

GOVERNMENT OF WEST BENGAL
Department of Urban Development & Municipal Affairs
“Nagarayan”,
DF-8, Sector-I, Salt Lake, Kolkata : 700 064
E-mail ID: jsskd.udma@gmail.com

No. 1234/MA/O/C-4/1M-31/2015(Pt-IV)

Dated, Kolkata the 13th. September, 2021

ORDER

WHEREAS the need of providing various citizen centric services in Municipal areas through the Online mode in view of the Ease of Doing Business (EoDB) project has been under active consideration of the State Government for some time past;

AND WHEREAS, the services and web portal of **Online Issuance of Trade License (Certificate of Enlistment) along with the Registration under Shops and Establishment through Common Application Form (CAF)** has been launched on **16th August, 2021** and the said service has been made **GO-LIVE** with effect from **16th August, 2021** for receiving online application and issuing online Certificate of Enlistment for the Trades, Professions and Callings (Trade License) in the areas of Siliguri Municipal Corporation, Asansol Municipal Corporation, Durgapur Municipal Corporation, Chandernagore Municipal Corporation, Bidhannagar Municipal Corporation and in the areas of all the Municipalities and Notified Area Authorities of the State with effect from that date;

AND WHEREAS, an Online Application of the Issuance of Trade License (CE) (<https://edistrict.wb.gov.in/PACE/>) in the WB e-district platform has already been created and developed by this Department;

NOW, in partial modification of the earlier Notification issued by this Department vide no. 977/MA/O/C-4/1M-31/2015 (Part-IV) dated 02/08/2021 in this respect, it is hereby ordered that the Municipal Corporations and all the Municipalities and Notified Area Authorities of the State as noted above, shall receive online application of Certificate of Enlistment (CE) (Trade License) through CAF and shall issue **new Certificate of Enlistment (CE) (Trade License) in Real-time mode and shall also do the renewal of Trade Licenses in the real-time mode.** Real-time mode would mean automatic issuance of Trade License, once the documents required have been uploaded and the required payment has been made by the applicant online without any verification of documents uploaded and without any inspection of business premises based on the assumption of the genuineness of the claims made in the application. This license (new or renewed) shall be system generated without requiring any physical contact or signature. The services Trade License (CE) in Real-time mode shall be rendered by the ULBs **mandatorily through the above-mentioned web portal w.e.f 1st October, 2021** subject to online payment of application fees, annual municipal charges, arrear dues/fees (if any) etc. The required changes in the software are being made.

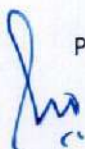
For issuance of new CE (Trade License), the prescribed application fee along with the prescribed annual municipal charges and for the renewal of CE (Trade License), the prescribed

application fee along with the prescribed annual municipal charges , arrear fees etc, if any, shall be charged.

THIS ORDER is being issued in the interest of public and top most priority should be attached to this and all necessary actions including adequate publicity and awareness creation among stakeholders shall be arranged from the end of ULBs.

The Online new issuance of Certificate of Enlistment (CE) (Trade License) through real-time mode shall have the following modalities: -

1. An applicant entrepreneur / trader can apply to obtain both the Certificate of Enlistment (Trade License) and the Registration Certificate under Shops and Establishment in the same web portal through CAF.
2. Submission of only 2 (two) documents viz. identity proof of the applicant (EPIC/Aadhaar/ DL/ Passport, etc) and proof of occupancy / ownership of the business address (Property Tax bill/ receipt/ Deed of Conveyance/ Lease Deed/ Sub-lease Deed/ Leave and License Agreement/ Rent Agreement/ Rent receipt/ NOC if rent is free/ Electricity bill/ Telephone bill in respect of place of business and in name of the applicant) will be required.
3. No document to ensure compliance with other laws e.g., Fire, PCB, Clinical Establishment, Excise, Police, Customs, RBI, SEBI etc will be required as pre-condition for issuance/ renewal of Certificate of Enlistment (Trade License). It should be the responsibility of applicant to obtain these certificates of statutory compliances. A self-declaration in this matter shall be submitted by the applicant at the time of making application.
4. Online issuance/ renewal of CE is not permitted for below profession, trade and calling:
 - a. dangerous, ruinous or hazardous buildings notified by competent authority
 - b. trade involving use of explosives/ gas, etc and wine/ liquor shops which are prohibited in residential buildings as per provisions of law
5. Trade wise application fees (as fixed by the UD&MA Department) and annual municipal charges (as fixed by the ULBs) are notified and are already mapped in the online module.
6. ULBs may recommend any new trade, annual municipal charges of that trade and the changes in the existing trade wise annual municipal charges to this Department along with BOC/BOA resolution and those data will be inserted in the database of the module forthwith.
7. New issuance and renewal of Certificate of Enlistment for all professions, trade and callings will be minimum for a period of one year from the date of application or for multiple years as applied for. The fees required to be paid will be for one year or consolidated fees for multiple years as the case may be.
8. Whatever be the initial period of validity of a certificate, the CE holder, on expiration of that period can apply for renewal of the Certificate of Enlistment and can apply for renewal for any number of years as is permitted (1year / 3 years/ 5 years /15 years).
9. All arrears and imposition of late fines on the applicants due to delayed renewal of the Certificate of Enlistment shall be realized.
10. No document shall be required to be submitted for renewal.



11. ULBs are authorized to undertake inspection of the entrepreneur/trader's business address after six(6) months of the issuance or renewal of CE (Trade License) to evaluate actual trade /business undertaken by the CE (Trade License) holder.
12. ULBs are authorized to cancel the Certificate of Enlistment immediately in case of detection of any fraud, mala fide data entry, uploading of fake documents etc. is made by the applicant and if it is detected.

However this Notification will not take effect in respect of the Municipalities of Murshidabad District until further order.

By order of the Governor,

Sd/-

**Additional Secretary
to the Govt. of West Bengal**

No. *1234/1(157)*/MA/O/C-4/1M-31/2015(Pt-IV)

Date:13/09/2021

Copy forwarded for information and necessary action to:

1. Mayor / Chairperson of the Board of Administrators, Siliguri Municipal Corporation/Asansol Municipal Corporation/ Durgapur Municipal Corporation/ Chandernagore Municipal Corporation/ Bidhannagar Municipal Corporation
2. Commissioner, Siliguri Municipal Corporation/Asansol Municipal Corporation/ Durgapur Municipal Corporation/ Chandernagore Municipal Corporation/ Bidhannagar Municipal Corporation
3. Chairman/Chairperson/Chairperson of the Board of Administrators Municipality /NAA (all)
4. Executive Officer,..... Municipality/ NAA (all)
5. District Magistrate,.....P.O.....District.....
6. Additional Secretary, Statutory Wings (Municipal Affairs Branch) of UD&MA Department
7. Director, State Urban Development Agency
8. Chief Executive Officer, Webel Technology Ltd
9. Sri Sunit Bhattacharya,Dy.General Manager (e-governance),WTL
10. Smt Sikta Halder, Project Co-ordinator (EoDB) , TCS Ltd
11. State EoDBCell, MSME&T Department
12. PS to the Hon'ble Minister-of-State (IC), UD & MA Department
13. Section Officer, IT--Gov Cell of this Department with the request to upload this order in the official website immediately.
14. PS to Principal Secretary, UD & MA Department

[Signature]
13/09/2021
Additional Secretary