

Trade License Management



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About this Manual

Trade License Information System (TLIS) aims to improve the efficiency of the Trade License operations in the ULB. The module gives comprehensive details of a trade license, licensee information and maintains a history of renewal details.

Conventions

The following table describes the conventions used in this manual.

<i>Note:</i>	Note provides extra information about a step or concept. Notes are contained in grey boxes.
UI Element	To describe screen elements such as buttons, drop-down lists, the name of the element is in bold .
<i>References</i>	All references are in <i>italics</i> . Reference also contain hyperlinks and help you to quickly navigate to related content
<i>Navigation ></i>	Arrow '>' notation describes the flow of navigation in the application. For example, the following navigation means “on the Left Panel , Click Application and then click Collection .”

	<i>Left Panel > Application >Collection</i>

Further Help

In case you need further help, please call +91 80 4125 5708 or send an email to contact@egovernments.org

Roles Involved in the System

Different roles may be involved in creating a new Trade licence.

Note: Role names and their functions can be configured depending on the needs of your department.

The following table describes the typical roles involved in completing the transactions in System.

Table 1: Roles in Processing

Role	Description
Clerk	Creates Trade license and forwards it to next level for validation
Sanitary Inspector	Approves the license and sends it to Commissioner/Approving Authority
Collection Operator	Collects the payment and creates the receipt, and gives it to customer
Commissioner/Approving Authority	Approved the license

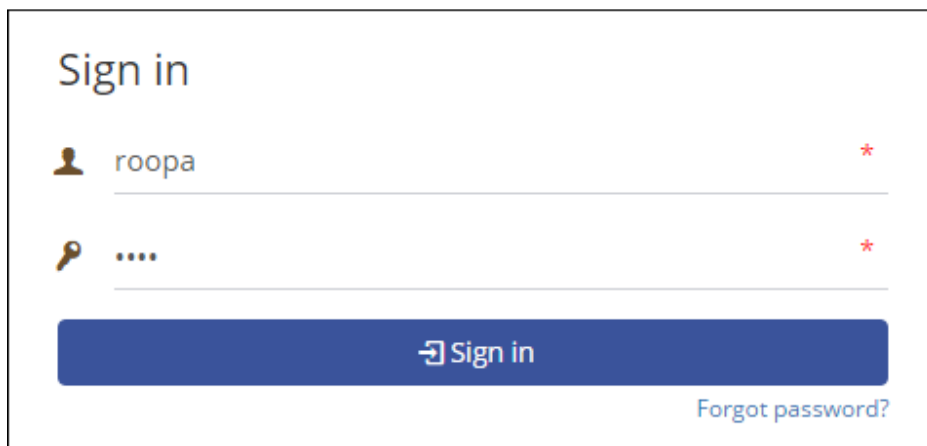
Signing into the System

You need to sign in before you can start using the system.

To sign in:

1. Enter the correct URL in the internet browser. The **Sign in** page appears, as shown in *Figure 1*.

Figure 1: Signing into NTRS

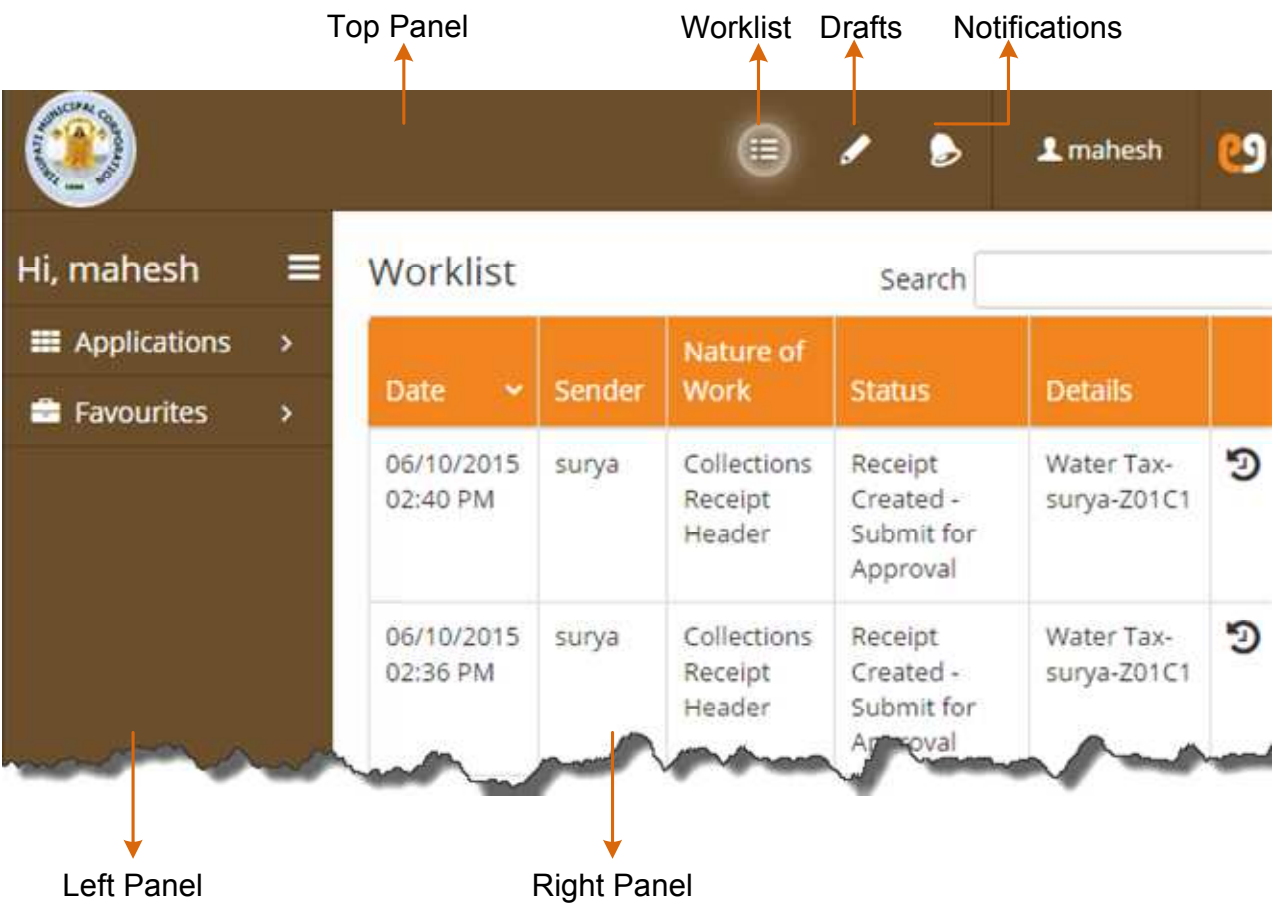
A screenshot of the NTRS Sign in page. The page has a white background. At the top, the text "Sign in" is displayed in a large, dark font. Below this, there are two input fields. The first field is for the username, with a person icon to its left and the text "roopa" entered. To the right of the field is a red asterisk. The second field is for the password, with a key icon to its left and four dots "...." entered. To the right of this field is also a red asterisk. Below the input fields is a large blue button with the text "Sign in" and a right-pointing arrow icon. To the right of the button, the text "Forgot password?" is displayed in a smaller, blue font.

2. Enter username, password and click **Sign in**.

Home Screen

After signing into the system, the Home screen of Trade lincense appears, as shown in the ***Error! Reference source not found.***

Figure 2: Home Screen



Transactions

Create New License

A permission letter (i.e. license certificate) issued by the ULB to an individual to carry out a trade in the said premises.

To **Create New License**, perform the following steps:

1. Open **Create New License** screen, using the following navigation

Left Panel > Applications > Trade License > Transactions > Create New License

A **Create New License** page appears, as shown in Figure 3

Figure 3: Create New License

Trade License

Application for New Trade License

TRADE DETAILS | ENCLOSED DOCUMENTS

Trade Owner Details

Aadhaar Number

Applicant Name *

Email Id *

Mobile Number * +91

Father/Spouse Name *

Trade Owner Address *

Trade Location Details

Property No

Locality *

Zone *

Ward *

2. Enter details in the **Create New License** screen as described in **Error! Reference source not found..**

Trade Owner Details	
Trade Owner Name	Enter Owner's Name
Father/Spouse Name	Enter Father/Spouse Name
Mobile Number	Enter Mobile Number
Email Id	Enter Email Id of Applicant
Trade Owner Address	Enter Address of the Owner
Trade Location Details	
Property Assessment No.	Enter Property Assessment No.
Locality	Select Locality from list
Ward	Select Revenue Ward from List
Election Ward	Select Election Ward from List
Address	Enter Address
Trade Details	
Trade Title	Enter Title for Trade
Trade Type	Select Trade Type from list
Trade category	Select Trade category from the list
Trade sub-category	Select Trade sub-category from the list

UOM	Displays unit of measurement
Trade Measurement	Enter Measurement of Trade Premises
Remarks	Enter Remarks of Trade Details
Trade Commencement Date	Enter Trade Date of commencement
Processing Details	
Remarks	Remarks
Approval Details	
Approver Department	Select Approver Department from list
Approver Designation	Select Approver Designation from list
Approver	Select Approver from list
Approver Remark	Enter Remarks of the Approver

License Renewal

A permission letter (i.e. license certificate) issued by the ULB to an individual for renewal of an already registered trade in the said premises for another one more year.

To **Renew a License**, perform the following steps:

1. Open **Search Trade License** screen, using the following navigation

Left Panel > Applications > Trade License > Transactions > Create New License

A **Search Trade License** page appears, as shown in the following Figure :

Trade License

Search Trade License

License Number: TL/00269/2016

Application No.:

Mobile No.:

Trade Owner Name:

Search Reset Close

Search Result

Application Number	TL Number	Trade Owner	Mobile Number	Status	PT Assessment No.	Arrears Demand	Current Demand	Total Collection	Actions
00479-2018-PQ	TL/00269/2016	SALASU VENKATA SATYA RAMA KRISHNA	9490032626	Active	N/A	2625	1500	2625	Select from Below View NCE Renew License Closure Print Certificate

Showing 1 to 1 of 1 entries

Show 10 entries

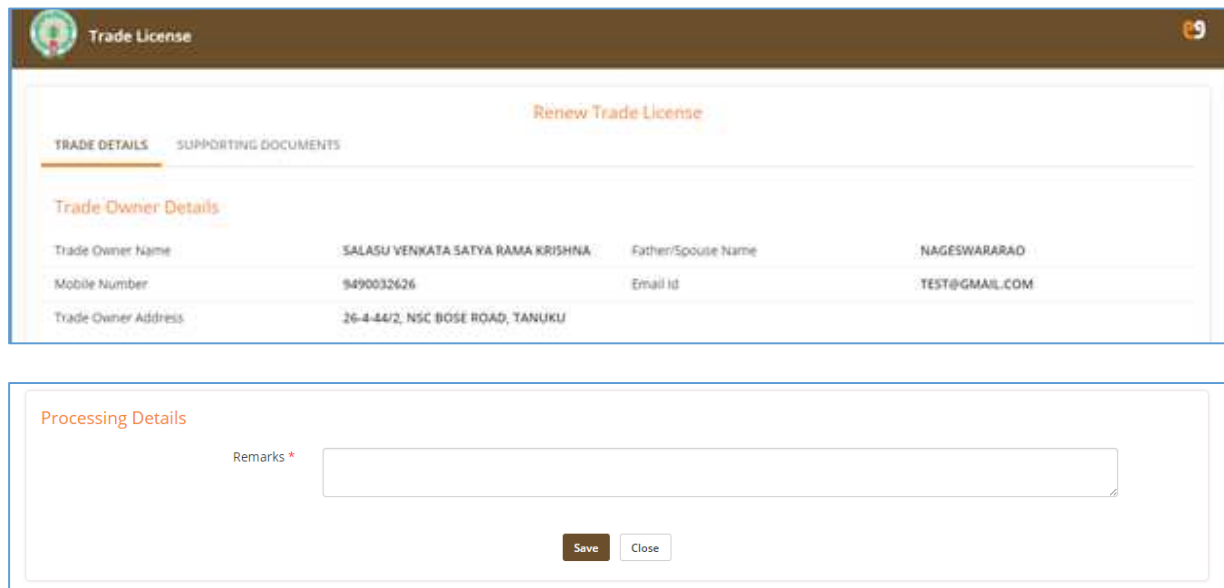
Powered by eGovernments Foundation

In Action Drop down, Select **Renew License** Option. It will open the details of the trade.

The following values can be updated before proceeding for renewal :

- Locality
- Election Ward
- Revenue Ward
- Trade Category & Subcategory
- Measurement of the premises

Enter Remarks and click on Save. Application for Renew of Trade License will be created. At this stage, License Fee will again be re-calculated based on the Parameters, if updated.



The screenshot shows a web application for renewing a trade license. At the top, there is a header with a logo and the text 'Trade License'. Below the header, there is a navigation bar with two tabs: 'TRADE DETAILS' and 'SUPPORTING DOCUMENTS'. The 'TRADE DETAILS' tab is active. In the center, there is a section titled 'Trade Owner Details' with a table containing the following information:

Field	Value
Trade Owner Name	SALASU VENKATA SATYA RAMA KRISHNA
Father/Spouse Name	NAGESWARARAD
Mobile Number	9490032626
Email Id	TEST@GMAIL.COM
Trade Owner Address	26-4-44/2, NSC BOSE ROAD, TANUKU

Below the table, there is a section titled 'Processing Details' with a 'Remarks *' label and a text input field. At the bottom right of this section, there are two buttons: 'Save' and 'Close'.

Closure of Trade License



Closing of an already registered trade in the said premises.

To **Close a License**, perform the following steps:

1. Open **Search Trade License** screen, using the following navigation

Left Panel > Applications > Trade License > Transactions > Create New License

A **Search Trade License** page appears, as shown in following Figure :


Trade License


Search Trade License

License Number:
Application No.:



Mobile No.:
Trade Owner Name:

Search Result

Application Number	TL Number	Trade Owner	Mobile Number	Status	PT Assessment No.	Arrears Demand	Current Demand	Total Collection	Actions
00479-2018-PQ	TL/00269/2016	SALASU VENKATA SATYA RAMA KRISHNA	9490032626	Active	N/A	2625	1500	2625	<div> <div> Renew License Select from Below View DCB Renew License Closure Print Certificate </div> <div> <div>Previo</div> </div> </div>

Showing 1 to 1 of 1 entries
Show entries

In Action Drop down, Select **Closure** Option. It will open the details of the trade. Enter Remarks and click on Save. Application for Clousre of Trade License will be created.


License Closure


License Closure

TRADE DETAILS
SUPPORTING DOCUMENTS

Trade Owner Details

Trade Owner Name	SALASU VENKATA SATYA RAMA KRISHNA	Father/Spouse Name	NAGESWARARAO
Mobile No.	9490032626	Email ID	TEST@GMAIL.COM
Trade Owner Address	26-4-44/2, NSC BOSE ROAD, TANUKU		

Processing Details

Remarks *

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Search

Search Trade License

You can search for a License by filtering through the list of records in the system. You can search using the following categories:

- a) Application Number
- b) License Number
- c) Application Type
- d) Application Status
- e) Trade Category
- f) Trade Sub Category
- g) Trade Type
- h) Old License No.
- i) Trade Title
- j) Trade Owner Name
- k) Assessment No.
- l) Mobile No.

To **Search License**, perform the following steps:

1. Open a **Search License** screen, by using the following navigation.

Left Panel > Applications > Trade License > Search > Search Trade License

A **Search License** screen appears, as shown in *Figure 4*.

Figure 4: Search License

Trade License

Search Trade License

Application No. License Number

Application Type Application Status

Less..

Category Subcategory

Trade Type Old License No.

Trade Title Trade Owner Name

Assessment No. Mobile No.

Show Inactive License ☐


Search **Reset** **Close**

2. **Search License** by entering any of the following details and then click **Search**.
 - a) Enter **Application Number** from the list provided
 - b) Enter **License Number**
 - c) Select **Trade Category** and **Trade Sub-Category** from the options provided
 - d) Enter **Trade Title**
 - e) Enter **Trade Owner Name**
 - f) Enter **Property Assessment No**

- g) Enter **Mobile Number**
- h) Select **Application Type** and **Application Status** from the options provided
- i) Enter **Trade Type**
- j) Enter **Old License No.**

The **Search License** result page appears, as shown in *Figure 5*.

Figure 5: Search License Result


Trade License
9

Search Trade License

Application No.

Application Type --- Select ---

Category --- Select A Category ---

Trade Type --- Select ---

Trade Title

Assessment No.

Show Inactive License ☐

License Number

Application Status --- Select ---

Subcategory Select

Old License No.

Trade Owner Name

Mobile No.

Less

Search Reset Close

Actions	Application No.	License No.	Old License No.	Application Status	Active	Expiry Date	Process Owner	Trade Title	Trade Owner	Category	Subcategory	Mobile No.
<div> <div>--- Select an Action ---</div> </div>	13410/2017-FY	TL/00002/2017	023217	Active	Yes	31/03/2012	N/A	B PADMA KUMARI	B PADMA KUMARI	Small Scale Industries / small & Medium factories	Roor Mills	9999999999

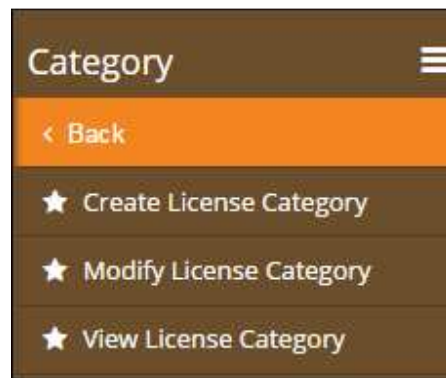
Masters

Category

To view the Category options,

1. Click **Category** on **Masters** pane, as shown in

A **Category** pane appears, as shown in



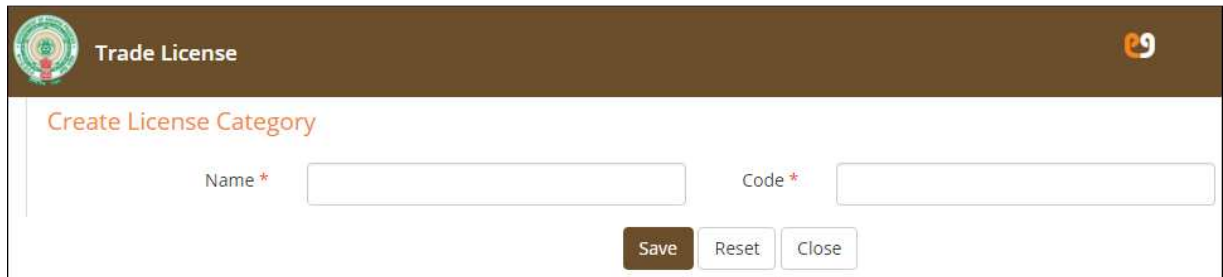
Creating License Category

To **Create License Category**, perform the following steps:

1. Open **Create License Category** screen, using the following navigation.

Left Panel > Applications > Trade License > Masters > Category > Create License Category

A **Create License Category** page appears, as shown in



Trade License

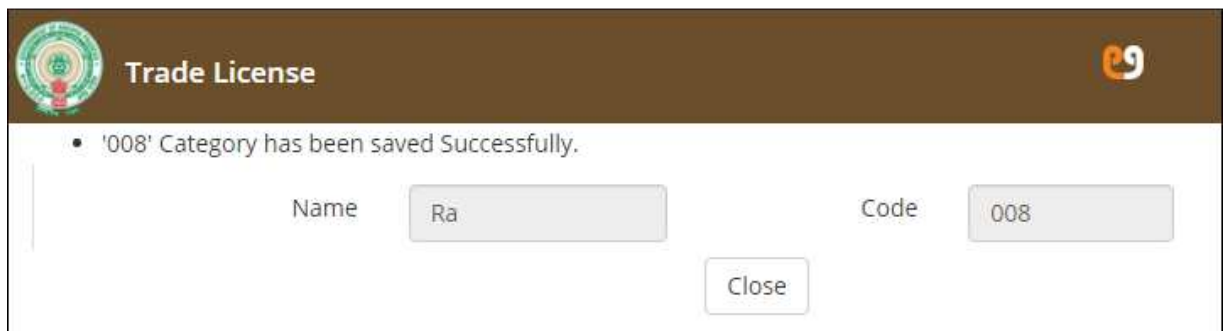
Create License Category

Name * Code *

Save **Reset** **Close**

2. Enter Name in the **Create License Category** screen, code will be generated by the system itself automatically.
3. Click **Save**

Create License Category Save Screen appear, as shown



Trade License

- '008' Category has been saved Successfully.

Name Code

Close

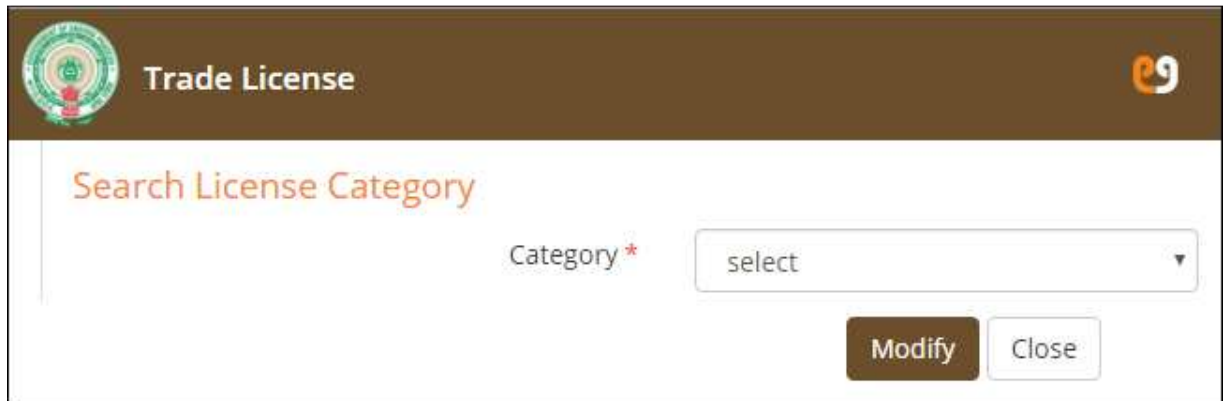
Update License Category

To **Update License Category**, perform the following steps:

1. Open **Update License Category** screen, using the following navigation

Left Panel > Applications > Trade License > Masters > Category > Update License Category

A **Update License Category** page appears, as shown in



Trade License

Search License Category

Category *

Modify **Close**

2. Select **Category** name from the list provided and then Click **Modify**

Update License Category screen appears, as shown



Trade License

Modify License Category

Name * Code *

Save **Reset** **Close**

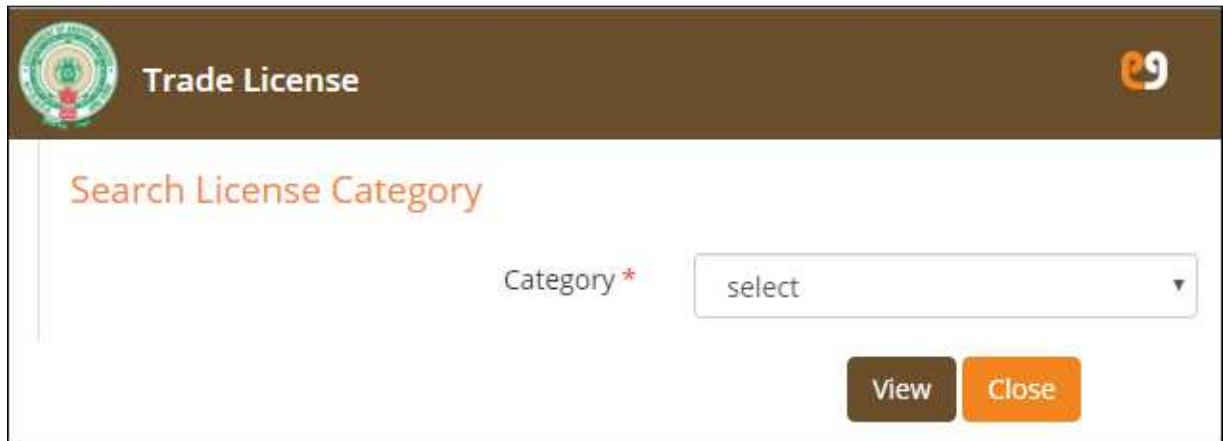
View License Category

To **View License Category**, perform the following steps:

1. Open **View License Category** screen, using the following navigation

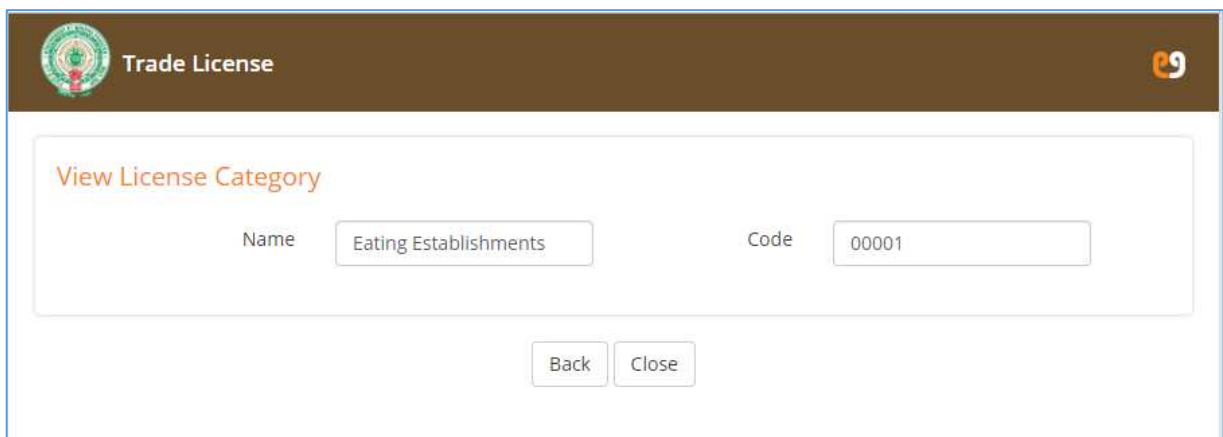
Left Panel > Applications > Trade License > Masters > Category > View License Category

A **View License Category** page appears, as shown in



2. Select **Category** name from the list provided and then Click **View**

View License Category screen appears, as shown



SubCategory

Create License SubCategory

Create License SubCategory is used to create new Trade License in the system.

To open Create License SubCategory

1. Open **Create License SubCategory** by using the following navigation.

Left Panel > Applications > Trade License > Masters > SubCategory > Create License SubCategory

2. Enter the new Trade License SubCategory details, as described in the following table

Create License Subcategory Details	
Category	Select relevant type of category
Name	Enter name for the new License SubCategory
SubCategory Mapping Details	
Fee Type	Select relevant Fee Type
Rate Type	Select any Rate Type
UOM	Select the UOM

3. Click **Save**.

SubCategory has been saved successfully message appears with the generated Code and you can see the created SubCategory in the View License SubCategory option

Trade License

Create License Subcategory

Category *

Eating Establishments

Name *

Hotels

Code *

00454

Applicable Fee Details

Fee Type *	Rate Type *	UOM *	
License Fee	--- Select ---	--- Select ---	
			<div>Add More</div>

Save

Reset

Close

Modify License SubCategory


ModifyLicense SubCategory is used to modify the existing details of Created Trade License in the system.

To openModifyLicense SubCategory


1. Open **Modify License SubCategory** by using the following navigation.

Left Panel > Applications > Trade License > Masters > Sub Category > Modify License SubCategory

Modify License SubCategory page appears.



Trade License



Search License SubCategory

Category *

select ▼

SubCategory *

select ▼

Modify

Close

2. Select the SubCategory and Click **Modify**

Modify License SubCategory page appears, as shown in **Error!**
Reference source not found.

3. Select any field to modify
4. Click **Save**.

SubCategory has been Updated Successfully message appears, you can see the Modified License SubCategory details in the View License SubCategory option

Modify License SubCategory

Category *

Small Scale Industries / small & Mediu ▼



Name *

sugarcane factory

Code *

234565

Sub Category Mapping Details

SI No	Fee Type *	Rate Type *	UOM *	Add	Delete
1	License Fee ▼	Flat_by_Range ▼	Area - Sq Mtr ▼		

Save

Reset

Close

View License SubCategory

View License SubCategory gives list of all the Trade Licenses registered in the system

To open View License SubCategory:

5. Open **View License SubCategory** by using the following navigation

Left Panel > Applications > Trade License > Masters > Sub Category > View License SubCategory

View License SubCategory page appears, as shown in **Error! Reference source not found.**

Trade License

View License Subcategory

Category: Eating Establishments

Name: Hotels - Normal Code: 00012

Applicable Fee Details

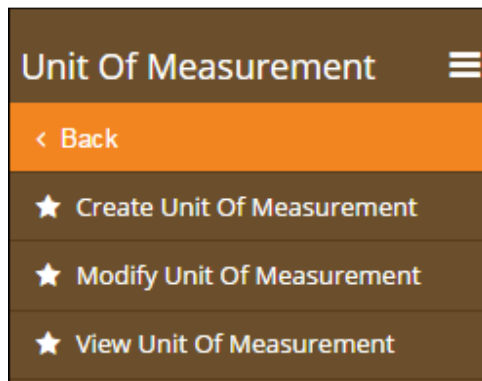
Fee Type	Rate Type	UOM
License Fee	Flat by Range	Area - Sq Mtr

Back Close

Unit Of Measurement Option

To view the Unit Of Measurement options,

1. Click **Unit Of Measurement** on Masters pane, as shown in
- A **Unit Of Measurement** pane appears, as shown in



Create Unit Of Measurement

To **Create Unit Of Measurement**, perform the following steps:

1. Open **Create Unit Of Measurement** screen, using the following navigation.

Left Panel > Applications > Trade License > Masters > Unit of Measurement > Create Unit Of Measurement

A **Create Unit Of Measurement** page appears, as shown in

A screenshot of the "Create Unit Of Measurement" form within the "Trade License" application. The form has a header bar with the application logo and name. The main content area contains two input fields: "Name *" and "Code *". Below the "Name" field is an "Active" checkbox, which is checked. At the bottom right, there are three buttons: "Save", "Reset", and "Close".

2. Enter Name in the **Create Unit Of Measurement** screen, code will be generated by the system itself automatically.
3. Click **Save**

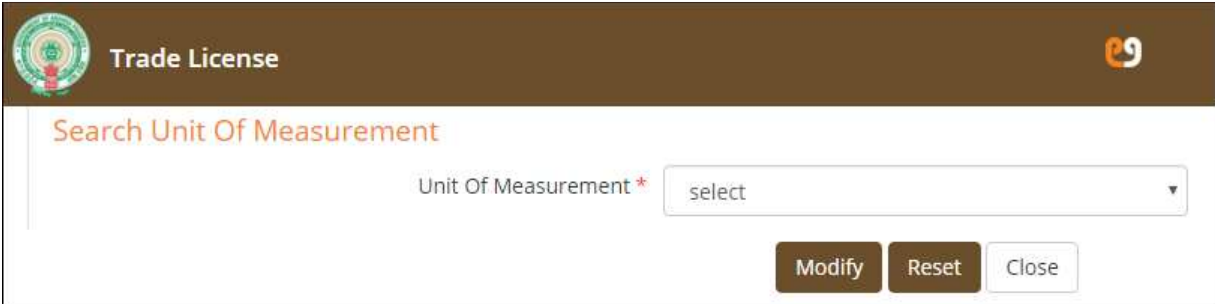
Modifying Unit Of Measurement

To **Modify Unit Of Measurement**, perform the following steps:

1. Open **Modify Unit Of Measurement** screen, using the following navigation

Left Panel > Applications > Trade License > Masters > Unit Of Measurement > Modify Unit Of Measurement


A **Modify Unit Of Measurement** page appears, as shown in



The screenshot shows the 'Search Unit Of Measurement' screen. At the top, there is a header bar with the 'Trade License' logo and name on the left, and a user icon on the right. Below the header, the title 'Search Unit Of Measurement' is displayed in orange. A search field labeled 'Unit Of Measurement *' contains the text 'select'. To the right of the search field are three buttons: 'Modify', 'Reset', and 'Close'.

2. Select **Unit Of Measurement** from the list provided and then Click Modify

Modify Unit Of Measurement screen appears, as shown



The screenshot shows the 'Modify Unit Of Measurement' screen. At the top, there is a header bar with the 'Trade License' logo and name on the left, and a user icon on the right. Below the header, the title 'Modify Unit Of Measurement' is displayed in orange. The form contains two input fields: 'Name *' with the value 'Area - Sq Mtr' and 'Code *' with the value 'Area - Sq Mtr'. Below these fields is an 'Active' checkbox which is checked. At the bottom right, there are three buttons: 'Save', 'Reset', and 'Close'.

View Unit Of Measurement

To **View Unit Of Measurement**, perform the following steps:

1. Open **View Unit Of Measurement** screen, using the following navigation

Left Panel > Applications > Trade License > Masters > Unit Of Measurement > View Unit Of Measurement

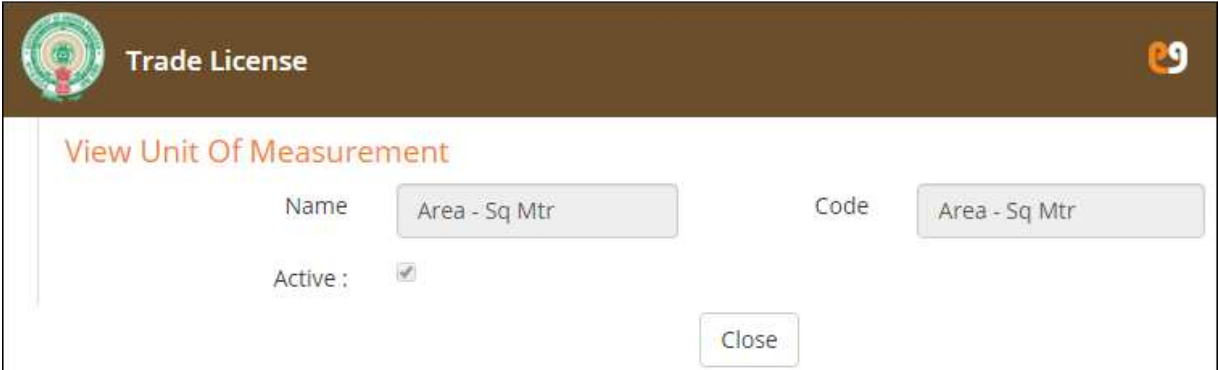
A **View Unit Of Measurement** page appears, as shown in



The screenshot shows the 'Search Unit Of Measurement' page. At the top, there is a header bar with the 'Trade License' logo on the left and an orange 'e9' icon on the right. Below the header, the page title 'Search Unit Of Measurement' is displayed in orange. The main content area contains a label 'Unit Of Measurement *' followed by a dropdown menu currently showing 'select'. At the bottom right of the form, there are two buttons: a brown 'View' button and a white 'Close' button with a grey border.

2. Select **Unit Of Measurement** from the list provided and then Click View

View **Unit Of Measurement** screen appears, as shown



The screenshot shows the 'View Unit Of Measurement' page. It has the same header as the previous page. The title 'View Unit Of Measurement' is in orange. The form contains two input fields: 'Name' and 'Code', both containing the text 'Area - Sq Mtr'. Below the 'Name' field, there is an 'Active :' label followed by a checked checkbox. A single white 'Close' button with a grey border is located at the bottom right of the form.

Fee Matrix

Create License Fee Matrix



Create License FeeMatrix is used to create new FeeMatrix License in the system.

To open Fee Matrix

1. Open **Create License Fee Matrix** by using the following navigation.

Left Panel > Applications> Trade License > Masters > Fee Matrix > Create License Fee Matrix

Fee Matrix page appears, as shown in**Error! Reference source not found.**

 **Create Fee Matrix** 

Create Fee Matrix

Application Type *
--- Select ---

Category *
--- Select ---

Fee Type *
--- Select ---

Rate Type

Effective From *

Trade Type *
--- Select ---

Subcategory *
Select

Unit of Measurement

Effective Financial Year *
--- Select ---

Effective To *

Fee Details

From Range	To Range	License Fee
0		
Add More		

[Save](#) [Reset](#) [Close](#)

2. Enter the new Trade License details, as described in the following table

Create New Fee Matrix Details	
Trade Type	By default this field is displayed
Application Type	By default this field is displayed
License Category	Select relevant type of Category
Sub Category	Select Sub Category from the list
Fee Type	Select the Fee type
Unit Of Measurement	On selecting fee type UOM type is displayed automatically
Rate Type	On selecting fee type Rate type is displayed automatically
Effective Financial Year	Select relevant Year
Effective From*	Fee Matrix - Validity From Date
Effective To*	Fee Matrix - Validity To Date
From Range	From Range value for this Combination
To Range	To Range value for this Combination
License Fee	License Fee

3. Click **Save**.
4. Enter UOM To and Amount, Click Save and Click Add Row to Add more Fee Matrix Details.

Details saved successfully message appears.

FeeMatrix

Nature Of Business *	Permanent	Application Type *	New
License Category *	Eating Establishments	Sub Category *	Ice Cream - Manufacturing
Fee Type *	License Fee	Unit Of Measurement *	Area - Sq Mtr
Rate Type	Flat_by_Range	Financial Year *	2015-16

UOM From	UOM To	Amount	action
0	2	3000	<input type="button" value="Delete Row"/>

License Validity

Create License Validity



Create License Validity is used to create new License in the system.

To open Create License Validity

1. Open **Create License Validity** by using the following navigation.

Left Panel > Applications > Trade License > Masters > License Validity > Create License Validity

Create License Validity page appears, as shown in **Error!**
Reference source not found.


Create License Validity


License Validity

Nature Of Business *

Select ▼

License Category

Select ▼

Based on Financial Year
☐

Days (max 6)

0

Weeks (max 3)

0

Months (max 11)

0

Years (max 99)

0

Create

Close

2. **Create License Validity** by entering the following details.

Select **Trade Type** from the list provided

Select **License Category** from the list



Enter **Days** and **Weeks**

Enter **Months** and **Years**

3. **Click Create**

A **License Validity** page appears, as shown in ***Error! Reference source not found.***

License Validity has been created successfully message appears, you can see the Created License Validity details in the View License validity option


Create License Validity


License Validity

Nature Of Business *
Permanent
License Category
Eating Establishments

Based on Financial Year
☐

Days (max 6)
2
Weeks (max 3)
3

Months (max 11)
3
Years (max 99)
1

Create
Close

License Penalty Rates

Create Penalty Rate

Create Penalty Rate is used to create Penalty Rates for Trade Licenses. Based on this, penalty will be calculated.

To open Create Penalty Rate

1. Open **Create Penalty Rate** by using the following navigation.

Left Panel > Applications > Trade License > Masters > License Penalty Rates > Create Penalty Rate

View Penalty Rate

View Penalty Rate shows the Penalty Rates configured.

To open View Penalty Rate

1. Open **View Penalty Rate** by using the following navigation.

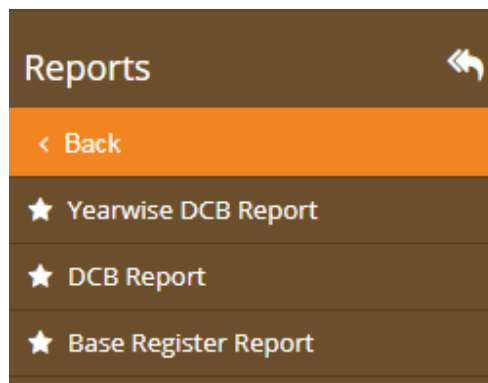
Left Panel > Applications > Trade License > Masters > License Penalty Rates > View Penalty Rate

Reports

Report Options

To view the Report options,

1. Click **Reports** pane, a **Reports** pane appears, as shown in





Yearwise DCB Report

To generate **Yearwise DCB Report**, go through the following navigation:

Left Panel > Applications > Trade License > Reports > Yearwise DCB Report

A **Yearwise DCB Report** page appears, as shown below :


Yearwise DCB Report


DCB Report by Year

License Number

Status

Installment Year

1. Yearwise DCB report gives License wise abstract of Demand, Collection & Balance upto a particular year.
2. This can be drilled down to get a particular Trade License details.
3. Yearwise DCB can be generated for one License or for all Active Licenses for a Financial/Installment Year.
4. After selecting/entering the required parameters, click Search to generate the report. Report will look like this :

License No.	Active	Demand			Collection			Arrears	
		Arrears	Current	Total	Arrears	Current	Total		
TL/00001/2017	Yes	2560	390	2950	2560	0	2560	0	3
TL/00002/2017	Yes	1760	260	2020	0	0	0	1760	2
TL/00003/2017	Yes	1380	130	1510	1380	0	1380	0	1
TL/00004/2017	Yes	15360	1300	16660	10680	0	10680	4680	1
TL/00005/2017	Yes	8850	975	9825	0	0	0	8850	8
TL/00006/2017	Yes	9600	975	10575	0	0	0	9600	9
TL/00007/2017	Yes	3840	390	4230	3840	0	3840	0	3
TL/00008/2017	Yes	7800	1300	9100	0	0	0	7800	1
TL/00009/2017	Yes	6400	650	7050	6400	0	6400	0	6
TL/00010/2017	Yes	1280	130	1410	1280	0	1280	0	1
Total		58,830 (11,17,14,607)	6,500 (1,56,47,251)	65,330 (12,73,61,858)	26,140 (7,72,09,362)	0 (56,76,301)	26,140 (8,28,85,663)	32,690 (3,45,05,245)	

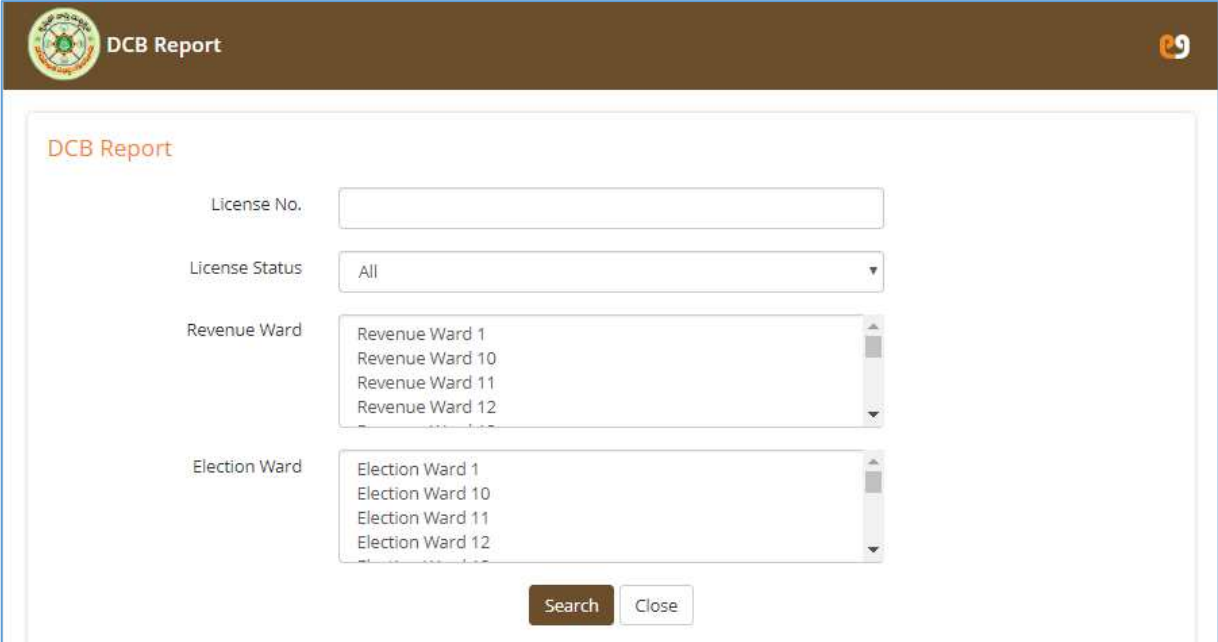
Showing 1 to 10 of 19,556 entries
Show
entries

DCB Report

To generate **DCB Report**, go through the following navigation:

Left Panel > Applications > Trade License > Reports > DCB Report

A **DCB Report** page appears, as shown below :



The screenshot shows a web application interface for generating a DCB Report. At the top, there is a brown header bar with a circular logo on the left, the text "DCB Report" in the center, and a small orange icon on the right. Below the header, the main content area has a light gray background. It features four input fields for filtering the report: "License No." (a text box), "License Status" (a dropdown menu currently showing "All"), "Revenue Ward" (a list box showing "Revenue Ward 1", "Revenue Ward 10", "Revenue Ward 11", and "Revenue Ward 12"), and "Election Ward" (a list box showing "Election Ward 1", "Election Ward 10", "Election Ward 11", and "Election Ward 12"). At the bottom of the form, there are two buttons: a brown "Search" button and a white "Close" button with a gray border.

1. Yearwise DCB report gives License wise abstract of Demand, Collection & Balance upto a particular year.
2. This can be drilled down to get a particular Trade License details.
3. Yearwise DCB can be generated for one License or for all Active Licenses or for a particular/all Revenue/Election Ward as on date.
4. After selecting/entering the required parameters, click Search to generate the report. Report will look like this :

License No.	Old License No.	Revenue Ward	Election Ward	Active	Demand			Collection			Balance		
					Arrears	Current	Total	Arrears	Current	Total	Arrears	Current	Total
TL/00001/2017	020749	Revenue Ward 26	N/A	Yes	2,950	0	2,950	2,560	0	2,560	390	0	390
TL/00002/2017	023217	Revenue Ward 29	N/A	Yes	2,020	0	2,020	0	0	0	2,020	0	2,020
TL/00003/2017	010584	Revenue Ward 24	N/A	Yes	1,510	0	1,510	1,380	0	1,380	130	0	130
TL/00004/2017	010585	Revenue Ward 99	N/A	Yes	16,660	0	16,660	10,680	0	10,680	5,980	0	5,980
TL/00005/2017	010586	Revenue Ward 24	N/A	Yes	9,825	0	9,825	0	0	0	9,825	0	9,825
TL/00006/2017	010338	Revenue Ward 3	N/A	Yes	10,575	0	10,575	0	0	0	10,575	0	10,575
TL/00007/2017	010339	Revenue Ward 25	N/A	Yes	4,230	0	4,230	3,840	0	3,840	390	0	390
TL/00008/2017	010726	Revenue Ward 24	N/A	Yes	9,100	0	9,100	0	0	0	9,100	0	9,100
TL/00009/2017	010727	Revenue Ward 25	N/A	Yes	7,050	0	7,050	6,400	0	6,400	650	0	650
TL/00010/2017	010731	Revenue Ward 24	N/A	Yes	1,410	0	1,410	1,280	0	1,280	130	0	130
Total					65,330 (0)	0 (12,73,61,858)	65,330 (8,28,85,663)	26,140 (0)	0 (8,28,85,663)	26,140 (4,44,76,195)	39,190 (0)	0 (4,44,76,195)	39,190 (undefined)



Showing 1 to 10 of 19,556 entries Show 10 entries PDF XLS Previous 1 2 3 4 5 ... 1956 Next

Base Register Report

To generate **Base Register Report**, go through the following navigation:

Left Panel > Applications > Trade License > Reports > Base Register Report

A **Base Register Report** page appears, as shown below :


Base Register Report


Base Register Report

Category

---- Select A Category ----

Subcategory

Select

Application Status

---- Select A Category ----

Revenue Ward

--- Select ---

Election Ward

--- Select ---

Options

All

Search

Close

Note: The report by default consists of Active Licenses. Cancelled/Suspended will be ignored.

1. Base Register report gives the following License wise information including arrear and current dues pending, if any :
 - a. License No.
 - b. Old License No.
 - c. Trade Title
 - d. Category
 - e. Sub Category
 - f. Trade Owner
 - g. Owner Mobile No.
 - h. PT Assessment No.
 - i. Revenue Ward
 - j. Election Ward
 - k. Locality
 - l. Trade Address
 - m. Commencement Date
 - n. Status
 - o. Unit of Measurement
 - p. Unit Value
 - q. Rate
 - r. Due Details of
 - i. License Fee [Arrears]
 - ii. Penalty [Arrears]
 - iii. License Fee [Current]
 - iv. Penalty [Currnet]
2. This can be drilled down to get a particular Trade License details.
3. Base Register Report can be generated for any or all of the following :
 - a. Category
 - b. SubCategory
 - c. Application Status
 - d. Revenue Ward
 - e. Election Ward

f. Options [All or defaulters]

- After selecting the required parameters, click Search to generate the report. Report will look like this :



License No.	Old License No.	Trade Title	Category	Subcategory	Trade Owner	Owner MobileNo	Assessment No	Revenue Ward	Election Ward	Locality	Trade Address	Commencement Date	S
TL/0106/2018	0911006	NEW CAKE BANK	Eating Establishments	Bakery Shop (Retail)	JAMMALAMADAKA MALLIKARJUN	9885671453	N/A	Revenue Ward 99	N/A	NALLACHERUVU	MAIN ROAD, 2ND LINE, MAHAVEER COLLEGE SIDE, GUNTUR	2017-07-06	Activ
TL/01165/2018	1211281	FRIENDS TEA TIME	Eating Establishments	Bakery Shop (Retail)	VADAKATTU SESHU	9848444437	N/A	Revenue Ward 35	Election Ward 35	BHAVANI PURAM	OPP:MIRCH YARD, GUNTUR	2017-08-05	Activ
TL/01528/2018	0510496	BALAJI GHEE SWEETS	Eating Establishments	Bakery Shop (Retail)	KUNUKU SRINIVASA RAO	9248790579	N/A	Revenue Ward 27	Election Ward 10	OLD CLUB ROAD, KOTHAPET	SANAKKAYALA FACTORY ROAD, KOTHAPETA, GUNTUR	2016-12-05	Activ
TL/01850/2018	034922	NITHAN BAKERY	Eating Establishments	Bakery Shop (Retail)	C KRISHNA	9999999999	N/A	Revenue Ward 30	Election Ward 6	ANANDAPET	PONNURU MAIN ROAD	2008-05-13	Und
TL/03463/2018	2510554	KARTIMEYA TEA STALL & SNACKS	Eating Establishments	Bakery Shop (Retail)	DARMISETTI NAGESWARA RAO	9642771775	N/A	Revenue Ward 57	N/A	GORANTLA	11-423/1, PERISETTY COMPLEX, ANNAPURNA NAGAR, 1STH LINE, INNER RING ROAD	2017-02-26	Activ
TL/03506/2018	230211	BACKERY	Eating Establishments	Bakery Shop (Retail)	J SUBBA RAO	9999999999	N/A	Revenue Ward 10	Election Ward 26	SRINIVASA RAO THOTA	NA	2005-02-16	Activ
TL/03812/2018	2511416	DHAMESH BAKERY & SWEETS	Eating Establishments	Bakery Shop (Retail)	JOSSULA SIVA SAIKARA RAO	9032357419	N/A	Revenue Ward 57	Election Ward 57	GORANTLA	130-42, PANCHAYATHI OFFICE ROAD, VERRAMISSETTY VARI VEDDI SIDE, GUNTUR	2017-10-23	Activ
TL/03983/2018	1310818	SRI LAKSHMI VENKATESWARA BENGTLUR AYANGARI BAKERY	Eating Establishments	Bakery Shop (Retail)	MIXCHANDRA SHEKHAR	9550389810	N/A	Revenue Ward 37	Election Ward 36	SRINIVASARAO PET	25-16-83, G.T. ROAD, GUNTUR	2017-06-24	Activ

Daily Collection Report

To generate **Daily Collection Report**, go through the following navigation:

Left Panel > Applications > Trade License > Reports > Daily Collection Report

A **Daily Collection Report** page appears, as shown below :


Daily Collection Report


Daily Collection Report

From Date *

To Date *

Collection Operator

--- Select ---

Receipt Status

--- Select ---

Ward

--- Select ---

Search

Close

- Daily Collection report gives the following Collection information :

- a. Receipt No.
- b. Receipt Date
- c. License No./Application No.
- d. Owner Name
- e. Ward
- f. Paid At
- g. Payment Mode
- h. Status
- i. Paid From
- j. Paid To
- k. Arrears
- l. Current
- m. Penalty
- n. Collection

2. Daily Collection Report can be generated for any or all of the following :

- a. From Date*
- b. To Date*
- c. Collection Operator
- d. Receipt Status
- e. Ward

3. After selecting the required parameters, click Search to generate the report. Report will look like this :



Daily Collection Report

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Daily Collection Report [01/09/2018 - 18/01/2019]

Search:

Receipt No.	Receipt Date	License / Application No.	Owner Name	Ward	Paid At	Payment mode	Status	Paid From	Paid To	Arrears	Current	Penalty	Collection
2018-3219	22/11/2018	TL/05217/2016	RSRINIVAS RAO	Revenue Ward No 45	SYSTEM	bankchallan	To Be Submitted	01/04/2018	31/03/2019	0	2,000	1,000	3,000
2018-3541	22/12/2018	TL/00218/2016	SEKHAR RAJU	Revenue Ward No 45	SYSTEM	cash	To Be Submitted	01/04/2016	31/03/2019	1,000	500	750	2,250
2018-3353	04/12/2018	TL/08366/2017	SHAIK ABDUL RAHIMAN	Revenue Ward No 44	SYSTEM	cash	To Be Submitted	01/04/2018	31/03/2019	0	700	350	1,050
2018-1236	07/09/2018	TL/08469/2017	Y PRABHAKAR	Revenue Ward No 40	SYSTEM	cash	To Be Submitted			0	0	425	425
2018-1360	23/09/2018	TL/00215/2016	GOVINDU	Revenue Ward No 12	SYSTEM	cash	To Be Submitted	01/04/2016	31/03/2019	1,000	500	750	2,250
2018-1184	06/09/2018	TL/08466/2017	HARISH CHANDRA GURTHA	Revenue Ward No 2	SYSTEM	cash	To Be Submitted	01/04/2018	31/03/2019	0	1,000	500	1,500
2018-1185	06/09/2018	TL/08466/2017	HARISH CHANDRA GURTHA	Revenue Ward No 2	SYSTEM	cash	To Be Submitted	01/04/2018	31/03/2019	0	1,000	500	1,500
2018-3220	22/11/2018	TL/08595/2018	P SRIHARI	Revenue Ward No 87	SYSTEM	bankchallan	To Be Submitted	01/04/2018	31/03/2019	0	2,000	1,000	3,000
2018-1210	07/09/2018	TL/08488/2017	M SRINIVASULU	Revenue Ward No 85	SYSTEM	cash	To Be Submitted	01/04/2018	31/03/2019	0	1,000	500	1,500
2018-1191	07/09/2018	TL/00137/2016	SHREE SIDDH VINAYAKA FASIONS	Revenue Ward No 80	SYSTEM	cash	To Be Submitted	01/04/2018	31/03/2019	0	1,000	500	1,500
Total										2,000 (28,412)	9,700 (2,72,400)	6,275 (1,25,531)	17,975 (4,26,343)

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Show 10 entries

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