

Government of West Bengal
Department of Urban Development and Municipal Affairs
"NAGARAYAN", 6th Floor,
DF - 8, Sector - I, Salt Lake, Kolkata - 700 064

ORDER

No. 372/UDMA-15011(99)/47/2025-LS-MA SEC

Dated, the 27th day of May, 2025

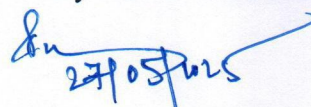
WHEREAS it has been brought into notice of the Department of Urban Development and Municipal Affairs that during issuance/renewal of Certificate for enlistment of profession, trade and callings commonly known as Trade License, some of the Urban Local Bodies are levying application fees in excess of ceiling prescribed under the relevant Act;

AND WHEREAS the Urban Local Bodies may levy application fees for issuance/renewal of Certificate for enlistment of profession, trade and callings at rate not exceeding the amount noted in the following table:

Sl. No.	Urban Local Body	Relevant provisions of Acts	Maximum prescribed rate
1.	Municipalities, Notified Area Authorities and Industrial Township Authorities	Section 118 of the West Bengal Municipal Act, 1993	Rupees one thousand and five hundred per annum
2.	Municipal Corporations except Kolkata Municipal Corporation and Howrah Municipal Corporation	Section 141 of the West Bengal Municipal Corporation Act, 2006	Rupees two thousand and five hundred per annum
3.	Howrah Municipal Corporation	Section 102 of the Howrah Municipal Corporation Act, 1980	Rupees two thousand and five hundred per annum
4.	Kolkata Municipal Corporation	Section 199 of the Kolkata Municipal Corporation Act, 1980	Rupees two thousand and five hundred per annum

NOW THEREFORE all the Urban Local Bodies are hereby requested to adhere to the provisions of the respective Act strictly and not to levy any other fees except application fees in contravention of the ceiling limit prescribed under the Act referred above, during issuance/ renewal of Certificate for enlistment of profession, trade and callings commonly known as Trade License.

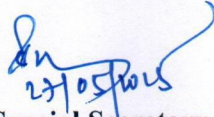
By order of the Governor,



Special Secretary to the Government of West Bengal

Copy forward for information to the –

1. Municipal Commissioner, Kolkata Municipal Corporation.
2. Commissioner, Howrah/Asansol/Bidhannagar/Chandernagore/Durgapur/Siliguri Municipal Corporation.
3. The Chairman/Chairperson, Board of Administrators/Administrator,
..... Municipality/Notified Area Authority.
4. Director of Local Bodies, West Bengal.
5. Director, State Urban Development Agency.
6. Chief Executive Officer/Executive OfficerIndustrial Township Authority.
7. Joint Secretary, IT & e- Governance Cell, U D & M A Department.
8. Executive Officer, Municipality/NAA.
9. Private Secretary to Hon'ble Minister-in-Charge, U D & M A Department.
10. Sr. P S to Principal Secretary, UD & MA Department.
11. Section Officer, IT & e- Governance Cell, U D & M A Department.
With the request for uploading the same in the departmental website.
12. Guard file of Statutory Wings of this Department.


Special Secretary