

I/107912/2020

GOVERNMENT OF WEST BENGAL
Department of Urban Development & Municipal Affairs
“Nagarayan” 6th Floor,
DF-8, Sector-I, Salt Lake, Kolkata : 700 064

No. 1030 /MA/O/C-4/3R-4/2015 (Pt-IV)

Date: 30/11/2020

ORDER

For the purposes of urgent implementation of the Ease of Doing Business (hereinafter referred to as EoDB) , the Governor is hereby pleased to make following further amendments in respect of the Guidelines in relation to the Enlistment of the Profession, Trades and Callings in the Municipal areas published vide this Department Notification no. 569/MA/O/C-4/3R-4/2015 dated Kolkata the 19th.August,2015 and 806/MA/O/C-4/3R-4/2015 dated Kolkata the 26th.August,2019.

Amendments

1. **Clause 6(2) of the Guidelines shall be omitted.**
2. **For Clause 6 of the Guidelines (Validity of the renewal of the certificate) the following sub-clauses shall be inserted: -**

6(3)- Certificate of Enlistment will be renewed for all professions, trades and callings as categorized in Annexure-I for a period of one financial year or for such multiple financial years on payment of application fees for respective profession, trade or calling as mentioned in Annexure-I along with annual fees or charges for providing different municipal services, to be determined by the concerned Municipality. Fees may be paid online for one year or consolidated fees for such multiple years.

6(4) - Whatever be the initial period of validity of a certificate, the Certificate of Enlistment holder, on expiration of that period, can apply for renewal for any number of years as is permitted, i.e., for 1(one) / 3(three)/ 5(five)/ 15 (fifteen) years.

6(5)-For Warehouse/ Go-down/ Aarat/ Store/ Stockist in addition to the above, there will be facility for "Lifetime" Certificate of Enlistment issuance/ renewal, if so opted by the trader on payment of such consolidated fees for 20 (twenty) years online. Life time certificate, once obtained, either initially or at the time of renewal, does not require renewal.

6(6) - Even if the business is closed much earlier than the expiry of such period the fees shall not be refunded.


6(7)- The Certificate, if not renewed in due time, shall be deemed to be lapsed/ expired. However, after the due date certificate can be renewed online upon online application subject to up-to-date online payment with all arrears including late fines,(to be determined by the Municipality concerned ,

I/107912/2020

which cannot be more than twice of the application fees).

6(8)- Renewal of Certificate of Enlistment shall be fully online and which shall be issued on receipt of the application fees for respective profession, trade or calling as mentioned in Annexure-I along with annual fees or charges for providing different municipal services ,(to be determined by the concerned Municipality) , and it is to be treated as automatic deemed renewal of the enlistment in a transparent and non-discretionary manner.

This order shall take immediate effect.

By order of the Governor,

 Joint Secretary
 to the Govt. of West Bengal

No. 1030/1(9)/MA/O/C-4/3R-4/2015 (Pt-IV)

Date: 30/11/2020

Copy forwarded for information and necessary action to the -

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


 Joint Secretary to the Govt. of West Bengal

Annexure - I

Sl.No.	NATURE OF TRADE	Application fee for Municipalities
1. Beauty Clinics		
1	Beauty parlour (non a.c.)	50
2	Beauty parlour/saloon (with a.c.)	300
3	Saloon (non a/c)	50
4	Tattoo [parlour(non ac)	50
5	Tattoo [parlour(with ac)	300
2. Ceremonial Houses		
1	Ceremonial house (area upto 2,500 sq.ft.)	50
2	Ceremonial house (area 2,501 - 4,000 sq.ft.)	50
3	Ceremonial house (area 4,001 - 5,500 sq.ft.)	50
4	Ceremonial house (area 5,501 - 7,500 sq.ft.)	1,200.00
5	Ceremonial house (area above 7,500 sq.ft.)	1,500.00
6	Commercial centre/conference room owner (letting of office space/table space) / banquet / assembly hall	900
7	Banquet Hall(executive use)	1,500.00
8	Banquet Hall(extended facility use)	1,500.00
3. Clubs		
1	Commercial/members' club (without restaurant & without bar)	1,500.00
2	Commercial/members' club (with restaurant & with/without bar)	1,500
4. Companies/ Co-Operative Societies		
1	Company Regd. under Companies Act,1956/Companies Act,2013 dealing nonfoods)/bank/financial institution (area upto 1,000 sq.ft.)	60
2	Company regd.under Companies Act,1956/Companies Act,2013 (dealing nonfoods)/bank/financial institution (area 1,001 - 2,000 sq.ft.)	300
3	Company regd.under Companies Act,1956/Companies Act,2013 (dealing nonfoods)/bank/financial institution (area 2,001 - 3,000 sq.ft.)	600
4	Company regd.under Companies Act,1956/Companies Act,2013 (dealing nonfoods)/bank/financial institution (area above 3,000 sq.ft.)	900
5	Company regd.under Companies Act,1956/Companies Act,2013 (dealing foods) /bank/financial institution with canteen (area upto 1,000 sq.ft.)	60
6	Company regd.under Companies Act,1956/Companies Act,2013 (dealing foods) /bank/financial institution with canteen (area 1,001 - 2,000 sq.ft.)	300
7	Company regd.under Companies Act,1956/Companies Act,2013 (dealing foods) /bank/financial institution with canteen (area 2,001 - 3,000 sq.ft.)	600
8	Company regd.under Companies Act,1956/Companies Act,2013 (dealing foods)/ bank/financial institution with canteen(area above 3,000 Sq. ft)	900
9	Consumer co-operative/body of individuals (dealing non food items)	50
10	Consumer co-operative/body of individuals (dealing food items)	50
5. Decorators/Agencies		
1	Caterer/home delivery	50
2	Contractor (civil/mechanical/ electrical), builder, developer & alike	120
3	Contractor/supplier of security guards/ nurses/ ayas/ labours/ housekeepers & alike	120
4	Courier service / logistics management	150
6. Educational Institutions		
1	Commercial school/college/tuition in group (non technical)	50
2	Commercial school/college/tuition in group (technical)	1,500.00
3	Computer education institution	50
4	Private school/college	1,500.00

5	Nursery school/crèche	600
6	Research organization (non profit)/welfare organization/non/ govt.organisation (NGO)	50
7. Enterprises dealing with food items		
1	Egg seller	50
2	Fish/dry fish/meat/tallow/fowl/crab/sea food seller/supplier	50
3	Godown/warehouse/aarat/store/stockist of food items	150
4	Hatchery owner	50
5	Importer/exporter (of food items)	300
6	Kiosk/stall of food items (in separate identified campus or assessable premises)	50
7	Wholesaler/dealer/ distributor/merchant of food items	900
8	Workshop/factory of food items (area upto 200 sq.ft.)	50
9	Workshop/factory of food items (area 201 - 500 sq.ft.)	50
10	Workshop/factory of food items (area 501 - 1,000 sq.ft.)	50
11	Workshop/factory of food items (area 1,001 - 2,000 sq.ft.)	50
12	Workshop/factory of food items (area 2,001 - 3,000 sq.ft.)	50
13	Workshop/factory of food items (area above 3,000 sq.ft.)	600
14	Commission agent/broker of/sub broker of (food items)	90
15	Manufacturer of mineral water	1,200.00
16	Mobile outlet (3-wheeler) of food items (should have separate office/factory premises)	50
17	Mobile outlet (4-wheeler) of food items (should have separate office/factory premises)	50
18	Retail seller/supplier of food items	60
19	Seller of livestock (animals)	50
20	Vegetable (any item) seller/supplier	50
8. Enterprises dealing with non food items		
1	Bottle seller	50
2	Commercial theatre group	60
3	Commission agent/broker of/sub broker of (non food items)	90
4	Godown/warehouse/aarat/store/stockist of non food items	150
5	Importer/exporter (of non food items)	300
6	Rubber stamp maker and/or seller	50
7	Garments shop (area upto 500 sq.ft.)	50
8	Garments shop (area 501 - 1,000 sq.ft.)	300
9	Garments shop (area above 1,000 sq.ft.)	900
10	Kiosk/stall of non food items (in separate identified campus or assessable premises)	50
11	Mobile outlet (3-wheeler) of non food items (should have separate office/factory premises)	50
12	Mobile outlet (4-wheeler) of non food items (should have separate office/factory premises)	50
13	Retail seller/supplier of non food items	60
14	Wholesaler/dealer/distributor/merchant of non food items	900
15	Workshop/factory of non food items (area upto 200 sq.ft.)	50
16	Workshop/factory of non food items (area 201 - 500 sq.ft.)	50
17	Workshop/factory of non food items (area 501 - 1,000 sq.ft.)	50
18	Workshop/factory of non food items (area 1,001 - 2,000 sq.ft.)	50
19	Workshop/factory of non food items (area 2,001 - 3,000 sq.ft.)	50
20	Workshop/factory of non food items (area above 3,000 sq.ft.)	600
9. Enterprises related with Computer		

1	Data processing / electronic data conversion centre	50
2	E-mail/e-commerce/internet/cyber cafe services	50
3	Online business for non food items	900
4	Online business for food items	900
5	Call centre	50
10. Enterprises of Ornamental/Fancy Items		
1	Band supplier	50
2	Decorator / flower decorator	50
3	Earth pot/idol/image ornaments/ handicrafts maker/seller/supplier	50
4	Embroiderer (manual)	50
5	Fancy fish seller/supplier	50
6	Flower seller/supplier	50
7	Gold/silver/copper/tin/black/brass smithy & alike	50
8	Jewellery shop (area upto 500 sq.ft.)	50
9	Jewellery shop (area 501 - 1,000 sq.ft.)	300
10	Jewellery shop (area above 1,000 sq.ft.)	900
11	Kite maker and/or seller/supplier	50
12	Photography shop (without laboratory)	50
13	Photo processing laboratory (with/without studio)	600
14	Gold/silver/copper/tin/black/brass smithy & alike	50
11. Entertainment related		
1	Amusement park	1,500.00
2	Billiard / snooker room keeper	300
3	Art gallery/exhibition gallery	50
4	Cable TV operator/sub agent thereof	120
5	Circus owner	50
6	Cinema/film/TV-serial/programme producer/distributor	600
7	Cinema/film/TV serial/programme studio	50
8	Cinema/theatre/auditorium	50
9	Book maker for race horses	50
10	Jatra, paalaa gaan, opera & alike	50
11	Leisure plex	1,500.00
12	Multiplex	1,500.00
13	Organization for performing/visual art	50
14	Organizer of exhibition/fair/fete/mela	300
15	Planetarium	1,500.00
16	Race course	1,500.00
17	Video library/video games parlour	50
12. Financial/Banking Institutions		
1	ATM banking (off site/on site)	1,200.00
2	Financer	1,500.00
13. Fuelling Stations		
1	LPG filling centre for auto mobiles (without service station)	1,500.00
2	LPG filling centre for auto mobiles (with service station)	1,500.00
3	Petrol pump without hydraulic machine	1,500.00
4	Petrol pump with hydraulic machine(s)	1,500.00
14. Health Institutions		
1	Blood bank	30
2	Charitable dispensary/medication centre	50
3	Charitable hospital	50

4	Dental clinic (total area upto 300 sq.ft.)	50
5	Dental clinic (total area 301 - 800 sq.ft.)	30
6	Dental clinic (total area above 800 sq.ft.)	30
7	Doctor's clinic	50
8	Doctors' polyclinic	900
9	Gymnasium/health club (with motorized instruments/ sauna bath/slimming arrangements & alike)	1,500.00
10	Health resort	1,500.00
11	Nursing home/day care centre/private hospital (no. of beds upto 10)	1,500.00
12	Nursing home/daycare centre/private hospital (no. of beds more than 10)	1,500.00
13	Pathological/diagnostic centre/laboratory clinic for x-ray/ECG/USG/MRI/CT-Scan & alike	1,500.00
14	Physiotherapy clinic/yoga centre (with instruments)	300
15	X-ray clinic only	900
16	Yoga centre/physiotherapy centre (without instrument)	50

15. Hotels/Boarding House/Guest Houses

1	Boarding/guest house (lodging only with / without a.c.)	50
2	Boating resort (without food)	1,500.00
3	Boating resort (with food)	1,500.00
4	Hotel without star (food & lodging, without bar & with/without a.c.)	900
5	Hotel without star (food & lodging, with bar & with/without a.c.)	900
6	Hotel 1-star (without bar & with / without a.c.)	1,200.00
7	Hotel 1-star (with bar & with / without a.c.)	1,200.00
8	Hotel 2-star (without bar & with / without a.c.)	1,200.00
9	Hotel 2-star (with bar & with/without a/c)	1,200.00
10	Hotel 3-star	1,500.00
11	Hotel 4-star	1,500.00
12	Hotel 5-star	1,500.00
13	Hotel 5-star deluxe	1,500.00
14	Hotel above 5-star deluxe	1,500.00
15	Paying guest house / bed and breakfast (upto 5 beds)	50

16. Liquor related

1	Licensed country liquor off shop/wholeseller/stockist/godown	1,500.00
2	Licensed country liquor on shop	1,500.00
3	Licensed foreign liquor off shop/wholeseller/stockist/godown	1,500.00
4	Licensed foreign liquor on shop (with/without restaurant)	1,500.00
5	Licensed ganja/opium/pachai/todi/bhang shop /wholeseller/ stockist/ godown	1,500.00
6	Liquor bottling plant (upto 1,000 sq.ft)	50
7	Liquor bottling plant (above 1,000 sq.ft)	600
8	Manufacturer of country liquor	1,500.00

17. Other Enterprises

1	Flower seller/supplier	50
2	Analyst with laboratory	50
3	Auction house	50
4	Block maker / seller	50
5	Bottles/utensils cleaner	50
6	Bullion merchant	50
7	Cloth printer (manually)	50
8	Cloth printer (power driven)	50
9	Collection centre	50

10	Dyer	50
11	Laundry (ironing only)	50
12	Laundry (without workshop)	50
13	Laundry (with workshop)	50
14	Mobile STD/ISD/PCO booth	50
15	News paper/periodical/journal publisher (without press)	50
16	News paper/periodical/journal publisher (with press)	50
17	Nursery of plants/mushroom culture	60
18	Owner of telecommunication tower (for each tower)	1,500.00
19	Renter	50
20	Sharpener	50
21	Shawl repairer/mender/darkener	50
22	Sign board/banner maker	50
23	STD/ISD/PCO/FAX booth/centre (static)	50
24	Tailor	50
25	Consumer co-operative/body of individuals (dealing food items)	50
26	Cigarette/biri/hucca-tobacco/ khaini/zarda/betel/pan masala seller/supplier	50
27	Desk top publisher (dtp)	50
28	Marriage bureau	50
29	Money lender/changer	600
30	Mortuary	50
31	Publisher/seller/supplier of book	60
32	Watch/clock repairer/seller	50
33	Office/chamber/studio -	90

18. Professionals

1	Professional(s) (without office/chamber/studio/laboratory)	50
2	Professional(s) (with office/chamber/studio/laboratory)	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
2	Eating house/restaurant/eating house cum restaurant/fast food centre (area 151 - 300 sq.ft.)	50
3	Eating house/restaurant/eating house cum restaurant/fast foodcentre (area 301 - 500 sq.ft.)	50
4	Eating house/restaurant/eating house cum restaurant/fast food centre (area 501 - 1,000 sq.ft.)	50
5	Eating house/restaurant/eating house cum restaurant/fast foodcentre (area 1,001 - 1,500 sq.ft.)	50
6	Eating house/restaurant/eating house cum restaurant/fast food centre (area 1,501 - 2,500 sq.ft.)	50
7	Eating house/restaurant/eating house cum restaurant/fast food centre (area above 2,500 sq.ft.)	50
8	Sweetmeat seller/supplier (non a.c.)	60
9	Sweetmeat seller/supplier (with a.c.)	600
10	Sweetmeat seller/supplier with workshop (total area upto 200 sq.ft.)	60
11	Sweetmeat seller/supplier with workshop (total area 201 - 400 sq.ft.)	60
12	Sweetmeat seller/supplier with workshop (total area 401 - 750 sq.ft.)	60
13	Sweetmeat seller/supplier with workshop (total area 751 - 1,000 sq.ft.)	60
14	Sweetmeat seller/supplier with workshop (total area 1,001 - 1,500 sq.ft.)	60
15	Sweetmeat seller/supplier with workshop (total area above 1,500 sq.ft.)	60

20. Shopping Mall/ Departmental Stores

1	Departmental store (seller of food & non food items) covering area above 500 sq.ft.	1,500.00
2	Market/shopping mall owner	1,500.00
21. Transport Related		
1	Boat owner/supplier	50
2	Cycle / cycle rickshaw / animal drawn carriage repairer	50
3	Garage (parking only)	50
4	Horse dealer	50
5	Horse (race horse) dealer	50
6	Mobile generator (three wheeler)	50
7	Mobile generator (four wheeler)	50
8	Motor training institute	600
9	Owner of public carriage (for each truck,bus,taxi,auto & alike with/without office)	50
10	Weigh bridge (with/without computer)	50