



Dte of Commercial Taxes (Finance):

Registration under Profession Tax

Provided as a service through 'SilpaSathi', the Online Single Window portal of the State (West Bengal)

User Manual



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User Manual

Registration under Profession Tax

Provided as a service through 'SilpaSathi' the Online Single Window portal of State (WB)

Introduction

This document is intended to serve as a User Manual for grant of the service “**Registration under Profession Tax**” by **Department of Commercial Taxes, Govt. of West Bengal** through Single window of the State, 'SilpaSathi'. The service is integrated with the Single Window (SilpaSathi) and can be accessed through the SilpaSathi portal. This document has been designed as a user-friendly guide to assist applicants in filling their application forms. It will help them to familiarise with the entire procedure in a seamless manner for successful submission of application and download final Approval certificate from the SilpaSathi portal without the requirement of physical visit to the Department(s).

Salient Features of Silpasathi Portal:

- The Single Window Portal of the State of West Bengal (SilpaSathi) allows seamless integration with portals of different government departments thereby providing single login credential for various applications, eliminating the need to provide common information multiple times in different forms of various Departments, and ensuring all clearances are available from a single portal.
- It serves as a digital gateway for providing the necessary statutory compliances under the applicable Acts, Rules, Policies and Schemes of the Govt of West Bengal from a single portal.
- Business Entrepreneurs can get certificates and licences required for setting up and operating business in the State in a smooth and time-bound manner, smooth and time-bound manner, without the need to visit any government department or office.

About the Service

Registration under professional tax is a mandatory process in India for individuals and businesses who earn an income from a profession, such as freelancers, consultants, and professionals. Registration under professional tax service refers to the process of enrolling with a professional tax service provider to pay taxes on behalf of individuals or businesses. This is typically done by professionals, freelancers, and small business owners who earn income from various sources. By registering, individuals can claim deductions, exemptions, and other benefits, and also ensure compliance with tax laws and regulations. The service provider handles tax returns, payments, and other related tasks, making it a convenient option for those with complex tax obligations. It's essential to choose a reputable and registered service provider for tax registration. The online system has the following features without the requirement of physical visit to the Department: 1) Submission of Application 2) Online Payment of fees 3) Track Status of Application 4) Online Download of final approval certificate 5) Third Party Verification.

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Comprehensive Checklist of Documents to be submitted online

The applicant is required to submit the following documents in order to apply for the service:

#	Documents Required	Detailed Description
NA		

Timeline (WBRTPS)

Registration under Profession Tax has an WBRTPS timeline of 15 days till approval by the authorities.

Instructions related to the application form

Sl. No.	Field Name	Instructions
Enrolment Application Details		
1.	First Name	Enter First Name
2.	Middle Name	Enter Middle Name
3.	Last Name	Enter Last Name
4.	Date of Birth	Enter Date of Birth
5.	Mobile Number	Enter Mobile Number
Father's / Husband Name		
1.	First Name	Enter First Name
2.	Middle Name	Enter Middle Name
3.	Last Name	Enter Last Name
4.	Gender	Enter Gender (M/F)
5.	Class of Employer	Select whether Employer/ Proprietor/ Individual
6.	Trade Name	Enter name of business
Address of Principal Place of work		
1.	Police Station	Enter name of the police station
2.	District	Select district name from dropdown
3.	Subdivision	Select Subdivision
4.	Post Office	Select name of the post office
5.	Address	Enter address
Office Selection (Select District, sub-division and police Station)		

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Sl. No.	Field Name	Instructions
1.	District	Select district name from dropdown
2.	Sub-division	Select Subdivision
3.	Police Station	Select police station
4.	Pin code	Enter pincode
5.	Address of office	Enter address details
6.	Mobile Number	Enter Mobile Number
7.	PAN card	Enter permanent account number
8.	Email ID	Enter Mobile Number
9.	WBST No.	Tax Identification Number
10.	GSTIN	Enter GST details
11.	Existing Bank Details	Bank Name and Branch IFSC
12.	Status of Applicant	Employer/Proprietor/Individual
13.	Month and Year salary in the taxable limit was disbursed first time	First salary disbursement within tax range and relevant time range

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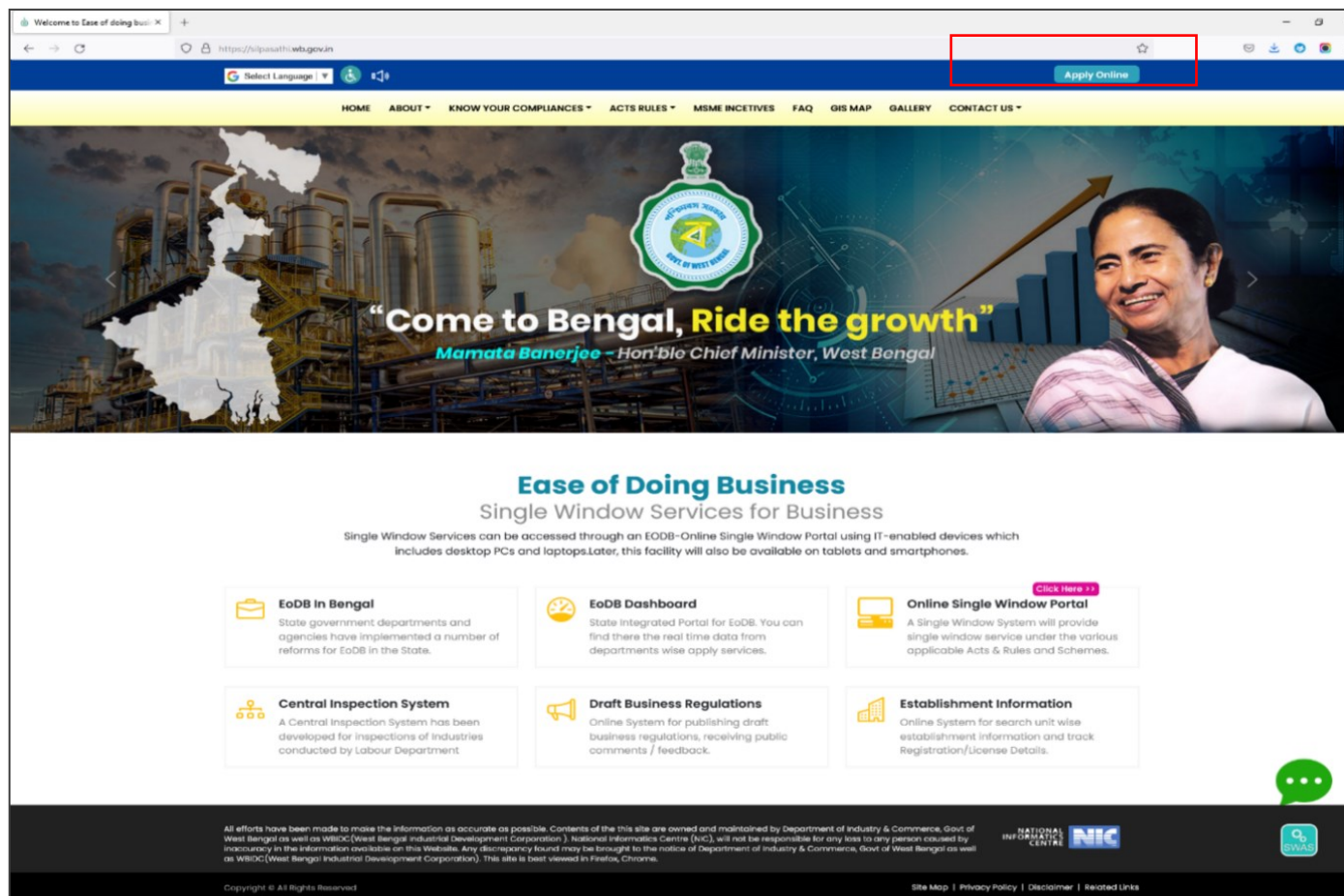
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Application Process through SilpaSathi

1. Online Application submission along with online submission of documents

In order to complete the user registration, the applicant has log on to <https://silpasathi.wb.gov.in/> and click on 'Apply online' button.

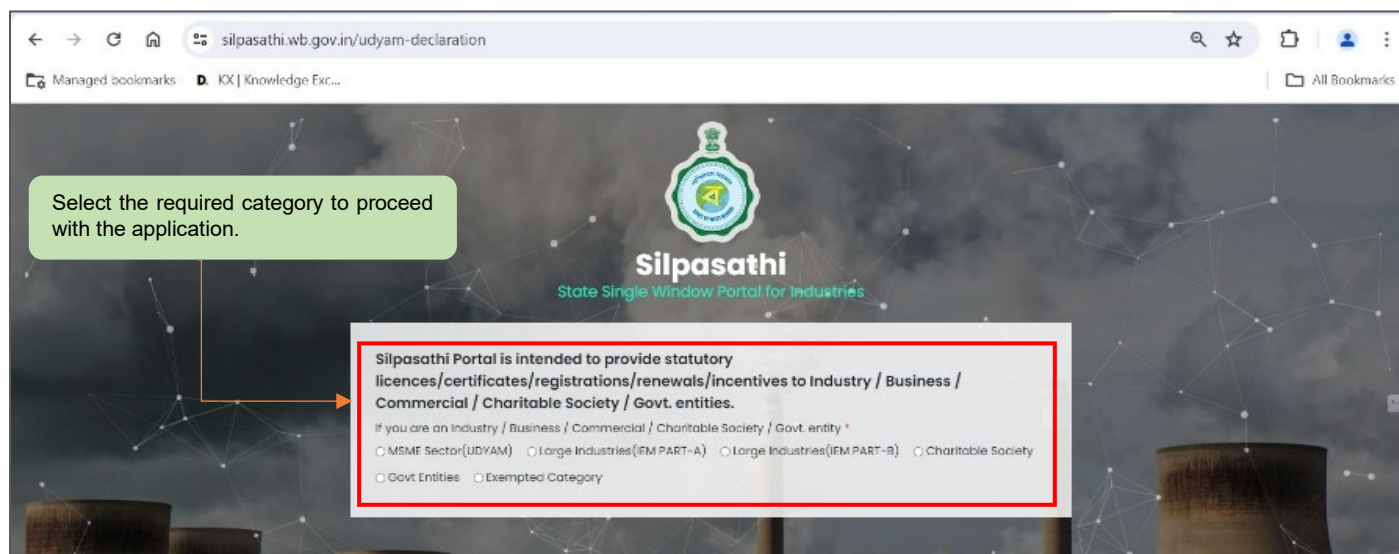


Applicant Log-in: The applicant needs to **select the required category** as illustrated in the screenshot below and proceed for registration.

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A sign-up window appears on the screen. The user has to select '[Create New](#)' if he is a new user. An already registered user in SilpaSathi portal can fill in the username and password and login to the SilpaSathi portal.

The '[User Registration](#)' window will appear with the relevant fields that the applicant needs to fill accurately and click on '[Register](#)' as shown by the below screenshot. In case the applicant already has an account, click on the '[Sign In](#)' button and login using valid **User ID, password and Captcha**.

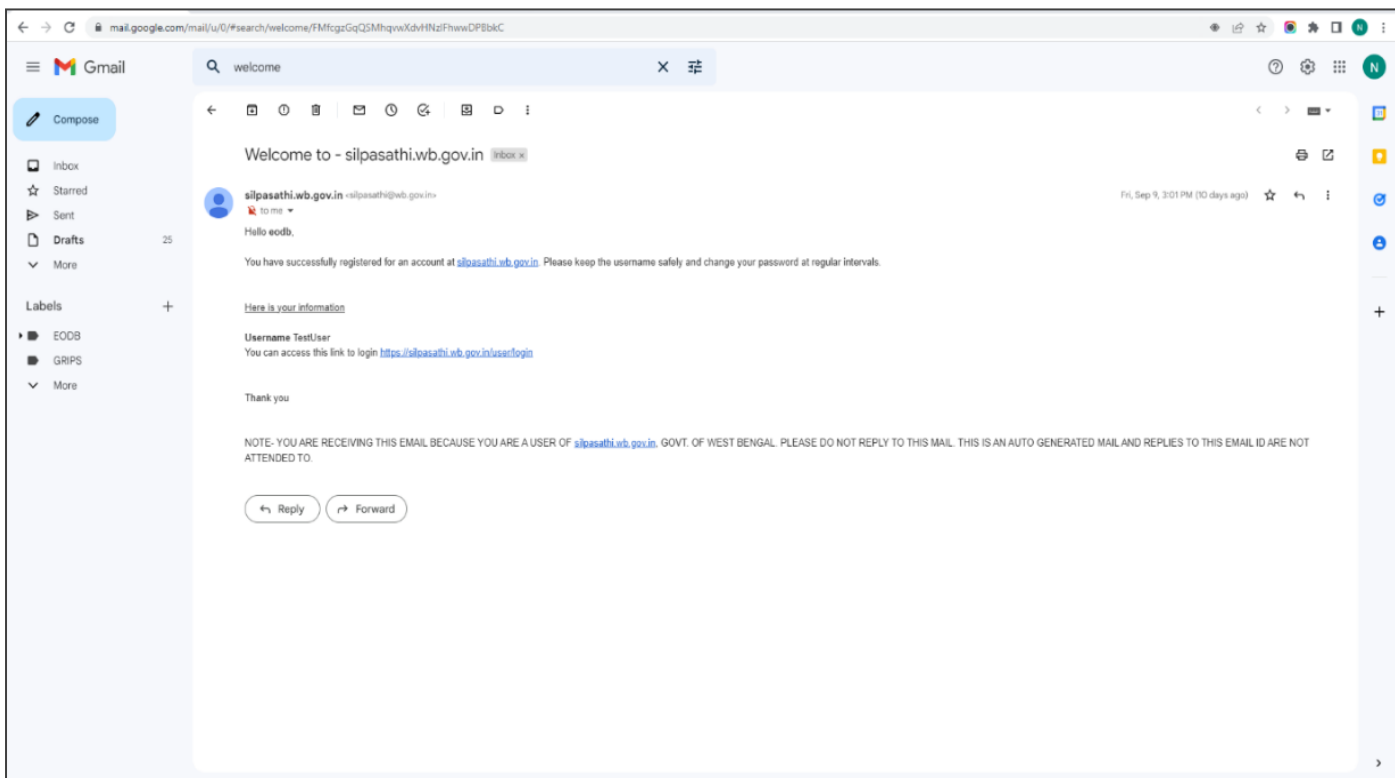
The screenshot shows the 'User Registration' form on the SilpaSathi portal. The form is titled 'User Registration' and includes the following fields: 'First Name', 'Middle Name', 'Last Name', 'Mobile Number', 'Email', 'Gender' (with radio buttons for Male, Female, and Transgender), 'Username' (with the example 'sudhansu'), 'Password', and 'Confirm Password'. A red 'Register' button is at the bottom of the form. Below the button, there is a link: 'Already have an account? [Sign In](#)'. The background of the page features a large image of industrial cooling towers and smokestacks. The text 'Ease of Doing Business' and 'Single Window Services for Business' is visible on the left. The slogan '"To Ride the growth, register your service"' is prominently displayed. The footer includes 'Copyright © All Rights Reserved' and 'Design & Developed By NATIONAL INFORMATION CENTRE NIC'.

Applicants will receive email confirmation after registering into the single window portal. Please refer to the screenshot below:

User Manual

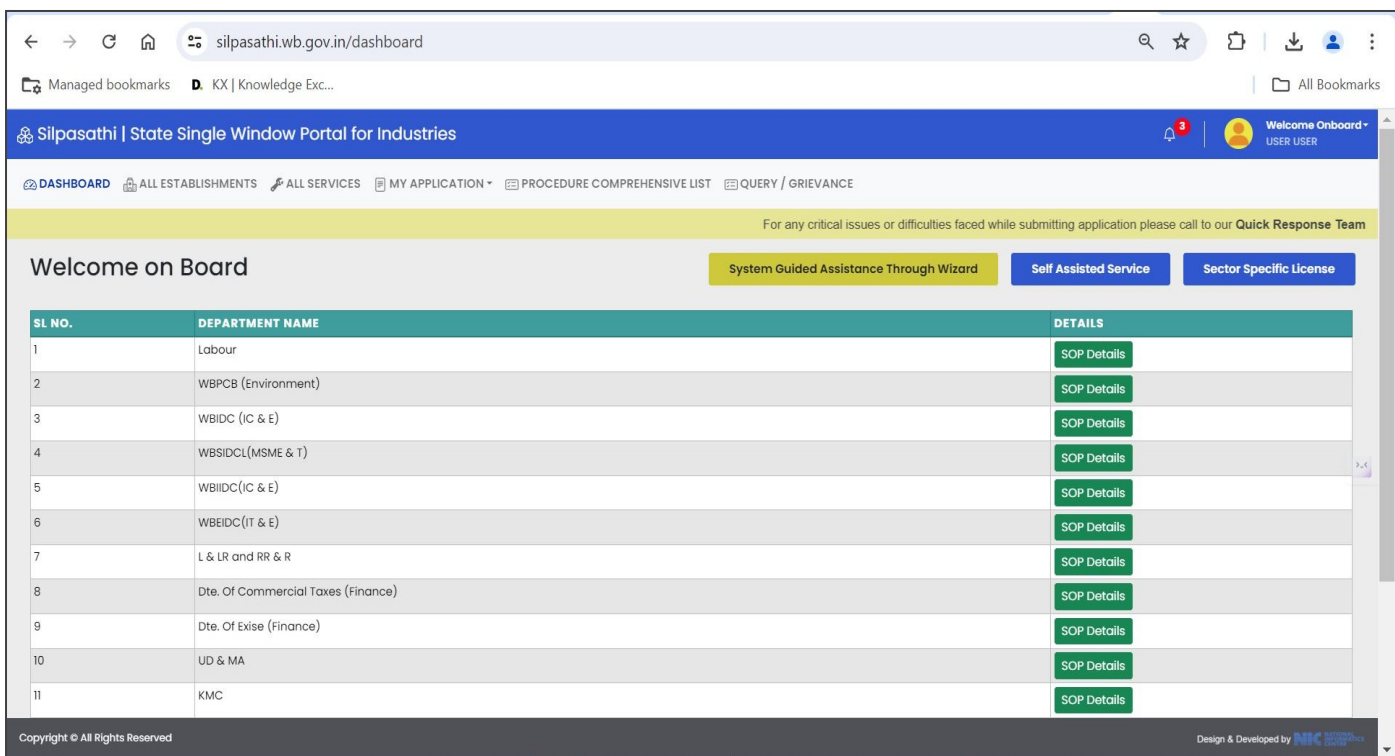
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Online Application submission

Applicants will now be directed to the user dashboard for completing the further procedures. The following screenshots below illustrate the same.

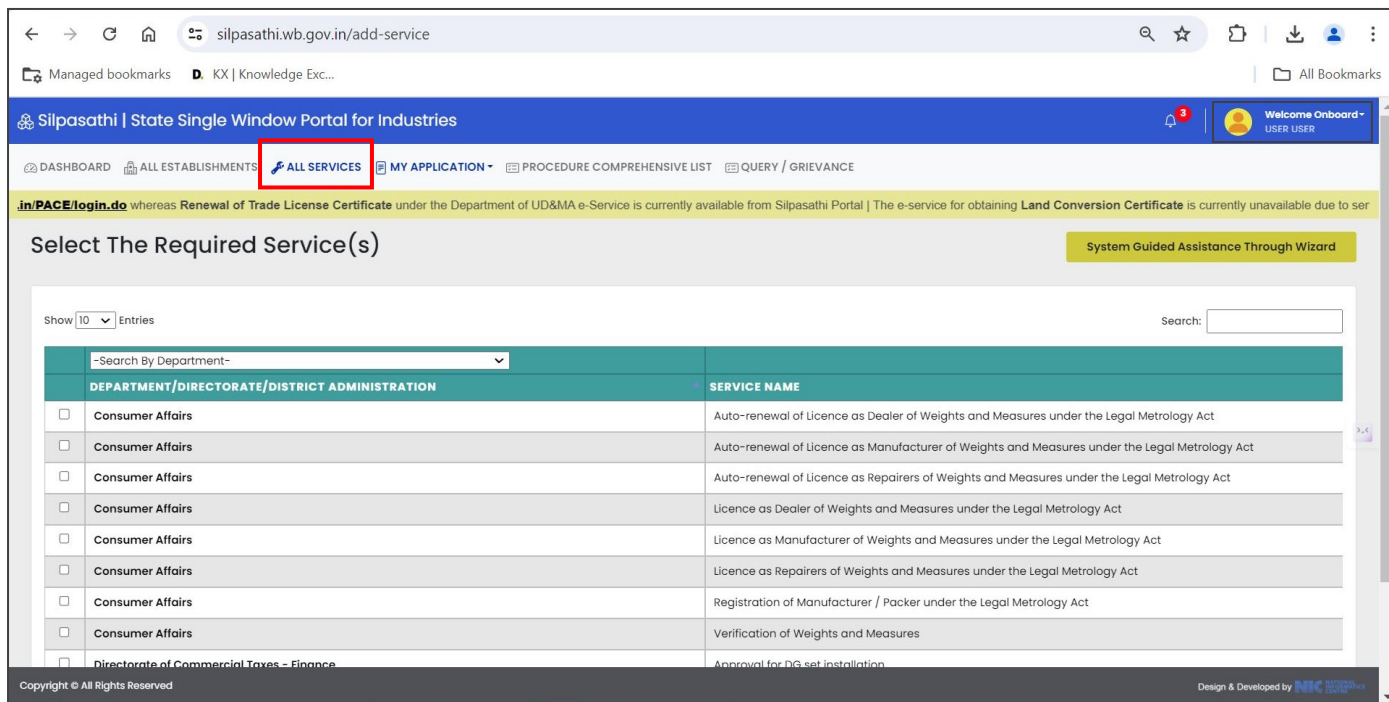


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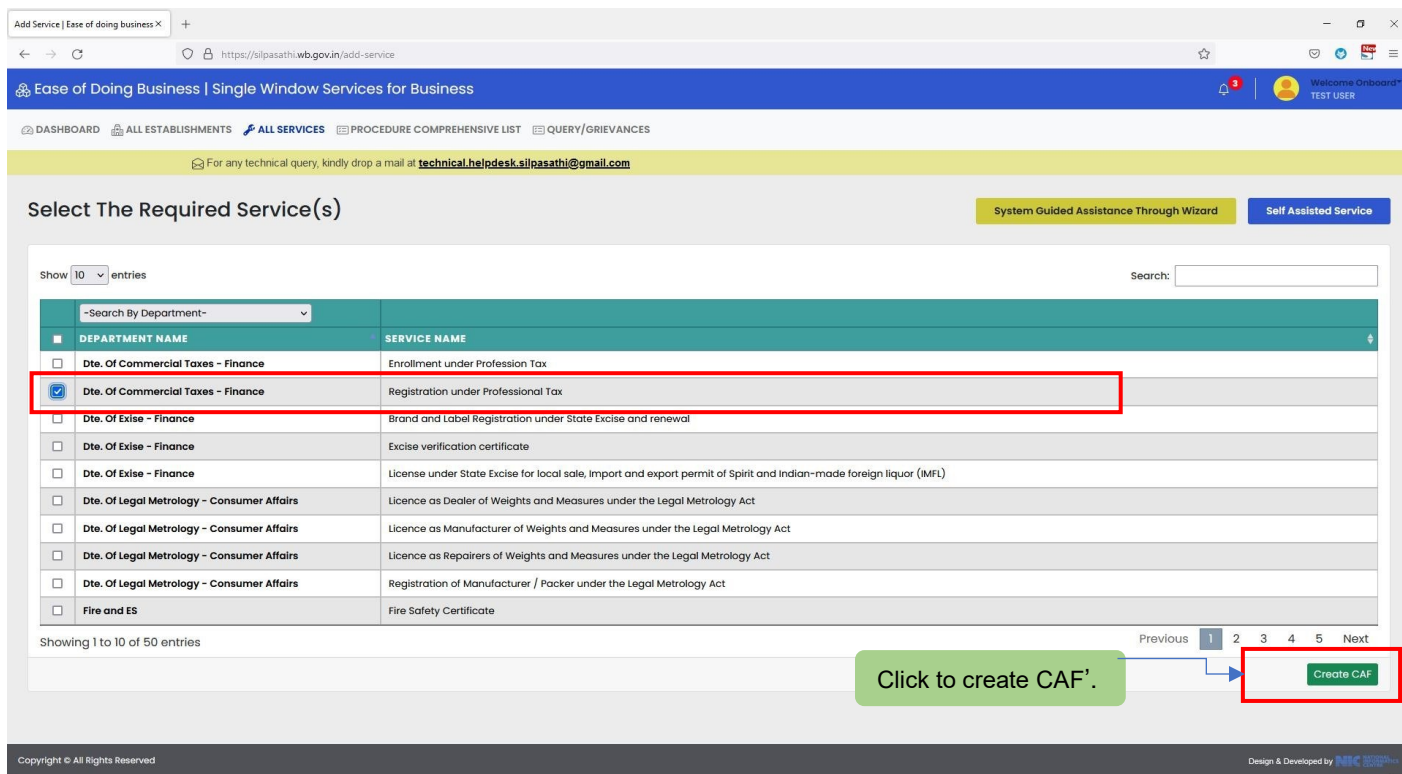
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The applicant has to click on '[ALL SERVICES](#)' to view the list of all services mapped with their corresponding departments.



Once done, a list of services will appear. Applicants need to click on [the checkbox](#) adjacent to the service named '**Registration under Profession Tax**'



After selecting the service **Registration under Profession Tax**, the applicant has to click on '[Create CAF](#)'. Applicant's CAF ID will be created. The unique CAF ID is referred to as the common application form.

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Applicant's Dashboard

CAF ID generated.

Click on 'Apply Online' to proceed with the application.

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https://silpasathi.wb.gov.in/dashboard

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DASHBOARD ALL ESTABLISHMENTS ALL SERVICES PROCEDURE COMPREHENSIVE LIST QUERY/GRIEVANCES

For any technical query, kindly drop a mail at technical.helpdesk.silpasathi@gmail.com

Service Added Successfully

Add Establishment System Guided Assistance Through Wizard Self Assisted Service Licenses For Tourism Industry Track Your Query Your Profile

Your Selected Service(s)

BUSINESS REFERENCE ID : CAF2022000542 **Apply Online**

SL NO.	SERVICE	ACTION
1	Registration under Professional Tax (WBRTPS Timeline: 15 Days) Application Saved Back for Correction Generation of Registration No and Certificate No	

After clicking on '**Apply Online**' option, the applicant shall be redirected to the main application form. The applicant will have to fill in the required details and review the application form (screenshot below). The applicant is required to add Enrolment No .

Common Application Form | Ease of doing business | +

https://silpasathi.wb.gov.in/caf/application/103/SnRH1YXNuYUdhWIA3adTbmYOMXpDUT09/ZHQ3T0tWQ1ZY2kY5OWx5yt4dXRHUT09

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DASHBOARD ALL ESTABLISHMENTS ALL SERVICES PROCEDURE COMPREHENSIVE LIST QUERY/GRIEVANCES

For any technical query, kindly drop a mail at technical.helpdesk.silpasathi@gmail.com

Common Application Form - CAF2022000542

Process Start 10%

Registration Number is ONLY FOR EMPLOYERS who pay salary/wages to employees. Please proceed carefully!

Do you have an Enrolment No ? *

☒ Yes ☐ No

Enrolment No *

192153517410

Valid Enrolment No. You may Proceed with the application !!

<< Back **Save & Continue >>**

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For any technical query, kindly drop a mail at technical.helpdesk.silpasathi@gmail.com

Common application form data partially saved.

Common Application Form - CAF2022000542

0%

ENROLLMENT APPLICATION DETAILS

Name of the Applicant	
First Name	first
Middle Name	middle
Last Name	last
Father's / Husband Name	
First Name	first
Middle Name	middle
Last Name	last
Gender	Male
Class of Employer	INDIVIDUAL including Proprietary Concern
Trade Name	test business name
Address of Principal Place of Work	
Room/Flat No	room flat no
Premises No. & Street	permises no and street

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Common Application Form | Ease of Doing Business | Single Window Services for Business

Office Selection [Select District, Sub-Division and Police station]

District	HOOGHLY
Sub Division	KHARAGPUR
Police Station	BISHNUPUR
Pin Code	712222
Address of your Unit Office	Address of your Unit Office: WB SOUTH UNIT-II, SRIRAMPUR Srirampur, Court Compound, Hoogly, PIN- 712201 033-2662-2370
Mobile Number	8584897440
Email Id	subhajitbanerjee50@gmail.com
Pan No	ADYPB5953A
Registered Under	WBST
WBST No	45789854443
GSTIN	19ADYPB5953A1ZD

Existing Bank Details

Bank Name	Branch Name	Branch IFSC	Account No	Account Type
Punjab National Bank	BANKURA	PUNB0015800	0158002101023818	Savings
State Bank of India	BANKURA	SBIN0009717	11884829542	Savings

Status of Applicant *
EMPLOYER/PROPRIETOR

Month and Year in which salary/wage in the taxable limit was disbursed for the first time *
01-09-2022

☒ I do hereby declare that I do not hold any registration number and that above statements are true to the best of my knowledge and belief. *

<< Back

Save & Continue >>

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Declaration Statement

Registration under Profession Tax

Application Form

NIC

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Common Application Form Preview: X +

← → ↻ https://silpasathi.wb.gov.in/ca/application-preview/ZHQ3T0TWQ1ZY2KYSOWXk5y4eXRHUT09

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3 Welcome Onboard! TEST USER

Trade Name	test business name
Address of Principal place of work	
District	HOOGLY
Sub Division	KHARAGPUR
Police Station	BISHNUPUR
Address of your Unit Office	Address of your Unit Office: WB SOUTH UNIT-IL, SRIRAMPUR Srirampur, Court Compound, Hoogly, PIN- 712201 033-2662-2370
Room / Flat No	room flat no
Premises No. and Street	permises no and street
City / Town / Village	city town village
District	HOOGLY
Sub Division	KHARAGPUR
Police Station	BISHNUPUR
Mobile No	8584897440
Email Id	subhajitbanerjee50@gmail.com
PAN No	ADYPB5953A
TAN No	
Month and Year in which salary/wage in the taxable limit was disbursed for the first time	01-09-2022
Do you have Registration certificate number under Central/State act(if any)?	Yes
Registration Type	WBST
Registration No	45789854443
GSTIN	19ADYPB5953A1ZD

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Common Application Form Preview: X +

← → ↻ https://silpasathi.wb.gov.in/ca/application-preview/ZHQ3T0TWQ1ZY2KYSOWXk5y4eXRHUT09

Room / Flat No	room flat no
Premises No. and Street	permises no and street
City / Town / Village	city town village
District	HOOGLY
Sub Division	KHARAGPUR
Police Station	BISHNUPUR
Mobile No	8584897440
Email Id	subhajitbanerjee50@gmail.com
PAN No	ADYPB5953A
TAN No	
Month and Year in which salary/wage in the taxable limit was disbursed for the first time	01-09-2022
Do you have Registration certificate number under Central/State act(if any)?	Yes
Registration Type	WBST
Registration No	45789854443
GSTIN	19ADYPB5953A1ZD

Bank Name	Branch Name	Branch IFSC	Account No	Account Type
Punjab National Bank	BANKURA	PUNB0015800	0158002101023818	Savings
State Bank of India	BANKURA	SBIN0009717	11884829542	Savings

UPLOADED SUPPORTING DOCUMENTS

Uploaded Documents Not Available

☒ I hereby declare that the particulars given above are true to the best of my knowledge and belief *

Submit

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Declaration Statement

Click on 'Submit'

The applicant shall also be required to click on the Declaration checkbox on the bottom left of the application page before proceeding to 'Submit' button, as illustrated in the screenshots below.

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Upon completion of the application process along with document submission, the applicant clicks on the '**Submit**' button for final submission of the application.

On clicking on '**Submit**' link, the following webpage appears post submission of application with updated Status.

The screenshot shows the 'Current Status-CAF2022000542' page on the SilpaSathi portal. It features a table with the following data:

NAME OF THE SERVICES	CURRENT STATUS	DATE
Registration under Professional Tax	Application Saved	Completed
	Back for Correction	Pending
	Generation of Registration No and Certificate No	Pending

A green box labeled 'Latest status updated.' points to the 'Completed' status in the table.

The applicant /user shall be notified via SMS and email on his registered phone number and email id respectively. The applicant receives notifications at different stages of the application - application submission, application approval, etc.

The diagram illustrates the notification process. A green box labeled 'Application status notified through SMS.' points to an SMS notification. Another green box labeled 'Application status notified through email.' points to an email notification. Both notifications contain the following text:

Application submitted. Status can also be checked online at any time through the Applicant Dashboard by logging into the Silpasathi Portal. Please keep this CAF number saved for future reference.

CAF No.: CAF2024XXXXXX
Dt.: 22-07-2024 14:03:05
- Silpa Sathi SWP, Govt. of WB

The email notification also includes a note: 'NOTE- YOU ARE RECEIVING THIS EMAIL BECAUSE YOU ARE A USER OF silpasathi.wb.gov.in GOVT. OF WEST BENGAL. PLEASE DO NOT REPLY TO THIS MAIL. THIS IS AN AUTO GENERATED MAIL AND REPLIES TO THIS EMAIL ID ARE NOT ATTENDED TO.'

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2. Online Payment of fees

The applicant doesn't have to pay any fees in the application process.

3. Track Status of Application

The applicant has to click on '**Check Status**' to view the latest status of the application.

Applicant's Dashboard

Click on '**Check Status**' to check the latest status of the application.

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https://silpasathi.wb.gov.in/dashboard

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DASHBOARD ALL ESTABLISHMENTS ALL SERVICES PROCEDURE COMPREHENSIVE LIST QUERY/GRIEVANCES

For any technical query, kindly drop a mail at technical_helpdesk_silpasathi@gmail.com

Add Establishment System Guided Assistance Through Wizard Self Assisted Service Licenses For Tourism Industry Track Your Query Your Profile

Your Selected Service(s)

BUSINESS REFERENCE ID : CAF2022000542

SL NO.	SERVICE	ACTION
1	Registration under Professional Tax (WBRTPS Timeline: 15 Days) Application Saved Back for Correction Generation of Registration No and Certificate No	Click to Proceed

BUSINESS REFERENCE ID : CAF2022000540 Apply Online

BUSINESS REFERENCE ID : CAF2022000539 Check Status

BUSINESS REFERENCE ID : CAF2022000538 Check Status

BUSINESS REFERENCE ID : CAF2022000534 Check Status

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The application can be sent for correction to the applicant if required.

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https://silpasathi.wb.gov.in/dashboard

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DASHBOARD ALL ESTABLISHMENTS ALL SERVICES PROCEDURE COMPREHENSIVE LIST QUERY/GRIEVANCES

For any technical query, kindly drop a mail at technical_helpdesk_silpasathi@gmail.com

Add Establishment System Guided Assistance Through Wizard Self Assisted Service Licenses For Tourism Industry Track Your Query Your Profile

Your Selected Service(s)

BUSINESS REFERENCE ID : CAF2022000542

SL NO.	SERVICE	ACTION
1	Registration under Professional Tax (WBRTPS Timeline: 15 Days) Application Saved Back for Correction Generation of Registration No and Certificate No	Click to Proceed

BUSINESS REFERENCE ID : CAF2022000540 Apply Online

BUSINESS REFERENCE ID : CAF2022000539 Check Status

BUSINESS REFERENCE ID : CAF2022000538 Check Status

BUSINESS REFERENCE ID : CAF2022000534 Check Status

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Note: Latest status can be seen any time through Applicant's Dashboard

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Current status appears in the Status Dashboard (Screenshot below).

Common Application Form Preview: X

https://silpasathi.wb.gov.in/caf/submitted/5nRHY0NuYUdhWIA3a2TbmY0MXpDUT09/ZHQ3T0rWQ1ZY2kY5OWk5y4eXRHUT09

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DASHBOARD ALL ESTABLISHMENTS ALL SERVICES PROCEDURE COMPREHENSIVE LIST QUERY/GRIEVANCES

For any technical query, kindly drop a mail at technical.helpdesk.silpasathi@gmail.com

Current Status-CAF2022000542

NAME OF THE SERVICES	CURRENT STATUS	DATE
Registration under Professional Tax	Application Saved	Completed
	Back for Correction	Completed
	Generation of Registration No and Certificate No	Completed

Latest status updated.

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4. Online Download of final approval certificate

The applicant has to click on '**View/Download Registration Certificate**' to view further.

Applicant's Dashboard

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silpasathi.wb.gov.in/dashboard

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BUSINESS REFERENCE ID: CAF2022000542

Check Status

SL NO.	SERVICE	ACTION
1	Registration under Professional Tax (WBRTPS Timeline: 15 Days) Application Saved Back for Correction Generation of Registration No and Certificate No	View / Download Registration Certificate

Note: Latest status can be seen any time through Applicant's Dashboard

The applicant shall now be able to download the final certificate after final approval of application. The applicant has to click on '**PDF**' icon to download the Final Approval Certificate issued.

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Application View Details | Ease of X

https://silpasathi.wb.gov.in/viewdetails/103/SnRHYXNuYUdhWIA3azTbmYOMXpDUT09/ZHQ3T0rWQ1ZY2KY5OWkSy4eXRHUT09


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WELCOME ONBOARD! TEST USER


DASHBOARD ALL ESTABLISHMENTS ALL SERVICES PROCEDURE COMPREHENSIVE LIST QUERY/GRIEVANCES

For any technical query, kindly drop a mail at technical.helpline@silpasathi@gmail.com

Application Form View Details – CAF2022000542

PARAMETERS	INPUTS
Registration No and Registration Certificate	
Registration No	20220138321
Registration Certificate	
Name of the Applicant	
First Name	first
Middle Name	middle
Last Name	last
Fathers' / Husband Name	
First Name	first
Middle Name	middle
Last Name	last
Gender	Male
Class of Employer	INDIVIDUAL including Proprietary Concern
Status of Applicant	EMPLOYER/PROPRIETOR
Trade Name	test business name
Address of Principal place of work	
District	HOOGHLY

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The certificate as downloaded has been illustrated in the screenshot below:

The Final Certificate gets downloaded (Screenshot)

silpasathi.wb.gov.in/read-bytea-file-all/aWQ%3D/NjEyOTU3/MjY3NzAz/cHJkX3RyYWRIX2NlcnRpZmljYXRlc19kZXRhWxz/ZG9jdW1lbn...

Managed bookmarks D. KX | Knowledge Exc... All Bookmarks

Online NOC 1 / 1 50%

1

The West Bengal State Tax on Professions, Trades, Callings and Employments Rules, 1979.
Form 1A
Certificate of Registration
[See rule 3 / 6A]

No. 19100929814 Date 26/09/2022

This is to certify that the Individual/HUF/Firm/Club/Association/Society/Corporation or other Corporate Body/Company/Others known as

test business name and located at

room for no. permit no and address, city town village, 712222

has been registered as an employer under the West Bengal State Tax on Professions, Trades, Callings and Employments Act, 1979 (West Ben. Act VI of 1979) Return in the prescribed form shall be furnished by the employer in respect of each period separately on or before the last day of the month following such period. The tax calculated according to the rates prescribed in the Schedule to the West Bengal State Tax on Professions, Trades, Callings and Employments Act, 1979 shall be payable in accordance with rule 12 of the West Bengal State Tax on Professions, Trades, Callings and Employments Rules, 1979 before submission of such return.

This Registration Certificate is valid with effect from 01/09/2022

Prescribed Authority

Name of the office: WB SOUTH UNIT-II, SRIRAMPUR

Disclaimer - As this computer generated document reflects such information as provided by the applicant, it may not be accepted to be an evidence as proof of approval or document of the nature in any suit, prosecution or other legal proceeding(s) in any court of law or before any authority.

This is a computer generated certificate. No signature is required.

https://egov.wbcomtax.gov.in/PT_Enrollment/ 26/09/2022 02:01:17

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One Approval certificate document has been illustrated below:

The West Bengal State Tax on Professions, Trades, Callings and Employments Rules, 1979.

Form IA

Certificate of Registration

[See rule 3 / 6A]

No. **191009298814** Date **26/09/2022**

This is to certify that the Individual/HUF/Firm/Club/Association/Society/Corporation
or other Corporate Body/Company/Others known as

test business name and located

at **room flat no, permises no and street, city town village, 712222**

has been registered as an employer under the West Bengal State Tax on Professions,
Trades, Callings and Employments Act, 1979 (West Ben. Act VI of 1979) Return in the
prescribed form shall be furnished by the employer in respect of each period separately
on or before the last day of the month following such period. The tax calculated according
to the rates prescribed in the Schedule to the West Bengal State Tax on Professions,
Trades, Callings and Employments Act, 1979 shall be payable in accordance with rule
12 of the West Bengal State Tax on Professions, Trades, Callings and Employments
Rules, 1979 before submission of such return.

This Registration Certificate is valid with effect from **01/09/2022**

Prescribed Authority

Name of the office: **WB SOUTH UNIT-II, SRIRAMPUR**

Disclaimer : As this computer generated document reflects such information as provided by the applicant, it may not
be accepted to be an evidence as proof of approval or document of like nature in any suit, prosecution or other legal
proceeding(s) in any court of law or before any authority.

This is a computer generated certificate. No signature is required.

https://egov.wbcomtax.gov.in/PT_Enrollment/ 26/09/2022 02:01:17

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5. Third Party verification details

Third party verification is a process by which any independent user / third party verifies an individual's license and registration details online check authenticity of the Certificate without logging into the portal.

Third part verification process

The applicant or any user has to log in to <https://silpasathi.wb.gov.in/>.

A user (any third party) needs to click on '*Third party Verification*' section in the homepage and enter registration number / license number and then click on 'Search' link, for Verification of Certificate.

(Screenshots below):

SilpaSathi Homepage

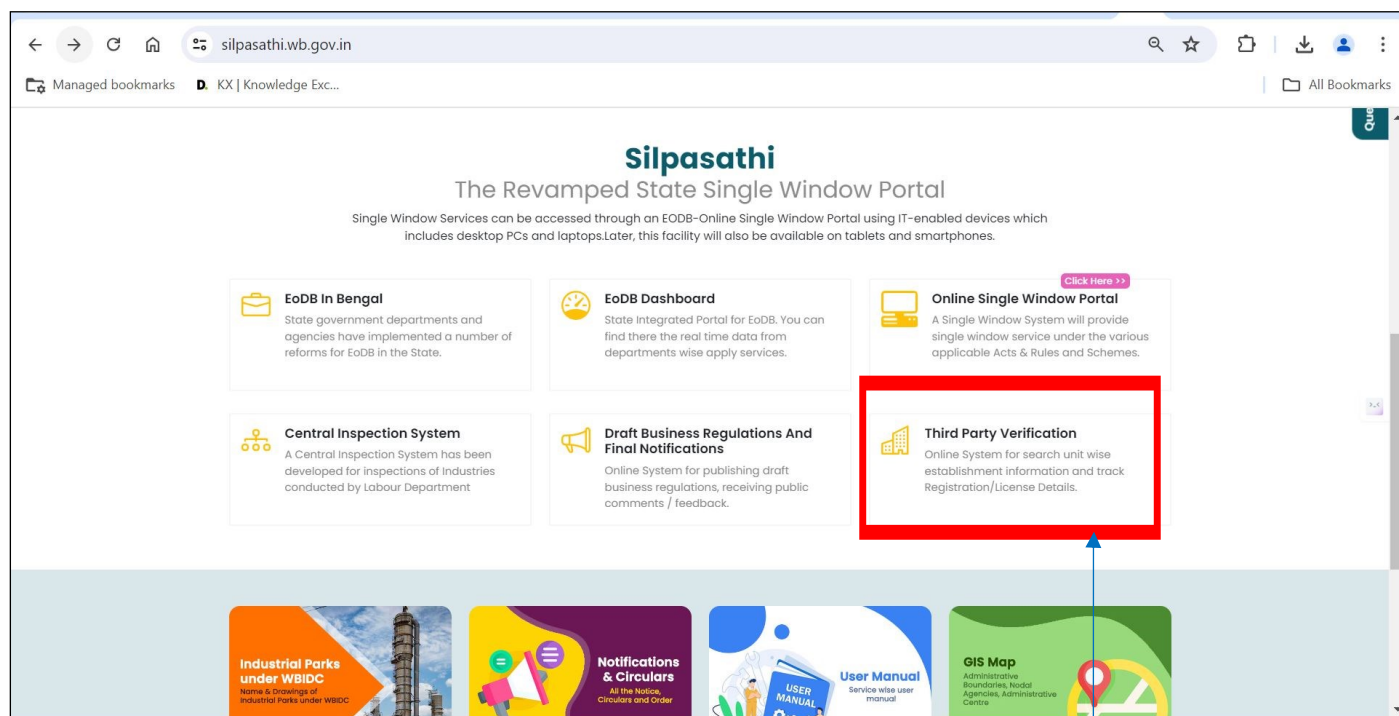
The screenshot shows the SilpaSathi homepage in a web browser. A green callout box with the text "Type the homepage Url" has an arrow pointing to the address bar, which contains "silpasathi.wb.gov.in". The homepage features a navigation bar with links like HOME, ABOUT, KNOW YOUR COMPLIANCES, ACTS & RULES, E-SERVICES, INCENTIVES/ SUBSIDIES/ SCHEMES, GIS MAP, NSW, SECTOR SPECIFIC LICENSES, and CONTACT US. A banner below the navigation bar displays the West Bengal State Emblem and the slogan "Come to Bengal, Ride the growth" by Mamata Banerjee, Hon'ble Chief Minister, West Bengal. At the bottom, a statistics section shows various counts: 20 TOTAL GOVERNMENT ENTITIES, 118 TOTAL SERVICES, 269585 TOTAL REGISTERED USERS, 714374 SUBMITTED APPLICATIONS, 679446 APPROVED APPLICATIONS, and 13580482 SITE COUNTER. A vertical "Grievance" link is on the right side.

Category	Count
TOTAL GOVERNMENT ENTITIES	20
TOTAL SERVICES	118
TOTAL REGISTERED USERS	269585
SUBMITTED APPLICATIONS	714374
APPROVED APPLICATIONS	679446
SITE COUNTER	13580482

User Manual

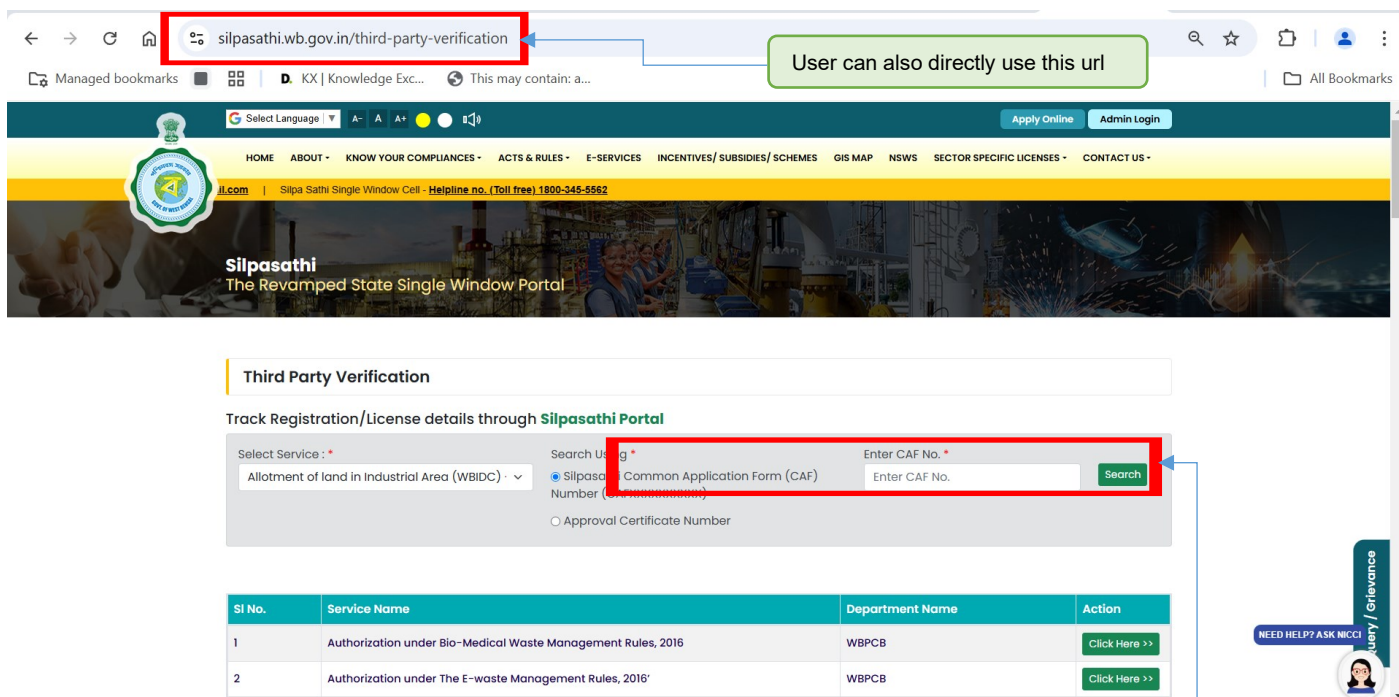
Registration under Profession Tax

Provided as a service through 'SilpaSathi' the Online Single Window portal of State (WB)



Select 'Third Party Verification'

Applicant selects the service and then enter the Certificate/ Approval or CAF number in the text box beside it and clicks on 'Search' to view details of certificate.



Enter Approval Number/ CAF number to view details.

Registration under Profession Tax

The third party can view the details as illustrated below:

Query / Grievance