

**GOVERNMENT OF WEST BENGAL
DEPARTMENT OF MUNICIPAL AFFAIRS
WRITERS' BUILDINGS: KOLKATA**

ORDER

NO. 569/MA/O/C-4/3R-4/2015

Dated, Kolkata, the 19th day of August, 2015.

In exercise of the power conferred by Section 118 of the West Bengal Municipal Act, 1993 (West Ben. Act XXII of 1993) the Governor is pleased hereby to make the following guidelines in relation to enlistment of profession, trade and calling in the Municipalities:

Guidelines

1. Short title, Commencement and application. (1) These guidelines may be called the Guidelines for enlistment of Profession, Trade and Calling in the municipal areas.

(2) They shall come into force on and from the date of issue of the guidelines, and shall be applicable for the municipal areas of this State

2. Definitions. (1) In these guidelines, -

- (a) "Act" means the West Bengal Municipal Act, 1993;
- (b) "Annexure" means the annexure annexed to these guidelines;
- (c) "Certificate" means a Certificate of Enlistment for Profession, Trade and Calling ;
- (d) "clause" means a clause of this guidelines;

(2) The words and expressions used in these guidelines, but not defined, shall have the same meaning as in the Act.

3. Submission of application for the Certificate of Enlistment. (1) Every person engaged, or intending to be engaged in any profession, Trade and 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, in form 'J' of the West Bengal Municipal (Finance and Accounting) Rules, 1999, Annexed at Annexure III, for a Permanent Certificate of Enlistment for a maximum period of three years, and for Provisional Certificate of Enlistment for a period of one year to the Executive Officer of the Municipality, or in his absence, the officer authorized in this behalf, alongwith the documents mentioned in clause 4 and also with a fee for the entire period for which the enlistment has been applied for, and the total amount of such fee for more than one year shall be calculated on the basis of the annual fee as specified in Annexure I, against the respective Profession, Trade and Calling.

(2) The application for obtaining provisional/ permanent Certificate of Enlistment as per modified Form J can also be submitted by the applicant to the State Government directly as may be notified from time to time.

4. Documents required for submission of application for the Certificate. - (1) For submission of an application under clause 3, the following documents shall be required to be submitted for all trades:

- (a) Photocopy of current rent receipt / challan from rent control (for tenants) or current Property Tax Receipt /Bill of the Municipality(for owner of the trading premises);
- (b) In case of Rent-free trading spaces, current consent letter in original, mentioning the area along with Current Certificate of Enlistment of the consenter if the said consenter doing any Trade along with current Rent Receipt / Receipts from Rent Control or Current municipal Property Tax Receipt/ Bill of the Consenter; and
- (c) Copy of agreement / Certified copy of conveyance Deed or in case of I.G.R. Receipt copy which duly certified by the respective Advocate for confirming I.G.R. for registration of purchase/received copy of an application for Mutation.

(2) In addition to the documents specified in sub-clause (1), some specific documents in respect of specific professions, trades and callings, as mentioned in Annexure II, read with the Appendixes of Annexure II, shall be also be submitted by the applicant.

5. Issue of Certificate. - (1) The Executive Officer of the Municipality, or in his absence, the officer of the Municipality authorized in this behalf, after examining the application, specified in clause 3 or Clause 7, shall, within 15 days from the date of receipt of the application, issue a Provisional / Permanent Certificate of Enlistment, as the case may be, to the applicant concerned or reject the application if it is not in order.

(2) In the case of rejection of any application the Municipal Authority shall refund the amount, if any, deposited by the applicant alongwith the communication of such rejection.

6. Validity and renewal of the certificate. - (1) The Permanent Certificate of Enlistment issued under clause 5 shall remain valid for a maximum period of three years from the date of issue of the certificate. The Provisional Certificate of Enlistment shall remain valid for one year, and shall not be renewable.

(2) On or before completion of the validity of the Certificate from the date of issue of the Certificate or renewal thereof, as the case may be, the Certificate shall be renewed by the holder of the Certificate, and the fees and procedure as specified in clauses 3 & 4 shall be followed, mutatis mutandis, for this purpose.

7. Modalities for making online applications for Enlistment of Profession, Trade and Calling. Notwithstanding anything contained in this guidelines, the issue relates to applying for enlistment and modalities for issuance of Certificate of Enlistment may also be guided by the following provisions:

(1) Applications for Provisional and Permanent Certificate of Enlistment may be made online through www.myenterprisewb.in for Micro, Small and Medium Enterprises & Textile industries, and www.wbidcl.com (Silpa Sathi) for large industries.

(2) In the cases where any or all necessary statutory clearance remain pending, the applicant may apply for Provisional Certificate of Enlistment, and where all the statutory clearances are available, the applicant may apply for Permanent Certificate of Enlistment.

(3) Within fifteen days from the date of receipt of any application, received through the web portals, mentioned in point (1), from the Micro, Small and Medium Enterprise Facilitation Centre (MFC) or Silpa Sathi, the respective Municipality shall issue Provisional Certificate or Permanent Certificate of Enlistment, as the case may be, except for trades/ businesses specifically prohibited like chit fund, hazardous industries etc. as notified by the Government from time to time, and shall communicate their approval to the respective Micro, Small and Medium Enterprise Facilitation Centre (MFC) or Silpa Sathi, and on receipt of intimation from the MFC or Silpa Sathi, as the case may be, the Provisional Certificate or the Permanent Certificate of Enlistment, as the case may be, shall be physically collected by the applicant from the concerned Municipality after depositing the requisite fees.

(4) In the case of receipt of the Provisional Certificate under point (3), the applicant will obtain all statutory clearance based on this Provisional Certificate of Enlistment, and will apply for Permanent Certificate of Enlistment through the same route as mentioned in point (3). MFC/ Silpa Sathi will do the necessary scrutiny and then recommend the application to the concerned Municipality, and the Municipality, within fifteen days from the date of receipt of the recommendation of MFC/ Silpa Sathi, will issue Permanent Certificate of Enlistment except for trades/ businesses specifically prohibited (like multi-level marketing, chit fund, hazardous industries etc. as notified by the Government from time to time), for a maximum period of three years. On receipt of intimation the applicant will collect Permanent Certificate of Enlistment after depositing requisite fees.

8. Issuance of Certificate and maintenance of records thereof. – Provisional Certificate of Enlistment and Permanent Certificate of Enlistment shall be issued in Form 24 of the West Bengal Municipal (Finance and Accounting) Rules, 1999, as Annexed at Annexure IV, and record for the purpose shall be maintained as per Form 25 of the West Bengal Municipal (Finance and Accounting) Rules, 1999 as Annexed in Annexure V.

By Order of the Governor,

Sd./- M. Chatterjee

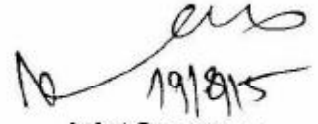
Jt. Secy to the Govt. of West Bengal.

No. 569/1(200)/MA/O/C-4/3R-4/2015

Dated, Kolkata, the 19th day of August, 2015.

Copy forwarded for information and necessary action to the, -

- (1) Secretary to the Chief Minister, West Bengal.
- (2) OSD to Chief Secretary, Government of West Bengal.
- (3) Addl. Chief Secretary/Principal Secretary/Secretary, _____ Department
- (4) Chairman/ Administrator/ Board of Administrators, _____ Municipality/
Notified Area Authority, P.O. _____, Dist. _____
- (5) District Magistrate, _____, P.O. _____, Dist. _____
- (6) Chief Engineer, Municipal Engineering Directorate, Government of West Bengal, Bikash Bhawan, Salt Lake, Kolkata - 700 091.
- (7) Director of Local Bodies, West Bengal.
- (8) Director, State Urban Development Agency.
- (9) Private Secretary to the Minister-in-Charge, Municipal Affairs & Urban Development Department.
- (10) Pr. S to Principal Secretary, Municipal Affairs Department.
- (11) Cell - _____ of this Department.
- (12) Guard file of Cell - 4 of this Department.


19/8/15
Joint Secretary.

ANNEXURE TO ORDER NO. 569/MA DATED 19TH AUGUST, 2015 REGARDING GUIDELINES

in relation to enlistment of profession, trade and calling in the Municipalities

Annexure - I

[Clause 3(1)]

Sl.No.	NATURE OF TRADE	Proposed fee for Municipal Corporations	Proposed fee for the Municipalities
1	Amusement park	2,500	1,500
2	Analyst with laboratory	50	50
3	Art gallery/exhibition gallery	50	50
4	Atm banking (off site/on site)	2,000	1,200
5	Auction house	50	50
6	Band supplier	50	50
7	Beauty parlour (non a.c.)	50	50
8	Beauty parlour/saloon (with a.c.)	500	300
9	Billiard / snooker room keeper	500	300
10	Block maker / seller	50	50
11	Blood bank	50	30
12	Boarding/guest house (lodging only with / without a.c.)	50	50
13	Boat owner/supplier	50	50
14	Boating resort (without food)	2,500	1,500
15	Boating resort (with food)	2,500	1,500
16	Book maker for race horses	50	50
17	Bottle seller	50	50
18	Bottles/utensils cleaner	50	50
19	Bullion merchant	50	50
20	Cable tv operator/sub agent thereof	200	120
21	Call centre	50	50
22	Caterer/home delivery	50	50
23	Ceremonial house (area upto 2,500 sq.ft.)	50	50
24	Ceremonial house (area 2,501 - 4,000 sq.ft.)	50	50
25	Ceremonial house (area 4,001 - 5,500 sq.ft.)	50	50
26	Ceremonial house (area 5,501 - 7,500 sq.ft.)	2,000	1,200
27	Ceremonial house (area above 7,500 sq.ft.)	2,500	1,500
28	Chain/jack pully seller/renter/repairer	50	50
29	Charitable dispensary/medication centre	50	50
30	Charitable hospital	50	50
31	Cigarette/biri/hucca-tobacco/ khaini/zarda/betel/pan masala seller/supplier	50	50
32	Cinema/film/tv-serial/programme producer/distributor	1,000	600
33	Cinema/film/tv serial/programme studio	50	50
34	Cinema/theatre/auditorium	50	50
35	Circus owner	50	50


Jt. Secretary

36	Cloth printer (manually)	50	50
37	Cloth printer (power driven)	50	50
38	Collection centre for...	50	50
39	Commercial school/college/tuition in group (non technical)	50	50
40	Commercial school/college/tuition in group (technical)	2,500	1,500
41	Commercial theatre group	100	60
42	Commercial centre/conference room owner (letting of officespace/table space) / banquet / assembly hall	1,500	900
43	Commercial/members' club (without restaurant & without bar)	2,500	1,500
44	Commercial/members' club (with restaurant & with/without bar)	2,500	1,500
45	Commission agent/broker of/sub broker of (non food	150	90
46	Commission agent/broker of/sub broker of (food items)	150	90
47	Company regd.under company's act 1956 (dealing nonfoods)/bank/financial institution (area upto 1,000 sq.ft.)	100	60
48	Company regd.under company's act 1956 (dealing nonfoods)/bank/financial institution (area 1,001 - 2,000 sq.ft.)	500	300
49	Company regd.under company's act 1956 (dealing nonfoods)/bank/financial institution (area 2,001 - 3,000 sq.ft.)	1,000	600
50	Company regd.under company's act 1956 (dealing nonfoods)/bank/financial institution (area above 3,000 sq.ft.)	1,500	900
51	Company regd.under company's act 1956 (dealing foods) /bank/financialinstitution with canteen (area upto 1,000 sq.ft.)	100	60
52	Company regd.under company's act 1956 (dealing foods) /bank/financialinstitution with canteen (area 1,001 - 2,000 sq.ft.)	500	300
53	Company regd.under company's act 1956 (dealing foods) /bank/financialinstitution with canteen (area 2,001 - 3,000 sq.ft.)	1,000	600
54	Company regd.under company's act 1956 (dealing foods)/bank/financial	1,500	900
55	Computer education institution	50	50
56	Consumer co-operative/body of individuals (dealing non food items)	50	50
57	Consumer co-operative/body of individuals (dealing food items)	50	50
58	Contractor (civil/mechanical/ electrical), builder, developer & alike	200	120
59	Contractor/supplier of security guards/ nurses/ ayas/ labours/ housekeepers & alike	200	120
60	Courier service / logistics management	250	150
61	Cycle / cycle rickshaw / animal drawn carriage repairer	50	50
62	Data processing / electronic data conversion centre	50	50
63	Decorator / flower decorator	50	50
64	Dental clinic (total area upto 300 sq.ft.)	50	50
65	Dental clinic (total area 301 - 800 sq.ft.)	50	30
66	Dental clinic (total area above 800 sq.ft.)	50	30

Spd

JK Secretary

67	Departmental store (seller of food & non food items) covering area above 500 sq.ft.	2,500	1,500
68	Desk top publisher (dtp)	50	50
69	Doctor's clinic	50	50
70	Doctors' polyclinic	1,500	900
71	Dyer	50	50
72	Earth pot/idol/image ornaments/ handicrafts maker/seller/supplier	50	50
73	Eating house/restaurant/eating house cum restaurant/fast food centre (area upto 150 sq.ft.)	50	50
74	Eating house/restaurant/eating house cum restaurant/fast food centre (area 151 - 300 sq.ft.)	50	50
75	Eating house/restaurant/eating house cum restaurant/fast food centre (area 301 - 500 sq.ft.)	50	50
76	Eating house/restaurant/eating house cum restaurant/fast food centre (area 501 - 1,000 sq.ft.)	50	50
77	Eating house/restaurant/eating house cum restaurant/fast food centre (area 1,001 - 1,500 sq.ft.)	50	50
78	Eating house/restaurant/eating house cum restaurant/fast food centre (area 1,501 - 2,500 sq.ft.)	50	50
79	Eating house/restaurant/eating house cum restaurant/fast food centre (area above 2,500 sq.ft.)	50	50
80	Egg seller	50	50
81	E-mail/e-commerce/internet/cyber cafe services	50	50
82	Embroiderer (manual)	50	50
83	Fancy fish seller/supplier	50	50
84	Financer	2,500	1,500
85	Fish/dry fish/meat/tallow/fowl/crab/sea food seller/supplier	50	50
86	Flower seller/supplier	50	50
87	Garage (parking only)	50	50
88	Godown/warehouse/aarat/store/stockist of non food items	250	150
89	Godown/warehouse/aarat/store/stockist of food items	250	150
90	Gold/silver/copper/tin/black/brass smithy & alike	50	50
91	Gymnasium/health club (with motorised instruments/ sauna bath/slimming arrangements & alike)	2,500	1,500
92	Hatchery owner	50	50
93	Health resort	2,500	1,500
94	Horse dealer	50	50
95	Horse (race horse) dealer	50	50
96	Hotel without star (food & lodging, without bar & with/without a.c.)	1,500	900
97	Hotel without star (food & lodging, with bar & with/without a.c.)	1,500	900

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It. Secretary

98	Hotel 1-star (without bar & with / without a.c.)	2,000	1,200
99	Hotel 1-star (with bar & with / without a.c.)	2,000	1,200
100	Hotel 2-star (without bar & with / without a.c.)	2,000	1,200
101	Hotel 2-star (with bar & with/without a/c)	2,000	1,200
102	Hotel 3-star	2,500	1,500
103	Hotel 4-star	2,500	1,500
104	Hotel 5-star	2,500	1,500
105	Hotel 5-star deluxe	2,500	1,500
106	Hotel above 5-star deluxe	2,500	1,500
107	Importer/exporter (of non food items)	500	300
108	Importer/exporter (of food items)	500	300
109	Garments shop (area upto 500 sq.ft.)	50	50
110	Garments shop (area 501 - 1,000 sq.ft.)	500	300
111	Garments shop (area above 1,000 sq.ft.)	1,500	900
112	Jatra, paalaa gaan, opera & alike	50	50
113	Jewellery shop (area upto 500 sq.ft.)	50	50
114	Jewellery shop (area 501 - 1,000 sq.ft.)	500	300
115	Jewellery shop (area above 1,000 sq.ft.)	1,500	900
116	Kiosk/stall of non food items (in separate identified campus or assessable premises)	50	50
117	Kiosk/stall of food items (in separate identified campus or assessable premises)	50	50
118	Kite maker and/or seller/supplier	50	50
119	Laundry (ironing only)	50	50
120	Laundry (without workshop)	50	50
121	Laundry (with workshop)	50	50
122	Leisure plex	2,500	1,500
123	Licenced country liquor off shop/wholeseller/stockist/godown	2,500	1,500
124	Licenced country liquor on shop	2,500	1,500
125	Licenced foreign liquor off shop/wholeseller/stockist/godown	2,500	1,500
126	Licenced foreign liquor on shop (with/without restaurant)	2,500	1,500
127	Licenced ganja/opium/pachai/todi/bhang shop /wholeseller/stockist/ godown	2,500	1,500
128	Lpg filling centre for auto mobiles (without service station)	2,500	1,500
129	Lpg filling centre for auto mobiles (with service station)	2,500	1,500
130	Liquor bottling plant (upto 1,000 sq.ft)	50	50
131	Liquor bottling plant (above 1,000 sq.ft)	1,000	600
132	Manufacturer of country liquor	2,500	1,500
133	Manufacturer of mineral water	2,000	1,200
134	Market/shopping mall owner	2,500	1,500
135	Marriage bureau	50	50

Agal

IT Secretary

136	Mobile outlet (3-wheeler) of non food items (should have separate office/factory premises)	50	50
137	Mobile outlet (3-wheeler) of food items (should have separate office/factory premises)	50	50
138	Mobile outlet (4-wheeler) of non food items (should have separate office/factory premises)	50	50
139	Mobile outlet (4-wheeler) of food items (should have separate office/factory premises)	50	50
140	Mobile std/isd/pco booth	50	50
141	Mobile generator (three wheeler)	50	50
142	Mobile generator (four wheeler)	50	50
143	Money lender/changer	1,000	600
144	Mortuary	50	50
145	Motor training institute	1,000	600
146	Multiplex	2,500	1,500
147	News paper/periodical/journal publisher (without press)	50	50
148	News paper/periodical/journal publisher (with press)	50	50
149	Nursery of plants/mushroom culture	100	60
150	Nursery school/creche	1,000	600
151	Nursing home/day care centre/private hospital (no. of beds upto 10)	2,500	1,500
152	Nursing home/daycare centre/private hospital (no. of beds more than 10)	2,500	1,500
153	Office/chamber/studio of —	150	90
154	Organisation for performing/visual art	50	50
155	Organiser of exhibition/fair/fete/mela	500	300
156	Owner of public carriage (for each truck,bus,taxi,auto & alike with/without office)	50	50
157	Owner of telecommunication tower (for each tower)	2,500	1,500
158	Online business for non food items	1,500	900
159	Online business for food items	1,500	900
160	Pathological/diagnostic centre/laboratory clinic for x-ray/	2,500	1,500
161	Paying guest house / bed and breakfast (upto 5 beds)	50	50
162	Petrol pump without hydraulic machine	2,500	1,500
163	Petrol pump with hydraulic machine(s)	2,500	1,500
164	Photography shop (without laboratory)	50	50
165	Photo processing laboratory (with/without studio)	1,000	600
166	Photocopier only	50	50
167	Physiotherapy clinic/yoga centre (with instruments)	500	300
168	Planetarium	2,500	1,500
169	Private school/college	2,500	1,500
170	Professional(s) (without office/chamber/studio/laboratory)	50	50

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Jt. Secretary

171	Professional(s) (with office/chamber/studio/laboratory)	50	50
172	Publisher/seller/supplier of book	100	60
173	Race course	2,500	1,500
174	Renter of...	50	50
175	Research organisation (non profit)/welfare organisation/non/ govt.organisation (ngo)	50	50
176	Retail seller/supplier of non food items	100	60
177	Retail seller/supplier of food items	100	60
178	Rubber stamp maker and/or seller	50	50
179	Saloon (non a/c)	50	50
180	Seller of livestock (birds)	50	50
181	Seller of livestock (animals)	50	50
182	Sharpener	50	50
183	Shawl repairer/mender/darkner	50	50
184	Sign board/banner maker	50	50
185	Std/isd/pco/fax booth/centre (static)	50	50
186	Sweetmeat seller/supplier (non a.c.)	100	60
187	Sweetmeat seller/supplier (with a.c.)	1,000	600
188	Sweetmeat seller/supplier with workshop (total area upto 200 sq.ft.)	100	60
189	Sweetmeat seller/supplier with workshop (total area 201 - 400 sq.ft.)	100	60
190	Sweetmeat seller/supplier with workshop (total area 401 - 750 sq.ft.)	100	60
191	Sweetmeat seller/supplier with workshop (total area 751 - 1,000 sq.ft.)	100	60
192	Sweetmeat seller/supplier with workshop (total area 1,001 - 1,500 sq.ft.)	100	60
193	Sweetmeat seller/supplier with workshop (total area above 1,500 sq.ft.)	100	60
194	Tailor	50	50
195	Tattoo [parlour(non ac)	50	50
196	Tattoo [parlour(with ac)	500	300
197	Vegetable (any item) seller/supplier	50	50
198	Video library/video games parlour	50	50
199	Watch/clock repairer/seller	50	50
200	Weigh bridge (with/without computer)	50	50
201	Wholesaler/dealer/distributor/merchant of non food items	1,500	900
202	Wholesaler/dealer/ distributor/merchant of food items	1,500	900
203	Workshop/factory of non food items (area upto 200 sq.ft.)	50	50
204	Workshop/factory of non food items (area 201 - 500 sq.ft.)	50	50
205	Workshop/factory of non food items (area 501 - 1,000 sq.ft.)	50	50
206	Workshop/factory of non food items (area 1,001 - 2,000 sq.ft.)	50	50

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Jt. Secretary

207	Workshop/factory of non food items (area 2,001 - 3,000 sq.ft.)	50	50
208	Workshop/factory of non food items (area above 3,000 sq.ft.)	1,000	600
209	Workshop/factory of food items (area upto 200 sq.ft.)	50	50
210	Workshop/factory of food items (area 201 - 500 sq.ft.)	50	50
211	Workshop/factory of food items (area 501 - 1,000 sq.ft.)	50	50
212	Workshop/factory of food items (area 1,001 - 2,000 sq.ft.)	50	50
213	Workshop/factory of food items (area 2,001 - 3,000 sq.ft.)	50	50
214	Workshop/factory of food items (area above 3,000 sq.ft.)	1,000	600
215	X-ray clinic only	1,500	900
216	Yoga centre/physiotherapy centre (without instrument)	50	50

Note: For the Professions/ Trades / Callings, if any, not included in the above mentioned list, the rate of fees shall be determined by the Board of Councillors at the rate at par with that of the Professions/ Trades/ Callings included in the list with tentatively similar turn over/ profit/income.

Spl.

[Signature]
Jt. Secretary

Annexure -II
[Clause 4(1)]

GENERAL REQUIREMENTS FOR OBTAINING NEW CERTIFICATE OF ENLISTMENT

- I. Properly & neatly filled in prescribed Application Form with Signature, Date, Seal, and
- II. Names of Proprietor /Partner (s) /Director (s)/Karta/Manager.
- III. Photocopy of current rent receipt / challan / lease agreement from rent control (for
- IV. tenants/lessee) or current K.M.C Property Tax Receipt /Bill (for owner of the trading premises).
- V. In case of Rent-free trading spaces, Current consent letter in original, mentioning the area , along with Current C.E of the consenter if the said consenter doing any Trade along with current Rent Receipt / Receipts from Rent Control or Current K.M.C
- VI. Property Tax Receipt/ Bill of the Consenter.
- VII. For Partnership firm all Partnership Deeds (Self Attested copies).
- VIII. Copy of agreement / Certified copy of conveyance Deed or in case of I.G.R. Receipt copy which duly certified by the respective Advocate for confirming I.G.R. for registration of purchase.
- IX. For trading spaces in any (1) Govt. Markets, (2) K M C Markets, & (3) Govt. campus like campus of K.M.C, C. P. T., C.I .T. etc. C/E can be issued only in the name of actual tenant; no consent or sub-tenancy will be entertained in such cases
- X. For trading space in Co-Op Housing Society the consent letter from Secretary of the Co-Op Society/Appropriate Authority is required.
- XI. For trading spaces in Govt. Housing Estates, current clearance from Housing Estate Manager.*
- XII. For issuing new Certificate of Enlistment to Professionals, documents confirming the profession.
- XIII. For Issuing new Certificate of Enlistment to certain business/commercial activities, specific permission/clearance from different statutory bodies, as the case may be, is required to be produced as a pre-requisite.

SPECIFIC REQUIREMENT FOR SOME SPECIFIC TRADES

- For any trade related to (a) Liquor (Wine), (b) Edible spirit, (c) Ammunition and alike, Clearance from Police (Permission) and necessary permission as regards Excise, wherever applicable
- For Transport Agent (with car)
A copy of Blue Book and Insurance Policy of the Car/s; Certificate of Fitness of the Car/s from P.V.D./component Authority
- For Traveling Agent
Declaration in plain paper (in original) in prescribed Performa
- For Trades related to Inflammable and/or Explosive Article
Fire Licence or necessary permission from Directorate of West Bengal Fire Service/Explosive Licence for Gun/Gun powder/Fire Works or alike
- For Chemist & Druggist
 - 1st. Certificate of Enlistment to be issued on production of deposit receipt (in T.R. Form

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JK. Secretary

No. 7) of Registration under Clinical Establishment Act., Government of West Bengal.

■ For renewal Permission from Drug Controller is necessary

• **For Nursing Home/Hospital/Pathological Laboratory/Diagnostic Centre**

1st. Certificate of Enlistment to be issued on production of Licence under Clinical Establishment Act., Government of West Bengal

• **For Clearing/Forwarding Agents issued by Agencies**

Agency Certificate from respective appropriate authority (i.e. Customs/Excise/Engaging Organization or any other authority which may be deemed fit for this purpose

• **For Singer & Dancer**

Copy of Ration Card/Passport/Voter Identity Card/Pan Card;

Permission from appointing authority for singing and dancing along with the photocopy of the current Certificate of Enlistment

Two copies of latest passport size photograph

• **For Ration Shop (A. R. Shop)/or any other Govt. Shop**

Permission from Food Department or any respective Department is necessary

• **Professional(S) (with chamber) (in case of Doctor/Physician)**

If only one physician attends the chamber and the Licensee & the attending physician is the same person

• **Doctor's Polyclinic**

If more than one physician is attending a clinic and the Licensee may be one or more of the attending physicians or a different person. In such case a declaration from the attending physician is required stating this fact along with their IMA Registration Numbers

In addition to above criteria, Tradewise specific requirements are as follows

Sl. No.	Nature Of Trade	Specific Requirements
001	Amusement Park	Nil
002	Analyst with Laboratory	Nil
003	Art Gallery/Exhibition Gallery	Nil
004	ATM Banking	Declaration from the particular Bank
005	Auction House	Nil
006	Band Supplier	Nil
007	Beauty Parlour (Non A/C)	Nil
008	Beauty Parlour/Saloon (With A/C)	Nil
009	Billiard/Snooker Room Keeper	Nil
010	Block Maker/Seller	Nil
011	Blood Bank	Permission from Directorate of Health, Govt. of West Bengal.
012	Boarding/Guest House (Lodging only With/Without A/C)	An application for information to the Police for such Clearance / Permission and Fire NOC/Licence from WBF&ES.
013	Boat Owner/Supplier	Nil
014	Boating Resort (Without Food)	Nil
015	Boating Resort (With Food)	Nil
016	Book Maker for Race Horses	Nil
017	Bottle Seller	Nil
018	Bottles/Utensils Cleaner	Nil
019	Bullion Merchant	Permission/Clearance from R.B.I./ State Government Authorities,
020	Cable TV Operator/Sub Agent thereof	Permission/ Confirmation from Post & Telegraph Department.
021	Call Centre	Copy of the application to Police

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		Authorities
022	Caterer	Nil
023	Ceremonial House (Area upto 2,500 Sq.Ft.)	Application in the specified format to be submitted along with the copy of necessary sanction of building plan and application for obtaining NOC from Department of Fire & Emergency Services.
024	Ceremonial House (Area 2,501 - 4,000 Sq.Ft.)	As Serial No. 23
025	Ceremonial House (Area 4,001 - 5,500 Sq.Ft.)	As Serial No. 23
026	Ceremonial House (Area 5,501 - 7,500 Sq.Ft.)	As Serial No. 23
027	Ceremonial House (Area Above 7,500 Sq.Ft.)	As Serial No. 23
028	Chain/Jack Pulley Seller/Renter/ Repairer	Nil
029	Charitable Dispensary/Medication Centre	Nil
030	Charitable Hospital	Registration under Clinical Establishment Act. From Govt. of W.B.
031	Cigarette/Biri/Tobacco items/ Betel/Pan Masala Seller/Supplier	Nil
032	Cinema/Film/TV Serial/ Programme Producer/Distributor	Nil
033	Cinema/Film/TV Serial/Programme Studio	Fire NOC/License from WBF&ES
034	Cinema/Theatre/Auditorium	Fire NOC/License
035	Circus Owner	Permission from the Municipality
036	Cloth Printer (Manually)	Nil
037	Cloth Printer (Power Driven)	Nil
038	Collection Centre for Blood, Pathology Samples and alike	Nil
039	Commercial School/College/ Tuition in Group (Non Technical)	Nil
040	Commercial School/College/ Tuition in Group (Technical)	Nil
041	Commercial Theatre Group	Nil
042	Commercial Centre/Conference Room Owner (Letting of Office/Table space)	Nil
043	Commercial/Members' Club without Restaurant without Bar	Nil
044	Commercial/Members' Club with Restaurant with/without Bar	(a) For without Bar: Copy of Fire licence, application to police authorities. (b) For with Bar: Documents in (a) above and Excise Permission/License.
045	Commission Agent/Broker of (non food items)	Membership Certificate from S.E.B.I. in case of Share Broker /Sub-Broker.
046	Commission Agent/Broker of (Food Items)	Nil
047	Company registered under Company's Act 1956 (dealing non food) /Bank /Financial Institution upto 1,000 Sq.Ft.)	Memorandum and Article of Association, Certificate of Incorporation/Certificate of Commencement in case of Public Limited Company and Form-18/INC-22 and Form-32/DIR-12 and also Money Receipt. of the same. In case of Amalgamation of Companies necessary order passed by Hon'ble High Court. For Branch/Branches of a Company (Ltd.) copy Of current C.E. of the Registered office (if within municipal Area), copy of Board of Resolution mentioning for opening of such branch. Date of Commencement, Location and Area and List, indicates Names of Director (Within/Without municipal area). In case of Bank/Financial Institute permission from

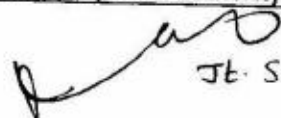
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		R.B.I
048	Company registered under Company's Act 1956 (dealing non food)/Bank/Financial Institution area 1,001 - 2,000 Sq.Ft.)	As Serial No. 047
049	Company registered under Company's Act 1956 (dealing non food)/Bank/Financial Institution area 2,001 - 3,000 Sq.Ft.)	As Serial No. 047
050	Company registered under Company's Act 1956 (dealing non food)/Bank/Financial Institution area above 3,000 Sq.Ft.)	As Serial No. 047
051	Company registered under Company's Act 1956 (dealing food)/Bank/Financial Institution (with Canteen) upto 1,000 Sq.Ft.)	As Serial No. 047 & in case of Canteen declaration to run a Canteen from concerned Regional Office
052	Company registered under Company's Act 1956 (dealing food)/Bank/Financial Institution(with Canteen) area 1,001 - 2,000 Sq.Ft.)	As Serial No. 051
053	Company registered under Company's Act 1956 (dealing food)/Bank/Financial Institution (with Canteen) area 2,001 - 3,000 Sq.Ft.)	As Serial No. 051
054	Company registered under Company's Act 1956 (dealing food)/Bank/Financial Institution(with Canteen) area above 3,000 Sq.Ft.)	As Serial No. 051
055	Computer Education Institution	Nil
056	Consumer Co-Operative/Body of Individuals (Dealing Non Food Items)	Certificate Of Co-Operative Society in case of consumer Co-operative
057	Consumer Co-Operative/Body of Individuals (Dealing Food Items)	As Serial No. 056
058	Contractor (Civil/Mechanical/ Electrical), Builder, Developer & alike	Professional Document for Civil, Mechanical and electrical Engineering for confirming said profession.
059	Contractor/Supplier of Security Guards/ Nurses/Ayas/Labours /House Keepers & alike	Nil
060	Courier Service/Logistic Management	In case of own vehicle, Certificate of fitness, Blue Book, Current Tax Receipt from R.T.A. & clearance certificate from Pollution Control Board. In case of hired vehicles, agreement, if any, or a declaration. In case of Logistic Management, Custom Clearance is the additional requirement, if necessary.
061	Cycle/Cycle Rickshaw/Animal Drawn Carriage Repairer	Nil
062	Data Processing/Electronic Data Conversion Centre	Nil
063	Decorator/Flower Decorator	Nil
064	Dental Clinic (Total Area Upto 300 Sq.Ft.)	Nil
065	Dental Clinic (Total Area 301 - 800 Sq.Ft.)	Nil
066	Dental Clinic (Total Area above 800 Sq.Ft.)	Nil
067	Departmental Store (Seller of Food & Non Food Items covering area above 1,000 Sq.Ft.)	Nil
068	Desk Top Publisher (DTP)	Nil
069	Doctors' Clinic (of any Pathos)	Nil
070	Doctors' Polyclinic	Nil
071	Dyer	Nil
072	Earth Pot/Idol/Image Ornaments/ Handicrafts Maker/Seller/Supplier	Nil
073	Eating House/Rest aurant /Eating 1 louse cum Restaurant/Fast Food Centre (Area up to 150 Sq.Ft.)	Fire licence /NOC. *Exemption from Fire licence if area upto 300 sq.ft. & licence uses coal/diesel/micro-

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		oven/town gas as fuel. This has to be certified by licensee through an Indemnity bond.
074	Eating House/Restaurant/Eating House cum Restaurant/Fast Food Centre (Area 151 - 300 Sq.Ft.)	Do
075	Eating House/Restaurant/Eating House cum Restaurant/Fast Food Centre (Area 301 - 500 Sq.Ft.)	Fire licence/NOC is mandatory for area more than 300 sq.ft.
076	Eating House/Restaurant/Eating House cum Restaurant/Fast Food Centre (Area 501 - 1,000 Sq.Ft.)	Do
077	Eating House/Restaurant/Eating House cum Restaurant/Fast Food Centre (Area 1,001 - 1,500 Sq.Ft.)	Do
078	Eating House/Restaurant/Eating House cum Restaurant/Fast Food Centre (Area 1,501 - 2,500 Sq.Ft.)	Do
079	Eating House/Restaurant/Eating House cum Restaurant/Fast Food Centre (Area above 2,500 Sq.Ft.)	Do
080	Egg Seller	Nil
081	E-Mail/e-Commerce /Internet./ Cyber Cafe Services	Copy of the application submitted to Police Authority
082	Embroiderer (Manual)	Nil
083	Fancy Fish Seller/Supplier	Nil
084	Financer	Permission/Clearance from R.B.I.
085	Fish/Dry Fish/Meat/Tallow/Fowl/ Crab/Sea Food Seller/Supplier	Nil
086	Flower Seller/Supplier	Nil
087	Garage (Parking only)	Clearance from Police/ Application to the Police Authority for such permission of Parking.
088	Godown / Warehouse/Aarat/Store / Stockiest of Non Food Items	a) For non hazardous items -NIL b) Fire licence for hazardous items.
089	Godown / Warehouse / Aarat/Store / Stockiest of Food Items	Application to Police, Fire Licence and Excise permission in Case of Licensed Foreign/Country Liquor.
090	Gold/Silver/Copper/Tin/Black/ Brass Snrnh & alike	Nil
091	Gymnasium/Health Club	Nil
092	Hatchery Owner	Nil
093	Health Resort	Nil
094	Horse Dealer	Nil
095	Horse (Race Horse) Dealer	Nil
096	Hotel Without Star (Food & Lodging, Without Bar & With/Without A/C)	Application to Police Authorities, Fire License / NOC.
097	Hotel Without Star (Food & Lodging, With Bar & With/Without A/C)	Application to Police and necessary permission as regards Excise in case of Bar (On Shop) & Fire License/ NOC.
098	Hotel 1-Star (Without Bar & With/Without A/C)	Application to police and permission from appropriate authority for confirming status of Star & Fire License/ NOC.
099	Hotel 1-Star (With Bar & With/Without A/C)	Clearance/ Permission from Police and necessary permission as regards Excise in case of Bar (On Shop) and permission from appropriate authority for confirming status of star & Fire License/ NOC.
100	Hotel 2-Star (Without Bar & With/Without A/C)	Application to Police and necessary permission from appropriate authority for

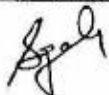
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		confirming status of Star & Fire License/ NOC..
101	Hotel 2-Star (With Bar & With/Without A/C)	Application to Police and necessary permission as regards Excise in case of Bar (On Shop) and permission from appropriate authority for confirming status of star & Fire License/ NOC.
102	Hotel 3-Star	As Serial No 101
103	Hotel 4-Star	As Serial No 101
104	Hotel 5-Star	As Serial No 101
105	Hotel 5-Star Deluxe	As Serial No 101
106	Hotel Above 5-Star Deluxe	As Serial No 101
107	Importer/Exporter (of Non Food Items)	Import & Export Certificate (I.E.C.) from Ministry of Commerce, Govt. of India.
108	Importer/Exporter (of Food Items)	As Serial No. 107
109	Jatra, Paalaa Gaan, Opera & Alike	Nil
110	Kiosk/Stall of Non Food Items (in Separate Identified Campus or Assessable Premises)	C.E. may be issued only the name of Actual Tenant No consent of Sub-Tenant will be entertained only consent may be obtained from Secretary Of Co-Operative Society for trading in such Cases/Clearance from appropriate authority of Govt. Markets/Municipal Markets/Like Campus Of Municipality, K.P.T, K.I.T, K.M.D.A. Etc.
111	Kiosk/Stall of Food Items (in- Separate Identified Campus or Assessable Premises)	As Serial No. 110
112	Kite Maker and/or Seller/Supplier	Nil
113	Laundry (Ironing Only)	Nil
114	Laundry (Without Workshop)	Nil
115	Laundry (With Workshop)	Nil
116	Leisure Plex	Application to the Police for such permission/ clearance.
117	Licenced Country Liquor Off Shop	Application to police and necessary permission as regards Excise, wherever applicable.
118	Licenced Country Liquor On Shop	As Serial No. 117 & Fire license/ NOC.
119	Licenced Foreign Liquor Off Shop	As Serial No. 117
120	Licenced Foreign Liquor on Shop (With/Without Restaurant)	As Serial No. 117 & Fire licence/ NOC.
121	Licensed Ganja/Opium/Pachai/Todi/Bhang Shop	Application to Police for such permission and necessary Permission as regards Excise, wherever applicable.
122	Manufacturer of Country Liquor	As Serial No. 117 & Fire license/ NOC.
123	Manufacturer of Mineral Water	Clearance/ Permission from Water Supply, Tube well Department of the Municipality
124	Market / Shopping Mall Owner	Sanctioned Plan from the Municipality and Fire licence / NOC.
125	Marriage Bureau	Nil
126	Mobile Outlet (3-Wheeler) of Non Food Items (Should have separate Office/Factory Premises)	Application/ Intimation to police authorities and Certificate for Fitness from R.T.A. for current year is necessary and also should have separate office/ factory with current C.E. and Fire License/ NOC as may be applicable.
127	Mobile Outlet (3-Wheeler) of Food Items (Should have separate Office/Factory Premises)	As Serial No. 126
128	Mobile Outlet (4-Wheeler) of Non Food Items (Should have separate Office/Factory Premises)	As Serial No. 126

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129	Mobile Outlet (4-Wheelcr) of Food Items (Should have separate Office/Factory Premises)	As Serial No. 126
130	Mobile STD / 1SD / PCO Booth	Documents of approval and deposited money receipt of P & T / BSNL. In case of private sector, approved documents with money receipt & communication address should be mentioned in the application form which should be within the municipal jurisdiction.
131	Money Lender/Changer	Current Permission/Clearance From R.B.I./State Government authority.
132	Mortuary	Clearance/Permission from Police and Directorate of Health, Govt. of West Bengal.
133	Motor Training Institute	Permission/Clearance from R.T.A.
134	Multiplex	Application to police and Fire License/ NOC.
135	News Paper/Periodical/Journal Publisher (Without Press)	A Declaration for not to print or publish any unconstitutional articles/matters that is legally banned.
136	News Paper/Periodical/Journal Publisher (With Press)	As Serial No. 135 & Fire licence/ NOC.
137	Nursery of Plants/Mushroom Culture	Nil
138	Nursery School/Creche	Fire licence/ NOC.
139	Nursing Home/Private Hospital (Having No. of Beds Upto 10)	Registration Under Clinical Establishment Act, Govt. Of W.B.; clearance/ permission from West Bengal Pollution Control Board, Government of W.B. and Fire licence/ NOC.
140	Nursing Home/Private Hospital (Having No. of Beds More Than 10)	As Serial No. 139
141	Office/Chamber of Accounting, Administration and Process Control, Advertising Agent, Chain of Stores, Clearing and forwarding Agent, Custom House Agent, Hotel & Restaurant Operator, Market/Shopping Mall Owner, Nursing Home Operator, Insurance Agent, Manufacturer's Representative, Transport Agent, Traveling Agent and alike	Rent Bill/ Agreement/ Live & Licence/ Lease Deed and Certificate of Enlistment of consenter.
142	Organisation for Performing/Visual Art	Nil
143	Organiser of Exhibition / Fair / Fete /Mela	Proof of information to Police. and the Municipality whenever necessary from the Organizer.
144	Owner Of Public Carriage (For each Car With/Without Office)	Permission / Clearance from RTA.
145	Owner of Tele Commission Tower (for each Tower)	Permission from the Municipality
146	Pathological/Diagnostic Centre/Laboratory Clinic for X- Ray /ECG /USG /MRI /CT Scan & alike	Registration Under Clinical Establishment Act, Govt. of W.B.
147	Paying-Guest House (Upto 5 Beds)	Application to police for such business.
148	Petrol Pump Without Hydraulic Machine	Permission/Clearance from HP, IBP, IOC and alike and Fire Licence/Necessary Permission from Director of West Bengal Fire & Emergency Services or Explosive Licence and Declaration for number of using Hydraulic Machine.
149	Petrol Pump With Hydraulic Machine(s)	As Serial No. 148
150	Photographer With Studio & Processing Laboratory	Nil
151	Photo processing laboratory (with or without studio)	Nil



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152	Photo copier only	Nil
153	Physiotherapy Clinic/Yoga Centre (with instruments)	Nil
154	Planetarium	Nil
155	Private School/College	Fire License/NOC
156	Professional(S) (Without Office/ Chamber/ Studio/ Laboratory)	Necessary documents for confirming profession wherever applicable.
157	Professional(S) (With Office/ Chamber/ Studio/ Laboratory)	Necessary documents for confirming profession wherever applicable.
158	Publisher/Seller/Supplier of Book	A Declaration from Publisher is necessary for not to publish any unconstitutional book or legally banned also for seller/supplier.
159	Race Course	Intimation to police for commencement of business.
160	Renter of Cars, Vehicles, Machinery and alike.	Nil
161	Research Organization (Non Profit)/ Welfare Organization/Non Govt. Organization (NGO)	Certificate/Documents for Confirming Organization/ Trade
162	Retail Seller/Supplier of Non Food Items	Nil
163	Retail Seller/Supplier of Food Items	Nil
164	Rubber Stamp Maker and/or Seller	Nil
165	Saloon (Non A/C)	Nil
166	Seller of Livestock (Birds)	Declaration for kind of birds and only upon permission from appropriate Government authority (i.e. Forest Deptt. & alike)
167	Seller of Livestock (Animals)	Declaration for kind of Animals and as in Sl. No.166
168	Sharpener	Nil
169	Shawl Repairer/Mender/Darkener	Nil
170	Sign Board/Banner Maker	Nil
171	Stall (Temporary) Holder Of Non Food Items in Fair/ Fete/ Mela	Nil
172	Stall (Temporary) Holder of Food Items in Fair/Fete/Mela	As Serial No. 171
173	STD / 1SD / PCO / FAX Booth/Centre (Static)	Documents for Approval and Deposited Money Receipt of P & T/BSNL. In case of Private sector an approval from the said Private Company along with Money Receipt
174	Sweetmeat Seller/Supplier (Non A/C)	Nil
175	Sweetmeat Seller/Supplier (With A/C)	Nil
176	Sweetmeat Seller/Supplier With Workshop (Total Area Upto 200 Sq.Ft.)	Fire licence/ NOC. *Exemption from Fire licence if area upto 300 sq.ft. & licence uses coal/diesel/micro-oven/town gas as fuel. This has to be certified by licensee through an Indemnity bond.
177	Sweetmeat Seller/Supplier with Workshop (Total Area 201 - 400 Sq.Ft.)	For area greater than 300 sq. ft. fire licence is mandatory.
178	Sweetmeat Seller/Supplier with Workshop (Total Area 401 - 750 Sq.Ft.)	Do
179	Sweetmeat Seller/Supplier with Workshop (Total Area 751 - 1,000 Sq.Ft.)	Do
180	Sweetmeat Seller/Supplier with Workshop (Total Area 1,001 - 1,500 Sq.Ft.)	Do
181	Sweetmeat Seller/Supplier with Workshop (Total Area Above 1,500 Sq.Ft.)	Do
182	Tailor	Nil

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183	Vegetable (any item) Seller/Supplier	Nil
184	Video Library/Video Games Parlor	Nil
185	Watch/Clock Repairer/Seller	Nil
186	Weigh Bridge (With/Without Computer)	Nil
187	Whole Seller/Dealer/Distributor/ Merchant Of Non Food Items	Permission for Distributorship from respective organization is necessary in case of a Distributor/ Dealer.
188	Whole Seller/Dealer/Distributor/ Merchant of Food Items	As in serial 187
189	Workshop/Factory of Non Food Items (Area upto 200 Sq.Ft.)	Intimation to West Bengal Pollution Control Board. Fire licence /NOC in case of workshop dealing with hazardous items.
190	Workshop/Factory Of Non Food Items (Area 201 - 500 Sq.Ft.)	As Serial No. 189
191	Workshop/Factory of Non Food Items (Area 501 To 1000 Sq.Ft.)	As Serial No. 189
192	Workshop/Factory of Non Food Items (Area 1,001 To 2,000 Sq.Ft.)	As Serial No. 189
193	Workshop/Factory of Non Food Items (Area 2,001-3,000 Sq.Ft.)	As Serial No. 189
194	Workshop/Factory of Non Food Items (Area above 3,000 Sq.Ft.)	As Serial No. 189
195	Workshop/Factory of Food Items (Area upto 200 Sq.Ft.)	As Serial No. 189
196	Workshop/Factory of Food Items (Area 201 - 500 Sq.Ft.)	As Serial No. 189
197	Workshop/Factory of Food Items (Area 501 - 1,000 Sq.Ft.)	As Serial No. 189
198	Workshop/Factory of Food Items (Area 1,001 - 2,000 Sq.Ft.)	As Serial No. 189
199	Workshop/Factory of Food Items (Area 2,001 - 3,000 Sq.Ft.)	As Serial No. 189
200	Workshop/Factory of Food Items (Area above 3,000 Sq.Ft.)	As Serial No. 189
201	X-Ray Clinic only	Registration Under Clinical Establishment Act, Govt. Of W.B.
202	Yoga Centre/Physiotherapy Centre (Without Instruments)	Nil
Note: For Trades/Businesses carried on at WBIDC/ WBSIDC areas, permissions/occupancy proof from the Authorities of WBIDC/WBSIDC along with Fire Clearance/NOC from WBF&ES in favour of the respective Industrial area will be mandatory		

Appendix-I
(Some Notional Lists)

A notional list of "PROFESSIONAL(S)" that may be used as suffix against the serial numbers 162(1,2,3,4) & 163(1,2,3,4): Accountant, Actor/Actress, Actuarist, Adjuster, Advocate, Analyst, Arbitrator, Architect, Auctioneer, Author, Average, Ayurved Practitioner, Barrister, Beautician, Bill Writer, Calibrator, Chartered Accountant, Chartered Engineer, Cobbler, Columnist, Company Secretary, Compositor, Compounder/Dresser, Computer Cleaner, Consultant (of any specialisation), Cook, Copyist, Cost Accountant, Credit Card Marketing Personnel, Dancer, Designer, Draftsman, DTP Operator, Electrician, Engineer, Event Manager, Florist, Freelance Photographer, Hakim, Homoeopathy Practitioner, Impresario, Information Technologist, Interior Decorator, Jockey, Journalist, Kaviraj, Lift/Escalator Maintenance Personnel, Lithographer, Loss Assessor, Magician, Make-up Artist, Marriage Negotiator, Marriage Registrar, Masseur, Medical Practitioner, Mukhtar, Musician, Notary Public, Oculist, Ophthalmologist, Optician, Painter, Pharmacist, Physician, Physiotherapist, Plumber, Private Detective, Private Investigator, Private Tutor, Proof




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Reader, Quality Controller, Radiologist, Rent Collector, Sculptor, Singer, Software Developer, Soil Investigator, Solicitor, Sound System Arranger, Stamp Vendor, Statistician, Surgeon, Surveyor, Tea Tester, Technician, Telephone Cleaner, Typist, Valuer, Veterinary Practitioner, Web Site Developer/Maintainer, Yoga Instructor and alike.

A notional list of "NON FOOD ITEMS" that may be used as suffix against the serial numbers 45(1,2), 47(1), 48(1), 49(1), 50(1), 56(1,2), 88(1,2,3,4,5), 107(1,2,3), 116(1,2), 132(1), 134(1), 168(1,2), 177(1) & 193(1,2,3,4): Album, Animal Food, Aquarium, Asbestos & Asbestos Products, Audio/Video Cassettes, Audio/Video Compact Disks, Automobiles, Bags & Baggages (any kind of), Bamboo & Bamboo Products, Battery, Bedding Materials, Biomedical Instruments, Brooms & Broom Sticks, Building Materials, Cane & Cane Products, Canvas, Card Board & Card Board Products, Cattle & Animal Food, Ceramic Products, Chemicals (Liquid/Non-Liquid), Churi/Bangles, Clothes, Coal & Coal Briquette, Coal Tar, Coir & Coir Products, Conch & Conch Products, Corrugated Products, Cosmetic Goods (Herbal/Non-Herbal), Cotton Products, Cotton, Cotton Yarn & Cotton Refuse, Crockerries, Cycle/Cycle Rickshaw, Dashakarma Goods, Decorating Materials, Dental Materials, Dhup/Agarbati, Dress Materials, Elastic Tape, Electrical Goods, Electronic Goods, Film, Fire Fighting Equipments, Fire Wood, Fire Works, Fish Food & Fishing Materials, Foam, Footwear (any kind of), Footwear Materials, Furnishing Materials, Furnitures, Galvanized Iron Products, Garments, Gas, Gifts & Novelty Items, Glass, Glass Sheets & Glassware, Greeting Cards & other Cards, Hair, Hardware Goods, Hessian/Gunny Products, Hide, Hoof, Horn, Hosiery Products, Ice (non edible), Imitation Items, Industrial Oil, Insecticides, Iron & Steel, Jewellery & Ornaments, Jewellery Box, Jute & Jute Products, Kerosene Oil, Laboratory Equipments, Laminated Sheets, Leather & Leather Products, Lubricating Oil, Marble, Medical Aids & Appliances, Medicine (any kind of), Metal & Non-Metal Accessories (any kind of), Metallic Products, Metals (Ferrous/Non-Ferrous), Mineral & Mineral Goods, Mobile Phone Cash Cards, Monihari Goods, Mosaic, Musical Instruments, Off Card Paper, Old Battery Parts, Paints, Paper & Paper Products, Paper & Stationery, Perfumery Items, Pesticides, Photography Materials, Plants & Plant Seeds, Plastic & Plastic Products, Plumbing Goods, Plywood & Ply Board, Polythene & Polythene Products, Poultry Food, Puja Dala (non food), Rexene, Rubber & Rubber Products, Safety Materials, Sanitary Goods, Saree, Scraps (any kind of), Skin, Spare Parts (any kind of), Spectacles, Spirit (non edible), Sports Goods, Stick, Stones (Precious/Semi-Precious), Straw, Suiting & Shirting, Surgical Materials, Swamp Seeds, Tailoring Materials, Telephone, Timber, Toys & Dolls, Umbrella, Utensils, Vehicles (any kind of), Wire-Net, Wood & Wooden Products, Wool & Woolen Goods, Woolen Refuse, Woolen Yarn and alike.

A notional list of "FOOD ITEMS" that may be used as suffix against the serial numbers 46(1,2,3,4), 51(1), 52(1), 53(1), 54(1), 57(1,2,3,4), 89(1,2,3,4,5,6,7,8,9,10), 108(1,2,3,4,5,6), 117(1,2,3,4), 133(1,2), 135(1,2), 169(1,2,3,4), 178(1,2) & 194(1,2,3,4,5,6,7,8,9,10): Aerated/Mineral Water, Baby Food, Bakery Items, Bhujia, Breads, Butter, Chanachur, Confectionery Items, Dairy Products, Edible Food, Bakery Items, Bhujia, Breads, Butter, Chanachur, Confectionery Items, Dairy Products, Edible Herbal Goods, Edible Oil, Food Grains, Fruits & Dry Fruits, Ghee, Health Food, Ice (Edible), Ice Candy/Ice Cream, Japan Items, Juice/Lassi, Milk/Milk Powder, Oil Fried Items, Oil Seeds, Paneer/Cheese, Potato Chips, Ready Food made of Fish/Meat/Egg, Soft Drinks, Spices, Tea (any kind of)/Tea Leaves and alike.

A notional list of "WORKSHOP/FACTORY OF NON FOOD ITEMS" that may be used as suffix against the serial numbers 195(1,2), 196(1,2), 197(1,2), 198(1,2), 199(1,2) & 200(1,2): Assembler of (Electrical/Mechanical & alike Goods), Audio Recording Centre, Automobile Repairing Centre, Bacalite/Fibre/Acrylic Goods Cutting Centre, Ball Press, Bleaching/Colouring Works (of Cloth/Yarn/Thread), Book Binding Works, Bricks/Tiles Manufacturing Works, Camera Repairing

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Jt. Secretary

Centre, Card Board Box Manufacturing Works, Chemicals Manufacturer, Cloth Mill, Diagnostic Stains, Reagent & Kits Manufacturing Centre, Digital Printer, Dispenser Fabricator, Electrical Goods Repairing/Servicing Works, Electronic Goods Repairing/Servicing Works, Electroplating Centre, Embroidery Works (with machine), Engraver, Fabricator, Footwear (any kind of) Manufacturing Works, Fret-saw/Circular-saw/Jig-saw Operating Centre, Furniture Maker, Garage with Servicing and/or Spray Painting, Garments Manufacturer, Glass Cutter/Polisher/Leveler/Grinder, Graphic Designer, Homoeopathic Medicine Potentising Centre, Hosiery Goods Manufacturer, Laser Printer, Lathe Machine Works, Leather Goods Manufacturer, Medicine Manufacturer, Marble/Mosaic Tiles Cutter/Grinder/Dresser/Polisher, Metal Casting/Polishing/Punching Works, Metal Cutting Works, Metal Refinery/Melting Works, Meter Repairing Centre, Motor Car/Motor Cycle Repairing Works, Ornaments Polishing/Grinding Works, Padlock Repairing Centre, Painting (Commercial) Centre, Paper Cutting/Punching Centre, Photo Framing and/or Binding Centre, Plastic Goods Manufacturing Works, Plastic Molding Works, Printing Press, Saw Mill, Silk Screen Printing Works, Spectacle/Optical Goods Manufacturing Works, Spray Painting Centre, Stone Cutting Centre, Stove/Torch/Oven & alike items Repairing Centre, Straw Cutting Centre, Thread Manufacturing Works, Turner, Tyre Repairing & Re-trading Centre, Utensils Polishing/Grinding Works, Video Recording Centre, Vulcanizing Works, Welding Works, Winding Centre and alike.

A notional list of "WORKSHOP/FACTORY OF FOOD ITEMS" that may be used as suffix against the serial numbers 201(1,2,3,4), 202(1,2,3,4), 203(1,2,3,4), 204(1,2,3,4), 205(1,2,3,4) & 206(1,2,3,4): Bakery, Confectionery, Dal Mill, Fish/Meat/Egg Processing Centre, Flour Mill, Grinder of Wheat/Spices/Pulses, Liquor Bottling Plant, Oil Mill, Tea Blending Centre, Water/Soft Drinks Treatment/Bottling Plant and alike.

A notional list suffixes that may be used as suffix against the serial number 147(1): Accounting, Administration & Process Control, Advertising Agent, Chain of Stores, Clearing & Forwarding Agent, Custom House Agent, Hotel & Restaurant Operator, Market/Shopping Mall Owner, Nursing Home Operator, Insurance Agent, Manufacturer's Representative, Transport Agent, Traveling Agent and alike.

Appendix II

Few Definitions & Clarifications

1. ATM BANKING (OFF SITE/ON SITE): ATM counters located within or attached to the Banks are the "ON SITE ATM" counters; ATM Counters standing alone, separately at a distance from the Banks are the "OFF SITE ATM" counters. (Sl.No.4)

2. Schools or Colleges or Institutions, which take help of mechanical and/or electrical and/or electronic instruments/gadgets or use chemical reagents for imparting vocational training and/or academic coaching, will be considered as COMMERCIAL SCHOOL/COLLEGE/TUITION IN GROUP (TECHNICAL) (Sl.No.40). However, COMPUTER TRAINING INSTITUTION needs to be treated separately as per Sl.No.55.

3. Institutions imparting vocational training and/or academic coaching without taking help of any sort of instrument and/or chemical reagent are the COMMERCIAL SCHOOL/COLLEGE/INSTITUTION (NON TECHNICAL) (Sl.No.39). Centres, which train only Type Writing & Shorthand, will be considered as COMMERCIAL SCHOOL (NON TECHNICAL).

Agm

Jt. Secretary

4. The institutions engaged in imparting training in subjects of art & culture (e.g. fine arts, music, dance & alike) are to be considered as ORGANISATION FOR PERFORMING/VISUAL ART (Sl.No.148).

5. PRIVATE SCHOOL/COLLEGE (Sl.No.161) is different from "COMMERCIAL SCHOOL/ COLLEGE/TUITION IN GROUP" (Sl.No.39 & 40).

6. There is a separate provision for NURSERY SCHOOL/CRECHE (Sl.No.144). These are not to be confused with "PRIVATE SCHOOL/COLLEGE" (Sl.No.161) or with "COMMERCIAL SCHOOL/COLLEGE/TUITION IN GROUP" (Sl.No.39 & 40).

7. A shop, having its area more than 500 Sq.Ft. and retailing Fast Moving Consumer Goods (both food & non food) along with other daily needs like garments, footwear, bedding goods etc. and also electrical & electronic goods, cosmetics and many others, are to be treated as DEPARTMENTAL STORE... (Sl.No.67).

8. PROFESSIONAL(S) (WITH CHAMBER) (in case of Doctor/Physician): If only one physician attends the chamber and the Licencee & the attending physician

9. DOCTOR'S CLINIC: If only one physician attends the clinic and the Licencee & the physician are two different persons. In such case a declaration from the attending physician regarding this fact accompanied by his/her IMA Registration No. is necessary. (Sl.No.69)

10. DOCTORS' POLYCLINIC: If more than one physician are attending a clinic and the Licencee may be one or more of the attending physicians or a different person. In such case a declaration from the attending physicians is required stating this fact along with their IMA Registration Numbers. (Sl.No.70)

11. PROFESSIONAL(S) (WITH STUDIO): This studio is different from photography studio. This is actually workshop of visual artists like painters, sculptors etc. (Sl.No.171). This should not be confused with "WORKSHOP/FACTORY ...".

Appendix III

GENERAL PROCEDURE TO BE FOLLOWED FOR EFFECTING ANY CORRECTION / CHANGE OF CE :

For smooth running of the operations related to Renewal of Certificate of Enlistments and for better maintenance of the Licensee Database, procedures related to the matters mentioned below for the Licensee will be as follows:

CORRECTION :

Any erroneous information, printed in the Demand Notice, will be corrected at the Head Quarter and unit offices as per jurisdiction so that digitized data are rectified on-line. For correcting erroneous information printed in the Demand Notice, the Certificate holder will be required to bring the current year's Demand Notice and the previous year's Certificate of Enlistment (Trade Licence), both in original. Corrections involving change in Demanded Fees Payable must be done before payment of the same.

CHANGE : (MINOR CASES)

Sgt

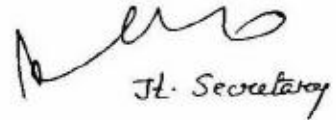
Jt. Secretary

Change of any information of a Trade/Business of minor nature like change of area director, partner name and alike will be done according to the following manner:

The Certificate holder will apply in a plain paper enclosing photocopies of all supporting documents for the changes sought for and the photocopy of the last Certificate of Enlistment at the Location Office where the Ward of his/her/their last Certificate of Enlistment belonged. After proper inspection by the department, necessary change can be done in Certificate of Enlistment. Any application for such change is to be submitted before Licence department by 15th March of every financial year. All changes will be given effect on payment of applicable charges.

CHANGE : (MAJOR CASES)

Changes of any major nature like change of firm/company name, proprietor, address, nature of trade, status (proprietor to partner and vice versa, Private Ltd to Ltd and alike) are treated as major changes. In these cases licensee will have to obtain new CE after surrendering/Closure of the existing CE on Payment of all necessary dues and charges.


JL. Secretary

Annexure – III

[Clause 3(1)]

FORM – J

(under Rule 81)

Application for Permanent/ Provisional* certificate of enlistment

The west Bengal Municipal Act, 1993

[see section 118]

(to be filled in block letters)

Ward No.

Year

To

The Executive Officer

..... Municipality/Notified Area Authority/Industrial Township

P.O.

District

Sir,

I/We hereby apply for a new Permanent / Provisional Certificate of Enlistment /renewal of Permanent *Certificate of Enlistment* for carrying on Trade, Profession and Callings as stated below:--

1. Name(s) of applicant :
2. Name of Firm or Company :
3. Date/Expected date of commencement of business :
4. Residential address of the applicant(s) :
5. Address of the place of business where trade/profession/calling is carried on including its Rent/Annual Valuation : Holding No.
Ward No.
..... Municipality
Rent/A.V. Rs.
6. Nature of Trade/Profession/Calling :
7. (a) Address of workshop, if any :
(b) Address of godown, if any :
8. Particulars of immediate preceding Permanent certificate of enlistment under section 118 in case of renewal :

Aguly

JS
Jt. Secretary

9. Number of years for which the Permanent Certificate of Enlistment is sought for (mention month and year). _____

10 Additional information, if any : _____

I/We solemnly declare that :-

- (1) There is no litigation/Court Case in my/our above mentioned premises where I/we are conducting business;
- (2) All information and statements as made above are true to my/our knowledge and belief.
- (3) Taxes/Fees under all other sections of the West Bengal Municipal Act, 1993 has been cleared by me/us.

I/we pray for issue/renewal of Certificate of Enlistment for the year on payment of requisite application fee.

Yours faithfully,

Date

.....
Signature of the applicant(s)
with office seal

N.B. (1) For Provisional Certificate any Documentary evidence/ clearance, as per the guidelines published under section 118, which are available is to be submitted, and if no documentary evidence/ clearance is available, then also application for Provisional Certificate of Enlistment may be submitted without any document.

(2) For Permanent Certificate all the Documentary evidence/ clearance, as per the guidelines published under section 118 shall be submitted, unless the application shall be treated as rejected.

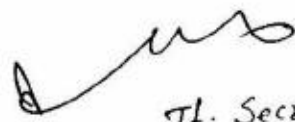
DEPARTMENTAL REPORT

Number

Received the application from for issuing new Provisional/ Permanent Certificate of Enlistment */renewal of Permanent Certificate of Enlistment for the year

.....
Signature of the recipient with office seal

**Strike out the inapplicable portion.*


Jt. Secretary

Annexure IV

FORM – 24
(under Rule 82)

[Clause 5]

Certificate No.

PROVISIONAL/ PERMANENT* CERTIFICATE FOR ENLISTMENT

The West Bengal Municipal Act, 1993

[See section 118]

(Duplicate to be filled up)

(Name and address of the municipality to be inserted here)

Year / years for which the certificate of enlistment or its renewal relates

The Board of Councillors of municipality hereby
grant unto

.....
residing and or carrying on or intending to carry on business at holdings premises No.

.....
in Ward No. and exercising or intending to exercise the profession. Trade or Callings
of

this Provisional/ Permanent* Certificate of enlistment under section 118 of the West Bengal
Municipal Act, 1993 and acknowledge to have received in consideration therefore, an
application fee of Rs..... only.

This Certificate of enlistment will be in force until the ____ day of _____, _____ and
to be produced at the time of renewal.

Collecting Sarkar

License Inspector

Executive Officer

Dated

N.B. provided that such enlistment or renewal thereof shall not absolve such person from any liability to take out any license under this Act, or
any other Law for the time being in force.

.....
(printed number)

**Strike out the inapplicable portion.*

Sgt

Jt. Secretary

Annexure V

[Clause 8]

FORM 25

[Vide rule 83]

Register of Provisional / Permanent Certificate of Enlistment

..... Municipality/Notified Area Authority/Industrial Township

Sl. No	Name of the licensee	Address	Previous Register's reference	Nature of profession, trade and calling	Year					Year			
					Application fees date	No. and date of certificate	Amount of application fee realized	Number of years for which application Fee received	Outstanding balance at the end of the year	Application fee due	No. and date of certificate	Amount of application fee realized	Outstanding balance at the end of the year
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(8A)	(9)	(10)	(11)	(12)	(13)

bfh

JK Secretary