



Innowave IT Infrastructures Ltd.

User Manual

Trade License



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1 Definitions, Acronyms and Abbreviations

Abbreviations	Description
ULB	Urban Local Body
DMA	Director of Municipal Administration
CO	Chief Officer
LOI	Letter of intimation



2 Scope

The scope of work is to implement an integrated system for the various services of the urban local bodies situated in the state of Maharashtra. The Municipal Corporations of Thane, Mumbai, Nagpur, Nashik, Pune and Pimpri Chinchwad are excluded from the scope of work.

The scope includes the following:

- software/solution development and implementation
- deployment of solution centrally on cloud
- implementation and maintenance of the system including the support required for cloud hosting at Data Centre

Firstly, the solution should be hosted in Tier-3 data centre for 2 years after GOLive, and then shall be shifted to State Data Centre of Govt of Maharashtra.

This module aims to improve the efficiency of the tree Census operations in the ULB. This module gives comprehensive details of Inspection, Survey Application etc.

The module is bifurcated into various sections namely "Master", "Transaction", "Data Entry" and "Reports".

List of Masters present under master node in the proposed system are as follows:

- Service Charge
- License Validity Period
- Service Charge Rate Entry

List of Services present under transaction node in the proposed system are as follows:

- Inspection
- Show Cause Notice



- Hearing Rescheduling Entry
- Hearing Order
- Suspension of License by Force
- Cancellation of License by Force
- Reminder Notice for Renewal
- LOI Generation

List of Reports present under Report node in the proposed system are as follows:

- License Register
- LOI Register
- Defaulter List
- License History
- Forecast Impact of Reduction/Deduction of License Fee
- Ageing Report for Application Pending for Approval
- List of Renewal/ Non Renewed/ Late Renewed License
- List of Applications Pending for Action
- Re-Print Notices

Apart from this, data entry provision is also been given in the system



3 Introduction to Trade License

Trade License is certificate/document issued by the respective municipalities /corporations which grants the permission to carry on a particular trade or business for which it is issued under mentioned terms and condition.

It is a License issued by the Local authority to run the listed business by the trader within the jurisdiction of the local body.



4 How to start using this portal

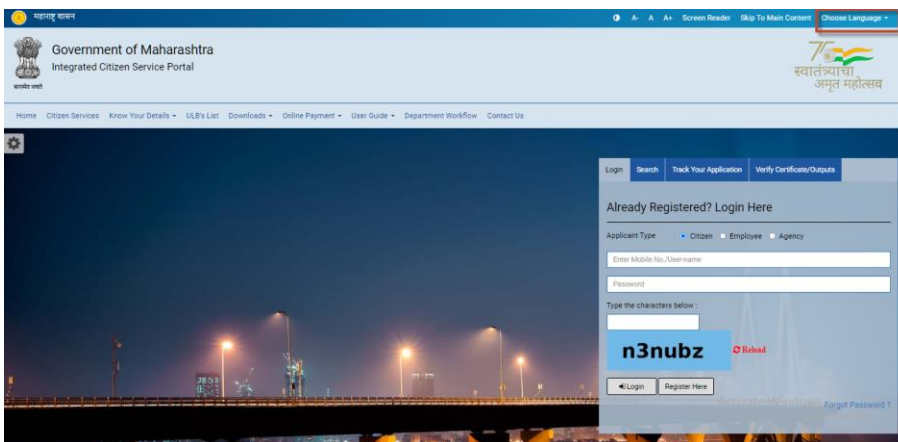
Note: This section is all about the overall flow of the application. If user wishes to skip this section and directly jump to the main focused part of this user manual then [click here](#)

On Google Chrome, type the following address to access the Application

URL: <https://mahaulb.in/MahaULB/index>

The following home page will appear

Note: Provision is given by the system to select the language; user can select either Marathi or English from “**Choose language**” option

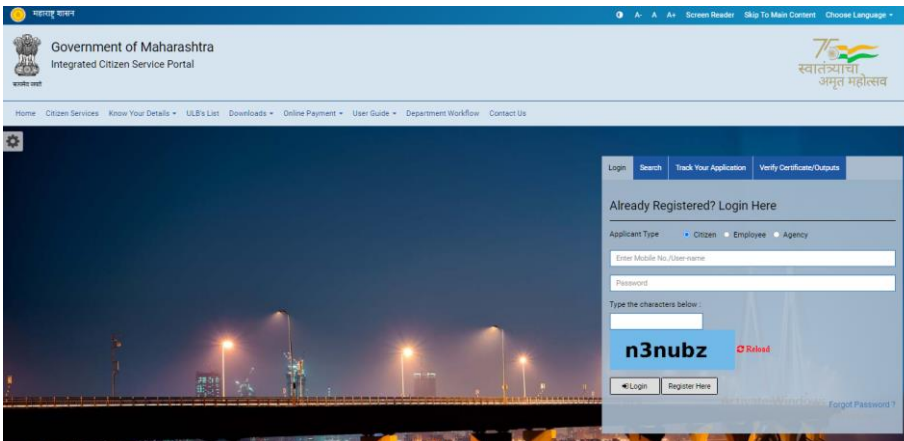




4.1 Login Process

1.1.1 Registered Citizen/Employee:

User need to select any one option according to the applicant type, if user is citizen then select “**Citizen**” and if user is employee then select “**Employee**” Enter the login ID and password as provided and click on “**Login**” button.



Note: For citizen login, provision Taluka is not given to select the ULB whereas for employee login it is mandatory to select the ULB name. Taluka

Following screen will appear after successful login of Employee



The screenshot displays the 'Employee Dashboard' for a user named 'rohan_ich' in the Ichalkaranji Municipal Council system. The dashboard features a sidebar menu on the left with various modules, including 'Trade License' which is highlighted. The main content area is titled 'Employee Dashboard' and includes a 'MY TASK LIST' section. This section has a 'Show' dropdown set to '10' entries and a search bar. Below this is a table with the following data:

Service Request No. (SR No.)	Service Request Date (SR Date)	Service Name	Assigned Date	Status
ICH01718000000054	2018-02-08 16:01:49.429	NOC For Electric Meter Installation	2018-02-08 16:01:49.446	Pending

Below the table, it says 'Showing 1 to 1 of 1 entries' and has 'Previous' and 'Next' buttons. There are also 'SCHEDULE' and 'ALERTS' sections, each with a list of items. At the bottom, there are two pie charts: 'Collections (In Lakhs)' showing 55.6% (Actual Value) and 44.4% (Target Value), and 'Application Count' showing 23.8% (More than 10 days to complete task), 47.6% (Over Due Task), and 28.6% (Less than 2 days to complete task). A 'Top' button is located in the bottom right corner.

- Employee can view all the modules for which user is having rights in the application on left hand side of the screen as highlighted in above screen
- The count of services displayed in grid of "My Task list" can be changed using "show" option.
- "Search" option is used to search a service amongst n number of service request present in grid.



- The pie charts present at the bottom gives the graphical representation of applicant count and collections (In lakh)

Below is the color significance for both the pie charts

➤ **Collection (In Lakhs)**

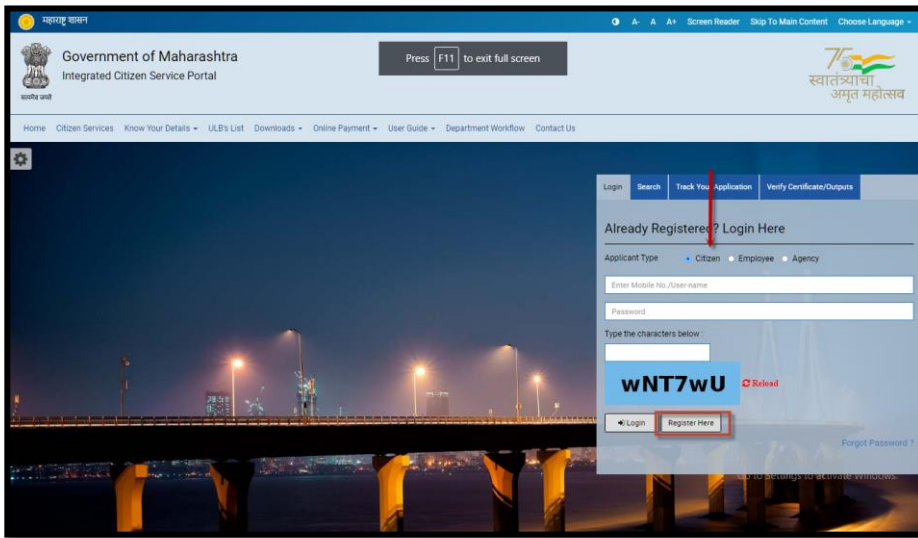
- Blue color – Target Value
- Orange Color – Actual Value

➤ **Application Count**

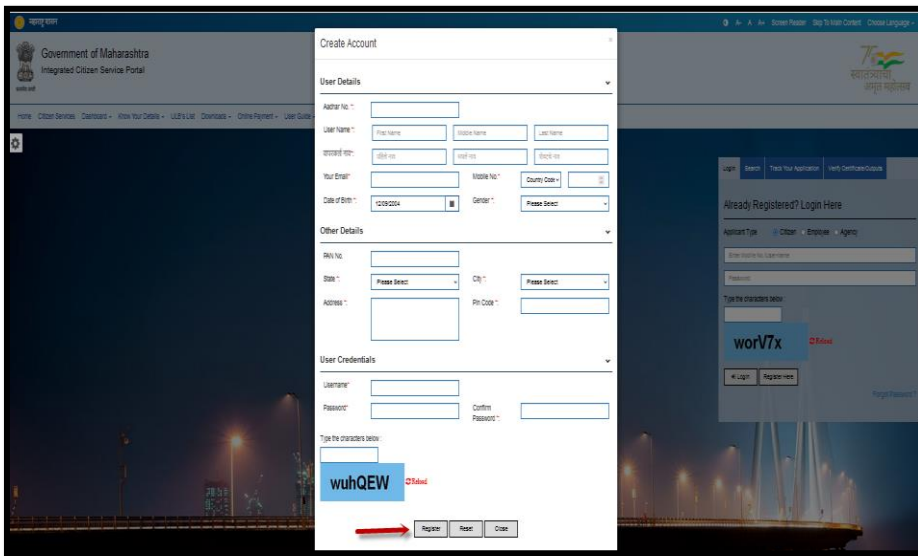
- Green color – Overdue task
- Red Color – Less than 2 days to complete task □ Yellow Color - More than 10 days to complete task

1.1.2 Non Registered Citizen:

If user is a non-registered citizen then user can create the account by clicking "**Register here**" option as shown in below screen



When clicked on **“Register Here”** option, below registration form is been displayed by the system



Below is the description of all the fields present on form

Sr. No	Field Name	Description
1.	Mobile No.	Enter your mobile number
2.	Your Name	Enter your name
3.	Your Email	Enter your Email Id
4.	Username	Enter Username
5.	Password	Enter Password
6.	Confirm Password	Confirm password by re-entering the password



Create Account

User Details

Aadhar No. *:

User Name *:

Your Email *: Mobile No. *:

Date of Birth *: Gender *:

Other Details

PAN No.

State *: City *:

Address *: Pin Code *:

User Credentials

Username *:

Password *: Confirm Password *:

Type the characters below :

UBxQJo [Reload](#)

Below screen with entered data is for your reference Post entering all the details, click on "Register" option .



Below is the description of all the fields present on form.

Sr. No	Field Name	Description
1.	Aadhar No	Enter Aadhar number
2.	Full Name	Full name will be displayed by the system
3.	Mobile No.	Mobile number will be displayed by the system
4.	Email ID	Email ID will be displayed by the system
5.	PAN Number	Enter PAN number
6.	Correspondence Address	Enter Correspondence Address
7.	Permanent Address	Enter Permanent Address

Post entering all the details, click on **"Add"** option to successfully add the details in the system. When clicked on "add" option citizen will be redirected to the home page as shown below

"Reset" (पुनर्स्थापित करा) option is used to clear the entered data on form

Following screen will be displayed after successful login/Registration of Citizen



The screenshot displays the Government of Maharashtra Integrated Citizen Services Portal. The header includes the state emblem, the text "Government Of Maharashtra Integrated Citizen Services Portal", and navigation links such as Home, Citizen Services, Dashboard, Know Your Details, ULB's List, Downloads, Online Payment, User Guide, Event, and Contact Us. The user's name, Ashok Parmar, is visible in the top right.

My Profile

Name: Ashok Parmar
View Profile
Upload/Change Profile Pic

Citizen's Activity List

Sr.No	Service Applied For	Application Date	Status	Remark
1				

Payment Schedule

Sr.No	ULB Name	Dues	Dues Date	Pay Now
1	Pen	1234	27-10-2017	Pay Now

Notification

Your Application is Rejected
Register Your Feedback
Queries

Help

May I Help?
Queries

Register Your Feedback

Register Your Feedback

Very Unsatisfied Unsatisfied Neutral Satisfied Very Satisfied

Remind Me Later

Top

Best Viewed on Internet explorer 9+, Firefox, Chrome. Copyright © This is the official website of Government of Maharashtra. All Rights Reserved.

- Citizen can upload/change profile picture by clicking on **“Upload/Change profile pic”** option
- On-going activities of citizen are listed in **“Citizens Activity List”** section

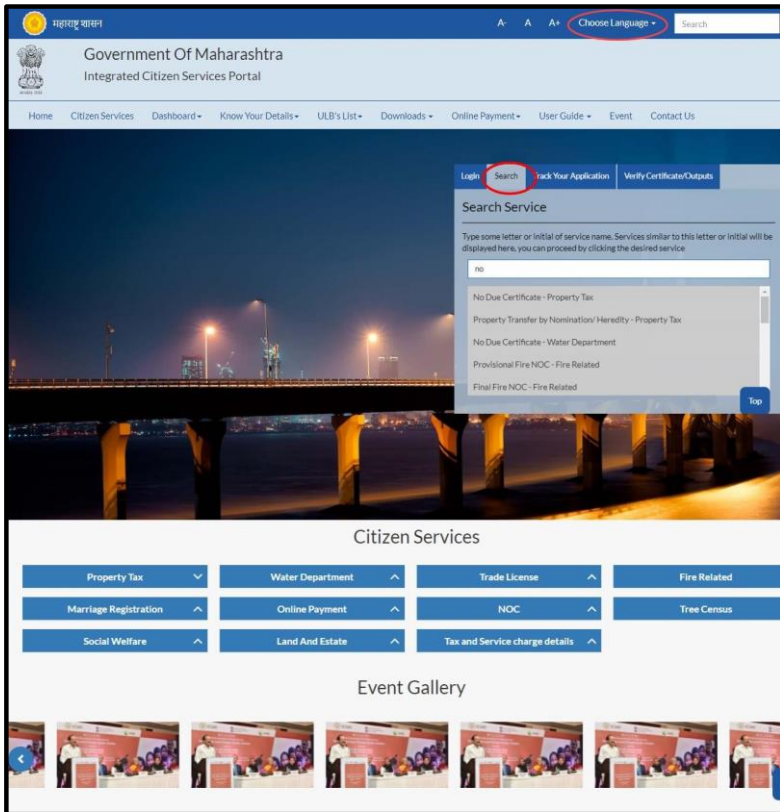


- All the pending payments are displayed in a grid under “**Pending Schedule**” section
- Any application related notification will be displayed under “**Notification**” section
- “**Help**” section will contain a pdf file, wherein bifurcation will be done on basis of module and service explanation will be mentioned module wise.
- Feedback related to any service can be written in “**Register your Feedback**”

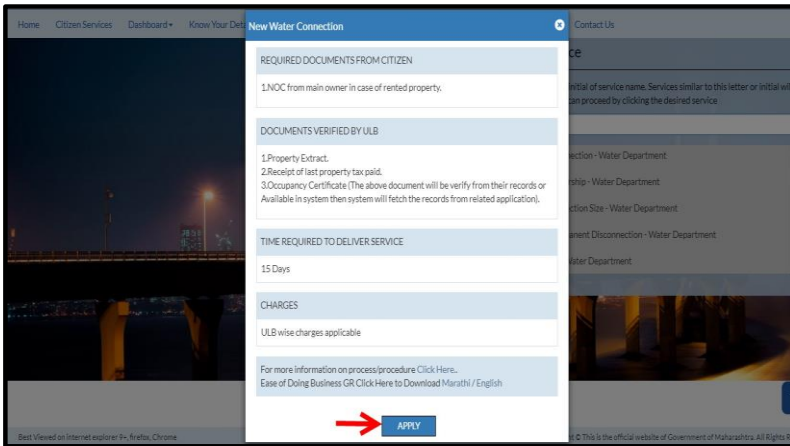
4.2 Search

Search option is used to search a service by typing the initial letters of the service or any random letter. Service similar to the entered letters will be displayed in the dropdown.

Refer below screen,



On clicking any of the service listed in the dropdown, “**Apply**” page will be displayed by the system. User can directly apply for a service using this option

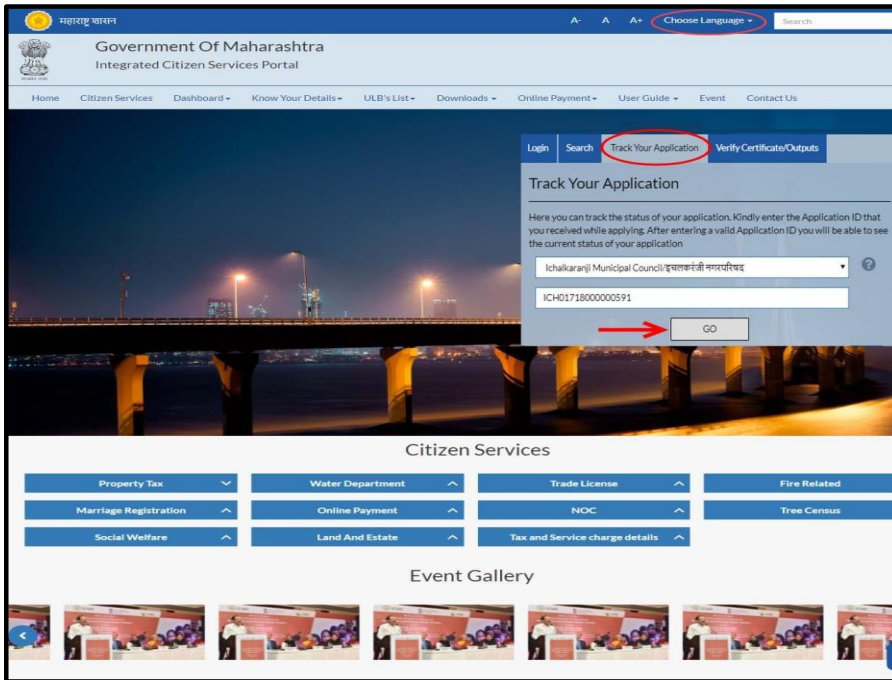


When clicked on "Apply" button, service application page will be opened.

4.3 Track your Application

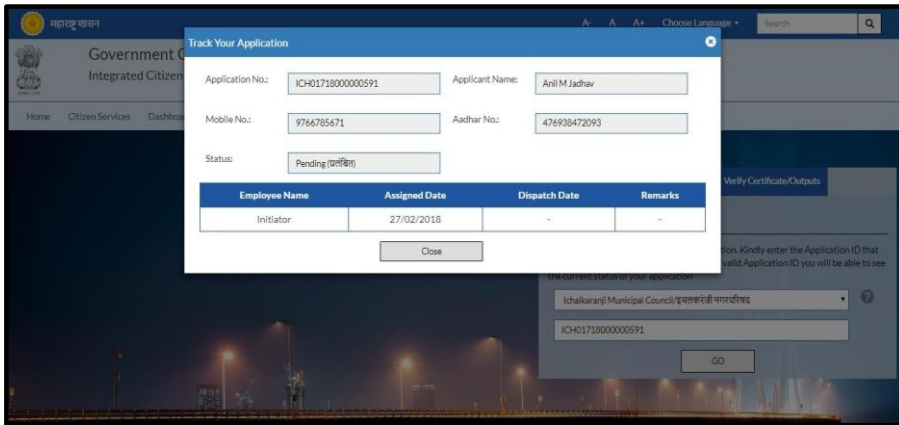
"Track your application" option is used to track the status of the application. User can get to know the status by selecting the ULB Name from the dropdown and entering the application ID.

Refer Below Screen



After entering the application ID click on "Go" button.

Below screen is displayed when clicked on "GO"



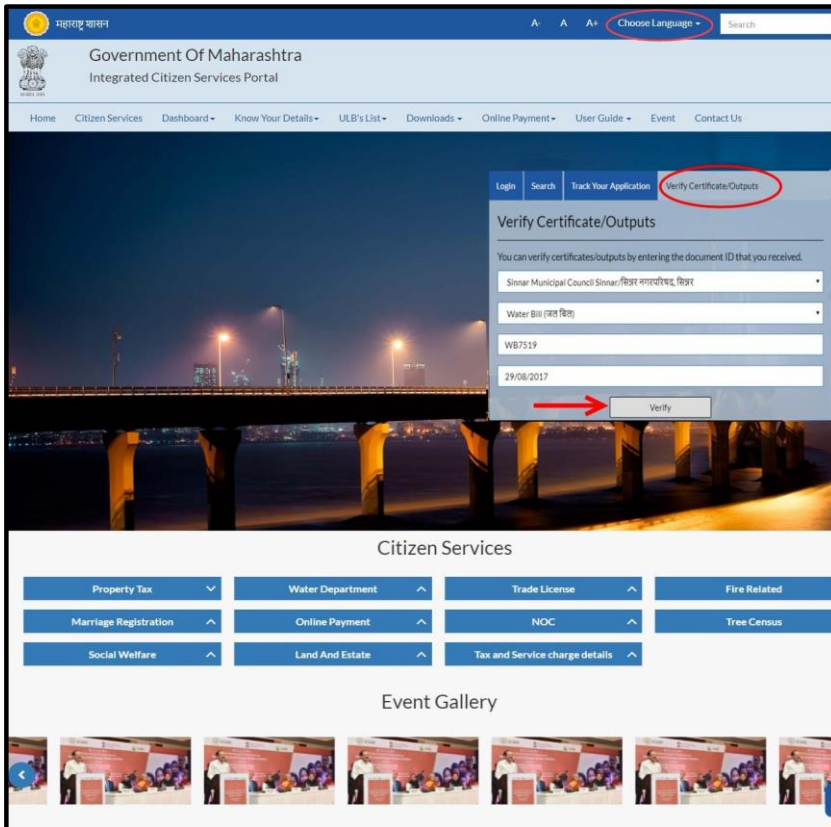
Using this option user can track the status of the application. As seen in above screen the status of application is displayed as “pending”

4.4 Verify Certificate/Outputs

“Verify Certificate/Outputs” gives information about the document (Water Bill/NOC/License etc.)

This option is basically of more advantage for any official person who may or may not be the part of the process to verify the documents submitted by an individual.

For example: Police officials can use this option to cross check the document of Passport etc.



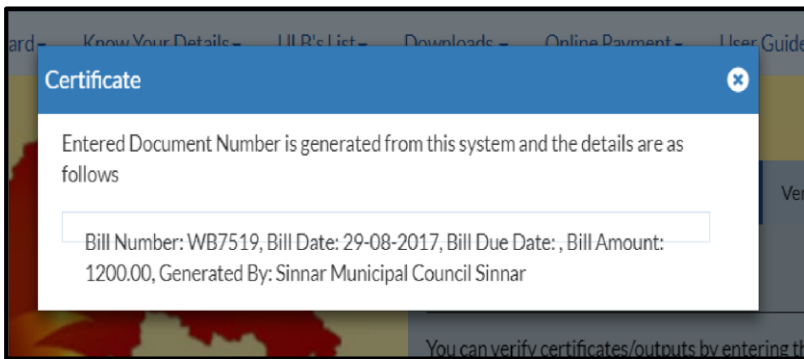
Below is the description of all the fields present on form

Sr. No	Field Name	Description
Verify Certificate/Output		
1.	ULB	Select ULB from the dropdown



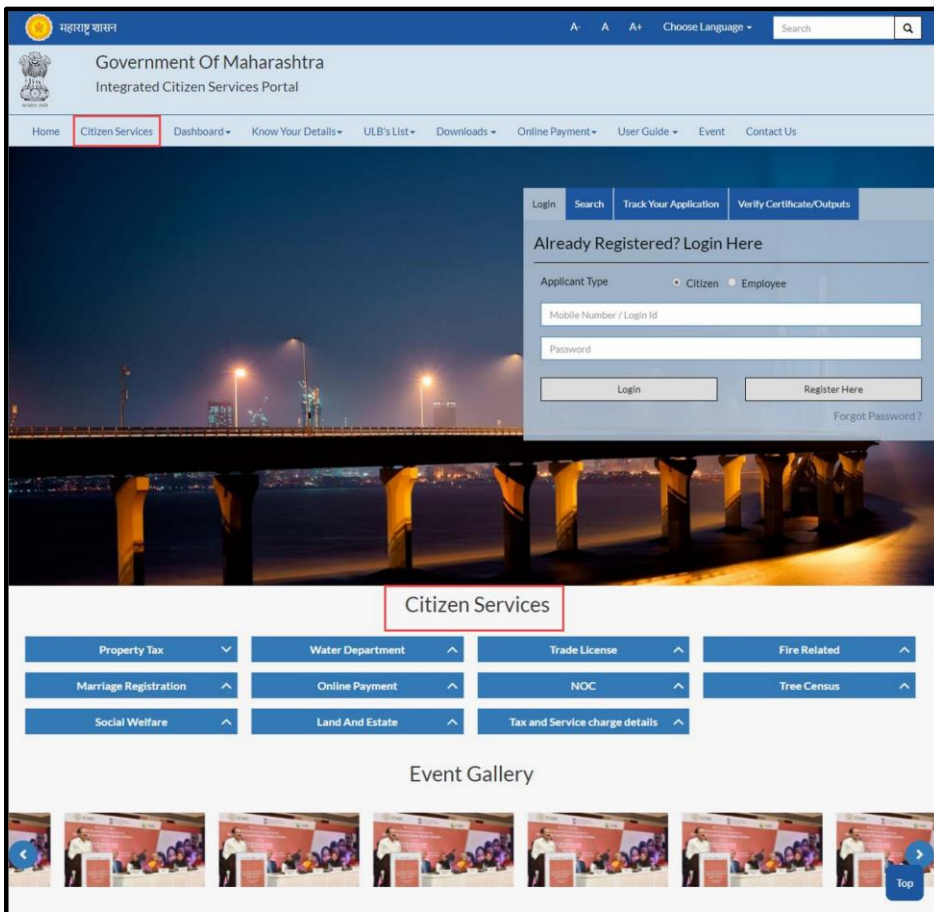
2.	Type of Document	Select the document type from the dropdown(Water Bill/NOC/Property Bill etc.)
3.	Document Number	Enter "Document Number"
4.	Document Date	Select document date from the date picker or enter the date manually

After entering all the required data when clicked on "Verify" option below screen will be displayed by the system



4.5 Citizen Service

Citizen can directly apply for any service without registration as well. User can either click on "Citizen Service" tab or scroll down the page and select requested Department to apply as shown in below screen



User have to click the department in which the user have to apply for a service, post selection of department click on the service from the dropdown and later click on "Apply" option

Path: Department Selection→ Service Selection→ **"Apply"**



Below mentioned are the services present for respective department

Sr. No	Department Name	Service Name
1.	Property Tax	No Due Certificate
		Extract Of Property
		Exemption for Vacancy of Property
		Self-Assessment
		Objection Registration
		Property Transfer by Nomination/Hereditry
		Property Transfer by Other modes
		Property Tax Calculator
2.	Water Department	New Water Connection
		Change Of Ownership
		Change Of Connection Size
		Temporary/Permanent Disconnection
		Reconnection
		Change of Usage
		Renewal Of Plumber License
		No Due Certificate
Pay My Dues		
3.	Trade License	Issuance Of License
		Renewal Of License
		Duplicate License
		Transfer Of License By Hereditry
		Transfer Of License by Other modes
		Cancellation Of License
		Change In Business Name
		Change In Business



		Change In Owner/Partner Name
		Increase/Decrease Partner
4.	Fire Related	Provisional Fire NOC
		Final Fire NOC
		Renewal Of Fire NOC
		Fire Certificate
		Issuance Of Technical Remarks
5.	Marriage Registration	Marriage Registration certificate
		Marriage Registration correction
		Marriage Certificate
		Reissue Of Marriage Certificate
6.	Online Payment	Property Tax Collection
		Water Bill Payment
		License Renewal
7.	Tree Census	Application Charges
		Payment Against LOI
		Application For Tree Census
8.	NOC	NOC For Hoarding/Banner
		NOC For Mandap/Stall
		NOC For Electric meter installation
		NOC for Road Digging For Cable Installation
		Pool/Snooker Indoor Business NOC
		NOC for fast food on wheels/roads/public place
		Medical Business/store NOC
		Meet shop NOC
		NOC for Hospital
		NOC for Tours and Travels
9.	Social Welfare	Application for scheme
10.		Advertising Hoarding Agreement



		Advertising/Hoarding Renewal Of Agreement
	Land and Estate	Advertising/Hoarding Cancellation Of Agreement
		Advertising/Hoarding License Application
11.	Tax and Service Charge Details	Tax Details

Note: Citizen Services are not applicable for all the modules

4.6 Dashboard

Dashboard gives the graphical view of reports/application/ services etc. There are two types of dashboards listed in the dropdown namely "**ULB Dashboard**" and "**DMA Dashboard**".

Below is the screen to locate the "**Dashboard**" tab on home screen



महाराष्ट्र कायदा
A A A+ Choose Language Search

Government Of Maharashtra
Integrated Citizen Services Portal

Home Citizen Services **Dashboard** Know Your Details ULB's List Downloads Online Payment User Guide Event Contact Us

Login Search Track Your Application Verify Certificate/Outputs

Already Registered? Login Here

Applicant Type Citizen Employee

Mobile Number / Login Id

Password

Login Register Here

Forgot Password?

Citizen Services

Property Tax	Water Department	Trade License	Fire Related
Marriage Registration	Online Payment	NOC	Tree Census
Social Welfare	Land And Estate	Tax and Service charge details	

Event Gallery

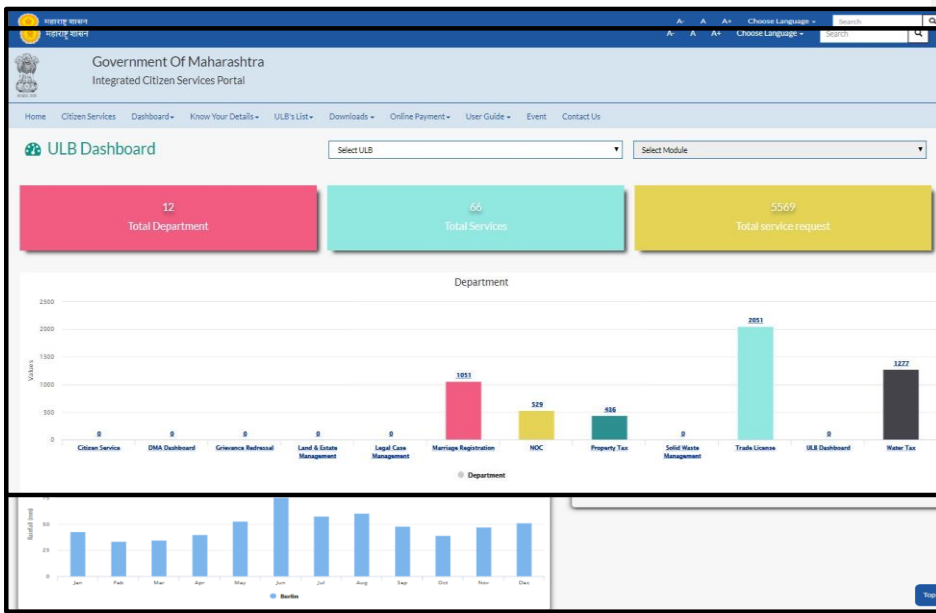
Top



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Trade License

On Click of "**DMA Dashboard**" below screen will be displayed



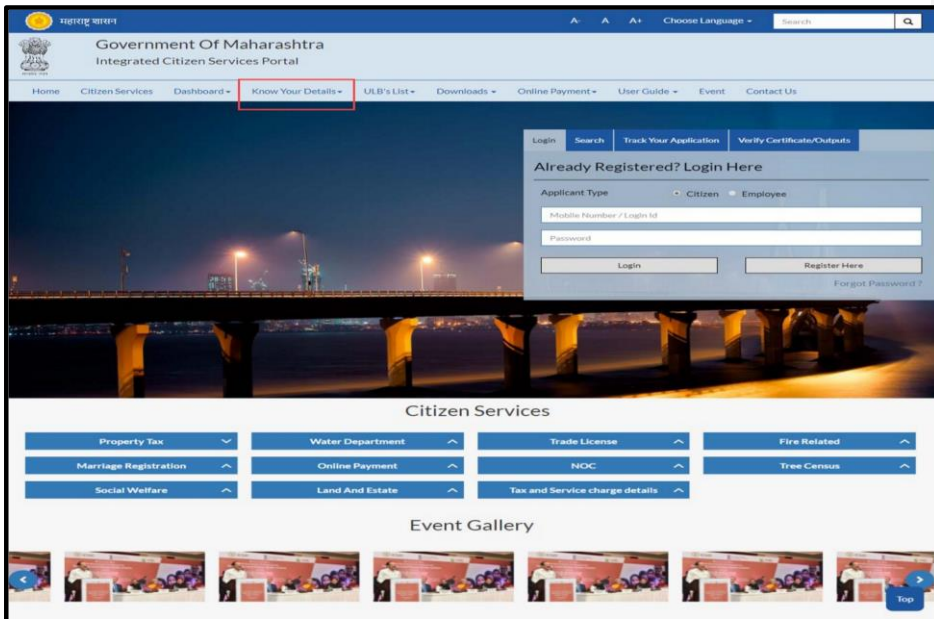
On Click of "ULB Dashboard" below screen will be displayed

4.7 Know Your Details

"Know Your Details" tab is used to fetch user details for any request or application from the system on basis of holder name, registration number etc.



Below is the screen to locate the **"Know Your Details"** tab on home screen



User can to know the details of five services which are listed as below. These services will be present in the dropdown when click on **"Know Your Details"**

- Know Your Property ID
- Know Your Water Connection
- Know Your Trade License
- Know Your Ward and Zone
- Know Your Marriage Registration Number

Note: The search parameters will vary on selection of the service



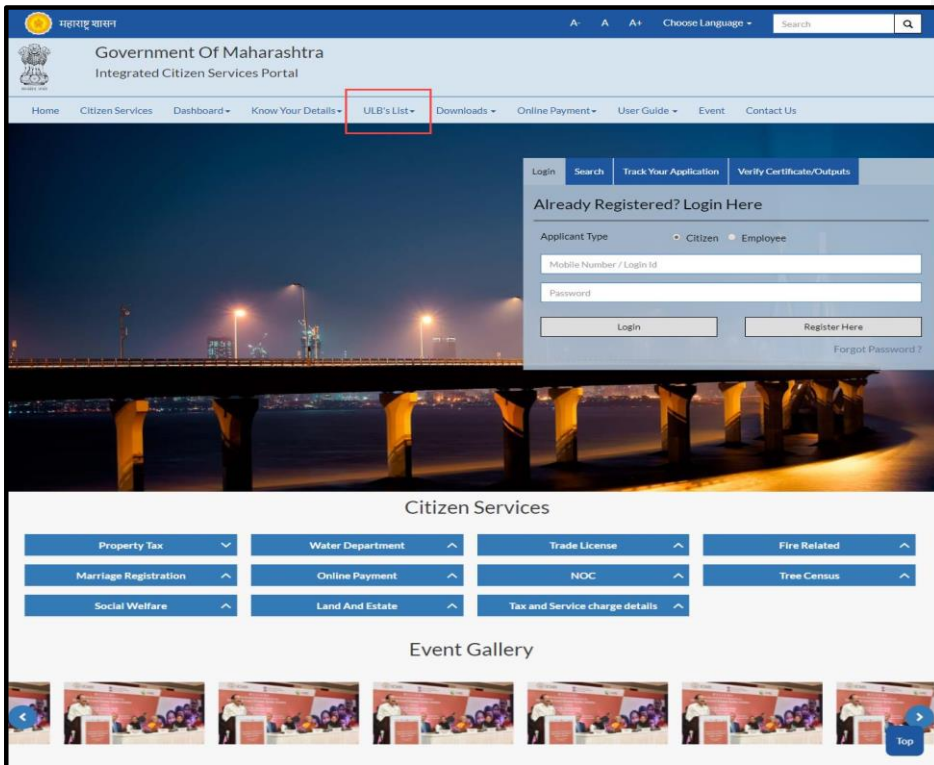
4.8 ULB's List

This option is basically used to navigate and search the ULB's present in the District, Below is the screen to locate the "**ULB's List**" option on home screen.

Currently the dropdown values for "**ULB list**" option are "Roha Municipal Council", "Alibag Municipal Council" and "View More" ,on clicking the "**view more**" option, additional ULB's can be selected as per the district and then user will be redirected to the selected ULB home page.



Whereas when clicked on "Roha Municipal Council" and "Alibag Municipal Council" user will be redirected to the associate home page as per the selection.

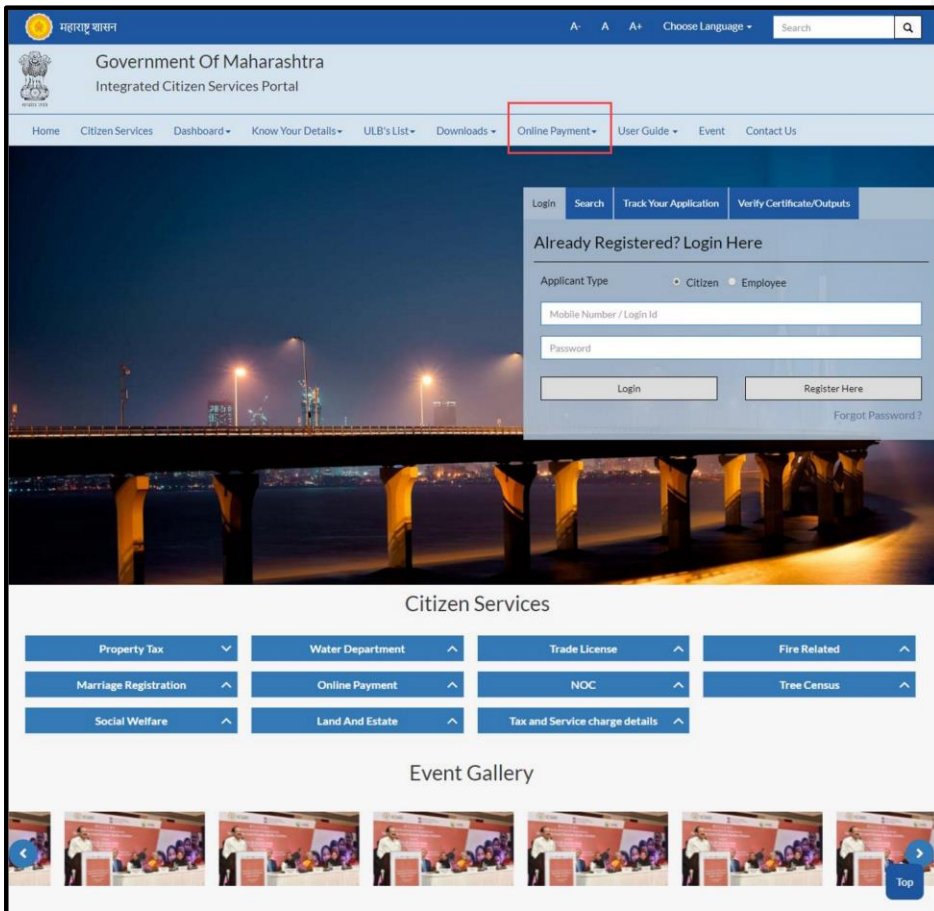


4.9 Online Payment

Online Payment option is used to do the payments for a service or application directly. Search will be done on basis of property Number for property Tax module, similarly the search parameter will differ as per service.



Below is the screen to locate the "Online Payment" tab on home screen



User can do the Online Payment for five services which are listed as below. These services will be present in the dropdown when clicked on "Online Payment"

- Property Bill Payment
- Water Bill Payment

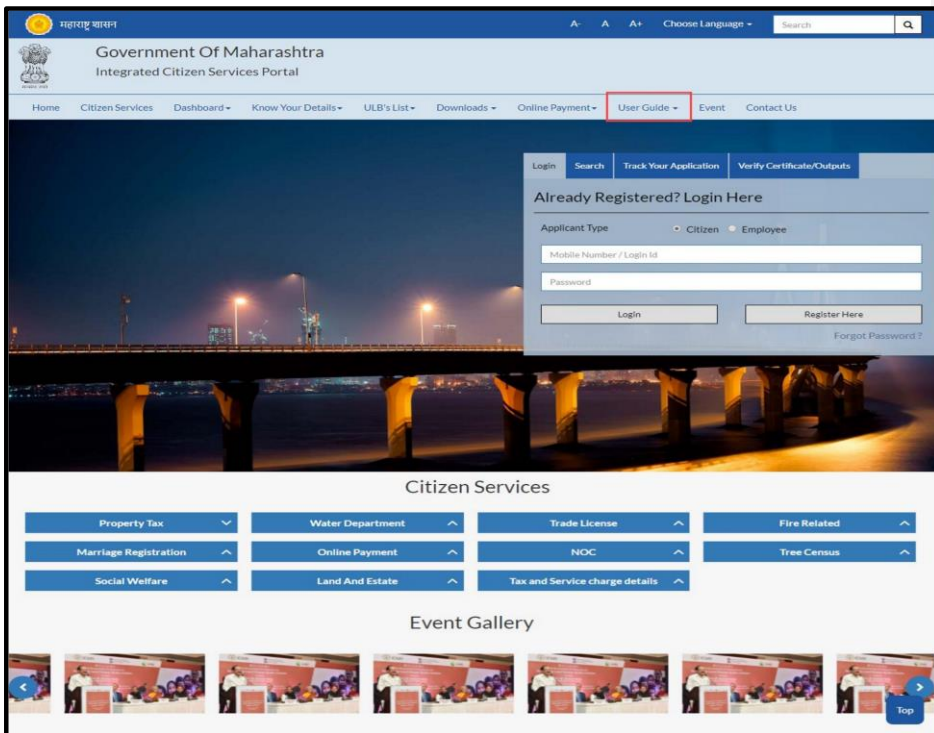


- License Renewal
- Application Charges
- Pay Against LOI

4.10 User Guide

The main purpose of "user guide" is to let know the users about the flow and schema of each and every module/service etc. currently present in the application for better understanding of the same.

Below is the screen to locate the "**User Guide**" tab on home screen



“User Manuals”, “Presentations” and “FAQ’s” are present in the dropdown of “User guide” tab
User manuals and presentations will contain the description about module and usage of each and every module.

4.11 Event

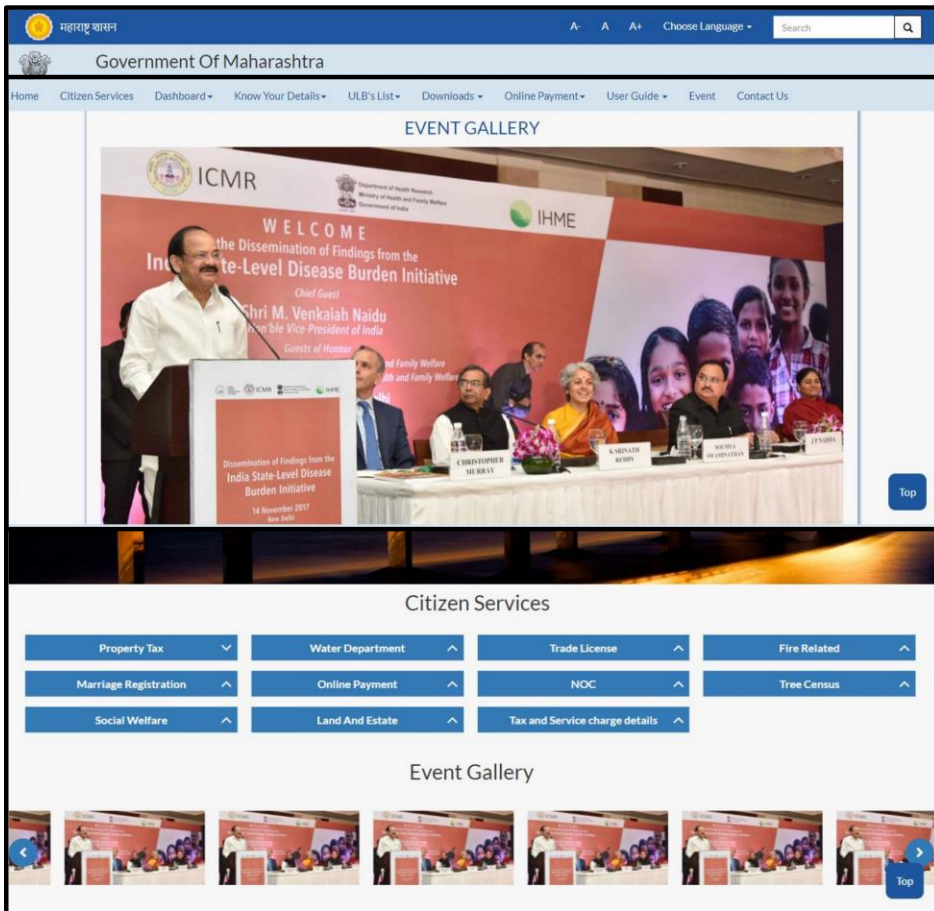
Event option is used to make the users aware of the on-going events



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Below is the screen to locate the "Event" tab on home screen



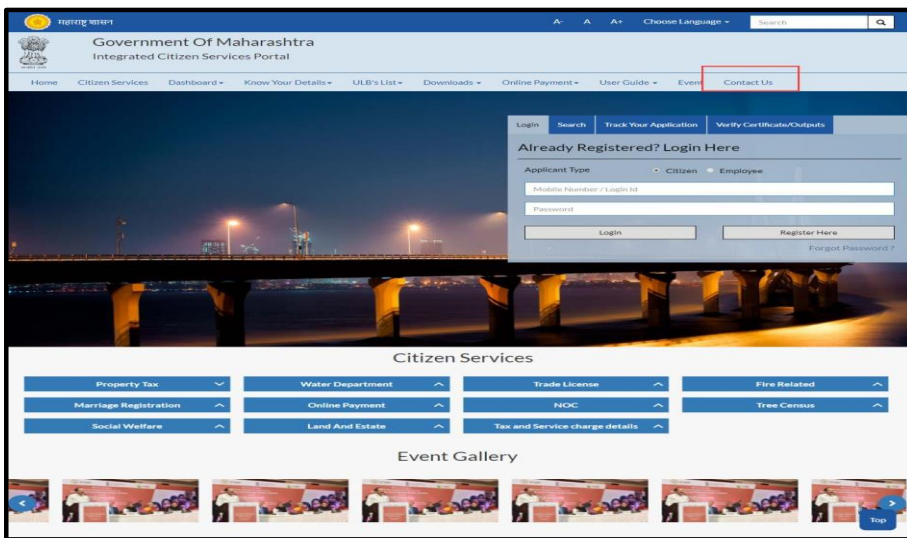
When clicked on "Event" option below screen will be displayed

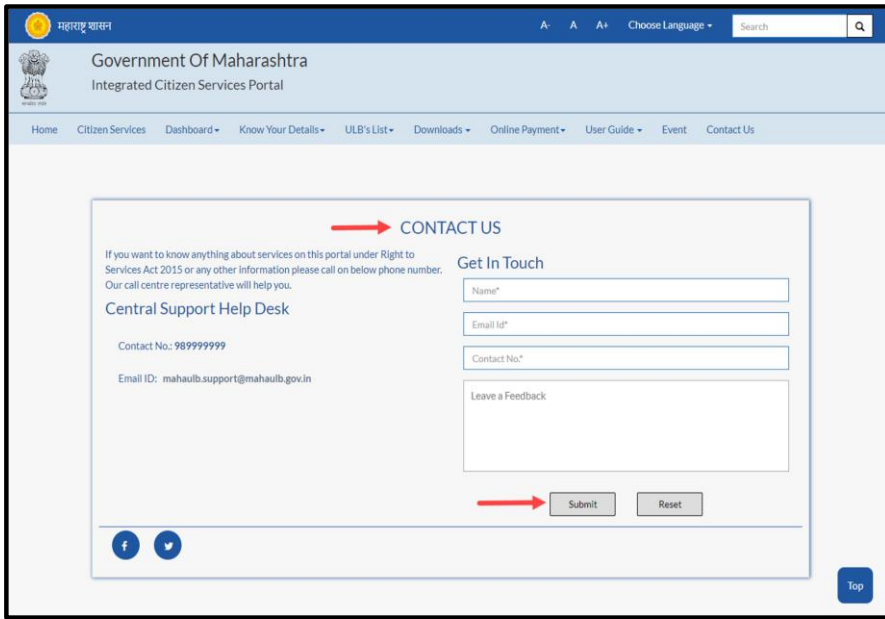
4.12 Contact Us

"Contact us" option is given for user privilege, any queries or concerns regarding the application/service" can be registered using this option. Below



is the screen to locate the "Contact Us" tab on home screen below screens is displayed when clicked on "Contact Us" option





Below is the description of all the fields present on form

Sr. No	Field Name	Description
1.	Name	Enter your name
2.	Email Id	Enter your Email Id
3.	Contact No	Enter your contact number
4.	Leave a feedback	Enter Feedback

Post entering the details click on **“Submit”** button, to reset the entered data click **“Reset”** button



5 Masters

5.1 Service Charge

Service Charge master is used to define the charge applicable day for a particular service. The usage of this master is for calculating the penalty fee if any, while application/scrutiny as per the mentioned applicable day.

This service is basically applicable for penalty charges and late fee charges.

Below is the example given for the above said scenario.

For example: Consider the renewal of license fee, for this charge type the grace time post renewal day is 5, then after 5 days penalty charges will start getting added in the fee. The penalty charges will later be seen in the receipt while applying for renewal of license. The aforesaid "5" days count is defined in this master namely "Service Charge".

Follow the path: Department login → Trade License → Master → Service Charge

Below mentioned screen is displayed when clicked on "**Service Charge**"



महाराष्ट्र शासन
इचलकरंजी नगरपरिषद
Priyanka Mankare

सेवा शुल्क मास्टर

शोधण्याचे पर्याय
शुल्क नाव :

पुनर्स्थापित करा **एडिट**

शुल्क सूची **नविन**

एकूण 10 नोंद दर्शवित आहे
शोध:

शुल्क नाव	शुल्क संश्लेषित कोड	स्थिती	कृती
नोंदी उपलब्ध नाहीत			

एकूण 0 नोंदीपैकी 0 नोंद दर्शवित आहे
मागे पुढे

Best Viewed on Internet explorer 9+, firefox, Chrome
कॉपीराइट © हे महाराष्ट्र शासनाचे अधिकृत संकेतस्थळ आहे, सर्व हक्क सुरक्षित.

User can search for any charge name through “**Search**” (शोधा) option.

“**Reset**” (पुनर्स्थापित करा) option is used to clear the entered data on form.

“**Edit**” option is used to edit the existing data.



“**Add**” (नविन) option is used to add the day’s count from which additional fees should get added for a particular charge

Firstly let us go through the entire flow of **search** (शोध) option

5.1.1 SEARCH

Enter the charge name and Click on “**search**” (शोध) option (highlighted with red arrow in below screen).

Note: user can enter initial letter of charge name or any random alphabet to search the charge name

Below screen will be displayed when clicked on **search** (शोध) option.



शुल्क नाव	शुल्क संश्लेषण कोड	स्थिती	क्रुती
Change in Owner/Partner Name Fee	CN	☑	✎
Dishonor Penalty Charge	P	☑	✎
License Inspection Fee	I	☑	✎
License Transfer fee (Nomination)	TN	☑	✎
License Transfer fee (Other Mode)	TS	☑	✎
Market change in business name Fee	CH	☑	✎
Market Duplicate License Fee	D	☑	✎
Market Late Fee	L	☑	✎
Market license cancellation fee	C	☑	✎
Market License Fee	N	☑	✎

The data present in the system as per the entered parameter will be displayed Charge List section; User need to click on “edit” option as shown with red arrow in above screen to edit the record.



➤ Below screen appears when clicked on **edit** option

महाराष्ट्र शासन
इचलकरंजी नगरपरिषद
Pryanka Mankare

सेवा शुल्क

शुल्कचे नाव*: Change in Owner/Partner Name Fee
शुल्क संक्षिप्त कोड: CN
शुल्क नाव (इंग्रजीमध्ये): Change in Owner/Partner Name Fee
शुल्क नाव (मराठीमध्ये): मालक / भागीदार नावांमध्ये बदल शुल्क
लागू - दिवसांनंतर: 0
 सक्रिय

बदल करा बंद करा

Below is the description given for all the fields present on form

Note: Greyed out fields cannot be edited

Sr. No	Field Name	Description
1.	शुल्क नांि	The charge name which is selected for editing will be displayed here
2.	शुल्क संक्षिप्त कोड	Auto displayed by the system on basis of charge name



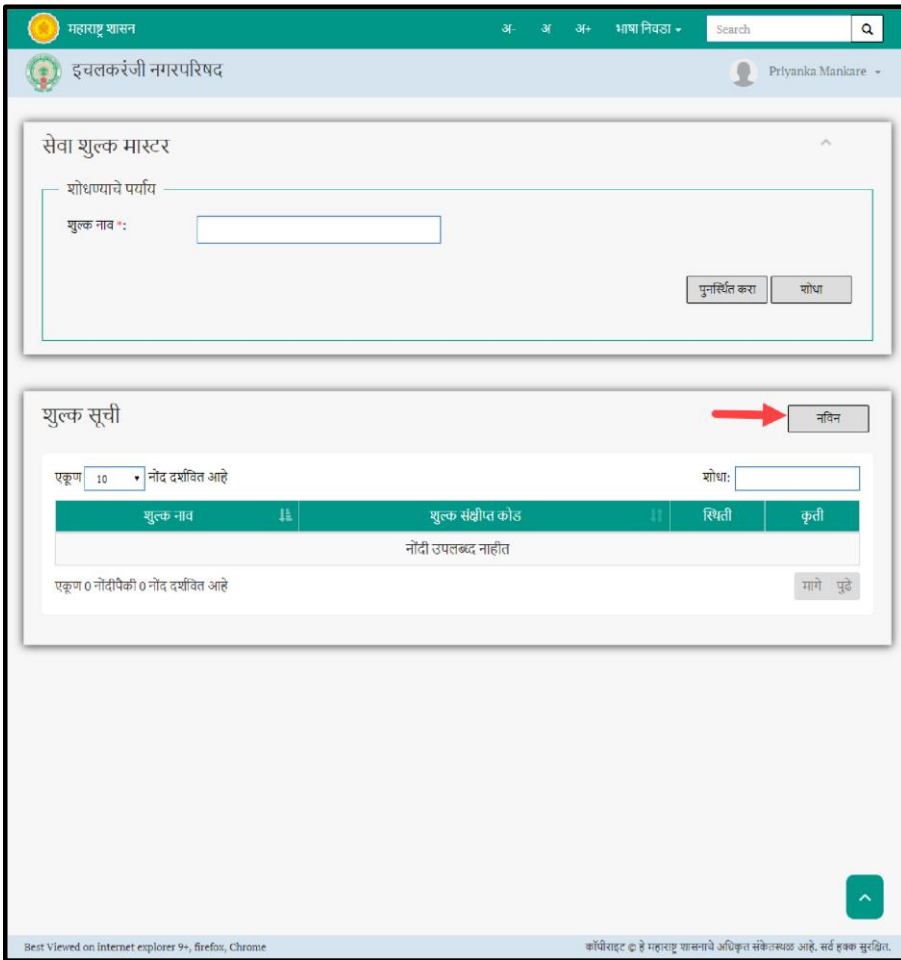
3.	शुल्क नांि)इंघ्जीमग्रयइ	Auto displayed by the system on basis of charge name
4.	शुल्क नांि)मरामीमग्रयइ	Auto displayed by the system on basis of charge name
5.	लागू - ददिसानंतर	Enter the applicable after days in numbers
6.	सदिय	Check/uncheck the status

User can save the edited record by clicking the **"update"** button (बदल करा) as shown with red arrow in above screen, if no duplication of data is found and all the validations are fulfilled then a message will be displayed by the system saying **"Successfully Updated"**

"Close" (बदल करा) option is used to close the current form

5.1.2 ADD

User will have to click on **"Add"** (नविन) option to add the charge applicable days name in the system, refer below screen.



Following screen Is displayed When clicked on **Add** (नविन) Button (Highlighted With red arrow in above screen)



Below is the description of all the fields present on form

Note: Greyed out fields cannot be edited

Sr. No	Field Name	Description
1.	शुल्क नाव	Select charge name from the dropdown() Dropdown not working
2.	शुल्क संक्षीप्त कोड	Auto displayed by the system on basis of charge name
3.	शुल्क नाव (इंग्रजीमध्ये)	Auto displayed by the system on basis of charge name

Formatted: Font: 11 pt, Complex Script Font: 11 pt

Formatted: Font: 11 pt, Complex Script Font: 11 pt

Formatted: Font: 11 pt, Complex Script Font: 11 pt



4.	शुल्क नांशु क नांशु (मर नामीम य य)इ	Auto displayed by the system on basis of charge name
5.		Enter the applicable after days in numbers
6.	सदिय	Check/uncheck the status

User can save the added "applicable days after" for a particular charge name by clicking the "**Save**" (सइव्ह कर ा) button (Highlighted with red arrow in above screen); if no duplication of data is found and all the validations are fulfilled then a message will be displayed by the system saying "**Successfully Added**"

"**Close**" (बंद कर ा) option is used to close the current form

"**Reset**" (पुन र्स् थ थ त कर ा) option is used to clear the entered data on form

5.2 License Validity Period

System provides the facility to define License type wise validity period. Multiple unique license validity periods can be defined for a License type. License end date is calculated based on the year type and validity period.

E.g. If validity period is 1 year, Year type is financial and license start date is 1jul-2017, then license end date will be 31-Mar-2018. If year type is calendar, then license end date will be 31-dec-2017. ULB admin has right to add, update and delete (inactive) the record. User can press <**Add**> button to add the record. To search, update, view or delete record, user needs to first search record by giving search criteria and press search button. After clicking <**Search**> button, record gets retrieved in license validity period list section.



Follow the path: Department login →Trade License →Master→ License Validity Period

Below mentioned screen is displayed when clicked on **“License Validity Period”**

User can search for any license details on the basis of license type and license



sub type through "**Search**" (शोध ा) option as well as add license validity period for a license in the system using "**Add**" option (नव िन)

"**Reset**" (पनु स्र्थ थ त कर ा) option is used to clear the entered data on form.

"**Edit**" option is used to edit the existing data.

Firstly let us go through the entire flow of **search** (शोध ा) option

5.2.1 SEARCH

Select required parameters and Click on "**search**" (शोध ा) option (highlighted with red arrow in below screen).

Below screen will be displayed when clicked on **search** (शोध ा) option.



महाराष्ट्र शासन अ- अ अ+ भाषा निवडा Search

इचलकरंजी नगरपरिषद Priyanka Mankare

परवाना वैधता कालावधी

शोधण्याचे पर्याय

परवाना प्रकार #: परवाना उप प्रकार:

परवाना वैधता कालावधी यादी

एकूण 10 नोंद दर्शवित आहे शोध:

परवाना प्रकार	परवाना उप प्रकार	वैधता कालावधी प्रकार	वैधता कालावधी स्वरूप	वैधता कालावधी	दिवसापासून महिना	दिवस महिना पर्यंत	यापासून वैध	पर्यंत वैध	कृती
MARKET	TRADE	Years	Calender Year	1	104	5105	01-04-2015		<input type="checkbox"/>
MARKET	STOARGE	Years	Calender Year	1	104	5105	01-04-2015		<input type="checkbox"/>
MARKET	STOARGE	Years	Calender Year	1	104	5105	01-04-2015		<input type="checkbox"/>
MARKET	STOARGE	Years	Calender Year	1	104	5105	01-04-2015		<input type="checkbox"/>
MARKET	SIGN BOARD	Years	Calender Year	1	104	5105	01-04-2015		<input type="checkbox"/>
MARKET	SIGN BOARD	Years	Calender Year	1	104	5105	01-04-2015		<input type="checkbox"/>
MARKET	SIGN BOARD	Years	Calender Year	1	104	5105	01-04-2015		<input type="checkbox"/>

एकूण 1 ते 7 नोंदीपैकी 7 नोंद दर्शवित आहे

Best Viewed on Internet explorer 9+, firefox, Chrome. कॉपीराइट © हे महाराष्ट्र शासनाने अधिकृत संकेतस्थळ आहे. सर्व हक्क सुरक्षित.

Below is the description of all the fields present on form.

Sr. No	Field Name	Description
--------	------------	-------------



1.	पर प्रकार	िना	Select license type from the dropdown (Trade/Market)
2.	पर उप प्रकार	िना	Select license sub type from the dropdown. The license subtype is interdependent on license type. If user selects "trade" as license type then trade related subtypes such as (Hotel/Hardware/Warehouse/Fruit Seller etc.) will be listed in license subtype dropdown

The data present in the system as per the entered parameter will be displayed in License Validity Period List section; User need to click on "edit" option as shown with red arrow in above screen to edit the record

➤ below screen appears when clicked on **edit** option



Below is the description given for all the fields present on form

Note: Greyed out fields cannot be edited

Sr. No	Field Name	Description
1.	परवाना प्रकार	The license type mapped to the record which is to be edited will be auto displayed here



2.	परिचालना उप प्रकार	The license sub type mapped to the record which is to be edited will be auto displayed here
3.	वैधता कालावधि प्रकार	Select validity period type from the dropdown (As on license date/ Calendar Year/ Financial Year/ As on license date with specified end date)
4.	वैधता कालावधि विरूप	Select validity period format from the dropdown (Years) – only one value in dropdown is seen
5.	वैधता कालावधि	Enter license validity period in numbers
6.	दस्तावेज नमूना	Non editable – no value is seen
7.	दस्तावेज नमूना	Non editable – no value is seen
8.	वैधता	Select license valid from date from date picker or enter the date manually
9.	वैधता	Non editable- no value is seen

User can save the edited record by clicking the **"update"** (बदल कर ा) button as shown with red arrow in above screen, if no duplication of data is found and all the validations are fulfilled then a message will be displayed by the system saying **"Successfully Updated"**

"Close" (बंद कर ा) option is used to close the current form



5.2.2 ADD

User will have to click on “Add” (नव िन) option to add a new license validity period in the system, refer below screen.

Following screen Is displayed When clicked on **Add** (नव िन) Button (Highlighted With red arrow in above screen)



महाराष्ट्र शासन
इचलकरंजी नगरपरिषद
Priyanka Mankare

परवाना वैधता कालावधी

परवाना प्रकार*: Please select
परवाना उप प्रकार*: Please select
वैधता कालावधी प्रकार*: Please select
वैधता कालावधी स्वरूप*: Please select
वैधता कालावधी:
दिवसापासून महिना:
दिवस महिना पर्यंत:
यापासून तेथः
पर्यंत तेथः

सेव्ह करा पुनर्रिथित करा बंद करा

परवाना वैधता कालावधी यादी

एकूण 10 नोंद दर्शवित आहे शोधा:

परवाना प्रकार	परवाना उप प्रकार	वैधता कालावधी प्रकार	वैधता कालावधी स्वरूप	वैधता कालावधी	दिवसापासून महिना	दिवस महिना पर्यंत	यापासून तेथ	पर्यंत तेथ	कृती
नॉदी उपलब्ध नाहीत									

एकूण 0 नोंदीपैकी 0 नोंद दर्शवित आहे मागे पुढे

Below is the description of all the fields present on form

Note: Greyed out fields cannot be edited

Sr. No	Field Name	Description
--------	------------	-------------



1.	परिचालना प्रकार	Select license type from the dropdown (All/Trade/Market)
2.	परिचालना उप प्रकार	Select license sub type from the dropdown. The license subtype is interdependent on license type. If user selects "trade" as license type then trade related subtypes such as (Hotel/Hardware/Warehouse/Fruit Seller etc.) will be listed in license subtype dropdown
3.	वैधता कालावधि प्रकार	Select validity period type from the dropdown (As on license date/ Calendar Year/ Financial Year/ As on license date with specified end date)
4.	वैधता कालावधि थरुप	Select validity period format from the dropdown (Years) – only one value in dropdown is seen
5.	वैधता कालावधि	Enter license validity period in numbers
6.	दस्तावेज नमूना	Non editable – no value is seen
7.	दस्तावेज नमूना	Non editable – no value is seen
8.	वैधता कालावधि	Select license valid from date from date picker or enter the date manually
9.	वैधता कालावधि	Non editable- no value is seen

User can save the added license validity period by clicking the "**Save**" (सइव्ह कर ा) button (Highlighted with red arrow in above screen); if no duplication of data is



found and all the validations are fulfilled then a message will be displayed by the system saying "**Successfully Added**"

"**Close**" (बंद कर ा) option is used to close the current form

"**Reset**" (पुन र्स् थ थ त कर ा) option is used to clear the entered data on form

When clicked on "**save**" (सङ्क्ह कर ा) option, the added license validity period gets added in "License Validity Period List" section as **shown with red arrow in below screen**



परवाना प्रकार	परवाना उप प्रकार	वैधता कालावधी प्रकार	वैधता कालावधी स्वरूप	वैधता कालावधी	दिवसापासून महिना	दिवस महिना पर्यंत	यापासून वैध	पर्यंत वैध	कृती
Trade	Fruit Seller	Calendar Year	Years	4	101	3112	01-05-2018		

User can edit the same by clicking edit option.

Action field is blank currently

5.3 Service Charge Rate Entry

System provides facility to define Charges/Fees for a particular service in the system. ULB admin has right to add, update and delete (inactive) the record.



Charges can be imposed at application level or scrutiny level. Charges are date tracked. Charges are defined for a combination of Charge Code, Service Name, Charge level, License type and sub type. If new rates are created for a combination of Charge name, Service name and License type, then existing rates gets end dated...

Following are various features such as user can define the charges on Flat as well on slab basis. There is another facility like depends on which help user to define charges on the basis of some dependencies, further user can also define charge amount in terms of amount/percentage/ or in multiple for said service.. Further system has facility to define service charges as per usage wise too.

Follow the path: Department login →Trade License →Master → Service Charge Rate Entry

Below mentioned screen is displayed when clicked on "**Service Charge Rate Entry**"



User can search for any service charge Through "Search" (शोध) Option as well As add a new service charge in the system using "Add" option (नविन)



“**Reset**” (पुनर्स्थापित कर) option is used to clear the entered data on form.

“**Edit**” option is used to edit the existing data.

Firstly let us go through the entire flow of **search** (शोध) option

5.3.1 SEARCH

Select/enter required parameter as per the preference and Click on “**search**” (शोध) option (highlighted with red arrow in below screen).

Below screen will be displayed when clicked on **search** (शोध) option.



महाराष्ट्र शासन
इंचलकरंजी नगरपरिषद
Priyanka Mankare

सेवा शुल्क रेट

शोधण्याचे पर्याय

शुल्क नाव: सेवेचे नाव:

द्वारे शुल्क लागू:

परवाना प्रकार: परवाना उप प्रकार:

परवाना वर्ग: परवाना उप श्रेणी 1:

परवाना उप श्रेणी 2:

सक्रिय

सेवा शुल्क मॅपिंग सूची

एकूण 10 नोंद दर्शवित आहे शोध:

शुल्क नाव	सेवेचे नाव	शुल्क लागू आहे	परवाना प्रकार	परवाना उप प्रकार	परवाना वर्ग	परवाना उप श्रेणी 1	परवाना उप श्रेणी 2	स्थिती	कृती
Processing Fee	Transfer of License by Other Mode	Application level						<input checked="" type="checkbox"/>	<input type="checkbox"/>
Processing Fee	Issuance of Licence	Application level						<input checked="" type="checkbox"/>	<input type="checkbox"/>
Processing Fee	Renewal of Licence	Application level						<input checked="" type="checkbox"/>	<input type="checkbox"/>
Processing Fee	Duplicate Licence	Application level						<input checked="" type="checkbox"/>	<input type="checkbox"/>
Processing Fee	Cancellation of Licence	Application level						<input checked="" type="checkbox"/>	<input type="checkbox"/>
Processing Fee	Change in Business Name	Application level						<input checked="" type="checkbox"/>	<input type="checkbox"/>
Processing Fee	Change in Business	Application level						<input checked="" type="checkbox"/>	<input type="checkbox"/>
Processing Fee	Change in Owner/ Partner Name	Application level						<input checked="" type="checkbox"/>	<input type="checkbox"/>
Processing Fee	Increase/ Decrease Partner	Application level						<input checked="" type="checkbox"/>	<input type="checkbox"/>
Processing Fee	Transfer of Licence by Heredity	Application level						<input checked="" type="checkbox"/>	<input type="checkbox"/>

एकूण 1 ते 10 नोंदीपैकी 10 नोंद दर्शवित आहे

Best Viewed on Internet explorer -> Firefox, Chrome



Below is the description of all the fields present on form

Sr. No	Field Name	Description
1.	शल्ु क ना ि	Select charge name from the dropdown (NOC Fee/ Market late fee/ Penalty/ Change in Business Fee/ Market License Fee etc.)
2.	सडिइचइ ना ि	Select service name from the dropdown (Duplicate License/ Cancellation of License/ Change in Business/ Issuance of License etc.)
3.	द्वारइ शल्ु क ल ाग ू	Select the charge applicable at from the dropdown (Application Level/ Scrutiny Level)
4.	पर िाना प्रकार	Select license type from the dropdown (Trade/Market)
5.	पर िाना उप प्रकार	Select license sub type from the dropdown. The license subtype is interdependent on license type. If user selects "trade" as license type then trade related subtypes such as (Hotel/Hardware/Warehouse/Fruit Seller etc.) will be listed in license subtype dropdown
6.	पर िाना िग ग	Dropdown not working
7.	पर िाना उप श्रणइ िी 1	Dropdown not working
8.	पर िाना उप श्रणइ िी 2	Dropdown not working
9.	सदिय	Check/ uncheck the status



The data present in the system as per the entered parameter will be displayed in Service Charge Mapping List section; User need to click on "edit" icon as shown with red arrow in above screen to edit the charge details. > below screen is displayed when click on edit option

महाराष्ट्र शासन
अ - अ - अ+ भाषा निवडा - Search

Ichalkaranji Municipal Council
Mayur Kale

सेवा शुल्क मॅपिंग

शुल्क नाव: Please select सेवेचे नाव: Please select
येथे शुल्क लागू: Please select
परवाना प्रकार: Please select परवाना उप प्रकार: Please select
परवाना वर्ग: Please select परवाना उप श्रेणी 1: Please select
परवाना उप श्रेणी 2: Please select

सक्रिय

पुनर्स्थापित करा सेव्ह करा बंद करा

सेवा शुल्क रेट मॅपिंग सूची

एकूण 10 नोंद दर्शवित आहे शोध:

शुल्क नाव	सेवेचे नाव	येथे शुल्क लागू	परवाना प्रकार	परवाना उप प्रकार	परवाना वर्ग	परवाना उप श्रेणी 1	परवाना उप श्रेणी 2	स्थिती	दर तपशील	कृती
Dishonor Penalty Charge	Renewal of License	Application level	MARKET	TRADE	HAWKERS	MOBILE	NA	<input checked="" type="checkbox"/>	Rate Details	

एकूण 1 ते 1 नोंदीपैकी 1 नोंद दर्शवित आहे

मागे पुढे

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Note: Charge rates can only be updated if they are not yet used in transactions

User can edit the rate details by clicking “rate details” option

➤ below screen appears when clicked on **rate details** option

सेवा शुल्क रेट

शुल्क नाव:	Dishonor Penalty Charge	सेवेचे नाव:	Renewal of License
येथे शुल्क लागू:	Application level		
परवाना प्रकार:	MARKET	परवाना उप प्रकार:	TRADE
परवाना वर्ग:	HAWKERS	परवाना उप श्रेणी 1:	MOBILE
परवाना उप श्रेणी 2:	NA		
यापासुन वैध:		वैध ते:	
ठोक / स्लॅब:	Please select	स्लॅबवर आधारित:	Please select
स्लॅबवरून:		स्लॅबमध्ये:	
मूल्य प्रकार:	Please select	परिमाणाचा वर्ग:	Please select
परिमाण:	Please select	मूल्य:	

पुनर्स्थापित करा बदल करा

एकूण 10 नोंद दर्शवित आहे शोध:

यापासुन वैध	वैध ते	ठोक / स्लॅब	स्लॅबवर आधारित	स्लॅबवरून	स्लॅबमध्ये	मूल्य प्रकार	परिमाणाचा वर्ग	परिमाण
26/05/2018		Flat				Percentage	Area	Square Meter

Below is the description given for all the fields present on form

Note: Greyed out fields cannot be edited



Sr. No	Field Name	Description
1.	शल्ु क ना ि	Select charge name from the dropdown (NOC Fee/ Market late fee/ Penalty/ Change in Business Fee/ Market License Fee etc.)
2.	सडिइचइ ना ि	Select service name from the dropdown (Duplicate License/ Cancellation of License/ Change in Business/ Issuance of License etc.)
3.	द्वारइ शल्ु क ल ाग ू	Select the charge applicable at from the dropdown (Application Level/ Scrutiny Level)
4.	पर िाना प्रकार	Select license type from the dropdown (Trade/Market)
5.	पर िाना उप प्रकार	Select license sub type from the dropdown. The license subtype is interdependent on license type. If user selects "trade" as license type then trade related subtypes such as (Hotel/Hardware/Warehouse/Fruit Seller etc.) will be listed in license subtype dropdown
6.	पर िाना िग ग	Dropdown not working
7.	पर िाना उप श्रणइ िी 1	Dropdown not working
8.	पर िाना उप श्रणइ िी 2	Dropdown not working
9.	याप ासू न िैध	Select valid from date from date picker or enter the date manually



10.	िध त इ	Select valid to from date picker or enter the date manually
11.	मोक /थल बँ	Select flat/slab from the dropdown
12.	थल बिरँ आ धा रर त	<p>If slab is selected then only user need to slab based on value from the dropdown (Renewal date/ Renewal Fee/ License Fee/ NOC Fee)</p> <p>Charging the service on basis of different layers is called as "slab" For example:</p> <p>Consider below units</p> <p>1-15, 15-30 etc. For 1-15 unit the charge defined could be Rs. 60 for next slab i.e. 15-30 the charge defined could be Rs 120.</p>
13.	थल बिरूँ न	If tax type is selected as slab then only user need to enter the from slab and to slab
14.	थल बमँ ग्रय इ	If tax type is selected as slab then only user need to enter the from slab and to slab
15.	मल्ू य प्रकार	Select value type from the dropdown (Amount/Percentage/Multiply)
16.	परर माण ा चा िंग ग	Select UOM category from the dropdown (Weight/Area/Volume/Gross/Rate etc.)
17.	परर माण	<p>Select UOM from the dropdown. The UOM value is interdependent on UOM Category.</p> <p>If user selects "Area" as UOM Category then area related UOM such as (square meter etc.) will be listed in UOM Dropdown</p>



18.	मलू य	Enter Value
-----	-------	-------------

User can save the edited record by clicking the **“save”** (सइव्ह कर ा) button as shown with red arrow in above screen, if no duplication of data is found and all the validations are fulfilled then a message will be displayed by the system saying **“Successfully Updated”**

“Close” (बंद कर ा) option is used to close the current form

5.3.2 ADD

User will have to click on **“Add”** (नव िन) option to add service charge rate in the system, refer below screen.



Following screen is displayed when clicked on **Add** (नविन) Button (Highlighted with red arrow in above screen)



महाराष्ट्र शासन अ- अ अ+ भाषा निवडा Search

इचलकरंजी नगरपरिषद Priyanka Mankare

सेवा शुल्क मॅपिंग

शुल्क नाव*: Please select सेवेचे नाव*: Please select

येथे शुल्क लागू*: Please select

परवाना प्रकार*: Please select परवाना उप प्रकार*: Please select

परवाना वर्ग: Please select परवाना उप श्रेणी 1: Please select

परवाना उप श्रेणी 2: Please select सक्रिय

पुनर्स्थापित करा सेव्ह करा बंद करा

सेवा शुल्क रेट मॅपिंग सूची

एकूण 10 नोंद दर्शवित आहे शोध:

शुल्क नाव	सेवेचे नाव	येथे शुल्क लागू	परवाना प्रकार	परवाना उप प्रकार	परवाना वर्ग	परवाना उप श्रेणी 1	परवाना उप श्रेणी 2	स्थिती	दर तपशील	कृती
undefined	undefined	Scrutiny level	undefined	undefined				<input type="checkbox"/>	Rate Details	

एकूण 1 ते 1 नोंदीपैकी 1 नोंद दर्शवित आहे मागे पुढे

Best Viewed on Internet explorer 9+, firefox, Chrome कॉपीराइट © हे महाराष्ट्र शासनाने अधिकृत संकेतस्थळ आहे. सर्व हक्क सुरक्षित.

[Click here to view the Description of all the fields present on form](#)

User can save the mapped record by clicking the **“Save”** (सडव्ह कर ा) button (Highlighted with red arrow in above screen); if no duplication of data is found and all the validations are fulfilled then a message will be displayed by the system saying **“Successfully Added”**



“Close” (बंद कर ा) option is used to close the current form

“Reset” (पुन र्स् थ थ त कर ा) option is used to clear the entered data on form

On click of save button, the mapped charge name-service name gets reflected in “service charge rate mapping” list section.

User can add the rate details to the mapped record by clicking the “rate detail” option as shown with red arrow in above screen

Below screen appears when clicked on “rate details” option



सेवा शुल्क रेट

शुल्क नाव:	Market License Fee	सेवेचे नाव:	Change in Business
येथे शुल्क लागू:	Application level		
परवाना प्रकार:	MARKET	परवाना उप प्रकार:	TRADE
परवाना वर्ग:	HAWKERS	परवाना उप श्रेणी 1:	MOBILE
परवाना उप श्रेणी 2:	NA		
यापासून वैध:	04/05/2018	वैध ते:	
ठोक / स्लॅब:	Flat	स्लॅबवर आधारित:	Please select
स्लॅबवरून:		स्लॅबमध्ये:	
मूल्य प्रकार:	Amount	परिमाणाचा वर्ग:	Area
परिमाण:	Square Meter	मूल्य:	4000

कृण 10 नोंद दर्शवित आहे शोधा:

श्रेणी	ठोक / स्लॅब	स्लॅबवर आधारित	स्लॅबवरून	स्लॅबमध्ये	मूल्य प्रकार	परिमाणाचा वर्ग	परिमाण	मूल्य	कृती
	Flat				Amount	Area	Square Meter	4000	<input type="button" value="✖"/>

कृण 1 ते 1 नोंदीपैकी 1 नोंद दर्शवित आहे

[Click here to view the description of all the fields present on form](#)

6 Transaction

Note: Question mark (?) icon beside any field is used for searching the details such as license number etc.



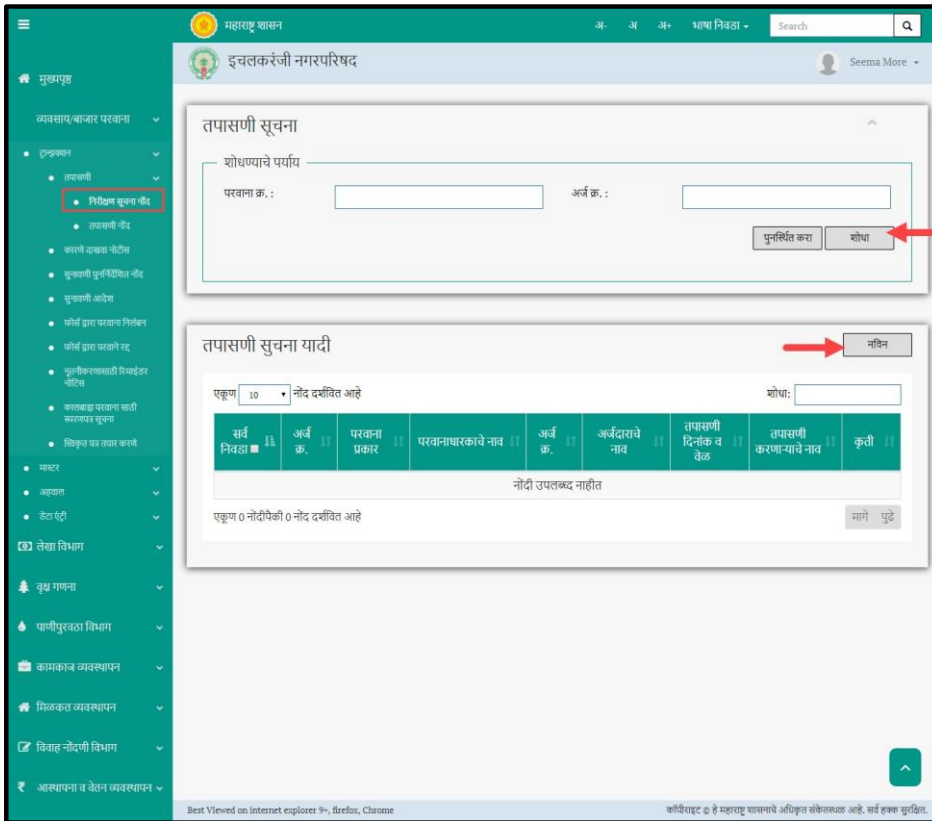
6.1 Inspection

There are two sections under inspection namely: Inspection Intimation Entry and Intimation Entry. Below is the description given for both the options in brief?

Follow the path: Department login → Trade License → Transaction → Inspection

6.1.1 Inspection Intimation Entry

System provides facility for License Inspector to intimate license holder/ applicant about inspection of license/application in-advance. Intimation details such as inspection date, time and inspector names are captured. Unique inspection intimation No. gets generated. Inspection intimation letter is sent to license holder/ applicant. After printing it cannot be edited. During edit mode, inspection intimation details can be changed.



User can Search for any inspection intimation through "Search" (शोधा) Option Below screen is displayed when clicked on "Inspection Intimation Entry" based on license number or Application number as well as add new inspection entry in the system using "add" (नव नविन) option

"Reset" (पुनर्स्थित करणे) option is used to clear the entered data on form



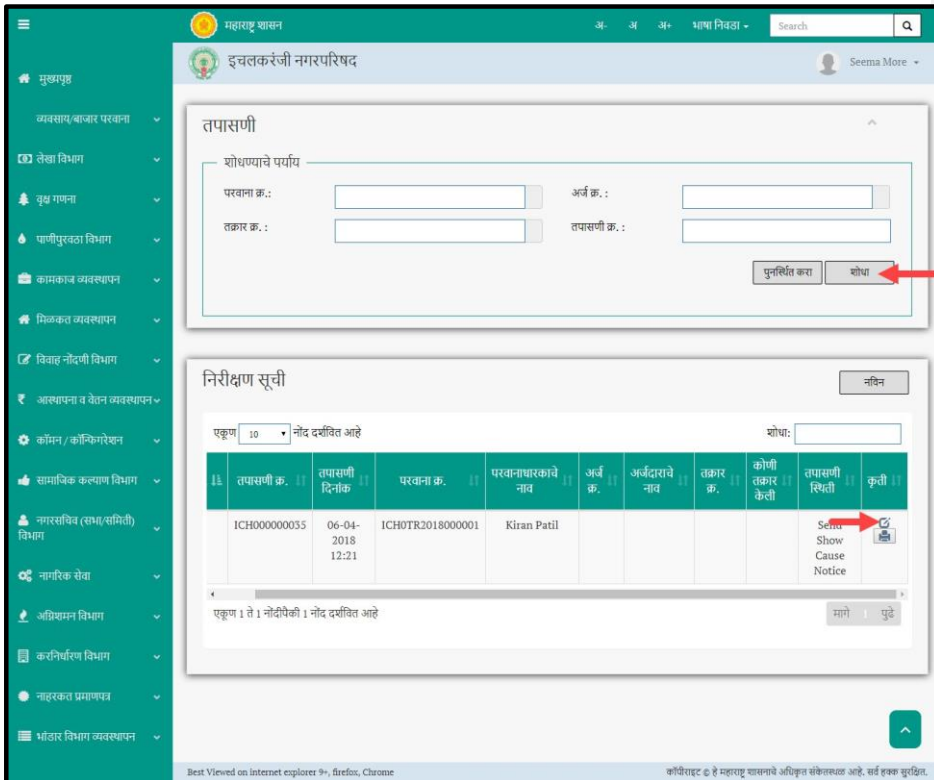
6.1.1.1 Search



Select/enter required parameter as per the preference and Click on **“search”** (शोध ा) option (highlighted with red arrow in below screen).

Below screen will be displayed when clicked on **search** (शोध ा) option.

Sr. No	Field Name	Description
1.	पर िना ि.	Enter License Number
2.	अज ग ि.	Enter Application Number

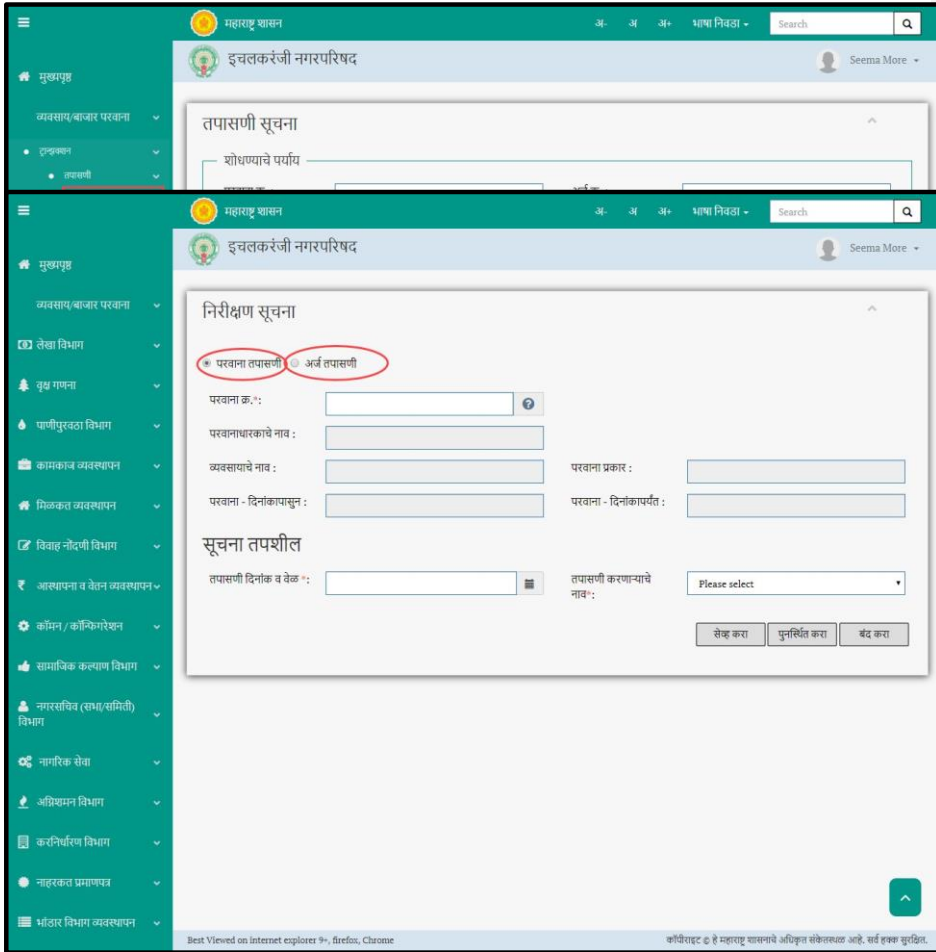


Below is the description of all the fields present on form
The data present in the system as per the entered parameter will be displayed in Inspection Intimation List section; User need to click on “**edit**” option as shown with red arrow in above screen to edit the charge details

Currently edit option not given, it is blank

6.1.1.2 Add

User will have to click on “**Add**” (नव िन) option to add inspection intimation details in the system, refer below screen.



First let us go through **License inspection** As highlighted with red circle in below With red arrow in above screen)

Inspection intimation can either be of application or license as shown with red circle in below screen
Screen



Below is the description of all the fields present on form

Sr. No	Field Name	Description
--------	------------	-------------



1.	परिचय लि.	लिना	Enter License Number
2.	परिचय कार काचइ ना लि	लिना ध	Auto displayed by the system on basis of license number
3.	व्यसायचइ लि	ना	Auto displayed by the system on basis of license number
4.	परिचय प्रकार	लिना	Auto displayed by the system on basis of license number
5.	परिचय लिना	- ददन कापं ासुन	Auto displayed by the system on basis of license number
6.	परिचय ददन ा यतं	लिना कापं -	Auto displayed by the system on basis of license number
Intimation Details (सचूना तप श ि ल)			
7.	तप ा सण ी ददन ा क ि इळ		Select date from date picker or enter the date manually, also enter the inspection time
8.	तप ा सण ी कर णा र य ् ाचइ ना लि		Select, Inspector name from the dropdown



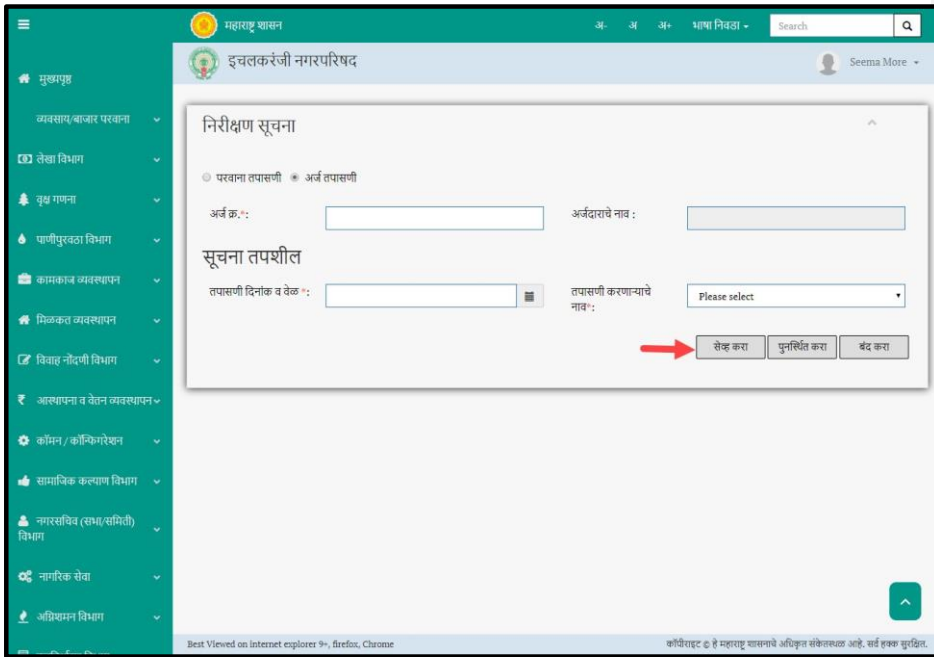
User can save the added license inspection intimation detail by clicking the **"Save"** (सङ्ग्रह कर ा) button (Highlighted with red arrow in above screen); if no duplication of data is found and all the validations are fulfilled then a message will be displayed by the system saying **"Successfully Added"**

"Close" (बंद कर ा) option is used to close the current form

"Reset" (पुन र्थ यत कर ा) option is used to clear the entered data on form

Let us go through **application inspection** as highlighted with red circle in below screen

Sr. No	Field Name	Description
1.	अज ग ि.	Enter Application Number
2.	अज दग ार ाचङ ना ि	Auto displayed by the system on basis of Application number
Intimation Details (सचूना तप श ि ल)		
3.	तप ा सण ि ददन ा क ि िङ्क	Select date from date picker or enter the date manually, also enter the inspection time
4.	तप ा सण ी कर णा र य ि ाचङ ना ि	Select, Inspector name from the dropdown



Below is the description of all the fields present on form
User can save the added application inspection intimation detail by clicking the "Save" (संजव्ह कर ा) button (Highlighted with red arrow in above screen); if no duplication of data is found and all the validations are fulfilled then a message will be displayed by the system saying "Successfully Added"
"Close" (बंद कर ा) option is used to close the current form

"Reset" (पुन र्स् थ थत कर ा) option is used to clear the entered data on form

6.1.2 Inspection Entry

System provides facility for License Inspector to enter inspection details which are captured during random inspection of license or during scrutiny of

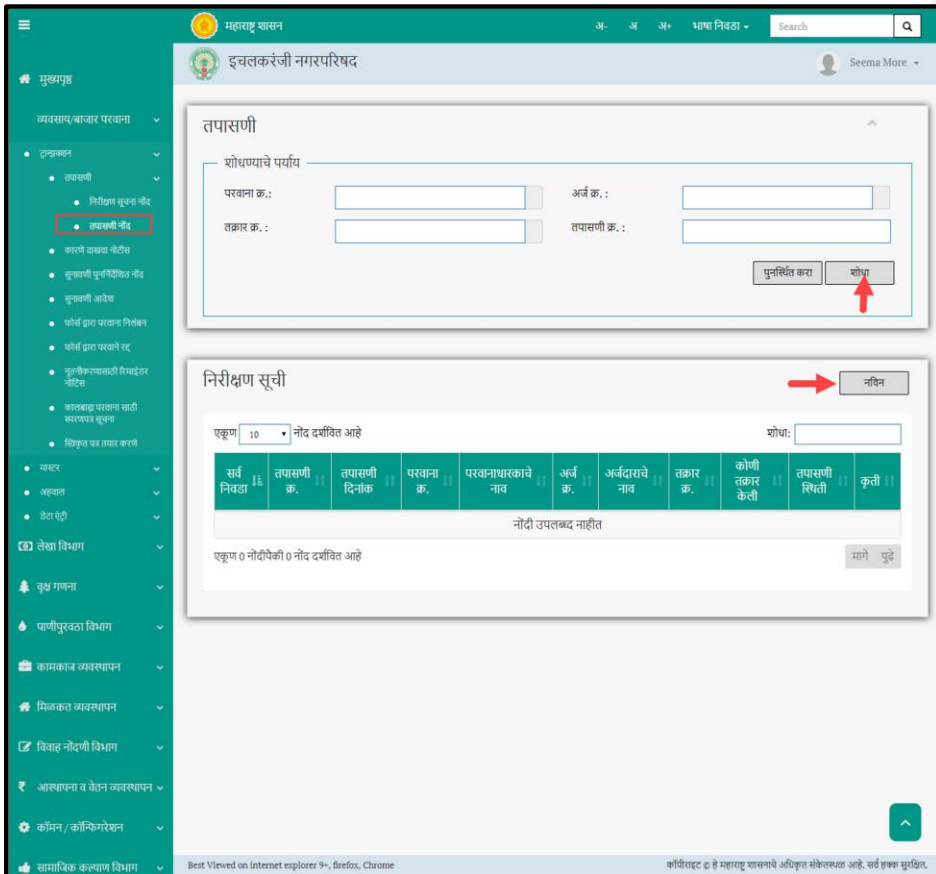


application Or against Complaint Number. After saving, unique inspection Number gets generated (for example: ICH000000035). During edit mode, inspection details can be edited. Inspection is forwarded to CO who approves or rejects the Inspection details with remarks. Once inspection is approved, it cannot be edited.

Print button will generate Inspection Report which will sent report to license holder via sms/email/mobile app. If status of one of the inspection detail point is "not ok" then Inspection status becomes "Failed". If status of all point is "ok" then Inspection status becomes "Success". Inspection having status as "Failed" will be processed further in show cause notice.

If user is not active on SMS/email/mobile app then in that case, inspection report will be sent by ULB via post.

Below screen is displayed when clicked on "**Inspection Entry**"



User can search for any inspection Entry Through "Search" (शो) Option As well As add new inspection entry in the system using "add" (नव िन) option

"Reset" (पुन र्स् थ थत कर ा) option is used to clear the entered data on form



6.1.2.1 Search

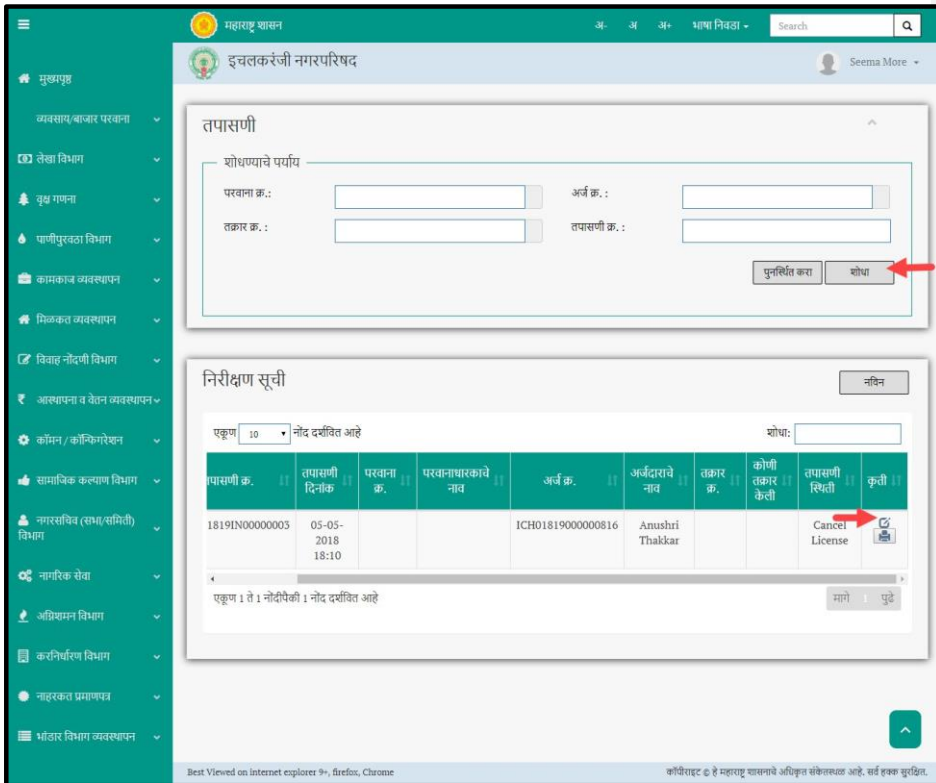


Select/enter required parameter as per the preference and Click on **“search”** (शोध ा) option (highlighted with red arrow in below screen).

Below screen will be displayed when clicked on **search** (शोध ा) option.

Sr. No	Field Name	Description
1.	पर िना ि.	Enter License Number
2.	अज ग ि.	Enter Application Number
3.	ति ार ि.	Enter Complaint Number
4.	तप ा सण ि.	Enter Inspection Number

The data present in the system as per the entered parameter will be displayed in Inspection List section; User need to first select the record by clicking the check box, post that click on **“edit”** option as shown with red arrow in above screen to



Below is the description of all the fields present on form edit the inspection details. User can click on "print" option to print the inspection entry form



➤ below screen appears when clicked on **edit** option

तपासणी तपशील	तपासणी श्रेणी	स्थिती
Testing	OK	OK

Below is the description given for all the fields present on form

Note: Greyed out fields cannot be edited



Sr. No	Field Name	Description
1.	च्य ा विरुद्ध तप ा सण ि	Auto displayed by the system on basis of record selected for edition
2.	पर िना ि.	Auto displayed by the system on basis of record selected for edition
3.	पर िना ध ार काचड़ ना ि	Auto displayed by the system on basis of record selected for edition
4.	व्यिसायाचड़ ना ि	Auto displayed by the system on basis of record selected for edition
5.	पर िना प्रकार	Auto displayed by the system on basis of record selected for edition
6.	परवाना - दिनांकापासुन	Auto displayed by the system on basis of record selected for editing the inspection entry
7.	परवाना - दिनांकापर्यंत	Auto displayed by the system on basis of record selected for editing the inspection entry
8.	तप ा सण ि ददन ा कं ि िळ	Select date from date picker or enter the date manually, also enter the inspection time
9.	कोणा द्व ारड़ तप ा सण ि कइल ि	Auto displayed by the system. The one who has logged in the application, that name will be displayed here
10.	न १ साक्षीद ार प ा.न .म / .प .	Select ULB Witness 1 from the dropdown



11.	न २ साक्षीद ार प ा.न .म / .प .	Select ULB Witness 2 from the dropdown
12.	पर िाना ध ार क साक्षीद ा र 1	Enter License Holder Witness 1
13.	पर िाना ध ार क साक्षीद ार 2	Enter License Holder Witness 2
14.	तप ा सण ि बाबत एकू ण अव भप्र ाय	Enter Overall inspection remarks
15.	तप ा सण ि वथथ ती	Select Inspection status from the dropdown (Success/Cancel License/ Suspend License/ Send Show Cause
		Notice)
Inspection Details (वनर ीक्षण तप श ि ल)		
16.	तप ा सण ि तप श ि ल	Enter Inspection Details
17.	तप ा सण ि शरड ा	Enter Inspection Remarks
18.	वथथ ती	Select Inspection Status from the dropdown (Not ok, Ok)

Note: User needs to click “+” icon to add more inspection details in the grid.

User can save the edited record by clicking the “**update**” (बदल कर ा) button as shown with red arrow in above screen, if no duplication of data is found and all the



validations are fulfilled then a message will be displayed by the system saying
"Successfully Updated"

"Close" (बंद कर ा) option is used to close the current form

➤ below screen appears when clicked on **print** option

User need to first select the record by clicking the check box, post that click on print option as shown with red arrow in below screen



Below form is been generated when clicked on "print" icon



The screenshot shows the Innowave web application interface. The top navigation bar includes the Innowave logo, the text 'महाराष्ट्र शासन' (Government of Maharashtra), and 'इंचलकरंजी नगरपरिषद' (Inchalkarangi Municipal Corporation). The left sidebar contains a menu with various options, including 'तपासणी' (Search) which is highlighted with a red box. The main content area is divided into two sections: 'तपासणी' (Search) and 'निरीक्षण सूची' (Inspection List). The 'तपासणी' section has input fields for 'परवाना क्र.' (License No.), 'अर्ज क्र.' (Application No.), 'तक्रार क्र.' (Complaint No.), and 'तपासणी क्र.' (Search No.), along with 'पुनर्स्थित करा' (Reset) and 'शोधा' (Search) buttons. The 'निरीक्षण सूची' section has a dropdown for 'एकूण' (Total) set to 10, a search box, and a table with columns: 'सर्व निवडा' (Select All), 'तपासणी क्र.' (Search No.), 'तपासणी दिनांक' (Search Date), 'परवाना क्र.' (License No.), 'परवानाधारकाचे नाव' (Licensee Name), 'अर्ज क्र.' (Application No.), 'अर्जदाराचे नाव' (Applicant Name), 'तक्रार क्र.' (Complaint No.), 'कोणी तक्रार केली' (Complaint Filed), 'तपासणी स्थिती' (Search Status), and 'कृती' (Action). A red arrow points to the 'नविन' (Add) button in the top right of the 'निरीक्षण सूची' section. Below the table, it says 'नोंदी उपलब्ध नाहीत' (No records found) and 'एकूण 0 नोंदीपैकी 0 नोंद दर्शवित आहे' (Showing 0 records out of 0 records). The footer of the application includes 'Best Viewed on Internet explorer 9+, firefox, Chrome' and 'कॉपीराइट © हे महाराष्ट्र शासनचे अधिकृत संकेतस्थळ आहे, सर्व हक्क सुरक्षित.' (Copyright © is the official website of the Government of Maharashtra, all rights reserved).

Following screen Is displayed When clicked on **Add (नविन)** Button (Highlighted the system, refer below screen. With red arrow in above screen)



तपासणी

व्यावसायिक तपासणी :- AdHoc

परवाना क्र. :- WICHP/00068

परवानाधारकाचे नाव :- MR Saurabh Keshav Patkar

परवाना प्रकार :- MARKET

परवाना - दिनांक/प्रारंभ :- 06/01/2017

तपासणी दिनांक व वेळ :- 05/05/2018 13:58

न.प. / म.न.पा साक्षीदार १ :- Vaibhav Lante

परवानाधारक साक्षीदार १ :-

तपासणीकाला एकूण अभिप्राय :-

व्यवसायाचे नाव :- Shri J Communications

परवाना - दिनांकपर्यंत :- 12/07/2019

योगाद्वारे तपासणी केलेली :- Seema More

न.प. / म.न.पा साक्षीदार २ :- Rohan Deshmukh

परवानाधारक साक्षीदार २ :-

तपासणी स्थिती :- Success

तपासणी तपशील

तपासणी तपशील	तपासणी खेरा	स्थिती
Testing	OK	Please select

सेव्ह करा पुनर्सिक्त करा बंद करा

Below is the description of all the fields present on form

Sr. No	Field Name	Description
--------	------------	-------------



1.	च्य ा विरुद्ध तप ा सण ि	Select Inspection Against from the dropdown (Application/Aadhar/Complaint)
2.	पर िना ि./ ति ार ि./ अज ग ि.	If application is selected from the dropdown, then user needs to enter application number.



		If complaint is selected from the dropdown, then user needs to enter complaint number. If adhoc is selected from the dropdown, then user needs to enter
3.	परवानाधारकाचे नाव	Auto displayed by the system on basis of record selected for edition
4.	व्यवसायाचे नाव	Auto displayed by the system on basis of record selected for edition
5.	परवाना प्रकार	Auto displayed by the system on basis of record selected for edition
6.	परवाना दिनांकापासून -	Auto displayed by the system on basis of record selected for edition
7.	परवाना दिनांकापर्यंत -	Auto displayed by the system on basis of record selected for edition
8.	तपासणी दिनांक व वेळ	Select date from date picker or enter the date manually, also enter the inspection time
9.	कोणाद्वारे तपासणी केली	Auto displayed by the system. The one who has logged in the application, that name will be displayed here
10.	न१ साक्षीदार पा.न.म / .प.	Select ULB Witness 1 from the dropdown
11.	न२ साक्षीदार पा.न.म / .प.	Select ULB Witness 2 from the dropdown
12.	परवानाधारक साक्षीदार 1:	Enter License Holder Witness 1
13.	परवानाधारक साक्षीदार 2:	Enter License Holder Witness 2
14.	तपासणीबाबत एकूण अभिप्राय	Enter Overall inspection remarks
15.	तपासणी स्थिती	Select Inspection status from the dropdown (Success/Cancel License/ Suspend License/ Send Show Cause Notice)

NOTE: The highlighted fields vary as per the application number/ complaint number/ license number



Inspection Details (वनर ीक्षण तप श ी ल)		
16.	तप ा सण ी तप श ी ल	Enter Inspection Details
17.	तप ा सण ी शरङ्ग ा	Enter Inspection Remarks
18.	वथथ ती	Select Inspection Status from the dropdown (Not ok, Ok)

User can save the added inspection entry details by clicking the **“Save”** (सङ्कलन कर ा) button (Highlighted with red arrow in above screen); if no duplication of data is found and all the validations are fulfilled then a message will be displayed by the system saying **“Successfully Added”**

“Close” (बंद कर ा) option is used to close the current form

“Reset” (पुनर्स्थापित कर ा) option is used to clear the entered data on form

6.2 Show Cause Notice

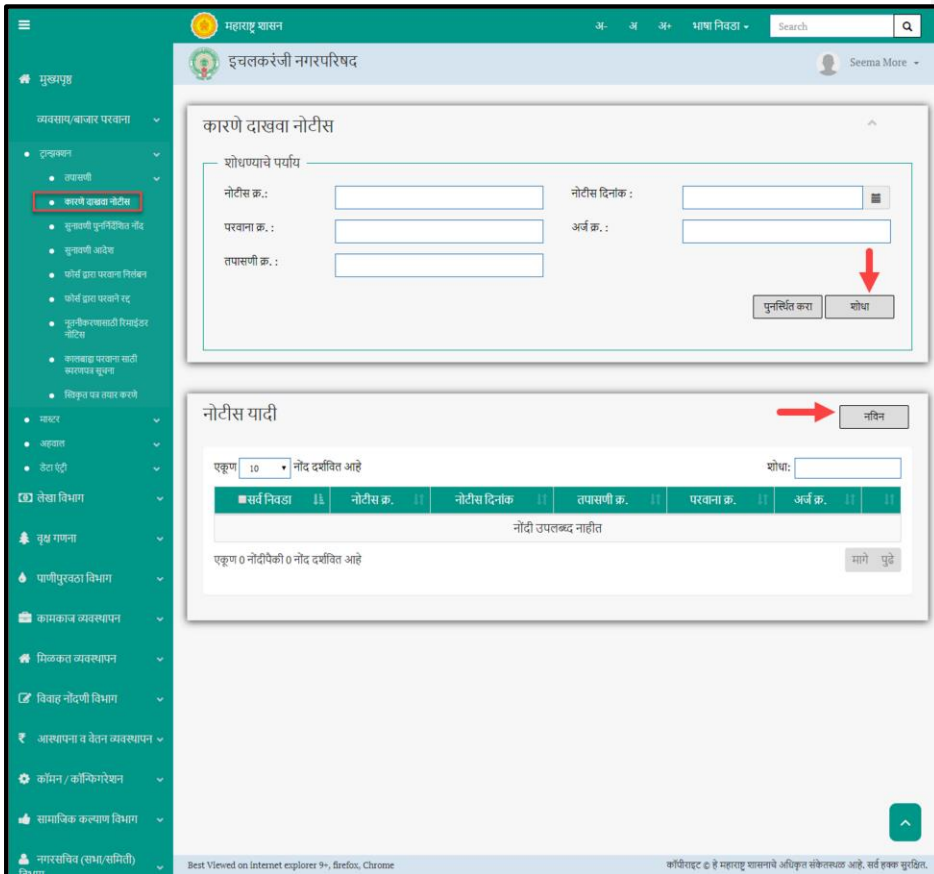
System provides facility for License Inspector to issue show cause notice to license holder if any discrepancies found during Inspection. Inspection having status as “Failed” is selected in this screen. Inspection overall remarks and inspection points having status as “Not ok” are shown. Notice reason is captured. After saving, unique show cause notice no. (For example: ICH01819SCN00000002) is generated. During edit mode, notice and hearing intimation details can be edited. After notice is approved by top higher authority like CO, DMC, Commissioner, it



cannot be edited. After approval, print can be taken. After print, notice and hearing intimation letter is sent to License holder via SMS/email/mobile app. If user is not active on SMS/email/mobile app then in that case, notice and hearing intimation letter is sent by ULB via post.

Follow the path: Department login → Trade License → Transaction → Show Cause Notice

Below mentioned screen appears when clicked on "**Show Cause Notice**"

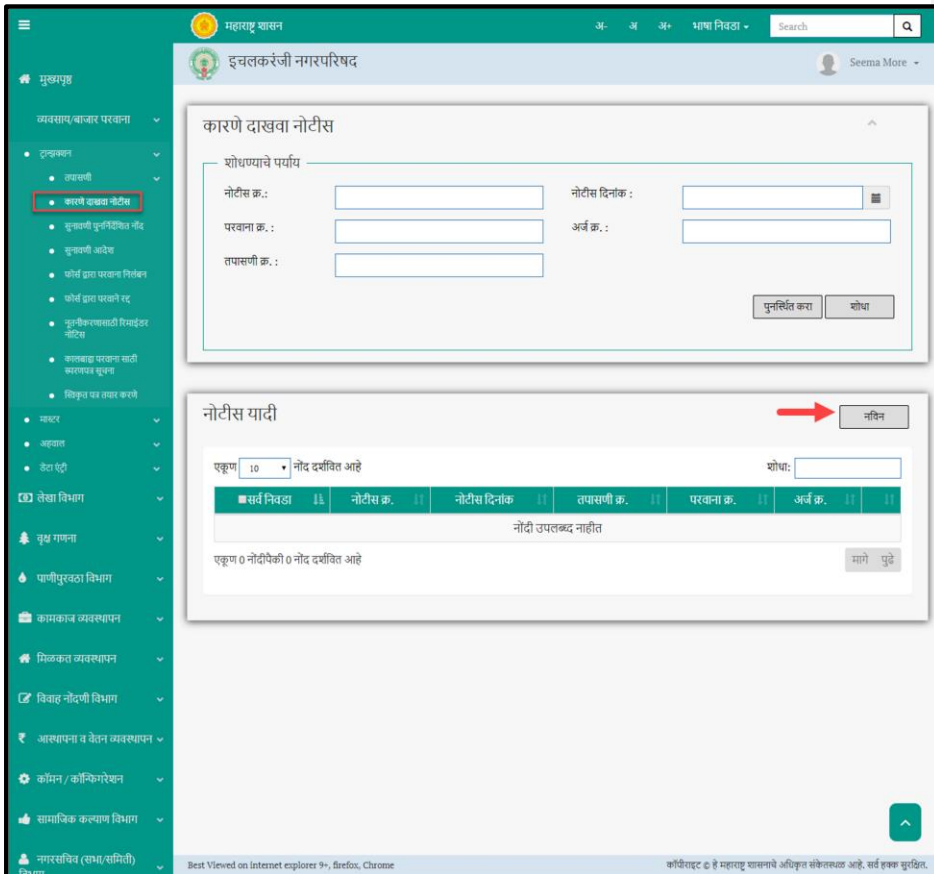


User can search for any Show cause notice Through “**Search**” (शो) Option as Well as add new show case notice in the system using “**add**” (नव िन) option

“**Reset**” (पुन र्स् थ थत कर ा) option is used to clear the entered data on form



6.2.1.1 Add



Following screen is displayed When clicked on **Add** (नविन) Button (Highlighted User will have to click on "Add" (नविन) option to add show case notice against the respective inspection number in the system, refer below screen. With red arrow in above screen)



कारणे दाखवा नोटीस

तपसणी क्र. : ICH01819EN00000002
 तपसणी दिनांक : 05/05/2018
 तपसणीचा प्रकार : ok
 परवाना क्र. : WICHP/00069
 परवानाधारकाचे नाव : Suhas Khare
 परवाना प्रकार : MARKET
 परवाना - दिनांकप्रारंभ : 2016-01-12
 परवाना - दिनांकसमाप्त : 2019-07-12
 अर्ज क्र. :
 अर्जदाराचे नाव :
 नोटीस तपशील
 नोटीस दिनांक व वेळ : 05/05/2018
 नोटीसीचे कारण : To check
 सुनावणी नोटीस तपशील
 सुनावणी दिनांक व वेळ : 06/05/2018
 प्राधिकृत अधिकार्याचे नाव : Admin
 सुनावणीचे ठिकाण : Ichalkaranji

सेव्ह करा पुनर्निर्देश करा रद्द करा

Below is the Description of all the fields present on form

Note: Greyed out fields cannot be edited

Sr. No	Field Name	Description
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1.	तप ा ी ि.	सण	Enter Inspection Number
2.	तप ी ा कं	सण ददन	Auto displayed by the system on basis of inspection number
3.	तप ी एकू ण शरइ ा	सण बाबत	Auto displayed by the system on basis of inspection number
4.	पर ि.	िाना	Auto displayed by the system on basis of inspection number
5.	पर ध कार काचइ ना ि	िाना	Auto displayed by the system on basis of inspection number
6.	पर प्रकार	िाना	Auto displayed by the system on basis of inspection number
7.	पर ददन ा ासुन -	िाना कापं	Auto displayed by the system on basis of inspection number
8.	पर ददन ा यतं -	िाना कापं	Auto displayed by the system on basis of inspection number
9.	अज ग ि		Auto displayed by the system on basis of inspection number



10.	अज दग ार ाचइ ना ि	Auto displayed by the system on basis of inspection number
Notice Details (नो रिस तप श ि ल)		
11.	नो िीस ददन ा कं ि िइळ	Select date from date picker or enter the date manually, also enter the notice time
12.	नो िीसीचइ कार ण	Enter reason for the notice
Hearing Intimation Details (स चन्ू ा सनुािण िी च इ तप श ि ल)		
13.	सुना िण िी ददन ा कं ि िइळ	Select hearing date from date picker or enter the date manually, also enter the hearing time
14.	प्रावध कृ त अव ध कार य ् ाचइ ना ि	Select authority name from the dropdown
15.	सुना िण िी चइ रमकाण	Enter Hearing place

User can save the added show cause notice by clicking the **"Save"** (सइव्ह करा) button (Highlighted with red arrow in above screen); if no duplication of data is found and all the validations are fulfilled then a message will be displayed by the system saying **"Successfully Added"**



“**Close**” (बंद कर ा) option is used to close the current form

“**Reset**” (पुन र्थ थत कर ा) option is used to clear the entered data on form

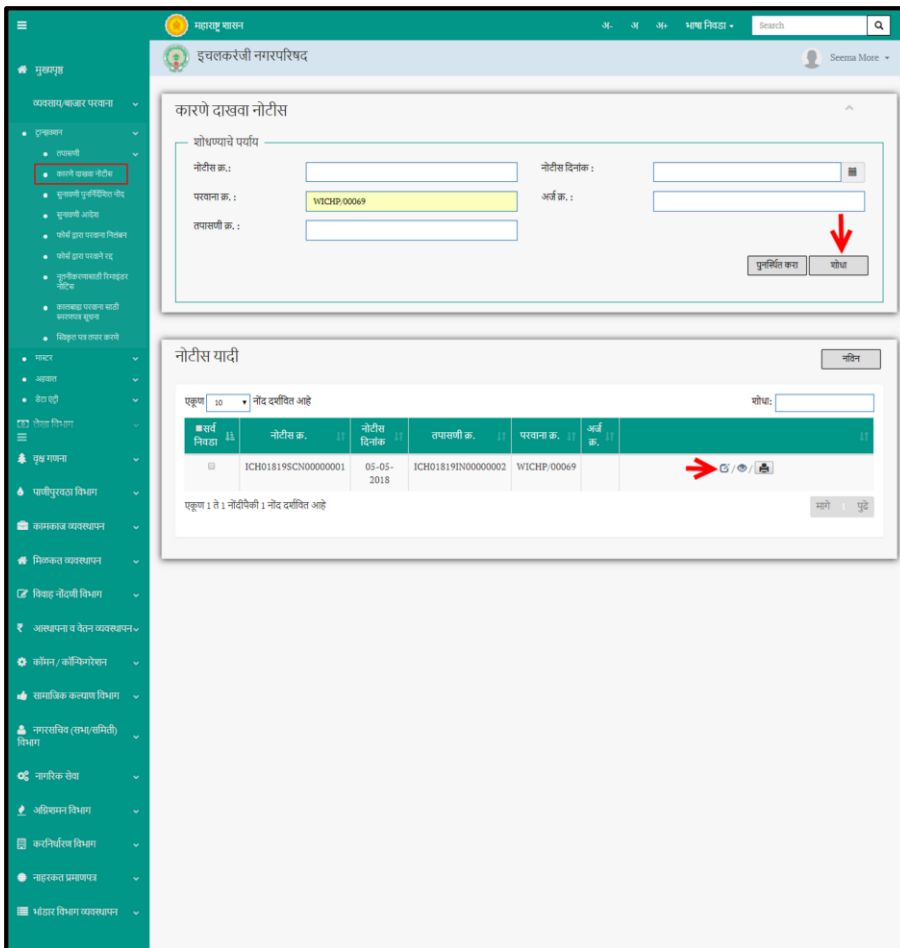


6.2.1.2 Search



Select/enter required parameter as per the preference and Click on **“search”** (शोध ा) option (highlighted with red arrow in below screen).

Below screen will be displayed when clicked on **search** (शोध ा) option.





The data present in the system as per the entered parameter will be displayed in Notice List section;

To perform further activity like **"edit"**, **"print"**, **"view"** user need to first select the record by clicking the check box. Post that click on preferable options.



➤ below screen appears when clicked on **edit** option

कारणे दाखवा नोटीस

संख्या क्र. :	ICH01819EN00000002	संख्या दिनांक:	05/05/2018
संख्या क्रमांक पत्राचा संख्या :	ok	परचना क्र. :	WICHP/00069
परचनाधारकाचे नाव :	Suhaas Khare	परचना प्रकार:	MARKET
परचना - दिनांक/समुप :	12-01-2016	परचना - दिनांक/पर्यंत :	12-07-2019
अर्ज क्र. :		अर्जदाराचे नाव :	
नोटीस तपशील		नोटीसीचे कारण :	To check
नोटीस दिनांक व वेळ :	05-05-2018		
सुनावणी नोटीस तपशील		प्राधिकृत अधिकार्याचे नाव :	Admin
सुनावणी दिनांक व वेळ :	06-05-2018		
सुनावणीचे ठिकाण :	Ichalkaranji		

बदल करा दुनईत करा बंद करा

[Click here to view the description of all the fields present on form](#)



User can save the edited record by clicking the **“update”** (बदल कर ा) button as shown with red arrow in above screen, if no duplication of data is found and all the validations are fulfilled then a message will be displayed by the system saying **“Successfully Updated”**

“Reset” (पुन र्स् थ थत कर ा) option is used to clear the entered data on form

“Close” (बंद कर ा) option is used to close the current form

➤ below screen appears when clicked on **print** option

“Something went wrong” message is displayed when clicked on print icon

➤ below screen appears when clicked on **view** option

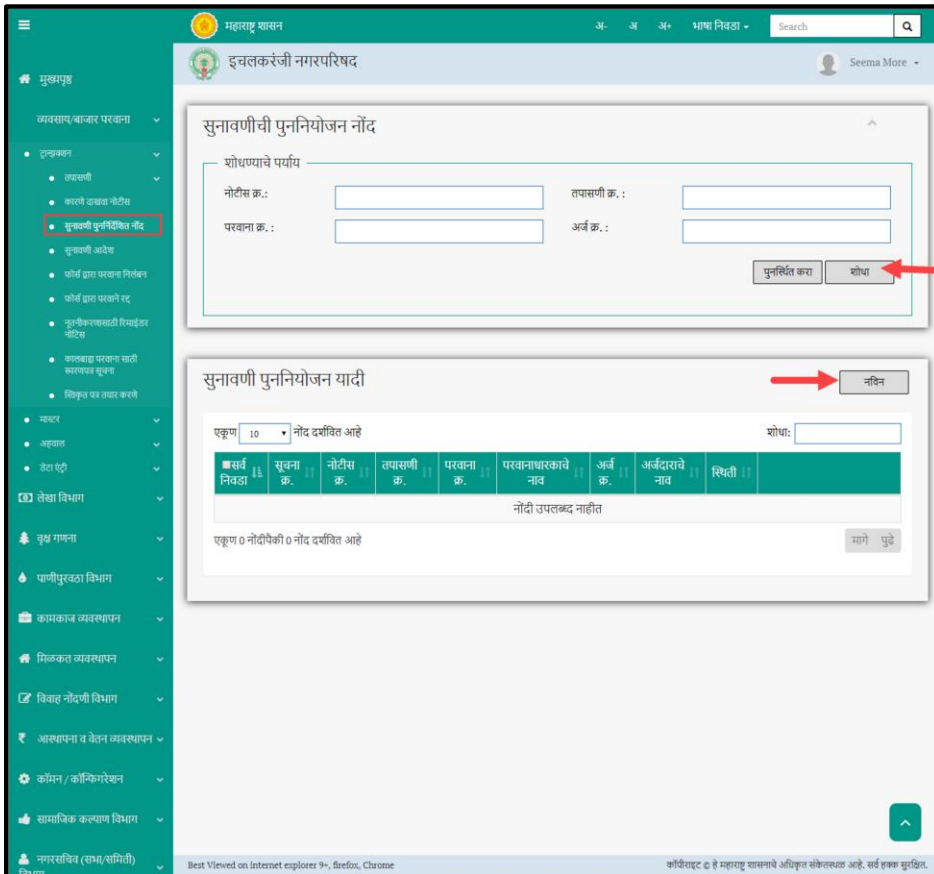
View icon not working

6.3 Hearing Rescheduling Entry

While generating show cause notice, there is provision of entering hearing intimation details such as hearing date and time, hearing venue and authority name. If by any reason user fails to attend hearing at the specified date then the hearing will be rescheduled through “hearing rescheduling entry” service.

User need to enter the show cause notice number first. On basis of show cause notice number, notice date and time will automatically fetched by the system. User need to enter the rescheduled date and time, hearing authority, hearing place and rescheduling remarks.

Follow the path: Department login→ Trade License→ Transaction → Hearing Rescheduling Entry



User can search for any record through "Search" (शो) option as well as add Below mentioned screen appears when clicked on "Hearing Rescheduling Entry"

Reschedule the hearing details in the system using "add" (नव िन) option

"Reset" (पुन र्स् थ थ त कर ा) option is used to clear the entered data on form



6.3.1.1 Search



Select/enter required parameter as per the preference and Click on "search" (शोध ा) option (highlighted with red arrow in below screen).

Below screen will be displayed when clicked on **search** (शोध ा) option.

वना क्र.	नोंदीस क्र.	तपसणी क्र.	परवाना क्र.	परवानाधारकाचे नाव	अर्ज क्र.	अर्जदाराचे नाव	स्थिती
819HH00000002	ICH018195CN00000002	ICH0000000035	ICH0TR2018000001	KiranPatil			Open

[Click here to view the description of all the fields present on form](#)

The data present in the system as per the entered parameter will be displayed in Hearing Rescheduling List section; User need to first select the record by clicking the check box, post click on "edit" option as shown with red arrow in above screen



to edit the record. User can click on “**print**” option to print the inspection entry form

➤ Below screen appears when clicked on **edit** option

Below is the description given for all the fields present on form

Note: Greyed out fields cannot be edited

Sr. No	Field Name	Description
1.	नो टीस क्र.	Auto displayed by the system on basis of search criteria. The record which is selected for edition, that records information gets displayed here
2.	नो टीस ददन ा कं ि िडळ	Auto displayed by the system on basis of notice number
3.	सुनावणी दिनांक व िडळ	Select date from date picker or enter the date manually, also enter the hearing time



4.	सुना िण िी करर ता प्रावधकृ त अव ध कार िी	Select hearing authority from the dropdown
5.	सुना िण िी चइ रमकाण	Enter Hearing Place
6.	पनु वन य ोजन शरइ ा	Enter Rescheduling Remarks

User can save the edited record by clicking the **“update”** (बदल कर ा) button as shown with red arrow in above screen, if no duplication of data is found and all the validations are fulfilled then a message will be displayed by the system saying **“Successfully Updated”**

“Close” (बंद कर ा) option is used to close the current form

Update option not working

➤ below screen appears when clicked on **print** option

User need to first select the record by clicking the check box, post that click on print option as shown with red arrow in below screen

Screen

Blank report getting generated



6.3.1.2 Add



Following screen is displayed When clicked on **Add** (नवे) Button (Highlighted User will have to click on **Add** (नवे) option to add hearing rescheduling details in the system, refer below screen.

With red arrow in above screen) Note: Greyed out fields cannot be edited

Sr. No	Field Name	Description
1.	नो टिस ि.	Enter Notice Number



2.	नो ीस ददन ा कं ि िइळ	Auto displayed by the system on basis of notice number
3.	सुनावणी दिनांक व िइळ	Select date from date picker or enter the date manually, also enter the hearing time
4.	सुना िण ी करर ता प्रावध कृ त अव ध कार ी	Select hearing authority from the dropdown
5.	सुना िण ी चइ रमकाण	Enter Hearing Place
6.	पनु वन य ोजन शरइ ा	Enter Rescheduling Remarks

User can save the added data by clicking the **"Save"** (सइव्ह कर ा) button (Highlighted with red arrow in above screen); if no duplication of data is found and all the validations are fulfilled then a message will be displayed by the system saying **"Successfully Added"**

"Close" (बंद कर ा) option is used to close the current form

"Reset" (पुन र्स् थ थ त कर ा) option is used to clear the entered data on form

6.4 Hearing Order

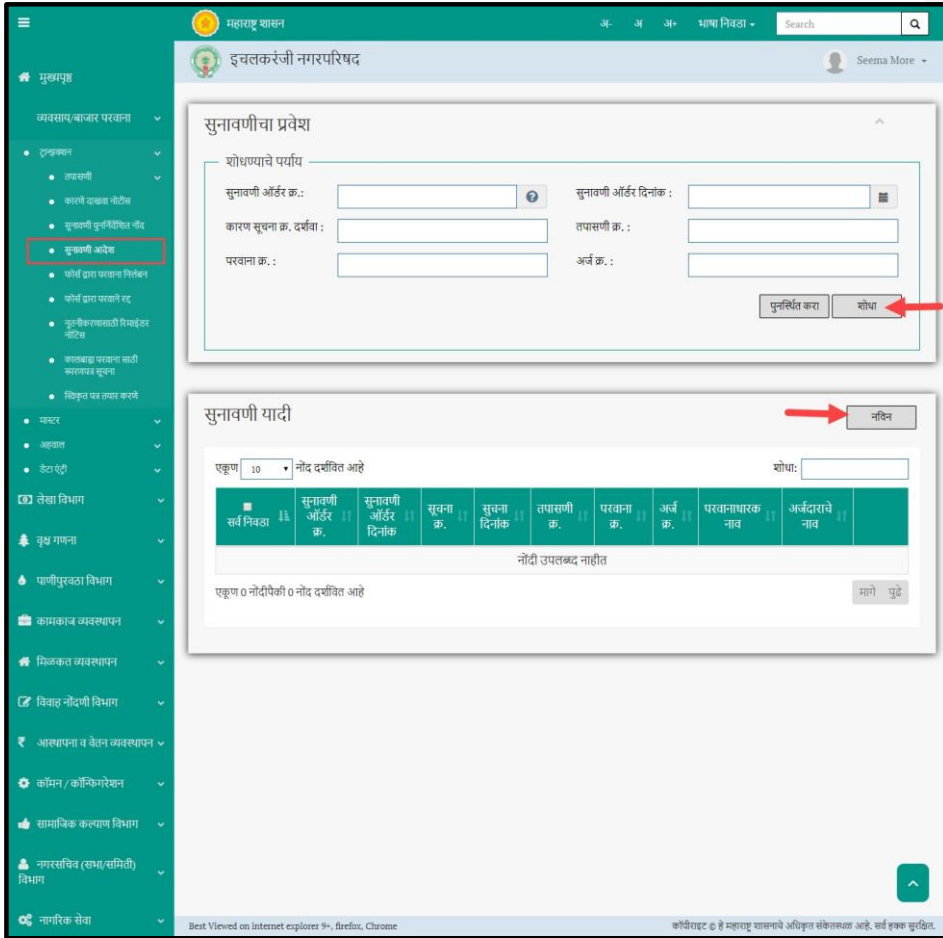
System provides facility for Authority officer to enter details of hearing against show cause notice of Inspection Type. For editing the show cause notice, user can search previously added show cause number on basis of show cause notice number/inspection number/application number and license number.



Details of Hearing attended by ULB employee and by persons known to License Holders are captured. Hearing status is marked as "ok" if negative point is resolved. If not resolved then it will be marked as "not ok". If one of the hearing status is "not ok" then hearing final decision can be selected either as "Penalty" or "Suspend License" or "Cancel License". These hearings are selected in appropriate form to take corresponding action. If all hearing status are "Ok" then final decision can be recorded only as "Success". After saving, unique hearing order no. gets generated. Letter received from License holder about reply to show cause notice can be uploaded. System will maintain history of such hearing decision to know how many times license got penalized, suspended. These details will be seen in License History Report. During edit mode, hearing details can be edited. Hearing order is sent to CO or higher authority for approval. CO or higher authority approves or rejects hearing order. Once approved, hearing order details cannot be edited. After approval, Hearing order can be printed. During print, hearing order is sent to License holder via sms/email/mobile app. If user is not active on SMS/email/mobile app then in that case, Hearing order will be send by ULB via post.

Follow the path: Department login → Trade License → Transaction → Hearing Order

Below mentioned screen appears when clicked on "**Hearing Order**"



User can search for any record through "Search" (शोध) Option as well as add reschedule the hearing details in the system using "add" (नविन) option

"Reset" (पुनर्सित करणे) option is used to clear the entered data on form



6.4.1.1 Search



Select/enter required parameter as per the preference and Click on **"search"** (शोध ा) option (highlighted with red arrow in below screen).

Below screen will be displayed when clicked on **search** (शोध ा) option.
Search screen

The data present in the system as per the entered parameter will be displayed in Hearing List section

Unable to search any record, hence couldn't edit as well

6.4.1.2 Add

User will have to click on **"Add"** (नव िन) option to add hearing order details for a particular show cause notice in the system, refer below screen.



Following screen is displayed when clicked on **add** (नविन) button (highlighted with red arrow in above screen)



महाराष्ट्र शासन
इंचलकरंजी नगरपरिषद

सुनावणीचा प्रवेश

करारण सुचना क्र. दर्शना: ICH018195CN00000001

तपासणी क्र.: ICH018195N00000002

परवाना क्र.: WCHP/00069

परवानाधारक नाव: SubasKShare

दिनांकापासून परवाना: 12-01-2016

अर्ज क्र.:

अर्जादाराचे नाव:

निरीक्षण दिनांक: 05-05-2018

परवाना दिनांक: 12-01-2016

व्यवसायाचे नाव: Manaar Exports P Limited

दिनांकपर्यंत परवाना: 12-07-2019

अर्जाची दिनांक:

सुनावणीचा तपशील

सुनावणी दिनांकवेळ:

सुनावणीचे स्थान: Ichalkaranji

द्वारे सुनावणी: 'Seema More'

युएलबी साक्षीदार तपशील

कर्मचाऱ्याचे नाव	हुदा
Mayur Kale	/

परवाना धारक साक्षीदार तपशील

साक्षीदाराचे नाव	धारकाची संबंध
Anmol Pawar	Relative

तपासणी तपशील	निरीक्षण अधिप्राप	सुनावणीचा तपशील	सुनावणीचे टिपणे	सुनावणी स्थिती
सुनावणी यशस्वी होतः success		सुनावणी अधिप्राप: Success/परवली		
दिनांकापासून निरोधन: 05/05/2018		दिनांकपर्यंत निरोधन: 07/05/2018		
दंड रक्कम (₹): 100				

बंद करा पुनरिरीक्षण करा शेक करा

Below is the description of all the fields present on form

Sr. No	Field Name	Description
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1.	कारण सूचना दिमांक दश दिग	Enter Show Cause Notice Number
2.	तपसा सण दी दिमांक	Auto displayed by the system on basis of show cause notice number
3.	वनर दीक्षण ददनांक	Auto displayed by the system on basis of show cause notice number
4.	पर दिना दिमांक	Auto displayed by the system on basis of show cause notice number
5.	पर दिना ददनांक	Auto displayed by the system on basis of show cause notice number
6.	पर दिना धाराक नादि	Auto displayed by the system on basis of show cause notice number
7.	व्यसायाचइ दिना	Auto displayed by the system on basis of show cause notice number
8.	ददनाकाप परासुन दिना	Auto displayed by the system on basis of show cause notice number
9.	ददनाकाप यतं	Auto displayed by the system on basis of show cause notice number



	पर िना	
10.	अज ग िमां क	Auto displayed by the system on basis of show cause notice number
11.	अज ाग ची ददन ा कं	Auto displayed by the system on basis of show cause notice number
12.	अज दग ार ाचइ ना ि	Auto displayed by the system on basis of show cause notice number
सनु श	िणी चा त प ी ल	
13.	सुना िण ि ददन ा कं िइळ	Auto displayed by the system on basis of show cause notice number
14.	द्वारइ सुना िण ी	Auto displayed by the system on basis of show cause notice number
15.	सुना िण ि चइ थथ ान	Enter Hearing place
यपुल ब दार तप श ल	ी स ाक्षी ी	
16.	कमचायग ागचइ ना ि	Select Employee name from the dropdown
17.	हुदद ा	Designation will be auto displayed by the system as per the selection of designation



पर	िांना धा र	
क	स ाक्षीद ार	
तप	श ि ल	
18.	साक्षीद ार ांचइ ना ि	Enter Witness Name
19.	धा र काश ी संबंध	Enter Relation with holder
20.	तप ा सण ी तप श ि ल	Auto displayed by the system
21.	वनर िक्षण अव भप्र ाय	Auto displayed by the system
22.	सुना िण ि चा तप श ि ल	Enter hearing details
23.	सुना िण ि चा रिप ण इ	Enter hearing Remarks
24.	सुना िण ि चा वथथ ती	Check/uncheck hearing status



25.	सुना िण ी एकू न	Enter overall hearing remarks
26.	सुना िण ी अवं तम वनण यग	Select hearing final decision from the dropdown (Penalize/Cancel License/ Suspend License/ Success)
27.	ददन ा कापं ासुन वनल बनं	Select suspension from date from date picker or enter the date manually
28.	ददन ा कापं यतं वनल बनं	Select suspension to date from date picker or enter the date manually
29.	दडं र ककम	Entry Penalty Amount

User can save the added data by clicking the **"Save"** (सडव्ह कर ा) button (Highlighted with red arrow in above screen); if no duplication of data is found and all the validations are fulfilled then a message will be displayed by the system saying **"Successfully Added"**

"Close" (बंद कर ा) option is used to close the current form

"Reset" (पुन र्स् थ थ त कर ा) option is used to clear the entered data on form

Unable to save as "hearing date & time" is mandatory.

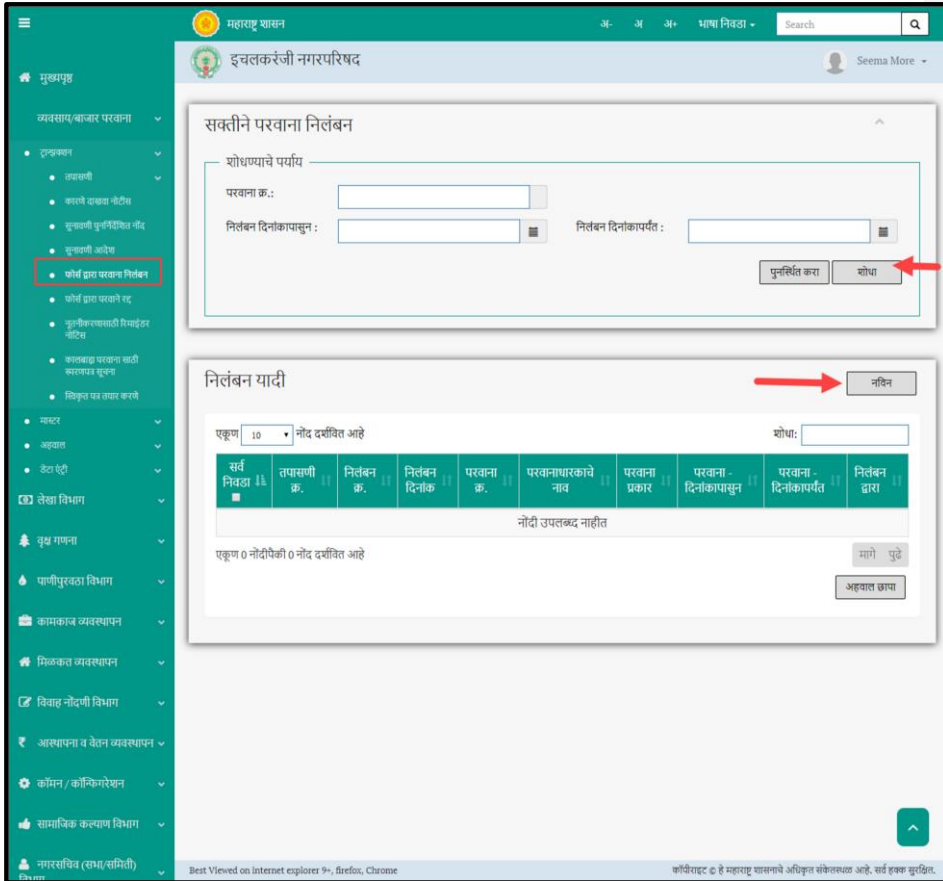


6.5 Suspension of License by Force

System provides facility for License Inspector to suspend the license by force against hearing having status as "Suspend License". Inspector enters the suspension details. After saving, unique suspension no. is generated. Before approval, data can be edited for all suspension details. It goes to **CO** or higher authority for approval. Higher authority approves or rejects with remarks. Once data gets approved / rejected, it cannot be changed. For disapproved suspension request, suspension does not happen. For approved suspension, Suspension letter can be printed and license gets suspended for specific period. During print, letter goes to license holder via SMS/email/mobile app and by post if in case email is not mentioned by citizen.

Follow the path: Department login→ Trade License→ Transaction → Suspension of license by force

Below mentioned screen appears when clicked on "**Suspension of license by force**"



User can search for any suspension record through “**search**” (शोः) option as well as add new suspension entry against the license number in the system using “**add**” (नव िन) option
“**Reset**” (पुन र्स् थ थत कर ा) option is used to clear the entered data on form



6.5.1.1 Search



Select/enter required parameter as per the preference and Click on **"search"** (शोध ा) option (highlighted with red arrow in below screen).

Below screen will be displayed when clicked on **search** (शोध ा) option.



सकतीने परवाना निलंबन

सोपण्याचे पर्याय

परवाना क्र. :

निलंबन दिनांकपासून : निलंबन दिनांकापर्यंत :

निलंबन यादी

एकूण 10 नोंद दर्शवित आहे

सर्व निरंता	तापसवी क्र.	निलंबन क्र.	निलंबन दिनांक	परवाना क्र.	परवाना प्रकार	परवाना दिनांकपासून	परवाना दिनांकापर्यंत	निलंबन द्वारा
निलंबन क्र.								
निलंबन क्र. नोंदी उपलब्ध नाहीत								
एकूण 0 नोंदीपैकी 0 नोंद दर्शवित आहे								

Below is the description of all the fields present on form

Sr. No	Field Name	Description
1.	नो िीस ि.	Enter Notice Number



2.	वनल ा ासुन	बनं ददन कापं	Select suspension from date from date picker or enter the date manually
3.	वनल ा यतं	बनं ददन कापं	Select suspension to date from date picker or enter the date manually

The data present in the system as per the entered parameter will be displayed in Suspension List section

No data getting fetched.

6.5.1.2 Add

User will have to click on “**Add**” (नव िन) option to add suspension details for a particular license number in the system, refer below screen.



The screenshot shows the Maharashtra Government portal interface. The top navigation bar includes the state logo, user name 'Seema More', and a search bar. The left sidebar contains various departmental links, with 'कोई द्वारा परवाना निलंबन' (Add License) highlighted in red. The main content area is titled 'सक्तीने परवाना निलंबन' and contains a form with fields for 'परवाना क्र.' (License No.), 'निलंबन दिनांकापासून' (From suspension date), and 'निलंबन दिनांकापर्यंत' (Until suspension date). Below the form is a table titled 'निलंबन यादी' (Suspension List) with columns for 'सर्व निवडा' (Select All), 'तपासणी क्र.' (Check No.), 'निलंबन क्र.' (Suspension No.), 'निलंबन दिनांक' (Suspension Date), 'परवाना क्र.' (License No.), 'परवानाधारकाचे नाव' (Licensee Name), 'परवाना प्रकार' (License Type), 'परवाना - दिनांकापासून' (License - From Date), 'परवाना - दिनांकापर्यंत' (License - Until Date), and 'निलंबन द्वारा' (Suspension By). A red arrow points to the 'add' button in the top right corner of the table area.

Following screen is displayed when clicked on **add** (नव्ि) button (highlighted with red arrow in above screen)



Below is the description of all the fields present on form

Sr. No	Field Name	Description
License D etails (परिान्याचा तप शील)		
1.	परवान्याचा क्रमांक	Enter License Number
2.	परवान्याचा क्रमांक	Auto displayed by the system on basis of license number
3.	परवान्याचा प्रकार	Auto displayed by the system on basis of license number
4.	परवान्याचा दिनांक	Auto displayed by the system on basis of license number
5.	परवान्याचा दिनांक	Auto displayed by the system on basis of license number



6.	पर - ददन ा कापं ासुन	Auto displayed by the system on basis of license number
7.	पर - ददन ा कापं यतं	Auto displayed by the system on basis of license number
Suspension Details (वनलबन तप शील)		
8.	तप ा सण ी ि.	Enter Inspection Number
9.	वनल कार ण बनं	Enter Suspension Reason
10.	ता र ख पड़ ासून वनल बनं	Current date will be displayed by the system
11.	वनल र ख बनं ता ी	Select suspension to date from the date picker or enter the date manually

User can save the added data by clicking the **"Save"** (सड़व्ह कर ा) button (Highlighted with red arrow in above screen); if no duplication of data is found and all the validations are fulfilled then a message will be displayed by the system saying **"Successfully Added"**



“Close” (बंद कर ा) option is used to close the current form

“Reset” (पुन र्थ थ त कर ा) option is used to clear the entered data on form

Note: Inspection for which the inspection status is given “suspend”, only that inspection number shall be considered here in “inspection number” field.

6.6 Cancellation of License by Force

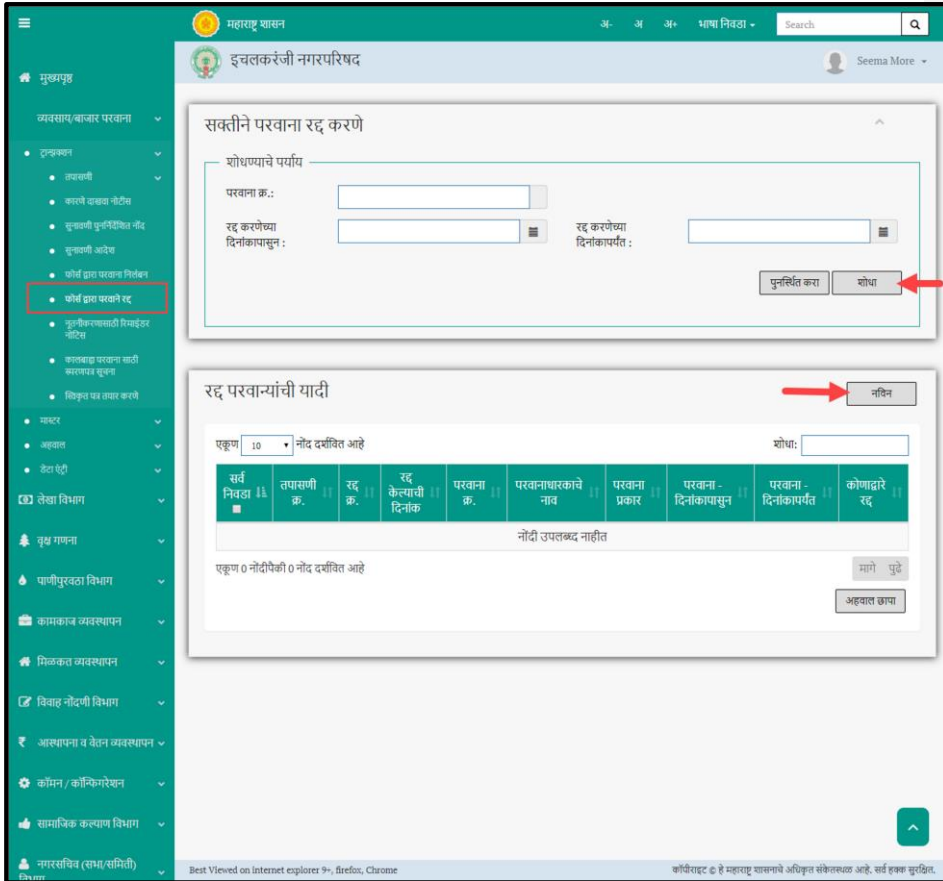
System provides facility for License Inspector to cancel the license by force against failed hearing having status as “Cancel License”. Inspector enters the cancellation details. After saving, unique cancellation no.(for example: ICH000000009) is generated. Before approval, data can be edited for all cancellation details. It goes to CO or higher authority for approval. Higher authority approves or rejects with remarks. Once data gets approved / rejected, it cannot be changed. For disapproved cancellation request, cancellation does not happen. For approved cancellation, cancellation letter can be printed and license gets permanently cancelled. During print, letter goes to license holder via SMS/email/mobile app. If user is not active on SMS/email/mobile app then in that case, letter will be send by ULB via post.

Note: Cancellation of license can be either done by force or by application. Currently in user manual we are providing information only for cancellation of license by force.

Follow the path: Department login→ Trade License→ Transaction →

Cancellation of license by force

Below mentioned screen appears when clicked on “**Cancellation of License by Force**”



User can search for any cancellation record through "search" (शोधा) option as well as add new license cancellation entry against the license number in the system using "add" (नव िन) option

"Reset" (पुन र्स् थ थ त कर ा) option is used to clear the entered data on form



6.6.1.1 Search



Select/enter required parameter as per the preference and Click on **“search”** (शोध ा) option (highlighted with red arrow in below screen).

Below screen will be displayed when clicked on **search** (शोध ा) option.

सततीने परवाना रद्द करणे

शोधण्याचे पर्याय

परवाना क्र.:

रद्द करलेल्या दिनांकापासून:

रद्द करलेल्या दिनांकापर्यंत:

रद्द परवान्यांची यादी

एकूण 10 नोंदी दर्शवित आहे

सर्व निरदा क्र.	तपासणी क्र.	रद्द क्र.	रद्द केलेल्याची दिनांक	परवाना क्र.	परवानाधारकाचे नाव	परवाना प्रकार	परवाना - दिनांकापासून	परवाना - दिनांकापर्यंत	कोणाद्वारे रद्द
नोंदी उपलब्ध नाहीत									

एकूण 0 नोंदीपैकी 0 नोंदी दर्शवित आहे

Below is the description of all the fields' present on form



Sr. No	Field Name	Description
1.	नो ीस ि.	Enter Notice Number
2.	र द् करणचड् या ददन ा कापं ासुन	Select cancellation from date from date picker or enter the date manually
3.	र द् करणचड् या ददन ा कापं यतं	Select cancellation to date from date picker or enter the date manually

The data present in the system as per the entered parameter will be displayed in Suspension List section

No data getting fetched.



6.6.1.2 Add



User will have to click on "**Add**" (नव िन) option to add license cancellation details for a particular license number in the system, refer below screen.



The screenshot shows the Maharashtra Government portal interface. The main heading is 'सक्तीने परवाना रद्द करणे' (Cancel License). Below this, there are input fields for 'परवाना क्र.' (License No.), 'रद्द करणेच्या दिनांकापासून' (From the date of cancellation), and 'रद्द करणेच्या दिनांकापर्यंत' (Until the date of cancellation). There are buttons for 'पुनर्सिद्ध करा' (Resubmit) and 'शोधा' (Search).

Below the form, there is a section titled 'रद्द परवान्यांची यादी' (List of Cancelled Licenses). A red arrow points to the 'नविन' (Add) button. The table below shows columns for 'सर्व निवडा' (Select All), 'तपासणी क्र.' (Check No.), 'रद्द क्र.' (Cancel No.), 'रद्द केल्याची दिनांक' (Date of Cancellation), 'परवाना क्र.' (License No.), 'परवानाधारकाचे नाव' (Name of License Holder), 'परवाना प्रकार' (License Type), 'परवाना - दिनांकापासून' (License - From Date), 'परवाना - दिनांकापर्यंत' (License - Until Date), and 'कोणाद्वारे रद्द' (Cancelled by).

सर्व निवडा	तपासणी क्र.	रद्द क्र.	रद्द केल्याची दिनांक	परवाना क्र.	परवानाधारकाचे नाव	परवाना प्रकार	परवाना - दिनांकापासून	परवाना - दिनांकापर्यंत	कोणाद्वारे रद्द
नोंदी उपलब्ध नाहीत									

एकूण 0 नोंदीपैकी 0 नोंद दर्शवित आहे

मगगे पुढे

अद्ययावत ठाणा

Following screen is displayed when clicked on **add** (नविन) button (highlighted with red arrow in above screen)



Below is The description of all the fields present on form

Sr. No	Field Name	Description
License D etails (परिनिच्याचा तप शील)		



1.	पर क िना	Enter License number
2.	पर ददन कं िना	Auto displayed by the system on basis of license number
3.	पर ध ना िना	Auto displayed by the system on basis of license number
4.	व्यिसायाचइ िना	Auto displayed by the system on basis of license number
5.	पर प्रकार िना	Auto displayed by the system on basis of license number
6.	पर - ददन कापं ासुन िना	Auto displayed by the system on basis of license number
7.	पर - ददन कापं यतं िना	Auto displayed by the system on basis of license number
Cancellati on Details (रदद करण्य ाबाबत तपशील)		
8.	तप ी ा सण ि	Enter Inspection Number



9.	रद्द करण याचइ कार ण	Enter Cancellation Reason
----	---------------------------	---------------------------

User can save the added data by clicking the **"Save"** (सइव्ह कर ा) button (Highlighted with red arrow in above screen); if no duplication of data is found and all the validations are fulfilled then a message will be displayed by the system saying **"Successfully Added"**

"Close" (बंद कर ा) option is used to close the current form

"Reset" (पुन र्स् थ थत कर ा) option is used to clear the entered data on form

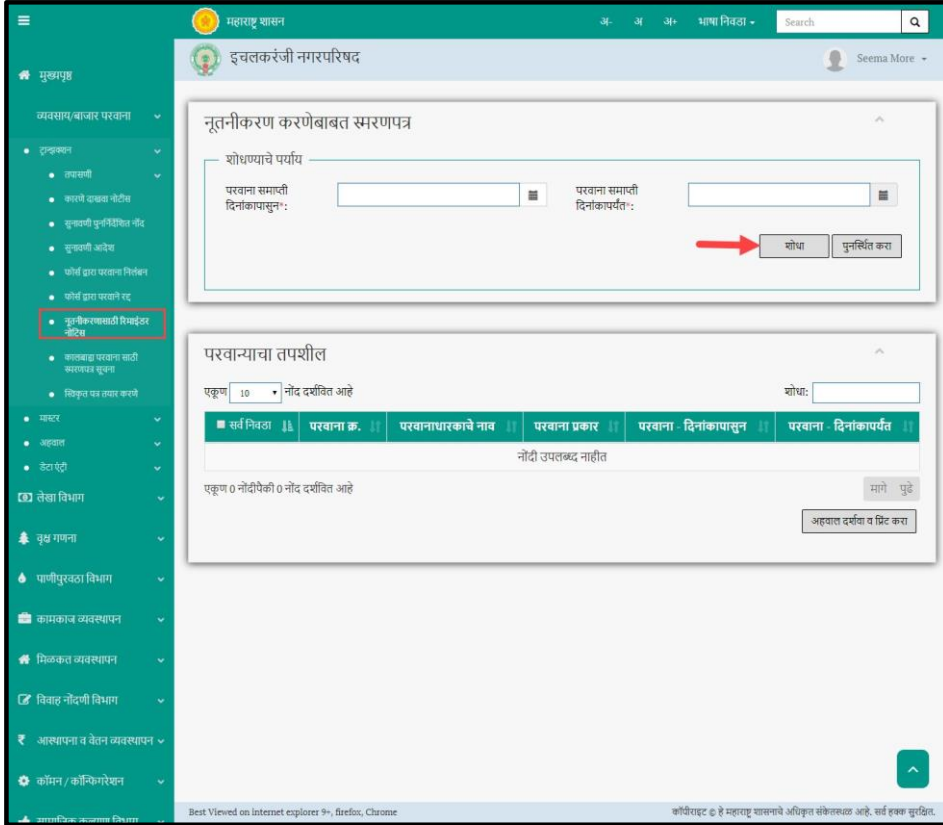
Note: Inspection for which the inspection status is given "cancel", only that inspection number shall be considered here in "inspection number" field.

6.7 Reminder Notice for Renewal

System provides facility for License Inspector to generate and send reminder notice for renewal of license. System will allow entering date range. Licenses which are getting expired during this period and for which, renewal reminder notice is not sent before, are retrieved. System allows selecting these licenses and generates the notice. Unique notice no (for example:

ICH01718RRN0000023). Gets created for each license. These notices are then sent to License holders via SMS/email/mobile app. If user is not active on SMS/email/mobile app then in that case, reminder notice for renewal is sent by ULB via post. Reminder notice needs to be configured in the system.

Follow the path: Department login → Trade License → Transaction → Reminder Notice for Renewal



User can search for any renewal reminder notice through “search” option. Below mentioned screen appears when clicked on “Reminder Notice for Renewal”

“Reset” (पुन र्स् थ थ त कर ा) option is used to clear the entered data on form



6.7.1.1 Search



Select/enter required parameter as per the preference and Click on **“search”** option (highlighted with red arrow in below screen).

Below screen will be displayed when clicked on **search** option.

सर्व नियता	परवाना क्र.	परवानाधारकाचे नाव	परवाना प्रकार	परवाना - दिनांक/कार्यसुप्त	परवाना - दिनांक/पर्यंत
✖	ICHOTR1819000007	सौरभ गौतम पाटकर	Trade	26-04-2019	26-04-2020
☑	ICHOTR2018000054	Aditya Prabhakar Kulkarni	Trade	07-03-2020	07-03-2021

Below is the description of all the Fields present on form



Sr. No	Field Name	Description
1.	पर िाना समाप्त ी ददन ा कापं ासुन	Select license expiry from date from date picker or enter the date manually
2.	पर िाना समाप्त ी ददन ा कापं यतं	Select license expiry to date from date picker or enter the date manually

The data present in the system as per the entered parameter will be displayed in License Details section. User need to first select the record by clicking the check box, post that click on “**Generate & Print Notice**” as shown with red arrow in above screen.



Below report will be generated when clicked on **“Generate & Print Notice”**

	इचलकरंजी नगरपरिषद	
	मार्केट विभाग	
	परवाना नूतनीकरण स्मरणपत्र नोटीस	

नोटीस तारीख: 05/05/2018
नोटीस क्रमांक: ICH01819RRN00000058

प्रति,
श्री. श्रीराम पांडवकर,
24/1595 कार्डे मळा न. न. 1 अड्डापूर
इचलकरंजी, इचलकरंजी, हातकणमणे,
कोल्हापूर, महाराष्ट्र, 416115, भारत.,
इचलकरंजी, हातकणमणे, कोल्हापूर, महाराष्ट्र,
416115, भारत.

विषय : परवाना क्रमांक ICH0TR1819000006 नूतनीकरणाचे स्मरणपत्र

महोदय/महोदया,

आपच्या बळविध्यात येते की, आपला श्वबन्धन मार्केट डेकोरेशन(एन.ए.पी.नॅम) वाचरिंग करणे) चा परवाना क्रमांक ICH0TR1819000006 तारीख 25/04/2019 पर्यंत वैध आहे. कृपया आपण परवाना फालतवाहू होण्यापूर्वी नूतनीकरण करून घ्यावा अन्यथा आपल्याला विनाच नूतनीकरण शुल्क भरावे लागेल.

इचलकरंजी नगरपरिषद

6.8 Reminder Notice for Expired License

System provides facility for License Inspector to generate and send renewal notice for expired active licenses. Licenses which are active and already expired and not renewed can be extracted through this form. System allows selecting these licenses and generates notice against it. Unique notice no. gets created for each license. These notices are then sent to License holders via **SMS/email/mobile** app. If user is not active on SMS/email/mobile app then in that case, reminder notice for expired license is sent by ULB via post.

Follow the path: Department login→ Trade License→ Transaction → Reminder Notice for Expired license



Below mentioned screen appears when clicked on "Reminder Notice for Expired License"



परवाना क्र.	परवानाधारकाचे नाव	परवाना प्रकार	परवाना - दिनांकपासून	परवाना - दिनांकापर्यंत
LICOLNO2322	Amol Anant Dabholkar	MARKET	01-01-2014	14-03-2017
LICOLDNO5845	Amol Anant Dabholkar	MARKET	01-10-2017	14-02-2018
WICHP/00655	Dattatray Wagh	MARKET	01-04-2017	31-03-2018
WICHT0000	Ajay Ghadge	MARKET	01-04-2017	31-03-2018
WICHP/000066	Dadasaheb Pednekar	MARKET	01-04-2017	31-03-2018
LICOLD1235	Amol Anant Dabholkar	MARKET	01-01-2018	02-04-2018
ABC/12345	Ganpat G CHaudhary	MARKET	01-04-2018	23-04-2018
WICHP/9990	Priyesh Paanwalkar	MARKET	01-04-2018	23-04-2018

All the expired license will be displayed under License details section
User can search for a particular license by entering the initial letter or in between alphabets of "License Number", "License Holder Name", and "License Type" in the search field as highlighted with red arrow in above screen.



User need to first select the record by clicking the check box, post that click on **"Generate & Print Notice"** as shown with red arrow in above screen.

Note: All records can be selected by checking the "select all" checkbox
Below report will be generated when clicked on **"Generate & Print Notice"**

	<p>इचलकरंजी नगरपरिषद मार्केट विभाग परवाना नूतनीकरण नोटीस</p>	
		नोटीस तारीख: 05/05/2018 नोटीस क्रमांक: ICH01819REN00000085
<p>प्रति, श्री विपक भीषाद पाटील, 22/171, गणेश नगर, अहमदनगर, इचलकरंजी, इचलकरंजी, हातकर्मगणे, फोडशापुर, महाराष्ट्र, भारत.</p> <p>विषय : परवाना क्रमांक WICHP/00001 चा कावाचकी समाप्त</p> <p>महोदय/महोदया,</p> <p>आपणाला कळविण्यात येते की, आपला व्यवसाय रूची ट्रेडिंग कंपनी चा परवाना क्रमांक WICHP/00001 तारीख 01/04/2015 पर्यंत वैध होता, व आता तो अकैर प्रालया आहे, कृपया आपण परवाना किंवा नूतनीकरण करून घ्यावा अन्यथा कायदेशीर कारवाई केली जाईल.</p>		
		इचलकरंजी नगरपरिषद

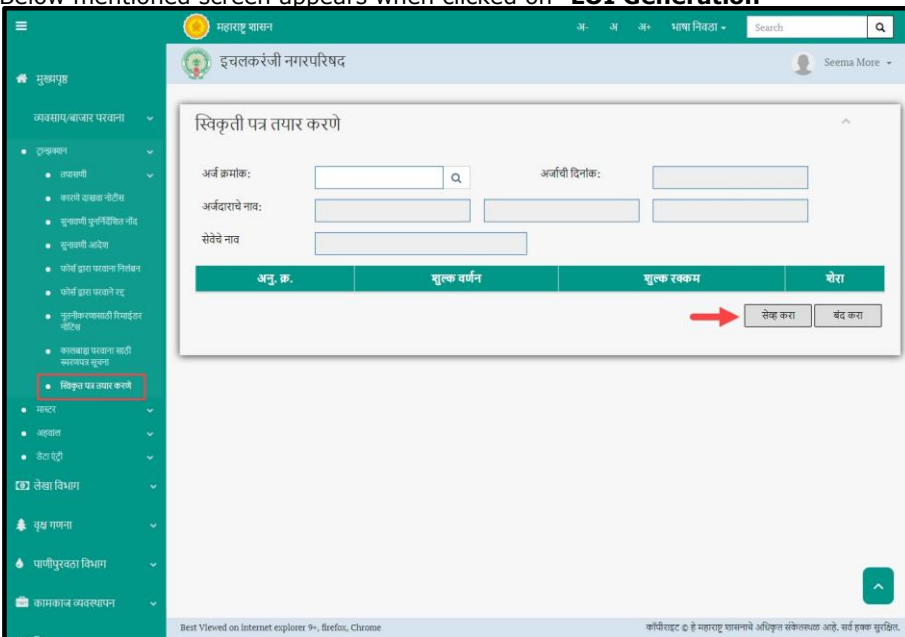
6.9 LOI Generation

For approved application, LOI (letter of intimation) needs to be generated. User can search applications which are pending for LOI generation. If no parameters given, then all applications for which LOI is not generated will get retrieved. User needs to select one of the application and press <Generate LOI> button. This button will take to next screen where user can generate LOI. If property or water dues or any other dues are pending then LOI cannot be generated. LOI letter gets generated and sent to license holder via SMS/Email/Mobile App. If user is not active on SMS/email/mobile app then in that case, LOI letter is sent by ULB via post.



Follow the path: Department login→ Trade License→ Transaction → LOI Generation

Below mentioned screen appears when clicked on **“LOI Generation”**



User need to enter the application number, rest data will be auto displayed by the system on basis of application number.

Further screen not provided.

Also, the screen is incomplete as per the HLD



7 Report

7.1 License Register

System provides facility to print License register. User need to input certain parameters such as ward, license type, license sub type, License date from, license date to, license status etc. to retrieve licenses. Ward is the mandatory field amongst all the above said fields. Data will be retrieved for mandatory parameters and any specified non-mandatory parameters.

This report gives overall information of the license. The information is bifurcated into various sections in the report such as license details, license owner details, business details, and license type details etc.

Follow the path: Department login → Trade License → Reports → License Register

Below mentioned screen appears when clicked on "**License Register**"



User will have to enter the mandatory field's i.e. "Ward". Apart from this user can Enter various parameters to view the license register reports.

Below is the description of all the fields present on form.



Note: All parameters are not mandatory for fetching license register report, user can enter as per the preference, below is the description of each field

Sr. No	Field Name	Description
1.	विंड ग	Enter Ward In HLD, ward is a dropdown field
2.	ता त्प रु ता / कायमचा /	These are the radio buttons namely "Temporary", "Permanent", "Both". User need to select as per the preference to fetch the license register report accordingly.
3.	दोन् ह िी	
3.	पर िाना प्रकार	Enter License Type
4.	पर िाना उप प्रकार	Enter License Sub Type
5.	पर िाना ददन ा कर्प ासुन	Select License From Date from date picker or enter the date manually
6.	पर िाना ददन ा कर्प यतं	Select License To Date from date picker or enter the date manually
7.	पर िाना वथथ ती	Enter license status such as success, suspend etc.
8.	पर िाना नों द माग ग	Select License Entry Source from the dropdown (Porting/ Data Entry/ Upload/ Web)



Post entering the details user need to click on print report (अहिल छाप) as shown with red arrow in above screen.

“Reset” (पुनर्सूचना) option is used to clear the

License Details		License Owner Details		Business Details			License Type Details	License Period		License Status
Old LicenseNo.	Owner Name	Aadhaar No.	Business Name	Business Type	Business Area(sq.mt)		License type-Subtype-Category-SubCategory1-SubCategory2	From	To	License Status
LicenseNo.	Mobile No.	Email Id	Ownership Type	Mobile No.	Email Id					
LicenseDate	License Holder Address		Business Address							
Temporary/Permanent										

entered data on form

7.2 LOI Register

System provides facility to print Letter of Intimation register. User need to input certain parameters such as ward, license type, LOI from Date, LOI to date etc to retrieve data. Data will be retrieved for mandatory parameter namely “ward” and any specified non-mandatory parameters. **Follow the path:** Department login → Trade License → Reports→ LOI Register



Below mentioned screen appears when clicked on "LOI Register"

User will have to enter the mandatory fields i.e. "ward". Apart from this user can enter various parameters to view the LOI register reports.

Below is the description of all the fields present on form.



Note: All parameters are not mandatory for fetching LOI register report, user can enter as per the preference, below is the description of each field

Sr. No	Field Name	Description
1.	विंड ग	Select ward from the dropdown
2.	सुचना शल्ु कपत्र प्रकार	Select License Type from the dropdown (Trade/ Market)
3.	वधिकृ ती प त्र ददन ा कापं ासून	Select LOI from data from date picker or enter the date manually
4.	वधिकृ ती प त्र ददन ा कापं यतं	Select LOI to data from date picker or enter the date manually
5.	वधिकृ ती प त्र शल्ु क भर ल/इ वधिकृ ती प त्र शल्ु क भर ल इ ना ही / दोन् ह ि	These are the radio buttons namely "Paid LOI", "Unpaid LOI", "Both". User need to select as per the preference to fetch the LOI register report accordingly.

Post entering the details user need to click on print report (अह िाल छापा) as shown with red arrow in above screen.

"Reset" (पुन र्स् थ थ त कर ा) option is used to clear the entered data on form



Report Criteria :				
Ward : Ward				
LOI Paid / LOI UnPaid : Both				
LOI from : 05/05/2018				
परवाना क्रमांक	व्यवसायाचे नाव व पत्ता	अर्ज क्रमांक	मुचन्या पत्र क्रमांक	पावती क्रमांक
परवाना प्रकार		अर्ज तारीख	मुचन्या तारीख	पावती तारीख
परवानाधारकाचे नाव		मेधा माह	शुल्क	अर्ज फेजेचे शुल्क
ICHO171800000964	B-14, Bjo Market, Near Vandaman Choke, Ichalkaranji, Ichalkaranji Kolhapur, Ichalkaranji, 416115, जाल, महाराष्ट्र, कोल्हापूर, इलाहाबाद, इलाहाबादी, 416115	29/03/2018	29/03/2018	29/03/2018
ICHO171800000967	Shivam Computers, 1776 B, Mangalwar Peth, Near Lad Chowk, Kolhapur, P.C. 416012, जाल, महाराष्ट्र, कोल्हापूर, इलाहाबाद, इलाहाबादी, 416012	29/03/2018	29/03/2018	29/03/2018
ICHO181900000001	Shivam Computers, 1776 B, Mangalwar Peth, Near Lad Chowk, Kolhapur, P.C. 416012, जाल, महाराष्ट्र, कोल्हापूर, इलाहाबाद, इलाहाबादी, 416012	02/04/2018	02/04/2018	0
WCHP000042	मॅडिकल ड्रीमिंग / रिटन ड्रीमिंग फेरी, सर्वे नं. 11/2/15, सोनार रोड, इलाहाबादी, जाल, महाराष्ट्र, कोल्हापूर, इलाहाबादी, इलाहाबादी	04/04/2018	05/04/2018	05/04/2018
WCHP000042	मॅडिकल ड्रीमिंग / रिटन ड्रीमिंग फेरी, सर्वे नं. 11/2/15, सोनार रोड, इलाहाबादी, जाल, महाराष्ट्र, कोल्हापूर, इलाहाबादी, इलाहाबादी	04/04/2018	05/04/2018	05/04/2018

This report should be read as per the alignment of headers in the generated report. For example if we consider the second record, the report will be read like

- Column 1:
 - Row 1: License number- <<license number>>
 - Row 2: License type - for example trade in above record
 - Row 3: License owner name – Aditya Prabhakar Kulkarni in above record

- Column 2:
 - Trade name and address

- Column 3:
 - Row 1: Application number - <<application number>>
 - Row 2: Application date
 - Row 3: service name

- Column 4:
 - Row 1: Show cause notice number
 - Row 2: Notice date
 - Row 3: amount

Column 5:



Row 1: receipt number
Row 2: receipt date
Row 3: paid amount

7.3 Defaulter List

System provides facility to print Top N defaulters who have not renewed their license after expiry. Report will print license in the descending order of no. of late renewal days. User need to input certain parameters such as ward, license type and top N number to retrieve data. Data will be retrieved for mandatory parameters and any specified non-mandatory parameters. Ward and top N number are mandatory fields for fetching the defaulter list report.

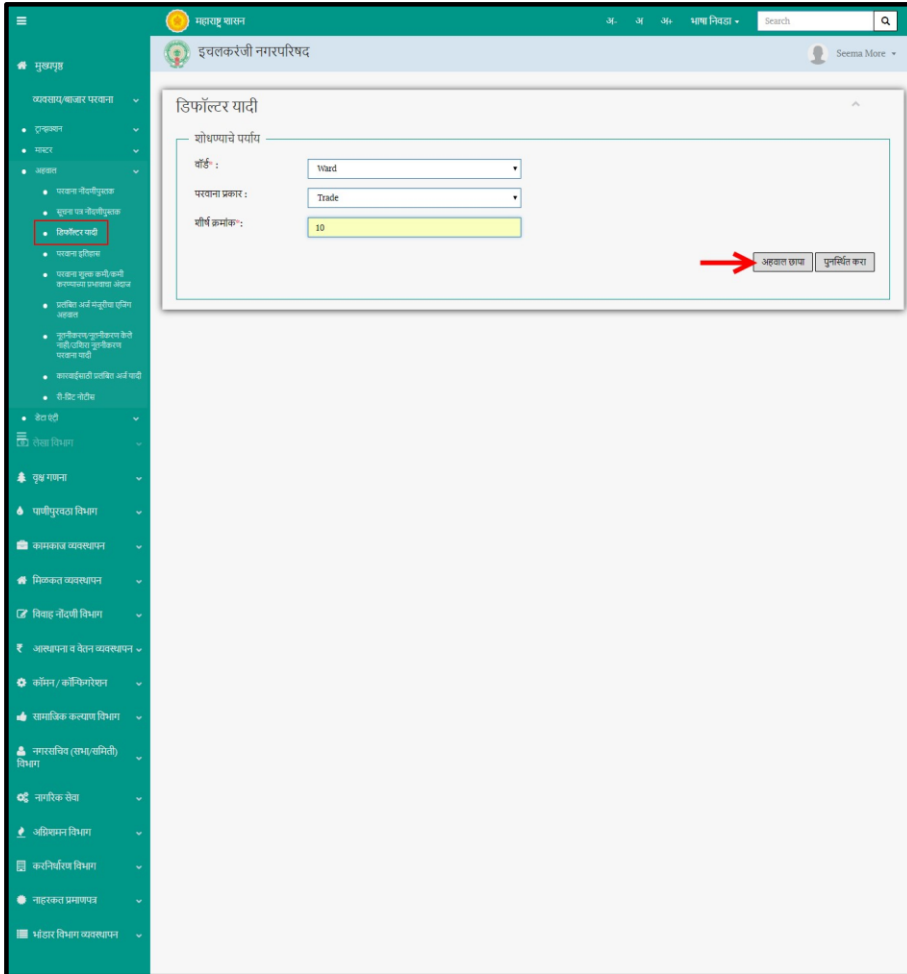
This report will fetch details such as license number, license owner name, trade name and address, count of days(delay) from the last renewal date of license till the date on which report is been generated.

If user wants to know the count of citizens who haven't paid the applicable fees for n number of years or any specified time then the same data can be fetched through defaulter's list report.

"N" can be any number greater than zero

Follow the path: Department login → Trade License → Reports→ Defaulter List

Below mentioned screen appears when clicked on "**Defaulter List**"



User has to enter the mandatory field's i.e. 'Ward' & "Top N" Count
Below is the description of all the fields present on form.

Sr. No	Field Name	Description
1.	वार्ड	Select ward from the dropdown



2.	पर	िना प्रकार	Select License Type from the dropdown (Trade/Market)
3.	शीर् ग	िमां क	Enter Top N number

Post entering the details user need to click on show report (अहवाल िर्शवा) as shown with red arrow in above screen.

“Reset” (पुन र्थ थ त कर ा) option is used to clear the entered data on form

Below report will be displayed by the system when clicked on “print report” (अह िल छापा)

विकास क्रमांक	विकासधाराकारण नाम	आवक्याकारण नाम व पता	परमार्त दिनांक शासकाली सा लागूकालात	शासकाली सा लागूकाली	कुलीकरपालात किंमत/दिनांक
WICHP/00006	वी विविध नवतल सोके	बहा पावकर अतिथ व वीकिवार्ड नं 20 पर नं 1675 मि ग नं 23234, बहाहर नगर, टपालकाली.	01/04/2013	31/03/2014	1496
WICHP/00005	वी बुधुन कारन सोवील	एक आर विजन मेटाफाटुम मेट, विजयनगर, टपालकाली.	01/04/2013	31/03/2014	1496
WICHP/00004	वी आवाह कोन बहाघर	वार्ड नं 21, पर नं 1174/3, बहाहर नगर.	01/04/2013	31/03/2014	1496
WICHP/00003	वी कोकिव कोन बहाघर	विजन विडी अवक्याजबहाहर नगर, टपालकाली.	01/04/2013	31/03/2014	1496
WICHP/00002	वी अविचवहाहर न.बहाहर नगर	महागाडू क्रीण्ड वृत्तवार्ड नं -10 पर नं-266.	01/04/2013	31/03/2014	1496
WICHP/00007	वी अरुण विगीण वनाको	बंगल वरुण व विजन मेटावार्ड नं -24 पर नं-108 मि.ग.नं-720 वार्ड नं 06, टपालकाली.	01/04/2013	31/03/2014	1496
WICHP/00010	वी बुधुनिक रानवेड वाने	बोलीक हाडवार्ड नं 5, पर नं 557, बुधुनिक, टपालकाली.	01/04/2014	31/03/2015	1131
WICHP/00009	वी अन्नाचल बुधुनकोटिण वानवीर	हुंमिन राड बीएन/415, राड बीएन, विजन 636/3अ व 367/3, वानवीर मेट.	01/04/2014	31/03/2015	1131
WICHP/00008	वी हुंमिन कोण्डुवारा वाने	बोलीक हाडवार्ड नं 5, पर नं 557, बुधुनिक, टपालकाली.	01/04/2014	31/03/2015	1131
WICHP/00015	वी उणेन आवक विचर	बहाघर हाडवार्ड, Block No-3, वानवीर वृत्तवार्डवार्ड, टपालकाली.	01/04/2014	31/03/2015	1131
WICHP/00014	वी महावीर वानवृत्तवार्ड वाने	7/34, आर वी वी अरुण बीकबहाहर, बहाहर मेट, टपालकाली.	01/04/2014	31/03/2015	1131
WICHP/00013	वी रेशा मनु वाने	वार्ड नं 7 पर नं-1476, बहाघर.	01/04/2014	31/03/2015	1131
WICHP/00012	वी रवीच वानवृत्त वानवृत्त वाने	बहाघर हाडवार्ड, वार्ड नं 25, पर नं 62/111, वानवृत्त मेट.	01/04/2014	31/03/2015	1131
WICHP/00011	वी अलीन वानवीर वानवार्ड	राड विजन मेटावार्ड नं 6, पर नं 1025.	01/04/2014	31/03/2015	1131
WICHP/00001	वी विचर वीणव वानवीर	वानी हुंमिन वार्ड नं 22/171, वानवीर नगर, महागाडू, टपालकाली.	01/04/2014	01/04/2015	1130
WICHP/00036	वी विगीण महावीर वाने	वार्ड नं. 8/836, मि.ग.नं. 10750, वानवीर, वानवीर मेट, टपालकाली.	01/04/2015	31/03/2016	765

7.4 License History

White label error

System provides facility to print License history for a given license. It shows all the changes done on given license no. User need to input certain parameters to retrieve applications. Data will be retrieved for mandatory parameters and any specified non-mandatory parameters.



Follow the path: Department login → Trade License → Reports→ License History

Below mentioned screen appears when clicked on **“License History”**

Home screen

Below is the description of all the fields present on form.

Sr. No	Field Name	Description
1.		
2.		
3.		

Post entering the details user need to click on print report (अह िा ल छ ापा) as shown with red arrow in above screen.

“Reset” (पुन र्स् थ थ त कर ा) option is used to clear the entered data on form

Below report will be displayed by the system when clicked on **“Print report”** (अहवाल िर्शवा)

Print Report

7.5 Forecast Impact of Reduction / Deduction of License Fee

White label error



System provides facility to print Ward wise forecast report for impact of reduction or deduction of license fee. Within ward, license type wise report is shown. User need to input certain parameters to retrieve applications. Data will be retrieved for mandatory parameters and any specified non-mandatory parameters.

This report is basically used for analytic purpose to identify profit and loss etc.

Follow the path: Department login → Trade License → Reports→ Forecast Impact of Reduction / Deduction of License Fee

Below mentioned screen appears when clicked on “**Forecast Impact of Reduction / Deduction of License Fee**”

Home screen

Below is the description of all the fields present on form.

Sr. No	Field Name	Description
1.		
2.		
3.		

Post entering the details user need to click on print report (अहवाल िर्वा) as shown with red arrow in above screen.

“**Reset**” (पनु स्र्थ थ त कर ा) option is used to clear the entered data on form

Below report will be displayed by the system when clicked on “**Print report**” (अहवाल िर्वा)

Print Report



7.6 Ageing Report for Application Pending for Approval

System provides facility to print License type wise ageing report for application pending for approval. User need to input a parameter namely ward to retrieve applications. Data will be retrieved as per the entered field.

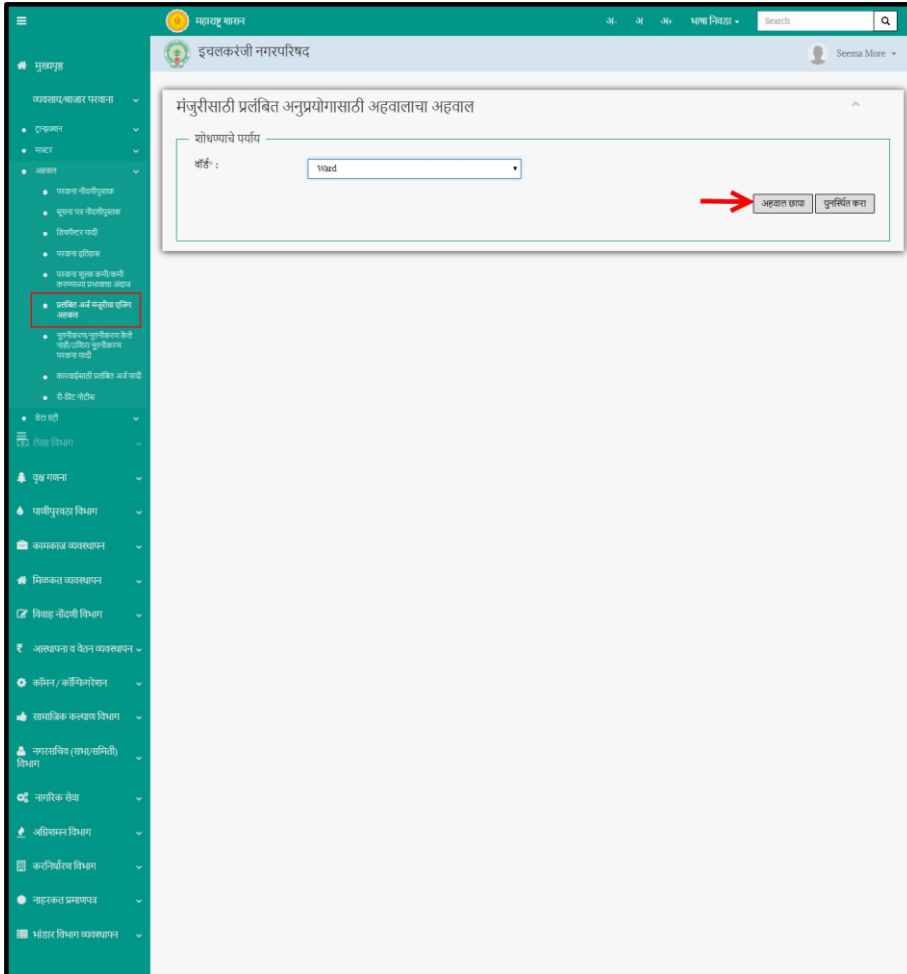
This report will fetch details such as license type, pre-defined slabs of days (5-10, 10-30,>30 etc.) from which it is easy to know how many applications haven't been in process.

For example:

If a citizen have applied for a license 30 days ago and yet no action has been taken on that application, then this application will be considered in ">30 days" slab in report.

Follow the path: Department login → Trade License → Reports→ Ageing Report for Application Pending for Approval

Below mentioned screen appears when clicked on "**Ageing Report for Application Pending for Approval**"



Select Ward (वार्ड) from the dropdown and click on **Print Report** (अहवाल छपा) option as shown with red arrow in above screen

Note: above mentioned screen is not as per the HLD



मार्केट विभाग मंत्रालयीय प्रसिद्ध असपाचा अर्जाचा अहवाल						
असपाचा मार्केट:						
वार्ड: Ward						
वार्ड: वार्ड						
समाप्ती प्रकार	>= 1 (दिनांक)	1-3 (दिनांक)	4-7 (दिनांक)	8-11 (दिनांक)	12-15 (दिनांक)	सकूण (दिनांक)
दि	28	9	0	2	1	40
मार्केट	2	0	0	0	0	2
मार्केट	10	15	2	0	1	37
एकूण (सकूण)	40	24	2	2	2	79

“Reset” (पनु स्थं थ त कर ा) option is used to clear the entered data on form

Below report will be displayed by the system when clicked on “print report”

(अह िल छ ापा)

7.7 List of Renewal / Non-Renewed / Late Renewed License

System provides facility to print list of licenses which are renewed (expiry date is in future) or pending for renewal (already expired) or licenses which are renewed late by specified days. User need to input certain parameters such as ward, license type, license sub type, renewed from date, renewed to date etc. to retrieve applications. Data will be retrieved for mandatory parameters and any specified non-mandatory parameters.

This report will give the overall renewal information of a license. Information such as actual renewal date, expected renewal date, Number of days by which the renewal has been delayed, late renewal charges etc.

Follow the path: Department login → Trade License → Reports → List of Renewal / Non-Renewed/Late Renewed License

Below mentioned screen appears when clicked on “List of Renewal / Non-Renewed/Late Renewed License”



Below is the description of all the fields present on form.

Sr. No	Field Name	Description
1.	वार्ड	Enter Ward
2.	परवाना प्रकार	Enter License Type



3.	परिणाम उप प्रकार	Enter License Sub Type
4.	नूतनी नामेली नूतनी करण सामइ नस लइल इ / विलंब नूतनी करण	करण / These are the radio buttons "Renewed", "Non-Renewed", "Late Renewed". User need to select as per the preference to fetch the List of Renewal / Non-Renewed/Late Renewed License report accordingly.
5.	नूतनी करण ददन ा ंकाप ासु न	Select Renewed From Date from date picker or Enter the date manually

6. नूतनी करण ददन ा ंकाप य तं
Select Renewed To Date from date picker or enter

The date manually

The highlighted label
Varies as per the

Selection of radio
button. If user

Post entering the details user need to click on show report (अह िाल छ ापा) as
selects "non-

Shown with red arrow in above screen. Renewal" option then

"Renewal from data"

"Reset" (पुन र्थत कर ा) option is used to clear the entered data on form & "renewal to data"
field will get hide

Below report will be displayed by the system when clicked on "print report"

(अह िाल छ ापा)

Print report

"Something went wrong" message occurs when clicked on "print option"



7.8 List of Applications Pending for Action

System provides facility to print list of applications ward wise which are not yet completed and pending for action. User need to input certain parameters such a as ward, from date and to date to retrieve applications. Data will be retrieved for mandatory parameter namely ward and any specified non-mandatory parameters.

This report fetches information such as application number, application date, application status, service name and expected completion date.

Follow the path: Department login → Trade License → Reports →List of Applications Pending for Action

Below mentioned screen appears when clicked on "**List of Applications Pending for Action**"



महाराष्ट्र शासन
इचलकरंजी नगरपरिषद

कृती करण्यासाठी प्रलंबित अनुप्रयोगांची यादी

मोठ्याच्याचे पर्याय

वार्ड :

दिनांकपासून : दिनांकापर्यंत :

Below is the description of all the fields present on form.

Sr. No	Field Name	Description
--------	------------	-------------



1.	वॉर्ड ग	Select ward from the dropdown
2.	ददन ा कापं ासुन	Select from date from date picker or enter the date manually
3.	ददन ा कापं यतं	Select to date from date picker or enter the date manually

Post entering the details user need to click on show report (अह िाल छ ापा) as shown with red arrow in above screen.

“Reset” (पुन र्से थ थ त कर ा) option is used to clear the entered data on form

Below report will be displayed by the system when clicked on “print report” (अह िाल छ ापा)



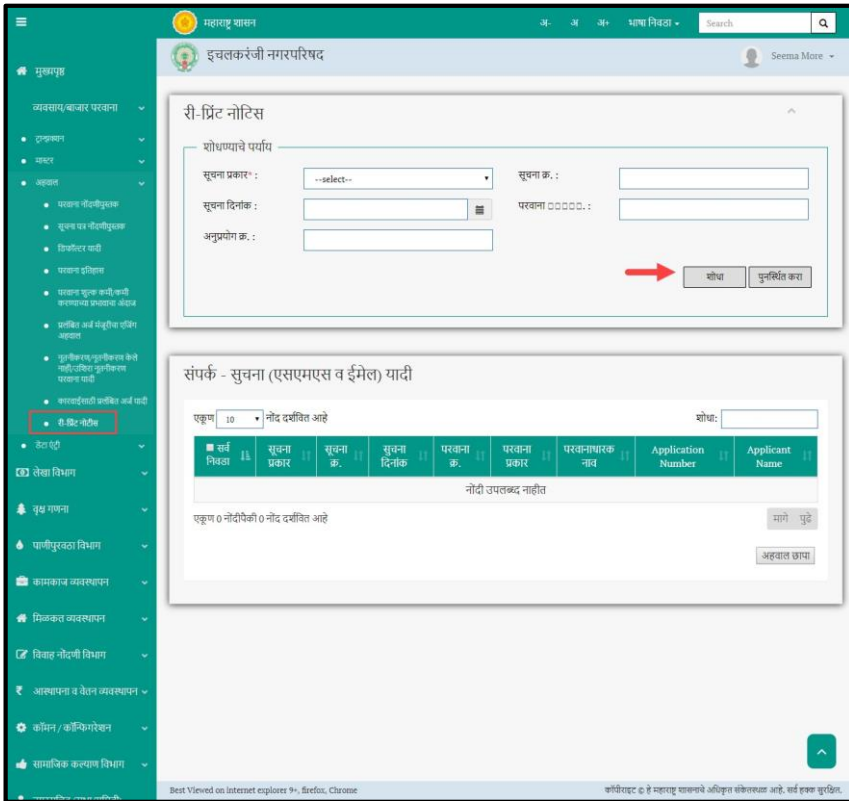
मार्केट विभाग कारवाईसाठी प्रलंबित अनुप्रयोगांची यादी				
Report Criteria :				
Ward : Ward				
Ward : Ward				
अर्ज क्रमांक	अर्जाची तारीख	अर्ज स्थिती	सेवेचे नाव	अपेक्षित पूर्णता तारीख
ICH01718000000010	03/02/2018	मेवा प्रक्रियेत आहे	मालख / भाजीदार नाश्यामळे बंदल	03/02/2018
ICH01718000000014	03/02/2018	मेवा प्रक्रियेत आहे	मालख / भाजीदार नाश्यामळे बंदल	03/02/2018
ICH01718000000015	03/02/2018	मेवा प्रक्रियेत आहे	मालख / भाजीदार नाश्यामळे बंदल	03/02/2018
ICH01718000000016	03/02/2018	Approved	मालख / भाजीदार नाश्यामळे बंदल	03/02/2018
ICH01718000000054	05/02/2018	मेवा प्रक्रियेत आहे	परधाना रद्द करणे	05/02/2018
ICH01718000000066	05/02/2018	मेवा प्रक्रियेत आहे	परधाना देणे	05/02/2018
ICH01718000000070	05/02/2018	मेवा प्रक्रियेत आहे	परधाना देणे	05/02/2018
ICH01718000000073	05/02/2018	मेवा प्रक्रियेत आहे	परधाना देणे	05/02/2018
ICH01718000000074	05/02/2018	Approved	परधानाचे नुसतीकरण	05/02/2018
ICH01718000000199	08/02/2018	मेवा प्रक्रियेत आहे	परधानाचे नुसतीकरण	08/02/2018
ICH01718000000200	08/02/2018	मेवा प्रक्रियेत आहे	परधानाचे नुसतीकरण	08/02/2018
ICH01718000000201	08/02/2018	मेवा प्रक्रियेत आहे	नुसिकेत परधाना	08/02/2018
ICH01718000000202	08/02/2018	मेवा प्रक्रियेत आहे	व्यवसायाच्या नाश्यामळे बंदल	08/02/2018
ICH01718000000240	09/02/2018	मेवा प्रक्रियेत आहे	परधानाचे नुसतीकरण	09/02/2018
ICH01718000000249	12/02/2018	मेवा प्रक्रियेत आहे	परधाना देणे	12/02/2018
ICH01718000000259	12/02/2018	मेवा प्रक्रियेत आहे	परधाना देणे	12/02/2018
ICH01718000000269	12/02/2018	मेवा प्रक्रियेत आहे	परधाना देणे	12/02/2018

7.9 Re-Print Notices

System provides facility to re-print various notices (Show Cause Notice/ Renewal Reminder Notice/ Renewal Notice for Expired License) generated in the system. User need to input certain parameters such as notice type, notice date, notice number, license number and application number to retrieve notices. Data will be retrieved for mandatory parameter namely "notice type" and any specified non-mandatory parameters.

Follow the path: Department login → Trade License → Reports → Re-Print Notices

Below mentioned screen appears when clicked on "Re-Print Notices"



User can search for any re-print notice through "search" (शोध ा) option.

"Reset" (पुन र्स् थ थत कर ा) option is used to clear the entered data on form



7.9.1.1 Search



Select/enter required parameter as per the preference and Click on **“search”** (शोध ा) option (highlighted with red arrow in below screen).

Below screen will be displayed when clicked on **search** (शोध ा) option.

The screenshot shows a web application interface for 'री-प्रिंट नोटिस' (Re-print Notice). The form includes fields for 'सूचना प्रकार' (Notice Type), 'सूचना दिनांक' (Notice Date), and 'अनुप्रयोग क्र.' (Application No.). A red arrow points to the 'शोध' (Search) button. Below the form is a table titled 'संपर्क - सूचना (एसएमएस व ईमेल) यादी' (Contact - Notice (SMS and Email) List). The table has columns for 'सूचना प्रकार' (Notice Type), 'सूचना क्र.' (Notice No.), 'सूचना दिनांक' (Notice Date), 'परवाना क्र.' (License No.), 'परवाना प्रकार' (License Type), 'परवानाधारक नाव' (Licensee Name), 'Application Number', and 'Applicant Name'. A red arrow points to the 'अहवाल दाख' (Report) button at the bottom right of the table.

सूचना क्र.	सूचना दिनांक	परवाना क्र.	परवाना प्रकार	परवानाधारक नाव	Application Number	Applicant Name
कारणी दाखना नोंदीस	28-02-2018	WCHP.00018	मार्केट	फिजवकुमार नेमगोडा यादीस		
कारणी दाखना नोंदीस	03-03-2018	WCHP.00073	मार्केट	Aditya Kulkarni		
कारणी दाखना नोंदीस	03-03-2018	WCHP.00073	मार्केट	धवन शीखर जोशी		
कारणी दाखना नोंदीस	15-03-2018				ICH01718000000795	Suryakant ShahaIrao Satarkar

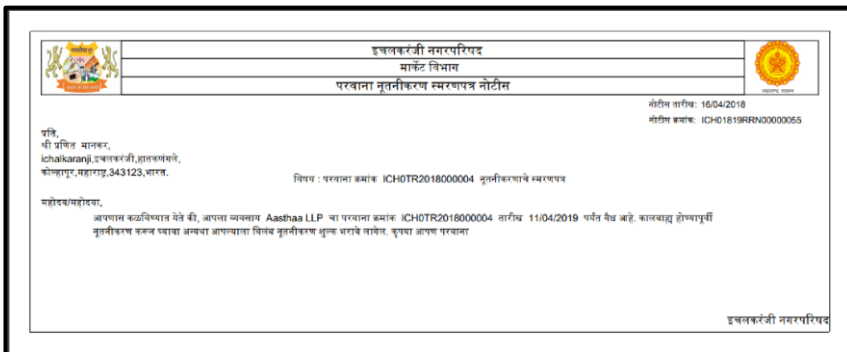


Below is the description of all the fields present on form

Sr. No	Field Name	Description
1.	सूचना प्रकार	Select notice type from the dropdown (Show Cause Notice/ Renewal Reminder Notice/ Renewal Notice for Expired License)
2.	सूचना ि.	Enter Notice Number
1.	सूचना ददन ा कं	Select Notice Date from date picker or enter the date manually
1.	पर िाना ००००००००	Enter License number
2.	अन पु योग ि.	Enter application number

The data present in the system as per the entered parameter will be displayed in Notice List section. User need to first select the record by clicking the check box, post that click on **"Print Report"** (अह िाल छ ापा) as shown with red arrow in above screen.

Below report will be generated when clicked on **"Print Report"** (अह िाल छ ापा)



8 Data Entry

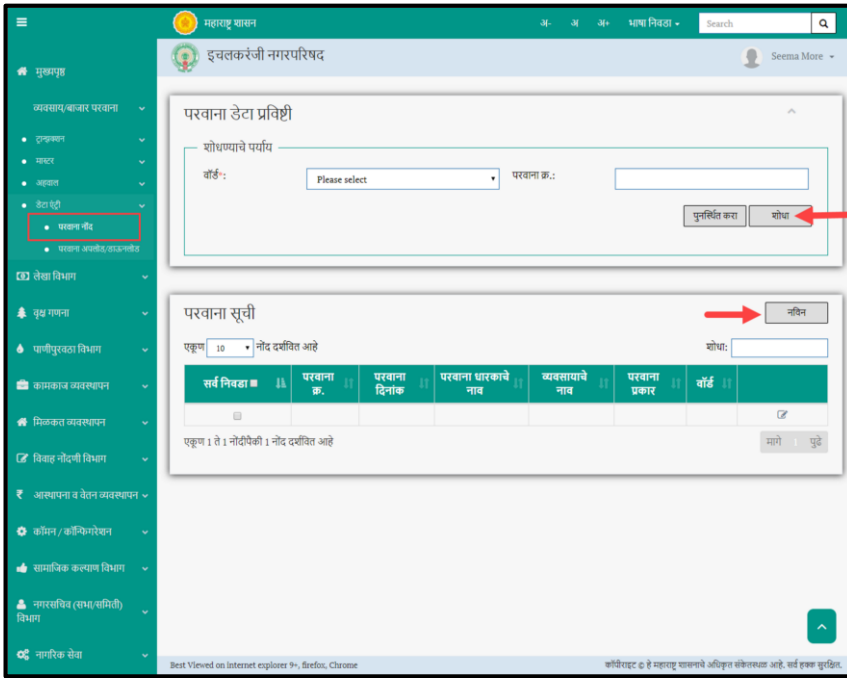
8.1 License Data Entry

ULB will enter all available legacy License data. Post entering all the details, system will generate new License ID.

Later system will link New License Number with Old License Number. Data will be verified by Inspector and **CO** or any higher authority will do final approval of data.

Follow the path: Department login → Trade License → Data Entry → License Data Entry

Below mentioned screen appears when clicked on “**License Data Entry**”



User can search for the license data entry already present in the system through "Search" (शोध ा) option as well as add new license data entry in the system using "add" (नव िन) option.

"Reset" (पुन र्स् थ थत कर ा) option is used to clear the entered data on form

Description

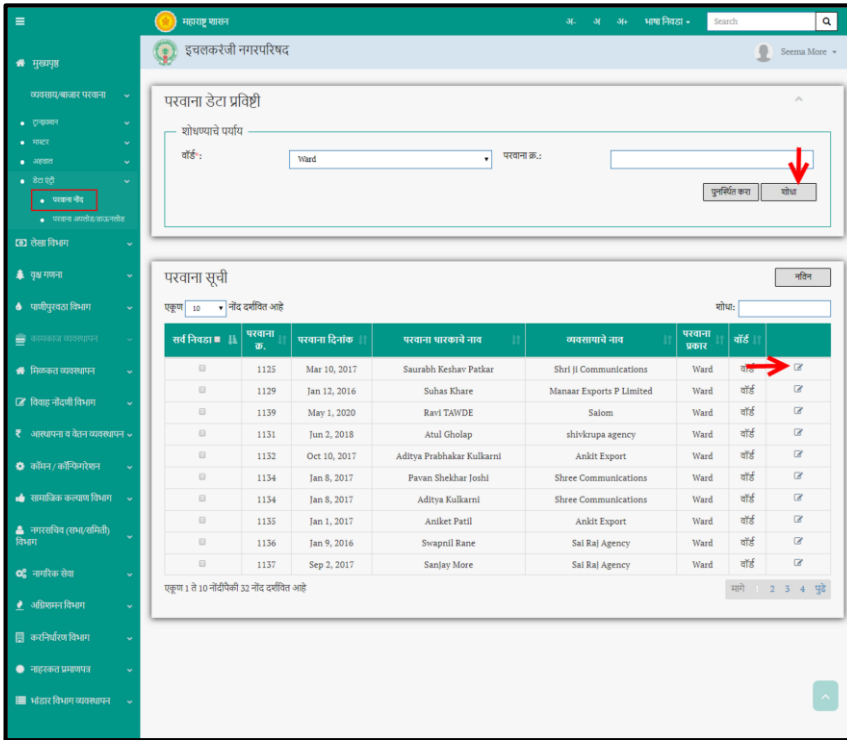


8.1.1.1 Search



Select/enter required parameter as per the preference and Click on **“search”** (शोध ा) option (highlighted with red arrow in below screen).

Below screen will be displayed when clicked on **search** (शोध ा) option.



Below is the description of all the fields present on form.



Sr. No	Field Name	Description
1.	वार्ड	Enter Ward from dropdown
2.	लाइसेंस नंबर	Enter License number

The data present in the system as per the entered parameter will be displayed in License List section; User need to first select the record by clicking the check box, post that click on “**edit**” option as shown with red arrow in above screen to edit the record.

➤ below screen appears when clicked on **edit** option



The license data entry form is basically divided into three sections namely "Trade Owner Details", "Business Details" and "License Details".

1. Trade Owner Details (टप्पा १-व्यापार मालकाचा तपशील)

Trade owner details is the first form which captures all the details of the traders



महाराष्ट्र शासन
इंचलकरंजी नगरपरिषद

व्यवसाय बाजार परवाना

व्यवसाय बाजार परवाना

लेखा विभाग

सूक्ष्म गणना

फायीयुरसदा विभाग

सामक्याव व्यवस्थान

मिळकत व्यवस्थान

विक्रम नोंदणी विभाग

आस्थापना व वेतन व्यवस्थान

कर्मण / कर्मिगरेवेल

सामाजिक कल्याण विभाग

नगरसचिव (समा-समिती) विभाग

नगरिक सेवा

अभियंता विभाग

कर्मिनीय विभाग

नगरकर प्रमाणपत्र

भंडार विभाग व्यवस्थान

व्यवसाय क्रमांक: WICHP.00068 परवाना दिनांक: 08-05-2019

व्यापार मालक तपशील

मालकीचा प्रकार: मालक इतर सह मालक सह मालकाचा प्रकार: Please select

आधार क्रमांक: 789464564654

मालमालाधारकाचे नाव: Mr. Saurabh Keshav Patkar

मालकाचे नाव: -Select- Saurabh Keshav Patkar

लिंग: Male जन्म दिनांक: []

निवासी पत्ता: Ichalkaranji देश: India

राज्य: [] जिल्हा: []

तालुका: [] शहर: []

पिन कोड: 421546 ईमेल आपडी: []

मोबाइल क्रमांक: 9123154564 दूरध्वनी क्रमांक: []

फोटो: []

नविन पुनरिचित करा

मालकीचा प्रकार	आधार क्रमांक	पूर्ण नाव	निवासी पत्ता	मोबाइल क्रमांक	ईमेल पत्ता	कृती
Primary Owner	789464564654	Saurabh Keshav Patkar	Ichalkaranji	9123154564	[]	[]

पुढे बंद करा

Multiple trade owners can be added using **Add** (नविन) Option

Below is the description given for all the fields present on form

Note: Greyed out fields cannot be edited



Sr. No	Field Name	Description
1.	जुना पर िाना िमां क	Enter Old License Number
2.	पर िाना ददन ा कं	Enter License date
Trade Owner Details (व्य िसाय् म ाल काच् तप श ि ल)		
3.	माल काचा प्रकार	Select owner type from radio button options. "Primary" and "Secondary"
4.	सह माल काचा प्रकार	Select holder sub type from the dropdown (Partner/Director/Trustees/Authorized Signatory)
5.	आ धा र िमां क	Enter Aadhar Number
6.	माल मत्ताध ा काग चइ ना ि	Enter owner name in English (First Name/ Middle Name/ Last Name) and select title from the dropdown (Shri/Smt/Mrs./Miss etc.)
7.	माल काचइ ना ि	Enter owner name in Marathi (First Name/ Middle Name/ Last Name) and select title from the dropdown (श्री/श्रीम त ि /कुमार ि/इतर etc.)
8.	लल ग	Select gender from the dropdown (Male/Female/Not Stated/Transgender)
9.	जन्म ददन ा कं	Select Birth Date from date picker or enter the date manually



10.	वनिासी पता	Enter Residential Address
11.	दशइ	Select Country from the dropdown (India etc.)
12.	र ाज्य	Select state from the dropdown Note: State dropdown values will vary as per the selection of Country
13.	वजल् हा	Select district from the dropdown Note: district dropdown values will vary as per the selection of State
14.	ता ल कु ा	Select taluka from the dropdown Note: taluka dropdown values will vary as per the selection of district
1.	शह र	Select city from the dropdown Note: city dropdown values will vary as per the selection of taluka
2.	वपन कोड	Enter Pin Code
3.	ई आ यड ि मलइ -	Enter Email Id
4.	मोबाइ ल िमां क	Enter Mobile Number
5.	दरू ग्र िनी िमां क.	Enter phone number
6.	फोिो	Upload photo by clicking the browse option.

User can add new owner by clicking "add" (नव िन) option.



All the added owners get stacked in the grid as highlighted with red arrow in below screen. If any changes need to be done in the added owners then user need to click on **edit** option. Refer below screen

Post entering all the details, User need to click on "**next**" button as shown with red arrow in above screen, if no duplication of data is found and all the validations are fulfilled then user will be navigated further to "**Business Details**" form

"**Close**" (बंद कर ा) option is used to close the current form

2. Business Details (िप्पा 2-व्यिसायाचा तपशील)

Business details is the second form which captures all business related details.



महाराष्ट्र शासन
इंचलकरंजी नगरपरिषद

टप्पा 1 व्यापार मालक तपशील
टप्पा 2 आस्थापना तपशील
टप्पा 3 परवानगार तपशील

आस्थापना तपशील

व्यवसाय स्थिती : Sole Proprietorship
व्यवसायाचे नाव : Shri H Communications
नोंदणी क्रमांक : 4523
पत्रव्यवहाराचा पत्ता : subangure building, 364 main road, Ichalkaranji dist: kolhapur 416115
देश : India
राज्य : Maharashtra
जिल्हा : Kolhapur
तालुका : Hatkanangle
शहर : Ichalkaranji
पिन कोड : 416115
ईमेल पत्ता :
मोबाइल क्रमांक : 9546726654
दूरधनी क्रमांक :

मालमत्तेच्या ठिकाणाचा तपशील

जुना मालमत्ता क्रमांक :
जुना नक जोडणी क्र. :
मालमत्तापरस्काचे नाव :
पॉस्ट नं. :
सर्वे क्रमांक / गट क्रमांक :
अंतिम भूखंड क्रमांक :
परिसराचे नाव :
सदनिकेचे नाव :
वॉर्ड : Ward
झोन :
ब्लॉक :
मार्ग :
मार्ग 1 :
मजला क्र. :
प्लॉट / खोप नंबर :
मालकीचे प्रकार :
 व्यापारी मालमत्ता मालक आहे?
 नाकाचा मंजूर केला आहे का?
 मालमत्ता कायदेशीर आहे?
 संमती पत्र मालकाकडून घेतले आहे?

मागील पुढे बंद करा

Below is the description given for all the fields present on form

Note: Greyed out fields cannot be edited



Sr. No	Field Name	Description
Business Details (वित्तिय सायाच् तप शी ल)		
1.	वित्तिसाय वथथ ती	Select Business status from the dropdown (Trust/public body/ bank etc.)
2.	वित्तिसायाचड ना ि	Enter Business Name
3.	नों द ण ि ि.	Enter Registration Number
4.	पत्रवित्तियहार ाचा पत्ता	Enter Correspondence Address
5.	दशड	Select Country from the dropdown (India etc.)
6.	र ाज्य	Select state from the dropdown Note: State dropdown values will vary as per the selection of Country
7.	वजल् हा	Select district from the dropdown Note: district dropdown values will vary as per the selection of State
8.	ता ल कु ा	Select Taluka from the dropdown Note: Taluka dropdown values will vary as per the selection of district
9.	शह र	Select city from the dropdown Note: city dropdown values will vary as per the selection of Taluka
10.	वपन कोड	Enter Pin Code



11.	इम लइ आ यड ी	Enter Email Id
12.	मोबाइ ल िमां क	Enter Mobile Number
13.	दरु य िनी िमां क	Enter phone number
Property Location Details (वियस ा याच् य ार् रमकाण ा च् तप श ी ल)		
14.	जूना माल मता ि.	Enter old property number
15.	जूना न ळ जोड णी ि.	Enter water connection old number
16.	जमीन माल काचइ ना ि	Enter property owner name
17.	भूखंड ि.	Enter plot number
18.	सि िमां क ग ि / िमां क	Enter survey number/ GAT. Number
19.	अवं तम भूखंड िमां क	Enter final plot number
20.	सदवन कइ चइ ना ि	Enter apartment name



21.	परर सर ाचइ ना ि	Enter locality name
22.	िँड ग	Select ward from the dropdown
23.	झोन :	Dropdown not working
24.	बल ँक	Dropdown not working
25.	माग ग	Dropdown not working
26.	माग ग १	Dropdown not working
27.	मजल ा ि,	Select floor number from the dropdown (First floor/ second floor/ third floor etc.)
28.	फ् ल िँ नबरं शॉप /	Enter flat/shop number
29.	व्यिसायाच् य ा रमकाण ा च ा प्रकार	Select place type from the dropdown (Private Market/ Municipal Market)
30.	व्यािसायीकच माल मत्ताध ा र क आ ह इ का?	Check / uncheck "Is trader property owner?"
31.	माल मत्ता कायद शइ	Check / uncheck "Is property legal?"



	रीर आ ह इ का?	
32.	नक ाश ा मजूं र कइल आ ह इ का?	Check / uncheck "Is map approved?"
33.	माल मताध ा र काकडू न संमत ती प त्र घतइ ल इ आ ह इ का?	Check / uncheck "Is consent letter taken from owner?"

Post entering all the details, User need to click on "**next**" button as shown with red arrow in above screen, if no duplication of data is found and all the validations are fulfilled then user will be navigated further to "**License Details**" form

"**Close**" (बंद कर ा) option is used to close the current form

"**Previous**" option is used to navigate user to previous form i.e. Trade Owner Details

3. License Details (िप्पा ३-परिन्याचा तपशील)

License Details is the third form which captures all license related details.

User need to enter various details related to license such as Renewal Details, Suspension Details, and License Original Period Details etc.



महाराष्ट्र शासन
इचलकरंजी नगरपरिषद

Seema More

1 टप्पा 1 व्यापार लायसन्स तपशील
2 टप्पा 2 आरक्षण तपशील
3 टप्पा 3 परवान्या तपशील

परवान्याचा तपशील

परवाना प्रकार: MARKET

परवाना उप प्रकार	परवाना वर्ग	परवाना उप वर्ग 1	परवाना उप वर्ग 2	परिमाण वर्ग	परिमाण वर्ग	एकक	मुल्य नव	मुल्य
TR	HA			Not	Not	200	Market License Fee	5000

एकूण

तादुरते / कायमदो: Permanent

व्यवसाय क्षेत्र (वै.मीटर): 250

मागील परवाना क्रमांक (असल्यास):
एकूण कर्मचाऱ्यांची संख्या:
सदर व्यवसाय कोणतेही या अशी परवाना नकारात हाता करत:

मागील परवाना दिनांक:
एकूण मशीनरी संख्या:
अन्वेषण कायदा अंतर्गत परवाना क्रमांक धारण, 1984:

सेरा:

परवाना मूल कालावधी तपशील

परवाना दिनांकपासून	परवाना दिनांकपर्यंत	पारशी क्र.	पारशी दिनांक	मुल्य नव	मुल्य	सेरा
06-01-20	12-07-20			Market Licen	5000	

नूतनीकरण तपशील

नूतनीकरण दिनांकपासून	नूतनीकरण दिनांकपर्यंत	नूतनीकरण दिनांक	पारशी क्र.	पारशी दिनांक	मुल्य नव	मुल्य	सेरा
06-01-	12-07-	06-01-			Market R	5000	

निलंबन तपशील

दिनांकपासून निलंबित	दिनांक निलंबित	कोणद्वारे निलंबन	सेरा
		-Select-	

पुनर्दिष्ट करा मग्न समाप्त बंद करा

Best Viewed on internet explorer 9+, Firefox, Chrome
कोविंदर © हे महाराष्ट्र सरकारचे अधिकृत संकेतस्थळ आहे. सर्व हक्क राखिले.



Below is the description given for all the fields present on form

Note: Greyed out fields cannot be edited

Sr. No	Field Name	Description
License Details (पर िान्य ाच ा तप श ि ल)		
1.	पर िाना प्रकार	Select license type from the dropdown (market)
2.	पर िाना उप प्रकार	Select license sub type from the dropdown (trade/storage/sign board)
3.	पर िाना ि ग	Select category from the dropdown (hawkers)
4.	पर िाना उप ि ग ग १	Select license sub category 1 from the dropdown Dropdown not working
5.	पर िाना उप ि ग ग २	Select license sub category 1 from the dropdown Dropdown not working
6.	परर माण ि ग	Select UOM categories from the dropdown (Area/ Volume/ Gross/ Rate etc.)
7.	परर माण ि ग	Select unit from the dropdown Note: Unit dropdown value will vary as per the selection of UOM category
8.	एकक	Enter unit value



9.	शुल्क नाम	Select fee name from the dropdown (Market late fee/Market Processing Fee etc.)
10.	शुल्क	Enter Fee amount in numbers Note: "+" icon is used to add another license sub type
11.	तात्पर्य तइ कायमचइ /?	Select Permanent/ Temporary from the dropdown
12.	व्यापार क्षेत्र (मीटर .चघ)	Enter Trade Area (Sq. Meter)
13.	माग पर िना िमां क (अस ल यास)	Enter previous license number (if any)
14.	माग पर िना ददन कं	Select previous license date from date picker or enter the date manually
15.	एकू ण कमचार ग ्य ांची संख्य ा	Enter total number of employee
16.	एकू ण मशीन च ी	Enter total number of machine



	संख्य ा	
17.	सदर वियसाय क्षत्राकररइ ता या आ धी पर िना ना कार ल ा होत ा का?	Select yes or no from the dropdown for "license rejected before for same premise"
18.	अन् िर्ण कायदया अतगं तग पर िना िमां क धा र ण 1984	Enter license number hold under exposure act, 1984.
19.	शरइ ा	Enter Remarks
Renewal Details (न तून िकर ण् तपश ि ल)		
20.	नत् नी करण ददन	Select license renewal from date from date picker or enter the date manually



	कापं ासुन	
21.	नत् नी करण ददन ा कापं यतं	Select license renewal to date from date picker or enter the date manually
22.	नत् नी करण ददन ा कं	Select renewal on date from date picker or enter the date manually
23.	पात्त ी ि.	Enter Receipt Number
24.	पात्त ी ददन ा कं	Select receipt date from date picker or enter the date manually
25.	शलु क ना ि	Auto displayed by the system as per the added fee at the beginning of this form i.e. license details
26.	शलु क	Enter fee amount in number
27.	शरड ा	Enter remark
Suspensio n Details (व नल बंना च् तप श ील)		
28.	वनल बनं ाच् य ा ददन ा कापं	Select suspended from date from date picker or enter the date manually



	ासुन	
29.	वनल बनें ाच्य य ा ददन ा कापं यतं	Select suspended to date from date picker or enter the date manually
30.	कोणा दव् ारइ वनल बनें	Select suspended by from the dropdown
31.	शरइ ा	Enter remarks

for "License original period details" section Marathi labels are not given in consolidated sheet

"Close" (बंद कर ा) option is used to close the current form

"Previous" option is used to navigate user to previous form i.e. Trade Owner Details

"Finish" option is used to finalize the entered license data

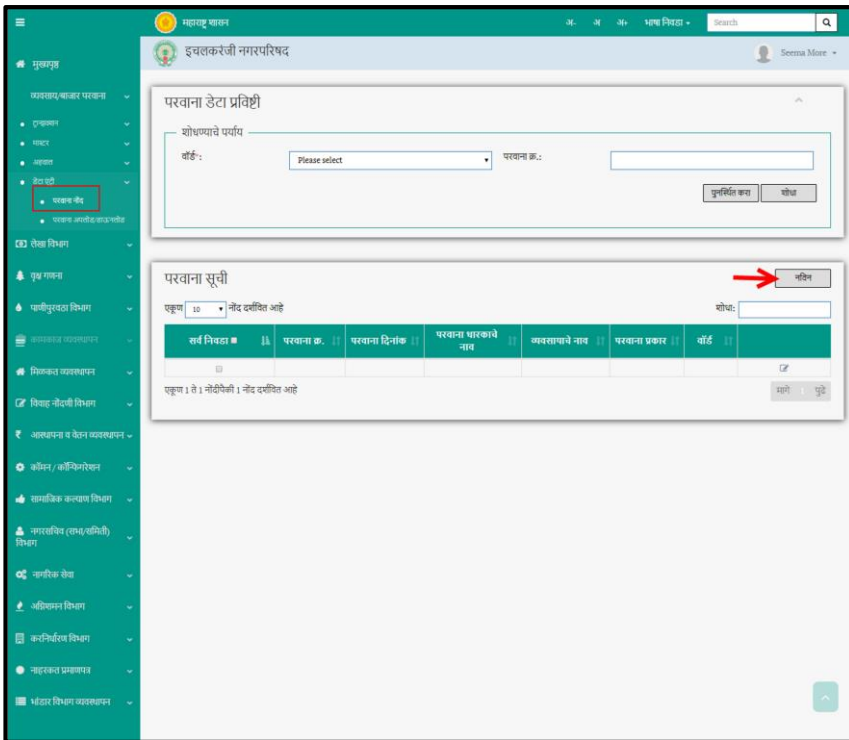
"Reset" (पुन र्थ यत कर ा) option is used to clear the entered data on form



8.1.1.2 Add



User will have to click on **"Add"** (नव िन) option to add new license data entry in the system, refer below screen.



Following screen is displayed when clicked on **add** (नव िन) button (highlighted with red arrow in above screen)

The flow of add screen is exactly similar to the flow of edit option as explained below (under search node)



The license data entry form is basically divided into three sections namely "**Trade Owner Details**", "**Business Details**" and "**License Details**".

1. Trade Owner Details (रिप्पा १-व्यिसाय मालकाचा तपशील)

Trade owner details is the first form which captures all the details of the traders

User need to enter various details related to trade owner such as owner type, owner type, and owner residential address, contact details, address details etc.



[Click here to view the details of "Trade Owner Details"](#)

2. Business Details (चिप्पा 2-व्यसायाचा तपशील)

Business details is the second form which captures all business related details.

User need to enter various details related to business such as business status, business name, Registrataion number etc.



आस्थापना तपशील

व्यवसाय स्थिती: Private Limited Co. व्यवसायाचे नाव: Rugred Pvt Ltd

नोंदणी क्रमांक: 2300

पत्रव्यवहाराचा पत्ता: azilbag देश: India

राज्य: Maharashtra जिल्हा: Raigad

तासुका: Alibaug पहाडी: Alibaug

पिन कोड: 456666 ईमेल पत्ता: alibag@gmail.com

मोबाइल क्रमांक: 9756465464 दूरधनी क्रमांक:

मालमत्तेच्या ठिकाणाचा तपशील

जुन्या मालमत्ता क्रमांक: 2300 जुन्या नव्हा नोंदणी क्र.: ALB00000000024

मालमत्ताधारकाचे नाव: Rugred N Pawar प्लॉट नं.: 1

सर्व्हे क्रमांक/सद क्रमांक: 1 अंतिम भूखंड क्रमांक: 1

परिसराचे नाव: Braashan All सदनिकेचे नाव: Shil Niwas Apartment

वॉर्ड: Ward 1 ब्लॉक: Zone 1

वर्डीक: Please select मॉर्ग: -Select-

मार्ग 1: -Select- मजला क्र.: First Floor

प्लॉट / खोप नंबर: 1 मालकीचे प्रकार: Private Market

☑️ व्यापारी मालमत्ता मारका आहे?
☑️ नगराचा मोक्या केला आहे का?

☑️ मालमत्ता कायदेशीर आहे?
☑️ संपली पर मारकाकडून घेतले आहे?

मागे पुढे बंद करा

[Click here to view the details of "Business Details"](#)

3. License Details (रिप्या ३-परिनिच्याचा तपशील)

License Details is the third form which captures all license related details.

User need to enter various details related to license such as Renewal Details, Suspension Details, License Original Period Details etc.





भारत सरकार
अतिबाग नगरपरिषद-Demo

1 टप्पा 1 आवेदन मागणेसाठी
2 टप्पा 2 आवेदन घेणेसाठी
3 टप्पा 3 परवानगासाठी

परवान्याचा तपशील

परवाना प्रकार: Market

परवाना उप प्रकार	परवाना वर्ग	परवाना उप वर्ग 1	परवाना उप वर्ग 2	परिमाण वर्ग	परिमाण वर्ग	एकक	मुल्य-नव	मुल्य
Trade	Trade	Shop	Plex	Not.Ay	Not.Ay	0	License Fee	500

एकूण 500

तत्पुरते / कायमचे: Permanent

व्यवसाय क्षेत्र (चौ.मीटर): 1000

मासिक परवाना क्रमांक (अवकाश): 2500

एकूण कर्मचाऱ्यांची संख्या: 10

सदर व्यवसाय जागेकरिता या आधी परवाना मागण्यात आला का? No

मासिक परवाना दिनांक: 01-01-2018

एकूण स्मॉल-नवी संख्या: 2

अन्यथा कायदा अंतर्गत परवाना क्रमांक धारण, 1984:

शेरा: Shop

परवाना मूल कालावधी तपशील

परवाना दिनांकसमूह	परवाना दिनांकसमूह	पावती क्र.	पावती दिनांक	मुल्य-नव	मुल्य	शेरा
01-01-2018	31-05-2018	1	01-05-2018		1000	

नूतनीकरण तपशील

नूतनीकरण दिनांकसमूह	नूतनीकरण दिनांकसमूह	नूतनीकरण दिनांक	पावती क्र.	पावती दिनांक	मुल्य-नव	मुल्य	शेरा
01-01-20	31-05-20				1500		

निलंबन तपशील

दिनांकसमूह स्थिति	दिनांक स्थिति	कोणत्याही स्थिति	शेरा
		-Select-	

पुनरीत करा मंजूर करा **समाप्त करा** बंद करा

[Click here to view the details of "License Details"](#)



8.2 License Upload/Download

White label Error

System will provide Format in Excel to capture data from legacy system.

Data will be imported into application via tool.

Data can be exported from system into excel format.

Follow the path: Department login → Trade License → Data Entry → License Upload/Download

Below mentioned screen appears when clicked on "**License Upload /Download**"

Home screen

Below is the description of all the fields present on form.

Sr. No	Field Name	Description
1.		
2.		
3.		