

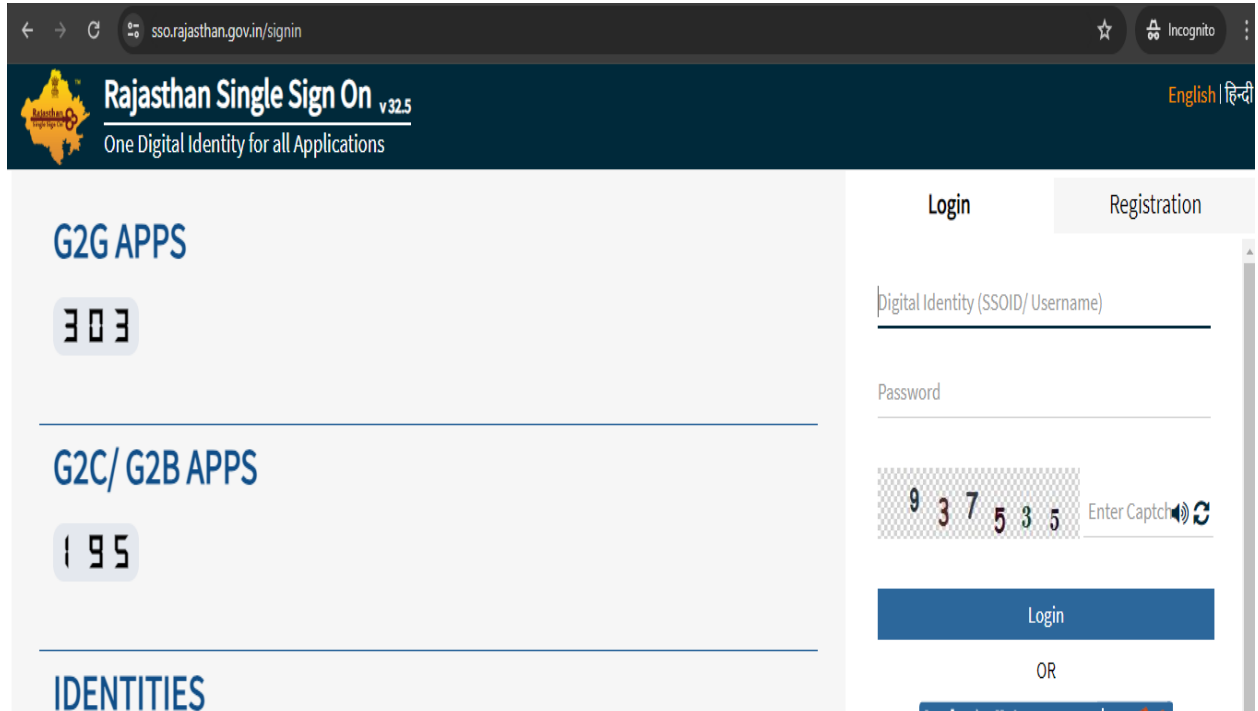
**USER  
MANUAL  
SERVICE –  
Trade License**

## User Walkthrough

**Step 1** - Applicant visits Raj-Nivesh portal <https://rajnivesh.rajasthan.gov.in> and clicks on **Sign In**



**Step 2** - Applicant provides his/her credentials i.e sso id and password.



**Step 3** - Dashboard of Raj Nivesh opens, and the applicant can see the status of applied applications or can click on “I want to submit a new application” for fresh application.

The screenshot shows the Raj Nivesh dashboard with the following elements:

- Header:** "RAJ NIVESH Your One-Stop-Shop for Investments Government of Rajasthan".
- Dashboard Section:** A row of six colored cards showing application counts:
  - "I want to submit a new application" (white card with a hand icon)
  - "Applied Applications" (blue card, 0)
  - "Approved Applications" (green card, 0)
  - "Rejected Applications" (red card, 0)
  - "Pending (Dept.) Applications" (orange card, 0)
  - "Pending (With Me) Applications" (orange card, 0)
- Application Details Section:** A table with columns: S.No., Department, Service, App ID/ Submission Date, Establishment Name, District, Sector, Present Status/ Change Date, and View. The table is currently empty.
- Left Sidebar:** Contains navigation icons for Menu, Dashboard, Grievance, Feedback, and Meeting Request.
- Browser:** Shows the URL "rajnivesh.rajasthan.gov.in/Dashboard" and the user "ASHOK KUM..." in the top right corner.

**Step 4** -On clicking for a new application, applicant needs to select LSG department

The screenshot shows the department selection screen with the following elements:

- Header:** "RAJ NIVESH Your One-Stop-Shop for Investments Government of Rajasthan".
- Section Title:** "DEPARTMENT/ SERVICES (CLICK DEPT. TO VIEW ITS ONLINE SERVICES)".
- Grid of Departments:** A 4x4 grid of department cards:
  - Row 1: Department of Consumer Affairs (Legal Metrology), Energy, Factories and Boilers Inspectorate, Home.
  - Row 2: Industries, Labour, **Local Self Government (LSG)** (highlighted in light blue), Medical & Health.
  - Row 3: Public Health and Engineering Department (PHED), Public Works Department (PWD), Revenue, Tourism.
  - Row 4: A home icon card.
- Left Sidebar:** Contains navigation icons for Menu, Dashboard, Grievance, Feedback, and Meeting Request.
- Browser:** Shows the user "ASHOK KUM..." in the top right corner.

**Step 5** - Then for applying trade license, clicks on **apply**.

Service	Action
BUILDING PLAN/ MAP APPROVAL (LSG)	
CONVERSION OF LAND USE (90A)	
E-INTIMATION OF COMMENCEMENT OF CONSTRUCTION	
E-INTIMATION OF CONSTRUCTION COMPLETION	
E-INTIMATION OF CONSTRUCTION OCCUPANCY	
E-INTIMATION OF PLINTH LEVEL CONSTRUCTION COMPLETION	
FIRE NOC	
PERMISSION FOR INSTALLATION OF ABOVE GROUND TELEGRAPH INFRASTRUCTURE (FORM-1)	
PERMISSION FOR LAYING/ ESTABLISHING UNDERGROUND TELEGRAPH INFRASTRUCTURE/ OFC OR TAKING FIBRE TO HOME (FORM-2)	
TRADE LICENCE	

**Step 5** - On apply, application form for new trade license opens where applicants need to fill the required details and supporting documents and submits his/her application.

**Step 6** - In this Section Applicant have to share Applicant details. \* Mark Fields are Mandatory

## 2. Applicant Details

Aadhar Number

First Name \*

Please enter first name.

Last Name \*

Please enter last name.

Father's Name \*

Date of Birth



Firm Name \*

Relation With Business \*

--Select--



Firm Contact No. \*

Firm Email Address \*

Mobile \*

Mobile

Please fill Mobile

Educational Qualification

--Select--



Nationality

Indian  Other

Applicant's Sub Group \*

Unemployment  Handicaped  Widow lady  Divorce lady  Old Person  Not Applicable(N/A)

**Step 7** - In this Section Applicant have to share Co-Owner/Partner Details. To Add details, click on **ADD button**, after fill all details click on **save and next button**.

## 3. Co-Owner/Partner Details/ सह-स्वामी/साझेदार विवरण

Do you have Co-Owner/Partner?/ क्या आपके पास सह-स्वामी/साझेदार है? \*

Yes

No

Name/ नाम \*

Designation/ पद \*

Contact Number/ दूरभाष \*

Residential Address/ आवासीय पता \*

ADD/ जोड़ें

Save & Next/ सहेजें और अगला

**Step 8** - In this Section Applicant have to share Correspondence Address Details.

TRADE LICENCE APPLICATION

Applicant/Co-Owner Details | Address | Business/Commodities Details | Document Uploads | Payment Details

4. Correspondence Address

Building Name	Building No.
Lane/ Street	Locality*
State* Rajasthan	District* --Select District--
City* [v]	Ward No [v]
Pin Code*	

**Step 9** - In this Section Applicant have to share Business Address Details. Click on **Previous button** to go back page, after fill all details click on **save and next button**.

5. Business Address

Same as Correspondence Address

Building Name	Building No.
Lane/ Street	Locality*
State* Rajasthan [v]	District* --Select District-- [v]
City* [v]	Ward No [v]
Pin Code*	

Previous Save & Next

**Step 10** - In this Section Applicant have to share Business/ Commodities Details. Click on **Previous button** to go back page / After fill all details click on **save and next button**.

**6. Business Details/ व्यापार विवरण**

B.R.N No./ वीआरएन नंबर

Firm's Type/ फर्म का प्रकार  
--Select--

Firm's Description/ फर्म का विवरण  
--Select--

Premise Area/ परिसर क्षेत्र

Type of Unit/ युनिट  
--Select--

Property Type/ संपत्ति का प्रकार  
 Self Owned  Rented

Land Use As Per Title Document/ टाइटल दस्तावेज के अनुसार भूमि उपयोग  
Select Land Use

Lease Valid Upto Date/ लीज वैधता तिथि

[Previous/ पिछवा](#) [Save & Next/ सबूने और अगा](#)

**Step 11** - In this Section Applicant must Upload documents. Click on **Previous button** to go back page. After fill all details click on **save and next**

**TRADE LICENCE APPLICATION**

**8. Document Uploads**

Firm Pan Card/ Proprietor Pan Card/ Manager Pan card  
Select File

Commercial Lease Deed/ Legal Occupancy/ Rent Agreement  
Select File

Affidavit regarding when business started  
Select File

Health Certificate  
Select File

Additional Document  
Select File

[Previous](#) [Save & Next](#)

**Step 12** - In this Section Applicant have to Upload documents. Click on **Previous button** to go back page. After fill all details click on **save and next button**

**TRADE LICENCE APPLICATION**

Applicant/Co-Owner Details
Address
Business/Commodities Details
Document Uploads
Payment Details

**8. Document Uploads**

<p><b>Firm Pan Card/ Proprietor Pan Card/ Manager Pan card*</b></p> <p>Select File <span style="float: right;">📄 📤</span></p>	<p><b>Commercial Lease Deed/ Legal Occupancy/ Rent Agreement*</b></p> <p>Select File <span style="float: right;">📄 📤</span></p>
<p><b>Affidavit regarding when business started</b></p> <p>Select File <span style="float: right;">📄 📤</span></p>	<p><b>Health Certificate</b></p> <p>Select File <span style="float: right;">📄 📤</span></p>
<p><b>Additional Document</b></p> <p>Select File <span style="float: right;">📄 📤</span></p>	

Previous
Save & Next

**Step 13** - In this Section Applicant have to see the Estimated Demand/Fee Details. Click on **Previous button** to go back page. To Final submit application click on **finish button**

**TRADE LICENCE APPLICATION**

Applicant/Co-Owner Details
Address
Business/Commodities Details
Document Uploads
Payment Details

**9. Estimated Demand/Fee Details**

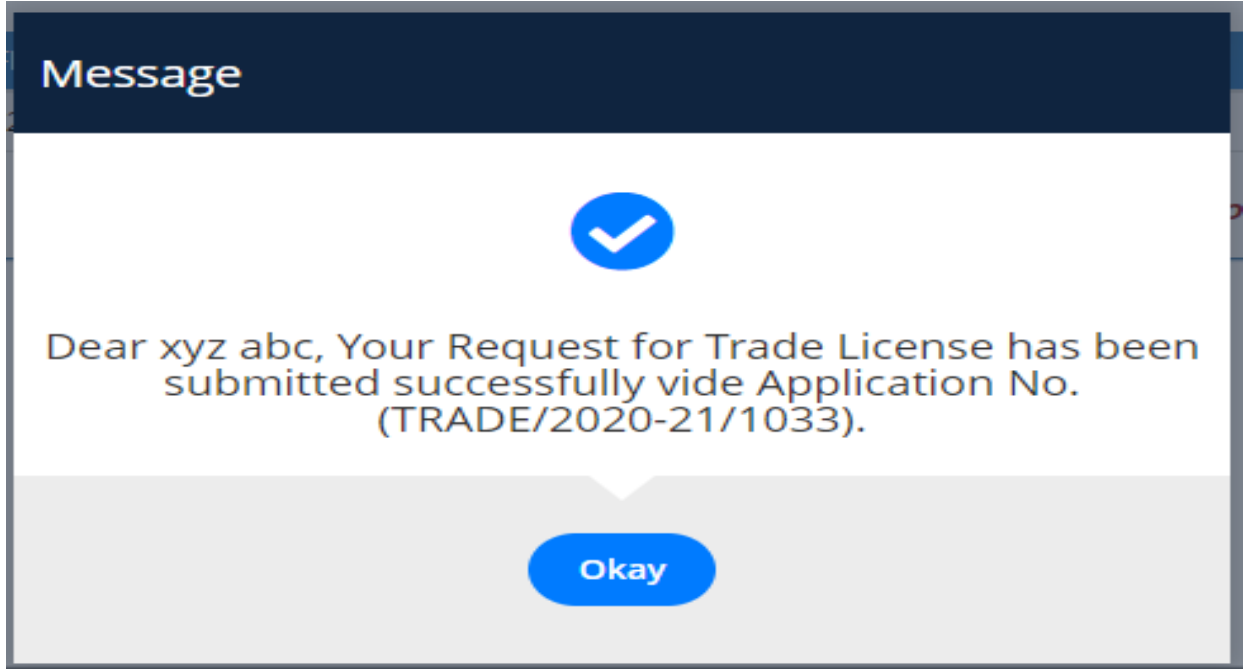
S.No.	LICENCE TYPE	FISCAL YEAR	AMOUNT/YEAR	PENALTY/YEAR	DISCOUNT/YEAR	TOTAL AMOUNT
1	2 AND 3 STAR HOTEL	2020-2021	N.A	N.A	N.A	N.A

*Demand/Fee shown above is tentative and for information purpose only. (Need to pay after Inspection by ULB Officials)*

Previous
Finish

**Step 14** - After Click on Finish Button Message with **Application Number**





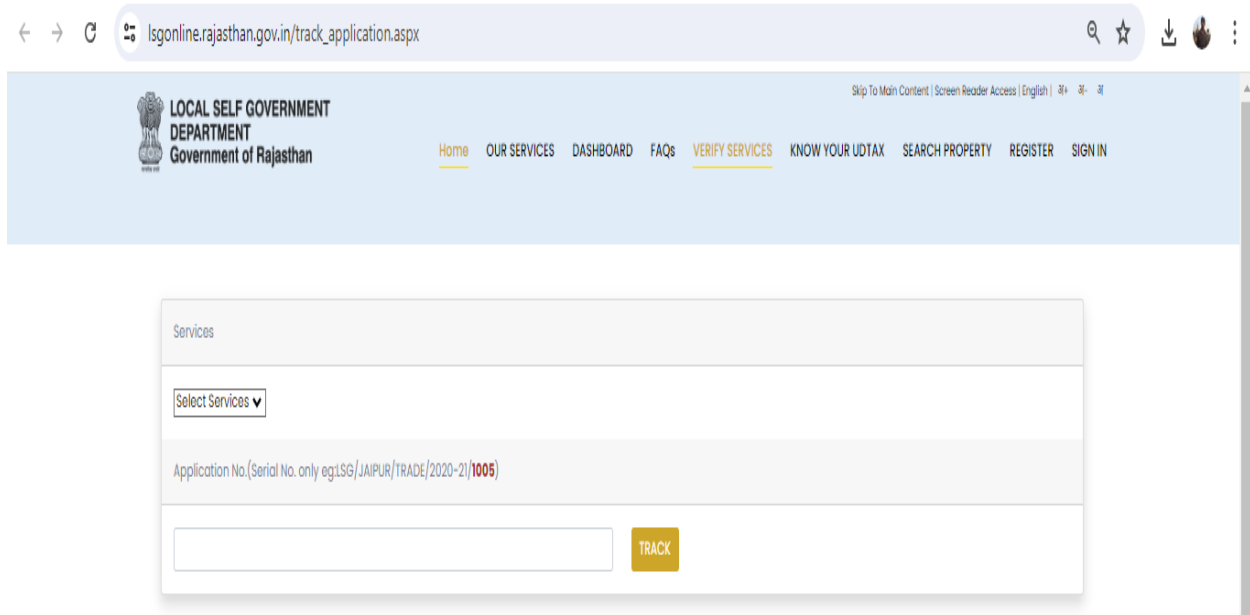
**Step 15** - Applicant can see active applications here.

The screenshot shows the "TRADE LICENCE" header with the LSG Online, GoR logo. The user is logged in as "JAIKISHAN K...". The main heading is "APPLICANT DASHBOARD". There is a "New Licence" button with a plus icon. Below this is a table with columns: S.NO., APPLICATION ID, SUBMITTED ON, TYPE, ULB, ZONE, FIRM NAME, FIRM CONTACT, STATUS, and Action. The table contains one row with the following data: S.NO. 1, APPLICATION ID (blurred), SUBMITTED ON (blurred), TYPE (blurred), ULB (blurred), ZONE (blurred), FIRM NAME XYZ FIRM, FIRM CONTACT 1111111111, STATUS PENDING WITH DA (DOCUMENT CHECK), and Action (edit icon). Below the table, it says "You are viewing Page 1 of 1 & Rows 1 - 1 of 1". There are also icons for "Application View" and "Application Edit".

S.NO.	APPLICATION ID	SUBMITTED ON	TYPE	ULB	ZONE	FIRM NAME	FIRM CONTACT	STATUS	Action
1						XYZ FIRM	1111111111	PENDING WITH DA (DOCUMENT CHECK)	

## Third Party Verification

**Step 1** - User visits <https://lsgonline.rajasthan.gov.in> and click on verify services.



The screenshot shows a web browser window with the URL `lsgonline.rajasthan.gov.in/track_application.aspx`. The page header features the logo of the Local Self Government Department, Government of Rajasthan, and a navigation menu with the following items: Home, OUR SERVICES, DASHBOARD, FAQs, VERIFY SERVICES (highlighted), KNOW YOUR UDTAX, SEARCH PROPERTY, REGISTER, and SIGN IN. The main content area is titled 'Services' and contains a dropdown menu labeled 'Select Services'. Below the dropdown is a text input field for the 'Application No. (Serial No. only eg:LSG/JAIPUR/TRADE/2020-21/1005)'. A yellow 'TRACK' button is positioned to the right of the input field.

**Step 2** - At this screen, user select the service and provide application number and click on **TRACK**. On clicking track button, system will show the latest details.

Services

Trade Licence ▾

Application No. (

4500

TRACK

Licence Details

Licence No./ताइसेस संख्या

Applicant/Business Name/ आवेदक/ व्यवसाय का नाम

Issuing Authority/जारी करने वाला प्राधिकारी

SIKAR

Licence Type/ताइसेस प्रकार

Valid Upto/तक वैध है

Licence Status/ताइसेस की स्थिति

31-03-2025

APPROVED AND CERTIFICATE ISSUED