

Online Registration of shops and establishments in respect to the whole of West Bengal, except in Kolkata is being done through e district website <https://edistrict.wb.gov.in/PACE/login.do>.

Online Registration of shops and establishments for Kolkata region is being done through (<http://wbshopsonline.in/>) at present. The detailed procedure of online application, payment, tracking and monitoring through the e district website and wbshopsonline.in are given here

**Application for Registration for Shops and  
Establishments through eDistrict website**

EDistrict login page (<https://edistrict.wb.gov.in/PACE/login.do>)

**WEST BENGAL**  
**e-DISTRICT**

## Welcome

e-District is a Mission Mode Project with the objective of making the State's services available to the citizens through a computerized system. The services may be availed of through Internet or by visiting any CSC-s (Common Service Center) or a Kiosk. It may not be necessary to visit the Government Offices for submitting the application, knowing the status or receiving certificate / license etc.

### Login

English

UserName

Password

Captcha  

**Login**

[Citizen Registration](#) | [Forgot Password](#)

Verification of Digitally Signed Document | [Download Forms](#) | [FAQ](#)

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Designed and developed by CMC Limited

## Applicant Home Page

**WEST BENGAL e-DISTRICT**

Home | Apply to services | View Status | Downloads | About Services | User Profile | Welcome Wb eDistrict | Logout

Track Application | e-Notice | Hearing Application | Approved Application | Payment Pending Application | Sent For Revision Application | Draft Application | Account Statement

### Services under e-District

Department	District
Registration of Shops and Establishments	Income Certificate
Registration of Shops and Establishments Renewal	Local Residence (Domicile) Certificate
Notice of Change in Registration of Shops & Establishments	Redressal of RTI queries & RTI status tracking
Building and Construction Workers' Beneficiary Registration	Grievance Redressal
Building and Construction Workers' Subscription Collection	Issuance of Firearm License
Transport workers' Beneficiary Registration	Renewal of Firearm License
Transport Workers' Beneficiary Registration Renewal	Surrender and Cancellation of Firearm License
Building & Construction and Transport Workers' Benefits Disbursement	Sale of Firearms to authorized dealers
Registration of Societies	Transfer case of Arms License
Amendment of Memorandum and Regulations	Duplicate issue of arms license
Annual Filing of Returns	Extension of area validity of Arms License
Issuance of Certified Copy of RoR	Impounding of Arms License during elections
Tracking Status of Mutation Application	Issuance of Firecracker manufacturing license (Factory License)

Total Count > **648**

## Application for Registration of Shops and Establishments

The screenshot shows the home page of the eDistrict portal. The navigation bar includes 'Home', 'Apply to services', 'View Status', 'Downloads', 'About Services', and 'User Profile'. The main content area is divided into several service categories: Social Welfare Schemes, Registration of Societies, Land Records & Revenue Court Services, Services of Labour Department, Certificate, and Licenses. The 'Registration of Shops and Establishments' link under the 'Services of Labour Department' category is highlighted with a red circle. Below the service categories, there is a 'Total Count' section showing 648 applications.

Service Category	Services
Social Welfare Schemes	Enrolment and disbursement of Old Age, Enrolment and disbursement of Widow, Enrolment and disbursement of Disability
Registration of Societies	Registration of Societies, Amendment of Memorandum and Regulations, Annual Filing of Returns
Land Records & Revenue Court Services	Issuance of Certified Copy of RoR, Tracking Status of Mutation Application, Issuance of Plot Information, Certified Copy of Documents
Services of Labour Department	Registration of Shops and Establishments, Issuance of Income Certificate, Issuance of Local Residence (Domicile) Certificate, Issuance and construction workers' Building and Construction Workers' Transport Workers' Beneficiary Registration, Building & Construction and Transport Workers' Beneficiary Registration
Certificate	Income Certificate, Local Residence (Domicile) Certificate
Licenses	Issuance of Firearm License, Renewal of Firearm License, Surrender and Cancellation of Firearm License, Sale of Firearms to authorized dealers, Transfer case of Arms License, Duplicate issue of arms license, Extension of area validity of Arms License, Impounding of Arms License during elections, Issuance of Firecracker manufacturing license (Factory License), Issuance of Firecracker possession, Issuance of Blasting License (non-manufacturing), Issuance of Blasting License (manufacturing), Renewal of Firecracker manufacturing license (Factory License), Renewal of Firecracker possession

Total Count >> 648

## Application Form

The screenshot shows the application form for the registration of shops and establishments. The form is titled 'Application for Registration of Shops & Establishments' and is divided into sections for 'Applicant's Basic Information' and 'Applicant's Contact Information'. The form fields are as follows:

Field	Value
Salutation *	Mr.
Middle Name	Middle Name
Date of Birth *	01/01/1990
Gender *	Male
Mobile No	9830000012
Aadhaar Card No	123456789123
First Name *	Santu
Last Name *	Halder
Age	25
Date of Application *	02/04/2015 14:07:40
E-Mail	santu.halder@abc.com
Designation *	Proprietor

## Viewing Application Details

Home | Apply to services | View Status | Downloads | About Services | User Profile | Welcome Wb eDistrict | Logout

Track Application | e-Notices | Hearing Application | Approved Application | Payment Pending Application | Sent For Revision Application | Draft Application | Account Statement

### View Application Details for Registration of Shops & Establishments

Application Number	2062
<b>Applicant's Basic Information</b>	
Name of the Applicant	Mr. Santu Halder
Date of Application	02/04/2015
Date of Birth	01/01/1990
Age	25
Gender	Male
Mobile No	9830000012
E-Mail	santu.halder@abc.com
Aadhaar Card No	123456789123
Designation	Proprietor
<b>Shops or Establishment Details</b>	
Name of the Shop or Establishment	HalderSweets
Exact Location of Office, Store-room, godown, warehouse or work place, if any attached to shop but situated in premise different from house of establishment	Burdwan

## Uploading Supporting Documents

Home | Apply to services | View Status | Downloads | About Services | User Profile | Welcome Wb eDistrict | Logout

Track Application | e-Notices | Hearing Application | Approved Application | Payment Pending Application | Sent For Revision Application | Draft Application | Account Statement

### Supporting Document Details for Registration of Shops & Establishments

Supporting Document Details for Registration of Shops & Establishments

Document View	Supporting Document Type	Supporting Document Name	Upload File
Not Uploaded	Deed or Memorandum *	If a partnership firm then partnership deed ▼	Choose File   document.jpg
Not Uploaded	Valid Trade License *	Valid Trade License ▼	Choose File   certificate.jpg
Not Uploaded	List employees	List employees ▼	Choose File   docu.jpg
Not Uploaded	Document substantiating nature of business *	Document substantiating nature of busine ▼	Choose File   Test1.jpg
Not Uploaded	Form-X (Appointment Letter) *	Form-X (Appointment Letter) ▼	Choose File   docu.jpg
Not Uploaded	Other Document	Other Document ▼	Choose File   fi.jpg

Mandatory Fields(\*). Only .JPEG, .PDF files are supported and each file should be not more than 500kb of size.

## Submitting the Application for Registration of Shops and Establishments

Home | Apply to services | View Status | Downloads | About Services | User Profile | Welcome to eDistrict | Logout

Track Application | e-Notice | Hearing Application | Approved Application | Payment Pending Application | Sent For Revision Application | Draft Application | Account Statement



### View Application Details for Registration of Shops & Establishments

Application Number	2062
--------------------	------

#### Applicant's Basic Information

Name of the Applicant	Mr. Santu Halder
Date of Application	02/04/2015
Date of Birth	01/01/1990
Age	25
Gender	Male
Mobile No	9830000012
E-Mail	santu.halder@abc.com
Aadhaar Card No	123456789123

#### Supporting Document List

 Deed or Memorandum	 Valid Trade License	 List employees	 Document substantiating nature of business	 Form X (Appointment Letter)
--	---	--	--	---

Submit | Edit Basic Information | Edit Application | Edit Supporting Document | Print | Cancel

Application forwarded to the Inspector. Approval Mechanism by the Inspector

 WEST BENGAL  
e-DISTRICT



## Welcome

e-District is a Mission Mode Project with the objective of making the State's services available to the citizens through a computerized system. The services may be availed of through Internet or by visiting any CSC-s (Common Service Center) or a Kiosk. It may not be necessary to visit the Government Offices for submitting the application, knowing the status or receiving certificate / license etc.

### User Login

English

User Id

Password

Captcha 

[Login](#) [Forgot Password](#)

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## Inspector Home Page

WEST BENGAL e-DISTRICT

Home MIS My Profile Welcome Aswini Kumar Sharma (Inspector) Log Out

Pending For Digital Sign | Completed Digitally Signed | Help Document | AIN Search

Dashboard

### Pending Applications

- Building & Other Construction Workers' Beneficiary Registration 3
- Building & Other Construction and Transport Workers' Benefit Disbursement 3
- Registration of Shops & Establishments 3

### My Applications

- Forwarded
- Approved
- Sentback
- Rejected
- Auto Escalated
- Special Cases

## Inspector Pending Applications

Home MIS My Profile Welcome Aswini Kumar Sharma (Inspector) Log Out

Pending For Digital Sign | Completed Digitally Signed | Help Document | AIN Search

### Pending Applications For Registration of Shops & Establishments

Show 10 entries Search:

Serial No.	Status	AIN	Applicant	Application Date	Due Date	Application Status
1		0105101503000164	Mr. Soumit Singha	25/03/2015	28/03/2015	Payment Successful
2		0105101503000165	Mr. Soumit Singha	25/03/2015	28/03/2015	Payment Successful
3		0105101503000186	Mr. Santu Halder	02/04/2015	13/04/2015	Initiated

Showing 1 to 3 of 3 entries [First](#) [Previous](#) [Next](#) [Last](#)

Application AutoEscalation Period Started 50% and Above SLA Period Reached Application SLA Period Started



Inspector viewing Applicant's Data

Home MIS My Profile Welcome Aswini Kumar Sharma (Inspector) Log Out

Pending For Digital Sign | Completed Digitally Signed | Help Document | AIN Search

Applicant's Data Application Form Supporting Documents Check List And Action Action History AIN#0105101503000186

Applicant's Data	
AIN	0105101503000186
Applicant Name	Mr. Santu Halder
Applicant Date of Birth	01/01/1990
Applicant Age	25
Applicant Gender	Male
Application Date	2015-04-02 14:07:40.0
Email Id	santu.halder@abc.com
Phone No	9830000012
Aadhaar Card No	123456789123
Designation	Proprietor
Name of Shop	HalderSweets
Exact Location of Shop	Burdwan
Nature of Ownership	Proprietorship
Address Line 1	123 Hridaypur
Vill/ Ward	Hridaypur
Police Station	DCP

I have seen the given information properly

## Application Form

Home MIS My Profile Welcome Aswini Kumar Sharma (Inspector) Log Out

Pending For Digital Sign | Completed Digitally Signed | Help Document | AIN Search

Applicant's Data Application Form Supporting Documents Check List And Action Action History AIN#0105101503000186

### Application Form

Name and Residential Address of shopkeepers or employers

Record: 1	
Salutation	Mr.
First Name	Santu
Middle Name	NA
Last Name	Halder
Date of birth	01/01/1990
Age	25
Gender	Male
Email	santu.halder@abc.com
Mobile No	9830000012
Country	India
State	West Bengal
District	Burdwan
Sub Division	Burdwan Sadar(North)

I have seen the given information properly

## Uploaded Supporting Documents

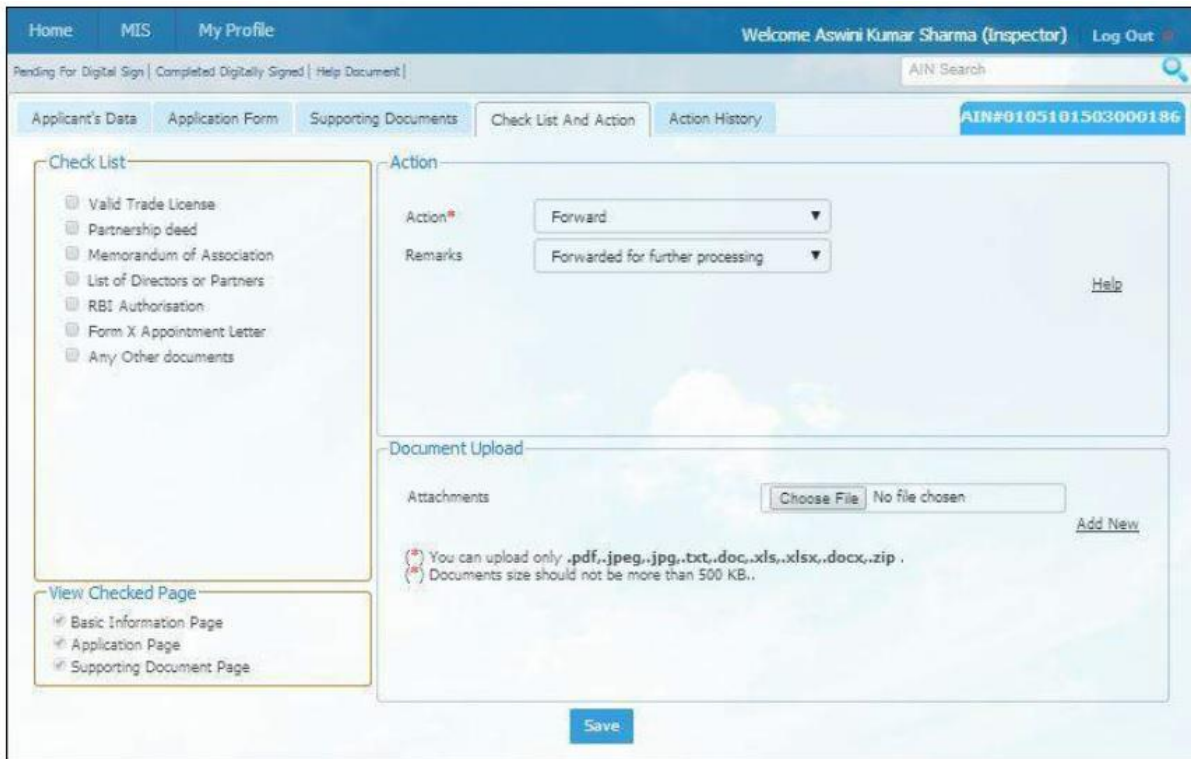
Serial No.	Supporting Documents Type	Supporting Documents Name	Uploaded By	File
1	Deed or Memorandum	If a partnership firm then partnership deed.	Wb eDistrict	
2	Valid Trade License	Valid Trade License	Wb eDistrict	
3	List employees	List employees	Wb eDistrict	
4	Document substantiating nature of business	Document substantiating nature of business	Wb eDistrict	
5	Form-X (Appointment Letter)	Form-X (Appointment Letter)	Wb eDistrict	
6	Other Document	Other Document	Wb eDistrict	

I have seen the given information properly.

## Action Summary

Step No.	Action By	Date	Action	Remarks	Annexure
No Action					

## Checklist and Action Items



Home MIS My Profile Welcome Aswini Kumar Sharma (Inspector) Log Out

Pending for Digital Sign | Completed Digitally Signed | Help Document | AIN Search

Applicant's Data Application Form Supporting Documents **Check List And Action** Action History AIN#0105101503000186

**Check List**

- Valid Trade License
- Partnership deed
- Memorandum of Association
- List of Directors or Partners
- RBI Authorisation
- Form X Appointment Letter
- Any Other documents

**Action**

Action\* Forward

Remarks Forwarded for further processing

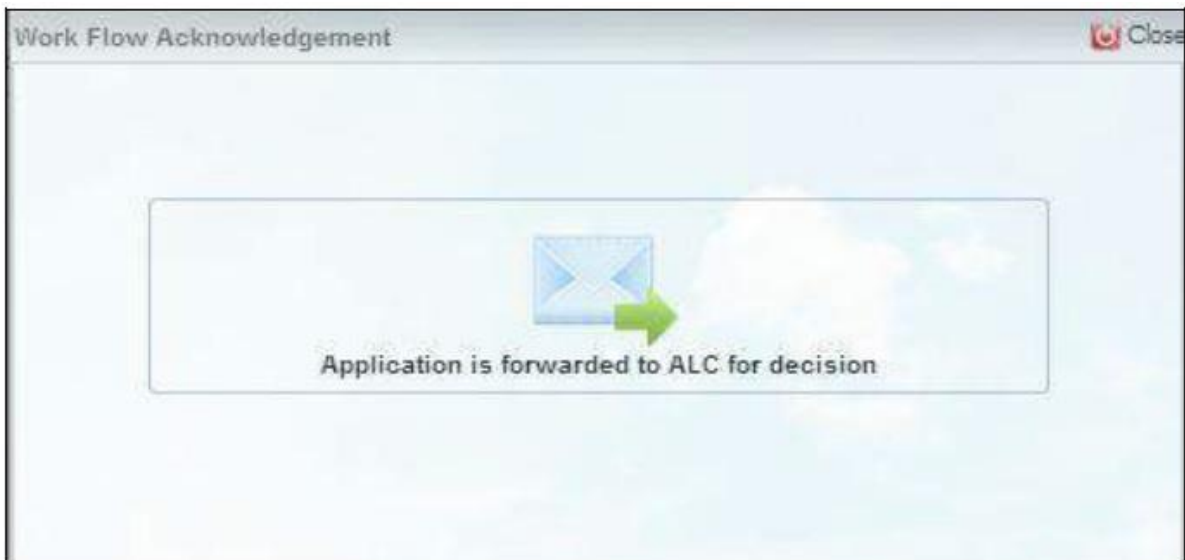
[Help](#)

**Document Upload**

Attachments  No file chosen [Add New](#)

(\*) You can upload only .pdf,.jpeg,.jpg,.txt,.doc,.xls,.xlsx,.docx,.zip .  
(\*) Documents size should not be more than 500 KB..

Application forwarded to ALC for decision



## ALC Approval Mechanism

The screenshot shows the West Bengal e-District portal dashboard. At the top, there is a navigation bar with links for Home, MIS, Disbursement, and My Profile. The user is logged in as Rakesh Ghosh (ALC). Below the navigation bar, there is a search bar and a 'Dashboard' button. The main content area features a 'Pending Applications' section with three items:

- Building & Other Construction and Transport Workers' Benefit Disbursement (1)
- Registration of Shops & Establishments (1)
- Transport Workers' Beneficiary Registration Renewal (2)

Below this, there is a 'My Applications' section with six buttons: Forwarded, Rejected, Approved, Auto Escalated, Sentback, and Special Cases.

## List of pending Applications for ALC

The screenshot shows a detailed view of pending applications for 'Registration of Shops & Establishments'. The table below lists the application details:

Serial No.	Status	AIN	Applicant	Application Date	Due Date	Application Status
1		0105101503000186	Mr. Santu Halder	02/04/2015	07/04/2015	Forwarded

Showing 1 to 1 of 1 entries

Navigation: FIRST PREVIOUS 1 NEXT LAST

Alerts:

- Application AutoEscalation Period Started
- 50% and Above SLA Period Reached
- Application SLA Period Started

## Workflow Acknowledgement



## Payment Page for Registration of Shops and Establishments by the Applicant



Payment made by the applicant

The screenshot shows a web interface for 'Payment for Registration of Shops and Establishments'. At the top, there is a navigation bar with links like 'Home', 'Apply to services', 'View Status', 'Downloads', 'About Services', and 'User Profile'. Below the navigation bar, there is a secondary bar with links for 'Track Application', 'e-Notice', 'Hearing Application', 'Approved Application', 'Payment Pending Application', 'Sent For Revision Application', 'Draft Application', and 'Account Statement'. The main heading is 'Payment for Registration of Shops and Establishments'. Below the heading, there is a table with the following data:

AIN	Applicant Name	Remarks
0105101503000186	Mr. Santu Halder	Application verified and accepted, please pay

Below the table, there are two sections: 'Payment Gateway' and 'Offline Payment', each with a radio button. The 'GRIPS Payment' section contains the following fields:

- Payment Mode\*: Online (dropdown menu)
- Payment head/head of account\*: G. Sinha (dropdown menu)
- Payment amount\*: 30 (input field)
- Debit Card Payment\*: 30 (input field)
- Pay (button)

Approval Mechanism by the Final Approver (Inspector)

The screenshot shows a web interface for 'Pending Applications For Registration of Shops & Establishments'. At the top, there is a navigation bar with links like 'Home', 'MIS', and 'My Profile'. Below the navigation bar, there is a secondary bar with links for 'Pending For Digital Sign', 'Completed Digitally Signed', and 'Help Document'. The main heading is 'Pending Applications For Registration of Shops & Establishments'. Below the heading, there is a search bar and a table with the following data:

Serial No.	Status	AIN	Applicant	Application Date	Due Date	Application Status
1		0105101503000164	Mr. Soumit Singha	25/03/2015	28/03/2015	Payment Successful
2		0105101503000165	Mr. Soumit Singha	25/03/2015	28/03/2015	Payment Successful
3		0105101503000186	Mr. Santu Halder	02/04/2015	09/04/2015	Payment Successful

Below the table, there is a status bar with the following information:

- Showing 1 to 3 of 3 entries
- Application AutoEscalation Period Started (Red flag icon)
- 50% and Above SLA Period Reached (Yellow flag icon)
- Application SLA Period Started (Green flag icon)



Status tracking by the Applicant

WEST BENGAL e-DISTRICT

Home Apply to services View Status Downloads About Services User Profile Welcome Wb eDistrict Logout

Track Application | e-Notice | Hearing Application | **Approved Application** | Payment Pending Application | Sent For Revision Application | Draft Application | Account Statement

### Services under e-District

Department	District
Registration of Shops and Establishments	Income Certificate
Registration of Shops and Establishments Renewal	Local Residence (Domicile) Certificate
Notice of Change in Registration of Shops & Establishments	Redressal of RTI queries & RTI status tracking
Building and Construction Workers' Beneficiary Registration	Grievance Redressal
Building and Construction Workers' Subscription Collection	Issuance of Firearm License
Transport workers' Beneficiary Registration	Renewal of Firearm License
Transport Workers' Beneficiary Registration Renewal	Surrender and Cancellation of Firearm License
Building & Construction and Transport Workers' Benefits Disbursement	Sale of Firearms to authorized dealers
Registration of Societies	Transfer case of Arms License
Amendment of Memorandum and Regulations	Duplicate issue of arms license
Annual Filing of Returns	Extension of area validity of Arms License
Issuance of Certified Copy of RoR	Impounding of Arms License during elections
Tracking Status of Mutation Application	Issuance of Firecracker manufacturing license (Factory License)

Total Count >> 668



## Download of the final signed approved Certificate

<a href="#">Home</a>   <a href="#">Apply to services</a>   <a href="#">View Status</a>   <a href="#">Downloads</a>   <a href="#">About Services</a>   <a href="#">User Profile</a> <span style="float: right;">Welcome Wb eDistrict   <a href="#">Logout</a></span>							
<a href="#">Track Application</a>   <a href="#">e-Notice</a>   <a href="#">Hearing Application</a>   <a href="#">Approved Application</a>   <a href="#">Payment Pending Application</a>   <a href="#">Sent For Revision Application</a>   <a href="#">Draft Application</a>   <a href="#">Account Statement</a>							
<h3>List of approved applications</h3>							
Please Select Service Name: <input type="text" value="Registration of Shops &amp; Establishments"/> <input type="button" value="Search"/>							
Show <input type="text" value="10"/> entries <span style="float: right;">Search: <input type="text"/></span>							
Sl.No.	Service Name	AIN	Name Of Applicant	Date of approval	Application Date	Remark	Certificate
1	Registration of Shops & Establishments	0105101503000186	Mr. Santu Haider	02/04/2015	02/04/2015 02:37 PM	Application Approved	
2	Registration of Shops & Establishments	0105101503000184	Ms. Tina Roy	27/03/2015	27/03/2015 08:18 PM	Application Approved	
3	Registration of Shops & Establishments	0105101503000182	Ms. Tina Roy	27/03/2015	27/03/2015 03:23 PM	Application Approved	
4	Registration of Shops & Establishments	0105101503000181	Ms. Oil De	27/03/2015	27/03/2015 11:38 AM	Application Approved	
5	Registration of Shops & Establishments	0105101503000181	Mr. Santu Haider	20/03/2015	20/03/2015 04:26 PM	Application Approved	
6	Registration of Shops & Establishments	0105101503000144	Ms. Tina De	13/03/2015	13/03/2015 03:30 PM	Application Approved	
7	Registration of Shops & Establishments	0105101503000143	Mr. Test Test	13/03/2015	13/03/2015 02:55 PM	Application Approved	
8	Registration of Shops & Establishments	0105101503000142	Ms. Tina De	13/03/2015	13/03/2015 12:33 PM	Application Approved	
9	Registration of Shops & Establishments	0105101503000132	Ms. Oil De	10/03/2015	10/03/2015 03:42 PM	Application Approved	
10	Registration of Shops & Establishments	0105101503000082	Ms. Arpta Biswas	25/02/2015	25/02/2015 05:38 PM	Application Approved	

Showing 1 to 10 of 11 entries 
[First](#) | [Previous](#) | [2](#) | [Next](#) | [Last](#)

**Form - B**  
**Application For Registration**

Prescribed under sub Rule (2) & (3) of rule 4 of the West Bengal Shops & Establishments Rules 1964.

**PART - I**

To  
The Registering Authority  
Shops & Establishments

By:  
I beg to apply for registration of my Shop/Establishment under the West Bengal Shops and 1964. Particulars about the Shop/Establishment are furnished in statement below.

**STATEMENT**

1. Name of the shop/establishment, if any: **Haldi/Sweets**
2. Postal address and exact location of the shop/establishment:  
Police Station: **123 Hridaypur, Hridaypur, Burdwan, Burdwan Sadar(North)**  
Ward No.: **PS1**  
**Hridaypur**
3. Exact location of office, store-room, godown, warehouse or work place, if any attached to shop but situated in premises different from those of shop/establishment: **Burdwan**
4. Name of shop-keeper/employer: **Mr. Santu Halder**
5. Residential address of shop-keeper/employer: **123 Hridaypur, Hridaypur, Burdwan Sadar(North), Burdwan, Pin: 743333**
6. Name of manager, if any, and his Residential address:
- | Sr | Name         | Address                 |
|----|--------------|-------------------------|
| 1. | Mr. Raju Roy | 123 Mumbai, Pin: 411118 |
7. Name and residential address of Partners, (If a partnership):
- | Sr | Name | Address |
|----|------|---------|
|    |      |         |
|    |      |         |
8. Name and residential address of Director, (If a Limited company):
- | Sr | Name | Address |
|----|------|---------|
|    |      |         |
9. Category of establishment i.e., whether a shop, commercial establishment, residential hotel, restaurant, eating house, theatre, cinema or other place of public amusement or entertainment: **Shops**

10. Nature of business: Confectionery  
 11. Date of commencement of business: 01/03/2016  
 12. Names of members of owner's family employed the shop/establishment who live with the owner and are dependent on him/her: Mrs. Smita Halder

Gender	Adults	Young persons
Male	0	0
Female	1	0
Total	1	0

13. Names of other persons employed:-  
 (i) In a managerial or confidential capacity:  
 (ii) As a traveller, canvasser, messenger, watchman or caretaker: and Ms. Lily Ghosh  
 (iii) exclusively in connection with customs examination, collection, despatch, delivery or conveyance of goods from or to banking officers for transport by rail, road or air, warehouses or airports (Indicate sex and age in case of young persons)

14. Total number of employees:-

	Adults	Young persons	Total
Males	2	0	2
Females	1	1	2
Total	3	1	4

15. Declaration of weekly closing days (in the case of a shop or commercial establishment):  
 Full Closing Day: Thursday  
 Half Closing Day: Sunday

I hereby declare that the above information is true to the best of my knowledge and belief.

02/04/2016  
 Date:

Yours faithfully  
 Mr. Smita Halder  
 Signature of shop-keeper/employer

NOTE: 1. Item 3 should be filled in only when the office, store room etc. are not separately registered under the Act. In respect of such store rooms etc. not separately registered, particulars items 12,13,14 should be given separately for each office, store room etc.  
 2. If any item is not applicable enter "Not applicable".

(3)

Part - B (To be filed in by the office of the registering authority under  
The West Bengal Shops and Establishments Act, 1963)

**REGISTRATION CERTIFICATE**

It is hereby certified that the Holder/owner has registered as Shops under the West Bengal Shops and Establishments Act, 1963, the 2nd day of April 2015 and the Registration No. is 033214162015002129.

Signature Not Verified  
Digitally signed by  test15  
Date: 2015.04.02 18:44:07 IST

Change notified in Form has been. Registered on

Digitally Signed by Inspector  
02942015  
Signature of the Registering Authority

- |    |              |                  |  |
|----|--------------|------------------|--|
| 1. | Renewed upto | Registration No. | Signature of the Registering Authority |
| 2. | Renewed upto | Registration No. | Signature of the Registering Authority |
| 3. | Renewed upto | Registration No. | Signature of the Registering Authority |

"The authenticity of this document can be verified by accessing the URL: <http://eform1.ecb.gov.in> and then clicking on the "Verification of Digitally Signed Document" link and keying in the Unique number 01801070303037096."

The first part of the number shall be the name of the area in which the shop/establishment is situated and the second part shall be the serial number of the Register of Shops & Establishments for the district.

N.B. - Renewal application in Form D with Registration Certification (form - B) after 3 years from the date of Registration.

**Application for Registration of Shops and  
Establishments through wbshopsonline**

Home page for wshopsonline.in

Labour Commissionerate  
Government of West Bengal  
Shops & Establishments (Kolkata) Online Registration & License

Home About Us Act & Rules Guidelines Licence Fees Shops & Establishments Forms Notification FAQ Contact

ONLINE APPLY  
ONLINE PAYMENT

**GUIDELINES UNDER SHOPS & ESTABLISHMENTS ACT, 1963**  
Name of shop/establishment, postal address and exact location of shop/establishment, nature of business etc should match with trade license and also with memorandum of understanding, article of association, partnership deed (as applicable).

**RELEVANT ACTS**  
1. Title, Extent, Commencement & Application  
The Act is called the West Bengal Shops & Establishments Act 1963  
It extends to whole of West Bengal  
Will come into force on such dates as notified  
Shall apply to areas and classes of shops and establishment

**EXEMPTED SHOPS AND ESTABLISHMENTS**  
Important Notifications regarding exemption to certain shops/establishments from operation from various provisions of W. B. Shops and Establishments Act, 1963 and Rules framed there under.

After selection of online apply the user will land in this page for user log in

Labour Commissionerate  
Government of West Bengal  
Shops & Establishments (Kolkata) Online Registration & License

Username / Email\*  
Password\*  
Image Code\*  
Remember Me Forget Password?  
Log In

Not Registered?  
CLICK HERE TO REGISTER

## Step by step filling up of new application for registration for shops and establishments located at Kolkata region

Labour Commissionerate  
Government of West Bengal  
Shops & Establishments (Kolkata) Online Registration & License

Home About Us Act & Rules Guidelines Licence Fees Shops & Establishments Forms Notification FAQ Contact My Application

### APPLICATION FOR REGISTRATION

West Bengal Shops & Establishments Rules 1964.

**Form - B**  
[See Rule (2) & (3) of rule 4]  
**PART - 1**  
**Application for Registration**

Step - 1 Step - 2 Step - 3 Step - 4 Step - 5 Step - 6

1.\* Name of the shop/establishment  
2.\* Postal address and exact location of the shop/establishment

District  
Area  
Municipality / Corporation  
Borough  
Ward  
Post Office  
Pin Code  
Police Station

3. Exact location of office, store-room, godown, warehouse or work place, if any attached to shop but situated in premises different from those of shop establishment.

demo pvt ltd  
12, R N Tagore Road.  
KOLKATA  
Urban Rural  
Corporation  
KOLKATA MUNICIPAL CORPORATION  
BOROUGH - I  
1  
K. C. MILLS S. O.  
700024  
GIRISH PARK  
na

Clear All Proceed to Step 2

## Another step for filling up

Labour Commissionerate  
Government of West Bengal  
Shops & Establishments (Kolkata) Online Registration & License

Home About Us Act & Rules Guidelines Licence Fees Shops & Establishments Forms Notification FAQ Contact My Application

### APPLICATION FOR REGISTRATION

West Bengal Shops & Establishments Rules 1964.

**Form - B**  
[See Rule (2) & (3) of rule 4]  
**PART - 1**  
**Application for Registration**

Step - 1 Step - 2 Step - 3 Step - 4 Step - 5 Step - 6

4.\* Name of shop-keeper/employer  
5.\* Residential address of shop-keeper/employer

A Khan  
Address Line 1  
District  
Corp./Mun./Block  
Borough  
Ward  
Post Office  
Pin Code  
Police Station

12, R N Tagore Road  
KOLKATA  
Corporation  
KOLKATA MUNICIPAL CORP.  
BOROUGH - I  
1  
K. C. MILLS S. O.  
700024  
GIRISH PARK  
ADD

6. Name of manager, if any, and his Residential address.

1. na  
Address Line 1  
District  
Manager Address  
--Select--

Clear All Proceed to Step 3

© 2014. Page rendered in 0.1020 seconds.

### 3<sup>rd</sup> step for filling up

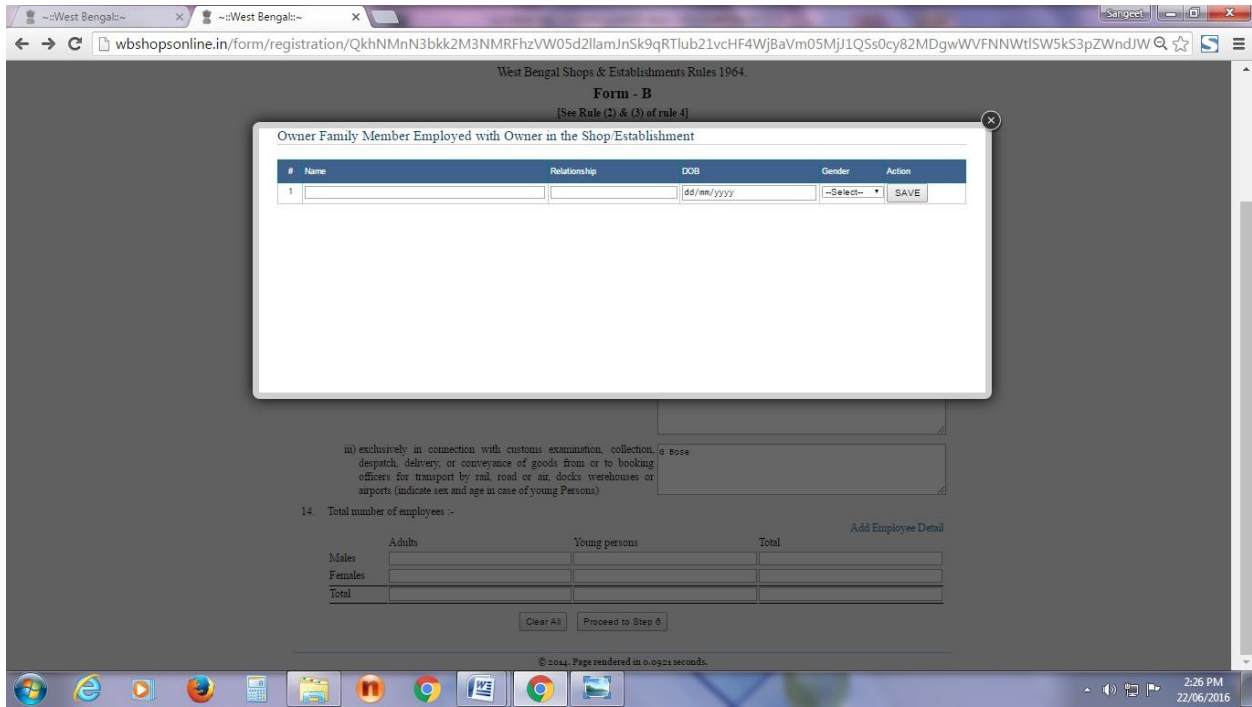
The screenshot shows the 'Shops & Establishments (Kolkata) Online Registration & License' portal. The page title is 'APPLICATION FOR REGISTRATION' under 'West Bengal Shops & Establishments Rules 1964'. It is 'Form - B' [See Rule (2) & (3) of rule 4] 'PART - 1' 'Application for Registration'. A progress bar shows 'Step - 3' as the current step. The form contains two sections: '7. Name and residential address of Partners, (if a partnership concern)' and '8. Name and residential address of Directors, (if a limited company)'. Section 8 is filled with details for 'K. Munshi' at '12, R. N. Tagore road, KOLKATA, Corporation, KOLKATA MUNICIPAL CORPOR., BOROUGH - I, 1, K. C. MILLS S. O., 700024, GIRISH PARK'. Buttons for 'Clear All' and 'Proceed to Step 4' are visible. The footer indicates '© 2014. Page rendered in 0.1008 seconds.' and the system clock shows '1:53 PM 22/06/2016'.

### 4<sup>th</sup> step for filling up registration form

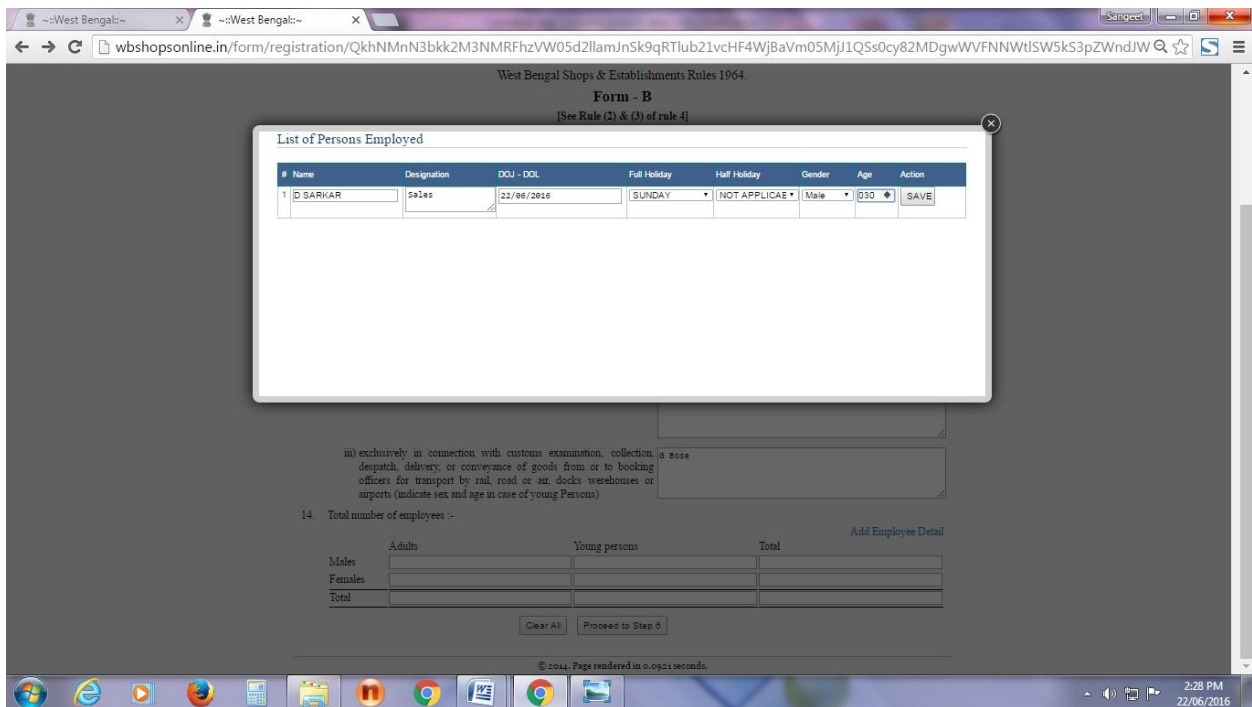
The screenshot shows the 'Shops & Establishments (Kolkata) Online Registration & License' portal. The page title is 'APPLICATION FOR REGISTRATION' under 'West Bengal Shops & Establishments Rules 1964'. It is 'Form - B' [See Rule (2) & (3) of rule 4] 'PART - 1' 'Application for Registration'. A progress bar shows 'Step - 4' as the current step. The form contains three sections: '9.\* Category of establishment i.e. whether a shop commercial establishment, residential hotel, restaurant, eating house, theatre, cinema, or other place of public amusement or entertainment.' with a dropdown menu set to 'Shops'; '10.\* Nature of business' with a text box containing 'Dress'; and '11.\* Date of commencement of business' with a date picker set to '22/06/2016'. Buttons for 'Clear All' and 'Proceed to Step 5' are visible. The footer indicates '© 2014. Page rendered in 0.2195 seconds.' and the system clock shows '1:55 PM 22/06/2016'.

Another step





## Employees details



## Steps for filling up registration form

West Bengal Shops & Establishments Rules 1964.

**Form - B**  
[See Rule (2) & (3) of rule 4]  
**PART - 1**  
**Application for Registration**

Step - 1 Step - 2 Step - 3 Step - 4 **Step - 5** Step - 6

12. Names of members of owner's family employed in the shop/establishment who live with the owner and are dependent on him/her. [Add Owner Family Member Detail](#)

	Relationship	Adults	Young persons
Males			
Females			
Total			

13. Names of other persons employed :-

i) In a managerial or confidential capacity

ii) As a traveller, canvasser, messenger, watchman, or caretaker, and

iii) exclusively in connection with customs examination, collection, despatch, delivery, or conveyance of goods from or to booking officers for transport by rail, road or air, docks, warehouses or airports (indicate sex and age in case of young Persons)

14. Total number of employees :- [Add Employee Detail](#)

	Adults	Young persons	Total
Males			
Females			
Total			

Clear All Proceed to Step 6

© 2014. Page rendered in 0.0921 seconds.

## Uploading of documents and online submission

Government of West Bengal  
**Shops & Establishments (Kolkata) Online Registration & License**

Home About Us Act & Rules Guidelines Licence Fees Shops & Establishments Forms Notification FAQ Contact My Application

**APPLICATION FOR REGISTRATION UNDER WEST BENGAL SHOP & ESTABLISHMENT RULES 1964**

\*Please check Filled up Application Form and all attachments before submission. Only PDFs are allowed and maximum size should be 2 Mb for each pdf form and attachment.  
\*Signed copy of application form (Printed from My Application) should be uploaded as Application Form.  
\* are required documents.

**Application Form:**  
\*Application Form Upload  kk.pdf

**Attachment List:**

Sl	Attachment Name	Attachment Remark	Upload Attachment
1	* Valid Trade License	<input type="text"/>	<input type="button" value="Choose File"/> certificate (3).pdf
2	If a partnership company then partnership deed	<input type="text"/>	<input type="button" value="Choose File"/> certificate (3).pdf
3	If a limited or private limited company then Memorandum of Association	<input type="text"/>	<input type="button" value="Choose File"/> certificate (3).pdf
4	List of Directors/ Partners	<input type="text"/>	<input type="button" value="Choose File"/> certificate (3).pdf
5	In case of Non-Banking Financial Institution- RBI Authorisation	<input type="text"/>	<input type="button" value="Choose File"/> certificate (3).pdf
6	In case of Insurance Agency- IRDA Authorisation	<input type="text"/>	<input type="button" value="Choose File"/> certificate (3).pdf
7	Form- X (Appointment Letter)	<input type="text"/>	<input type="button" value="Choose File"/> certificate (3).pdf
8	List of persons employees	<input type="text"/>	<input type="button" value="Choose File"/> certificate (3).pdf
9	Any other documents to substantiate the correctness of the particulars	<input type="text"/>	<input type="button" value="Choose File"/> certificate (3).pdf

© 2014. Page rendered in 0.0717 seconds.

User can view the status of his application in his dash board after submission

The screenshot shows the 'MY APPLICATIONS' dashboard of the Labour Commissionerate, Government of West Bengal. The page features a navigation menu with options like Home, About Us, Act & Rules, Guidelines, Licence Fees, Shops & Establishments, Forms, Notification, FAQ, Contact, and My Application. Below the navigation, there is a search section for applications, including fields for Form Title, From Date, and To Date. A table lists the user's applications:

Sr	Form Title	Apply Date	Status & Remark	Application
1.	Application for registration under West Bengal Shop & Establishment Rules 1964	22/06/2016 05:11 PM	Application No.: KL04022016000002 SUBMITTED TO OFFICE <a href="#">Details</a>	<a href="#">Application</a> <a href="#">Attachments</a>

Internal dash board of ALC

The screenshot displays the internal dashboard for the Labour Commissionerate, showing a list of applications with detailed information for each. The data is as follows:

Application No.	Form Title	Name	Mobile No.	Email	Apply Date	Status	Remarks
KL04002016000004	Form - D, Application for Renewal Registration	SHANTI LAL DUGAR	9674223546	riddhirajchanda@gmail.com	15/01/2016 15:24 PM	RECEIVED BY OFFICE	Forward / Update Status Application: <a href="#">View Application</a> Attachments: <a href="#">View Attachments</a>
KL04002016000003	Form - D, Application for Renewal Registration	SHANTILAL DUGAR	9674223546	rishav1975chanda@gmail.com	15/01/2016 14:50 PM	RECEIVED BY OFFICE	Forward / Update Status Application: <a href="#">View Application</a> Attachments: <a href="#">View Attachments</a>
KL04192016000002	Application for registration under West Bengal Shop & Establishment Rules 1964	SOMA CHOWDHURY	9674747814	sovon.zedpoint@gmail.com	14/01/2016 19:57 PM	REJECTED - RESUBMIT	Forward / Update Status Application: <a href="#">View Application</a> Attachments: <a href="#">View Attachments</a>
KL04102016000002	Application for registration under West Bengal Shop & Establishment Rules 1964	RUPAK KISHORE MOOKERJEE	8335075894	accounts@vesaj.in	03/02/2016 17:30 PM	RECEIVED BY OFFICE	Forward / Update Status Application: <a href="#">View Application</a> Attachments: <a href="#">View Attachments</a>
KL04092016000005	Form - D, Application for Renewal Registration	ATANU BHATTACHARYA	9830332663	atanubhattacharya@gmail.com	02/03/2016 14:56 PM	RECEIVED BY OFFICE	Forward / Update Status Application: <a href="#">View Application</a> Attachments: <a href="#">View Attachments</a>

Internal remarks

Labour Commissionerate  
Government of West Bengal

Application Status

Application No : KL04102016000002  
Form Title : Application for registration under West Bengal Shop & Establishment Rules 1964

Application is Not Forwarded [Forward](#) [Update Status \(For Applicant\)](#)

\* are required fields

Status: REJECTED - RESUBMIT

Remarks: please upload copies of the appointment letters

#	Status	Remark	Status Date	Updated By
1	RECEIVED BY OFFICE		03/02/2016 05:30 PM	Applicant
2	REJECTED - RESUBMIT	Please upload all required documents in PDF format	29/06/2016 11:10 AM	ALC

11:11 AM 6/29/2016

Labour Commissionerate  
Government of West Bengal

Application Status

Application No : KL04192016000002  
Form Title : Application for registration under West Bengal Shop & Establishment Rules 1964

Application is Not Forwarded [Forward](#) [Update Status \(For Applicant\)](#)

#	Status	Remark	Status Date	Updated By
1	RECEIVED BY OFFICE		14/01/2016 07:57 PM	Applicant
2	REJECTED - RESUBMIT	Partnership Deed not submitted	04/03/2016 03:32 PM	DLC

11:09 AM 6/29/2016

# User dashboard

The screenshot shows a web browser window with the URL `wbshopsonline.in/home/my_application`. The page header includes the Labour Commissionerate logo and the text "Labour Commissionerate Government of West Bengal". A user is logged in as "Sudip B...". A modal window titled "Application Status" is open, displaying the following information:

**Application No :** KL04012016000002  
**Form Title :** Application for registration under West Bengal Shop & Establishment Rules 1964

#	Status	Remark	Status Date	Updated By
1	SUBMITTED TO OFFICE		24/06/2016 12:43 PM	Applicant
2	REJECTED - RESUBMIT	Please upload PDF files of required documents.	29/06/2016 10:22 AM	ALC
3	RESUBMITTED TO OFFICE		29/06/2016 11:52 AM	Applicant
4	ATTACHMENTS CHECKED OK		29/06/2016 12:16 PM	ALC
5	ATTACHMENTS CHECKED OK		29/06/2016 12:17 PM	ALC
6	DEPOSIT FEES	PLEASE DEPOSIT REQUISITE FEES	29/06/2016 12:17 PM	ALC

The screenshot shows the "MY APPLICATIONS" section of the Labour Commissionerate website. The page header includes the Labour Commissionerate logo and the text "Labour Commissionerate Government of West Bengal Shops & Establishments (Kolkata) Online Registration & License". A user is logged in as "Md Kiara...". The page features a navigation menu with links: Home, About Us, Act & Rules, Guidelines, Licence Fees, Shops & Establishments, Forms, Notification, FAQ, Contact, My Application.

**MY APPLICATIONS**

Form Title:   
 From Date:  To Date:

Sl	Form Title	Apply Date	Status & Remark	Application
1.	Application for registration under West Bengal Shop & Establishment Rules 1964	22/06/2016 05:11 PM	Application No.: KL04022016000002 <a href="#">ATTACHMENTS UPLOAD / REUPLOAD</a> <a href="#">Details</a>	<a href="#">Application</a> <a href="#">Attachments</a>

© 2014. Page rendered in 0.0863 seconds.

## Fees payment through GRIPS

The screenshot shows the 'MY APPLICATIONS' section of the Labour Commissionerate Government of West Bengal website. The page header includes the logo and name of the Labour Commissionerate, along with navigation links like Home, About Us, Act & Rules, Guidelines, Licence Fees, Shops & Establishments, Forms, Notification, FAQ, Contact, and My Application. The main content area features a search filter for 'Form Title' and 'From Date' to 'To Date'. Below this is a table with the following data:

Sl	Form Title	Apply Date	Status & Remark	Application
1.	Application for registration under West Bengal Shop & Establishment Rules 1964	22/06/2016 05:11 PM	Application No.: KL04022016000002 <b>DEPOSIT FEES</b> <a href="#">Details</a> Remark: please deposit fees <a href="#">Deposit Fee</a>	<a href="#">Application</a> <a href="#">Attachments</a>

At the bottom of the browser window, a taskbar shows various application icons and the system clock displays 5:50 PM on 22/06/2016.

## Payment through GRIPS

The screenshot displays the 'GRIPS (Government Receipt Portal System)' homepage of the Finance Department, Government of West Bengal. The page features a blue header with the department's name and logo. A central navigation menu lists several services:

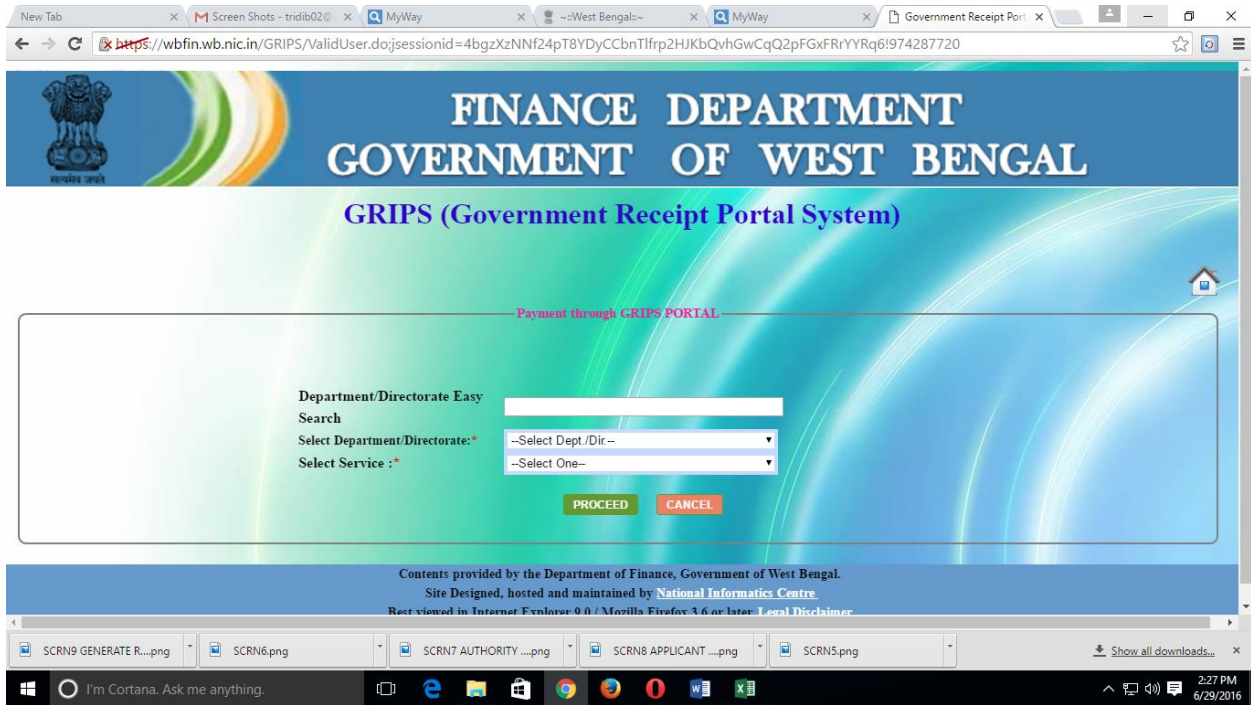
- Payment Of Taxes And Non-taxes Revenue
- Reprint Of Challan
- Search Your Challan
- GRN Status
- RBI
- Directorate of Treasury & Accounts
- Departmental Activities
- Banks Work Area

On the right side, there is a 'Help' section with links for 'Contact No.' and 'Know Your Head Of Account'. A prominent orange box contains the following text:

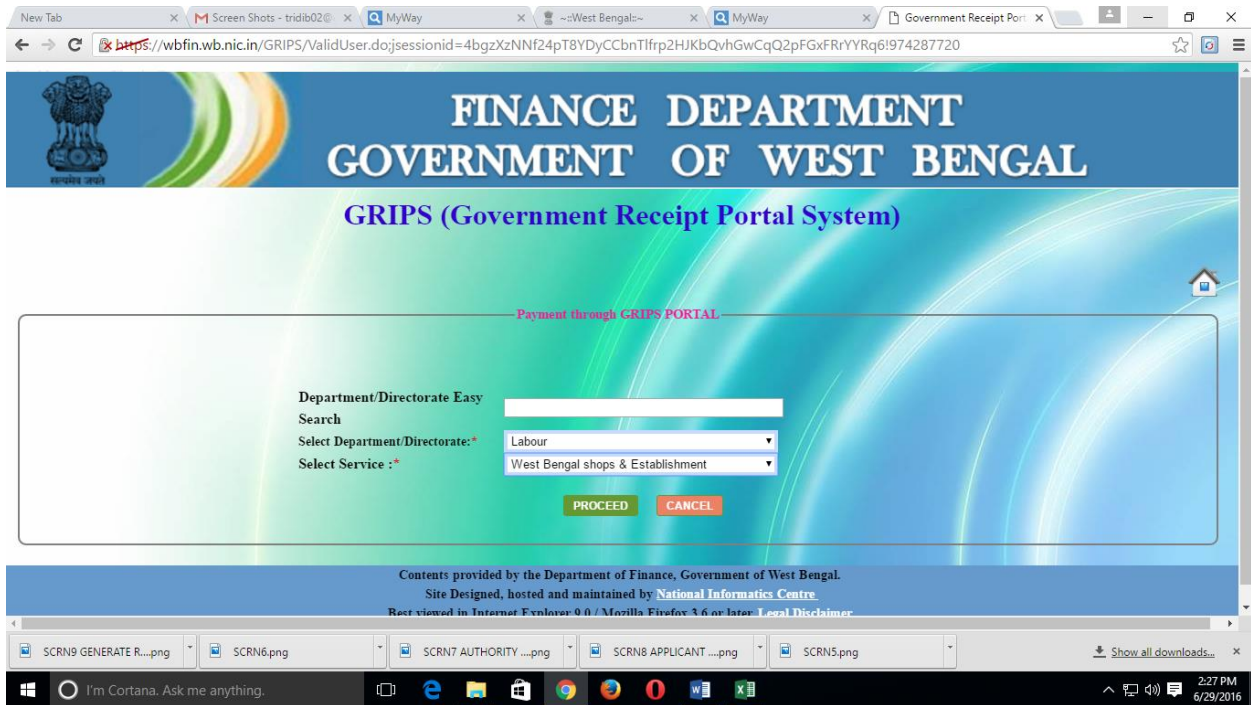
**Very Important - no Change Request**  
SHORTLY, PAYMENT OF PROFESSION TAX WILL ONLY BE ACCESSIBLE THROUGH [www.wbcomtax.gov.in](http://www.wbcomtax.gov.in)-Profession Tax>PT e-payment. [Click here for PT E-payment](#)

At the bottom, a footer states: 'Contents provided by the Department of Finance, Government of West Bengal. Site Designed, hosted and maintained by National Informatics Centre.' The Windows taskbar at the bottom shows the system clock as 2:26 PM on 6/29/2016.

User has to select “ Payment of Taxes And Non-Taxes Revenue” and the following page will open



User has to select "Labour" in select Department / Directorate and will select the service as West Bengal shops & establishment"



After entering following page has to be filled up by the applicant

**FINANCE DEPARTMENT  
GOVERNMENT OF WEST BENGAL**

**GRIPS (Government Receipt Portal System)**

Payments through GRIPS portal  
Labour  
West Bengal shops & Establishment

Note: (\*)fields are mandatory

**Depositor's Details**

Depositor's Name:\* abcd Phone No: Mobile No:\* 999999999  
Address:\* abcd E-Mail:  
User Type:\* CITIZEN Plot No.:\* 1234  
Payment Mode:\* Counter Payment

PROCEED CANCEL

User will click the proceed button and following page will appear where the required entries has to be made by the user

Address:\* abcd E-Mail:  
User Type:\* CITIZEN Plot No.:\* 1234  
Payment Mode:\* Counter Payment

PROCEED CANCEL

**Fill Up Amount Details**

Name\* abcd Address\* abcd  
From Date:\* 29/06/2016 To Date:\* 28/06/2019  
Remarks :

PAYMENT DETAILS			
SERVICE TYPE	HEAD OF ACCOUNT DESCRIPTION	HEAD OF ACCOUNT	AMOUNT [₹]
West Bengal shops and E	The West Bengal shops and Establishment act 1963- ot	0230-00-800-009-16	25
TOTAL AMOUNT:			25

Add Row Delete row

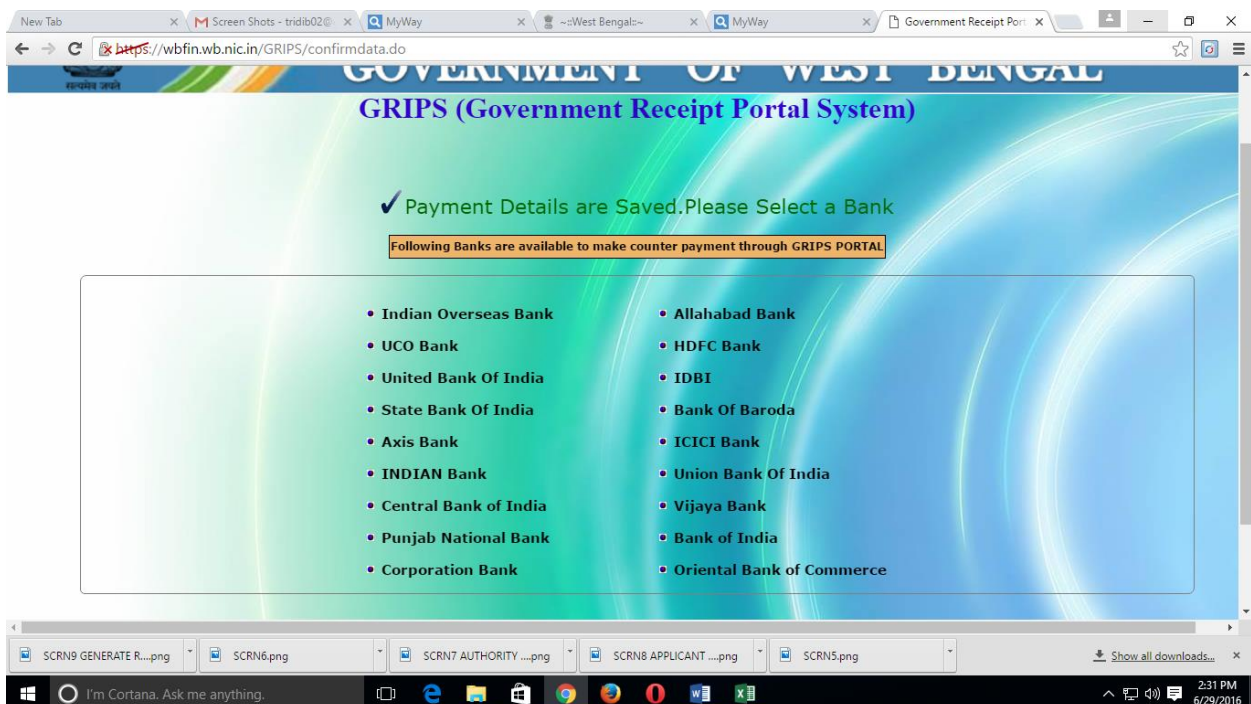
SUBMIT CANCEL



After pressing "submit" following page will appear and the applicant is to confirm the same or go back for correction



After confirmation the user is to select a bank for online payment



The following page will appear and the user will process the rest part either by going into

Government Receipt Portal System (GRIPS) interface for Labour payments. The page title is "FINANCE DEPARTMENT GOVERNMENT OF WEST BENGAL GRIPS (Government Receipt Portal System)". The sub-header is "Payments through GRIPS portal Labour". Below this, it lists "Registration/Licence fees, Leave Salary, Recoveries, Sale Proceeds, Fees-Penalties-Confiscation".

Note: (\*) fields are mandatory

Depositor's Details

Depositor's Name: \* [Text Field] Phone No: [Text Field] Mobile No: \* [Text Field]

Address: \* [Text Field] E-Mail: [Text Field]

User Type: \* [--Select--] REF. No.: \* [Text Field]

Payment Mode: \* [--Select--]

Buttons: PROCEED, CANCEL

### Rates of fees

Labour Commissionerate Government of West Bengal Shops & Establishments (Kolkata) Online Registration & License

Home About Us Act & Rules Guidelines Licence Fees Shops & Establishments Forms Notification FAQ Contact My Application

**SUBMIT APPLICATION FEE**

Org. Type: \* [--Select--] Application Type: \* [--Select--] Search

#	Org. Type	Appl. Type	No. of Employee	Application Fee	Effect Date
1	SHOP	NOC	Having No Employee	Rs. 10/-	01/04/2015
2	SHOP	NOC	Having 1 to 5 Employee(s)	Rs. 20/-	01/04/2015
3	SHOP	NOC	Having 6 to 20 Employee(s)	Rs. 25/-	01/04/2015
4	SHOP	NOC	Having more than 20 Employees	Rs. 50/-	01/04/2015
5	ESTABLISHMENT	NOC	Having No Employee	Rs. 10/-	01/04/2015

\* are required documents.

\*You can deposit application by online or offline. If fees deposited as Treasury challan please select OFFLINE and upload the treasury challan

Deposit Mode: \*  Online  Offline

No of Employee: 1 Amount: 30.00 (Thirty only)

Deposited Amount: \* 30.00

Upload Treasury Challan: \* Choose File No file chosen

Upload

The screenshot shows the 'MY APPLICATIONS' section of the Labour Commissionerate website. The page header includes the logo of the Government of West Bengal and the text 'Shops & Establishments (Kolkata) Online Registration & License'. A navigation menu contains links for Home, About Us, Act & Rules, Guidelines, Licence Fees, Shops & Establishments, Forms, Notification, FAQ, Contact, and My Application. The main content area is titled 'MY APPLICATIONS' and features a search filter with a dropdown for 'Form Title' (set to '--Select--'), 'From Date' and 'To Date' fields (both set to 'dd/mm/yyyy'), and a 'Search' button. Below the search filter is a table with the following data:

Sl	Form Title	Apply Date	Status & Remark	Application
1.	Application for registration under West Bengal Shop & Establishment Rules 1964	22/06/2016 05:11 PM	Application No.: KL04022016000002 <b>FEES DEPOSITED</b> <a href="#">Details</a>	<a href="#">Application</a> <a href="#">Attachments</a> <a href="#">View Challan</a>

At the bottom of the page, a copyright notice reads '© 2014. Page rendered in 0.0939 seconds.' The Windows taskbar at the bottom shows the system time as 6:02 PM on 22/06/2016.

To Download Registration Certificate the applicant has to click View Certificate

This screenshot shows the 'MY APPLICATIONS' section after the application has been processed. The search filter remains the same. The table now shows the following data:

Sl	Form Title	Apply Date	Status & Remark	Application
1.	Application for registration under West Bengal Shop & Establishment Rules 1964	22/06/2016 05:11 PM	Application No.: KL04022016000002 <b>CERTIFICATE DELIVERED</b> <a href="#">Details</a> <a href="#">View Certificate</a>	<a href="#">Application</a> <a href="#">Attachments</a> <a href="#">View Challan</a>

The Windows taskbar at the bottom shows the system time as 6:21 PM on 22/06/2016, and a file named 'ss.pdf' is visible in the download tray.

Registration Certificate with Digital Signature. The applicant can download the same.

West Bengal Shops and Establishments Rules, 1964  
**PART - II**  
(To be filled in by the office of the Registering Authority under the West Bengal Shops and Establishments Act, 1963)  
**Registration Certificate**

It is hereby certify that the **PAPERS, 3/1B ALIPORE PARK ROAD; Ward No - 74, BOROUGH - IX, KOLKATA MUNICIPAL CORPORATION, District: KOLKATA, P. S. - ALIPORE, Pin Code: 700027** has been registered as **a Shop** under the West Bengal Shops and Establishments Act, 1963, this **23th** day of **June, 2016** and the Registration No.\* is **KL04071N2016000001**

**PARTHA BISWAS** Digitally signed by PARTHA BISWAS  
Date: 2016.06.23 16:52:27 +05'30'

Signature of the Registering Authority

Change notified in Form \_\_\_\_\_ on \_\_\_\_\_ has been registered.

Signature of the Registering Authority  
Date \_\_\_\_\_

(1) Renewed up to \_\_\_\_\_ Registration Number \_\_\_\_\_