

GOVERNMENT OF WEST BENGAL  
Department of Urban Development & Municipal Affairs  
"Nagarayan"  
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No. 933 / MA/O/C-4/1M-31/2015(Pt-V)

Date : 12.09.2022

From : Special Secretary  
Govt. of West Bengal

To : The Chairman/Chairperson,  
Burdwan / Dainhat / Guskara / Kalna / Katwa / Memari / Contai / Egra / Haldia / Panskura / Tamralipta /  
Arambagh / Baidyabati / Bansberia / Bhadreswar / Champdany / Hooghly-Chinsurah / Konnagar / Rishra /  
Serampore / Tarakeswar / Uttarpara-Kotrung / Dankuni / Birnagar / Chakdaha / Cooper's Camp / Gayeshpur  
/Kalyani / Krishnagar / Nabadwip / Ranaghat / Santipur / Taherpur / Haringhata Ashokenagar-Kalyangarh/  
Baduria / Baranagar / Barasat / Barrackpore / Basirhat / Bhatpara / Bongaon / Dum Dum / Garulia /  
Gobardanga / Habra / Halisahar / Kamarhati / Kanchrapara / Khardah / Madhyamgram / Naihati / New  
Barrackpore / North Barrackpore / North Dum Dum / Panihati / South Dum Dum / Taki / Titagarh / Baruipur/  
Budge Budge / Diamond Harbour / Joynagar-Mazilpur / Maheshtala / Pujali / Rajpur-Sonarpur Municipality  
/ NAA

Commissioner, Bidhannagar / Chandernagore Municipal Corporation

**Sub : Special Camps for renewal of Trade Licenses on 16/09/2022 and 24/09/2022 at your ULBs**

**Ref: This Department's letter no. 927/MA/O/C-4/1M-31/2015(Pt-V) Dated 09/09/2022 and subsequent Video conference held on 12/09/2022**

Sir/Madam,

You are well aware of the fact that Online issuance of New Trade License (Certificate of enlistment) and Renewal of Trade License in the **Real time mode** has been started in all the ULBs w.e.f. **01.10.2021** in terms of **this Departmental Order No. 1234/MA/O/C-4/1M/31/2015 (Pt-IV) dated 13<sup>th</sup> September, 2021.**

Now on close examination of the system generated MIS report of e-Trade License as on **9 September, 2022**, it has been found that the status of the renewal of Trade License through the e-Trade License system in respect of your ULB is not satisfactory. In some of the ULBs very few cases of renewal of Trade License of the existing traders in the e-Trade License system could be done during the period from 01.10.2021 to till date. It may be well presumed that for such inaction from your end, not only the existing traders of your ULBs were deprived of getting their Trade Licenses renewed in the e-Trade License system but also generation of Municipal revenue from the source of Trade License has also been affected to a great extent due to those non-renewal of Trade Licenses.

Now as per the decision taken by this Department, I am directed to request you to **hold special Camps for the renewal of Trade License in the e-Trade License System on 16/09/2022 and 24/09/2022 from 11.00 A.M. to 5.00 P.M. on those two days.**

The followings measures are to be invariably taken before organizing the said Trade License camps in your ULB (preferably in market places / community hall etc.):

- 1) Deployment of Computer knowing staff with IT Co-ordinators and License Department staff for their assistance. Those are to do Legacy Entry of the existing trade licenses in the e-Trade License system as per the process.
- 2) Necessary logistic arrangement including computer, printer, scanner, internet connection etc., at the camps.
- 3) Accumulation of data about the traders for whom the renewal of Trade License are pending for renewal.
- 4) Informing those traders to attend the camp on those two days along with their existing License copy and the documents including personal identity proof and occupancy/business address proof.
- 5) Adequate publicity through different media to be made from your end so that the traders may be aware of those special camps on those two days.
- 6) Councilors of the concerned ULB should also be kept aware of the pending position of the renewal of trade license and also for their cooperation.
- 7) Any other measures as may deem fit by the Commissioner of the Municipal Corporation or the Chairman/Chairperson of the Municipality to make the programme successful.

You are requested to take all necessary actions so that the renewal of the Trade License in the e-Trade License system in respect of your ULB is done on regular basis henceforth.

Yours faithfully,

sd/-  
Special Secretary