

Trade License Management



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Contents

Copyright	2
Contents	3
About this Manual	4
Conventions	4
Further Help	5
Roles Involved in the System	5
Signing into the System	6
Home Screen	6
Transactions.....	8
Create New License.....	8
License Renewal	10
Closure of Trade License	12
Search	14
Search Trade License	14
Masters	17
Category	17
SubCategory.....	20
Unit Of Measurement Option	24
Fee Matrix	28
License Validity	30
License Penalty Rates.....	32
Reports	34
Report Options.....	34
Yearwise DCB Report.....	34
DCB Report	36
Base Register Report.....	37
Daily Collection Report	39

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.

Note:	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 .
References	All references are in <i>italics</i> . Reference also contain hyperlinks and help you to quickly navigate to related content
Navigation >	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



Sign in

roopa *

.... *

Sign in

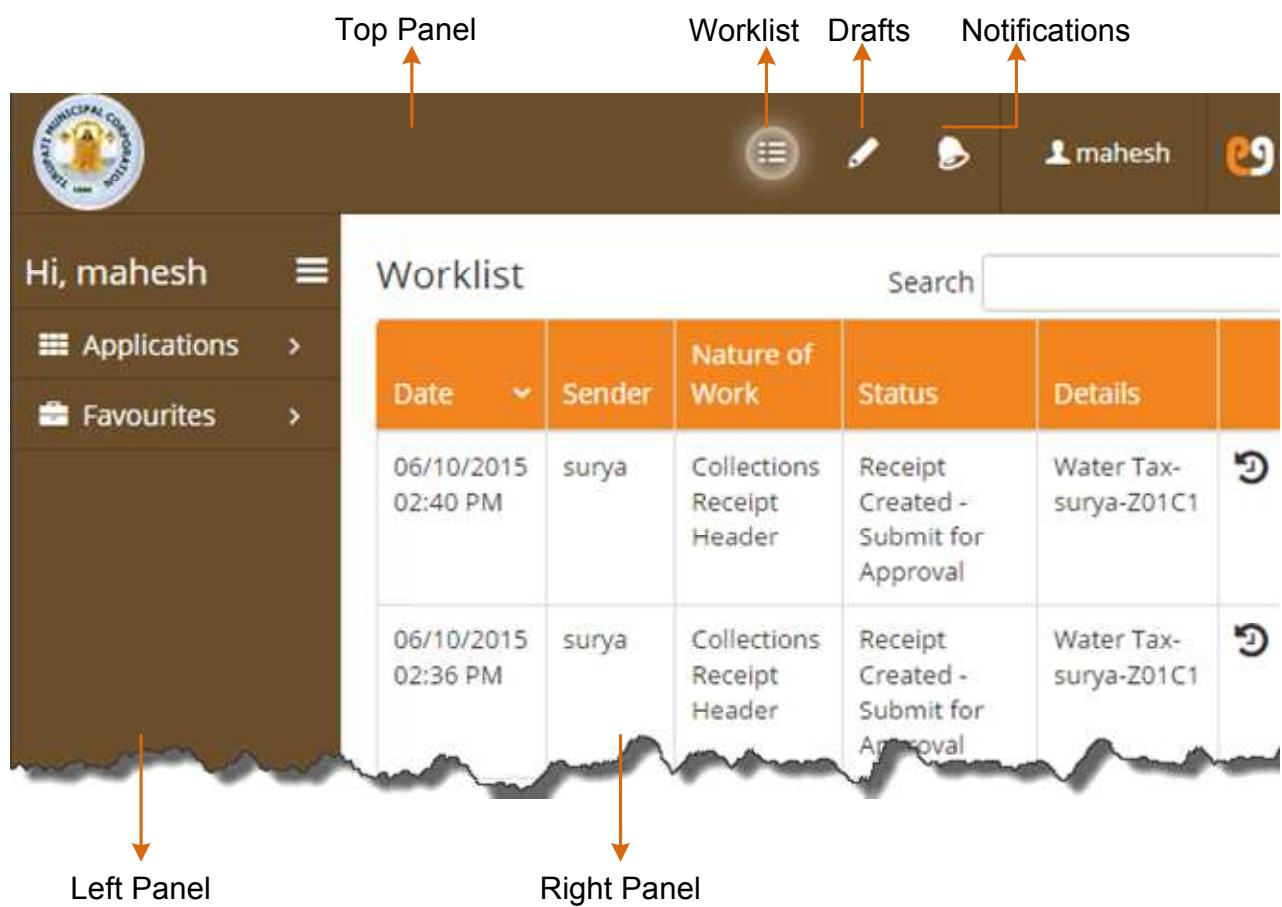
[Forgot password?](#)

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

Home Screen

After signing into the system, the Home screen of Trade license 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

The screenshot shows the 'Create New License' application form. At the top, there are tabs for 'TRADE DETAILS' (which is active) and 'ENCLOSED DOCUMENTS'. The main area is titled 'Application for New Trade License'. Under 'Trade Owner Details', there are fields for Aadhaar Number, Mobile Number, Applicant Name, Father/Spouse Name, Email Id, and Trade Owner Address. Under 'Trade Location Details', there are fields for Property No, Locality, Zone, and Ward. The 'ENCLOSED DOCUMENTS' section is currently empty.

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 :

Application Number	TL Number	Trade Owner	Mobile Number	Status	PT Assessment No.	Arrears Demand	Current Demand	Total Collection	Actions
00479-2016-PQ	TL/00269/2016	SALASU VENKATA SATYA RAMA KRISHNA	9490032626	Active	N/A	2625	1500	2625	<div style="border: 1px solid #ccc; padding: 2px;">Select from Below</div> <div style="border: 1px solid #ccc; padding: 2px;">Select from Below</div> <div style="border: 1px solid #ccc; padding: 2px;">Renew License</div> <div style="border: 1px solid #ccc; padding: 2px;">Close</div> <div style="border: 1px solid #ccc; padding: 2px;">Print Certificate</div>

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.

Trade License

Renew Trade License

TRADE DETAILS SUPPORTING DOCUMENTS

Trade Owner Details

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

Processing Details

Remarks *

Save 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	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	Renew License ▾ Select from Below View DCB Renew License Closure Print Certificate

Showing 1 to 1 of 1 entries

Show 10 entries

Previous

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 *

Save **Close**

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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

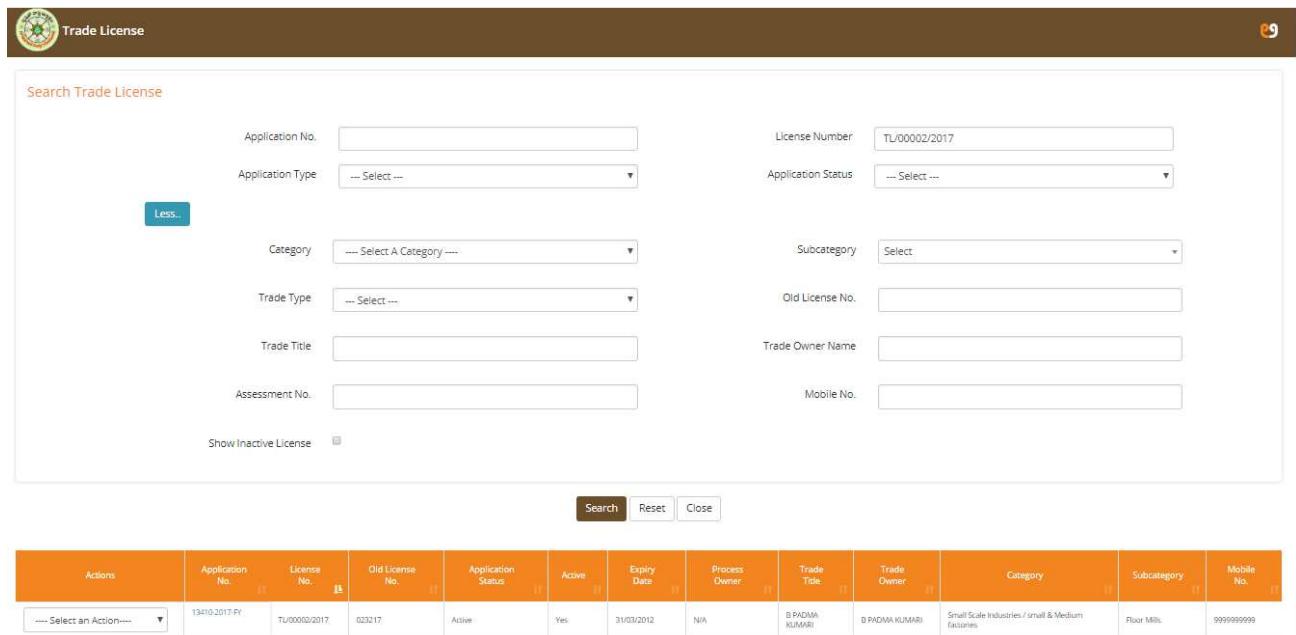
Search **Reset** **Close**

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



Search Trade License

Actions	Application No.	License No.	Old License No.	Application Status	Active	Expiry Date	Process Owner	Trade Title	Trade Owner	Category	Subcategory	Mobile No.
---- Select an Action----	134102017-PI	TU/00002/2017	023217	Active	Yes	31/03/2012	N/A	B PADMA KUMARI	B PADMA KUMARI	Small Scale Industries / small & Medium factories	Floor Mills	9999999999

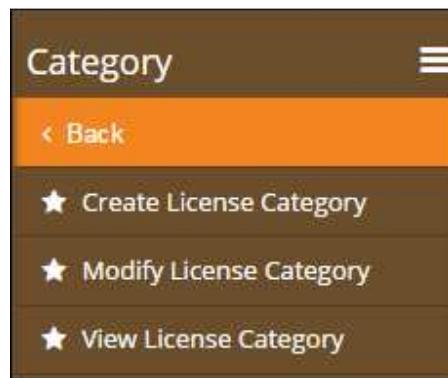
Masters

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 Ra

Code 008

Close

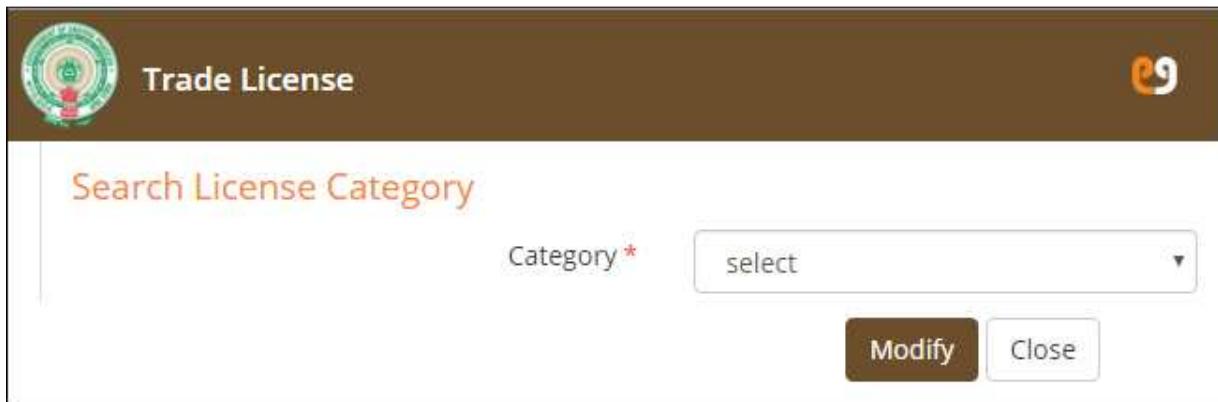
Update License Category

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 *

select

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 * Raju

Code * 007

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



Trade License

Search License Category

Category *

View **Close**

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

View License Category screen appears, as shown



Trade License

View License Category

Name	<input type="text" value="Eating Establishments"/>	Code	<input type="text" value="00001"/>
------	--	------	------------------------------------

Back **Close**

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

Create License Subcategory

Category * Eating Establishments

Name * Hotels Code * 00454

Applicable Fee Details

Fee Type *	Rate Type *	UOM *
License Fee	--- Select ---	--- Select ---
+ Add More		

Save Reset Close

Modify License SubCategory

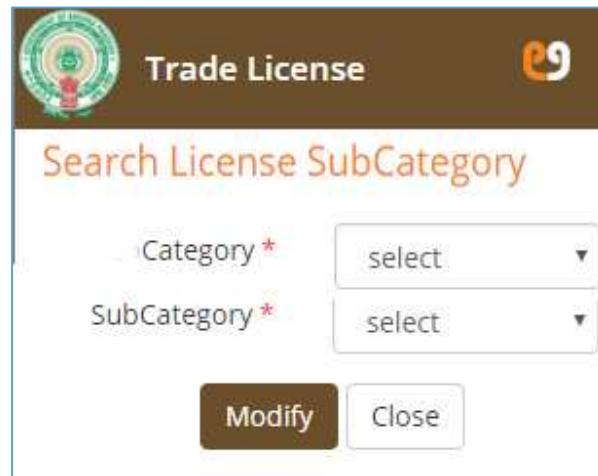
Modify License SubCategory is used to modify the existing details of Created Trade License in the system.

To open Modify License 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.



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 & Medium				
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 openView 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.**

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

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 a 'Create Unit Of Measurement' form. The top bar is dark brown with the text 'Trade License' and a logo. The form itself has a light grey background. It contains fields for 'Name *' (with an input box), 'Code *' (with an input box), and 'Active:' (with a checked checkbox). At the bottom are three buttons: 'Save' (dark grey), 'Reset' (light grey), and 'Close' (light grey).

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

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

Modify Unit Of Measurement screen appears, as shown

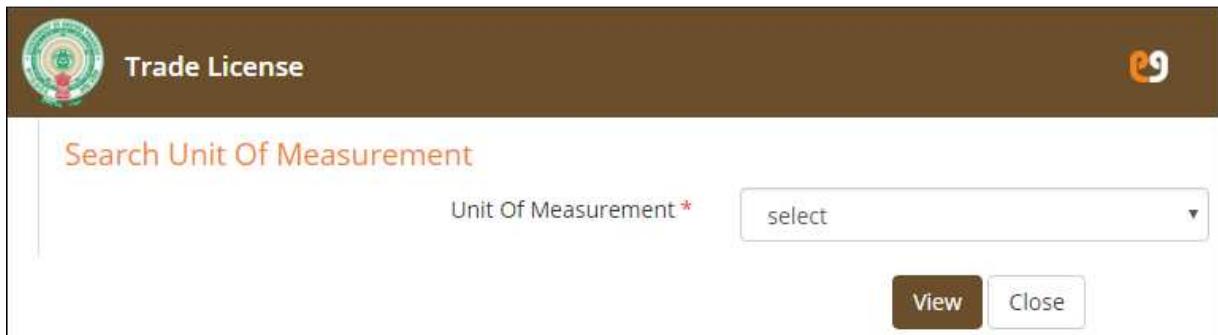
View Unit Of Measurement

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



Search Unit Of Measurement

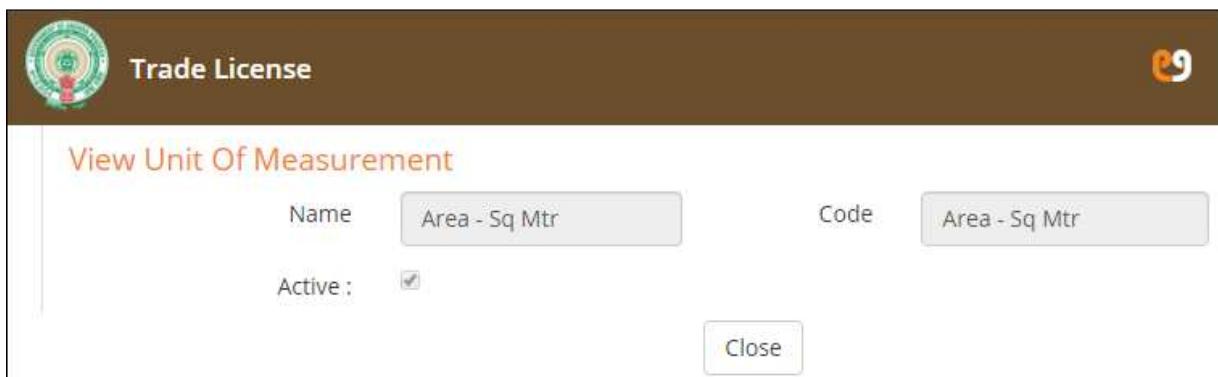
Unit Of Measurement *

select

View **Close**

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

View Unit Of Measurement screen appears, as shown



Name	Area - Sq Mtr
Code	Area - Sq Mtr

Active :

Close

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

From Range	To Range	License Fee
0		
+ Add More		

Fee Details

From Range: 0

To Range:

License Fee:

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
<div style="text-align: center;"><input type="button" value="Submit"/> <input type="button" value="Close"/></div>			
UOM From	UOM To	Amount	action
0	2	3000	<input type="button" value="Delete Row"/>
		<input type="button" value="Add Row"/> <input type="button" value="Save"/>	

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 * License Category

Based on Financial Year

Days (max 6) Weeks (max 3)

Months (max 11) Years (max 99)

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

Search
Close

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 :

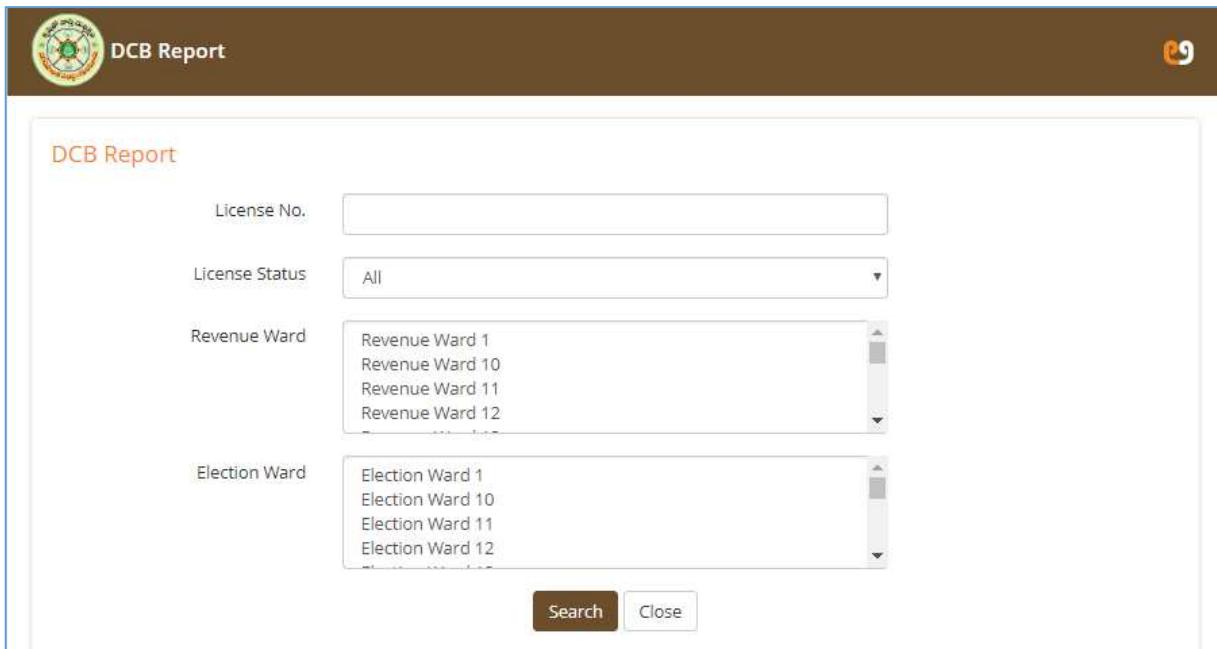
License No.	Active	Demand			Collection			Arrears					
		Arrears	Current	Total	Arrears	Current	Total						
TL/00001/2017	Yes	2560	390	2950	2560	0	2560	0					
TL/00002/2017	Yes	1760	260	2020	0	0	0	1760					
TL/00003/2017	Yes	1380	130	1510	1380	0	1380	0					
TL/00004/2017	Yes	15360	1300	16660	10680	0	10680	4680					
TL/00005/2017	Yes	8850	975	9825	0	0	0	8850					
TL/00006/2017	Yes	9600	975	10575	0	0	0	9600					
TL/00007/2017	Yes	3840	390	4230	3840	0	3840	0					
TL/00008/2017	Yes	7800	1300	9100	0	0	0	7800					
TL/00009/2017	Yes	6400	650	7050	6400	0	6400	0					
TL/00010/2017	Yes	1280	130	1410	1280	0	1280	0					
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	10	▼	entries	PDF	XLS	Previous					
						1	2	3	4	5	...	1956	Next

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 :



DCB Report

License No.

License Status

Revenue Ward

Election Ward

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					
TU/00001/2017	020749	Revenue Ward 26	N/A	Yes	2,950	0	2,950	2,560	0	2,560	390	0	390					
TU/00002/2017	023217	Revenue Ward 29	N/A	Yes	2,020	0	2,020	0	0	0	2,020	0	2,020					
TU/00003/2017	010584	Revenue Ward 24	N/A	Yes	1,510	0	1,510	1,380	0	1,380	130	0	130					
TU/00004/2017	010585	Revenue Ward 99	N/A	Yes	16,660	0	16,660	10,680	0	10,680	5,980	0	5,980					
TU/00005/2017	010586	Revenue Ward 24	N/A	Yes	9,825	0	9,825	0	0	0	9,825	0	9,825					
TU/00006/2017	010338	Revenue Ward 3	N/A	Yes	10,575	0	10,575	0	0	0	10,575	0	10,575					
TU/00007/2017	010239	Revenue Ward 25	N/A	Yes	4,230	0	4,230	3,840	0	3,840	390	0	390					
TU/00008/2017	010726	Revenue Ward 24	N/A	Yes	9,100	0	9,100	0	0	0	9,100	0	9,100					
TU/00009/2017	010727	Revenue Ward 25	N/A	Yes	7,050	0	7,050	6,400	0	6,400	650	0	650					
TU/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 [Currennet]
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]

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

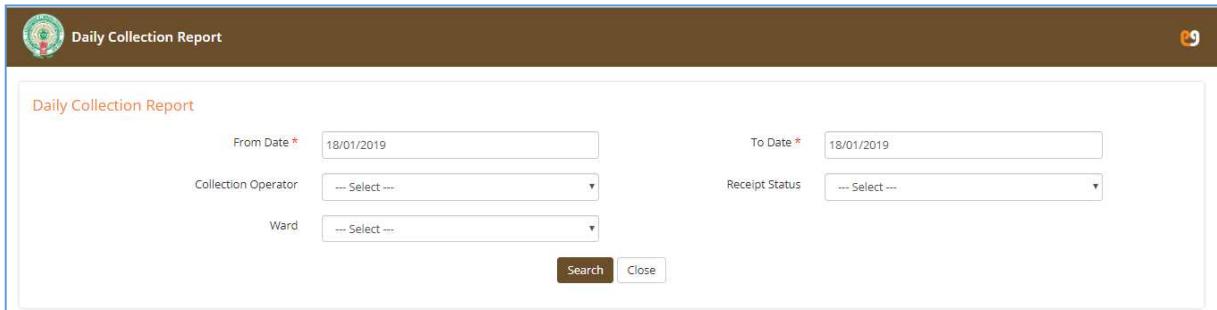
License No.	Old License No.	Trade Title	Category	Subcategory	Trade Owner	Owner MobileNo	Assessment No	Revenue Ward	Election Ward	Locality	Trade Address	Commencement Date	St
TU/01062/2018	0911006	NEW CAKE BANK	Eating Establishments	Bakery Shop (Retail)	JAMILALAMADAKA MALLIKARJUN	9885671453	N/A	Revenue Ward 99	N/A	NALLACHERUVU	MAIN ROAD, 2ND LINE, MAHAVEER COLLEGE SIDE, GUNTUR	2017-07-06	Actv
TU/01165/2018	1211281	FRIENDS TEA TIME	Eating Establishments	Bakery Shop (Retail)	VADAKATTU SESHU	9848444437	N/A	Revenue Ward 35	Election Ward 25	BHAVANI PURAM	OPP:MIRCH YARD, GUNTUR	2017-08-05	Actv
TU/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	SANAKAYALA FACTORY ROAD, KOTHAPETA, GUNTUR	2016-12-05	Actv
TU/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
TU/03463/2018	2510554	KARTIKEYA TEA STALL & SNACKS	Eating Establishments	Bakery Shop (Retail)	DARMISETTI NAGESWARA RAO	9642771775	N/A	Revenue Ward 57	N/A	GORANTLA	11-522/1,PERGETTY, COMPLEX,AVINOURA NAGAR, 15TH LINE, INNER RING ROAD	2017-02-26	Actv
TU/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	Actv
TU/03812/2018	25111416	DHAMESH BAKERY & SWEETS	Eating Establishments	Bakery Shop (Retail)	JOSSULA SIVA SANKARA RAO	9032357419	N/A	Revenue Ward 57	Election Ward 57	GORANTLA	130-42, PANCHAYATHI OFFICE ROAD, YERAMSETTY VARI VEEDHI SIDE, GUNTUR	2017-10-23	Actv
TU/03983/2018	1310818	SH LAKSHMI VENKATESWARA BENGUR AVANGARI BAKERY	Eating Establishments	Bakery Shop (Retail)	MKCHANDRA SHEKHAR	9550389810	N/A	Revenue Ward 37	Election Ward 26	SRINIVASARAO PET	25-16-83, G.T. ROAD, GUNTUR	2017-06-24	Actv

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 :



1. 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

29

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	TU/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
2018-3341	22/12/2018	TU/00318/2016	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	TU/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
2018-1336	07/09/2018	TU/08469/2017	Y PRABHAKAR	Revenue Ward No 45	SYSTEM	cash	To Be Submitted			0	0	425	425
2018-1360	23/09/2018	TU/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	TU/08466/2017	HARISH CHANDRA GUPTHA	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	TU/08466/2017	HARISH CHANDRA GUPTHA	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	TU/08595/2018	P SRIHARI	Revenue Ward No 57	SYSTEM	bankchallan	To Be Submitted	01/04/2018	31/03/2019	0	2,000	1,000	3,000
2018-1210	07/09/2018	TU/08489/2017	M SRINIVASULU	Revenue Ward No 83	SYSTEM	cash	To Be Submitted	01/04/2018	31/03/2019	0	1,000	500	1,500
2018-1191	07/09/2018	TU/00137/2016	SHREE SIDDHI VINAYAKA FASIONS	Revenue Ward No 80	SYSTEM	cash	To Be Submitted	01/04/2018	31/03/2019	0	1,000	500	1,500

Showing 1 to 10 of 246 entries

Show 10 entries

PDF Excel Print

Total 2,000 (28,412) 9,700 (2,72,400) 6,275 (1,25,531) 17,975 (4,26,343)

Previous 1 2 3 4 5 ... 25 Next