

RULES AND REGULATIONS GOVERNING THE LICENSING PROCEDURES OF COBBLERS IN AMRITSAR

State: Punjab

Details of licensing procedures are as follows:

Under Section 343 of Punjab Municipal Corporation Act 1976, Amritsar Municipal Corporation is issuing licenses to cobblers. The procedures are same except the license fees. Part I of Section 343 (1)" of Punjab M.C. Act says that the cobblers can be a person works alone manually.

Licensing Procedure:

In Amritsar licenses are issued Under Section 343 of Punjab Municipal Corporation Act 1976. As per the information provided by the Amritsar Municipal Corporation, Cobblers have exactly the same procedures of dhaba except the fees. For a license in Amritsar, the person has to apply in the prescribed form costing around Rs.10.and the person will have to get the NO-Objection certificate from neighbors as well as Municipal Town Planning, Fire Brigade, House tax and Water Supply and sewerage departments.

No Objection certificates:

No Objection Certificate from M.T.P (Municipal Town Planning):

Generally for a commercial establishment, a building plan is required to be sanctioned from Municipal Corporation and before occupation and to start commercial business, a completion certificate as per u/s 272(2) of PMC Act 1976 is required. But for cobblers, Building plan and site inspection is not needed for getting a No Objection Certificate from Municipal town Planning Department.

Before issuing the NO-Objection certificate the following documents must be submitted:

1. Sale deed in support of the ownership
2. Before issuing N.O.C. Rs.1000/-as the prescribed fee is realized

No Objection Certificate from House tax:

Nothing due Certificate to certify that the applicant have no house tax standing unpaid on the property is required. This copy will be sent to the applicant too. After that process, the department will check the records and N.O.C will be given accordingly.

No Objection certificate from Water Supply and Sewage Department:

All the consumers who have the approved connection of water and sewage can get the No Objection Certificate by simply applying on a paper in application and attached copy of water and sewage bill at any time. No charges are taken from the applicant by the department for issuing it. Before issuing the certificate, the account is checked by the assistant engineer/field staff at the zonal office. On the basis of documents, No –Objection Certificate is issued.

Documents Required:

1. Filled form
2. No Objection Certificate from neighbors, Municipal Town Planners, Fire Brigade, House Tax and Water Supply and Sewage Department.

Verification:

The License Inspector will make the physical verification and also checks the premises prior to the issue of license. The officers will visit to the site and they will enquire from the neighbours for any hindrance /nuisance and also to get the verification and signatures along with complete address of the neighbours.

License Fees:

Part I of Section 343 (1)" of Punjab M.C. Act: it says that cobblers can be a person works alone manually. So as per the license schedule, he is exempted from the fees. But the license is given and he is charged with Conservancy Fees by the municipal corporation. In addition it is worth to mention that "Conservancy Fees" is charged for issuing any license to any trade by the Municipal Corporation, Amritsar.

The rates of license fee under Second Schedule, part I of Section 343(1) of Punjab Municipal Corporation Act, 1976.

(a)	Where a person works alone Manually	Exempted
(b)	Unregistered factories or Processing house or Manufacturers	Rs.50/-P.A.
(c)	Registered factories or Processing house or Manufacturers where more than 10 and up to 15 persons are engaged.	Rs.150/-P.A
(d)	Registered factories or	Rs.250/-P.A
		Processing house or

(e)	Manufacturers where more than 15 but up to 50 persons are engaged Registered factories or	Rs.500/-P.A
	Processing house or Manufacturers where more than 50 persons are working.	

Fees Remittance:

The fees remittance can be done in the license department itself.

Issue of License:

The License will be issued after the submission of documents and after completing the formalities from the license inspector, reports from Municipal town planners and fire brigade

License Duration:

One year.

License Renewal:

The person has to submit the filled form and has to produce the previous license receipt. The fees are equal to new license. But in the month of March, it will be 10% less, and from April to June, it will be 25% and July to September 50% and from October 100% penalty will be charged. The applicant does not have to submit again the No-Objection Certificate. Persons who get licenses renewed before 30th March shall be allowed rebate of 10% in license fee.

Other Formalities:

1. The license is to be checked by the staff of licensing department.
2. Blank copy of license can not be provided .It will be provided only after adopting the Rules and Regulations of the Municipal Corporation.
3. After the issue of license, there is no need to visit the physical verification or checking the premises after the issue of license.
4. No further checking will be there after the issue of license.

Penalty:

Licenses must be obtained before or on 30th April of every year. In case of failure penalty shall be recovered as under:-

Month	amount
30 th June	25%
30 th September	50%
1 st October onwards.	100 %