

**GOVERNMENT OF WEST BENGAL**  
**Department of Urban Development & Municipal Affairs**  
**“Nagarayan”**  
**DF-8, Sector-I, Salt Lake, Kolkata : 700 064**

No. 936/MA/O/C-4/3R-4/2015 (Pt-IV)

Date: 22/07/2021

**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 areas published vide this Department Notification no. 569/MA/O/C-4/3R-4/2015 dated Kolkata the 19<sup>th</sup>.August,2015 and 806/MA/O/C-4/3R-4/2015 dated Kolkata the 26<sup>th</sup>.August,2019.

**Amendments**

1. **In sub-clause (1) of Clause 3 of the Guidelines (Submission of application for the Certificate of Enlistment) the following words shall be deleted: “at the time of disposal of the application”**
2. **After sub-clause (1) of Clause 3 of the Guidelines (Submission of application for the Certificate of Enlistment), the following proviso shall be inserted: -**

Provided that exclusively for the enterprises / industries established within the area of any Govt.owned or Govt.approved Industrial Estate/Park, every person engaged or intending to be engaged in any profession , trade or calling , as specified in column II of Annexure-I , within the jurisdictional limits of the Municipality , either by himself or by any agent or representative shall apply for a Certificate of Enlistment for a period of three years along with the documents mentioned in Clause 4 or notified in the web portal and also with an application fee for the entire period for which the enlistment has been applied to the Authority of such Govt.owned or Govt.approved Industrial Estate/Park, and the total amount for such application for more than one year shall be calculated on the basis of the application fee as specified in Annexure-I , against the respective Profession, Trade or Calling plus the annual fee(s) or charge(s), for providing different municipal services such as supply of water ,cleansing of sewerage , disposal of solid wastes and such other fees or charges as may be specified by the Municipality.



**3. After Sub-clause (2) of Clause 5 of the Guidelines (Issue of Certificate) the following sub-clauses shall be inserted: -**

5(3) – If, within the period referred to in sub-clause (1), the Executive Officer of the Municipality, or in his absence, the officer of the Municipality authorized in this behalf, has neither issued nor refused to issue the Certificate of Enlistment, within 15 days from the receipt of the application, to the applicant concerned through online mode, such Certificate shall be deemed to have been issued by the Municipality subject to payment of requisite fees /charges.

5(4)- Exclusively for the enterprises / industries established within the area of any Govt.owned or Govt.approved Industrial Estate/Park, the Authority of such Govt.owned or Govt.approved Industrial Estate/Park, after examining the application, specified in Clause 3 or Clause 7, as the case may be, shall within 15 days from the receipt of the application, issue a Certificate of Enlistment, to the applicant concerned or reject the application, if it is not in order.

5(5) - On issuance of the Certificate , as referred to in sub-clause 4 , the collected amount of application fees as specified in Annexure-I , against the respective Profession, Trade or Calling along with the collected amount of annual fee(s) or charge(s) for providing different municipal services , as may be specified by the concerned Municipality in whose jurisdiction the Industrial Estate / Park is situated , shall be credited to the Bank Account of the concerned Municipality within 15 days of the receipt of such amount from the concerned enterprise / industry by the Authority of such Govt.owned or Govt.approved Industrial Estate/Park.

5(6)-The Municipality concerned shall inspect the trade /business address within six months of the issuance of Certificate by the Municipality concerned to evaluate actual trade /business undertaken by the certificate holder.

This order shall take immediate effect.

By order of the Governor,  
Sd/-

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

Copy forwarded for information and necessary action to the -

1. Chairman/Chairperson, Board of Administrator/Administrator, .....  
Municipality/Notified Area Authority.
2. Principal Secretary, MS & ME & T Department, Government of West Bengal.
3. District Magistrate,....., P.O. ...., Dist. ....
4. Joint Secretary (Law/Statutory Cell), Department of Urban Development and  
Municipal Affairs.
5. Executive Officer, ..... Municipality/Notified Area Authority.
6. Private Secretary to the Hon'ble Minister of State (IC) of this Department.
7. P S to Principal Secretary of this Department.
8. Section Officer, e-Governance Cell of this Department with the request to upload the  
order in the Departmental Website.
9. Guard file of Law & Statutory Wings of this Department.

  
22/07/2021  
Joint Secretary to the  
Govt. of West Bengal