

South Delhi Municipal Corporation
(Department of Veterinary Services)
17th Floor, Dr. S.P Mukherjee Civic Centre,
Jawahar Lal Nehru Marg, New Delhi 110002

No.445/DVS/SDMC/HO/2014

Dated: 05.09.2014

The policy for grant of license to the horse buggy/horse /mare to be used for ceremonial purposes in the South Delhi Municipal Corporation as approved by the Corporation vide resolution No. 99 dated 14.07.2014 is enclosed herewith which may please be uploaded on the Corporation website.


Director (VS), SDMC

Dr. R.B.S. TYAGI
Director (V.S.)
South Delhi Municipal Corporation

Director (IT), SDMC


05/09/14



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SOUTH DELHI MUNICIPAL CORPORATION
DEPARTMENT OF VETERINARY SERVICES)
17th FLOOR, CIVIC CENTER, JLN MARG, NEW DELHI-110002

No. 436 /DVS(HQ)/SDMC/2014

Dated-29.8.2014

OFFICE ORDER

Following terms and conditions of the policy for grant of license to Horse Buggies, horses/mares to be used for ceremonial purposes in South Delhi Municipal Corporation as approved by the Corporation vide Resolution No. 99 dated 14.7.2014 are hereby circulated for implementation by all concerned.

1. This policy shall be called as **"The Policy for licence to Horses/mare & Horse Buggies"**.
2. Under this policy, the license would be issued to Horse Buggies driven by two or more horses/mares subject to maximum of six horses/mares to be used for ceremonial purposes like marriages, Shobha yatras, religious processions etc.
3. Licences would separately be issued to Horses/mares required to ply the buggies & other ceremonial purposes.
4. The licence would also be issued in the joint names subject to maximum of two persons.
5. The owner of a Buggy having at least four or six wheels (pneumatic or Non-pneumatic) would get licence to ply on road for the purpose mentioned in this policy.
6. The applicant would submit an application in the prescribed Form for grant of license as per **Annexure-I** along with all relevant documents mentioned therein.
7. The Dy. Director (V.S.) posted at HQ or a Veterinary Officer/Doctor designated by the Director (V.S.) at HQ will issue the licence to the horse buggies/horse/mare.
8. The licence of Horse Buggies/horses/mares would be granted to a person in any number. The applicant will submit separate application form for grant of license to each Horse Buggy/horses/mares.
9. The licenses to the Horse Buggies will be issued on regular basis only. No license shall be granted on ad-hoc/temporary basis.
10. No licence shall be given to Buggy having two wheels as this would be treated as horse Tonga which have been phased out by the M.C.D. vide Corporation Resolution No. 590 dated 04th January, 2010.
11. The applicant shall, inter-alia, furnish all documents/information required for grant/renewal of license as the case may be, mentioned in this policy.
12. Each license shall,
 - (a) unless cancelled, be valid upto 31st March & renewed annually . All licensees should get the licence renewed before expiry of license .
 - (b) The renewal of license to a horse buggy/horses/mare shall be started by the concerned Dy. Director (V.S.) or Veterinary Officer/Doctor at HQ in the month of January of every year.
13. The applicant would submit the Veterinary Health Certificate of Horse/Mare(s) by which the Horse Buggy is to be driven, issued by any registered Veterinary doctor in Delhi at the time of submission of application form seeking license and subsequent renewals thereof.



14. Any person authorised by the Director (Veterinary Services) can inspect the premises/place at any time without prior notice where the horse/mares/Buggies are kept.
15. The license shall be granted to a person who has attained the age of 18 years on or before the date of submission of application form.
16. The premises/place of keeping mare/horse should be well cleaned, hygienic and properly ventilated.
17. The licence holder shall also ensure that no inconvenience is caused to the local residents due to sanitation/unhygienic conditions caused by the horses/mares.
18. The licence holder shall ensure that a proper bin is kept for Horse/Mare excreta and disposed of at the Municipal Dhallo and in no condition it will be allowed to flow in the drains/sewer.
19. There should be arrangement of electricity, adequate potable water and feed, feeder/Manger (stall) for the horses/mares to be kept in the premises.
20. If the owner/keeper of the horse/mare notices any sort of disease/symptoms of any disease in the horse/mares, he will immediately report to the Veterinary doctor of GNCTD/MCD for treatment/advice to ensure that the symptoms of disease would not affect the health of local residents of the area, as the case may be.
21. The license holder can sale his horses/mares/buggy to any person under the intimation to the corporation and such license shall be transferable in respect to a purchaser of the horse (s)/mare (s)/ buggy (s) or location provided that the purchaser will submit all relevant documents required for grant of license alongwith his request for transfer of license. Such cases shall be treated, as renewal cases for all purposes.
22. The licensee shall fix a Metal Plate of adequate size at a prominent visible place of Horse Buggy containing following details either by way of embossing or painting on the metal plate. The metal of the plate should be non-corrosive.
 - a) Name of license holder : _____
 - b) License Number : _____
 - c) Year of issue/renewal : _____
 - d) Seating capacity : _____
23. The Horse Buggy can be operated by the licensee himself or through a Kochwan engaged/appointed by the license holder. Female applicants can also apply for the Horse Buggy license.
24. Where the license holder expires, the license shall continue in full force and effect for the benefit of the license holder's legal heir for the period then un-expired of the term of the license after the death of the license holder and shall then expire.
25. The legal heir of the deceased license holder would submit an application along with all relevant documents in support of his claim and the Dy. Director (V.S.)/ Veterinary Officer/Doctor posted at HQ shall transfer the licence/s in his/her name.
26. Horse buggy shall be kept in good working order to ensure safety of the passengers, driver, animal drawing the Horse Buggy and other road users.
27. All non-pneumatic Horse Buggies will have wheels with a rubber covering thick enough to protect the streets/roads from damage and to keep noise to a minimum.
28. Warning tail-lights/reflector shall be mounted at the rear of the Horse Buggy.
29. All Horse Buggies must have its rated seating capacity posted on the vehicle.
30. Horse Buggies shall not ferry more people than the Horse Buggy was designed to hold.



31. No one other than the driver/kochwan employed by the licensee or apprentice may sit in the driver's seat.
32. A "Slow Moving Vehicle" sign shall be attached to the rear of the Horse Buggy.
33. No Horse Buggy shall display advertisement on its exterior or in its interior.
34. All Horse Buggies shall be equipped with a horn or warning device which shall be in good working order but no horn shall emit an unreasonably loud or harsh sound.
35. Horse Buggies shall be fitted to be able to immediately remove any and all horse droppings from the streets or public rights-of-way, or to prevent such droppings on the streets and public rights-of-way.
36. No horse/mare may be used to draw a Horse Buggy unless the animal is in good health.
37. The hooves of the horses must be properly shod to prevent injuries to the horse/mare.
38. The horses/mare must be properly cleaned, with no offensive odours or caked dirt or mud.
39. No horse shall be used if that horse/mare is demonstrating any signs of exhaustion.
40. All horses used in the business shall be at all times treated in a human manner.
41. No person shall operate a Horse Buggy while under the influence of alcoholic beverages or drugs.
42. The licensee would given an undertaking that the Kochwan/Driver engaged for operation shall be free of defective vision and hearing, no subject to any infirmities which may substantially impair the ability to safely operate the Horse Buggy.
43. Drivers are prohibited from smoking, eating or wearing headphones while the Horse Buggy is in motion for optimum safety of the passengers/public and control of the horse and Horse Buggy.
44. No driver shall abandon his or her Horse Buggy, permit another to drive the Horse Buggy, except an apprentice, or permit any passenger to ride on the driver's seat.
45. The license already issued to a horse/mare/horse buggy shall be renewed on the basis of submission of documents mentioned under the title "Documents required for Renewal of License" in this policy by the license holder.
46. Where the applicant is refused to grant/renew a license he will be given the right to appeal.
47. Whenever it is decided to refuse an application for grant of renewal of license, the applicant shall, by notice in writing, would be informed/notified –
 - a) Of the decision and of the reasons therefore, and
 - b) Of the time limit within which, and of the manner in which, an appeal against such decision may be made.

Power to revoke the license

The Director (V.S.)/Addl. Director(V.S)/Dy. Director(V.S)/HQ or any Veterinary Doctor designated by the Director (V.S.) may, at any time, revoke a license if he is satisfied that—

- (a) the license has been obtained by fraudulent means or by misrepresentation of facts.
- (b) there has been any contravention (whether by commission or omission) of any provision of this policy or of any Regulation made there under, or



(c) the holder of a license has not, within a reasonable time, complied with the requirements of a notice served to him.

(d) if upon inspection, it is found that the licensee or any of his associates has violated any of the provisions/terms and conditions mentioned in the policy or has concealed the information while submitting the application form to obtain the license, a show cause notice would be issued to the license holder thereby giving him twenty (20) days time to reply before revocation of license. The Officer concerned shall consider the reply submitted by the license holder and other relevant documents/facts available in record and pass a speaking order for revocation of license.

Appeal against refusal/revocation of license

1. In case of denial for grant/renewal or revocation of the license, the applicant/holder of such license may, within 20 days from the date of the order of the refusal or revocation as the case may be, appeal to the Director (V.S.) against such refusal or revocation.

2. On receiving the appeal under this section, the Director (V.S.) shall give a reasonable opportunity to the applicant for being heard and after considering all material facts on record either—

(a) dismiss the appeal, or

(b) allow the appeal and direct the concerned Dy. Director (V.S./Veterinary Doctor to consider it for grant or renewal of the license.

Documents required to be submitted for grant of new licence to Horse Buggies/horses/mares :

The applicant while applying for grant of new license of Horse Buggy/horse/mare shall submit following documents:-

- a. Application Form (as per Annexure-I) alongwith documents mentioned therein.
- b. Proof of address (Voter I-Card/Ration Card/Passport/utility bill or any other proof issued by any Government authority).
- c. Proof of Date of Birth issued by any Govt. authority namely copy of educational certificate, PAN Card, passport etc. failing which an undertaking in the form of an affidavit attested by a Notary public regarding proof of age may also be submitted in support of age proof.
- d. One photograph showing full picture of the Horse Buggy and /or Mare/Horse as the case may be.
- e. Veterinary Health Certificate in respect of Horses/Mares issued by any registered veterinary doctor in Delhi, if licence is sought for Horses/Mares

Documents required to be submitted for renewal of the license to Horse Buggies/horses/mares :

The applicant while seeking renewal of license for Horse Buggy/horses/mares shall submit following documents:-

1. Application Form (as per Annexure-II) along with all relevant documents mentioned therein.
2. Proof of address and if there is any change in address at which the license was granted/renewed previously.
3. One photograph showing full picture of the horse Buggy and /or Mare/Horse as the case may be.



4. Old license along with its a photocopy
 5. Veterinary Health Certificate in respect of Horses/Mares issued by any registered veterinary doctor in Delhi, in case of renewal of licence of horse/mare.
- License Fee and taxes :**

1. The license fee would be Rs. 1,152/- per horse buggy whereas the amount of tax as mentioned in DMC act would be Rs. 48/- per horse buggy driven by minimum two or more horses/mares subject to maximum six horse/mares. The annual renewal fee would be Rs. 252/- per horse buggy and the tax to be levied would be Rs. 48/- per horse buggy. Thus, the license fee including the amount of tax shall be Rs. 1200/- per horse buggy for grant of fresh/new license driven by minimum two or more horses/mares subject to maximum 06 horses, where the annual renewal fee shall be Rs. 300/- per horse buggy including the tax to be levied on buggy.
2. The license fee per horse/mare would be Rs. 480/- and the amount of tax as mentioned in DMC Act would be Rs. 20/- per horse/mare and the annual renewal fee to be charged would be Rs. 180/- per horse/mare and the tax amounting to Rs. 20/- per horse/mare. Thus the license fee including the animal tax per horse/mare shall be Rs. 500/- and the annual renewal fee including the animal tax shall be Rs. 200/- per horse/mare.
3. The applicants shall pay one time parking fee/charges amounting to Rs. 4,000/- per horse buggy at the time of grant of new license or renewal of the existing license as the case may be.

Penalties:

1. If anybody is found plying his horse buggy without valid license, an amount of Rs. 5000/- shall be charged each time.
2. If the license holder fails to get his license renewed by the grace period of one month, the owner/license holder shall pay a fine of Rs. 500/- for each subsequent month after expiry of the grace period of renewal for the licence.
3. In case of violation of any terms & conditions of the licence mentioned in the Policy, Dy. Director (V.S.), HQ/ Addl. Director (VS), HQ or a Veterinary Doctor designated by Director(VS) would issue him a notice to comply with the terms and conditions of the policy within 20 days of issuance of the notice failing which his license would be revoked/cancelled and the Horse Buggy, if found being plied on the road would be seized.

This issues with the approval of Commissioner, South Delhi Municipal Corporation.

Distribution:

1. Project-cum Enforcement Officer
2. Dy. Director(VS)/Central Zone
3. Dy. Director(VS)/South Zone
4. Dy. Director(VS)/West Zone
5. Dy. Director(VS)/Najafgarh Zone

Copy to: Addl. Commissioner-1

Director (V.S.)/SDMC

W. Sharma 29.8.14

**APPLICATION FORM FOR GRANT OF NEW LICENSE FOR HORSE
BUGGY/HORSE/MARE**

(Separate application forms are to be filled up for grant of licence to Horse buggy and horse/mare.

Please tick for which the licence is required)

Photo of the
applicant/s to
be affixed
here

1. Applicant's name & father's Name :

(a)

(b)

2. Address

3. Whether any license has ever been issued to the applicant/s for :-

(a) Horse Buggy (Yes/No) (If yes, indicate the license number & date of issue)

(b) Horse/Mare (Yes/No) (If yes, indicate the license number & date of issue)

4. If licence is sought for buggy :-

(a) Number of horses/mares to be kept to drive the Buggy _____

(b) Buggy to be driven by :: Self or Koachwan

5. If licence is sought for horse/mare :-

Number of stalls/mangers for feeding of horses/mares _____

6. Any other information: _____

Dated: _____

Signature/thumb impression of applicant

List of documents to be submitted with application form is enclosed herewith as Annexure.

Declaration:

I (Name of the applicant) do hereby solemnly affirm and declare that the information given above is true and correct to the best of my knowledge and belief and nothing has been concealed therefrom. In case any information given above by me is found incorrect/false, my application for grant of license may be rejected and if the license has been granted, the same may also be cancelled by MCD.

Signature/thumb impression of applicant

**APPLICATION FORM FOR RENEWAL OF LICENSE FOR HORSE
BUGGY/HORSE/MARE**

(Separate application forms are to be filled up for renewal of licence to Horse buggy and horse/mare. Please tick for which the renewal of licence is required)

Photo of the
applicant to
be affixed
here

1. Applicant's name & father's Name :

(a) _____

(b) _____

2. Address _____

3. License Number & date of issue :: _____

4. Date of expiry of license : _____

5. If licence is sought for buggy :-

Number of horses/mares to be kept to drive the Buggy _____

Buggy to be driven by _____

:: Self

or

Kochwan

6. If licence is sought for horse/mare :-

Number of stalls/mangers for feeding of horses/mares _____

7. Any other information _____

Dated: _____

Signature/thumb impression of applicant

List of documents to be submitted with application form for renewal is enclosed herewith as Annexure.

Declaration:

I (Name of the applicant) do hereby solemnly affirm and declare that the information given above is true and correct to the best of my knowledge and belief and nothing has been concealed therefrom. In case any information given above by me is found incorrect/false, my application for renewal of licence may be rejected and if the licence has been granted, the same may also be cancelled by MCD.

Signature/thumb impression of applicant