



**THE TEHSIL MUNICIPAL ADMINISTRATION**  
**TOBA TEK SINGH (REGULATION OF TRADE**  
**OF STORING, PROCESSING, SELLING AND**  
**MELTING OF ANIMAL FATS IN CAULDRONS)**  
**{MODEL} BYE-LAWS, 2014**

THE TEHSIL MUNICIPAL ADMINISTRATION TOBA TEK SINGH  
(REGULATION OF TRADE OF STORING, PROCESSING, SELLING  
AND MELTING OF ANIMAL FATS IN CAULDRONS)  
BYE-LAWS, 2014

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**THE TEHSIL MUNICIPAL ADMINISTRATION TOBA TEK SINGH (REGULATION OF TRADE OF STORING, PROCESSING, SELLING AND MELTING OF ANIMAL FATS IN CAULDRONS) BYE-LAWS, 2014**

**PREAMBLE:**

**WHEREAS** it is expedient to control and check rapidly increasing unauthorized trade of storing, processing, selling and melting of dead animals fat in cauldrons and as a public health measure across the Province and to regulate the same within specified parameters;

**AND WHEREAS** the circumstances exist that render it necessary to take immediate steps to frame the Tehsil Municipal Administration regulation of trade of storing , processing, selling and melting of animals fat in cauldrons Bye-laws, 2014;

**AND WHEREAS** under Section 192 read with Part-II of the Fifth Schedule of the Punjab Local Government Ordinance, 2001, the Tehsil Council may, in its ambit of responsibilities, make bye-laws to carry out the purposes of the Ordinance ibid.

**NOW, THEREFORE,** in exercise of the aforesaid powers and all other enabling provisions in this behalf, the Tehsil Council Toba Tek Singh through resolution No 07 dated 07.03.2014 has approved the following bye-laws which are hereby notified.

**ADMINISTRATOR  
TEHSIL MUNICIPAL ADMINISTRATION  
TOBA TEK SINGH**

## **1. SHORT TITLE, EXTENT AND COMMENCEMENT.-**

- (1) These Bye-laws shall be called " The Tehsil Municipal Administration Toba Tek Singh Regulation of Trade of Storing, Processing, Selling and Melting of Animals Fat in Cauldrons Bye-laws, 2014".
- (2) These shall extend to the whole of the local area of the Tehsil Municipal Administration Toba Tek Singh
- (3) These shall come into force with immediate effect.

## **2. DEFINITIONS.-**

In these Bye-laws, unless there is anything repugnant in the subject or context, the following terms and expressions shall have the meanings hereby assigned to them:-

- (a) **Animal Fat** means fat of a slaughtered *Halal* animal, including hard fat obtained from suet;
- (b) **"Cauldron"** means a large pot used for melting animal fat;
- (c) **'Government'** means Government of the Punjab;
- (d) **"Licence"** means permission to carry on a trade of storing, processing, selling and melting fats of slaughtered *Halal* animal within a local area of TMA under such terms and conditions as prescribed under these bye-laws;
- (e) **'Local Area'** means the area of territorial jurisdiction of Tehsil Municipal Administration; Toba Tek Singh
- (f) **"Ordinance"** means the Punjab Local Government Ordinance, 2001;
- (g) **"Premises"** means any shop, house, hut, out-house, shed or enclosure built by any material and used for storing, processing, selling and melting fat of slaughtered *Halal* animals;

(h) **“TMA”** means the Tehsil Municipal Administration Toba Tek Singh ---; and

(i) **“Trade”** means a business of storing, processing, selling and melting fat of slaughtered *Halal* animals in Cauldrons.

3. **Prohibition.-** No person shall carry on the trade in storing, processing, selling and melting fat of dead animals within a local area of TMA Toba Tek Singh.

4. **GENERAL PROCEDURE OF LICENSING.-** (1) No person shall carry on a trade in storing, processing, selling and melting fats of slaughtered *Halal* animals at any place in the local area of the TMA unless a licence has been obtained in this behalf from the TMA Toba Tek Singh

(2) No person shall carry on a trade of storing, processing, selling and melting fats of slaughtered *Halal* animals in a place or premises situated in the thickly populated area. The trade should be away from the human settlements/ residences.

(3) No person shall carry on a trade of storing, processing, selling and melting fates of dead animals.

**5. APPLICATION FOR GRANT OF LICENCE.-**

(1) If a person intends to carry on a trade of storing, processing, selling and melting fat of slaughtered *Halal* animals anywhere in the local area of the TMA, he shall apply to the Tehsil Officer (Regulations) TMA Toba Tek Singh in writing for grant of a licence in this behalf;

(2) No application for grant of licence shall be entertained unless submitted on prescribed Form-I and accompanied by the following documents:

- (a) Copy of CNIC of the applicant;
- (b) Passport size recent photograph;
- (c) Description of the premises;
- (d) Applicant's ownership/title documents in respect of the premises/place wherein the trade is to be carry on;
- (e) Tenancy agreement, if any; and
- (f) Receipt/Challan Form of payment of licence fee.

(3) The Tehsil Officer (Regulations) shall send the application for licence to concerned Inspector who shall inspect the premises and send his report within seven days to Tehsil Officer (Regulations).

(4) The Tehsil Officer (Regulations) shall within seven days after the receipt of inspection report of the Inspector, either grant licence on Form-II for a financial year ending 30<sup>th</sup> of June or refuse the licence with reason(s) to be communicated to the applicant in writing on Form-III.

(5) The grant of a licence shall not be withheld by the Tehsil Officer (Regulations) unless he has reasons to believe that the premises is in the thickly populated area and trade is a nuisance or is likely to be dangerous to the public life and health.

#### **6. FEE FOR LICENCE.-**

(1) Fee for new licence and renewal fee shall be levied by the TMA under Section 116 of the Ordinance and determined in accordance with the procedure laid down in the Punjab Local Government (Taxation) Rules, 2001.

(2) The prescribed fee shall be deposited in the local fund of TMA Toba Tek Singh.

#### **7. NOTICE TO PERSON CARRYING ON UNLICENSED TRADE.-**

Any person who was, on the date of notification of these bye-laws carrying on this trade in any part of a local area, shall be bound to immediately apply for a licence for carrying on such trade in that part after receiving a notice under the prescribed Form-IV in this behalf from the TMA to do so. In case of non-compliance, the premises shall be sealed by the Tehsil Officer (Regulations).

#### **8. GENERAL CONDITIONS FOR LICENCE.-**

##### **The licensee shall:**

(1) observe the prescribed terms and conditions under these bye-laws.

(2) keep the licence at the licensed premises and the Licence No./Registration No. shall be displayed at a conspicuous place in the premises;

(3) not in any case use or allow to be used licensed premises for any other purpose other than the one for which licence has been issued;

- (4) keep an Inspection Register on the premises in which all inspections made by inspecting authorities shall be recorded;
- (5) make adequate arrangements to the satisfaction of TMA Toba Tek Singh to control any outbreak of fire;
- (6) get his licence renewed in the month of July each year on payment of prescribed fee;
- (7) intimate the Tehsil Officer (Regulations) on closing off or any change in the premises/location; and
- (8) any other condition which the TMA Toba Tek Singh may deem appropriate to specify.

**9. RESPONSIBILITIES OF THE LICENSEE.-**

The licensee shall ensure that:

- (a) Premises is clean, ventilated, well-lit, and well drained;
- (b) No business other than storing, processing, selling and melting of fat of slaughtered *Halal* animals is carried on;
- (c) details/record of the source of getting fat of slaughtered *Halal* animals and its further selling is being maintained in a register;

**10. INSPECTION OF THE LICENSED PREMISES AND RENEWAL OF LICENCE.-**

(1) The Tehsil Officer (Regulations) or any Inspector designated as such by the TMA in this behalf, may inspect any premises, where the trade is being carried on. The Inspecting Officer shall, during the course of inspection, especially ensure that:

- (a) The licence is displayed at a conspicuous place;
- (b) All terms and conditions required under these bye-laws are being followed by the licensee in letter and spirit; and
- (c) The licensee is maintaining the record of source of getting fat of slaughtered *Halal* animals and its further selling.

(2) The Tehsil Officer (Regulations) shall maintain the record of inspections in the prescribed Form-V.

(3) The licence shall be renewed annually after receiving a satisfactory inspection report.

**11. MAINTENANCE OF RECORD OF APPLICATIONS FOR GRANT/ RENEWAL OF LICENCES.-**

The Tehsil Officer (Regulations) shall maintain the record of the applications for grant and renewal of licences in the prescribed Form-VI.

**12. SURVEY AND MAINTENANCE OF RECORD.-** The Tehsil Officer (Regulations) shall cause the survey to be conducted at the beginning of each financial year to have complete list and particulars of all places, premises or shops being used for storing, processing, selling and melting the fat of *Halal* animals in the local area of the TMA Toba Tek Singh and maintain a complete record thereof.

**13. POWER OF ENTRY AND SEIZURE.-**

The Tehsil Officer(Regulations) or any Inspector, authorized by the TMA in writing in this behalf, may at any time enter into any place, premises, or shop being used for storing, processing and melting of animals fat within the jurisdiction of the TMA and, in case, of serious threat to the public health, safety or danger to the life, may seal the premises.

**14. CANCELLATION OF LICENCE.-**

(1) The TMA may cancel the licence in case of violation of any provision of these bye-laws by the licensee. Before cancellation of licence, the licensee shall be informed in writing.

(2) No licence shall be cancelled without affording an opportunity of hearing to the licensee.

**15. PUBLIC AWARENESS.-**

The TMA Toba Tek Singh will make arrangements of public awareness through posters, notice boards, newspapers and electronic media regarding the enforcement of these bye-laws and the responsibilities of the traders engaged in storing, processing, selling and melting of animals fat.



**16. APPEALS.-**

Any person aggrieved by an order passed under these bye-laws may file appeal under section 190 of the Ordinance to the Appellate Authority as prescribed under the Punjab Local Government (Appeal) Rules, 2002.

**17. PENALTIES.-**

In addition to any other action as provided in these bye-laws, the person doing an act without licence or permission and found in storing, processing and melting fat of dead animals shall be proceeded against under sections 141 and 143 read with the Fourth Schedule and Eighth Schedule of the Ordinance, for imposition of punishment or fine thereon.

**18. REPEAL AND SAVING**

- (1) The Tehsil Municipal Administration Toba Tek Singh (Regulation of Trade of Storing, Processing, Refining, Selling, Extracting and Melting of Animal Fat in Cauldron) Bye-Laws 2013 are hereby repealed.
- (2) The license issued under the repealed Bye-Laws shall remain intact till the expiry date and shall be renewed under these bye-laws.

**ADMINISTRATOR  
TEHSIL MUNICIPAL ADMINISTRATION  
TOBA TEK SINGH**

**FORM-I**  
**[See bye-law 5(2)]**

To

The Tehsil Officer (Regulation)  
Tehsil Municipal Administration  
Toba Tek Singh.

**Subject: APPLICATION FOR GRANT OF LICENCE FOR THE TRADE IN STORING, SELLING PROCESSING AND MELTING SLAUGHTERED HALAL ANIMALS FAT**

1. I intend to carry on the trade in storing, processing, selling and melting animals fat at\_\_\_\_\_
2. I may kindly be permitted and granted a licence for carrying on the said trade for one year ending 30<sup>th</sup> June (Year).
3. I undertake to abide by all the rules and bye-laws applicable to the subject matter, as directed and conveyed by the T.M.A from time to time.
4. I further undertake that I shall store, process, sell and melt the fat of slaughtered *Halal* animals only.
5. After the expiry of the licence period, I myself shall apply for renewal of the licence.

Applicant's signature\_\_\_\_\_

Applicant's Name\_\_\_\_\_

Father's/Husband's Name\_\_\_\_\_

CN.I.C NO.\_\_\_\_\_

Residential Address\_\_\_\_\_

Contact No. \_\_\_\_\_

Description of Premises\_\_\_\_\_

Contact No.\_\_\_\_\_

The following documents are enclosed:

- (a) Copy of CNIC of the applicant;
- (b) Passport size recent photograph;
- (c) Description of the premises;
- (d) Title of the property;
- (e) Tenancy Agreement, if any; and
- (f) Receipt/ Challan Form regarding payment of licence fee.

**FORM-II**  
**[See bye-law 5(4)]**

**TEHSIL MUNICIPAL ADMINISTRATION**  
**TOBA TEK SINGH**

**From**

**The Tehsil Officer (Regulation)**  
**Tehsil Municipal Administration,**  
**Toba Tek Singh**

**To**

(Name) \_\_\_\_\_  
Address \_\_\_\_\_

Subject:- **LICENCE FOR CARRYING ON TRADE IN STORING, PROCESSING, SELLING AND MELTING SLAUGHTERED HALAL ANIMALS FAT**

With reference to your application dated \_\_\_\_\_ for grant of licence, you are hereby granted a licence for carrying on the trade in storing, processing, selling and melting fat of slaughtered Halal animal at \_\_\_\_\_ as requested.

2. During the term of licence you will abide by all prescribed terms and conditions and bye-laws on the subject matter and as may be directed or conveyed by the T.M.A Toba Tek Singh from time to time.

The licence is granted to you as per following particulars:-

Name \_\_\_\_\_

Father's / Husband's Name \_\_\_\_\_

CN.I.C No. \_\_\_\_\_

Trade \_\_\_\_\_

Term of licence 1<sup>st</sup> July, 20---- to 30<sup>th</sup> June,

20----Licence Fee

Paid \_\_\_\_\_

Address \_\_\_\_\_

Description of the

premises \_\_\_\_\_

**TEHSIL OFFICER (REGULATION)**  
**TEHSIL MUNICIPAL ADMINISTRATION**  
**TOBA TEK SINGH**

### **RESPONSIBILITIES OF THE LICENCEE**

The licencee shall ensure that:-

i	Premises is clean, ventilated, well lit, and well drained;
ii	No business other than storing, processing, refining, selling, extracting and melting of animals fat is carried on;
iii	He complies with the laws / bindings of Environmental Protection, Health, Labour Departments and Punjab Food Authority.
iv	The activities of fat melting shall be confined within the premises and no subletting or contrary use shall be allowed.
v	Strict health and safety measures are in place for protection of workers and neighbouring population;
vi	He is maintaining inventory of the raw materials (purchased materials and products (sold products) with complete addresses and contacts of parties, and the quantity of the materials purchased & sold
vii	He neither sells the products to the suspicious persons nor to the food processing purposes / factories; and
viii	Sale of fats extracted from sewerage waste of hotels and restaurants shall be strictly prohibited.

**FORM-III**  
[See bye-law 5(4)]

**Tehsil/Town Municipal Administration**  
**Toba Tek Singh**

No. \_\_\_\_\_, Dated \_\_\_\_\_

To

(Name) \_\_\_\_\_

Address \_\_\_\_\_

Subject:- **REJECTION OF APPLICATION FOR GRANT OF LICENCE**

Reference your application, dated \_\_\_\_\_ for grant of licence for carrying on the trade in storing, processing, selling and melting of slaughtered Halal animals fat at \_\_\_\_\_ in the jurisdiction of Tehsil/Town Municipal Administration.

2. It is intimated that your application for grant of licence has been rejected on the following grounds:

- (i) \_\_\_\_\_
- (ii) \_\_\_\_\_ (iii)
- \_\_\_\_\_

**Tehsil/Town Officer (Regulations)**  
**Tehsil Municipal Administration**  
**Toba Tek Singh**

**FORM-IV**  
**(See bye- law 7)**

**TEHSIL MUNICIPAL ADMINISTRATION**  
**TOBA TEK SINGH**

Notice No. \_\_\_\_\_, Dated \_\_\_\_\_

To

(Name) \_\_\_\_\_

Address \_\_\_\_\_

**Subject:- NOTICE FOR UNLICENSED TRADE OF STORING, SELLING, PROCESSING AND MELTING OF ANIMAL FATS**

It has been noticed that you are carrying on the trade of storing, processing, selling and melting animals fat at \_\_\_\_\_ in the jurisdiction of Tehsil/Town Municipal Administration without obtaining a licence regulating such trade.

2. You are directed to immediately apply for obtaining the licence in this behalf from the TMA. In case, you fail to obtain the licence within a period of 15 days, the premises whereon you are undertaking the above trade would be sealed and the expenditure incurred thereon will be borne by you. If you default in payment of such expenditures, it will be recovered as arrears of land revenue.

**TEHSIL OFFICER (REGULATION)**  
**TEHSIL MUNICIPAL ADMINISTRATION**  
**TOBA TKE SINGH**



**FORM-VI**  
(See bye-law 11)

Record of applications for grant /renewal of licences

Tehsil/Town Municipal Administration: **TOBA TEK SINGH**

1.	Name of the Applicant	
2.	Father's / Husband's Name	
3.	CNIC No.	
4.	Place of trade	
7.	Total area of premises	
9.	Date of application for grant /renewal of licence	
10.	Licence No. date of issue	
11.	Date of rejection of application	
12.	No. & date of notice in case of the person carrying on unlicensed trade	
13.	Date of receipt of appeal	
14.	Proceedings & decision	
15.	Status of implementation of decision	
16.	No. & date of the recovery notice if it is to be recovered as arrears of land revenue	
17.	Reply with date submitted by the licensee	
18.	Communication of the decision of TMA with date	
19.	Recovery status	
20.	Remarks, if any	