

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. 977/MA/O/C-4/1M-31/2015 (Pt-IV)

Dated, Kolkata the 2nd August, 2021

ORDER

WHEREAS the need of providing various 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 State Government at a high level meeting on 16th July 2021, chaired by Chief Secretary, Govt of West Bengal has decided to introduce **Online Issuance of Trade License (Certificate of Enlistment) with the Registration under Shops and Establishment through Common Application Form (CAF)** with effect from **16th August, 2021** for receiving online application and issuing online Trade License (Certificate of Enlistment for the Trades, Professions and Callings) 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 with the technical assistance of Webel Technology Ltd;

NOW, in supersession of all the previous orders issued in this respect, it is hereby ordered that the Municipal Corporations as noted above and all the Municipalities and Notified Area Authorities of the State shall receive online application of Trade License (CE) through CAF and shall issue new Trade Licenses and renewal of Trade Licenses in the online mode **mandatorily** through the above mentioned web portal **w.e.f 16th August, 2021** without any physical touchpoints for document verification, payment of application fees and annual municipal charges etc and **shall not** receive any application for new Trade License or issue new Trade License in the offline mode after the scheduled date;

HOWEVER, the offline applications for the issuance of Trade License (CE) received before the scheduled date shall be processed and disposed in the usual manner;


THIS ORDER is being issued for 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 Trade License (CE) Service shall have the following features:-

- 1) An 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) The online application of Trade License (CE) for the new cases and also for the renewal shall have to be disposed of by the ULBs within 15 days as per the WBRTPS Guidelines with the Digital Signature Certificate of the Commissioner/Executive Officer of the concerned ULB.
- 3) Submission of only 2(two) documents viz. identity proof of the applicant and proof of occupancy / ownership of the business address will be required.
- 4) 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.
- 5) 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 included in the database of the module forthwith.
- 6) There is system of auto-renewal of the Certificate of Enlistment and the Certificate can be renewed for extended period (1 year / 3 years/ 5 years /15 years) if required by the applicant.
- 7) Rebate of 5% on annual municipal charges shall be allowed in case of renewal of the Certificate of Enlistment for multiple years
- 8) There is provision of realisation of all arrears and imposition of late fines on the applicants due to delayed renewal of the Certificate of Enlistment.
- 9) Details of the Property tax paid for the holding / premises of the business address is to be uploaded by the applicant for new trade license / renewal of trade license.
- 10) ULBs are authorised to undertake inspection randomly of the entrepreneur/trader's business address after six months of the issuance of Trade License (CE) to evaluate actual trade /business undertaken by the Trade License (CE) holder.

By order of the Governor,


Additional Secretary
to the Govt. of West Bengal

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 EoDB Cell, 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


Additional Secretary