



Government of Jammu and Kashmir
Housing & Urban Development Department,
Civil Secretariat, Jammu/Srinagar

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CIRCULAR

Subject: Ease of Doing Business - Documents required for Trade License/ Renewal thereof.

In terms of SRO-247 dated 19-07-2011, among other services, Trade License and Renewal thereof, was notified under Jammu and Kashmir Public Services Guarantee Act, 2011 with timelines and the Designated Officers / Appellate Authorities. For the said purposes, minimum three documents obtained at the time of apply by any applicant for issuance of Trade License.

Now, to simplify the procedure for obtaining the Trade License (NOC for Commercial Establishment) for commercial/industrial/Citizens use by firm/ company and commercial establishment and as per the practice of other States/UTs in this regard, it is hereby ordered that the following two documents need to be attached with the application form henceforth:

- I. Legal occupancy / land document of the premises that includes a copy of the document given below:
- Commercial building permission
 - Site plan
 - Parking plan
 - Lease deed or rent deed of the applicant/firm/company. (If applicable)
- II. Proof of identity:
- Where the applicant is an individual (any one of the documents given below)
 - Electoral Identity Card
 - Passport
 - Driving license

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- d) Ration card
- e) Photo identity card issued by a government agency
- f) PAN card
- g) Aadhar Card

ii. Where the applicant is a firm company the letter of authorization/application form shall be signed by the authorized person. In the case of a registered company, all the directors shall be jointly and separately liable.

iii. Public notification in the newspaper.

It is further ordered that an Auto Renewal of Trade license is to be implemented forthwith, subject to inspection report from the concerned authority, which is pre-requisite document for the said purpose.

Sd/-
(Dheeraj Gupta) IAS
Principal Secretary to the
Government
Housing & Urban Development
Department

No. HUD-PLAN0CSS/34/2021 (C.No. 7020617)


Dated: 29 -10-2022

Copy to:-

1. Secretary, Department for Promotion of Industry and Internal Trade, Ministry of Commerce & Industry, Government of India, New Delhi.
2. All Financial Commissioner / Additional Chief secretaries.
3. Principal Secretary to the Lieutenant Governor.
4. All Commissioners / Secretaries to the Government.
5. Chief Electoral Officer, J&K.
6. Director General, J&K Institute of Management, Public Administration and Rural Development.
7. Joint Secretary (Jammu, Kashmir and Ladakh), Ministry of Home Affairs, Government of India.
8. Divisional Commissioner, Jammu / Kashmir.
9. All Commissioners / Secretaries to the Government.
10. All Heads of Departments of / Managing Directors.
11. All Deputy Commissioners.
12. Chairman, J&K Special Tribunal.

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13. Secretary, J&K Public Service Commission.
14. Director General, Industries & Commerce, Jammu / Kashmir.
15. Director, Information, J&K.
16. Director, Archives, Archaeology and Museums, J&K.
17. Director Estates, J&K.
18. Secretary, J&K Service Selection Board.
19. General Manager, Government Press, Jammu / Srinagar.
20. Senior Informatics Officer, National Informatics Centre, Civil Secretariat, Srinagar
with the request to modify the changes with regard to Auto Renewal of Trade license.
21. Private Secretary to Advisor (B) to Lieutenant Governor.
22. Private Secretary to Chief Secretary.
23. Private Secretary to Principal Secretary to the Government, Housing & Urban Development Department.
24. Shri Shrawan K Pathak, Consultant, JKEoDB, Industries & Commerce.
25. Ms. Pooja Poddar, Consultant, BRAP.
26. Incharge website, Housing & Urban Development Department.
27. Stock file.


29.10.2022
(M.I. Pakchiwal)
Director (P&S)

Housing & Urban Development Department