

SUJOG - Sustainable Urban Services in a Jiffy by Odisha Government



Trade License Module

- *Citizen User manual*

Document History

Date	Version	Author	Review by	Approve	Description
16 June 2021	1.0	Abinash Routray	Manoj Sahu	H&UDD	1 st Draft
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Contents

1. Introduction	3
1.1. Purpose of this Document	3
2. General Functions.....	4
2.1. Registering into the system	4
2.2. Citizen service homepage.....	5
2.3. Editing the Profile	5
3. Functionalities of Trade License module.....	7
3.1. <i>Applying for New Trade License.....</i>	<i>7</i>
3.1.1. Apply Permanent License.....	8
3.1.2. Required Documents	8
3.1.3. Trade Details	8
3.1.4. Owner Details	10
3.1.5. Document Info.....	12
3.1.6. Summary	12
3.1.7. Provisional certificate.....	13
3.1.8. Download Final certificate	16
3.2. <i>Apply for Temporary License</i>	<i>17</i>
3.3. <i>Apply for Renewal of Legacy License.....</i>	<i>17</i>
3.4. <i>Apply for Renewal of Trade License</i>	<i>18</i>
3.4.1. Citizen have to click on the Trade License button present on the Home page. Then he/she has to click on my application button present on the Trade License page.	18
3.4.2. Citizen have to click on the RENEW option which is present under his application for RENEWAL of his Trade License.....	18
3.5. <i>Apply for Correction in Trade License.....</i>	<i>19</i>
3.5.1. Citizen have to click on the Trade License button present on the Home page. Then he/she has to click on my application button present on the Trade License page.	19
3.5.2Citizen have to click on My Application to view all the application.	19
3.5.2. Citizen need to click on view details to see the details of that particular application.	20
3.5.3. Citizen should click on TAKE ACTION and choose CORRECTION option to initiate a correction application.....	20
3.5.4. Now citizen needs to change the required information or documents and proceed further.	21
3.5.5. After necessary changes check summary and click on submit.....	21
3.5.6. Now on screen citizen will see your application is submitted successfully.	22

1. Introduction

1.1. Purpose of this Document

The purpose of this document is to help the citizens in operating the Trade License Module. It provides a digital interface, allowing citizen to apply for the Trade License and subsequently make the payment online.

The Trade License Module allows the citizens to

- Apply for a Trade License.
- Complete the Payment for Trade License
- Keep a track of the status of the Trade License
- Download receipts of the payments made for any TL.
- Maintain a personal profile.
- Download Trade License Provisional and Final Certificates.

This manual covers up the various features of Trade License and every feature is defined with a screenshot for user assistance

2. General Functions

2.1. Registering into the system

To Register, please go to the following link:

<https://sujog.odisha.gov.in/home>

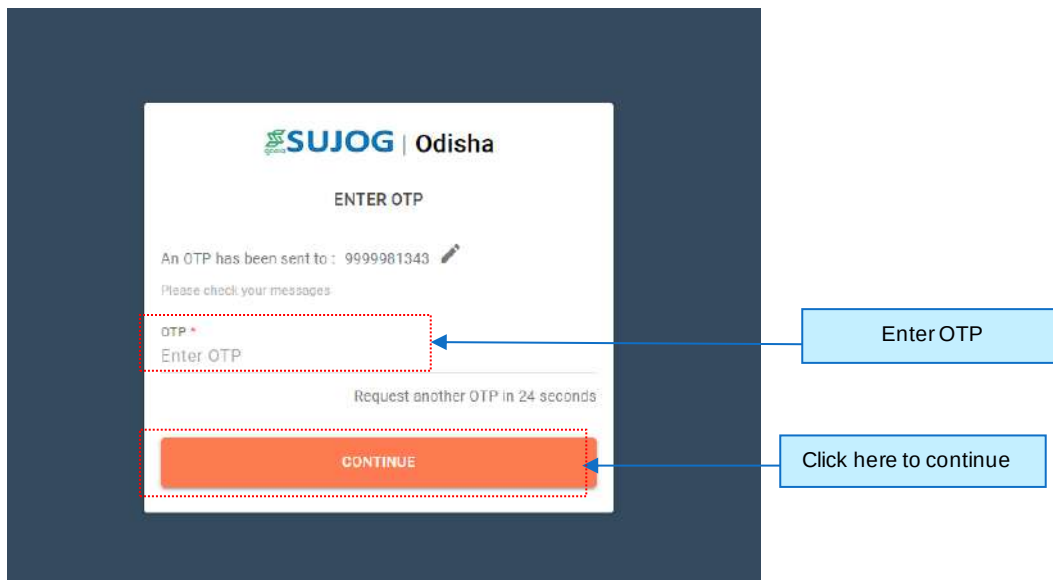


Once the citizen clicks the login button, the following screen will appear

The screenshot shows the 'REGISTER' form on the SUJOG Odisha website. The form is titled 'REGISTER' and includes the SUJOG Odisha logo. It has three input fields, each highlighted with a red dashed border and a blue callout box:

- Mobile Number ***: The input field contains '+91 | Enter your mobile number'. A callout box points to it with the text 'Enter your mobile number'.
- Name ***: The input field contains 'Enter your name'. A callout box points to it with the text 'Enter name'.
- City ***: The input field contains 'Select your city'. A callout box points to it with the text 'Select your city from the dropdown'.

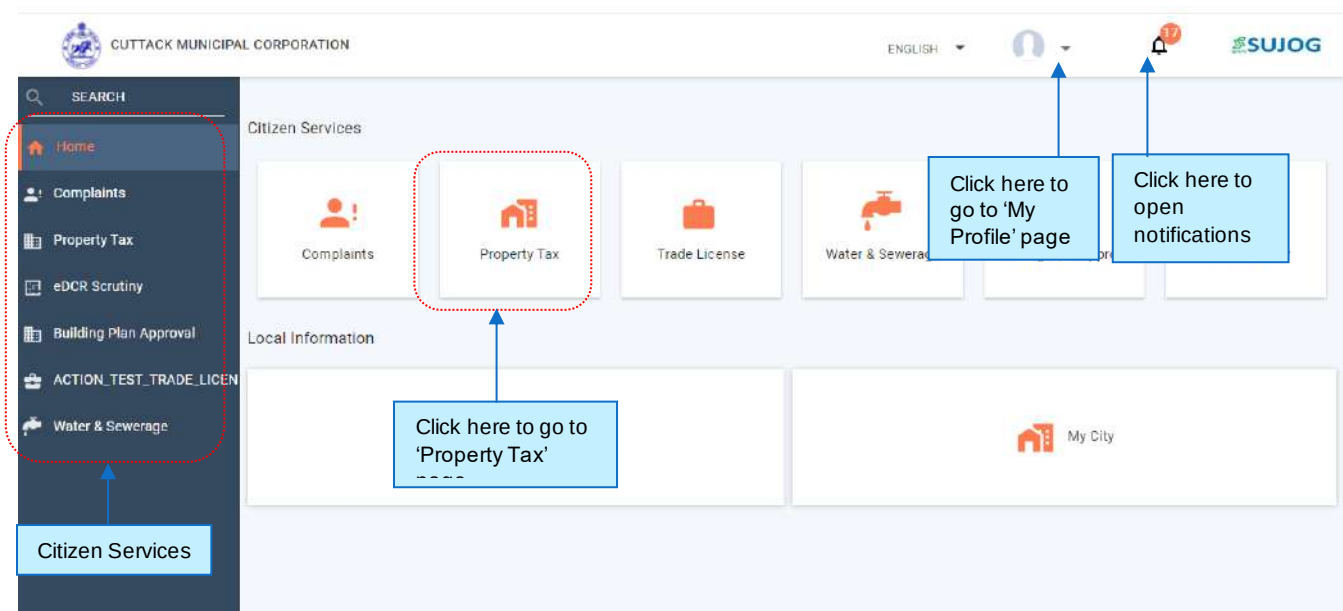
Below the input fields, there is a link 'Have an account? LOGIN' and a large orange button labeled 'CONTINUE'.



The number will be authenticated by sending an OTP (One Time Password) to the registered mobile number. If the user does not receive the OTP, he/she clicks on 'RESEND' under the 'OTP' field. Once the OTP has been entered and Continue button is clicked the homepage will appear.

2.2. Citizen service homepage

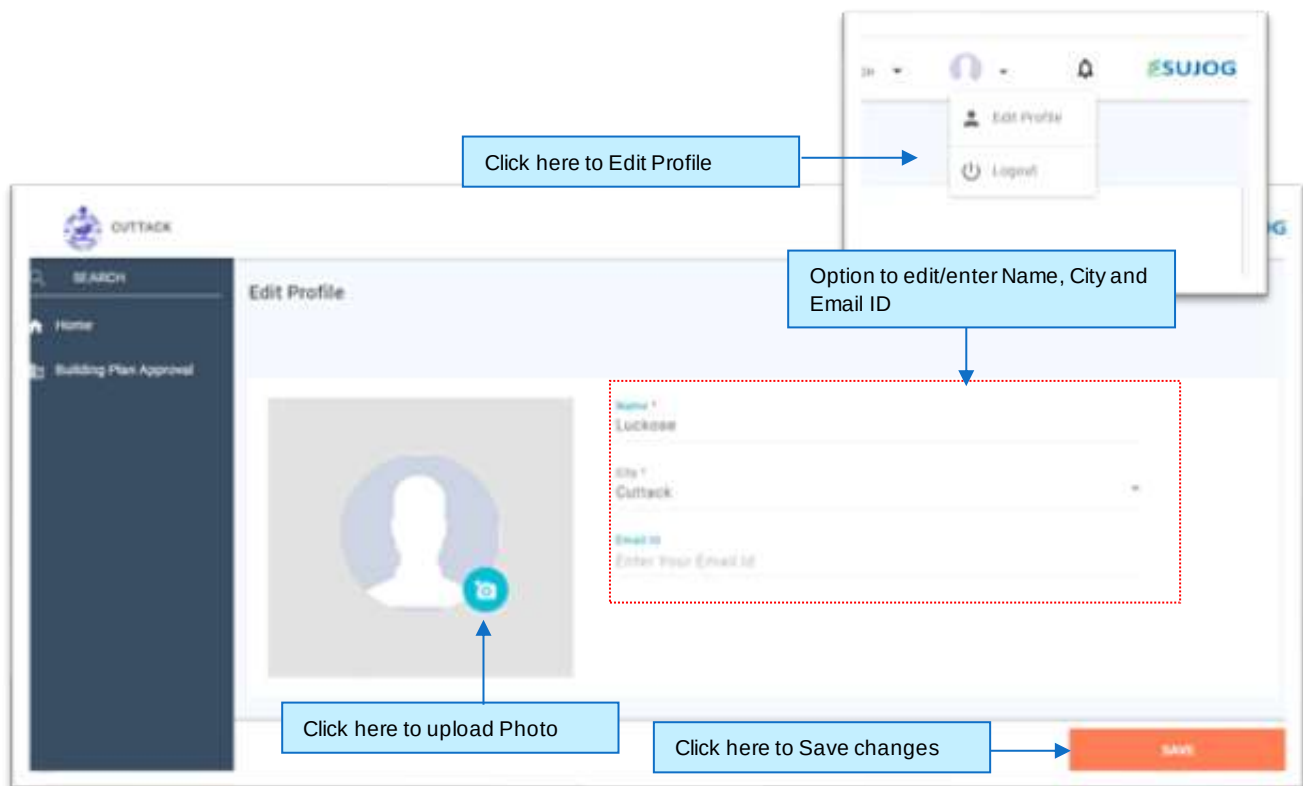
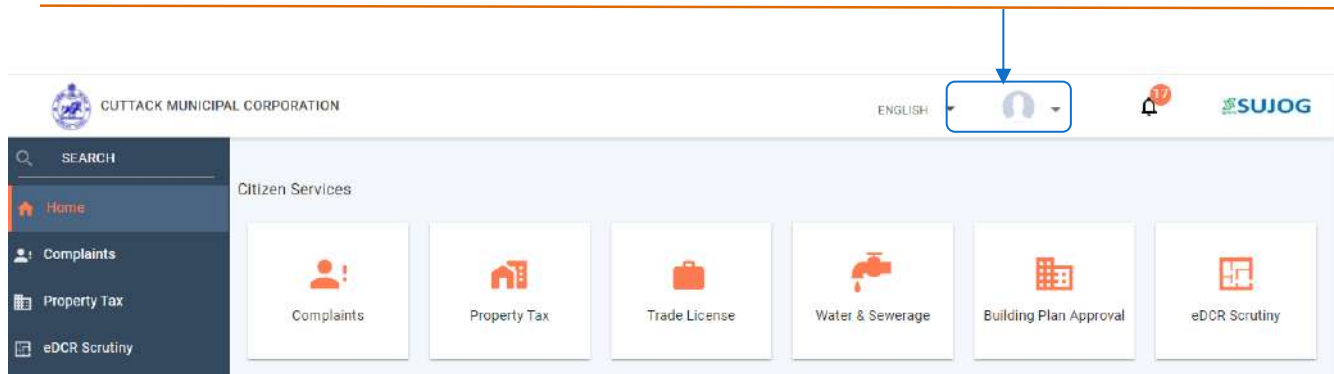
On Login/Register, the homepage will appear to the citizen.



2.3. Editing the Profile

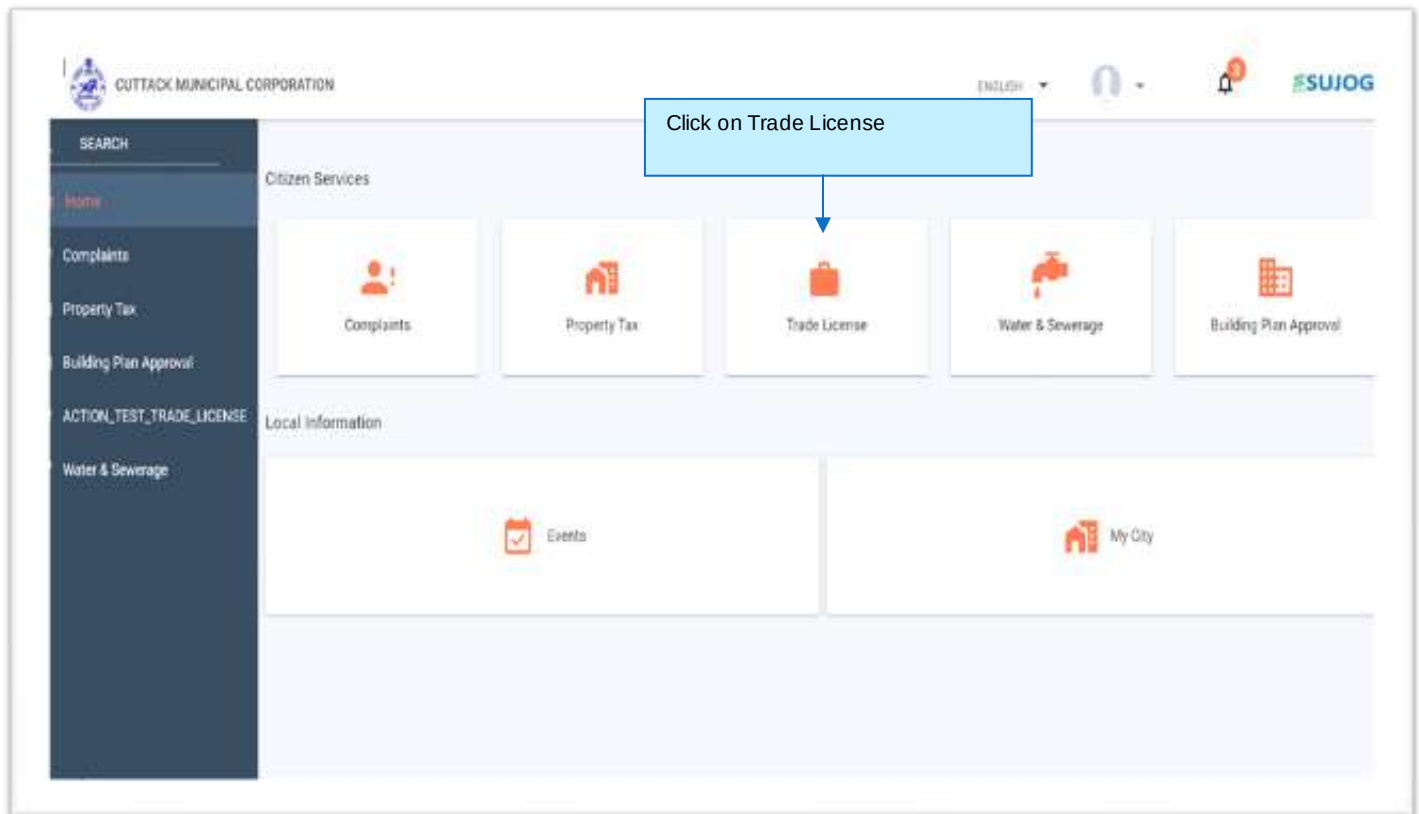
Follow the steps shown below to edit your profile.

- Click on the Profile button on top right side of the homepage
- Click on 'Edit Profile'
- User will be taken to Profile Page where he/she can edit Name, Change City from the dropdown, update Mail ID or upload Profile Picture.



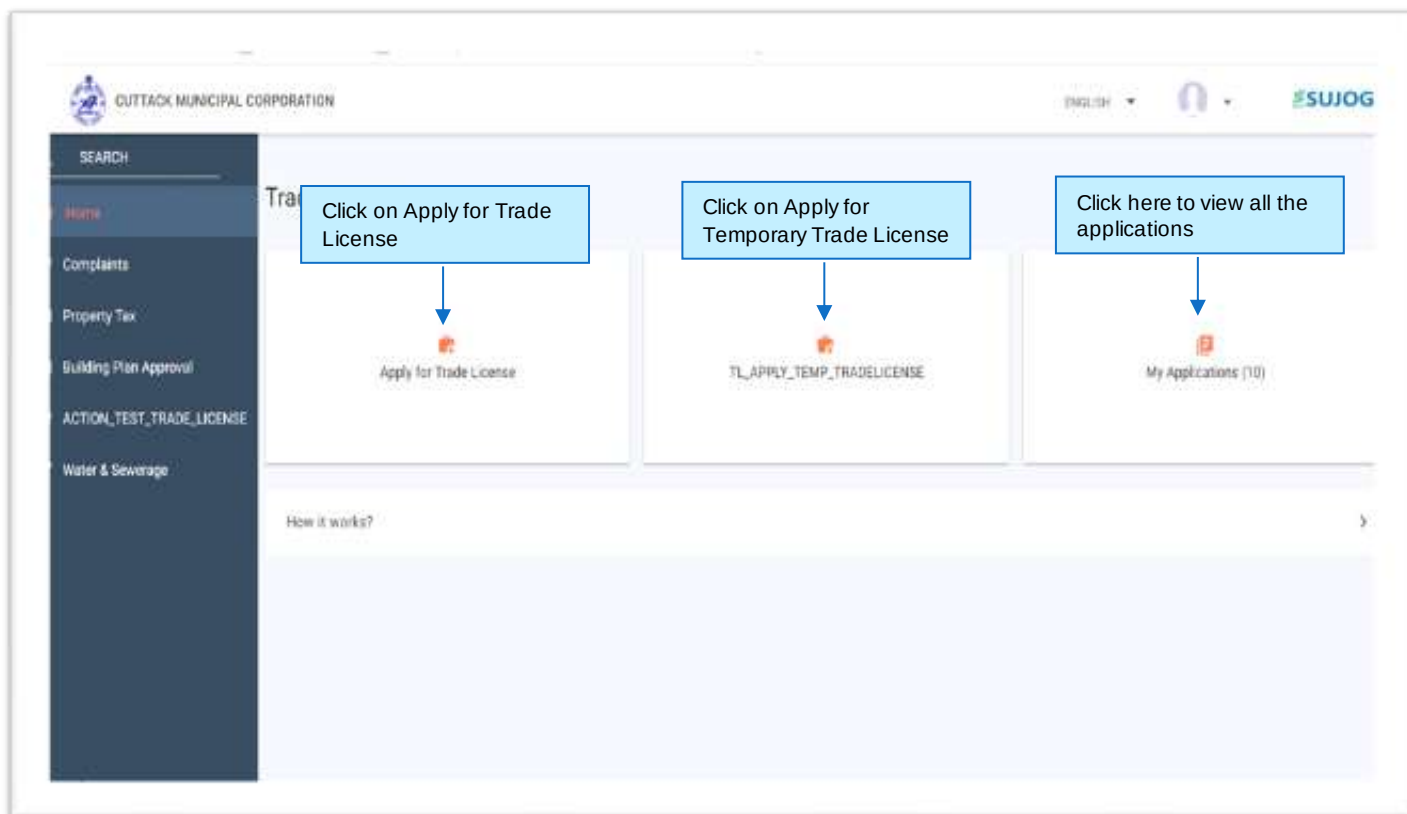
3. Functionalities of Trade License module

3.1. Applying for New Trade License



Citizen have to click on the Trade License button present on the Home page.

3.1.1. Apply Permanent License



3.1.2. Required Documents



Citizen will be able to view the details of the list of mandatory documents required to apply for trade license. The citizen also can take a printout of the list. To proceed the user needs to click on the Apply Button.

3.1.3. Trade Details



On top of the page it will display the sections of the application. The current section will be highlighted in Orange color. The first section is trade details.

Trade Detail

Enter Trade Name of your choice

Name Of Trade *

Example Oiljit Da Dhaba

Select Trade Period (1 to 5 Years)

Trade Period *

Select Trade Period

Enter Purpose of Trade (e.g. To Sell Meat)

TL_NEW_TRADE_PURPOSE_LABEL

TL_NEW_TRADE_PURPOSE_PLACEHOLDER

Select Commencement Date

Trade Commencement Date *

dd/mm/yyyy

Enter Your GST Number here (If Available)

Trade GST No.

Enter Trade GST No.

Select Trade Type

Trade Unit

Trade Type *

Eating Establishments

Eating Establishments

Flamables

Livestock and related Products

Select Trade Sub Type

Trade Sub-Type *

Select Trade Sub-Type

Bakery Manufacturing

Bakery Shop (Retail)

Bakery Shop (Wholesale)

Add Additional Trade Units here (Max 5 Items)

Trade Unit

Trade Type *

Eating Establishments

Trade Sub-Type *

Select Trade Sub-Type

UOM (Unit Of Measurement)

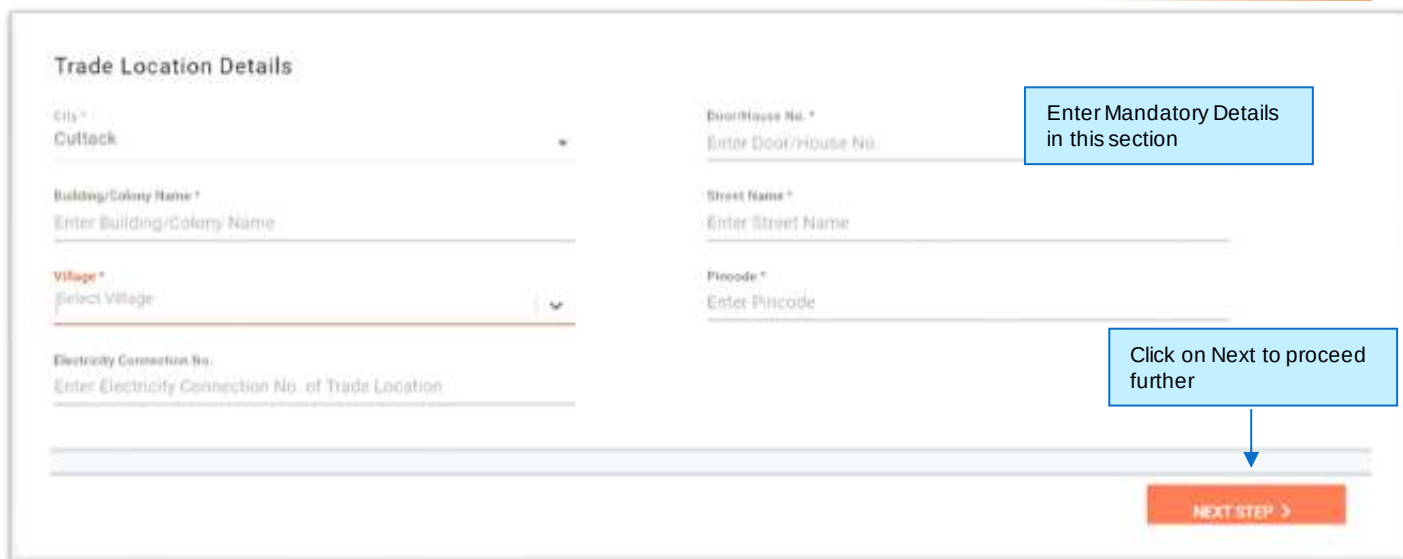
SQFT

UOM Value *

Enter UOM value

+ ADD TRADE UNITS

Based on the selection the UOM (Unit of Measurement) will appear, the citizen needs to type the UMO value. Based on the inserted value the system will automatically calculate the trade fees.



Trade Location Details

City *
Cuttack

Door/House No. *
Enter Door/House No.

Building/Colony Name *
Enter Building/Colony Name

Street Name *
Enter Street Name

Village *
Select Village

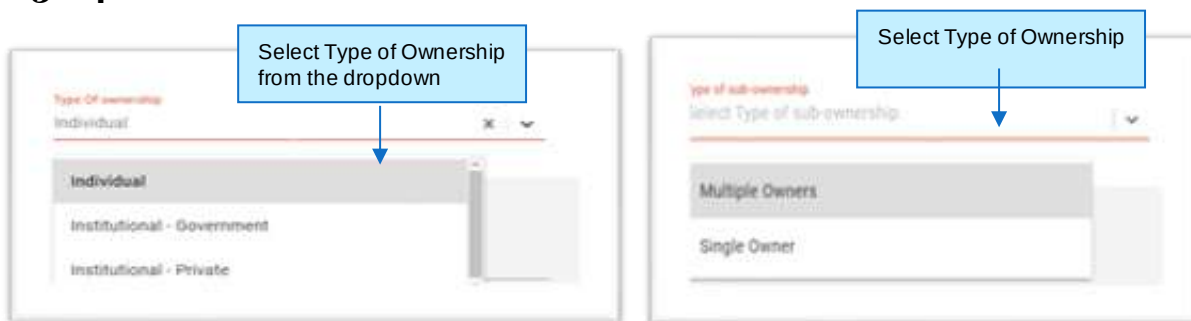
Pincode *
Enter Pincode

Electricity Connection No.
Enter Electricity Connection No. of Trade Location

NEXT STEP >

Field Name	Field Type	Purpose
Door/House Number	Mandatory Field	Enter Door/House Number
Building/Colony Name	Mandatory Field	Enter Building or Colony Name
Street Name	Mandatory Field	Enter Street Name
Village	Mandatory Field	Select Village Name from the Dropdown
Pin code	Mandatory Field	Enter Pin code
Electricity Connection Number	Non-Mandatory Field	Enter Electricity connection Number (If Available)

3.1.4. Owner Details



Type of ownership
Individual

Type of sub-ownership
Select Type of sub-ownership

Individual

Institutional - Government

Institutional - Private

Multiple Owners

Single Owner

Citizen need to select Type of ownership and Type of sub ownership in the owner's details section.

Owner Information

Mobile No. *
Enter Mobile No.

Father/Husband's Name *
Enter Father/Husband's Name

Gender *
☐ Male
 ☐ Female
 ☐ Transgender

Email
Enter Email

Correspondence Address *
Enter Correspondence Address

Name *
Enter Name

Relationship *
☐ Father
 ☐ Husband

Date of Birth *
dd/mm/yyyy

PAN No.
Enter Owner's PAN No.

Special Owner Category
Select Special Owner Category

Enter Mandatory Fields in this section

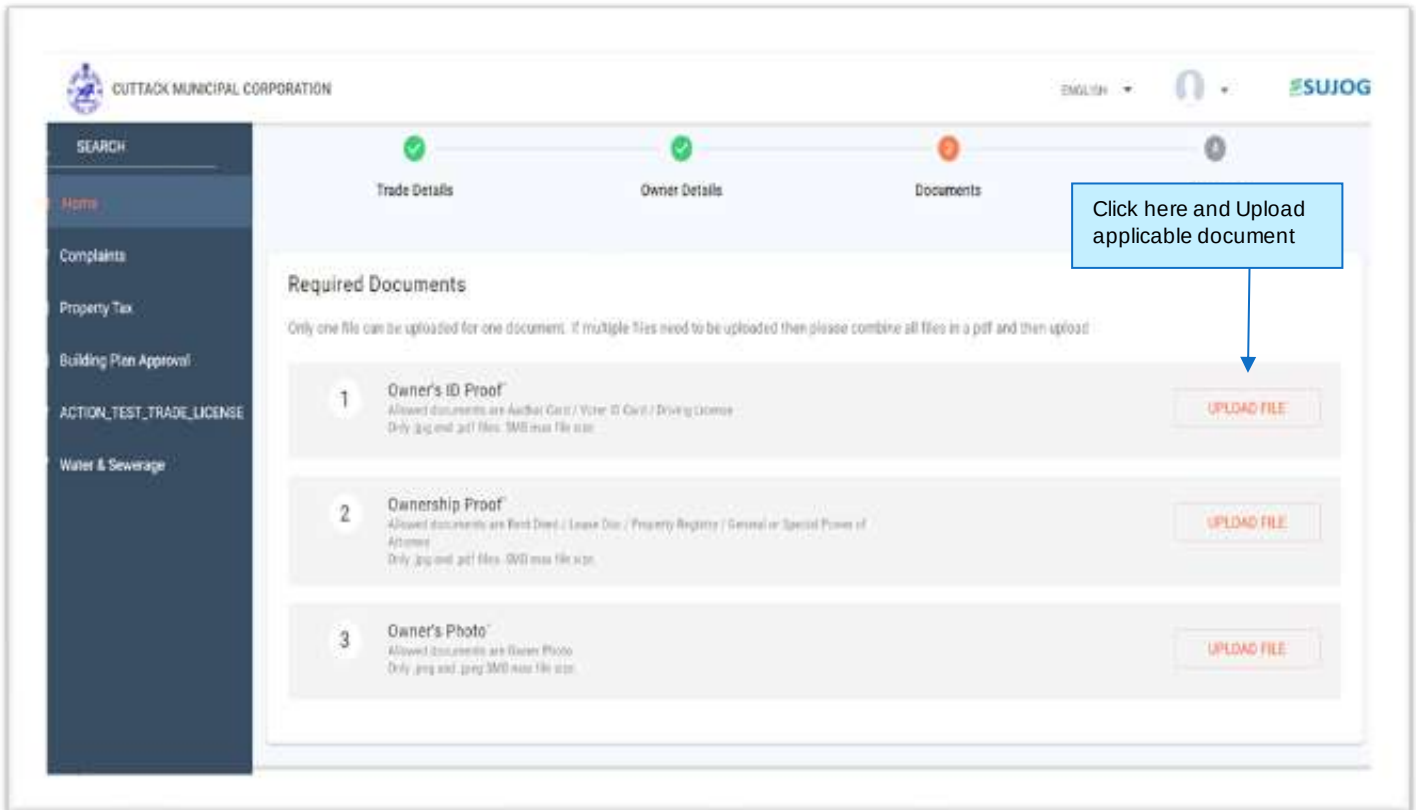
In case of multiple owners, click here to add owner

Please fill out this field.

+ ADD OWNER

Field Name	Field Type	Purpose
Mobile Number	Mandatory Field	Enter Mobile Number
Name	Mandatory Field	Enter Name
Father/Husband's Name	Mandatory Field	Enter Father or Husband's Name as applicable
Relationship	Mandatory Field	Select Relationship
Gender	Mandatory Field	Select Gender
Date Of Birth	Mandatory Field	Enter Date of Birth
Email	Non-Mandatory Field	Enter E-Mail
PAN No	Non-Mandatory Field	Enter PAN Number
Correspondence Address	Mandatory Field	Enter Correspondence Address
Special Owner Category	Non-Mandatory Field	Select Special category

3.1.5. Document Info



CUTTACK MUNICIPAL CORPORATION

ENGLISH

Home

Complaints

Property Tax

Building Plan Approval

ACTION_TEST_TRADE_LICENSE

Water & Sewerage

Trade Details

Owner Details

Documents

Required Documents

Only one file can be uploaded for one document. If multiple files need to be uploaded then please combine all files in a pdf and then upload

1 Owner's ID Proof
Allowed documents are Aadhar Card / Voter ID Card / Driving License
Only jpg and pdf files. Max file size

2 Ownership Proof
Allowed documents are Rent Deed / Lease Deed / Property Registry / General or Special Power of Attorney
Only jpg and pdf files. Max file size

3 Owner's Photo
Allowed documents are Owner Photo
Only jpg and png files. Max file size

Click here and Upload applicable document

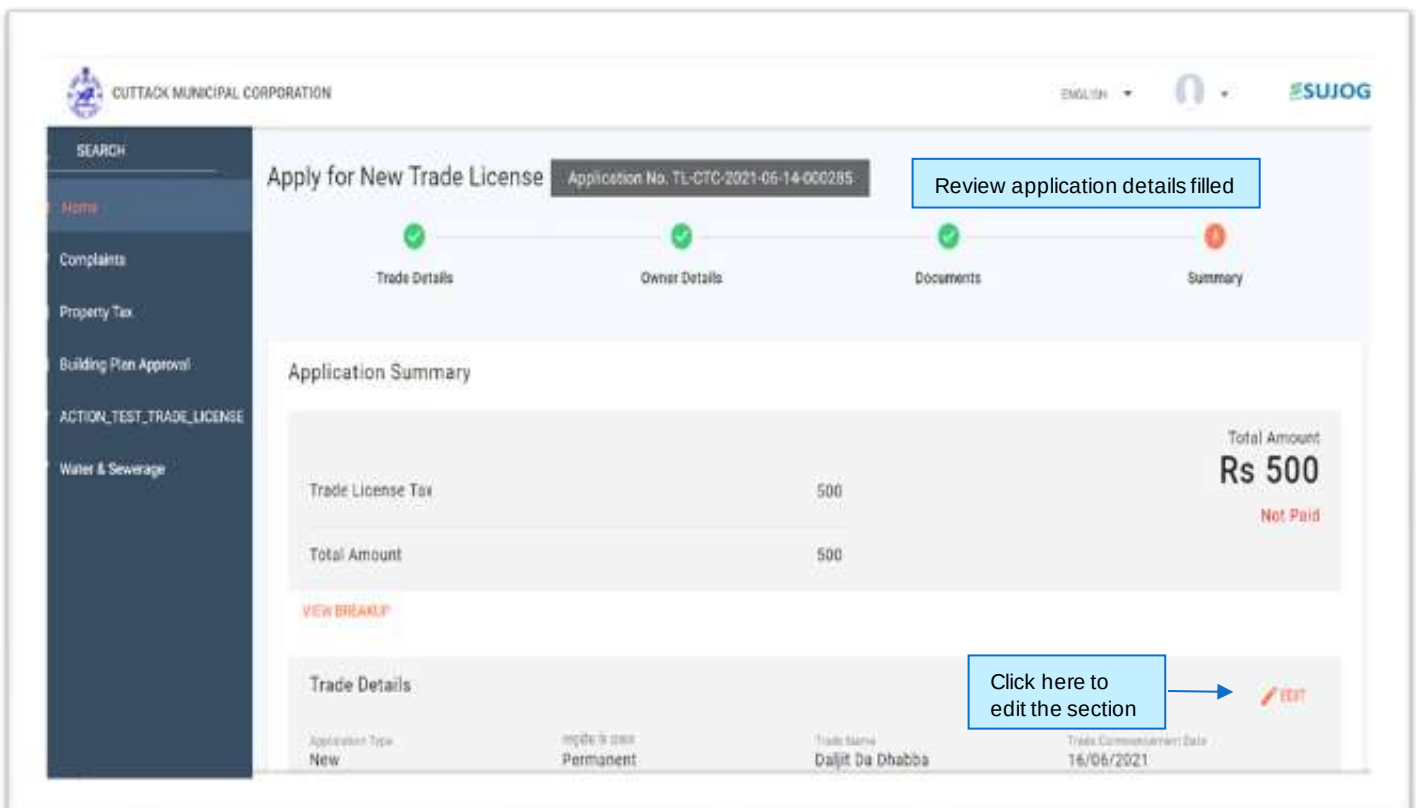
UPLOAD FILE

UPLOAD FILE

UPLOAD FILE

The citizen needs to upload all the documents required for verification purpose in the documents required section. All the documents are mandatory to upload. After uploading the document citizen shall click on Next Step.

3.1.6. Summary



CUTTACK MUNICIPAL CORPORATION

ENGLISH

Home

Complaints

Property Tax

Building Plan Approval

ACTION_TEST_TRADE_LICENSE

Water & Sewerage

Trade Details

Owner Details

Documents

Summary

Apply for New Trade License

Application No. TL-CTC-2021-06-14-000285

Review application details filled

Application Summary

Trade License Tax	500	Total Amount Rs 500 Not Paid
Total Amount	500	

VIEW BREAKUP

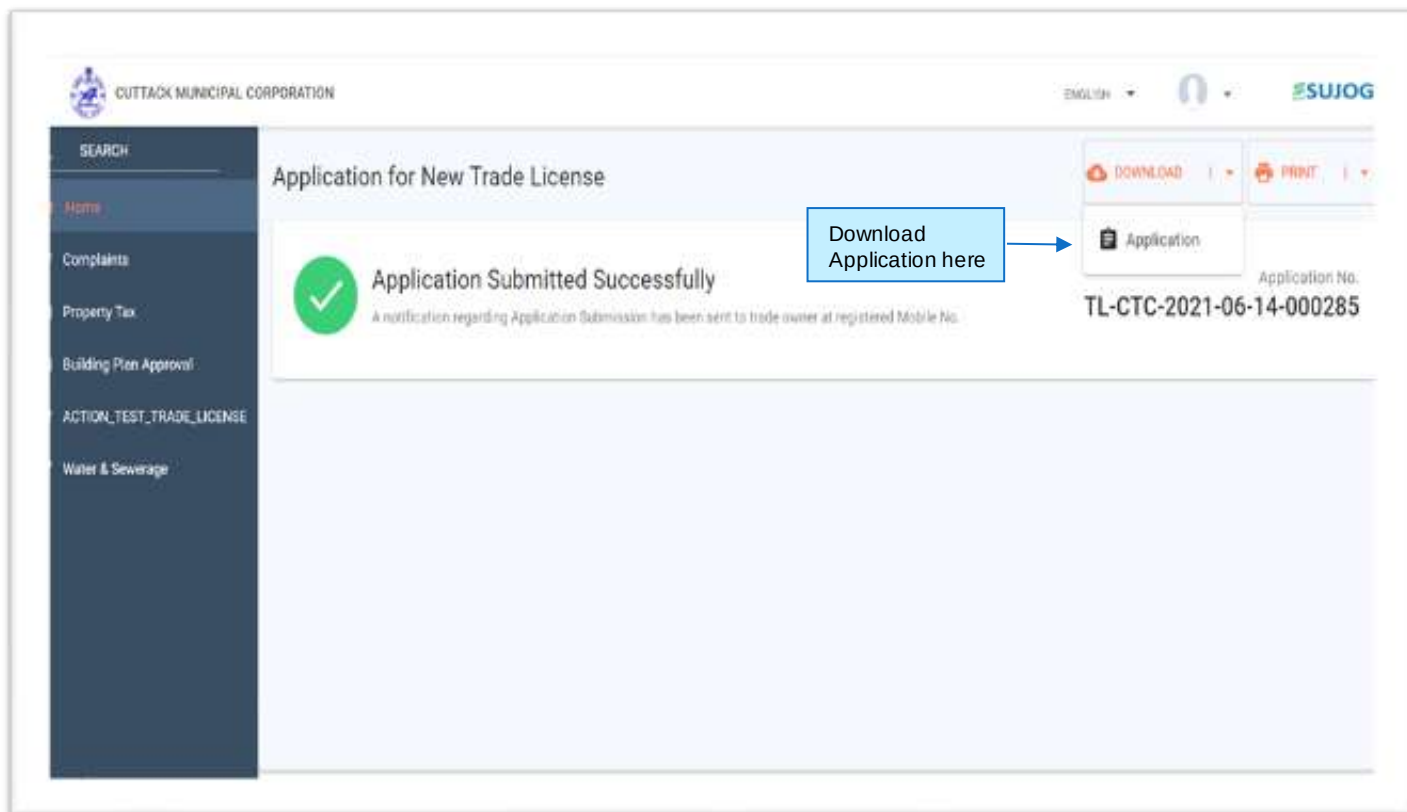
Trade Details

Application Type	Type of License	Trade Name	Trade Commencement Date
New	Permanent	Daljit Da Dhabba	16/06/2021

Click here to edit the section

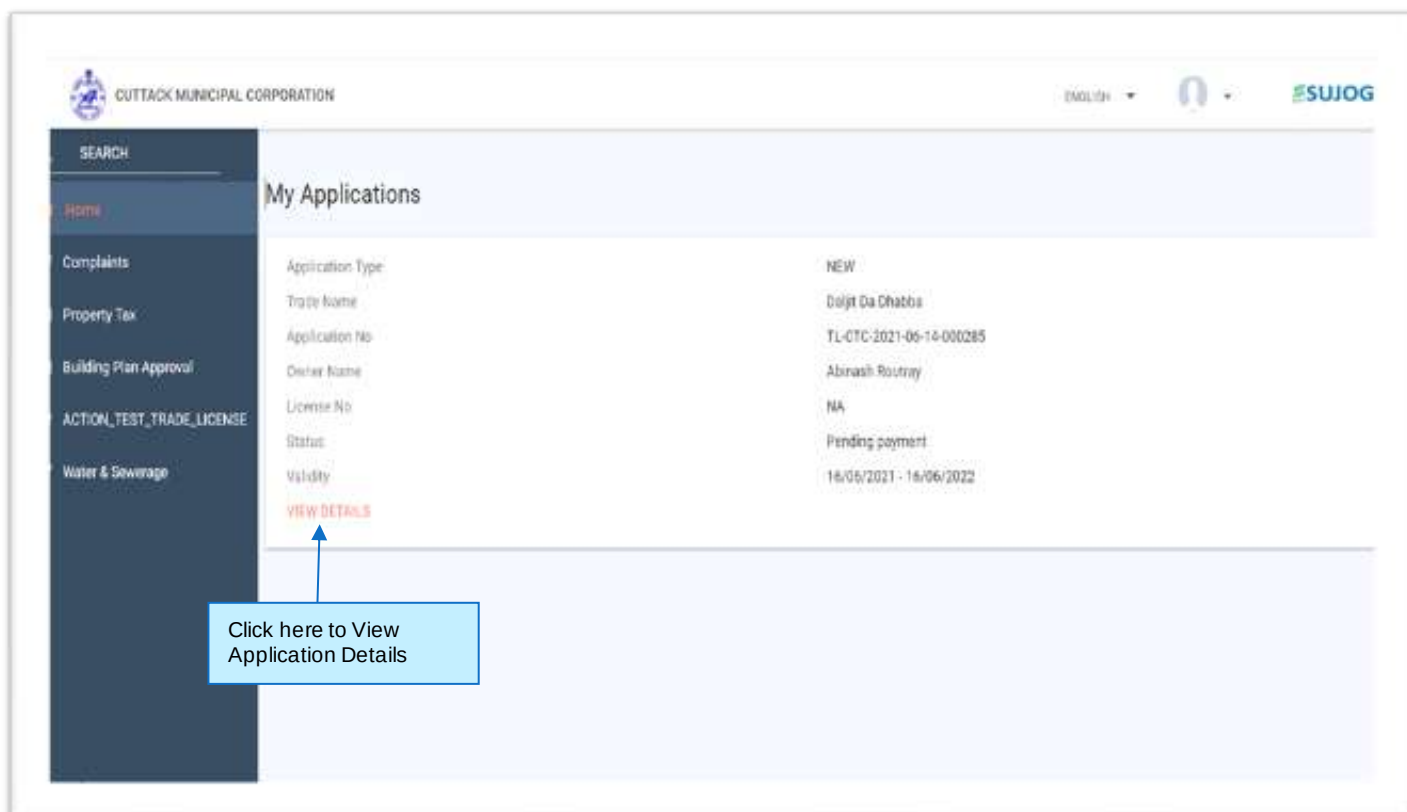
EDIT

In the summary section citizen will be able to view a summary of all information he/she has provided in the previous steps.

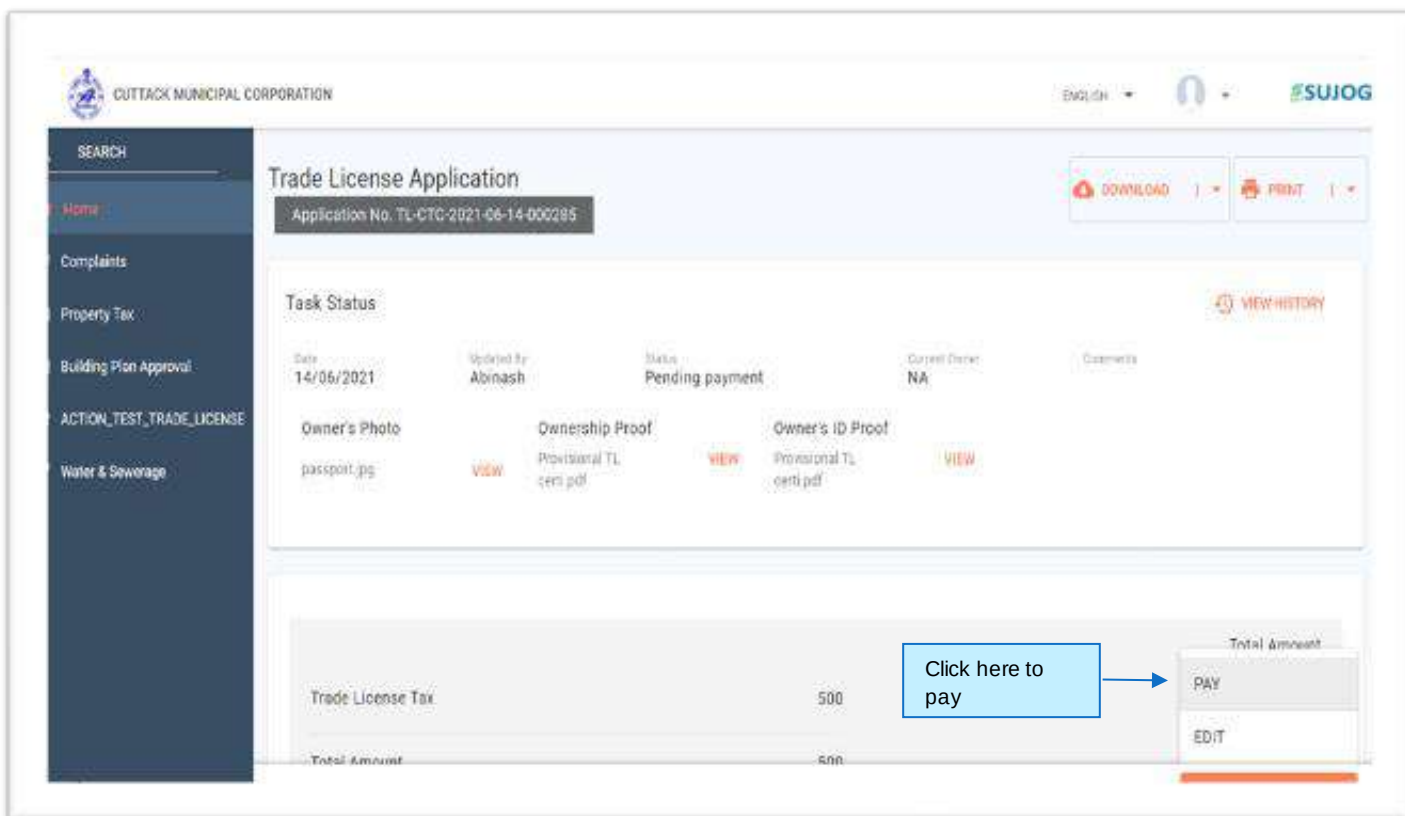


Upon successful submission the citizen will get Email/SMS notification with application number. The user can download the application and can immediately make the payment to get a provisional certificate.

3.1.7. Provisional certificate



The citizen can view all the applications in My Application Section. The citizen has to click on view details.



Trade License Application
Application No. TL-CTC-2021-06-14-000285

Task Status

Date	Updated By	Status	Current Owner	Comments
14/06/2021	Abinash	Pending payment	NA	

Owner's Photo: passport.jpg [VIEW](#)

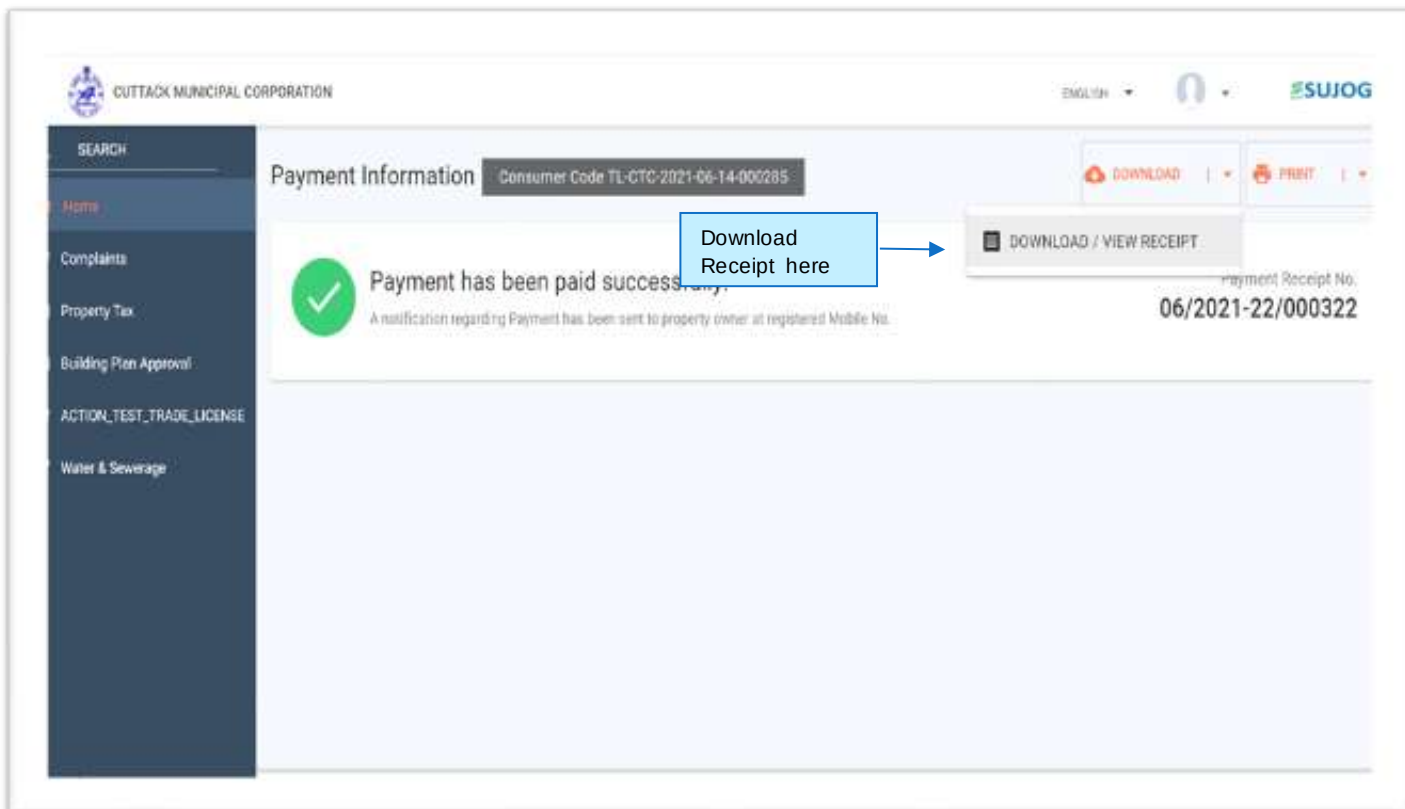
Ownership Proof: Provisional TL cert.pdf [VIEW](#)

Owner's ID Proof: Provisional TL cert.pdf [VIEW](#)

	Total Amount	
Trade License Tax	500	
Total Amount	500	

Click here to pay → [PAY](#)

The citizen needs to click on take action, a pay button will appear. Upon clicking pay the citizen will be able to be redirected to payment gateway and citizen needs to complete the payment to download the provisional certificate.



Payment Information
Consumer Code TL-CTC-2021-06-14-000285

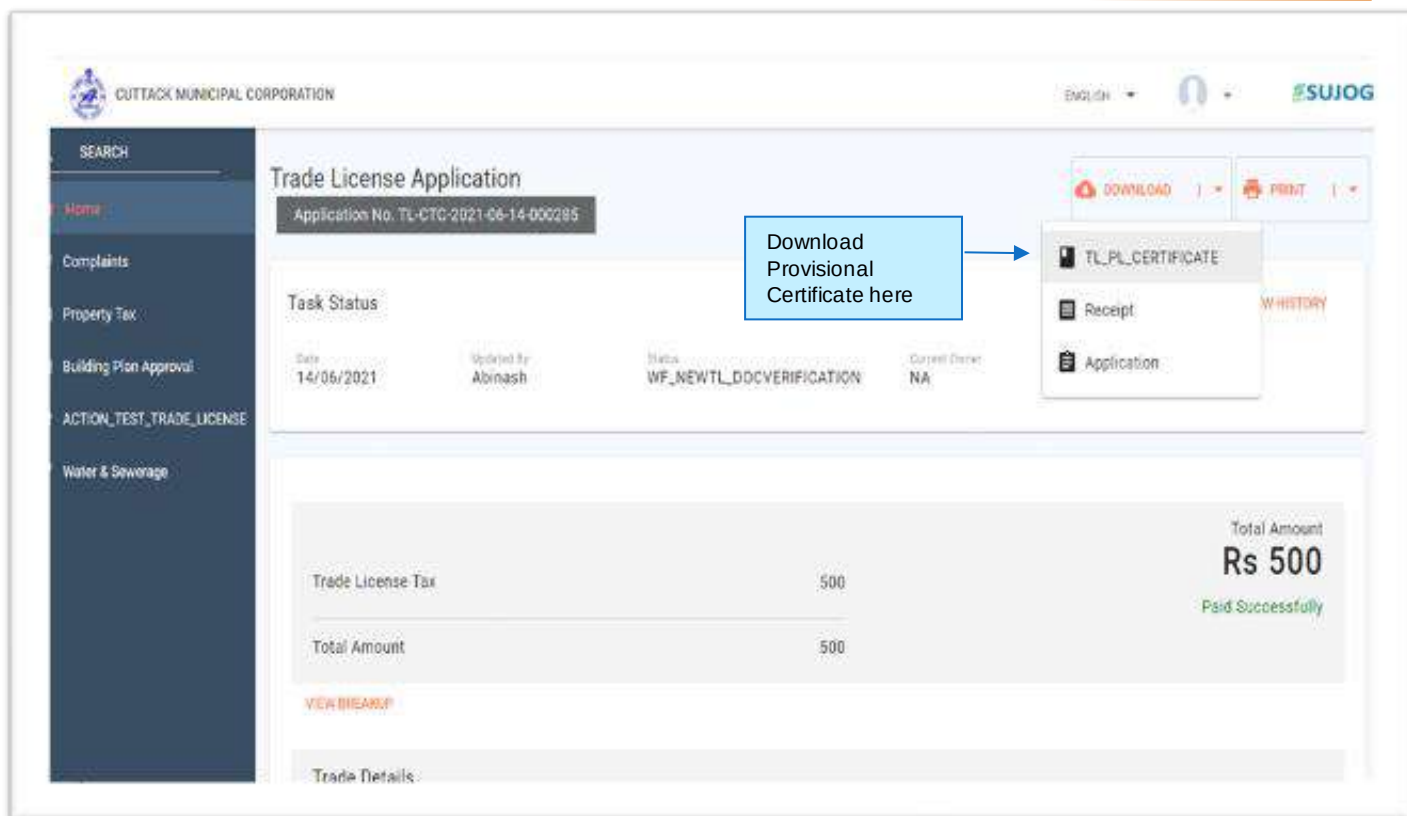
Payment has been paid successfully.

A notification regarding Payment has been sent to property owner at registered Mobile No.

Payment Receipt No. 06/2021-22/000322

Download Receipt here → [DOWNLOAD / VIEW RECEIPT](#)

Upon successful payment the citizen will get a payment receipt number. The citizen can download the receipt by clicking on the download button.



The screenshot displays the 'Trade License Application' interface for Cuttack Municipal Corporation. The application number is TL-CTC-2021-06-14-000285. A blue box with the text 'Download Provisional Certificate here' has an arrow pointing to the 'TL_PL_CERTIFICATE' option in the download menu. The 'Task Status' section shows the date as 14/06/2021, updated by Abinash, status as WF_NEWTL_DOCVERIFICATION, and current owner as NA. The payment summary shows a total amount of Rs 500, with 'Paid Successfully' indicated. A 'VIEW BREAKUP' link is also visible.

Trade License Application
Application No. TL-CTC-2021-06-14-000285

Task Status

Date	Updated By	Status	Current Owner
14/06/2021	Abinash	WF_NEWTL_DOCVERIFICATION	NA

Download Menu:

- TL_PL_CERTIFICATE
- Receipt
- Application

Payment Summary:

Item	Amount
Trade License Tax	500
Total Amount	500

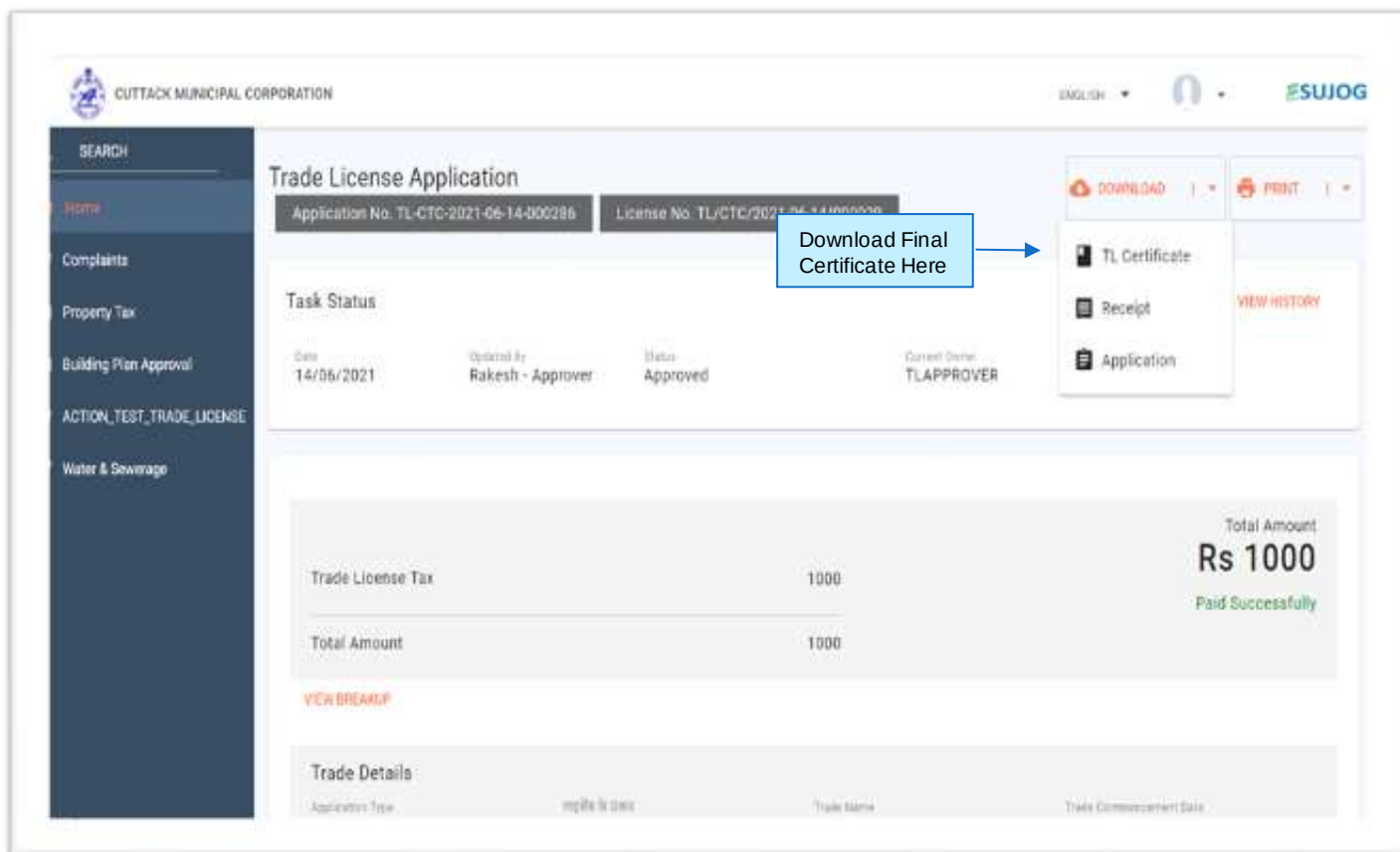
Total Amount: Rs 500
Paid Successfully

[VIEW BREAKUP](#)

Trade Details:

Upon successful payment download provisional certificate option will be automatically appear to the citizen in my application details.

3.1.8. Download Final certificate



The screenshot displays the 'Trade License Application' interface for CUTTACK MUNICIPAL CORPORATION. The application is approved, with a date of 14/06/2021 and a status of 'Approved'. The total amount paid is Rs 1000. A blue callout box with an arrow points to the 'DOWNLOAD' button, which has a dropdown menu open showing options: 'TL Certificate', 'Receipt', and 'Application'. The 'TL Certificate' option is highlighted.

Task Status

Date	Updated By	Status	Current Status
14/06/2021	Rakesh - Approver	Approved	TLAPPROVER

Trade License Tax

Trade License Tax	Total Amount
1000	1000

VIEW BREAKUP

Trade Details

Application Type	Application Status	Trade Name	Trade Commencement Date

Download Final Certificate Here

DOWNLOAD | **PRINT**

TL Certificate

Receipt

Application

VIEW HISTORY

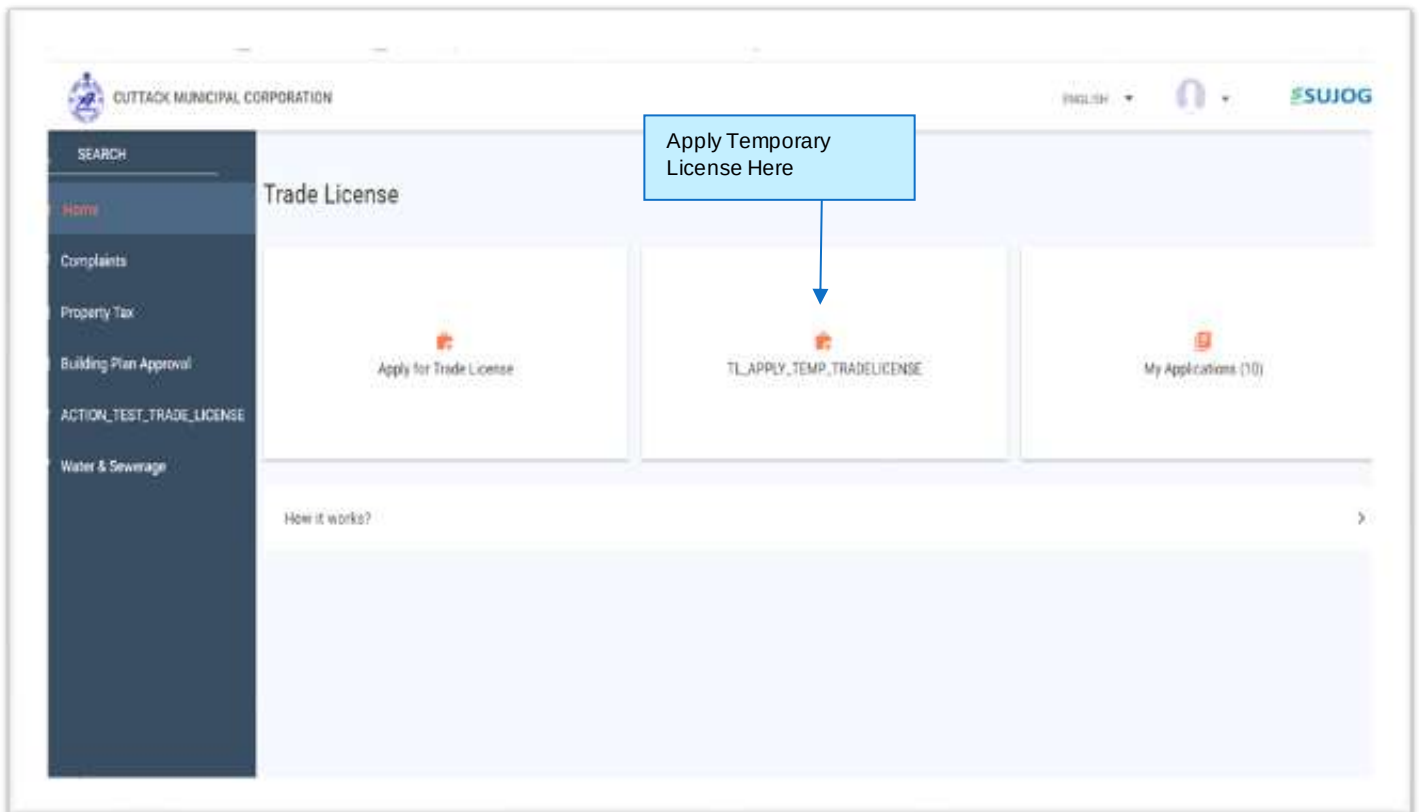
Total Amount

Rs 1000

Paid Successfully

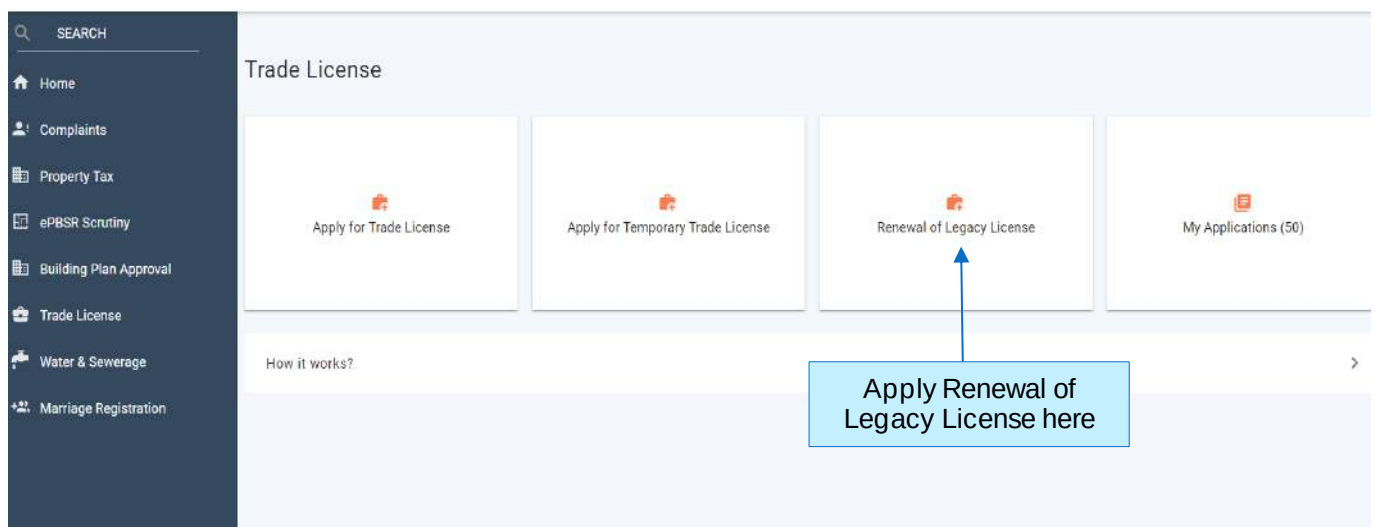
Post final approval from the department the citizen can go to MY APPLICATION and download the final trade license certificate on the page displayed.

3.2. *Apply for Temporary License*



Citizen have to click on the Trade License button present on the Home page. Then he/she has to click on the Apply for Temporary Trade License button present on the Trade License page and select the city name to initiate the Trade License process. The entire process will be same as mentioned earlier except there will be a date range to select the validity of the temporary license.

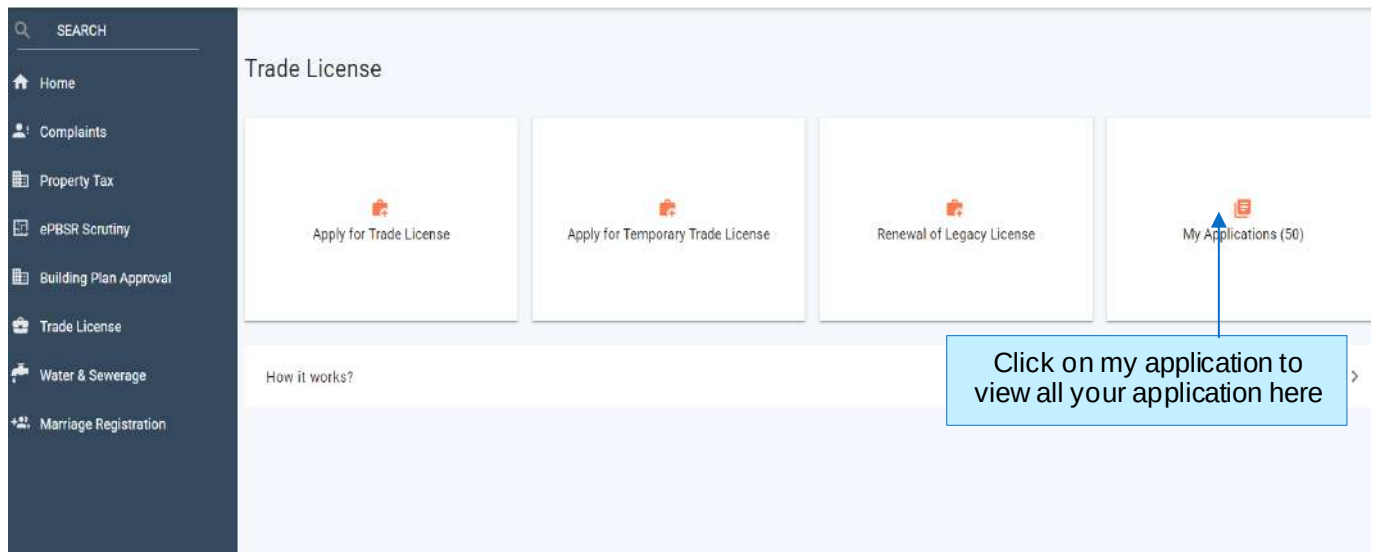
3.3. *Apply for Renewal of Legacy License*



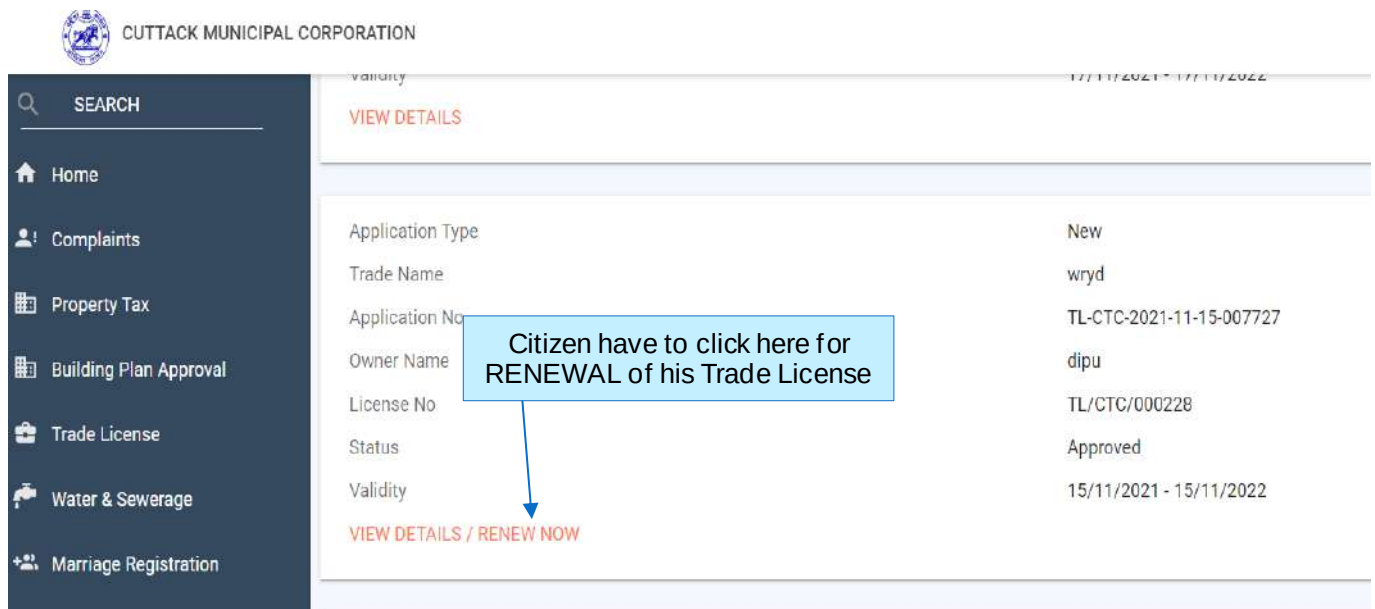
Citizen have to click on the Trade License button present on the Home page. Then he/she has to click on the Renewal of Legacy License button present on the Trade License page and select the city name to initiate the Trade License process. The entire process will be same as mentioned earlier except there will be an old License number which needs to be filled up by the citizen.

3.4. *Apply for Renewal of Trade License*

3.4.1. Citizen have to click on the Trade License button present on the Home page. Then he/she has to click on my application button present on the Trade License page.



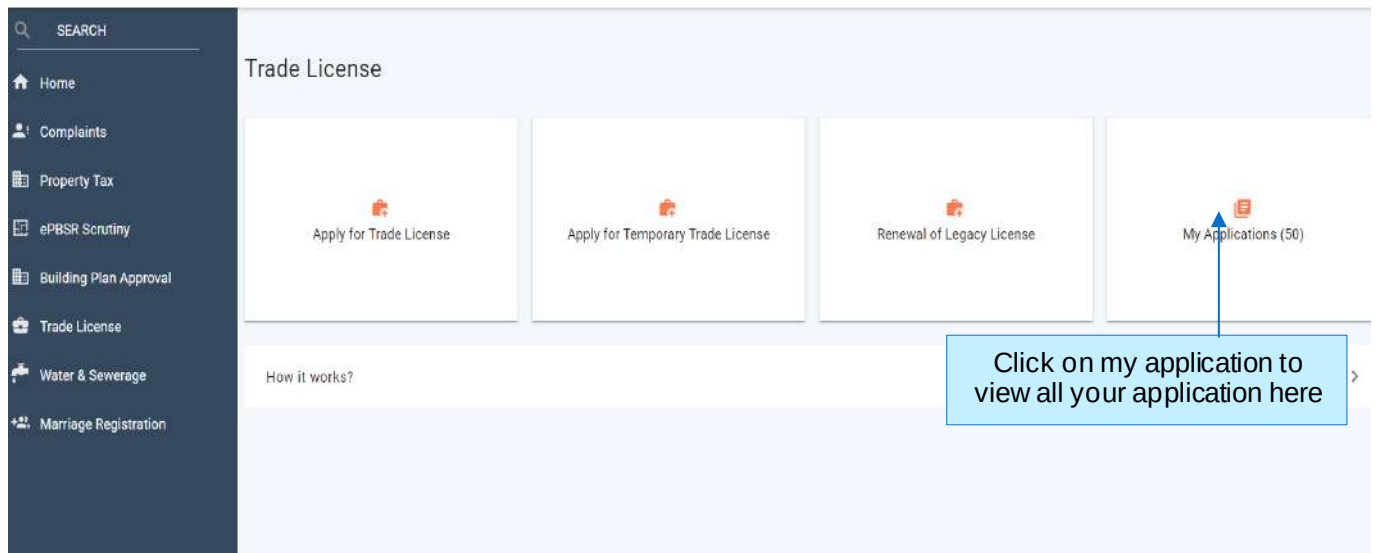
3.4.2. Citizen have to click on the RENEW option which is present under his application for RENEWAL of his Trade License.



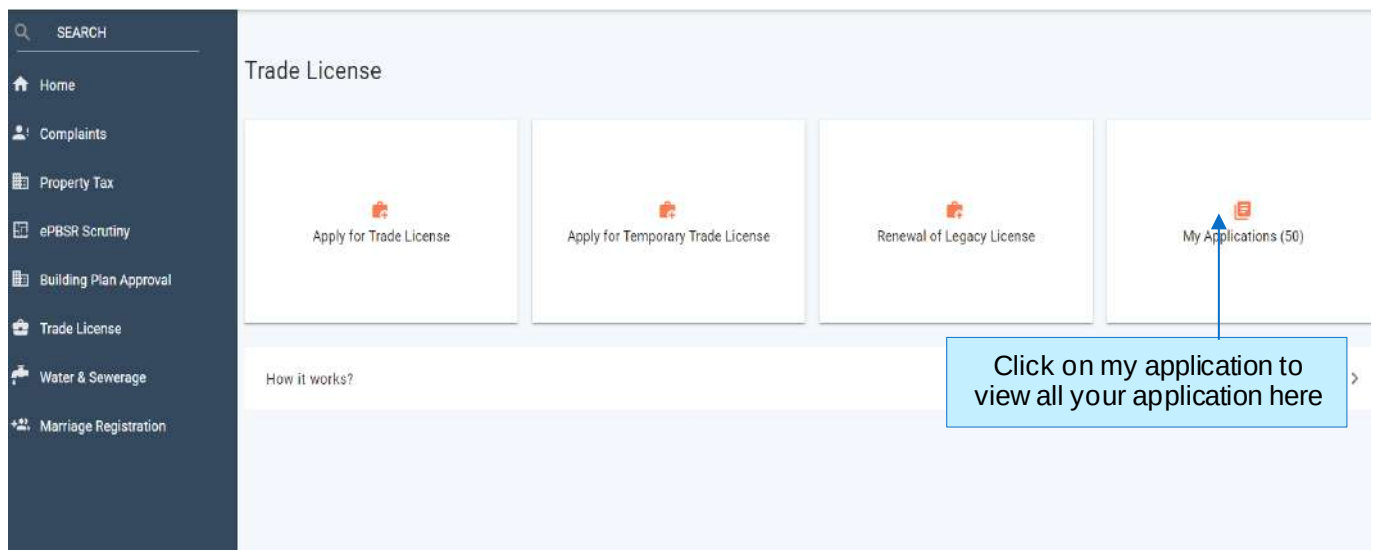
The entire process will be same as mentioned earlier for New License.

3.5. Apply for Correction in Trade License

3.5.1. Citizen have to click on the Trade License button present on the Home page. Then he/she has to click on my application button present on the Trade License page.



3.5.2 Citizen have to click on My Application to view all the application.



3.5.2. Citizen need to click on view details to see the details of that particular application.

License No	TL/CTC/000589
Status	Pending for Field inspection
Validity	10/06/2023 - 10/06/2024
VIEW DETAILS	

Application Type	New
Trade Name	THE ASIAN SPICE COMPANY
Application No	TL-CTC-2023-06-10-009825
Owner Name	MANAS KUMAR PANI
License No	TL/CTC/000591
Status	Approved
Validity	11/06/2023 - 11/06/2024
VIEW DETAILS	

Click here to view the application details

3.5.3. Citizen should click on TAKE ACTION and choose CORRECTION option to initiate a correction application.

Owner Details

Type Of ownership Individual	Type of sub-ownership Single Owner	Mobile No. [REDACTED]	Name MANAS KUMAR PANI
Father/Husband's Name KSHETRAMOHAN PRADHAN	Relationship Father	Gender Male	Date of Birth 03/04/1995
Email NA	PAN No. NA	Correspondence Address GADAKAN,TALASAH,I,BHUBANESWAR	Special Owner Category None of the above

Documents

Ownership Proof id proof of father of bride.jpeg VIEW	Owner's ID Proof ABINASH SIR MR APPLICATION.pdf VIEW	Owner's Photo Id proof of father of groom.jpeg VIEW
--	---	--

Click here to initiate correction application

[CORRECTION](#)

[TAKE ACTION](#) | ▼

3.5.4. Now citizen needs to change the required information or documents and proceed further.

Apply for Correction Trade License

Application No. TL-CTC-2023-06-10-009825

1

Trade Details

2

Owner Details

3

Documents

4

Summary

Trade Details

Name Of Trade *

THE ASIAN SPICE COMPANY

Old License No *

1234546

Trade Commencement Date *

11-06-2023

Trade Period *

1

Trade GST No.

Enter Trade GST No.

Trade Purpose

Enter Trade Purpose

Trade Unit

Click here to proceed further

NEXT STEP >

3.5.5. After necessary changes check summary and click on submit.

Apply for Correction Trade License

Application No. TL-CTC-2023-06-21-009919

✓

Trade Details

✓

Owner Details

✓

Documents

4

Summary

Application Summary

Trade Details

Application Type

Correction

Licence Type

Permanent

Trade Name

THE ASIAN SPICE COMPANY

Old License No

1234546

Trade Commencement Date

11/06/2023

Trade Period

1 Years

Trade GST No.

NA

Trade Purpose

NA

Trade Type

Eating Establishments

Trade Sub-Type

Bakery Shop (Retail)

UOM (Unit Of Measurement)

SQFT

UOM Value

100

Click here to submit the application

< PREVIOUS STEP

SUBMIT >

3.5.6. Now on screen citizen will see your application is submitted successfully.

Application for New Trade License Correction

DOWNLOAD

PRINT



Application Submitted Successfully

A notification regarding Application Submission has been sent to trade owner at registered Mobile No.

Application No.
TL-CTC-2023-06-21-009919