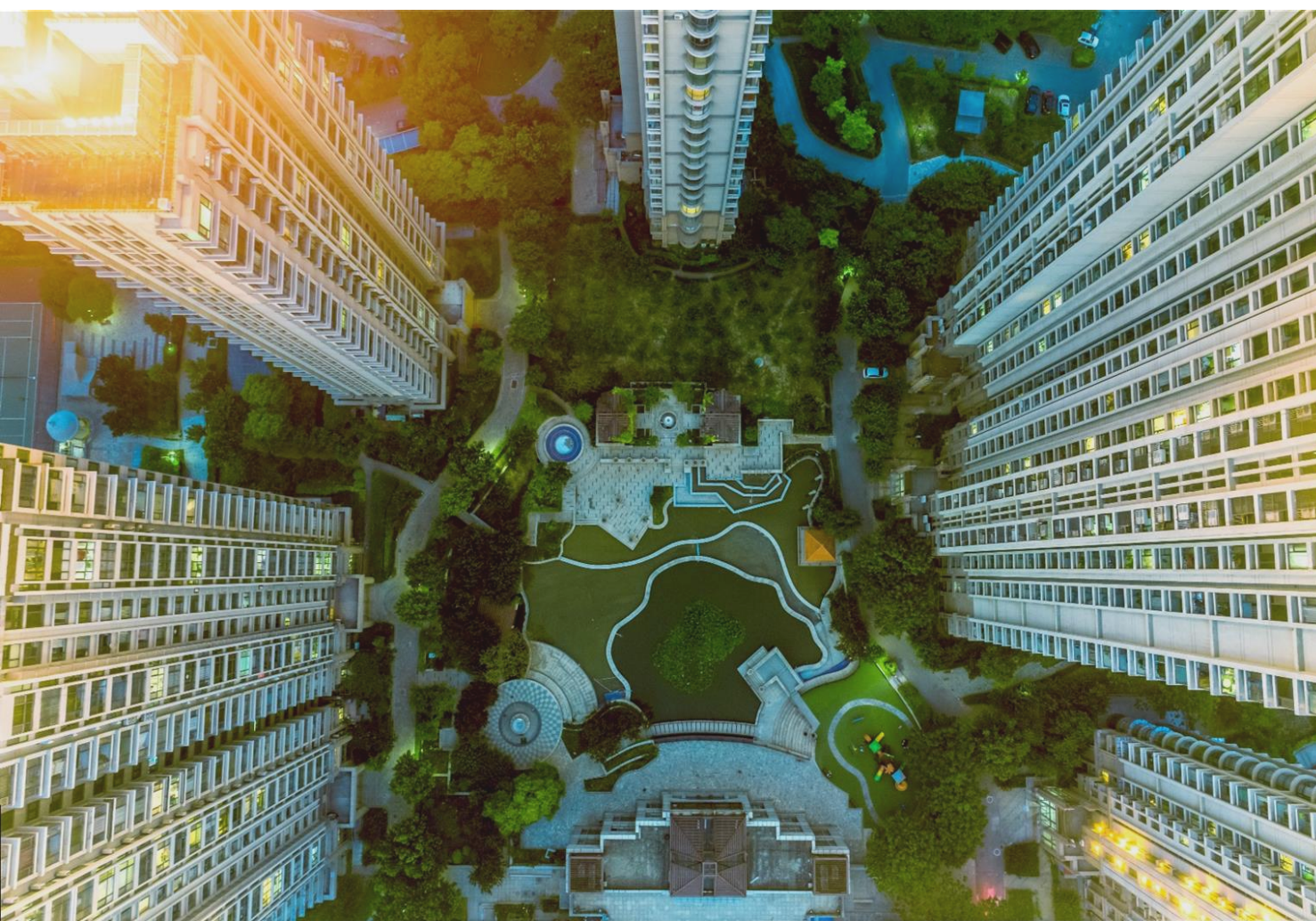


SUJOG - Sustainable Urban Services in a Jiffy by Odisha Government



Trade License Module

- *Citizen User manual*

Document History

Date	Version	Author	Review by	Approve	Description
16 June 2021	1.0	Abinash Routray	Manoj Sahu	H&UDD	Final Draft

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1. Introduction

1.1. Purpose of this Document

The purpose of this document is to help the citizens in operating the Trade License Module. It provides a digital interface, allowing citizen to apply for the Trade License and subsequently make the payment online.

The Trade License Module allows the citizens to

- Apply for a Trade License.
- Complete the Payment for Trade License
- Keep a track of the status of the Trade License
- Download receipts of the payments made for any TL.
- Maintain a personal profile.
- Download Trade License Provisional and Final Certificates.

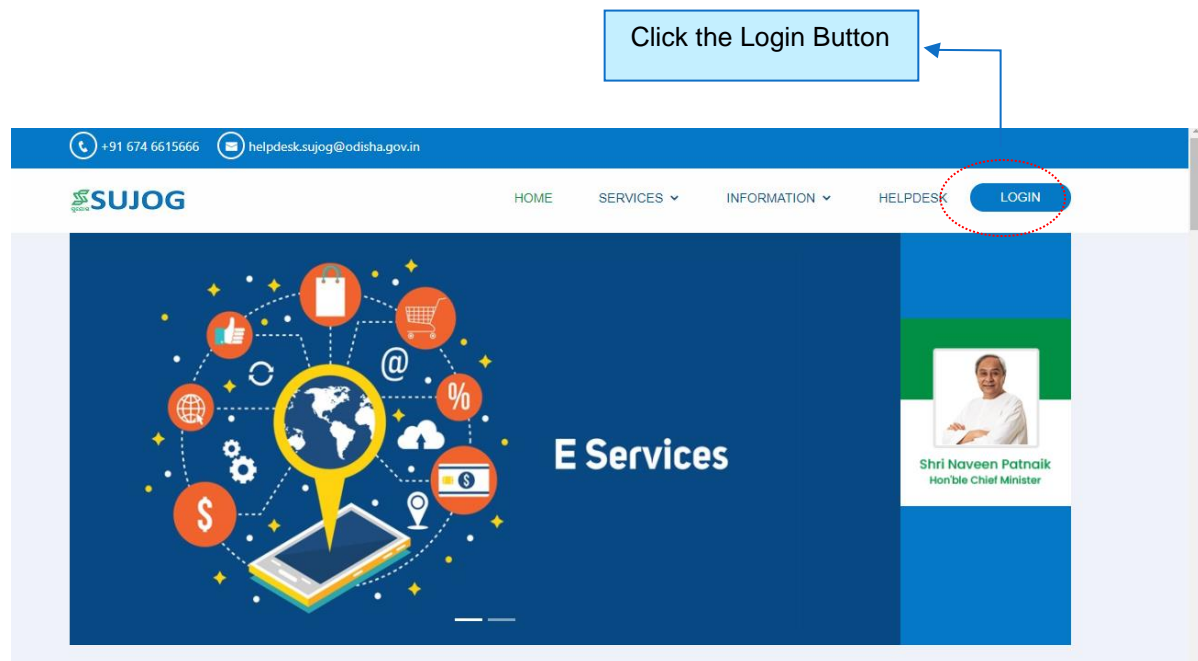
This manual covers up the various features of Trade License and every feature is defined with a screenshot for user assistance

2. General Functions

2.1. Registering into the system

To Register, please go to the following link:

<https://sujog.odisha.gov.in/home>



Once the citizen clicks the login button, the following screen will appear

The screenshot shows the 'REGISTER' page of the SUJOG Odisha portal. The page has a dark blue background with a white form area. The form contains the following fields:

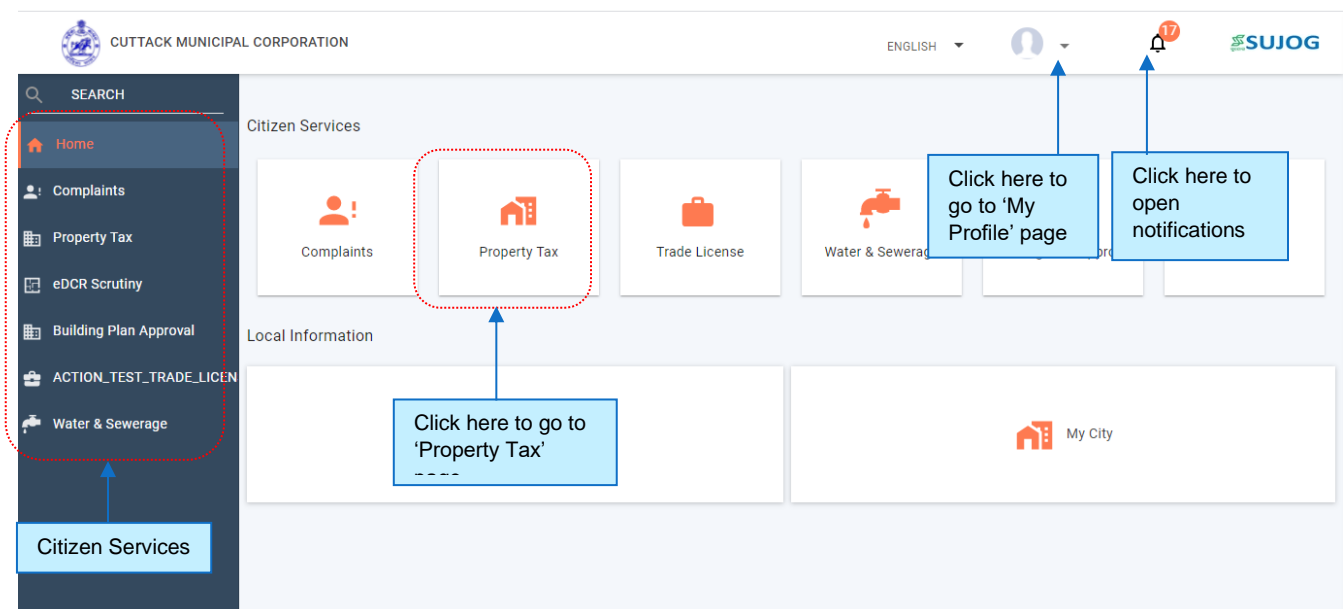
- Mobile Number ***: A text input field with a placeholder '+91 Enter your mobile number'. A callout box with the text 'Enter your mobile number' points to this field.
- Name ***: A text input field with a placeholder 'Enter your name'. A callout box with the text 'Enter name' points to this field.
- City ***: A dropdown menu with a placeholder 'Select your city'. A callout box with the text 'Select your city from the dropdown' points to this field.

Below the input fields, there is a link 'Have an account? LOGIN' and a large orange 'CONTINUE' button.

The number will be authenticated by sending an OTP (One Time Password) to the registered mobile number. If the user does not receive the OTP, he/she clicks on 'RESEND' under the 'OTP' field. Once the OTP has been entered and Continue button is clicked the homepage will appear.

2.2. Citizen service homepage

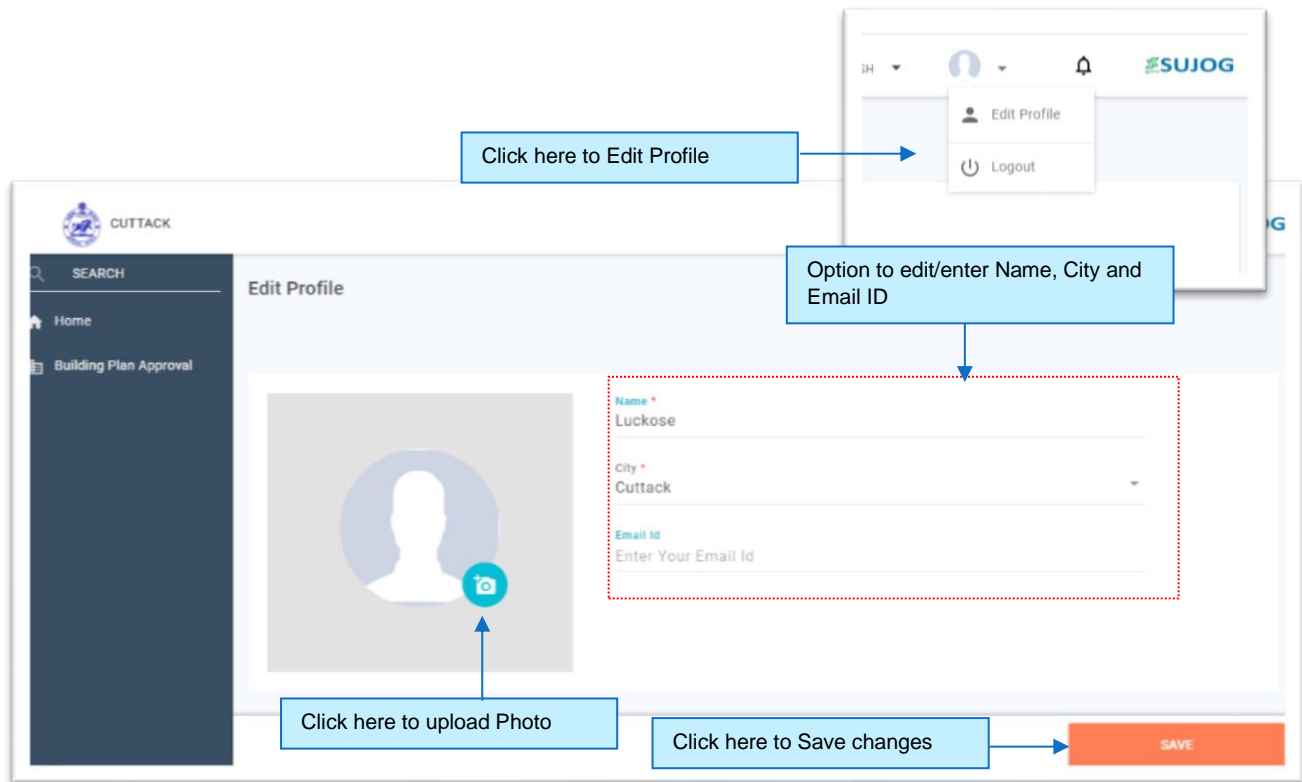
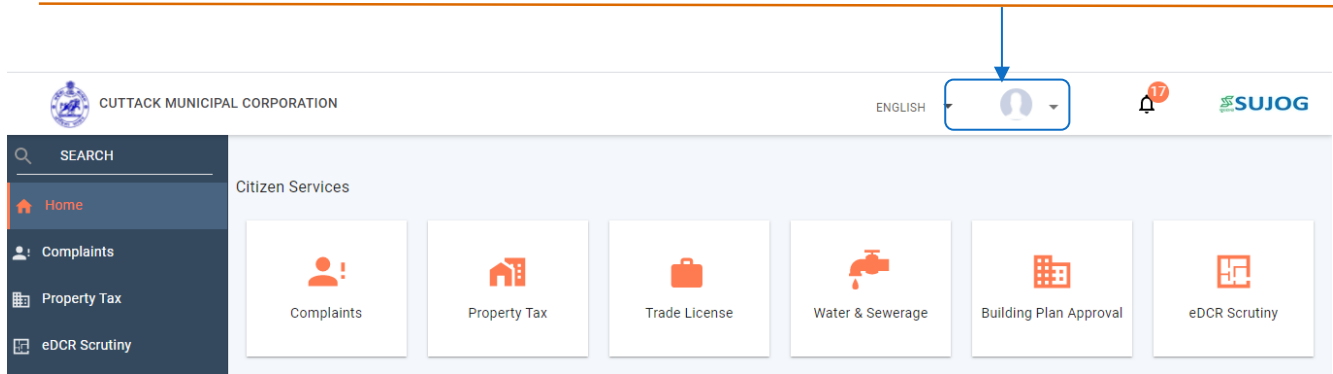
On Login/Register, the homepage will appear to the citizen.



2.3. Editing the Profile

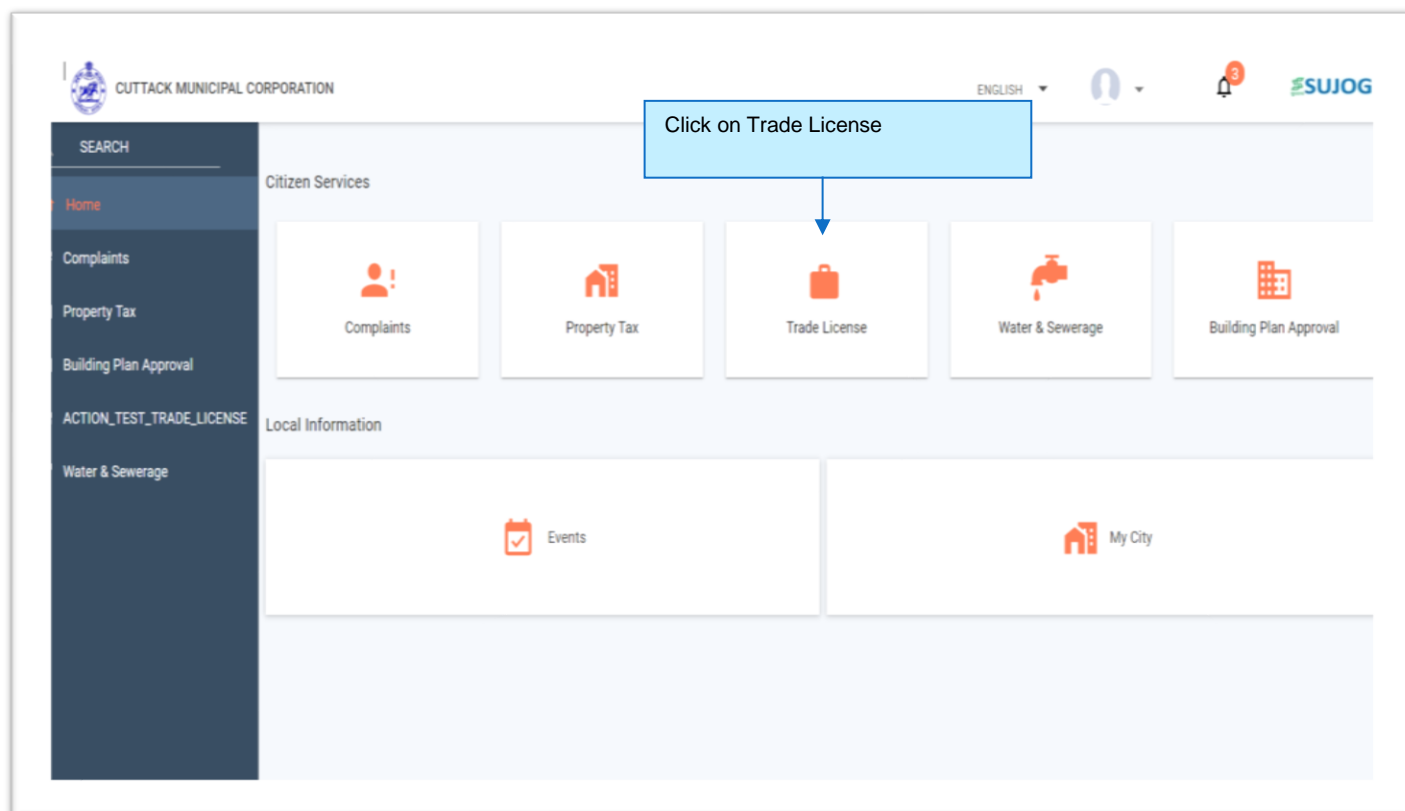
Follow the steps shown below to edit your profile.

- Click on the Profile button on top right side of the homepage
- Click on 'Edit Profile'
- User will be taken to Profile Page where he/she can edit Name, Change City from the dropdown, update Mail ID or upload Profile Picture.



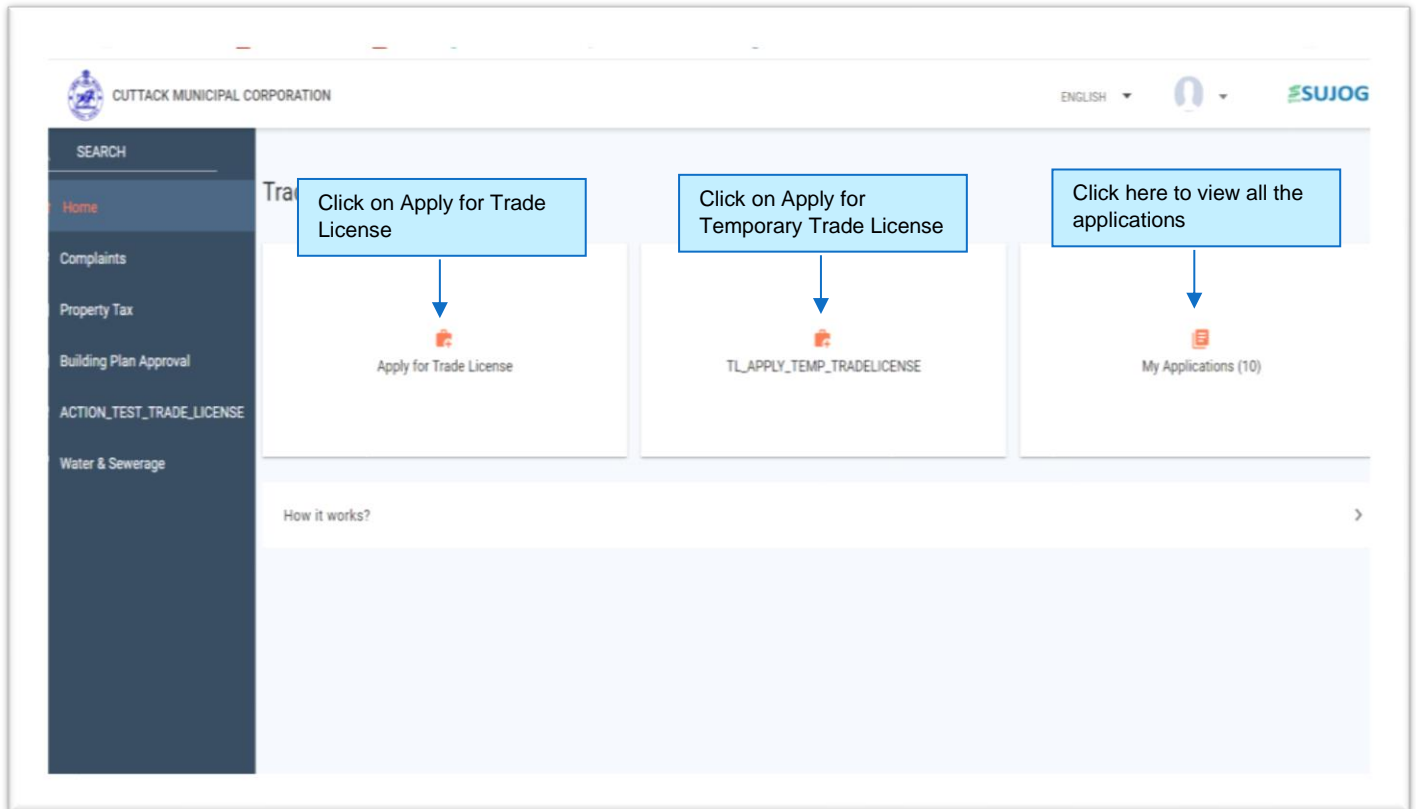
3. Functionalities of Trade License module

3.1. Applying for New Trade License

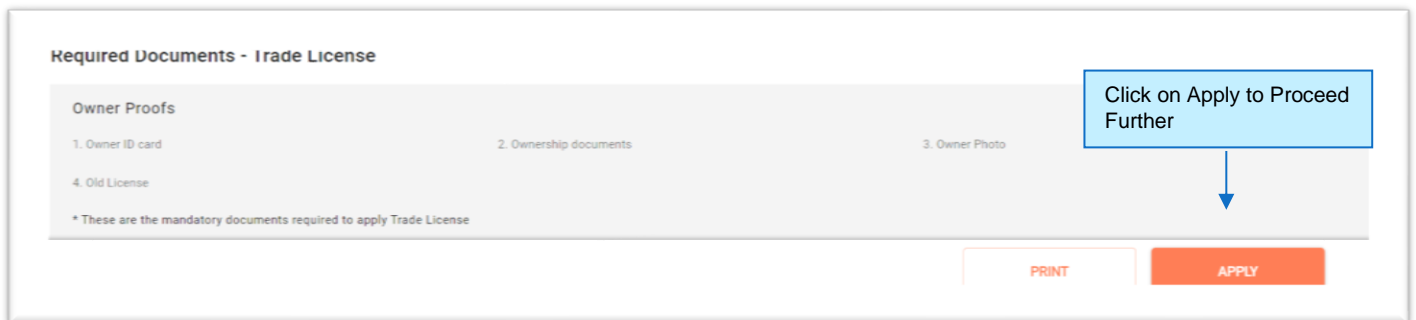


Citizen have to click on the Trade License button present on the Home page.

3.1.1. Apply Permanent License

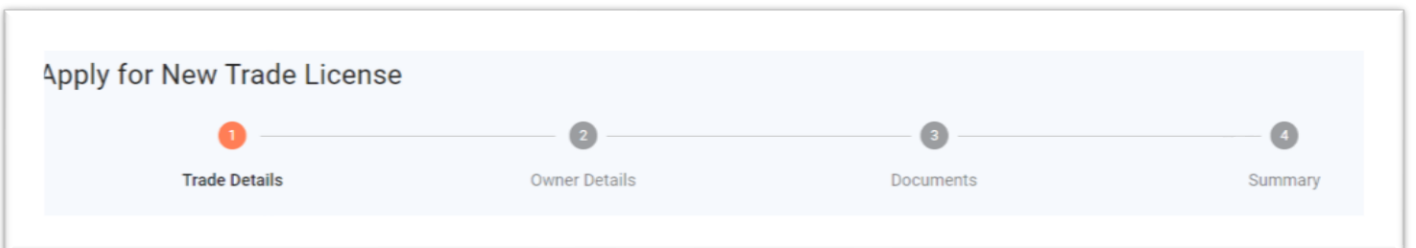


3.1.2. Required Documents



Citizen will be able to view the details of the list of mandatory documents required to apply for trade license. The citizen also can take a printout of the list. To proceed the user needs to click on the Apply Button.

3.1.3. Trade Details



On top of the page it will display the sections of the application. The current section will be highlighted in Orange color. The first section is trade details.

Trade Detail

Enter Trade Name of your choice

Name Of Trade *
Example Diljit Da Dhaba

Select Trade Period (1 to 5 Years)

Trade Period *
Select Trade Period

Enter Purpose of Trade (e.g. To Sell Meat)

TL_NEW_TRADE_PURPOSE_LABEL
TL_NEW_TRADE_PURPOSE_PLACEHOLDER

Select Commencement Date

Trade Commencement Date *
dd/mm/yyyy

Enter Your GST Number here (If Available)

Trade GST No.
Enter Trade GST No.

Select Trade Type

Trade Unit

Trade Type *

Eating Establishments

Eating Establishments

Flamables

Livestock and related Products

Select Trade Sub Type

Trade Sub-Type *

Select Trade Sub-Type

Bakery Manufacturing

Bakery Shop (Retail)

Bakery Shop (Wholesale)

Add Additional Trade Units here (Max 5 Items)

Trade Unit

Trade Type *

Eating Establishments

UOM (Unit Of Measurement)

SQFT

Trade Sub-Type *

Select Trade Sub-Type

UOM Value *

Enter UOM value

+ ADD TRADE UNITS

Based on the selection the UOM (Unit of Measurement) will appear, the citizen needs to type the UMO value. Based on the inserted value the system will automatically calculate the trade fees.

Trade Location Details

City *
Cuttack

Door/House No. *
Enter Door/House No.

Building/Colony Name *
Enter Building/Colony Name

Street Name *
Enter Street Name

Village *
Select Village

Pincode *
Enter Pincode

Electricity Connection No.
Enter Electricity Connection No. of Trade Location

Enter Mandatory Details in this section

Click on Next to proceed further

NEXT STEP >

Field Name	Field Type	Purpose
Door/House Number	Mandatory Field	Enter Door/House Number
Building /Colony Name	Mandatory Field	Enter Building or Colony Name
Street Name	Mandatory Field	Enter Street Name
Village	Mandatory Field	Select Village Name from the Dropdown
Pin code	Mandatory Field	Enter Pin code
Electricity Connection Number	Non-Mandatory Field	Enter Electricity connection Number (If Available)

3.1.4. Owner Details

Select Type of Ownership from the dropdown

Select Type of Ownership

Type Of ownership
Individual

Type of sub-ownership
Select Type of sub-ownership

Individual

Institutional - Government

Institutional - Private

Multiple Owners

Single Owner

Citizen need to select Type of ownership and Type of sub ownership in the owner's details section.

Owner Information

Mobile No. *
Enter Mobile No.

Father/Husband's Name *
Enter Father/Husband's Name

Gender *
☐ Male
 ☐ Female
 ☐ Transgender

Email
Enter Email

Correspondence Address *
Enter Correspondence Address

Name *
Enter Name

Relationship *
☐ Father
 ☐ Husband

Date of Birth *
dd/mm/yyyy

PAN No.
Enter Owner's PAN No.

Special Owner Category
Select Special Owner Category

Enter Mandatory Fields in this section

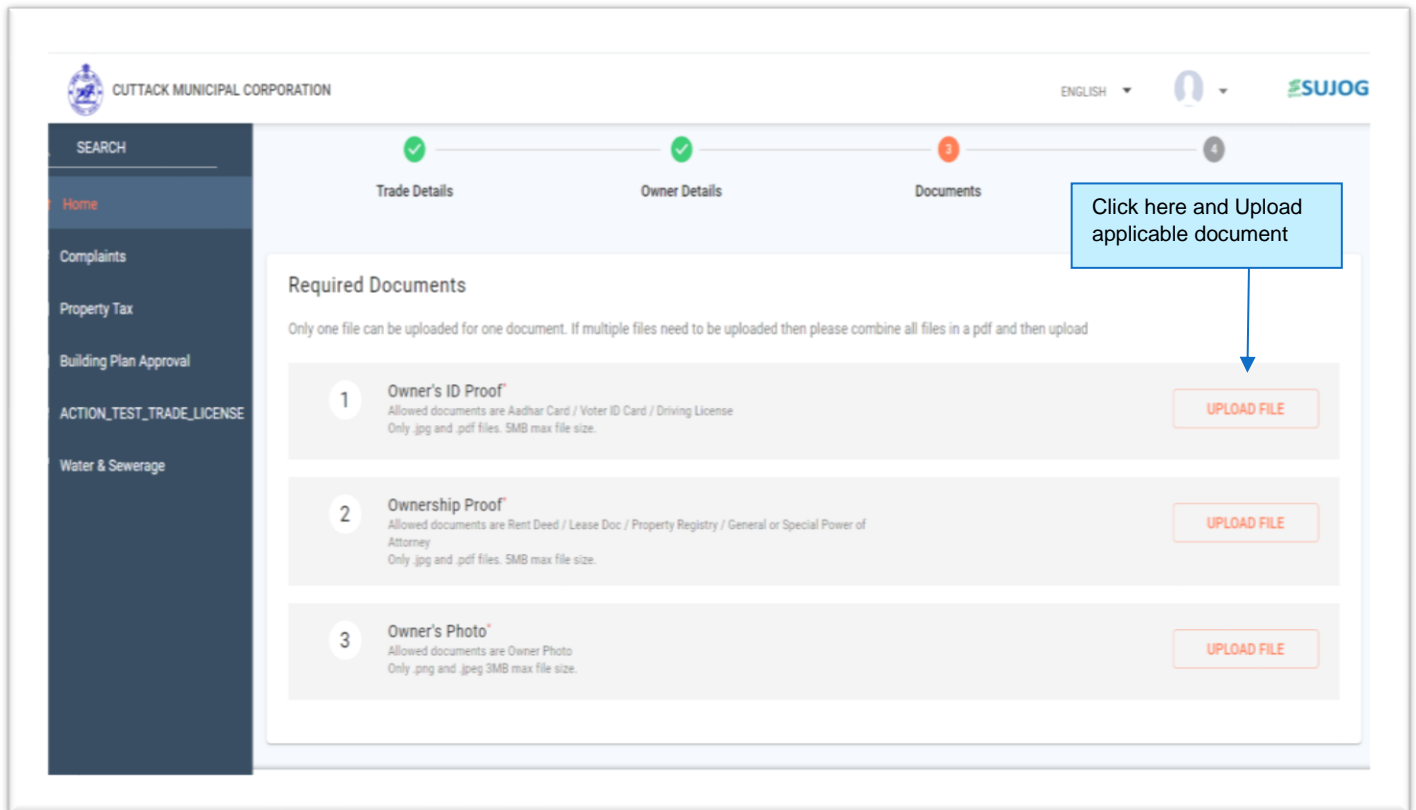
In case of multiple owners, click here to add owner

Please fill out this field.

+ ADD OWNER

Field Name	Field Type	Purpose
Mobile Number	Mandatory Field	Enter Mobile Number
Name	Mandatory Field	Enter Name
Father/Husband's Name	Mandatory Field	Enter Father or Husband's Name as applicable
Relationship	Mandatory Field	Select Relationship
Gender	Mandatory Field	Select Gender
Date Of Birth	Mandatory Field	Enter Date of Birth
Email	Non-Mandatory Field	Enter E-Mail
PAN No	Non- Mandatory Field	Enter PAN Number
Correspondence Address	Mandatory Field	Enter Correspondence Address
Special Owner Category	Non-Mandatory Field	Select Special category

3.1.5. Document Info



CUTTACK MUNICIPAL CORPORATION

ENGLISH

SEARCH

Home

Complaints

Property Tax

Building Plan Approval

ACTION_TEST_TRADE_LICENSE

Water & Sewerage

Trade Details

Owner Details

Documents

Summary

Required Documents

Only one file can be uploaded for one document. If multiple files need to be uploaded then please combine all files in a pdf and then upload

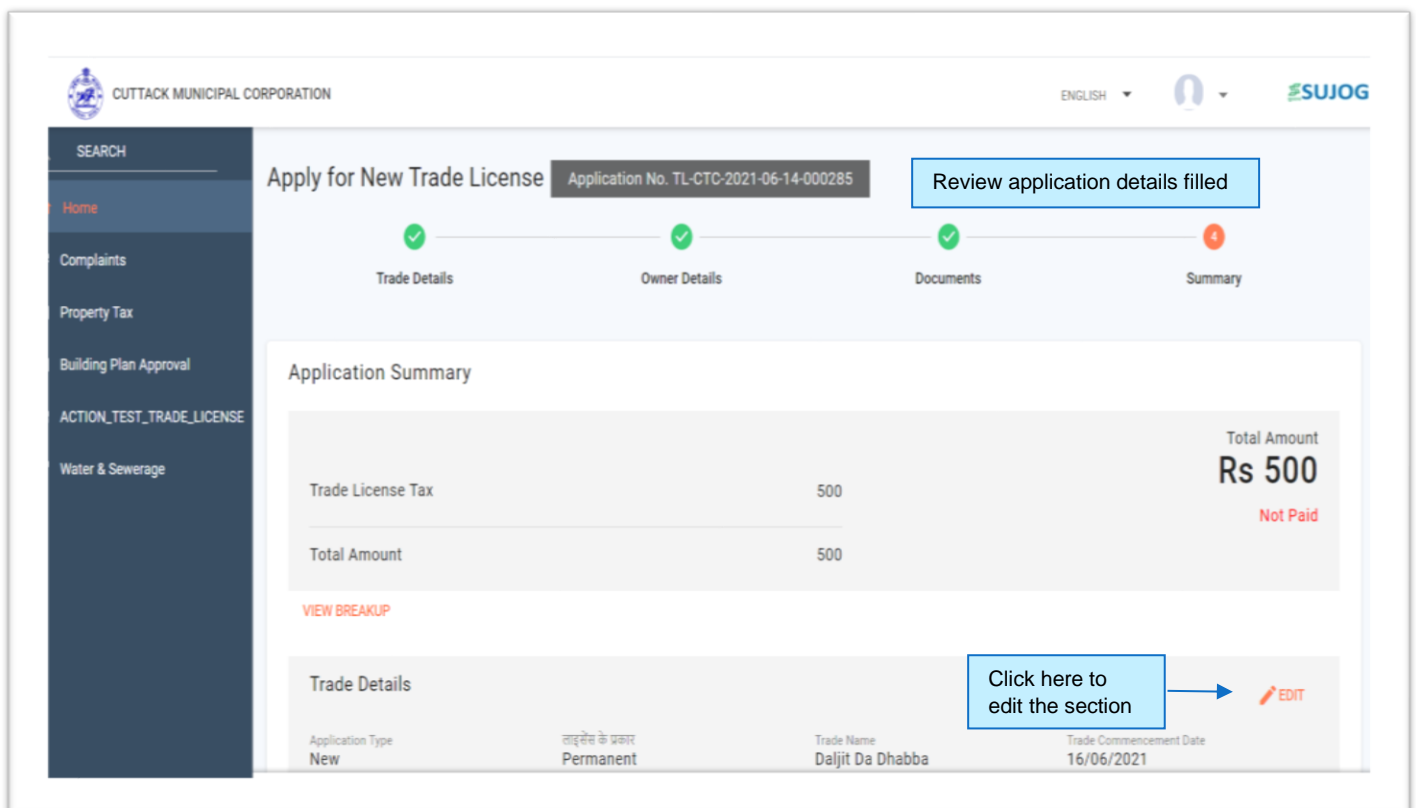
- Owner's ID Proof***
Allowed documents are Aadhar Card / Voter ID Card / Driving License
Only .jpg and .pdf files. 5MB max file size.
- Ownership Proof***
Allowed documents are Rent Deed / Lease Doc / Property Registry / General or Special Power of Attorney
Only .jpg and .pdf files. 5MB max file size.
- Owner's Photo***
Allowed documents are Owner Photo
Only .png and .jpeg 3MB max file size.

UPLOAD FILE

Click here and Upload applicable document

The citizen needs to upload all the documents required for verification purpose in the documents required section. All the documents are mandatory to upload. After uploading the document citizen shall click on Next Step.

3.1.6. Summary



CUTTACK MUNICIPAL CORPORATION

ENGLISH

SEARCH

Home

Complaints

Property Tax

Building Plan Approval

ACTION_TEST_TRADE_LICENSE

Water & Sewerage

Trade Details

Owner Details

Documents

Summary

Apply for New Trade License

Application No. TL-CTC-2021-06-14-000285

Review application details filled

Application Summary

Trade License Tax	500	Total Amount Rs 500 Not Paid
Total Amount	500	

VIEW BREAKUP

Trade Details

Application Type: New

व्यापार के प्रकार: Permanent

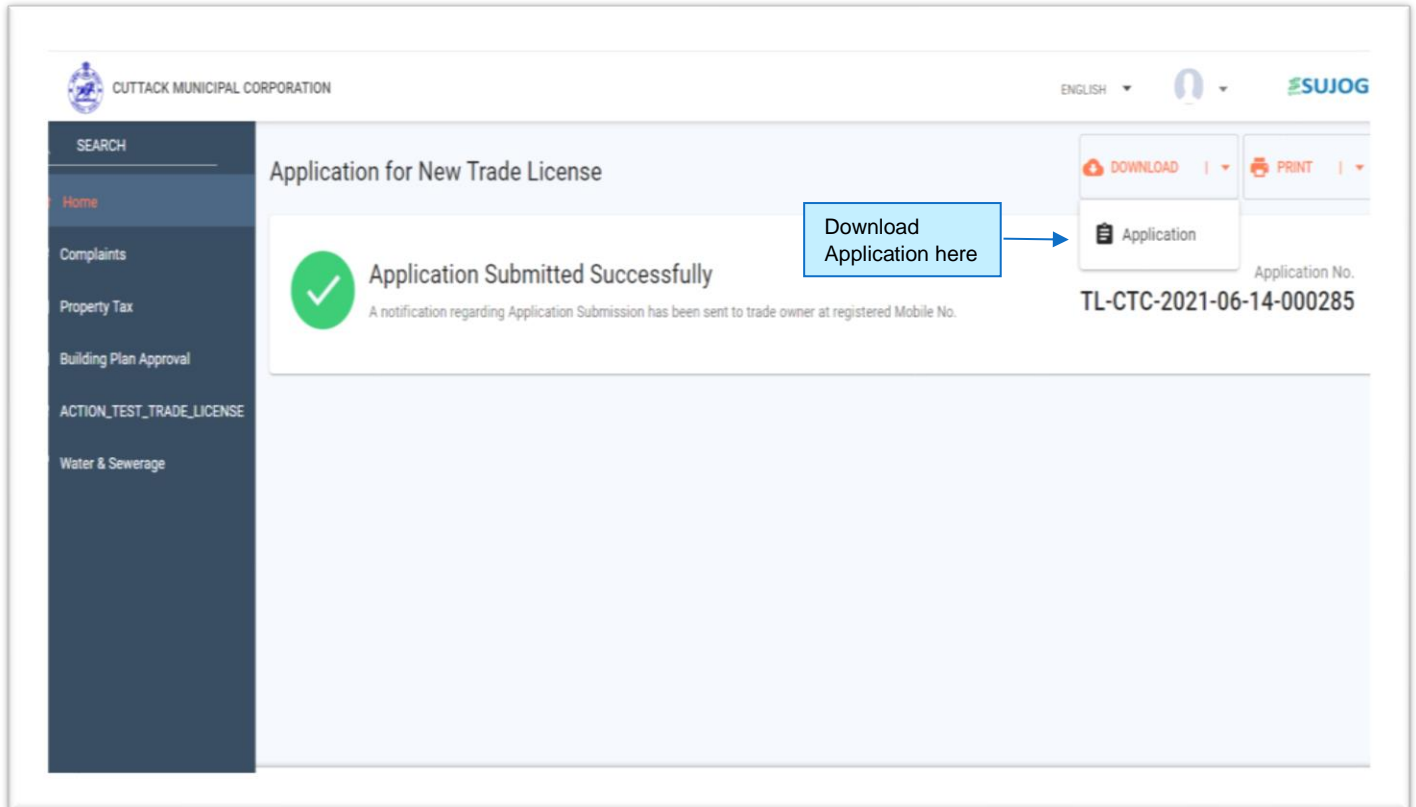
Trade Name: Daljit Da Dhabba

Trade Commencement Date: 16/06/2021

Click here to edit the section

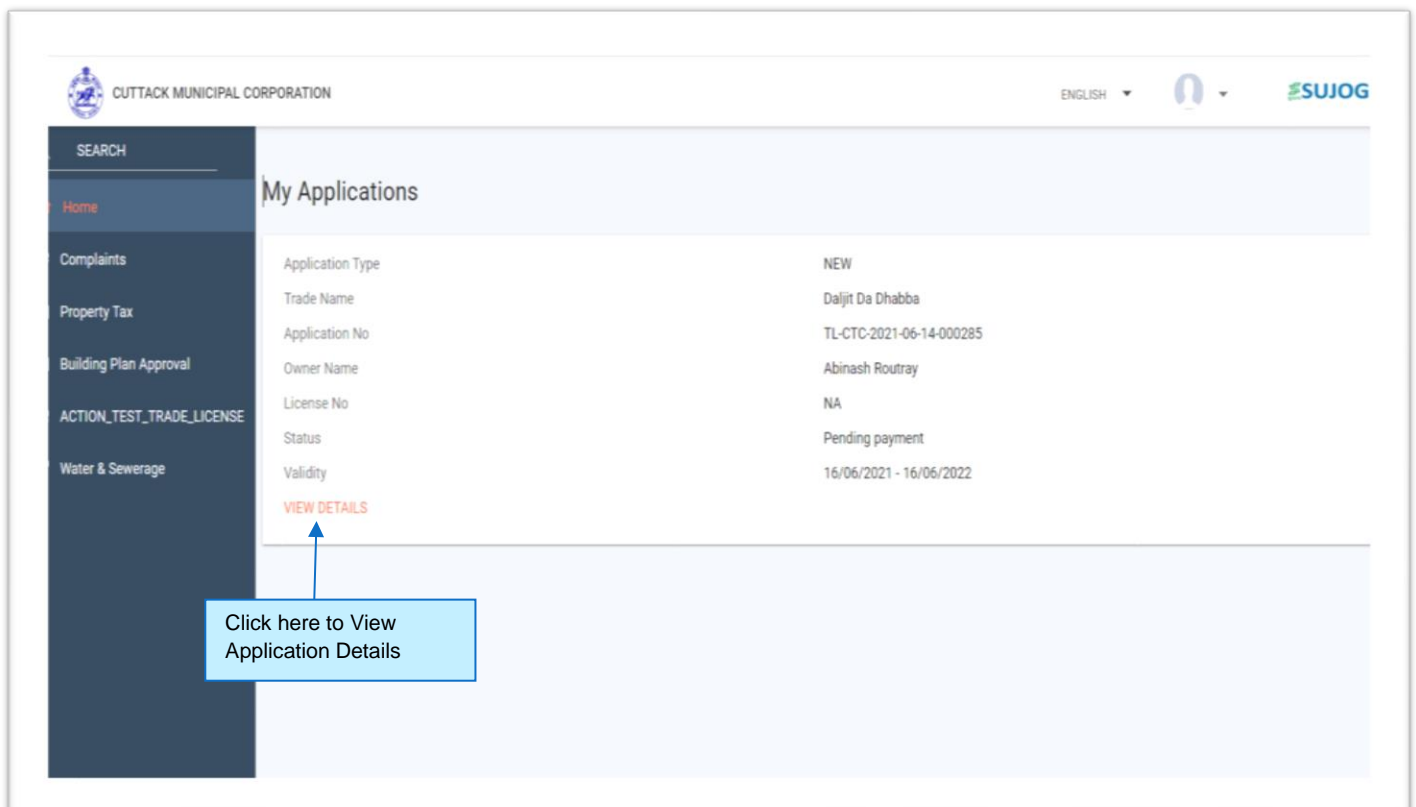
EDIT

In the summary section citizen will be able to view a summary of all information he/she has provided in the previous steps.

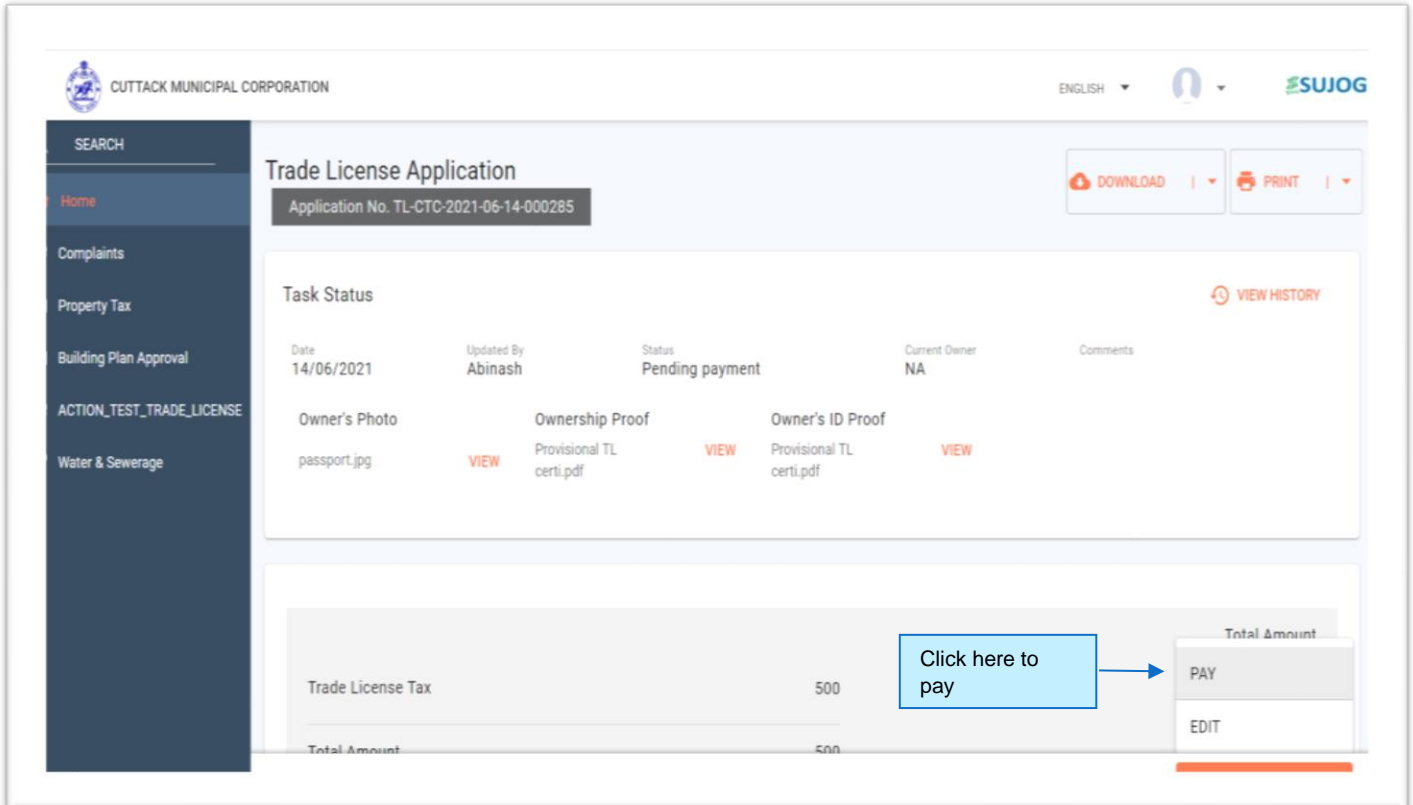


Upon successful submission the citizen will get Email/SMS notification with application number. The user can download the application and can immediately make the payment to get a provisional certificate.

3.1.7. Provisional certificate



The citizen can view all the applications in My Application Section. The citizen has to click on view details.



Trade License Application
Application No. TL-CTC-2021-06-14-000285

Task Status [VIEW HISTORY](#)

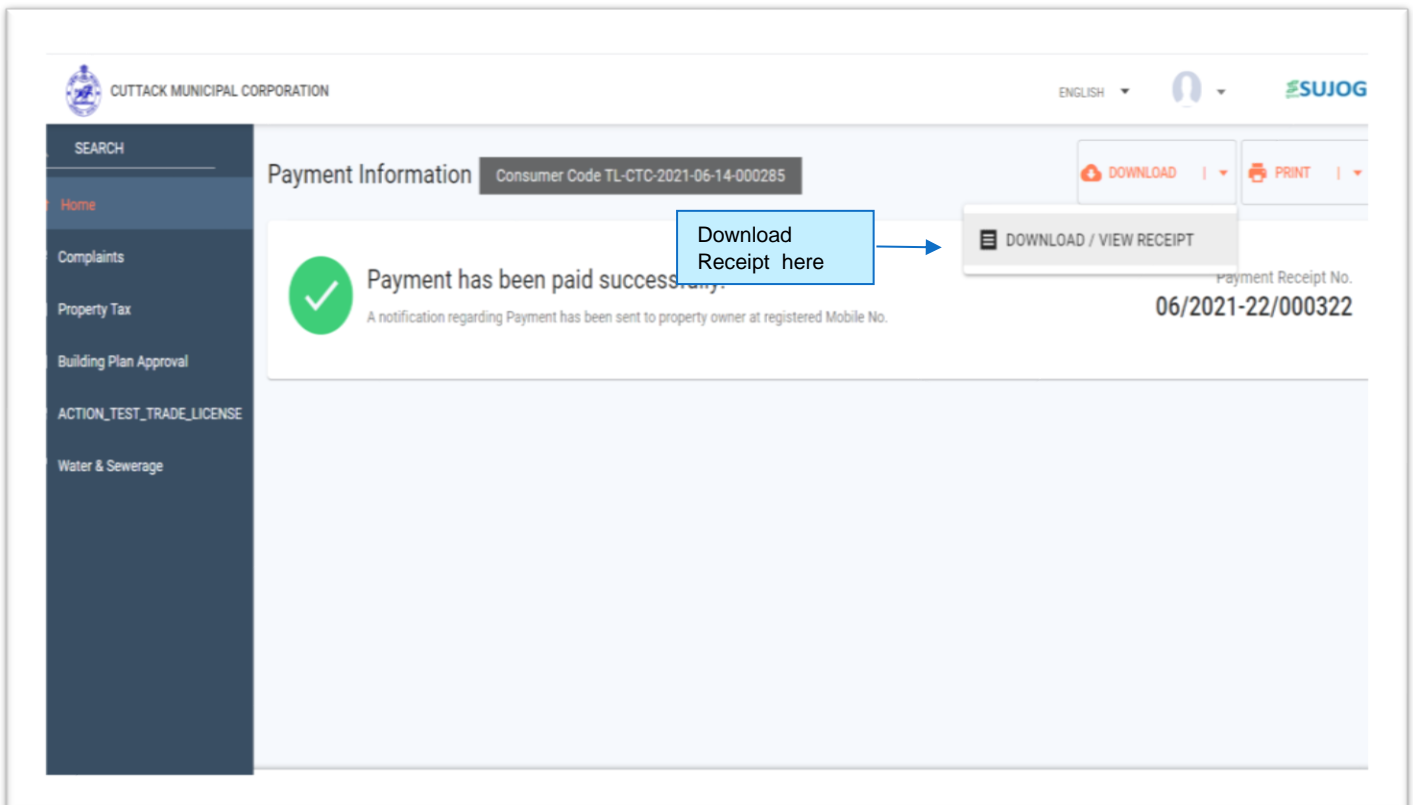
Date	Updated By	Status	Current Owner	Comments
14/06/2021	Abinash	Pending payment	NA	

Owner's Photo	Ownership Proof	Owner's ID Proof
passport.jpg VIEW	Provisional TL certi.pdf VIEW	Provisional TL certi.pdf VIEW

	Total Amount
Trade License Tax	500
Total Amount	500

[Click here to pay](#) → [PAY](#) / [EDIT](#)

The citizen needs to click on take action, a pay button will appear. Upon clicking pay the citizen will be able to be redirected to payment gateway and citizen needs to complete the payment to download the provisional certificate.



Payment Information Consumer Code TL-CTC-2021-06-14-000285

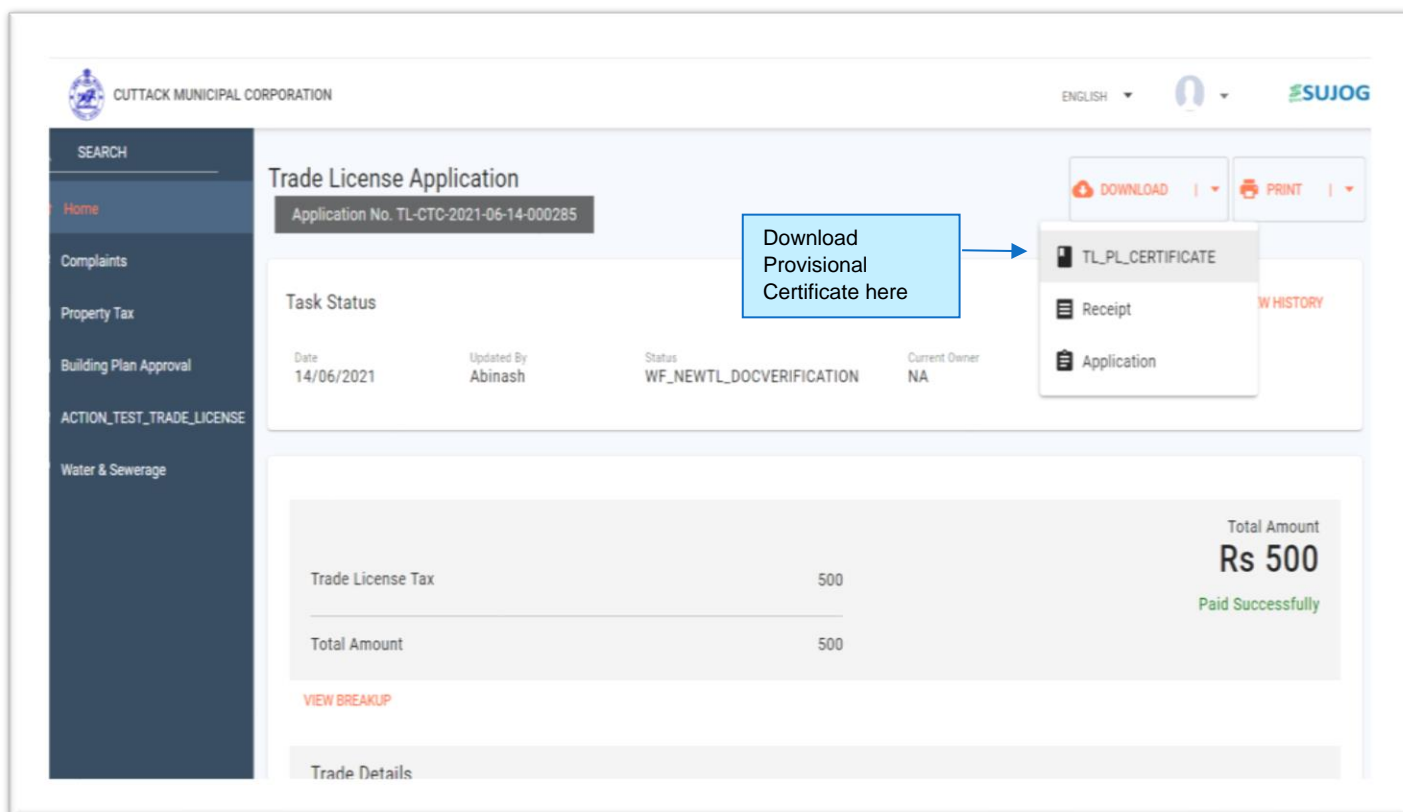
[DOWNLOAD](#) [PRINT](#)

[Download Receipt here](#) → [DOWNLOAD / VIEW RECEIPT](#)

Payment has been paid successfully.
A notification regarding Payment has been sent to property owner at registered Mobile No.

Payment Receipt No. **06/2021-22/000322**

Upon successful payment the citizen will get a payment receipt number. The citizen can download the receipt by clicking on the download button.



The screenshot displays the 'Trade License Application' interface for CUTTACK MUNICIPAL CORPORATION. The application number is TL-CTC-2021-06-14-000285. The 'Task Status' section shows the date as 14/06/2021, updated by Abinash, with a status of WF_NEWTL_DOCVERIFICATION and current owner NA. A blue box highlights the 'Download Provisional Certificate here' link, which points to a dropdown menu containing 'TL_PL_CERTIFICATE', 'Receipt', and 'Application'. The 'Total Amount' is Rs 500, and the status is 'Paid Successfully'. A 'VIEW BREAKUP' link is also visible.

Trade License Application
Application No. TL-CTC-2021-06-14-000285

Task Status

Date	Updated By	Status	Current Owner
14/06/2021	Abinash	WF_NEWTL_DOCVERIFICATION	NA

Download Provisional Certificate here

- TL_PL_CERTIFICATE
- Receipt
- Application

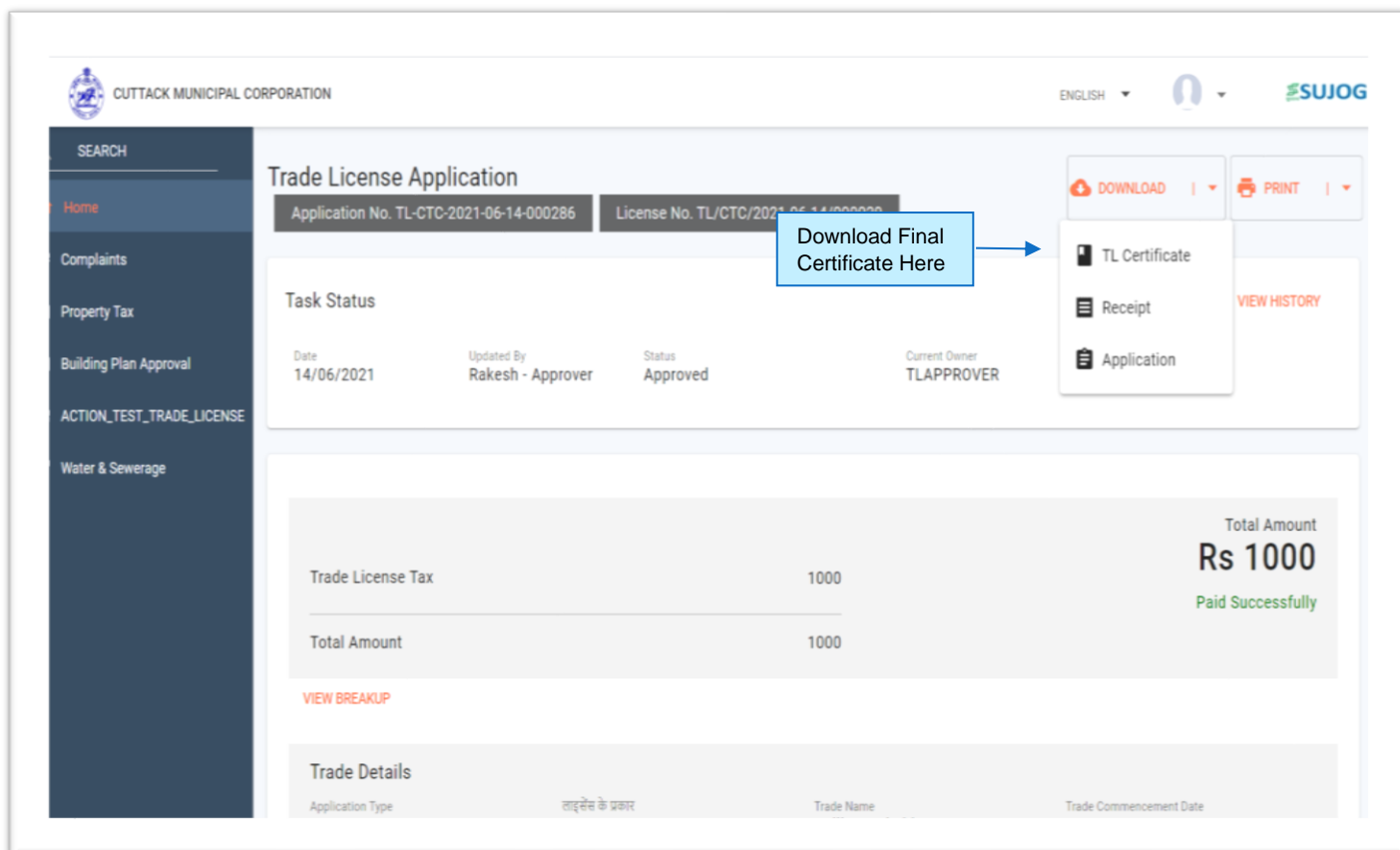
Total Amount
Rs 500
Paid Successfully

[VIEW BREAKUP](#)

Trade Details

Upon successful payment download provisional certificate option will be automatically appear to the citizen in my application details.

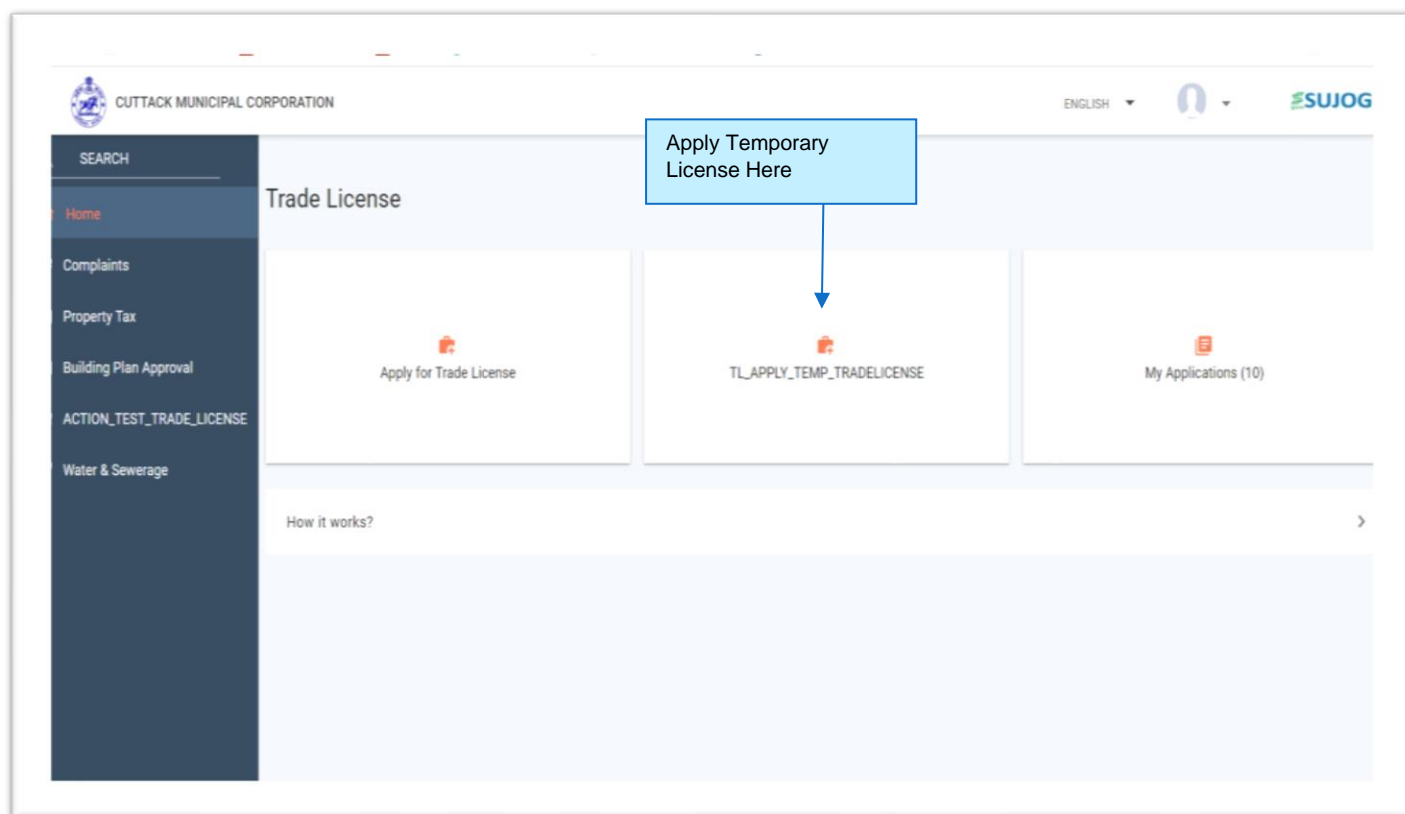
3.1.8. Download Final certificate



The screenshot displays the 'Trade License Application' interface for Cuttack Municipal Corporation. The left sidebar contains navigation links: SEARCH, Home, Complaints, Property Tax, Building Plan Approval, ACTION_TEST_TRADE_LICENSE, and Water & Sewerage. The main content area shows the application details for Application No. TL-CTC-2021-06-14-000286 and License No. TL/CTC/2021-06-14-000286. A blue box with the text 'Download Final Certificate Here' and an arrow points to the 'DOWNLOAD' button in the top right corner. The 'DOWNLOAD' button has a dropdown menu with options: TL Certificate, Receipt, and Application. The 'Task Status' section shows the application is 'Approved' with a date of 14/06/2021, updated by Rakesh - Approver, and the current owner is TLAPPROVER. The 'Total Amount' section shows a trade license tax of 1000 and a total amount of 1000, with a status of 'Paid Successfully'. The 'Trade Details' section is partially visible at the bottom.

Post final approval from the department the citizen can go to MY APPLICATION and download the final trade license certificate on the page displayed.

3.2. *Apply for Temporary License*



Citizen have to click on the Trade License button present on the Home page. Then he/she has to click on the Apply for Temporary Trade License button present on the Trade License page and select the city name to initiate the Trade License process. The entire process will be same as mentioned earlier expect there will be a date range to select the validity of the temporary license.