

# SUJOG - Sustainable Urban Services in a Jiffy by Odisha Government



## Trade License Module

- *Citizen User manual*

## ***Document History***

<b>Date</b>	<b>Version</b>	<b>Author</b>	<b>Review by</b>	<b>Approve</b>	<b>Description</b>
16 June 2021	1.0	Abinash Routray	Manoj Sahu	H&UDD	1 <sup>st</sup> 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.

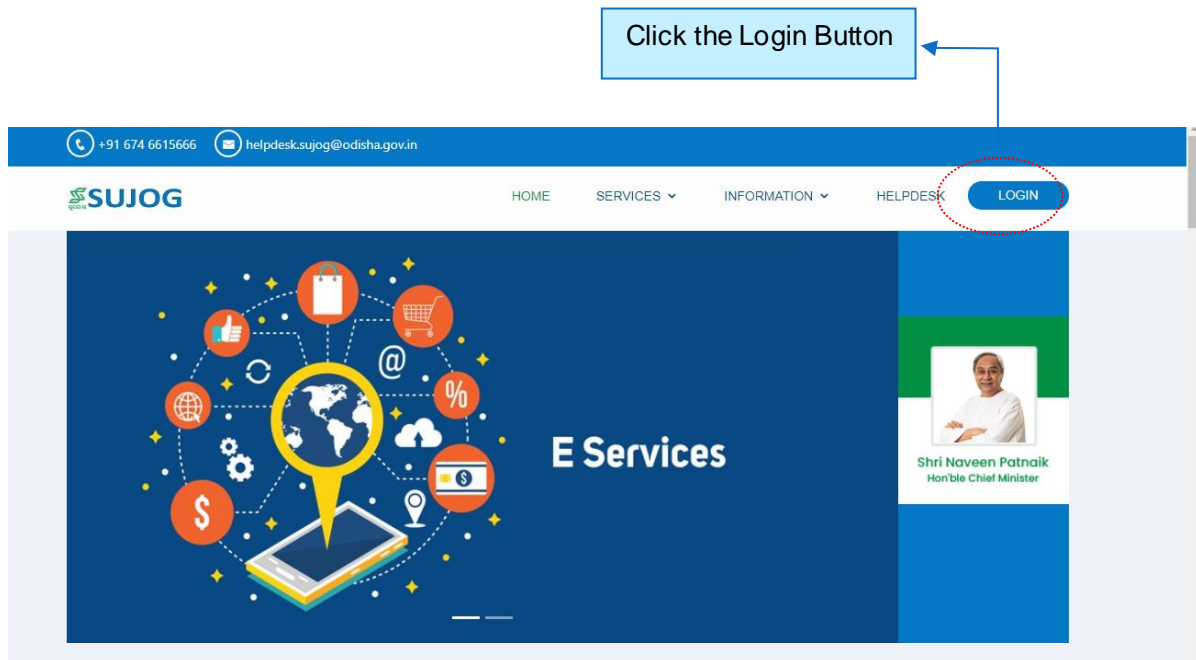
This manual covers up the various features of Trade License and every feature is defined with a screenshot for user assistance

## 2. General Functions

### 2.1. Registering into the system

To Register, please go to the following link:

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



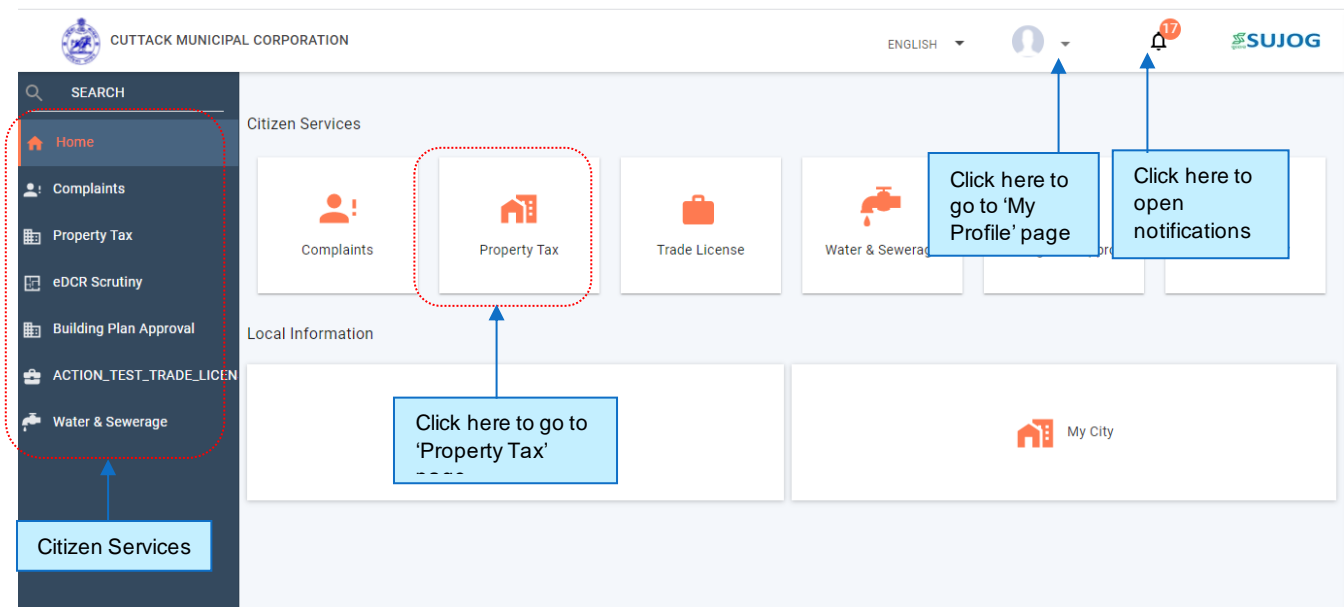
Once the citizen clicks the login button, the following screen will appear

The screenshot shows the 'REGISTER' page of the SUJOG Odisha portal. The page has a dark blue background. At the top, there is a white header bar with the SUJOG Odisha logo. Below this, the word 'REGISTER' is centered. There are three input fields, each highlighted with a red dashed border and a blue callout box pointing to it from the right. The first field is labeled 'Mobile Number \*' and contains the text '+91 Enter your mobile number'. The second field is labeled 'Name \*' and contains the text 'Enter your name'. The third field is labeled 'City \*' and contains the text 'Select your city'. Below these fields, there is a link that says 'Have an account? LOGIN'. At the bottom, there is a large orange button labeled 'CONTINUE'.

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

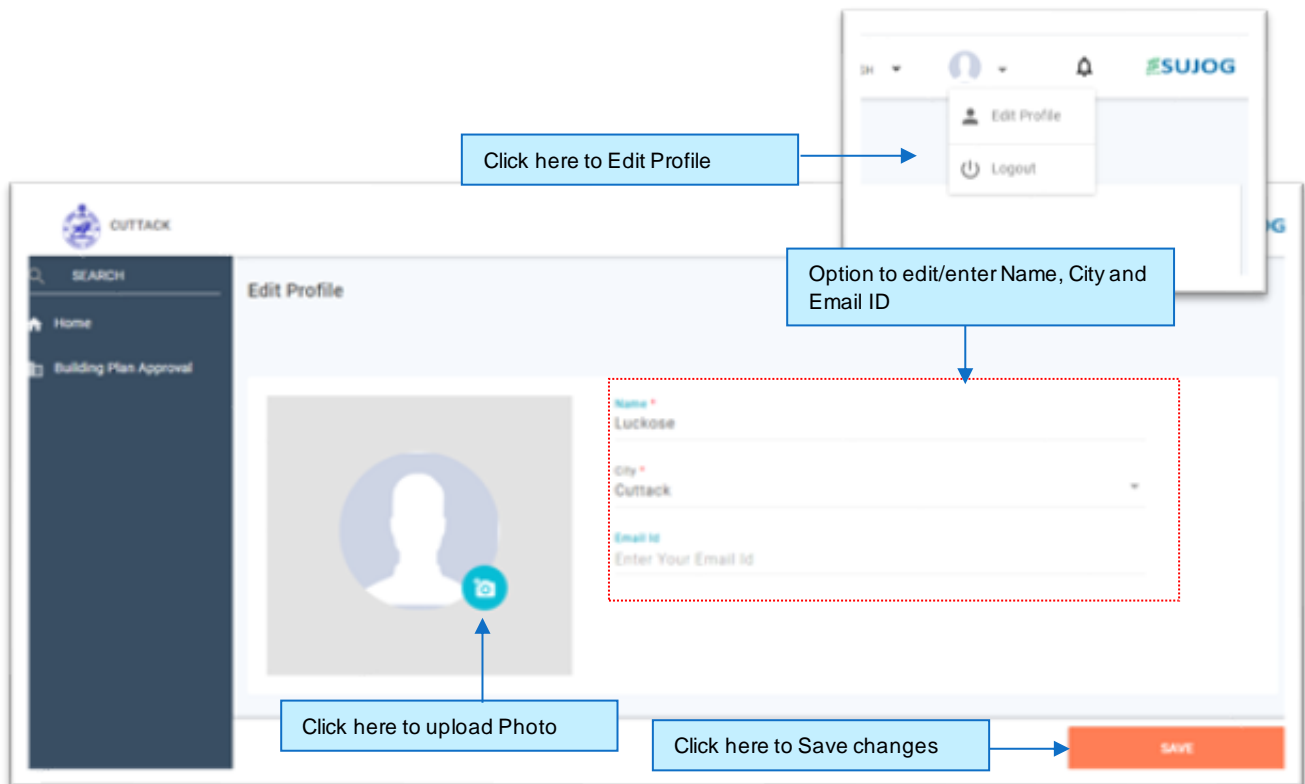
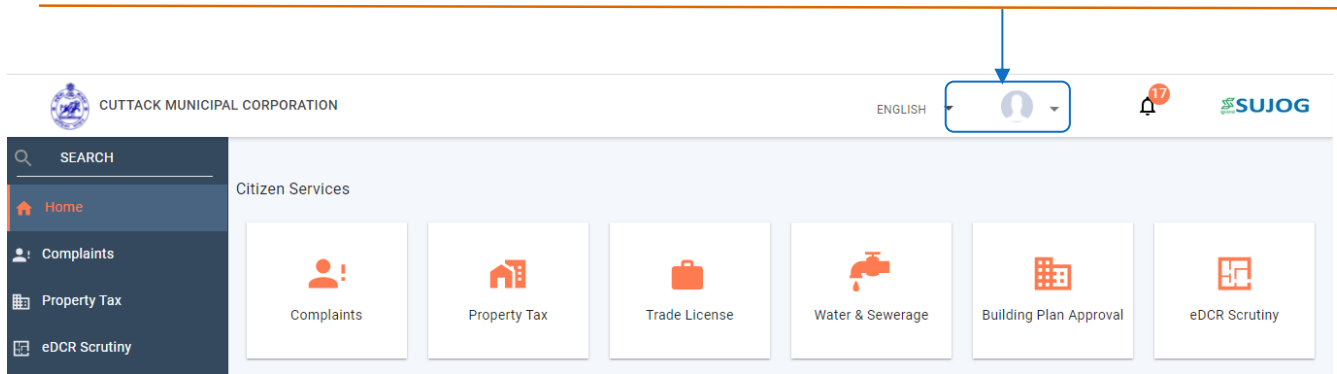
On Login/Register, the homepage will appear to the citizen.



## 2.3. Editing the Profile

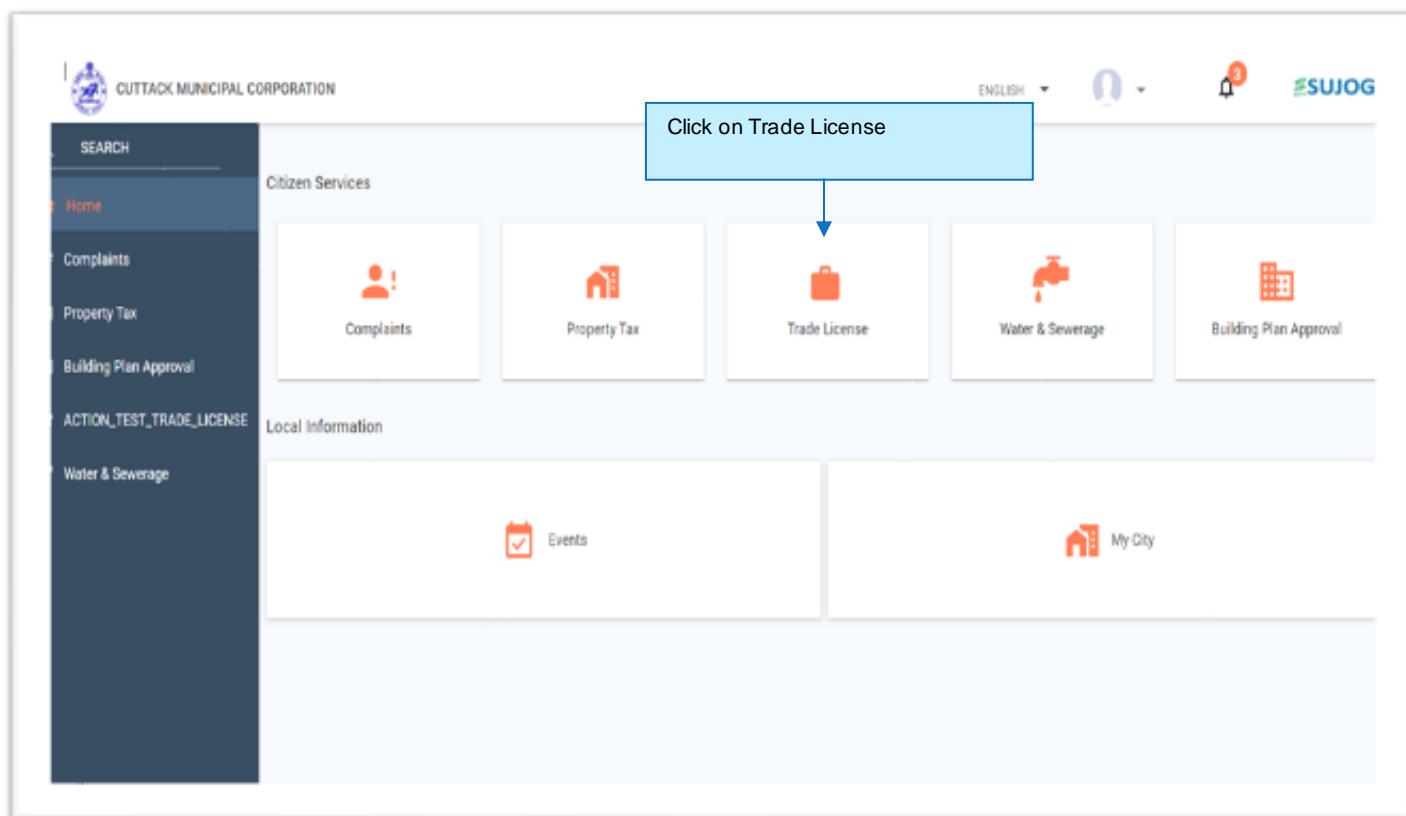
Follow the steps shown below to edit your profile.

- 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

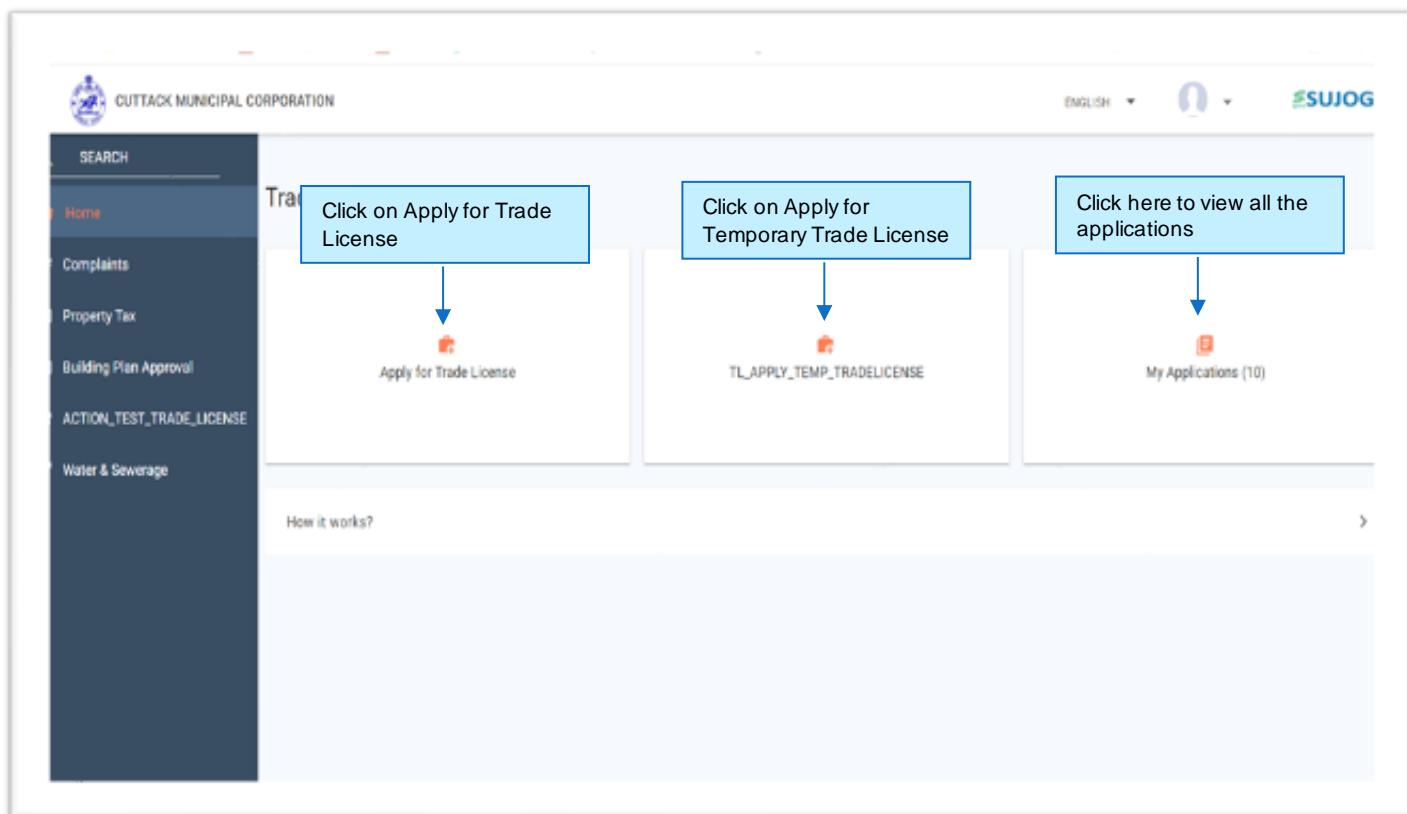
### 3.1. Applying for New Trade License



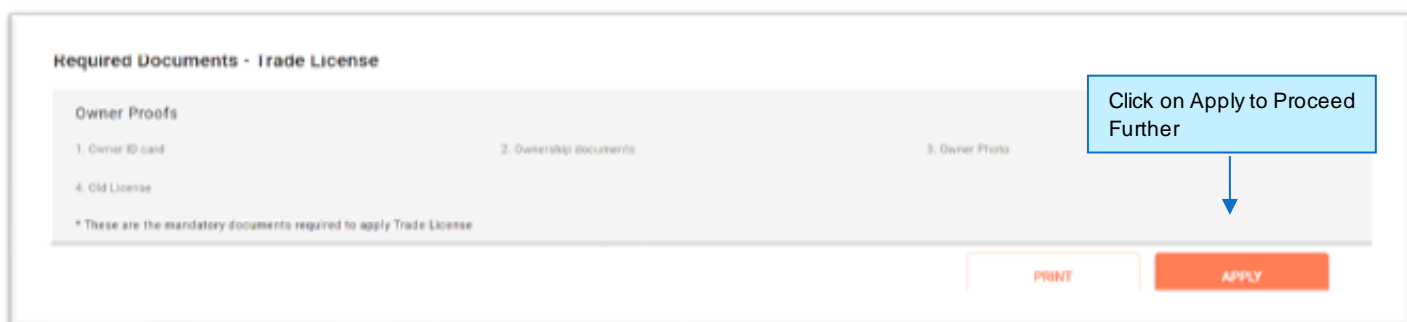
Citizen have to click on the Trade License button present on the Home page.



### 3.1.1. Apply Permanent License

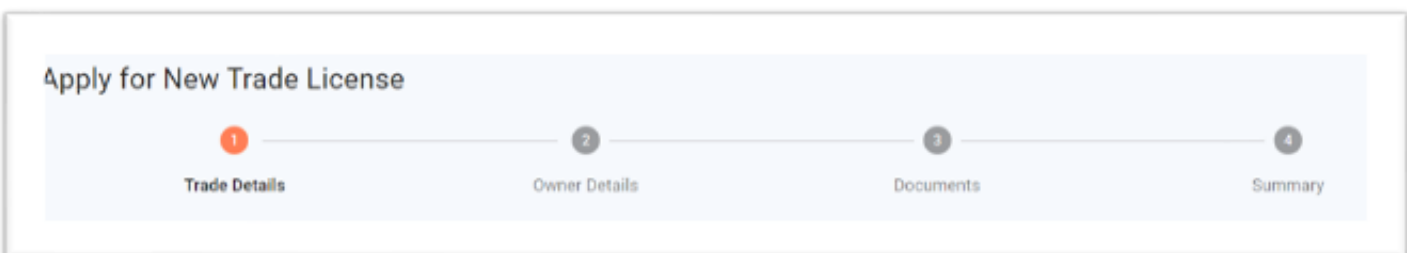


### 3.1.2. Required Documents



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

NEXT STEP >

Enter Mandatory Details in this section

Click on Next to proceed further

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

Type Of ownership  
Individual

Select Type of Ownership from the dropdown

Individual  
Institutional - Government  
Institutional - Private

type of sub-ownership  
Select Type of sub-ownership

Select Type of Ownership

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

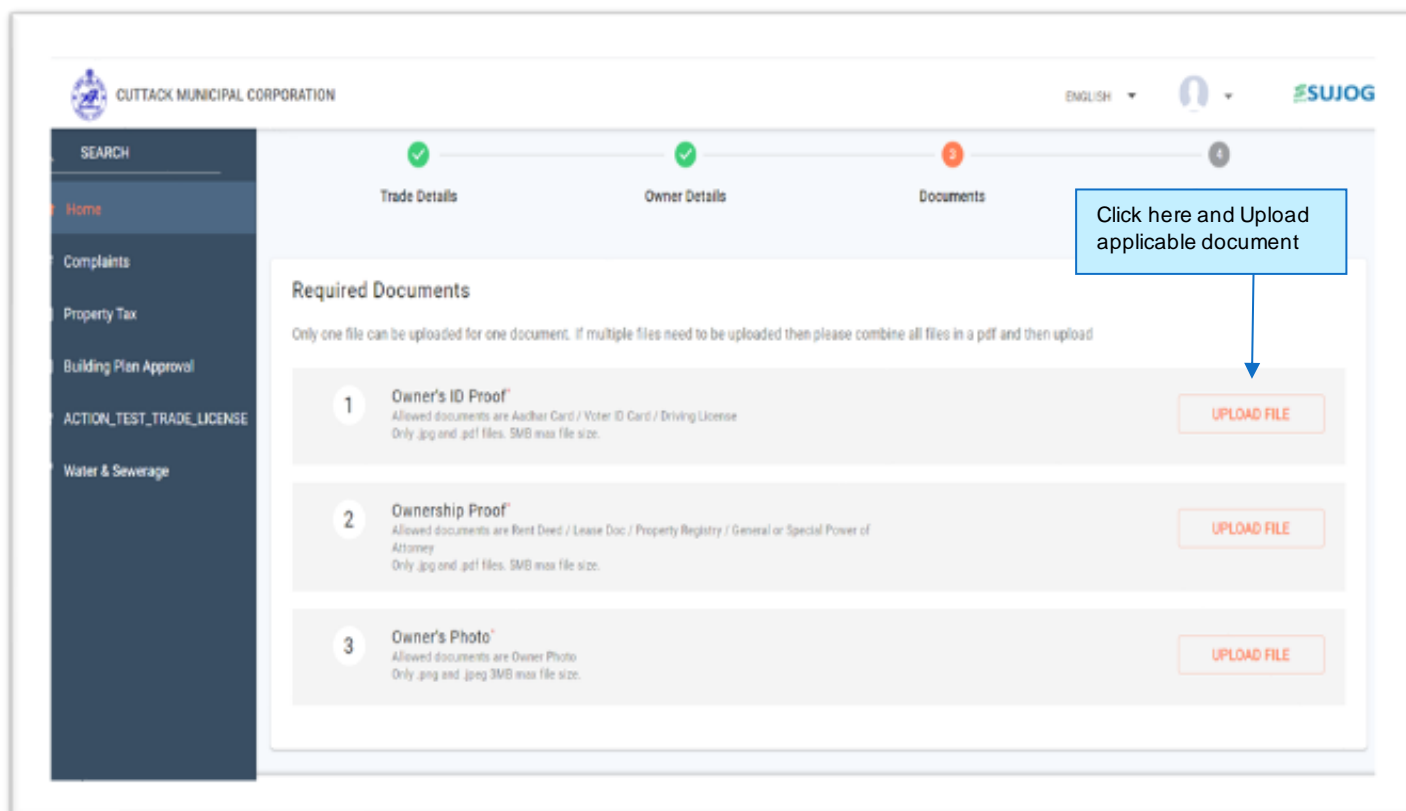
In case of multiple owners, click here to add owner

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



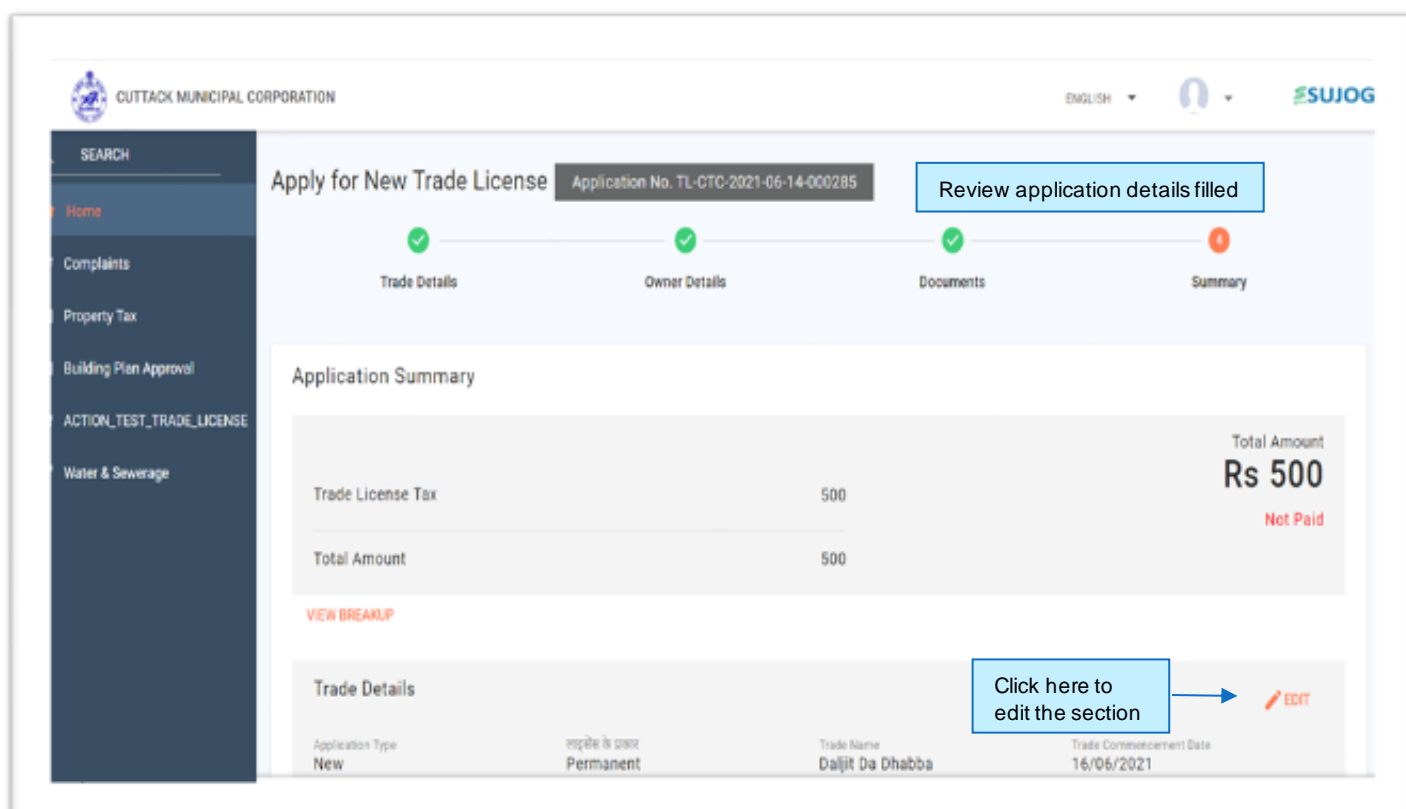
**Required Documents**

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. [UPLOAD FILE](#)
- 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. [UPLOAD FILE](#)
- Owner's Photo\***  
Allowed documents are Owner Photo  
Only .jpg and .jpeg 3MB max file size. [UPLOAD FILE](#)

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



**Apply for New Trade License** Application No. TL-CTC-2021-06-14-000285

[Review application details filled](#)

**Application Summary**

		Total Amount
Trade License Tax	500	<b>Rs 500</b> Not Paid
Total Amount	500	

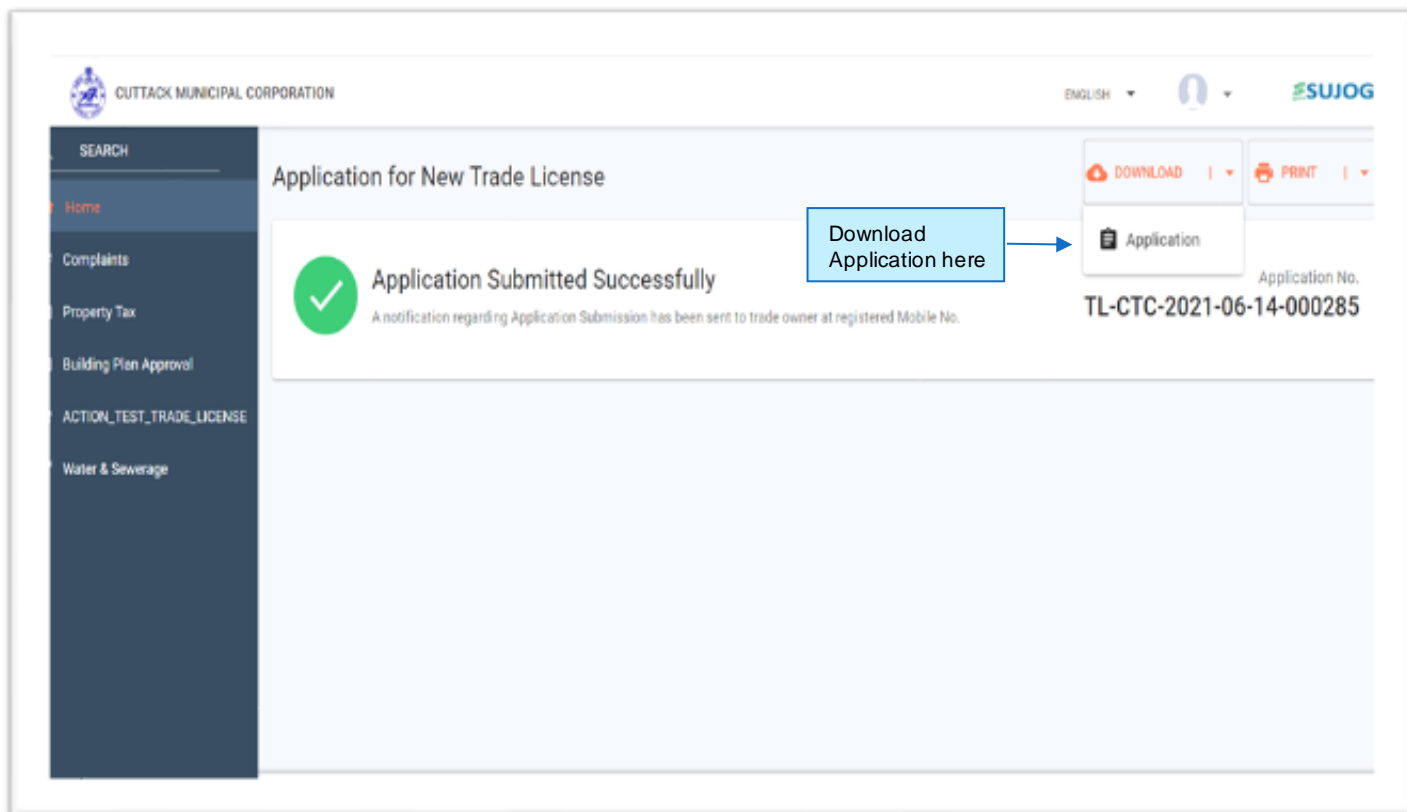
[VIEW BREAKUP](#)

**Trade Details**

Application Type	Trade Name	Trade Commencement Date
New	Daljit Da Dhabba	16/06/2021

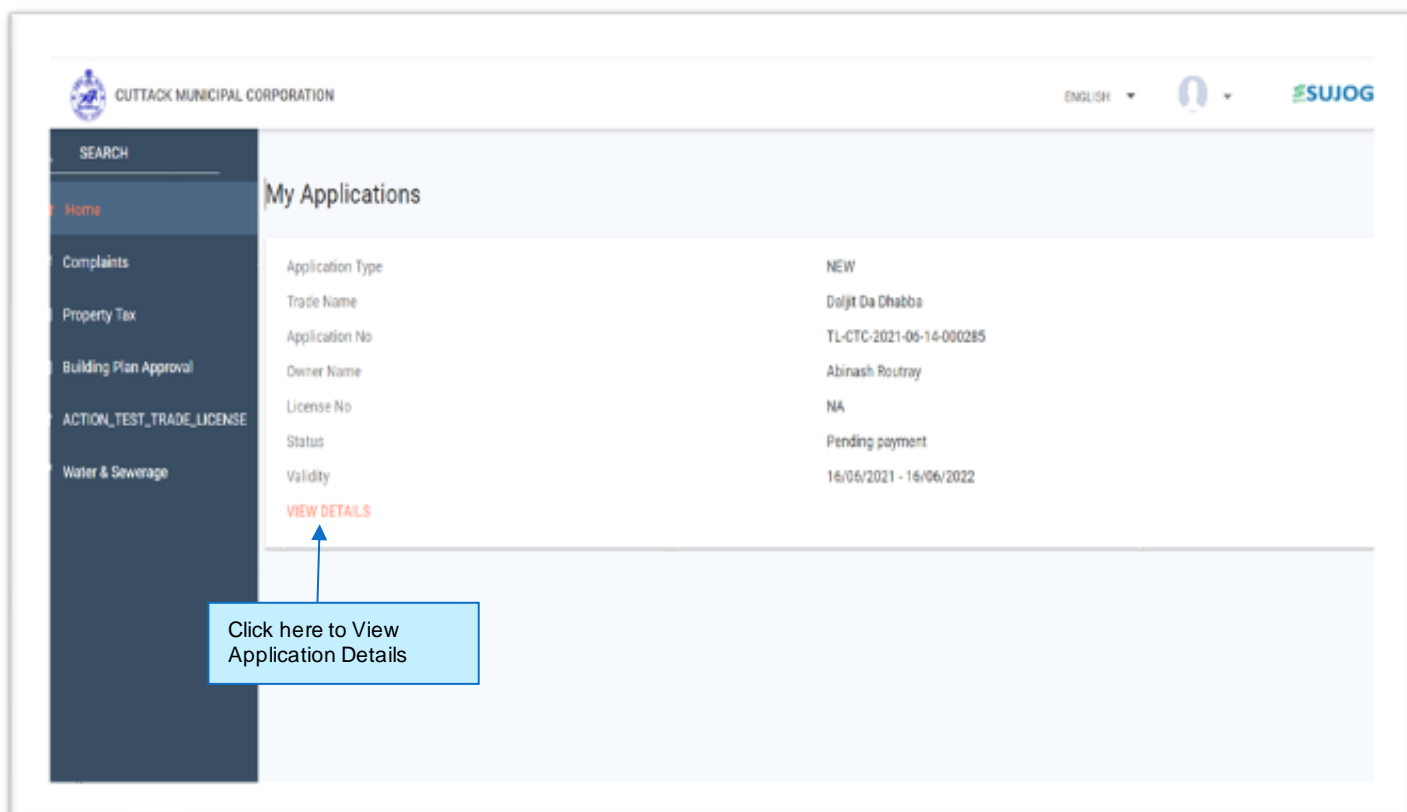
[Click here to edit the section](#) [EDIT](#)

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

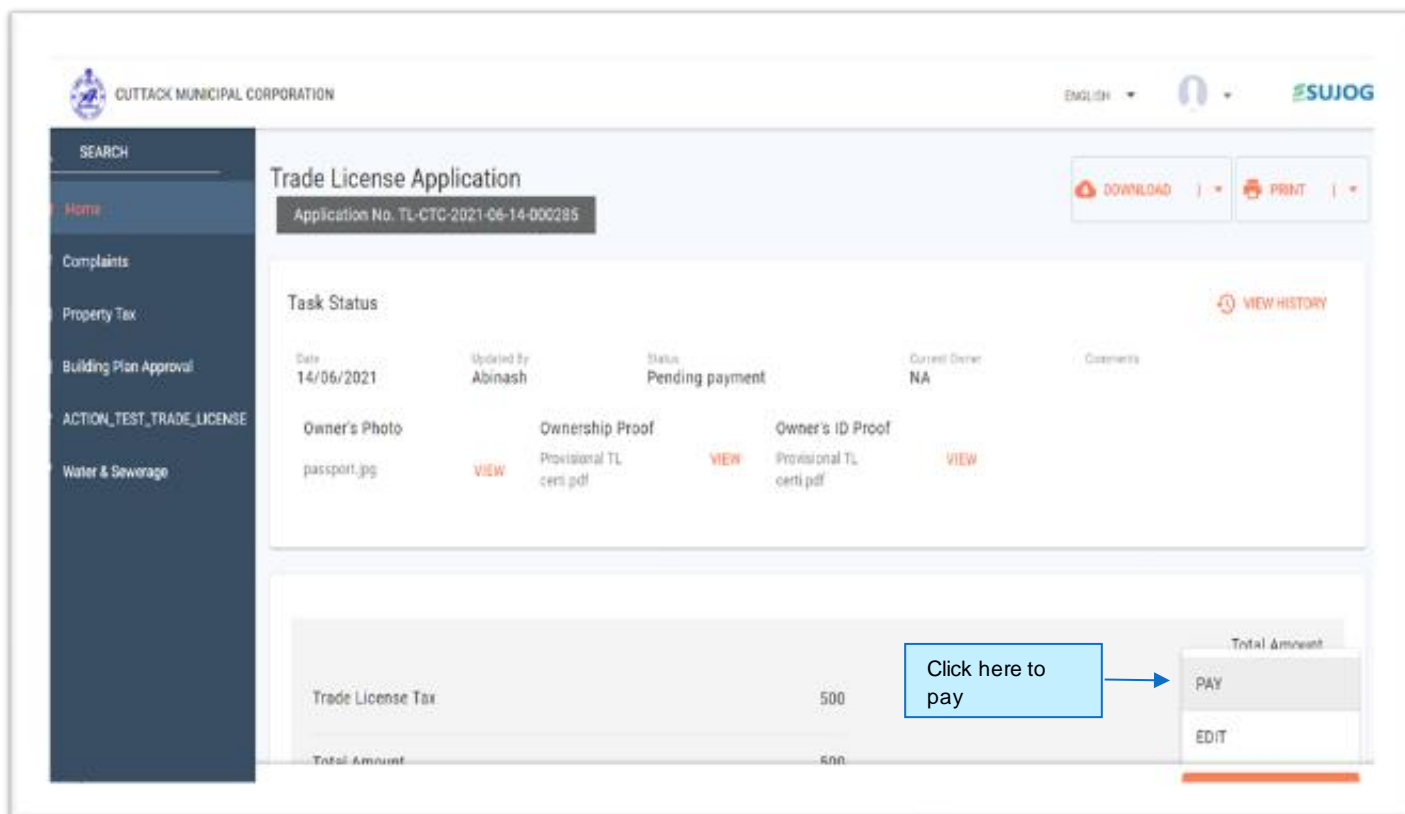


Upon successful submission the citizen will get Email/SMS notification with application number. The user can download the application and can immediately make the payment to get a provisional certificate.

### 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**

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

**Owner's Photo**  
passport.jpg [VIEW](#)

**Ownership Proof**  
Provisional TL cert.pdf [VIEW](#)

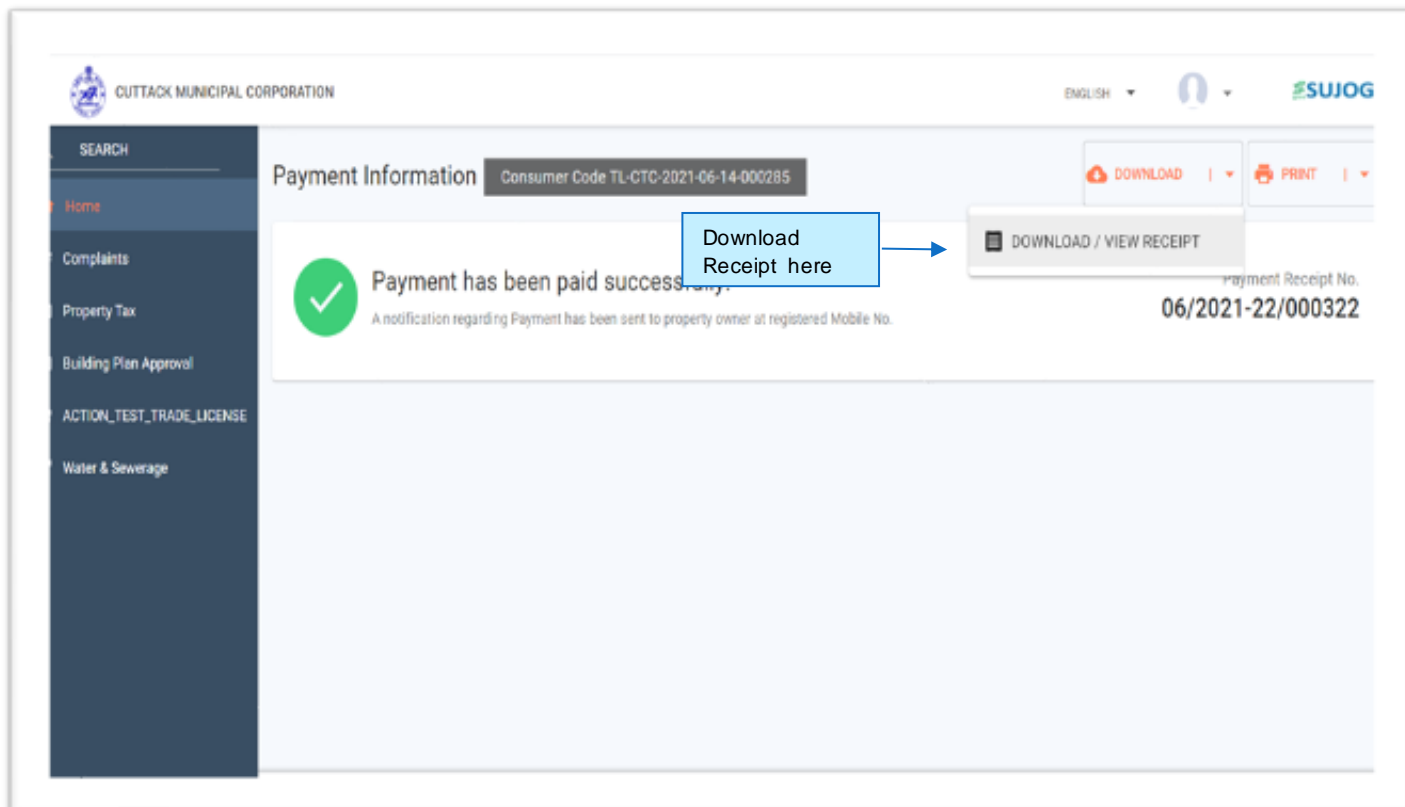
**Owner's ID Proof**  
Provisional TL cert.pdf [VIEW](#)

**Trade License Tax**

Trade License Tax	500
<b>Total Amount</b>	<b>500</b>

[Click here to pay](#) → [PAY](#)

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

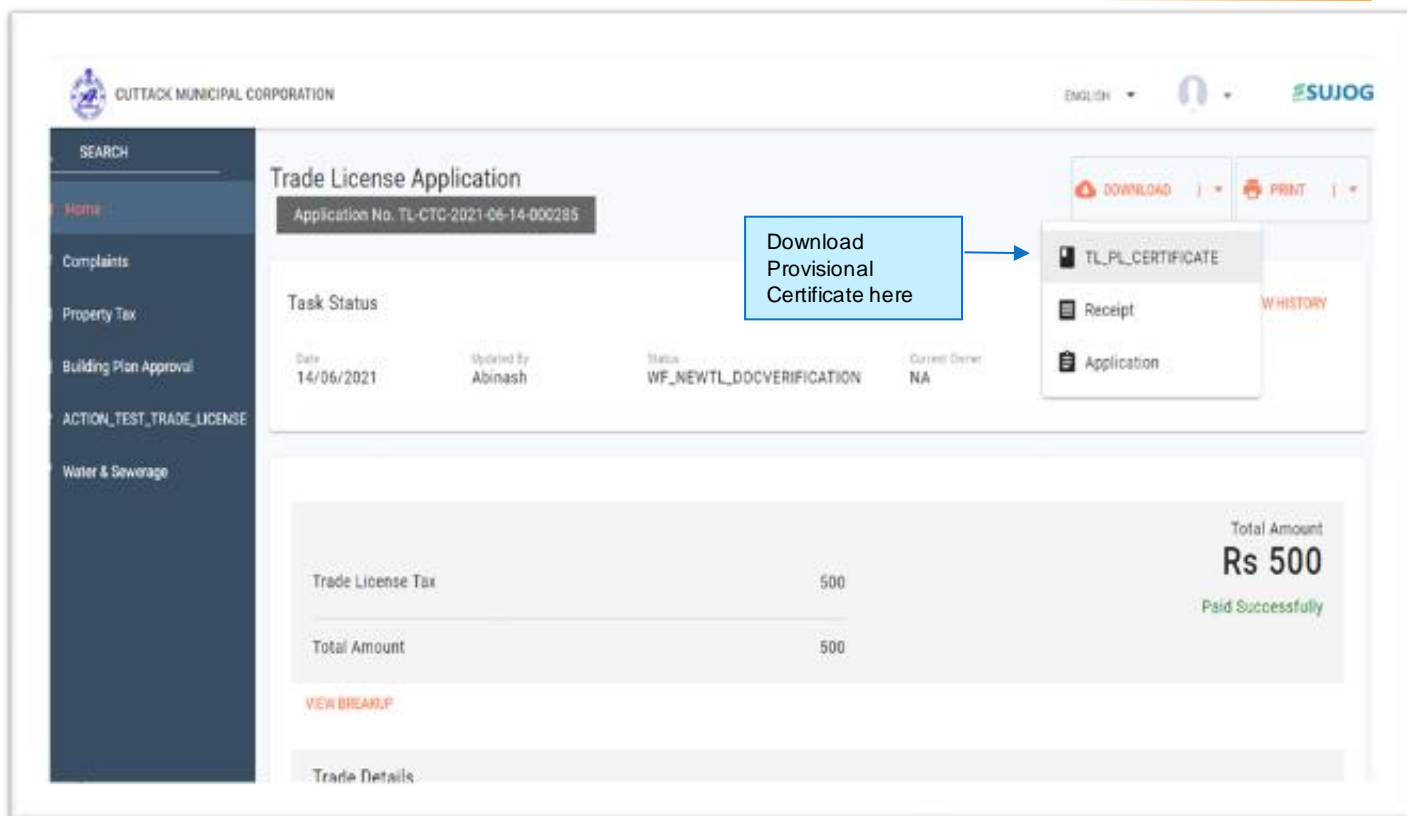
[Download Receipt here](#) → [DOWNLOAD / VIEW RECEIPT](#)

**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 shows a date of 14/06/2021, updated by Abinash, with a status of WF\_NEWTL\_DOCVERIFICATION and current owner NA. A blue callout box with the text 'Download Provisional Certificate here' points to the 'TL\_PL\_CERTIFICATE' option in the download menu. The menu also includes 'Receipt' and 'Application'. Below this, a table shows the trade license tax of Rs 500, with a total amount of Rs 500. A green message indicates 'Paid Successfully'. A 'VIEW BREAKUP' link is visible below the table. The left sidebar contains navigation links for HOME, Complaints, Property Tax, Building Plan Approval, ACTION\_TEST\_TRADE\_LICENSE, and Water & Sewerage. The top right corner shows the language set to ENGLISH and the SUJOG logo.

Trade License Application

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

Task Status

Date: 14/06/2021 Updated By: Abinash Status: WF\_NEWTL\_DOCVERIFICATION Current Owner: NA

Download Provisional Certificate here

DOWNLOAD | PRINT

TL\_PL\_CERTIFICATE

Receipt

Application

VIEW HISTORY

Trade License Tax 500

Total Amount 500

Total Amount Rs 500

Paid Successfully

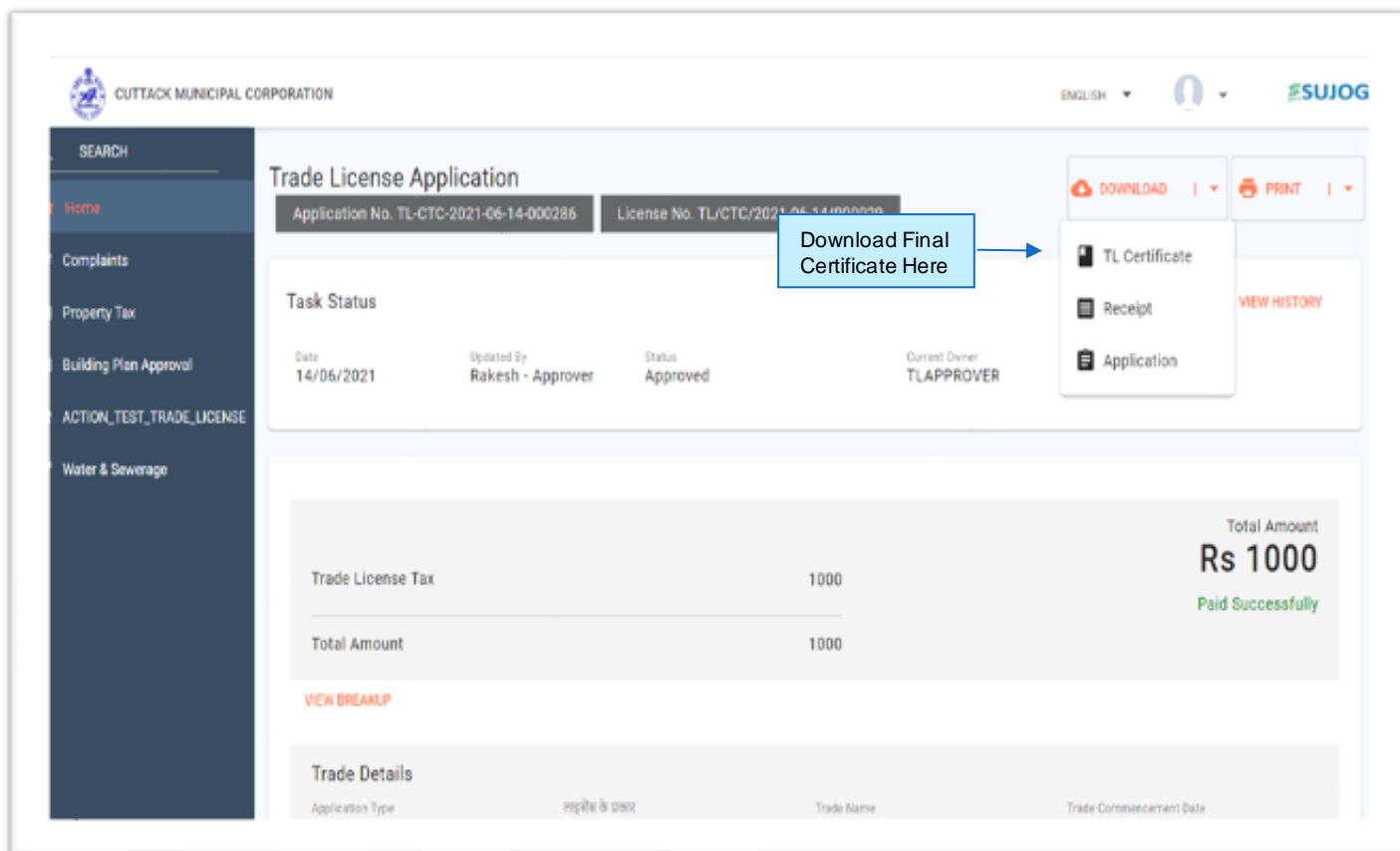
VIEW BREAKUP

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 application number is TL-CTC-2021-06-14-000286 and the license number is TL/CTC/2021-06-14-0000036. The status is 'Approved' and the current owner is 'TLAPPROVER'. A blue callout box with the text 'Download Final Certificate Here' points to the 'DOWNLOAD' button in the top right corner. The download menu is open, showing options for 'TL Certificate', 'Receipt', and 'Application'. The 'VIEW HISTORY' button is also visible. Below the task status, a table shows the trade license tax and total amount of Rs 1000, with a 'Paid Successfully' status. A 'VIEW BREAKUP' link is provided. The 'Trade Details' section is partially visible at the bottom.

Task Status	
Date	14/06/2021
Updated By	Rakesh - Approver
Status	Approved
Current Owner	TLAPPROVER

Trade License Tax		Total Amount
Trade License Tax	1000	Rs 1000
Total Amount	1000	Paid Successfully

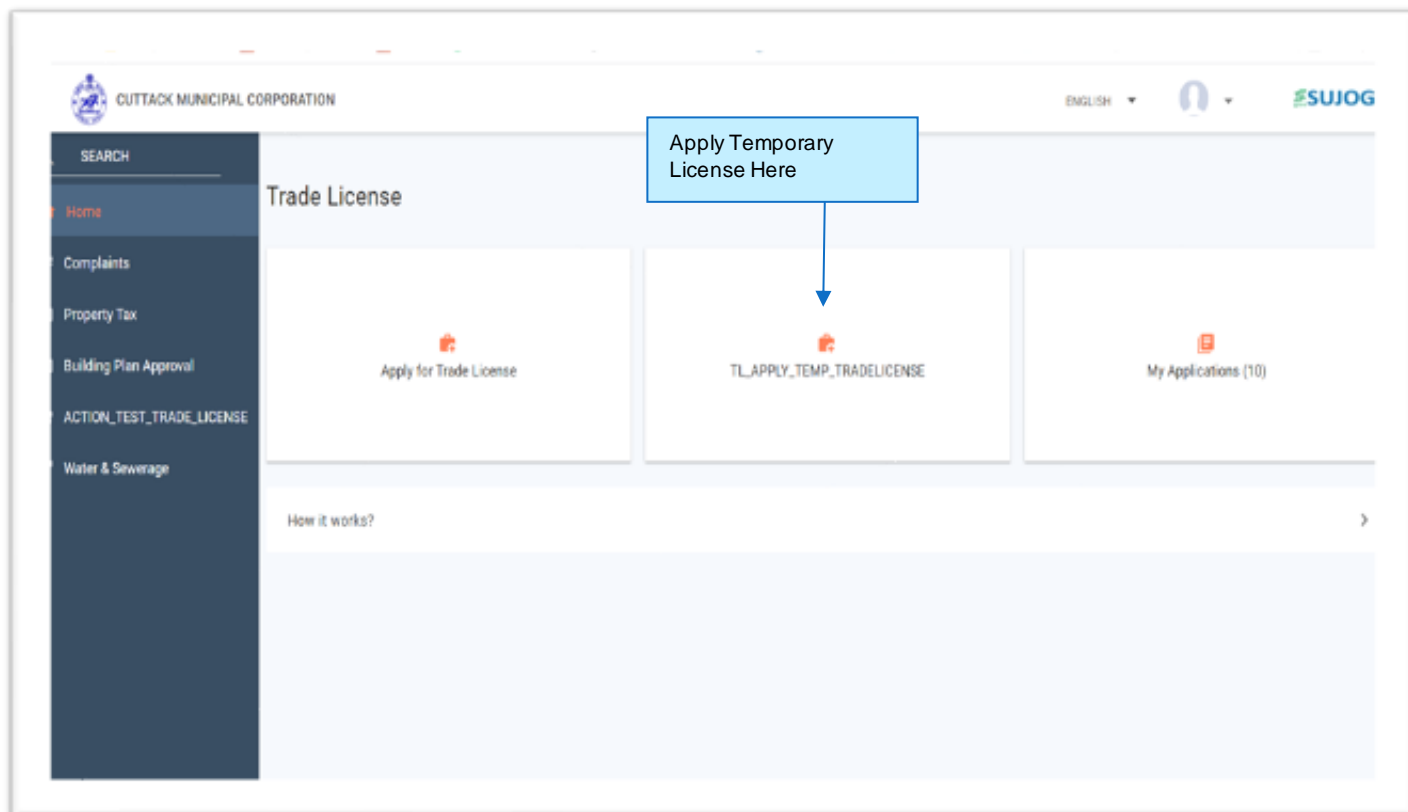
[VIEW BREAKUP](#)

**Trade Details**

Application Type	पूरी है और	Trade Name	Trade Commencement Date

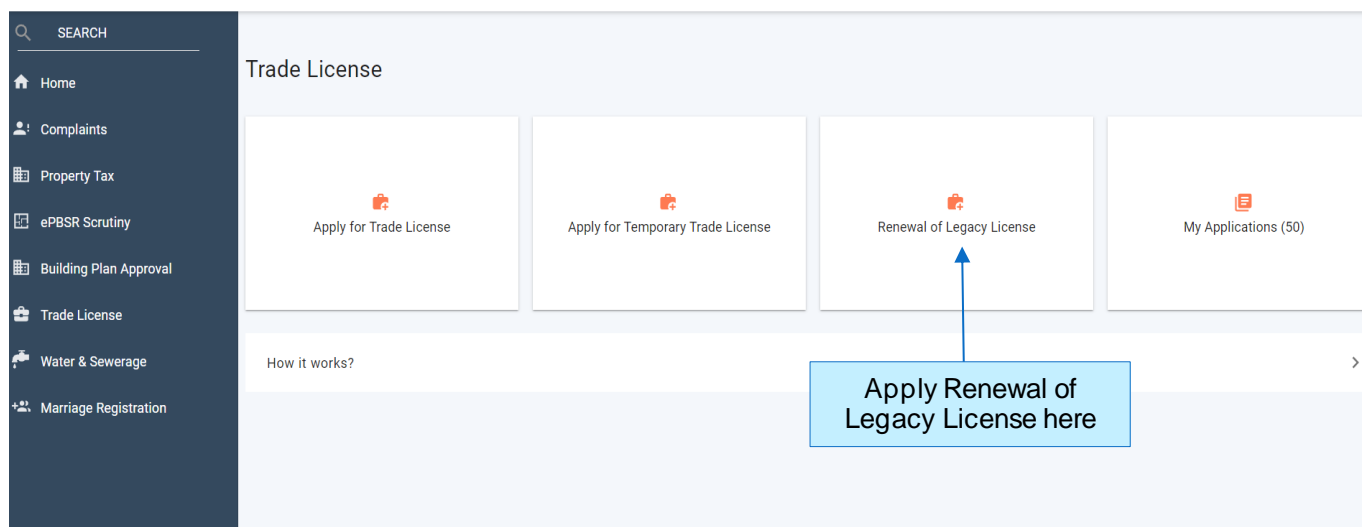
Post final approval from the department the citizen can go to MY APPLICATION and download the final trade license certificate on the page displayed.

### 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 except there will be a date range to select the validity of the temporary license.

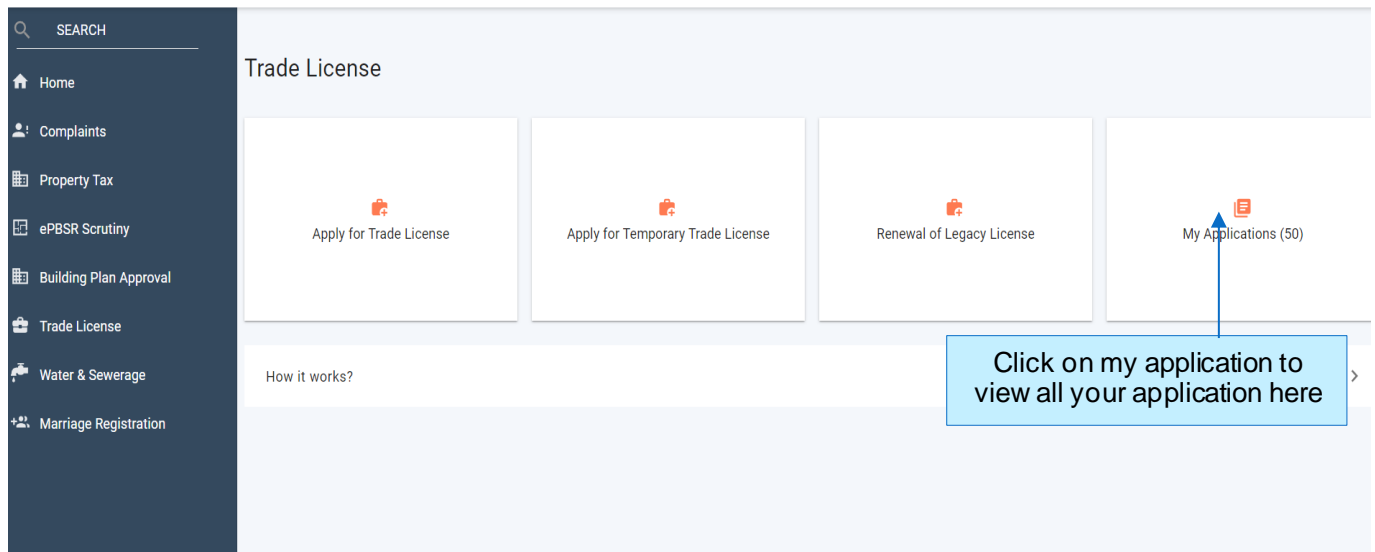
### 3.3. *Apply for Renewal of Legacy License*



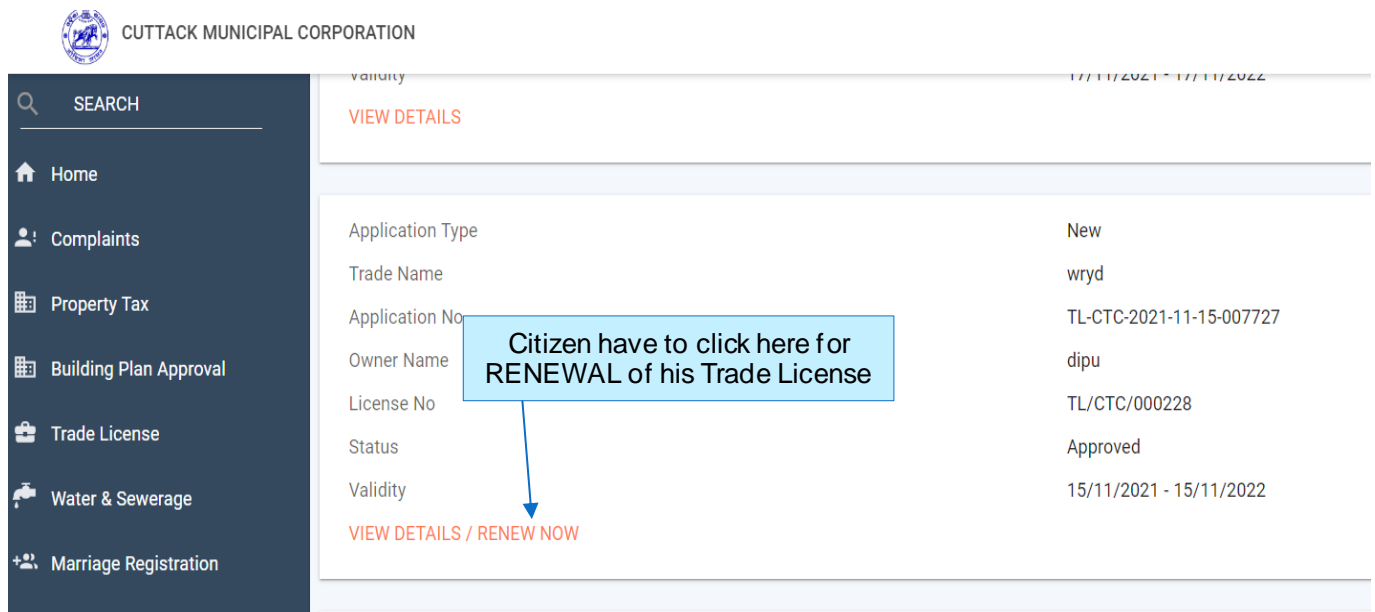
Citizen have to click on the Trade License button present on the Home page. Then he/she has to click on the Renewal of Legacy License button present on the Trade License page and select the city name to initiate the Trade License process. The entire process will be same as mentioned earlier except there will be an old License number which needs to be filled up by the citizen.

### 3.4. *Apply for Renewal of Trade License*

**3.4.1.** Citizen have to click on the Trade License button present on the Home page. Then he/she has to click on my application button present on the Trade License page.



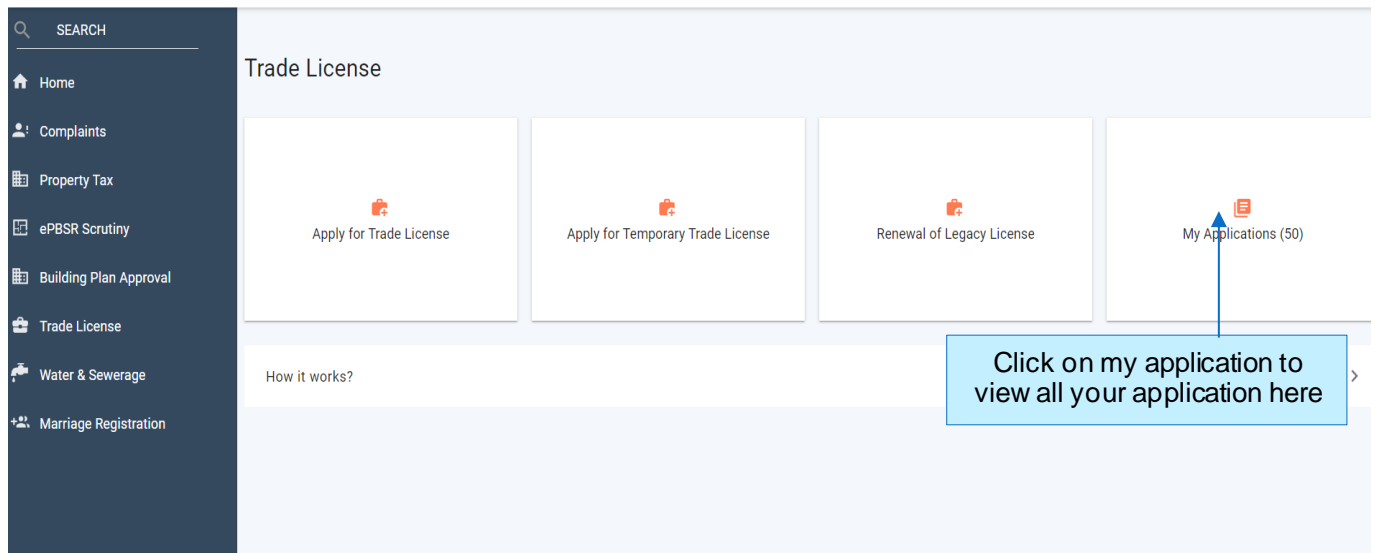
**3.4.2.** Citizen have to click on the RENEW option which is present under his application for RENEWAL of his Trade License.



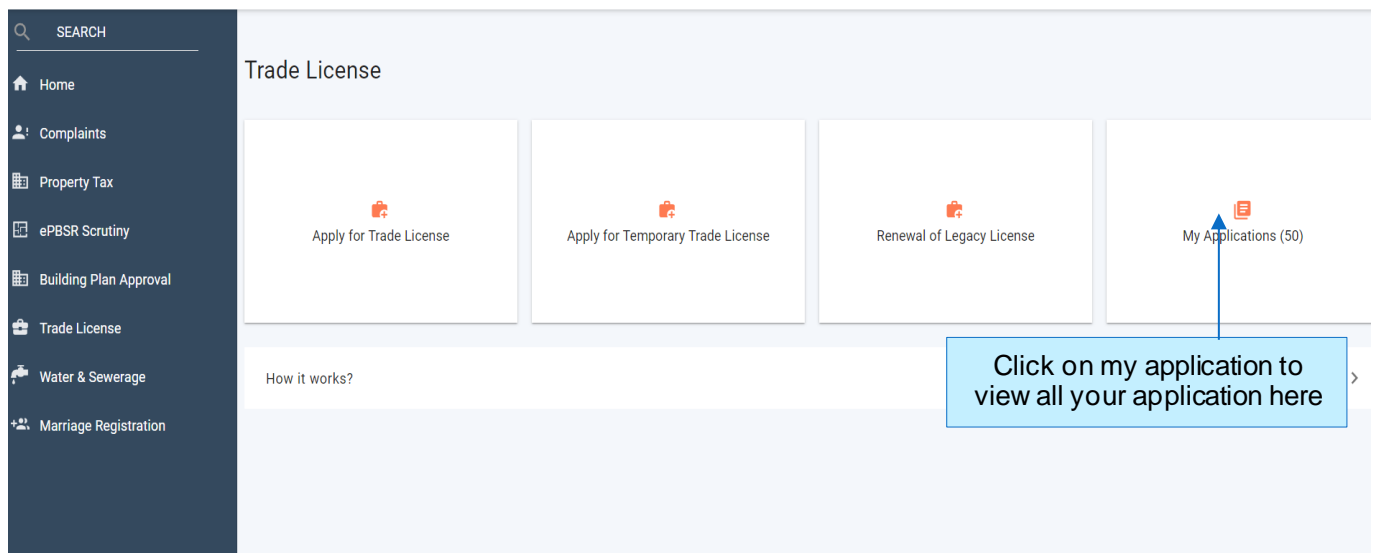
The entire process will be same as mentioned earlier for New License.

## 3.5. Apply for Correction in Trade License

**3.5.1.** Citizen have to click on the Trade License button present on the Home page. Then he/she has to click on my application button present on the Trade License page.



**3.5.2** Citizen have to click on My Application to view all the application.




### 3.5.2. Citizen need to click on view details to see the details of that particular application.

License No	TL/CTC/000589
Status	Pending for Field inspection
Validity	10/06/2023 - 10/06/2024
<a href="#">VIEW DETAILS</a>	

Application Type	New
Trade Name	THE ASIAN SPICE COMPANY
Application No	TL-CTC-2023-06-10-009825
Owner Name	MANAS KUMAR PANI
License No	TL/CTC/000591
Status	Approved
Validity	11/06/2023 - 11/06/2024
<a href="#">VIEW DETAILS</a>	

Click here to view the application details



### 3.5.3. Citizen should click on TAKE ACTION and choose CORRECTION option to initiate a correction application.


#### Owner Details

Type Of ownership <b>Individual</b>	Type of sub-ownership <b>Single Owner</b>	Mobile No. [REDACTED]	Name <b>MANAS KUMAR PANI</b>
Father/Husband's Name <b>KSHETRAMOHAN PRADHAN</b>	Relationship <b>Father</b>	Gender <b>Male</b>	Date of Birth <b>03/04/1995</b>
Email <b>NA</b>	PAN No. <b>NA</b>	Correspondence Address <b>GADAKAN,TALASAHIBHUBANESWAR</b>	Special Owner Category <b>None of the above</b>

#### Documents

<b>Ownership Proof</b> id proof of father of bride.jpeg <a href="#">VIEW</a>	<b>Owner's ID Proof</b> ABINASH SIR MR APPLICATION.pdf <a href="#">VIEW</a>	<b>Owner's Photo</b> Id proof of father of groom.jpeg <a href="#">VIEW</a>
--	---	--

Click here to initiate correction application



CORRECTION

TAKE ACTION

| ▼

**3.5.4.** Now citizen needs to change the required information or documents and proceed further.

Apply for Correction Trade License **Application No. TL-CTC-2023-06-10-009825**

1 Trade Details 2 Owner Details 3 Documents 4 Summary

**Trade Details**

Name Of Trade *	Old License No *
THE ASIAN SPICE COMPANY	1234546
Trade Commencement Date *	Trade Period *
11-06-2023	1
Trade GST No.	Trade Purpose
Enter Trade GST No.	Enter Trade Purpose

Trade Unit

Click here to proceed further

NEXT STEP >

**3.5.5.** After necessary changes check summery and click on submit.

Apply for Correction Trade License **Application No. TL-CTC-2023-06-21-009919**

✓ Trade Details ✓ Owner Details ✓ Documents 4 Summary

**Application Summary**

Trade Details EDIT

Application Type	Licence Type	Trade Name	Old License No
Correction	Permanent	THE ASIAN SPICE COMPANY	1234546
Trade Commencement Date	Trade Period	Trade GST No.	Trade Purpose
11/06/2023	1 Years	NA	NA
Trade Type	Trade Sub-Type	UOM (Unit Of Measurement)	UOM Value
Eating Establishments	Bakery Shop (Retail)	SQFT	100

Click here to submit the application

< PREVIOUS STEP SUBMIT >


---

**3.5.6.** Now on screen citizen will see your application is submitted successfully.

Application for New Trade License Correction

DOWNLOAD

PRINT



Application Submitted Successfully

A notification regarding Application Submission has been sent to trade owner at registered Mobile No.

Application No.  
**TL-CTC-2023-06-21-009919**