

F.No.DPIT/CANTT/2020/D(Q&C)  
Government of India  
Department of Defence

South Block,  
New Delhi-110011  
23<sup>rd</sup> February, 2021

To

The Directorate General of Defence Estates (DGDE),  
Raksha Sampada Bhawan, Ulaanbaatar Marg  
Delhi Cantt, New Delhi – 110010.

Standardisation of procedure for grant of Trade Licences by Cantonment Boards, and  
minimising Regulatory Compliance Burden on Citizens.

A Domain Advisory Committee (DAC) was constituted by DGDE on 27.10.2020 to recommend measures for standardisation of procedure for grant of trade licences by Cantonment Boards, with an objective of providing easy accessibility to users, improving quality of services and enhancing responsiveness and transparency. The exercise was also necessitated to bring uniformity for switching over the public services to common multi-tenancy platform –e-chhawani.

2. DAC submitted its report on 15.12.2020, which was forwarded by DGDE, duly recommended, to MoD on 19.01.2021. Further comments on the DAC report have been furnished by DGDE vide their letters dated 15.02.2021 and 16.02.2021

3. Based on the recommendations of the DAC, it has been decided, with the approval of the competent authority to issue suitable instructions to the Cantonment Boards as under:-


(a) In order to minimize physical touch points between the Government and citizens and for ease of doing business, any existing practice of seeking documents, clearances from other Central/State Government departments alongwith applications for trade licenses wherever possible should be replaced with self-declaration system, asking the applicants to declare that all statutory and other

requirements of different Government agencies have been complied with, and if found false, the licence will be revoked along with imposition of penalty, if any.

- (b) The standardised list of documents to be made applicable across all Cantonment Boards uniformly, as recommended by DAC is at **Annexure I**.
- (c) A master list of 95 trades has been finalised by the DAC as at **Annexure II**. The Cantonment Boards may align the trades licensed by them within this master list and rationalize the licence fee accordingly.
- (d) All Cantonment Boards should follow standard processes, along with timelines, for grant of Trade Licences as at **Annexure III**.
- (e) Suitable penalty should be imposed by Cantonment Boards for late applications of Trade Licences to desist any activity of carrying trades/ occupation without valid Trade Licence.

4. The entire process of applying and granting of the trade licences by Cantonment Boards shall be online through the eChhawani portal.

5. This issues with the approval of competent authority.

  
(Rakesh Mittal)  
Joint Secretary(Lands)

Copy to:

1. All Principal Directors of Defence Estates
2. All Chief Executive Officers

**List of documents for Trade License applications (for eChhawani portal)**

**Mandatory bucket for all CBs**

- (i) System built application form with photo
- (ii) Occupancy related documents (Any one of : GLR/agreement/Deed/property tax receipt/lease/license rent/previous year trade license/Water bills)
- (iii) Proof of Identity (Any one of : PAN card, Passport, Aadhaar Card, Driving license, Election voter ID/EPIC, CGHS/ECHS Card.)
- (iv) Proof of Address: (Any one of : Telephone Bill, Electricity Bill, License of vehicle/ Arms License, Water bills, Ration Card and Election Voter-ID)
- (v) Self declaration by the individual: Format of the said declaration enclosed as **Appendix “A”**.

SELF

DECLARATION

FORM

(To be filled by Applicant seeking Trade License from Cantonment Board.....)

I/We/Shri/Smt. \_\_\_\_\_ Son/Daughter/Wife of \_\_\_\_\_ aged about \_\_\_\_\_ years,  
residing at \_\_\_\_\_ Photo Id No \_\_\_\_\_ bearing  
ID

type.....(Epic/AADHAR/Passport/Driving License etc.) do hereby solemnly  
affirm and undertake as follows:

That I am /We are the Proprietor/partner(s)/Director(s)/Manager(s)/Karta of M/S  
..... at Premises/Site/Property no \_\_\_\_\_ in Cantonment \_\_\_\_\_  
under Ward no \_\_\_\_\_

That the above referred Establishment is being used as \_\_\_\_\_ only

(Nature of trade, calling and profession)

That I, \_\_\_\_\_/We hereby solemnly affirm and state that the business which I/We  
have started isn't restrained or banned or prohibited by any Act, Rules, Law or  
Order of any Court of Law or any competent authority and the premises where I  
am/We are carrying out/applied to carry out the said profession, trade and calling  
is free from any encumbrances and in terms of law.

That I/We hereby declare that the information provided above is true and correct  
to the best of my/our personal knowledge, information and belief.

That I/We have obtained the necessary statutory Certificates, licenses,  
permissions, permit for carrying out this trade, calling and profession and the  
place of business from the appropriate authority in accordance with law and I/We  
hereby undertake that I/me shall be solely responsible for not having necessary  
license / permission to carry out the trade / calling / profession applied herein.

That I/We shall be responsible or liable if the profession, trade, calling is carried  
out without any of the certificates as per law from the appropriate authority.

That I/We undertake to comply the provisions of Any act applicable in regard to  
this Trade & the Cantonment Act 2006 and other laws if any, and the rules and  
orders passed thereunder by any authority.

That I/We undertake that the profession, trade, calling is being carried out in a residential/ non residential building (strike out the inappropriate) and such profession, Signature trade, calling does not violate any restrictive provisions of the Cantonment Act, 2006.

That I/We intend to carry on trade, calling and profession in the premises, which is located within the jurisdiction of Cantonment Board.

I/We undertake that if the profession being dealt is that of Auto Mechanic, the automobiles will not be parked on road and cause inconvenience of any kind.

That I/We undertake to comply with restrictions imposed by Cantonment Board as regards to use of plastic bags, tumbler/straw etc.

That I/We undertake to comply with directions/guidelines issued by officials of Cantonment Board as regards to solid waste/other waste management.

That I/We undertake not to encroach upon pavement / road / adjoining vacant land to display / spread goods, signage, unauthorizedly park (own also customers) vehicles or carry out business activities.

That I/We undertake to adhere to the provisions of the FSS Act, 2006 & obtain F&SA/License/Registrations, if applicable to the profession.

That I am/We are fully aware about the consequences of giving false information. If the information is found to be false, I/We shall be liable for prosecution and punishment under the Indian Penal Code, 1860 and/or any other law applicable there to in addition to the cancellation of Trade License granted by Cantonment Board.

Signature .....

Name of the applicant (in capital letters)

Date .....

Place .....

DECLARATION

I/We hereby declare that all the above information given by me/ we are true to the best of my knowledge and belief.

## Trade License - Categories and Sub-categories

SL. No.	Category	Sl.No.	Sub-Category
-1-	-2-		-3-
1	Eating Establishments	1	Sale of Bakery Products / Confectionary Articles
		2	Sale of Ice Creams/Kulfi/Ice fruit/Cold Drinks/Aerated Water
		3	Dealers and Vendors of Fruits & Veg, juice (Wholesaler /Retailers/Green Grocer/Fruit Sellers etc)
		4	Manufacturers of packaged drinking water
		5	Manufacturing of Ice Cream, Ice fruit/Kulfi, Bakery products/Cold Drinks/Aerated water, confectionery Articles/Sugarcane Juice/Namkins/ Savories/Masalas/Jaggery/Coconut powder/Oil Mill, Dal Mill, Flour Mill etc.
		6	Cafeteria/Eating home, Food Court Boarding House /Tiffin Centres/Mess/ Catering Service Centre
		7	Bar
		8	Dhaba/Tea house
		9	Manufacture/Sale of Sweet/Savories
		10	Restaurants/Hotels
		11	Banquet Halls, Conference Halls/Function Halls/Restaurant with lodging/Service Apartments
		12	Hostels for Working Men/Working Women/ Students
		13	Sale/Manufacturing of Tobacco products/Pan/Pan Masala
		14	Kirana shop/Edible or Vegetable Oils, Pulses/Tea/Coffee/ condiments/Masala/Grains/Tamarind, dry chillies/Kirana items/Grocery/Wet Coconut
		15	Sugar/Jaggery
		16	Ration Shop
		17	Sale of Milk/Milk Products (Milk, Cheese, Butter & Ghee)
		18	Manufacturing of Wine/Liquor
		19	Sale of Wine/Country Liquor/Toddy/Beer
		20	Sale of Foreign Liquor
		21	Wholesale traders
2	Veterinary Trades & trades dealing with animal products	1	Sale of egg/ Chicken/Dressed Chicken, Fish/Meat, Meat products Beef/Pork/ Castings
		2	Dairy Farms/Poultry Farms/Pet or Dog Breeders/ Horse Breeder
		3	Sale or Manufacture of Skins (Dried Or Raw), Bones/Horns/Hair/ Wool/Fat/Offal, Fine(Fish Meal)
		4	Sale of Tallow

			(Animal Fat Melted ) /Tanning Processing/ Leather Products
3	<b>Medical Establishments</b>	1	Medical Shops/Unani Medical Shop/ Medical cum General Store, Chemist, Druggist/Surgical goods shops
		2	Corporate Hospitals/ General Hospitals/Maternity Homes/Clinics/ Dispensaries/ Pathology labs/Diagnostic Centres/Radiology Centre
		3	Nursing Home
4	<b>Flammables</b>	1	Sale Manufacture of Fire Works (Crackers), Dynamite Blasting, Nitro Glycerine /Phosphorous/ Sulphur/Chlorate or Potash/Rosin (Ral)/Fulminate mercury, Methylated Spirit, Tarpitch Damber, Carbide of Calcium/Lime Mixture, Gun Powder Deshi/Foreign, Acetylene Gas
		2	Petrol/Diesel/Gas Bunks
		3	Kerosene oil
5	<b>Small Scale Industries/Small &amp; Medium factories</b>	1	Manufacturing of Medicines/Surgical goods/ Pharmaceutical items
		2	Manufacturing of Soaps/Soap Oil
		3	Manufacturing of Ink/Candle/Paper/gunny Bags/Washing Powder
		4	Manufacturing of Leather Goods
		5	Manufacturing of Brass, Aluminium, Steel, Metal or Plastic Articles
		6	Manufacturing of Tyres or Tubes
		7	Manufacturing of Cloth
		8	Manufacturing of Corrugated Boxes
		9	Manufacturing of Gold or Silver Melting
		10	Manufacturing of Nickel Plating
		11	Manufacturing of Electric or Gas Welding
		12	Manufacturing of Saw Mills
6	<b>Other Establishment/ Offices (Non eating/non medical)</b>	1	Dry Cleaning
		2	Laundry/Dhobi/ Presswala
		3	Sale of wood/ wooden items of furniture & Glass Items (Glass Fittings/Polishing on Glass)Plywood, Decolam, door, Aluminum doors, Flush doors), Building related Hardware material (Paints/Varnish/Turpentine/Sanitary Fittings)
		4	Sale of Timber/Wood/ Sandal Wood/Furniture (Metal/Wood)
		5	Coal/Charcoal/ Coke
		6	Sale of Coconut Fibre, Hemp, Grass, Hay Jute, Straw,

			Gunny bags, Cotton waste/brooms/bamboos, firewood, sandal dust)
		7	Florist
		8	Fertilizer Shop/Pesticide Shop
		9	Notified Custom goods/Gifts & Novelties/Optical Shops & goods/Soaps and washing powder
		10	Hair Cutting Saloon, Beauty Parlours, Gym, Spa, Massage Centres/Slimming Obesity Centre/Health Resorts/Cosmetic Treatment Clinics
		11	Barber
		12	Sale of Electrical fittings and Accessories, Radio/Television/Wireless, Gramophone records/Audio or Video Cassettes or CDs/DVDs, Mobile Phones/Computer/Computer peripheral, Accessories of Automobile Fittings, Musical Instruments/Music Shops, Watches and time pieces
		13	Sale of Cement, Steel/Iron Sheet/Zinc Sheet/Fibre Sheet, Asbestos sheet, Granite or Marble, Building Materials like Sand, Bricks/Cement Bricks, Shabhad or other Stones, Iron or Metal Scrap or Second Hand Articles.
		14	Sale of Clothes / Ready-made Garments, Sale of Hosiery Goods/Saris/Tailoring material
		15	Dyeing Cloth/Yarn Foot Wear
		16	Zari Items, Sales of Gold/Silver/Pearls/Gems/Artificial Jewelry, Sale of Diamonds
		17	Architects and Builders, Share Brokers and Stock Exchange, Advertisement Agency, Money Lenders/Money Exchange/Chit Funds, Private Cooperative Banks, Engineering or Law Practitioners, Auto Consultations, Placement Services, Film Acting Institutions or any other office
		18	Banks/ATM
		19	Sale of Sports Goods, Toys, Gym Material
		20	Sale of Aluminum or Brass or other Metal articles, Stainless Steel Items/Crockery, Artificial Plants, Plastic Goods
		21	Sale of Stationary Items/Magazine/Newspapers/Books/Greeting Cards, Art Goods/Wall Screening paper/Computer Service Centre/Computer Stationery
		22	Electronics/Electrical Mobile/Camera/Watch/Radio/TV/Inverter/ UPS Repairing
		23	Water Motor repairing
		24	Sale of Accessories of Automobile Fittings, Cycles/Cycle Accessories/Tyres/Tubes, Automobile Shops
		25	Photo Studio/Photo Colours/Lab/Videographics, Video



			Grapher, Courier Service, Type Writing Institute, Xerox, Computer/DTP Centre, Lamination and Screen printing, Battery Charging, Vulcanizing, Telephone Booths
		26	Computer Institutes and Coaching Centre
		27	Schools
		28	Film Studio, Recording Theatres/Dubbing Theatres, Premises using for Shooting Purpose, Cinema/ Autograph, Films
		29	Sale of Industrial Equipments, Safety Equipments, Machinery of all kinds
		30	Commercial Guest Houses, lodging without Restaurants, Dormitory
		31	Malls
		32	Mega Malls
		33	Software Companies
		34	Exhibition Halls/Showrooms
		35	Cinema Halls
		36	Temporary Entertainment Places, Snooker or Billiards Rooms, Fun Zones
		37	Tailor Shop, Handloom Works, Carpenter Shop/Cane Maker, Earthen pots,
		38	Gold Smith/Silver Smith
		39	Black Smith/Knife Sharping
		40	Painter
		41	Block Maker
		42	COBBLER
		43	Cycle Stand/Cycles on Hire/Speakers on hire/lights on hire/Tents on hire
		44	Tent House
		45	Plant Nursery Flower Decoration shop, Car decoration shop
		46	Motor Servicing /repairs of 4 or above wheelers/Workshops/Factories/Lathe Machines/Buffing machines/ Ivory Works, Iron Foundry/Casting of Metal, Printing Press, Bail Press, Paper Cutting and Packing, Perfumery Works
		47	Repairs of 2 Wheelers
		48	Transport companies/ Packers and Movers/All kind of Godown/ Distributers
		49	Satellite Channel Operators/Internet Connection provider
		50	Weight Bridge
		51	Swimming Pools
		52	Internet Cafe

**Standard Process and timelines for processing  
Trade License applications**

<b><u>SL. No.</u></b>	<b><u>Activity</u></b>	<b><u>Timelines</u></b>
I.	Receipt of application by Revenue/Tax Section	Scrutiny of application immediately on receipt (Same Day)
II.	Scrutiny of the applications by Engineering/PWD Section for Comments	Six Days
III.	Scrutiny of the applications (only those cleared by Engg/PWD Section) by Sanitary Section [Field Inspector-II]	Six Days [including SHO verification, if required]
IV.	Approval of application by CEO / Board	Three Days
V.	Payment of Trade License Fee by the Applicant	-----
VI.	Publish list of approved / rejected license on portal	Immediately after approval (Same Day)