

TRADE LICENSE (DEPARTMENT PROCESS)

Applicant logs on to <https://e-nagarsewaup.gov.in/onlinepay/> submits the application online to the concerned local Body, uploads required documents and makes required payment

Assigned officer (Verifier)* receives application as displayed on their login dashboard

Assigned officer (**Verifier**) approves or disapproves the application

Rejected

Application rejected and intimation SMS/Email sent to applicant

Accepted

Assigned Officer (Approver)# receives application approved by verifier & it's displayed on their login dashboard

Assigned officer (**Approver**) approves or disapproves the application

Rejected

Application rejected and intimation SMS/Email sent to applicant

Accepted

Approved Certificate is digitally signed by Approver.

SMS is send to applicant registered mobile no. Applicant can download digitally signed certificate on successful authentication of SMS.

* indicates assigned officer by Municipal Commissioner/ EO

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