

Date: 18 /11/2019

**Municipal Commissioner's Circular No. 110 of 2019-20**

**Sub:- Development of software for issuance of online Trade Licence for industry under the Ease of Doing Business (EoDB) Reforms.**


1. For simplicity, "Industrial Building" within KMC area for the purpose of EoDB may be defined as follows:-  
A Building which is 100% used for fabrication, assembling, processing of product or related to IT & IT enabled services as approved by Department of Information Technology and Electronics and e-Governance, Go.W.B. will be termed as industrial building.
2. Under the Ease of Doing Business (EoDB) Reforms, application for Certificate of Enlistment i.e. C.E. (commonly known as Trade Licence) payment of fees, tracking, downloading of C.E. and grievance should be done through online mode only.
3. There are only two requisite documents for issuance of C.E. for industry namely (1) identity proof for firm/person (2) proof of occupancy. No provisional C.E. should be issued for industry.
4. Timeline for issuance of C.E. for industry is 14 (fourteen) days.
5. Controlling Officer (IT) is requested to develop the above system within seven days from the date of this circular. The online system shall be made operational by 21<sup>st</sup> November, 2019.
6. Chief Manager (Licence) is requested to furnish all necessary inputs to Controlling Officer (IT) for the development of online system for industry within KMC area.

This is issued as per the approval of the Hon'ble Mayor.

  
**Municipal Commissioner**

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**Municipal Commissioner**

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**Municipal Commissioner**