



Fire & Emergency Services:

Revision of Fire Safety Recommendation

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

User Manual

Revision of Fire Safety Recommendation provided as a service through 'SilpaSathi' the Online Single Window portal of State (WB)

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Revision of Fire Safety Recommendation 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 “**Revision of Fire Safety Recommendation**” 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

Revision of Fire Safety Recommendation is required to renew the service of Fire Safety Recommendation. Fire Safety Recommendation” by Fire & Emergency Services Govt. of West Bengal is required to ensure the safety of individuals and properties, it is essential to have a pre-fire planning strategy in place. The online system has the following features without the requirement of physical visit to the Department: 1) Submission of Application 2) Online Payment of fees 3) Track Status of Application 4) Online Download of final approval certificate 5) Third Party Verification.

Comprehensive Checklist of Documents to be submitted online

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

| # | Documents Required | Detailed Description |
|----|--------------------|--|
| 1. | Key Location Plan | A key plan is a small map that shows the location of specific elements within a building's overall design |
| 2. | Site Plan | A site plan, also known as a plot plan, is a diagram that shows the existing and proposed conditions of a property or parcel of land |

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| # | Documents Required | Detailed Description |
|-----|--|---|
| 3. | Section Plan | A Section Plan refers to a detailed design or layout of a room, building, or floor plan |
| 4. | Floor Plan | A floor plan is a two-dimensional representation of a building's layout, typically drawn to scale. |
| 5. | Basement Plan | A basement plan refers to a detailed architectural design or blueprint of the underground level of a building, typically including the layout, measurements, and features of the space |
| 6. | Master plan with ground floor showing floor wise area (statement in square metres) | A master plan with a ground floor floor-wise area breakdown typically includes a detailed layout of the building's floor space, highlighting specific areas for various purposes. |
| 7. | Roof Plan | A roof plan refers to a detailed design and layout of a roof's structure, including the type of roofing system, pitch, and design features. |
| 8. | F.A.R. calculation showing details of area | F.A.R. (Floor Area Ratio) is a calculation used in urban planning to determine the maximum amount of floor area allowed to be built on a piece of land |
| 9. | F.A.R. calculation showing calculation of parking area | F.A.R. (Floor Area Ratio) is a calculation used in urban planning to determine the maximum amount of floor area allowed to be built on a piece of land which shall be further used to depict the parking area details |
| 10. | Sanction plan for existing building | A sanctioned plan for an existing building is a plan and permissions granted by the competent authority for a building |
| 11. | Other Supporting Documents | Other Supporting Documents |
| 12. | Applicant's proof of identity (Aadhar/ passport/ voter id) | Aadhar/ passport/ voter id |
| 13. | Proof of power of attorney | A proof of power of attorney is a legal document that grants one person (the agent) the authority to make decisions and take actions on behalf of another |
| 14. | PAN | PAN stands for Permanent Account Number, a unique 10-digit alphanumeric identifier issued by the Income Tax Department in India |

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| # | Documents Required | Detailed Description |
|-----|--|---|
| 15. | Completion Certificate for existing building | A Completion Certificate (CC) is a legal document that confirms that a building has been completed in compliance with the approved building plans and local regulations |

Timeline (WBRTPS)

Revision of Fire Safety Recommendation has an WBRTPS timeline of 30 days (15 days in KMC Area) till approval by the authorities.

Instructions related to the application form

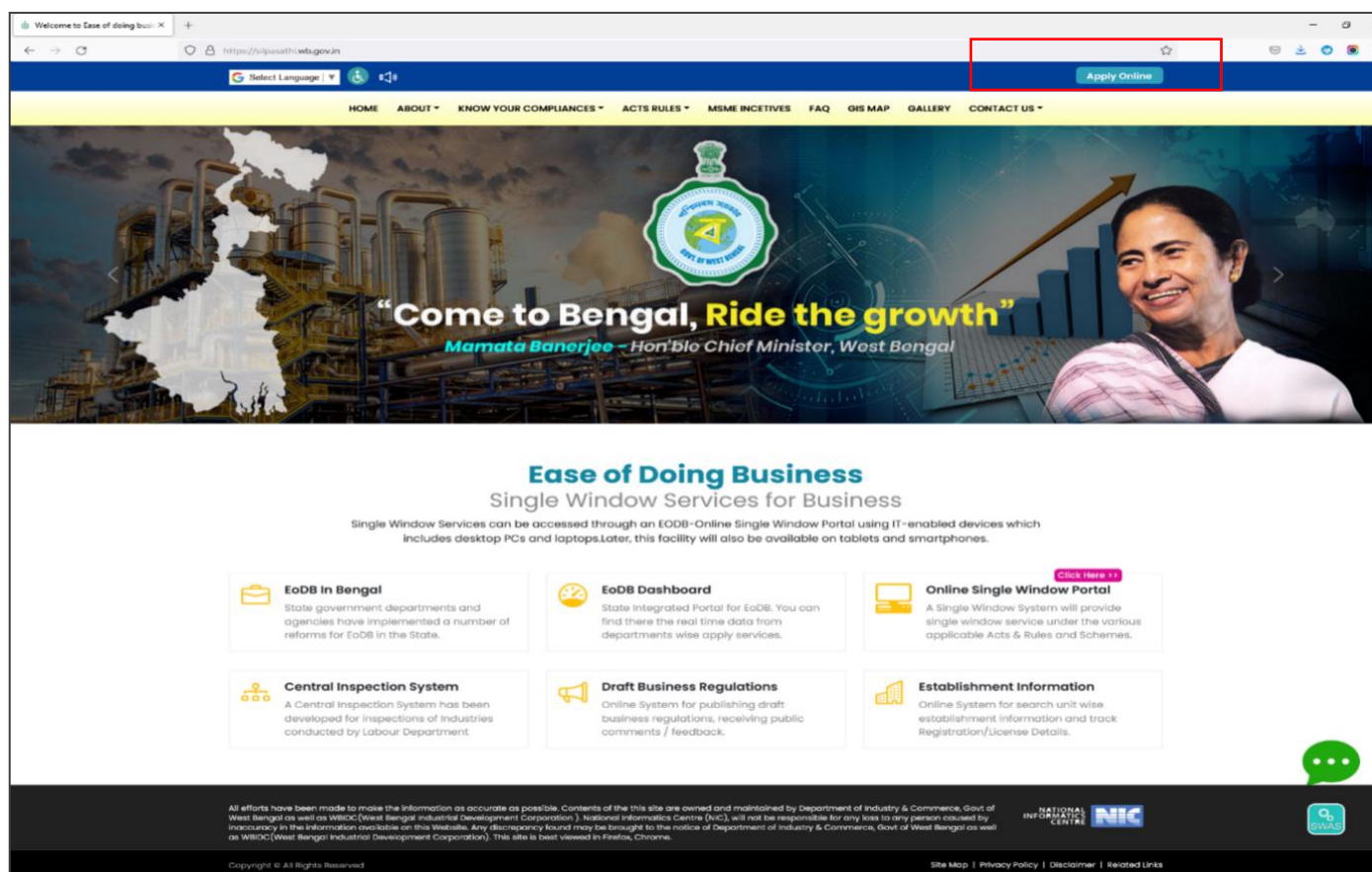
| Sl. No. | Field Name | Instructions |
|---------|---|--|
| 1. | Applicant Type | Select type of applicant |
| 2. | Applicants Basic Information | Enter Applicants Basic Information which include name, phone number, email id, etc |
| 3. | Address of the Property | Enter address details of the property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

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Application Process through SilpaSathi

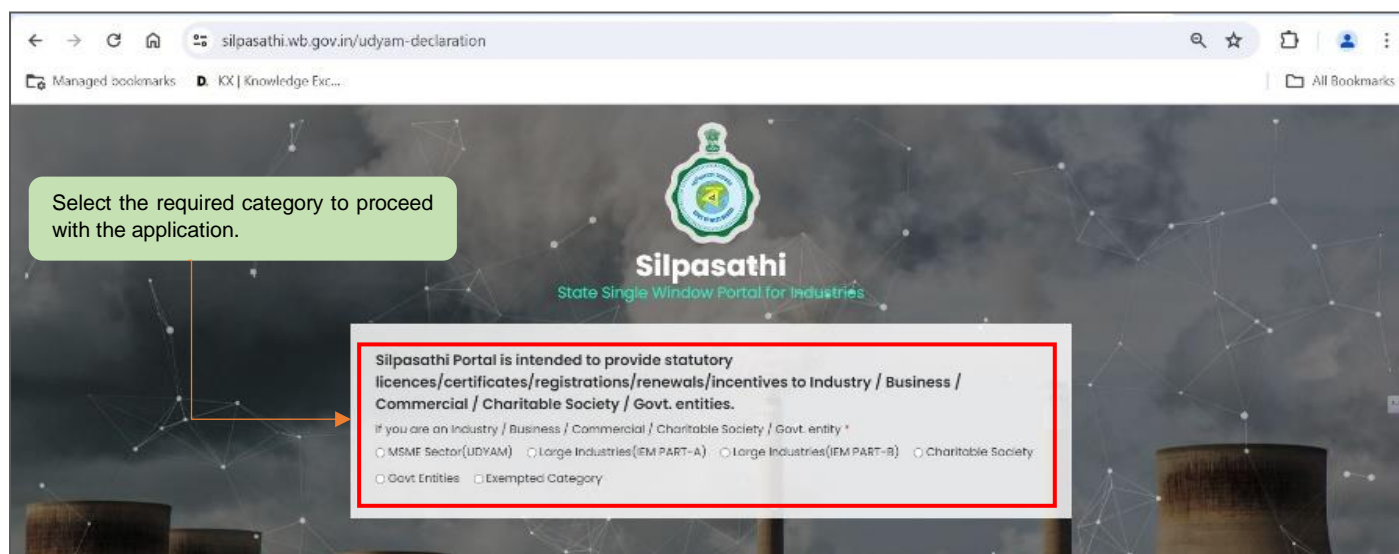
1. Online Application submission along with online submission of documents

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



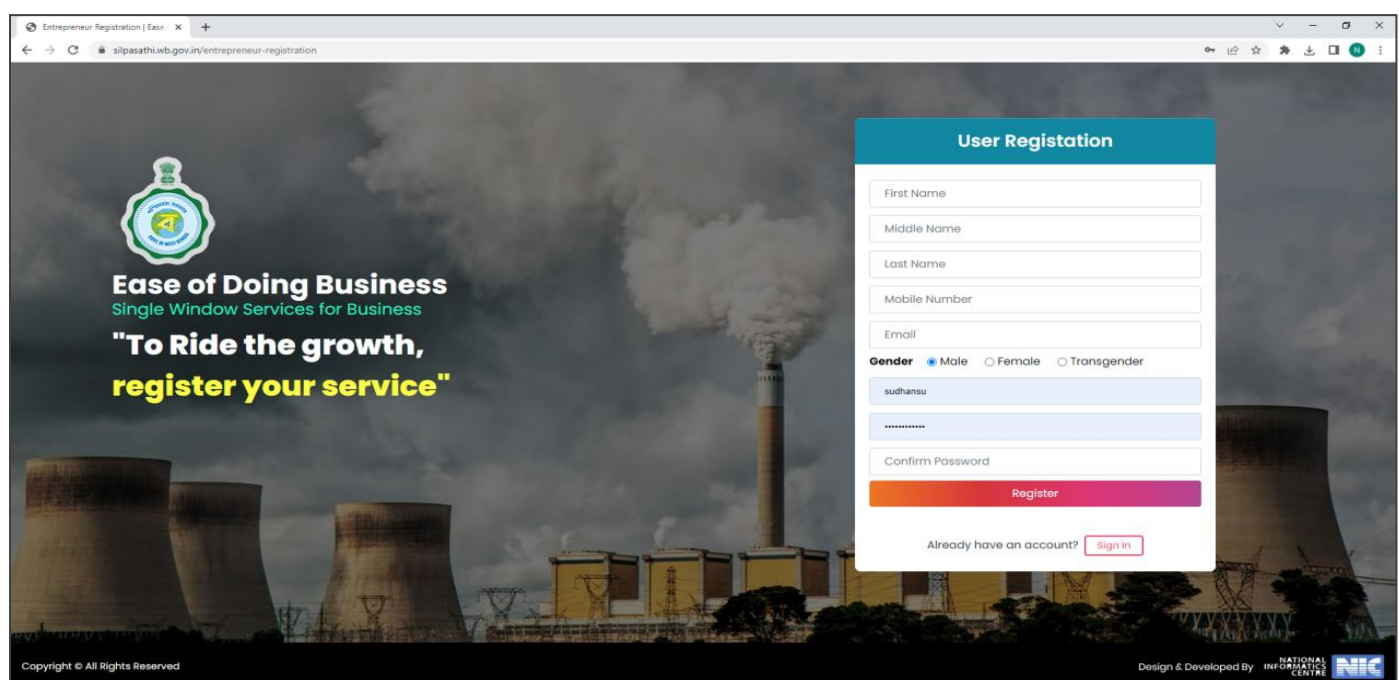
Applicant Log-in: The applicant needs to **select the required category** as illustrated in the screenshot below and proceed for registration.

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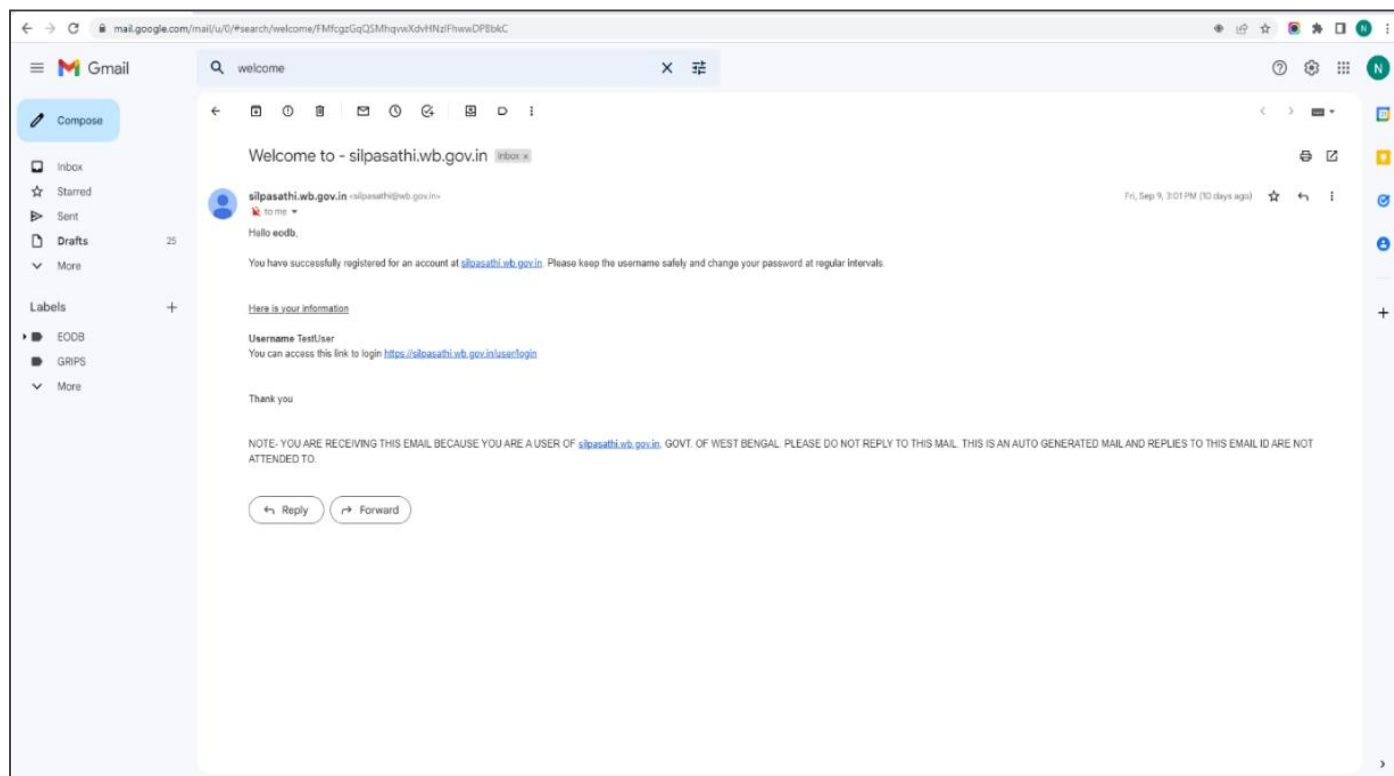
A sign-up window appears on the screen. The user has to select '[Create New](#)' if he is a new user. An already registered user in SilpaSathi portal can fill in the username and password and login to the SilpaSathi portal.

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**.



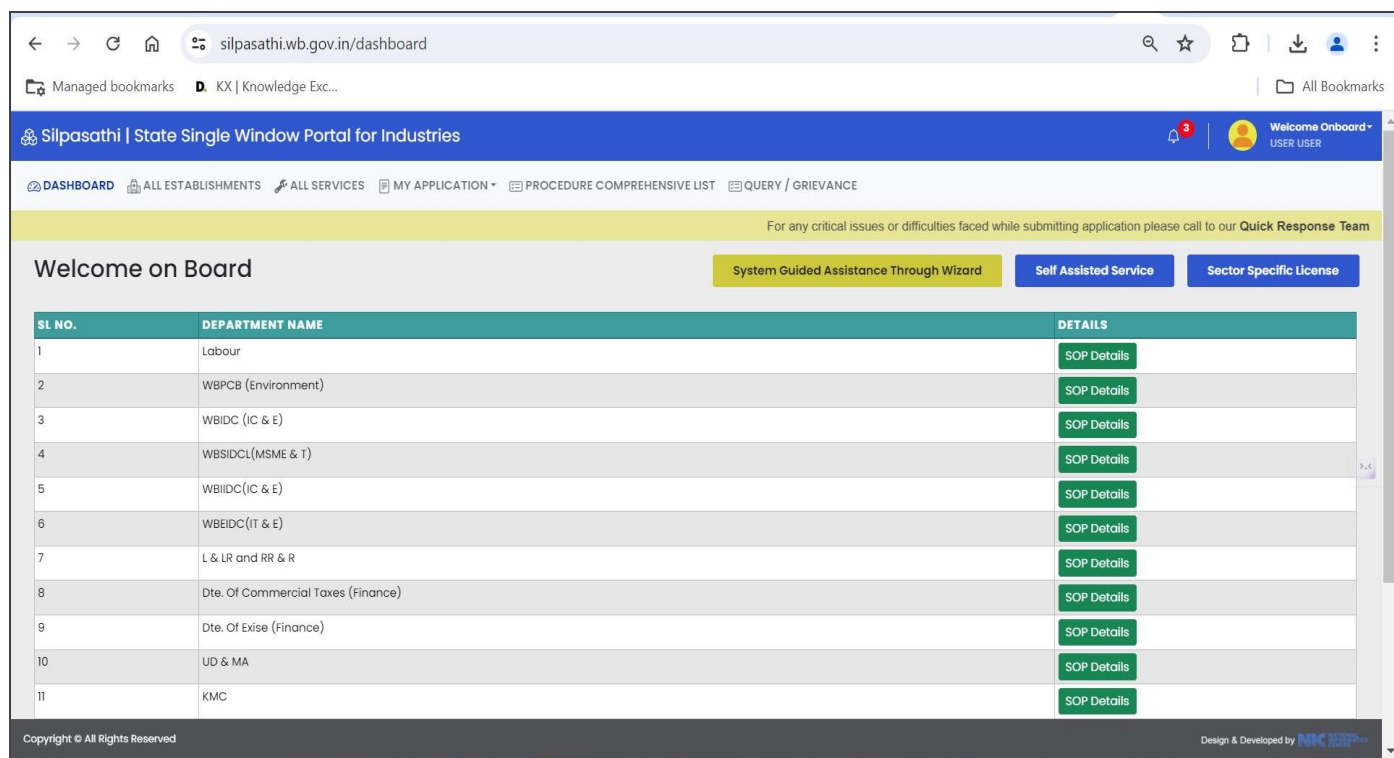
Applicants will receive email confirmation after registering into the single window portal. Please refer to the screenshot below:

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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.



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

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The screenshot shows the SilpaSathi portal interface. The 'ALL SERVICES' tab is selected in the top navigation bar. Below the navigation bar, there is a message about the 'Renewal of Trade License Certificate' and 'Land Conversion Certificate'. The main section is titled 'Select The Required Service(s)'. A table lists various services, with the 'Consumer Affairs' department selected. The service 'Revision of Fire Safety Recommendation' is highlighted with a red box.

| DEPARTMENT/DIRECTORATE/DISTRICT ADMINISTRATION | SERVICE NAME |
|--|---|
| <input type="checkbox"/> Consumer Affairs | Auto-renewal of Licence as Dealer of Weights and Measures under the Legal Metrology Act |
| <input type="checkbox"/> Consumer Affairs | Auto-renewal of Licence as Manufacturer of Weights and Measures under the Legal Metrology Act |
| <input type="checkbox"/> Consumer Affairs | Auto-renewal of Licence as Repairers of Weights and Measures under the Legal Metrology Act |
| <input type="checkbox"/> Consumer Affairs | Licence as Dealer of Weights and Measures under the Legal Metrology Act |
| <input type="checkbox"/> Consumer Affairs | Licence as Manufacturer of Weights and Measures under the Legal Metrology Act |
| <input type="checkbox"/> Consumer Affairs | Licence as Repairers of Weights and Measures under the Legal Metrology Act |
| <input type="checkbox"/> Consumer Affairs | Registration of Manufacturer / Packer under the Legal Metrology Act |
| <input type="checkbox"/> Consumer Affairs | Verification of Weights and Measures |
| <input type="checkbox"/> Directorate of Commercial Taxes - Finance | Approval for DG set installation |

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

The screenshot shows the SilpaSathi portal interface. The 'ALL SERVICES' tab is selected in the top navigation bar. Below the navigation bar, there is a message about technical queries. The main section is titled 'Select The Required Service(s)'. A table lists various services, with the 'Fire and ES' department selected. The service 'Revision of Fire Safety Recommendation' is highlighted with a red box. A green callout box points to the 'Create CAF' button.

| DEPARTMENT NAME | SERVICE NAME |
|---|---|
| <input type="checkbox"/> Dte. Of Legal Metrology - Consumer Affairs | Registration of Manufacturer / Packer under the Legal Metrology Act |
| <input type="checkbox"/> Dte. Of Legal Metrology - Consumer Affairs | Verification of Weights and Measures |
| <input type="checkbox"/> Dte. Of MSME - MSME & T | MSME Incentives |
| <input type="checkbox"/> Fire and ES | Fire Safety Certificate |
| <input type="checkbox"/> Fire and ES | Fire Safety Recommendation |
| <input type="checkbox"/> Fire and ES | Grant of Fire License |
| <input type="checkbox"/> Fire and ES | Renewal of Fire Safety Certificate |
| <input type="checkbox"/> Fire and ES | Renewal of Grant of Fire License |
| <input checked="" type="checkbox"/> Fire and ES | Revision of Fire Safety Recommendation |
| <input type="checkbox"/> H & FW | Retail / Wholesale Drug License |

Showing 11 to 20 of 60 entries

Previous 1 2 3 4 5 6 Next

Click to create CAF.

Create CAF

After selecting the service **Revision of Fire Safety Recommendation**, 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.

CAF ID generated.

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

Business Reference ID : CAF2022000494

| SL NO. | SERVICE | ACTION |
|--------|--|--------|
| 1 | Revision of Fire Safety Recommendation (WBRTPS Timeline: 30 days (15 days in KMC area)) ● Send for Conducting TEC Meeting ● Send Back to applicant for appropriate payment ● Updating the Status ● Waiting for Physical Documents ● Send Back to DFO ● Send Back to Immediate Previous Actor ● Send Back to Inspector ● Initiated ● Accept the Application for Payment ● Approve ● Forward ● Forward for Rejection ● Forward for Seeking Clarification ● Physical Documents received ● Reject ● Send Back to Deputy Director ● Applied ● payment has been successful ● Auto Escalation | |

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):

Existing FSR Details for which Revised FSR is needed.

Existing FSR No.:

FSR/0225186220400454

[Search](#)

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Ease of doing business x +

← → ↻ ⚠ Not secure | 172.20.176.12/eodbosw/caf/application76/steptwo/RERIT2lubTJKRIVqMz3aDc2Y05IQT09/TJrnVEzejhWNEddkNNUJVEcms4Zz09

Ease of Doing Business | Single Window Services for Business

🔔 3 | 🧑 Welcome Onboard* SHOP TEST NAME

🏠 DASHBOARD 🏠 ALL ESTABLISHMENTS 🛠 ALL SERVICES 📋 PROCEDURE COMPREHENSIVE LIST 📧 QUERY/GRIEVANCES

✉ For any technical query, kindly drop a mail at helpdesk.silpasathi@gmail.com

✔ Valid FSR NO .

Common Application Form - CAF2022000494

Process Start 1 10%

Applicant Type

Applicant Type *
Owner

Applicants Basic Information

Name: Mr. eodb test, Dob: 20-09-1981 (age=41), Mobile No: 2334534534, Email: sy@yahoo.co.in, Pan No: BCSPD5422J, Aadhar No: 123456788888
Edit

Address Of The Property

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 or Ward: xcvcv xcvcv, Post Office: xcvcv xcvcv, Police Station: Dinhata PS, Address Line 1: xcvcv xcvcv, Address Line 2: , Pin Code: 713103, Nearest Fire Station to the Premises: Dinhata, Plot No./Holding No./Premises No: dfg dfg
Edit

Communication Address

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 or Ward: xcvcv xcvcv, Post Office: xcvcv xcvcv, Police Station: Dinhata PS, Address Line 1: xcvcv xcvcv, Address Line 2: , Pin Code: 713103
Edit

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Ease of doing business x +

← → ↻ ⚠ Not secure | 172.20.176.12/eodbosw/caf/application76/steptwo/RERIT2lubTJKRIVqMz3aDc2Y05IQT09/TJrnVEzejhWNEddkNNUJVEcms4Zz09

Ease of Doing Business | Single Window Services for Business

🔔 3 | 🧑 Welcome Onboard* SHOP TEST NAME

Communication Address

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 or Ward: xcvcv xcvcv, Post Office: xcvcv xcvcv, Police Station: Dinhata PS, Address Line 1: xcvcv xcvcv, Address Line 2: , Pin Code: 713103
Edit

Legal Status Of Site

Whether Site Legally Owned or Legally Held? *
Legally Owned

Details For Legally Owned Site

Whether Site Legally Owned or Legally Held? *
Yes

Name *
Name

Address with Pin code *
Address with Pin code

Registration Particulars if any.
Add

| SL. NO. | WHETHER SITE LEGALLY OWNED OR LEGALLY HELD | NAME | ADDRESS WITH PIN CODE | REGISTRATION PARTICULARS IF ANY | DELETE |
|---------|--|---------|-----------------------|---------------------------------|--------|
| 1 | Yes | sdf sdf | rt ertert | ert ertert | 🗑 |

Details For Legally Held Site

I or We declared that this site is Legally hold by me in terms of lease whose particulars are as stated below *
please select

Name *
Name

Superior or Sub-lessor? *
please select

Co-lessor? *
please select

Registration Particulars
Add

| SL. NO. | I OR WE DECLARED THAT THIS SITE IS LEGALLY HOLD BY ME IN TERMS OF LEASE WHOSE PARTICULARS ARE AS STATED BELOW | NAME | SUPERIOR OR SUB-LESSOR? | CO-LESSOR? | REGISTRATION PARTICULARS | DELETE |
|------------------|---|------|-------------------------|------------|--------------------------|--------|
| No Record Exists | | | | | | |

Occupancy And Use Group Details

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Open Space around the building on East Side (m) : *

Open Space around the building on West Side (m) : *

Means Of Access

No. of Entry or Exit to Premises *

Maximum Width of Internal Driveway (m) : *

Minimum Width of Exit from Premises (m) :

Height of Exit from Premises (m) :

Maximum Width of Exit from Premises (m) : *

Minimum Width of Internal Driveway (m) : *

Length of Internal road or driveway from abutting to last block or building(m) : *

Power Of Attorney Details

Name *

Address *

Letter of Proof : *

Details Of Licensed Building Surveyor (LBS) Or Architect

| SL. NO. | ARCHITECT OR LBS? | NAME OF THE ARCHITECT OR LBS | CLASS OF THE LBS | ARCHITECT REGISTRATION NO. OR LBS LICENSE NO | ADDRESS | PIN CODE | CONTACT NO OF ARCHITECT OR LBS | VALIDITY PERIOD OF THE LICENSE OR REGISTRATION | DELETE |
|------------------|-------------------|------------------------------|------------------|--|---------|----------|--------------------------------|--|--------|
| No Record Exists | | | | | | | | | |

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Existing Covered Area in Ground (sqm) :

Whether the Aerial Ladder can be moved around the Building and adequate Open Space available beneath Refuge Area Available *

Refuge area at the Height (sqm) *

Helipad(if more than 200 meters. height) *

Whether completion certificate is required

Fire Refuge Area *

Availability of Fire Shaft *

Basement Available *

Name And Address Shown On Recommendation

Name to be Printed on the Recommendation *

Address to be printed on Recommendation *

Cause Of Revision

Change of Occupancy *

Addition or Deduction of Floors horizontally or Vertically *

Internal Changes *

Any Changes in Open Space surrounding the Building *

Change of Name *

Change of Address *

Revised Name And Or Address To Be Shown On Recommendation

Name to be printed on Recommendation

Address to be printed on Recommendation *

PAN No of the current Applicant

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

Save & Next >>

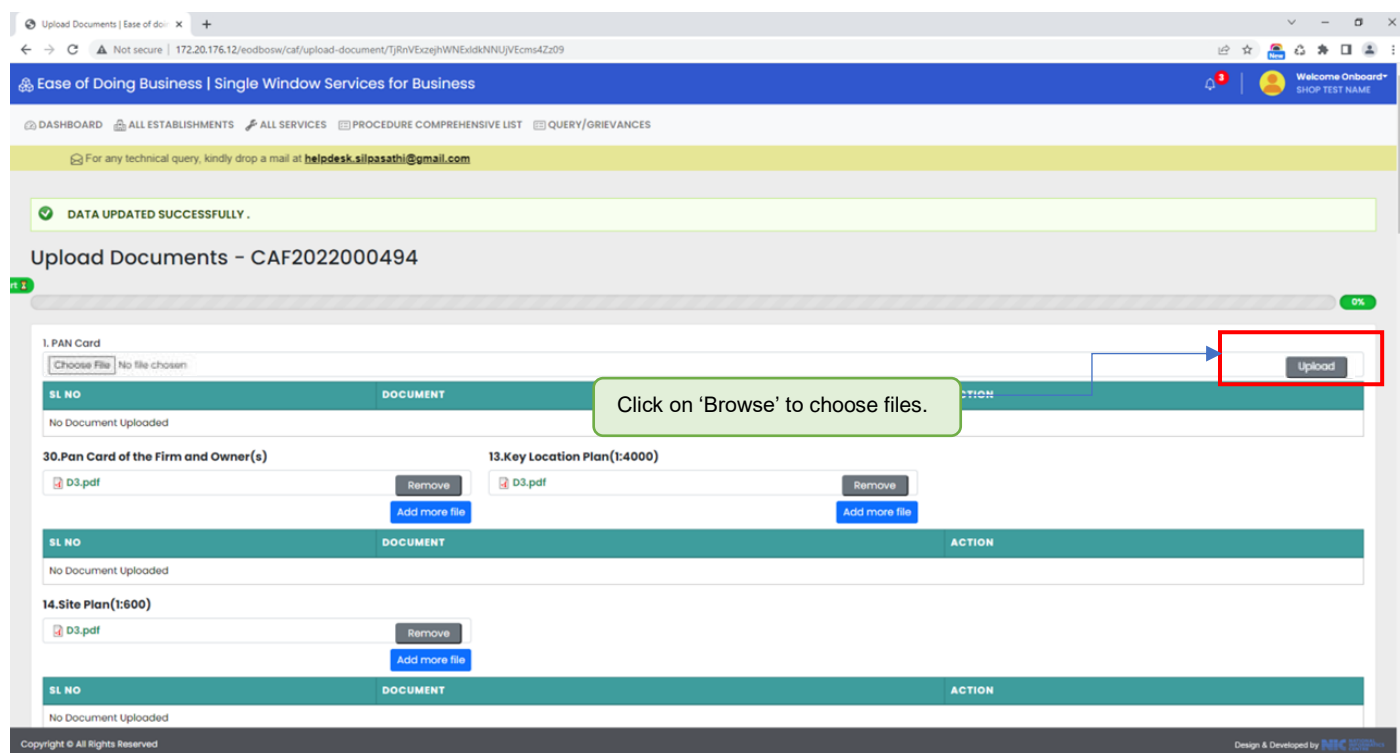
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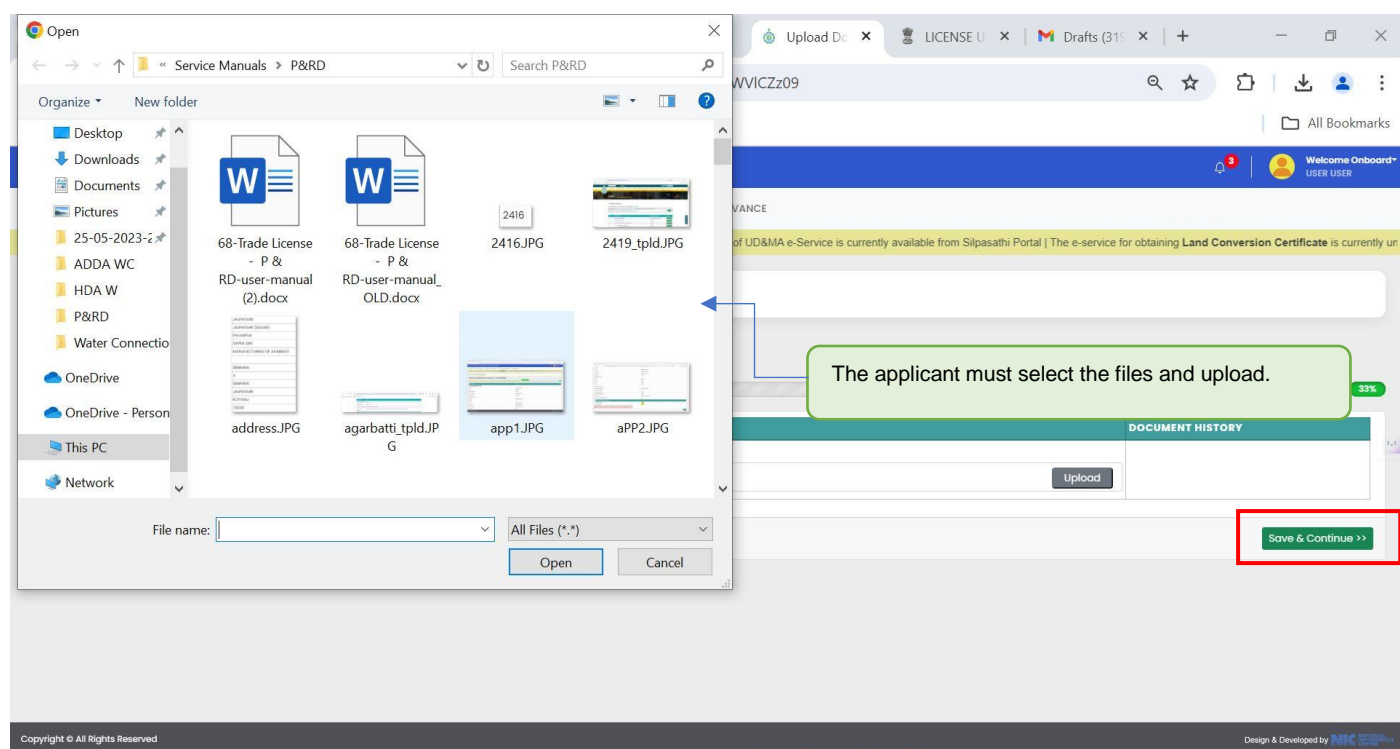
Upon completion of the application process along with document submission, the applicant clicks on the '**Submit**' button for final submission of the application.

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

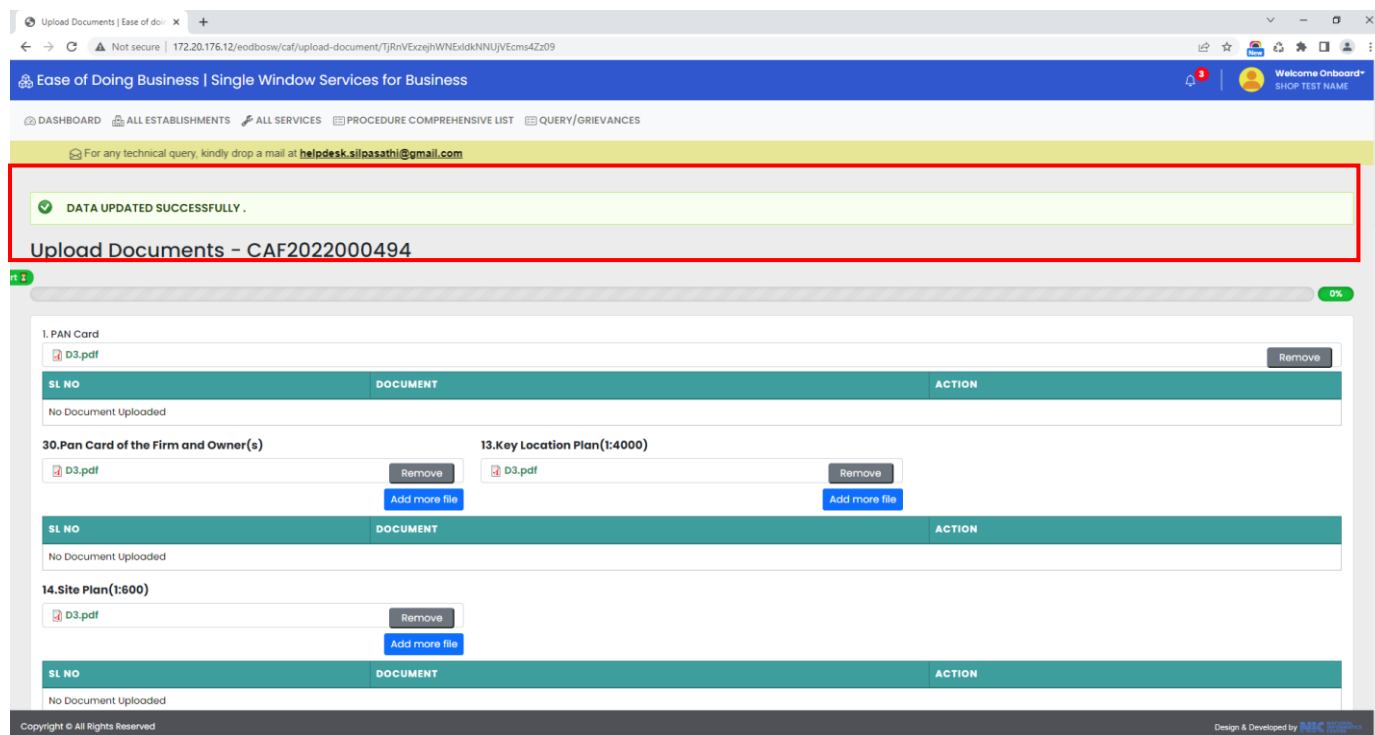


The applicant has to browse the required files in his system and upload them as described in the screenshots. A dialogue box appears after clicking on '**Browse**'. Once the required file is selected, the applicant has to click on '**Upload**' button to upload the files successfully.



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The 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 | Ease of doi

Not secure | 172.20.176.12/eodbosw/cat/upload-document/TjRnVExzejhWNEldkNNUjVEcms4Zz09

Ease of Doing Business | Single Window Services for Business

WELCOME ONBOARD* SHOP TEST NAME

DASHBOARD ALL ESTABLISHMENTS ALL SERVICES PROCEDURE COMPREHENSIVE LIST QUERY/GRIEVANCES

For any technical query, kindly drop a mail at helpdesk.silpasathi@gmail.com

DATA UPDATED SUCCESSFULLY.

Upload Documents – CAF2022000494

0%

1. PAN Card

D3.pdf Remove

| SL NO | DOCUMENT | ACTION |
|----------------------|----------|--------|
| No Document Uploaded | | |

30. Pan Card of the Firm and Owner(s)

D3.pdf Remove Add more file

13. Key Location Plan (1:4000)

D3.pdf Remove Add more file

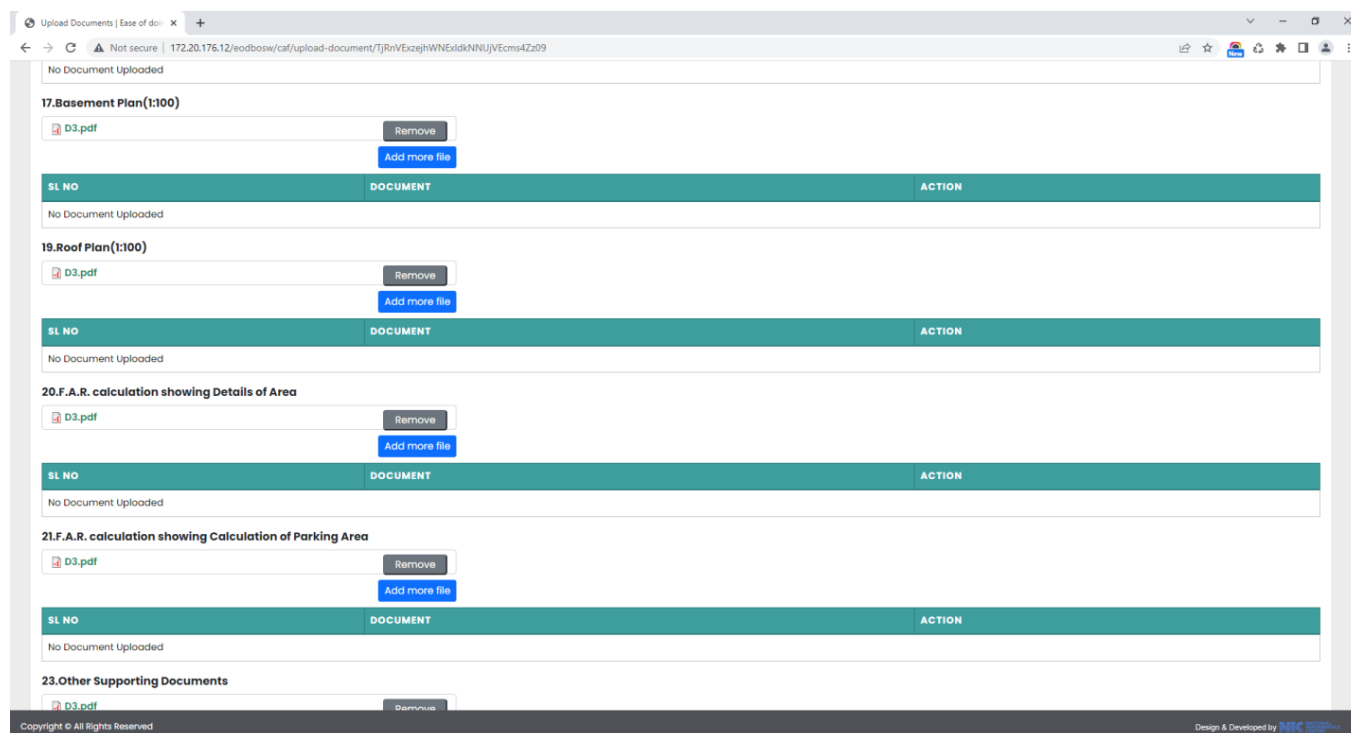
| SL NO | DOCUMENT | ACTION |
|----------------------|----------|--------|
| No Document Uploaded | | |

14. Site Plan (1:600)

D3.pdf Remove Add more file

| SL NO | DOCUMENT | ACTION |
|----------------------|----------|--------|
| No Document Uploaded | | |

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Upload Documents | Ease of doi

Not secure | 172.20.176.12/eodbosw/cat/upload-document/TjRnVExzejhWNEldkNNUjVEcms4Zz09

No Document Uploaded

17. Basement Plan (1:100)

D3.pdf Remove Add more file

| SL NO | DOCUMENT | ACTION |
|----------------------|----------|--------|
| No Document Uploaded | | |

19. Roof Plan (1:100)

D3.pdf Remove Add more file

| SL NO | DOCUMENT | ACTION |
|----------------------|----------|--------|
| No Document Uploaded | | |

20. F.A.R. calculation showing Details of Area

D3.pdf Remove Add more file

| SL NO | DOCUMENT | ACTION |
|----------------------|----------|--------|
| No Document Uploaded | | |

21. F.A.R. calculation showing Calculation of Parking Area

D3.pdf Remove Add more file

| SL NO | DOCUMENT | ACTION |
|----------------------|----------|--------|
| No Document Uploaded | | |

23. Other Supporting Documents

D3.pdf Remove

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The screenshot shows a web browser window with the URL `172.20.176.12/eodbosw/cat/upload-document/TjRnVEcxejhWNEddkNNUjVEcms4Zz09`. The page displays four sections for document uploads, each with a 'Remove' button and an 'Add more file' button:

- 25. Copy of the Last FSR / RFSR issued by the Department**
- 26. Master Plan Drawing**
- 28. Legal Ownership Document / Registered Deed**
- 29. Building Completion Certificate**

Each section has a table with columns 'SL NO', 'DOCUMENT', and 'ACTION'. Below the tables, there is a '< Back' button and a 'Save & Continue >' button. A green callout box with an arrow points to the 'Save & Continue >' button, containing the text: "Click to continue with the application process."

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

The screenshot shows the 'Common Application Form Preview' page for application ID CAF2022000494. The page has a blue header with the text 'Ease of Doing Business | Single Window Services for Business' and a yellow banner with the text 'For any technical query, kindly drop a mail at helpdesk.silpasathi@gmail.com'. A green message box states 'Documents submitted successfully.'

The form preview shows a progress bar at 67% completion. The form data is as follows:

| PARAMETERS | INPUTS |
|-------------------------|---------------------|
| Salutation | Mr. |
| First Name | eodb |
| Middle Name | |
| Last Name | test |
| Date of Birth | 20-09-1981 |
| Age | 41 |
| Gender | Male |
| Date of Application | 02/11/2022 13:33:27 |
| Mobile No | 2334534534 |
| E-mail | sy@yahoo.co.in |
| Aadhaar Card No | 123456788888 |
| PAN Number | BCSPD5422J |
| Address of the Property | |
| Country | India |

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Common Application Form Preview: 172.20.176.12/eodbosw/cdf/application-preview/TjRnVEzejhWNEkdNNUjVEcms4Zz09

Block Details

| SL. NO. | BLOCK NO | BLOCK DESCRIPTION | HEIGHT OF THE BLOCK(IN METER) | NO. OF FLOORS(EXCLUDING BASEMENT) | TOTAL FLOOR AREA OF THE BLOCK(SQM)(EXCLUDING BASEMENT) | BASEMENT |
|---------|----------|-------------------|-------------------------------|-----------------------------------|--|----------|
| 1 | 1 | sdf sdf | 22 | 2 | 2 | Nil |

Floor details

| SL. NO. | BLOCK NO | FLOOR DESCRIPTION | USE | CATEGORY OF USE | AREA OF USE (SQM) |
|---------|----------|-------------------|-------------|-----------------|-------------------|
| 1 | 1 | Ground Floor | Residential | NA | 34 |

Basement Details

| SL. NO. | BASEMENT IDENTIFIER | NO OF LEVELS | USE OF BASEMENT | AREA OF BASEMENT (SQM) | NO. OF RAMP (BASEMENT) | WIDTH OF THE RAMP (M) | WIDTH OF THE CORRIDOR OR DRIVEWAY (M) | NO. OF STAIRCASES | MINIMUM WIDTH OF THE STAIRCASE (M) |
|---------|---------------------|--------------|-----------------|------------------------|------------------------|-----------------------|---------------------------------------|-------------------|------------------------------------|
|---------|---------------------|--------------|-----------------|------------------------|------------------------|-----------------------|---------------------------------------|-------------------|------------------------------------|

Staircase and Ramp Details

| SL. NO. | BLOCK NO | STAIRCASE TYPE | STAIRCASE IDENTIFICATION DETAILS | WIDTH OF STAIRCASE (M) |
|---------|----------|----------------|----------------------------------|------------------------|
|---------|----------|----------------|----------------------------------|------------------------|

Lift Details

| SL. NO. | BLOCK NO. | TYPE OF LIFT | CAPACITY OF EACH LIFT(PERSON OR WEIGHT) | AVAILABILITY OF SERVICE STAIRCASE,SERVICE LIFT |
|---------|-----------|--------------|---|--|
|---------|-----------|--------------|---|--|

Minimum Open Space Details

| | |
|--|---|
| Open Space around the building on North Side (m) | 3 |
| Open Space around the building on South Side (m) | 3 |
| Open Space around the building on East Side (m) | 3 |
| Open Space around the building on West Side (m) | 3 |

Means of access

| | |
|--|---|
| No. of Entry or Exit to Premises | 1 |
| Maximum Width of Internal Driveway (m) | 1 |

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Common Application Form Preview: 172.20.176.12/eodbosw/cdf/application-preview/TjRnVEzejhWNEkdNNUjVEcms4Zz09

Address to be printed on Recommendation: Sample address

PAN No of the current Applicant: DUXPP12345B

UPLOADED SUPPORTING DOCUMENTS

| | |
|--|----------------------|
| Key Location Plan(1:4000) | View |
| Site Plan(1:600) | View |
| Section Elevation Plan | View |
| Typical Building Plan | View |
| Basement Plan(1:100) | View |
| Structured Drawings | View |
| Roof Plan(1:100) | View |
| F.A.R. calculation showing Details of Area | View |
| F.A.R. calculation showing Calculation of Parking Area | View |
| Area Statement | View |
| Other Supporting Documents | View |
| Proof of Power of Attorney | View |
| Copy of the Last FSR / RFSR issued by the Department | View |
| Master Plan Drawing | View |
| Floor Plan(1:100) | View |
| Legal Ownership Document / Registered Deed | View |
| Building Completion Certificate | View |
| Pan Card of the Firm and Owner(s) | View |

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

[Submit](#)

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

Revision of Fire Safety Recommendation provided as a service through 'SilpaSathi' the Online Single Window portal of State (WB)

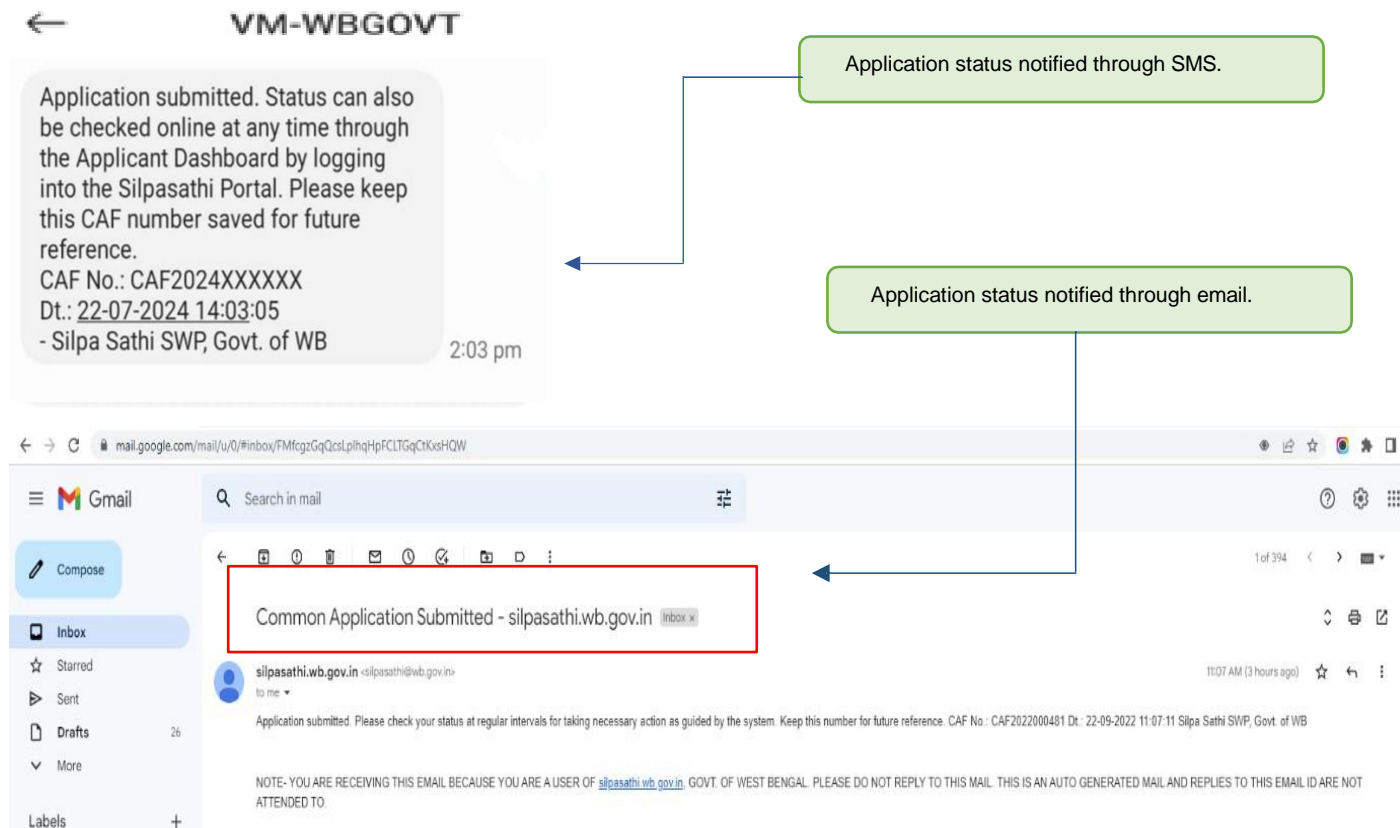
| NAME OF THE SERVICES | CURRENT STATUS | DATE |
|--|----------------|-----------|
| Revision of Fire Safety Recommendation | Applied | Completed |
| | Initiated | Completed |
| Forward | Pending | |
| Accept the Application for Payment | Pending | |
| payment has been successful | Pending | |
| Send for Conducting TEC Meeting | Pending | |
| Waiting for Physical Documents | Pending | |
| Approve | Pending | |
| Forward for Rejection | Pending | |
| Forward for Seeking Clarification | Pending | |
| Physical Documents received | Pending | |
| Reject | Pending | |
| Send Back to Deputy Director | Pending | |
| Send Back to DFO | Pending | |
| Send Back to Immediate Previous Actor | Pending | |
| Send Back to Inspector | Pending | |
| Updating the Status | Pending | |
| Sent Back to applicant for appropriate payment | Pending | |
| Auto Escalation | Pending | |

Application status updated.

| NAME OF THE SERVICES | CURRENT STATUS | DATE |
|--|----------------|-----------|
| Revision of Fire Safety Recommendation | Applied | Completed |
| | Initiated | Completed |
| Forward | Completed | |
| Accept the Application for Payment | Completed | |
| payment has been successful | Pending | |
| Send for Conducting TEC Meeting | Pending | |
| Waiting for Physical Documents | Pending | |
| Approve | Pending | |
| Forward for Rejection | Pending | |
| Forward for Seeking Clarification | Pending | |
| Physical Documents received | Pending | |
| Reject | Pending | |
| Send Back to Deputy Director | Pending | |
| Send Back to DFO | Pending | |
| Send Back to Immediate Previous Actor | Pending | |
| Send Back to Inspector | Pending | |

Revision of Fire Safety Recommendation provided as a service through 'SilpaSathi' the Online Single Window portal of State (WB)

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



Revision of Fire Safety Recommendation 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

Establishment | Ease of doing bu... | Orcapod Consulting Services Pri... | Orcapod consulting services koll... | +

← → ↻ ⚠ Not secure | 172.20.176.12/eodbosw/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

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 : CAF2022000494 Check Status

| SL NO. | SERVICE | ACTION |
|--------|---|----------------------|
| 1 | Revision of Fire Safety Recommendation (WBRTPS Timeline: 30 days (15 days in KMC area)) ● Applied ● Initiated ● Forward ● Accept the Application for Payment ● payment has been successful ● Send for Conducting TEC Meeting ● Waiting for Physical Documents ● Approve ● Forward for Rejection ● Forward for Seeking Clarification ● Physical Documents received ● reject ● Send Back to Deputy Director ● Send Back to DFO ● Send Back to Immediate Previous Actor ● Send Back to Inspector ● Updating the Status ● Sent Back to applicant for appropriate payment ● Auto Escalation | Pay Now |

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.

e-Payments | Ease of doing busi... | Orcapod Consulting Services Pri... | Orcapod consulting services koll... | +

← → ↻ ⚠ Not secure | 172.20.176.12/eodbosw/payment-details/RErITZlubTJKRlVqMzI3aDc2Y05lQT09/TJnVEzzejhWNEldkNNUjVEcms4Zz09

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

Payments Details-CAF2022000494

Details of the depositor

| | | |
|--------------------------------|---------------------|---|
| Dept. Payment Reference Number | EODB706430190615357 | <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 within 72 hours.</i> |
| CAF Number | CAF2022000494 | |
| Name | shop test name | |
| Email | shop@yahoo.com | |
| Mobile | 9732258671 | |

Service wise fees details

| SL. NO. | NAME OF THE SERVICES | PURPOSE | HEAD OF ACCOUNT | PAYABLE AMOUNT(Rs.) |
|--------------|--|---|--------------------|---------------------|
| 1 | Revision of Fire Safety Recommendation | Fees for Issuance of Revised Fire Safety Recommendation | 0070-60-109-001-14 | 1000 |
| Total | | | | 1000 |

<< Back Proceed to Pay

Click here to proceed with the payment in GRIPS portal.

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Revision of Fire Safety Recommendation provided as a service through 'SilpaSathi' the Online Single Window portal of State (WB)

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.

Government Receipt Portal System | Oricapod Consulting Services Private Limited | oricapod consulting services kolkata

Not secure | 202.61.117.90/GRIPS/v2/#/g2-payment/external?uuid=dc5ca430-7de4-4d8a-9d0b-8195bfd18fd8&data1=b7351f11acd95838293011c8061baed30de06c643bf9702a49f39049099fa7c41

Review and Confirmation | Payment Mode and Bank Selection | 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 |
| shop test name | 9732258671 | | shop@yahoo.com |
| Address1 | | | Address2 |
| Kolkata | | | |

1. Fire Services → ₹1000

| Department Details | | | |
|--------------------|---|----------------------|---------------|
| Organization Type | Organization Name | User Type | Period From |
| Government | Fire Services | Citizen | 04/11/2022 |
| Period To | Remarks | Identification No | Ref No |
| 04/11/2022 | Payment for -Revision of Fire Safety Recommendation | 02730120221667560273 | CAF2022000494 |

| Service and Tax Details | | | |
|-------------------------|--|--------------------|--------|
| Subservice Name | HoA Description | Head of Account | Amount |
| Service Fees | Fees Under West Bengal Fire Services Act- Service Fees | 0070-60-109-001-14 | 1000 |

TOTAL ₹1000
Rupees One Thousand only

☐ Verified and checked

Payment amount displayed.

Government Receipt Portal System | Oricapod Consulting Services Private Limited | oricapod consulting services kolkata

Not secure | 202.61.117.90/GRIPS/v2/#/g2-payment/external?uuid=dc5ca430-7de4-4d8a-9d0b-8195bfd18fd8&data1=b7351f11acd95838293011c8061baed30de06c643bf9702a49f39049099fa7c41

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

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

Home

Payment

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

Payment Mode *
SBI Epay

Bank *
SBI EPay

BACK NEXT

Revision of Fire Safety Recommendation provided as a service through 'SilpaSathi' the Online Single Window portal of State (WB)

Depositor Details

| | | | |
|----------------|------------|-----------|----------------|
| Depositor Name | Mobile No. | Phone No. | Email |
| shop test name | 9732258671 | | shop@yahoo.com |
| Address1 | | | Address2 |
| Kolkata | | | |

Transaction Details

| | | | |
|--------------------|---------------------|--------------|----------|
| GRIPS Payment ID | Transaction Date | Payment Mode | Bank |
| 041120225023258524 | 04/11/2022 16:43:06 | SBI EPay | SBI EPay |

1. Fire Services → ₹1000

GRN Details

| | | | |
|-------------------|-------------------|---|----------------------|
| GRN | Organization Type | Organization Name | User Type |
| 19202223552585258 | Government | Fire Services | Citizen |
| Period From | Period To | Remarks | Identification No |
| 04/11/2022 | 04/11/2022 | Payment for -Revision of Fire Safety Recommendation | 02730120221667560273 |
| Ref No | | | |
| CAF2022000494 | | | |

Service and Tax Details

| | | | |
|-----------------|--|--------------------|--------|
| Subservice Name | HoA Description | Head of Account | Amount |
| Service Fees | Fees Under West Bengal Fire Services Act- Service Fees | 0070-60-109-001-14 | 1000 |

The applicant can choose his required mode of payment.

SBIEPay

Sale (POS) devices within India. For card not present (Domestic and International) transactions Card holder has to enable the card for such transaction by using Bank/Card application

Payment Details

Please enter your card details

Card Number

Expiry Date/Valid Thru

CVV/CVC 4-DBC

Name of the card holder

Use your GSTIN for claiming input tax (Optional)

Pay Now

Cancel

Order Summary

Order No.: 192022230131488648

Merchant Name: GRIPS Finance Dept West Bengal

Am

Pro

GST:

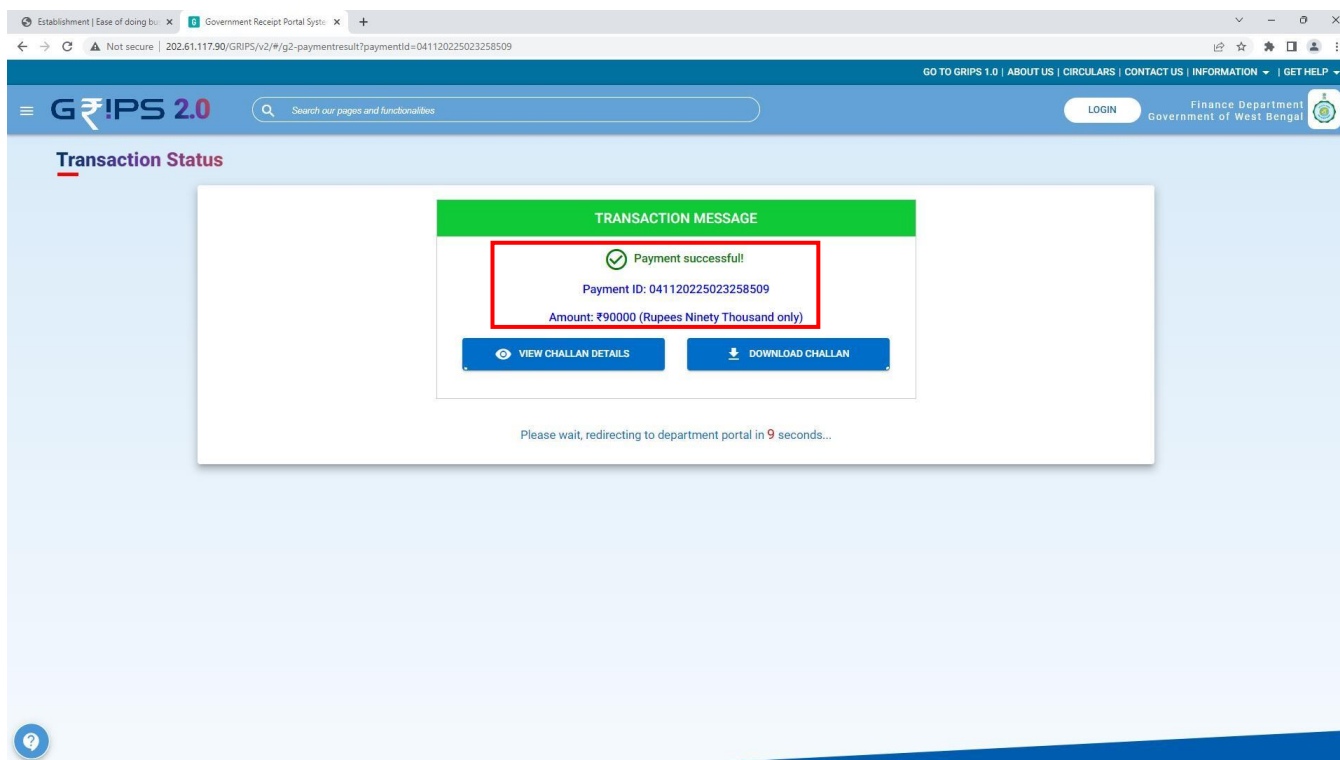
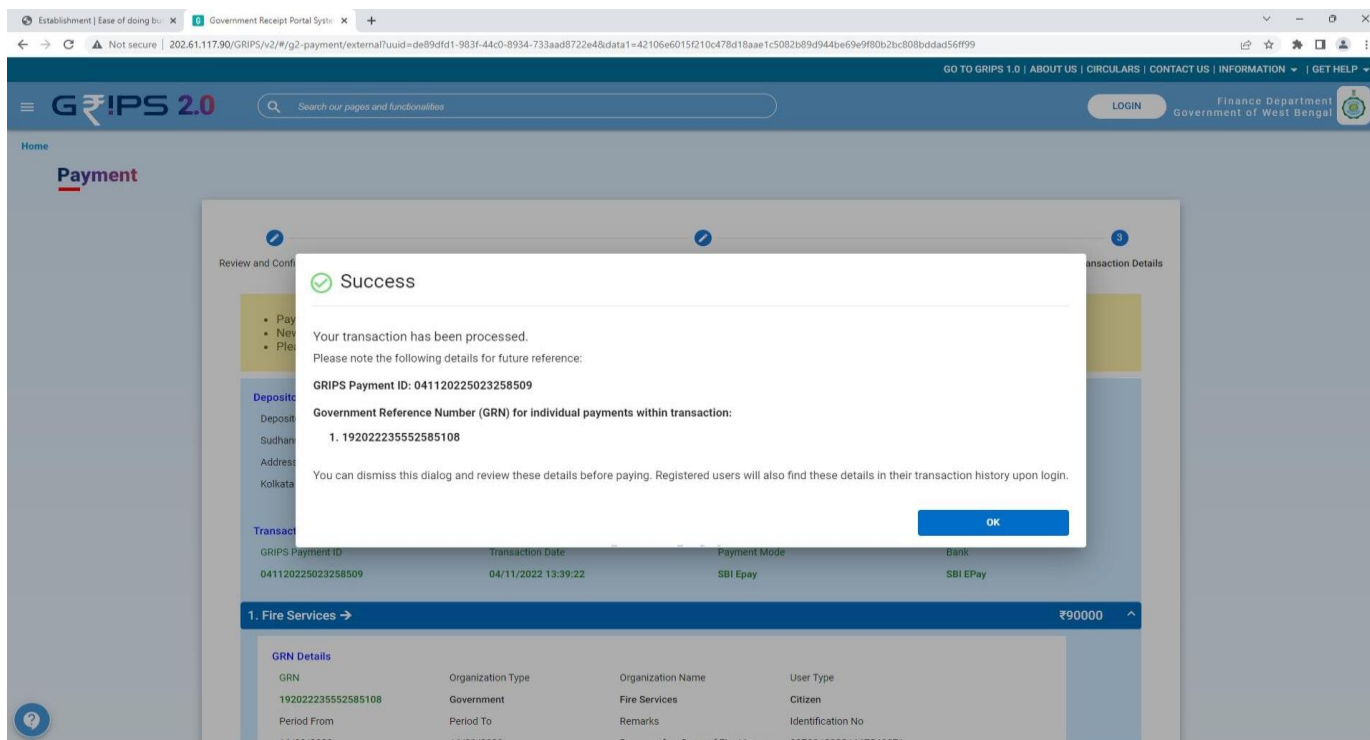
Total:

APM ID: PG_TRANS_396

You can check the transaction status using the following link - [Click Here](#)

Select payment mode.

Revision of Fire Safety Recommendation provided as a service through 'SilpaSathi' the Online Single Window portal of State (WB)



Revision of Fire Safety Recommendation 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.

Current Status-CAF2022000494

| NAME OF THE SERVICES | CURRENT STATUS | DATE |
|--|----------------|------|
| Revision of Fire Safety Recommendation | Completed | |
| Applied | Completed | |
| Initiated | Completed | |
| Forward | Completed | |
| Accept the Application for Payment | Completed | |
| payment has been successful | Completed | |
| Send for Conducting TEC Meeting | Pending | |
| Waiting for Physical Documents | Pending | |
| Approve | Pending | |
| Forward for Rejection | Pending | |
| Forward for Seeking Clarification | Pending | |
| Physical Documents received | Pending | |
| Reject | Pending | |
| Send Back to Deputy Director | Pending | |
| Send Back to DFO | Pending | |
| Send Back to Immediate Previous Actor | Pending | |
| Send Back to Inspector | Pending | |

Latest status updated.

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.

Your Selected Service(s)

BUSINESS REFERENCE ID : CAF2022000494

| SL NO. | SERVICE | STATUS |
|--------|---|-----------|
| 1 | Revision of Fire Safety Recommendation (WBRTPS Timeline: 30 days (15 days in KMC area)) | Completed |
| | Applied | Completed |
| | Initiated | Completed |
| | Forward | Completed |
| | Accept the Application for Payment | Completed |
| | payment has been successful | Completed |
| | Send for Conducting TEC Meeting | Pending |
| | Waiting for Physical Documents | Pending |
| | Approve | Pending |
| | Forward for Rejection | Pending |
| | Forward for Seeking Clarification | Pending |
| | Physical Documents received | Pending |
| | Reject | Pending |
| | Send Back to Deputy Director | Pending |
| | Send Back to DFO | Pending |
| | Send Back to Immediate Previous Actor | Pending |
| | Send Back to Inspector | Pending |
| | Updating the Status | Pending |

Click to Proceed

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

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

Revision of Fire Safety Recommendation provided as a service through 'SilpaSathi' the Online Single Window portal of State (WB)

| NAME OF THE SERVICES | CURRENT STATUS | DATE |
|--|----------------|------|
| Revision of Fire Safety Recommendation | | |
| Applied | Completed | |
| Initiated | Completed | |
| Forward | Completed | |
| Accept the Application for Payment | Completed | |
| payment has been successful | Completed | |
| Approve | Completed | |
| Auto Escalation | Pending | |
| Forward for Rejection | Pending | |
| Forward for Seeking Clarification | Pending | |
| Physical Documents received | Pending | |
| Reject | Pending | |
| Send Back to Deputy Director | Pending | |
| Send Back to DFO | Pending | |
| Send Back to Immediate Previous Actor | Pending | |
| Send Back to Inspector | Pending | |
| Updating the Status | Pending | |

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

4. Online Download of final approval certificate

Click on 'Download Certificate'

| SL NO. | SERVICE | ACTION |
|--------|---|------------------|
| 1 | Revision of Fire Safety Recommendation (WBRTPS Timeline: 30 days (15 days in KMC area)) | Click to proceed |

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 'Click to Download' icon to download the Final Approval Certificate issued.

Revision of Fire Safety Recommendation provided as a service through 'SilpaSathi' the Online Single Window portal of State (WB)

Application View Details | Ease of Doing Business | Single Window Services for Business

For any technical query, kindly drop a mail at helpdesk.silpasathi@gmail.com

Application Form View Details(CAF2022000421)

| PARAMETERS | INPUTS |
|------------------------|--------------------|
| Acknowledgement | View & Download |
| Demand Note | View & Download |
| License/Certificate | View & Download |
| Registration Number | FL0225182220400344 |
| Registration Date | 17/09/2022 |
| Name | Mr. t t t |
| Date of Birth | 01-09-2004 |
| Age | 18 |
| Gender | Male |
| Mobile No | 7603091500 |
| E-mail | t@g.com |
| Aadhaar Card No | 121234345665 |
| PAN Number | CULPM5656F |
| Present Address | |
| Country | India |
| State | West Bengal |
| District | Coochbehar |
| Subdivision | Coochbehar |

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188_Certificate.pdf

File | C:/Users/Admin/Documents/Received%20Files/188_Certificate.pdf

1 of 1

Page view | Read aloud | Add text | Draw | Highlight | Erase

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

Memo no. FSR/0225186220400464 Date: 04-11-2022

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

To: Sample name
Sample address

Sub: test

Application Reference : OSWP(Silpasathi) (CAF-CAF2022000494) received on 02-11-2022 regarding the test

The plan submitted by you was scrutinized and marked as found necessary from Fire Safety point of view. In returning one set of plan with recommendation, this office is issuing **Revised Fire Safety Recommendation** in favor of the aforesaid building subject to the compliance of the following fire safety measure.

Recommendation:
test


Deputy Director
West Bengal Fire & Emergency Services

The authenticity of this document can be verified by accessing the URL: silpa.silpa.gov.in and then clicking on the 'Verification of Digitally Signed Document' link and keying in the Unique Number: 1022186220400344

Page: 1

Revision of Fire Safety Recommendation provided as a service through 'SilpaSathi' the Online Single Window portal of State (WB)

The certificate as downloaded:

| | |
|---|------------------|
|  Government Of West Bengal Office Of The Deputy Director West Bengal Fire & Emergency Services Station Feeder Road, P.O & P.S Siliguri, District: Darjeeling, Pin - 734005 | |
| Memo no.:FSR/0225186220400464 | Date: 04-11-2022 |
| From: Deputy Director North Zone, HQ Wing, West Bengal Fire & Emergency Services | |
| To: Sample name Sample address | |
| Sub: test | |
| Application Reference : OSWP(Shilpasathi) (CAF-CAF2022000494) received on 02-11-2022 regarding the test | |
| The plan submitted by you was scrutinized and marked as found necessary from Fire Safety point of view. In returning one set of plan with recommendation, this office is issuing Revised Fire Safety Recommendation in favor of the aforesaid building subject to the compliance of the following fire safety measure. | |
| Recommendation: test | |
| Deputy Director West Bengal Fire & Emergency Services | |
| <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 : 0225186220400081. Page : 1</small> | |

Revision of Fire Safety Recommendation 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.

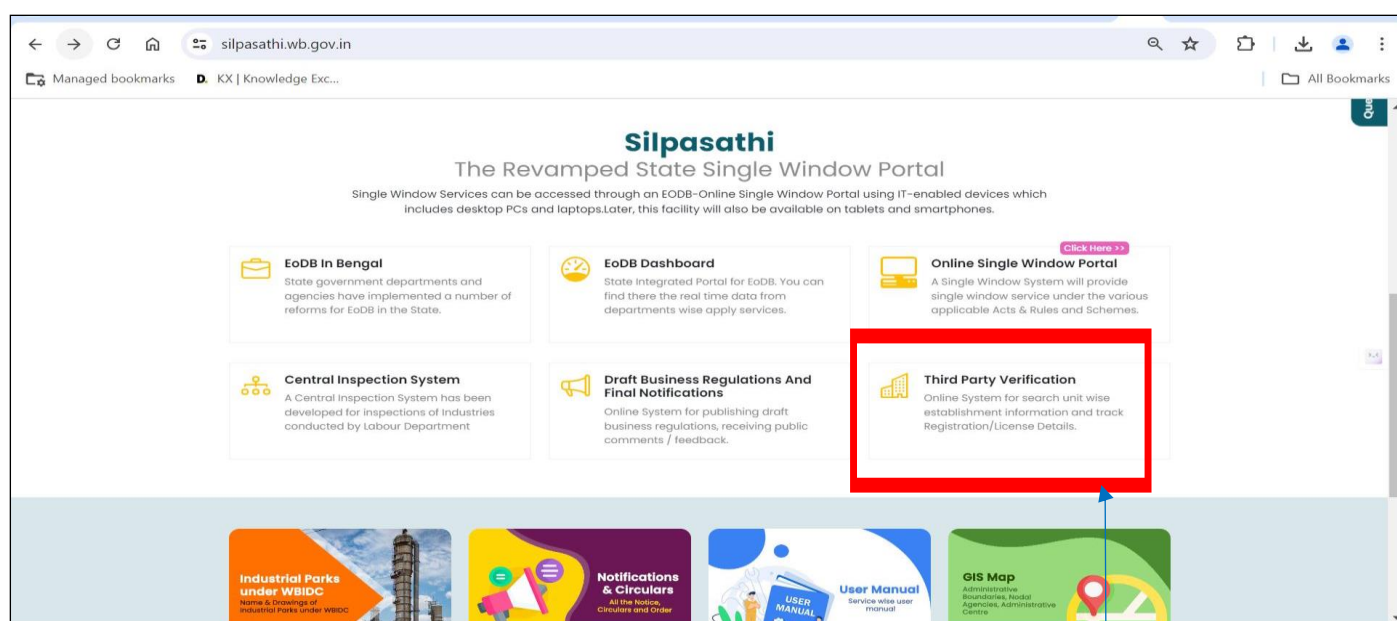
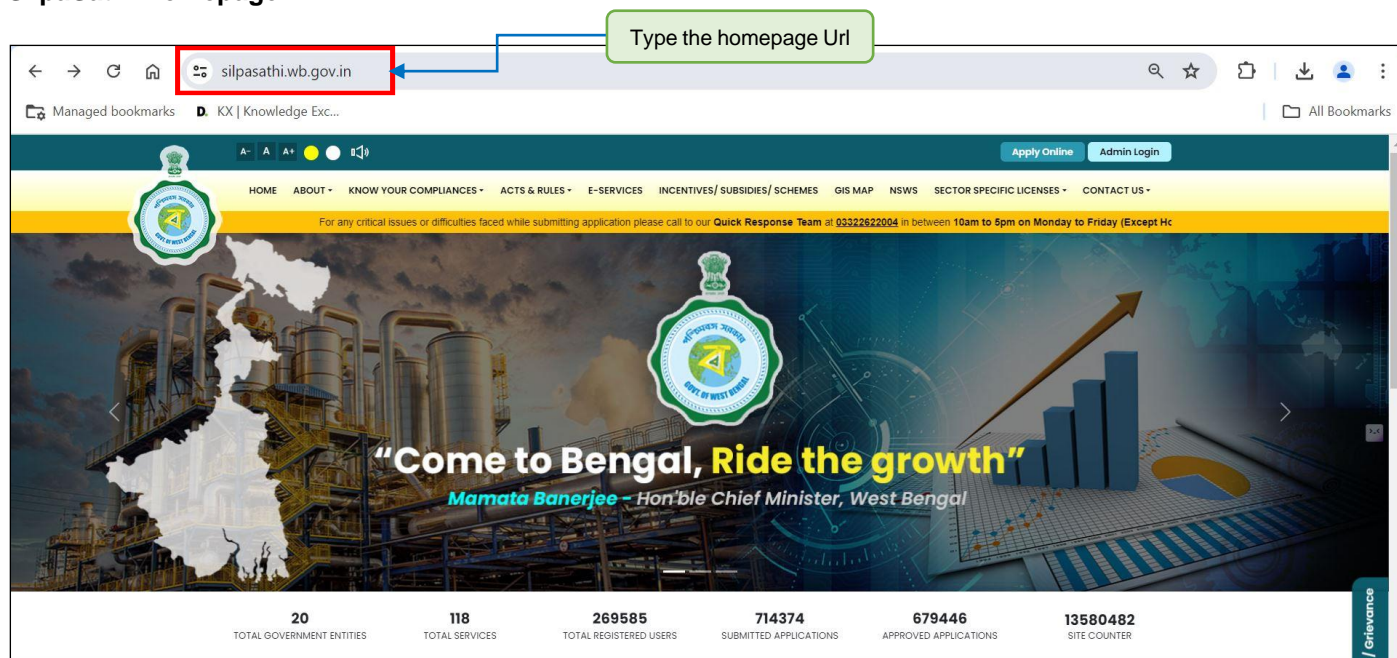
Third part verification process

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



Select 'Third Party Verification'

Revision of Fire Safety Recommendation 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.

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 >> |

Enter Registration number/ License number to view details.

Track Registration/License Details

Select Services *
Revision of Fire Safety Recommendation - (Fire and ES)

Registration Number / License Number / Others *
FSR/0225186220400464

Search

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Site Map | Privacy Policy | Disclaimer | Related Links

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

Revision of Fire Safety Recommendation provided as a service through ‘SilpaSathi’ the Online Single Window portal of State (WB)

The third party can view the details as illustrated below:

Track Registration/License Details

Select Services *
Revision of Fire Safety Recommendation - (Fire and ES)

Registration Number / License Number / Others *
FSR/0225186220400464

Search

| Parameter | Output |
|---------------------|----------------------|
| Registration Number | FSR/0225186220400464 |
| Registration Date | 04-11-2022 |
| Name | Sample Name |
| Location | Sample Address |

All efforts have been made to make the information as accurate as possible. Contents of the 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.

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