



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

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

Table of Contents

Introduction	3
About the Service.....	3
Comprehensive Checklist of Documents to be submitted online	3
Timeline (WBRTPS).....	4
Instructions related to the application form	4
Application Process through SilpaSathi	6
1. Online Application submission along with online submission of documents	6
2. Online Payment of fees	16
3. Track Status of Application.....	21
4. Online Download of final approval certificate.....	23
5. Third Party verification details	26

User Manual

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 State (WB)

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

User Manual

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 State (WB)

#	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		

User Manual

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 State (WB)

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

User Manual

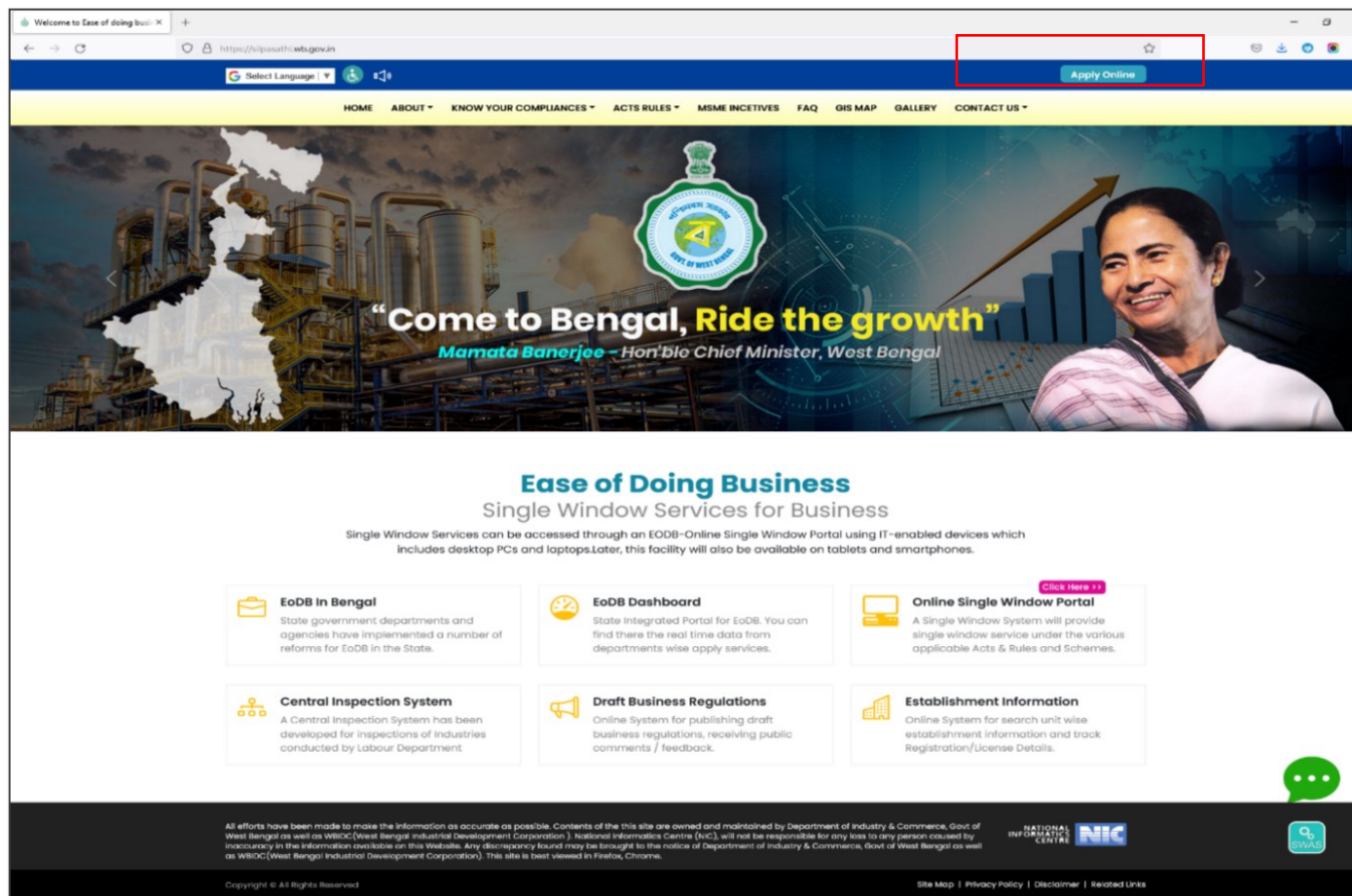
Registration under The Building and Other Construction Workers (Regulation of Employment and Conditions of Service) Act, 1996

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

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.

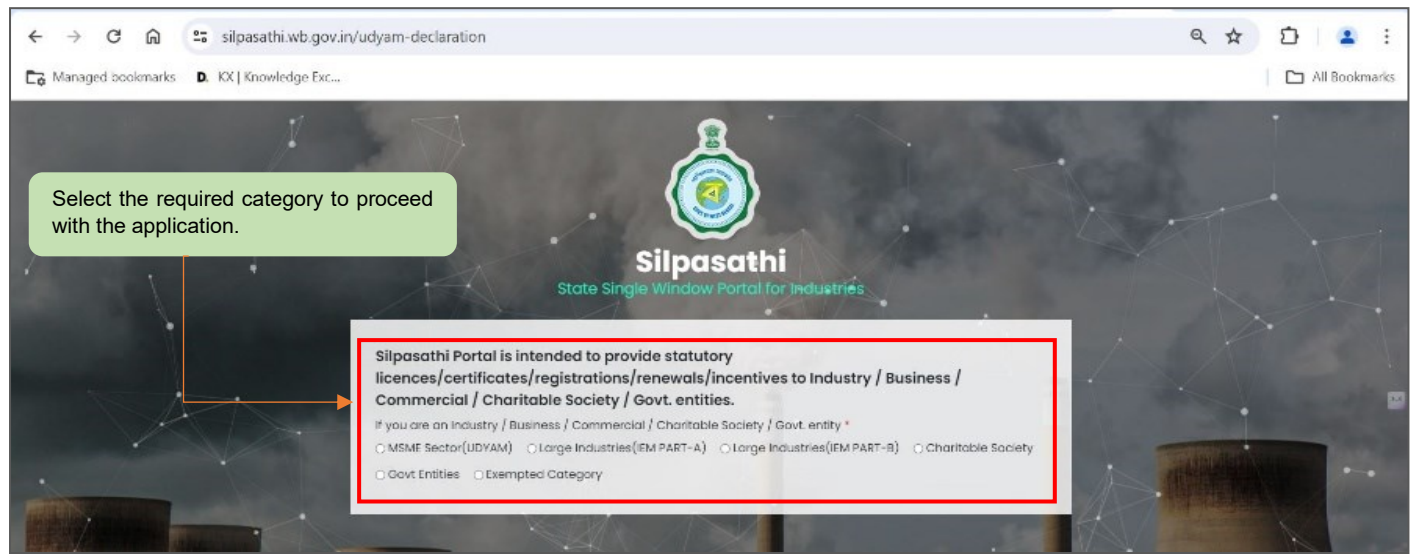


Applicant Log-in: The applicant needs to **select the required category** as illustrated in the screenshot below and proceed for registration.

User Manual

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 State (WB)



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**.

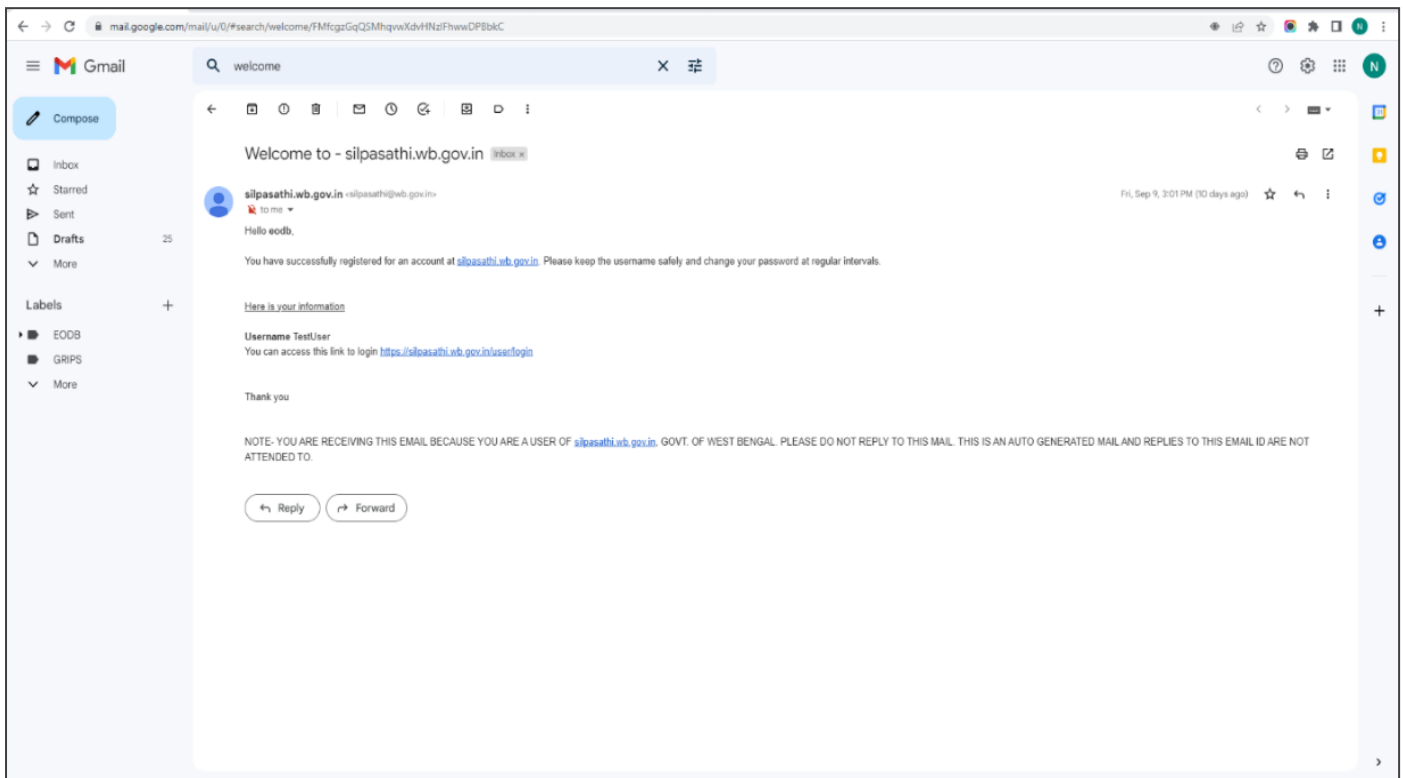
The screenshot shows the 'User Registration' form. The form has the following fields: 'First Name', 'Middle Name', 'Last Name', 'Mobile Number', 'Email', 'Gender' (with radio buttons for Male, Female, and Transgender), 'Password' (with a strength indicator), and 'Confirm Password'. There is a 'Register' button at the bottom of the form. Below the 'Register' button, there is a link 'Already have an account? [Sign In](#)'. The background of the form is a large image of a power plant with cooling towers. The text 'Ease of Doing Business Single Window Services for Business' and '"To Ride the growth, register your service"' is visible on the left side of the background image. The footer of the page contains 'Copyright © All Rights Reserved' and 'Design & Developed By NATIONAL INFORMATICS CENTRE NIC'.

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

User Manual

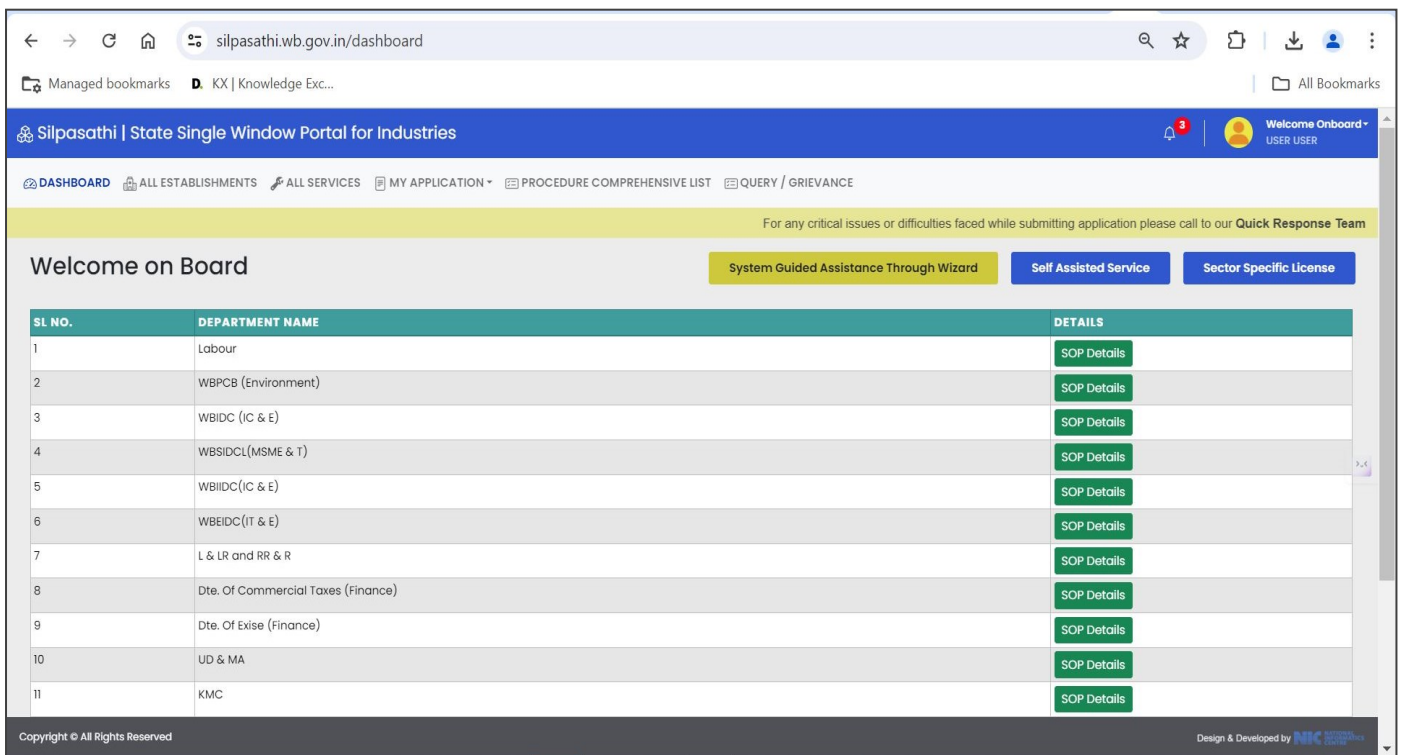
Registration under The Building and Other Construction Workers (Regulation of Employment and Conditions of Service) Act, 1996

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



Online Application submission

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

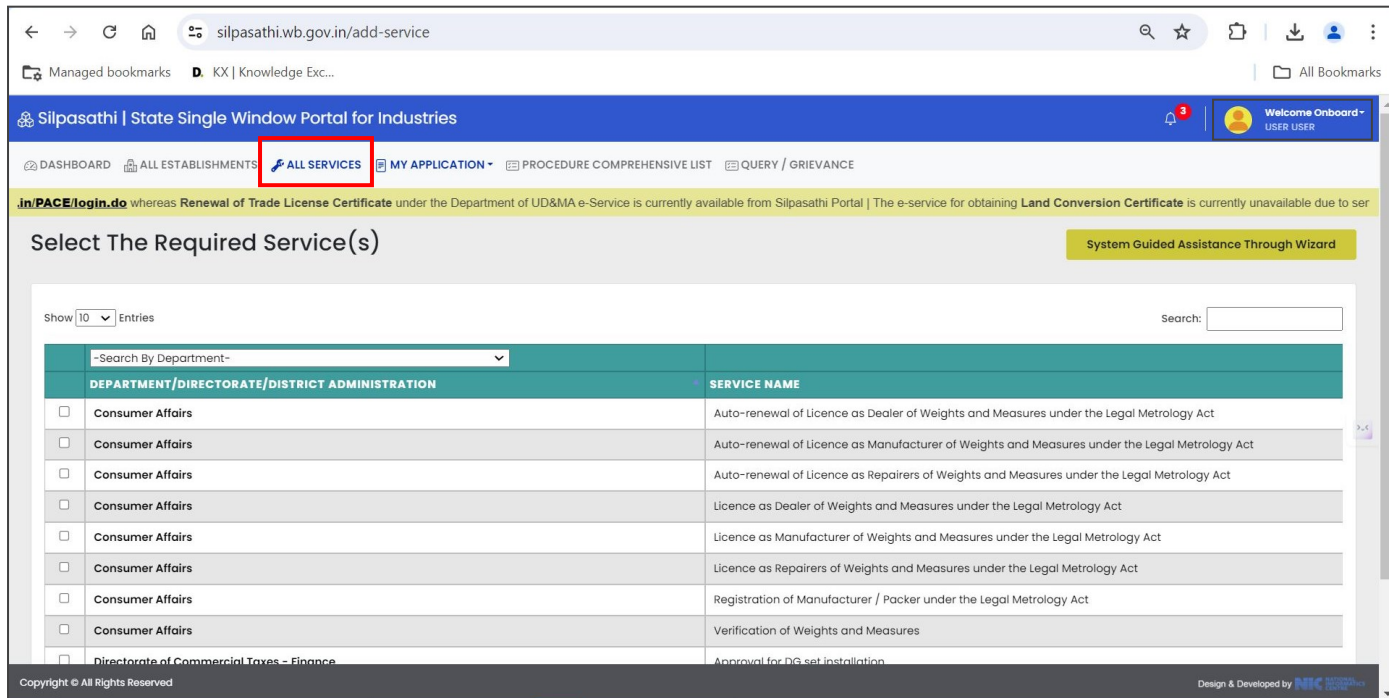


User Manual

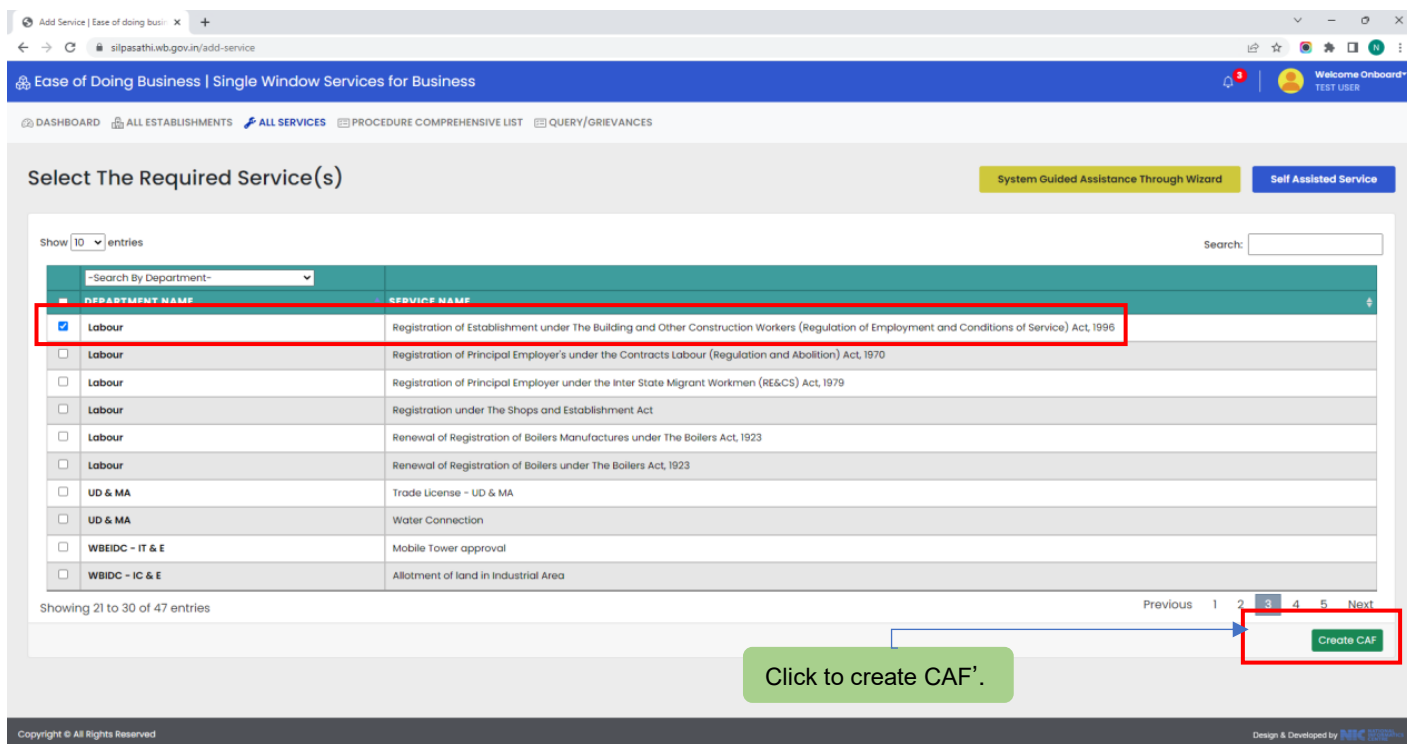
Registration under The Building and Other Construction Workers (Regulation of Employment and Conditions of Service) Act, 1996

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

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 The Building and Other Construction Workers (Regulation of Employment and Conditions of Service) Act, 1996– Labour Department.**'



User Manual

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 State (WB)

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 (WBRTPS Timeline: 30 days) Applied — Back for Correction (If required) — Accept for Fees Payment — Fees Paid/Form -1 Upload Pending — Final Submit — Form -1 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

Copyright © All Rights Reserved

Design & Developed by NIK

User Manual

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 State (WB)

The screenshot displays the 'Common Application Form' on the SilpaSathi portal. It is divided into three main sections:

- 4. Full Name and address of the Employer:** Includes fields for Full Name of the Employer, Gender (Male, Female, Other), Mobile Number, Select District, Select Subdivision, Select Areatype, Select Police Station, Select Corporation, and PIN Code.
- 5. Full name and address of the Manager or Person responsible for the supervision and control of the Establishment:** Includes fields for Full name of the Manager or Person Responsible, House No./Village Name/Street/Road, Select District, Select Subdivision, Select Areatype, Select Block, Select Ward, Select Police Station, and PIN Code.
- 6. Other Information:** Includes fields for Nature of building or other construction work is to be carried on, Maximum number of building workers to be employed on any day, Estimated date of commencement of building or other construction work, and Estimated date of completion of building or other construction work.

Navigation buttons include '<< Back' and 'Save & Continue >>'. The footer mentions 'Copyright © All Rights Reserved' and 'Design & Developed by NIC'.

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.

The screenshot shows the 'Upload Documents' page on the SilpaSathi portal. A green message bar at the top states 'Common application form data partially saved.' The page title is 'Upload Documents - CAF202200044'. A green button labeled 'Upload documents' is visible. Below the title, there is a self-declaration statement and a list of documents to be uploaded, each with a 'Browse' button:

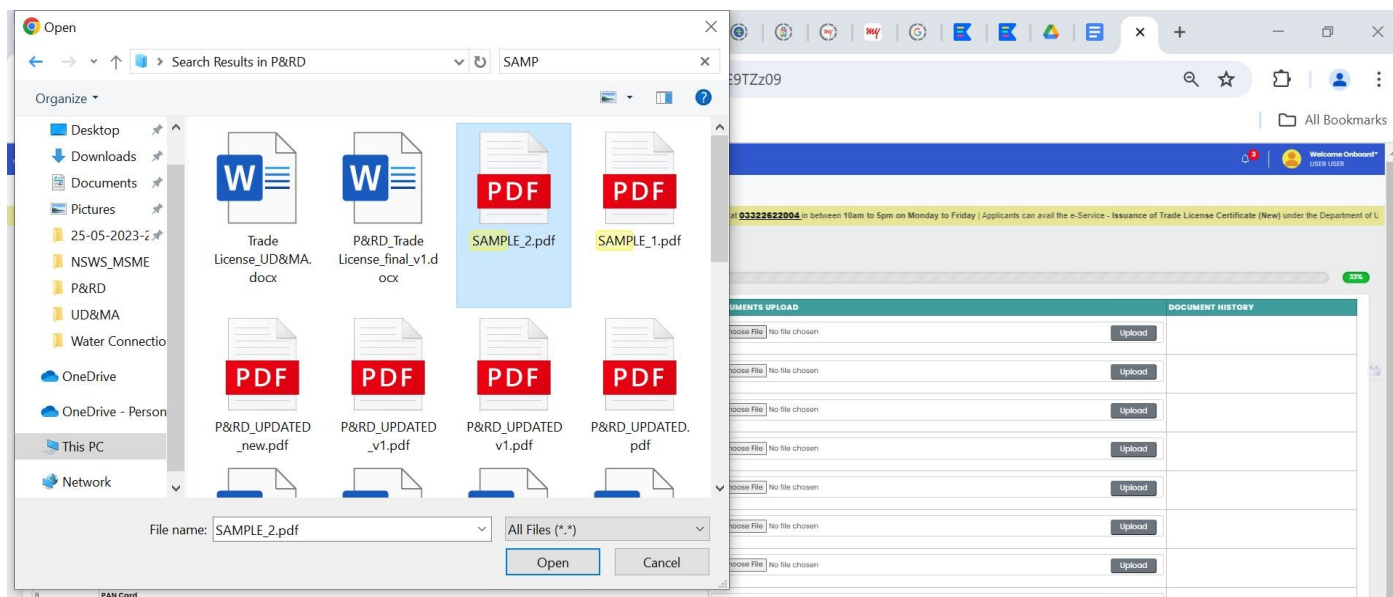
- A self-declaration in Organization's letter head that none of the promoters/directors/partners/proprietor of the organization or the organization itself, do not contravene the provision of the Companies Act, 2013, PF, ESI, Income Tax, GST and any other statutory compliances/law, as applicable.
- Audited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

A red box highlights the 'Browse' buttons for the last three documents. The footer includes 'Copyright © All Rights Reserved' and 'Design & Developed by NIC'.

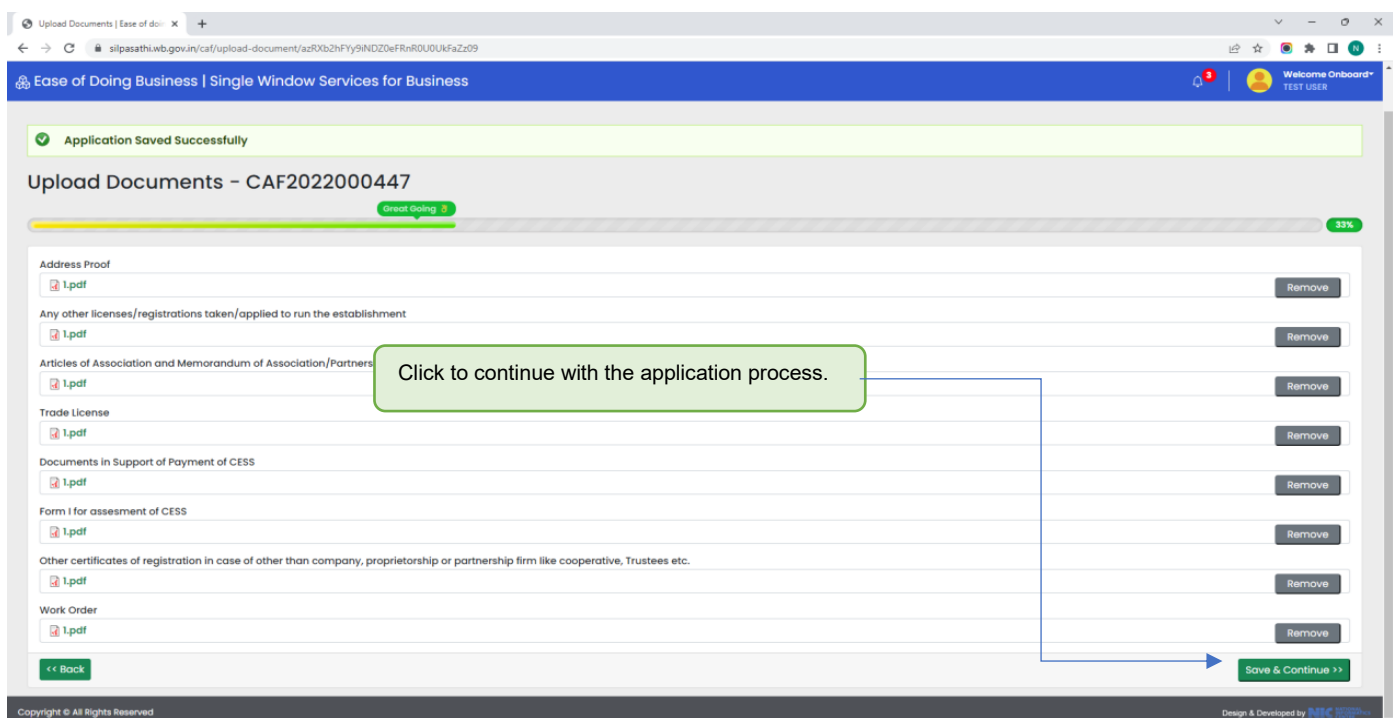
User Manual

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 State (WB)



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.

User Manual

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 State (WB)

Common Application Form Preview - CAF2022000447

Almost Completed 97%

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

Copyright © All Rights Reserved

Design & Developed by **NIC**

Common Application Form Preview - CAF2022000447

Almost Completed 97%

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	
Sample nature of building	
7. Maximum number of building workers to be employed on any day	
123	
8. Estimated date of commencement of building or other construction work	
12/09/2022	
9. Estimated date of the completion of building or other construction work	
12/09/2023	
10. Uploaded signed Application(Form-I)	
NA	
11. Registration Certificate	
NA	

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

Declaration statement

Design & Developed by **NIC**

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

User Manual

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 State (WB)

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

Common Application Form Preview

silpasathi.wb.gov.in/caf/submitted/b2IsL1A1WEkrQ09hZFPNbkiMvPUCQT09/azRXb2hFYy9hNDZ0eFRnR0U0UkFaz09

Ease of Doing Business | Single Window Services for Business

DASHBOARD ALL ESTABLISHMENTS ALL SERVICES PROCEDURE COMPREHENSIVE LIST QUERY/GRIEVANCES

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.

Copyright © All Rights Reserved

Design & Developed by NIC

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 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

Application status notified through SMS.

Application status notified through email.

mail.google.com/mail/u/0/#inbox/FMfcgZGqQcslplhqHpfCLTGqCtkXsHQW

Compose

Inbox

Starred

Sent

Drafts

More

Labels

Search in mail

Common Application Submitted - silpasathi.wb.gov.in

silpasathi.wb.gov.in <silpasathi@wb.gov.in> to me

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.

User Manual

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 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

Ease of Doing Business | Single Window Services for Business

DASHBOARD | ALL ESTABLISHMENTS | ALL SERVICES | PROCEDURE COMPREHENSIVE LIST | QUERY/GRIEVANCES

Your Selected Service(s)

BUSINESS REFERENCE ID : CAF2022000447

Click to check latest status as updated.

Check Status

SL NO.	SERVICE	ACTION
1	Registration of Establishment Under The Building and Other Construction Workers (Regulation of Employment and Conditions of Service) Act, 1996 (WBRTPS Timeline: 30 days)	View Details

Status Dashboard

Ease of Doing Business | Single Window Services for Business

DASHBOARD | ALL ESTABLISHMENTS | ALL SERVICES | PROCEDURE COMPREHENSIVE LIST | QUERY/GRIEVANCES

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	17/02/2023
	Back for Correction(if required)	Completed	
	Accept for Fees Payment	Completed	04/03/2023
	Fees Paid/Form -I Upload Pending	Pending	
	Final Submit	Pending	
	Form -I Re-Upload(if required)	Pending	
	Issued	Pending	

Application status updated.

User Manual

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 State (WB)

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

Establishment | Ease of doing busi... X

silpasathi.wb.gov.in/dashboard

Ease of Doing Business | Single Window Services for Business

1 Welcome Onboard* TEST USER

BUSINESS REFERENCE ID	ACTION
CAF2022000460	Check Status
CAF2022000457	Check Status
CAF2022000455	Apply Online
CAF2022000447	Check Status

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

Application status updated.

For proceeding with payment

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.

e-Payments | Ease of doing busi... X

silpasathi.wb.gov.in/payment-details/bUESVEJaRTZxW9UVkNXRm9KMOR4Zz09/azRXb2hFYy9iNDZ0eFRnROUOUkFaZz09

Ease of Doing Business | Single Window Services for Business

1 Welcome Onboard* TEST USER

DASHBOARD ALL ESTABLISHMENTS ALL SERVICES PROCEDURE COMPREHENSIVE LIST QUERY/GRIEVANCES

Payments Details-CAF2022000447

Details of the depositor	
Dept. Payment Reference Number	EOD81358148000813387
CAF Number	CAF2022000447
Name	Test User
Email	testuser@gmail.com
Mobile	8999999999

Note: By pressing "Confirm Payment" button you are redirected to Grips portal, please do not press back button or refresh. You will automatically redirect to dashboard after successful payment. Please don't be confused if not redirected automatically, your payment status will be updated within 72 hours.

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

Back

Proceed to Pay

Click here to proceed with the payment in GRIPS portal.

Copyright © All Rights Reserved

Design & Developed by NIC

User Manual

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 State (WB)

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.

GRIPS Payment Details

wbifms.gov.in/GRIPS/silpaSathiEoddb.do

iFMS Integrated Financial Management System **GRIPS**

WEST BENGAL

Finance Department
Government of West Bengal

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				
IN WORDS: TWO THOUSAND ONLY				

Select Payment Mode

Payment Mode: SBI EPay

CONFIRM CANCEL

Payment amount displayed.

Home | Payment of Taxes & Non-taxes Revenue | Reprint of Challan | GRN Status | Search your Challan | Departmental Activities

Site Maintained by TATA Consultancy Services Ltd.

GRIPS : Select bank to make pay

wbifms.gov.in/GRIPS/extPayCnf.do

iFMS Integrated Financial Management System **GRIPS**

WEST BENGAL

Finance Department
Government of West Bengal

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

Home | Payment of Taxes & Non-taxes Revenue | Reprint of Challan | GRN Status | Search your Challan | Departmental Activities

Site Maintained by TATA Consultancy Services Ltd.

User Manual

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 State (WB)

SBIePay

As per RBI Guidelines all cards (physical and virtual) at

Payment Details

- Debit/Credit/Prepaid Cards
- Internet Banking
- BHIM UPI
- Wallets
- NEFT
- SBI Branch Payment

Please enter your card details

Card Number

Expiry Date/Valid Thru

CVV/CVC 4-DBC

Name of the card holder

Use your GSTIN for claiming input tax (Optional)

Pay Now

Cancel

Order Summary

Order No.: 111020222013543642

Merchant Name: GRIPS 2.0

Amount: 625.00

Processing fee:

GST:

Total:

APM ID: PG_TRANS_396

You can check the transaction status using the following link - Click Here

RuPay, MasterCard, Visa, SBIePay

GRIPS 2.0

GO TO GRIPS 1.0 | ABOUT US | CIRCULARS | CONTACT US | INFORMATION | GET HELP

LOGIN

Finance Department
Government of West Bengal

Transaction Status

TRANSACTION MESSAGE

✓ Payment successful!

Payment ID: 121020222013612159

Amount: ₹1 (Rupees One only)

VIEW CHALLAN DETAILS

DOWNLOAD CHALLAN

Please wait, redirecting to department portal in 8 seconds...

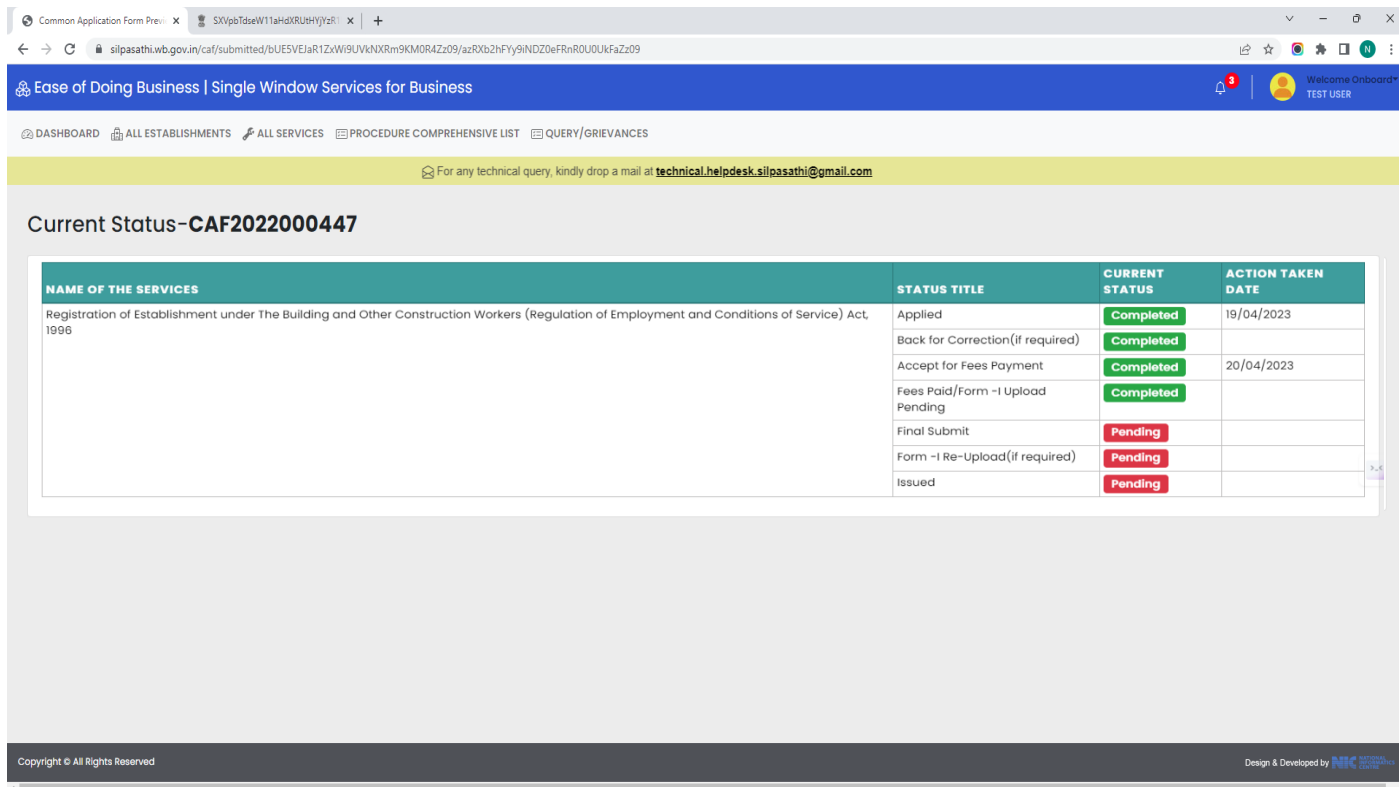
Challan generated.

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:

User Manual

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 State (WB)



Common Application Form Preview | SXVpbTdsW11aHdXRuHYjYzRl | +

silpasathi.wb.gov.in/caf/submitted/bUE5VEJaR1ZxW9UVdNXRm9KM0RAZz09/azRXb2hFYy9INDZ0eFRnR0U0UkFaZz09

Ease of Doing Business | Single Window Services for Business

DASHBOARD ALL ESTABLISHMENTS ALL SERVICES PROCEDURE COMPREHENSIVE LIST QUERY/GRIEVANCES

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

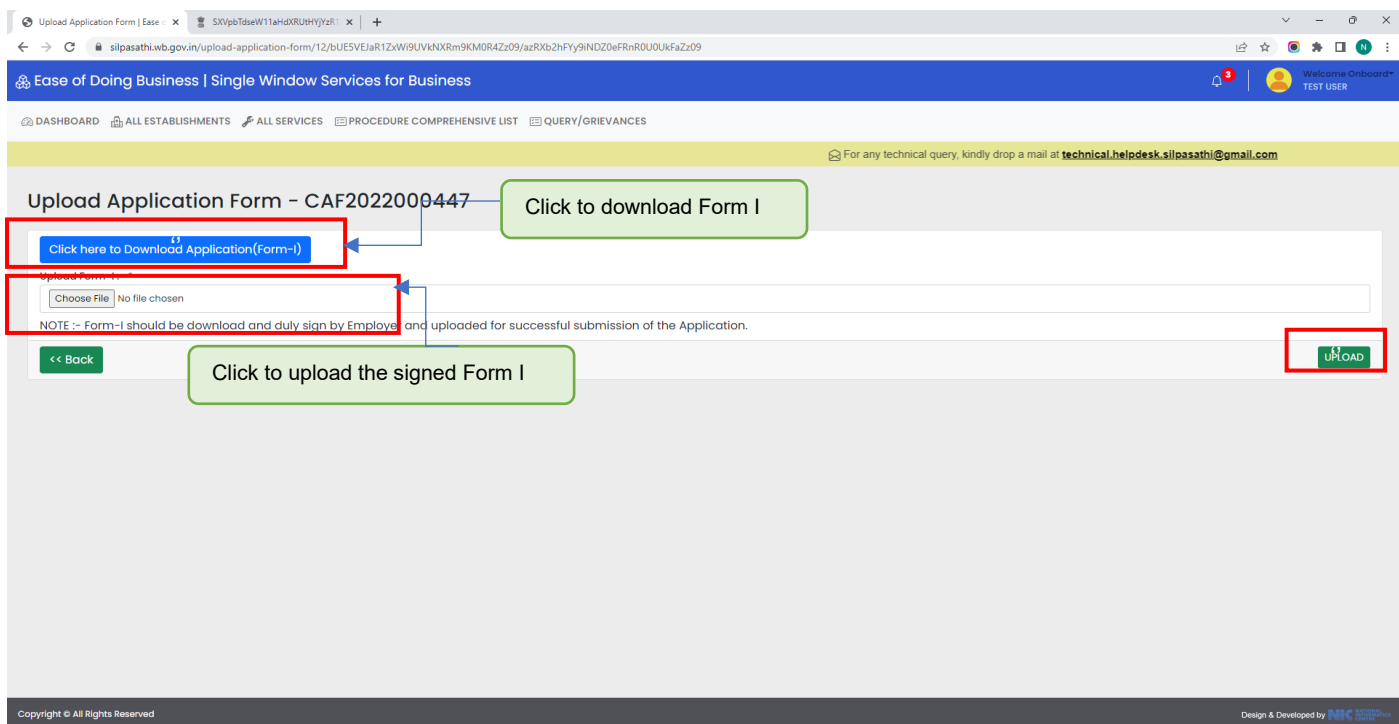
Current Status-CAF2022000447

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	19/04/2023
	Back for Correction(if required)	Completed	
	Accept for Fees Payment	Completed	20/04/2023
	Fees Paid/Form -I Upload Pending	Completed	
	Final Submit	Pending	
	Form -I Re-Upload(if required)	Pending	
	Issued	Pending	

Copyright © All Rights Reserved

Design & Developed by [NIC](#)

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 | Ease | SXVpbTdsW11aHdXRuHYjYzRl | +

silpasathi.wb.gov.in/upload-application-form/12/bUE5VEJaR1ZxW9UVdNXRm9KM0RAZz09/azRXb2hFYy9INDZ0eFRnR0U0UkFaZz09

Ease of Doing Business | Single Window Services for Business

DASHBOARD ALL ESTABLISHMENTS ALL SERVICES PROCEDURE COMPREHENSIVE LIST QUERY/GRIEVANCES

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

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.

<< Back

Click to upload the signed Form I

UPLOAD

Copyright © All Rights Reserved

Design & Developed by [NIC](#)

User Manual

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 State (WB)

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

silpasathi.wb.gov.in/bocwa-application-form/bUE5VEJaR1ZxW9UVkXRM9KM0R4Zz09/azRXb2hFy9iNDZ0eFRnR0U0UkFaZz09

1 / 1 75%

FORM I
(See rule 23(1))

Application for Registration of Establishments Employing Building Workers

1. Name and location of the Establishment where building or other construction work is to be carried on	Sample name Sample address, Kulpi, Block - Kulpi, Diamond Harbour - 743331, PS: Kulpi, South 24 Parganas
2. Postal Address of the Establishment	Sample Location, Ward-9, PS: Amherst street, Kolkata - 700009
3. Full name and permanent address of the Establishment if any	Sample Location Sample village name, Ward 9, PS: Amherst street, Kolkata PIN: 700132
4. Full name and address of the Manager or person responsible for the supervision and control of the Establishment	Sample name Sample village name, Ward-9, PS: Amherst street, Kolkata PIN: 700009
5. Nature of building or other construction work carried/is to be carried on in the Establishment	Sample nature of building
6. Maximum number of building workers to be employed on any day	123
7. Establishment date of commencement of building or other construction work	12 / 09 / 2022
8. Establishment date of completion of building or other construction work	12 / 09 / 2023
9. Particulars of demand draft enclosed (name of the bank, demand draft No. date and amount)	Rs.2000/-

Declaration by the employer :-

(i) I hereby declare that the particulars given above are true in the best of my knowledge and belief.

(ii) I undertake to abide by the provisions of the Building and other Construction Workers (Regulation of Employment and conditions of Service) Act,1996 and the Rules made thereunder.

Place: _____

(Signature of the Employer)
Name: Sample name
Mobile: 9876543210
Seal and Stamp

Office of the Registering Officer appointed under the Building and Other Construction workers (Regulation of Employment and Conditions of Service) Act,1996 and Rules made thereunder.

Date of receipt of application: 26 / 09 / 2022

Ref. No.: CAF2022000447

68°F Cloudy 14:24 26-09-2022

Form I as downloaded.

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

silpasathi.wb.gov.in/upload-application-form/12/bUE5VEJaR1ZxW9UVkXRM9KM0R4Zz09/azRXb2hFy9iNDZ0eFRnR0U0UkFaZz09

Ease of Doing Business | Single Window Services for Business

DASHBOARD ALL ESTABLISHMENTS ALL SERVICES PROCEDURE COMPREHENSIVE LIST QUERY/GRIEVANCES

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

Upload Application Form - CAF2022000447

[Click here to Download Application\(Form-I\)](#)

Upload 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.

<< Back UPLOAD

Copyright © All Rights Reserved Design & Developed by NIC

Click to upload the signed Form I

User Manual

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 State (WB)

The screenshot shows the 'Current Status-CAF2022000447' page on the SilpaSathi portal. The page displays a table with the following data:

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	23/08/2024
	Back for Correction(if required)	Completed	05/08/2024
	Accept for Fees Payment	Completed	13/09/2024
	Fees Paid/Form -I Upload	Completed	
	Pending		
	Final Submit	Completed	18/09/2024
	Form -I Re-Upload(if required)	Pending	
Issued	Pending		

A blue arrow points from the 'Latest Status updated.' callout box to the 'Applied' row in the table. The 'Applied' row is highlighted with a red border. The 'Latest Status updated.' callout box is a green rounded rectangle with the text 'Latest Status updated.' inside.

3. Track Status of Application

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

Applicant's Dashboard

The screenshot shows the 'Applicant's Dashboard' with a list of applications. The first application is highlighted with a red border. The application details are as follows:

SL NO.	SERVICE	ACTION
1	Registration of Establishment under The Building and Other Construction Workers (Regulation of Employment and Conditions of Service) Act, 1996 (WBRTPS Timeline: 30 days)	View Details

The application status is shown as a progress bar with the following steps: Applied (Completed), Back for Correction(if required) (Completed), Accept for Fees Payment (Completed), Final Submit (Completed), Form -I Re-Upload(if required) (Pending), and Issued (Pending). A green callout box with the text 'Click on 'Check Status' to check the latest status of the application.' points to the 'Check Status' button in the 'ACTION' column of the first application row. The 'Check Status' button is highlighted with a red border.

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

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

User Manual

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 State (WB)

Common Application Form Preview

silpasathi.wb.gov.in/cat/submitted/bUESVEJaT1ZxW9UUVKXNRm9KM0R4Zz09/azRXb2hFYy9INDZ0eFRnR0U0UkFaZz09

Ease of Doing Business | Single Window Services for Business

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-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.

Copyright © All Rights Reserved

Design & Developed by [NIC](#)

58°F Cloudy

ENG IN 14:29 26-09-2022

User Manual

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 State (WB)

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.

Establishment | Ease of doing bu... X

silpasathi.wb.gov.in/dashboard

BUSINESS REFERENCE ID	ACTION
CAF2022000482	Apply Online
CAF2022000481	Check Status
CAF2022000480	Check Status
CAF2022000457	Check Status
CAF2022000455	Apply Online
CAF2022000448	Check Status
CAF2022000447	Check Status

Click on 'Download Certificate'.

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

Application View Details | Ease of... X

silpasathi.wb.gov.in/viewdetails/11/bfBJRfHKM0RrdzcreURjS2ZCaDVFdz09/SXVpbTdsW11aHdXRuHYjYzR1kxUT09

Ease of Doing Business | Single Window Services for Business

DASHBOARD ALL ESTABLISHMENTS ALL SERVICES PROCEDURE COMPREHENSIVE LIST QUERY/GRIEVANCES

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

Application Form View Details – CAF2022000447

Click on pdf icon.

PARAMETERS	INPUTS
1. Rehistration certificate(Form-II)	Download Certificate
2. Uploaded Signed Application(Form-I)	View & Download
3. Name And Location of the Establishment	
Establishment Name	Sample name
Establishment Type	Micro
Location of the Establishment	Sample address kulpi, Kulpi, Diamond Harbour, South 24 Parganas, PS~Kulpi , PIN- 743331
4. Registered Office Address of the Establishment	
Registered Office Address of the Establishment	Sample village name Ward-9, PS - Amherst street, Kolkata- 700009
5. Full Name and Address of the Principal Employer	
Full Name of the Principal Employer	Sample name
Gender	Male
Mobile No. of the Principal Employer	9876543210
Address of the Principal Employer	Sample Village name Ward-9, PS - Amherst street, Kolkata- 700009, India
6. Full Name and Address of the Manager or Person responsible for the supervision and control of the Establishment	

Copyright © All Rights Reserved

Design & Developed by **NIC**

User Manual

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 State (WB)

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

The Final Certificate gets downloaded (Screenshot)

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

FORM II
(In-Annex-I)

CERTIFICATE OF REGISTRATION

Registration No. : DHB05/BC/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 **Ms 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 Word-5, PS - Ambient street, Kolkata- 700009
		Sample address Kulak Bank - Kulak, Diamond Harbour - 743338, PS - Kulak, South 24 Parganas
2	Name and Addresses of Employer including location of the building and other construction work	Sample Name Sample village name Word-5, PS - Ambient street, Kolkata- 700009

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

2 of 2

ANNEXURE II
5. Other particulars relevant to the Employment of Contract Labour

(a)	Maximum number of workmen employed directly on any day in the Establishment	100
(b)	Number of workmen engaged as permanent / regular workmen	60
(c)	Number of workmen engaged as temporary / regular workmen	40
(d)	Whether the workmen employed/ intended to be employed by the contractor perform the same or similar kind of work as the workmen employed directly by the Principal Employer (if yes, please give here information as detailed below)	No
(e)	A complete job description of the contract labour	NA
(f)	Wage rates and other benefits paid / to be paid	NA
(g)	Category / designation/ nomenclature of the job	NA

Signature and Seal
of
Registering Officer


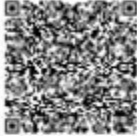
2 of 2

User Manual

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 State (WB)

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)]			
<u>CERTIFICATE OF REGISTRATION</u>			
Registration No. : DHR05/BCR/000022 Date : 06th Jun, 2022			
<p>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:</p>			
1	<table border="1" style="width: 100%;"><tr><td style="width: 50%; vertical-align: top;">Postal Address / location where building or other construction work to be carried on by the Employer</td><td style="width: 50%; vertical-align: top;">Sample Location Ward-9, PS - Amherst street, Kolkata- 700009 Sample address Kulpi, Block - Kulpi, Diamond Harbour - 743318, PS - Kulpi, South 24 Parganas</td></tr></table>	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
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	<table border="1" style="width: 100%;"><tr><td style="width: 50%; vertical-align: top;">Name and Addresses of Employer including location of the building and other construction work</td><td style="width: 50%; vertical-align: top;">Sample Name Sample village name Ward-9, PS - Amherst street, Kolkata- 700009</td></tr></table>	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
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		
<p>Signature & Seal of Registering Officer Diamond Harbour, South 24 Parganas</p>			
1 of 4			

User Manual

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 State (WB)

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.

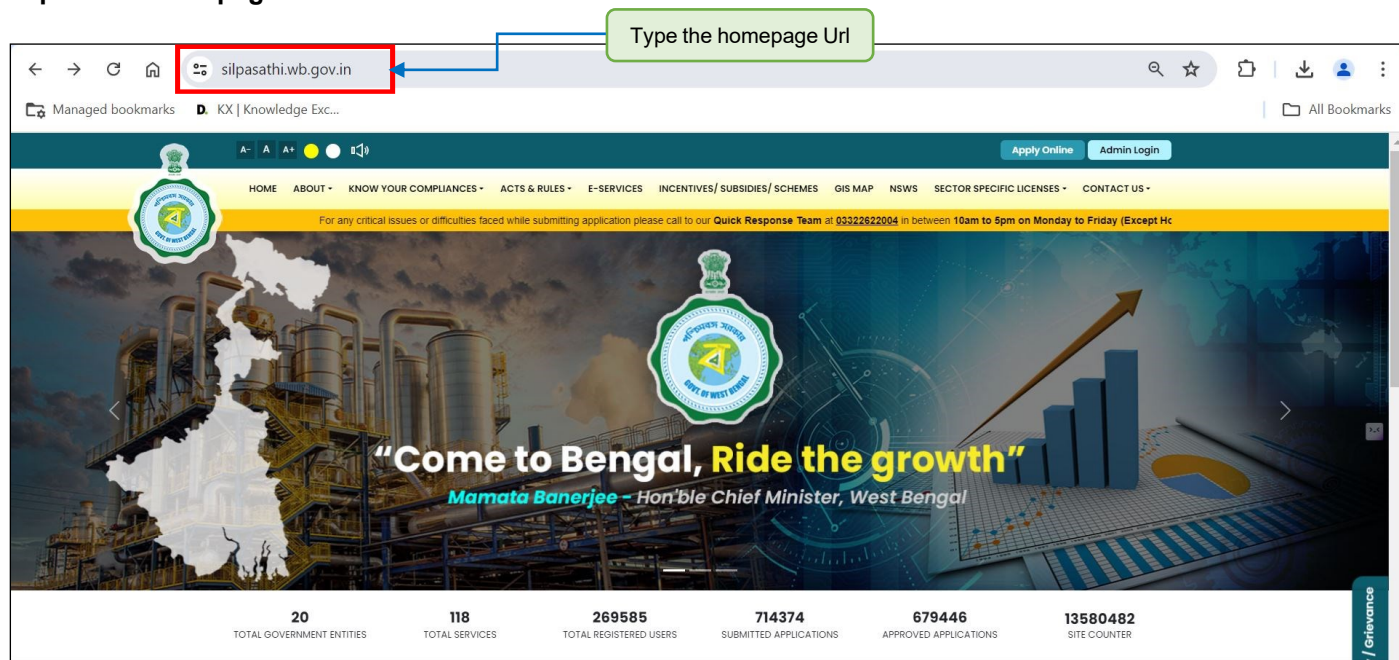
Third party verification process

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



User Manual

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 State (WB)

Silpasathi
The Revamped State Single Window Portal

Single Window Services can be accessed through an EODB-Online Single Window Portal using IT-enabled devices which includes desktop PCs and laptops. Later, this facility will also be available on tablets and smartphones.

- EoDB In Bengal**
State government departments and agencies have implemented a number of reforms for EoDB in the State.
- EoDB Dashboard**
State Integrated Portal for EoDB. You can find there the real time data from departments wise apply services.
- Online Single Window Portal**
A Single Window System will provide single window service under the various applicable Acts & Rules and Schemes.
- Central Inspection System**
A Central Inspection System has been developed for inspections of Industries conducted by Labour Department
- Draft Business Regulations And Final Notifications**
Online System for publishing draft business regulations, receiving public comments / feedback.
- Third Party Verification**
Online System for search unit wise establishment information and track Registration/License Details.

Industrial Parks under WBIDC
Name & Drawings of Industrial Parks under WBIDC

Notifications & Circulars
All the Notice, Circulars and Order

User Manual
Service wise user manual

GIS Map
Administrative Boundaries, Road, Agencies, Administrative Centre

Select 'Third Party Verification'

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

Third Party Verification

Track Registration/License details through **Silpasathi Portal**

Select Service : *
Allotment of land in Industrial Area (WBIDC)

Search Using *
☒ Silpasathi Common Application Form (CAF) Number (CAFXXXXXXXXXX)
☐ Approval Certificate Number

Enter CAF No. *
Enter CAF No.

SI No.	Service Name	Department Name	Action
1	Authorization under Bio-Medical Waste Management Rules, 2016	WBPCB	Click Here >>
2	Authorization under The E-waste Management Rules, 2016	WBPCB	Click Here >>

Enter details.

User Manual

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 State (WB)

The third part can view the details as illustrated below:

←

→

↺

🏠

🔍 silpasathi.wb.gov.in/third-party-verification

🔍 ☆ 📁 👤 ⋮

🔖 Managed bookmarks

🗖

📑

🔍 D. KX | Knowledge Exc...

🔒 This may contain: a...

📁 All Bookmarks

Select Service : *

Registration of Establishment under The Bulc ⌵

Search Using *

🔍 Silpasathi Common Application Form (CAF) Number (CAFXXXXXXXXXX)

☐ Approval Certificate Number

Enter Approved Certificate No. *

Search

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

NEED HELP? ASK NICCI