



## **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

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 “**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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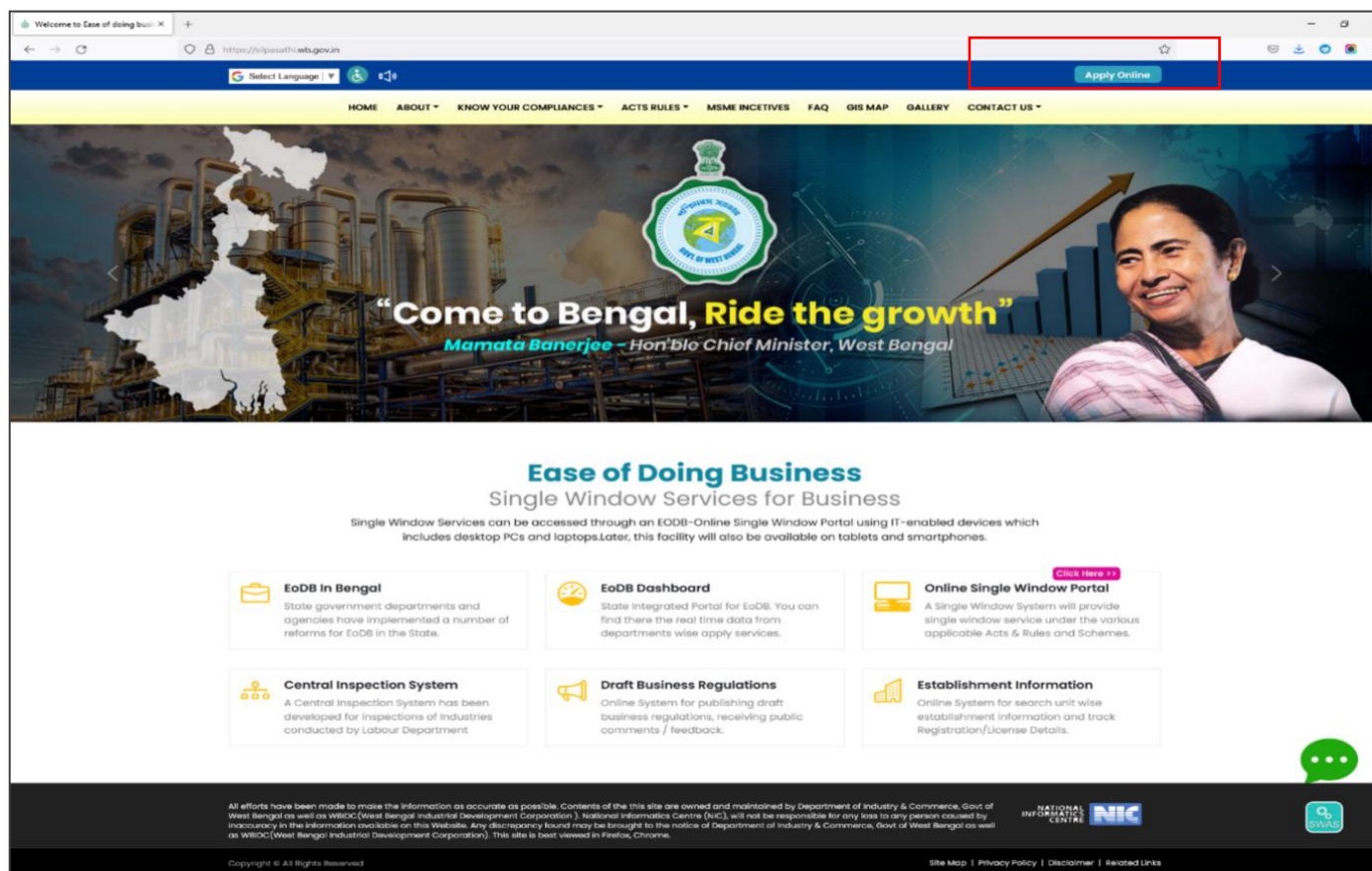
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## Application Process through SilpaSathi

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

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

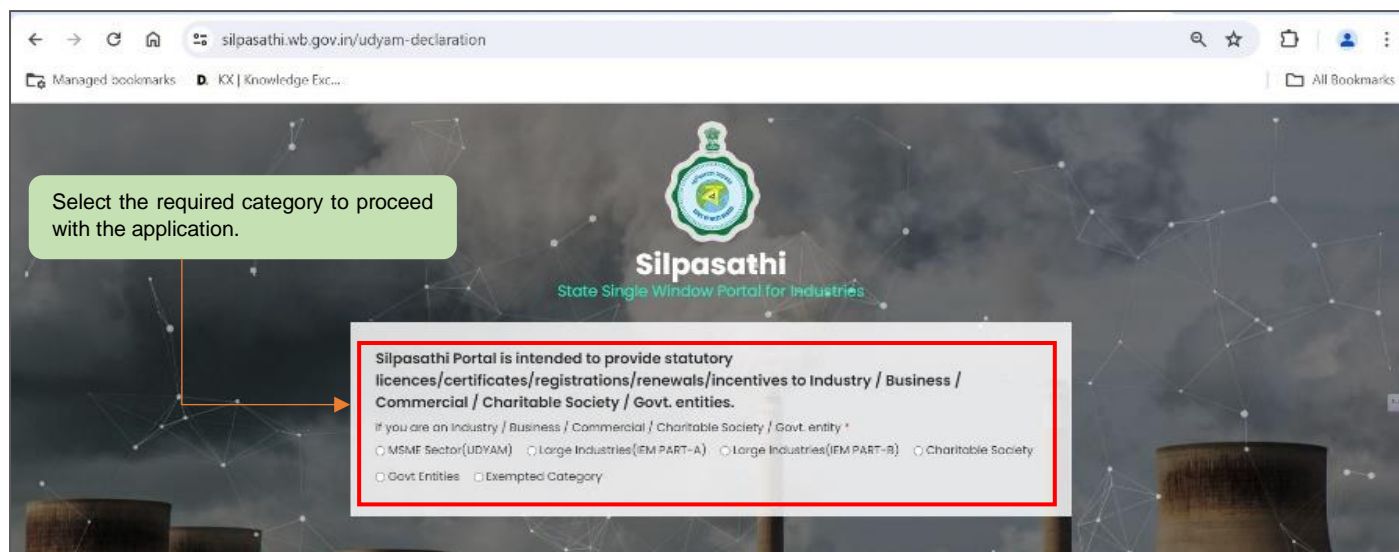


**Applicant Log-in:** The applicant needs to **select the required category** as illustrated in the screenshot below and proceed for registration.

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

The '[User Registration](#)' window will appear with the relevant fields that the applicant needs to fill accurately and click on '[Register](#)' as shown by the below screenshot. In case the applicant already has an account, click on the '[Sign In](#)' button and login using valid **User ID, password and Captcha**.

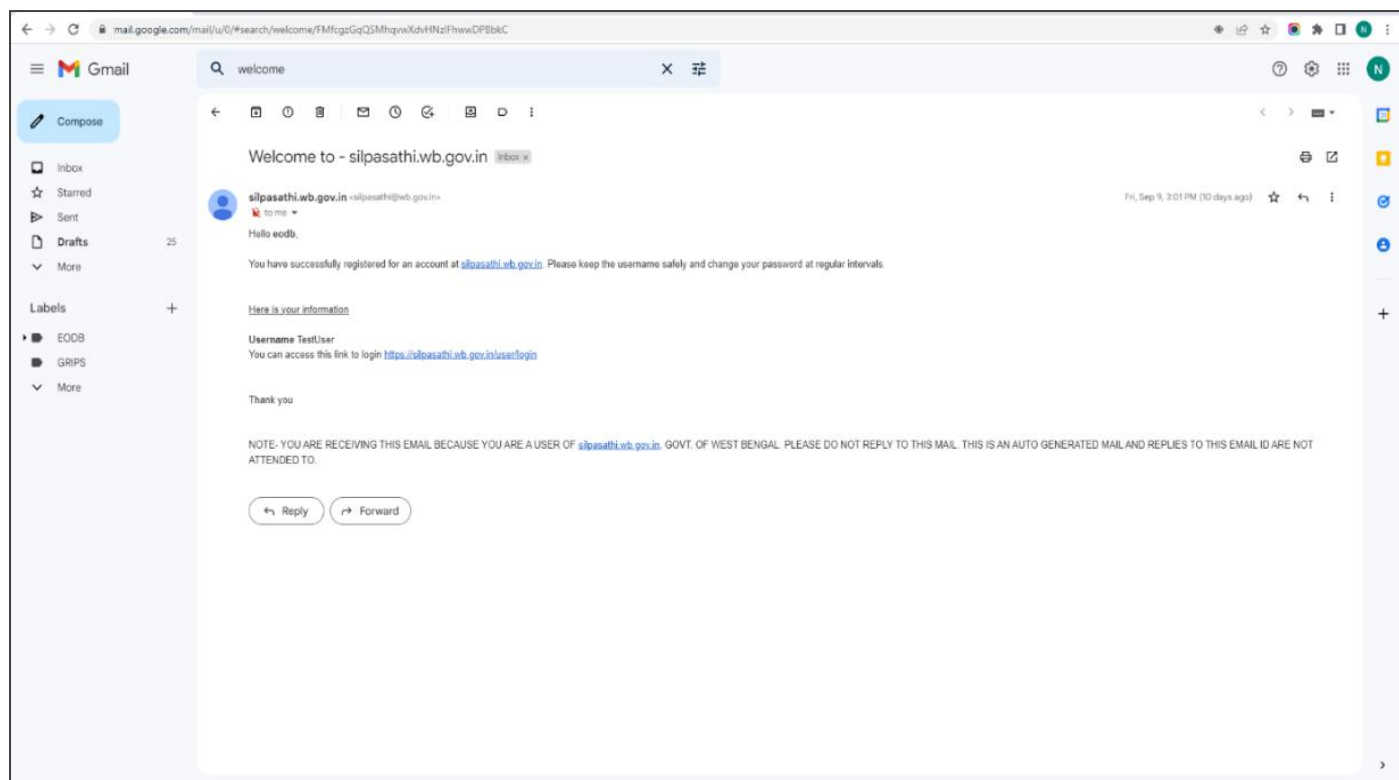
The screenshot shows the 'User Registration' form on the SilpaSathi portal. The background features a large image of industrial smokestacks with the text 'Ease of Doing Business Single Window Services for Business' and 'To Ride the growth, register your service'. The form itself is a white box with a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

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

# User Manual

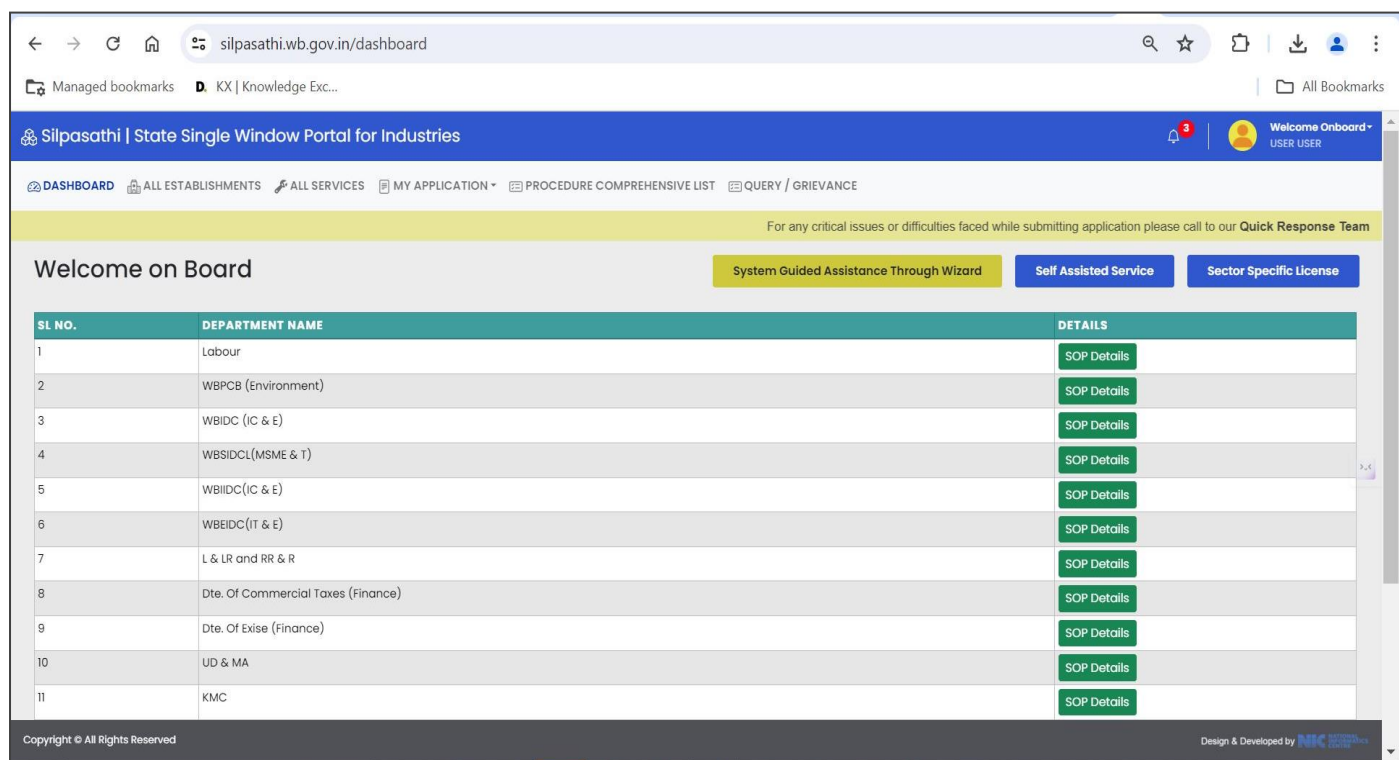
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## Online Application submission

Applicants will now be directed to the user dashboard for completing the further procedures. The following screenshots below illustrate the same.



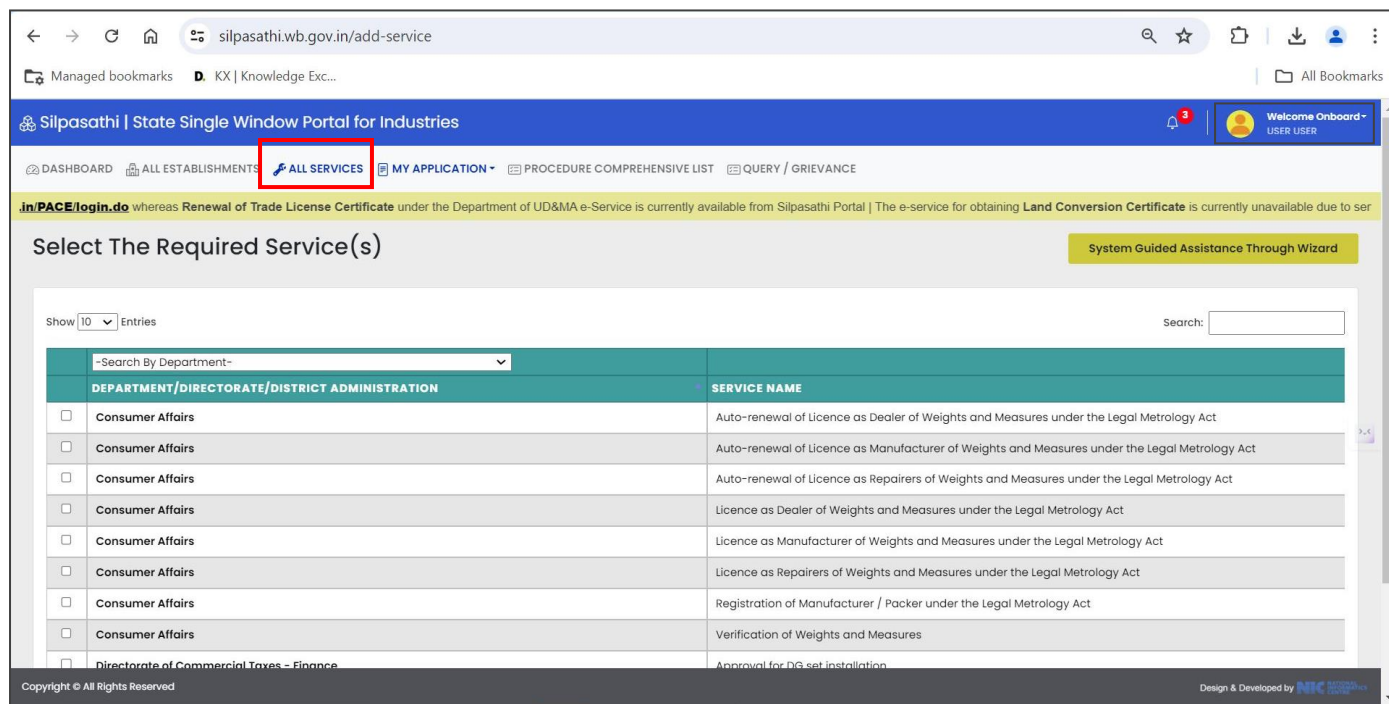


# User Manual

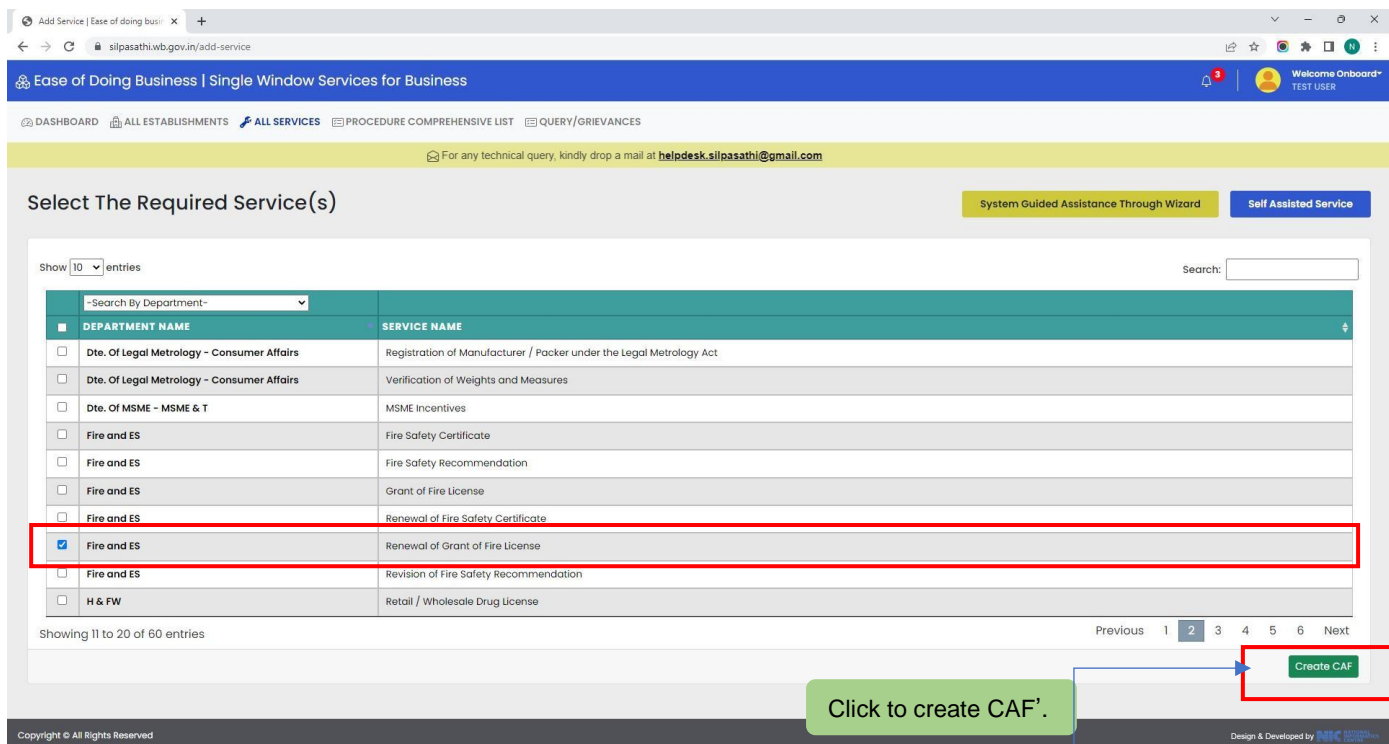
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The applicant has to click on '[ALL SERVICES](#)' to view the list of all services mapped with their corresponding departments.



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



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.



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### Applicant's Dashboard

CAF ID generated.

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

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DASHBOARD ALL ESTABLISHMENTS ALL SERVICES PROCEDURE COMPREHENSIVE LIST QUERY/GRIEVANCES

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

Add Establishment System Guided Assistance Through Wizard Self Assisted Service Licenses For Tourism Industry Query Submission / Tracking Your Profile

Your Selected Service(s)

BUSINESS REFERENCE ID : CAF2022000478

Apply Online

SL NO.	SERVICE	ACTION
1	Renewal of Grant of Fire License (WBRTPS Timeline: 60 days) Applied Forward Accept the Application for Payment Payment Completed Approve/Reject	

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):

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DASHBOARD ALL ESTABLISHMENTS ALL SERVICES PROCEDURE COMPREHENSIVE LIST QUERY/GRIEVANCES

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

Common Application Form - CAF2022000478

Process Start 10%

Applicant's Basic Information

Enter existing License No. \* FL0225182220400344

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 \* 7803091500

E-mail \* tt@g.com

Aadhaar Card No 121234345677

PAN Card No CULPM5656F

Premises Or Site Address For Which Fire License Is Desired

Country \* India

State \* West Bengal

District \* Cooch Behar

Sub division \* Cooch Behar

Rural or Urban \* Urban

Block/Municipality/Municipal Corporation \* Municipality

Block/Municipality/Municipal Corporation Name \* Cooch Behar

Village / Town Cooch Behar Town

Police Station \* Dinhat PS

Post Office Dinhat S.O

Mouza Name 123/A

Borough No II

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demo.silpasathi.wb.gov.in/cat/application80/ZnRRS3hoc0dlU3NZNm01c3JfVpZz09/aUdKTnYvUkRFWDVUZ2dPbGMrdGxqdz09

736165 Cooch Behar

### Applicant Type

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

### Communication Address Of Applicants

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 \* Buxihat P.S. Post Office Buxihat P.O. Mouza Name I/D Borough No 1

Ward No II Plot No./Holding No./Premises No \* I2/A Address Line 1 \* Comm Address Line 1 Address Line 2 Comm Address Line 2

Pin Code \* 736101

### Warehouse Or Workshop Details

Area of the warehouse or workshop(in sq meter) \* 100 Name of the Owner of the Building \* Test Owner Description of the Structure (Nature of construction) \* Test Description Nature of Occupancy with immediate 20 feet all around Test Nature

Name of the Insurance Company Test Insurance Company

### Occupier Details

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

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demo.silpasathi.wb.gov.in/cat/application80/ZnRRS3hoc0dlU3NZNm01c3JfVpZz09/aUdKTnYvUkRFWDVUZ2dPbGMrdGxqdz09

Test Insurance Company

### Occupier Details

Name of Occupier \* test occupier one Office Address of Occupier \* test o Occupier is Owner \* Yes

Name of Occupier \* test occupier two Office Address of Occupier \* test oa Occupier is Owner \* No

Name of Occupier \* test occupier three Office Address of Occupier \* test aaa Occupier is Owner \* Yes

Name of Occupier \* test occupier four Office Address of Occupier \* test aaaa Occupier is Owner \* No

Add more field Remove Field

### Hazardous Substance Details

Storage or Processing \* Storage Name of the Article \* Ammonium Nitrate Amount of the Articles to be Stored or Processed \* 1000 Measuring Unit \* Ltr.

Storage or Processing \* Storage as well as Processing Name of the Article \* Bidl Leaves Amount of the Articles to be Stored or Processed \* 200 Measuring Unit \* Kg.

Storage or Processing \* Storage Name of the Article \* Asphaltum Amount of the Articles to be Stored or Processed \* 3000 Measuring Unit \* Ltr.

Storage or Processing \* Storage as well as Processing Name of the Article \* Carbon Bi or Di-sulphide Amount of the Articles to be Stored or Processed \* 400 Measuring Unit \* Kg.

Add more field Remove Field

### Name And Nature Of Fire Safety Arrangements

Hydrant System Test Hydrant System Sprinkler System Test Sprinkler System Hose Reel System Test Hydrant System Fire Extinguishers Test Fire Extinguishers

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Not secure | demo.silpasathiwb.gov.in/cat/application80/ZnRRS3hoc0dlU3NZNm01c3JfVpZz09/aUdKTnYvUkRFWDVUZ2dPbGMrdGxqdz09

Accessability of Fire Engines  
Test Accessibility of Fire Engines

Capacity of fire pumps in litres per second  
100

Capacity of fire pumps normal work pressure  
50

Capacity of underground or overhead reservoir  
250

**Details Of Nearest Open Water Premises (Tank Or River)**

Distance of the nearest open water (tank or river) in meters  
10

Access Details  
Test Access Details

Approximate Area (in square meters)  
100

Approximate Depth (in meters)  
50

**Other Relevant Information**

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

Please provide the Reason for Rejection  
Application was Auto rejected

**Floor Area Details**

Floor No \*  
1st Floor

Processing or Storage Area (in square ft) \*  
1000

Floor No \*  
5th Floor

Processing or Storage Area (in square ft) \*  
2500

Floor No \*  
4th Floor

Processing or Storage Area (in square ft) \*  
2000

Floor No \*  
3rd Floor

Processing or Storage Area (in square ft) \*  
1000

Floor No \*  
2nd Floor

Processing or Storage Area (in square ft) \*  
1500

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Floor No \*  
1st Floor

Processing or Storage Area (in square ft) \*  
1000

Floor No \*  
5th Floor

Processing or Storage Area (in square ft) \*  
2500

Floor No \*  
4th Floor

Processing or Storage Area (in square ft) \*  
2000

Floor No \*  
3rd Floor

Processing or Storage Area (in square ft) \*  
1000

Floor No \*  
2nd Floor

Processing or Storage Area (in square ft) \*  
1500

Total Floor Area (in Square Feet) \*  
0

Add more field Remove Field

**Old Application Details**

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

Add more field Remove Field

<< Back Save & Continue >>

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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.

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

Upload Documents - CAF2022000421

10. Consent Letter of Land Owner, if rented premises.  
Choose File No file chosen Upload

12. FSC document (if Yes)  
Choose File No file chosen Upload

13. FSR document (if Yes)  
Choose File No file chosen Upload

14. Old License, if Any  
Choose File No file chosen Upload

15. PAN card of the applicant  
Choose File No file chosen Upload

11. Site Plan with Section Drawing in 1:100 scale cut into A4 sized pages (Upload Multiple pages)  
Choose File No file chosen Upload

9. UPLOAD OTHER DOCUMENTS (IF ANY)  
Choose File No file chosen Upload  
Add more file

3. Site Plan with Section Drawing in 1:100 scale cut into A4 sized pages (Upload Multiple pages)  
Choose File No file chosen Upload

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 must select the files and upload.

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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.

Upload Documents - CAF2022000421

Trade License

1.pdf Remove

Fire License for Trade License

1.pdf Remove

GST

1.pdf Remove

Import / Export Registration

1.pdf Remove

Land Conversion into commercial document

1.pdf Remove

Monogram / Trade Mark (Photocopy of Label)

1.pdf Remove

Partnership Deed / EM-1 / Form-32

1.pdf Remove

Rent / Ownership

1.pdf Remove

Specimen Signature

1.pdf Remove

Click to continue with the application process.

Save & Continue

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

## Application Form

Establishment | Ease of doing business | Common Application Form Preview

Ease of Doing Business | Single Window Services for Business

DASHBOARD ALL ESTABLISHMENTS ALL SERVICES PROCEDURE COMPREHENSIVE LIST QUERY/GRIEVANCES

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

Documents submitted successfully.

Common Application Form Preview - CAF2022000478

Almost Completed 87%

PARAMETERS	INPUTS
License Number	FL0225182220400344
License Date	17-09-2022
Name	Mr. test renewal application
Date of Birth	01-09-2004
Age	18
Gender	Male
Mobile No.	7603091500
E-mail	tt@g.com
Aadhaar Card No	121234345677
PAN Number	CUUPM5656F
<b>Present Address</b>	
Country	India
State	West Bengal
District	Coochbehar

Click to continue with the application process.

Submit

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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	736105
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... +

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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
Total Floor Area (in Square Feet)		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

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

The screenshot shows the 'Current Status-CAF2022000478' page on the SilpaSathi portal. A table displays the application status across various stages. The 'Applied' stage is marked as 'Completed', while all other stages are 'Pending'. A green box highlights the 'Completed' status, and a blue arrow points to it from a green box stating 'Application status updated.'

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

The applicant /user shall be notified via SMS and email on his registered phone number and email id respectively. The applicant receives notifications at different stages of the application - application submission, application approval, etc.

The diagram illustrates the notification process. It starts with an SMS notification from 'VM-WBGOVT' stating: 'Application submitted. Status can also be checked online at any time through the Applicant Dashboard by logging into the Silpasathi Portal. Please keep this CAF number saved for future reference. CAF No.: CAF2024XXXXXX Dt.: 22-07-2024 14:03:05 - Silpa Sathi SWP, Govt. of WB'. This is followed by an email notification from 'silpasathi.wb.gov.in' with the subject 'Common Application Submitted - silpasathi.wb.gov.in'. The email body states: 'Application submitted. Please check your status at regular intervals for taking necessary action as guided by the system. Keep this number for future reference. CAF No.: CAF2022000481 Dt: 22-09-2022 11:07:11 Silpa Sathi SWP, Govt. of WB'. A note at the bottom of the email reads: 'NOTE- YOU ARE RECEIVING THIS EMAIL BECAUSE YOU ARE A USER OF silpasathi.wb.gov.in GOVT. OF WEST BENGAL. PLEASE DO NOT REPLY TO THIS MAIL. THIS IS AN AUTO GENERATED MAIL AND REPLIES TO THIS EMAIL ID ARE NOT ATTENDED TO.'

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### 2. Online Payment of fees

The applicant is now required to pay the required fees based on the application filled by the applicant. The applicant has to click on 'Pay Now' option and proceed with the payment procedure. The screenshot below provides an illustration:

#### Applicant's Dashboard

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

**Your Selected Service(s)**

SL NO.	SERVICE	ACTION
1	Renewal of Grant of Fire License (WBRTPS Timeline: 60 days) Applied — Forward — Accept the Application for Payment — Payment Completed — Approve/Reject	<a href="#">View Details</a>

#### Status Dashboard

**Current Status-CAF2022000478**

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

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### Applicant's Dashboard

Establishment | Ease of doing bu... x +

Not secure | demo.silpasathi.wb.gov.in/dashboard

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DASHBOARD ALL ESTABLISHMENTS ALL SERVICES PROCEDURE COMPREHENSIVE LIST QUERY/GRIEVANCES

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

Add Establishment

System Guided Assistance Through Wizard

Self Assisted Service

Licenses For Tourism Industry

Query Submission / Tracking

Your Profile

Your Selected Service(s)

BUSINESS REFERENCE ID : CAF2022000478 Check Status

SL NO.	SERVICE	ACTION
1	Renewal of Grant of Fire License (WBRTPS Timeline: 60 days) Applied Forward Accept the Application for Payment Payment Completed Approve/Reject	<span>View Details</span>

Common Application Form Prev... x +

Not secure | demo.silpasathi.wb.gov.in/caf/submitted/RDhcnkNFQWVaYVW0bEV6a3dIN0hudz09/RH8ZWJheEdPNG94SIaZbIBTQ2VHdz09

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DASHBOARD ALL ESTABLISHMENTS ALL SERVICES PROCEDURE COMPREHENSIVE LIST QUERY/GRIEVANCES

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

Current Status-CAF2022000421

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

Establishment | Ease of doing bu... x +

Not secure | demo.silpasathi.wb.gov.in/dashboard

Ease of Doing Business | Single Window Services for Business

DASHBOARD ALL ESTABLISHMENTS ALL SERVICES PROCEDURE COMPREHENSIVE LIST QUERY/GRIEVANCES

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

Add Establishment

System Guided Assistance Through Wizard

Self Assisted Service

Licenses For Tourism Industry

Query Submission / Tracking

Your Profile

Your Selected Service(s)

BUSINESS REFERENCE ID : CAF2022000478 Check Status

SL NO.	SERVICE	ACTION
1	Renewal of Grant of Fire License (WBRTPS Timeline: 60 days) Applied Forward Accept the Application for Payment Payment Completed Approve/Reject	<span>Pay Now</span>

# 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.

**Payments Details-CAF2022000478**

**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](#)

Click here to proceed with the payment in GRIPS portal.

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**

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Home **Payment**

**1. Review and Confirmation**

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)

Government Receipt Portal System

01/11/2022 Payment for -Renewal of Grant of Fire License 02730120221667804636 CAF2022000478

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

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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 Banks- Corporate

Contact Us  
Frequently Used HoAs  
Authorized Banks- Net Banking  
SBlePay Banks- Corporate

Finance Department, Government of West Bengal. All rights reserved. | Designed, developed, and maintained by Tata Consultancy Services Ltd.  
Engine ID: 8835328900\_CK | Version ID: 2.0.124 | Site best viewed on Chrome/ Firefox/Edge, on a 16:9 aspect ratio screen.

Establishment | Ease of doing business | Government Receipt Portal System

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Payment

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

Payment Mode \* Bank \*

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# 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 interface. On the left, a sidebar lists payment modes: Debit/Credit/Prepaid, Cards, Internet Banking (highlighted with a red box and an arrow pointing to a green callout box labeled "Select Payment mode."), BHIM UPI, Wallets, and NEFT. The main area is titled "Please enter your card details" and includes fields for Card Number, Expiry Date/Valid Thru, CVV/CVC 4-DBC, and Name of the card holder. There is a checkbox for "Use your GSTIN for claiming input tax (Optional)" and a yellow "Pay Now" button. On the right, the "Order Summary" shows the Order No. 192022230131488648, Merchant Name: GRIPS Finance Dept West Bengal, Amount: 500.00 (highlighted with a red box and an arrow pointing to a green callout box labeled "Payment amount displayed."), Processing fee, GST, and Total. The APM ID is PG\_TRANS\_396.

The screenshot shows the GRIPS 2.0 payment confirmation screen. A "Success" dialog box is displayed in the center, stating: "Your transaction has been processed. Please note the following details for future reference: GRIPS Payment ID: 041120225023258509. Government Reference Number (GRN) for individual payments within transaction: 1. 19202235552585108. 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 box, a table shows transaction details:

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

Below the table, a section titled "1. Fire Services" shows a total amount of ₹90000. Further down, a "GRN Details" table is visible:

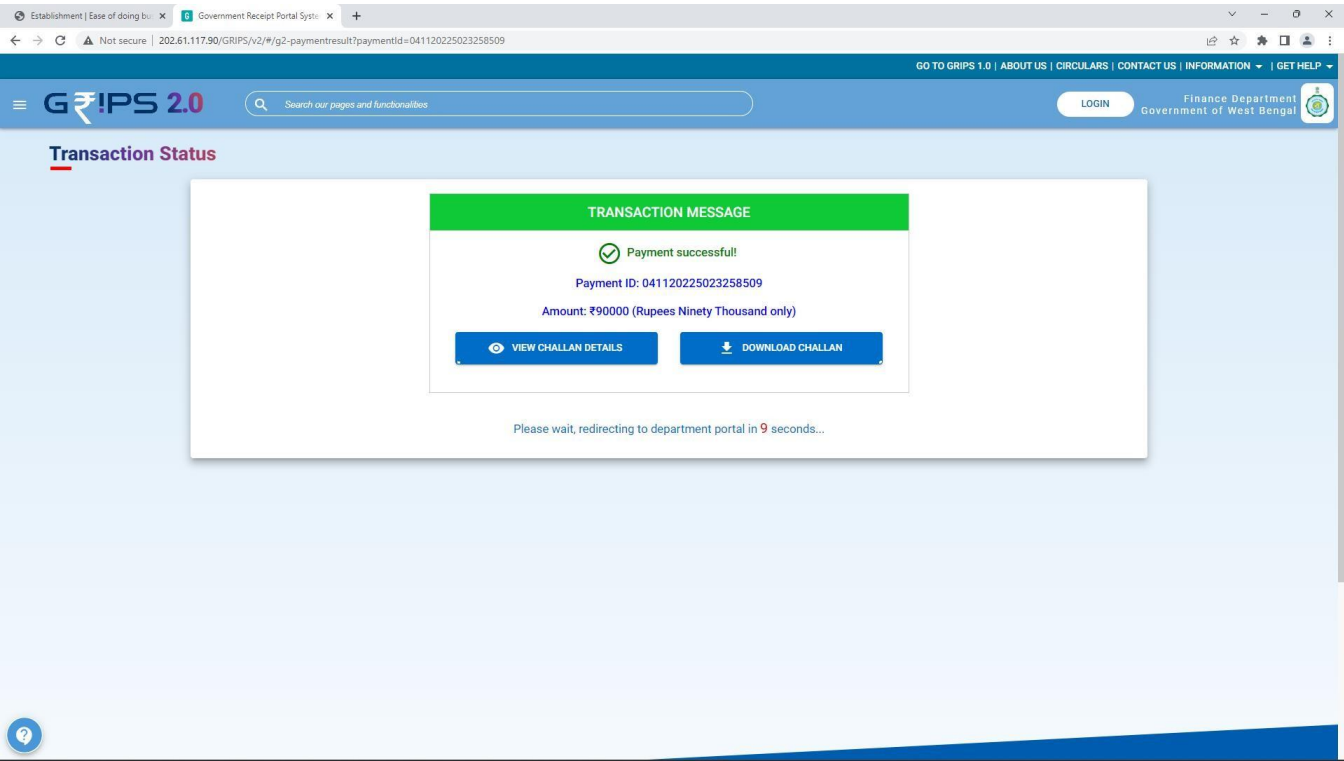
GRN	Organization Type	Organization Name	User Type
19202235552585108	Government	Fire Services	Citizen



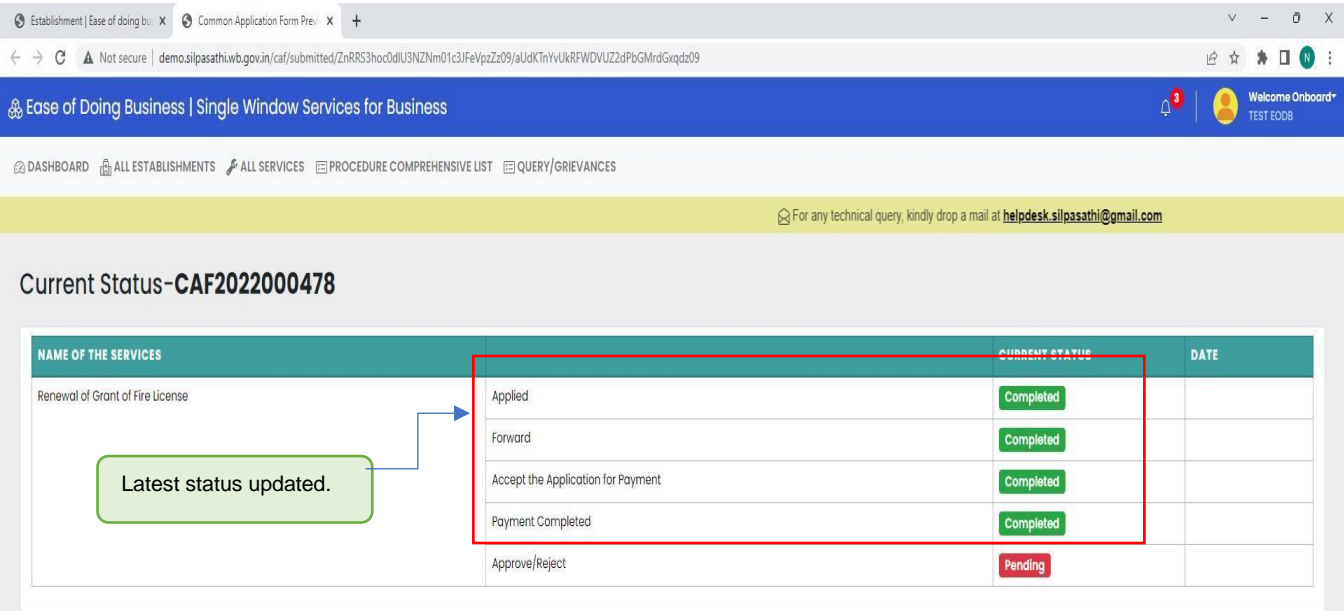
# User Manual

## 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.

The screenshot shows the 'Ease of Doing Business | Single Window Services for Business' dashboard. A callout box points to the 'Check Status' button in the 'Your Selected Service(s)' section. Below, a table shows the application status for 'Renewal of Grant of Fire License' (WBRTPS Timeline: 60 days). The status is 'Applied', followed by 'Forward', 'Accept the Application for Payment', 'Payment Completed', and 'Approve/Reject'. A 'View Details' button is also present.

SL NO.	SERVICE	ACTION
1	Renewal of Grant of Fire License (WBRTPS Timeline: 60 days) Applied → Forward → Accept the Application for Payment → Payment Completed → Approve/Reject	View Details

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

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

The screenshot shows the 'Current Status-CAF2022000478' dashboard. A callout box points to the 'Latest status updated' message. Below, a table shows the current status of the application for 'Renewal of Grant of Fire License'. The status is 'Completed' for all steps: Applied, Forward, Accept the Application for Payment, Payment Completed, and Approve/Reject.

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

**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

The screenshot shows the 'Ease of Doing Business | Single Window Services for Business' dashboard. A green callout box points to the 'Download Certificate' button in the 'ACTION' column of the service list. The service is 'Renewal of Grant of Fire License' with a business reference ID of CAF2022000478. The status bar shows: Applied → Forward → Accept the Application for Payment → Payment Completed → Approve/Reject.

SL NO.	SERVICE	ACTION
1	Renewal of Grant of Fire License (WBRTPS Timeline: 60 days) Applied → Forward → Accept the Application for Payment → Payment Completed → Approve/Reject	Download 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.

The screenshot shows the 'Application Form View Details(CAF2022000478)' page. It contains a table with parameters and their corresponding inputs.

PARAMETERS	INPUTS
Acknowledgement	View & Download
Demand Note	View & Download
License/Certificate	View & Download
Registration Number	FL0225182220400344
Registration Date	17/09/2022
License Number	FL0225182220400344
License Date	17-09-2022
AIN	0225183220400081
Name	Mr. test renewal application
Date of Birth	01-09-2004
Age	18
Gender	Male
Mobile No.	7503091500
E-mail	tt@g.com
Aadhaar Card No	121234345677
PAN Number	CULPM5656F

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

  
सत्यमेव जयते

**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.


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# User Manual

## Renewal of Grant of Fire License

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### The certificate as downloaded:

 <b>Government of West Bengal</b> <b>West Bengal Form No. 393Z (28)</b> <b>License under the West Bengal Fire Services Act, 1950</b>	
<b>License no.:</b> FL0225182220400344	<b>Date:</b> 02-11-2022
Application Reference : OSWP(Silpasathi) (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)	
<ol style="list-style-type: none"><li>1. Ammonium Nitrate - 1000 Ltr.</li><li>2. Bidi Leaves - 200 Kg.</li><li>3. Asphaltum - 3000 Ltr.</li><li>4. Carbon Bi or Di-sulphide - 400 Kg.</li></ol>	
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.	
<b>CONDITIONS ABOVE REFERRED TO:</b>	
<p>(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.</p> <p>(2) The warehouse/workshop shall confirm to the conditions prescribed under Section 12 of the West Bengal Fire Services Act, 1950.</p> <p>(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.</p> <p>(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.</p> <p>(5) Needs to renewed within next 1 Year</p>	
<small>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 : 0225183220400081. Page : 1</small>	



# 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

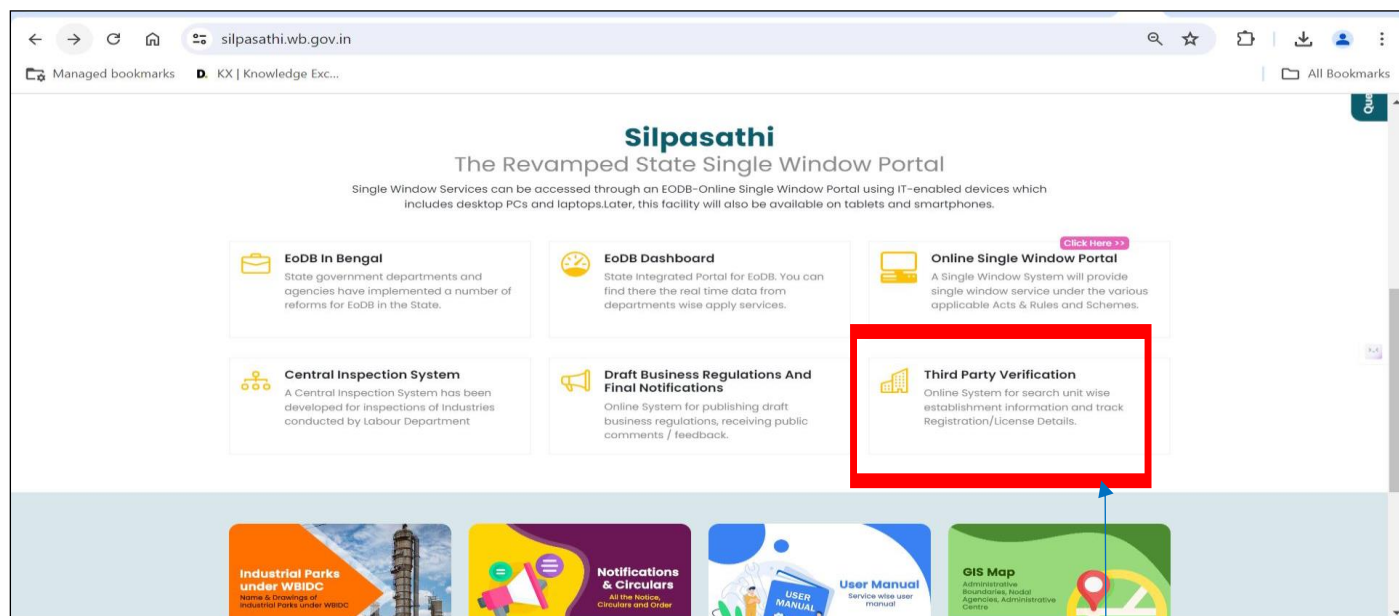
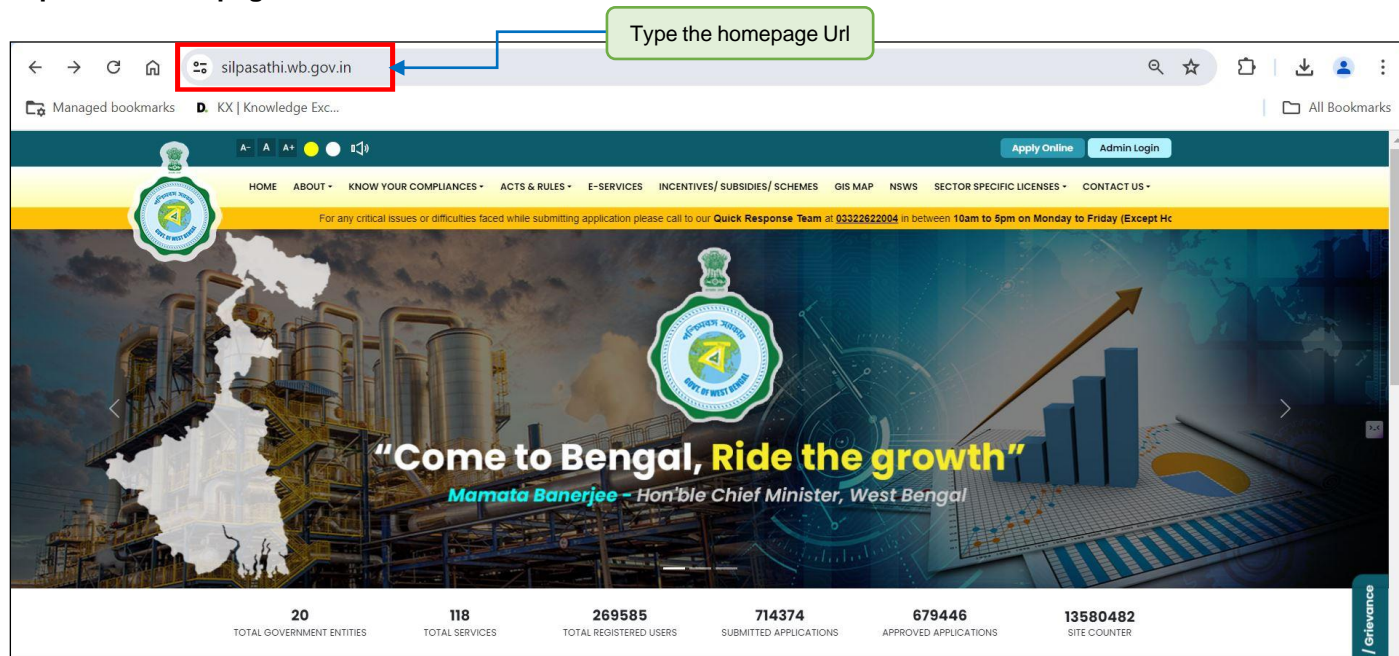
#### Third part verification process

The applicant or any user has to log in to <https://silpasathi.wb.gov.in/>.

A user (any third party) needs to click on '**Third party Verification**' section in the homepage and enter registration number / license number and then click on 'Search' link, for Verification of Certificate.

(Screenshots below):

#### SilpaSathi Homepage





# User Manual

## Renewal of Grant of Fire License

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Applicant selects the service and then enter the Certificate/ Approval number in the text box beside it and clicks on 'Search' to view details of certificate.

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

User can also directly use this url

### Third Party Verification

Track Registration/License details through **Silpasathi Portal**

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

Registration Number / License Number / Others \*

Search

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

Query / Grievance

Enter Registration number/ License number to view details.

Track Registration/License Detail

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

Apply through Online Single Window Portal

### Track Registration/License Details

Select Services \*  
Renewal of Grant of Fire License - ( Fire and ES )

Registration Number / License Number / Others \*

FL022518222040034

Search

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

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# User Manual

## Renewal of Grant of Fire License

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The third party can view the details as illustrated below:

Track Registration/License Detail

silpasathi.wb.gov.in/third-party-verification/SXd8MjJPQ29NTW1XMmpzSDFKaWNkZz09/TWZkejVibStsem1SbFrTV5dlRBTNOQTeweDdK3EvM0d4UTdtSilhUT0%3D

HOMEABOUTKNOW YOUR COMPLIANCESACTS RULESINCENTIVES/ SUBSIDIES/ CREDIT SCHEMESFAQGIS MAPGALLERYQUERYCONTACT US

Ease of Doing Business  
Single Window Services for Business

Track Registration/License Details

Select Services \*  
Renewal of Grant of Fire License - ( Fire and ES )

Registration Number / License Number / Others \*  
FL0225182220400344

Search

Parameter	Output
License Number	FL0225182220400344
Date	02-11-2022
Name	Test EODB
Location	Test address, PIN- 743329

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