

WBIIDC:

Allotment of land in Industrial Area

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

User Manual

Allotment of land in Industrial Area— (WBIIDC)

Allotment of land in Industrial Area (WBIIDC) provided as a service through 'SilpaSathi' the Online Single Window portal of State (WB)

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Allotment of land in Industrial Area— (WBIIDC)

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Introduction

This document is intended to serve as a User Manual for grant of the service "Allotment of land in Industrial Area—(WBIIDC)" 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

Allotment of land in Industrial Area by West Bengal Industrial Infrastructure Development Corporation (WBIIDC)

is a crucial process for setting up a new industrial project or expanding an existing one. The "WBIIDC land allotment service" is a facility provided by the West Bengal Industrial Infrastructure Development Corporation (WBIIDC) to allocate plots of land within industrial estates in West Bengal to businesses looking to set up new industrial projects, essentially allowing companies to acquire land necessary for building their manufacturing units within designated industrial areas, thereby promoting industrial growth in the stateThe 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.	Details of the Proposed Project	Any one document related to immovable property, such as ownership, boundaries, etc. (Sale deed/ Gift deed/ Lease agreement / Rental agreement/ Mortgage deed/ Encumbrance certificate/ Property tax receipts/ Khata certificate/ Record of Rights

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Timeline (WBRTPS)

Allotment of land in Industrial Area— (WBIIDC) has an WBRTPS timeline of 10 days till approval by the authorities.

Instructions related to the application form

SI. No.	Field Name	Instructions			
Applicants Basic Information					
1.	Organisation Details	Enter Organisation name. address, contact, etc			
2.	Group of Companies in West Bengal Details	Enter Group of Companies in West Bengal Details			
3.	Particulars of the management of the firm	Enter Particulars of the management of the firm			
4.	Proposed Products of Manufacturing Including Annual Capacity	Enter Proposed Products of Manufacturing Including Annual Capacity			
5.	Capital Outlay	Enter Capital Outlay			
6.	Promoter's Contribution (in lakhs)	Enter Promoter's Contribution (in lakhs)			
7.	Anticipated time (to be reckoned from the date of delivery of possession of land)	Enter Anticipated time (to be reckoned from the date of delivery of possession of land)			
8.	Employment Potentialities	Employment Potentialities			
9.	Status of Existing Loans	Status of Existing Loans			
10.	Requirements of Infrastructure	Enter Requirements of Infrastructure			
11.	Companies Performance in the last 3 years	Enter Companies Performance in the last 3 years			

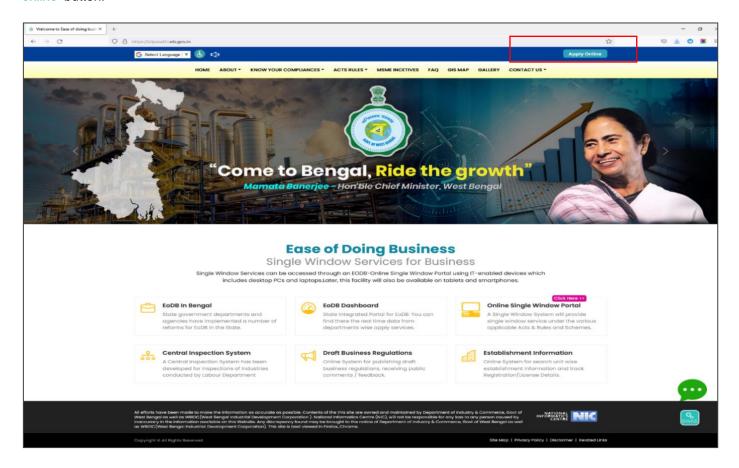
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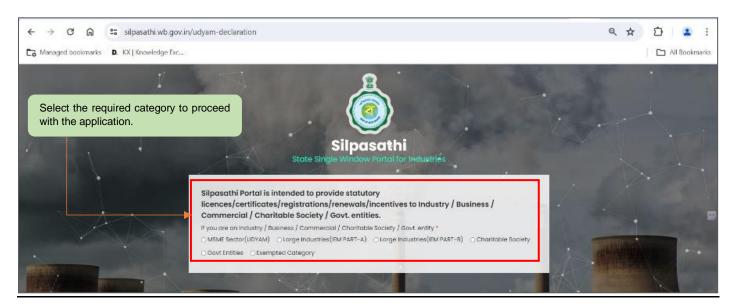
Application Process through SilpaSathi

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**.

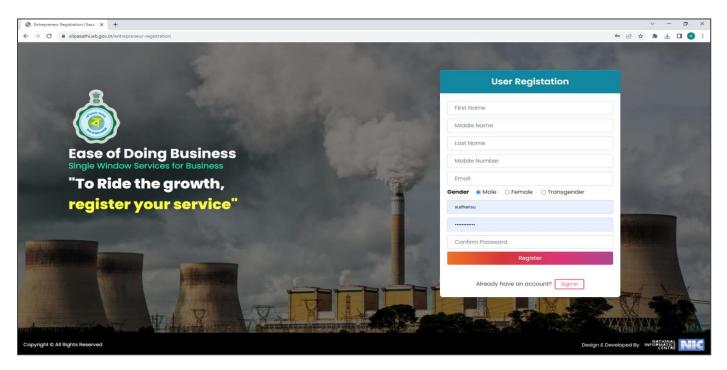


Allotment of land in Industrial Area— (WBIIDC)

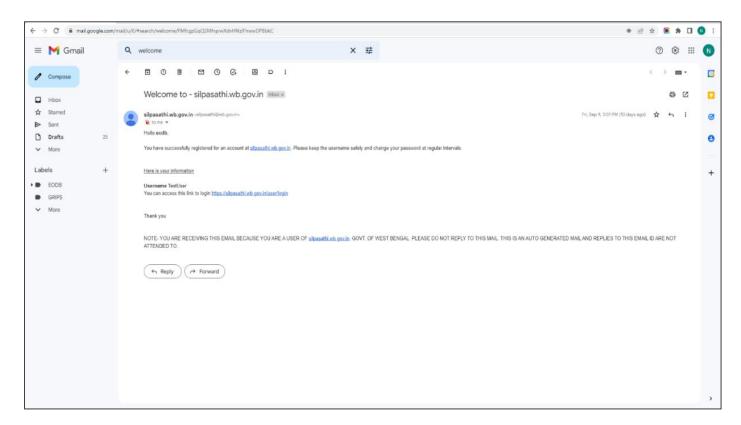
Allotment of land in Industrial Area (WBIIDC) provided as a service through 'SilpaSathi' the Online Single Window portal of State (WB)

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

The '<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:

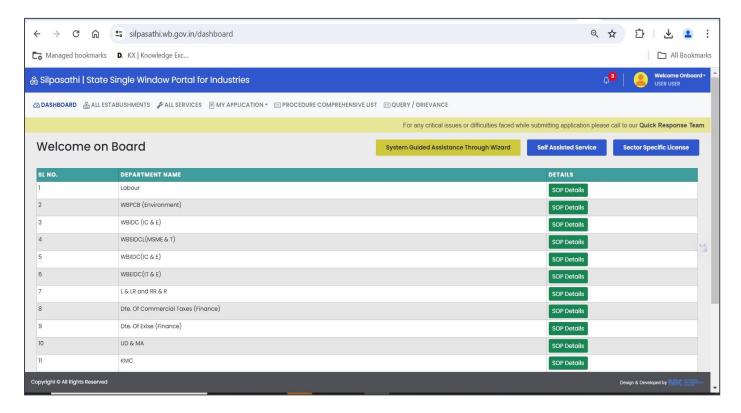


Allotment of land in Industrial Area— (WBIIDC)

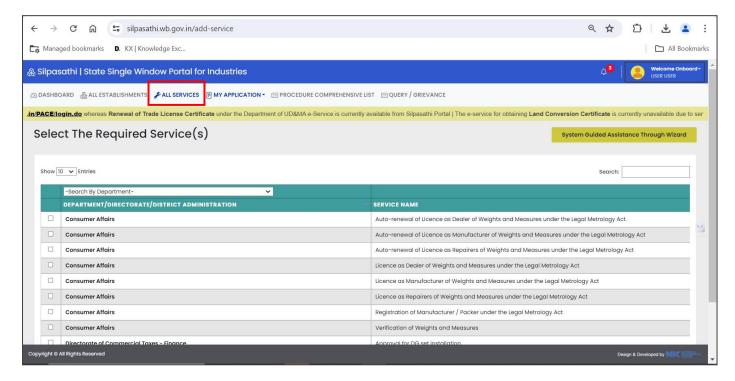
Allotment of land in Industrial Area (WBIIDC) provided as a service through 'SilpaSathi' the Online Single Window portal of State (WB)

Online Application submission

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



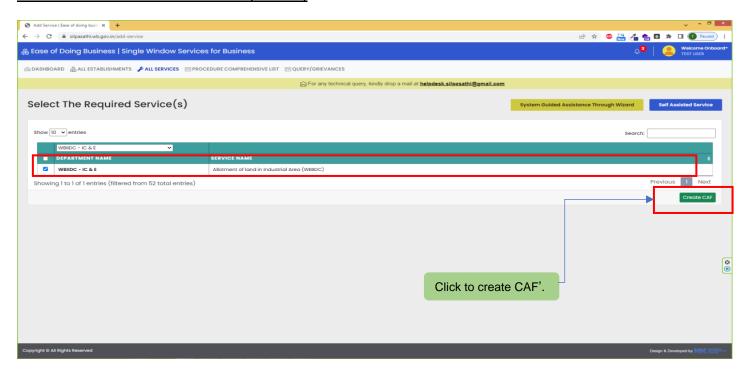
The applicant has to click on 'ALL SERVICES' to view the list of all services mapped with their corresponding departments.



Allotment of land in Industrial Area— (WBIIDC)

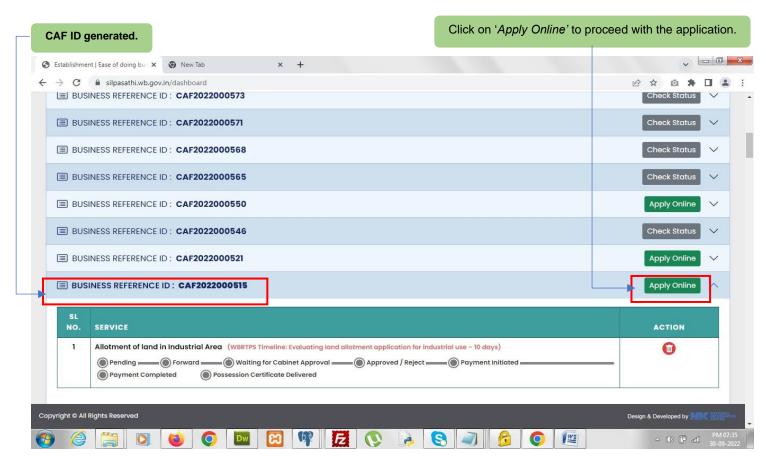
Allotment of land in Industrial Area (WBIIDC) provided as a service through 'SilpaSathi' the Online Single Window portal of State (WB)

Once done, a list of services will appear. Applicants need to click on the checkbox adjacent to the service named Allotment of land in Industrial Area— (WBIIDC)



After selecting the service **Allotment of land in Industrial Area— (WBIIDC)**, 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.

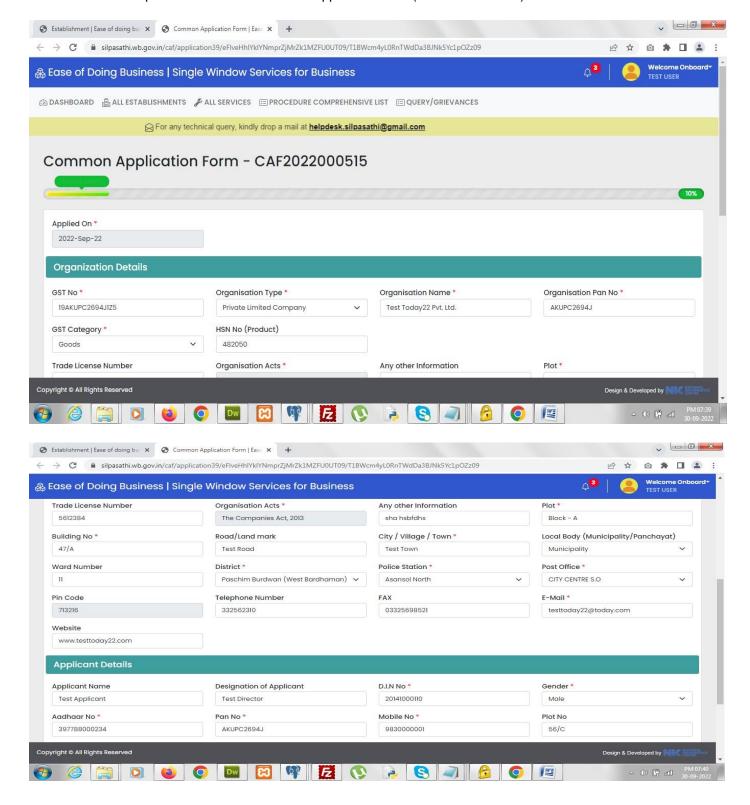
Applicant's Dashboard



Allotment of land in Industrial Area— (WBIIDC)

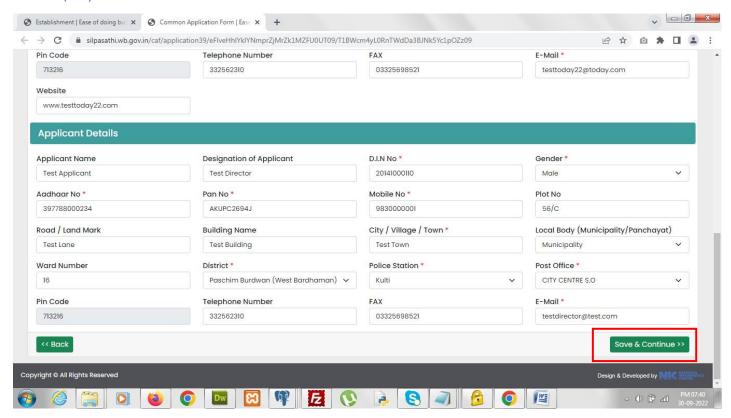
Allotment of land in Industrial Area (WBIIDC) provided as a service through 'SilpaSathi' the Online Single Window portal of State (WB)

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):

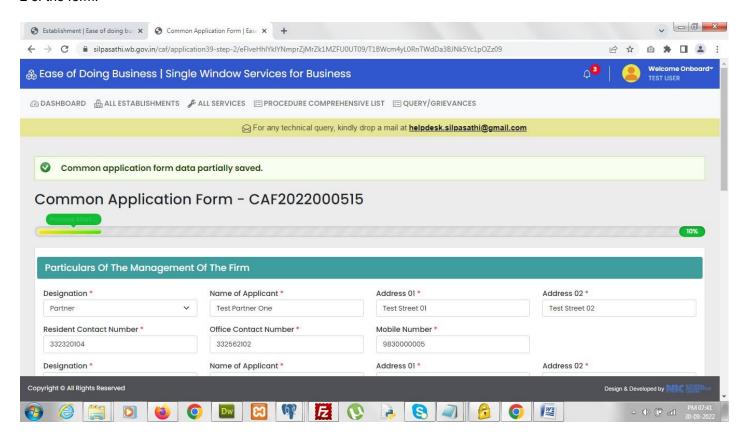


Allotment of land in Industrial Area— (WBIIDC)

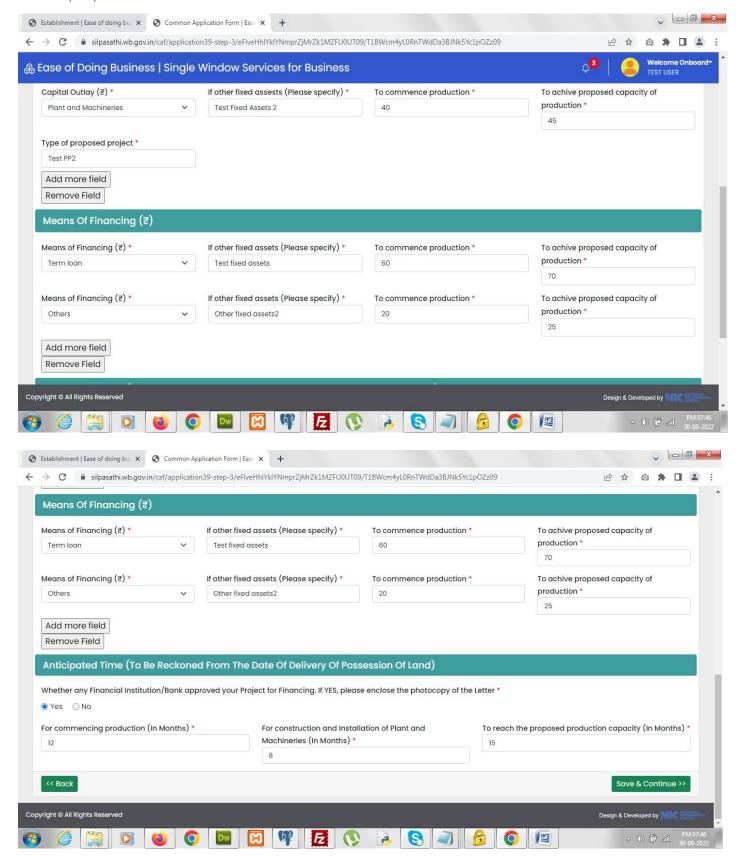
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After successful filling up of step-1 of the form and clicking on "Save and Continue", applicant is redirected to the step-2 of the form.



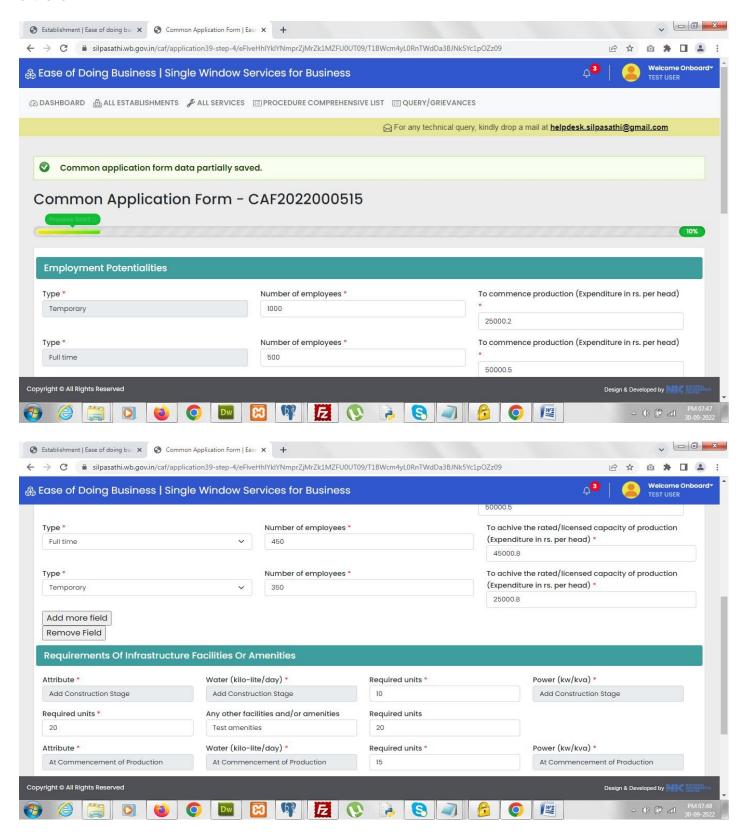
Allotment of land in Industrial Area— (WBIIDC)



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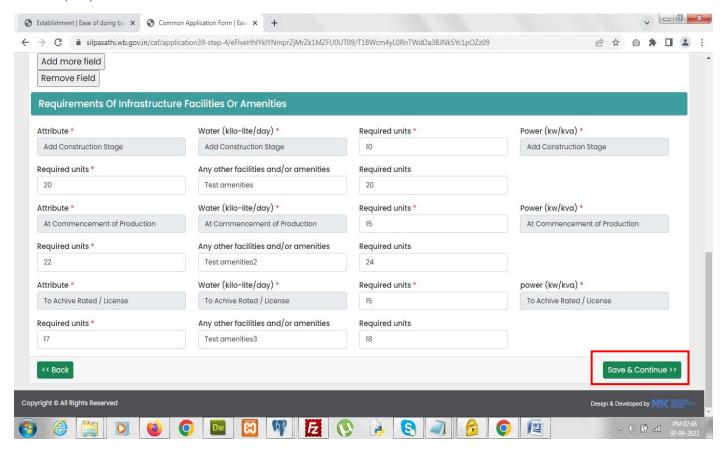
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After successful filling up of step-2 of the form and clicking on "Save and Continue", applicant is redirected to the step-3 of the form.

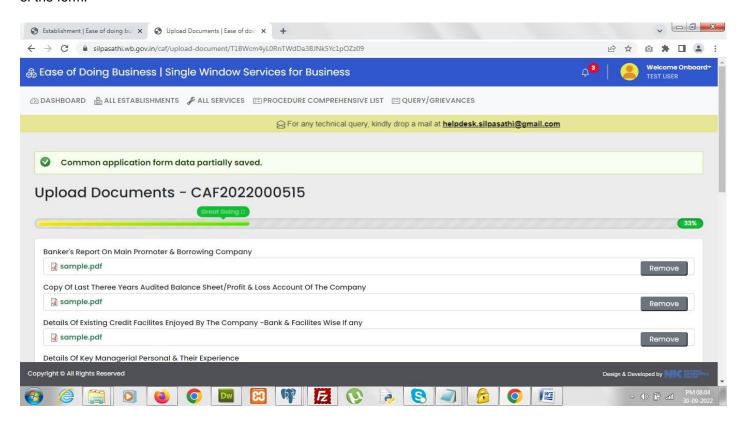


Allotment of land in Industrial Area- (WBIIDC)

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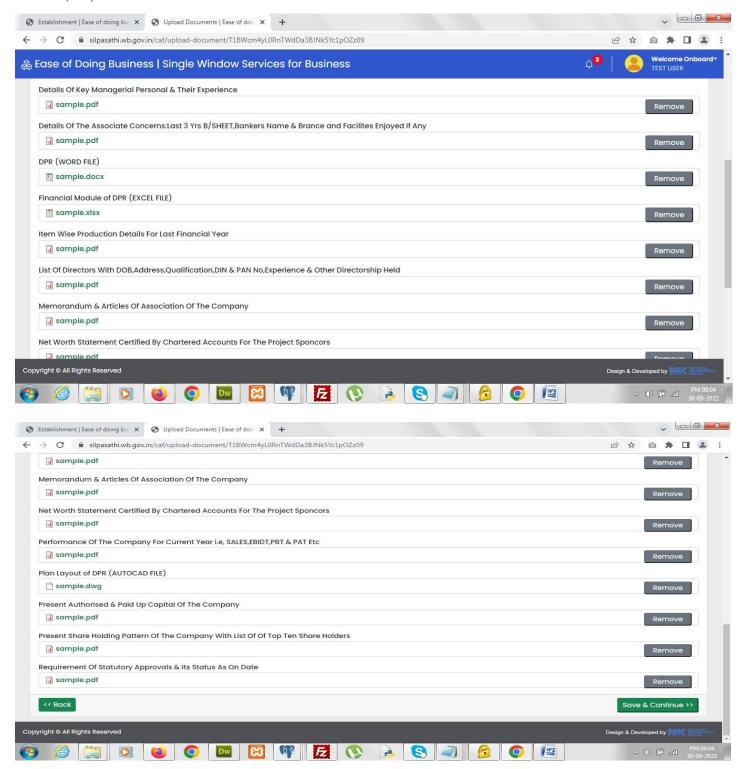


After successful filling up of step-3 of the form and clicking on "Save and Continue", applicant is redirected to the step-4 of the form.



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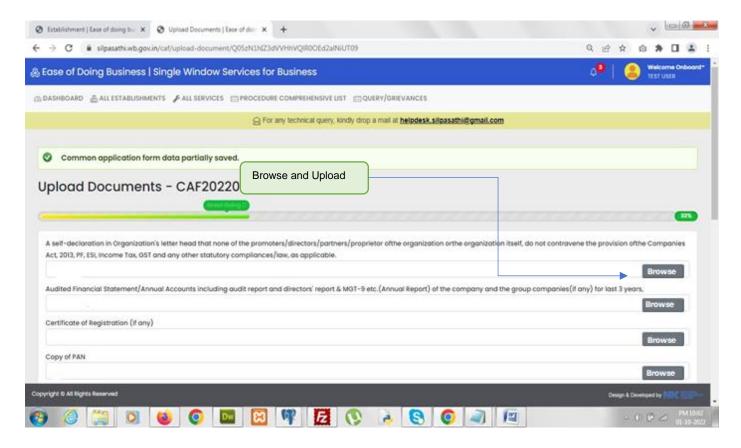


Upon completion of the application process along with document submission, the applicant clicks on the <u>'Submit'</u> button for final submission of the application.

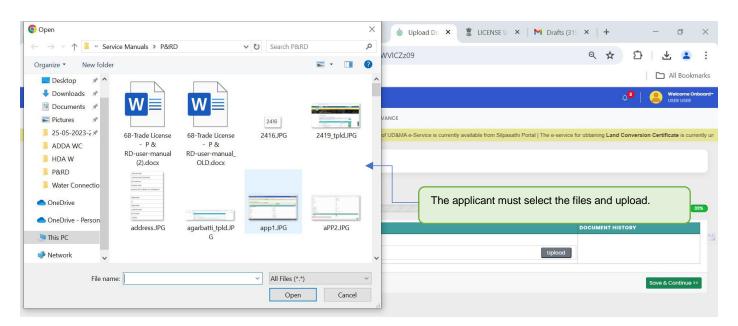
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The document submission process has been described below. Please refer to the screenshots below for detailed illustrations.

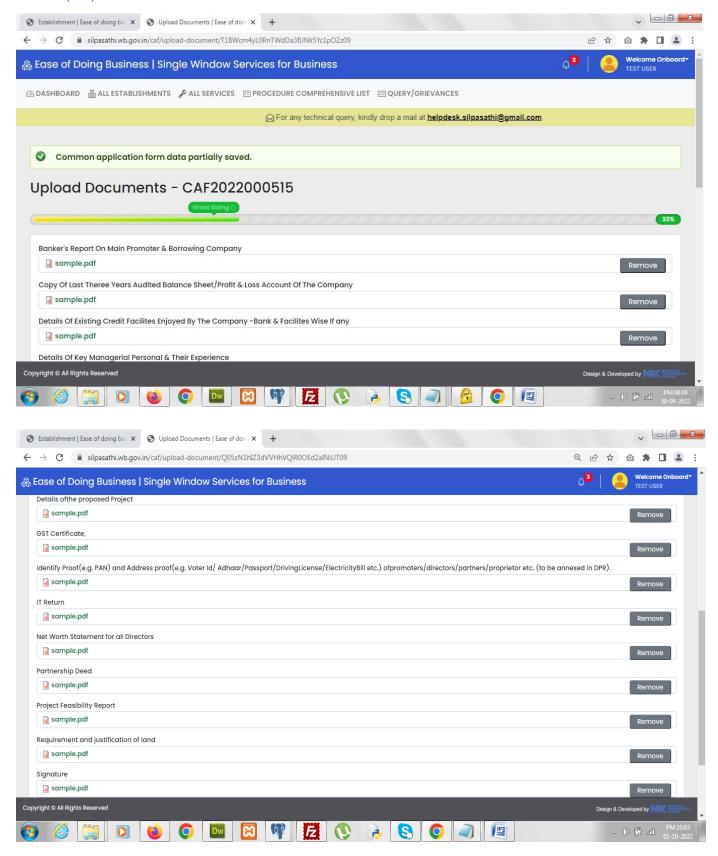


The applicant has to browse the required files in his system and upload them as described in the screenshots. A dialogue box appears after clicking on 'Browse'. Once the required file is selected, the applicant has to click on 'Upload' button to upload the files successfully.



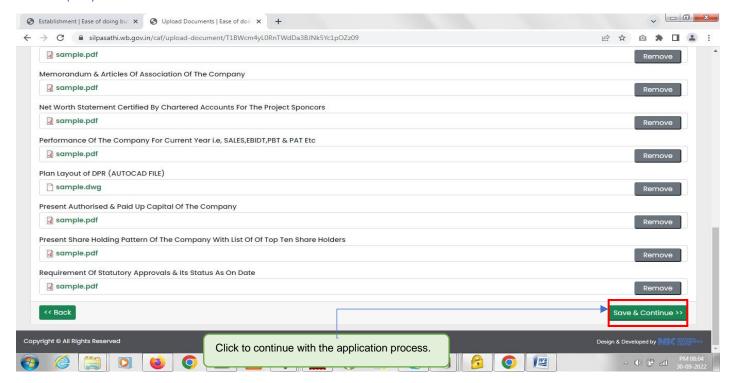
The applicant is required to upload **both the required documents** in **pdf format** as illustrated in the screenshots. After filling the application form and uploading the required documents the applicant has to click on 'Save and Continue' to proceed with the application.

Allotment of land in Industrial Area- (WBIIDC)



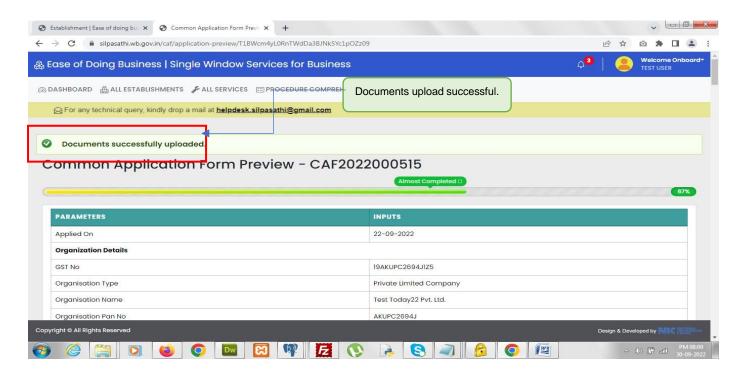
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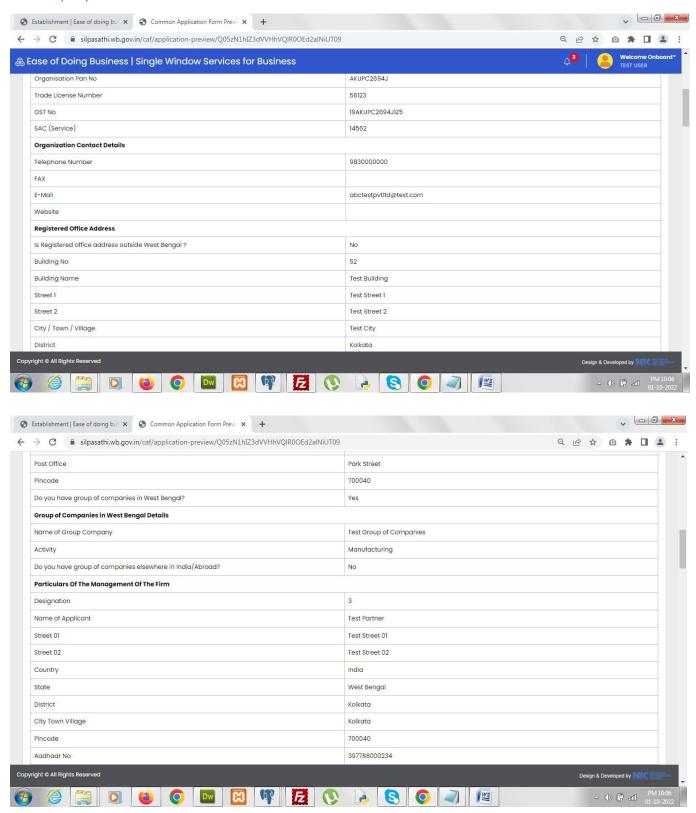


The applicant shall review the filled in application form and proceed for final submission of application. Once reviewed, the applicant shall also be required to click on the Declaration checkbox on the bottom left of the application page before proceeding to 'Submit' button, as illustrated in the screenshots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

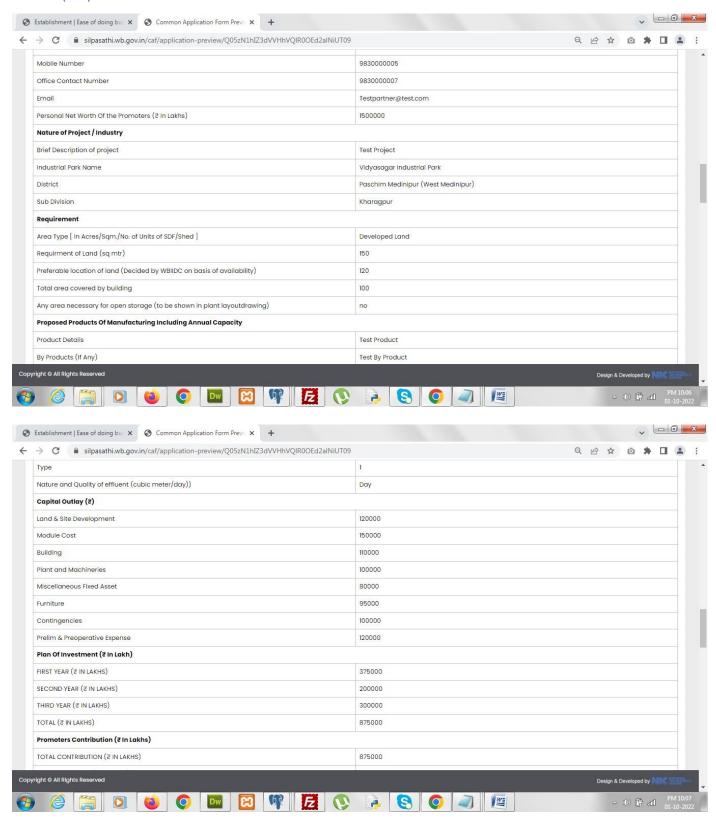
Application Form



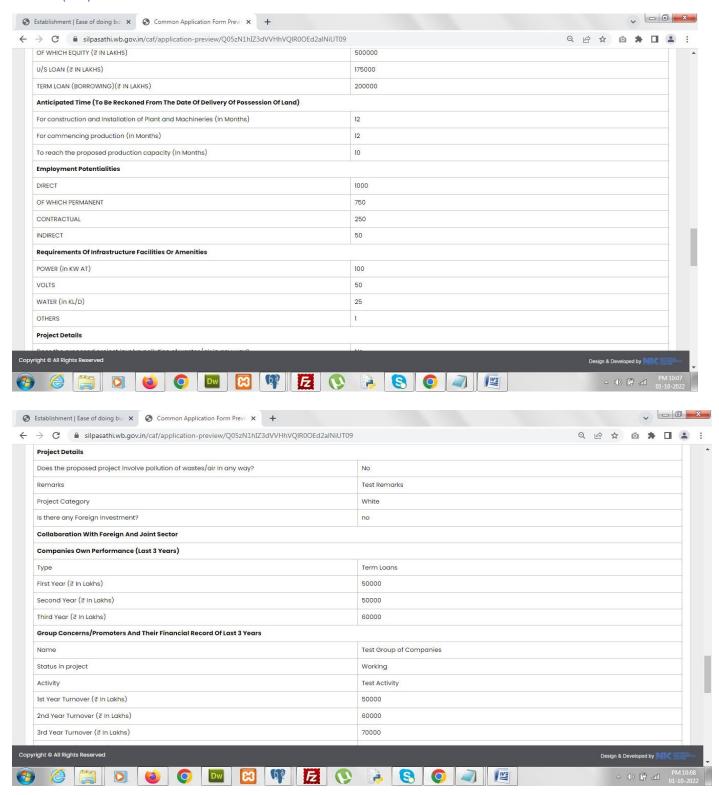
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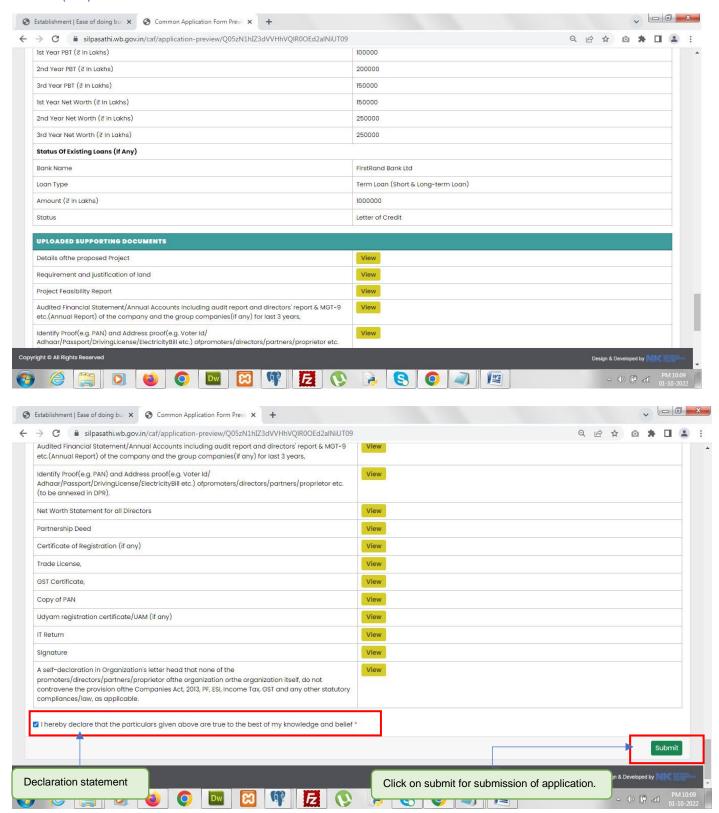


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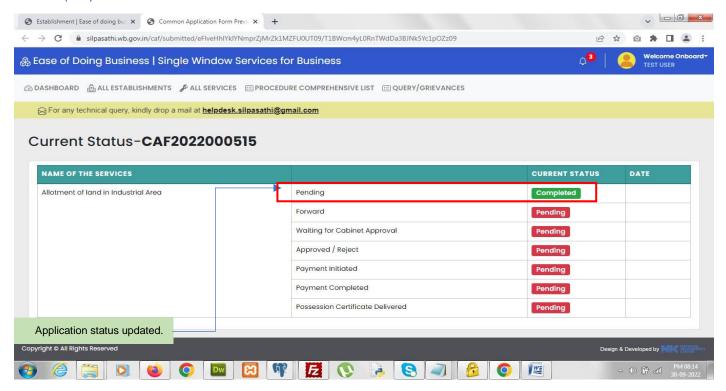
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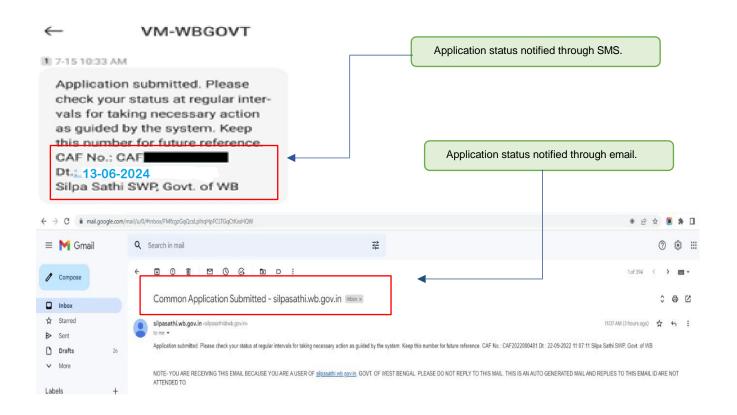
On clicking on 'Submit' link, the following webpage appears post submission of application with updated Status.

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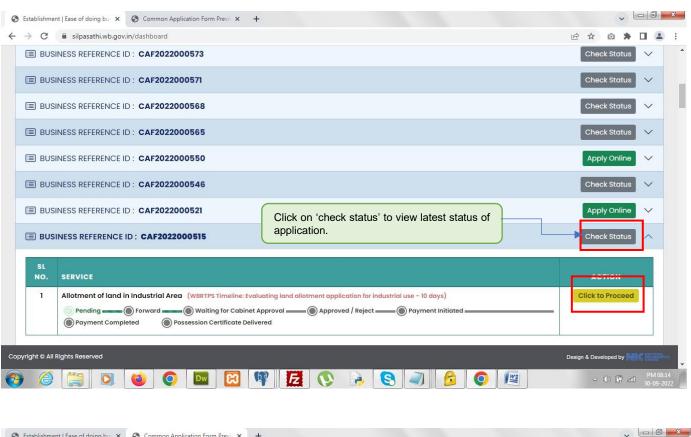
The applicant /user shall be notified via SMS and email on his registered phone number and email id respectively. The applicant receives notifications at different stages of the application - application submission, application approval, etc.

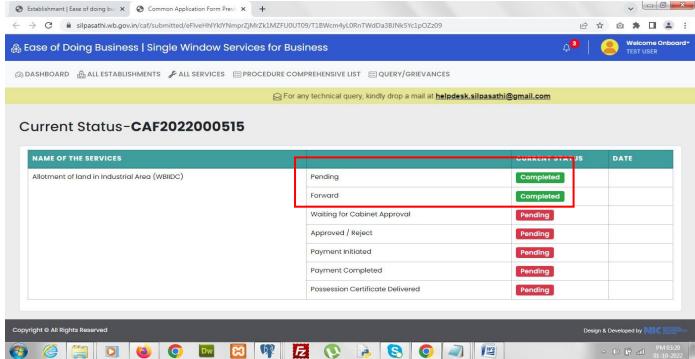


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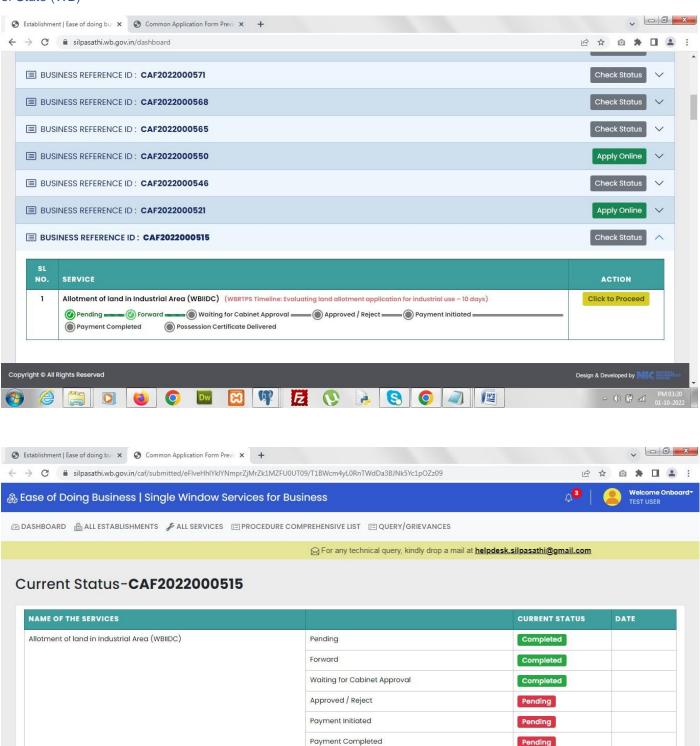
The applicant can now see the status of his application in the dashboard.





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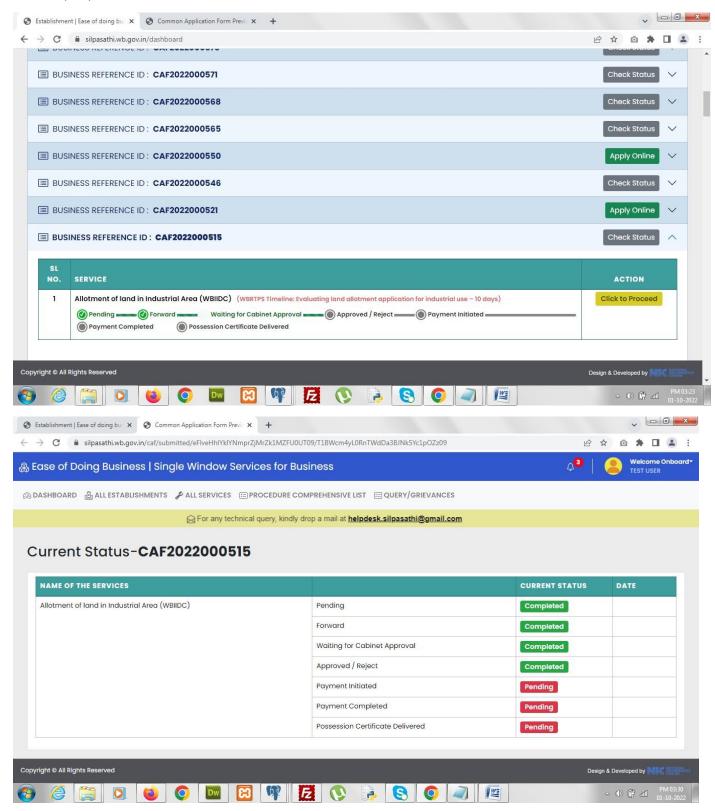


Possession Certificate Delivered

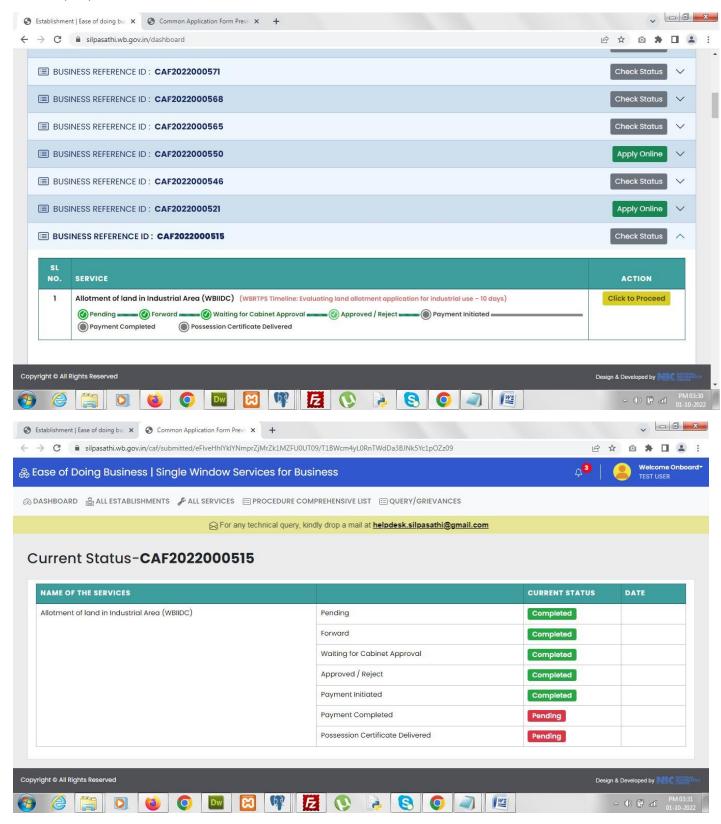
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Allotment of land in Industrial Area— (WBIIDC)



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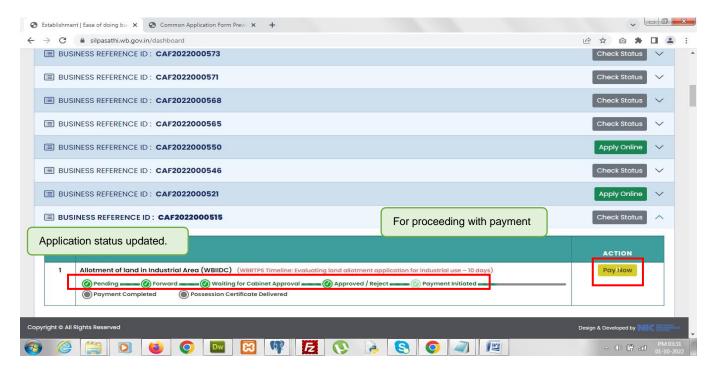
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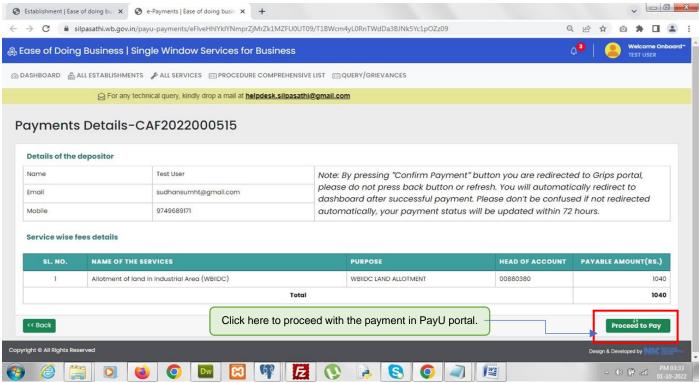
2. Online Payment of fees

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

Applicant's Dashboard



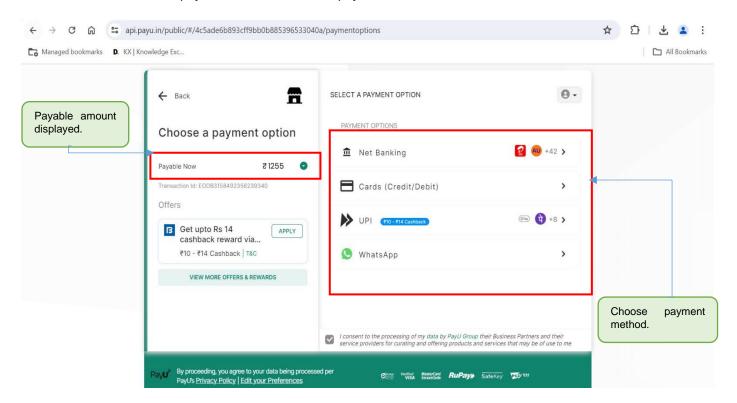
The payment procedure has been illustrated as per the following screenshots. The applicant can proceed with the payment after clicking on the 'Proceed to Pay' option.



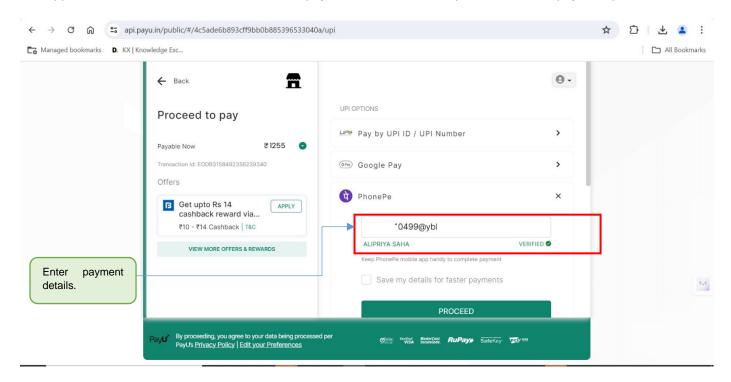
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The applicant is redirected to the **PayU portal** to complete the payment process. The applicant shall be able to choose between various modes of payment methods for fees payment.



The applicant has to enter the correct details for payment transaction and proceed with the payment process.

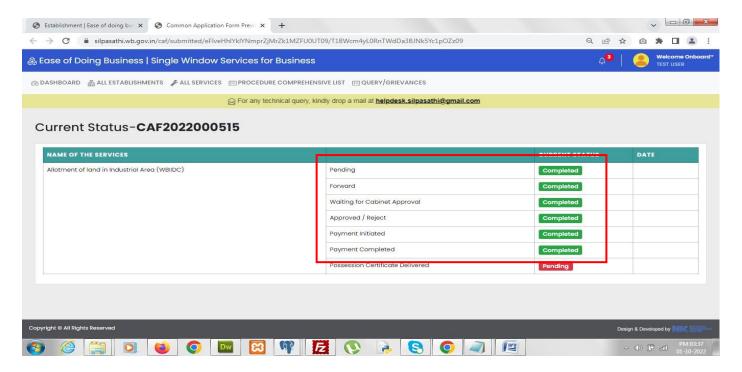


After successful payment of fees, the user is displayed the updated status of the application as illustrated in the screenshots below. The page is redirected to webpage showing status as completed against "Application Payment Completed".

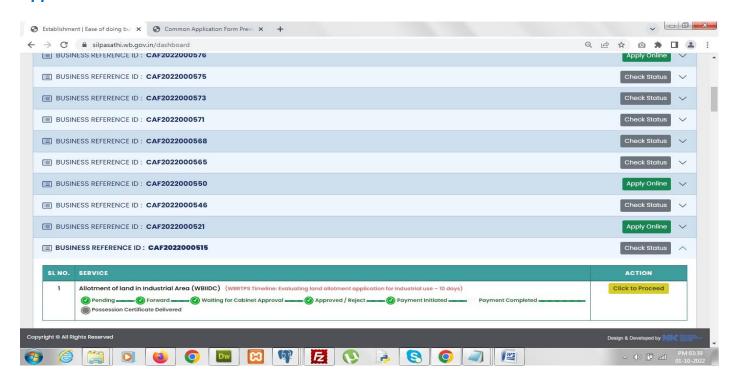
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Status Dashboard



Applicant's Dashboard

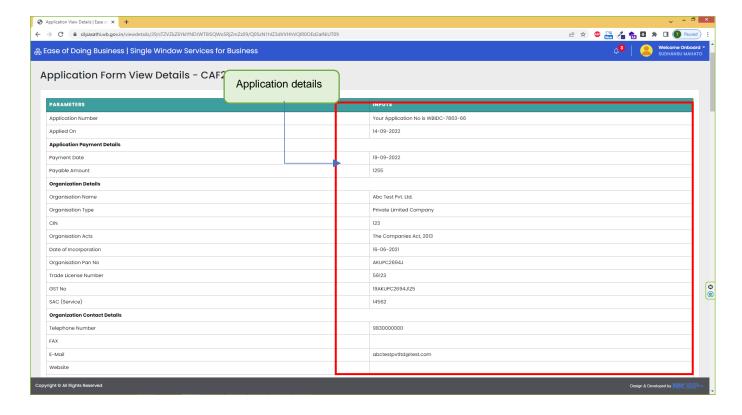


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The applicant can click on 'Click to Proceed' and watch the preview of the application form.

Preview of application form

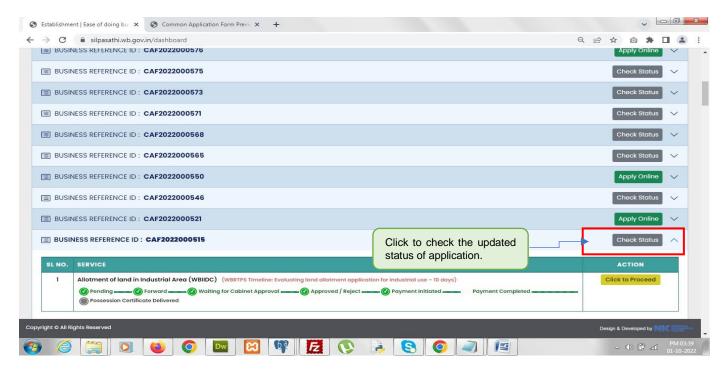


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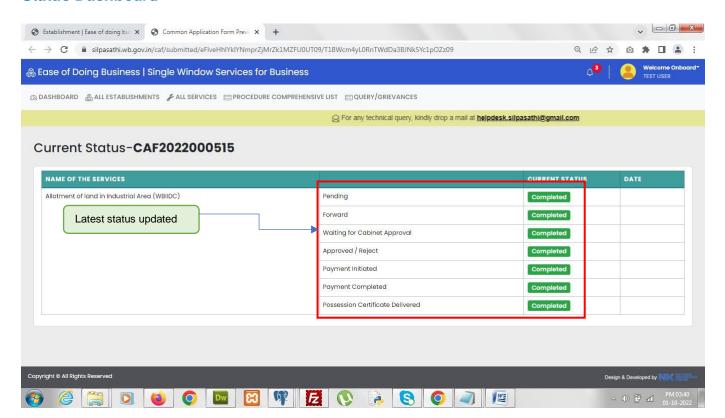
3. Track Status of Application

Applicant's Dashboard



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

Status Dashboard

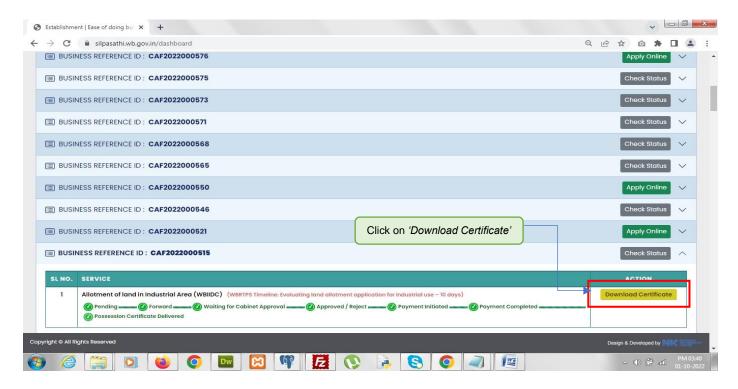


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4. Online Download of final approval certificate

Applicant's Dashboard

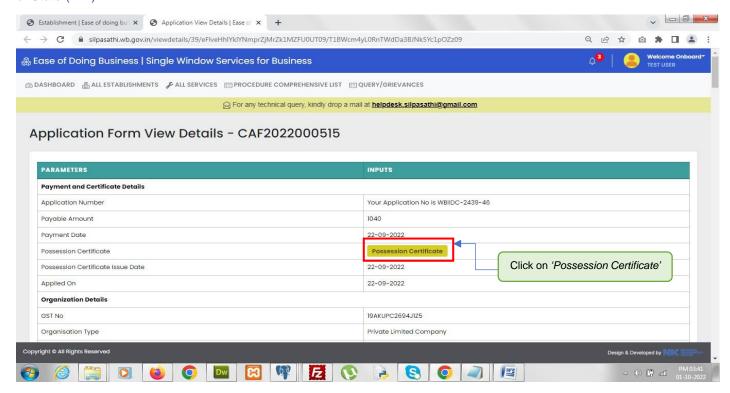


Note: Latest status can be seen any time through Applicant's Dashboard

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

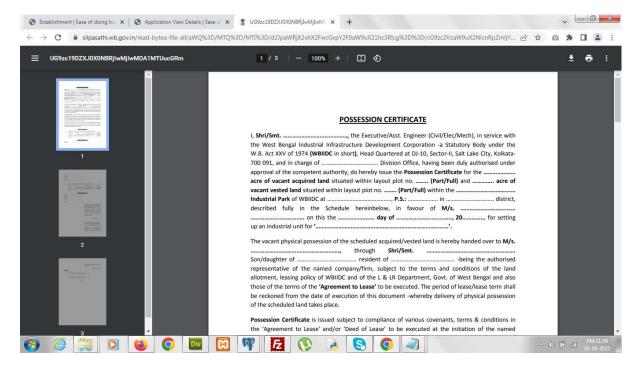
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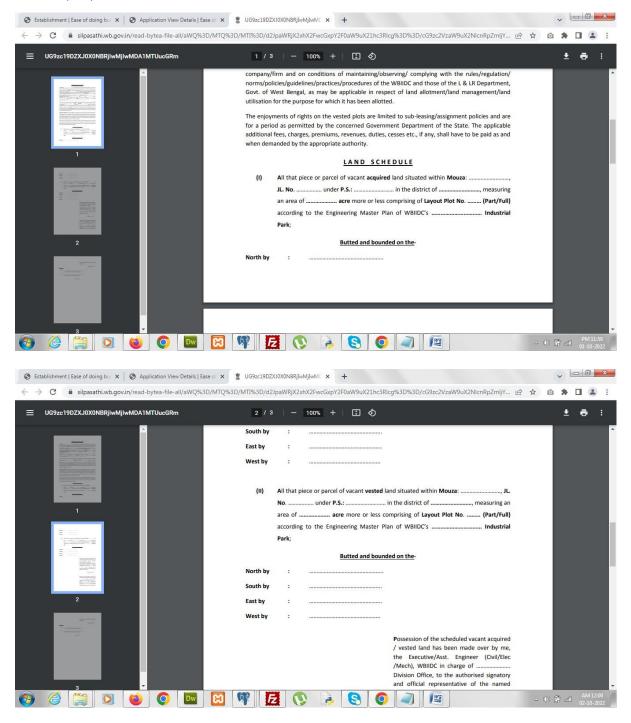


The certificate as downloaded has been illustrated in the screenshot below:

The Final Certificate gets downloaded (Screenshot)

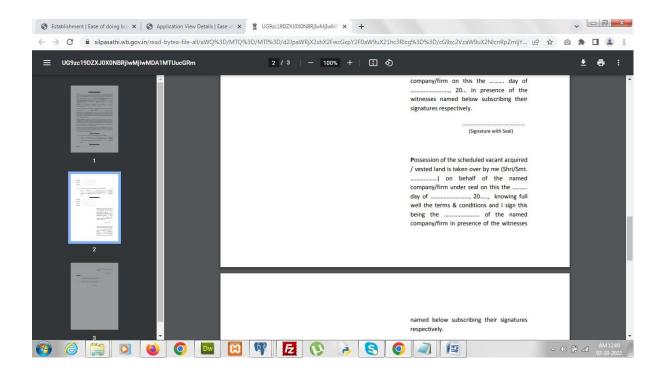


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One Approval certificate document has been illustrated below:

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No. WBIDC-7863-66

September 2022

POSSESSION CERTIFICATE

I, Sri P. Kamalakanth, Executive Director, West Bengal Industrial Development Corporation Limited, 'PROTITI' 23, Abanindranath Tagore Sarani, Kolkata – 700 017 do hereby hand over the possession of 150 acres of land as per schedule below on this date, to Abc Test Pvt. Ltd., 52, Test Building, Test Street 1, Test Street 2, Kolkata - 700040 for setting up of a "Test Project".

LOCATION

Vidyasagar Industrial Park, Sub Division : Kharagpur, District: Paschim Medinipur (West Medinipur).

Sector Map, Index Map, Mouja Map & Land Schedule attached showing the area of Plot No. A26 & A27.

SCHEDULE

Plot : "XX & XX"

Area : 150 acres

Possession of 150 acres of land as per schedule above delivered to Abc Test Pvt. Ltd., 52, Test Building, Test Street 1, Test Street 2, Kolkata – 700040 by me today.	Possession of 150 acres of land as per schedule above received by me today.
(P. Kamalakanth) Executive Director West Bengal Industrial Development Corporation Limited. 'PROTITI' 23, Abanindranath Tagore Sarani, Kolkata – 700 017	Abc Test Pvt. Ltd., 52, Test Building, Test Street 1, Test Street 2, Kolkata – 700040

Allotment of land in Industrial Area— (WBIIDC)

Allotment of land in Industrial Area (WBIIDC) 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.

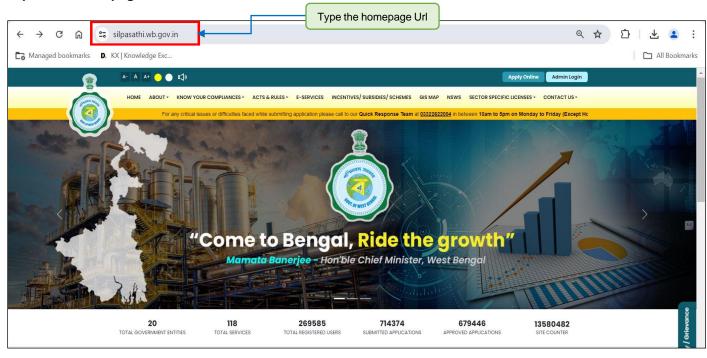
Third party verification process

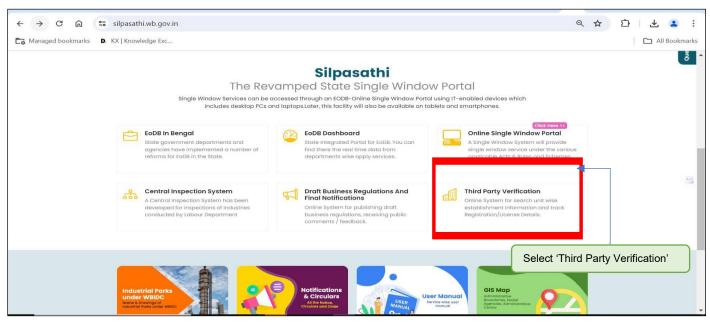
The applicant or any user has to log in to https://silpasathi.wb.gov.in/.

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

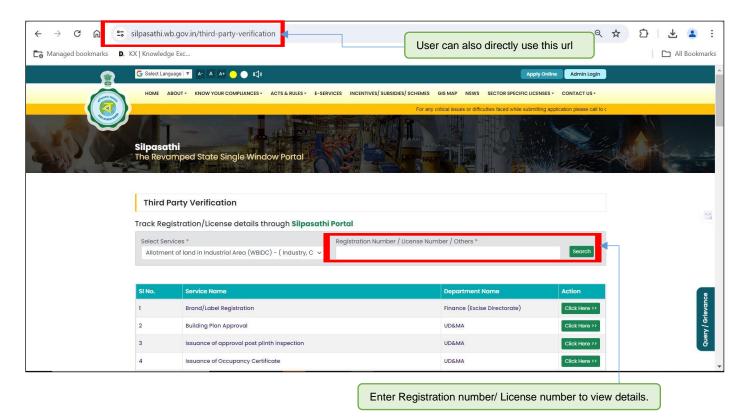




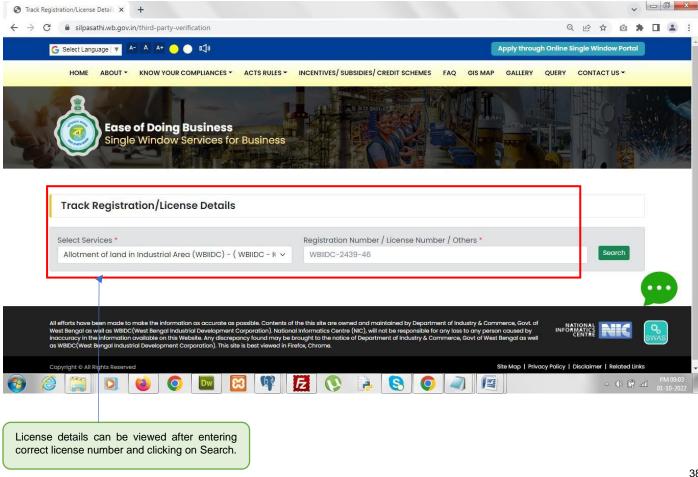
Allotment of land in Industrial Area— (WBIIDC)

Allotment of land in Industrial Area (WBIIDC) provided as a service through 'SilpaSathi' the Online Single Window portal of State (WB)

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



The third party can view the details as illustrated below:



Allotment of land in Industrial Area- (WBIIDC)

