

**Government of West Bengal**  
**Department of Panchayats & Rural Development**  
**Joint Administrative Building (6<sup>th</sup> to 9th Floors) HC-07, Sector III**  
**Bidhannagar, Kolkata – 700 106**

No.1153/PN/O/I/2M-4/03(Pt.-I)

Dated: 27/03/2015

ORDER

**Whereas**, in terms of the provision of sub-rule (2) of rule 58 of the West Bengal Panchayat (Gram Panchayat Administration) Rules, 2004 read with section 47 of the West Bengal Panchayat Act, 1973, a Gram Panchayat may issue provisional certificate of registration for running trade, wholesale or retail within its jurisdiction in Form 11 appended to the aforesaid Rules, unless such registration is prohibited under any law for the time being in force;

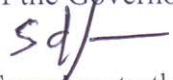
**And whereas**, the State Government in its 'ease of doing business initiatives' is contemplating to simplify the procedures in issuing/granting of various certificates/ licenses by different Government Departments/ local authorities;

**And whereas**, at present there is no specified format for application for seeking provisional certificate of registration for running trade, wholesale or retail in the aforesaid rules or any executive order issued by the Panchayats & Rural Development Department in this regard;

**And whereas**, it is under the active consideration of this Department to devise a common application form as well as to make necessary modification of Form 11 for the purpose of ease of business in the rural areas;

**Now, therefore**, in exercise of the power conferred under section 212 of the West Bengal Panchayat Act, 1973, the Governor, after careful consideration, is hereby pleased to order that henceforth, persons seeking a provisional certificate of registration for running trade, wholesale or retail, unless such registration is prohibited under any law for the time being in force within the jurisdiction of a Gram Panchayat, shall apply before the Pradhan of the Gram Panchayat concerned in a specified application format appended to this order and the Gram Panchayat concerned shall issue provisional certificate in modified Form 11 appended to this order within the stipulated time period i.e. within 30(thirty) days from the date of receipt of the application as mentioned in this Department's Notification No.4080/PN/O/4P-3/2013 dated 29/11/2013.

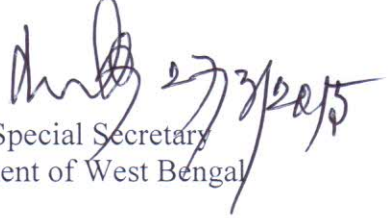
By order of the Governor,

  
Principal Secretary to the  
Government of West Bengal

Copy along with enclosures and also with a copy of this Department's Notification No. 4080/PN/O/4P-3/2013 dated 29/11/2013 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 Director, State Institute of Panchayats & Rural Dvelopment, Kalyani, Nadia
- 3) The District Magistrate & Executive Officer \_\_\_\_\_ Zilla Parishad (All)
- 4) The Additional Executive Officer \_\_\_\_\_ Zilla Parishad (All)/ Mahakuma Parishad
- 5) The District Panchayats & Rural Development Officer, \_\_\_\_\_ District (All)

He is requested to communicate the copy of this order to all Block/Panchayat Samitis and Gram Panchayats within the district.

  
OSD & EO Special Secretary  
to the Government of West Bengal

**APPLICATION FOR PROVISIONAL CERTIFICATE OF REGISTRATION FOR RUNNING  
TRADE, WHOLE SALE OR RETAIL**

To  
The Pradhan,  
\_\_\_\_\_ Gram Panchayat  
District \_\_\_\_\_

Madam/Sir,

I hereby apply for provisional certificate of registration for trade/business as mentioned below in the place covered by plot/plots no(s) \_\_\_\_\_ of mouza \_\_\_\_\_, JL No. \_\_\_\_\_ under Police Station \_\_\_\_\_ in the district of \_\_\_\_\_ boundaries of which are given below for carrying on trade or business which is not prohibited under any law for the time being in force. If it is decided by the authority to issue a provisional certificate for the current year, I shall be bound to deposit the prescribed registration fees and strictly observe the conditions mentioned in the provisional certificate. I shall also be bound to obtain all other statutory clearances required for running the above trade before actual commencement of the trade. For any deviation/default and on violation of the conditions mentioned in the certificate, the provisional certificate shall be liable to be cancelled forthwith and I shall be bound to close down the said trade or business with immediate effect. I shall also be bound to apply for renewal of such provisional certificate for the next financial year for carrying out the same trade or business on the terms and conditions as may be prescribed by the authority at the time of renewal of such certificate.

**Brief description of trade or business:**

**Boundaries**

East -

West-

North-

South-

Signature with date \_\_\_\_\_

Name in Block letters \_\_\_\_\_

Address \_\_\_\_\_

Date \_\_\_\_\_



**FORM 11**

[see rule 58(2)]

..... *Gram Panchayat*

Name of Panchayat Samiti :

Name of District :

Trade Registration No. :

Date :

Trade Registration Certificate Issue No.:

Date :

Trade Registration Certificate issued for the period of.....  
to.....

(Name of Proprietor/partner/Director)

Gram Sansad/Part No. :

Full Address

Description of Trade:

The *Gram Panchayat* acknowledges a sum of Rs.....  
(in words.....) only from  
M/s.....  
vide Receipt No..... dated.....

This certificate is purely provisional in nature. 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, the certificate shall be liable to be cancelled and the trade/business shall be closed down with immediate effect.

.....  
Executive Assistant/Secretary

.....  
Pradhan

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