

**INSTITUTE OF LOCAL GOVERNMENT
AND URBAN STUDIES**
**DEPARTMENT OF URBAN DEVELOPMENT
AND MUNICIPAL AFFAIRS**
GOVERNMENT OF WEST BENGAL



স্থানীয় শাসন এবং নগর সমীক্ষণ সংস্থা
নগরোন্নয়ন ও পৌর বিষয়ক বিভাগ
পশ্চিমবঙ্গ সরকার

No. ILGUS/1T-1/2019/424 (118)

June 25, 2019

From : Sutanu Prasad Kar
OSD & Director

To : Chairman/Chairperson/Administrator
All the ULBs of West Bengal

Sub : Handhold Training Programme on Online Issuance of Trade Licenses


Sir / Madam,

Institute of Local Government & Urban Studies (ILGUS) is organising half day Handhold Training Programme on 'Online Issuance of Trade Licenses' using e-District Portal of the Department of Urban Development and Municipal Affairs, Government of West Bengal. The said half day Training Programme will be held on and from **02.07.2019 – 09.07.2019** at the Training Hall of ILGUS, ILGUS Bhavan, Bidhannagar, Kolkata – 700106.

Under the circumstances you are requested to kindly nominate **(1) Executive Officer/Finance Officer; (2) License Inspector/ Designated Official** (looking after Issuance of Trade License) and **(3) IT Coordinator** of your ULB to attend the aforesaid Training Programme. In absence of any of the abovenoted Officers nomination of other Officer (related to issuance of Trade Licenses) may kindly be made. But under no circumstances **participant from each ULB shall not be more than three.**

In each the schedule of the abovenoted Training Programme has been divided in two sessions, i.e., **(a) Morning Session will commence from 11.00 am and will continue upto 1.30 pm.**, whereas **(b) Afternoon Session will commence from 2.30 pm and will continue upto 4.30 pm.** The participants are may kindly be advised to **report at least 30 minutes before the commencement of session.** The detailed schedule of the Training Programme (Date/Session & ULB wise) is enclosed for your kind reference.

Kindly confirm the participation of your ULB through e mail of ILGUS, ilgus.magowb@gmail.com at least before 2 (Two) working days from the date of Training Programme as mentioned in the enclosed schedule.

Yours truly,

OSD & Director

Encl. Schedule of Programme





**SCHEDULE OF HANDHOLD TRAINING PROGRAMME ON
ONLINE ISSUANCE OF TRADE LICENSE
USING E-DISTRICT PORTAL OF DEPARTMENTT OF UD & MA, GoWB**

Date : 02.07.2019; Venue:ILGUS CONFERENCE HALL			Date : 03.07.2019; Venue:ILGUS CONFERENCE HALL		
Sl. No.	1st Half (11.30 am - 1.30 pm)	2nd Half (2.30 pm - 4.30 pm)	Sl. No.	1st Half (11.30 am - 1.30 pm)	2nd Half (2.30 pm - 4.30 pm)
	Name of the ULB	Name of the ULB		Name of the ULB	Name of the ULB
1	HOOGHLY-CHINSURAH	BIRNAGAR	1	ASHOKENAGAR-KALYANGARH	NORTH BARRACKPORE
2	TARAKESWAR	CHAKDAH	2	BARANAGAR	KANCHRAPARA
3	UTTARPARA-KOTRUNG	GAYESHPUR	3	BARASAT	KHARDAHA
4	DANKUNI	KALYANI	4	BARRACKPORE	MADHYAMGRAM
5	ARAMBAGH	KRISHNANAGAR	5	BASIRHAT	NAIHATI
6	BAIDYABATI	NABADWIP	6	BHATPARA	SOUTH DUM DUM
7	BANSBERIA	RANAGHAT	7	BONGAON	NEW BARRACKPORE
8	BHADRESWAR	SANTIPUR	8	DUM DUM	KAMARHATI
9	CHAMPDANY	HARINGHATA	9	GARULIA	NORTH DUM DUM
10	SERAMPORE	BADURIA	10	GOBARDANGA	PANIHATI
11	KONNAGAR	COOPERS' CAMP NAA	11	HABRA	TAKI
12	RISHRA	TAHERPUR NAA	12	HALISAHAR	TITAGARH

Participants of the Traing Progrogramme

- (1) Executive Officer / Finance Officer
- (2) License Inspector/ Designated Official (Looking after issuance of Trade License)
- (3) IT Coordinator



**SCHEDULE OF HANDHOLD TRAINING PROGRAMME ON
ONLINE ISSUANCE OF TRADE LICENSE
USING E-DISTRICT PORTAL OF DEPARTMENTT OF UD & MA, GoWB**

Date : 04.07.2019; Venue:ILGUS CONFERENCE HALL			Date : 05.07.2019; Venue:ILGUS CONFERENCE HALL		
Sl. No.	1st Half (11.30 am - 1.30 pm)	2nd Half (2.30 pm - 4.30 pm)	Sl. No.	1st Half (11.30 am - 1.30 pm)	2nd Half (2.30 pm - 4.30 pm)
	Name of the ULB	Name of the ULB		Name of the ULB	Name of the ULB
1	BANKURA	CONTAI	1	BARDDHAMAN	BALURGHAT
2	BISHNUPUR	EGRA	2	DAINHAT	BUNIADPUR
3	SONAMUKHI	HALDIA	3	GUSKARA	GANGARAMPUR
4	BOLPUR	PANSKURA	4	KALNA	DALKHOLA
5	DUBRAJPUR	TAMRALIPTA	5	MEMARI	ISLAMPUR
6	NALHATI	CHANDRAKONA	6	KATWA	KALIAGANJ
7	RAMPURHAT	GHATAL	7	DIAMOND HARBOUR	RAIGANJ
8	SAINTHIA	JHARGRAM	8	JOYNAGAR-MAZILPUR	JALPAIGURI
9	SURI	KHARAGPUR	9	MAHESHTALA	MAL
10	MEDINIPORE	KHARAR	10	RAJPUR-SONARPUR	ALIPURDUAR
11	RAMJIBANPUR	PUJALI	11	BARUIPUR	ENGLISH BAZAR
12	KHIRPAI	BUDGE BUDGE	12	ULUBERIA	OLD MALDAH

Participants of the Traing Programme

- (1) Executive Officer / Finance Officer
- (2) License Inspector/ Designated Official (Looking after issuance of Trade License)
- (3) IT Coordinator



**SCHEDULE OF HANDHOLD TRAINING PROGRAMME ON
ONLINE ISSUANCE OF TRADE LICENSE
USING E-DISTRICT PORTAL OF DEPARTMENTT OF UD & MA, GoWB**

Date : 08.07.2019; Venue:ILGUS CONFERENCE HALL			Date : 09.07.2019; Venue:ILGUS CONFERENCE HALL		
Sl. No.	1st Half (11.30 am - 1.30 pm)	2nd Half (2.30 pm - 4.30 pm)	Sl. No.	1st Half (11.30 am - 1.30 pm)	2nd Half (2.30 pm - 4.30 pm)
	Name of the ULB	Name of the ULB		Name of the ULB	Name of the ULB
1	BERHAMPORE	COOCHBEHAR	1	NDITA	
2	DHULIYAN	DINHATA	2	ASSANSOL MC	
3	JANGIPUR	HALDIBARI	3	DURGAPUR MC	
4	JIAGANJ-AZIMGANJ	MATHABHANGA	4	BIDHANNAGAR MC	
5	KANDI	MEKLIANJ	5	SILIGURI MC	
6	MURSHIDABAD	TUFANGANJ	6	CHANDANNAGORE MC	
7	DOMKAL	DHUPGURI	7		
8	BELDANGA	DARJEELING	8		
9	PURULIA	KALIMPONG	9		
10	JHALDA	KURSEONG	10		
11	RAGHUNATHPUR	MIRIK NAA	11		

Participants of the Training Programme 08.07.2019 (1st & 2nd Half)		Participants of the Training Programme 09.07.2019	
1	Executive Officer / Finance Officer	1	Commissioner / Secretary / OSD / F.O.
2	License Inspector (Designated Official looking after issuance of Trade License)	2	License Inspector (Designated Official looking after issuance of Trade License)
3	IT Coordinator	3	IT Coordinator / IT Personnel