

Government of West Bengal
Department of Urban Development and Municipal Affairs
(Municipal Affairs Branch)
Poura Prashasan Bhawan
DD – I, Sector – I, Salt Lake, Kolkata – 64

No. 496/MA/O/C-4/1M-31/2015(Pt. I)

Dated: 25/07/2017

MEMORANDUM

The need of providing various services in municipal areas through the on-line mode, in view of Easing Business was under active consideration of the State Government for some time and in view of above, State Government has decided to introduce Issuance of Trade License and Renewal of Trade license in municipal areas through online mode and accordingly it has been decided that all the applications for the above purposes in municipal areas will be submitted by the applicant through e-district portal under e-district Mission Mode Programme.

For successful implementation of the initiative and in order to place a regulatory mechanism for this purpose, the following **mandates while issuing Trade License and renewing the same** shall be followed by all the Urban Local Bodies in the State of West Bengal in addition to the guidelines issued in this regard:

- i. all applications are submitted online.
- ii. All queries/clarifications related to investor's application are sought once and within 7 days of receiving the application.
- iii. the number of documents required for obtaining Trade License shall be two (2) only: ID Proof and Lease Deed/ Legal Occupancy.
- iv. Urban Local Body in line with the notification issued by them already under Right to Public Services Act, 2013 defining timeline for issuance and renewal of Trade License shall provide the same for this purpose within **25 (twenty five) days** upon receipt of online application with valid documents and requisite fee/charges as already determined by the concerned Urban Local Body for this purpose.

Sd./- Santanu Das
Joint Secretary

No. 496/1(150)/MA/O/C-4/1M-31/2015(Pt. I)

Dated: 25/07/2017

Copy forwarded for information and necessary action to the, :-

- (1) Principal Secretary/Secretary, _____ Department, Govt. Of West Bengal.
- (2) Executive Director, WBIDC
- (3) Commissioner, _____ Municipal Corporation,
P.O. _____, Dist. _____.
- (4) Director, State Urban Development Agency.
- (5) Executive Officer, _____ Municipality / Notified Area Authority/ Nabadiganta Industrial
Township Authority, P.O. _____, Dist. _____.
- (6) P.S to MIC, UD & MA Department, Govt. of West Bengal.
- (7) Sr. P. A. to Secretary, UD & MA Department, Govt. of West Bengal.


Joint Secretary