



# 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\*](#)

# User Manual

## Renewal of Grant of Fire License

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

# Table of Contents

<b>Introduction .....</b>	<b>3</b>
<b>About the Service .....</b>	<b>3</b>
<b>Comprehensive Checklist of Documents to be submitted online.....</b>	<b>3</b>
<b>Timeline (WBRTPS) .....</b>	<b>4</b>
<b>Instructions related to the application form.....</b>	<b>4</b>
<b>Application Process through SilpaSathi .....</b>	<b>5</b>
1. <b>Online Application submission along with online submission of documents .....</b>	<b>5</b>
2. <b>Online Payment of fees .....</b>	<b>16</b>
3. <b>Track Status of Application.....</b>	<b>22</b>
4. <b>Online Download of final approval certificate.....</b>	<b>23</b>
5. <b>Third Party verification details .....</b>	<b>26</b>

# 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

# User Manual

## Renewal of Grant of Fire License

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

#	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.

# User Manual

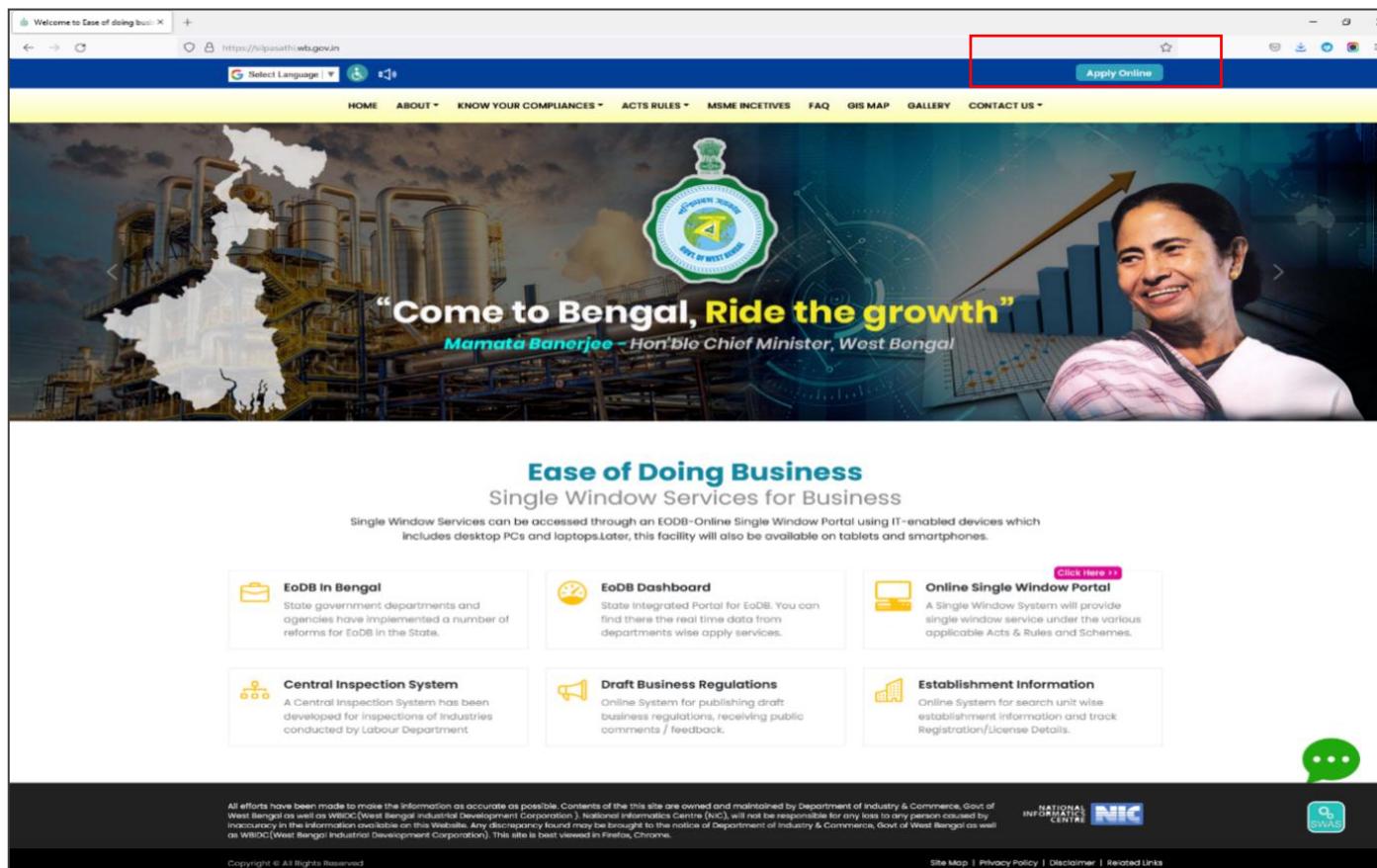
## Renewal of Grant of Fire License

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

## Application Process through SilpaSathi

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

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

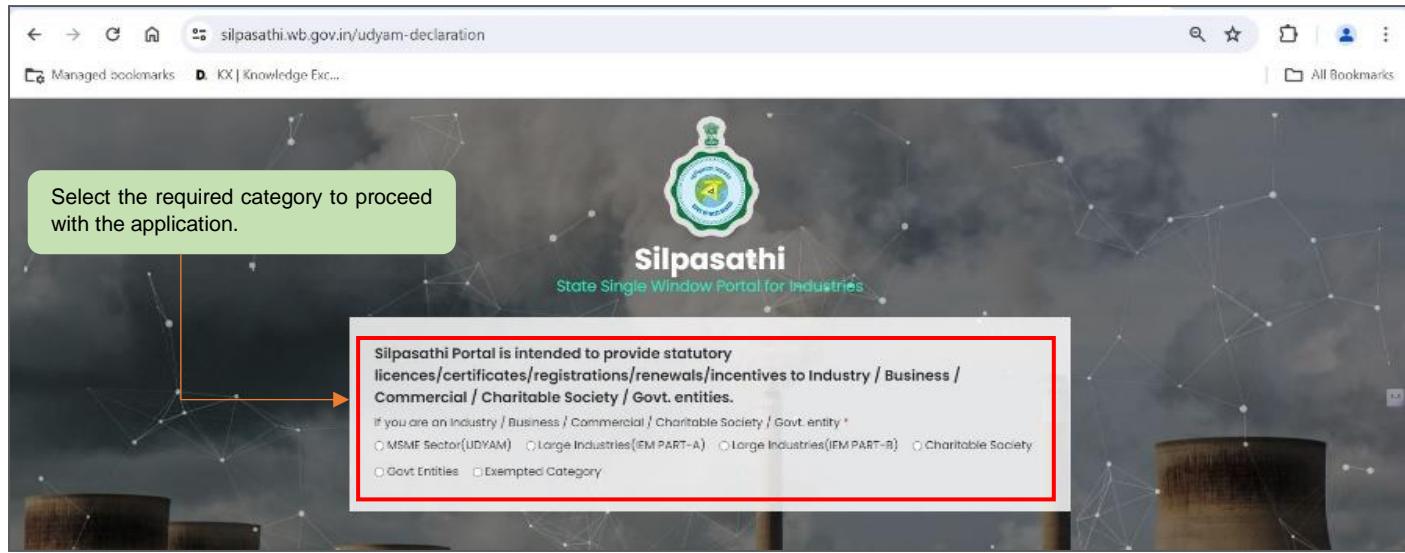


**Applicant Log-in:** The applicant needs to **select the required category** as illustrated in the screenshot below and proceed for registration.

# User Manual

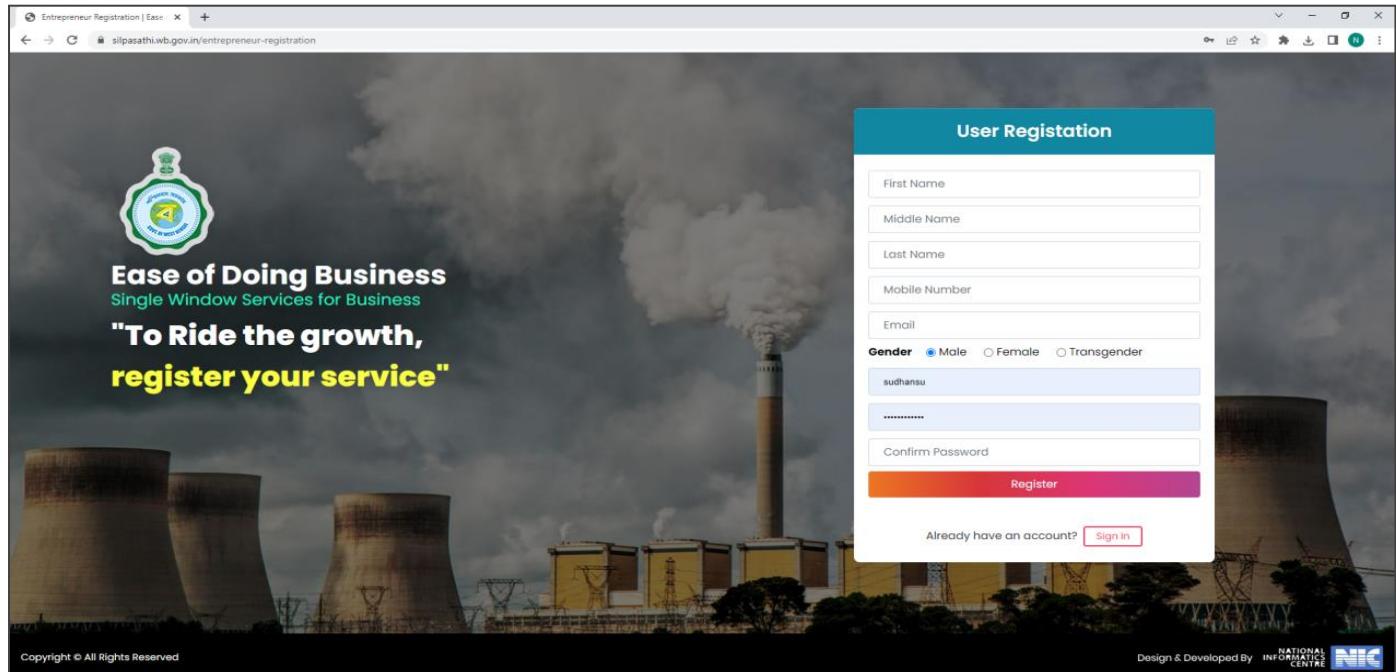
## Renewal of Grant of Fire License

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



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**.

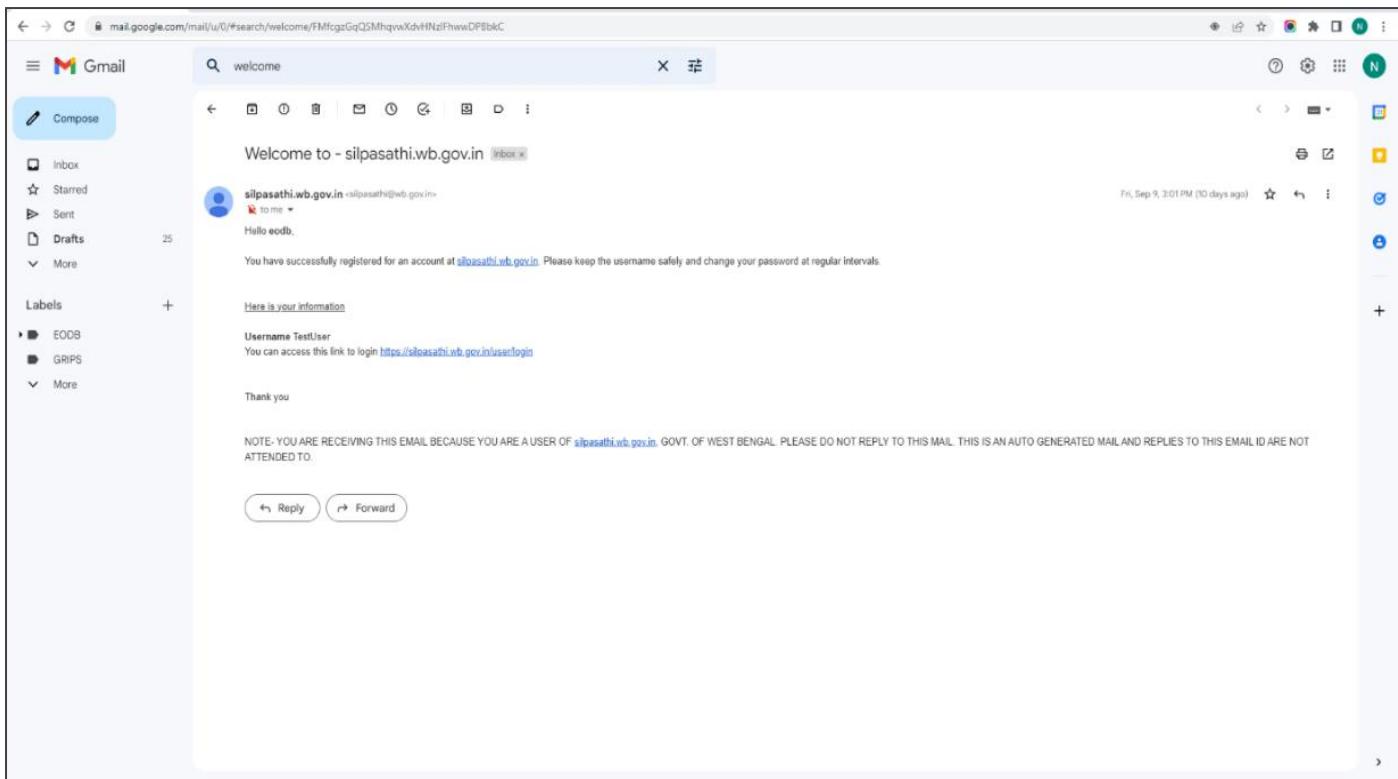


Applicants will receive email confirmation after registering into the single window portal. Please refer to the screenshot below:

# User Manual

## Renewal of Grant of Fire License

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



## Online Application submission

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

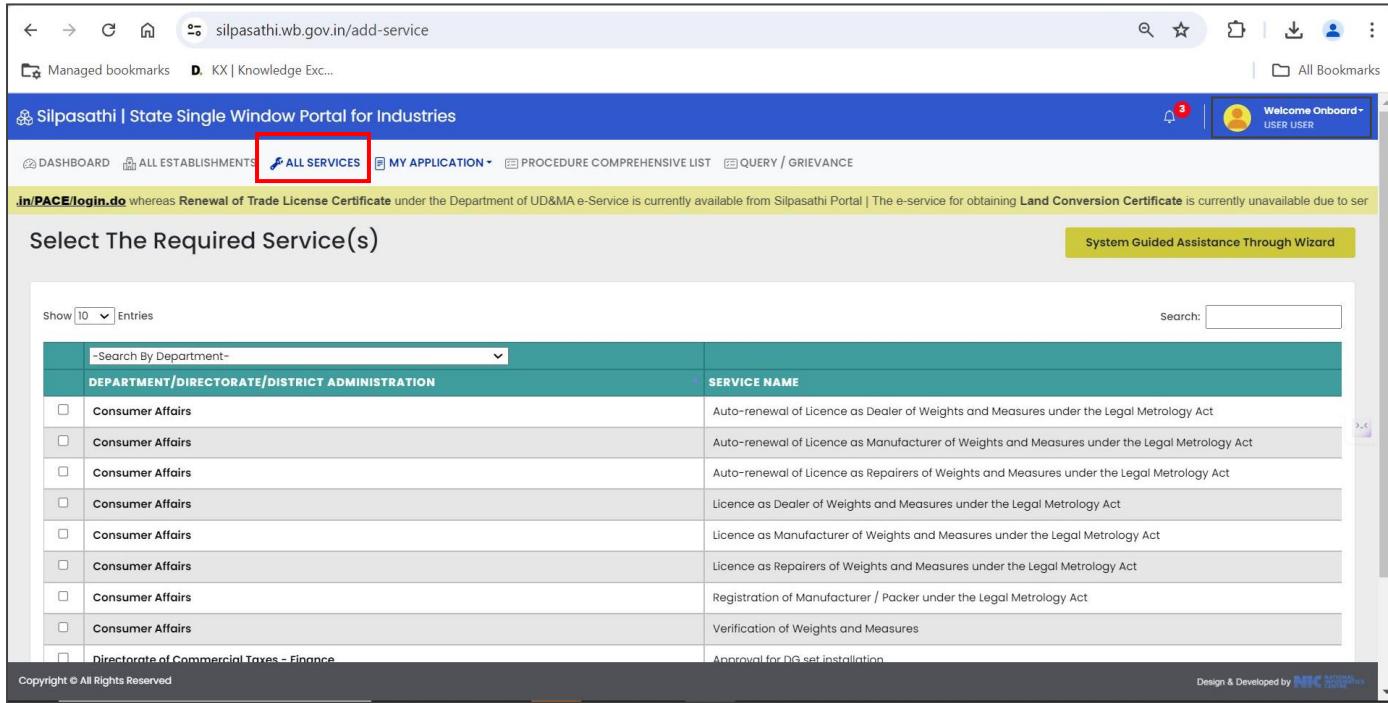
SL NO.	DEPARTMENT NAME	DETAILS
1	Labour	SOP Details
2	WBPCB (Environment)	SOP Details
3	WBIDC (IC & E)	SOP Details
4	WBSIDCL(MSME & T)	SOP Details
5	WBIIDC(IC & E)	SOP Details
6	WBEIDC(IT & E)	SOP Details
7	L & LR and RR & R	SOP Details
8	Dte. Of Commercial Taxes (Finance)	SOP Details
9	Dte. Of Exise (Finance)	SOP Details
10	UD & MA	SOP Details
11	KMC	SOP Details

# User Manual

## Renewal of Grant of Fire License

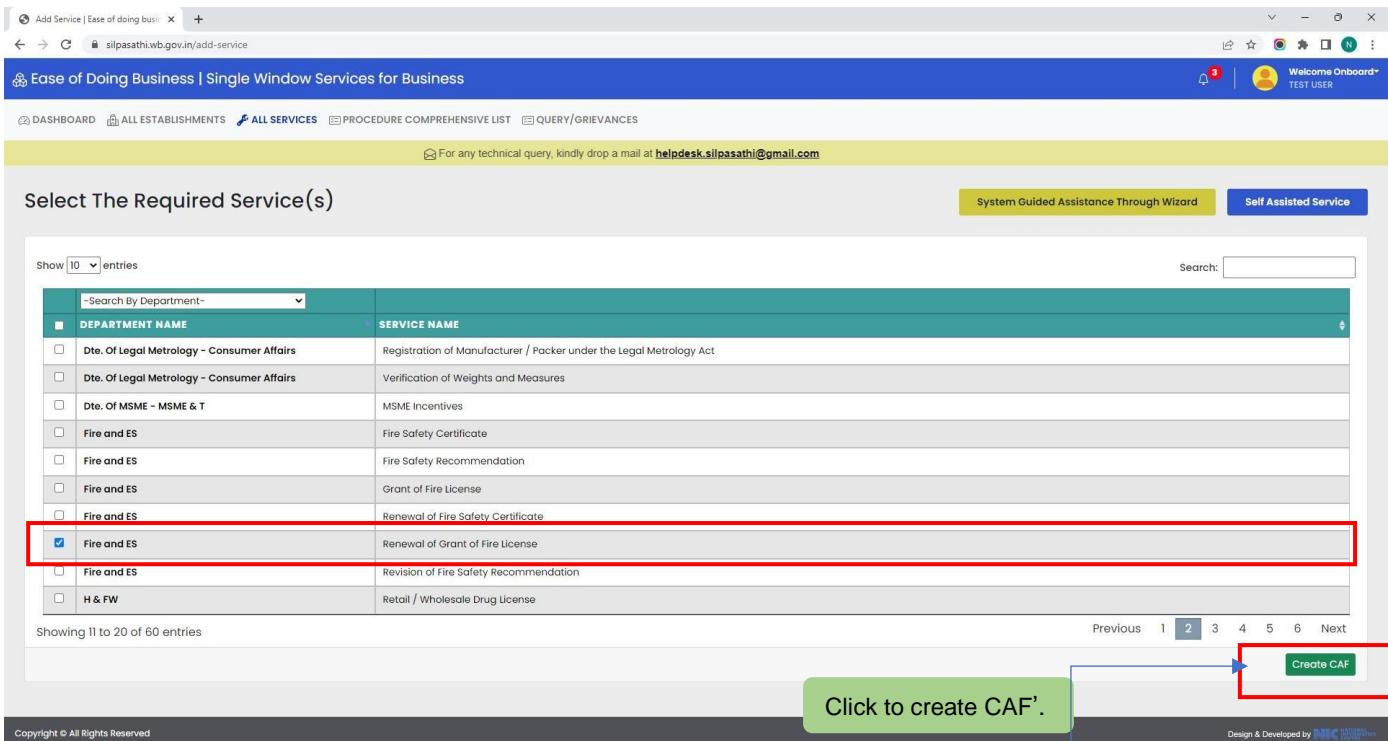
Provided as a service through 'SilpaSathi' the Online Single Window portal of State (WB)

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



The screenshot shows the SilpaSathi portal interface. At the top, there is a navigation bar with links for 'DASHBOARD', 'ALL ESTABLISHMENTS', 'ALL SERVICES' (which is highlighted with a red box), 'MY APPLICATION', 'PROCEDURE COMPREHENSIVE LIST', and 'QUERY / GRIEVANCE'. Below the navigation bar, a banner displays a message about the availability of services. The main content area is titled 'Select The Required Service(s)'. It contains a table with columns for 'DEPARTMENT/DIRECTORATE/DISTRICT ADMINISTRATION' and 'SERVICE NAME'. The table lists various services under the 'Consumer Affairs' department, such as 'Auto-renewal of Licence as Dealer of Weights and Measures under the Legal Metrology Act' and 'Verification of Weights and Measures'. The table is paginated with 'Show 10 entries' and a 'Search' bar. At the bottom, there is a copyright notice and a 'Design & Developed by NIC' logo.

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 SilpaSathi portal interface, similar to the previous one but with a different service selected. The 'ALL SERVICES' link is not highlighted. The main content area is titled 'Select The Required Service(s)'. It contains a table with columns for 'DEPARTMENT NAME' and 'SERVICE NAME'. The table lists various services under the 'Fire and ES' department, such as 'Registration of Manufacturer / Packer under the Legal Metrology Act' and 'Renewal of Grant of Fire License'. The row for 'Renewal of Grant of Fire License' has a red box around it, indicating it is selected. The table is paginated with 'Show 10 entries' and a 'Search' bar. At the bottom, there is a copyright notice and a 'Design & Developed by NIC' logo. A green button labeled 'Click to create CAF' is visible in the bottom right corner.

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.

# 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

CAF ID generated.

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

The dashboard shows various service icons: Add Establishment, System Guided Assistance Through Wizard, Self Assisted Service, Licenses For Tourism Industry, Query Submission / Tracking, and Your Profile. A message at the top right says 'Welcome Onboard - SUDHANSU MAHATO'. A red box highlights the 'BUSINESS REFERENCE ID : CAF2022000478' and the 'Apply Online' button.

Your Selected Service(s)

SL NO.	SERVICE	ACTION
1	Renewal of Grant of Fire License (WBRTPS Timeline: 60 days)	<input checked="" type="radio"/> Applied <input type="radio"/> Forward <input type="radio"/> Accept the Application for Payment <input type="radio"/> Payment Completed <input type="radio"/> 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):

Common Application Form - CAF2022000478

Applicant's Basic Information

Enter existing License No. *	Salutation *	First Name *	Middle Name
FL0225182220400344	Mr.	test	renewal
Last Name	Date of Birth *	Age *	Gender *
application	01-09-2004	18	Male
Date of Application *	Mobile No *	E-mail *	Aadhaar Card No
07-11-2022	7603091500	tt@g.com	121234345677
PAN Card No			
CULPM556F			

Premises Or Site Address For Which Fire License is Desired

Country *	State *	District *	Sub division *
India	West Bengal	Coochbehar	CoochBehar
Rural or Urban *	Block/Municipality/Municipal Corporation *	Block/Municipality/Municipal Corporation Name *	Village / Town
Urban	Municipality	Cooch Behar	Cooch Behar Town
Police Station *	Post Office	Mouza Name	Borough No
Dinhata PS	Dinhata S.O.	123/A	II

# User Manual

## Renewal of Grant of Fire License

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

**Applicant Type**

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

**Communication Address Of Applicants**

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 \* Buxirhat P.S Post Office Cooch Behar Mouza Name I/b Borough No 1

Ward No 11 Plot No./Holding No./Premises No \* 12/A Address Line 1 \* Comm Address Line 1

Pin Code \* 736101 Address Line 2 Comm Address Line 2

**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 *
test occupier one	test a	Yes
test occupier two	test aa	No
test occupier three	test oaa	Yes
test occupier four	test oaaa	No

**Hazardous Substance Details**

Storage or Processing *	Name of the Article *	Amount of the Articles to be Stored or Processed *	Measuring Unit *
Storage	Ammonium Nitrate	1000	Ltr.
Storage as well as Processing	Bidi Leaves	200	Kg.
Storage	Asphaltum	3000	Ltr.
Storage as well as Processing	Carbon Bi or Di-sulphide	400	Kg.

**Name And Nature Of Fire Safety Arrangements**

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

Copyright © All Rights Reserved Design & Developed by NIC

**Occupier Details**

Name of Occupier *	Office Address of Occupier *	Occupier is Owner *
test occupier one	test a	Yes
test occupier two	test aa	No
test occupier three	test oaa	Yes
test occupier four	test oaaa	No

**Hazardous Substance Details**

Storage or Processing *	Name of the Article *	Amount of the Articles to be Stored or Processed *	Measuring Unit *
Storage	Ammonium Nitrate	1000	Ltr.
Storage as well as Processing	Bidi Leaves	200	Kg.
Storage	Asphaltum	3000	Ltr.
Storage as well as Processing	Carbon Bi or Di-sulphide	400	Kg.

**Name And Nature Of Fire Safety Arrangements**

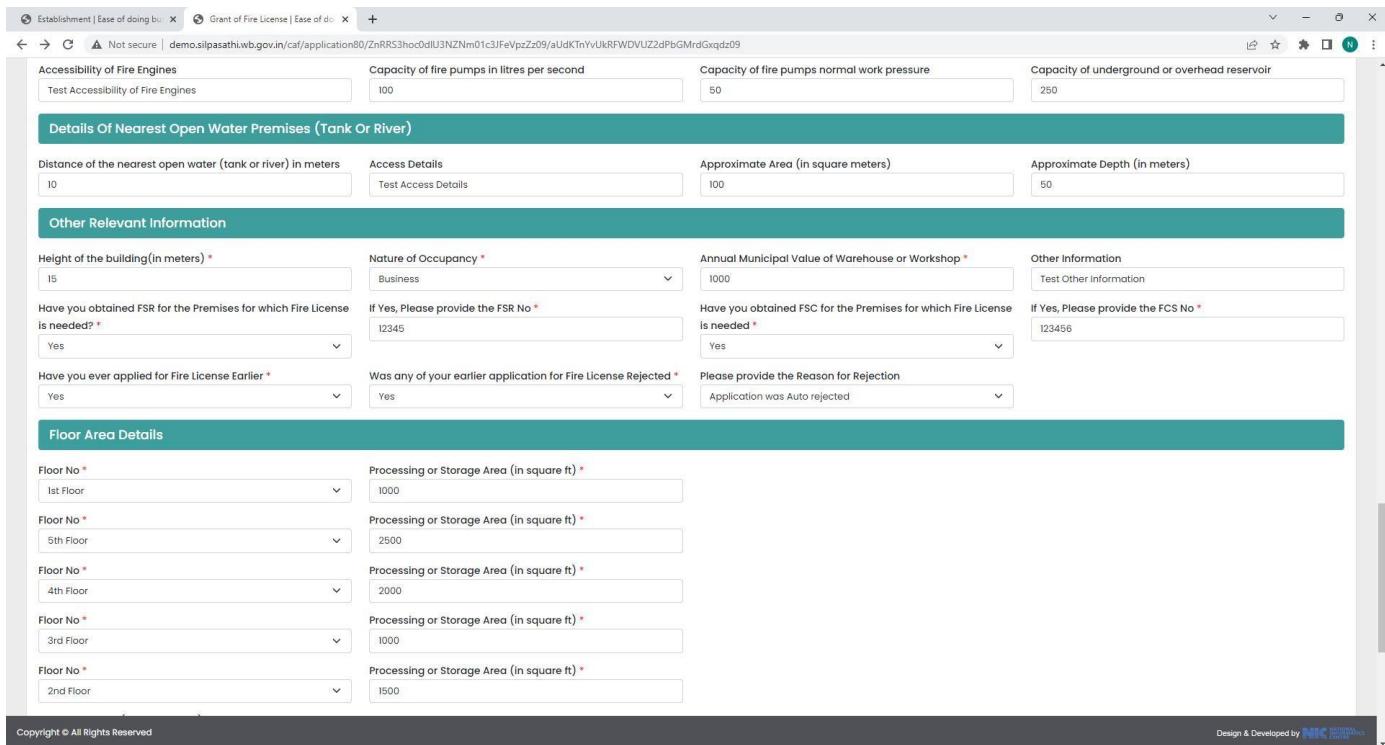
Hydrant System	Sprinkler System	Hose Reel System	Fire Extinguishers
Test Hydrant System	Test Sprinkler System	Test Hydrant System	Test Fire Extinguishers

Copyright © All Rights Reserved Design & Developed by NIC

# 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 business | Grant of Fire License | Ease of doing business | +

Not secure | demo.silpasathi.wb.gov.in/caf/application80/ZnRRS3hoc0dlU3NZNm01c3JFeVpzZz09/aUdKTnYvUkRFWDVUZ2dPbGMrdGxqdz09

Accessibility of Fire Engines

Capacity of fire pumps in litres per second

Capacity of fire pumps normal work pressure

Capacity of underground or overhead reservoir

Details Of Nearest Open Water Premises (Tank Or River)

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

Access Details

Approximate Area (in square meters)

Approximate Depth (in meters)

Other Relevant Information

Height of the building (in meters) \*

Nature of Occupancy \*

Annual Municipal Value of Warehouse or Workshop \*

Other Information

Have you obtained FSR for the Premises for which Fire License is needed? \*

If Yes, Please provide the FSR No \*

Have you obtained FSC for the Premises for which Fire License is needed? \*

If Yes, Please provide the FCS No \*

Have you ever applied for Fire License Earlier \*

Was any of your earlier application for Fire License Rejected \*

Please provide the Reason for Rejection

Floor Area Details

Floor No \*

Processing or Storage Area (in square ft) \*

Floor No \*

Processing or Storage Area (in square ft) \*

Floor No \*

Processing or Storage Area (in square ft) \*

Floor No \*

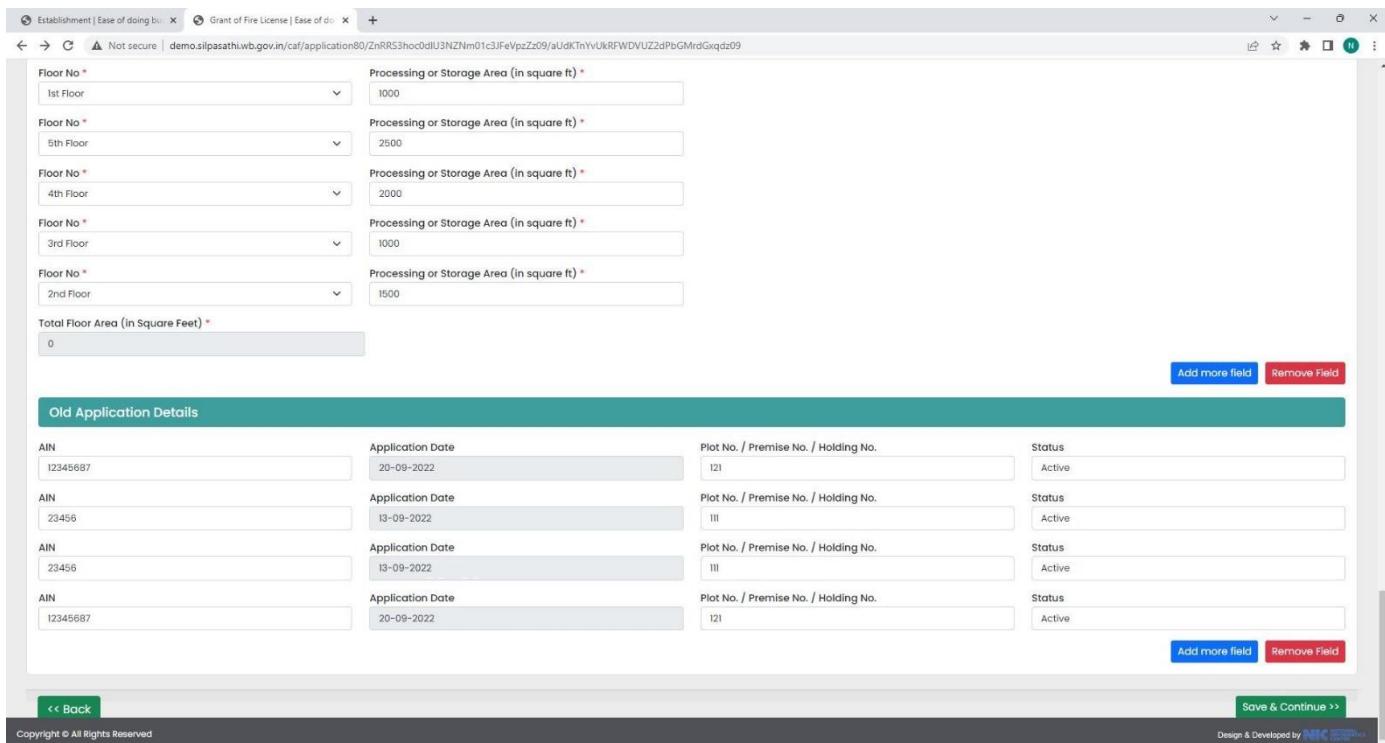
Processing or Storage Area (in square ft) \*

Floor No \*

Processing or Storage Area (in square ft) \*

Copyright © All Rights Reserved

Design & Developed by NIC



Establishment | Ease of doing business | Grant of Fire License | Ease of doing business | +

Not secure | demo.silpasathi.wb.gov.in/caf/application80/ZnRRS3hoc0dlU3NZNm01c3JFeVpzZz09/aUdKTnYvUkRFWDVUZ2dPbGMrdGxqdz09

Floor No \*

Processing or Storage Area (in square ft) \*

Floor No \*

Processing or Storage Area (in square ft) \*

Floor No \*

Processing or Storage Area (in square ft) \*

Floor No \*

Processing or Storage Area (in square ft) \*

Floor No \*

Processing or Storage Area (in square ft) \*

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

AIN

Application Date

Plot No. / Premise No. / Holding No.

Status

AIN

Application Date

Plot No. / Premise No. / Holding No.

Status

AIN

Application Date

Plot No. / Premise No. / Holding No.

Status

Add more field Remove Field

<< Back

Save & Continue >>

Copyright © All Rights Reserved

Design & Developed by NIC

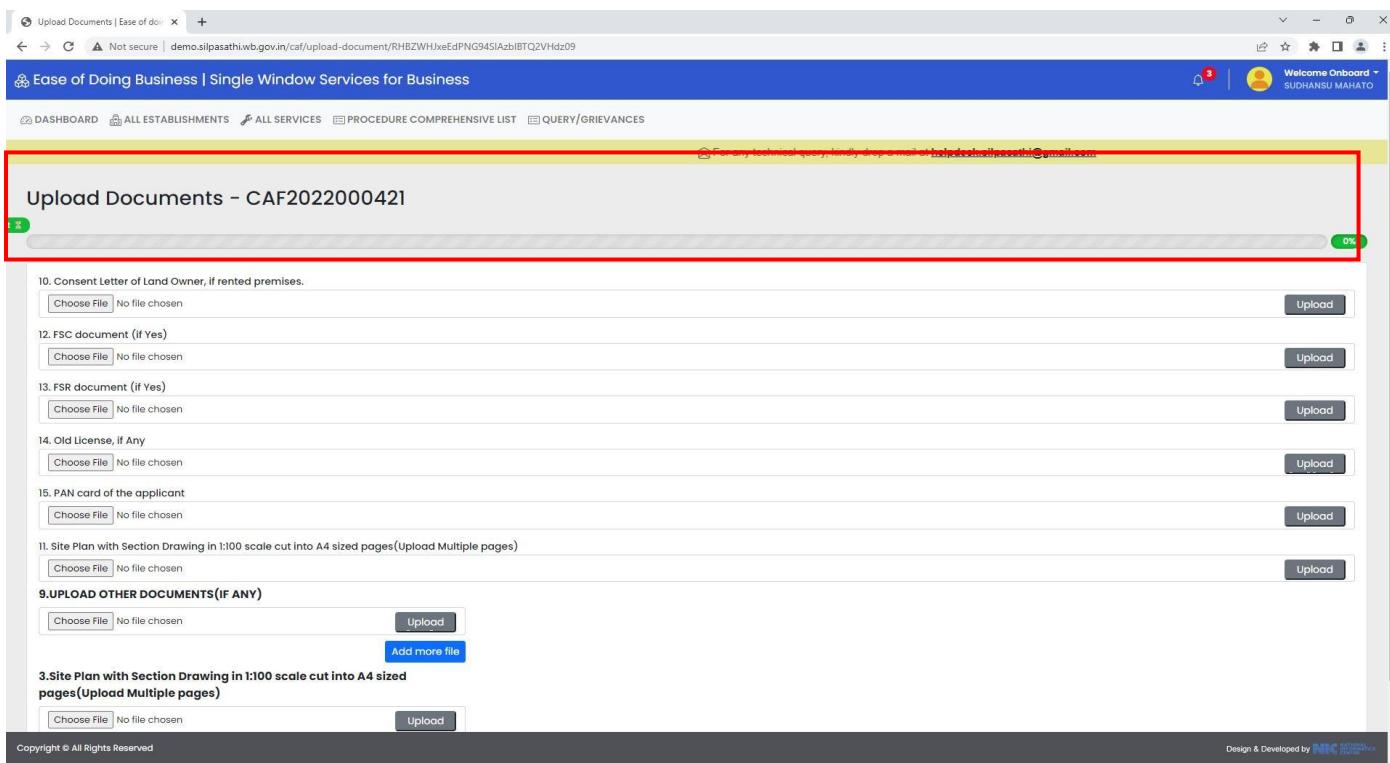
Upon completion of the application process along with document submission, the applicant clicks on the '**Submit**' button for final submission of the application.

# User Manual

## Renewal of Grant of Fire License

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

**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

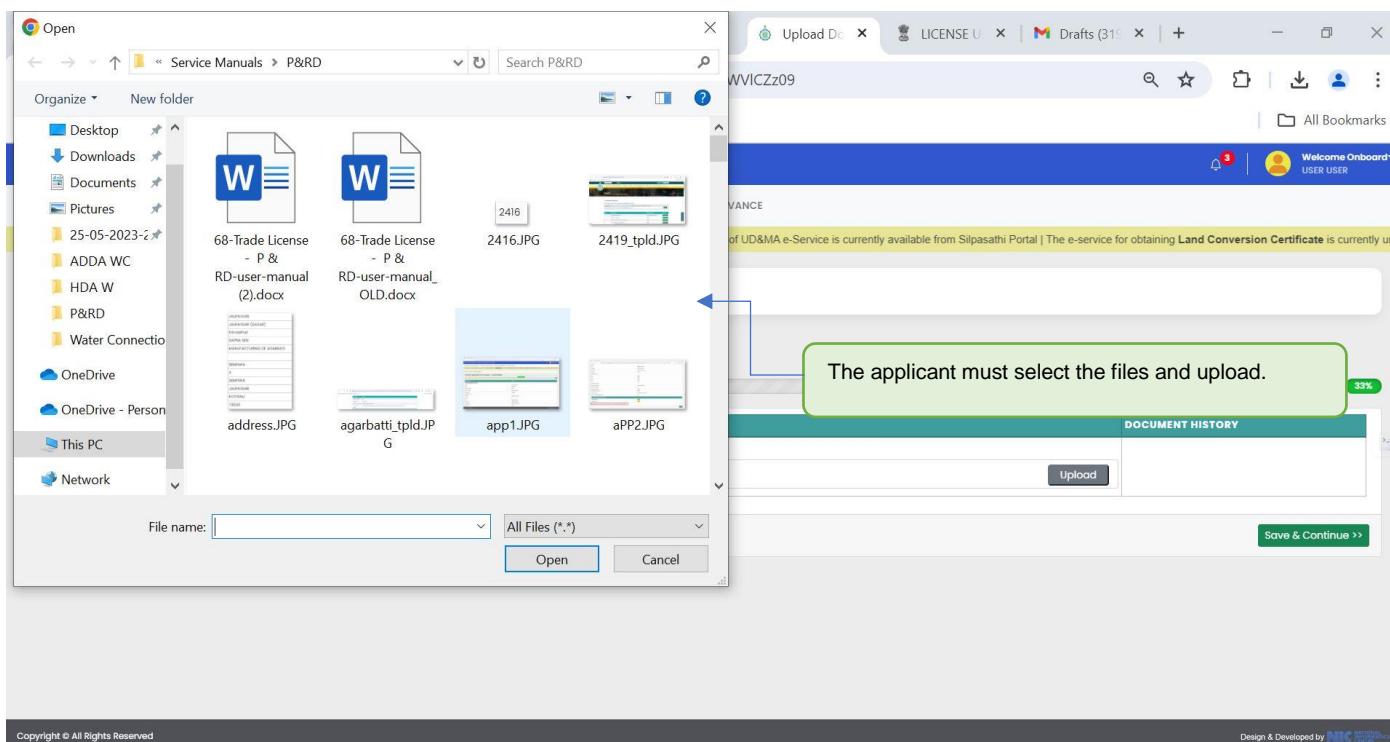
II. Site Plan with Section Drawing in 1:100 scale cut into A4 sized pages(Upload Multiple pages)  
Choose File No file chosen Upload

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

Copyright © All Rights Reserved Design & Developed by NIC INDIA

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.

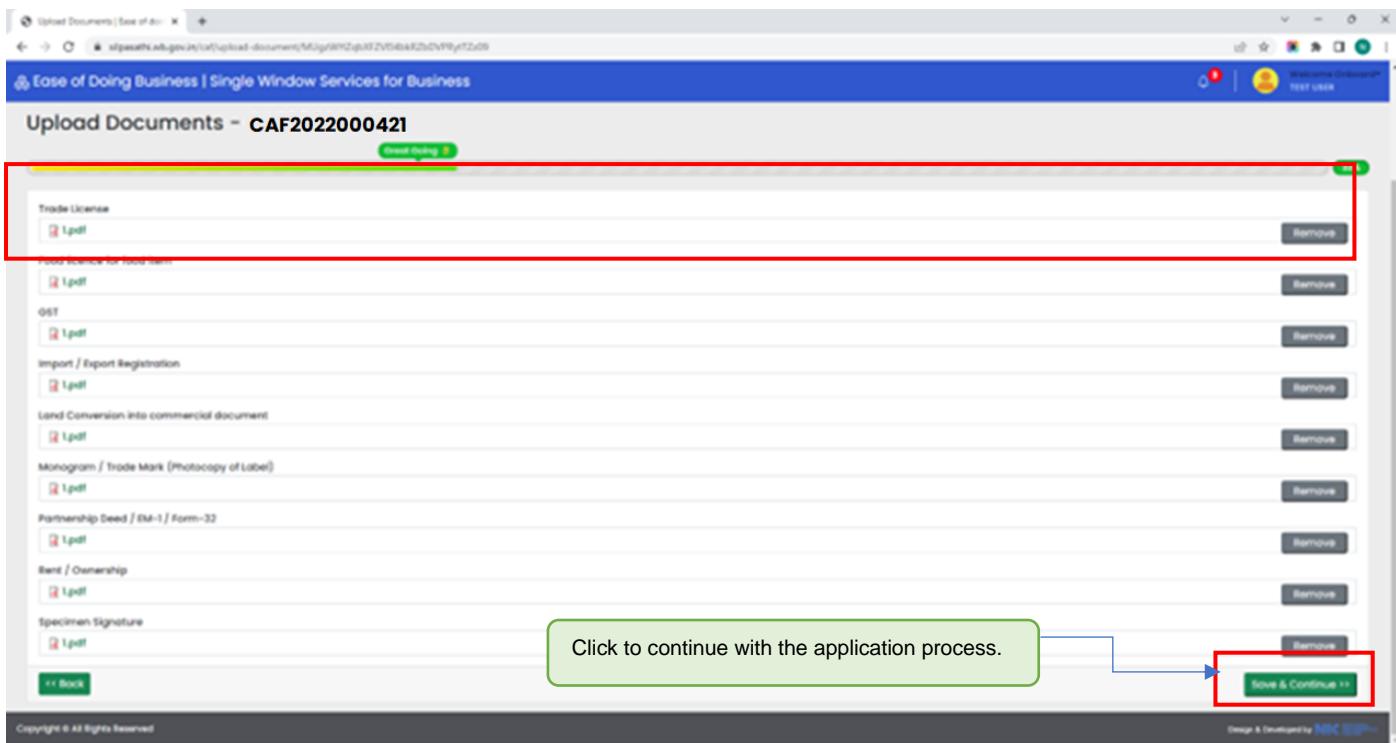


# User Manual

## Renewal of Grant of Fire License

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

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

GST  
1.pdf

Import / Export Registration  
1.pdf

Land Conversion into commercial document  
1.pdf

Monogram / Trade Mark (Photocopy of Label)  
1.pdf

Partnership Deed / EMI-1 Form-32  
1.pdf

Rent / Ownership  
1.pdf

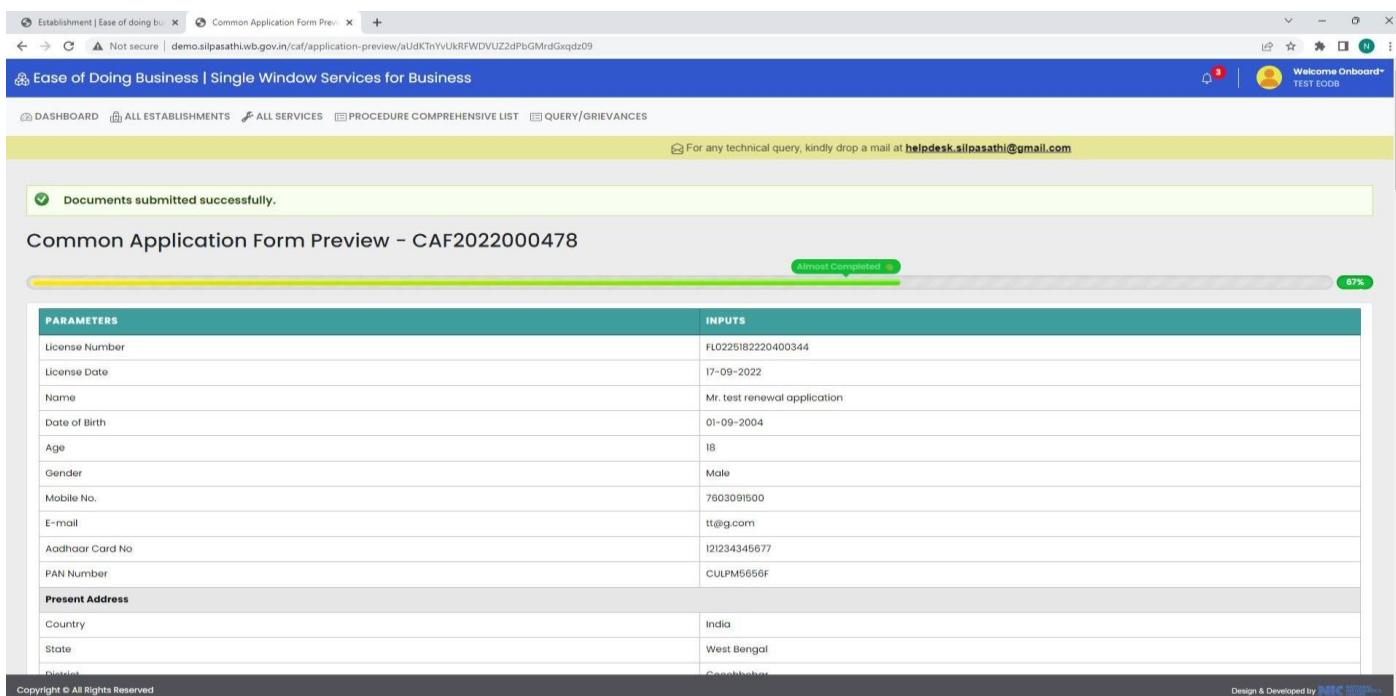
Specimen Signature  
1.pdf

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



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	CULPM5656F	
Present Address		
Country	India	
State	West Bengal	
District	Cooch Behar	

Documents submitted successfully.

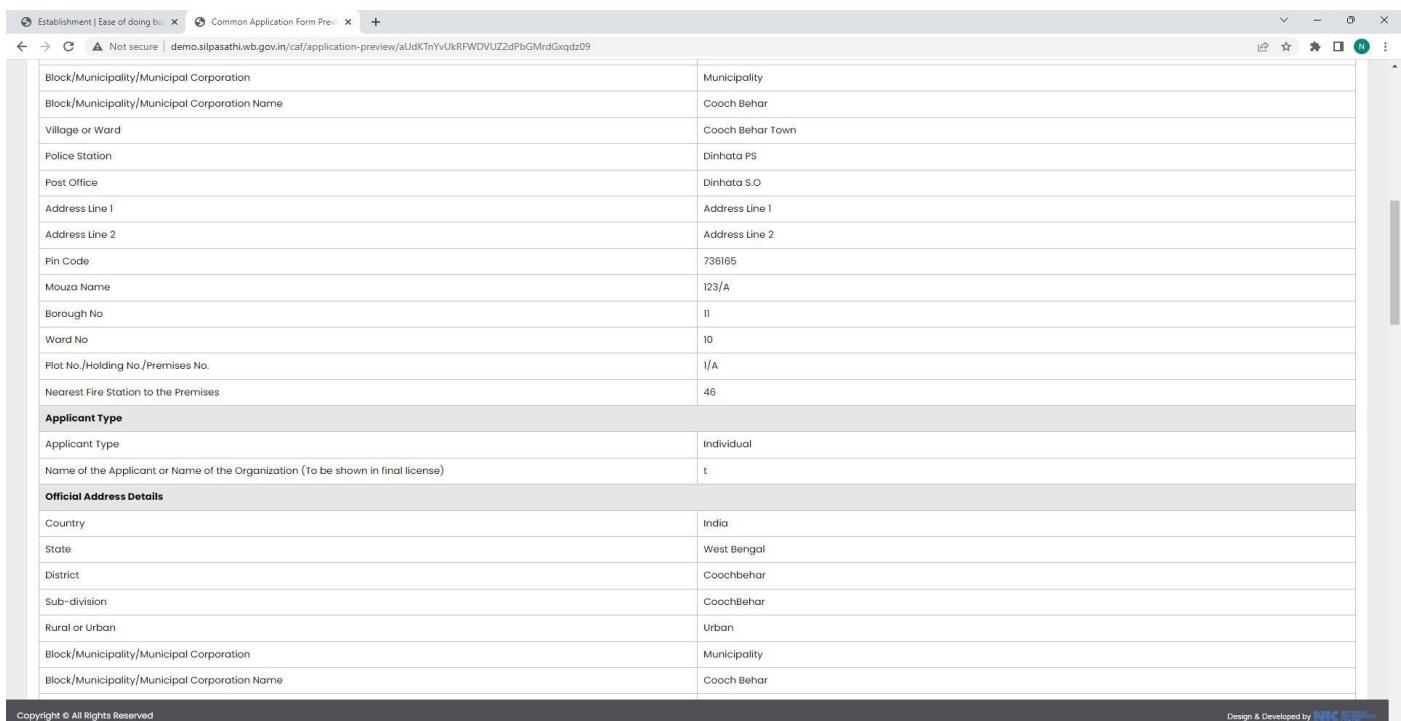
Click to continue with the application process.

Save & Continue

# User Manual

## Renewal of Grant of Fire License

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



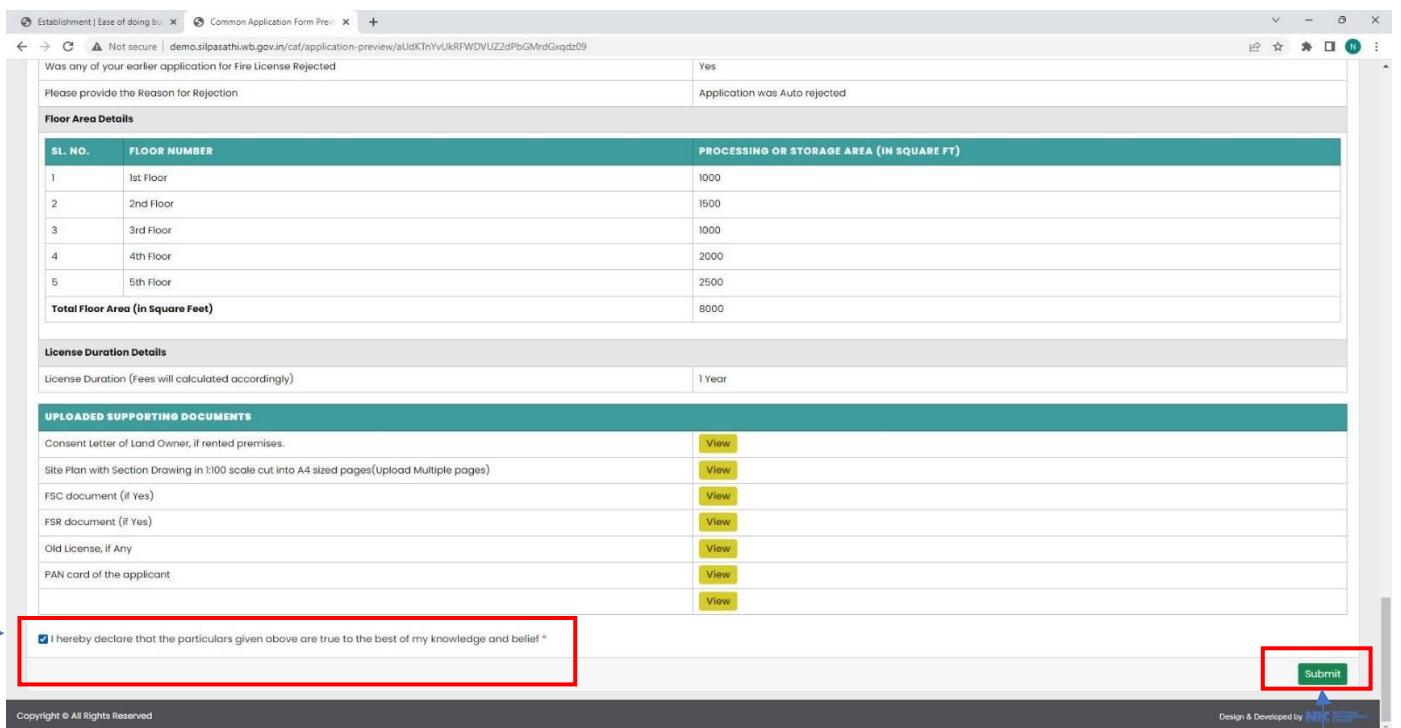
Establishment | Ease of doing business | Common Application Form Preview | +

Not secure | demo.silpasathi.wb.gov.in/cnf/application-preview/aUdKtNvYvUkRFWDVUZ2dPbGMrdGxqd209

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
<b>Applicant Type</b>	
Applicant Type	Individual
Name of the Applicant or Name of the Organization (To be shown in final license)	t
<b>Official Address Details</b>	
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

Copyright © All Rights Reserved

Design & Developed by NIC



Establishment | Ease of doing business | Common Application Form Preview | +

Not secure | demo.silpasathi.wb.gov.in/cnf/application-preview/aUdKtNvYvUkRFWDVUZ2dPbGMrdGxqd209

Was any of your earlier application for Fire License Rejected	Yes	
Please provide the Reason for Rejection	Application was Auto rejected	
<b>Floor Area Details</b>		
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
<b>License Duration Details</b>		
License Duration (Fees will calculated accordingly)	1 Year	
<b>UPLOADED SUPPORTING DOCUMENTS</b>		
Consent Letter of Land Owner, if rented premises.	<input type="button" value="View"/>	
Site Plan with Section Drawing in 1:100 scale cut into A4 sized pages(Upload Multiple pages)	<input type="button" value="View"/>	
FSC document (if Yes)	<input type="button" value="View"/>	
FSR document (if Yes)	<input type="button" value="View"/>	
Old License, if Any	<input type="button" value="View"/>	
PAN card of the applicant	<input type="button" value="View"/>	
<input checked="" type="checkbox"/> I hereby declare that the particulars given above are true to the best of my knowledge and belief *		

Copyright © All Rights Reserved

Design & Developed by NIC



Declaration statement

Click on submit for submission of application.

# User Manual

## Renewal of Grant of Fire License

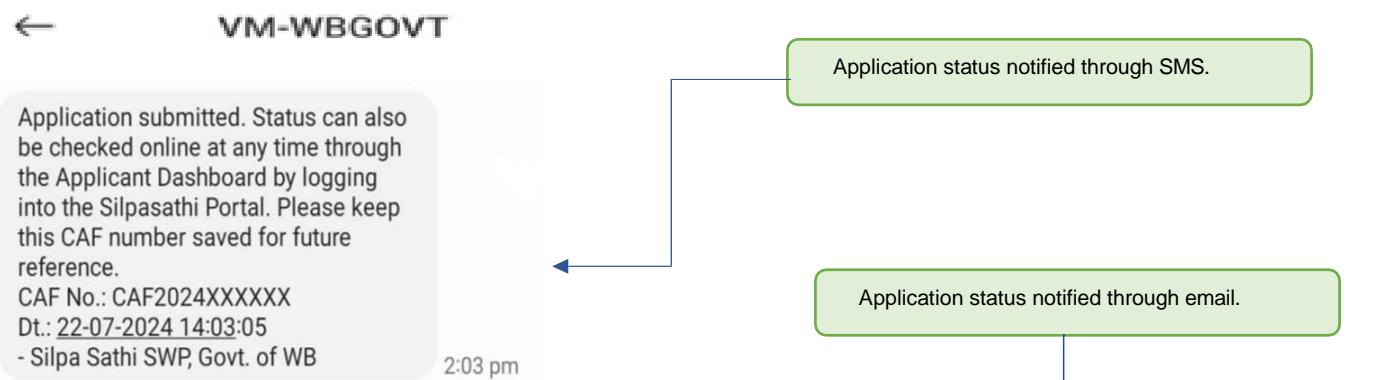
Provided as a service through 'SilpaSathi' the Online Single Window portal of State (WB)

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

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	

Application status updated.

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.



Common Application Submitted - silpasathi.wb.gov.in

silpasathi.wb.gov.in <silpasathi@wb.gov.in> to me

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

NOTE-YOU ARE RECEIVING THIS EMAIL BECAUSE YOU ARE A USER OF [silpasathi.wb.gov.in](http://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.

# User Manual

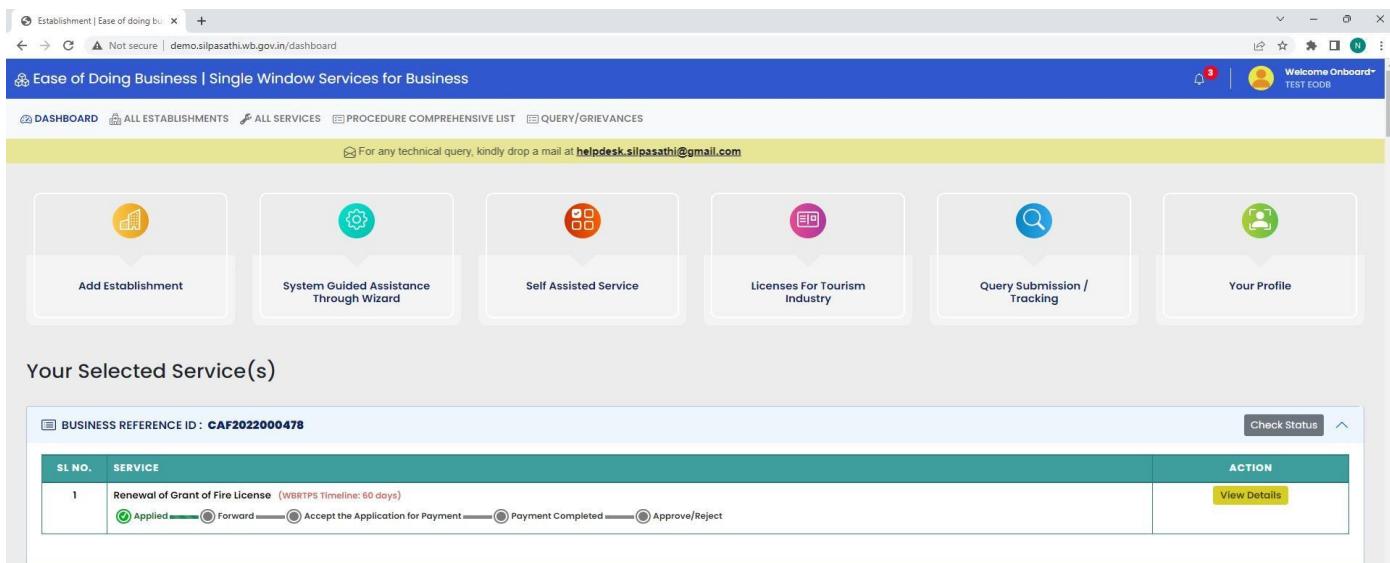
## Renewal of Grant of Fire License

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

### 2. Online Payment of fees

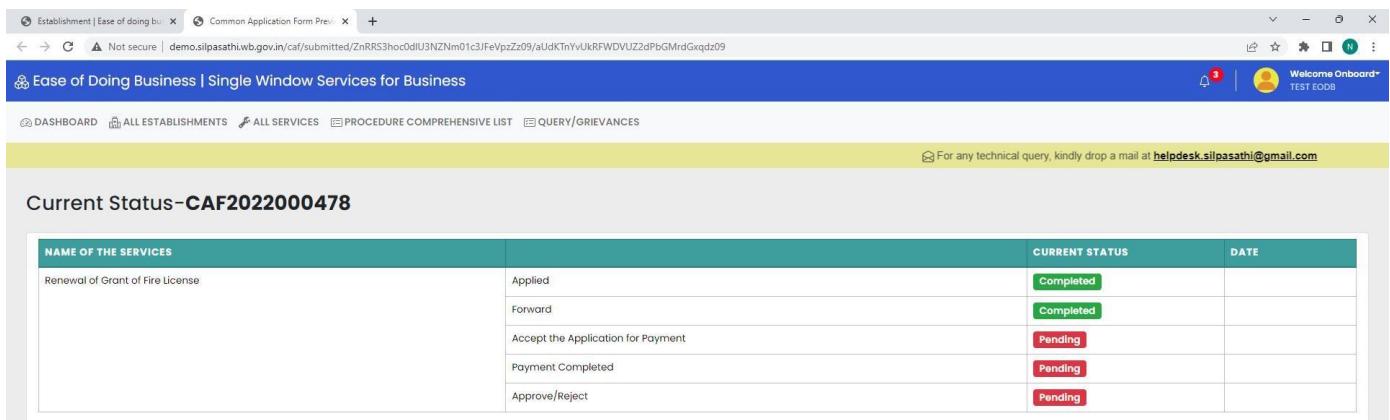
The applicant is now required to pay the required fees based on the application filled by the applicant. The applicant has to click on 'Pay Now' option and proceed with the payment procedure. The screenshot below provides an illustration:

#### Applicant's Dashboard



The screenshot shows the 'Applicant's Dashboard' of the 'Ease of Doing Business' portal. At the top, there are six service icons: 'Add Establishment' (yellow), 'System Guided Assistance Through Wizard' (green), 'Self Assisted Service' (orange), 'Licenses For Tourism Industry' (pink), 'Query Submission / Tracking' (blue), and 'Your Profile' (green). Below these, a section titled 'Your Selected Service(s)' displays a table for a service with ID 'CAF2022000478'. The table has columns for 'SL NO.', 'SERVICE', and 'ACTION'. The service listed is 'Renewal of Grant of Fire License (WBRTPS Timeline: 60 days)'. The status for each step is: Applied (green), Forward (green), Accept the Application for Payment (green), Payment Completed (green), and Approve/Reject (yellow). A 'View Details' button is also present.

#### Status Dashboard



The screenshot shows the 'Status Dashboard' for the application with ID 'CAF2022000478'. At the top, it displays the 'Current Status' for the service. Below this, a table provides a detailed status for each step of the process:

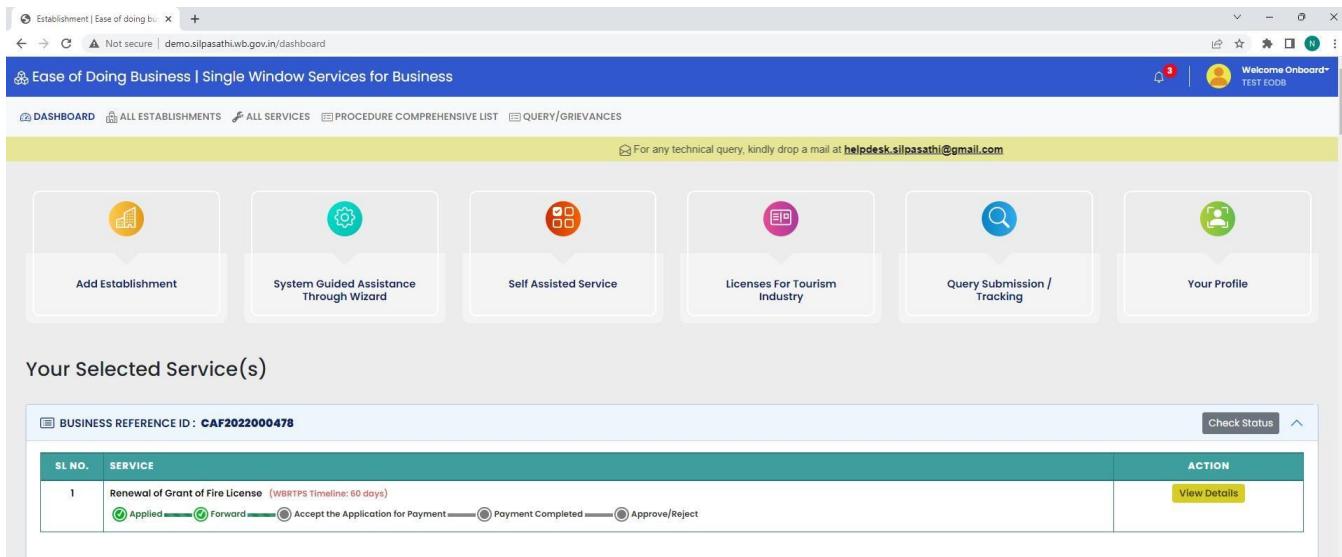
NAME OF THE SERVICES	CURRENT STATUS	DATE
Renewal of Grant of Fire License	Applied	
Forward	Completed	
Accept the Application for Payment	Pending	
Payment Completed	Pending	
Approve/Reject	Pending	

# User Manual

## Renewal of Grant of Fire License

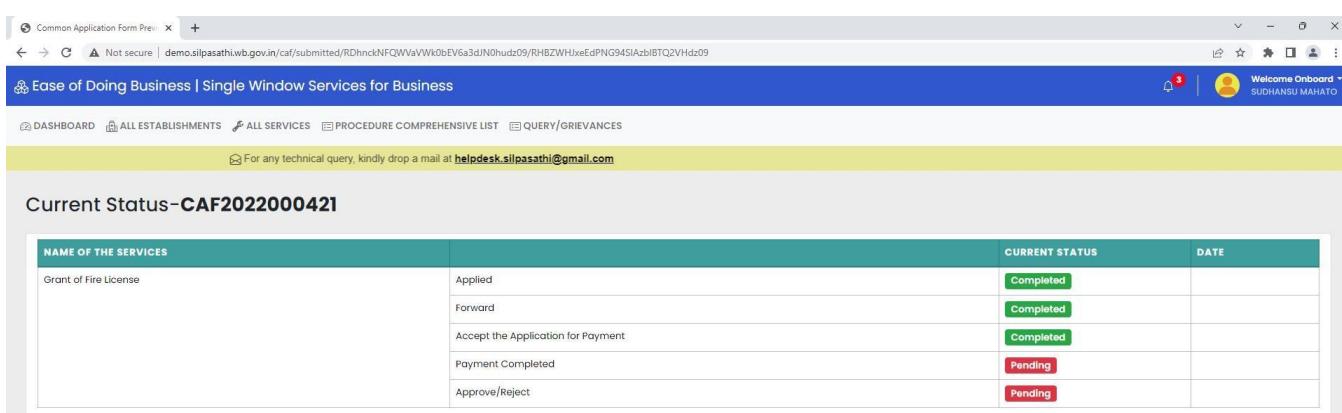
Provided as a service through 'SilpaSathi' the Online Single Window portal of State (WB)

### Applicant's Dashboard



The screenshot shows the 'Ease of Doing Business | Single Window Services for Business' dashboard. At the top, there are six service icons: 'Add Establishment', 'System Guided Assistance Through Wizard', 'Self Assisted Service', 'Licenses For Tourism Industry', 'Query Submission / Tracking', and 'Your Profile'. Below these, a yellow bar displays the email 'helpdesk.silpasathi@gmail.com'. The main content area shows a table for the selected service:

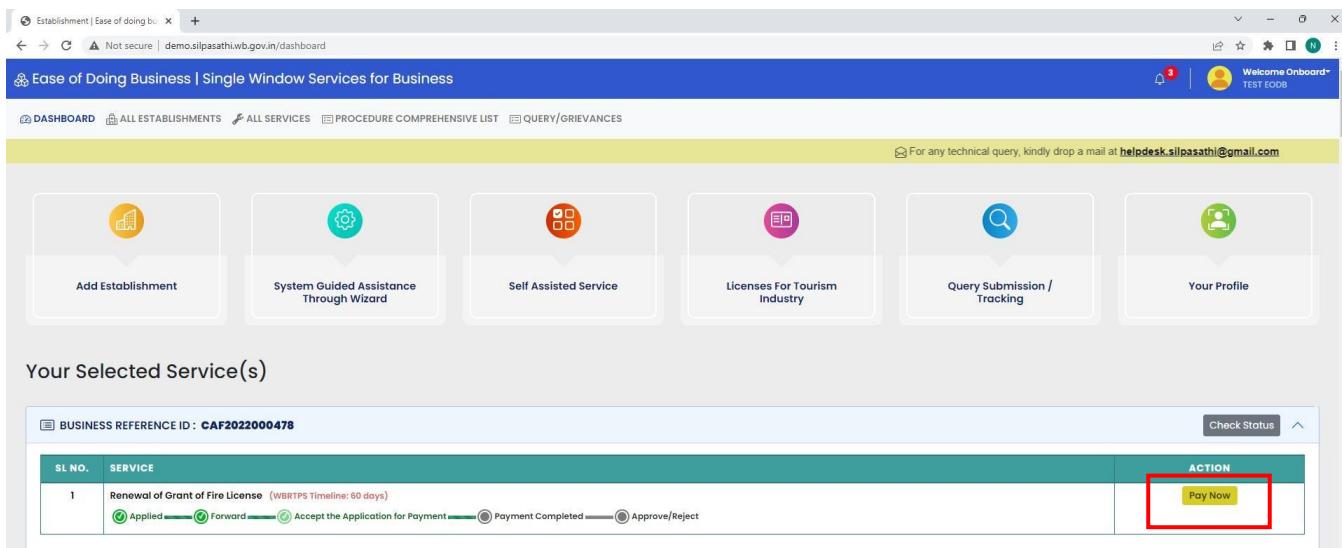
SL NO.	SERVICE	ACTION
1	Renewal of Grant of Fire License (WBRTPS Timeline: 60 days) Applied → Forward → Accept the Application for Payment → Payment Completed → Approve/Reject	<a href="#">View Details</a>



The screenshot shows the 'Current Status' for application CAF2022000421. The table details the status of each step in the process:

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

### Applicant's Dashboard



The screenshot shows the 'Ease of Doing Business | Single Window Services for Business' dashboard. The 'Query Submission / Tracking' service is highlighted with a red box around the 'Pay Now' button in the 'ACTION' column of the table.

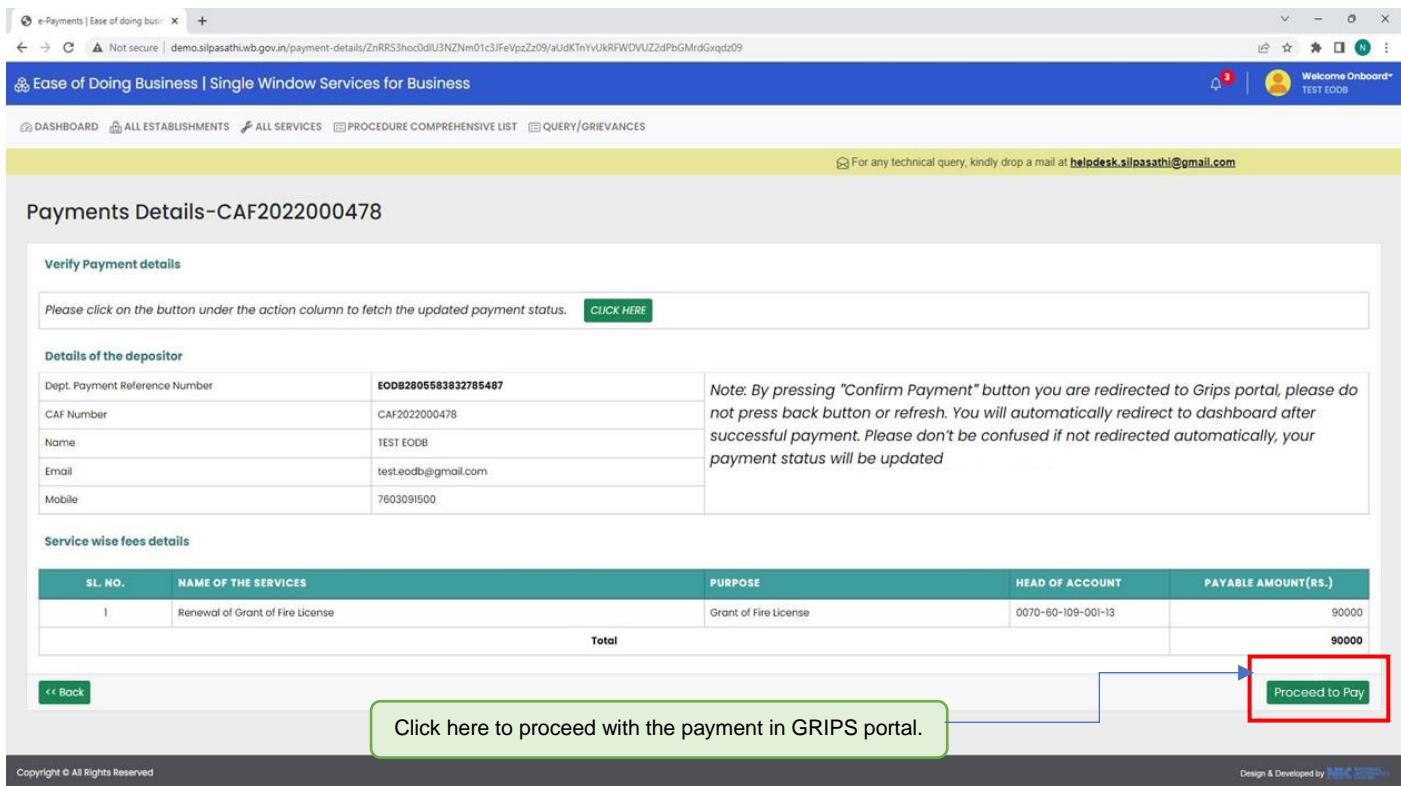
SL NO.	SERVICE	ACTION
1	Renewal of Grant of Fire License (WBRTPS Timeline: 60 days) Applied → Forward → Accept the Application for Payment → Payment Completed → Approve/Reject	<a href="#">Pay Now</a>

# 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	<b>EOD82805583832785487</b>
CAF Number	CAF2022000478
Name	TEST EODB
Email	test.eodb@gmail.com
Mobile	7603091500

*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*

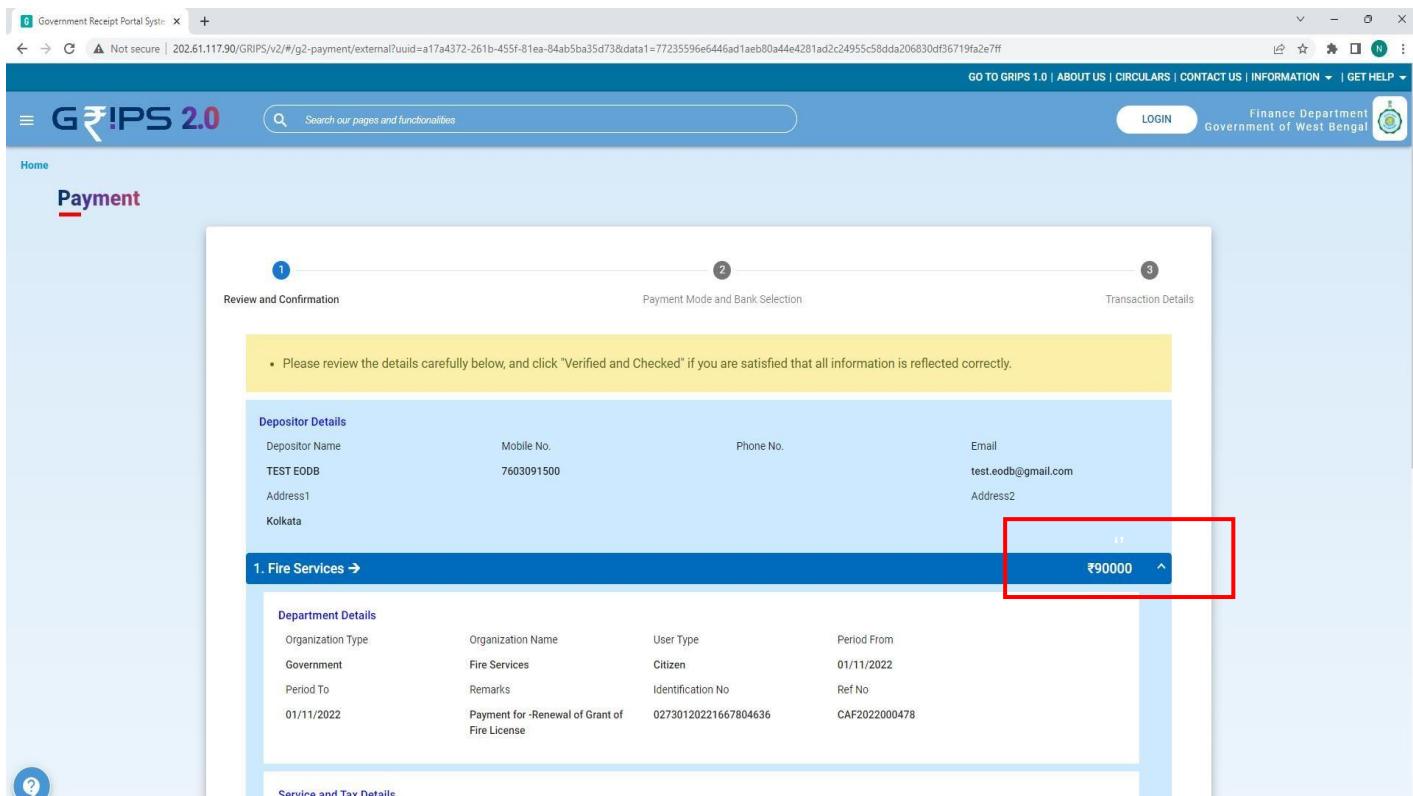
**Service wise fees details**

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.



**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**

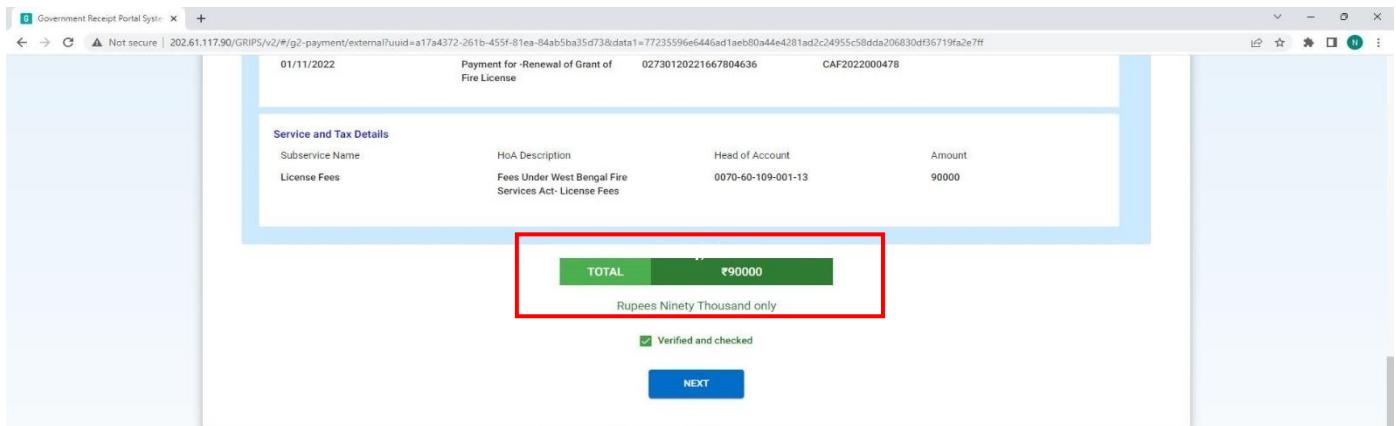
Organization Type	Organization Name	User Type	Period From
Government	Fire Services	Citizen	01/11/2022
Period To	Remarks	Identification No	Ref No
01/11/2022	Payment for -Renewal of Grant of Fire License	02730120221667804636	CAF2022000478

**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)



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

**Service and Tax Details**

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**

Go to GRIPS 1.0 | About Us | Circulars & Notifications | Contact Us | Frequently Used HoAs | Authorized Banks- Net Banking | SBlePay Banks- Corporate

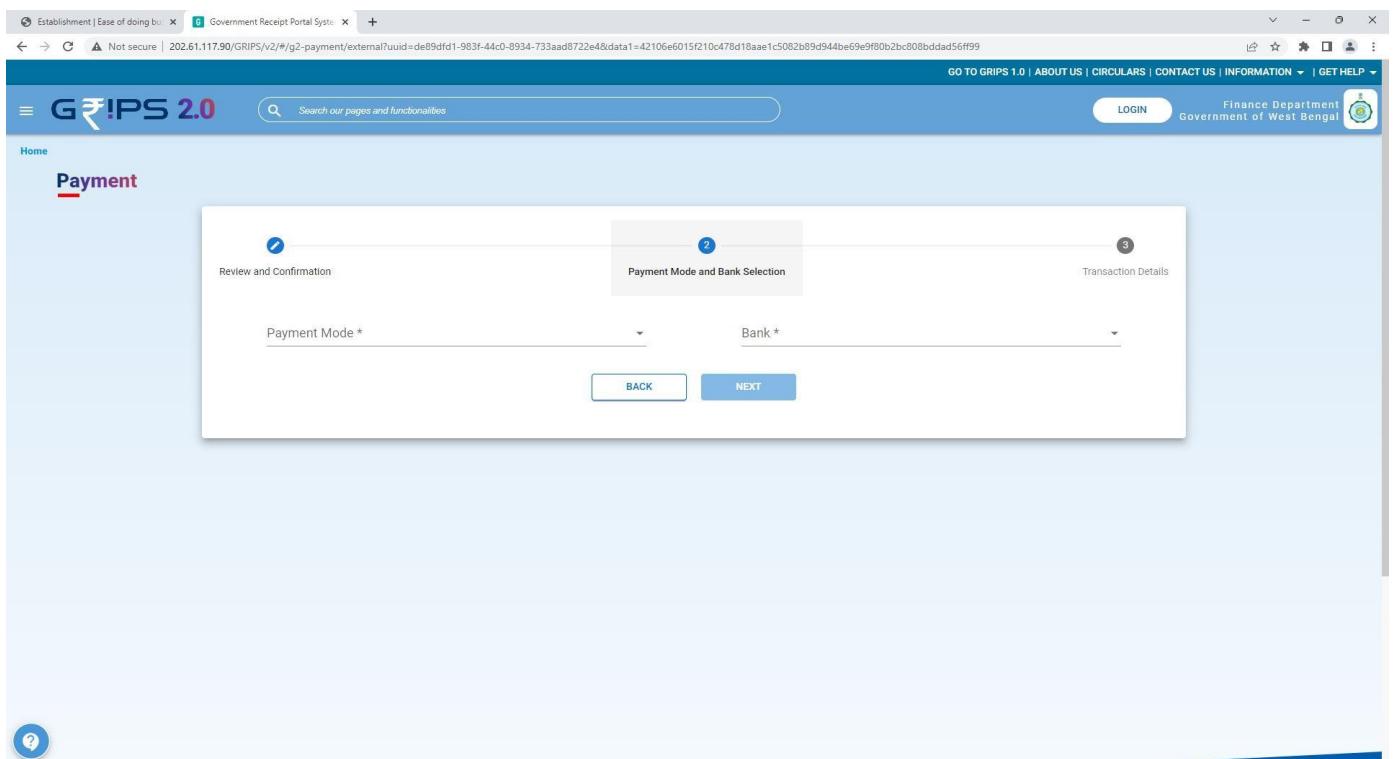
List of Integrated Departments | Search Head of Account | Verify HoA | Authorized Banks Nodal Officers | SBlePay Banks- Net Banking | SBlePay Banks- User Guide

Officers, e-Gov Group | Module-wise Email Address | Authorized Banks- Debit Card | SBlePay Banks- Debit Card

Authorized Banks- Counter Payment | SBlePay Banks- Credit Card | SBlePay Banks- Credit Card

SBlePay Banks- Debit Card | SBlePay Banks- Debit Card

Finance Department, Government of West Bengal. All rights reserved. | Designed, developed, and maintained by Tata Consultancy Services Ltd. | Engine ID: 8835328900, CR | 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

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

SEARCH our pages and functionalities

Home

**Payment**

Review and Confirmation

Payment Mode and Bank Selection

Transaction Details

Payment Mode \* Bank \*

BACK NEXT

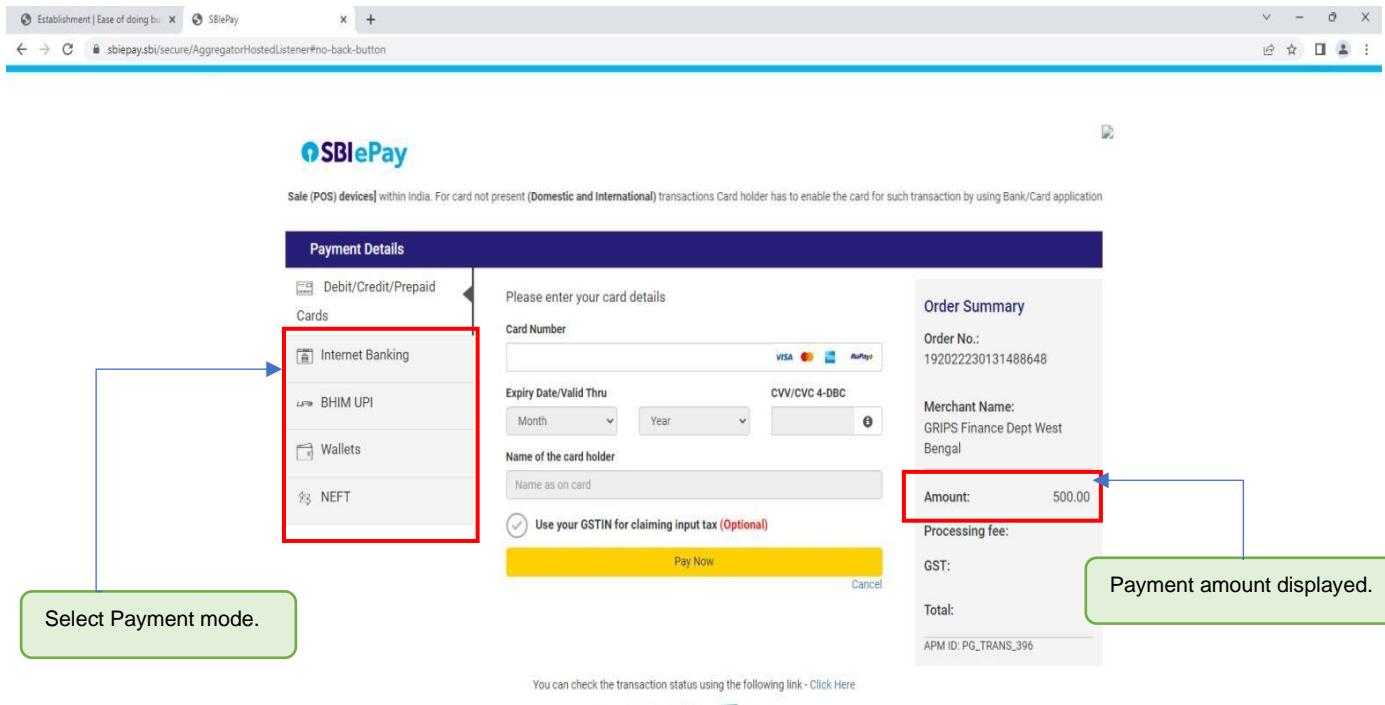
Finance Department Government of West Bengal

# User Manual

## Renewal of Grant of Fire License

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

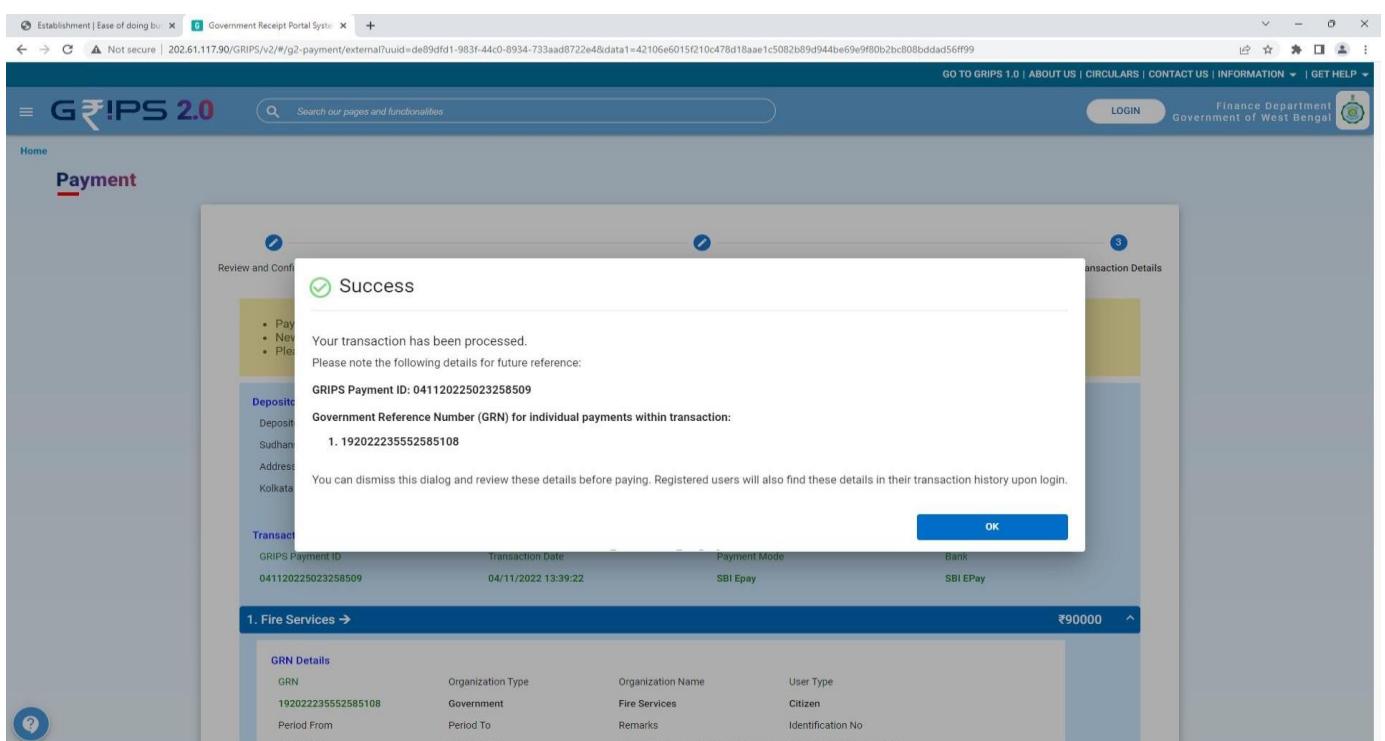
The applicant can choose his required mode of payment.



The screenshot shows the SBIEPay payment interface. On the left, a sidebar lists payment methods: Internet Banking, BHIM UPI, Wallets, and NEFT. The 'Internet Banking' option is highlighted with a red box and a blue arrow pointing to it from a green box labeled 'Select Payment mode.' On the right, the 'Order Summary' section displays the following details:

Order No.:	192022230131488648
Merchant Name:	GRIPS Finance Dept West Bengal
Amount:	500.00
Processing fee:	
GST:	
Total:	
APM ID:	PG_TRANS_396

A green box labeled 'Payment amount displayed.' is positioned to the right of the amount field. The URL in the browser is [sbiepay.sbi/secure/AggregatorHostedListener#no-back-button](http://sbiepay.sbi/secure/AggregatorHostedListener#no-back-button).



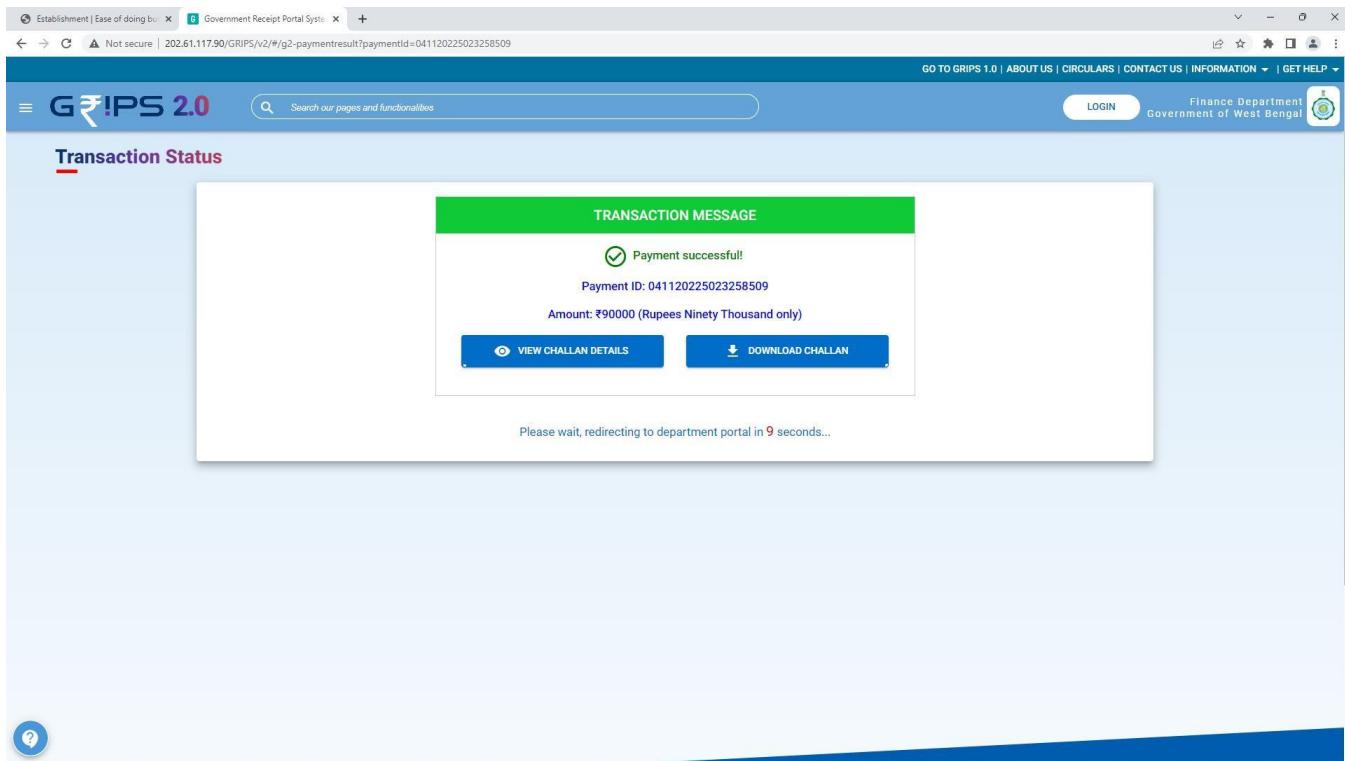
The screenshot shows the GRIPS 2.0 payment confirmation page. A central modal window displays a 'Success' message: 'Your transaction has been processed. Please note the following details for future reference: GRIPS Payment ID: 041120225023258509 Government Reference Number (GRN) for individual payments within transaction: 1. 192022235552585108'. The background shows the transaction history table with the following data:

GRN Details	Organization Type	Organization Name	User Type
192022235552585108	Government	Fire Services	Citizen
Period From: 16/09/2022	Period To: 16/09/2022	Remarks: Payment for Grant of Fire License	Identification No: 027301200231467540923

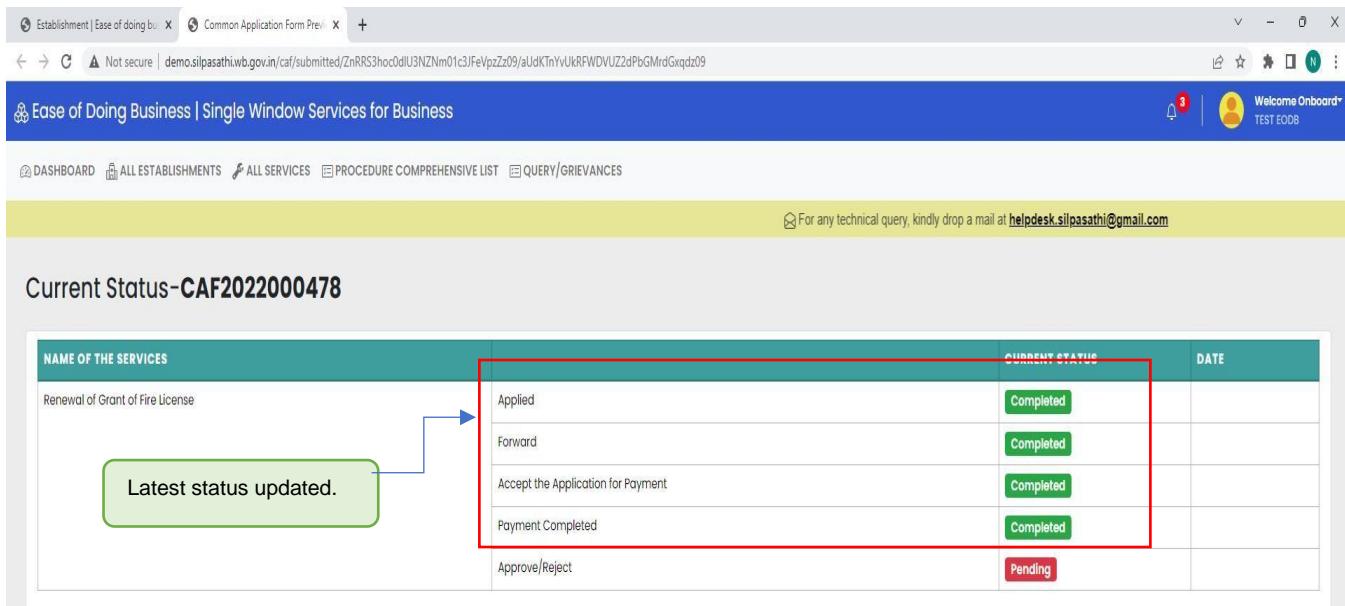
# User Manual

## 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

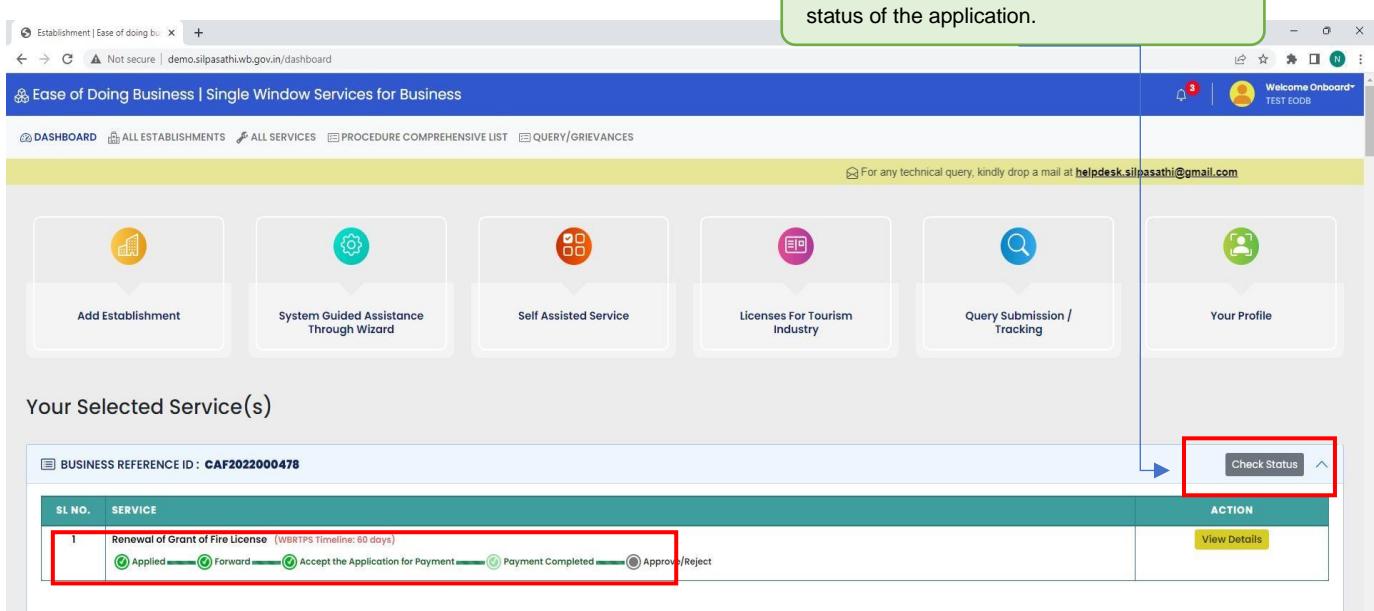
## Renewal of Grant of Fire License

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



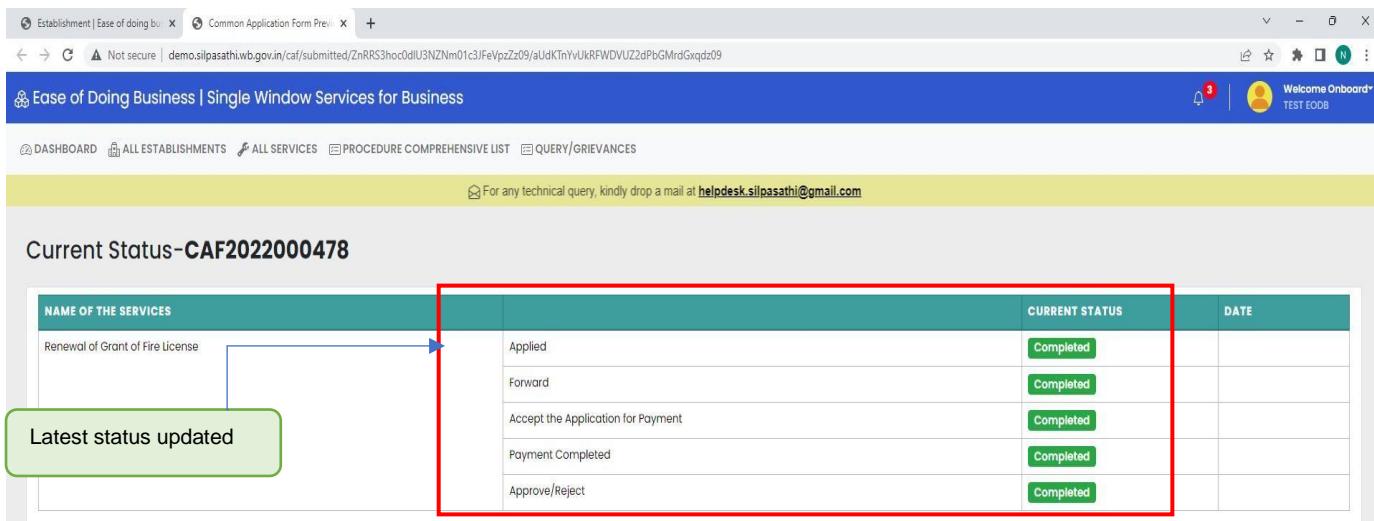
Click on 'Check Status' to check the latest status of the application.

The screenshot shows the 'Applicant's Dashboard' of the 'Ease of Doing Business' portal. At the top right, there is a green callout box with the text 'Click on 'Check Status' to check the latest status of the application.' Below this, the dashboard features several service icons: 'Add Establishment', 'System Guided Assistance Through Wizard', 'Self Assisted Service', 'Licenses For Tourism Industry', 'Query Submission / Tracking', and 'Your Profile'. A yellow banner at the top provides a technical support email. The main area shows a table of services with one row highlighted. The 'Check Status' button is located in the top right corner of the table row, and it is highlighted with a red box.

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

#### 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 'Status Dashboard' for the application CAF2022000478. A green callout box on the left says 'Latest status updated'. The main table shows the status of various steps: 'Applied' (Completed), 'Forward' (Completed), 'Accept the Application for Payment' (Completed), 'Payment Completed' (Completed), and 'Approve/Reject' (Completed). The 'Completed' status for these steps is highlighted with a red box.

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

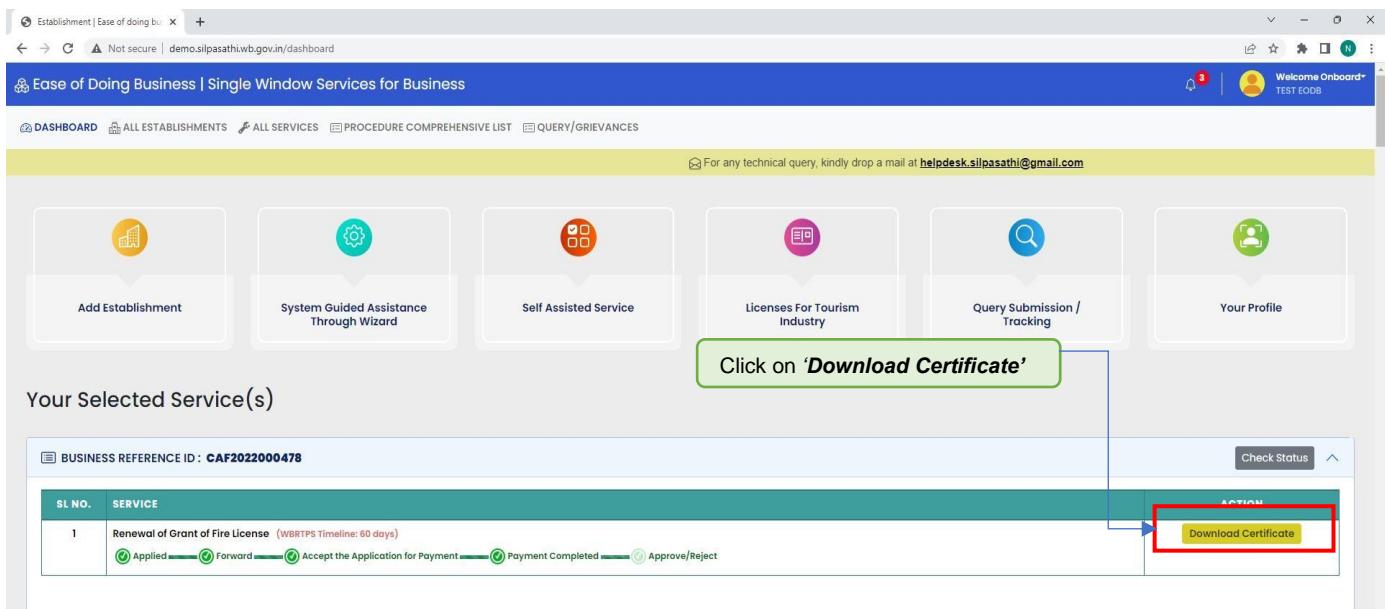
#### Note: Applicant can click on 'Check Status' at periodic intervals and can view the latest status of the application

# 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

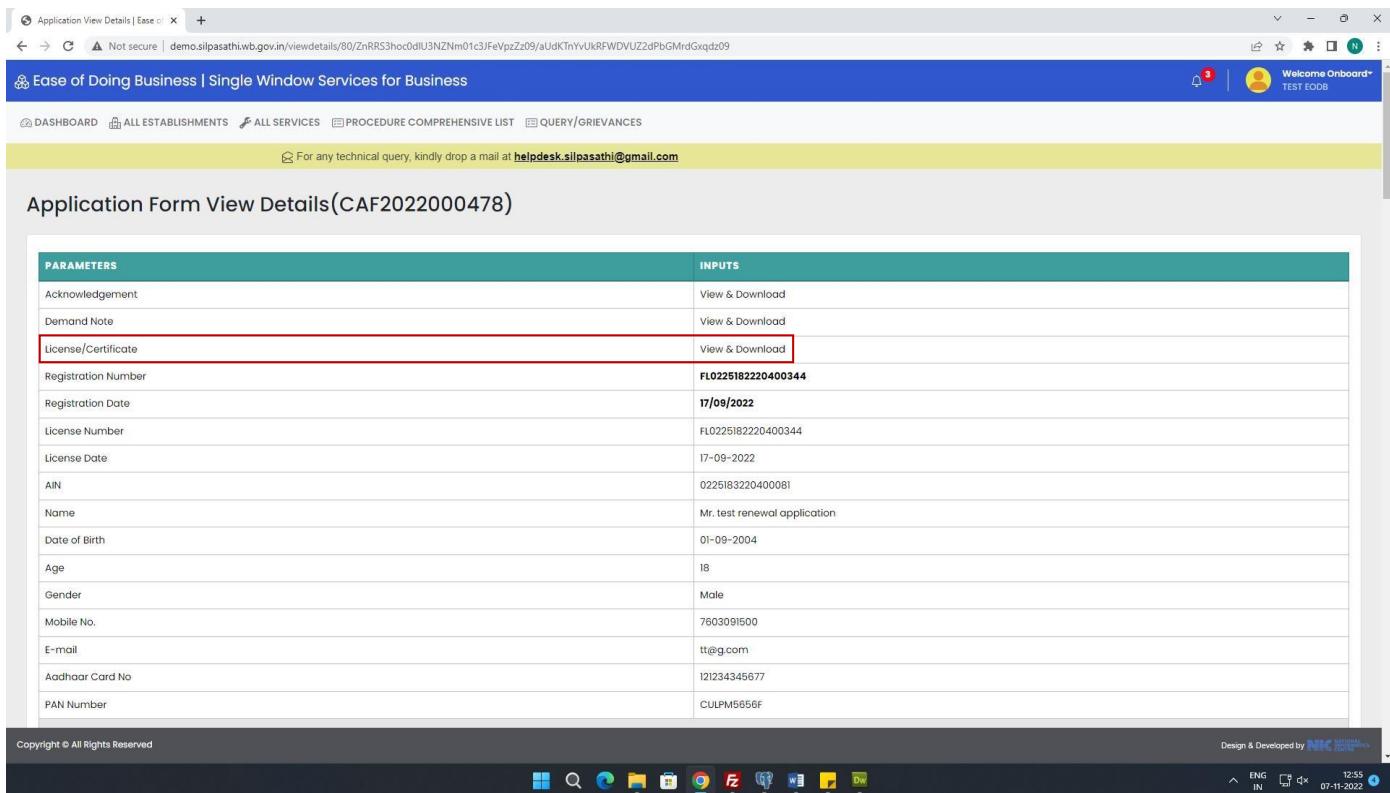


Your Selected Service(s)

SL NO.	SERVICE	ACTION
1	Renewal of Grant of Fire License (WBTPS Timeline: 60 days) ① Applied — ② Forward — ③ Accept the Application for Payment — ④ Payment Completed — ⑤ Approve/Reject	<b>Download Certificate</b>

#### 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.



PARAMETERS	INPUTS
Acknowledgement	View & Download
Demand Note	View & Download
<b>License/Certificate</b>	<b>View &amp; Download</b>
Registration Number	F0225182220400344
Registration Date	17/09/2022
License Number	F0225182220400344
License Date	17-09-2022
AIN	0225183220400081
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	CULPM5656F

## User Manual

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

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

Application View Details | Ease o Adobe Acrobat PDF edit, convert, sign tools | chrome-extension://efaidnbmnmibpcajpcg/clefindmkaj/http://demo.slipasathi.wb.gov.in/read-bytea-file-all/aWQ%3D/Mzg%3D/MTI%3D/ZmlyZV9ZXJ0aWZpY2F0ZV9kb2N1bWVudA%3D%3D/ZmlsZV9jb25... Open in desktop app Tools

Adobe Acrobat CAF2022000478-8-38

T

  
শাসক জাতী

**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.

Application View Details | Ease of Doing Business | CAF2022000478-8-38.pdf

Adobe Acrobat | CAF2022000478-8-38

Open in desktop app | Tools

It is hereby acknowledged that a sum of RS. 90000 being the license fee due by the said 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 confirm to the conditions prescribed under Section 12 of the West Bengal Fire Services Act, 1950.

(3) No article referred to in the Clause (l) 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 be renewed within next 1 Year

The authenticity of this document can be verified by accessing the 'View Digital Signature' 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:

 <p>Government of West Bengal West Bengal Form No. 393Z (28) License under the West Bengal Fire Services Act, 1950</p>	
License no.:FL0225182220400344	Date: 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)	
<p>1. Ammonium Nitrate - 1000 Ltr. 2. Bidi Leaves - 200 Kg. 3. Asphaltum - 3000 Ltr. 4. Carbon Bi or Di-sulphide - 400 Kg.</p> <p>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.</p>	
<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 (l) 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>	
<p>The authenticity of this document can be verified by accessing the URL: <a href="http://edistrict.wb.gov.in">edistrict.wb.gov.in</a> and then clicking on the 'Verification of Digitally Signed Document' link and keying in the Unique Number : 0225183220400081. Page : 1</p>	

# 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

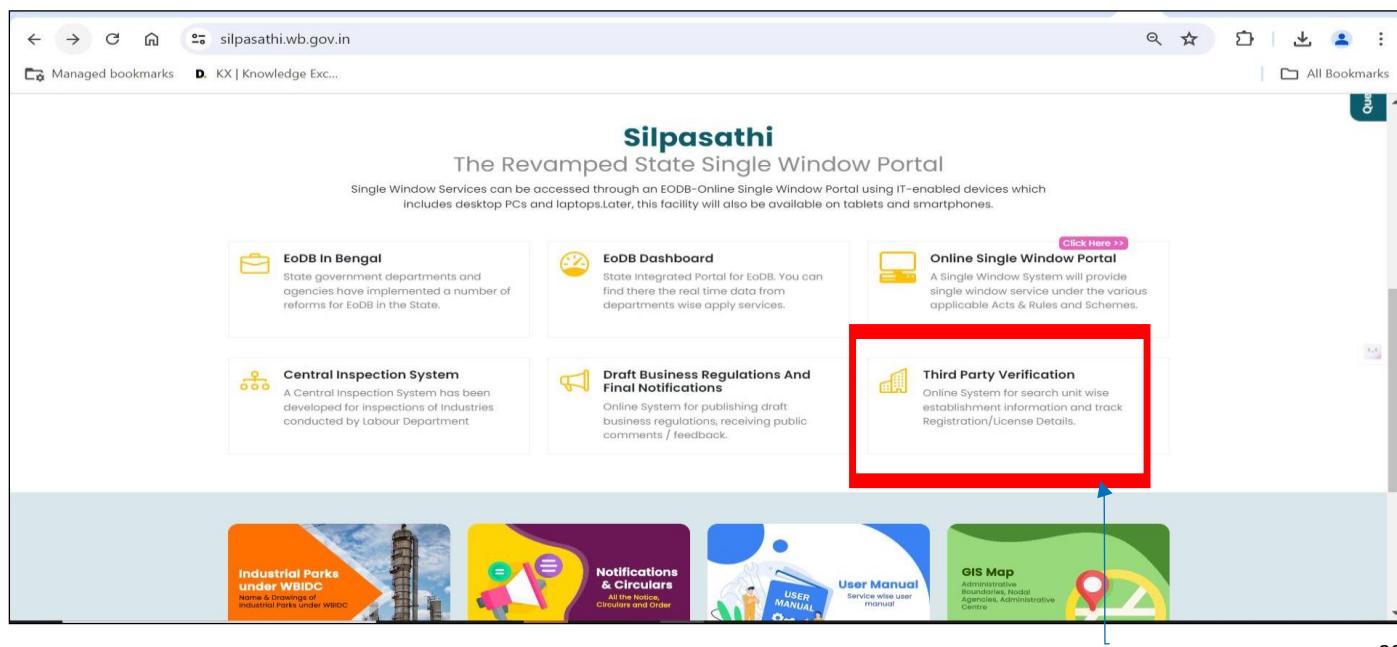
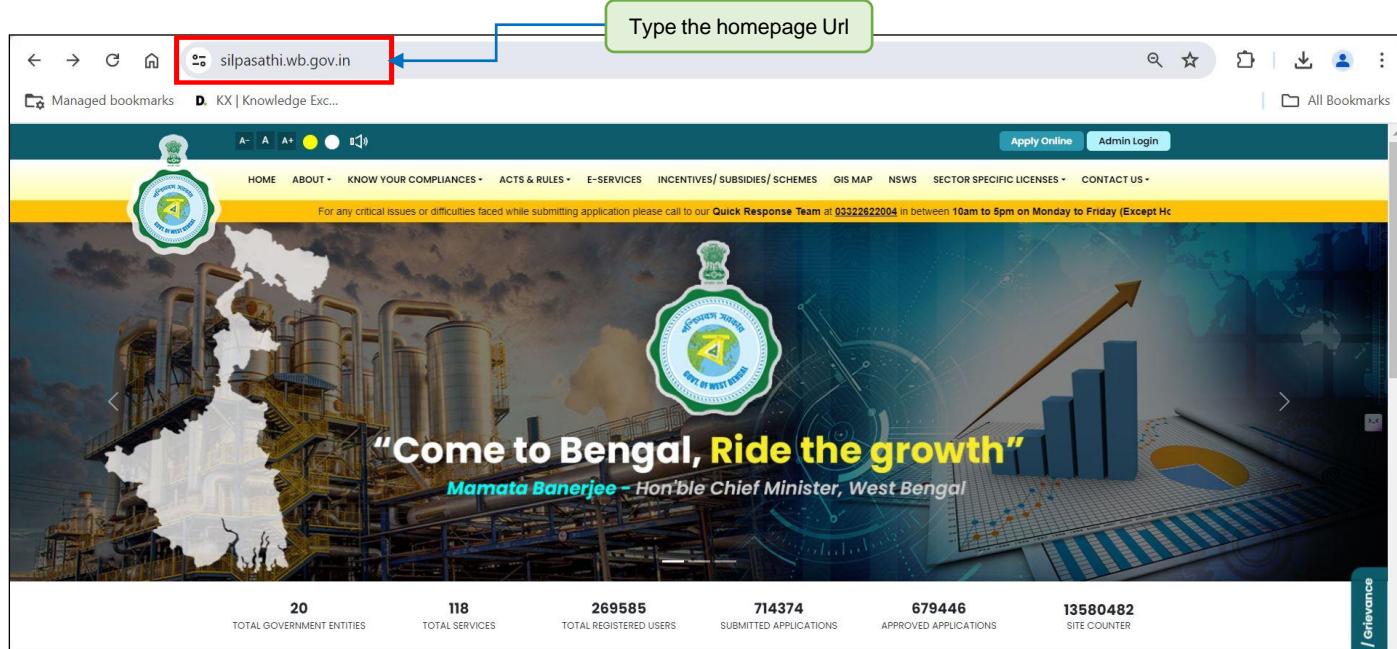
#### Third part verification process

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

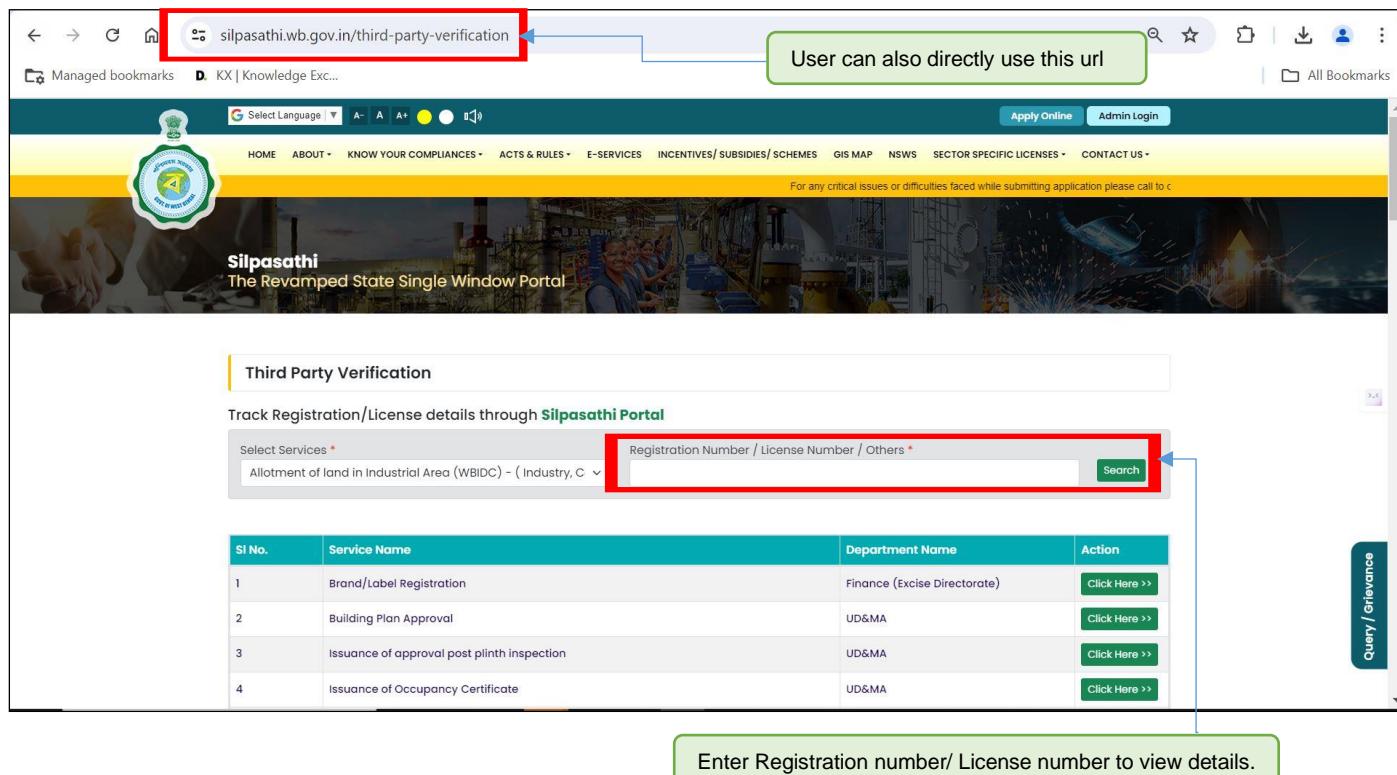


# User Manual

## Renewal of Grant of Fire License

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

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.



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 )

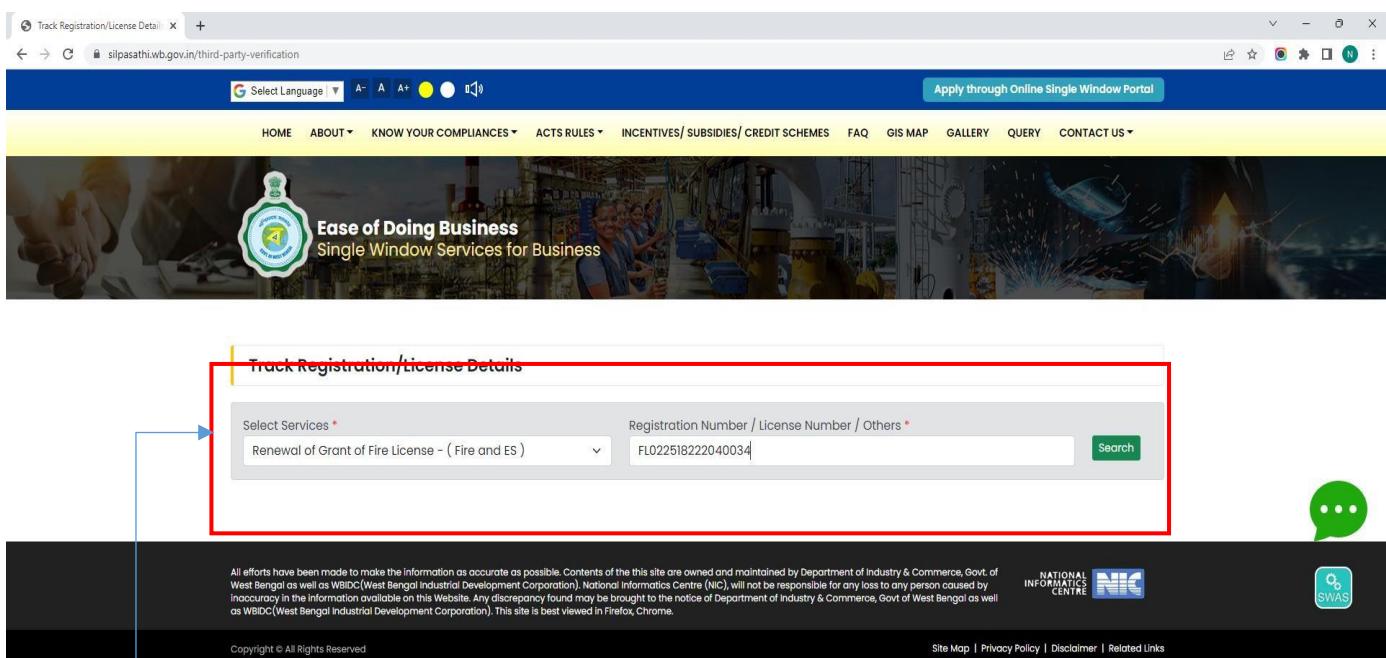
Registration Number / License Number / Others \*

Search

Enter Registration number/ License number to view details.

SI No.	Service Name	Department Name	Action
1	Brand/Label Registration	Finance (Excise Directorate)	<a href="#">Click Here &gt;&gt;</a>
2	Building Plan Approval	UD&MA	<a href="#">Click Here &gt;&gt;</a>
3	Issuance of approval post plinth inspection	UD&MA	<a href="#">Click Here &gt;&gt;</a>
4	Issuance of Occupancy Certificate	UD&MA	<a href="#">Click Here &gt;&gt;</a>

Query / Grievance



Track Registration/License Details

Select Services \*

Renewal of Grant of Fire License - ( Fire and ES )

Registration Number / License Number / Others \*

FL022518222040034

Search

Enter Registration number/ License number to view details.

All efforts have been made to make the information as accurate as possible. Contents of this site are owned and maintained by Department of Industry & Commerce, Govt. of West Bengal as well as WBIDC (West Bengal Industrial Development Corporation). National Informatics Centre (NIC), will not be responsible for any loss to any person caused by inaccuracy in the information available on this Website. Any discrepancy found may be brought to the notice of Department of Industry & Commerce, Govt of West Bengal as well as WBIDC (West Bengal Industrial Development Corporation). This site is best viewed in Firefox, Chrome.

NATIONAL INFORMATICS CENTRE 

Copyright © All Rights Reserved

Site Map | Privacy Policy | Disclaimer | Related Links

SWAS 

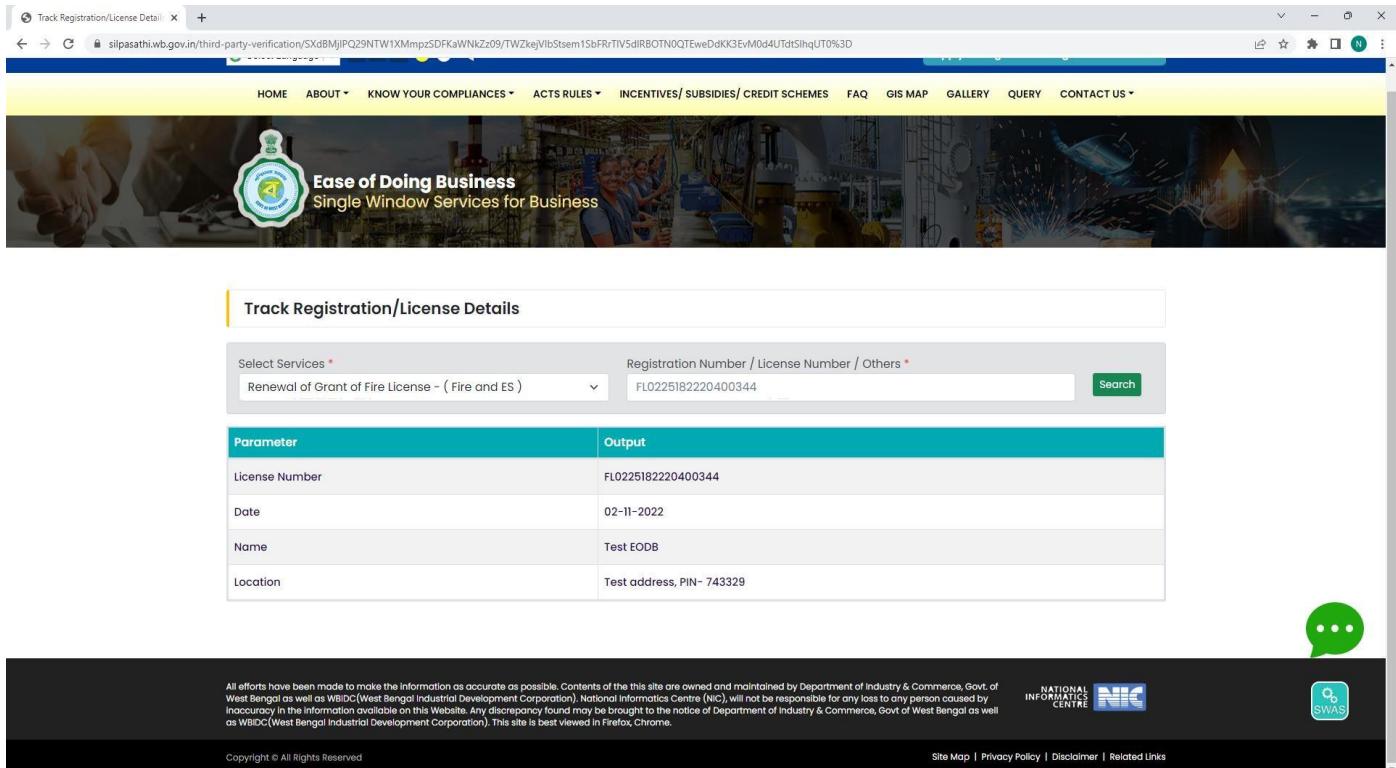
License details can be viewed after entering correct license number and clicking on Search.

# User Manual

## Renewal of Grant of Fire License

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

**The third party can view the details as illustrated below:**



The screenshot shows the 'Track Registration/License Details' page of the SilpaSathi website. The top navigation bar includes links for HOME, ABOUT, KNOW YOUR COMPLIANCE, ACTS RULES, INCENTIVES/SUBSIDIES/CREDIT SCHEMES, FAQ, GIS MAP, GALLERY, QUERY, and CONTACT US. The main content area features a banner with the text 'Ease of Doing Business Single Window Services for Business' and an image of industrial workers. Below the banner is a search form with 'Select Services' dropdown (set to 'Renewal of Grant of Fire License - ( Fire and ES )') and a 'Registration Number / License Number / Others' input field containing 'FL0225182220400344'. A 'Search' button is to the right. A table below the search form shows the following data:

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

At the bottom of the page, a footer contains a disclaimer about the accuracy of the information, logos for the National Informatics Centre (NIC) and SWAS, and links for Site Map, Privacy Policy, Disclaimer, and Related Links. A small green speech bubble icon is also present in the bottom right corner.