

**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.437/SS/PN/O/I/3R-5/03(Pt.-II)**

**Dated: 11.06.2015**

**NOTIFICATION**

**Whereas**, in terms of the provision of rule 58 of the West Bengal Panchayat (Gram Panchayat Administration) Rules, 2004, as amended upto 2006, read with section 47 of the West Bengal Panchayat Act, 1973, a Gram Panchayat shall issue provisional certificate of registration for running trade, wholesale or retail within its jurisdiction;

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

**Now, therefore**, in exercise of the power conferred under section 212 of the West Bengal Panchayat Act, 1973, the Governor, after careful consideration and in supersession of the Order of the Panchayats & Rural Development Department vide its No.1153/PN/O/I/2M-4/03(Pt.-I) dated 27/03/2015, is hereby pleased to issue the following instructions :

- (1) Any Gram Panchayat shall henceforth issue 'certificate of registration' for running a trade, wholesale or retail, instead of issuing a 'provisional certificate' for the purpose mentioned in rule 58 of the West Bengal Panchayat (Gram Panchayat Administration) Rules, 2004, as amended upto 2006.
- (2) An application for the purpose shall be submitted to the office of the Gram Panchayat concerned or in the web portal of the Department of Micro, Small and Medium Enterprises & Textiles or the Department of Commerce and Industries in a newly devised Form 10A as annexed herewith.
- (3) Any Gram Panchayat shall issue certificate of registration in the modified Form No.11 as annexed herewith.
- (4) A certificate of registration may be renewed annually or for three years at a time on realization of annual fees for three years at a time.
- (5) Any Gram Panchayat shall issue certificate of registration within 15 (fifteen) days from the date of receipt of the application, which must be complete in all respects.

By order of the Governor,



OSD & EO Special Secretary to the  
Government of West Bengal

**No.437/1(58)/SS/PN/O/I/3R-5/03(Pt.-II)**

**Dated: 11.06.2015**

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 & Executive Officer .....Zilla Parishad (All)
- (3) The Additional Executive Officer, .....Zilla Parishad (All)/ Mahakuma Parishad
- (4) The District Panchayats & Rural Development Officer, .....(All)

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



OSD & EO Special Secretary to the  
Government of West Bengal

**Form 10A**

[See Rule 58(2)]

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

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

Madam/Sir,

I hereby apply for 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 certificate for the current year/for three years together, I shall be bound to deposit the prescribed registration fees and strictly observe the conditions mentioned in the 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 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 certificate for the next financial year or for the next three financial years 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.....

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.

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.....

Executive Assistant/Secretary

Pradhan

N.B. :- *Gram Panchayat has every right to cancel or revoke or not allowing renewal of registration at any time on valid grounds under intimation to the Block Development Officer concerned.”*