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
of
e-District MMP
in
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

Delivery Head – State Project, West Bengal
TCS Limited
28, Camac Street,
Kolkata – 700 016

1.6 Acronyms and Abbreviations

<table>
<thead>
<tr>
<th>Acronym</th>
<th>Description</th>
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<tbody>
<tr>
<td>ADM(G)</td>
<td>Additional District Magistrate</td>
</tr>
<tr>
<td>AIN</td>
<td>Application Identification Number</td>
</tr>
<tr>
<td>ALC</td>
<td>Assistant Labour Commissioner</td>
</tr>
<tr>
<td>AR</td>
<td>Additional Registrar</td>
</tr>
<tr>
<td>ASO</td>
<td>Assistant Statistical Officer</td>
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</tbody>
</table>
West Bengal e-District

Auto Renewal of Trade License in Municipal Areas

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

![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:

![Figure 2: Home Page](image)

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:
To proceed with the application the user needs to select 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

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.

![Search Trade License Details](image-url)
2.5 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 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

![Communication Address of Applicant](image)

**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 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

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

![Upload Confirmation for Document Upload](image)

**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:

![Application View](image)

Figure 16: Application View

On Clicking Submit button, the application is submitted. The AIN is generated and displayed as shown below:
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 ‘Pay Now’ it will redirect Payment Page, as below:

Figure 18: Payment Page

If you select ‘Pay Later’ it will redirect to ‘Track Application’ page, as soon below:
2.7 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.

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
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’.
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
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7.1 Interfaces to other systems
NA

7.2 Data Files Upload / Down Load

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8 Messages and Corresponding Action

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