



## **Labour Department:**

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

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

***User Manual***

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# User Manual

## ***Auto-renewal of license 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)

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# User Manual

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

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## 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.

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

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## 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                         |

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| 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                                   |

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| 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                      |
| <b>Occupier Permanent Address</b>   |                   |                                     |
| 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.               |
| <b>No. of Workers (Permanent)</b>   |                   | <b>No. of Workers (Permanent)</b>   |
| 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                     |
| <b>No. of Workers (Contractual)</b>   |                   | <b>No. of Workers (Contractual)</b> |
| 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                     |
| <b>Rate of Wages (Including DA &amp; Other &amp; Cash Benefits Paid/ To be paid to each category)</b> |                   |                                     |

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

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| 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   |

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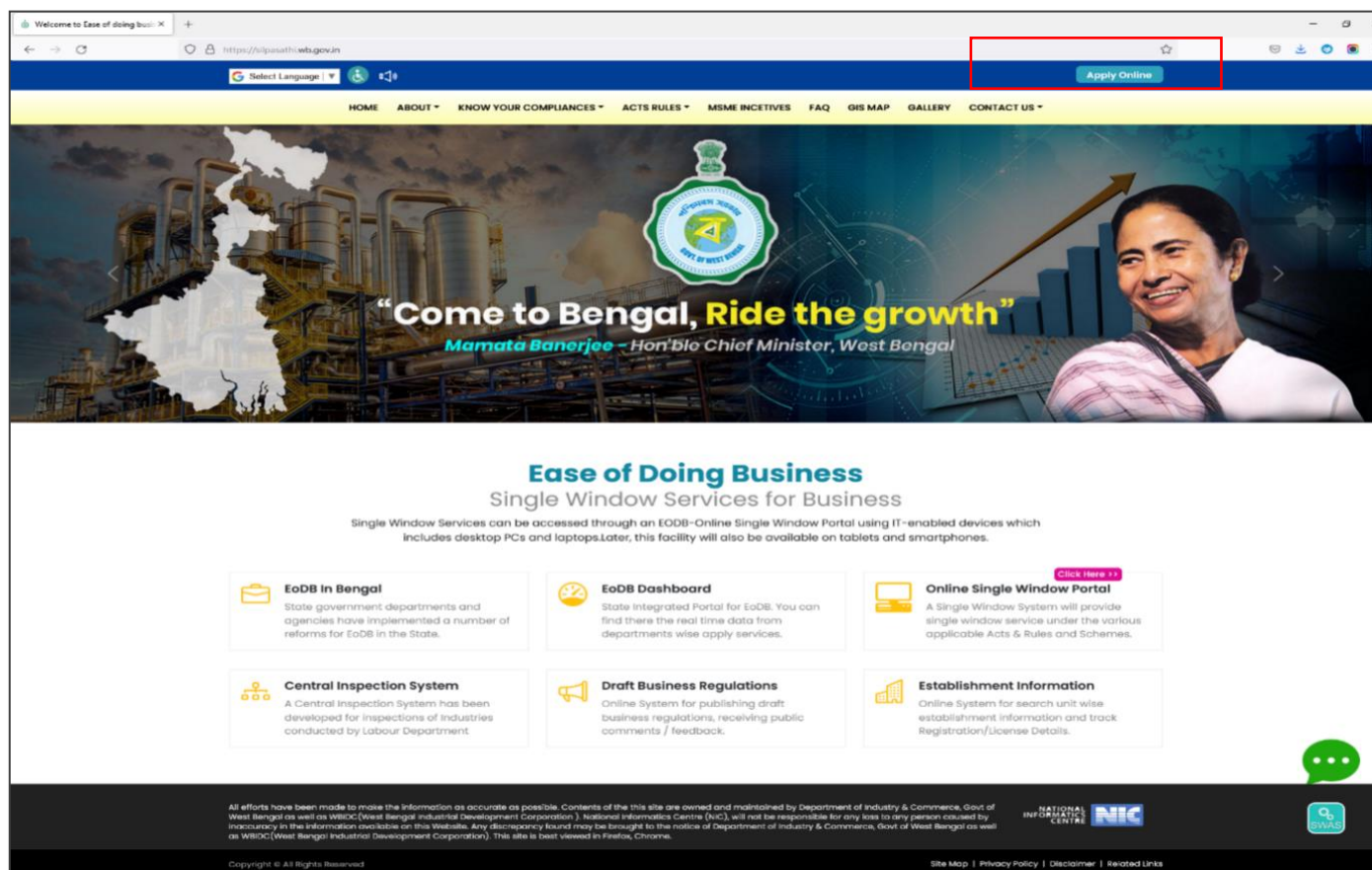
## Auto-renewal of license for contractors under provision of The Contracts Labour (Regulation and Abolition) Act, 1970

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## Application Process through SilpaSathi

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

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



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



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

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Select the required category to proceed with the application.

**Silpasathi**  
State Single Window Portal for Industries

Silpasathi Portal is intended to provide statutory licences/certificates/registrations/renewals/incentives to Industry / Business / Commercial / Charitable Society / Govt. entities.

If you are an Industry / Business / Commercial / Charitable Society / Govt. entity \*

☐ MSME Sector(UDYAM) ☐ Large Industries(IEM PART-A) ☐ Large Industries(IEM PART-B) ☐ Charitable Society

☐ Govt Entities ☐ Exempted Category

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**.

**Ease of Doing Business**  
Single Window Services for Business  
**"To Ride the growth, register your service"**

**User Registration**

First Name  
Middle Name  
Last Name  
Mobile Number  
Email  
Gender ☒ Male ☐ Female ☐ Transgender  
sudhansu  
Password  
Confirm Password  
Register  
Already have an account? [Sign in](#)

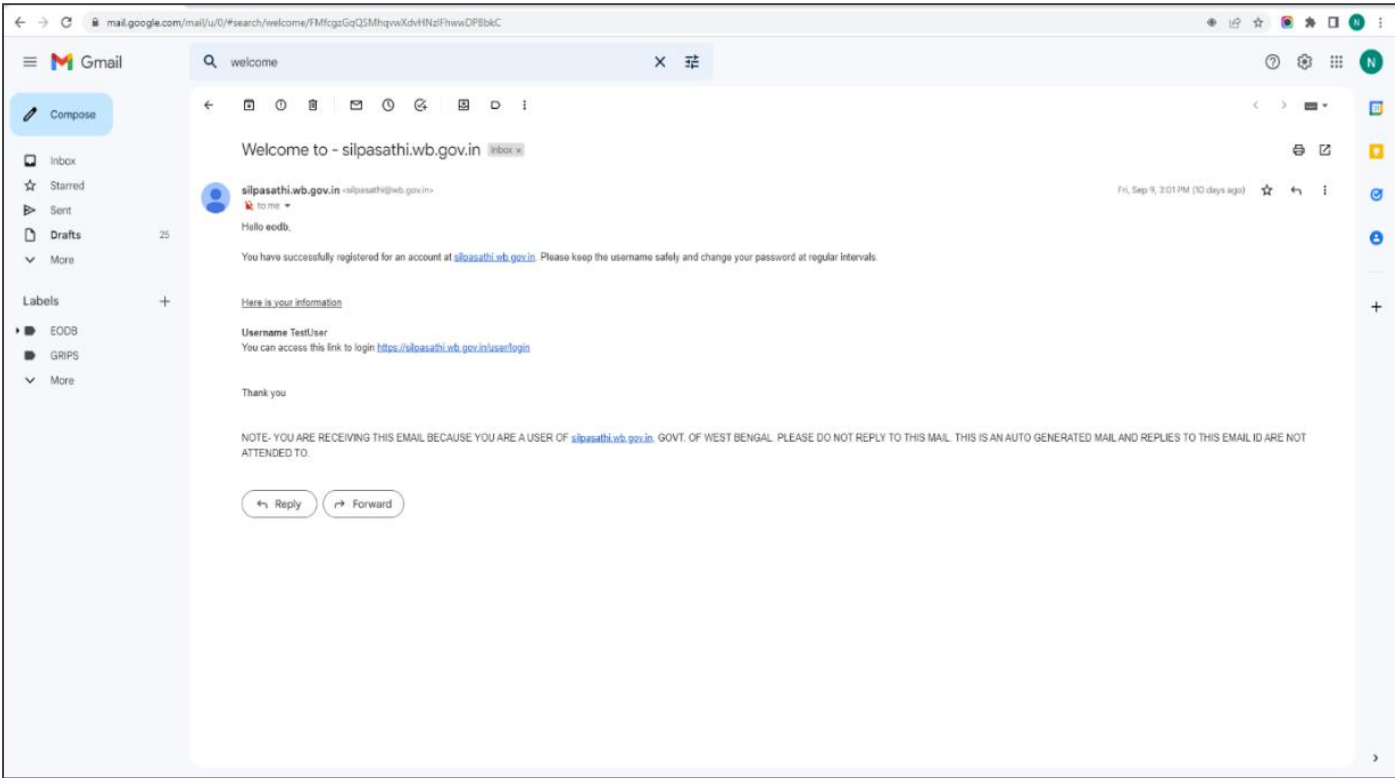
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Applicants will receive email confirmation after registering into the single window portal. Please refer to the screenshot below:

# User Manual

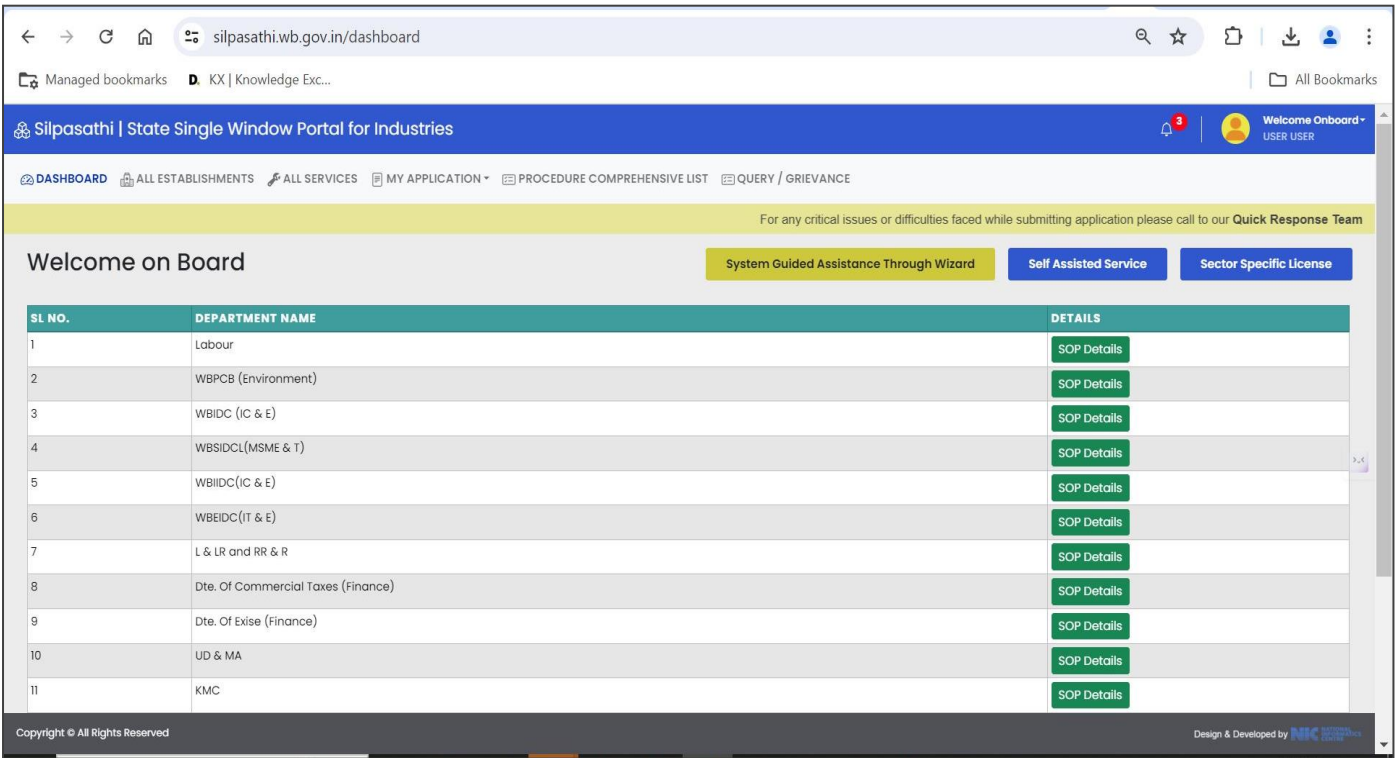
## Auto-renewal of license for contractors under provision of The Contracts Labour (Regulation and Abolition) Act, 1970

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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.

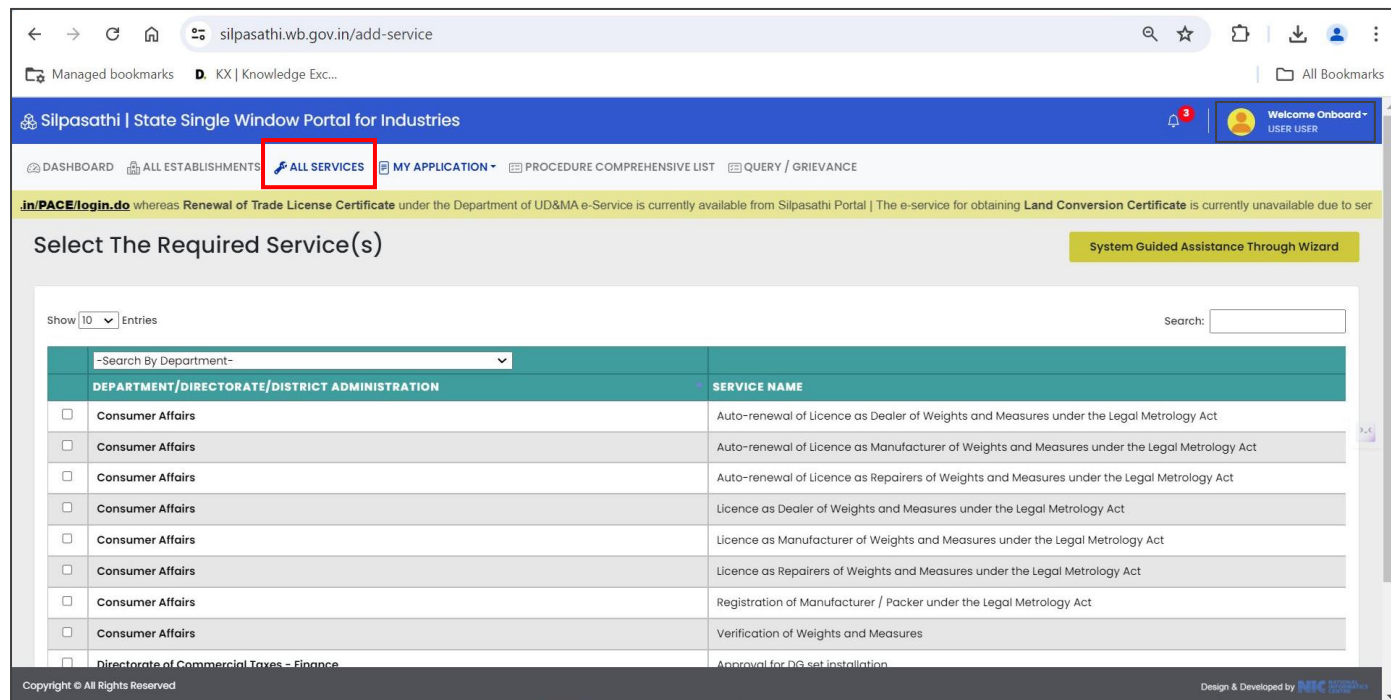


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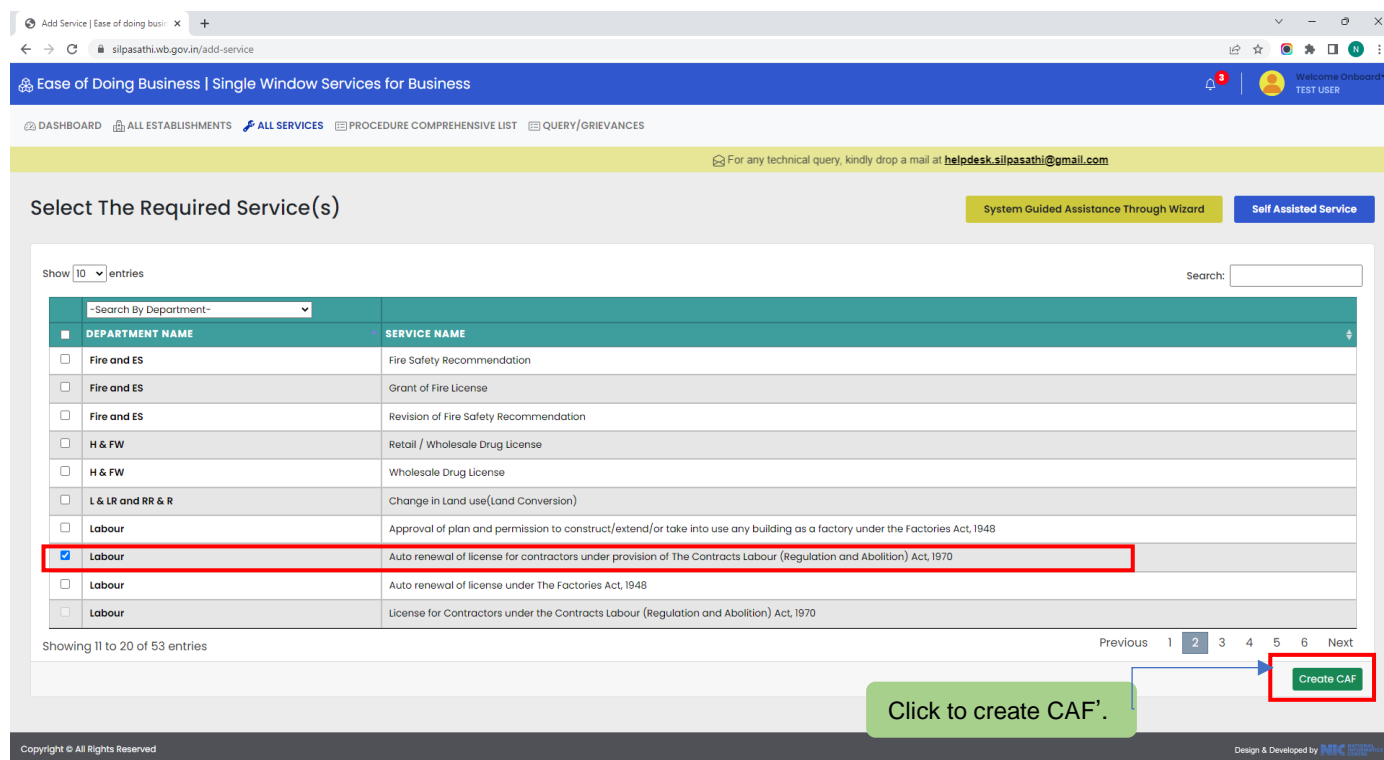
## Auto-renewal of license for contractors under provision of The Contracts Labour (Regulation and Abolition) Act, 1970

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



Once done, a list of services will appear. Applicants need to click on [the checkbox](#) adjacent to the service named '**Auto-renewal of license for contractors under provision of The Contracts Labour (Regulation and Abolition) Act, 1970**'



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After selecting the service '**Auto-renewal of license for contractors under provision of The Contracts Labour (Regulation 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

CAF ID generated.

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

The screenshot displays the 'Ease of Doing Business | Single Window Services for Business' dashboard. A green banner at the top states 'Service Added Successfully'. Below this, there are six service tiles: 'Add Establishment', 'System Guided Assistance Through Wizard', 'Self Assisted Service', 'Licenses For Tourism Industry', 'Query Submission / Tracking', and 'Your Profile'. Under the 'Your Selected Service(s)' section, a table lists the selected service: 'Auto renewal of license for contractors under provision of The Contracts Labour (Regulation and Abolition) Act, 1970'. The table includes a progress bar showing the status: 'Data saved/Fees Pending', 'Fees Paid/Form -VII Upload Pending', 'Final Submit', and 'Issued'. A green 'Apply Online' button is visible next to the service entry. The dashboard also shows the 'BUSINESS REFERENCE ID : CAF2022000648' and a 'Check Status' button.

| SL NO. | SERVICE   | ACTION |
|--------|---|--------|
| 1      | Auto renewal of license for contractors under provision of The Contracts Labour (Regulation and Abolition) Act, 1970 (WBRTPS Timeline: Real Time)<br>● Data saved/Fees Pending ● Fees Paid/Form -VII Upload Pending ● Final Submit ● Issued |        |

BUSINESS REFERENCE ID : CAF2022000648

Check Status

BUSINESS REFERENCE ID : CAF2022000645

Check Status

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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):

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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.

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Upload Documents - CAF2022000648

Great! Doing... 33%

Work Order

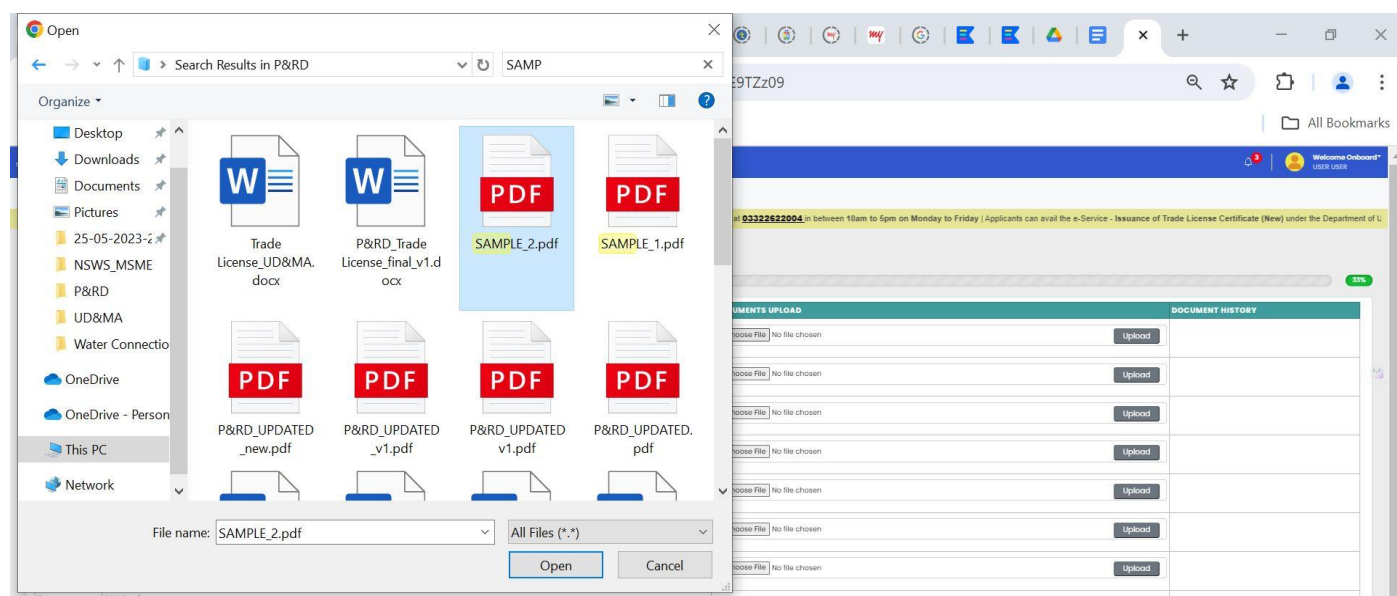
Choose File No file chosen

Upload

Save & Continue >>

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.



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Upload Documents | Ease of doing business

silpasathi.wb.gov.in/caf/upload-document/ctjWMFNvkhGd0d4tk9DRW5aVUEzUT09

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)

uploaded

Upload Documents - CAF2022000648

Great! Doing...

Work Order

sample.pdf

Remove

Save & Continue >>

Click to continue with the application process.

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

Common Application Form Preview | Ease of doing business

silpasathi.wb.gov.in/caf/application-preview/ctjWMFNvkhGd0d4tk9DRW5aVUEzUT09

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)

Documents successfully uploaded.

Documents successfully uploaded.

Common Application Form Preview - CAF2022000648

Almost Completed

| PARAMETERS                                       | INPUTS  |
|--|---|
| Form-V Serial Number                             | 376214  |
| <b>1. Name And Location of the Establishment</b> |   |
| Name of establishment                            | ABC PVT LTD   |
| Location of establishment                        | Test<br>kulpi, Kulpi, Diamond Harbour, South 24 Parganas, PS~Kulpi, PIN- 743329         |
| Registration Number                              | DHR05/CLR/000129  |
| <b>2. Name &amp; address of the contractor</b>   |   |
| Name of the Contractor                           | testcontractor3   |
| Address of the Contractor                        | test address<br>kulpi, Kulpi, Diamond Harbour, South 24 Parganas, PS~Kulpi, PIN- 740011 |
| Worksite Address                                 | ABC PVT LTD<br>kulpi, Kulpi, Diamond Harbour, South 24 Parganas, PS~Kulpi, PIN- 743329  |
| <b>3. Particular of Contract labour</b>          |   |
| Co-operative Society                             | No  |
| License Number and Date                          | DHR05/CLR/000072, Date:11/10/2022   |

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Common Application Form Preview

silpasathi.wb.gov.in/cat/application-preview/ctJWMFNvekhGd0d4Tk9DRW5aVUEzUT09

|  |                           |
|--|---------------------------|
| Contribution made under the Employees State Insurance Act,1984                                 | NIL                       |
| Whether the license of the contractor was suspended or revoked                                 | 22nd Sep, 2022            |
| Contribution made under the Employees Provident Fund and Miscellaneous Provisions Act,1952     | NIL                       |
| Maximum no. of contract labour employed by the contractor on any day                           | 200 (Two Hundred) head(s) |
| <b>4. Other Condition of service like leave, Holidays etc. of the contract labour</b>          |                           |
| Daily hours of work and spread over  | 5 hr(s) and NIL           |
| Whether weekly holiday observed was on which day   | Not Applicable            |
| Whether weekly holiday so observed was paid holiday  | NIL                       |
| Number of Annual leave   | 3                         |
| Number of Casual leave   | 4                         |
| Number of Earned leave   | NIL                       |
| Number of Sick leave   | 3                         |
| Number of Maternity leave  | 5                         |
| Number of Other leave  | 6                         |
| <b>5. Rate of Wages, DA and other cash benefits paid / to be paid to each category</b>         |                           |
| Rate of wages,DA and Other cash benefits paid/ to be paid to Unskilled of contract labour      | 1                         |
| Rate of wages,DA and Other cash benefits paid/ to be paid to Semi-skilled of contract labour   | 2                         |
| Rate of Wages,DA and Other cash benefits paid/ to be paid to Skilled of contract labour        | 3                         |
| Rate of Wages,DA and Other cash benefits paid/ to be paid to Highly-skilled of contract labour | 4                         |

**UPLOADED SUPPORTING DOCUMENTS**

|            |      |
|------------|------|
| Work Order | View |
|------------|------|

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

Declaration statement

Click on submit for submission of application.

Submit

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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.

Common Application Form Preview

silpasathi.wb.gov.in/cat/submitted/b2Jsl1A1WEkrQ09hZFPnbklIMVpUQT09/ctJWMFNvekhGd0d4Tk9DRW5aVUEzUT09

Ease of Doing Business | Single Window Services for Business

WELCOME ONBOARD  
TEST USER

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

**Current Status-CAF2022000648**

| NAME OF THE SERVICES   | CURRENT STATUS                      | DATE      |
|--|-------------------------------------|-----------|
| Auto renewal of license for contractors under provision of The Contracts Labour (Regulation and Abolition) Act, 1970 | Data saved/Fees Pending             | Completed |
|  | Fees Paid/Form - VII Upload Pending | Pending   |
|  | Final Submit                        | Pending   |
|  | Issued                              | Pending   |

Application status updated.

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



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The diagram illustrates the process of submitting an application and receiving notifications. It features three main components: a message box for application submission, a callout for SMS notification, and a screenshot of an email notification.

**Application Submission Message:**

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 Details (highlighted in red):**

CAF No.: CAF2024XXXXXX  
Dt.: 22-07-2024 14:03:05  
- Silpa Sathi SWP, Govt. of WB

**Notification Callouts:**

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

**Email Notification Screenshot:**

The screenshot shows an email from **silpasathi.wb.gov.in** with the subject **Common Application Submitted - silpasathi.wb.gov.in**. The email body contains the following text:

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](mailto: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.

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

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## 2. Online Payment of fees

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

### Applicant's Dashboard

The screenshot shows the 'Ease of Doing Business | Single Window Services for Business' dashboard. Under 'Your Selected Service(s)', the 'Auto renewal of license for contractors under provision of The Contracts Labour (Regulation and Abolition) Act, 1970' is listed. The status is 'Data saved/Fees Pending'. A red box highlights the 'Pay Now' button. A green box with the text 'Application status updated.' points to the service entry. Another green box with the text 'For proceeding with payment' points to the 'Pay Now' button.

| SL NO. | SERVICE   |
|--------|---|
| 1      | Auto renewal of license for contractors under provision of The Contracts Labour (Regulation and Abolition) Act, 1970 (WB TIPS Timeline: Real Time)<br>Data saved/Fees Pending — Fees Paid/Form - VII Upload Pending — Final Submit — Issued |

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.

The screenshot shows the 'Payments Details-CAF2022000648' page. It includes details of the depositor and service-wise fees. A red box highlights the 'Proceed to Pay' button. A green box with the text 'Click here to proceed with the payment in GRIPS portal.' points to the 'Proceed to Pay' button.

| SL. NO. | NAME OF THE SERVICES   | PURPOSE              | HEAD OF ACCOUNT    | PAYABLE AMOUNT (RS.) |
|---------|--|----------------------|--------------------|----------------------|
| 1       | Auto renewal of license for contractors under provision of The Contracts Labour (Regulation and Abolition) Act, 1970 | License Renewal Fees | 0230-00-106-001-27 | 625                  |
| Total   |  |                      |                    | 625                  |

# 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.

The screenshot shows the GRIPS 2.0 portal interface. The top navigation bar includes links for 'GO TO GRIPS 1.0', 'ABOUT US', 'CIRCULARS', 'CONTACT US', 'INFORMATION', and 'GET HELP'. The main header displays the 'GRIPS 2.0' logo and a search bar. The page is titled 'Payment' and shows a progress bar with three steps: 1. Review and Confirmation, 2. Payment Mode and Bank Selection, and 3. Transaction Details. The 'Review and Confirmation' step is active, displaying a yellow warning box: 'Please review the details carefully below, and click "Verified and Checked" if you are satisfied that all information is reflected correctly.' Below this, the 'Depositor Details' section shows: Depositor Name (Test User), Mobile No. (8999999999), Phone No. (Address1), and Email (testuser@gmail.com). The '1. Labour Department' section shows a total amount of ₹625. The 'Department Details' section shows: Organization Type (Government), Organization Name (Labour Department), User Type (Citizen), Period From (11/10/2022), Period To (11/10/2022), Remarks (Payment for -Auto renewal of license for contractors under provision of The Contracts Labour (Regulation and Abolition) Act, 1970), Identification No (05030120221665486761), and Ref No (CAF2022000648).

The screenshot shows the 'Service and Tax Details' section of the payment process. It displays the '1. Labour Department' section with a total amount of ₹625. The 'Service and Tax Details' section shows: Subservice Name (Receipt-contract labour), HOA Description (The Contract Labour (Regulation & Abolition) Act 1970- Other Receipts), Head of Account (0230-00-106-001-27), and Amount (625). Below this, the 'TOTAL' amount is displayed as ₹625, with a note: 'Rupees Six Hundred And Twenty Five only'. A green callout box points to the 'TOTAL' amount, stating 'Payment amount displayed.' Below the total, there is a checkbox for 'Verified and checked' and a 'NEXT' button.

# 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)

Government Receipt Portal System

wbfrms.gov.in/GRIPS/v2/#/g2-payment/external?uid=9e9b6bf6-8cb8-4eda-a40a-25869ccd2157&data1=8d97b3c0e9fe98c20d2ce4434f37e7406c51201cb91956826fb1e0b60791b8e

1. Labour Department → ₹625

Department Details

|                   |   |                      |               |
|-------------------|---|----------------------|---------------|
| Organization Type | Organization Name   | User Type            | Period From   |
| Government        | Labour Department   | Citizen              | 11/10/2022    |
| Period To         | Remarks   | Identification No    | Ref No        |
| 11/10/2022        | Payment for -Auto renewal of license for contractors under provision of The Contracts Labour (Regulation and Abolition) Act, 1970 | 05030120221665486761 | CAF2022000648 |

Service and Tax Details

|                         |  |                    |        |
|-------------------------|--|--------------------|--------|
| Subservice Name         | HoA Description  | Head of Account    | Amount |
| Receipt-contract labour | The Contract Labour (Regulation& Abolition) Act 1970- Other Receipts | 0230-00-106-001-27 | 625    |

TOTAL ₹625

Rupees Six Hundred And Twenty Five only

Verified and checked

NEXT

Go to GRIPS 1.0

About Us

Circulars & Notifications

Contact Us

Government Receipt Portal System

wbfrms.gov.in/GRIPS/v2/#/g2-payment/external?uid=9e9b6bf6-8cb8-4eda-a40a-25869ccd2157&data1=8d97b3c0e9fe98c20d2ce4434f37e7406c51201cb91956826fb1e0b60791b8e

GO TO GRIPS 1.0 | ABOUT US | CIRCULARS | CONTACT US | INFORMATION | GET HELP

Home

Payment

Review and Confirmation

Payment Mode and Bank Selection

Transaction Details

Payment Mode \*  
SBI EPay

Bank \*  
SBI EPay

BACK

NEXT

Finance Department

Government of West Bengal

# 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)

SBlePay

As per RBI Guidelines all cards (physical and virtual) st

**Payment Details**

Debit/Credit/Prepaid Cards

Please enter your card details

Card Number

Expiry Date/Valid Thru

CVV/CVC 4-DBC

Name of the card holder

Use your GSTIN for claiming input tax (Optional)

Pay Now

Cancel

**Order Summary**

Order No.: 111020222013543642

Merchant Name: GRIPS 2.0

Amount: 625.00

Processing fee:

GST:

Total:

APM ID: PG\_TRANS\_396

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

RuPay MasterCard Verified by VISA

Government Receipt Portal System

GO TO GRIPS 1.0 | ABOUT US | CIRCULARS | CONTACT US | INFORMATION | GET HELP

GRIPS 2.0

Search our pages and functionalities

LOGIN

Finance Department Government of West Bengal

**Transaction Status**

**TRANSACTION MESSAGE**

Payment successful!

Payment ID: 121020222013612159

VIEW CHALLAN DETAILS

DOWNLOAD CHALLAN

Please wait, redirecting to department portal in 8 seconds...

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)

Upload Application Form | Ease of ...

https://silpasathi.wb.gov.in/upload-application-form/9/RndVOUZvVTBDT3hPNG43NDZJM1bQT09/cTJWMFNvkhGd0d4Tk9DRW5aVUEzUT09

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

Upload Application Form - CAF2022000648

Click here to Download Application(Form-VII)

Browse... No file selected.

NOTE :- Form-VII should be download and duly sign by Contractor and uploaded for successful submission of the Application.

<< Back

Click to download Form VII

Click to upload the signed Form VII

UPLOAD

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Design & Developed by NIK

32°C Cloudy

ENG IN 12:07 12-10-2022

### The preview of Form VII:

Menu

Hand Tool

Select Tool

Edit Content

PDF to Word

PDF to Picture

Annotate

130%

1/1

Auto Scroll

Read Mode

Background

Snip and Pin

Find and Replace

Highlight

Note

Create PDF

From single file

From multiple files

From Templates

From scanner

New blank page

**FORM VII**  
(Prescribed under Rule 21(1) of the West Bengal Contract Labour(Regulation & Abolition) Rules)

**Application for Renewal of License**

1.Name & Address of the Contractor: testcontractor3  
test address, kulpi, Kulpi, Diamond Harbour, South 24  
Parganas, PS:-Kulpi, PIN- 740011

2.Number and Date of the License DHR05/CLL/000072 dated on 11/10/2022

3.Date of expiry of the previous license

(i)Maximum no.of contract labour employed by the contractor  
on any day 200

**(ii)Rate of paid to each category(unsilled, semi-skilled,skilled,highly-skilled etc.) of contract  
labour**

Rate of paid to each unsilled category 1

Rate of paid to each semi-skilled category 2

Rate of paid to each skilled category 3

Rate of paid to each highly-skilled category 4

(iii)Daily hours of work and spread over Daily hour(s) 5 hr(s) and spread over 6 hr(s)

(iv)Whether weekly holiday observed and on which day day(s)

**(v)Whether weekly holiday so observed was paid holiday**

**(vi)Whether leave (with wages) allowed (specify Casual leave,Earned leave, and Medical leave  
etc.)**

Annual leave 3

Casual leave 4

Sick leave 3

Maternity leave 5

Other leave 6

Special benefits provided, if any

Navigation

1/1

130%

# 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)

Common Application Form Preview X

https://silpasathi.wb.gov.in/caf/submitted/RndVOUZvVTBDT3hPNG43NDZJM1zQT09/cTJWMFNvekhGd0d4tK9DRW5aVUEzUT09

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

Current Status-CAF2022000648

| NAME OF THE SERVICES   | CURRENT STATUS | DATE |
|--|----------------|------|
| Auto renewal of license for contractors under provision of The Contracts Labour (Regulation and Abolition) Act, 1970 | Completed      |      |
| Data saved/Fees Pending  | Completed      |      |
| Fees Paid/Form - VII Upload Pending  | Completed      |      |
| Final Submit   | Completed      |      |
| Issued   | Completed      |      |

Latest Status updated.

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Design & Developed by NIC

### 3. Track Status of Application

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

#### Applicant's Dashboard

Establishment | Ease of doing business X

https://silpasathi.wb.gov.in/dashboard

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

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

Your Selected Service(s)

BUSINESS REFERENCE ID : CAF2022000648

Check Status

| SL NO. | SERVICE  | ACTION           |
|--------|--|------------------|
| 1      | Auto renewal of license for contractors under provision of The Contracts Labour (Regulation and Abolition) Act, 1970 (WBRTPS Timeline: Real Time)<br>Data saved/Fees Pending Fees Paid/Form - VII Upload Pending Final Submit Issued | Download License |

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)

Common Application Form Preview

https://silpasathi.wb.gov.in/caf/submitted/RndVOUZvVTBDT3hPNG43NDZjM1bQT09/cTJWMFNvekhGd0d4Tk9DRW5aVUEzUT09

Ease of Doing Business | Single Window Services for Business

WELCOME ONBOARD  
TEST USER

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)

Current Status-CAF2022000648

| NAME OF THE SERVICES   | CURRENT STATUS                     | DATE      |
|--|------------------------------------|-----------|
| Auto renewal of license for contractors under provision of The Contracts Labour (Regulation and Abolition) Act, 1970 | Data saved/Fees Pending            | Completed |
|  | Fees Paid/Form -VII Upload Pending | Completed |
|  | Final Submit                       | Completed |
|  | Issued                             | Completed |

Latest status updated.

Design & Developed by



# 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.

The screenshot shows the 'Ease of Doing Business | Single Window Services for Business' dashboard. The user is logged in as 'TEST USER'. The dashboard displays several service tiles: 'Add Establishment', 'System Guided Assistance Through Wizard', 'Self Assisted Service', 'Licenses For Tourism Industry', 'Query Submission / Tracking', and 'Your Profile'. Below these, the 'Your Selected Service(s)' section shows a table with one service: 'Auto renewal of license for contractors under provision of The Contracts Labour (Regulation and Abolition) Act, 1970'. The status bar indicates 'Data saved/Fees Pending' (green), 'Fees Paid/Form -VII Upload Pending' (green), 'Final Submit' (green), and 'Issued' (green). A 'Check Status' button is visible. A green callout box with an arrow points to the 'Download License' button in the 'ACTION' column, which is highlighted with a red border.

| SL NO. | SERVICE   | ACTION           |
|--------|---|------------------|
| 1      | Auto renewal of license for contractors under provision of The Contracts Labour (Regulation and Abolition) Act, 1970 (WBRTPS Timeline: Real Time)<br>Data saved/Fees Pending → Fees Paid/Form -VII Upload Pending → Final Submit → Issued | Download License |

The screenshot shows the 'Application Form View Details - CAF2022000648' page. The page has two main sections: 'PARAMETERS' and 'INPUTS'. Under 'PARAMETERS', there is a list item '1. License(Form-VI)'. Under 'INPUTS', there is a 'Download License' button with a PDF icon, which is highlighted with a red border. A green callout box with an arrow points to this button, with the text 'Click on icon.'

| PARAMETERS          | INPUTS           |
|---------------------|------------------|
| 1. License(Form-VI) | Download License |

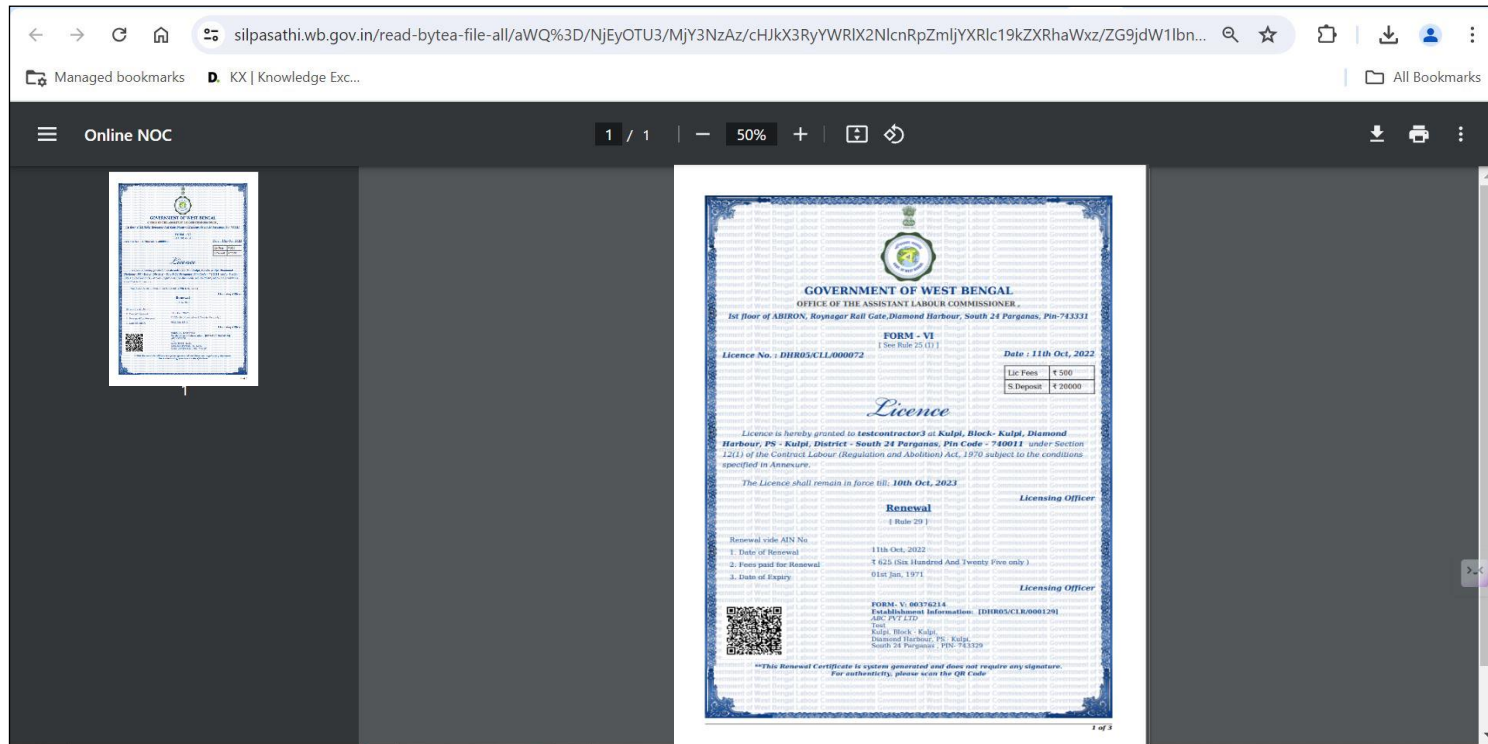
# User Manual

## 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)**



# 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,**  
**1st 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

# 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.

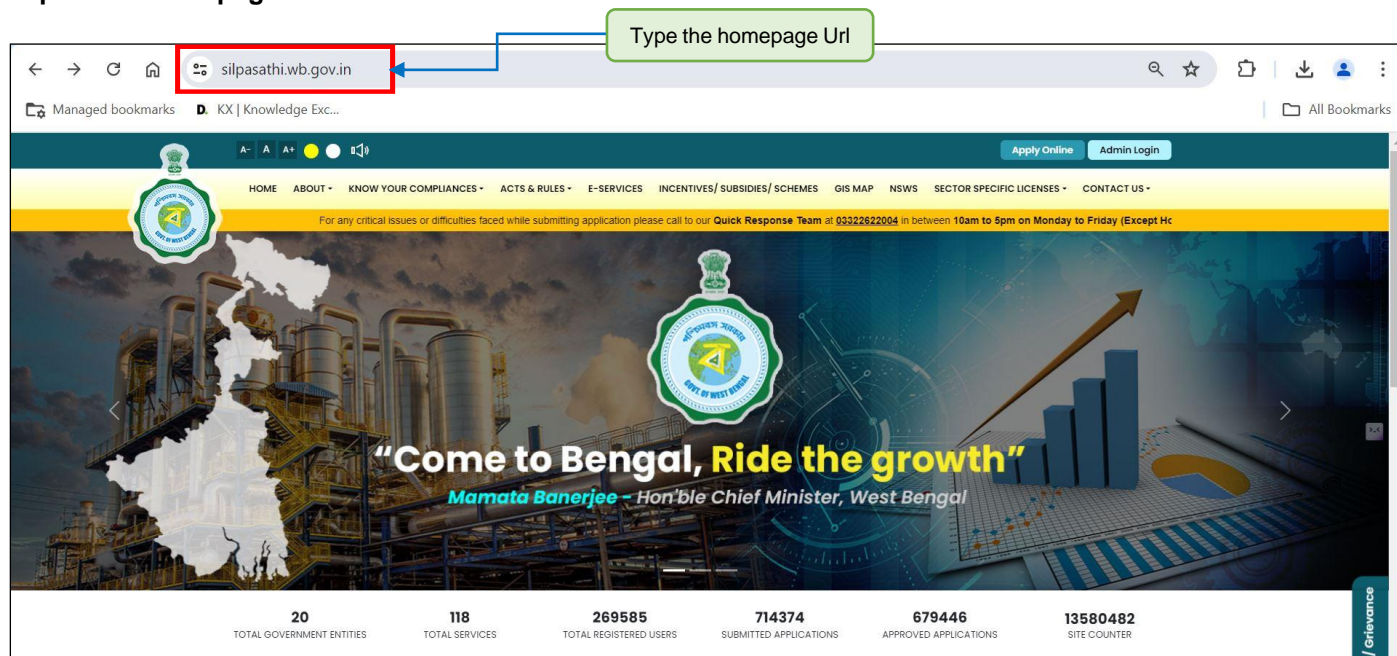
#### Third party verification process

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)

**Silpasathi**  
The Revamped State Single Window Portal

Single Window Services can be accessed through an EODB-Online Single Window Portal using IT-enabled devices which includes desktop PCs and laptops. Later, this facility will also be available on tablets and smartphones.

**EoDB in Bengal**  
State government departments and agencies have implemented a number of reforms for EoDB in the State.

**EoDB Dashboard**  
State Integrated Portal for EoDB. You can find there the real time data from departments wise apply services.

**Online Single Window Portal**  
A Single Window System will provide single window service under the various applicable Acts & Rules and Schemes.

**Central Inspection System**  
A Central Inspection System has been developed for inspections of Industries conducted by Labour Department

**Draft Business Regulations And Final Notifications**  
Online System for publishing draft business regulations, receiving public comments / feedback.

**Third Party Verification**  
Online System for search unit wise establishment information and track Registration/License Details.

**Industrial Parks under WBIDC**  
Name & Drawings of Industrial Parks under WBIDC

**Notifications & Circulars**  
All the Notice, Circulars and Order

**User Manual**  
Service wise user manual

**GIS Map**  
Administrative Boundaries, Road, Agencies, Administrative Centre

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.

**Third Party Verification**

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

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

Search Using \*  
☒ Silpasathi Common Application Form (CAF) Number (CAFXXXXXXXXXX)  
☐ Approval Certificate Number

Enter CAF No. \*  
Enter CAF No.

| Sl No. | Service Name   | Department Name | Action   |
|--------|--|-----------------|--|
| 1      | Authorization under Bio-Medical Waste Management Rules, 2016 | WBPCB           | <input type="button" value="Click Here &gt;&gt;"/> |
| 2      | Authorization under The E-waste Management Rules, 2016       | WBPCB           | <input type="button" value="Click Here &gt;&gt;"/> |

Enter details.

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

**The third party can view the details as illustrated below:**

NIC