

## **RULES AND REGULATIONS GOVERNING THE LICENSING OF MEAT SHOP IN PANAJI**

**State: Goa**

**Details of licensing are as follows:**

Meat Shop requires License from the City Corporation of panaji (CCP). The Procedures are same as that of Vegetable Sellers. N.O.C from the health department is also required. It is supposed to be carried only in a premise and not in an open space. Meat shop is supposed to follow the directions as per the sections 251,253,254, 255, 257, 258,265and 266 of the GOA Municipalities Act 1968, section 222, 224 232, 322 of the "OFFICIAL GAZETTE- GOVT OF GOA (EXTRA ORDINARY) SERIES I No.43 In addition it also has to follow the "sale of animals or birds intended for human food Bye-laws 1971" and the "Storage of sale of flesh or fish Bye-laws 1971".( please refer annexure)

Other Procedures are same as that of Vegetable Sellers which can be summarized as following:

Meat Shop owners are requested to obtain license from City Corporation of panaji (CCP).

**Departments Involved:**

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The major departments involved in the licensing process are:

1. Directorate of Health services, Government of Goa
2. Directorate of Fire services, Government of Goa
3. Directorate of Food and Drugs, Government of Goa

**Licensing Procedure:**

In order to apply for the licence, a person must have a premise in the municipal area and shall carry the activity only for which he has mentioned and achieved the licence for so any person wishing for the licence for any trade or occupation must fulfil the conditions applying for the license. Every person applying a licence to the chief officer shall submit the application in writing in the prescribed 'form B' and shall also if so required by the chief officer furnish the details of the premises such as location, area reference to payment of plans of the premises, reference to occupancy certificate N.O.C from the owner, lease deed, rent receipts, number of employees employed or such other details as may be called by the chief officer.

**Documents Required:**

The following documents are also required along with the application form:

1. Occupancy Certificate of the premises
2. Sale Deed/Lease Deed of the premises (Occupancy Certificate of the premises)
3. House tax receipt of the premises

4. No objection Certificate from the owner of the premises
5. Plan of the premises (duly) approved by Panaji Municipal Council)
6. No objection Certificate from the Health Services
7. No objection Certificate from the Directorate of Fire Services
8. No objection Certificate from the Pollution controlled Board
9. No objection Certificate from Foods and Drugs Administration

### **PROCEEDINGS:**

The duly filled application form and the documents are to be submitted at the Taxation section. On receiving the application the Municipal Inspector along with the party carry out site inspection and Inspector send the report for approval. After approval it goes to the Trade and Occupation counter. License is issued after payment of fees. License issued is conditional and is decided by Corporation of the City Panaji. License is Valid for the period of one year. Then the License is to be renewed.

### **License Processing:**

There is no specific time limit fixed to process the license. However it will be issued within 30 days if all the required information is furnished.

### **License Fees:**

The fees applied for the license depends on the size of the area that a person owes. As per the trade and occupation licensing byelaws, 1989. The flat rate for a Meat Shop is Rs.250/50 for the premises employing 1 to 5 employees is Rs.20, 6 to 10 is Rs.300, 11 to 20 is Rs.40 and for above 21 employees, it is Rs.50.

### **License Renewal:**

Every license shall expire at the end of the licensing year, this is 31<sup>st</sup> march and it shall be renewed in the month of April and may on payment of the fees prescribed under the schedule rate. For delay payment of fine is 25 % for six months and after six months 50 % fine is applicable for every subsequent year and after that the license shall stand cancelled. Then the person has to apply for a fresh license on the payment of fine Rs.1000/- .A fresh license may be issued if the officer is satisfied that the licensee could not renew the license within the prescribed time limit for certain reasons which was beyond his control.

### **Penalty:**

A notice showing the cause will be issued to the owner / manager of the premises for running the activity without a valid license and the needed action will be taken for that. If a particular activity is noted for the illegal running, then the premises will be sealed. Omission of any condition in byelaw will result in the liability to pay 25% of the license fees for first time and for recurrence of the offence, it will be the revocation of license.

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