	Government of West Bengal Department of Panchayats & Rural Development		<u>Controlled Copy</u>
DOCUMENT NO:	SOP 2 /P&RD		
SECTION TITLE:	PROCEDURE FOR SEEKING REGISTRATION OF TRADES OF SPECIAL NATURE IN PANCHAYAT AREAS AS NOTIFIED BY THE P&RD DEPARTMENT AND ISSUANCE REGISTRATION CERTIFICATE THEREOF AND ITS RENEWAL		
SECTION NO:	REVISION DATE	PAGE	ISSUE DATE
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1. Purpose: Registration of trades of special nature in Panchayat areas as notified by the P&RD Department and issuance registration certificate thereof

2. Scope : Registration of trades of special nature in Panchayat areas

3. Responsibility and Authority:

(i) Responsibility for issuance of Certificate of Registration of trades of special nature in Panchayat areas as notified by the P&RD Department lies on the Executive Officer of the Panchayat Samiti concerned.

(ii) The following Officers act as Reviewing Officer and Appellate Officer under the West Bengal Right to Public Services Act, 2013 if the Designated Officer fails to provide services within the stipulated time period:

(a) Additional District Magistrate of the District concerned, looking after Panchayats

(b) Sub-Divisional Officer of the Sub-Division concerned

4. References : (i) The West Bengal Panchayat Act, 1973

(ii) The West Bengal Panchayat (Panchayat Samiti Administration) Rules, 2008

5. Abbreviation: A.D.M : Additional District Magistrate
E.O. : Executive Officer
P&RD : Panchayats & Rural Development
PS : Panchayat Samiti
S.D.O. : Sub-Divisional Officer

6. Procedure:

(i) Any person intending to make registration of a trade of special nature as notified by the State Government (given in the Table 1) or its renewal within the jurisdiction of a Panchayat Samiti shall make an application in Form 6 (in case of fresh registration) or Form 6A (in case of renewal of the existing registration) before the EO of the PS concerned or through the web portal of the P&RD Department <https://gpms.wbprd.gov.in> by seeking registration of a trade of special nature or renewal of such registration by annually or three

years at a time. In case of online registration, the applicant have to fill up the application form completely, upload requisite document. After agreeing with the Terms and Condition for such registration, he will be able to get a 15 digit Application Id after submitting the application

(ii) Documents to be attached with the application:

(a) For new registration (1) Copy of Voter ID Card of the applicant (2) Copy of AADHAR Card of the applicant (3) Copy of Lease Deed/ Legal Occupancy document/Copy of the agreement made with the landlord (4) Copy of the statutory clearances/ license issued by the competent authority. If the applicant has not obtained such license/clearances from the competent authority then (i) a declaration of the applicant to the effect that the provision of the Petroleum Act, 1934 in this regard will be complied with before commencement of the actual trade (for trade of special nature relating to storage of Kerosene, Petroleum, Naptha or any other inflammable oil or spirit) (ii) a declaration of the applicant to the effect that he shall obtain the permit referred in West Bengal Land Reforms Manual, 1991 before commencement of the actual trade (for trade of special nature related to burning or baking of bricks and tiles) (iii) a declaration of the applicant to the effect that he shall obtain statutory clearances from the competent authority before commencement of the actual trade (for trades of special nature other than relating to storage of petroleum, naptha etc. or burning or baking of bricks and tiles).

(b) For renewal of the existing registration: (a) Copy of the certificate of registration of trades of special nature issued to the applicant by the PS (b) Copy of the statutory clearances /license taken from the competent authority (c) Copy of Lease Deed/ Legal Occupancy document/Copy of the agreement made with the landlord (if the place of running the trade has been changed)

TABLE -1

List of Trades of Special nature notified by the State Government for which Panchayat Samiti issues Certificate of Registration

Sl No.	Nature of trade
(i)	Lime manufacturing
(ii)	Storing for any commercial purpose as distinguished from domestic purpose or trading in, hay, straw, wood, thatching grass, jute or other quickly inflammable materials
(iii)	Cashew nut processing
(iv)	Baking & burning of tiles or pottery
(v)	Acid head batteries including lead plate casting and acid slurry (sulphonation), dry cell battery
(vi)	Basic drug and pharmaceutical products manufacturing
(vii)	Coke making, coal liquefaction, coal tar distillation processing, fuel gas making, coke briquette making, storing or trading in kerosene, coal and similar other incendiary commodities
(viii)	Slaughter houses and meat processing units, storing of hides, fish, horns or skins
(ix)	Boiling or storing offal, blood, bones or rags, melting tallow, tanning for the manufacture of leather or leather goods
(x)	Jute processing and dyeing

(xi)	Tyres and tubes vulcanization, retreading, moulding
(xii)	Cement grinding
(xiii)	Distillery including fermentation industry
(xiv)	Pulp and paper manufacturing or processing
(xv)	Stone crushing
(xvi)	Synthetic detergent and soap making
(xvii)	Brick field, burning of bricks,
(xviii)	Vegetable oil and edible oil including solvent extracted oil or hydrogenated oil production unit
(xix)	Chilling plant, cold storage, Ice making and Ice-cream making
(xx)	Husking mill, rice mill, saw mill
(xxi)	Any other manufacturing or processing business from which offensive or unwholesome smell or offensive noise arises
(xxii)	Storing or trading in petroleum, naphtha or any other inflammable oil or spirit

(iii) (a) On receipt of the application, the PS concerned shall check the completeness of the application. The PS may also make a preliminary enquiry for the purpose.

(b) Being satisfied with the genuineness and completeness of the application in the light of the provision of rule 57 to 63 of the West Bengal Panchayat (Panchayat Samiti Administration) Rules, 2008, the PS, within 5 days of the receipt of the application, shall intimate the applicant about completeness of his application and the amount of payment to be made for the purpose in accordance with the rate mentioned in the Bye Law adopted by the PS subject to the maximum rate of fees to be levied by PS in terms of provision of rule 63 of the Rule mentioned above.

(c) The PS shall also issue an acknowledgement to the applicant in Form I of the WB Right to Public Services Rules, 2013 by noting down the date within which the service shall be provided after necessary payment is made by the applicant.

(d) The applicant will get an intimation regarding completeness of his application as well as the amount payable for the purpose through SMS in his registered mobile No. .The applicant may also check the status of his application as well as information regarding payment to be made by him for the purpose in the web portal by using the 15 digit Application Id already received by him during submission of his application.

(e) In case of insufficient document or incomplete filling up of the application format, the application will be rejected by the PS. In that case the PS shall issue an acknowledgement to the applicant in Form I of the WB Right to Public Services Rules, 2013 by noting down defect in the application and also intimate the applicant about such rejection by mentioning the reason behind such rejection.

(f) The applicant will get intimation regarding such rejection through SMS or the applicant may also get the information by checking the status of his application in the manner mentioned in the foregoing para. In that case, the applicant will have to submit the application form along with other requisite documents afresh. He can import the data filled up by him in the earlier application form to new application form by choosing import option

(iv) Payment of fees: On receipt of the intimation regarding payment of fees to be made for the purpose from the PS concerned in accordance with the provision of the existing Rules, the applicant may choose any one of the payment gateways for making online payment and shall pay the exact amount within 3 days of such intimation.

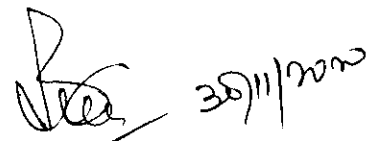
(v) **Issuance of Certificate of Registration:** The PS concerned on receipt of the payment made by the applicant, shall issue Certificate of Registration of trades of Special Nature in Form No. 6B by noting down the Receipt No. for such payment on the certificate. The applicant will get an intimation regarding issuance of the Certificate of Registration through SMS and can download the Certificate of Registration from the web portal by using 15 digit Application Id already received by him during submission of his application.

7. **Stipulated time period for providing services under the West Bengal Right to Public Services Act, 2013:** The EO of the PS concerned shall have to issue certificate of registration for trades of special nature within 15 days from the date of depositing fees by the applicant. If the application is incomplete in any respect, the application shall be rejected by the PS and the same shall be intimated to the applicant within 15 days from the date of receipt of the application stating reason behind such rejection.

If the Certificate of Registration is not issued within the stipulated time period mentioned above or in case of rejection of the application by the PS concerned, the applicant may prefer an appeal before Appellate Authority as notified in Notification No. 3978/PN/O/I/4P-3/2013 dated 25/11/2020 of P&RD Department in Form II of the WB Right to Public Services Rules, 2013 within the stipulated time period mentioned in the Notification.

If the Appellate Authority fails to dispose the appeal within the time period as notified in Notification No. 3978/PN/O/I/4P-3/2013 dated 25/11/2020 of the P&RD Department, the applicant may also prefer appeal before the reviewing officer in Form III of the WB Right to Public Services Rules, 2013 within the stipulated time period mentioned in the Notification. The decision of the Reviewing Authority will be final.

8. **Renewal of the Certificate of Registration for Trades of Special Nature:** The applicant will get an intimation through SMS in his registered mobile No. before 20 days of the expiry of the certificate of registration as to the date of expiry of the certificate as well as the amount to be paid for renewal if the applicant likes to get the certificate renewed for further period. The applicant may apply for renewal of his certificate by clicking the checkbox of renewal, by putting the certificate No., by uploading the required document as given in para 6(ii)(b)(whenever applicable) and by making necessary payment of fees in the manner as elaborated in the foregoing paras.. The PS will follow the same procedure for issuance of certificate as elaborated in the foregoing paras.

Handwritten signature and date: 30/11/2020

Special Secretary to the
Government of West Bengal
Panchayats & Rural Development Department