## User Manual – WB e-District 2.0

## User Manual for Auto Renewal of Trade License in Municipal Areas

Version 1.0

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## **Disclaimer:**

The specimen images used in this document are for illustration purposes and have no link whatsoever to actual data related to applicants, actors or applications under the actual portal.

## **Target Audience:**

This document is intended to provide a basic overview of the WB e-District 2.0 portal to the following:

- Citizens of the State intending to avail services or schemes (as per their requirement/eligibility)
- Actors involved in providing the identified services to these Citizens
- Nodal Authorities and designated Govt. Officials for reviewing and governance purposes.

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## CAUTION

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## **Revision Control History**

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# List of Abbreviations:

SL	Test	Meaning
1	AIN	Application Identification Number
2	RMN	Registered Mobile Number
3	ОТР	One Time Password
4	RoR	Register of Records

## **1.0 Introduction**

e-District 2.0 portal has been envisaged by the Government of West Bengal to provide advanced automated workflow solution for District Administration to improve upon the existing standards for providing services to the citizens. This project harbors the dream to earn the reputation of being paramount importance to help the State to establish higher acceptance standards for electronic workflow system for the district administration as well as various departments for processing the applications submitted either by citizens themselves or through Kiosk Centers/BSKs, which are the primary front-end channels as envisaged in the project.

### 1.1 Accessing e-District 2.0

E-District 2.0 portal is a web-based application. The application has support for all the popular web browsers like Chrome, Edge and Mozilla. It can be accessed by typing the URL identifier on any of the above-mentioned browsers.

URL: https://edistrict.wb.gov.in/portal/

The following screen opens.

By Clicking on this link, it will redirect to Wb E-district Website which consists of different Services and schemes which can be applied by the citizen.

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FIGURE 1

### **1.2 User Navigation flow**

The home page can be divided into 2 distinct sections. The Header and Body. The Header section contains a few common features which are a part of the standard design and may be used by the users as per their convenience. The common features have distinct icons, and the usage is mentioned below.:

Icon / Link	Usage
* C	The Night mode icon palette provided icons to select the preference for viewing the portal in the dark mode or in the normal mode.
A- A A+	Size icons are provided to aid the users select the font size in accordance with the individual reading preferences.
Search Q	The Search Option is provided to the user so that they can search for a desired service/scheme from within the portal

٥	The Picture Gallery icon can be used to view the departmental images.
A	The Home Icon helps the user to navigate to the home page.
English বাংলা	Language selector allows the user to toggle between the available. The portal supports English and Bengali la
LOGIN	Clicking on this allows the user to login to the portal and avail the desired service
Helpdesk	The Helpdesk link re-directs the user to the Helpdesk information
	<ul> <li>The Hamburger icon on the extreme left provides further alternative navigation options mentioned below:</li> <li>Login</li> <li>Services</li> <li>Schemes</li> <li>Contact Us</li> </ul>
	Users can jump to the <b>Login screen</b> , <b>browse for the available services</b> , <b>schemes</b> and jump to Contact <b>Us</b> .
REGISTER	Users can Register themselves with the revamped e-District Portal by clicking the link and filling up the necessary details.
	Users can Check the details related to the Various live services by clicking the link and filling up the necessary details.
SCHEMES ~	Users can access the details related to the Various live schemes available by clicking the link and filling out the necessary details.

### **1.3 Important Sections**

Other Important Sections present in the home screen are:

- Latest Updates: The Latest Updates section shows latest updates or the important changes which have been newly implemented vide the portal. It serves as a medium of imparting the latest communication to the target audience
- e-District Mobile: e-District Mobile application details
- Welcome: Provides the basic introduction of what the portal is about.
- Notice: It is an archive of the latest Govt. Notices / Circulars.

## 2.0 About the Service

### **2.1 Service Discovery**

In case any user wants to know about a particular service, he or she can do so by clicking the **Services** link. The **Service Discovery** screen appears as follows.

The User needs to click on **Service Discovery** (Screenshot below).

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	FIGURE 2			

To know more about the service, a user should click on the name of the service. The user is provided with navigation icons (> and <) to navigate across various Departments. The following screen appears when the user clicks the service **Auto Renewal of Trade License of Municipal Areas**.

Then the User needs to click on the specific service name (Screenshot below).

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	<ul> <li>ration</li> <li>UD &amp; MA</li> <li>Registration &amp; Stamp Revenue</li> <li>KMDA</li> <li>Cancellation of Trade License under Municipal Affairs</li> <li>Issuance of Trade License (Certificate of Enlistment) in Municipal Areas</li> <li>Auto Renewal of Trade License in Municipal Areas</li> <li>Entry Records of Trade License</li> <li>Correction of Trade License in Municipal Areas</li> </ul>	ADDA	>		
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To go-back to the previous screen, the user needs to click on the CANCEL button (Screenshot below).



FIGURE 3

In case the user intends to avail a service, the user must register itself with the portal first using the REGISTER option and then login to the portal using the LOGIN option and complete the process by providing his or her unique username and click on **Sign In**.

#### **2.2 Scheme Discovery**

In addition to citizen-centric services, WB e-District 2.0 positions itself as a Single Window access point for the various beneficiary schemes. To see the available schemes, the user needs to click on the Schemes link to open the Scheme Discovery window as shown below.



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#### FIGURE 4

To know more about the scheme, the user can either use the **Search** option to search for the necessary scheme by typing the name or use the available **Filters**. In case the user wants to know more about say the **Krishak Bandhu** Scheme, a popular scheme, falling under the **Loan**, the user can click on the Scheme Name and learn more about the same. The following screen appears.

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→ C	ds.wb.gov.in/Check_Eligibility.aspx	e 🖈 🖬 🖈 🖬 😫
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	OUARE SARKAR     Government of West Bengal	
Scheme C	letalis	
SINo	Scheme	Click To
1	Agriculture Infrastructure Fund - receipt, process & issue of sanctions against individual applications	View Scheme Details
2	KCC (Agriculture)	View Scheme Details
3	Krishak Bandhu	View Scheme Details
4	Registration and approval of financial assistance for Drip and Sprinkler irrigation systems under Bangla Krishi Sech Yojana (BKSY)	View Scheme Details
5	KCC (ARD)	View Scheme Details
6	Caste Certificates to SC, ST & OBCs	View Scheme Details
7	Medhashree	View Scheme Details
8	Sikshashree	View Scheme Details
9	Taposhili Bandhu	View Scheme Details

#### FIGURE 5

In case the user intends to avail a scheme, the user must register itself with the portal first using the REGISTER option and then login to the portal using the LOGIN option and complete the process by providing his or her unique username and click on **Sign In**.

## 3.0 Online Application submission along with online submission of documents

### 3.1 User Registration

User Registration is mandatory for availing any of the available schemes or services. In case the visitor to the portal is an occasional surfer, he or she can get a good idea of the portal without going through the registration process.

In case the visitor to the portal wants to avail the service, then he or she needs to be a registered user. Users can register themselves with the revamped e-District Portal by clicking the **REGISTER** link and filling in the necessary details.

The following screen appears as the user clicks on the **REGISTER** link. (Screenshot below).

Any I	Login with your mobile number Verify and mobile number with CTP marked as Test	Login for Ottuen and Departmental Users	1	
G	Apply the service at your convenience dearch with the application name and directly apply Exercise soggestions given in the portal	Channelle of shall from the second		
	Make the payment Easy online payment with GHPS/Payls, offline payment advand for hav services (for offline payment, spload challon, challon is unrefee-specific in septem)	berg 100 a standa		
Q	Download your certificate anytime Download your certificate from track application at your commitment	tobe Zapicita		
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Special Note / 141 portal, please use	রেই: If you are not getting OTP; in your registered User ID from the old your registered Mobile Number as User ID. যদি বিশেষ করেংশ, আগপার	Now Amer?		

The default screen is designed to capture the Personal Details of the user. This includes Name, Email Id, Mobile Number and Date of Birth. All the details are Mandatory in Nature. Users are required to fill in the necessary details and click on the **Register** button. This leads to the next screen.

The user is required to select a **Username** of his or her choice. This entry is validated against the usernames which are already registered. In case the same is repeated, an appropriate user message is flashed to warn the user regarding the non-availability of the same. Once the user provides valid values for all the remaining fields, he or she needs to click on the **Next** button to move to the final screen where the OTP shared must be validated to complete the User Registration process. The following screen displays this. (Screenshot Below)

Any Ti	me / Anywhere e-Services				
(1)	Legin with your mobile number Ventry your mobile number with CTP received via table	abe		1	
G	Apply the service at your convenience Search with the application name and descity apply [Service suggestions down in the portal]	towi abc@gmail.com			
9	Make the payment Easy entitie payment with GUIPS/Payl, offline payment allowed for few services (for offline payment, upload challen, challen is per-los-apectific in system)	himida 9999393939			
0	Download your certificate anytime Dewnload your certificate born tracti application at your commission	07/02/2011			
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Special Note / বিঃ ; portal, piease use y পুরোগে উউপার আই নম্বরটি উউপার আই,	হাই: If you are not getting OTP: in your registered User ID from the old our registered Mobile Number as User ID. মণি বিশেষ কাবলে, গলেশবাৰ LG. লগেৱাৰ কৰে ব.টি.পি. খা পাওয়া মাত্ৰ, কৰে পদাপনাৰ ধৰিতুক্ত মোৰাইনা উ. হিমেৰে বাৰাছৰ কৰুৰা।	Register			

After this user needs to put the OTP and click on Submit button. (Screenshot Below)

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e	Verify your motion manifer with CTP received via SMS Apply the hervice at your commence. Sandy with the application norme and directly apply Sandya suggestions given in the portal	Logis for Ottam and Departmental Users.	
6	Make the payment Resp celluse payment with GRIPS/UnpUL offline payment allowed for how services (for offline payment, splavad chaften, chafter is version-specific in system)	543346 Reserved COTP	
e	Deveload your certificate from tack application at your services	Note / Fit211 / Please use Q.T.P. sent to your registered	
General Note / 7 Portal, kindly us জলরিবর্তিত রয়ে	<b>গাঃ গ্রা</b> ং Your User ID remains the same as it was in the old eDistrict e II: পুরোনো পোরিনে ব্যবহৃত্ত জ্ঞাপনার ইউসার জ্ঞাই ডি. এই পোরিনে ছে, সেটি ব্যবহার করনন।	nopole & enaily religies contrart a S-central of CENTR a REPH Ships	
Special Note / R portal, please use	그룹: If you are not getting OTP; in your registered User ID from the old your registered Mobile Number as User ID. 제외 테이맥의 역전대역 전체가지함		

Once the User Registration is Successful, Applicants will need to login (Screenshot below).



User will put the username and captcha and then will click on sign in (Screenshot below):



FIGURE 10

The user will receive one OTP which is required to enter to complete the logging process.(Screenshot below):



#### FIGURE 11

User will land on Dashboard page. For new user all application status count will show as 0 (Screenshot below):

West Be	ngal LICT			Q	Search Service or S	cheme	Skip to main o	ontent   () () ) Home () Gal ashboard   Helpdi		Govt of We	st Bengal
Search	Pending	Action 0	🕑 Draft O	() su	bmitted O	O Appro	wed ()	Rejected	0		~
Service Name No Data Found.	Υ : AIN	<b>y</b> =	Registration Number	<b>y</b> =	Application Dat	• • :	Status	۰. :	Actions		
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Status	Meaning
Pending Actions	Count of Applications which have been
	successfully submitted and are yet to be acted
	upon by the actor
Draft	Count of Applications which are saved as Draft
Approved	Count of Applications that have been approved
Reject	Count of Applications that are rejected on various
	grounds
Submitted	Count of Applications that have been submitted
	successfully

### 3.2 Filling up the Application

(Screenshot below):

User needs to click on services and then click on the designated service to open the application form.

			Sk	ip to main content   🔅 🕓	A- A A+ English	
	,	Q Search	Service or Scheme	🕞 Home 💪 G Dashboard Help	desk TCS HELPDESK	est E
Services						
Schemes	nding Action 0	🕗 Draft 4 🛛 📀	Submitted 0 Ap	pproved 1 Reje	cted ()	
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Contact Us Log Out Third Party Certificate Verification Excel Upload	enerated 407200084897	NA 0917P3133724184658	15/01/2025 26/10/2024	Draft	✓ Ē	

One can search the required service by Department, for example, and then click on the service (Screenshot below), service name here being 'Auto Renewal of Trade License in Municipal Areas' where user needs to click

<ul> <li></li></ul>	👻 📀 Document 3.docx 🛛 🗙 🛛 🔯 3482 – In C	orrection of Trade lic X 🌚 Dashboard   eDistrict X +		-	0	×
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Search Service BY       Image: Control of trade License under Municipal Affairs         Certificates       Cancellation of Trade License (Certificate of Enlistment) in Municipal Areas         Cabour Welfare       License         License       Auto Renewal of Trade License in Municipal Areas         Property       Society         Trade       Correction of Trade License in Municipal Areas	Service Discovery			×		
Tutth strived by <ul> <li>Department</li> <li>Certificates</li> <li>Grievance Redressal / RTI</li> <li>Labour Welfare</li> <li>License</li> <li>Property</li> <li>Society</li> <li>Trade</li> <li>Housing</li> </ul>	Search Services			Q		
C Labour Welfare       Auto Renewal of Trade License in Municipal Areas         C License       Entry Records of Trade License         Property       Society         Trade       Housing	Certificates     Grievance Redressal / RTI	ration       UD & MA     Registration & Stamp Revenue     KMDA       Cancellation of Trade License under Municipal Affairs       Issuance of Trade License (Certificate of Enlistment) in Municipal Areas	ADDA	>		
O Trade O Housing	<ul> <li>Labour Welfare</li> <li>License</li> <li>Property</li> <li>Society</li> </ul>	<ul> <li>Auto Renewal of Trade License in Municipal Areas</li> <li>Entry Records of Trade License</li> <li>Correction of Trade License in Municipal Areas</li> </ul>				
⊖ NKDA	<ul> <li>Trade</li> <li>Housing</li> <li>NKDA</li> </ul>				IJ	
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Applicant needs to click on the accept button (Screenshot below).



The following screen appears when the user clicks on the Service Name.

The user needs to fill in the application form by selecting the correct option. Mandatory fields (if Applicable) are denoted by red colored asterisk (\*) mark next to them. Applicant needs to fill up the Basic data of the Deed in this section as shown below and Click on Search. (Screenshot Below)



FIGURE 15

Once the Trade license data is getting fetched, then user need to click on Save and Next to proceed till Last Page.

* 3* An Renewal of Trade License in Munipul Areas to Renewal of Trade License in micipal Areas Application User Manual Select Profile Wole No: 7003992303 * * Mane Munipul Areas Mane Munipul Areas Select Profile * * Mane Munipul Areas	Single Window Portal - Otlizen Centric Services & Schemen					TCS HELPDESK
User Manual   Select Profile     Mode None   Bana     Date of Birth*   01/01/2001     Date of Application*   Age*   23   Order *   Mode No   7003992033     Email   PNN No   PNN No	» Auto Renewal of Trade License in Municipal Areas Renewal of Trade License in icipal Areas Application	Trade License Search Details	2/4 Applicant's Basic	c Information	3/4 Addres	4/4 >>>
Salutation*     First Name*       Mr.     Sayed       Mdde Name     Last Name       Hasan     Raja       Date of Birth*     Qet*       01/01/2001     T       Select Profile     Male       Mobile No*     Panel       7003992303     Email       PN No       RNIGFEASEY			Applicant's Bas	sic Information		<b>^</b>
Widdle Name     List Maree       Hasan     Raja       Date of Birth *     Age*       01/01/2001     23       Gender *     Date of Application *       Male     04/02/2025       Mobile No *     203992303       7003992303     Email       NNio     NNio       NNio     NNio       NNio     NNio       NNio     NNio		Salutation * Mr.	-	First Name * Sayed		
User Manual     Age*       01/01/2001     23       Gender *     Date Of Application *       Model No *     04/02/2025       7003992303     Email       PAN No       NNSEG5255Y		Middle Name Hasan		Last Name Raja		
User Manual Gender  Ge		Date Of Birth * 01/01/2001	(m)	Age * 23		
Select Profile     Male       Mobile No*     Email       7003992303     Pan No       BNRGF3456Y     BNRGF3456Y	User Manual	Gender *		Date Of Application * 04/02/2025		
PAN No RNRg53456Y	Select Profile	Male Mobile No * 7003992303	•	Email		
Aadhar No		Aadhar No		PAN No RNBGE3456Y		

FIGURE 16

The user must complete the form by visiting multiple grouped sections and then click on **Save & Next** to move to the next page. Users may click on Save As Draft to save the data in form of a draft which can be edited later.

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e >> Auto Renewal of Trade License in Municipal Areas				
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nicipal Areas Application		O	3/4	4/4
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		Address of Business or Establishment of Tra	de	- <b>*</b> -
•	Address Line 1 *			
	123 st	Address Line 2		
	Die Code *	Country *		
	721301	India		
THE REAL	State *	District *		
	West berigar	Paschim Medinipur		*
Supporting Document 🕢	Sub Division *	Urban *		
User Manual	Kharagpur			*
	Municipality/Municipal Corporation *	Municipality/Corporati-	on Name *	
	Municipality	* Kharagpur (Municipa	ality)	~
	Ward *			
	1	- Post Office		-
	Police Station	Holding Number		
	sdg	1234		

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	State *	District *	
	West Bengal	South 24 Parganas	•
	Sub Division *	Rural or Urban *	
	Baruipur	✓ Urban	*
	Block/Municipality/Municipal Corporation *	Block/Municipality/Municipal Corporation Name *	
	Municipality	* Rajpur-Sonarpur	*
	Village or Ward	Post Office	
	(2344) Ward - 10	* Sonarpur	*
	Police Station		
	Sonarpur		

FIGURE 18

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FIGURE 19

User needs to click on 'Save as Draft'. (Screenshot Below)

Type of Ownership. v c Name	v c Mobile No	y o Email	<b>Y</b> 0
Proprietor Sayed Raja	N/A	N/A	
Алтеа	ar Applicable For Next Renewal		<b>^</b>
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Total Payable Amount 202			
I do hereby declare the information that I have provided for Renewal of my knowledge and beliefs. I do also undertake that the ULB may do the necess found to be false/malicious/fake on the basis of such verification/scrutiny/in-	/ Trade License(Certificate of Establishment) ary verification/scrutiny/inspection of my pr spection then the Renewal of Trade License without any compensation of my loss	) for the selected Nature of Trade for 1 year are emises after the Renewal is granted and any de is liable to be canceled/terminated by the ULB	true to the best of my scription/information is without any reference and
	I Accept		
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			-

Preview link will become activated (turns blue) and then the User will be able to see the preview by clicking on 'Preview'

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	Ато	ear Applicable For Next Renewal		^
	Municipal Dues other than Property Tax(if any)	Arrear of License Fee 0	es [((TotalFee/365)*Difference_In_Days)]	
	Total Payable Amount			
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	FIGURE 20			

By Clicking on Preview, User will be able to see the preview version of the filled-up application form.

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### (Screenshot below- showing the Preview Version of the Application)

Preview Certificate link will become activated (turns blue) and then the User will be able to see the Certificate Preview by clicking on 'Preview Certificate'

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	Type of Ownership.       v       Name       v       Mobile No       v       Email       v       :         Poprietor       Sayed Raja       N/A       N/A       N/A       N/A       N/A         Arrear Applicable For Next Renewal       Arrear of License Peel [(TotalFee/365)*Difference_In_Days)]       •       •         Municipal Dues other than Property Tax(if any)       0       0       •       •         Total Payable Amount       0       •       •       •       •         202       Output Details       Of the selected Marce of Taske for 1 years are tote to the best of my Tosk Leons (Centificate of Establishment) for the selected Marce of Taske for 1 years are tose to the best of my Tosk Leons (Centificate of Toske Usense at fore the Renewal is granted and any description/information is found to be false/malicious/false on the basis of such eterminated by the ULB without any efficience and unit of use (Salabilishment) for the selected Marce of Taske for 1 years are tose to the best of my Tosk Leons (Centificate of Taske Leons (Salabilishment) for the selected Marce of Taske for 1 years are tose to the best of my Tosk Leons (Centificate of Taske Leons (Salabilishment) is unitored and any description/information is found to be false/malicious/false on the basis of such eterminated by the ULB without any efficience and unitored users is labeled to be concluded/areaminated by the ULB without any efficience and unitored users is labeled to be concluded/areaminated by the ULB without any efficience and unitored users is labeled to be concluded/areaminated by the ULB without any efficience and unitored usereminated by			
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Municipal Dues other than Property Tax(if any)	Arrear of License Fees [(( 0	otalFee/365)*Difference_In_Days)]	
Total Payable Amount 202			
I do hereby declare the information that I have provided for Renewal of my Tire knowledge and beliefs. I do also undertake that the ULB may do the necessary found to be false/malicious/fake on the basis of such verification/scrutiny/inger with the success of	ade License(Certificate of Establishment) fo verification/scrutiny/inspection of my premi ction then the Renewal of Trade License is it hout any compensation of my loss	the selected Nature of Trade for 1 year are ses after the Renewal is granted and any de able to be canceled/terminated by the ULB	e true to the best of my escription/information is without any reference and
	I Accept		
Back Save As Draft	Preview Details Preview Cert	ificate Submit	

By Clicking on Preview Certificate, a preview certificate will be downloaded in browser. (Screenshot below)

By clicking on the downloaded preview certificate, the interface below will open. (Screenshot below)



### **3.3 Adding Supporting Documents.**

For Attaching Supporting Document user needs to click on supporting document button, then by Adding the supporting document, User will click on Save to save the documents. (Screenshot below)

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Supporting Document	Workshop Address	Godown Address	
User Manual	License Renewed for(Years) *	Application Fees(Rs) * × ▼ 50	
	License Valid Till •		
	03/06/2026	Additional Information, if any	
		Rebate Amount [[(Total Annual Fee x 5)/100)]	

User is required to upload documents and then user is required to click on Save in order to save the documents uploading online. (Screenshot below)

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Attached Document view (Screenshot below)

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User will click on the Submit button to finally submit the application online along with the documents uploaded.

Clicking on the Submit button, the application gets successfully submitted and will redirect to Payment page to complete the application process.

### (Screenshots below)



Thus, an applicant is able to submit an application online along with uploaded documents in the online system.

## 4.0 Online payment of Fees

Applicant will Redirect to Payment Page once Clicked on Submit button. User needs to click on I Agree button to accept the Terms and Conditions (Screenshot Below)

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FIGURE 23

Now Applicant need to select the Razor pay Payment gateway and click on Pay. (Screenshot Below)

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← → ♂ O Not secure https://edistrict.wb.gov.in/eDistrict-payment/display-PaymentPage	🔍 🏠 📋 🛃 🤱 Relaunch to update 🗄
Payment Confirmation page	
* Please note that Payment through Corporate Net-Banking is not currently operational for all the entire process of payment initiation & authorization must be completed within 12 min . El failure of the transaction.	II banks. In case you like to proceed please ensure ise proceeding with the same would lead to
Payment Ref No: 210902507200211319-01	
Service Name: Auto Renewal of Trade License in Municipal Areas	
AIN: 210902507200211319	
Depositor Name: Sayed Hasan Raja	
Depositor Address: 123 st, Paschim Medinipur, West Bengal, India, 721301	
Depositor Email:	
Total Amount: 202	
Select Payment Gateway:	
Condition Agreed	

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Users will now select their preferred payment method and will click on the Pay now button, beside Payment amount displayed.

(Screenshots below)

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Once payment is made it will redirect to the e-district dashboard page showing Payment Acknowledgement. Applicants can download payment receipt. (Screenshots below)

AIN: 210622507400000064 Bank: HDFC BRN: order_PolUG9CuHrC3Qb BRN Time: 2025-01-28 Payment Amount: 1000.0 Payment Status: Success Click button to download Payment Receipt Download	IN: 210622507400000064 ank: HDFC	
Bank: HDFC         BRN: order_PolUG9CuHrC3Qb         BRN Time: 2025-01-28         Payment Amount: 1000.0         Payment Status: Success         Click button to download Payment Receipt Download	ank: HDFC	1
BRN: order_PolUG9CuHrC3Qb BRN Time: 2025-01-28 Payment Amount: 1000.0 Payment Status: Success Click button to download Payment Receipt Download		
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The User is automatically directed to the **Dashboard**, to see the application. AIN number is displayed for future reference as well as Registration Number. The user can then download the certificate as well. The following screen may be referred to.

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## 5.0 Online Download of final approval Certificate

On the Applicant's Dashboard in the online system, URL: <u>https://edistrict.wb.gov.in/portal/home</u> by clicking on this highlighted download button below the final approval Certificate will be downloaded. (Screenshot Below)

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By Clicking on Download certificate button following screen appears. (Screenshot Below)

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By Clicking on the above button, the following screen appears. (Screenshot below- Certificate downloaded from the dashboard.)



#### The certificate will be downloaded in Browser like the below screen

#### (Screenshot below).



The output certificate will be as below:

(Screenshot below - Sample certificate for the service)

Form -24 (Under Rule 82) Certificate No. 0917P2488240083
PERMANENT CERTIFICATE OF ENLISTMENT
West Bengal Municipal Act, 1993 [See Section 118] (Duplicate to be filled up)
Barasat (Municipality)
Barasat Sadar, North 24 Parganas
The Board of Councillors of Barasat (Municipality) hereby grant unto the proprietor of residing and or carrying on or intending to carry on business at Holding No :- 12345/67890, 123 street 456 Street 234 strand road District :- North 24 Parganas Pincode :-700134 in ward no. 7 and exercising or intending to excercise the Profession, Trade or Callings of Beauty Clinics(Category), Beauty Parlour(Nature of Business) this Permanent Certificate of Enlistment under Section 118 of the West Bengal Municipal Act, 1993 and acknowledge to have received in consideration thereof, a total fee of Rs (Rupees: only.)
This Certificate of Enlistment will be in force until the 03-Jul-2030 and to be produced at the time of further renewal.
Date of Renewal: 16-Oct-2024
Barasat (Municipality) Beauty Parlour 0917P2488240063 16-Oct-2024 03-Jul-2030

Thus, an applicant is able to download Final Signed Certificate from the online system.

## 6.0 Track status of application

After logging in to e-district (URL: <u>https://edistrict.wb.gov.in/portal/home</u>) user needs to go to Dashboard. To track the status the user needs to click on **the 'Track Case Status'** Icon as shown below.

The user needs to click on 'Track Case Status' icon to track updated status of application. (Screenshot below)

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The updated status of application appears on screen (Screenshot below), which is 'Approved' in this case (Screenshot below):

Image: Contract Application       Image: Contract Application         Service Name       AIN         Auto Renewal of Trade License in Municipal Areas       210902507200193343         Payment Details         Payment Details         Payment Date: Payment Date: 28-01-2025 01:59:15 pm Website:         Memory, (Please visit for more details.)         Action         Remarks: Remarks:	SR ©		Group 2 🔯 Mail - shưaja@tcs: 🗙 👘 teams.microsoft.c: 🗙 🔚 New tab 🛛 🗙 🎦 Version Tracker.xts: 🗙 🛐 NKDA Details Spei x 🕐 Dashboard   eDist: X +	-	ð	×
Service Name       AIN       Status       Preview         Auto Renewal of Trade License in Municipal Areas       210902507200193343       Aproved       Image: Comparison of the comparis	← (3	0	https://edistrict.wb.gov.in/portal/edist/dashboard		£≡	
Service Name       AIN       Status       Preview         Auto Renewal of Trade License in Municipal Areas       210902507200193343       Approved       Image: Comparison of Compari		Trac	ck Application	×		
Auto Renewal of Trade License in Municipal Areas       210902507200193343       Approved         Payment Details       Payment Reference:       Payment Id : pay_Poneff53p3C0Et         Payment Date:       28-01-2025 01:59:15 pm         Website:       Razorpay_ (Please visit for more details.)         Action         Remarks:       Application approved successfully.			Service Name AIN Status Preview	1		
Payment Details         Payment Reference:       Payment Id : pay_Poneff53p3C0Et         Payment Date:       28-01-2025 01:59:15 pm         Website:       Razorpay_ (Please visit for more details.)         Action       Remarks:         Application approved successfully.			Auto Renewal of Trade License in 210902507200193343 Approved Municipal Areas			
Payment Details         Payment Reference:       Payment Id : pay_Poneff53p3C0Et         Payment Date :       28-01-2025 01:59:15 pm         Website :       Razorpay_ (Please visit for more details.)         Action         Remarks :       Application approved successfully.						
Payment Reference:       Payment Id : pay_Poneff53p3C0Et         Payment Date:       28-01-2025 01:59:15 pm         Website:       Razorpay_         (Please visit for more details.)			Payment Details			
Payment Date :       28-01-2025 01:59:15 pm         Website :       Razorpay         (Please visit for more details.)    Action          Remarks :       Application approved successfully.			Payment Reference : Payment Id : pay_Poneff53p3C0Et			
Action Remarks: Application approved successfully.			Payment Date: 28-01-2025 01:59:15 pm			
Action Remarks: Application approved successfully.			<u>website:</u> <u>Razorpay</u> (Please visit for more details.)			
Action           Remarks :         Application approved successfully.						
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			Remarks : Application approved successfully.			
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Thus, an applicant can track online the status of application through the online system.

### 6.1 Searching an application

To search for an application the user should enter the Unique AIN of the application in the **Search Box**. The following screen shot may be referred to.

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### 6.2 Checking the Application Outcome

To check the outcome of an application, the user must follow the following steps:

- Login to WB e-District portal
- Search the application using the search features with the help of the Unique AIN as mentioned in the previous section.
- Application may have the outcome as Approved or Rejected as per the merit of the case.
- The following screen shot shows an application which has been **approved**.

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## 8.0 Third-party Verification Details

On home page (URL: <u>https://edistrict.wb.gov.in/portal/home</u>), in the dashboard left hand side upper corner, there is a 3-dot menu. Upon clicking on it the option of Third-party verification appears, and the user needs to click on this Third-party verification for details. User then needs to enter the AIN (Application Identification Number) and fill in the captcha. After this, on hitting search button the user will be able to see details of Certificate issued by which he can verify the authenticity of the Certificate issued (Screenshots below):

Go to home page, URL: <u>https://edistrict.wb.gov.in/portal/home</u> (Screenshot below).



A new web page opens (URL: https://edistrict.wb.gov.in/portal/third-party-verification )

(Screenshot below)

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$\leftrightarrow$ $\Rightarrow$ C $\stackrel{\bullet\bullet}{=}$ edistrict.wb.gov.in/portal/third-party-verifica	ion	역 🕸 🛧 🔒 Incognito 🛛 Relaunch to update 🚦
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E West Bengal eDISTRICT	Q Search Service o	C Home Gallery     Gallery     Govt of West Bengal     r Scheme     Helpdesk     S LOGIN/SIGN UP
Existing AIN No. * 210902507200193343		
Captcha *	wr48b 2	
wr48b	Search	
FAQ 1	inking Policy Help	West Bengal Police 🖓

Clicking on this User needs to give the AIN (e.g. 210902507200193343, as one example) and proper Captcha code to fetch the details. To view more details the user needs to click on the eye button.

(Screenshot	below)
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Existing AIN No. * 2109025072001933	43					
		57cmc	c			
Captcha * yaf4x						
		Search				
Search	Q					
Service Name	AIN	Approval Certificate number / Application number	Date of Approval	Status	View More Detials	
Auto Renewal of Trade License in	210902507200193343	0917P170323192874	11/01/2025	Approved	٢	

Applicant will be able to see Few Details like Applicant Name, Address, Date of Application and Valid till Date. (Screenshot Below)

Service Name	AIN	number / Application number	Date of Approval	Status	View More Detials
Auto Renewal of Trade License in Municipal Areas	210902507200193343	0917P170323192874	11/01/2025	Approved	Ø
Name of Enterpris	se to whom	Address of enterprise to whom issued	Date Of Application	Valid T	ill(date)
		Address Line 1- Harisava Road			

Thus, any third-party can be able to see details of the Certificate issued by which he can verify the authenticity of the Certificate issued.

## 8.0 Annexure

### 8.1 Connecting Helpdesk

WB e-District portal aims to serve a huge number of individuals under different roles. In case the user gets stuck at a specific point, he or she can click on the Helpdesk link or select the Contact Us menu provided. The following screen appears.

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	Helpdesk / Feedback		
Contact Info Date Date Date Date Date Date Date Date	Name * Dwaipayan Dutta	Number * 9073446866	
+91 9679952002 +91 9836354402 +91 9883171427 District Level Contact Details	Problem Details Department *	Service Name	APP WIZARD
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### Figure 43

Once the user has logged in to the portal, he should click on the Helpdesk link to access the Helpdesk feature. The following screen appears.

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#### Figure 44

Under the User Details information group, Name and Number of the active user are displayed. The user needs to fill in the Problem details information group. The user has to provide the Department, Service name, Module name and the corresponding Unique Identifier i.e. AIN or Registration Number. In the Description box, the user has to provide the problem statement and then upload the document in support of the issue.

The **Submit** button gets enabled and the user must click on the same to submit the concern. A Unique request number is generated. To track progress of the concern, the user needs to click in the **View Registered List** button. Once the action is taken, the user gets a button/link which can be clicked upon to view the updated resolution / feedback /action taken by the Help Desk team.

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## 8.2 Submitting Feedback

To submit the feedback, the user needs to enter the name and mobile number and select the rating against the feedback survey parameters and finally enter the comments as shown below.

			w Chrome available
Contact Info	Helpdesk/Feedback Name* TCS	Number * 7584034908	
wbedistrict@wb.gov.in	1. Navigation * 2. User Experience *	$\begin{array}{c} \star \star \star \star \star \\ \star \star \star \star \star \end{array}$	<
+91 9836354402 +91 9838171427	3. Ease for Service Available * 4. Look and feel *	* * * * *	AFF WILL
District Level Contact Details https://wikido.wh.gov.in/BACE/helpdoktDotalhome.jop Click here for more info	5. Help Documentation • Your Satisfaction level is Comments • e-district application is ver	★ ★ ★ ★ ★ 100% ry easy to use.	
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The user has to click on the **SUBMIT** button to successfully register the feedback with the portal. In case the user needs to change the selection, he or she can click on the **RESET** button provided.

### 8.3 Logging Out

To Logout the user needs to click the User Icon and click on the Logout button as shown below.

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