

User Manual
on
Auto Renewal of
Trade License in
Municipal Areas
for
State-wise Rollout
of
e-District MMP
in
West Bengal



**User Manual
On
Auto Renewal of Trade License in Municipal
Areas
For
State-wise Roll Out
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West Bengal**

Prepared By:
TCS Ltd., Kolkata



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1 Introduction

1.1 Application Overview

e-District is the project that aims at electronic delivery of identified high volume citizen centric services, at district and sub district level by utilizing the four pillars of infrastructure namely, SDCs, SWANs, SSDGs, Kiosks and CSCs, optimally to deliver public services electronically to citizens at their door steps.

e-District has been envisaged by Government of West Bengal as automation of workflow and internal processes of District Administration for providing services to the citizens. This project is of paramount importance to the State as it would help in moving towards electronic workflow system for the district administration and help in providing efficient individual department services through Common Service Centres (CSCs) and Kiosk Centres, which would be the primary front end channels as envisaged in the project.

1.2 Functional Scope of the System

The system is intended for electronification of the Auto Renewal of Trade License in Municipal Areas. Scope of the system mainly includes application submission, Approval, Certificate Generation and Report Generation Process. The System also allows the status inquiry for the application Submitted and maintaining of an Electronic Register.

System will be accessed at following places for Auto Renewal of Trade License in Municipal Areas.

- CSC
- Kiosks
- Citizen Portal

Approval of the application will be done at Municipality/Corporation. The generated certificate can be availed either from CSCs, Kiosk or by the applicant for download/print.

1.3 Document Usage Description

This User Manual describes the step-wise process for Municipal Areas in West Bengal e-District Application. It explains how the citizen can apply for the sanction by himself or with the help of CSC / Kiosk Operator and how the back end actors (Chairman) approve or reject or send back the application after verification.

1.4 Related Documents

Software Requirement Specifications

1.5 Customer Support

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1.6 Acronyms and Abbreviations

ADM(G)	Additional District Magistrate
AIN	Application Identification Number
ALC	Assistant Labour Commissioner
AR	Additional Registrar
ASO	Assistant Statistical Officer

BCW	Backward Class Welfare
BCWI	Backward Class Welfare Inspector
BDO	Block Development Officer
BI	Block Inspector
CEO	Chief Executive Officer
CSC	Common Service Centre
DA	Dealing Agent
DTO	District Level Treasury Officer
DM	District Magistrate
E-District	Electronic District
EO	Enquiry Officer
ETaal	Electronic Transaction Aggregation & Analysis Layer
LWFC	Labour Welfare Facilitation Centre
MED	Municipal Engineering Directorate
MMP	Mission Mode Project
MSDG	Mobile Services Delivery Gateway
RLO	Regional Labour Offices
SDC	State Data Centre
SDO	Sub-Divisional Officer
SMS	Short Messaging Service
SRS	Software Requirement Specifications
SSDG	State e-Governance Services Delivery Gateway
SWAN	State Wide Area Network
UAIN	Unique Application Identification Number
ULB	Urban Local Bodies
WEBEL	West Bengal Electronic Industry Development Corporation Limited

WB e-District application notifies the applicant about the status of the application via SMS and email. Similarly the approver gets notification from the system for the pending applications.

2 Auto Renewal of Trade License in Municipal Areas– Application Process

2.1 Login to the Application

In order to log in to the West Bengal e-District Application, the user should open an internet browser, type the URL (<https://edistrict.wb.gov.in/PACE/login.do>) in the address bar and press Enter. West Bengal e-District Application login page appears as below:

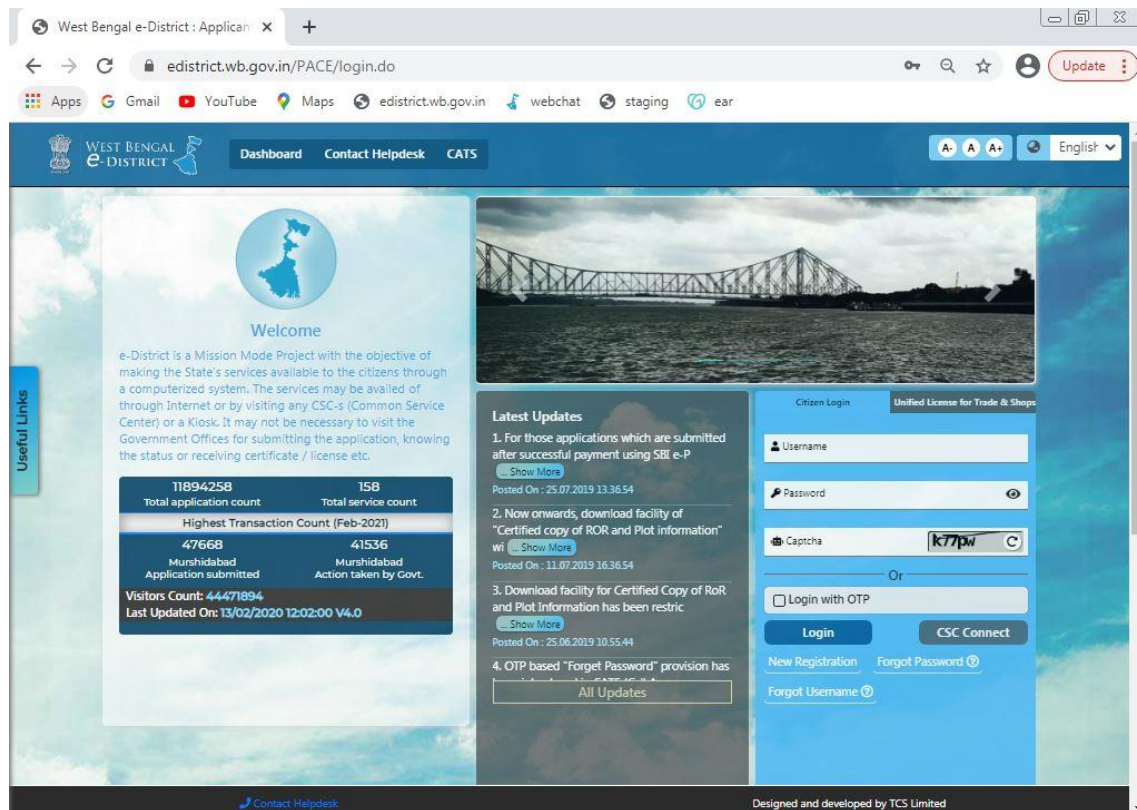


Figure 1: West Bengal e-District Login Page

The login page contains 'Welcome' message for the users of West Bengal e-District application. Login option is for Admin/ Kiosk User and Other User. The user should select the General Login. It is the default option.

The user can select the language (English/ Bengali) from the drop down. Enter User Name and Password and type the Captcha as it appears in the screen. Press **Login** to enter the home page of the application.

If the applicant is registering into the system for the first time, he/ she will have to click on **Citizen Registration**. If the applicant has forgotten the password, click **Forgot Password**.

2.2 Home Page

After login to West Bengal e-District, the Home page appears. It shows the comprehensive list of services under Department column. The **Auto Renewal of Trade License in Municipal Areas** is a service under the Urban Development & Municipal Areas Category as shown below:

The screenshot displays the West Bengal e-District Home Page. The page features a navigation bar with options like 'Track Application', 'e-Commercement', 'Draft Application', 'Notice & Reports', 'e-Notice', 'A/C Stmt', 'Grievance Solution', and 'Payment Pending'. The user is logged in as 'Naresh Chandra Porel'. The main content area is divided into several sections:

- District (26 Services):** Certificates (7), Licenses (14), Grievance Redressal / RTI (2), Others (3).
- Development Authority (23 Services):** NKDA (18), KMDA (3), ADDA (1), SJDA (1).
- Development Corporation (14 Services):** WBIDC (3), WBSIDC (5), WBIDC (3), WBIDC (3).
- Department (35 Services):** Land & Land Reforms (2), Registration & Stamp Revenue (1), Registration of Societies (5), Labour (8), UD & MA (13), Power & NES (28), Tourism (2), Co Operation (26), HOUSING (2), Fire & Emergency Services (8).
- UD & MA Services List:**
 - Approval of Site Plan in Municipal Areas
 - Auto Renewal of Trade License in Municipal Areas
 - Conversion of Provisional to Permanent Trade License in Municipal Areas
 - Issuance of Certificate for Completion upto Plinth Level for Building in Municipal Areas
 - Issuance of Occupancy Certificate for Buildings in Municipal Areas Other than Industrial Buildings
 - Issuance of Occupancy Certificate of Industrial Building in Municipal Areas
 - Issuance of Trade License (Certificate of Enlistment) in Municipal Areas
 - Online Sanction of Water Connection for Industrial Building in Municipal Areas
 - Permission for Commencement of Building Construction in Municipal Areas
 - Sanction of Industrial Building Plan in Municipal Areas
 - Sanction of Building Plan in Municipal Area other than Industrial Building
 - Sanction of Sewer Line Connection for Buildings in Municipal Areas
 - Sanction of Water Connection for Buildings in Municipal Areas Other than Industrial

Figure 2: Home Page

2.3 Instruction and Requirements of Auto Renewal of Trade License in Municipal Areas

To apply for Auto Renewal of Trade License in Municipal Areas, the user needs to select the correct option under services provided and user is directed to the Home screen which contains basic instructions for the user as shown below:

The screenshot shows the 'Auto Renewal of Trade License in Municipal Areas' page on the West Bengal e-District website. The page is titled 'Auto Renewal of Trade License in Municipal Areas' and includes a 'Print' button and an 'Apply' button. The content is organized into two main sections:

- Eligibility Criteria:**
 - 1. Establishment within the area of Municipality / Municipal Corporation other than Kolkata Municipal Corporation.
- Documents Required:**
 - 1. Identity proof documents (Any one photo identity proof document issued by any Govt. authority as the identity proof as well as the residential proof of the applicant)
 - i) Voter ID Card
 - ii) Driving License
 - iii) Passport
 - iv) Aadhar Card
 - 2. Proof of ownership/occupancy (Any one)
 - (i) For the owner of the premises – current Municipal Property Tax Receipt.
 - ii) For the tenant of the premises – photo copy of the current Rent Receipt/Challan from Rent Control.
 - iii) For the lessee of the premises – copy of the Lease Agreement.

The page also features a 'Useful Links' sidebar on the left and a footer with 'Contact Helpdesk' and 'Designed and developed by TCS Limited'.

Figure 3: Instruction and Requirements of Auto Renewal of Trade License in Municipal Areas Page-1

The screenshot shows the 'Auto Renewal of Trade License in Municipal Areas' page on the West Bengal e-District website, continuing from the previous page. The content includes the following sections:

- Documents Required (continued):**
 - ii) For the tenant of the premises – photo copy of the current Rent Receipt/Challan from Rent Control.
 - iii) For the lessee of the premises – copy of the Lease Agreement.
 - iv) For rent free premises – current consent letter mentioning the area received from the consenter in original along with Certificate of Entitlement of the consenter (if any) along with the current Municipal Property Tax Receipt of the consenter.
 - v) For Partnership Firm – copy of all Partnership deeds.
 - vi) For the premise duly purchased – certificate copy of the Conveyance Deed/IGR Receipt copy duly certified by the concerned advocate confirming registration of the purchase
 - vii) For premises in any market owned by Government/Municipal Body and Government Campus – the agreement copy of the actual tenant/lessee with the Government or Municipal Body.
 - viii) For premises in the Co-operative Housing Society – consent letter in original from the Secretary of the Co-operative Society/appropriate authority.
 - ix) For premises in the Govt. Housing Estate – No Objection Certificate from the Competent Authority.)
- Note:**
 - 1. For trades where statutory certificates, licenses, permissions, permits are required to be obtained by traders, production of such certificates, licence, permissions, permits are not required prior to and/or at the time of issuance/renewal of Certificates.
 - 2. However, such enlistment or renewal thereof shall not absolve such person from any liability to take out any license under any other law like Fire license/Fire No Objection Certificate/Pollution Control Board Certificate/Clinical or Health Certificates/Excise (liquor) Deptt./RBI/SEBI/Customs/Police/Import Export etc., and alike for the time being in force.

The page also features a 'Useful Links' sidebar on the left and a footer with 'Contact Helpdesk' and 'Designed and developed by TCS Limited'.

Figure 4: Instruction and Requirements of Auto Renewal of Trade License in Municipal Areas Page-2

To proceed with the application the user needs to selecting the check box 'I hereby authorise the approving authority of the applied service to view my Aadhaar and other personal information as provided during submission of application' click on Apply button. The following screen appears.

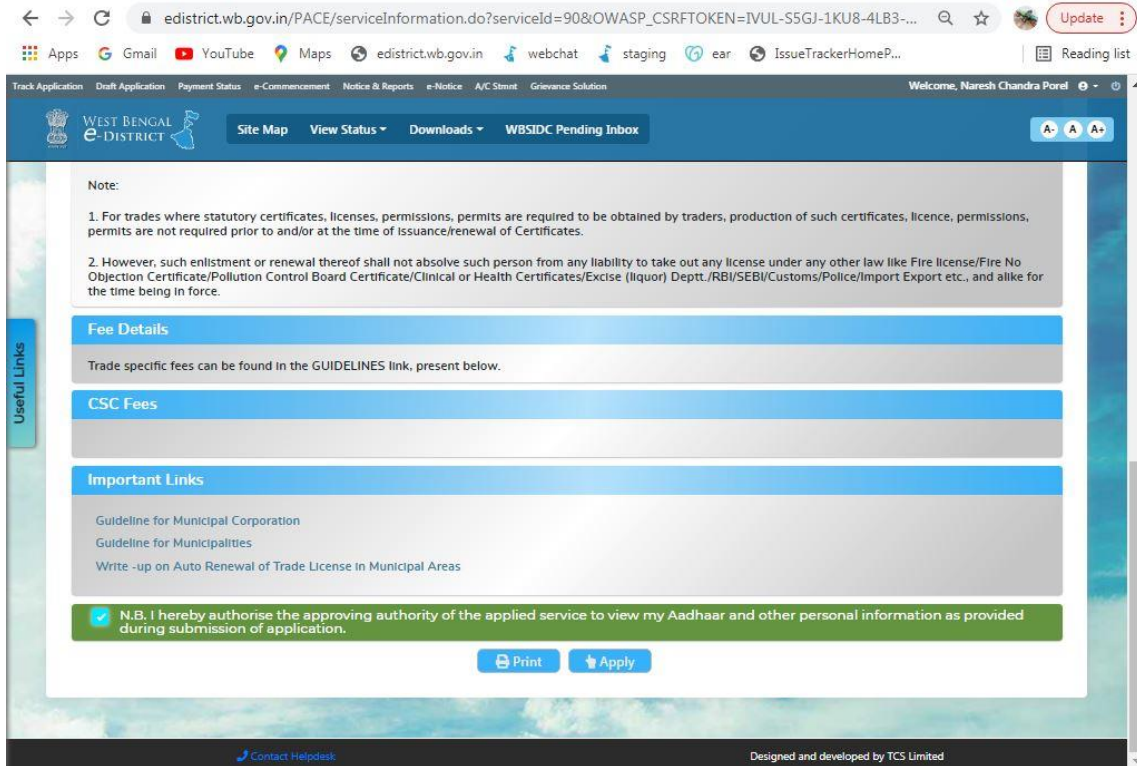


Figure 5: Applicants Applying for Auto Renewal of Trade License in Municipal Areas

Upon clicking the Apply Button the following screen appears:

2.4 Trade License Search Details

The screenshot displays the 'Trade License Search Details' page on the West Bengal e-District portal. The page features a navigation menu with options like Home, Site Map, View Status, Downloads, WBSIDC Pending Inbox, User Profile, and Logout. Below the navigation, there are links for Track Application, Draft Application, Payment Status, e-Commencement, e-Notice, Notice & Reports, A/C Stmt, and Grievance Solution. The main heading is 'Application for Auto Renewal of Trade License in Municipal Areas', followed by the sub-heading 'Trade License Search Details'. The form contains the following fields and buttons:

- Trade License No.:** A text input field with a red asterisk indicating it is mandatory.
- Name of the Firm or Company:** A text input field with a red asterisk indicating it is mandatory.
- Search:** A blue button to initiate the search.
- Are You an old trade license holder?:** A text input field with a red asterisk indicating it is mandatory.
- Old License No.:** A text input field with a red asterisk indicating it is mandatory.
- find:** A blue button to find details for old license holders.

At the bottom of the page, there is a footer with the text: '** In pursuant to Govt Notification No.976/MA/O/C-4/1M-31/2015 (Pt-IV) Dated 2nd August, 2021 of Urban Development & Municipal / Designed and developed by TCS Limited

Figure 6: Search Trade License Details

In Order to search for the Auto Renewal of Trade License in Municipal Areas the user needs to enter the following fields:

- **Trade License No. :** This is a mandatory field. The applicant needs to enter the License No. of Trade License.
- **Name of the Firm or Company:** This is a mandatory text box field. The applicant needs to enter the firm or company name in this text box.
- **Search:** By clicking on this button the applicant searches for his/her details that were filled earlier.

2.5 Applicant's Basic Information

The screenshot shows the 'Applicant's Basic Information' form on the West Bengal e-District portal. The form is titled 'Application for Auto Renewal of Trade License in Municipal Areas'. It contains the following fields:

Applicant's Basic Information			
Salutation*	Mr.	First Name*	Raja
Middle Name:	Middle Name	Last Name:	Biswas
Date of Birth*	06/09/2021	Age*	0
Gender*	Male	Date of Application*	19/11/2021 15:51:31
Mobile No*	9836007736	E-mail:	E-mail
Aadhaar Card No:	Aadhaar Card No		

Address of business or establishment or trade			
Country*	India	State*	West Bengal
District*	Demo District	Sub-division*	Demo Subdivision
Rural or Urban*	Urban	Block/Municipality/Municipal Corporation*	Municipality
Block/Municipality/Municipal Corporation Name*	Demo Municipality	Village or Ward:	(11819) Ward - Demo
Police Station :	Police Station	Post Office :	Post Office

At the bottom of the form, there are three buttons: 'Reset', 'Cancel', and 'Save & Next'. The footer of the page contains the text: 'Pt-IV Dated 2nd August, 2021 of Urban Development & Municipal Affairs Department, GoWB, it is being notified to all citizens that the existing e-services namely(i) Approval of' and 'Designed and developed by TCS Limited'.

Figure 7: Applicant's Basic Information

The detail of applicant basic information of the applicant is displayed here, as entered during Application of Issuance of Trade License (Certificate of Enlistment) in Municipal Areas.

2.6 Address of business or establishment or trade

The screenshot shows the 'Address of business or establishment or trade' form on the West Bengal e-District portal. The form is titled 'Application for Auto Renewal of Trade License in Municipal Areas'. It contains the following fields:

Address of business or establishment or trade			
Date of Birth*	06/09/2021	Age*	0
Gender*	Male	Date of Application*	19/11/2021 15:51:31
Mobile No*	9836007736	E-mail:	E-mail
Aadhaar Card No:	Aadhaar Card No		

Address of business or establishment or trade			
Country*	India	State*	West Bengal
District*	Demo District	Sub-division*	Demo Subdivision
Rural or Urban*	Urban	Block/Municipality/Municipal Corporation*	Municipality
Block/Municipality/Municipal Corporation Name*	Demo Municipality	Village or Ward:	(11819) Ward - Demo
Police Station :	Police Station	Post Office :	Post Office
Address Line 1*	44 Incinerator Road 2nd Floor	Address Line 2:	Gorabazar, Kolkata
Pin Code*	700028	Holding No*	Holding No

At the bottom of the form, there are three buttons: 'Reset', 'Cancel', and 'Save & Next'. The footer of the page contains the text: 'later Connection for Industrial Building in Municipal Areas.(v)Sanction of Water Connection for Building in Municipal Areas other than Industrial Buildings & (vi)Sanction of Sewer' and 'Designed and developed by TCS Limited'.

Figure 8: Address of business or establishment or trade

The detail of business or establishment or trade address of the applicant is displayed here, as entered during Application of Issuance of Trade License (Certificate of Enlistment) in Municipal Areas.

- **Cancel:**

The applicant will have to press this button in order to cancel the application.

- **Save and Next:**

The applicant has to click this button to save the data entered and move to the next page.

2.6.1 Communication Address of Applicant

The screenshot displays the 'Communication Address of Applicant' form on the West Bengal e-District portal. The form is titled 'Application for Auto Renewal of Trade License in Municipal Areas' and includes the following fields:

- Country:** India
- State:** West Bengal
- District:** Hooghly
- Sub Division:** Chandannagore
- Rural or Urban:** Urban
- Block or Municipality or Corporation:** Municipal Corporation
- Village or Ward Name:** Village or Ward Name
- Police station:** Police station
- Post Office:** Post Office
- Address Line 1:** 44 Incenirator Road 2nd Floor
- Address Line 2:** Gorabazar, Kolkata
- PIN Code:** 700028

Below the communication address section is the 'Details of Business' section, which includes the following fields:

- Name of Firm or Company:** S1
- Date of Commencement of Business:** Expected Date of Commencement of Busi...
- Rent or Annual Valuation of the Business Site (Rs):** Rent or Annual Valuation of the Business Si...
- Category:** Restaurants or Eating Houses or Seller

Figure 9: Communication Address of Applicant

The detail of communication address of the applicant is displayed here, as entered during Application of Issuance of Trade License (Certificate of Enlistment) in Municipal Areas.

2.6.2 Details of Business

The screenshot displays the 'Details of Business' form on the West Bengal e-District portal. The form is divided into two main sections: 'Details of Business' and 'Details of Owner(s) or Authorised Persons'.

Details of Business:

Name of Firm or Company *	S1	Date of Commencement of Business *	Expected Date of Commencement of Busi
Rent or Annual Valuation of the Business Site (Rs):	Rent or Annual Valuation of the Business Si	Category *	Restaurants or Eating Houses or Seller
Annual Fee *	400	Nature of Trade or Profession or Calling *	SWEETMEAT SELLER/ SUPPLIER (N
Workshop Address:	Workshop Address	Godown Address:	Godown Address
License renewed for (Years) *	1	Application Fees (Rs) *	00
License Valid Till *	2022-12-30	Additional Information, if any:	Additional Information, if any
Subcategory:	Please Select	Rebate Amount *	0
Late Fine *	0		

Details of Owner(s) or Authorised Persons:

Type of Ownership *	Name *	Mobile No:	Email:	Address:
Please Select	Name			

At the bottom of the page, there is a footer with the following text: "RoR and Plot Information has been restricted to the user who has applied for the same. ** OTP based "Forget Password" provision has been introduced in CATS (Call / Designed and developed by TCS Limited"

Figure 10: Details of Business

The detail of business of the applicant is displayed here, as entered during Application of Issuance of Trade License (Certificate of Enlistment) in Municipal Areas.

2.6.3 Details of Owner(s) or Authorised Persons

edistrict.wb.gov.in/PACE/welcome.do

WEST BENGAL e-DISTRICT

Welcome Naresh Chandra Porel

Home Site Map View Status Downloads WBSIDC Pending Inbox User Profile Logout

Track Application | Draft Application | Payment Status | e-Commencement | e-Notice | Notice & Reports | A/C Stmt | Grievance Solution

Late Fine * : 0

Details of Owner(s) or Authorised Persons

Type of Ownership * : Please Select Name * : Name Mobile No : Mobile No Email : Email Address : Address

Sl. No.	Type of Ownership	Name	Mobile No.	Email	Address	Action
1	Proprietor	Soumen Kar	9038066215	NA	S S Lane,Kolkata	Delete

Arrear Applicable For Next Renewal

Municipal Dues other than Property Tax(if any) : 200 Arrear of License Fees : 0

Total Payable Amount : 600

I do hereby declare the information that I have provided for Renewal of my Trade License(Certificate of Establishment) for SWEETMEAT SELLER/ SUPPLIER (NON- A.C.) for 1 are true to the best of my knowledge and beliefs.
I do also undertake that the ULB may do the necessary verification/scrutiny/inspection of my premises after the Renewal is granted and any description/information is found to be false/malicious/fake on the basis of such verification/scrutiny/inspection then the Renewal of Trade License is liable to be canceled/terminated by the ULB without any reference and without any compensation of my loss

I Accept

Reset Save Draft Save & Next

Provision for sending e-intimation for commencement of building construction to WBIDC, WBIDC and WBEIDC is now available under the menu "e-Commencement"

Designed and developed by TCS Limited

Figure 11: Details of Owner(s) or Authorised Persons

The detail of Owner(s) or Authorised Persons of the applicant is displayed here, as entered during Application of Issuance of Trade License (Certificate of Enlistment) in Municipal Areas.

- **Declaration of Acceptance:**

The user has to click on the check box **'I Accept'** to provide declaration that the information provided in the application form is true to the best of his/ her knowledge and belief.

- **Save and Next:**

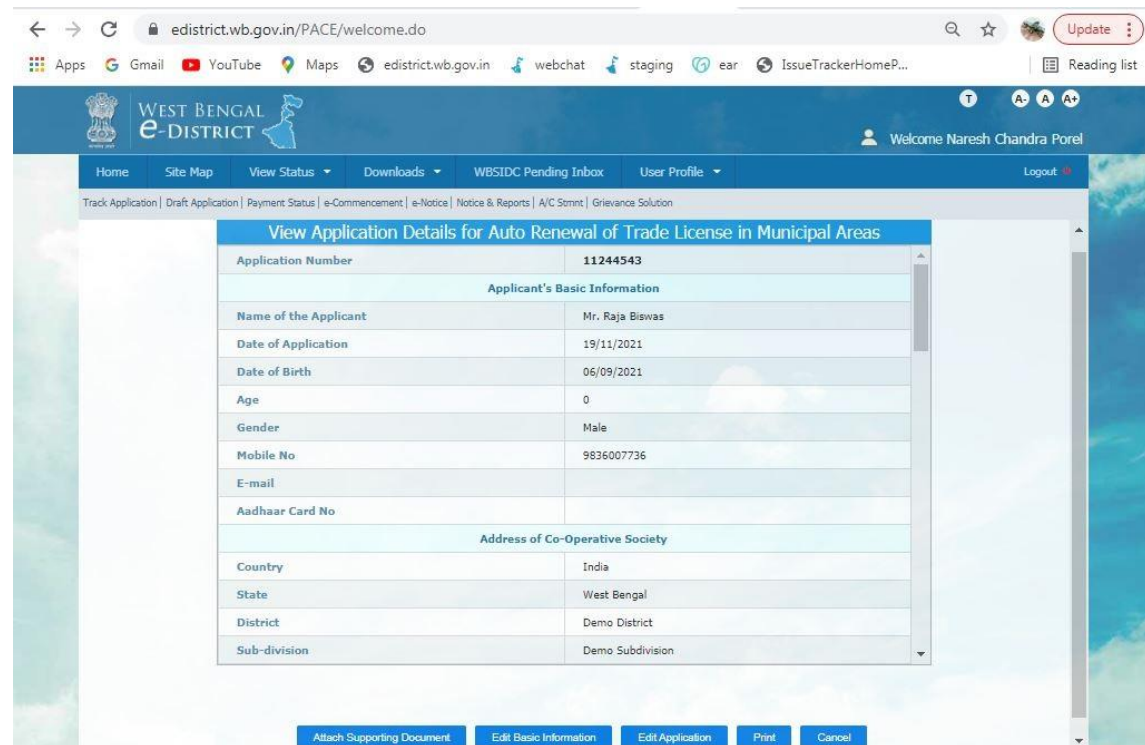
If the user wants to save the data entered and proceed to the next step of application, he/ she will have to select **'Save & Next'** button.

- **Save Draft:**

Click on **'Save Draft'** to save the entered details. User can access the drafted application from "Draft application" section of the home page.

2.6.4 Application View and Attaching Supporting Documents

The User needs to click on **Save & Next** to proceed further with the process of Application. The following screen appears.



The screenshot shows a web browser window displaying the 'View Application Details for Auto Renewal of Trade License in Municipal Areas' page. The page features a navigation menu with options like Home, Site Map, View Status, Downloads, WBSIDC Pending Inbox, User Profile, and Logout. Below the navigation, there are several buttons: 'Attach Supporting Document', 'Edit Basic Information', 'Edit Application', 'Print', and 'Cancel'. The main content area displays a table with the following data:

View Application Details for Auto Renewal of Trade License in Municipal Areas	
Application Number	11244543
Applicant's Basic Information	
Name of the Applicant	Mr. Raja Biswas
Date of Application	19/11/2021
Date of Birth	06/09/2021
Age	0
Gender	Male
Mobile No	9836007736
E-mail	
Aadhaar Card No	
Address of Co-Operative Society	
Country	India
State	West Bengal
District	Demo District
Sub-division	Demo Subdivision

Figure 12: Application View

The following options are available:

- **Attach Supporting Documents**
- **Edit Basic Information**
- **Edit Application**
- **Print**
- **Cancel**

The user can click on **Attach Supporting Document** to include the necessary supporting documents along with the application.

Once the user selects the option the following screen is displayed:

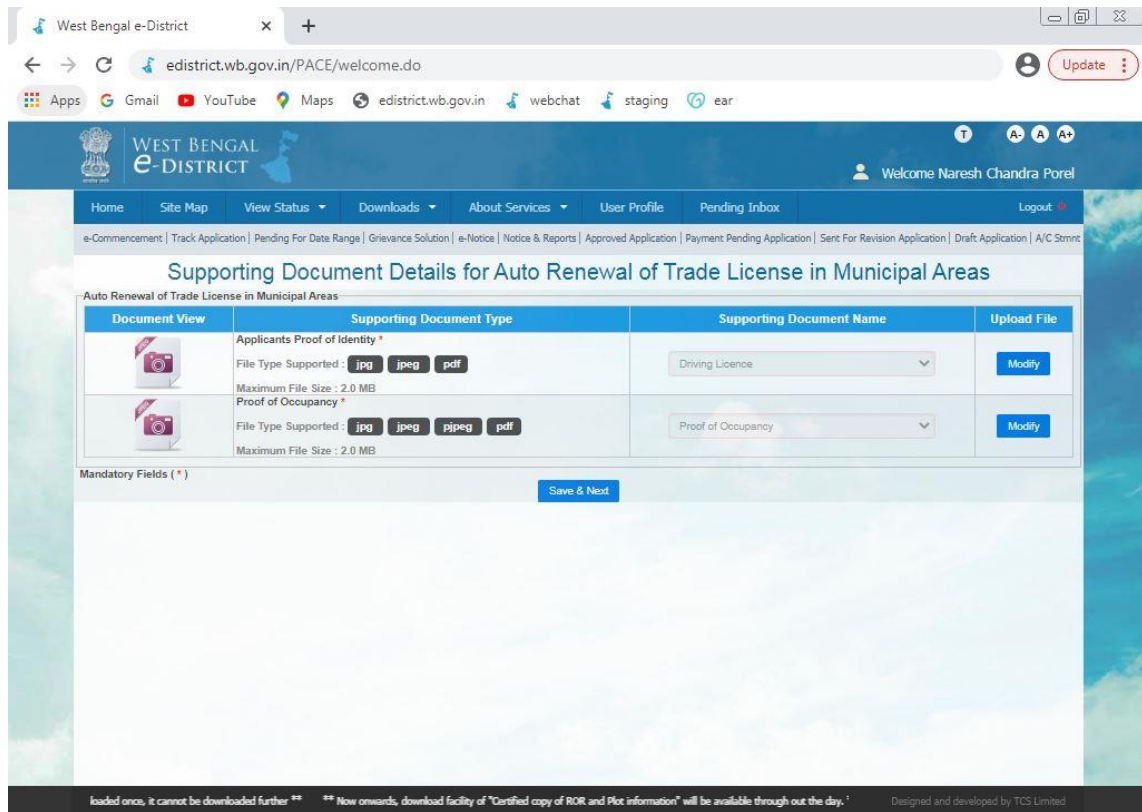


Figure 13: Uploading Supporting Documents

The user needs to click on the Modify button and then select the file to upload, if any modification required as shown below:

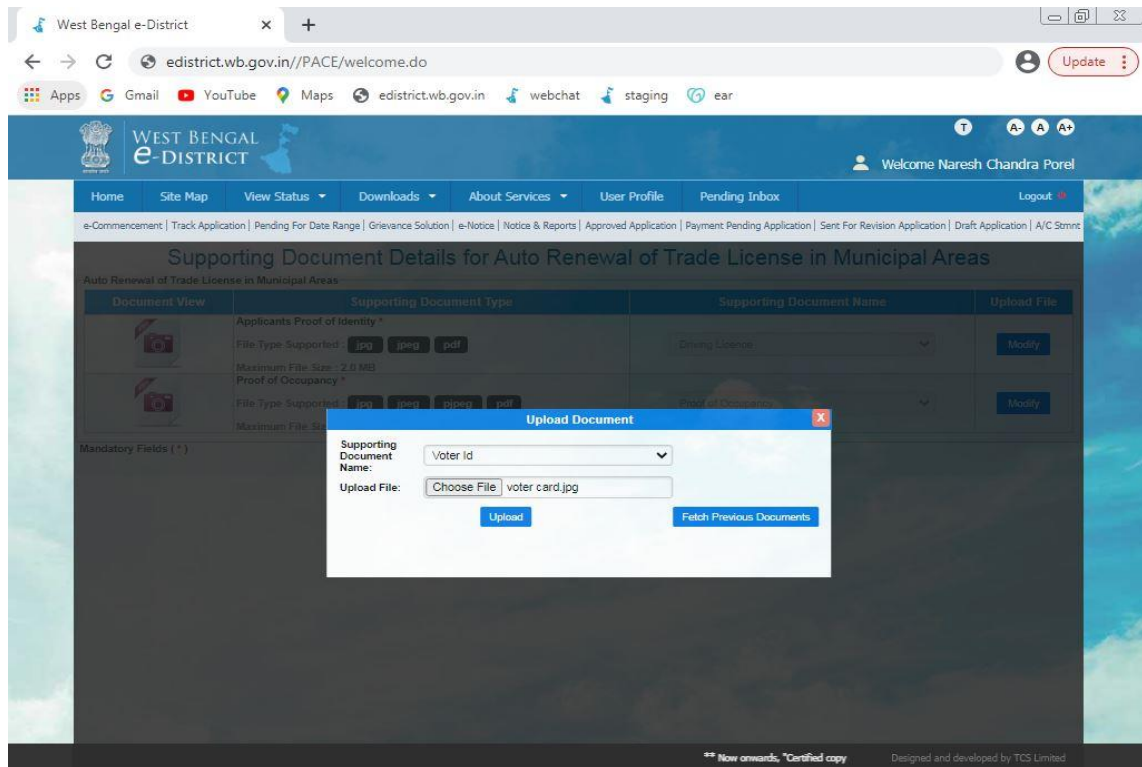


Figure 14: Upload Process

Clicking on **Upload** button, completes the uploading of document against the selected option.

The system acknowledges the successful uploading of the file by displaying the following message:

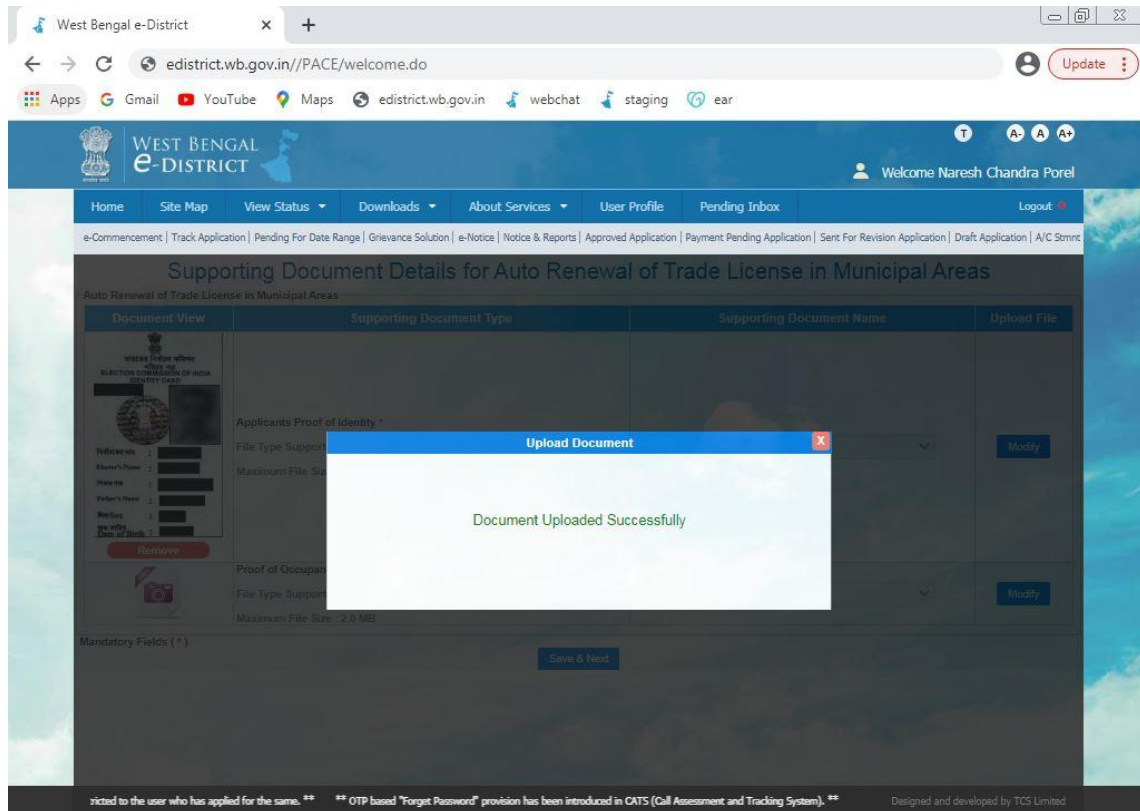


Figure 15: Upload Confirmation for Document Upload

2.6.5 Final Application View and Final Submission

Once the uploading of all the necessary documents is complete the user needs to complete the application process finally and click on **Save and Next** to proceed further and then click on **Submit** button to submit the application finally as shown below:

The screenshot shows a web browser window displaying the 'View Application Details for Auto Renewal of Trade License in Municipal Areas' page. The page is part of the West Bengal e-District portal. The user is logged in as 'Welcome Naresh Chandra Porel'. The application number is 11244543. The applicant's basic information is as follows:

Applicant's Basic Information	
Name of the Applicant	Mr. Raja Biswas
Date of Application	19/11/2021
Date of Birth	06/09/2021
Age	0
Gender	Male
Mobile No	9836007736
E-mail	
Aadhaar Card No	

The supporting document list shows two documents: 'Applicants Proof of Identity' and 'Proof of Occupancy'. At the bottom of the page, there are buttons for 'Submit', 'Edit Basic Information', 'Edit Application', 'Edit Supporting Document', 'Print', and 'Cancel'. A footer note states: 'rial (https://edistrict.wb.gov.in/PACE) will no more remain operational for Municipal Corporations and Municipalities of Category A, B and C for submitting application for the e-'. The page is designed and developed by TCS Limited.

Figure 16: Application View

On Clicking **Submit** button, the application is submitted. The AIN is generated and displayed as shown below:

WEST BENGAL e-DISTRICT

Welcome Naresh Chandra Porel

Home Site Map View Status Downloads WBSIDC Pending Inbox User Profile Logout

Track Application | Draft Application | Payment Status | e-Commencement | e-Notice | Notice & Reports | A/C Stmt | Grievance Solution

Application Acknowledgment

Dear Mr. Raja Biswas,
Thank you for using West Bengal e-District System.
Your application for Auto Renewal of Trade License in Municipal Areas under Government of West Bengal has been successfully submitted.

Application Summary

AIN	: 0109902189000017
Name of the Applicant	: Mr. Raja Biswas
Date of the Application	: 19/11/2021
Address	: 44 Incinerator Road 2nd Floor, Gorabazar , Kolkata, (11819) Ward - Demo, Demo District , West Bengal, India Pin Code: 700028

For any query please contact your nearest Kiosk operator or the following contact details:

Municipality : Demo Municipality,
Sub-Division : Demo Subdivision,
District : Demo District,
West Bengal, India

Pay Later Pay Now

! Status) in WB e-district portal and click on "Check Payment Status". ** Now onwards, download facility of "Certified copy of ROR and Plot information" will be available. Designed and developed by TCS Limited

Figure 17: Generate AIN

The user should note down this 'AIN (Application Identification Number)' for all future references. Now if you want to pay for Auto Renewal of Trade License in Municipal Areas instantly click on 'Pay Now'. Otherwise if you want to pay later for Auto Renewal of Trade License in Municipal Areas click on 'Pay Later'.

If you select to 'Pay Now' it will redirect Payment Page, as below:

WEST BENGAL e-DISTRICT

Welcome Naresh Chandra Porel

Home Site Map View Status Downloads About Services User Profile Pending Inbox Logout

e-Commencement | Track Application | Pending For Date Range | Grievance Solution | e-Notice | Notice & Reports | Approved Application | Payment Pending Application | Sent For Revision Application | Draft Application | A/C Stmt

Payment for Auto Renewal of Trade License in Municipal Areas

AIN	Applicant Name	Remarks
0109902103000101	Mr. Shubham	

Online payment

Please do not pay again if the amount got deducted from your bank Account. Please first check the payment status for the given AIN using "View Status" menu or Contact with Help Desk.

Payment Mode*: Online

Payment amount*: 1380

Government Fees :: Rs. 1380/-

Pay Cancel

Figure 18: Payment Page

If you select 'Pay Later' it will redirect to 'Track Application' page, as soon below:

2.7 Track Application

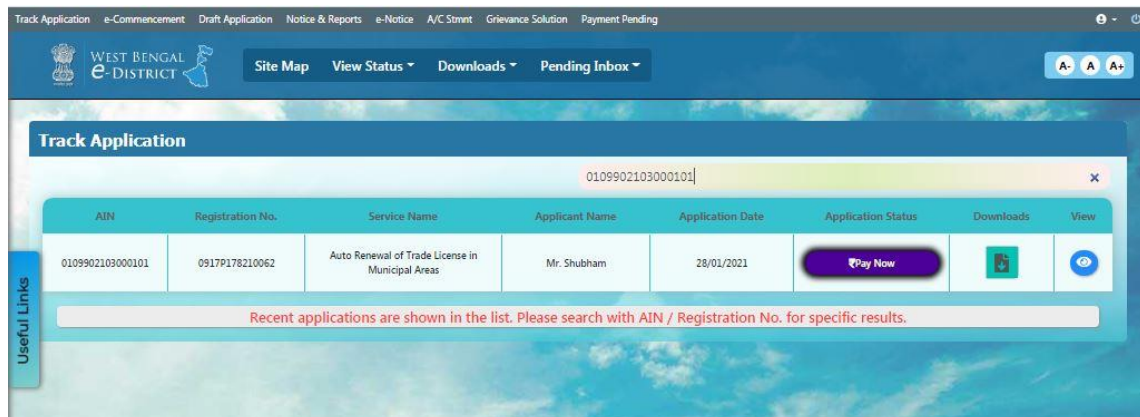


Figure 19: Track Application

The applicant or operator has to enter **Application Identification Number**. The applicant needs to click on the Pay Now icon to further proceed.

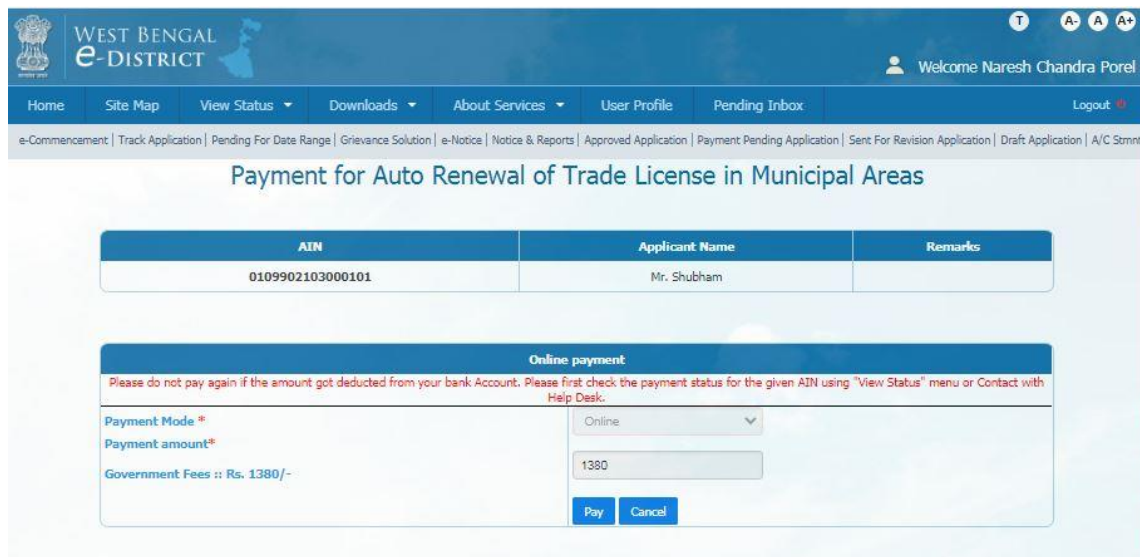


Figure 20: Payment Page

The online payment section will enable, check the Payment Gateway and click the Pay button; you will be redirected to the payment gateway interface. Now fill the Payment details and

complete the transaction.

Amount: Rs. 1380.00
Transaction ID: 0109902103000101319

Choose a payment method PAYU is now PayU biz

Credit Card

Debit Card

Card Type VISA MasterCard

Card Number

Name on Card

CVV Number What is CVV number?

Expiry Date Month Year

Note: In the next step you will be redirected to your bank's website to verify yourself.

[Pay Now](#)

or Go back to

Note: Making Payment on PayU is 100% safe. Your transaction is processed through a secure https internet connection based on secure socket layer technology.



Figure 21: Online Payment

Track Application e-Commercement Draft Application Notice & Reports e-Notice A/C Stmt Grievance Solution Payment Pending

WEST BENGAL e-DISTRICT Site Map View Status Downloads Pending Inbox

Transaction Acknowledgement

Name	Mr. Shubham
Service	Auto Renewal of Trade License in Municipal Areas
AIN	0109902103000101
Transaction ID	0109902103000101319
Gateway Reference No.	403993715522548150
Bank Reference No.	552274
Amount (INR)	1380.0
Transaction Status	Success
Transaction Date & Time	2021-01-28 17:50:58
Payment Gateway	PayU

[>> Finish](#)
[Print](#)

Contact Helodesk Designed and developed by TCS Limited

Figure 22: Transaction Acknowledgement

After successful transaction, a Transaction Acknowledgement will generate. Now, in acknowledge page two options will appear, namely "Finish & Print". To print the acknowledge user need to select option otherwise selecting finish option will take you to the Home Page.

3 Getting the Certificate for Auto Renewal of Trade License in Municipal Areas

In order to get the certificate for Auto Renewal of Trade License in Municipal Areas, the applicant (Citizen/ CSC/ Kiosk Operator) will have to login to the system again by typing the URL in the address bar of an internet browser and entering correct user id and password. The Home Page appears as below. In order to get the certificate, the applicant will have to click on 'Track Application'.

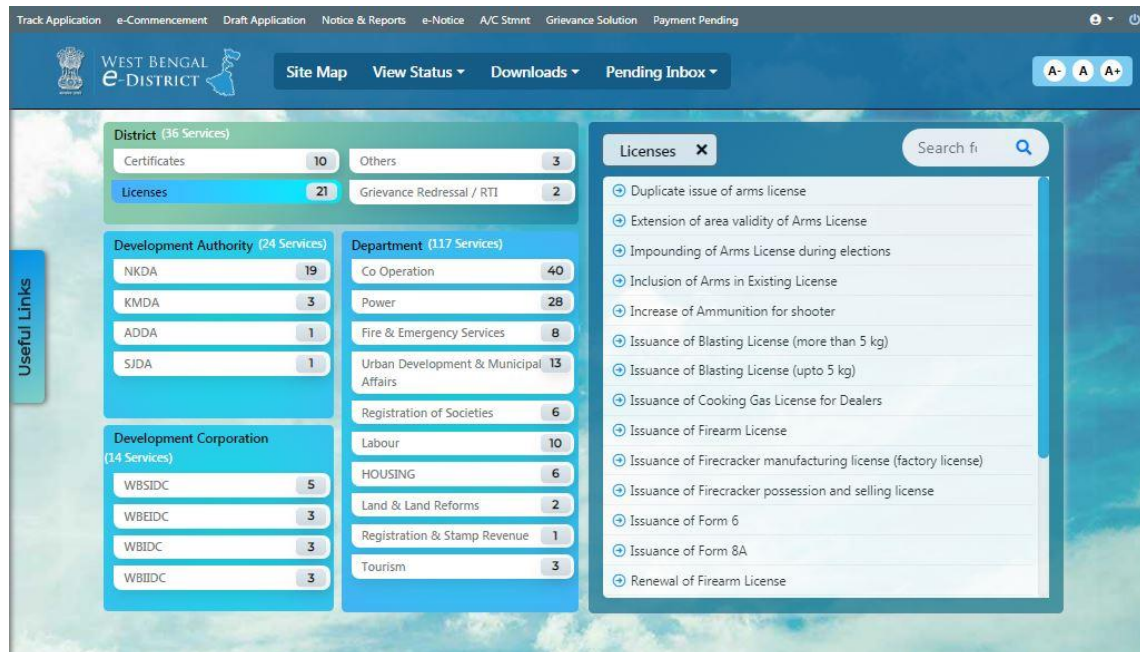


Figure 23: Track Application Option for Application under Applicant Login

The 'Track Applications' page opens as below, where the applicant will have to enter the Application Identification Number.

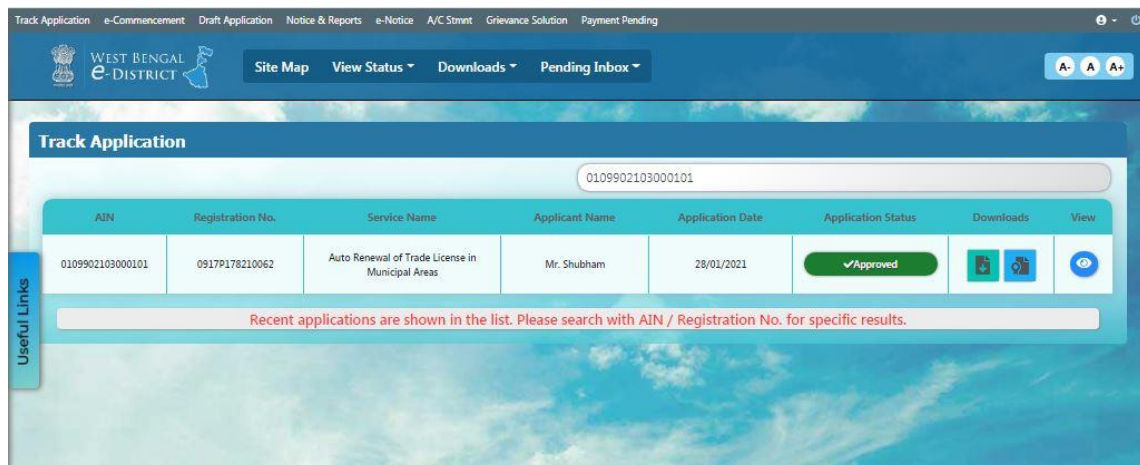


Figure 24: Track Application

The user will have to click on the 'Download' icon for application to get the certificate for 'Auto Renewal of Trade License in Municipal Areas'.



Form -24 (Under Rule 82)		Certificate No. 0917P020213529 (Existing Reg No. TD12344)
PERMANENT CERTIFICATE OF ENLISTMENT		
West Bengal Municipal Act, 1993 [See Section 118] (Duplicate to be filled up)		
Demo Municipality Municipality Demo Subdivision, Demo District		
<p>The Board of Councillors of Demo Municipality Municipality hereby grant unto Raja Biswas, the proprietor of A3, residing and / or carrying on or intending to carry on business at holding Premises No. 55(a), 44 Incentirator Road 2nd Floor, Pincode- 700028 in Ward No. Demo and exercising or intending to exercise the Profession, Trade or Callings of Entertainment related, CABLE T.V OPERATOR/ SUB AGENT THEREOF 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 ₹ 1/- (Rupees : One) only.</p>		
<p>This Certificate of Enlistment is hereby renewed and will be in force until the 31st day of August, 2022 and to be produced at the time of further renewal.</p>		
<p>Date of Renewal : 30-09-2021</p>		
		
<p>Demo Municipality Municipality CABLE T.V OPERATOR/ SUB AGENT THEREOF 0917P020213529 30-09-2021 2022-8-31</p> <p>(Scan QR Code with QR Reader)</p>		
<p>Disclaimer : This document is auto-generated through Computer system as per data submitted by the applicant himself in online procedure. Respective Department / Authority/ Institution/ Office may verify the documents /credentials from the CE holder , if so deem fit.</p>		
<p>The authenticity of this document can be verified by accessing the URL: edistrict.wb.gov.in and then clicking on the 'Third Party Verification for Final Certificate' link and keying in the Unique Number 0929602169000070 Page -1</p>		

Figure 25: Auto Renewal of Trade License in Municipal Areas

4 System Set-up

4.1 System Start up Parameters

NA

4.2 Master File Set-up

NA

4.3 Business Rules

As per the SRS

4.4 Print Set-up

NA

5 Application Details

5.1 Module Name

5.1.1 Function Name

NA

5.1.1.1 Purpose

NA

5.1.1.2 Menu Navigation

NA

5.1.1.3 User Group

NA

5.1.1.4 Form Layout

NA

5.1.1.5 Activation Options

NA

5.1.1.6 Form Description

NA

6 Reports / Query

6.1 Report / Query Title

NA

6.1.1 Selection Rules

NA

6.1.2 Description

NA

6.1.3 Report / Query Layout

NA

7 Interfaces

7.1 Interfaces to other systems

NA

7.2 Data Files Upload / Down Load

7.2.1 Description

NA

7.2.2 File Format

NA

8 Messages and Corresponding Action

NA

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