Labour Department:

Auto-renewal of license for contractors under provision of The Contracts Labour (Regulation and Abolition) Act, 1970

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

User Manual

User Manual

Auto-renewal of license for contractors under provision of The Contracts Labour (Regulation and Abolition) Act, 1970

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

Table of Contents

NIC

User Manual

Auto-renewal of license for contractors under provision of The Contracts Labour (Regulation and Abolition) Act, 1970

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 for contractors under provision of The Contracts Labour (Regulation and Abolition) Act, 1970"** by **Labour Department, Govt. of West Bengal** through Single window of the State, 'SilpaSathi'. The service is integrated with the Single Window (SilpaSathi) and can be accessed through the SilpaSathi portal. This document has been designed as a user-friendly guide to assist applicants in filling their application forms. It will help them to familiarise with the entire procedure in a seamless manner for successful submission of application and download final Approval certificate from the SilpaSathi portal without the requirement of physical visit to the Department(s).

Salient Features of Silpasathi Portal:

- The Single Window Portal of the State of West Bengal (SilpaSathi) allows seamless integration with portals of different government departments thereby providing single login credential for various applications, eliminating the need to provide common information multiple times in different forms of various Departments, and ensuring all clearances are available from a single portal.
- It serves as a digital gateway for providing the necessary statutory compliances under the applicable Acts, Rules, Policies and Schemes of the Govt of West Bengal from a single portal.
- Business Entrepreneurs can get certificates and licences required for setting up and operating business in the State in a smooth and time-bound manner, smooth and time-bound manner, without the need to visit any government department or office.

About the Service

Auto-renewal of license for contractors under provision of The Contracts Labour (Regulation and Abolition) Act, 1970 aims for renewal of license to regulate the employment of contract labour and improve their working conditions and benefits. The Contracts Labour (Regulation and Abolition) Act, 1970, aims to regulate and abolish contract labour in India. Typically, licenses are issued for a specific period, and renewal is required before the license expires. 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.

NIC

Auto-renewal of license for contractors under provision of The Contracts Labour (Regulation and Abolition) Act, 1970

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

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.	Work Order	A document that provides details about a task or job and outlines how to complete it

Timeline (WBRTPS)

Auto-renewal of license for contractors under provision of The Contracts Labour (Regulation and Abolition) Act, 1970 is a real-time service and license is issued on a real-time basis.

Instructions related to the application form

Sl. No.	Field Name	Instructions
Factory Information		
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
4.	Occupier Type	Select Occupier Type from dropdown list
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	Micro/ 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
Location of the Factory		
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

User Manual

Auto-renewal of license for contractors under provision of The Contracts Labour (Regulation and Abolition) Act, 1970

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

| Sl. No.	Field Name	Instructions
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.
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

NIC

User Manual

Auto-renewal of license for contractors under provision of The Contracts Labour (Regulation and Abolition) Act, 1970

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

| Sl. No.	Field Name	Instructions
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
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 Enter House No.
	No. of Workers (Permanent)	**No. of Workers (Permanent)**
1.	Men	Men
2.	Women	Women
3.	Adolescent Male	Adolescent Male
4.	Adolescent Female	Adolescent Female
5.	Children Male	Children Male
6.	Children Female	Children Female
	No. of Workers (Contractual)	**No. of Workers (Contractual)**
1.	Men	Men
2.	Women	Women
3.	Adolescent Male	Adolescent Male
4.	Adolescent Female	Adolescent Female
5.	Children Male	Children Male
6.	Children Female	Children Female
Rate of Wages (Including DA & Other & Cash Benefits Paid/ To be paid to each category)		

NIC

User Manual

Auto-renewal of license for contractors under provision of The Contracts Labour (Regulation and Abolition) Act, 1970

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

Rate of Wages (Including DA & Other & Cash Benefits Paid/ To be paid to each category)		
1.	Unskilled	compensation paid for their labor per period of work or unit of production
2.	Semi-skilled	Semi-skilled
3.	Skilled	Skilled
4.	High-Skilled	High-Skilled
5.	Hour(s) of work	Total hours of work
6.	Overtime wages (per hour)	Enter overtime wages for labour calculated per hour
7.	Number of Annual Leave(s) [in day]	Enter number of days
8.	Number of Casual Leave(s) [in day]	Enter number of days
9.	Number of Sick Leave(s) [in day]	Enter number of days
10.	Number of maternity leave(s) [in day]	Enter number of days

NIC

User Manual

Auto-renewal of license for contractors under provision of The Contracts Labour (Regulation and Abolition) Act, 1970

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

Application Process through SilpaSathi

1. Online Application submission along with online submission of documents

In order to complete the user registration, the applicant has log on to **https://silpasathi.wb.gov.in**/ and click on 'Apply online' button.
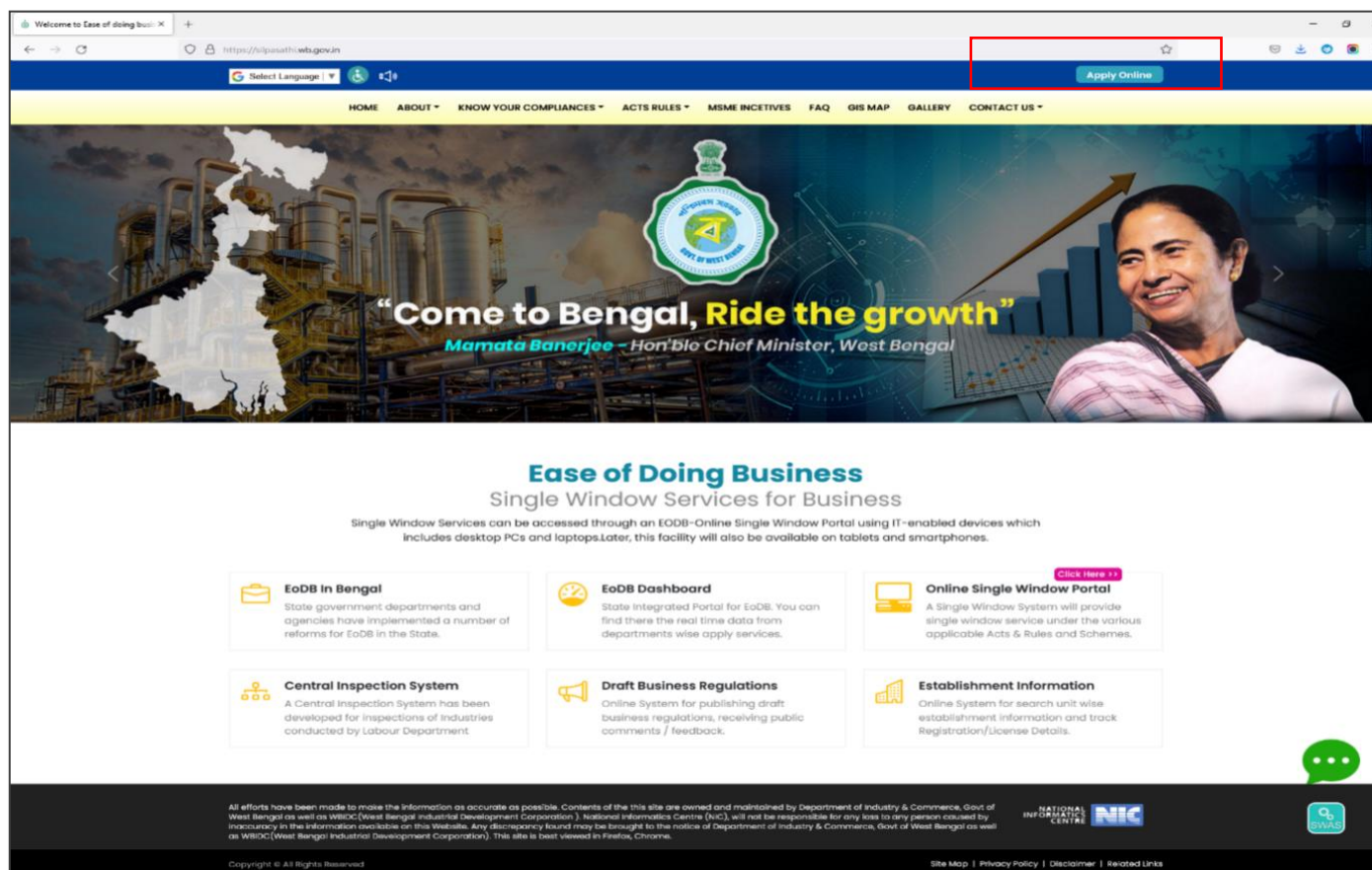
Applicant Log-in: The applicant needs to **select the required category** as illustrated in the screenshot below and **proceed for registration**.

User Manual

Auto-renewal of license for contractors under provision of The Contracts Labour (Regulation and Abolition) Act, 1970

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

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

The '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.**

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

NIC

Auto-renewal of license for contractors under provision of The Contracts Labour (Regulation and Abolition) Act, 1970

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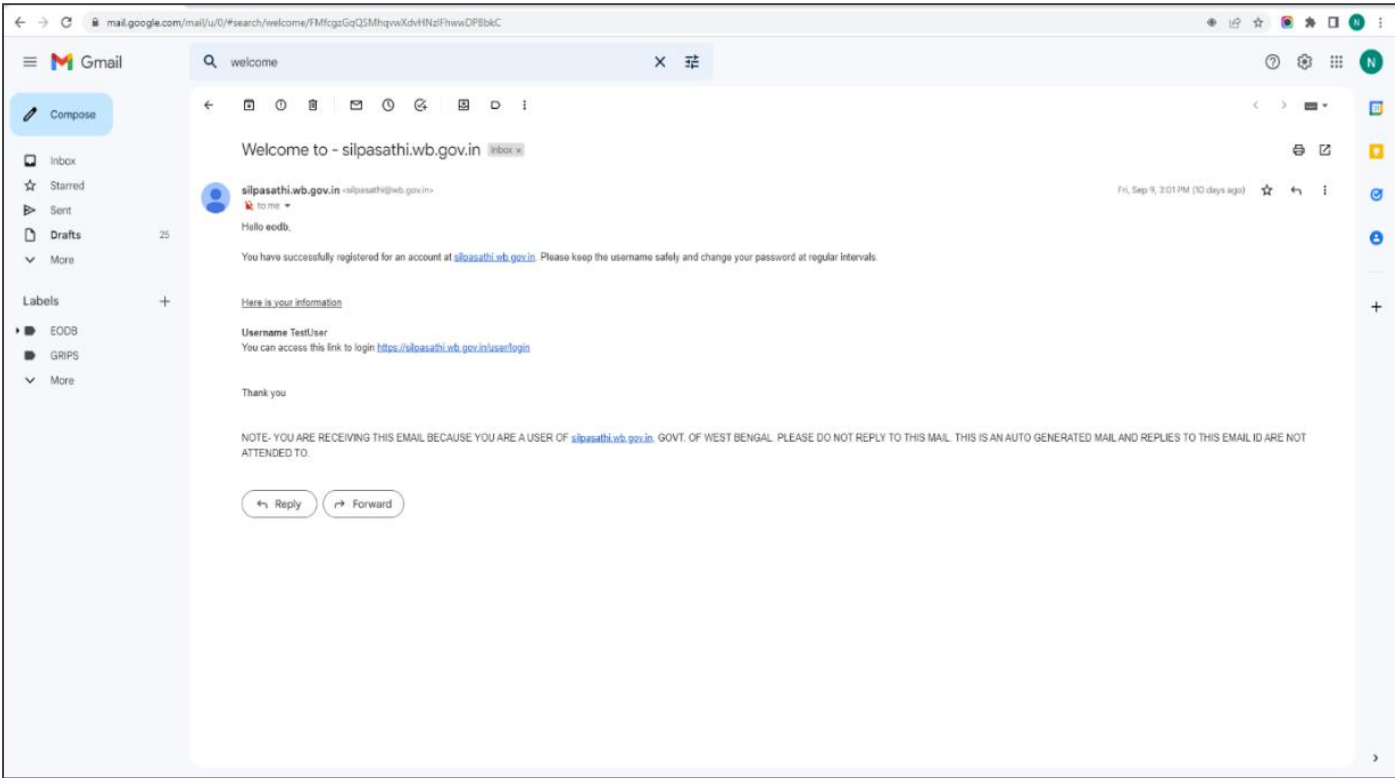
Online Application submission

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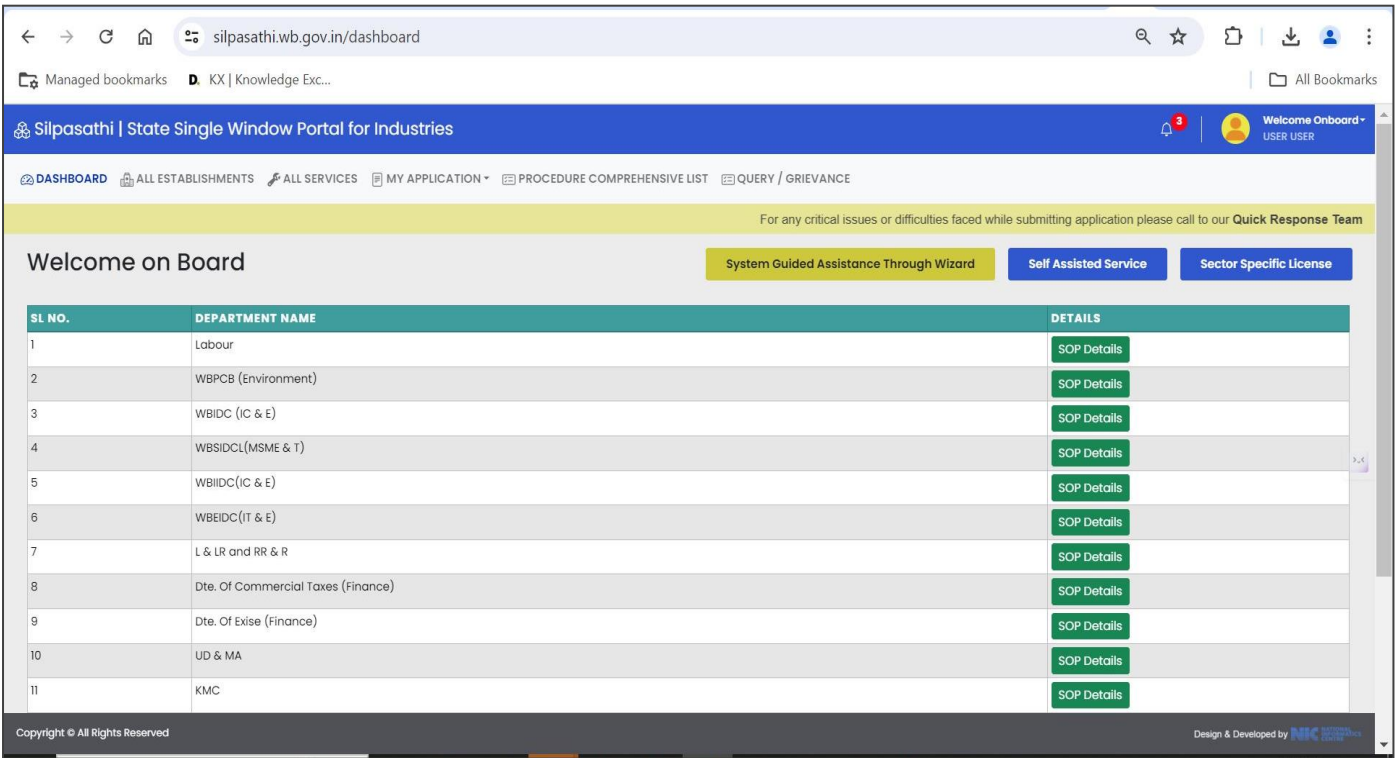
NIC

User Manual

Auto-renewal of license for contractors under provision of The Contracts Labour (Regulation and Abolition) Act, 1970

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

The applicant has to click on 'ALL SERVICES' to view the list of all services mapped with their corresponding departments.
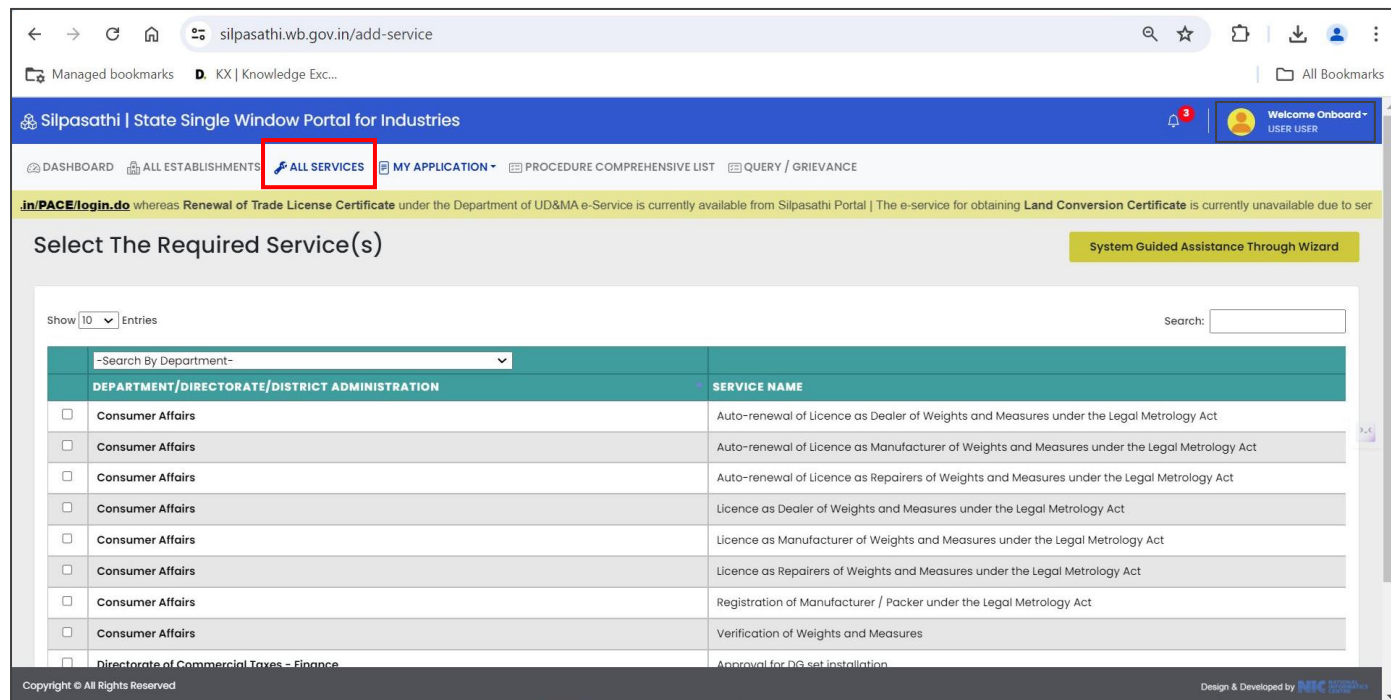
Once done, a list of services will appear. Applicants need to click on the checkbox adjacent to the service named '***Auto-renewal of license for contractors under provision of The Contracts Labour (Regulation and Abolition) Act, 1970***'
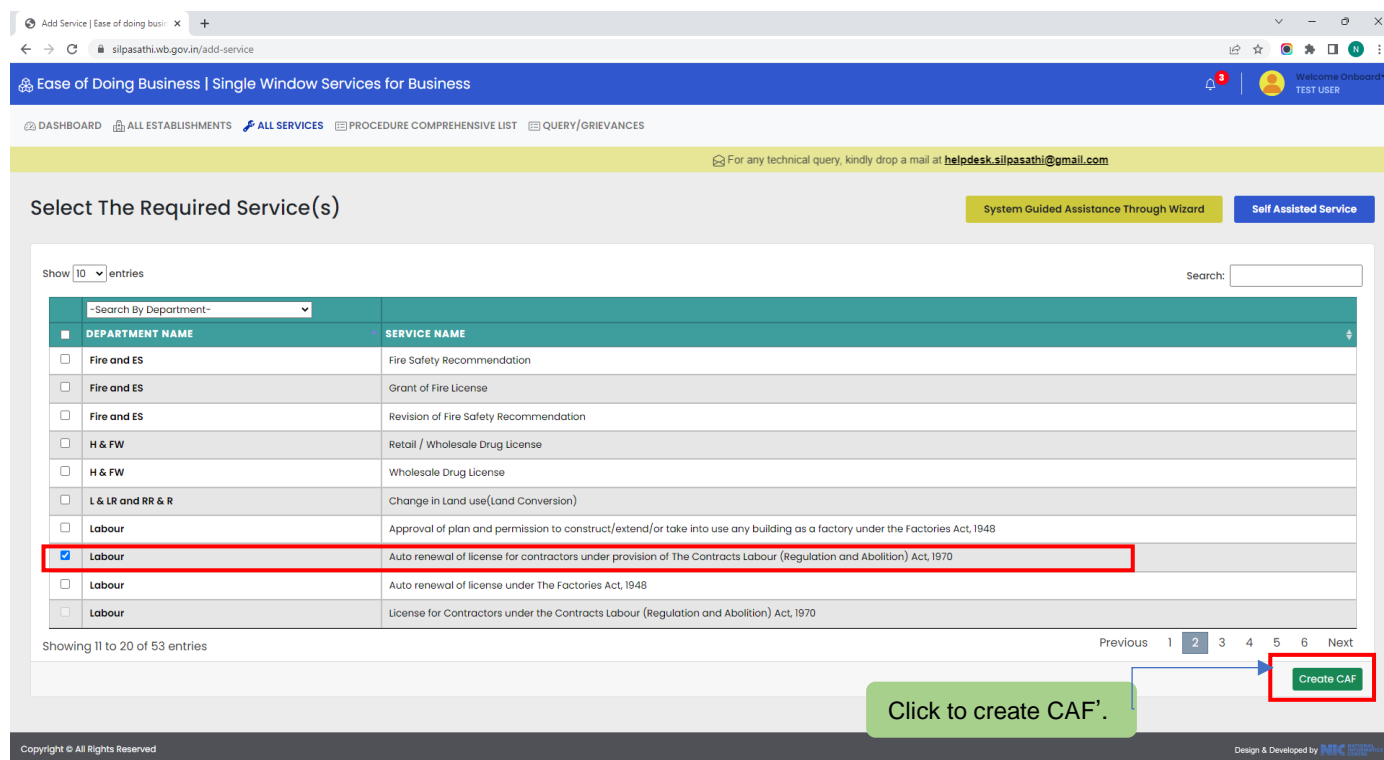
User Manual

Auto-renewal of license for contractors under provision of The Contracts Labour (Regulation and Abolition) Act, 1970

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

After selecting the service '**Auto-renewal of license for contractors under provision of The Contracts Labour (Regula-tion and Abolition) Act, 1970**, the applicant has to click on **'Create CAF'**. Applicant's CAF ID will be created. The unique CAF ID is referred to as the common application form.

Applicant's Dashboard

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

User Manual

Auto-renewal of license for contractors under provision of The Contracts Labour (Regulation and Abolition) Act, 1970

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

The applicant is required to enter **Form V serial number** after which the details are auto populated in the application form.

Note: **Form V of the Contract Labour Act is a certificate from a principal employer to a contractor in India. It certifies that the contractor has met all the requirements of the contract and that the employer will abide by the provisions of the Contract Labour (Regulation and Abolition) Act, 1970**

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

NIC

User Manual

Auto-renewal of license for contractors under provision of The Contracts Labour (Regulation and Abolition) Act, 1970

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

Upload Work order.

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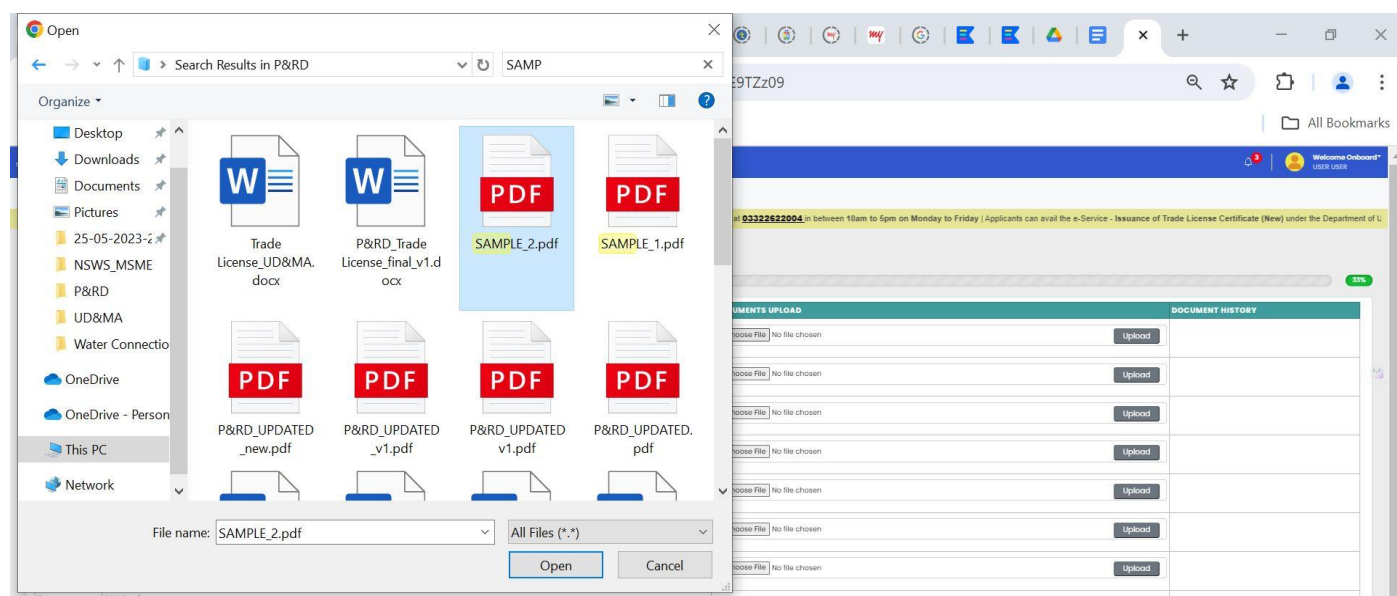
The applicant is required to upload **required documents** in **pdf format** as illustrated in the screenshots. After filling the application form and uploading the required documents the applicant has to click on '**Save and Continue'** to proceed with the application.

NIC

User Manual

Auto-renewal of license for contractors under provision of The Contracts Labour (Regulation and Abolition) Act, 1970

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

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

NIC

User Manual

Auto-renewal of license for contractors under provision of The Contracts Labour (Regulation and Abolition) Act, 1970

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

Declaration statement

Click on submit for submission of application.

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

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

Application status updated.

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.

NIC

User Manual

Auto-renewal of license for contractors under provision of The Contracts Labour (Regulation and Abolition) Act, 1970

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

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
2:03 pm

Application status notified through SMS.

Application status notified through email.

mail.google.com/mail/u/0/#inbox/FMfcgzGqQcsLplhqHpFCLTGqCtKxsHQW

Gmail

Q Search in mail

Compose

Inbox
Starred
Sent
Drafts   26
More

Labels   +

Common Application Submitted - silpasathi.wb.gov.in   Inbox x

silpasathi.wb.gov.in <silpasathi@wb.gov.in>   11:07 AM (3 hours ago)
to me

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

NOTE- YOU ARE RECEIVING THIS EMAIL BECAUSE YOU ARE A USER OF silpasathi.wb.gov.in, GOVT. OF WEST BENGAL. PLEASE DO NOT REPLY TO THIS MAIL. THIS IS AN AUTO GENERATED MAIL AND REPLIES TO THIS EMAIL ID ARE NOT ATTENDED TO.

1 of 394

NIC

User Manual

Auto-renewal of license for contractors under provision of The Contracts Labour (Regulation and Abolition) Act, 1970

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 '**Pay Now**' option and proceed with the payment procedure. The screenshot below provides an illustration:

Applicant's Dashboard

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

User Manual

Auto-renewal of license for contractors under provision of The Contracts Labour (Regulation and Abolition) Act, 1970

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.

Payment amount displayed.

NIC

User Manual

Auto-renewal of license for contractors under provision of The Contracts Labour (Regulation and Abolition) Act, 1970

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

NIC

User Manual

Auto-renewal of license for contractors under provision of The Contracts Labour (Regulation and Abolition) Act, 1970

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

Select payment mode.

Challan generated.

Once done, applicant will be auto directed to **download Form VII** and upload the same with the **signature of the Contractor** and proceed with the Final submit as mentioned in the screenshot below:

User Manual

Auto-renewal of license for contractors under provision of The Contracts Labour (Regulation and Abolition) Act, 1970

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

The preview of Form VII:

NIC

User Manual

Auto-renewal of license for contractors under provision of The Contracts Labour (Regulation and Abolition) Act, 1970

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

Latest Status updated.

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.

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 for contractors under provision of The Contracts Labour (Regulation and Abolition) Act, 1970

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

Latest status updated.

User Manual

Auto-renewal of license for contractors under provision of The Contracts Labour (Regulation and Abolition) Act, 1970

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

4. Online Download of final approval certificate

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

Applicant's Dashboard

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

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

User Manual

Auto-renewal of license for contractors under provision of The Contracts Labour (Regulation and Abolition) Act, 1970

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:

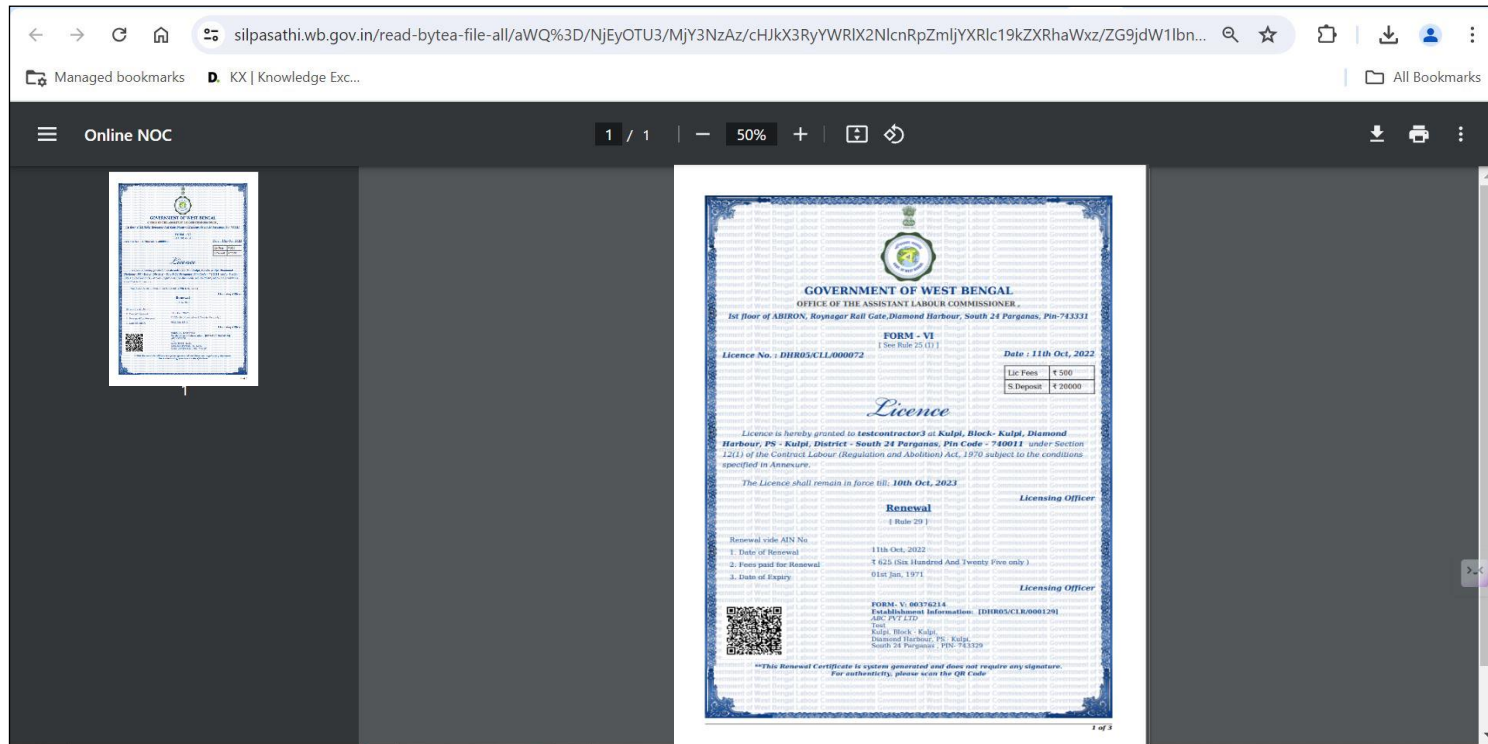**The Final Certificate gets downloaded (Screenshot)**

NIC

User Manual

Auto-renewal of license for contractors under provision of The Contracts Labour (Regulation and Abolition) Act, 1970

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

One Approval certificate document has been illustrated below:

GOVERNMENT OF WEST BENGAL

OFFICE OF THE ASSISTANT LABOUR COMMISSIONER ,

Ist floor of ABIRON, Roynagar Rail Gate,Diamond Harbour, South 24 Parganas, Pin-743331

FORM - VI
[See Rule 25 (1)]

Licence No. : DHR05/CLL/000072   *Date : 11th Oct, 2022*

| Lic Fees | ₹ 500 |
| S.Deposit | ₹ 20000 |

Licence

Licence is hereby granted to **testcontractor3** *at Kulpi, Block- Kulpi, Diamond Harbour, PS - Kulpi, District - South 24 Parganas, Pin Code - 740011 under Section 12(1) of the Contract Labour (Regulation and Abolition) Act, 1970 subject to the conditions specified in Annexure.*

The Licence shall remain in force till: **10th Oct, 2023**

Licensing Officer

Renewal

[Rule 29]

Renewal vide AIN No

1. Date of Renewal   11th Oct, 2022

2. Fees paid for Renewal   ₹ 625 (Six Hundred And Twenty Five only)

3. Date of Expiry   01st Jan, 1971

Licensing Officer

FORM- V: 00376214
Establishment Information: [DHR05/CLR/000129]
ABC PVT LTD
Test
Kulpi, Block - Kulpi,
Diamond Harbour, PS - Kulpi,
South 24 Parganas , PIN- 743329

**This Renewal Certificate is system generated and does not require any signature.
For authenticity, please scan the QR Code

1 of 3

NIC

User Manual

Auto-renewal of license for contractors under provision of The Contracts Labour (Regulation and Abolition) Act, 1970

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.
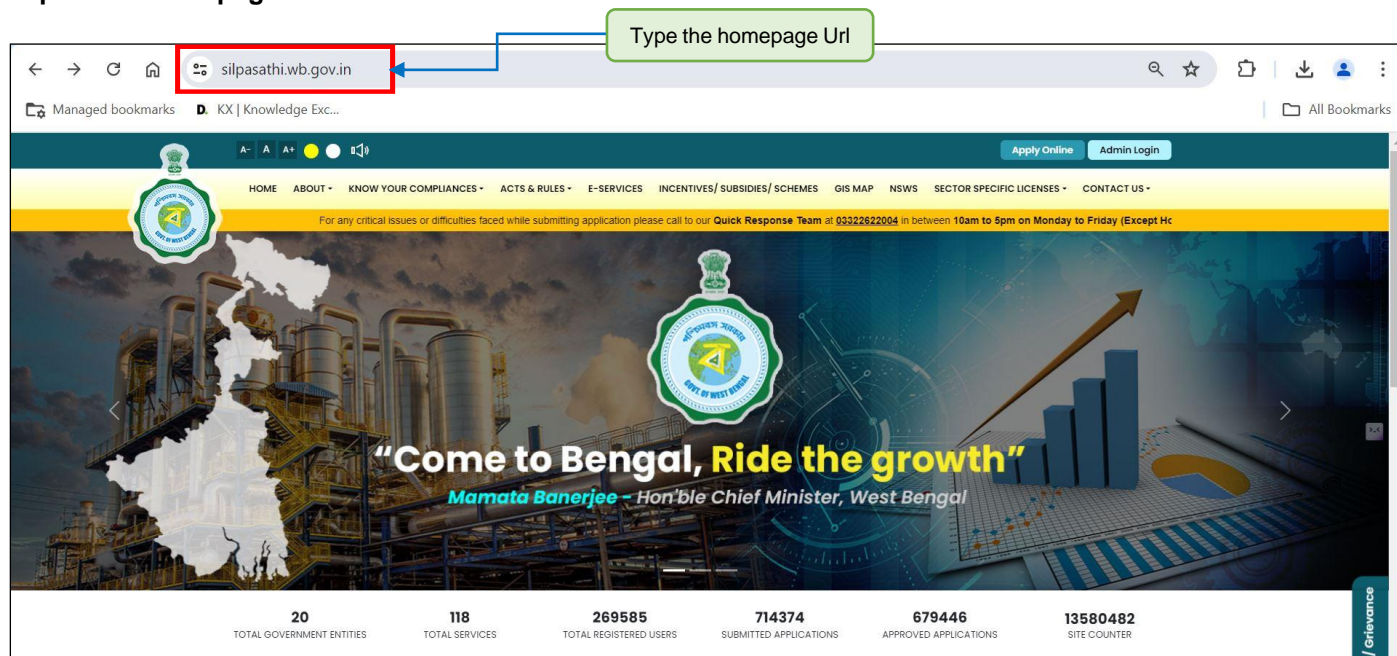
Third party verification process

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

Auto-renewal of license for contractors under provision of The Contracts Labour (Regulation and Abolition) Act, 1970

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

Select 'Third Party Verification'

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.

User can also directly use this url

Enter details.

User Manual

Auto-renewal of license for contractors under provision of The Contracts Labour (Regulation and Abolition) Act, 1970

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

The third party can view the details as illustrated below: