

PROCEDURE FOR REGISTRATION OF TRADE LICENSE ONLINE via Citizen Service Request Module

1. Citizen will approach the Citizen Facilitation Counter established in respective Zonal Office with his application duly signed.
2. The counter operator will login the portal by using his user name and password and enter the details of the application.
3. Once Counter operator submitted the application, the acknowledgement slip will be generated with a registration number and the message will also be sent to the applicant through SMS,
4. The details of the applicant shall be moved to the inbox of respective ARO of the Zone for field verification of site,
5. After field verification, the A.R.O., will submit the application before the trade licence committee headed by the Zonal Officer along with the Demand Draft towards licence fee obtained from the applicant.
6. Trade licence will be issued to the applicant through email or through postal department after the approval of the trade licence committee if the norms are complied with by the applicant or the application will be rejected if the norms are not complied with by the applicant.
7. Along with the above records the licence application will be processed and sanctioned satisfying the mandatory departmental remarks.