



GOVERNMENT OF RAJASTHAN
LOCAL SELF GOVERNMENT

STANDARD OPERATING PROCEDURE
SINAGE LICENSE FOR ADVERTISEMENT

Apply Online

1. Applicant Login to SWCS Portal for online application submission (<http://swcs.rajasthan.gov.in>).
2. Applicant lands on SWCS Applicant Dashboard and clicks the new application submission button and selects the appropriate service (SIGNAGE LICENSE FOR ADVERTISEMENT).
3. Application form is displayed on screen.
4. Applicant selects the Local self government. And select the service SIGNAGE LICENSE subsequently.

Fill the online application form and submit.

1. Applicant lands to the departments Signage License application submission form.
2. User fills details in the relevant columns available in the form and submits application.
3. After submission of form, system shows success message
4. Application has been submitted and the status of application can be seen on dashboard itself.

Department processing.

1. The department will process the application and the status shall be updated at dashboard. If fee is demanded for the service, the status shall be changed accordingly.

Pay the fees online.

- 1 Applicant can pay for the service online.
- 2 Citizen can pay using his net banking/debit/ credit card.

Download final certificate.

- 1 After successful payment of the requisite fees applicant can download the digitally signed license/certificate.

After expire of the license User can renew his license using the same process

***User manual for the service can be referred at**
[http://lsg.urban.rajasthan.gov.in/content/dam/raj/udh/lsgs/lsg-jaipur/onlineservices/user manual signage citizen.pdf](http://lsg.urban.rajasthan.gov.in/content/dam/raj/udh/lsgs/lsg-jaipur/onlineservices/user_manual_signage_citizen.pdf)