

# **Fire & Emergency Services:**

## **Fire Safety Certificate**

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

*User Manual*

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# User Manual

## Fire Safety Certificate (Fire & Emergency Services)

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

# Table of Contents

<b>Introduction .....</b>	<b>3</b>
<b>About the Service.....</b>	<b>3</b>
<b>Comprehensive Checklist of Documents to be submitted online .....</b>	<b>3</b>
<b>Timeline (WBRTPS).....</b>	<b>5</b>
<b>Instructions related to the application form .....</b>	<b>6</b>
<b>1. Online Application submission along with online submission of documents .....</b>	<b>7</b>
<b>2. Online Payment of fees .....</b>	<b>25</b>
<b>3. Track Status of Application.....</b>	<b>25</b>
<b>4. Online Download of final approval certificate.....</b>	<b>26</b>
<b>5. Third Party verification details .....</b>	<b>27</b>

# User Manual

## Fire Safety Certificate (Fire & Emergency Services)

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 “Fire Safety Certificate” by Fire & Emergency Services, Govt. of West Bengal through Single window of the State, 'SilpaSathi'. The service is integrated with the Single Window (SilpaSathi) and can be accessed through the SilpaSathi portal. This document has been designed as a user-friendly guide to assist applicants in filling their application forms. It will help them to familiarise with the entire procedure in a seamless manner for successful submission of application and download final Approval certificate from the SilpaSathi portal without the requirement of physical visit to the Department(s).

#### Salient Features of Silpasathi Portal:

- The Single Window Portal of the State of West Bengal (SilpaSathi) allows seamless integration with portals of different government departments thereby providing single login credential for various applications, eliminating the need to provide common information multiple times in different forms of various Departments, and ensuring all clearances are available from a single portal.
- It serves as a digital gateway for providing the necessary statutory compliances under the applicable Acts, Rules, Policies and Schemes of the Govt of West Bengal from a single portal.
- Business Entrepreneurs can get certificates and licences required for setting up and operating business in the State in a smooth and time-bound manner, smooth and time-bound manner, without the need to visit any government department or office.

### About the Service

“Fire Safety Certificate” by Fire & Emergency Services is required to ensure compliance with fire safety regulations. A Fire Safety Certificate is a document that confirms a building or facility meets the minimum fire safety standards and regulations set by the local authorities. It is typically issued after a thorough inspection of the premises by a certified fire safety officer. The certificate ensures that the building has adequate fire safety measures in place, such as working fire alarms, emergency exits, and fire suppression systems. The online system has the following features without the requirement of physical visit to the Department: 1) Submission of Application 2) Online Payment of fees 3) Track Status of Application 4) Online Download of final approval certificate 5) Third Party Verification.

### Comprehensive Checklist of Documents to be submitted online

The applicant is required to submit the following documents in order to apply for the service:

#	Documents Required	Detailed Description
1.	Key Location Plan	A key plan is a small map that shows the location of specific elements within a building's overall design

# User Manual

## Fire Safety Certificate (Fire & Emergency Services)

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

#	Documents Required	Detailed Description
2.	Site Plan	A site plan, also known as a plot plan, is a diagram that shows the existing and proposed conditions of a property or parcel of land
3.	Section Plan	A Section Plan refers to a detailed design or layout of a room, building, or floor plan
4.	Elevation Plan	elevation plan illustrates the exterior and interior design of a structure, including its height, width, and depth
5.	Floor Plan	A floor plan is a two-dimensional representation of a building's layout, typically drawn to scale.
6.	Basement Plan	A basement plan refers to a detailed architectural design or blueprint of the underground level of a building, typically including the layout, measurements, and features of the space
7.	Master plan with ground floor showing floor wise area (statement in square metres)	A master plan with a ground floor floor-wise area breakdown typically includes a detailed layout of the building's floor space, highlighting specific areas for various purposes.
8.	Roof Plan	A roof plan refers to a detailed design and layout of a roof's structure, including the type of roofing system, pitch, and design features.
9.	F.A.R. calculation showing details of area	F.A.R. (Floor Area Ratio) is a calculation used in urban planning to determine the maximum amount of floor area allowed to be built on a piece of land
10.	F.A.R. calculation showing calculation of parking area	F.A.R. (Floor Area Ratio) is a calculation used in urban planning to determine the maximum amount of floor area allowed to be built on a piece of land. The F.A.R. is being used to calculate details of the parking area
11.	Sanction plan for existing building	A sanctioned plan for an existing building is a plan and permissions granted by the competent authority for a building
12.	Other Supporting Documents	Other Supporting Documents
13.	Applicant's proof of identity (Aadhar/ passport/ voter id)	Aadhar/ passport/ voter id

## User Manual

### Fire Safety Certificate (Fire & Emergency Services)

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

#	Documents Required	Detailed Description
14.	Proof of power of attorney	A proof of power of attorney is a legal document that grants one person (the agent) the authority to make decisions and take actions on behalf of another
15.	Copy of Last FSR / RFSR issued by the Department	Copy of Last FSR / RFSR
16.	Electrical Wiring / Installation Report by Competent Authority	Document describing Electrical Wiring / Installation requirements
17.	Structured Drawing	A structural drawing, a type of engineering drawing, is a plan or set of plans and details for how a building or other structure will be built.
18.	Master Plan Drawing	A Master Plan Drawing is a comprehensive visual representation of a proposed development or construction project
19.	Area Statement	An area statement for a residential building typically includes the total constructed area, plot area, and land area.
20.	Structured Drawings	A structural drawing, a type of engineering drawing, is a plan or set of plans and details for how a building or other structure will be built
21.	Typical Building plan	A building plan consists of elements such as elevations, electrical detailing, plumbing, site plan, floor plans, structural plans, cross-sections, and landscape drawings
22.	Section Elevation Plan	A Section Elevation Plan is a detailed architectural drawing that showcases the vertical elevation of a building or structure, typically from a specific section or plane
23.	PAN	Permanent Account Number
24.	Completion Certificate for existing building	Building Completion Certificate

### Timeline (WBRTPS)

**Fire Safety Certificate has an WBRTPS timeline of 30 days in general and an WBRTPS timeline of 15 days in KMC area till approval by the authorities.**

## User Manual

### Fire Safety Certificate (Fire & Emergency Services)

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

### Instructions related to the application form

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

# User Manual

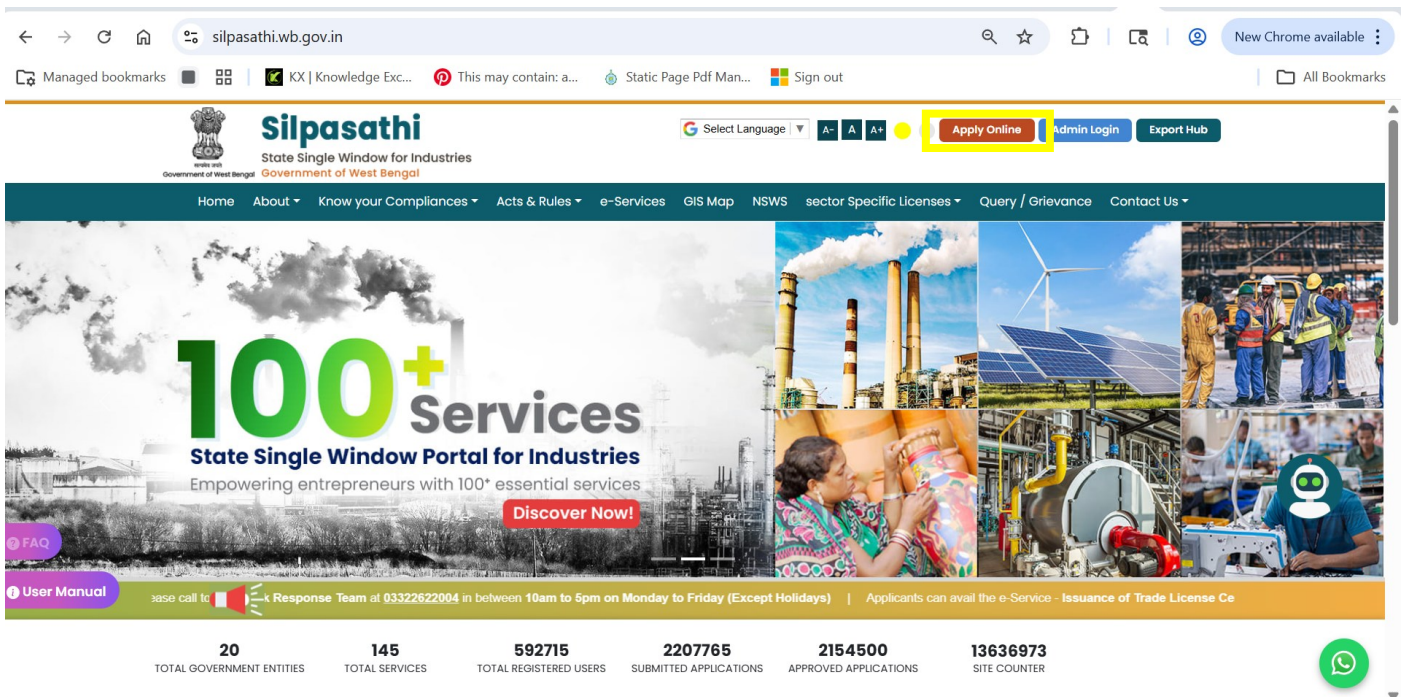
## Fire Safety Certificate (Fire & Emergency Services)

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

### Application Process through SilpaSathi

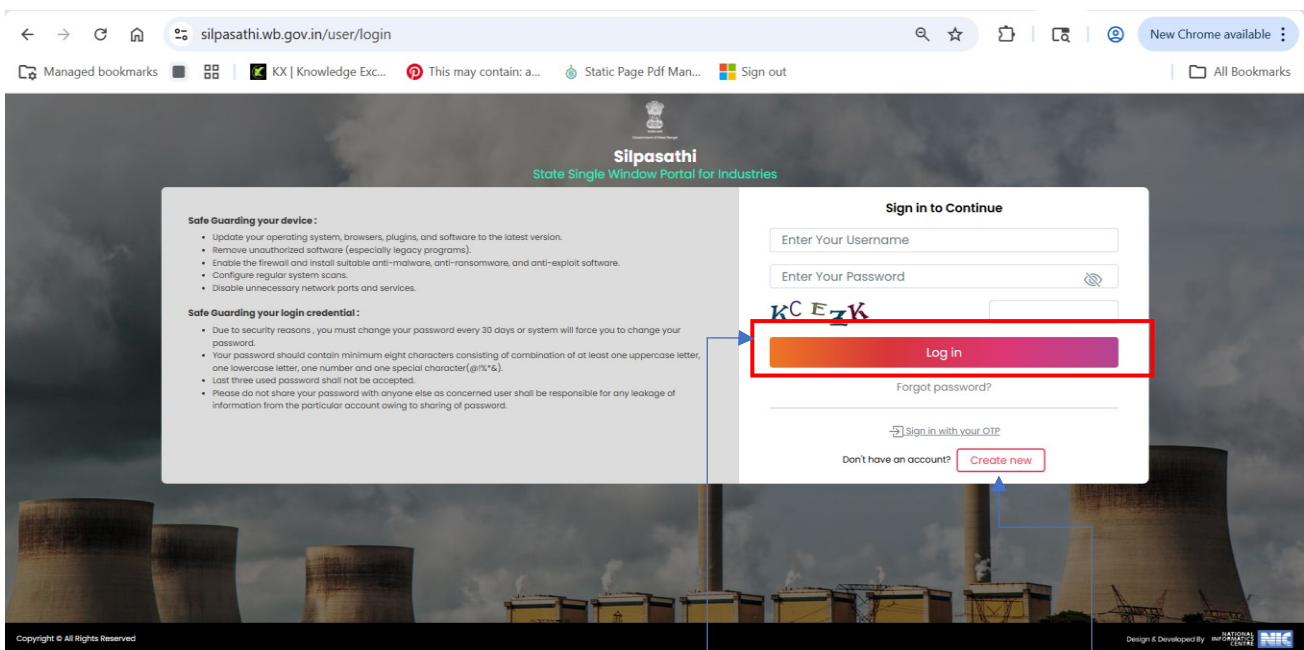
#### 1. Online Application submission along with online submission of documents

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:**



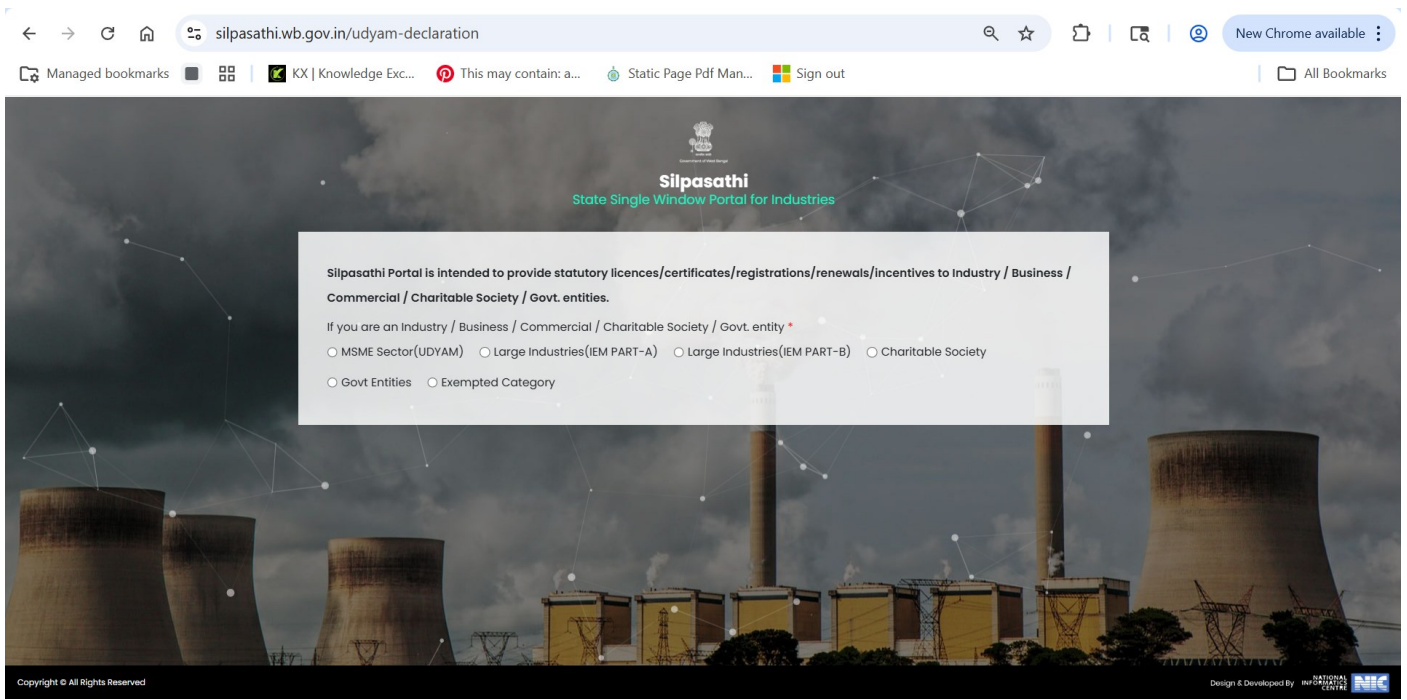
Enter credentials and click on 'Log in'

Click for if one is a new user

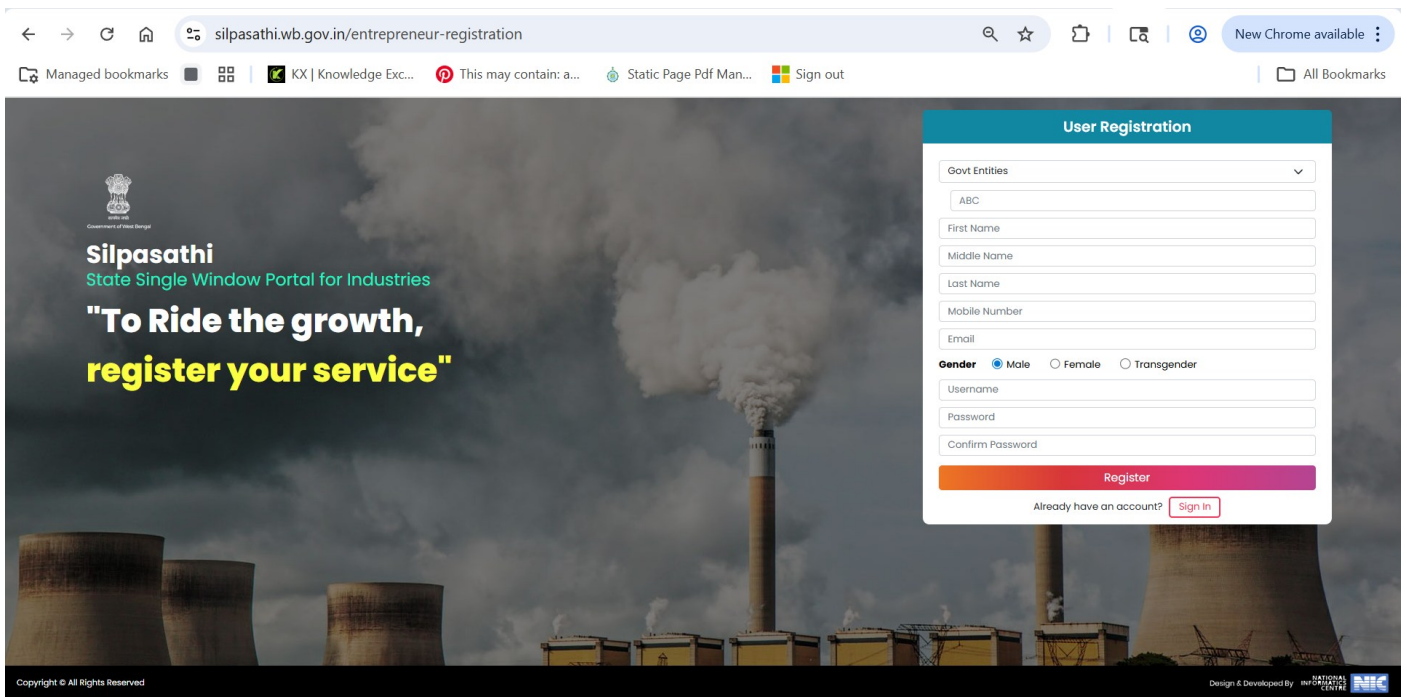
# User Manual

## Fire Safety Certificate (Fire & Emergency Services)

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



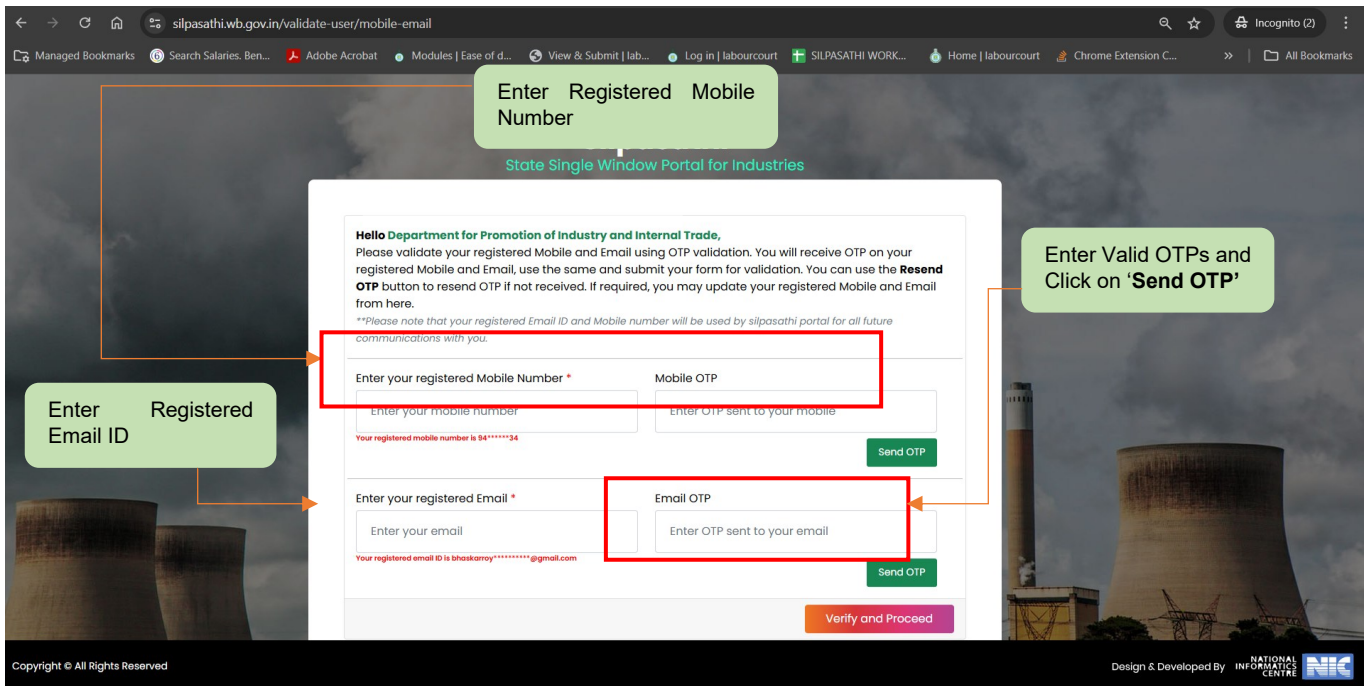
A new user has to register his mobile number and email id and fill the required details in the SilpaSathi portal. The user clicks on 'Create New' in order to proceed



# User Manual

## Fire Safety Certificate (Fire & Emergency Services)

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

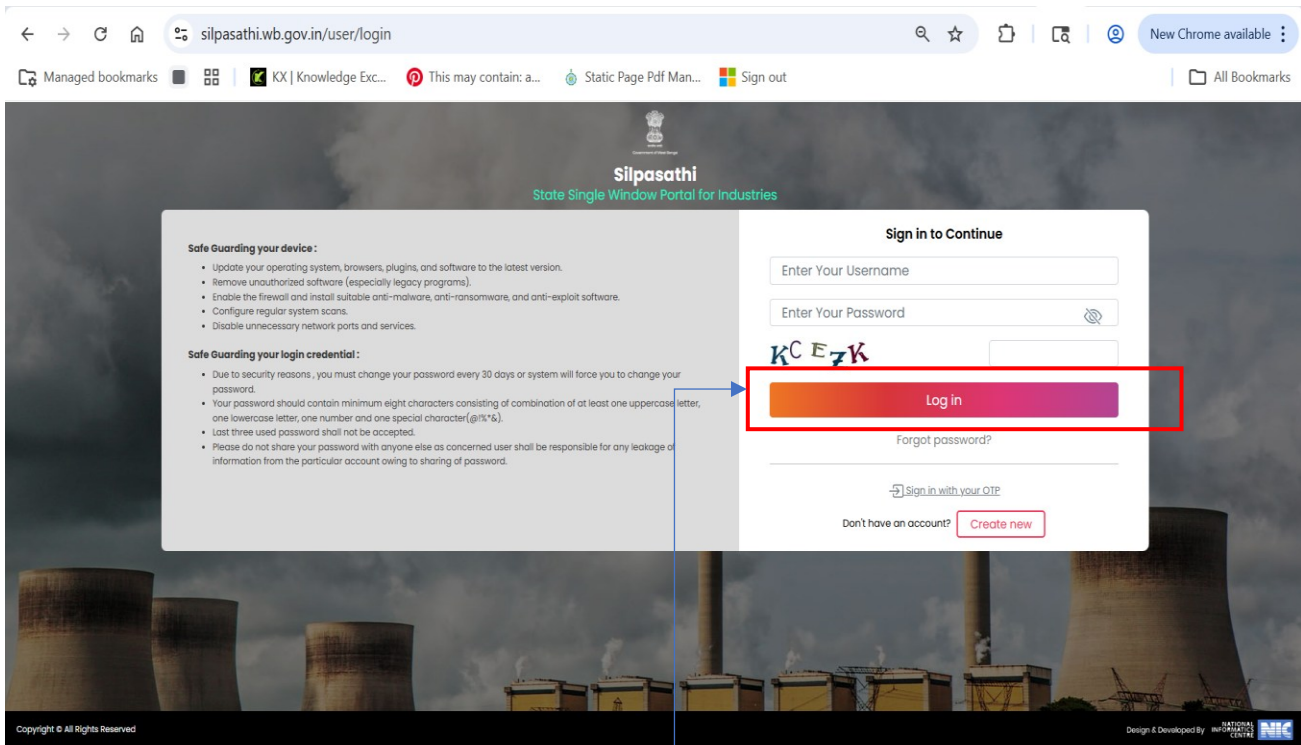


The user is now required to complete a two-factor authentication process:

- ✓ 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:



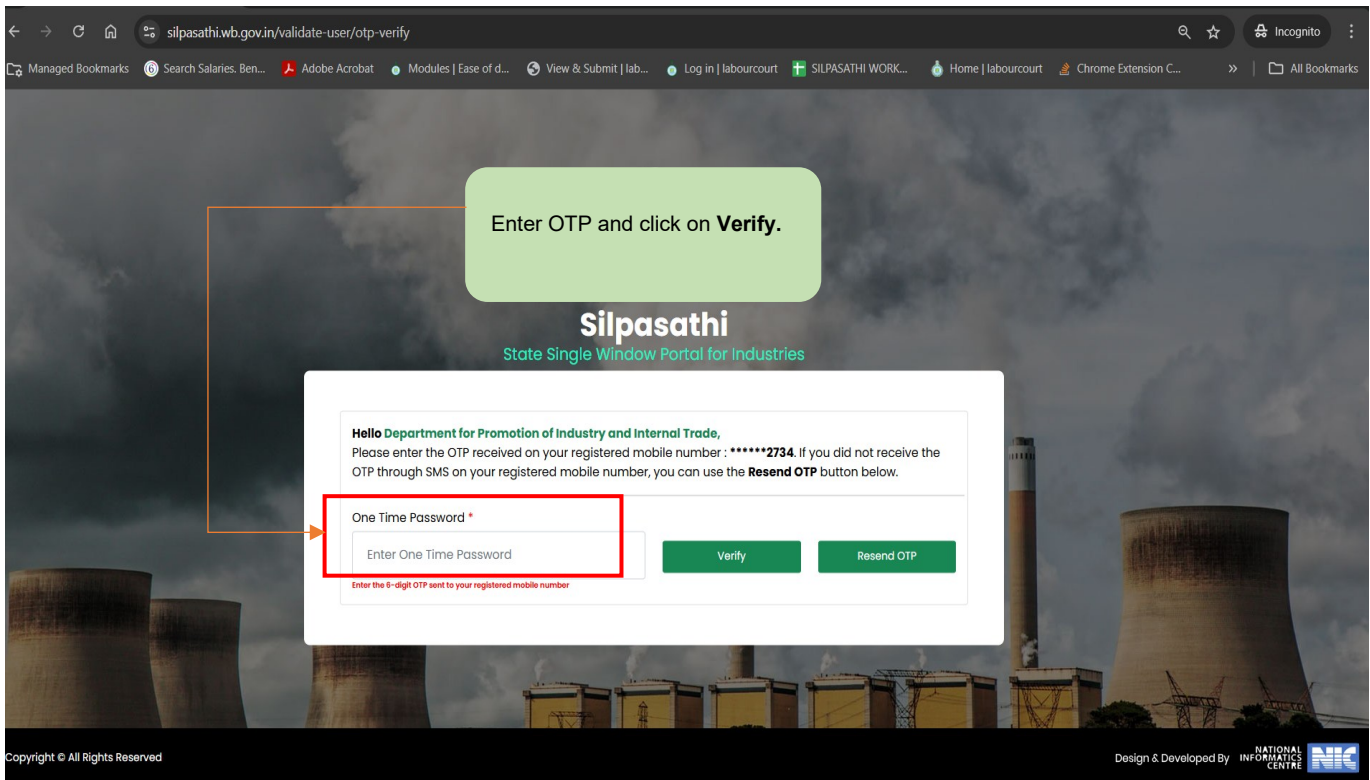
Enter credentials and click on 'Log in

# User Manual

## Fire Safety Certificate (Fire & Emergency Services)

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

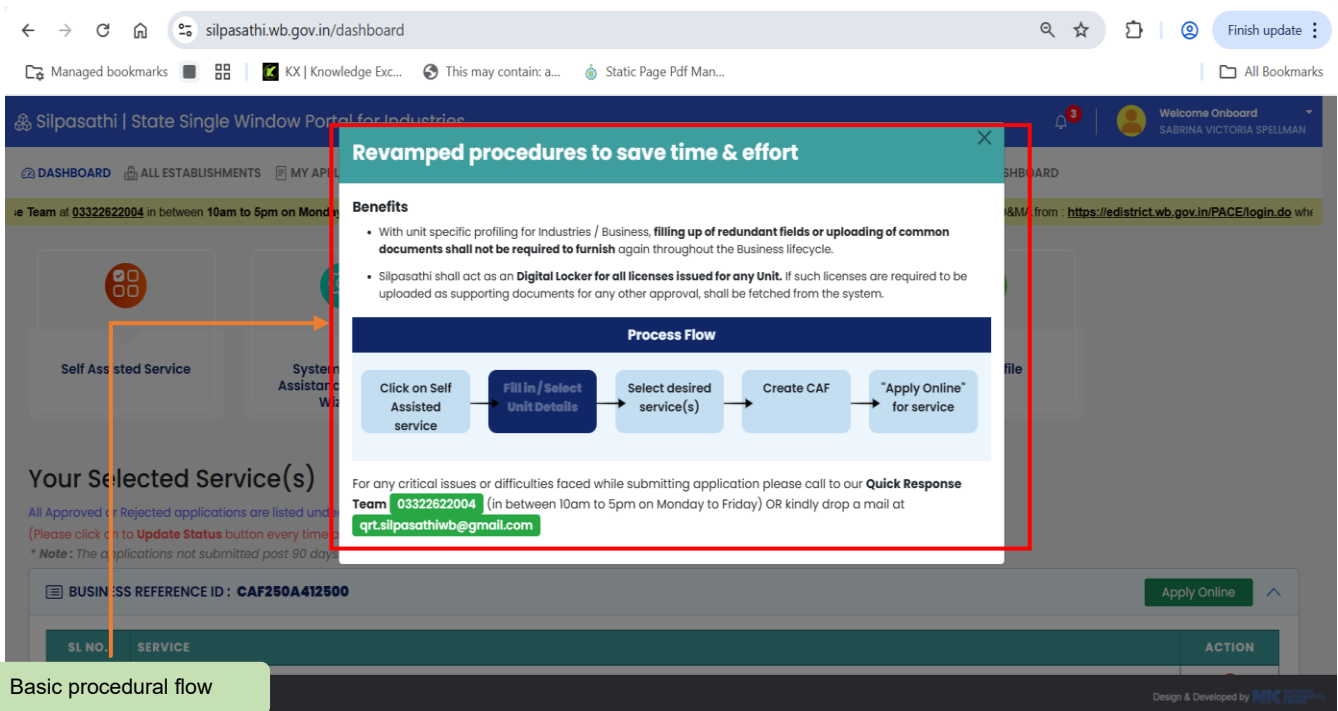
**Once the user logs in, the following screen is now displayed to the user.**



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

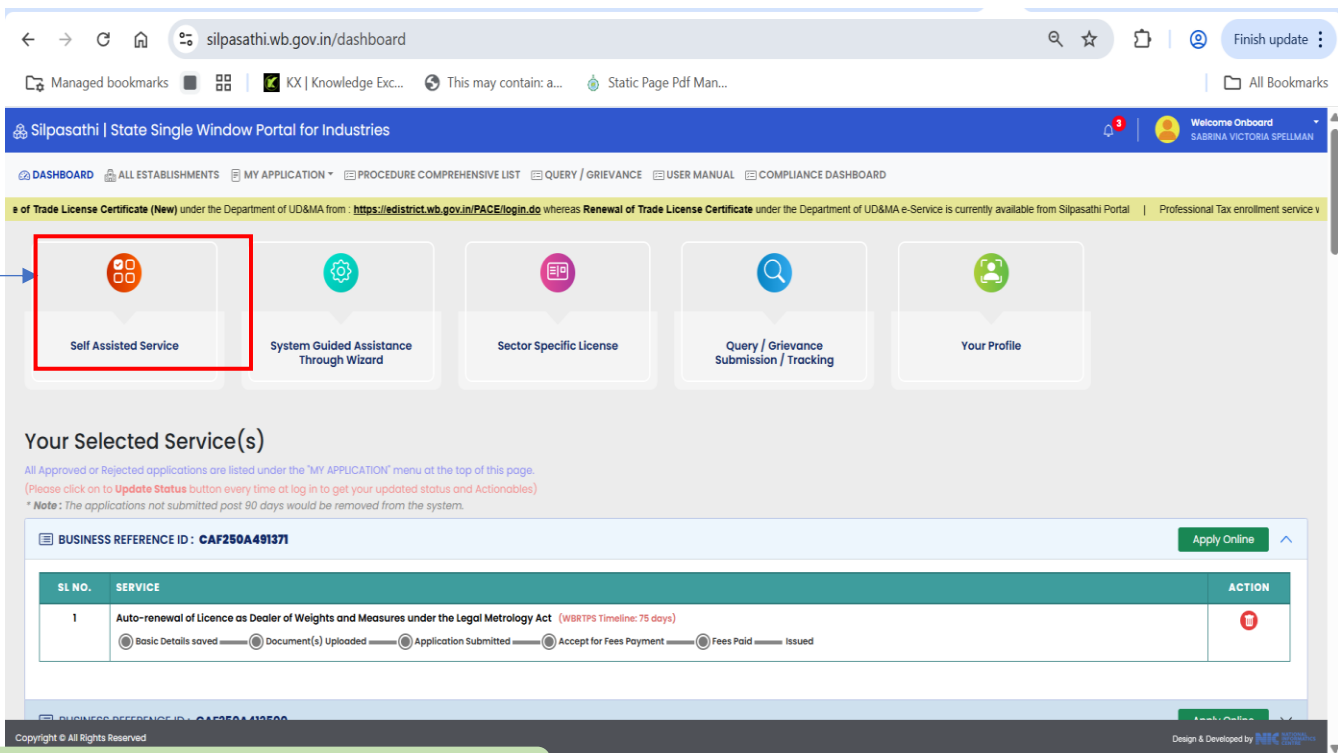


The applicant clicks on **'Self Assisted Service'** and is navigated to the All Establishment / Unit Page.

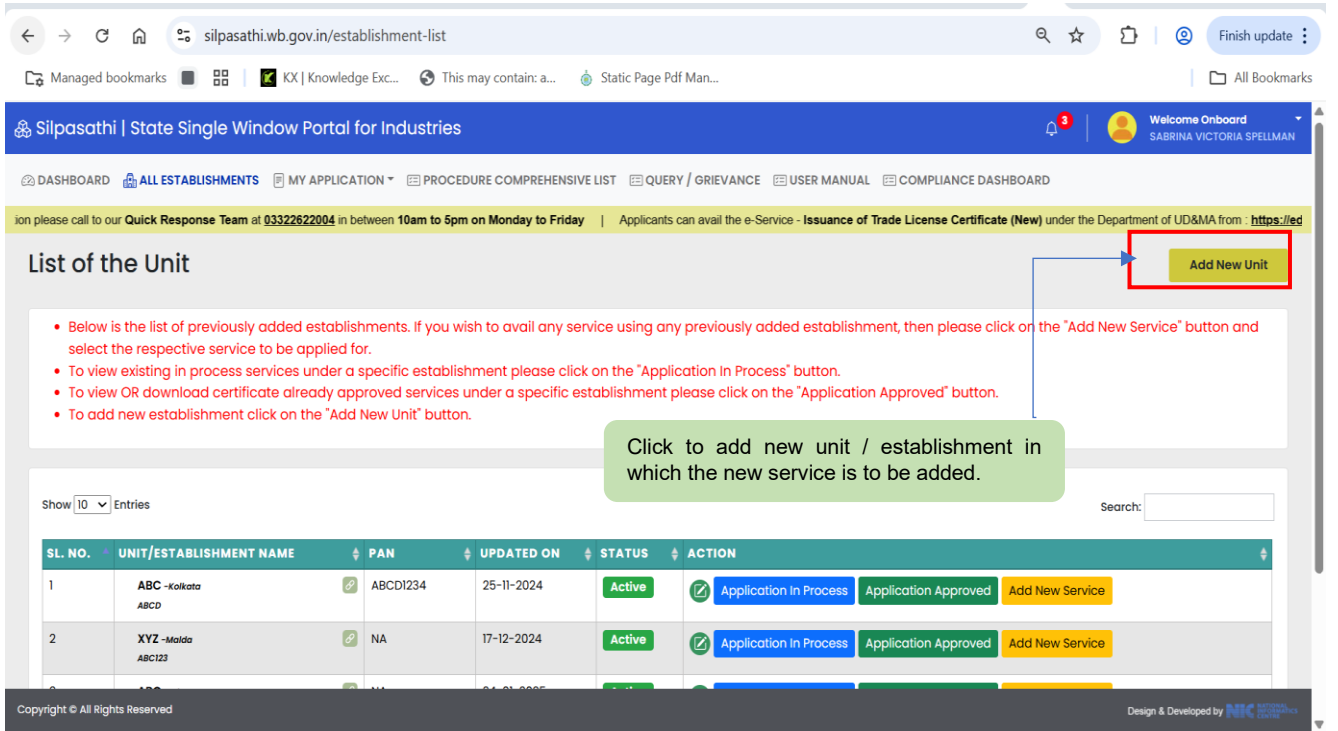
# User Manual

## Fire Safety Certificate (Fire & Emergency Services)

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



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'.

# User Manual

## Fire Safety Certificate (Fire & Emergency Services)

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

Below is the list of previously added establishments. If you wish to avail any service using any previously added establishment, then please click on the 'Add New Service' button and select the respective service to be applied for.

- To view existing in process services under a specific establishment please click on the 'Application In Process' button.
- To view OR download certificate already approved services under a specific establishment please click on the 'Application Approved' button.
- To add new establishment click on the 'Add New Unit' button.

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 -Allpura XYZ	NA	24-01-2025	Active	Application In Process Application Approved Add New Service
4	ABCD -Bankura XUZW 1234	HPMPEI245	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	H5-MPS6I22H	03-03-2025	Active	Application In Process Application Approved Add New Service

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

This unit/establishment information is incomplete. Kindly complete this details before adding a new service under this same unit/establishment.

Unit Type\*  
--select--

Name Of The Unit\*  
Enter Name/Name of the Unit

New/Existing Unit\*  
-select-

Investment Amount (Rs /-)\*  
0

Turnover Amount (Rs /-)\*  
0

Category Of The Unit\*  
Category of Industry

Whether Owner Of Industry Is Female\*  
Whether owner of industry is female

Select Ownership Type  
Select Ownership Type

Enter Permanent Account Number (PAN) Of Establishment\*  
Enter Permanent Account Number (PAN)

Select Identity Card Type  
Select Identity Card Type

Enter GST No  
Enter GST No

Select Sector\*  
Agriculture & Cooperation

Establishment Address

District\*  
Select District

Enter Subdivision\*  
Select Sub-division

Enter Area Type\*  
Select Area Type

Block\*  
Select Block

# User Manual

## Fire Safety Certificate (Fire & Emergency Services)

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

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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.

# User Manual

## Fire Safety Certificate (Fire & Emergency Services)

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

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 the navigation bar, there are instructions for using the list. A table lists six units with columns for SL. NO., UNIT/ESTABLISHMENT NAME, PAN, UPDATED ON, STATUS, and ACTION. The 'ACTION' column for each unit contains three buttons: 'Application In Process', 'Application Approved', and 'Add New Service'. A green callout box with the text 'The added establishment can be viewed from the list.' points to the 'Add New Service' button for the third unit (ABC - Allpurdur XYZ).

Below is the list of previously added establishments. If you wish to avail any service using any previously added establishment, then please click on the "Add New Service" button and select the respective service to be applied for.

- To view existing in process services under a specific establishment please click on the "Application In Process" button.
- To view OR download certificate already approved services under a specific establishment please click on the "Application Approved" button.
- To add new establishment click on the "Add New Unit" button.

The added establishment can be viewed from the list.

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 red box around the 'Add New Service' button for the third unit. A green callout box with the text 'Click to add new service.' points to this button.

Click to add new service.

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.

# User Manual

## Fire Safety Certificate (Fire & Emergency Services)

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

The screenshot shows the 'Silpasathi | State Single Window Portal for Industries' interface. At the top, there is a navigation bar with links for Dashboard, All Establishments, My Application, Procedure Comprehensive List, Query/Grievance, User Manual, and Compliance Dashboard. A notification banner indicates that users can avail the e-Service - Issuance of Trade License Certificate (New) under the Department of UD&MA from a specific URL, while Renewal of Trade License Certificate is under the Department of UD.

The main content area is divided into two sections. The first section, titled 'Establishment details for the service to be added', shows information for an establishment named 'ABCD'. The details include: Owner Contact No.: NA, Address: XUZW 1234, District: Bankura, Investment Category: NA, Investment Amount (RS): 1000000, and Industry Category: MICRO. There is an 'Edit' button next to these details.

The second section, titled 'Select any Service(s) applicable/required for this Unit', features a search bar and 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', 'Auto-renewal of Licence as Manufacturer of Weights and Measures under the Legal Metrology Act', 'Auto-renewal of Licence as Repairers of Weights and Measures under the Legal Metrology Act', and 'Licence as Dealer of Weights and Measures under the Legal Metrology Act'. A 'System Guided Assistance Through Wizard' button is also present.

Establishment details for the service to be added.

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

After selecting the service **Fire Safety Certificate**, 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

The screenshot shows the 'Ease of Doing Business | Single Window Services for Business' dashboard. A green notification banner at the top states 'Service Added Successfully'. Below this, there are several 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 table with one entry: 'Fire Safety Certificate' with a 'BUSINESS REFERENCE ID : CAF2022000495'. A progress bar below the entry shows the status of the application, with 'Initiated' and 'Approve' steps completed. To the right of the table, there is an 'Apply Online' button.

CAF ID generated.

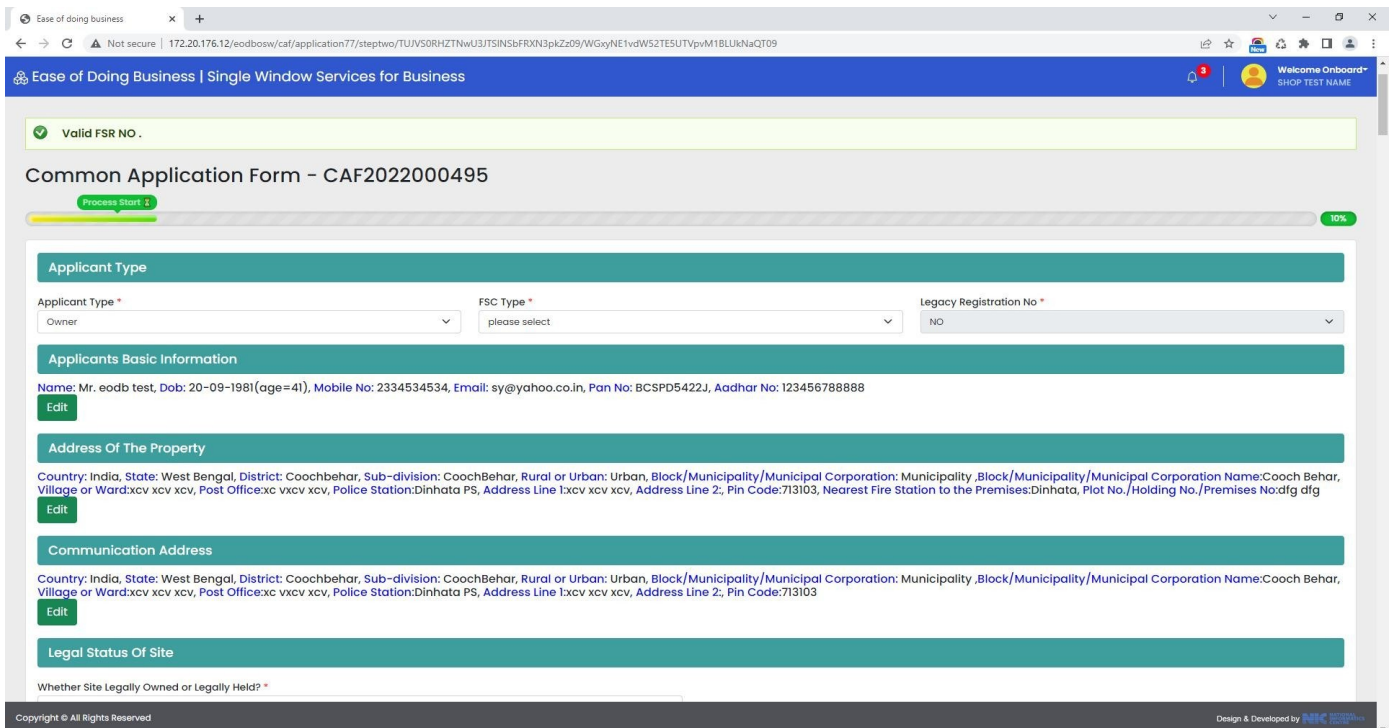
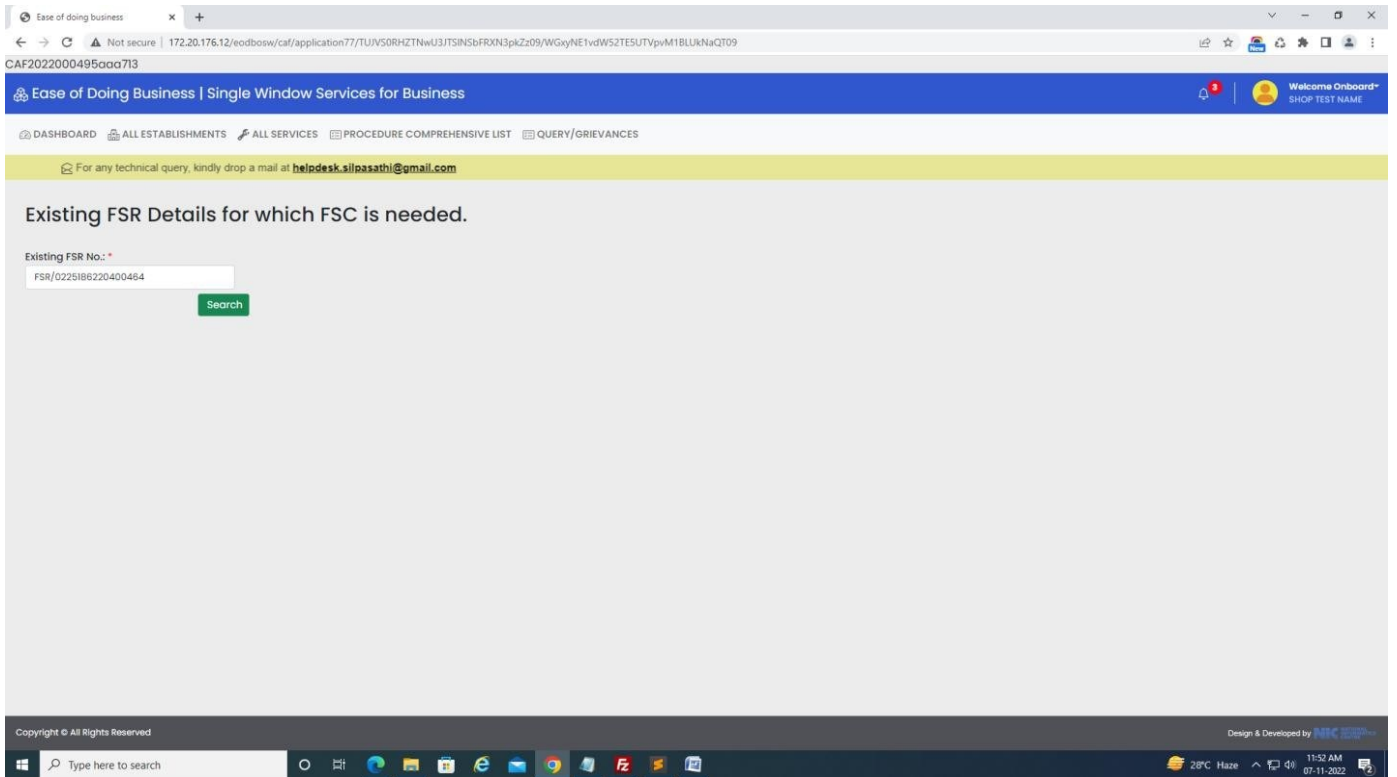
Click on 'Apply Online' to proceed with the application.

# User Manual

## Fire Safety Certificate (Fire & Emergency Services)

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

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 add existing FSR details (screenshot below):



# User Manual

## Fire Safety Certificate (Fire & Emergency Services)

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

The screenshot shows the 'Legally Owned Site' form. It includes a dropdown for 'Legally Owned', a section for 'Details For Legally Owned Site' with fields for 'Whether Site Legally Owned or Legally Held?', 'Name', 'Address with Pin code', and 'Registration Particulars if any'. Below this is a table with columns: SL. NO., WHETHER SITE LEGALLY OWNED OR LEGALLY HELD, NAME, ADDRESS WITH PIN CODE, REGISTRATION PARTICULARS IF ANY, and DELETE. The table contains one row with '1' in the first column, 'Yes' in the second, 'sdf sdf' in the third, 'rt ertert' in the fourth, 'ert ertert' in the fifth, and a delete icon in the sixth. Another section 'Details For Legally Held Site' has fields for 'I or we declared that this site is legally hold by me in terms of lease whose particulars are as stated below', 'Name', 'Superior or Sub-lessor?', 'Co-lessor?', and 'Registration Particulars'. Below this is another table with columns: SL. NO., I OR WE DECLARED THAT THIS SITE IS LEGALLY HOLD BY ME IN TERMS OF LEASE WHOSE PARTICULARS ARE AS STATED BELOW, NAME, SUPERIOR OR SUB-LESSOR?, CO-LESSOR?, REGISTRATION PARTICULARS, and DELETE. The table is empty with the text 'No Record Exists' in the center. The 'Occupancy And Use Group Details' section has a dropdown for 'Type of Dominant Occupancy' (Residential) and a dropdown for 'Type of Use Group' (Guest House). The 'Total Plot Area' section has two input fields: 'As per Documents (sqm)' (22) and 'As per physical measurements(sqm)' (22). The 'Boundaries On Each Sides' section is partially visible at the bottom.

The screenshot shows the 'Boundaries On Each Sides' and 'Main Characteristic Details' forms. The 'Boundaries On Each Sides' section has input fields for North (m) (22), South (m) (22), East (m) (2), and West (m) (2). The 'Main Characteristic Details' section has multiple input fields: Maximum Height of the Building (m) (2), Width of the Abutting Road (m) (2), Total Floor Area of the Building (sqm) (2), Name of the Abutting Road (2), Area of the Site (sqm) (2), Was the building with the advantage of the open space on which the present proposal has been submitted? (Yes), Car Parking in Basement (Yes), Car Parking in Open Space (Yes), Car Parking in ground floor (Yes), Car Parking in MLCP (No), Specify Other Space (car parking) (Specify Other Space (car parking)), No. of Individual Basement ( ), No. of Common Basement (Specify Other Space (car parking)), Bed Capacity (Bed Capacity), and Holding Capacity (Holding Capacity). At the bottom, there is a table for 'Block Details' with columns: Block No., Block Description, Height of the Block (in meter), No. of Floors (excluding Basement), Total Floor Area of the Block (sqm), and Basement. The table is empty with an 'Add' button at the end.

# User Manual

## Fire Safety Certificate (Fire & Emergency Services)

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

The screenshot shows the 'Lift Details' section of the application form. At the top, there is a message 'No Record Exists'. Below this, there are four input fields: 'Block No.' (dropdown), 'Type of Lift' (dropdown), 'Capacity of each Lift(Person or Weight)' (text), and 'Availability of Service Staircase,Service Lift' (dropdown). An 'Add' button is to the right. Below the form fields is a table with the following columns: SL. NO., BLOCK NO., TYPE OF LIFT, CAPACITY OF EACH LIFT(PERSON OR WEIGHT), AVAILABILITY OF SERVICE STAIRCASE, SERVICE LIFT, and DELETE. The table is currently empty with the message 'No Record Exists' centered below it.

The screenshot shows the 'Details of Licensed Building Surveyor (LBS) Or Architect' section. It starts with 'Name' and 'Address' fields, followed by a 'Letter of Proof' dropdown. Below is a form for 'Details of Licensed Building Surveyor (LBS) Or Architect' with fields for 'Architect or LBS?' (dropdown), 'Name of the Architect or LBS' (text), 'Class of the LBS' (dropdown), 'Architect Registration No. or LBS License No.' (text), 'Address' (text), 'Pin Code' (text), 'Contact No of Architect or LBS' (text), and 'Validity Period of the License or Registration' (text). An 'Add' button is to the right. Below the form fields is a table with the following columns: SL. NO., ARCHITECT OR LBS?, NAME OF THE ARCHITECT OR LBS, CLASS OF THE LBS, ARCHITECT REGISTRATION NO. OR LBS LICENSE NO., ADDRESS, PIN CODE, CONTACT NO OF ARCHITECT OR LBS, VALIDITY PERIOD OF THE LICENSE OR REGISTRATION, and DELETE. The table is currently empty with the message 'No Record Exists' centered below it.

The screenshot shows the 'Structural Engineer Details' section. It starts with 'Name' and 'Address' fields, followed by 'PIN Code', 'Registration No.', 'Contact No', and 'Validity Period' fields. An 'Add' button is to the right. Below the form fields is a table with the following columns: SL. NO., NAME, ADDRESS, PIN CODE, REGISTRATION NO, CONTACT NO, VALIDITY PERIOD, and DELETE. The table is currently empty with the message 'No Record Exists' centered below it.

# User Manual

## Fire Safety Certificate (Fire & Emergency Services)

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The screenshot shows a web browser window with the URL `172.20.176.12/eoabosw/cat/application77/steptwo/TUV50RHZTnwU3JTSINSbFRXN3pkZz09/WGxyNE1vdW52TESUTVpVpM18LUkNaQT09`. The page title is "Ease of doing business". The main content area is titled "Other Details" and contains a grid of form fields. At the top, a message states "No Record Exists". The form fields include:

- Whether proposed or existing building \* (Existing)
- Year of Construction (2010)
- Date of Completion of the Building (08-11-2022)
- Property Details \* (Residential or Educational or Institutional or Hotel or Guest House Building above G + IV storied)
- Whether you need any Special Consideration? \* (No)
- Location of Gas Bank (df g)
- Location of Generator (Location of Generator)
- Electrical Sub-station Provided or Not \* (No)
- If Fire station is proposed for Mega Project \* (No)
- Capacity of Intermediate Static Water Tank for fire for building above 150 meters (L) (Capacity of Intermediate Static Water Tank for fire for building above 150 meters (L))
- Capacity of the Overhead Static Water Tank (L) for fire (Capacity of the Overhead Static Water Tank (L) for fire)
- Alternate Lighting Arrangements \* (Available)
- Transformer Location (Transformer Location)
- Area of Transformers (sqm) (Area of Transformers (sqm))
- Distance of Building from Transformers (m) (Distance of Building from Transformers (m))
- Location of Fire Pump room: \* (4)
- Area of Fire Pump room (sqm): \* (4)
- Existing Covered Area in Ground (sqm) (Existing Covered Area in Ground (sqm))
- Whether completion certificate is required (Whether completion certificate is required)
- Whether the Aerial Ladder can be moved around the Building and adequate Open Space available beneath Refuge Area Available \* (No)
- Fire Refuge Area \* (No)

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The screenshot shows the same web browser window. The form is now at the "Location Of Fire Check Door" section, which includes a dropdown menu for "Other Staff trained for Handling Fire related emergency" and a "please select" button. Below this is a grid of form fields for "Rating Of FCD (In HRS.)".

**Location Of Fire Check Door**

- Stair Cases (Stair Cases)
- Fire Refuge Area (Fire Refuge Area)
- Lift (Lift)
- Electrical Plumbing Shaft (Electrical Plumbing Shaft)

**Rating Of FCD (In HRS.)**

Stair Cases (Stair Cases)	Fire Refuge Area (Fire Refuge Area)	Lift (Lift)	Electrical Plumbing Shaft (Electrical Plumbing Shaft)
Fire Plan Installed in Each Floor (Fire Plan Installed in Each Floor)	Floor no. Exit Signage (Floor no. Exit Signage)	Floor Plan at the Fire Control Room / Main Entrance Lobby (Floor Plan at the Fire Control Room / Main Entrance Lobby)	Fire / Emergency Instruction Board Installed on every Floor (Fire / Emergency Instruction Board Installed on every Floor)
Duct / Shaft Sealed with Fire Resistance Material (Duct / Shaft Sealed with Fire Resistance Material)	No. of Staff Trained for Basic Fire fighting (No. of Staff Trained for Basic Fire fighting)	Total No. of Fire Fighting staff shift wise (Total No. of Fire Fighting staff shift wise)	Responsible Persons name (Responsible Persons name)
Responsible Persons Address (Responsible Persons Address)	Responsible Persons Mobile No (Responsible Persons Mobile No)	Fire Officer Employed (Fire Officer Employed)	Fire Officer Name (Fire Officer Name)
Fire Officer Mobile Number (Fire Officer Mobile Number)	Fire Officer Qualification (Fire Officer Qualification)	Fire Mock Drill Conducted (Fire Mock Drill Conducted)	Date of Drill (Date of Drill)
Evacuation Drill Conducted (Evacuation Drill Conducted)	Evacuation Drill Date (Evacuation Drill Date)	Date of Drill provided * (- Select -)	Evacuation Drill Date Provided * (- Select -)
Onsite Emergency Plan (Onsite Emergency Plan)	Refuge Area Available (Refuge Area Available)	Refuge Area Location (Levels in meter) (Refuge Area Location (Levels in meter))	Measurement of Clear Open Space beneath Refuge Area as per building height (Measurement of Clear Open Space beneath Refuge Area as per building height)
Floor Areas including Basement natural/mechanical ventilated (if mechanical ventilated give details) (Floor Areas including Basement natural/mechanical ventilated)	Auto Actuation of Mechanical Ventilation with Detectors MCP (Auto Actuation of Mechanical Ventilation with Detectors MCP)	Automatic MLCP Suppression Detection system (give details) (Automatic MLCP Suppression Detection system (give details))	No. of Escalator / Moving Walks (connecting more than one floor) (No. of Escalator / Moving Walks (connecting more than one floor))
Smoke barrier Sprinkler Protection of Escalator / Moving Walks (connecting more than one floor) (Smoke barrier Sprinkler Protection of Escalator / Moving Walks (connecting more than one floor))			

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# User Manual

## Fire Safety Certificate (Fire & Emergency Services)

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

The screenshot shows a web browser window with the URL [172.20.176.12/eodbosw/caf/application77/steptwo/TUJVS0RHZTNwU3/TSINSbFRXN3pkZz09/WGxyNE1vdW52TE5UTVpM1BLUKNqQ109](https://172.20.176.12/eodbosw/caf/application77/steptwo/TUJVS0RHZTNwU3/TSINSbFRXN3pkZz09/WGxyNE1vdW52TE5UTVpM1BLUKNqQ109). The page title is "Industrial And Storage Buildings".

**Details of Smoke and Fire Venting**  
Details of Smoke and Fire Venting:

**Details of Explosion Relief Vents**  
Details of Explosion Relief Vents:

**Any other Fire Safety Measure (if Provided)**  
Any other Fire Safety Measure (if Provided):

**Name And Address To Be Printed On Fire Safety Certificate**

Name to be Printed on the Fire Safety Certificate \*:

Address to be Printed on the Fire Safety Certificate \*:

**FSC Requirement For Block**

Block No.  FSC Needed : \*

SL. NO.	BLOCK NO	FSC NEEDED	DELETE
No Record Exists			

**FSC Requirement For Floor**

Block No with Floor  FSC Needed : \*

SL. NO.	BLOCK NO WITH FLOOR	FSC NEEDED	DELETE
No Record Exists			

**FSC Requirement For Basement**

Basement Identifier  FSC Needed : \*

SL. NO.	BASEMENT IDENTIFIER	FSC NEEDED	DELETE
No Record Exists			

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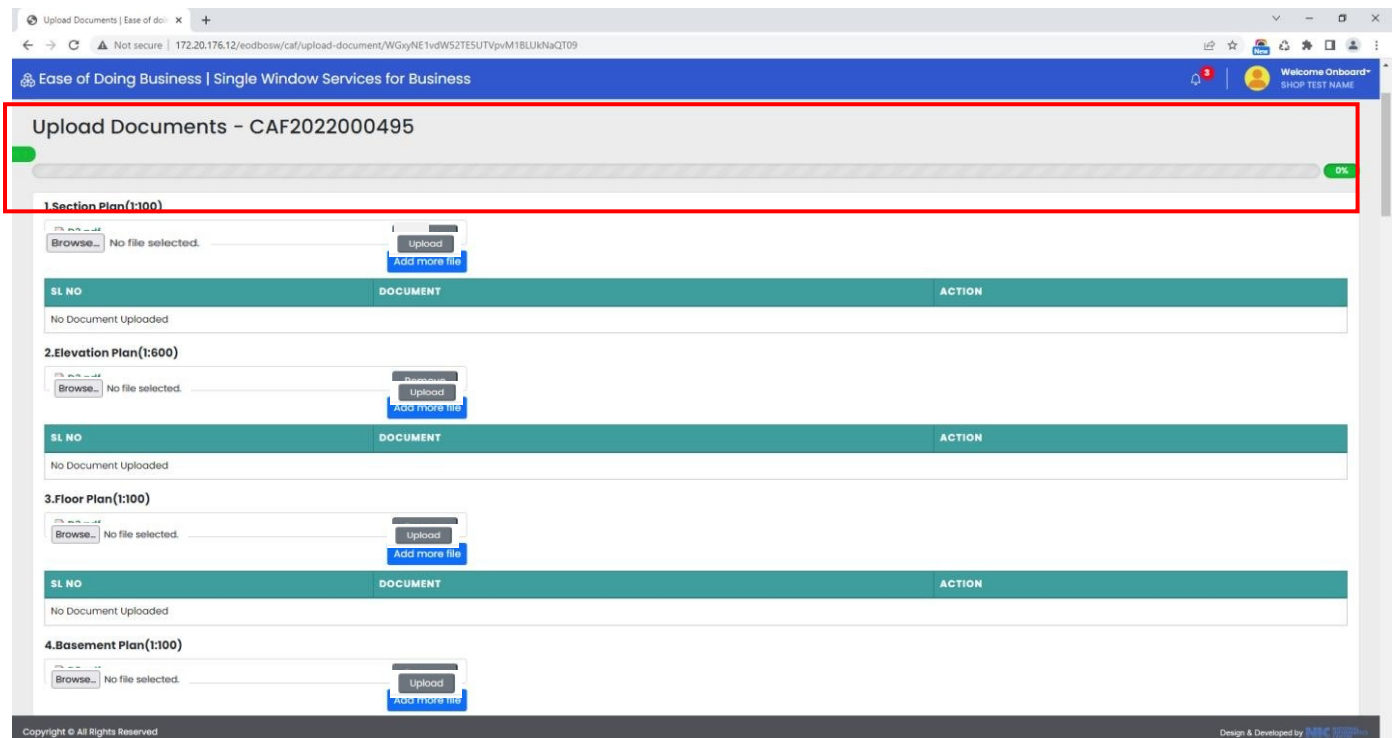
Upon completion of the application process along with document submission, the applicant clicks on the **'Submit'** button for final submission of the application.

**The document submission process has been described below. Please refer to the screenshots below for detailed illustrations.**

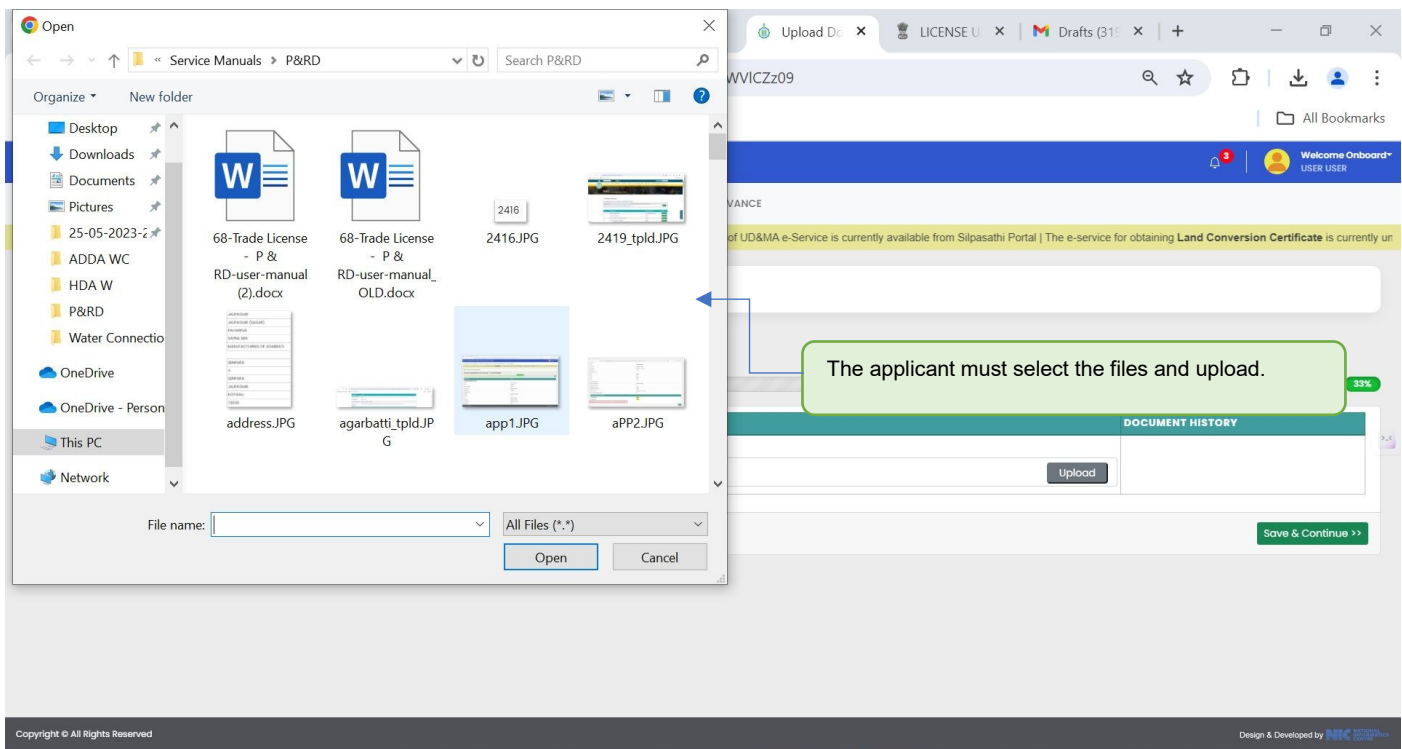
# User Manual

## Fire Safety Certificate (Fire & Emergency Services)

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



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.

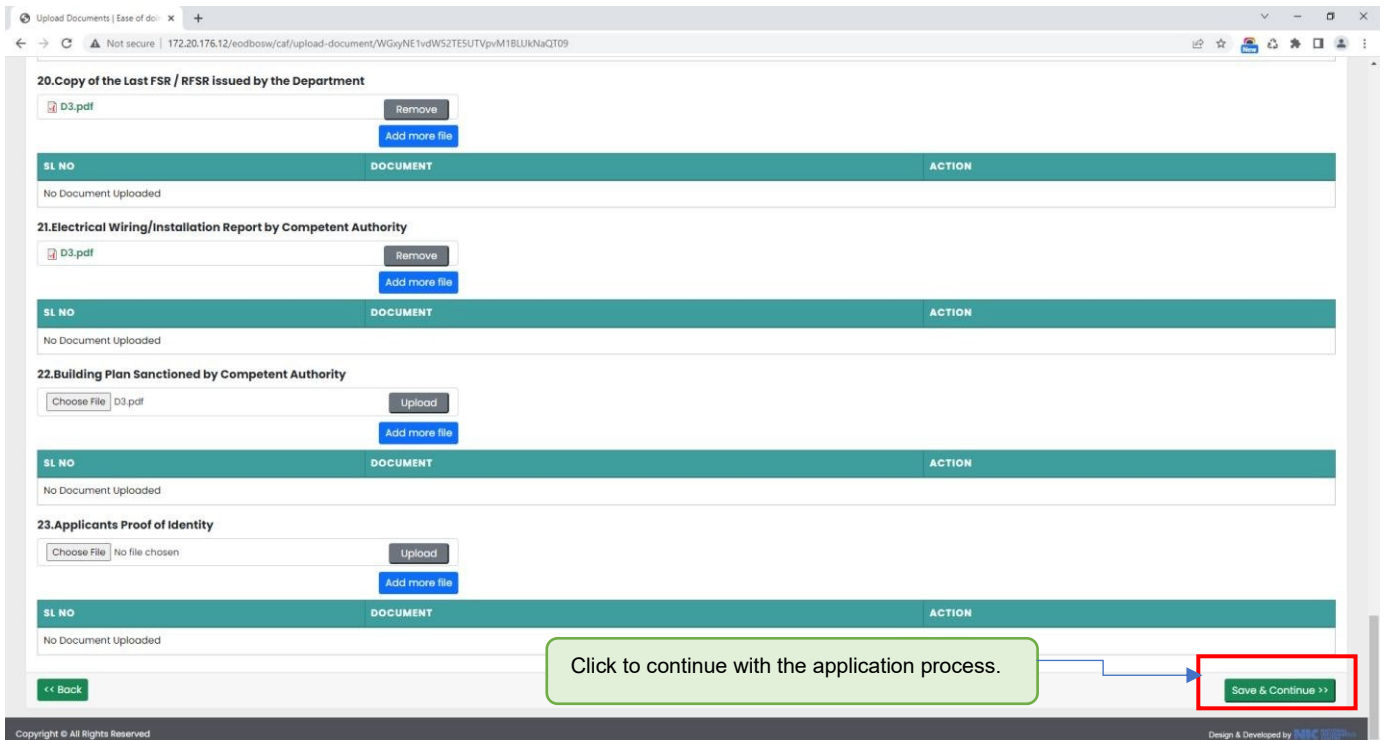
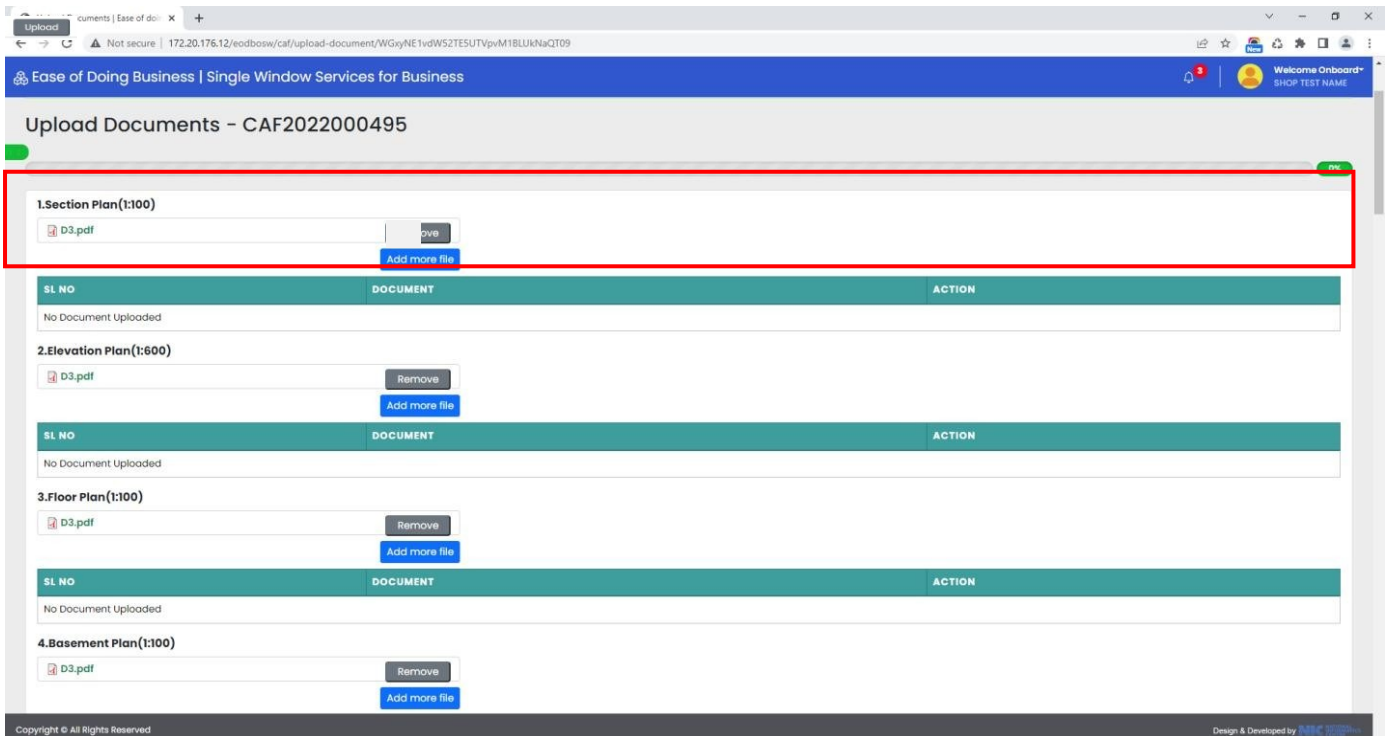


The applicant is required to upload **required documents** in **pdf format** as illustrated in the screenshots. After filling the application form and uploading the required documents the applicant has to click on '**Save and Continue**' to proceed with the application.

# User Manual

## Fire Safety Certificate (Fire & Emergency Services)

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



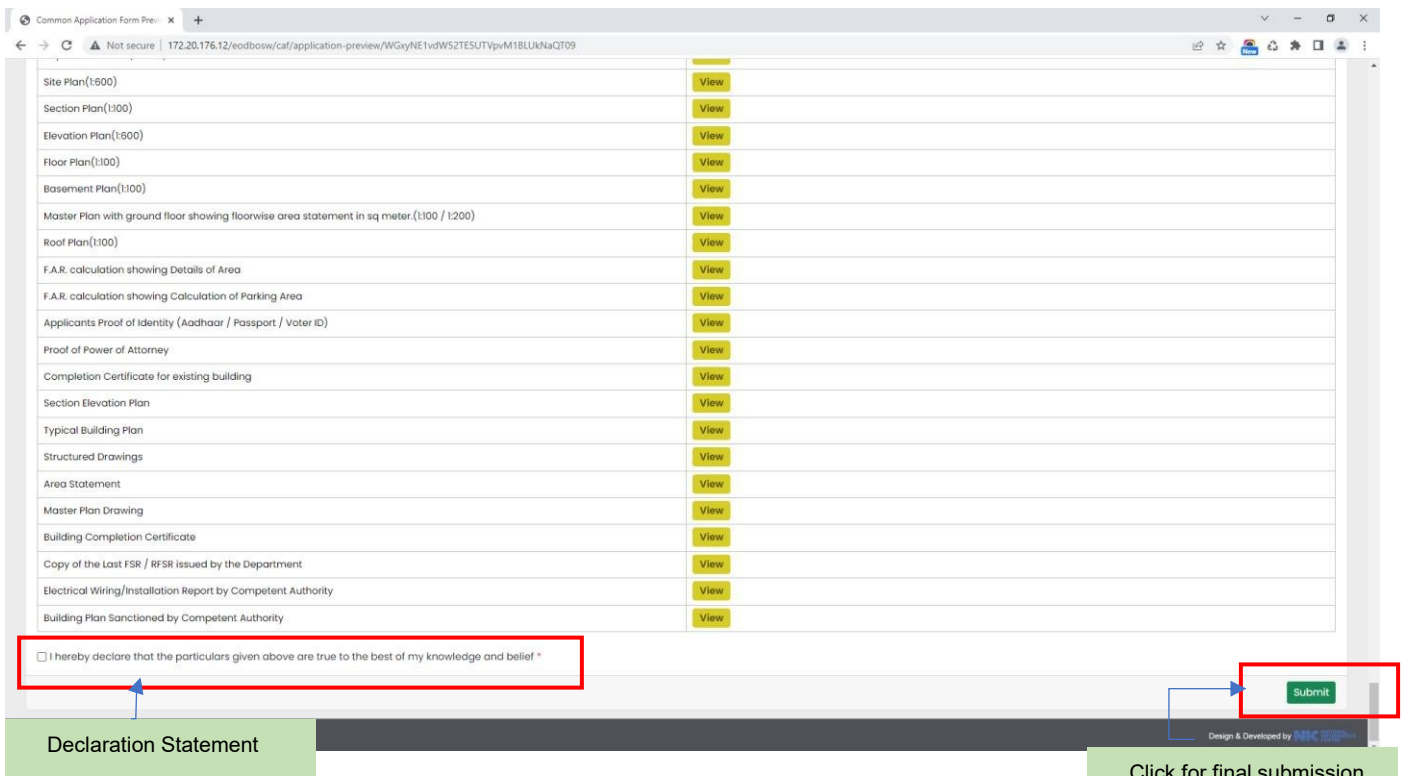
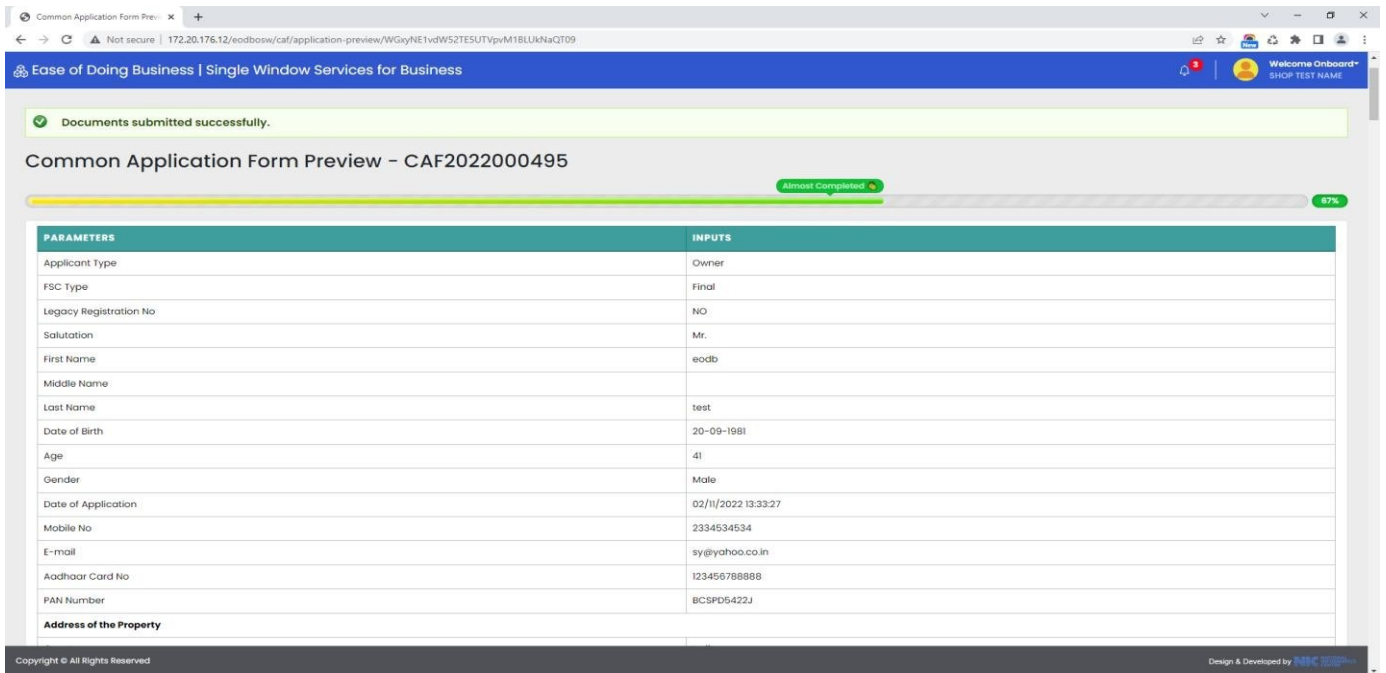
The applicant shall review the filled in application form and proceed for final submission of application. Once reviewed, the applicant shall also be required to click on the Declaration checkbox on the bottom left of the application page before proceeding to 'Submit' button, as illustrated in the screenshots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

## Application Form

# User Manual

## Fire Safety Certificate (Fire & Emergency Services)

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

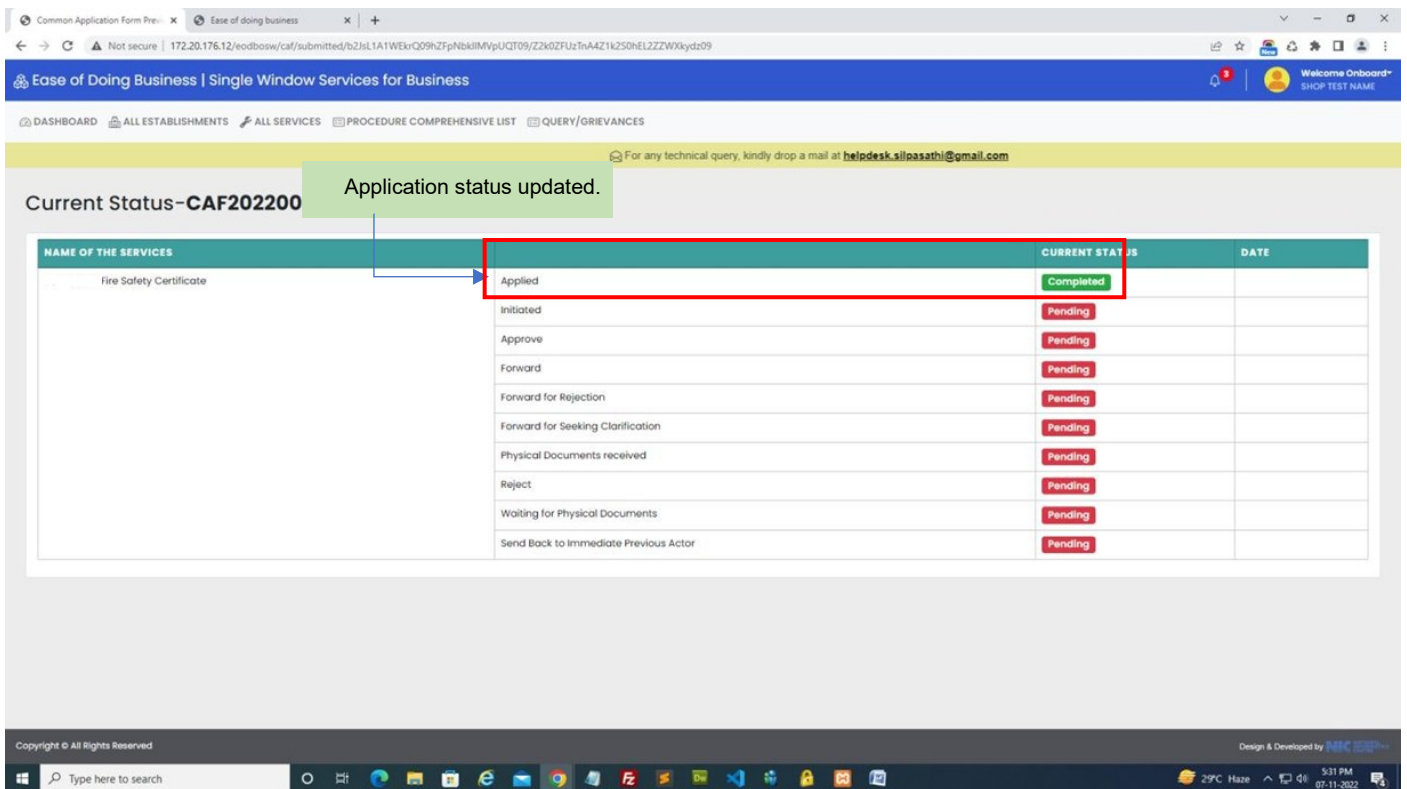


On clicking on 'Submit' link, the following webpage appears post submission of application with updated Status.

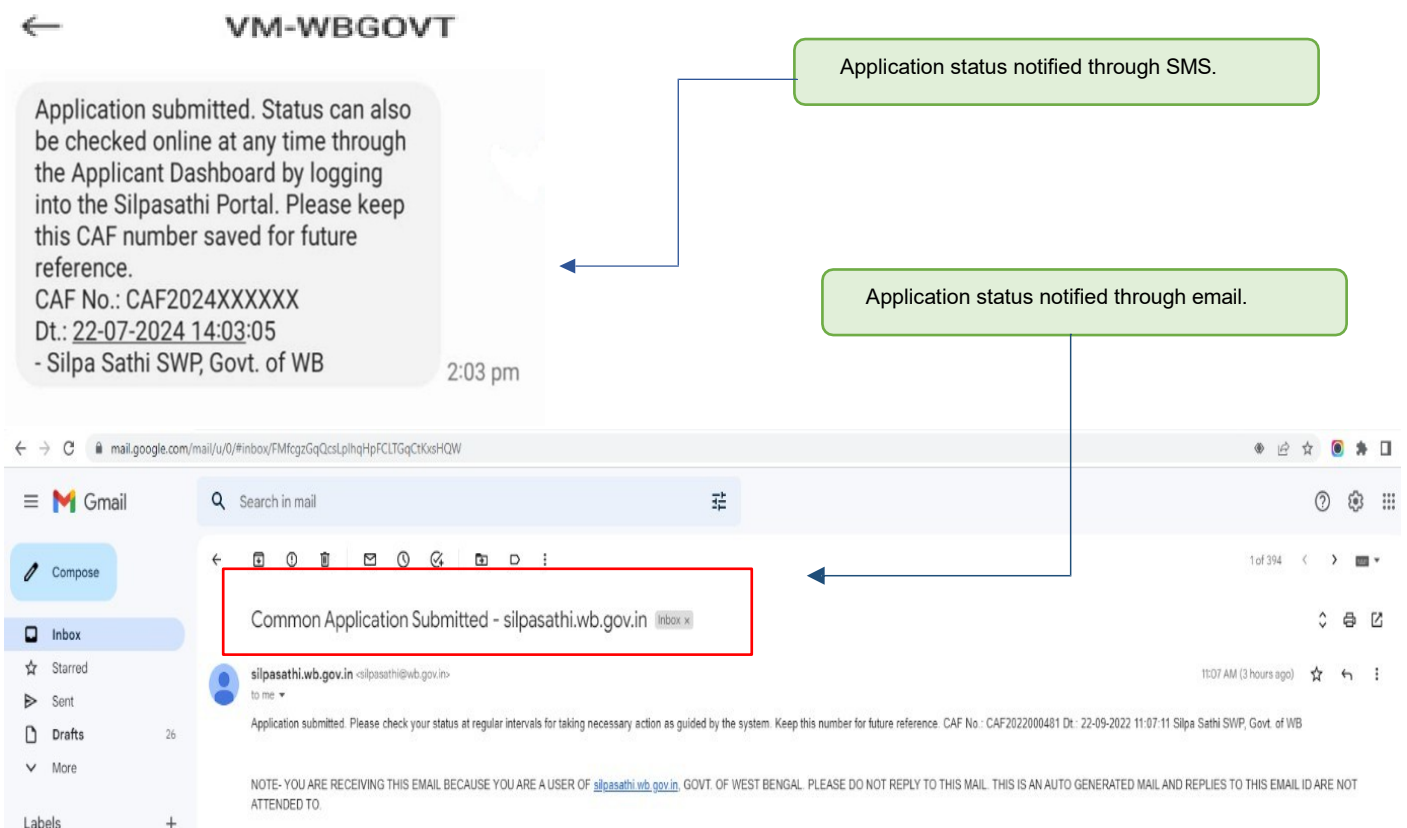
# User Manual

## Fire Safety Certificate (Fire & Emergency Services)

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



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

## Fire Safety Certificate (Fire & Emergency Services)

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

### 2. Online Payment of fees

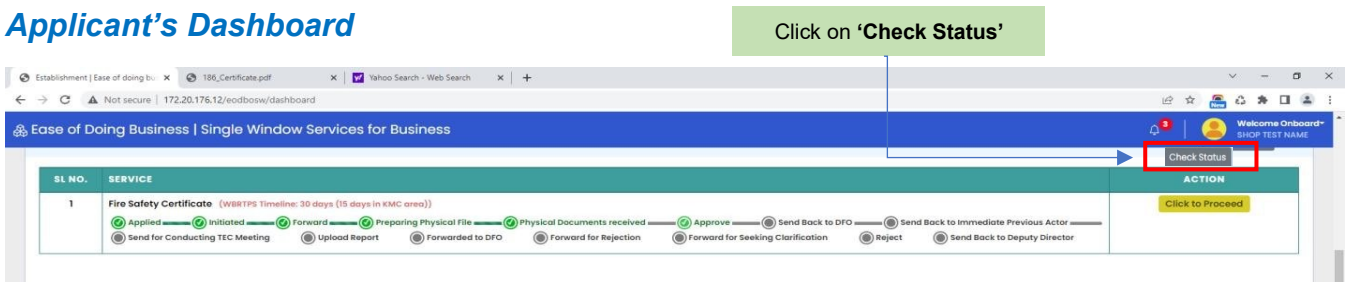
No Payment of fees is required.

After completion of necessary steps, after Approval by the authority the applicant will receive the Registration Certificate and License as approved by the Department.

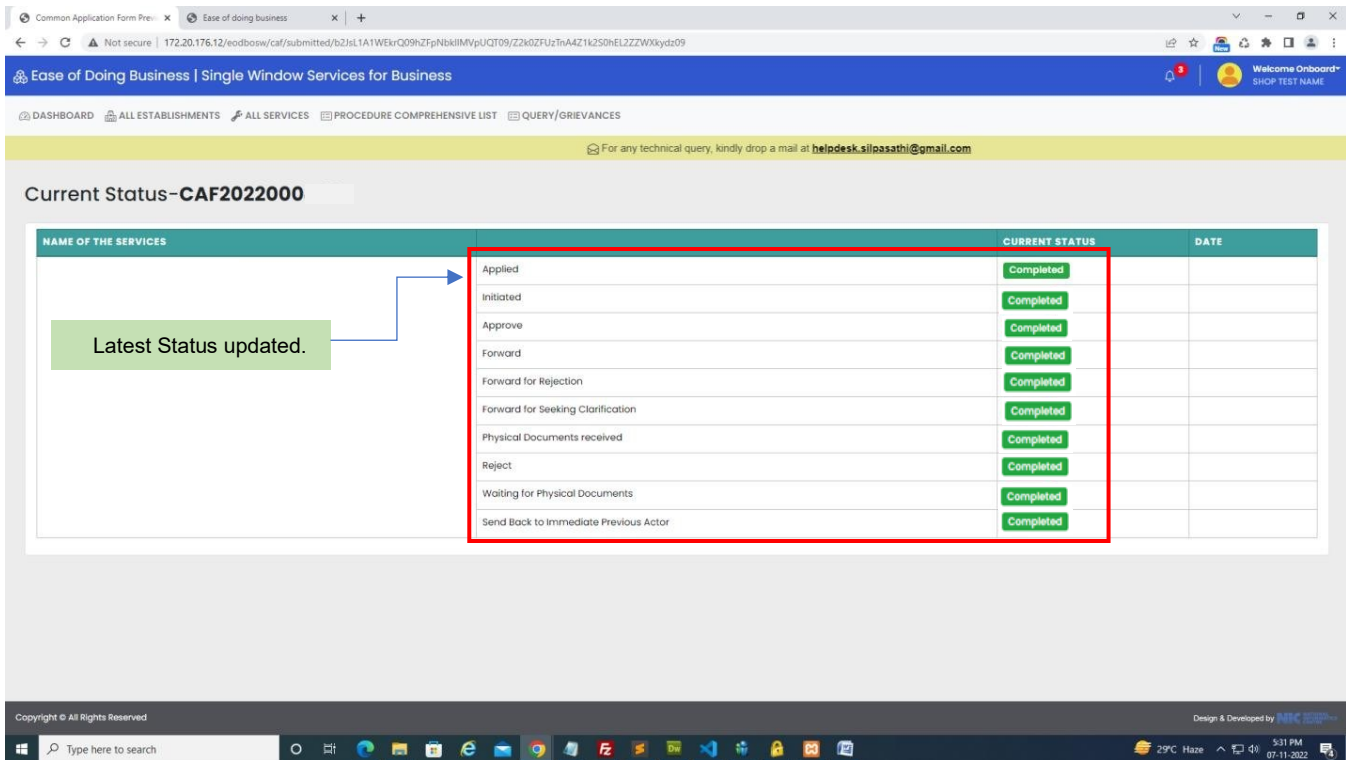
### 3. Track Status of Application

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

#### Applicant's Dashboard



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



# User Manual

## Fire Safety Certificate (Fire & Emergency Services)

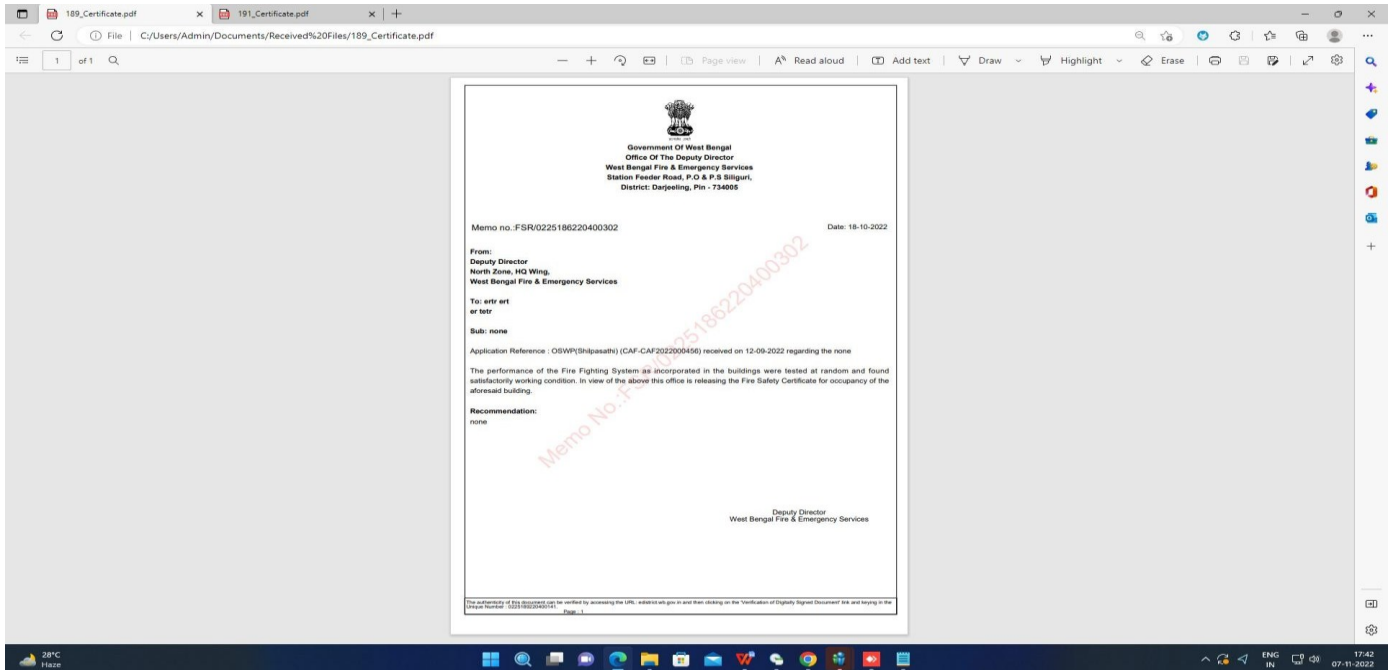
Provided as a service through 'SilpaSathi' the Online Single Window portal of State (WB)

### 4. Online Download of final approval certificate

The applicant shall now be able to download the final certificate after final approval of application. The applicant has to click on '**Click to Proceed**', icon to download the Final Approval Certificate issued.



### The certificate as downloaded:




# User Manual

## Fire Safety Certificate (Fire & Emergency Services)

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

### Sample Certificate as downloaded:

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

Memo no.:FSR/0225186220400302      Date: 18-10-2022

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

**To:** ertr ert  
ert tetr

**Sub:** none

Application Reference : OSWP(Silpasathi) (CAF-CAF2022000456) received on 12-09-2022 regarding the none

The performance of the Fire Fighting System as incorporated in the buildings were tested at random and found satisfactorily working condition. In view of the above this office is releasing the Fire Safety Certificate for occupancy of the aforesaid building.

**Recommendation:**  
none

Deputy Director  
West Bengal Fire & Emergency Services

The authenticity of this document can be verified by accessing the URL: edistrict.wb.gov.in and then clicking on the 'Verification of Digitally Signed Document' link and keying in the Unique Number: 0225186220400302. Page: 1

## 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):

# User Manual

## Fire Safety Certificate (Fire & Emergency Services)

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

### SilpaSathi Homepage

The screenshot shows the SilpaSathi homepage in a web browser. The address bar contains the URL [silpasathi.wb.gov.in](http://silpasathi.wb.gov.in), which is highlighted with a red box. A callout box with a blue arrow points to this URL, containing the text "Type the homepage Url". The homepage header includes the SilpaSathi logo, a language selector, and buttons for "Apply Online", "Admin Login", and "Export Hub". A navigation menu lists various services like Home, About, Know your Compliances, Acts & Rules, e-Services, GIS Map, NSWS, sector Specific Licenses, Query / Grievance, and Contact Us. The main banner features the text "100+ Services State Single Window Portal for Industries" and "Empowering entrepreneurs with 100\* essential services". Below the banner is a statistics section with the following data:

Metric	Value
TOTAL GOVERNMENT ENTITIES	20
TOTAL SERVICES	145
TOTAL REGISTERED USERS	593453
SUBMITTED APPLICATIONS	2211407
APPROVED APPLICATIONS	2158034
SITE COUNTER	13774780

The screenshot shows the SilpaSathi homepage in a web browser. The address bar contains the URL [silpasathi.wb.gov.in](http://silpasathi.wb.gov.in). The main content area features a grid of service cards. The "Third Party Verification" card is highlighted with a red box. A callout box with a blue arrow points to this card, containing the text "Select 'Third Party Verification'". The "Third Party Verification" card description is: "Online System for search unit wise establishment information and track Registration/license Details." Other service cards include "EoDB In Bengal", "EoDB Dashboard", "Central Inspection System", "Draft Business Regulations And Final Notifications", and "EoDB Query / Grievance Dashboard".

Applicant selects the service and then select SilpaSathi CAF Number/ Approval Certificate Number. Enter the Certificate or Approval number / CAF Number in the text box beside it and click on 'Search' to view details of certificate.

# User Manual

## Fire Safety Certificate (Fire & Emergency Services)

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

The screenshot shows the Silpasathi website interface. At the top, the browser address bar displays `silpasathi.wb.gov.in/third-party-verification`, which is highlighted with a red box. A green callout box points to this URL with the text "User can also directly use this url". The website header includes the Silpasathi logo, "State Single Window for Industries Government of West Bengal", and navigation links like "Home", "About", "Know your Compliances", "Acts & Rules", "e-Services", "GIS Map", "NSWS", "sector Specific Licenses", "Query / Grievance", and "Contact Us". A main banner features the text "Silpasathi The Revamped State Single Window Portal".

The main content area is titled "Third Party Verification" and contains the instruction "Track Registration/License details through Silpasathi Portal". Below this, there is a search form with the following elements:

- Select Service :** A dropdown menu currently showing "Allotment of land in Industrial Area (WBIDC)".
- Search Using :** Three radio button options: "Silpasathi Common Application Form (CAF) Number (CAFXXXXXXXX)", "Approval Certificate Number", and "Legacy Application ID".
- Input Fields:** Two text input fields are present. The first is labeled "Enter CAF No. \*" and the second is labeled "Enter Approved Certificate No.". Both fields are highlighted with red boxes. A blue arrow points from the "Enter Approved Certificate No." field to a green callout box at the bottom of the page that says "Enter CAF Number / Certificate number to view details."
- Search Button:** A green button labeled "Search" is located to the right of the input fields.

On the left side of the page, there are two purple buttons: "FAQ" and "User Manual". On the right side, there are icons for a chatbot and WhatsApp.