



**Government of Punjab**  
**Department of Local Government**  
**(Local Government-1 Branch)**  
**(Punjab Municipal Bhawan, Plot no. 3, Sector 35 A, Chandigarh)**

To,

1. All the Deputy Commissioners of the State of Punjab
2. All the Commissioners of Municipal Corporations in the State of Punjab.
3. All the Regional Deputy Directors, Local Government Department, Punjab.
4. All the Executive Officers of Municipal Council in the State of Punjab.

Memo No. 14/52/2020-4lg1/ 13 77

Dated: 16.11.2020

**Subject: Reform Sr.No. 219- Regarding Trade License under State Reform Action Plan (SRAP) 2020-21**

1. It is to inform that as per State Reform Action Plan (SRAP), there is a mandate to have provision for Auto-Renewal of the trade license granted under provisions of the Punjab Municipal Act 1911 and the Punjab Municipal Corporation Act, 1976. The said license is a service granted through online mSeva/Ig Portal.
2. In view of the above, it is hereby informed that provision of Auto-Renewal has been mandated in online service of Trade/Business license, to be granted under provisions of the Acts ibid mentioned above through mSeva/Ig Portal.

3. Under these provisions, the applicant will have option to get Auto-renewal of valid license of trade/business activity granted earlier, subject to following conditions:

- a. The applicant shall not have changed the trade/business activity.
- b. The applicant has paid the applicable fees already notified/issued by the Municipal Council/Corporation as renewal fees.
- c. The Municipal Council/Corporation shall reserve the right to inspect the site and verify that there is no change of trading/business activity.
- d. In case of change in trade/business activity by the applicant, the Municipal Council/Corporation reserves the right to demand additional applicable fees/charges or revoke the license if the changed activity is non-confirming.
- e. In case the business entity does not submit prior information for change of business and obtains trade/business activities, penalty may be imposed upto double the license fee in case of detection of such change of business activity.

CC: Nodal Officer.

Under Secretary

*Majid Sid*

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