

## **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***

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# User Manual

## Registration under The Shops and Establishment Act, 1963

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 “**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
<b>Application for Registration</b>		
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
<b>Employee Count</b>		
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
<b>Full Name and address of the Manager</b>		
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
<b>Declaration of Weekly Closing Days</b>		
1.	Full Closing Day	Select a closing day from the week
2.	Half Closing Day	Select a half closing day from the week
<b>Other Details</b>		
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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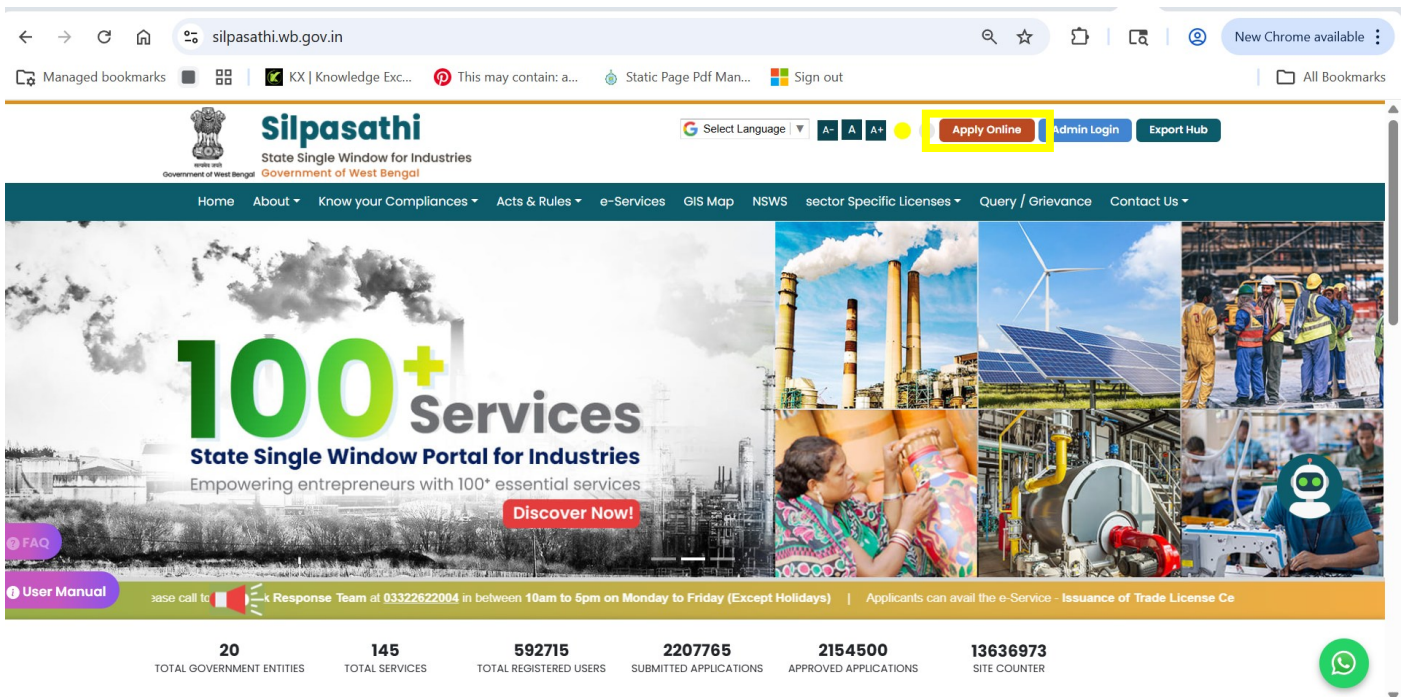
## Registration under The Shops and Establishment Act, 1963

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## Application Process through SilpaSathi

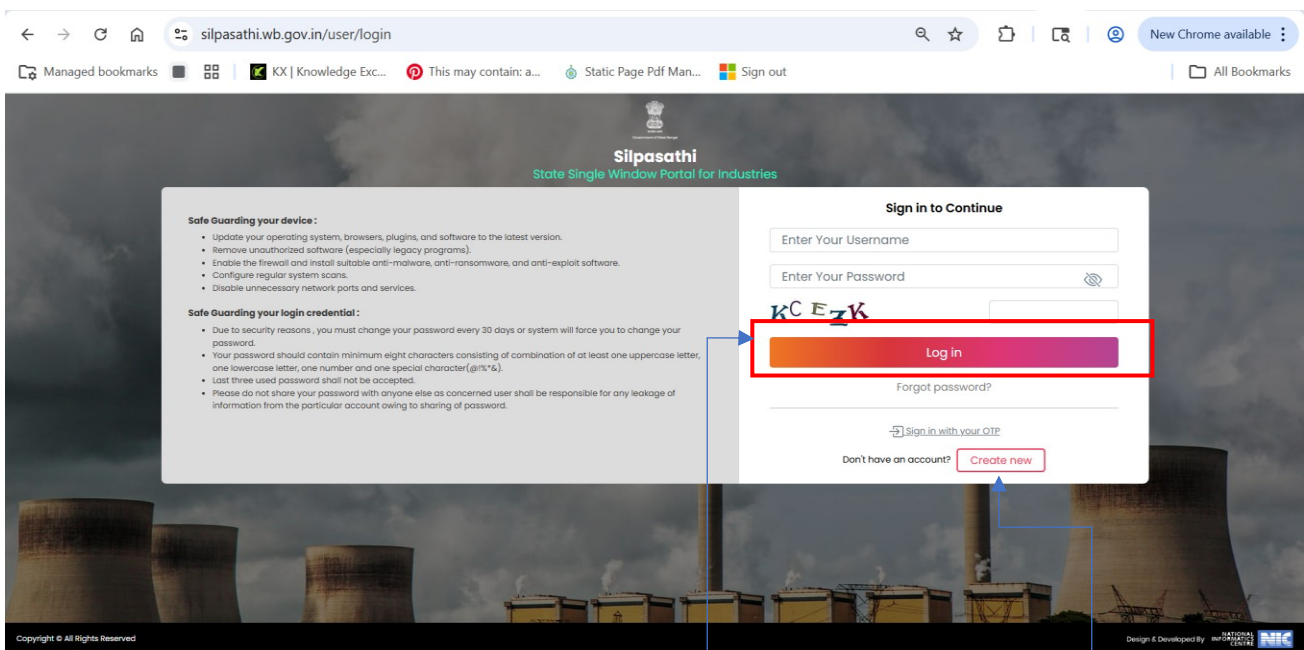
### 1. Online Application submission along with online submission of documents

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



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

**The following screen is displayed as below:**



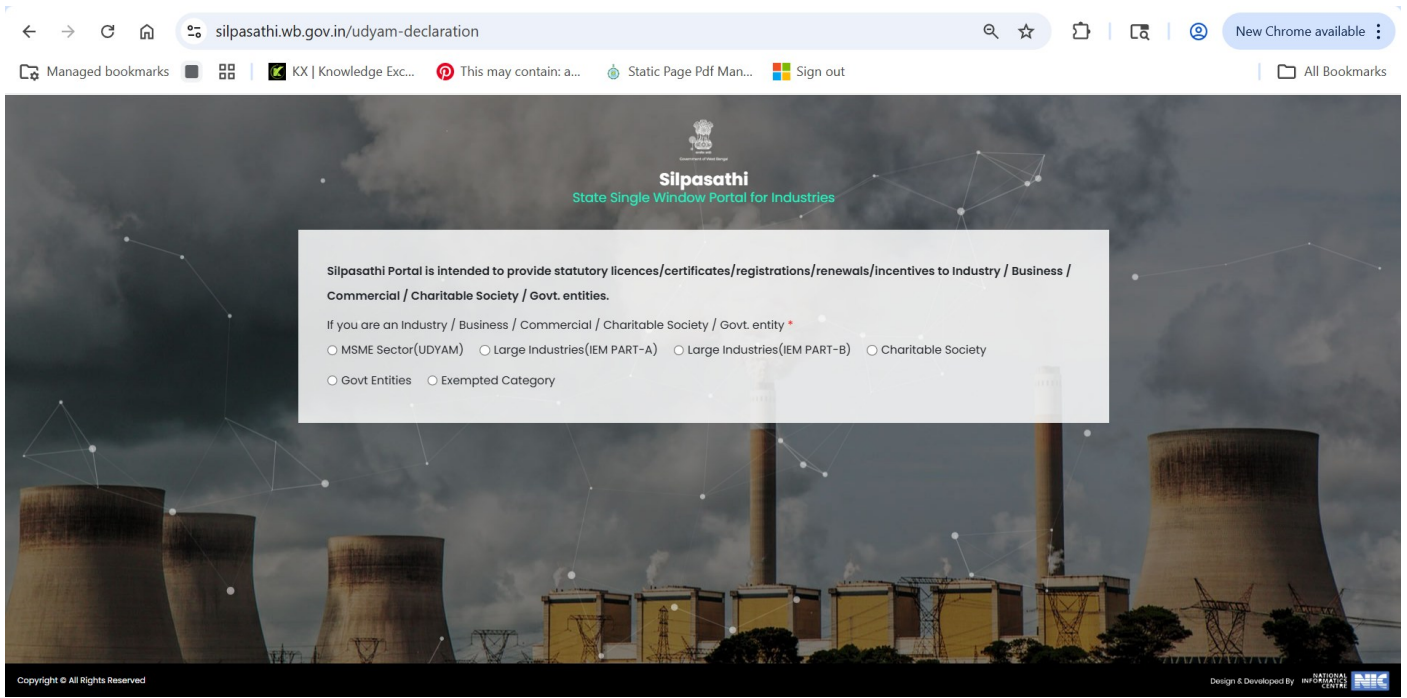
Enter credentials and click on 'Log in'

Click for if one is a new user

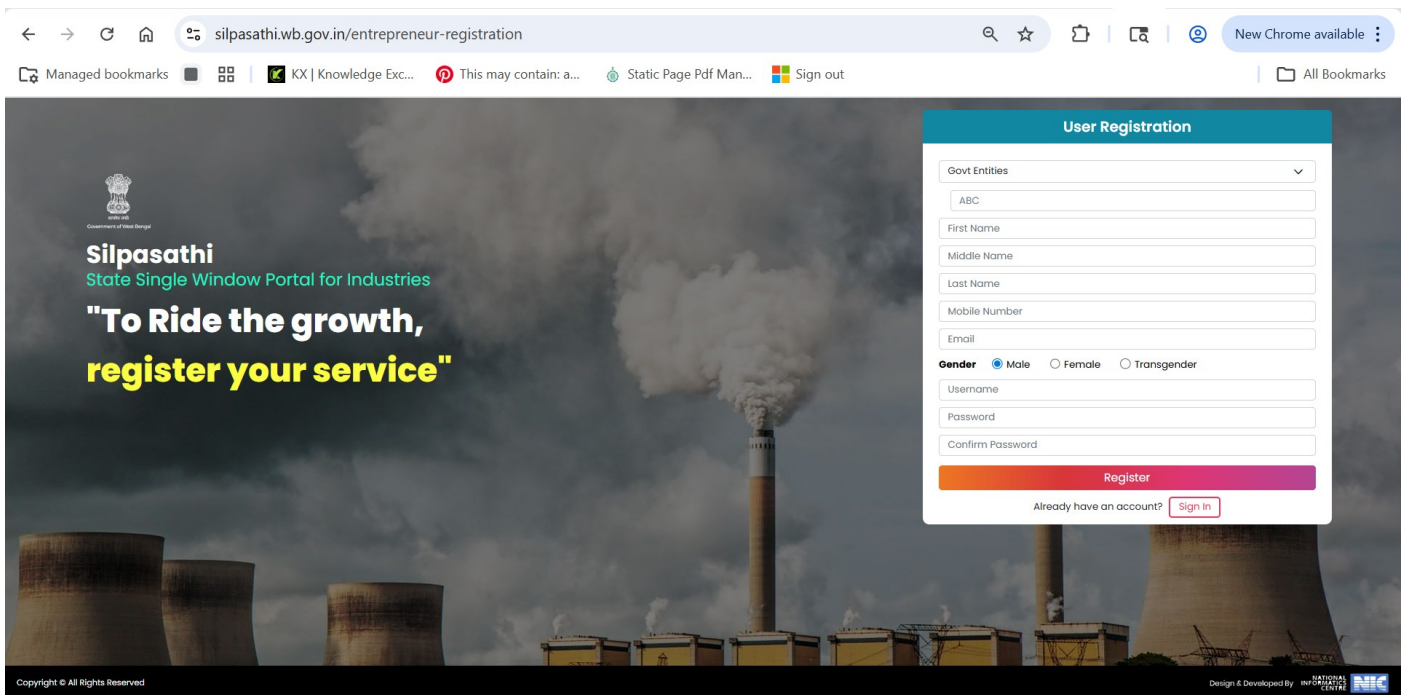
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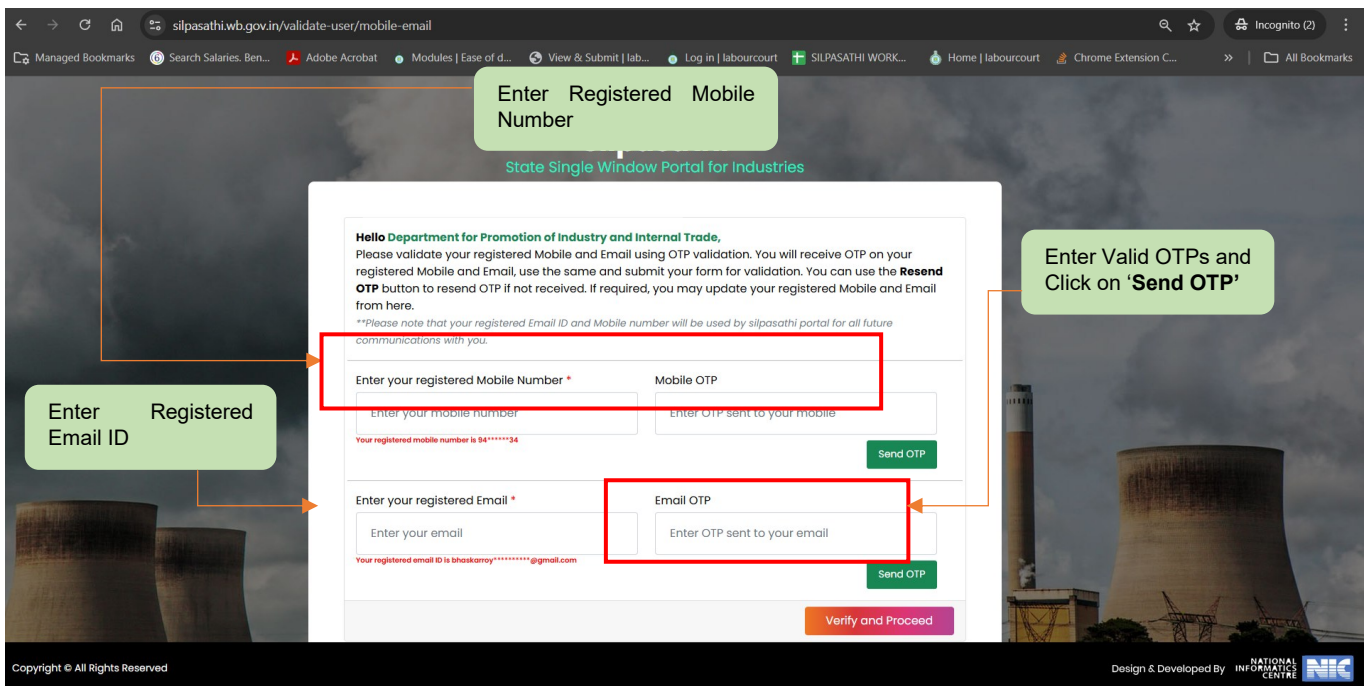
A new user has to register his mobile number and email id and fill the required details in the SilpaSathi portal. The user clicks on 'Create New' in order to proceed



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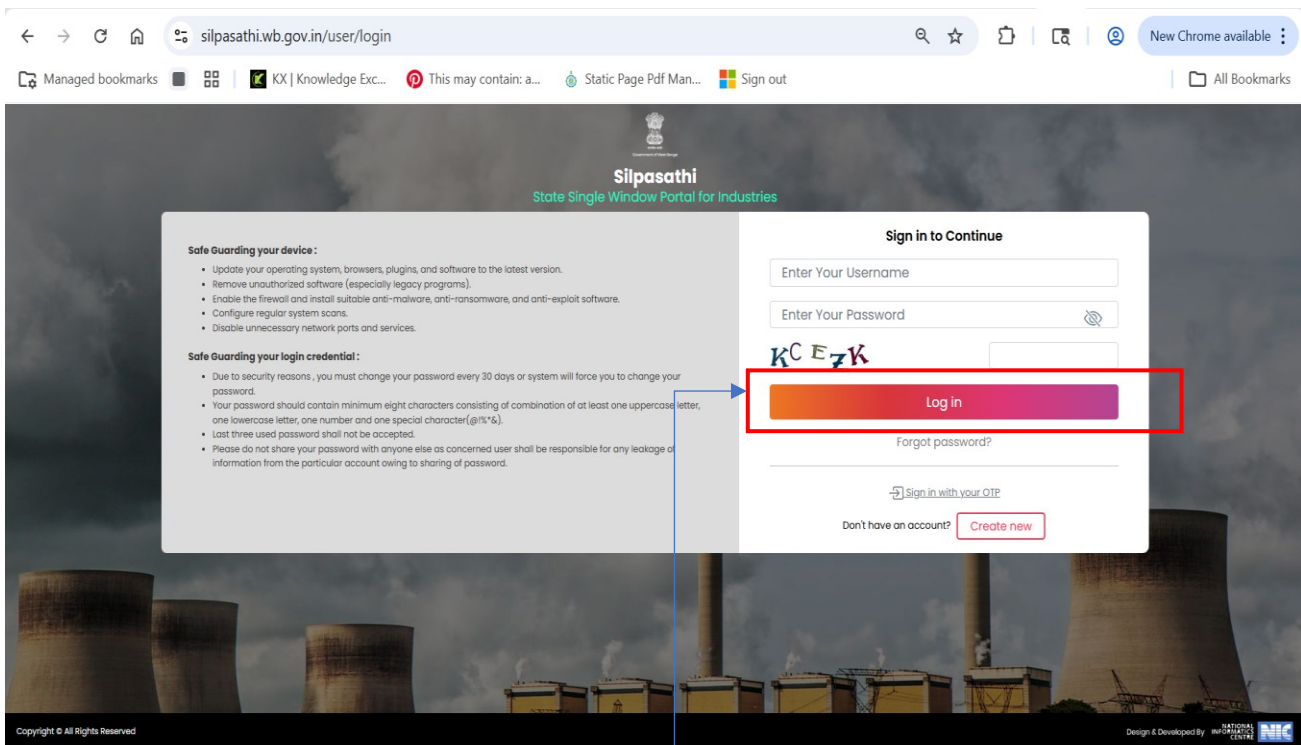


The user is now required to complete a two-factor authentication process:

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

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

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

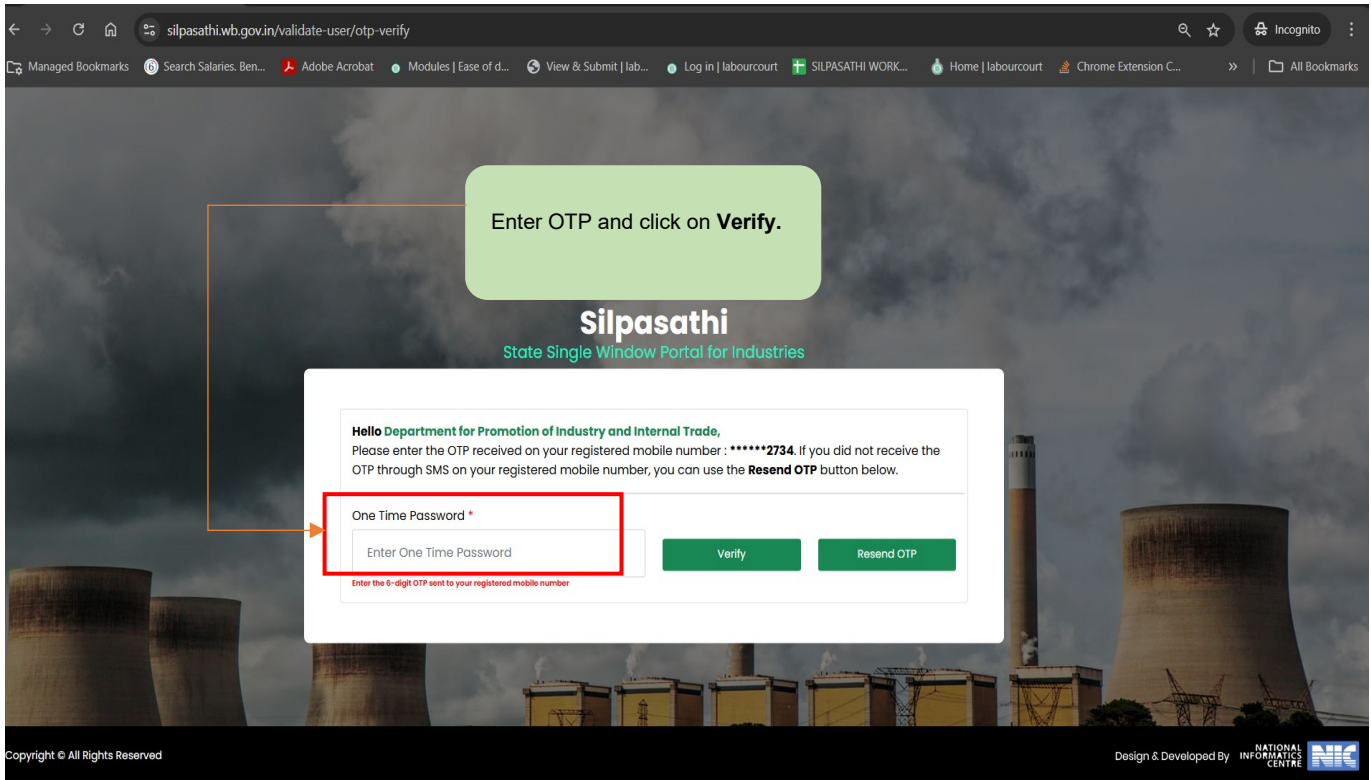


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Provided as a service through 'SilpaSathi' the Online Single Window portal of State (WB)

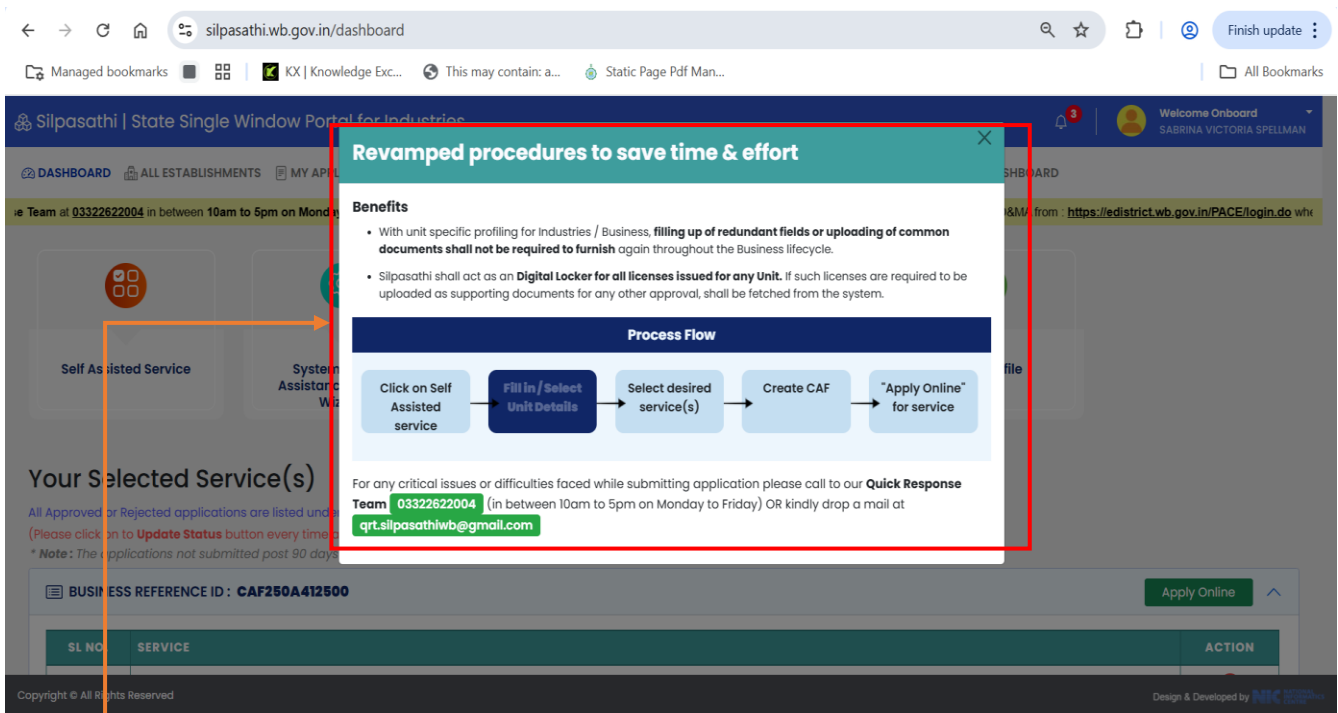
**Once the user logs in, the following screen is now displayed to the user.**



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

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

### SilpaSathi Dashboard



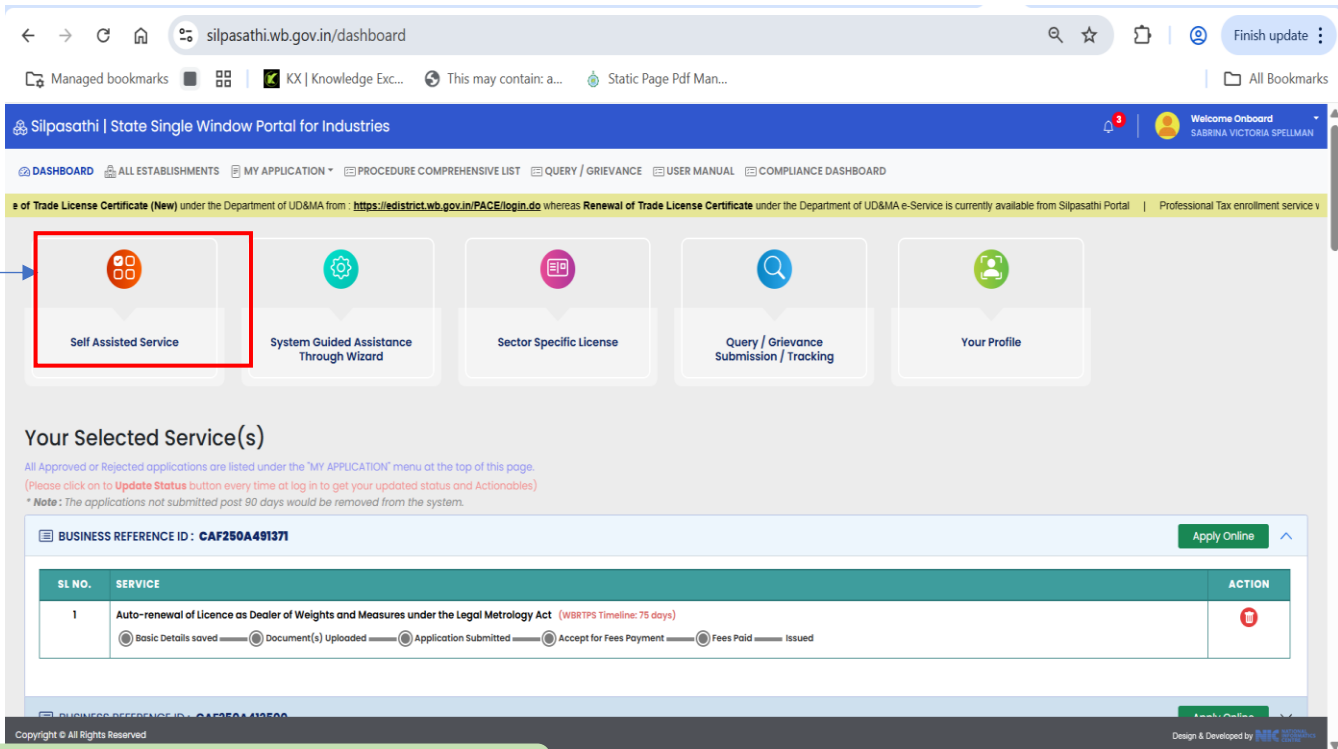
Basic procedural flow

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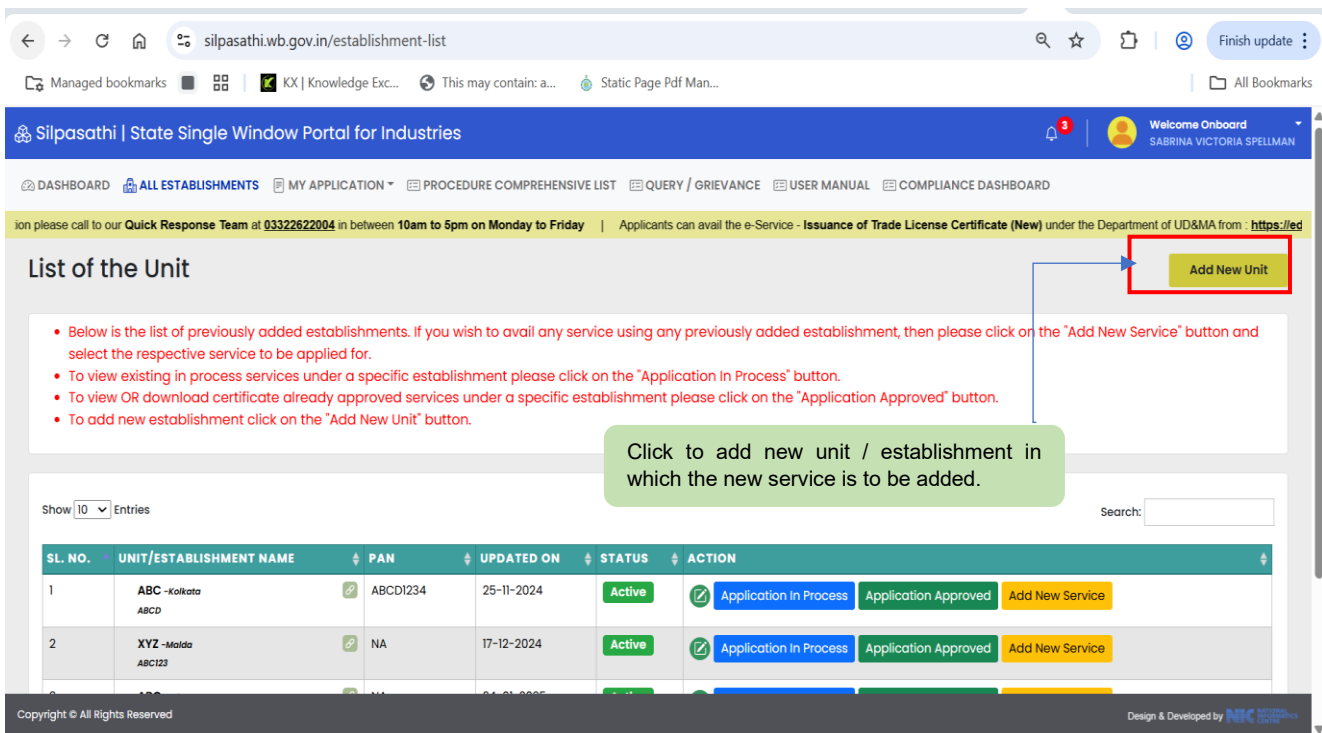
## Registration under The Shops and Establishment Act, 1963

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



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



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

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

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

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

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

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The screenshot shows the 'List of the Unit' page on the SilpaSathi portal. At the top, there is a navigation bar with the portal name and a user profile. Below this, a list of establishments is displayed in a table. A callout box with a green background and white text says 'The added establishment can be viewed from the list.' and points to the third row of the table. The table has columns for SL. NO., UNIT/ESTABLISHMENT NAME, PAN, UPDATED ON, STATUS, and ACTION. The third row is highlighted with a red border, and the 'Add New Service' button in the ACTION column is also highlighted with a red border.

SL. NO.	UNIT/ESTABLISHMENT NAME	PAN	UPDATED ON	STATUS	ACTION
1	ABC -Kolkata ABCD	ABCDI234	25-11-2024	Active	Application In Process Application Approved Add New Service
2	XYZ -Malda ABC123	NA	17-12-2024	Active	Application In Process Application Approved Add New Service
3	ABC -Allpurdur XYZ	NA	24-01-2025	Active	Application In Process Application Approved Add New Service
4	ABCD -Bankura XUZW 1234	HPMPSE1245	11-06-2025	Active	Application In Process Application Approved Add New Service
5	XYZ -Jalpaiguri ABC123	NA	17-12-2024	Active	Application In Process Application Approved Add New Service
6	ABC -Bankura	HPMPSE122H	03-03-2025	Active	Application In Process Application Approved Add New Service

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

This screenshot is similar to the previous one, but with a callout box pointing to the 'Add New Service' button in the third row of the table. The callout box has a green background and white text that says 'Click to add new service.' The 'Add New Service' button in the third row is highlighted with a red border.

SL. NO.	UNIT/ESTABLISHMENT NAME	PAN	UPDATED ON	STATUS	ACTION
1	ABC -Kolkata ABCD	ABCDI234	25-11-2024	Active	Application In Process Application Approved Add New Service
2	XYZ -Malda ABC123	NA	17-12-2024	Active	Application In Process Application Approved Add New Service
3	ABC -Allpurdur XYZ	NA	24-01-2025	Active	Application In Process Application Approved Add New Service
4	ABCD -Bankura XUZW 1234	HPMPSE1245	11-06-2025	Active	Application In Process Application Approved Add New Service
5	XYZ -Jalpaiguri ABC123	NA	17-12-2024	Active	Application In Process Application Approved Add New Service
6	ABC -Bankura	HPMPSE122H	03-03-2025	Active	Application In Process Application Approved Add New Service

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

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The screenshot shows the 'Add Service' page on the SilpaSathi portal. At the top, there is a navigation bar with 'DASHBOARD', 'ALL ESTABLISHMENTS', 'MY APPLICATION', 'PROCEDURE COMPREHENSIVE LIST', 'QUERY / GRIEVANCE', 'USER MANUAL', and 'COMPLIANCE DASHBOARD'. A status bar indicates the user is logged in as 'SABRINA VICTORIA SPELLMAN'. The main content area displays establishment details for 'ABCD' with the following information: Owner Contact No.: NA, Address: XUZW 1234, District: Bankura, Investment Category: NA, Investment Amount (RS): 1000000, and Industry Category: MICRO. An 'Edit' button is visible below the details. Below this, a section titled 'Select any Service(s) applicable/required for this Unit' contains a table of services. The table has columns for 'DEPARTMENT/DIRECTORATE/DISTRICT ADMINISTRATION' and 'SERVICE NAME'. The services listed are all under 'Consumer Affairs' and include 'Auto-renewal of Licence as Dealer of Weights and Measures under the Legal Metrology Act' and 'Licence as Dealer of Weights and Measures under the Legal Metrology Act'. A red box highlights the table, and a callout points to it with the text 'List of services from which the user can select the desired service.'

Establishment details for the service to be added.

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

Once done, a list of services will appear. Applicants need to click on the checkbox adjacent to the service named **'Registration under The Shops and Establishment Act'**

The screenshot shows the 'Add Service' page on the SilpaSathi portal. The navigation bar is similar to the previous screenshot. The main content area displays a section titled 'Select The Required Service(s)'. Below this, there is a table of services. The table has columns for 'DEPARTMENT NAME' and 'SERVICE NAME'. The services listed are: 'Labour' (selected with a checked checkbox) with 'Registration under The Shops and Establishment Act', 'Labour' with 'Renewal of Registration of Boilers Manufactures under The Boilers Act, 1923', and 'Labour' with 'Renewal of Registration of Boilers under The Boilers Act, 1923'. A red box highlights the first row. Below the table, there is a 'Create CAF' button, which is also highlighted with a red box. A callout points to this button with the text 'Click to create CAF'. The footer of the page includes 'Copyright © All Rights Reserved' and 'Design & Developed by NIC'.

Click to create CAF.

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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.

### Applicant's Dashboard

**CAF ID generated.**

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

**Service Added Successfully**

**Your Selected Service(s)**

SL NO.	SERVICE	ACTION
1	Registration under The Shops and Establishment Act (WBRTPS Timeline: Real Time) ● Initiated ● Fees Pending ● Fees Paid ● Certificate Issued	Apply Online

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.

**Common Application Form - CAF2022000814**

**Application for Registration of Shops & Establishments.**

**Application For Registration**

1. Name of the shop/establishment: \*  
H. TECHNOLOGY

2. Postal address and exact location of the shop/establishment: \*  
Nimta, Birati

District: NORTH 24-PARGANAS | Sub-division: BARRACKPORE | Rural or Urban: Urban | Block/Municipality/Municipal Corporation: Municipality

Block/Municipality/Municipal Corporation Name: DUM DUM MUNICIPALITY | GP or Ward: 14 | Police Station: DUM DUM | post office: NIMTA S.O | Pin Code: 700049

3. Exact location of office, store-room, godown, warehouse or work place, if any attached to shop but situated in premises different from those of shop/establishment.  
Nimta, Birati

Name And Residential Address Of Shopkeepers Or Employers  
Click Here to Add/Show Residential Address of shopkeepers or employers

Name And Residential Address Of Manager If Any

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The screenshot shows the 'Name Of Members Of The Family Of Owner Who Are Employed In The Shop Or Establishment Or Live With The Owner And Are Dependent On Him Or Her' section. It includes a table with columns: SL. NO., NAME, DATE OF BIRTH, GENDER OF DEPENDENT MEMBER, RELATIONSHIP, and DELETE. A sample entry is shown with SL. NO. 1, NAME Sample name, DATE OF BIRTH 26-01-1998, GENDER OF DEPENDENT MEMBER Male, and RELATIONSHIP Son. There are also input fields for Name, Date of Birth, Gender of Dependent Member, and Relationship, along with an 'Add' button.

SL. NO.	NAME	DATE OF BIRTH	GENDER OF DEPENDENT MEMBER	RELATIONSHIP	DELETE
1	Sample name	26-01-1998	Male	Son	

The screenshot shows the 'Employee Details' section. It includes a table with columns: SL. NO., NAME, DESIGNATION, DOJ, SALARY/MONTH, FULL HOLIDAY, HALF HOLIDAY, GENDER, AGE, and DELETE. A sample entry is shown with SL. NO. 1, NAME Sample employee name, DESIGNATION Sample designc, DOJ 26-01-2000, SALARY/MONTH 20000, FULL HOLIDAY SUNDAY, HALF HOLIDAY SATURDAY, GENDER MALE, and AGE 22. There are also input fields for Name, Designation, Date of Join, Salary / Month, Day on Which Full Holiday is Allowed, Day on Which half Holiday is Allowed, Gender, and Age, along with an 'Add' button.

SL. NO.	NAME	DESIGNATION	DOJ	SALARY/MONTH	FULL HOLIDAY	HALF HOLIDAY	GENDER	AGE	DELETE
1	Sample employee name	Sample designc	26-01-2000	20000	SUNDAY	SATURDAY	MALE	22	

**Employee Count**

NO OF ADULT MALE EMPLOYEES	NO OF YOUNG MALE EMPLOYEES	TOTAL NO OF MALE EMPLOYEES
1	0	1
NO OF ADULT FEMALE EMPLOYEES	NO OF YOUNG FEMALE EMPLOYEES	TOTAL NO OF FEMALE EMPLOYEES
0	0	0
NO OF ADULT OTHER EMPLOYEES	NO OF YOUNG OTHER EMPLOYEES	TOTAL NO OF OTHER EMPLOYEES
0	0	0

**Declaration Of Weekly Closing Days**

Full Closing Day: Sunday  
Half Closing Day: Saturday

please click Exempted Category checkbox, if no Full Closing and Half Closing Day

Employer Email: test@gmail.com  
Employer Mobile No.: 9876543210  
AADHAR / VOTER ID: AADHAR  
AADHAR / VOTER ID No.: 769658573705

I hereby declare that the above information is true to the best of my knowledge and belief I Accept \*

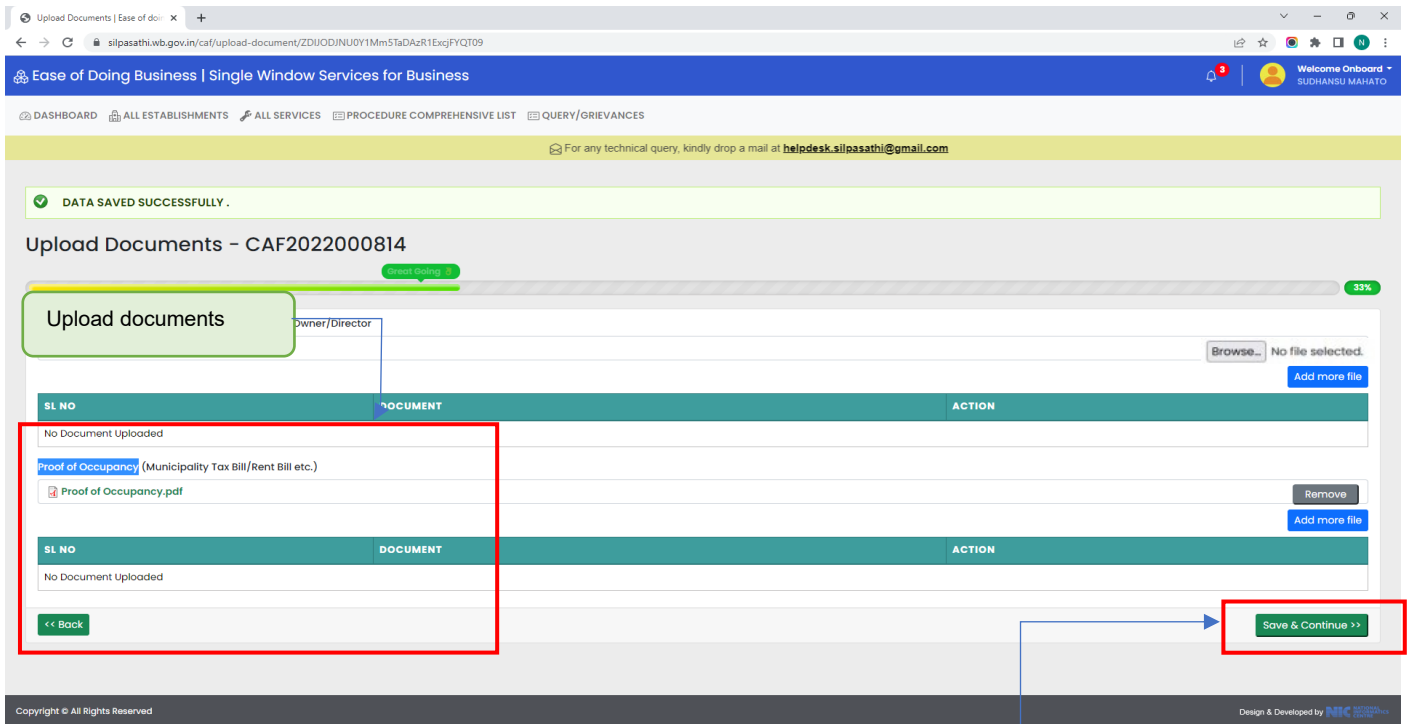
Save & Next >>

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.

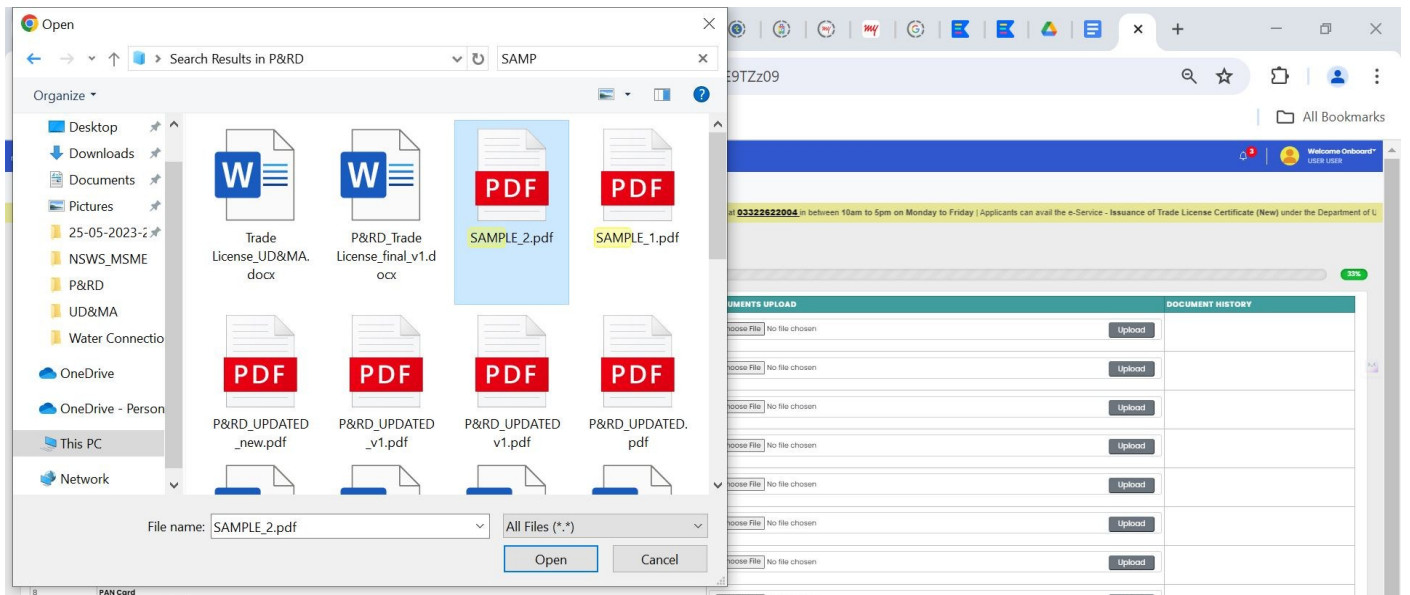
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Click to continue with the application process.

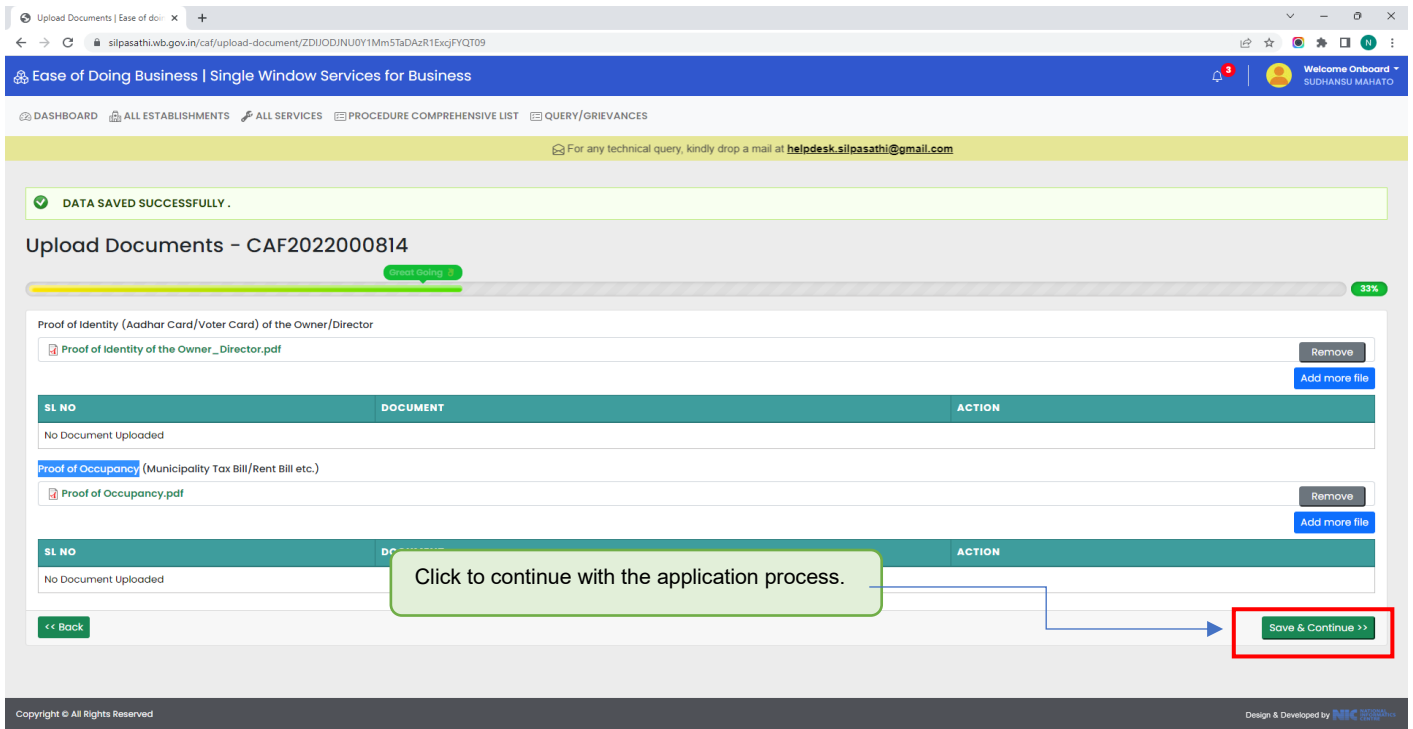


The applicant is required to upload **required documents** in **pdf format** as illustrated in the screenshots. After filling the application form and uploading the required documents the applicant has to click on '**Save and Continue**' to proceed with the application.

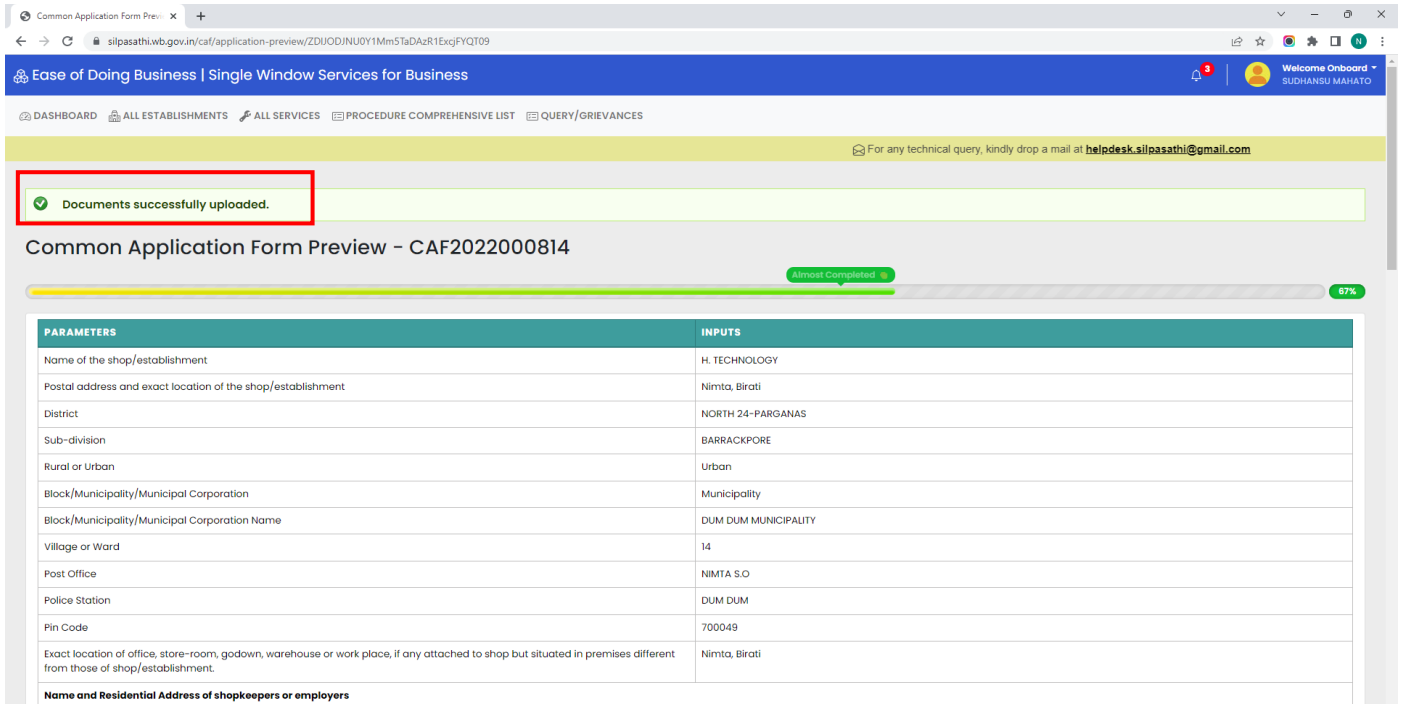
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The applicant shall review the filled in application form and proceed for final submission of application. Once reviewed, the applicant shall also be required to click on the Declaration checkbox on the bottom left of the application page before proceeding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



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Ease of Doing Business | Single Window Services for Business

WELCOME ONBOARD - SUDHANSU MAJUMDAR

DASHBOARD ALL ESTABLISHMENTS ALL SERVICES PROCEDURE COMPREHENSIVE LIST QUERY/GRIEVANCES

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

Documents successfully uploaded.

### Common Application Form Preview - CAF2022000814

Almost Completed 67%

PARAMETERS		INPUTS	
Name of the shop/establishment		H. TECHNOLOGY	
Postal address and exact location of the shop/establishment		Nimta, Birati	
District		NORTH 24-PARGANAS	
Sub-division		BARRACKPORE	
Rural or Urban		Urban	
Block/Municipality/Municipal Corporation		Municipality	
Block/Municipality/Municipal Corporation Name		DUM DUM MUNICIPALITY	
Village or Ward		14	
Post Office		NIMTA S.O	
Police Station		DUM DUM	
Pin Code		700049	
Exact location of office, store-room, godown, warehouse or work place, if any attached to shop but situated in premises different from those of shop/establishment.		Nimta, Birati	

#### Name and Residential Address of shopkeepers or employers

SL. NO.	SHOPKEEPER NAME	GENDER	ADDRESS LINE1	DISTRICT, SUBDIVISION ETC
1	Sample shopkeeper name	Male	Sample Address line	District:17,Sub-division:KOLKATA, Rural or Urban:Urban, Block/Municipality/Municipal Corporation Name:KOLKATA MUNICIPAL CORPORATION, Police Station:AMHERST STREET,Post office:RAJA RAM MOHAN SARANI S.O,Pincode:700009

#### Name and Residential Address of Manager if Any

SL. NO.	MANAGER NAME	GENDER	ADDRESS LINE1	DISTRICT, SUBDIVISION ETC
1	Sample manager name	Male	Sample Address line	District:17,Sub-division:KOLKATA, Rural or Urban:Urban, Block/Municipality/Municipal Corporation Name:KOLKATA MUNICIPAL CORPORATION, Police Station:AMHERST STREET,Post office:RAJA RAM MOHAN SARANI S.O,Pincode:700009

#### Name and Residential Address of Partners if a Partnership Concern

SL. NO.	PARTNERS NAME	GENDER	ADDRESS LINE1	DISTRICT, SUBDIVISION ETC
1	Sample partner name	Male	Sample Address line	District:17,Sub-division:KOLKATA, Rural or Urban:Urban, Block/Municipality/Municipal Corporation Name:KOLKATA MUNICIPAL CORPORATION, Police Station:AMHERST STREET,Post office:RAJA RAM MOHAN SARANI S.O,Pincode:700009

#### Name and Residential Address of Directors if a Limited Company

SL. NO.	DIRECTOR NAME	GENDER	ADDRESS LINE1	DISTRICT, SUBDIVISION ETC
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#### Business Category Details

Category of establishment i.e., whether a shop commercial establishment, residential hotel, restaurant, eating house, theatre, cinema, or other place of public amusement or entertainment	Shop
Establishment MSME type	Micro
Nature of business	
Date of commencement of business	2000-01-26

#### Name of Members of the Family of owner who are Employed in the Shop or Establishment or Live with the Owner and are Dependent on Him or Her

SL. NO.	NAME	DATE OF BIRTH	GENDER OF DEPENDENT MEMBER	RELATIONSHIP
1	Sample name	26-01-1998	Male	Son

#### Names of other persons employed

i. In a managerial or confidential capacity

ii) As a traveller, canvasser, messenger, watchman, or caretaker; and

iii) exclusively in connection with customs examination, collection, despatch, delivery, or conveyance of goods from or to booking officers for transport by rail, road or air, docks warehouses or airports (Indicate sex and age in case of young Persons)

#### Names of other persons employed

SL. NO.	NAME	DESIGNATION	DOJ	SALARY/MONTH	FULL HOLIDAY	HALF HOLIDAY	GENDER	AGE
1	Sample employee name	Sample designation	26-01-2000	20000	SUNDAY	SATURDAY	MALE	22

#### Employee Count

No of Adult Male Employees	No of Young Male Employees	Total No of Male Employees
1	0	1
No of Adult female Employees	No of Young female Employees	Total No of female Employees
0	0	0
Total No of Other Adult Employees	Total No of Other Young Employees	Total No of Other Employees
0	0	0

#### Declaration of Weekly Closing Days

Full Closing Day	Sunday
Half Closing Day	Saturday
Employer Email	test5@gmail.com
Employer Mobile No	9876543210
AADHAR / VOTER ID	AADHAR
AADHAR / VOTER ID No.	769658573705

#### UPLOADED SUPPORTING DOCUMENTS

Proof of identity (Aadhar Card/Voter Card) of the Owner/Director	<a href="#">View</a>
Proof of Occupancy (Municipality Tax Bill/Rent Bill etc.)	<a href="#">View</a>

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

[Submit](#)

Declaration statement

Click on submit for submission of application.

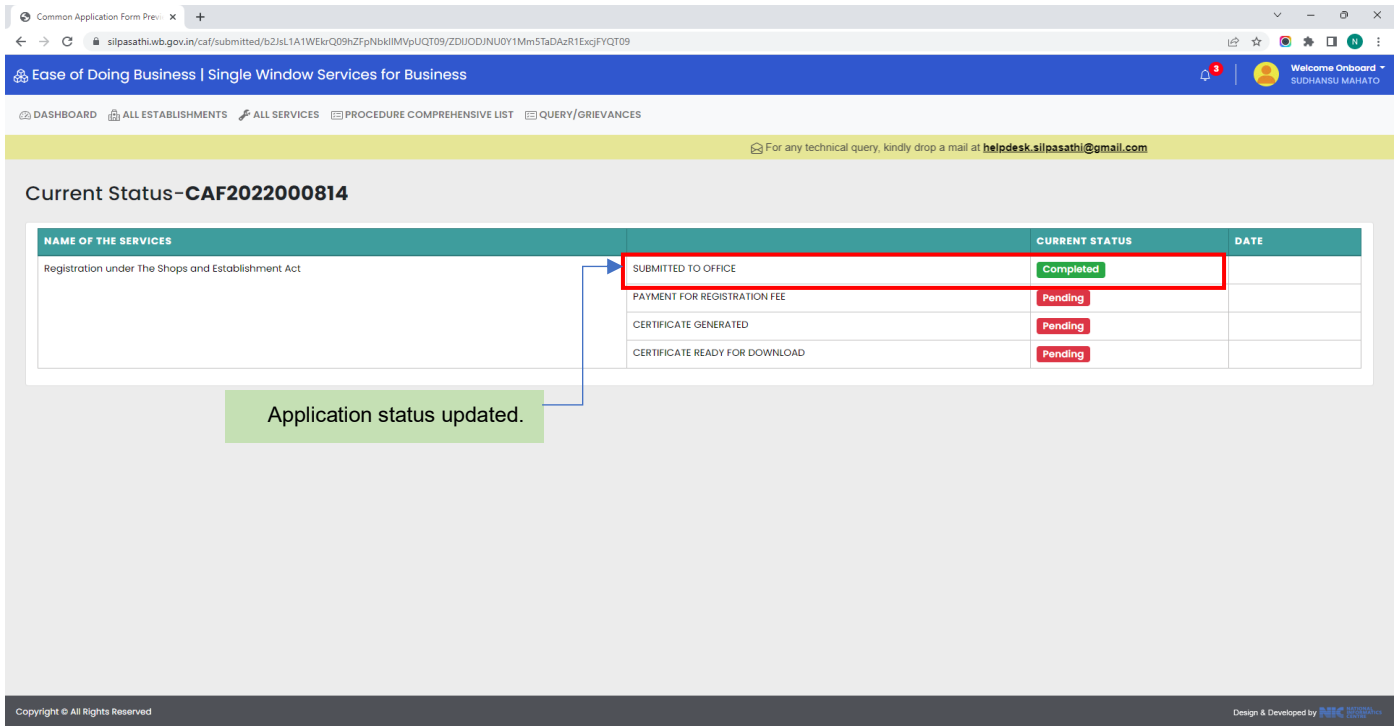
# User Manual

## Registration under The Shops and Establishment Act, 1963

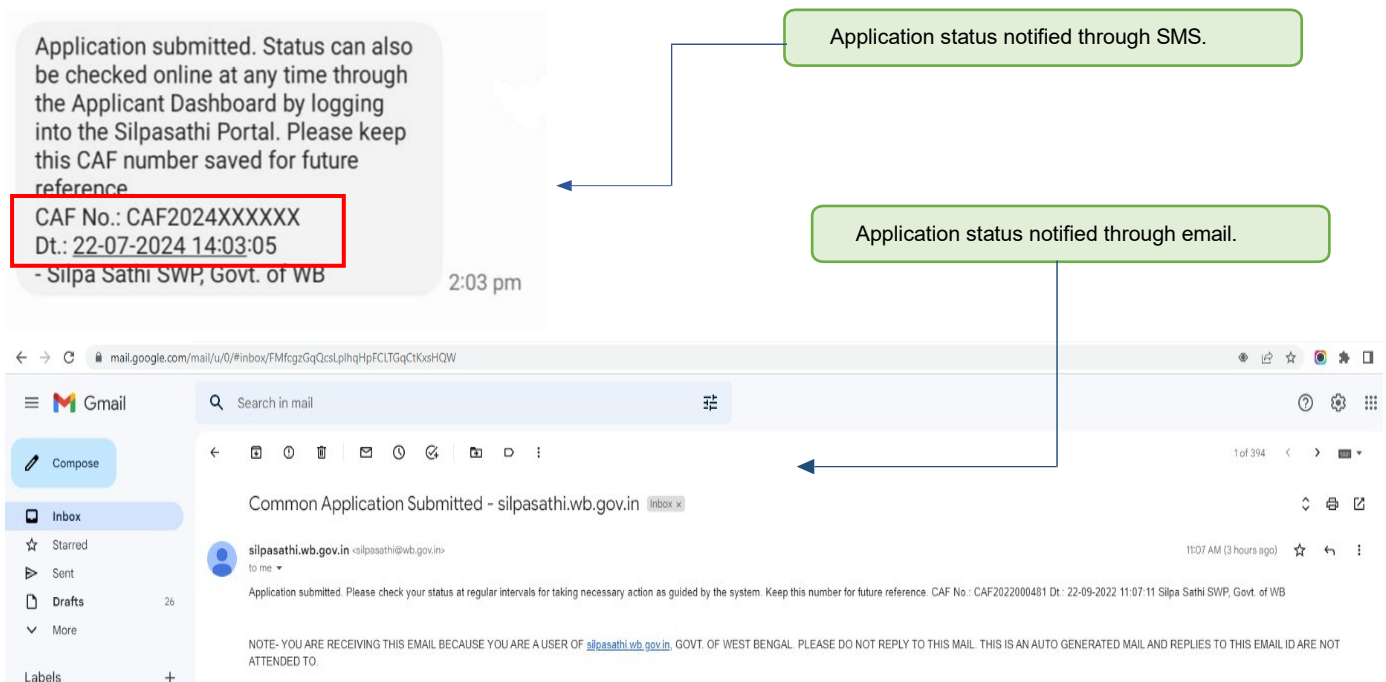
Provided as a service through 'SilpaSathi' the Online Single Window portal of State (WB)

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.



# User Manual

## Registration under The Shops and Establishment Act, 1963

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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 'Applicant's Dashboard' on the 'Ease of Doing Business' portal. The dashboard includes navigation links for 'DASHBOARD', 'ALL ESTABLISHMENTS', 'ALL SERVICES', 'PROCEDURE COMPREHENSIVE LIST', and 'QUERY/GRIEVANCES'. A yellow banner at the top provides a contact email: [helpdesk.silpasathi@gmail.com](mailto:helpdesk.silpasathi@gmail.com). 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'. The main section, 'Your Selected Service(s)', displays a progress bar for 'Registration under The Shops and Establishment Act' with a business reference ID of CAF2022000814. The progress bar shows stages: 'Initiated' (checked), 'Fees Pending' (checked), 'Fees Paid' (unchecked), and 'Certificate Issued' (unchecked). A 'Pay Now' button is highlighted in a red box, with a callout box pointing to it that says 'For proceeding with payment'. Another callout box points to the progress bar with the text 'Application status updated.'

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' page for business reference ID CAF2022000814. It includes a 'Details of the depositor' section with the following information:

Dept. Payment Reference Number	EODB2021703339814150
CAF Number	CAF2022000814
Name	SUDHANSU MAHATO
Email	sudhansumht@gmail.com
Mobile	9749689171

A note states: "Note: By pressing 'Confirm Payment' button you are redirected to Grips portal, please do not press back button or refresh. You will automatically redirect to dashboard after successful payment. Please don't be confused if not redirected automatically, your payment status will be updated shortly."

The 'Service wise fees details' section contains the following table:

SL. NO.	NAME OF THE SERVICES	PURPOSE	HEAD OF ACCOUNT	PAYABLE AMOUNT(RS.)
1	Registration under The Shops and Establishment Act	Fees for Registration under The Shops and Establishment Act	0230-00-800-009-27	30
Total				30

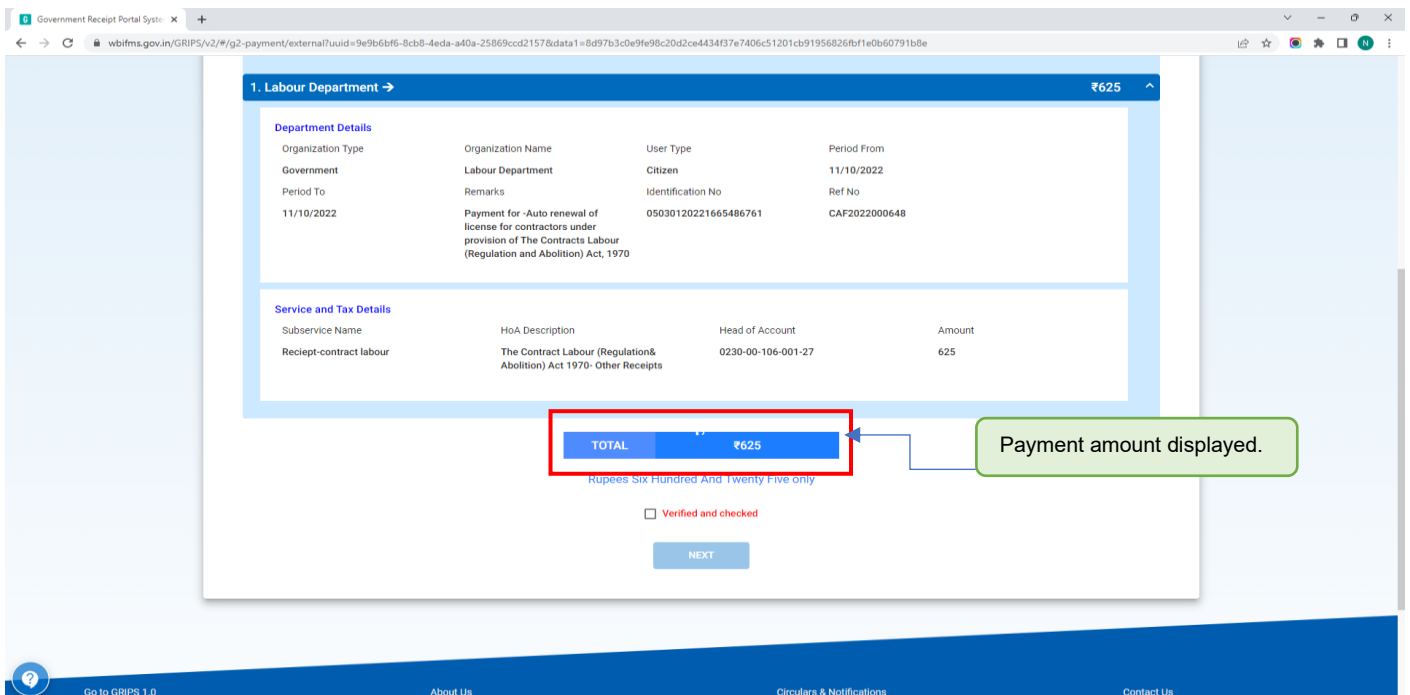
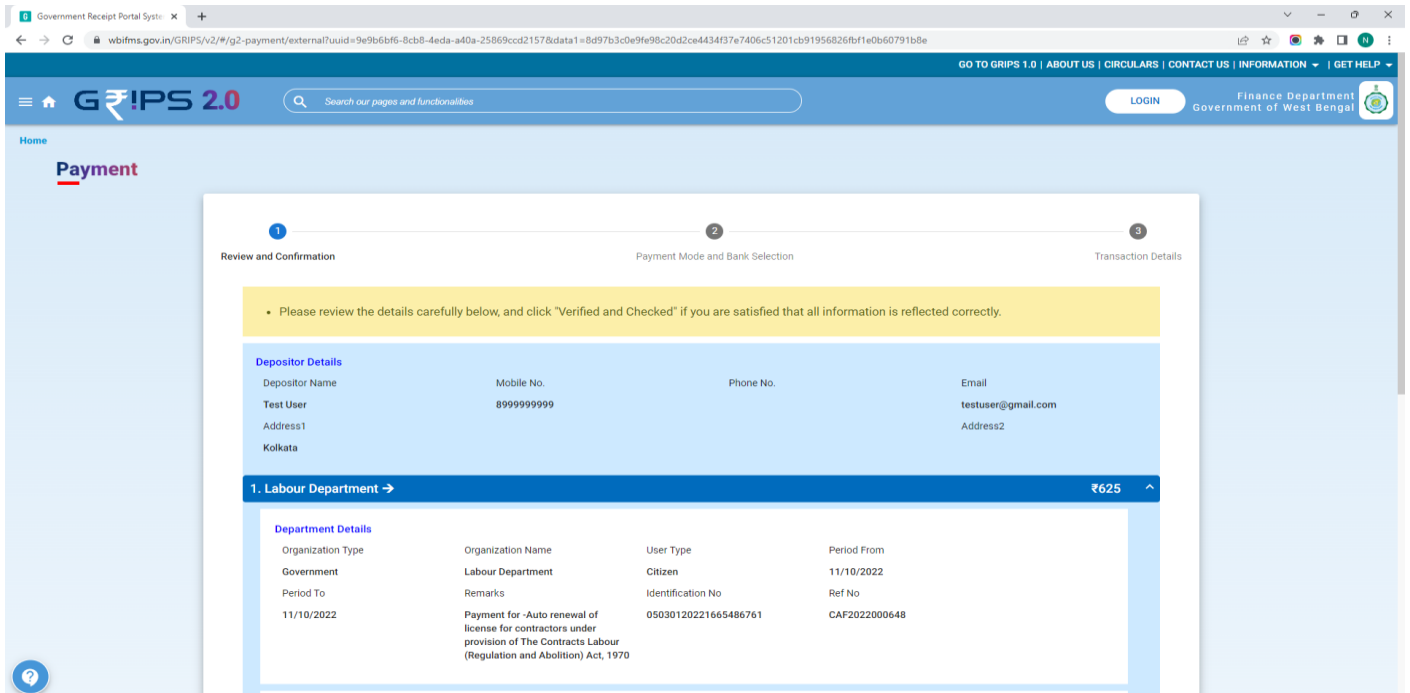
At the bottom right, a 'Proceed to Pay' button is highlighted in a red box, with a callout box pointing to it that says 'Click here to proceed with the payment in GRIPS portal.'

# User Manual

## Registration under The Shops and Establishment Act, 1963

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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.



# User Manual

## Registration under The Shops and Establishment Act, 1963

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The screenshot displays a payment summary for the Labour Department. The total amount is ₹625. The summary is divided into two sections: Department Details and Service and Tax Details.

1. Labour Department → ₹625			
<b>Department Details</b>			
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
<b>Service and Tax Details</b>			
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**

The screenshot displays the 'Payment Mode and Bank Selection' step of the payment process. The user has selected 'SBI EPay' as the payment mode and 'SBI EPay' as the bank. The interface includes a search bar, navigation links, and a 'LOGIN' button.

**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

**Payment**

Review and Confirmation      Payment Mode and Bank Selection      Transaction Details

Payment Mode \*  
SBI EPay

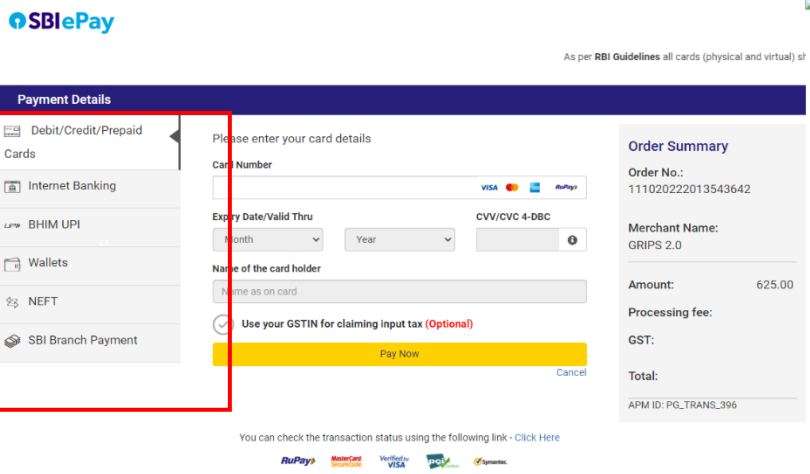
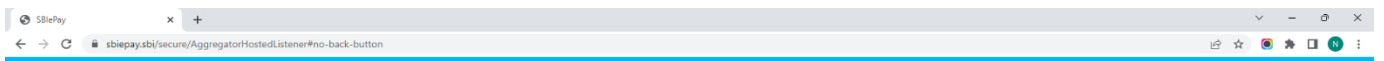
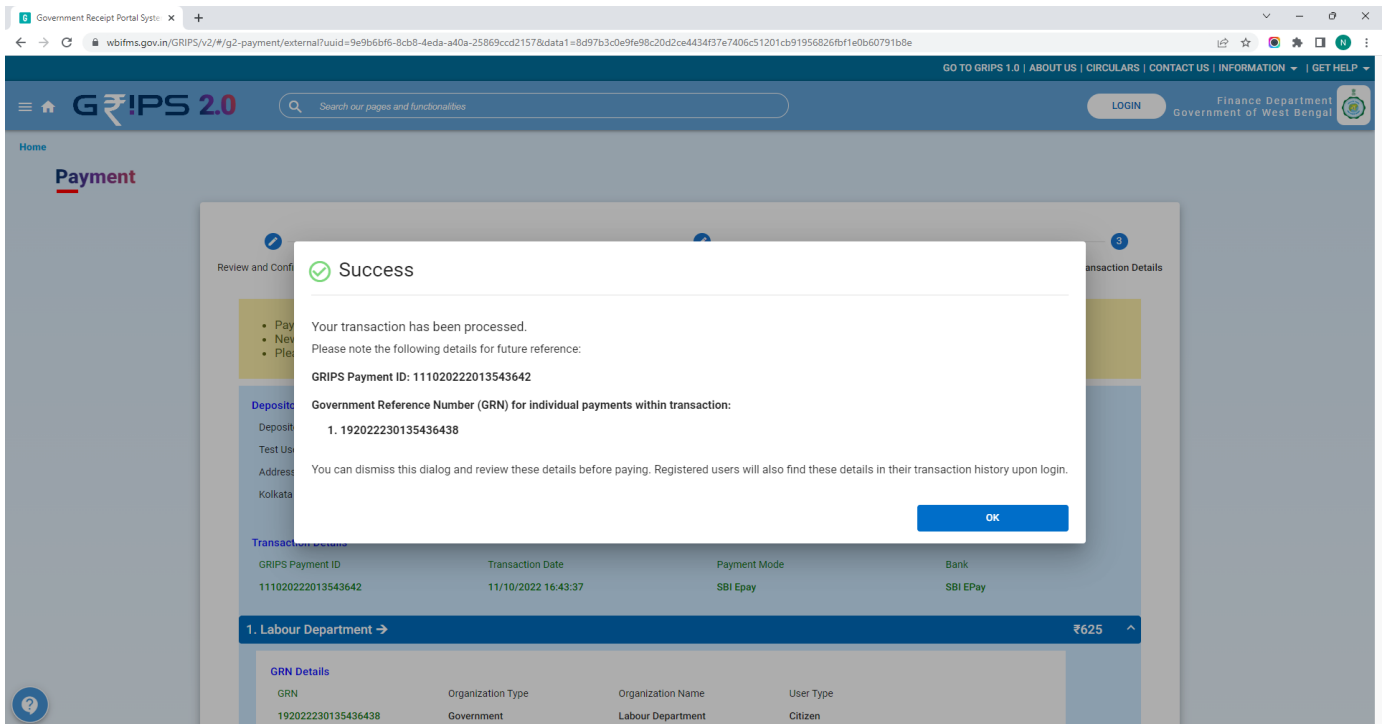
Bank \*  
SBI EPay

**BACK**      **NEXT**

# User Manual

## Registration under The Shops and Establishment Act, 1963

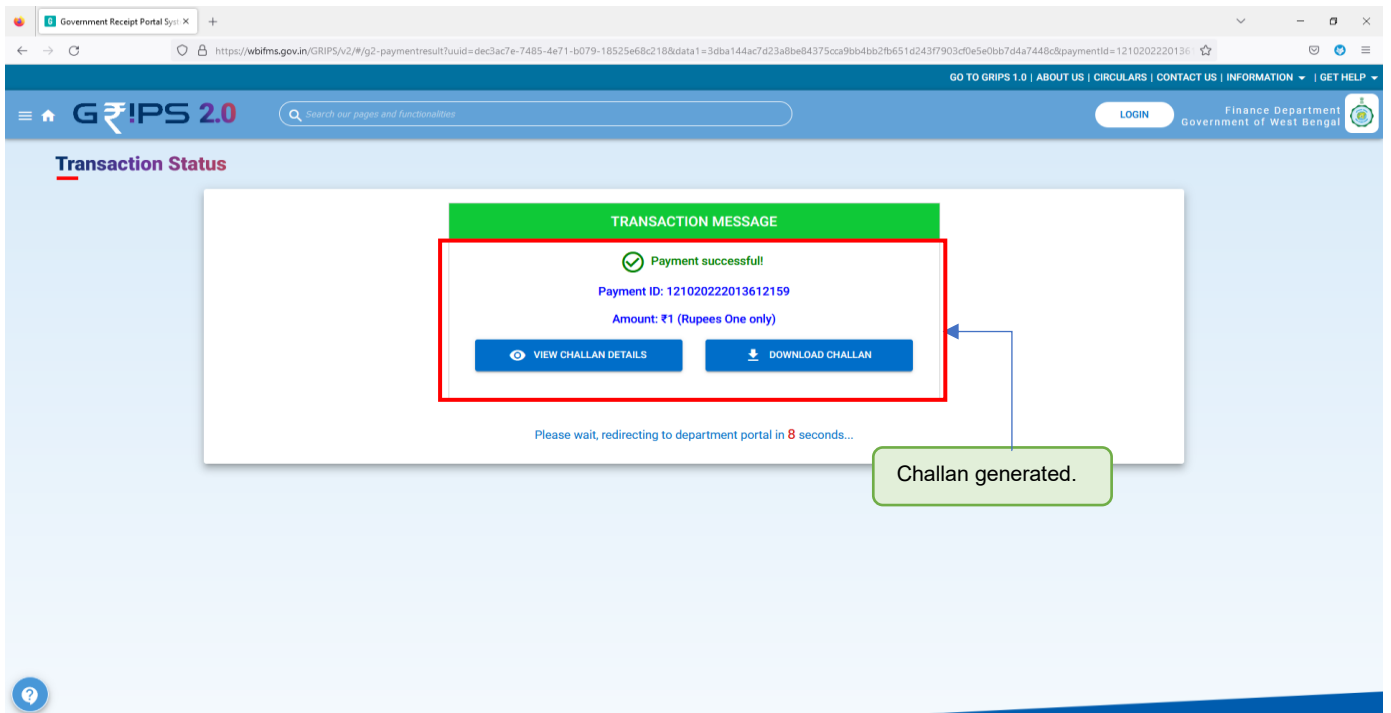
Provided as a service through 'SilpaSathi' the Online Single Window portal of State (WB)



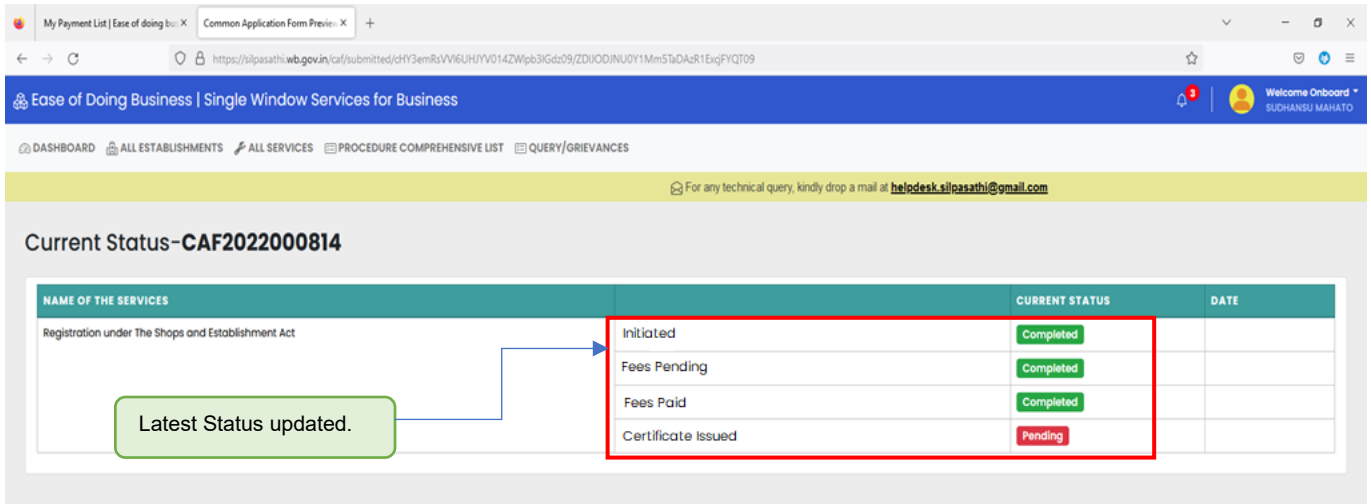
# User Manual

## Registration under The Shops and Establishment Act, 1963

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



# User Manual

## Registration under The Shops and Establishment Act, 1963

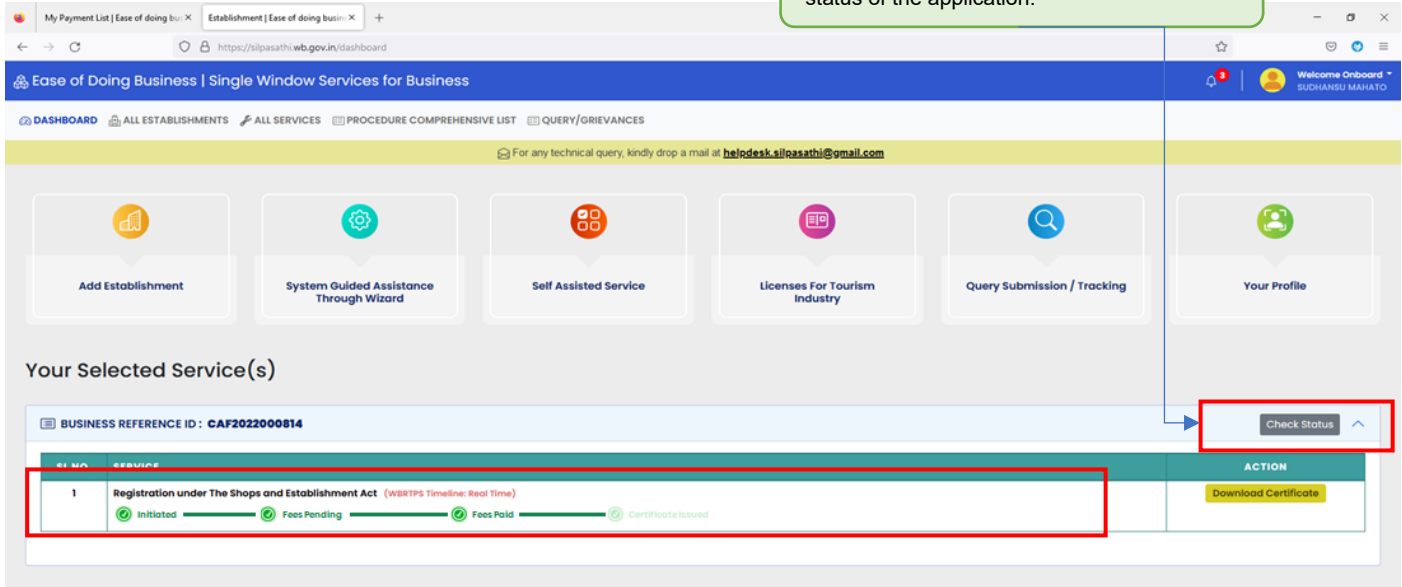
Provided as a service through 'SilpaSathi' the Online Single Window portal of State (WB)

### 3. Track Status of Application

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

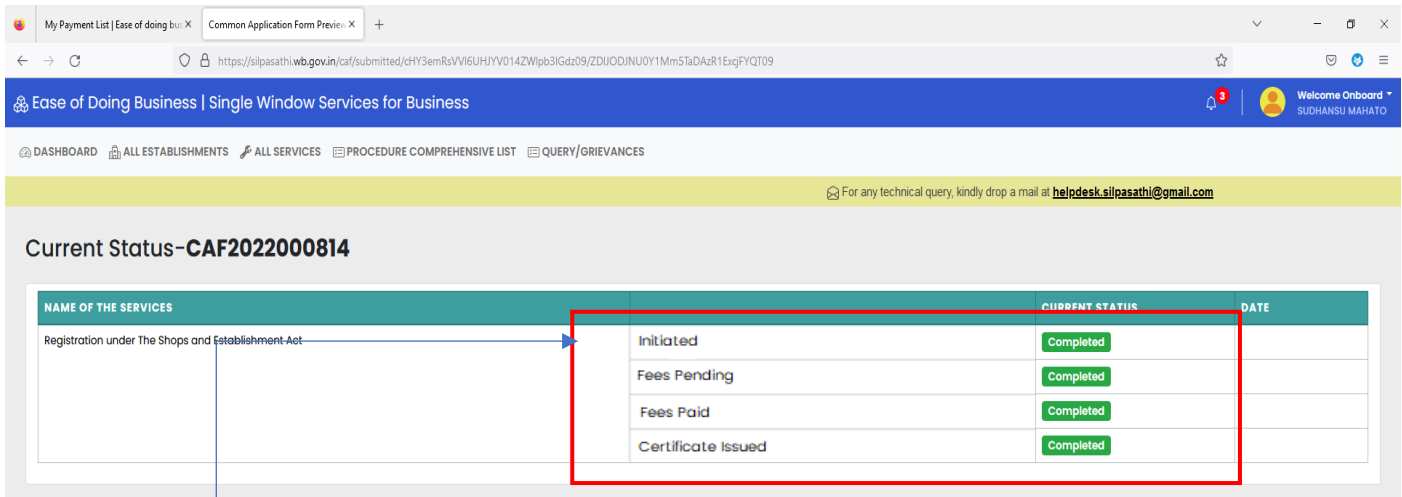
#### Applicant's Dashboard

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

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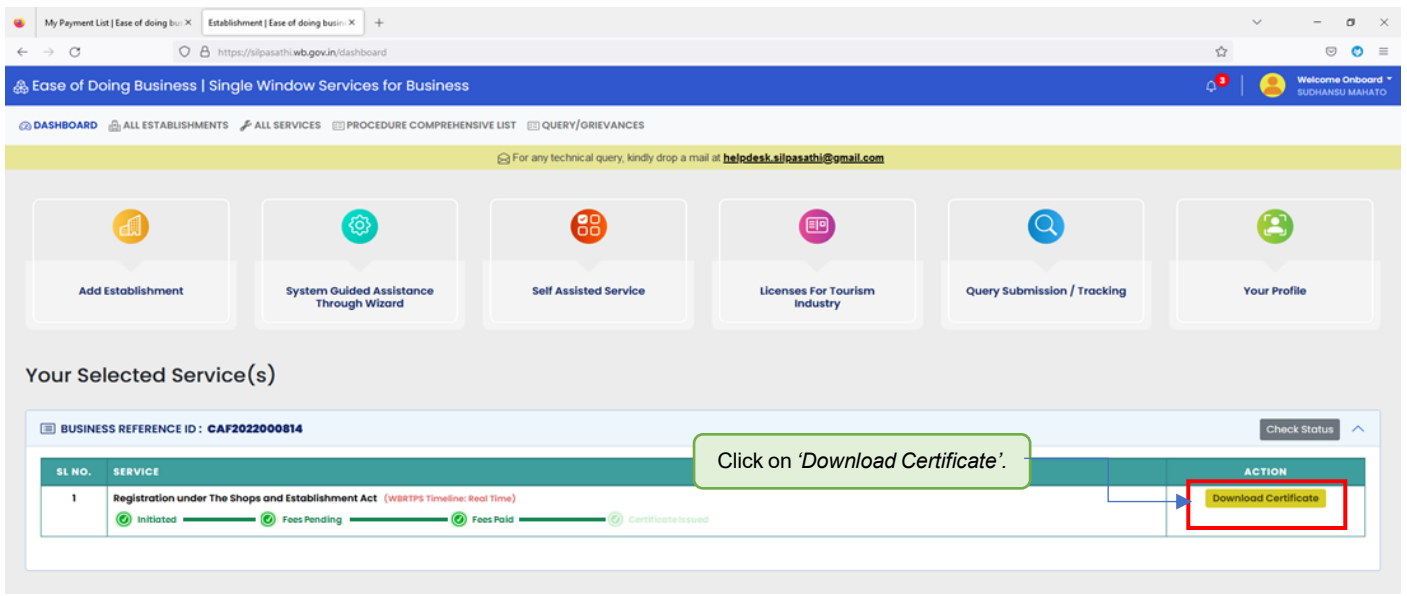
### 4. Online Download of final approval certificate

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

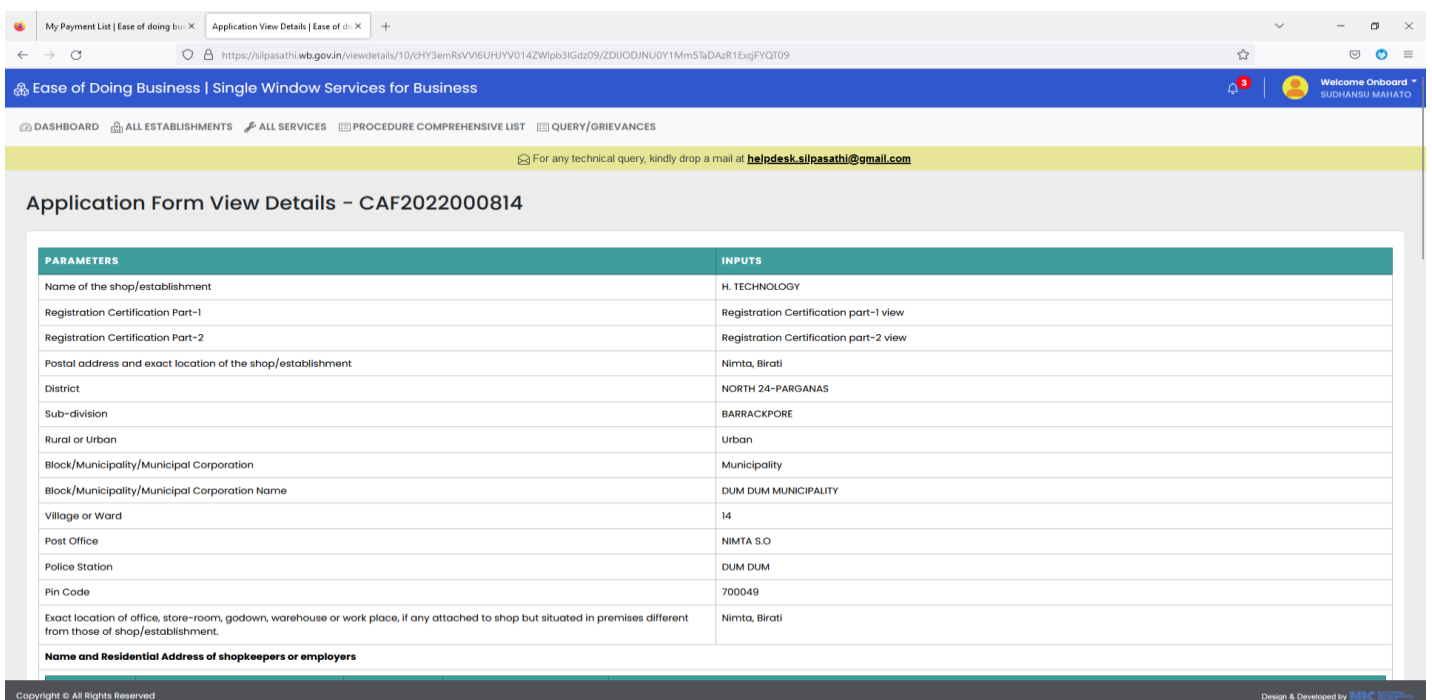
#### Applicant's Dashboard

**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:**



# User Manual

## Registration under The Shops and Establishment Act, 1963

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### The Final Certificate gets downloaded (Screenshot)

**Form - B**  
**Application for Registration**  
Prescribe under sub Rule (2) & (3) of rule 4 of the West Bengal Shops & Establishments Rules 1964.

**PART - 1**

To  
The Registering Authority  
Shops & Establishments  
(Here specify the area & Address)

Sir,  
I hereby apply for registration of my Shop/Establishment under the West Bengal Shops and Establishments Act, 1963. Particulars about the Shop/Establishment are furnished in statement below.

Required fee for Registration Rs **30** are deposited in this connection.

**STATEMENT**

- Name of the shop/establishment. If any **H. TECHNOLOGY**
- Postal address and exact location of the shop/establishment. **NIMTA, BIRATI, Ward No. - 14, DUM DUM MUNICIPALITY, BARRACKPORE SUB DIVISION, P. O. - NIMTA S.O District: NORTH 24-PARGANAS Pin Code: 700049**
- Exact location of office, store-room, godown, warehouse or work place, if any attached to shop but situated in premises different from those of shop/establishment. **DUM DUM Nimita, Birati**
- Name of shop-keeper/employer **Sample name**
- Residential address of shop-keeper/employer **SAMPLE ADDRESS, Ward No. - 16, BOROUGH - II, KOLKATA MUNICIPAL CORPORATION, P. S. - AMHERST STREET, P. O. - RAJA RAM MOHAN SARANI S.O, KOLKATA - 700009**
- Name of manager, if any, and his Residential address. **Sample manager name**
- Name and residential address of Partners, (if a partnership concern) **SAMPLE ADDRESS LINE, Ward No. - 14, BOROUGH - II, KOLKATA MUNICIPAL CORPORATION, P. S. - AMHERST STREET, P. O. - RAJA RAM MOHAN SARANI S.O, KOLKATA - 700009**
- Name and residential address of Directors (if a limited company) **N/A**
- Category of establishment i.e., whether a shop/SHOP commercial establishment, residential hotel, restaurant, eating house, theatre, cinema, or other place of public amusement or entertainment. **Micro**

10. Nature of business **Sample nature**

11. Date of commencement of business **26/01/2000**

12. Names of members of owner's family employed in the shop/establishment who live with the owner and are dependent on him/her.

Relationship	Adults	Young persons
Males	1	0
Females	N/A	0
Total	1	0

13. Names of other persons employed :-  
i) In a managerial or confidential capacity **N/A**  
ii) As a traveller, canvasser, messenger, watchman, or caretaker; and **N/A**  
iii) exclusively in connection with customs examination, collection, despatch, delivery, or conveyance of goods from or to booking officers for transport by rail, road or air, docks warehouses or airports (indicate sex and age in case of young Persons) **N/A**

14. Total number of employees :-

	Adults	Young persons	Total
Males	1	0	1
Females	0	0	0
Total	1	0	1

15. Declaration of weekly close days (in the case of a shop or commercial establishment.) **Full close day SUNDAY**  
**Half close day SATURDAY**

Employer Email **test15@gmail.com**  
Employer Mobile No. **9876543210**  
Employer AADHAR No. **XXXX XXXX XT75**

I hereby declare that the above information is true to the best of my knowledge and belief and that all the provisions of West Bengal Shops & Establishments Act, 1963 have been complied with.

Yours faithfully

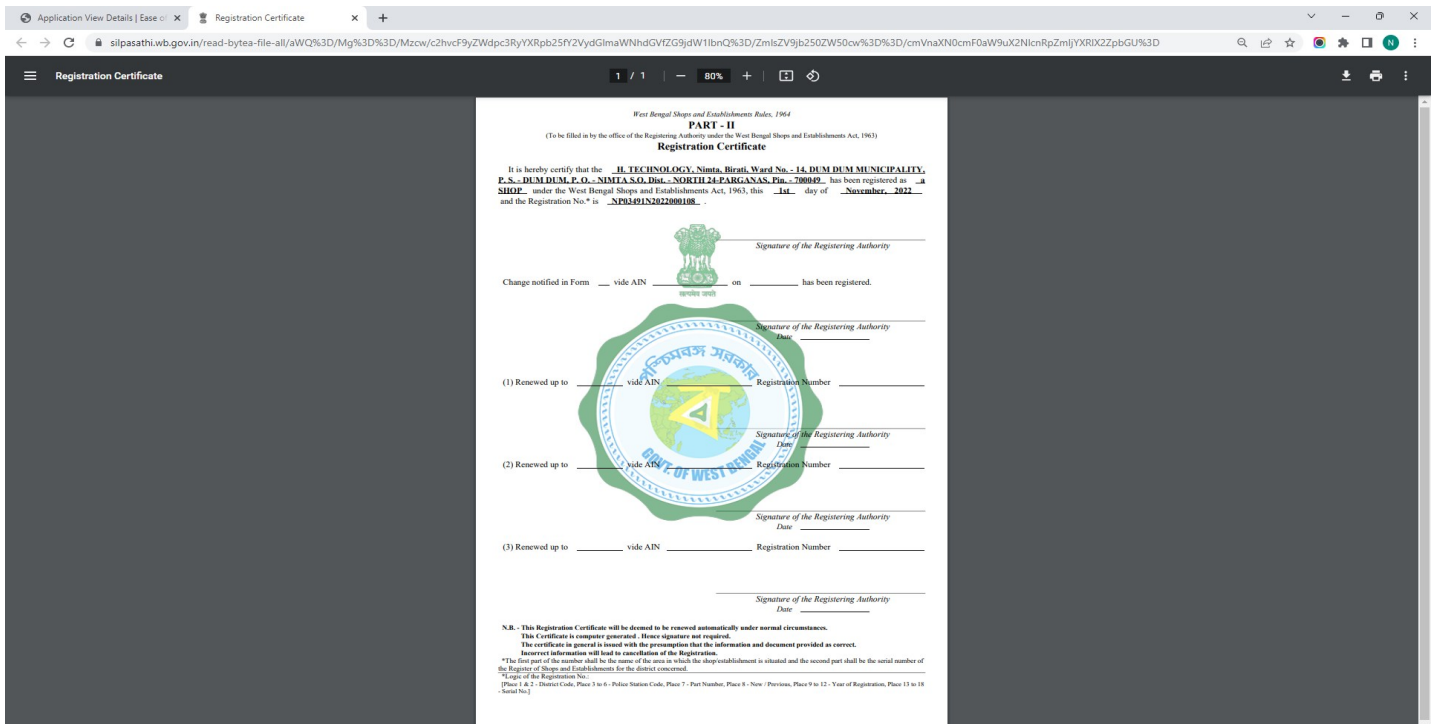
Dated. \_\_\_\_\_  
Signature of shop-keeper/employer

NOTE: 1. Item 3 should be filled in only when the office, store room etc. are not separately registered under the Act. In respect of such store rooms etc. not separately registered, particulars required under Items 12, 13, 14 should be given separately for each office, store room etc.  
2. If any item is not applicable, enter "Not applicable".

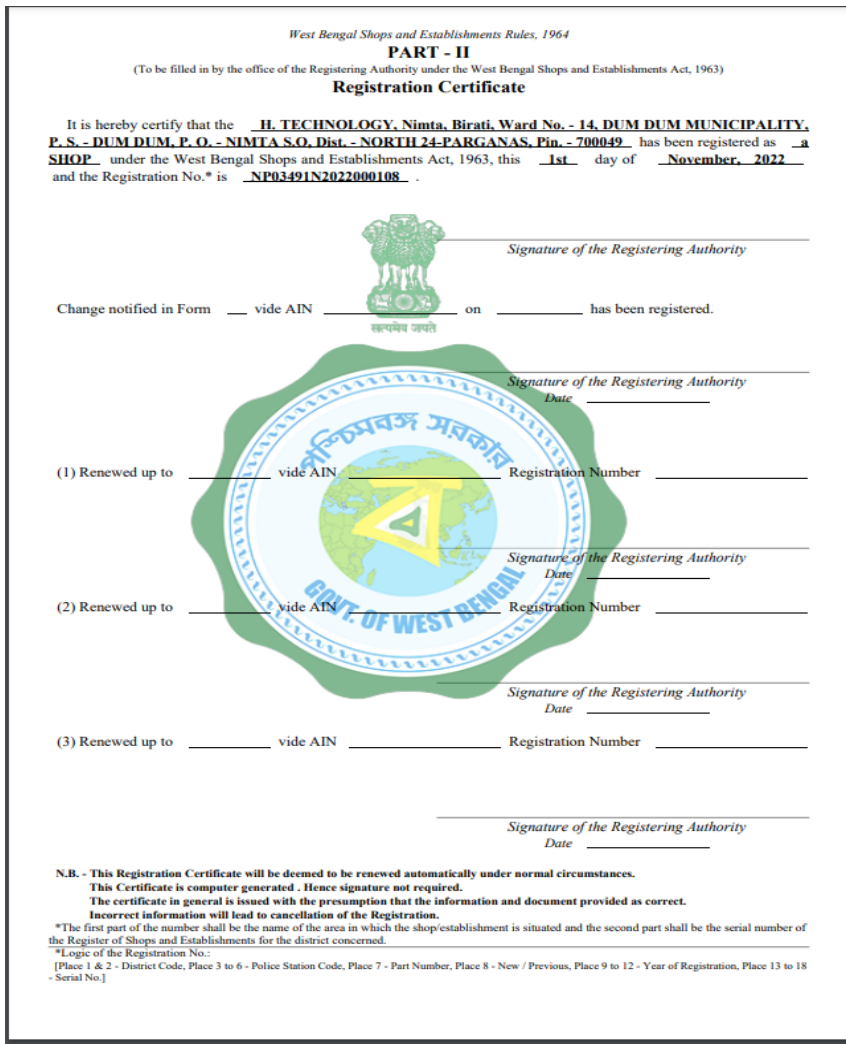
# User Manual

## Registration under The Shops and Establishment Act, 1963

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



## ***User Manual***

### ***Registration under The Shops and Establishment Act, 1963***

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#### **5. Third Party verification details**