Fire & Emergency Services:

Fire Safety Recommendation

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

User Manual

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Introduction

This document is intended to serve as a User Manual for grant of the service **"Fire Safety Recommendation"** by **Fire & Emergency Services 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

"Fire Safety Recommendation" by Fire & Emergency Services Govt. of West Bengal is required to ensure the safety of individuals and properties, it is essential to have a pre-fire planning strategy in place. The West Bengal Fire and Emergency Services conducts regular checks and inspections to prevent fires from occurring. 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.	Key Location Plan	A key plan is a small map that shows the location of specific elements within a building's overall design
2.	Site Plan	A site plan, also known as a plot plan, is a diagram that shows the existing and proposed conditions of a property or parcel of land

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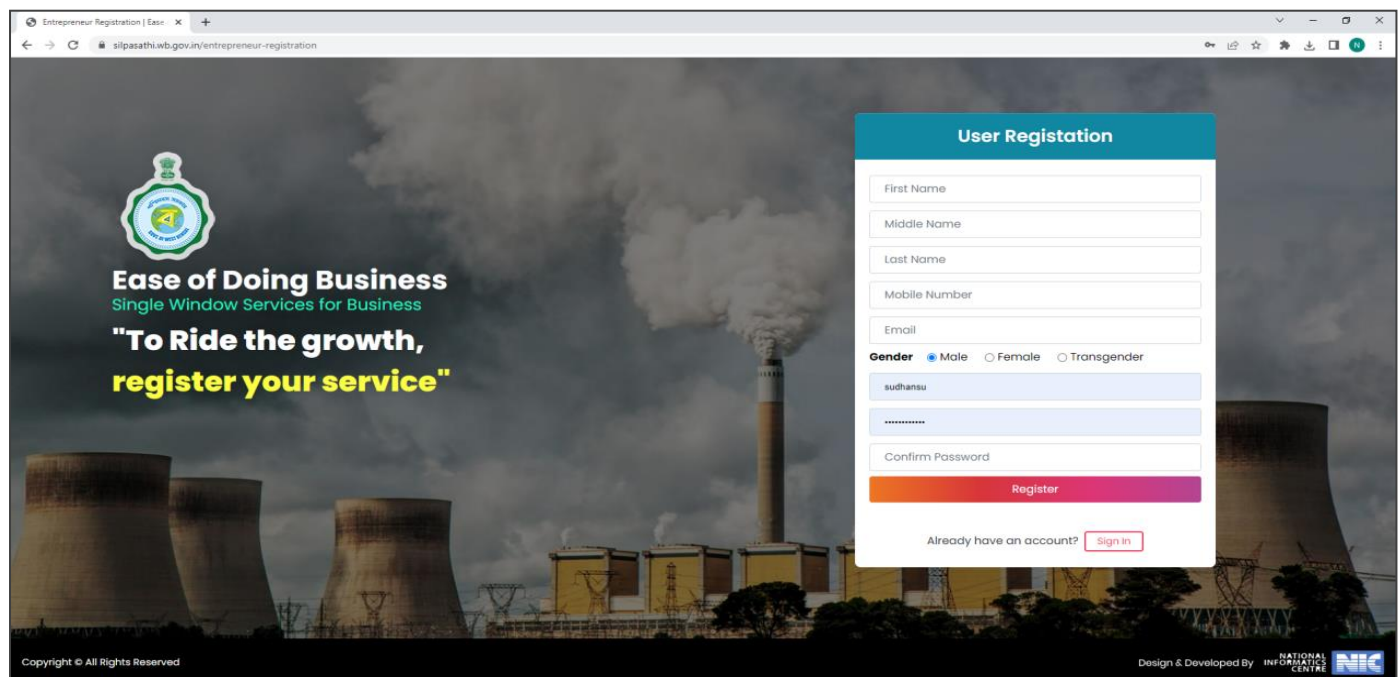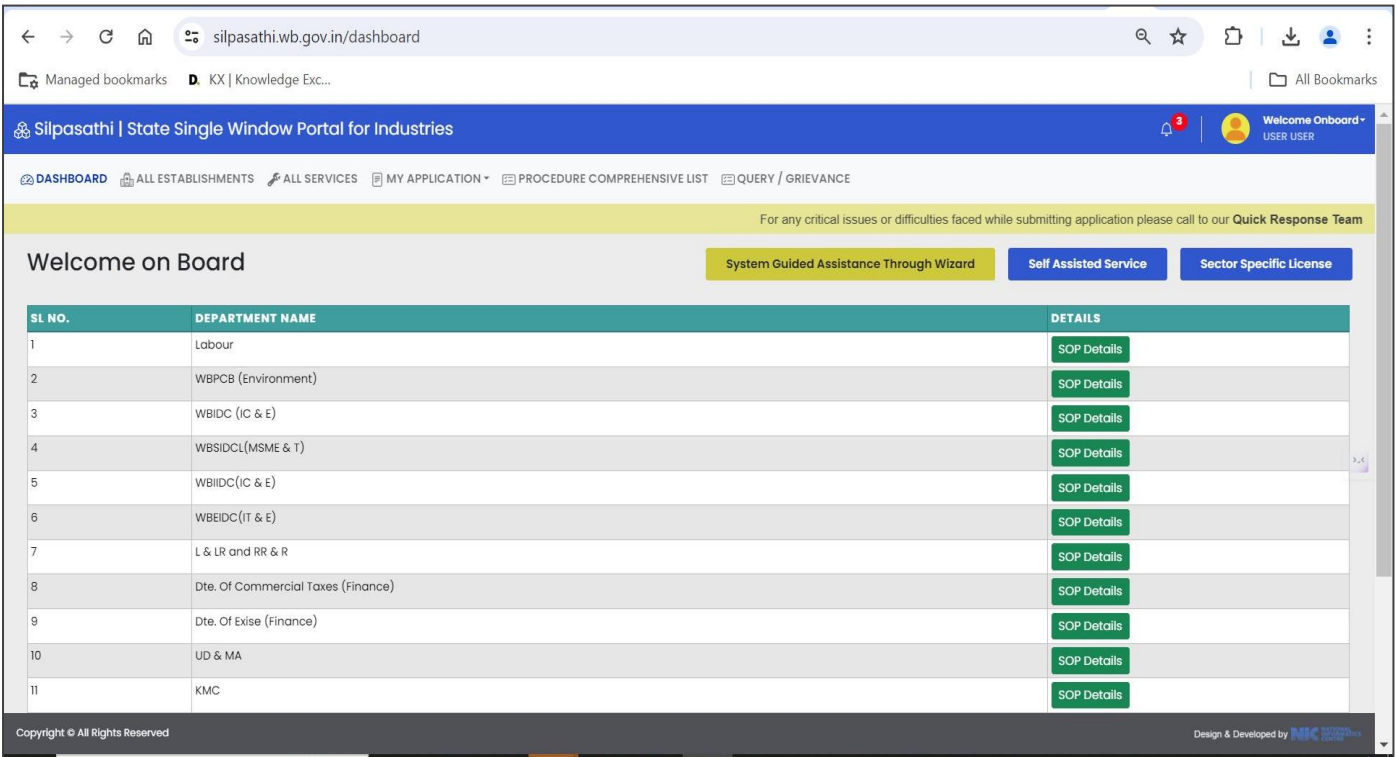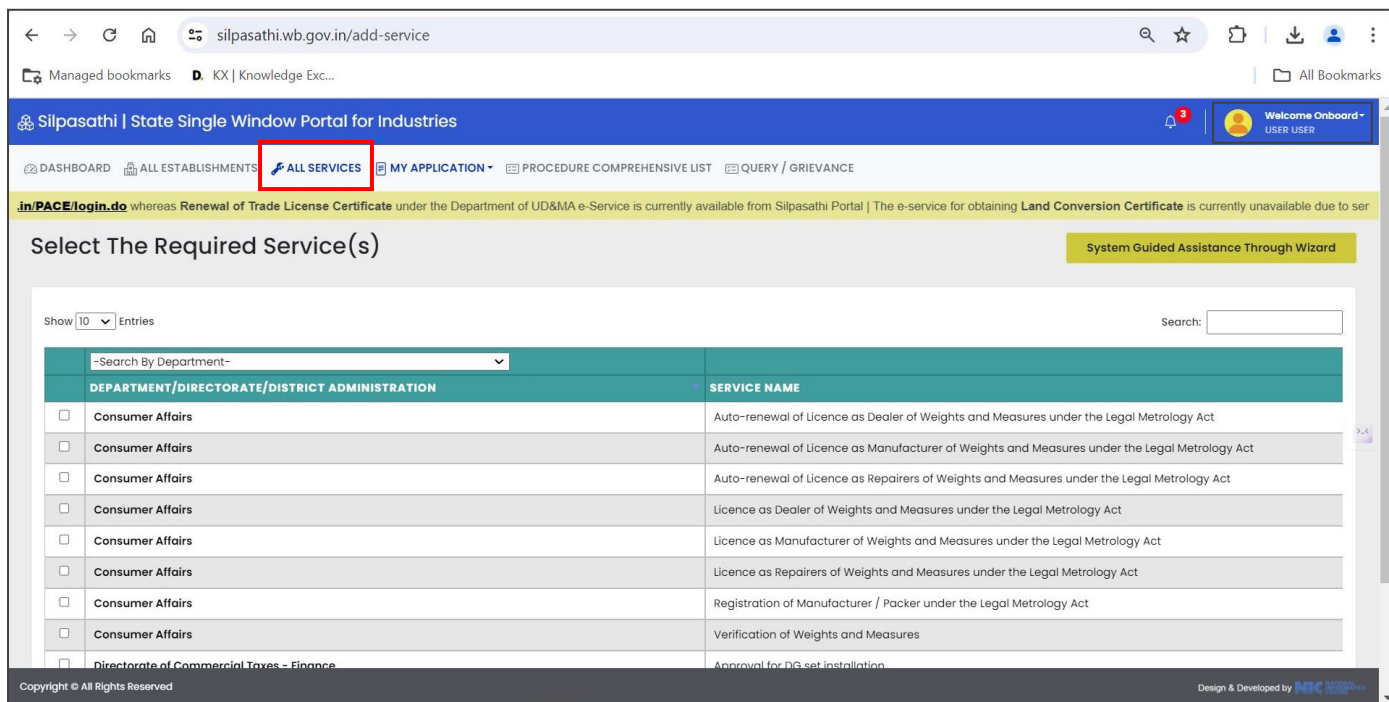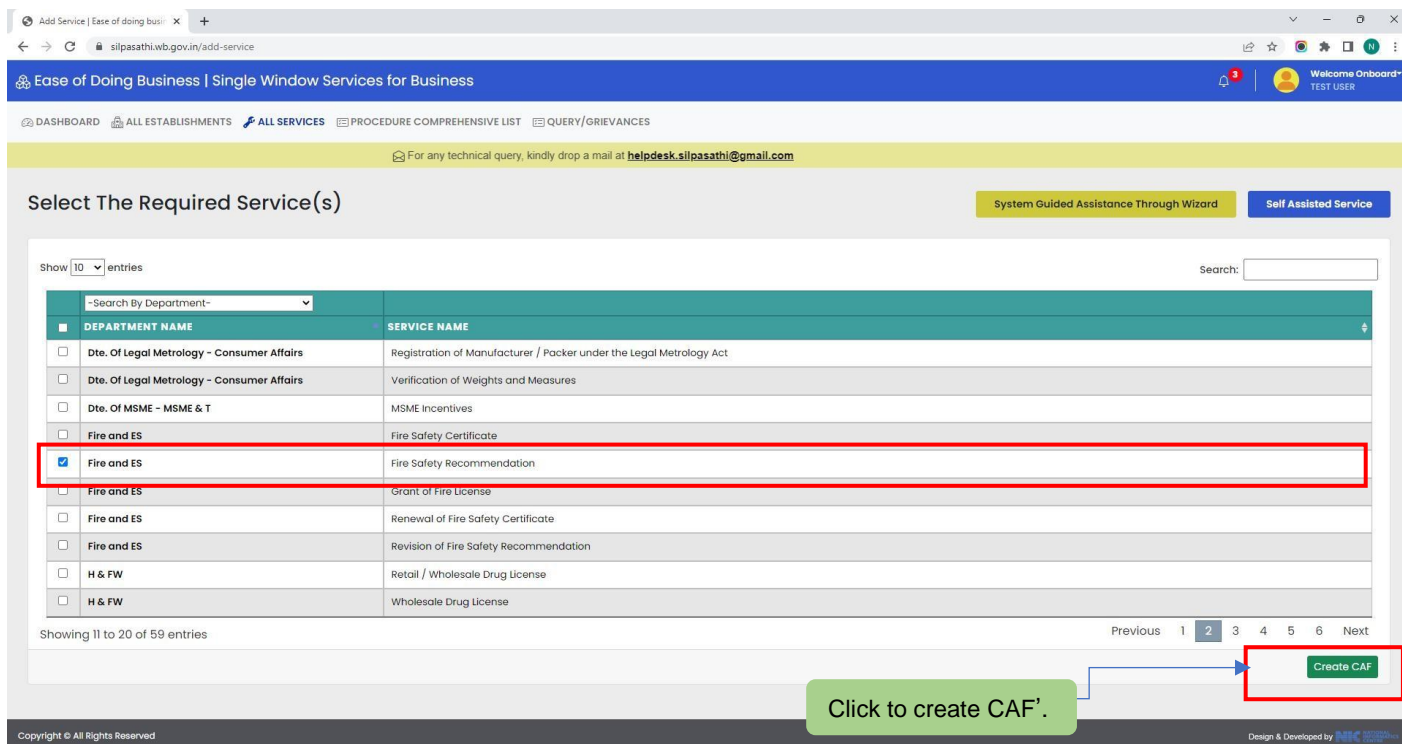## Fire Safety Recommendation

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#	Documents Required	Detailed Description
3.	Section Plan	A Section Plan refers to a detailed design or layout of a room, building, or floor plan
4.	Floor Plan	A floor plan is a two-dimensional representation of a building's layout, typically drawn to scale.
5.	Basement Plan	A basement plan refers to a detailed architectural design or blueprint of the underground level of a building, typically including the layout, measurements, and features of the space
6.	Master plan with ground floor showing floor wise area (statement in square metres)	A master plan with a ground floor floor-wise area breakdown typically includes a detailed layout of the building's floor space, highlighting specific areas for various purposes.
7.	Roof Plan	A roof plan refers to a detailed design and layout of a roof's structure, including the type of roofing system, pitch, and design features.
8.	F.A.R. calculation showing details of area	F.A.R. (Floor Area Ratio) is a calculation used in urban planning to determine the maximum amount of floor area allowed to be built on a piece of land
9.	F.A.R. calculation showing calculation of parking area	F.A.R. (Floor Area Ratio) is a calculation used in urban planning to determine the maximum amount of floor area allowed to be built on a piece of land
10.	Sanction plan for existing building	A sanctioned plan for an existing building is a plan and permissions granted by the competent authority for a building
11.	Other Supporting Documents	Other Supporting Documents
12.	Applicant's proof of identity (Aadhar/ passport/ voter id)	Aadhar/ passport/ voter id
13.	Proof of power of attorney	A proof of power of attorney is a legal document that grants one person (the agent) the authority to make decisions and take actions on behalf of another
14.	PAN	PAN stands for Permanent Account Number, a unique 10-digit alphanumeric identifier issued by the Income Tax Department in India

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#	Documents Required	Detailed Description
15.	Completion Certificate for existing building	A completion certificate (CC) is a legal document that verifies that a building has been constructed in compliance with safety regulations and building plans

Timeline (WBRTPS)

"Fire Safety Recommendation" by Fire & Emergency Services Govt. of West Bengal has an WBRTPS timeline of 30 days till approval by the authorities. (15 days for KMC Area)

Instructions related to the application form

| Sl. No.	Field Name	Instructions
1.	Applicant Type	Select type of applicant
2.	Applicants Basic Information	Enter Applicants Basic Information which include name, phone number, email id, etc
3.	Address of the Property	Enter address details of the property
4.	Communication Address	Enter details of the address for communication
5.	Minimum Open Space Details	Enter open space details
6.	Means of Access	Enter number of entries, maximum width, minimum width, length of internal road, etc
7.	Details of Licensed Building Surveyor (LBS) or Architect	Enter architect, address, pincode
8.	Power Attorney Details	Enter name and address
9.	Structural Engineer Details	Enter name, address, pin code, Registration No., Contact No.
10.	Location of Fire Check Door	Staircases, Fire Refuge Area, Lift
11.	Rating of FCD (in HRS.)	Staircases, Fire Refuge Area, Fire plan installed, Floor Plan, Number of staff trained
12.	Occupancy and use group details	Enter details for Occupancy and use group
13.	Lift Details	Enter Lift Details
14.	FSC Requirement for Floor	Block No. with floor, FSC needed, etc
15.	FSC Requirement for Basement	Basement Identifier, FSC Needed, etc
16.	Total Plot Area	Enter Plot details
17.	Name and Address to be printed on Fire Safety Certificate	Enter Name and Address
18.	Boundaries Details	Enter details of boundaries

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Application Process through SilpaSathi

1. Online Application submission along with online submission of documents

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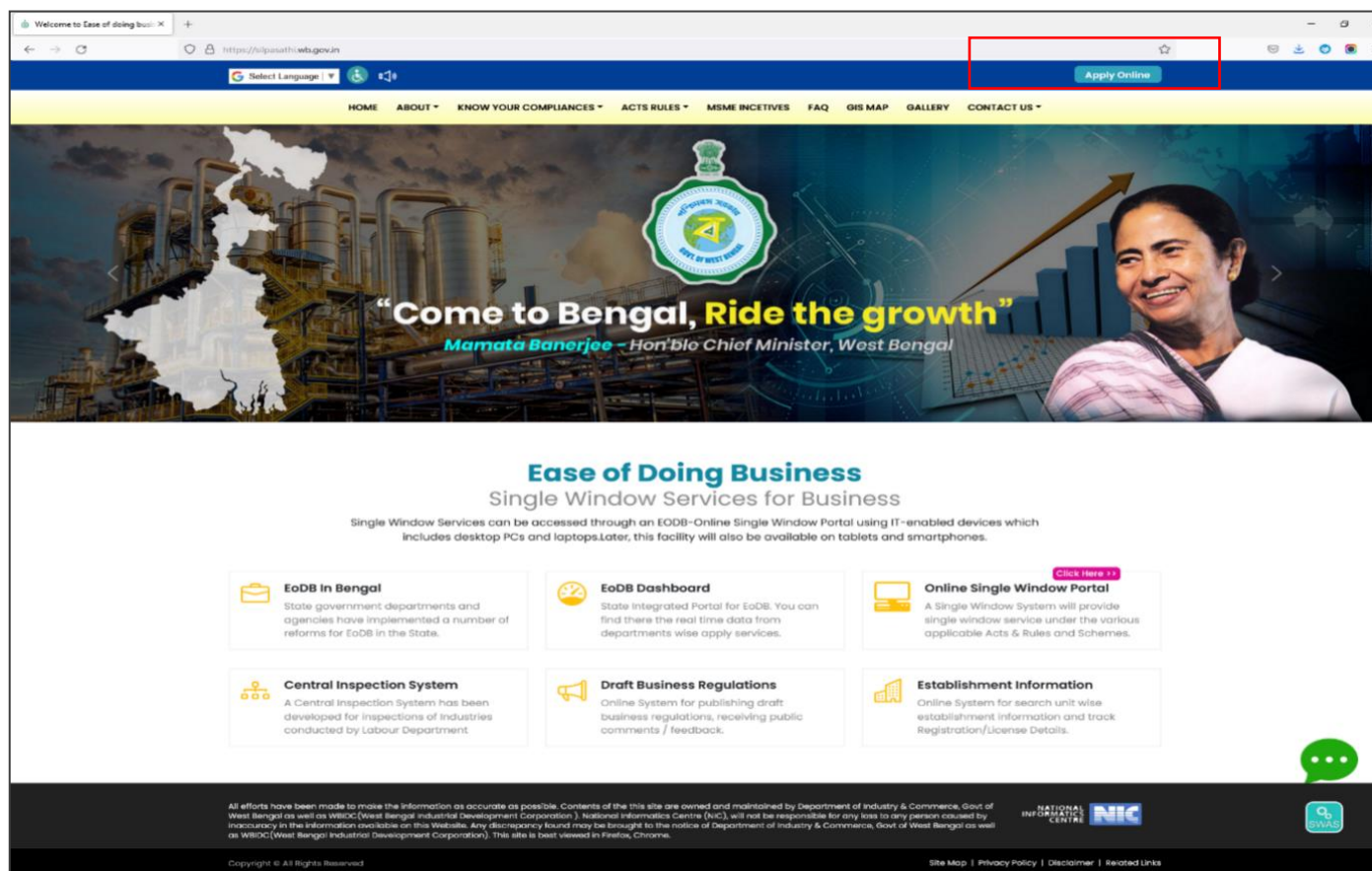
Applicant Log-in: The applicant needs to **select the required category** as illustrated in the screenshot below and **proceed for registration**.

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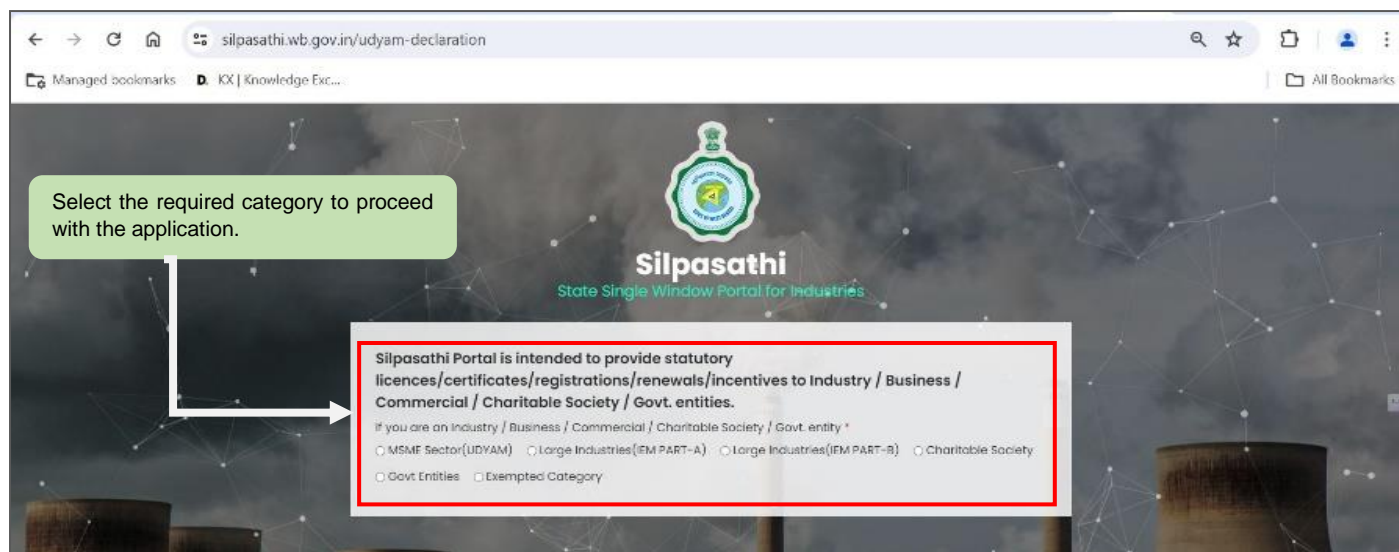
A sign-up window appears on the screen. The user has to select 'Create New' if he is a new user. An already registered user in SilpaSathi portal can fill in the username and password and login to the SilpaSathi portal.

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

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

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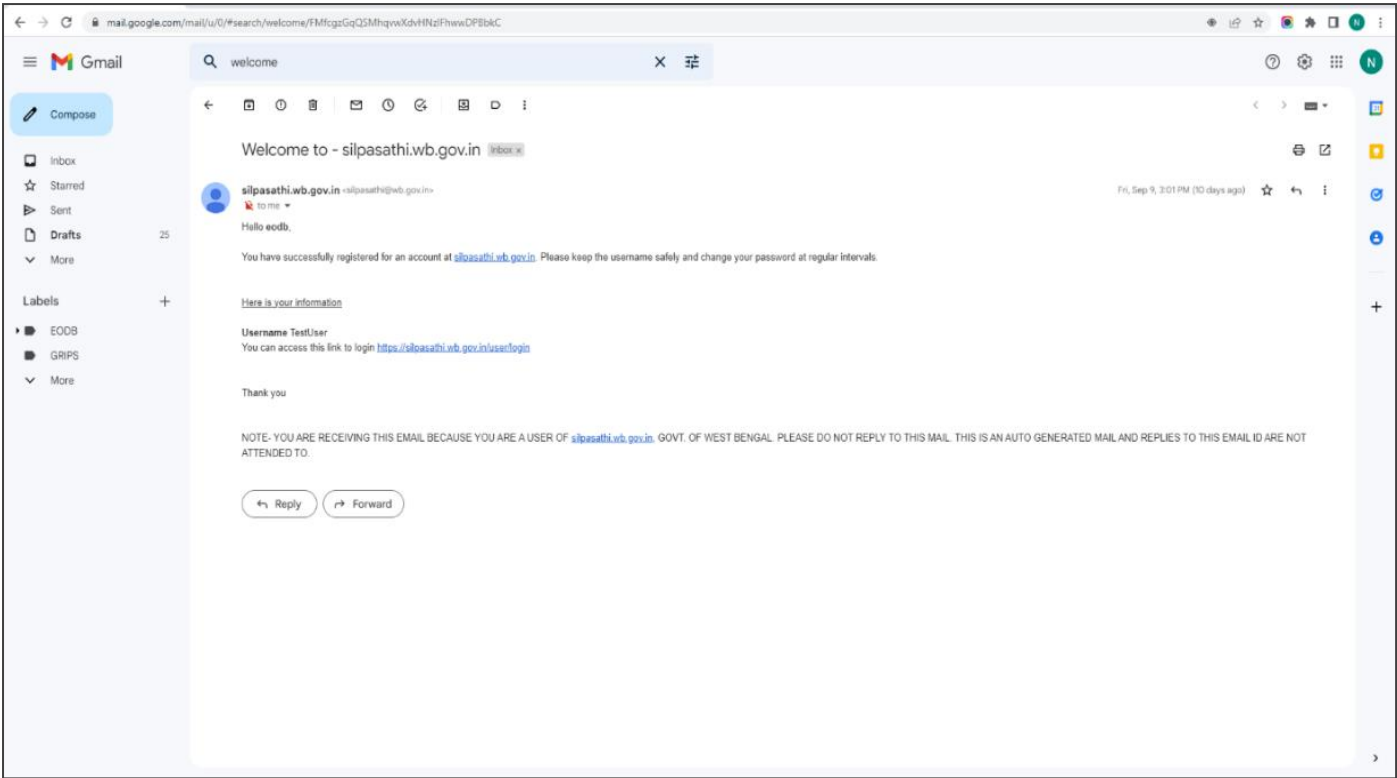
Online Application submission

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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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 **_"Fire Safety Recommendation" by Fire & Emergency Services Govt. of West Bengal_**

After selecting the service **"Fire Safety Recommendation" by Fire & Emergency Services Govt. of West Bengal** the applicant has to click on **'Create CAF'**. Applicant's CAF ID will be created. The unique CAF ID is referred to as the common application form.

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Applicant's Dashboard

CAF ID generated.

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

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

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The document submission process has been described below. Please refer to the screenshots below for detailed illustrations.
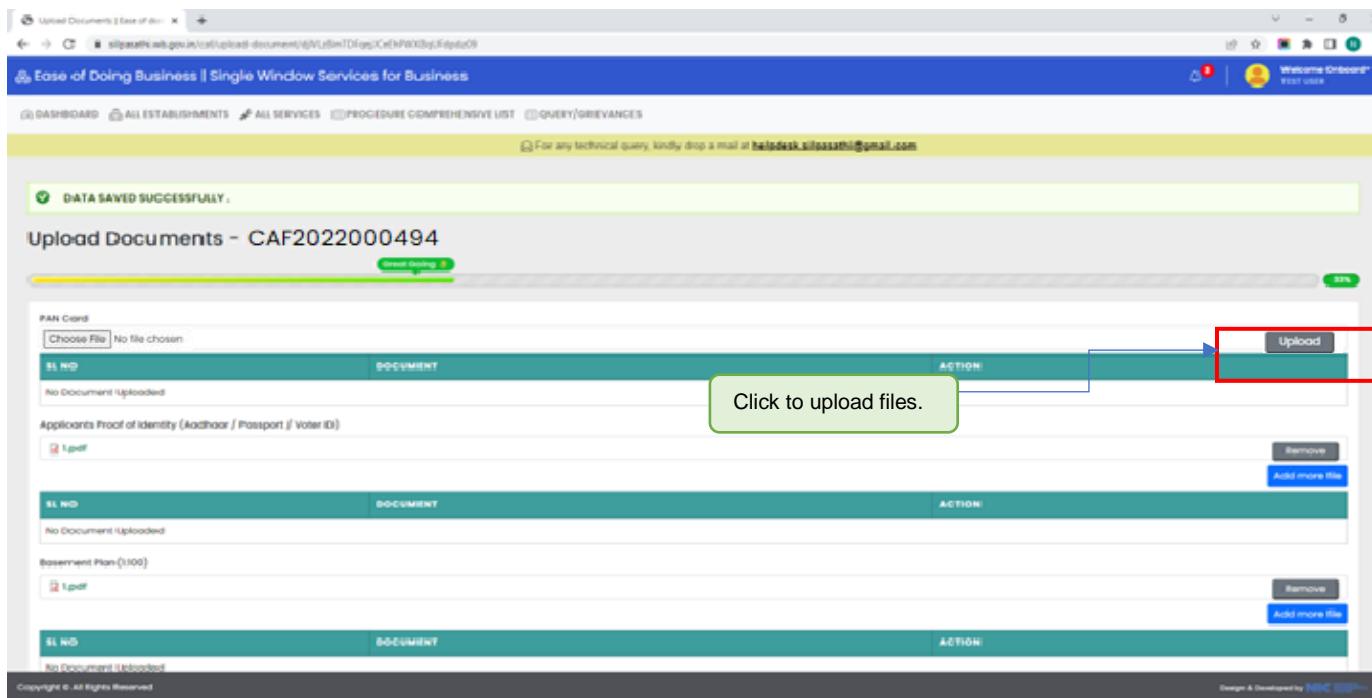
The applicant has to browse the required files in his system and upload them as described in the screenshots. A dialogue box appears after clicking on '**Browse'.** Once the required file is selected, the applicant has to click on **'Upload'** button to upload the files successfully.
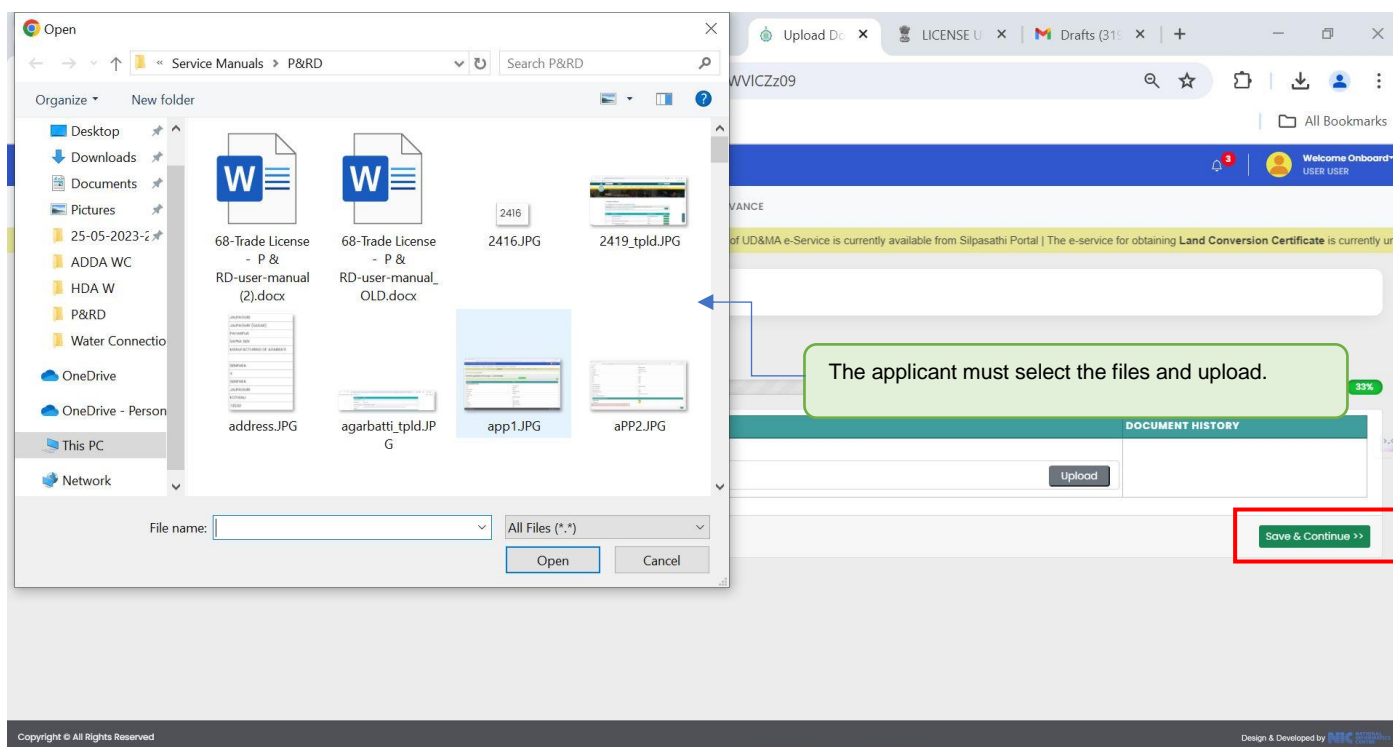
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The applicant is required to upload **required documents** in **pdf format** as illustrated in the screenshots. After filling the application form and uploading the required documents the applicant has to click on '**Save and Continue'** to proceed with the application.

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.

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Application Form

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Declaration Statement

Click to submit application.

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

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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.

Application status notified through SMS.

Application status notified through email.

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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 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 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.

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The applicant can choose his required mode of payment.

Select payment mode.

Payment amount displayed

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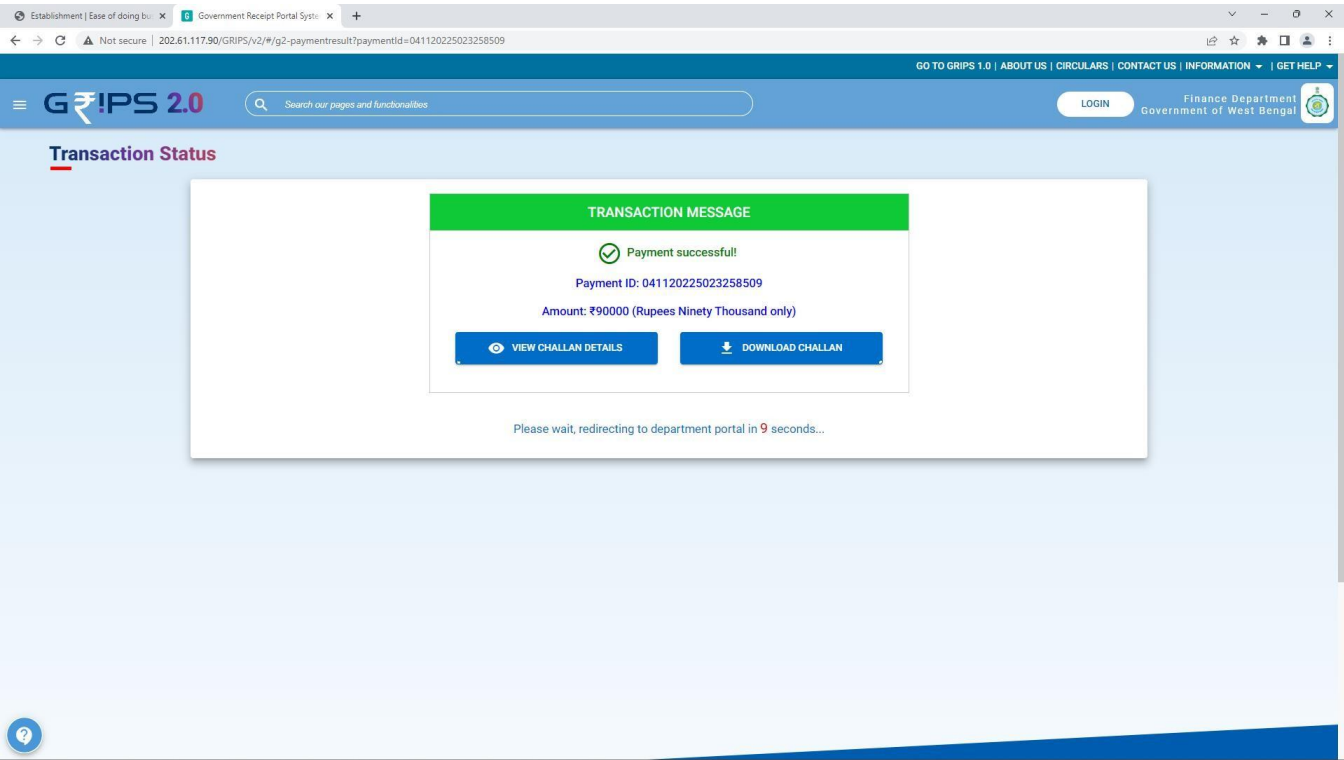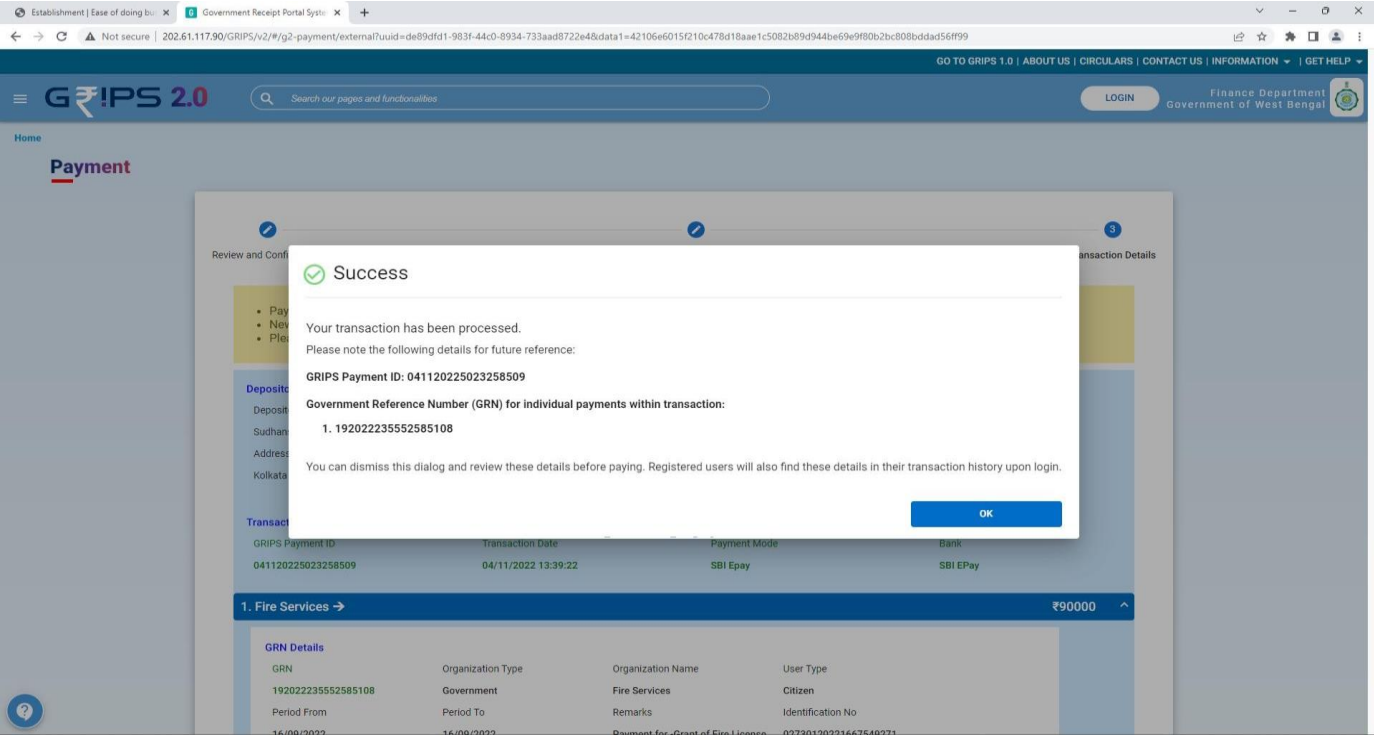
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After successful payment of fees, the applicant can see the latest status of his application in the Status Dashboard.

3. Track Status of Application

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

Applicant's Dashboard

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

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

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

4. Online Download of final approval certificate

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 **'View and download'** icon to download the Final Approval Certificate issued**.**

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The certificate as downloaded

Government Of West Bengal
Office Of The Deputy Director
West Bengal Fire & Emergency Services
Station Feeder Road, P.O & P.S Siliguri,
District: Darjeeling, Pin - 734005

Memo no.:FSR/0225186220400464   Date: 04-11-2022

From:
Deputy Director
North Zone, HQ Wing,
West Bengal Fire & Emergency Services

To: Sample name
Sample address

Sub: test

Application Reference : OSWP(Shilpasathi) (CAF-CAF2022000494) received on 02-11-2022 regarding the test

The plan submitted by you was scrutinized and marked as found necessary from Fire Safety point of view. In returning one set of plan with recommendation, this office is issuing **Revised Fire Safety Recommendation** in favor of the aforesaid building subject to the compliance of the following fire safety measure.

Recommendation:
test

Deputy Director
West Bengal Fire & Emergency Services

The authenticity of this document can be verified by accessing the URL: edistrict.wb.gov.in and then clicking on the 'Verification of Digitally Signed Document' link and keying in the Unique Number : 0225188220400081.
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5. Third Party verification details

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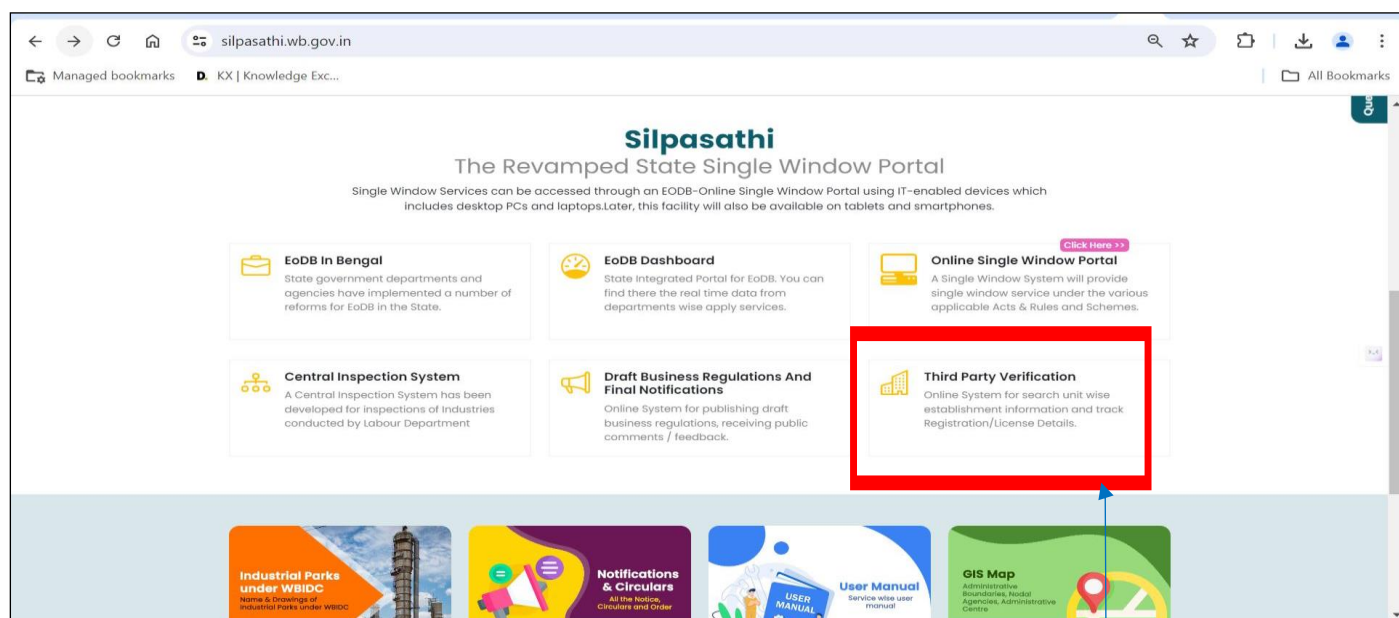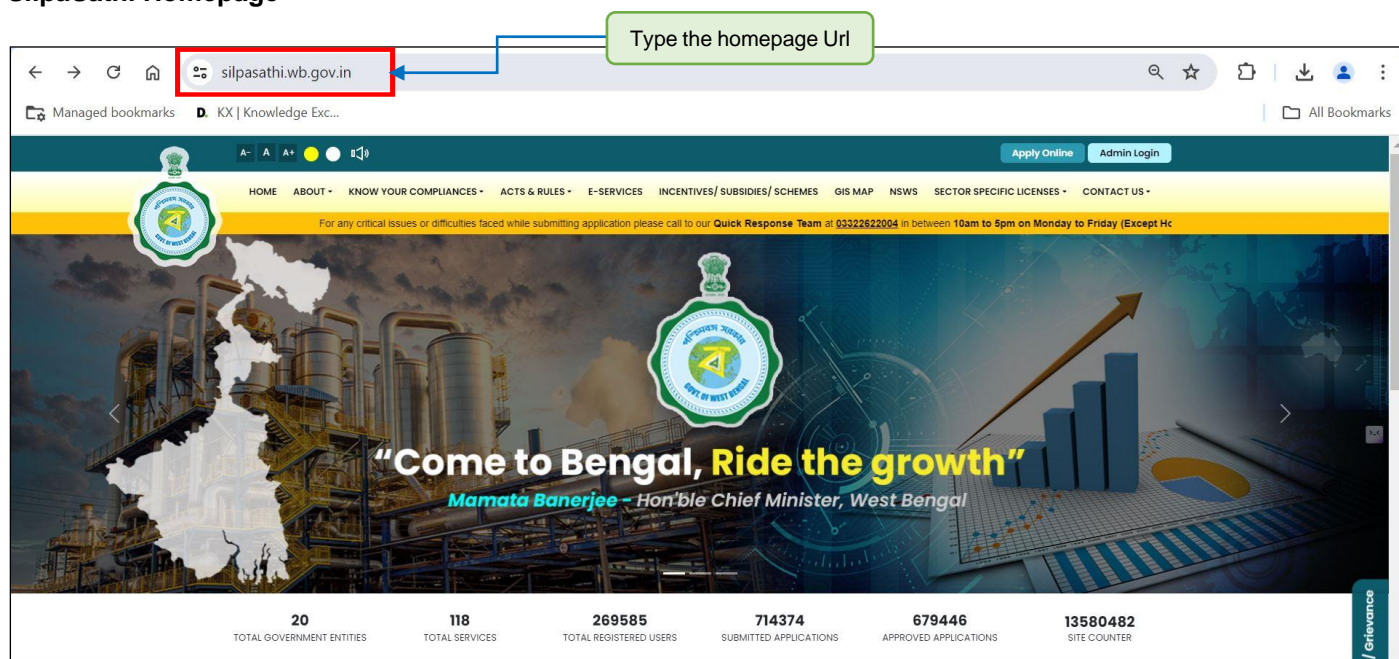
Third party verification process

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

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

(Screenshots below):

SilpaSathi Homepage

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Applicant selects the service and then enter the Certificate/ Approval number in the text box beside it and clicks on 'Search' to view details of certificate.

Enter Registration number/ License number to view details.

License details can be viewed after entering correct license number and clicking on Search.

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The third party can view the details as illustrated below:

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