

Government of West Bengal
Urban Development & Municipal Affairs Department
Municipal Affairs Branch
Poura Prasashan Bhawan
DD – 1, Salt Lake, Kolkata - 700064

No. 499 /MA/O/C-4/1M-31/2015 (Pt – I)

Dated, the 25th July, 2017

MEMORANDUM

Subject: Roadmap to the on line Issuance and Renewal of Trade License through e-district Portal under e-district Mission Mode Programme.

The need of providing various civic services in municipal areas through the on-line mode, in view of implementation of 'Business Reforms Action Plan under Ease of Doing Business' especially for the services related to industrial purpose was under active consideration of the State Government for some time and in view of above, State Government has decided to introduce **Issuance and Renewal of Trade License** in municipal areas through online mode through *e-district* portal under e-district Mission Mode Programme, West Bengal (<https://edistrict.wb.gov.in>).

2. For successful implementation of the initiative and in order to place a regulatory mechanism for this purpose, the guidelines for **Issuance and Renewal of Trade License** which shall be followed by all the Urban Local Bodies in the State of West Bengal and made available in the website of Municipal Affairs Department at: www.wbdma.gov.in.

The details guideline and checklist is furnished below.

GUIDELINES

A. Issuance of Trade License-

Step-1 : Applicant, intending for Certificate on Trade License, shall submit e-Form in e-District portal (<https://edistrict.wb.gov.in>) and upload supporting documents for verification. Upon submission, the applicant and concerned authority of the Municipality/ Corporation (herein after referred as "said ULB") will get a notification through SMS and over e-mail.

Step-2: On receipt of the notification through SMS and over e-mail, the concerned authority of the said ULB, shall verify the application along with supporting documents.

Step -3: If every document is found in order, then ULB shall fix up a date of Inspection with all concerned Departments of ULB and applicant. Intimation of date of inspection will reach to the applicant through SMS & over e-mail through e-district portal.

In case the documents are found not in order after verification, ULB shall send intimation through SMS & over e-mail to the applicant for re-submission following the procedure mentioned in Step-1 or for rejection stating the reasons for such re-submission or rejection.

Step-4: After holding joint inspection in presence of officials of the said ULB and applicant; a report shall be uploaded with signature of all concerned officials of the said ULB within 2(two) days from the date of joint inspection in the e-district web portal and an intimation will be sent to the applicant through SMS and over e-mail.

Step-5: Applicant shall get intimation indicating acceptance of e-Application along with payment to be made in the e-district portal and through SMS & e-mail for making necessary payment through online.

After making necessary payment to the ULB, the receipt of the payment shall be uploaded by the applicant into the e-District portal. Applicant and ULB shall get notification through SMS & e-mail

Step-6: ULB upon receipt of such payment document shall upload the Approved Trade License with digital signature in the e-District portal. In case of any due regarding payment the applicant shall be intimated through notification for payment of balance amount and upon after receipt of payment of the same, necessary approval shall be issued.

B. Renewal of Trade License-

Step-1 : Applicant, on getting intimation of Renewal of Trade License, shall submit e-Form in e-District portal (<https://edistrict.wb.gov.in>) and upload supporting documents for verification. Upon submission, the applicant and concerned authority of the Municipality/ Corporation (herein after referred as "said ULB") will get a notification through SMS and over e-mail.

On receipt of the notification through SMS and over e-mail, the procedure for **Issuance of Trade License** mentioned in Step -2 to Step – 5 above shall be followed.

Step-6: ULB upon receipt of such payment document shall upload the Renewed Trade License with digital signature in the e-District portal. In case of any due regarding payment the applicant shall be intimated through notification for payment of balance amount and upon after receipt of payment of the same, necessary renewal shall be issued.

If any of the scheduled date is a Government holiday then the immediate next working day will be the timeline for this purpose.

process maps and checklists for this purpose have also been uploaded in the departmental website, for the citizens & particularly to the new and/ or existing entrepreneurs in the area and outside by the Municipal authority for their information.

This order is issued with the approval of appropriate authority.


25/7/2017
Joint Secretary

No. 499/1(135)/MA/O/C-4/1M-31/2015 (Pt – I)

Dated, the 25th July, 2017

Copy forwarded for information and necessary action to, the:-

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- (1) Executive Director, WBIDC
- (2) Joint Secretary, PAR & e-Governance Department (e-Governance Cell), 4, Camac Street, 2nd Floor, Kolkata –16.
- (3) Chief Engineer, Municipal Engineering Directorate.
- (4) Municipal Commissioner/ Commissioner, _____ Municipal Corporation,
P.O. _____, Dist. _____.
- (5) Executive Officer, Nabadiganta Industrial Township Authority.
- (6) Executive Officer, _____ Municipality / Notified Area Authority,
P.O. _____, Dist. _____.
- (7) P.S to MIC, UD & MA Department, Govt. of West Bengal.
- (8) Superintending Engineer (Planning), South Circle, Municipal Engineering Directorate.


25/7/2017
Joint Secretary