

Labour Department:

Renewal of Registration of Boilers under The Boilers Act, 1923

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

User Manual

Renewal of Registration of Boilers under The Boilers Act, 1923

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Table of Contents

Intro	duction	3	
Abou	t the Service	3	
Comp	prehensive Checklist of Documents to be submitted online	3	
Timel	line (WBRTPS)	4	
Instru	uctions related to the application form	4	
Appli	cation Process through SilpaSathi	6	
1.	Online Application submission along with online submission of documents		6
2.	Online Payment of fees		16
3.	Track Status of Application		21
4.	Online Download of final approval certificate		35
5.	Third Party verification details		39

Renewal of Registration of Boilers under The Boilers Act, 1923

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Introduction

This document is intended to serve as a User Manual for grant of the service "Renewal of Registration of Boilers under The Boilers Act, 1923" 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

Renewal of Registration of Boilers under The Boilers Act, 1923 aims for renewal of license for Registration of Boilers under The Boilers Act, 1923. It aims to ensure public safety and prevent accidents by regulating the design, construction, and operation of equipment. 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.	Upload Drawings	Necessary diagrams and sketch related to boiler designs and installation
2.	Upload other documents (if any)	Additional documents

Renewal of Registration of Boilers under The Boilers Act, 1923

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Timeline (WBRTPS)

Renewal of Registration of Boilers under The Boilers Act, 1923 has an WBRTPS timeline of 180 days till approval by the authorities.

Instructions related to the application form

SI. No.	Field Name	Instructions
Add Esta	blishment	
1.	Enter Establishment	Enter Establishment Name
2.	Select Category of Industry	Micro/ Small / Medium/ Large
3.	Whether Owner of Industry is Female	Select Yes / No
4.	Select Ownership Type	Select from dropdown list whether Government/ Private/ NGO/ Cooperative/others
5.	Enter PAN of Establishment	Permanent Account Number of Establishment
6.	Select Identity Card	Enter TAN/ LIN/ CIN details
7.	Enter GST No.	GST details
Establishr	nent Address	
1.	Enter pincode	Pincode details
2.	District	Select district from dropdown
3.	Enter Sub-division	Select Sub-division from dropdown
4.	Enter Area Type	Select Municipality/ Corporation
5.	Enter block	Select Block from dropdown
6.	Select panchayat	Select panchayat from dropdown
7.	Enter police station	Enter police station details
8.	Enter address	Enter full address details
9.	Enter post office	Select from dropdown
Basic Deta	ails	
1.	Select Establishment	Enter establishment name
2.	Whether Boiler / Economizer	Select
3.	Type of boiler	Select from dropdown list whether colliery, chemical fertilizer, medicine factory, etc
4.	Heating Surface Area of Boiler (in square meter)	Enter manually
5.	Address of the Manufacturer of Boiler	Enter address of the Manufacturer of Boiler
6.	Name of manufacturer of the boiler	Enter manually

Renewal of Registration of Boilers under The Boilers Act, 1923

SI. No.	Field Name	Instructions
7.	Type of Boiler	Cochran, Cornish, Lancashire, Cornish, etc
8.	Year of Make	Select year
Operating	Details	
1.	Who will operate the boiler	Boiler Attendant/ Boiler Operation Engineer/ None
Factory A	ddress	
1.	Enter pincode	Pincode details
2.	District	Select district from dropdown
3.	Enter Sub-division	Select Sub-division from dropdown
4.	Enter Area Type	Select Municipality/ Corporation
9.	Enter block	Select Block from dropdown
10.	Select panchayat	Select panchayat from dropdown
11.	Enter police station	Enter police station details
12.	Enter address	Enter full address details
13.	Enter post office	Select from dropdown
Fees Det	ails	
1.	Registration Fees (in Rs)	Auto-calculated as per details entered
2.	Inspection Fees (in Rs)	Auto-calculated as per details entered
3.	If Inspection is required on Holiday	Select Yes / No
4.	Total (in Rs)	Auto-calculated as per details entered

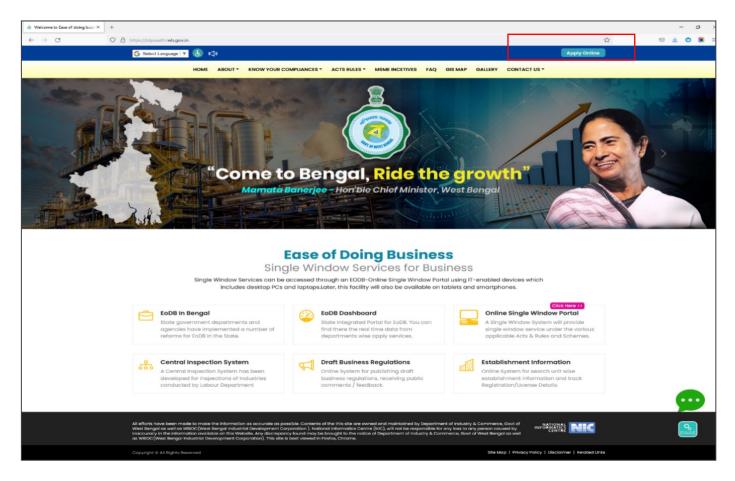
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Application Process through SilpaSathi

1. Online Application submission along with online submission of documents

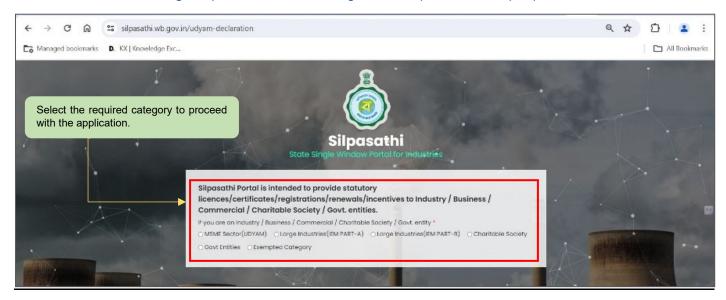
In order to complete the user registration, the applicant has log on to https://silpasathi.wb.gov.in/ and click on 'Apply online' button.



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

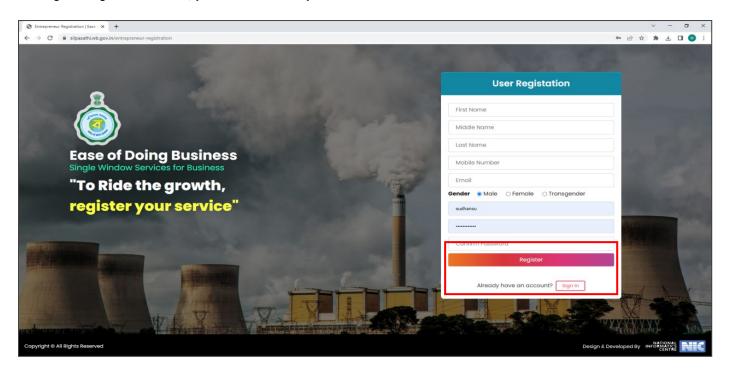
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A sign-up window appears on the screen. The user has to select 'Create New' if he is a new user. An already registered user in SilpaSathi portal can fill in the username and password and login to the SilpaSathi portal.

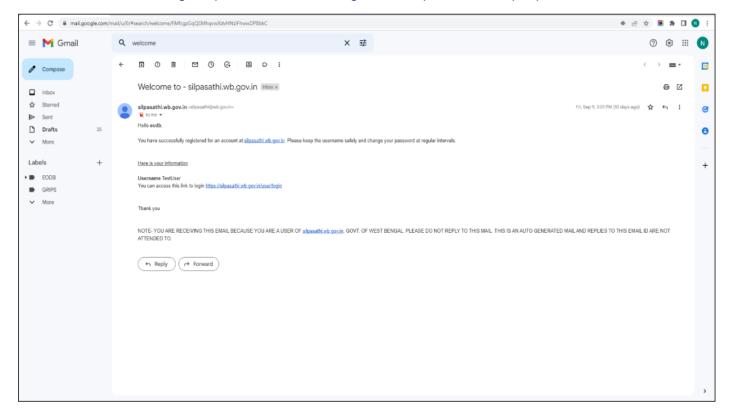
The <u>'User Registration'</u> window will appear with the relevant fields that the applicant needs to fill accurately and click on <u>'Register'</u> as shown by the below screenshot. In case the applicant already has an account, click on the <u>'Sign In'</u> button and login using valid **User ID**,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



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

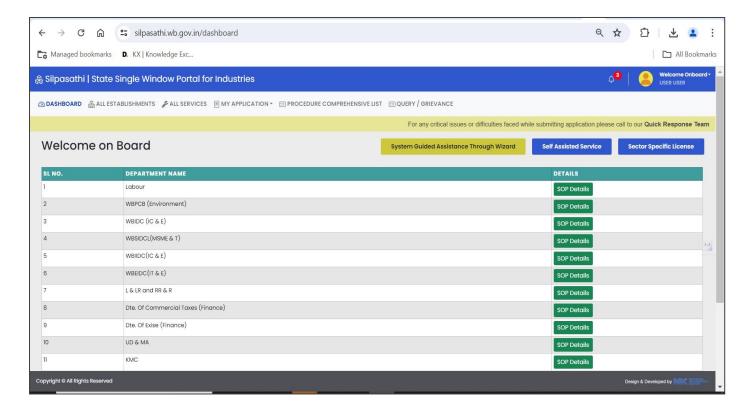
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Online Application submission

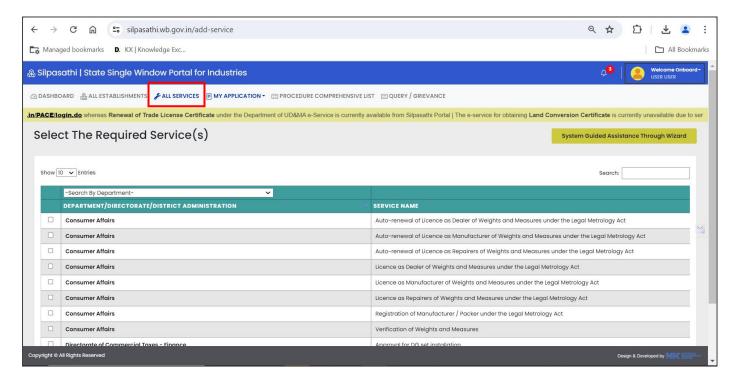
Applicants will now be directed to the user dashboard for completing the further procedures. The following screenshots below illustrate the same.



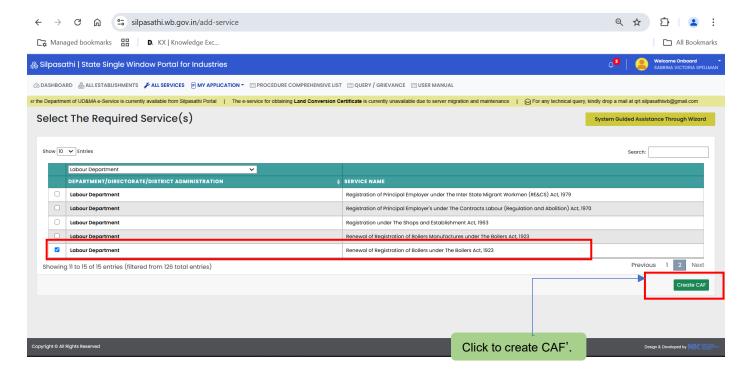
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The applicant has to click on 'ALL SERVICES' to view the list of all services mapped with their corresponding departments.



Once done, a list of services will appear. Applicants need to click on the checkbox adjacent to the service named 'Renewal of Registration of Boilers under The Boilers Act, 1923

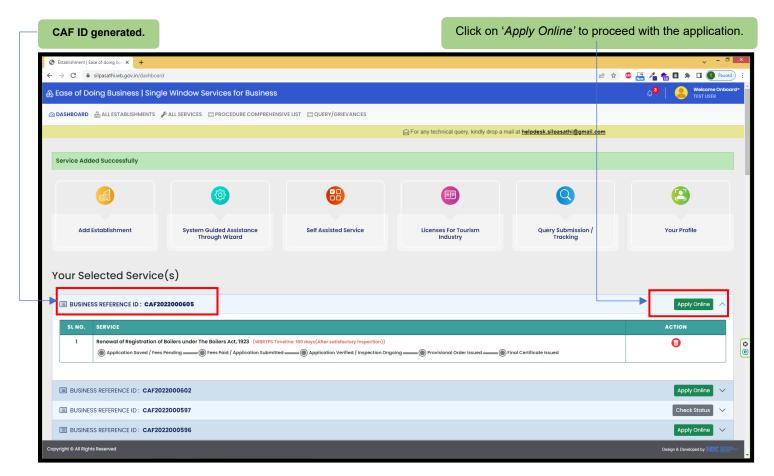


After selecting the service **Renewal of Registration of Boilers under The Boilers Act, 1923**, the applicant has to click on <u>'Create CAF'</u>. Applicant's CAF ID will be created. The unique CAF ID is referred to as the common application form.

Renewal of Registration of Boilers under The Boilers Act, 1923

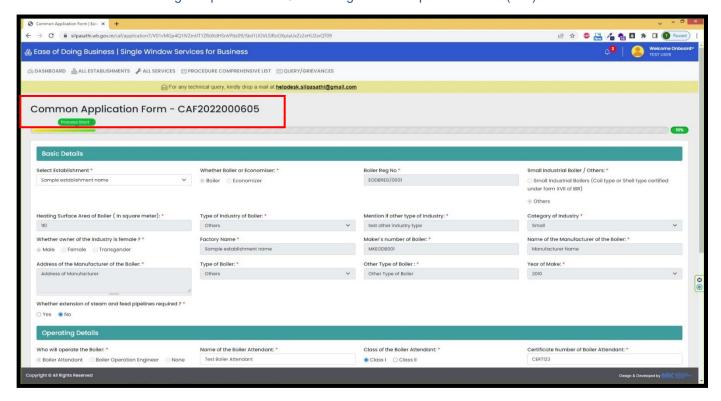
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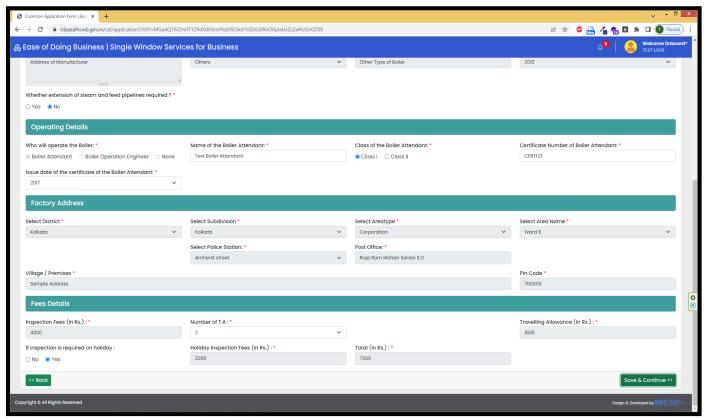
Applicant's Dashboard



After clicking on 'Apply Online' option, the applicant shall be redirected to the main application form. The applicant will have to fill in the required details and review the application form (screenshot below): The applicant is required to upload Form V serial number after which the details are auto populated in the application form.

Renewal of Registration of Boilers under The Boilers Act, 1923

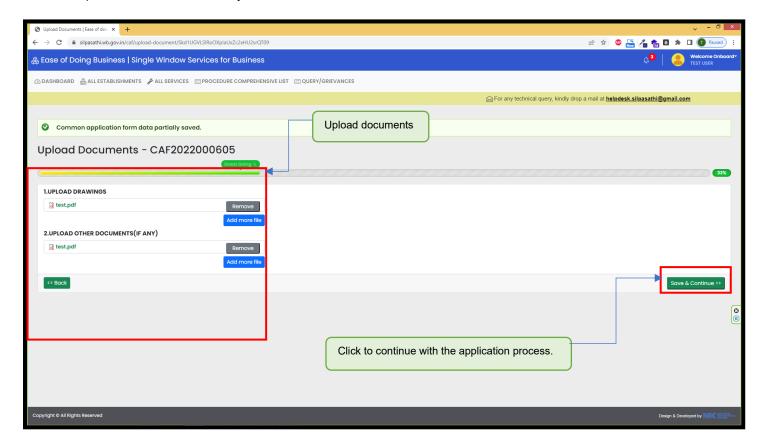


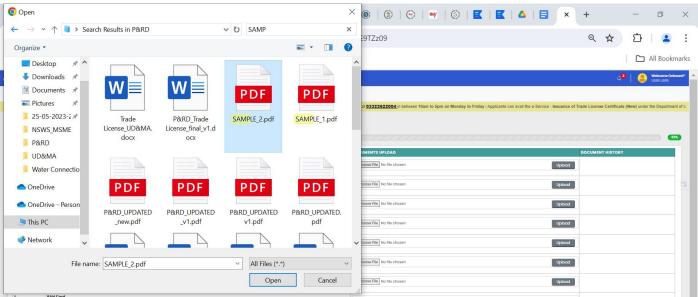


Renewal of Registration of Boilers under The Boilers Act, 1923

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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 'Choose File'. Once the required file is selected, the applicant has to click on 'Upload' button to upload the files successfully.

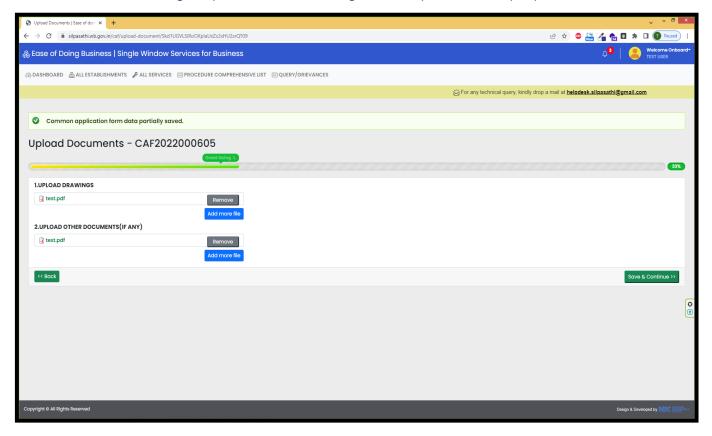




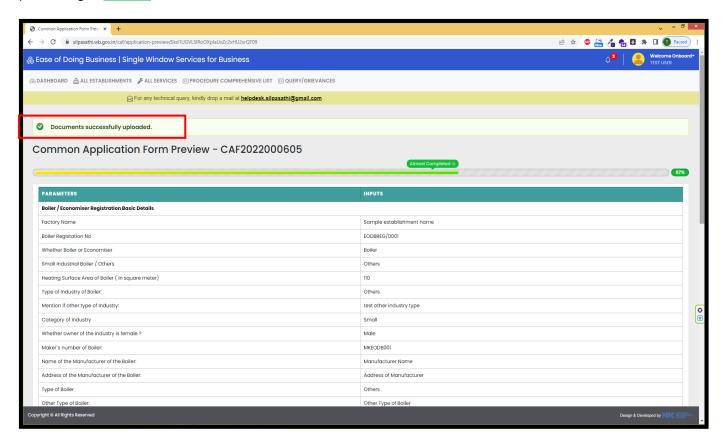
The applicant is required to upload <u>required documents</u> in <u>pdf format</u> as illustrated in the screenshots. After filling the application form and uploading the required documents the applicant has to click on '<u>Save and Continue</u>' to proceed with the application.

Renewal of Registration of Boilers under The Boilers Act, 1923

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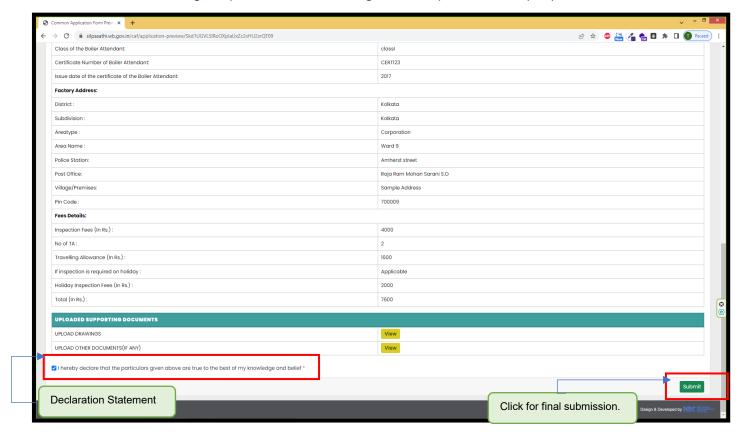


The applicant shall review the filled in application form and proceed for final submission of application. Once reviewed, the applicant shall also be required to click on the Declaration checkbox on the bottom left of the application page before proceeding to <u>'Submit'</u> button, as illustrated in the screenshots below.



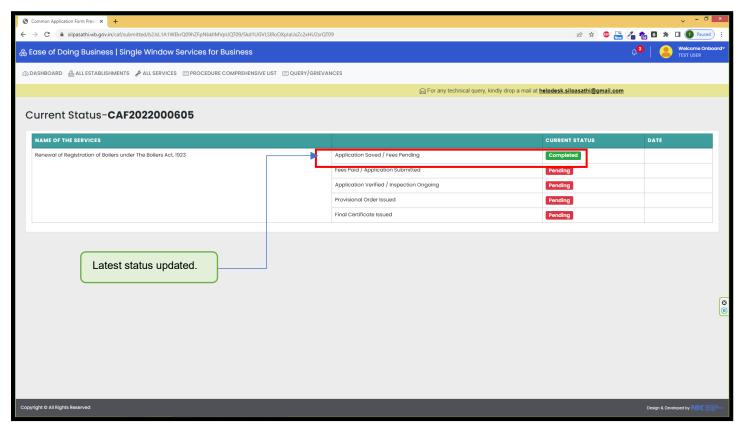
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Upon completion of the application process along with document submission, the applicant clicks on the <u>'Submit'</u> button for final submission of the application.

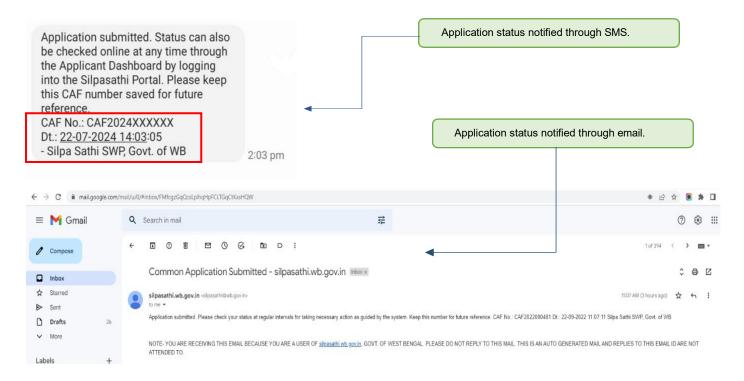
On clicking on 'Submit' link, the following webpage appears post submission of application with updated Status.



Renewal of Registration of Boilers under The Boilers Act, 1923

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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.



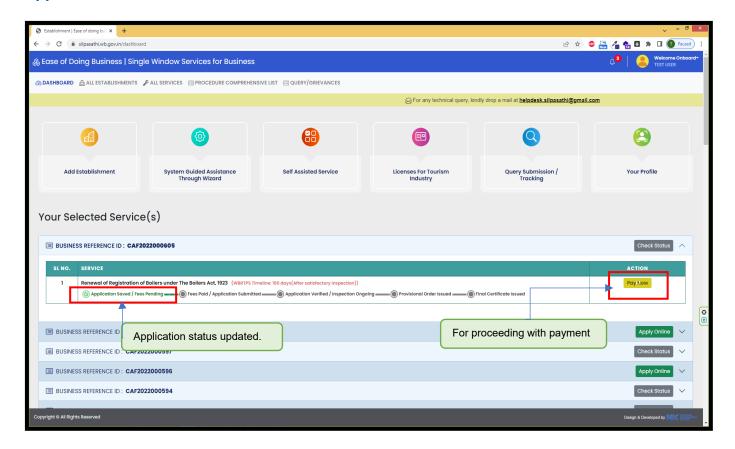
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2. Online Payment of fees

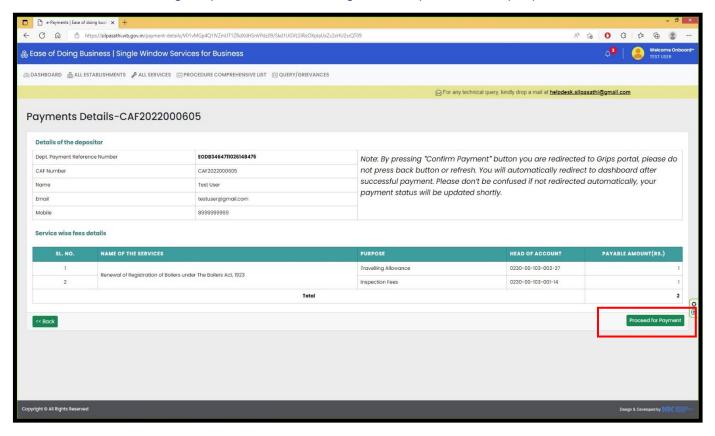
The applicant is now required to pay the required fees based on the application filled by the applicant. The applicant has to click on 'Pay Now' option and proceed with the payment procedure. The screenshot below provides an illustration:

Applicant's Dashboard

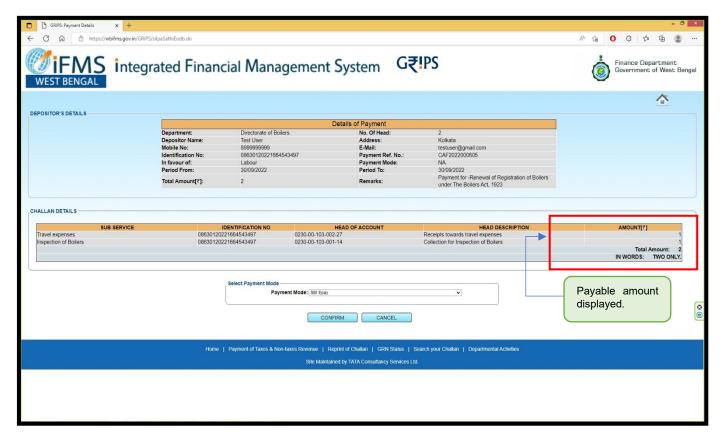


Renewal of Registration of Boilers under The Boilers Act, 1923

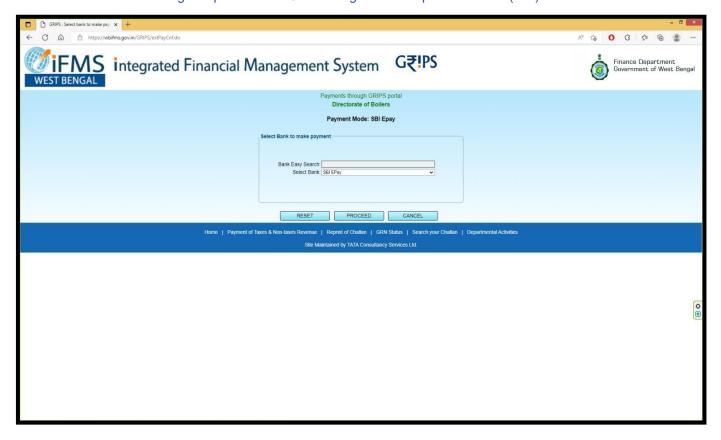
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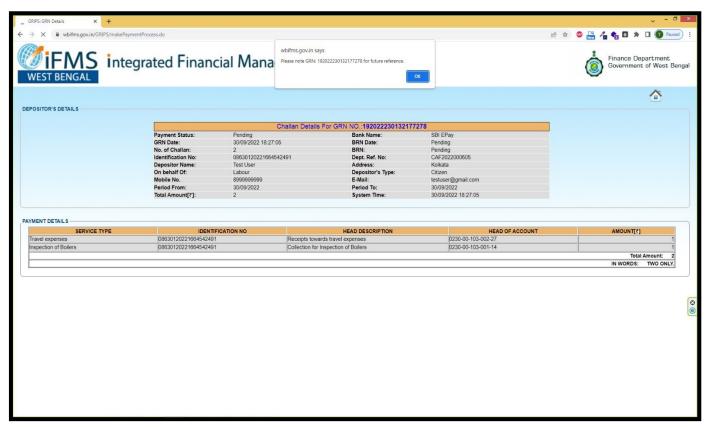


The applicant is redirected to the **GRIPS portal** to complete the payment process. The applicant shall be able to choose between various modes of payment methods for fees payment.

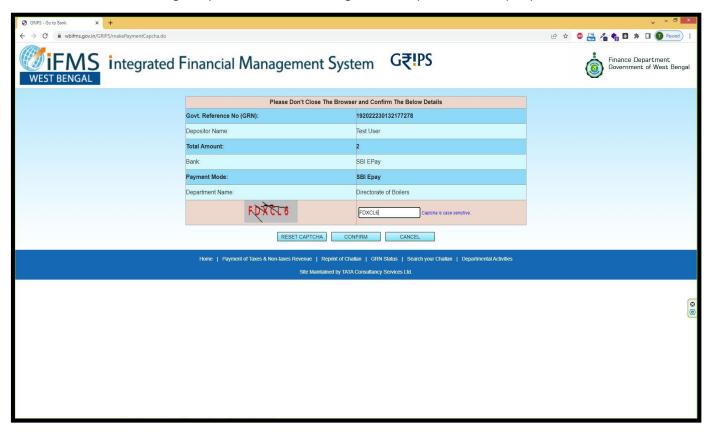


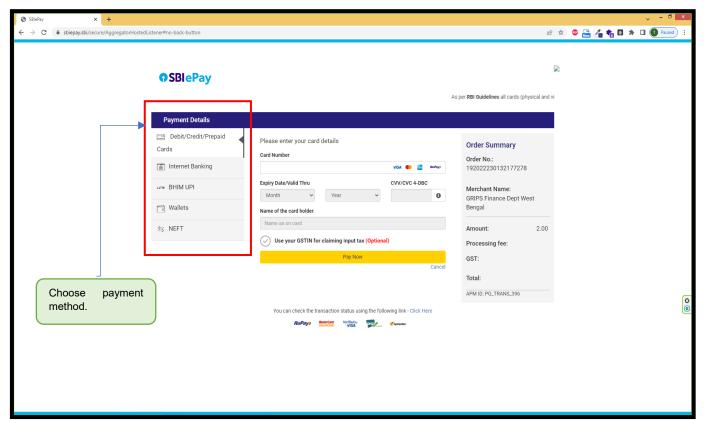
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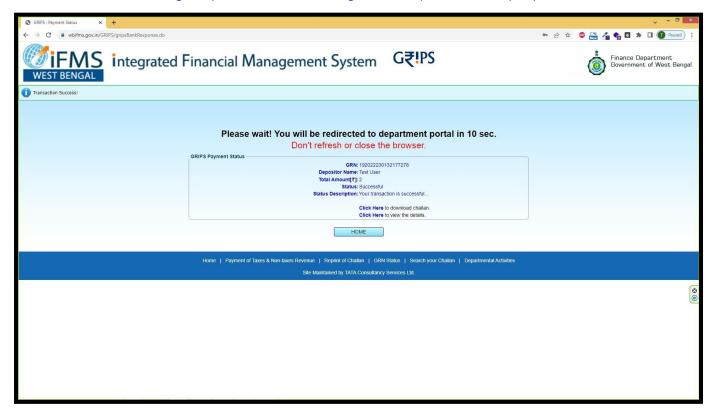


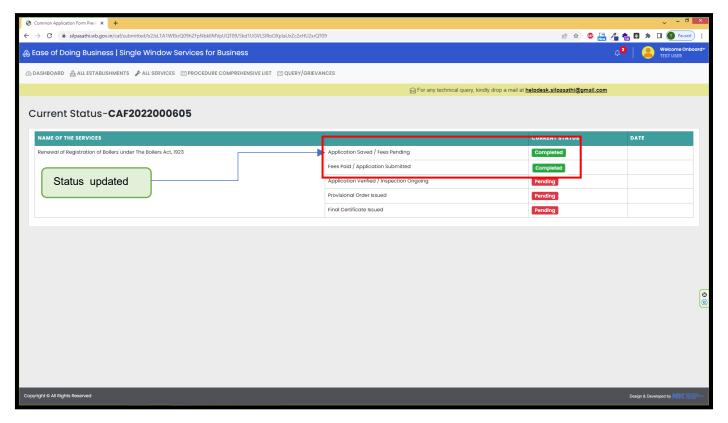
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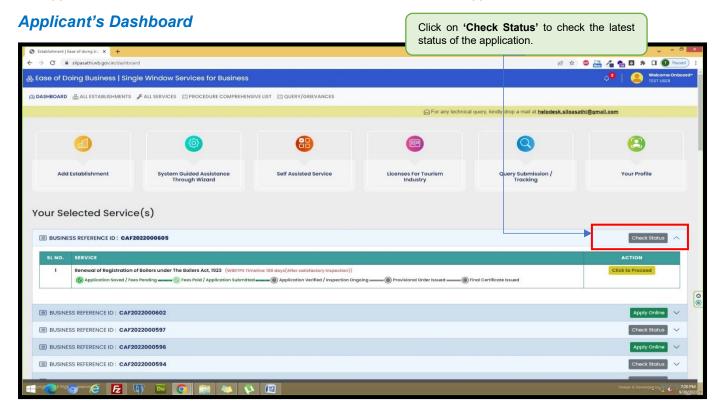


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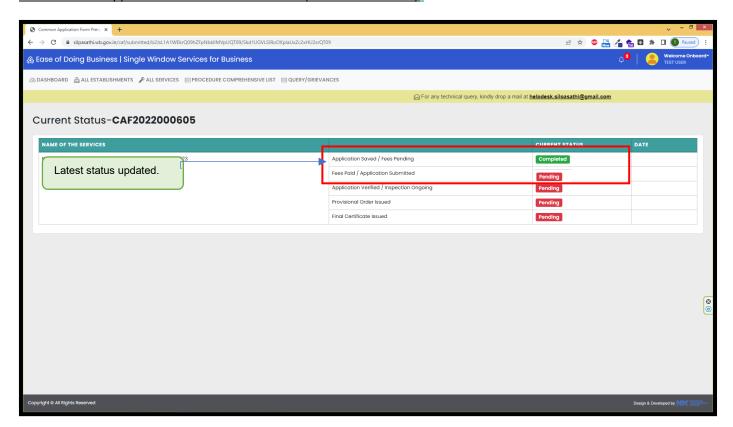
3. Track Status of Application

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



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

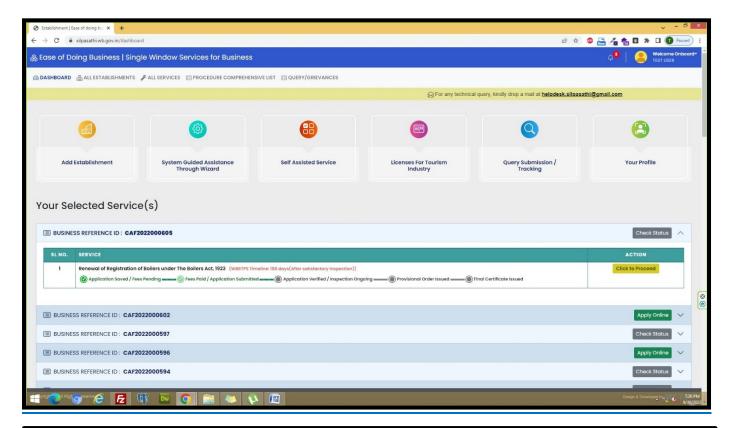
Current status appears in the Status Dashboard (Screenshot below).

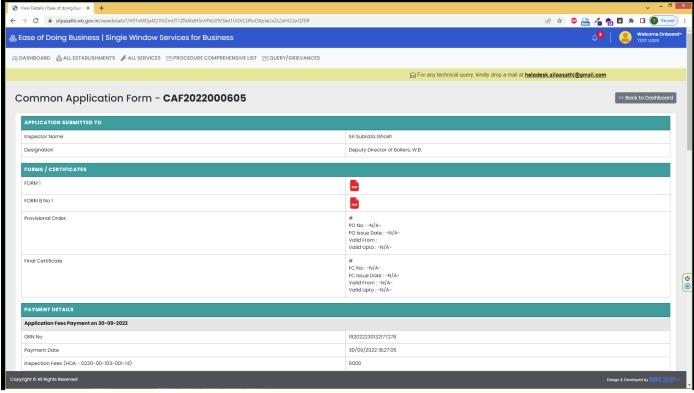


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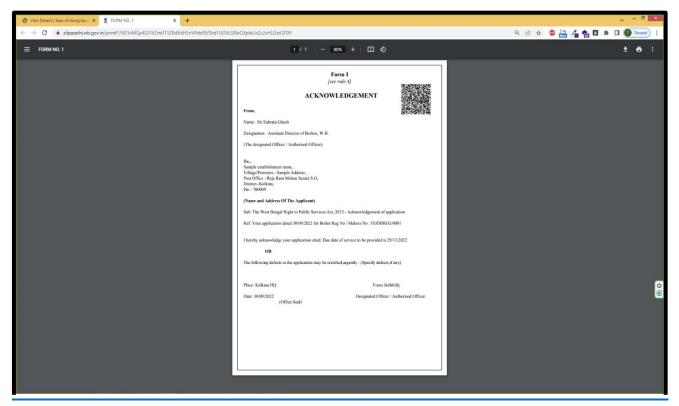
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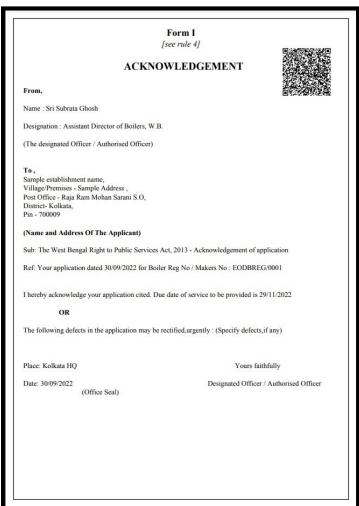
The applicant can click on 'Click to Proceed' to view application form details.



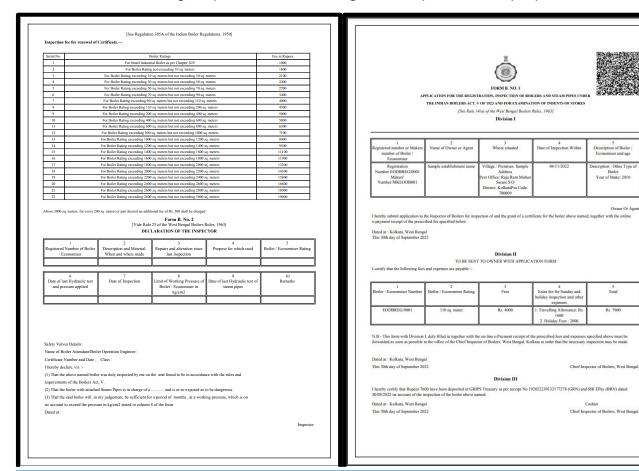


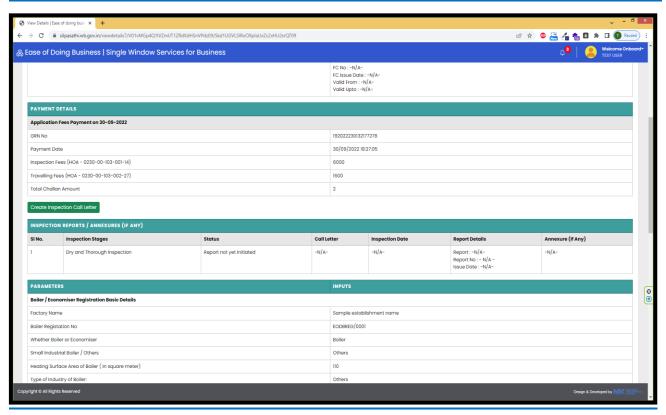
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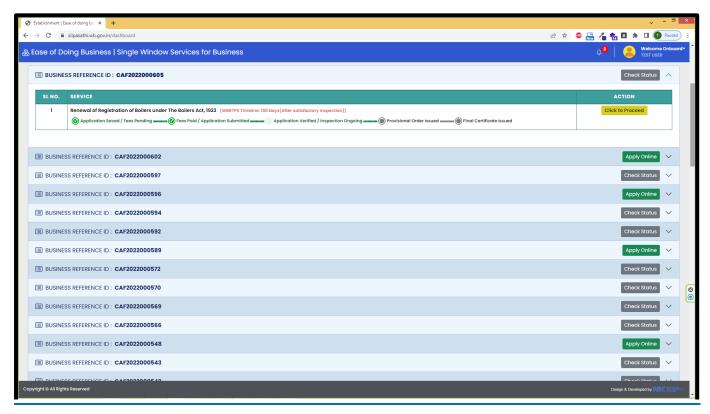


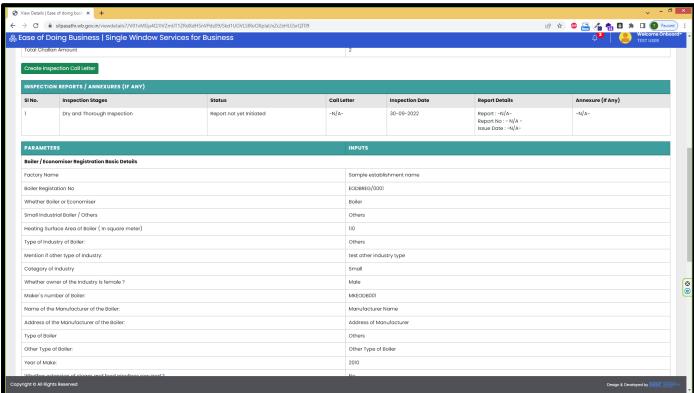


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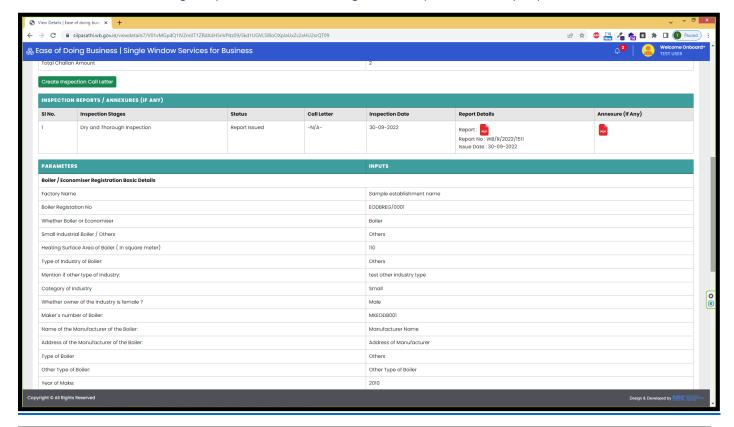
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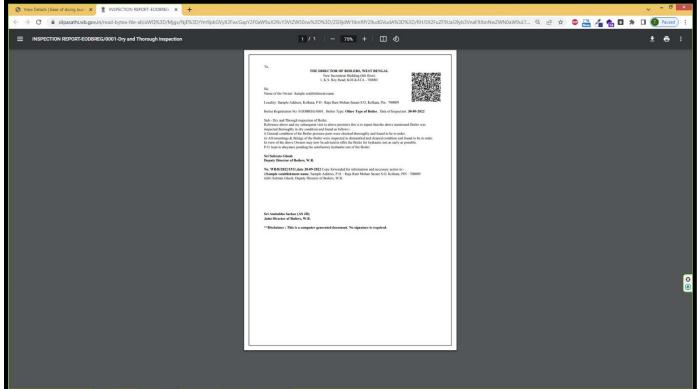
The applicant can click on 'Click to Proceed' to view application form details.





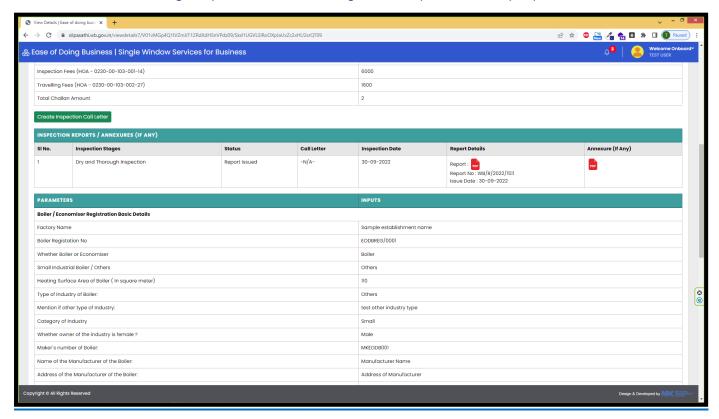
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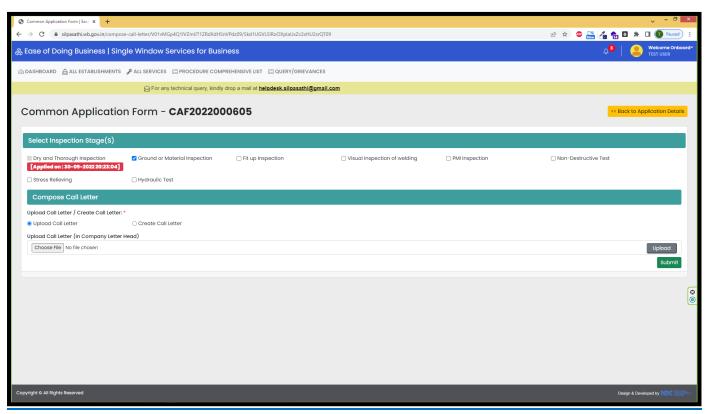


Renewal of Registration of Boilers under The Boilers Act, 1923

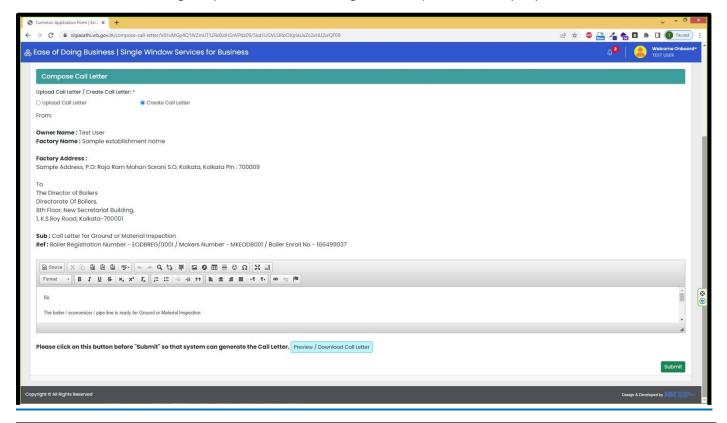
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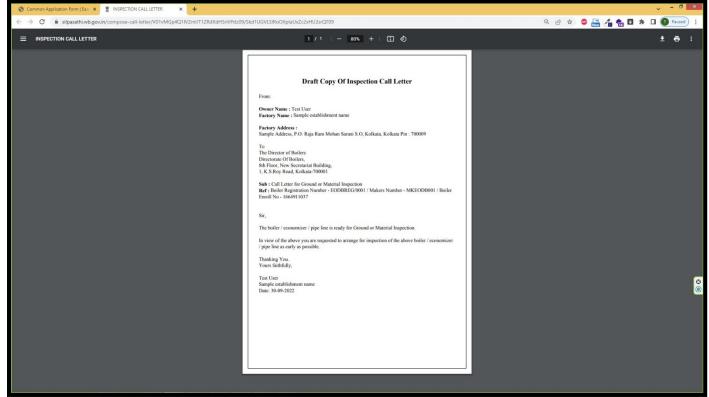


The applicant has to upload call letter as illustrated below:



Renewal of Registration of Boilers under The Boilers Act, 1923

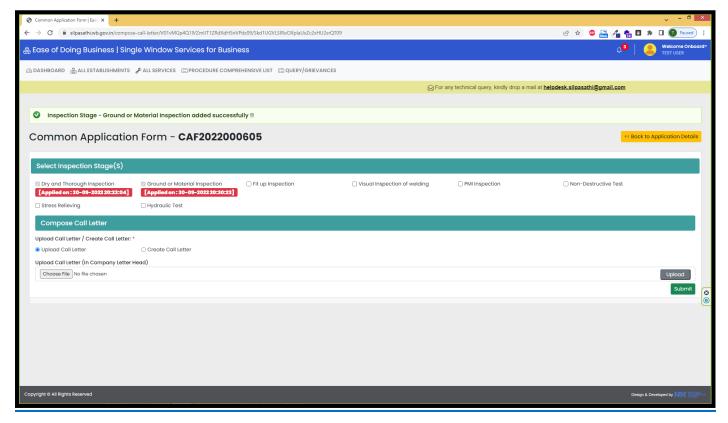


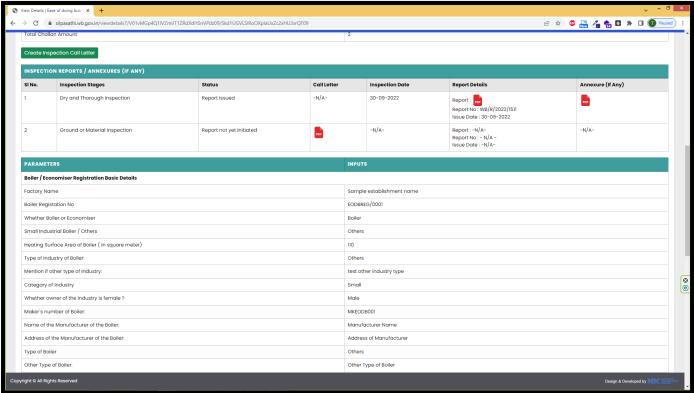


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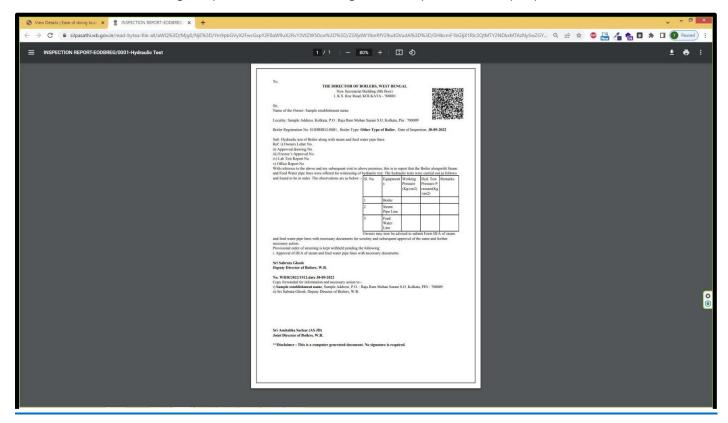
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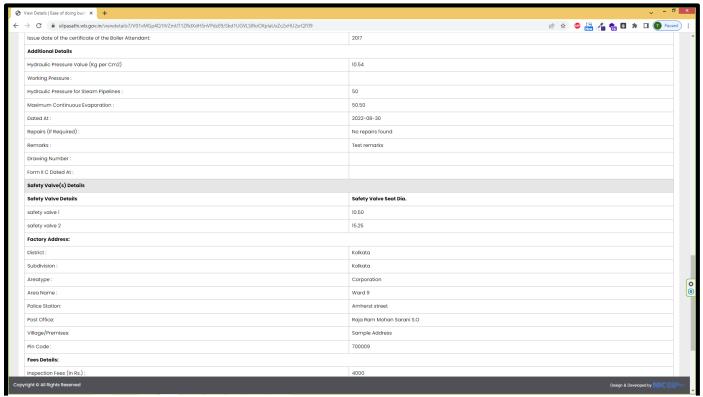
Inspection Stage and details have been updated as described below:



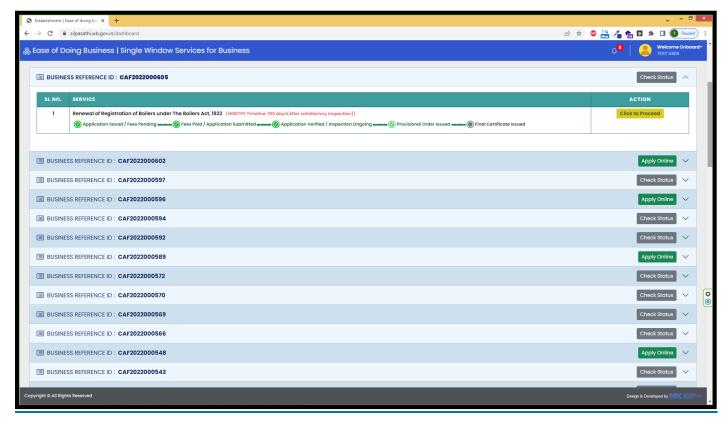


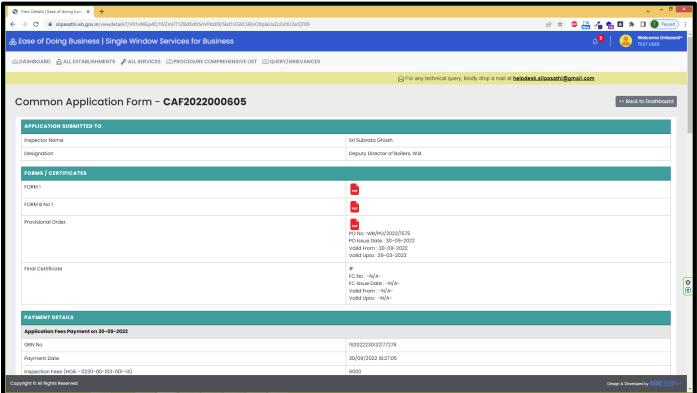
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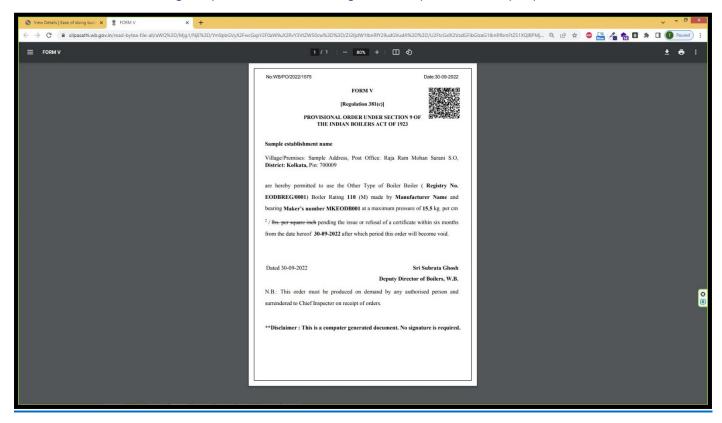


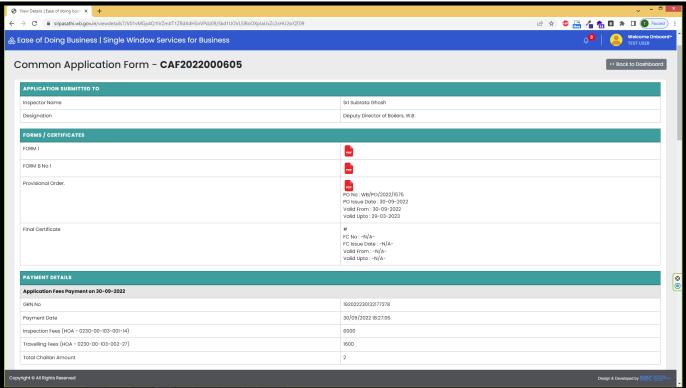
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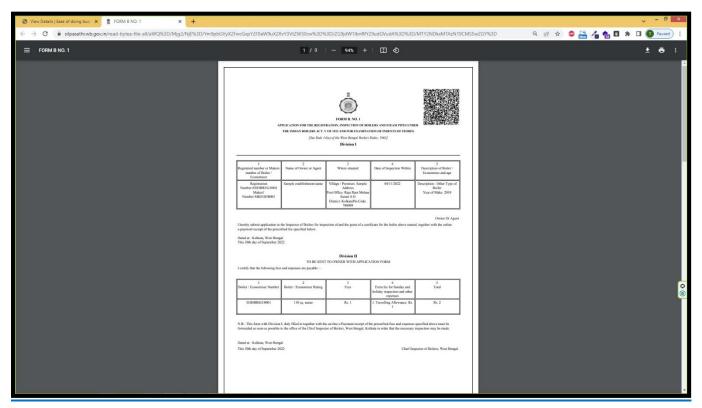


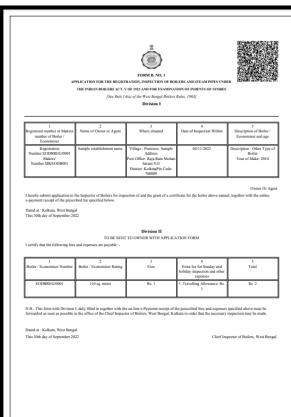
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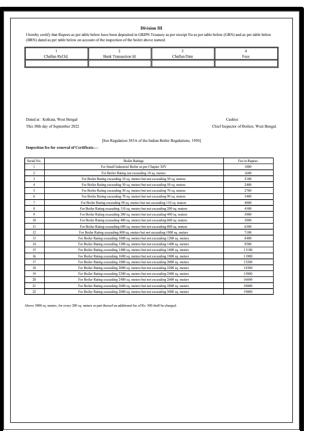




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Renewal of Registration of Boilers under The Boilers Act, 1923

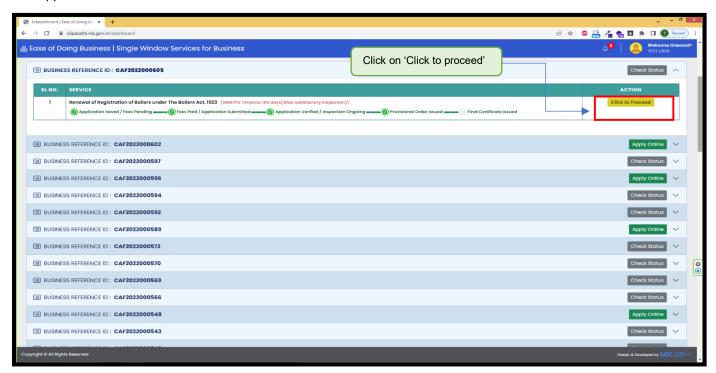
		Form B. No. 2 23 of the West Bengal Boilers B LARATION OF THE INSPEC		
1 Registered Number of Boiler / Economiser	2 Description and Meterial. When and where made	3 Repairs and alteration since last inspection	4 Purpose for which used	5 Boiler / Economiser Rating
EODBREG/0001	Other Type of Boiler 2010 , kolkata	no repairs and alterations	purpose of use	110 sq. meter
6 Date of last Hydraulic test and pressure applied	7 Date of Inspection	8 Limit of Working Pressure of Boiler / Economiser in kg/cm2	9 Date of last Hydraulic test of steam pipes	10 Remarks
30-09-2022 10.54 kg/cm ²	2022-09-30	10.54 kg/cm ²	2022-09-30	test remarks
	I Steam Pipes is in charge of a l my judgement, be sufficient for re in kg/cm2 stated in column 8	Boiler Attendant, classI and is o r a period of 12 months, at a wo 8 of the form.		Inspecto

Renewal of Registration of Boilers under The Boilers Act, 1923

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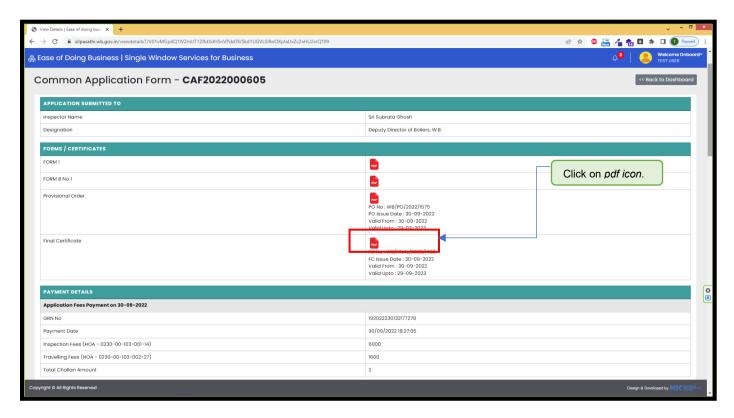
4. Online Download of final approval certificate

The applicant has to 'Click to Proceed' to view further.



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

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

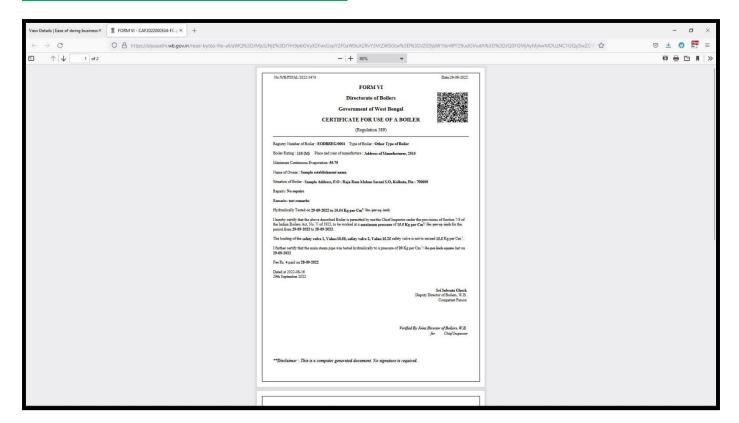


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The certificate as downloaded has been illustrated in the screenshot below:

The Final Certificate gets downloaded (Screenshot)



Renewal of Registration of Boilers under The Boilers Act, 1923

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No:WB/FINAL/2022/1482 CONDITIONS FORM VI (REVERSE OF FORM VI) Directorate of Boilers (1) No structural alteration, addition of renewal shall be made to the boiler otherwise than in accordance with section 12 of the Act. (2) Under the provisions of Section 8 of the Act this certificate shall cease to be in force: (a) On the expiry of the period for which it was granted; or (b) When any accident occurs to the boiler, or (c) When the boiler is moved the boiler not being vertical boiler the heating surface of which is less than two hundred square feet, or a portiable or vehicular boiler, or (d) Save as provided in section 12 of the Act, when any structural alteration, addition or renewal is made in or to the boiler; or (d) Save as provided in section 12 of the Act, when any structural alteration, addition or renewal is made in or to to any steam-pipe attached to the boiler; or (f) On the communication to the owner of the boiler of an order of the Chief Inspector or Inspector prohibiting its use on the ground that it or any boiler component attached thereto is in a dangerous condition. Under Section 10 of the Act, when the period of a certificate relating to a boiler has expired, the owner shall, provided that he has applied before the expiry of that period for a renewal of the certificate be entitled to use the boiler and the maximum pressure entered in the former certificate, pending the issue of orders on the application but this shall not be deemed to authorise the use of a boiler in any of the cases referred to in clauses (b), (c), (d), (e) and (f) of sub-section (J) of section 8 occurring after the expiry of the period of the certificate. Government of West Bengal CERTIFICATE FOR USE OF A BOILER (Regulation 389) Registry Number of Boiler : EODBREG/0001 Type of Boiler : Other Type of Boiler Boiler Rating: 110 (M) Place and year of manufacture: Address of Manufacturer, 2010 Situation of Boiler : Sample Address, P.O : Raia Ram Mohan Sarani S.O. Kolkata, Pin : 700009 Repairs: No repairs found (3) The boiler shall not be used at a pressure greater than the pressure entered in the certificate as the maximum pressure nor with the safety valve set to a pressure exceeding such maximum pressure. Remarks: Test remarks (4) The boiler shall not be used otherwise than in a condition which the owner reasonably believes to be compatible with safe Hydraulically Tested on 30-09-2022 to 10.54 Kg per Cm2/ lbs. per sq. inch Note: The particulars and dimensions regarding this boiler may be obtained by the owner on payment in the prescribed ma on application to the Chief Inspector. I hereby certify that the above described Boiler is permitted by morthe Chief Inspector under the provisions of Section 7/8 of the Indian Boilers Act, No. V of 1923, to be worked at a maximum pressure of 15.5 Kg per Cm^{3/18s-per-sq. insels} for the period from 3409-2021 to 1949-1923. The loading of the safety valve 1, Value: 10.50, safety valve 2, Value: 15.25 safety valve is not to exceed 15.5 Kg per Cm 2. Fee Rs. 2 paid on 30-09-2022 Verified By Joint Director of Boilers, W.B. for Chief Inspector **Disclaimer: This is a computer generated document. No signature is required. **Disclaimer: This is a computer generated document. No signature is required.

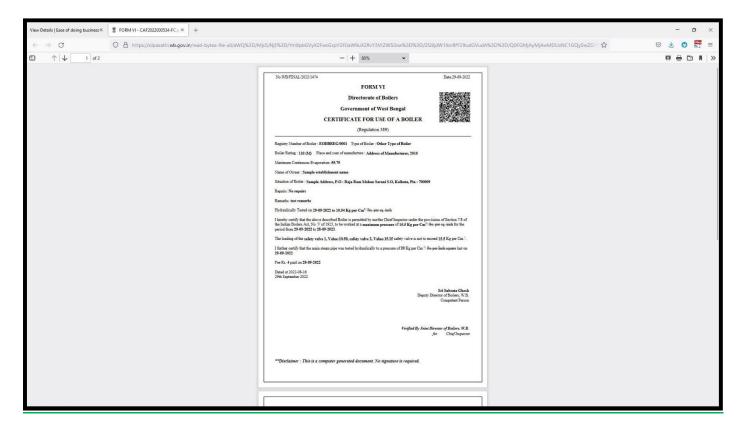
Date: 30-09-2022

Sri Subrata Ghosh Deputy Director of Boilers, W.B. Competent Person

Renewal of Registration of Boilers under The Boilers Act, 1923

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One Approval certificate document has been illustrated below:



Renewal of Registration of Boilers under The Boilers Act, 1923

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5. Third Party verification details

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

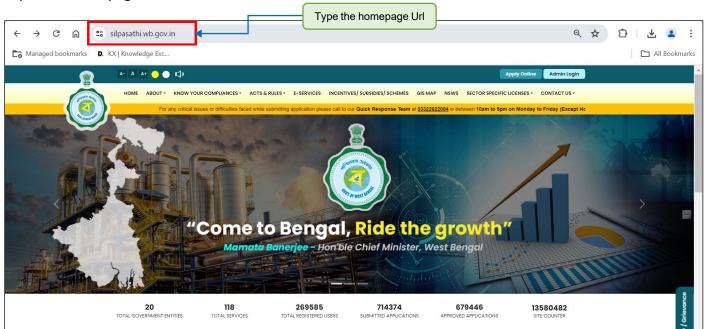
Third party verification process

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

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

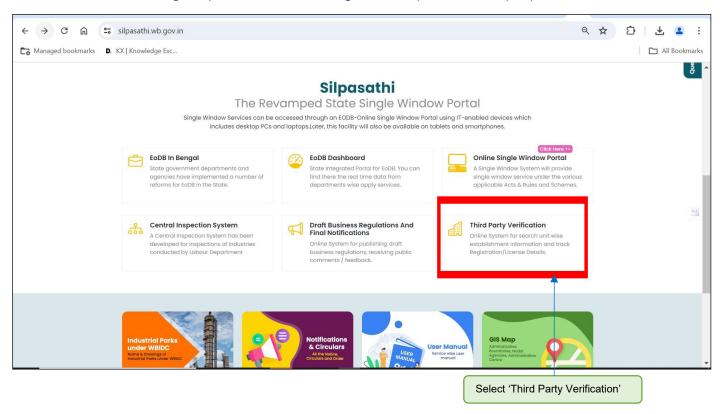
(Screenshots below):

SilpaSathi Homepage

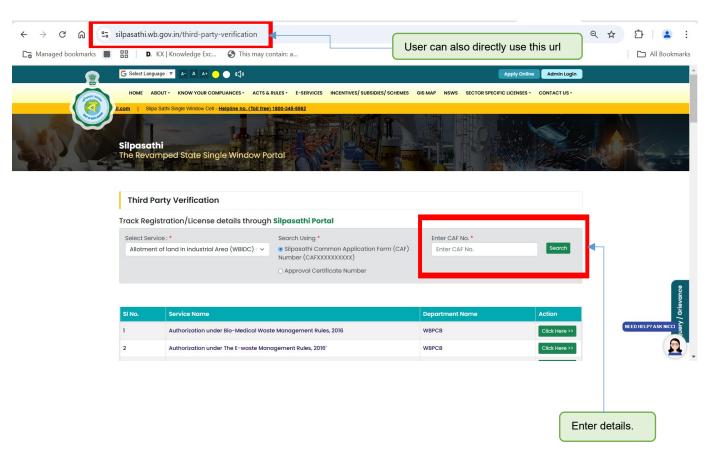


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Applicant selects the service and then enter the Certificate/ Approval number or CAF number in the text box beside it and clicks on 'Search' to view details of certificate.



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The third party can view the details as illustrated below:

