres shall be provided.
5. The premises shall be well ventilated and lighted.
6. Proper chimney for smoke from the Bhatti shall be provided to remove smoke nuisance. Smoke chimney shall be upto a height of not less than 2 metres higher than the highest building in the vicinity.
7. Grains/seeds and other edibles shall be kept in suitable baskets, bags boxes or other containers duly provided with proper covers so as to protect them against dust, insects and pests. The same shall be kept on wooden trestles of a minimum height of 9 inch. and having a minimum of 6 inch. edge projecting on all sides.
8. A suitable foot operated covered receptacle shall be kept for depositing waste matter.

9. No birds shall be allowed in the premises.
10. Perched grains/seeds shall be free from sand or any other extraneous matter.
11. All persons working in the premises shall be medically examined and immunized against enteric group of fevers at the time issue/renewal of licence. The certificate of medical fitness and immunization shall be displayed prominently alongwith the licence.
12. The premises shall not be used for residential purposes and no personal belongings shall be kept there, except in lockers.

Trade of Manufacturing/Preparing of Sweets and Confectionary goods (Sec. 417 D.M.C. Act):

1. The premises shall be structurally sound and kept in good state of repairs at all times.
2. The floor and walls upto a height of one metre shall be made of impervious smooth concrete material and the corners rounded to facilitate thorough washing and cleaning of the premises.
3. The floor area shall not be less than 10 sq. metres and height atleast 3 metres.
4. The premises shall be drained into a sewer, and where there is no sewer, into a surface drain to the satisfaction of the Health Authorities.
5. The premises shall be well ventilated and adequately lighted.
6. Continuous supply of safe water shall be ensured in the premises. In case of intermittent water supply adequate storage arrangements shall be made available in the premises.
7. The manufacturer premises shall be completely fly proof. The prepared stuff shall be stored in proper show-cases/cup-boards protected against insects and dust.
8. Atleast two sinks with draining board, detergent and hot water shall be provided to ensure proper cleaning of utensils.
9. Wash hand basin made of porcelain/stainless steel shall be provided alongwith soap and a nail brush for thorough cleansing of hands.
10. The walls and ceiling shall be white/colour washed every six months and the wood work painted every year and more often if so required.
11. Waste-bins of adequate size with pedal operated covers shall be provided in the premises for collection of waste material. The same shall be emptied and washed daily with a disinfectant.
12. All tables, racks, shelves, boards etc. shall have zinc/aluminium/stainless steel/marble, sumica top to facilitate proper cleaning.
13. A Sign-board shall be prominently displayed at the premises indicating the nature of cooking oil being used.

14. The floor and skirting shall be washed daily with a disinfectant and more often if so required.
15. The premises shall be kept free from rodents/vermins, flies and other insects.
16. The premises shall not be used for residential purposes nor it shall communicate with any residential quarter.
17. No person shall manufacture, store or expose for sale or permit the sale of any article of food in any premises not effectively separated to the satisfaction of Health Authorities from any privy, urinal, sullage drain or dust-bin.
18. All vessels used for storage or manufacture of the articles intended for sale shall have proper covers to avoid contamination. Copper and brass utensils shall be got tinned regularly.
19. All raw and semi prepared stuff shall be stored in proper containers will covers so as to protect them against dust, insects, pests and rodents. The same shall be kept on wooden trestles having a minimum height of 9 in. and with a minimum of 6 in. edge projecting on all sides.
20. No person suffering from contagious or infectious disease shall be employed in the establishment. All persons working in the premises shall be medically examined and immunized against Cholera and enteric group of fevers at the time of issue/renewal of licence. The certificate of medical fitness and immunization shall be displayed prominently at the premises alongwith the licence.
21. No abnoxious articles or materials considered unfit for human consumption shall be kept for sale in the premises.
22. A high standard of personal hygiene shall be maintained by workers at all times. They shall wear clean aprons and head-gears. No smoking, chewing and use of snuff shall be allowed in the premises.
23. Failure to comply with any of these instructions shall entail legal action against the defaulters and even result in revocation of licence.

Refrigerated Water Trolleys (Section 420 of D.M.C. Act):

The trades of manufacturing of ice-cream and water cooling through refrigeration process, come within the purview of the licensing of the Health Department. Rigid control over both the trades is very necessary since consumption of both items have got a great bearing on the incidence of water-borne diseases. Because of the very nature of these products, their sale has necessarily to be through the retail vending i.e. through the trolleys. However, their consumption is seasonal and the sales are confined to about 9 months in a year. In fact, the number of rehries in the entire Corporation area and in the Zones is fixed by the Corporation and the same cannot be exceeded. However, in case of the ice-cream and water trolleys there is no such limit and issue of licence to them has been left at the discretion of Health Department for obvious reasons and mainly due to the fact that this trade is seasonal. The Health Department has been considering and issuing now licences to the ice-cream factories as well as refrigeration water plants and the trolleys subject to number of limitations. M.H.O. is the licensing authority for these trades. After the number of trolley licenses are prescribed by the M.H.O. the sites in case of water trolleys are fixed by the Z.H.Os. in consultation with their respective Z.A.Cs.

The Enforcement staff of the Health Department is supposed to keep vigilance over the sale of wholesome water to the public. If the sale of refrigerated water through licensed trolleys is not encouraged, then all sorts of hawkers will sell unwholesome water through earthen pots, tins and other unhygienic filthy containers, with the result that there is likelihood of spread of Gastro-enteritis and other communicable diseases. Health Department, therefore, encourages the sale of refrigerated water through the water trolleys.

Large number of ice-cream factories and water cooling plants in different zones have already been issued licences and it would not be proper from the Health Point of view to stop the sale of these products. In fact, the consumption of water, cooked through mechanical process without addition of ice needs to be encouraged specially during summer months. In the absence of reasonably safe drinking water at low price, the people especially floating population, are bound to be exploited by the unscrupulous traders and road side vendors dealing in sale of cheap brand of aerated waters and syrups. The guidelines suggested for grant of licences for the trolleys dealing in the above trades may be as under:—

- (1) The parking space for trolleys for which licence is applied should be available in the premises itself;
- (2) The number of water trolleys may be fixed according to the cooling capacity of the plant, which depends upon the horse-power, size of the storage tank and the compressor unit. While deciding the number of trolleys, the parking space and number of compressor units fixed should be taken into consideration. Roughly one horse-power load can provide sufficiently cold water for three trolleys. One compressor unit with minimum capacity of 3-5 tons can roughly cool water for 10 trolleys;
- (3) While sanctioning the trolley licences the standard conventional trolley may be taken into consideration. The size of this trolley is about 4-1/2 ft. X 2-1/2 ft. (box including wheel). The trolleys of bigger size should not be allowed.

- (4) Under no circumstances ice will be added to the water for cooling purpose ;
- (5) The business of ice-cream and refrigerated water will not be carried out in the same premises ;
- (6) The power to sanction or rejection of licences for plants and trolleys shall continue to vest with Municipal Health Officer ;
- (7) The old licensees will also have ultimately to implement these instructions. Since immediate implementation will cause hardship to old licensees, they will be given only one year to implement these instructions.

Latest policy regarding issue/renewal of licence of Water Cooling Plant trade by mechanical refrigeration and refrigerated water trolleys:

(1) *Number of Water Trolleys:*

Prior to the year 1976, number of water trolleys depended only on the availability of space for parking of trolleys within adjoining the premises of the water cooling plant. In the absence of adequate cooling capacity of the plant holder this practice apprehended the contamination of water and as such Fresh Technical instructions were framed to avoid the chances of contamination of water. According to the Circular No. 1193/LCI/DHO (PH) dated 27-4-76 the parking space of trolleys for which licence is sanctioned should be available in the premises itself. This circular is in vogue at present for such water cooling plants which have come up after March, 1976. Yard stick of 10 trolleys to a compressor of 3.5 H.P./3 trolleys per H.P. sanctioned by A.C. (Factories) has also been fixed. Regarding renewal of licence for water cooling plant established prior to 1976, it has already been decided that each case shall be decided on its merits and if the adequate suitable space for storage of the trolleys in such case is available within the immediate vicinity of the plant besides in the premises itself, renewal of licence shall be considered. Wherever there are any chances of contamination of the water, no relaxation is to be given.

(2) *Standard size of Trolleys:*

The size of water trolleys shall be 4-1/2 ft. X 2-1/2 ft. excluding the wheels. Trolley of bigger size shall not be allowed.

(3) *Radius of operation of Water Trolley:*

The distance of 3 K.M. radius from the water cooling plant to the parking sites should be by shortest route by road and not as the Crow flies.

(4) *Token system:*

The case for providing tokens for licenced water trolleys is already under action and is likely to be finalised shortly.

(5) *Distance between Trolleys:*

It has been decided by the Commissioner that distance of 50 metres between 2 water trolleys in congested areas of City, Sadar, Pahar Ganj, Civil Line

and K.B. Zones and 100 metres in less congested areas of Shahdara, New D. Ihi. South, West and Rural Zones be observed. However, this shall not hold good in case of parking of water trollies near Cinemas, Markets and other places of recreation etc. etc. Even at such places a distance of about 10 metres shall have to be maintained.

(6) *Unlicensed Water Trollies:*

The unlicensed water trollies should be rounded up by the Food Hygiene staff and a composition fee of Rs. 500/- plus other charges as already circulated be charged in order to discourage the nuisance.

Lodging House under D.M.C. Act (Section 417/421):

1. For the purpose of these instructions 'Lodging House' shall mean and include any Sarai, Hotel Boarding House for general public, Rest House, Dharamshala or Emigration Depot, where visitors are received and provided with sleeping and frequent turn over of lodgers.
2. No licence for Lodging House shall be issued unless it has been registered under the Sarai Act, 1867.
3. The room height intended for use by lodgers shall not be less than 2.75 metres and not less than 2.45 metres if the room is air-conditioned.
4. The floor area of the room shall not be less than 8 sq. metres for each lodger and 5 sq. metres for every subsequent lodger.
5. All the rooms, stair cases and passages shall be well ventilated and adequately lighted.
6. Supply of safe water shall be ensured in the lodging house at all times.
7. The lodging house shall be kept clean. All the rooms shall be white/colour washed atleast once a year or more often if so required.
8. Bath and latrines will preferably be attached with each room and where there are community bath rooms and latrines the same shall be provided at the rate of 1 bath room, 1 latrine for 10 lodgers. Dry type latrines shall not be allowed in the lodging house.
9. The lodging house shall be kept in good state of repair at all times.
10. The rooms shall be kept free from insects and vermins.
11. All bedding, linen and furniture shall be kept neat and clean and free from bed-bugs and vermins. Clean pillow covers, bed sheets shall be provided to each lodger. The linen shall be changed atleast twice a week and with the change of each lodger. Sheet liners/covers shall be provided on the blankets quilts.

12. All persons working in the lodging house shall be medically examined and immunized against Cholera and enteric group of fevers at the time of issue renewal of licence. The certificate of medical fitness and immunization shall be displayed prominently in the lodging house alongwith licence.
13. Every keeper of a lodging house shall, as soon as it comes to his notice, immediately report to the Health Authority of the Municipal Corporation, the occurrence of any infectious disease to keep any person suffering from such disease, until such lodging house or part of it and every article therein likely to contain infection have been disinfected to the satisfaction of the Health Authority.
14. Each room shall be provided with a waste bin which shall be cleaned daily.
15. All rooms for the use of lodgers shall be rendered comfortable by natural or artificial means to the entire satisfaction of the Health Authorities.
16. Failure to comply with these instructions may entail legal action against the defaulters and even result in cancellation of licence.

Manufacture of Pharmaceutical and Medical products (Section 417 (1) D.M.C. Act):

1. The premises shall be structurally fit, and properly drained and shall have no direct or indirect communication with any portion used exclusively for residential purposes.
2. The floor and the walls upto a height of 3 ft. from the floor shall be of impervious material.
3. The premises shall be provided with fly-proof arrangements and automatically closing doors.
4. The premises shall be adequately lit and ventilated to the satisfaction of the Municipal Health Officer.
5. Smoke-flue shall be provided for effective discharge of smoke.
6. The tops of the tables or counters shall be either of marble or of stone or of galvanised iron sheet.
7. Necessary arrangements for rendering harmless the trade effluent and of its proper disposal shall be made to the satisfaction of the Municipal Health Officer.
8. Water used in the manufacturing process shall be drawn from the Municipal water supply extended to the premises.
9. All containers, utensils and other implements employed in the process of manufacture shall be kept clean and disinfected.

10. All persons having access to the premises in the course of business shall be free from any contagious, infections or loath some disease.
11. All persons engaged in the process of manufacture shall be dressed in clean clothes and shall be provided with neat clean aprons.
12. Adequate facilities like soap, towels, hand brushes etc., shall be provided at the premises separately for employees of each sex.
13. The employees shall be periodically vaccinated and also inoculated against the enteric group of fevers, and cholera.
14. The license shall all time to be kept at the premises and shall be produced on demand by the Municipal Health Officer or the Officers authorised by him.
15. The licensee shall permit the officers authorised by the Municipal Health Officer to inspect the premises any time during the hours of business of the licensee.
16. The licensee shall carry out all instructions consistent with these conditions that may be given by the Municipal Health Officer or the Officers authorised by him from time to time.

Trade of Ice-cream manufacture (Section 417 of D.M.C. Act):

The licence for trade of Ice-cream manufacturing factory shall be subject to the following conditions:—

1. The manufacture or preparation of Ice-cream in any premises not licensed by the local authority is prohibited.
2. Licence for such premises shall be renewable by the end of March each year.
3. No premises for the manufacture or preparation or sale of Ice-cream shall be licensed unless.
 - (a) They have stone, cemented or otherwise pucca floor, with 3 ft. cement skirting.

- (b) The walls are properly plastered and lime-washed every 6 months and the wood work shall be painted every year.
- (c) They are provided with adequate light and ventilation to the satisfaction of the Licensing Authority.
- (d) They are provided with drain and the whole floor sloped so as to allow all liquid wastes to flow off by the drain which must be connected with the municipal sewer.
- (e) There is no direct communication between the premises and any room used as a sleeping or living room.
- (f) The doors, windows and ventilation openings of all premises used for the manufacture of Ice-cream are rendered fly-proof.
4. No owner or person incharge of Ice-cream factory shall use or permit to be used in the factory any water except water obtained from the Municipal water supply laid in direct pipe connection to such factory unless special permission is given by the Licensing authority for the use of other water.
5. No owner or person incharge of Ice-cream factory shall employ or permit to be employed in such factory any person suffering from any contagious disease or who has recently been attending on any person suffering from any such disease nor shall permit any such person to enter or remain in such a factory.
6. Every person incharge of Ice-cream factory shall keep such factory and all vessels receptacles, utensils, and other things in which the products of the factory or the material used in making them, are kept in a state of thorough cleanliness.
7. Every person or owner incharge of Ice-cream factory shall permit the Licensing Authority or any officer authorised by him to inspect such factory at all reasonable times and to abide by any instructions issued by him from time to time in the interest of health and sanitation.
8. Every person employed in the manufacture of Ice-cream must be cleanly and properly dressed.
9. Every owner or occupier of any Ice-cream factory shall provide:
 - (a) A reservoir for washing and disinfecting all Ice-cream dyes used in a strong hot detergent lotion.
 - (b) A second reservoir for finally rinsing the dyes in running water.
10. A wash hand basin made of porcelain/stainless steel shall be provided alongwith soap and nail brush for thorough cleaning of hands of the workers in the processing rooms.
11. A waste-bin with in a pedal operated cover shall be provided in the premises for the collection of waste material. This will be emptied and washed daily with water.
12. All tables, racks, shelves, boards etc., shall have zinc/aluminium/stainless steel/marble/summica top to facilitate proper cleaning.

13. All persons working in the premises shall be medically examined and immunized against Cholera and Enteric group of fevers at the time of issue/renewal of licence. The nominal roll of the workers and the certificate of medical fitness and immunization shall be displayed prominently in the shop along with licence.
14. A high standard of personal hygiene shall be maintained by workers at all times. No smoking, chewing and snuff shall be allowed in the premises.
15. Only properly sterilized spoons/spatulas will be used. These shall be kept in covered containers when not in use to safeguard them against contamination from dust, flies and vermins.
16. Ice-cream shall conform to the standards laid down in P.F.A. Rules, 1955.
17. Failure to comply with any of these instructions may entail legal action against the defaulters and even result in cancellation of licence.

Conditions of licence for aerated water and Ice Factory Sec.-417 of D.M.C. Act):

All licenses for aerated water and Ice factory shall be subject to the following conditions:—

- (i) The manufacture or preparation for sale of ice or aerated water in any premises not licensed by the local authority is prohibited.
- (ii) Licenses for such premises shall be renewable by the end of March of each year.
- iii) No premises for the manufacture or preparation or sale of ice or aerated waters shall be licensed unless:
 - (a) They have stone, cemented or other wise pucca floor, with 3 feet cement skirting.
 - b) The walls are properly plastered and lime-washed.
 - c) They are provided with adequate light and ventilation to the satisfaction of the Licensing Authority.
 - (d) They are provided with drain and the whole floor sloped so as to allow all liquid to flow off by the drain which must be connected with the municipal sewer.
 - e) There is no direct communication between the premises and any room used as sleeping or living room.
 - (f) The doors, windows and ventilation openings of all premises used for the manufacture of aerated water are rendered fly-proof.
- iv) No owner or person in charge of an aerated water or ice factory shall use or permit to be used in such factory any water except water obtained from the Municipal Water Supply laid in direct pipe connection to such factory, unless special permission is given by the licensing Authority for the use of other water.

- (v) No owner or person in charge of an aerated water or ice factory shall employ or permit to be employed in such factory any person suffering from any contagious disease or who has recently been attending or any person suffering from any such disease nor shall permit any such person to enter or remain in such a factory.
- (vi) Every person in charge of an aerated water or ice factory shall keep such factory and all vessels, receptacles, utensils and other things in which the products of the factory or the material used in making them, are kept in a state of thorough cleanliness.
- (vii) Every person or owner in charge of an aerated water or ice factory shall permit the licensing authority or any officer authorised by him to inspect such factory at all reasonable times, and he shall abide by any instructions issued by him from time to time in the interest of health and sanitation.
- (viii) Every person employed in the manufacture of aerated water or ice must be cleanly and properly dressed and provided with rubber boots and uniforms.
- (ix) Every owner or occupier of any aerated water factory shall provide:
 - (a) A reservoir for washing and disinfecting all used empty bottles in a strong hot detergent lotion.
 - (b) A second reservoir for finally washing out bottles in running water before filling.
- (x) A wash hand basin made of porcelain/stainless steel shall be provided along with soap and nail for thorough cleaning of hands.
- (xi) A handi shall be provided at the entrance of each ice room and shall be filled with bleaching powder solution for disinfection of feet before entering the ice room.
- (xii) Aeration cubes shall be kept dipped in bleaching powder solution and at no time shall be placed directly on the floor or on covers of ice cans.
- (xiii) Ice cans shall be provided with tight fitting metallic covers which in turn shall be covered with wooden covers. Ice cans, metallic and wooden covers will be regularly cleaned.
- (xiv) A search light shall be provided at the delivery window to detect any foreign body in the ice readily.
- (xv) The delivery window shall be guarded with canvas flap to prevent entry of flies into the ice room.

Conditions of Licence for Dyeing or Printing of Cloth, Yarn or leather in indigo or in other colours under Section 417 (1) of D.M.C. Act, 1957:

1. The premises shall be structurally sound.
2. The floors and walls up to a height of 1 metre shall be made of smooth

- impervious concrete material and the corners shall be preferably rounded to facilitate thorough cleaning of the premises.
3. The premises shall be white-washed twice a year. It shall always be kept under hygienic conditions.
4. The premises shall be drained into a sewer and where there is no sewer, into a surface drain.
5. Trade effluents shall, be well diluted before discharging into the Municipal drain.
6. The premises shall be well-ventilated and lighted.
7. There shall be a separate Municipal Water connection for each premises. A wash hand basin shall be provided alongwith soap and a nail brush for thorough cleaning of hands.
8. Bhatties or other similar appliances shall be provided in a corner so as to be least nuisance to the neighbourhood. These shall be provided with smoke flues to the satisfaction of Health Authorities.
9. A dust-bin of adequate size with a cover shall be provided in the premises for depositing the waste material. This shall be cleaned and washed daily.
10. Adequate arrangements shall be made within the premises for drying of cloth and yarn after dyeing or colouring and in no case this operation shall be done outside the premises or in any public place.
11. Failure to comply with any of these instructions may entail legal action against the defaulters and even result in cancellation of licence.

Manufacturing/Parching, Packing, Pressing, Cleaning, Boiling, Melting, Grinding
Preparing by any process of the following articles: (Section 417 D. M. C. Act):

Bones:

Definition: Bone collections, bone boiling and crushing, is common owing to the increased demand for phosphatic manures in agriculture. The storage/accumulation of raw bones should not be permitted in or near dwellings as it emits offensive odour. Bone crushing should be carried out without creating any dust nuisance to the locality.

Boiling of bones, hoofs and horns is an offensive trade.

Conditions of Licences:

1. The licensee shall permit the Commissioner or the authorised officer to inspect the licensed premises at all reasonable times and without notice.
2. The licensee shall always keep the licence issued to him at the licensed premises and shall on demand produce it for inspection of the Commissioner or the authorised officer.

3. The licensee shall not do or permit to be done in the licensed premises any negligent act likely to cause fire or otherwise endanger public safety.
4. The licensee shall provide such adequate fire extinguishing measures and appliances as may be determined by the Chief Fire Officer of the Corporation to avoid fire in the case of emergency.
5. Should the licensee decide to vacate, or give up the possession of the licensed premises during the period of licence, he shall forthwith inform the Commissioner or the authorised officer, of his intention to do so.
6. The licensee shall cause the licensed premises to be cleaned from time to time as often as may be necessary to prevent any accumulation of filth or refuse.
7. The licensee shall not transfer the licence to any other person without the prior permission of the Commissioner or the authorised officer.
8. The licensee shall at all times adopt and cause to be maintained in good order and efficient action upon the licensed premises all such appliances or means; as the Commissioner or the authorised officer may, from time to time require for the purpose of minimising danger of life or property or preventing, abating or minimising any nuisance, annoyance or inconvenience to the neighbourhood or to the public from the use of which the premises are put.
9. The premises shall be structurally fit and properly drained and shall have no direct or indirect communication with any portion used exclusively for residential purpose.
10. The floor and the walls upto a height of one meter from the floor shall be of impervious material.
11. The premises shall be provided with fly-pro of arrangements and automatically closing doors.
12. The premises shall be adequately lit and ventilated to the satisfaction of the Municipal Health Officer.
13. Smoke flue shall be provided for effective discharge of smoke.
14. Necessary arrangements for rendering harmless the trade effluent and of its proper disposal shall be made to the satisfaction of the Municipal Health Officer.
15. All containers, utensils and other implements employed in the process of manufacture shall be kept clean and disinfected.
16. All persons having access to the premises in the course of business shall be free from any contagious, infectious or loathsome disease.
17. All persons engaged in the process of manufacturing shall be dressed in clean clothes and shall be provided with neat clean aprons.

18. Adequate facilities for washing hands of workers e.g., soap, towels, nail brushes etc., shall be provided at the premises.
19. The employees shall be periodically inoculated against the enteric group of fevers, cholera and tetanus.
20. It is an obnoxious trade and shall not be permitted within 200 meters of habitation.

Fats, Ghee, Linseed Oil, Oil other than Petroleum and non-edible. Oil drawn by mechanical power or by hand or by ghani method (Section 417 D.M.C. Act):

Definitions:

Fats are derived from two main sources:

- (i) *Animal sources:* They are—Ghee, Butter, Lard (Pigs fats) and Fish oils ;
- (ii) *Vegetable sources:* They include various vegetable oils—Ground-nut, Gingely, Mustard, Cotton seed, Safflower (Kardi) and Coconut.
- Vanaspati is manufactured by hydrogenation of vegetable oils like Ground-nut oil and Cotton seeds oil.

Conditions for the manufacture:

The premises shall be allowed to be licensed only for manufacture of one trade mentioned above.

Oil Mills:

Licences for ghani should not be allowed as far as possible to minimise the nuisance.

It should be allowed only during the day time from sun rise to sun set. They should be located at least 50 meters away from habitation.

There are a large number of mills for expressing oils. Mustard, Coconut, Ground-nut, Til and linseed are largely used. It is desirable that these mills should be worked by mechanical/electrical power to minimise the nuisance. The smell evolved from these mills is disagreeable to the people. Therefore, these mills should be located at least 200 meters away from residential ones. The oil and the crushed seeds should be kept in well-covered receptacles.

Conditions of Licence:

1. The premises should be structurally fit, and properly drained and shall have no direct or indirect communication with any portion used exclusively for residential purpose.
2. The floor and the walls upto a height of one meter from the floor shall be of impervious material.
3. The premises shall be fly-proof and provided with automatically closing doors.

4. The premises shall be adequately lit and ventilated to the satisfaction of the Municipal Health Officer.
5. Smoke flue shall be provided for effective discharge of smoke.
6. Necessary arrangements for rendering harmless the trade effluent and of its proper disposal shall be made to the satisfaction of the Municipal Health Officer.
7. Water used in the manufacturing process shall be drawn from the Municipal Water Supply extended to the premises.
8. All containers, utensils and other implements employed in the process of manufacture shall be kept clean and disinfected.
9. All persons having access to the premises in the course of business shall be free from any contagious, infectious or loathsome disease.
10. All persons engaged in the process of manufacture shall be dressed in clean clothes and shall be provided with neat and clean aprons.
11. Adequate facilities for washing hands of workers e.g., soap, towels, nail brushes etc., shall be provided at the premises.
12. The employees shall be periodically inoculated against the enteric group of fevers, and cholera.
13. The licensee shall permit the officers authorised by the Municipal Health Officer to inspect the premises at any time during the hours of business of the licensee.
14. The licensee shall always keep the licence issued to him at the licensed premises and shall on demand produce it for inspection of the Commissioner or the authorised officer.
15. The licensee shall not do or permit to be done in the licensed premises any negligent act likely to cause fire or otherwise endanger public safety.
16. The licensee shall provide such adequate fire extinguishing measures and appliances as may be determined by the Chief Fire Officer of the Corporation to avoid fire in the case of emergency.
17. The licensee shall cause the licensed premises to be cleaned from time to time as often as may be necessary to prevent any accumulation of filth or refuse.
18. The licensee shall not transfer the licence to any other person without the prior permission of the Commissioner or the authorised officer.
19. The storage of more than one article in the same premises shall be allowed only in sealed containers and the licensee shall make separate storage arrangements to the satisfaction of the Commissioner or the authorised officer.
20. The licensee shall at all times adopt and cause to the maintained in good order and efficient action upon the licensed premises all such appliances or means as the Commissioner or the authorised officer

12. This trade must not be allowed in the residential locality/non-commercial area.
13. The premises shall be drained into sewer and where there is no sewer into surface drain to satisfaction of health authorities.
14. A suitable foot operated covered waste-bin shall be provided in the premises for the collection of the waste material.
15. Arrangement for the wash-basin with soap and clean towel shall be made in the premises for workers.
16. Adequate number of exhaust fans shall be provided inside the premises to the satisfaction of the Health Officer.
17. Adequate measures shall be taken against hazard of heat radiation by using fire proof and heat resistant lining of the oven and chimney.
18. The chimney from the oven fed with conventional fuel shall be at a height of 2 metres higher than the highest building in the vicinity.
19. Failure to comply with any of these instructions may entail legal action against defaulter and will result in cancellation of licence.

Cold Storage (Section 417 D.M.C. Act):

1. The premises shall be kept free from cockroaches and other vermins at all times by an insecticidal spray.
2. The walls and ceiling shall be white/colour washed every six months and wood work shall be painted every year.
3. A high standard of personal hygiene shall be maintained by workers at all times.
4. No smoking shall be allowed in the premises.
5. No person suffering from contagious or infectious diseases shall be employed in the establishment.
6. All persons working in the premises shall be medically examined and immunized against cholera and enteric group of fevers at the time of issue/renewal of licence. The certificate of medical fitness and immunization shall be displayed prominently in the shop alongwith the licence.
7. A suitable foot operated covered receptacle shall be kept for depositing waste matter.
8. The edibles shall be kept in suitable containers duly provided with proper covers. The same shall be kept on wooden trestles of minimum height of 9 inch.
9. No person suffering from any contagious disease should be permitted to enter the premises.
10. The owner of the premises shall permit the licensing authority or any officer authorised by him to inspect the premises at all reasonable times

and he shall abide by any instructions issued by him from time to time in the interest of maintaining a high standard of hygiene and sanitation.

11. A wash hand basin made of porcelain/stainless steel shall be provided alongwith soap and nail brush for thorough cleaning of hands of the workers.
12. Every person employed in this premises shall wear clean clothes and maintain high standard of personal hygiene.
13. A board shall be prominently displayed outside the premises showing the nature of goods with date of storage.
14. No abnoxious food articles or material considered unfit for human consumption shall be stored in the premises.
15. Proper fire fighting arrangements shall be made in the premises.
16. Failure to comply with any of these instructions may entail legal action against defaulter and will result in cancellation of licence.

Tobacco Manufacturing and Sale (Section 417 D.M.C. Act):

1. No person suffering from contagious of infectious disease shall be employed in the establishment.
2. The raw material shall be stored in a proper way and kept on a wooden trestle of minimum height of 9 inch.
3. The workers shall wear mask, head gear and hand gloves during operation.
4. The buildings shall be concrete with pucca floor and proper drainage system and 3 ft. skirting of walls with impervious material.
5. The premises shall be provided with adequate light and ventilation to the satisfaction of the licensing authority.
6. A foot operated covered receptacle shall be kept for depositing the waste material.
7. Arrangement for wash basin with soap, clean towel and nail brush be made in the premises for washing of hands of workers.
8. The premises shall not be used for residential purposes.
9. All persons working in the premises shall be medically examined and immunized against Small Pox and enteric group of fevers at the time of issue/renewal of licence. The certificate of medical fitness and immunization shall be displayed prominently at the premises alongwith the licence.
10. A high standard of personal hygiene shall be maintained by the workers at all times.
11. Failure to comply with any of these instructions may entail legal action against defaulter and will result in cancellation of licence.

Kirana Goods and Dry Fruits (Section 417 D.M.C. Act):

1. The premises should be free from all insects and rat proof.
2. The premises shall not be used for residential purposes nor it shall communicate with any residential quarter.
3. The premises should be well ventilated and lighted.
4. The premises shall be free from dampness by providing damp proof measures.

5. The workers shall be medically examined and immunized against Cholera and enteric group of fevers at the time of issue/renewal of licence.
6. The premises shall be periodically white-colour washed and wood work painted.
7. No person suffering from contagious diseases shall be employed in the establishment.
8. A high standard of personal hygiene shall be maintained by workers at all times.
9. All items of food stuff for sale shall be kept in a suitable containers duly provided with proper cover and the same shall be kept on wooden trestle with minimum height of 9 inch.
10. A foot operated covered receptacle shall be kept for depositing the waste material.
11. The dry fruits should be kept for sale in a glass jars or show cases.
12. Failure to comply with any of these instructions may entail legal action against defaulter and will result in cancellation of Dry Cleaning Trade, 417, obnoxious Trade 420, 421 licence.

Sugar Cane Crushers (Section 421 D.M.C. Act):

1. The premises shall be structurally sound with pucca floor and 3 ft. cement skirtings of walls.
2. The walls shall be properly plastered and lime washed.
3. The premises shall be adequately lighted and ventilated.
4. The premises openings shall be fly proof and the doors fitted with self closing hinges.
5. The storage of the sugar cane shall be done properly and kept on wooden trestles with minimum height of 9 inch.
6. The sugar cane used shall be properly washed and kept covered by clean cloth to avoid contamination by flies.
7. The premises shall be free from all insects and vermins.
8. A sizable footoperated covered receptacle shall be kept for depositing the waste materials.
9. There shall be adequate water supply.
10. Arrangements for a wash basin with soap and clean towel and a nail brush shall be made in the premises for workers to wash their hands.
11. The premises shall not be used for residential purposes.
12. No person suffering from any infectious disease shall be employed in the establishment. All persons working in the premises shall be medically examined and immunized against cholera and enteric group of fevers at the time of issue/renewal of licence. The certificate of

medical fitness and immunization shall be displayed prominently at the premises alongwith the licence.

13. A high standard of personal hygiene shall be maintained by the workers at all times. They shall wear clean aprons and head gears. No smoking, chewing of betels and use of snuff shall be allowed in the premises.
14. Adequate arrangements shall be provided to ensure proper cleansing of utensils as well as crockery.
15. Failure to comply with any of these instructions may entail legal action against defaulter and will result in cancellation of licence.

Clubs and Canteens (Section 417/421 D.M.C. Act):

1. In case of residential clubs, the bye-laws applicable to lodging houses shall apply.
2. Municipal Bye-laws and the Delhi State P.F.A. Rules, 1956 for the licensing and control of restaurants etc., shall apply to all clubs and canteens with catering arrangements.
3. Swimming Pool Bye-laws of the Corporation shall apply to the clubs providing such a facility exists there.
4. General sanitation shall be regulated under the provision of Section 350 of the Delhi Municipal Corporation Act.
5. Infingement of any of the condition of licence may entail revocation of licence and legal action under the provision of the Act.

Dry Cleaning Plants (Section 417 D.M.C. Act):

1. This licence is valid only for the premises specified in the licence that if for the number of rooms, godowns or space and for the quantity of chemicals etc., mentioned therein and if the licensee desires to keep a large quantity or use a larger space on the said premises, he must apply for a fresh licence.
2. The licensee shall not keep or permit to be kept any plant or chemicals or containers outside the said premises or on the public road or street.
3. The licensee shall not engage any person who is suffering from any infectious or contagious disease.
4. The licensee shall not use or permit to be used any portion of the premises for dwelling or cooking purposes and no fire shall be lighted therein.
5. The licensee shall inform the Health Officer forthwith whenever he decides to vacate or give up the possession of the said premises during the period of the licence.
6. No other trade shall be carried on in the said premises and the chemicals not used in the process of dry cleaning shall not be stored.
7. The licensee shall cause the licence to be affixed in some conspicuous part of the premises.
8. The license is not transferable with regards to the person or the premises for which it is granted except with the written permission of the Commissioner.

9. The licensee shall at all times adopt and cause to be maintained in good order and efficient action upon the said premises all such appliances or means as the Commissioner may from time to time require for the purpose of minimising danger to life, property or preventing, abating or minimising any nuisance, annoyance or inconvenience to the neighbourhood or to the public from the use of which the premises are exposed.
10. The licensee shall, at all times during the continuance of this licence, be responsible for the due fulfilment, and observance of all the foregoing conditions and in case of any infringement of or neglect or failure on the part of the licensee or of any other person to fulfil or observe any of the said conditions the licensee will be liable to prosecution and or to suspension or revocation of the licence.
11. The licence will also be liable to suspension or revocation if the premises are so kept or the trade of any operation connected with it is so carried on as to be in the opinion of the Commissioner a source of nuisance or danger to life, health or property.
12. The licensed premises shall be made available for inspection by the licensee or his agent at any time to any Mpl. Officer whenever required to do so.
13. The licensee shall not keep or permit to be kept any chemicals except in proper receptacles duly protected from risk of fire.

Mobile Van for catering purposes (Section 420 D.M.C. Act):

1. The sites where the van is to be parked will be such as approved by the traffic police authorities.
2. No cooking or preparation of eatables will be carried out in the open. All eatables served through the Mobile Van will be prepared at approved licenced place.
3. Adequate arrangements for potable water will be made for the preparation of tea and coffee.
4. Proper arrangements for collection and storage of waste water will have to be made till its disposal at convenient place.
5. The portion of the van used for preparation of coffee, tea and storage of snacks etc., will be completely fly-proof.
6. Proper arrangements for collection of waste material including refuse and the paper waste will be made.
7. Arrangements for not boiled water will be made for washing and sterilising the crockery and cutlery.
8. Food handlers attached to the mobile van will be protected against common communicable diseases like Cholera, Typhoid etc.
9. All workers will wear clean and neat uniform and they will be periodically examined medically so as to exclude presence of infectious and contagious diseases.

10. The licence will be liable to be revoked at any time for non-compliance of any of the conditions of licence or infringement of any bye-laws, rules and regulations made in this behalf.

11. Minimum height of the van from floor of the van should not be less than 6 ft.

Sale of Ice-Cream by Hawking (Section 420 D.M.C. Act):

1. Carts will not ply in the prohibited areas as may be notified to licenses from time to time.
2. Design of the Ice-Cream Box will be such as will not permit ice or spillage from the ice chamber coming in contact with ice-cream. Trolleys shall be frequently painted and maintained in a perfect stage of repair at all times.
3. Every authorised trolley will show the serial number of the trolley and the total number of Authorised carts of the factory as 1/10, 2/10, 10/10 and the name of the firm. This may be done by painting or with the help of a number plate. The size of each figure and letter will not be less than 16 sq. inch.
4. The authorised salesman will wear clean dress and a head gear (Cap/Turban etc.). Salesman shall maintain a high standard of personal hygiene. Nails will be kept short and hair trimmed at all times.
5. The trolleys will not ply in a manner which may cause obstruction to the traffic.
6. The salesman will not should to attract customers nor will they sit or lie on the trolley at any time.
7. Medical Fitness Certificate of the Salesman and licence will be displayed on the trolley in a proper frame. Salesman shall be protected against Typhoid and Cholera, at all times by appropriate inoculation. These facilities will be provided free by the Zonal Health Officer.
8. A neat container with cover will be suitable with each trolley for the collection of used cups, waste paper and spatulas etc. Vendor will see that sanitation which can be attributed to his trade, does not arise.
9. Ice-Cream prepared in a licensed factory will only be put up for sale.
10. Following instructions will be observed to ensure that Ice-Cream is not contaminated during the process of sale.
 - (a) Temperature of the ice box will not be allowed to rise above freezing point at any time.
 - (b) Only pure freshly manufactured Ice-Cream will be put up for sale every day.
 - (c) Only properly sterilized spoons/spatulas will be offered to customers for use. These will be carried in a clean container to safeguard them against contamination from dust and flies.

- (d) Candies will be kept wrapped in clean glazed paper.
- (e) A pair of long handle tongs shall be normally used to take Ice-Cream out of the box. The pair of tongs should be kept dipped in bleach solution.

12. The composition of Ice-Cream will conform to the standard laid down in the prevention of Food Adulteration Rules, 1956.

Hawking of Food Articles U/s 420 of D.M.C. Act, 1957:

1. All articles of food carried by the Vendor shall be kept in glass cases and clean sanitary vessels protected from dust and flies.
2. Only those edible shall be carried for sale which are manufactured in premises licensed and approved for this purpose.
3. The Vendor shall have to declare the name of the licensed premises where the food stuffs are prepared. The Vendor shall wear clean dress and head gear. He/she shall pay special attention to personal hygiene.
4. The Vendor shall be free from contagious or infectious diseases. He/she shall have to produce a certificate of medical fitness at the time of issue/renewal of licence.
5. The licence shall always be carried by the Vendor and he shall produce it for inspection whenever required to do so, by the licensing authority or any other person authorised on its behalf.
6. The Vendor shall be immunized against Cholera and entire group of fevers at the time of issue/renewal of licence.
7. No articles considered unfit for human consumption shall be sold by the Vendor.
8. Failure to comply with any of these instructions shall entail legal action against the Vendors and even result in revocation of licence.

Circulars

MUNICIPAL CORPORATION OF DELHI (HEALTH DEPARTMENT) TOWN HALL, DELHI-6

No. 1000/HC/DHO (PH)/78

Dated 1-6-1978

Kindly refer to technical instructions circulated vide No. 4525/LCI/DHO (PH) dated 1-11-1976 vide which the area of the premises for grant of trade licence for tea shop as shown at Item No. 3 & 4 has been relaxed to the extent of 40 sq ft. for the above mentioned trade. The same applies to the Trade of Bania Shop for which Technical Instructions were circulated vide No. 23/119/347/63/HD, Genl. (D.A.-IV) dated 17-5-1963.

All concerned are, therefore, requested to take action accordingly.

Sd/-

Municipal Health Officer

Distribution:

1. All Z.H.Os.
2. All Z.A.Cs.
3. All D.H.Os.

MUNICIPAL CORPORATION OF DELHI (HEALTH DEPARTMENT) TOWN HALL, DELHI

No. 1130/HC/DHO (PH)/78

Dated 20-6-1978

Subject:- Sugar Cane Brushers.

The Legal Advisor, M.C.D. vide his note dated 8-6-1978 has advised that Sugar Cane Juice is also a drink and as such a licence under Section 421 of the D.M.C. Act is to be issued.

Accordingly all concerned are requested to take further necessary action in the matter.

Sd/-

Dy. Health Officer (PH)

Distribution:

1. All Z.H.Os.
2. All Z.A.Cs
3. A.C./Licensing
4. A.C./Factories

for information and with the request to intimate/fix the rate of licence fee immediately.

MUNICIPAL CORPORATION OF DELHI
(HEALTH DEPARTMENT)

R.B.T.B. Hospital,
Kingsway Camp, Delhi-9

No. 48/DHO (PH)/79

Dated 20-1-1979

CIRCULAR

According to the Building Bye-laws No. 19 regarding minimum ceiling height of rooms, the same is reproduced below:—

“Every habitable in any Building shall be in every part atleast 9 feet in height from the floor to the under side of the roof slab of ceiling except where the building is to be Air-conditioned when the minimum ceiling height can be 8 ft.

Provided that in the case of a sloped roof the height shall not be less than 8 feet at any point”.

The Bye-laws concerning height of habitable room No. 14.2.2 in the unified Bye-laws is also reproduced as under:—

Bye-laws 14.2.2:

Height:—“The height of all rooms for human habitation shall not be less than 2.75 m. measured from the surface of the floor to the lowest point of the ceiling (bottom of slab). In case of centrally air-conditioned building, height of the habitable room shall not be less than 2.4 m. measured from the surface of the floor to the under side of the slab or to the under side of the false ceiling. The height under the air-conditioning direct to under the beam can however be 2.1 m.

All Z.H.O.s are, requested to take further necessary action in the matter while granting licence to food establishments including lodging house.

Sd/-

Municipal Health Officer

Distribution:

1. All Z.H.O.s.
2. All Z.A.Cs.
3. All D.H.O.s.

Copy for information to:—

1. D.C.(L).
2. M.H.O.
3. M.E.

2.4 m. = 7'-10 1/2"
2.1 m = 6'-10 1/2"
2.75 m = 9'

**MUNICIPAL CORPORATION OF DELHI
(HEALTH DEPARTMENT)**

No. 419/HC/DHO (PH)/79

Dated 2-4-1979

C I R C U L A R

Attention is invited towards office Circular No. 1000/HC/DHO(PH)/78 dated 1-6-1978 vide which the minimum area of the premises for grant of trade licence for Bania Shop has been relaxed to the extent of 40 sq. ft. Since the Bani Shop includes Kriyana goods, edible oils and also Dry Fruits so the minimum space required in the premises should be the same. N

All concerned, are, therefore, requested to take action accordingly.

Sd/-

Municipal Health Officer

Distribution:

1. All Z.H.Os.
2. All Z.A.Cs.
3. All D.H.Os.

No.PA/MHO/SDMC/2014/185

CIRCULAR

Date: 04/03/2014

Subject: Policy for the issue of Health Trade License for Trades of Fitness Centre, Gymnasium, Health Club, Spa, etc.

1. Trade license shall be issued under Section 417(1) (a) DMC Act as the case may be.

2. Areas where activity shall be permitted:

- i. Commercial
- ii. Local Commercial
- iii. Notified Commercial
- iv. Mixed Land Use
- v. In Residential area New Fitness Centers and Wellness Centers will not be allowed. Fitness Centers including Gymnasium , Yoga , meditation centre existing as on and Wellness centre which existed as on 7/2.2007 will be allowed subject to provisions under para 15.3.2(1), 15.7.1 (e), 15.7.2 and 15.7.3. Fitness centre is permitted on all floors and also permitted in the basement subject to relevant provisions of Building Bye Laws, structural safety norms and fire safety clearance & modification vide notification dated, 12th August 2008 and 13th May 2013.

3. Documents to be Submitted for Obtaining Health Trade License:

- Proof of legal occupancy / Tenancy / ownership of premises
- Two copies of site plan prepared by registered architect
- Key plan blue print (part layout plan) prepared by registered architect showing location of premises.
- Affidavit on non-judicial stamp paper worth Rs.100/- regarding unauthorized construction as per format.
- Indemnity Bond on non-judicial stamp paper worth Rs.100/- as per format.
- Partnership deed & NOC from partners in favour of applicant.
- In case of companies, applicant will be asked to submit the resolution passed by the Board of Directors for issue of Health Trade License.
- Structural stability certificate duly signed by structural engineer.
- Water paid bill/ Proof of potable water supply.
- Water testing reports from authorized lab & source of water supply (where Delhi Jal Board is not supplying water).
- Proof of notification of notified commercial/mixed use of road under mixed land use as per MPD 2021 and proof of payment of conversion charges, parking charges and registration charges.
- Proof of payment of property tax (if applicant is owner).
- Medical fitness certificate of workers and typhoid vacation certificate of workers.

4. License Fee & Processing Fee:

- Processing Fee of Rs.250/-will be collected at CSB, the time of submission of application form.
- One time registration Charge of Rs.5, 000/- will be collected after the license has been approved. Annual licence will be Rs. 1,000/- or as revised from time to time.

5. Technical Guidelines:

- Premises shall be structurally sound and kept clean.
- Minimum floor area of premises should be 900 Sq feet. Minimum height of premises should be 9 feet or 8 feet for air conditioned premises.
- Minimum area per masseur table should be 50 Sq Feet.
- Sufficient space should be available between two machines/ equipment or treadmill.
- Premises should be well lighted and ventilated with sufficient number of lights, fans & exhaust fans in the non air conditioned premises.
- Adequate facilities for drinking water.
- No smoking signs to be displayed.
- Trained & qualified instructors/masseur specialized in the field must be available.
- First aid kit shall be provided.
- Advisory/ instruction regarding use should be displayed prominently.
- Centres will not display/ indulge sale of any food supplements, food products etc.
- Availability of toilet (separate facilities for Ladies & gents in bigger units) with proper drainage system.
- Availability of facilities of separate changing rooms for Ladies & Gents (optional).
- The Ayurvedic Massage table be cleaned with disinfectants after the use by each customers.
- Wash basin made of porcelain /stainless steel along with soap shall provided.
- Continuous supply of safe water shall be ensured in the premises. In case of intermittent water supply adequate arrangement of water shall be made.
- Adequate arrangement for storing clean and dirty linen separately shall be provided.
- All tables, racks, shelves, boards etc. shall have zinc/aluminium/stainless steel/marble sun mica top to facilitate proper cleaning.
- The floor and skirted walls shall be thoroughly cleaned daily.
- Separate clean face towels and sheets shall used for each customer.
- Customers suffering from communicable diseases shall not be entertained. The premises shall not be used for residential purposes nor it shall communicate with any residential portion of the premises. No personal belongings like clothing, bedding, shoes etc. shall be kept in the premises.
- Failure to comply with any of these instructions may entail legal action against the defaulters including cancellation of license.

This issues with the approval of South Delhi Municipal Corporation vide Resolution No.149 dated 17/09/2013.

(Dr.N.K.Yadav)

Municipal Health Officer
South Delhi Municipal Corporation

Distributions:-

1. All Zonal Dy. Commissioner
2. Addl.MHO(PH) and Addl.MHO(W&VBD)
3. All DHOS.

22(17) for

-60-

o/c

No.PA/MHO/SDMC/2014/184

CIRCULAR

Date: 04/03/2014

Subject: Policy for the issue of Health Trade License for Trades of Beauty Parlour & Barber Shop.

1. Trade license shall be issued under Section 417(1)(a) of DMC Act.
2. Areas where activity shall be permitted:
 - i. Commercial
 - ii. Local Commercial
 - iii. Notified Commercial
 - iv. Mixed Land Use
 - v. Residential area- small shops of maximum 20 sq m. on ground floor only.
3. Documents to be Submitted for Obtaining Health Trade License:
 - Proof of legal occupancy / tenancy / ownership of premises.
 - Two copies of site plan (blue print) prepared by registered architect.
 - Key plan/ part layout plan (blue print) prepared by registered architect showing location of premises.
 - Affidavit on non-judicial stamp paper worth Rs.10/- regarding unauthorized construction as per format.
 - Indemnity Bond on non-judicial stamp paper worth Rs.100/- as per format.
 - Partnership deed & NOC from partners in favour of applicant.
 - In case of companies, applicant will be asked to submit the resolution passed by the Board of Directors for issue of Health Trade License.
 - Structural stability certificate duly signed by structural engineer.
 - Water paid bill/ proof of potable water supply.
 - Water testing reports from authorized lab & source of water supply (where Delhi Jal Board is not supplying water).
 - Proof of notification of notified commercial/mixed use of road under mixed land use as per MPD 2021 and proof of payment of conversion charges, parking charges and registration charges.
 - Proof of payment of property tax (if applicant is owner).
 - Medical fitness certificate of workers and typhoid vaccination certificate of workers.
4. License Fee & Processing Fee:
 - Processing Fee of Rs.250/- will be collected at the time of submission of application form.
 - One time registration charge of Rs.500/- will be collected after the license has been approved. Annual licence fee will be Rs. 240/- or as revised from time to time.

- Premises shall be structurally sound and kept clean all the time.
- Minimum floor area of premises should be 40 Sq feet. Minimum height of premises should be 9 feet or 8 feet for air conditioned premises.
- 4 Sq. meters for one chair and 2 Sq. Meter for every additional chair in beauty parlour.
- Availability of sufficient number of Fans & Exhaust Fans in the Non-AC Premises & well lighted and ventilated premises.
- No smoking signs to be displayed.
- Wash basin made of Porcelain /stainless steel along with soap shall be provided.
- Premises shall be drained into a sewer or into a surface drain (where there is no sewer) to the satisfaction of Health authority.
- Continuous supply of safe water shall be ensured in the premises. In case of intermittent water supply adequate storage arrangement shall be made.
- Adequate arrangement for storing clean and dirty linen separately shall be provided in beauty parlour.
- Furniture shall be clean, comfortable and free from Bed-bugs and vermin.
- All tables, racks, shelves, boards etc, shall have zinc/aluminium/stainless steel/marble/sun-mica top to facilitate proper cleaning.
- The floor and skirting walls shall be thoroughly cleaned daily.
- Adequate seating arrangements for waiting customers shall be provided in the premises.
- All workers shall wear clean overalls and head gear while at work.
- All implements shall be kept clean and sharp. Razors, Scissors and Clippers shall be kept in 22% Cresol, Dettol or Chloroxol lotion when not in use during working hours. Before use they shall be washed with clean water. The rest of the time they shall be kept clean and protected with Vaseline. Combs shall be kept clean and dry. Shaving brushes, after each shave, shall be washed in 1 % Soda solution and then washed in water.
- New razors blade shall be used for each customer.
- First-Aid kit shall be made available to attend to minor cuts.
- The head rest of the Barber-chair shall be protected by a clean paper/cloth and a fresh piece shall be used for each individual.
- Separate clean face towels and sheets shall be used for each customer.
- A waste-bin with a pedal operated cover shall be provided in the premises for collection of waste cotton wool, clipped hair and other waste material.
- All employees working in the premises shall be medically examined the certificate of medical fitness shall be displayed prominently along with the license.
- Customers suffering from communicable skin diseases shall not be entertained.
- The premises shall not be used for residential purposes nor it shall communicate with any residential portion of the premises. No personal belongings like clothing, bedding, shoes etc. shall be kept in the premises.
- Failure to comply with any of these instructions may entail legal action against the defaulters and even result in cancellation of license.

This issues with the approval of South Delhi Municipal Corporation vide Resolution No.149 dated 17/09/2013.

(Dr.N.K.Yadav)

Municipal Health Officer

South Delhi Municipal Corporation

Distributions:-

1. All Zonal Dy. Commissioner
2. Addl.MHO(PH) and Addl.MHO(W&VBD)
3. All DHOs.

o/c

MUNICIPAL CORPORATION OF DELHI
(HEALTH DEPARTMENT)

No. 354 /DY. MHO(PH)/2001

Dated:- 2-3-201.

Sub:- Conditions for grant of health trade licence for Mineral Water/Purified packed water with brand name and its sale through water trolleys under section 417/420 of DMC Act.

Commissioner vide his orders dated 19-2-2001 has accorded his approval for grant of health trade licence for Mineral Water/Purified packed water with brand name and its sale through water trolleys on the following conditions:-

- i) Processing and filling of water in bottles/containers in any premises not licensed by the local health authority shall be prohibited.
- ii) Licences for such premises shall be granted by Municipal Health Officer and renewable every year.
- iii) No premises for processing /purifying of mineral water or filling up of bottles or sale of water shall be licensed unless:-
 - a) They have stone, cemented or otherwise pucca floor, with 3 feet tiles/stone skirting.
 - b) The walls are properly plastered and painted/lime-washed.
 - c) They are provided with adequate light and ventilation to the satisfaction of the licensing authority.
 - d) Premises should have satisfactory drainage arrangement to allow drainage of water into drain which must be connected with municipal sewer.
 - e) There is no direct communication between the premises and any room used as sleeping or living room.
 - f) The doors, windows and ventilation openings of the premises used for the trade should be rendered fly proof.
- iv) No owner or person in charge of mineral water unit shall use or permit to use any water except water obtained from the Delhi Jal Board through direct pipe connection to such factory, unless special permission is given by the licensing Authority for the use of other water.
- v) He must install water purification plant.
- vi) Licensee will preferably provide disposable sterilised/ disinfected bottles and for reusable containers he will make arrangement for washing and disinfection of containers.
- vii) Minimum area of the premises shall not be less than 100sq. feet and minimum height of the premises shall be 9 feet.
- viii) Every person or owner in charge of the unit shall permit the licensing authority or any officer authorized by him to inspect such factory at all reasonable times and shall abide by any instructions issued by him from time to time in the interest of health and sanitation.
- ix) Every employee engaged in the unit must wear clean dress. They must wear cap and mask in the working hall.
- x) A wash basin made of porcelain/stainless steel shall be provided along with soap and nail brush for thorough cleaning of hands of the workers.
- x) A waste-bin with regularly operated cover shall be provided in the premises for collection of waste. The bin must be emptied and washed daily.

xii) All employees engaged shall be immunized against typhoid.
Licensee will be required to submit vaccination certificate from registered Medical Practitioner with batch number of vaccine at the time of renewal of licence.

xiii) A high standard of personal hygiene shall be maintained by workers at all times. No smoking, chewing and snuff shall be allowed in the premises.

xiv) Failure to comply with any of these instructions may entail legal action against the defaulters and even result in cancellation of licence.

CONDITIONS FOR LICENCING OF MINERAL WATER TROLLEES

1. licensee will have to provide parking space for the mineral water trolleys.
2. Number of trolleys will be determined by available floor area after deducting area of processing unit, 10% area for mobility of trolleys and size of trolleys.
3. For cooling of bottles use of ice will not be allowed. Licensee will have to make arrangement either of dry ice or ice packs.
4. The trade of mineral water and water cooling plan will not be allowed in the same premises.
5. The trolley token issued by the Health Department will be required to be displayed on the trolley. Trolley shall also bear trolley number and name of the plant. Any trolley found plying without token or trolley number shall be treated as without license.
6. Sale of any other item on the trolleys will not be allowed.
7. Fine for violation and unlicensed mineral water trolley shall be the same as applicable in the case of Water Trolley.
8. For units situated out-side Delhi and intend to sell mineral water through trolleys in Delhi will require licence from Health Department, MCD and must be licensed from concerned Health Authority. Unit must fulfill our technical requirements for the trade. If the unit does not fulfill our technical requirements such permission shall be rejected by Municipal Health Officer even if the unit is licensed from the concerned Health Authority.
9. Licensee will have to get mineral water tested from MCD Laboratory/Authorised Laboratory before grant of license and every 3 months thereafter.
10. Trolleys will be sanctioned in the zone where the Unit /licensed premises is situated and in the adjoining zones. Movement of trolleys will be restricted to zone in which it has been sanctioned.
11. If the Unit is situated out-side Delhi and has no arrangement for parking of trolleys in MCD area, they will be allowed to ply trolleys up to 5 Kms from the factory premises.

Deputy Mpl Health Officer (PH)

Distribution:-

1. Addl. MHO (PH)
2. All zonal DHOs

Copy for information to:-

1. MHO
to (PH)
1. Addl. CH (H)