LOCAL SELF GOVERNMENT DEPARTMENT

सत्यमेव जयते

Government of Rajasthan

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STANDARD OPERATING PROCESS FOR ON-LINE TRADE LICENSE

STEP 1 :	*Portal Users : The applicant who wants to submit the License application for license certificate will visit the website https://www.smartrajapp.urban.rajasthan.gov.in and click on License on under SmartRaj Services (Direct URL : https://www.smartrajapp.urban.rajasthan.gov.in/Citizen/login.do), followed by clicking on 'Sign Up' to create an account for NOC by entering the mandatory fields and verified through the registered email.* *OR* *After Login click on 'Tenancy name' under Menu option through this and fill application form. Please keep the scanned copy of all documents which need to be submitted along with this application. The list of documents is as follows.*
STEP 2 :	*User has to fill all the details as shown in the below form to license. User has to fill before final submission of the service form. Only two documents are necessary required Lease dead(property title), Adhar identity proof.* *All scanned documents uploaded and click save. The application generating the unique application number.* *Payment gateway enabled after completion of department workflow.*
STEP 3 :	*Department Users :* 1) *The application shall be received by the ULBsClerk Authority, who shall login through smartrajapp.urban.rajasthan.gov.in/NOC/Login. and review the application details and the attachments submitted by the applicant. He/She may seek clarification from the applicant required in the documents required. On suitable decision, will be forwarded or discard and with specified noting.* 2) *If forwarded, will be displayed in the inbox of the Inspection Authority, he/she will login from smartrajapp.urban.rajasthan.gov.in/NOC/Login.do, who shall review the application received and assign site inspection schedule.* 3) *If forwarded, the application shall be available with the Comissioner /Chief fire officer to approve, reject or raise clarification based on all the reports generated and note sheets of the previous users.* 4) *If approved, the application will be available with Authority to raise the demand notice of the automatic generated fee payable by the applicant.*
Step 4 :	*Applicant user :* *The applicant can login to his/her Smartraj portal account and can see the NOC certificate available for download.*