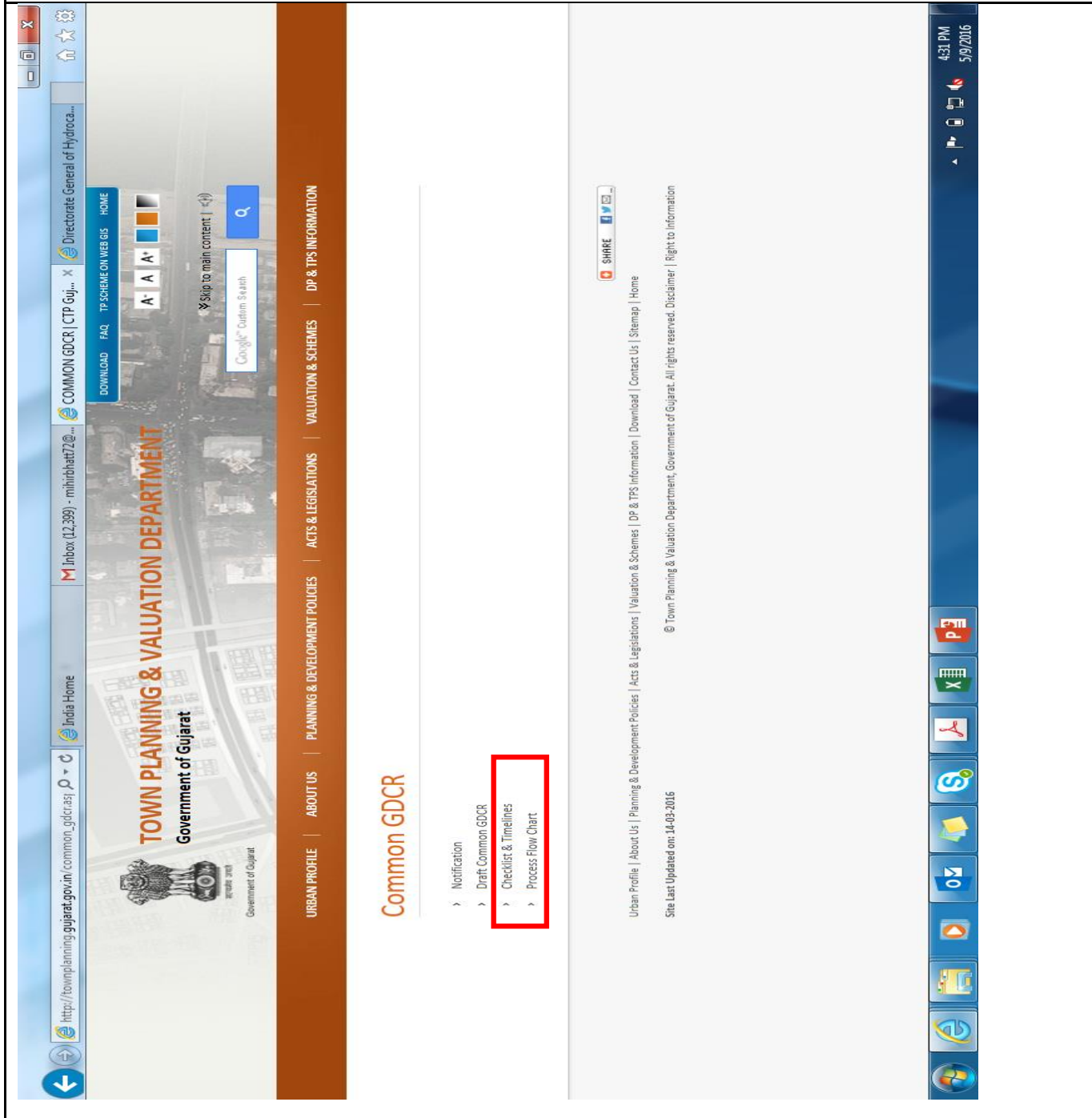


Sr. No.	Recommendation	Response (Yes/No/NA)	Supporting Materials
145	Ensure information on the procedure and a comprehensive list of all documents that need to be provided are available on the web site	Yes	URL of the website highlight the checklist and procedure

URL: <http://townplanning.gujarat.gov.in/>

[http://townplanning.gujarat.gov.in/common\\_gdcr.aspx](http://townplanning.gujarat.gov.in/common_gdcr.aspx)



The screenshot shows the website interface for the Town Planning & Valuation Department of Gujarat. The main navigation menu includes: URBAN PROFILE, ABOUT US, PLANNING & DEVELOPMENT POLICIES, ACTS & LEGISLATIONS, VALUATION & SCHEMES, and DP & TPS INFORMATION. The central content area is titled 'Common GDCR' and contains a list of links: Notification, Draft Common GDCR, Checklist & Timelines (highlighted with a red box), and Process Flow Chart. The footer includes contact information and a copyright notice for the Town Planning & Valuation Department, Government of Gujarat, dated 14-03-2016.

**Checklist :****C. APPLICATION FOR REGISTRATION OF SHOPS & ESTABLISHMENT ACT****Checklist**

1. Photo
2. PAN Card / Driving License / Passport / Voter ID / Election Card
3. Electricity Bill / Sale Deed / Establishment Property Tax Bill / Index Copy / Rent Agreement
4. Partnership Deed
5. Licence Issued Under The Relevant Act For The Functioning of Business By Competent Authority
6. Private Limited - Memorandum & Articles of Association / Certificate of Incorporation
7. Public Limited - Memorandum of Association / Certificate of Incorporation
8. Residential Property Tax Bill
9. Receipt of Establishment Property Tax
10. Professional Tax Certificate
11. Power of Attorney
12. Allotment Letter / Possession Letter / NoC from Society
13. Letter Pad / Visiting Card
14. Authority Letter (Only in case Application is Filled by Another Person)

**Timeline**

Ideal time for processing Allotment application without any queries is **3 days** an application with query will take more days depending on the time taken by the applicant to furnish required documents/details

Procedure

## Registration of Shops and Establishment Act

