

# **Fire & Emergency Services:**

## **Renewal of Grant of Fire License**

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

*User Manual*

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# User Manual

## Renewal of Grant of Fire License

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### Introduction

This document is intended to serve as a User Manual for grant of the service “**Renewal of grant of fire license**” 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

**Renewal of Grant of Fire License** is to maintain compliance with fire safety laws and ensure that fire safety measures are still functional. 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. | Consent Letter of Landowner, if rented premises | A Consent Letter of Landowner is a document that grants permission to an individual or organization to use their land for a specific purpose |
| 2. | FSR document, if yes                            | Fire Safety Recommendation Certificate   |

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| #  | Documents Required              | Detailed Description     |
|----|---------------------------------|--------------------------|
| 3. | Old License (if any)            | Old License              |
| 4. | PAN Card of the applicant       | Permanent Account Number |
| 5. | Upload other documents (if any) | Upload other documents   |

## Timeline (WBRTPS)

**Renewal of Grant of Fire License has an WBRTPS timeline of 60 days till approval by the authorities.**

## Instructions related to the application form

| Sl. No. | Field Name                   | Instructions  |
|---------|------------------------------|---|
| 1.      | Applicants Basic Information | Enter Applicants Basic Information which include name, phone number, email id, ID card, etc |
| 2.      | Address of the Property      | Enter address details of the property: block, municipality, mouza, pincode                  |
| 3.      | Communication Address        | Enter details of the address for communication  |
| 4.      | Floor Area Details           | Enter details of floor area   |
| 5.      | Property details             | Enter address   |
| 6.      | Open Water Premises          | Enter address, pin code, etc.   |

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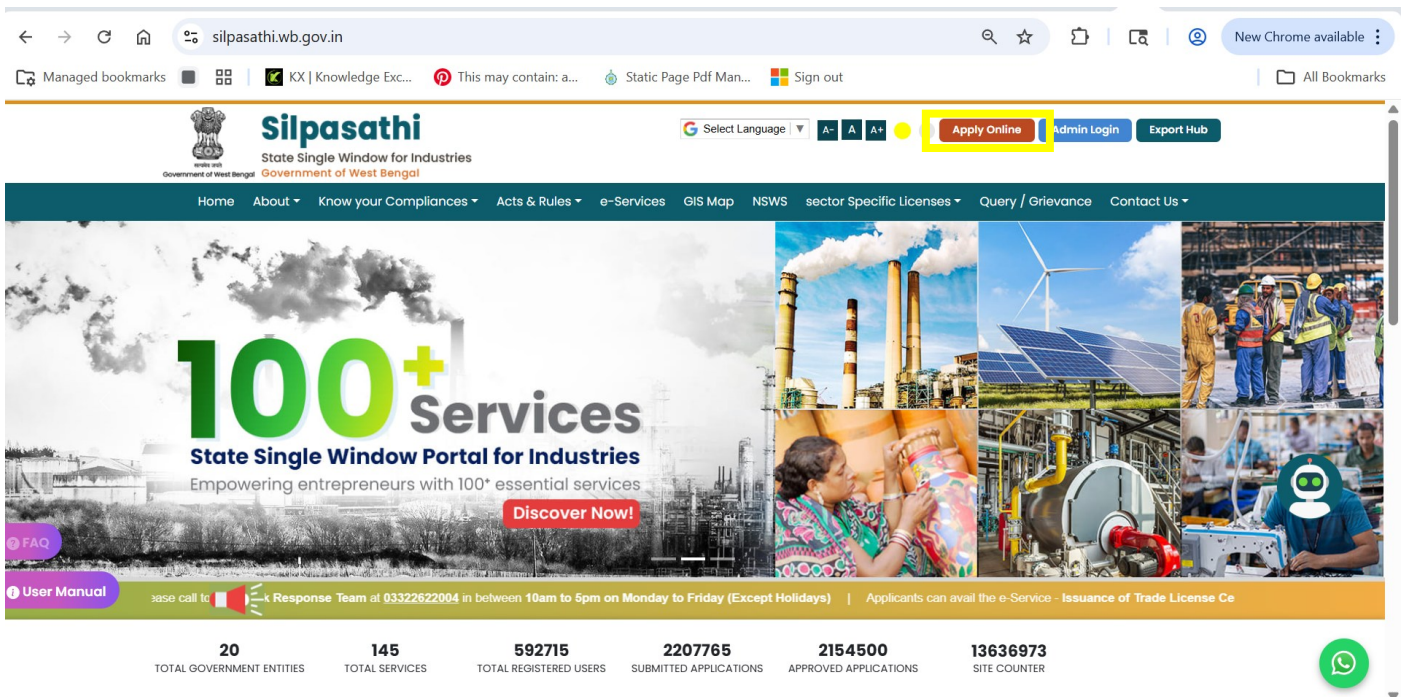
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## Application Process through SilpaSathi

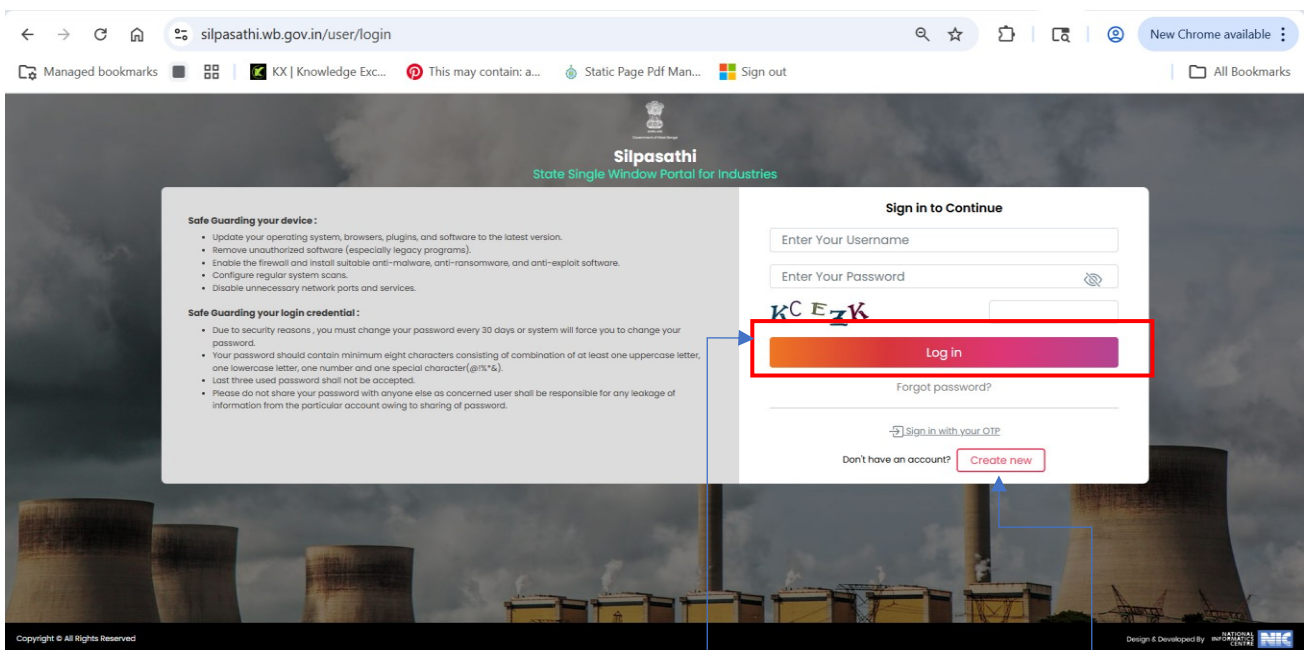
### 1. Online Application submission along with online submission of documents

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



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

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



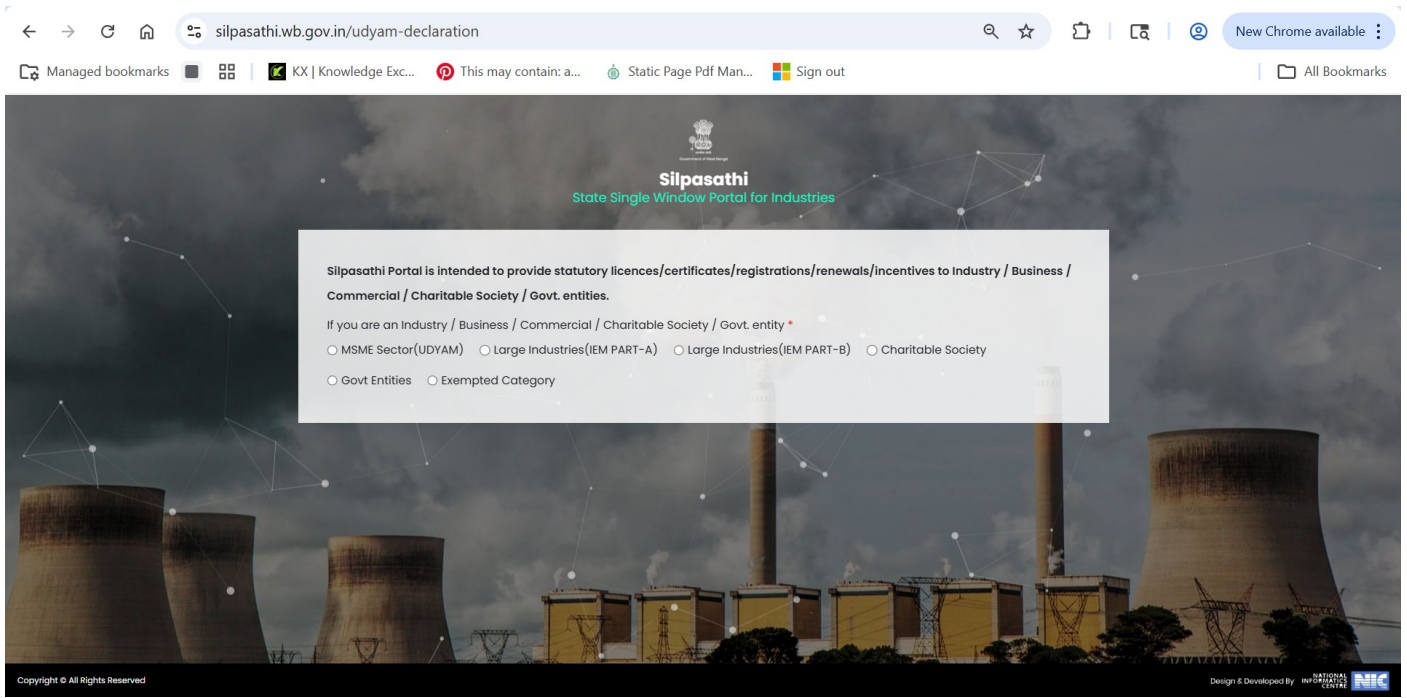
Enter credentials and click on 'Log in'

Click for if one is a new user

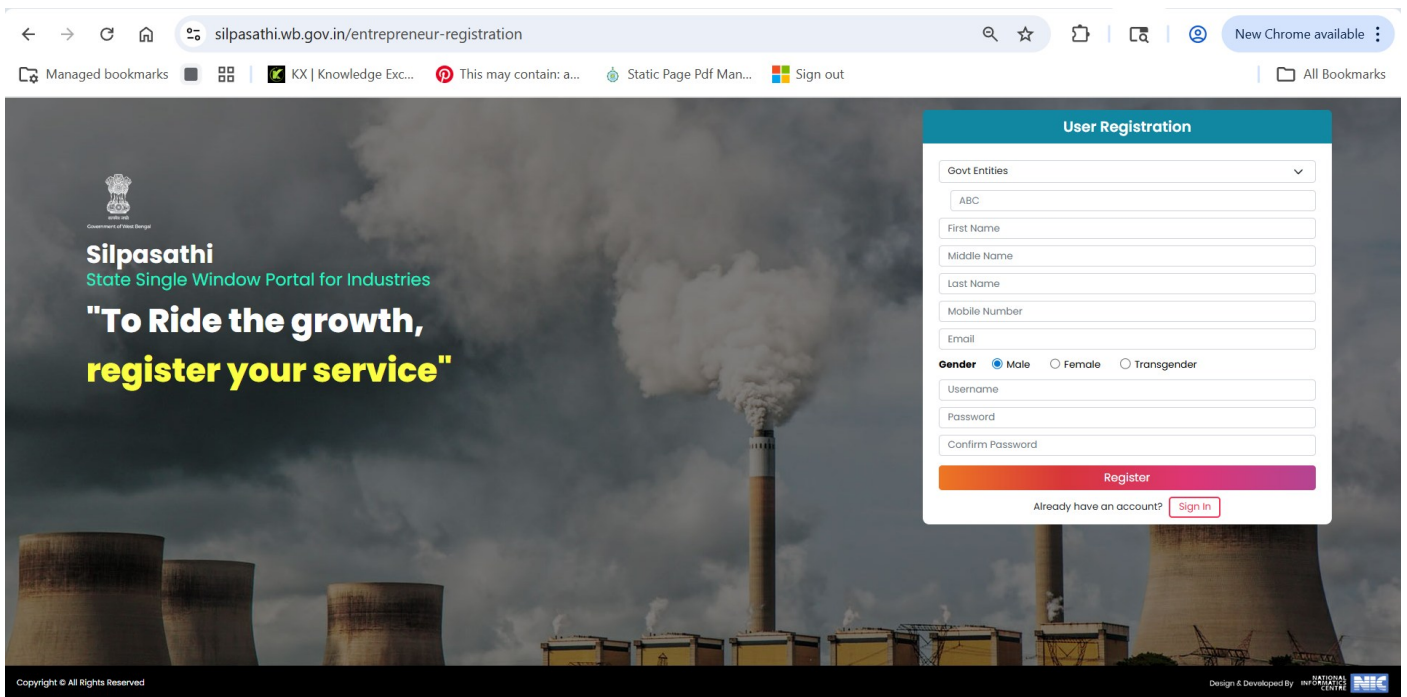
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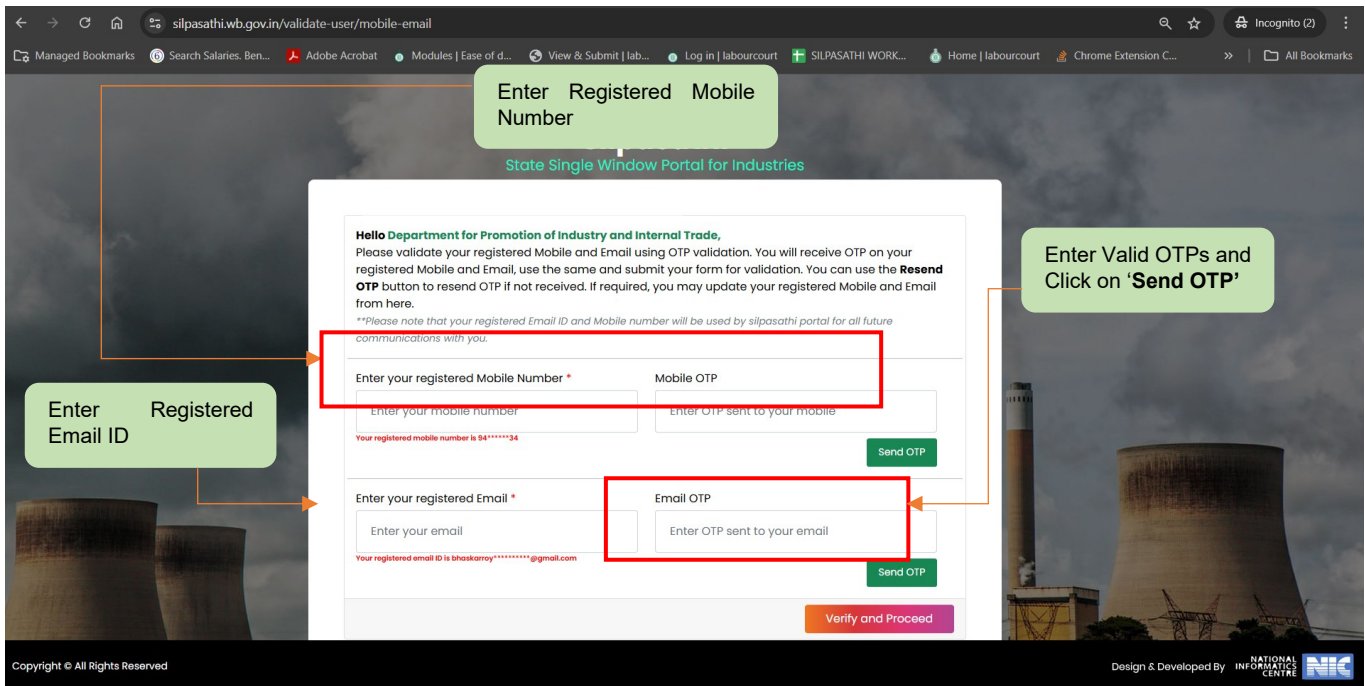
A new user has to register his mobile number and email id and fill the required details in the SilpaSathi portal. The user clicks on 'Create New' in order to proceed



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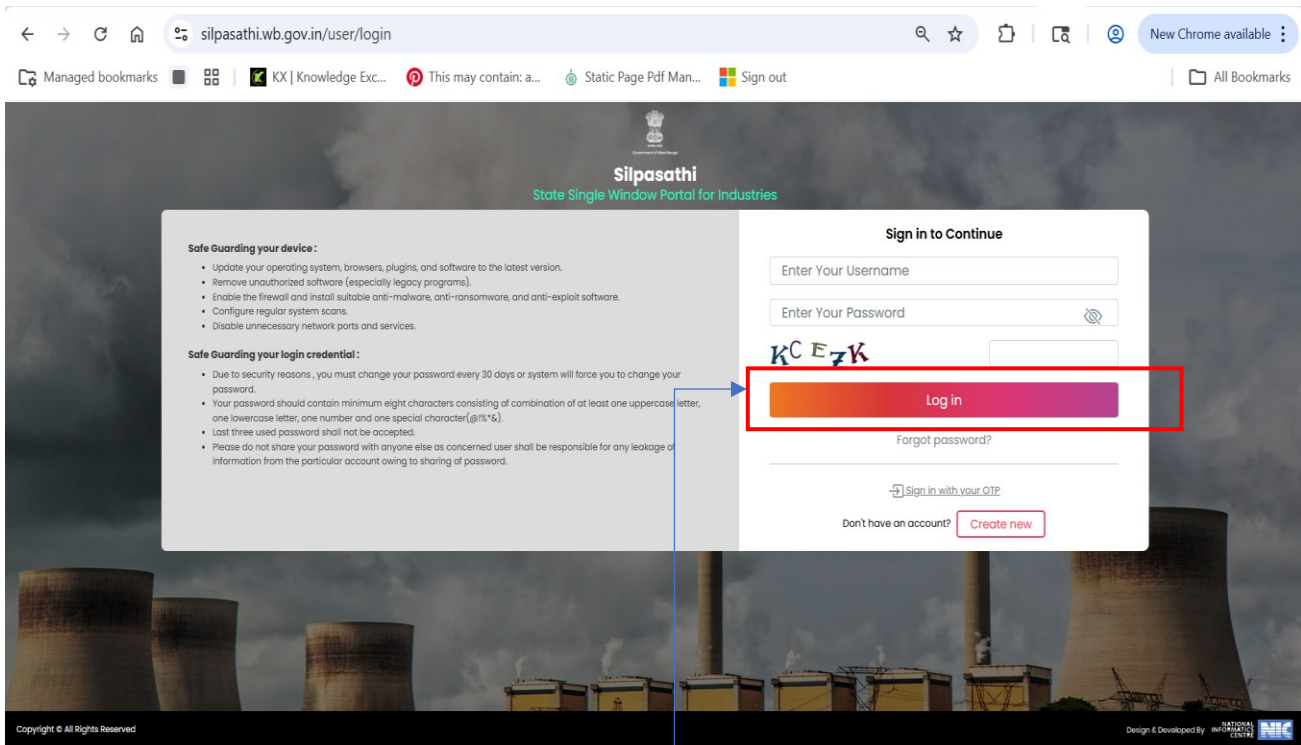


The user is now required to complete a two-factor authentication process:

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

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

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



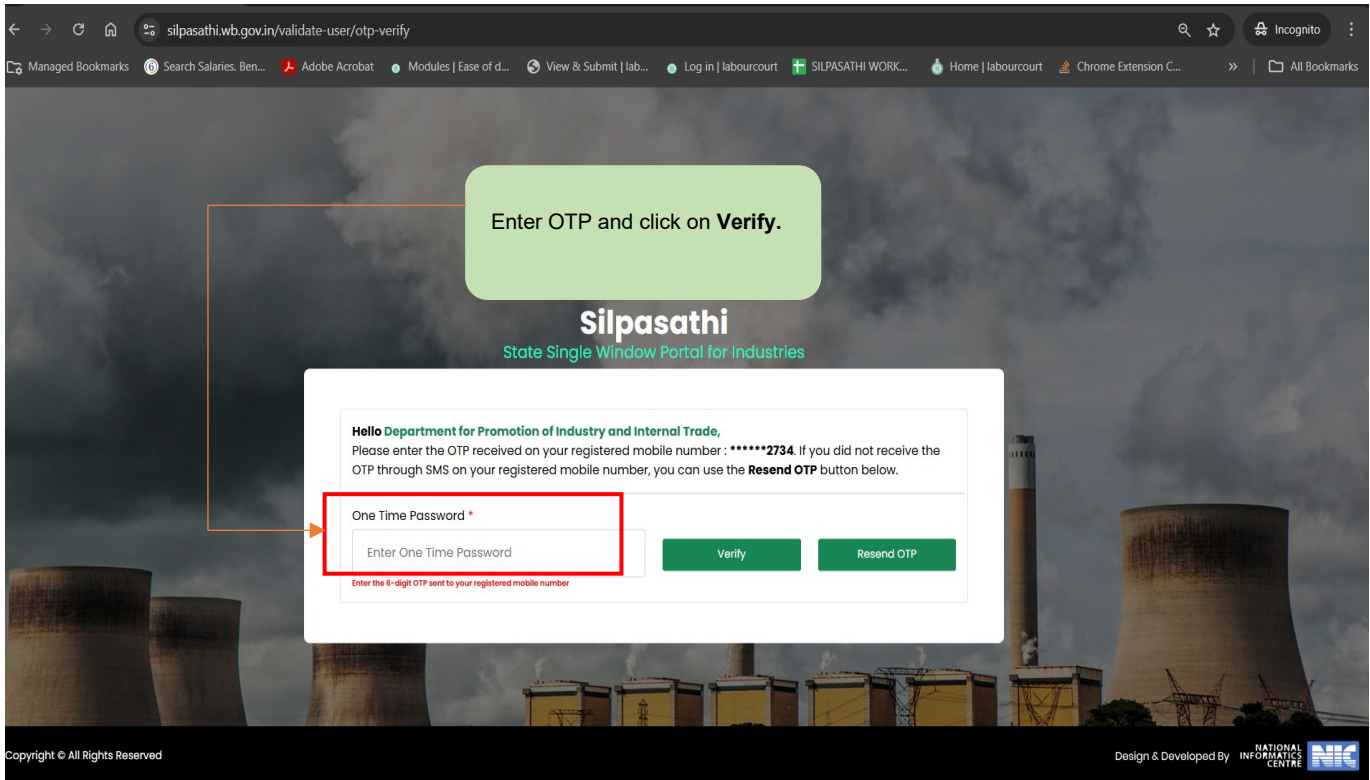
Enter credentials and click on 'Log in'

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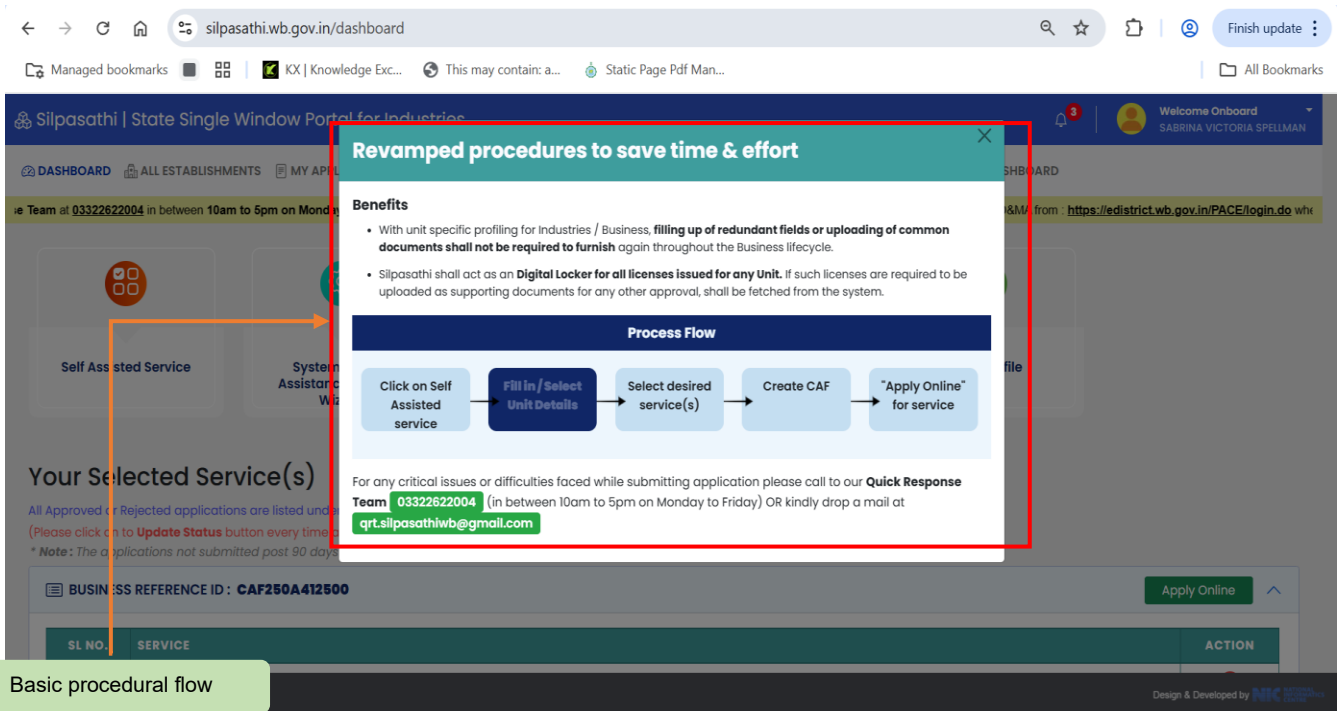
**Once the user logs in, the following screen is now displayed to the user.**



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

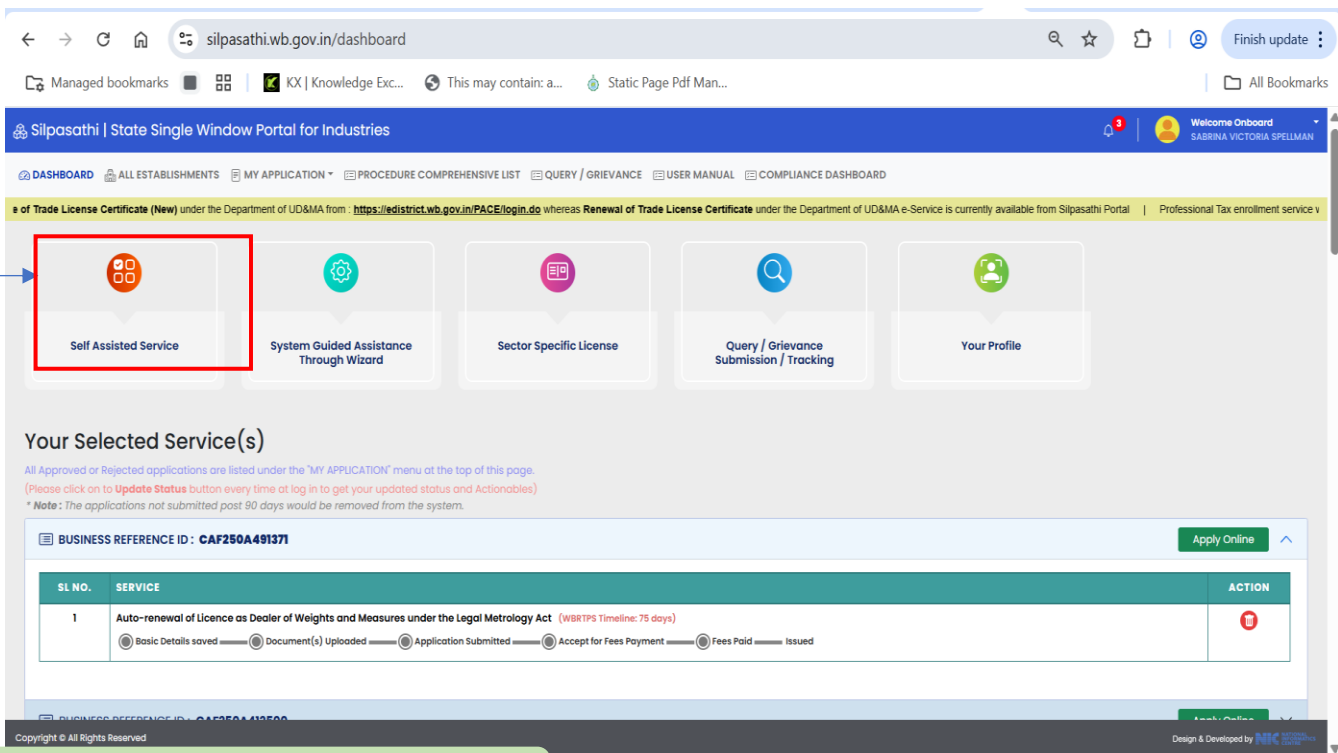


The applicant clicks on **'Self Assisted Service'** and is navigated to the All Establishment / Unit Page.

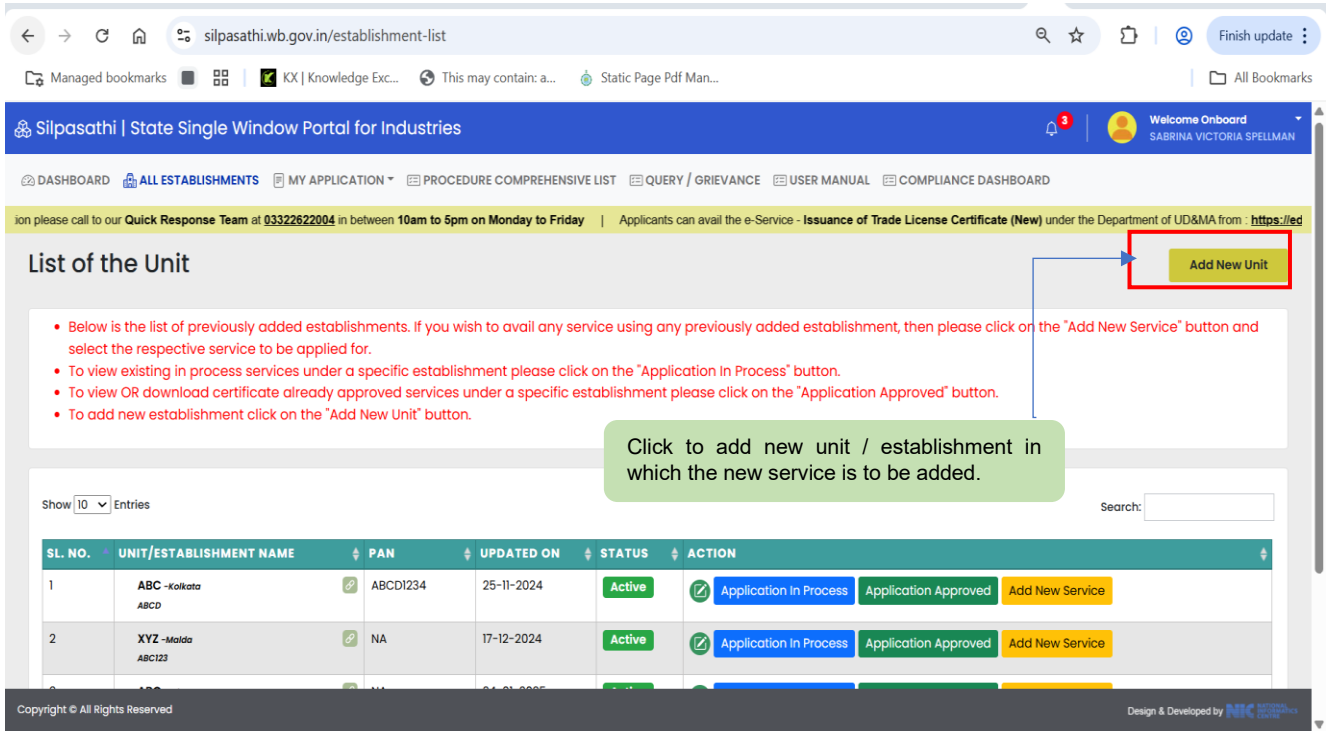
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Click on 'Self-Assisted Service' to proceed with establishment section.



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

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

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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<br>ABCD       | ABCDI234    | 25-11-2024 | Active | Application In Process Application Approved Add New Service |
| 2       | XYZ -Malda<br>ABC123       | NA          | 17-12-2024 | Active | Application In Process Application Approved Add New Service |
| 3       | ABC -Allpura<br>XYZ        | NA          | 24-01-2025 | Active | Application In Process Application Approved Add New Service |
| 4       | ABCD -Bankura<br>XUZW 1234 | HPMPSE1245  | 11-06-2025 | Active | Application In Process Application Approved Add New Service |
| 5       | XYZ -Jalpaiguri<br>ABC123  | NA          | 17-12-2024 | Active | Application In Process Application Approved Add New Service |
| 6       | ABC -bankura               | H5-MPS6122H | 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

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

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

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The screenshot shows the 'List of the Unit' page on the SilpaSathi portal. At the top, there is a navigation bar with the portal name and a user profile. Below 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).

| SL. NO. | UNIT/ESTABLISHMENT NAME    | PAN        | UPDATED ON | STATUS | ACTION  |
|---------|----------------------------|------------|------------|--------|---|
| 1       | ABC -Kolkata<br>ABCD       | ABCDI234   | 25-11-2024 | Active | Application In Process Application Approved Add New Service |
| 2       | XYZ -Malda<br>ABC123       | NA         | 17-12-2024 | Active | Application In Process Application Approved Add New Service |
| 3       | ABC -Allpurdur<br>XYZ      | NA         | 24-01-2025 | Active | Application In Process Application Approved Add New Service |
| 4       | ABCD -Bankura<br>XUZW 1234 | HPMPSE1245 | 11-06-2025 | Active | Application In Process Application Approved Add New Service |
| 5       | XYZ -Jalpaiguri<br>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, showing the 'List of the Unit' page. A green callout box with the text 'Click to add new service.' points to the 'Add New Service' button for the third unit (ABC - Allpurdur XYZ).

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

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

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The screenshot shows the 'Add Service' page on the SilpaSathi portal. At the top, there is a navigation bar with 'DASHBOARD', 'ALL ESTABLISHMENTS', 'MY APPLICATION', 'PROCEDURE COMPREHENSIVE LIST', 'QUERY / GRIEVANCE', 'USER MANUAL', and 'COMPLIANCE DASHBOARD'. Below this, a banner indicates the service is available from 10am to 5pm on Monday to Friday. 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 below the details. The second section, titled 'Select any Service(s) applicable/required for this Unit', contains a table of services. The table has columns for 'DEPARTMENT/DIRECTORATE/DISTRICT ADMINISTRATION' and 'SERVICE NAME'. The services listed are: 'Consumer Affairs' with 'Auto-renewal of Licence as Dealer of Weights and Measures under the Legal Metrology Act', 'Consumer Affairs' with 'Auto-renewal of Licence as Manufacturer of Weights and Measures under the Legal Metrology Act', 'Consumer Affairs' with 'Auto-renewal of Licence as Repairers of Weights and Measures under the Legal Metrology Act', and 'Consumer Affairs' with 'Licence as Dealer of Weights and Measures under the Legal Metrology Act'. A red box highlights the table, and a green callout points to it with the text 'List of services from which the user can select the desired service.'

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

Once done, a list of services will appear. Applicants need to click on [the checkbox](#) adjacent to the service named **Renewal of Grant of Fire License**.

The screenshot shows the 'Add Service' page on the SilpaSathi portal, specifically the 'Select The Required Service(s)' section. The page has a navigation bar with 'DASHBOARD', 'ALL ESTABLISHMENTS', 'ALL SERVICES', 'PROCEDURE COMPREHENSIVE LIST', and 'QUERY/GRIEVANCES'. Below this, a banner provides contact information for technical queries: 'For any technical query, kindly drop a mail at [helpdesk.silpasathi@gmail.com](mailto:helpdesk.silpasathi@gmail.com)'. The main content area is titled 'Select The Required Service(s)' and contains a table of services. The table has columns for 'DEPARTMENT NAME' and 'SERVICE NAME'. The services listed are: 'Dte. Of Legal Metrology - Consumer Affairs' with 'Registration of Manufacturer / Packer under the Legal Metrology Act', 'Dte. Of Legal Metrology - Consumer Affairs' with 'Verification of Weights and Measures', 'Dte. Of MSME - MSME & T' with 'MSME Incentives', 'Fire and ES' with 'Fire Safety Certificate', 'Fire and ES' with 'Fire Safety Recommendation', 'Fire and ES' with 'Grant of Fire License', 'Fire and ES' with 'Renewal of Fire Safety Certificate', 'Fire and ES' with 'Renewal of Grant of Fire License', 'Fire and ES' with 'Revision of Fire Safety Recommendation', and 'H & FW' with 'Retail / Wholesale Drug License'. A red box highlights the row for 'Renewal of Grant of Fire License', and a green callout points to it with the text 'Click to create CAF'. Below the table, there is a 'Create CAF' button, also highlighted with a red box and a green callout. The page footer includes 'Copyright © All Rights Reserved' and 'Design & Developed by NIC'.

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After selecting the service **Renewal of Grant of Fire License**, the applicant has to click on '**Create CAF**'. Applicant's CAF ID will be created. The unique CAF ID is referred to as the common application form.

### Applicant's Dashboard

**CAF ID generated.**

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

The screenshot shows the 'Ease of Doing Business | Single Window Services for Business' dashboard. A green callout box on the left says 'CAF ID generated.' and a green callout box on the right says 'Click on 'Apply Online' to proceed with the application.' The dashboard features several service tiles: 'Add Establishment', 'System Guided Assistance Through Wizard', 'Self Assisted Service', 'Licenses For Tourism Industry', 'Query Submission / Tracking', and 'Your Profile'. Below these is a section titled 'Your Selected Service(s)' which contains a table with one row: '1 Renewal of Grant of Fire License (WBRTPS Timeline: 60 days)'. The table has columns for 'SL NO.', 'SERVICE', and 'ACTION'. The 'ACTION' column contains an 'Apply Online' button, which is highlighted with a red box. A red box also highlights the 'BUSINESS REFERENCE ID : CAF2022000478' displayed above the table.

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 screenshot shows the 'Common Application Form - CAF2022000478' page. It features a progress bar at the top indicating 'Process Start' and '10%'. The form is divided into two main sections: 'Applicant's Basic Information' and 'Premises Or Site Address For Which Fire License Is Desired'. The 'Applicant's Basic Information' section includes fields for: Enter existing License No. (F0225182220400344), Salutation (Mr.), First Name (test), Middle Name (renewal), Last Name (application), Date of Birth (01-09-2004), Age (18), Gender (Male), Date of Application (07-11-2022), Mobile No. (7603091500), E-mail (tt@g.com), and Aadhaar Card No (121234345677). The 'Premises Or Site Address For Which Fire License Is Desired' section includes fields for: Country (India), State (West Bengal), District (Coochbehar), Sub division (CoochBehar), Rural or Urban (Urban), Block/Municipality/Municipal Corporation (Municipality), Block/Municipality/Municipal Corporation Name (Cooch Behar), Village / Town (Cooch Behar Town), Police Station (Dinhata PS), Post Office (Dinhata S.O), Mouza Name (123/A), and Borough No (11).

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This screenshot shows the 'Communication Address Of Applicants' section of the online form. It includes several dropdown menus and text input fields for the following information:

- Applicant Type:** Individual (selected), Name of the Applicant or Name of the Organization (To be shown in final license) \*
- Country:** India (selected)
- State:** West Bengal (selected)
- District:** Coochbehar (selected)
- Sub-division:** CoochBehar (selected)
- Rural or Urban:** Urban (selected)
- Block/Municipality/Municipal Corporation:** Municipality (selected)
- Block/Municipality/Municipal Corporation Name:** Cooch Behar
- Village / Town:** Cooch Behar Town
- Police Station:** Buxihat P.S
- Post Office:** Buxihat P.O
- Mouza Name:** y/D
- Borough No:** 1
- Ward No:** II
- Plot No./Holding No./Premises No.:** 12/A
- Address Line 1:** Comm Address Line 1
- Address Line 2:** Comm Address Line 2
- Pin Code:** 736101

Below this section is the 'Warehouse Or Workshop Details' section, which includes fields for:

- Area of the warehouse or workshop (in sq meter) \*
- Name of the Owner of the Building \*
- Description of the Structure (Nature of construction) \*
- Nature of Occupancy with immediate 20 feet all around
- Name of the Insurance Company

The 'Occupier Details' section is partially visible at the bottom of the screenshot.

This screenshot shows the 'Occupier Details' and 'Hazardous Substance Details' sections of the online form.

**Occupier Details:** This section contains a table with four rows, each for an occupier. Each row includes:

- Name of Occupier \*
- Office Address of Occupier \*
- Occupier is Owner \*

Buttons for 'Add more field' and 'Remove Field' are located at the bottom right of this section.

**Hazardous Substance Details:** This section contains a table with four rows, each for a hazardous substance. Each row includes:

- Storage or Processing \*
- Name of the Article \*
- Amount of the Articles to be Stored or Processed \*
- Measuring Unit \*

Buttons for 'Add more field' and 'Remove Field' are located at the bottom right of this section.

The 'Name And Nature Of Fire Safety Arrangements' section is partially visible at the bottom of the screenshot.

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The screenshot shows a web browser window with the URL `demo.silpasathi.wb.gov.in/caf/application80/ZnRRS3hoc0dlU3NZNm01c3JfEvpzZa09/aUdKTrYvUkRFWDVUZ2dPbGMrdGxqdz09`. The form is titled "Grant of Fire License" and contains the following sections:

- Accessibility of Fire Engines:** Includes fields for "Test Accessibility of Fire Engines", "Capacity of fire pumps in litres per second" (100), "Capacity of fire pumps normal work pressure" (50), and "Capacity of underground or overhead reservoir" (250).
- Details Of Nearest Open Water Premises (Tank Or River):** Includes fields for "Distance of the nearest open water (tank or river) in meters" (10), "Access Details" (Test Access Details), "Approximate Area (in square meters)" (100), and "Approximate Depth (in meters)" (50).
- Other Relevant Information:** Includes fields for "Height of the building(in meters) \*" (15), "Nature of Occupancy \*" (Business), "Annual Municipal Value of Warehouse or Workshop \*" (1000), "Other Information" (Test Other Information), "Have you obtained FSR for the Premises for which Fire License is needed? \*" (Yes), "If Yes, Please provide the FSR No \*" (12345), "Have you obtained FSC for the Premises for which Fire License is needed? \*" (Yes), "If Yes, Please provide the FCS No \*" (123456), "Have you ever applied for Fire License Earlier? \*" (Yes), "Was any of your earlier application for Fire License Rejected? \*" (Yes), and "Please provide the Reason for Rejection" (Application was Auto rejected).
- Floor Area Details:** A table with columns for "Floor No \*" and "Processing or Storage Area (in square ft) \*".

| Floor No * | Processing or Storage Area (in square ft) * |
|------------|---|
| 1st Floor  | 1000  |
| 5th Floor  | 2500  |
| 4th Floor  | 2000  |
| 3rd Floor  | 1000  |
| 2nd Floor  | 1500  |

At the bottom of the form, there is a "Total Floor Area (in Square Feet) \*" field with the value 0. Navigation buttons include "Add more field", "Remove Field", "Back", and "Save & Continue >>".

The screenshot shows the "Old Application Details" section of the application form. It contains a table with the following data:

| AIN      | Application Date | Plot No. / Premise No. / Holding No. | Status |
|----------|------------------|--------------------------------------|--------|
| 12345687 | 20-09-2022       | 121                                  | Active |
| 23456    | 13-09-2022       | 111                                  | Active |
| 23456    | 13-09-2022       | 111                                  | Active |
| 12345687 | 20-09-2022       | 121                                  | Active |

Navigation buttons include "Add more field", "Remove Field", "Back", and "Save & Continue >>".

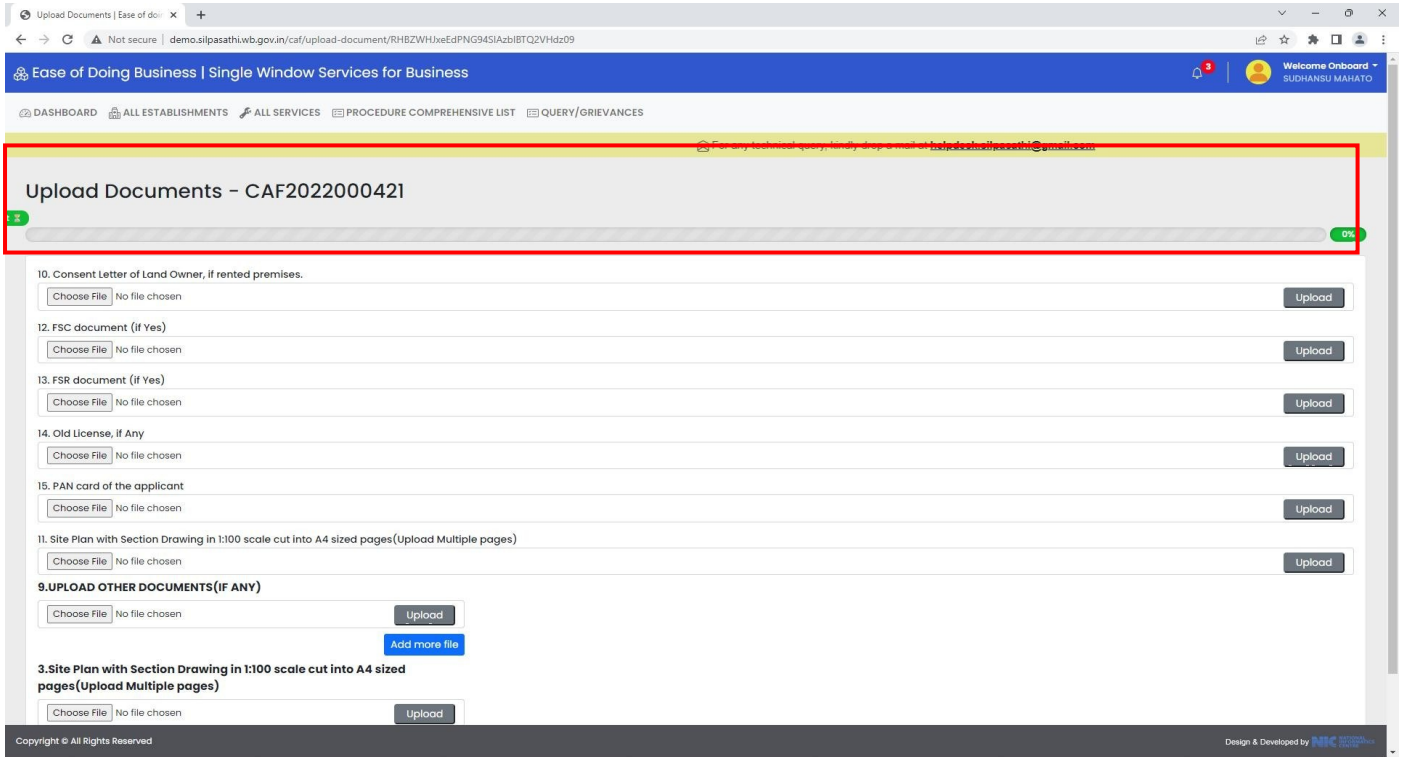
Upon completion of the application process along with document submission, the applicant clicks on the **'Submit'** button for final submission of the application.

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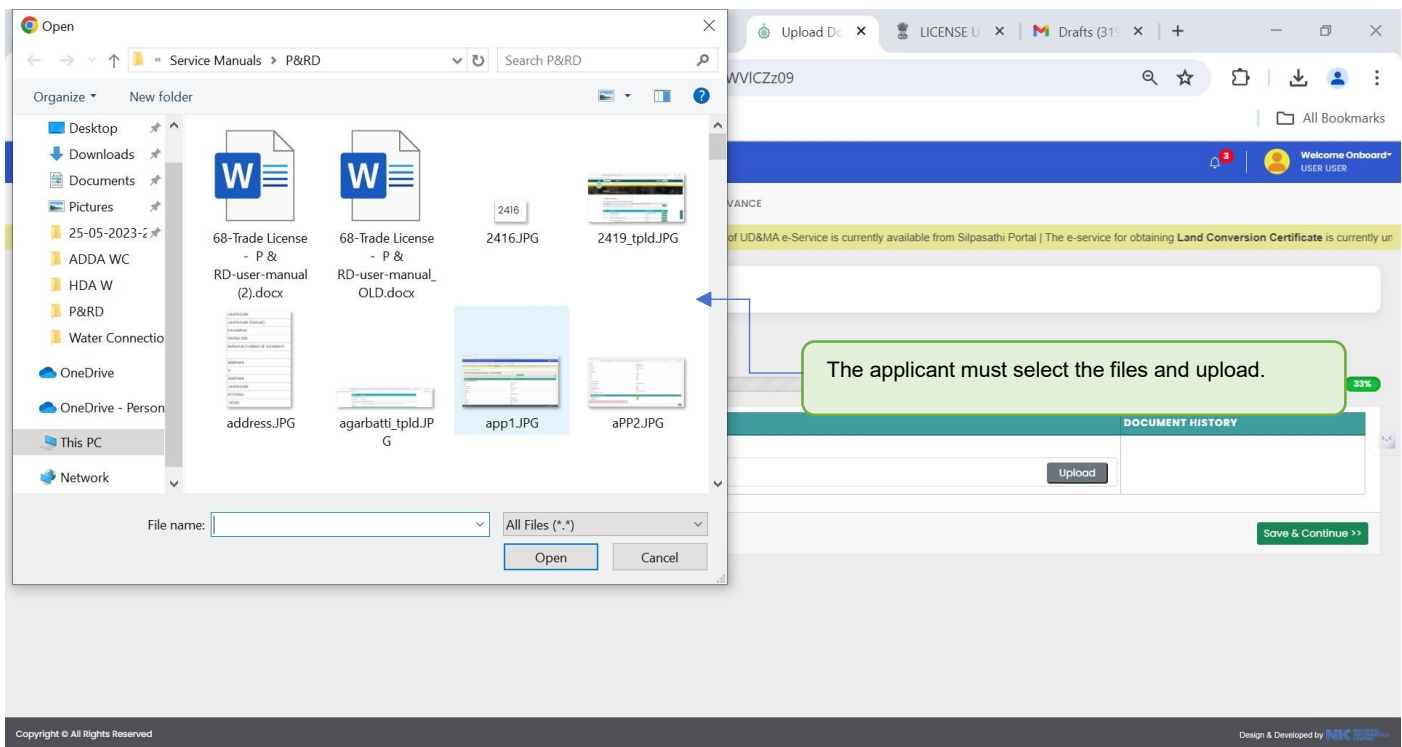
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**The document submission process has been described below. Please refer to the screenshots below for detailed illustrations.**



The applicant has to browse the required files in his system and upload them as described in the screenshots. A dialogue box appears after clicking on 'Browse'. Once the required file is selected, the applicant has to click on 'Upload' button to upload the files successfully.

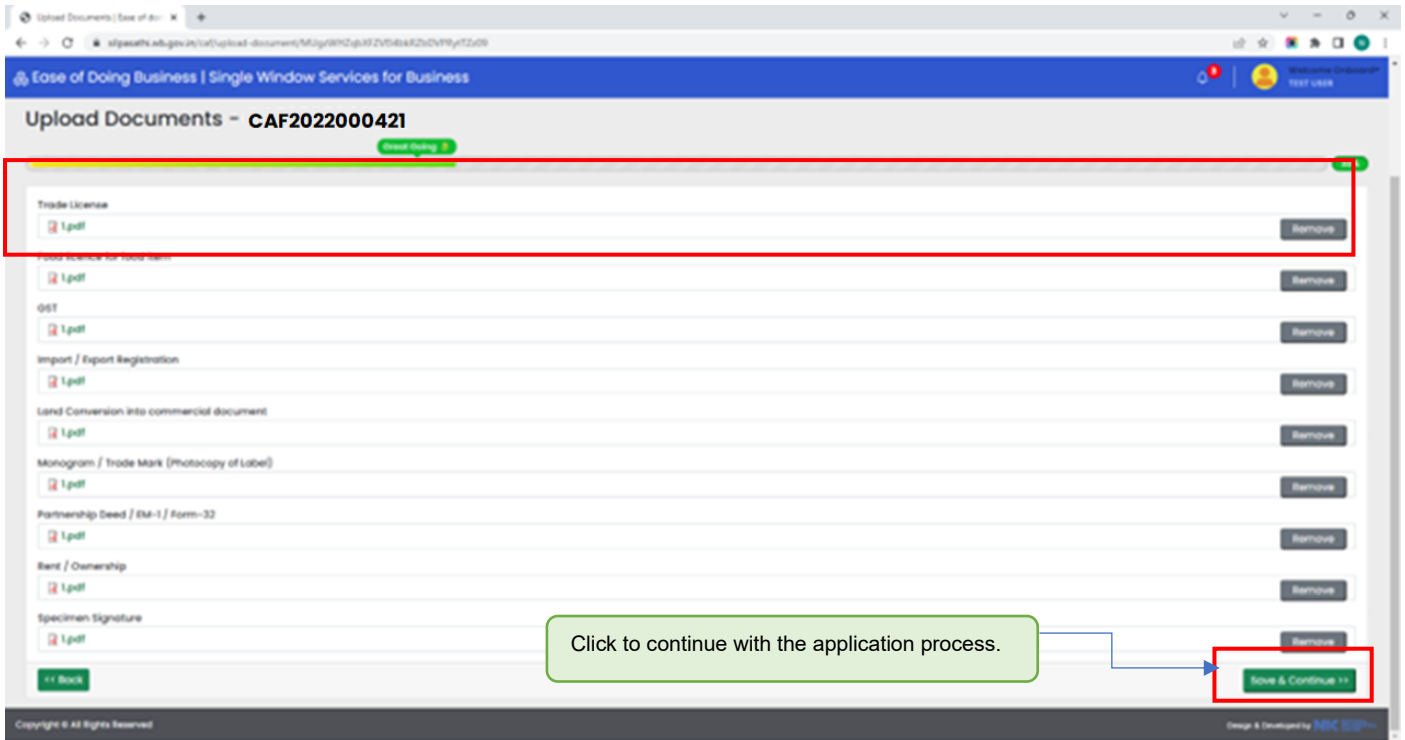


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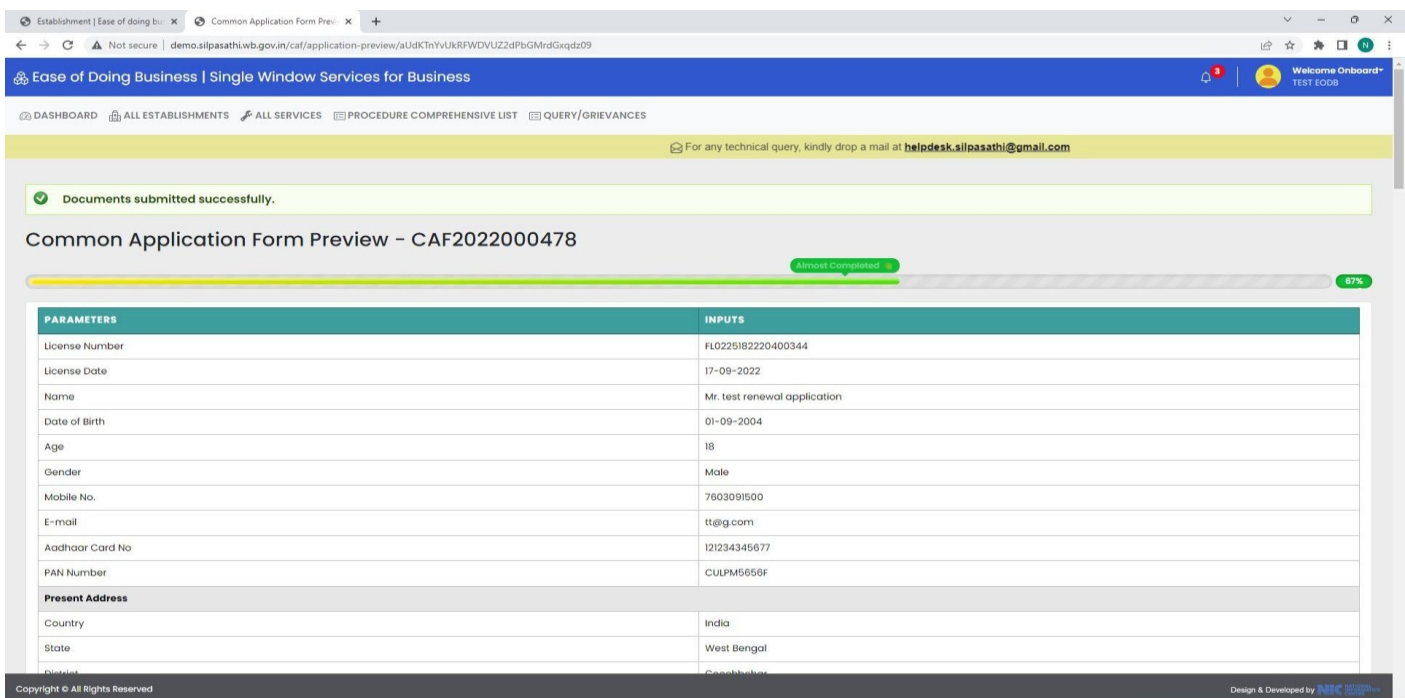
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The applicant is required to upload **required documents** in **pdf format** as illustrated in the screenshots. After filling the application form and uploading the required documents the applicant has to click on '**Save and Continue**' to proceed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



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

## Application Form



# User Manual

## Renewal of Grant of Fire License

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

Establishment | Ease of doing bu... Common Application Form Prev... +

demo.silpasathi.wb.gov.in/caf/application-preview/aUdKTnYvUkRFDVUZ2dPbGMrdGxqdz09

|   |                  |
|---|------------------|
| Block/Municipality/Municipal Corporation      | Municipality     |
| Block/Municipality/Municipal Corporation Name | Cooch Behar      |
| Village or Ward                               | Cooch Behar Town |
| Police Station                                | Dinhata PS       |
| Post Office                                   | Dinhata S.O      |
| Address Line 1                                | Address Line 1   |
| Address Line 2                                | Address Line 2   |
| Pin Code                                      | 736165           |
| Mouza Name                                    | 123/A            |
| Borough No                                    | 11               |
| Ward No                                       | 10               |
| Plot No./Holding No./Premises No.             | 1/A              |
| Nearest Fire Station to the Premises          | 46               |

**Applicant Type**

|  |            |
|--|------------|
| Applicant Type   | Individual |
| Name of the Applicant or Name of the Organization (To be shown in final license) | t          |

**Official Address Details**

|   |              |
|---|--------------|
| Country                                       | India        |
| State   | West Bengal  |
| District                                      | CoochBehar   |
| Sub-division                                  | CoochBehar   |
| Rural or Urban                                | Urban        |
| Block/Municipality/Municipal Corporation      | Municipality |
| Block/Municipality/Municipal Corporation Name | Cooch Behar  |

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Establishment | Ease of doing bu... Common Application Form Prev... +

demo.silpasathi.wb.gov.in/caf/application-preview/aUdKTnYvUkRFDVUZ2dPbGMrdGxqdz09

Was any of your earlier application for Fire License Rejected Yes

Please provide the Reason for Rejection Application was Auto rejected

**Floor Area Details**

| SL. NO.                                  | FLOOR NUMBER | PROCESSING OR STORAGE AREA (IN SQUARE FT) |
|--|--------------|---|
| 1  | 1st Floor    | 1000                                      |
| 2  | 2nd Floor    | 1500                                      |
| 3  | 3rd Floor    | 1000                                      |
| 4  | 4th Floor    | 2000                                      |
| 5  | 5th Floor    | 2500                                      |
| <b>Total Floor Area (in Square Feet)</b> |              | 8000                                      |

**License Duration Details**

|  |        |
|--|--------|
| License Duration (Fees will be calculated accordingly) | 1 Year |
|--|--------|

**UPLOADED SUPPORTING DOCUMENTS**

|  |      |
|--|------|
| Consent Letter of Land Owner, if rented premises.  | View |
| Site Plan with Section Drawing in 1:100 scale cut into A4 sized pages(Upload Multiple pages) | View |
| FSC document (if Yes)  | View |
| FSR document (if Yes)  | View |
| Old License, if Any  | View |
| PAN card of the applicant  | 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

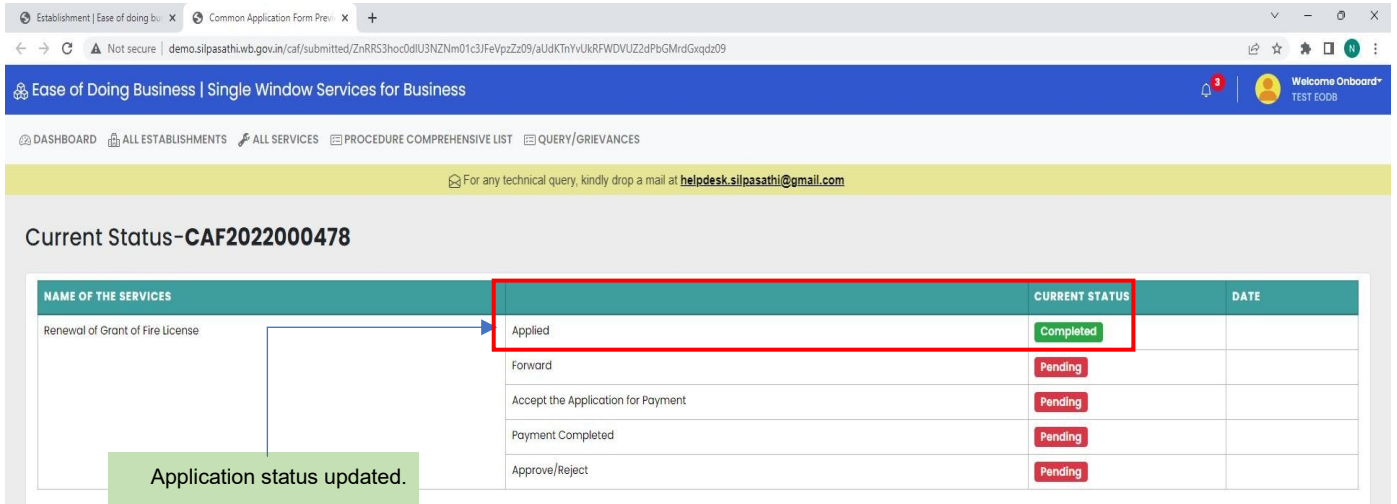
Click on submit for submission of application.

# User Manual

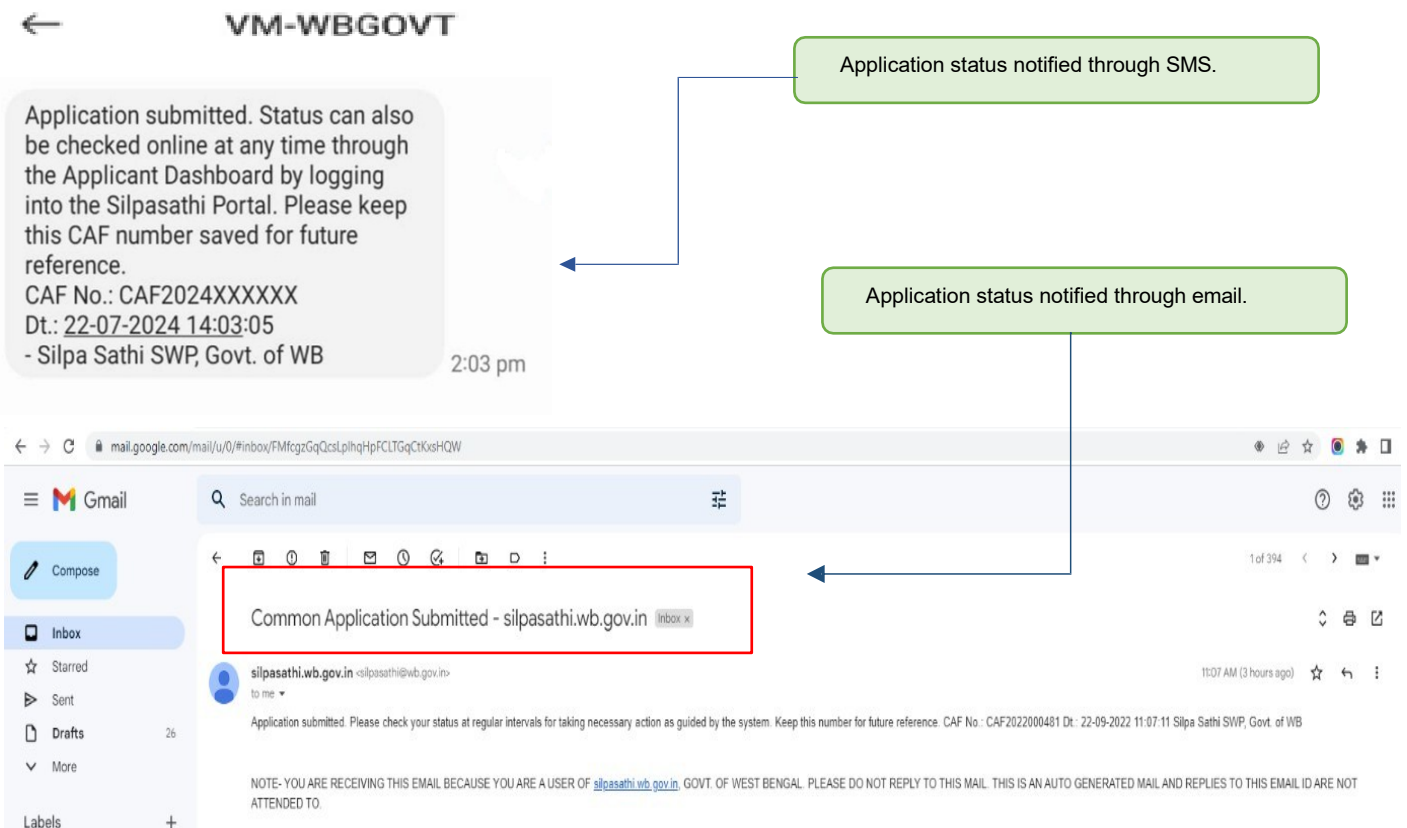
## Renewal of Grant of Fire License

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.



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

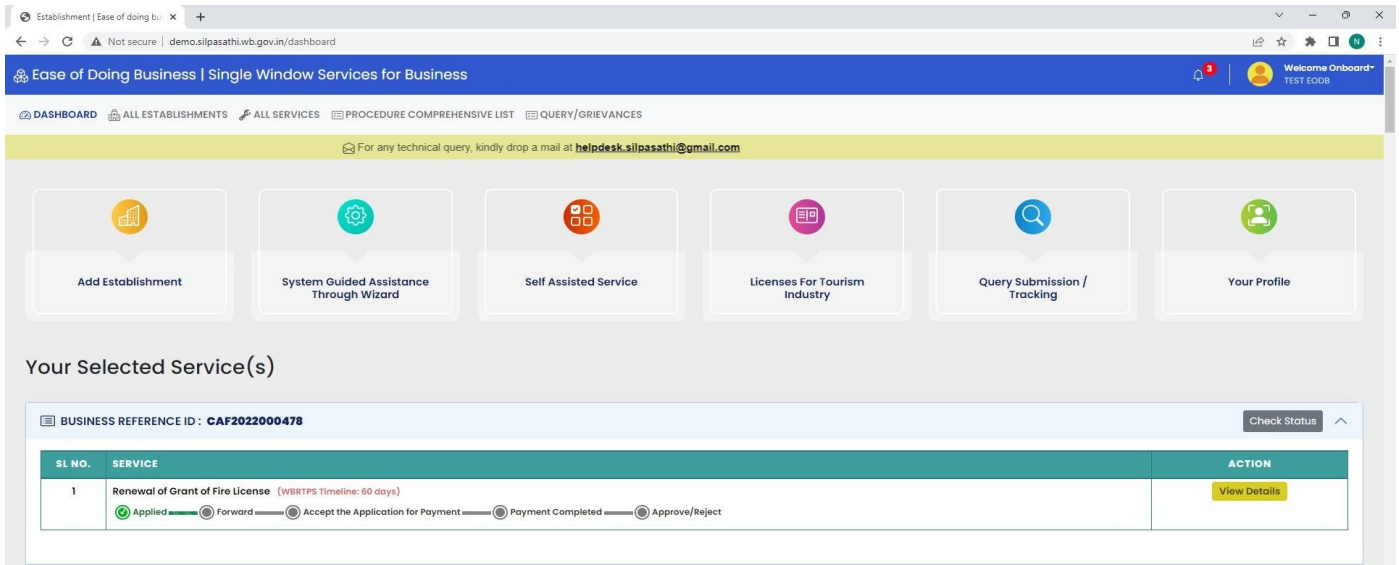
## Renewal of Grant of Fire License

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

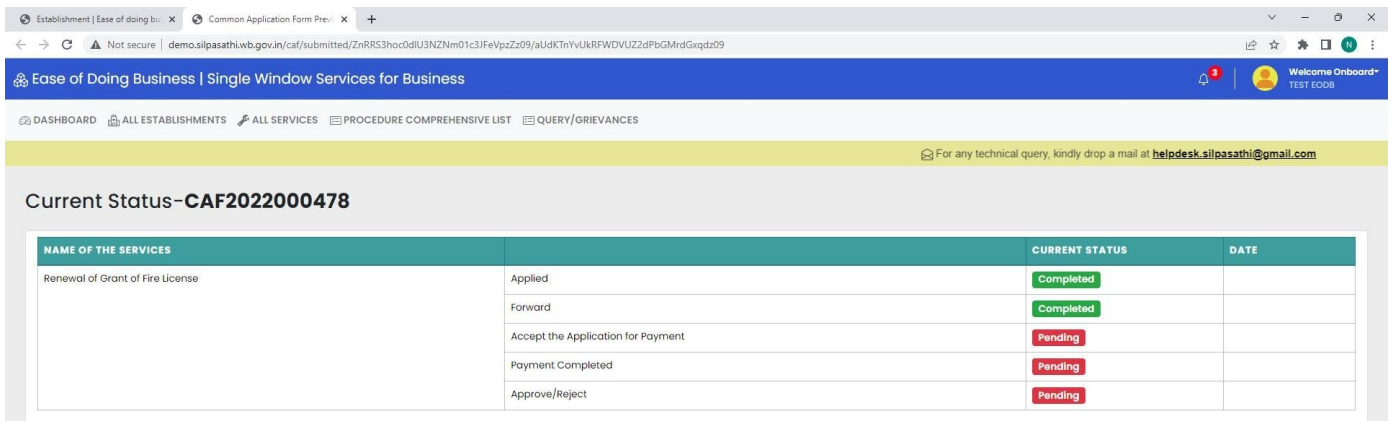
### 2. Online Payment of fees

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



#### Status Dashboard



# User Manual

## Renewal of Grant of Fire License

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

### Applicant's Dashboard

The dashboard displays several service options: 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 shows a progress bar for 'Renewal of Grant of Fire License' with steps: Applied, Forward, Accept the Application for Payment, Payment Completed, and Approve/Reject. The 'Accept the Application for Payment' step is currently active.

| NAME OF THE SERVICES  | CURRENT STATUS                     | DATE      |
|-----------------------|------------------------------------|-----------|
| Grant of Fire License | Applied                            | Completed |
|                       | Forward                            | Completed |
|                       | Accept the Application for Payment | Completed |
|                       | Payment Completed                  | Pending   |
|                       | Approve/Reject                     | Pending   |

### Applicant's Dashboard

This screenshot is identical to the previous one, but the 'Pay Now' button in the 'ACTION' column of the progress bar is highlighted with a red rectangular box.

# User Manual

## Renewal of Grant of Fire License

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

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.

**Verify Payment details**

Please click on the button under the action column to fetch the updated payment status. [CLICK HERE](#)

**Details of the depositor**

|                                |                      |  |
|--------------------------------|----------------------|--|
| Dept. Payment Reference Number | EODB2805583832785487 | <i>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</i> |
| CAF Number                     | CAF2022000478        |  |
| Name                           | TEST EODB            |  |
| Email                          | test.eodb@gmail.com  |  |
| Mobile                         | 7603091500           |  |

**Service wise fees details**

| SL. NO.      | NAME OF THE SERVICES             | PURPOSE               | HEAD OF ACCOUNT    | PAYABLE AMOUNT(RS.) |
|--------------|----------------------------------|-----------------------|--------------------|---------------------|
| 1            | Renewal of Grant of Fire License | Grant of Fire License | 0070-60-109-001-13 | 90000               |
| <b>Total</b> |                                  |                       |                    | <b>90000</b>        |

[Back](#) [Proceed to Pay](#)

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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.

**GRIPS 2.0** | Search our pages and functionalities | LOGIN | Finance Department Government of West Bengal

**Payment**

1. Review and Confirmation | 2. Payment Mode and Bank Selection | 3. Transaction Details

Please review the details carefully below, and click "Verified and Checked" if you are satisfied that all information is reflected correctly.

**Depositor Details**

|                |            |           |                     |
|----------------|------------|-----------|---------------------|
| Depositor Name | Mobile No. | Phone No. | Email               |
| TEST EODB      | 7603091500 |           | test.eodb@gmail.com |
| Address1       | Address2   |           |                     |
| Kolkata        |            |           |                     |

**1. Fire Services →** ₹90000

**Department Details**

|                   |   |                      |               |
|-------------------|---|----------------------|---------------|
| Organization Type | Organization Name                             | User Type            | Period From   |
| Government        | Fire Services                                 | Citizen              | 01/11/2022    |
| Period To         | Remarks                                       | Identification No    | Ref No        |
| 01/11/2022        | Payment for -Renewal of Grant of Fire License | 02730120221667804636 | CAF2022000478 |

**Service and Tax Details**

# User Manual

## Renewal of Grant of Fire License

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

The screenshot displays a payment summary for a fire license renewal. The date is 01/11/2022, and the transaction ID is CAF2022000478. The payment is for 'Renewal of Grant of Fire License' with a total amount of ₹90,000. The table below shows the details of the license fees.

| Subservice Name | HoA Description  | Head of Account    | Amount |
|-----------------|--|--------------------|--------|
| License Fees    | Fees Under West Bengal Fire Services Act- License Fees | 0070-60-109-001-13 | 90000  |

**TOTAL: ₹90000**  
Rupees Ninety Thousand only

Verified and checked

[NEXT](#)

Navigation links at the bottom include: Go to GRIPS 1.0, List of Integrated Departments, Officers, e-Gov Group, Authorized Banks- Counter Payment, SBlePay Banks- Debit Card, About Us, Search Head of Account, Module-wise Email Address, Authorized Banks- Debit Card, SBlePay Banks- Credit Card, Circulars & Notifications, Verify HoA, Authorized Bank Nodal Officers, SBlePay Banks- Net Banking, SBlePay- User Guide, Contact Us, Frequently Used HoAs, Authorized Banks- Net Banking, SBlePay Banks- Corporate.

The screenshot shows the 'Payment Mode and Bank Selection' step in the payment process. The user is currently at step 2 of 3. The interface includes a search bar, a login button, and a navigation menu. The main content area shows a form with two dropdown menus: 'Payment Mode \*' and 'Bank \*'. Below the form are 'BACK' and 'NEXT' buttons.

Navigation: [GO TO GRIPS 1.0](#) | [ABOUT US](#) | [CIRCULARS](#) | [CONTACT US](#) | [INFORMATION](#) | [GET HELP](#)

Search:

Home

**Payment**

1 Review and Confirmation | 2 **Payment Mode and Bank Selection** | 3 Transaction Details

Payment Mode \*  Bank \*

[BACK](#) [NEXT](#)

# User Manual

## Renewal of Grant of Fire License

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

The applicant can choose his required mode of payment.

The screenshot shows the SBIePay payment gateway. On the left, a sidebar lists payment methods: Debit/Credit/Prepaid, Cards, Internet Banking (selected), BHIM UPI, Wallets, and NEFT. The main area prompts the user to enter card details, including Card Number, Expiry Date, CVV, and Name of the card holder. A yellow 'Pay Now' button is visible. On the right, the 'Order Summary' displays the Order No. (192022230131488648), Merchant Name (GRIPS Finance Dept West Bengal), and Amount (500.00). A green callout box points to the 'Internet Banking' option with the text 'Select Payment mode.' Another green callout box points to the 'Amount: 500.00' with the text 'Payment amount displayed.'

The screenshot shows the GRIPS 2.0 portal. A 'Success' dialog box is displayed, indicating that the transaction has been processed. The dialog provides the following details for future reference:  
GRIPS Payment ID: 041120225023258509  
Government Reference Number (GRN) for individual payments within transaction:  
1. 19202235552585108  
The dialog also states: 'You can dismiss this dialog and review these details before paying. Registered users will also find these details in their transaction history upon login.'  
Below the dialog, a table shows transaction details for '1. Fire Services' with a total amount of ₹90000.

| GRIPS Payment ID   | Transaction Date    | Payment Mode | Bank     |
|--------------------|---------------------|--------------|----------|
| 041120225023258509 | 04/11/2022 13:39:22 | SBI Epay     | SBI EPay |

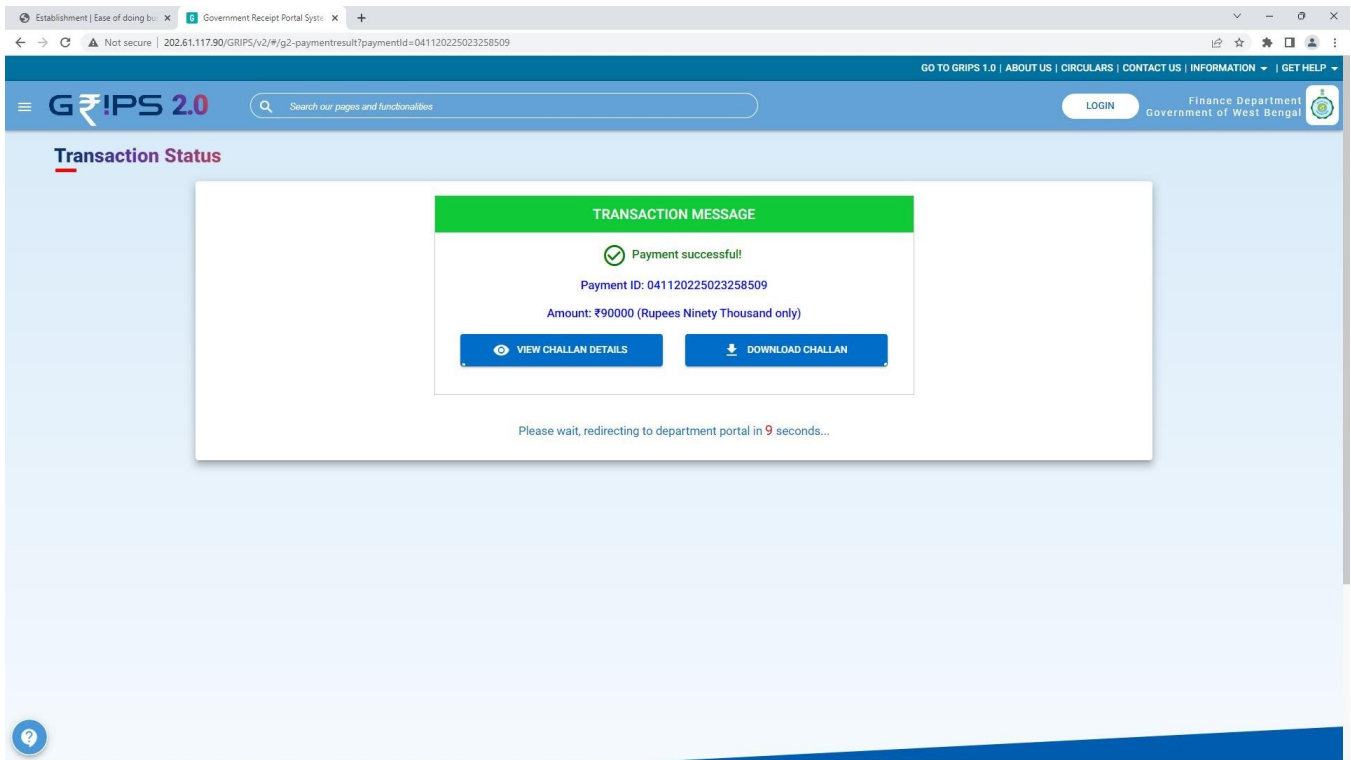
1. Fire Services → ₹90000

| GRN Details       |                   |                                   |                     |
|-------------------|-------------------|-----------------------------------|---------------------|
| GRN               | Organization Type | Organization Name                 | User Type           |
| 19202235552585108 | Government        | Fire Services                     | Citizen             |
| Period From       | Period To         | Remarks                           | Identification No   |
| 16/09/2022        | 16/09/2022        | Payment for Grant of Fire License | 0223012022166754021 |

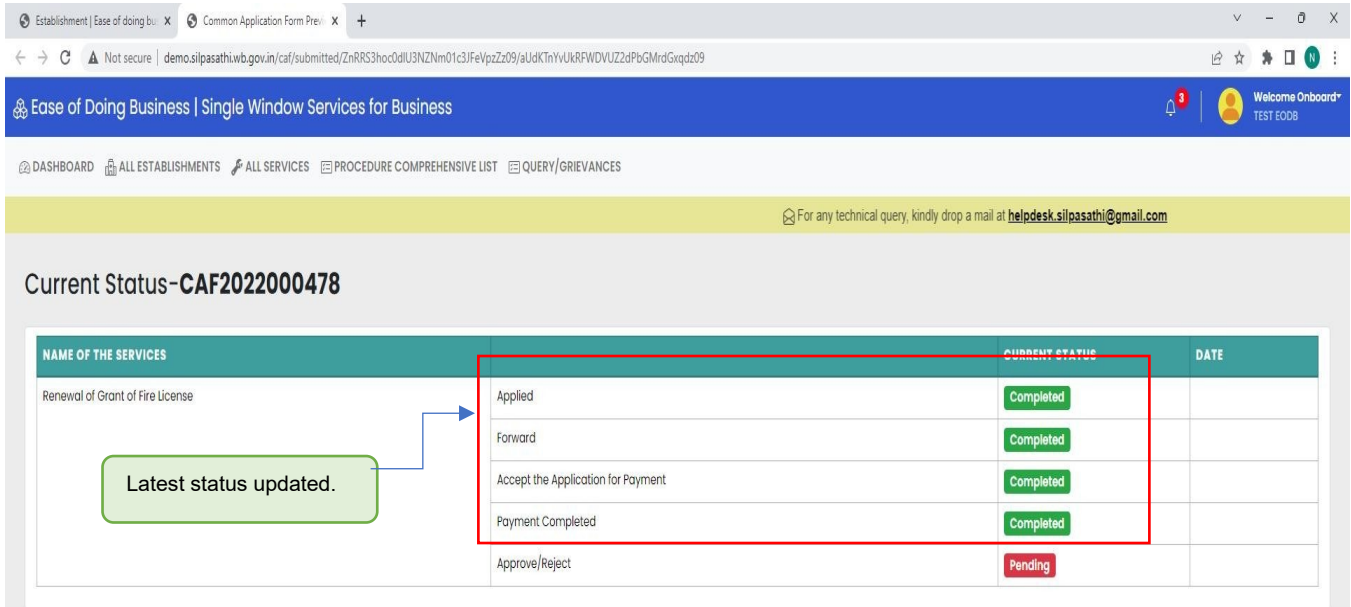
# User Manual

## Renewal of Grant of Fire License

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



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



# User Manual

## Renewal of Grant of Fire License

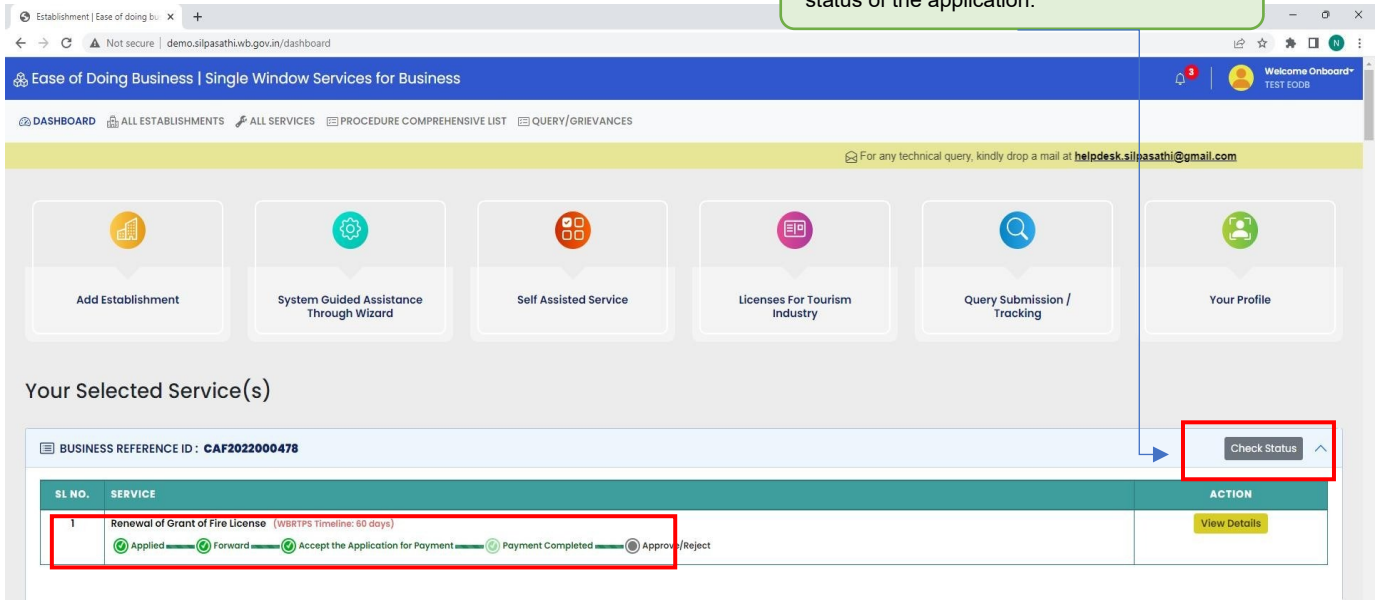
Provided as a service through 'SilpaSathi' the Online Single Window portal of State (WB)

### 3. Track Status of Application

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

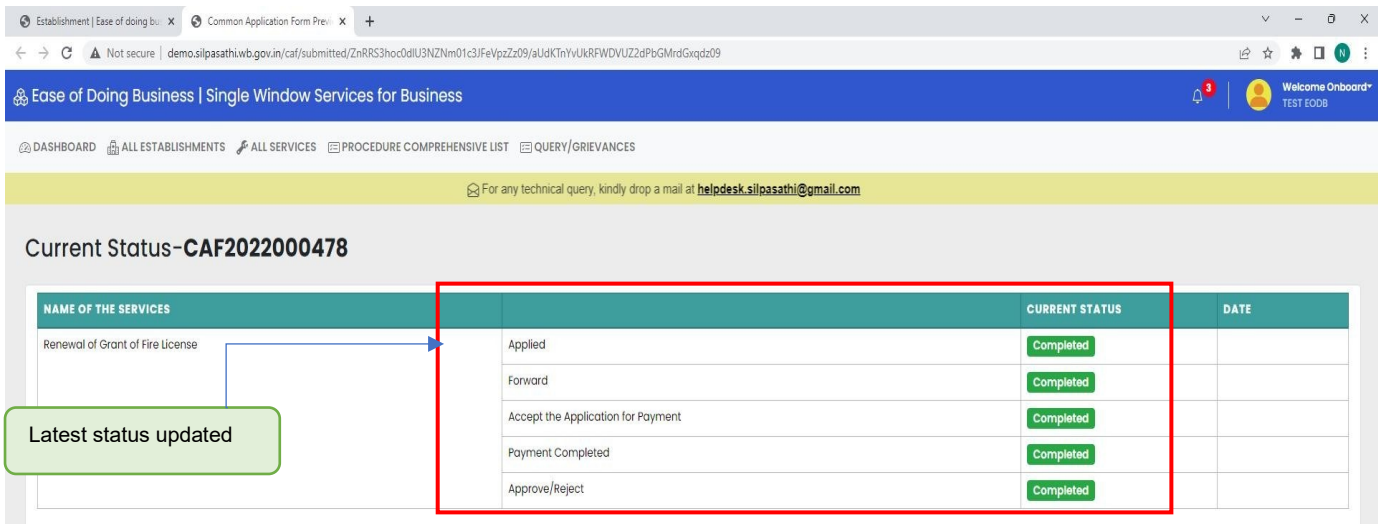
#### Applicant's Dashboard

Click on 'Check Status' to check the latest status of the application.



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

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



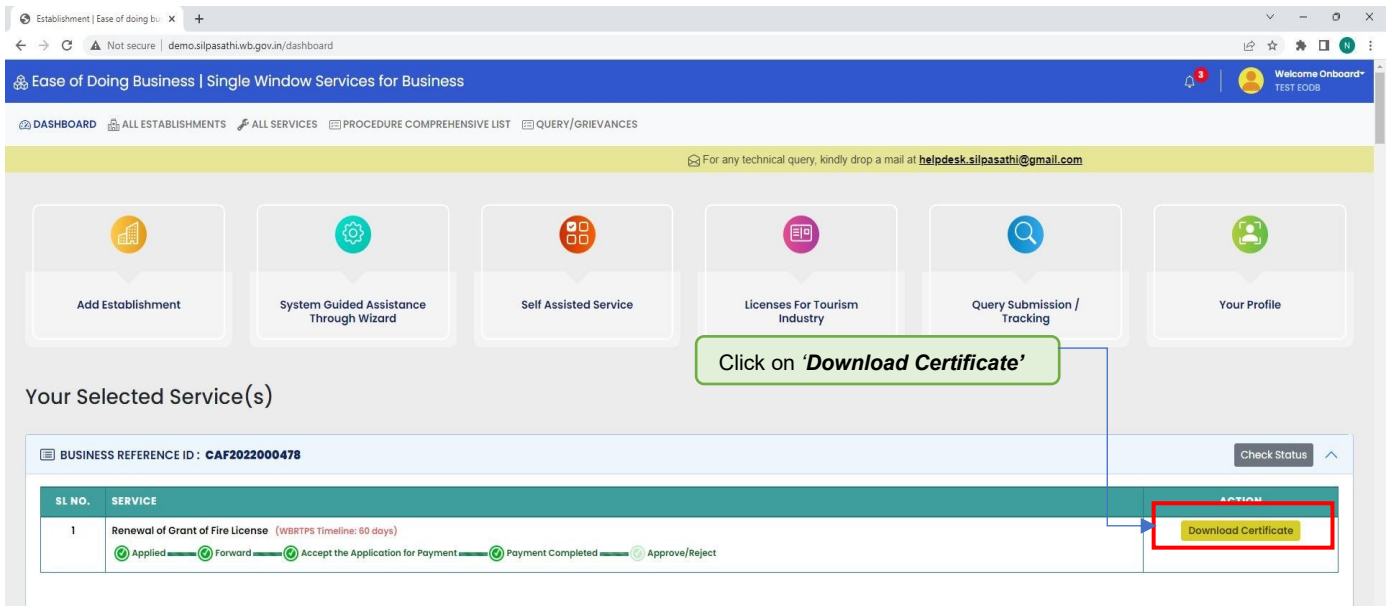
**Note: Applicant can click on 'Check Status' at periodic intervals and can view the latest status of the application**

# User Manual

## Renewal of Grant of Fire License

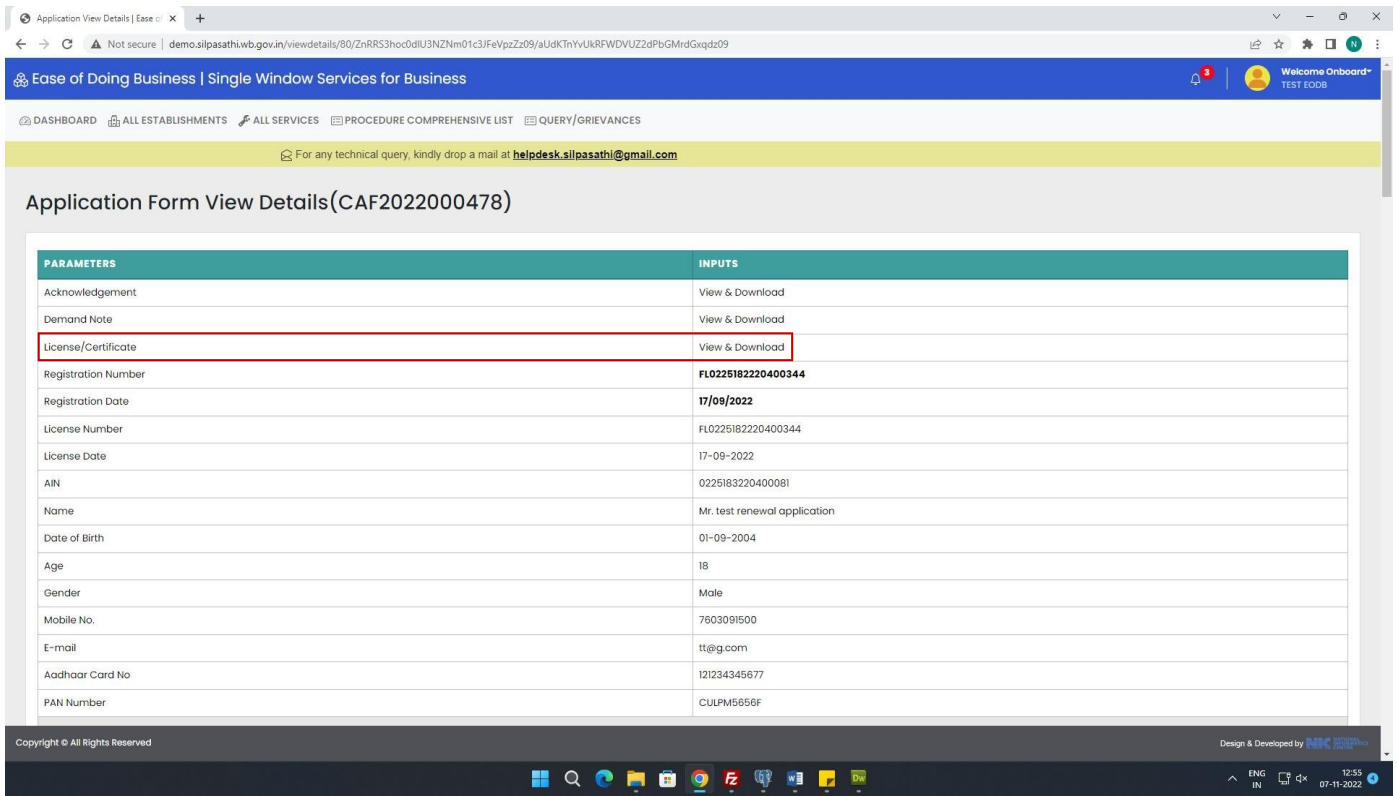
Provided as a service through 'SilpaSathi' the Online Single Window portal of State (WB)

### 4. Online Download of final approval certificate



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

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



# User Manual

## Renewal of Grant of Fire License

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

The screenshot displays a PDF document titled "Government of West Bengal West Bengal Form No. 393Z (28) License under the West Bengal Fire Services Act, 1950". At the top center is the State Emblem of India. Below it, the text reads: "Government of West Bengal West Bengal Form No. 393Z (28) License under the West Bengal Fire Services Act, 1950".

License no.: FL0225182220400344 Date: 02-11-2022

Application Reference : OSWP(Shilpasathi) (CAF-CAF2022000478) received on 21-10-2022.

License is hereby granted to t under Section 12 of the West Bengal Fire Services Act, 1950, to use the building or place being No. (a) 12/A, Address Line 1, Address Line 2 , Coochbehar, Pincode - 736165, P.S. - Dinjata PS, Nearest Fire Station - 46 as a warehouse/workshop for storing or processing or keeping (b)

1. Ammonium Nitrate - 1000 Ltr.
2. Bidi Leaves - 200 Kg.
3. Asphaltum - 3000 Ltr.
4. Carbon Bi or Di-sulphide - 400 Kg.

subject to the conditions noted below and such other conditions as may be prescribed.

The screenshot displays a PDF document with the following text: "It is hereby acknowledged that a sum of Rs. 90000 being the license fee due by the said t for the period from 18/09/2023 to 17/09/2024 in respect of the aforesaid license has been received @Rs. 90000 per annum."

**CONDITIONS ABOVE REFERRED TO:**

- (1) The warehouse/workshop shall at all times be open to inspection by such officer or officers, being member or members of the Fire Brigade, as may be appointed by the Director General of Fire Service.
- (2) The warehouse/workshop shall conform to the conditions prescribed under Section 12 of the West Bengal Fire Services Act, 1950.
- (3) No article referred to in the Clause (1) of Section 12 of the West Bengal Fire Services Act, 1950, shall be made, prepared, dried or treated in any manner on the top or roof of any building constituting or forming a part of a warehouse.
- (4) No person shall be allowed to use as residence any part of the warehouse or to bring into the warehouse any match-boxes or match-sticks or any artificial light not duly and thoroughly protected or to smoke within the warehouse while jute or cotton is stored therein.
- (5) Needs to renewed within next 1 Year


The authenticity of this document can be verified by accessing the link of Digitally Signed Document link and keying in the Unique Number : 0225183220400081. Page : 1

# User Manual

## Renewal of Grant of Fire License

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

### The certificate as downloaded:



**Government of West Bengal**  
**West Bengal Form No. 393Z (28)**  
**License under the West Bengal Fire Services Act, 1950**

**License no.:** FL0225182220400344 **Date:** 02-11-2022

Application Reference : OSWP(Shilpasathi) (CAF-CAF2022000478) received on 21-10-2022.

License is hereby granted to t under Section 12 of the West Bengal Fire Services Act, 1950, to use the building or place being No. (a) 12/A, Address Line 1, Address Line 2 , Coochbehar, Pincode - 736165, P.S. - Dinhata PS, Nearest Fire Station - 46 as a warehouse/workshop for storing or processing or keeping (b)

1. Ammonium Nitrate - 1000 Ltr.
2. Bidi Leaves - 200 Kg.
3. Asphaltum - 3000 Ltr.
4. Carbon Bi or Di-sulphide - 400 Kg.

subject to the conditions noted below and such other conditions as may be prescribed.

It is hereby acknowledged that a sum of Rs. 90000 being the license fee due by the said t for the period from 18/09/2023 to 17/09/2024 in respect of the aforesaid license has been received @Rs. 90000 per annum.

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- (1) The warehouse/workshop shall at all times be open to inspection by such officer or officers, being member or members of the Fire Brigade, as may be appointed by the Director General of Fire Service.
- (2) The warehouse/workshop shall confirm to the conditions prescribed under Section 12 of the West Bengal Fire Services Act, 1950.
- (3) No article referred to in the Clause (I) of Section 12 of the West Bengal Fire Services Act, 1950, shall be made, prepared, dried or treated in any manner on the top or roof of any building constituting or forming a part of a warehouse.
- (4) No person shall be allowed to use as residence any part of the warehouse or to bring into the warehouse any match-boxes or match-sticks or any artificial light not duly and thoroughly protected or to smoke within the warehouse while jute or cotton is stored therein.
- (5) Needs to renewed within next 1 Year

The authenticity of this document can be verified by accessing the URL: [edistrict.wb.gov.in](http://edistrict.wb.gov.in) and then clicking on the 'Verification of Digitally Signed Document' link and keying in the Unique Number : 0225183220400081. Page : 1

# User Manual

## Renewal of Grant of Fire License

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):

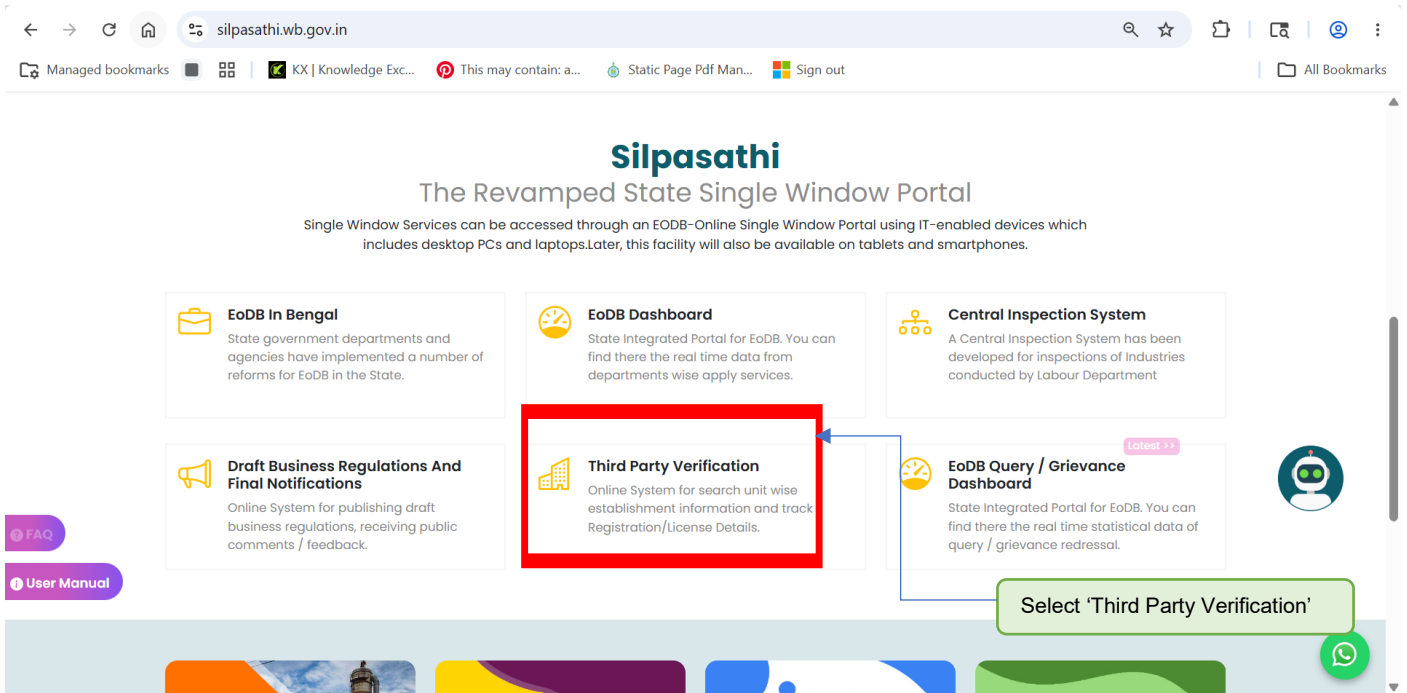
#### SilpaSathi Homepage

The screenshot shows the SilpaSathi homepage in a web browser. The address bar displays [silpasathi.wb.gov.in](https://silpasathi.wb.gov.in/). The page header includes the SilpaSathi logo, the text "State Single Window for Industries", and the Government of West Bengal logo. A navigation menu contains links for 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 Empowering entrepreneurs with 100\* essential services" and a "Discover Now!" button. Below the banner, there are statistics: 20 TOTAL GOVERNMENT ENTITIES, 145 TOTAL SERVICES, 593453 TOTAL REGISTERED USERS, 2211407 SUBMITTED APPLICATIONS, 2158034 APPROVED APPLICATIONS, and 13774780 SITE COUNTER. A WhatsApp icon is visible in the bottom right corner.

# User Manual

## Renewal of Grant of Fire License

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



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.

