

**GOVERNMENT OF WEST BENGAL**  
**Urban Development & Municipal Affairs Department**  
**Nagarayan, DF-8, Secor-I, Salt Lake, Kolkata-700064**

**ORDER**

**No. 807/MA/O/C-4/3R-4/2015**

**Dated: 26.08.2019**

In exercise of the power conferred by Section 141 of the West Bengal Municipal Corporation Act, 2006 (West Ben. Act XXXIX of 2006) the Governor is pleased hereby to make the following amendments in the Guidelines in relation to enlistment of Profession, Trade and Calling in the Municipal Corporations issued under this Department notification No. 570/MA/O/C-4/3R-4/2015 dated, Kolkata, the 19th day of August, 2015 (hereinafter referred to as the said Guidelines):-

**Amendments**

In the said Guidelines, -

- 1) In Clause 3(1),
  - i) After the words "Annexed at Annexure III", the words "*or may apply through online mode*" shall be inserted;
  - ii) For the words "along with the documents mentioned in Clause 4 and also with a fee", the words "*along with the documents mentioned in Clause 4 or notified in the web portal, and also with an application fee*" shall be substituted;
  - iii) For the words "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.", the words "*for which the enlistment has been applied for, 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 at the time of disposal of the application.*", shall be substituted.
- 2) For clause 5, the following clause shall be substituted:

***"5. Issue of Certificate. - (1) The Commissioner of the Corporation, or in his absence, the officer of the Municipal Corporation 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 or Permanent Certificate of Enlistment, as the case may be, to the applicant concerned or reject the application if it is not in order, through online mode or otherwise.***

***(2) In the case of rejection of any application the Municipal Authority shall refund the amount, if any, deposited by the applicant along with the communication of such rejection, through online mode or otherwise. "***



3) For clause 7, the following clause shall be substituted:

***“ 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 shall be made online through WB e-district portal (<http://edistrict.wb.gov.in/PACE>) for micro, small enterprises and textile industries or through Silpa Sathi Single Window Portal (<https://eodb.silpasathi.in>) 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), Commissioner of the Corporation, or in his absence, the officer of the Municipal Corporation authorized in this behalf, shall issue Provisional Certificate of Enlistment except for trades/ businesses specifically prohibited like multi-level marketing , chit fund, hazardous industries, immoral or illegal trade/ business etc. as notified by the Government from time to time, and shall communicate their approval to the applicant, and on receipt of intimation, the Provisional Certificate of Enlistment shall be received by the applicant through the web portals, mentioned in point (1) only after depositing the requisite fees , as calculated in Clause 3(1), through online method.*

*(4) In the case of receipt of the Provisional Certificate under point (3), the applicant shall obtain all statutory clearances based on this Provisional Certificate of Enlistment, and shall apply for Permanent Certificate of Enlistment through the same route as mentioned in point (3).The concerned Municipal Corporation will do the necessary scrutiny and within fifteen days from the date of receipt of the application Permanent Certificate of Enlistment will be issued except for trades/ businesses specifically prohibited (like multi-level marketing , chit fund, hazardous industries, immoral or illegal trade/ business etc. as notified by the Government from time to time), for a maximum period of three years. The applicant shall be provided Permanent Certificate of Enlistment online, through the web portals , as described in Point no.1 , after depositing requisite fees.*

4) For Annexure –I and Annexure – II appended with the said guidelines, the following Annexure shall be substituted:



**“Annexure - I**

[Clause 3(1)]

Sl.No.	NATURE OF TRADE	Proposed fee for Municipal Corporations	Proposed fee for the Municipalities
<b>1. Beauty Clinics</b>			
1	Beauty parlour (non a.c.)	50.00	50.00
2	Beauty parlour/saloon (with a.c.)	500.00	300.00
3	Saloon (non a/c)	50.00	50.00
4	Tattoo [parlour(non ac)	50.00	50.00
5	Tattoo [parlour(with ac)	500.00	300.00
<b>2. Ceremonial Houses</b>			
1	Ceremonial house (area upto 2,500 sq.ft.)	50.00	50.00
2	Ceremonial house (area 2,501 - 4,000 sq.ft.)	50.00	50.00
3	Ceremonial house (area 4,001 - 5,500 sq.ft.)	50.00	50.00
4	Ceremonial house (area 5,501 - 7,500 sq.ft.)	2,000.00	1,200.00
5	Ceremonial house (area above 7,500 sq.ft.)	2,500.00	1,500.00
6	Commercial centre/conference room owner (letting of office space/table space) / banquet / assembly hall	1,500.00	900.00
7	Banquet Hall(executive use)	2,500.00	1,500.00
8	Banquet Hall(extended facility use)	2,500.00	1,500.00
<b>3. Clubs</b>			
1	Commercial/members' club (without restaurant & without bar)	2,500.00	1,500.00
2	Commercial/members' club (with restaurant & with/without bar)	2,500	1,500
<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.)	100.00	60.00
2	Company regd.under Companies Act,1956/Companies Act,2013 (dealing nonfoods)/bank/financial institution (area 1,001 - 2,000 sq.ft.)	500.00	300.00
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	600.00
4	Company regd.under Companies Act,1956/Companies Act,2013 (dealing nonfoods)/bank/financial institution (area above 3,000 sq.ft.)	1,500.00	900.00
5	Company regd.under Companies Act,1956/Companies Act,2013 (dealing foods) /bank/financial institution with canteen (area upto 1,000 sq.ft.)	100.00	60.00
6	Company regd.under Companies Act,1956/Companies Act,2013 (dealing foods) /bank/financial institution with canteen (area 1,001 - 2,000 sq.ft.)	500.00	300.00
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	600.00
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	900.00
9	Consumer co-operative/body of individuals (dealing non food items)	50.00	50.00
10	Consumer co-operative/body of individuals (dealing food items)	50.00	50.00
<b>5. Decorators/Agencies</b>			
1	Caterer/home delivery	50.00	50.00
2	Contractor (civil/mechanical/ electrical), builder, developer & alike	200.00	120.00
3	Contractor/supplier of security guards/ nurses/ ayas/ labours/ housekeepers & alike	200.00	120.00
4	Courier service / logistics management	250.00	150.00
<b>6. Educational Institutions</b>			
1	Commercial school/college/tuition in group (non technical)	50.00	50.00
2	Commercial school/college/tuition in group (technical)	2,500.00	1,500.00
3	Computer education institution	50.00	50.00



4	Private school/college	2,500.00	1,500.00
5	Nursery school/crèche	1,000.00	600.00
6	Research organization (non profit)/welfare organization/non/ govt.organisation (NGO)	50.00	50.00
<b>7. Enterprises dealing with food items</b>			
1	Egg seller	50.00	50.00
2	Fish/dry fish/meat/tallow/fowl/crab/sea food seller/supplier	50.00	50.00
3	Godown/warehouse/aarat/store/stockist of food items	250.00	150.00
4	Hatchery owner	50.00	50.00
5	Importer/exporter (of food items)	500.00	300.00
6	Kiosk/stall of food items (in separate identified campus or assessable premises)	50.00	50.00
7	Wholesaler/dealer/ distributor/merchant of food items	1,500.00	900.00
8	Workshop/factory of food items (area upto 200 sq.ft.)	50.00	50.00
9	Workshop/factory of food items (area 201 - 500 sq.ft.)	50.00	50.00
10	Workshop/factory of food items (area 501 - 1,000 sq.ft.)	50.00	50.00
11	Workshop/factory of food items (area 1,001 - 2,000 sq.ft.)	50.00	50.00
12	Workshop/factory of food items (area 2,001 - 3,000 sq.ft.)	50.00	50.00
13	Workshop/factory of food items (area above 3,000 sq.ft.)	1,000.00	600.00
14	Commission agent/broker of/sub broker of (food items)	150.00	90.00
15	Manufacturer of mineral water	2,000.00	1,200.00
16	Mobile outlet (3-wheeler) of food items (should have separate office/factory premises)	50.00	50.00
17	Mobile outlet (4-wheeler) of food items (should have separate office/factory premises)	50.00	50.00
18	Retail seller/supplier of food items	100.00	60.00
19	Seller of livestock (animals)	50.00	50.00
20	Vegetable (any item) seller/supplier	50.00	50.00
<b>8. Enterprises dealing with non food items</b>			
1	Bottle seller	50.00	50.00
2	Commercial theatre group	100.00	60.00
3	Commission agent/broker of/sub broker of (non food items)	150.00	90.00
4	Godown/warehouse/aarat/store/stockist of non food items	250.00	150.00
5	Importer/exporter (of non food items)	500.00	300.00
6	Rubber stamp maker and/or seller	50.00	50.00
7	Garments shop (area upto 500 sq.ft.)	50.00	50.00
8	Garments shop (area 501 - 1,000 sq.ft.)	500.00	300.00
9	Garments shop (area above 1,000 sq.ft.)	1,500.00	900.00
10	Kiosk/stall of non food items (in separate identified campus or assessable premises)	50.00	50.00
11	Mobile outlet (3-wheeler) of non food items (should have separate office/factory premises)	50.00	50.00
12	Mobile outlet (4-wheeler) of non food items (should have separate office/factory premises)	50.00	50.00
13	Retail seller/supplier of non food items	100.00	60.00
14	Wholesaler/dealer/distributor/merchant of non food items	1,500.00	900.00
15	Workshop/factory of non food items (area upto 200 sq.ft.)	50.00	50.00
16	Workshop/factory of non food items (area 201 - 500 sq.ft.)	50.00	50.00
17	Workshop/factory of non food items (area 501 - 1,000 sq.ft.)	50.00	50.00
18	Workshop/factory of non food items (area 1,001 - 2,000 sq.ft.)	50.00	50.00
19	Workshop/factory of non food items (area 2,001 - 3,000 sq.ft.)	50.00	50.00
20	Workshop/factory of non food items (area above 3,000 sq.ft.)	1,000.00	600.00
<b>9. Enterprises related with Computer</b>			



1	Data processing / electronic data conversion centre	50.00	50.00
2	E-mail/e-commerce/internet/cyber cafe services	50.00	50.00
3	Online business for non food items	1,500.00	900.00
4	Online business for food items	1,500.00	900.00
5	Call centre	50.00	50.00
<b>10. Enterprises of Ornamental/Fancy Items</b>			
1	Band supplier	50.00	50.00
2	Decorator / flower decorator	50.00	50.00
3	Earth pot/idol/image ornaments/ handicrafts maker/seller/supplier	50.00	50.00
4	Embroiderer (manual)	50.00	50.00
5	Fancy fish seller/supplier	50.00	50.00
6	Flower seller/supplier	50.00	50.00
7	Gold/silver/copper/tin/black/brass smithy & alike	50.00	50.00
8	Jewellery shop (area upto 500 sq.ft.)	50.00	50.00
9	Jewellery shop (area 501 - 1,000 sq.ft.)	500.00	300.00
10	Jewellery shop (area above 1,000 sq.ft.)	1,500.00	900.00
11	Kite maker and/or seller/supplier	50.00	50.00
12	Photography shop (without laboratory)	50.00	50.00
13	Photo processing laboratory (with/without studio)	1,000.00	600.00
14	Flower seller/supplier	50	50
15	Gold/silver/copper/tin/black/brass smithy & alike	50	50
<b>11. Entertainment related</b>			
1	Amusement park	2,500.00	1,500.00
2	Billiard / snooker room keeper	500.00	300.00
3	Art gallery/exhibition gallery	50.00	50.00
4	Cable TV operator/sub agent thereof	200.00	120.00
5	Circus owner	50.00	50.00
6	Cinema/film/TV-serial/programme producer/distributor	1,000.00	600.00
7	Cinema/film/TV serial/programme studio	50.00	50.00
8	Cinema/theatre/auditorium	50.00	50.00
9	Book maker for race horses	50.00	50.00
10	Jatra, paalaa gaan, opera & alike	50.00	50.00
11	Leisure plex	2,500.00	1,500.00
12	Multiplex	2,500.00	1,500.00
13	Organization for performing/visual art	50.00	50.00
14	Organizer of exhibition/fair/fete/mela	500.00	300.00
15	Planetarium	2,500.00	1,500.00
16	Race course	2,500.00	1,500.00
17	Video library/video games parlour	50.00	50.00
<b>12. Financial/Banking Institutions</b>			
1	ATM banking (off site/on site)	2,000.00	1,200.00
2	Financer	2,500.00	1,500.00
<b>13. Fuelling Stations</b>			
1	LPG filling centre for auto mobiles (without service station)	2,500.00	1,500.00
2	LPG filling centre for auto mobiles (with service station)	2,500.00	1,500.00
3	Petrol pump without hydraulic machine	2,500.00	1,500.00
4	Petrol pump with hydraulic machine(s)	2,500.00	1,500.00
<b>14. Health Institutions</b>			



1	Blood bank	50.00	30.00
2	Charitable dispensary/medication centre	50.00	50.00
3	Charitable hospital	50.00	50.00
4	Dental clinic (total area upto 300 sq.ft.)	50.00	50.00
5	Dental clinic (total area 301 - 800 sq.ft.)	50.00	30.00
6	Dental clinic (total area above 800 sq.ft.)	50.00	30.00
7	Doctor's clinic	50.00	50.00
8	Doctors' polyclinic	1,500.00	900.00
9	Gymnasium/health club (with motorized instruments/ sauna bath/slimming arrangements & alike)	2,500.00	1,500.00
10	Health resort	2,500.00	1,500.00
11	Nursing home/day care centre/private hospital (no. of beds upto 10)	2,500.00	1,500.00
12	Nursing home/daycare centre/private hospital (no. of beds more than 10)	2,500.00	1,500.00
13	Pathological/diagnostic centre/laboratory clinic for x-ray/ECG/USG/MRI/CT-Scan & alike	2,500.00	1,500.00
14	Physiotherapy clinic/yoga centre (with instruments)	500.00	300.00
15	X-ray clinic only	1,500.00	900.00
16	Yoga centre/physiotherapy centre (without instrument)	50.00	50.00
<b>15. Hotels/Boarding House/Guest Houses</b>			
1	Boarding/guest house (lodging only with / without a.c.)	50.00	50.00
2	Boating resort (without food)	2,500.00	1,500.00
3	Boating resort (with food)	2,500.00	1,500.00
4	Hotel without star (food & lodging, without bar & with/without a.c.)	1,500.00	900.00
5	Hotel without star (food & lodging, with bar & with/without a.c.)	1,500.00	900.00
6	Hotel 1-star (without bar & with / without a.c.)	2,000.00	1,200.00
7	Hotel 1-star (with bar & with / without a.c.)	2,000.00	1,200.00
8	Hotel 2-star (without bar & with / without a.c.)	2,000.00	1,200.00
9	Hotel 2-star (with bar & with/without a/c)	2,000.00	1,200.00
10	Hotel 3-star	2,500.00	1,500.00
11	Hotel 4-star	2,500.00	1,500.00
12	Hotel 5-star	2,500.00	1,500.00
13	Hotel 5-star deluxe	2,500.00	1,500.00
14	Hotel above 5-star deluxe	2,500.00	1,500.00
15	Paying guest house / bed and breakfast (upto 5 beds)	50.00	50.00
<b>16. Liquor related</b>			
1	Licensed country liquor off shop/wholeseller/stockist/godown	2,500.00	1,500.00
2	Licensed country liquor on shop	2,500.00	1,500.00
3	Licensed foreign liquor off shop/wholeseller/stockist/godown	2,500.00	1,500.00
4	Licensed foreign liquor on shop (with/without restaurant)	2,500.00	1,500.00
5	Licensed ganja/opium/pachai/todi/bhang shop /wholeseller/ stockist/ godown	2,500.00	1,500.00
6	Liquor bottling plant (upto 1,000 sq.ft)	50.00	50.00
7	Liquor bottling plant (above 1,000 sq.ft)	1,000.00	600.00
8	Manufacturer of country liquor	2,500.00	1,500.00
<b>17. Other Enterprises</b>			
1	Chain/Jack Pulley Seller/Renter/ Repairer	50.00	50.00
2	Analyst with laboratory	50.00	50.00
3	Auction house	50.00	50.00
4	Block maker / seller	50.00	50.00
5	Bottles/utensils cleaner	50.00	50.00



6	Bullion merchant	50.00	50.00
7	Cloth printer (manually)	50.00	50.00
8	Cloth printer (power driven)	50.00	50.00
9	Collection centre	50.00	50.00
10	Dyer	50.00	50.00
11	Laundry (ironing only)	50.00	50.00
12	Laundry (without workshop)	50.00	50.00
13	Laundry (with workshop)	50.00	50.00
14	Mobile STD/ISD/PCO booth	50.00	50.00
15	News paper/periodical/journal publisher (without press)	50.00	50.00
16	News paper/periodical/journal publisher (with press)	50.00	50.00
17	Nursery of plants/mushroom culture	100.00	60.00
18	Owner of telecommunication tower (for each tower)	2,500.00	1,500.00
19	Renter	50.00	50.00
20	Sharpener	50.00	50.00
21	Shawl repairer/mender/darkener	50.00	50.00
22	Sign board/banner maker	50.00	50.00
23	STD/ISD/PCO/FAX booth/centre (static)	50.00	50.00
24	Tailor	50.00	50.00
25	Consumer co-operative/body of individuals (dealing food items)	50	50
26	Cigarrette/biri/hucca-tobacco/ khaini/zarda/betel/pan masala seller/supplier	50	50
27	Desk top publisher (dtp)	50	50
28	Marriage bureau	50	50
29	Money lender/changer	1,000	600
30	Mortuary	50	50
31	Publisher/seller/supplier of book	100	60
32	Watch/clock repairer/seller	50	50

### 18. Professionals

1	Professional(s) (without office/chamber/studio/laboratory)	50	50
2	Professional(s) (with office/chamber/studio/laboratory)	50	50

### 19. Restaurants/Eating Houses/Seller of Food items

1	Eating house/restaurant/eating house cum restaurant/fast food centre (area upto 150 sq.ft.)	50.00	50.00
2	Eating house/restaurant/eating house cum restaurant/fast food centre (area 151 - 300 sq.ft.)	50.00	50.00
3	Eating house/restaurant/eating house cum restaurant/fast foodcentre (area 301 - 500 sq.ft.)	50.00	50.00
4	Eating house/restaurant/eating house cum restaurant/fast food centre (area 501 - 1,000 sq.ft.)	50.00	50.00
5	Eating house/restaurant/eating house cum restaurant/fast foodcentre (area 1,001 - 1,500 sq.ft.)	50.00	50.00
6	Eating house/restaurant/eating house cum restaurant/fast food centre (area 1,501 - 2,500 sq.ft.)	50.00	50.00
7	Eating house/restaurant/eating house cum restaurant/fast food centre (area above 2,500 sq.ft.)	50.00	50.00
8	Sweetmeat seller/supplier (non a.c.)	100.00	60.00
9	Sweetmeat seller/supplier (with a.c.)	1,000.00	600.00
10	Sweetmeat seller/supplier with workshop (total area upto 200 sq.ft.)	100.00	60.00
11	Sweetmeat seller/supplier with workshop (total area 201 - 400 sq.ft.)	100.00	60.00
12	Sweetmeat seller/supplier with workshop (total area 401 - 750 sq.ft.)	100.00	60.00
13	Sweetmeat seller/supplier with workshop (total area 751 - 1,000 sq.ft.)	100.00	60.00



14	Sweetmeat seller/supplier with workshop (total area 1,001 - 1,500 sq.ft.)	100.00	60.00
15	Sweetmeat seller/supplier with workshop (total area above 1,500 sq.ft.)	100.00	60.00
<b>20. Shopping Mall/ Departmental Stores</b>			
1	Departmental store (seller of food & non food items) covering area above 500 sq.ft.	2,500.00	1,500.00
2	Market/shopping mall owner	2,500.00	1,500.00
<b>21. Transport Related</b>			
1	Boat owner/supplier	50.00	50.00
2	Cycle / cycle rickshaw / animal drawn carriage repairer	50.00	50.00
3	Garage (parking only)	50.00	50.00
4	Horse dealer	50.00	50.00
5	Horse (race horse) dealer	50.00	50.00
6	Mobile generator (three wheeler)	50.00	50.00
7	Mobile generator (four wheeler)	50.00	50.00
8	Motor training institute	1,000.00	600.00
9	Owner of public carriage (for each truck,bus,taxi,auto & alike with/without office)	50.00	50.00
10	Weigh bridge (with/without computer)	50.00	50.00

## **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 tenants/lessee) or current Municipal Property Tax Receipt /Bill (for owner of the trading premises).
- IV. 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 Municipal Property Tax Receipt/ Bill of the Consenter.
- V. For Partnership firm all Partnership Deeds (Self Attested copies).
- VI. 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.
- VII. For trading spaces in any Govt. Markets/Municipal Markets/Like, Campus of Municipality, KoPT, KMDA. etc. C/E can be issued only in the name of actual tenant; no consent or sub-tenancy will be entertained in such cases
- VIII. For trading space in Co-Op Housing Society the consent letter from Secretary of the Co-Op Society/Appropriate Authority is required.
- IX. For trading spaces in Govt. Housing Estates, current clearance from Housing Estate Authority.
- X. For issuing new Certificate of Enlistment to Professionals, documents confirming the profession.
- XI. 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./ RTO/ component Authority
- **For Traveling Agent**  
Declaration in plain paper (in original) in prescribed Performa
- **For Trades related to Inflammable and/or Explosive Article**  
Fire License or necessary permission from Directorate of West Bengal Fire & Emergency Service/Explosive License 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 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 License 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 Aadhar 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, Trade wise specific requirements are as follows:

Sl. No	Nature of Trade	Specific Requirements
<b>1. Beauty Clinics</b>		
1	Beauty parlour (non a.c.)	Nil
2	Beauty parlour/saloon (with a.c.)	Nil
3	Saloon (non a/c)	Nil
4	Tattoo [parlour(non ac)	Nil
5	Tattoo [parlour(with ac)	Nil
<b>2. Ceremonial Houses</b>		



1	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.
2	Ceremonial house (area 2,501 - 4,000 sq.ft.)	As Serial No. 1
3	Ceremonial house (area 4,001 - 5,500 sq.ft.)	As Serial No. 1
4	Ceremonial house (area 5,501 - 7,500 sq.ft.)	As Serial No. 1
5	Ceremonial house (area above 7,500 sq.ft.)	As Serial No. 1
6	Commercial centre/conference room owner (letting of office space/table space) / banquet / assembly hall	Nil
7	Banquet Hall(executive use)	
8	Banquet Hall(extended facility use)	
<b>3. Clubs</b>		
1	Commercial/members' club (without restaurant & without bar)	Nil
2	Commercial/members' club (with restaurant & with/without bar)	(a) <u>For without Bar</u> : Copy of Fire license, application to police authorities. (b) <u>For with Bar</u> : Documents in (a) above and Excise Permission/ License.
<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.)	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 R.B.I.
2	Company regd.under Companies Act,1956/Companies Act,2013 (dealing nonfoods)/bank/financial institution (area 1,001 - 2,000 sq.ft.)	As Serial No. 1
3	Company regd.under Companies Act,1956/Companies Act,2013 (dealing nonfoods)/bank/financial institution (area 2,001 - 3,000 sq.ft.)	As Serial No. 1
4	Company regd.under Companies Act,1956/Companies Act,2013 (dealing nonfoods)/bank/financial institution (area above 3,000 sq.ft.)	As Serial No. 1
5	Company regd.under Companies Act,1956/Companies Act,2013 (dealing foods) /bank/financial institution with canteen (area upto 1,000 sq.ft.)	As Serial No. 1 & in case of Canteen declaration to run a Canteen from concerned Regional Office
6	Company regd.under Companies Act,1956/Companies Act,2013 (dealing foods) /bank/financial institution with	As Serial No. 5



	canteen (area 1,001 - 2,000 sq.ft.)	
7	Company regd.under Companies Act,1956/Companies Act,2013 (dealing foods) /bank/financial institution with canteen (area 2,001 - 3,000 sq.ft.)	As Serial No. 5
8	Company regd.under Companies Act,1956/Companies Act,2013 (dealing foods)/ bank/financial institution with canteen(area above 3,000 Sq. ft)	As Serial No. 5
9	Consumer co-operative/body of individuals (dealing non food items)	Certificate Of Co-Operative Society in case of consumer Co-operative
10	Consumer co-operative/body of individuals (dealing food items)	As Serial No. 9
<b>5. Decorators/Agencies</b>		
1	Caterer/home delivery	Nil
2	Contractor (civil/mechanical/ electrical), builder, developer & alike	Professional Document for Civil, Mechanical and electrical Engineering for confirming said profession.
3	Contractor/supplier of security guards/ nurses/ ayas/ labours/ housekeepers & alike	Nil
4	Courier service / logistics 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.
<b>6. Educational Institutions</b>		
1	Commercial school/college/tuition in group (non technical)	Nil
2	Commercial school/college/tuition in group (technical)	Nil
3	Computer education institution	Nil
4	Private school/college	Fire License/NOC
5	Nursery school/crèche	Fire license/ NOC.
6	Research organization (non profit)/welfare organization/non/ govt.organisation (NGO)	Certificate/Documents for Confirming Organization/ Trade
<b>7. Enterprises dealing with food items</b>		
1	Egg seller	Nil
2	Fish/dry fish/meat/tallow/fowl/crab/sea food seller/supplier	Nil
3	Godown/warehouse/aarat/store/stockist of food items	Application to Police, Fire License and Excise permission in Case of Licensed Foreign/Country Liquor.
4	Hatchery owner	Nil
5	Importer/exporter (of food items)	Import & Export Certificate (I.E.C.) from Ministry of Commerce, Govt. of India.
6	Kiosk/stall of 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, KoPT, KMDA etc.
7	Wholeseller/dealer/ distributor/merchant of food items	Permission for Distributorship from respective organization is necessary in case of a Distributor/ Dealer.
8	Workshop/factory of food items (area upto	Intimation to West Bengal Pollution Control Board. Fire



	200 sq.ft.)	license /NOC in case of workshop dealing with hazardous items
9	Workshop/factory of food items (area 201 - 500 sq.ft.)	As Serial No. 8
10	Workshop/factory of food items (area 501 - 1,000 sq.ft.)	As Serial No. 8
11	Workshop/factory of food items (area 1,001 - 2,000 sq.ft.)	As Serial No. 8
12	Workshop/factory of food items (area 2,001 - 3,000 sq.ft.)	As Serial No. 8
13	Workshop/factory of food items (area above 3,000 sq.ft.)	As Serial No. 8
14	Commission agent/broker of/sub broker of (food items)	Nil
15	Manufacturer of mineral water	Clearance/ Permission from Water Supply, Tube well Department of the Municipality
16	Mobile outlet (3-wheeler) of 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.
17	Mobile outlet (4-wheeler) of food items (should have separate office/factory premises)	As Serial No. 16
18	Retail seller/supplier of food items	Nil
19	Seller of livestock (animals)	Declaration for kind of Animals and only upon permission from appropriate Government authority ( i.e. Forest Deptt. & alike)
20	Vegetable (any item) seller/supplier	Nil

#### **8. Enterprises dealing with non food items**

1	Bottle seller	Nil
2	Commercial theatre group	Nil
3	Commission agent/broker of/sub broker of (non food items)	Membership Certificate from S.E.B.I. in case of Share Broker /Sub-Broker.
4	Godown/warehouse/aarat/store/stockist of non food items	Nil
5	Importer/exporter (of non food items)	Import & Export Certificate (I.E.C.) from Ministry of Commerce, Govt, of India.
6	Rubber stamp maker and/or seller	Nil
7	Garments shop (area upto 500 sq.ft.)	Nil
8	Garments shop (area 501 - 1,000 sq.ft.)	Nil
9	Garments shop (area above 1,000 sq.ft.)	Nil
10	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, KoPT, KMDA etc.
11	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.
12	Mobile outlet (4-wheeler) of non food items (should have separate office/factory	As Serial No. 11



	premises)	
13	Retail seller/supplier of non food items	Nil
14	Wholesaler/dealer/distributor/merchant of non food items	Permission for Distributorship from respective organization is necessary in case of a Distributor/ Dealer.
15	Workshop/factory of non food items (area upto 200 sq.ft.)	Intimation to West Bengal Pollution Control Board. Fire license /NOC in case of workshop dealing with hazardous items.
16	Workshop/factory of non food items (area 201 - 500 sq.ft.)	As Serial No. 15
17	Workshop/factory of non food items (area 501 - 1,000 sq.ft.)	As Serial No. 15
18	Workshop/factory of non food items (area 1,001 - 2,000 sq.ft.)	As Serial No. 15
19	Workshop/factory of non food items (area 2,001 - 3,000 sq.ft.)	As Serial No. 15
20	Workshop/factory of non food items (area above 3,000 sq.ft.)	As Serial No. 15

### 9. Enterprises related with Computer

1	Data processing / electronic data conversion centre	Nil
2	E-mail/e-commerce/internet/cyber cafe services	Copy of the application submitted to Police Authority
3	Online business for non food items	Nil
4	Online business for food items	Nil
5	Call centre	Copy of the application to Police Authorities

### 10. Enterprises of Ornamental/Fancy Items

1	Band supplier	Nil
2	Decorator / flower decorator	Nil
3	Earth pot/idol/image ornaments/ handicrafts maker/seller/supplier	Nil
4	Embroiderer (manual)	Nil
5	Fancy fish seller/supplier	Nil
6	Flower seller/supplier	Nil
7	Gold/silver/copper/tin/black/brass smithy & alike	Nil
8	Jewellery shop (area upto 500 sq.ft.)	Nil
9	Jewellery shop (area 501 - 1,000 sq.ft.)	Nil
10	Jewellery shop (area above 1,000 sq.ft.)	Nil
11	Kite maker and/or seller/supplier	Nil
12	Photography shop (without laboratory)	Nil
13	Photo processing laboratory (with/without studio)	Nil
14	Flower seller/supplier	Nil
15	Gold/silver/copper/tin/black/brass smithy & alike	Nil

### 11. Entertainment related

1	Amusement park	Nil
2	Billiard / snooker room keeper	Nil
3	Art gallery/exhibition gallery	Nil



4	Cable TV operator/sub agent thereof	Permission/ Confirmation from Post & Telegraph Department.
5	Circus owner	Permission from the Municipality
6	Cinema/film/TV-serial/programme producer/distributor	Nil
7	Cinema/film/TV serial/programme studio	Fire NOC/License from WBF&ES
8	Cinema/theatre/auditorium	Fire NOC/License
9	Book maker for race horses	Nil
10	Jatra, paalaa gaan, opera & alike	Nil
11	Leisure plex	Application to the Police for such permission/ clearance.
12	Multiplex	Application to police and Fire License/ NOC.
13	Organization for performing/visual art	Nil
14	Organizer of exhibition/fair/fete/mela	Proof of information to Police, and the Municipality whenever necessary from the Organizer.
15	Planetarium	Nil
16	Race course	Intimation to police for commencement of business.
17	Video library/video games parlour	Nil

## 12. Financial/Banking Institutions

1	ATM banking (off site/on site)	Declaration from the particular Bank
2	Financer	Permission/Clearance from R.B.I.

## 13. Fuelling Stations

1	LPG filling centre for auto mobiles (without service station)	
2	LPG filling centre for auto mobiles (with service station)	
3	Petrol pump without hydraulic machine	Permission/Clearance from HP, IBP, IOC and alike and Fire License/Necessary Permission from Director of West Bengal Fire & Emergency Services or Explosive License and Declaration for number of using Hydraulic Machine.
4	Petrol pump with hydraulic machine(s)	As Serial No. 3

## 14. Health Institutions

1	Blood bank	Permission from Directorate of Health, Govt. of West Bengal
2	Charitable dispensary/medication centre	Nil
3	Charitable hospital	Registration under Clinical Establishment Act from Govt. of W.B.
4	Dental clinic (total area upto 300 sq.ft.)	Nil
5	Dental clinic (total area 301 - 800 sq.ft.)	Nil
6	Dental clinic (total area above 800 sq.ft.)	Nil
7	Doctor's clinic	Nil
8	Doctors' polyclinic	Nil
9	Gymnasium/health club (with motorized instruments/ sauna bath/slimming arrangements & alike)	Nil
10	Health resort	Nil
11	Nursing home/day care centre/private hospital (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 license/ NOC.
12	Nursing home/daycare centre/private hospital (no. of beds more than 10)	As Serial No. 11
13	Pathological/diagnostic centre/laboratory	Registration Under Clinical Establishment Act, Govt. of W.B.



	clinic for x-ray/ECG/USG/MRI/CT-Scan & alike	
14	Physiotherapy clinic/yoga centre (with instruments)	Nil
15	X-ray clinic only	Registration Under Clinical Establishment Act, Govt. Of W.B.
16	Yoga centre/physiotherapy centre (without instrument)	Nil

### 15. Hotels/Boarding House/Guest Houses

1	Boarding/guest house (lodging only with / without a.c.)	An application for information to the Police for such Clearance / Permission and Fire NOC/License from WBF&ES.
2	Boating resort (without food)	Nil
3	Boating resort (with food)	Nil
4	Hotel without star (food & lodging, without bar & with/without a.c.)	Nil
5	Hotel without star (food & lodging, with bar & with/without a.c.)	Application to Police Authorities, Fire License / NOC.
6	Hotel 1-star (without bar & with / without a.c.)	Application to Police and necessary permission as regards Excise in case of Bar (On Shop) & Fire License/ NOC.
7	Hotel 1-star (with bar & with / without a.c.)	Application to police and permission from appropriate authority for confirming status of Star & Fire License/ NOC.
8	Hotel 2-star (without 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.
9	Hotel 2-star (with bar & with/without a/c)	Application to Police and necessary permission from appropriate authority for confirming status of Star & Fire License/ NOC..
10	Hotel 3-star	As Serial No 10
11	Hotel 4-star	As Serial No 10
12	Hotel 5-star	As Serial No 10
13	Hotel 5-star deluxe	As Serial No 10
14	Hotel above 5-star deluxe	As Serial No 10
15	Paying guest house / bed and breakfast (upto 5 beds)	Application to police for such business..

### 16. Liquor related

1	Licensed country liquor off shop/wholesaler/stockist/godown	Application to police and necessary permission as regards Excise, wherever applicable.
2	Licensed country liquor on shop	As Serial No. 1 & Fire license/ NOC.
3	Licensed foreign liquor off shop/wholesaler/stockist/godown	As Serial No. 1 & Fire licence/ NOC.
4	Licensed foreign liquor on shop (with/without restaurant)	As Serial No. 1
5	Licensed ganja/opium/pachai/todi/bhang shop /wholesaler/ stockist/ godown	Application to Police for such permission and necessary Permission as regards Excise, wherever applicable.
6	Liquor bottling plant (upto 1,000 sq.ft)	
7	Liquor bottling plant (above 1,000 sq.ft)	
8	Manufacturer of country liquor	As Serial No. 1 & Fire license/ NOC.

### 17. Other Enterprises

1	Chain/Jack Pulley Seller/Renter/ Repairer	Nil
2	Analyst with laboratory	Nil



3	Auction house	Nil
4	Block maker / seller	Nil
5	Bottles/utensils cleaner	Nil
6	Bullion merchant	Permission/Clearance from R.B.I./ State Government Authorities,
7	Cloth printer (manually)	Nil
8	Cloth printer (power driven)	Nil
9	Collection centre	Nil
10	Dyer	Nil
11	Laundry (ironing only)	Nil
12	Laundry (without workshop)	Nil
13	Laundry (with workshop)	Nil
14	Mobile STD/ISD/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.
15	News paper/periodical/journal publisher (without press)	A Declaration for not to print or publish any unconstitutional articles/matters that is legally banned.
16	News paper/periodical/journal publisher (with press)	As Serial No. 15 & Fire license/ NOC.
17	Nursery of plants/mushroom culture	Nil
18	Owner of telecommunication tower (for each tower)	Permission from the Municipality
19	Renter	Nil
20	Sharpener	Nil
21	Shawl repairer/mender/darkener	Nil
22	Sign board/banner maker	Nil
23	STD/ISD/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
24	Tailor	Nil
25	Consumer co-operative/body of individuals (dealing food items)	Certificate Of Co-Operative Society in case of consumer Co-operative
26	Cigarette/biri/hucca-tobacco/khaini/zarda/betel/pan masala seller/supplier	Nil
27	Desk top publisher (dtp)	Desk Top Publisher (DTP)
28	Marriage bureau	Nil
29	Money lender/changer	Current Permission/Clearance From R.B.I./State Government authority.
30	Mortuary	Clearance/Permission from Police and Directorate of Health, Govt, of West Bengal.
31	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.
32	Watch/clock repairer/seller	Nil
<b>18. Professionals</b>		
1	Professional(s)(without office/chamber/studio/laboratory)	Necessary documents for confirming profession wherever applicable.
2	Professional(s)(with office/chamber/studio/laboratory)	Necessary documents for confirming profession wherever applicable.



<b>19. Restaurants/Eating Houses/Seller of Food items</b>		
1	Eating house/restaurant/eating house cum restaurant/fast food centre (area upto 150 sq.ft.)	Fire license /NOC & Food License *Exemption from Fire license 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..
2	Eating house/restaurant/eating house cum restaurant/fast food centre (area 151 - 300 sq.ft.)	Do
3	Eating house/restaurant/eating house cum restaurant/fast foodcentre (area 301 - 500 sq.ft.)	Fire license/NOC is mandatory for area more than 300 sq.ft.
4	Eating house/restaurant/eating house cum restaurant/fast food centre (area 501 - 1,000 sq.ft.)	Do
5	Eating house/restaurant/eating house cum restaurant/fast foodcentre (area 1,001 - 1,500 sq.ft.)	Do
6	Eating house/restaurant/eating house cum restaurant/fast food centre (area 1,501 - 2,500 sq.ft.)	Do
7	Eating house/restaurant/eating house cum restaurant/fast food centre (area above 2,500 sq.ft.)	Do
8	Sweetmeat seller/supplier (non a.c.)	Food License.
9	Sweetmeat seller/supplier (with a.c.)	Food License
10	Sweetmeat seller/supplier with workshop (total area upto 200 sq.ft.)	Fire licence/ NOC. Food License *Exemption from Fire license if area upto 300 sq.ft. & license uses coal/diesel/micro-oven/town gas as fuel. This has to be certified by licensee through an Indemnity bond.
11	Sweetmeat seller/supplier with workshop (total area 201 - 400 sq.ft.)	For area greater than 300 sq. ft. fire license is mandatory.
12	Sweetmeat seller/supplier with workshop (total area 401 - 750 sq.ft.)	Do
13	Sweetmeat seller/supplier with workshop (total area 751 - 1,000 sq.ft.)	Do.
14	Sweetmeat seller/supplier with workshop (total area 1,001 - 1,500 sq.ft.)	Do
15	Sweetmeat seller/supplier with workshop (total area above 1,500 sq.ft.)	Do
<b>20. Shopping Mall/ Departmental Stores</b>		
1	Departmental store (seller of food & non food items) covering areaabove 500 sq.ft.	Nil
2	Market/shopping mall owner	Sanctioned Plan from the Municipality and Fire license / NOC.
<b>21. Transport Related</b>		
1	Boat owner/supplier	Nil
2	Cycle / cycle rickshaw / animal drawn carriage repairer	Nil
3	Garage (parking only)	Clearance from Police/ Application to the Police Authority for such permission of Parking.
4	Horse dealer	Nil
5	Horse (race horse) dealer	Nil



6	Mobile generator (three wheeler)	
7	Mobile generator (four wheeler)	
8	Motor training institute	Permission/Clearance from R.T.A.
9	Owner of public carriage (for each truck,bus,taxi,auto & alike with/without office)	Permission / Clearance from RTA.
10	Weigh bridge (with/without computer)	Nil

### Appendix-I

#### (Some Notional Lists)

**A notional list of "PROFESSIONAL(S)":** 1.Accountant, 2.Actor/Actress, 3.Actuarist, 4.Adjuster, 5.Advocate, 6.Analyst, 7.Arbitrator, 8.Architect, 9.Auctioneer, 10.Author, 11.Average, 12.Ayurved Practitioner, 13.Barrister, 14.Beautician, 15.Bill Writer, 16.Calibrator, 17.Chartered Accountant, 18.Chartered Engineer, 19.Cobbler, 20.Columnist, 21.Company Secretary, 22.Compositor, 23.Compounder/Dresser, 24.Computer Cleaner, 25.Consultant (of any specialisation), 26.Cook, 27.Copyist, 28.Cost Accountant, 29.Credit Card Marketing Personnel, 30.Dancer, 31.Designer, 32.Draftsman, 33.DTP Operator, 34.Electrician, 35.Engineer, 36.Event Manager, 37.Florist, 38.Freelance Photographer, 39.Hakim, 40.Homoeopathy Practitioner, 41.Impresario, 42.Information Technologist, 43.Interior Decorator, 44.Jockey, 45.Journalist, 46.Kaviraj, 47.Lift/Escalator Maintenance Personnel, 48.Lithographer, 49.Loss Assessor, 50.Magician, 51.Make-up Artist, 52.Marriage Negotiator, 53.Marriage 54.Registrar, 55.Masseur, 56.Medical Practitioner, 57.Mukhtar, 58.Musician, 59.Notary Public, 60.Oculist, 61.Ophthalmologist, 62.Optician, 63.Painter, 64.Pharmacist, 65.Physician, 66.Physiotherapist, 67.Plumber, 68.Private Detective, 69.Private Investigator, 70.Private Tutor, 71.Proof Reader, 72.Quality Controller, 73.Radiologist, 74.Rent Collector, 75.Sculptor, 76.Singer, 77.Software Developer, 78.Soil Investigator, 79.Solicitor, 80.Sound System Arranger, 81. Stamp Vendor, 82.Statistician, 83.Surgeon, 84.Surveyor, 85.Tea Tester, 86.Technician, 87.Telephone Cleaner, 88.Typist, 89.Valuer, 90.Veterinary Practitioner, 91.Web Site Developer/Maintainer, 92.Yoga Instructor and alike.

**A notional list of "NON FOOD ITEMS":** 1.Album, 2.Animal Food, 3.Aquarium, 4.Asbestos & Asbestos Products, 5.Audio/Video Cassettes, 6.Audio/Video Compact Disks, 7.Automobiles, 8.Bags & Baggages (any kind of), 9.Bamboo & Bamboo Products, 10.Battery, 11.Bedding Materials, 12.Biomedical Instruments, 13. Brooms & Broom Sticks, 14. Building Materials, 15.Cane & Cane Products, 16.Canvas, 17.Card Board & Card Board Products, 18.Cattle & Animal Food, 19.Ceramic Products, 20.Chemicals (Liquid/Non-Liquid), 21.Churi/Bangles, 22.Clothes, 23.Coal & Coal Briquette, 24.Coal Tar, 25.Coir & Coir Products, 26.Conch & Conch Products, 27.Corrugated Products, 28.Cosmetic Goods (Herbal/Non-Herbal), 29.Cotton Products, 30.Cotton, 31.Cotton Yarn & Cotton Refuse, 32.Crockerries, 33.Cycle/Cycle Rickshaw, 34. Dashakarma Goods, 35.Decorating Materials, 36.Dental Materials, 37.Dhup/Agarbati, 38.Dress Materials, 39.Elastic Tape, 40. Electrical Goods, 41.Electronic Goods, 42.Film, 43.Fire Fighting Equipments, 44.Fire Wood, 45.Fire Works, 46.Fish Food & Fishing Materials, 47.Foam, 48.Footwear (any kind of), 49.Footwear Materials, 50.Furnishing Materials, 51. Furniture, 52.Galvanized Iron Products, 53.Garments, 54.Gas, 55.Gifts & Novelty Items, 56. Glass, 57. Glass Sheets & Glassware, 58.Greeting Cards & other Cards, 59.Hair, 60.Hardware Goods, 61.Hessian/Gunny Products, 62.Hide, 63.Hoof, 64.Horn, 65.Hosiery Products, 66.Ice (non edible), 67.Imitation Items, 68. Industrial Oil, 69.Insecticides, 70. Iron & Steel, 71.Jewellery & Ornaments, 72.Jewellery Box, 73.Jute & Jute Products, 74.Kerosene Oil, 75.Laboratory Equipments, 76.Laminated Sheets, 77.Leaner & Leather Products, 78.Lubricating Oil, 79.Marble, 80.Medical Aids & Appliances, Medicine (any kind of), 81.Metal & Non-Metal Accessories (any kind of), 82.Metallic Products, 83.Metals (Ferrous/Non-Ferrous), 84.Mineral & Mineral Goods, 85.Mobile Phone Cash Cards, 86.Monihari Goods, 87.Mosaic, 88.Musical Instruments, 89.Off Card Paper, 90.Old Battery Parts, 91.Paints, 92.Paper & Paper Products, 93.Paper & Stationery, 94.Perfumery Items, 95.Pesticides, 96.Photography Materials, 97.Plants & Plant Seeds, 98.Plastic & Plastic Products,



99.Plumbing Goods, 100.Plywood & Ply Board,101. Polythene & Polythene Products, 102.Poultry Food, 103.Puja Dala (non food), 104.Rexene,105. Rubber & Rubber Products, 106.Safety Materials, 107.Sanitary Goods, 108.Saree, 109.Scraps (any kind of),110. Skin, 111.Spare Parts (any kind of), 112.Spectacles, 113.Spirit (non edible), 114.Sports Goods, 115.Stick,116 Stones (Precious/Semi-Precious), 117.Straw, 118.Suiting & Shirting,119. Surgical Materials, 120.Swamp Seeds, 121.Tailoring Materials, 122.Telephone, 123.Timber, 124.Toys & Dolls, 125.Umbrella, 126.Utensils, 127.Vehicles (any kind of), 128.Wire-Net, 129.Wood & Wooden Products, 130.Wool & Woolen Goods, 131.Woolen Refuse, 132.Woolen Yarn and alike.

**A notional list of "FOOD ITEMS":** 1.Aerated/Mineral Water, 2.Baby Food, 3.Bakery Items, 4.Bhujia, 5.Breads,6. Butter, 7.Chanachur, 8.Confectionery Items,9. Dairy Products, 10.Edible Herbal Goods, 11.Edible Oil, 12.Food Grains,13. Fruits & Dry Fruits, 14.Ghee, 15.Health Food, 16.Ice (Edible), 17.Ice Candy/Ice Cream,18. Jalpan Items, 19.Juice/Lassi, 20.Milk/Milk Powder, 21.Oil Fried Items, 22.Oil Seeds, 23.Paneer/Cheese, 24.Potato Chips, 25.Ready Food made of Fish/Meat/Egg, 26.Soft Drinks,27. Spices, 28.Tea (any kind of)/Tea Leaves and alike.

**A notional list of "WORKSHOP/FACTORY OF NON FOOD ITEMS":** 1.Assembler of (Electrical/Mechanical & alike Goods), 2.Audio Recording Centre, 3,Automobile Repairing Centre, 4.Bacalite/Fibre/Acrylic Goods Cutting Centre, 5.Ball Press, 6.Bleaching/Colouring Works (of Cloth/Yarn/Thread), 7.Book Binding Works, 8.Bricks/Tiles Manufacturing Works, 9.Camera Repairing Centre, 10.Card Board Box Manufacturing Works, 11.Chemicals Manufacturer, 12.Cloth Mill, 13.Diagnostic Stains, 14.Reagent & Kits Manufacturing Centre, 15.Digital Printer, 16.Dispenser Fabricator, 17.Electrical Goods Repairing/Servicing Works, 18.Electronic Goods Repairing/Servicing Works, 19.Electroplating Centre, 20.Embroidery Works (with machine), 21.Engraver, 22.Fabricator, 23.Footwear (any kind of) Manufacturing Works, 24.Fret-saw/Circular-saw/Jig-saw Operating Centre, 25.Furniture Maker, 26.Garage with Servicing and/or Spray Painting, 27.Garments Manufacturer, 28.Glass Cutter/Polisher/Leveler/Grinder,29. Graphic Designer, 30.Homoeopathic Medicine Potentising Centre, 31.Hosiery Goods Manufacturer, Laser Printer, 32.Lathe Machine Works, 33.Leaner Goods Manufacturer, 34.Medicine Manufacturer, 35.Marble/Mosaic Tiles Cutter/Grinder/Dresser/Polisher, 36.Metal Casting/Polishing/Punching Works, 37.Metal Cutting Works, 38.Metal Refinery/Melting Works, 39.Meter Repairing Centre, 40.Motor Car/Motor Cycle Repairing Works, 41.Ornaments Polishing/Grinding Works, 42.Padlock Repairing Centre, 43.Painting (Commercial) Centre, 44.Paper Cutting/Punching Centre, 45.Photo Framing and/or Binding Centre, 46.Plastic Goods Manufacturing Works, 47.Plastic Molding Works, 48.Printing Press,49. Saw Mill, 50.Silk Screen Printing Works, 51.Spectacle/Optical Goods Manufacturing Works, 52.Spray Painting Centre, 53.Stone Cutting Centre, 54.Stove/Torch/Oven & alike items Repairing Centre, 55.Straw Cutting Centre,56. Thread Manufacturing Works, 57.Turner, 58.Tyre Repairing & Re-trading Centre, 59.Utensils Polishing/Grinding Works, 60.Video Recording Centre, 61.Vulcanizing Works, 62.Welding Works, 63.Winding Centre and alike.

**A notional list of "WORKSHOP/FACTORY OF FOOD ITEMS":** 1.Bakery, 2.Confectionery, 3.Dal Mill, 4.Fish/Meat/Egg Processing Centre, 5.Flour Mill, 6.Grinder of Wheat/Spices/Pulses, 7.Liquor Bottling Plant, 8.Oil Mill, 9.Tea Blending Centre, 10.Water/Soft Drinks Treatment/Bottling Plant and alike.

**A notional list of other items:** 1. Accounting, 2.Administration & Process Control, 3.Advertising Agent, 4.Chain of Stores, 5.Clearing & Forwarding Agent, 6.Custom House Agent, 7.Hotel & Restaurant Operator, 8.Market/Shopping Mall Owner, 9.Nursing Home Operator,10. Insurance Agent, 11.Manufacturer's Representative, 12.Transport Agent, 13.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.

**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). However, COMPUTER TRAINING INSTITUTION needs to be treated separately.

**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). Centers, which train only Type Writing & Shorthand, will be considered as COMMERCIAL SCHOOL (NON TECHNICAL).

**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.

**5. PRIVATE SCHOOL/COLLEGE** (Sl.No.171) is different from "COMMERCIAL SCHOOL/COLLEGE/TUITION IN GROUP".

**6.** There is a separate provision for NURSERY SCHOOL/CRECHE. These are not to be confused with "PRIVATE SCHOOL/COLLEGE" or with "COMMERCIAL SCHOOL/COLLEGE/TUITION IN GROUP".

**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....

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

**9. DOCTOR'S CLINIC:** If only one physician attends the clinic and the Licensee & 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.

**10. DOCTORS' 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 physicians is required stating this fact along with their IMA Registration Numbers.

**11. PROFESSIONAL(S) (WITH STUDIO):** This studio is different from photography studio. This is actually workshop of visual artists like painters, sculptors etc. 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 License), both in original. Corrections involving change in Demanded Fees Payable must be done before payment of the same.

**CHANGE: (MINOR CASES)**

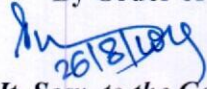
Change of any information of a Trade/Business of minor nature like change of area director, partner name and alike will be done according to the following manner:

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 License 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.**

By Order of the Governor,

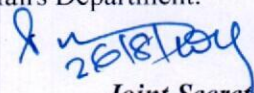
  
26/8/2019  
Jt. Secy. to the Govt. of West Bengal

No. 807/1(20)/MA/O/C-4/3R-4/2015

Dated: 26.08.2019

Copy forwarded for information and necessary action to the, -

- (1) Mayor/ Administrator/ Board of Administrators, \_\_\_\_\_ Municipal Corporation, P.O. \_\_\_\_\_, Dist. \_\_\_\_\_.
- (2) District Magistrate, \_\_\_\_\_, P.O. \_\_\_\_\_, Dist. \_\_\_\_\_.
- (3) Chief Engineer, Municipal Engineering Directorate, Government of West Bengal, Bikash Bhawan, Salt Lake, Kolkata – 700 091.
- (4) Director of Local Bodies, West Bengal.
- (5) Director, State Urban Development Agency.
- (6) Private Secretary to the Hon'ble Minister-in-Charge, Urban Development & Municipal Affairs Department.
- (7) PS to Principal Secretary, Urban Development & Municipal Affairs Department.

  
26/8/2019  
Joint Secretary