



# Standard Operating Procedure



## Food License User SOP

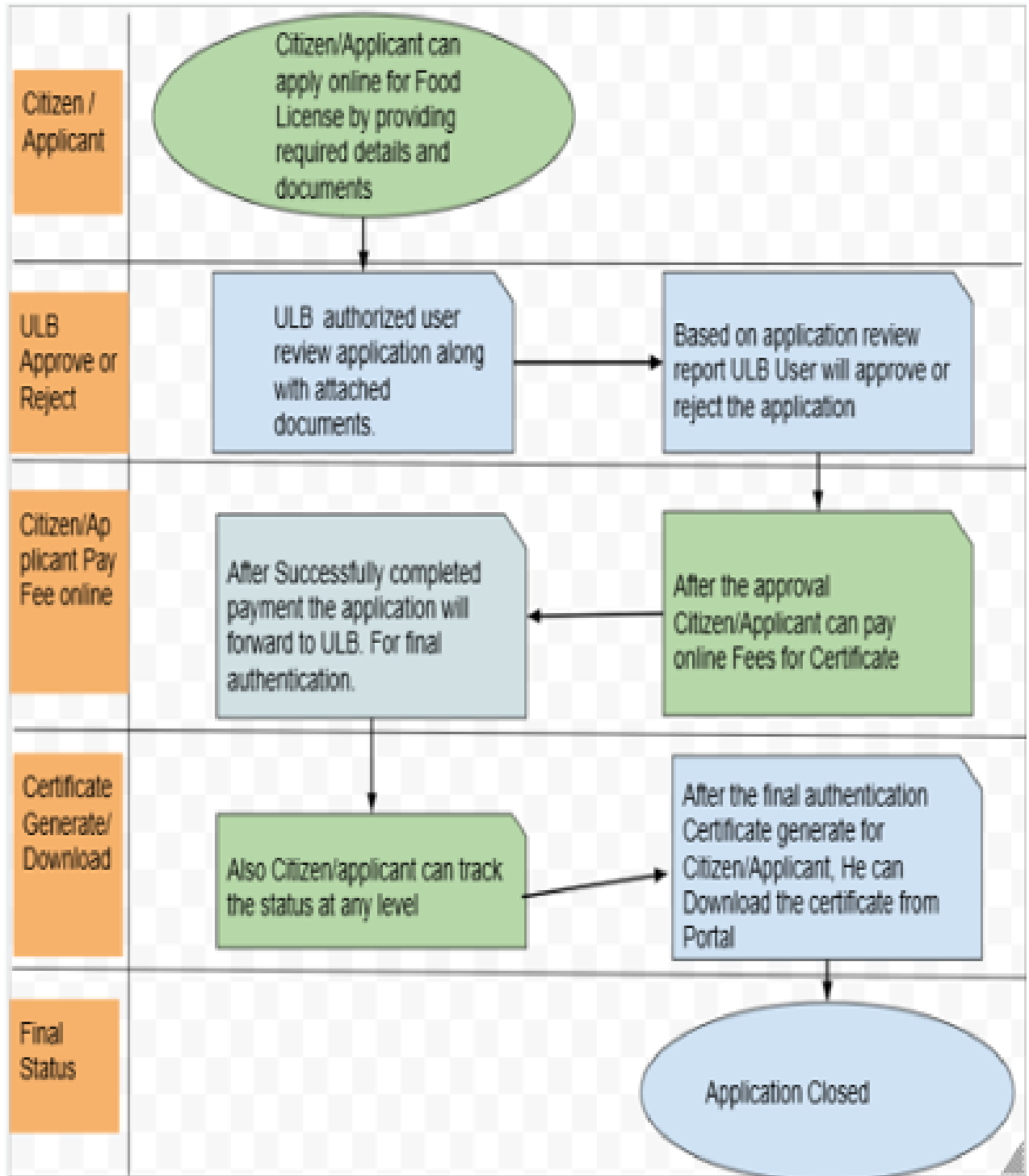
### DOCUMENT

Project Name	Version	Document Name	Date	Reference	Sign of approval from UADD
e-Nagarpalika	1.0	Food License User SOP	05.07.2020		



Flow Chart:-

**Food License Registration Process**





For Proceed the service kindly follow the below points:-

First Citizen/Applicant will go to the portal and select the Business -> Food License  
-> Online Form – Food/Commercial License as given below ↓

The screenshot displays the UADD portal interface. At the top, there's a header with the government logo and text in Hindi and English. Below the header is a navigation bar with various service categories. The 'Businesses' category is active, showing a dropdown menu. The 'Food License' option is selected, revealing a sub-menu with several options. On the right side, there are sections for 'Quick Links' and 'Important Links', providing quick access to various services and information.

after selecting the service portal page will asks to select a ULB to proceed further



The screenshot shows a registration form for a new animal meat/food/drink license. The form is titled 'New Animal Meat/food/drink License(sec 255/256) registration'. It includes a 'Back' button and a section for selecting the Urban Local Body (ULB). The instruction reads '\* Select ULB from Dropdown', and there is a dropdown menu for this purpose.



After selecting ULB portal open a form, applicant will fill the form and attaché required documents. ↓

**New Animal Meat/food/drink License(sec 255/256) registration**

← Back

**Please Select ULB**

\* Select ULB from Dropdown: Gwalior Nagar Nigam/ग्वालियर नगर निगम

**General Details/सामान्य विवरण**

Legacy Number/लिंगेसी नंबर: [ ]

\* Trade Type/व्यापार प्रकार(food/drink): **SELLING ANIMAL MEAT SELL UNDER SEC 255/पशु, मांस और विक्रय**

\* Ward/वार्ड: **SELLING ANIMAL MEAT SELL UNDER SEC 255/पशु, मांस और विक्रय**

\* Applicant first name/आवेदक प्रथम नाम: [ ]

\* Father/Husband First Name/पिता/पति का नाम: [ ]

\* Mobile No. /मोबाइल नंबर: [ ]

Property Id / संपत्ति आईडी: [ ]

\* Date Of Application/आवेदन की तारीख: 21.08.2020

City/शहर: GWALIOR NAGAR NIGAM

Zone: 000

\* Applicant Last Name/आवेदक अंतिम नाम: [ ]

\* Father/Husband Last Name/पिता/पति आखिरी नाम: [ ]

Email/ईमेल: [ ]

**Firm Name & Address/फर्म का नाम और पता**

\* Messrs/Firm Name/मेसर्स / फर्म का नाम: [ ]

\* House /Plot/Building No/हाउस /प्लॉट/ बिल्डिंग नंबर: [ ]

\* Pincode/पिन कोड: [ ]

\* Country/देश: India

\* Type of Firm/फर्म का प्रकार: [ ]

\* Street/सड़क: [ ]

\* State/राज्य: Madhya Pradesh

Joint Partner Name (If Any): [ ]

**Upload Required Documents**

Proprietor / Owner photograph/मालिक / स्वामी फोटो: [Choose file] No file chosen

Firm /Office photograph/फर्म / ऑफिस तस्वीर: [Choose file] No file chosen

Owned premises- Property tax receipt, Property registration details/स्वामित्व वाले परिसर - संपत्ति कर रसीद, संपत्ति पंजीकरण: [Choose file] No file chosen

\* Self attested Rent agreement (If Rented property) and Property tax receipt (If self own property): [Choose file] No file chosen

\* Government ID proof (Voter ID/PAN Card/Driving license/Aadhar Card/Rent Agreement / Partnership ): [Choose file] No file chosen

\* Self Certificate/ Affidavit / स्व प्रमाणपत्र / एफिडेविट: [Choose file] No file chosen

**Please Enter Trade Item Type's**

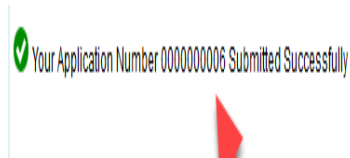
Add Remove

*Select Item Code from Below सूची के नीचे से आइटम कोड चुनें	Description/विवरण	Rate/मूल्य/कन करे	*Quantity/मात्रा
MEAT SHOP / Z1	MEAT SHOP	1000	

I Agree All the Terms and Conditions of e-NagarPalika

Submit

After click on submit button portal will generate application/reference number for tack the application status, applicant can track the status of application at any level.

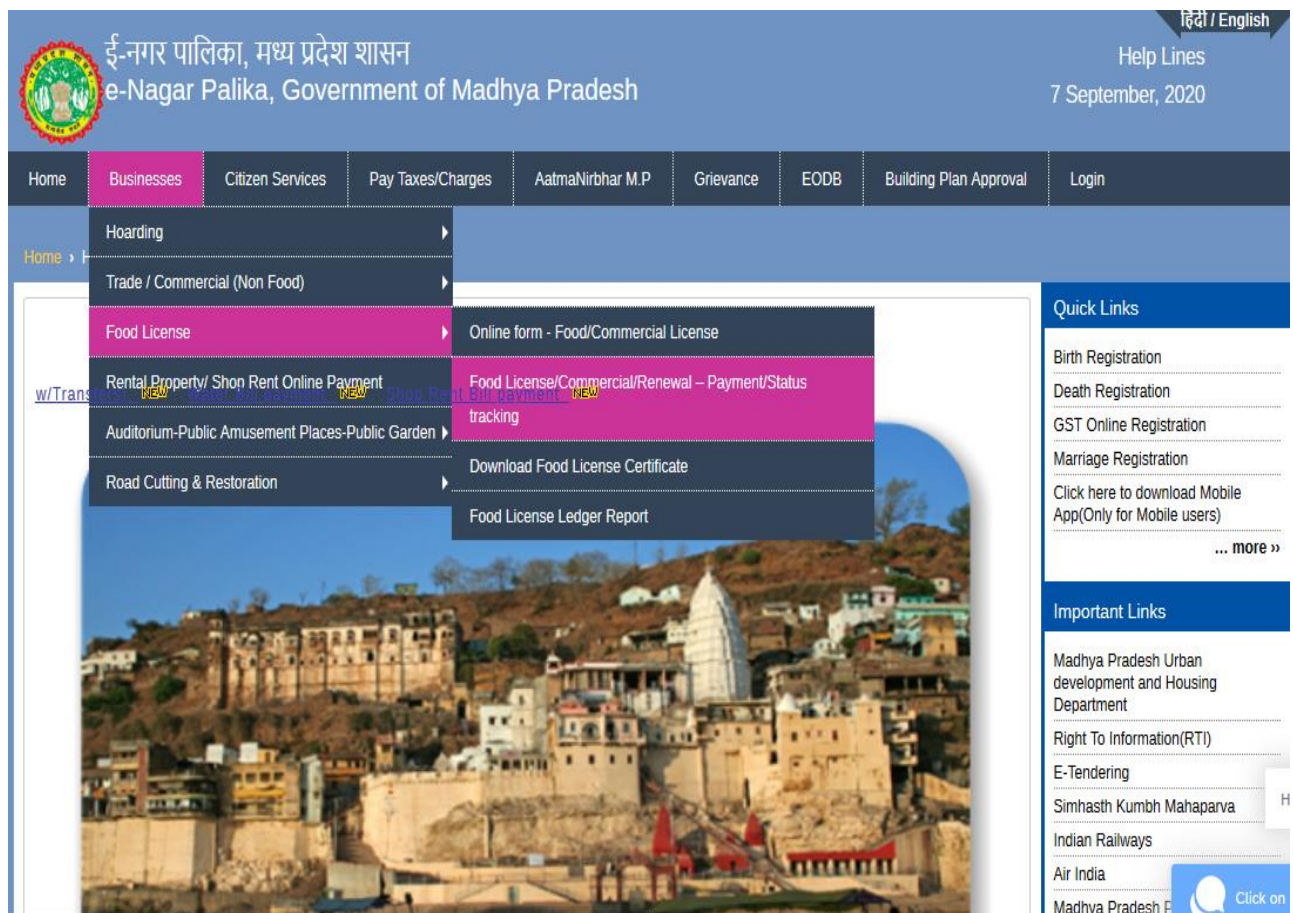






ULB authorized user review application along with attached documents. Based on application review report ULB User will approve or reject the application, After the approval Citizen/Applicant can pay online Fees for Certificate as shown below

For Track/Pay against the application, Select Business -> Food License -> Food license / Commercial/Renewal - status tracking



Select ULB and type License number, then click on search.

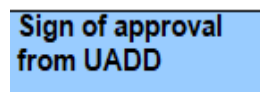
License Online Payment

Enter below Details for License MP e-NagarPalika

\*Select your City/ULB:

Registration No. / License No.:

OR Old License No.:





After providing required details to portal , the new page will open , here applicant can see the payment details and can make payment as well by click on go for payment ↓

**License Online Payment**

Enter below Details for License MP e-NagarPalika

\* Select your City/ULB: INDORE NAGAR NIGAM/इंदौर नगर निगम

Registration No. / License No.: [ ]  
OR Old License No.: [ ]

**Trader Details**

Registration No.: [ ]  
Trader Name: MURTAZA KHAMBATI  
Firm Name: ROYAL TRADING  
Mobile: [ ]  
House No./Name: 21. GADI ADDA PANI KI TANKI KE PASS  
Street/Locality: INDORE  
City: INDORE NAGAR NIGAM  
Ward: Head Office Indore  
Zone: 003

**Fees Detail**

Old Arrear:	0.00
Current Year Demand:	1,000.00
Service Charge:	5.00
Penalty:	0.00
Application Form Fees:	0.00
<b>Total:</b>	<b>1,005.00</b>

Afterwards click on 'Go for Payment' the portal redirect the applicant to payment page where applicant can make payment with any desired method. ↓

AXIS BANK | EASYPAY

Enagarpalika MP

Merchant Id: [ ] ULB Code: 0152  
Transaction No: [ ] Currency: INR  
Amount: 1005.00

URN [ ]  
(SAVE FOR FUTURE REFERENCE)

Terms and Conditions :  
I accept the Terms and Conditions contained herein that shall apply to any person using the services of Easypay provided by Axis Bank for making payments through an online payment gateway service. Each User is therefore deemed to have read and accepted these Terms and

**Payment Options**

© 2013-2019. Axis Bank | All Rights Reserved.



Once Payment completed the applicant can download the certificate from the portal as shown below.

Applicant Select Business ->Food License - > Download Food License certificate ↓

The screenshot shows the UADD portal interface. At the top, there is a header with the Government of Madhya Pradesh logo and the text 'ई-नगर पालिका, मध्य प्रदेश शासन' and 'e-Nagar Palika, Government of Madhya Pradesh'. The date '7 September, 2020' and 'Help Lines' are also visible. A navigation menu includes 'Home', 'Businesses', 'Citizen Services', 'Pay Taxes/Charges', 'AatmaNirbhar M.P', 'Grievance', 'EODB', 'Building Plan Approval', and 'Login'. The 'Businesses' menu is expanded, showing options like 'Hoarding', 'Trade / Commercial (Non Food)', 'Food License', 'Rental Property/ Shop Rent Online Payment', 'Auditorium-Public Amusement Places-Public Garden', and 'Road Cutting & Restoration'. The 'Food License' option is selected, and a sub-menu is displayed with 'Download Food License Certificate' highlighted. Other options in the sub-menu include 'Online form - Food/Commercial License', 'Food License/Commercial/Renewal - Payment/Status tracking', and 'Food License Ledger Report'. On the right side, there are sections for 'Quick Links' (Birth Registration, Death Registration, GST Online Registration, Marriage Registration, etc.) and 'Important Links' (Madhya Pradesh Urban development and Housing Department, Right To Information(RTI), E-Tendering, etc.).

Then type license no. and click on 'Get Certificate'

The screenshot shows a form titled 'Download License Certificate'. Below the title, there is a text input field with the placeholder text '\*Registration / License Number:'. To the right of the input field is a yellow button with a download icon and the text 'Get Certificate'.

Certificate will download.

Thank You