



**Government of West Bengal**  
**Department of Panchayats & Rural Development**  
**Joint Administrative Building (6<sup>th</sup> to 10<sup>th</sup> Floors) HC-07, Sector III**  
**Bidhannagar, Kolkata – 700 106**

No.5056/PN/O/I/2M-32/2019

Dated: 07/10/2021

ORDER

Whereas the State Government in the Department of Panchayats & Rural Development has taken initiatives under Ease of Doing Business Initiatives to facilitate rapid industrialization in Panchayat areas by simplifying the procedure for registration of lawful running trades as per relevant sections of the West Bengal Panchayat Act, 1973 and Rules framed thereunder;

And whereas a fully online system has been adopted for providing services to the citizen in such a way that a citizen can apply for registration of lawful running trades online by visiting the web portal of the Panchayats & Rural Development Department <https://wbprd.gov.in>;

And whereas the State Government in the Department of Panchayats & Rural Development has been contemplating on adoption of a system with which the time taken for obtaining the registration of lawful running trades can be minimized to the highest extent;

Now, the Governor, after careful consideration of the whole matter and in partial modification of Order No. 545/SS/PN/O/I/2M-32/2019 dated 10/08/2021 is hereby pleased to order the following under Ease of Doing Business Initiatives:


- (1) All Gram Panchayats will receive application for registration of lawful running trade, issue certificate of registration and also make renewal of the certificate of registration online in Real-time mode. Real-time mode would mean automatic issuance of registration certificate based on the self-declaration of the applicant once the documents required are uploaded and the required payment is made by the applicant online. The certificate of registration for new registration or renewal of the existing certificate of registration will be system generated without any physical contactor signature.
- (2) The category-wise fees for registration of lawful running trade as well as its renewal will be as already notified in sub-rule (2) of rule 58 of the West Bengal Panchayat (Gram Panchayat Administration) Rules, 2004 and it will be applicable to all Gram Panchayats of the State.
- (3) No offline application for registration of lawful running trades will be accepted.

(4) The online issuance of certificate of registration for lawful running trades through Real-time mode will have the following modalities :

- a. Only 2(two) documents viz. Identity proof of the applicant (EPIC/Aadhaar/PAN card/Passport etc.) and proof of occupancy /ownership of the business address (Property Tax bill/receipt/ Deed of conveyance/Lease Deed/ Sub-lease Deed/ Leave and License agreement/ Rent Agreement/ Rent receipt/NOC of the landlord(if rent is free)/Electricity Bill/ Telephone Bill in respect of the place of business and in the name of the applicant) will be required.
- b. It will be the responsibility of the applicant to obtain the certificates of statutory compliances with other laws viz. Fire, Pollution Control Board, Clinical Establishment, Excise, Police, Customs, RBI, SEBI etc. separately. A self-declaration to that effect will be submitted by the applicant at the time of making application.
- c. The category-wise names of lawful trades and the amount of fees to be charged for issuance of certificate of registration will be made available in the webportal of this Department.
- d. The certificate of registration will be issued for three years at a time and its renewal will also be made for three years at a time.
- e. No further document will be required for renewal of the existing certificate of registration.

Adoption of the Real-time mode for issuance of the certificate of registration for lawful running trades will take effect on and from 4<sup>th</sup> day of November, 2021.

By order of the Governor,


  
7/10/2021  
Additional Chief Secretary to  
the Government of West Bengal

No.5056/1(67) /PN/O/I/2M-32/2019

Dated:07/10/2021

Copy forwarded for information and necessary action to:

- (1) The Commissioner, Panchayats & Rural Development, West Bengal,  
Jessop Building, 63 N.S Road,Kolkata-700001
- (2) The District Magistrate .....(All)
- (3) The Additional District Magistrate, looking after Panchayats.....(All)
- (4) The District Panchayats & Rural Development Officer.....(All)  
*He is requested to communicate the copy of this order to all Gram Panchayats within the district.*

  
7/10/21  
Joint Secretary to the  
Government of West Bengal