

I/107903/2020

**GOVERNMENT OF WEST BENGAL**  
**Department of Urban Development & Municipal Affairs**  
**“Nagarayan” 6<sup>th</sup> Floor,**  
**DF-8, Sector-I, Salt Lake, Kolkata : 700 064**

No. 1031 /MA/O/C-4/3R-4/2015 (Pt-IV)

Date: 30/11/2020

**ORDER**

For the purposes of urgent implementation of the Ease of Doing Business (hereinafter referred to as EoDB) , the Governor is hereby pleased to make following further amendments in respect of the Guidelines in relation to the Enlistment of the Profession, Trades and Callings in the Municipal Corporation areas published vide this Department Notification no. 570/MA/O/C-4/3R-4/2015 dated Kolkata the 19<sup>th</sup>.August,2015 and 807/MA/O/C-4/3R-4/2015 dated Kolkata the 26<sup>th</sup>.August,2019.

**Amendments**

1. **Clause 6(2) of the Guidelines shall be omitted.**
2. **For Clause 6 of the Guidelines (Validity of the renewal of the certificate) the following sub-clauses shall be inserted: -**

6(3)- Certificate of Enlistment will be renewed for all professions, trades and callings as categorized in Annexure-I for a period of one financial year or for such multiple financial years on payment of application fees for respective profession, trade or calling as mentioned in Annexure-I along with annual fees or charges for providing different municipal services, to be determined by the concerned Municipal Corporation. Fees may be paid online for one year or consolidated fees for such multiple years.

6(4) - Whatever be the initial period of validity of a certificate, the Certificate of Enlistment holder, on expiration of that period, can apply for renewal for any number of years as is permitted, i.e., for 1(one) / 3(three)/ 5(five)/ 15 (fifteen) years.

6(5)-For Warehouse/ Go-down/ Aarat/ Store/ Stockist in addition to the above, there will be facility for "Lifetime" Certificate of Enlistment issuance/ renewal, if so opted by the trader on payment of such consolidated fees for 20 (twenty) years online. Life time certificate, once obtained, either initially or at the time of renewal, does not require renewal.

6(6) - Even if the business is closed much earlier than the expiry of such period the fees shall not be refunded.

6(7)- The Certificate, if not renewed in due time, shall be deemed to be lapsed/ expired. However, after the due date certificate can be renewed online upon online application subject to up-to-date online payment with all arrears including late fines,( to be determined by the Municipal Corporation

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concerned , which cannot be more than twice of the application fees).

6(8)- Renewal of Certificate of Enlistment shall be fully online and which shall be issued on receipt of the application fees for respective profession, trade or calling as mentioned in Annexure-I along with annual fees or charges for providing different municipal services ,( to be determined by the concerned Municipal Corporation) , and it is to be treated as automatic deemed renewal of the enlistment in a transparent and non-discretionary manner.

This order shall take immediate effect.

By order of the Governor,

*sd/-*  
Joint Secretary  
to the Government of West Bengal

**No. 1031/1(9)/MA/O/C-4/3R-4/2015 (Pt-IV)**

**Date: 30/11/2020**

Copy forwarded for information and necessary action to the -

1. Principal Secretary, MS & ME & T Department, Government of West Bengal.
2. District Magistrate,....., P.O. ...., Dist. ....
3. Joint Secretary (Law/Statutory Cell), Department of Urban Development and Municipal Affairs.
4. Commissioner, Bidhannagar/Siliguri/Asansol/Durgapur/Chandernagore Municipal Corporation.
5. Private Secretary to the Hon'ble Minister-in-Charge of this Department.
6. P S to Principal Secretary of this Department.
7. P.A. to Mayor/ Chairperson, Board of Administrators/ Administrator, Bidhannagar/Siliguri/Asansol/Durgapur/Chandernagore Municipal Corporation.
8. Section Officer, e-Governance Cell of this Department with a request to upload the same in the departmental Website.
9. Guard file of Law & Statutory Wings of this Department.

*[Signature]*  
Joint Secretary to the Govt. of West Bengal

**Annexure - I**

Sl.No.	NATURE OF TRADE	Application fee for Municipal Corporations
<b>1. Beauty Clinics</b>		
1	Beauty parlour (non a.c.)	50
2	Beauty parlour/saloon (with a.c.)	500
3	Saloon (non a/c)	50
4	Tattoo [parlour(non ac)	50
5	Tattoo [parlour(with ac)	500
<b>2. Ceremonial Houses</b>		
1	Ceremonial house (area upto 2,500 sq.ft.)	50
2	Ceremonial house (area 2,501 - 4,000 sq.ft.)	50
3	Ceremonial house (area 4,001 - 5,500 sq.ft.)	50
4	Ceremonial house (area 5,501 - 7,500 sq.ft.)	2,000.00
5	Ceremonial house (area above 7,500 sq.ft.)	2,500.00
6	Commercial centre/conference room owner (letting of office space/table space) / banquet / assembly hall	1,500.00
7	Banquet Hall(executive use)	2,500.00
8	Banquet Hall(extended facility use)	2,500.00
<b>3. Clubs</b>		
1	Commercial/members' club (without restaurant & without bar)	2,500.00
2	Commercial/members' club (with restaurant & with/without bar)	2,500
<b>4. Companies/ Co-Operative Societies</b>		
1	Company Regd. under Companies Act,1956/Companies Act,2013 dealing nonfoods)/bank/financial institution (area upto 1,000 sq.ft.)	100
2	Company regd.under Companies Act,1956/Companies Act,2013 (dealing nonfoods)/bank/financial institution (area 1,001 - 2,000 sq.ft.)	500
3	Company regd.under Companies Act,1956/Companies Act,2013 (dealing nonfoods)/bank/financial institution (area 2,001 - 3,000 sq.ft.)	1,000.00
4	Company regd.under Companies Act,1956/Companies Act,2013 (dealing nonfoods)/bank/financial institution (area above 3,000 sq.ft.)	1,500.00
5	Company regd.under Companies Act,1956/Companies Act,2013 (dealing foods) /bank/financial institution with canteen (area upto 1,000 sq.ft.)	100
6	Company regd.under Companies Act,1956/Companies Act,2013 (dealing foods) /bank/financial institution with canteen (area 1,001 - 2,000 sq.ft.)	500
7	Company regd.under Companies Act,1956/Companies Act,2013 (dealing foods) /bank/financial institution with canteen (area 2,001 - 3,000 sq.ft.)	1,000.00
8	Company regd.under Companies Act,1956/Companies Act,2013 (dealing foods)/bank/financial institution with canteen(area above 3,000 Sq. ft)	1,500.00
9	Consumer co-operative/body of individuals (dealing non food items)	50
10	Consumer co-operative/body of individuals (dealing food items)	50
<b>5. Decorators/Agencies</b>		
1	Caterer/home delivery	50
2	Contractor (civil/mechanical/ electrical), builder, developer & alike	200
3	Contractor/supplier of security guards/ nurses/ ayas/ labours/ housekeepers & alike	200
4	Courier service / logistics management	250
<b>6. Educational Institutions</b>		
1	Commercial school/college/tuition in group (non technical)	50
2	Commercial school/college/tuition in group (technical)	2,500.00
3	Computer education institution	50

4	Private school/college	2,500.00
5	Nursery school/crèche	1,000.00
6	Research organization (non profit)/welfare organization/non/ govt.organisation (NGO)	50
<b>7. Enterprises dealing with food items</b>		
1	Egg seller	50
2	Fish/dry fish/meat/tallow/fowl/crab/sea food seller/supplier	50
3	Godown/warehouse/aarat/store/stockist of food items	250
4	Hatchery owner	50
5	Importer/exporter (of food items)	500
6	Kiosk/stall of food items (in separate identified campus or assessable premises)	50
7	Wholesaler/dealer/ distributor/merchant of food items	1,500.00
8	Workshop/factory of food items (area upto 200 sq.ft.)	50
9	Workshop/factory of food items (area 201 - 500 sq.ft.)	50
10	Workshop/factory of food items (area 501 - 1,000 sq.ft.)	50
11	Workshop/factory of food items (area 1,001 - 2,000 sq.ft.)	50
12	Workshop/factory of food items (area 2,001 - 3,000 sq.ft.)	50
13	Workshop/factory of food items (area above 3,000 sq.ft.)	1,000.00
14	Commission agent/broker of/sub broker of (food items)	150
15	Manufacturer of mineral water	2,000.00
16	Mobile outlet (3-wheeler) of food items (should have separate office/factory premises)	50
17	Mobile outlet (4-wheeler) of food items (should have separate office/factory premises)	50
18	Retail seller/supplier of food items	100
19	Seller of livestock (animals)	50
20	Vegetable (any item) seller/supplier	50
<b>8. Enterprises dealing with non food items</b>		
1	Bottle seller	50
2	Commercial theatre group	100
3	Commission agent/broker of/sub broker of (non food items)	150
4	Godown/warehouse/aarat/store/stockist of non food items	250
5	Importer/exporter (of non food items)	500
6	Rubber stamp maker and/or seller	50
7	Garments shop (area upto 500 sq.ft.)	50
8	Garments shop (area 501 - 1,000 sq.ft.)	500
9	Garments shop (area above 1,000 sq.ft.)	1,500.00
10	Kiosk/stall of non food items (in separate identified campus or assessable premises)	50
11	Mobile outlet (3-wheeler) of non food items (should have separate office/factory premises)	50
12	Mobile outlet (4-wheeler) of non food items (should have separate office/factory premises)	50
13	Retail seller/supplier of non food items	100
14	Wholesaler/dealer/distributor/merchant of non food items	1,500.00
15	Workshop/factory of non food items (area upto 200 sq.ft.)	50
16	Workshop/factory of non food items (area 201 - 500 sq.ft.)	50
17	Workshop/factory of non food items (area 501 - 1,000 sq.ft.)	50
18	Workshop/factory of non food items (area 1,001 - 2,000 sq.ft.)	50
19	Workshop/factory of non food items (area 2,001 - 3,000 sq.ft.)	50
20	Workshop/factory of non food items (area above 3,000 sq.ft.)	1,000.00

<b>9. Enterprises related with Computer</b>		
1	Data processing / electronic data conversion centre	50
2	E-mail/e-commerce/internet/cyber cafe services	50
3	Online business for non food items	1,500.00
4	Online business for food items	1,500.00
5	Call centre	50
<b>10. Enterprises of Ornamental/Fancy Items</b>		
1	Band supplier	50
2	Decorator / flower decorator	50
3	Earth pot/idol/image ornaments/ handicrafts maker/seller/supplier	50
4	Embroiderer (manual)	50
5	Fancy fish seller/supplier	50
6	Flower seller/supplier	50
7	Gold/silver/copper/tin/black/brass smithy & alike	50
8	Jewellery shop (area upto 500 sq.ft.)	50
9	Jewellery shop (area 501 - 1,000 sq.ft.)	500
10	Jewellery shop (area above 1,000 sq.ft.)	1,500.00
11	Kite maker and/or seller/supplier	50
12	Photography shop (without laboratory)	50
13	Photo processing laboratory (with/without studio)	1,000.00
14	Gold/silver/copper/tin/black/brass smithy & alike	50
<b>11. Entertainment related</b>		
1	Amusement park	2,500.00
2	Billiard / snooker room keeper	500
3	Art gallery/exhibition gallery	50
4	Cable TV operator/sub agent thereof	200
5	Circus owner	50
6	Cinema/film/TV-serial/programme producer/distributor	1,000.00
7	Cinema/film/TV serial/programme studio	50
8	Cinema/theatre/auditorium	50
9	Book maker for race horses	50
10	Jatra, paalaa gaan, opera & alike	50
11	Leisure plex	2,500.00
12	Multiplex	2,500.00
13	Organization for performing/visual art	50
14	Organizer of exhibition/fair/fete/mela	500
15	Planetarium	2,500.00
16	Race course	2,500.00
17	Video library/video games parlour	50
<b>12. Financial/Banking Institutions</b>		
1	ATM banking (off site/on site)	2,000.00
2	Financer	2,500.00
<b>13. Fuelling Stations</b>		
1	LPG filling centre for auto mobiles (without service station)	2,500.00
2	LPG filling centre for auto mobiles (with service station)	2,500.00
3	Petrol pump without hydraulic machine	2,500.00
4	Petrol pump with hydraulic machine(s)	2,500.00
<b>14. Health Institutions</b>		
1	Blood bank	50
2	Charitable dispensary/medication centre	50

3	Charitable hospital	50
4	Dental clinic (total area upto 300 sq.ft.)	50
5	Dental clinic (total area 301 - 800 sq.ft.)	50
6	Dental clinic (total area above 800 sq.ft.)	50
7	Doctor's clinic	50
8	Doctors' polyclinic	1,500.00
9	Gymnasium/health club (with motorized instruments/ sauna bath/slimming arrangements & alike)	2,500.00
10	Health resort	2,500.00
11	Nursing home/day care centre/private hospital (no. of beds upto 10)	2,500.00
12	Nursing home/daycare centre/private hospital (no. of beds more than 10)	2,500.00
13	Pathological/diagnostic centre/laboratory clinic for x-ray/ECG/USG/MRI/CT-Scan & alike	2,500.00
14	Physiotherapy clinic/yoga centre (with instruments)	500
15	X-ray clinic only	1,500.00
16	Yoga centre/physiotherapy centre (without instrument)	50
<b>15. Hotels/Boarding House/Guest Houses</b>		
1	Boarding/guest house (lodging only with / without a.c.)	50
2	Boating resort (without food)	2,500.00
3	Boating resort (with food)	2,500.00
4	Hotel without star (food & lodging, without bar & with/without a.c.)	1,500.00
5	Hotel without star (food & lodging, with bar & with/without a.c.)	1,500.00
6	Hotel 1-star (without bar & with / without a.c.)	2,000.00
7	Hotel 1-star (with bar & with / without a.c.)	2,000.00
8	Hotel 2-star (without bar & with / without a.c.)	2,000.00
9	Hotel 2-star (with bar & with/without a/c)	2,000.00
10	Hotel 3-star	2,500.00
11	Hotel 4-star	2,500.00
12	Hotel 5-star	2,500.00
13	Hotel 5-star deluxe	2,500.00
14	Hotel above 5-star deluxe	2,500.00
15	Paying guest house / bed and breakfast (upto 5 beds)	50
<b>16. Liquor related</b>		
1	Licensed country liquor off shop/wholeseller/stockist/godown	2,500.00
2	Licensed country liquor on shop	2,500.00
3	Licensed foreign liquor off shop/wholeseller/stockist/godown	2,500.00
4	Licensed foreign liquor on shop (with/without restaurant)	2,500.00
5	Licensed ganja/opium/pachai/todi/bhang shop /wholeseller/ stockist/ godown	2,500.00
6	Liquor bottling plant (upto 1,000 sq.ft)	50
7	Liquor bottling plant (above 1,000 sq.ft)	1,000.00
8	Manufacturer of country liquor	2,500.00
<b>17. Other Enterprises</b>		
1	Flower seller/supplier	50
2	Analyst with laboratory	50
3	Auction house	50
4	Block maker / seller	50
5	Bottles/utensils cleaner	50
6	Bullion merchant	50
7	Cloth printer (manually)	50
8	Cloth printer (power driven)	50

