Panchayat and Rural Development Department:

Trade License

Provided as a service through 'SilpaSathi', the Online Single Window portal of the State (West Bengal)

User Manual

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Introduction

This document is intended to serve as a User Manual for grant of the service **"Trade License"** by **Panchayats & Rural Development (P&RD) Department, Govt. of West Bengal** through Single window of the State, 'SilpaSathi'. The service is integrated with the Single Window (SilpaSathi) and can be accessed through the SilpaSathi portal. This document has been designed as a user-friendly guide to assist applicants in filling their application forms. It will help them to familiarise with the entire procedure in a seamless manner for successful submission of application and download final Approval certificate from the SilpaSathi portal without the requirement of physical visit to the Department(s).

<u>**Salient Features of Silpasathi Portal:**</u>

- The Single Window Portal of the State of West Bengal (SilpaSathi) allows seamless integration with portals of different government departments thereby providing single login credential for various applications, eliminating the need to provide common information multiple times in different forms of various Departments, and ensuring all clearances are available from a single portal.
- It serves as a digital gateway for providing the necessary statutory compliances under the applicable Acts, Rules, Policies and Schemes of the Govt of West Bengal from a single portal.
- Business Entrepreneurs can get certificates and licences required for setting up and operating business in the State in a smooth and time-bound manner, smooth and time-bound manner, without the need to visit any government department or office.

About the Service

Trade license by P&RD Department is required to carry out any particular business or trade in the areas which falls under the Panchayat jurisdiction (rural areas). The online system has the following features without the requirement of physical visit to the Department: 1) Submission of Application 2) Online Payment of fees 3) Track Status of Application 4) Online Download of final approval certificate 5) Third Party Verification.

Comprehensive Checklist of Documents to be submitted online

The applicant is required to submit the following documents (only two documents) in order to apply for the service:

#	Documents Required	Detailed Description
1.	Identity Proof	Any oneIdentity proof of the applicant (e.g., Aadhaar / Driving License / PAN Card / Passport /EPIC/ Job card/ Pan card/ Ration card).
2.	Legal Deed/ Legal Occupancy (Land Records)	Any one documentrelated to immovable property, such as ownership, boundaries, etc. (Sale deed/ Gift deed/ Lease agreement / Rental agreement/ Mortgage deed/ Encumbrance certificate/ Property tax receipts/ Khata certificate/ Record of Rights

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Timeline (WBRTPS)

Trade License (P&RD) is a real-time service, and the certificate is issued real-time on payment of fees.

Instructions related to the application form

Sl. No.	Field Name	Instructions
	Details of Proposed Trade	
1.	District	Enter district name for the proposed trade
2.	Block	Enter block name for the proposed trade
3.	Gram Panchayat	Enter gram panchayat name for the proposed trade
4.	Name of Trade	Enter name of the trade for which the license is applied
5.	Select type of trade	Choose between different types of trade which include medical, carpenter, decorator, etc
	Address Details	
6.	Village	Enter Village name for the proposed trade
7.	Samsad	Mention Samsad Name
8.	Post Office	Enter post office details
9.	Police Station	Enter police station details
10.	Pincode	Enter address pincode
11.	Mouja JL No.	Enter MoujaJL No.
12.	Dag No.	Enter Dag No.
13.	Khatian No.	Enter Khatian Number
	Applicant Details	
14.	Name of the applicant	Enter name of the applicant
15.	Father's/Guardian's Name	Mention Father's/Guardian's Name
16.	Identity Proof	Proof describing the identity of the applicant
17.	Identity Card No.	Unique Number on the provided ID card
18.	Type of Ownership	Find from the drop down list: Autonomous, board, Govt, etc
19.	Category	Find from the drop down list : Corporate, Government, GP citizen, etc
20.	Mobile No.	Enter Contact Details
21.	*Address of the applicant same as above*	Applicant details if matched with the business address details
	Boundary Details	
22.	East	Latitude Longitude details
23.	West	Latitude Longitude details
24.	North	Latitude Longitude details
25.	South	Latitude Longitude details

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Sl. No.	Field Name	Instructions
	Organization Details	
26.	Name of the Company	Name of the proposed business organization
27.	Number of Employee	Number of employees working in the organization
28.	Investment in last FY	Capital investment made in the last financial year
29.	Revenue/Income in last FY	Income made in the last financial year
30.	Category of fees	Category of fees is to be selected based on the mentioned criteria which include paying professional tax, capital investment, etc
31.	Fees for 3 years	Fees shall be calculated and provided in the data box as per the business details mentioned

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Application Process through SilpaSathi

1. Online Application submission along with online submission of documents

In order to complete the user registration, the applicant has log on to **https://silpasathi.wb.gov.in**/ and click on 'Apply online' button.
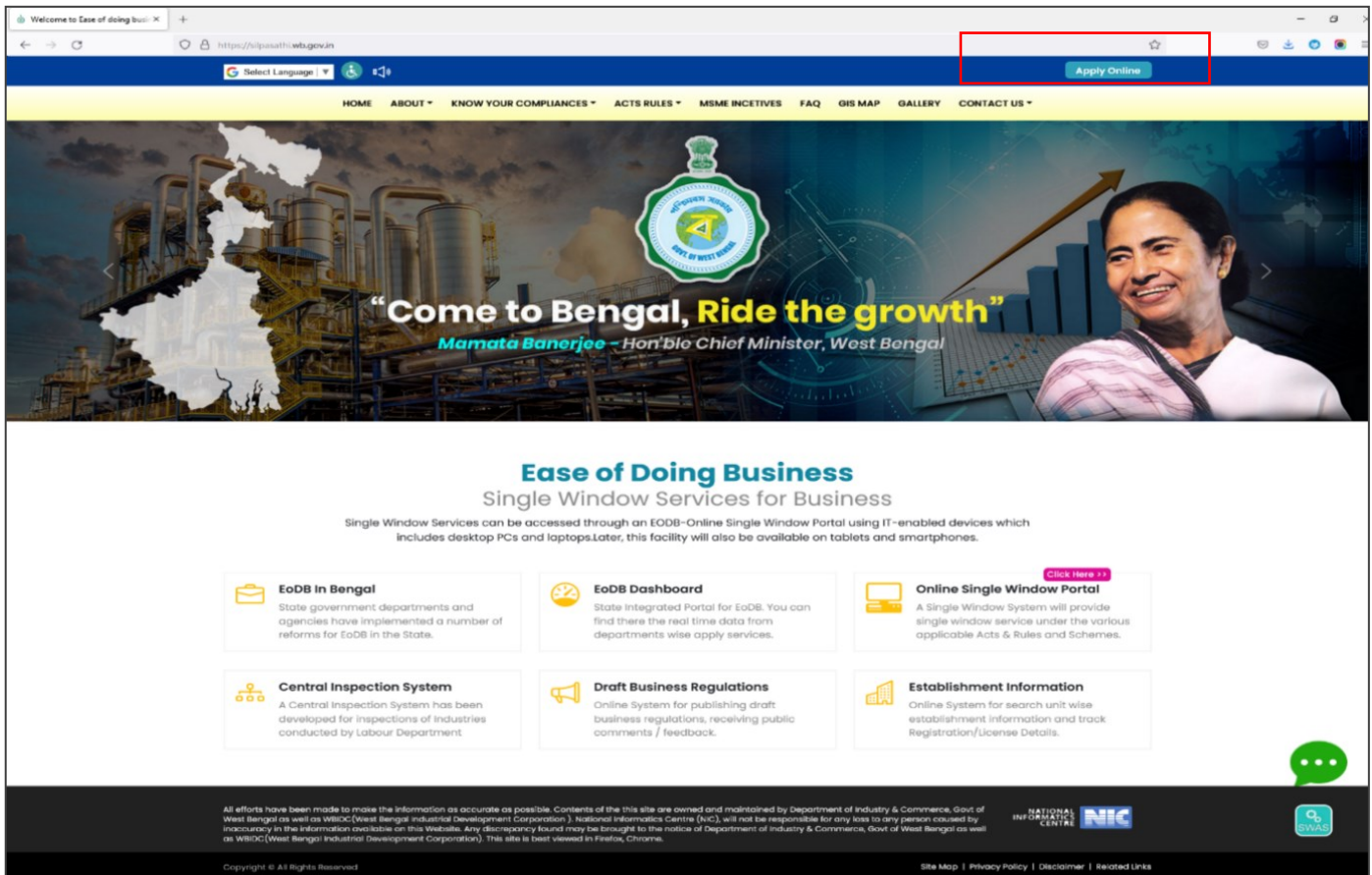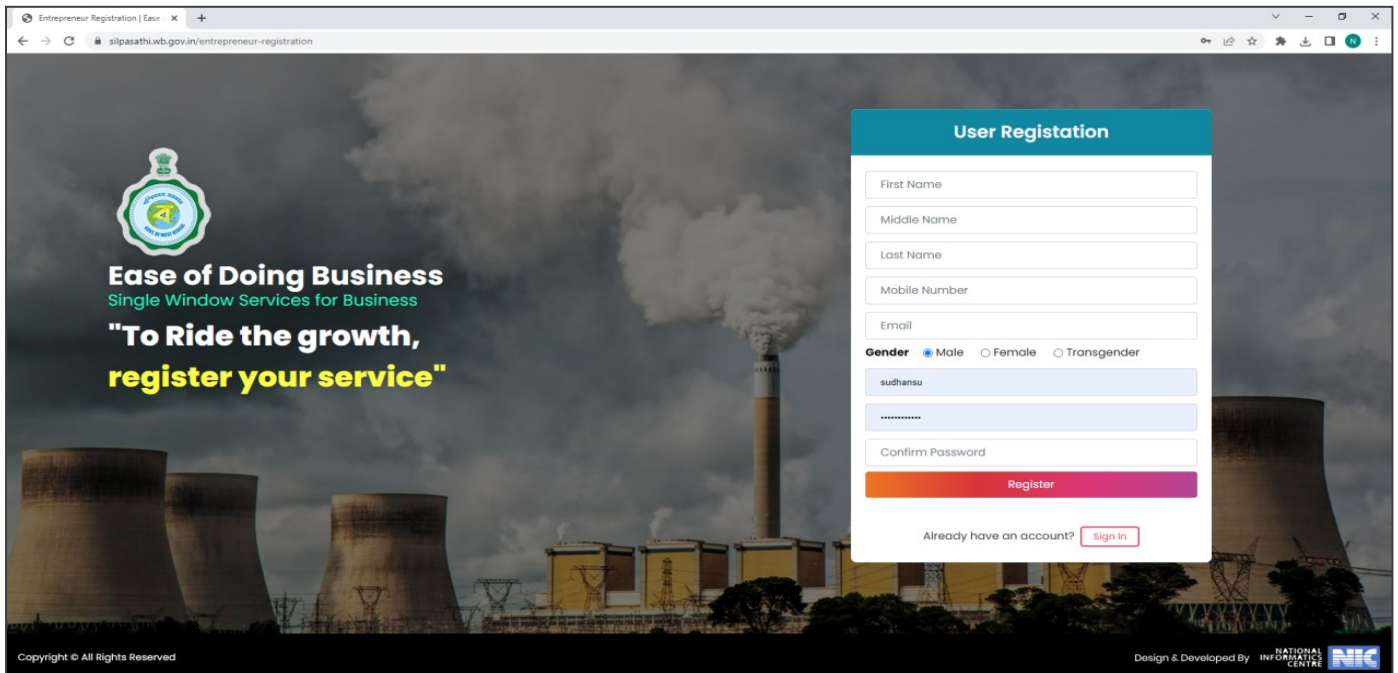
Applicant Log-in: The applicant needs to **select the required category** as illustrated in the screenshot below and **proceed for registration**.
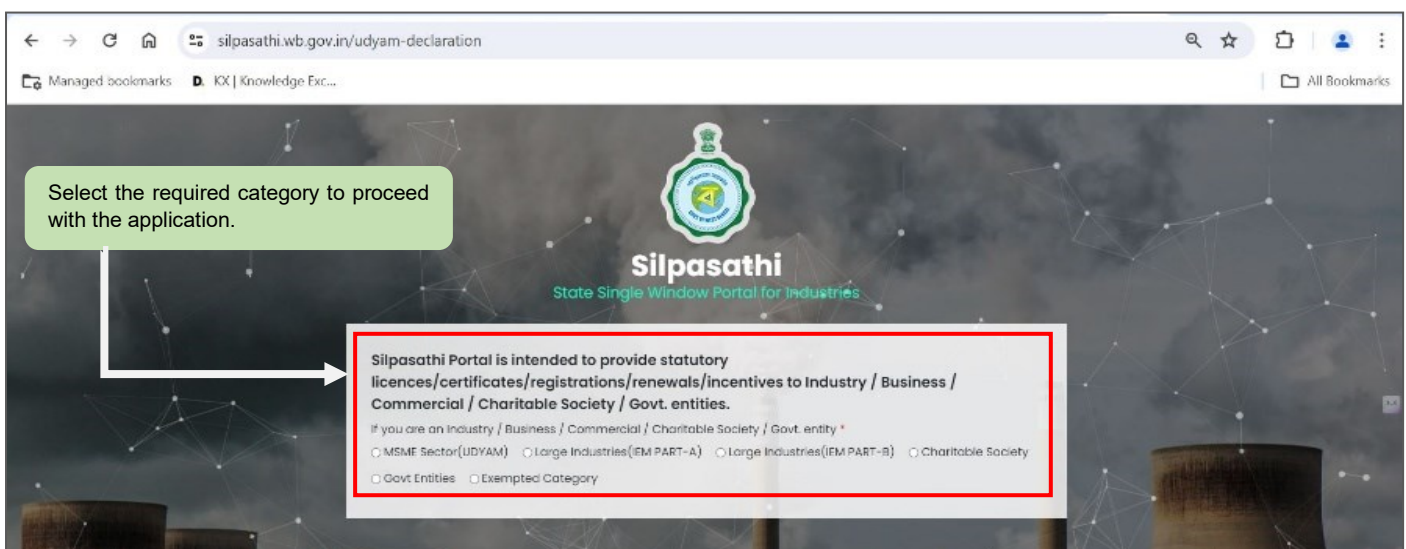
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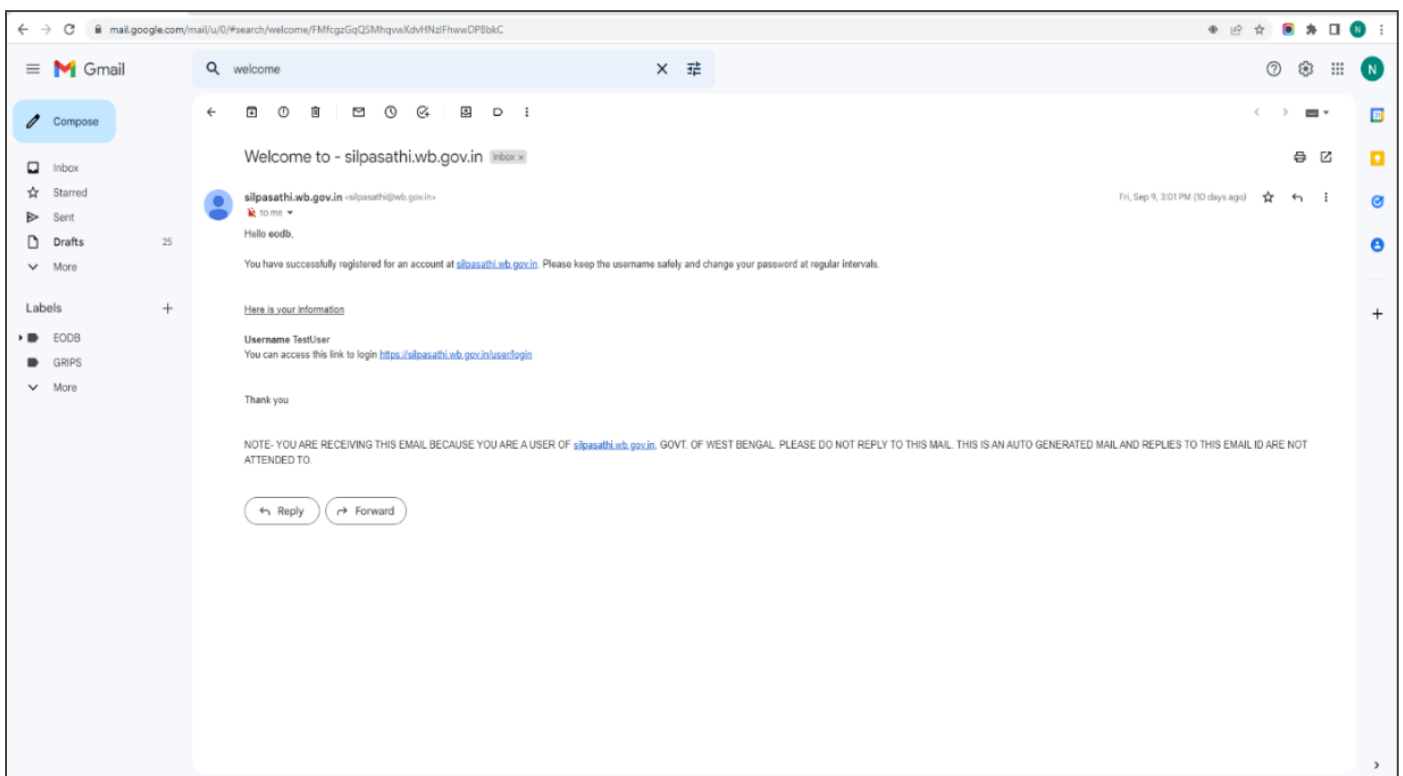
A sign-up window appears on the screen. The user has to select 'Create New' if he is a new user. An already registered user in SilpaSathi portal can fill in the username and password and login to the SilpaSathi portal.

The 'User Registration' window will appear with the relevant fields that the applicant needs to fill accurately and click on 'Register' as shown by the below screenshot. In case the applicant already has an account, click on the 'Sign In' button and login using valid **User ID, password and Captcha.**

Applicants will receive email confirmation after registering into the single window portal. Please refer to the screenshot below:

Online Application submission

Applicants will now be directed to the user dashboard for completing the further procedures. The following screenshots below illustrate the same.

The applicant has to click on 'ALL SERVICES' to view the list of all services mapped with their corresponding departments.

Once done, a list of services will appear. Applicants need to click on the checkbox adjacent to the service named '***Trade License – P&RD'.***

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After selecting the service '**Trade License – P&RD**, the applicant has toclick on **'Create CAF'.** Applicant's CAF ID will be created. The unique CAF ID is referred to as the common application form.

Applicant's Dashboard

After clicking on '*Apply Online'* option, the applicant shall be redirected to the main application form. The applicant will have to fill in the required details and review the application form (screenshot below):

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Application Form

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Upon completion of the application process the applicant clicks on the *'Submit'* button for final submission of the application. Please refer to the screenshots below for detailed illustrations.


The applicant has to browse the required files in his system and upload them as described in the screenshots. A dialogue box appears after clicking on '**Browse'/ 'Choose File'.** Once the required file is selected, the applicant has to click on **'Upload'** button to upload the files successfully.

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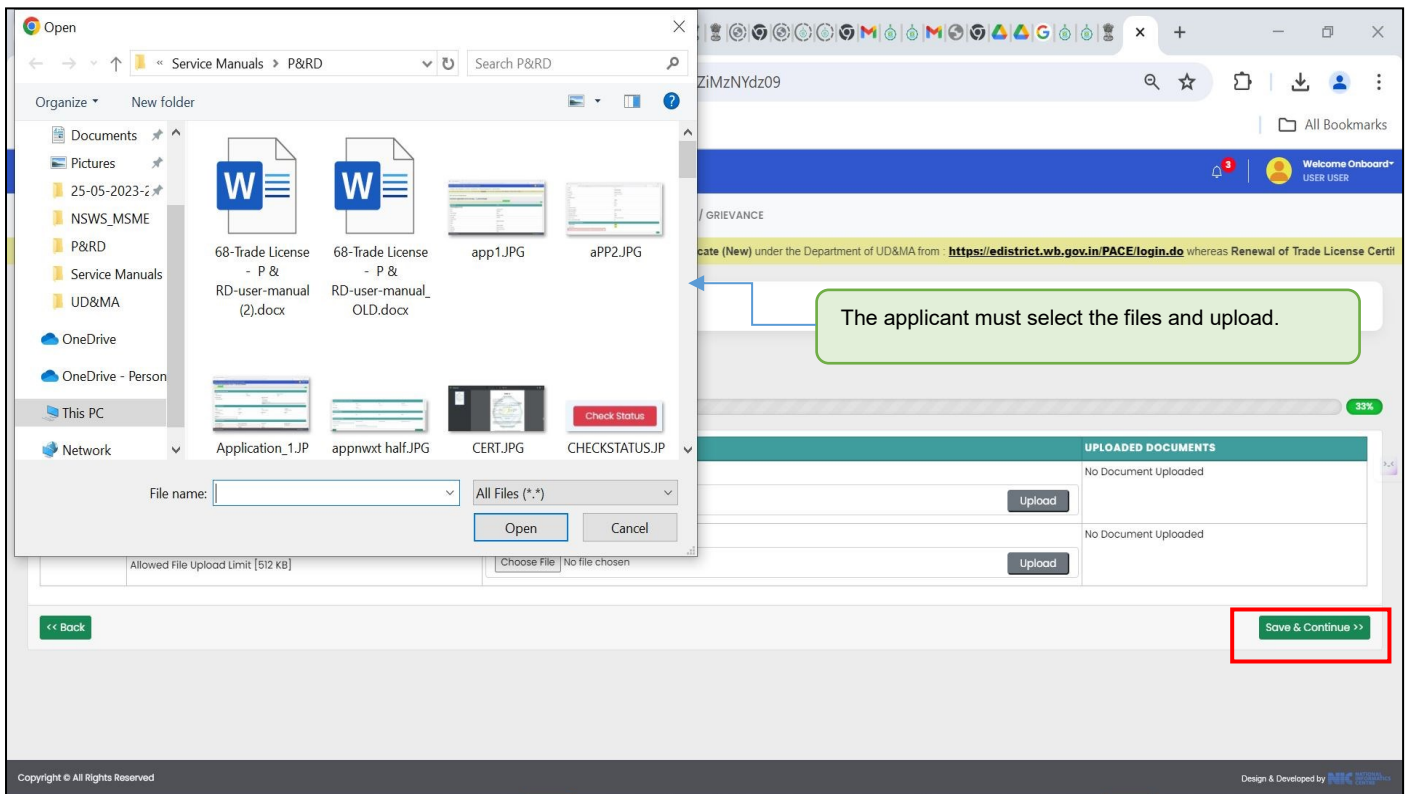
The applicant is required to upload **both the required documents** in **pdf format**as illustrated in the screenshots. After filling the application form and uploading the required documents the applicant has to click on '**Save and Continue**'to proceed with the application.
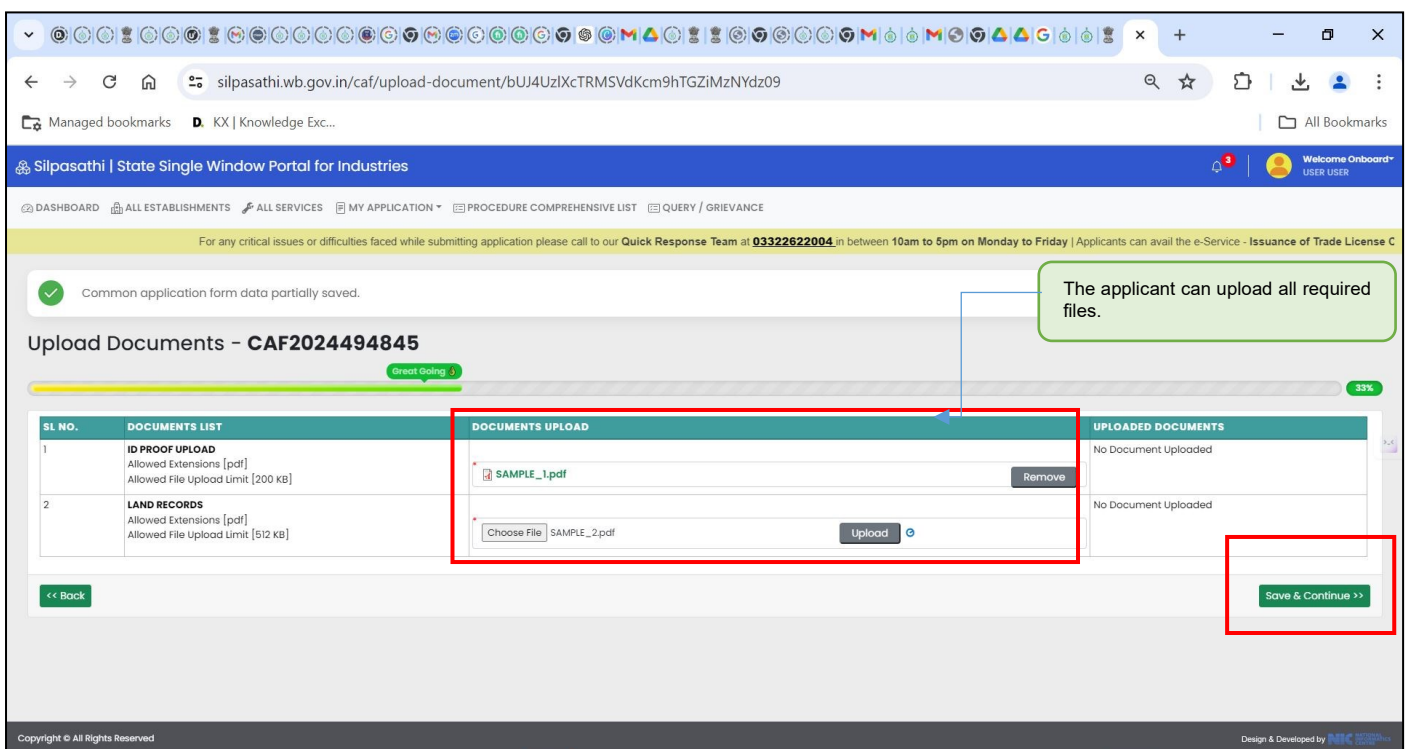
The applicant shall review the filled in application form and proceed for final submission of application. Once reviewed, the applicant shall also be required to click on the Declaration checkbox on the bottom left of the application page before proceeding to 'Submit' button, as illustrated in the screenshots below.

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Declaration statement

Click on submit for submission of application.

On clicking on 'Submit' link, the following webpage appears post submission of application with updated Status.

CAF2024494845 - Current Status

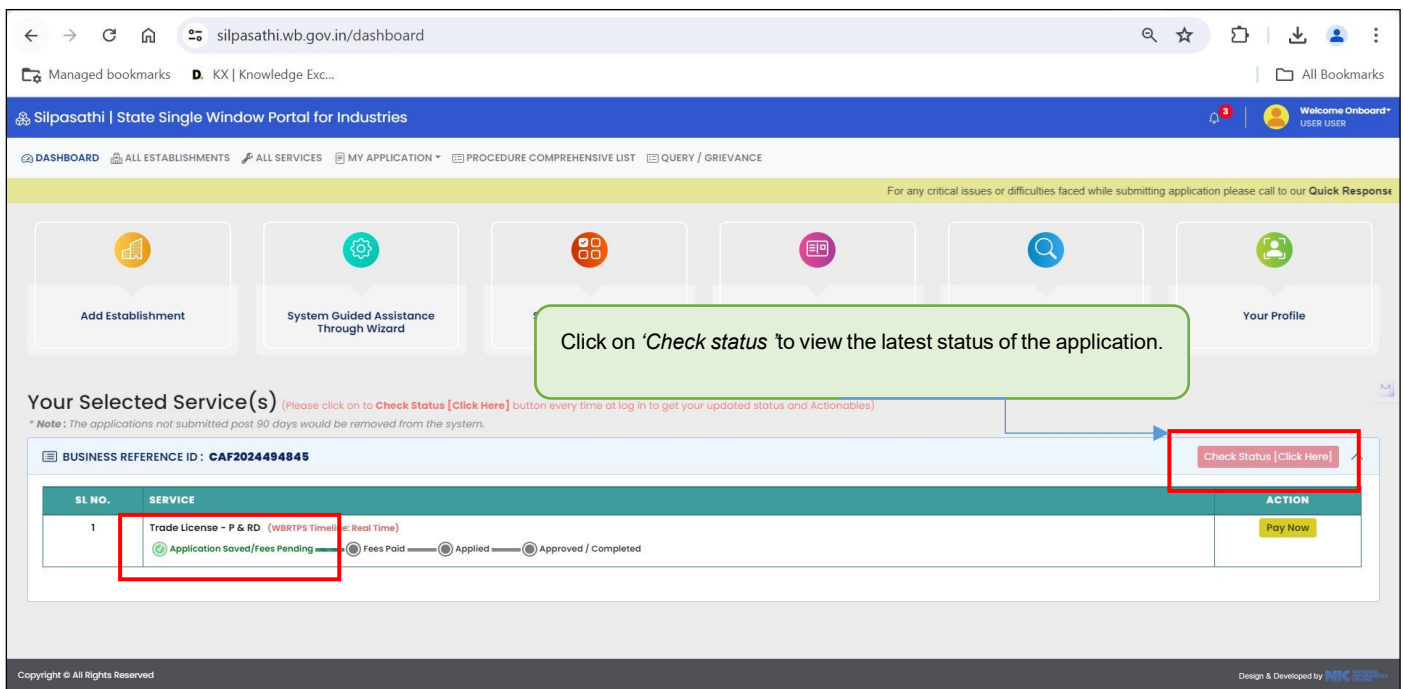| NAME OF THE SERVICES	STATUS TITLE	CURRENT STATUS	ACTION TAKEN DATE
Trade License – P & RD	Application Saved/Fees Pending	Completed	05/07/2024
	Fees Paid	Pending	
	Applied	Pending	
	Approved / Completed	Pending	

Status updated.

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The applicant /user shall be notified via SMS and email on his registered phone number and email id respectively. The applicant receives notifications at different stages of the application - application submission, application approval, etc.
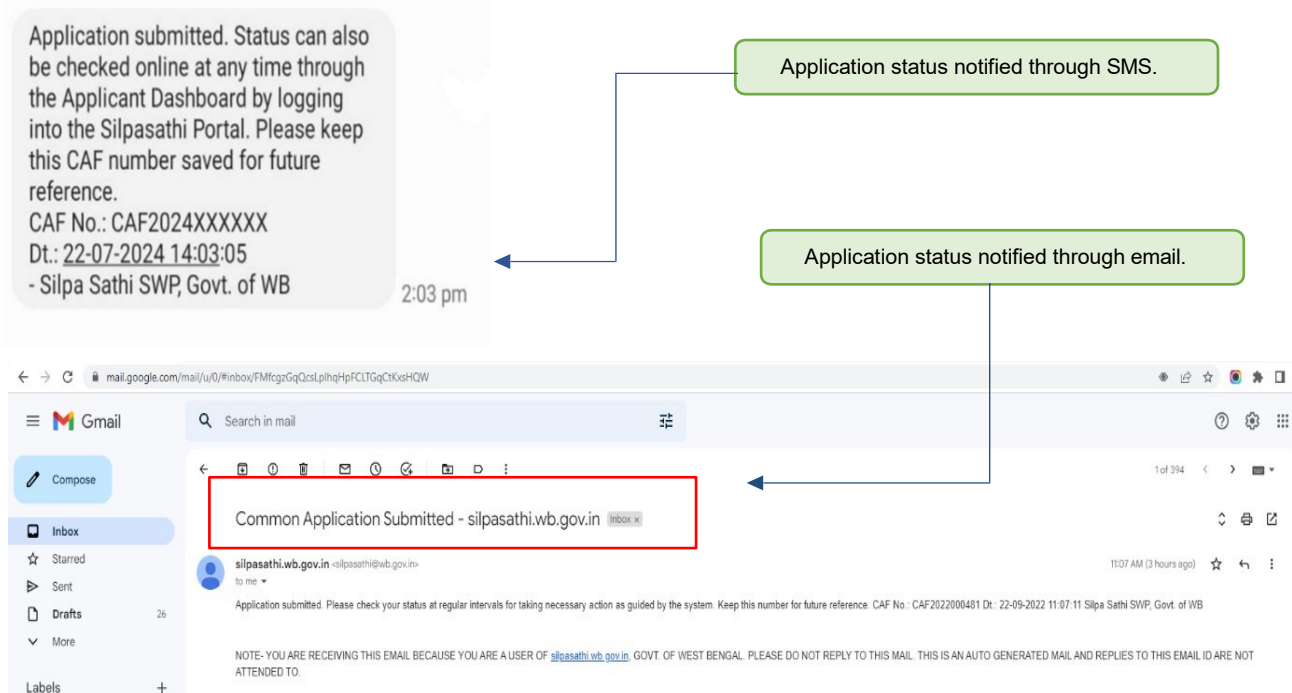
2. Track Status of Application

The applicant has to click on **'Check Status'** to view the latest status of the application.

Note: Latest status can be seen any time through Applicant's Dashboard

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Current status appears in the Status Dashboard (Screenshot below).

3. Online Payment of fees

The applicant is now required to pay the required fees based on the application filled by the applicant. The applicant has to click on '**Pay Now**' option and proceed with the payment procedure. The screenshot below provides an illustration:

Applicant's Dashboard

The payment procedure has been illustrated as per the following screenshots. The applicant can proceed with the payment after clicking on the *'Proceed to Pay'* option.

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Click here to proceed with the payment in PayU portal.

The applicant is redirected to the **PayU portal** to complete the payment process. The applicant shall be able to choose between various modes of payment methods for fees payment.

Payable amount displayed.

Choose payment method.

The applicant has to enter the correct details for payment transaction and proceed with the payment process.

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After successful payment of fees, the user is displayed the updated status of the application as illustrated in the screenshots below. The page is redirected to webpage showing status as completed against "Fees Paid".

Note: Since this particular service Trade License by P&RD Dept is a real-time servce, the Approval Certificate is generated real-time, immediately post payment and therefore approval also shows as 'Completed.'

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Status of the application as illustrated in the screenshots below. The page is redirected to webpage showing status as completed against "Fees Paid".

Note: Since this particular service Trade License by P&RD Dept is a real-time service, the Approval Certificate is generated real-time, immediately post payment and therefore Approval stage also shows as 'Completed' in Status at the same time as 'Payment completed' status.

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4. Online Download of final approval certificate

Applicant's Dashboard

Note: Latest status can be seen any time through Applicant's Dashboard

The applicant shall now be able to download the final certificate after final approval of application. The applicant has to click on **'PDF'** icon to download the Final Approval Certificate issued**.**

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Mobile No.	8274018910
ADDRESS OF APPLICANT	
Village	SENPARA
Samad	SEN
Para	SENPARA
Post Office	SENPARA
Police Station	KOTWALI
Pin Code	735101
BOUNDARY DETAILS	
East	ROAD
West	WALL
North	BUILDING
South	ROAD
ORGANIZATION DETAILS	
Name of The Company	MANUFACTURING OF AGARBATTI
Number of Employee	12
Investment In Last FY	100000
Revenue/Income In Last FY	100000
Category of Fees	Not Paying Professional Tax
Fees For 3 Years [Upto 2024-2025]	150

Payment Information	Total Amount: Rs.150.00 Txn Id: EODB8652104230034786-1 Txn Date: 08-07-2024 UTR No.: NA Settled Date: NA

UPLOADED SUPPORTING DOCUMENTS	
ID PROOF UPLOAD	View
LAND RECORDS	View

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The certificate as downloaded has been illustrated in the screenshot below:

The Final Certificate gets downloaded (Screenshot)

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One Approval certificate document has been illustrated below:

FORM 11

[See rule 58(2)]

Name Of District :**JALPAIGURI**
Name Of Block : **JALPAIGURI (SADAR)**
Name Of Gram Panchayat : **PAHARPUR**

Trade Registration No:- **2419**   Trade Registration Date:-**08-Jul-2024**
Trade Registration Certificate issue No:- **1**   Issue Date:-**08-Jul-2024**
Trade Registration Certificate issued for the period of: **2024-2025,2025-2026,2026-2027**
To **SAPNA SEN**

(Name of Prop/partner/Director)

Full Address :
VILLAGE -   SENPARA   PARA -   SENPARA
POLICE STATION - KOTWALI   POST OFFICE - SENPARA
MOUZA -   12   DAG -   12
PIN NO -   735101
Gram Sansad/ Part No. SEN
Description of Trade :STATIONERY GOODS
Gram panchayat acknowledges a sum of **Rs. 150** (Rupees One Hundred and Fifty Only)
From **MANUFACTURING OF AGARBATTI**

(Name of Trade)

Grant of this certificate shall not absolve the applicant from the requirement of procuring all the statutory clearances to be obtained from the appropriate authority before actual commencement of the trade. If any violation/default is noted later is, the certificate shall be liable to be cancelled and the trade/business shall be closed down with immediate effect.

This Certificate Is Electronically Generated

N.B.: Gram Panchayat has every right to cancel or revoke or not allowing renewal of registration at any time

Ref. Application Docket No. SSNOCJMJ89998769N
https://prdeodb.wb.gov.in/

5. Third Party verification details

Third party verification is a process by which any independent user / third party verifies an individual's license and registration details online check authenticity of the Certificate without logging into the portal.

Third party verification process

The applicant or any user has to log in to **https://silpasathi.wb.gov.in**/.

A user (any third party) needs to click on '*Third party Verification'* section in the homepage and enter registration number / license number and then click on 'Search' link, for Verification of Certificate.

(Screenshots below):

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SilpaSathi Homepage

Type the homepage Url

Select 'Third Party Verification'

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Applicant selects the service and then enter the Certificate/ Approval number in the text box beside it and clicks on 'Search' to view details of certificate.

User can also directly use this url

Enter Registration number/ License number to view details.

License details can be viewed after entering correct license number and clicking on Search.

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The third party can view the details as illustrated below:

Parameter	Output
Certificate Number	2419
Approval Date	08-07-2024
Name of the Business	MANUFACTURING OF AGARBATTI
Location of the Business	VILLAGE: SENPARA SAMSAD:SEN PARA: SENPARA POST OFFICE: SENPARA POLICE STATION: KOTWALI PIN CODE: 735101