



## **WBIDC :**

# **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 (WBIDC) provided as a service through 'SilpaSathi' the Online Single Window portal of State (WB)

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Allotment of land in Industrial Area (WBIDC) 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 **Allotment of land in Industrial Area- (WBIDC) , 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

**Allotment of land in Industrial Area** is a crucial process for setting up a new industrial project or expanding an existing one. The **West Bengal Industrial Development Corporation (WBIDC)** is responsible for promoting industrial growth in West Bengal, India. In the context of allotment of land in an Industrial Area, WBIDC offers various schemes and incentives for industries to set up their units in the state. 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.	A self-declaration in Organization's letter head that none of the promoters/directors/partners/proprietor of the organization or the organization itself, do not contravene the provision of the Companies Act, 2013, PF, ESI, Income Tax, GST and any other	Self-declaration

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#	Documents Required	Detailed Description
	statutory compliances/law, as applicable.	
2.	Audited Financial Statement/Annual Accounts including audit report and directors' report & MGT-9 etc.(Annual Report) of the company and the group companies(if any) for last 3 years	An Audited Financial Statement is a financial report that has been examined and verified by an independent external auditor
3.	Certificate of Incorporation	Certificate of Incorporation is a mandatory legal document that serves as official proof of a company's registration under the Companies Act, 2013
4.	Copy of MOA and AOA	The Memorandum of Association (MOA) and Articles of Association (AOA) are foundational legal documents for company registration. The MOA defines the company's constitution, objectives, and external relationships. The AOA sets the internal rules, regulations, and bylaws for management. Both are mandatory, signed by initial subscribers, and filed with the Registrar of Companies (ROC).
5.	Copy of PAN	A copy of a PAN (Permanent Account Number) card is an official document issued by the Income Tax Department of India, serving as a unique identifier for individuals and entities in financial transactions
6.	Details of the proposed Project	Details relevant to the particular project
7.	GST Certificate	A GST Certificate is an official document issued by the tax authorities that confirms the registration of a business under the Goods and Services Tax (GST) regime.
8.	Identify Proof(e.g. PAN) and Address proof(e.g. Voter Id/ Adhaar/Passport/Driving License/Electricity Bill etc.) of promoters/directors/partners/proprietor etc. (to be annexed in DPR).	PAN (Identity Proof) and Address Proof (eg. Voter ID/Aadhar/ Passport/ Driving License)
9.	IEC (if any)	Import Export Code (IEC) Certificate, which is part of the documentation needed for establishing business operations.
10.	INC-20A along with paid challan copy (if applicable)	Form INC-20A is a mandatory declaration mandated by Section 10A of the Companies Act, 2013, which must be filed by directors of newly incorporated companies (with share capital) to confirm that all subscribers to the memorandum have paid the agreed-upon share value. This form, often referred to as the Declaration for Commencement of Business, serves as evidence that the company has received its initial capital and is ready to start business operations.
11.	IT Return	IT returns refer to the financial returns or profits made by Information Technology (IT) companies or industries
12.	Net Worth Statement for all Directors	A Net Worth Statement for Directors is a financial document that outlines the personal financial position of each director within an organization.
13.	Project Feasibility Report	A Project Feasibility Report is a document that assesses the viability of a proposed project
14.	Requirement and justification of land	Reasons and rationale behind the need for a specific piece of land for a particular purpose, eg. Planning permissions

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#	Documents Required	Detailed Description
15.	Signature	Signatory
16.	Trade License	A Trade License is a legal document issued by a government authority that permits individuals or businesses to engage in specific types of business activities
17.	A self-declaration in Organization's letter head that none of the promoters/directors/partners/proprietor of the organization or the organization itself, do not contravene the provision of the Companies Act, 2013, PF, ESI, Income Tax, GST and any other statutory compliances/law, as applicable.	Self-declaration

Kindly refer to the link below for the list of documents required for the service:

[https://www.wbdc.com/assets/doing\\_business/Comprehensive\\_Checklist\\_of\\_Documents .pdf](https://www.wbdc.com/assets/doing_business/Comprehensive_Checklist_of_Documents .pdf)

## Timeline (WBRTPS)

Allotment of land in Industrial Area- (WBIDC) has an WBRTPS timeline of 40 days till approval by the authorities.

## Instructions related to the application form

Sl. No.	Field Name	Instructions
<b>Applicants Basic Information</b>		
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.	Plan of Investment (in lakhs)	Enter Plan of Investment (in lakhs)
7.	Promoter's Contribution (in lakhs)	Enter Promoter's Contribution (in lakhs)
8.	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)
9.	Employment Potentialities	Employment Potentialities
10.	Status of Existing Loans	Status of Existing Loans

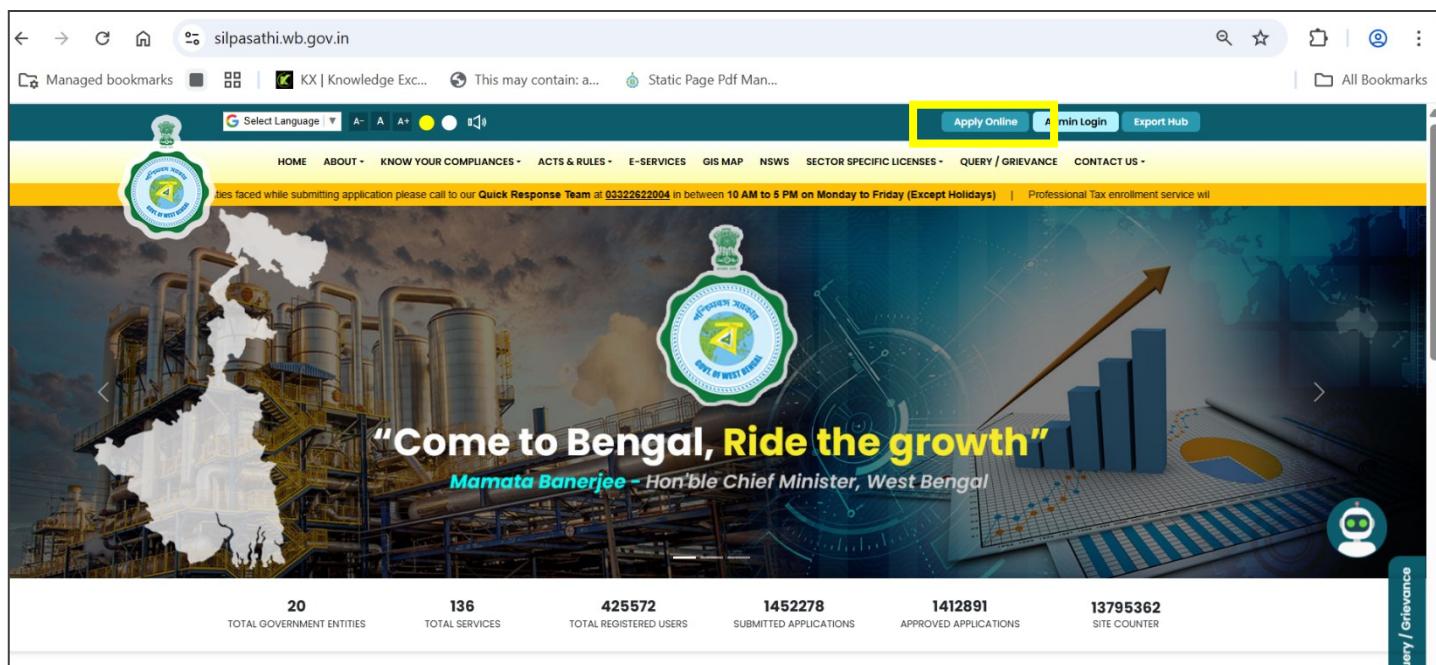
Allotment of land in Industrial Area (WBIDC) provided as a service through 'SilpaSathi' the Online Single Window portal of State (WB)

Sl. No.	Field Name	Instructions
11.	Requirements of Infrastructure	Enter Requirements of Infrastructure
12.	Companies Performance in the last 3 years	Enter Companies Performance in the last 3 years

## Application Process through SilpaSathi

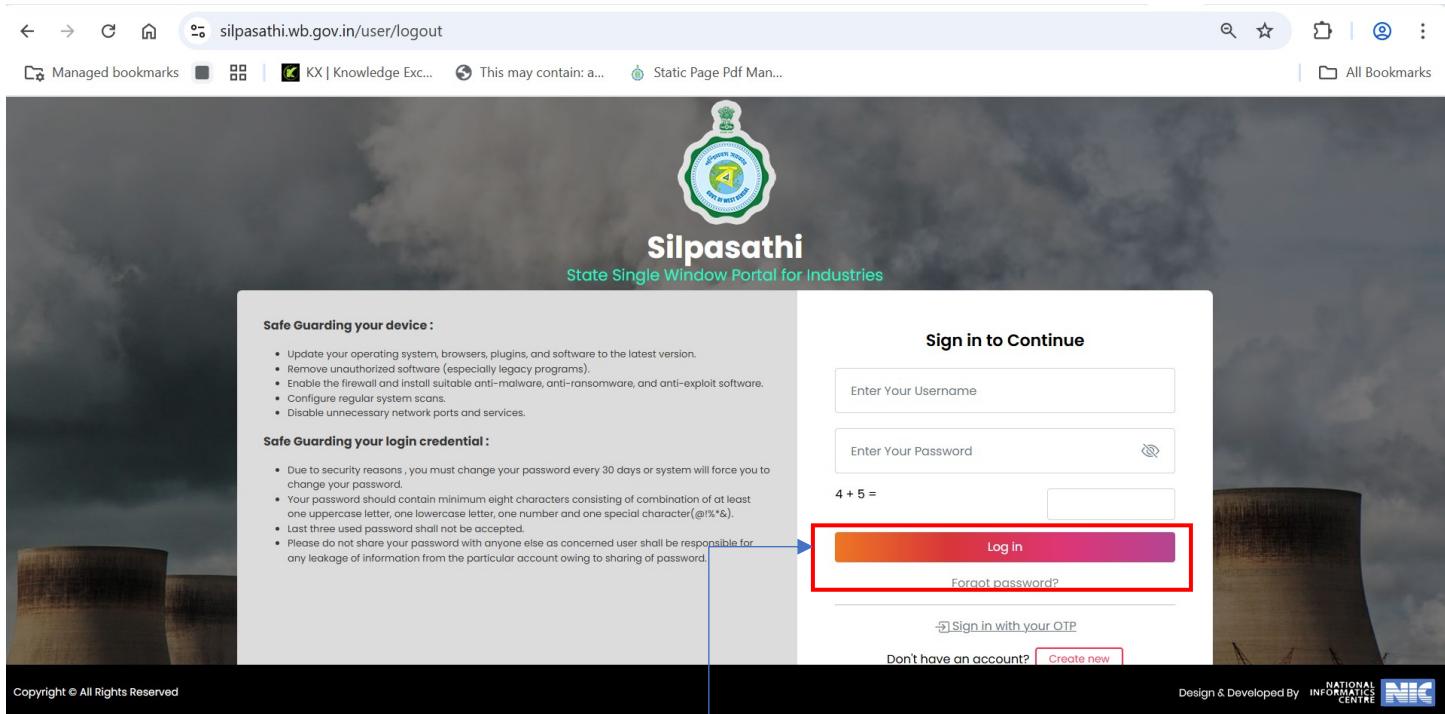
### **1. Online Application submission along with online submission of documents**

The applicant has to access the <https://silpasathi.wb.gov.in> and click on 'Apply online' button as demonstrated below:

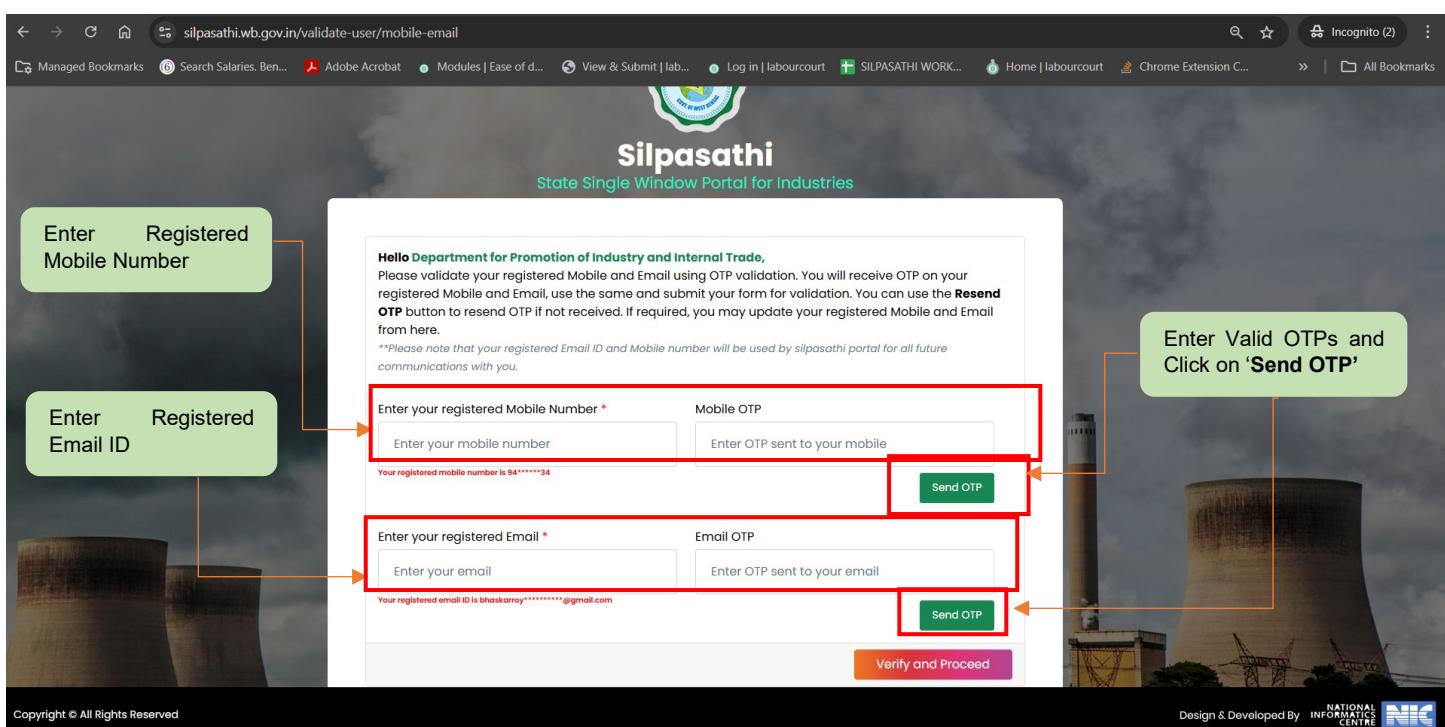


**Applicant Log-in:** The user has to enter his login credentials in order to log in to the **SilpaSathi** portal.

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Once the user logs in to the portal the following screen is displayed.



**The user is now required to complete a two-factor authentication process:**

- ✓ User enters his **Registered Mobile Number**. User **validates the OTP** sent to the mobile number.
- ✓ User enters his **Registered email id**. User **validates the OTP** sent to the email ID.

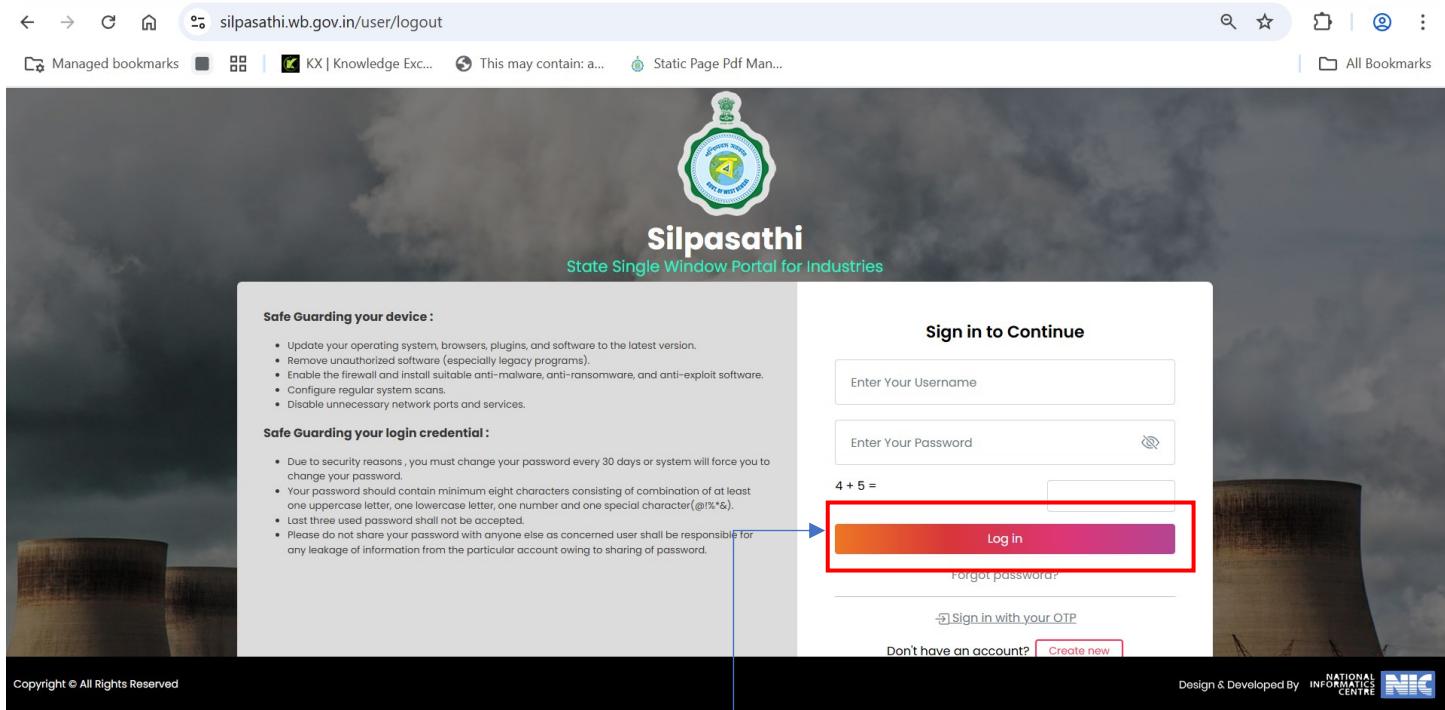
The user now has to click on '**Verify and Proceed**' to validate the provided details. On successful validation, the user is force-logged out from the system.

# User Manual

# Allotment of land in Industrial Area- (WBIDC)

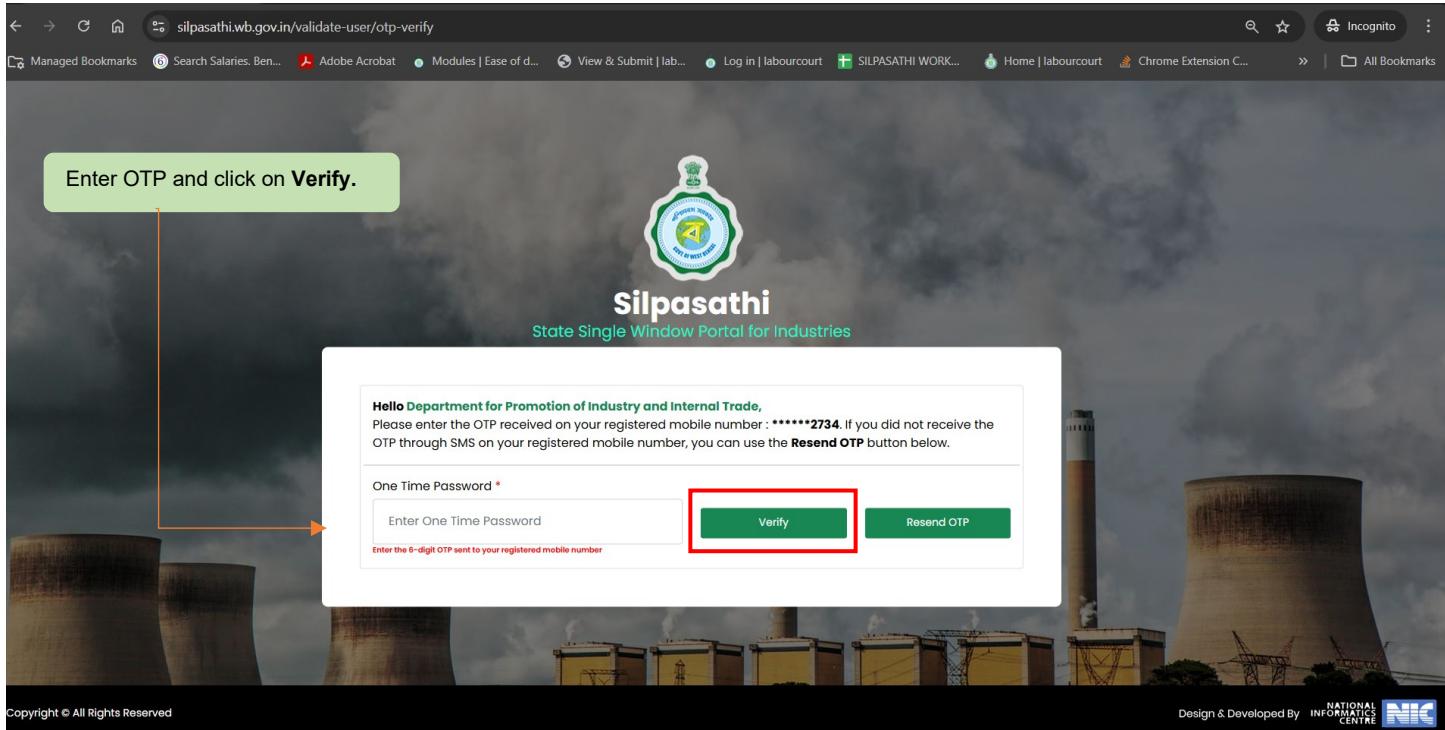
Allotment of land in Industrial Area (WBIDC) provided as a service through 'SilpaSathi' the Online Single Window portal of State (WB)

The user is now required to log in to the **SilpaSathi** portal with his valid credentials as displayed below:



Enter credentials and click on 'Log in'

Once the user logs in, the following screen is now displayed to the user.

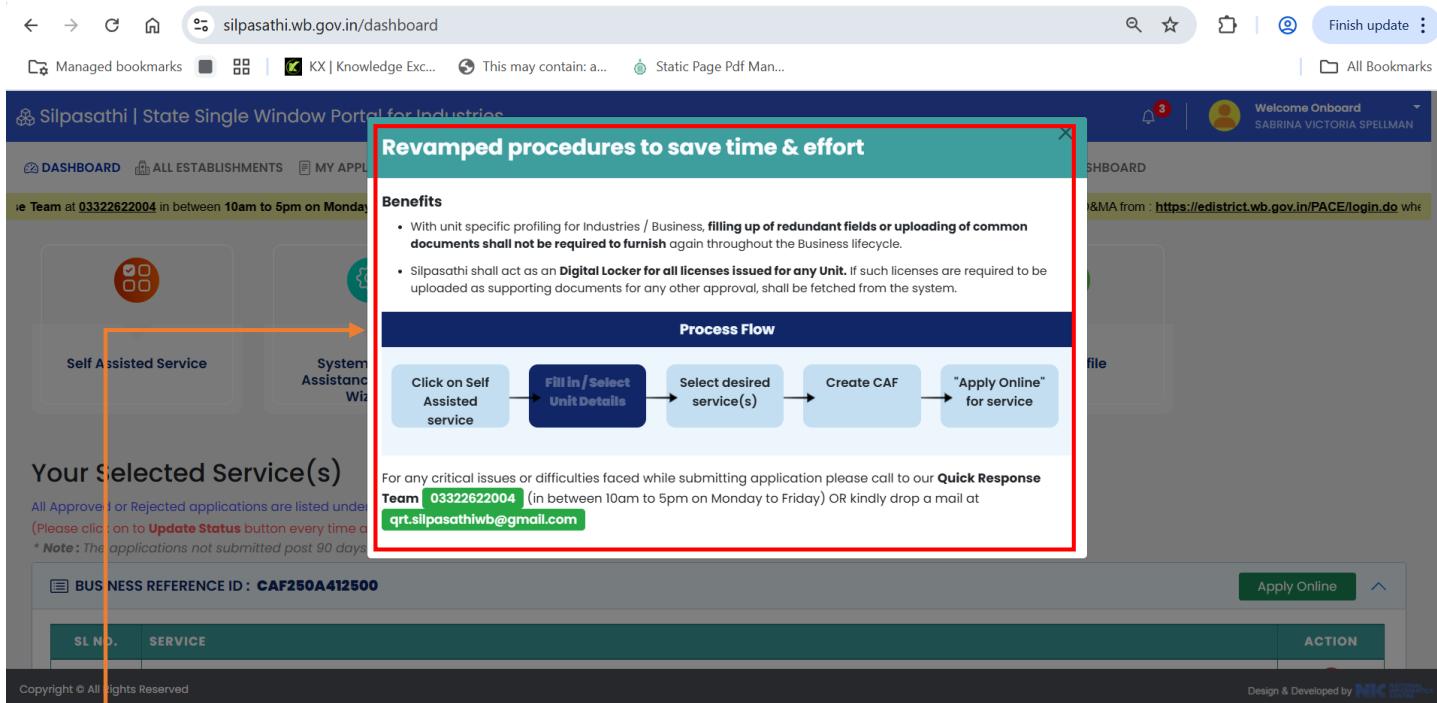


The user is now required to enter **One Time Password** sent to his registered mobile number and click on '**Verify**'.

The applicant now views the following Dashboard page after logging into the portal.

**SilpaSathi Dashboard**

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**Revamped procedures to save time & effort**

**Benefits**

- With unit specific profiling for Industries / Business, filling up of redundant fields or uploading of common documents shall not be required to furnish again throughout the Business lifecycle.
- Silpasathi shall act as an Digital Locker for all licenses issued for any Unit. If such licenses are required to be uploaded as supporting documents for any other approval, shall be fetched from the system.

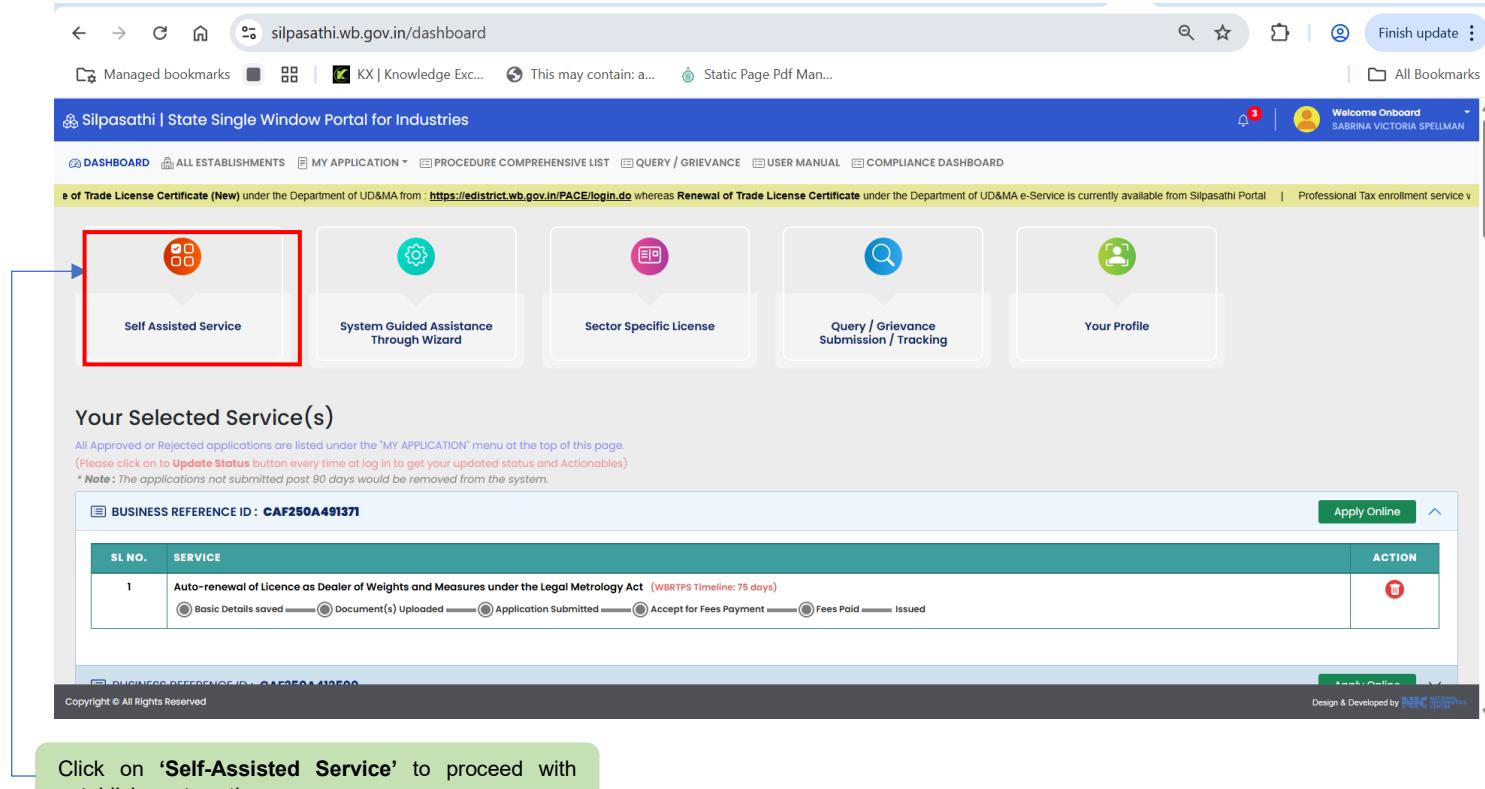
**Process Flow**

```
graph LR; A[Click on Self Assisted service] --> B[Fill in / Select Unit Details]; B --> C[Select desired service(s)]; C --> D[Create CAF]; D --> E[Apply Online for service]
```

For any critical issues or difficulties faced while submitting application please call to our **Quick Response Team** 03322622004 (in between 10am to 5pm on Monday to Friday) OR kindly drop a mail at [qrt.silpasathiwb@gmail.com](mailto:qrt.silpasathiwb@gmail.com)

**Basic procedural flow**

The applicant clicks on '**Self Assisted Service**' and is navigated to the All **Establishment / Unit Page**.



**Self Assisted Service**

**Your Selected Service(s)**

All Approved or Rejected applications are listed under the 'MY APPLICATION' menu at the top of this page.  
(Please click on the **Update Status** button every time at log in to get your updated status and Actionables.)  
\* Note : The applications not submitted post 90 days would be removed from the system.

**BUSINESS REFERENCE ID : CAF250A491371**

**Click on 'Self-Assisted Service' to proceed with establishment section.**

## All Establishments / Units Page

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

**List of the Unit**

- Below is the list of previously added establishments. If you wish to avail any service using any previously added establishment, then please click on the "Add New Service" button and select the respective service to be applied for.
- To view existing in process services under a specific establishment please click on the "Application In Process" button.
- To view OR download certificate already approved services under a specific establishment please click on the "Application Approved" button.
- To add new establishment click on the "Add New Unit" button.

Click to add new unit / establishment in which the new service is to be added.

The applicant can view the list of existing units/ establishments in the page. The applicant clicks on 'Add New Unit' or uses an existing unit in order to add the required service to be availed by clicking on 'Add New Service'.

**List of the Unit**

- Below is the list of previously added establishments. If you wish to avail any service using any previously added establishment, then please click on the "Add New Service" button and select the respective service to be applied for.
- To view existing in process services under a specific establishment please click on the "Application In Process" button.
- To view OR download certificate already approved services under a specific establishment please click on the "Application Approved" button.
- To add new establishment click on the "Add New Unit" button.

Click to add new service.

Click to view ongoing applications under this particular unit.

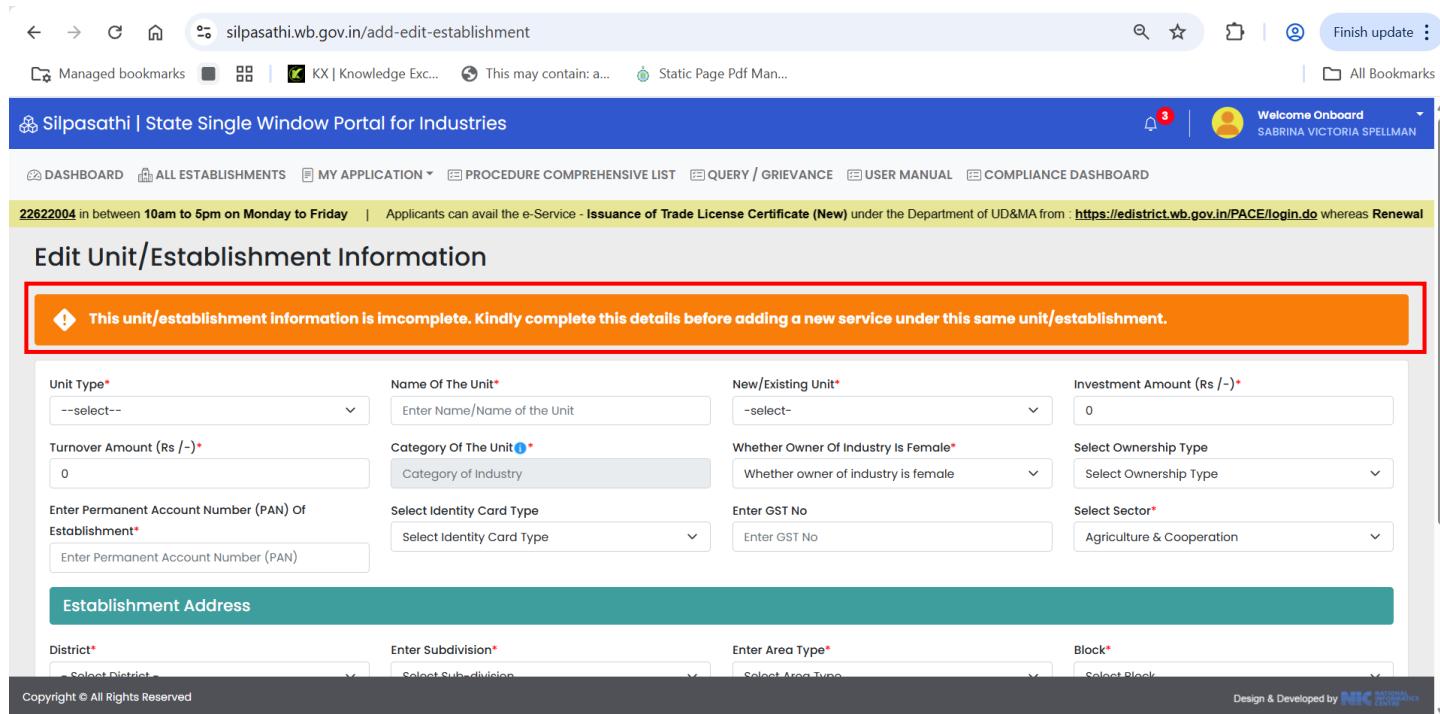
Click to view approved applications under this particular unit.

After clicking on 'Add New Unit', the following page is displayed wherein the user can add relevant details in the establishment form.

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# Allotment of land in Industrial Area- (WBIDC)

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



This unit/establishment information is incomplete. Kindly complete this details before adding a new service under this same unit/establishment.

Unit Type\*  
-select--

Name Of The Unit\*  
Enter Name/Name of the Unit

New/Existing Unit\*  
-select-

Investment Amount (Rs /-)\*  
0

Turnover Amount (Rs /-)\*  
0

Category Of The Unit\*  
Category of Industry

Whether Owner Of Industry Is Female\*  
Whether owner of industry is female

Select Ownership Type

Enter Permanent Account Number (PAN) Of Establishment\*  
Enter Permanent Account Number (PAN)

Select Identity Card Type

Enter GST No  
Enter GST No

Select Sector\*  
Agriculture & Cooperation

**Establishment Address**

District\*  
- Select District -

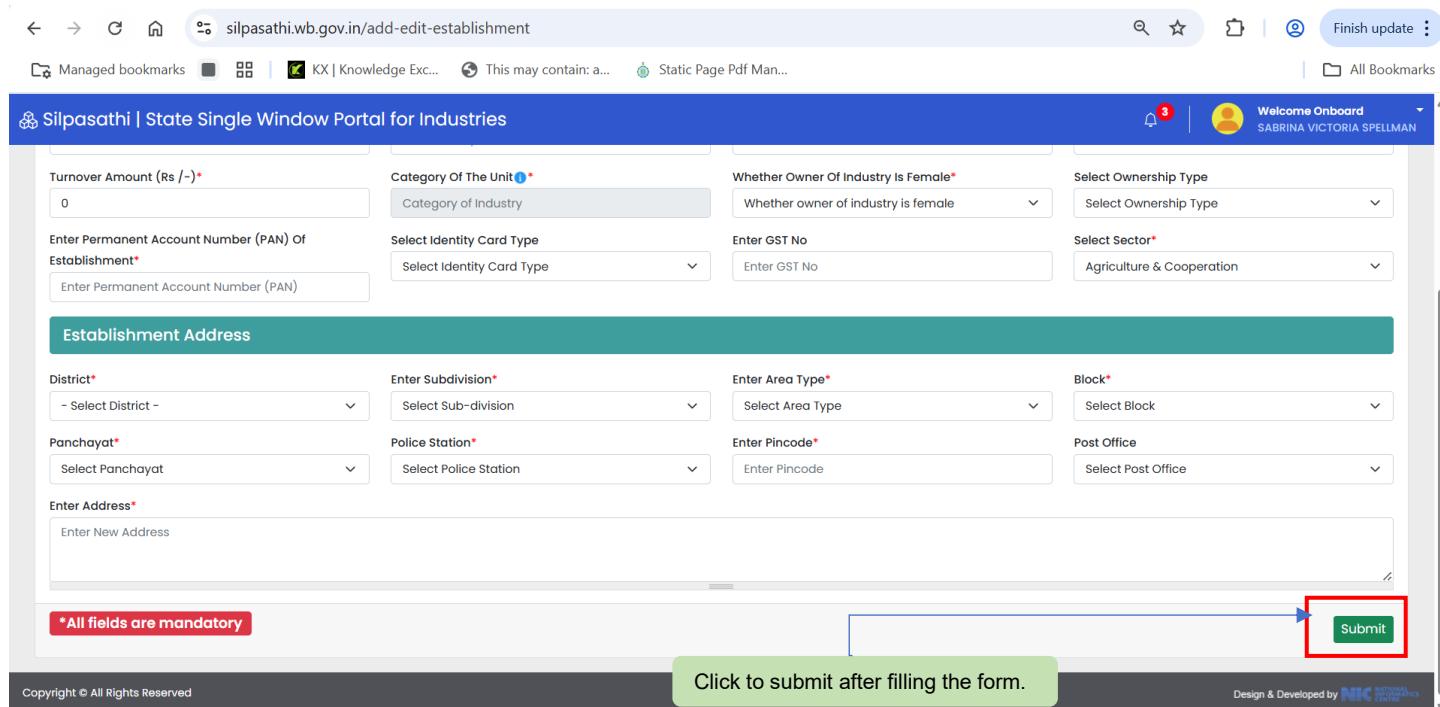
Enter Subdivision\*  
Select Subdivision

Enter Area Type\*  
Select Area Type

Block\*  
Select Block

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Turnover Amount (Rs /-)\*  
0

Category Of The Unit\*  
Category of Industry

Whether Owner Of Industry Is Female\*  
Whether owner of industry is female

Select Ownership Type

Enter Permanent Account Number (PAN) Of Establishment\*  
Enter Permanent Account Number (PAN)

Select Identity Card Type

Enter GST No  
Enter GST No

Select Sector\*  
Agriculture & Cooperation

**Establishment Address**

District\*  
- Select District -

Enter Subdivision\*  
Select Sub-division

Enter Area Type\*  
Select Area Type

Block\*  
Select Block

Panchayat\*  
Select Panchayat

Police Station\*  
Select Police Station

Enter Pincode\*  
Enter Pincode

Post Office  
Select Post Office

Enter Address\*  
Enter New Address

\*All fields are mandatory

Click to submit after filling the form.

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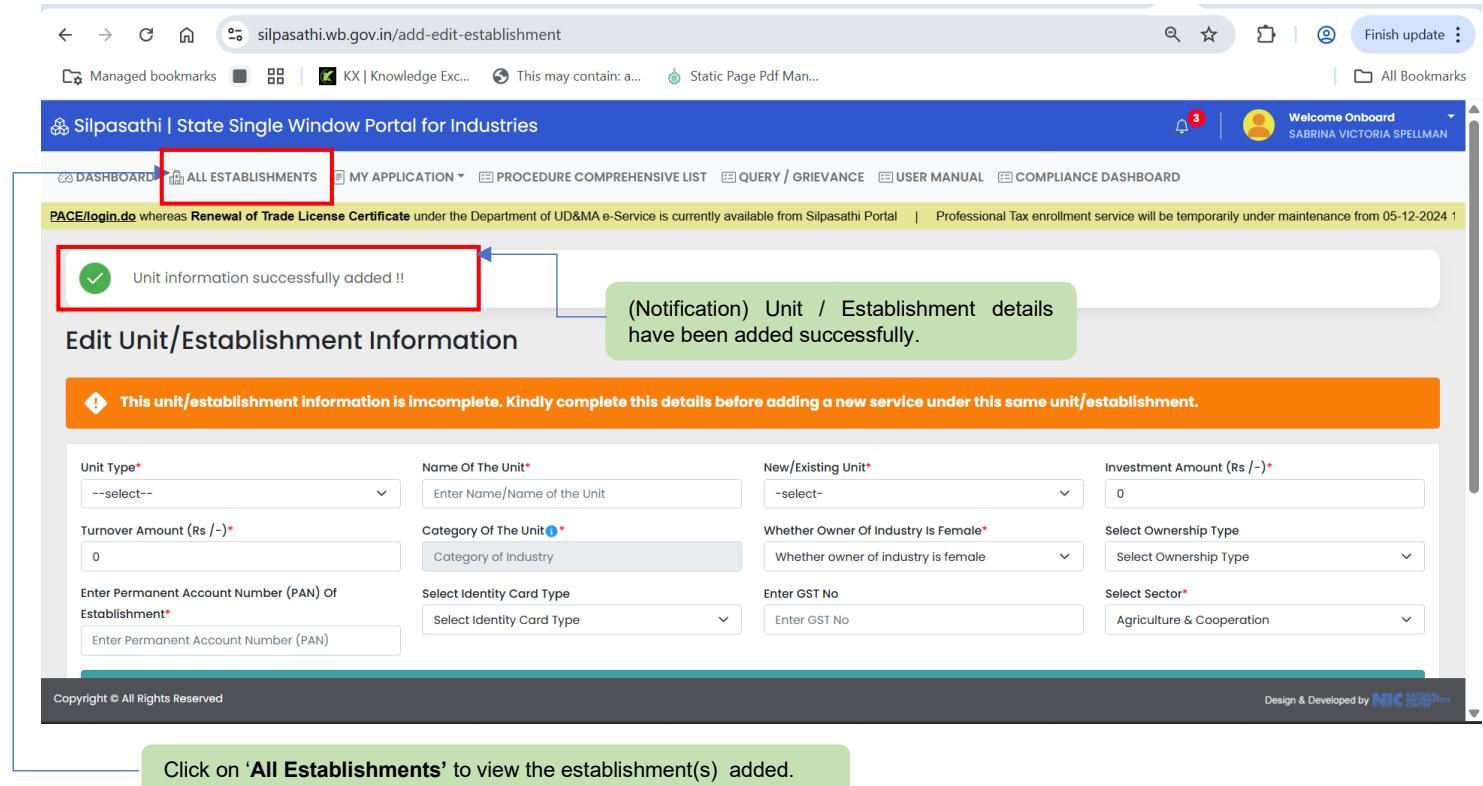
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Once the form is completely filled, the user clicks on 'Submit' to finally submit the form. The user is notified in the page after successful submission of the form.

# User Manual

# Allotment of land in Industrial Area- (WBIDC)

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



Unit information successfully added !!

(Notification) Unit / Establishment details have been added successfully.

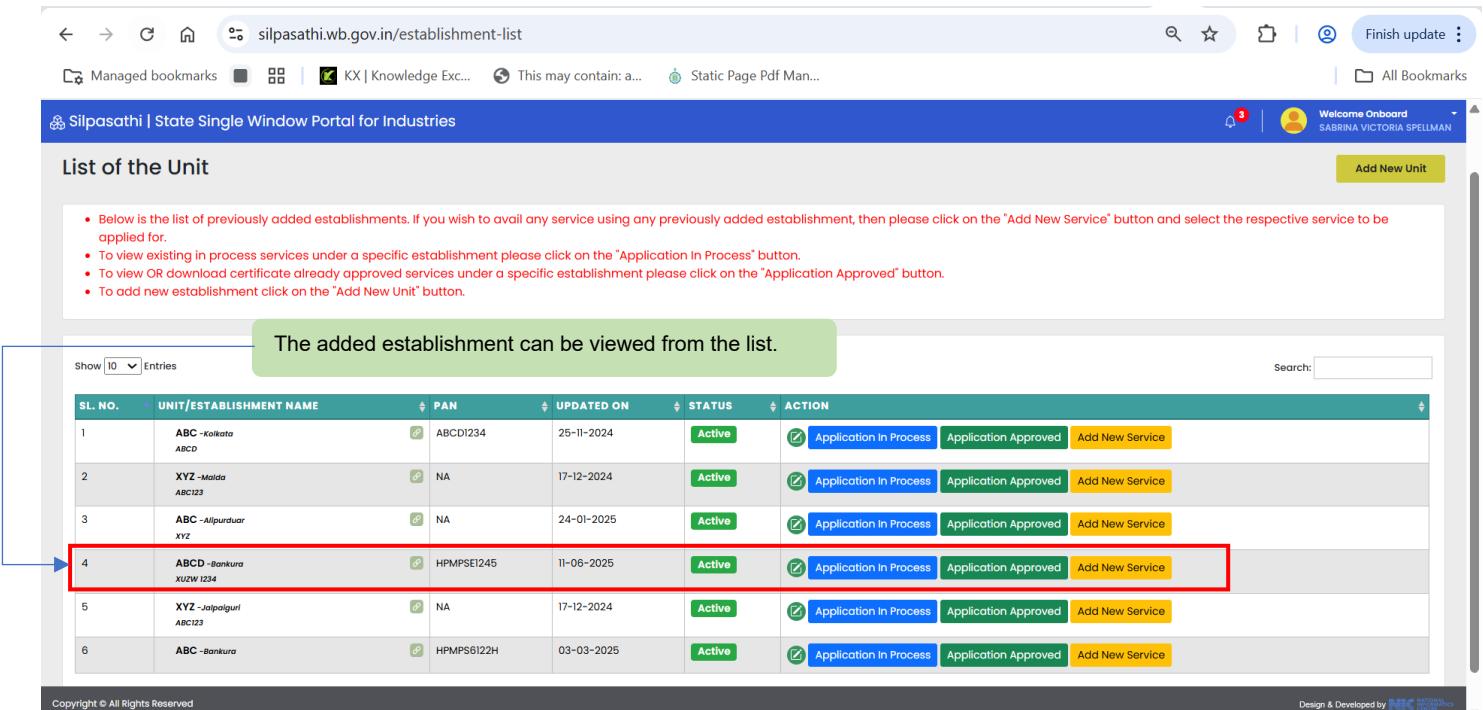
This unit/establishment information is incomplete. Kindly complete this details before adding a new service under this same unit/establishment.

Unit Type*	Name Of The Unit*	New/Existing Unit*	Investment Amount (Rs/-)*
--select--	Enter Name/Name of the Unit	--select--	0
Turnover Amount (Rs/-)*	Category Of The Unit <small>i.e.</small> *	Whether Owner Of Industry Is Female*	Select Ownership Type
0	Category of Industry	Whether owner of industry is female	Select Ownership Type
Enter Permanent Account Number (PAN) of Establishment*	Select Identity Card Type	Enter GST No	Select Sector*
Enter Permanent Account Number (PAN)	Select Identity Card Type	Enter GST No	Agriculture & Cooperation

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Click on 'All Establishments' to view the establishment(s) added.

The user has to click on '**All Establishments**' and he can view the list of establishments / unit he has added. Please refer to the screenshot below.



The added establishment can be viewed from the list.

SL. NO.	UNIT/ESTABLISHMENT NAME	PAN	UPDATED ON	STATUS	ACTION
1	ABC -Kolkata ABCD	ABCD1234	25-11-2024	Active	<span>Application In Process</span> <span>Application Approved</span> <span>Add New Service</span>
2	XYZ -Maldia ABC123	NA	17-12-2024	Active	<span>Application In Process</span> <span>Application Approved</span> <span>Add New Service</span>
3	ABC -Alipurduar XYZ	NA	24-01-2025	Active	<span>Application In Process</span> <span>Application Approved</span> <span>Add New Service</span>
4	ABCD -Bankura XYZW1234	HPMPSE1245	11-06-2025	Active	<span>Application In Process</span> <span>Application Approved</span> <span>Add New Service</span>
5	XYZ -Jalpaiguri ABC123	NA	17-12-2024	Active	<span>Application In Process</span> <span>Application Approved</span> <span>Add New Service</span>
6	ABC -Bankura	HPMPSE122H	03-03-2025	Active	<span>Application In Process</span> <span>Application Approved</span> <span>Add New Service</span>

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The user shall click on '**Add New Service**' in the particular unit to add the desired service.

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

silpasathi.wb.gov.in/establishment-list

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List of the Unit

Click to add new service.

Show 10 Entries Search:

SL. NO.	UNIT/ESTABLISHMENT NAME	PAN	UPDATED ON	STATUS	ACTION
1	ABC -Kolkata ABCD	ABCD1234	25-11-2024	Active	<input checked="" type="checkbox"/> Application In Process <input checked="" type="checkbox"/> Application Approved <input type="button" value="Add New Service"/>
2	XYZ -Maita ABC123	NA	17-12-2024	Active	<input checked="" type="checkbox"/> Application In Process <input checked="" type="checkbox"/> Application Approved <input type="button" value="Add New Service"/>
3	ABC -Alipurduar xyz	NA	24-01-2025	Active	<input checked="" type="checkbox"/> Application In Process <input checked="" type="checkbox"/> Application Approved <input type="button" value="Add New Service"/>
4	ABCD -Bankura XUZW 1234	HPMPSE1245	11-06-2025	Active	<input checked="" type="checkbox"/> Application In Process <input checked="" type="checkbox"/> Application Approved <input type="button" value="Add New Service"/>
5	XYZ -Jalpaiguri ABC123	NA	17-12-2024	Active	<input checked="" type="checkbox"/> Application In Process <input checked="" type="checkbox"/> Application Approved <input type="button" value="Add New Service"/>
6	ABC -Bankura	HPMPS6122H	03-03-2025	Active	<input checked="" type="checkbox"/> Application In Process <input checked="" type="checkbox"/> Application Approved <input type="button" value="Add New Service"/>

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After clicking on 'Add New Service' the user can filter out the Department and thereby the select the required service.

silpasathi.wb.gov.in/add-service/all/MTY1MDc1Nw%3D%3D

Managed bookmarks | KX | Knowledge Exch... | This may contain: a... | Static Page Pdf Man... | All Bookmarks

Welcome Onboard SABRINA VICTORIA SPELLMAN

DASHBOARD | ALL ESTABLISHMENTS | MY APPLICATION | PROCEDURE COMPREHENSIVE LIST | QUERY / GRIEVANCE | USER MANUAL | COMPLIANCE DASHBOARD

4 in between 10am to 5pm on Monday to Friday | Applicants can avail the e-Service - **Issuance of Trade License Certificate (New)** under the Department of UD&MA from: <https://edistrict.wb.gov.in/PACE/login.do> whereas **Renewal of Trade License Certificate** under the Department of UD&MA

**ABCD**  
Owner Contact No.: NA  
Address: XUZW 1234, District: Bankura  
Investment Category: NA | Investment Amount(RS): 1000000 | Industry Category: MICRO

Establishment details for the service to be added.

Select any Service(s) applicable/required for this Unit

System Guided Assistance Through Wizard

Show 10 Entries Search:

DEPARTMENT/DIRECTORATE/DISTRICT ADMINISTRATION	SERVICE NAME
<input type="checkbox"/> Consumer Affairs	Auto-renewal of Licence as Dealer of Weights and Measures under the Legal Metrology Act
<input type="checkbox"/> Consumer Affairs	Auto-renewal of Licence as Manufacturer of Weights and Measures under the Legal Metrology Act
<input type="checkbox"/> Consumer Affairs	Auto-renewal of Licence as Repairers of Weights and Measures under the Legal Metrology Act
<input type="checkbox"/> Consumer Affairs	Licence as Dealer of Weights and Measures under the Legal Metrology Act

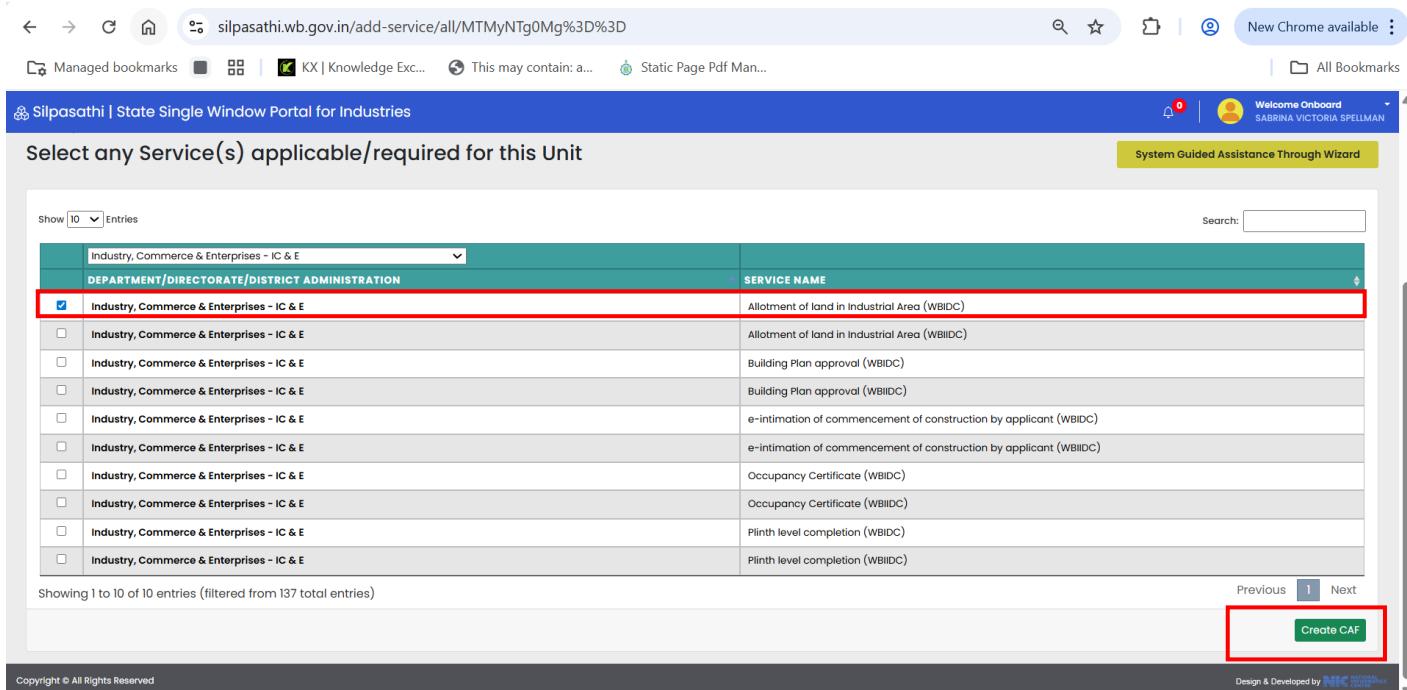
List of services from which the user can select the desired service.

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- (WBIDC)**

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Select any Service(s) applicable/required for this Unit

Show 10 Entries

DEPARTMENT/DIRECTORATE/DISTRICT ADMINISTRATION	SERVICE NAME
<input checked="" type="checkbox"/> Industry, Commerce & Enterprises - IC & E	Allotment of land in Industrial Area (WBIDC)
<input type="checkbox"/> Industry, Commerce & Enterprises - IC & E	Allotment of land in Industrial Area (WBIDC)
<input type="checkbox"/> Industry, Commerce & Enterprises - IC & E	Building Plan approval (WBIDC)
<input type="checkbox"/> Industry, Commerce & Enterprises - IC & E	Building Plan approval (WBIDC)
<input type="checkbox"/> Industry, Commerce & Enterprises - IC & E	e-intimation of commencement of construction by applicant (WBIDC)
<input type="checkbox"/> Industry, Commerce & Enterprises - IC & E	e-intimation of commencement of construction by applicant (WBIDC)
<input type="checkbox"/> Industry, Commerce & Enterprises - IC & E	Occupancy Certificate (WBIDC)
<input type="checkbox"/> Industry, Commerce & Enterprises - IC & E	Occupancy Certificate (WBIDC)
<input type="checkbox"/> Industry, Commerce & Enterprises - IC & E	Plinth level completion (WBIDC)
<input type="checkbox"/> Industry, Commerce & Enterprises - IC & E	Plinth level completion (WBIDC)

Showing 1 to 10 of 10 entries (filtered from 137 total entries)

Previous 1 Next

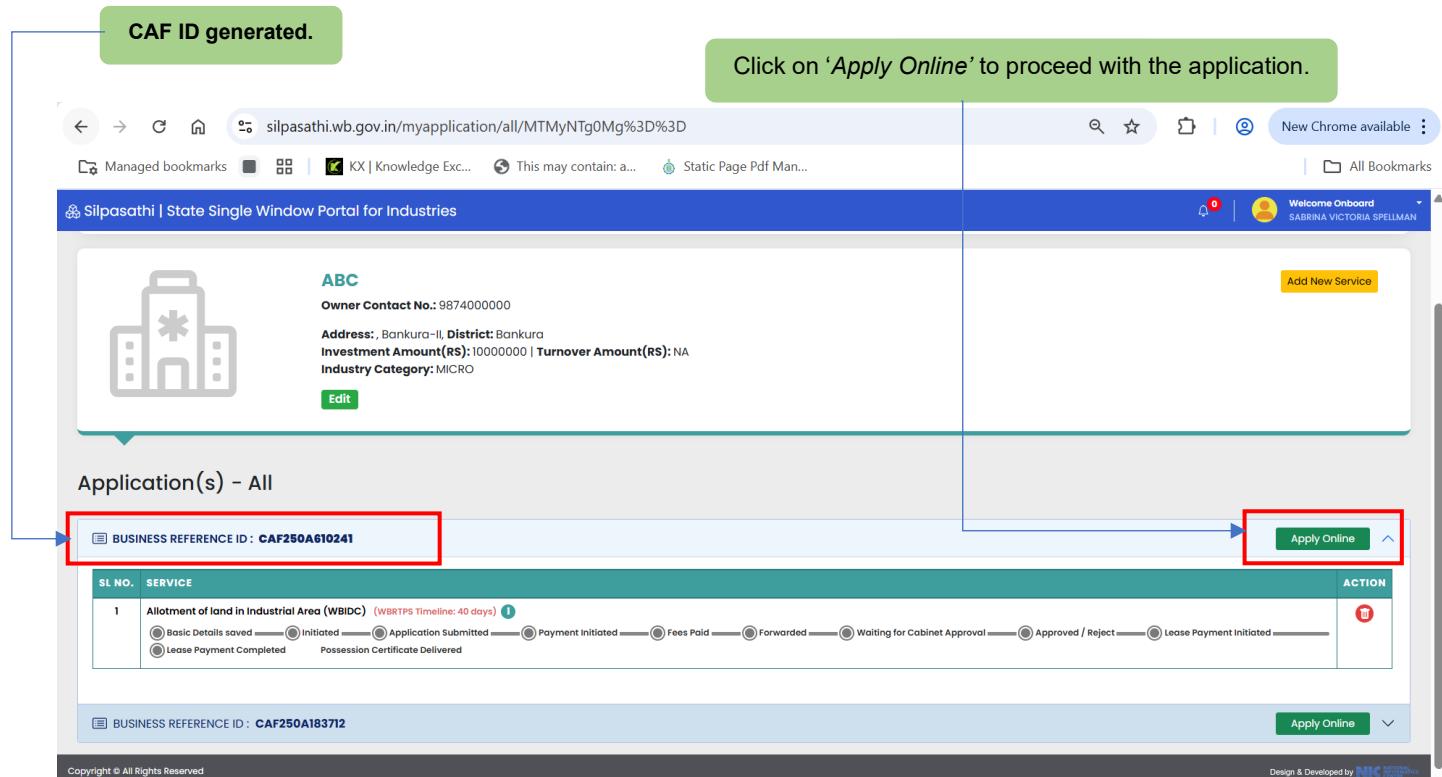
Create CAF

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After selecting the service **Allotment of land in Industrial Area- (WBIDC)**, the applicant has to click on '[Create CAF](#)'. Applicant's CAF ID will be created. The unique CAF ID is referred to as the common application form.

## Applicant's Dashboard



CAF ID generated.

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

silpasathi.wb.gov.in/myapplication/all/MTMyNTg0Mg%3D%3D

Managed bookmarks | All Bookmarks

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ABC

Owner Contact No.: 9874000000

Address: Bankura-II, District: Bankura

Investment Amount(RS): 10000000 | Turnover Amount(RS): NA

Industry Category: MICRO

Add New Service

Application(s) - All

SL NO.	SERVICE	ACTION
1	Allotment of land in Industrial Area (WBIDC) (WBRTPS Timeline: 40 days) <span style="color: green;">(WBRTPS Timeline: 40 days)</span>	<span style="color: red;">Delete</span>

BUSINESS REFERENCE ID : CAF250A610241

Apply Online

BUSINESS REFERENCE ID : CAF250A183712

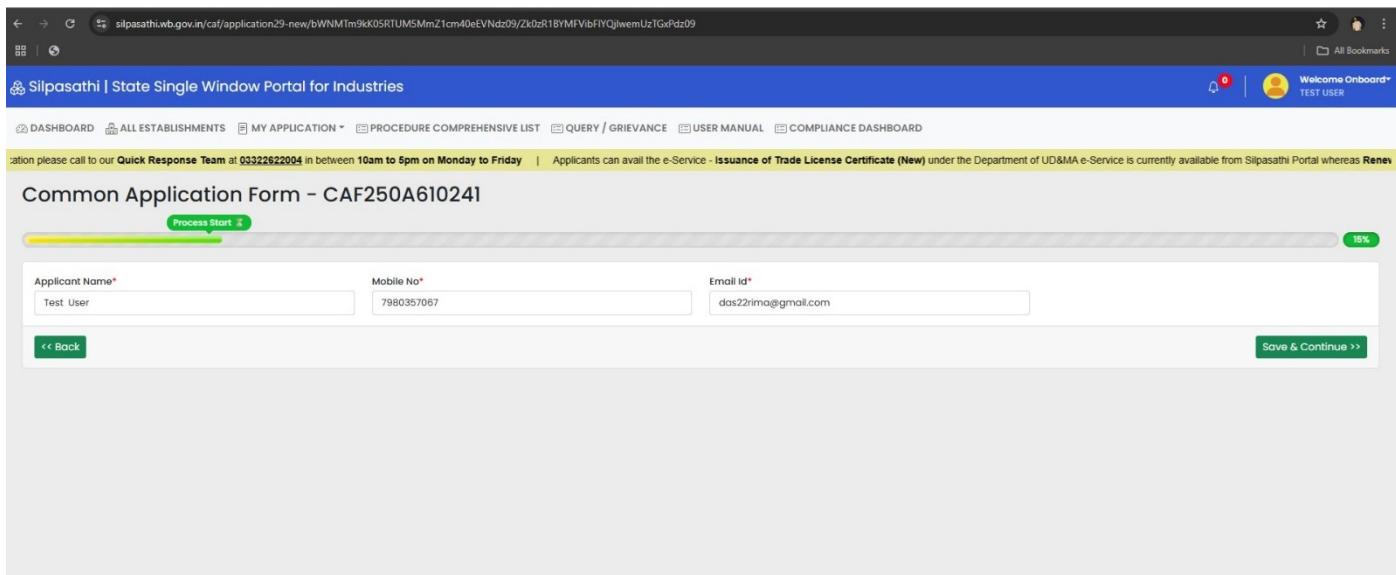
Apply Online

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After clicking on '[Apply Online](#)' option, the applicant shall be redirected to the main application form. The applicant will have to fill in the required details and review the application form (screenshot below):

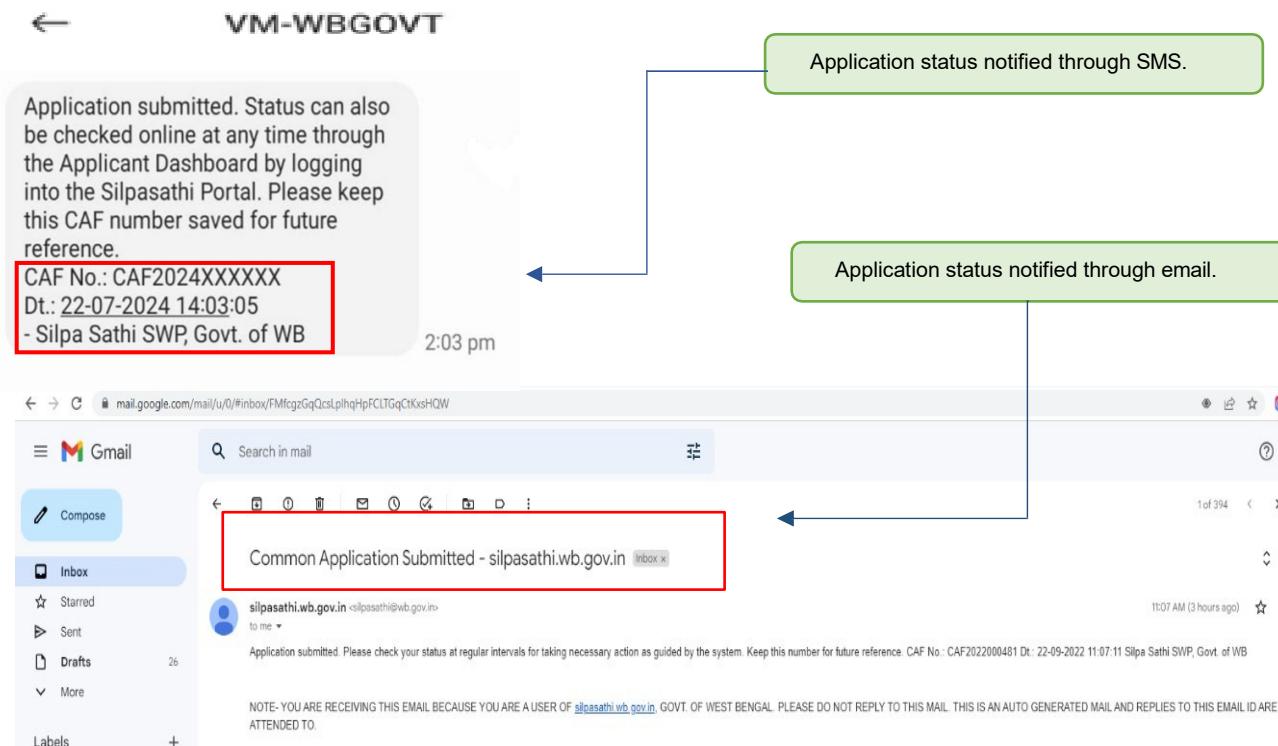
Allotment of land in Industrial Area (WBIDC) provided as a service through 'SilpaSathi' the Online Single Window portal of State (WB)



The screenshot shows the 'Common Application Form - CAF250A610241' on the Silpasathi portal. The form includes fields for 'Applicant Name' (Test User), 'Mobile No' (7980357067), and 'Email Id' (das22rima@gmail.com). There are 'Save & Continue' and 'Process Start' buttons at the bottom.

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

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

## User Manual

## **Allotment of land in Industrial Area- (WBIDC)**

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

silpasathi.wb.gov.in/dashboard

Welcome Onboard+ TEST USER

Dashboard: Silpasathi | State Single Window Portal for Industries

Navigation: DASHBOARD, ALL ESTABLISHMENTS, MY APPLICATION, PROCEDURE COMPREHENSIVE LIST, QUERY / GRIEVANCE, USER MANUAL, COMPLIANCE DASHBOARD

Message: K Response Team at 03322622004 in between 10am to 5pm on Monday to Friday | Applicants can avail the e-Service - **Issuance of Trade License Certificate (New)** under the Department of UD&MA e-Service is currently available from Silpasathi Portal whereas **Renewal of Trade License Certificate**

Services:

- Self Assisted Service
- System Guided Assistance Through Wizard
- Sector Specific License
- Query / Grievance Submission / Tracking
- Your Profile

Your Selected Service(s)

All Approved or Rejected applications are listed under the 'MY APPLICATION' menu at the top of this page. (Please click on the 'Update Status' button every time at log in to get your updated status and Action.) \* Note: The applications not submitted post 90 days would be removed from the system.

Business Reference ID: CAF250A610241

Click on 'Click to Proceed, to view further details

Table: SL NO. SERVICE ACTION

SL NO.	SERVICE	ACTION
1	Allotment of land in Industrial Area (WBIDC) (WBRTPS Timeline: 40 days)	<span>Basic Details saved</span> <span>Initiated</span> <span>Application Submitted</span> <span>Payment Initiated</span> <span>Fees Paid</span> <span>Forwarded</span> <span>Waiting for Cabinet Approval</span> <span>Approved / Reject</span>

Business Reference ID: CAF250A610140

Business Reference ID: CAF250A588222

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Design & Developed by NINJA DESIGNERS

The applicant clicks on **Proceed** and is redirected to the WBIDC website for further process.

silpasathi.wb.gov.in/viewdetails/29/bWNMTm9kK05RTUMSMmZ1cm40eVNz09/Zk0zR1BYMFVibFTYQlwemUzTGxPdz09

Welcome Onboard! TEST USER

**Silpasathi | State Single Window Portal for Industries**

**NAVIGATION**

- Dashboard
- All Establishments
- My Application
- Procedure Comprehensive List
- Query / Grievance
- User Manual
- Compliance Dashboard

**NOTIFICATION**

Notice (New) under the Department of UD&MA e-Service is currently available from Silpasathi Portal whereas Renewal of Trade License Certificate under the Department of UD&MA from <https://edistrict.wb.gov.in/PACE/login.do> | Professional Tax enrollment service will be temporarily under maintenance

## Application Form View Details - CAF250A610241

**Print**

**Current Status:** Initiated  
CAF data saved at Silpasathi and partially submitted

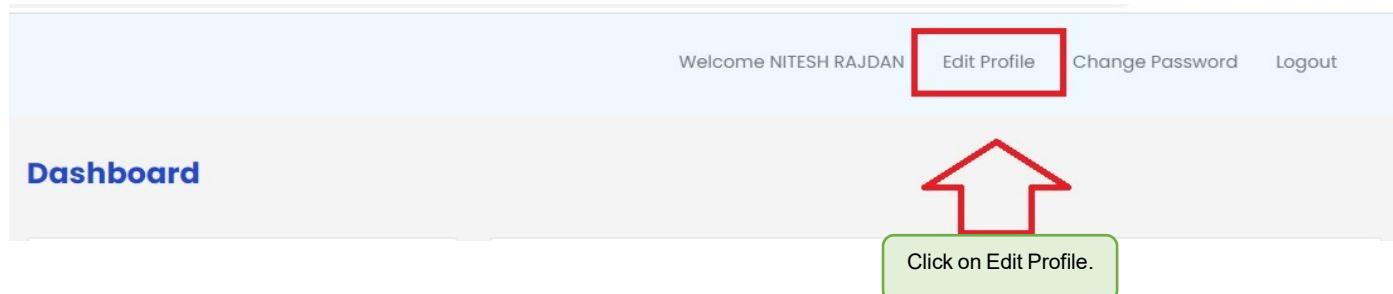
PARAMETERS		INPUTS
<b>WBRTPS timelines - 40 Days</b>		
SI	Description	Timeline for the stage
I	Recommendation to WBIDC Board (post evaluation)	15 (fifteen) days post receipt of complete application
II	Recommendation to Department for Cabinet approval for Allotment of Land in Industrial Parks	5 (five) days from receipt of Board approval
III	Issue of provisional offer letter [Letter of Intent (LoI)]	5 (five) days from the date of receipt of Cabinet approval
IV	Issue of Possession Certificate	15 (fifteen) days from the date of receipt of payment of full premium amount from the applicant
<b>Basic Details</b>		
Applicant Name	Test User	
Mobile No	7980357067	
Email Id	das22rima@gmail.com	
Legacy Application Id		
Firm Name	TEST ESTABLISHMENT RIA	
Firm Address	Test 44154 address Kiran Shankar Roy Road Kolkata - 700001 (Behind High Court) updated	
District	Kolkata	
PIN Code	700001	
Category	MICRO	
INVESTMENT AMOUNT	125000	
<input type="button" value="Proceed"/>		

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Design & Developed by 

The applicant is redirected to the Departmental portal. The applicant can further proceed with the application submission process.

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



Once user click on the '**Edit Profile**' button the following page will be displayed:

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

## Application Form



Welcome NITESH RAJDAN Edit Profile Change Password Logout

### Edit Profile

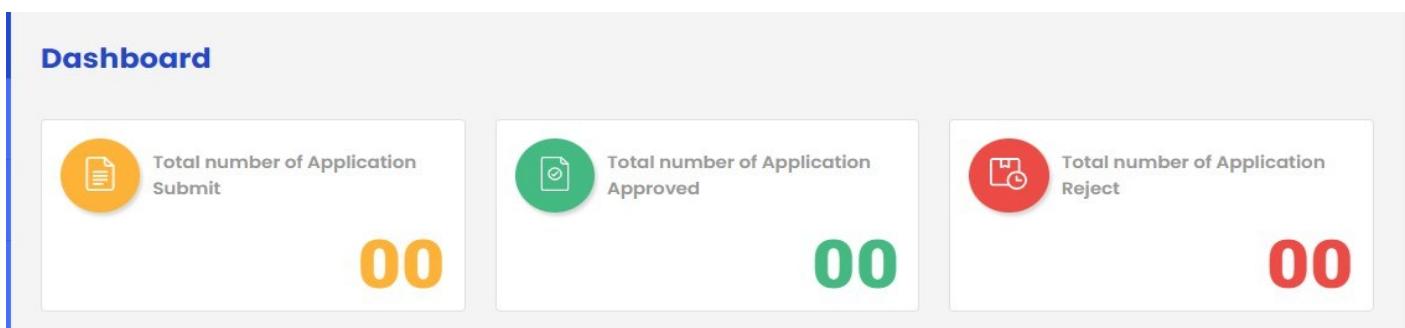
Home | Edit Profile

**Edit Profile**

FULL NAME	EMAIL ADDRESS	PHONE / MOBILE NUMBER	
NITESH RAJDAN	nitesh@webstep.in	8820266814	
GENDER *	AADHAAR NO *	PAN NO *	
Male	0	0	
DESIGNATION			
Project Manager			
<b>Address</b>			
PLOT NO	BUILDING NAME	STREET 1	STREET 2
23, Camac St, PROTITI	Park Street area	West Bengal Industrial Development Cor	Enter street 2 name
CITY	PINCODE *		
Kolkata	700016		
<b>Update</b>			

Click on 'Update' to proceed further.

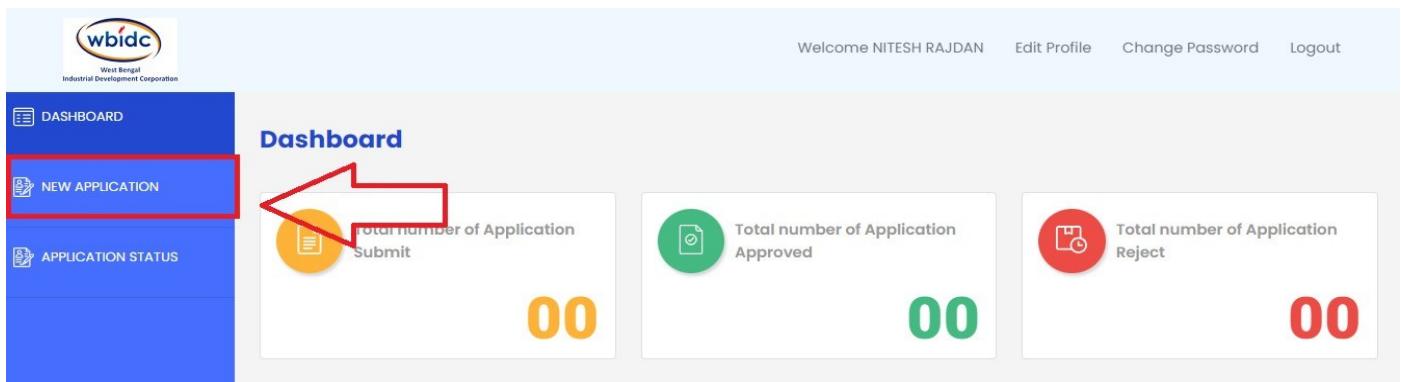
## Dashboard:



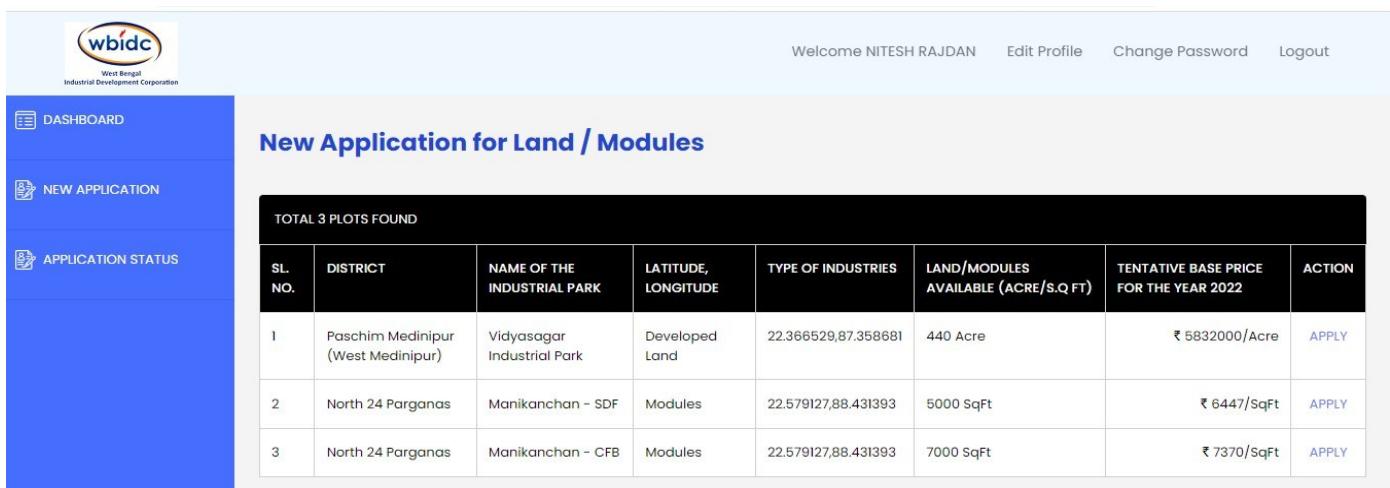
- **Total number of Application Submit:** It mean how many applications are submitted by user.
- **Total number of Application Approved:** It mean how many submitted applications have been approved by the department
- **Total number of Application Reject:** It mean how many submitted applications have been rejected by the department

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

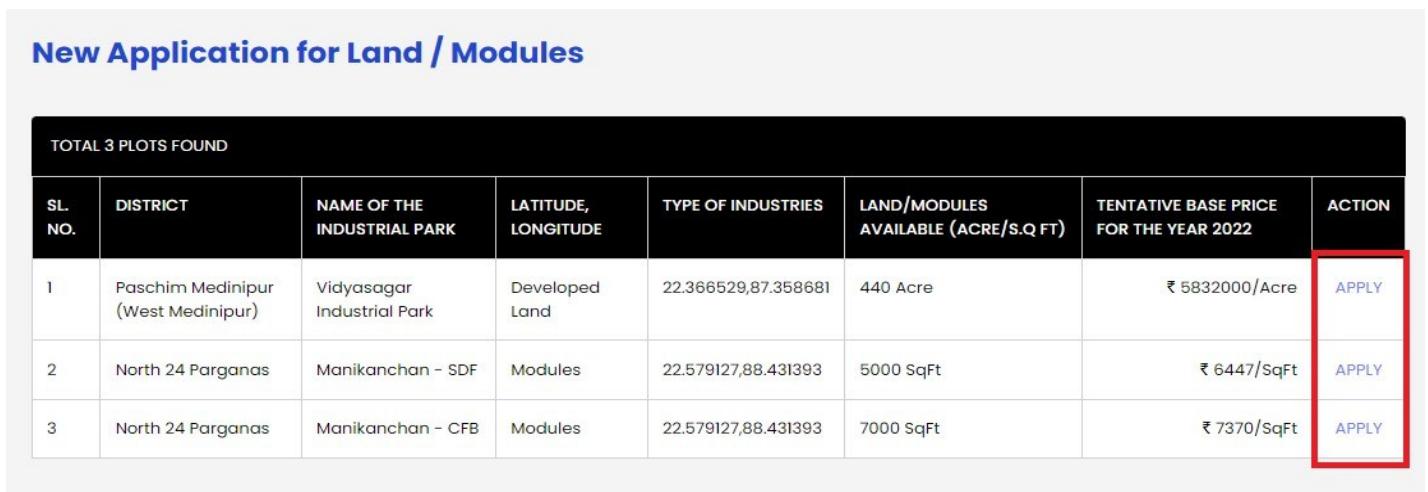
**Click on the New Application to apply New Land/Module**



Once user clicks on the **New Application** button the following page shall be displayed:



Click on **APPLY** button any of the plot to Apply the Application which user want to Apply.



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

Once user click on the **Apply button** the following application form page shall be displayed:

The user has to fill all the required information and click on **Submit**.

wbidc  
West Bengal  
Industrial Development Corporation

Welcome NITESH RAJDAN Edit Profile Change Password Logout

Dashboard | New Application

## Application Form

STEP - 01      STEP - 02      STEP - 03      STEP - 04      STEP - 05      STEP - 06

**APPLICATION DATE**  
08-Aug-2022

**Organization Details**

NAME OF ORGANIZATION \*      ORGANIZATION TYPE \*  
Enter Name of Organization      --Select--

ORGANIZATION ACTS \*      DATE OF INCORPORATION \*      ORGANIZATION PAN NUMBER \*      TRADE LICENSE NUMBER  
--Select--      mm/dd/yyyy      Enter Organization PAN NO.      Enter Trade License NO.

GST NO. \*      GST CATEGORY \*  
Enter GST NO.      --Select--

[Verify](#)

**Organization Contact Details**

MOBILE NO.      FAX      EMAIL \*      WEBSITE  
Enter Mobile NO.      Enter Fax NO.      email id      Enter Website name

Is Registered office address outside West Bengal

**Registered Office Address**

BUILDING NO. \*      BUILDING NAME \*      STREET 1      STREET 2  
Enter Building NO.      Enter Plot NO.      Street 1 name      Street 2 name

CITY/TOWN/VILLAGE\*      DISTRICT \*      POST OFFICE \*      PINCODE \*  
Enter City name      Enter District name      Enter Post Office name      pincode number

COUNTRY      STATE  
India      --Select--

DO YOU HAVE GROUP OF COMPANIES IN WEST BENGAL?\*       Yes  No

DO YOU HAVE GROUP OF COMPANIES ELSEWHERE IN INDIA/ABROAD?\*       Yes  No

[Cancel](#) [Save & Exit](#) [Save & Next](#)

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

**The applicant is required to fill all the information as required and follow the necessary steps (from Step 1 to Step 6.)**

## STEP 01:



Welcome NITESH RAJDAN Edit Profile Change Password Logout

Dashboard | New Application

### Application Form

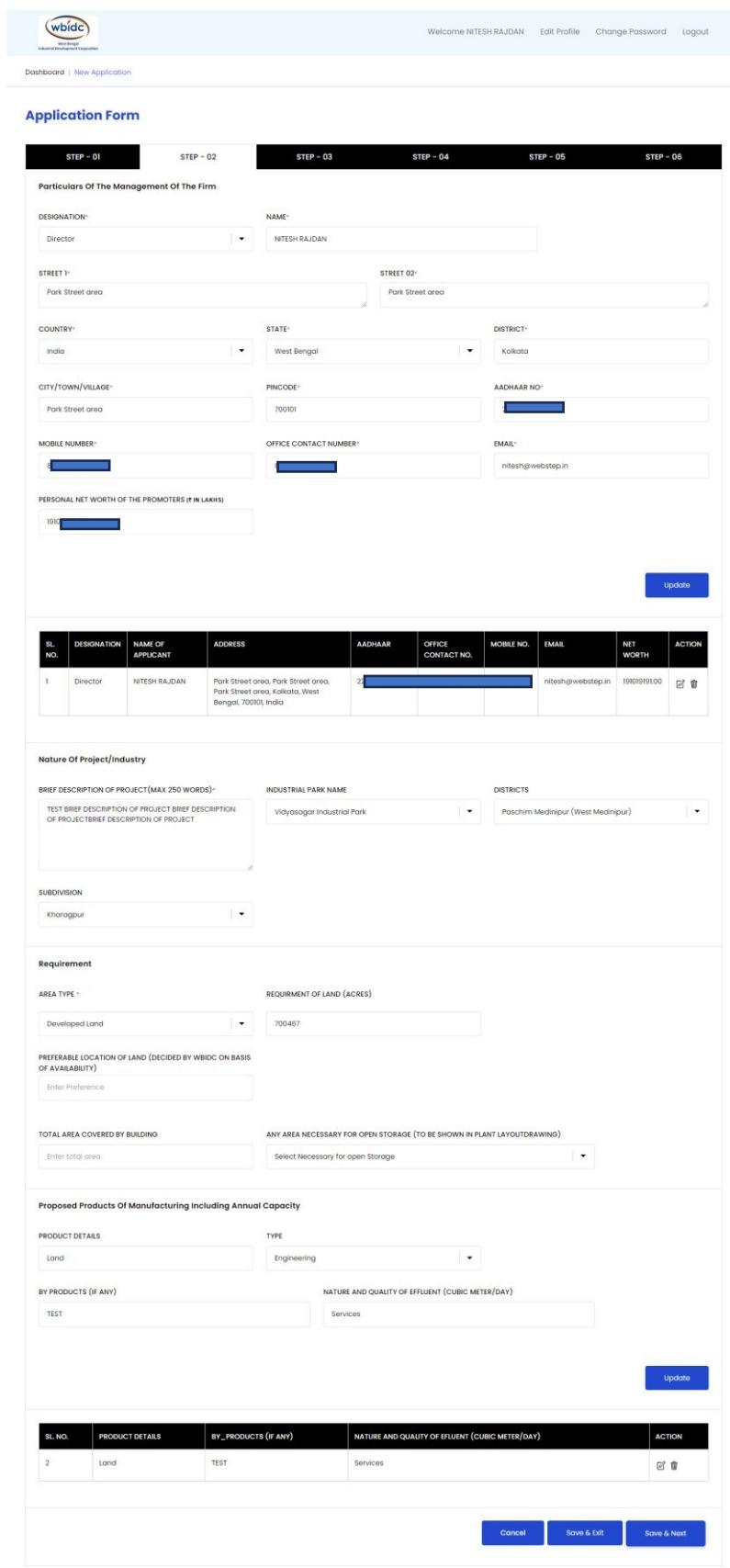
STEP - 01	STEP - 02	STEP - 03	STEP - 04	STEP - 05	STEP - 06		
APPLICATION DATE 08-Aug-2022	NAME OF ORGANIZATION * NAME OF ORGANIZATION	ORGANIZATION TYPE * Co-Operative Society	ORGANIZATION ACTS * --Select--	DATE OF INCORPORATION * 03/01/1990	ORGANIZATION PAN NUMBER * [REDACTED]	TRADE LICENSE NUMBER Enter Trade License NO.	
GST NO. * DGDBHD323232HHH	GST CATEGORY * Goods	HSN NO (PRODUCT) 0.	Organization Contact Details	MOBILE NO. Enter Mobile NO.	FAX Enter Fax NO.	EMAIL * nitesh@webstep.in	WEBSITE Enter Website name
<input type="checkbox"/> Is Registered office address outside West Bengal							
<b>Registered Office Address</b>							
BUILDING NO * 23, Camac St	BUILDING NAME * PROTITI	STREET 1 Street 1 name	STREET 2 Street 2 name				
CITY/TOWN/VILLAGE * Park Street area	DISTRICT * Kolkata	POST OFFICE * 700016	PINCODE * 700016				
COUNTRY India	STATE --Select--						
DO YOU HAVE GROUP OF COMPANIES IN WEST BENGAL? * <input type="radio"/> Yes <input checked="" type="radio"/> No							
DO YOU HAVE GROUP OF COMPANIES ELSEWHERE IN INDIA/ABROAD? * <input type="radio"/> Yes <input checked="" type="radio"/> No							
				<input type="button" value="Cancel"/>	<input type="button" value="Save &amp; Exit"/>	<input type="button" value="Save &amp; Next"/>	

# User Manual

# Allotment of land in Industrial Area- (WBIDC)

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

## STEP 02:



The screenshot shows the 'Application Form' section of the WBIDC portal. At the top, there are tabs for 'STEP - 01', 'STEP - 02', 'STEP - 03', 'STEP - 04', 'STEP - 05', and 'STEP - 06'. The 'STEP - 02' tab is active. The form is titled 'Particulars Of The Management Of the Firm'. It includes fields for 'DESIGNATION' (Director), 'NAME' (NITESH RAJDAN), 'STREET 1' (Park Street area), 'STREET 02' (Park Street area), 'COUNTRY' (India), 'STATE' (West Bengal), 'DISTRICT' (Kolkata), 'CITY/TOWN/VILLAGE' (Park Street area), 'PINCODE' (700101), 'AADHAAR NO.' (redacted), 'MOBILE NUMBER' (redacted), 'OFFICE CONTACT NUMBER' (redacted), 'EMAIL' (nitesh@webstep.in), and 'PERSONAL NET WORTH OF THE PROMOTERS' (₹ IN LAKHS) (19). There is a 'Update' button at the bottom of this section. Below this is a table showing the management details:

SL. NO.	DESIGNATION	NAME OF APPLICANT	ADDRESS	AADHAAR	OFFICE CONTACT NO.	MOBILE NO.	EMAIL	NET WORTH	ACTION
1	Director	NITESH RAJDAN	Park Street area, Park Street area, Kolkata, West Bengal, 700101, India	2 (redacted)			nitesh@webstep.in	1901901900	 

Below the table is the 'Nature Of Project/Industry' section. It includes fields for 'BRIEF DESCRIPTION OF PROJECT (MAX 250 WORDS)', 'INDUSTRIAL PARK NAME' (Vidyasagar Industrial Park), 'DISTRICTS' (Poschim Medinipur (West Medinipur)), and 'SUBDIVISION' (Khoragpur). There is a 'Requirement' section with fields for 'AREA TYPE' (Developed Land) and 'REQUIREMENT OF LAND (ACRES)' (700467). The 'TOTAL AREA COVERED BY BUILDING' is 'Enter total area' and the 'ANY AREA NECESSARY FOR OPEN STORAGE (TO BE SHOWN IN PLANT LAYOUTDRAWING)' is 'Select Necessary for open Storage'. The 'Proposed Products Of Manufacturing Including Annual Capacity' section includes fields for 'PRODUCT DETAILS' (Land), 'TYPE' (Engineering), 'BY PRODUCTS (IF ANY)' (TEST), and 'NATURE AND QUALITY OF EFFLUENT (CUBIC METER/DAY)' (Services). There is an 'Update' button at the bottom of this section. Below this is a table showing the proposed products:

SL. NO.	PRODUCT DETAILS	BY_PRODUCTS (IF ANY)	NATURE AND QUALITY OF EFFLUENT (CUBIC METER/DAY)	ACTION
2	Land	TEST	Services	 

At the bottom of the form are buttons for 'Cancel', 'Save & Exit', and 'Save & Next'.

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

## STEP 03:



Welcome NITESH RAJDAN    Edit Profile    Change Password    Logout

Dashboard | New Application

### Application Form

STEP - 01	STEP - 02	STEP - 03	STEP - 04	STEP - 05	STEP - 06								
<b>Capital Outlay (₹)</b>													
CAPITAL OUTLAY (₹)	AMOUNT(₹ IN LAKHS)												
<input type="button" value="Select Capital Outlay"/>	<input type="button" value="Enter Amount"/>	<input type="button" value="Add"/>	<table border="1"><thead><tr><th>SL. NO.</th><th>CAPITAL OUTLAY</th><th>AMOUNT</th><th>ACTION</th></tr></thead><tbody><tr><td>1</td><td>Land &amp; Site Development</td><td>100.00</td><td><input type="checkbox"/> <input type="button" value="Delete"/></td></tr></tbody></table>	SL. NO.	CAPITAL OUTLAY	AMOUNT	ACTION	1	Land & Site Development	100.00	<input type="checkbox"/> <input type="button" value="Delete"/>		
SL. NO.	CAPITAL OUTLAY	AMOUNT	ACTION										
1	Land & Site Development	100.00	<input type="checkbox"/> <input type="button" value="Delete"/>										
<b>Total Capital Outlay/Project Cost (₹ In Lakhs): ₹100.00</b>													
<b>Plan Of Investment (₹ In Lakh)</b>													
FIRST YEAR (₹ IN LAKHS)	SECOND YEAR (₹ IN LAKHS)	THIRD YEAR (₹ IN LAKHS)	TOTAL (₹ IN LAKHS)										
<input type="text" value="30"/>	<input type="text" value="20"/>	<input type="text" value="50"/>	<input type="text" value="100.00"/>										
<b>Promoters Contribution (₹ In Lakhs)</b>													
TOTAL CONTRIBUTION (₹ IN LAKHS)	EQUITY (₹ IN LAKHS)	U/S LOAN (₹ IN LAKHS)	TERM LOAN (BORROWING)(₹ IN LAKHS)										
<input type="text" value="100.00"/>	<input type="text" value="OF WHICH"/>	<input type="text" value="30"/>	<input type="text" value="40"/>										
<b>Anticipated Time (To Be Reckoned From The Date Of Delivery Of Possession Of Land)</b>													
ANTICIPATED TIME (TO BE RECKONED FROM THE DATE OF DELIVERY OF POSSESSION OF LAND) <small>*PLEASE SELECT ALL OPTIONS</small>			MONTH										
<input type="button" value="Select"/>	<input type="button" value="▼"/>	<input type="text"/>	<input type="button" value="Add"/>										
<table border="1"><thead><tr><th>SL. NO.</th><th>ANTICIPATED TIME (TO BE RECKONED FROM THE DATE OF DELIVERY OF POSSESSION OF LAND)</th><th>MONTH</th><th>ACTION</th></tr></thead><tbody><tr><td>1</td><td>For construction and Installation of Plant and Machineries</td><td>36</td><td><input type="button" value="Delete"/></td></tr></tbody></table>						SL. NO.	ANTICIPATED TIME (TO BE RECKONED FROM THE DATE OF DELIVERY OF POSSESSION OF LAND)	MONTH	ACTION	1	For construction and Installation of Plant and Machineries	36	<input type="button" value="Delete"/>
SL. NO.	ANTICIPATED TIME (TO BE RECKONED FROM THE DATE OF DELIVERY OF POSSESSION OF LAND)	MONTH	ACTION										
1	For construction and Installation of Plant and Machineries	36	<input type="button" value="Delete"/>										
<input type="button" value="Cancel"/> <input type="button" value="Save &amp; Exit"/>													

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

## STEP 04:

Dashboard | New Application

### Application Form

STEP - 01    STEP - 02    STEP - 03    STEP - 04    STEP - 05    STEP - 06

**Employment Potentialities**

DIRECT 20	PERMANENT OF WHICH 10	CONTRACTUAL 10
INDIRECT 9		

**Requirements Of Infrastructure Facilities Or Amenities**

POWER 0.00	VOLTS 0.00
WATER 0.00	KL/D
OTHERS 	

**Buttons:** Cancel, Save & Exit, Save & Next

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

## STEP 05:

WBIDC  
West Bengal  
Industrial Development Corporation

Welcome NITESH RAJDAN Edit Profile Change Password Logout

STEP - 01 STEP - 02 STEP - 03 STEP - 04 STEP - 05 STEP - 06

**Project Details**

DOES THE PROPOSED PROJECT INVOLVE POLLUTION OF WASTES/AIR IN ANY WAY?

Yes

REMARKS

REMARKS Comment

PROJECT CATEGORY

White  Green  Orange  Red

Is There Any Foreign Investment?

Yes  No

Cancel Save & Exit Save & Next

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

## STEP 06:

The applicant is now required to upload necessary documents



WBIDC  
West Bengal Industrial Development Corporation

[Welcome NITESH RAJDAN](#) [Edit Profile](#) [Change Password](#) [Logout](#)

Dashboard | New Application

### Application Form

STEP - 01
STEP - 02
STEP - 03
STEP - 04
STEP - 05
STEP - 06

**Companies Own Performance (Last 3 Years)**

Item	First Year (₹ in Lakhs)	Second Year (₹ in Lakhs)	Third Year (₹ in Lakhs)
--Select--			

[Add](#)

SL.NO.	ITEM	FIRST YEAR (₹ IN LAKHS)	SECOND YEAR (₹ IN LAKHS)	THIRD YEAR (₹ IN LAKHS)	ACTION
--------	------	-------------------------	--------------------------	-------------------------	--------

**Status Of Existing Loans (If Any)**

BANK NAME	LOAN TYPE	AMOUNT (₹ IN LAKHS)	STATUS	ACTION
ICICI Bank Ltd.	Working Capital Loan	2000000	Declared NPA	<a href="#">Add</a>

[Add](#)

SL.NO.	BANK NAME	LOAN TYPE	AMOUNT (₹ IN LAKHS)	STATUS	ACTION
--------	-----------	-----------	---------------------	--------	--------

**Supporting Documents**

SL. NO.	ATTACHMENT NAME	ATTACHMENT DOCUMENTS	ACTION
1	Details of the proposed Project	<a href="#">Select File</a>	<a href="#">Upload</a>
2	Requirement and justification of land	<a href="#">Select File</a>	<a href="#">Upload</a>
3	Project Feasibility Report	<a href="#">Select File</a>	<a href="#">Upload</a>
4	Audited Financial Statement/Annual Accounts including audit report and directors' report & MOT-9 etc. (Annual Report) of the company and the group companies (if any) for last 3 years;	<a href="#">Select File</a>	<a href="#">Upload</a>
5	Identity Proof (e.g. PAN) and Address proof (e.g. Voter id/ Aadhar/Passport/Driving license/Electricity Bill etc.) of promoters/directors/partners/proprietor etc. (to be annexed in DPR).	<a href="#">Select File</a>	<a href="#">Upload</a>
6	Net Worth Statement for all Directors	<a href="#">Select File</a>	<a href="#">Upload</a>
7	Certificate of Incorporation	<a href="#">Select File</a>	<a href="#">Upload</a>
8	INC-20A along with paid challan copy (if applicable)	<a href="#">Select File</a>	<a href="#">Upload</a>
9	Copy of MoA & AoA	<a href="#">Select File</a>	<a href="#">Upload</a>
10	IEC (if any)	<a href="#">Select File</a>	<a href="#">Upload</a>
11	Trade License,	<a href="#">Select File</a>	<a href="#">Upload</a>
12	GST Certificate,	<a href="#">Select File</a>	<a href="#">Upload</a>
13	Copy of PAN	<a href="#">Select File</a>	<a href="#">Upload</a>
14	Udyam registration certificate/UAM (if any)	<a href="#">Select File</a>	<a href="#">Upload</a>
15	IT Return	<a href="#">Select File</a>	<a href="#">Upload</a>
16	Signature	<a href="#">Select File</a>	<a href="#">Upload</a>
17	A self-declaration in Organization's letter head that none of the promoters/directors/partners/proprietor of the organization or the organization itself, do not contravene the provision of the Companies Act, 2013, FZ, ESI, Income Tax, GST and any other statutory compliances/law, as applicable.	<a href="#">Select File</a>	<a href="#">Upload</a>

[Select File](#) [Upload](#)

SL. NO.	ATTACHMENT NAME	RELAVENT DETAILS	ACTION
---------	-----------------	------------------	--------

1) I/We solemnly declare that the particulars given above are true and correct to my/our knowledge and belief and that no material facts have been concealed or withheld.

2) I/We also declare that I/We have read and understood the terms and conditions of sale/lease and other information/Conditions stated.

3) I/We do hereby solemnly accept and agree to abide by them and as also others as may be prescribed by WBIDC in the future. I/We further agree to sign and execute the necessary documents/agreement as and when desired by WBIDC.

4) I/We being Non Resident Indian/Foreign Citizen of Indian Origin do solemnly declare that I/We want the production space for purpose of conducting business as permitted and all relevant permissions and clearances concerning my/our status in this regard shall be duly obtained. I/We being Non Resident Indian/Foreign Citizen of Indian Origin do solemnly declare that I/We want the production space for purpose of conducting business as permitted and all relevant permissions and clearances concerning my/our status in this regard shall be duly obtained.

5) I/We also declare that I/We will not further sublet or sublease the property if allotted to me/us.

I Agree

[Cancel](#) [Submit](#)

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West Bengal Industrial Development Corporation

Designed, Developed and Maintained by WEBSTEP TECHNOLOGIES PRIVATE LIMITED

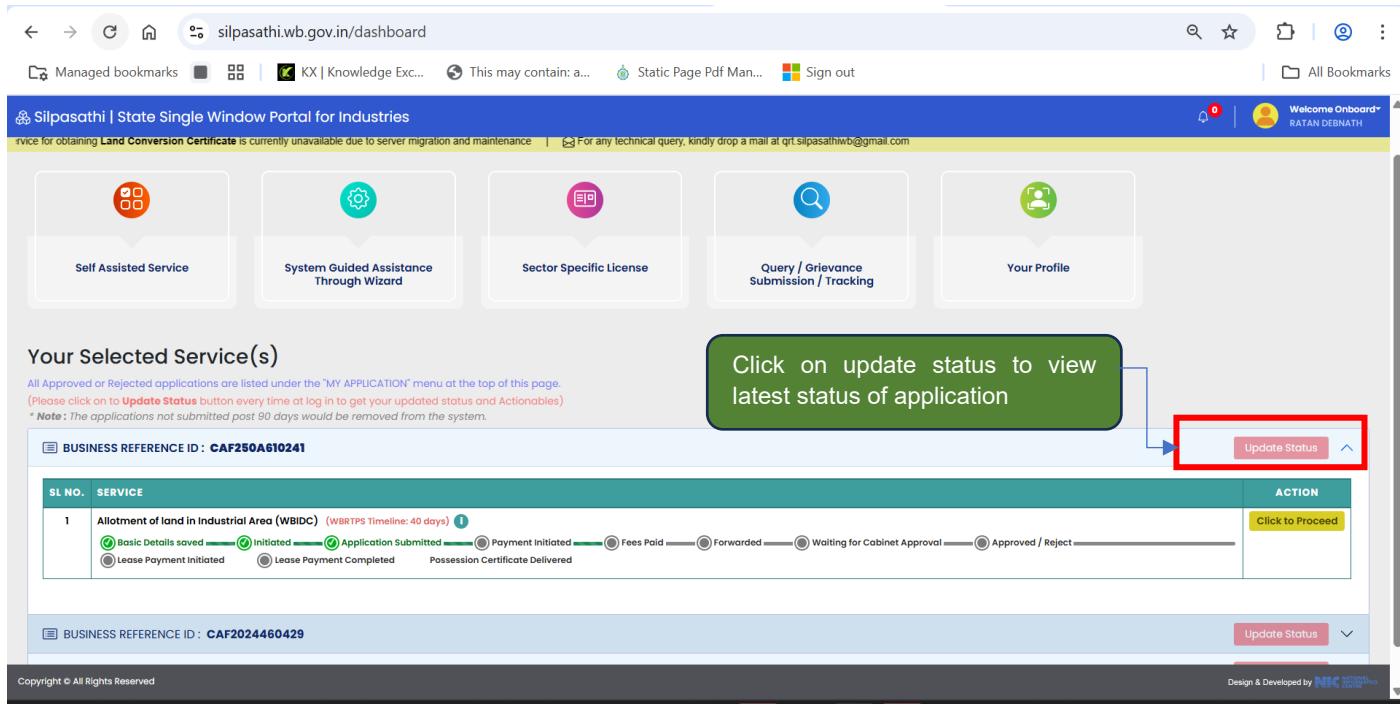
The applicant now clicks on **Submit** for final submission of the application.

NIC

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

**The applicant can meanwhile view the latest of the application in the SilpaSathi Dashboard after submission of application.**



silpasathi.wb.gov.in/dashboard

Managed bookmarks | KX | Knowledge Exch... | This may contain: a... | Static Page Pdf Man... | Sign out | All Bookmarks

Welcome Onboard - Ratan Debnath

Silpasathi | State Single Window Portal for Industries

Service for obtaining Land Conversion Certificate is currently unavailable due to server migration and maintenance | For any technical query, kindly drop a mail at qrt.silpasathiwb@gmail.com

Self Assisted Service | System Guided Assistance Through Wizard | Sector Specific License | Query / Grievance Submission / Tracking | Your Profile

Your Selected Service(s)

All Approved or Rejected applications are listed under the "MY APPLICATION" menu at the top of this page.  
(Please click on to Update Status button every time at log in to get your updated status and Actionables)  
\* Note : The applications not submitted post 90 days would be removed from the system.

BUSINESS REFERENCE ID : CAF250A610241

SL NO.	SERVICE	ACTION
1	Allotment of land in Industrial Area (WBIDC) (WBRTPS Timeline: 40 days) <span style="color: red;">1</span> Basic Details saved   Initiated   Application Submitted   Payment Initiated   Fees Paid   Forwarded   Waiting for Cabinet Approval   Approved / Reject Lease Payment Initiated   Lease Payment Completed   Possession Certificate Delivered	<span style="background-color: yellow;">Click to Proceed</span>

Click on update status to view latest status of application

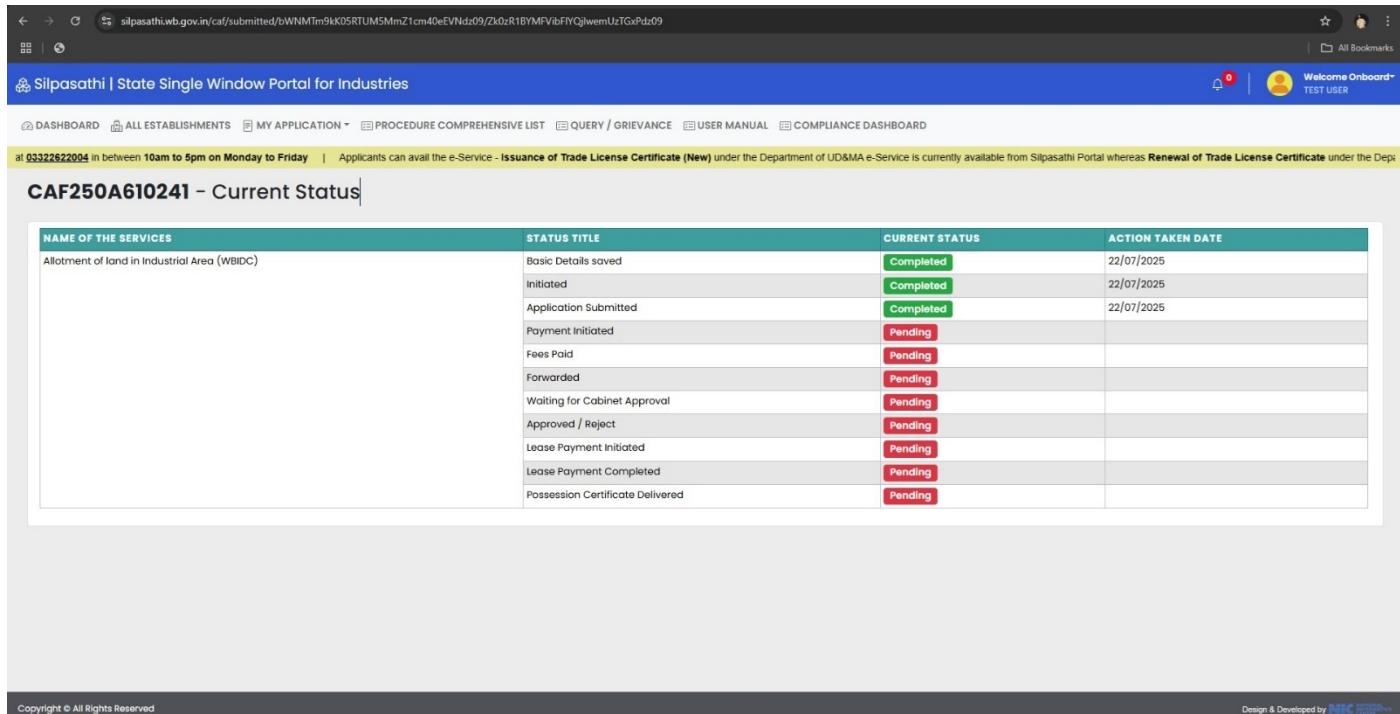
Update Status

BUSINESS REFERENCE ID : CAF2024460429

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ss

## SilpaSathi Dashboard



silpasathi.wb.gov.in/caf/submitted/bWNMTm9kK05RTUM5MmZ1cm40eEVNdz09/Zk0zR1BYMFVbFYQjlwemUzTGxPdz09

Dashboard | All Establishments | My Application | Procedure Comprehensive List | Query / Grievance | User Manual | Compliance Dashboard

Welcome Onboard - TEST USER

At 03322622004 in between 10am to 5pm on Monday to Friday | Applicants can avail the e-Service - Issuance of Trade License Certificate (New) under the Department of UD&MA e-Service is currently available from Silpasathi Portal whereas Renewal of Trade License Certificate under the Dep

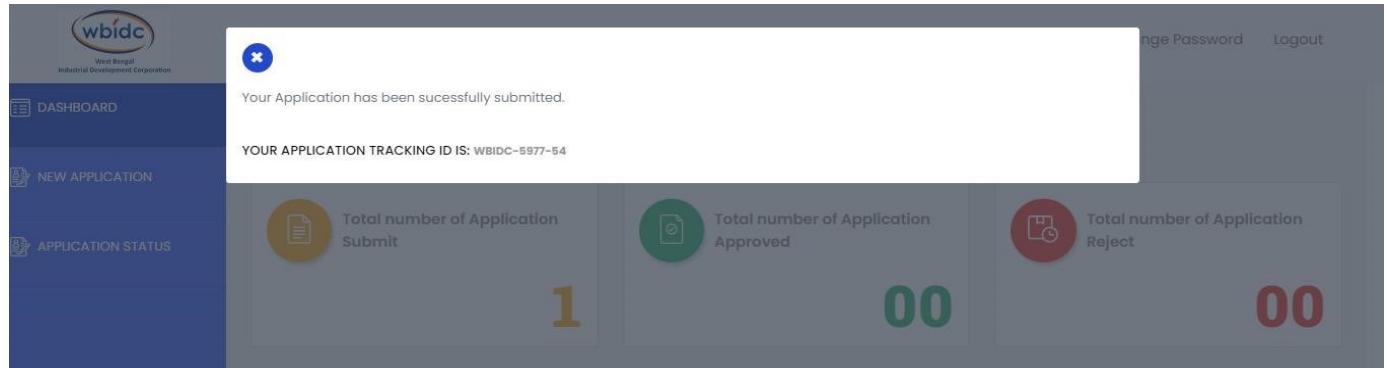
**CAF250A610241 - Current Status**

NAME OF THE SERVICES	STATUS TITLE	CURRENT STATUS	ACTION TAKEN DATE
Allotment of land in Industrial Area (WBIDC)	Basic Details saved	Completed	22/07/2025
	Initiated	Completed	22/07/2025
	Application Submitted	Completed	22/07/2025
	Payment Initiated	Pending	
	Fees Paid	Pending	
	Forwarded	Pending	
	Waiting for Cabinet Approval	Pending	
	Approved / Reject	Pending	
	Lease Payment Initiated	Pending	
	Lease Payment Completed	Pending	
	Possession Certificate Delivered	Pending	

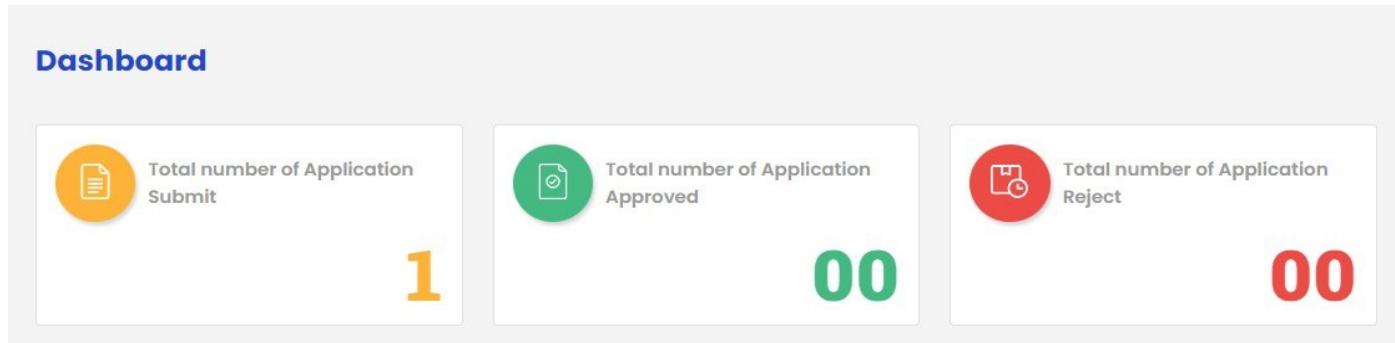
Copyright © All Rights Reserved | Design & Developed by NIC

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

**Once the Application form is submitted successfully in the WBIDC website, following message shall be displayed along with the Application Tracking Number:**



**Once the application form is submitted successfully, the number of the count in the dashboard will change. Please check the screenshot below for your reference.**

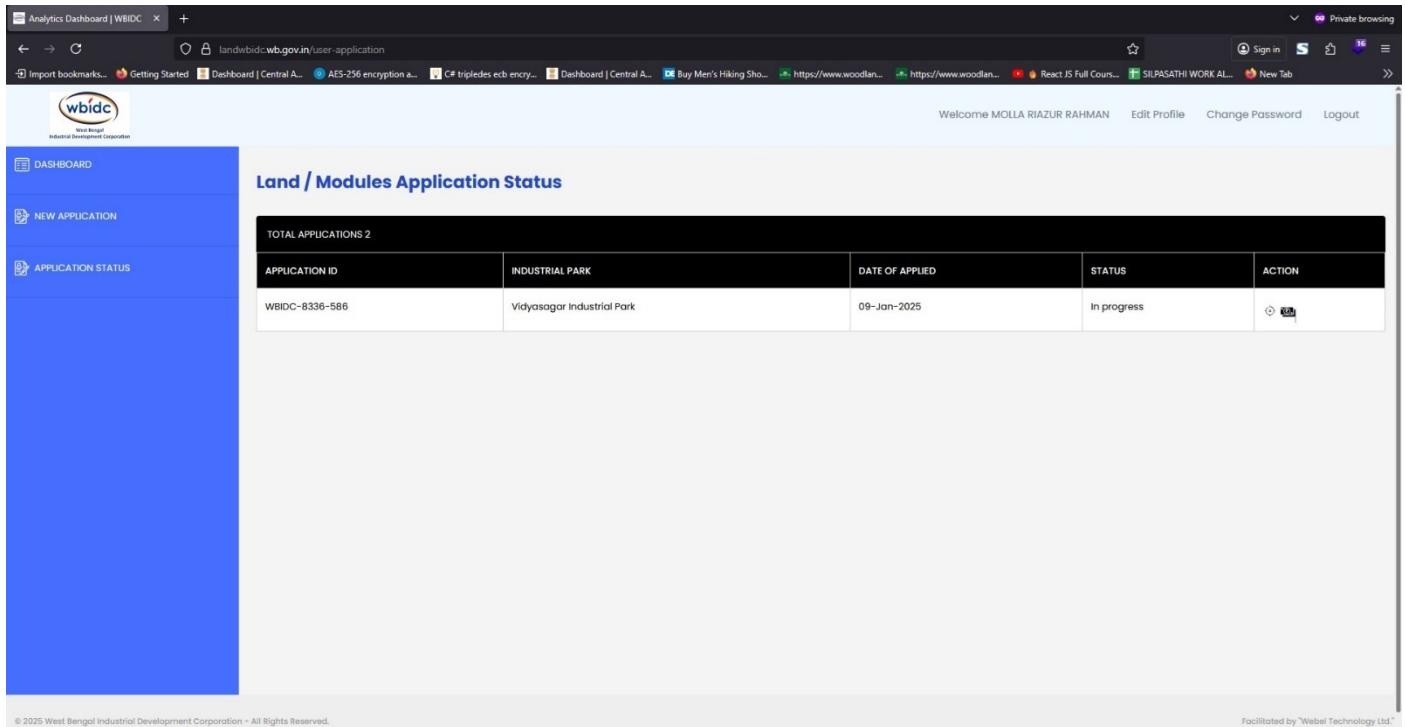


Allotment of land in Industrial Area (WBIDC) provided as a service through 'SilpaSathi' the Online Single Window portal of State (WB)

## Payment of Fees

The applicant is now required to pay the required fees based on the application filled by the applicant. The applicant can view his status in the Departmental website dashboard and proceed with the payment process

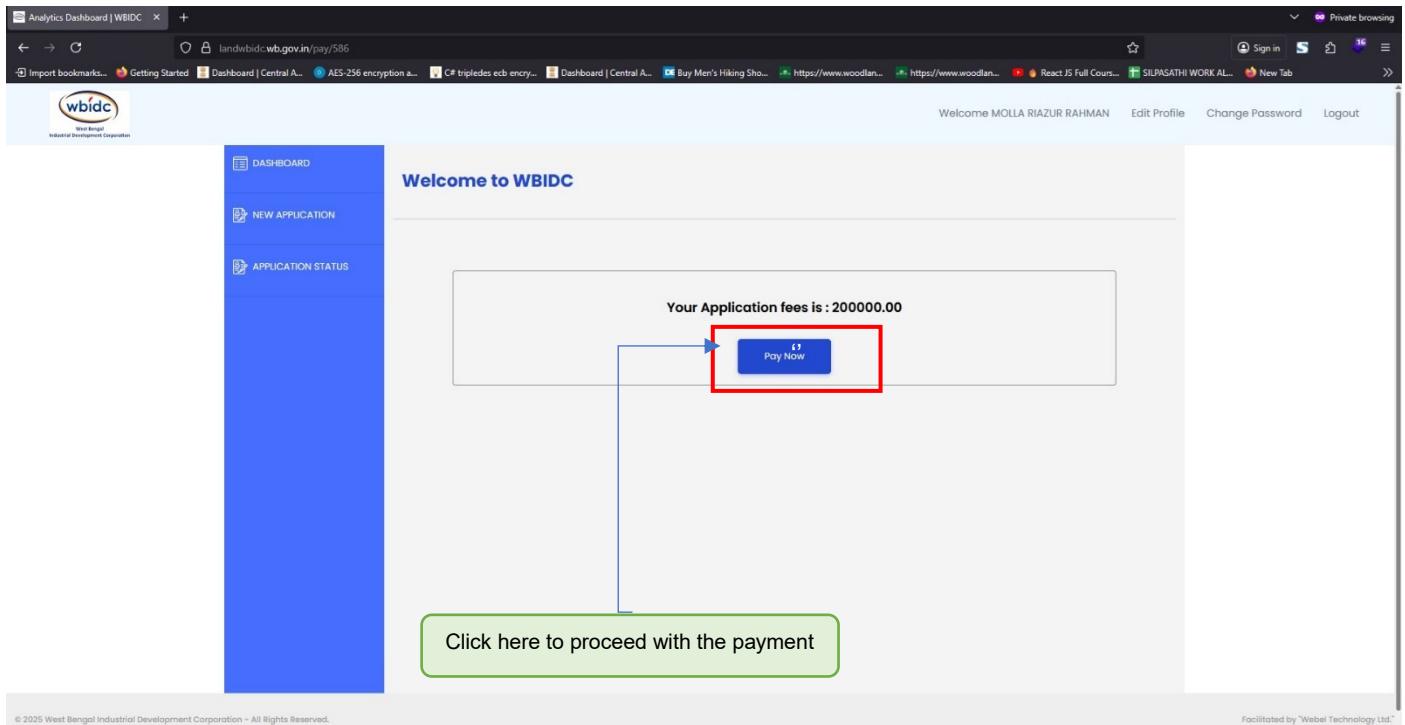
### Applicant's Dashboard



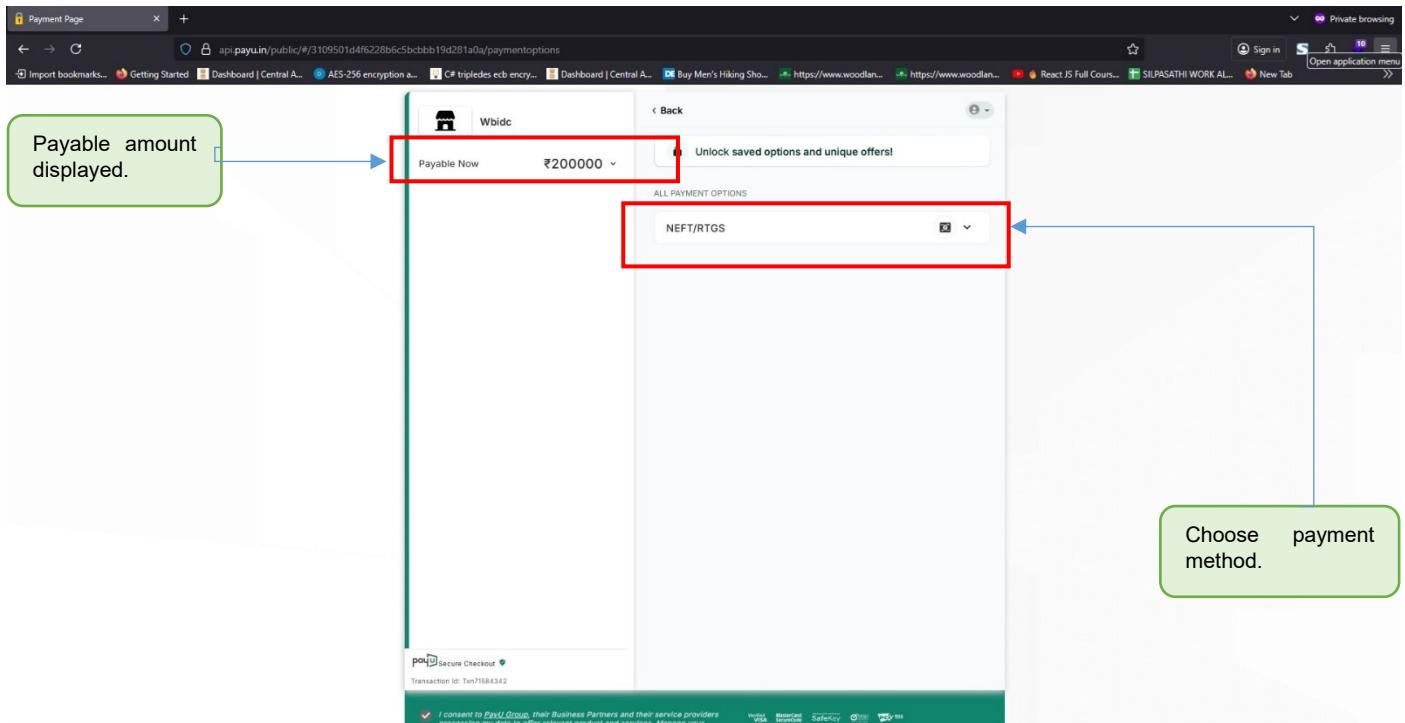
TOTAL APPLICATIONS 2				
APPLICATION ID	INDUSTRIAL PARK	DATE OF APPLIED	STATUS	ACTION
WBIDC-8336-586	Vidyasagar Industrial Park	09-Jan-2025	In progress	<a href="#">Pay Now</a>

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

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



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.

## Payment Challan

# User Manual

# Allotment of land in Industrial Area- (WBIDC)

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

West Bengal Industrial Development Corporation Ltd Plot No. 23 Abanindranath Thakur Sarani, Kolkata 700017	
<b>Fund Transfer Details</b>	
Beneficiary Name	West Bengal Industrial Development Corporation Ltd
Transaction Amount	21.00 (Twenty One Rupees and Eighty Paise Only)
Beneficiary Account Number	
Beneficiary IFSC Code	
<b>Terms &amp; Conditions</b>	
1. This challan is valid for 30 days from the date of generation, subject to merchant's acceptance. 2. The Beneficiary Bank Account Number generated is applicable for this challan only. For branch induced NEFT/RTGS, only Person to Person mode (R41) to be used. Any other mode of transfer may be treated as invalid. 3. The exact amount (upto 2nd decimal) appearing in this challan should be transferred to the beneficiary bank account. Bank charges (if any) to be paid separately to the bank. 4. Do not make multiple payments against this challan by splitting the amount into more than one NEFT/RTGS transactions. 5. To ensure credit of reversal / refund, NEFT/RTGS must be executed from the customer's bank account. Customer's bank account should be enabled for incoming NEFT/RTGS credits. 6. Axis Bank Customers: a. Net/Mobile Banking Users - Register beneficiary as "Other Bank Payee" and initiate transaction through NEFT/RTGS payment mode only. b. Branch Visitors - Branch's Maker to login into "Saksham" utility & select "Ultralite". Click on NEFT/RTGS and enter the "Debit Account number of remitter/sender". On new window enter Fund Transfer details and Submit. Next step is Branch's Checker to Login and verify the transaction.	
	

### Challan Payment Process

To pay for your challan, you can select either of these two payment modes:

**1. Fund Transfer via Internet and Mobile Banking**

- Scan QR code to check status
- Login to your bank account via Net/Mobile Banking
- Add NEFT/RTGS beneficiary as per the challan details
- Post beneficiary addition, initiate Fund Transfer for the exact amount as mentioned in the challan

**2. Fund Transfer via your Bank Branch**

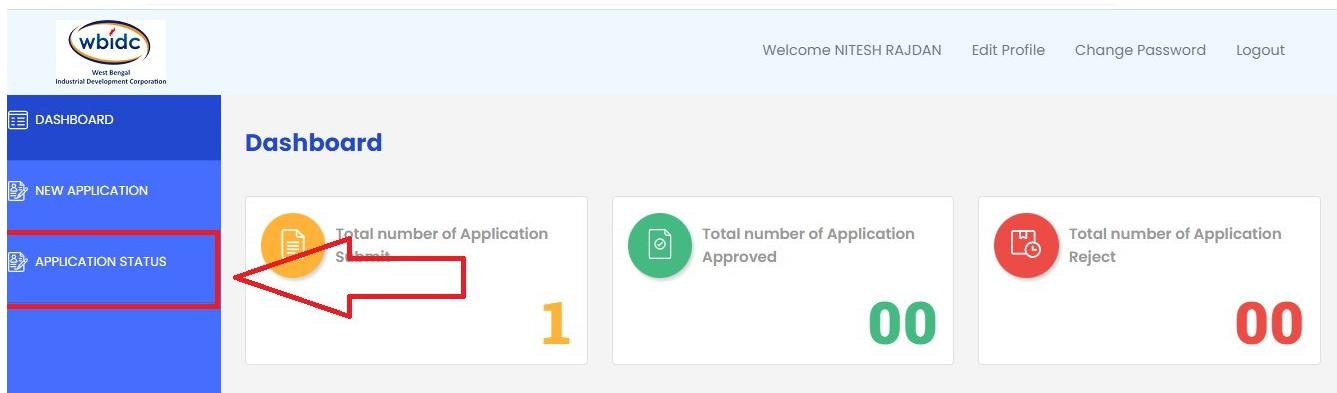
- Vist the nearest NEFT/RTGS enabled branch of your bank
- Fill the NEFT/RTGS request form with beneficiary details and submit along with a Cheque/Mandate
- Collect the Acknowledgement receipt from the bank official

**To Know the Fund Transfer Status**

Scan the QR on challan using any QR code scanner app.



Click on the **APPLICATION STATUS** button to know the status of your application.



Welcome NITESH RAJDAN    Edit Profile    Change Password    Logout

**Dashboard**

<b>DASHBOARD</b>
<b>NEW APPLICATION</b>
<b>APPLICATION STATUS</b>

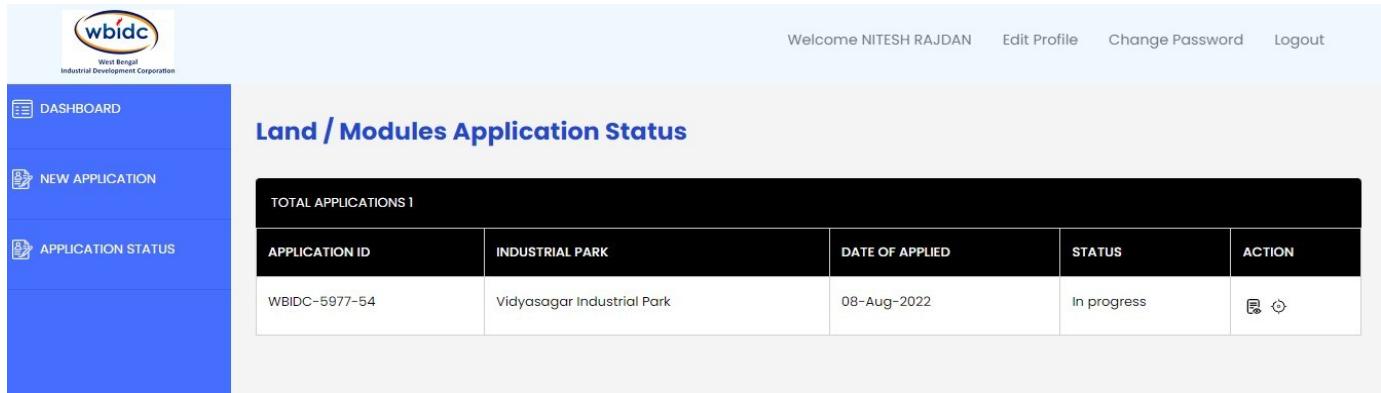
Total number of Application Submitted **1**

Total number of Application Approved **00**

Total number of Application Reject **00**

Once you click on the **APPLICATION STATUS** button the following page shall be displayed:

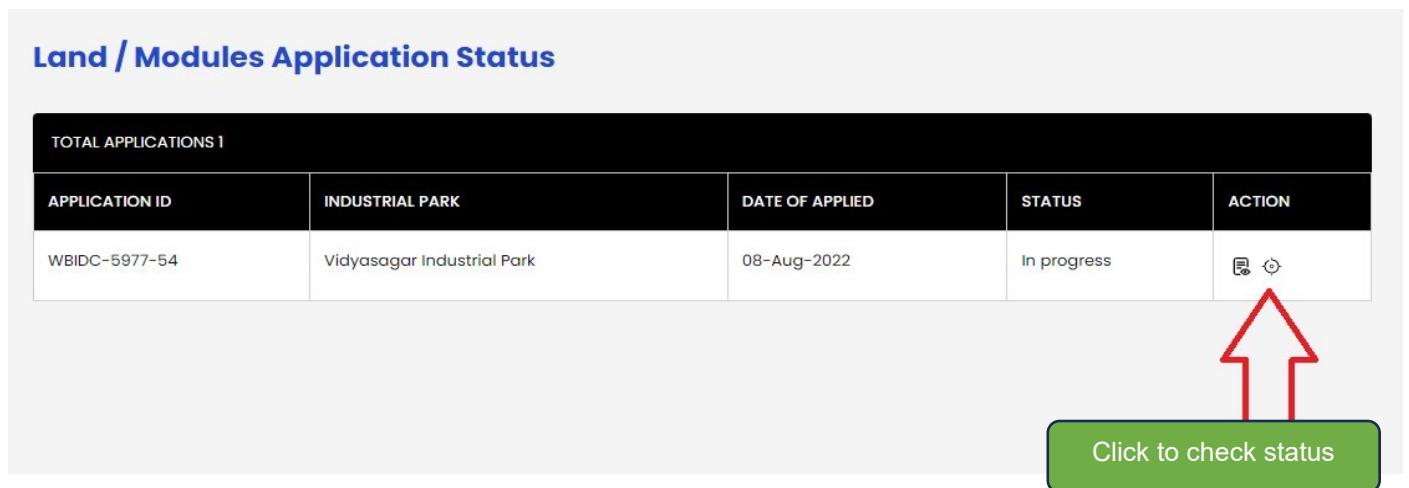
Allotment of land in Industrial Area (WBIDC) provided as a service through 'SilpaSathi' the Online Single Window portal of State (WB)



The screenshot shows the 'Land / Modules Application Status' section. It displays a table with one application entry:

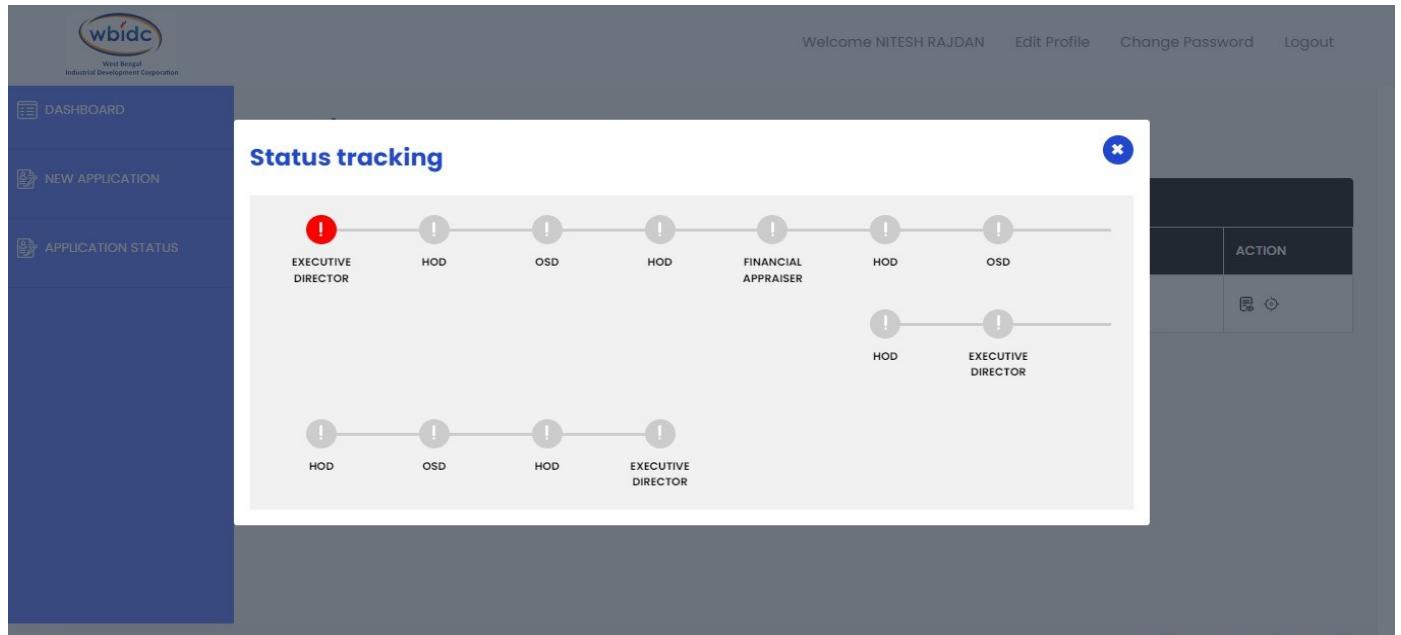
TOTAL APPLICATIONS 1				
APPLICATION ID	INDUSTRIAL PARK	DATE OF APPLIED	STATUS	ACTION
WBIDC-5977-54	Vidyasagar Industrial Park	08-Aug-2022	In progress	 

In this page you can view the Application and check the current Application status. Please check on the track icon to see the Application status.



The screenshot shows the 'Land / Modules Application Status' section. It displays a table with one application entry. A green button with the text 'Click to check status' and a red arrow pointing to the track icon in the table are overlaid on the page.

TOTAL APPLICATIONS 1				
APPLICATION ID	INDUSTRIAL PARK	DATE OF APPLIED	STATUS	ACTION
WBIDC-5977-54	Vidyasagar Industrial Park	08-Aug-2022	In progress	 



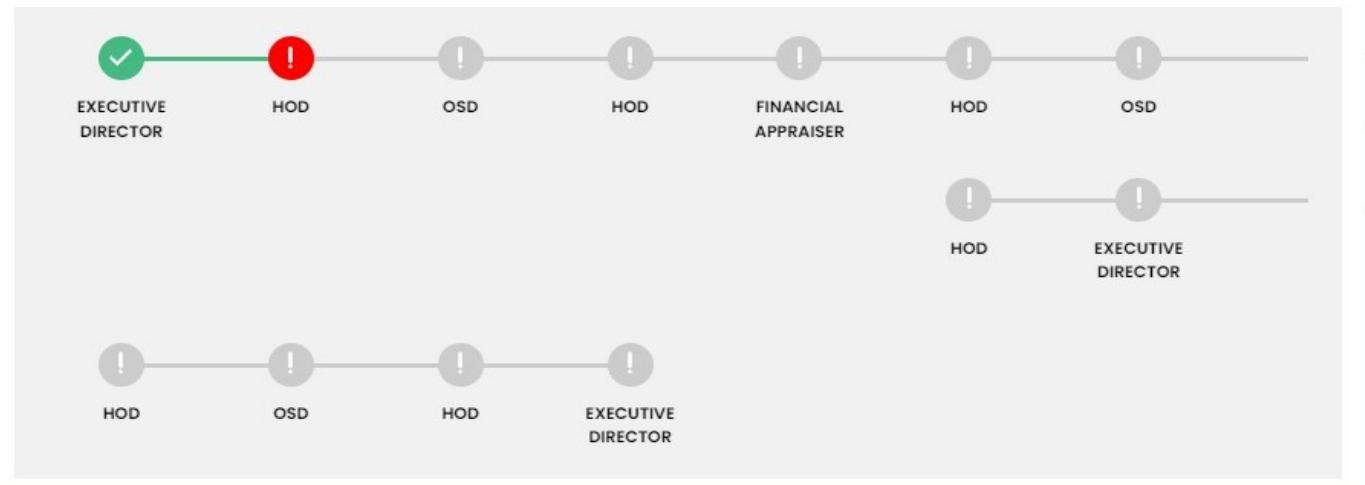
The screenshot shows the 'Status tracking' section. It displays a timeline of application status changes:

- EXECUTIVE DIRECTOR (Red exclamation mark)
- HOD
- OSD
- HOD
- FINANCIAL APPRAISER
- HOD
- OSD
- HOD
- EXECUTIVE DIRECTOR
- OSD
- HOD
- EXECUTIVE DIRECTOR

This status show that the file is with the EXECUTIVE DIRECTOR. Once the EXECUTIVE DIRECTOR approve this will go to HOD. Please check below screen shot for your reference.

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

## Status tracking

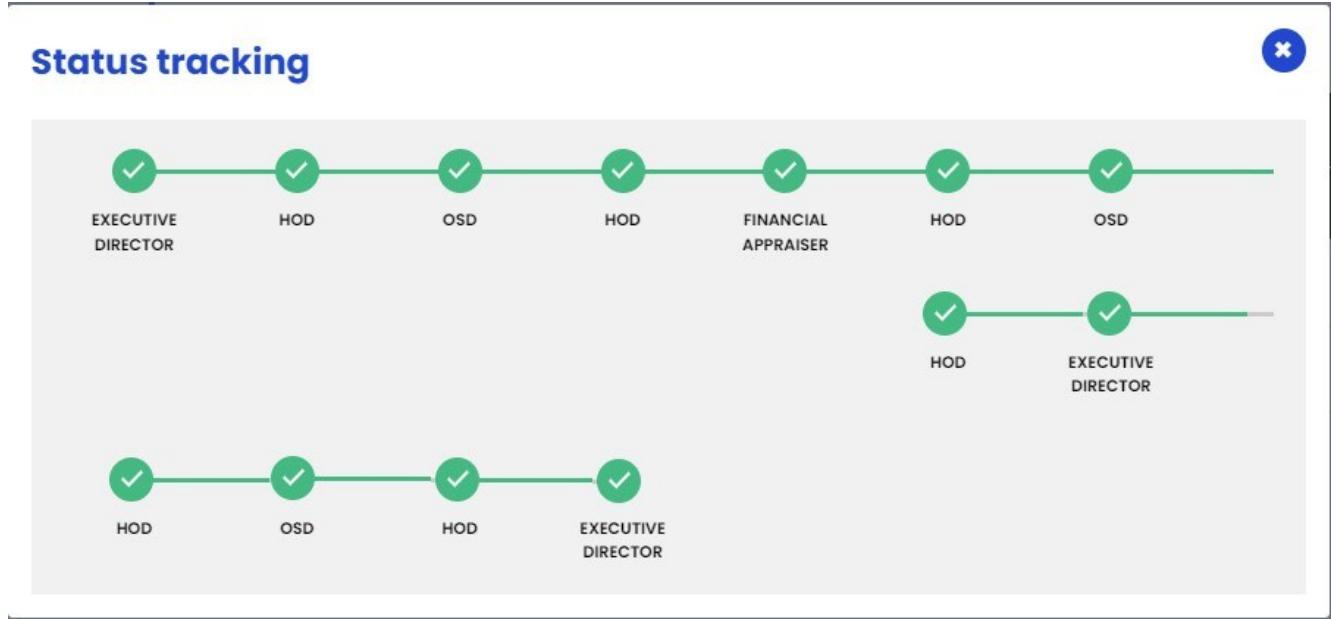


The following screen the tracking system

The screenshot shows the WBIDC tracking system interface. The top navigation bar includes the WBIDC logo, a welcome message for 'NITESH RAJDAN', and links for 'Edit Profile', 'Change Password', and 'Logout'. On the left, a sidebar menu lists 'DASHBOARD', 'NEW APPLICATION', and 'APPLICATION STATUS'. The main content area is titled 'Status tracking' and displays the same status tracking diagram as the previous diagram. To the right of the diagram, there is a table with a single row and two columns. The first column is labeled 'ACTION' and contains two rows of icons: a blue square with a white checkmark and a blue square with a white exclamation mark. The second column is empty. The bottom of the page includes a footer with the text '© 2020 West Bengal Industrial Development Corporation All Rights Reserved' and 'Designed, Developed and Maintained by WERSTECH TECHNOLOGIES PRIVATE LIMITED'.

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

Once the file approves from all the department. The tracking will be looking like below screen shot.

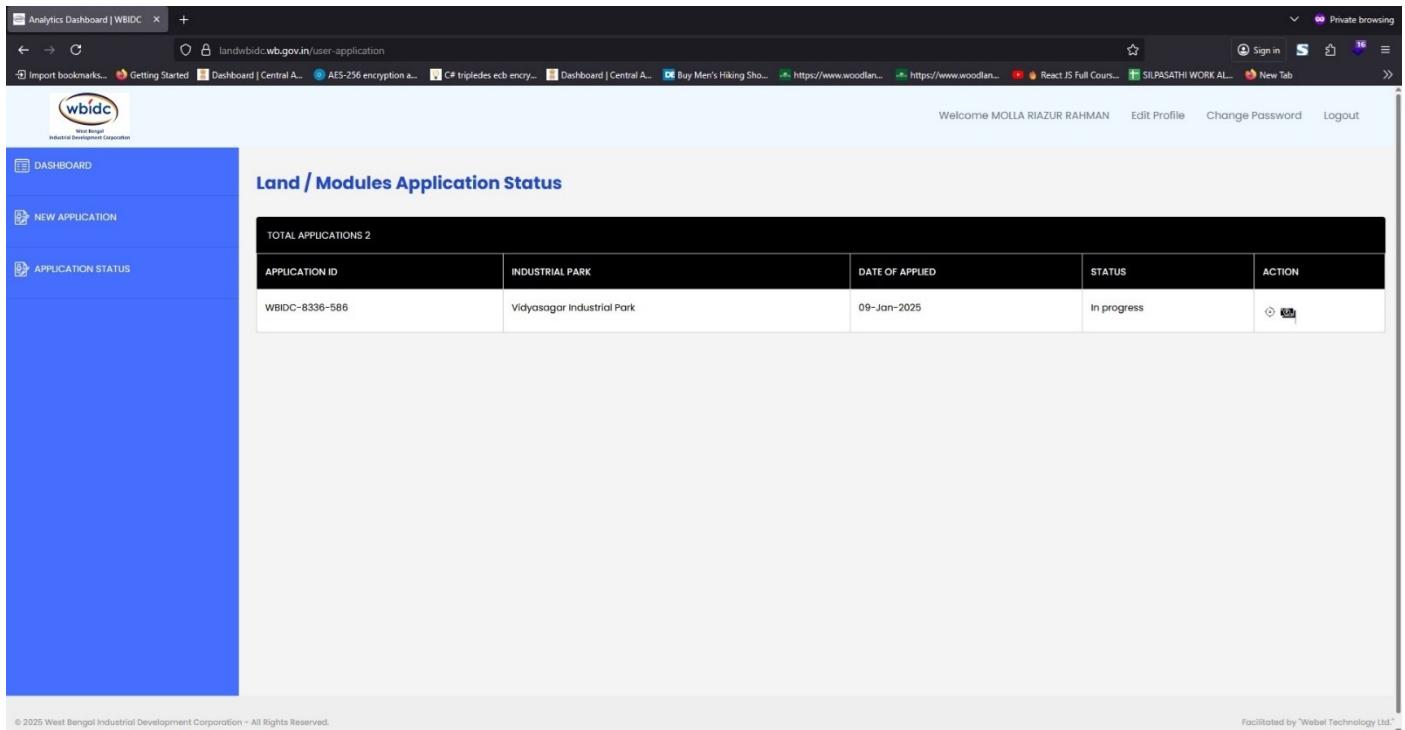


## **2. Online Payment of fees**

The applicant is now required to pay the **lease payment fees** after approval process is complete. The applicant can view his status in the Departmental website dashboard and proceed with the payment process

### ***Applicant's Dashboard***

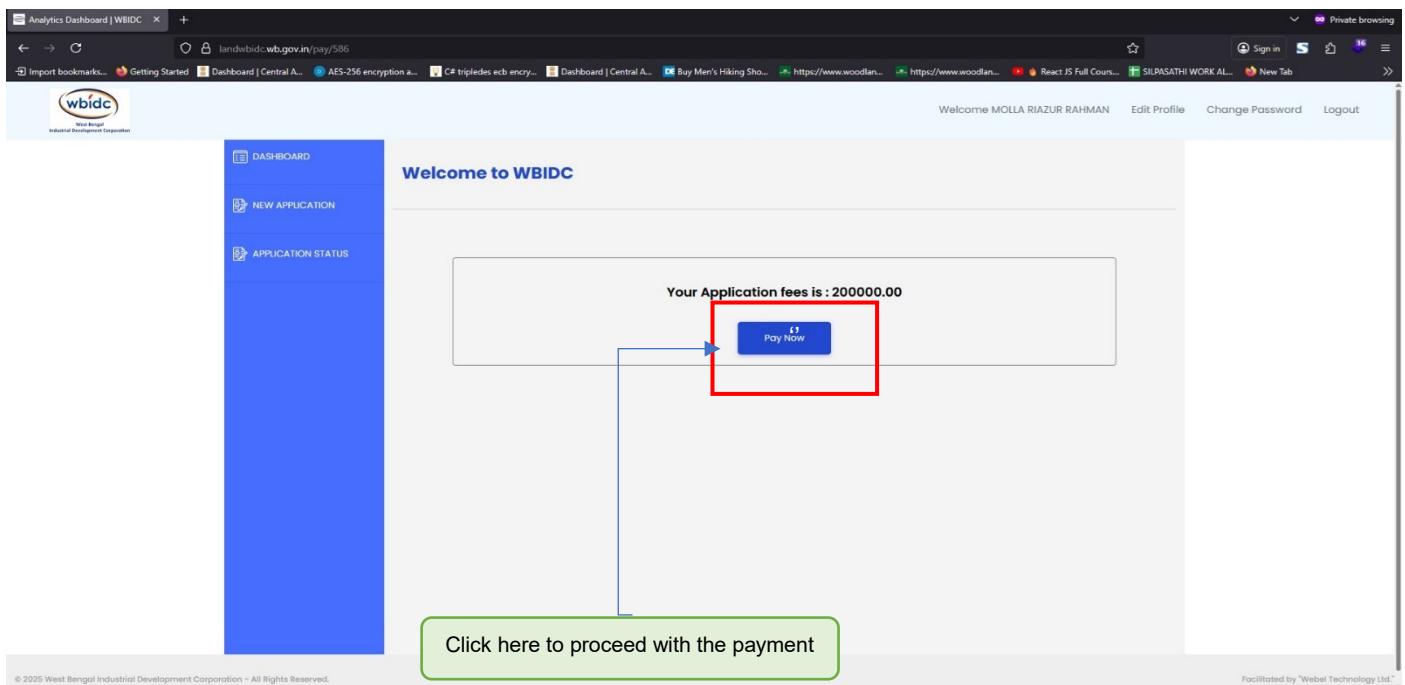
Allotment of land in Industrial Area (WBIDC) provided as a service through 'SilpaSathi' the Online Single Window portal of State (WB)



The screenshot shows the WBIDC application status page. The left sidebar has 'DASHBOARD', 'NEW APPLICATION', and 'APPLICATION STATUS'. The main content area is titled 'Land / Modules Application Status' and shows 'TOTAL APPLICATIONS 2'. A table lists one application: 'WBIDC-8336-586' (Application ID), 'Vidyasagar Industrial Park' (Industrial Park), '09-Jan-2025' (Date of Applied), 'In progress' (Status), and a 'View' button (Action). The bottom of the page includes a copyright notice and a facilitation note.

APPLICATION ID	INDUSTRIAL PARK	DATE OF APPLIED	STATUS	ACTION
WBIDC-8336-586	Vidyasagar Industrial Park	09-Jan-2025	In progress	

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



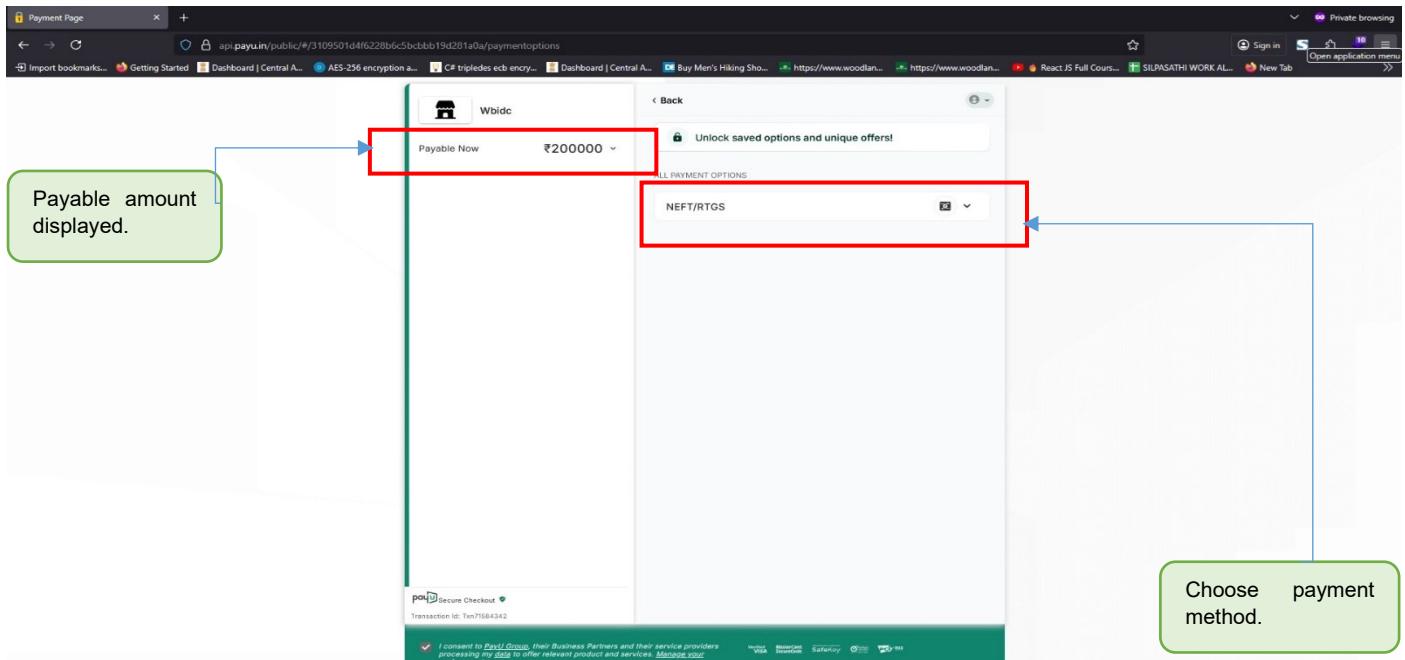
The screenshot shows the WBIDC payment confirmation page. The left sidebar is the same as the previous screenshot. The main content area is titled 'Welcome to WBIDC' and displays 'Your Application fees is : 200000.00'. A blue arrow points from a green button labeled 'Click here to proceed with the payment' to a red box around a blue 'Pay Now' button. The bottom of the page includes a copyright notice and a facilitation note.

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.

# User Manual

# Allotment of land in Industrial Area- (WBIDC)

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



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

## Payment Challan

**West Bengal Industrial Development Corporation Ltd**  
Protiti, 23 Abanindranath Thakur Sarani,  
Kolkata 700017

Fund Transfer Details		Transaction Status
Beneficiary Name	West Bengal Industrial Development Corporation Ltd	 Scan QR code to check status
Transaction Amount	₹21.80 (Twenty One Rupees and Eighty Paise Only)	
Beneficiary Account Number		
Beneficiary IFSC Code		

**Terms & Conditions**

1. This challan is valid for 30 days from the date of generation, subject to merchant's acceptance.  
 2. The Beneficiary Bank Account Number generated is applicable for this challan only. For branch induced NEFT/RTGS, only Person to Person mode (R41) to be used. Any other mode of transfer may be treated as invalid.  
 3. The exact amount (upto 2nd decimal) appearing in this challan should be transferred to the beneficiary bank account. Bank charges (if any) to be paid separately to the bank.  
 4. Do not make multiple payments against this challan by splitting the amount into more than one NEFT/RTGS transactions.  
 5. To ensure credit of reversal / refund, NEFT/RTGS must be executed from the customer's bank account. Customer's bank account should be enabled for incoming NEFT/RTGS credits.  
 6. Axis Bank Customers:  
     a. Net/Mobile Banking Users - Register beneficiary as "Other Bank Payee" and initiate transaction through NEFT/RTGS payment mode only.  
     b. Branch Visitors - Branch's Maker to login into "Saksham" utility & select "Ultrafile". Click on NEFT/RTGS and enter the Debit Account number of remitter/sender". On new window enter Fund Transfer details and Submit. Next step is Branch's Checker to Login and verify the transaction.

### Challan Payment Process

To pay for your challan, you can select either of these two payment modes:

**1. Fund Transfer via Internet and Mobile Banking**

- Login to your bank account via Net/Mobile Banking
- Add NEFT/RTGS beneficiary as per the challan details
- Post beneficiary addition, initiate Fund Transfer for the exact amount as mentioned in the challan

**2. Fund Transfer via your Bank Branch**

- Visit the nearest NEFT/RTGS enabled branch of your bank
- Fill the NEFT/RTGS request form with beneficiary details and submit along with a Cheque/Mandate
- Collect the Acknowledgement receipt from the bank official

**To Know the Fund Transfer Status**

Scan the QR on challan using any QR code scanner app.

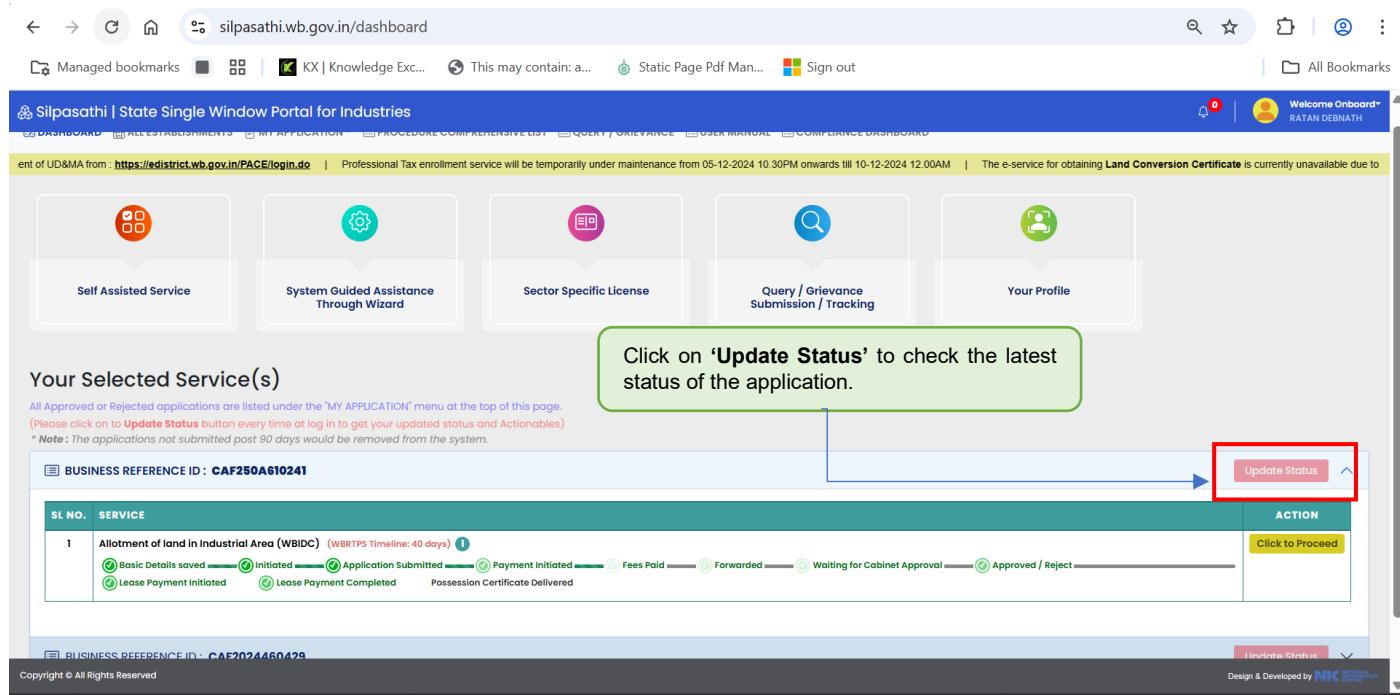
**Note: Applicant can click on 'Update Status' at periodic intervals in the SilpaSathi dashboard and can view the latest status of the application**

Allotment of land in Industrial Area (WBIDC) 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 'Update Status' to view the latest status of the application.

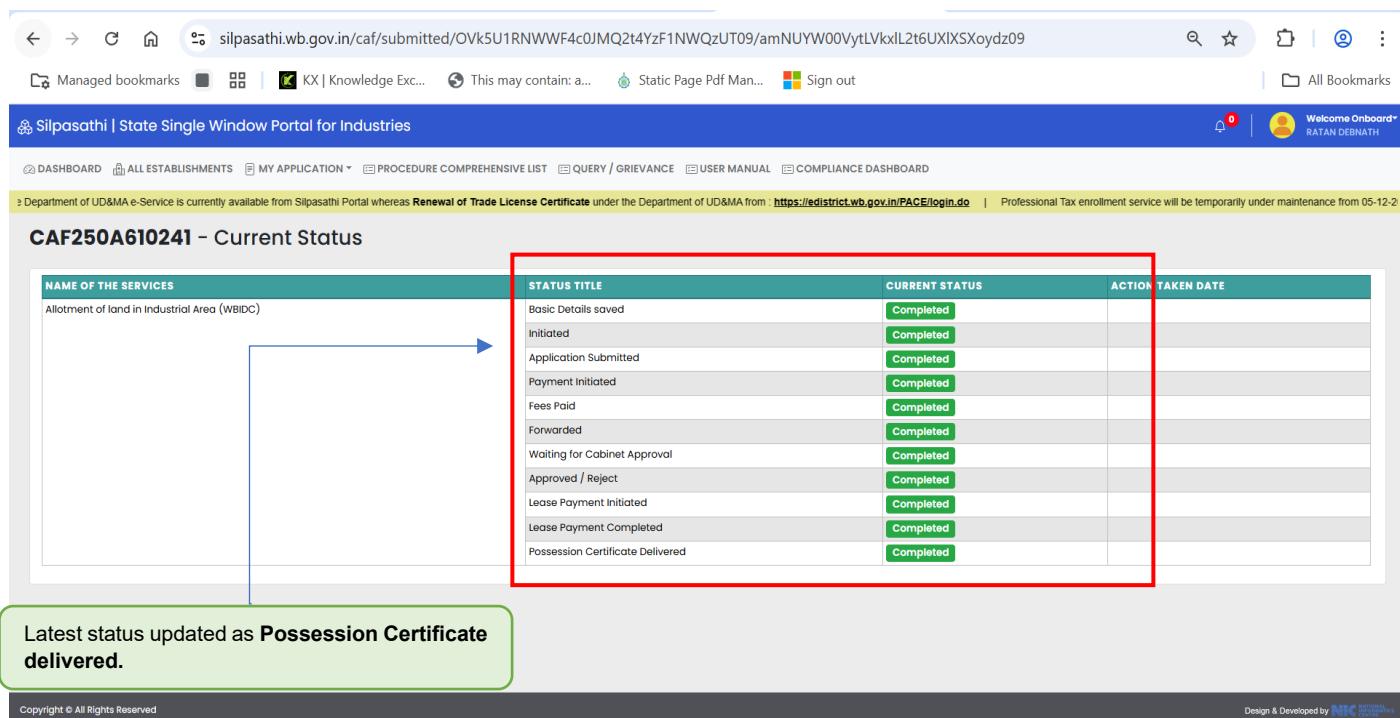
### Applicant's Dashboard



The screenshot shows the 'Silpasathi | State Single Window Portal for Industries' dashboard. At the top, there are five service icons: 'Self Assisted Service', 'System Guided Assistance Through Wizard', 'Sector Specific License', 'Query / Grievance Submission / Tracking', and 'Your Profile'. Below these are two sections: 'Your Selected Service(s)' and a table of applications. The table for 'Allotment of land in Industrial Area (WBIDC)' shows a timeline with status markers: 'Basic Details saved', 'Initiated', 'Application Submitted', 'Payment Initiated', 'Fees Paid', 'Forwarded', 'Waiting for Cabinet Approval', 'Approved / Reject', 'Lease Payment Initiated', 'Lease Payment Completed', and 'Possession Certificate Delivered'. A green callout box points to the 'Update Status' button in the table header, which is highlighted with a red border. Another callout box points to the 'Update Status' button in the table header of a second application entry.

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

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

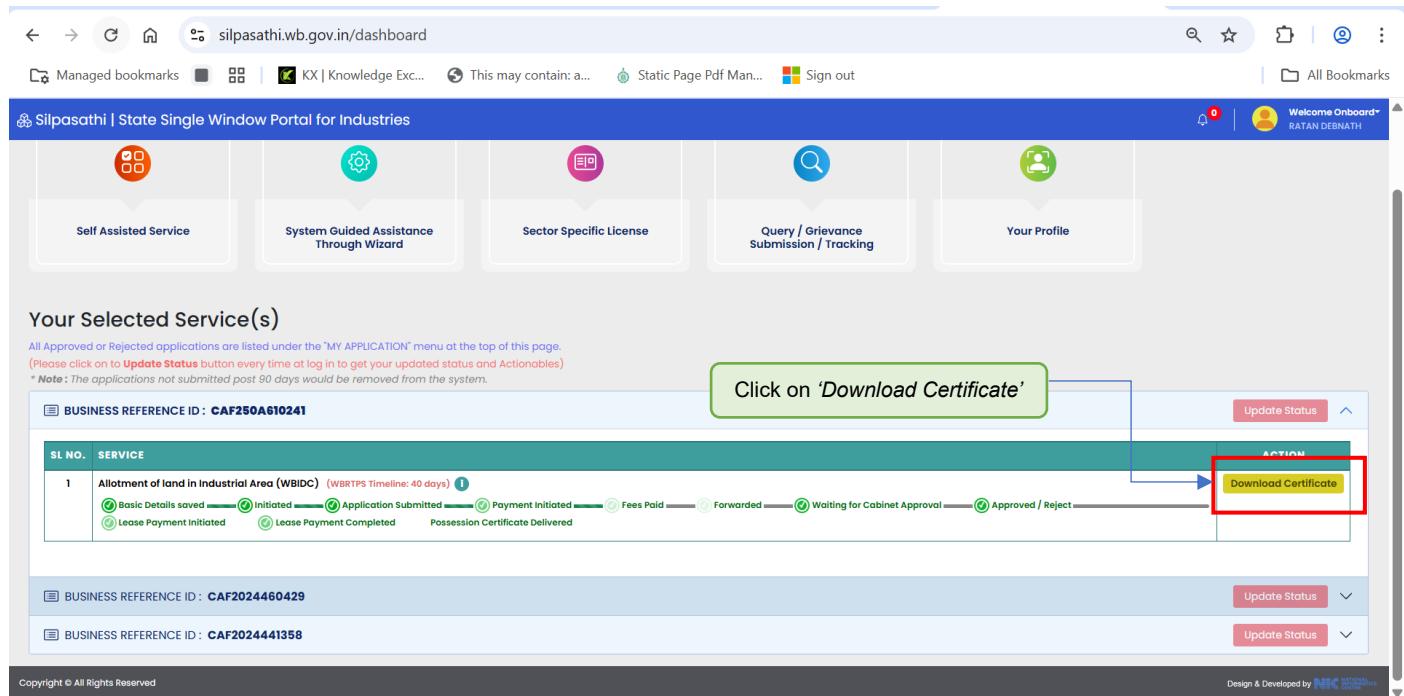


The screenshot shows the 'Silpasathi | State Single Window Portal for Industries' Status Dashboard for application 'CAF250A610241'. The left sidebar shows the service name. The main area displays a timeline table with columns: 'NAME OF THE SERVICES', 'STATUS TITLE', 'CURRENT STATUS', and 'ACTION TAKEN DATE'. The timeline includes: 'Basic Details saved' (Completed), 'Initiated' (Completed), 'Application Submitted' (Completed), 'Payment Initiated' (Completed), 'Fees Paid' (Completed), 'Forwarded' (Completed), 'Waiting for Cabinet Approval' (Completed), 'Approved / Reject' (Completed), 'Lease Payment Initiated' (Completed), 'Lease Payment Completed' (Completed), and 'Possession Certificate Delivered' (Completed). A green callout box at the bottom left states: 'Latest status updated as Possession Certificate delivered.' The 'ACTION TAKEN DATE' column is empty for all entries.

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

## 4. Online Download of final approval certificate

### Applicant's Dashboard



Your Selected Service(s)

All Approved or Rejected applications are listed under the "MY APPLICATION" menu at the top of this page.  
(Please click on the **Update Status** button every time to log in to get your updated status and Actionables)

\* Note: The applications not submitted post 90 days would be removed from the system.

Business Reference ID: CAF250A610241

SL NO.	SERVICE	ACTION
1	Allotment of land in Industrial Area (WBIDC) (WBRTPS Timeline: 40 days) <span style="color: green;">(1)</span> <small>(Basic Details saved   Initiated   Application Submitted   Payment Initiated   Fees Paid   Forwarded   Waiting for Cabinet Approval   Approved / Reject)</small> <small>(Lease Payment Initiated   Lease Payment Completed   Possession Certificate Delivered)</small>	<span style="border: 1px solid red; padding: 2px;">Download Certificate</span>

Business Reference ID: CAF2024460429

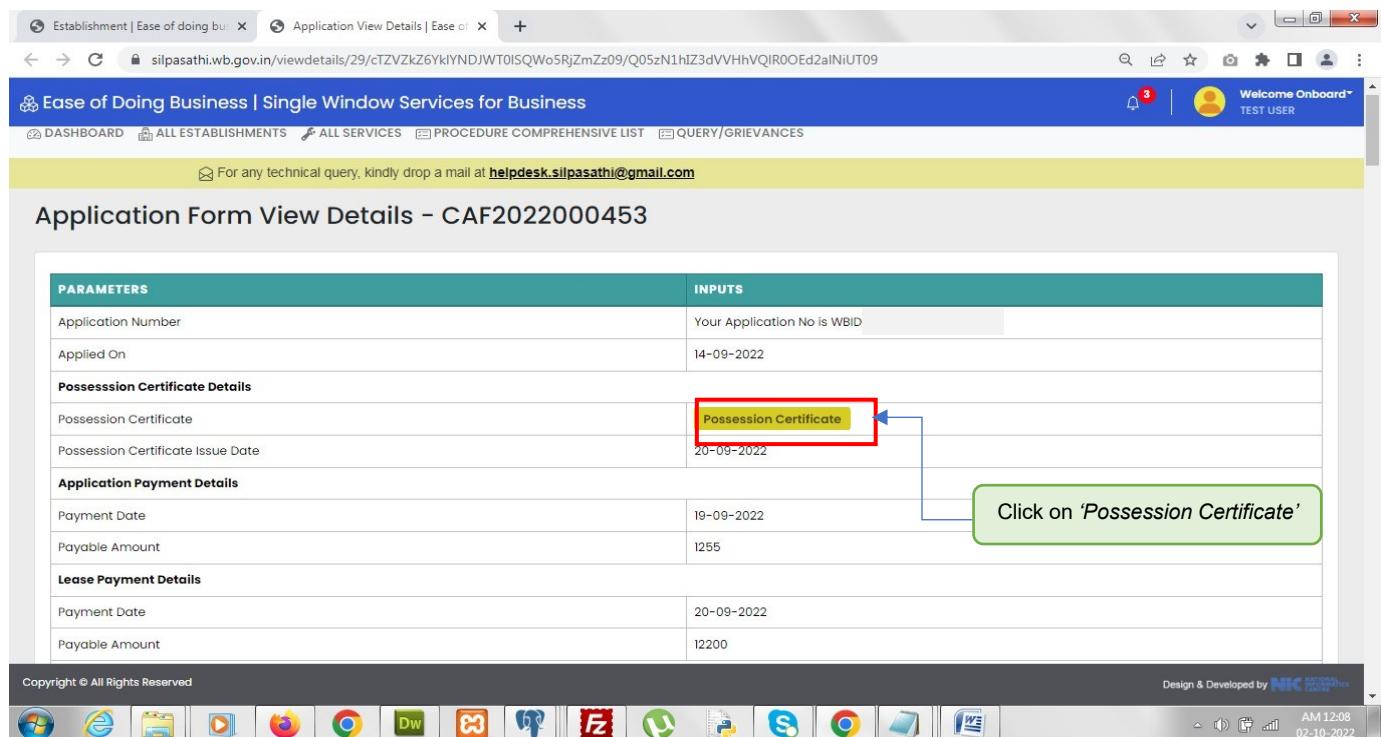
Business Reference ID: CAF2024441358

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### 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.



Establishment | Ease of doing business | Application View Details | Ease of doing business | +

silpasathi.wb.gov.in/viewdetails/29/cTZVZkZ6YkIYNDJWTOISQWo5RjZmZz09/Q05zN1hIZ3dVVHhVQIR0OEd2aINiUT09

Welcome Onboard - TEST USER

Ease of Doing Business | Single Window Services for Business

DASHBOARD ALL ESTABLISHMENTS ALL SERVICES PROCEDURE COMPREHENSIVE LIST QUERY/GRIEVANCES

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

Application Form View Details - CAF2022000453

PARAMETERS	INPUTS
Application Number	Your Application No is WBID
Applied On	14-09-2022
<b>Possession Certificate Details</b>	
Possession Certificate	<span style="border: 1px solid red; padding: 2px;">Possession Certificate</span>
Possession Certificate Issue Date	20-09-2022
<b>Application Payment Details</b>	
Payment Date	19-09-2022
Payable Amount	1255
<b>Lease Payment Details</b>	
Payment Date	20-09-2022
Payable Amount	12200

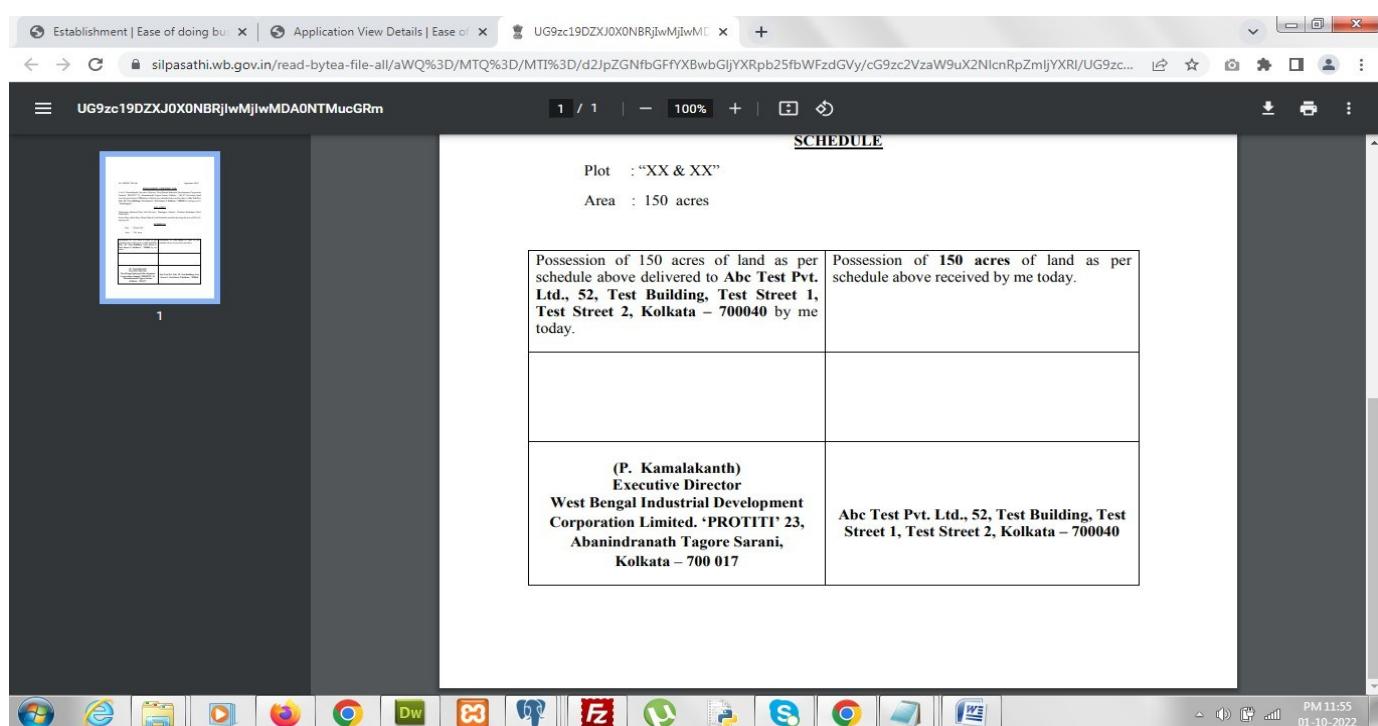
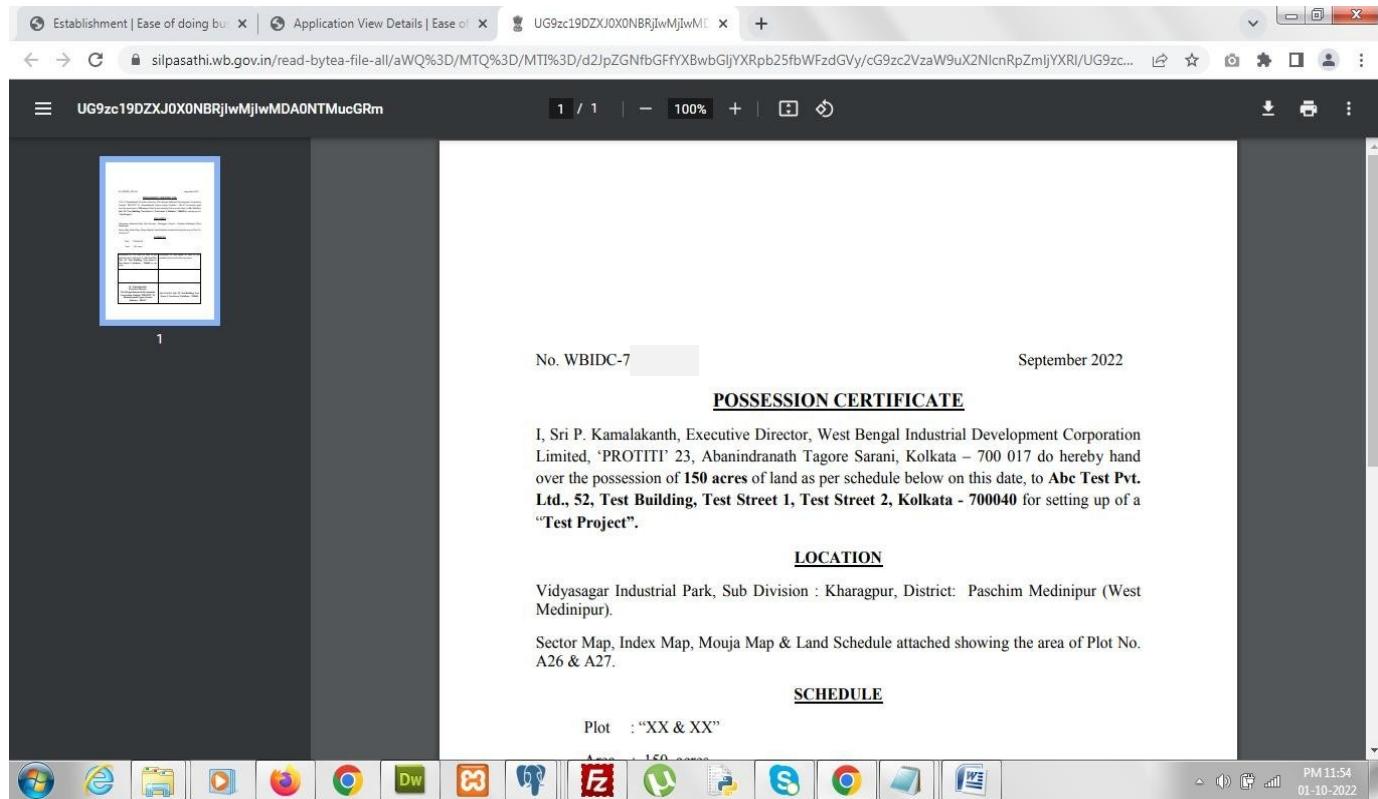
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Allotment of land in Industrial Area (WBIDC) provided as a service through 'SilpaSathi' the Online Single Window portal of State (WB)

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

**The Final Certificate gets downloaded (Screenshot)**



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

The final certificate can also be downloaded from the WBIDC website

<b>Land / Modules Application Status</b>				
<b>TOTAL APPLICATIONS 1</b>				
APPLICATION ID	INDUSTRIAL PARK	DATE OF APPLIED	STATUS	ACTION
WBIDC-5415-53	Vidyasagar Industrial Park	02-Aug-2022	Possession Certificate Generated	    <a href="#">DOWNLOAD POSSESSION CERTIFICATE</a>

**One Approval certificate document has been illustrated below:**

No. WBIDC-786	September 2022
<b><u>POSSESSION CERTIFICATE</u></b>	
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 <b>150 acres</b> of land as per schedule below on this date, to <b>Abc Test Pvt. Ltd., 52, Test Building, Test Street 1, Test Street 2, Kolkata - 700040</b> for setting up of a "Test Project".	
<b><u>LOCATION</u></b>	
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.	
<b><u>SCHEDULE</u></b>	
Plot : "XX & XX"	
Area : 150 acres	
Possession of 150 acres of land as per schedule above delivered to <b>Abc Test Pvt. Ltd., 52, Test Building, Test Street 1, Test Street 2, Kolkata - 700040</b> by me today.	Possession of <b>150 acres</b> 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 (WBIDC) provided as a service through 'SilpaSathi' the Online Single Window portal of State (WB)

## 5. Third Party verification details

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

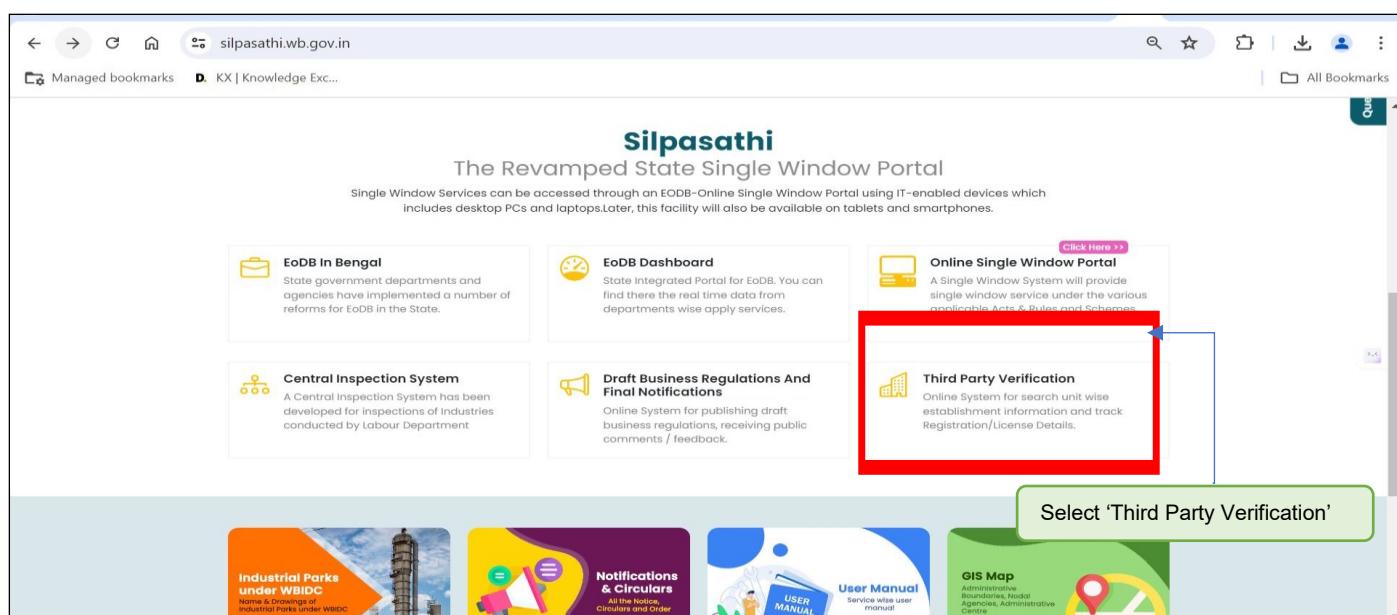
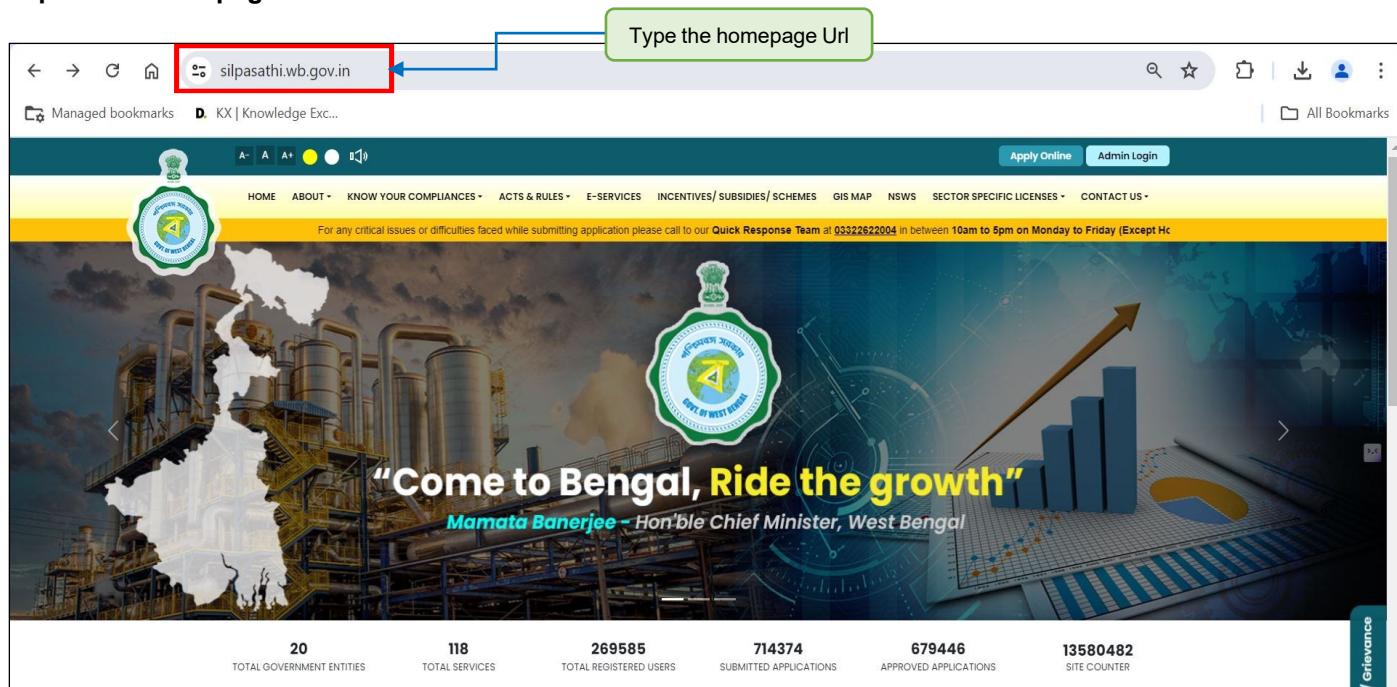
### Third party verification process

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

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

(Screenshots below):

### SilpaSathi Homepage

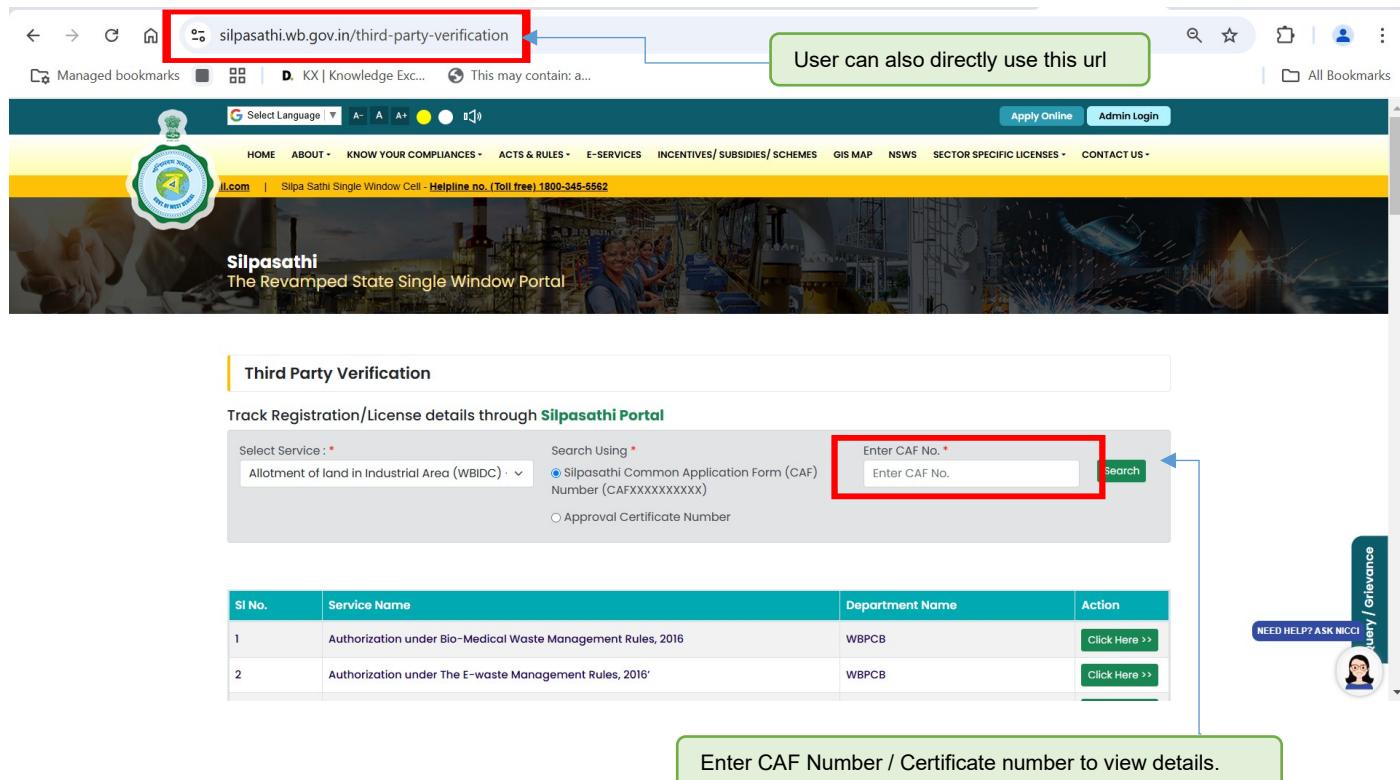


# User Manual

# Allotment of land in Industrial Area- (WBIDC)

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

Applicant selects the service and then select SilpaSathi CAF Number/ Approval Certificate Number. Enter the Certificate or Approval number / CAF Number in the text box beside it and click on 'Search' to view details of certificate.



silpasathi.wb.gov.in/third-party-verification

User can also directly use this url

Third Party Verification

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

Select Service : \*  
Allotment of land in Industrial Area (WBIDC) · v

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

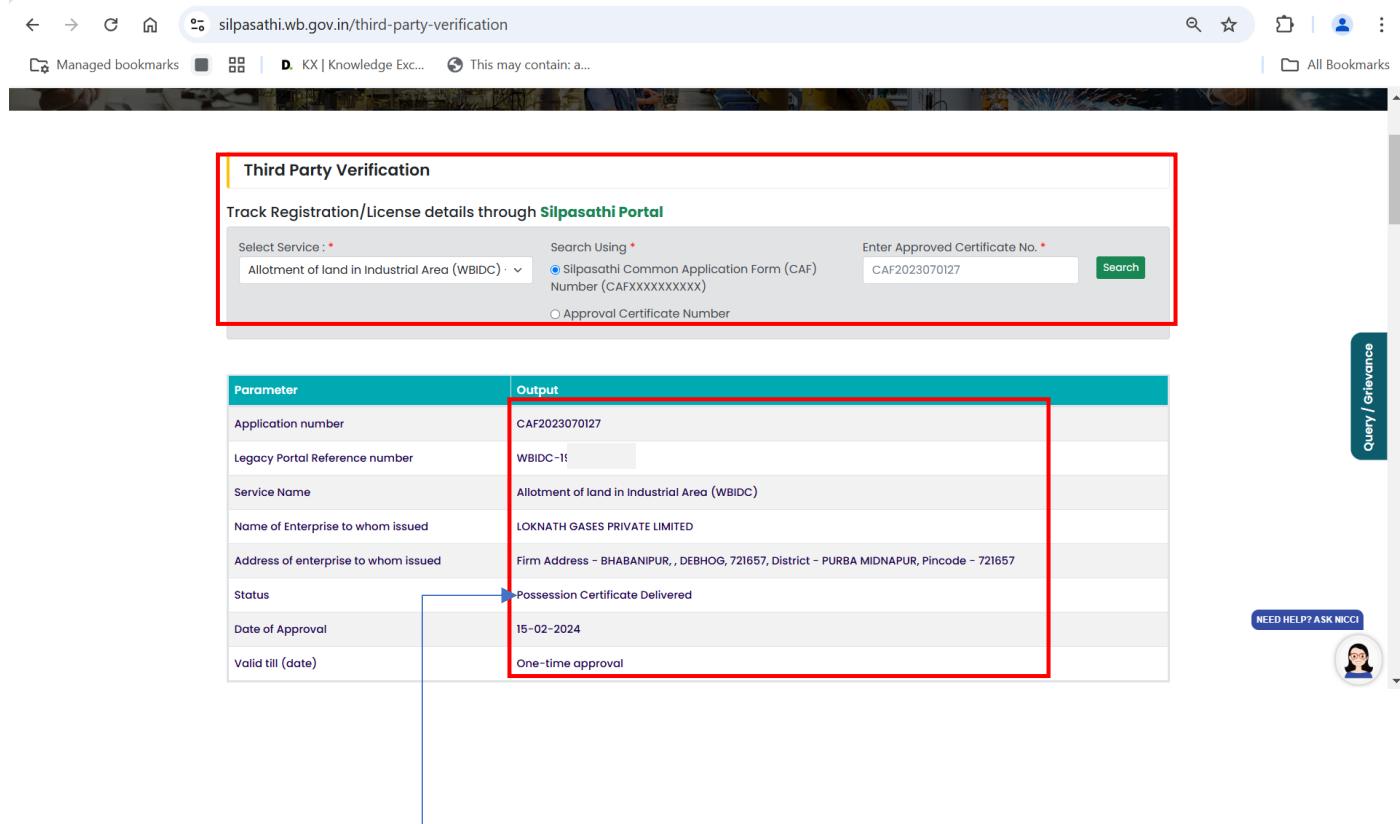
Enter CAF No. \*

Enter CAF Number / Certificate number to view details.

NEED HELP? ASK NICCI

Query / Grievance

The third party can view the details as illustrated below:



silpasathi.wb.gov.in/third-party-verification

Third Party Verification

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

Select Service : \*  
Allotment of land in Industrial Area (WBIDC) · v

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

Enter Approved Certificate No. \*

CAF2023070127

NEED HELP? ASK NICCI

Query / Grievance

Parameter	Output
Application number	CAF2023070127
Legacy Portal Reference number	WBIDC-11
Service Name	Allotment of land in Industrial Area (WBIDC)
Name of Enterprise to whom issued	LOKNATH GASES PRIVATE LIMITED
Address of enterprise to whom issued	Firm Address - BHABANIPUR, , DEBHOG, 721657, District - PURBA MIDNAPUR, Pincode - 721657
Status	Possession Certificate Delivered
Date of Approval	15-02-2024
Valid till (date)	One-time approval

Relevant details of the Certificate as displayed.