About this Manual

The purpose of this document is to help the employees in operating the Trade License System (TLS). It provides a digital interface, allowing employees to perform various functions with respect toTrade License Application Procedure.

The TLS allows the employees to execute the following actions:

Action	Description
Initiate	The action will Start the application for citizen and counter employee.
Submit	The action will save the application from the citizen or counter employee and make it available for the next step in the workflow.
Verify & Forward	The action will move the application to the next state of the workflow process and also assigns the task to the next user in the workflow (if needed).
Pay	This action will help to pay application fees.
Approve	This action will be the last stage of the application workflow which will approve the application.
Reject	This action will reject the application. The application rejected cannot be processed further. The Citizen cannot re-apply with the same application.
Send Back	This action will send back the application to the immediate previous state of the application.
Edit	This action will allow the users to: • Edit the Trade License application at any given stage to rectify an error in the data entry or to modify the details provided by the citizens. • Specific users can be given this right to edit the application at required stages. • User can edit information like Owner, Trade & Location Information. • Upon editing the application, Citizen will be notified via SMS.

(**PS**: All these actions and below mentioned employee roles are configurable and the department has the option of which roles/actions they want to opt for their TL Application procedure.)
The TLS has the following employee roles:

Role	Permissible Actions	Description
Counter Employee	1. Submit Application 2. Collect Payment 3. Download Receipt of Payment 4. Download Trade license Certificate	• TL counter employee can apply on behalf of citizen and submit the application. • Also, He/she can collect TL fees and record it into the system to issue TL.
Licensing Clerk	1. Verify and Forward 2. Reject	• A Licensing clerk is an employee who verifies the documents and information(if the information/documents provided by the applicant in form is correct) while submitting TL application form.
Licensing Document Verifier	1. Verify and Forward 2. Send back 3. Reject	• A licensing document verifier is an employee who goes on to the field (i.e. location of trade) and physically verifies the information provided by the applicant is correct and also sees if safety precautions are followed by trade owner to carry out trades. • If the inspection found to be satisfactory, he/she can forward an application for approval or reject if deficiency found.
Licensing Officer	1. Approve 2. Send back 3. Reject 4. Cancel TL	• A licensing officer is an employee who goes on to final authority to approve or reject the application. • If the officer found application to be satisfactory, he/she can approve the application or reject if deficiency found.

This manual covers up the various features of TLS and every feature is defined with a screenshot for user assistance.

In case you need further help, please send an email to contact@egovernments.org
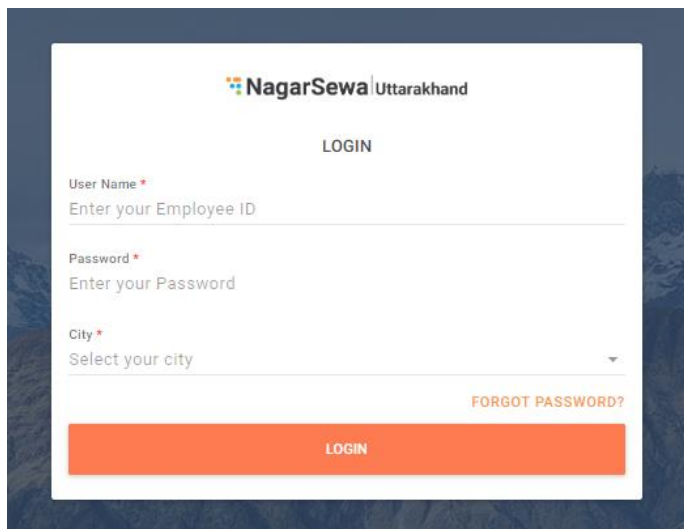
1. General Functions

Following are the general functions of the application:

1.1. Login into the application
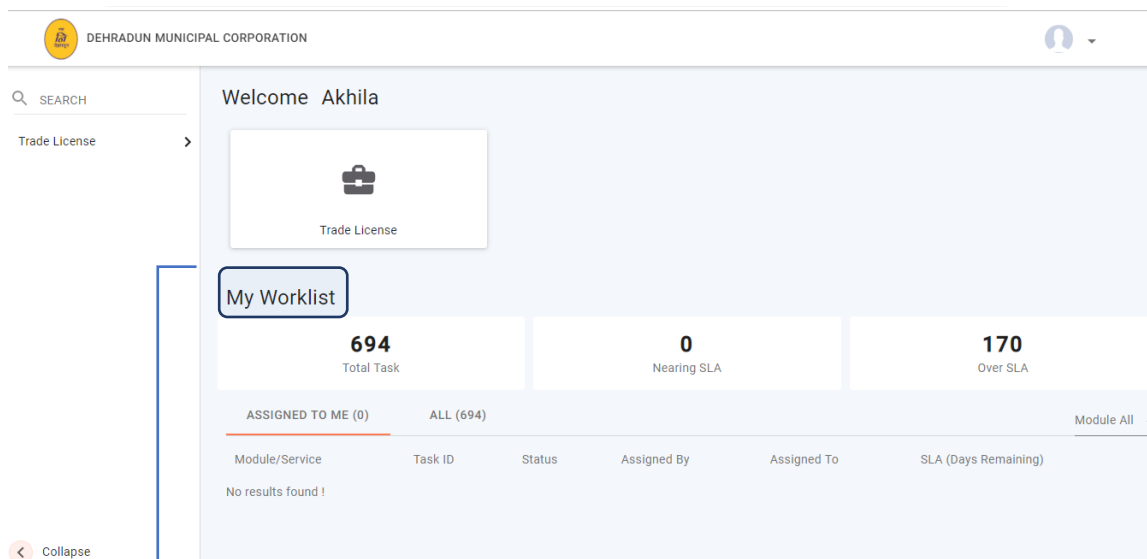
To login, please go to the following link:

https://mseva.lgpunjab.gov.in/employee/user/register

Employee (All Roles) enters credentials, Selects his/her city and logs in

On login in, the homepage will be displayed on the employee screen.

The Worklist represents the list of various tasks that exist/are assigned to a particular employee and what is the resolution time related to those tasks.

1.2. Editing the Profile

Follow the steps shown below to edit your profile. You can:

- Upload profile photo
- Capture/update mobile number
- Capture/update email ID

1.3. Updating name, Mobile Number and Email id
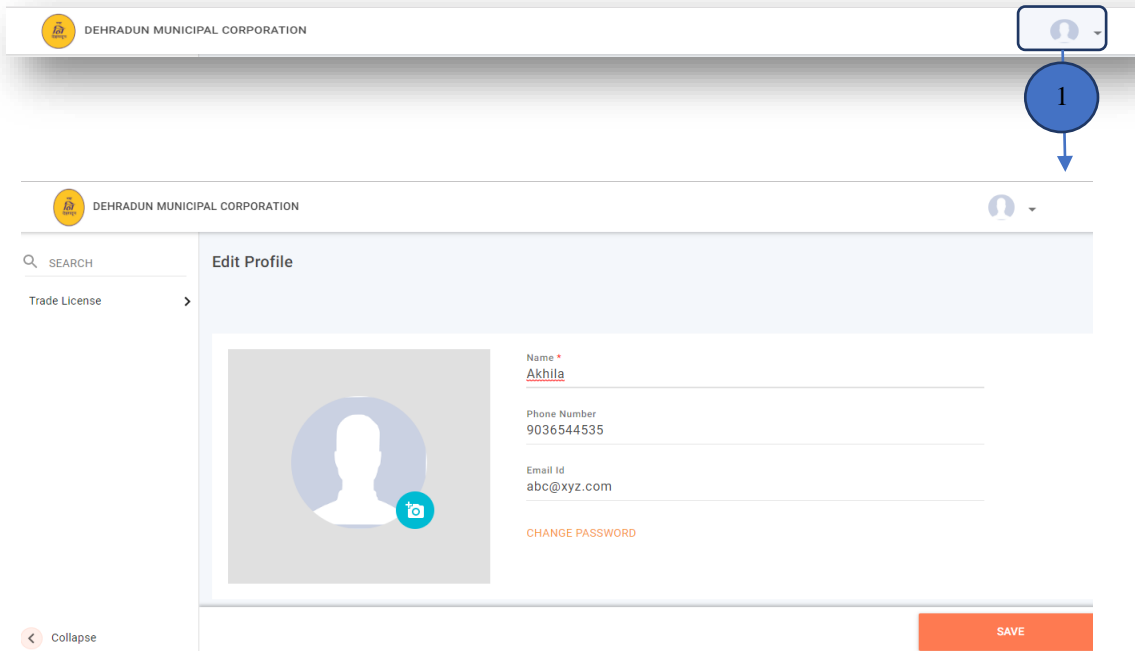
User sees the 'Edit Profile' page where he/she can upload a new profile picture, edit his/her name, Phone Number and Email Id

1.4. Uploading Profile Photo
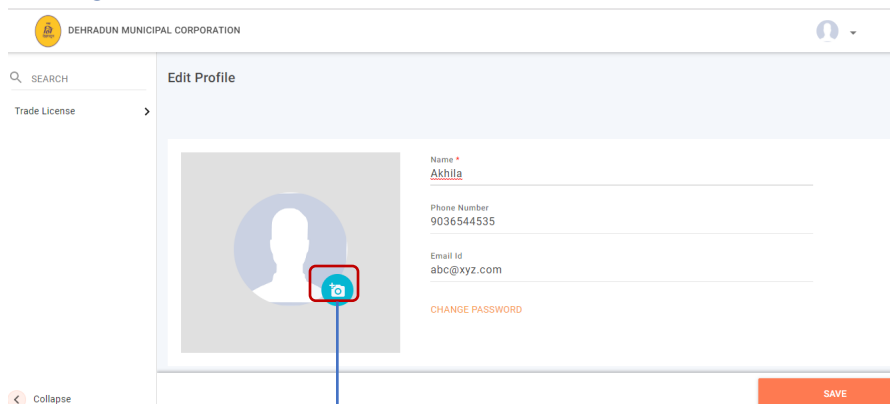
Two options appear on the screen: 'Gallery' and 'Remove'

User clicks on 'Remove' to remove the present Profile picture and clicks on 'Gallery' to upload a new picture from the computer. Once the user is done editing his/her profile, user clicks on 'SAVE' button in the bottom right of the page to save the changes.

2. Stage I:Applying for New Trade License

As mentioned earlier, the Counter Employee can file for the Trade License Application on the behalf of the Citizen.
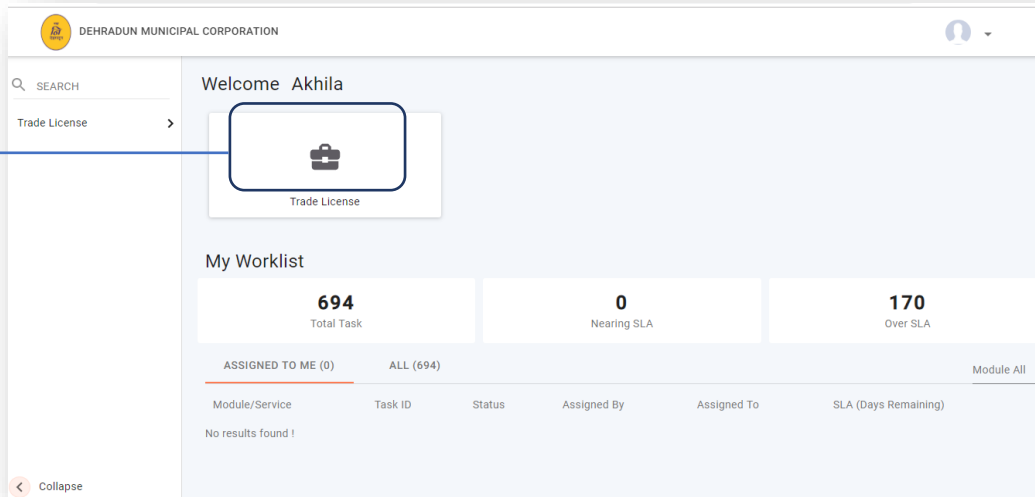
Counter Employee logs into the system and sees the Landing page with multiple options. User clicks on Trade License'
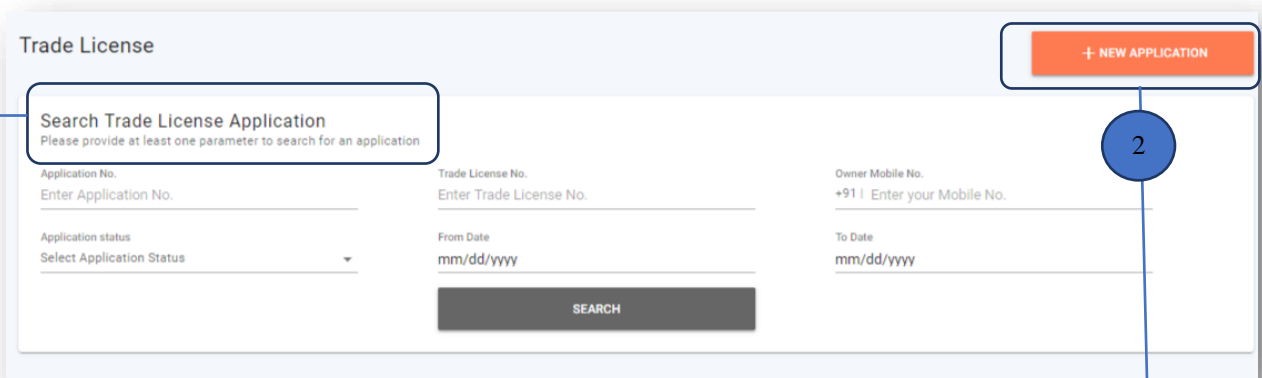
Once the employee has clicked on the Trade License, he/she will see two options:

1) **Search Trade License Application**: To search a created application.
2) **New Application**: To file a new Trade License application. Click on this option.

A form will appear on the Employee Screen, asking the various fields that the employee needs to provide in for filing the license application. The Screen displayed is shown below :

On the top of the page there are sectional timeline, which helps the employee to identify the current section on which the employee is filling up details. The current section is highlighted with orange colour. Here you can see that currently the user is on 'Trade Details' section

Following are the sub sections in Trade Details:

2.1. Trade Details Subsection

Following is screen for the Trade Detail Sub-section:

Following arethe fields in Trade Sub-section

Financial Year	Select the Financial Year for which the license is applied for.
Application Type	Select the Application Type as: • New • Renewal
Old Application Number	Enter the old application number (if available)
Name of the Trade*	Enter the name of the trade
Structure Type*	Select the Structure Type from the drop down.This can be: • Immovable • Movable
Structure Sub Type*	Select the Structure Sub Type from the drop down. This can be: • Shed • Open Land etc
Trade Commencement Date *	Specifies the date from which the trade is operating. Here Citizen can also input the future date within a financial year.
Trade GST No*	Requires inputting the GST No related with the Trade.
Operation Area (Sq Ft)	Requires inputting the operational area of the premises/property where trade is conducted.
No of Employees	No of employees employed in trade for

	which the license is applied.
Occupancy Type *	Select appropriate Occupancy Type from the drop down

*PS: When the user clicks on the label of the trade, the colour of the label changes to red, specifying that action is taken on that label. The example is shown below:
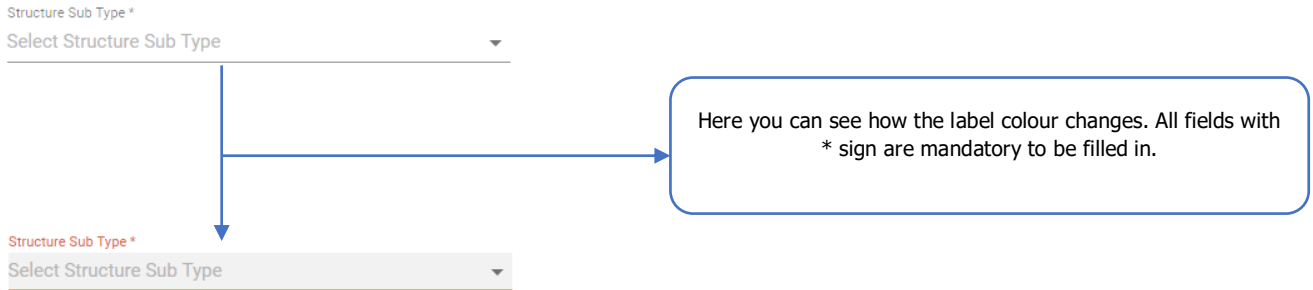
2.2. Trade Unit Subsection

Following is screen for the Trade Unit Sub-section:

Following are the fields in Trade Unit -section

Trade Category*	Select the appropriate category related with the Trade from the drop down.
Trade Type*	Select the appropriate trade type related with trade from the drop down. This field is dependent on Trade Category.
Trade Sub Type*	The trade sub type is dependent on the selected Trade Category & Trade Type. The list is in accordance to the above selected fields.

*Mandatory Fields

2.3 Trade Location Details

Following is screen for the Trade Location Details section:

Following are the fields in Trade Location Details Section:

City *	Enter the City name
Property ID/UID	Enter appropriate Property ID/UID
Door/House No.	Auto populate on entering appropriate Property ID/UID
Building/Colony Name	Auto populate on entering appropriate Property ID/UID
Street Name	Auto populate on entering appropriate Property ID/UID
Mohalla *	Select appropriate ward and locality name
Pincode	Enter appropriate pincode
GIS Coordinates	Select location from the map
Electricity Connection No.	Enter appropriate Electricity Connection No. for the property

- After finalizing the details click on
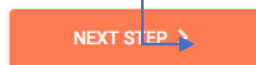
3. Trade Owner Details

Following are the sub sections in Trade Owner Details:

3.1. Trade Owner Details Subsection

Following is screen for the Trade Unit Sub-section:

Once the Trade Details are entered, the employee will be redirected to the 'Trade Owner Details' Screen. Here the employee will enter the details about the owner/owners who are related in the Trade.

Following are the fields in Trade Owner Details Sub -section

Type of Ownership*	Select the appropriate type of ownership related to the trade for which the license is being applied.
Type of Sub-ownership*	Select the appropriate type of sub-ownership related to the trade for which the license is being applied.

*Mandatory Fields

3.2. Owner Information Subsection

Following is screen for the Owner Information Sub-section:

Following are the fields in Trade Owner Details Sub -section

Mobile Number*	Enter the mobile number of the primary owner.
Name*	Enter the name of the owner
Father/Husband Name*	Enter either Father/ Husband name as applicable to the owner.
Relationship *	Select Relationship from the option Father or Husband
Gender*	Select Gender from the drop-down box.
Date of Birth*	Enter Date of birth of the owner.
Email	Enter trade owner email id
PAN NO	Enter the Pan no of the owner.
Correspondence Address*	Enter the address on which the owner can be reached in.
Relation Type	Select Relation Type from the drop down

*Mandatory Fields

- If the employee has selected multiple owners then he/she can add the multiple owners by clicking on

+ ADD OWNER

- Once all the details have been filled, click on the Next Step.

4. Uploading the Documents

Once the employee has entered Trade Owner Details, the next step is to upload relevant documents related to trade.

Documents required will be different for each Trade Sub-Type, depending on Trade Sub-Type Required Documents should be uploaded.

*PS: Only JPEG & PDF files are permitted to upload whose maximum size must be less than 6MB.

- Once all the details have been filled, click on the Next Step.

5. Summary of Filled Application Form

Once the Counter Employee has uploaded the documents, the next step is the summary of the filled application form as shown below.

DEHRADUN MUNICIPAL CORPORATION

Apply for New Trade License | Application No. UK-TL-2019-08-16-001198

Trade Details —— Owner Details —— Documents —— 4 Summary
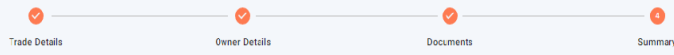
Application Summary

		Total Amount
Trade License Tax	5000	**Rs 5000**
Rebate	0	
Penalty	0	
Total Amount	5000	

VIEW BREAKUP

Trade Details   ✏ EDIT

Application Type	Old Application Number	Licence Type	Trade Name
New	NA	Permanent	DJ Tools
Structure Type	Structure Sub Type	Trade Commencement Date	Trade GST No.
Immovable	Shed	16/08/2019	NA
Operational Area (Sq Ft)	No. Of Employees	Occupancy Type	
NA	NA	Owned	

Trade Category	Trade Type	Trade Sub Type	UOM (Unit Of Measurement)
Trade	Petroleum	Petrol/Diesel pump bulk	NA
UOM Value			
NA			

Property Assessment ID	City	Door/House No.	Building/Colony Name
NA	Dehradun	NA	NA
Street Name	Mohalla	Pincode	Electricity Connection No
NA	Old Rajpur - Ward No.1(Rajpur) - A1	NA	NA

Owner Details   ✏ EDIT

Type Of ownership	Type of sub-ownership	Mobile No.	Name
Individual	Single Owner	9036544535	Akhila
Father/Husband's Name	Gender	Date of Birth	Email
Vasarth	Female	25/06/1995	NA
PAN No	Correspondance Address	Relation Type	
NA	Bangalore	Proprietor	

Documents   ✏ EDIT

Aadhaar Card		PAN Card	
Aadhar.pdf	VIEW	PAN.pdf	VIEW

‹ PREVIOUS STEP   SUBMIT ›

1 — Edit feature is available below every section, clicking on which the details of that section can be edited out before proceeding to the next step

2 — Once the form is reviewed, the employee can click on "Submit" to proceed further

6. Application Submission

Once the employee has clicked on submit, following screen is displayed:

Application for New Trade License ((2019-20))

✓ Application Submitted Successfully
A notification regarding Application Submission has been sent to trade owner at registered Mobile No.

Application No.
UK-TL-2019-08-16-001198

The Application Submission Message will display on the screen and simultaneously, the Citizen will receive an SMS conformation for the same.

GO TO HOME   DOWNLOAD CONFIRMATION FORM   PRINT CONFIRMATION FORM

The Employee can download as well as print the confirmation form of his/her TL form by clicking on the respective buttons or can go back to the home page.

7. Stage-II: Verifying the Uploaded Documents

- Once the application is filed, the next stage of the application is to verify the document associated with the filled application.

- The Licensing Clerk is responsible for verifying the uploaded documents. The following screen appears, when the licensing clerk logs in :
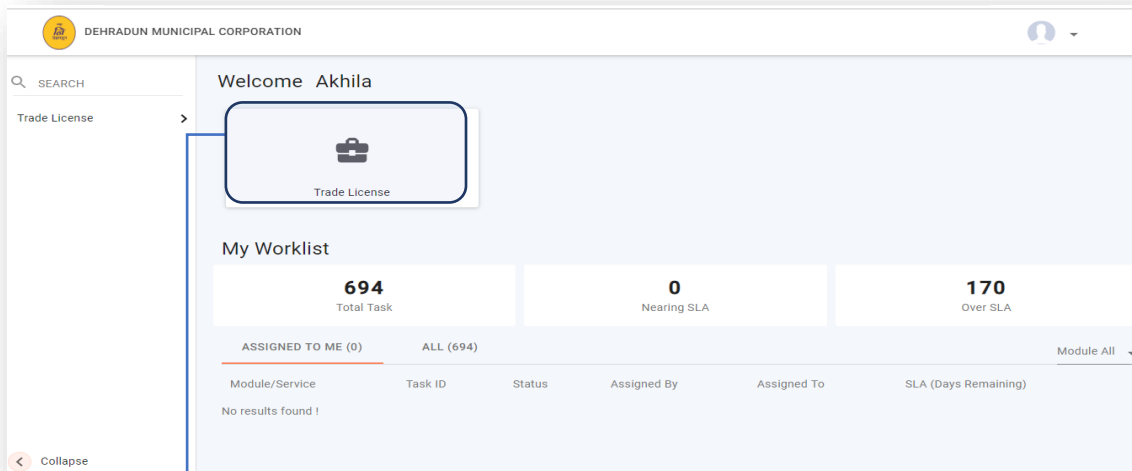
The Licensing Clerk has a similar screen to the Counter Employee and has its own personalised worklist. The Licensing Clerk approaches by clicking on Trade License.
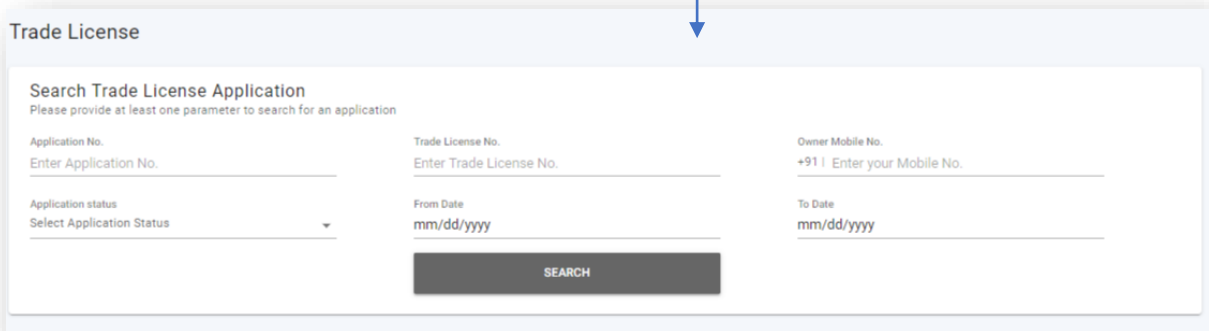
Once the Licensing Clerk clicks on the Trade License option, a new search window appears. The Clerk can select concerned criteria to search the application. Here we are showing by selecting the drop down of Application Status.

Trade License

Search Trade License Application
Please provide at least one parameter to search for an application

Application No.	Trade License No.	Owner Mobile No.
	Enter Trade License No.	+91 ǀ Enter your Mobile No.
	From Date	To Date
	mm/dd/yyyy	mm/dd/yyyy

Select Application Status

Initiated

Pending for Document verification

Rejected

Pending for Field inspection

Pending approval

Pending payment

Approved

Cancelled

SEARCH

The Licensing Clerk proceeds by Selecting "Pending for Document Verification and clicks on Search. A List of selected parameters appears as shown in the below figure :

Trade License   + NEW APPLICATION

Search Trade License Application
Please provide at least one parameter to search for an application

Application No.	Trade License No.	Owner Mobile No.
Enter Application No.	Enter Trade License No.	+91 ǀ Enter your Mobile No.
Application status	From Date	To Date
Select Application Status	08/14/2019	08/14/2019

SEARCH

Search Results for Trade License Applications (10)   🔍 🖨 ▥

Application No	License No	Trade Name	Owner Name	Application Date	Status
UK-TL-2019-08-14-001152	UK-TL-2019-08-14-000093	DJ Tools	Akhila	14/08/2019	Approved
UK-TL-2019-08-14-001165	-	Test Trade Cemp	Akhila	14/08/2019	Pending Application
PB-TL-2019-08-14-001151	-	DJ Tools	Akhila	14/08/2019	Pending for Document Verification

---

The Clerk can view the Application No, Trade Name, Owner Name and the application date/ status for the same. The Clerk Clicks on the desired application no to view the details.

Trade License

← 🏠

📋 TL Reports >

Application

DEHRADUN MUNICIPAL CORPORATION

Trade License Application Application No. UK-TL-2019-08-16-001198

Task Status 🕐 VIEW HISTORY

Date	Updated By	Status	Current Owner	Comments
16/08/2019	Akhila	Pending for Document verification	NA	NA

Aadhaar Card
Aadhar.pdf VIEW

PAN Card
PAN.pdf VIEW

Total Amount
Rs 5000

Trade License Tax	5000
Rebate	0
Penalty	0
Total Amount	5000

VIEW BREAKUP

Trade Details

Application Type	Old Application Number	Licence Type	Trade Name
New	NA	Permanent	DJ Tools
Structure Type	Structure Sub Type	Trade Commencement Date	Trade GST No.
Immovable	Shed	16/08/2019	NA
Operational Area (Sq Ft)	No. Of Employees	Occupancy Type	
NA	NA	Owned	

Trade Category	Trade Type	Trade Sub-Type	UOM (Unit Of Measurement)
Trade	Petroleum	Petrol/Diesel pump bulk	NA
UOM Value			
NA			

Property Assessment ID	City	Door/House No.	Building/Colony Name
NA	Dehradun	NA	NA
Street Name	Mohalla	Pincode	Electricity Connection No.
NA	Old Rajpur - Ward No.1(Rajpur) - A1	NA	NA

Owner Details

Type Of ownership	Type of sub-ownership	Mobile No.	Name
Individual	Single Owner	9036544535	Akhila
Father/Husband's Name	Gender	Date of Birth	Email
Vasanth	Female	25/06/1995	NA
PAN No.	Correspondence Address	Relation Type	
NA	Bangalore	Proprietor	

Documents

Aadhaar Card
Aadhar.pdf VIEW

PAN Card
PAN.pdf VIEW

☁ DOWNLOAD ▾   🖨 PRINT ▾   REJECT   VERIFY AND FORWARD   EDIT

I

The License Clerk can view the timeline history by clicking on the "View History"

The Clerk can download as well as print the confirmation form of his/her TL form by clicking on the respective buttons or can go back to the home page.

The Clerk can select either of the above options as per the application status. Here, edit option is given to the Licensing Clerk , which is configurable.

Task Status

1. **Initiated**

Date	Updated By	Status	Current Owner	Comments
16/08/2019	Akhila	Initiated	NA	NA

2. **Pending for Document verification**

Date	Updated By	Status	Current Owner	Comments
16/08/2019	Akhila	Pending for Document verification	NA	NA

Aadhaar Card		PAN Card	
Aadhar.pdf	VIEW	PAN.pdf	VIEW

The View History describes the timeline of the application across all the configured roles.

Once "Submit" button is clicked, the Forward Application window pops up where the clerk can

- Assign the application to the next level employee.
- Can provide the additional comments.
- Attach relevant documents.

DEHRADUN MUNICIPAL CORPORATION

Trade License Application   Application No. UK-TL-2019-08-16-001198

Forward Application

Assignee Name
TLApprover

Comments
Enter Comments

Supporting Documents
Only .jpg and .pdf files. 5MB max file size.

UPLOAD FILES

VERIFY AND FORWARD

Total Amount
Rs 5000

Trade License
Rebate   0
Penalty   0

DOWNLOAD   PRINT   REJECT   VERIFY AND FORWARD   EDIT
VIEW BREAKUP

Once all the above fields are filled in, the employee clicks on "Verify & Forward" and the application is forwarded to the next level employee ie Field Inspector.

20

Application for Trade License

✓ **Application forwaded successfully**
A notification regarding above application status has been sent to trade owner at registered Mobile No.

Application No.
UK-TL-2019-08-19-001203

> The Application is forwarded to the next level employee. The confirmation is displayed on the employee screen and a simultaneous SMS is delivered to the Citizen, notifying that the application is forwarded to the next level.

8. Stage-IV: Approving Trade License.

- Once the application is filed verified, the next stage of the application is to approve/reject the applied Trade License.
- The Licensing Officer is responsible for either approving/ rejecting the filed Trade License application. The following screen appears, when the licensing inspector logs in:

> The Licensing Inspector has a similar screen to the other Employees and has its own personalised worklist. The Licensing Clerk approaches by clicking on Trade License, in-case worklist is empty.

21

Trade License

Search Trade License Application
Please provide at least one parameter to search for an application

Application No.	Trade License No.	Owner Mobile No.
Enter Application No.	Enter Trade License No.	+91 ǀ Enter your Mobile No.

Application status	From Date	To Date
Select Application Status ▾	mm/dd/yyyy	mm/dd/yyyy

SEARCH

Once the Licensing Inspector clicks on the Trade License option, a new search window appears. The Clerk can select concerned criteria to search the application. Here we are showing by selecting the drop down of Application Status.

Trade License

Search Trade License Application
Please provide at least one parameter to search for an application

Application No.

Select Application Status

Initiated

Pending for Document verification

Rejected

Pending for Field inspection

Pending approval

Pending payment

Approved

Cancelled

Trade License No.	Owner Mobile No.
Enter Trade License No.	+91 ǀ Enter your Mobile No.

From Date	To Date
mm/dd/yyyy	mm/dd/yyyy

SEARCH

The Licensing Inspector proceeds by Selecting "Pending for Document Verification and clicks on Search. A List of selected parameters appears as shown in the below figure :

Trade License

Search Trade License Application
Please provide at least one parameter to search for an application

Application No.

Enter Application No.

Trade License No.

Enter Trade License No.

Owner Mobile No.

+91 | Enter your Mobile No.

Application status

Select Application Status ▼

From Date

08/01/2019

To Date

mm/dd/yyyy

SEARCH

Search Results for Trade License Applications (1)

Application No	License No	Trade Name	Owner Name	Application Date	Status
UK-TL-2019-08-19-001203	-	DJ Tools	Akhila	19/08/2019	Pending approval

Rows per page: 10▼   1-1 of 1   〈   〉

The Licensing Inspector can view the Application No, Trade Name, Owner Name and the application date/ status for the same. The Clerk Clicks on the desired application no to view the details.

KASHIPUR MUNICIPAL CORPORATION

Trade License

← 🏠

Application

Trade License Application   Application No. UK-TL-2019-08-19-001203

Task Status   ⟲ VIEW HISTORY

Date	Updated By	Status	Current Owner	Comments
19/08/2019	TLDocVerifier	Pending approval	TLApprover	NA

The License Inspector can view the timeline history by clicking on the "View History"

Total Amount
Rs 1000

Trade License Tax	1000
Rebate	0
Penalty	0
Total Amount	1000

VIEW BREAKUP

Trade Details

Application Type New	Old Application Number NA	Licence Type Permanent	Trade Name DJ Tools
Structure Type Immovable	Structure Sub Type Shed	Trade Commencement Date 01/08/2019	Trade GST No. NA
Operational Area (Sq.Ft) NA	No. Of Employees NA	Occupancy Type Owned	

Trade Category Trade	Trade Type Medical/Hospital/Nursing Home	Trade Sub-Type Pathology Center	UOM (Unit Of Measurement) NA
UOM Value NA			

Property Assessment ID NA	City Kashipur	Door/House No. NA	Building/Colony Name NA
Street Name NA	Mohalla Girital - W1 - A1	Pincode NA	Electricity Connection No. NA

Owner Details

Type Of ownership Individual	Type of sub-ownership Single Owner	Mobile No. 9036544535	Name Akhila
Father/Husband's Name Vasanth	Gender Female	Date of Birth 25/06/1995	Email NA
PAN No. NA	Correspondence Address Bangalore	Relation Type Proprietor	

Documents

Other		Id Proof	
PAN.pdf	VIEW	Aadhar.pdf	VIEW

☁ DOWNLOAD ▾   🖨 PRINT ▾   **SEND BACK**   **REJECT**   **APPROVE**

The Licensing Inspector can download as well as print the confirmation form of his/her TL form by clicking on the respective buttons or can go back to the home page.

The Licensing Inspector can select either of the above options as per the application status. Here, edits option is given to the Licensing Inspector, which is configurable.

Task Status

1 Initiated

Date	Updated By	Status	Current Owner	Comments
19/08/2019	TLCreator	Initiated	NA	NA

2 Pending for Document verification

Date	Updated By	Status	Current Owner	Comments
19/08/2019	TLCreator	Pending for Document verification	NA	NA

Id Proof		Other	
Aadhar.pdf	VIEW	PAN.pdf	VIEW

3 Pending approval

Date	Updated By	Status	Current Owner	Comments
19/08/2019	TLDocVerifier	Pending approval	TLApprover	NA

The View History describes the timeline of the application across all the configured roles.
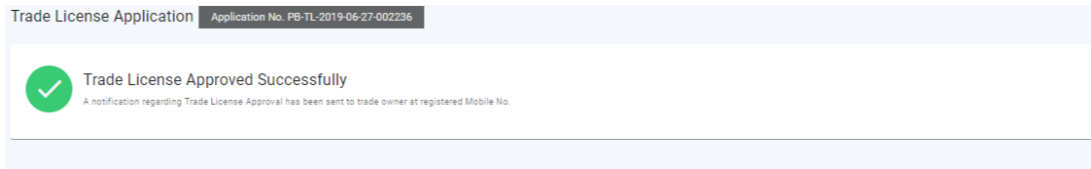
Approve Application

Assignee Name
TLCreator

Comments
Enter Comments

Supporting Documents
Only .jpg and .pdf files. 5MB max file size.

UPLOAD FILES

APPROVE

Once all the above fields are filled in, the employee clicks on "Approve" and the application is forwarded the Counter Employee for Collecting the Payment.

25

Trade License Application   Application No. PB-TL-2019-06-27-002236

✓ **Trade License Approved Successfully**
A notification regarding Trade License Approval has been sent to trade owner at registered Mobile No.

> The Application is forwarded to the Counter Employee. The confirmation is displayed on the employee screen and a simultaneous SMS is delivered to the Citizen, notifying that the application payment is due and needs to be made at counter.

9. Stage-V: Collection of Payment & Issuing Trade License.

- Once the application is filed approved, the next stage of the application is to collect the payment ofthe applied Trade License and issue the TL to Citizen,
- The Counter Employee is responsible for collecting the Trade License fee. The following screen appears, when the Counter Employee logs in:
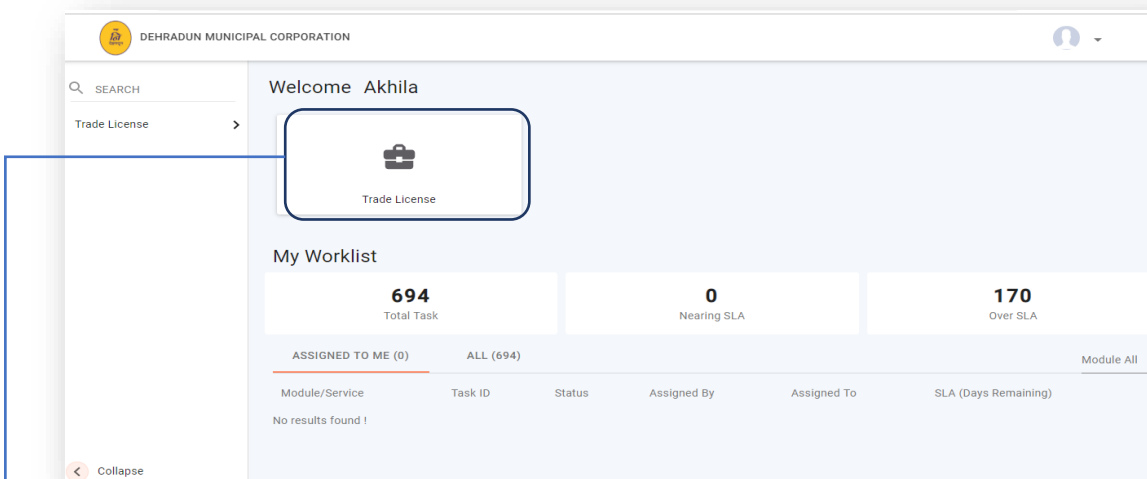
DEHRADUN MUNICIPAL CORPORATION

SEARCH

Trade License   >

Welcome Akhila

💼
Trade License

My Worklist

694	0	170
Total Task	Nearing SLA	Over SLA

ASSIGNED TO ME (0)   ALL (694)   Module All ▾

Module/Service	Task ID	Status	Assigned By	Assigned To	SLA (Days Remaining)

No results found !

< Collapse

> Counter Employee logs into the system and sees the Landing page with multiple options. User clicks on Trade License'

Trade License

+ NEW APPLICATION

Search Trade License Application
Please provide at least one parameter to search for an application

Application No.	Trade License No.	Owner Mobile No.
Enter Application No.	Enter Trade License No.	+91	Enter your Mobile No.

Application status	From Date	To Date
Select Application Status	mm/dd/yyyy	mm/dd/yyyy

SEARCH

Once the employee has clicked on the Trade License, the user must search from the application status and search applications whose payment is pending.

Trade License

+ NEW APPLICATION

Search Trade License Application
Please provide at least one parameter to search for an application

Application No.	Trade License No.	Owner Mobile No.
Enter Application No.	Enter Trade License No.	+91	Enter your Mobile No.

Application status	From Date	To Date
Select Application Status	08/19/2019	mm/dd/yyyy

SEARCH

Search Results for Trade License Applications (1)

Application No	License No	Trade Name	Owner Name	Application Date	Status
UK-TL-2019-08-19-001203	-	DJ Tools	Akhila	19/08/2019	Pending payment

Rows per page: 10 ▼ 1-1 of 1 < >

The Counter Employee can view the Application No, Trade Name, Owner Name and the application date/ status for the same. The Employee Clicks on the desired application no to view the details.

KASHIPUR MUNICIPAL CORPORATION

Trade License

← 　🏠

📑 TL Reports 　>

Application

Trade License Application Application No. UK-TL-2019-08-19-001203

Task Status 　🕐 VIEW HISTORY

Date	Updated By	Status	Current Owner	Comments
19/08/2019	TLApprover	Pending payment	TLCreator	NA

Total Amount
Rs 1000

Trade License Tax	1000
Rebate	0
Penalty	0
Total Amount	1000

VIEW BREAKUP

Trade Details

Application Type	Old Application Number	Licence Type	Trade Name
New	NA	Permanent	DJ Tools
Structure Type	Structure Sub Type	Trade Commencement Date	Trade GST No.
Immovable	Shed	01/08/2019	NA
Operational Area (Sq Ft)	No. Of Employees	Occupancy Type	
NA	NA	Owned	

Trade Category	Trade Type	Trade Sub-Type	UOM (Unit Of Measurement)
Trade	Medical/Hospital/Nursing Home	Pathology Center	NA
UOM Value			
NA			

Property Assessment ID	City	Door/House No.	Building/Colony Name
NA	Kashipur	NA	NA
Street Name	Mohalla	Pincode	Electricity Connection No.
NA	Girital - W1 - A1	NA	NA

Owner Details

Type Of ownership	Type of sub-ownership	Mobile No.	Name
Individual	Single Owner	9036544535	Akhila
Father/Husband's Name	Gender	Date of Birth	Email
Vasanth	Female	25/06/1995	NA
PAN No.	Correspondence Address	Relation Type	
NA	Bangalore	Proprietor	

Documents

Other	Id Proof
PAN.pdf 　VIEW	Aadhar.pdf 　VIEW

☁ DOWNLOAD ▼ 　🖨 PRINT ▼ 　　　PAY

I

The License Inspector can view the timeline history by clicking on the "View History"

The Licensing Inspector can download as well as print the confirmation form of his/her TL form by clicking on the respective buttons or can go back to the home page.

The Counter Employee can click pay to collect the Licensing Fee.

Payment for New Trade License Application No. UK-TL-2019-08-19-001203

Payment Collection Details

Total Amount
Rs 1000

Trade License Tax	1000
Rebate	0
Penalty	0
Total Amount	1000

ADD REBATE/PENALTY 　VIEW BREAKUP

Capture Payment

G8 Receipt Details (Optional)

G8 Receipt No.	GEN/G8 Receipt Issue Date
Enter G8 Receipt No.	mm/dd/yyyy

SUBMIT >

The Payment Page described is as follows. The Counter Employee can verify the details and collect the payment accordingly.

1000

Calculation Breakup

×

Trade Unit

Pathology Center   Rs 1000

Total   Rs 1000

VIEW

The System Provides an option to breakup the existing fees/ collect rebate penalty as accordance to the license.

Capture Payment

| CASH | Cheque | DD | Credit/Debit Card |

Paid By *
Paid By   ▼

Payer Name *
Enter Payer Name

Payer Mobile No. *
+91 | Enter Payer Mobile No.

The System Provides the option to collect via various modes of transactions such as cash/cheque/dd/Credit/Debit Card. Select the option & fill the relevant details accordingly.

Payment for New Trade License ((2019-20))   Application No. UK-TL-2019-08-19-001203

✔ Payment has been collected successfully!
A notification regarding Payment Collection has been sent to trade owner at registered Mobile No.

Payment Receipt No.
08/2019-20/000120

☁ DOWNLOAD ▼   🖶 PRINT ▼   GO TO HOME   DOWNLOAD RECEIPT   **PRINT RECEIPT**

The Receipt Downloaded is of the Following Format:

The Counter Employee can download confirmation form of his/her TL form by clicking on the respective buttons or can go back to the home page.

The Citizen can download as well as print the receipt of his/her TL form by clicking on the respective buttons.

KASHIPUR MUNICIPAL CORPORATION

Nagar Nigam Kashipur, Uttarakhand 244713
Contact : 05947-2575514
Website : http://www.nagarnigamkashipur.com/
Email : info@nagarnigamkashipur.com

TRADE LICENSE CERTIFICATE

Trade License Number	UK-TL-2019-08-21-000104
Application Number	UK-TL-2019-08-19-001203
Receipt Number	08/2019-20/000120
Financial Year	2019-20

Trade Name	DJ Tools
Trade Owner Name	Akhila
Trade Owner Contact	9036544535
Occupancy Type	Owned
Trade Address	Girital - W1 - A1, Kashipur
Trade Type	Trade / Medical/Hospital/Nursing Home / Pathology Center
Trade License Fee	Rs. 1000
License Issue Date	21/8/2019
License Validity	01/04/2019 to 31/03/2020

Approved by: TLApprover
Municipal Commissioner

Commissioner/EO

This is a computer generated document, hence requires no signature

This license is not the proof of ownership.

This Trade License is issued under Municipal Corporation Act 1959 / Municipal Council Act 1916 with condition that the applicant shall obtain relevant NOC from concerned departments like Uttarakhand Pollution control board / Fire Office / Police Department / Health Department / Excise Department / GST Department / Deputy Commissioner (under Explosive Act) etc. whichever applicable.

The Municipal Council / Corporation reserves the right to cancel this Trade License for Breach of any condition in accordance with law.