

C.R.No. 06.

E.Mail

From

Chief Administrator,
H.S.A.M.Board,
Panchkula.

To

All the Secretary-cum-E.O.,
Market Committee,
In the State

Memo. No - ME-I-2015-A-IV-1602-1708
Dated: 05/01/15

Sub: Issue of licence under Section 10 in the Market Committees

It has been observed that the Secretaries of Market Committees as well as DMEOs are not disposing off applications received by them regarding issuance of licence under Section 8(1) the HAPM Act, 1961 read with Rule 17 of the PAMP (General) Rules, 1962. Sub Rule 5 of Rule 17 of the PAMP (General) Rules provides that the Secretary of the Market Committee has to check necessary papers and facts as claimed in the application for licence; ensure that the necessary licence fee and security have been deposited and after verifying correctness of relevant details, he shall forward the application under registered post within 3 days to the DMEO.

During inspection of the office of Market Committees and the DMEOs, it has been observed that many applications for new licences under Section 8(1) are kept pending for long time without any due reasons. This leads to harassment of the applicants and brings a bad name to the Board.

Recently, the undersigned has also delegated powers for cancellation and renewal of licence under Section 10(ii) and 10(iii) of the HAPM Act to the concerned ZMEOs in their jurisdiction. It is hereby directed that all the ZMEOs, the DMEOs and the SMCs shall dispose off all applications for grant/renewal of appropriate licence under Section 8(1) and Section 10 of the HAPM Act, 1961 expeditiously without any delay. After receipt of appropriate report from the SMC, the DMEO or the ZMEO, as the case may be, shall dispose off the matter within 5 working days. A decision in writing has to be communicated to the applicant within this time. The DMEO and the ZMEO shall keep a proper record and second duplicate copy of the licence in their office. If any deficiency in the required documents is noticed by the DMEO or the ZMEO

then the same shall be communicated to the concerned SMCs in writing with a copy to the concerned private party (applicant). This whole process shall be completed within 20 days of the receipt of application by the DMEO and the ZMEO as prescribed in the Citizen Charter of the Board (copy enclosed).

These instructions shall be followed meticulously without fail. A quarterly report shall be submitted by each ZMEO, DMEO and SMC in the enclosed proforma.

Anil Malik, IAS
Chief Administrator
Dated: 05/01/15

Endst. No. ME-I-2015-AD-1709-1739

1. A copy of the above is forwarded to all the ZMEOs and DMEOs, HSAMB for strict compliance.
2. Copy forwarded to all the Zonal Administrator, HSAMB for information and necessary action.
3. Copy to PS to ACS(Agri) for kind information worthy ACS(Agri)
4. Copy to PS to Chief Administrator and Secretary for information


Marketing Development Officer
For Chief Administrator

Proforma

Sr. No.	Name & address of applicant	Date of receipt of application	Date of verification of facts	Date and verification on the spot	Date of communication of grant/renewal/refusal of licence to the applicant	Remarks of the competent officer

Date:

Signatures _____

Place:

Name _____

Designation _____