

Information to be uploaded on website for registration under shops and establishment act

A. Procedure, time line and facility for payment

	For New Application	For Renewal
1. Procedure along with comprehensive list of all documents that needed to be provided for the application process.	Provide the details as Annexures (The documents shall be self-certified by the signature of the applicant)	Provide the details as Annexures www.vmc.gov.in (The documents shall be self-certified by the signature of the applicant)
2. Time line for processing of application	30 Day	1 week
3. facility for online payment	no	no

B. The following officers shall carry out the inspection before issue of license

Sr.No.	Ward No. / Description of Area	Name of the Inspector
1	Ward Office area-3, 4, 6, 12	Bogilal A Vasava
2	Ward Office.area-7, 9, 10, 11	Revalabhai K Parmar
3	Ward Office area-1, 2, 5, 8	I/C .Jayesh C .Raj

C. System should be established for the issue of license/Certificate to be delivered through e-mail and the original should be couriered/sent through post and the message of which should be delivered on the mobile. It should be done for new license/ renewal.