



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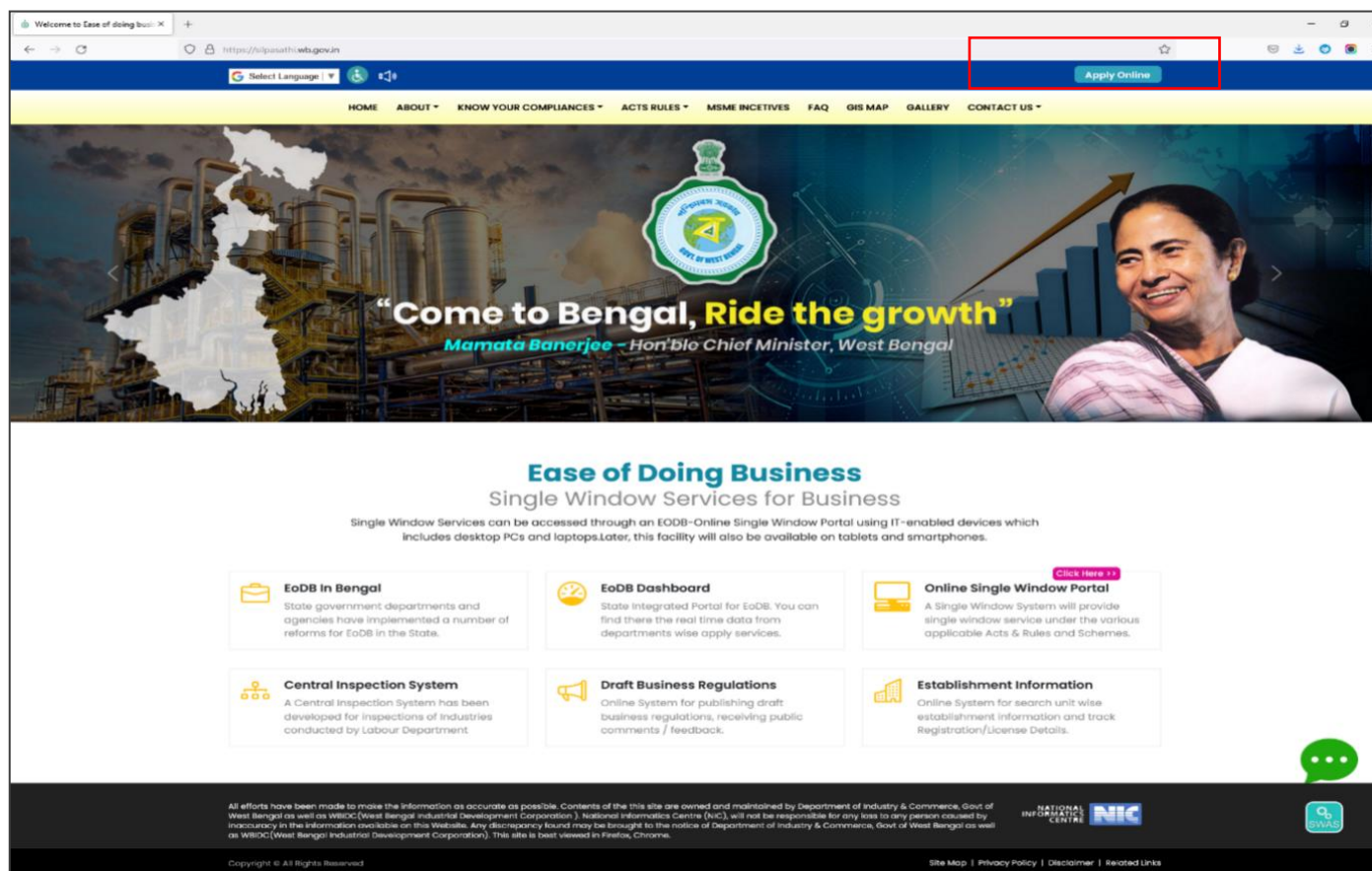
## Registration under The Shops and Establishment Act, 1963

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

## Application Process through SilpaSathi

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

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

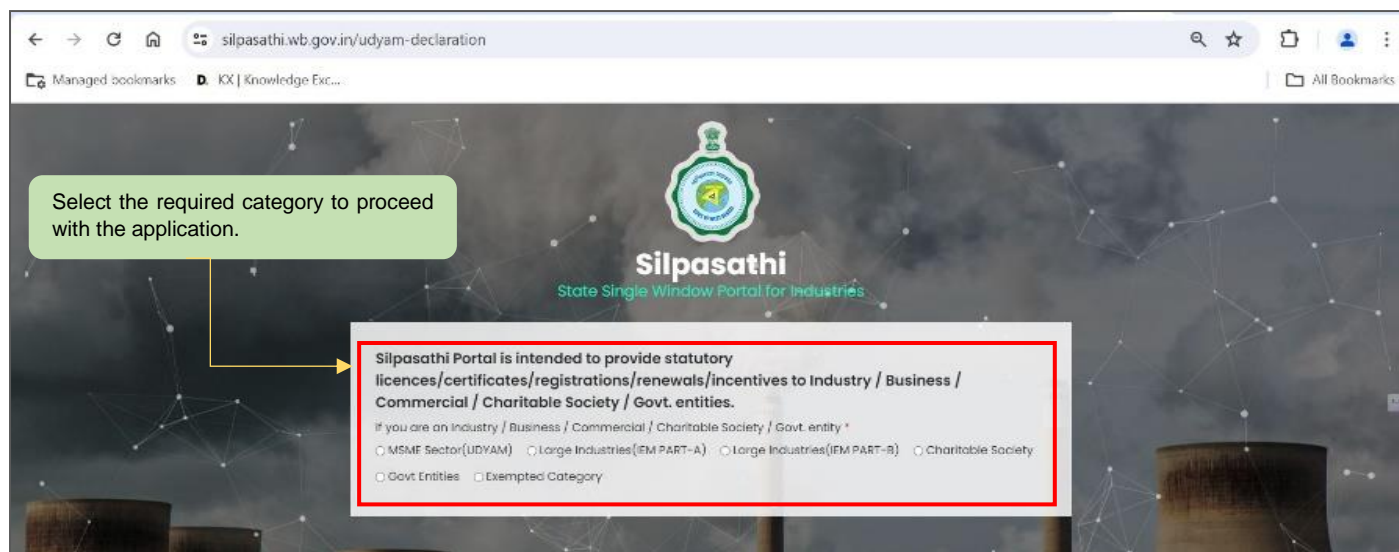


**Applicant Log-in:** The applicant needs to **select the required category** as illustrated in the screenshot below and proceed for registration.

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## Registration under The Shops and Establishment Act, 1963

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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**.

The screenshot shows the 'User Registration' form on the SilpaSathi portal. The background features a large image of industrial smokestacks with the text 'Ease of Doing Business Single Window Services for Business' and 'To Ride the growth, register your service'. The form itself is a white box with a blue header. It contains the following fields: 'First Name', 'Middle Name', 'Last Name', 'Mobile Number', 'Email', and 'Gender' (with radio buttons for Male, Female, and Transgender). Below these is a text input field with the value 'sudhansu'. There are two password fields, one with asterisks and another labeled 'Confirm Password'. A blue 'Register' button is at the bottom of the form. Below the button, there is a link: 'Already have an account? [Sign in](#)'. The footer of the page includes 'Copyright © All Rights Reserved' and 'Design & Developed By NATIONAL INFORMATICS CENTRE' with the NIC logo.

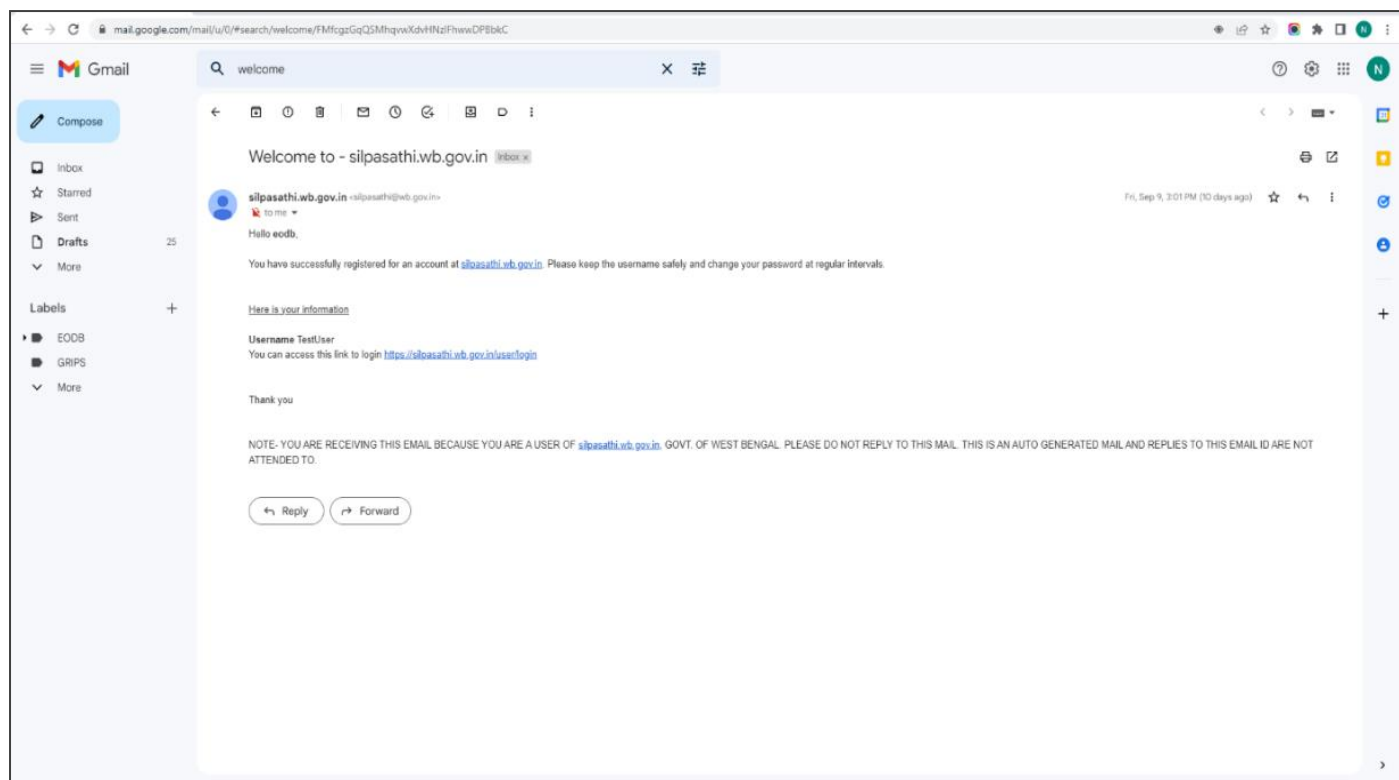
Applicants will receive email confirmation after registering into the single window portal. Please refer to the screenshot below:



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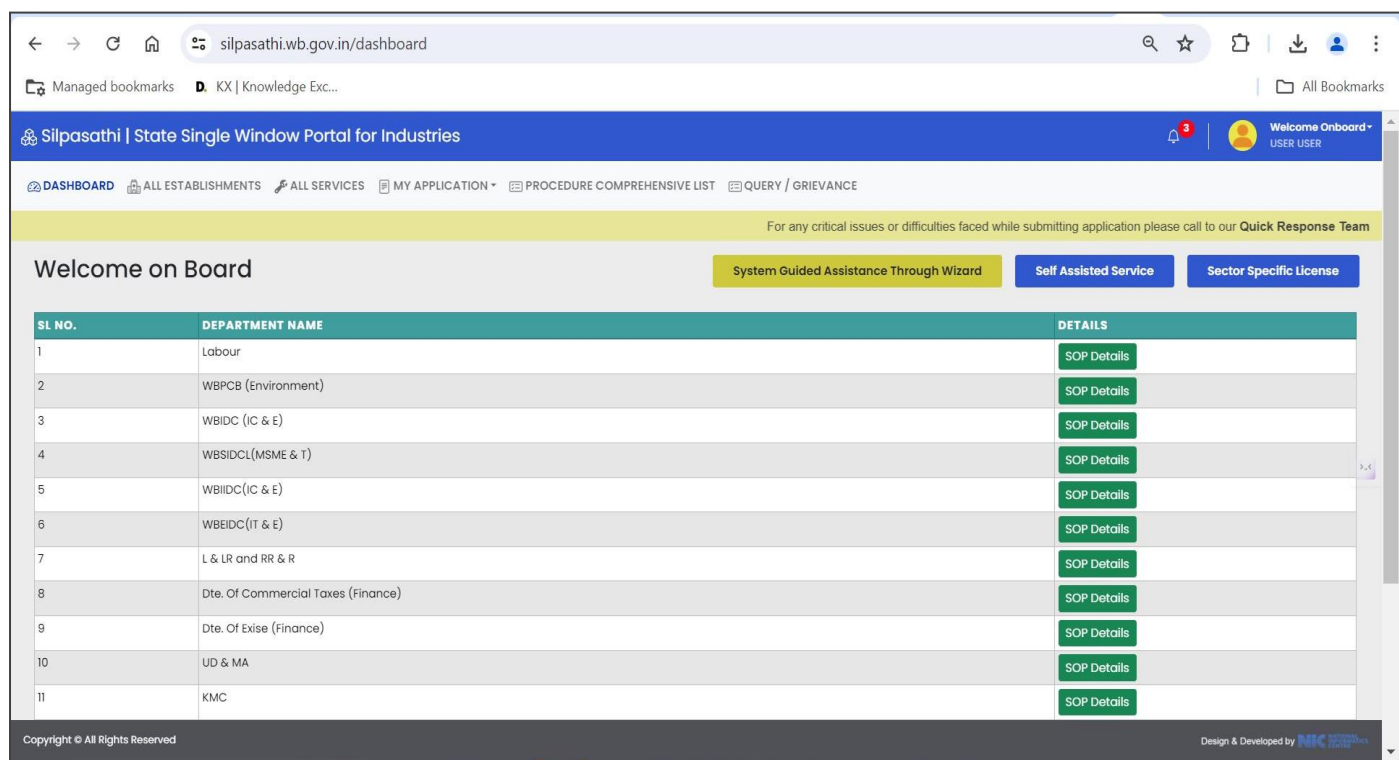
## Registration under The Shops and Establishment Act, 1963

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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.



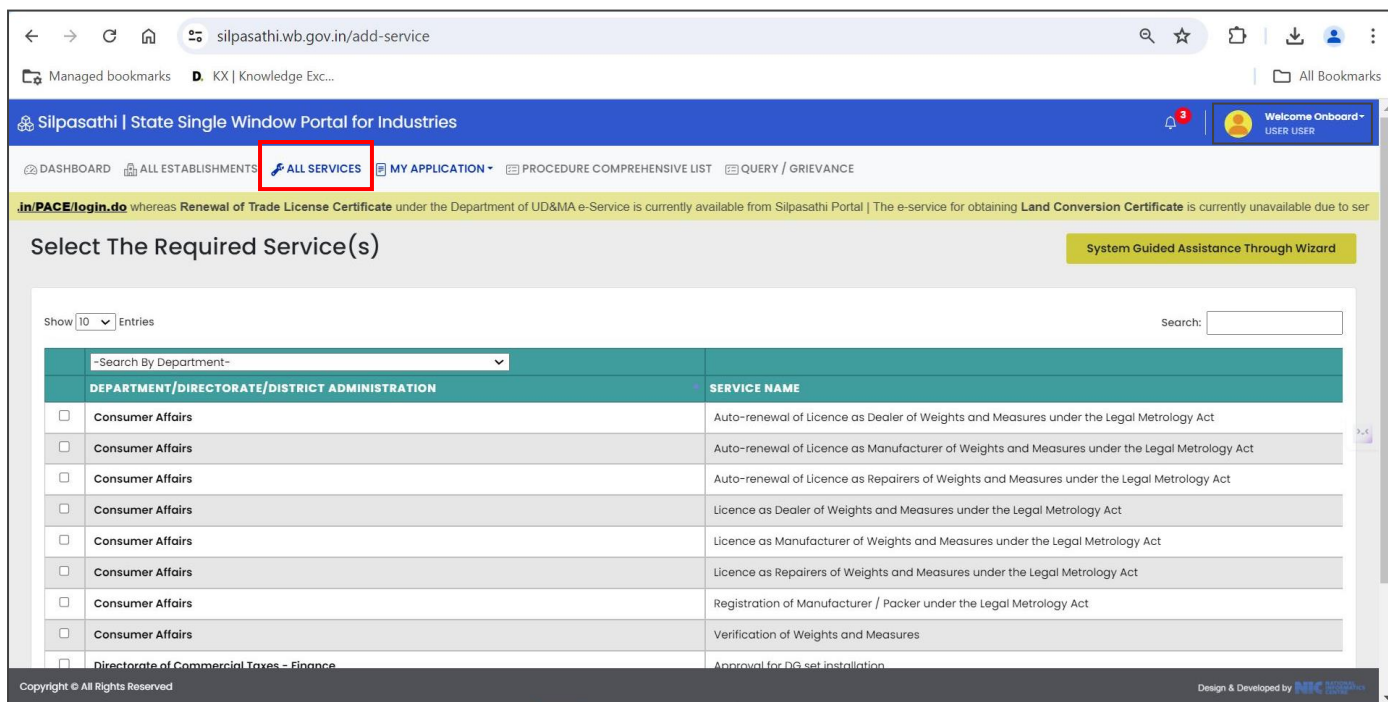


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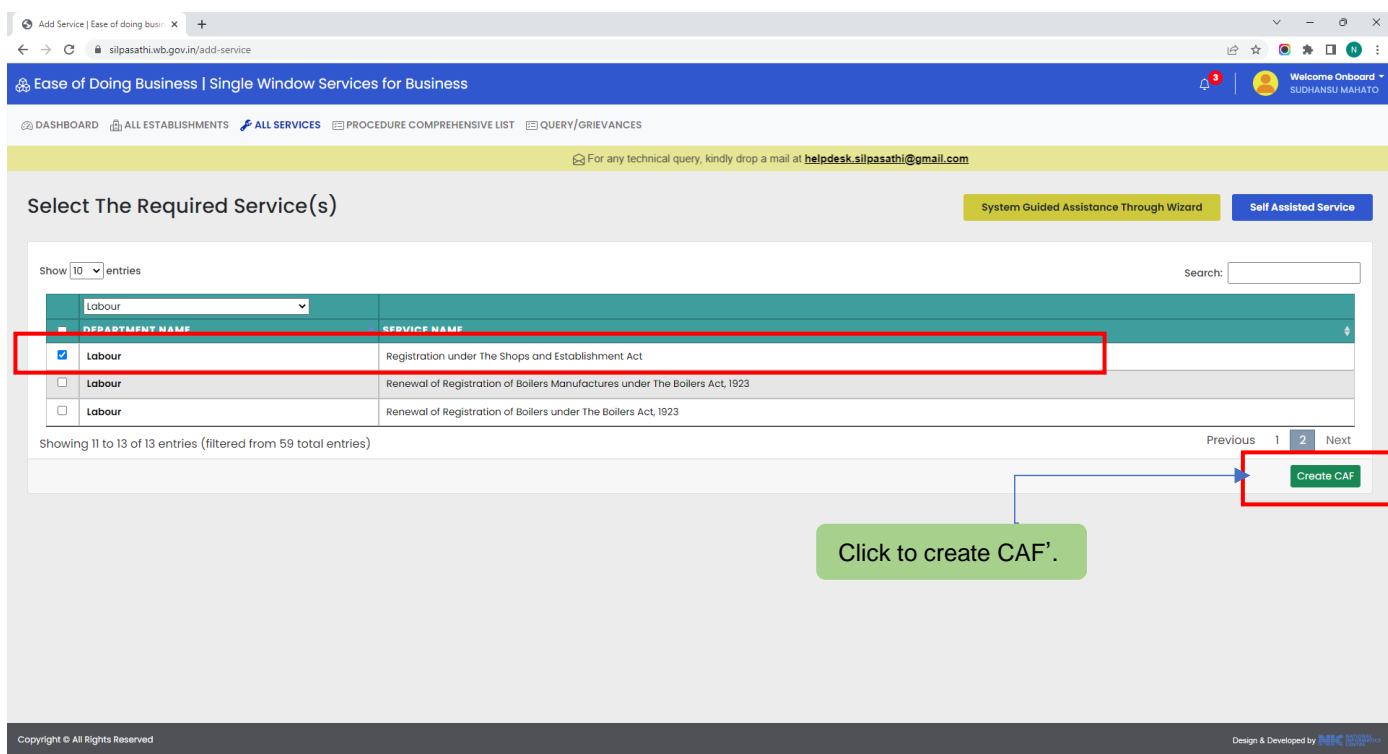
## Registration under The Shops and Establishment Act, 1963

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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**'



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

**CAF ID generated.**

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

**Service Added Successfully**

**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 : CAF2022000814**

**Apply Online**

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

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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Application for registration under: [silpasathi.wb.gov.in/cat/application10/chY3emRvV6UHjYV014ZWpb3IGdz09/ZDUODJNU0Y1Mm5TaDzR1ExqFYQT09](#)

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  
26-01-2000

**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**

Name \*  
Sample name

Date of Birth  
26-01-1998

Gender of Dependent Member \*  
Male

Relationship  
Son

Add

SL. NO.	NAME	DATE OF BIRTH	GENDER OF DEPENDENT MEMBER	RELATIONSHIP	DELETE
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)

**Employee Details**

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Application for registration under: [silpasathi.wb.gov.in/cat/application10/chY3emRvV6UHjYV014ZWpb3IGdz09/ZDUODJNU0Y1Mm5TaDzR1ExqFYQT09](#)

**Employee Details**

Name \*  
Sample employee name

Designation  
Sample designc

Date of Join  
26-01-2000

Salary / Month  
20000

Day on Which Full Holiday is Allowed \*  
Sunday

Day on Which half Holiday is Allowed \*  
Saturday

Gender \*  
Male

Age  
22

Add

SL. NO.	NAME	DESIGNATION	DOJ	SALARY/MONTH	FULL HOLIDAY	HALF HOLIDAY	GENDER	AGE	DELETE
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
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  
test5@gmail.com  
(if more than one employer then provide one employer Email ID)

Employer Mobile No. \*  
9876543210  
(if more than one employer then provide one employer Mobile No.)

AADHAR / VOTER ID \*  
AADHAR

AADHAR / VOTER ID No. \*  
789858573705

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

Save & Next >>

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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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The screenshot shows the 'Upload Documents' page for application CAF2022000814. A green banner at the top indicates 'DATA SAVED SUCCESSFULLY'. The page has a progress bar at 33%. A green box highlights the 'Upload documents' section, which includes a 'Browse...' button and a table for document uploads. The table has columns for 'SL NO', 'DOCUMENT', and 'ACTION'. One document, 'Proof of Occupancy.pdf', is listed. A red box highlights the 'Save & Continue >>' button at the bottom right. A blue arrow points from the 'Save & Continue >>' button to a green callout box.

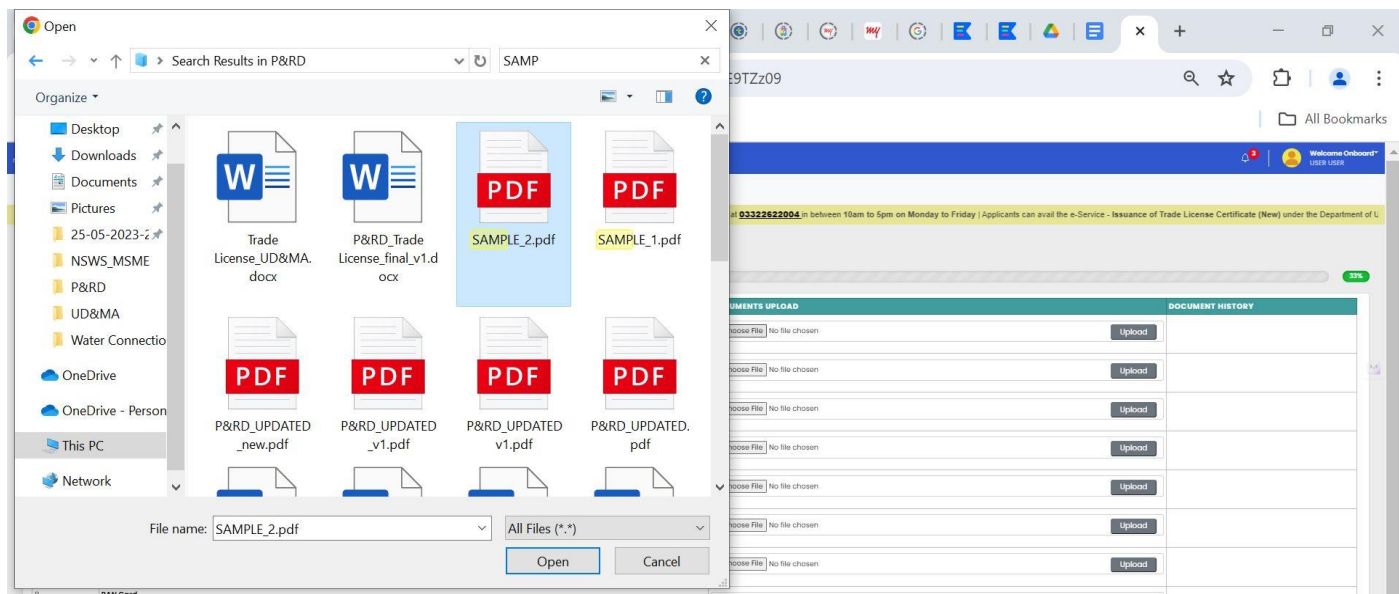
Upload Documents – CAF2022000814

Upload documents

SL NO	DOCUMENT	ACTION
No Document Uploaded		
	Proof of Occupancy (Municipality Tax Bill/Rent Bill etc.)	
	Proof of Occupancy.pdf	Remove

Save & Continue >>

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 – CAF2022000814

DATA SAVED SUCCESSFULLY .

Proof of Identity (Aadhar Card/Voter Card) of the Owner/Director

Proof of Identity of the Owner\_Director.pdf

Remove

Add more file

SL NO	DOCUMENT	ACTION
No Document Uploaded		

Proof of Occupancy (Municipality Tax Bill/Rent Bill etc.)

Proof of Occupancy.pdf

Remove

Add more file

SL NO	DOCUMENT	ACTION
No Document Uploaded		

Click to continue with the application process.

Save & Continue >>

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 – CAF2022000814

Documents successfully uploaded.

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

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Ease of Doing Business | Single Window Services for Business

WELCOME

WELCOME ONBOARD - SUDHANSU MAHATO

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.

Common Application Form Preview – CAF2022000814

Almost Completed67%

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
---------	---------------	--------	---------------	---------------------------

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.	789658573705

UPLOADED SUPPORTING DOCUMENTS

Proof of Identity (Aadhar Card/Voter Card) of the Owner/Director	View
Proof of Occupancy (Municipality Tax Bill/Rent Bill etc.)	View

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

Submit

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Declaration statement

Click on submit for submission of application.

NIC

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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 screenshot shows the 'Common Application Form' page on the SilpaSathi portal. The header includes navigation links like 'DASHBOARD', 'ALL ESTABLISHMENTS', 'ALL SERVICES', 'PROCEDURE COMPREHENSIVE LIST', and 'QUERY/GRIEVANCES'. A yellow banner at the top right says 'Welcome Onboard - SUDHANSU MAHATO'. The main content area displays the 'Current Status-CAF2022000814'. A table lists the application stages:

NAME OF THE SERVICES	CURRENT STATUS	DATE
Registration under The Shops and Establishment Act	SUBMITTED TO OFFICE	Completed
	PAYMENT FOR REGISTRATION FEE	Pending
	CERTIFICATE GENERATED	Pending
	CERTIFICATE READY FOR DOWNLOAD	Pending

A green box with the text 'Application status updated.' points to the 'SUBMITTED TO OFFICE' row in the table.

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.

The block contains two screenshots of notifications. The top screenshot is an SMS message from 'Silpa Sathi SWP, Govt. of WB' with the text: 'Application submitted. Status can also be checked online at any time through the Applicant Dashboard by logging into the Silpasathi Portal. Please keep this CAF number saved for future reference. CAF No.: CAF2024XXXXXX Dt.: 22-07-2024 14:03:05'. A green box labeled 'Application status notified through SMS.' points to this message. The bottom screenshot is an email from 'silpasathi.wb.gov.in' with the subject 'Common Application Submitted - silpasathi.wb.gov.in'. The email body contains the same CAF number and date. A green box labeled 'Application status notified through email.' points to this 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 screenshot shows the 'Applicant's Dashboard' on the 'Ease of Doing Business | Single Window Services for Business' portal. The dashboard includes a navigation bar with links to 'DASHBOARD', 'ALL ESTABLISHMENTS', 'ALL SERVICES', 'PROCEDURE COMPREHENSIVE LIST', and 'QUERY/GRIEVANCES'. A banner at the top provides a contact email: [helpdesk.silpasathi@gmail.com](mailto:helpdesk.silpasathi@gmail.com). Below the navigation bar, 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 'Your Selected Service(s)' section displays a progress bar for the service 'Registration under The Shops and Establishment Act' (WBSTPS Timeline: Real Time). The progress bar shows the following steps: 'Initiated' (completed), 'Fees Pending' (current step), 'Fees Paid', and 'Certificate Issued'. A red box highlights the 'Pay Now' button in the 'ACTION' column. A green callout box points to the 'Initiated' status with the text 'Application status updated.' Another green callout box points to the 'Pay Now' button with the text 'For proceeding with payment'.

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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-CAF2022000814' page. It includes a table for 'Details of the depositor' with the following information:

Details of the depositor	
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."

Below the depositor details is a table for 'Service wise fees details':

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 of the page, there is a green 'Proceed to Pay' button. A green callout box points to this button with the text 'Click here to proceed with the payment in GRIPS portal.'

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## 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.

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 current step is 'Review and Confirmation'. A yellow banner states: 'Please review the details carefully below, and click "Verified and Checked" if you are satisfied that all information is reflected correctly.' Below this, there are two sections: 'Depositor Details' and '1. Labour Department'. The 'Depositor Details' section includes fields for Depositor Name, Mobile No., Phone No., Email, Test User, Address1, and Address2. The '1. Labour Department' section includes a table with 'Department Details' and a 'TOTAL' amount of ₹625.

Depositor Details			
Depositor Name	Mobile No.	Phone No.	Email
Test User	8999999999		testuser@gmail.com
Address1			Address2
Kolkata			

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

The screenshot shows the 'Service and Tax Details' section of the GRIPS 2.0 portal. It includes a table with 'Service and Tax Details' and a 'TOTAL' amount of ₹625. A red box highlights the 'TOTAL' amount, and a green callout box points to it with the text 'Payment amount displayed.' Below the table, there is a 'Verified and checked' checkbox and a 'NEXT' button.

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

# User Manual

## Registration under The Shops and Establishment Act, 1963

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

Government Receipt Portal System

wbifms.gov.in/GRIIPS/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 GRIIPS 1.0 About Us Circulars & Notifications Contact Us

Government Receipt Portal System

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

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

**GRIIPS 2.0** Search our pages and functionalities

LOGIN Finance Department Government of West Bengal

Home

### Payment

1 Review and Confirmation

Payment Mode \*

SBI EPay

2 Payment Mode and Bank Selection

Bank \*

SBI EPay

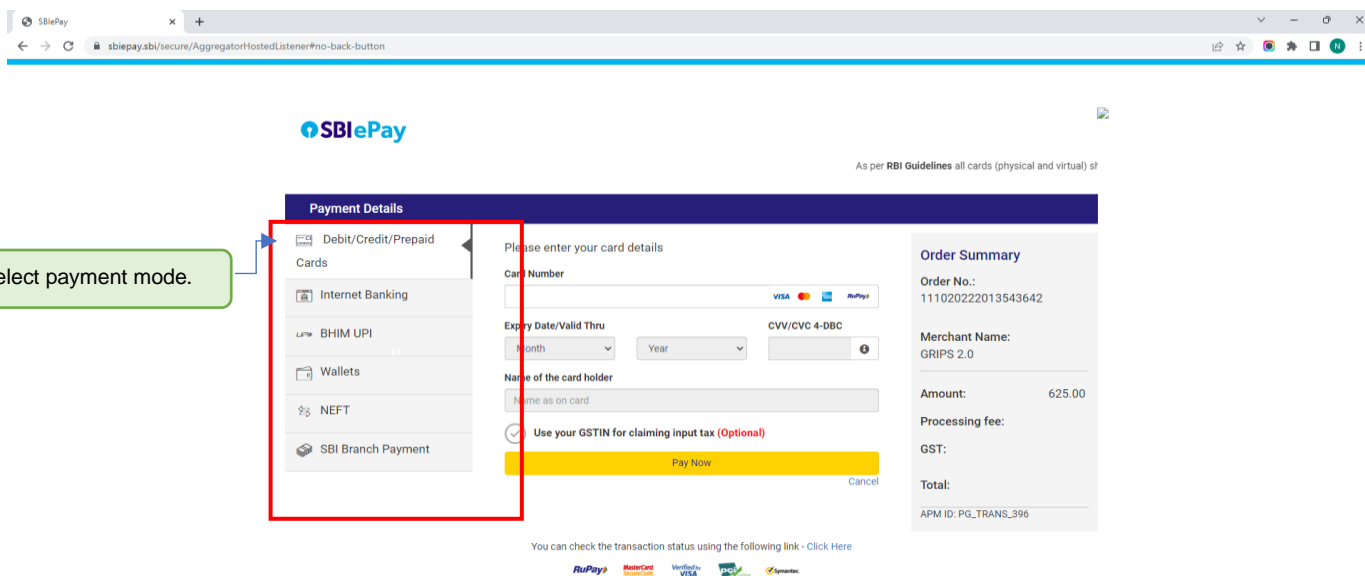
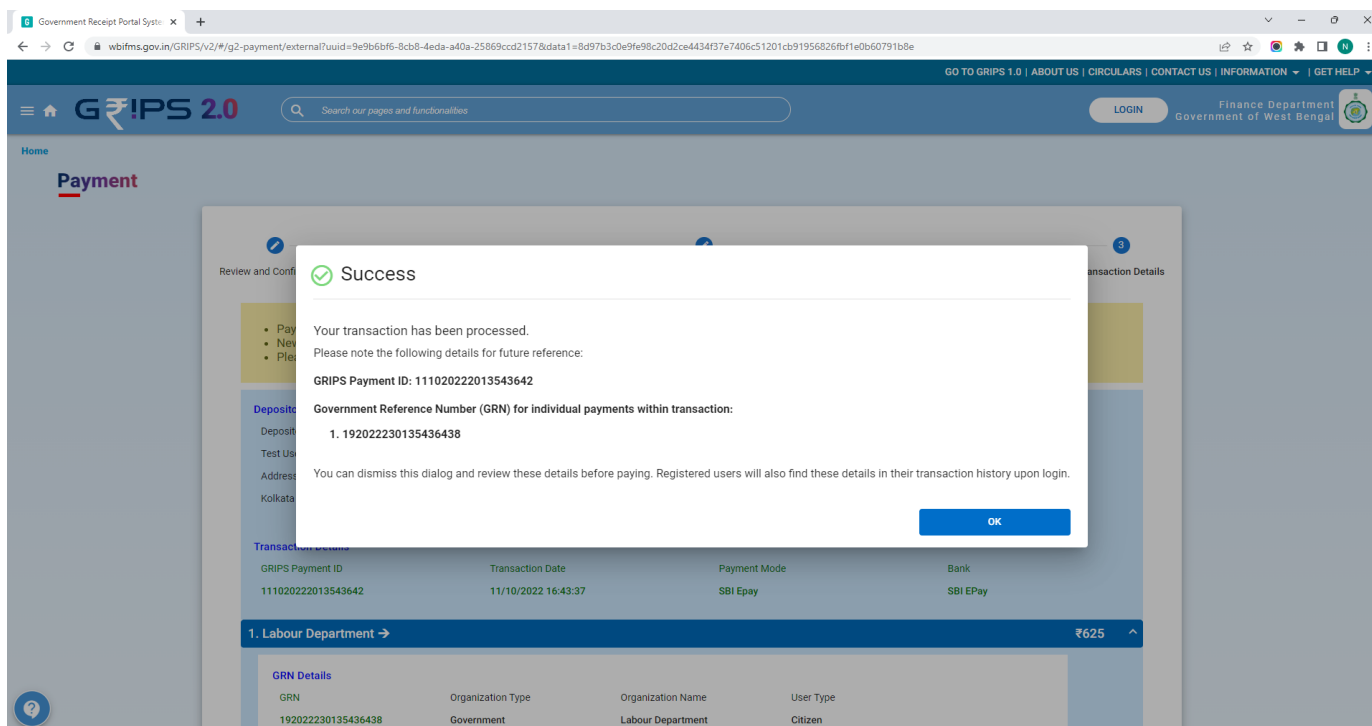
3 Transaction Details

**BACK NEXT**

# User Manual

## Registration under The Shops and Establishment Act, 1963

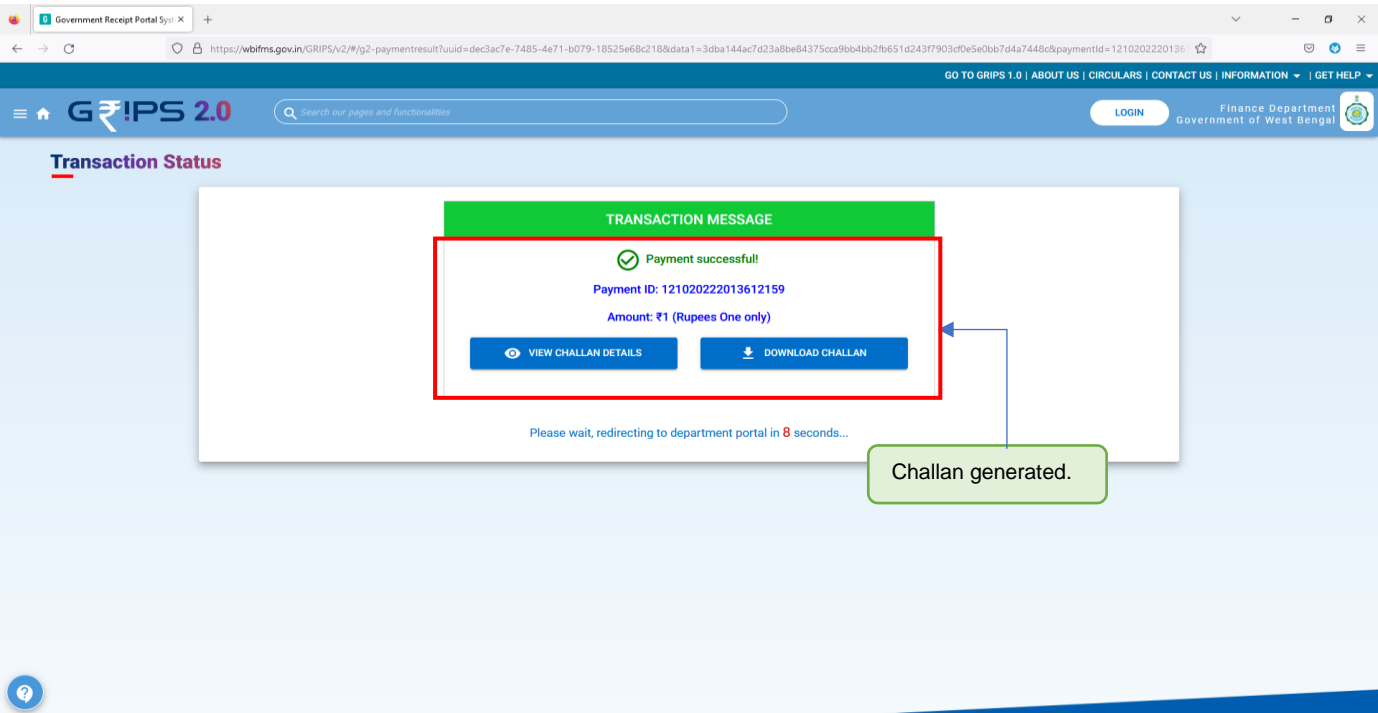
Provided as a service through 'SilpaSathi' the Online Single Window portal of State (WB)



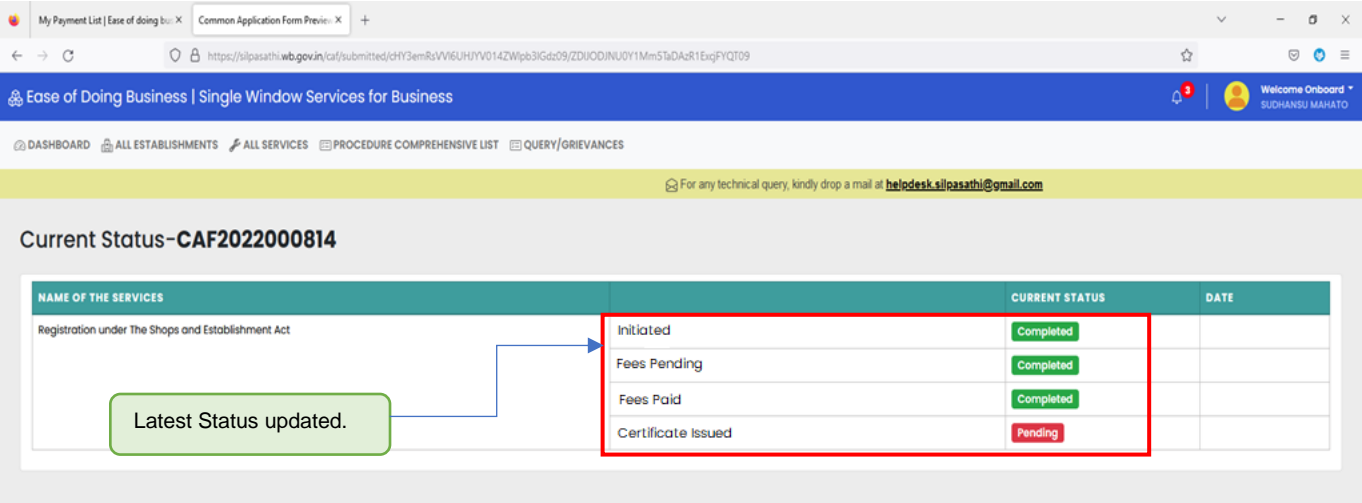
# User Manual

## Registration under The Shops and Establishment Act, 1963

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



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.

The screenshot shows the 'Ease of Doing Business | Single Window Services for Business' dashboard. The user is logged in as SUDHANSHU MAHATO. The dashboard includes a navigation bar with links to DASHBOARD, ALL ESTABLISHMENTS, ALL SERVICES, PROCEDURE COMPREHENSIVE LIST, and QUERY/GRIEVANCES. A yellow banner provides a contact email: [helpdesk.silpasathi@gmail.com](mailto:helpdesk.silpasathi@gmail.com). The main area features six 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 displays a table for the application with Business Reference ID: CAF2022000814. The table has columns for S.NO., SERVICE, and ACTION. The first row shows '1' for 'Registration under The Shops and Establishment Act (WBRTPS Timeline: Real Time)'. The status bar below the service name shows four steps: Initiated (green check), Fees Pending (green check), Fees Paid (green check), and Certificate Issued (green check). A red box highlights the 'Check Status' button in the top right corner of the service details area.

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

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

The screenshot shows the 'Current Status-CAF2022000814' page. It features a table with columns: NAME OF THE SERVICES, CURRENT STATUS, and DATE. The first row shows 'Registration under The Shops and Establishment Act' with a status of 'Completed' and a date of '2022-09-01'. A red box highlights the 'Completed' status. A green callout box points to the 'Completed' status with the text 'Latest status updated.'

NAME OF THE SERVICES	CURRENT STATUS	DATE
Registration under The Shops and Establishment Act	Completed	2022-09-01

# User Manual

## Registration under The Shops and Establishment Act, 1963

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.

My Payment List | Ease of doing busi... Establishment | Ease of doing busi... 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 [helodesk.silpasathi@gmail.com](mailto:helodesk.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 : CAF202200814 Check Status

SL NO.	SERVICE	ACTION
1	Registration under The Shops and Establishment Act (WBRTPS Timeline: Real Time)	Download Certificate

**The certificate as downloaded has been illustrated in the screenshot below:**

My Payment List | Ease of doing busi... Application View Details | Ease of do... X

https://silpasathi.wb.gov.in/viewdetails/10/gHY3emR5V6UHJYV014ZWlpt3IGdz09/ZDUODJNU0Y1Mm5tDzA2R1ExgFYQT09

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 [helodesk.silpasathi@gmail.com](mailto:helodesk.silpasathi@gmail.com)

Application Form View Details - CAF202200814

PARAMETERS	INPUTS
Name of the shop/establishment	H. TECHNOLOGY
Registration Certification Part-1	Registration Certification part-1 view
Registration Certification Part-2	Registration Certification part-2 view
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	

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

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

### The Final Certificate gets downloaded (Screenshot)

Application View Details | Ease of Business | cmVnaXN0cmF0aW9uX2NlcmRpZmljYXRlX2ZpbGVfcG9dF9p

silpasathi.wb.gov.in/read-bytea-file-all/aWQ%3D/MCQ%3D/Mzcw/c2hvcF9yZWdpd3RyYXRpb25fY2YyZGlmawNhdGVlZG9jdW11bnQ%3D/ZmIsZG9yZW50ZW50cw%3D%3D/cmVnaXN0cmF0aW9uX2NlcmRpZmljYXRlX2ZpbGVfcG9dF9p

1 / 2 | 80% |

Download Print

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

1. Name of the shop/establishment. If any

2. Postal address and exact location of the shop/establishment.

Police Station

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.

4. Name of shop-keeper/employer.

5. Residential address of shop-keeper/employer

6. Name of manager, if any, and his Residential address.

7. Name and residential address of Partners, (if a partnership concern)

8. Name and residential address of Directors (if a limited company)

9. Category of establishment i.e., whether a shopSHOP commercial establishment, residential hotel, restaurant, eating house, theatre, cinema, or other place of public amusement or entertainment. Establishment MSME Type.

H. TECHNOLOGY  
NIMTA, BIRATI, Ward No. - 14, DUM  
DUM MUNICIPALITY, BARRACKPORE  
SUB DIVISION, P. O. - NIMTA S O  
District: NORTH 24-PARGANAS  
Pin Code: 700049  
DUM DUM  
Nimta, Birati

Sample name  
SAMPLE ADDRESS, Ward No. - 16,  
BOROUGH - II, KOLKATA MUNICIPAL  
CORPORATION, P. S. - AMHERST  
STREET, P. O. - RAJA RAM MOHAN  
SARANI S.O, KOLKATA - 700099  
Sample manager name  
SAMPLE ADDRESS LINE, Ward No. -  
14, BOROUGH - II, KOLKATA  
MUNICIPAL CORPORATION, P. S. -  
AMHERST STREET, P. O. - RAJA RAM  
MOHAN SARANI S.O, KOLKATA -  
700099  
1. Sample partner name  
SAMPLE ADDRESS LINE, Ward  
No. - 14, BOROUGH - II, KOLKATA  
MUNICIPAL CORPORATION, P. S. -  
AMHERST STREET, P. O. - RAJA  
RAM MOHAN SARANI S.O,  
KOLKATA - 700099

N/A

Micro

Application View Details | Ease of | cmVnaXN0cmF0aW9uX2NlcnRp: x

silpasathiwb.gov.in/read-bytea-file-all/aWQ%3D/MQ%3D3D/Mzcw/c2hvcF9yZWdp3RyYXRpb25fZ2YydGlmYWdhbGVZG9jdW11bnQ%3D/ZmlsZV9yb250ZW50c3V3D3D/cmVnaXN0cmF0aW9uX2NlcnRpZmljYXRlX2ZpbGVfcGFydF9p

cmVnaXN0cmF0aW9uX2NlcnRpZmljYXRlX2ZpbGVfcGFydF9p

2 / 2 | - 80% + |

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	Son	1	0
Females	N/A	0	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  
test5@gmail.com  
Employer Mobile No.  
9876543210  
Employer AADHAR No.  
XXXX XXXX X765

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

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

Application View Details | Ease - x Registration Certificate x +

silpasathi.wb.gov.in/read-bytea-file-all/aWQ%3D/Mg%3D%3D/Mzcw/c2hvcF9yZWdpd3RyYXRpb25fY2YyZGlmYWVhbnVGVZG9jdW1lbnQ%3D/ZmlsZV9jb250ZW50cw%3D%3D/cmVnaXN0cmF0aW9uX2NlcnRpZmJlYXRlX2ZpGU%3D

Registration Certificate

1 / 1 - 80% + -

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 is general in nature with the presumption that the information and document provided is 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.  
(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.)

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 is general in nature with the presumption that the information and document provided is 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.)

# User Manual

## Registration under The Shops and Establishment Act, 1963

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.

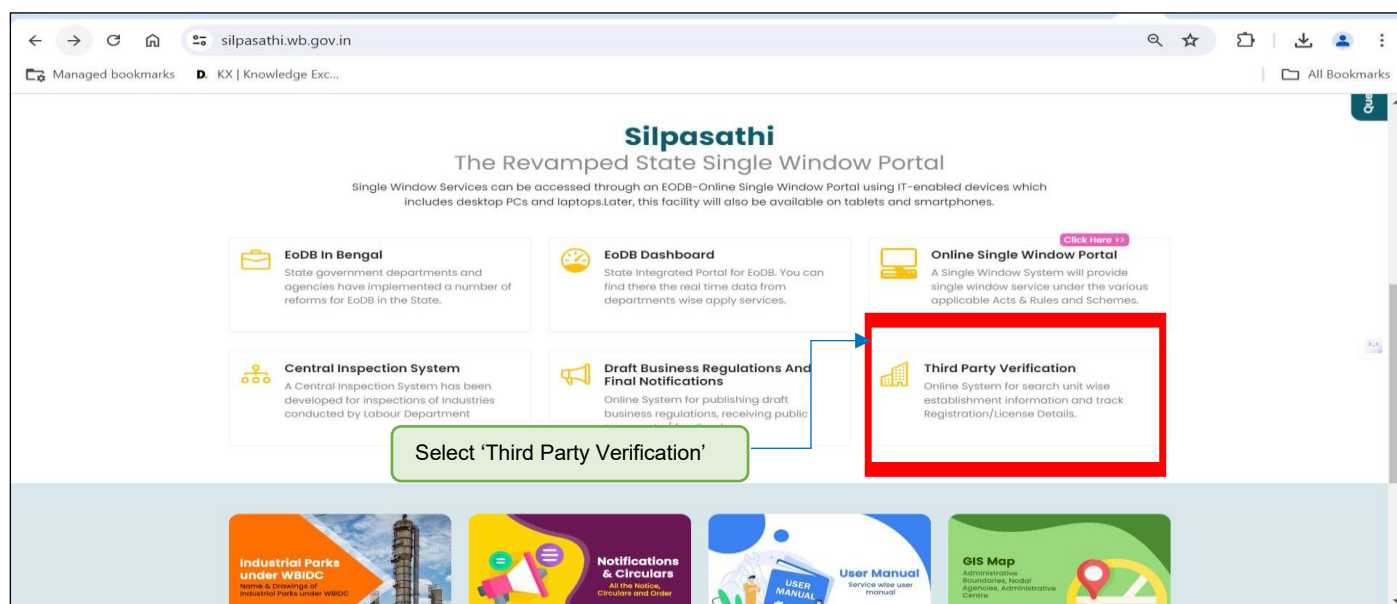
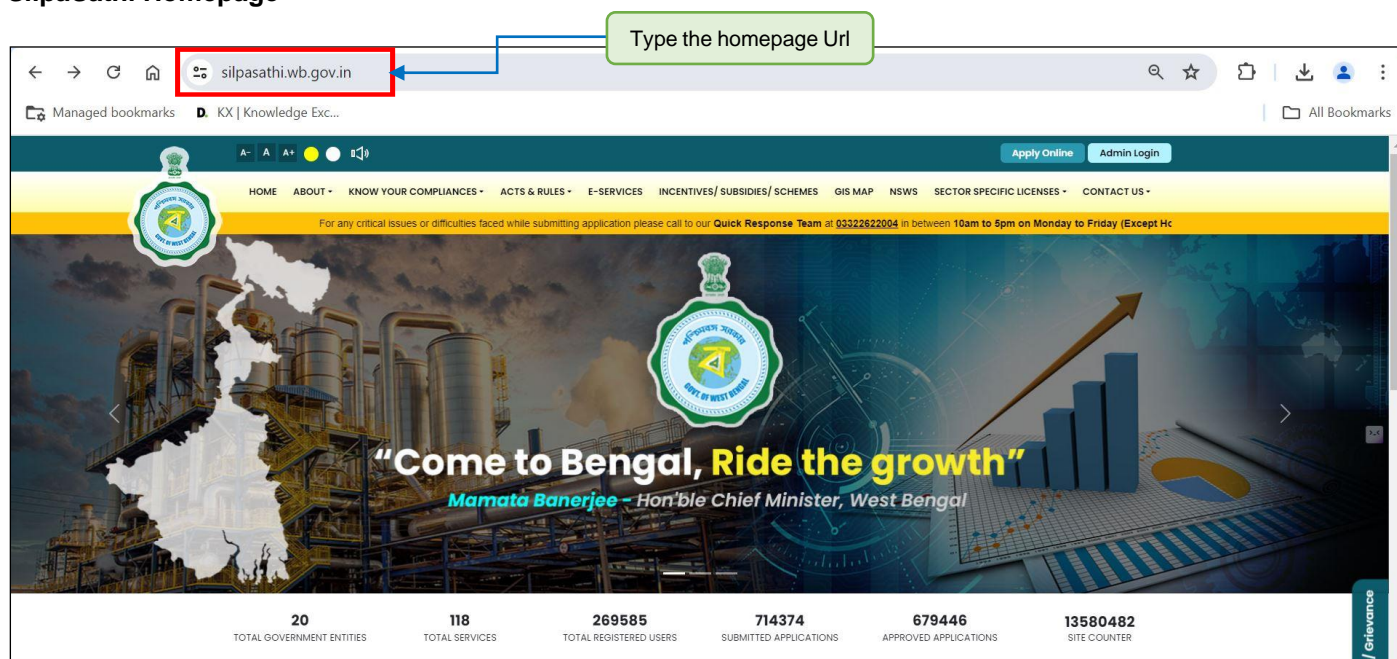
#### Third party verification process

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

## Registration under The Shops and Establishment Act, 1963

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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.

silpasathi.wb.gov.in/third-party-verification

User can also directly use this url

### Third Party Verification

Track Registration/License details through Silpasathi Portal

Select Services \*  
Allotment of land in Industrial Area (WBIDC) - ( Industry, C

Registration Number / License Number / Others \*

Search

Sl No.	Service Name	Department Name	Action
1	Brand/Label Registration	Finance (Excise Directorate)	Click Here >>
2	Building Plan Approval	UD&MA	Click Here >>
3	Issuance of approval post plinth inspection	UD&MA	Click Here >>
4	Issuance of Occupancy Certificate	UD&MA	Click Here >>

Query / Grievance

Enter Registration number/ License number to view details.

silpasathi.wb.gov.in/third-party-verification

### Track Registration/License Details

Select Services \*  
Registration under The Shops and Establishment Act - ( Lo

Registration Number / License Number / Others \*

NP0349IN2022000108

Search

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

# User Manual

## Registration under The Shops and Establishment Act, 1963

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

The third party can view the details as illustrated below:

Track Registration/License Details

Select Services \* Registration Number / License Number / Others \*

Registration under The Shops and Establishment Act - (Lc NP0349IN2022000108 Search

Parameter	Output
Shop Registration No	NP0349IN2022000108
Registration valid upto date	31-10-2025
Name of the shop/establishment	H. TECHNOLOGY
Address of the shop/establishment	Nimta, Birati, POST: NIMTA S.O, P.S.: DUM DUM, NORTH 24-PARGANAS, Pin: 700049

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