

Labour Department:

Renewal of Registration of Boilers Manufactures 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 Manufactures under The Boilers Act, 1923

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

Table of Contents

Introd	duction	3	
Abou	t the Servicet	3	
Comp	orehensive 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		19
3.	Track Status of Application		20
4.	Online Download of final approval certificate		21
5.	Third Party verification details		24

Renewal of Registration of Boilers Manufactures under The Boilers Act, 1923

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 "Renewal of Registration of Boilers Manufactures 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 Manufactures under The Boilers Act, 1923 aims for renewal of license for Registration of Boilers Manufactures 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.	Documents of office and works	Any document related to address like Aadhaar card, driver's licence,
	address	passport, voter's ID, etc
2.	Documents related to experience	Document used to demonstrate experience like Experience letter,
		Experience certificate

Renewal of Registration of Boilers Manufactures under The Boilers Act, 1923

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

#	Documents Required	Detailed Description
3.	Upload List of Machineries	Document describing the list of machineries
4.	Upload list of manpower with documents	Document describing the manpower with documents
5.	Upload other documents	Additional documents

Timeline (WBRTPS)

Renewal of Registration of Boilers Manufactures under The Boilers Act, 1923 has an WBRTPS timeline of 30 days till approval by the authorities.

Instructions related to the application form

SI. No.	Field Name	Instructions	
Add Establishment			
1.	Enter Establishment	Enter Establishment Name (if already added in the establishment section)	
2.	Manufacturer Firm Name	Enter Manufacturer firm name	
3.	Year of Establishment	Select year from dropdown	
4.	Category of Industry	Select from dropdown list micro/small/medium/large	
5.	Whether owner of the industry is female	Select Yes / No	
6.	Email	Email id details	
7.	Phone	Phone Number	
Office Ad	dress		
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	
Workshop	Address		

Renewal of Registration of Boilers Manufactures under The Boilers Act, 1923

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

SI. No.	Field Name	Instructions
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
Other Det	ails	
1.	Classification Applied For	Boiler Manufacturer/ Components Manufacturer
2.	Maximum Capacity	Enter specifications for maximum capacity
3.	Maximum working pressure	Enter specifications for Maximum working pressure

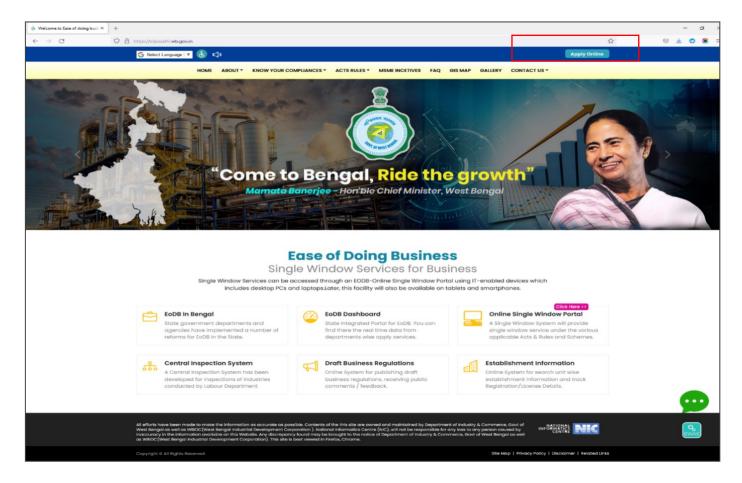
Renewal of Registration of Boilers Manufactures under The Boilers Act, 1923

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

Application Process through SilpaSathi

1. Online Application submission along with online submission of documents

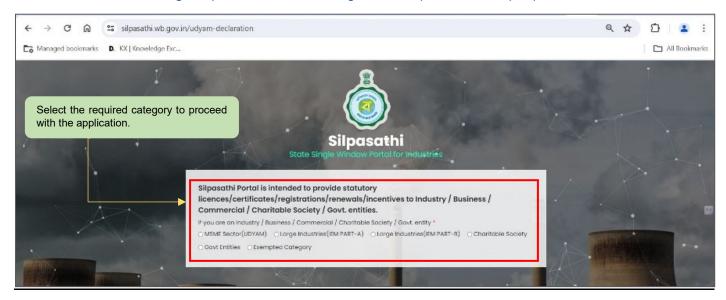
In order to complete the user registration, the applicant has log on to https://silpasathi.wb.gov.in/ and click on 'Apply online' button.



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

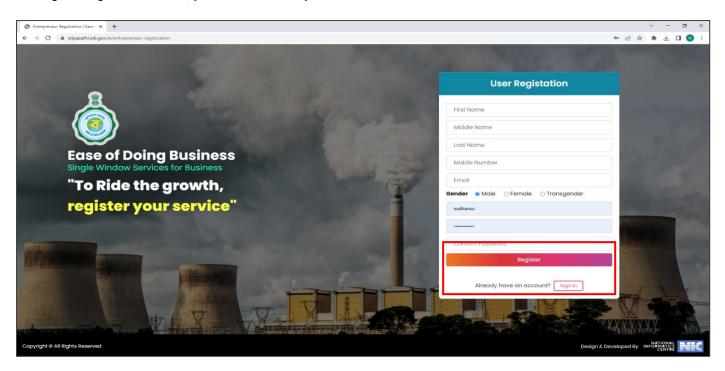
Renewal of Registration of Boilers Manufactures under The Boilers Act, 1923

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.

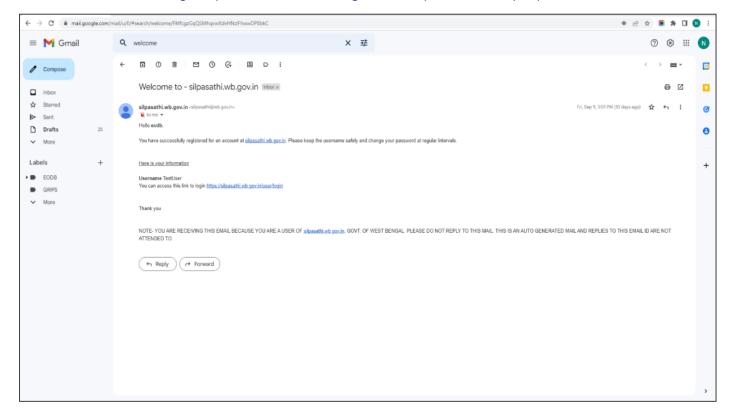
The <u>'User Registration'</u> window will appear with the relevant fields that the applicant needs to fill accurately and click on <u>'Register'</u> as shown by the below screenshot. In case the applicant already has an account, click on the <u>'Sign In'</u> button and login using valid **User ID**,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



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

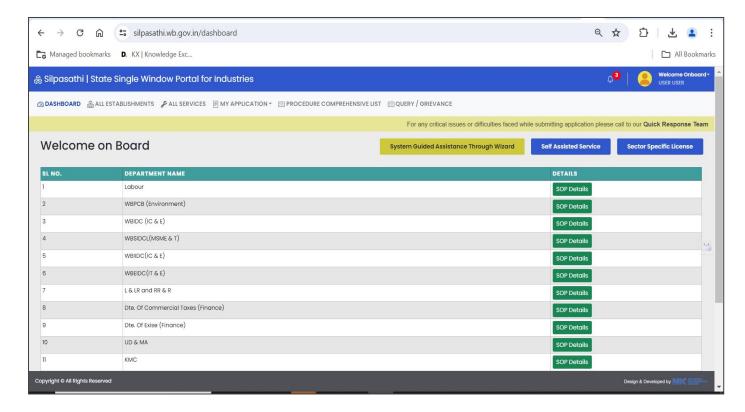
Renewal of Registration of Boilers Manufactures under The Boilers Act, 1923

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



Online Application submission

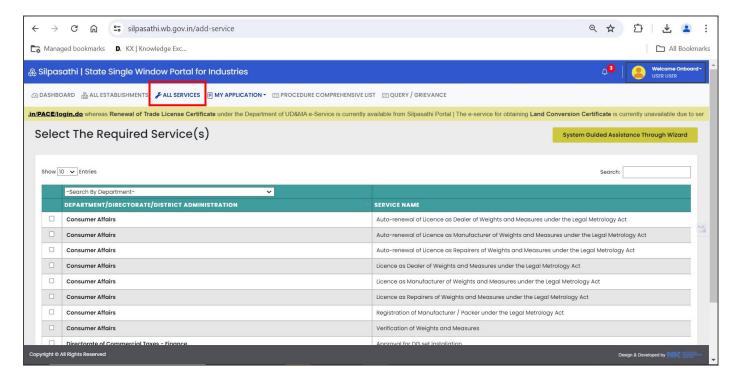
Applicants will now be directed to the user dashboard for completing the further procedures. The following screenshots below illustrate the same.



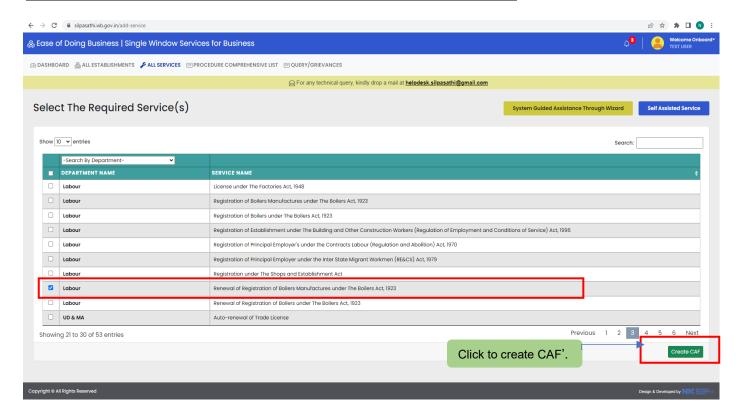
Renewal of Registration of Boilers Manufactures under The Boilers Act, 1923

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

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



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

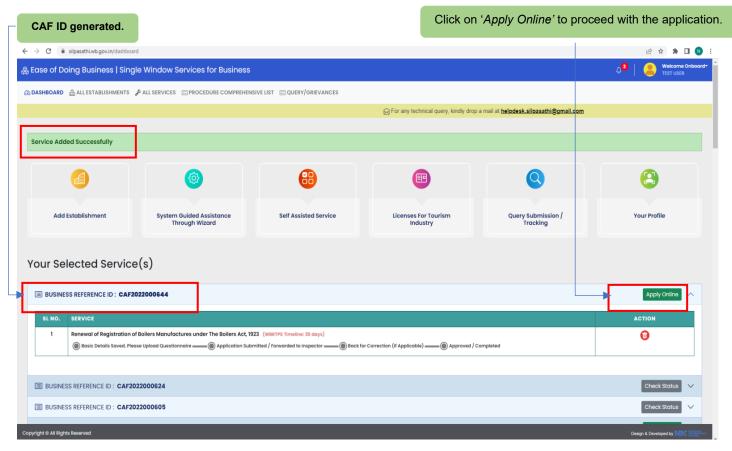


Renewal of Registration of Boilers Manufactures under The Boilers Act, 1923

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

After selecting the service Renewal of Registration of Boilers Manufactures under The Boilers Act, 1923, 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.

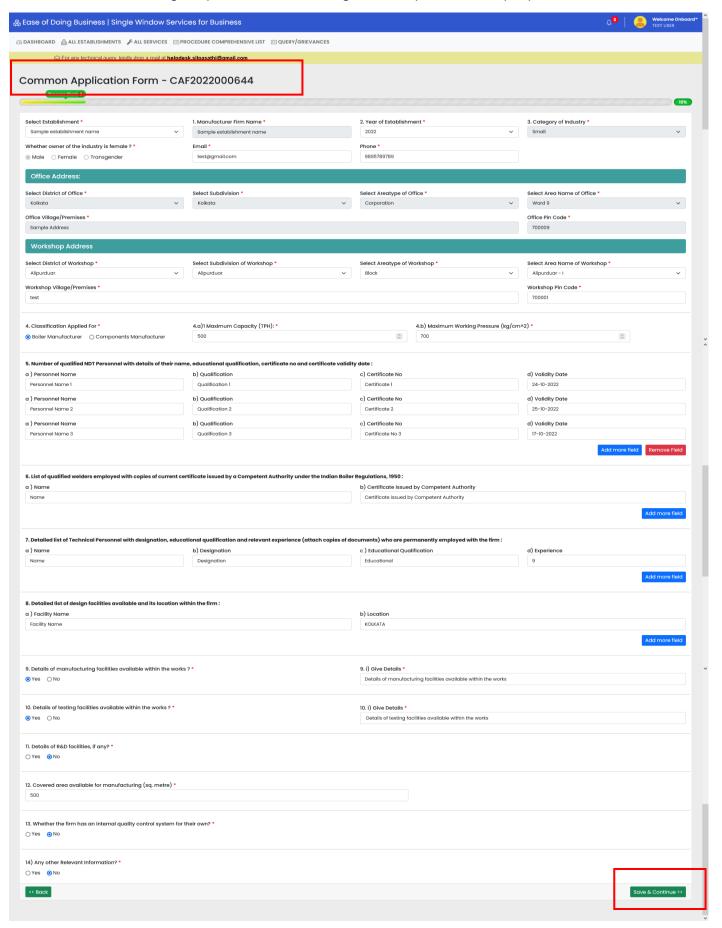
Applicant's Dashboard



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 Manufactures under The Boilers Act, 1923

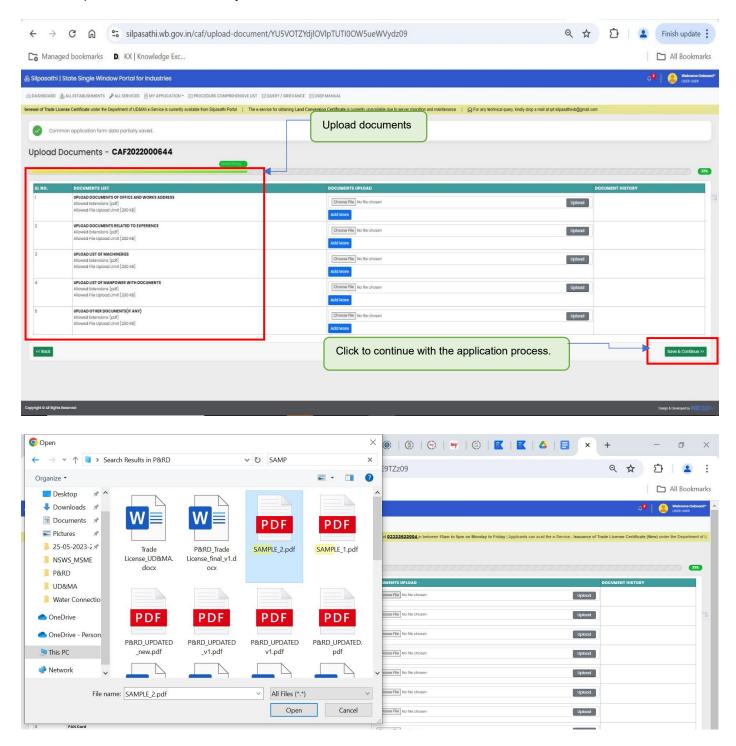
Provided as a service through 'SilpaSathi' the Online Single Window portal of State (WB)



Renewal of Registration of Boilers Manufactures under The Boilers Act, 1923

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

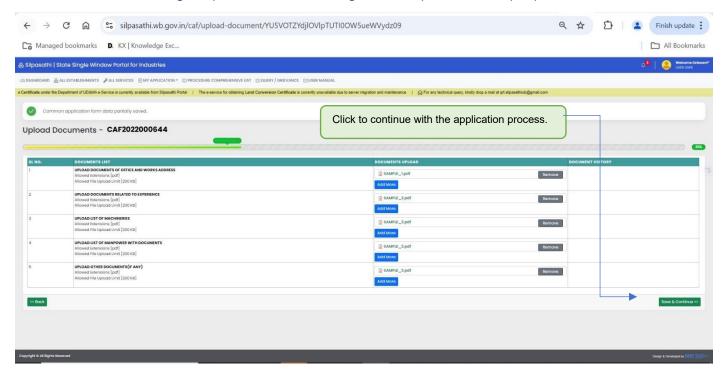
The applicant has to browse the required files in his system and upload them as described in the screenshots. A dialogue box appears after clicking on 'Choose File'. Once the required file is selected, the applicant has to click on 'Upload' button to upload the files successfully.



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 Manufactures under The Boilers Act, 1923

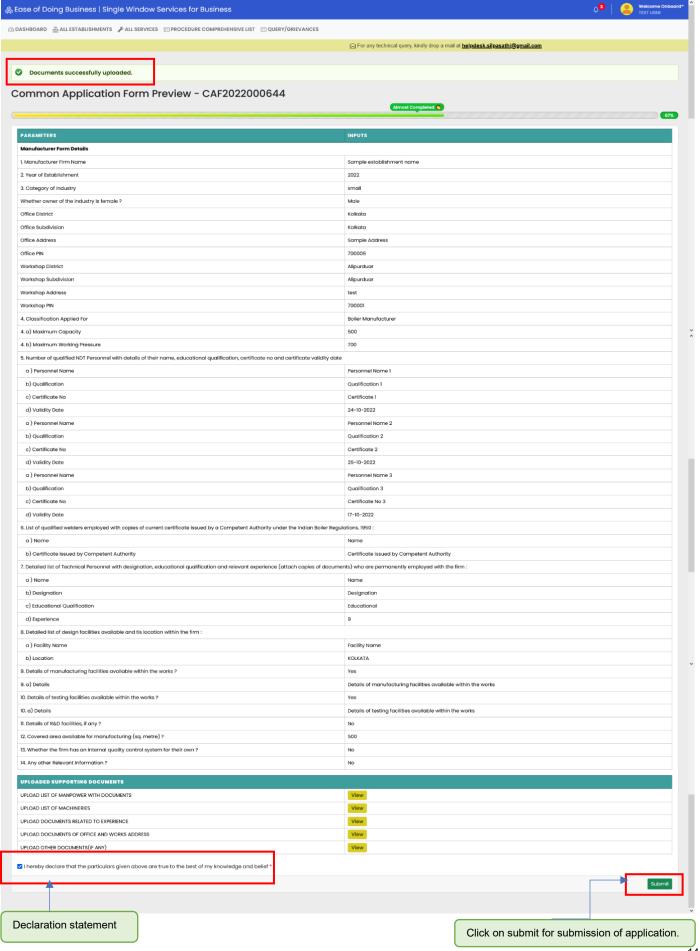
Provided as a service through 'SilpaSathi' the Online Single Window portal of State (WB)



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.

Renewal of Registration of Boilers Manufactures under The Boilers Act, 1923

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

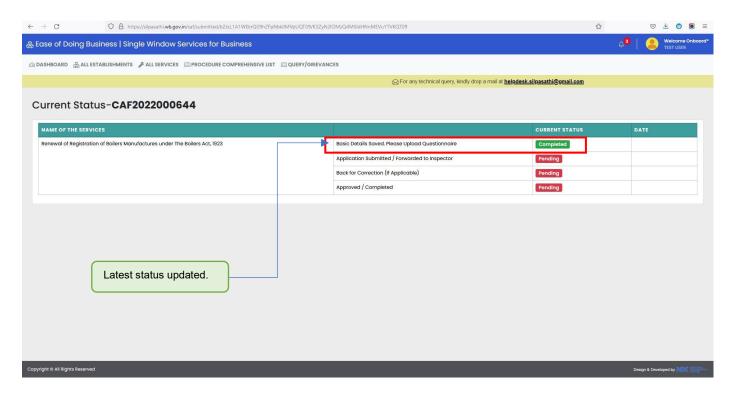


Renewal of Registration of Boilers Manufactures under The Boilers Act, 1923

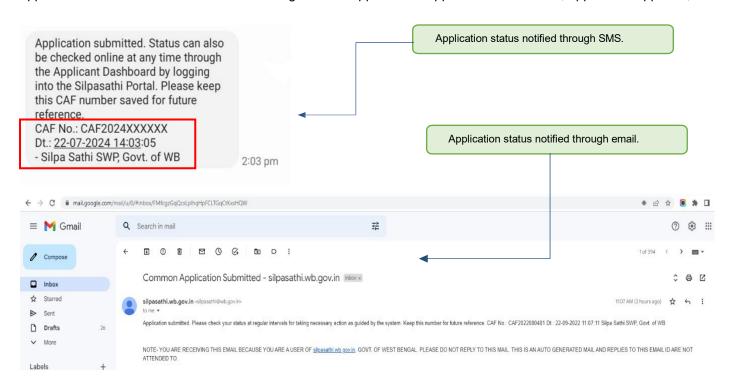
Provided as a service through 'SilpaSathi' the Online Single Window portal of State (WB)

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.



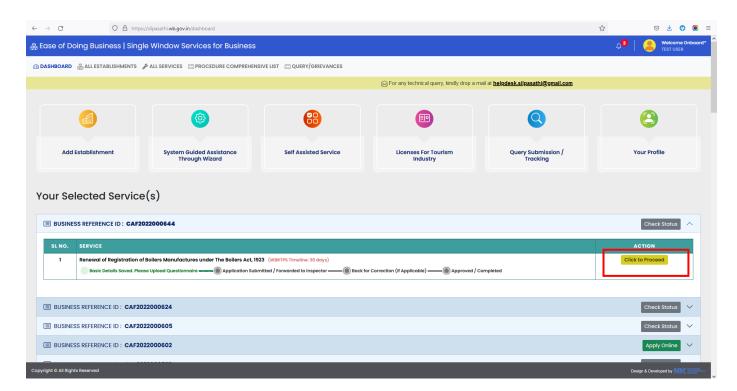
The applicant /user shall be notified via SMS and email on his registered phone number and email id respectively. The applicant receives notifications at different stages of the application - application submission, application approval, etc.



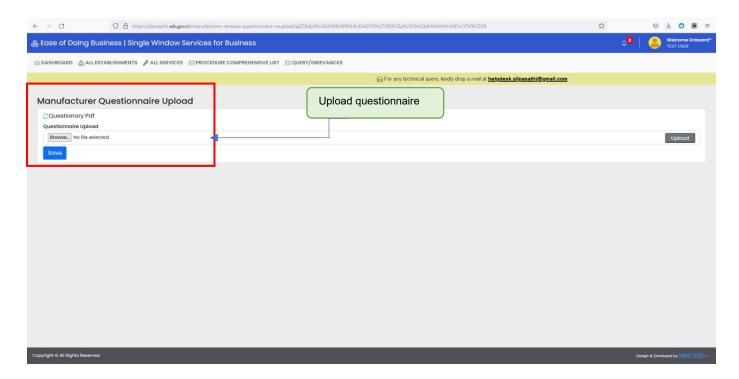
Renewal of Registration of Boilers Manufactures under The Boilers Act, 1923

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

The applicant has to click on 'Click to Proceed' and upload the questionnaire as described in the screenshots below.

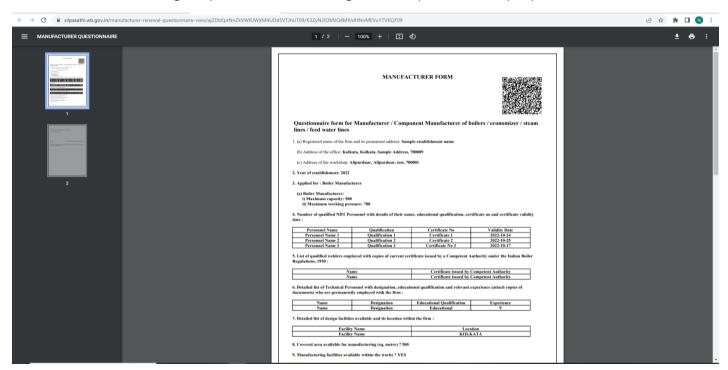


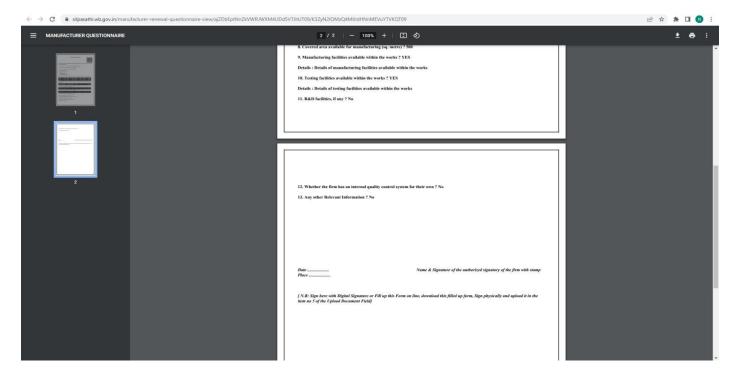
The applicant has to click on 'Choose File' and upload the required questionnaire.



Renewal of Registration of Boilers Manufactures under The Boilers Act, 1923

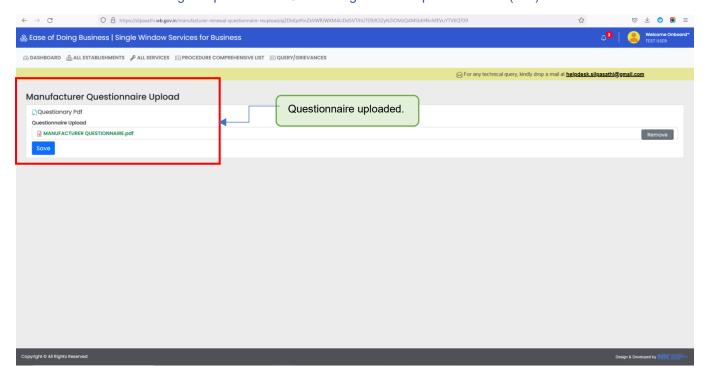
Provided as a service through 'SilpaSathi' the Online Single Window portal of State (WB)





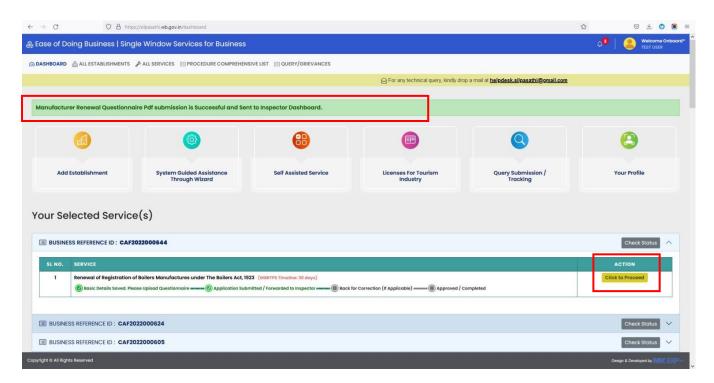
Renewal of Registration of Boilers Manufactures under The Boilers Act, 1923

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



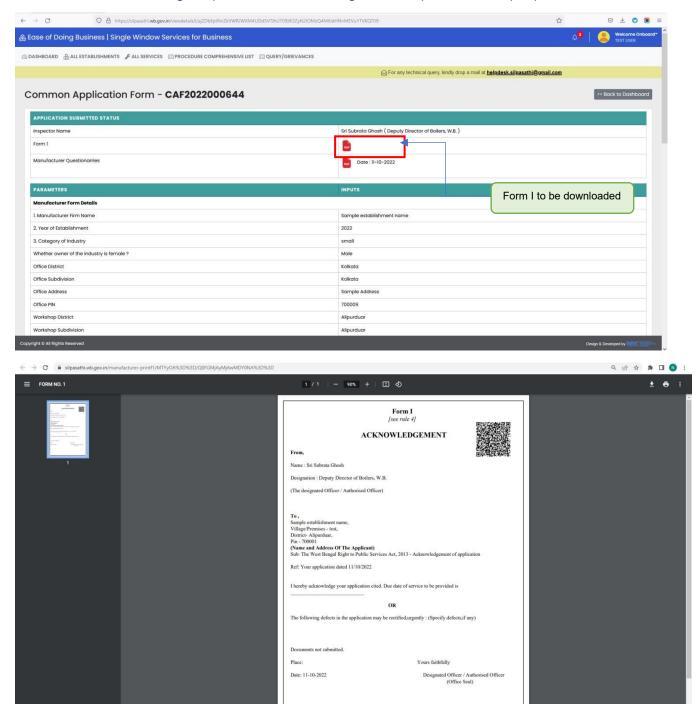
After successful uploading of questionnaire, the applicant can move to the dashboard and proceed with the remaining procedure. The questionnaire is being forwarded to the Inspector.

The applicant shall click on 'Click to Proceed'. Applicant will be redirected to the 'View details' page where they can download the Form I.



Renewal of Registration of Boilers Manufactures under The Boilers Act, 1923

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



2. Online Payment of fees

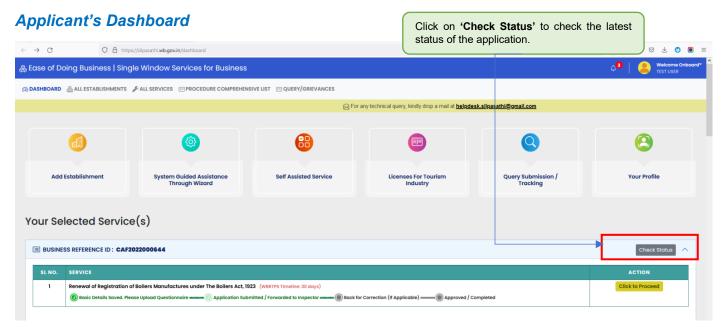
The applicant is not required to pay any fees in the application process.

Renewal of Registration of Boilers Manufactures under The Boilers Act, 1923

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

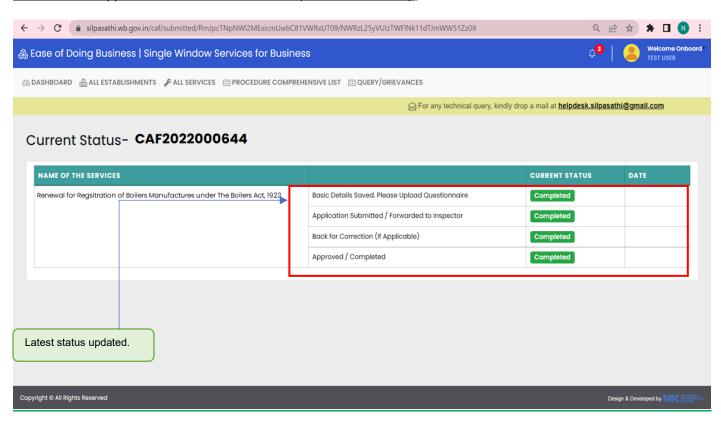
3. Track Status of Application

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



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

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



Note: Applicant can refer to the dashboard to view application status. In case of 'Back for Correction' the applicant shall be required to rectify the details and resubmit the application. If not, the application will be successfully approved.

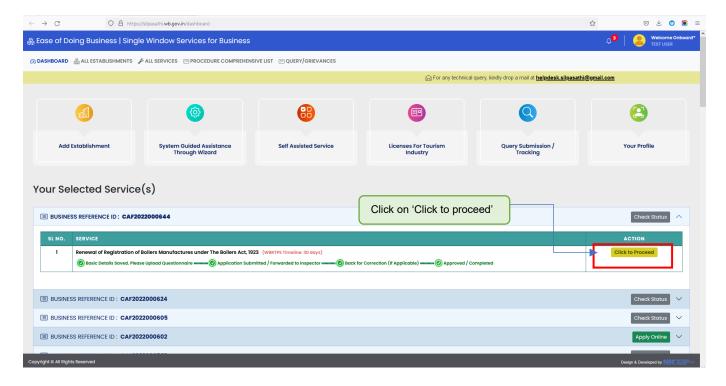
Renewal of Registration of Boilers Manufactures under The Boilers Act, 1923

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

4. Online Download of final approval certificate

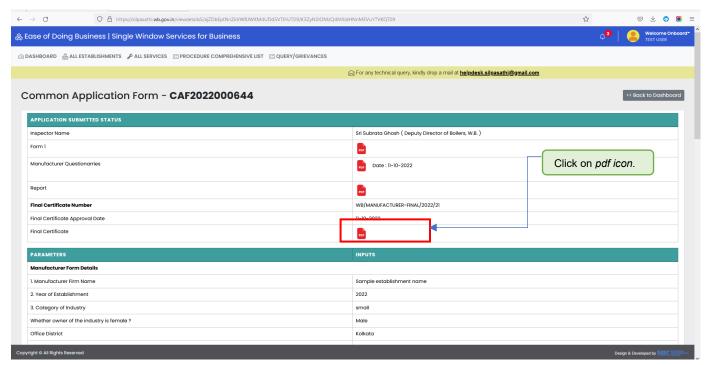
The applicant has to 'Click to Proceed' to view further.

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.

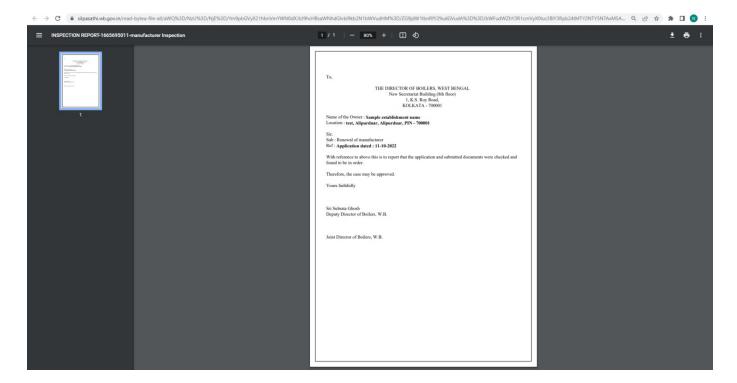


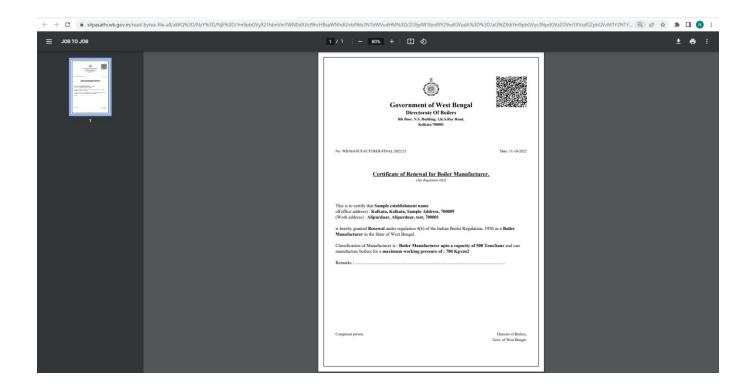
Renewal of Registration of Boilers Manufactures under The Boilers Act, 1923

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

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

The Final Certificate gets downloaded (Screenshot)





Renewal of Registration of Boilers Manufactures under The Boilers Act, 1923

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

One Approval certificate document has been illustrated below:

Government of West Bengal Directorate Of Boilers 8th floor, N.S. Building, I.K.S.Roy Road, Kdkata-700001		
No: WB/MANUFACTURER-FINAL/2022/21	Date: 11-10-2022	
Certificate of Renewal for Boiler Manufactur [See Regulation 4(b)]	er.	
This is to certify that Sample establishment name of(office address): Kolkata, Kolkata, Sample Address, 700009 (Work address): Alipurduar, Alipurduar, test, 700001 is hereby granted Renewal under regulation 4(b) of the Indian Boiler Regulation, 1950 as a Boiler Manufacturer in the State of West Bengal. Classification of Manufacturer is: Boiler Manufacturer upto a capacity of 500 Tons/hour and can manufacture boilers for a maximum working pressure of: 700 Kg/cm2		
Competent person	Director of Boilers, Govt. of West Bengal.	

Renewal of Registration of Boilers Manufactures under The Boilers Act, 1923

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.

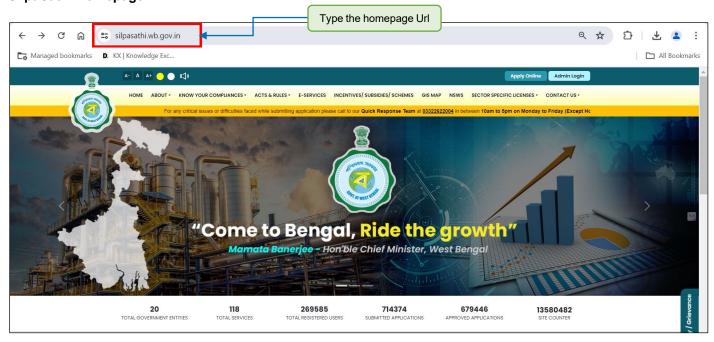
Third party verification process

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 hoepage and enter registration number / license number and then click on 'Search' link, for Verification of Certificate.

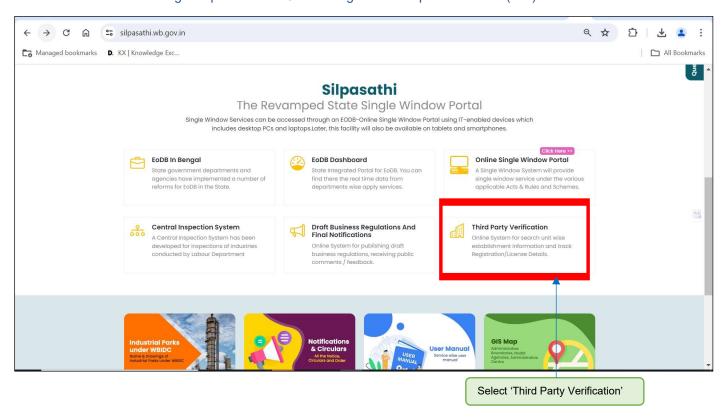
(Screenshots below):

SilpaSathi Homepage

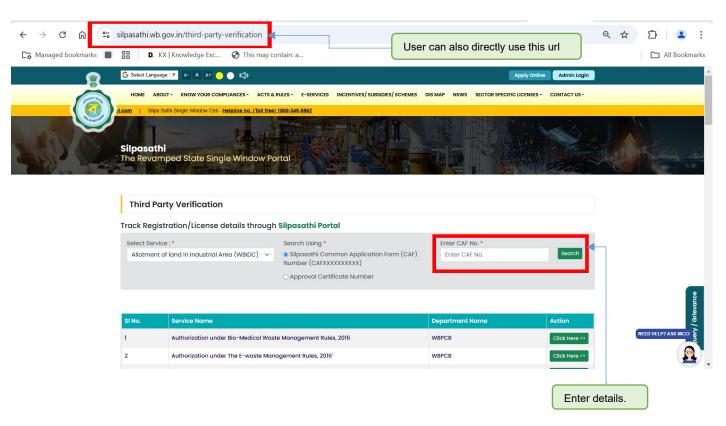


Renewal of Registration of Boilers Manufactures under The Boilers Act, 1923

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 / CAF number in the text box beside it and clicks on 'Search' to view details of certificate.



Renewal of Registration of Boilers Manufactures under The Boilers Act, 1923

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

The third party can view the details as illustrated below:

