



## **Labour Department:**

### ***Auto-renewal of license under The Factories Act, 1948***

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

***User Manual***

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# User Manual

## Auto-renewal of License under The Factories Act, 1948

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 **Auto-renewal of License under The Factories Act, 1948** 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, without the need to visit any government department or office.

### About the Service

**Auto-renewal of License under The Factories Act, 1948 by Labour Department, Govt. of West Bengal** is required for renewal for license under factories Act, 1948. The Factories Act, 1948 is a legislation that governs the working conditions and welfare of workers in factories across India. The Act requires factories to obtain a license from the government, which is typically valid for a specified period. Auto-renewal of license under The Factories Act, 1948 service is a facility provided by the government where the license is automatically renewed for a specified period without requiring the factory owner to apply for renewal manually. 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.	Authentication Copy of Consent to operate issued by WBPCB for the factories having a hazardous	An authentication copy of Consent to Operate (CTO) issued by the West Bengal Pollution Control Board (WBPCB) is a crucial document for factories that operate hazardous processes. This copy serves as

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#	Documents Required	Detailed Description
	process a defined under section 2(Cb) read with schedule I of factories Act, 1948 as amended or a declaration for exempted category industries as notified by the West Bengal Pollution Control Board	proof that the factory has obtained permission to operate from the WBPCB, ensuring compliance with environmental regulations and safety standards
2.	Authentication copy of Trade Licence	A trade license is a permit or authorization issued by a government agency to an individual or business to engage in a specific trade or profession. It is typically required for businesses that involve certain types of work, such as construction, electrical, plumbing, or contracting.
3.	Declaration, duly signed by the Occupier, showing the date starting of manufacturing process (exact date) along with number of workers engaged there in on the date installed power, as applicable	Agreement duly signed by the Occupier
4.	E. S. I.	The Employees' State Insurance (ESI) (MB) Scheme is administered by the Directorate of Employees' State Insurance (M.B) Scheme, which is under the administrative control of the Labour Department.
5.	Form No. 32	Form No. 32 is a crucial document issued by the Labour Department, typically used for registering a new establishment or employer under the relevant labour laws.
6.	Forwarding Letter	A forwarding letter is a written notification used to direct correspondence, packages, or other items to a new recipient or address.
7.	Health and Safety Policy, in case a hazardous process.	A health and safety policy is a document that outlines an organization's approach to managing health and safety in the workplace

### Timeline (WBRTPS)

**Auto-renewal of License under The Factories Act, 1948 by Labour Department, Govt. of West Bengal is a real time service and license is issued after payment of fees.**

## Auto-renewal of License under The Factories Act, 1948

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### Instructions related to the application form

Sl. No.	Field Name	Instructions
<b>Factory Information</b>		
1.	Choose Factory	Select type of factory from drop down list
2.	Name of the factory	Enter name of the factory
3.	Ownership Type	Select ownership from dropdown list (public limited company / private limited company / proprietorship firm/ co-operative/ local body/ public sector undertaking / Government/ others)
4.	Occupier Type	Select Occupier Type from dropdown list (partner / owner/ etc)
5.	GSTIN Number	Enter GSTIN Number
6.	Udyog Aadhar No.	Enter Udyog Aadhar No.
7.	Trade License No.	Enter valid Trade permit No.
8.	Factory Category	Small / Medium/ Large
9.	Previous Name of Factory	Enter Previous Name of Factory if any
10.	Plan Approval Number	Enter Plan Approval Number
11.	Plan Approval Date	Enter date of plan approval
<b>Location of the Factory</b>		
1.	Pin Code	Enter Pin Code
2.	State	Select State
3.	District	Select Strict
4.	Subdivision	Select sub-division
5.	Estate Type	Select Estate Type
6.	Area Type	Select Area Type
7.	Corporation	Select Corporation
8.	Ward	Enter Ward No.
9.	Police Station	Select Police Station
10.	Post Office	Select Post Office
11.	Mouza Name	Enter Mouza Name
12.	JL Number	Enter JL Number
13.	Address	Enter Address
14.	Mobile No.	Enter Mobile No.

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Sl. No.	Field Name	Instructions
15.	Alternate Mobile Number	Enter Alternate Mobile Number
16.	Email Id	Enter Email Id
Address of the Registered Office / Head Office		
1.	Country	Enter country name
2.	Pin Code	Enter pincode
3.	State	Select state
4.	District	Select district
5.	Subdivision	Select sub-division
6.	Area Type	Select corporation / Municipality
7.	Corporation	Select Corporation area
8.	Ward	Enter ward No.
9.	Police Station	Enter police station
10.	Post Office	Select post office
11.	Municipality	Select Municipality
12.	Address	Enter address
State the Period of License		
1.	Last validity date of license	Enter the last valid date of the approved license
2.	State the period of license required for date from application date	Enter tenure of license along with dates
Details of Occupier		
3.	First Name	Enter First Name
4.	Middle Name	Enter middle name
5.	Last Name	Enter last name
6.	Date of Birth	Enter date of birth
7.	Telephone Number	Enter telephone number
8.	Gender	Select gender (M/F)
9.	Email ID	Enter email id
Occupier Permanent Address		
1.	Country	Enter country name
2.	Pincode	Enter pincode
3.	State	Select state
4.	District	Select district
5.	Sub-division	Select sub-division

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Sl. No.	Field Name	Instructions
6.	Area Type	Select corporation / Municipality
7.	Corporation	Select Corporation area
8.	Police Station	Enter police station
9.	Post Office	Enter post office
10.	Municipality	Select Municipality
11.	Address	Enter address
12.	Enter House No.	Enter House No.
	<b>No. of Workers (Permanent)</b>	<b>No. of Workers (Permanent)</b>
1.	Men	Men
8.	Women	Women
9.	Adolescent Male	Adolescent Male
10.	Adolescent Female	Adolescent Female
11.	Children Male	Children Male
12.	Children Female	Children Female
	<b>No. of Workers (Contractual)</b>	<b>No. of Workers (Contractual)</b>
1.	Men	Enter number of Men
2.	Women	Enter number of Women
3.	Adolescent Male	Enter number of Male Adolescent
4.	Adolescent Female	Enter number of Female Adolescent
5.	Children Male	Enter number of children (male)
6.	Children Female	Enter number of children (female)

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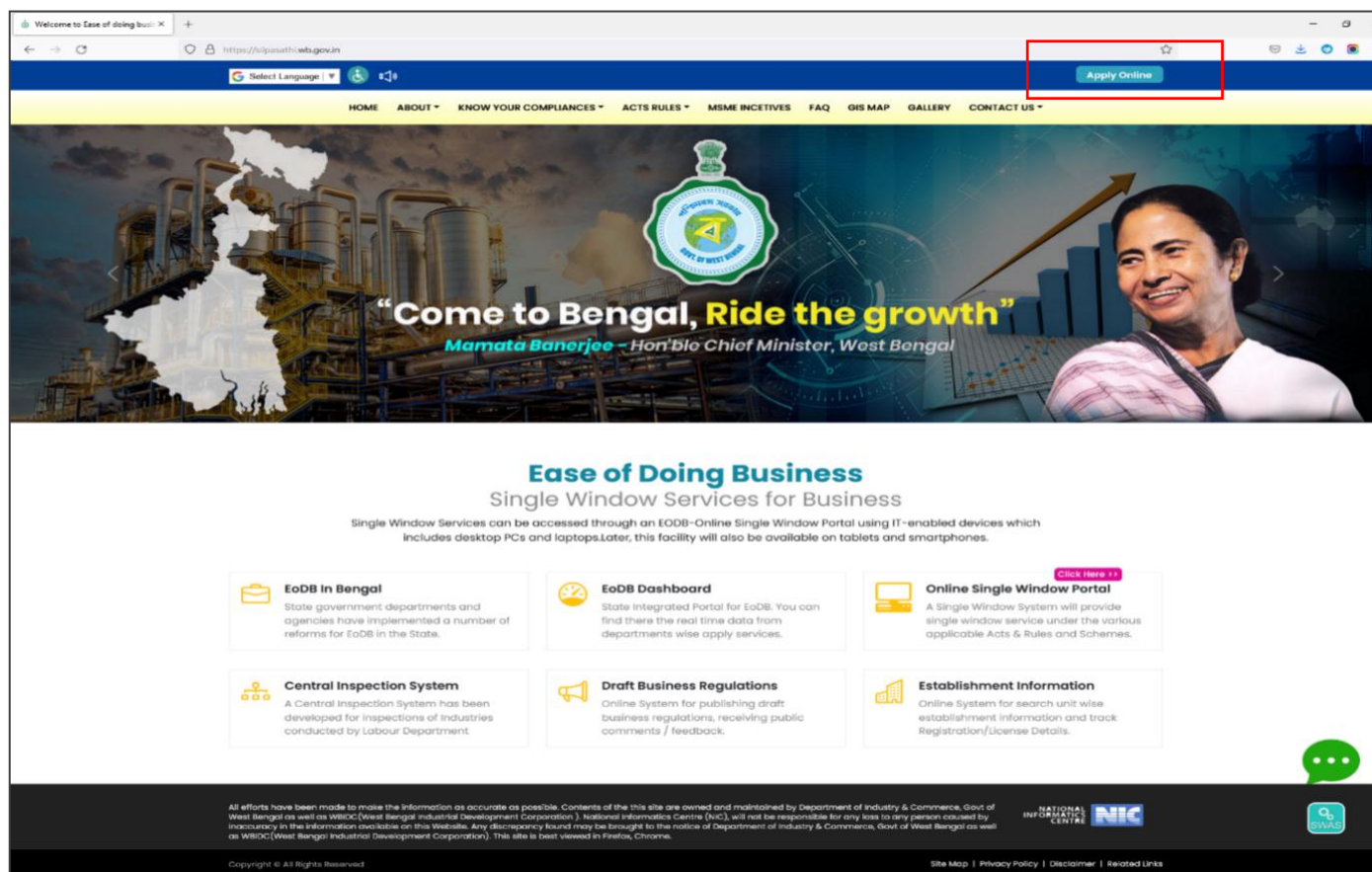
## Auto-renewal of License under The Factories Act, 1948

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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.



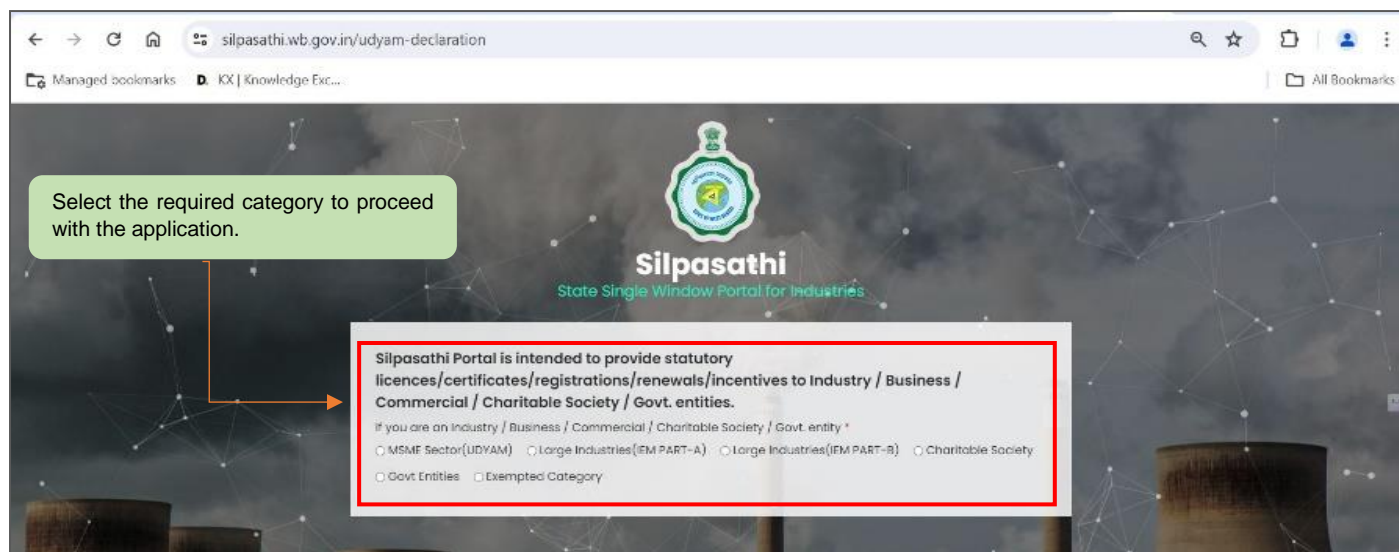
**Applicant Log-in:** The applicant needs to **select the required category** as illustrated in the screenshot below and proceed for registration.



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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**.

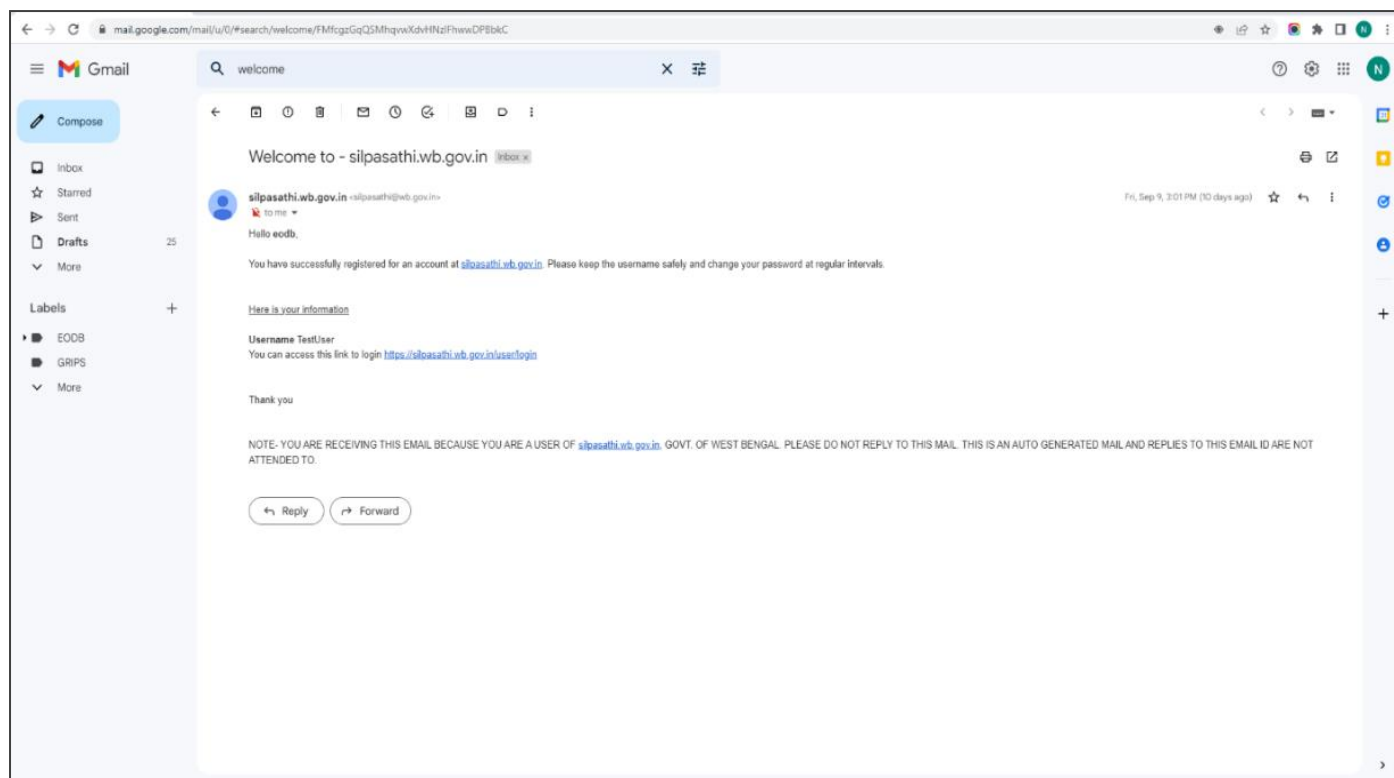
The screenshot shows the 'User Registration' form. The form is titled 'User Registration' and has several input fields: 'First Name', 'Middle Name', 'Last Name', 'Mobile Number', 'Email', and 'Gender'. The 'Gender' field has three radio buttons: 'Male' (selected), 'Female', and 'Transgender'. Below the 'Gender' field, there is a text input field for 'sudhansu' and a password field with a masked password '\*\*\*\*\*'. Below the password field, there is a 'Confirm Password' field. At the bottom of the form, there is a 'Register' button and a link for 'Already have an account? Sign in'. The background of the form is a large image of a factory with cooling towers and smokestacks. The text 'Ease of Doing Business' and 'Single Window Services for Business' is visible on the left side of the background image. The text '"To Ride the growth, register your service"' is also visible. At the bottom left, there is a copyright notice 'Copyright © All Rights Reserved'. At the bottom right, there is a logo for 'NATIONAL INFORMATION CENTRE'.

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

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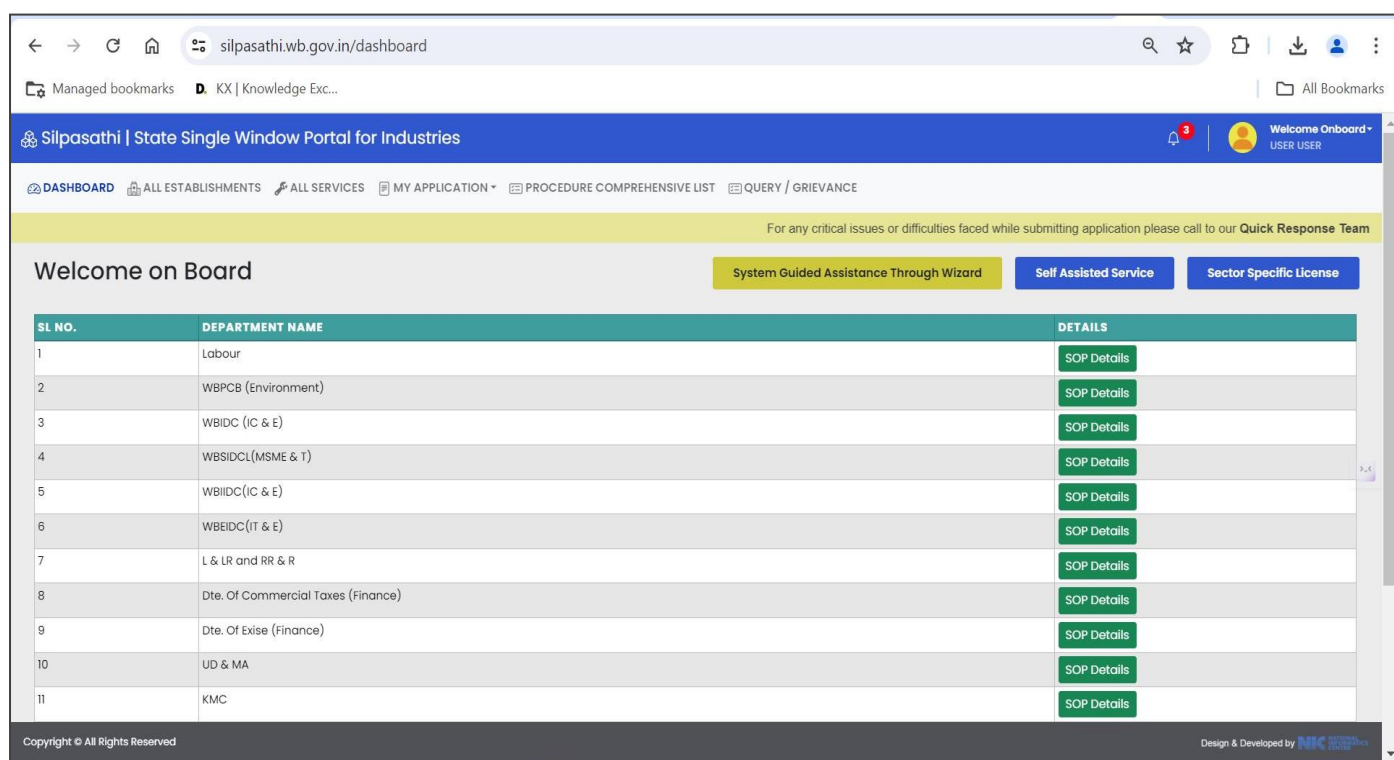
## Auto-renewal of License under The Factories Act,1948

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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.

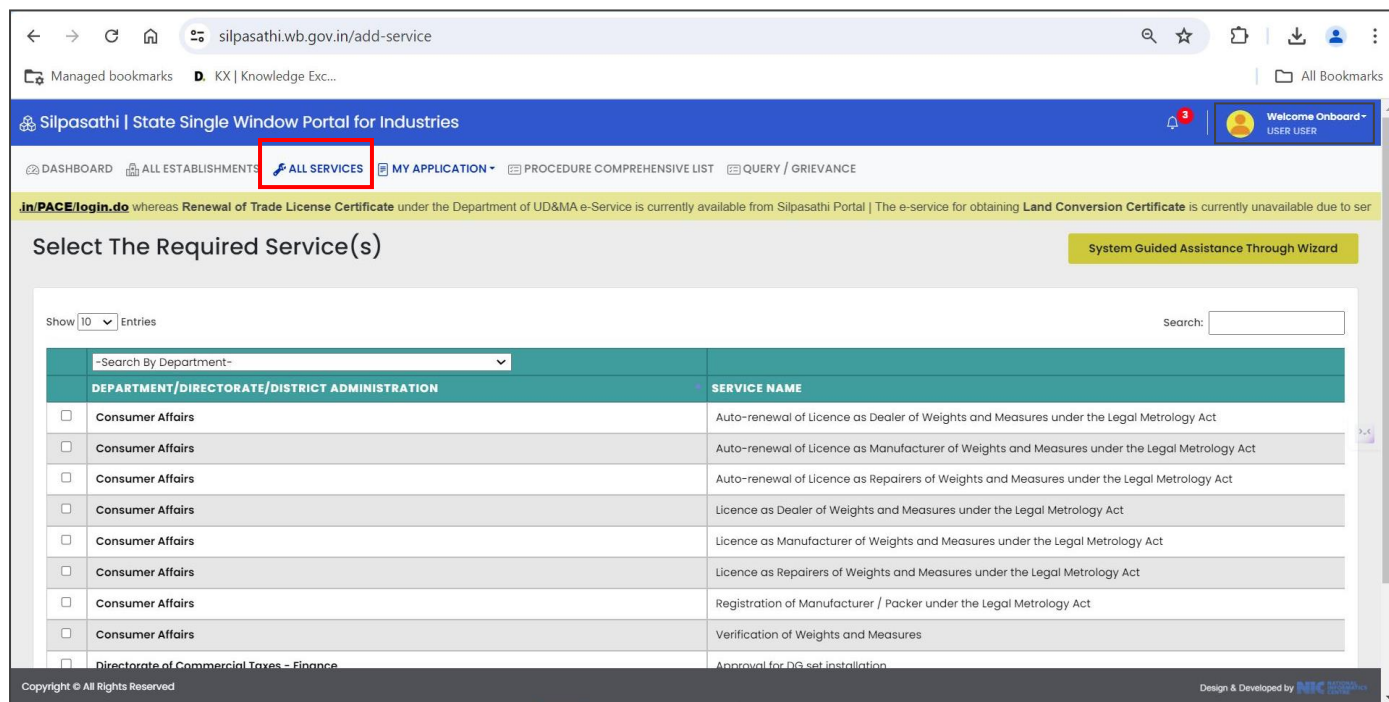


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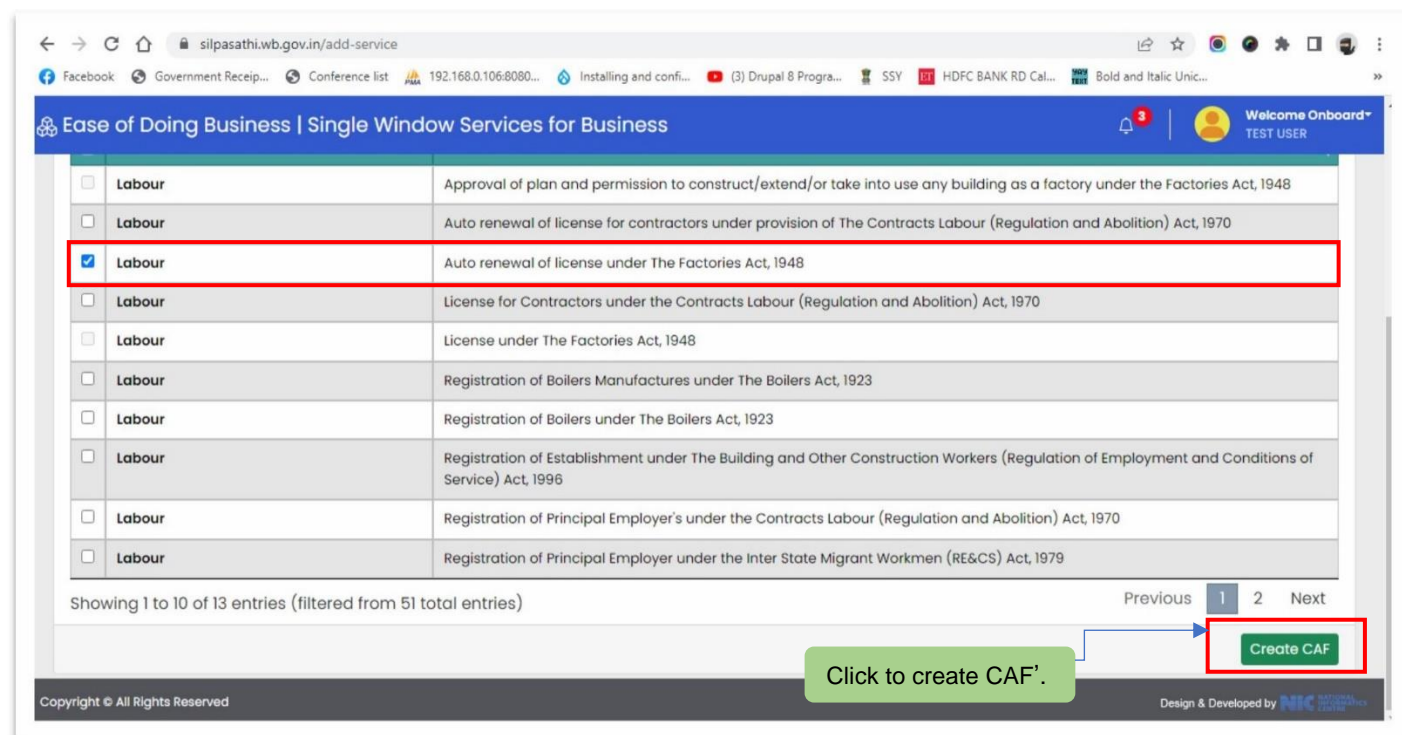
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The applicant has to click on '[ALL SERVICES](#)' to view the list of all services mapped with their corresponding departments.



Once done, a list of services will appear. Applicants need to click on [the checkbox](#) adjacent to the service named **Auto-renewal of License under The Factories Act, 1948 by Labour Department, Govt. of West Bengal**



After selecting the service **Auto-renewal of License under The Factories Act, 1948 by Labour Department, Govt. of West Bengal**, 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.

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### Applicant's Dashboard

CAF ID generated.

Click on 'Apply Online' to proceed with the application.

Service Added Successfully

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

Your Selected Service(s)

BUSINESS REFERENCE ID : CAF2022000535

Apply Online

SL NO.	SERVICE	ACTION
1	Auto renewal of license under The Factories Act, 1948 (WBRTPS Timeline: Real Time) Initiated Application Saved/Fees Pending Fees Paid Issued	

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 has to select Factory from the drop-down list:

General Information - CAF2022000535

Process Start 10%

Choose Factory \*

- Select -

<< Back Save & Continue >>

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## Auto-renewal of License under The Factories Act,1948

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Ease of Doing Business | Single Window Services for Business

3

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

General Information - CAF2022000535

Process Start

10%

Choose Factory \*

shrabani BC - 023043/TP(N)

<< Back

Save & Continue >>

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3

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

General Information - CAF2022000535

Process Start

10%

Choose Factory \*

shrabani BC - 023043/TP(N)

Your Factory is categorised under **Section 85.**

Factory Information

Name of the factory \*

shrabani BC

Ownership Type \*

Partnership Firm

Occupier Type

Partner

PAN of Business Establishment \*

ALWPG5809L

(N.B:- Under the Income Tax Act, 1961)

GSTIN Number

Udyog Aadhaar No

Trade License No \*

Energy Meter No

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silpasathi.wb.gov.in/caf/application2/Qlp3cUQvT2NTZExQRGFoM5t6c2R3Zz09/VWVPbkQ3US9aWUd5SWIYIY1VUpvZz09

Ease of Doing Business | Single Window Services for Business

Welcome Onboard  
TEST USER

GSTIN Number: 33AADCS0472NIZ9

Udyog Aadhaar No: 125484587878  
12 digit number only

Trade License No: 01/TL/DJ/2021 III3

Energy Meter No: Energy Meter No

Factory Category: Medium

Previous Name of factory: Previous Name of factory

Plan Approval Number: Plan Approval Number

Plan Approval Date: Plan Approval Date

Location Of The Factory

Pincode: 700123

State: West Bengal

District: North 24 Parganas

Sub-Division: Barasat

Estate Type: Industrial Estate

Area Type: Municipality

Municipality: Madhyamgram Municipality

Ward: Ward-12

Police Station: Barasat

Post Office: Panpara S.O (North 24 Parganas)

Mouza Name:

JL Number:

Factory Zone: Barrackpore

Nearest Landmark:

Telephone No.:

Address:

Mobile No.:

Alternate Mobile No.:

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silpasathi.wb.gov.in/caf/application2/Qlp3cUQvT2NTZExQRGFoM5t6c2R3Zz09/VWVPbkQ3US9aWUd5SWIYIY1VUpvZz09

FAX No.:

Email ID: shrabani.bala@gmail.com

Address Of The Registered Office / Head Office

☒ Same as Location of the factory

Country: INDIA

Pincode: 700123

State: West Bengal

District: North 24 Parganas

Sub-Division: Barasat

Area Type: Municipality

Municipality: Madhyamgram Municipality

Ward: Ward-12

Police Station: Barasat

Post Office: Panpara S.O (North 24 Parganas)

Address: 3No. Chandigarh, Madhyamgram

Communication Address

☐ Same as Location of the factory ☐ Same as Registered office / Head office ☒ Others

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silpasathi.wb.gov.in/caf/application2/Qlp3cUQvT2NTZExQRGFoMSt6c2R3Zz09/VWVPbkQ3US9aWUd5SWIYZIY1VUpvZz09

Police Station \*  
Barasat

Post Office \*  
Badu S.O (North 24 Parganas)

Address \*  
kolkata

**State The Period Of License**

Last validity date of License \*  
14-06-2023

State the period of license required for date from application date \*  
1

**Nature Of Manufacturing Process**

Carried/to be carried on the factory \*  
ABC

**Factory Identification According To WBPCB**

Categories of wbpcb \*  
White

**Details Of Owner/Land Lord/Lessor Of The Premises Occupied As A Factory**

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silpasathi.wb.gov.in/caf/application2/Qlp3cUQvT2NTZExQRGFoMSt6c2R3Zz09/VWVPbkQ3US9aWUd5SWIYZIY1VUpvZz09

**Factory Identification According To WBPCB**

Categories of wbpcb \*  
White

**Details Of Owner/Land Lord/Lessor Of The Premises Occupied As A Factory**

**View Owners/land lord/lessor**

**Details Of Director**

**View Directors**

**Details Of Manager**

**View Managers**

**Details Of Occupier**

First Name \*  
Debdeep

Middle Name

Last Name \*  
Guha

Gender  
Male

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Facebook Government Receipt... Conference list 192.168.0.106:8080... Installing and confi... (3) Drupal 8 Progra... SSSY HDFC BANK RD Cal... Bold and Italic Unic...

First Name \* Debdeep Middle Name Last Name \* Guha Gender Male

Date of birth \* 15-10-1987 Father's/Husband's name \* Suman Guha Telephone Number Mobile Number \* 9897551225

Email id \* shrabani.bala@gmail.com Fax No.

**Occupier Permanent Address**

Country \* INDIA Pincode \* 700125 State \* West Bengal District \* North 24 Parganas

Sub Division \* Barasat Area Type \* Municipality Municipality \* Barasat Municipality Ward \* Ward-II

Police Station \* Barasat Post Office \* Noapara S.O (North 24 Parganas) Aadhar \* 125484587878 Enter Your Street Name / Road Name \* Indrapastha

Enter Your House No \* 2/A Address \* kolkata

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silpasathi.wb.gov.in/caf/application2/Qlp3cUQvT2NTZExQRGFoMSt6c2R3Zz09/VWVPbkQ3U59aWUd5SWIYZIY1VUpvZz09

Facebook Government Receipt... Conference list 192.168.0.106:8080... Installing and confi... (3) Drupal 8 Progra... SSSY HDFC BANK RD Cal... Bold and Italic Unic...

☒ (i). Same as Occupier Permanent Address

Country \* INDIA Pincode \* 700125 State \* West Bengal District \* North 24 Parganas

Sub Division \* Barasat Area Type \* Municipality Municipality \* Barasat Municipality (viii). Ward \* Ward-II

(ix). Police Station \* Barasat (x). Post Office \* Noapara S.O (North 24 Parganas) (xi). Aadhar \* 125484587878 (xii). Enter Your Street Name / Road Name \* Indrapastha

(xiii). Enter Your House No \* 2/A Address \* kolkata

**No.S Of Workers (Permanent)**

Men	Women	Adolescents Male	Adolescent Female	Children Male	Children Female
0	5	0	0	0	0

**No.S Of Workers (Contractual)**

Men	Women	Adolescents Male	Adolescent Female	Children Male	Children Female
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The screenshot shows a web browser window with the URL [silpasathi.wb.gov.in/caf/application2/Qlp3cUQvT2NTZExQRGFoMSt6c2R3Zz09/VWVPbkQ3US9aWUd5SWIYZIY1VUpvZz09](https://silpasathi.wb.gov.in/caf/application2/Qlp3cUQvT2NTZExQRGFoMSt6c2R3Zz09/VWVPbkQ3US9aWUd5SWIYZIY1VUpvZz09). The form contains the following fields:

- Sub Division: Barasat
- Area Type: Municipality
- Municipality: Barasat Municipality
- (viii). Ward: Ward-II
- (ix). Police Station: Barasat
- (x). Post Office: Noapara S.O (North 24 Parganas)
- (xi). Aadhar: 125484587878
- (xii). Enter Your Street Name / Road Name: Indrapastha
- (xiii). Enter Your House No: 2/A
- Address: kolkata

Below the address fields, there are two sections for worker counts:

- No.S Of Workers (Permanent)**
  - Men: 0
  - Women: 5
  - Adolescents Male: 0
  - Adolescent Female: 0
  - Children Male: 0
  - Children Female: 0
- No.S Of Workers (Contractual)**
  - Men: 0
  - Women: 0
  - Adolescents Male: 2
  - Adolescent Female: 0
  - Children Male: 0
  - Children Female: 0

At the bottom, there are buttons for "<< Back" and "Save & Continue >>". The footer includes "Copyright © All Rights Reserved" and "Design & Developed by NIC".

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

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

The screenshot shows the "Upload Documents" section of the SilpaSathi portal. The URL is <https://silpasathi.wb.gov.in/caf/upload-document/VWVPbkQ3US9aWUd5SWIYZIY1VUpvZz09>. The page header includes "Ease of Doing Business | Single Window Services for Business" and a "Welcome Onboard" message for a test user.

A green checkmark icon and the text "Common application form data partially saved." are displayed at the top. Below this, the title "Upload Documents - CAF2022000535" is shown, followed by a green "Upload" button.

The main section contains several document upload fields, each with a "Browse..." button and an "Upload" button:

- Authenticated copy of purchase Deed/Lease Deed/ Rent Receipt as the case may be in respect of the premises to be used as Factory
- Authenticated document regarding deposition of fees.
- Authentication Copy of Consent to operate issued by WBPCB for the factories having a hazardous process as defined under section 2(Cb) read with schedule I of factories Act,1948 as amended or a declaration for exempted category industries as notified by the West Bengal Pollution Control Board
- Trade License
- Organisation PAN
- Declaration, duly signed by the Occupier, showing the date starting of manufacturing process (exact date) along with number of workers engaged there in on the date installed power, as applicable.
- E. S. I.

The footer includes "Copyright © All Rights Reserved" and "Design & Developed by NIC".

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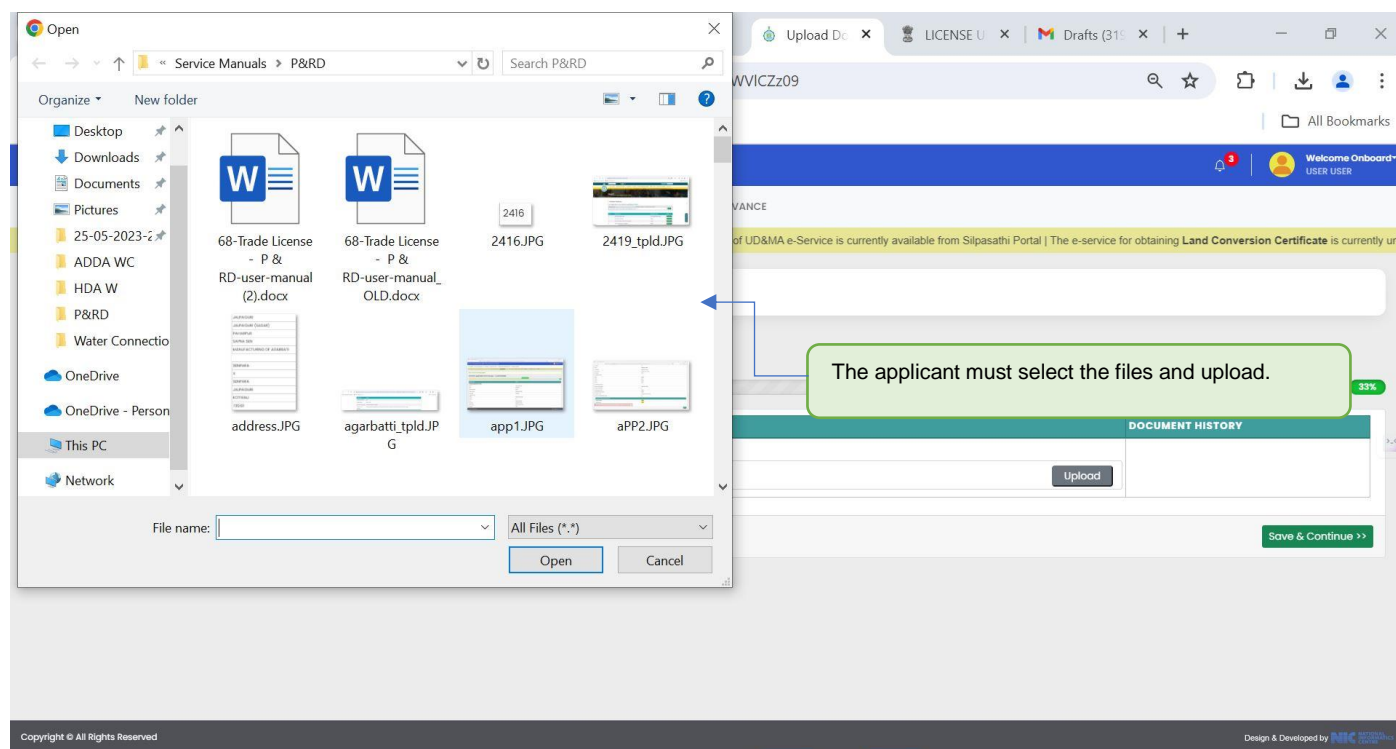
Provided as a service through 'SilpaSathi' the Online Single Window portal of State (WB)

The screenshot displays the 'Upload Documents' section of the SilpaSathi portal. It lists various required documents for license renewal, each with a 'Browse...' button to select a file and an 'Upload' button to submit it. The documents include:

- Forwarding Letter
- Health and Safety Policy, in case a hazardous process.
- Land Deed/Lease Deed/Rent Receipt
- List of Directors / List of Partners
- Memorandum and Article of Association (for Ltd. Co.)
- N. O. C. (West Bengal Pollution Control Board)
- Other Supporting Documents
- Ownership of the Factory / Company had been transferred to a new / current Occupier / Company
- Previous Licence
- Previous Registration Certificates
- Proprietorship to Partnership / Proprietorship to Pvt. Ltd / Partnership to Pvt. Ltd / Pvt. Ltd. to Partnership / Partnership to Proprietorship

At the bottom of the form, there are buttons for '<< Back' and 'Save & Continue >>'. The footer indicates 'Copyright © All Rights Reserved' and 'Design & Developed by NIC'.

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



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

The screenshot shows a web browser window with the URL `silpasathi.wb.gov.in/caf/upload-document/ajj5WIMvSmVSdWlwSiloV0dqVU9YQT09`. The page contains several document upload sections, each with a 'Choose File' button and an 'Upload' button. The sections are:

- Declaration, duly signed by the occupier, stating whether any process or activity of the factory is a hazardous process as defined under section 2(cb) read with Schedule I of the Factories Act,1948 as amended**: 'Choose File' button, 'Upload' button.
- Flow Chart Of Manufacturing Processes**: 'Choose File' button, 'Upload' button.
- Forwarding Letter**: A file named 'Forwarding-Letter.Pdf' is selected, with a 'Remove' button.
- Letter of intimation**: 'Choose File' button, 'Upload' button.
- Other documents**: 'Choose File' button, 'Upload' button.
- 1.Site plan, Floor plan and Sectional elevation**: A file named 'MIT\_Vol\_III\_SoMa\_Final\_DevPlan-09-SecE.Pdf' is selected, with 'Add more file' and 'Remove' buttons.

The footer of the page includes 'Copyright © All Rights Reserved' and 'Design & Developed by NIC'.

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

The screenshot shows the 'application-preview' page on the SilpaSathi portal. The URL is `silpasathi.wb.gov.in/caf/application-preview/VWVPbkQ3US9aWUd5SWIYZIY1VUpvZz09`. The page has a blue header with the text 'Ease of Doing Business | Single Window Services for Business' and a 'Welcome Onboard' message for 'TEST USER'. The form is divided into two main sections:

1. Establishment Details	
Name of the Establishment	shrabani BC
Previous name of the factory	N/A
Factory Type	Partnership Firm
Factory Category	Medium
PAN of the Business Establishment / Factory / Company	ALWPG5809L
GSTIN Number	33AADCS0472N1Z9
Udyog Aadhaar No	125484587878
Trade License No	01/TL/DJ/2021 1113
Energy Meter No	
CIN No	

2. Location of the factory	
Factory Zone	Barrackpore

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# User Manual

## Auto-renewal of License under The Factories Act, 1948

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silpasathi.wb.gov.in/caf/application-preview/VWVPbkQ3US9aWUd5SWIYZIY1VUpvZz09

CIN No	
<b>2. Location of the factory</b>	
Factory Zone	Barrackpore
Address	Ward-Ward-12, Municipality - Madhyamgram Municipality , Barasat, PS - Barasat , North 24 Parganas , PIN- 700123, West Bengal, 3No. Chandigarh , Madhyamgram
Nearest Landmark	N/A
Estate Type	Industrial Estate
Telephone No.	N/A
Mobile No.	9875512255
Alternate Mobile No.	N/A
Fax No.	N/A
Email Id	shrabani.bala@gmail.com
<b>3. Address of the Registered office / Head office</b>	
Address	Ward-Ward-12, Municipality - Madhyamgram Municipality , Barasat, PS - Barasat

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silpasathi.wb.gov.in/caf/application-preview/VWVPbkQ3US9aWUd5SWIYZIY1VUpvZz09

	Barasat, PS - Barasat , North 24 Parganas , PIN- 700123, West Bengal, 3No. Chandigarh , Madhyamgram
<b>4. Communication Address</b>	
Address	Ward-Ward-12, Municipality - Barasat Municipality , Barasat, PS - Barasat , North 24 Parganas , PIN- 700128, West Bengal, kolkata
<b>5. Factory Identification According to WBPCB</b>	
Categories of wbpcb	White
Reference number of approval of arrangements	N/A
Date of approval of arrangements	N/A
<b>6. State the period of license</b>	
Date from which the premises is occupied or been taken into use as factory	14-06-2023
State the period of license required	3 year(s)
Valid Upto Date	14-06-2026 (valid from : 2026-06-14)
<b>7. Power Details</b>	

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# User Manual


## Auto-renewal of License under The Factories Act,1948

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

← → ↻ 🏠 silpasathi.wb.gov.in/caf/application-preview/VWVPbkQ3US9aWUd5SWIYZIY1VUpvZz09

Facebook Government Recep... Conference list 192.168.0.106:8080... Installing and confi... (3) Drupal 8 Progra... SSY HDFC BANK RD Cal... Bold and Italic Unic...


Name	shrabani Bala
Gender	Male
Country	INDIA
Address	Ward-Ward-10, Municipality - Barasat Municipality , Barasat, PS - Barasat , North 24 Parganas , PIN- 700128, West Bengal madhyamgram
Street Name	indrapastha
House No.	5/B
<b>10. Manager Details</b>	
<b>Details</b>	
Name	DF kJ
Age	56
Relationship	S/O-GH
Country	INDIA

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← → ↻ 🏠 silpasathi.wb.gov.in/caf/application-preview/VWVPbkQ3US9aWUd5SWIYZIY1VUpvZz09

Facebook Government Recep... Conference list 192.168.0.106:8080... Installing and confi... (3) Drupal 8 Progra... SSY HDFC BANK RD Cal... Bold and Italic Unic...

Name	CD GH
Age	45
Relationship	S/O-TY
Country	INDIA
Address	Ward-Ward-11, Municipality - Barasat Municipality , Barasat, PS - Barasat , North 24 Parganas , PIN- 700130, West Bengal Madhyamgram
Street Name	Indrapastha
House No.	5/B
<b>12. Occupier Details</b>	
Name	Debdeep Guha
Name of Father/Husband	Suman Guha
Gender	Male
Age	34

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# User Manual

## Auto-renewal of License under The Factories Act,1948

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← → ↻ 🏠 silpasathi.wb.gov.in/cat/application-preview/VWVPbkQ3US9aWUd5SWIYZIY1VUpvZz09

Facebook Government Receipt... Conference list 192.168.0.106:8080... Installing and confi... (3) Drupal 8 Progra... SSV HDFC BANK RD Cal... Bold and Italic Unic...

House No.2/A

15. Worker Details (Total :: 7)

Permanent

Men0  
Women5  
Adolescents Male0  
Adolescent Female0  
Children Male0  
Children Female0

Contactual

Men0  
Women0  
Adolescents Male2  
Adolescent Female0  
Children Male0  
Children Female0

UPLOADED SUPPORTING DOCUMENTS

For Limited and Private Limited Company -Authenticated copy of Memoranddum and Article of Association/For Partnership Firm-Authenticated copy of Partnership Deed

View

Authenticated copy of purchase Deed/Lease Deed/ Rent Receipt as the case may be in respect of the premises to be used as Factory

View

Authentication Copy of Consent to operate issued by WBPCB for the factories having a hazardous process a defined under section 2(Cb) read with schedule I of factories Act,1948 as amended or a declaration for exempted category industries as notified by the

View

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← → ↻ 🏠 silpasathi.wb.gov.in/cat/application-preview/VWVPbkQ3US9aWUd5SWIYZIY1VUpvZz09

Facebook Government Receipt... Conference list 192.168.0.106:8080... Installing and confi... (3) Drupal 8 Progra... SSV HDFC BANK RD Cal... Bold and Italic Unic...

hazardous process a defined under section 2(Cb) read with schedule I of factories Act,1948 as amended or a declaration for exempted category industries as notified by the West Bengal Pollution Contril Board

View

Declaration,duly signed by the Occuiper , showing the date starting of manufacturing process (exact date)along with number of workers engaged there in on the date installed power, as applicable.

View

Memorandum and Article of Association (for Ltd. Co.)

View

Authenticated document regarding deposition of fees.

View

Previous Registration Ceritificates

View

Ownership of the Factory / Company had been transferred to a new / current Occupier / Company

View

Company PAN Card (Pvt. Ltd. Co. / Ltd., Partnership Co.) or Pan Card of Proprietor/Owner.

View

N. O. C. (West Bengal Pollution Control Board)

View

☒ I hereby declare that the particulars given above are true to the best of my knowledge and belief \*

Submit

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Declaration Statement

Click to submit application.



# User Manual

## Auto-renewal of License under The Factories Act,1948

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

The screenshot shows the 'Current Status-CAF2022000535' page on the SilpaSathi portal. A table displays the application's progress:

NAME OF THE SERVICES	STATUS TITLE	CURRENT STATUS	ACTION TAKEN DATE
Auto renewal of license under The Factories Act, 1948	Initiated	Completed	
	Application Saved/Fees Pending	Completed	28/06/2023
	Fees Paid	pending	
	Issued	pending	24/08/2023

A green box at the bottom left states 'Application status updated.' with an arrow pointing to the 'Initiated' status row in the table.

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.

The diagram illustrates the notification process after application submission. It starts with a message from 'VM-WBGOVT' stating: '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'.

Two green boxes indicate the notification methods:

- Application status notified through SMS.
- Application status notified through email.

The email notification is shown as a screenshot of a Gmail inbox with the subject 'Common Application Submitted - silpasathi.wb.gov.in'. The email content includes: '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' and a note about receiving the email as a user of silpasathi.wb.gov.in.

# User Manual

## Auto-renewal of License under The Factories Act, 1948

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

### 2. Online Payment of fees

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

The screenshot shows the SilpaSathi dashboard with a green banner at the top stating 'Service Added Successfully'. Below this are six service tiles: 'Add Establishment', 'System Guided Assistance Through Wizard', 'Self Assisted Service', 'Licenses For Tourism Industry', 'Query Submission / Tracking', and 'Your Profile'. Under 'Your Selected Service(s)', a table lists the service 'Auto renewal of license under The Factories Act, 1948' with a status of 'Initiated'. A green box highlights the 'Proceed to Payment' button in the 'ACTION' column. A callout box points to this button with the text 'For proceeding with payment'.

SL NO.	SERVICE	ACTION
1	Auto renewal of license under The Factories Act, 1948 (WBRTPS Timeline: Real Time) Initiated Application Saved/Fees Pending Fees Paid Issued	Proceed to Payment

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

The screenshot shows the payment details page with a table of service-wise fees. The table has columns: SL. NO., NAME OF THE SERVICES, PURPOSE, HEAD OF ACCOUNT, and PAYABLE AMOUNT(Rs.). The first row shows 'Auto renewal of license under The Factories Act, 1948' with a payable amount of 1. A green box highlights the 'Proceed for Payment' button at the bottom right. A callout box points to this button with the text 'Click here to proceed with the payment in GRIPS portal.'.

SL. NO.	NAME OF THE SERVICES	PURPOSE	HEAD OF ACCOUNT	PAYABLE AMOUNT(Rs.)
1	Auto renewal of license under The Factories Act, 1948	Renewal Fees	0230-00-104-001-16	1
Total				1



# User Manual

## Auto-renewal of License under The Factories Act,1948


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


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


← → ↻ 🏠

wbifms.gov.in/GRIPS/silpaSathiEodb.do

Facebook Government Receipt... Conference list 192.168.0.106:8080... Installing and confi... (3) Drupal 8 Progra... SSV HDFC BANK RD Cal... Bold and Italic Unic...

 **iFMS** Integrated Financial Management System  
WEST BENGAL

 **GRIPS**

 Finance Department  
Government of West Bengal

DEPOSITOR'S DETAILS

Details of Payment			
Department:	Directorate of Factories	No. Of Head:	1
Depositor Name:	Test User	Address:	Kolkata
Mobile No:	9875512255	E-Mail:	Shrabani.bala@gmail.com
Identification No:	08130120221664349295	Payment Ref. No.:	CAF2022000535
In favour of:	Labour	Payment Mode:	NA
Period From:	28/09/2022	Period To:	28/09/2022
Total Amount[₹]:	1	Remarks:	Payment for -Auto renewal of license under The Factories Act, 1948

CHALLAN DETAILS

SUB SERVICE	IDENTIFICATION NO	HEAD OF ACCOUNT	HEAD DESCRIPTION	AMOUNT[₹]
Payment of Factory License Fee	08130120221664349295	0230-00-104-001-16	Factory License Fee	1
Total Amount:				1
IN WORDS:				ONE ONLY.

Select Payment Mode

Payment Mode: SBI Epay

CONFIRM

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.


NIC

25


### ***Auto-renewal of License under The Factories Act, 1948***


← → ↻ 🏠 wbifms.gov.in/GRIPS/extPayCnf.do

Facebook Government Receipts Conference list 192.168.0.106:8080... Installing and confi... (3) Drupal 8 Progra... SSV HDFC BANK RD Cal... Bold and Italic Unic...

**iFMS**  
WEST BENGAL

Integrated Financial Management System



**Finance Department**  
Government of West Bengal

Payments through GRIPS portal  
**Directorate of Factories**

**Payment Mode: SBI Epay**

Select Bank to make payment

Bank Easy Search:

Select Bank:

RESET

PROCEED

CANCEL

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

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# User Manual

## Auto-renewal of License under The Factories Act,1948

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

wbifms.gov.in/GRIPS/silpaSathiEodb.do

wbifms.gov.in/GRIPS/makePaymentProcess.do

Facebook Government Receipt... Conference list 192.168.0.1

wbifms.gov.in says  
Please note GRN: 192022230130783958 for future reference.  
OK

HDFC BANK RD Cal... Bold and Italic Unic...

**iFMS** Integrated Financial Management System  
WEST BENGAL

Finance Department  
Government of West Bengal

**DEPOSITOR'S DETAILS**

**Challan Details For GRN NO.:192022230130783958**

Payment Status:	Pending	Bank Name:	SBI EPay
GRN Date:	28/09/2022 12:51:29	BRN Date:	Pending
No. of Challan:	1	BRN:	Pending
Identification No:	08130120221664349295	Dept. Ref. No:	CAF2022000535
Depositor Name:	Test User	Address:	Kolkata
On behalf Of:	Labour	Depositor's Type:	Citizen
Mobile No.	9875512255	E-Mail:	Shrabani.bala@gmail.com
Period From:	28/09/2022	Period To:	28/09/2022
Total Amount[₹]:	1	System Time:	28/09/2022 12:51:29

**PAYMENT DETAILS**

SERVICE TYPE	IDENTIFICATION NO	HEAD DESCRIPTION	HEAD OF ACCOUNT	AMOUNT[₹]
Payment of Factory License Fee	08130120221664349295	Factory License Fee	0230-00-104-001-16	1
Total Amount:				1
IN WORDS:				ONE ONLY.

PROCEED CANCEL

wbifms.gov.in/GRIPS/GoToBankFinal.do

Facebook Government Receipt... Conference list 192.168.0.106:8080... Installing and confi... (3) Drupal 8 Progra... SSY HDFC BANK RD Cal... Bold and Italic Unic...

**iFMS** Integrated Financial Management System  
WEST BENGAL

**GRIPS**

Finance Department  
Government of West Bengal

Please wait! Redirecting to bank.  
Don't refresh or close the browser.

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

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# User Manual

## Auto-renewal of License under The Factories Act,1948

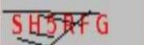
Provided as a service through 'SilpaSathi' the Online Single Window portal of State (WB)

wbifms.gov.in/GRIPS/makePaymentCapcha.do

Facebook Government Receipt... Conference list 192.168.0.106:8080... Installing and confi... (3) Drupal 8 Progra... SSSY HDPC BANK RD Cal... Bold and Italic Unic...

**iFMS** Integrated Financial Management System **GRIPS** Finance Department Government of West Bengal

Please Don't Close The Browser and Confirm The Below Details

Govt. Reference No (GRN):	192022230130783958
Depositor Name:	Test User
Total Amount:	1
Bank:	SBI EPay
Payment Mode:	SBI Epay
Department Name:	Directorate of Factories
	<input type="text" value="SH5RFG"/> <small>Captcha is case sensitive.</small>

RESET CAPTCHA CONFIRM CANCEL

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

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sbiepay.sbi/secure/AggregatorHostedListener#no-back-button

**SBIePay**

**Payment Details**

Debit/Credit/Prepaid Cards

Internet Banking

BHIM UPI

Wallets

NEFT

Please enter your card details

Card Number

Expiry Date/Valid Thru   CVV/CVC 4-DBC

Name of the card holder

☒ Use your GSTIN for claiming input tax (Optional)

Pay Now Cancel

**Order Summary**

Order No.: 192022230064993918

Merchant Name: GRIPS Finance Dept West Bengal

Amount: 2.00

Processing fee:

GST:

Total:

APM ID: PG\_TRANS\_396

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

RuPay MasterCard Verified by VISA PCI Symantec

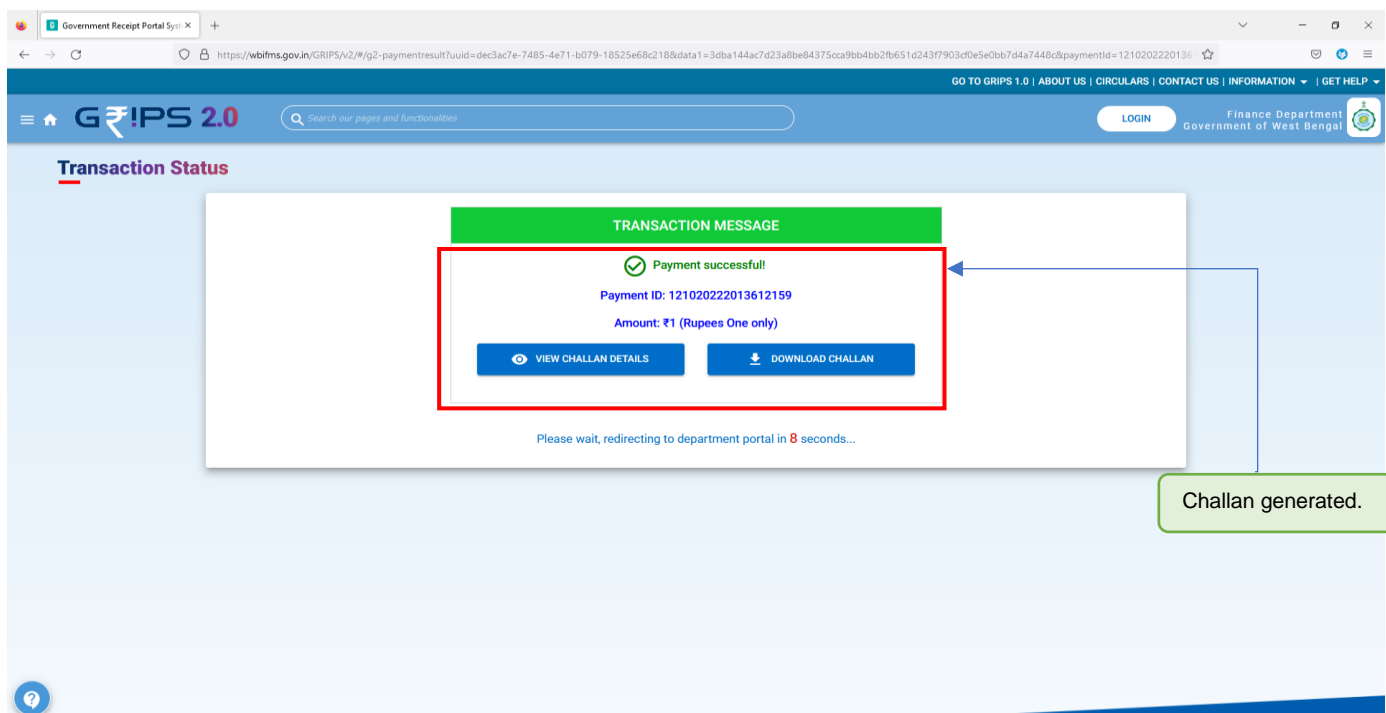
Select payment mode.

Payment amount displayed.

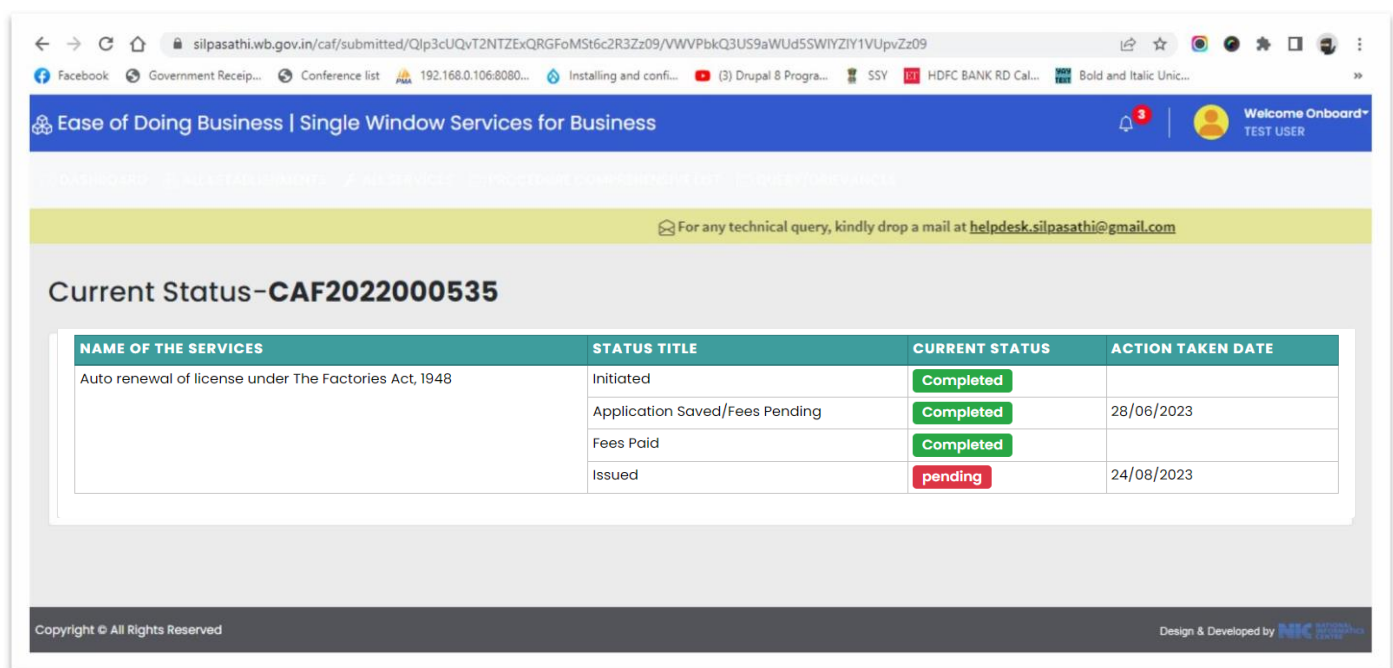
# User Manual

## Auto-renewal of License under The Factories Act,1948

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



After successful payment, the applicant can view the updated status of his application in the Status dashboard.



# User Manual

## Auto-renewal of License under The Factories Act, 1948

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The screenshot shows the SilpaSathi dashboard with a green banner indicating 'Service Added Successfully'. Below this, there are six service tiles: 'Add Establishment', 'System Guided Assistance Through Wizard', 'Self Assisted Service', 'Licenses For Tourism Industry', 'Query Submission / Tracking', and 'Your Profile'. The 'Your Selected Service(s)' section displays a table for the 'Auto renewal of license under The Factories Act, 1948' service, with a progress bar showing 'Initiated', 'Application Saved/Fees Pending', 'Fees Paid', and 'Issued'. The 'ACTION' column contains a button to 'Upload CAF with DSC'.

SL NO.	SERVICE	ACTION
1	Auto renewal of license under The Factories Act, 1948 (WBRTPS Timeline: Real Time) Initiated — Application Saved/Fees Pending — Fees Paid — Issued	Upload CAF with DSC

**The applicant is required to download CAF and upload the same with digital signature.**

The screenshot shows the 'CAF Upload - CAF2022000535' page. It features a 'Download CAF' button and a file upload section with a 'Choose File' button and a text input field containing 'DSC-dg-co...8062022 (1).pdf'. There are 'Back' and 'Save & Continue' buttons at the bottom.

**Once the CAF is successfully submitted, the concerned application will be sent for inspection and subsequently after Approval by the authority, the applicant will receive in the online system the Registration certificate & License approved by the Department.**



# User Manual

## Auto-renewal of License under The Factories Act, 1948

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The screenshot shows the 'Current Status-CAF2022000535' page on the SilpaSathi portal. It features a table with the following data:

NAME OF THE SERVICES	STATUS TITLE	CURRENT STATUS	ACTION TAKEN DATE
Auto renewal of license under The Factories Act, 1948	Initiated	Completed	
	Application Saved/Fees Pending	Completed	28/06/2023
	Fees Paid	Completed	
	Issued	Completed	24/08/2023

Below the table, it says 'Copyright © All Rights Reserved' and 'Design & Developed by NIC'.

### 3. Track Status of Application

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

#### Applicant's Dashboard

Click on '**Check Status**' to check the latest status of the application.

The screenshot shows the 'Applicant's Dashboard' on the SilpaSathi portal. It features a navigation bar with 'EASE OF DOING BUSINESS | Single Window Services for Business' and a 'Welcome Onboard' message. Below the navigation bar, there are six service tiles: 'Add Establishment', 'System Guided Assistance Through Wizard', 'Self Assisted Service', 'Licenses For Tourism Industry', 'Query Submission / Tracking', and 'Your Profile'. Below these tiles, there is a section titled 'Your Selected Service(s)' with a 'BUSINESS REFERENCE ID : CAF2022000535'. A red box highlights the 'Check Status' button in the top right corner of this section. Below the button, there is a table showing the status of the application:

SL NO.	SERVICE	ACTION
1	Auto renewal of license under The Factories Act, 1948 (WBRTPS Timeline: Real Time) Initiated — Application Saved/Fees Pending — Fees Paid — Issued	Download Certificate

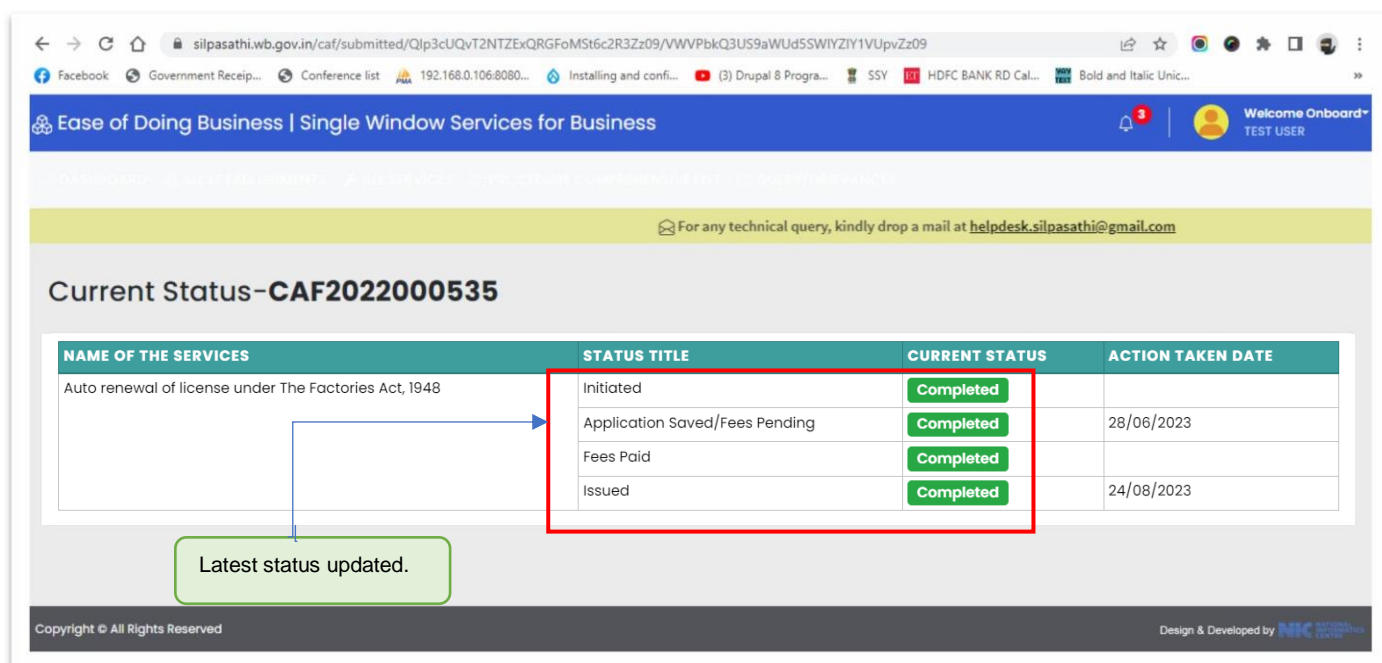
**Note: Latest status can be seen any time through Applicant's Dashboard**

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

# User Manual

## Auto-renewal of License under The Factories Act, 1948

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Ease of Doing Business | Single Window Services for Business

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

### Current Status-CAF2022000535

NAME OF THE SERVICES	STATUS TITLE	CURRENT STATUS	ACTION TAKEN DATE
Auto renewal of license under The Factories Act, 1948	Initiated	Completed	
	Application Saved/Fees Pending	Completed	28/06/2023
	Fees Paid	Completed	
	Issued	Completed	24/08/2023

Latest status updated.

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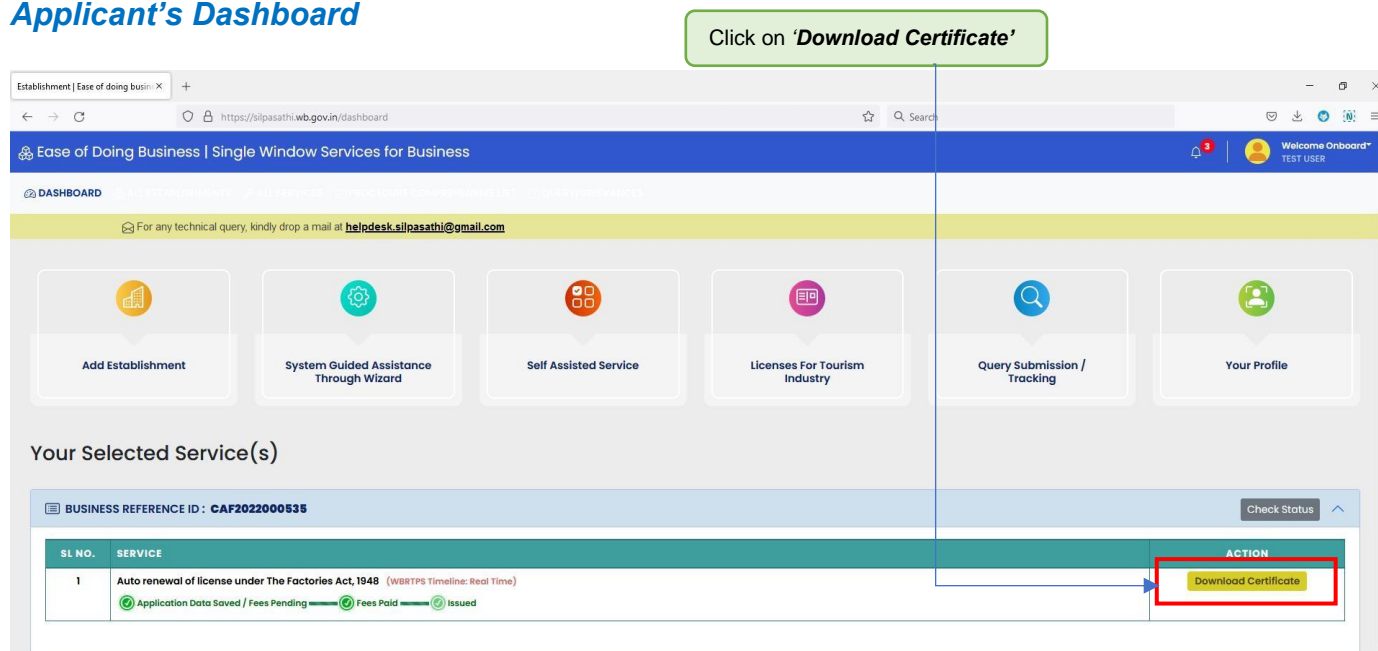
Design & Developed by [NIC](#)

**Note:** Applicant can click on 'Check Status' at periodic intervals and can view the latest status of the application

## 4. Online Download of final approval certificate

The applicant has to '**Download Certificate**' to view further.

### Applicant's Dashboard



Click on '**Download Certificate**'

Ease of Doing Business | Single Window Services for Business

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

**ADD ESTABLISHMENT** | **SYSTEM GUIDED ASSISTANCE THROUGH WIZARD** | **SELF ASSISTED SERVICE** | **LICENSES FOR TOURISM INDUSTRY** | **QUERY SUBMISSION / TRACKING** | **YOUR PROFILE**

**Your Selected Service(s)**

**BUSINESS REFERENCE ID : CAF2022000535** Check Status

SL NO.	SERVICE	ACTION
1	Auto renewal of license under The Factories Act, 1948 (WBRTPS Timeline: Real Time) Application Data Saved / Fees Pending / Fees Paid / Issued	<b>Download Certificate</b>

**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.



# User Manual

## Auto-renewal of License under The Factories Act, 1948

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

**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 '**Download License**' icon to download the Final Approval Certificate issued.

Application View Details | Ease of d: X

https://silpasathi.wb.gov.in/viewdetails/2/0lp3dUQvTZNTZExQRGFoMSt6c2R3Zx09/VWVPbkQ3US9aWUd55WYyZ1VUpvZz09

Ease of Doing Business | Single Window Services for Business

Welcome Onboard\*  
TEST USER

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

Application Form View Details – CAF2022000535

PARAMETERS	INPUTS
DOWNLOAD ACKNOWLEDGEMENT	View
Common Application Form	Download
LICENSE	<b>Download License</b>
1. Factory Information	
Name of the Establishment	shrabani BC
Previous name of the factory	N/A

Click on the icon and Download certificate.

**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/MTEx/NjE%3D/ZmFjdF9pbmZvcmlhdGlvbi9jYWY%3D/ZmlsZV9jb250ZW50cw%3D/cGxhbi9jZ...

Facebook Government Receipt... Conference list 192.168.0.106:8080... Installing and confi... (3) Drupal 8 Progra... SSV HDFC BANK RD Cal... Bold and Italic Unic...

cGxhbi9jZlJ0aWZpY2F0ZV9DUQUyMDIyMDAwNDM4LnBkZg== 1 / 1 - 100% +

1

FORM-3  
Became(116-01711)andR(1)  
GOVERNMENT OF WEST BENGAL  
DIRECTORATE OF FACTORIES  
LICENCE TO WORK A FACTORY

Licence No. 023043/TP(N) Reg. No. 081/TP(N)/Z/2022. Date of amenability 15TH JUN 2022 H.P. 01 Worker 19  
Fee Rs. 1000/- Licence is hereby granted to DEEPIKA GUHA & OTHERS, valid only for the factory known as  
SHRABANI BC situated at 3ND, CHANDIGARH - MADHYAMGRAM, WARD-12, MADHYAMGRAM  
MUNICIPALITY, BARASAT, PS - BARASAT, PO - PANPURA S.O (NORTH 24 PARGANAS), NORTH 24  
PARGANAS - PIN- 700123, WEST BENGAL, subject provisions of the Factories Act, 1948, and the rules made  
thereunder.

The licence shall remain in force till 14th Jun 2024

The 25th Jul 2022 Deputy Chief of Factories, West Bengal  
for The Chief Inspector of Factories, West Bengal

RENEWALS						
Valid up to	H.P.	Worker	Fee for renewal	Date of payment	Late fee for renewal	Signature of Joint Chief Inspector of Factories, West Bengal

TRANSFERS			
To whom transferred	Date of Transfer	Date of payment of transfer fee	Signature of Joint Chief Inspector of Factories, West Bengal

AMENDMENTS					
Date of amendment	Amended worker	Amended H.P.	Date of payment of Amendment fee	additional fee	Signature of Joint Chief Inspector of Factories, West Bengal

This Licence is Computer generated and does not require any signature. For authenticity of this Certificate, please scan the QR Code on the top right corner.

# User Manual

## Auto-renewal of License under The Factories Act, 1948

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

### The certificate as downloaded:



**FORM-3**  
[Sections(1)(6)(i),7(1)and8(2)]  
GOVERNMENT OF WEST BENGAL



**DIRECTORATE OF FACTORIES**  
**LICENCE TO WORK A FACTORY**

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Deputy Chief of Factories, West Bengal

The 25th Jul 2022

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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.

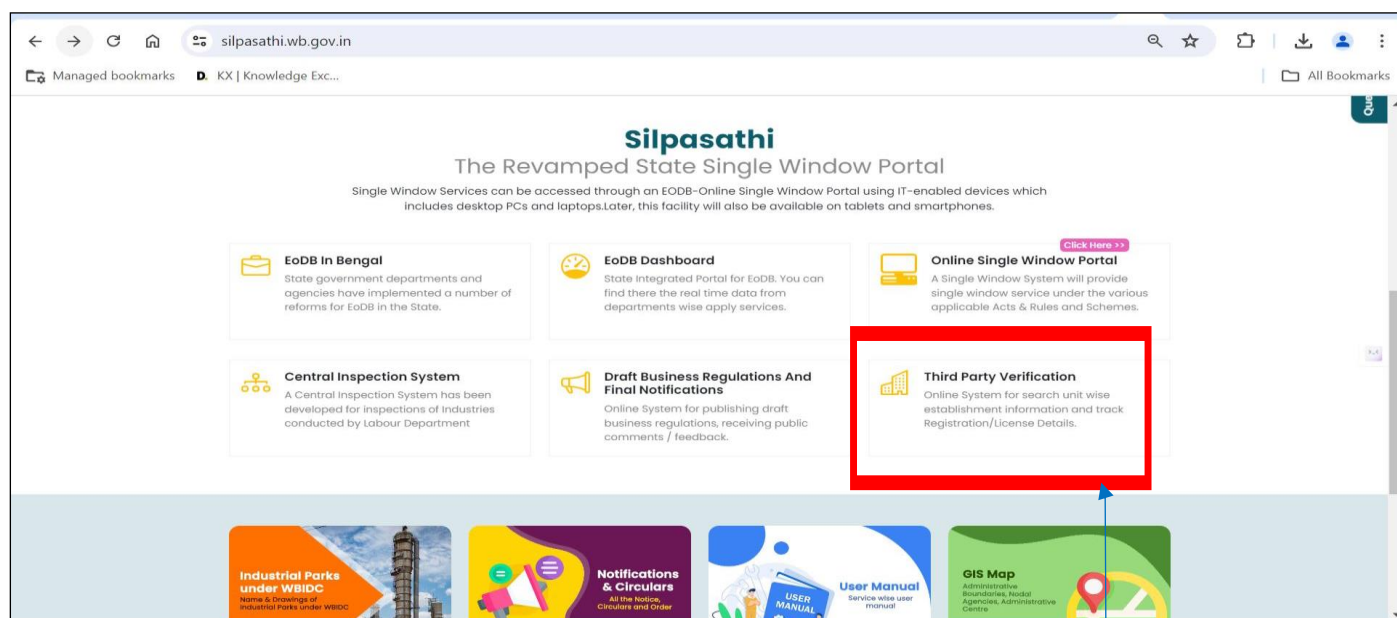
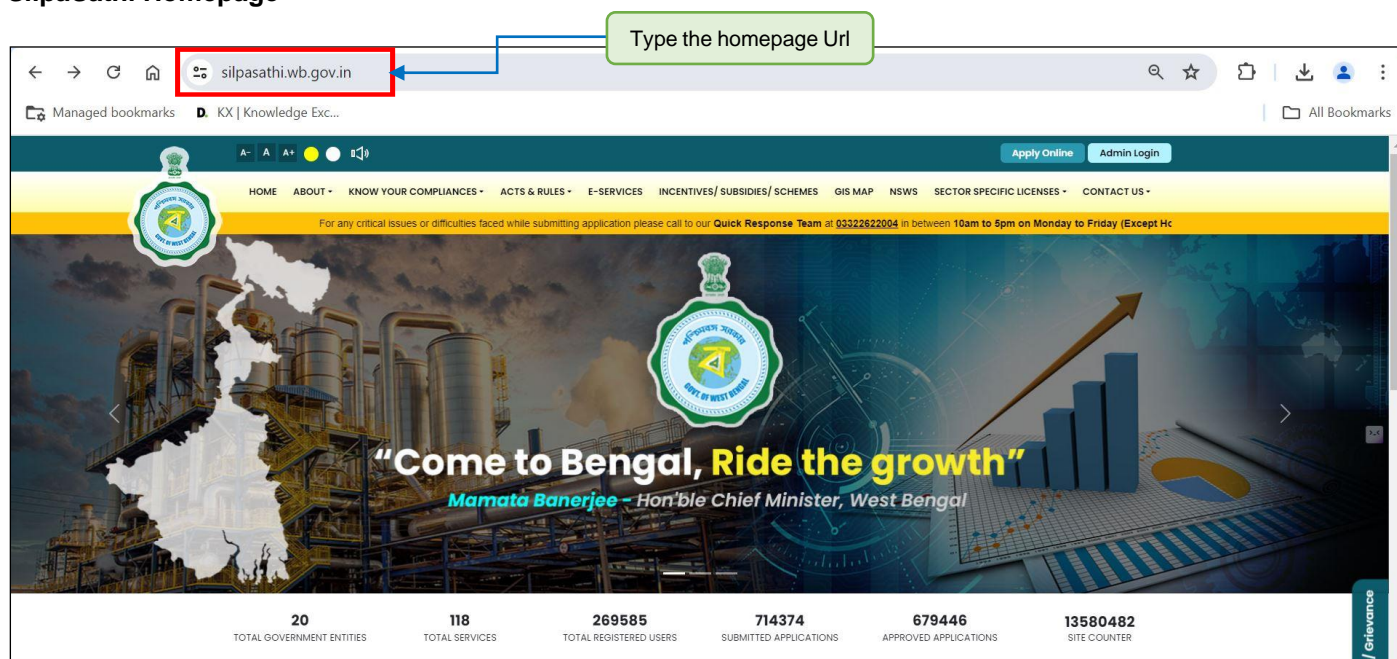
#### Third party verification process

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



# User Manual

## Auto-renewal of License under The Factories Act, 1948

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

Third Party Verification

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

Select Service : \*

Allotment of land in Industrial Area (WBIDC) ▾

Search Using \*

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

☐ Approval Certificate Number

Enter CAF No. \*

Enter CAF No.

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 Registration number/ License number to view details.

Third Party Verification

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

Select Service : \*

Auto renewal of license under The Factories ▾

Search Using \*

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

☐ Approval Certificate Number

Enter Approved Certificate No. \*

CAF2023143159

Parameter	Output
Approval Certificate number	Registration No.: 0178-TP(s)/x/2023 License No.: 23421
Application number	CAF2023143159

License details can be viewed after entering correct Approval number / CAF number and clicking on Search.

Auto-renewal of License under The Factories Act,1948

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

Auto renewal of license under The Factories

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

CAF2023143159

Search

○ Approval Certificate Number

Parameter	Output
Approval Certificate number	Registration No.: 0178-TP(S)/X/2023 License No.: 23421
Application number	CAF2023143159
Legacy Portal Reference number	26877
Service Name	Auto renewal of license under The Factories Act, 1948
Name of Enterprise to whom issued	LEMAR SAFETY PRODUCTS PRIVATE LIMITED
Address of enterprise to whom issued	Tardaha, Block - Bhargar - I , Barulpur, PS - K.L.C, South 24 Parganas , PIN- 743502, West Bengal, Partial Ground Floor, Plot No-1658, Zone-9, Kolkata Leather Complex, PO-Bhojerhat, PS- KLC, District-South 24 Pgs, Pin-743502
Status	Issued/Certificate Delivered
Date of Approval	27-04-2023
Valid till (date)	01-09-2025

Query / Grievance

NEED HELP? ASK NICCI