

Labour Department:

***Registration under
The Building and
Other Construction
Workers (Regulation
of Employment and
Conditions of
Service) Act, 1996***

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

User Manual

User Manual

Registration under The Building and Other Construction Workers (Regulation of Employment and Conditions of Service) Act, 1996

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Introduction

This document is intended to serve as a User Manual for grant of the service “**Registration under The Building and Other Construction Workers (Regulation of Employment and Conditions of Service) Act, 1996**” by **Labour Department, 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 The Building and Other Construction Workers (Regulation of Employment and Conditions of Service) Act, 1996 is a service that aims to regulate the employment and working conditions of construction workers. Registration under this act is mandatory for construction projects, and it involves obtaining a license from the concerned state government. 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.

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
1.	Any other licenses / Registrations taken/ applied to run the establishment	Trade license, MSME registration

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#	Documents Required	Detailed Description
2.	Articles of Association and Memorandum of Association / Partnership Deed	The memorandum of association (MOA) and articles of association (AOA) are legal documents that are essential for a company's formation and legal compliance
3.	Trade License	A trade license is a legal document that allows individuals or businesses to operate in a specific area
4.	Documents in support of payment of cess	Documents that may be required to support payment of cess include Demand draft, cess payment receipt, etc
5.	Form I for assessment of CESS	A form that employers must submit to the Assessing Officer within 30 days of starting work or paying cess
6.	Work order	A work order is a document that authorizes and details a task, project, or job to be completed
7.	Other Certificate of Registration in case of other company, proprietorship or partnership firm like cooperative, Trustees, etc	A proof that the firm has been registered by the Registrar of the State

Timeline (WBRTPS)

Registration under The Building and Other Construction Workers (Regulation of Employment and Conditions of Service) Act, 1996 has an WBRTPS timeline of 30 days till approval by the authorities.

Instructions related to the application form

Sl. No.	Field Name	Instructions
Name and location (Work Site) of the establishment		
1.	Establishment Name	Enter Establishment Name
2.	Type of the Establishment	Select Type of Establishment (Micro/ small/ medium/ large)
3.	Address	Enter address
4.	Select Corporation	Select from dropdown list
5.	Select Ward	Select ward
6.	Pincode	Select pincode
Registered Office address of the Establishment		

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Sl. No.	Field Name	Instructions
1.	House Number/ Village Name/ street/ Road	Enter House Number/ Village Name/ street/ Road
2.	District of the Establishment	Select District of the Establishment
3.	Select Subdivision	Select Subdivision
4.	Select Areatype	Select Areatype
5.	Select Corporation	Select Corporation
6.	Police Station	Select police station
7.	Post Office	Enter name of the post office
8.	Pin Code	Enter pin code
9.	Address	Enter address
Full name and address of the Employer		
1.	House Number/ Village Name/ street/ Road	Enter House Number/ Village Name/ street/ Road
2.	District of the Establishment	Select District of the Establishment
3.	Select Subdivision	Select Subdivision
4.	Select Areatype	Select Areatype
5.	Select Corporation	Select Corporation
6.	Police Station	Select police station
7.	Post Office	Enter name of the post office
8.	Pin Code	Enter pin code
9.	Address	Enter address
Full Name and address of the Manager / person responsible for the supervision and control of the Establishment		
1.	Full Name of Manager	Enter Full Name of the Manager
2.	Address	Enter address
3.	Select Areatype	Select from dropdown list
4.	Select Ward	Select from dropdown list
Other Information		
1.	Nature of building or other construction work is to be carried on	Enter manually the type of building and construction details
2.	Maximum number of building workers to be employed on any day	Enter maximum number of building workers manually

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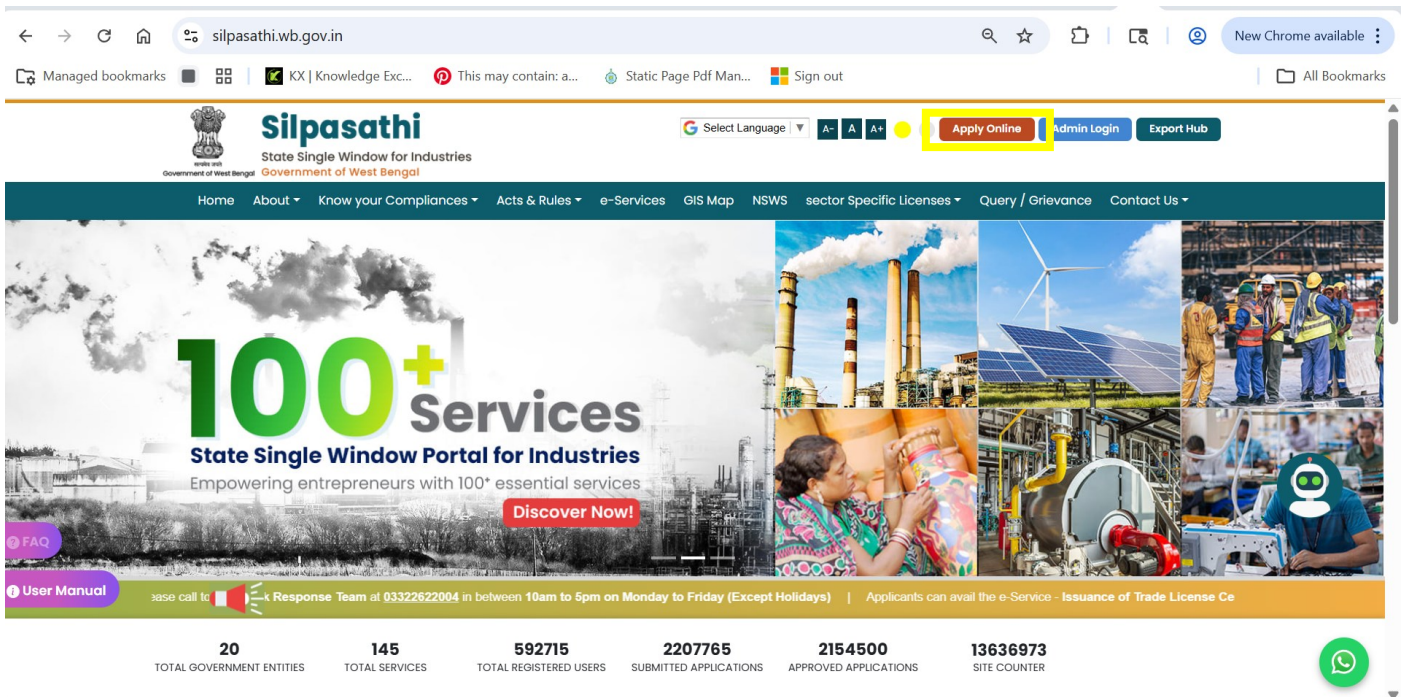
Registration under The Building and Other Construction Workers (Regulation of Employment and Conditions of Service) Act, 1996

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Application Process through SilpaSathi

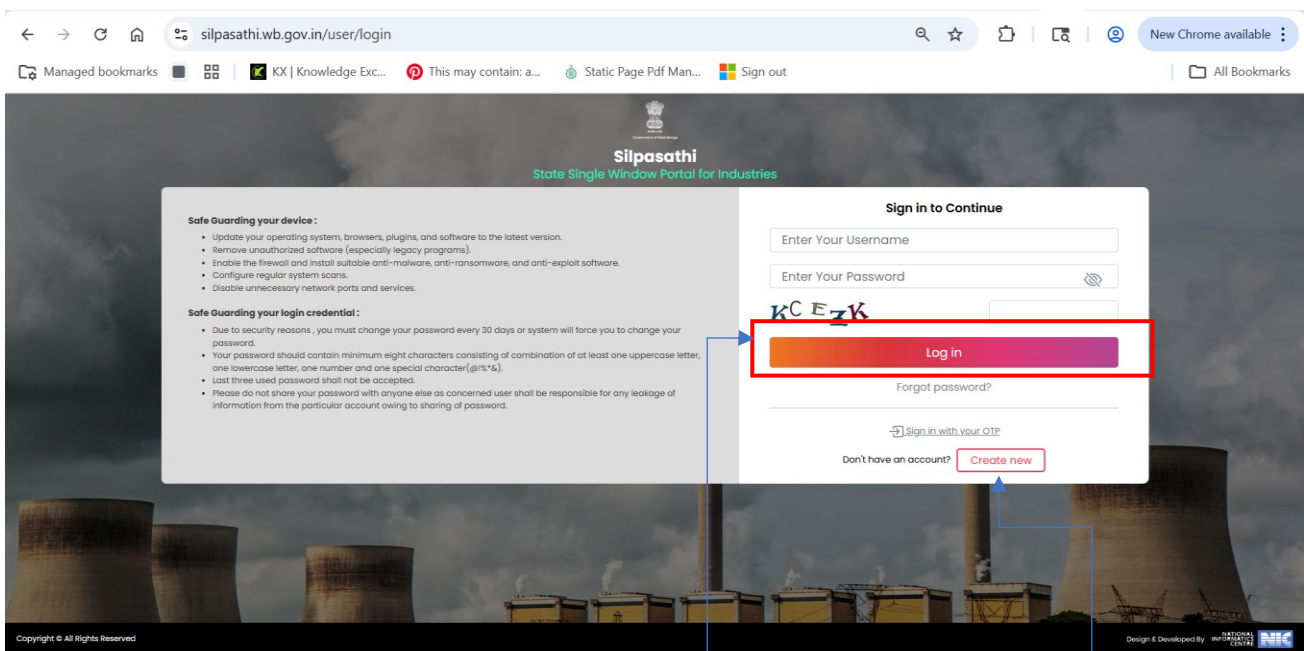
1. Online Application submission along with online submission of documents

The applicant has to access the <https://silpasathi.wb.gov.in/> and click on 'Apply online' button as demonstrated below:



Applicant Log-in: The user has to enter his login credentials in order to log in to the SilpaSathi portal.

The following screen is displayed as below:



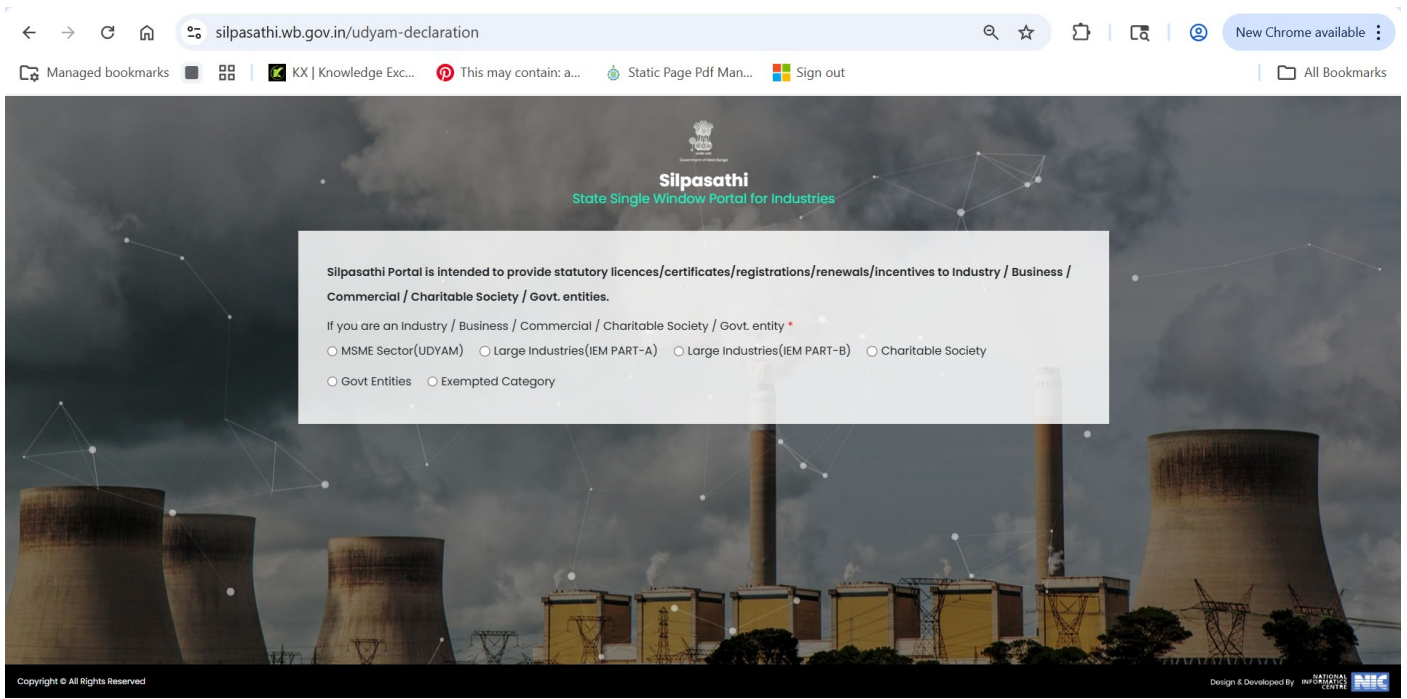
Enter credentials and click on 'Log in'

Click for if one is a new user

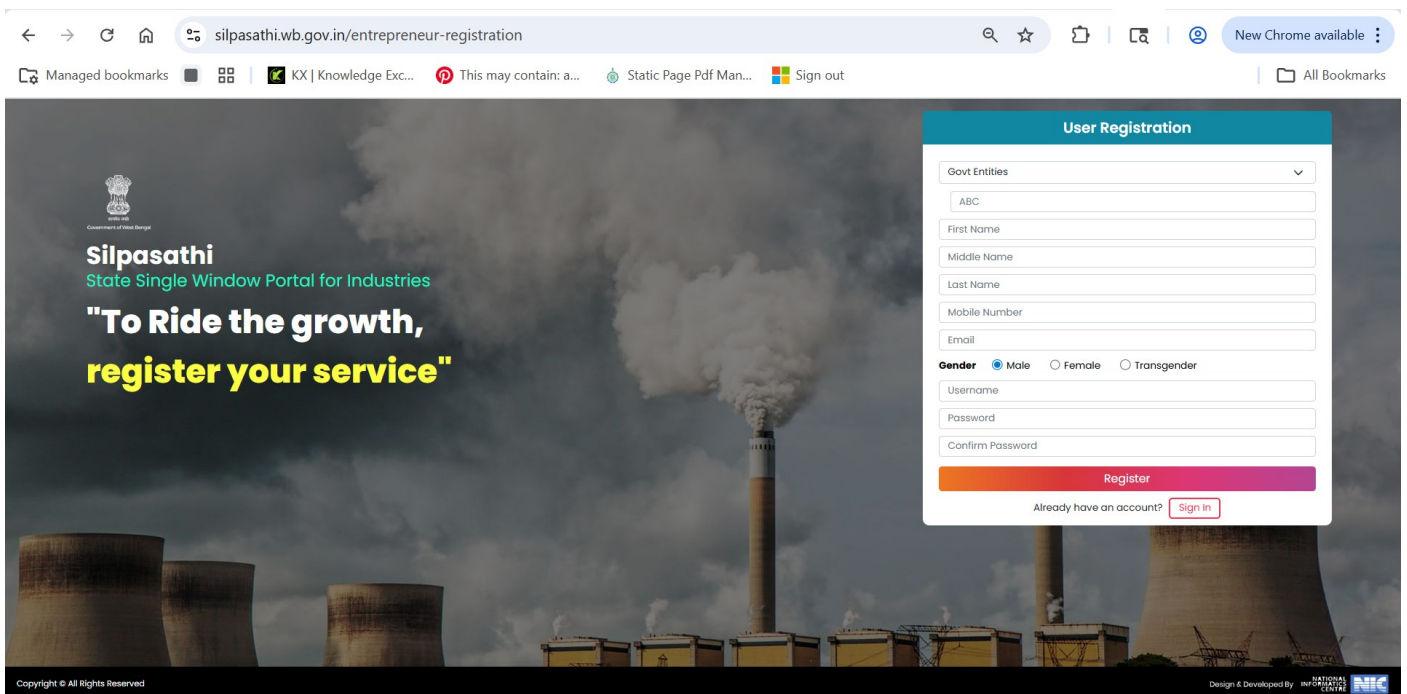
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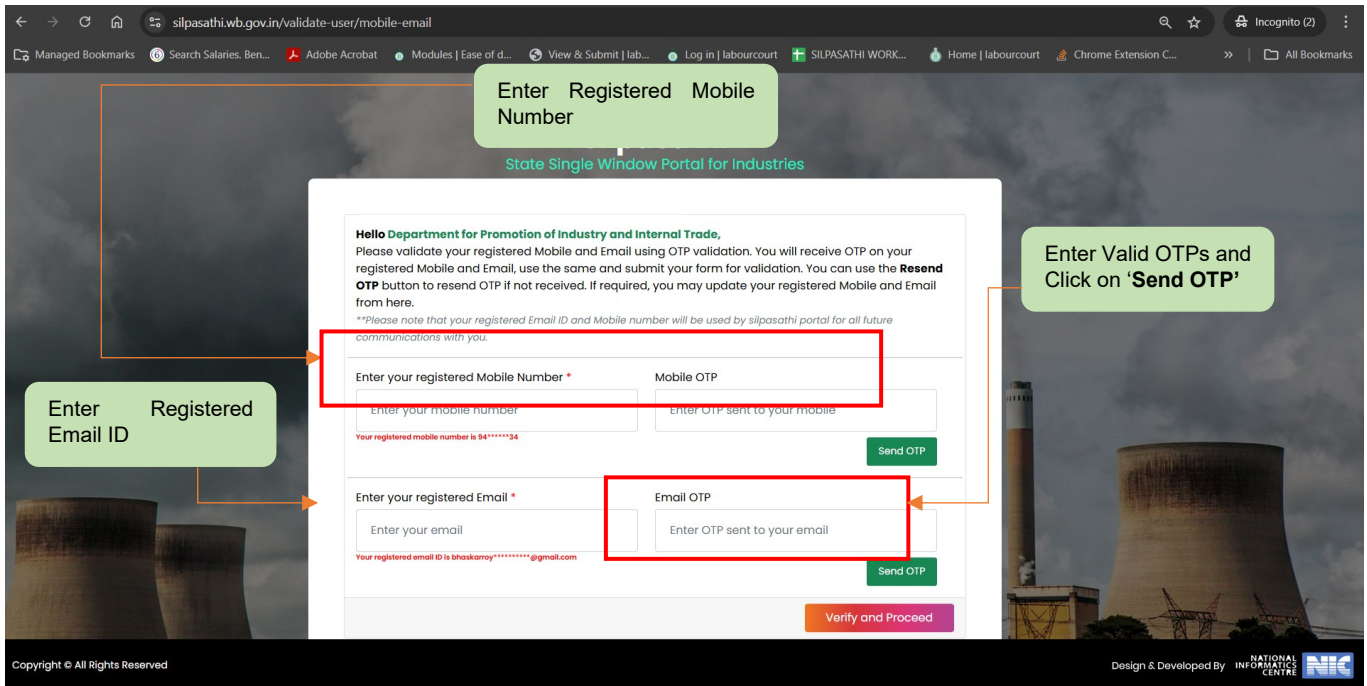
A new user has to register his mobile number and email id and fill the required details in the SilpaSathi portal. The user clicks on 'Create New' in order to proceed



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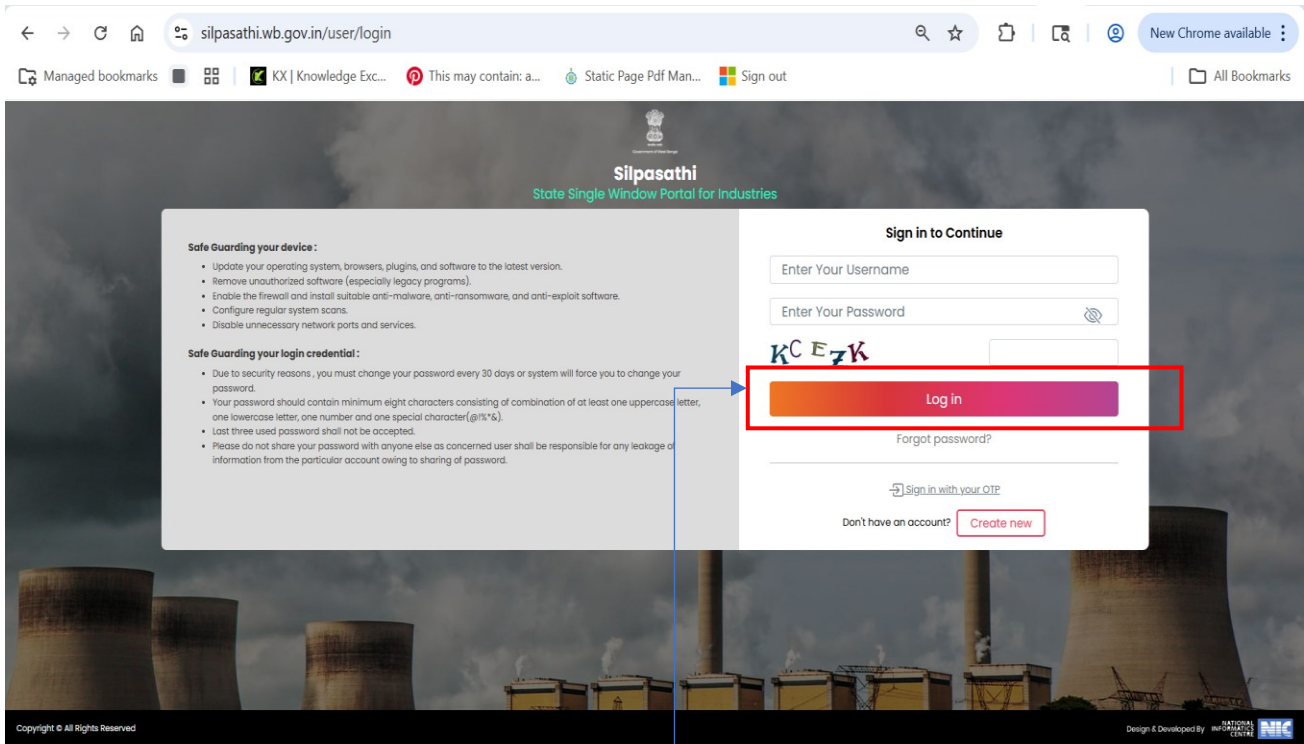


The user is now required to complete a two-factor authentication process:

- ✓ User enters his **Registered Mobile Number**. User **validates the OTP** sent to the mobile number.
- ✓ User enters his **Registered email id**. User **validates the OTP** sent to the email ID.

The user now has to click on **'Verify and Proceed'** to validate the provided details. On successful validation, the user is force-logged out from the system.

The user is now required to log in to the **SilpaSathi portal** with his valid credentials as displayed below:



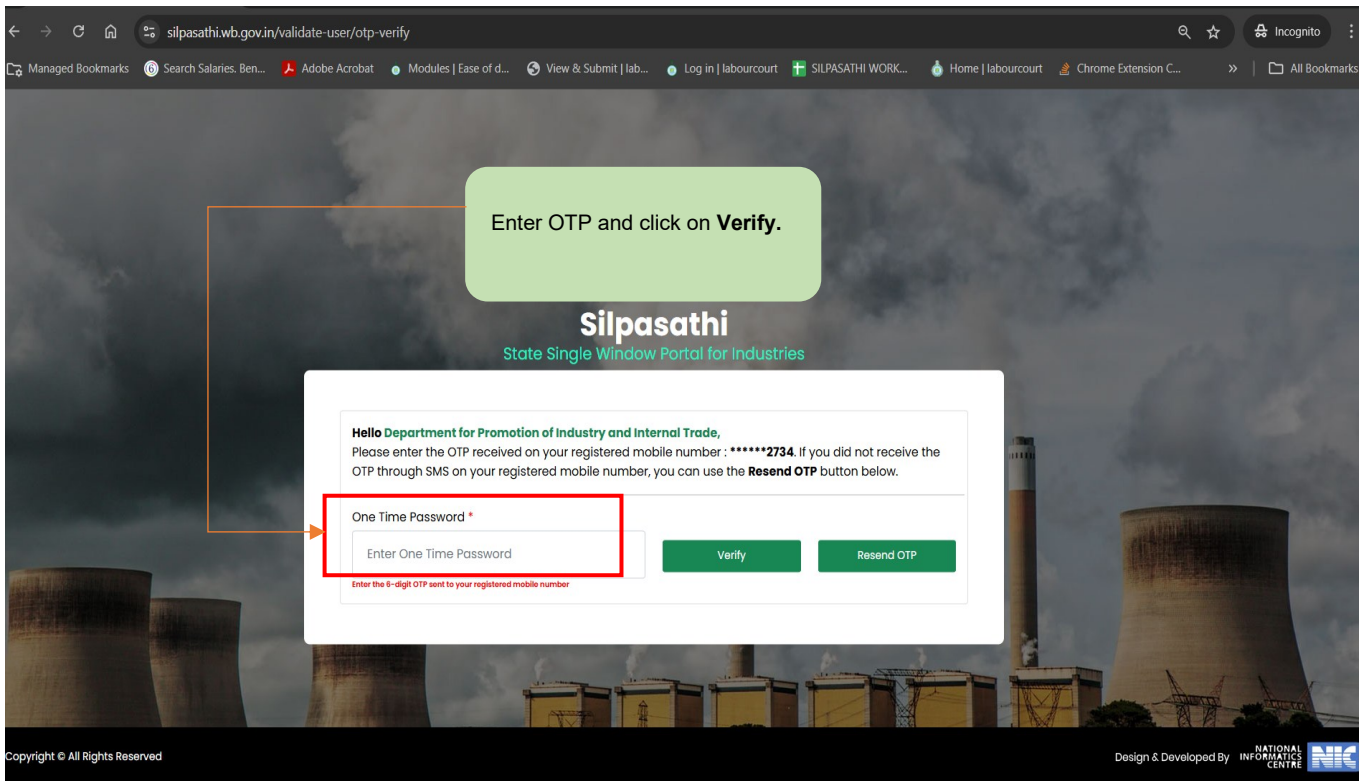
Enter credentials and click on 'Log in'

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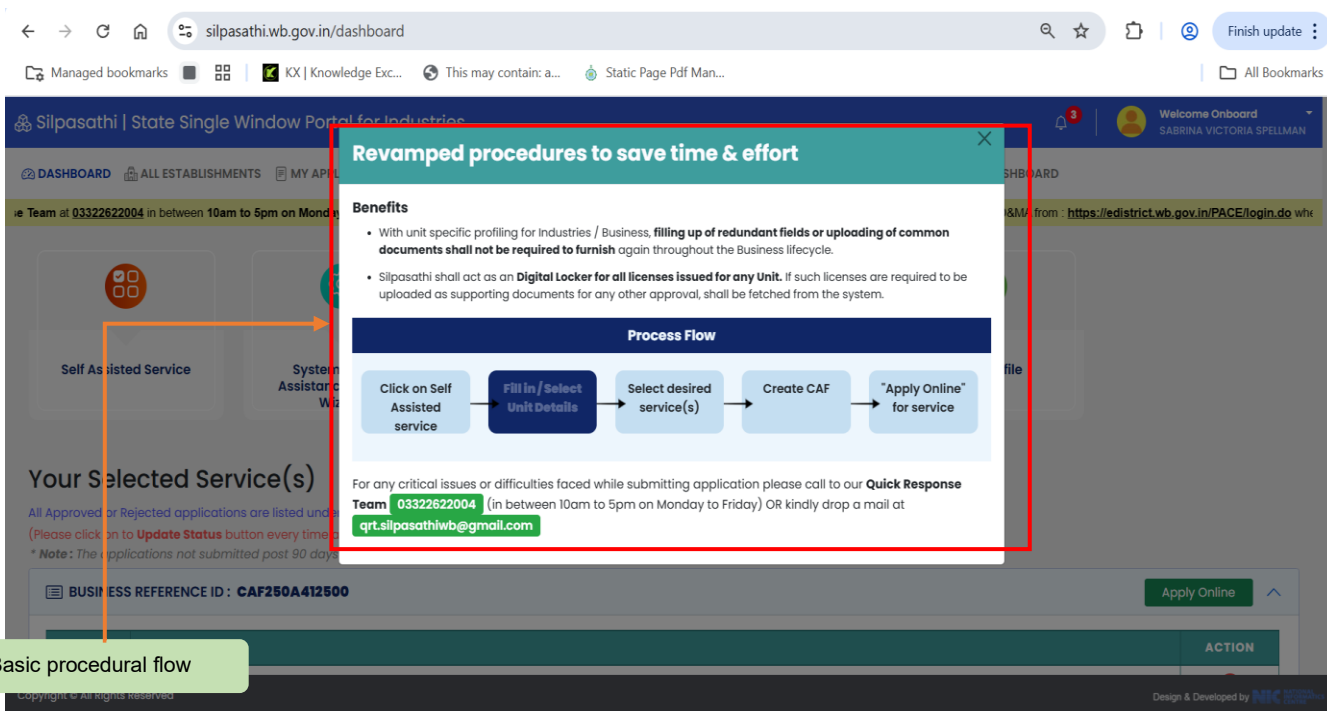
Once the user logs in, the following screen is now displayed to the user.



The user is now required to enter **One Time Password** sent to his registered mobile number and click on **'Verify'**.

The applicant now views the following Dashboard page after logging into the portal.

SilpaSathi Dashboard

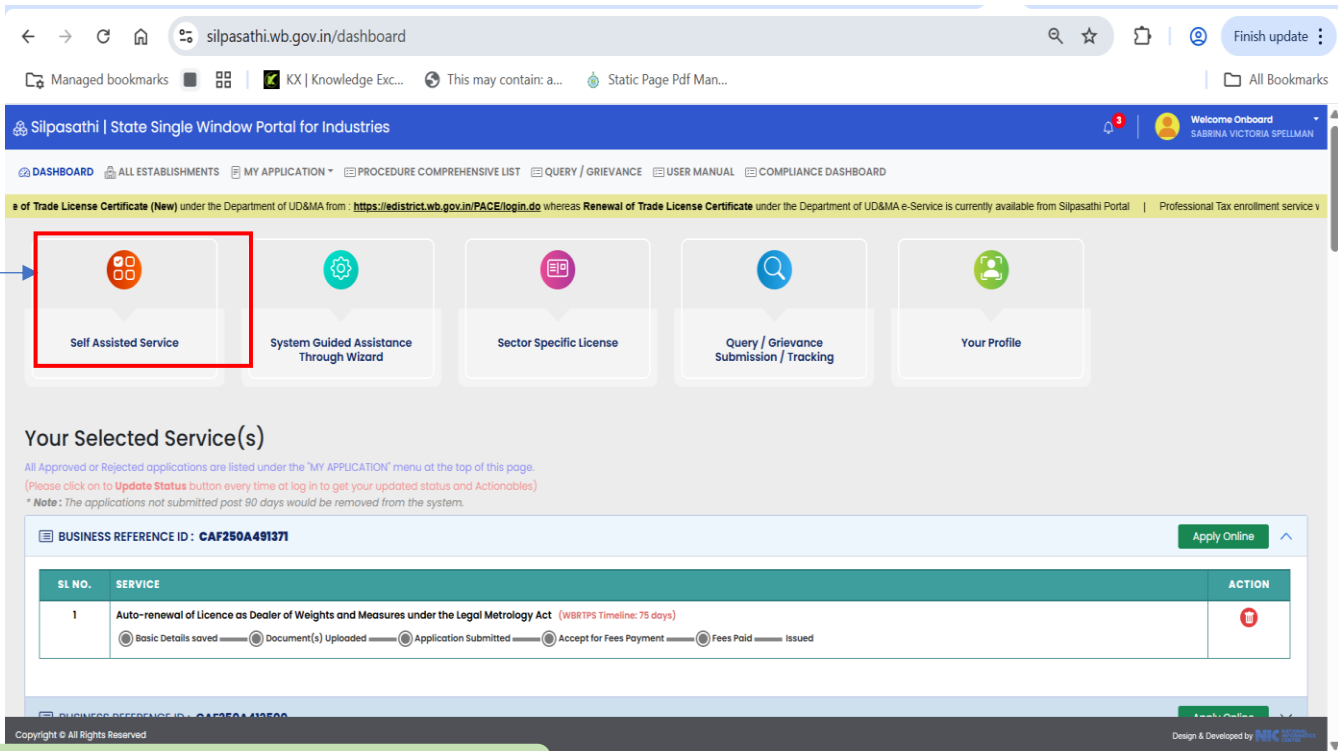


The applicant clicks on **'Self Assisted Service'** and is navigated to the All Establishment / Unit Page.

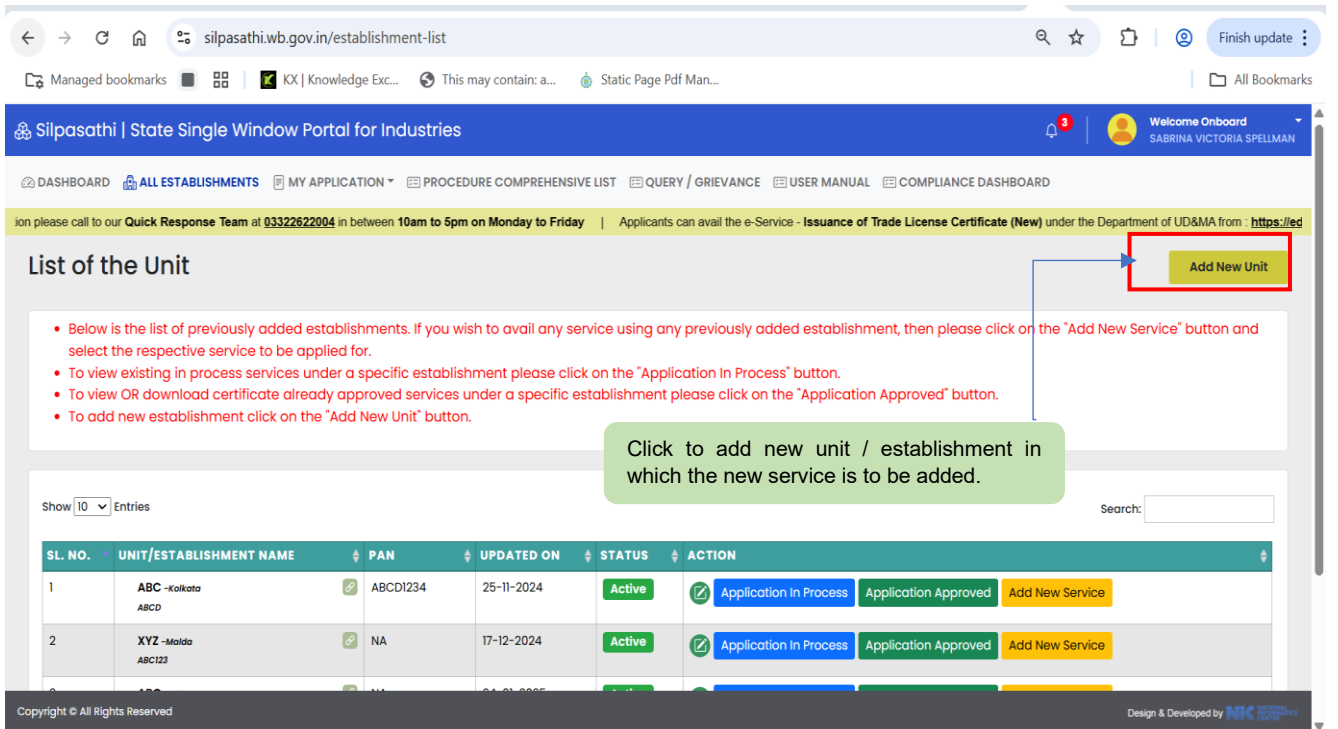
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Click on 'Self-Assisted Service' to proceed with establishment section.



Click to add new unit / establishment in which the new service is to be added.

The applicant can view the list of existing units/ establishments in the page. The applicant clicks on 'Add New Unit' or uses an existing unit in order to add the required service to be availed by clicking on 'Add New Service'.

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Below is the list of previously added establishments. If you wish to avail any service using any previously added establishment, then please click on the 'Add New Service' button and select the respective service to be applied for.

- To view existing in process services under a specific establishment please click on the 'Application In Process' button.
- To view OR download certificate already approved services under a specific establishment please click on the 'Application Approved' button.
- To add new establishment click on the 'Add New Unit' button.

SL. NO.	UNIT/ESTABLISHMENT NAME	PAN	UPDATED ON	STATUS	ACTION
1	ABC -Kolkata ABCD	ABCD1234	25-11-2024	Active	Application In Process Application Approved Add New Service
2	XYZ -Malda ABC123	NA	17-12-2024	Active	Application In Process Application Approved Add New Service
3	ABC -Allpura XYZ	NA	24-01-2025	Active	Application In Process Application Approved Add New Service
4	ABCD -Bankura XUZW 1234	HPMSE1245	11-06-2025	Active	Application In Process Application Approved Add New Service
5	XYZ -Jalpaiguri ABC123	NA	17-12-2024	Active	Application In Process Application Approved Add New Service
6	ABC -Bankura	HPMPS122H	03-03-2025	Active	Application In Process Application Approved Add New Service

After clicking on '**Add New Unit**', the following page is displayed wherein the user can add relevant details in the establishment form.

This unit/establishment information is incomplete. Kindly complete this details before adding a new service under this same unit/establishment.

Unit Type*
--select--

Name Of The Unit*
Enter Name/Name of the Unit

New/Existing Unit*
-select-

Investment Amount (Rs /-)*
0

Turnover Amount (Rs /-)*
0

Category Of The Unit*
Category of Industry

Whether Owner Of Industry Is Female*
Whether owner of industry is female

Select Ownership Type
Select Ownership Type

Enter Permanent Account Number (PAN) Of Establishment*
Enter Permanent Account Number (PAN)

Select Identity Card Type
Select Identity Card Type

Enter GST No
Enter GST No

Select Sector*
Agriculture & Cooperation

Establishment Address

District*
Select District

Enter Subdivision*
Select Sub-division

Enter Area Type*
Select Area Type

Block*
Select Block

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The screenshot shows the registration form on the SilpaSathi portal. The form includes fields for Turnover Amount (Rs /-)*, Category Of The Unit*, Whether Owner Of Industry Is Female*, Select Ownership Type, Enter Permanent Account Number (PAN) Of Establishment*, Select Identity Card Type, Enter GST No, and Select Sector*. Below these is the Establishment Address section with fields for District*, Enter Subdivision*, Enter Area Type*, Block*, Panchayat*, Police Station*, Enter Pincode*, and Post Office. A red box highlights the 'Submit' button, and a green callout box says 'Click to submit after filling the form.' A red banner at the bottom left states '*All fields are mandatory'.

Once the form is completely filled, the user clicks on 'Submit' to finally submit the form. The user is notified in the page after successful submission of the form.

The screenshot shows the notification and edit form on the SilpaSathi portal. A green notification box at the top says 'Unit information successfully added !!'. Below it is the 'Edit Unit/Establishment Information' form with a warning banner: 'This unit/establishment information is incomplete. Kindly complete this details before adding a new service under this same unit/establishment.' The form includes fields for Unit Type*, Name Of The Unit*, New/Existing Unit*, Investment Amount (Rs /-)*, Turnover Amount (Rs /-)*, Category Of The Unit*, Whether Owner Of Industry Is Female*, Select Ownership Type, Enter Permanent Account Number (PAN) Of Establishment*, Select Identity Card Type, Enter GST No, and Select Sector*. A red box highlights the 'ALL ESTABLISHMENTS' menu item, and a green callout box says 'Click on 'All Establishments' to view the establishment(s) added.'

The user has to click on 'All Establishments' and he can view the list of establishments / unit he has added. Please refer to the screenshot below.

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The screenshot shows the 'List of the Unit' page on the SilpaSathi portal. At the top, there is a navigation bar with the portal name and a user profile. Below the navigation bar, there are instructions for users. A table lists six units with columns for SL. NO., UNIT/ESTABLISHMENT NAME, PAN, UPDATED ON, STATUS, and ACTION. The 'ACTION' column contains three buttons: 'Application In Process', 'Application Approved', and 'Add New Service'. A red box highlights the 'Add New Service' button for unit 3. A green callout box with the text 'The added establishment can be viewed from the list.' points to the table.

SL. NO.	UNIT/ESTABLISHMENT NAME	PAN	UPDATED ON	STATUS	ACTION
1	ABC -Kolkata ABCD	ABCDI234	25-11-2024	Active	Application In Process Application Approved Add New Service
2	XYZ -Malda ABC123	NA	17-12-2024	Active	Application In Process Application Approved Add New Service
3	ABC -Allpauruar XYZ	NA	24-01-2025	Active	Application In Process Application Approved Add New Service
4	ABCD -Bankura XUZW 1234	HPMPSE1245	11-06-2025	Active	Application In Process Application Approved Add New Service
5	XYZ -Jalpaiguri ABC123	NA	17-12-2024	Active	Application In Process Application Approved Add New Service
6	ABC -Bankura	HPMPSE122H	03-03-2025	Active	Application In Process Application Approved Add New Service

The user shall click on 'Add New Service' in the particular unit to add the desired service.

The screenshot shows the 'List of the Unit' page on the SilpaSathi portal. At the top, there is a navigation bar with the portal name and a user profile. Below the navigation bar, there are instructions for users. A table lists six units with columns for SL. NO., UNIT/ESTABLISHMENT NAME, PAN, UPDATED ON, STATUS, and ACTION. The 'ACTION' column contains three buttons: 'Application In Process', 'Application Approved', and 'Add New Service'. A red box highlights the 'Add New Service' button for unit 3. A green callout box with the text 'Click to add new service.' points to the 'Add New Service' button.

SL. NO.	UNIT/ESTABLISHMENT NAME	PAN	UPDATED ON	STATUS	ACTION
1	ABC -Kolkata ABCD	ABCDI234	25-11-2024	Active	Application In Process Application Approved Add New Service
2	XYZ -Malda ABC123	NA	17-12-2024	Active	Application In Process Application Approved Add New Service
3	ABC -Allpauruar XYZ	NA	24-01-2025	Active	Application In Process Application Approved Add New Service
4	ABCD -Bankura XUZW 1234	HPMPSE1245	11-06-2025	Active	Application In Process Application Approved Add New Service
5	XYZ -Jalpaiguri ABC123	NA	17-12-2024	Active	Application In Process Application Approved Add New Service
6	ABC -Bankura	HPMPSE122H	03-03-2025	Active	Application In Process Application Approved Add New Service

After clicking on 'Add New Service' the user can filter out the Department and thereby the select the required service.

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The screenshot shows the SilpaSathi portal interface. At the top, there is a navigation bar with 'Silpasathi | State Single Window Portal for Industries' and a user profile 'Welcome Onboard SABRINA VICTORIA SPELLMAN'. Below this, a menu includes 'DASHBOARD', 'ALL ESTABLISHMENTS', 'MY APPLICATION', 'PROCEDURE COMPREHENSIVE LIST', 'QUERY / GRIEVANCE', 'USER MANUAL', and 'COMPLIANCE DASHBOARD'. A notification banner states: '4 in between 10am to 5pm on Monday to Friday | Applicants can avail the e-Service - Issuance of Trade License Certificate (New) under the Department of UD&MA from: https://edistrict.wb.gov.in/PAGE/login.do whereas Renewal of Trade License Certificate under the Department of UD&MA from: https://edistrict.wb.gov.in/PAGE/login.do'. The main content area features a card for an establishment named 'ABCD'. The card includes an icon of a building, the name 'ABCD', and details: 'Owner Contact No.: NA', 'Address: XUZW 1234, District: Bankura', and 'Investment Category: NA | Investment Amount(RS): 1000000 | Industry Category: MICRO'. An 'Edit' button is present. A callout box points to this card with the text: 'Establishment details for the service to be added.' Below the card, a section titled 'Select any Service(s) applicable/required for this Unit' contains a table of services. The table has columns for 'DEPARTMENT/DIRECTORATE/DISTRICT ADMINISTRATION' and 'SERVICE NAME'. The services listed are: 'Consumer Affairs' with 'Auto-renewal of Licence as Dealer of Weights and Measures under the Legal Metrology Act', 'Consumer Affairs' with 'Auto-renewal of Licence as Manufacturer of Weights and Measures under the Legal Metrology Act', 'Consumer Affairs' with 'Auto-renewal of Licence as Repairers of Weights and Measures under the Legal Metrology Act', and 'Consumer Affairs' with 'Licence as Dealer of Weights and Measures under the Legal Metrology Act'. A callout box points to this table with the text: 'List of services from which the user can select the desired service.'

List of services from which the user can select the desired service.

Once done, a list of services will appear. Applicants need to click on the checkbox adjacent to the service named **'Registration under The Building and Other Construction Workers (Regulation of Employment and Conditions of Service) Act, 1996– Labour Department.'**

The screenshot shows the 'Add Service | Ease of doing busi...' page on the SilpaSathi portal. The navigation bar includes 'Ease of Doing Business | Single Window Services for Business' and a user profile 'Welcome Onboard* TEST USER'. The menu includes 'DASHBOARD', 'ALL ESTABLISHMENTS', 'ALL SERVICES', 'PROCEDURE COMPREHENSIVE LIST', and 'QUERY/GRIEVANCES'. The main content area is titled 'Select The Required Service(s)' and features a table of services. The table has columns for 'DEPARTMENT NAME' and 'SERVICE NAME'. The services listed are: 'Labour' with 'Registration of Establishment under The Building and Other Construction Workers (Regulation of Employment and Conditions of Service) Act, 1996', 'Labour' with 'Registration of Principal Employer's under the Contracts Labour (Regulation and Abolition) Act, 1970', 'Labour' with 'Registration of Principal Employer under the Inter State Migrant Workmen (RE&CS) Act, 1979', 'Labour' with 'Registration under The Shops and Establishment Act', 'Labour' with 'Renewal of Registration of Boilers Manufactures under The Boilers Act, 1923', 'Labour' with 'Renewal of Registration of Boilers under The Boilers Act, 1923', 'UD & MA' with 'Trade License - UD & MA', 'UD & MA' with 'Water Connection', 'WBEDC - IT & E' with 'Mobile Tower approval', and 'WBIDC - IC & E' with 'Allotment of land in Industrial Area'. The first row, 'Labour' with 'Registration of Establishment under The Building and Other Construction Workers (Regulation of Employment and Conditions of Service) Act, 1996', is highlighted with a red box. A callout box points to this row with the text: 'Click to create CAF'. Below the table, there is a 'Create CAF' button, also highlighted with a red box. A callout box points to this button with the text: 'Click to create CAF'. The page footer includes 'Copyright © All Rights Reserved' and 'Design & Developed by NIC'.

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After selecting the service '**Registration under The Building and Other Construction Workers (Regulation of Employment and Conditions of Service) Act, 1996**', 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.

Applicant's Dashboard

CAF ID generated.

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

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)

SL NO.	SERVICE	ACTION
1	Registration of Establishment under The Building and Other Construction Workers (Regulation of Employment and Conditions of Service) Act, 1996 (WBRTFS Timeline: 30 days) Applied — Back for Correction (if required) — Accept for Fees Payment — Fees Paid/Form - Upload Pending — Final Submit — Form - Re-Upload (if required) — Issued	Apply Online

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):

Common Application Form - CAF2022000447

Process Start 10%

1. Name and location (Work Site) of the Establishment

Select Establishment *
Sample name

Name of the Establishment *
Sample name

Establishment Type *
Micro

Location of the Establishment *
Sample address

Select District *
Kolkata

Select Subdivision *
Kolkata

Select Areatype *
Corporation

Select Corporation *
Kolkata

Select Ward *
Ward-9

Select Police Station *
Amherst street

PIN Code *
700009

2. Registered Office address of the Establishment

House No./Village Name/Street/Road *
Sample Location

District of the Establishment *
Kolkata

Select Subdivision *
Kolkata

Select Areatype *
Corporation

Select Corporation *
Kolkata

Select Ward *
Ward-9

Select Police Station *
Amherst street

PIN Code *
700009

3. Full Name and permanent address of the Establishment

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4. Full Name and address of the Employer

Full Name of the Employer *
Sample name

Gender *
 Male Female Other

House No./Village Name/Street/Road *
Sample village name

Mobile Number *
9876543210

Select District *
Kolkata

Select Subdivision *
Kolkata

Select Areatype *
Corporation

Select Corporation *
Kolkata

Select Ward *
Ward-9

Select Police Station *
Amherst street

PIN Code *
700009

5. Full name and address of the Manager or Person responsible for the supervision and control of the Establishment

Full name of the Manager or Person Responsible *
Sample name

House No./Village Name/Street/Road *
Sample village name

Select District *
Kolkata

Select Subdivision *
Kolkata

Select Areatype *
Corporation

Select Block *
Kolkata

Select Ward *
Ward-9

Select Police Station *
Amherst street

PIN Code *
700009

6. Other information

Nature of building or other construction work is to be carried on *
Sample nature of building

Maximum number of building workers to be employed on any day *
123

Estimated date of commencement of building or other construction work *
12-09-2022

Estimated date of completion of building or other construction work *
12-09-2023

<< Back Save & Continue >>

The applicant has to browse the required files in his system and upload them as described in the screenshots. A dialogue box appears after clicking on '**Browse**'. Once the required file is selected, the applicant has to click on '**Upload**' button to upload the files successfully.

Establishment | Ease of doing bu... | Upload Documents | Ease of do...

silpasathi.wb.gov.in/cf/upload-document/Q05zH1HZ3dvVHVQ@800Ea2aINUT09

Ease of Doing Business | Single Window Services for Business

WELCOME ONBOARD*
TEST USER

DASHBOARD ALL ESTABLISHMENTS ALL SERVICES PROCEDURE COMPREHENSIVE LIST QUERY/GRIEVANCES

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

Common application form data partially saved.

Upload Documents - CAF202200044

Upload documents

A self-declaration in Organization's letter head that none of the promoters/directors/partners/proprietor of the organization or the organization itself, do not contravene the provision of the Companies Act, 2013, PF, ESI, Income Tax, GST and any other statutory compliances/law, as applicable.

Audited Financial Statement/Annual Accounts including audit report and directors' report & MGT-9 etc.(Annual Report) of the company and the group companies(if any) for last 3 years.

Certificate of Registration (if any)

Copy of PAN

Browse

Browse

Browse

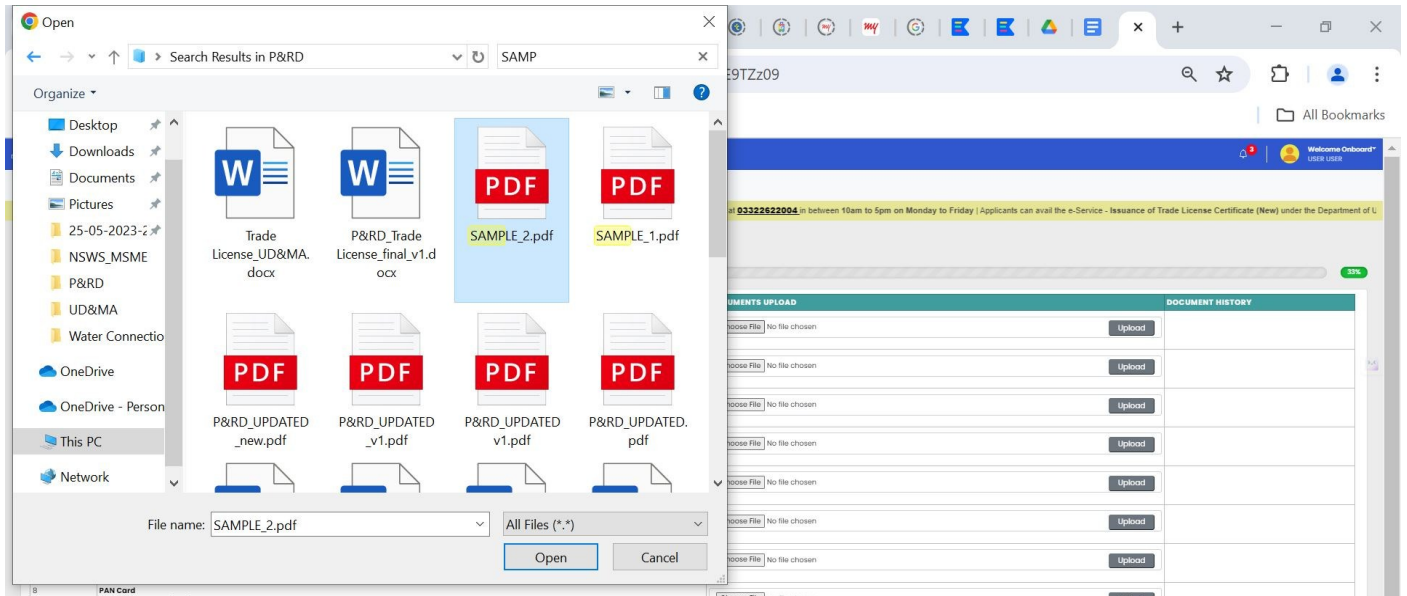
Browse

Copyright © All Rights Reserved

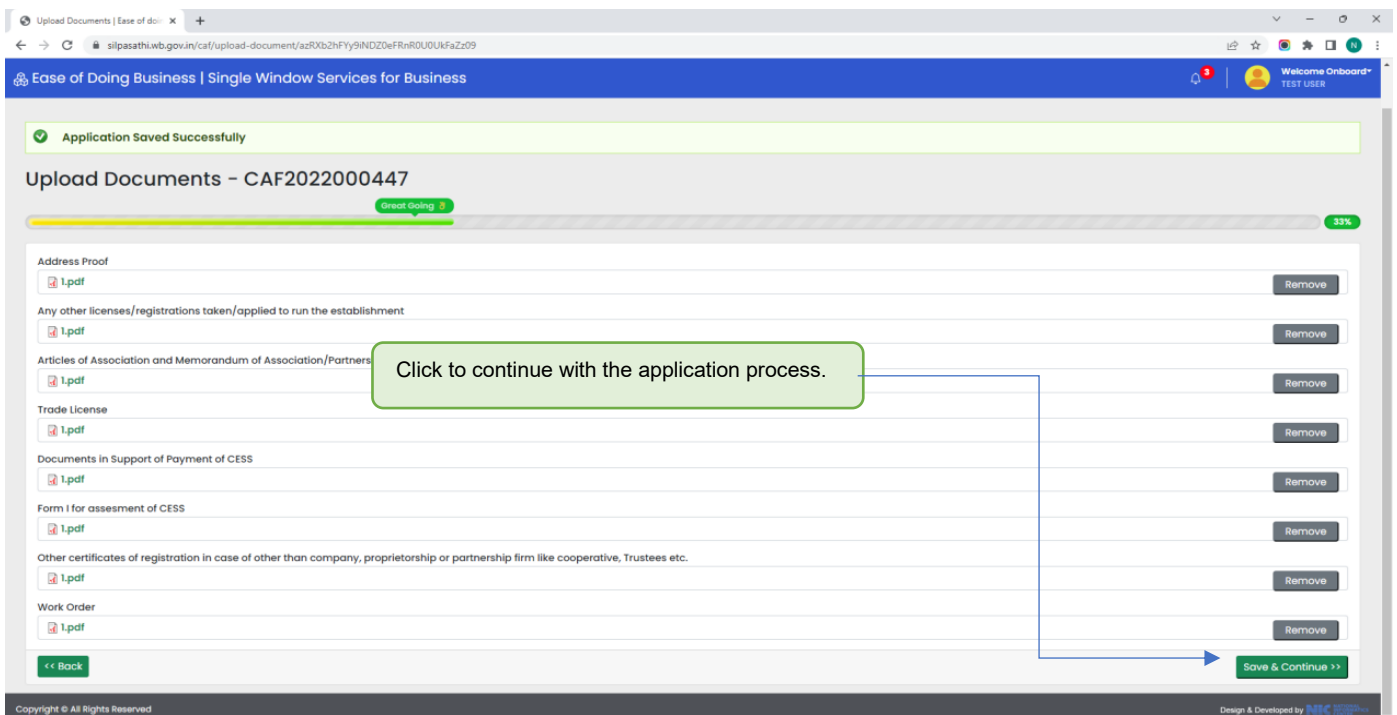
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The applicant is required to upload **required documents** in **pdf format** as illustrated in the screenshots. After filling the application form and uploading the required documents the applicant has to click on '**Save and Continue**' to proceed with the application.



The applicant shall review the filled in application form and proceed for final submission of application. Once reviewed, 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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Documents successfully uploaded.

Common Application Form Preview – CAF2022000447

Almost Completed 87%

PARAMETERS	INPUTS
1. Name And Location of the Establishment	
Name of the Establishment	Sample name
Establishment Type	Micro
Location of the Establishment	Sample address Ward-9, PS - Amherst street, Kolkata- 700009
2. Postal Address of the Establishment	
Postal Address of the Establishment	Sample Location Ward-9, PS - Amherst street, Kolkata- 700009
3. Full name and permanent address of the Establishment	
Full Name(Postal) of the Establishment	Sample Location
Permanent Address of the Establishment	Sample village name Ward-9, PS - Amherst street, Kolkata- 700132
4. Full name and address of the Employer of the Establishment	
Full Name of the Employer	Sample name
Gender of the Employer	Male
Mobile No. of the Employer	9876543210

5. Full name and address of the Manager or person responsible for the supervision and control of the Establishment

Full name of the Manager or Person Responsible for the Supervision and control of the Establishment	Sample name
Address of the Manager or Person Responsible for the Supervision and control of the Establishment	Sample village name Ward-9, PS - Amherst street, Kolkata- 700009

6. Nature of building or other construction work is to be carried on

7. Maximum number of building workers to be employed on any day

8. Estimated date of commencement of building or other construction work

9. Estimated date of the completion of building or other construction work

10. Uploaded signed Application(Form-I)

11. Registration Certificate

UPLOADED SUPPORTING DOCUMENTS	
Address Proof	View
Other certificates of registration in case of other than company, proprietorship or partnership firm like cooperative, Trustees etc.	View
Work Order	View
Form I for assessment of CESS	View
Documents in Support of Payment of CESS	View
Trade License	View
Articles of Association and Memorandum of Association/Partnership Deed	View
Any other licenses/registrations taken/applied to run the establishment	View

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

Click on submit for submission of application.

Submit

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

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

Current Status-CAF2022000447

NAME OF THE SERVICES	STATUS TITLE	CURRENT STATUS	ACTION TAKEN DATE
Registration of Establishment under The Building and Other Construction Workers (Regulation of Employment and Conditions of Service) Act 1996	Applied	Completed	3/02/2023
	Back for Correction(if required)	Pending	
	Accept for Fees Payment	Pending	
	Fees Paid/Form -I Upload Pending	Pending	
	Final Submit	Pending	
	Form -I Re-Upload(if required)	Pending	
	Issued	Pending	

Application status updated.

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.

Application status notified through SMS.

Application status notified through email.

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

2:03 pm

Common Application Submitted - silpasathi.wb.gov.in

Application submitted. Please check your status at regular intervals for taking necessary action as guided by the system. Keep this number for future reference. CAF No : CAF2022000481 Dt: 22-09-2022 11:07:11 Silpa Sathi SWP, Govt. of WB

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.

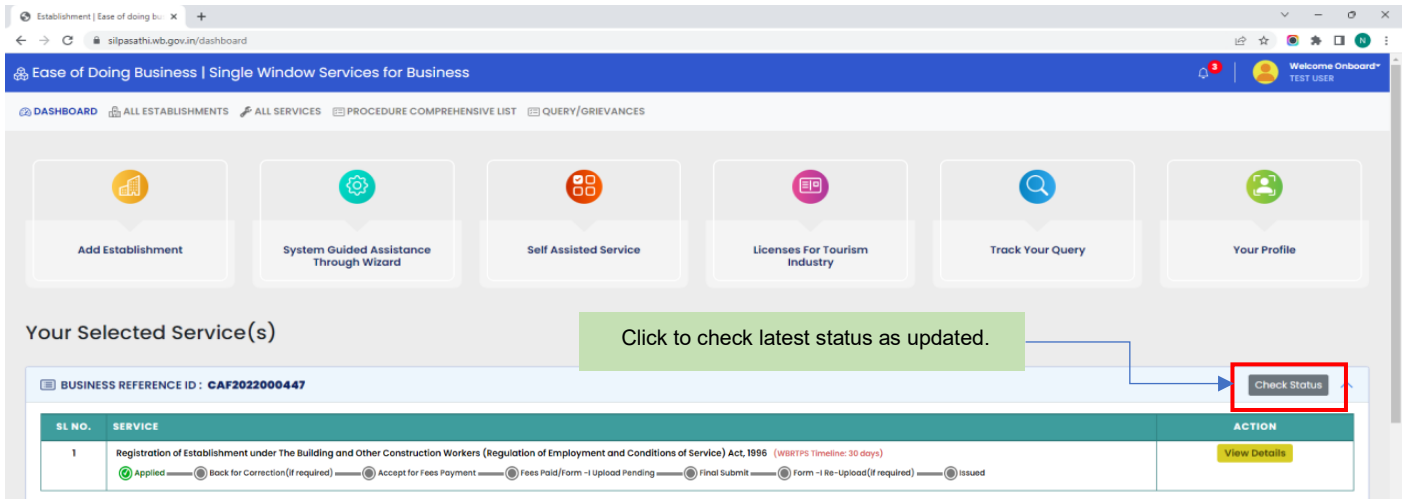
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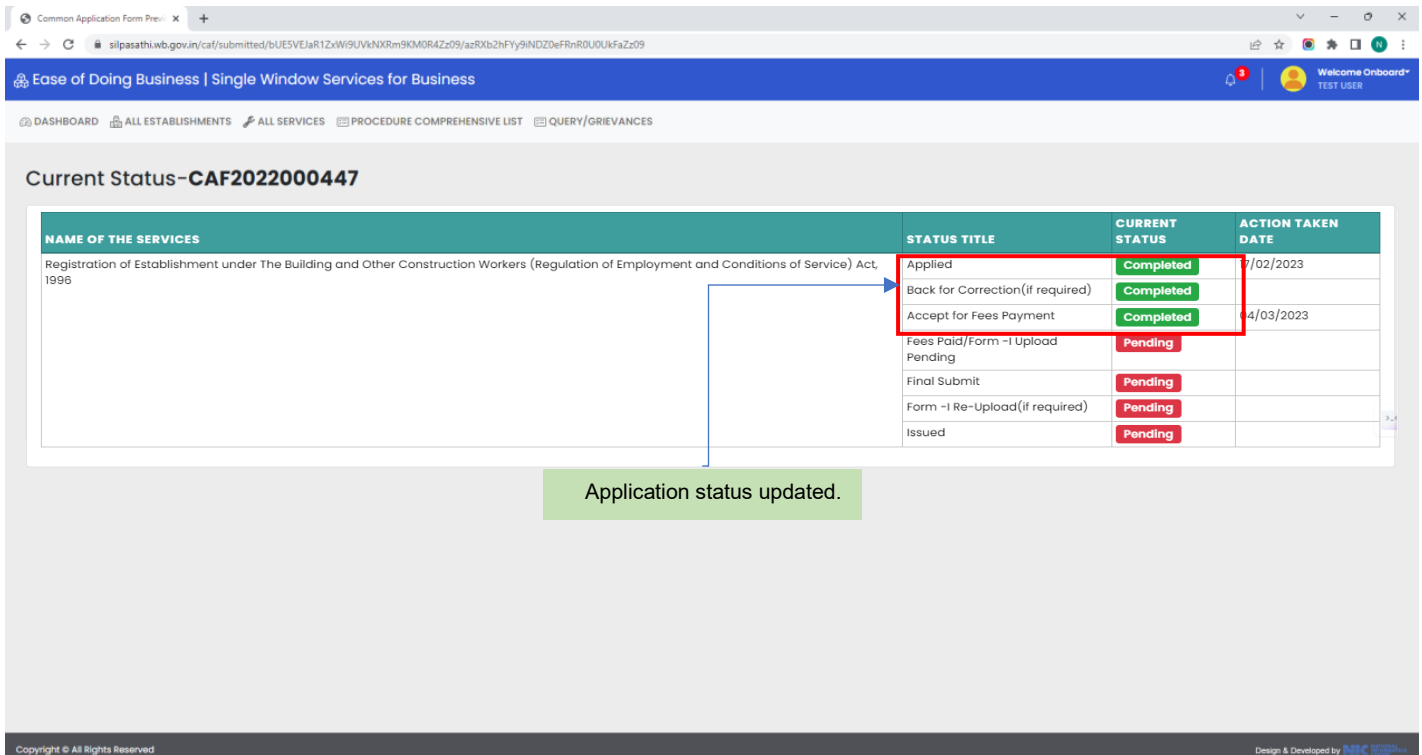
Provided as a service through 'SilpaSathi' the Online Single Window portal of State (WB)

In some cases, The application might be sent for correction to the applicant if required. The applicant is required to make necessary corrections and re-submit the application.

Application Dashboard



Status Dashboard



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2. Online Payment of fees

The applicant is now required to pay the required fees based on the application filled by the applicant. The applicant has to click on 'Pay Now' option and proceed with the payment procedure. The screenshot below provides an illustration:

Applicant's Dashboard

The screenshot shows the 'Ease of Doing Business | Single Window Services for Business' dashboard. It lists four applications with their Business Reference IDs (CAF2022000460, CAF2022000457, CAF2022000455, CAF2022000447). The application with ID CAF2022000447 is selected, and its progress bar is visible. The progress bar shows the following steps: Applied, Back for Correction (if required), Accept for Fees Payment, Fees Paid/Form -1 Upload Pending, Final Submit, Form -1 Re-Upload (if required), and Issued. The 'Accept for Fees Payment' step is currently active. A red box highlights the 'Pay Now' button in the 'ACTION' column. A callout box points to the 'Pay Now' button with the text 'For proceeding with payment'. Another callout box points to the progress bar with the text 'Application status updated.'

The payment procedure has been illustrated as per the following screenshots. The applicant can proceed with the payment after clicking on the 'Proceed to Pay' option.

The screenshot shows the 'Payments Details-CAF2022000447' page. It displays the details of the depositor and the service-wise fees details. The depositor details include: Dept. Payment Reference Number (EOD81358148000813387), CAF Number (CAF2022000447), Name (Test User), Email (testuser@gmail.com), and Mobile (8999999999). The service-wise fees details table is as follows:

SL. NO.	NAME OF THE SERVICES	PURPOSE	HEAD OF ACCOUNT	PAYABLE AMOUNT(RS.)
1	Registration of Establishment under The Building and Other Construction Workers (Regulation of Employment and Conditions of Service) Act, 1996	Registration Fees	0230-00-101-004-12	2000
Total				2000

A red box highlights the 'Proceed to Pay' button. A callout box points to the button with the text 'Click here to proceed with the payment in GRIPS portal.'

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The applicant is redirected to the **GRIPS portal** to complete the payment process. The applicant shall be able to choose between various modes of payment methods for fees payment.

DEPOSITOR'S DETAILS

Details of Payment			
Department:	Labour Department	No. Of Head:	1
Depositor Name:	Test User	Address:	Kolkata
Mobile No:	8999999999	E-Mail:	testuser@gmail.com
Identification No:	05030120221663139312	Payment Ref. No.:	CAF2022000448
In favour of:	Labour	Payment Mode:	NA
Period From:	14/09/2022	Period To:	14/09/2022
Total Amount[*]:	2000	Remarks:	Payment for -Registration of Principal Employer's under the Contracts Labour (Regulation and Abolition) Act, 1970

CHALLAN DETAILS

SUB SERVICE	IDENTIFICATION NO	HEAD OF ACCOUNT	HEAD DESCRIPTION	AMOUNT[*]
Receipt-contract labour	05030120221663139312	0230-00-106-001-27	The Contract Labour (Regulation& Abolition) Act 1970- Other Receipts	2000
Total Amount: 2000				2000
IN WORDS: TWO THOUSAND ONLY				

Select Payment Mode
Payment Mode: SBI Epay

CONFIRM CANCEL

Payment amount displayed.

Payments through GRIPS portal
Labour Department

Payment Mode: SBI Epay

Select Bank to make payment

Bank Easy Search:

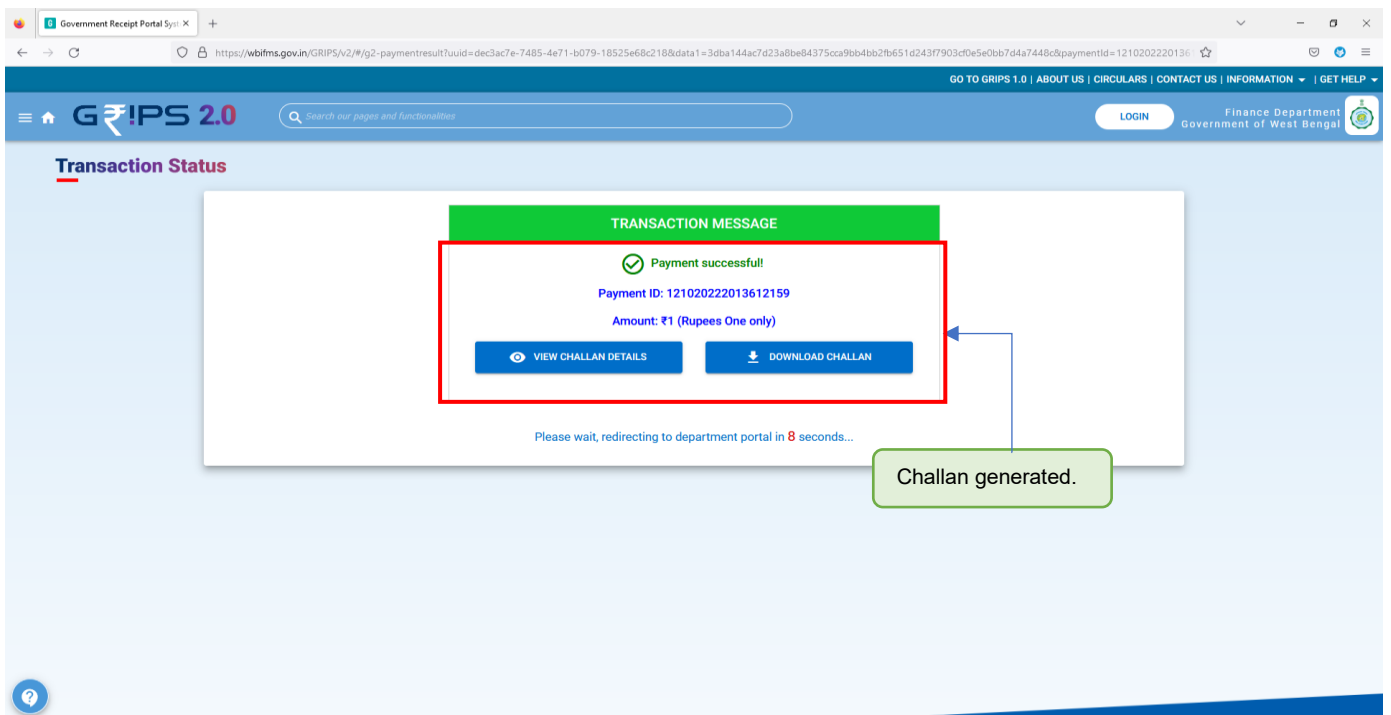
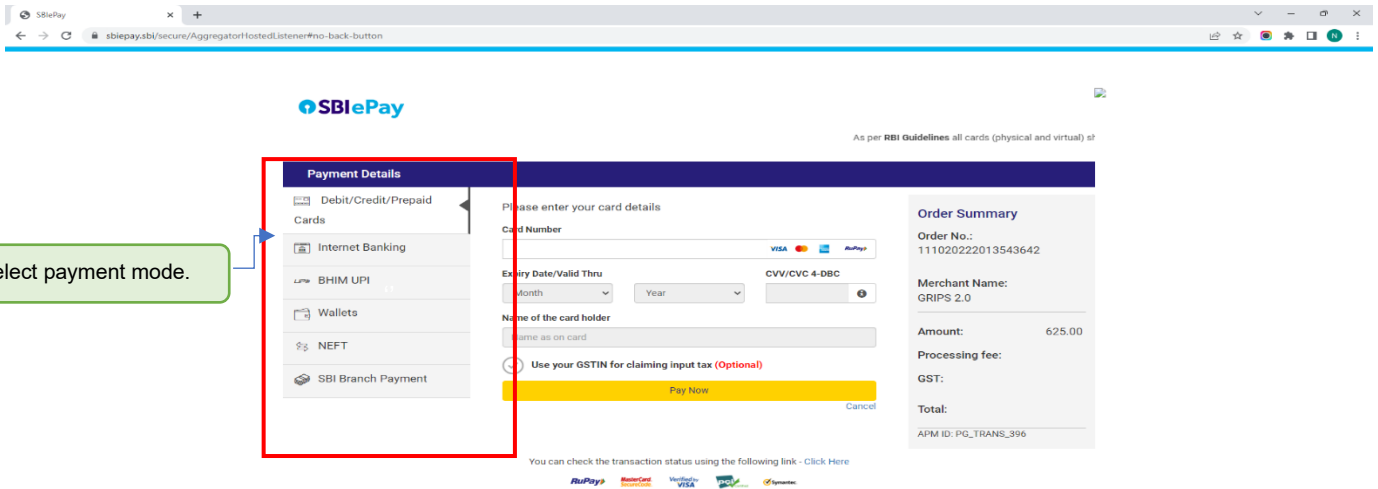
Select Bank: SBI EPay

RESET PROCEED CANCEL

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Once done, applicant will be auto directed to the applicant dashboard to download Form I and upload the same with the signature of the Contractor and proceed with the Final submit as mentioned in the screenshot below:

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NAME OF THE SERVICES	STATUS TITLE	CURRENT STATUS	ACTION TAKEN DATE
Registration of Establishment under The Building and Other Construction Workers (Regulation of Employment and Conditions of Service) Act, 1996	Applied	Completed	19/04/2023
	Back for Correction(if required)	Completed	
	Accept for Fees Payment	Completed	20/04/2023
	Fees Paid/Form -I Upload	Completed	
	Pending		
	Final Submit	Pending	
	Form -I Re-Upload(if required)	Pending	
	Issued	Pending	

Form 1, also known as the "Notification of Registration" or "Employer Registration Form," is typically a document submitted by employers to the Labour Department to register their business or establishment. This form requires details such as the employer's name, address, business type, and number of employees.

Upload Application Form - CAF2022000447

Click to download Form I

Click here to Download Application(Form-I)

Choose File No file chosen

NOTE :- Form-I should be download and duly sign by Employer and uploaded for successful submission of the Application.

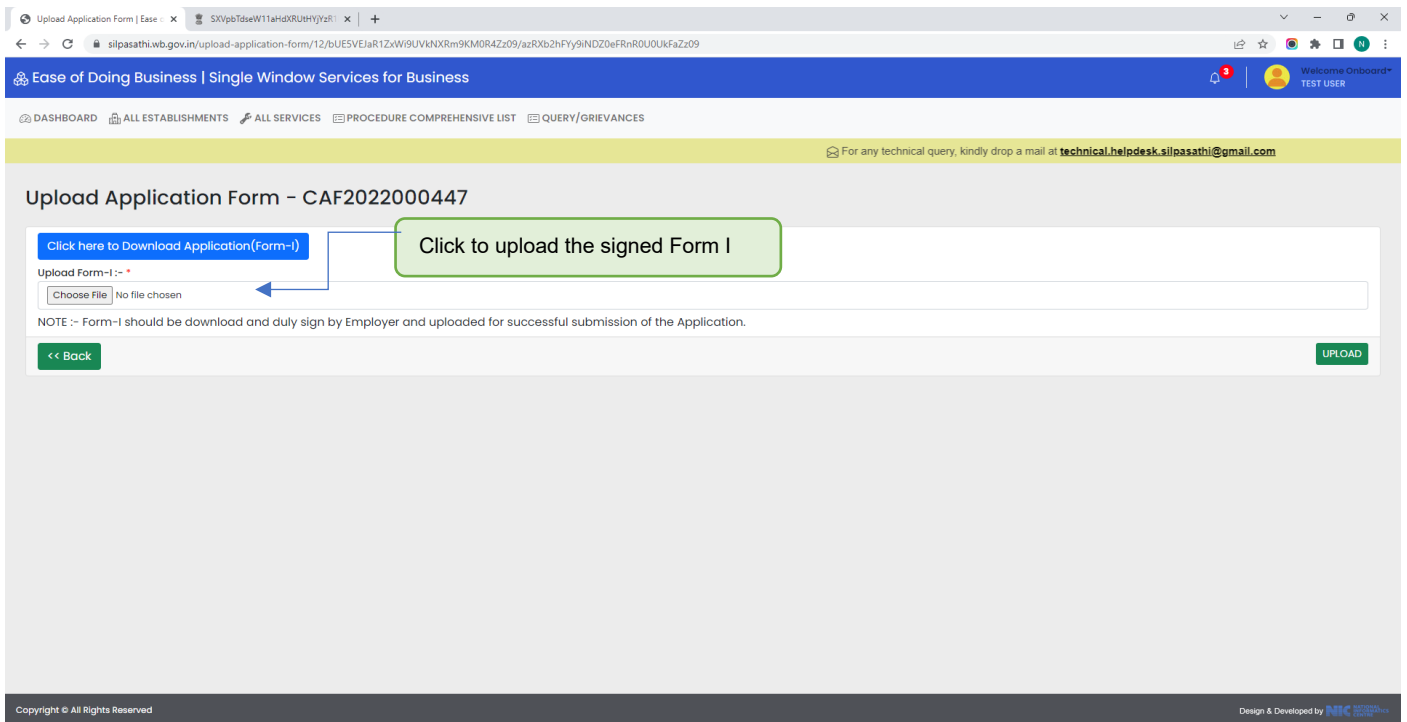
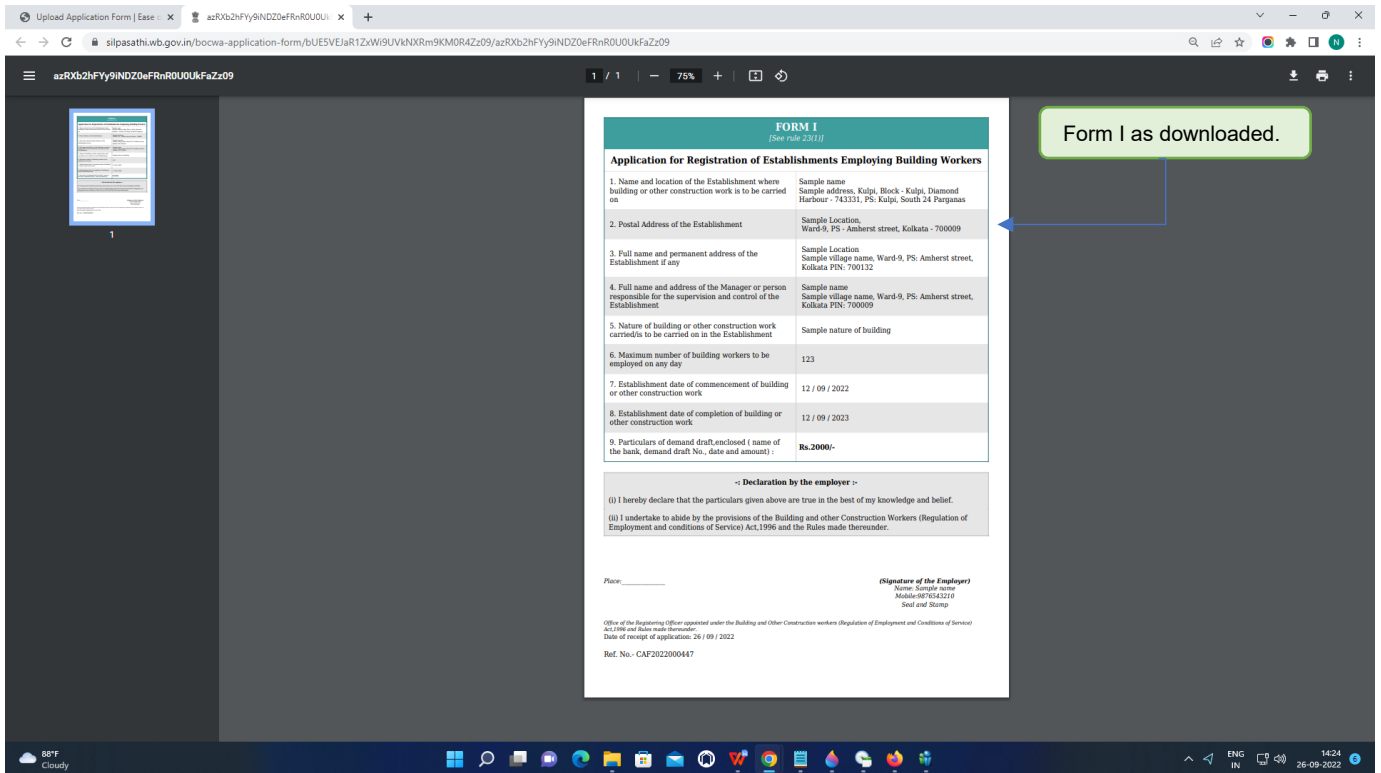
Click to upload the signed Form I

UPLOAD

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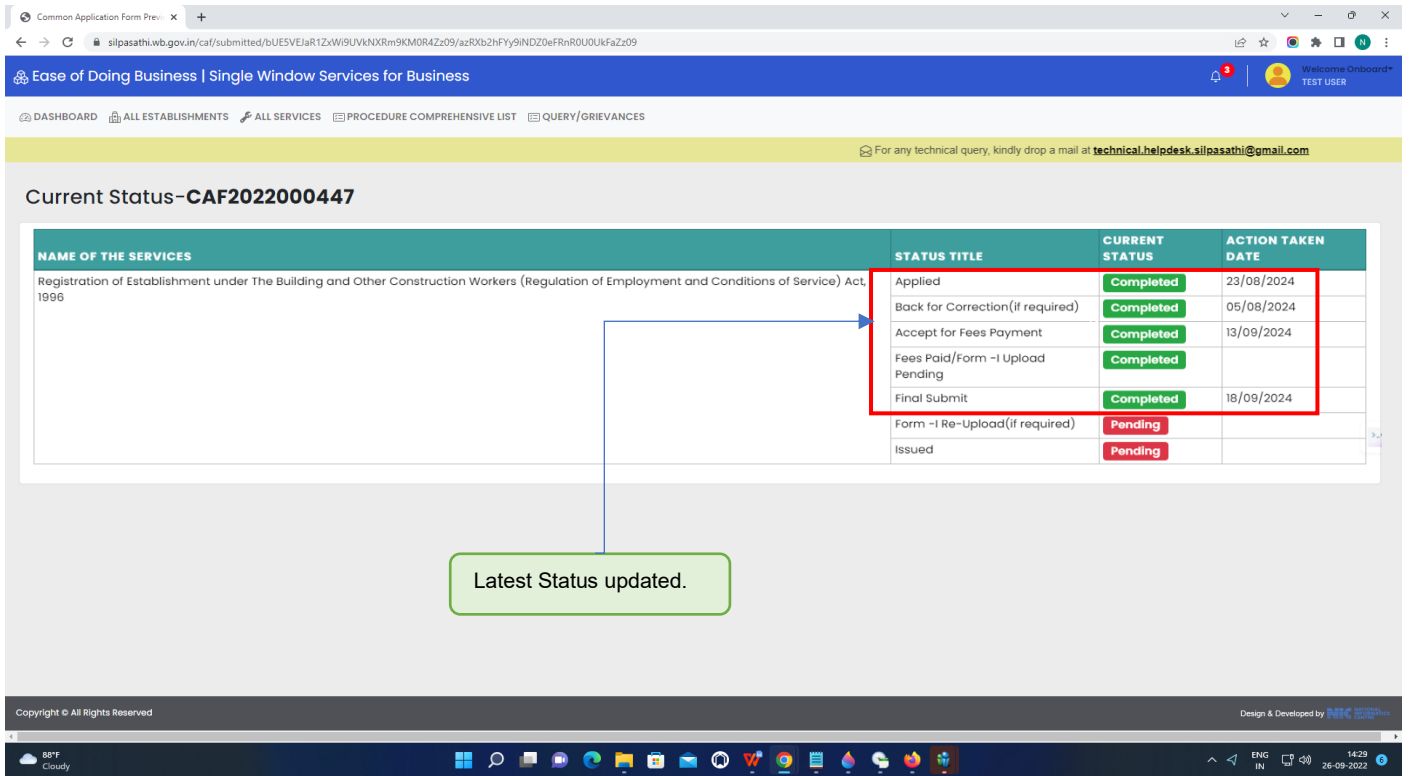
Provided as a service through 'SilpaSathi' the Online Single Window portal of State (WB)



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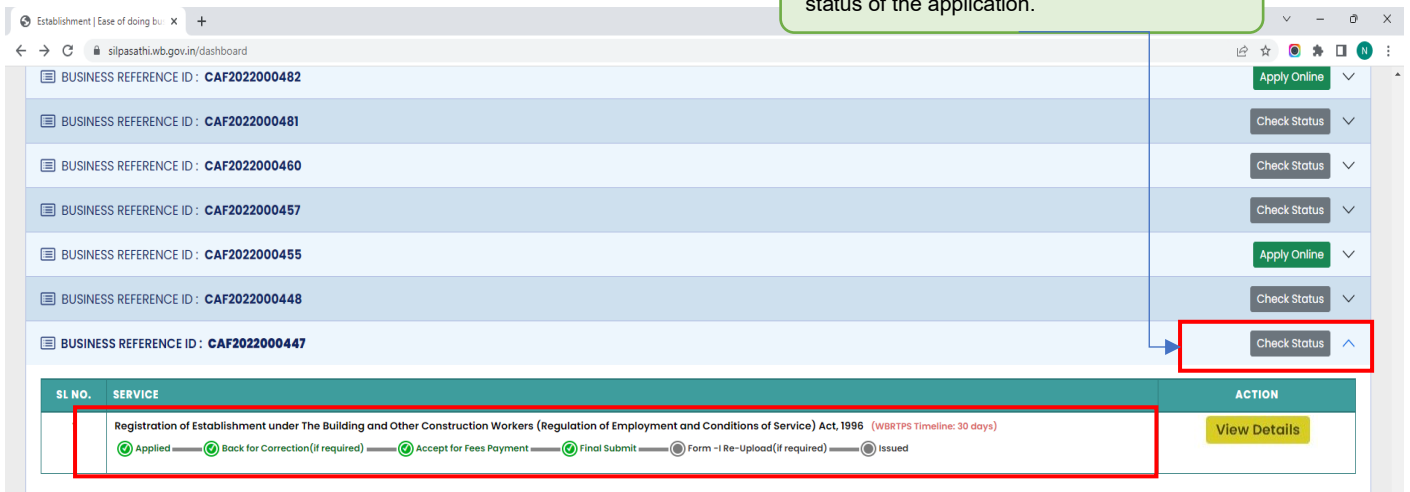
Provided as a service through 'SilpaSathi' the Online Single Window portal of State (WB)



3. Track Status of Application

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

Applicant's Dashboard



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

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

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Current Status-CAF2022000447

NAME OF THE SERVICES	STATUS TITLE	CURRENT STATUS	ACTION TAKEN DATE
Registration of Establishment under The Building and Other Construction Workers (Regulation of Employment and Conditions of Service) Act, 1996	Applied	Completed	27/01/2023
	Back for Correction(if required)	Completed	
	Accept for Fees Payment	Completed	27/01/2023
	Fees Paid/Form -I Upload Pending	Completed	
	Final Submit	Completed	28/03/2023
	Form -I Re-Upload(if required)	Completed	
	Issued	Completed	31/03/2023

Latest status updated.

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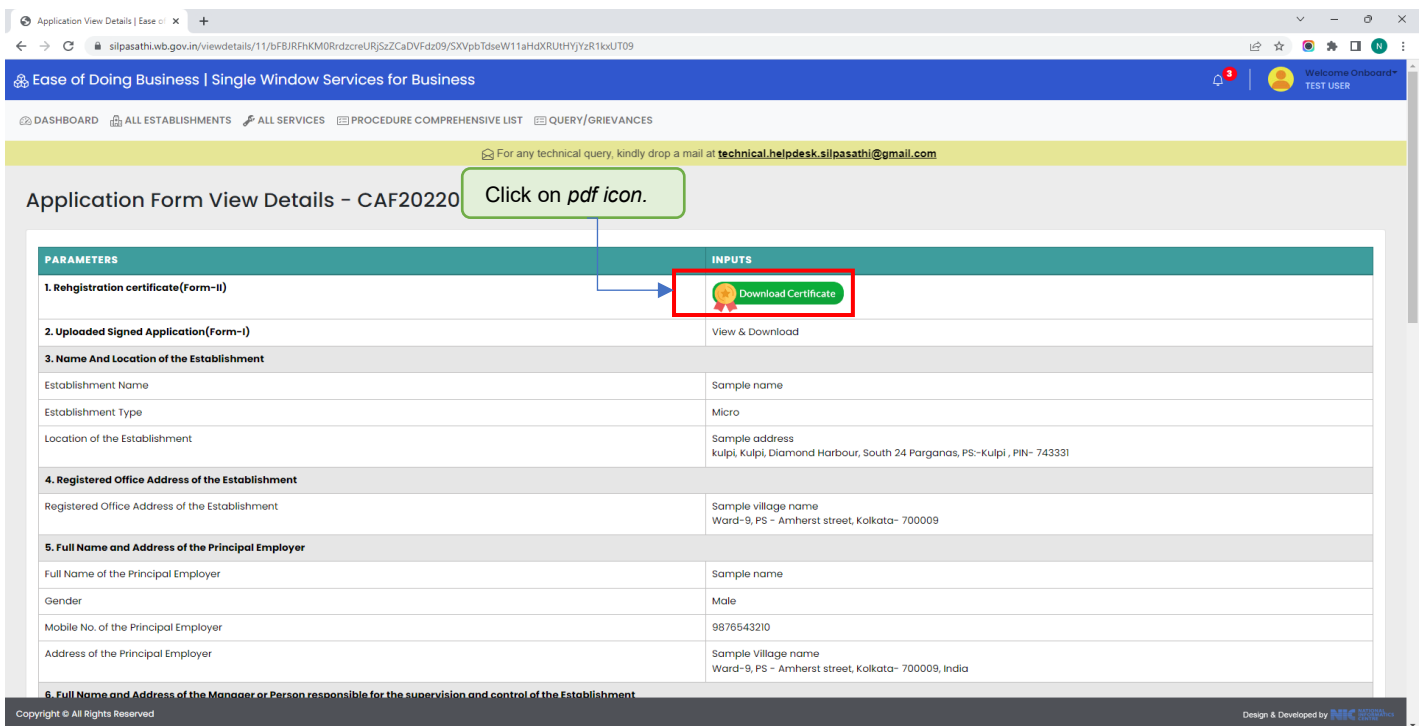
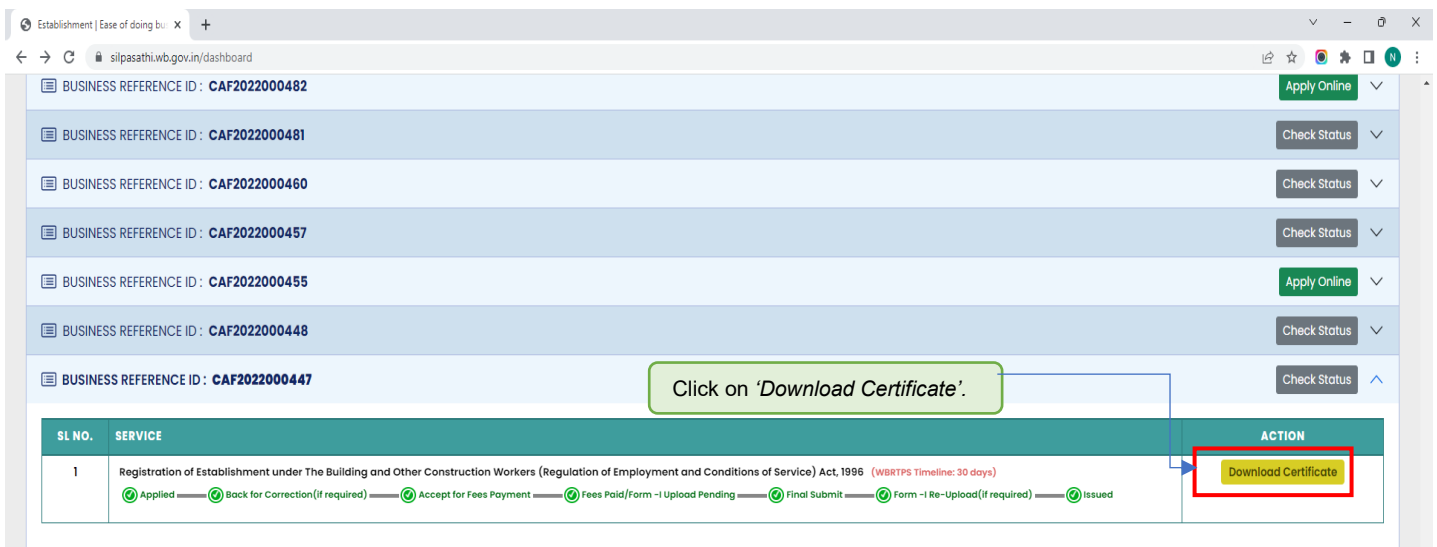
4. Online Download of final approval certificate

The applicant has to '**Download Certificate**' to view further.

Applicant's Dashboard

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.



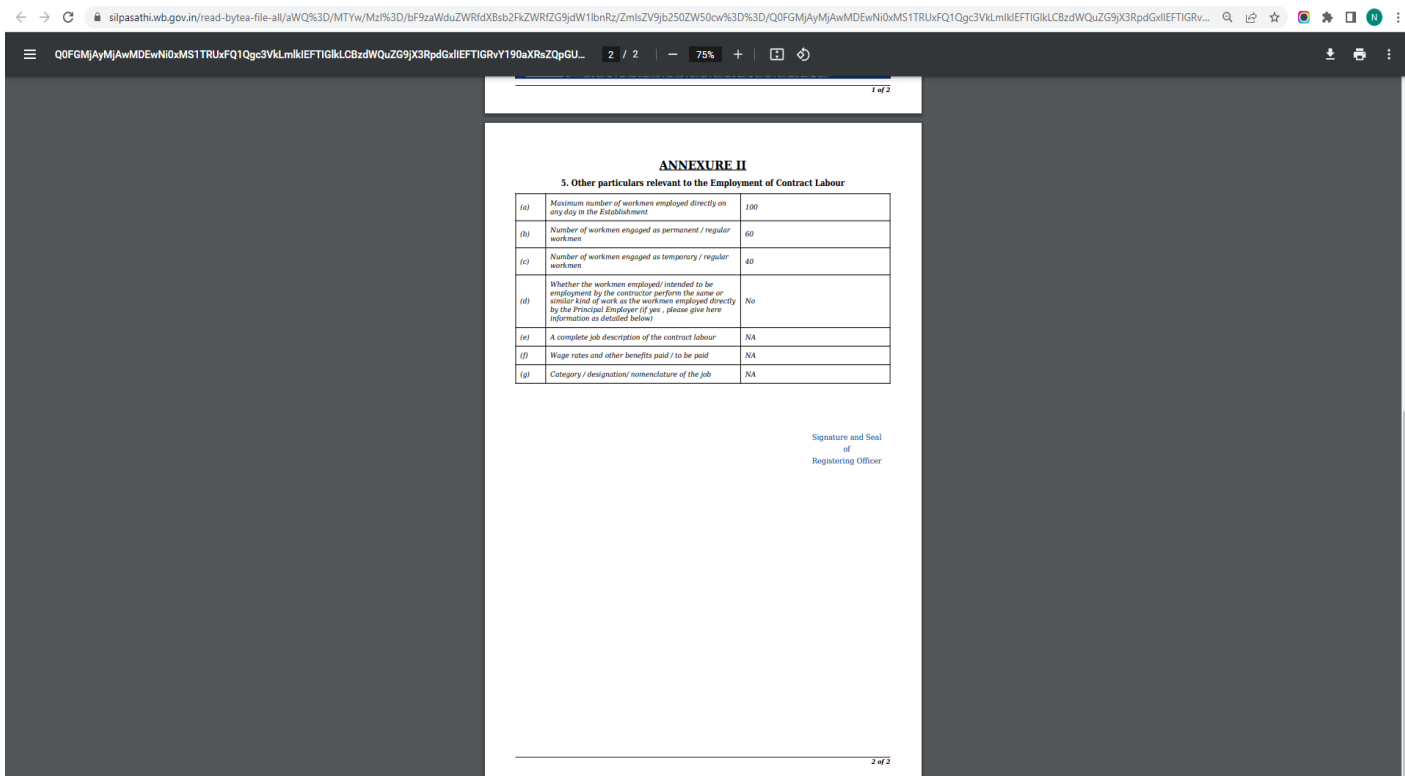
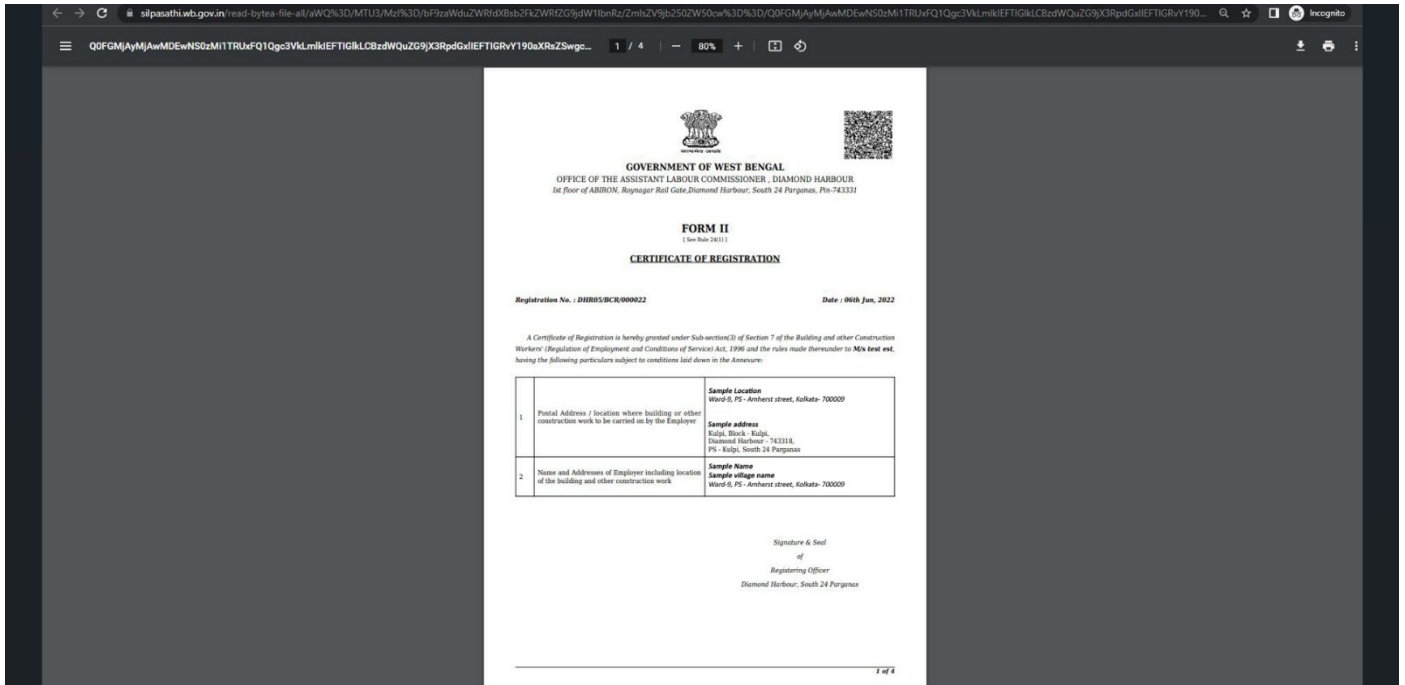
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The certificate as downloaded has been illustrated in the screenshot below:

[The Final Certificate gets downloaded \(Screenshot\)](#)

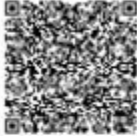



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One Approval certificate document has been illustrated below:



GOVERNMENT OF WEST BENGAL
OFFICE OF THE ASSISTANT LABOUR COMMISSIONER , DIAMOND HARBOUR
1st floor of ABIRON, Roynagar Rail Gate, Diamond Harbour, South 24 Parganas, Pin-743331

FORM II
[See Rule 24(1)]

CERTIFICATE OF REGISTRATION

Registration No. : DHR05/BCR/000022 **Date : 06th Jun, 2022**

A Certificate of Registration is hereby granted under Sub-section(3) of Section 7 of the Building and other Construction Workers' (Regulation of Employment and Conditions of Service) Act, 1996 and the rules made thereunder to **M/s test est**, having the following particulars subject to conditions laid down in the Annexure:

1	Postal Address / location where building or other construction work to be carried on by the Employer	Sample Location Ward-9, PS - Amherst street, Kolkata- 700009 Sample address Kulpi, Block - Kulpi, Diamond Harbour - 743318, PS - Kulpi, South 24 Parganas
2	Name and Addresses of Employer including location of the building and other construction work	Sample Name Sample village name Ward-9, PS - Amherst street, Kolkata- 700009

Signature & Seal
of
Registering Officer
Diamond Harbour, South 24 Parganas

1 of 4

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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 party 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):

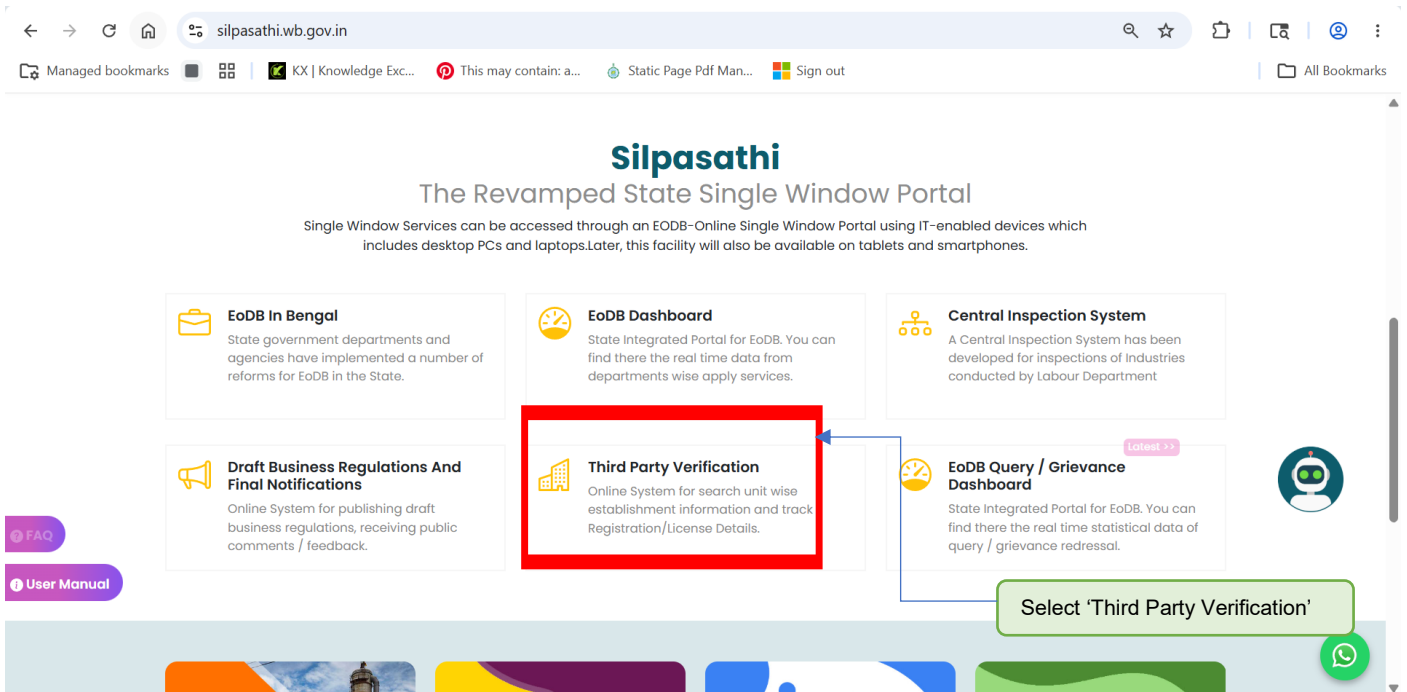
SilpaSathi Homepage

The screenshot shows the SilpaSathi homepage. At the top, there is a navigation bar with the SilpaSathi logo, the text 'State Single Window for Industries', and the Government of West Bengal logo. Below the navigation bar, there is a main banner with the text '100+ Services State Single Window Portal for Industries Empowering entrepreneurs with 100* essential services Discover Now!'. The banner features images of industrial sites, solar panels, and workers. Below the banner, there is a section with statistics: 20 TOTAL GOVERNMENT ENTITIES, 145 TOTAL SERVICES, 593453 TOTAL REGISTERED USERS, 2211407 SUBMITTED APPLICATIONS, 2158034 APPROVED APPLICATIONS, and 13774780 SITE COUNTER. A WhatsApp icon is visible in the bottom right corner.

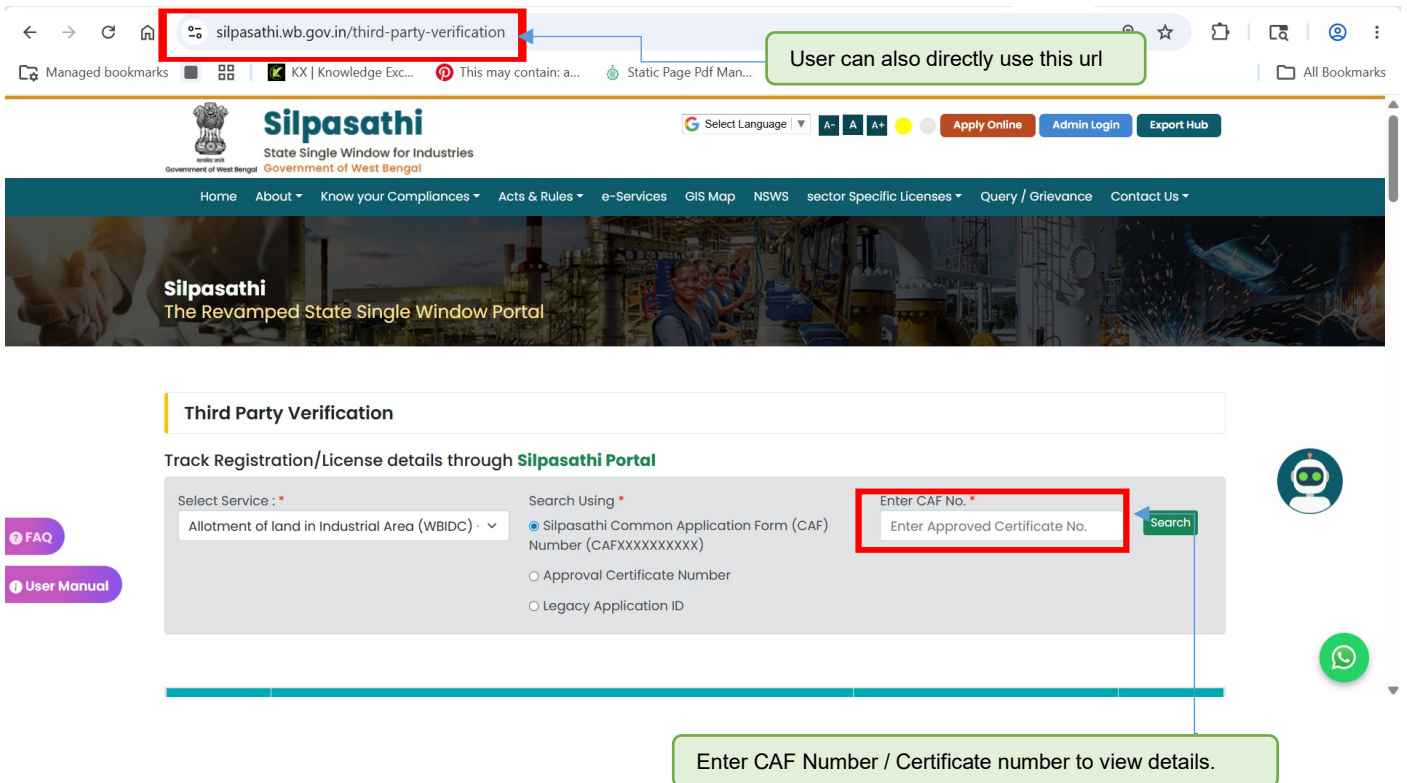
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Applicant selects the service and then select SilpaSathi CAF Number/ Approval Certificate Number. Enter the Certificate or Approval number / CAF Number in the text box beside it and click on 'Search' to view details of certificate.

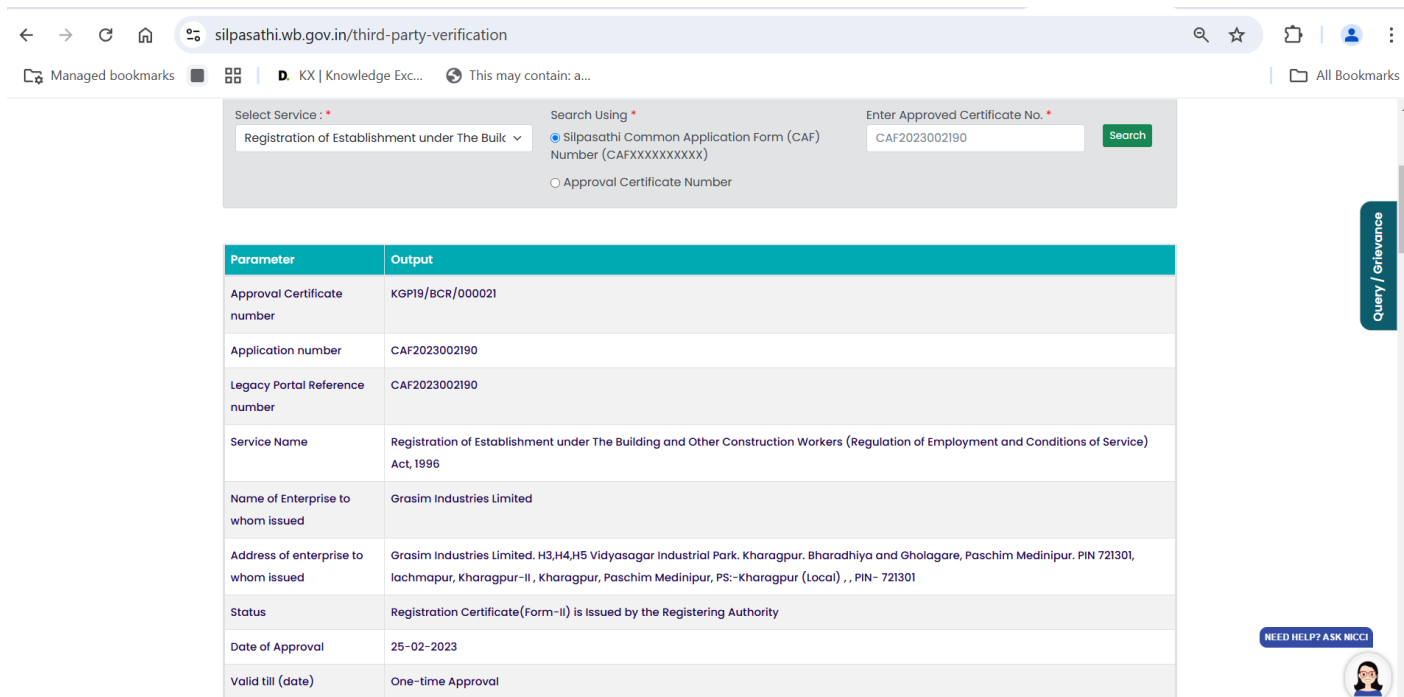


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The third part can view the details as illustrated below:



The screenshot shows a web browser window with the URL `silpasathi.wb.gov.in/third-party-verification`. The page features a search interface with the following details:

- Select Service:** Registration of Establishment under The Bulk
- Search Using:** Silpasathi Common Application Form (CAF) Number (CAFXXXXXXXXXX) (selected), Approval Certificate Number
- Enter Approved Certificate No.:** CAF2023002190
- Search Button:** Search

The search results are displayed in a table with the following data:

Parameter	Output
Approval Certificate number	KGP19/BCR/000021
Application number	CAF2023002190
Legacy Portal Reference number	CAF2023002190
Service Name	Registration of Establishment under The Building and Other Construction Workers (Regulation of Employment and Conditions of Service) Act, 1996
Name of Enterprise to whom issued	Grasim Industries Limited
Address of enterprise to whom issued	Grasim Industries Limited. H3,H4,H5 Vidyasagar Industrial Park. Kharagpur. Bharadhiya and Ghologare, Paschim Medinipur. PIN 721301, Iachmapur, Kharagpur-II, Kharagpur, Paschim Medinipur, PS:-Kharagpur (Local) , , PIN- 721301
Status	Registration Certificate(Form-II) is Issued by the Registering Authority
Date of Approval	25-02-2023
Valid till (date)	One-time Approval

Additional UI elements include a 'Query / Grievance' button on the right side and a 'NEED HELP? ASK NICCI' button at the bottom right.