Labour Department:

Registration under The Shops and Establishment Act, 1963

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

User Manual

User Manual

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Introduction

This document is intended to serve as a User Manual for grant of the service **"Registration under The Shops and Establishment Act"** 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

Registration under The Shops and Establishment Act, 1963 is a mandatory requirement for all establishments engaged in various industries, including manufacturing, trading, and providing services. The primary purpose of this registration is to ensure compliance with labour laws, safety standards, and regulations governing the working conditions of employees. 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.	Proof of Identity	Aadhaar Card, issued by Unique Identification Authority of India. Voter ID Card issued by the Election Commission of India. Indian Passport, issued by Ministry of External Affairs of the Republic of India. PAN Card, issued by the Income Tax Department.

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#	Documents Required	Detailed Description
2.	Proof of occupancy (Municipality, Rent, Bill, etc)	Proof of occupancy is a document or certificate that demonstrates an individual or organization is residing or conducting business at a specific location. Ex – Lease Agreement, Rental agreement, etc

Timeline (WBRTPS)

Registration under The Shops and Establishment Act is a real-time service and certificate is issued on a real time basis after payment

Instructions related to the application form

Sl. No.	Field Name	Instructions
Application for Registration		
1.	Establishment Name	Enter Establishment Name
2.	Address	Enter address
3.	Select Corporation	Select from dropdown list
4.	Select Ward	Select ward
5.	Exact location of storeroom, godown	Enter manually in details including landmark
6.	Pincode	Select pincode
7.	Police Station	Enter name of the police station
8.	Post Office	Enter name of the post office
9.	Address	Enter address
Employee Count		
1.	Number of adult male employee	Enter count manually
2.	Number of young male employee	Enter count manually
3.	Total No. of Male Employees	Enter count manually
4.	Number of adult female employee	Enter count manually
5.	Number of young female employee	Enter count manually
6.	Total No. of female Employees	Enter count manually
Full Name and address of the Manager		
1.	Full Name of Manager	Enter Full Name of the Manager
2.	Address	Enter address
3.	Select Areatype	Select from dropdown list
4.	Select Ward	Select from dropdown list

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Sl. No.	Field Name	Instructions
Declaration of Weekly Closing Days		
1.	Full Closing Day	Select a closing day from the week
2.	Half Closing Day	Select a half closing day from the week
Other Details		
1.	Employer Email	Enter Employer's email id
2.	Employer Mobile No.	Enter Employer's Mobile number
3.	Aadhar / Voter	Select Aadhar / Voter
4.	Aadhar / Voter No.	Enter Aadhar/ Voter Number

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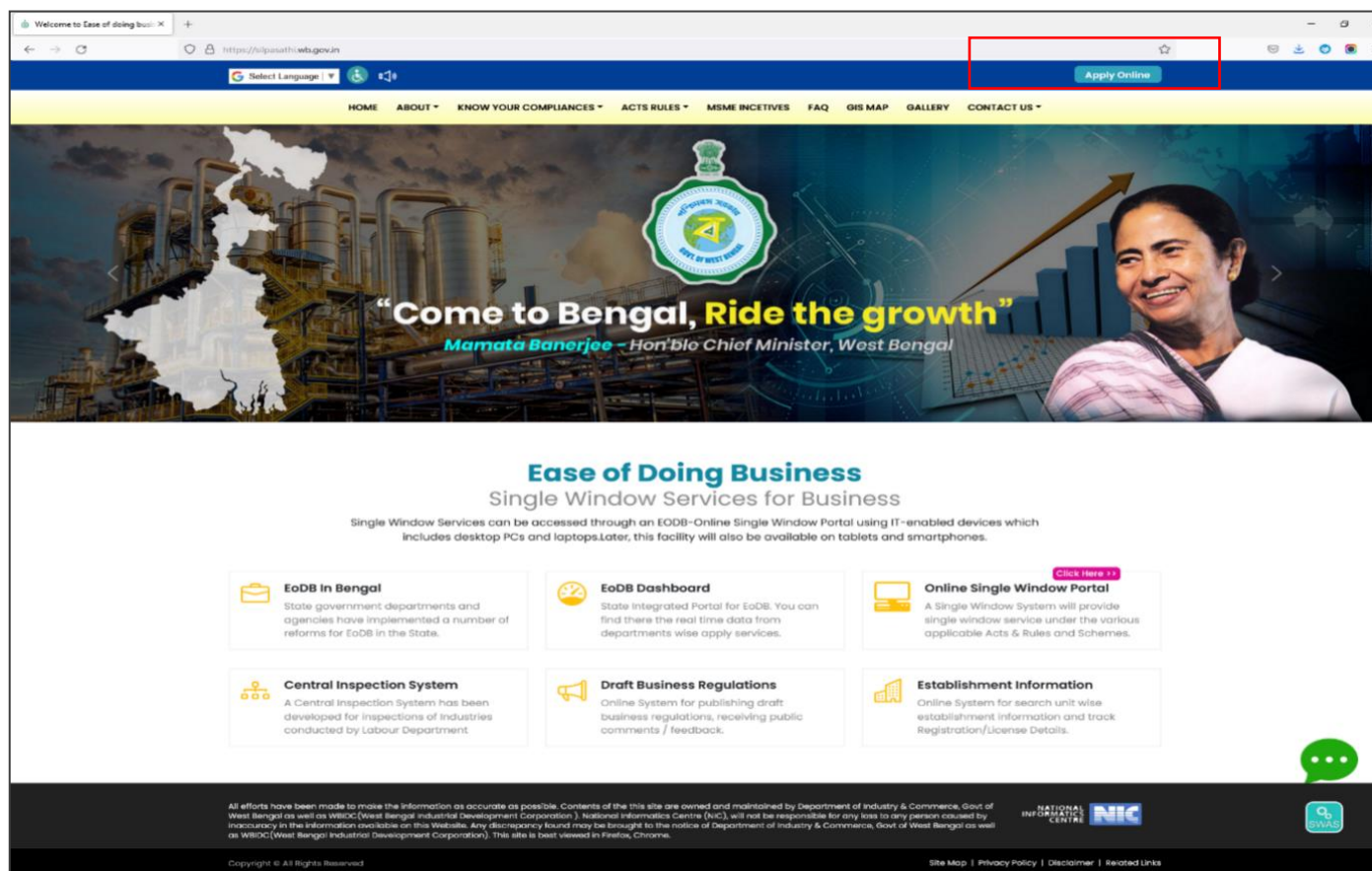
Applicant Log-in: The applicant needs to **select the required category** as illustrated in the screenshot below and **proceed for registration**.

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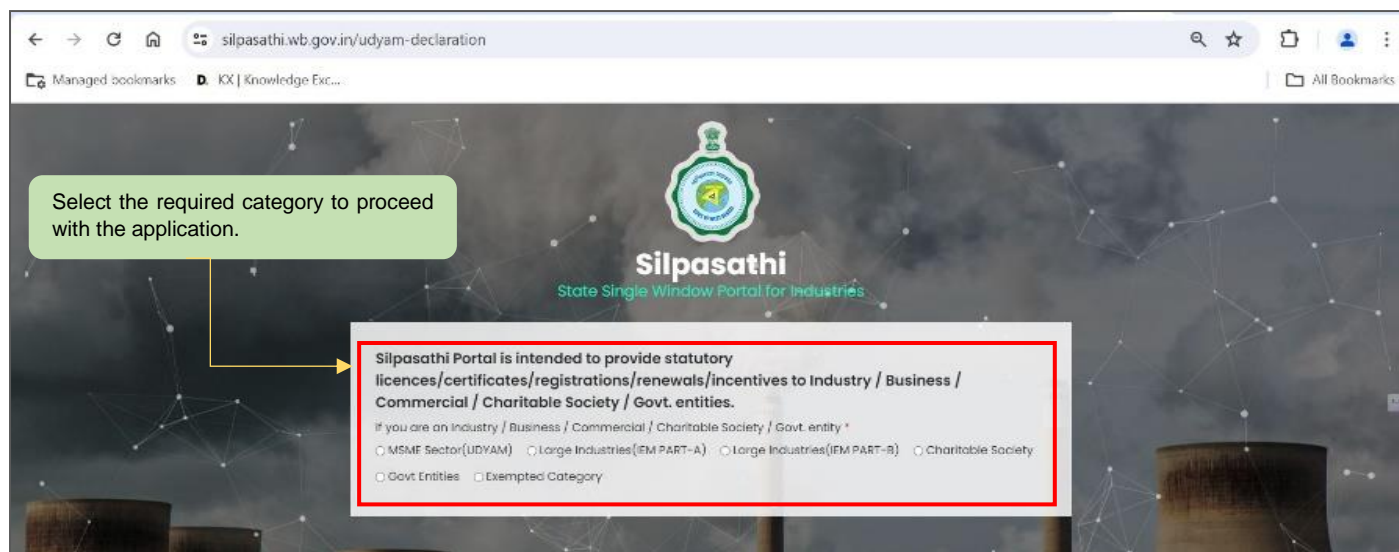
A sign-up window appears on the screen. The user has to select 'Create New' if he is a new user. An already registered user in SilpaSathi portal can fill in the username and password and login to the SilpaSathi portal.

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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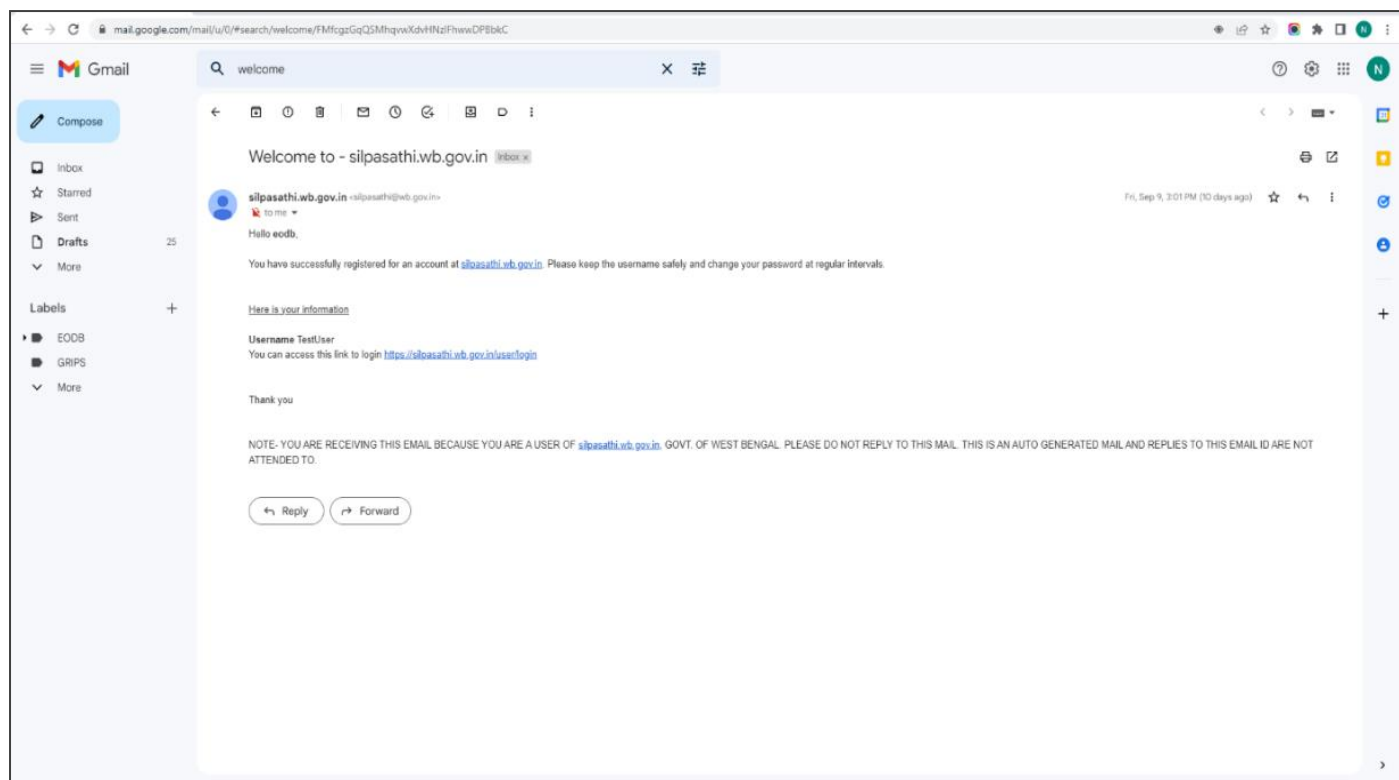
Online Application submission

Applicants will now be directed to the user dashboard for completing the further procedures. The following screenshots below illustrate the same.
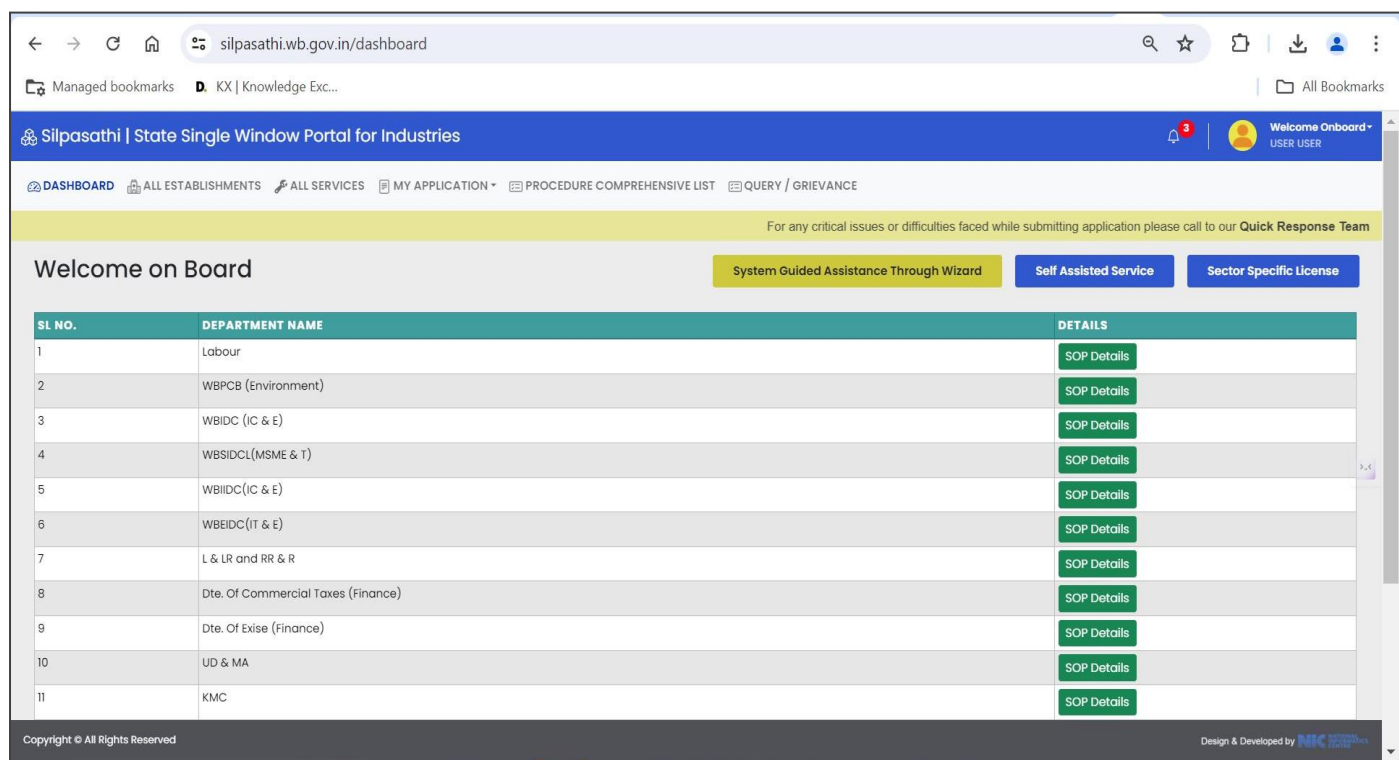
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The applicant has to click on 'ALL SERVICES' to view the list of all services mapped with their corresponding departments.
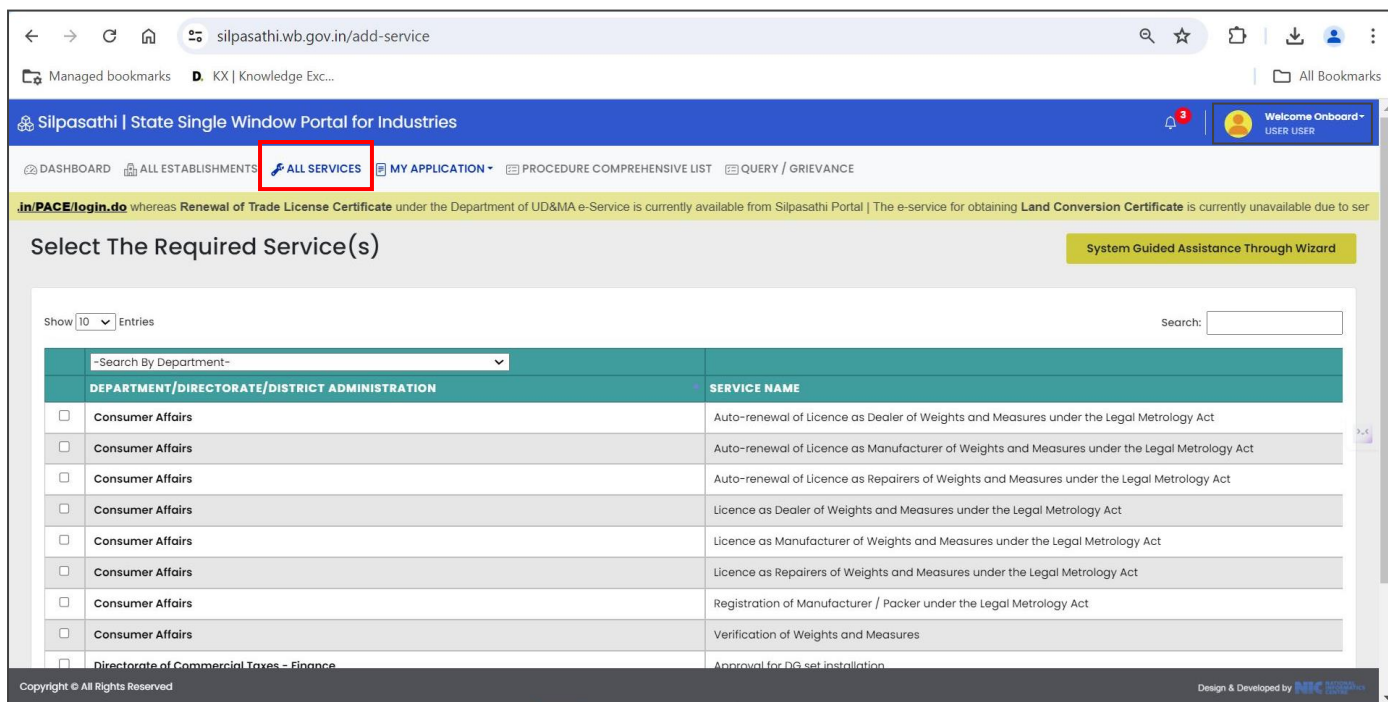
Once done, a list of services will appear. Applicants need to click on the checkbox adjacent to the service named '***Registration under The Shops and Establishment Act***
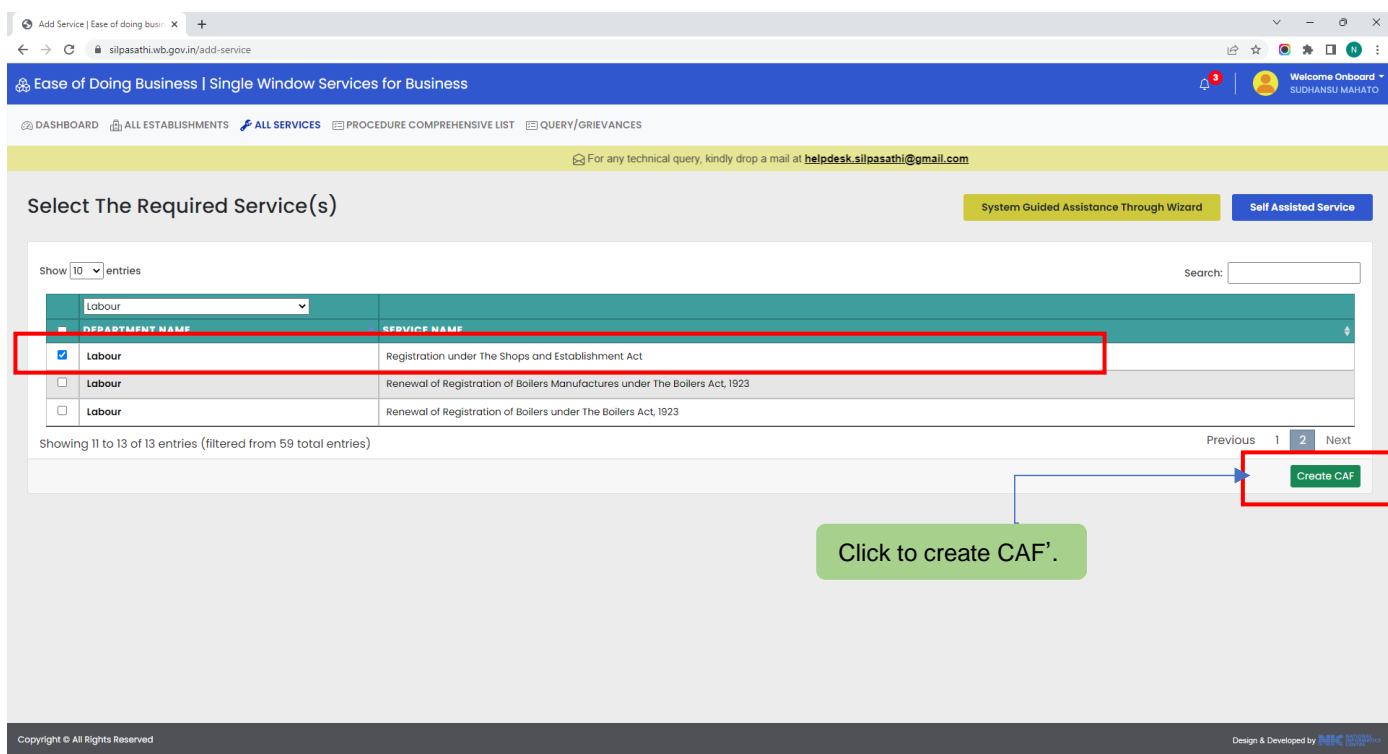
Click to create CAF'.

After selecting the service '**Registration under The Shops and Establishment Act**, 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

After clicking on '**_Apply Online'_** option, the applicant shall be redirected to the main application form. The applicant will have to fill in the required details and review the application form (screenshot below): The applicant is required to upload Form V serial number after which the details are auto populated in the application form.

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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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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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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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Declaration statement	Click on submit for submission of application.

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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.

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.
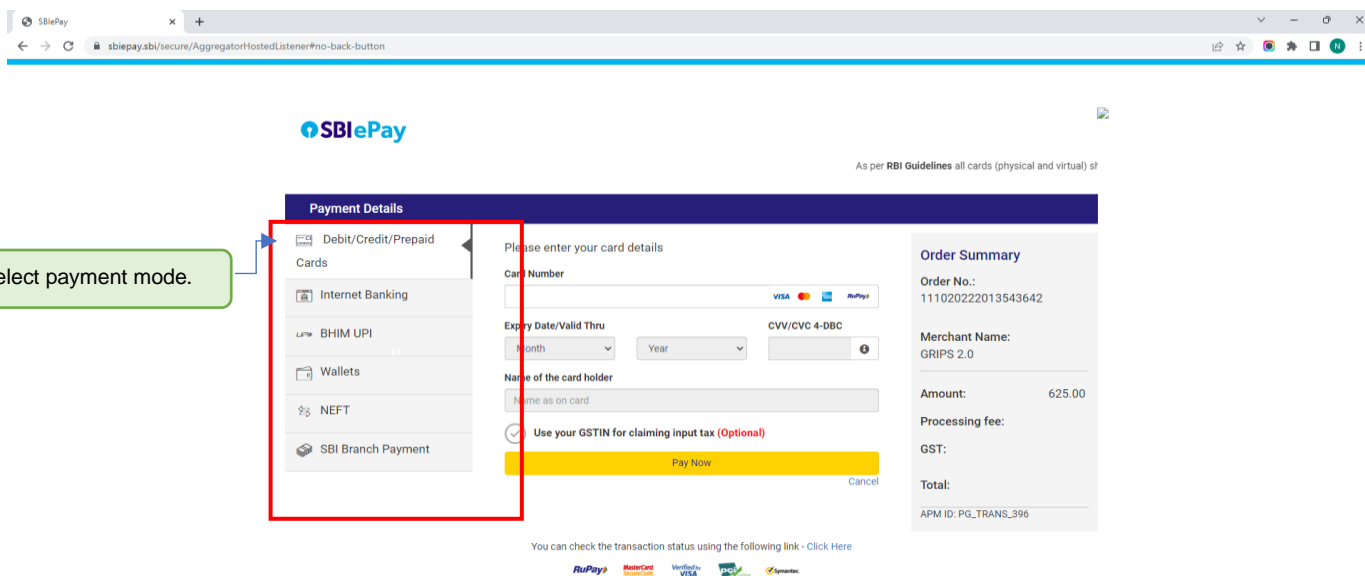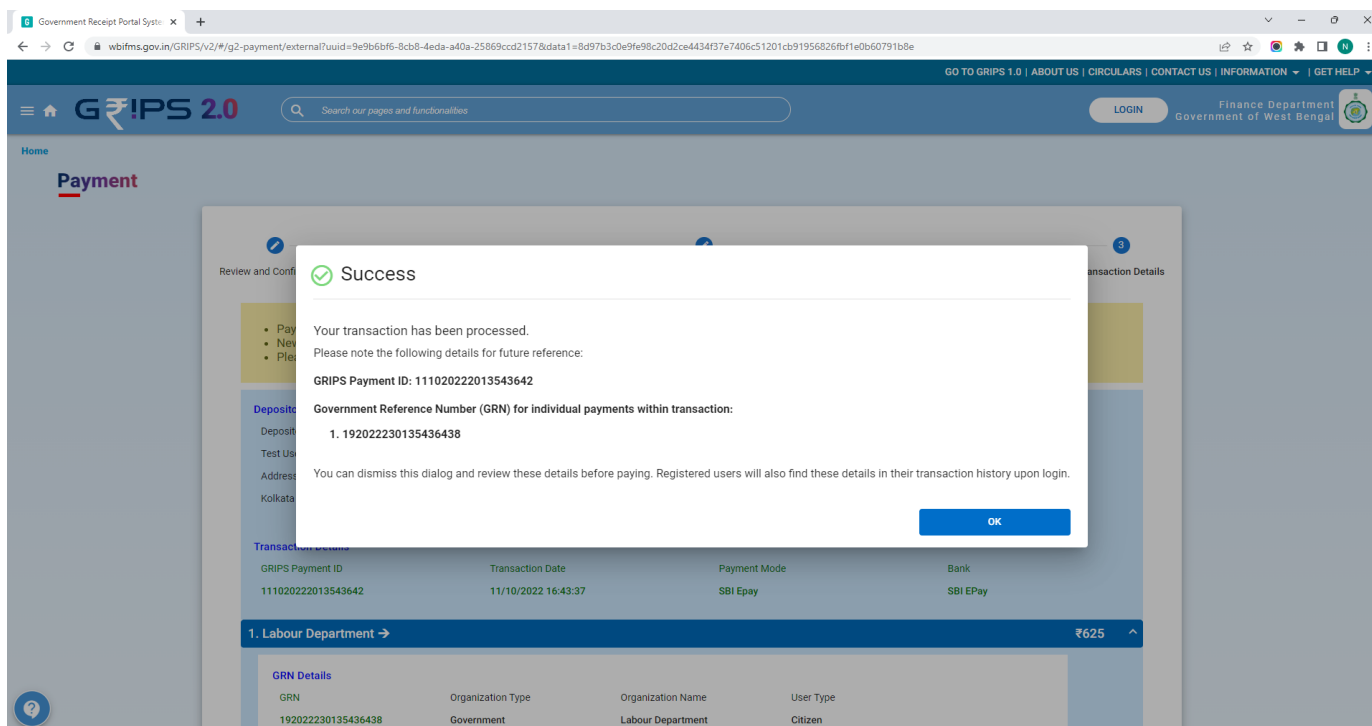
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2. Online Payment of fees

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.

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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.

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Select payment mode.

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Challan generated.

The applicant can now view the updated status of his application and status updated as **'Certificate Generated'**.
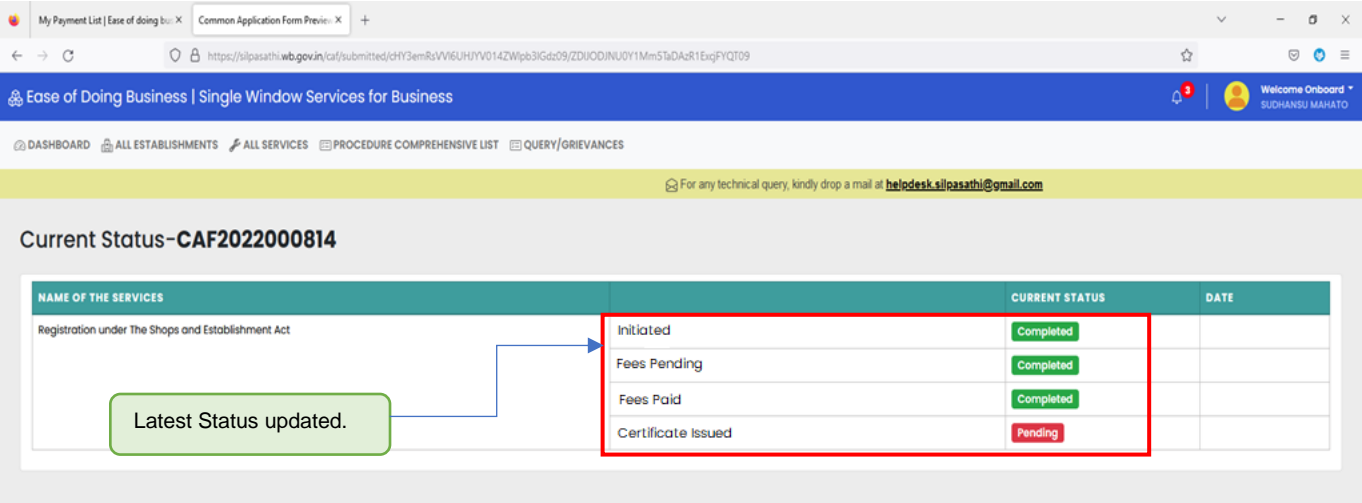
Latest Status updated.

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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).

> Latest status updated.

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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 certificate as downloaded has been illustrated in the screenshot below:

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The Final Certificate gets downloaded (Screenshot)

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One Approval certificate document has been illustrated below:

West Bengal Shops and Establishments Rules, 1964

PART - II

(To be filled in by the office of the Registering Authority under the West Bengal Shops and Establishments Act, 1963)

Registration Certificate

It is hereby certify that the ___H. TECHNOLOGY, Nimta, Birati, Ward No. - 14, DUM DUM MUNICIPALITY, P. S. - DUM DUM, P. O. - NIMTA S.O. Dist. - NORTH 24-PARGANAS, Pin. - 700049___ has been registered as ___a SHOP___ under the West Bengal Shops and Establishments Act, 1963, this ___1st___ day of ___November, 2022___ and the Registration No.* is ___NP03491N2022000108___ .

_____
Signature of the Registering Authority

Change notified in Form ___ vide AIN _____ on _____ has been registered.

_____
Signature of the Registering Authority
Date _____

(1) Renewed up to _____ vide AIN _____ Registration Number _____

_____
Signature of the Registering Authority
Date _____

(2) Renewed up to _____ vide AIN _____ Registration Number _____

_____
Signature of the Registering Authority
Date _____

(3) Renewed up to _____ vide AIN _____ Registration Number _____

_____
Signature of the Registering Authority
Date _____

N.B. - This Registration Certificate will be deemed to be renewed automatically under normal circumstances.
This Certificate is computer generated . Hence signature not required.
The certificate in general is issued with the presumption that the information and document provided as correct.
Incorrect information will lead to cancellation of the Registration.
*The first part of the number shall be the name of the area in which the shop/establishment is situated and the second part shall be the serial number of the Register of Shops and Establishments for the district concerned.
*Logic of the Registration No.:
[Place 1 & 2 - District Code, Place 3 to 6 - Police Station Code, Place 7 - Part Number, Place 8 - New / Previous, Place 9 to 12 - Year of Registration, Place 13 to 18 - Serial No.]

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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.
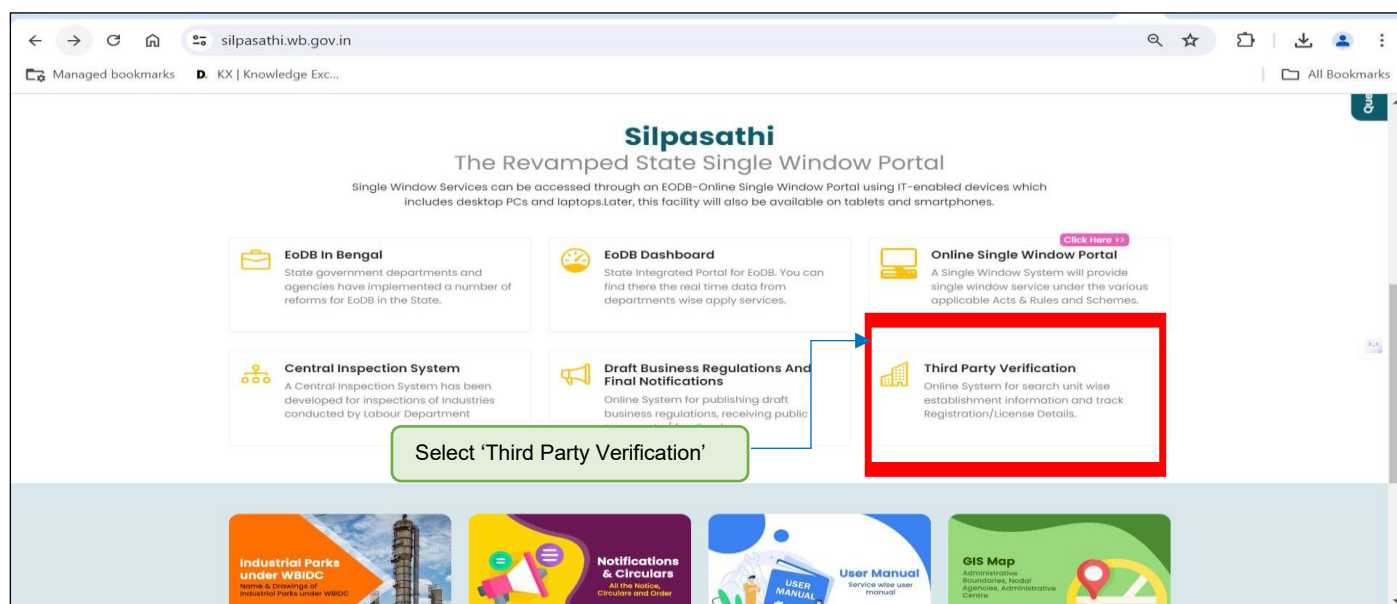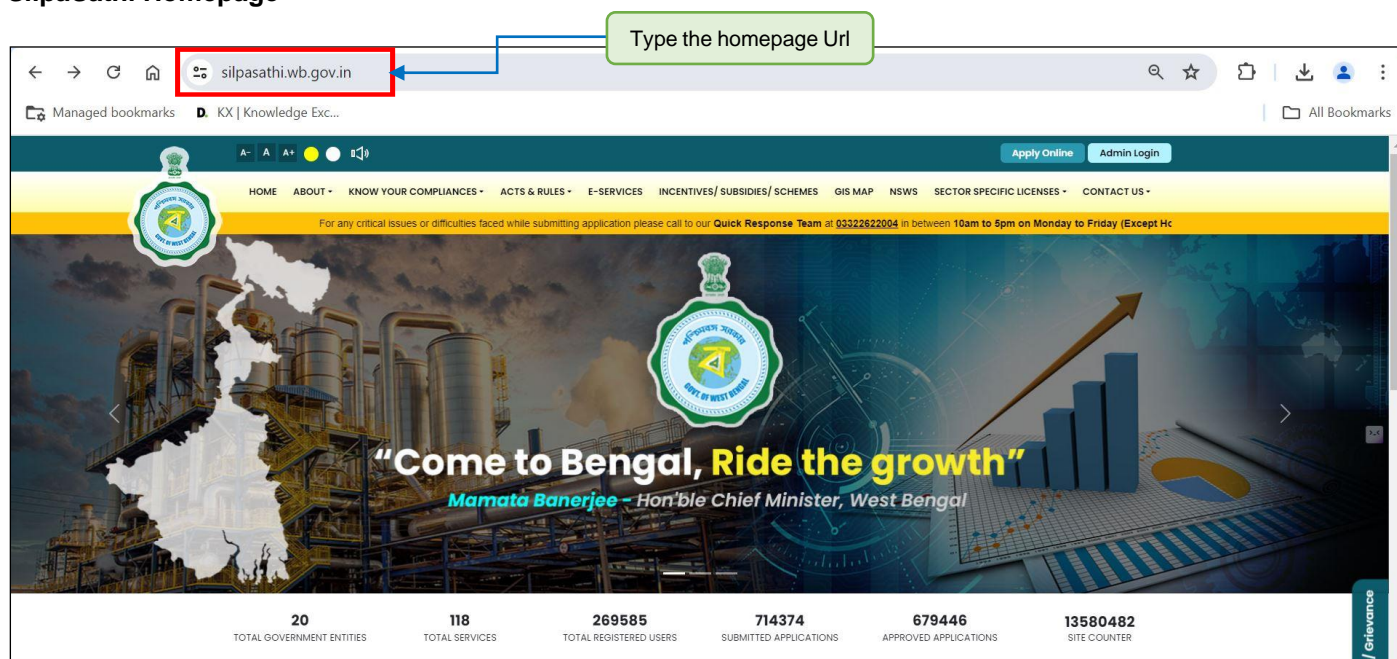
Third party verification process

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.

User can also directly use this url

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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