



**Labour Department:**  
***Registration of  
principal employers  
under provision of  
The Contracts Labour  
(Regulation and  
Abolition)  
Act, 1970***

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

***User Manual***

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# User Manual

## **Registration of principal employers under provision of The Contracts Labour (Regulation and Abolition) Act, 1970**

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

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# User Manual

## Registration of principal employers under provision of The Contracts Labour (Regulation and Abolition) Act, 1970

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 of principal employers under provision of The Contracts Labour (Regulation and Abolition) Act, 1970**” 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 of principal employers under provision of The Contracts Labour (Regulation and Abolition) Act, 1970** is required for establishments that want to employ contract workers to register with the government and obtain a certificate of registration. The online system has the following features without the requirement of physical visit to the Department: 1) Submission of Application 2) Online Payment of fees 3) Track Status of Application 4) Online Download of final approval certificate 5) Third Party Verification.

## 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,etc |

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### Registration of principal employers under provision of The Contracts Labour (Regulation and Abolition) Act, 1970

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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. | Factory License if any                                                                                                         | A factory license is a mandatory certification issued by the state government that allows a manufacturing unit to legally operate in India. The license ensures that the factory complies with safety, health, and environmental regulations |
| 5. | 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 of principal employers under provision of The Contracts Labour (Regulation and Abolition) Act, 1970 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 of the establishment         |                             |                                  |
| 1.                                             | Establishment Name          | Enter Establishment Name         |
| 2.                                             | Type of the Establishment   | Select Type of Establishment     |
| 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 |                             |                                  |
| 1.                                             | Police Station              | Enter name of the police station |
| 2.                                             | Post Office                 | Enter name of the post office    |
| 3.                                             | Address                     | Enter address                    |
| Full name and address of the Employer          |                             |                                  |
| 1.                                             | Select district of workshop | Select from dropdown list        |

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### **Registration of principal employers under provision of The Contracts Labour (Regulation and Abolition) Act, 1970**

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| Sl. No.                              | Field Name                     | Instructions                   |
|--------------------------------------|--------------------------------|--------------------------------|
| 2.                                   | Select subdivision of workshop | Select any additional type     |
| 3.                                   | Select Areatype of workshop    | Select Areatype                |
| 4.                                   | Maximum Capacity               | Maximum Capacity               |
| 5.                                   | Classification                 | Enter Classification           |
| Full Name and address of the Manager |                                |                                |
| 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      |

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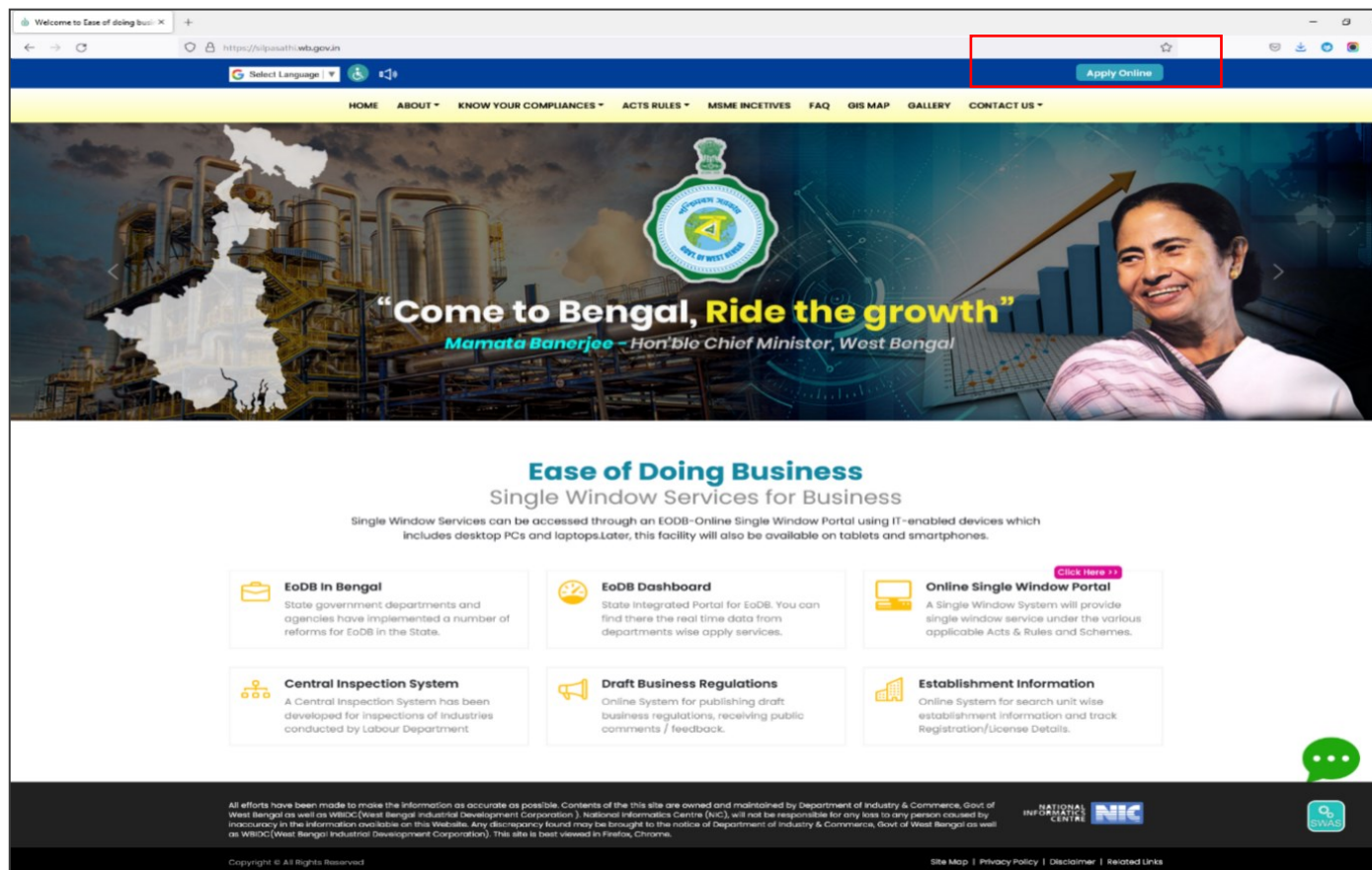
## Registration of principal employers under provision of The Contracts Labour (Regulation and Abolition) Act, 1970

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## Application Process through SilpaSathi

### 1. Online Application submission along with online submission of documents

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

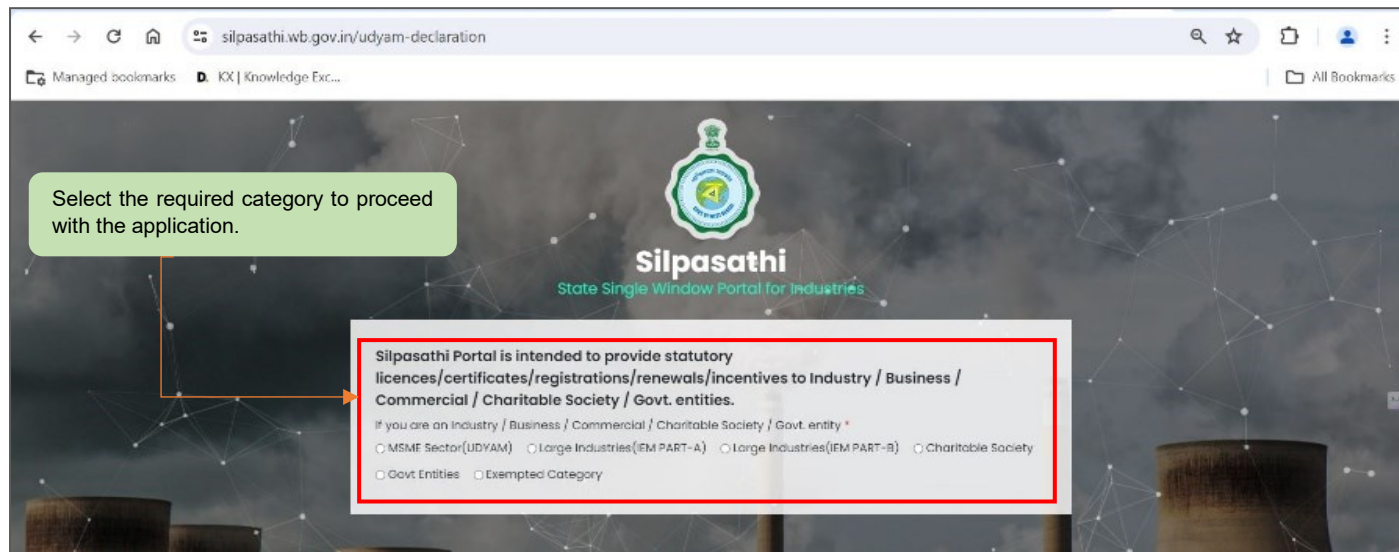


**Applicant Log-in:** The applicant needs to **select the required category** as illustrated in the screenshot below and proceed for registration.

# User Manual

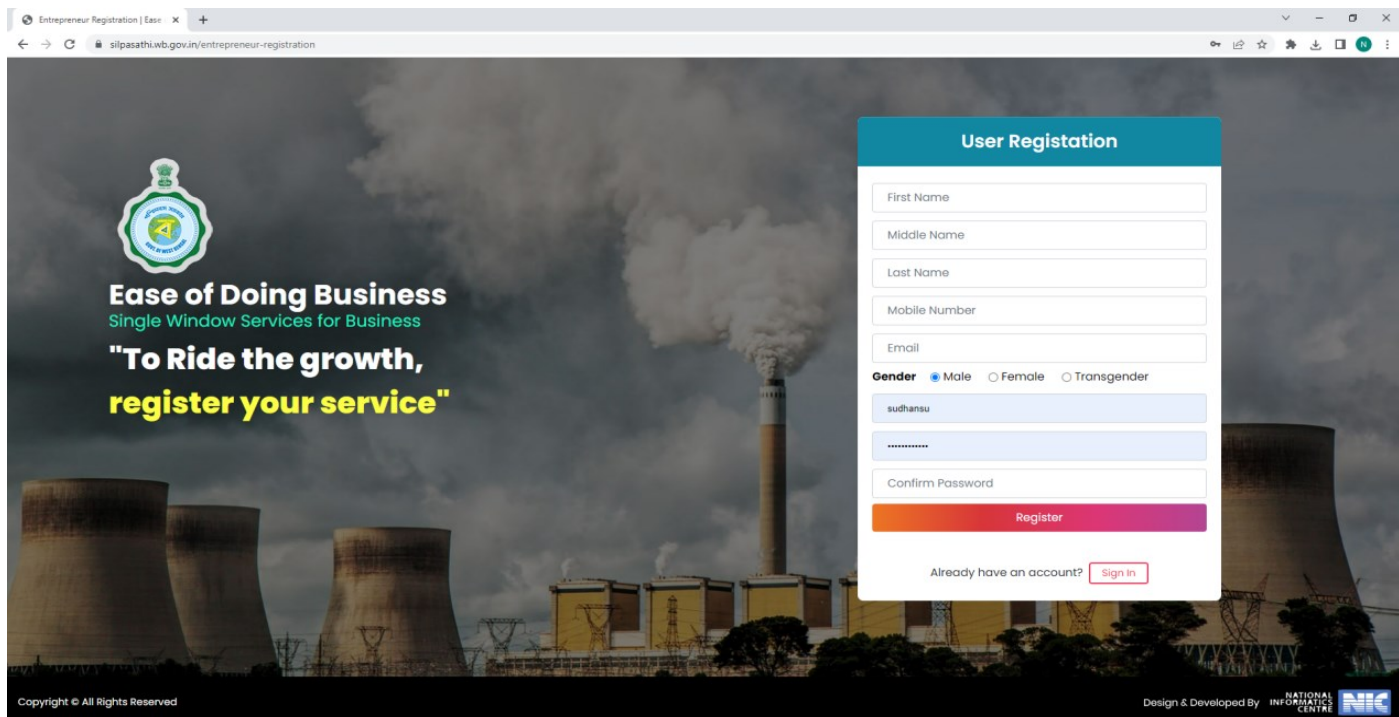
## Registration of principal employers under provision of The Contracts Labour (Regulation and Abolition) Act, 1970

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

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



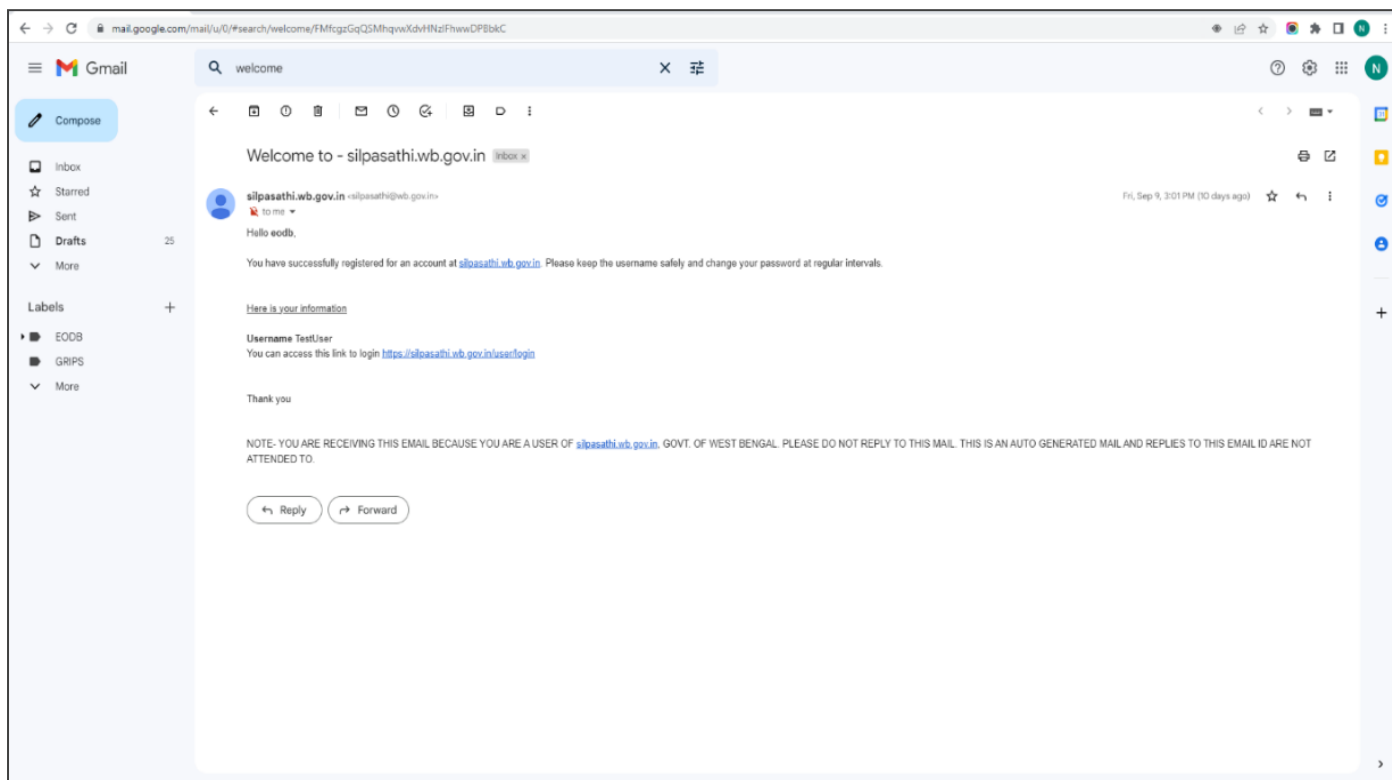
Applicants will receive email confirmation after registering into the single window portal. Please refer to the screenshot below:



# User Manual

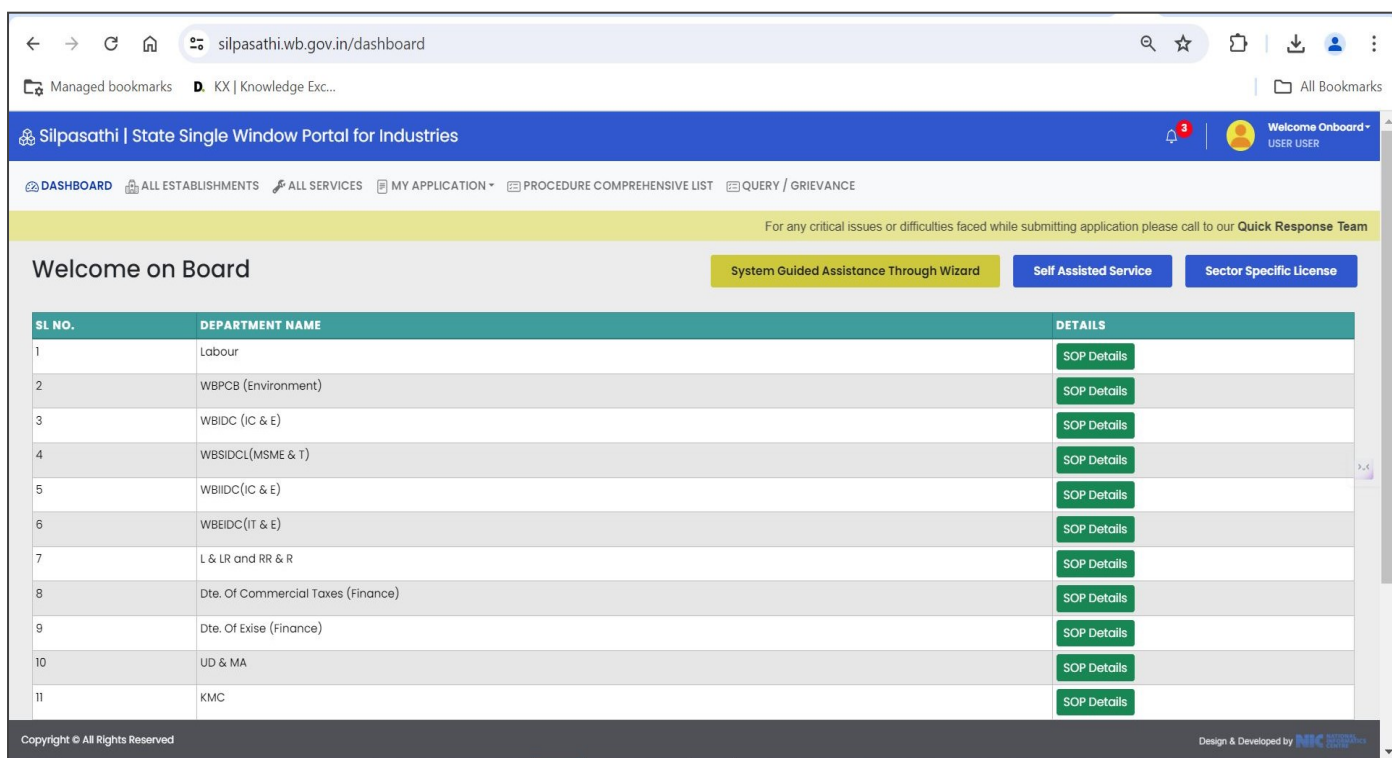
## Registration of principal employers under provision of The Contracts Labour (Regulation and Abolition) Act, 1970

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## Online Application submission

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



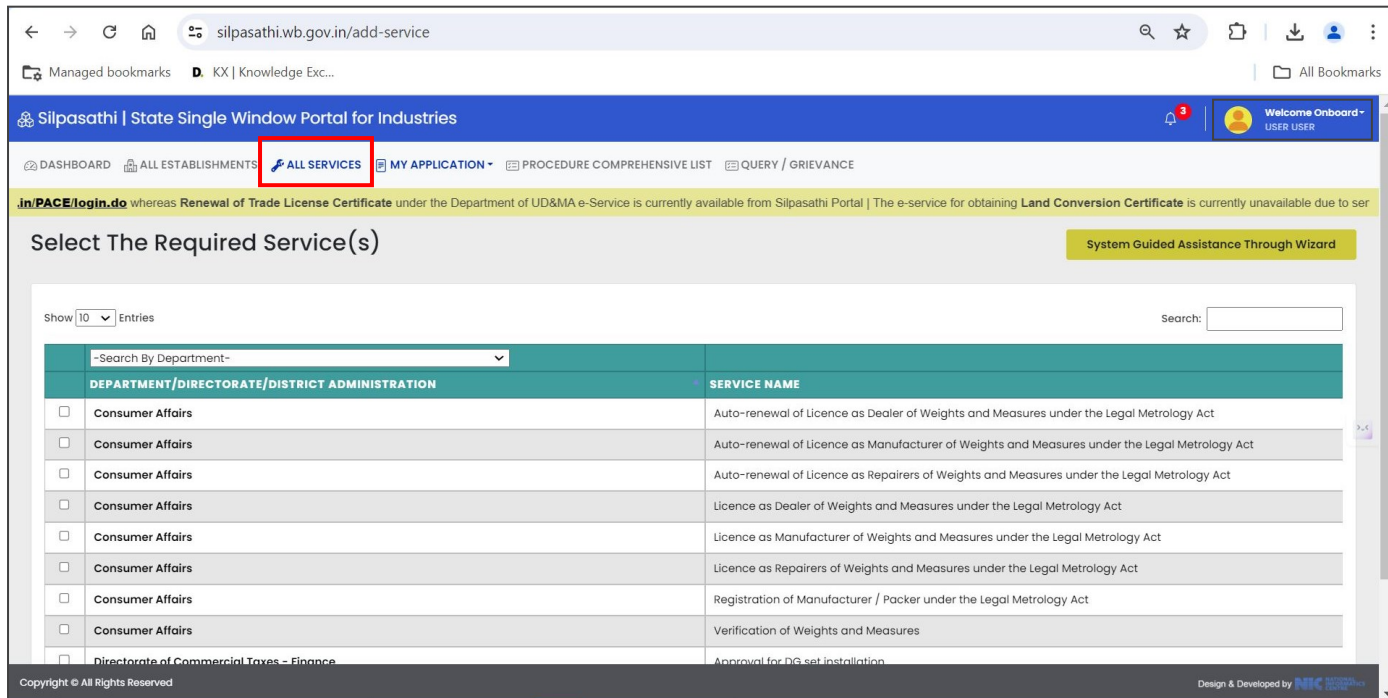


# User Manual

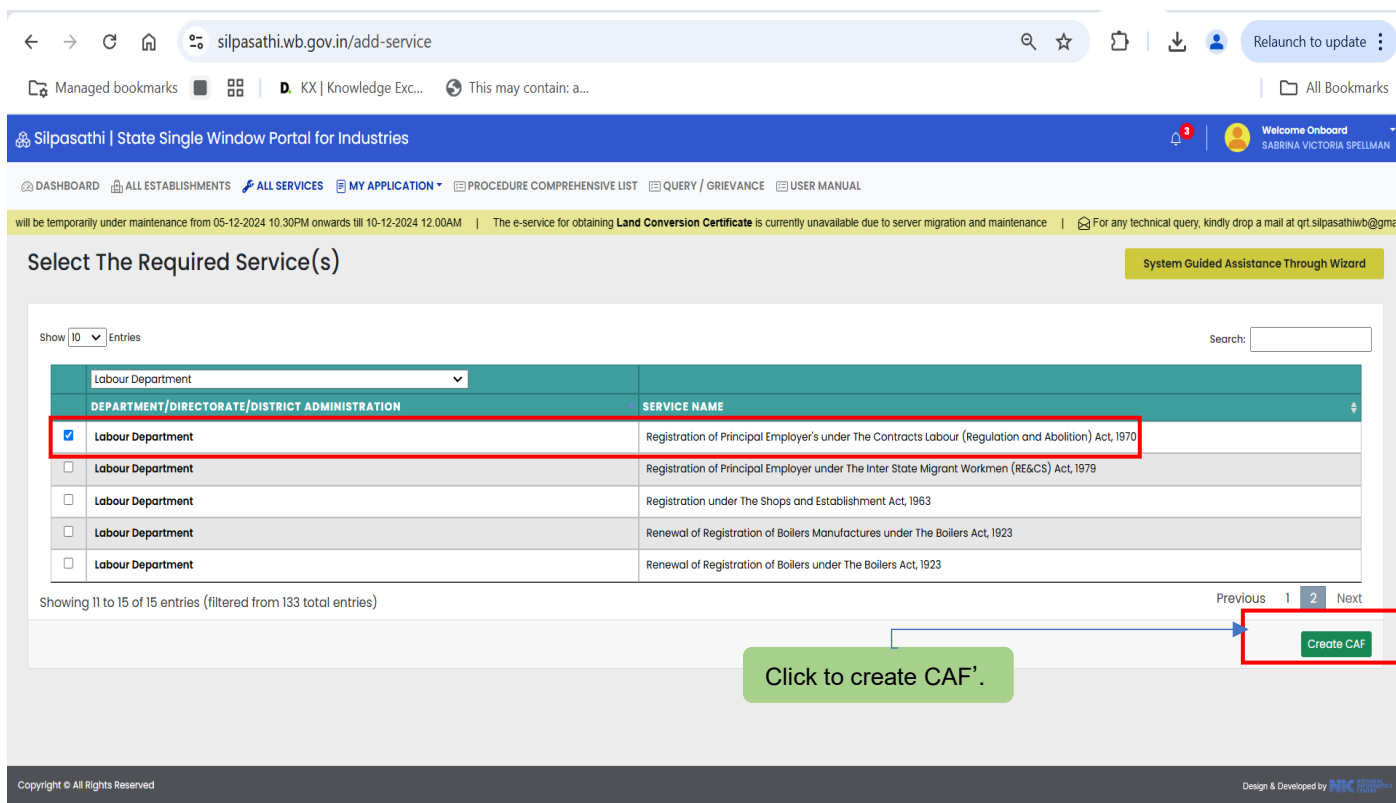
## Registration of principal employers under provision of The Contracts Labour (Regulation and Abolition) Act, 1970

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



Once done, a list of services will appear. Applicants need to click on [the checkbox](#) adjacent to the service named '**Registration of principal employers under provision of The Contracts Labour (Regulation and Abolition) Act, 1970 – Labour Department.**'



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## Registration of principal employers under provision of The Contracts Labour (Regulation and Abolition) Act, 1970

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After selecting the service '**Registration of principal employers under provision of The Contracts Labour (Regulation and Abolition) Act, 1970**', 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.

The screenshot shows the SilpaSathi dashboard with a green notification box at the top left stating 'CAF ID generated.' and a green instruction box at the top right stating 'Click on 'Apply Online' to proceed with the application.' The dashboard header includes the SilpaSathi logo, navigation links, and a user profile section. A yellow banner at the top of the main content area provides information about the e-Service for the Issuance of Trade License Certificate. Below this, a green checkmark icon indicates 'Service Added Successfully'. The main content area features six service tiles: 'Add Establishment', 'System Guided Assistance Through Wizard', 'Self Assisted Service', 'Sector Specific License', 'Query / Grievance Submission / Tracking', and 'Your Profile'. Under the 'Your Selected Service(s)' section, a message states that approved or rejected applications are listed under the 'MY APPLICATION' menu. A note mentions that applications not submitted within 90 days will be removed. A blue box highlights the 'BUSINESS REFERENCE ID : CAF2022000448'. A green 'Apply Online' button is highlighted with a red box. Below this, a table shows the application status for the 'Registration of Principal Employer's under The Contracts Labour (Regulation and Abolition) Act, 1970'.

| SL NO. | SERVICE                                                                                                                                                                                                                                                                         | ACTION |
|--------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|
| 1      | Registration of Principal Employer's under The Contracts Labour (Regulation and Abolition) Act, 1970 (WBRTPS Timeline: 30 days)<br>Applied — In Process — Back for Correction(if required) — Accept for Fees Payment — Fees Paid/Form -> Upload Pending — Final Submit — Issued |        |

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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):

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## Registration of principal employers under provision of The Contracts Labour (Regulation and Abolition) Act, 1970

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🔖 Managed bookmarks 🖨️ 📄 D. KX | Knowledge Exc... ⚙️ This may contain: a... 📁 All Bookmarks

Silpasathi | State Single Window Portal for Industries 🔔 3 👤 Welcome Onboard  
SABRINA VICTORIA SPELLMAN

🏠 DASHBOARD 🏢 ALL ESTABLISHMENTS 🛠️ ALL SERVICES 📄 MY APPLICATION ▾ 📋 PROCEDURE COMPREHENSIVE LIST 🔍 QUERY / GRIEVANCE 📖 USER MANUAL

4 12.00AM | The e-service for obtaining **Land Conversion Certificate** is currently unavailable due to server migration and maintenance | 📧 For any technical query, kindly drop a mail at [qrt.silpasathib@gmail.com](mailto:qrt.silpasathib@gmail.com)

### Common Application Form – CAF2022000448

Process Initiated 5%

#### Unit Information

|                                               |                                           |                                       |                                           |
|-----------------------------------------------|-------------------------------------------|---------------------------------------|-------------------------------------------|
| Name Of The Unit*                             | PAN Of Unit*                              | Select District Of The Unit*          | Select Area Type Of The Unit*             |
| <input type="text" value="Name of the Unit"/> | <input type="text" value="ABCDE1234F"/>   | <input type="text" value="-select-"/> | <input type="text" value="- Select -"/>   |
| Select Area Of The Unit*                      | Select Investment Category*               | Investment Amount*                    | Type Of The Unit*                         |
| <input type="text" value="-select-"/>         | <input type="text" value="-- Select --"/> | <input type="text"/>                  | <input type="text" value="-- Select --"/> |
| Whether Owner Of Industry Is Female*          | Mobile No. Of The Owner*                  |                                       |                                           |
| <input type="text" value="-select-"/>         | <input type="text" value="XXXXXXXXXX"/>   |                                       |                                           |

Note:

- Name of the Unit:** The registered name of the business entity or industrial unit applying for services through Silpasathi.
- PAN of Unit:** The Permanent Account Number (PAN) assigned to the business entity by the Income Tax Department, used for financial and tax-related transactions.
- District of the Unit:** The geographical district where the unit is located or proposed to be set up.
- Investment Category:** The classification of the unit based on investment in plant and machinery or equipment, as per relevant industrial policies.
- Type of The Unit:** The nature of the business entity, according to industrial policies based on turnover / revenue and /or other provisions such as Micro, Small, Medium, or Large Enterprises.
- Mobile No. of the Owner:** To avail various services related to Income tax, GST, Digilocker, etc.

☐ I Hereby Declare That The Particulars Given Above Are True To The Best Of My Knowledge And Belief\*

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### Common Application Form – CAF2022000448

Process Initiated 5%

#### Unit Information

|                                               |                                           |                                       |                                           |
|-----------------------------------------------|-------------------------------------------|---------------------------------------|-------------------------------------------|
| Name Of The Unit*                             | PAN Of Unit*                              | Select District Of The Unit*          | Select Area Type Of The Unit*             |
| <input type="text" value="Name of the Unit"/> | <input type="text" value="ABCDE1234F"/>   | <input type="text" value="-select-"/> | <input type="text" value="- Select -"/>   |
| Select Area Of The Unit*                      | Select Investment Category*               | Investment Amount*                    | Type Of The Unit*                         |
| <input type="text" value="-select-"/>         | <input type="text" value="-- Select --"/> | <input type="text"/>                  | <input type="text" value="-- Select --"/> |
| Whether Owner Of Industry Is Female*          | Mobile No. Of The Owner*                  |                                       |                                           |
| <input type="text" value="-select-"/>         | <input type="text" value="XXXXXXXXXX"/>   |                                       |                                           |

Note:

- Name of the Unit:** The registered name of the business entity or industrial unit applying for services through Silpasathi.
- PAN of Unit:** The Permanent Account Number (PAN) assigned to the business entity by the Income Tax Department, used for financial and tax-related transactions.
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- Investment Category:** The classification of the unit based on investment in plant and machinery or equipment, as per relevant industrial policies.
- Type of The Unit:** The nature of the business entity, according to industrial policies based on turnover / revenue and /or other provisions such as Micro, Small, Medium, or Large Enterprises.
- Mobile No. of the Owner:** To avail various services related to Income tax, GST, Digilocker, etc.

☒ I Hereby Declare That The Particulars Given Above Are True To The Best Of My Knowledge And Belief\*

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📄 Certificate under the Department of UD&MA e-Service is currently available from Silpasathi Portal | 📄 Professional Tax enrollment service will be temporarily under maintenance from 05-12-2024 10:30PM onwards till 10-12-2024 12:00AM | 📄 The e-service for obtaining Land Conversion Certificate |

### Common Application Form – CAF2022000448

15%

#### Name And Location Of The Establishment

|                                      |                                      |                                                                        |                                           |
|--------------------------------------|--------------------------------------|------------------------------------------------------------------------|-------------------------------------------|
| Establishment Name*<br>ABC           | Type Of The Establishment*<br>Medium | House No./Village Name/Street/Road*<br>232                             | Select District*<br>Darjeeling            |
| Select Subdivision*<br>- Select -    | Select Areatype*<br>- Select -       | Select Block/Municipality/Corporation/SEZ/Notified Area*<br>- Select - | Select Gram Panchayat/Ward*<br>- Select - |
| Select Police Station*<br>- Select - | Pin Code*<br>Pin Code                |                                                                        |                                           |

#### Registered Office Address Of The Establishment

|                                                                           |                                           |                                      |                                |
|---------------------------------------------------------------------------|-------------------------------------------|--------------------------------------|--------------------------------|
| House No./Village Name/Street/Road*<br>House No./Village Name/Street/Road | Select District*<br>- Select District -   | Select Subdivision*<br>- Select -    | Select Areatype*<br>- Select - |
| Select Block/Municipality/Corporation/SEZ/Notified Area*<br>- Select -    | Select Gram Panchayat/Ward*<br>- Select - | Select Police Station*<br>- Select - | Pin Code*<br>Pin Code          |

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#### Full Name And Address Of The Principal Employer

|                                                     |                                                                                                           |                                                                               |                             |
|-----------------------------------------------------|-----------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------|-----------------------------|
| Principal Employer Name*<br>Principal Employer Name | Gender*<br><input checked="" type="radio"/> Male <input type="radio"/> Female <input type="radio"/> Other | Mobile No. Of The Principal Employer*<br>Mobile No. of the Principal Employer | Select Country*<br>-Select- |
|-----------------------------------------------------|-----------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------|-----------------------------|

House No./Village Name/Street/Road [ If Other Country/State Please Provide Detail Address ]\*  
Address

#### 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*<br>Full Name | Select Country*<br>-Select- | House No./Village Name/Street/Road [ If Other Country/State Please Provide Detail Address ]*<br>Address |
|--------------------------------------------------------------|-----------------------------|---------------------------------------------------------------------------------------------------------|

#### Nature Of Work Carried On In The Establishment

Nature Of Work Carried On In The Establishment\*

AC Maintenance  
Bagging Operation  
Canteen Service  
Civil Works, Construction & Maintenance

Note: If Multiple Nature Of Work To Be Selected, Press Ctrl And Select The Options.

Other Option For Nature Of Work

Note: If Others Nature Of Work Is Selected, Enter Others Nature Of Work Details Here.

#### Worker Details

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🔖 Managed bookmarks 🗖 D. KX | Knowledge Exc... ⚙ This may contain: a... 📁 All Bookmarks

**Worker Details**

(A) Maximum Number Of Workmen Employed Directly On Any Day\* (b) Number Of Workmen Engaged As Permanent / Regular Workmen\* (c) Number Of Workmen Engaged As Temporary / Regular Workmen\*

(d) Whether The Workmen Employed/Intended To Be Employment 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 ☐ Yes

D.i) A Complete Job Description Of The Contract Labour\* D.ii) Wage Rates And Other Cash Benefits Paid/To Be Paid D.iii) Category/Designation/Nomenclature Of The Job (e) Settlement Or Award Or Judgement Or Minimum Wages (If Any Applicable In The Establishment)\*

**Maximum Number Of Contract Labour To Be Employed On Any Day Through Each Contractor**

Maximum Number Of Contract Labour To Be Employed On Any Day Through Each Contractor\*

**Trade Union Information**

[Click Here to Add/Show Trade Union Details](#)

| SL. NO.          | REGISTRATION NUMBER | TRADE UNION NAME | ADDRESS | ACTION |
|------------------|---------------------|------------------|---------|--------|
| No Data Found!!! |                     |                  |         |        |

**Particulars Of Contractors And Contract Labour**

[Click Here to Add/Show New Contractor](#)

| SL. NO.          | NAME | EMAIL ADDRESS | ADDRESS | NATURE OF WORK | MAX. NO. OF CONTRACTOR LABOUR | ESTIMATED WORK PERIOD | ACTION |
|------------------|------|---------------|---------|----------------|-------------------------------|-----------------------|--------|
| No Data Found!!! |      |               |         |                |                               |                       |        |

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🔖 Managed bookmarks 🗖 D. KX | Knowledge Exc... ⚙ This may contain: a... 📁 All Bookmarks

(d) Whether The Workmen Employed/Intended To Be Employment 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 ☐ Yes

D.i) A Complete Job Description Of The Contract Labour\* D.ii) Wage Rates And Other Cash Benefits Paid/To Be Paid D.iii) Category/Designation/Nomenclature Of The Job (e) Settlement Or Award Or Judgement Or Minimum Wages (If Any Applicable In The Establishment)\*

**Maximum Number Of Contract Labour To Be Employed On Any Day Through Each Contractor**

Maximum Number Of Contract Labour To Be Employed On Any Day Through Each Contractor\*

**Trade Union Information**

[Click Here to Add/Show Trade Union Details](#)

| SL. NO.          | REGISTRATION NUMBER | TRADE UNION NAME | ADDRESS | ACTION |
|------------------|---------------------|------------------|---------|--------|
| No Data Found!!! |                     |                  |         |        |

**Particulars Of Contractors And Contract Labour**

[Click Here to Add/Show New Contractor](#)

| SL. NO.          | NAME | EMAIL ADDRESS | ADDRESS | NATURE OF WORK | MAX. NO. OF CONTRACTOR LABOUR | ESTIMATED WORK PERIOD | ACTION |
|------------------|------|---------------|---------|----------------|-------------------------------|-----------------------|--------|
| No Data Found!!! |      |               |         |                |                               |                       |        |

[<< Back](#) [Save & Continue >>](#)

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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.

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## Registration of principal employers under provision of The Contracts Labour (Regulation and Abolition) Act, 1970

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Upload Documents - CAF20220

Upload Files

Address proof Certificate/Trade Licence

Browse... No file selected. Upload

Any other licenses/registrations taken/applied to run the establishment

Browse... No file selected. Upload

Articles of Association and Memorandum of Association/Partnership Deed

Browse... No file selected. Remove Upload

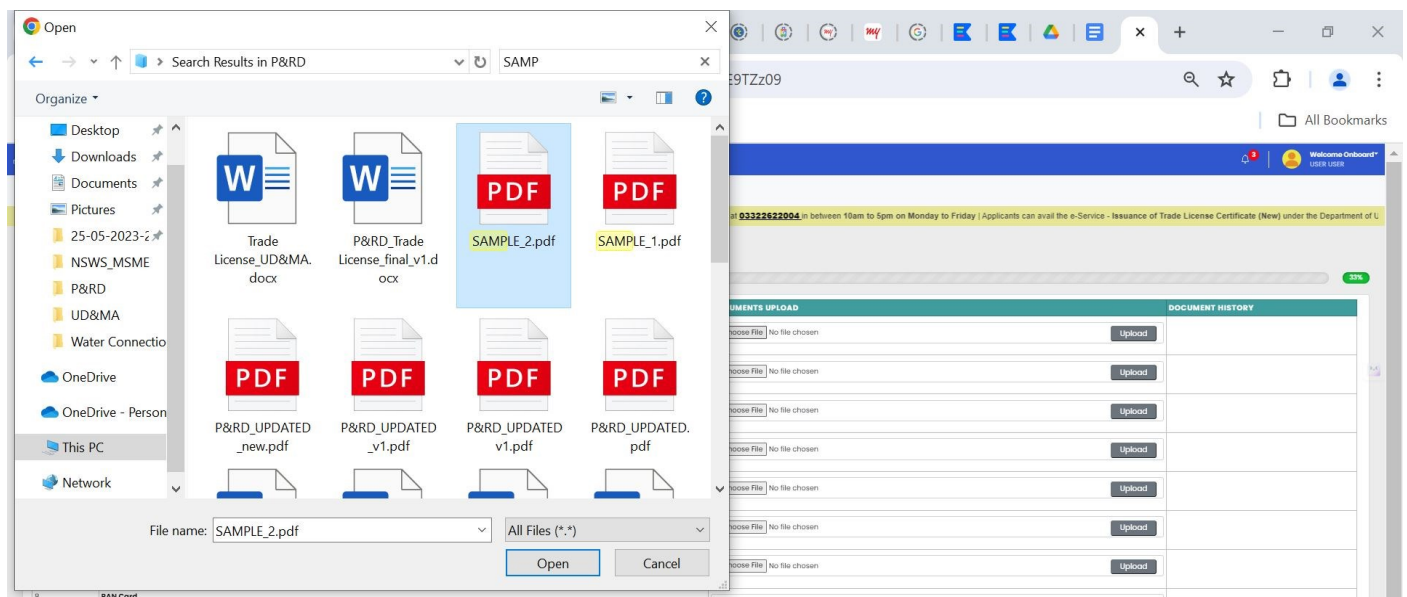
Form V

Browse... No file selected. Upload

Work Order

Browse... No file selected. Upload

<< Back Save & Continue >>



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.

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## Registration of principal employers under provision of The Contracts Labour (Regulation and Abolition) Act, 1970

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Upload Documents | Ease of doing business

Application Saved Successfully

Upload Documents - CAF2022000448

33%

Any other licenses/registrations taken/applied to run the establishment

Articles of Association and Memorandum of Association/Partnership Deed

Trade License

Factory License if any

Other certificates of registration in case of other than company, proprietorship or partnership firm like cooperative, Trustees etc.

Click to continue with the application process.

Save & Continue >>

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.

Common Application Form Preview - CAF2022000448

Almost Completed 87%

Documents successfully uploaded.

| PARAMETERS                                                                                                                | INPUTS                                                                     |
|---------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------|
| <b>1. Name And Location of the Establishment</b>                                                                          |                                                                            |
| Establishment Name                                                                                                        | Sample name                                                                |
| Establishment Type                                                                                                        | Micro                                                                      |
| Location of the Establishment                                                                                             | Sample address<br>Ward-9, PS - Amherst street, Kolkata- 700009             |
| <b>2. Registered Office Address of the Establishment</b>                                                                  |                                                                            |
| Registered Office Address of the Establishment                                                                            | Sample village name<br>Ward-9, PS - Amherst street, Kolkata- 700009        |
| <b>3. Full Name and Address of the Principal Employer</b>                                                                 |                                                                            |
| 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<br>Ward-9, PS - Amherst street, Kolkata- 700009, India |
| <b>4. Full Name and Address of the Manager or Person responsible for the supervision and control of the Establishment</b> |                                                                            |
| Full name of the Manager or Person Responsible                                                                            | Sample name                                                                |



# User Manual

## Registration of principal employers under provision of The Contracts Labour (Regulation and Abolition) Act, 1970

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

Common Application Form Preview

silpasathi.wb.gov.in/csf/application-preview/SXVpbTdsW11aHdXRuUHyjYzR1kxUT09

|                                                                                                                                                                                                                                           |                     |                       |                 |                         |          |                                                |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|-----------------------|-----------------|-------------------------|----------|------------------------------------------------|
| (d) Whether the Workmen employed/intended to be Employment 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                  |                       |                 |                         |          |                                                |
| d.i) a complete job description of the contract labour                                                                                                                                                                                    | Sample description  |                       |                 |                         |          |                                                |
| d.ii) Wage rates and other cash benefits paid/to be paid                                                                                                                                                                                  | Sample wage benefit |                       |                 |                         |          |                                                |
| d.iii) Category/designation/nomenclature of the job                                                                                                                                                                                       | Sample category     |                       |                 |                         |          |                                                |
| (e) Settlement or award or judgement or minimum wages (if any applicable in the establishment)                                                                                                                                            | Sample settlement   |                       |                 |                         |          |                                                |
| 6.Maximum number of contract labour to be employed on any day through each contractor                                                                                                                                                     | 123                 |                       |                 |                         |          |                                                |
| 7.Trade Union Information                                                                                                                                                                                                                 |                     |                       |                 |                         |          |                                                |
| SL. NO.                                                                                                                                                                                                                                   | REGISTRATION NUMBER | TRADE UNION NAME      | ADDRESS         |                         |          |                                                |
| No Data Found!!!                                                                                                                                                                                                                          |                     |                       |                 |                         |          |                                                |
| 8.Contractor Information                                                                                                                                                                                                                  |                     |                       |                 |                         |          |                                                |
| SL. NO.                                                                                                                                                                                                                                   | NAME OF CONTRACTOR  | NATURE OF WORK        | CONTRACT LABOUR | WORKING PERIOD          | DOWNLOAD | ACTION                                         |
| 1                                                                                                                                                                                                                                         | Sample name         | Sample Nature Of Work | 123             | 26/01/2002 - 26/01/2023 | Download | More                                           |
| UPLOADED SUPPORTING DOCUMENTS                                                                                                                                                                                                             |                     |                       |                 |                         |          |                                                |
| Trade License                                                                                                                                                                                                                             |                     | View                  |                 |                         |          |                                                |
| Article of Association and Memorandum of Association / Partnership Deed                                                                                                                                                                   |                     | View                  |                 |                         |          |                                                |
| Factory License If any                                                                                                                                                                                                                    |                     | View                  |                 |                         |          |                                                |
| Other certificates of registration in case of other than company, proprietorship or partnership firm like cooperative, Trustees etc.                                                                                                      |                     | View                  |                 |                         |          |                                                |
| Any other licenses/registrations taken/applied to run the establishment                                                                                                                                                                   |                     | View                  |                 |                         |          |                                                |
| <input checked="" type="checkbox"/> I hereby declare that the particulars given above are true to the best of my knowledge and belief *                                                                                                   |                     |                       |                 |                         |          |                                                |
| Declaration statement                                                                                                                                                                                                                     |                     |                       |                 |                         |          | Click on submit for submission of application. |
|                                                                                                                                                                                                                                           |                     |                       |                 |                         |          | Submit                                         |

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

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

Common Application Form Preview

silpasathi.wb.gov.in/csf/submitted/b2JhL1A1WEkrQD9hZFPNbklIMVpUQT09/SXVpbTdsW11aHdXRuUHyjYzR1kxUT09

Ease of Doing Business | Single Window Services for Business

DASHBOARD ALL ESTABLISHMENTS ALL SERVICES PROCEDURE COMPREHENSIVE LIST QUERY/GRIEVANCES

Current Status-CAF2022000448

|                                                                                                      |                |           |
|------------------------------------------------------------------------------------------------------|----------------|-----------|
| NAME OF THE SERVICES                                                                                 | CURRENT STATUS | DATE      |
| Registration of Principal Employer's under the Contracts Labour (Regulation and Abolition) Act, 1970 | Applied        | Completed |
| Back for Correction (if required)                                                                    | Pending        |           |
| Approved for fees submission                                                                         | Pending        |           |
| Fees Paid/Form - I Upload Pending                                                                    | Pending        |           |
| Final Submit                                                                                         | Pending        |           |
| Issued                                                                                               | Pending        |           |

Application status updated.

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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.

## User Manual

### Registration of principal employers under provision of The Contracts Labour (Regulation and Abolition) Act, 1970

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

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.

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.

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

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DASHBOARD ALL ESTABLISHMENTS ALL SERVICES PROCEDURE COMPREHENSIVE LIST QUERY/GRIEVANCES

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

Your Selected Service(s)

Click to check latest status as updated.

BUSINESS REFERENCE ID: CAF2022000448

Check Status

| SL NO. | SERVICE                                                                                                                         | ACTION       |
|--------|---------------------------------------------------------------------------------------------------------------------------------|--------------|
| 1      | Registration of Principal Employer's under the Contracts Labour (Regulation and Abolition) Act, 1970 (WBRTPS Timeline: 30 days) | View details |

Applied Back for Correction (if required) Approved for fees submission Fees Paid/Form - I Upload Pending Final Submit Issued

BUSINESS REFERENCE ID: CAF2022000447 Check Status

BUSINESS REFERENCE ID: CAF2022000445 Check Status

BUSINESS REFERENCE ID: CAF2022000441 Check Status

BUSINESS REFERENCE ID: CAF2022000440 Apply Online

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## Status Dashboard

# User Manual

## Registration of principal employers under provision of The Contracts Labour (Regulation and Abolition) Act, 1970

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| NAME OF THE SERVICES                                                                                 | CURRENT STATUS                   | DATE      |
|------------------------------------------------------------------------------------------------------|----------------------------------|-----------|
| Registration of Principal Employer's under the Contracts Labour (Regulation and Abolition) Act, 1970 | Applied                          | Completed |
|                                                                                                      | Back for Correction(if required) | Completed |
|                                                                                                      | Approved for fees submission     | Pending   |
|                                                                                                      | Fees Paid/Form -I Upload Pending | Pending   |
|                                                                                                      | Final Submit                     | Pending   |
|                                                                                                      | Issued                           | Pending   |

## 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

| SL NO. | SERVICE                                                                                                                         | ACTION  |
|--------|---------------------------------------------------------------------------------------------------------------------------------|---------|
| 1      | Registration of Principal Employer's under the Contracts Labour (Regulation and Abolition) Act, 1970 (WBRTPS Timeline: 30 days) | Pay Now |

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

# User Manual

## Registration of principal employers under provision of The Contracts Labour (Regulation and Abolition) Act, 1970

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e-Payments | Ease of doing business

silpasathi.wb.gov.in/payment-details/bfBJRfHkM0RdzcreURjSzZCaDVfz09/SXVpbTdsW11aHdXRUTHYjzR1kxUT09

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 [helpdesk.silpasathi@gmail.com](mailto:helpdesk.silpasathi@gmail.com)

### Payments Details-CAF2022000448

Verify Payment details

Please click on the button under the action column to fetch the updated payment status. [CLICK HERE](#)

Details of the depositor

|                                |                      |                                                                                                                                                                                                                                                                                                                 |
|--------------------------------|----------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Dept. Payment Reference Number | EODB7629880866247662 | <i>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 shortly.</i> |
| CAF Number                     | CAF2022000448        |                                                                                                                                                                                                                                                                                                                 |
| Name                           | Test User            |                                                                                                                                                                                                                                                                                                                 |
| Email                          | testuser@gmail.com   |                                                                                                                                                                                                                                                                                                                 |
| Mobile                         | 8999999999           |                                                                                                                                                                                                                                                                                                                 |

Service wise fees details

| SL. NO. | NAME OF THE SERVICES                                                                                 | PURPOSE           | HEAD OF ACCOUNT    | PAYABLE AMOUNT(RS.) |
|---------|------------------------------------------------------------------------------------------------------|-------------------|--------------------|---------------------|
| 1       | Registration of Principal Employer's under the Contracts Labour (Regulation and Abolition) Act, 1970 | Registration Fees | 0230-00-106-001-27 | 2000                |
| Total   |                                                                                                      |                   |                    | 2000                |

<< Back

Click here to proceed with the payment in GRIPS portal. [Proceed to Pay](#)

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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.

GRIPS Payment Details

wbifms.gov.in/GRIPS/silpaSathiEoddb.do

**WEST BENGAL** Integrated Financial Management System **GRIPS** 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:

[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.

# User Manual

## Registration of principal employers under provision of The Contracts Labour (Regulation and Abolition) Act, 1970

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GRIPS: Select bank to make pay x +

wbifms.gov.in/GRIPS/entPayCnf.do

**iFMS** Integrated Financial Management System **GRIPS**

WEST BENGL

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.

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

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

**Order Summary**

Order No.: 111020222013543642

Merchant Name: GRIPS 2.0

Amount: 625.00

Processing fee:

GST:

Total:

APM ID: PG\_TRANS\_396

Select payment mode.

Government Receipt Portal System x +

https://wbifms.gov.in/GRIPS/v2/#/g2-paymentresult?uid=dec3ac7e-7485-4e71-b079-18525e68c218&data1=3dba144ac7d23a8be84375cca9bb4bb2fb651d2437903cd0e5e0bb7d4a7448c&paymentId=121020222013612159

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

**GRIPS 2.0**

Search your pages and functionalities

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.

# User Manual

## Registration of principal employers under provision of The Contracts Labour (Regulation and Abolition) Act, 1970

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

Establishment | Ease of doing bu... x

silpasathi.wb.gov.in/dashboard

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 technical.helpdesk.silpasathi@gmail.com

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

Your Selected Service(s)

BUSINESS REFERENCE ID : CAF2022000448 Check Status

| SL NO. | SERVICE                                                                                                                                                                                                                                                         | ACTION           |
|--------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|
| 1      | Registration of Principal Employer's under the Contracts Labour (Regulation and Abolition) Act, 1970 (WBRTPS Timeline: 30 days)<br>Applied Back for Correction (If required) Approved for fees submission Fees Paid/Form - I Upload Pending Final Submit Issued | Click to Proceed |

BUSINESS REFERENCE ID : CAF2022000447 Check Status

BUSINESS REFERENCE ID : CAF2022000445 Check Status

BUSINESS REFERENCE ID : CAF2022000441 Check Status

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Upload Application Form | Ease of ... x

https://silpasathi.wb.gov.in/upload-application-form/9/RndVOUZvVTBDT3hPNG43NDZJM1bQT09/tJWWMFNvkehGd0d4TK9DRW5aVUEzUT09

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

Upload Application Form - CAF2022000648

Click here to download Application Form-I

Click to download Form I

Browse... No file selected.

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

<< Back Click to upload the signed Form I UPLOAD

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32°C Cloudy 12:07 12-10-2022

# User Manual

## Registration of principal employers under provision of The Contracts Labour (Regulation and Abolition) Act, 1970

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Menu Edit Content PDF to Word PDF to Picture Annotate Rotate Auto Scroll Read Mode Background Snip and Pin Find and Replace Highlight Note

Form I as downloaded.

**FORM I**  
(Prescribed under Rule 21(1) of the West Bengal Contracts Labour (Regulation and Abolition) Act, 1970)

**Application for Renewal of License**

|                                                                                                                  |                                                                                                            |
|------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------|
| 1.Name & Address of the Contractor:                                                                              | testcontractor3<br>test address, kulpi, Kulpi, Diamond Harbour, South 24 Parganas, PS:-Kulpi , PIN- 740011 |
| 2.Number and Date of the License                                                                                 | DHR05/CLL/000072 dated on 11/102022                                                                        |
| 3.Date of expiry of the previous license                                                                         |                                                                                                            |
| (i)Maximum no.of contract labour employed by the contractor on any day                                           | 200                                                                                                        |
| <b>(ii)Rate of paid to each category(unskilled, semi-skilled,skilled,highly-skilled etc.) of contract labour</b> |                                                                                                            |
| Rate of paid to each unskilled category                                                                          | 1                                                                                                          |
| Rate of paid to each semi-skilled category                                                                       | 2                                                                                                          |
| Rate of paid to each skilled category                                                                            | 3                                                                                                          |
| Rate of paid to each highly-skilled category                                                                     | 4                                                                                                          |
| (iii)Daily hours of work and spread over                                                                         | Daily hour(s) 5 hr(s) and spread over 6 hr(s)                                                              |
| (iv)Whether weekly holiday observed and on which day                                                             | day(s)                                                                                                     |
| <b>(v)Whether weekly holiday so observed was paid holiday</b>                                                    |                                                                                                            |
| <b>(vi)Whether leave (with wages) allowed (specify</b> Casual leave,Earned leave, and Medical leave etc.)        |                                                                                                            |
| Annual leave                                                                                                     | 3                                                                                                          |
| Casual leave                                                                                                     | 4                                                                                                          |
| Sick leave                                                                                                       | 3                                                                                                          |
| Maternity leave                                                                                                  | 5                                                                                                          |
| Other leave                                                                                                      | 6                                                                                                          |
| (vii)Special benefits provided, if any                                                                           |                                                                                                            |

Create PDF  
From single file  
From multiple files  
From Templates  
From scanner  
New blank page

Upload Application Form | 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](mailto:technical.helpdesk.silpasathi@gmail.com)

**Upload Application Form - CAF202**

Click to upload the signed Form I

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

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# User Manual

## Registration of principal employers under provision of The Contracts Labour (Regulation and Abolition) Act, 1970

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Common Application Form Preview

silpasathi.wb.gov.in/caf/submitted/bfBJRFhKM0RrdzcreURjSzZCaDVfz09/SXVpbIdseW11aHdXRUTHyYzR1kxUT09

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](mailto:technical.helpdesk.silpasathi@gmail.com)

Current Status-CAF2022000448

| NAME OF THE SERVICES                                                                                 | CURRENT STATUS | DATE |
|------------------------------------------------------------------------------------------------------|----------------|------|
| Registration of Principal Employer's under the Contracts Labour (Regulation and Abolition) Act, 1970 | Completed      |      |
| Applied                                                                                              | Completed      |      |
| Back for Correction(if required)                                                                     | Completed      |      |
| Approved for fees submission                                                                         | Completed      |      |
| Fees Paid/Form -I Upload Pending                                                                     | Completed      |      |
| Final Submit                                                                                         | Completed      |      |
| Issued                                                                                               | Pending        |      |

Latest Status updated.

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### 3. Track Status of Application

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

#### Applicant's Dashboard

Establishment | Ease of doing bu

silpasathi.wb.gov.in/dashboard

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](mailto:technical.helpdesk.silpasathi@gmail.com)

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

Your Selected Service(s)

BUSINESS REFERENCE ID : CAF2022000448

Check Status

| SL NO. | SERVICE                                                                                                                                                                                                                                                       | ACTION           |
|--------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|
| 1      | Registration of Principal Employer's under the Contracts Labour (Regulation and Abolition) Act, 1970 (WBRTPS Timeline: 30 days)<br>Applied Back for Correction(if required) Approved for fees submission Fees Paid/Form -I Upload Pending Final Submit Issued | Click to Proceed |

BUSINESS REFERENCE ID : CAF2022000447 Check Status

BUSINESS REFERENCE ID : CAF2022000445 Check Status

BUSINESS REFERENCE ID : CAF2022000441 Check Status

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

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

# User Manual

## Registration of principal employers under provision of The Contracts Labour (Regulation and Abolition) Act, 1970

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The screenshot shows the 'Current Status-CAF2022000448' page on the SilpaSathi portal. A table lists the status of various steps in the registration process. A red box highlights the 'CURRENT STATUS' column, and a green box highlights the 'Latest status updated.' message.

| NAME OF THE SERVICES                                                                                 | CURRENT STATUS                   | DATE      |
|------------------------------------------------------------------------------------------------------|----------------------------------|-----------|
| Registration of Principal Employer's under the Contracts Labour (Regulation and Abolition) Act, 1970 | Applied                          | Completed |
|                                                                                                      | Back for Correction(if required) | Completed |
|                                                                                                      | Approved for fees submission     | Completed |
|                                                                                                      | Fees Paid/Form -I Upload Pending | Completed |
|                                                                                                      | Final Submit                     | Completed |
|                                                                                                      | Issued                           | Completed |

Latest status updated.

### 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.

The screenshot shows the 'Applicant's Dashboard' on the SilpaSathi portal. It displays various service options and a section for the selected service. A green box highlights the 'Download Certificate' button, and a red box highlights the 'Download Certificate' link in the 'ACTION' column of the service table.

Click on 'Download Certificate'.

| SL NO. | SERVICE                                                                                                                                                                                                                                                                 | ACTION               |
|--------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|
| 1      | Registration of Principal Employer's under the Contracts Labour (Regulation and Abolition) Act, 1970 (WBRTPS Timeline: 30 days)<br>Applied → Back for Correction(if required) → Approved for fees submission → Fees Paid/Form -I Upload Pending → Final Submit → Issued | Download Certificate |

# User Manual

## Registration of principal employers under provision of The Contracts Labour (Regulation and Abolition) Act, 1970

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

Application View Details | Ease of Doing Business | Single Window Services for Business

For any technical query, kindly drop a mail at [technical.helpdesk.silpasathi@gmail.com](mailto:technical.helpdesk.silpasathi@gmail.com)

### Application Form View Details – CAF2022000448

| PARAMETERS                                                                                                         | INPUTS                                                                                      |
|--------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------|
| 1. Rehistration certificate(Form-II)                                                                               | <a href="#">Download Certificate</a>                                                        |
| 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<br>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<br>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<br>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 |                                                                                             |

Click on pdf icon.

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

### The Final Certificate gets downloaded (Screenshot)

silpasathi.wb.gov.in/read-bytea-file-all/aWQ%3D/NjEyOTU3/MjY3NzAz/cHJkX3RyYWRlX2NlcnRpZmljYXRlc19kZXRhWxz/ZG9jdW1lbn...

Online NOC

1 / 1 | 50% |

1 of 2

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

FORM - II  
(See Rule 18(1))  
*Registration*

Registration No. : DHR05/CLR/000065 Date : 6th Jun, 2022

A Certificate of Registration containing the following particulars is hereby granted under sub-section(2) of Section 7 of the Contract Labour (Regulation & Abolition) Act, 1970 and the Rules made thereunder to : **Sample Name, Sample Address, Kulpi, Diamond Harbour - 743329, PS - Kulpi, South 24 Parganas.**

|                                                                                        |                                                                                                                                                       |
|----------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. Nature of work carried on in the Establishment                                      | test contractor                                                                                                                                       |
| 2. Name and Address of Constructor                                                     | Kolkata<br>Dahagram, Block - Kalliganj<br>Achalnagar, South, PS - Laharua<br>Nadia - PIN- 761111, West Bengal<br>Work Period:01-01-2022 To 31-12-2022 |
| 3. Nature of work in which contractor labour employed or to be employed                |                                                                                                                                                       |
| 4. Maximum number of contract labour to be employed on any day through each contractor | 100                                                                                                                                                   |
| 5. Other particulars relevant to the Employment of Contract Labour                     | Annexure II Attached                                                                                                                                  |

Signature and Seal of Registering Officer

***Registration of principal employers under provision of The Contracts Labour (Regulation and Abolition) Act, 1970***

1 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 employment by the contractor perform the same or similar kind of work as the workmen employed directly by the Principal Employer (if yes, please give brief 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

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# User Manual

## Registration of principal employers under provision of The Contracts Labour (Regulation and Abolition) Act, 1970

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

One Approval certificate document has been illustrated below:

|                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                             |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                                                                                                                                                                                     |                                                                                                                                                                             |
| <b>GOVERNMENT OF WEST BENGAL</b>                                                                                                                                                                                                                                                                                     |                                                                                                                                                                             |
| <b>OFFICE OF THE ASSISTANT LABOUR COMMISSIONER ,</b>                                                                                                                                                                                                                                                                 |                                                                                                                                                                             |
| <b>DIAMOND HARBOUR</b>                                                                                                                                                                                                                                                                                               |                                                                                                                                                                             |
| <b>1st floor of ABIRON, Roynagar Rail Gate, Diamond Harbour, South 24 Parganas, Pin-743331</b>                                                                                                                                                                                                                       |                                                                                                                                                                             |
| <b>FORM - II</b>                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                             |
| <b>[ See Rule 18(1) ]</b>                                                                                                                                                                                                                                                                                            |                                                                                                                                                                             |
| <i>Registration</i>                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                             |
| <b>Registration No. : DHR05/CLR/000065</b>                                                                                                                                                                                                                                                                           |                                                                                                                                                                             |
| <b>Date : 6th Jun, 2022</b>                                                                                                                                                                                                                                                                                          |                                                                                                                                                                             |
| A Certificate of Registration containing the following particulars is hereby granted under sub-section(2) of Section 7 of the Contract Labour (Regulation & Abolition) Act,1970 and the Rules made thereunder to <b>Sample Name, Sample Address, Kulpi, Diamond Harbour - 743329, PS - Kulpi, South 24 Parganas.</b> |                                                                                                                                                                             |
| 1. Nature of work carried on in the Establishment                                                                                                                                                                                                                                                                    | <b>test contractor</b><br><b>Kolkata</b>                                                                                                                                    |
| 2. Name and Addresses of Contractors                                                                                                                                                                                                                                                                                 | <b>Debagram, Block - Kaliganj ,</b><br><b>Krishnanagar Sadar, PS - Taherpur ,</b><br><b>Nadia , PIN- 761111, West Bengal</b><br><b>Work Period:01-01-2022 To 31-12-2022</b> |
| 3. Nature of work in which contractor labour is employed or is to be employed                                                                                                                                                                                                                                        |                                                                                                                                                                             |
| 4. Maximum number of contract labour to be employed on any day through each contractor                                                                                                                                                                                                                               | <b>100</b>                                                                                                                                                                  |
| 5. Other particulars relevant to the Employment of Contract Labour                                                                                                                                                                                                                                                   | <b>Annexure II Attached</b>                                                                                                                                                 |
|                                                                                                                                                                                                                                   |                                                                                                                                                                             |
| <b>Signature and Seal</b><br><b>of</b><br><b>Registering Officer</b>                                                                                                                                                                                                                                                 |                                                                                                                                                                             |



# User Manual

## Registration of principal employers under provision of The Contracts Labour (Regulation and Abolition) Act, 1970

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.

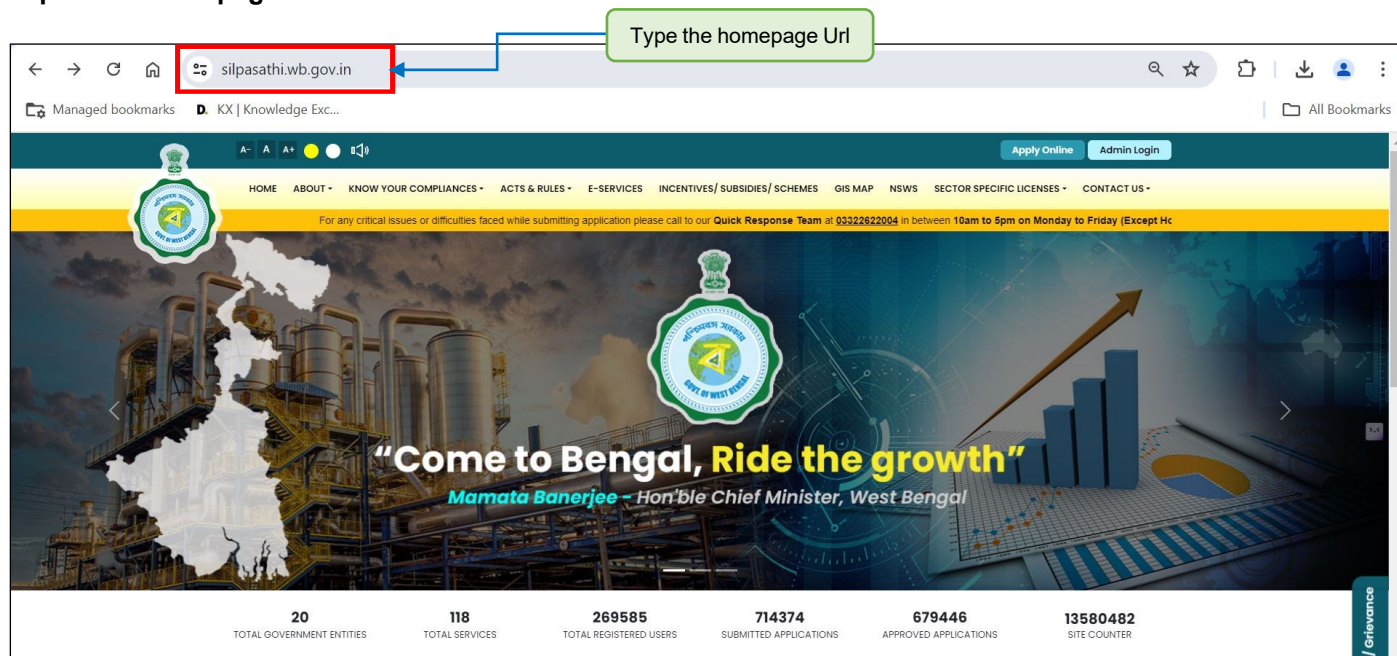
#### Third party verification process

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 of principal employers under provision of The Contracts Labour (Regulation and Abolition) Act, 1970

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) - v

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

Enter CAF No. \*  
Enter CAF No.

| Sl No. | Service Name                                                 | Department Name | Action                                             |
|--------|--------------------------------------------------------------|-----------------|----------------------------------------------------|
| 1      | Authorization under Bio-Medical Waste Management Rules, 2016 | WBPCB           | <input type="button" value="Click Here &gt;&gt;"/> |
| 2      | Authorization under The E-waste Management Rules, 2016       | WBPCB           | <input type="button" value="Click Here &gt;&gt;"/> |

Enter details.



# User Manual

## Registration of principal employers under provision of The Contracts Labour (Regulation and Abolition) Act, 1970

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

The third party 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

Third Party Verification

Track Registration/License details through Silpasathi Portal

Select Service : \*

Registration of Principal Employer's under Th ▾

Search Using \*

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

☒ Approval Certificate Number

Enter Approved Certificate No. \*

CAF2022001005

Search

| Parameter                            | Output                                                                                               |
|--------------------------------------|------------------------------------------------------------------------------------------------------|
| Approval Certificate number          |                                                                                                      |
| Application number                   |                                                                                                      |
| Legacy Portal Reference number       |                                                                                                      |
| Service Name                         | Registration of Principal Employer's under the Contracts Labour (Regulation and Abolition) Act, 1970 |
| Name of Enterprise to whom issued    |                                                                                                      |
| Address of enterprise to whom issued | ,                                                                                                    |
| Status                               | Registration Certificate(Form-II) is Issued by the Registering Authority                             |
| Date of Approval                     | 01-01-1970                                                                                           |
| Valid till (date)                    | One-time Approval                                                                                    |

NEED HELP? ASK NICCI

Query / Grievance